



Obedience Lessons

Autumn 2013

Session 3 – Inserting Objects

Homework

Survey Results

Recap on Last Session

Paragraphs and Lists

Example unformatted file “Stave One”

Stave One. Marley's Ghost. Marley was dead, to begin with. There is no doubt whatever about that. The register of his burial was signed by the clergy-man, the clerk, the undertaker, and the chief mourner. Scrooge signed it. And Scrooge's name was good upon 'Change for anything he chose to put his hand to. Old Marley was as dead as a door-nail. Mind! I don't mean to say that I know, of my own knowledge, what there is particularly dead about a door-nail. I might have been inclined, myself, to regard a coffin-nail as the deadest piece of ironmongery in the trade. But the wisdom of our ancestors is in the simile; and my unhallowed hands shall not disturb it, or the Country's done for. You will therefore permit me to repeat, emphatically, that Marley was as dead as a door-nail. Scrooge knew he was dead? Of course he did. How could it be otherwise? Scrooge and he were partners for I don't know how many years. Scrooge was his sole executor, his sole administrator, his sole assign, his sole residuary legatee, his sole friend, and sole mourner. And even Scrooge was not so dreadfully cut up by the sad event, but that he was an excellent man of business on the very day of the funeral, and solemnized it with an undoubted bargain. The mention of Marley's funeral brings me back to the point I started from. There is no doubt that Marley was dead. This must be distinctly understood, or nothing wonderful can come of the story I am going to relate. If we were not perfectly convinced that Hamlet's Father died before the play began, there would be nothing more remarkable in his taking a stroll at night, in an easterly wind, upon

Press ENTER to break up paragraphs

Stave One.

Marley's Ghost

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Use **TAB** key to indent 1st Lines

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Titles centred and Re-sized

↓

STAVE ONE. → Use **Shift F3** to capitalize

Italic → *Marley's Ghost.*

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Using Bulleted Lists

First break into Sections (use **ENTER**)

Table of Contents

FROM THE PAGES OF A CHRISTMAS CAROL, THE CHIMES AND THE CRICKET
ON THE HEARTH

Title Page

Copyright Page

CHARLES DICKENS

THE WORLD OF CHARLES DICKENS AND A CHRISTMAS CAROL, THE CHIMES
AND THE CRICKET

Introduction

Preface

A CHRISTMAS CAROL IN PROSE. - BEING A GHOST STORY OF CHRISTMAS

Stave one. - Marley's Ghost.

Stave Two. - The First of the Three Spirits.

Stave Three. - The Second of the Three Spirits.

Stave Four. - The Last of the Spirits.

Stave Five. - The End of It.

THE CHIMES. - A GOBLIN STORY OF SOME BELLS THAT RANG AN OLD YEAR
OUT AND A NEW

First quarter

Second quarter

Third quarter

Fourth quarter

THE CRICKET ON THE HEARTH. - A FAIRY TALE OF HOME.

Chirp the first

Chirp the second

Chirp the third

Select all the list and add bullets

Table of Contents

- FROM THE PAGES OF A CHRISTMAS CAROL, THE CHIMES AND THE CRICKET ON THE HEARTH
- Title Page
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- THE WORLD OF CHARLES DICKENS AND A CHRISTMAS CAROL, THE CHIMES AND THE CRICKET ...
- Introduction
- Preface
- A CHRISTMAS CAROL, IN PROSE. - BEING A GHOST STORY OF CHRISTMAS
- Stave one. - Marley's Ghost.
- Stave Two. - The First of the Three Spirits.
- Stave Three. - The Second of the Three Spirits.
- Stave Four. - The Last of the Spirits.
- Stave Five. - The End of It.
- THE CHIMES. - A GOBLIN STORY OF SOME BELLS THAT RANG AN OLD YEAR OUT AND A NEW ...
- First quarter.
- Second quarter.
- Third quarter.
- Fourth quarter.
- THE CRICKET ON THE HEARTH. - A FAIRY TALE OF HOME.
- Chirp the first



