



## Introduction to Microsoft® Word

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&

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## Short Course Introduction to Microsoft® Word

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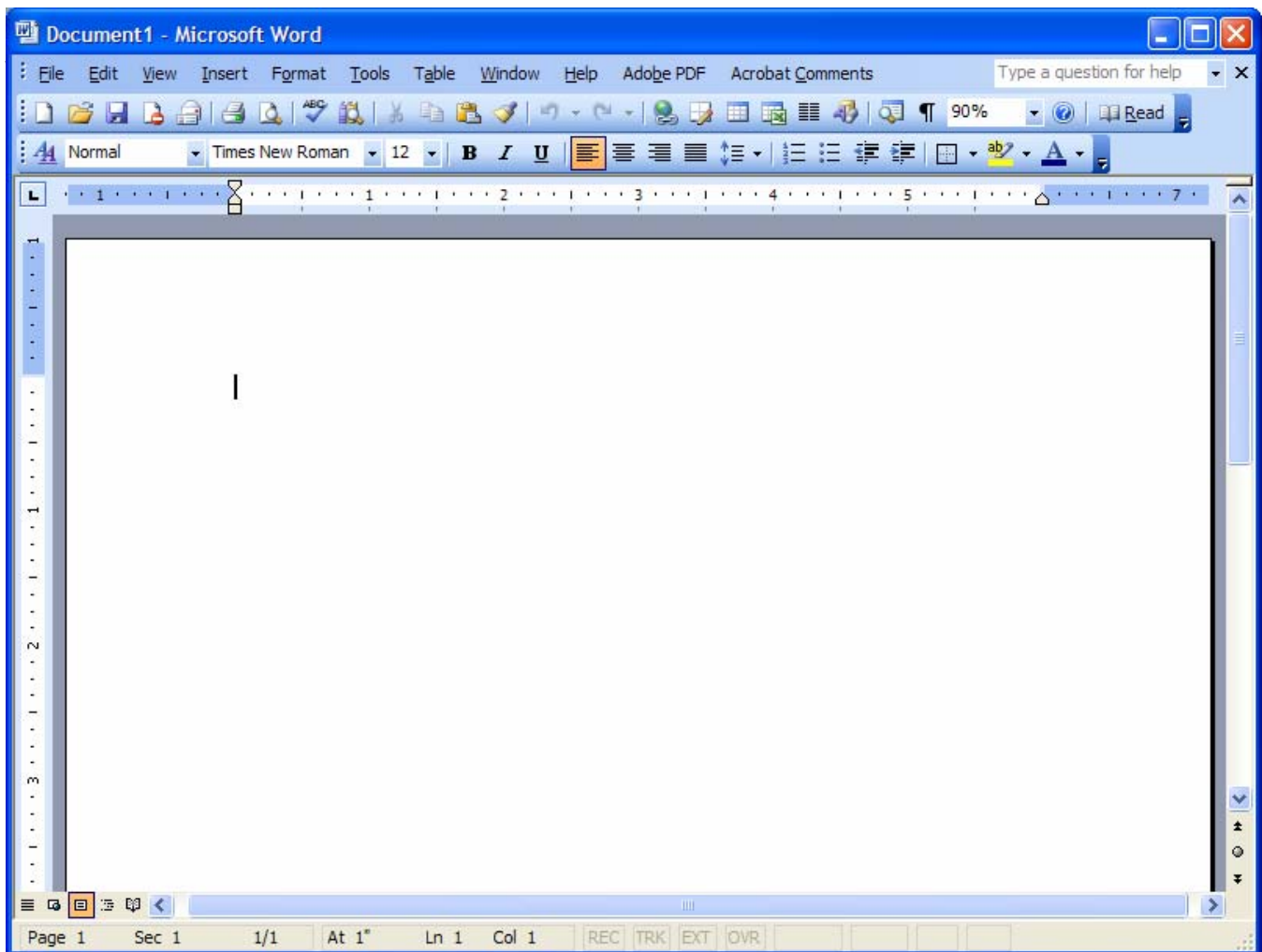
## Introduction

Microsoft® Word is used to create professional documents

By following the steps outlined in this tutorial, a basic understanding of Microsoft® Word should be achieved.

## Getting Started

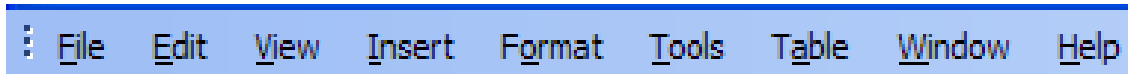
Click on Start | Programs | Microsoft Word



There are three toolbars located at the top of the screen. If you don't see one of the toolbars, select View | Toolbars and select the missing toolbar.

### **Menu Bar**

Click any of the words on this row to see a menu of options in that category - File and Edit are some of the most commonly used for saving, opening files, copying, and pasting.









### **Standard Toolbar**


Icons in this row provide shortcuts to many tasks accessible through the menu bar (opening, printing, cutting, pasting) as well as handy functions (AutoSum, chart wizard, etc.).

For more information on what action an icon can perform, hover your mouse over top of that icon and a small description will appear after a few seconds (tool tips).



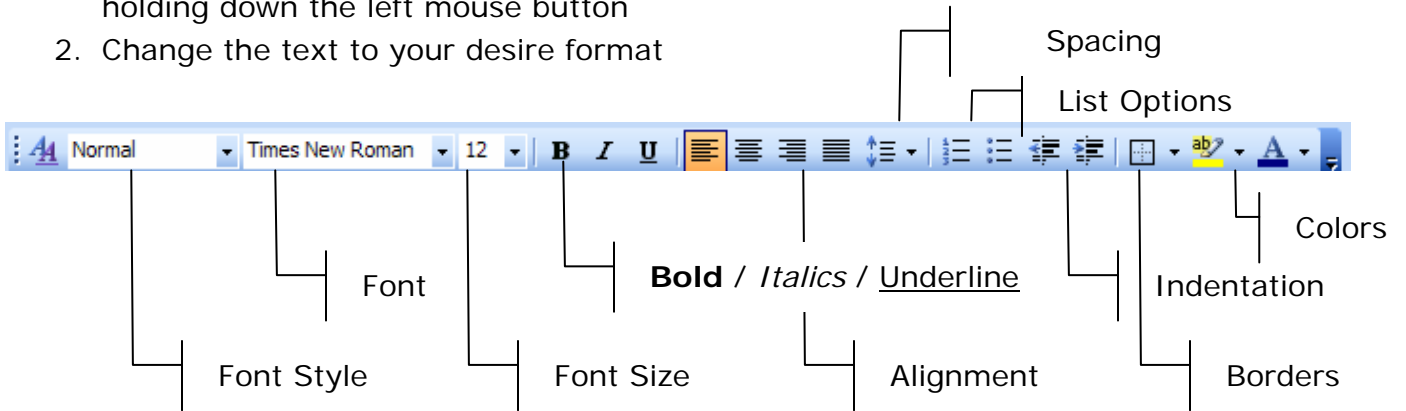
These functions are summarized:

Name	Icon	Description
New Blank Document		Creates a new, blank file based on the default template.
Open (File menu)		Opens or finds a file.
Save (File menu)		Saves the active file with its current file name, location, and file format.
Mail Recipient		Sends the contents of the document as the body of the e-mail message.
Print (File menu)		Prints the active file or selected items. To select print options, on the File menu, click Print.
Print Preview (File menu)		Shows how a file will look when you print it.

