

Microsoft Word Basics

Learning Objectives:

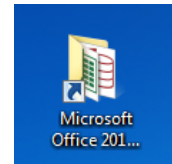
- Introduce differences from previous versions of Word
- Navigate the various menu options
- Illustrate difference between cutting and pasting & copying and pasting
- Create, save, edit, format and print a document

What is Microsoft Word?

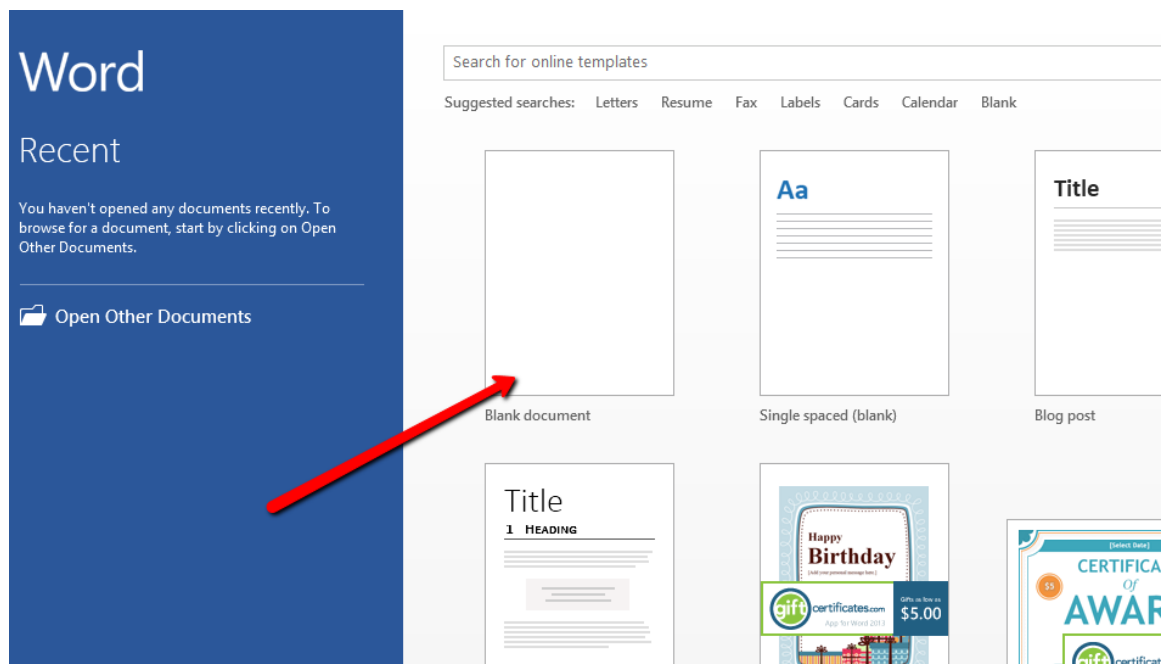
- MS Word is a word processing computer software program.
- You can create, edit, save, and print documents such as letters, reports, lists and resumes.

Opening Word

- Select the **Microsoft Office** icon from your **Desktop**, and then click on **Word** from the list of programs.



The Word Screen



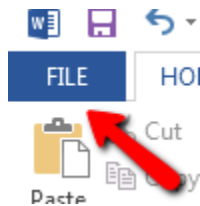
The screenshot shows the Microsoft Word start screen. On the left is a blue sidebar with the 'Word' logo, the word 'Recent', and a message: 'You haven't opened any documents recently. To browse for a document, start by clicking on Open Other Documents.' Below this is a button labeled 'Open Other Documents'. The main area is white and contains a search bar for online templates, a list of suggested searches (Letters, Resume, Fax, Labels, Cards, Calendar, Blank), and a grid of document templates. A red arrow points to the 'Blank document' template in the top-left corner of the grid. Other templates include 'Single spaced (blank)', 'Blog post', 'Title' with a heading, a 'Happy Birthday' certificate, and a 'CERTIFICATE of AWARDS'.

