

MS Word Basics



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Let's Get Started!

Open and close MS Word

Open Word from the desktop of your computer by Clicking on the  or Click on Start>All programs>Microsoft Office >Word 2010
It will automatically bring up a blank document.

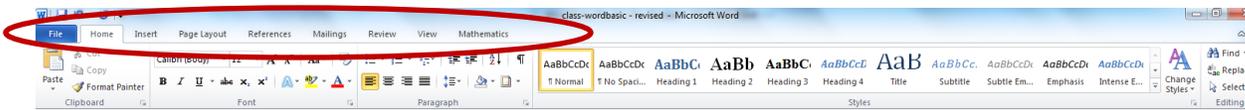
Parts of the Word window

The Ribbon

The Ribbon is organized into Tabs labeled:

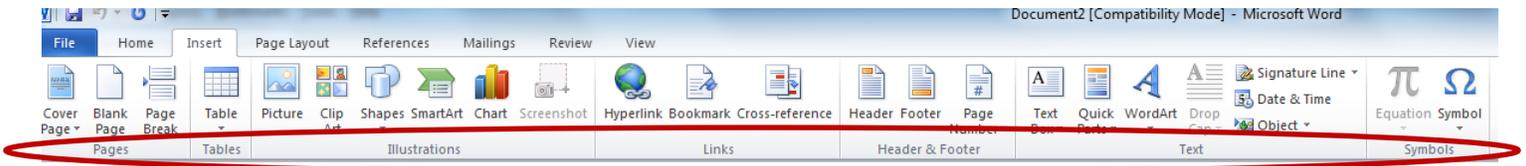
File, Home, Insert, Page Layout, References, Mailings, Review, View, Mathematics

Click on a Tab to reveal the groups associated with it.



Groups

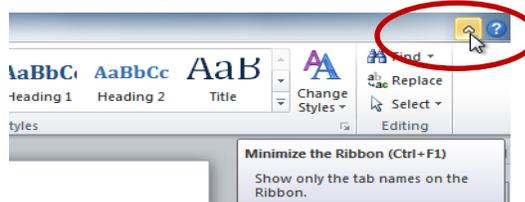
Each Tab will contain at least one group. Some will have several. Groups contain commands that you can use to edit your page document. Commands are organized based on the type of function they perform.



Some Groups, (not all), will contain a little arrow in the bottom right hand corner that you can click on to open up a dialog box. We'll learn more about this later in the class. Go ahead and click on one to see what it looks like. Click on Cancel to close the Dialog Box.

Minimizing the Ribbon

The Ribbon is designed to help you with editing and formatting your document, but if it's taking up too much space on your screen, you can minimize it by clicking on the small upward facing arrow in the top right hand area of your screen.



It will change to a downward facing arrow when you click on it, and you will now only see your Tabs at the top of the screen. Clicking on the downward facing arrow will restore all the Groups and their associated Commands.

Help Button

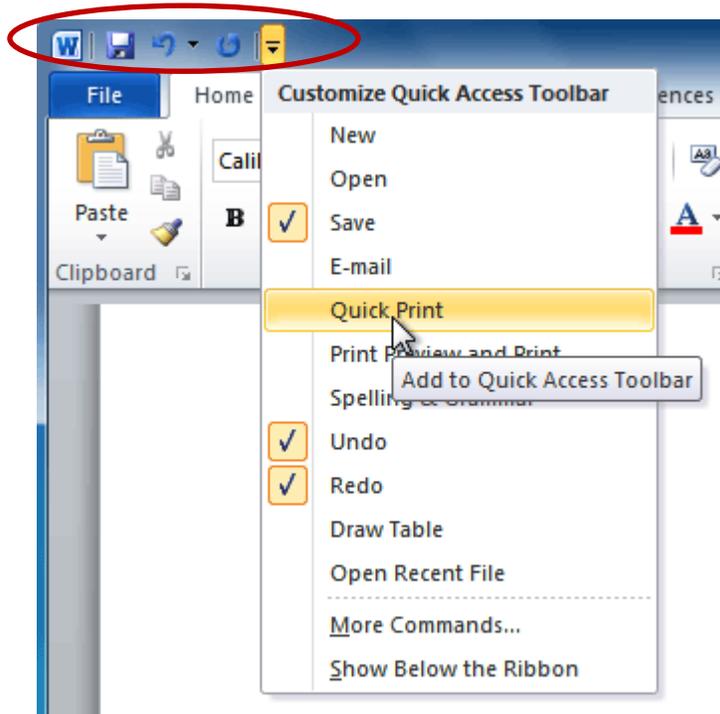
The Help Button is also located in the top right hand area of your screen. It is very useful if you get stuck and can't remember how to perform an editing or formatting function. Just click on it, type in what it is you trying to do and Word will bring up topics related to what you typed to assist you in accomplishing your task.

Using the Help Button



Quick Access Toolbar

The Quick Access Toolbar is located in the top left hand area of your screen. It allows you to quickly access Commands that you use most frequently. By default, it will contain the Save, Undo and Redo commands. Clicking on the downward arrow to the right will allow you add your own commands to customize it.



