

May the blessings of this Holy Season be Yours.

Click the link below or copy and paste it into your browser address

<http://www.egreetings.com/view?i=466887484&m=3777&source=eg992>

Add Borders to Microsoft Word 2007

Do one of the following:

Add a border to a picture, a table, or text

1. Select the picture, table, or text that you want to apply a border to.

To apply a border to specific table cells, select the cells, including the end-of-cell marks.

NOTE Press CTRL+* to turn on **Show/Hide** paragraph marks and view the end-of-cell marks.

2. On the **Page Layout** tab, in the **Page Background** group, click **Page Borders**.

3. In the **Borders and Shading** dialog box, click the **Borders** tab, and then click one of the border options under **Settings**.

4. Select the style, color, and width of the border.

5. Do any of the following:

- To place borders only on particular sides of the selected area, click **Custom** under **Setting**. Under **Preview**, click the diagram's sides, or click the buttons to apply and remove borders.
- To specify the exact position of a paragraph border relative to the text, click **Paragraph** under **Apply to**, click **Options**, and then select the options that you want.
- To specify a cell or table that you want the border to appear in, click the option that you want under **Apply to**.

Add a border to a page

1. On the **Page Layout** tab, in the **Page Background** group, click **Page Borders**.

Make sure you are on the **Page Border** tab in the **Borders and Shading** dialog box.

2. Click one of the border options under **Settings**.

To specify that the border appears on a particular side of a page, such as only at the top, click **Custom** under **Setting**. Under **Preview**, click where you want the border to appear.

3. Select the style, color, and width of the border.

To specify an artistic border, such as trees, select an option in the **Art** box.

4. Do any of the following:

- To specify a particular page or section for the border to appear in, click the option that you want under **Apply to**.
- To specify the exact position of the border on the page, click **Options**, and then select the options that you want.

NOTE You can see the page borders on your screen by viewing your document in Print Layout view.

Add a border to a drawing object

NOTE To add a border to a drawing object, you must place the drawing object in a drawing canvas.

1. On the **Insert** tab, in the **Illustrations** group, click **Shapes**, and then click **New Drawing Canvas**.

Office Word 2007 adds a drawing canvas.

2. Right-click the drawing canvas, and then click **Format Drawing Canvas** on the shortcut menu.
3. On the **Colors and Lines** tab, under **Line**, choose a color, line style, and line weight.

4. Add any drawing objects that you want to the drawing canvas.

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Change a border

Do one of the following:

Change the border of a picture, a table, or text

1. Select the text, picture, or table whose border you want to change.

If you want to change a border on specific table cells, select the cells, including the end-of-cell marks.

NOTE Press CTRL+* to turn on **Show/Hide** paragraph marks and view the end-of-cell marks.

2. On the **Page Layout** tab, in the **Page Background** group, click **Page Borders**.

3. Click the **Borders** tab, and change any options that you want.

Change a page border

1. On the **Page Layout** tab, in the **Page Background** group, click **Page Borders**.

Make sure you are on the **Page Border** tab in the **Borders and Shading** dialog box.

2. Change any options that you want.

NOTE You can see the page borders on your screen by viewing your document in Print Layout view.

Change a border for a drawing object

1. Right-click the drawing canvas with the border that you want to change, and then click **Format Drawing Canvas** on the shortcut menu.
2. On the **Colors and Lines** tab, under **Line**, change the color, line style, and line weight.

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Remove borders

Do one of the following:

Remove a border from a picture, a table, or text

1. Select the text, picture, or table whose border you want to remove.

If you want to remove a border from specific table cells, select the cells, including the end-of-cell marks.

NOTE Press CTRL+* to turn on **Show/Hide** paragraph marks and view the end-of-cell marks.

2. On the **Page Layout** tab, in the **Page Background** group, click **Page Borders**.

3. Click the **Borders** tab.

4. Under **Setting**, click **None**.

Remove a border from a page

1. On the **Page Layout** tab, in the **Page Background** group, click **Page Borders**.

Make sure you are on the **Page Border** tab in the **Borders and Shading** dialog box.

2. Under **Setting**, click **None**.

NOTE To remove the border from only one edge of the document — for example, to remove all but the top border — click the borders that you want to remove in the diagram under **Preview**.

Remove a border from a drawing object

1. Select the **drawing canvas** that surrounds the **drawing object** whose border you want to remove.
2. Right-click the drawing canvas, and then click **Format Drawing Canvas** on the shortcut menu.
3. On the **Colors and Lines** tab, under **Line**, click **No Color**.

