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# Higham and Rushden

Registered Charity Number 1164952

Ribbons 2: the sequel

In the previous presentation we looked at the ribbon as featured in File Explorer in Windows 10. We are now going to take a look at some elements of the ribbon common to all or most of the Microsoft Office applications in versions of Office since Office 2007. The programs we will touch on are Word, Excel, Publisher and PowerPoint.
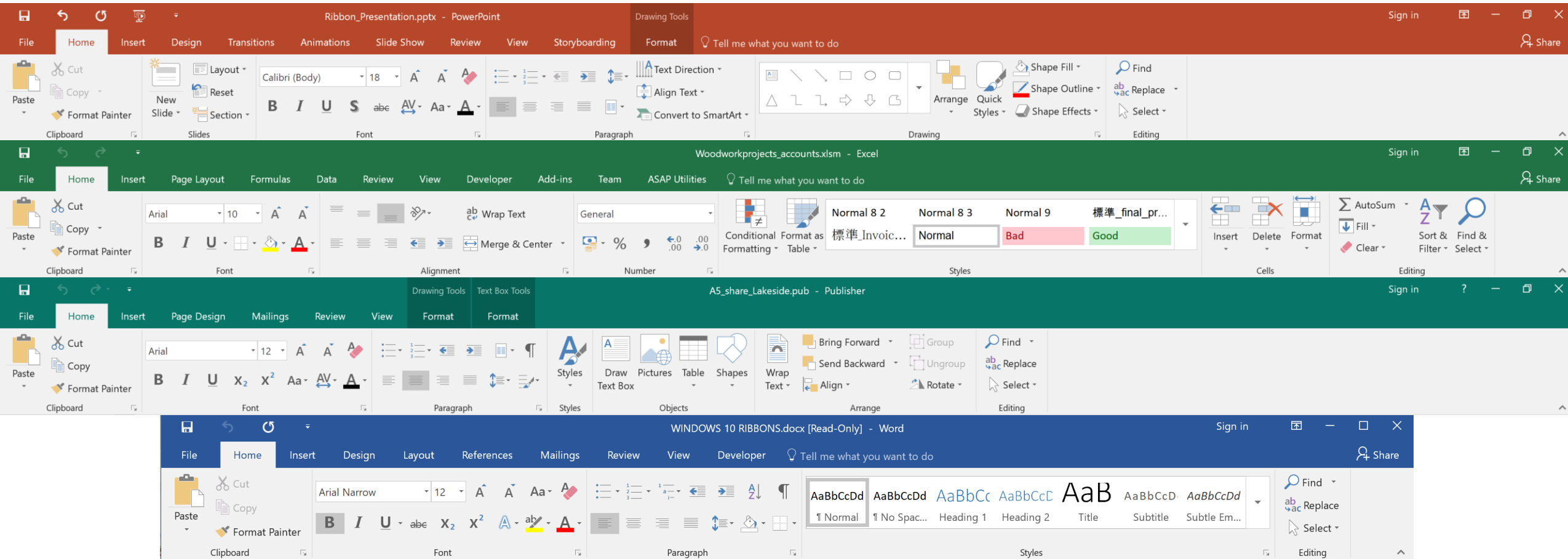
The left-hand section of the Home tab of the ribbon in all these MS Office programs is called *Clipboard,* and we will look at what you can do here.
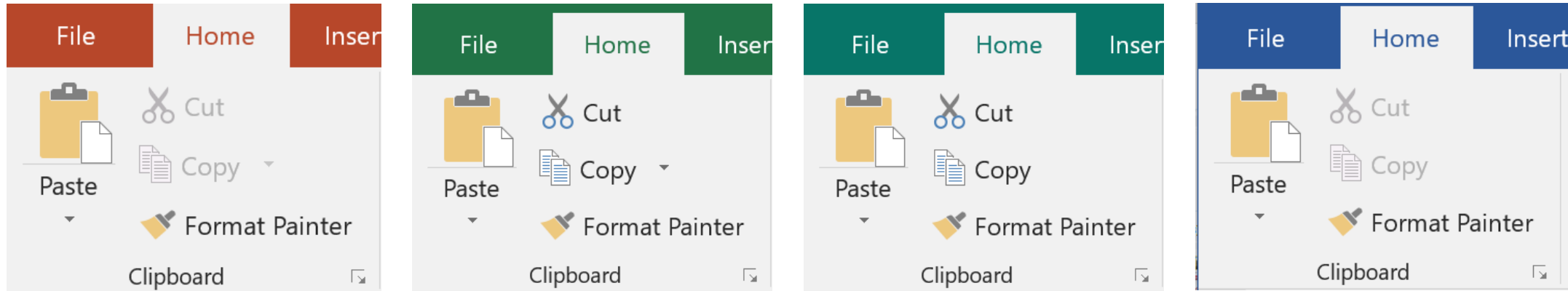
Cut and **Copy** both extract the selected item (picture or text) from your document, presentation or spreadsheet ready to put it somewhere else in the same or a different document, presentation or spreadsheet. The difference between the 2 commands is that **Copy** leaves a copy behind while **Cut** completely removes the item from its original location. **Paste** then places the cut or copied item into its selected new position in the same or a different document.

For quick and easy cut and paste or copy and paste operations the keyboard shortcuts of ctrl & c (to copy), ctrl & x (to cut) and ctrl & v (to paste) are worth remembering.

When you cut or copy something, Office stores it in a part of the system called the clipboard. As we said on the previous slide, clicking on Paste will insert the last item copied or cut. There are times, however, when we might want to paste something we copied earlier, and for this we need to reveal the clipboard by clicking on the little arrow in the bottom right corner of the *Clipboard* section of the ribbon (circled).
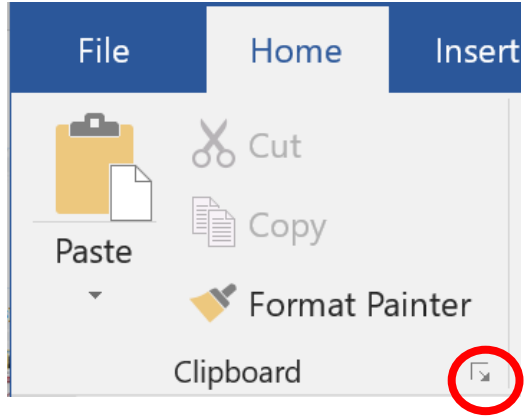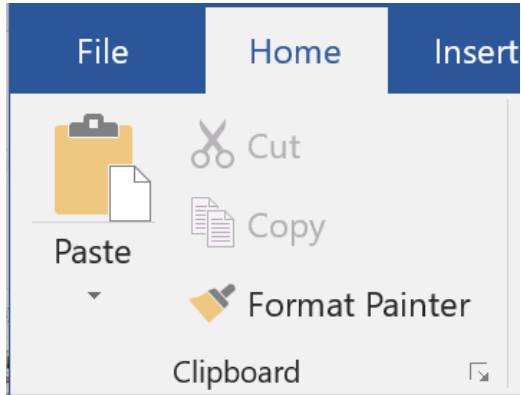
This will open the clipboard pane shown on the right. Clicking on any item in this area will paste it where your cursor is positioned.

When you have finished, you can hide the clipboard by clicking again on the arrow which opened it.
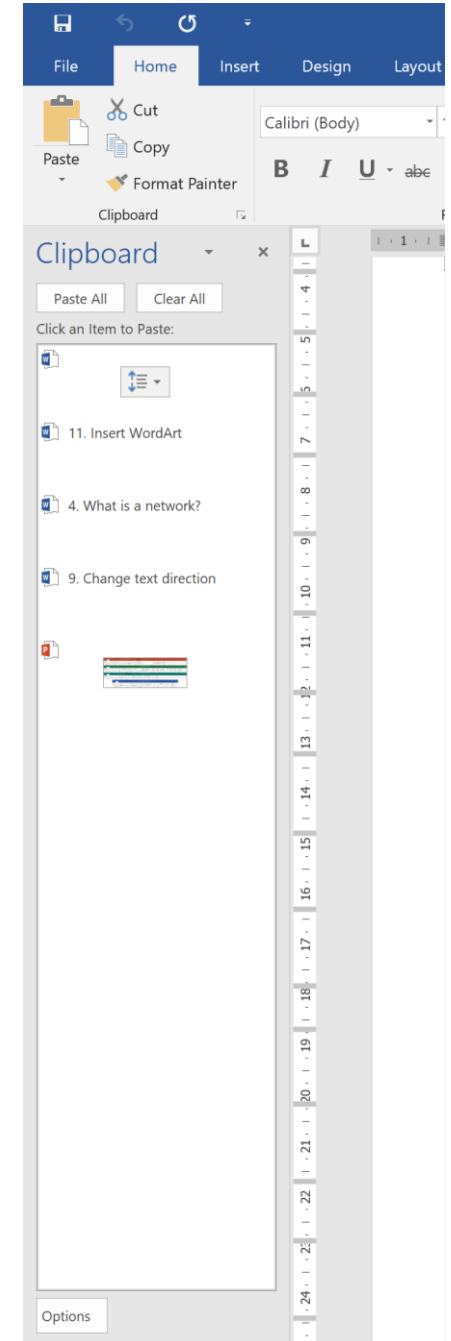
The final command in the *Clipboard* section is called **Format Painter** and this is a very useful tool.

It allows you to copy the formatting of any piece of text and apply the exact same formatting to another piece of text. It means that the font, the font size, bold, italic, bold italic, paragraph spacing, line spacing, indenting, tabulation, alignment and even any hidden formatting such as hyperlink (although why you would want to copy this is not clear) will be copied and applied to the new, unformatted, or differently formatted text. Using format painter means you can make your document look more professional by having the same formatting throughout: especially useful if some or all of your text has been copied from a different document or the internet.

To use format painter, you will need to click inside the text you want to emulate, then click on Format Painter, and finally drag your cursor over the text to be formatted to match the original. You need to AVOID clicking anywhere other than the format painter while doing this or it will not work.   It is also possible to double click on the format painter icon to allow you to change the formatting of several non-contiguous pieces of text: the same formatting remains available until you click on the format painter icon again, thus releasing it. Please have a look at the examples on the next slide.

Malware research project

Task: Prepare a short summary in basic English of the differences between the following terms:
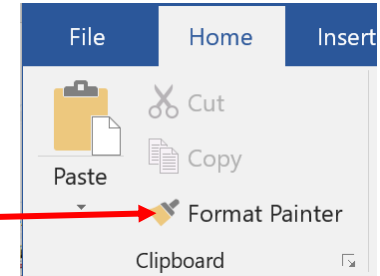
- Malware
- Spyware
- Ransomware
- Scareware
- Adware

The results should be presented either as a Word document or a PowerPoint presentation. In either case the various topic headings should be displayed using WordArt and hyperlinked to an index at or near the start of the document. Examples of each topic should be included with images wherever possible.

The piece of text on the left contains 3 different formats:
Body text is 11 point Calibri, the bulleted section is inset and has standard bullets, and the heading is 14 point Calibri, bold and underlined.

