

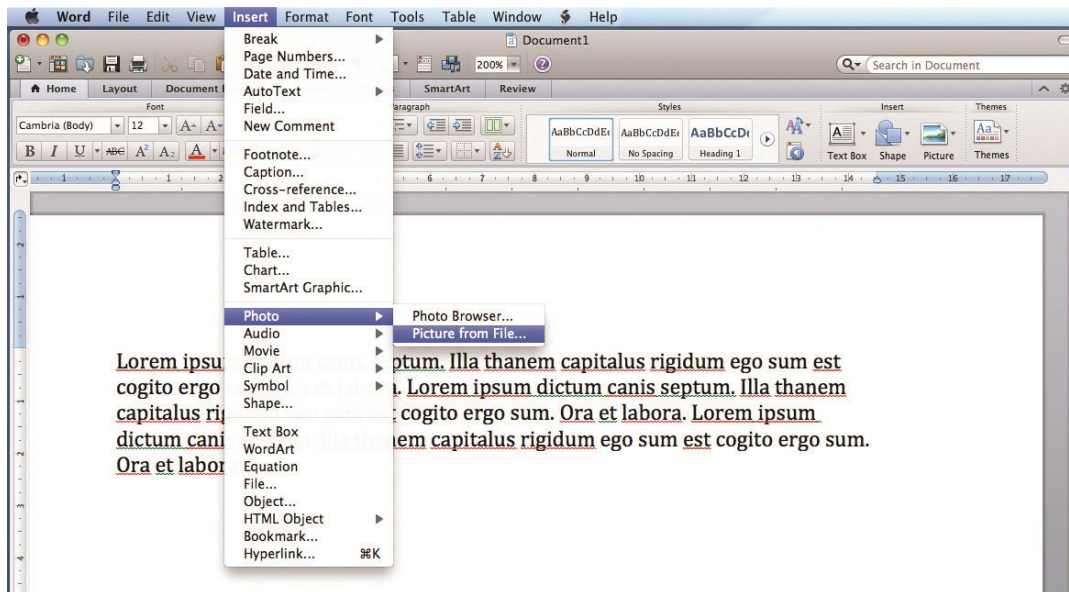
Seminar 3

Help with Layout Operations in Microsoft Word (Mac)

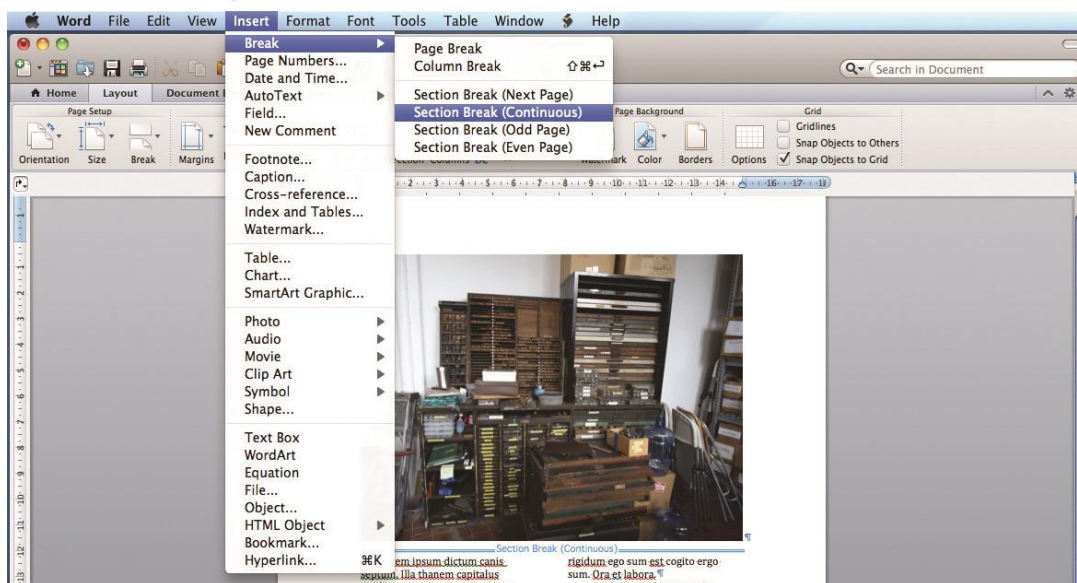
Please write notes directly on and around the following screenshots, which act as prompts to help you investigate how to use the operations in Word required to complete your first project, the multi-column magazine layout.

