

# Introduction to MS Word – Unit 3

## Inserting Objects

### Insert Tab

#### Unit 3 Skills:

- **Task 3-1: Inserting Tables**
  - **Table Properties**
    - **Rows, Columns, Cells**
    - **Heading**
    - **Merging cells**
    - **Borders & Shading**
- **Task 3-2: Inserting Symbols**
  - **Normal text**
  - **Wingdings**
  - **Alternate Keyboard shortcuts**
- **Task 3-3: Inserting Pictures**
  - **Online pictures**
  - **Layout options**
- **Task 3-4: Inserting Text Boxes**
  - **Edit Shape**
- **Task 3-5: Inserting Shapes**
  - **Align Objects**
- **Task 3-6: Insert Drop Capital Letter**

### Inserting Tables – Insert Tab

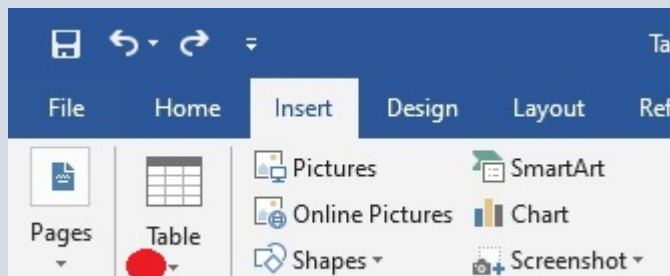
Task 3-1: Please create a Word document exactly like what appears in the box below.

This is a table. Let's call this row the heading	
This cell is the first column of the first row.	This cell is the second column of the first row.
This cell is the first column in the second row.	This cell is the second column in the second row.
This cell is the first column in the third row.	This cell is the second column in the third row.

The first and second columns of the heading row have been merged. And the contents of this row have been centered.	
This cell is the first column of the first row.	This cell is the second column of the first row.
This cell is the first column in the second row.	This cell is the second column in the second row.
This cell is the first column in the third row.	This cell is the second column in the third row.

SEPTEMBER 2019						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14

HINT: The red dot indicates the tool you'll need.



**Also:**  
**Right-click for**  
**Table Properties**

### Inserting Symbols – Insert Tab

Task 3-2: Please create a Word document exactly like what appears in the box below.

49¢	©My Book	98.6° F	$E=mc^2$	½ gallon	¿?
Panamá	México	Perú	Niña	ج	گ
£100	¥100	100€	100£S	100P	100RD\$
①	②	③	①	②	③

Here's something interesting for you; many symbols have "Alt Codes" which means if you hold the Alt key while typing a sequence of numbers on the number pad, the symbol will appear when you release all fingers from the keyboard (make sure "Num Lock" is enabled). For example:

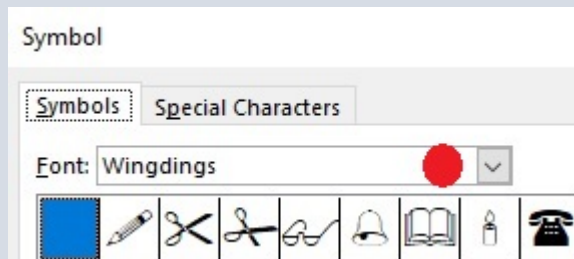
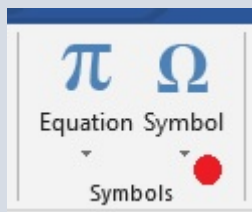
- Holding the Alt key while typing 157 on the number pad will produce the symbol for the Japanese yen, ¥
- Here are two more examples:
  - Alt + 130 = é
  - Alt + 172 = ¼

On the "Symbol" menu, please change the "Font" to "Wingdings (see below) to produce the following:



After inserting the symbols go back to the Home Tab and change the font size to 20.

HINT: The red dots indicate the tools you'll need.



### Inserting Pictures – Insert Tab

Task 3-3: Please create a Word document exactly like what appears in the box below.