Malware research project

Task: Prepare a short summary in basic English of the differences between the following terms:

- Malware
- Spyware

Ransomware

- Scareware
- Adware

The results should be presented either as a Word document or a PowerPoint presentation. In either case the various topic headings should be displayed using WordArt and hyperlinked to an index at or near the start of the document. Examples of each topic should be included with images wherever possible.

If we want to apply the heading format elsewhere in the document we need to do the following:
1. Click anywhere in the text "**Malware research project**"
2. Click on Format Painter on the ribbon
3. Drag your cursor over the text to be changed: in this case the bulleted "Ransomware".
4. This instantly changes format as shown (even though it makes no sense like this!)

Malware research project

Task: Prepare a short summary in basic English of the differences between the following terms:

- Malware
- Spyware

Ransomware

- Scareware

Adware

The results should be presented either as a Word document or a **PowerPoint** presentation. In either case the various topic headings should be displayed using WordArt and hyperlinked to an index at or near the start of the document. Examples of each topic should be included with images wherever possible.

If you double-click Format Painter instead of single-clicking it, the copied format can be pasted multiple times as shown on the left.
Once Format Painter has been double-clicked the command stays highlighted (as shown on the right) so that you can continue painting the original format until you click the command again to clear it.
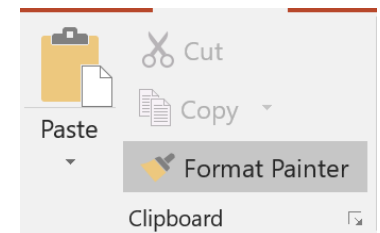
Immediately after the *Clipboard* section on the Home tab of the ribbon (except in PowerPoint where the *Slides* section comes next) is the *Font* section, containing a vast array of ways to format your text.

In the main section of the **HOME** ribbon, you can see which font and size you are using, along with several buttons to allow you to *increase the font size by one point*, *reduce it by one point*, *change the case*, (e.g. all UPPERCASE, Sentence case, etc.). There is also a button for removing all formatting. Another button allows you to use *Word Art*, to *highlight*, add *shadow*, *reflection*, etc., but be aware that some of these effects are only visible on a computer, and will not be available on a printed copy.

Formatting fonts can be exciting and can make any text look interesting. There are many different fonts, some of which are handwriting styles, some of which are wingdings (♦︎≋⟩⟨♦   ⟩⟨♦   ☙   ♦☙○▢●♏ :this actually says this a sample in wingdings) and webdings (⛵︎🚍ⓘ❓ ⓘ❓ ✔ ❓✔❗🚒✦🎁 :- this actually says this a sample in webdings). Fonts can be changed by clicking on the little arrow in the right-hand bottom corner to open up a new window with many choices. Here you can not only select a different font and font size, you can also *change the colour* of the text, apply **bold**, *italic*, ***bold italic*** styles, underline style and *colour*. You can also make your text ^superscript or _subscript_, for example to add the degree point for temperature, e.g. 200°C. However, you will need to do this last by inserting a symbol from the extreme right of the insert ribbon and finding the correct symbol. You can also add foreign language characters, mathematical symbols and lots more interesting things. When you have time, explore symbols at length.

Now, where was I? You can also use ~~strikethrough~~ and ~~double strikethrough~~, SMALL CAPS, ALL CAPS and Equalise Character Height. On the **Advanced** tab you can also change the spacing of the text but this is normally not necessary unless you are creating technical manuscripts.

Note that the strikethrough, subscript and superscript options are not all normally visible on the ribbon. They can however be accessed by clicking on the arrow in the bottom right-hand corner of the Font section of the ribbon. This will open the Format Cells dialogue box shown below.
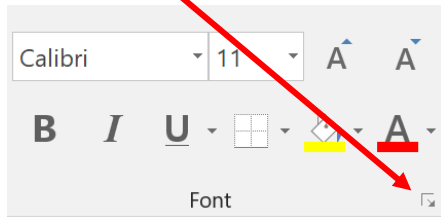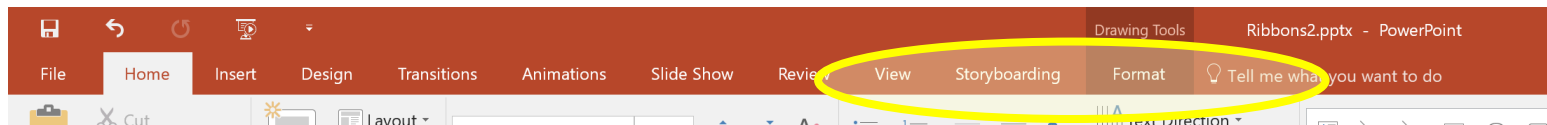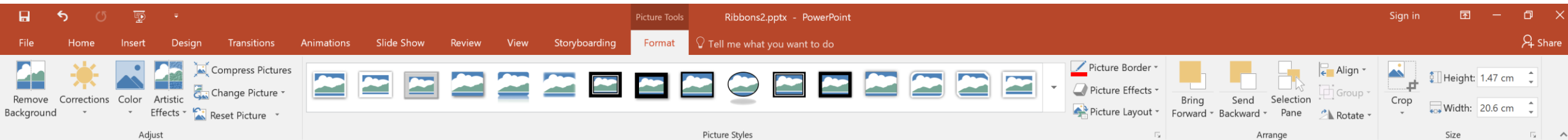
Contextual areas of the ribbon

When you click on an image, shape or text box an extra tab will appear: this can be "Drawing Tools" or "Picture Tools" above the tab name of *Format*. The first 2 screenshots below show how this appears.
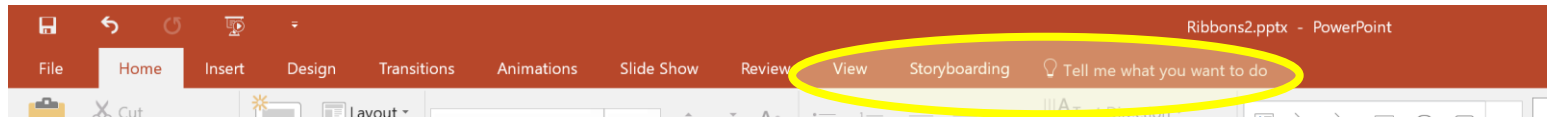
becomes

The Picture Tools/Format tab of the ribbon looks like this:

The Drawing Tools/Format tab of the ribbon looks like this:
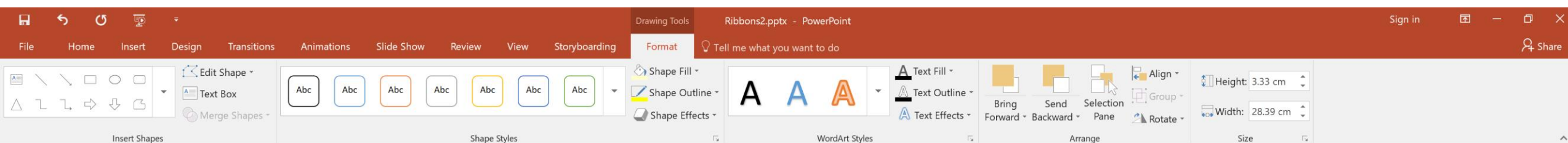
It is also easy to insert a table into your Office program (except Excel) from the *Insert* tab. If you then click on the table two extra tabs will appear.

Under the heading "Table Tools" they are *Design* and *Layout,* and the screenshots below show the effects each can achieve.
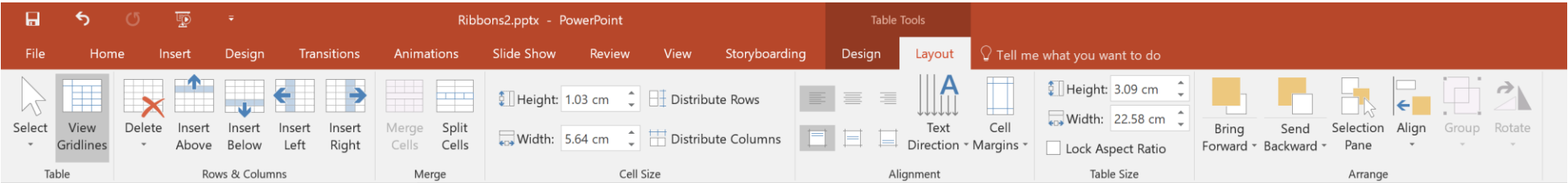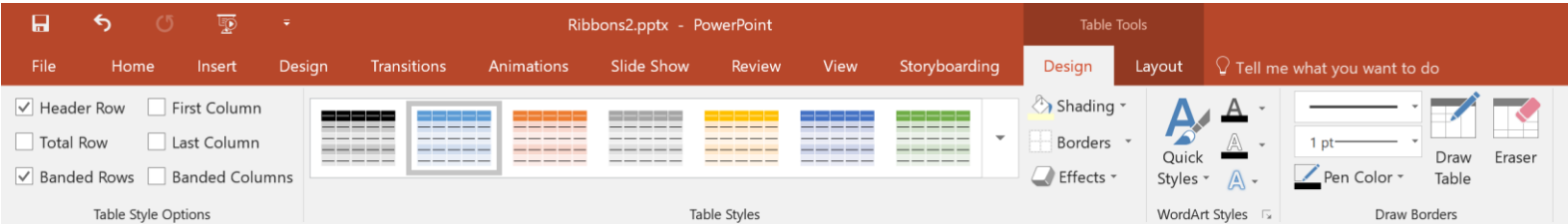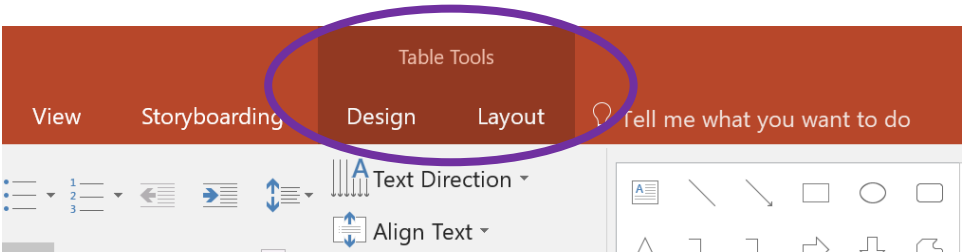
Let's have a look now at the Insert tabs in all these Office programs
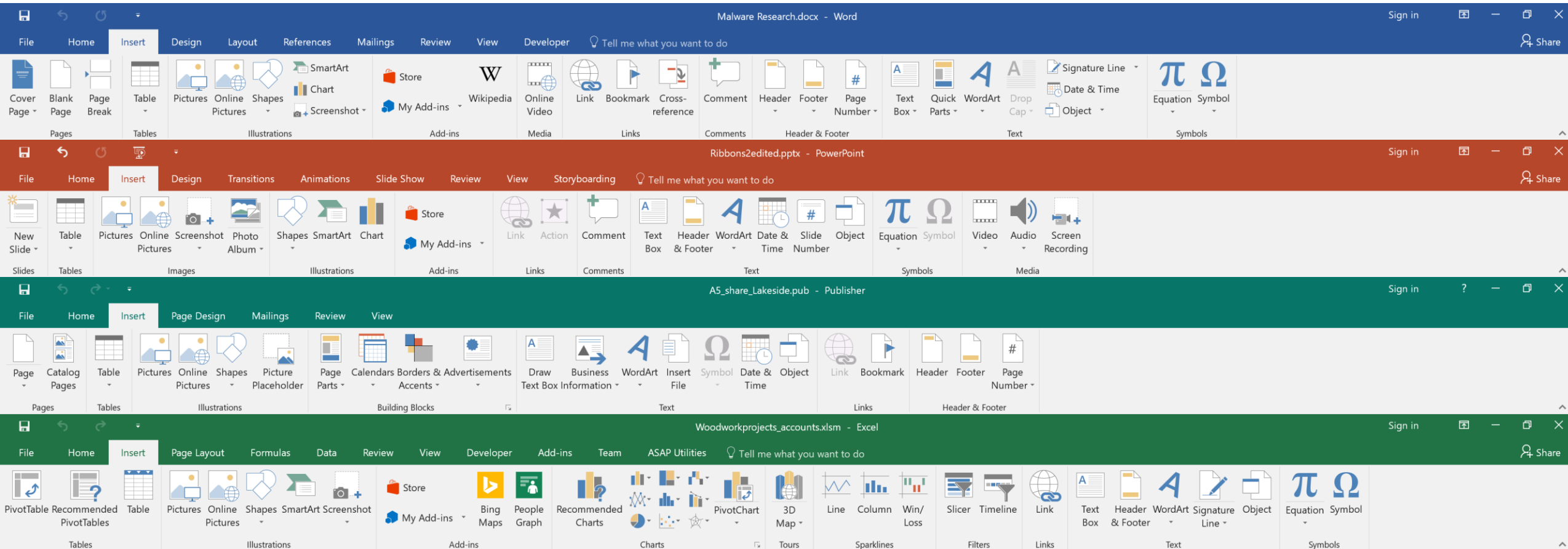
All these ribbons have the following commands in common:
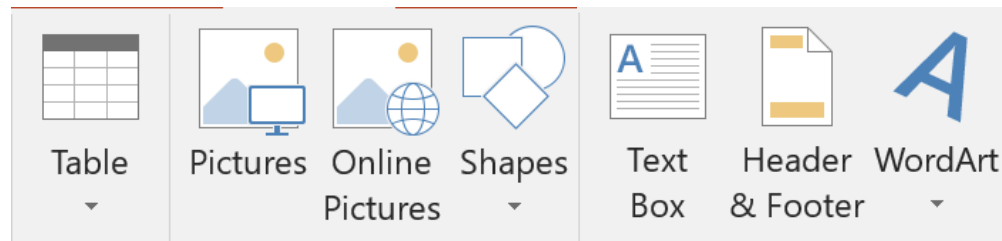
On the next few slides well have a look at these in turn.

