

## Microsoft Word for OSX – Extra Tasks

Make your text **Sparkle** by Animating the text

- Select the text you want to animate.
- On the Format menu, click Font, and then click the Animation tab.
- Click the effect you want in the Animations box.
- Note You can apply only one animation effect to selected text.

### Zoom the text:

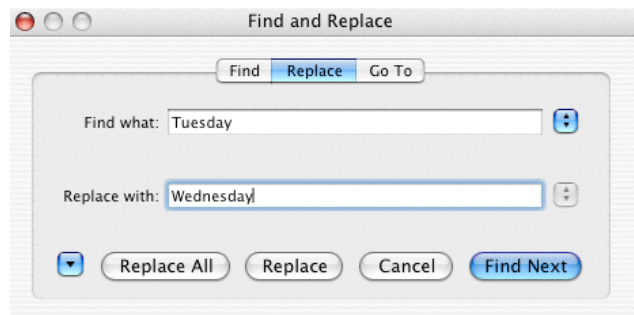
- You can "zoom in" to get a close-up view of your document or "zoom out" to see more of the page at a reduced size.
- Click the arrow next to the Zoom box .
- Click the zoom setting you want.

### Add a border to a page in a document

- On the Format menu, click Borders and Shading, and then click the Page Border tab.
- Use Setting, Style, Color, Width, and Art to select the options you want to change.
- 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 the diagram's sides, or use the buttons to apply and remove borders.
- To specify a particular page or section for the border to appear in, click the option you want under Apply to.
- To specify the exact position of the border on the page, click Options, and then select the options you want.

### Find and Replace Text

- On the Edit menu, click Find.
- Click on the Replace Tab
- Type in the word or phrase you wish to find
- Type in the word or phrase you wish to replace the original word or phrase.
- Click Replace All to automatically change the first word into the second one.
- Click Find Next to look at each occurrence of the word to change them one at a time.



### Type a Comment imbedded in the text

- Type a comment
- Select the text or item you want to comment on, or click at the end of the text.
- On the Reviewing toolbar, click Insert Comment .
- Type the comment text in the comment pane at the bottom of the screen.
- Tip After you've inserted a comment, you can click Close to close the comment pane.

**Elementary Tech Leader:**  
This is an easy way to edit a document written by someone else!

### Use the Help Menu to learn how to:

- Use Macros (record a sequence of actions)
- Create a brochure using the Brochure Wizard
- Create a newsletter by using the Newsletter Wizard