Note: you do not have to progress sequentially through these operations, you can tackle them in any order that suits your style of learning.

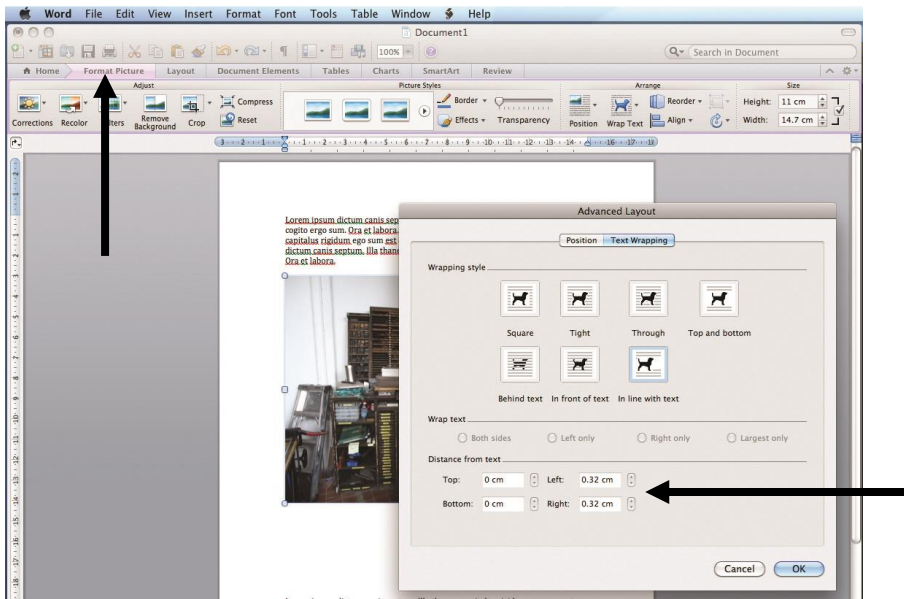
1. Inserting an image (photo)



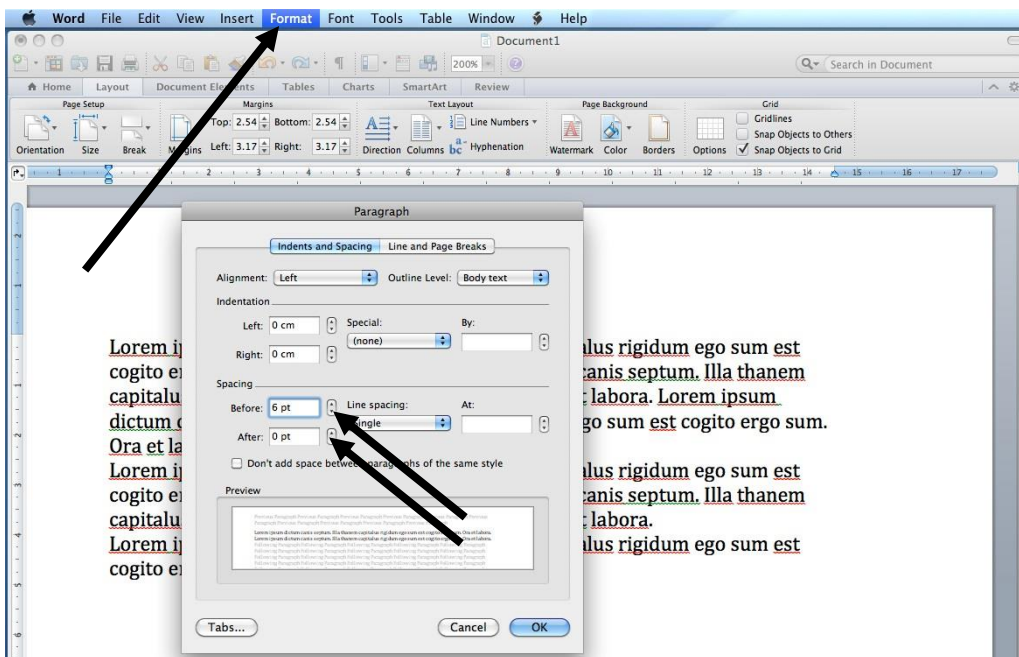
2. Inserting a SectionBreak (Continuous)



