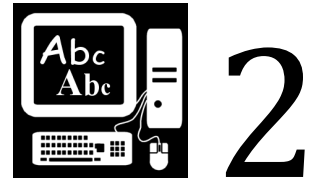
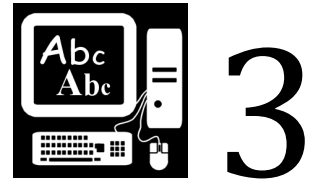


Word



WORD STARTEN	4
WORD STOPPEN	4
OPENEN	5
OPSLAAN	6
AFDRUKKEN = PRINTEN	8
FOUTJE ONGEDAAN MAKEN	9
KIEZEN MET MUIS.....	10
KIEZEN VAN 1 WOORD.....	10
KIEZEN VAN 1 ZIN	10
KIEZEN VAN ZINNEN	11
ALLES KIEZEN.....	11
VET / SCHUIN / ONDERSTREEPT	13
GROOTTE LETTERTYPE.....	14
LETTERTYPE	16
KOPIËREN EN PLAKKEN.....	17
PRENT VAN WORD INVOEGEN.....	18
PRENT VAN JE COMPUTER INVOEGEN	21
PRENT VAN INTERNET INVOEGEN	22
PRENT VERPLAATSEN.....	23





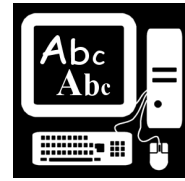
PRENT GROTER OF KLEINER MAKEN 24

WORDART 25

WORDART VERPLAATSEN 27

WORDART GROTER OF KLEINER MAKEN 28



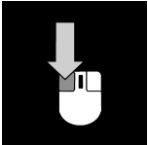
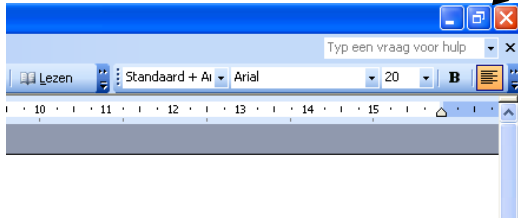
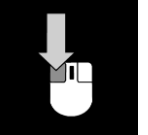
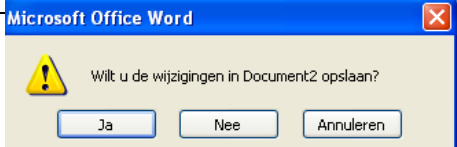


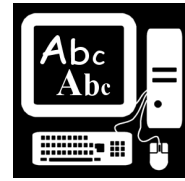
4

Word starten

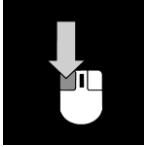

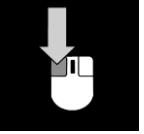
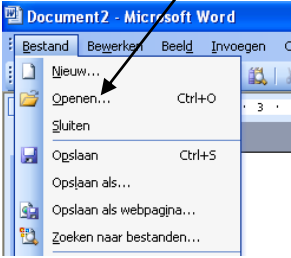
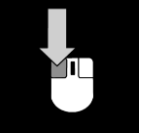
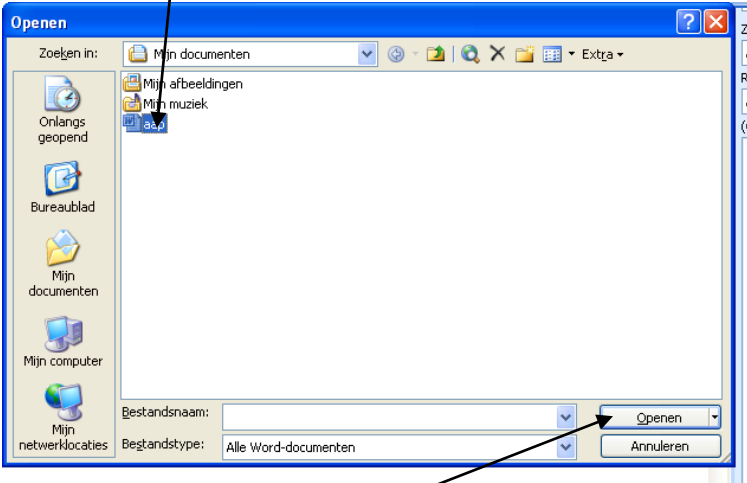