Customizing the Quick Access Toolbar

The Ruler

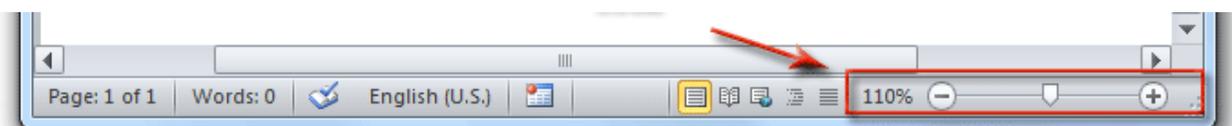
The ruler is located at the top and to the left of your document. The white area with numbers indicates the space available for adding text and graphics within the page. (If you don't see a ruler in your document, click on the box at the top of your scroll bar on the right hand side of your screen to make it visible.) The shaded area indicates the space reserved for margins on your page. Clicking at the edge of the shaded areas and dragging with your mouse will allow you to quickly increase or decrease the margins in your document.



Adjusting the margins of your document

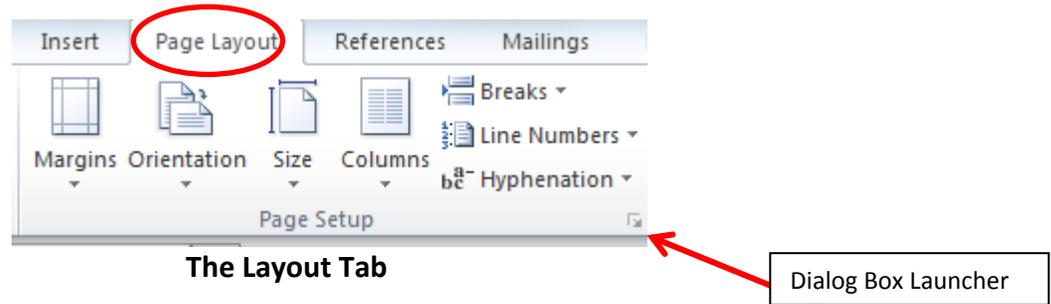
The Zoom Slider

On the bottom right hand side of your document, you will find your zoom slider. The zoom slider allows you to increase or decrease the size of your document on your screen. You may drag the slider or click on the minus or plus sign to change the size of your document. This is for viewing purposes only. It does not affect printing.



Page Layout Tab

The Page Layout Tab is a good place to start when setting up your document. It contains the Page Setup group which is where you will format how your document will look. The Page Setup group is where you determine how your document is formatted, including margins, orientation, paper size, and columns. Clicking on the Dialog Box Launcher will bring up even more formatting options.



Text Editing

Let's practice some basic text editing in Word.

Inserting Text:

To insert text in a document move your mouse to the location where you want to insert text. Click your mouse so that your insertion pointer appears in that location and type your text.

Deleting Text

Place your insertion pointer to the right of the text you would like to delete. Hit your backspace key to delete one character at a time to the left of the insertion pointer.

Or: Place your insertion pointer to the left of the text you would like to delete. Hit your delete key to delete one character at a time to the right of your insertion pointer.

NOTE: Holding down the CTRL key as you press your backspace or delete key will delete one word at a time.

As practice, place your insertion pointer to the left of the date that appears in our Practice Document. Type the current date as in the example below

Next, Place your insertion pointer one space to the right of the old date. Press and Hold your CTRL key down and hit your backspace key to delete the old date one word at a time.

March 22, 2017] June 22, 2015]

Current Date and Old Date

March 22, 2017

Current Date after deleting the old date

Highlighting/Selecting Text for editing

Highlighting text is a very important part of editing in Word 2010. Being able to select text quickly and efficiently speeds up the editing process. Once text has been selected, we can copy it, cut it, change the way it looks, or move it somewhere else in our document. Selected text will be highlighted in blue.

Let's practice.

Selecting a word in our text

To select a word in our text, simply double click on it. Let's select the word "with", in the first paragraph of our document. Once it is highlighted, hit your delete key and it will be deleted from our document.

Dear Mr. Powell:

Thank you for taking the time to meet with with me last Thursday about the Sales

Selecting a line/multiple lines of text

To select a line of text, move your mouse to the left margin of a line until your insertion pointer changes to a diagonal arrow.  Click the mouse to select the line. Hold the mouse button down and drag the mouse to select multiple lines of text. The selected text will be highlighted in blue. Let up on the mouse button when you have finished selecting text.

You can also select the first line of text, then go to the last line of text that you want to select. Hold down your shift key and click the mouse to select the last line of text and all lines in between the first and last line.



Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the faculty. I was very impressed with the layout of the showroom and with the competence of the staff

Selecting a paragraph

To select a paragraph of text, place your insertion pointer anywhere inside the paragraph and triple click with your mouse. The paragraph will be highlighted in blue.

Selecting Non-contiguous lines of text

To select non-contiguous lines of text place your insertion pointer in the left hand margin at the first line of text you would like to select. Remember to wait until your insertion pointer changes to a diagonal arrow. Click the mouse button to select the text. Let up on the mouse button, move your insertion pointer to the next line of text you want to select, and hold down your **CTRL Key** while clicking the mouse to select the text. Repeat, using your **CTRL Key** until you are finished selecting text.



Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the faculty. I was very impressed with the layout of the showroom and with the competence of the staff at Quality Furnishings. I would love the chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of sales ~~experients~~, both in commissioned flour sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase sales and drive customer satisfaction ratings at Quality Furnishings.

Selectint

Selecting all text in a document

To select all text in a document, press **CTRL A** on your keyboard. This will select the entire document.

Home Tab

Copy, Cut, Paste Text

Now that we have learned the basics of selecting/highlighting text, we can copy, cut and paste text easily.

Copying Text

To copy text, select the text you want to copy and select copy from the Clipboard group on the Home Tab in your ribbon.

OR You may also right click and select copy from the drop down menu, **OR** press **CTRL C** on your keyboard.

Pasting Text

To paste text into a document after you have copied it or cut it from elsewhere, place your insertion pointer exactly at the location where you want the text to appear and select **Paste** from the Clipboard group on the Home Tab in your ribbon. **OR** you may also right click and select Paste from the drop down menu, **OR** press **CTRL V** on your keyboard. After pasting you will see a Smart Tag that will give you the option of merging formatting or keeping source formatting. Choose your preferred option and then hit your **Esc** key to remove the Smart Tag

Cutting Text

To cut/remove text from a document select the text you want to remove and select **Cut** from the Clipboard group on the Home Tab in your ribbon. **OR** you may also right click and select Cut from the drop down menu, **OR** press **CTRL X** on your keyboard.

Using the Clipboard Group to Copy, Cut and Paste

Drag and Drop Editing

Moving Text

To move text from one place to another in your document without cutting and pasting, use Word's Drag and Drop feature. Select the text you want to move. Click with the mouse and drag the text to the location where you want it to be. You will see a small rectangle appear indicating that you are moving the text.

Copying and Moving Text

To copy text to another location you can also use Word's Drag and Drop feature. Select the text you want to copy to another location. Click the mouse and drag the text while holding down the **CTRL** key. You will see a + sign appear indicating that you are copying and moving the text.

Formatting Text

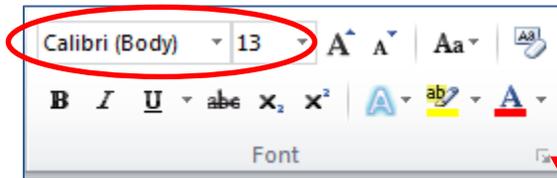
Font Group

To change the font size, and/or font style of text, select the text that you want to change. On the Home Tab, in the Font Group, click on the downward arrow next to the Font style and select the style that you want for your text. (Hovering over a font style will give you a preview of what it will look like in your document.) Click on the downward arrow next to the font size and select the size that you want your text to be. The bigger the number, the larger your text will appear.

The Font Group contains many more options for changing the appearance of your text including Bold, Italicize, Underlining, Highlighting, Text color and more. Hovering over each of the icons within the group will display the function of the icon. While your text is highlighted, try selecting some of these options to see how they affect the look of your text.

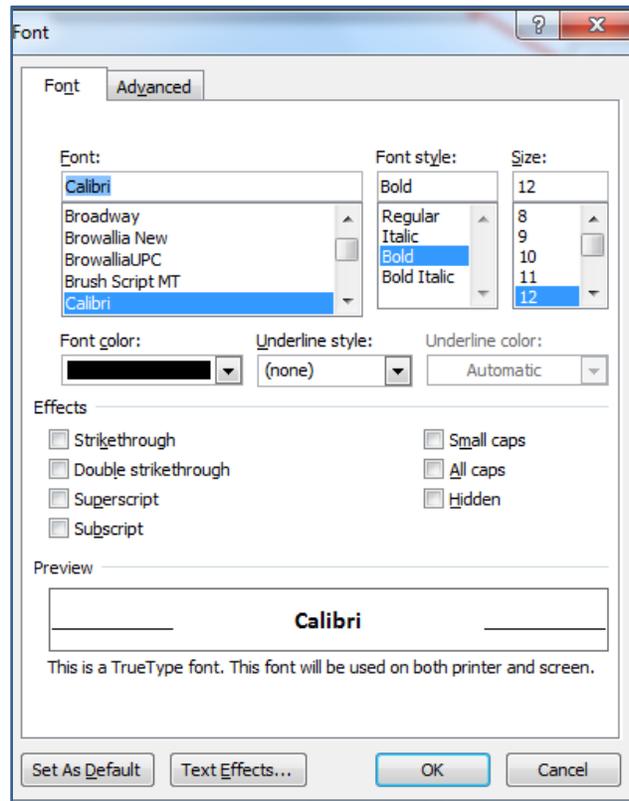
Dialog Box Launcher

The font group contains a Dialog Box Launcher in the bottom right hand side of the group. Clicking on this will bring up a dialog box providing you with the full range of editing options available for this group.



Using the Font Group

Dialog Box Launcher



Font Dialog Box

Paragraph Group

Alignment

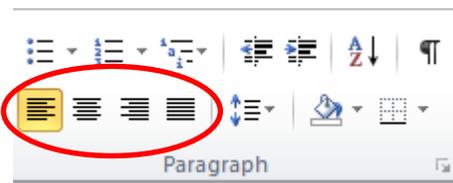
On the Home Tab, in the Paragraph Group, are your icons for changing the alignment of your text. Left alignment is the default and most commonly used alignment. It will align text to the left margin. Center alignment centers text between the left and right margins.

