Microsoft Word — Essential Skills

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Introduction

Microsoft Word is know as a "Word Processing" program. It's ancestors, DisplayWrite, Multimate Advantage, WordStar—have all died out and rarely ever seen in business today. One remaining exception is WordPerfect, which is still popular with the legal industry.

For this handout (in color) and more, visit my teacher's website at:
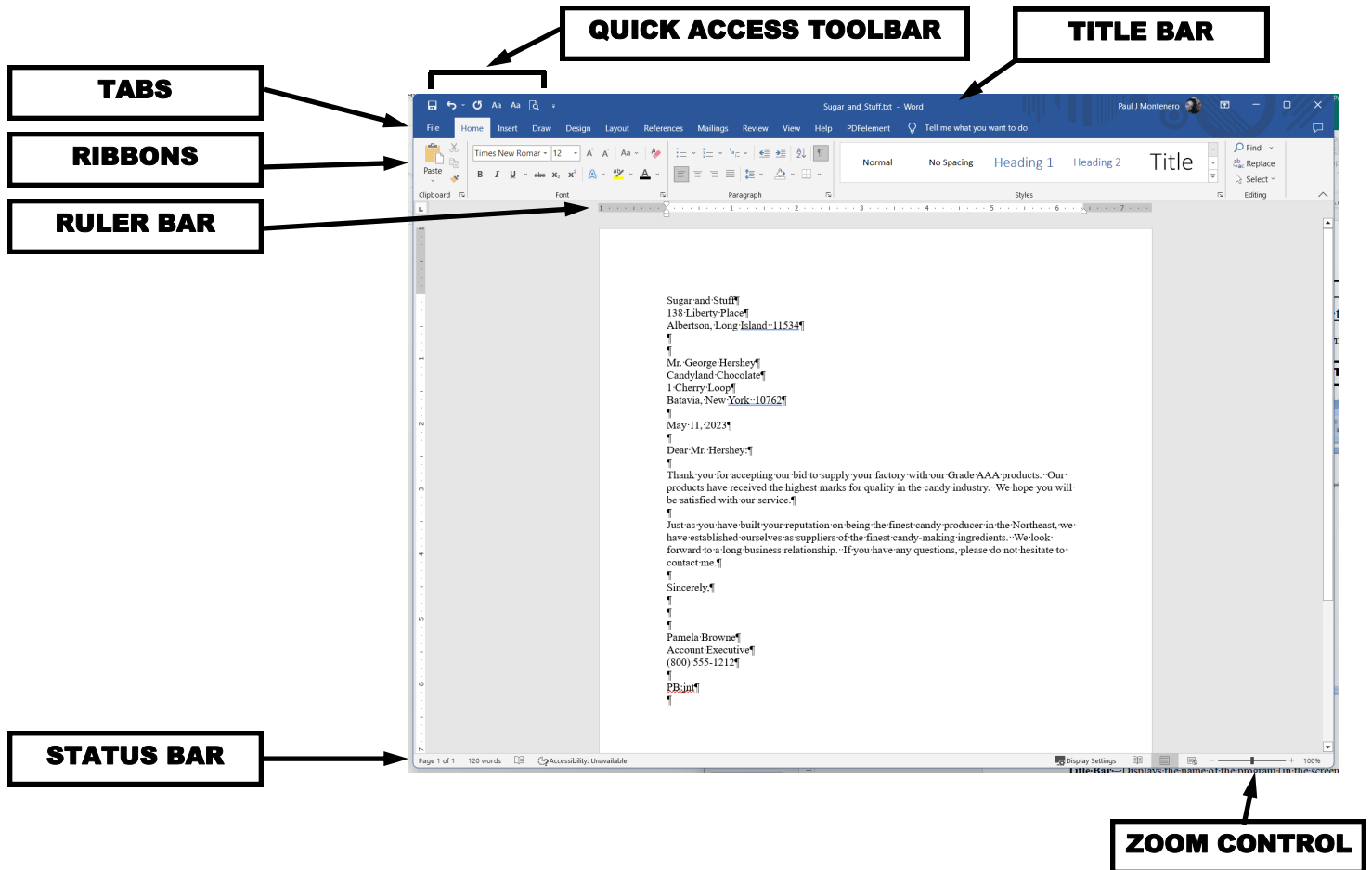
www.clearcutcomputing.com/school

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The "Anatomy" of the Word Window

The typical program window will look similar to that shown below. It is possible to customize your own display, but that is a topic for discussion later on.

Title Bar – Displays the name of the program (in the screen above: Microsoft Word), and usually, the name of the file that you are currently working on. On the right you have the three buttons that make up the "control box." From left-to-right, these buttons are:

> **Minimize** – to shrink the application to the Windows *Task Bar*.
> **Windowed/Full Screen mode** — controls the size of the window.
> **Close** — to close the document window or shut down the program.

Ribbons — Populated with buttons; which are shortcuts to the various features of the program.

Status Bar — Shows helpful messages while you use various features of the program.

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Starting a new document

Although Word opens a new blank document when you start the program, you should understand the different ways to create a new document.

<u>Keyboard Shortcut</u> -The quickest way to create a new document is to press the keys Ctrl-N on your keyboard.

<u>Office Button of older word versions has been replaced with the **File** tab</u>
Click the **File** tab and then click **New** menu command, which displays the following screen below. This screen is called the Backstage View. Aside from giving you access to the various templates you may have saved on your computer, it also gives you access to many other features, like connecting your copy of Microsoft Office to your Microsoft.com account.
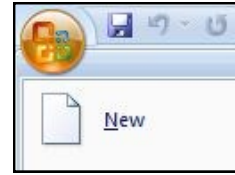
Word version 2007—2010
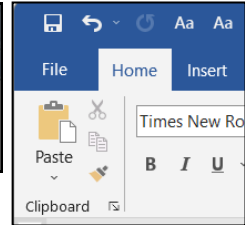
Word version 2013-on

Program Account info

Program Options
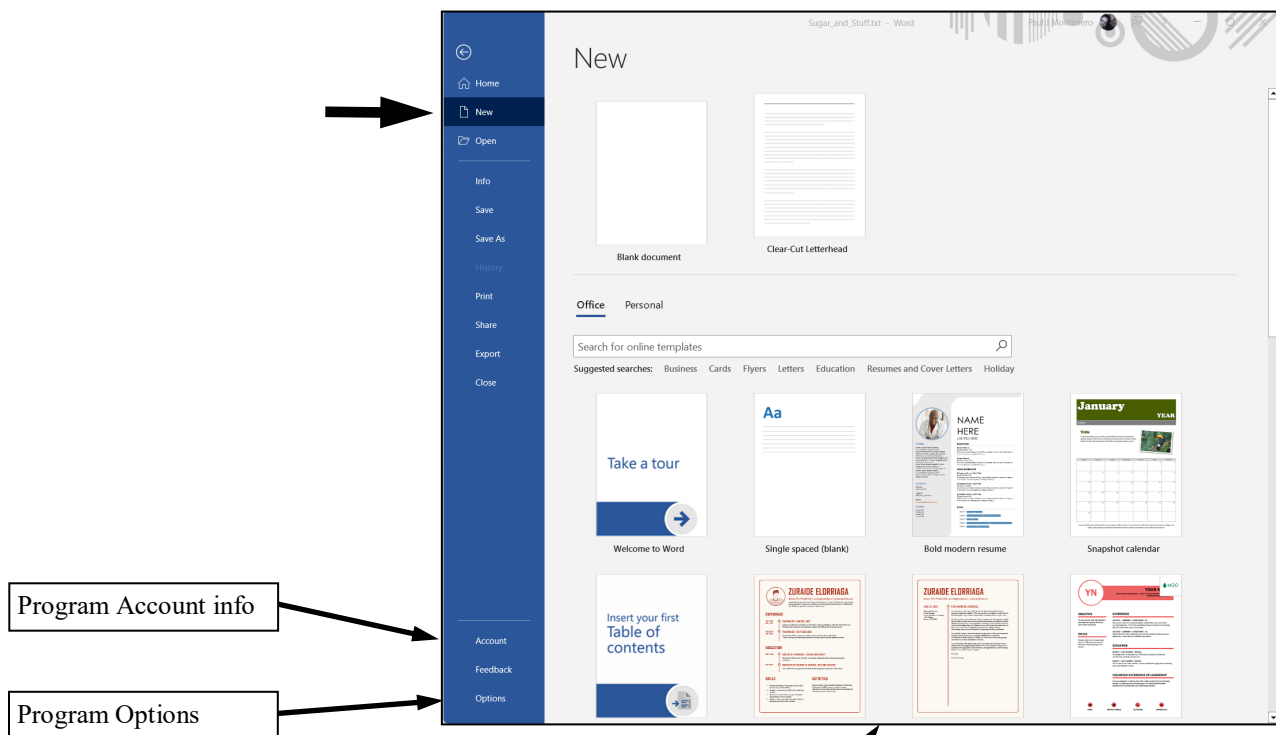
The templates section contains a library of pre-defined documents to give you a head start on your work. There is even a search box that you can type a simple description of what you are looking for. *CAUTION: the templates from Microsoft are chock-full of advanced Word features; if you try to delete some, you can quickly alter your document beyond recognition. Be careful or avoid major deletions and formatting changes—have your finger ready to hit the UNDO button!*

