

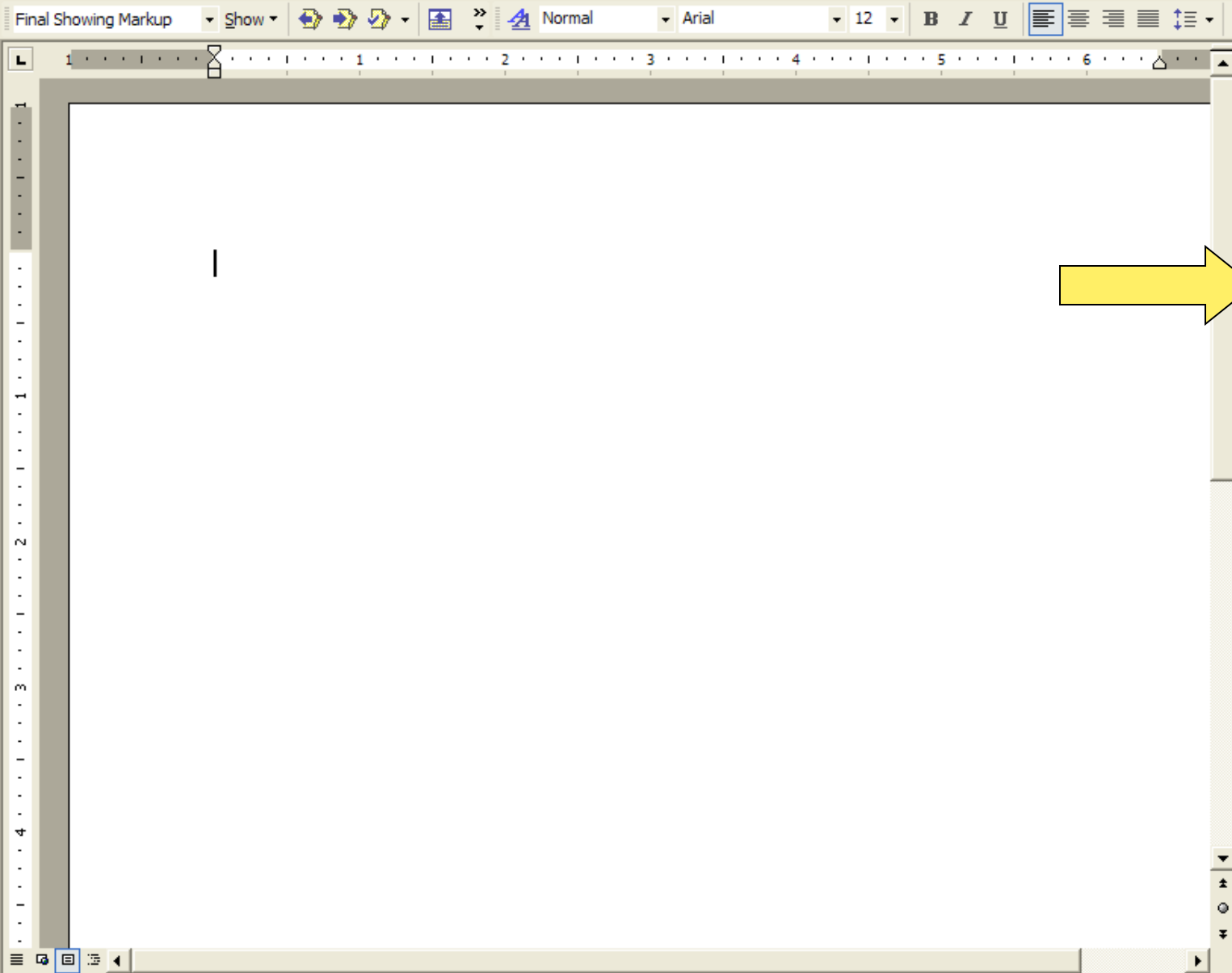
# Technology Applications in Agriculture



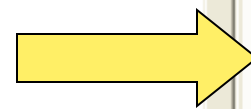
**Agriculture Feeds the World!**



**AGRICULTURE INDUSTRY = FOOD,  
FIBER & NATURAL RESOURCES**



The main editing area is a large white rectangle with a vertical cursor (a thin black line) positioned at the start of the first line. The background is a light gray grid. The top of this area is bordered by a horizontal ruler showing page numbers 1 through 6. The left side is bordered by a vertical ruler showing line numbers 1 through 4. The bottom of the area is bordered by a horizontal status bar.



**New Document**

**Open a document**

- Word processing applications in a...
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

**New**

- Blank Document
- Blank Web Page
- Blank E-mail Message

**New from existing document**

- Choose document...

**New from template**

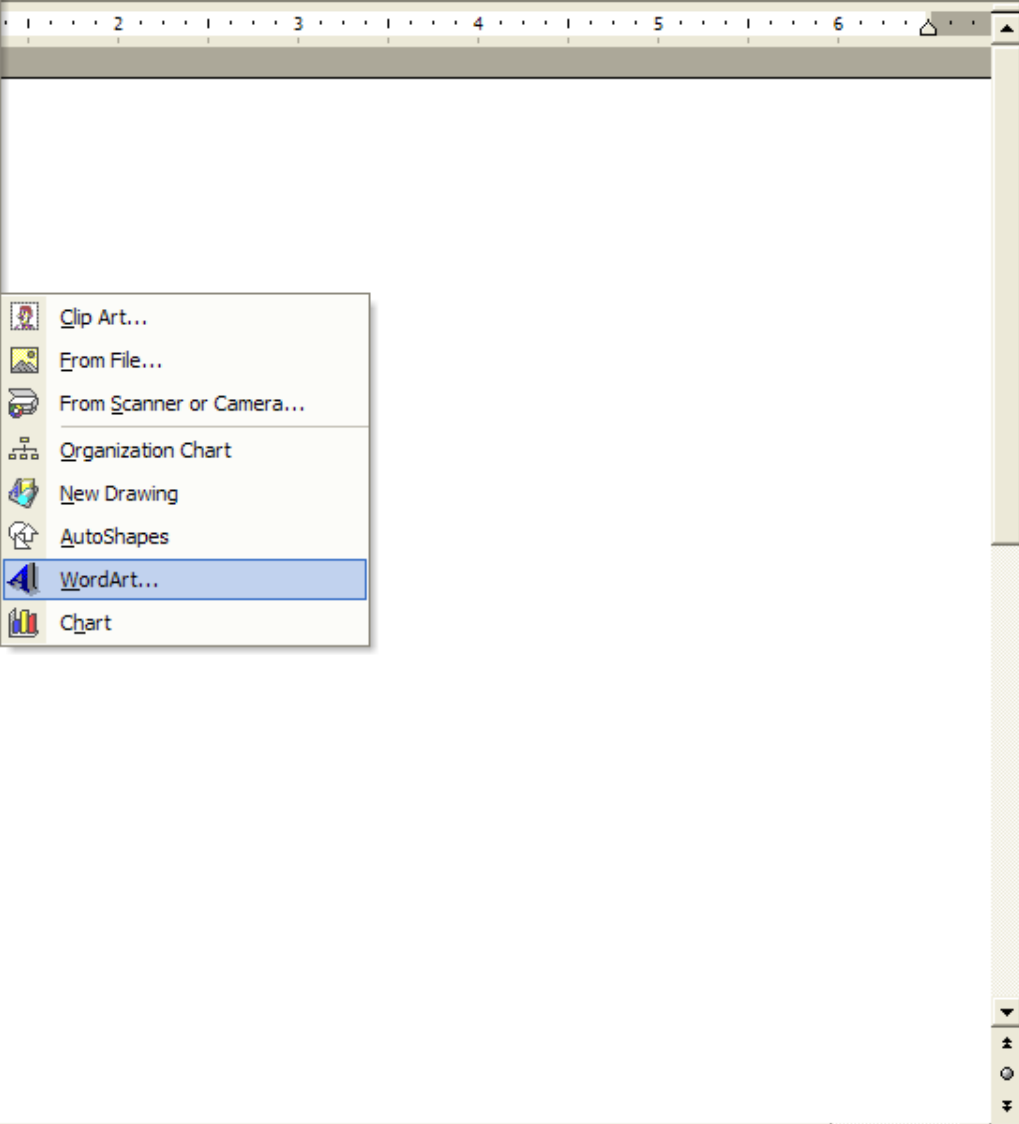
- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

---

- Add Network Place...
- Microsoft Word Help
- Show at startup

- Break...
- Page Numbers...
- Date and Time...
- AutoText
- Field...
- Symbol...
- Comment
- Reference
- Web Component...
- Picture**
- Diagram...
- Text Box
- File...
- Object...
- Bookmark...
- Hyperlink... Ctrl+K

