

# Word for beginners 3

*Lists, clip art & copy/paste from the Internet*

## Lists

There are two kinds of lists: ordered (numbers, letters) and unordered (bullets or pictures). The easiest way to create a list is to click the format icon (123 or bullet) before you start typing your items.

### ►Try This:

Click either the number or bullet icon, then list your top five favorite foods. After each item on your list, hit the enter key. Notice the bullet (or number) automatically appears. Example (you can list your own preferences!)

- Peas
- Chicken
- Tomatoes
- French toast
- Grilled cheese

### Stopping your list:

Click the number or bullet icon again. This deactivates the command.

### Adding to your list:

Place your cursor after the first word on your list and hit enter. What happens?

### Want to reorder your list?

1. Highlight the item, toolbar EDIT, cut
2. Place your cursor to the right of the item just prior to where you want to put your item, hit enter
3. Toolbar EDIT, paste
4. Word will automatically renumber your list.
5. To place something in the number one spot, put your cursor to the left of the first item on the list

### Sorting your list:

Top toolbar, table, sort. [ascending does A-Z; descending does Z-A]

### Are there options besides numbers and bullets? Yes!

Top toolbar, format, bullets & numbering (roman numerals, letters, checkmarks, outlines)

### What about outline formats?

Top toolbar, format, bullets & numbering, outline numbered (several choices)

### Can I create a list after I've already typed in the items?

Yes, as long as they are in top-bottom order (like above). If your list is separated by commas (peas, chicken, tomatoes, French toast, grilled cheese) you need to create top/bottom format first. Highlight the items, then click the list format you want.

## Clip art

Top toolbar: Insert, Picture, Clip Art

...Search keywords to obtain pictures. Click on the picture you want to add.

### ►Try this:

Put a picture of an animal in your document.

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## Copy & Paste from the Internet to Word

You can have both Word and the Internet on your computer at the same time.

1. While in Word, click the "Start" button (lower left on screen)
2. Click the icon for Internet Explorer (blue "e")
3. Find the Web site you want

### Text:

1. Highlight the text you want to copy
2. Edit, Copy
3. Open Word (click the Word icon at the bottom of your screen)
4. Position your cursor where you want to place the text
5. Edit, Paste
6. If you want, you can use Word to make the text larger (easier to read!) , edit, or organize.

►Try This: copy and paste library directions "From the West" to your Word document. Make the text larger and easier to read. (Format toolbar, font size...larger number means larger size print)

### Pictures:

1. Right click on the picture you want
2. Left click: copy
3. Retrieve Word (left click Word icon on bottom of page)
4. Place your cursor where you want to insert the picture.
5. Right click opens command box
6. Left click: paste

►Try this: copy and paste our library's picture to your Word document.

**Hint: The easiest way to find a picture of something specific is to use Google Images:**

1. <http://www.google.com>
2. Select: images (top of screen)
3. Enter keywords describing your item



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Morris County Library, NJ (973) 285-6969  
[www.mclib.info/class.html](http://www.mclib.info/class.html)  
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