Spelling and Grammar (Tools menu)		Checks the active document for possible spelling, grammar, and writing style errors, and displays suggestions for correcting them. To set spelling and grammar checking options, click Options on the Tools menu, and then click the Spelling and Grammar tab.
Cut (Edit menu)		Removes the selection from the active document and places it on the Clipboard.
Copy (Edit menu)		Copies the selection to the Clipboard.
Paste (Edit menu)		Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.
Format Painter (Standard toolbar)		Copies the format from a selected object or text and applies it to the object or text you click. To copy the formatting to more than one item, double-click  , and then click each item you want to format. When you are finished, press ESC or click  again to turn off the Format Painter.
Undo (Edit menu)		Reverses the last command or deletes the last entry you typed.
Redo (Edit menu)		Reverses the action of the Undo command.
Hyperlink		Inserts a new hyperlink or edits the selected hyperlink.
Tables and Borders		Displays the Tables and Borders toolbar, which contains tools for creating, editing, and sorting a table and for adding or changing borders to selected text, paragraphs, cells, or objects.
Zoom		Enter a magnification between 10 and 400 percent to reduce or enlarge the display of the active document.
Office Assistant		The Office Assistant provides Help topics and tips to help you accomplish your tasks.

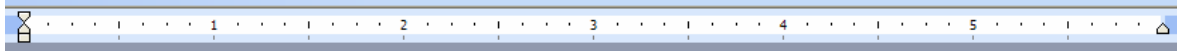
## Formatting Toolbar

1. Highlight the text that you want to format by dragging your mouse over while holding down the left mouse button
2. Change the text to your desire format



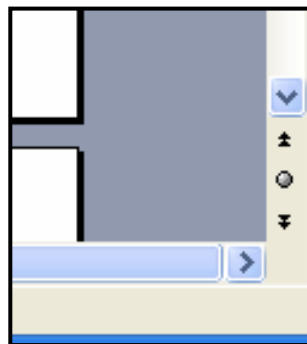
## The Ruler

The ruler is used to introduce tab stops into our document (which will help us take control of the layout of our document); plus it helps keep things in perspective.



## Scrollbars

Use the scroll bars on the right hand side of your screen to quickly scroll up and down your document. If you have zoomed in on your document, you may also find that you need to use the scroll bars on the bottom of your screen to scroll left and right.



## **Basic Editing**

Editing a document means to add, move, and delete text, images, tables, and drawings (items). Although there are many ways to do this, we will be limiting our focus to the fundamentals.

### **Inserting Text**

1. Using your mouse, position your pointer where you would like to insert new text
2. Left click your mouse button to position your cursor
3. Start typing

### **Selecting Text**

1. Position your pointer at the beginning of the desired text
2. Left click and hold your mouse button
3. Drag your pointer to the end of the text
4. Release your mouse button

### **Deleting Text**

1. Select your desired text
2. Press the **Delete** key on your keyboard

Additionally,

1. Use the **Backspace** key on your keyboard to delete one character to the **LEFT**
2. Use the **Delete** key on your keyboard to delete one character to the **RIGHT**

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## **The Clipboard**

The clipboard is a temporary storage area used when copying and cutting selected items (text, images, tables, etc.). Items that are cut or copied are put into the clipboard and will be held there for you to paste into a new location (this may even be in another program entirely (i.e., Microsoft® Excel). In older versions of Word you were only able to hold 1 item in the clipboard. With the introduction of Microsoft® Office Word 2000, you can now hold multiple items in the clipboard and use them when and where you like.



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## Moving Items

There are two way to move text: **cut and paste** and **drag and drop**.

### *Cut and Paste*

In this method, the selected item is cut from its original location, automatically stored in clipboard, and then pasted into its new location.

1. Select an item (i.e., select some text)
2. Click on the  on the Standard Toolbar
  - a. Alternative: Edit >> Cut
  - b. Alternative: CTRL+X
3. Place your cursor at a new location
4. Click on the  on the Standard Toolbar
  - a. Alternative: Edit >> Paste
  - b. Alternative: CTRL+V

### *Drag and Drop*



The method of moving items does not place anything into the clipboard but drags the item to a new location. This is a slightly more complicated method as it requires dexterity with the mouse.

1. Select an item (i.e., select some text)
  2. Left click and hold your mouse pointer inside the selected text
  3. Drag the text to a new location (a dotted vertical line indicates the insertion point)
  4. Release the left mouse button
- 

## Copying Items

When you copy an item, the original item stays in its original location and a copy can then be pasted into a new location.


### *Copy and Paste*

1. Select an item (i.e., select some text)
  2. Click on the  on the Standard Toolbar
    - a. Alternative: Edit >> Copy
    - b. Alternative: CTRL+C
  3. Place your cursor at a new location
  4. Click on the  on the Standard Toolbar
    - a. Alternative: Edit >> Paste
    - b. Alternative: CTRL+V
-


## Undo and Redo

Word keeps track of the changes you make to your document. If you make a mistake you can usually reverse the last set of changes that you made (undo). You can also redo the actions that you have reversed.

### *Undo*

1. Click on the  on the Standard Toolbar
  - a. Alternative: Edit >> Undo
  - b. Alternative: CTRL+Z

### *Redo*


1. Click on the  on the Standard Toolbar
  - a. Alternative: Edit >> Redo
  - b. Alternative: CTRL+Y

## Opening, Saving, and Closing Documents

As you create documents in Word, it is strongly advised that you create a logical filing system for your documents. This will help you keep track of where you placed the documents on your hard drive for quick and easy recovery at a later date.