As we've already mentioned tables, let's start with them. The rest of this slide does not apply to Excel, in which table means something different – the whole thing is really a table, anyway!
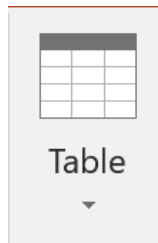
In the other main Office programs click on the arrow below "Table" to open this screen:

The simplest method is probably to use the grid immediately below *Insert Table* to define the size of the table. As you move your mouse over the grid, cells highlight themselves in orange and a preview of the table appears on the actual slide or document.
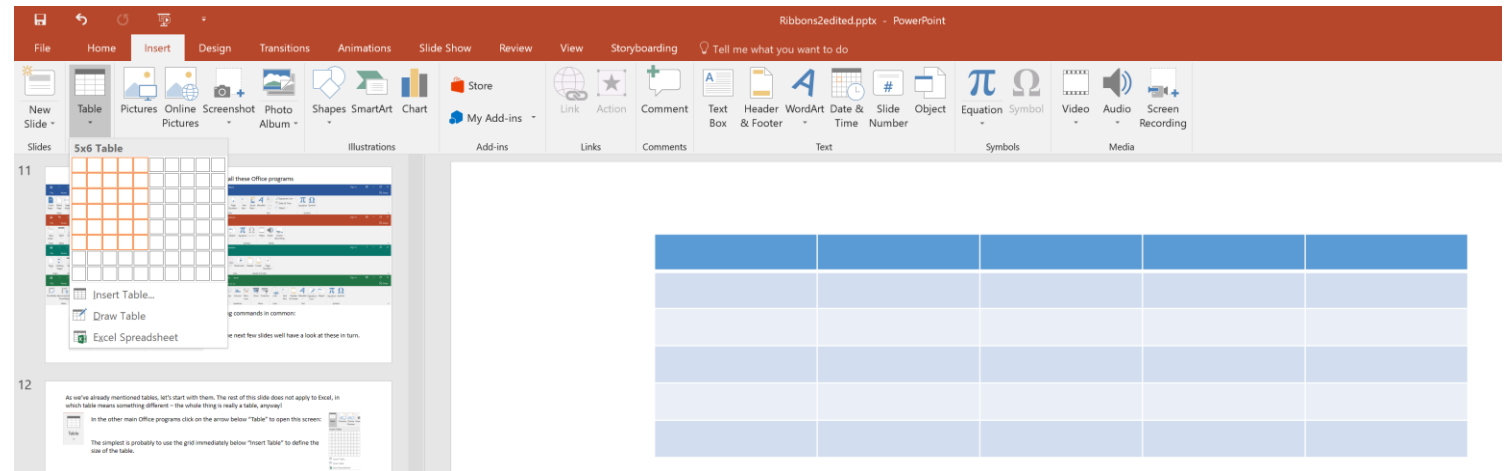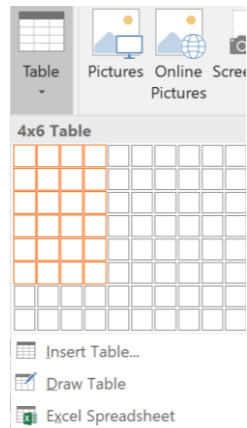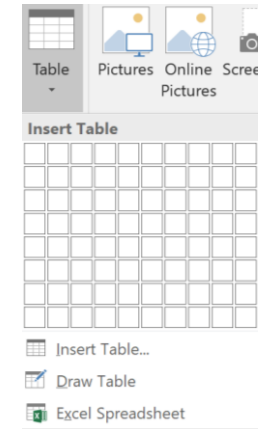
You can also click on *Insert Table* which allows you to insert a table with more than 8 rows or 10 columns. The final option is to insert an existing Excel spreadsheet.

Something we often need to do is add pictures to liven up our text or slide show. The Office programs allow us to insert both *Pictures* (from our own computer) and *Online Pictures* (from the internet). Clicking *Pictures* opens a small File Explorer window to enable picture selection, while the *Online Pictures* command opens the "Insert Pictures" window shown below.
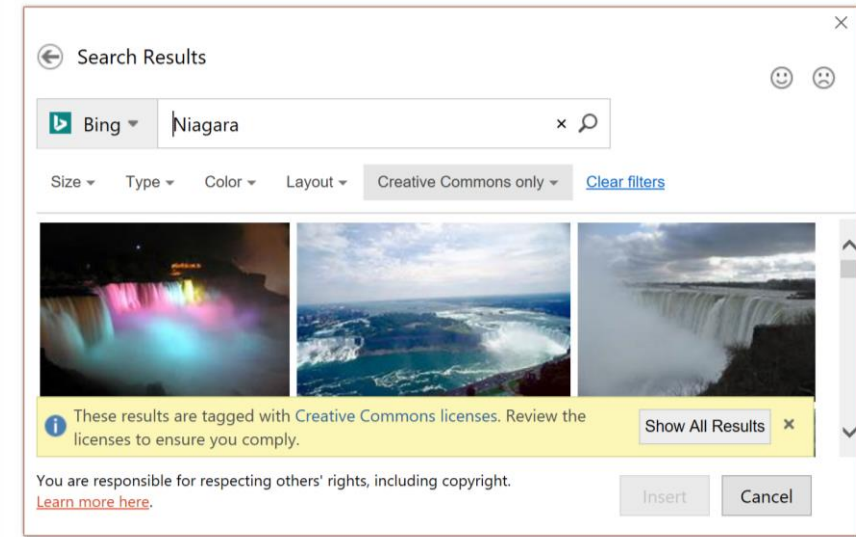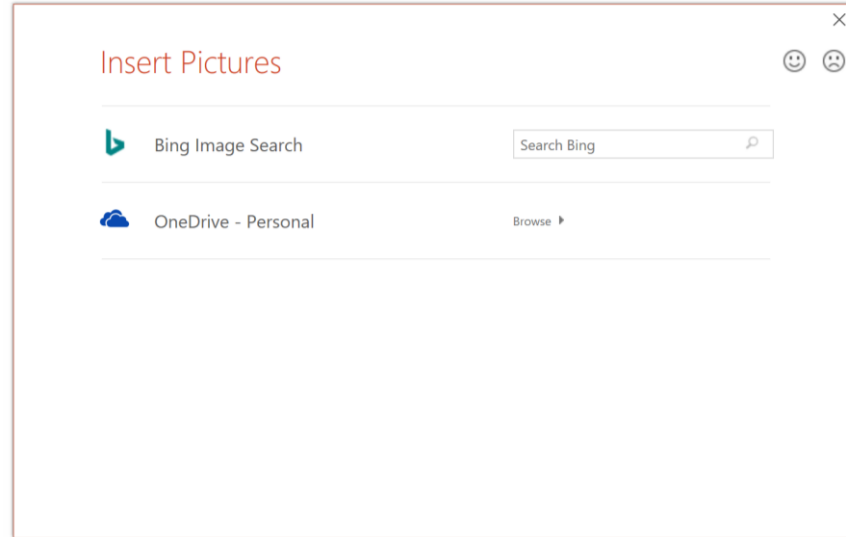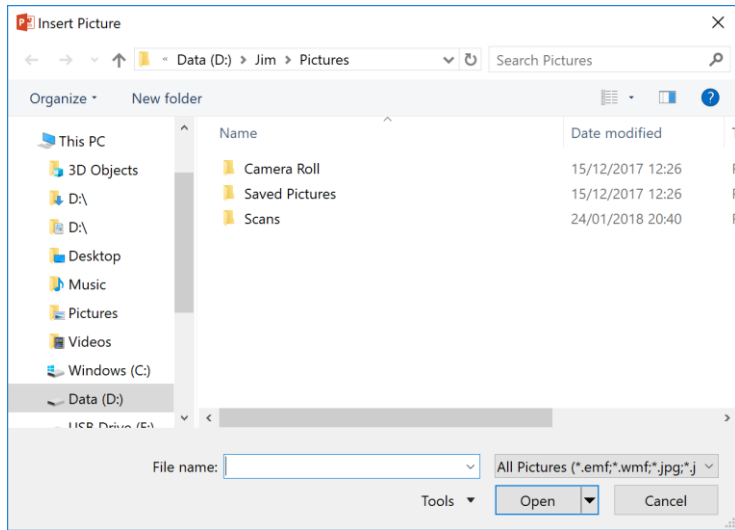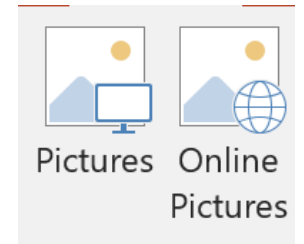
If you want to use an online picture, typing your search criteria in the "Search Bing" field opens the final image above, with 3 images to choose from. Simply click on "Show All Results" to reveal many more pictures which you can then select.