dubbelklik op het picto van word	 	
----------------------------------	---	--

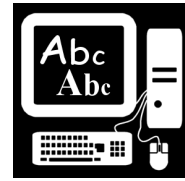
Word stoppen

Klik op X	 	
kies ja om je tekst op te slaan	 	

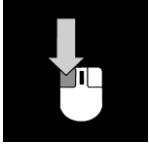


openen

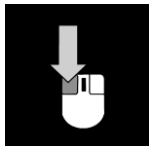
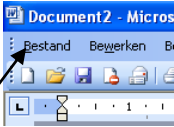
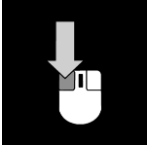
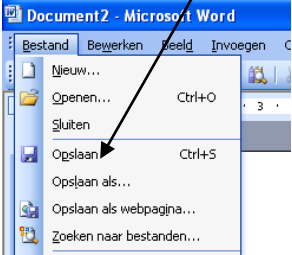
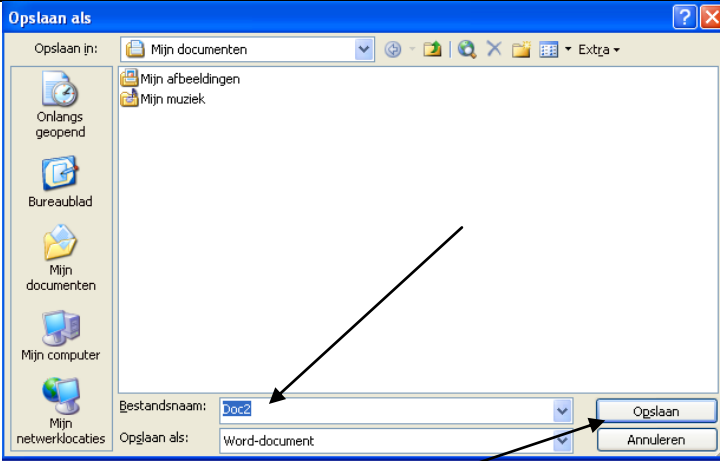
kies bestand	 	
kies openen	 	
kies een tekst	 	
kies openen		



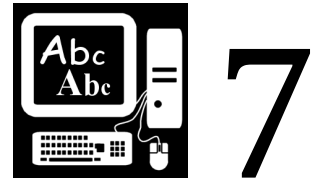
6

		
--	---	--

opslaan

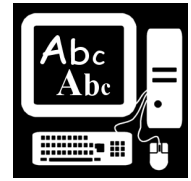
kies bestand	 	
kies opslaan	 	
geef een naam		





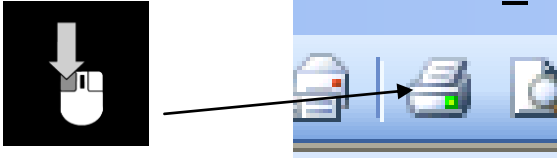
kies opslaan			
-----------------	--	--	--



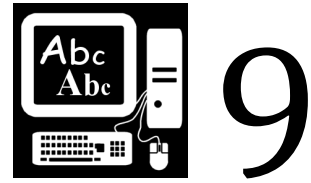


8

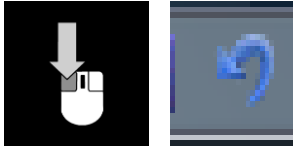
afdrukken = printen

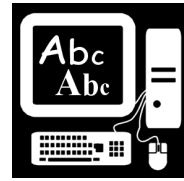
kies afdrukken		
-------------------	--	--





Foutje ongedaan maken

<p>Kies ongedaan maken pijltje</p>		
--	---	--

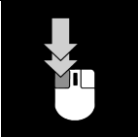


10

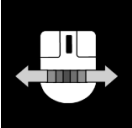

Kiezen met muis

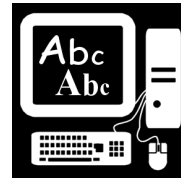
Sleep over de tekst (= klik voor de tekst, blijven duwen en bewegen)		AAP
--	---	-----

Kiezen van 1 woord

Beweeg met de muispijl tot op het woord		
klik 2x op het woord		AAP

Kiezen van 1 zin

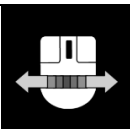
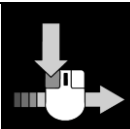
Beweeg met de muis tot je voor de zin een pijltje ziet		 De aap zit in de boom
--	---	---



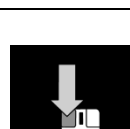
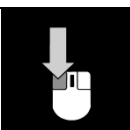
11

klik		De aap zit in de boom
------	---	-----------------------

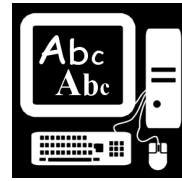
Kiezen van zinnen

Beweeg met de muis tot je het pijltje ziet voor de zin		De aap zit in de boom. Er zit ook een vogel.
Sleep		De aap zit in de boom. Er zit ook een vogel.