Components of the Word Window

- Word has several components you use to interact with the program. Here are some of these components:
- The **File** option (**upper left-hand corner**) displays a list of commonly used file commands, such as **Open**, **Save**, **Save As**, and **Print**.

Practice:

1. Click on 'File' to see the available options.

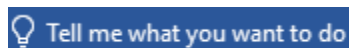


- The **Quick Access Toolbar (next to the office button)** contains buttons for frequently used commands. By default **Save**, **Undo**, and **Repeat/Redo** are available. You can customize the toolbar to include additional commands.

MSWord_redo1209 [Compatibility Mode] - Word



- The **title bar at the very top** displays the name of the current document. The **minimize**, **maximize**, and **close** buttons allow you to shrink, enlarge or close the program and document.
- The **Ribbon tabs** contain Word's primary tools and commands, which are organized in logical groups and divided among the tabs. The main tabs are **Home**, **Insert**, **Page Layout**, **References**, **Mailings**, **Review**, and **View**.
- The **Tell me** bar allows you to search for commands which is especially helpful if you've forgotten how to find a specific command.

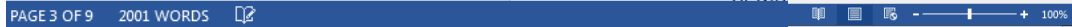


Practice:

1. Click on a few tabs to see the available options.



- **Ribbon groups** further organize tools and commands. For example, tools and menus for changing font formats are arranged together in the **Home group**.
- The **status bar along the bottom** contains the page number, word count, view commands, and document Zoom slider or view.



Adding Text

- When you open a blank document, you'll see the **insertion point** (where the blinking cursor appears). As you type, the insertion point moves to the right, and the characters you type appear to the left. As you reach the end of a line of text, your text automatically wraps to the next line. This feature is called **word wrap**.
- You can continue typing without pressing **Enter** to start a new line. When you do press **Enter** on your keyboard, Word begins a new paragraph on the next line.

Editing Text

- To **insert new text** into a Word document, position the mouse pointer (it should be in the **I-beam** shape) where you want to insert your text and click to move the blinking cursor there. You can also move the blinking cursor into position using the arrow keys on your keyboard.
- To **delete text**, select the text you wish to delete by clicking the mouse and dragging it until the text you want to delete is highlighted. Then press the **Delete** key on your keyboard. You can also use the **Delete** key to delete the text one character at a time. Each time you press it, the character or space directly to the **right** of the blinking cursor will be deleted. The **Backspace** key works much in the same way, only it deletes the character directly to the **left** of the blinking cursor.

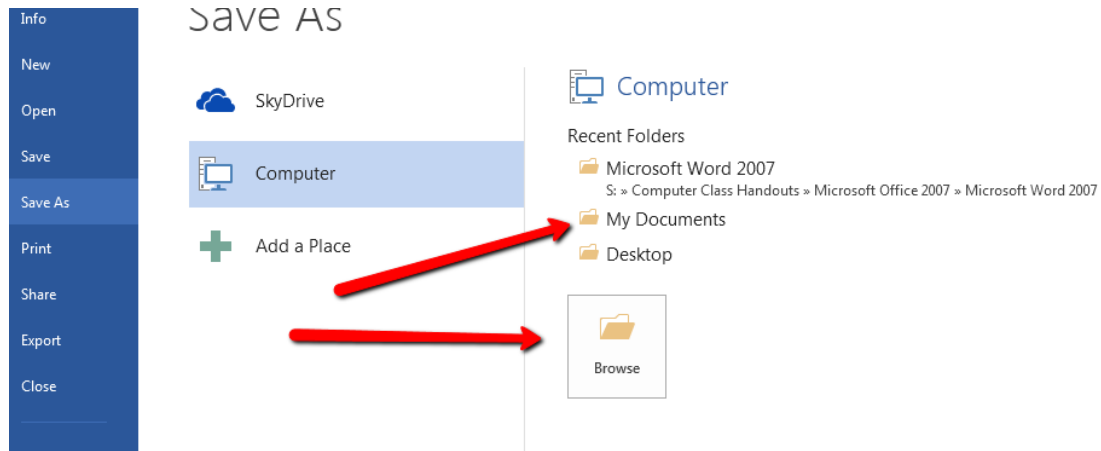
Saving for the 1st Time

Practice:

1. Type a few sentences (doesn't matter what) into the blank area.
2. When done, click on 'File' in the upper left-hand corner.