Opening Existing Documents

Click the File tab. To the right of the menu will be a list of the most recent documents that were saved. Simply click on the one you want if it is there. If the one you want is not on that list, click the **Open** button on the left. A more detailed window (bottom of this page) will appear, with a longer list of files that have been saved from this computer.
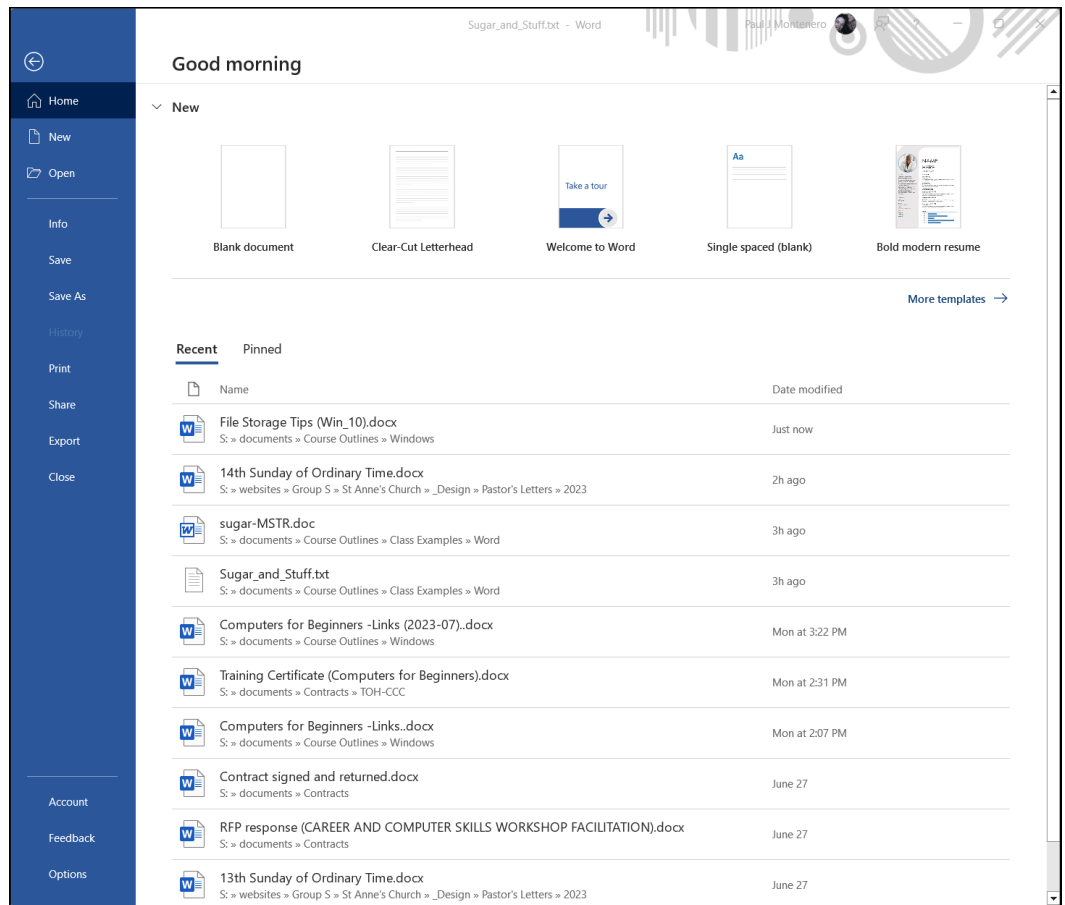
Additionally, this Open mode will present you with more options:

- A **OneDrive** cloud storage account.
- **This PC**, which all Word documents in the current folder location.
- **Add a Place**, allowing you to connect additional OneDrive cloud accounts.
- **Browse**, which is the traditional File Open Dialog Window
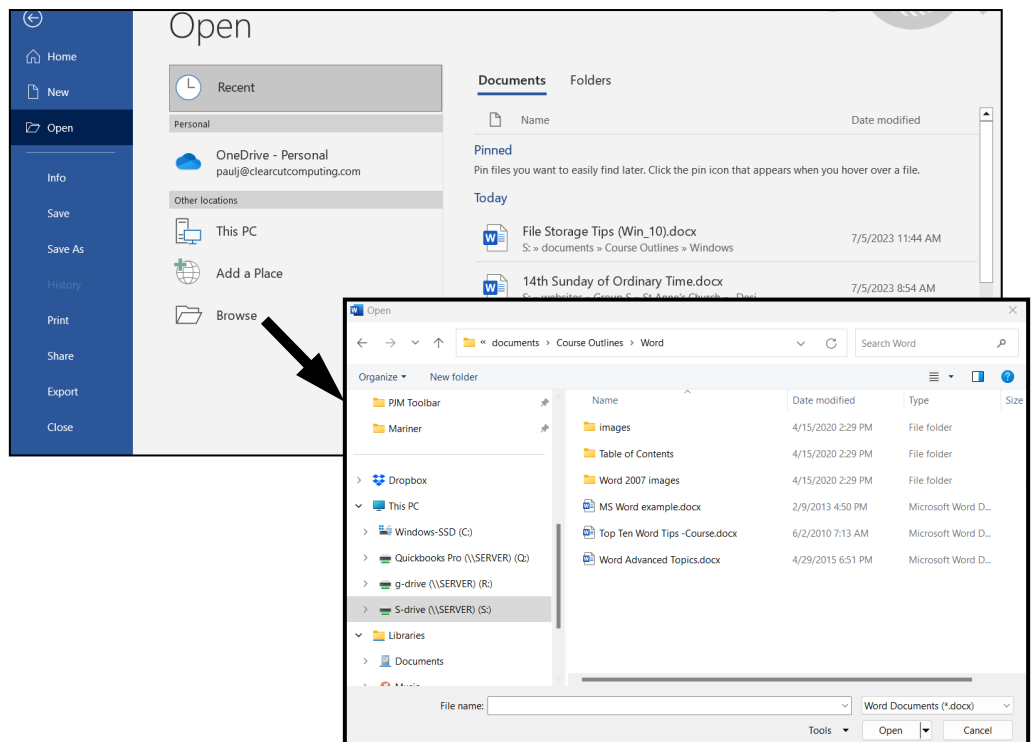
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Saving a Document (for the first time)
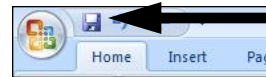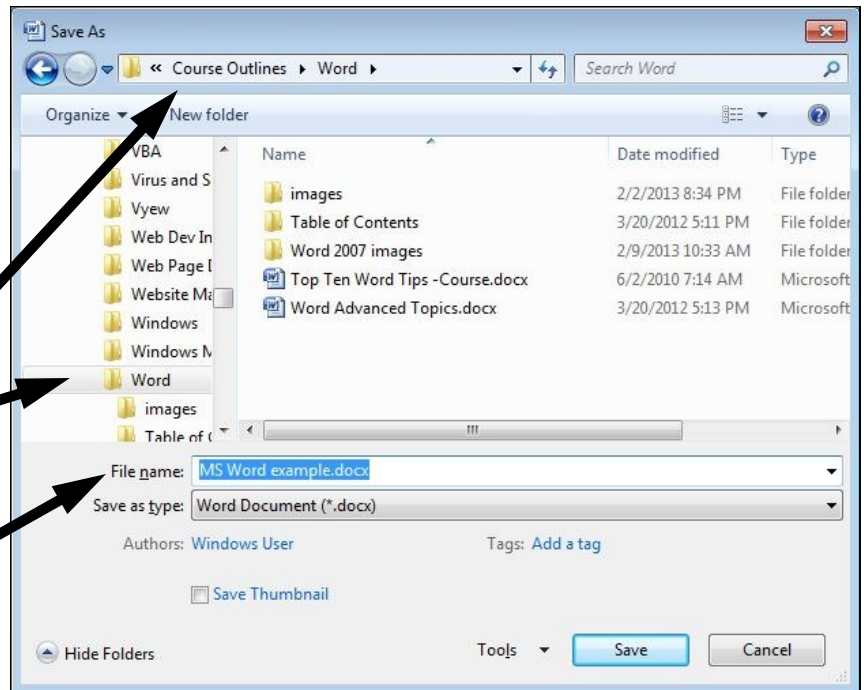
Save Button

The process to save a newly created document is simple — BUT, you must pay attention to _where_ you put that document!

Either click the **Save button** or click the Office button and choose **Save** from the menu. The save dialog (shown below) will appear. There are two steps you should focus on:

1. Select the location where you want to place the document. Commonly, people don't pay much attention to this, letting the file land wherever the program is pre-set for. Recent versions of many Windows programs set this automatically for the **Documents** folder in the **C:** drive.

2. Give your document a _filename_.

Save As

Course Outlines ▸ Word ▸

Search Word

Organize ▾   New folder

Name	Date modified	Type
VBA		
Virus and S		
Vyew	images	2/2/2013 8:34 PM	File folder
Web Dev In	Table of Contents	3/20/2012 5:11 PM	File folder
Web Page I	Word 2007 images	2/9/2013 10:33 AM	File folder
Website Ma	Top Ten Word Tips -Course.docx	6/2/2010 7:14 AM	Microsoft
Windows	Word Advanced Topics.docx	3/20/2012 5:13 PM	Microsoft
Windows N		
Word		
images		
Table of C		

File name: MS Word example.docx

Save as type: Word Document (*.docx)

Authors: Windows User   Tags: Add a tag

☐ Save Thumbnail

Hide Folders   Tools ▾   Save   Cancel

NOTE: Once you've saved a document, and do some work on it, Selecting Save again will *not* bring up this window again. Your document changes will be saved same filename in the same location.