Right alignment aligns text to the right margin.

Justify Alignment aligns text as evenly as possible along both left and right margins.

To change text alignment, highlight the text you want to align and click on one of the alignment options.

<p>Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with with you and touring the faculty. I was very impressed with the layout of the showroom and with the competence of the staff at Quality Furnishings. I would love the chance to work in such a productive and supportive atmosphere.</p>	Left aligned text
<p>As we talked about in our meeting, my fourteen years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase sales and drive customer satisfaction ratings at Quality Furnishings.</p>	Center aligned text
<p>In addition, I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings. I have a great deal of experience in sales that would greatly benefit your company.</p>	Right Aligned Text
<p>Thank you again for considering me for this position. Please feel free to contact me if you have any questions or need additional information. I look forward to hearing from you soon.</p>	Justified Text

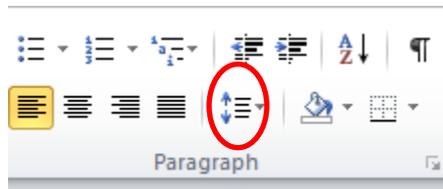


Changing Alignment

Line Spacing

To change the line spacing of your text, highlight the text with the line spacing you want to change.

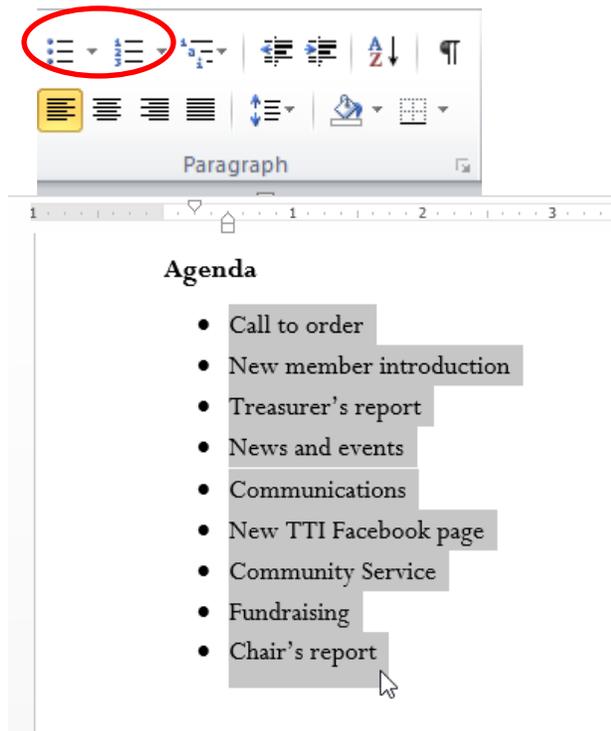
In the Paragraph Group on the Home Tab click on the downward arrow next to the line spacing icon and choose the line spacing that you want your text to have.



Changing Line Spacing

Bullets and Numbering

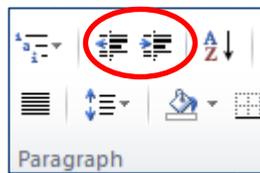
Bullets and Numbering can greatly enhance your document. Use bullets and numbering when you are creating lists or want to draw attention to specific text. To create bullets or numbering first, highlight the text. On the Home Tab in the Paragraph Group select either the bullets or numbering icon. Clicking on the downward arrow next to the icons will bring up options as to how you want your bullets or numbering to appear.



Using bullets/numbers

Decrease / Increase Indent

Use the decrease/increase indent function to create indented text or to decrease the indent of your text. Highlight the text you want to increase or decrease the indent of, then on the Home Tab, in the Paragraph Group click on the decrease or increase indent icon to increase or decrease your indent ½ inch per click.