3. Select 'Save As' to save your document for the first time. Select the location to save your file to by clicking on 'Browse', or choose 'My Documents. If you have an external device, like a jump drive, you would select 'Browse' and then choose your device under 'Computer' on the left-hand side.



Formatting Your Document

- You can change the appearance of your text many ways. You can either change existing text, or set up appearance that will be used for future text that you type. With after-the-fact editing, the first step to changing existing text is **selecting it**.

Selecting Text

- You can highlight, or select text, in many different ways:
 - **To select text using the mouse**, you can click-and-drag across the text in question.
 - You can also use **[SHIFT] with the four arrow keys** to select text.
 - **To select a single word** Point to the word with your mouse and double-click
 - **To select a series of words** Select the first word as above and then, while holding down [SHIFT], click each additional word you desire to highlight.
 - **To select a paragraph** Triple click in the paragraph

- To select the entire document [CTRL] + A

Practice:

1. Try selecting some text in your document using one or more of the methods above.

Now that we know how to **select** text, we can learn how to change it.

Text Size

- One of the simplest ways to change the appearance of text is to vary the size of it.

Practice:

1. Select some text and change the text size.

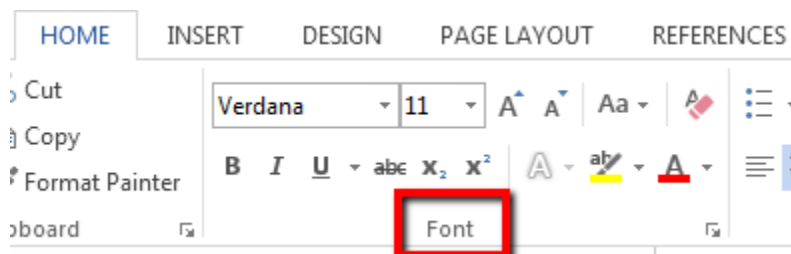
Text Style

- Another way to alter the look of text is by using the bold, italic, or underline features. **Again, first select the text you wish to change.**

Practice: Select some text and change the text style.

Changing Fonts

- A computer **font** is a specific, preset type style. Most computers have several, some more ornate than others. Changing the font can radically alter the appearance of a document. While fonts can be fun to play with, keep in mind that too many fonts in one document will make the document cluttered looking and hard to read, and some fonts, by their nature, are better for simple, short documents. The general guideline is to stick to a maximum of 3 fonts in a document.
- You can also change the **font color** (see instructor example).



Practice:

1. Remember to select the text you want to change first. Play with some different fonts and font colors.

Text Alignment

- You can shift text to the left, right, center it within the margins of a document or justify it. You can control all these options with the **Alignment** buttons in the **Paragraph group** on the **Home tab** on the ribbon bar.



Practice:

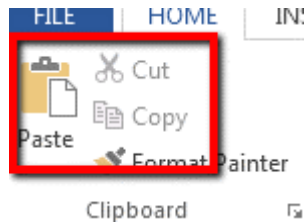
1. Remember to select the text you want to change first. Play with different text alignments.

The Magical Undo Button ↶

- On the **Quick Access toolbar** is an icon with a blue arcing arrow. This is one of the most important buttons in Word, called the **Undo** button.
- If you do something to your document that you regret, you can go to the **Quick Access toolbar**, click on the Undo button, and the program will **reverse your most recent command**. Keep clicking the Undo button, and Word will step by step reverse the things you've done in your document.

