



## Using Word to Find and Replace Characters: 3 levels of differentiation

- Go to Start and Programs
- Choose Microsoft Word (may be in Office folder)
- Type in text in normal format
- Save this version (File ⇒ Save)

You are going to make a file with all the basic elements the way you want it (titles, layout and most of the text) and then create three versions with slight differences of difficulty. You will **save the first document once made**, and then **each time you make a change for each group, you will save it with a different name**

### Making Version 1 (simplest level)

- Go to Edit ⇒ Replace (control + h)

Click here to insert character/word/symbol to replace

Click here to insert replacement

1. This is the safe method: check each replacement before changing (e.g. useful for replacing he with she in report writing)

2. Check and replace

3. This is the fast method: replace all without checking



Make a copy of this file:

- Go to File ⇒ Save as and choose a name such as 'Year 3 1st level'

## Making the Second Version

- Keeping your first file open in front of you, save it with another name: e.g. 'Year 3 2nd level' (File Save as)

**Note:** *The new name of your document will appear at the top right of the Word document*

- Go to Edit ⇒ Replace and select another character or word to replace
- Save your work by going File ⇒ Save (or control + s for short)

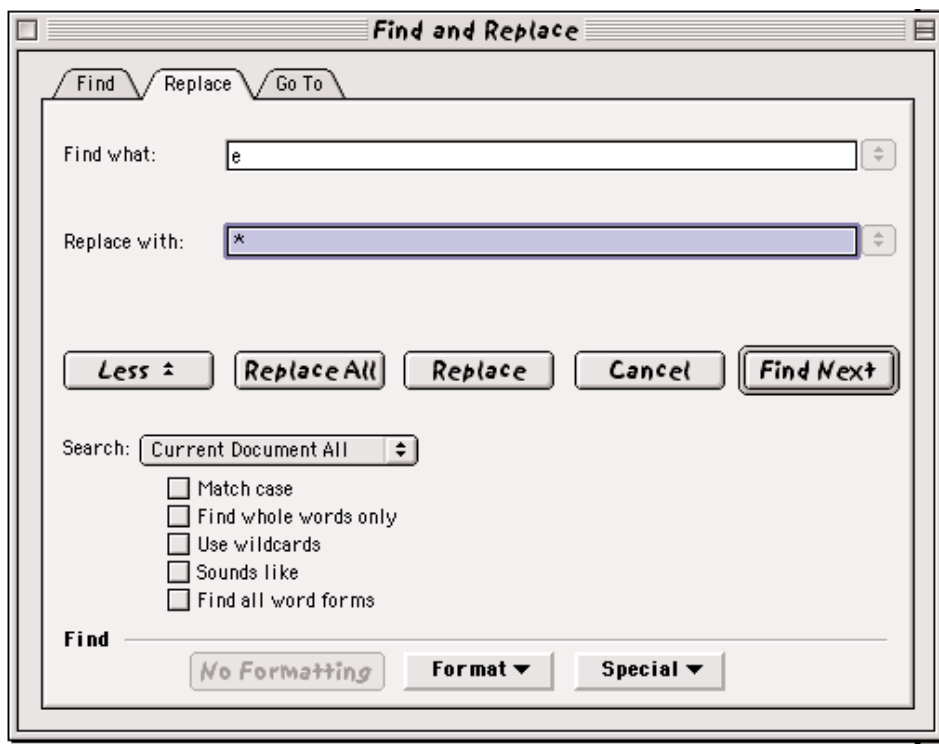
## Making the Third Version

Making sure your second version has been saved

- Go to File ⇒ Save As and save the file in a third version
- Make your changes: ie. Edit ⇒ Replace and change another character/symbol

**NB:** You can change all sorts of things in this way: adapt reports, find known misspellings, replace names, even take out punctuation by replacing the punctuation with nothing.