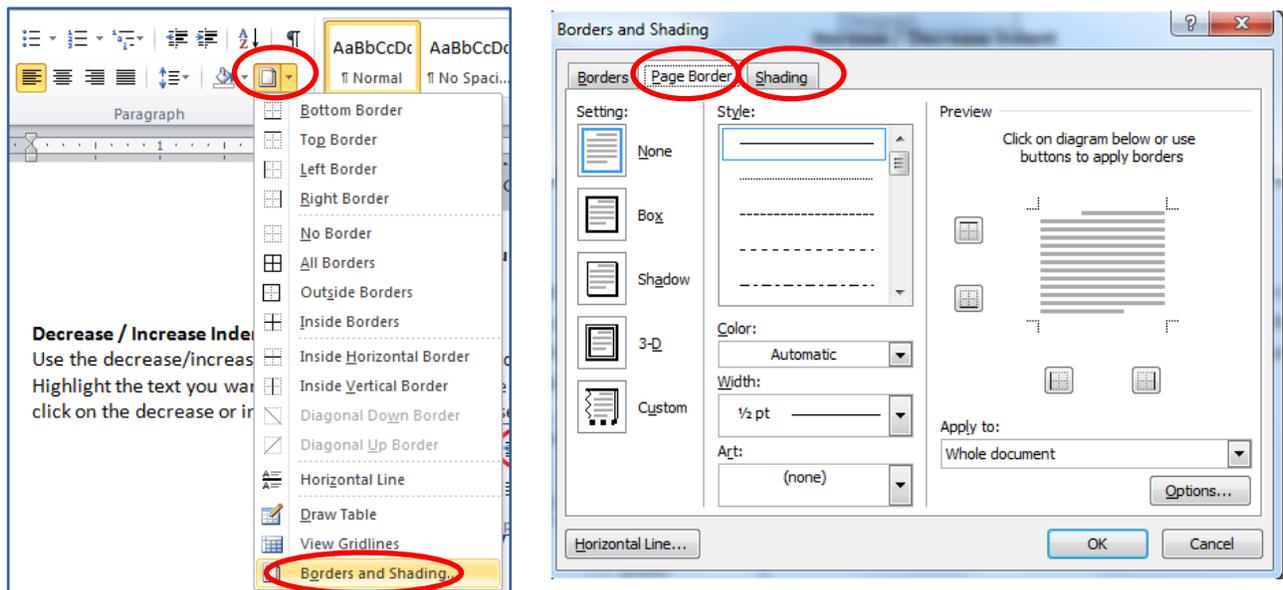


Increase / Decrease Indent

Borders/Shading.

Borders allow you to enhance the look of your document. Word allows you to place a border on a page, or specific paragraphs in your document. To create a page border, click on the Borders and Shading icon in the Paragraph group in the Ribbon. Select borders and shading at the bottom of the dropdown menu. A dialog box will appear. Click on the Page Border tab at the top, and select the style, color and width of the border. You can also select whether the border should include the whole document or specific sections in your document. Click on ok.

Shading can be used to bring attention to specific text in your document. To use shading, select the text you want to be shaded, then click on the Borders and Shading icon in the Paragraph group in the Ribbon. Click on Borders and shading at the bottom of the dropdown menu and select the Shading tab at the top of the dialog box. Select the color and style of your shading and click ok.



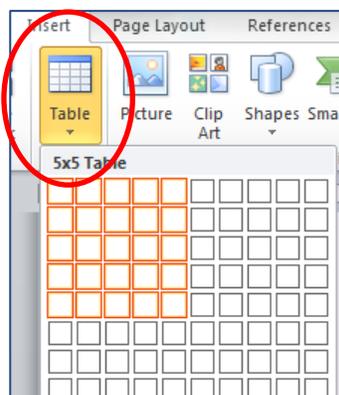
Borders and Shading

Insert Tab

The Insert Tab contains the commands that allow you to insert pages, pictures, shapes, tables, clip art, and more into your document. To get started, click on the Insert Tab at the top of your ribbon.

Insert Table

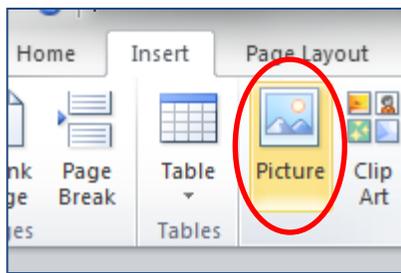
Tables are a versatile tool that help you organize your information, align text, create forms and calendars, and even do simple math. To insert a table, position your insertion pointer where you want your table to appear in your document, then click on the Table icon within the Insert Tab. Select the number of rows and columns you desire by rolling your mouse arrow over the boxes until they turn orange. A table will appear in your document with even columns and rows. You can type text into a cell in the table and hit the tab key to advance from cell to cell. A Table Tools Tab will also appear in the ribbon allowing you to make changes to your table.



Inserting a Table

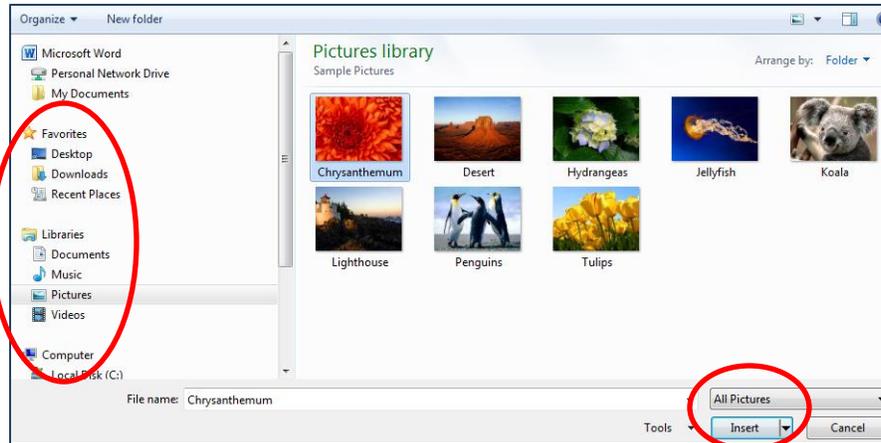
Insert Picture

To insert a picture, place your insertion pointer in the location that you would like your picture to appear. Click on the Insert Tab in the Illustrations Group of your Ribbon. Click on the picture icon. Word brings up a dialog box allowing you to browse to the location of the picture file on your computer. When you have located the picture on your computer, click on it and click on insert at the bottom of the dialog box to insert it into your document.



