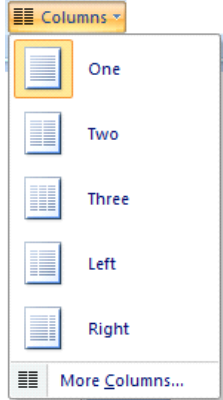


# Word 4: Advanced Formatting

## Columns

Select text you want to change and then choose the **page layout** tab and the click **columns**.



Choose from a preset list of choices or if you want even more options choose **more columns**

**More column options**

Choose from different collimated styles

Put a line between the columns

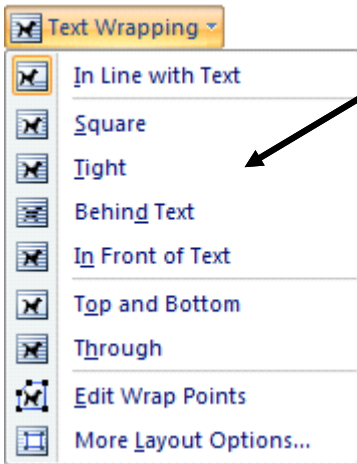
Set your own exact dimensions of your columns

Set the columns to be exact dimensional duplicates or have them be individual

Pay attention to the preview to see what is going on

## Wrap text and layout

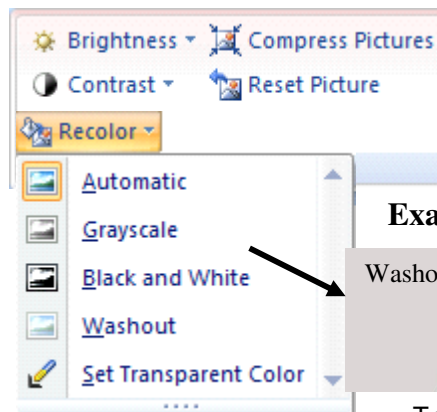
Change the wrapping style to adjust the way text goes around your graphic



- **Square** forces the text around it squarely
- **Tight** folds the text around any free space
- **Behind** and in **front of text** do exactly that. Use in front of text to set your picture placement without problems cropping up

## Image options

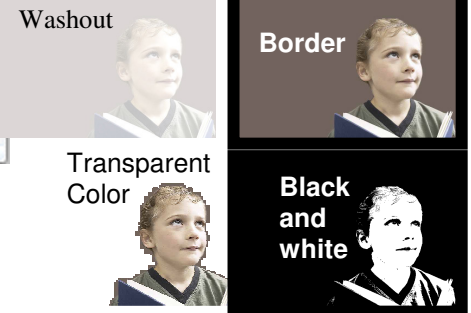
Use the choices to alter the image



Use crop to cut the image



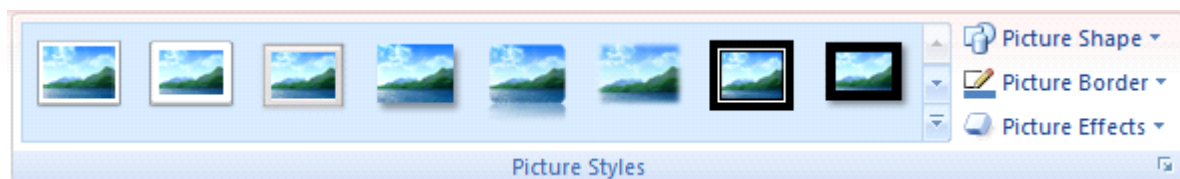
### Examples of image options



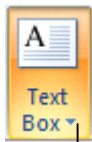
Change the look of the image by using the recolor option

## Picture Styles

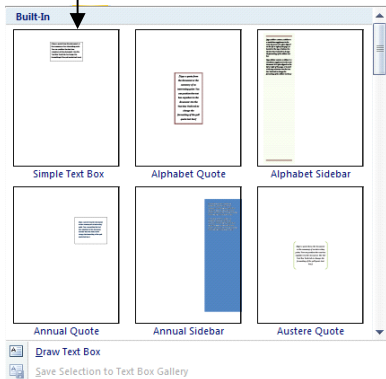
Use picture styles to give the edges of your image a much more interesting look