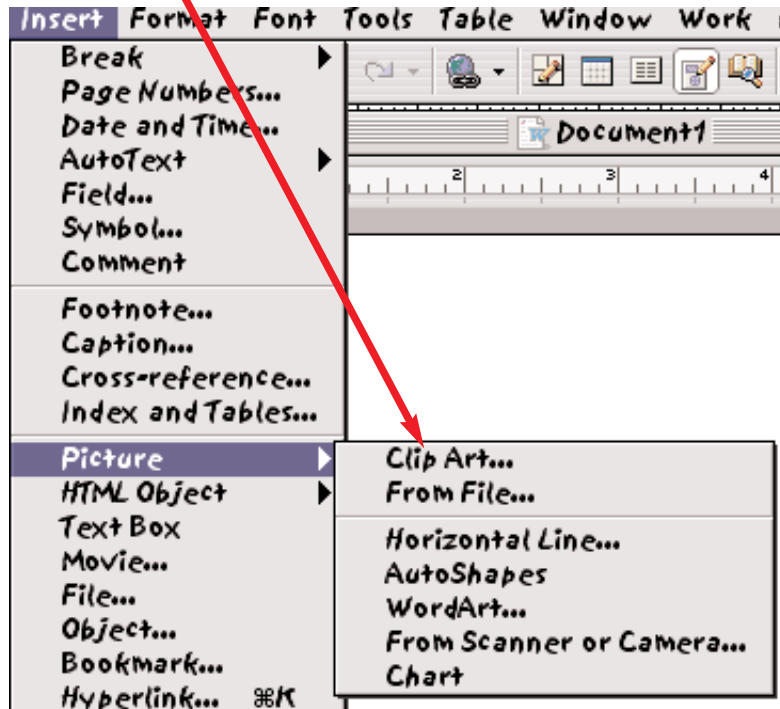
Experiment with the **more** option



## To add ClipArt to your document

n.b. There might be slight variances depending on which version you are using

- Click in the document where you want the picture to be
- Click on Insert and then Picture
- Click on ClipArt



- Right click on the picture you want to use, and choose the first icon (representing Insert into document)

or

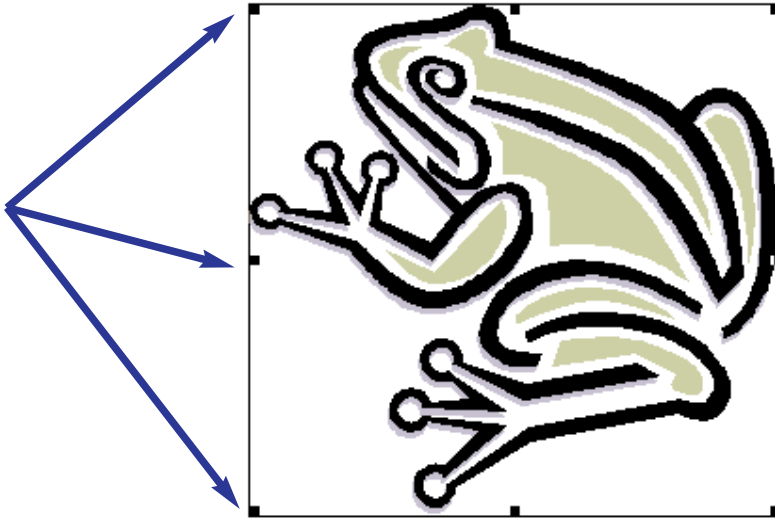
- Double click on the picture you want to use

NB the clipart window stays open in front of you, but the image will have been put on the page behind.

- Close the ClipArt window

## Resizing the Graphic

- Click on the picture: small black dots will appear round the edge (the handles)



- Click and hold\* on the corner handle\*\* and drag the handle in or out to make the picture larger or smaller (you will see the two headed arrow pointer)

## To move the Graphic

- Click on the picture
- Click and hold on the middle of the picture (be sure you see the four arrow pointer) and move the graphic



## Duplicating the graphic

- If you want several copies of the picture, make it the size you want
- Click on the picture
- Go to Edit ⇒ Copy (control + c for short)
- Go to Edit ⇒ Paste (control + v for short)
- Move the second picture