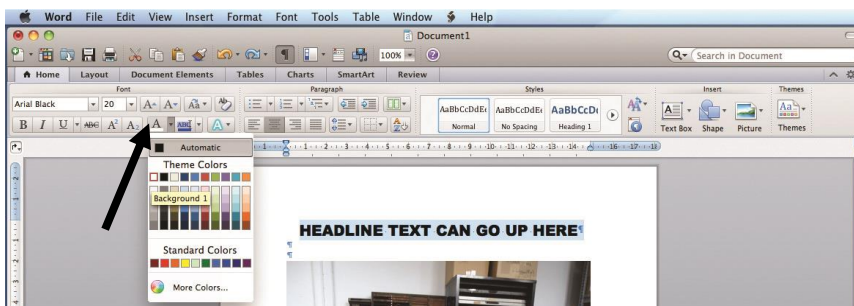
6. Selecting extra text wrap options



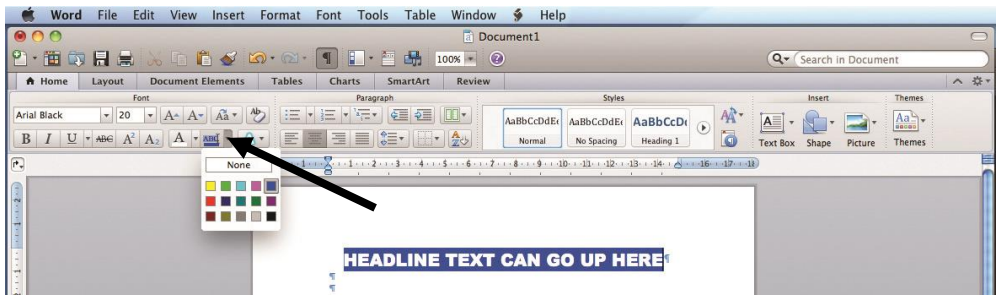
7. Setting the spacing before and after paragraphs



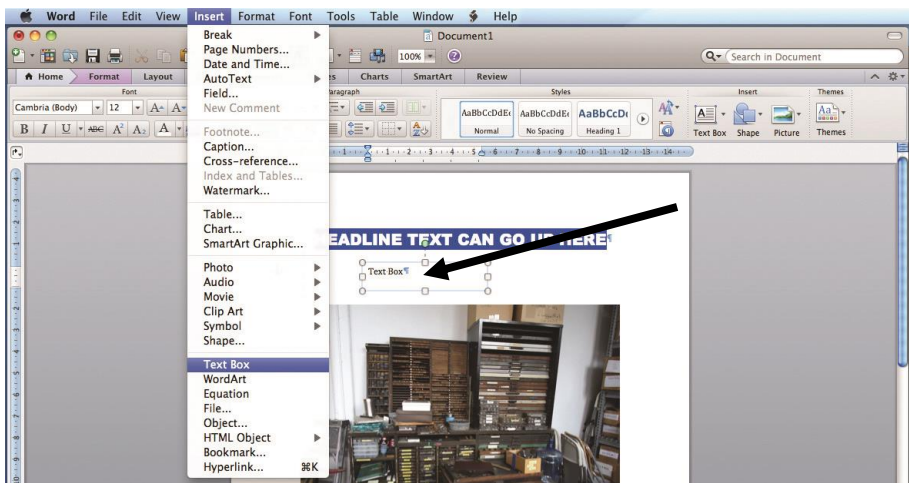
8. Reversing out text (first step)