Beware of using copyright images as this can be illegal.

Still on the subject of images, once you have inserted the picture in your document, slideshow or spreadsheet you have options for changing the display. The pasted image looks like the first picture below, but handles appear when you click on it (second picture). Beware of distorting the image if you use one of the handles other than those at the corners.
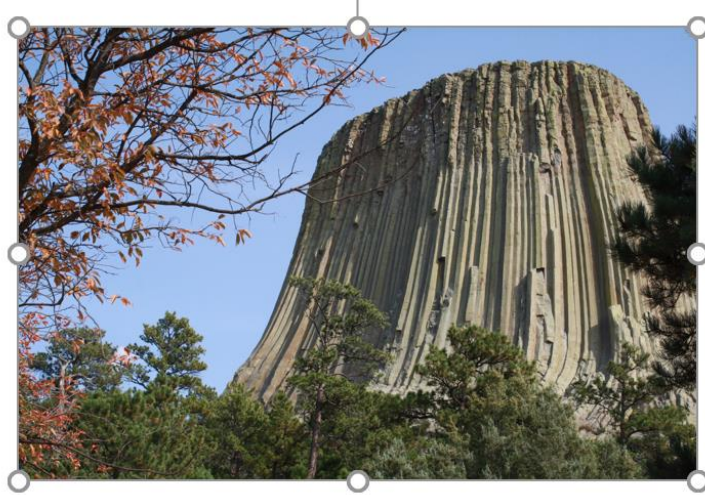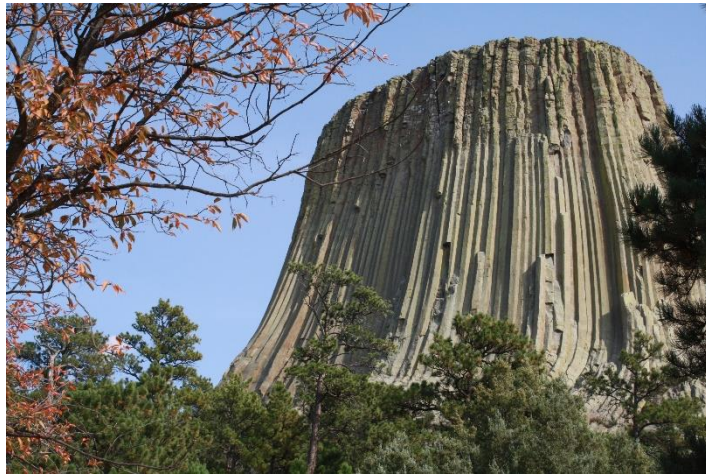
Right-clicking the picture generates this alternative menu:
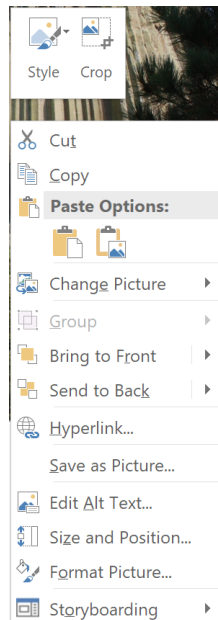
One of the options is to crop the image (remove unwanted areas). Clicking on this adds black bars at the top, bottom and corners. The cursor will change into a T shape when you are in the right position: drag the black bars inwards to select the area to keep.
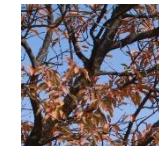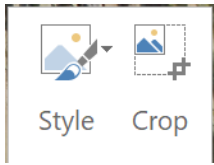
Another option on the right-click menu is Style. Click on the icon to open another window like the one below showing stylised versions of the different available styles.
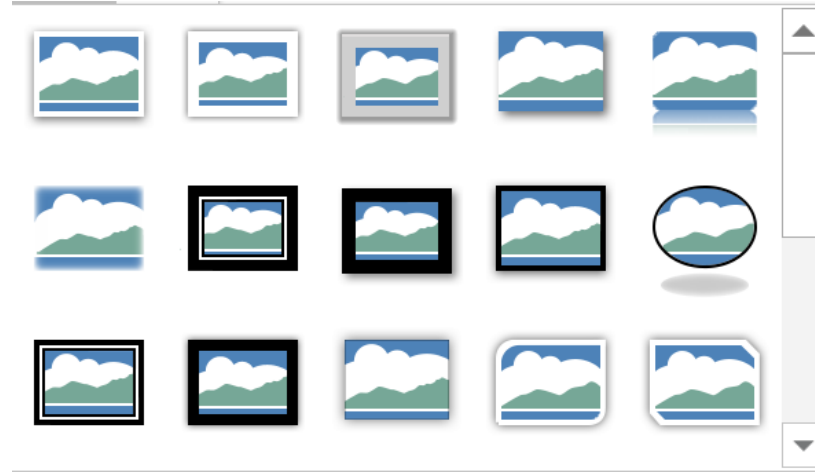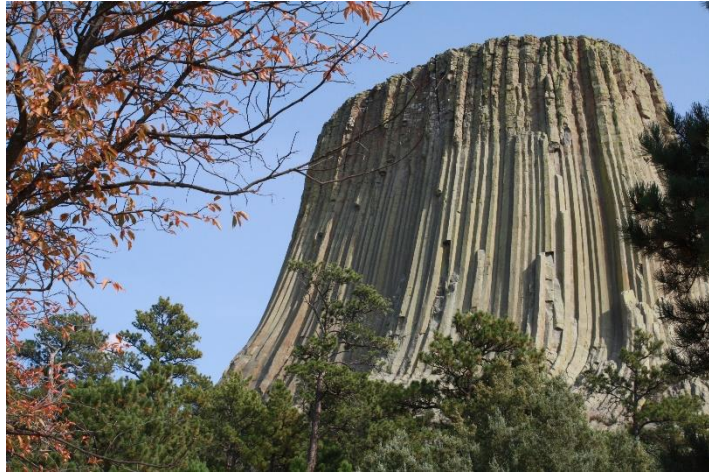
The small images below show some of the available effects, although some effects can distort the image.
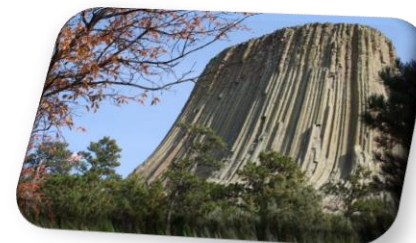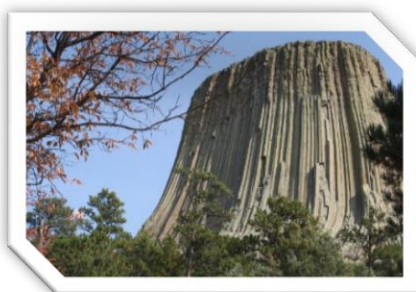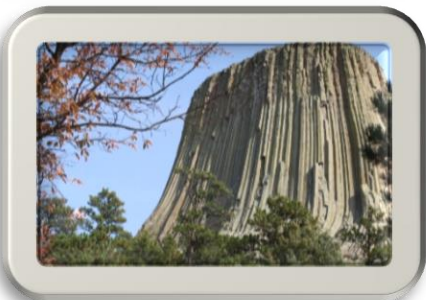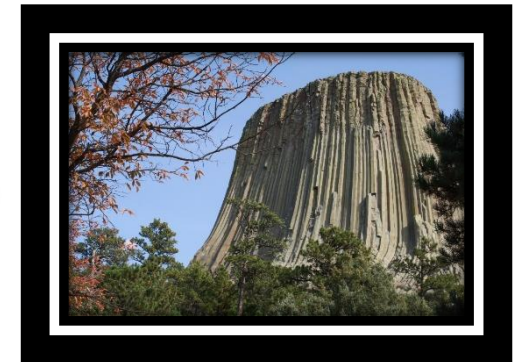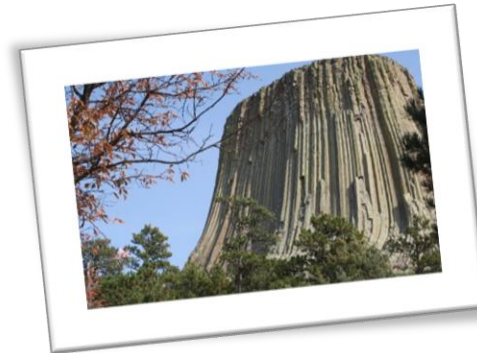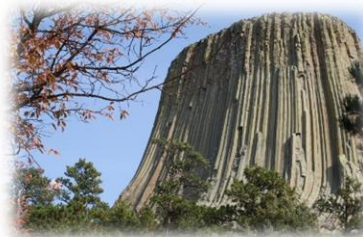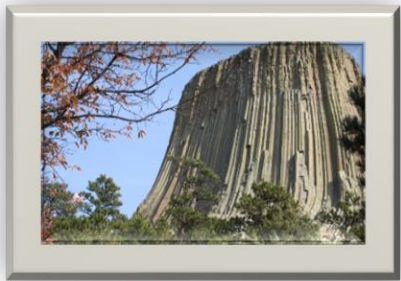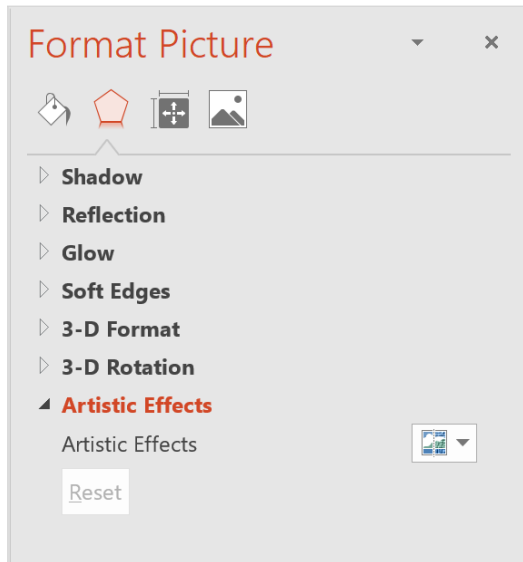
The last option we are going to explore on the right-click menu is *Format Picture*. Clicking on this opens another pane on the right of the screen, as shown below.
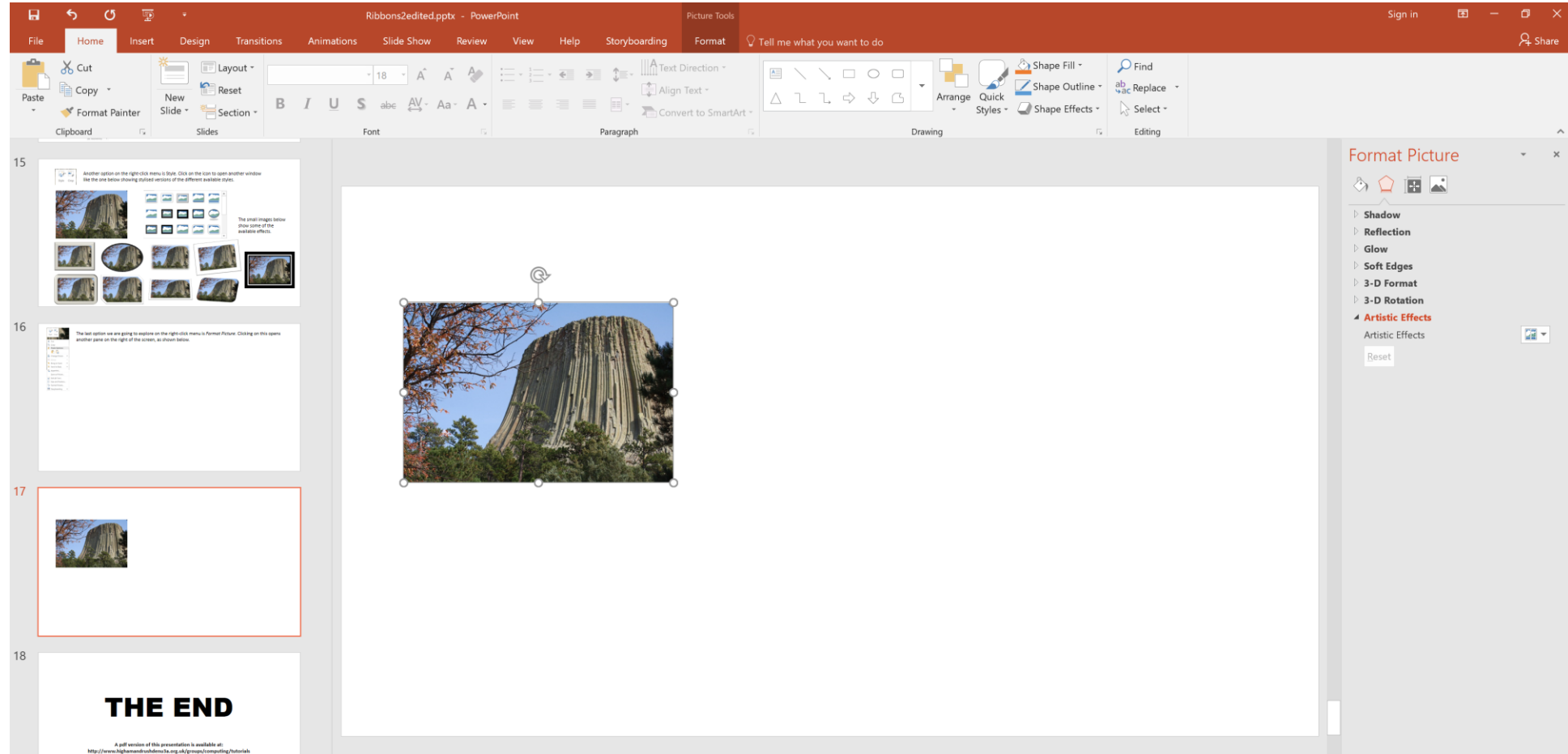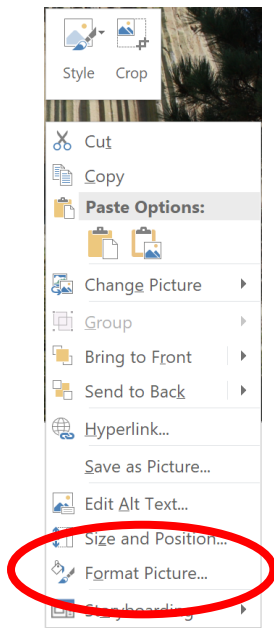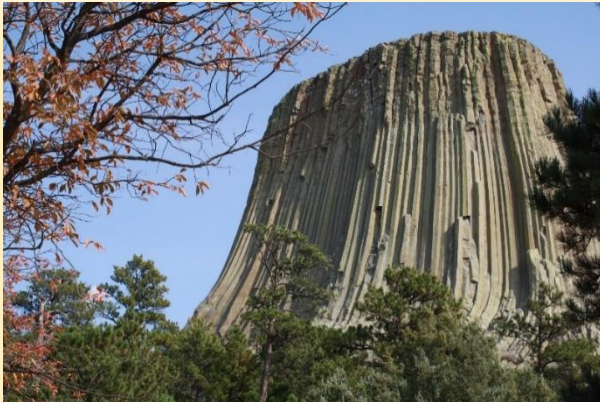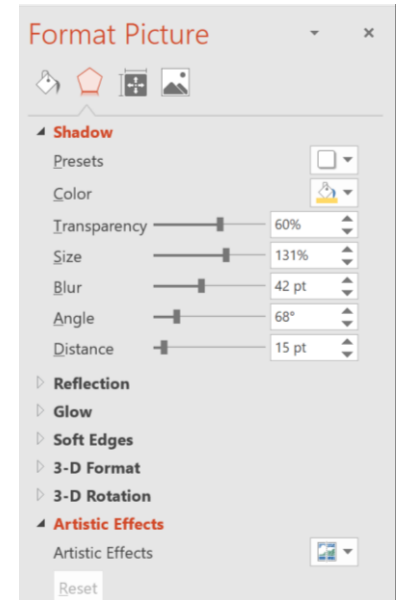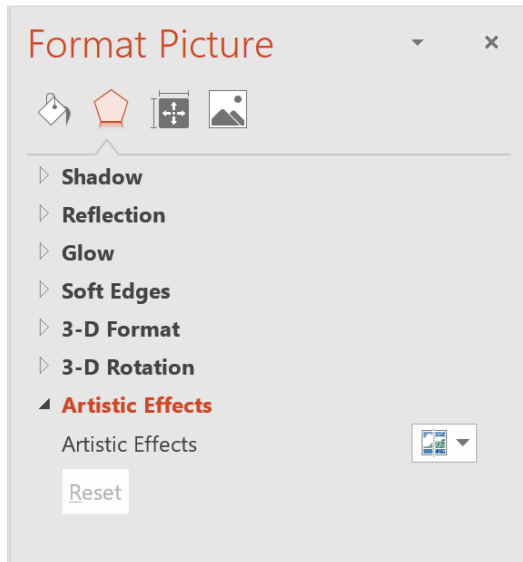

