PRACTICE 4. MICROSOFT WORD

1. Drawing diagrams with the Drawing toolbar.

Activate the Drawing toolbar: View -> Toolbars -> Drawing, the following bar at the bottom of the program.

With this Drawing tool bar we can draw: lines, arrows, squares, circles, and text boxes.

For example, try to do this diagram:
2. Inserting hyperlinks

The steps are:

- Write the word on which you want to insert the hyperlink
- Click insert, insert hyperlink.
- Write the address of the website you want. Always starting by http://.  
- For example, [http://www.marca.com](http://www.marca.com) into the word: link, as below.
- **link**
- You’ll have to click : ctrl+clic in order to get the link
3. Inserting directly diagrams:

- Clic Insert
- Click diagrams
- Choose the type of diagram
- Accept.
- Clic “insert shape” to add another one.
- Clic “autofomato” to change the style.
- There is an example here:
Try to do another one like this one:

Starters:

My favourite meal

Main course:

Dessert:

4. Inserting the date and hour:
Normally, it is in the header or footer, and the steps are as follows:

- Insert
- Date and hour
- Choose the format, the language, and tick “update automatically”

Thursday, 15 November 2012

5. **Inserting shapes and narrows to explain a picture.**

You can add narrows into a picture to explain, with textboxes, the features of the picture.

Could you try doing something like this one?

This is the veterinary

This is the dog
6. Setting page properties

- Archivo
- Configurar página.
- Setting the margins, and page orientation