

Objectives

- Create, edit, and format a party invitation.
- Save a Word document.

Handouts

- [Sample of a Party Invitation](#)

Introduction

Microsoft Word is a word-processing program you can use to write letters, résumés, reports and more. You can make your documents more appealing and easier to read by applying formatting, such as bold and italics, to text. Get ready to be creative as we put together a party invitation!

Creating a Party Invitation

In this lesson you will create a document using Microsoft Word. You will begin with a blank document and use special features within Word to create a party invitation. You can make it completely fictional or put together something for a party you may host. Think of the types of information that must be included:

- What type of party will it be?
- Where will it be held?
- What should people bring?



To Begin a New Document

When you first open **Microsoft Word**, a new document is immediately opened. If you are working on an existing document, to open a new document, you must select **New** from the **File** menu.

1. Double-click the **Microsoft Word** icon.
2. A new document is opened immediately.
3. If you wish to keep a copy of your work, insert a flash drive into the USB drive.
4. Click **File** on the menu bar, and select **Save As**.
5. Type **invitation** in the **File name** box and click once on **Save**.

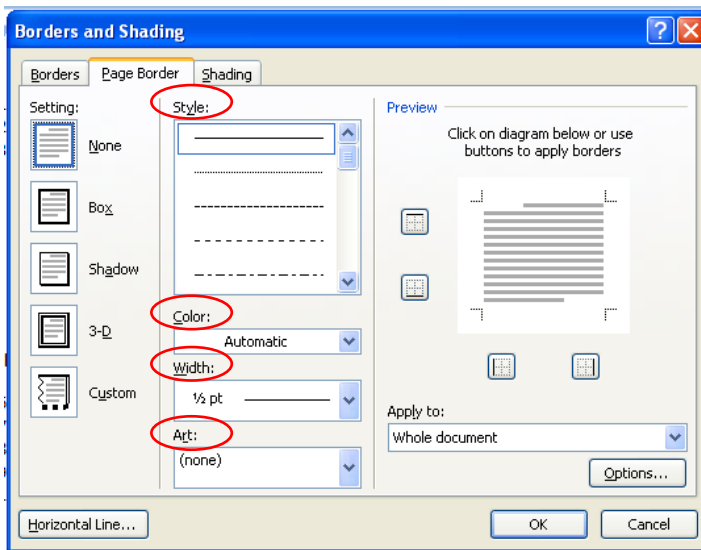
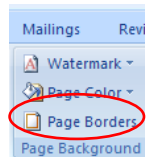
Reminder: To Undo a Mistake

If you make a mistake when using Word, don't panic! You can use the **Undo** button to undo your last action or a series of actions, one at a time. If you decide later that you want to redo the undone action, you can use the **Redo** button.

1. Click **Undo**  on the Quick Access toolbar. Your last action is undone.
2. Click **Redo**  on the Quick Access toolbar. The last action is redone.

To Add a Page Border

Page borders add definition to your document. **Microsoft Word** offers a variety of borders from simple plain lines to fancy design styles.

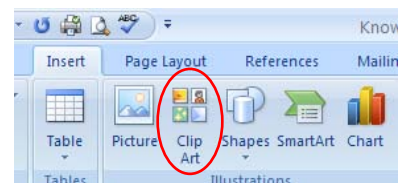


1. Click on **Page Borders** on the **Page Layout** ribbon. The **Borders and Shading** box is opened.
2. Note that you can make selections for **Style, Color, Width, and Art**.
3. Select a page border for your document, and click on **OK**.

To Add a Picture

A picture, graphic, or image can convey a message about the contents of any document. **Word** offers a number of images within the software. There are numerous other graphics that can be obtained from graphics packages and the web, but you always need to make sure that you are not violating copyright. This is especially true when taking images from the web. Today we will use images found within the Word software package.

1. Click on **Clip Art** on the **Insert** ribbon. The **Insert Clip Art** box is opened to the right of the screen.



2. Search for an image by typing in a search term in the **Search** text box. The images matching your search term are displayed to the right of the screen. Use the scroll bar to the right to view all images that match your criteria. To edit your search, click on the **Modify** button below the images.
3. Click on the image to insert it into your document.
4. **Close** insert clip art.
5. **Click** on the image to format the picture.
6. Click once on the **Format** tab for the **Format Picture** ribbon.
7. Click once on **Text Wrapping** to format for text around the image. This will also allow you to move the image around the page.
8. Click once on **Square**.
9. **Resize** the picture by clicking once on the image, then clicking and dragging any of the 4 corners.
10. **Move** the image by clicking and dragging on the image.