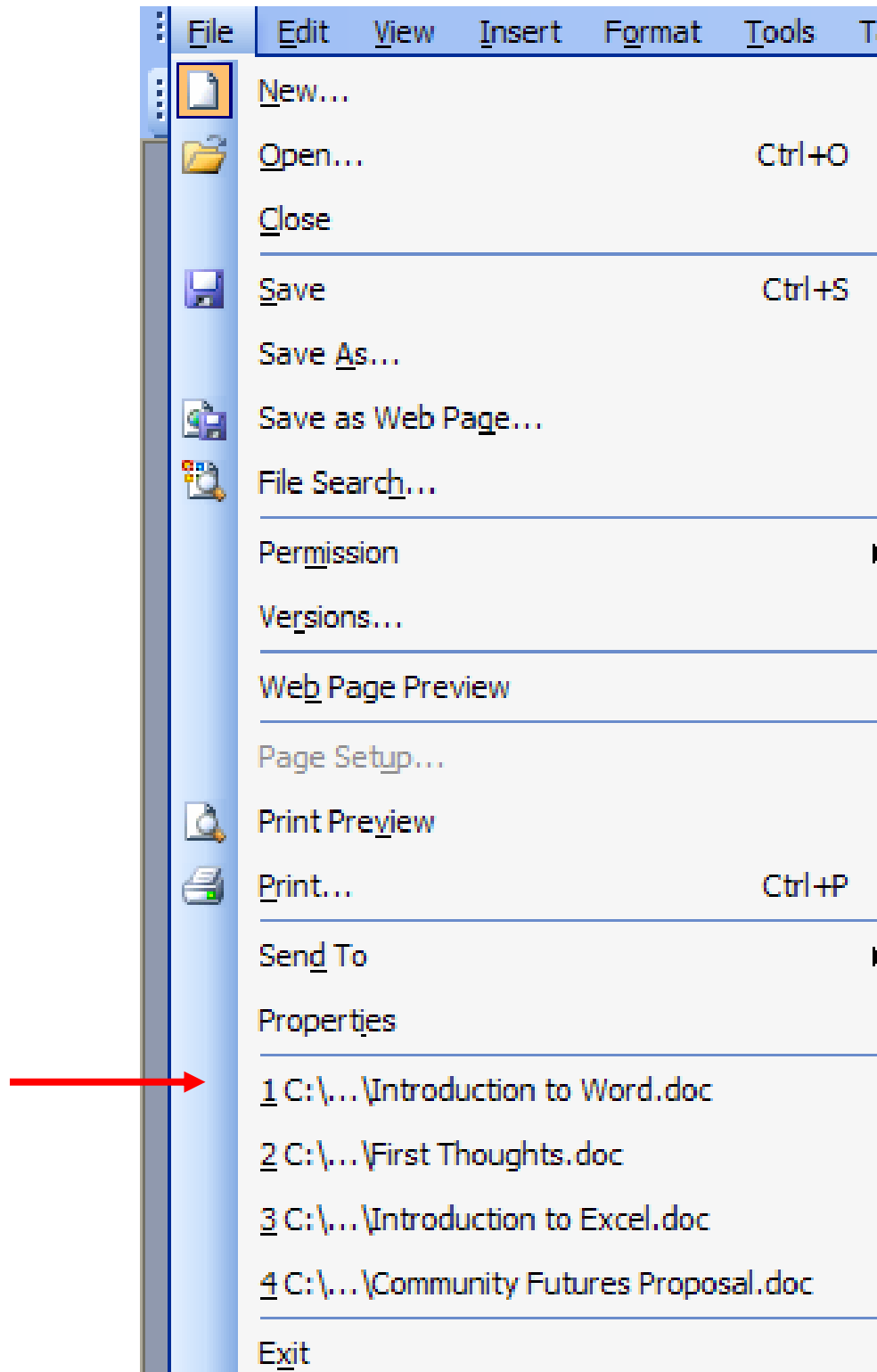
### Opening a New Document

A new blank document is provided for you when you start Microsoft® Word. If we would like to create another new document:


1. Click on the  on the Standard Toolbar
  - a. Alternative: File >> New...
    - i. Click on "Blank document" from the **New Document** section of the Task Pane which opens up on the right hand side of your screen
  - b. Alternative: File >> New...
    - i. Click on "On my computer..." from the **Templates** section of the Task Pane which opens up on the right hand side of your screen
    - ii. This allows you to explore Microsoft® Words built in templates which can save you significant time and energy

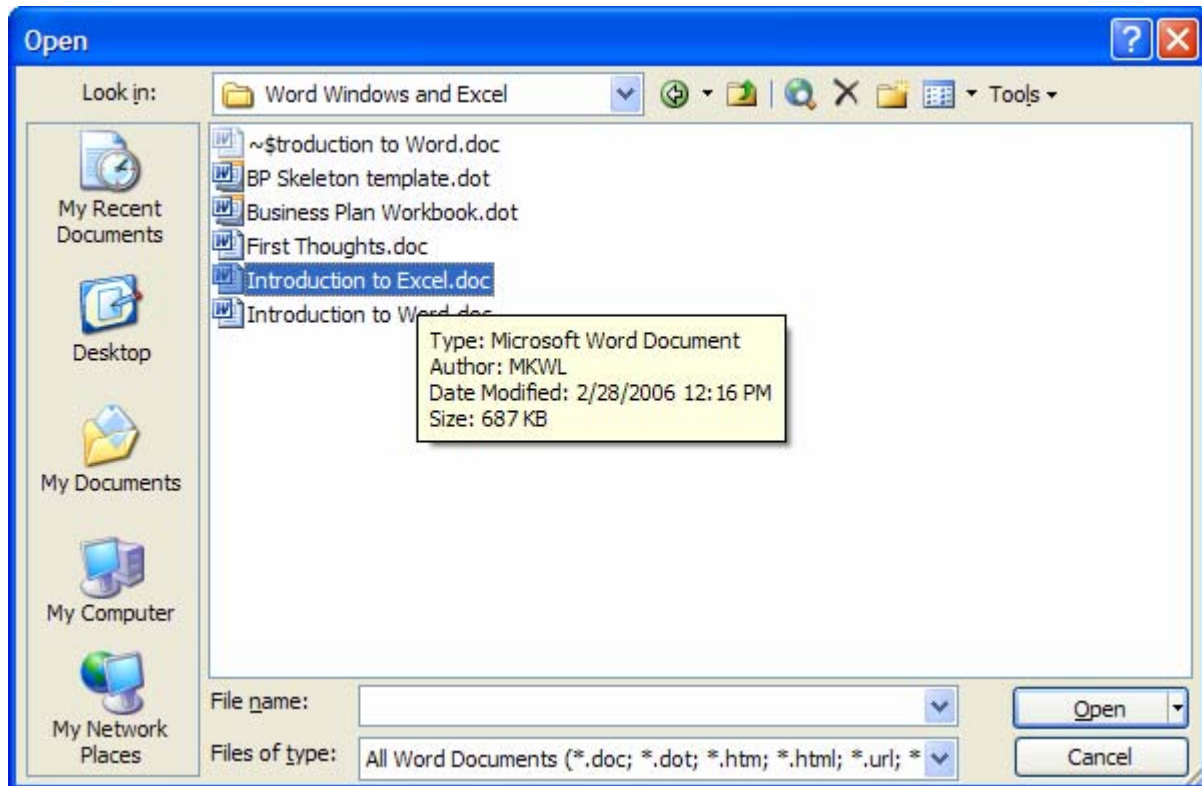
## Open an Existing File Document

You can quickly open one of the last 4 documents that you worked on by click on it's saved file name at the bottom of the File menu.



You can also use the Open dialog box:

1. Click on the  on the Standard Toolbar
  - a. Alternative: File >> Open...
  - b. Alternative: CTRL+O
2. Use the built in navigation to find the folder and file that you would like to open
3. Select the file and click on Open




