



# INTERMEDIATE WORD

# SELECT TEXT

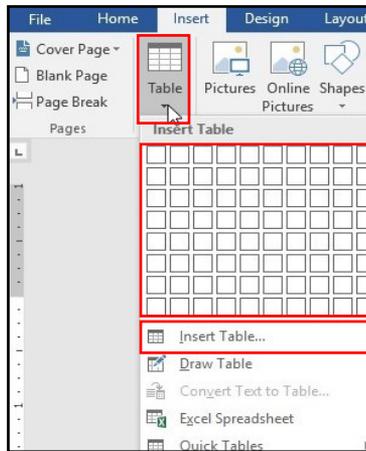
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Always select text before making an edit.

Here are some quick ways to select text:

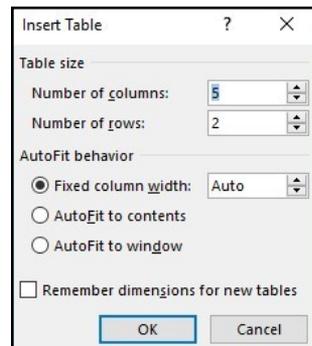
- Click at the beginning of the text to be selected. Hold down the **Shift** key as you use the appropriate arrow key to select text, moving in the direction of the arrow.
- Using the “**I-beam**” cursor, click and drag with your mouse over the text to be selected.
- Move the mouse to the **selection 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.

# INSERT WORD TABLES



To create a table, go to the **Insert** tab on the ribbon and then click the **Table** button. While there are several options for creating a table, one common choice is to select **Insert Table**.

1. Either type or click arrows to change the default number of rows.
2. Either type or click the arrows to change the default number of columns.
3. Keep the AutoFit settings to let Word determine the width of the columns.
4. Set a pre-defined column width by typing a number for Fixed column width.
5. Click OK.



## “WAFFLE” GRID

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A quick way to draw a table is to use the “waffle” grid.

1. From the Insert tab, click the Table button dropdown.
2. Starting in the upper left, click and drag over the cells that define the shape of the table.

## NAVIGATE A WORD TABLE

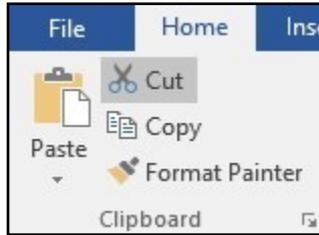
- To move down to the next cell, press the down arrow key.
- To move to the next cell to the right, press the Tab key or the right arrow key.

**Tip:** Pressing the Enter key starts a new line within a cell, making the row taller.

### Notes

# MOVE OR COPY TEXT

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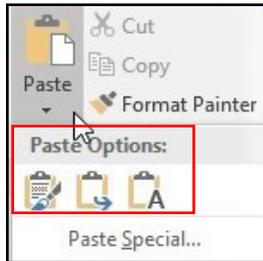


The **Clipboard** group on the **Home** tab allows you to move (Cut and Paste) text to another location or copy text and then paste it somewhere else.

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 the formatting of what is pasted to match the formatting on either side.
- **Keep text only** – Remove the 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

# 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.

<u>T</u> ab characters	→
<u>S</u> paces	...
Parag <u>ra</u> ph <u>m</u> arks	
<u>H</u> idden text	abc
Optional <u>h</u> yphens	↵

## Notes

# KEYBOARD SHORTCUTS

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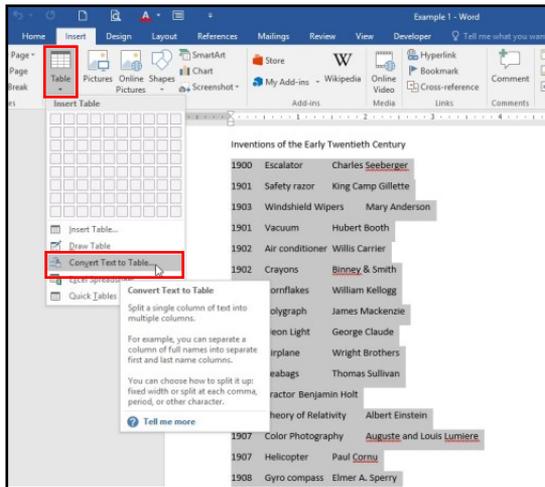
Even though the ribbon has many useful buttons that assist with document creation, some people prefer using keyboard shortcuts. **Keyboard shortcuts** keep your hands on the keyboard, rather than moving from the keyboard to the mouse and back again.

Keyboard shortcuts are usually a combination of two keys pressed down at the same time. Generally, the Ctrl, Alt, and Windows keys are used with another key.

Here are some basic keyboard shortcuts:

- **Ctrl + Home:** Go to the beginning of the document.
- **Ctrl + End:** Go to the end of the document.
- **Ctrl + A:** Select **All** text.
- **Ctrl + X:** Cut selected text.
- **Ctrl + C:** Copy selected text.
- **Ctrl + S:** Save document.
- **Ctrl + V:** Paste text from the clipboard.
- **Ctrl + Z:** Undo the last action.
- **Ctrl + right arrow:** Moves the cursor to the beginning of the word to the right.
- **Ctrl + left arrow:** Moves the cursor to the beginning of the word to the left.

# CONVERT TEXT TO TABLE



Occasionally, your document may have a list of text that could be improved by converting it to a table.

1. Select all of the text that will be included in the table.
2. From the **Insert** tab, click the **Table** button dropdown.
3. Select **Convert Text to Table**.
4. Verify the number of columns. Make any corrections needed.
5. Check the box to designate how the text is separated: Paragraphs, Commas, Tabs, or Other.
6. Click OK.