To Add Text

The text of your invitation conveys the details about the event. Add information that describes the event. This may include:

- The event title
- General information describing the event
- Date, time and location of the event
- Other information such as what to bring and a contact number

Add Text

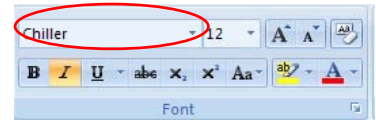
1. Place your cursor where you would like to type text and click once with the mouse.
2. Remember, if you wish to add lines, press the **<Enter>** key one or more times.
3. Begin typing text. Include line spacing for each section of the invitation. By pressing the **<Enter>** key.

Text can be formatted in a number of ways that add to the decorative quality of the document. Formatting techniques include:

- Font Type, Size, Style, and Color
- Text Justification
- Bullets and Numbering

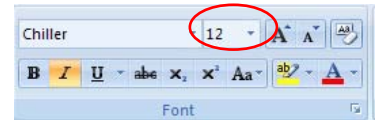
To Change Font Type

1. **Highlight** the text you wish to change.
2. Click the arrow to the right of the **Font Style** on the **Home Ribbon**.
3. Select a font from the **Font** menu.



To Change Font Size

1. **Highlight** the text you wish to change.
2. Click on the arrow to the right of the **Font Type** on the **Home Ribbon**.
3. Select a size from the **Size** menu.



To Change Font Style

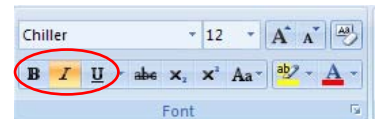
1. **Highlight** the text you wish to change.
2. Select **Font Style** by clicking on **B**, **I**, or **U**.

B = **Bold**

I = *Italic*

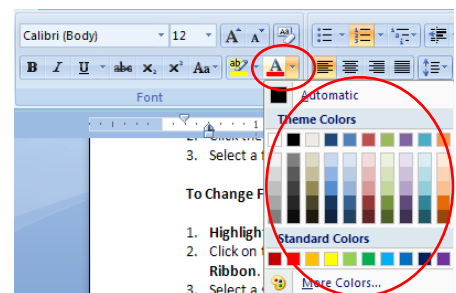
U = Underlined

3. Note that you may select multiple font styles for your text, i.e. **Bold Underlined**.



Changing Font Color

1. **Highlight** the text you wish to change.
2. Click on the arrow to the right of the A sitting on the red bar. The color choice menu opens.
3. Click on any color to select.



To Align Text

1. **Highlight** the text you wish to change.
2. Click once on one of four buttons in the **Home Ribbon** to align your text.

Align Left



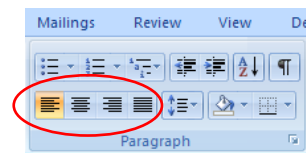
Align Right



Center

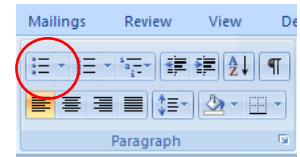


Justify



To Create a Bulleted List

Bullets are symbols used to set off items in a list. Bullets usually look like filled circles, but they can also be diamonds, squares, or asterisks. You can use a bulleted list to draw attention to a list of items and organize your information.

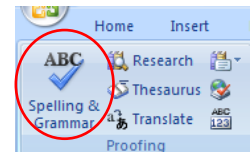


1. **Highlight** the text you wish to bullet.
2. Click the small arrow to the right of the **Bullet Icon** on the **Ribbon**.
3. Click the style of bullets you want to insert.

To Correct Spelling and Grammar

Word automatically checks the spelling and the grammar of what you type. If a word in your document is underlined with a red wavy line, it is a possible spelling error. If a group of words or a sentence is underlined with a green wavy line, it contains a possible grammatical error.