- Clip Art...
- From File...
- From Scanner or Camera...
- Organization Chart
- New Drawing
- AutoShapes
- WordArt...**
- Chart



**New Document**

**Open a document**

- Word processing applications in a...
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

**New**

- Blank Document
- Blank Web Page
- Blank E-mail Message

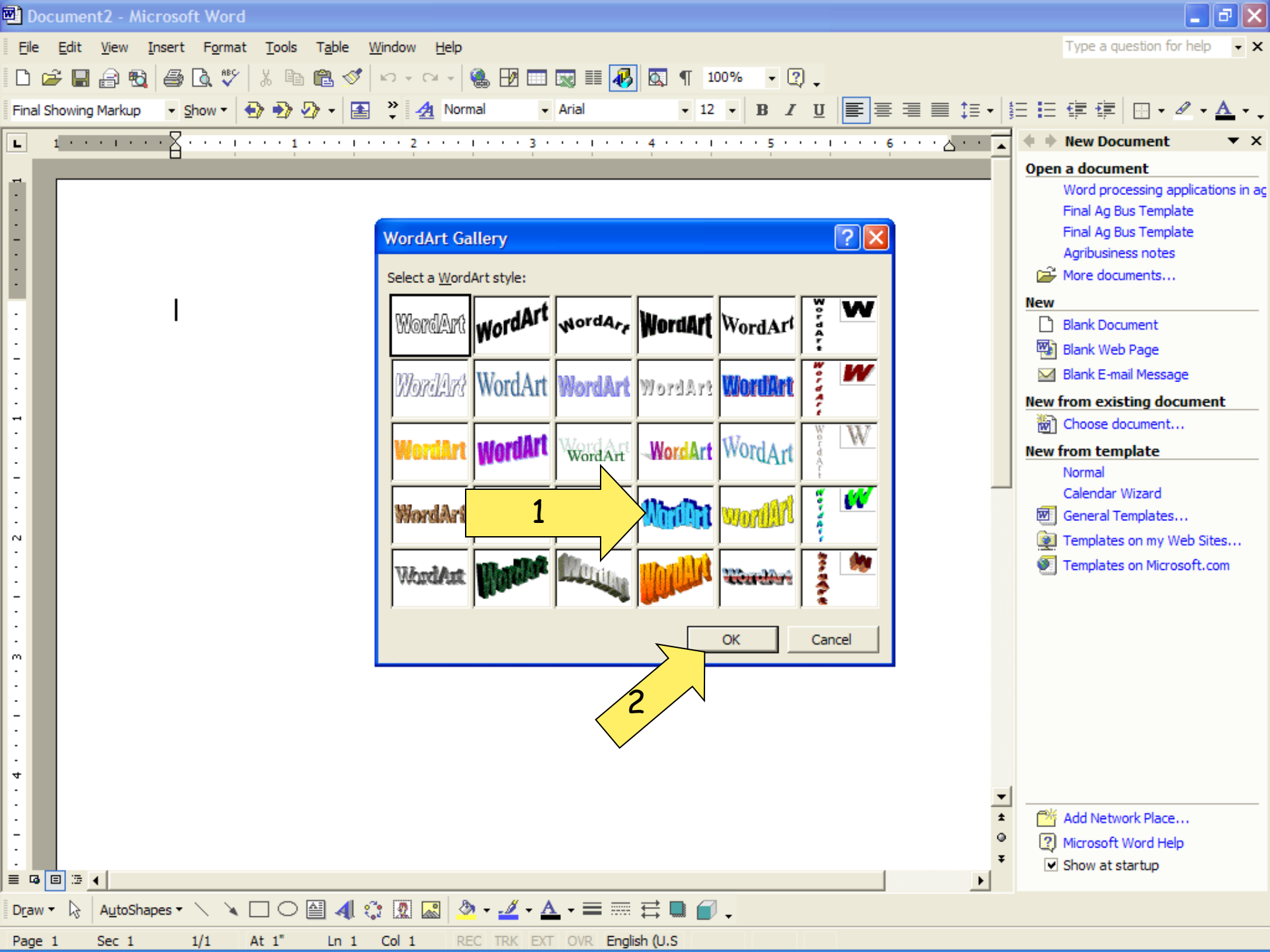
**New from existing document**

- Choose document...

**New from template**

- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

Add Network Place...  
Microsoft Word Help  
Show at startup



**Edit WordArt Text**

Font: Impact Size: 36 **B** *I*

Text:

**Agriculture Feeds the  
World**

OK Cancel

New Document

Open a document

- Word processing applications in a...
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

New

- Blank Document
- Blank Web Page
- Blank E-mail Message

New from existing document

- Choose document...

New from template

- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

- Add Network Place...
- Microsoft Word Help
- Show at startup

Agriculture Feeds the World

- Cut
- Copy
- Paste
- Edit Text...
- Hide WordArt Toolbar
- Grouping
- Order
- Set AutoShape Defaults
- Format WordArt...
- Hyperlink...

Right click on word art to get this box

WordArt

Edit Text...

Abc

Aa Bb

AV

New Document

Open a document

- Word processing applications in ac
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

New

- Blank Document
- Blank Web Page
- Blank E-mail Message

New from existing document

- Choose document...

New from template

- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

- Add Network Place...
- Microsoft Word Help
- Show at startup



**Format WordArt**

Colors and Lines | Size | Layout | Picture | Text Box | Web

Fill

Color:

Transparency: 0 %

Line

Color:

Dashed:

Arrows

Begin style:

Begin size:  End size:

OK Cancel

No Fill

Black	Brown	Olive	Green	Blue	Dark Blue	Grey
Red	Orange	Yellow-Green	Yellow	Cyan	Light Blue	Light Grey
Magenta	Pink	Light Yellow	Light Green	Light Cyan	Light Purple	White

More Colors...  
Fill Effects...

**WordArt**

Edit Text...

**New Document**

**Open a document**

- Word processing applications in ac...
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

**New**

- Blank Document
- Blank Web Page
- Blank E-mail Message

**New from existing document**

- Choose document...

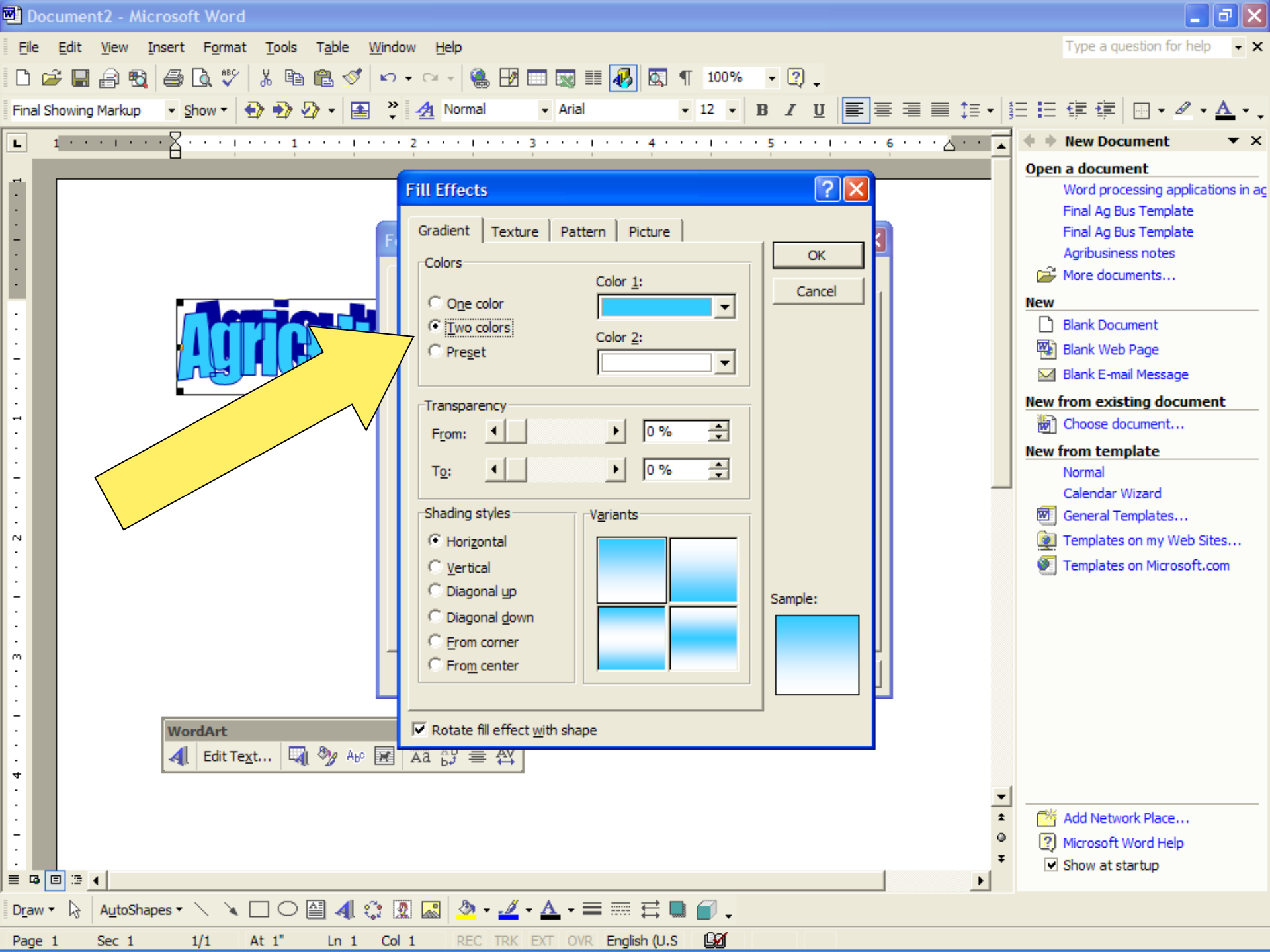
**New from template**

- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

---

- Add Network Place...
- Microsoft Word Help
- Show at startup





### Fill Effects

Gradient Texture Pattern Picture

Colors

One color  Two colors  Preset

Color 1: [Blue]