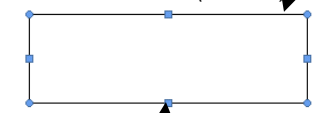
## Text Boxes



A **Text box** allows you to move a block of text like a graphic  
Click on **insert tab** and click **text box** and choose from the styles presented  
Start typing and move it around



**To move it:** click on the border and hold the mouse down. *Note do not point to the handles (circles)*

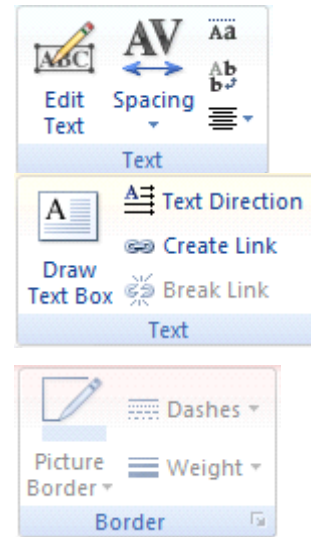


**To resize it:** click and hold on one of the handles (circles) and drag any direction you like

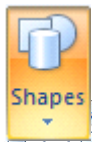
### Change format of text boxes

Click twice on the frame of the text box  
Change the colors of both the line and the fill.

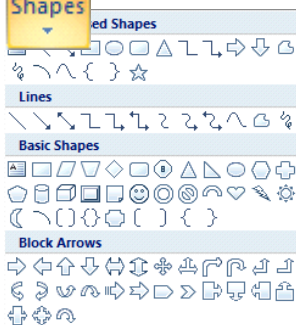
Change things like spacing and bordering or change the color



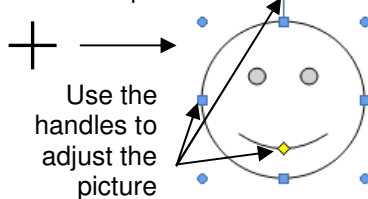
## AutoShapes



Click the **insert tab** and choose **Shapes**.  
Click on the shape you want.



Your arrow will change to a cross. Click once where you want the shape.



## WordArt

Click the **insert tab** and choose **WordArt**. Choose a style and then type a message.

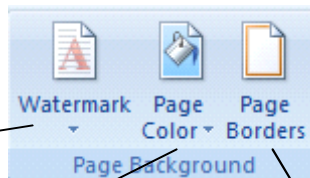


Use tools like the change shape button to alter the style of the WordArt



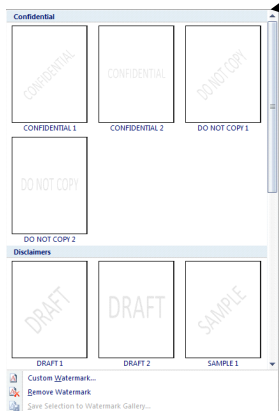
## Page Background

Click on the **Page tab** to see more choices



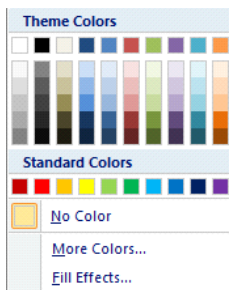
Use the 3 choices to do overall changes to the page

## Watermark



Used to make sure documents are properly categorized like draft or confidential

## Page Color

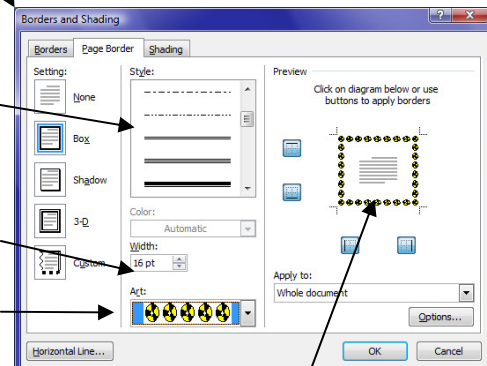


Used to color the background of the entire document

## Page Borders

Used to put a stylized border around the entire document

Change the line style  
Change the line width  
Change the line to an art border



Click on lines and sides to turn on/off parts