Alles kiezen

Kies bewerken		De aap zit in de boom
Kies alles selecteren		De aap zit in de boom

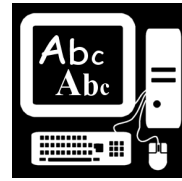




12

--	--	--





Vet / schuin / onderstreept

Vet

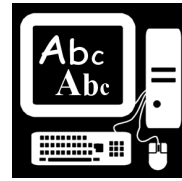
Kies de tekst		AAP
Kies vet		AAP

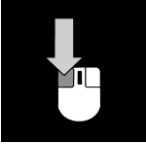

schuin

Kies de tekst		AAP
Kies schuin		<i>AAP</i>

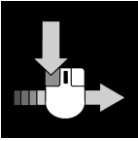

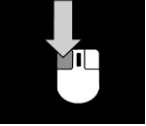

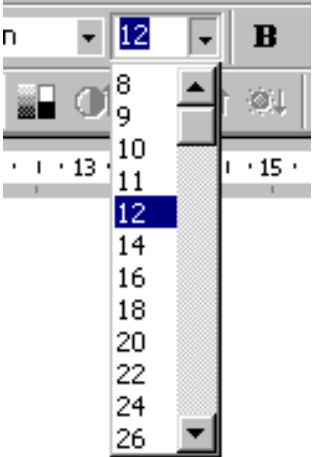
onderstreept

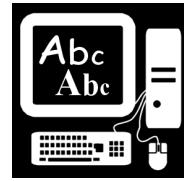
Kies de tekst		AAP
---------------	--	-----



Kies onderstreept			<u>AAP</u>
-------------------	---	---	------------

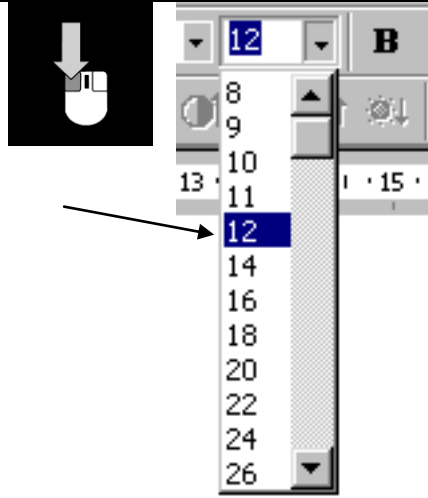
grootte lettertype

Kies de tekst (= klik voor de tekst en sleep verder met de muis)	 	AAP
Kies pijltje naast getal	 	

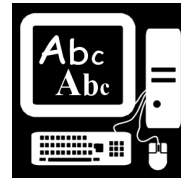


15

Kies de
grootte

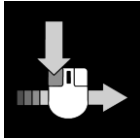
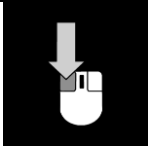

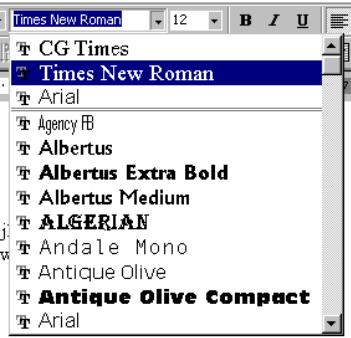
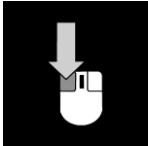



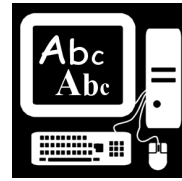
AAP



16

lettertype

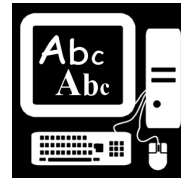
Kies de tekst		AAP
Kies pijltje naast naam	 	
kies het lettertype	 	AAP



