Microsoft Word Basics

AIM

Learn how to navigate and use basic features of Microsoft Word

Getting Started

Navigating the Interface

- Quick Access Toolbar
    - The **Quick Access Toolbar lets** you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Redo** commands.
- Ribbon
    - The **Ribbon** contains all of the **commands** you will need to perform common tasks in Word. It has multiple **tabs**, each with several **groups** of commands.
- Command Group
    - Each group contains a series of different **commands**. Simply click any command to apply it. Some groups also have an **arrow** in the bottom-right corner, which you can click to see even more commands.
- Tell me
    - The **Tell me** bar allows you to search for commands, which is especially helpful if you don't remember where to find a specific command.

Navigating the Interface

- Document Pane
  - View your document here
- Scroll Bar
  - Click and drag the **vertical scroll bar** to move up and down through the pages of your document.
- Page and Word count
  - From here, you can quickly see the number of words and pages in your document
- Zoom control
  - Click and drag the slider to use the zoom control. The number to the right of the slider bar reflects the **zoom percentage**.

Navigating the Interface

- Backstage view
  - Info
    - It contains information on the current document.
  - New
    - You can create a **new blank document**, or you can choose from a large selection of **templates**.
  - Open
    - From here, you can **open documents** saved to your computer.
  - Save/Save As
    - You'll use **Save** and **Save As** to save documents to your computer.
  - Print
    - From the Print pane, you can change the **print settings** and print your document. You can also see a **preview** of your document.
  - Export
    - From here, you can export your document in another file format, such as **PDF/XPS**.
  - Options
    - Here, you can change various Word **options and settings**

Creating, Opening and Saving Documents

Creating a document

- New
  - Blank Document
  - Templates
    - Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific.
    - A **template** is a file that serves as a starting point for a new document. When you open a **template**, it is pre-formatted in some way.
    - When you find something you like, select a template to preview it. Click **Create** to use the selected template.

Opening a Document

- Open an existing document
  - Recent
    - A list of recently edited documents will appear
  - This PC
    - Browse

Saving a Document

- **Save**
  - When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

- **Save As**
  - You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

- **Export**
  - Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

Working with Text

Text Basics

- **Blank document**:
  - When a new blank document opens, the insertion point will appear in the top-left corner of the page. If you want, you can begin typing from this location.
- **Adding spaces**
  - Press the **spacebar** to add **spaces** after a word or in between text.
- **New paragraph line**
  - Press **Enter** on your keyboard to move the insertion point to the next paragraph line.
- **Manual placement**
  - Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.
- **Arrow keys**
  - You can also use the arrow keys on your keyboard to move the insertion point.

Select and Delete

- Select

  – To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

- Delete

  – Select the **text** you want to remove, then press the **Delete** key.

  – To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.

Copy, Cut and Paste

- Copy
  - Click the **Copy** command on the **Home** tab or right click selected text and select cut.
  - Place the insertion point where you want the text to appear and select Paste on Home tab or right click and select Paste.
- Cut
  - Select the **text** you want to cut.
  - Click the **Cut** command on the **Home** tab or right click selected text and select cut.
  - Place the insertion point where you want the text to appear and select Paste on Home tab or right click and select Paste.
- Undo and Redo
  - Word allows you to **undo** your most recent action when you make a mistake.
  - To do this, locate and select the **Undo** command on the Quick Access Toolbar.
  - the **Redo** command allows you to reverse the last undo

Font

- **Changing Font**
  - Select the text you want to modify.
  - On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
  - Select the font style you want to use.

- ## Changing Font Size
  - Select the text you want to modify.
  - On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.

- Changing Font Colour
  - Select the text you want to modify.
  - On the **Home** tab, click the **Font Colour** drop-down arrow. The **Font Colour** menu appears.
  - Select the font colour you want to use. The font colour will change in the document.

- ***Bold, Italic and Underline Commands***
  - Select the text you want to modify.
  - On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.

Paragraph

➢ Bullets and numbered lists
  - Select the text you want to format as a list.
  - On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.
  - On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.

- Indents
  - Select the text you want to indent.
  - On the **Home** tab, click the **Increase Indent** or **Decrease Indent** command.
  - You can also use the Tab key

- Align Text
  - By default, Word aligns text to the **left margin** in new documents
  - Select the text you want to modify.
  - On the **Home** tab, select one of the four alignment options from the **Paragraph** group.

Working With Objects

Pictures

- Pictures
  - Click where you want the image to appear.
  - Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.
  - The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.
- Resize and Wrapping
  - To resize click and drag one of the **corner sizing handles**. Stretch it horizontally or vertically, by using the **side sizing handles**.
  - Select the **object** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.
  - On the **Format tab**, click the **Wrap Text** command in the **Arrange** group. Then select the desired text wrapping option.

Page Layout and Review

Page Layout

- Page Orientation
  - Select the **Layout** tab.
  - Click the **Orientation** command in the Page Setup group.
    - Portrait
    - Landscape

- Insert Header and Footer

Spelling, Grammar and Help

- Spelling and Grammar
  - From the **Review** tab, click the **Spelling & Grammar** command.
  - The **Spelling and Grammar** pane will appear on the right. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error or Ignore.
  - Word will move through each error until you have reviewed all of them. After the last error has been reviewed, a dialog box will appear confirming that the spelling and grammar check is complete. Click **OK**

- Microsoft office help

Printing

Printing

- Select the **File** tab. **Backstage view** will appear.
- Select **Print**. The **Print** pane will appear.
  - Preview Pane
    - Here, you can see a preview of how your document will look when printed.
  - Print
    - Click this button to print the document.
  - Copies
    - Here, you can choose how many copies you want to print.
  - Printer
    - If you have multiple printers, select the one you want to use.
  - Print Range
    - Here, you can choose to print the entire document, just the current page, or custom print to print specific pages.
  - Print on both sides

Training Resources

- **Training Resources – Comprehensive:**

https://edu.gcfglobal.org/en/

- **Training Resources – Session Specific:**

https://edu.gcfglobal.org/en/word2016/

https://support.office.com/en-us/word