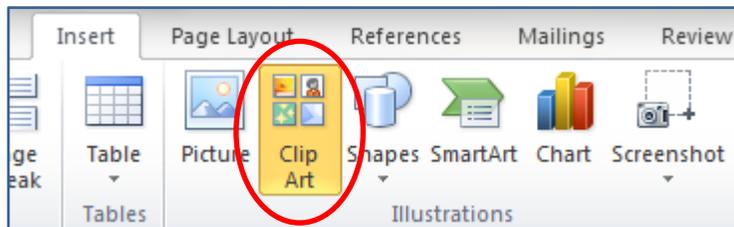
Insert Picture Icon

Browse to the location of the picture file when inserting a picture from a file on your computer

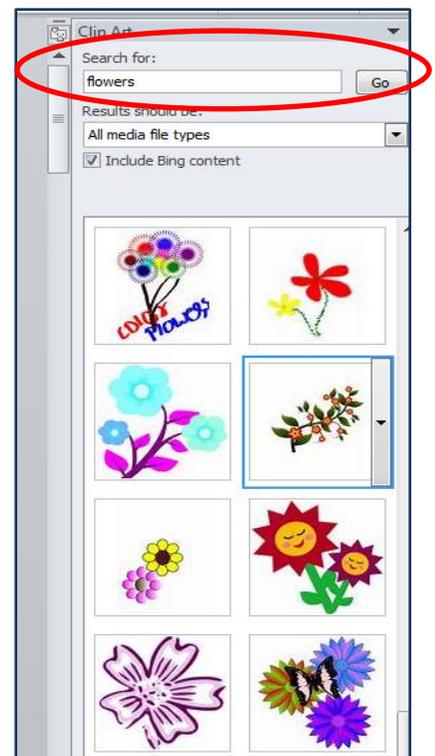


Insert Clip Art

To insert Clipart, place your insertion pointer in the location that you would like your clipart to appear. the Insert tab in your ribbon. Click on the clipart icon in the Illustrations group,



The clip art options will appear in the **task pane** to the right of your document. Enter keywords in the **Search for** field that are related to the image you want to insert. Click on an image in the **Clip Art** pane. It will appear in the document.