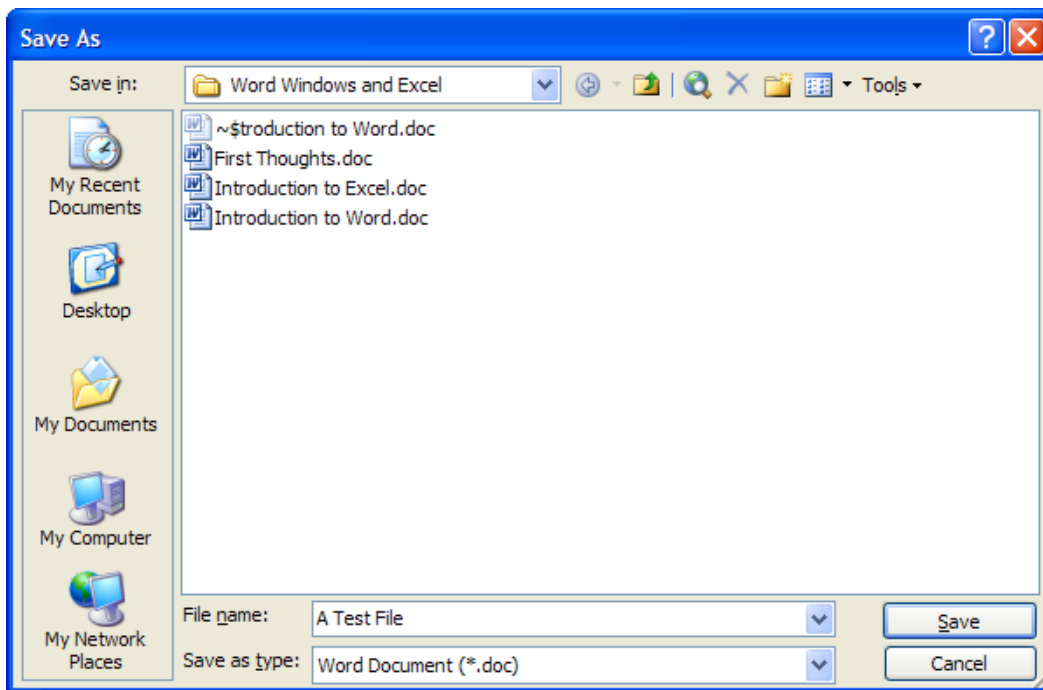
## Save a Document

As you work on your Word document, the information that you enter is not made “permanent” until you save it to your hard drive. When you save a document for the first time you must provide a name for the new document. When you save a document subsequent times, Word will automatically replace the previous version. Word will not ask you to confirm this. The cardinal rule when working with Word documents is:

## Save and Save Often

To save a document:


1. Click on the  on the Standard Toolbar
  - a. Alternative: File >> Save
  - b. Alternative: CTRL+S
  - c. Alternative: File >> Save-As
2. Use the built in navigation to find a suitable location for your new file
3. Enter in an appropriate (and logical) file name
4. Click on Save



## Close a Document

When you close a document, Word will prompt you to save any changes that may have been made since the last time you saved.

To close a document:

1. Click on the  on the Title Bar
  - a. Alternative: File >> Close
  - b. Alternative: File >> Exit

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## A Note About File Types

When saving, you be aware of the file type of your new document. Word documents use the .DOC file extension (Word **DOC**ument). Be aware that if you send a Word document to a friend or colleague, they will have to have Microsoft® Word to view the file OR have a Word-compatible program such as Open Office or the basic Word Viewer.

These programs are available for free from:

1. OpenOffice: <http://www.openoffice.org/>
2. Word Viewer: <http://www.google.ca/search?q=word+viewer>

## Formatting

The formatting Toolbar is one of the major components of Microsoft® Word. The toolbar provides you with quick access to some of the more commonly used formatting commands.

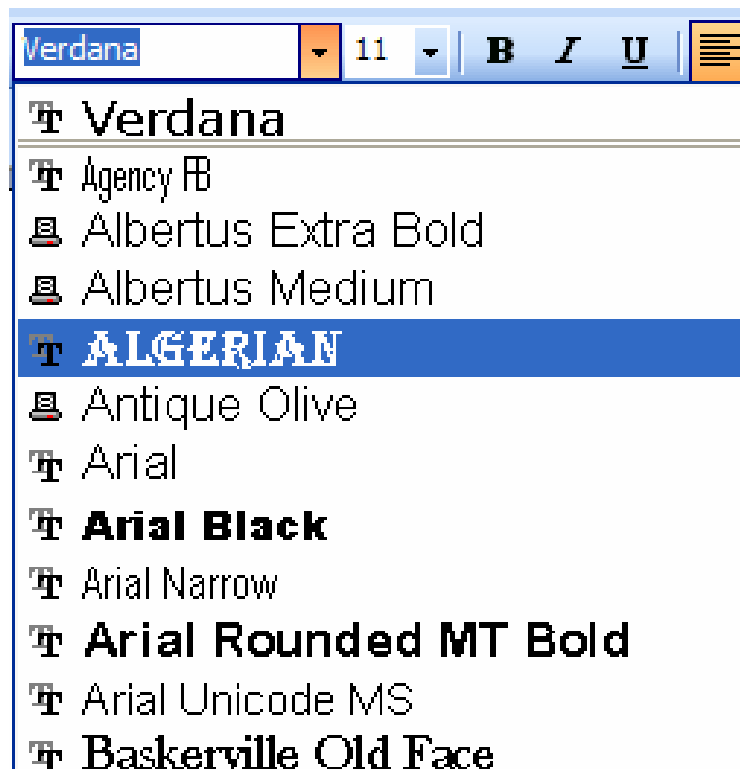
With the Formatting Toolbar you can change the appearance of text by changing its size and style.

## Fonts and Font Size

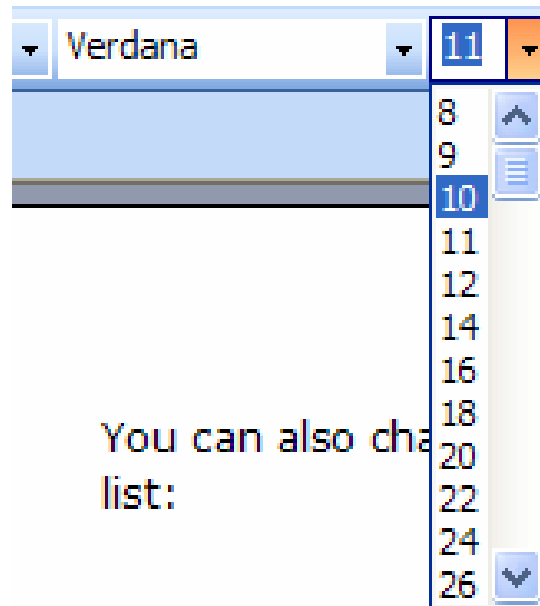
A Font is a complete set of characters in a particular size and style of type. The fonts you can use will depend on the fonts installed in your computer.

You can change your current font by selecting a new one from the font drop-down list.

If you have text selected when you do this, the highlighted text will change to match your newly selected font.

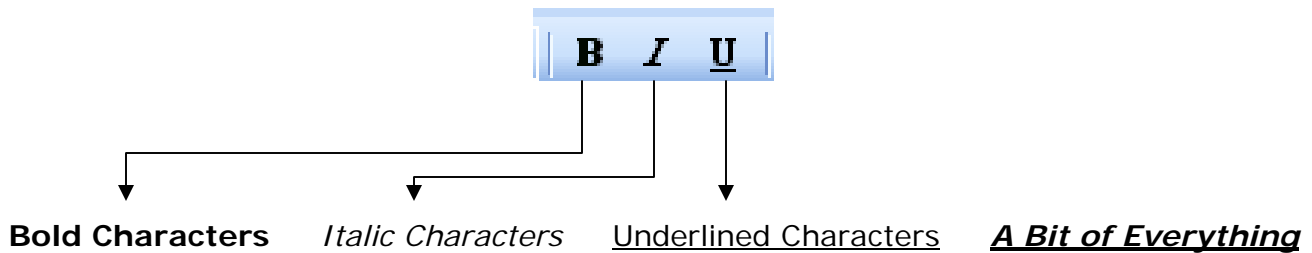


You can also change your font size by choosing a new size from the font size drop-down list:



## Text Attributes

You can draw attention to certain text by using text attributes:

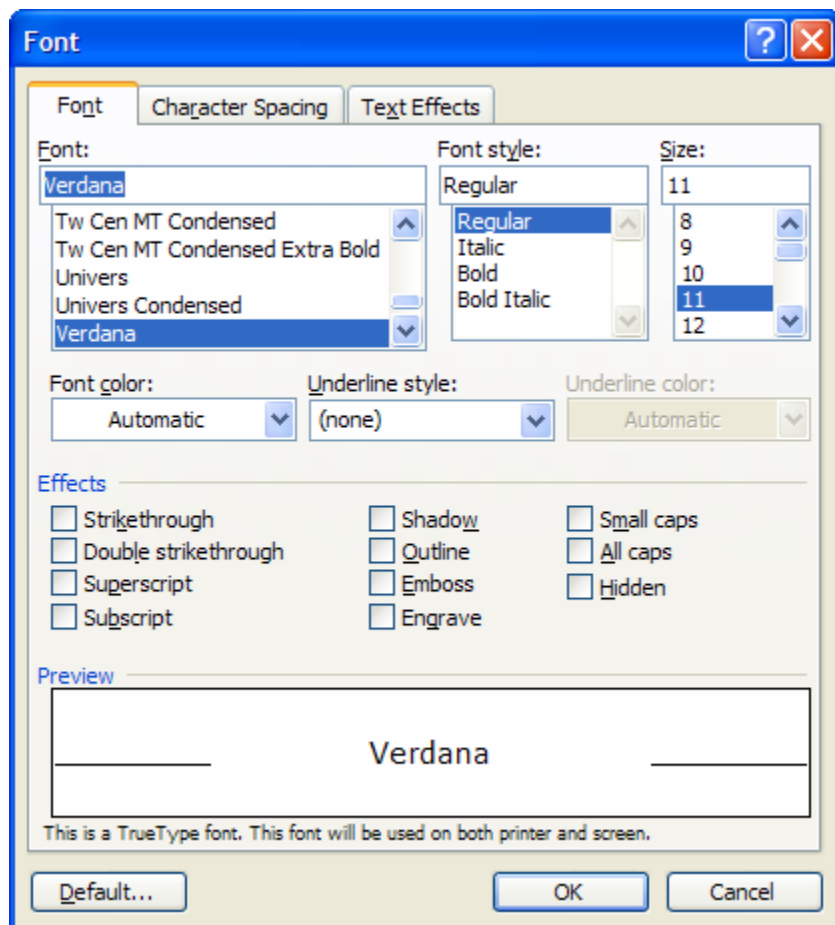


1. Highlight the desired text
2. Click on the desired effect on the Formatting Toolbar
  - a. Alternative Bold: CTRL+B
  - b. Alternative Italic: CTRL+I
  - c. Alternative Underline: CTRL+U

## The Font Dialog Box


For additional options, you can use the Font Dialog box:

1. Select desired text
2. Format >> Font
3. Select your formatting options
4. Click OK



## Use the Format Painter

Use the format painter to paint the formatting from one set of text onto another.

1. Select your source text (i.e., text that has a particular set of attributes that you like and want to apply to some other set of text)
2. click on the  in the Formatting Toolbar
3. Select your target text (i.e., the text that you would like to also have the desired text attributes)

## Formatting Paragraphs

The basic elements that we will cover with respect to formatting a paragraph are: alignment, indenting, and spacing.

### ***Alignment***

This refers to the position of text relative to the left and right margins. The four options are:




1. Left Aligned: leaves text ragged on right margin (this document is left aligned)
2. Center Aligned: text is centered between the left and right margins
3. Right Aligned: leaves text ragged on left margin
4. Justified Aligned: text is flush to both margins

To align text:

1. Position your cursor inside a block of text (a paragraph)
2. Click on the desired Alignment button on the Formatting Toolbar

### ***Indenting***

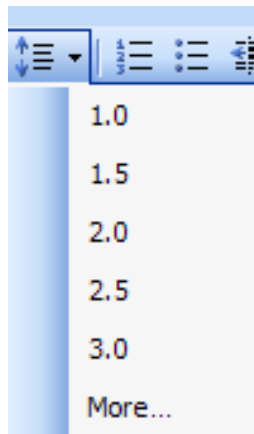
You can use indents to offset a paragraph from other text.

1. Use the  on the Formatting Toolbar to shift the paragraph text left or right.

### ***Spacing***

You can change the vertical spacing of the lines of text in your paragraph:

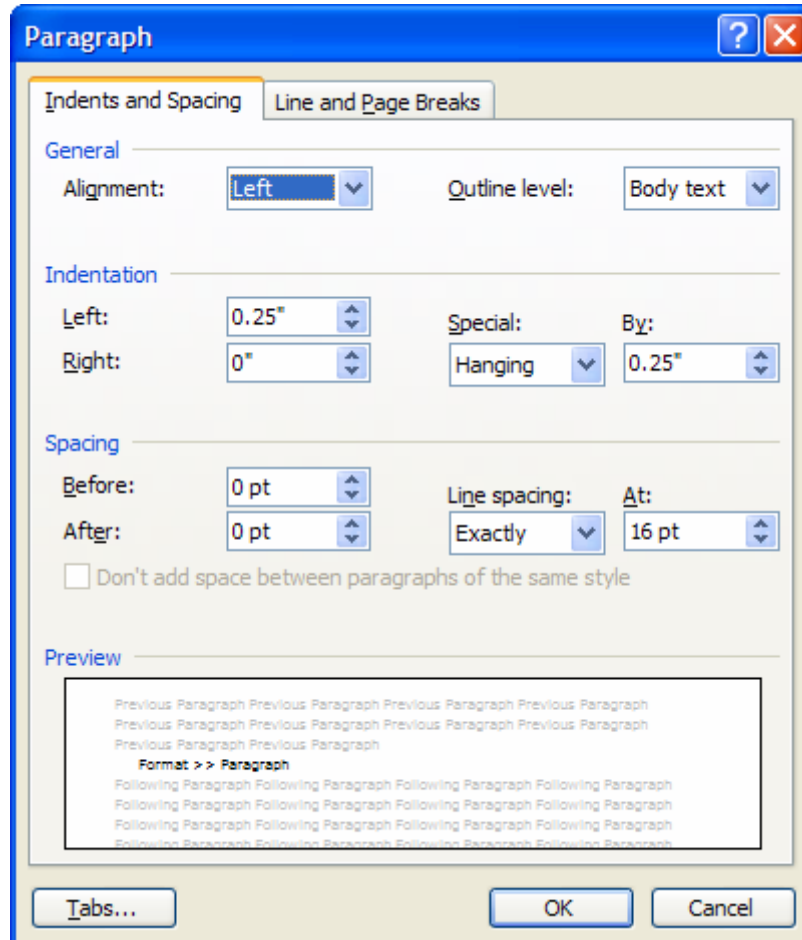
1. Use the  on the Formatting Toolbar to shift the paragraph text left or right.



## Use the Paragraph Dialog Box

For additional options, you can use the Paragraph Dialog box:

1. Select the desired paragraph
2. Format >> Paragraph
3. Select your paragraph options
4. Click OK



Take some time and explore what some of your more advanced options are when formatting your paragraphs.