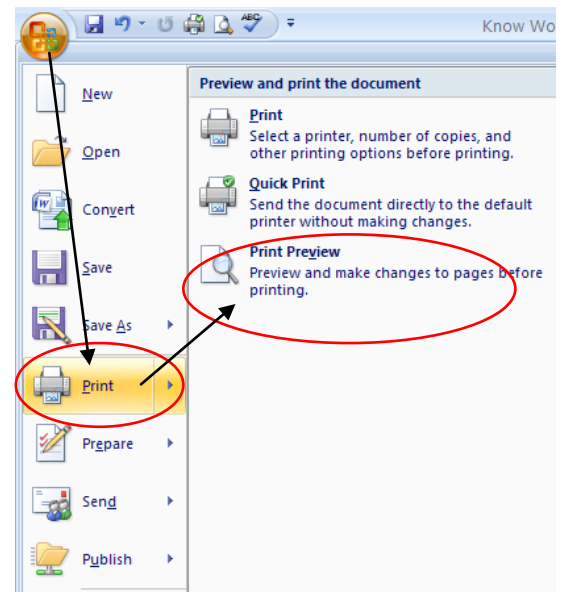
1. Select **Spelling and Grammar** from the **Review Ribbon**.
2. Your document will be automatically checked for spelling and grammar.
3. Make changes if necessary. Note that you may not need to make changes. Select **Ignore** if this is the case.



Print Preview

The **Print Preview** command allows you to look at your document before printing. You can view the entire document to see how it fits on the page. This is an excellent way to make sure that presentation is exactly how you wish it to be.

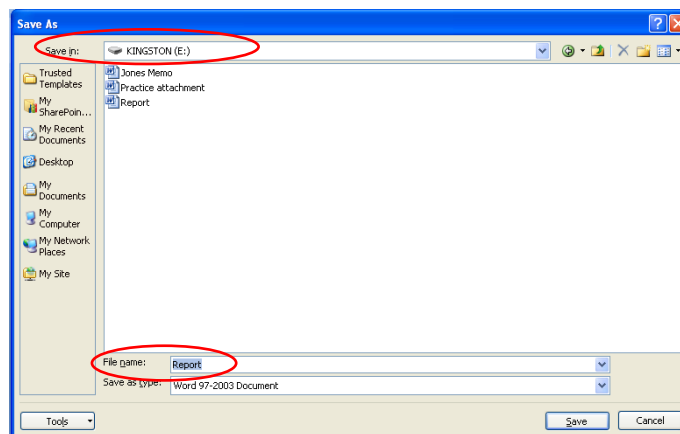
1. Click the **Office Button** and hover over **Print**. The **Print Options** display.
2. Click **Print Preview**.
3. If the document looks like what you want, click once on the **Print Button**.
4. If you wish to make changes, click on **Close Print Preview**. The preview window closes.



To Save Your Work

When you have finished your invitation, you'll want to save it to a flash drive. You can save a document using the **Save As** command on the **File** menu if you want to save a new version of your document with a new file name and also keep the original document.

1. Click the **Office Button** on the menu bar, and select **Save**. The **Save** dialog box appears.
2. Find the **Flash Drive** in the drive listing box. If the **Flash Drive** disk is not shown, click the downward-pointing arrow to the right of the **Save in** list box, and select it.
3. Select the text in the **File name** text box, and type a new file name.
4. Click **Save**. The new file name is displayed in the title bar at the top of the window.



As you edit your document, you will want to **Save** changes about every 15 minutes. Warning – this will replace your original document.

*Remember - the difference between Save and Save As: You can select **Save** to save the existing document using the existing file name and the same location where the file was last saved (for example, a floppy disk). You can select **Save As** to create a new copy of the document. You need to select a new file name, and you can save to a different location.*

Additional Resources

- Getting Started with Word (options for 2003, 2007, and 2010 versions)
<http://office.microsoft.com/en-us/word-help/word-help-and-how-to-FX101818070.aspx?CTT=97>
- Microsoft Word 2007 Tutorial
<http://www.baycongroup.com/wlesson0.htm>
- Word 2007 Help and How To
<http://office.microsoft.com/en-us/word-help/CL010072933.aspx>
- GCF LearnFree.org, Word 2007
<http://www.gcflearnfree.org/word2007>