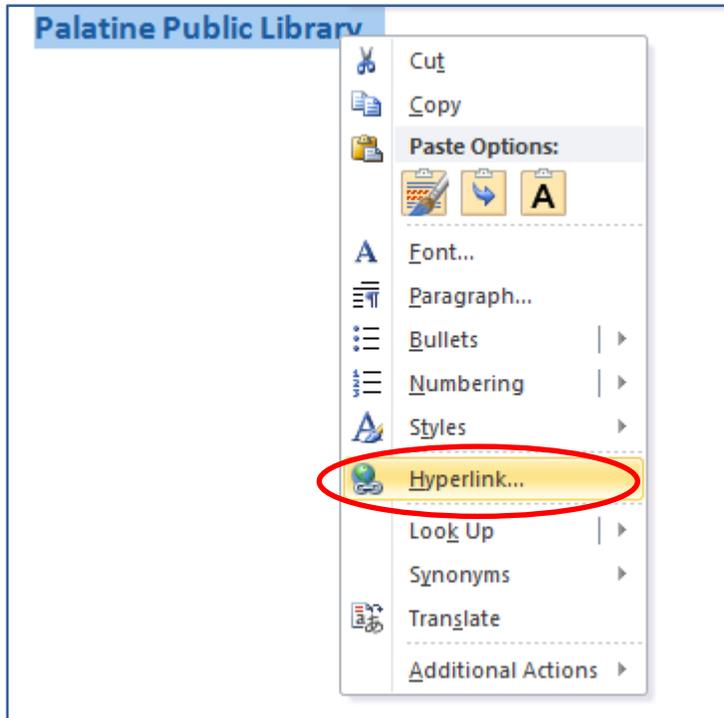


Inserting Clipart

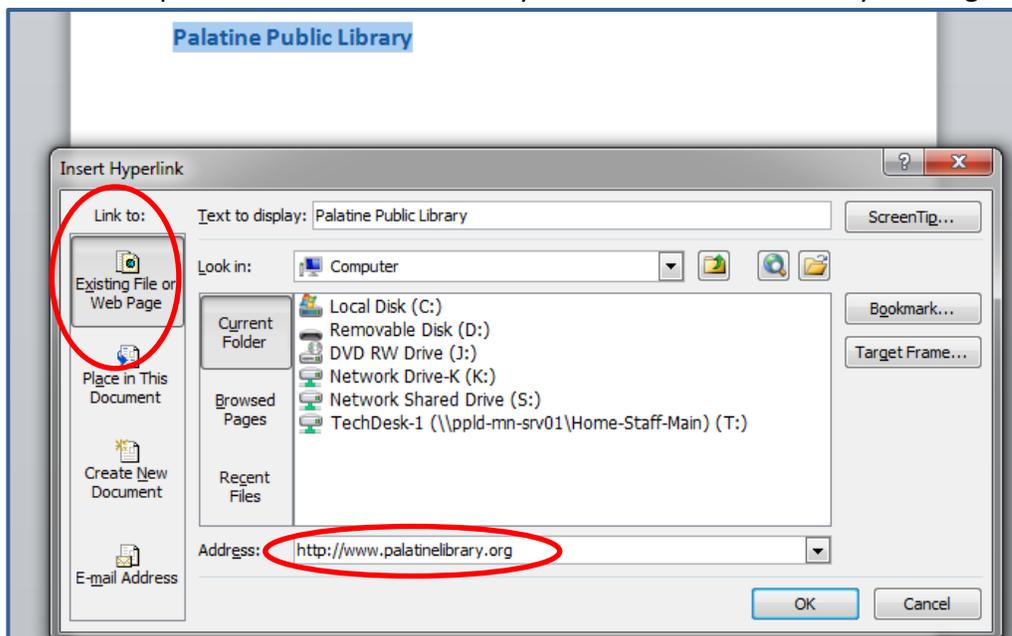
Insert Hyperlinked Text

Word automatically creates a hyperlink for you when you press Enter or the Spacebar after you type a **URL**, but sometimes you want to create a hyperlink to text or a picture.

Select the text or picture to display as the hyperlink, right-click the text or picture, and then select **Hyperlink** in the dropdown menu. **Or** you can also click on the Insert Tab in your Ribbon and click **Hyperlink** in the Links group.



Word will display a dialog box allowing you to designate what you want the text or picture to Hyperlink to. Click on **Existing File or Web Page** and type the URL in the Address field. Then click on O.K.. The reader can click on the Hyperlinked text or picture and be linked directly to the Web address that you designated.

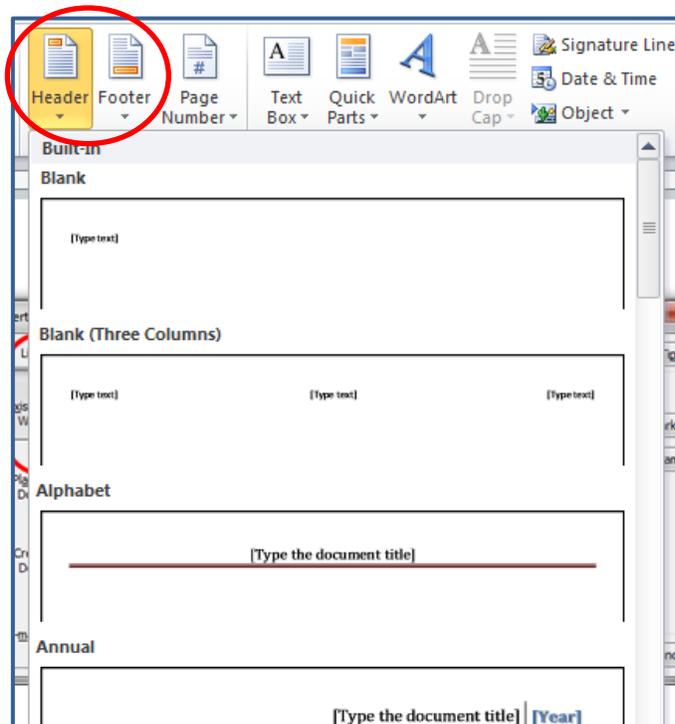


Hyperlinking Text or Pictures

Headers and Footers

A **Header** is a section of the document that appears in the **top margin**, while the **Footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain information such as the page number, date, or the title of the document. Text entered in the header or footer will appear on **each page** of the document or on each page of designated sections of the document if you have created sections. To create a Header or Footer, click on the **Insert Tab** in the ribbon, then on **Header** or **Footer** in the Header or Footer group. Word will bring up several design options for how your Header or Footer may look. Select the design that you want. Type any text that you want to appear as your Header or Footer, then click on **Close Header and Footer**. Your Header or Footer will appear automatically on each page of the document.

To edit or delete the Header or Footer, double click inside the Header or Footer area and click on the downward arrow under Header or Footer in the Ribbon. You will see a dropdown menu allowing you to edit or delete the Header or Footer.