On the following slides we will have a look through some of the effects achievable here.

The first option in the *Format Picture* menu is **Shadow**. You can see in the screenshot here how many different ways you can add a shadow, and there are some examples below. You can even, bizarrely, have the shadow inside the picture using **Presets**.

The next option in the *Format Picture* menu is **Reflection**. You can see in the screenshot here how you can customise reflection, and there are some examples below.
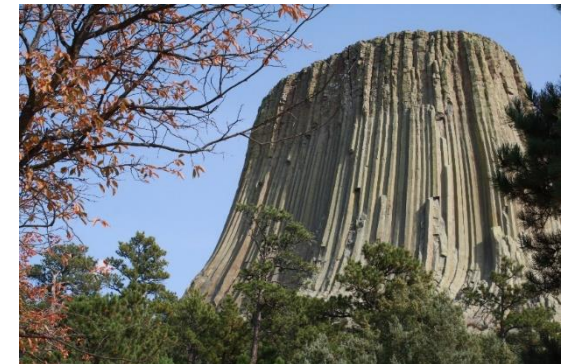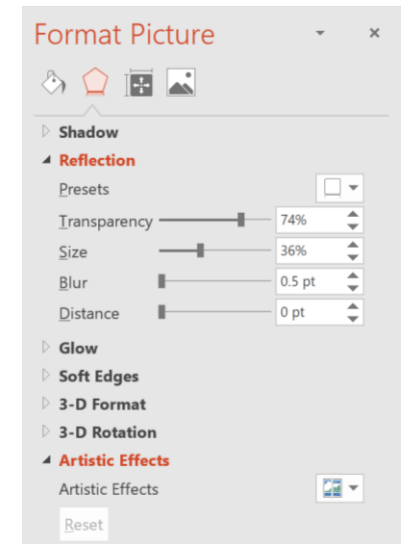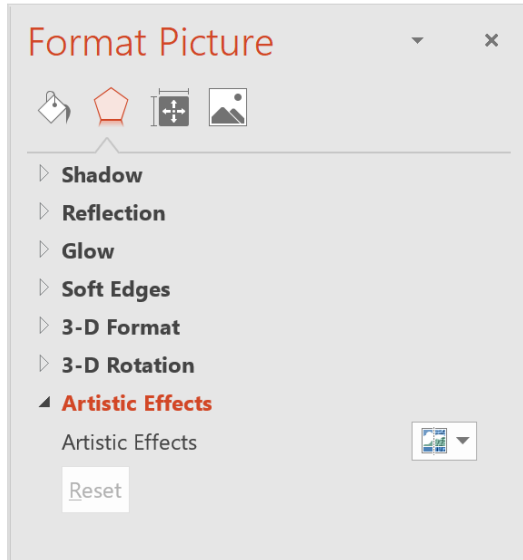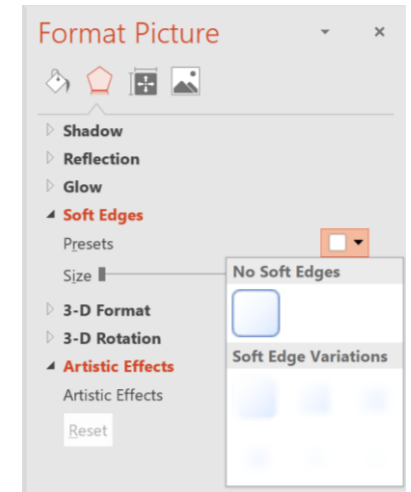
Next we come to **Glow**. You can see in the screenshot here the preset options, and there are some examples below.
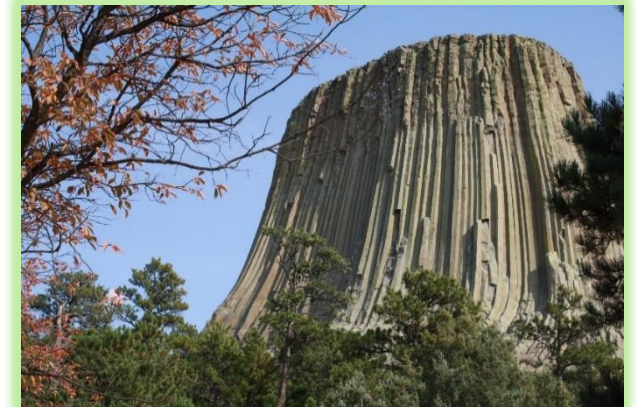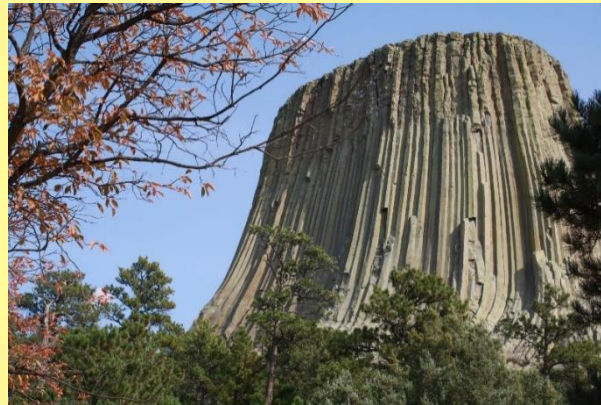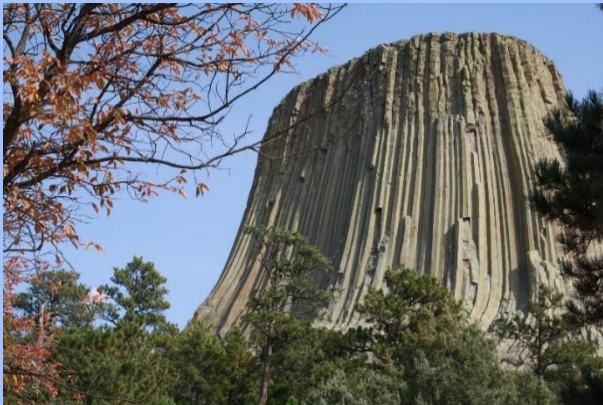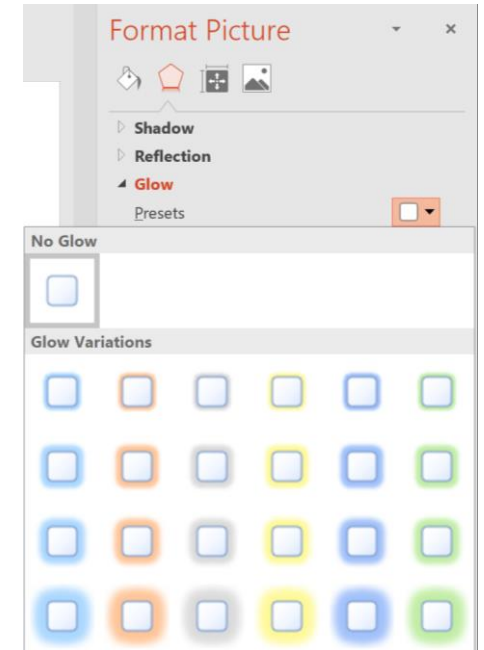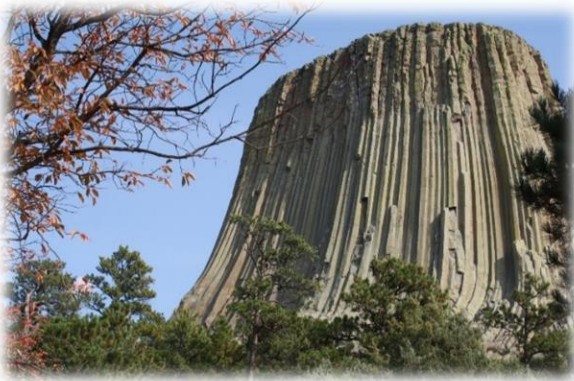
The next option is **Soft Edges**, the variations of which can be seen on the right.

