

Microsoft Word 2003 Tips

Animate text

1. Select the text you want to animate.
2. On the menu bar click **Format**, click **Font**, and then click the tab **Text Effects**.
3. In the **Animations** box, click the effect you want.
4. Click **Ok**.

Apply embossed, engraved, outlined, or shadow formatting to text

1. Select the text you want to change.
2. On the **Format** menu, click **Font**, and then click the **Font** tab.
3. Under **Effects**, select the options you want.
4. Click **OK**.

NOTE This is also how you add **superscript** and **subscript** to text. Example: H²O or H₂O

Use drop caps in Word

1. Highlight the paragraph that you want to begin with a drop cap.
2. On the **Format** menu, click **Drop Cap**.
3. Click **Dropped**.
4. Click **OK**.

NOTE If you are working with text in tables or text boxes, the **Drop Cap** command will be grayed out (unavailable) on the **Format** menu. If you want to use more than one letter for your drop cap, place your cursor beside the drop cap letter and continue to type. Be sure to delete any text you may have duplicated from the body of your document.


To add a clip art drop cap

1. In Office Clip Art and Media, search for the letter you want to use. Browse through the designs and download your favorite.

NOTE In Office XP, the Clip Organizer will automatically be opened for you, with your clip art displayed.

2. Drag the art from the Clip Organizer to the place you want to add it to in your document.
3. Resize the clip art letter, if necessary, so that it fits with the rest of your document. To resize a letter and preserve the height-to-width ratio, press SHIFT and drag the corner toward or away from the center of the image.
4. Select the clip art letter, and then click **Picture** on the **Format** menu.
5. On the **Layout** tab of the **Format Picture** dialog box, under **Wrapping style**, click **Square**.
6. Under **Horizontal alignment**, click **Left**.
7. Click **OK**.

Example:

 **he Longview ISD Technology Plan 2008 - 2010 states, "All LISD educational staff will demonstrate proficiencies in the use and application of technology tools and resources to support teaching, learning and administrative services."**