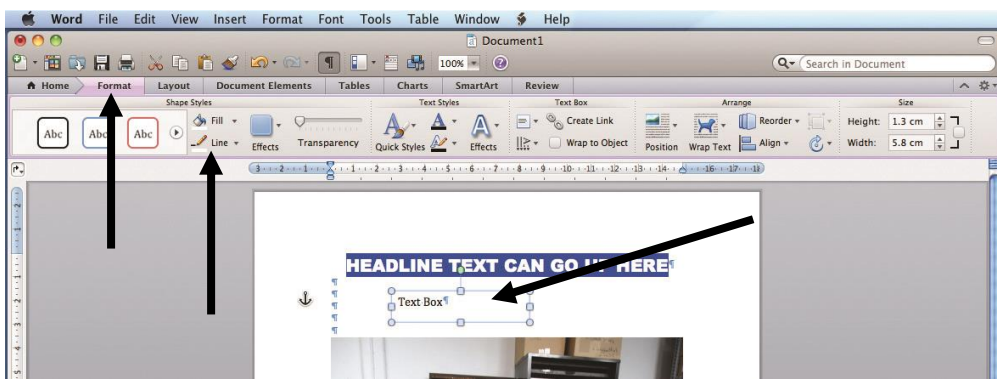
9. Reversing out text (second step)