Cut, Copy and Paste

- If you have a large amount of text to move or copy, or if you want to copy text from one document from one program to another, **cut and paste** (or **copy and paste**) is the best method.
- **Cutting, Copying, and Pasting** always consists of two separate steps. You either **cut and paste**, which **removes** the text from its original location and puts it in a new location that you specify, or you **copy and paste**, which leaves the original text in its location and puts an **exact copy** of it in a new location. The steps are either **Cut**, then **Paste**—or **Copy**, then **Paste**. Most people refer to either of these tasks as “cutting and pasting.”
- You can cut, copy, and paste using Ribbon icons, or keystroke combinations. First let's take a look at the Ribbon icons in the **Clipboard group** on the **Home tab**.



- To cut text, **first select the text you want to move**. Then click on the **Cut** icon in the Clipboard group on the Home tab.



It looks like a pair of scissors. The selected text will disappear from its former position and will be stored in a virtual location called the **clipboard**. Once you've stored text to the clipboard, you can then place it in a new location in the same document or in a different document by using the **paste** command.

- To paste the text you have to just cut, click on the **Paste** icon in the Clipboard group on your Home tab.



- You can also **copy** text instead of cutting it by using the **Copy** icon in the Clipboard group on the Home tab. It looks like two pieces of paper stacked on top of one another.



- **All of the above commands can be accessed through a shortcut menu by pressing the right click on your mouse.**
- **You can also use the following keystroke shortcuts:**
- **Ctrl + C = Copy / Ctrl + X = Cut / Ctrl + V = Paste**

Practice:

1. Using whatever method you prefer, experiment with copy, cut and paste in your document.

Saving Your Work

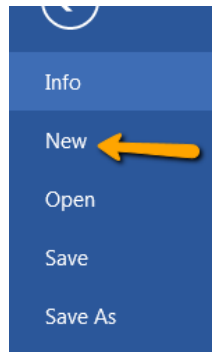
- Save early, save often!
- Once you've named your file, you can **save quickly** by clicking on the disk icon in the upper-left corner of your screen.
- You can also **save** by clicking on '**File**' in the upper left-hand corner and navigating down to '**Save**'.

Practice:

- 1. Save your work, and then completely close out of Microsoft Word.**
- 2. Re-open Word**
- 3. Follow instructions below:**

Opening an Existing

- To open a document on your computer, you
 - Opening up click



Document

that is already saved
can do it by:
Word and then

File→Open→choose location of your file.

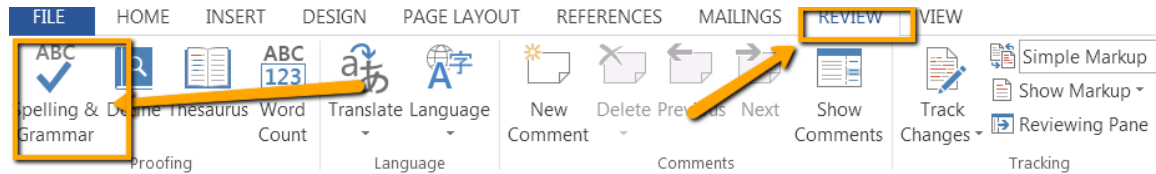
- Or open Windows Explorer, find the location of your file and click to open.

Creating a New Document

- To create a new document when Word is **already open**, click the **File** option and choose **New** to open the **New Document** dialog box. Using this dialog box, you can create a blank document or choose from a number of templates.

Spell Check

- As you type, Word will underline words it thinks you've misspelled in a jagged red line. It will underline in a jagged green line things that it thinks may be grammatically incorrect. Please be aware that Word's dictionary is limited. It doesn't contain proper nouns, foreign terms and will not recognize most medical and legal terminology. Spell check also will not distinguish between the proper use of some frequently misused words such as to, too, and two, and there, their and they're.