Color 2: [White]

Transparency

From: [0 %]

To: [0 %]

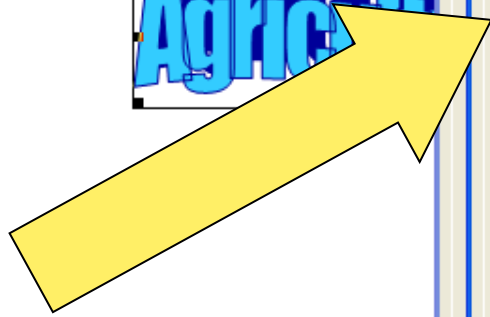
Shading styles

Horizontal  Vertical  Diagonal up  Diagonal down  From corner  From center

Variants

Sample: [Blue gradient]

Rotate fill effect with shape



### WordArt

Edit Text... [Icons]

### New Document

Open a document

- Word processing applications in a...
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

New

- Blank Document
- Blank Web Page
- Blank E-mail Message

New from existing document

- Choose document...

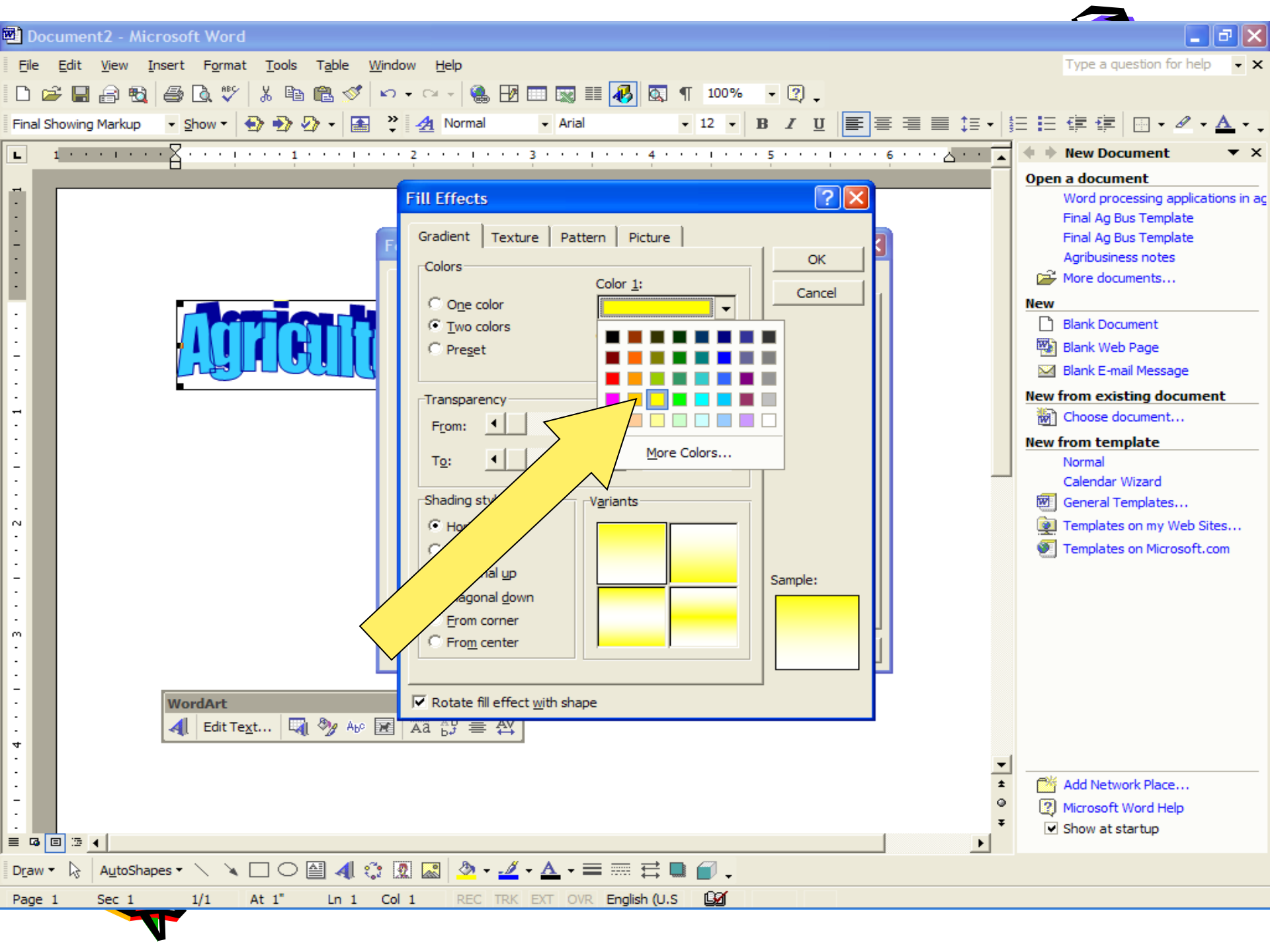
New from template

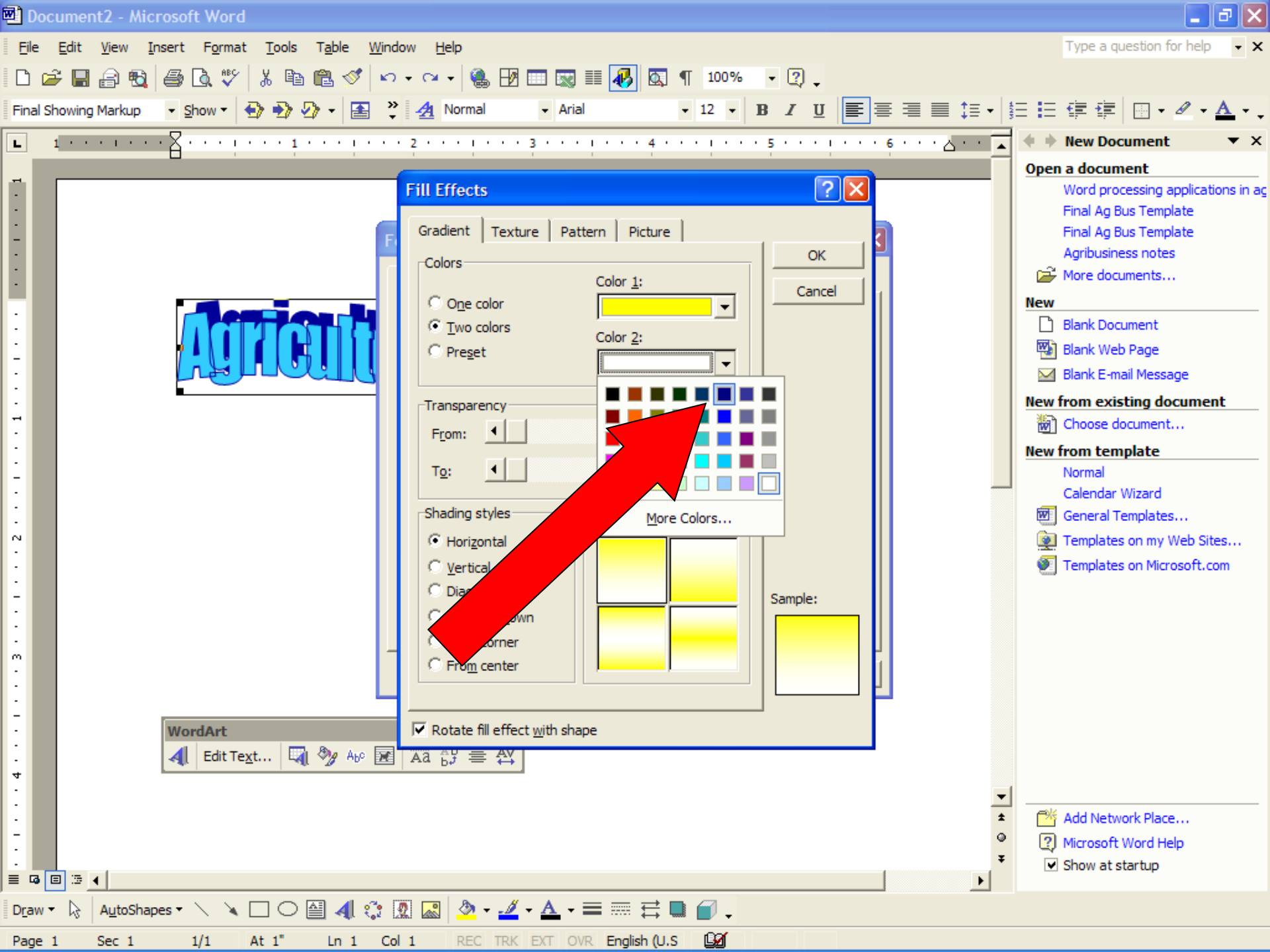
- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