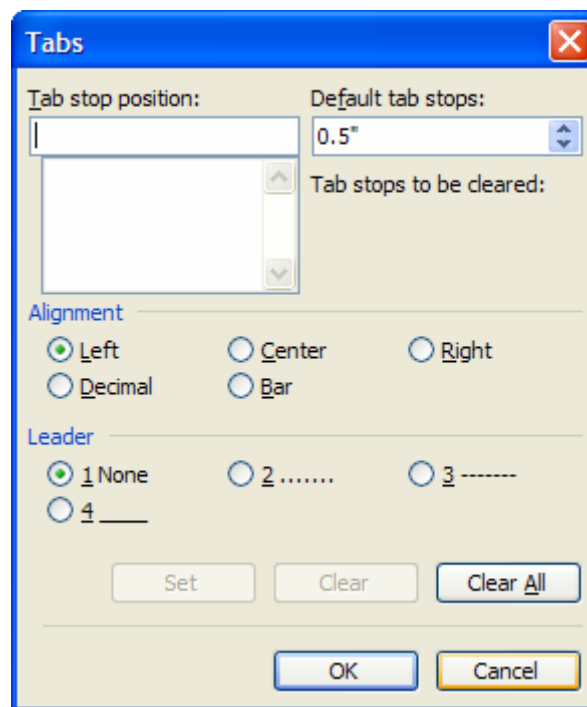
## Tabs

Tabs enable you to place text in specific horizontal positions on each line and typically occur every half-inch. Every time you press the tab key, the cursor will move half an inch to the right.

You can control the behavior of your tabs by placing new tabs (called tab stops) into your document.

To open the Tabs Dialog box:

1. Format >> Tabs
2. Make your desired tabs
  - a. Enter a Tab stop position (ex.: 2")
  - b. Enter the Tab stop Alignment (ex.: Right)
  - c. Select a Leader (ex.: None)
  - d. Click Set
  - e. Repeat as needed
3. Click OK



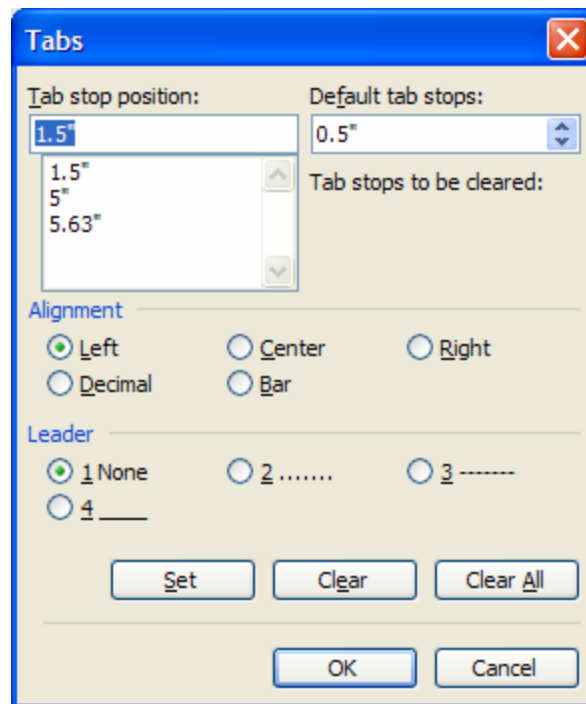
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Using the formatting techniques listed above, we can create a very quick job posting that looks professional and is easy to use. Use the TAB key to jump to your next Tab stop.

## **POSITIONS AVAILABLE**

Data Entry .....	\$7.50 / hr
Word Assistant.....	\$10.50 / hr
Excel Assistant.....	\$11.25 / hr
Systems Analyst .....	\$25.50 / hr
IT Support .....	\$75.00 / hr

The corresponding Tabs for this list look like:



Note that we can also use the ruler to manipulate our tabs to fine tune the location of the tabs.

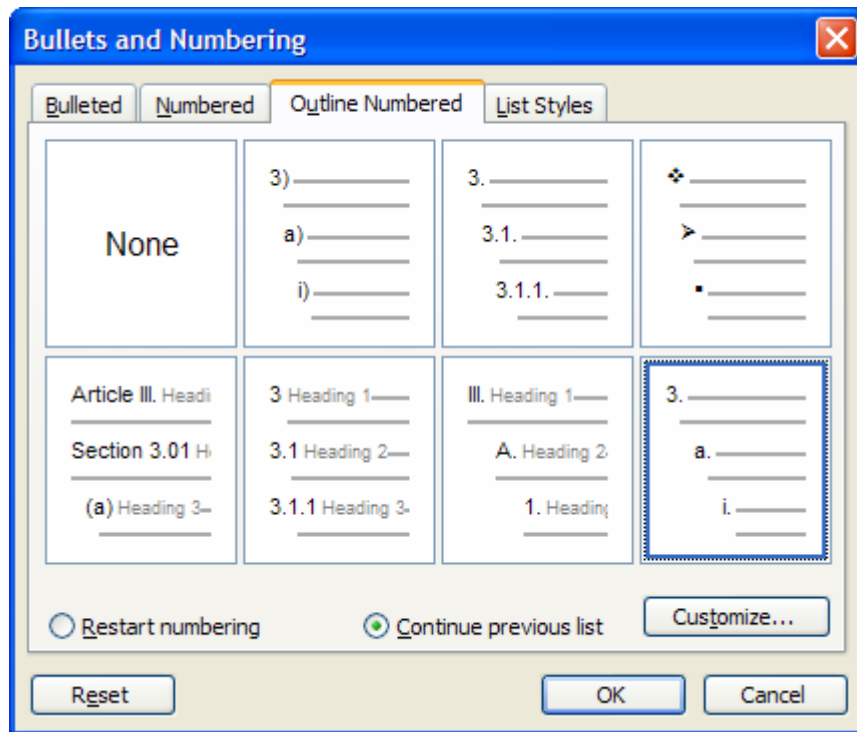


# Lists

Lists come in two flavors in Microsoft® Word: Bulleted and Numbered.



1. To create a list click on one of the following icons on the Formatting Toolbar
2. Right clicking on a list provides additional options with respect to numbering
3. You Additionally, you can take complete control of your lists by using Format >> Bullets and Numbering...
  - a. Use the Tab key to indent for multiple levels of listing
    - i. I can just keep going  
⇒ And going (up to 9 levels)

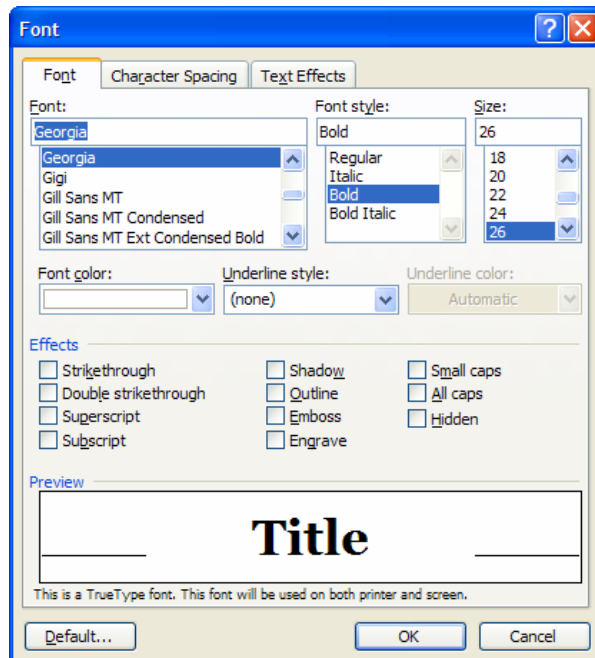


## Style

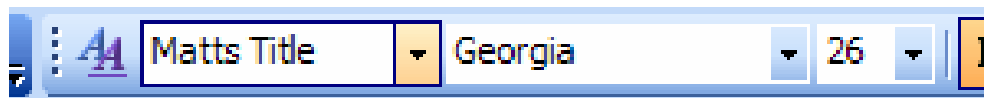
Using styles is a very powerful way of taking control of your document. In large reports it is vital for keeping your text consistent.