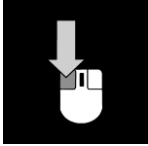
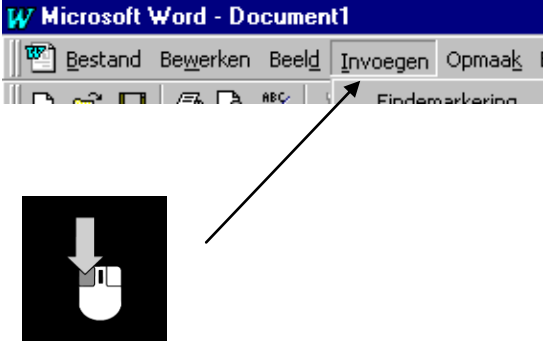
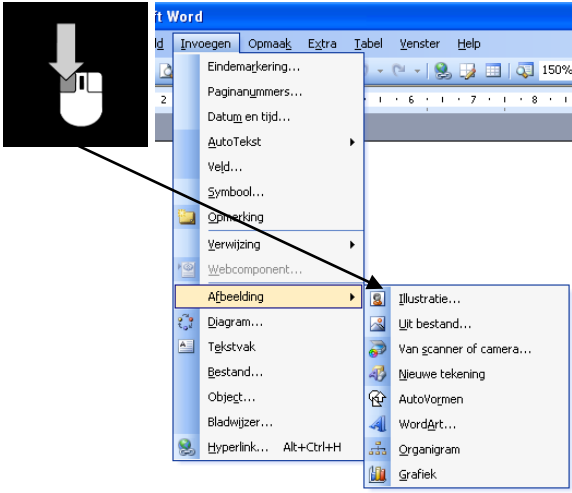
--	--	--

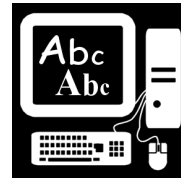
Kopiëren en plakken

Kies de tekst		AAP
Kies kopiëren	 	AAP
Klik op de plaats waar je wil plakken		De zit
Kies plakken	 	De aap zit

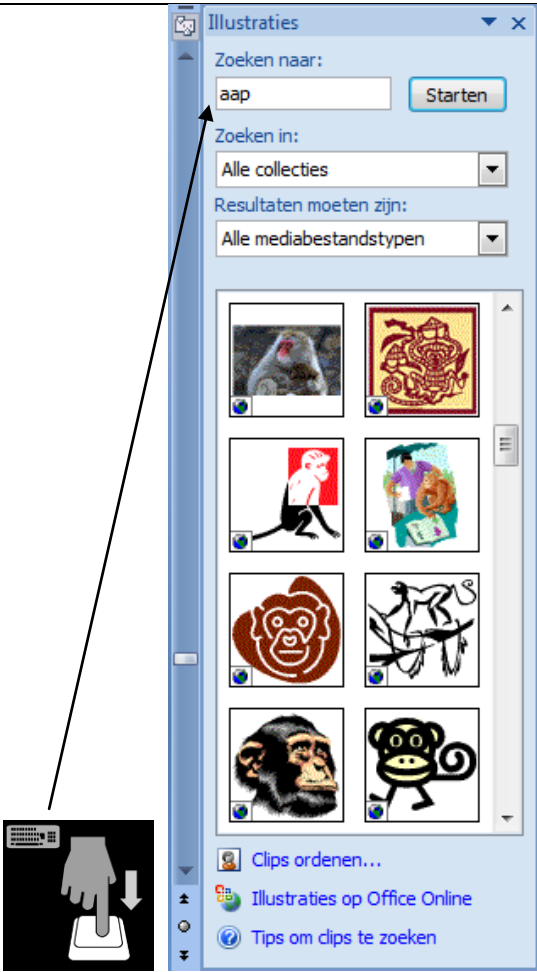
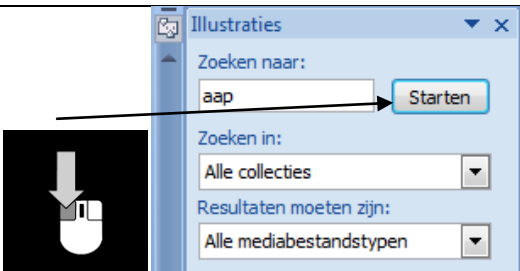


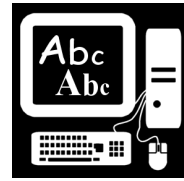
Prent van Word invoegen

<p>Kies de plaats waar je het wil zetten</p>		
<p>Kies invoegen</p>		
<p>Kies afbeelding / illustratie</p>		



19

<p>Typ een naam of laat het vakje leeg</p>		
<p>Kies starten</p>		



20

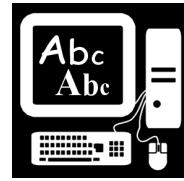
Kies de prent

Clips ordenen...