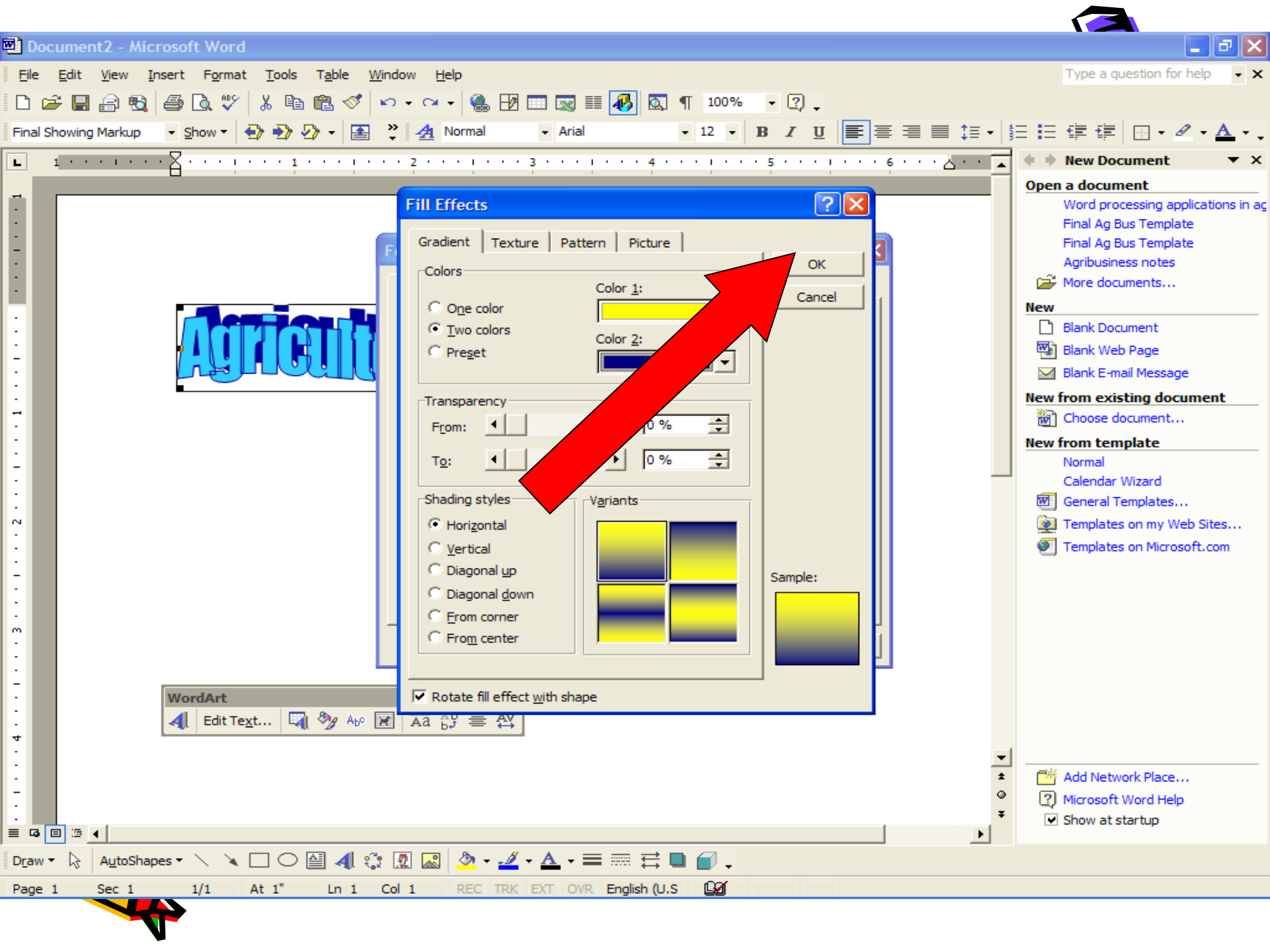
Add Network Place...

Microsoft Word Help

Show at startup







**Fill Effects**

Gradient Texture Pattern Picture

Colors

One color

Two colors

Preget

Color 1: [Yellow swatch]

Color 2: [Blue swatch]

Transparency

From: [0 %]

To: [0 %]

Shading styles

Horizontal

Vertical

Diagonal up

Diagonal down

From corner

From center

Variants

Sample: [Yellow to Blue gradient swatch]

Rotate fill effect with shape

OK Cancel

Agricult

**WordArt**

Edit Text... [WordArt icons]

**New Document**

**Open a document**

- Word processing applications in a...
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

**New**

- Blank Document
- Blank Web Page
- Blank E-mail Message

**New from existing document**

- Choose document...

**New from template**

- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

Add Network Place...  
Microsoft Word Help  
Show at startup

Agricult

**Format WordArt**

Colors and Lines | Size | Layout | Picture | Text Box | Web

Fill

Color: [Color Picker]

Transparency: [Slider] 0 %

Line

Color: [Color Picker] Style: [Dropdown]

Dashed: [Dropdown] Weight: 1 pt

Arrows

Begin style: [Dropdown] End style: [Dropdown]

Begin size: [Dropdown] End size: [Dropdown]

OK Cancel

**WordArt**

Edit Text... [Icons]

New Document

Open a document

- Word processing applications in a...
- Final Ag Bus Template
- Final Ag Bus Template
- Agribusiness notes
- More documents...

New

- Blank Document
- Blank Web Page
- Blank E-mail Message

New from existing document

- Choose document...

New from template

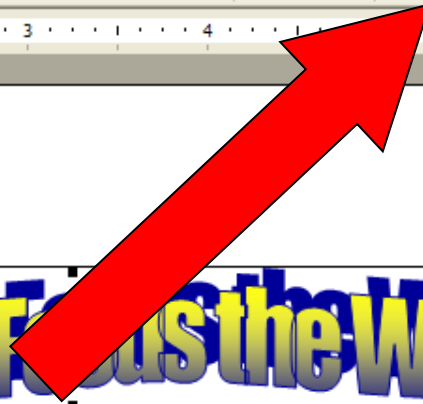
- Normal
- Calendar Wizard
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

- Add Network Place...

- Microsoft Word Help

- Show at startup

Agriculture Focus the World



WordArt

Edit Text... Aa Bb



- Break...
- Page Numbers...
- Date and Time...
- AutoText
- Field...
- Symbol...
- Comment
- Reference
- Web Component...
- Picture
- Diagram...
- Text Box
- File...
- Object...
- Bookmark...
- Hyperlink... Ctrl+K

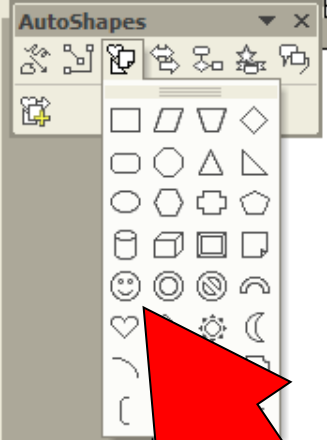
- Clip Art...
- From File...
- From Scanner or Camera...
- Organization Chart
- New Drawing
- AutoShapes
- WordArt...
- Chart



**WordArt**

Edit Text... [Speaker] [Color] [Font Color] [Font Size] [Bulleted List] [WordArt]

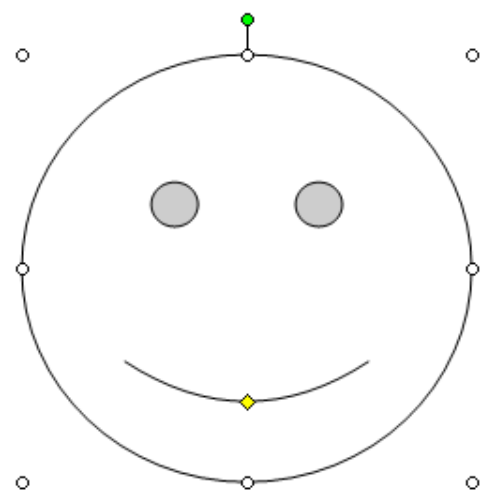
Agriculture Feeds the World





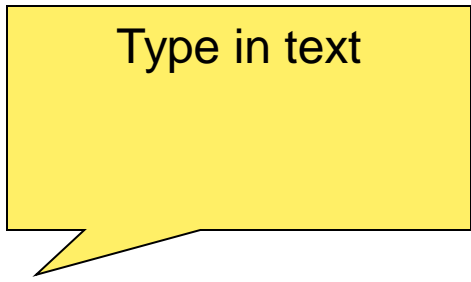


# Agriculture Feeds the World



Click on the page, hold down the click button and drag to the desired size – release button and face will appear.

