

# Techie Times

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Glenwood Community School District

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## Resizing a Picture

To resize a picture in Word without distorting its proportions, simply drag one of the corner handles either outward or inward. If you drag one of the side or top handles, your picture will be distorted.



## Bulleted Lists

Did you know that you can select the type of bullet you want in your list? To do this, simply:

- Select (highlight) a bulleted list and right click the selection.
- Select Bullets and Numbering.
- Choose Customize.
- This opens yet another dialog box named Customize Bulleted List.

- Click bullet to open the Symbol character map, and select the bullet symbol you want, and click OK.
- At the top of this screen you can also select from a library of characters, for example Wingdings, to broaden the choices you have.
- Back in the Customize Bulleted List dialog box you can change the size, color, etc.
- When you are all done, click OK twice, and the bulleted list will be changed to the way you want it.

## Changing Text Case

You've probably had it happen to you: you open a document and see that **EVERYTHING IN THE DOCUMENT IS SCREAMING AT YOU**. All the text is in capital letters. Aaagghhh!

What do you do? Fortunately, word allows you to quickly and easily change the capitalization (case) of text. All you need to do is follow these steps:

1. Select the text you want to alter.
2. Press **Shift+F3**. Word changes the case of the selected text.
3. Continue pressing **Shift+F3** until the case is the way you want it.

Using the **Shift+F3** method allows you to cycle through three different case scenarios: ALL CAPS, all lowercase, and All Title Case.

## Check It Out!

All tech newsletters are stored on the GCSD tech webpage at: <http://tech.glenwoodschoools.org>. The site is full of resources.

If you need greater control on your case change, then you need to use the menus. Select your text and then choose Format – Change Case. You now have five different ways you can change the capitalization of your text. Select the one that reflects what you want to do, and then click OK to have Word make the change. These are the choices in the dialog box:

- ✓ **Sentence Case.** This option capitalizes the first letter of each sentence in the selection.
- ✓ **Lowercase.** This option makes all the selected text lowercase.
- ✓ **Uppercase.** This option capitalizes each letter in the selection.
- ✓ **Title Case.** This option capitalizes the first letter of each word in the selection.
- ✓ **Toggle Case.** This option switches the case of each letter in the selection: lowercase becomes uppercase and vice-versa.