CS1L Word lecture #2 of 3

**Tools**
- Spell & Grammar (Tools), (Tools) Can work automatically (red & green squiggly underlines)
  - (right click on word – menu) Thesaurus (Tools->Language)

**Fonts**
- (wrong name – should be called typefaces)
  - Sizes (points 72 points = 1 inch) (10 or 11 points = “normal” size)
  - Monospaced vs proportional spaced. [typewriter vs. typesetting]
  - Serif vs. Sans-serif (small lines coming from ends of strokes of letters (from french))
  - Body text (Times) (more readable) vs. titles (Helvetica or Arial) (more legible)

**Indentation**
- Measured from margins – shown on ruler
- Each paragraph can have its own settings
  - First line, left, right (“triangles” on ruler)
- Standard indentation - width of capital M
- Indent or extra space between paragraphs (not both)
- Hit enter at end of paragraph = copy settings forward

**Want space before/ after paragraph?**
- Lots of options for paragraph formatting in menu Format -> Paragraph
  - Spacing before / after (use to distance paragraphs)
  - Line spacing (ie single, space and 1/2 , double etc.)
- Indentation (type in values)

**Headers/ Footers** (simple) [text that appears at the top or bottom of every page]
- View -> headers and footers, align, tabs, page number(s), etc.

**Print Preview, Page View** (Normal, Page Layout, Zoom)

**Footnotes / Endnotes** (to define: Format -> Insert Footnote) [it’s all automatic!]

[Next Time Possibilities: Tables, pictures, lists, borders/shading, search etc]

**Suggested Homework:**
Write me another letter with Word, save it on your disk, turn in your print out. Name, homework #6, date in right corner (flush against right margin) of header. Page number (page # of 2) in (bottom, center) footer. Include three paragraphs that are long enough to cover two pages. The first and third paragraphs should be identical. Double space the 1st and 3rd paragraphs. Single space the second paragraph, and indent it 1" on both the left and right. Put 12 points of space before and after the second paragraph. Indent the first line of the first and third paragraphs. Use at least two footnotes. Bold the same 3 words in the first and third paragraph. Use the thesaurus to replace the 3 words in the third paragraph (that you made bold) with a synonym.