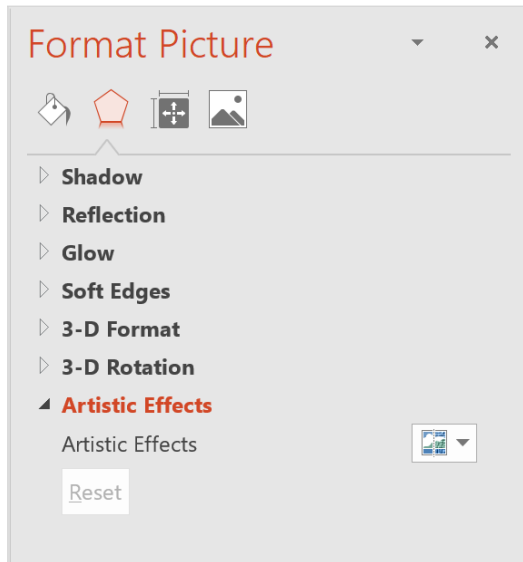The examples below show what happens when the "Size" control is increased.
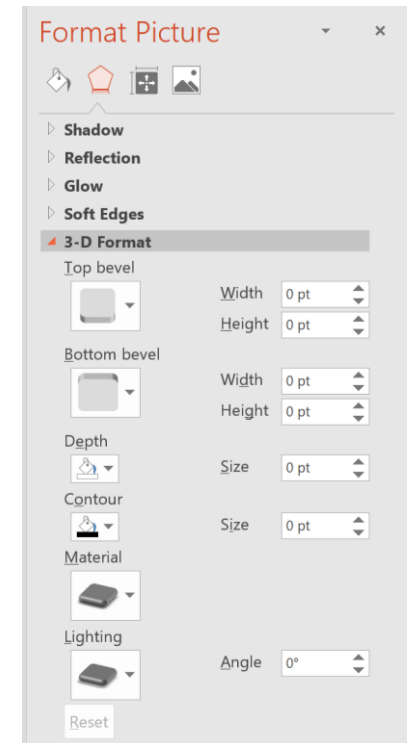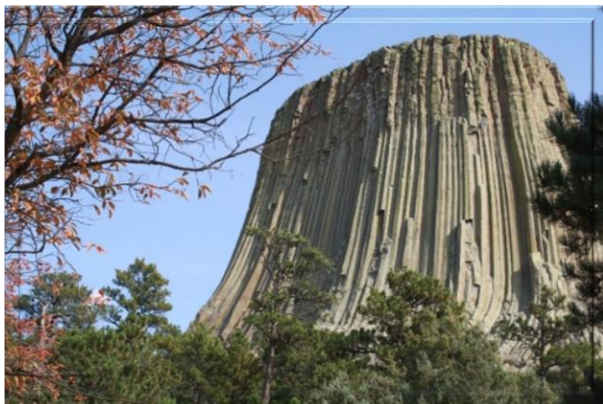
8 point

27 point

61 point

3-D Format is the next command. The options are shown on the right and once again there are some examples below.
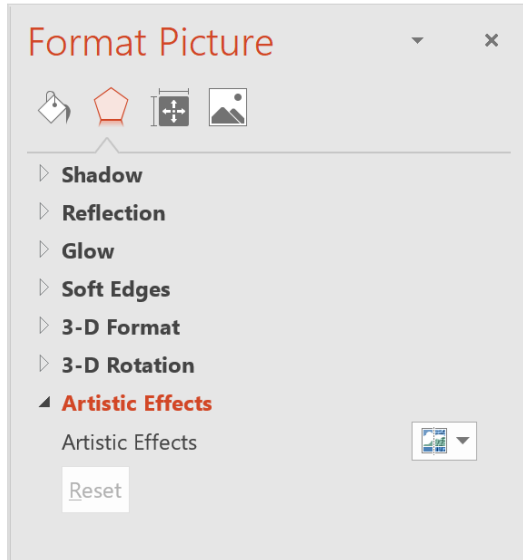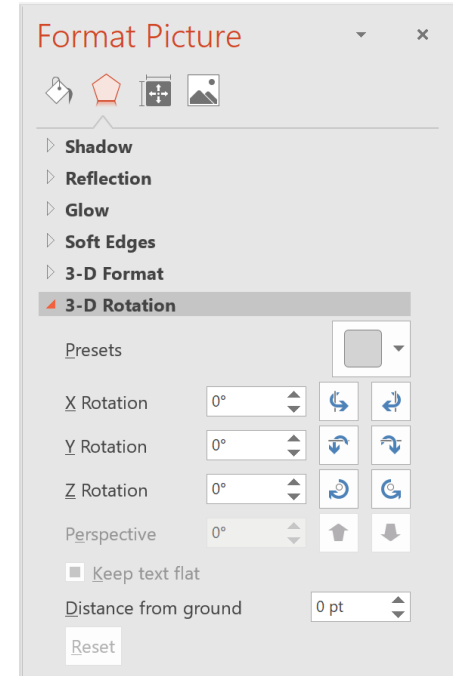
Top bevel

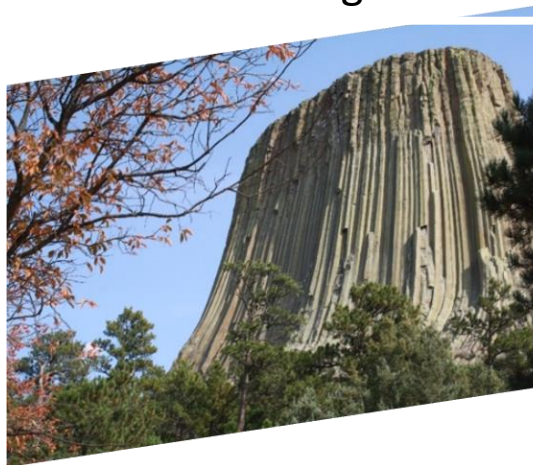Morning lighting

Freezing lighting

3-D Rotation is the next command. The options are shown on the right and once again there are some examples below. Some of these effects also distort the picture, so be warned if you are planning to use this command.
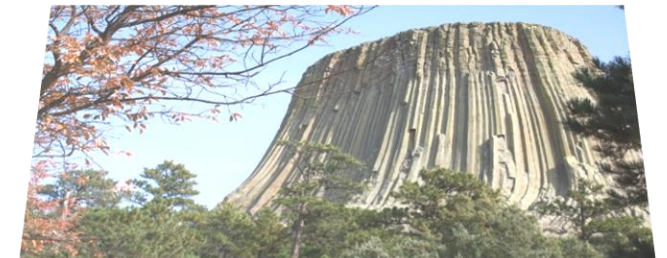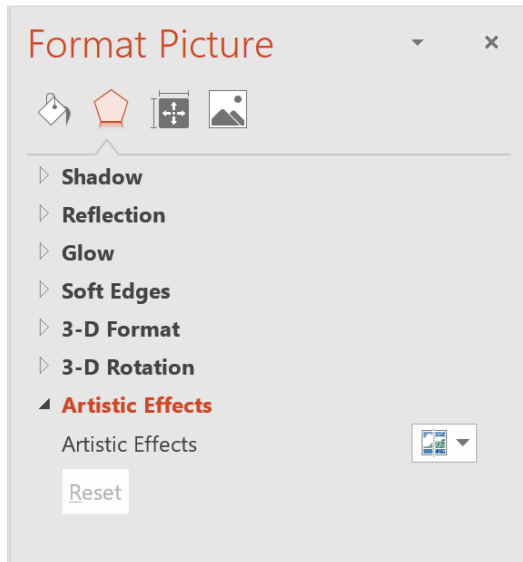
Isometric: top up
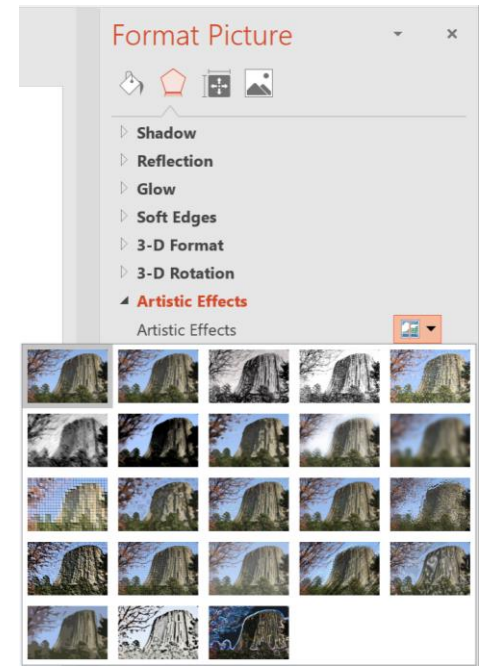
Off axis 1: right