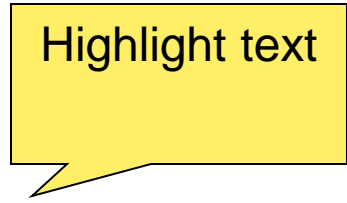
# Agriculture Feeds the World!



Type in text

Agriculture Industry = Food, Fiber & Natural Resources

# Agriculture Feeds the World!



Agriculture Industry = Food, Fiber & Natural Resources

Agriculture

World

GOUDY STOUT

Broadway

BANKGOTHIC MD BT

AvantGarde Bk BT

COPPRPLGOTH BD BT

Elephant


Script MT Bold

Times New Roman

Tahoma

Agency FB

Albertus Extra Bold



Agriculture Industry = Food, Fiber & Natural Resources



# Agriculture Feeds the World



**AGRICULTURE INDUSTRY = FOOD, FIBER & NATURAL RESOURCES**



Agriculture Feeds the World!



**AGRICULTURE INDUSTRY = FOOD, FIBER & NATURAL RESOURCES**





You have now  
completed this simple  
task!

Are there any questions?



Microsoft Word

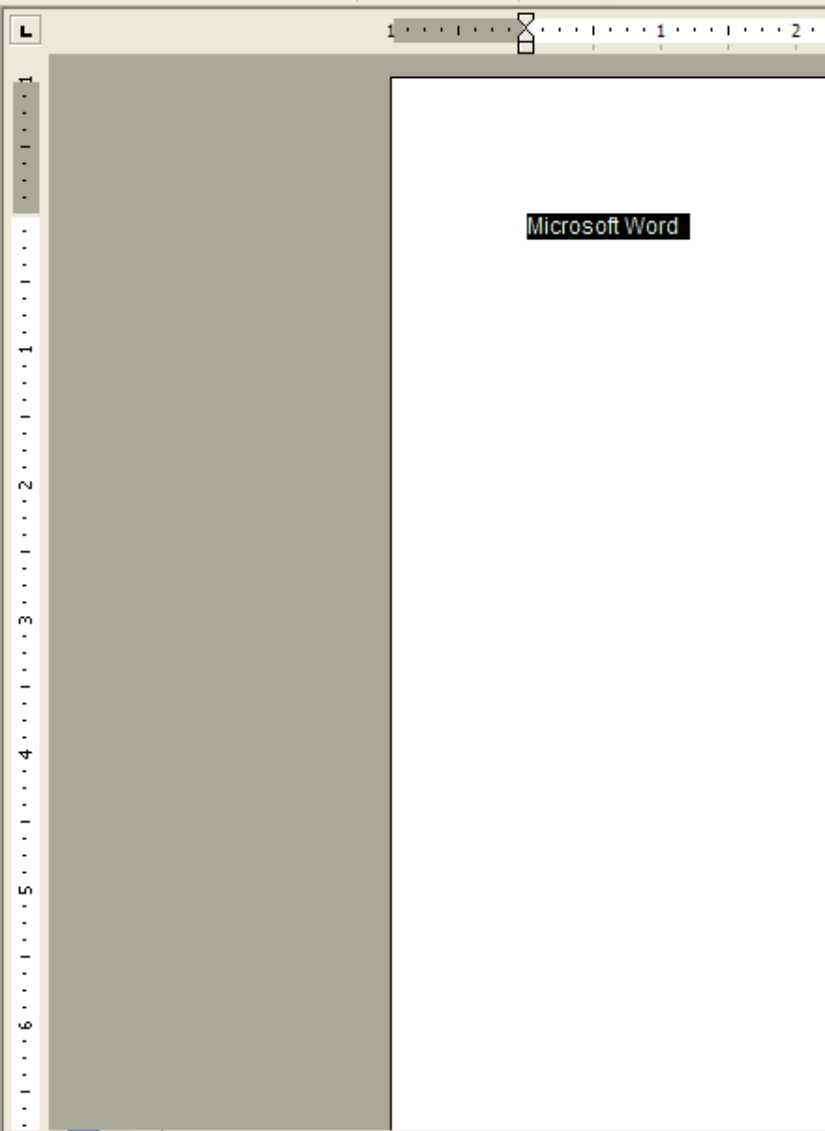
Type in Text

Special Tip: Hit the enter button one time below the text before you begin to format the text so the rest of your typing will not be formatted in the same manner.



Microsoft Word

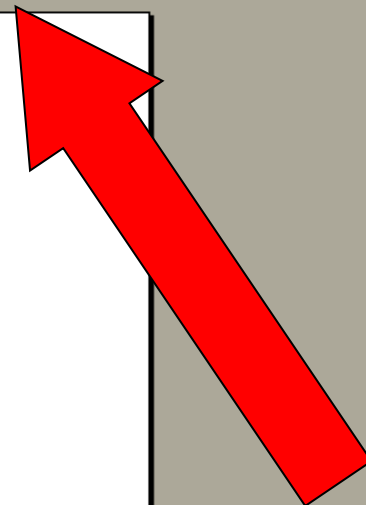
Highlight  
Text



- GOODY STOUT
- Arial
- Broadway**
- BANKGOTHIC MD BT
- AvantGarde Bk BT
- COPPRPLGOTH BD BT
- Elephant
- Script MT Bold
- Times New Roman
- Tahoma
- Agency FB
- Albertus Extra Bold



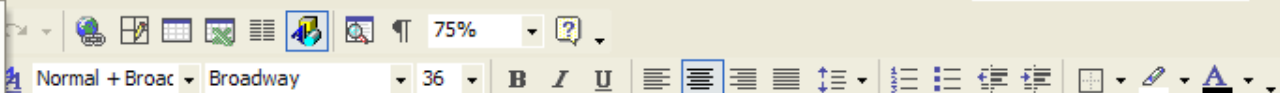
**Microsoft Word**





Final Showing Markup

- Font...
- Paragraph...
- Bullets and Numbering...
- Borders and Shading...
- Columns...
- Tabs...
- Drop Cap...
- Text Direction...
- Change Case...
- Background
- Theme...
- Frames
- AutoFormat...
- Styles and Formatting...
- Reveal Formatting...
- Insert Text Box



**Microsoft Word**


### Borders and Shading

**Borders** | Page Border | Shading

Setting:

- None
- Box
- Shadow
- 3-D
- Custom

Style:



Color: Automatic

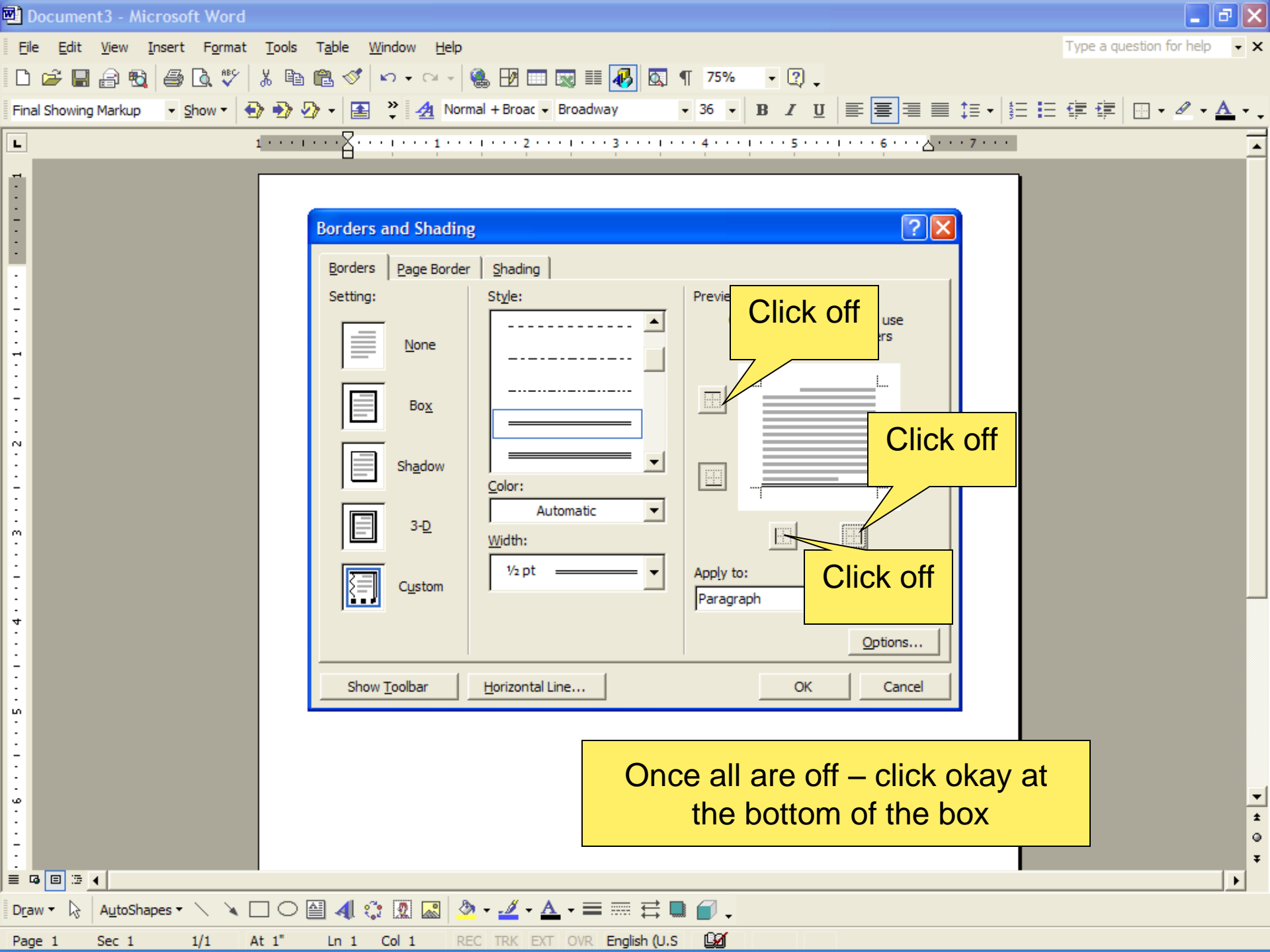
Width: 1/2 pt

Apply to: Paragraph

Options...

Show Toolbar Horizontal Line... OK Cancel

Scroll down to double line option & click on the double line



**Borders and Shading**

Borders | Page Border | Shading

Setting:

- None
- Box
- Shadow
- 3-D
- Custom

Style:

Color: Automatic

Width: 1/2 pt

Preview

Apply to: Paragraph

Options...

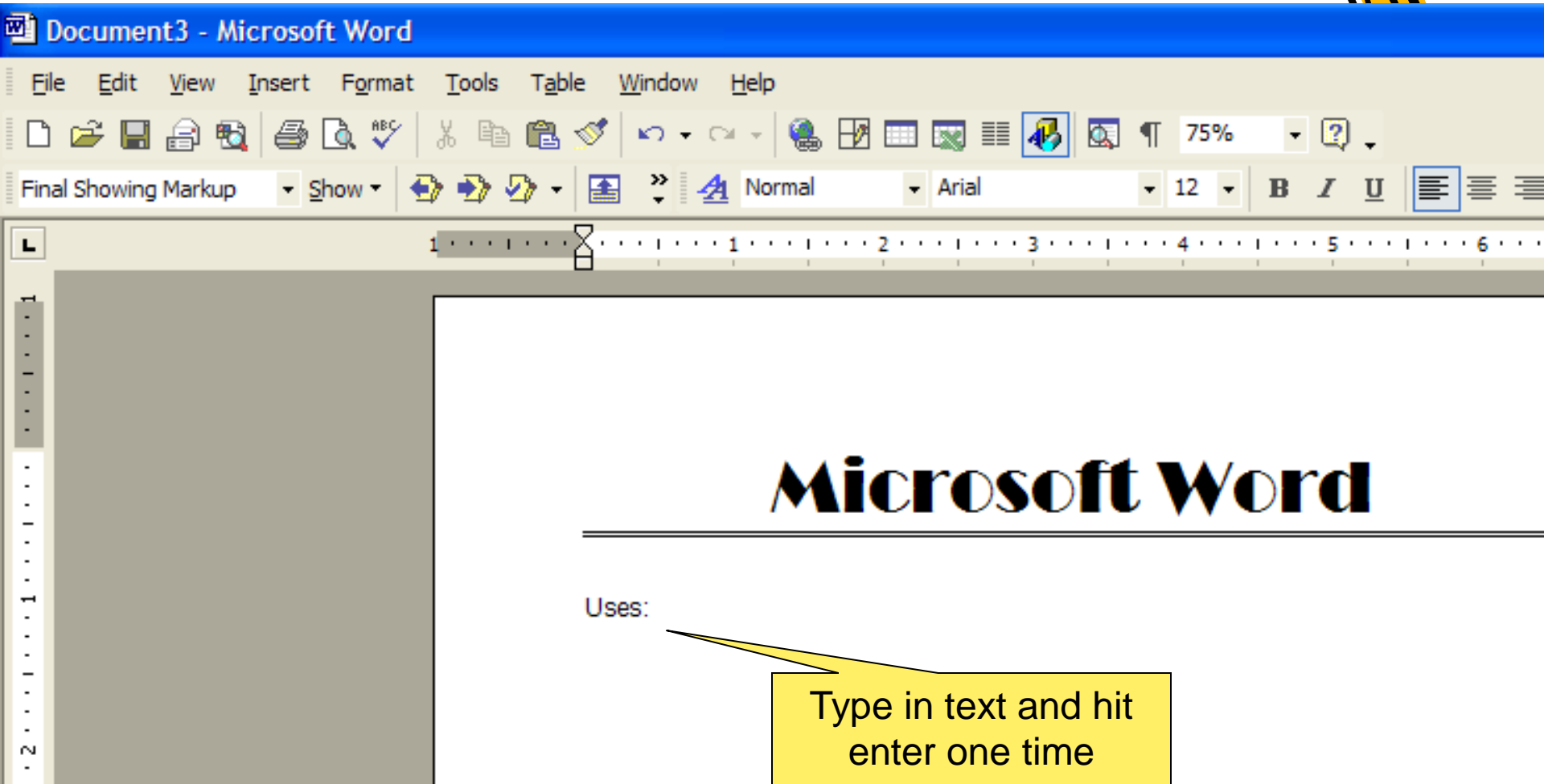
Show Toolbar | Horizontal Line... | OK | Cancel

Click off

Click off

Click off

Once all are off – click okay at the bottom of the box







# Microsoft Word

---

Uses:

Letters

Papers

Recipes

Flyers

Any document

Business

Personal

Type in text and hit  
enter one time.

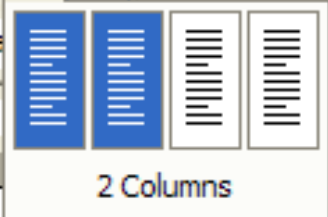
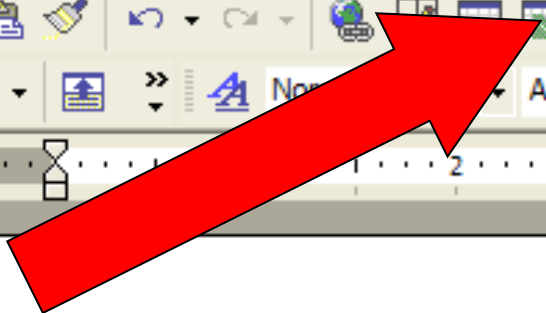
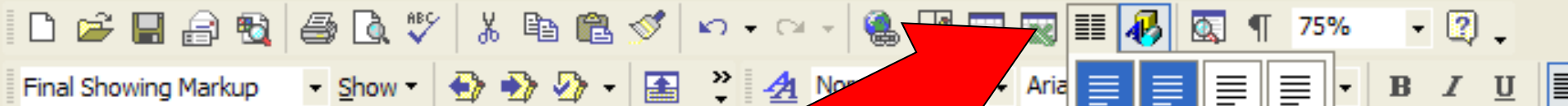
# Microsoft Word

---

- Uses:
- Letters
  - Papers
  - Recipes
  - Flyers
  - Any document
  - Business
  - Personal

Highlight Text

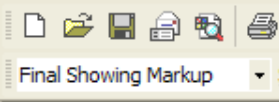
\*\*be sure to only highlight to end of last word