An apple a day keeps the doctor away. (picture in line with text)



You can lead a horse to water, but you can't make it drink. (picture square with text)

A picture is worth a thousand words. (picture behind text)

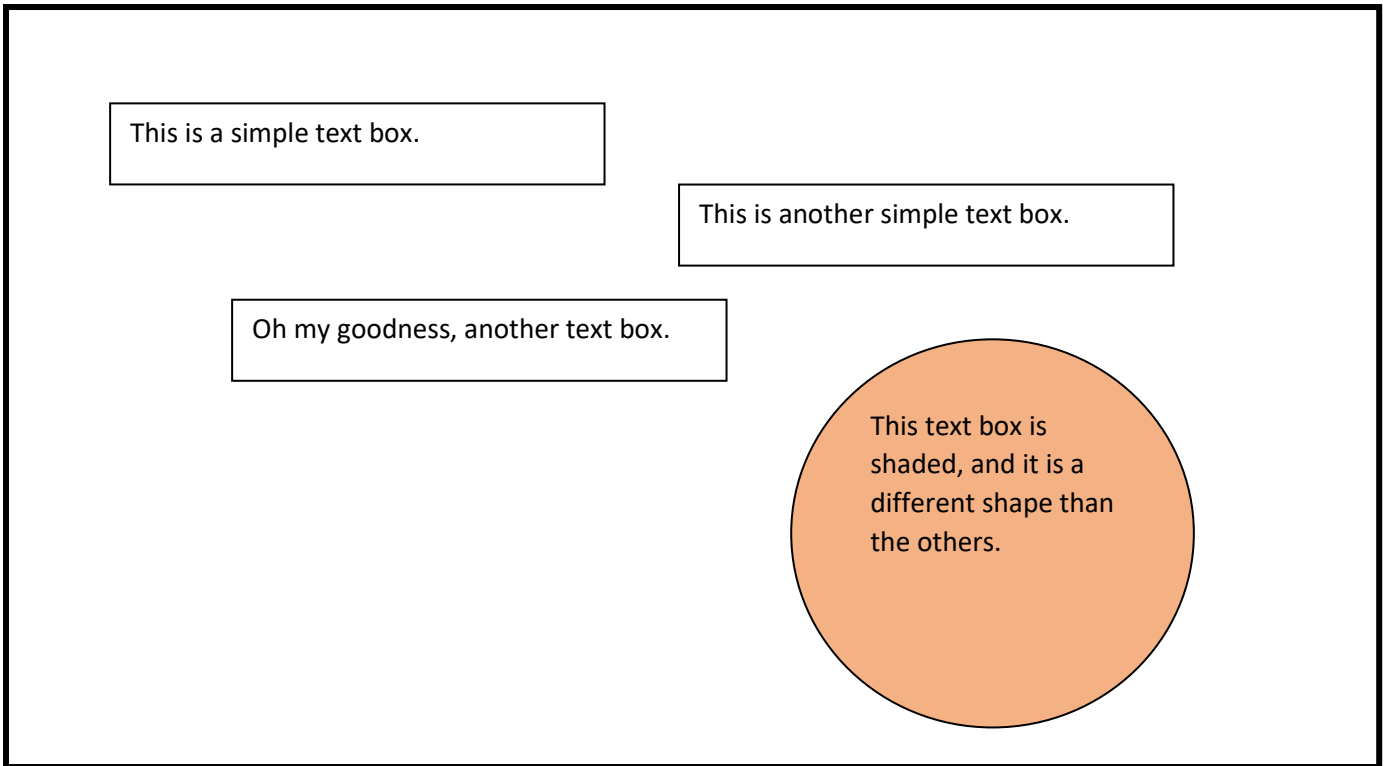


HINT: The red dots indicate the tools you'll need.



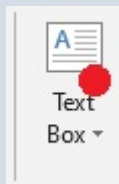
### Inserting Text Boxes – Insert Tab

Task 3-4: Please create a Word document exactly like what appears in the box below.

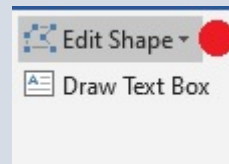


HINT: The red dots indicate the tools you'll need.

Insert Tab..