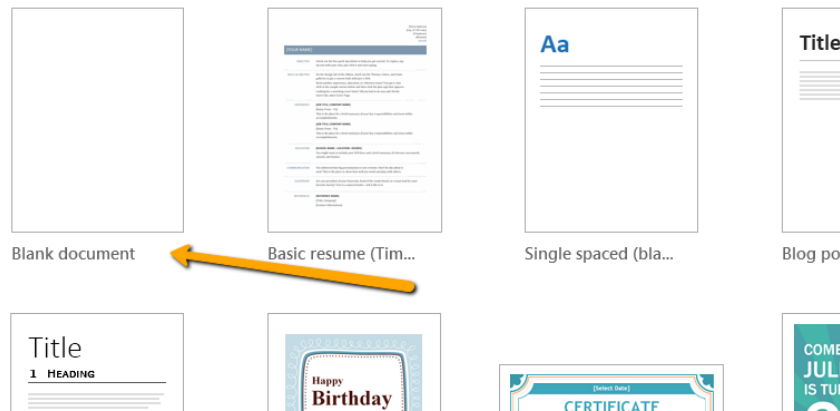


This is a properly spelled sentence, according to spell check:

New

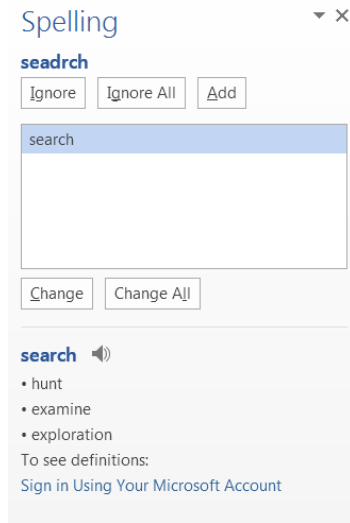
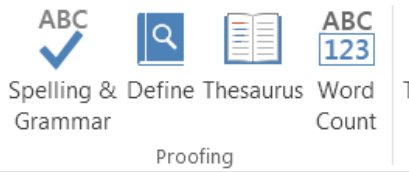
Search for online templates

Suggested searches: Letters Resume Fax Labels Cards Calendar Blank

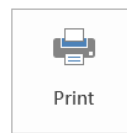


They're are times when yew to can bee caught with mistakes like these.

- You can also go through your entire document with spell check whenever you want to. Just click on the **Review tab** on the Ribbon bar and then click on **Spelling & Grammar** in the **Proofing group**.
- Spell check will search your document and find perceived misspellings or grammatical errors. It will pull up a dialog box; the top portion will have the word or phrase it has a question about. The bottom box will contain suggestions Word has to replace or fix the error. In some cases, Word will not make any suggestions.



Print



Copies: 1

Printer



Admin Bizhub C360
Ready

[Printer Properties](#)

Settings



Print All Pages
The whole thing

Pages:



Print One Sided
Only print on one side of the p...



Collated
1,2,3 1,2,3 1,2,3



Portrait Orientation



8 1/2x11
8.5" x 11"



Custom Margins



1 Page Per Sheet

[Page Setup](#)

- If you want to keep the word as it is, click on the **Ignore** button to the right. If you have several occurrences of the same word (such as a person's last name) you can click on **Ignore All** and it will ignore all future occurrences within the document.
- If you find a word in the suggested list that you want to change the word to, click on that word and then click on the **Change** button to the right. If there are several occurrences of the word, you can click on the **Change All** button and the program will automatically change each of the misspellings within the rest of the document. If the correct word does not appear in the suggestion list of dialog box, you can change the misspelled word by hand simply by using your **Backspace** to take the word out and typing in the correct word.

Printing Your Document

- Just like with the other commands we have discussed so far, you can get to the **Print** command via the **File** option. Here you can choose number of copies and other printer settings.