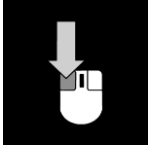
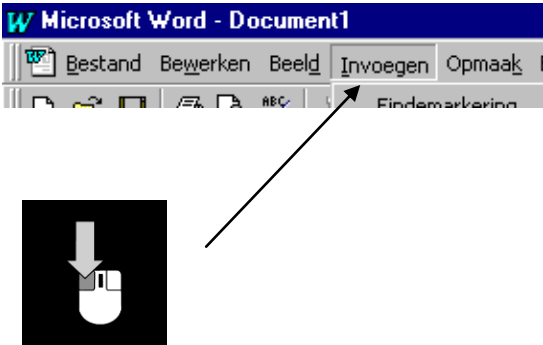
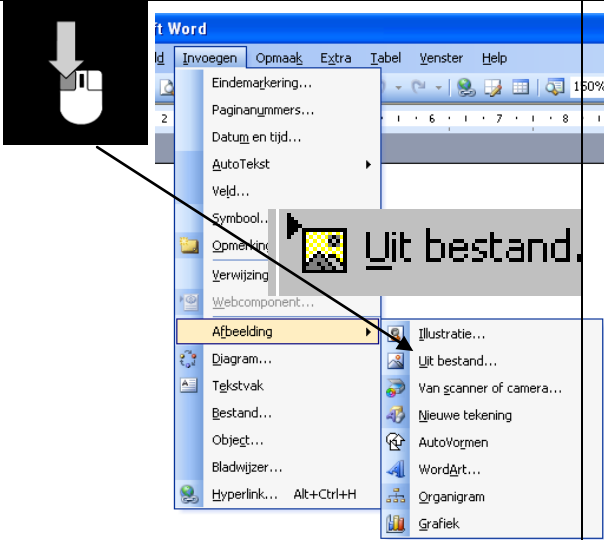
Illustraties op Office Online

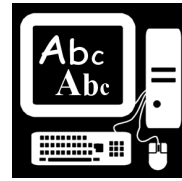
Tips om clips te zoeken





Prent van je computer invoegen

Kies de plaats waar je het wil zetten		
Kies invoegen		
Kies afbeelding / uit bestand		

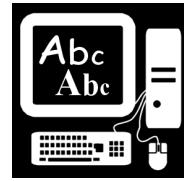


Kies prent		
------------	--	--

Prent van internet invoegen

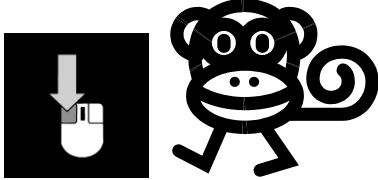
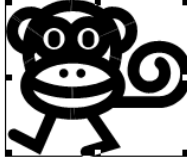
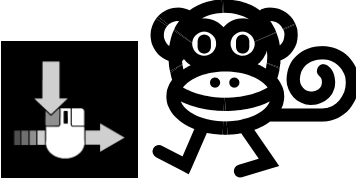
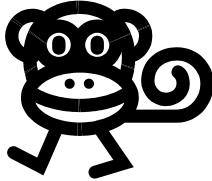
ga naar internet en kies een prent		
Klik met de rechtermuisknop op de prent		
Kies kopiëren		
Ga terug naar word		
Kies de plaats waar de prent moet komen		
Kies plakken		

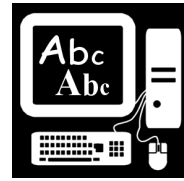




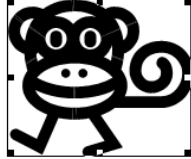
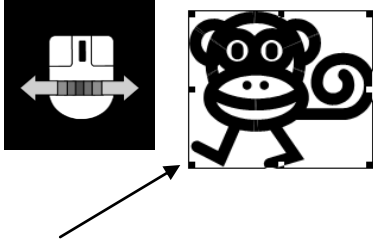
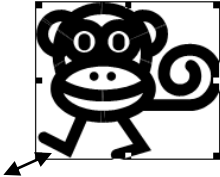
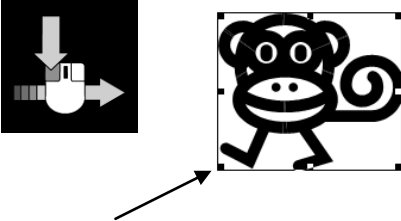