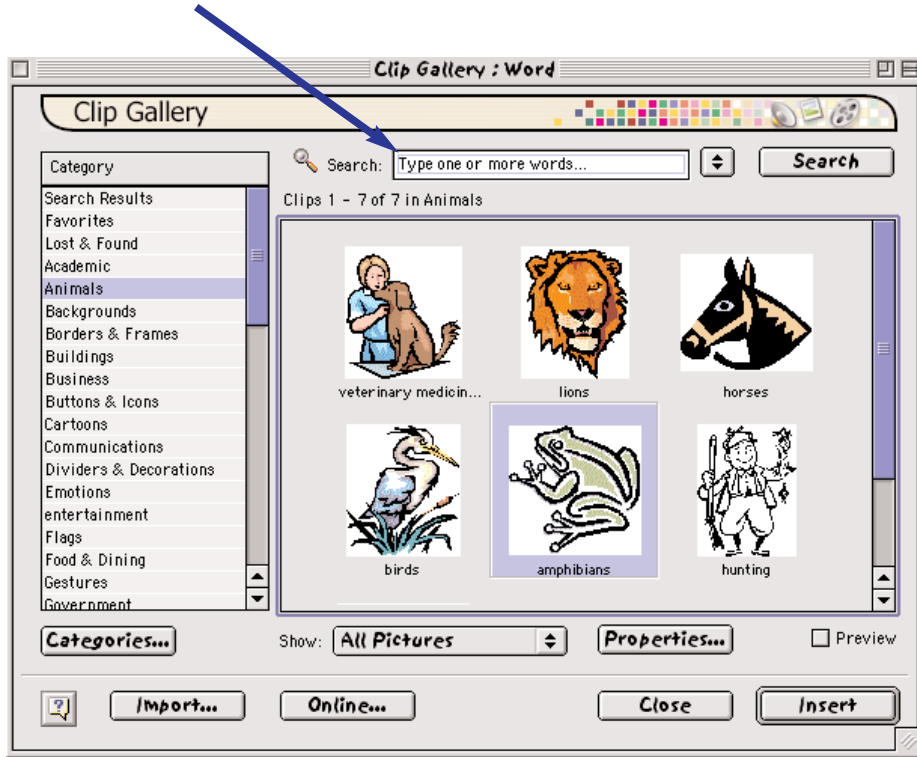
! short cut: In Microsoft programmes a short cut for duplicate an object is to press control then click and drag on the object: a small plus sign appears and a duplicate image will be dragged to the new location

\* Click and hold means click with the left button and keep it held down

\*\*side and top also resizes, but in some programs, only in one direction i.e. disproportionate)

## Searching for a specific graphic

- Go to Insert Picture ClipArt
- Type a keyword in Search (e.g. tiger) and hit return



## Adding Graphics Saved in a File

- Click on Insert
- Click on picture
- Click on from file
- Locate the folder where you saved the graphic
- Click on the graphic icon (next to the name)
- Click Insert  
or double click on the icon of your graphic

Remember: graphics are made in different formats: Graphics from scanners (tiff files or bmp files) will be bigger than graphics from the Internet which have been compressed, and therefore will not print at a very high quality

## CLIPART ON THE INTERNET

- Use a browser (e.g. Internet Explorer) to get on the web (start Programs Internet Explorer)
- In the address bar type in the address of a search engine  
e.g. [www.google.co.uk](http://www.google.co.uk)  
[www.go2net.com](http://www.go2net.com)  
[www.askjeeves.co.uk](http://www.askjeeves.co.uk)
- In the search field on the page appears, type clipart and press return
- In the list of applicable sites that appears just click on the coloured text to open that web site



### To copy a piece of clipart

- Right click on the clipart
- Select Copy
- Return to Word by clicking on the name of your document in the bottom bar, or open the document if you closed it
- Click on the page and right click
- Select Paste

## To add arrows to your document

You will need the right toolbar open on your screen.

If the drawing toolbar is not visible on your screen

- Go to View ⇒ Toolbars ⇒ Drawing and click on it
- Click on the arrow icon on the toolbar
- Click with the left mouse button, and keeping the button held down, drag the mouse to where you want the arrow to point
- Release the mouse button and the arrow will appear
- To change the style of the arrow double click on the arrow and the formatting window will appear