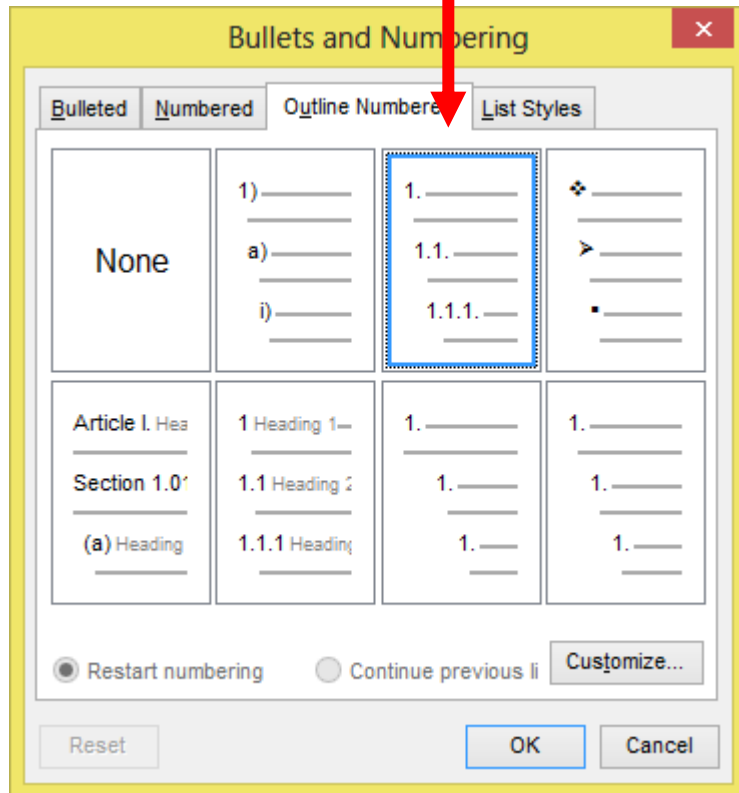
Select the sub points (Use **CTRL**) and **Tab** them across

Table of Contents

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- THE CRICKET ON THE HEARTH. - A FAIRY TALE OF HOME.
 - Chirp the first
 - Chirp the second
 - Chirp the third

Using an Outline Numbered List

Outline Numbered List



Contents

1. Introduction
2. Creating a numbered or bulleted list
 - 2.1. Automatic lists
 - 2.2. Using the Numbering and Bullets toolbar buttons
 - 2.2.1. Creating a list as you type
 - 2.2.2. Clearing bullets and numbers
 - 2.2.3. Creating a list from existing text
 - 2.3. Creating a list using the Bullets and Numbering dialog box
3. Changing a numbered list into a bulleted list (and vice versa)
4. Customising lists
 - 4.1. Selecting the style of numbers for a numbered list
 - 4.2. Selecting the style of bullets for a bulleted list
 - 4.3. Using Pictures
5. Renumbering an edited list
6. Specifying the starting number for a numbered list
7. Leaving paragraphs in a list un-numbered
8. Multi-level numbering

Task 1

Writing a letter of complaint

Open the file “**letter of complaint**”

Your Name
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

Date

Dear Sir or Madam,

Complaint about faulty goods

I bought a sewing machine from you on 25th September 2013. I paid £229.99.

I now find the goods have the following fault:

The machine stops working after half an hour and won't work again for at least an hour.

Under the Sale of Goods Act 1979 (as amended) goods you supply must be fit for purpose.

As there was a problem with the goods when I bought them, I request that you repair the goods at no cost to me.

I have enclosed a copy of the receipt in support of my claim.

Please respond within 14 days of receiving this letter.

Yours faithfully

Your Name

Use **Ctrl H** to bring up the replace dialog

Your Name
4 Waterway Drive
Bideford
EX39 4AB

Sewing a
4 Castle S
London
PC2 2MA

Date
Dear Sir
Complain
I bought
I now fin
The mach
Under th
As there
goods at

I have enclosed a copy of the receipt in support of my claim.
Please respond within 14 days of receiving this letter.
Yours faithfully

Your Name

Find and Replace ? X

Find Replace Go To

Find what: Your Name

Replace with: Andrew Tregoning

More Replace Replace All Find Next Cancel

Andrew Tregoning

4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

Date

Dear Sir or Madam,

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I have enclosed a copy of the receipt in support of my claim.

