

# Creating an Annual Report in Microsoft Word

## Open toolbars

- Go to the top of the page and click on view, then toolbars
- Standard, formatting and drawing should all have a checkmark beside them. If not click on the ones not marked.

## Set Margins

- Go under File, then Page Set Up. Set all margins at 1 inch.

## Headlines

- The nameplate at the top of the page should be 24 pt, bold. This is where your logo should be placed. "Your door to the Future" is a subtitle, 18 pt. bold.
- Other headlines in the report should be 18 pt. bold.

## Fonts

- Can use one or two different fonts -- one for the nameplate and subtitle and another for the body of the report. They shouldn't be too dissimilar.
- You want this report to look professional. Don't choose "wild" font styles.

## Adding Graphics

- To insert an image, click on insert, picture, and from file.
- Go to the file where the image is.
- Click on the image, go under edit, and click on copy.
- Go back to the Word document (annual report) and put the cursor where you want the picture.
- Go under edit and click on paste.
- To make the image larger or smaller, click on it, go to the box in the lower right hand corner. You will get a line with arrows on either end. Click on the mouse and hold the button down. Slowly move the photo towards the opposite corner of the picture. Stop when it's at the size you want.
- To move the image, place the cursor in the middle of the image, click on it, and hold the mouse button down. Using the mouse, move the photo where you want it.

## Wrapping Text Around Graphics

- If you want to add a graphic in the middle of a paragraph of text, click on the graphic.
- Go to format (top of page), click on picture, and wrapping.
- Clicking on "square" (both top and bottom) will put text on either side of the graphic.

## Text Box

- Use the drawing toolbar at the bottom of the page.
- Click on text box (the white box with an "A" in it).
- Place the icon where you want your box to begin, hold down the mouse button and pull as far across the page as you want to go, and as far down as you want.
- You may have to "send text to the back" if it is not showing up. Go down to the bottom left hand corner and click on Draw, then Order. Choose Send Behind Text.
- With the cursor blinking, add the text you want in the box.

## Columns and Lines

- After you've designed your nameplate and added graphics, begin your articles. If you want columns (2 or 3) in the report, be sure your cursor is placed where you want the columns to begin. (You may have to hit enter a few times to get there.)
- Go to format (top of page), then columns. Check your width, space, and if you want a line between your columns, check Line Between box. At the bottom where it says Apply To: Choose This Point Forward. The line will not appear until you are in the second column.

- You cannot jump back and forth between columns. You have to hit the enter key to get to the second column.

### **Regular Boxes**

- Click on the rectangular shape in the drawing toolbar (bottom of page)
- Move and click your cursor where you want the box to be and draw a box the size you want.
- You can move the box by clicking in the middle of it and moving the mouse.
- You can make the lines of the box different by clicking on it, and then clicking on the black lines in the drawing toolbar.

### **Color/shading in Text and Regular Boxes**

- Go to the text box/box and click on it.
- In drawing toolbar, select the bucket (fill color).
- Choose a color by clicking on it, or click on More Fill colors or Fill Effects.
- Under Fill Effects, choose textures or patterns for different effects.
- If you want to lighten a color in a box (say a dark blue), go under More Fill colors and click on the Custom tab. Move the black arrow up the grade until you have a lighter shade of the same color.

### **Reverse Out Letters in a Dark Box**

- If you want a box with a dark color, but want to be able to read the print inside, “reverse” the letters by making them white.
- Type your words first.
- Draw a box over them and add your color. You will have to “send the box to the back” to read the words. In drawing toolbar, select draw, then order, then send behind text.
- Highlight the words in the box, go to the large letter A in drawing toolbar, and select the white box (or color).