Perspective: relaxed

Artistic Effects is the final command. The options are shown as thumbnails when the dropdown arrow is clicked, as shown on the right.
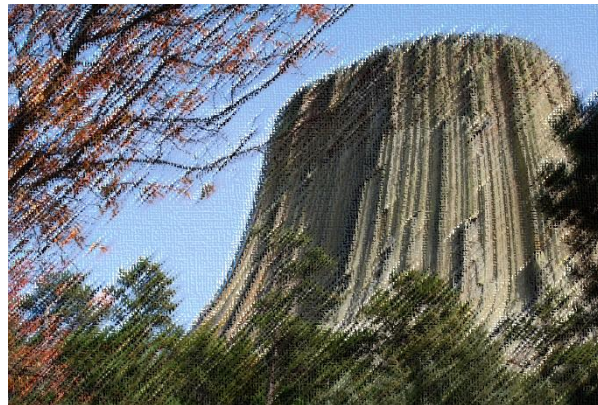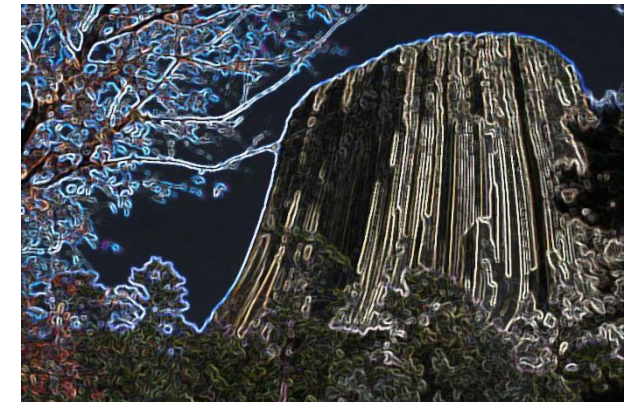
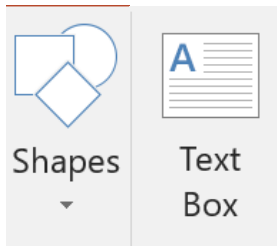Three of the available effects are shown below.

Pencil sketch

Pastels smooth

Glow edges

A lot of similar formatting can also be applied to **Shapes** and **Text Boxes**, also available on the *Insert* tab. The screenshot on the right shows the available shapes.
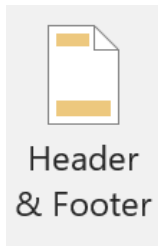
For presentations and documents shapes like these can be extremely useful for highlighting and identifying important parts:
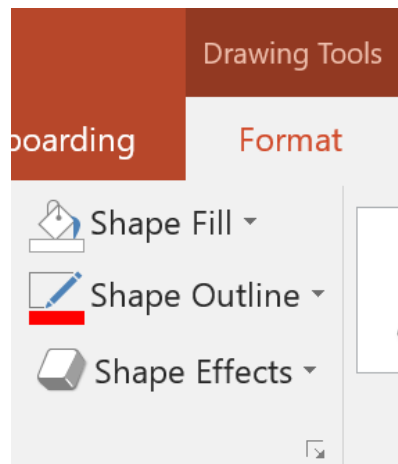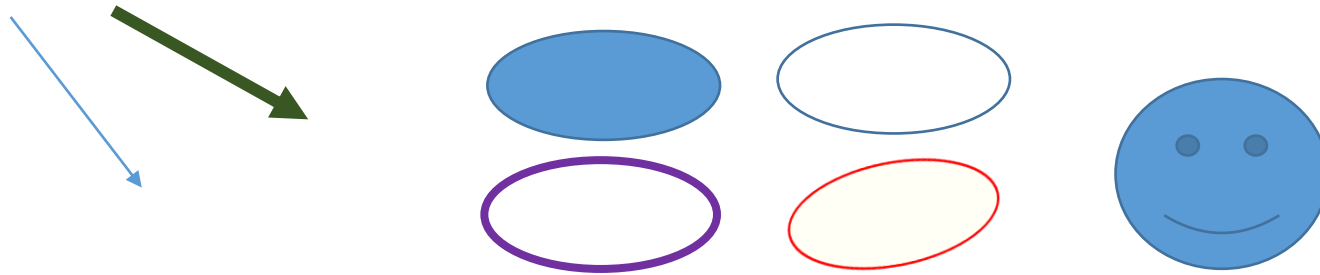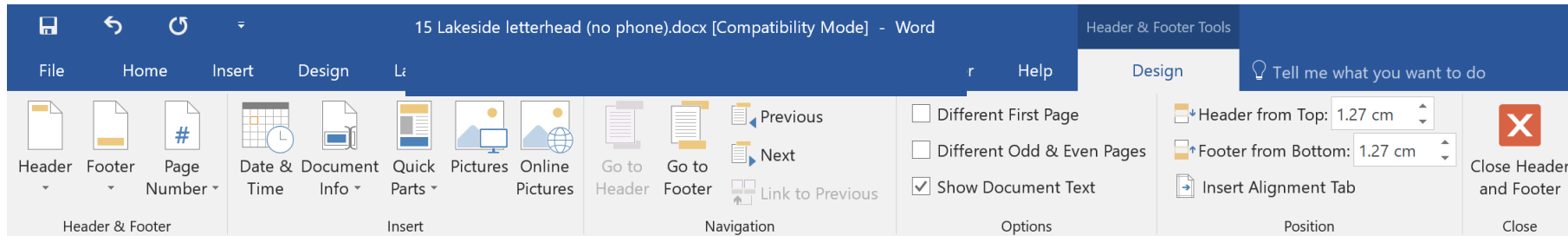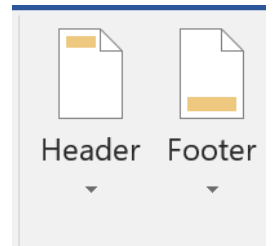
Once a shape has been inserted, clicking on it will enable the *Format* tab where the fill colour and transparency, the border colour and thickness, and even rotation (using Shape Effects) can be adjusted.
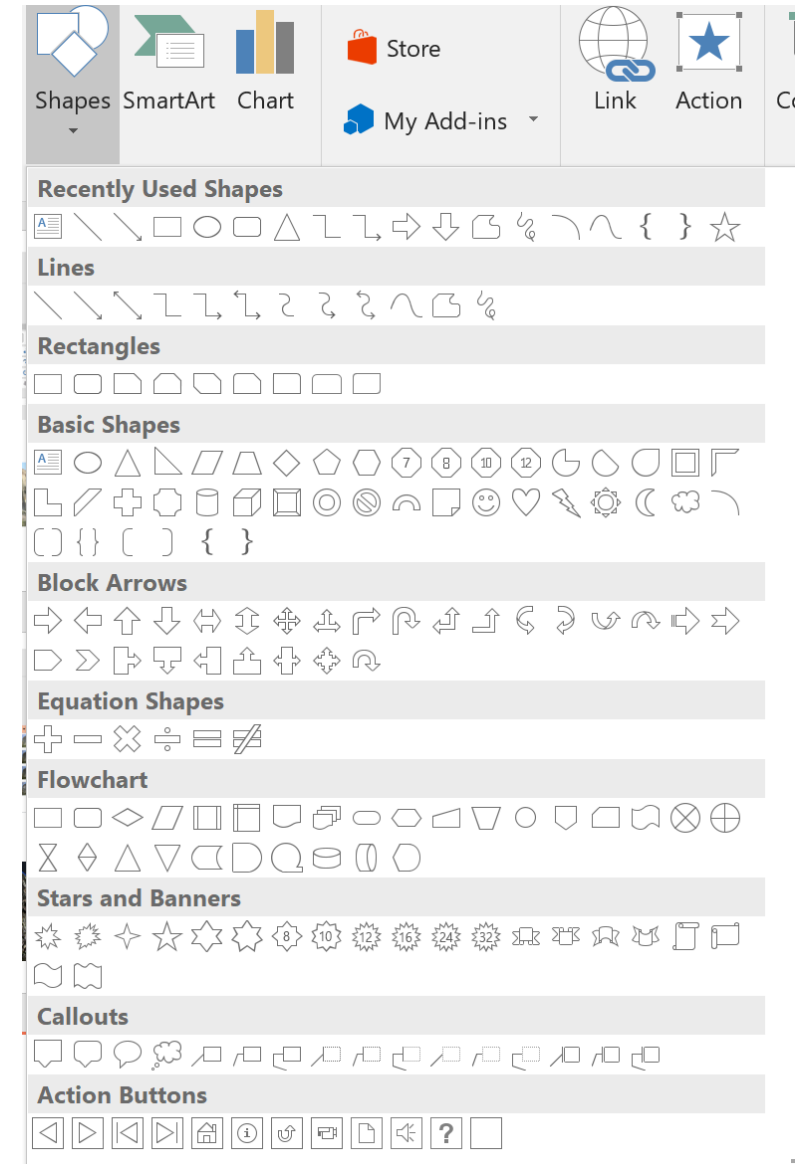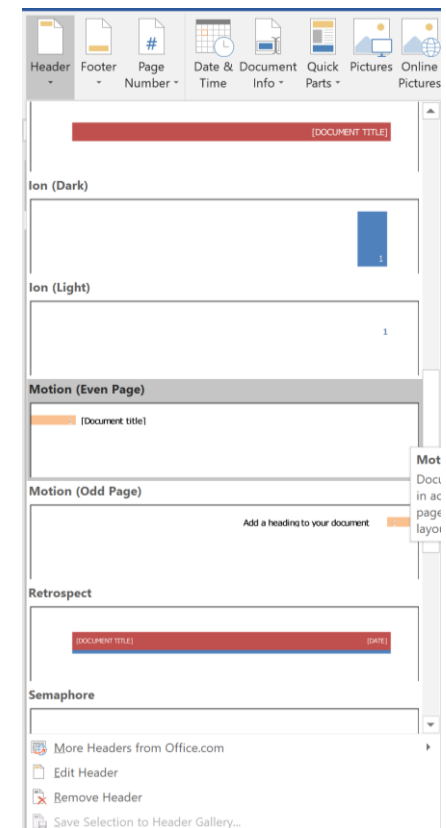
The next item common to all Office ribbons is **Header & Footer** (but separate in Word). Clicking either of these will open another tab called *Header & Footer Tools* (below).