How to Customize Bullets in Word 2007 Bulleted Lists

The quickest way to create a custom bulleted list in Word 2007 is to change the formatting of an existing (or automatically created) bulleted list. Word automatically formats text as a bulleted list when you begin a paragraph with * or > or -> or <> or - followed by a space, Word changes what you typed to a bullet and a tab, adds a bullet character by the paragraph, and creates a ¼-inch hanging indent. (If the paragraphs already have hanging indents, the original settings are preserved.)

Hover your mouse pointer over the little downward arrow next to the Bullet button.

The Bullet button (first one in the upper row of buttons on the [Ribbon](#)'s Paragraph tab) offers a tooltip.

Click the arrow next to the Bullets button to reveal the gallery of bullet [styles](#).

The Bullet Library portion of the gallery shows (and stores) your favorite bullets.

If you have other open documents with bulleted lists, check them to see whether they have bullets you like.

The Document Bullets section lists all bullets in all documents currently open.

To add a bullet to your Bullet Library, right-click the bullet and choose Add to Library.

When you add a bullet to your Bullet Library from the Document Bullets collection, the bullet is available for all your documents.

To remove a bullet from the Bullet Library, right-click it and choose Remove.

Removing the bullet from your Bullet Library doesn't remove it from the lists in your document.

Click a bullet in the list to check that it matches all the bullets in the list.

Clicking one bullet highlights all bulleted items in the list.

Use Arrows in MSWord

1. Click Insert and click Shapes. Select the arrow with single arrowhead.
2. Click on the page above what you want to indicate and drag down to the item.
3. Click HOME and then click the Color A and select the color you want the arrow to be.

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Create Arrows to Use to Point in Word 2007 Documents

1. Click Insert and select Shapes.
2. Click to select the type arrow you need
3. Click on the page where you want to put the arrow.
4. Drag the arrow to the length you need.
5. Click and use the turn circle to turn it to the degree you want.
6. Select color, size, etc.

Clipboard

Keep the Office clipboard from showing next to your Word 2003 document.

Whenever you copy multiple items to the Clipboard, an Office Clipboard appears to the right of your current document in Word 2003 and under HOME in MSWORD 2007. This Clipboard lets you copy and paste up to 24 text items using one of the last several items copied to the Clipboard. While many people find this feature useful in that they can copy several items to the Clipboard for later pasting use, others find this pane annoying in how it automatically pops up, potentially hiding part of the current Word 2003 document.

You can change how the Clipboard behaves. From Microsoft Word 2003:

1. If the Clipboard is not already onscreen, choose "Edit" - "Office Clipboard".
2. Click on the "Options" button.
3. To hide the Clipboard icon from popping up on the Windows taskbar, uncheck "Show Office Clipboard Icon on Taskbar" and "Show Status Near Taskbar When Copying".

Note: Copy of items not in MSword are also listed in the Word Clipboard list.

Copy and Paste Does not Work

When you highlight and select a document in MSWord or other word processor and then attempt to paste that to a different program such as Word Pad or an email, it just won't paste. It doesn't even copy it to the computers clipboard. What can you do?

Solution:

Restart your computer.

There are all kinds of 'fixes' listed in Google but try the simplest first.

Excel Worksheet Added to MSword Document

When you need to crunch numbers in a MSword document, just drop in an Excel worksheet and let it do the calculating for you.

1. Place your cursor in the document where you want the Excel worksheet to appear.
2. Rightclick on any toolbar at top of page and make sure that STANDARD is selected.
3. Click on the Insert File and locate the MS Excel Worksheet file you wish to insert; drag to specify the number of rows and columns and click the size you want.
4. A frame containing an Excel worksheet appears at the cursor location. You may stretch the frame to increase or decrease the size of the worksheet. You stretch the worksheet by clicking on it's handles and dragging.



Jmax's Website <http://www.jmaxbits.com/>

Jmax Bits Newsletter is now posted each Monday & Thursday on the website. You have the option for a .pdf or a .rtf file.

1. For help with a computer problem, put HELP in the subject line and give me info about the computer you're using, if you know it.

2. To view or print Jmax Bits Good Services List in the Villages area, click link www.jmaxbits.com

3. To sign up for the non-computer newsletter, send an email to VLGSClassifieds@aol.com. Put **SUBSCRIBE in the subject line. To send an Ad, place **AD** in the subject line.**

4. The Villages Computer Club's web page: [Click here: Welcome To The Villages Computer Club](#)

To add your name to the VCC announcements list, send email to TheVCC-subscribe@yahoogroups.com

5. Fred Benson's website www.thevillagescomputerbasics.com