To define a style:

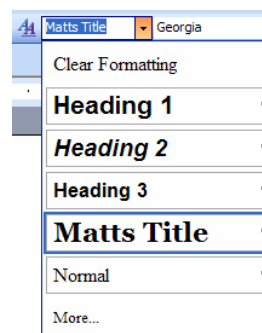
1. Format an item that you would like to reuse over and over throughout your document



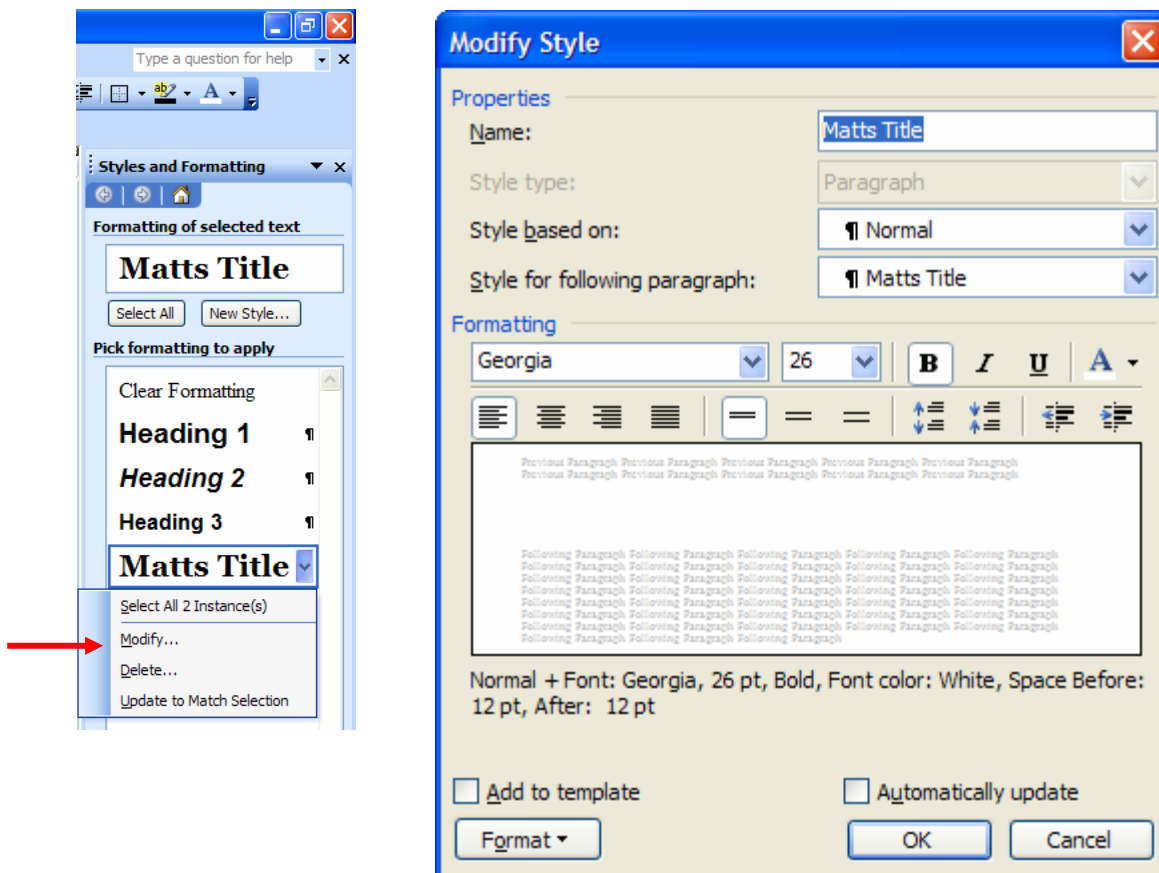
2. Click on the Style box on the Formatting Toolbar and type in a unique name to help you identify this style:



3. Whenever we want to invoke this style all we need to do is select a set of text and choose this style from the style drop down list:



4. If at any point we would like to modify this style we can click Format >> Style and Formatting... and modify our style:



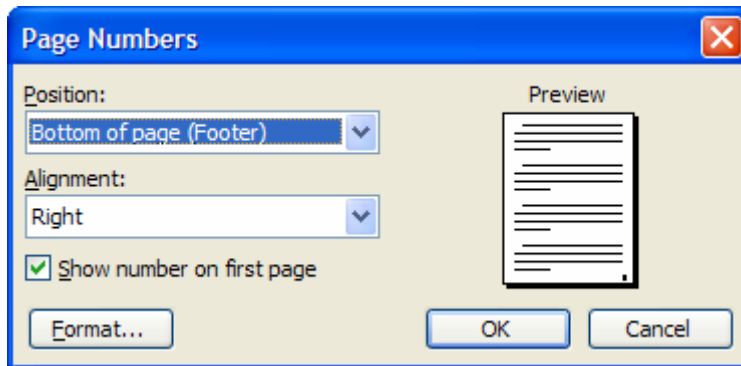
## Page Numbers, Headers, and Footers

Page numbers, headers, and footers help formalize a document by providing additional information to your readers.

### Page Numbers


Page numbers can be added to your document by:

1. Insert >> Page Numbers...
2. Set Position, Alignment, and Format and click OK



### Header and Footer

Access your documents Header and Footer by:

1. View >> Header and Footer
2. Use the toolbar to control the information presented
3. Switch between the Header and Footer using the 