Please respond within 14 days of receiving this letter.

Yours faithfully

Andrew Tregoning

Use **Alt Shift D** to insert today's date

Andrew Tregoning
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

12/10/2013

Dear Sir or Madam,
Complaint about faulty goods

I bought a sewing machine from you on 25th September 2013. I paid £229.99.

I now find the goods have the following fault:

The machine stops working after half an hour and won't work again for at least an hour.

Under the Sale of Goods Act 1979 (as amended) goods you supply must be fit for purpose.

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I have enclosed a copy of the receipt in support of my claim.

Please respond within 14 days of receiving this letter.

Yours faithfully

Andrew Tregoning

Use **Ctrl R** to right align the address + date

Andrew Tregoning
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

12/10/2013

Dear Sir or Madam,
Complaint about faulty goods
I bought a sewing machine from you on 25th September 2013. I paid £229.99.
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Please respond within 14 days of receiving this letter.
Yours faithfully

Andrew Tregoning

Centre EmBolden and Underline the title

Andrew Tregoning
4 Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4 Castle Street
London
PC2 2MA

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I have enclosed a copy of the receipt in support of my claim.

Please respond within 14 days of receiving this letter.

Yours faithfully

Andrew Tregoning

Tidying Up

Add gaps between the paragraphs
(press **ENTER**)

Increase the line spacing
in the body of the text to
1.5 (**Ctrl 5**)

If possible increase the
font size to fill the page
(**Ctrl J**)

Andrew Tregoning
4. Waterway Drive
Bideford
EX39 4AB

Sewing and Knitting
4. Castle Street
London
PC2 2MA

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Please respond within 14 days of receiving this letter.

Yours faithfully,

Andrew Tregoning

Task 2

Complaining about faulty
building work

Open the file “Faulty Building Work”

Format it
using the
techniques
you have
just learnt

Your Name
123 High Street
Cambridge
CB1 1AA

Date

Peter Smith
123 The Way
Cambridge
CB1 1BX

Re: 2013/55

Dear Peter Smith,

I have discovered the following problem with the work you have done for me: The brick paving on the driveway has been installed badly. The cement between slabs has not set or is missing and it is dangerous to drive on.

The Supply of Goods and Services Act 1982 says that reasonable care and skill must be used while working. In my opinion, you did not use reasonable care and skill when you carried out this work and you have broken your contract with me.

I ask that you: Reset the paving. As a good will gesture I also request a 5% discount on the price of the job for the inconvenience your poor quality of work has caused me as I haven't been able to use my drive for a long time.

Please contact me as soon as possible, and no later than 14 days from the date on this letter, to agree a date by which this work will be put right.

If I do not hear back from you in the time suggested above, I will consider taking further action and seeking legal advice.

I look forward to hearing from you.

Yours sincerely

Your Name

Inserting Graphics

By default when you insert a picture Word will treat it as if it is just a very large letter and position it in line with the last letter typed: -

Inserting Graphics

By default when you insert a picture Word will treat it as if it is just a very large letter and position it in line with the last letter

typed: -



Inserting Graphics

By default when you insert a picture Word will treat it as if it is just a very large letter and position it in line with the last letter



typed: -

this is called “In Line with Text”

Inserting Graphics

If you want to be able to move the object you must first change the “wrap settings”