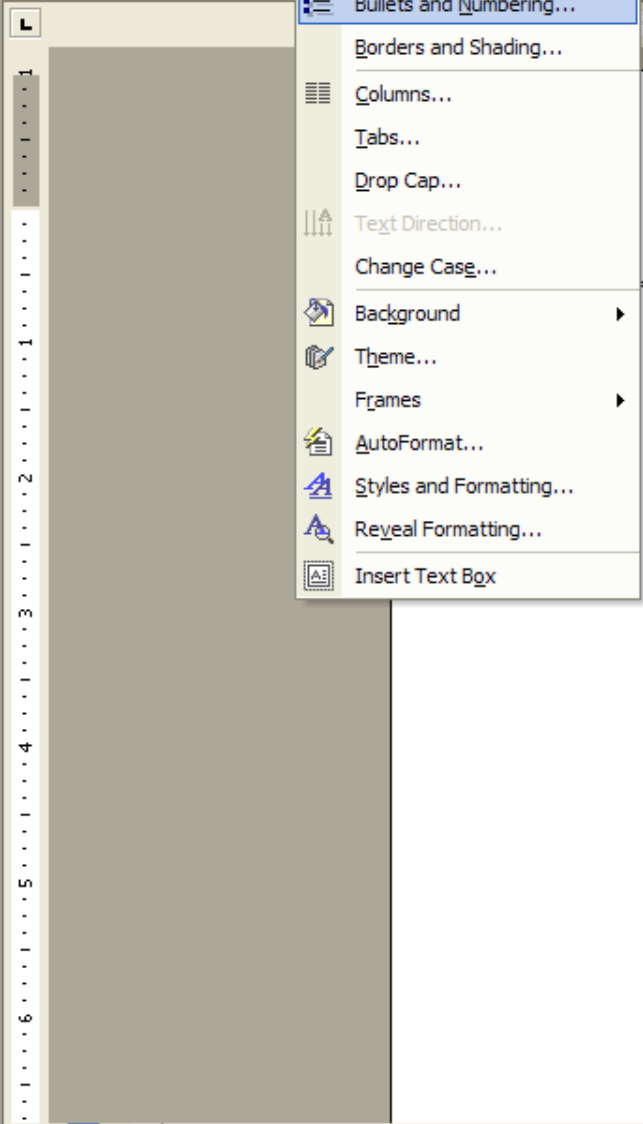
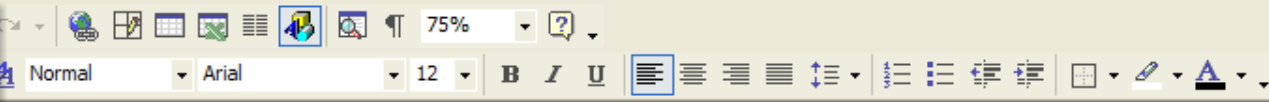
# Microsoft Word

---

- Uses:
- Letters
  - Papers
  - Recipes
  - Flyers
  - Any document
  - Business
  - Personal



- Font...
- Paragraph...
- Bullets and Numbering...
- Borders and Shading...
- Columns...
- Tabs...
- Drop Cap...
- Text Direction...
- Change Case...
- Background
- Theme...
- Frames
- AutoFormat...
- Styles and Formatting...
- Reveal Formatting...
- Insert Text Box

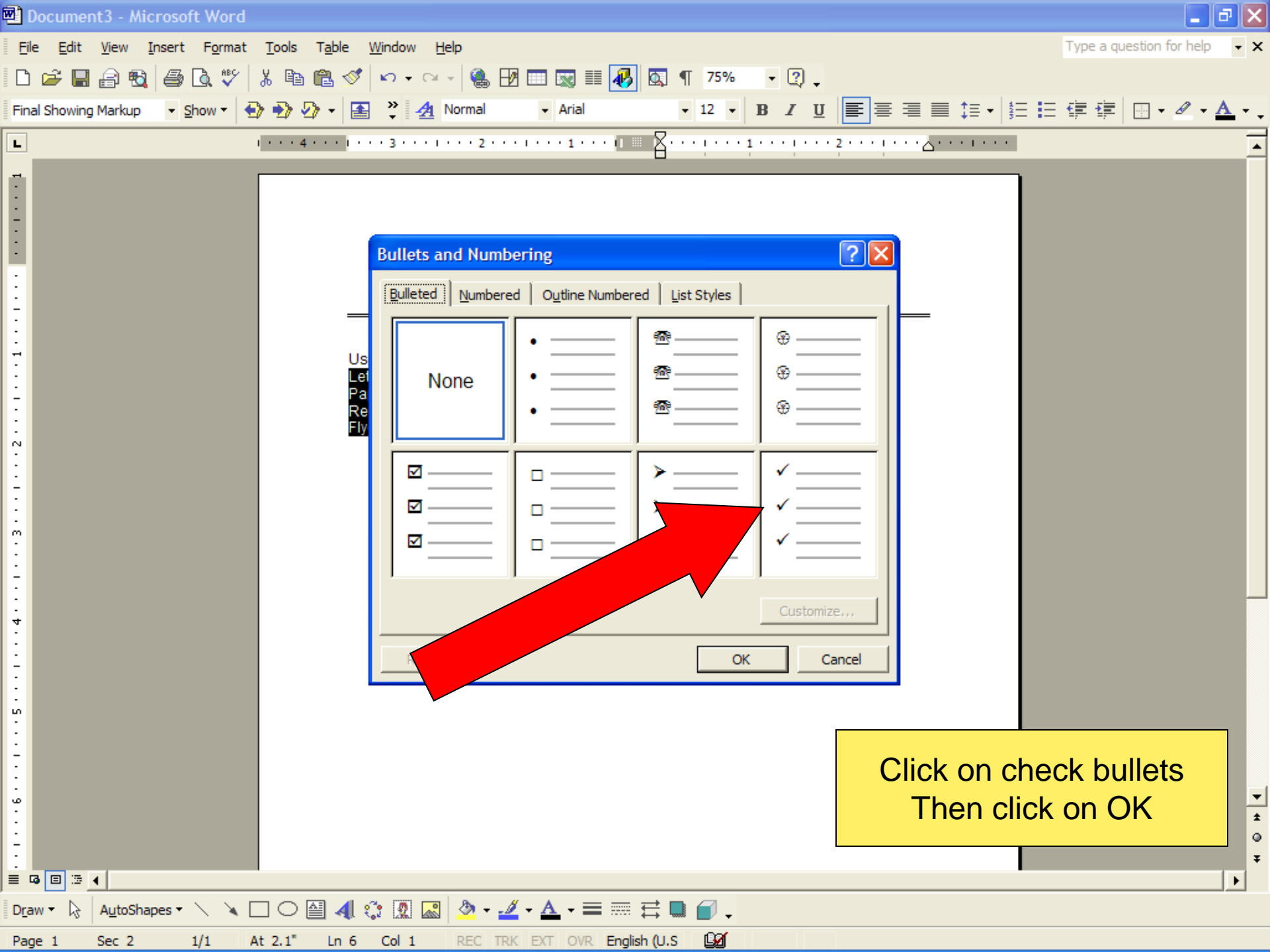


**Microsoft Word**

---

Any document  
Business  
Personal





Bullets and Numbering

Bulleted | Numbered | Outline Numbered | List Styles

None	<ul style="list-style-type: none"><li>_____</li><li>_____</li><li>_____</li></ul>	<ul style="list-style-type: none"><li>_____</li><li>_____</li><li>_____</li></ul>	<ul style="list-style-type: none"><li>_____</li><li>_____</li><li>_____</li></ul>
<input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____ <input checked="" type="checkbox"/> _____

Customize...

OK Cancel

Click on check bullets  
Then click on OK

# Create Table



Document3 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Final Showing Markup Show Normal 75%

3 x 5 Table

## Microsoft Word

Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers
- ✓ Any document
- ✓ Business
- ✓ Personal





# Microsoft Word

Type text into table

Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers

\*\*use tab to move from cell to cell

Period	Monday	Tuesday	Thursday	Saturday
Chris		4-6 p.m.		1-3 a.m.
Tammy	4-5 p.m.		6-11 a.m.	



# Microsoft Word

Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers
- ✓ Any document
- ✓ Business
- ✓ Personal

Period	Monday	Tuesday	Thursday	Saturday
Chris		4-6 p.m.		1-3 a.m.
Tammy	4-5 p.m.		6-11 a.m.	

Put cursor over column line separating the period and Monday columns

Then drag the line to the left to make the period column smaller.



# Inserting & moving pictures

The screenshot shows the Microsoft Word 2003 interface. The 'Insert' menu is open, and the 'Picture' option is selected, which has opened a sub-menu. In this sub-menu, 'From File...' is highlighted. The document content includes the text 'Microsoft Word' and a table with the following data:

Tuesday	Thursday	Saturday
4-6 p.m.	6-11 a.m.	1-3 a.m.