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Ribbons (which have replaced the Toolbars)

Word provides you with many *Ribbons*, which contain (almost) all of the commands in the program. Each ribbon contains commands of the same category. Some ribbons will have additional commands that "appear" based on what you are doing. For example, when you are working in a table, ribbon tabs labeled, Design and Layout appear under a group heading called "Table Tools" (see next page). Here are some of the most used ribbons:
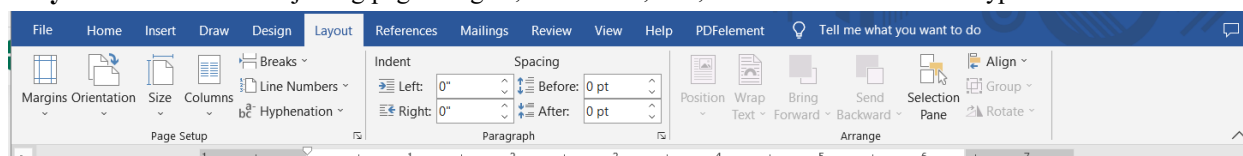
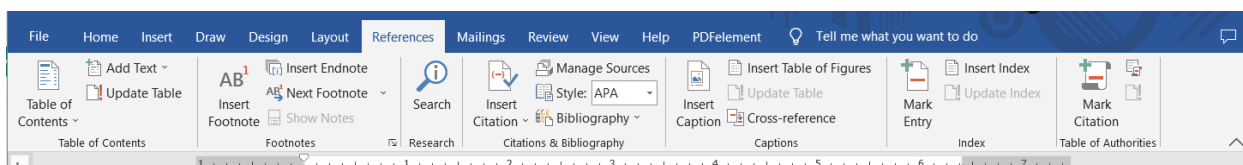**Home Ribbon** -font and paragraph formatting, and cut, copy & paste controls.
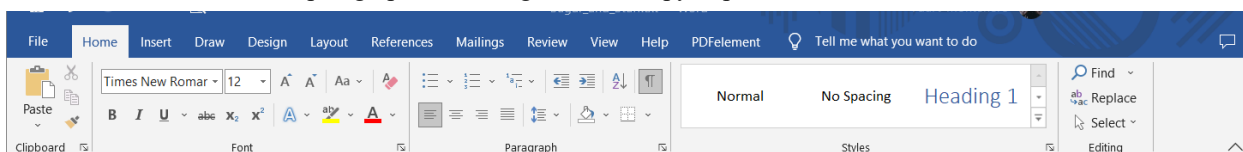
Insert Ribbon -for inserting tables, pictures and shapes as well as controls for the header & footer.
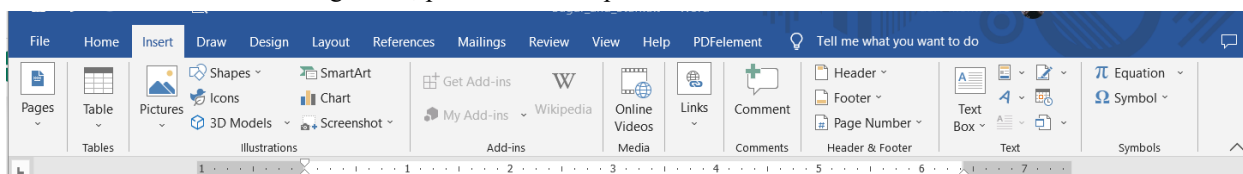
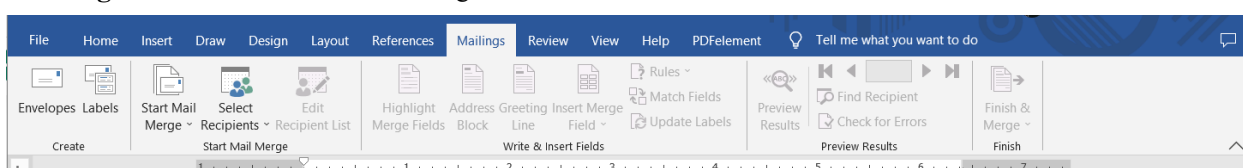**Layout Ribbon** -for adjusting page margins, orientation, size, columns and the various types of "breaks."
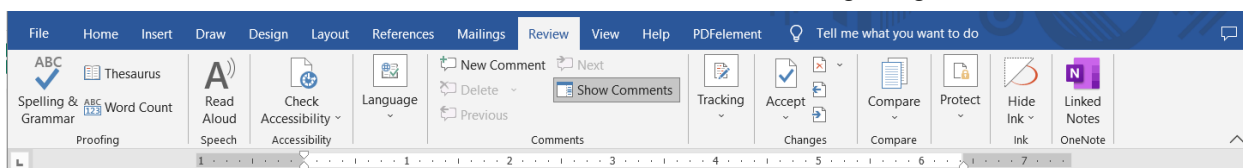
References Ribbon -footnotes and other document commenting.
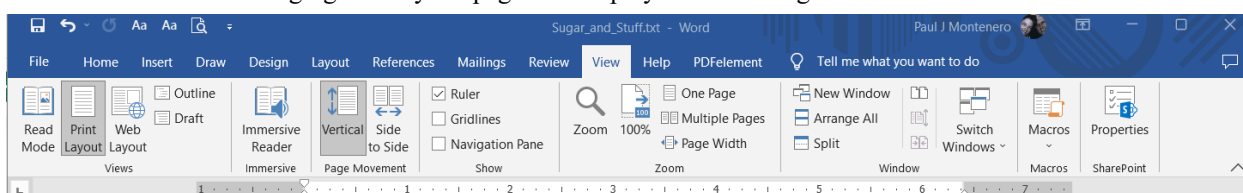
Mailings Ribbon -labels and mail merge.

Review Ribbon -thesaurus & translation, as well as the controls for tracking changes.

View Ribbon -for changing the way the pages are displayed and turning on features like the ruler bar.

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"Smart" Ribbons (which appear when doing certain tasks)

Some ribbons, called **Smart Ribbons**, appear based on what you are doing. For example, when you are working in a table, ribbon tabs labeled, Design and Layout appear under a group heading called "Table Tools."

Table Tools—Table Design Ribbon
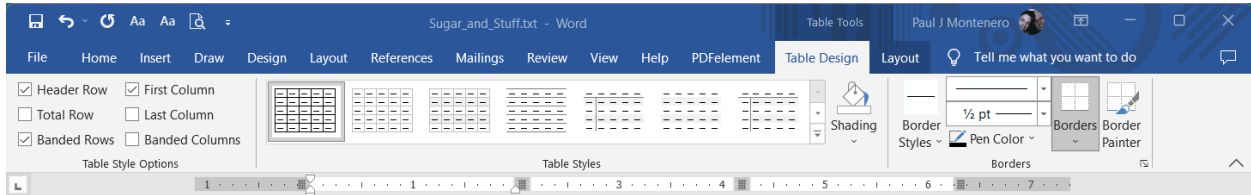
Table Tools—Layout Ribbon
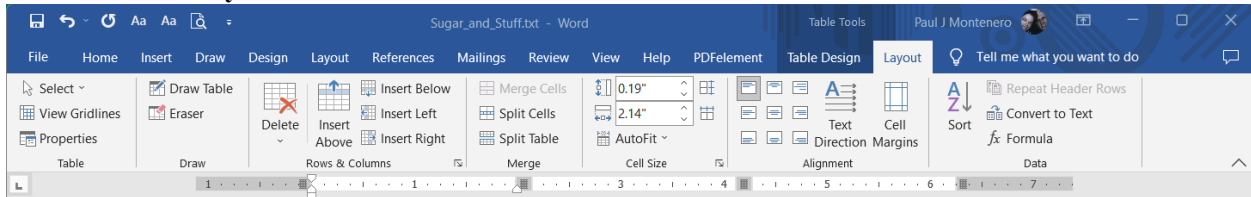
## The Quick Access Toolbar and Hiding the Ribbon

The Toolbar, located in the upper left initially contains a few icons plus a <u>pulldown arrow</u>. The toolbar can be customized where you can add many other icons (commands) to it.
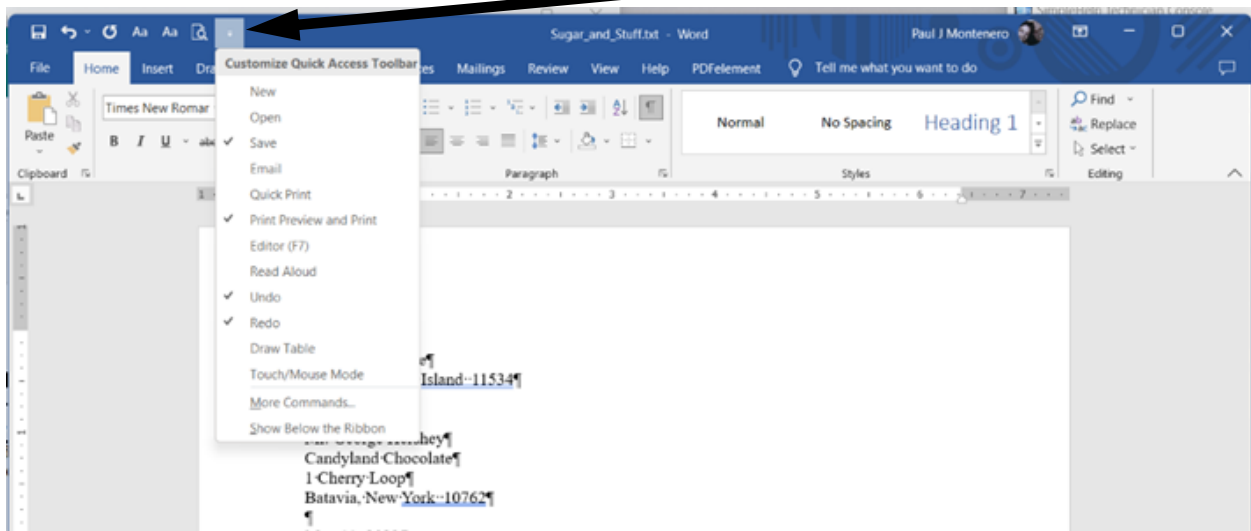
Sometimes, a person may have somehow hidden (collapsed) the ribbons. This can be controlled by right-clicking on any tab (here the Layout tab) to control the display of the ribbons.
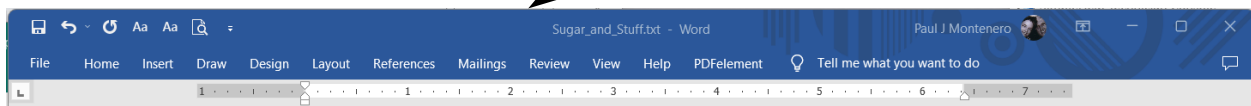
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Undo — the "forgiving" command

You shouldn't become too concerned about making errors and executing functions you did not intend — because, in many programs, you have the "**undo**" function at you disposal. It's found on the **Toolbar**, and many programs allow you to run it repeatedly to work backwards over several tasks that you may have done. And if you undo something you wanted to keep, you can always use its cousin, the "**redo**" function! You can also use their keyboard shortcuts, Ctrl-Z and Ctrl-Y.

Undo (Ctrl-Z)
Click once per step to move "back in time" of your work history.

Redo (Ctrl-Y)
Click once per step to move "forward" to repeat the "undone" steps.

The "pull-down" arrows that may appear to the right of each of these buttons allow you to see a list of steps that can be undone (or redone) quickly—in one shot!
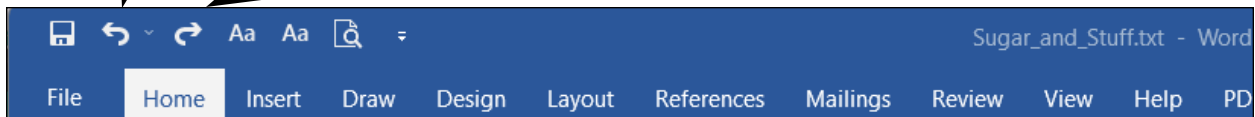
Displaying Paragraph Marks, Spaces and Tabs

It will be easier understand how the text is spread out in your document if you display the non-printing characters that identify where items like paragraph marks, spaces and tab stops are. Click on the *Show/Hide* button on the **Home** ribbon (see below).

Turn on "Non-Printing" characters

Paragraph Marks

Spaces:
The dots between the words
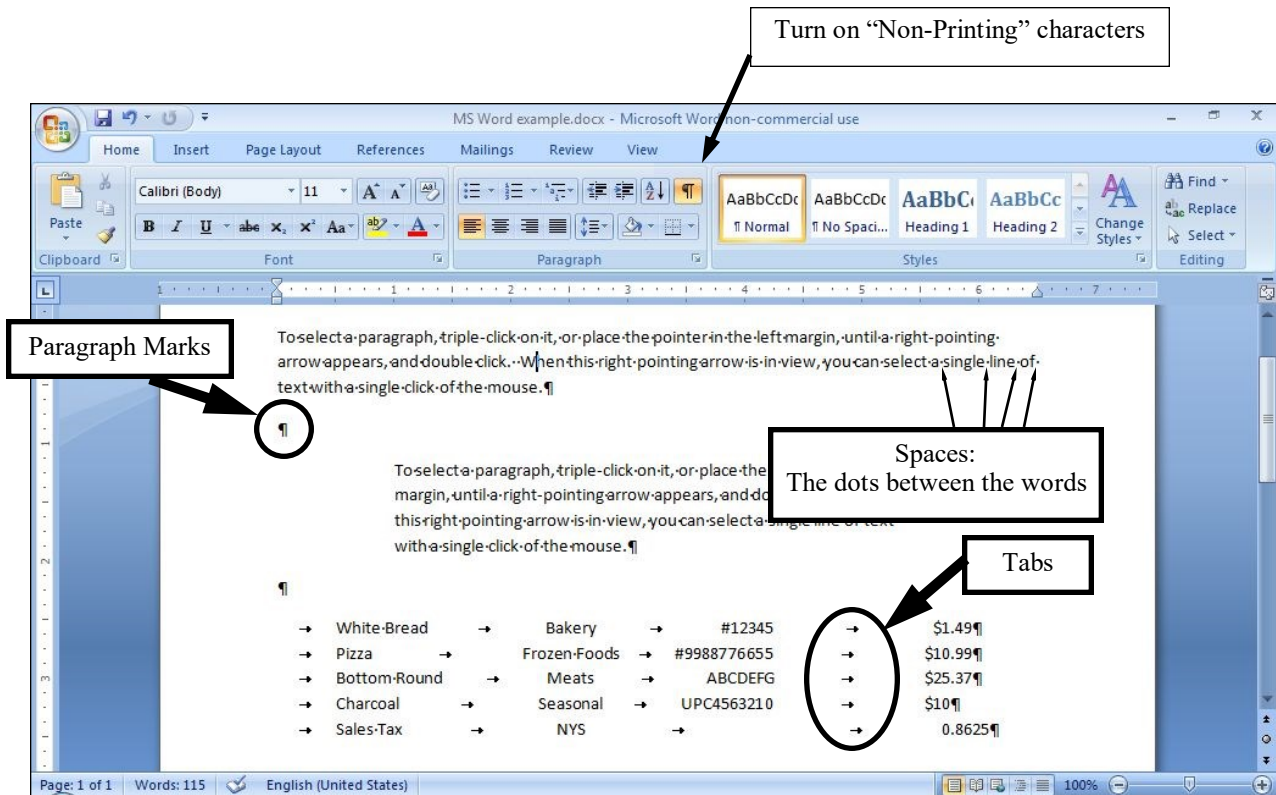
Tabs

Selecting Text—With the Mouse

Before you can format any text in Word, you must select it. Once selected, you can change the font, font size, color, bolding, italics, etc. There are many ways to select text, and shortcut methods are provided whether you are selecting one character or a word, or a sentence, etc. You can select text by using the mouse, the keyboard, or a combination of methods, depending on how much text you want to select. The following list describes the methods of text selection.

To select <u>one word</u> when you are changing the font characteristics, you only need to place the insertion point *in the word*, not select the entire word. If you are using an older version of Word, to select one word, position the I-beam pointer anywhere in a word and double-click. The word and the space following the word are selected.

To select a <u>sentence</u>, hold down the *Ctrl* key while clicking anywhere in the sentence. Word selects all words in the sentence to the ending punctuation mark, plus the blank space following the punctuation mark.

To select a <u>paragraph</u>, triple-click the paragraph, or place the mouse pointer in the selection bar, and double-click. The *selection bar* is a vertical white space to the left of the workspace. When you point the mouse in the selection bar, the I-beam pointer changes to a right pointing arrow (see below).

To select <u>specific text</u>, click and drag the I-beam pointer over one character, one word, or the entire screen.
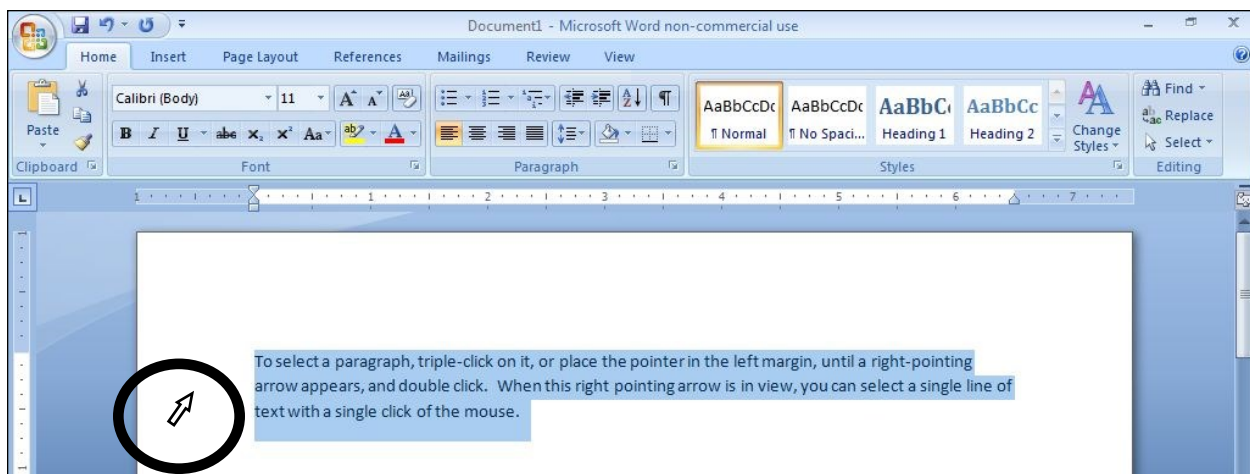
To select <u>one line of text</u>, place the mouse pointer in the margin area to the left of the line, until the mouse pointer changes to a right-pointing arrow, and click once.

To select the <u>entire document</u>, hold down the Ctrl key while clicking in the left margin area. Alternatively, press Ctrl+A to select the entire document. A third was exists...from the menu, choose **Edit—Select All**.

Selecting Text—With the Keyboard

To select text with the keyboard **arrow keys**, position the insertion point where you want to start selecting, press and hold down the Shift key, and then press the appropriate arrow key to move up, down, left, or right.

To select to the <u>end of a line</u> of text with the keyboard, position the insertion point where you want to start selecting and then press Shift+End. Alternatively, select to the beginning of the line of text by pressing Shift+Home.

To select a <u>block of text</u>, position the insertion point where you want to start selecting, move the mouse pointer to the end of the text you want to select, hold down the Shift key, and click the left mouse button.

To <u>deselect text</u>, click once anywhere in the workspace of a document or press an arrow key.

CAUTION!
If you have text selected and press the space bar or any character key, the selected text is deleted and is replaced by the characters you typed.

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Moving Around Your Document Using the Keyboard

Key	Moves Insertion Point
Arrow Keys	One character up, down, left, or right
Page Up/Page Down	One screen up or down
Crtl+→ or Ctrl+←	One word to the left or right
Home	Beginning of a line
End	End of a line
Crtl+Home	Beginning of the document
Crtl+End	End of the document
Crtl+Page Up	Top of the next page
Crtl+Page Down	Top of the previous page
Alt+Crtl+Page Up	Top left of screen
Alt+Crtl+Page Down	Top bottom right of screen

F5 is the *Go To* key. Press F5 in Word and then type the page number to go to.

Cut, Copy and Paste

Unlike a typewritten page, you can easily change the arrangement of text in your document, by deleting it (**Cut**), duplicating it (**Copy**) and relocating it (**Paste**).

1. Select the text or graphics you want to move or copy.
2. To move the selection, click Cut .

   To copy the selection, click Copy .

3. Click where you want your text or graphics to appear.
4. Click Paste.

NOTE: If you want to move or copy the text or graphics to another document, switch to it.
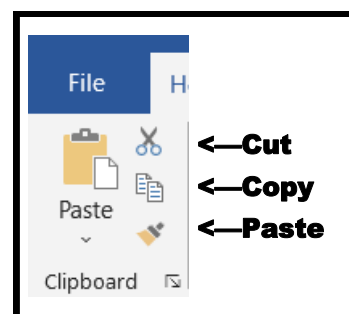
Drag-and-Drop Editing

Another method you can use to move or copy text is called *drag-and-drop editing*. Word supplies this shortcut for moving or copying selected text. You also can use drag-and-drop editing to copy or move graphics or other objects.

To use drag-and-drop editing to move text or graphics, follow these steps:

1. Select the text or graphics you want to move.

TIP: To copy the text or graphic instead of moving it, and hold down the Ctrl key as you point to the selected text or graphic, and drag the dotted insertion point to a new location.

2. Point to the selected text or graphic and hold down the left mouse button. The drag-and-drop pointer appears

3. Drag the pointer and the dotted insertion point that appears to the new location and release the mouse button.

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Text Formatting

Text is a part of almost every program. Therefore, the most basic formatting functions will exist in just about all programs. Word, therefore, has extensive formatting capabilities available from the **Home tab on the Ribbon** What remains generally consistent between different programs is the text formatting controls on the Toolbar — so what you learn here may be carried over to other programs, such as Excel and PowerPoint (and even non-Microsoft programs!).

IMPORTANT: you <u>must</u> select the text you want to change, <u>before</u> you apply the desired formatting changes.

Font Size
Use the drop-down arrow to view a list of choices.

Font Type or name
Use the drop-down arrow to view a list of choices.

Quick Font Increase & Decrease

Font Color
Use the drop-down arrow to view the color palate.

Bold

Italics

<u>Underline</u>

Alignment Options

Align Left

Center

Align Right

J u s t i f y

Font Dialog Box Method
When you click the **Font Dialog Box** button from the Home Ribbon, the window at the left will pop up, giving you more options and control over the formatting details.

For example, there are more underlining options available on its pull-down menu.

Paragraph Formatting

Word will automatically wrap the text you type, as you reach the right margin, to the next line along the left margin. So, there's no need to "manually" press the Enter key when you feel the line is long enough.

Spacing

By default, Word 2007 and 2010 adds extra space between paragraphs to improve readability in your documents and to add valuable white space. *White space*, or areas of a page that contain no text or graphics, provides rest of the reader's eyes and prevents the page from being too crowded. Readability often is improved when you add space between paragraphs. To change this setting, first select the paragraph(s) you wish to format. Then, click the Paragraph Dialog Box button in the Paragraph section of the Home Ribbon.. The *Indents and Spacing* tab contains a host of spacing options.

Before & After —Adds extra height to either the first (*Before*) or the last (*After*) line of the paragraph. This extra height is measured in points—just like the font size. This controls that extra space between paragraphs.

Line Spacing —Forces each line to expand and take up extra space. The choices available are:

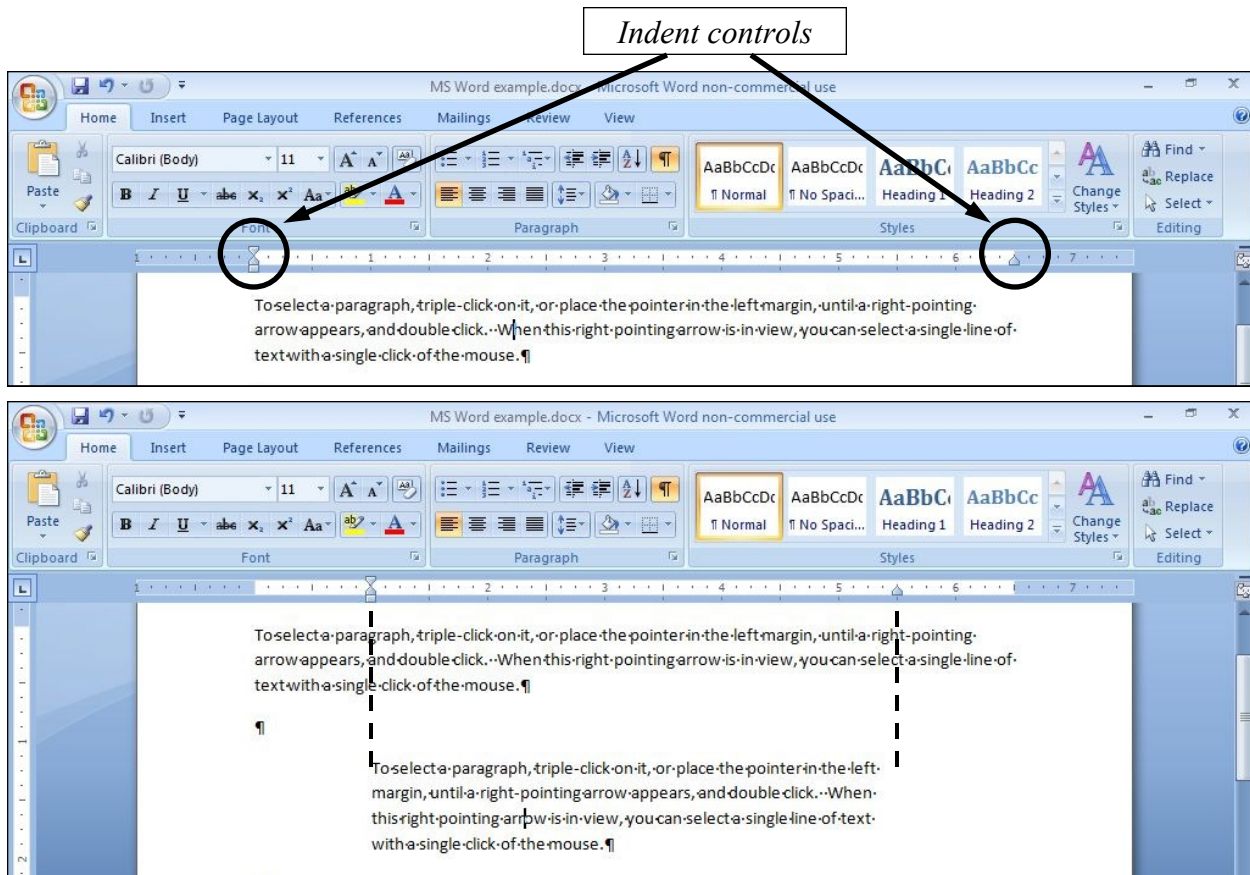|	
Single	Default line spacing (two to five points larger than text size).
1.5 Lines	Spacing that is one and a half times the size of the normal spacing. For 12-point spacing, the spacing is 18 points.
Double	Spacing that is twice the size of the normal spacing. For 12-point spacing, the spacing is 24 points.
At Least	Accommodates larger font sizes within a line of text. In the At box, enter a specific line spacing amount that Word can use as minimum spacing. To allow for a larger font, for example, 12-point text that includes some 18-point characters, the spacing is 20; if you enter **20** in the At box, spacing is adjusted to 20 points.
Exactly	Limits Word to a certain amount of spacing, entered in the At box.
Multiple	Decreases or increases line spacing by the percentage you enter in the At box. To increase spacing by 20 percent, for example, enter **1.2**; to decrease spacing by 20 percent, enter **.8**
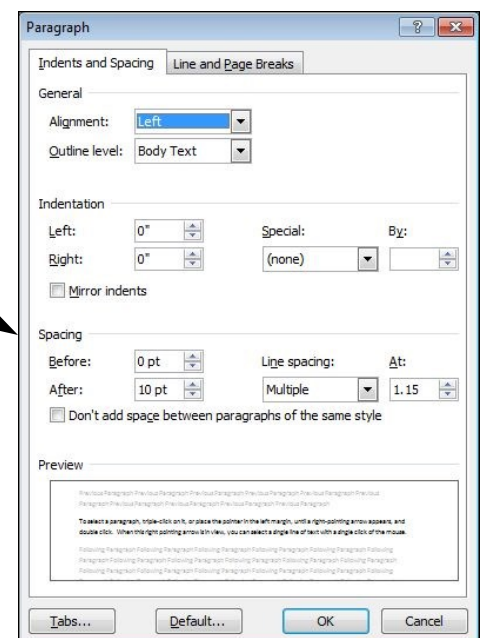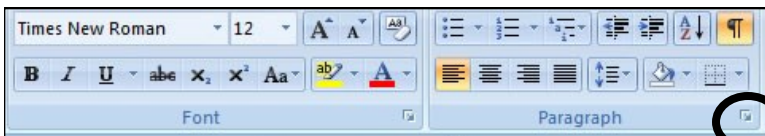
Paragraph — Indenting & Tabs

Word will automatically wrap the text you type, as you reach the right margin, to the next line along the left margin. So, there's no need to "manually" press the Enter key when you feel the line is long enough.

Ruler

The ruler is more than just a measuring tool to help you place text in the right locations. To display the ruler bar, click the View ribbon and check the Ruler box. By moving the left and right indent controls, you can control the width boundaries of your text..

Indent controls

Tab stops

You also use the ruler bar to control where you place your tab stops. There are four kinds of Tab stops: Left justified, Center, Right justified and Decimal tabs.

A Decimal tab stop is the numeric tab stop— it will line up numbers vertically by their decimal point.

Click to select Tab type...

⌞ -Left Align Tab
⌟ -Right Align Tab
⌶ -Center Tab
⌶. -Decimal Tab

...then click on ruler to place tab stops

| White Bread | Bakery | #12345 | $1.49 |
Pizza	Frozen Foods	#9988776655	$10.99
Bottom Round	Meats	ABCDEFG	$25.37
Charcoal	Seasonal	UPC4563210	$10
Sales Tax	NYS		0.8625
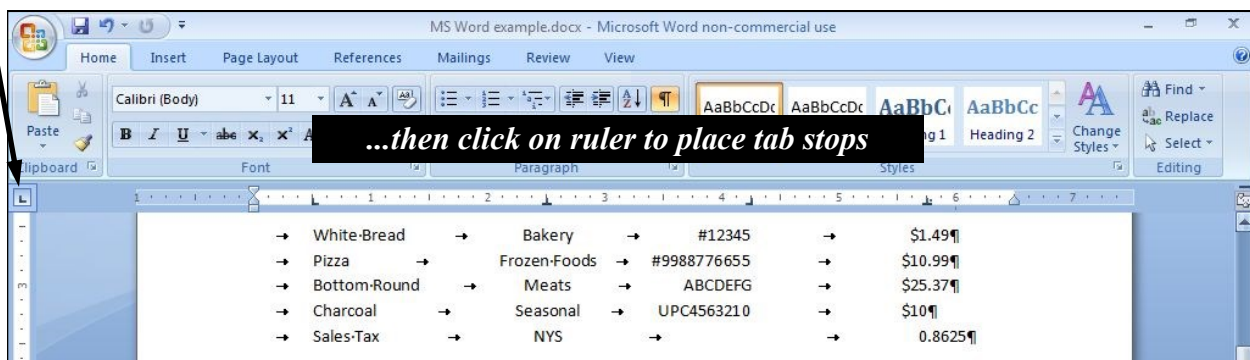
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Spelling & Grammar

Word has a built-in dictionary and thesaurus to check you spelling and grammar as you type. You may notice, that as you author your document, you occasionally see red and/or green scribbled lines underneath one or more words.

   Red wavy lines — indicate that you may have made a spelling error.

       Green wavy lines — flag possible grammar errors.

It's very easy to fix these errors; simply point your mouse at the word and press the right-click button. A list of possible corrections will appear on the subsequent menu. Just click on the
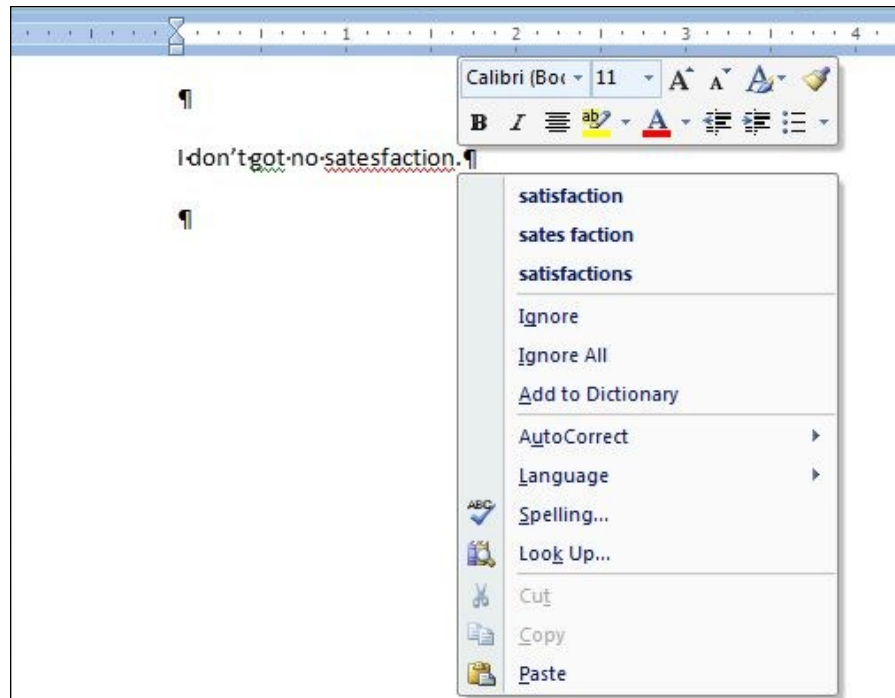
Bullets and Numbering

A nice way to make your document look professional is to employ the use of Bullets and Numbering. When you are at the desired location in your document, click the *Bullets* or *Numbering* button on the *Home ribbon*, then type your text….
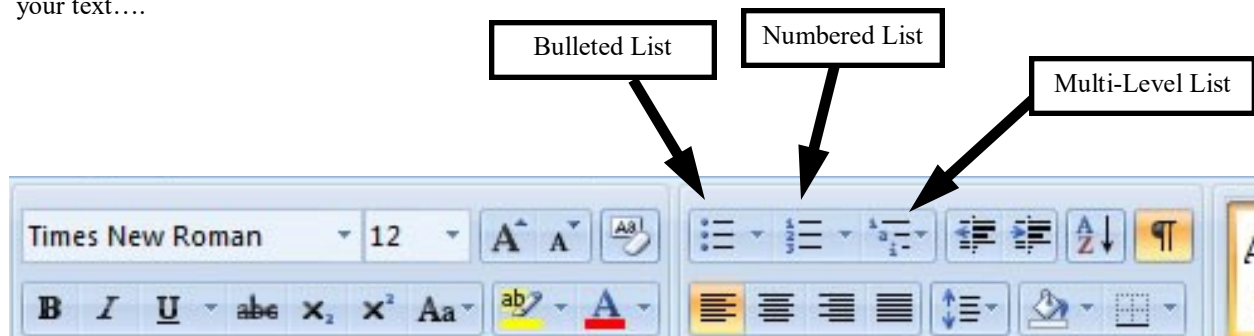
Bullets and Numbering can make your ideas look:
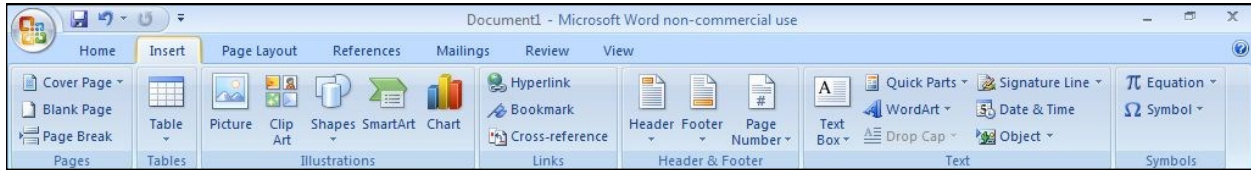
- Neat
- Organized
- Well presented

You can format the Bullets and Numbers many ways; simply click the tiny pulldown arrow on the left of it's button.

Headers and Footers

We'll briefly discuss Headers and Footers

1. Click the **Insert** tab on the Ribbon.

2. Click either **Header** or **Footer**. The text of your document should turn a light gray, and two outlined areas will appear in your page: scroll to the top to see the *Header* area; scroll to the bottom to see the *Footer* area.
3. The *Header and Footer Tools* tab will appear in the ribbon to help you with related features.
4. You can actually scroll up to the *Header* section as well, and type some title you might want, or...
5. Scroll to bottom, click inside the *Footer* area and add what you want to display in the bottom of each page.
6. Click the page number button to insert a page number from a host choices or customize one if you wish.
7. Click the **Close** button on the *Header and Footer ribbon*, and scroll through some pages to test the results.
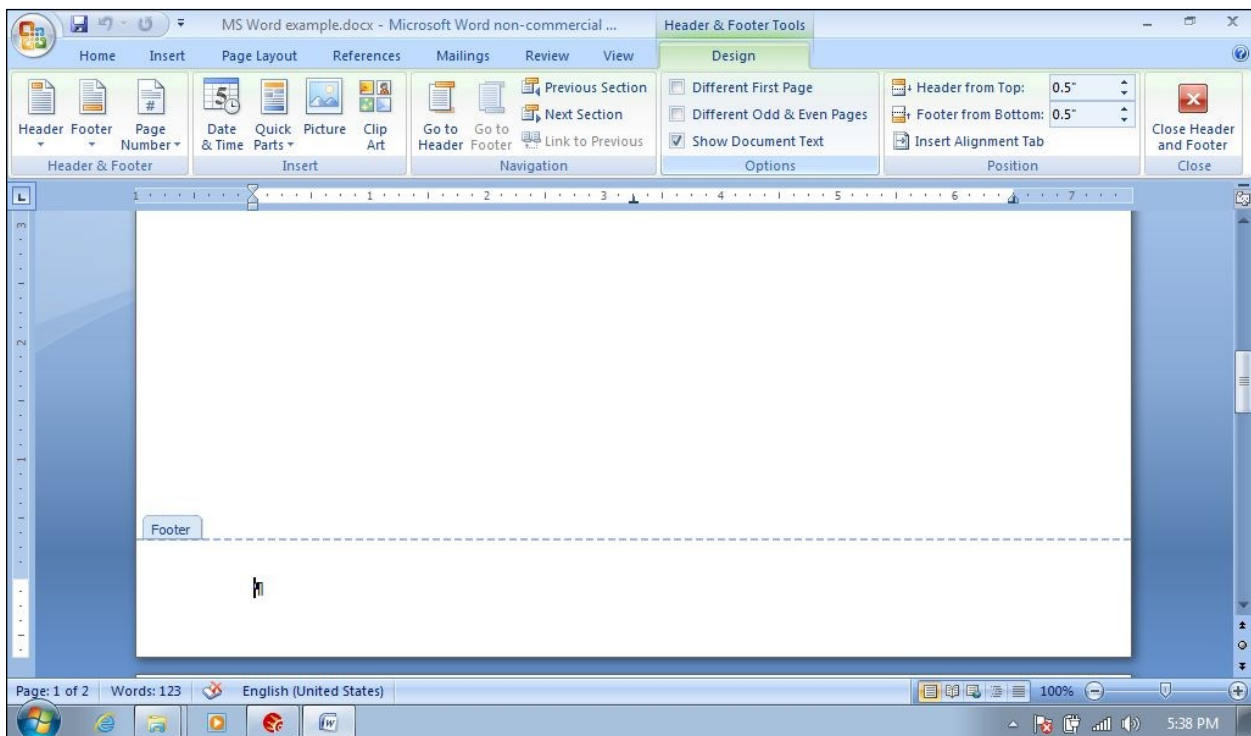

Page Breaks

During your typing, you may decide that you want to start a new page for the next section of your document. Position your cursor where you want the new page to begin, and click the **Insert** tab on the Ribbon**,** then click **Page Break** from the menu. Alternatively, press Ctrl-Enter on the keyboard after you position your cursor.

Find and Replace

You may find that reviewing a document is easier if you can quickly locate specific text or formatting in different sections of the document. The **Find** command, on the *Home Ribbon*, enables you to search for specifics in your document. If you use the **Replace** command instead, you not only find what you are looking for, but you can then replace what you found with something else. For instance, you can find the word *place* and replace it with word *put* (see the figure at the right).
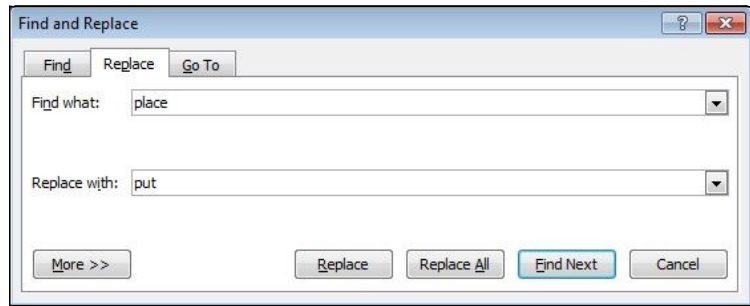
To use the **Find** command, follow these steps:

1. Choose **Find** on the *Home Ribbon*. The *Find* dialog box appears.

2. In the *Find What* text box, type the text you need to find. You can choose the *More* button to choose one or more options in the Find dialog box to enhance your search. These options are described later.

3. Choose the *Find Next* button to find the text.

4. When you get to the first occurrence of the item in the *Find What* text box, you can choose *Find Next* again. *Cancel*, or the *Replace* tab.

5. If you chose the *Replace* tab, type the text you want to use in the *Replace With* text box. You can choose one or more options in the *Find and Replace* dialog box to enhance your search.

6. To replace the found text, with new text, choose the *Replace* button.

7. Click the *Replace* button again to replace and look for the next occurrence of the found text.

TIP: The keyboard shortcut for Find is Ctrl+F; the shortcut for Replace is Ctrl+H; Shift+F4 repeats the last find.

NOTE: If you want to use the **Replace** command without first using the **Find** command, you can choose **Replace** or use the keyboard shortcut, Crtl+H to display the *Find and Replace* dialog box with the *Replace* tab the active tab.

When you are finding or replacing text, you have a number of options for your search. These options are accessible by clicking on the *More* button. The following is an explanation of the most commonly used options on the *Find and Replace* dialog box:

Search	Searches forward (Down), backward (Up), or through the entire document (All).
Match Case	Matches capitalization (uppercase or lowercase) when searching for text.
Find whole words only	Finds a match that is an entire word only (if you are looking for *the*, Word doesn't find *other* or their).
Use Wildcards	Use with special characters (? Is a wild card for any one character, is a wild card for any number of characters). *S?t* will find *Sat, Sit, Set, S*t* will find all the preceding items as well as *Soot, Sachet, Saddest* and others.
Special	Searches for special characters such as paragraph marks, tabs, line breaks, and others.

Microsoft Word — Essential Skills

Inserting Pictures & Clip-Art

One of the best ways to spice up a document is to insert photos or a clip-art drawing. The Clip-Art Gallery contains many drawings that cover a wide range of topics

To add a clip-art to your document, follow these steps:

1. Position the cursor where you want the image to appear in your document.

2. Click the **Insert** tab on the Ribbon and choose **Clip Art**. The Microsoft Clip Gallery dialog box appears on the right.

3. Type a phrase describing what you want in the *Search for* box and choose *All collections* or narrow down the types of media you want in the *Search in* box. Then click *Go*.

4. Select an image and click on it to place it where your cursor was in the document.

To insert a Picture, photo or clip-art image that you downloaded from the Internet or purchased, go back to Step 2 and chose **Picture** from the Insert Ribbon. Then navigate through your file system to select the one you want.

The **Picture** tab will appear in the Ribbon. You can use the commands on this Ribbon to fine-tune your picture, or right-click on the picture and choose **Format Picture** from the pop-up menu.

In most cases, you'll need to adjust the size of the picture. While you can do this by dragging any of the picture's
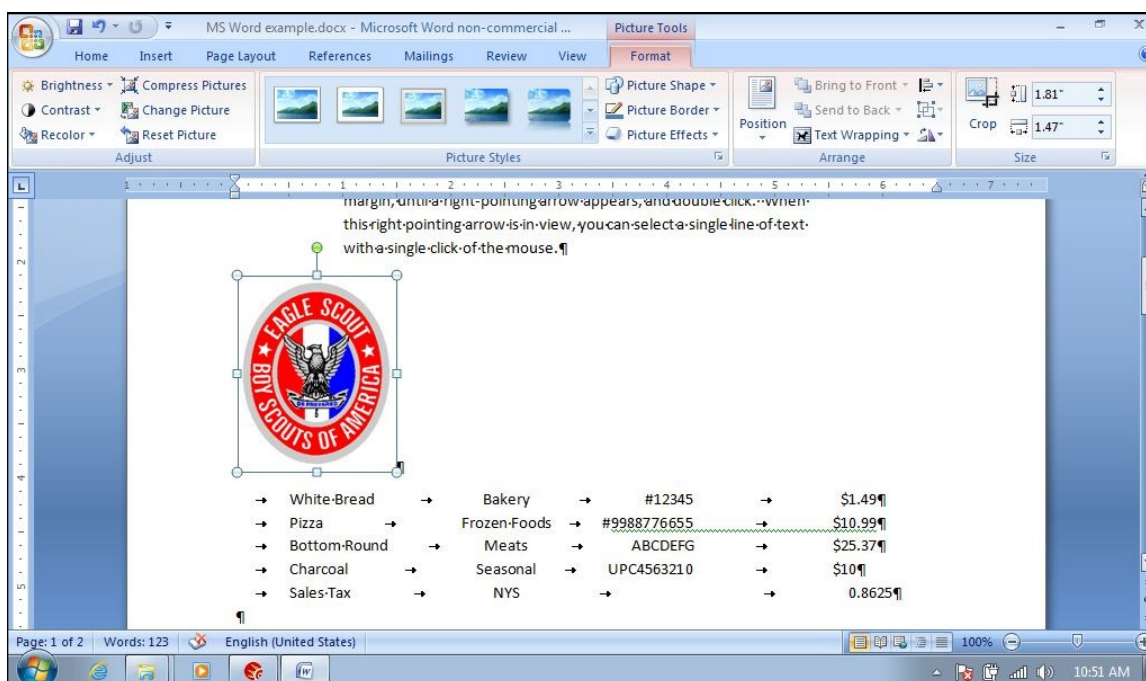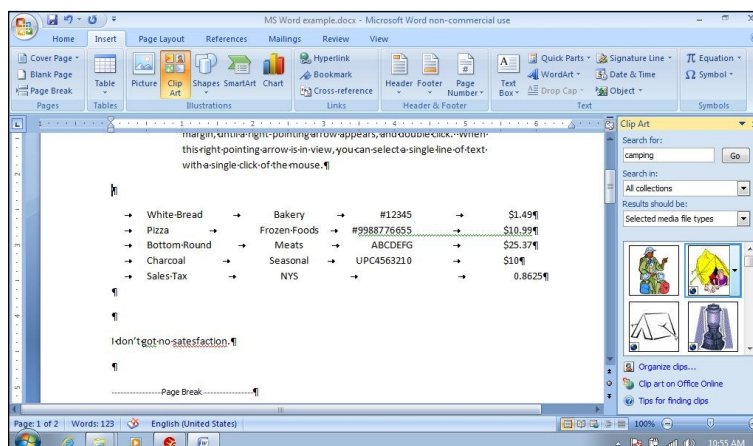
handles (the eight little squares surrounding the picture), you may distort the picture.

It may be better to use the **Size** controls on the right of the Picture Ribbon or right-click on the image and choose *Size* to adjust the Height or Width settings. If you **don't want the picture to distort**, be sure that the *Lock aspect ratio* box is checked.

Printing Basics

Print
Click the **File** tab and choose Print. Since Office 2013, the Print Preview is shown alongside the Print controls where you can readily set several important print parameters like, the number of copies, orientation, paper type, as well as which pages to print. Many of these and more are also configurable on the **Layout** tab.
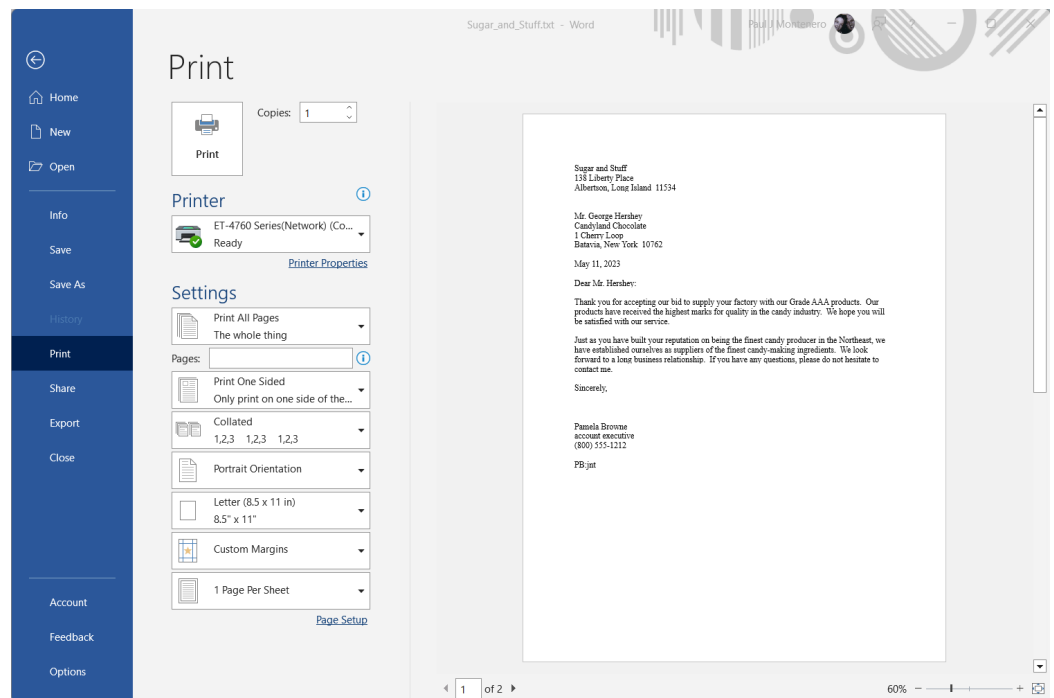
More advanced page settings

- Use the **Printer Properties** hyperlink, below the printer selection, to make further adjustments for the selected printer.

- Use the **Page Setup** hyperlink, at the bottom of the Print list selection, to make detailed settings changes on the classic Page Setup screen. This can also be accessed from the Page Setup dialog window button on the **Layout** tab.
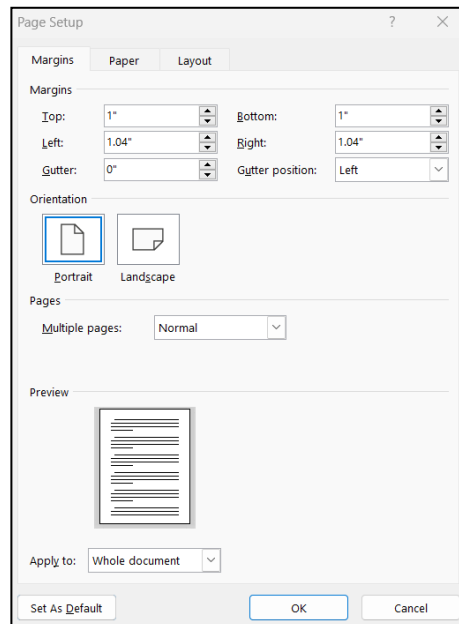
Margins
Margins are shown in inches. The four most common margins are Top, Bottom, Left and Right. This sets the boundaries of the printing from the edges of the paper.

NOTE: Before setting any margin to a very small value (such as 0.25"), check your printer documentation. Many printers have a region where they can't print to.

Orientation
Found on the Margins tab, *Orientation* refers to the layout of the paper. Normally we write and print our work on an 8-1/2 x 11 inch piece of paper in **Portrait** orientation. But if we rotate the paper 90 degrees, we call it **Landscape**.

Portrait

Landscape

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Some Useful Keyboard Shortcuts

FONT FORMATTING

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Bold text	Ctrl+B
Italic text	Ctrl+I
Underline text	Ctrl+U
Increase Font Size of Selection	Ctrl+]
Decrease Font Size of Selection	Ctrl+[
Change case (text—Text—TEXT)	Shift+F3
Open Format Font Window	Ctrl+Shift+P
Insert today's date at the cursor	Alt+Shift+D

PARAGRAPH FORMATTING

Single space the paragraph	Ctrl+1
Double space the paragraph	Ctrl+2
Line-and-a-half spacing	Ctrl+5
Center	Ctrl+E
Align Left	Ctrl+L
Align Right	Ctrl+R
Align Justify	Ctrl+J
Indent	Ctrl+M
Create a Page Break at the cursor	Ctrl+Enter
New Line in paragraph (does not skip space)	Shift+Enter

MOVING AROUND

Go to the **Beginning** of the Document	Ctrl+Home
Go to the **End** of the Document	Ctrl+End
Go to the Top of the **Next Page**	Ctrl+Page Down
Go to the Top of the **Previous Page**	Ctrl+Page Up
Undo the last command	Ctrl+Z
Redo the previous Undo action	Ctrl+Y
Print Preview	Alt+Ctrl+I or Ctrl+P

SELECTION TIPS

<u>Double click</u> on a word to quickly select that word.
<u>Triple click</u> on any word to select the entire paragraph.
<u>Ctrl-click</u> on a word to select the sentence.

MISCELLANEOUS

Delete the word to the RIGHT of cursor	Ctrl+Delete
Delete the word to the LEFT of cursor	Ctrl+Backspace
Insert today's date at the cursor	Alt+Shift+D
New Document	Ctrl+N