Lesson 12

Arranging Text and Graphics in a Document

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 Overtype mode
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

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

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

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
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