# CONTEXTUAL TABS

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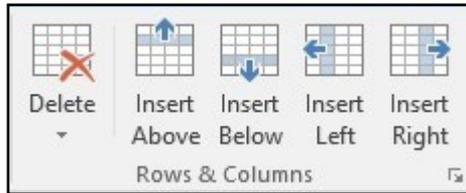


Some elements in Word require more than just the basic ribbon tabs and buttons. These extra ribbon tabs only appear when you've selected the specific object.

For example, when you click on a table, the contextual tabs **Design** and **Layout** appear. Both tabs organize categories of buttons for editing the table. Above those tabs is the Table Tools tab group label.

## Notes

# ROWS AND COLUMNS



The **Rows & Columns** group of buttons on the **Table Tools > Layout** tab allows you to insert or delete rows or columns.

- Click in a cell in the table.
- Select either the **Insert Above** or **Insert Below** button to add a row.
- Select either the **Insert Left** or **Insert Right** button to add a column.
- Click the **Delete** button dropdown to delete selected cells, rows, columns, or the entire table.

## Notes

# ADJUST THE SIZE OF CELLS

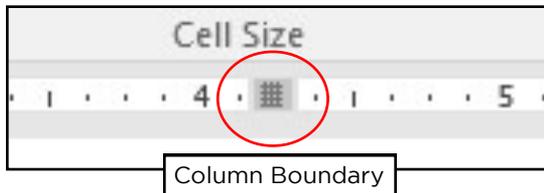
Row and/or column size can be adjusted in two ways. Based strictly on personal preference, you can either drag the boundary lines from within the table or from the ruler.



Hover the mouse over a column's right boundary line. Drag to the left to make the column thinner; drag to the right to make the column wider.



Hover the mouse over a row's bottom boundary line. Drag up to make the row thinner; drag down to make the row taller.



The horizontal and vertical rulers display the boundaries of rows and columns.



Hover the mouse over the horizontal ruler's column boundary marker and then drag left or right to resize the column.



Hover the mouse over the vertical ruler's row marker and then drag up or down to resize the row.

# STYLES



**Word styles** are basically containers that hold all of the formatting information used for a paragraph. When you open a blank document, Word provides a gallery of pre-created styles on the Home tab.

Some of the formatting options included in a style are:

- Font name and size
- **Bold**, *italics*, underline
- Line spacing
- Paragraph alignment
- Indentation
- Numbering or bullets
- Tabs
- Borders

The paragraph mark at the end of each paragraph contains all of the formatting information for that paragraph.

# TABLE STYLES GALLERY



To quickly format a table, click in the table, then select a pre-formatted table style from the **Table Tools > Design** contextual tab.

Scroll through the different options using the scroll bar on its right. Below the scroll bar down arrow is the **More** button, which displays all pre-created formats in one window.

## Notes

# APPLY STYLES

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To add styles to a paragraph, click in the paragraph, then click on the style's button in the ribbon.

If multiple paragraphs need to be formatted with the same style:

- Hold down the Ctrl key while selecting multiple paragraphs.
- Click the button of the style you want to apply.

OR

- Add the style to the first paragraph.
- Use the Format Painter to copy the style to successive paragraphs.

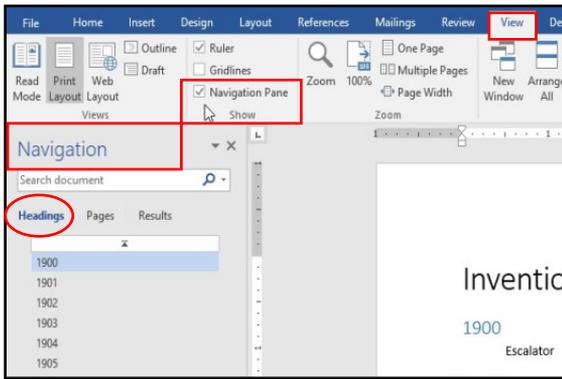


A **single click** on the **Format Painter** allows the style to be copied to one additional paragraph.

**Double clicking** on the Format Painter allows the style to be copied to multiple paragraphs. Press the Esc key to turn the Format Painter off.

You can easily change a paragraph's style to another with a simple mouse click!

# NAVIGATION PANE



To turn on the **Navigation** pane, click the Navigation Pane box on the View tab.

The Navigation pane performs three separate tasks:

- It keeps track of the text that is formatted in a heading style.
- It displays a thumbnail view of each page in the document for easy navigation.
- It shows the results of a Find or a Find and Replace.

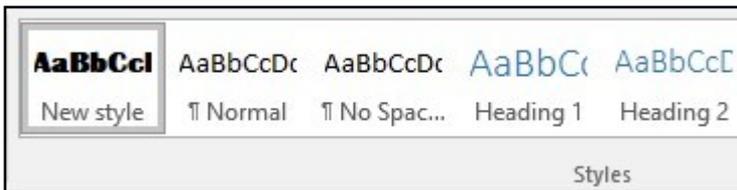
The Headings view allows you to re-order the document by dragging a heading—and its subsequent text—to a different location in the document.

# CREATE A STYLE

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While the pre-created styles in the Style gallery are helpful, you may decide that what you need is not one of the choices. There are several ways to create your own style, but creating a style by example may be the easiest and most visual.

1. Select the first paragraph that requires the new style.
2. Format the paragraph as needed and keep it selected.
3. Click the More button at the bottom of the scroll bar in the Styles group. 
4. Select **Create a Style**.
5. In the **Name:** box, type a name for this new style.
6. Click OK.



The style you've created appears in the Styles gallery and is available for this document.

Online Learning opportunities:  
**[mymcpl.org/online-learning](http://mymcpl.org/online-learning)**

