

Use Tools In Word Processor



Spellcheck- model lesson ideas as this is not as easy as it sounds



Wordart- practice with varying your text and insert digital photo



Thesaurus- add voice and style to writing



Tables- draw a table to take notes, compare information, collect data



Graphics- add clip art, photos, scanned original art work



Auto Shapes/Callouts- shapes, arrows, flowcharts, stars, banners



Text Boxes- including how to “group and arrange” objects



Drawing Toolbar- the options are nearly the same in other programs



Review Toolbar- have students collaborate in editing process; see Help menu;
look on **Menu Bar / View / Toolbars / Reviewing**



Insert Bookmark and Hyperlink- you can link like a table of contents
to another location in a document, or to the Internet



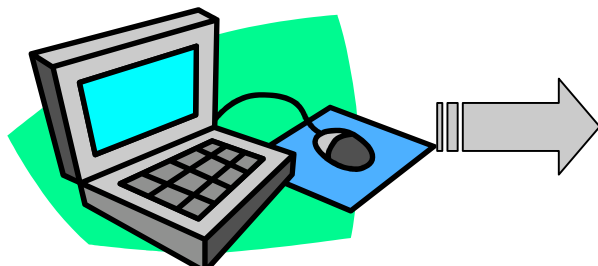
Templates and Wizards- newsletters, brochures, letterhead, etc.



Format on Menu Bar- bullets, borders and shading, text direction, etc.



Insert Menu / Symbol-         



**Use the Help Menu to
learn more about these
tools in Word.**