You can see that once again the data in the header or footer is completely customisable. The screenshot on the right shows just a few options for Word headers using document title and page numbers. The screenshots below show options in PowerPoint and Excel.
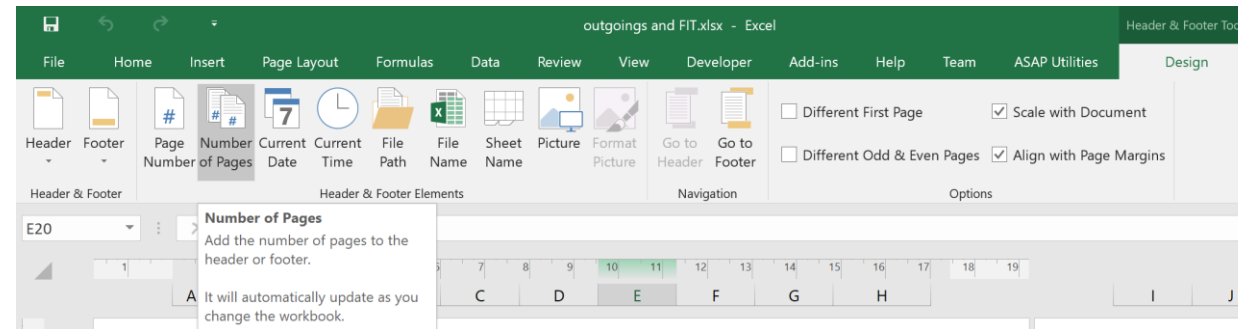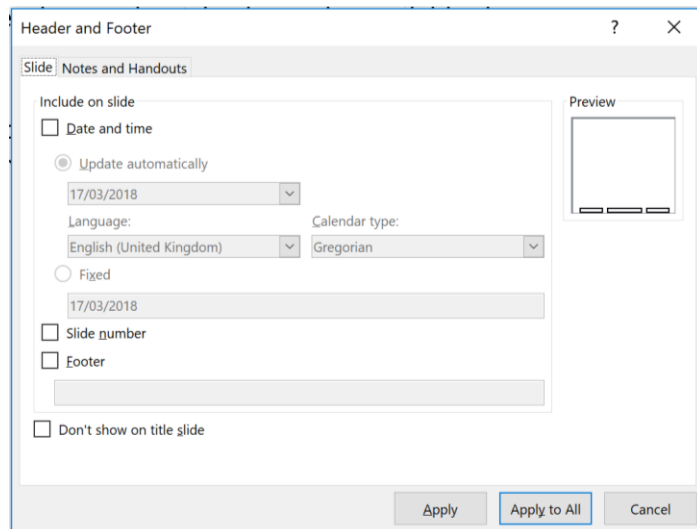
Note that headers and footers are used most often in documents to be printed (including as pdf) or projected, rather than those to be viewed electronically. Footers are often used for page numbering in documents to be printed.

The final item common to all Office ribbons is **WordArt**. Click on the downward arrow to open the window showing the main styles:
Click on any of these to insert a text box
in the chosen style in which to insert your text.
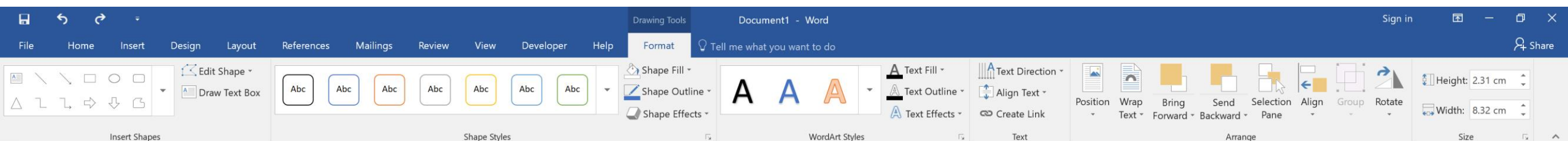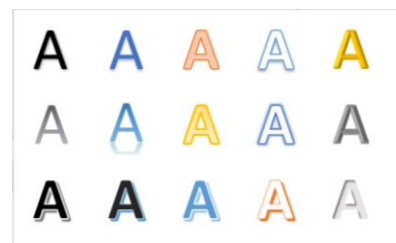
The Drawing Tools tab will appear on the ribbon, allowing you to make changes to your WordArt and the border and background of its container. Some of the almost limitless possibilities are shown below.
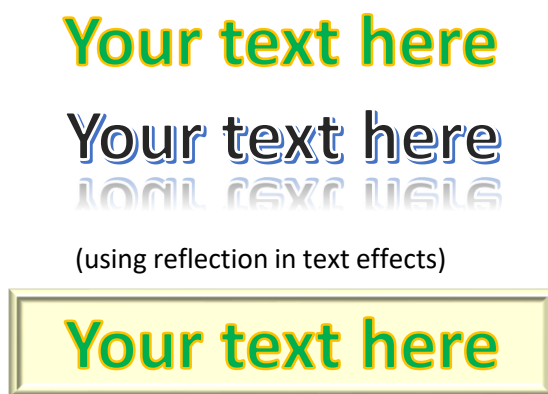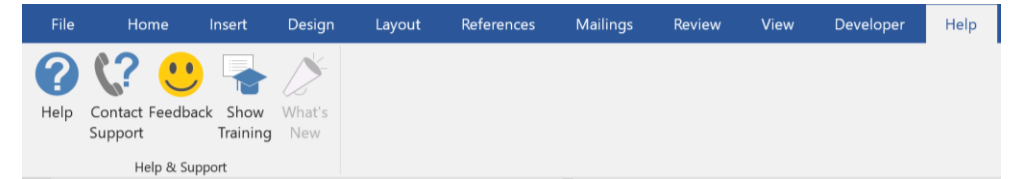
(using a picture as background)

(using reflection in text effects)

If you find yourself using one Office application regularly, it is well worth taking the time to get to know the ribbon specific to that program.

Each program has its own *Help* ribbon which for Word looks like this:

Clicking on the question mark icon opens a new pane on the right of the window. Those in Word, PowerPoint and Excel are shown below.

While these resources are useful, nothing beats hands-on practice.

Why not open a new presentation, document or spreadsheet and work your way along the toolbar inserting pictures, text etc. and formatting it as you go?

Anything you learn in this way is much more likely to stick in your memory.
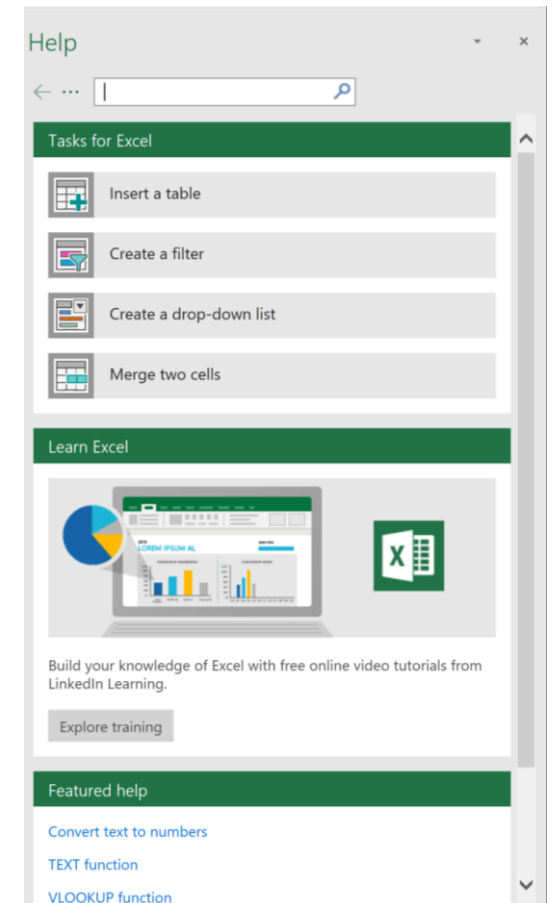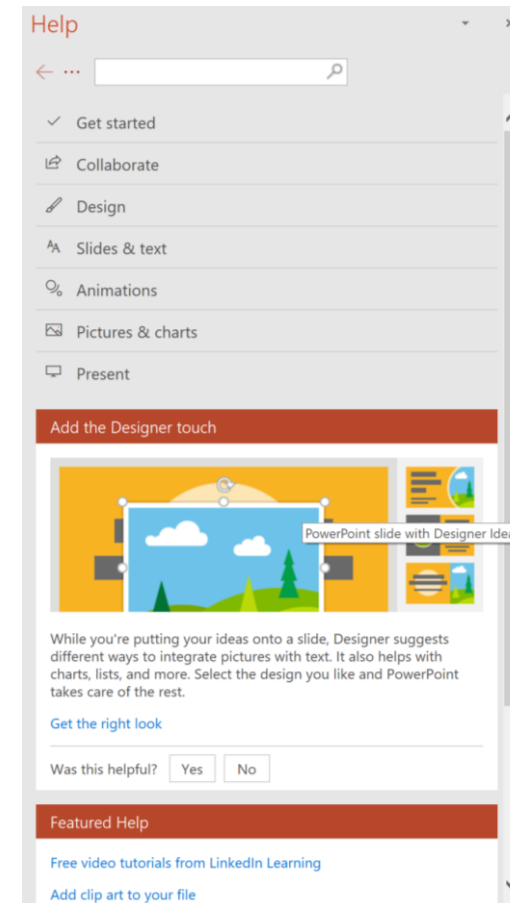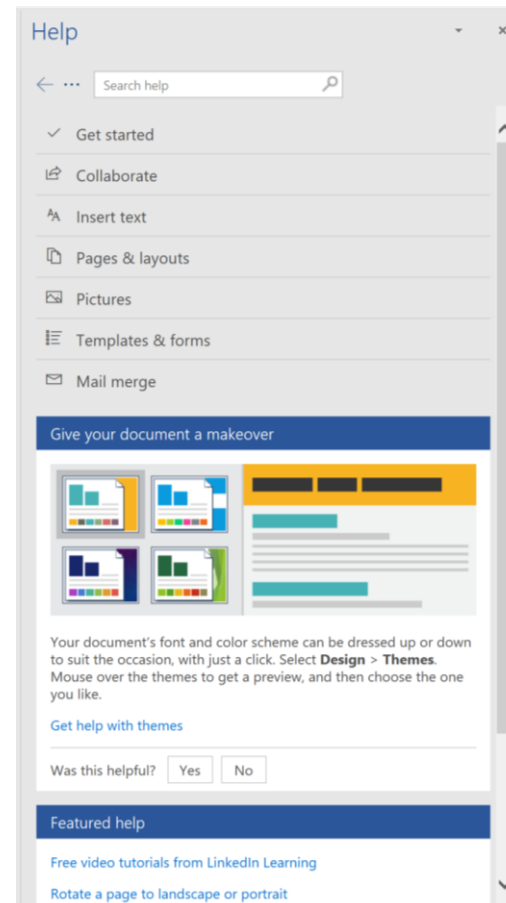
We hope that you found this overview of Microsoft Office ribbons useful.

THE END