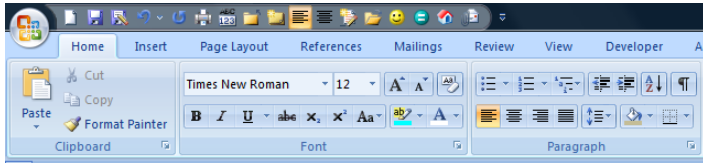


Activities for Learning Word 2007 Ribbon Tools

Home Ribbon Activities

Clipboard | Format | Paragraph



Create practice file: 12 musical instruments



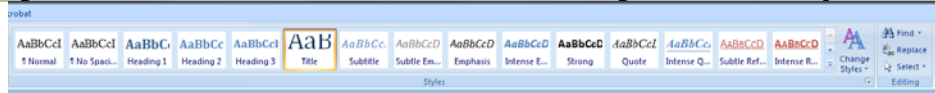
12_Musical_Instrume
nts_finished_prototy



12_Musical_Instrume
nts_template.dotx

1. Sorted A-Z
2. Format Paintbrush
3. Case Change - 3 UPPER, 3 lower
4. Highlighter
5. Chapter Number bullets
6. Roman Numerals
7. Alphabetical
8. Colorful Bullets
9. Centered
10. Flush Right
11. Boxed
12. Boxed - Inside Horizontal Border - Gray Every Other Line
13. Boxed - Every Other Line and Colored
14. Bucket Colors - every line a different color

Create practice file: Great American Novel -- 3 chapters with every embellishment we can fit in



- a. Make a folder to hold Word & other apps for embedding
- b. Write title, byline and three chapter titles
- c. Rand three chapters of text
- d. Show Hyperlink window with no links
- e. Show Outline window with no special marks
- f. Add STYLES -- title, subtitle, heading 1 & 2
- g. Show Style Varieties
- h. Show Color Varieties
- i. Show Hyperlink window with new links
- j. Show Outline window with new levels
- k. Show screen-separation bar
- l. Insert clipart -- inline, text wrapping, washout
- m. Insert images and add borders, captions with new Photo category
- n. Insert Smart Art designs, caption
- o. Show how to create Cross-Reference Table of Photo Contents
- p. Create Photo Index >References >Insert Table of Figures
- q. Drop Cap
- r. Quick Parts

EMBEDDING EXCEL & POWERPOINT

Create a small Excel chart -- 1) simple embed, 2) link to app
Excel Charts -- copy paste
Insert PPT

For Next Time: Forms, Envelopes, Labels, Mail Merge, Macros