



INTRODUCTION TO MICROSOFT WORD, PART 1

Installed versions, Not Office 365

Abstract

This course starts from pure Beginner level and progressively builds on topics to more advanced things that you can do to produce better documents.

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Start Microsoft Word

Display the range of templates on the Templates Tab

Show the Layout of the Menu

We are going to look at how we create and save new Word documents

What happens when you Click on a Tab, then the Menu changes. The menu is called a Ribbon

Ribbons are divided into Groups

For big groups, there is an expansion button on the bottom right, EG the Font Group. This expansion button is called the Launch Button because it launches a Dialogue box.

Looking at the Upper Left of the screen, there is the Quick Access toolbar. You can change what appears in it, but for now we will use what is there.

On the right hand side of the page is a vertical scroll bar which you can Click and Drag to move up and down the document. There are also Top and Bottom buttons which take you to the top or bottom of your document.

It is possible to Zoom in and out of your document using the sizing slider which on the bottom right hand side of the screen.

Next to the slider are icons for Views.

By default you should be in the Print View which shows what the document looks like when it gets printed out. The right of the Print View is the Web Layout View which shows what the document would look like as a web page. To the left of the Print View is the Read View. Next to that is a Focus Mode. Tap escape to get out of Focus Mode and return to Print View.

Display Options

This is a really useful thing to know especially if you are struggling to understand what is going on or something isn't set up the way that you expect it. These are Global settings and will apply to EVERY document that you create or edit until you change something.

Got to the File Tab, then at the bottom is a Tab called Options, Click this and it opens to display a ribbon containing:

General – general settings

Display – really useful, make sure paragraph marks are shown

Proofing

Save

Language

Accessibility

Advanced – More options

Customise Ribbon

Quick Access Toolbar

Add-ins

Trust Centre

Rulers

Make sure that Rulers are enabled. To do this go to the View Tab, then look for Ruler, make sure it is ticked.

Rulers can be set to Inches or Centimeters via the Options Tab as above.

There are Horizontal and Vertical Rulers. These set the limits of the text and show the tab stops.

Help

The search bar at the top gives access to the Help topics, or older versions have a Help Tab.

Create a new document

From the Word Welcome Screen, select a blank document by double clicking the template. There are a number of templates to choose from, Click New to get more templates, plus other templates which you can Search for online.

New blank document

There is a flashing cursor where the text will start from. Use the keyboard to type some text. Hit Enter to move down the page.

To add text at a random point in the page, move your mouse to the point where you want the text, then Double Click to add text there.

To Delete text, use the Backspace key or the Delete key.

You can also Click and highlight text by dragging the mouse to select it, then hit Delete.

To Save a document

There are two basic kinds of Saves. You can Click on the File Tab, which has Save and Save As buttons.

If you Click Save, it will automatically switch to the Save As dialogue because you have to give your document a name first. You need to come up with a sensible name and Where to do you want to save it. You can save it on the PC or online somewhere in cloud storage, eg OneDrive.

Click on the Browse button, decide to save in your Documents folder on your PC. Give the document a name, eg U3Adoc. And Click Save.

Once you have done this the first time, you can just Click Save to make future saves of the document.

Another way of saving the document is using the quick save icon which looks like a floppy disc at the top left of the menu. The keyboard shortcut for Save is CTRL+S.

If you want to save another copy of the document then you go back to File then Save As.

Open and edit existing documents

You can go to File then Open, or you can look at Recent Documents.

Double Click to open the document.

If you use the Open option, you need to select the location where the file is located. To assist, you Click Browse which opens a dialogue box where you can find the file.

For example, go to Documents, open the file called Example.

You can use the vertical scroll bar to go up and down through the document. You can also use the scroll wheel on your mouse to do the same.

If you want to edit text, you just click on the point that you want to edit and this is shown by the flashing cursor.

You can also use the keyboard arrow keys to go up and down and also the Page Up and Page Down keys.

During editing, if you make a mistake then go to the Home Tab, and Click Undo from the quick toolbar. This undoes the most recent action. You can repeat undoes back to your last Save. If you go too far, you can Redo to get back one change.

There are useful keyboard shortcuts:

CTRL+Z is Undo

CTRL+Y is Redo

Tips for Selecting text and moving text

For example, lets replace the word "remember" with the word "know". To select the whole word, Double Click on it. You can then overtype the word with the new word.

To select a whole paragraph, you Triple Click on a word.

