

Lesson 12

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Arranging Text and Graphics in a Document

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Learn how to:

- ◆ Create columns in a document
- ◆ Vary the number of columns within a document
- ◆ Insert manual column breaks, and add lines between columns
- ◆ Position text within a text box
- ◆ Use drop caps
- ◆ Add lines and shapes
- ◆ Create three-dimensional shapes
- ◆ Use hyphenation to separate parts of words on separate lines
- ◆ Enter text in Overtyping mode

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Creating Columns

- ◆ Useful when you want to have newspaper style, for preparing brochures etc
- ◆ Use Format | Columns command or Columns button on Standard toolbar
- ◆ Columns break at the bottom of each page and restart at the top of the same page
- ◆ Use Page Layout View to view the Columns

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Varying Columns within document

- ◆ Different portions of the document can have different number of columns
 - ✓ Documents to be divided into different sections to achieve this
 - ✓ Use section break | Continuous

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Formatting Columns Within a Document

- ◆ Column Break
 - ✓ To end the current column at a particular point and force remaining text to start at top of next column
 - ✓ use the Insert | Column Break command
- ◆ Other Format options
 - ✓ Column widths
 - ✓ Spacing between columns
 - ✓ Number of columns
 - ✓ Line between columns

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Text Boxes

- ◆ Text surrounded by a frame that allows text to be positioned anywhere on the page.
- ◆ Use Format | Text Box command
- ◆ You can format the text box
 - ✓ double click the border of the text box
 - ✓ Choose colors for the text box
 - ✓ Choose wrapping style to control flow of text around the box etc.

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Using Drop Caps

- ◆ Drop cap is an enlarged, uppercase first character of a paragraph
 - ✓ to create additional effect in the document
- ◆ Use Format | Drop Cap command

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Drawing Lines in a Document

- ◆ You can draw lines and insert shapes using the drawing tools available in Drawing toolbar
- ◆ Drawing object can be formatted for colors etc. They can also be resized
 - ✓ Drawing handles for resizing are located at corners and middle outside of drawing object's frame

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Hyphenating Words

- ◆ To improve text around framed text and in columns
- ◆ Type the HYPHEN key to insert a hyphen
- ◆ CTRL+ HYPHEN to create a soft hyphen (hyphen comes only if the word appears at the end of the line)
- ◆ CTRL+ SHIFT+ HYPHEN to create a non-breaking hyphen