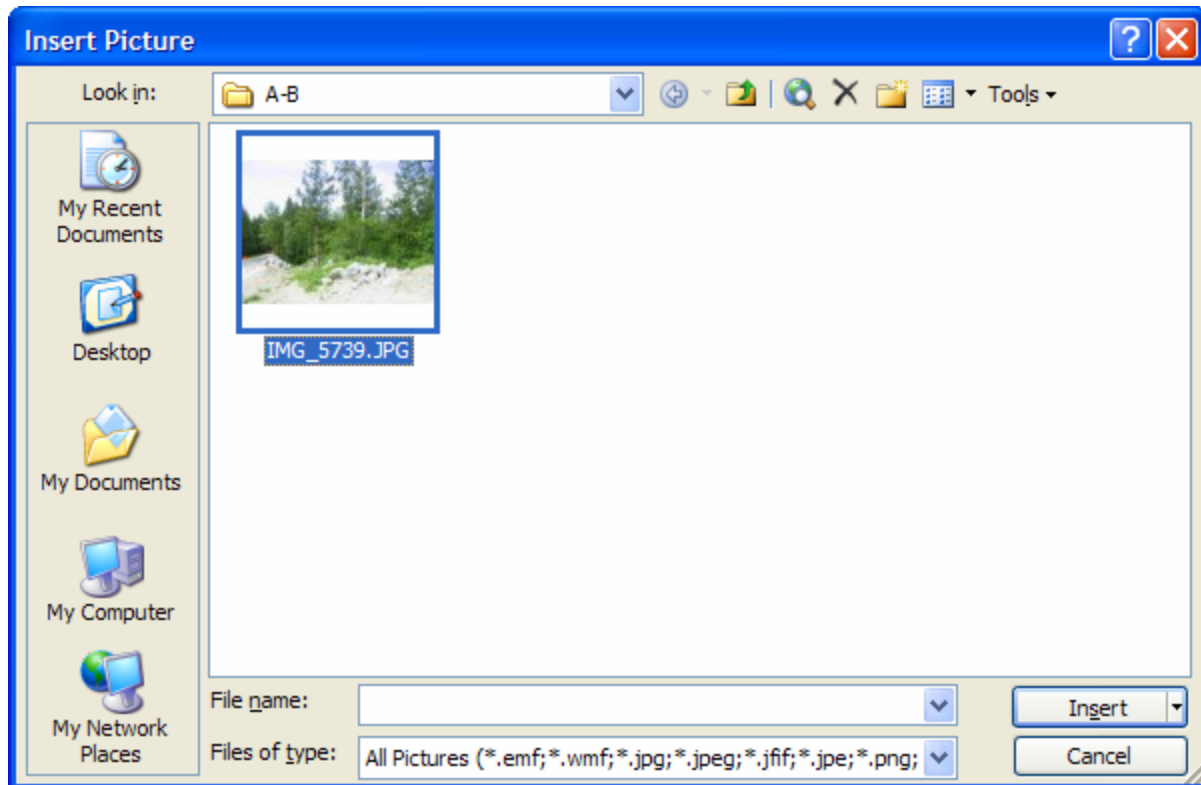


## Pictures

Adding pictures to your document is a useful way of conveying a point.

To add a picture:

1. Insert >> Picture >> From File... (feel free to explore your other options)
2. Use the built in navigation to find your desired image file (JPG, GIF, PNG, etc.)
3. Select the file and click Insert




4. You can then use the Picture Toolbar to manipulate the inserted image



# Printing

Before you print, it is a good idea to do a Print Preview.

1. Click on the  on the Standard Toolbar to get a preview of how your document will print
  - a. Alternative: File >> Print Preview

**Formatting**

The formatting Toolbar is one of the major components of Microsoft Word. The toolbar provides you with quick access to some of the more commonly used formatting commands.

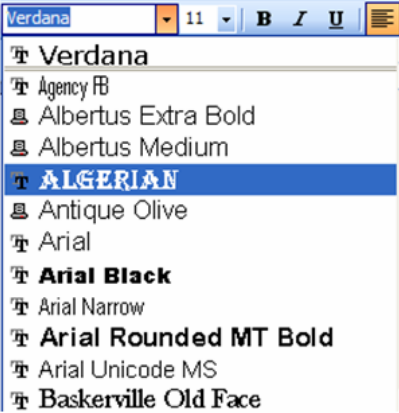
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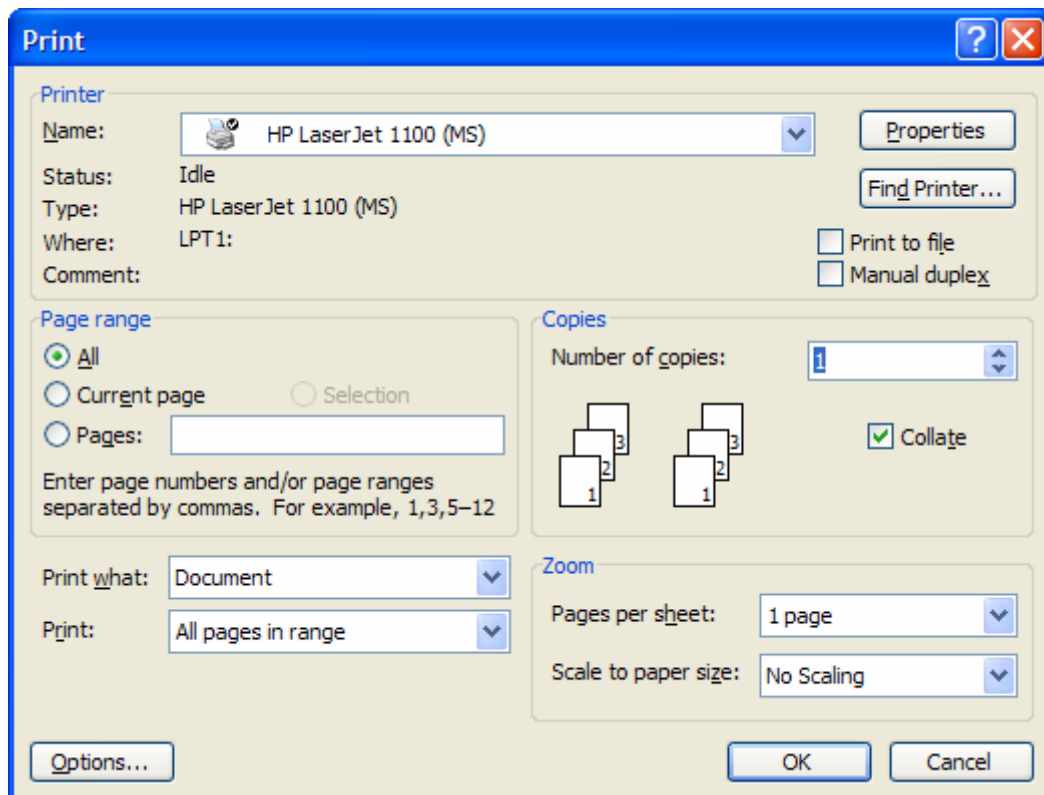
If you have text selected when you do this, the highlighted text will change to match your newly selected font.



Mainstay Computing/Tutorials/Introduction to Word July 5, 2006  
Page - 14 -  
[www.mainstaycomputing.com](http://www.mainstaycomputing.com)

When you are ready to print:

1. Click on the  on the Standard Toolbar
  - a. Alternative: File >> Print
  - b. Alternative: CTRL+P
2. Make any appropriate changes and click OK



## Keyboard Shortcuts

Keyboard shortcuts can save time and the effort of switching from the keyboard to the mouse to execute simple commands. Print this list of Word keyboard shortcuts and keep it by your computer for a quick reference. The most powerful shortcut is **F1: Help**.

**Note:** A plus sign indicates that the keys need to be pressed at the same time.

Action	Keystroke
<b>Document Actions</b>	
Open a file	CTRL+O
New file	CTRL+N
Save As	F12
Save	CTRL+S
Print	CTRL+P
Find	CTRL+F
Replace	CTRL+H
<b>Alignment</b>	
Left	CTRL+L
Center	CTRL+E
Right	CTRL+R
Justified	CTRL+J

Action	Keystroke
<b>Text Style</b>	
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
<b>Formatting</b>	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y

## References

- 1) Bay City Public Schools, 2006
- 2) Brearley, Pat. Introduction to Windows, Word and Excel; Part 2: Word. Capilano College, 2005.