PRACTICE 2: MICROSOFT WORD

What will you learn in this practice?

- Aplicar bordes a los párrafos
- Aplicar sangría a los párrafos
- Aplicar sombreados a los párrafos
- Crear columnas periodísticas
- Crear tablas para organizar el texto
- Insertar imágenes desde archivo.
- Utilizar WordArt

What toolbars must be visible?

- Formato
- Tablas y bordes.
- Dibujo
- WordArt

If you do not see the toolbar, go to the Ver menu and Barra de Herramientas the corresponding brand.

Initial concepts
➢ WordArt

To add titles to our work we use the WordArt option, found in the WordArt toolbar.

Clicking this icon displays the following window:

![Galera de WordArt](image)

You have to choose one of the designs and press the OK button, leaving the next window, we write the text you want to appear in the WordArt.

To change the format of Word Art select the appropriate option from the toolbar.

➢ Tables
Using tables can organize text in a grid.

To insert a table, choose the menu option: *Tabla ➔ Insertar ➔ Tabla*

![Insertar tabla](image)

For example, the following table has 5 columns and 2 rows.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

To fill the cells of a table, we should choose the paint bucket from the toolbar *Tablas y Bordes*.

![Tablas y Bordes](image)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

To change the border of the cells proceed in the same way to put a border to a paragraph, that is, by using Bordes of the bar: *Tablas y Bordes*.
To join two or more cells into one, we have to select them and press the button *Combinar Celdas*:

To divide one cell into two or more rows or columns, we have to select them and press the button *dividir celdas*:

Finally, to change the border to cells, select them and apply the edge in the same way we do with paragraphs.

- Columnas periodísticas.

To create the newspaper columns:

- select the text
- choose the option *Formato → Columnas*
- choose how many columns you want to divide the text