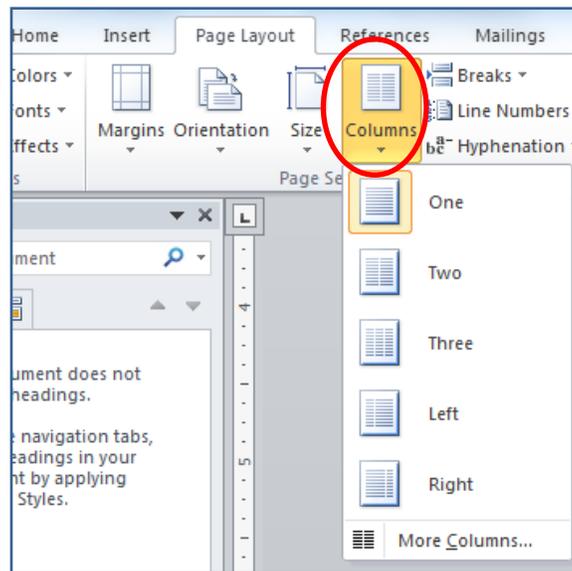


Inserting Headers and Footers

Page Layout Tab

Columns

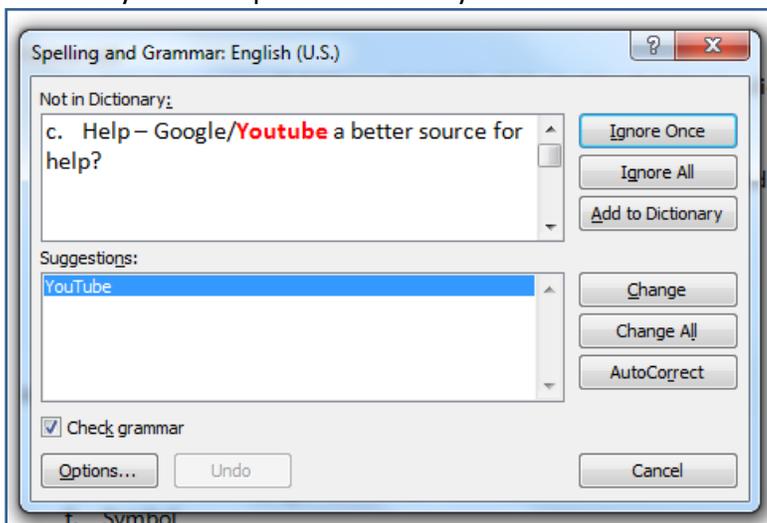
Sometimes you may want the text in your document to appear as columns. Columns are created in the Page Layout Tab. To convert text to columns, select the text that you want to change to columns. Click on the **Page Layout Tab** in the Ribbon. Click on the downward arrow under **Columns** and select the number of columns you want your text to be. Word will automatically convert your text into that number of columns. If you are just starting out with a new document, you can create columns from the start just by selecting the number of columns you want before typing any text. Word will format any text entered, into the designated number of columns you've selected.



Review Tab

Spelling and Grammar Check

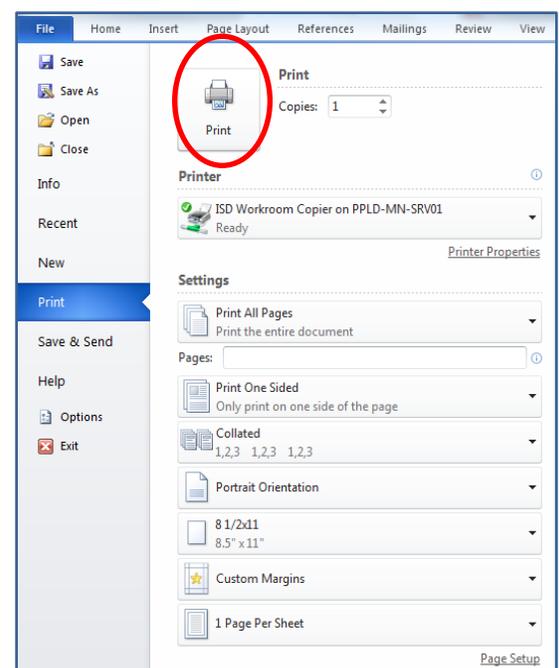
When you have finished editing your document you can ask Word to check the grammar and spelling for you. Spelling and Grammar Check is contained in the **Review Tab** of the Ribbon. Click on the **Review Tab**, then click on **Spelling & Grammar** in the Proofing group. Word will bring up a dialog box that will display each instance of what Word considers a Grammar or Spelling error. You can select from the “**Ignore**” or “**Change**” options in the dialog box. **BE CAREFUL**. Make sure you look at each error carefully before you select Ignore or Change. Word may not recognize individuals’ names or it may overlook certain spelling and grammatical errors. **You** are ultimately the final proof reader of your document!



File Tab

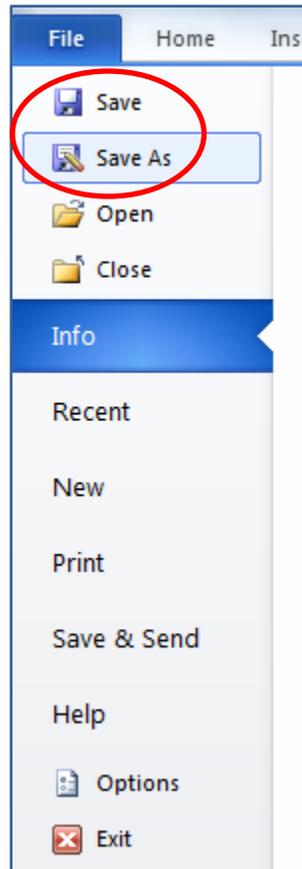
Print/Save As/Save

When you want to print your document click on the **File Tab** in the Ribbon and click on Print. It will bring up a Print Preview of your document as it will look when printed. This is an opportunity for you to check it one last time before printing. It will also provide some printing options that allow you to make any last minute adjustments to margins and page layout. You can print the entire document or specific pages from it, and choose how many copies you want to print. Choose your options and click **Print**.



Save/Save As

If this is the first time you are saving your document, you will want to tell Word where you want to save it. Using the **Save As** option will allow you to browse to the location on your computer where you want the document to be saved. You will also want to create a unique name for the document to make it easy to recognize the next time you want to retrieve it. By default Word will name your documents Docx1, Docx2 and so on. If you have previously saved your document you can use the **Save** option and by default, Word will ask if you want to replace the older version of the document with the currently edited version. Clicking on **Yes** will save the document in the location of the previously saved version.



Choose a location to save your document on your computer.

Choose a name for your document