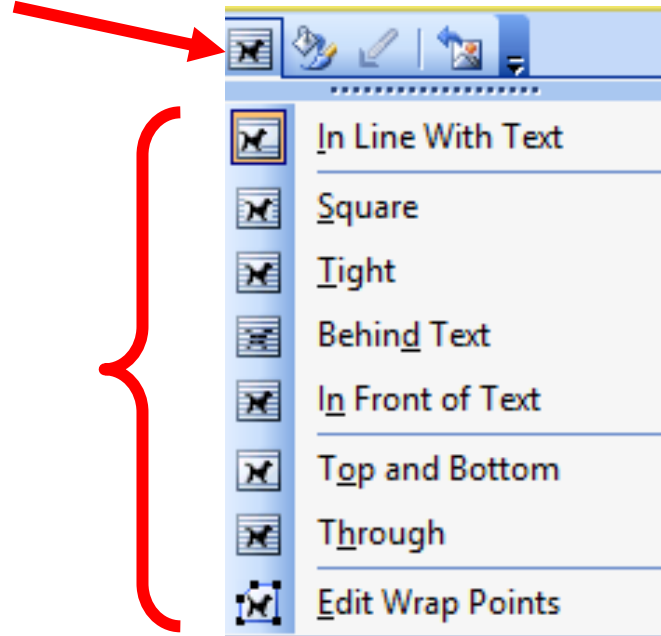
Click on the picture to display its “handles”



Inserting Graphics

Look for the text wrap icon – either in a separate toolbar (Word 2003) or under **Picture Tools** > **Format** (Word 2007)

Select an appropriate style



Have a go at WP Task 9

Task 9 - Using Graphics in a Word Processing Program

By default when you insert a picture Word will treat it as if it is just a very large letter



and position it in line with the last letter typed: -

Try adding spaces here to see

There are many different ways of positioning graphic images within a document by changing the **text wrap** properties. Here are some examples:

1) Behind text

Copy this picture using Ctrl and set it "Behind Text"

Then move it behind this text

This is an example of an image of a computer positioned behind the text

2) Text wrapped tightly around the image

In this example, you can see that the text is wrapped tightly around the image, rather than being in front of the image or behind it. This means that the text is very close to the edges of the image and is curved around it. Compare it to the image underneath.

Then move it here



Copy using Ctrl and set the wrap "Tight"

3) Text wrapped squarely around the image


In this example, the format of the image has been changed. If you look closely you will see that the text has been wrapped more squarely around the image rather than tightly like the previous image.

Then move it here




Copy using Ctrl and set the wrap "Square"

Have a go at WP Task 9

If an image has been "cropped"  this means that parts of the image have been cut off. Look for the crop icon in the picture toolbar / ribbon


Make 2 copies using **Ctrl** and move them to the right



Crop one image to just show the girl's head

Crop one image to just show the computer

It is also easy to change the size of an image:
It can be made wider: -



Make a copy using **Ctrl** and move it to the right

Stretch it here using the side "handle"

or Taller: -

Make another copy of the original using **Ctrl** and move it to the right of this box

Stretch it here using the bottom "handle"

or kept in proportion: -

Make a final copy of the original using **Ctrl** and move it to the right of this box

Stretch it here using the corner "handle"

Now go back through your work and delete all these blue "callout balloons" and then save the file (**Ctrl S**).

Additional Task

Open the file:

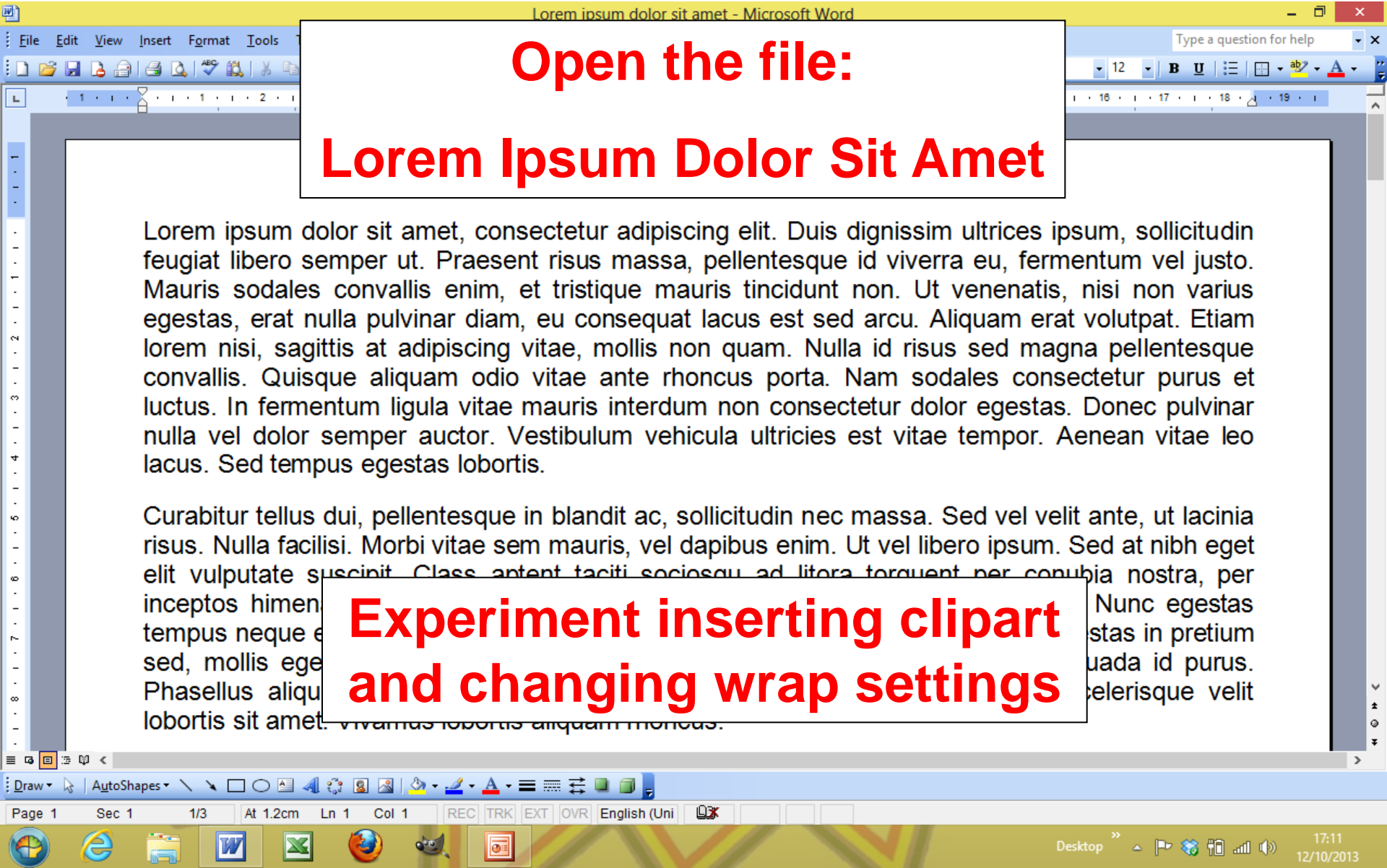
Lorem Ipsum Dolor Sit Amet

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis dignissim ultrices ipsum, sollicitudin feugiat libero semper ut. Praesent risus massa, pellentesque id viverra eu, fermentum vel justo. Mauris sodales convallis enim, et tristique mauris tincidunt non. Ut venenatis, nisi non varius egestas, erat nulla pulvinar diam, eu consequat lacus est sed arcu. Aliquam erat volutpat. Etiam lorem nisi, sagittis at adipiscing vitae, mollis non quam. Nulla id risus sed magna pellentesque convallis. Quisque aliquam odio vitae ante rhoncus porta. Nam sodales consectetur purus et luctus. In fermentum ligula vitae mauris interdum non consectetur dolor egestas. Donec pulvinar nulla vel dolor semper auctor. Vestibulum vehicula ultricies est vitae tempor. Aenean vitae leo lacus. Sed tempus egestas lobortis.

Curabitur tellus dui, pellentesque in blandit ac, sollicitudin nec massa. Sed vel velit ante, ut lacinia risus. Nulla facilisi. Morbi vitae sem mauris, vel dapibus enim. Ut vel libero ipsum. Sed at nibh eget elit vulputate suscipit. ~~Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himen~~ tempus neque e sed, mollis ege Phasellus aliqu lobortis sit amet.

**Experiment inserting clipart
and changing wrap settings**

Nunc egestas stas in pretium uada id purus. telerisque velit



Preparation for Next Week

**Insert a Table with 7
columns and 6 rows**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

That's it folks!



You can all go for a lie down in a darkened room now!