23

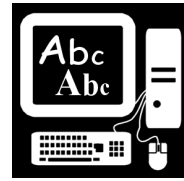
Prent verplaatsen

<p>klik op de prent tot er vierkantjes rond staan</p>		
<p>sleep de prent</p>		

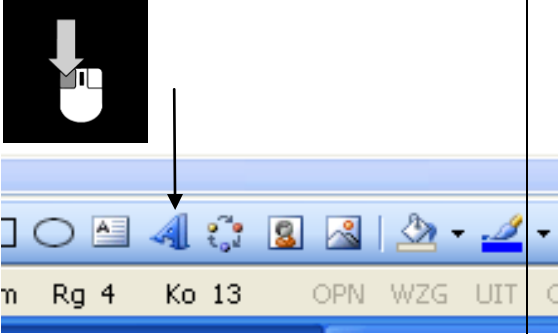
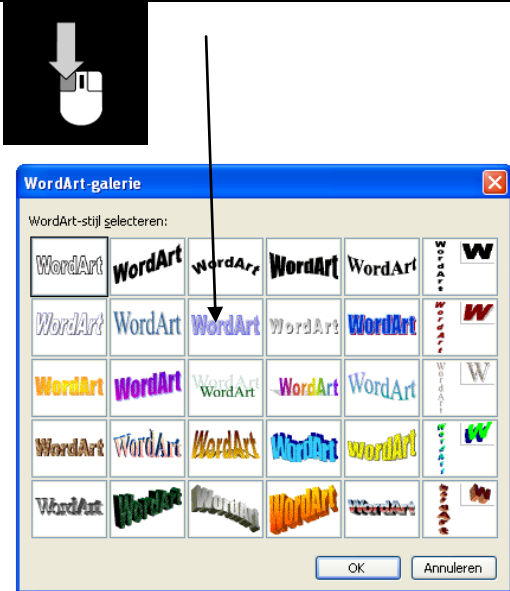
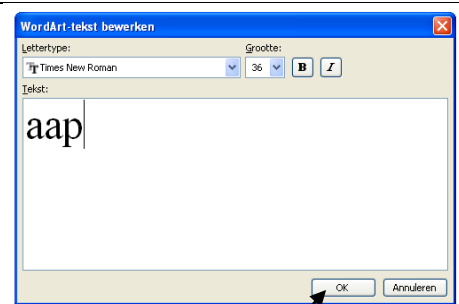


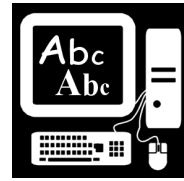
Prent groter of kleiner maken

<p>klik op de prent tot er vierkantjes rond staan</p>		
<p>beweeg met de muis tot op het vierkantje van een hoek (de muispijl is dan dubbel)</p>		
<p>sleep de hoek</p>		



Wordart

kies wordart		
kies		
typ een tekst		

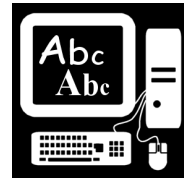


26

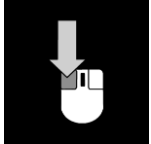


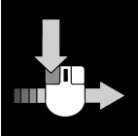


kies OK

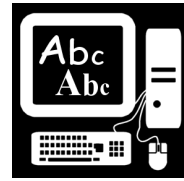


aap

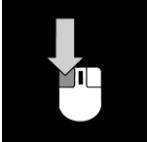


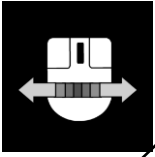


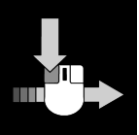




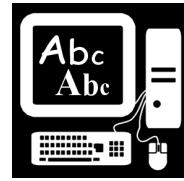
Wordart verplaatsen

klik op de prent tot er vierkantjes rond staan	 	
sleep de prent	 	



Wordart groter of kleiner maken

<p>klik op de prent tot er vierkantjes rond staan</p>	 	
<p>beweeg met de muis tot op het vierkantje van een hoek (de muispijl is dan dubbel)</p>	 	
<p>sleep de hoek</p>	 	



29