If you want to move a block of text, you can Cut the paragraph out and then Paste it somewhere else.

How to do this. On the Home Tab, in the Clipboard ribbon, click the pair of scissors, this is the Cut tool. Once you have cut the text, move the cursor down to where you want to insert the text, shown by the flashing cursor, then Click to fix the cursor. At the end of the document, you may need to hit Enter to start a new paragraph.

Once you have selected your insertion point, go to the Home Tab, Clipboard ribbon, then hit the Paste button to paste the text.

There are keyboard shortcuts to this:

CTRL+X is Cut

CTRL+V is Paste

If you want to copy a block of text, you select the text, then go to the Home Tab, Clipboard ribbon, and hit the Copy button, type CTRL+C to Copy.

Move the cursor to where you want to put the text and type CTRL+V to Paste it there.

Find and Replace

This is a very powerful tool, especially in a long document. It allows you to do bulk changes in a document.

Go to the Home Tab, Editing ribbon, notice there is a Find button and a Replace button.

Click the Replace button and a Dialogue box pops up. In the Find What, type in the word to be replaced, then in the Replace With box, type in the word to replace it with.

You can Click on the More to see further options for the Search.

Click Replace All and all the replacements are done at once.

Printing a document

To Print a document, go to the File Tab, then Print, this opens up the print dialogue.

At the top is a picture of a printer – this is the Print button, only Click this when everything else has been set.

You have the ability to set the No of Copies to be printed.

You select the printer to use from the Printer drop down list. If you can't see your printer there, then it probably needs to be installed.

Note the Printer Properties. If you Click this it opens up a printer dialogue box.

Settings

Print All Pages – This is a dialogue box to choose how many pages to print

Pages – You can type in here the exact page numbers that you want printed, eg 1-7

Print on Both Sides – Single sided or double sided printing, if your printer supports it

Collated

Portrait Orientation – Switch between Portrait or Landscape printing

A4 – You can choose your paper size.

Normal Margins – You can change the Margins of the document

1 Page Per Sheet – This is the normal setting

Formatting characters and paragraphs

There are a number of different ways of doing this. One way is as follows.

To change the formatting of a paragraph, Triple Click to select the paragraph, then go to the Home Tab, then the Font ribbon. You can change the Font Size by selecting it on the ribbon, or you can type in the required size and hit Enter.

You can change the Font Type. You do this by selecting it from the drop down list.

You can change the Font Colour. Just Click on the colour you want it to be.

You can make the text Bold, Italic, Underlined, Strike through, all Upper Case, Capitalise each word or go back to Sentence Case.

There are buttons to: Increase Font size, decrease Font size.

Another way to format the text is to the Dialogue Launch button in the bottom right of the ribbon. This dialogue gives you access to every possible formatting option. There are also Text Effects, Text Fill and Text Outline. On the Advanced Tab there is access to further formatting options.

Tab Stops

First make sure that you have the Rulers switched on.

To make a global change, select all the existing text by typing CTRL+A.

Navigate to the button at the very left of the ruler which is currently showing a Left Tab.

If you Click on the symbol, it changes to a Centre Tab and if you Click it again, it changes to a Right Tab.

Starting the Left Tab, Click anywhere on the ruler that you want a Left Tab inserted. If you didn't quite get it in the right place, then you can Click the Tab and Drag it to where you want it.

To delete a Tab, just Click it and Drag it off the Ruler.

To put in a Centre Tab, go to the left of the Ruler, change the Left Tab symbol to a Centre Tab symbol, then Click on the Ruler to add a Centre Tab.

To put in a Right Tab, change the symbol on the left of the Ruler to Right Tab, then Click on the Ruler where you want it to be inserted.

To see how it works go to the start of a paragraph, Click, press the Tab key and the text moves to the first Tab Stop.

Other formatting techniques

Select a paragraph, go to the Home Tab. In the Paragraph ribbon, you can move the text by Clicking the Centre text button, move the text to the Left using the Left Align button, or to the right using the Right Align button.

You can add Borders to that Paragraph, eg a box border.

There are Colour options. You can change the background colour of the paragraph. Notice the paragraph dialogue launcher button at the bottom right. Click that and you get a dialogue box which allows you to:

Adjust the line spacing, eg go to double spacing;

Adjust the paragraph indentation.

You can insert first line indentation, eg adjust by 12mm.

Change the space between paragraphs by changing Spacing After.