At the bottom of the screen, the status bar shows: Page 1, Sec 3, 1/1, At 4.1", Ln 20, Col 1, REC TRK EXT OVR, English (U.S.).

**Microsoft**

Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers

Period	Monday	Tuesday	Thursday	Saturday
Chris		4-6 p.m.		1-3 a.m.
Tammy	4-5 p.m.		6-11 a.m.	

See also

- [Clip Organizer...](#)
- [Clips Online](#)
- [Tips for Finding Clips](#)

Type in  
agriculture  
Hit Search

# Microsoft Word

Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers

- ✓ Ar
- ✓ Bu
- ✓ Pe

Period	Monday	Tuesday	Th
Chris		4-6 p.m.	
Tammy	4-5 p.m.		6-



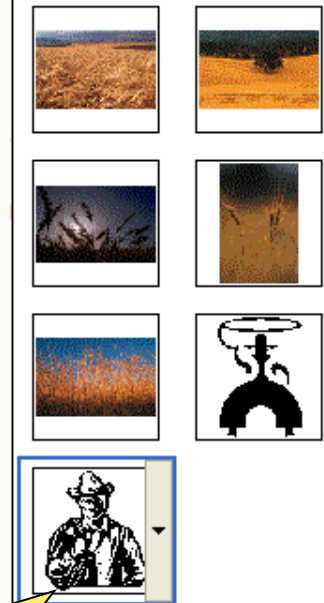
Select a picture – any picture

\*if agriculture does not work – pick something else

\*Close the insert clip art box by the x in the upper right corner

## Insert Clip Art

Results:



Modify

See also

- [Clip Organizer...](#)
- [Clips Online](#)
- [Tips for Finding Clips](#)

Final Showing Markup Show

Normal Arial 12 B I U

75%

# Microsoft Word

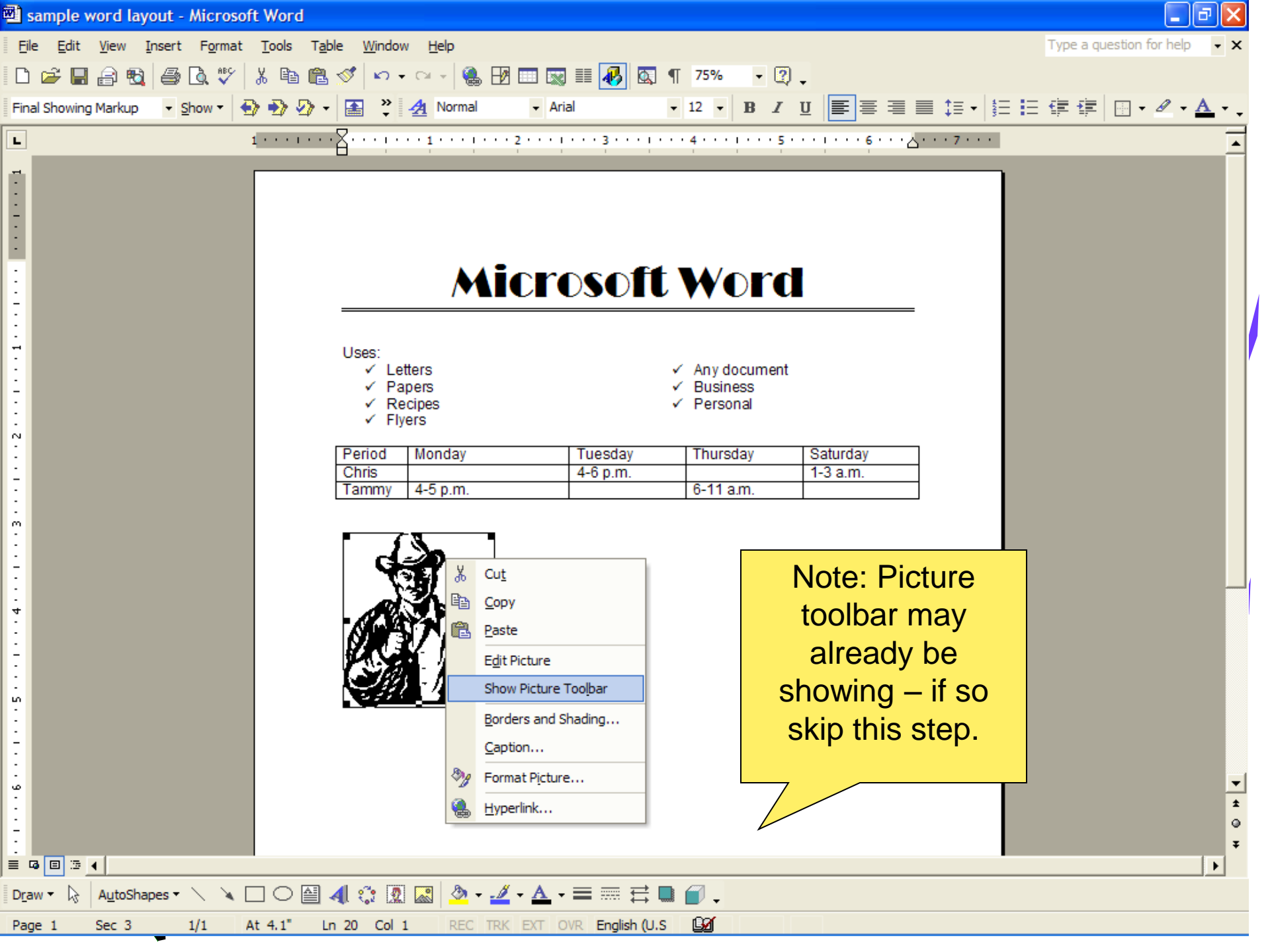
Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers
- ✓ Any document
- ✓ Business
- ✓ Personal

Period	Monday	Tuesday	Thursday	Saturday
Chris		4-6 p.m.		1-3 a.m.
Tammy	4-5 p.m.		6-11 a.m.	



Click one  
time on the  
picture

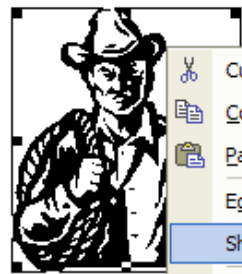


# Microsoft Word

Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers
- ✓ Any document
- ✓ Business
- ✓ Personal

Period	Monday	Tuesday	Thursday	Saturday
Chris		4-6 p.m.		1-3 a.m.
Tammy	4-5 p.m.		6-11 a.m.	



- Cut
- Copy
- Paste
- Edit Picture
- Show Picture Toolbar
- Borders and Shading...
- Caption...
- Format Picture...
- Hyperlink...

Note: Picture toolbar may already be showing – if so skip this step.

This option of text wrapping with the picture makes pictures much easier to handle in Word.

# Word

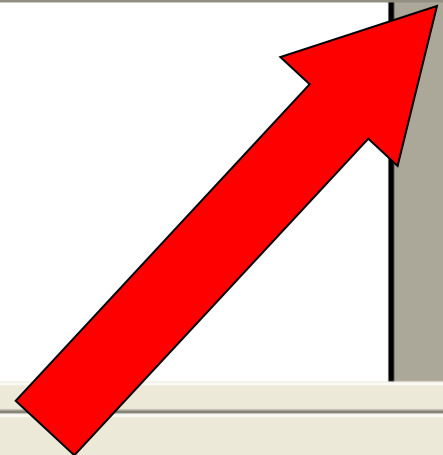
Any document  
Business  
Personal

Chris		4-6 p.m.	Thursday	Saturday
Tammy	4-5 p.m.		6-11 a.m.	1-3 a.m.



Picture

Text Wrapping



Micro

Once you have selected through – the lines and corner markers around the picture will change.

- Uses:
- ✓ Letters
  - ✓ Papers
  - ✓ Recipes
  - ✓ Flyers

Period	Monday	Tuesday	Thursday	Saturday
Chris		4-6 p.m.		1-3 a.m.
Tammy	4-5 p.m.		6-11 a.m.	



- In Line With Text
- Square
- Tight
- Behind Text
- In Front of Text
- Top and Bottom
- Through**
- Edit Wrap Points



# Microso

Uses:

- ✓ Letters
- ✓ Papers
- ✓ Recipes
- ✓ Flyers

Period	Monday	Tues		
Chris		4-6 p.m.		1-3 a.m.
Tammy	4-5 p.m.		6-11 a.m.	



Once you have selected the through option – you should be able to grab the picture and move it anywhere on the page without it snapping to a grid.



# Resume Basics

- Keep it brief
- Provide important information
- Keep it easy to read
- Free of mistakes
- Make it look sharp