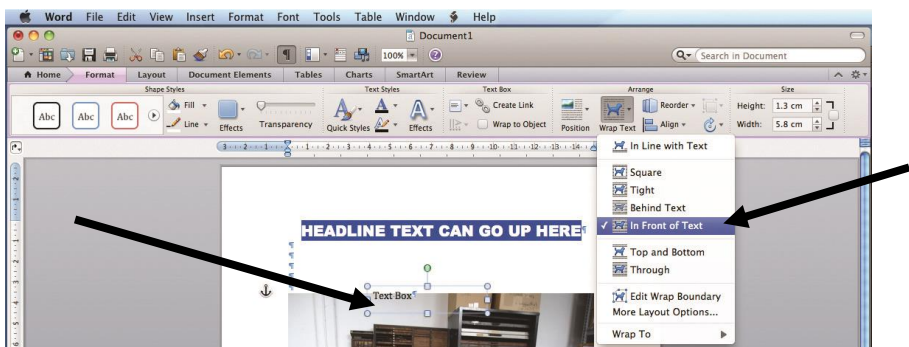
10. Inserting a text box



11. Changing the outline and colouring of a text box

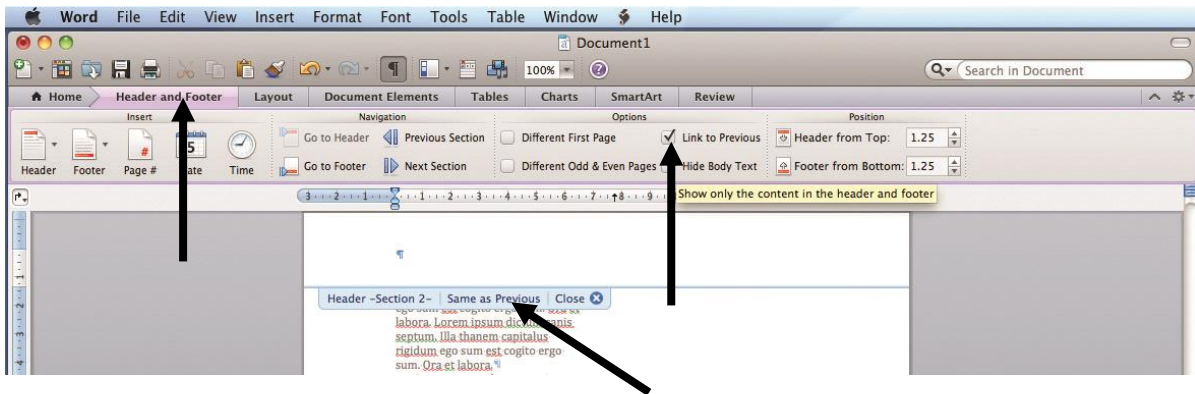


12. Putting a text box in front or behind an image

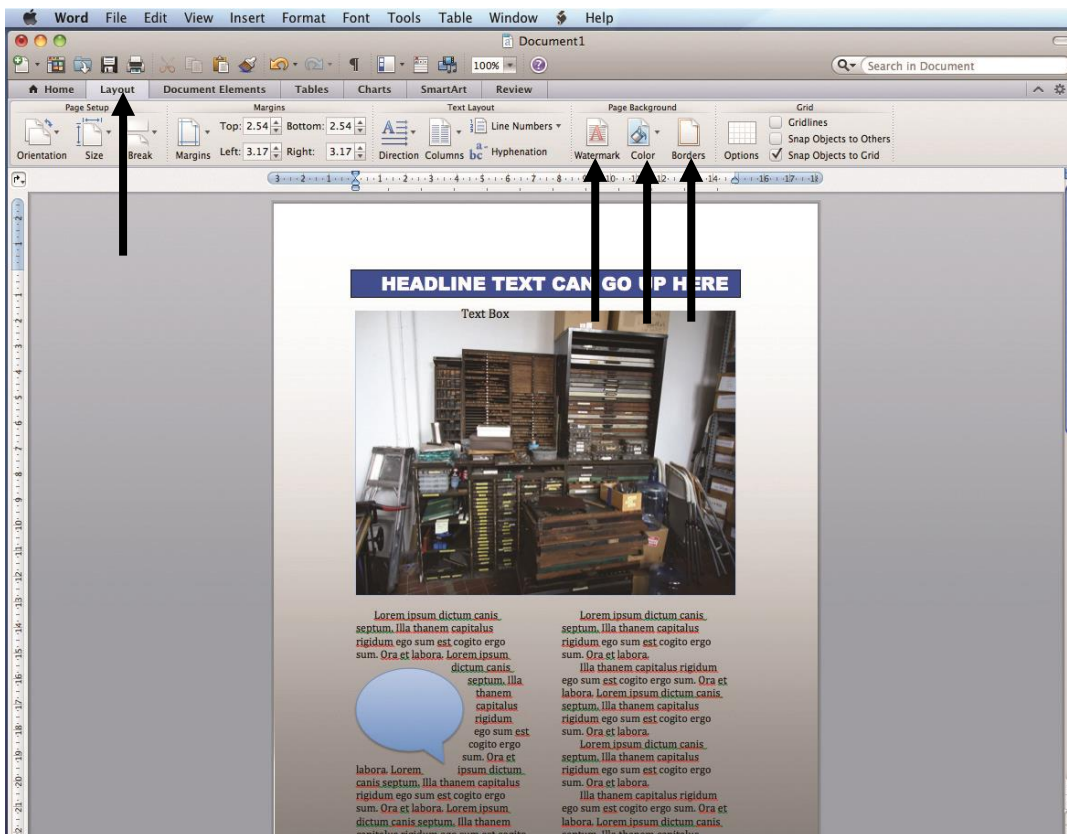


13. Unchecking 'Link to Previous' in order to make Sections independent

- This operation is particularly useful for headers and footers, because some pages may have headers and/or footers, but others may not, within the same publication. Another way of saying this is "Turn off Same as Previous".
- Double-click in the header or footer areas to activate the options shown below.



14. Exploring extra effects (but don't overdo them)



If needed, use the back of this page to make further notes for yourself.