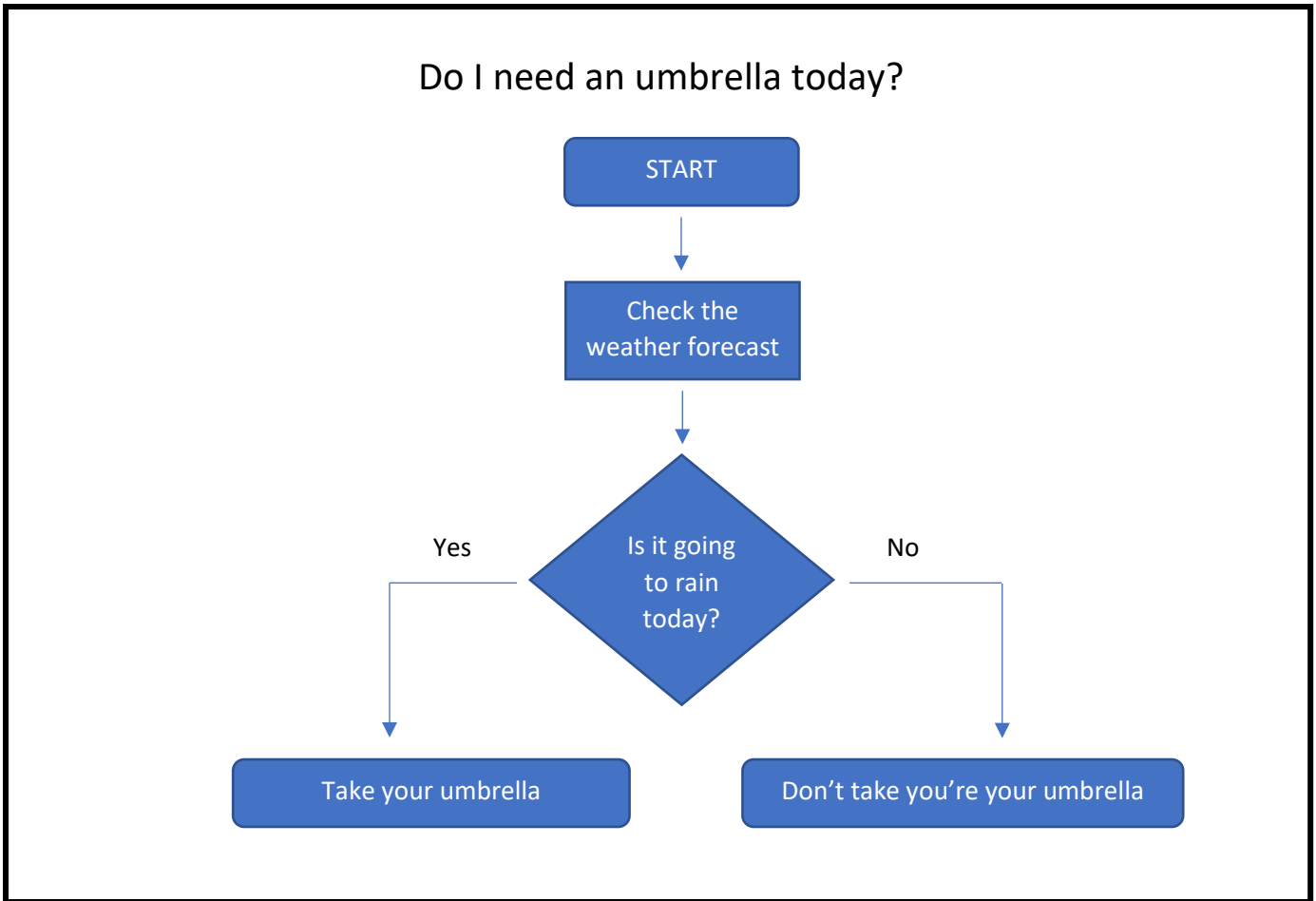


Format Tab..

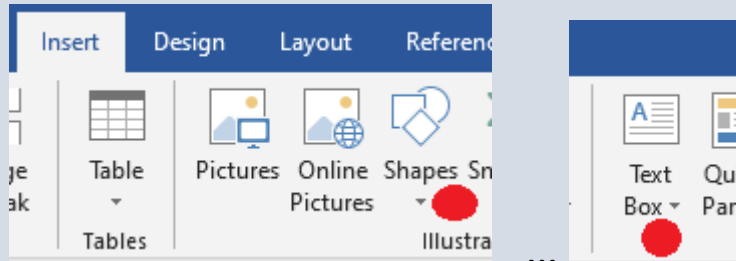


### Inserting Shapes – Insert Tab

Task 3-5: Please create a Word document exactly like what appears in the box below.



HINT: The red dots indicate the tools you'll need.



## Inserting a Drop Capital Letter – Insert Tab

Task 3-6: After opening this document in MS Word, please follow the instructions below.

- Copy and paste the following paragraph into the empty box below.

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

- Change the font of the entire paragraph to “Manorly.”
- Select only the first letter (the “W”).
- On the “Insert” tab, click “Drop Cap.”
- Select “Dropped.”
- That’s it.

HINT: When finished, yours should look like this:

