



BEGINNING WORD

MICROSOFT WORD



Microsoft Word is a word processing application that is used to create documents. At its most basic level, Word does what typewriters did in the past.

Word's capabilities have expanded greatly over the years, as it can be used not only for basic documents but also to create more complex documents such as newsletters and other publications.

Families and businesses alike use Word to create everything from letters and memos to reports, term papers, and contracts.

Knowledge of how to use a word processing application like Word is essential for those who want to communicate with others using the printed word.

OPEN WORD

There are several ways to open Microsoft Word.

From the Start menu:

- Scroll down the alphabetical list of applications that are on the computer.
 - Word can be found in the W section of the list. Click Word.

OR

- If the Word tile is available on the right-hand panel of the Start menu, click the tile.

From the desktop:

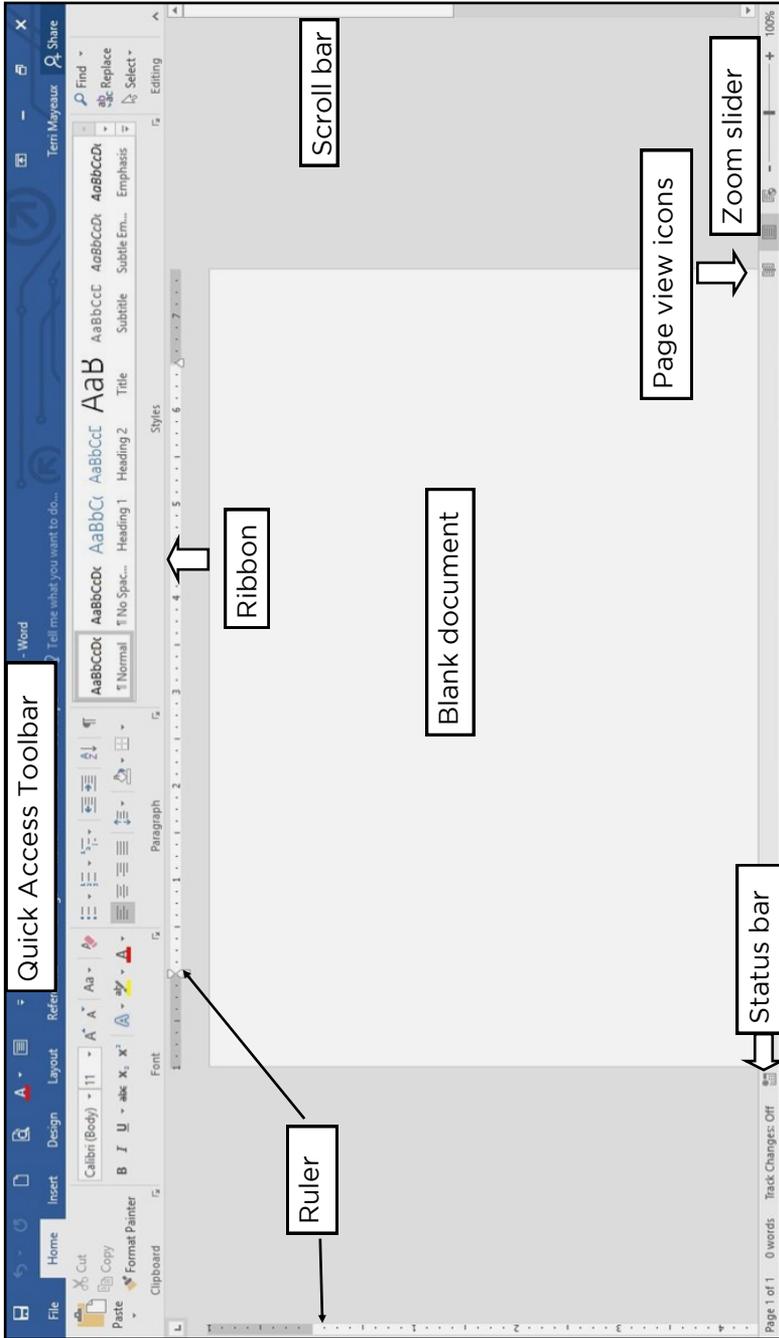
- Double click the Word icon.

From the taskbar:

- Click the pinned Word application.

When Word opens, select **Blank document** to create a document “from scratch” or select a template for creating common types of documents.

WORD OVERVIEW



THE RIBBON



Stretching across the top of the Word window is the **ribbon**. The ribbon contains all the tools you need to create and edit a document.

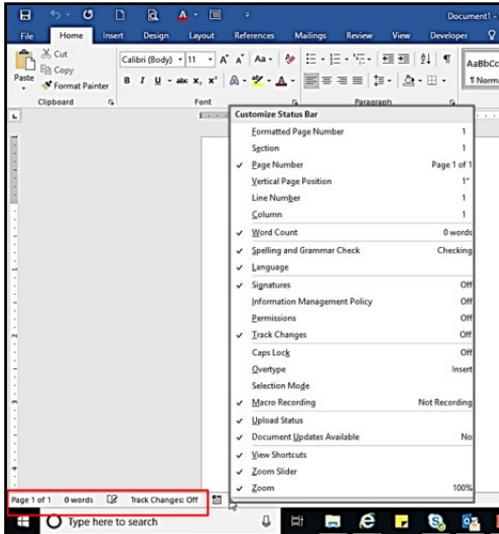
There are so many buttons that Microsoft has divided the ribbon into tabs that contain general categories of buttons such as Home, Insert, Design, Layout, etc.

Each ribbon tab contains buttons that are divided into groups of related functions. For example, the **Font** group on the **Home** tab contains buttons that change or enhance text in some way.

Hover your mouse over any button to see a tool tip that tells you what the button does.

Notes

THE STATUS BAR



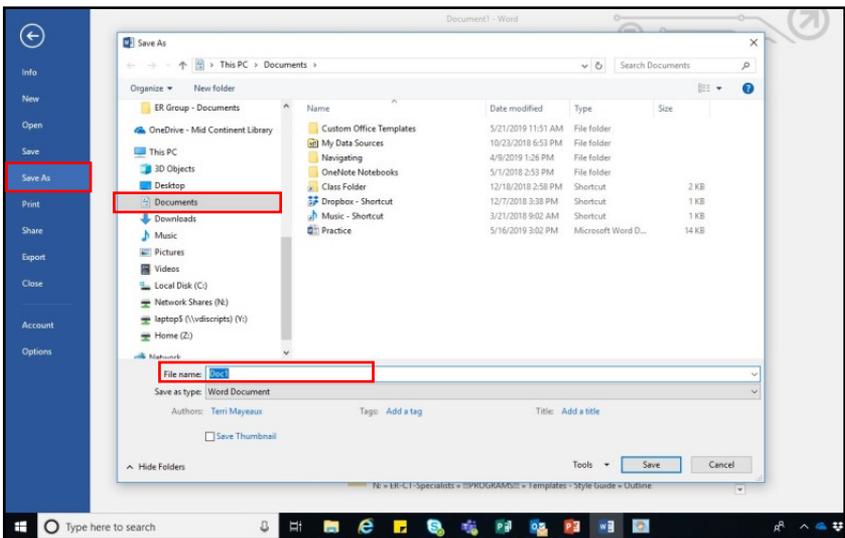
The **status bar** for Word is at the bottom of the Word window. You can determine what information you want to see.

On the left, the number of pages and number of words in the document are commonly displayed.

On the right, you can adjust the zoom slider or select Read Mode, Print Layout, or Web Layout Views.

To customize the status bar settings, right click on the status bar and then click the options you want.

THE FILE TAB: SAVE A FILE



To save a new document:

1. Click the **File** tab.
2. Select **Save As**.
3. Navigate to the location where you want to save the file.
4. Give the file a name and retain Word Document as the **Save as type**.
5. Click **Save**.

To save an existing, previously saved document:

From the Quick Access Toolbar, click the **Save** (floppy disk) button, which is the first button on the toolbar.

QUICK ACCESS TOOLBAR



The Quick Access Toolbar contains buttons that are likely to be used often. It can be customized to suit your personal needs as you remove or add more buttons. Keep in mind that it's a quick access toolbar, so keep the number of buttons to a minimum.

While the other buttons may vary, the first three are usually consistent:

- **Save** - Save changes.
- **Undo** - Remove a change to go back to the original text.
- **Redo** - Undo the undo. Revert back to the change you made before undoing it.

Add to the Quick Access Toolbar

Add easy access to any ribbon button you use often by right clicking on it and then selecting **Add to Quick Access Toolbar**.

Notes

ADD TEXT

When you click on a document, a small blinking vertical line known as the **insertion point** appears. Start typing to insert text.

To begin a new line after you've typed a short line of text that doesn't go completely across the page, press the Enter key.

If you need to type a longer sentence or paragraph that goes beyond one single line, keep typing and only press the Enter key at the end of the paragraph.

Word uses "word wrap" to automatically adjust the text on the page.

Notes

SELECT TEXT

Always select text before making a change. Here are some quick ways to select text:

- Click at the beginning of the text to be selected. Hold down the Shift key as you use the appropriate arrow key to select text in the direction of the arrow.
- Using the “**I-beam**” cursor, click and drag with your mouse over the text to be selected.
- Move the mouse to the **selection bar** in the left margin of the document. The mouse turns into an arrow that points up and to the right. Click the cursor once to select one line of text; click and hold the mouse button down to drag and select more lines of text.
- **Double click** on a single word to select the word.
- **Ctrl + click** to select a sentence.
- **Triple click** to select a paragraph.

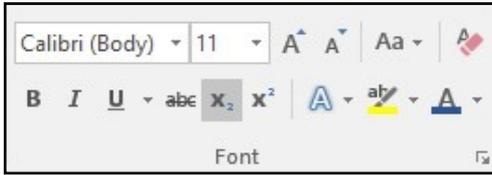
SHOW/HIDE BUTTON



The **Show/Hide** button assists with challenging page layout issues. At its most basic, it shows non-printable characters such as each press of the space bar and each press of the Enter key. This can be tremendously helpful as you learn more about Word.

Notes

HOME TAB: FONT GROUP



Buttons for this ribbon group are:

Font - Change the font style.

Font size - Change the font size.

Increase font size - Make the font larger.

Decrease font size - Make the font smaller.

Change case - Select options such as UPPERCASE or Capitalize Each Word.

Clear all formatting - Clear all formatting for selected text.

Bold - Bold the selected text.

Italics - Italicize the selected text.

Underline - Underline the selected text.

Strike through - Cross out selected text.
Useful for proofreading.

Subscript - Type small characters below the line of text.

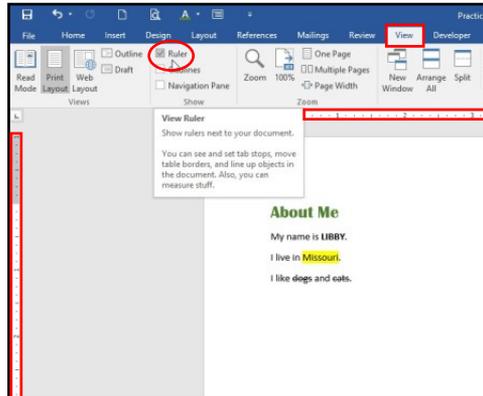
Superscript - Type small raised characters above the line of text.

Text effects - Add special effects to text.

Highlighter - Highlight text.

Font color - Change the font color.

THE RULER



Use the ruler to align pictures, text, tables, and other elements in your document.

The ruler is available in the **View** tab. Click the **Ruler** checkbox to turn on both a horizontal ruler and a vertical ruler.

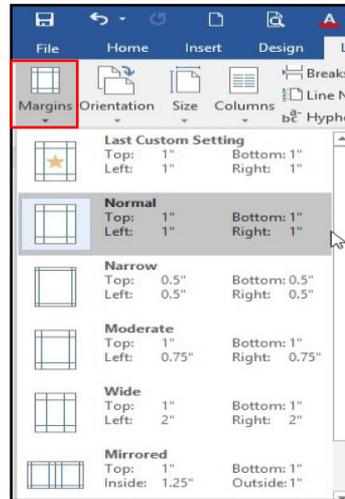
Tip: The ruler starts numbering at 0, at the beginning of where you'll be able to type text, rather than from the edge of the paper.

Notes

PAGE MARGINS

Page margins can be altered by going to the **Layout** tab, then clicking the dropdown arrow for the first button on the left: Margins.

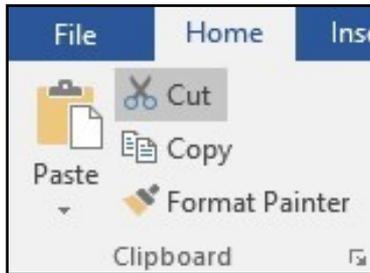
The standard setting for page margins is one inch for top, bottom, left, and right. However, you can make the margins smaller to fit all of the text on one page or you can make them larger to add more white space to your document.



Pre-set margins are:

- **Normal** - 1" on each side
- **Narrow** - .5" on each side
- **Moderate** - 1" top and bottom; .75" for left and right
- **Wide** - 1" top and bottom; 2" left and right

MOVE OR COPY TEXT

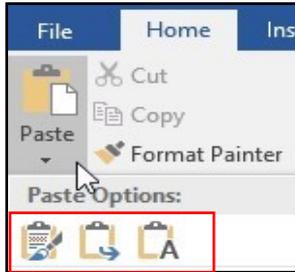


The **Clipboard** group on the **Home** tab allows you to move text to another location (Cut and Paste) or copy text and then paste it somewhere else as many times as needed.

To cut or copy:

- Select the text.
- Click either the Cut or the Copy button.
- Click where you want to place the cut or copied text.
- Click the Paste button dropdown arrow to select the best option.

PASTE TEXT



The three choices for pasting text are:

- **Keep Source formatting** - Keep the formatting of the original document.
- **Merge formatting** - Change formatting of what is pasted to match the formatting on either side.
- **Keep text only** - Remove formatting of what is being pasted. This is the safest and best option when copying or moving from one document, website, or email to another.

Notes

PARAGRAPH ALIGNMENT



Use alignment buttons for the best presentation of your text. Four buttons in the **Paragraph** group of the **Home** tab are useful in arranging your text in a meaningful way.

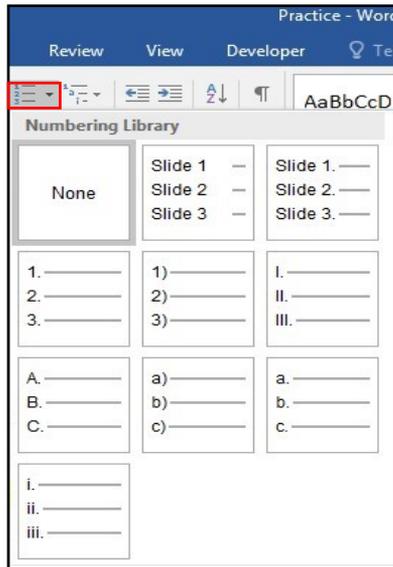
Left - The default setting; text in most documents is left aligned and creates a straight left margin.

Center - Centers a line of text, usually a title, on the page to make the text stand out. While whole paragraphs can be centered, use your best judgment when using this setting.

Right - Very few documents use right alignment to any degree. You might decide to right align a date or a column heading.

Justify - Used in professional documents and publications with text in columns; justified text creates both straight left and straight right margins, while adjusting text with extra space between words.

LISTS: NUMBERING



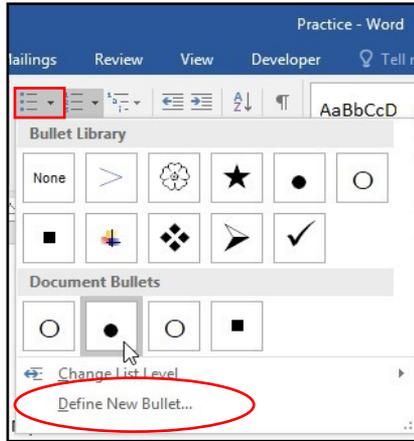
Numbered lists help display the order of items in a list. Lists with numbers either show a step-by-step process (first do this, then do this) or they show order of importance.

While you can activate the button first and then start typing, you may decide to type all the information first and then add numbers to the list.

To number a list:

1. Select the text to be numbered.
2. In the Paragraph group, click the **Numbering** button dropdown.
3. Select the number pattern that best fits your information.

LISTS: BULLETS



Bulleted lists help display items that have no particular order or sequence. You can add bullets before you start typing or add them when you've finished typing a list.

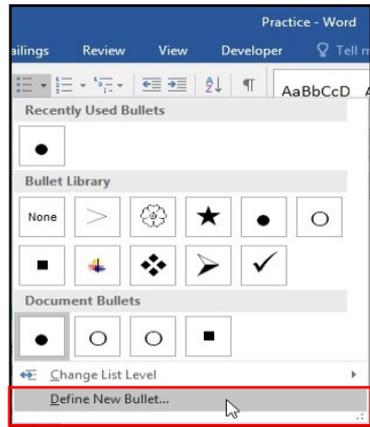
To add bullets to a list when you've finished typing:

1. Select the text that needs to have bullets.
2. Click the **Bullets** button dropdown from the Paragraph group in the ribbon.
3. Select the bullet pattern that best fits your information.

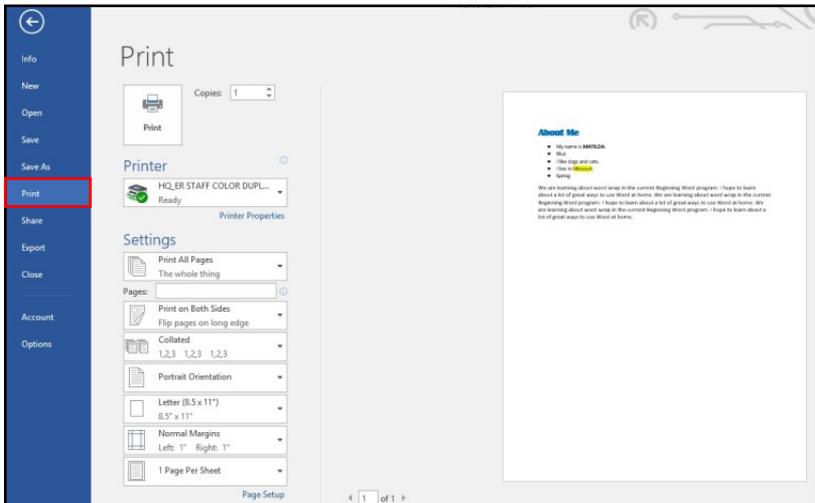
LISTS: CHANGE THE BULLET

To change the bullet to a shape you prefer, click the **Define New Bullet** option.

- Click the **Symbol** button.
- If you'd like to find another icon, click the dropdown arrow to the right of the current font name to find other fonts that may have better icons.
- Depending on your computer's settings, you may decide to select an icon from the **Symbol**, **Wingdings**, or **Webdings** fonts.
- Click the icon you want to use.
- Click OK twice.



PRINT



To print, click the **File** tab to go to the backstage view.

- Click **Print** on the left to see your printing choices.

On the right is a preview of your document.

Among the many options, your printing choices include:

- Selecting the printer
- The number of pages
- The size of the paper
- One-sided or duplex printing

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