

Word 2013 for Beginners

Saturday April 5th

10:00am-12:00pm

Instructor: Peggy Lawson

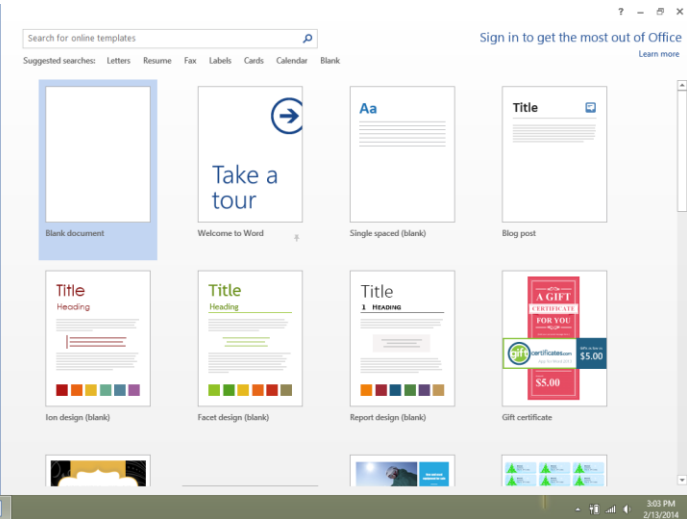
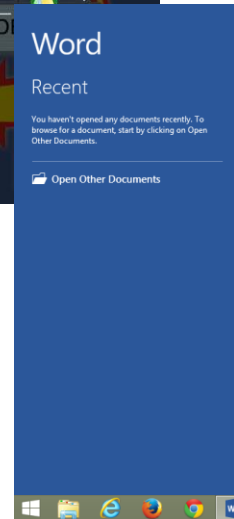


This class will familiarize you with the basics of using Microsoft Word. By the end of this session you will know how to:

- **Start Microsoft Word,**
- **Work with existing documents,**
- **Create a new document in Word,**
- **Type text into Word,**
- **Format and align text to make your document look appealing, and**
- **Print a document.**



Word can be found using the windows start button under Apps by Category



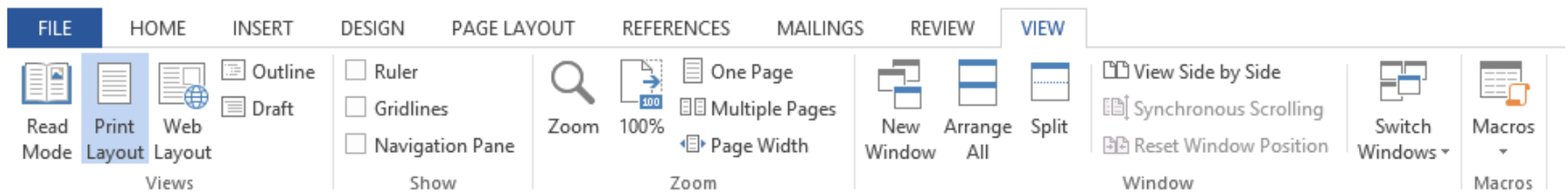
Many computers will also have shortcuts to Word directly



Basics:

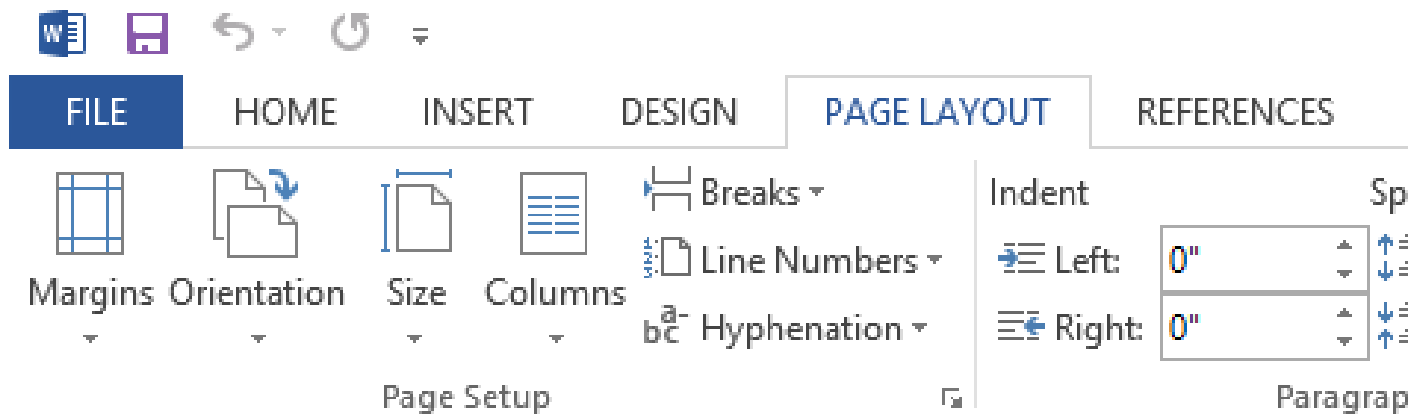
Delete text BEFORE the prompt use the Backspace Key

Delete text AFTER the prompt use the Delete Key

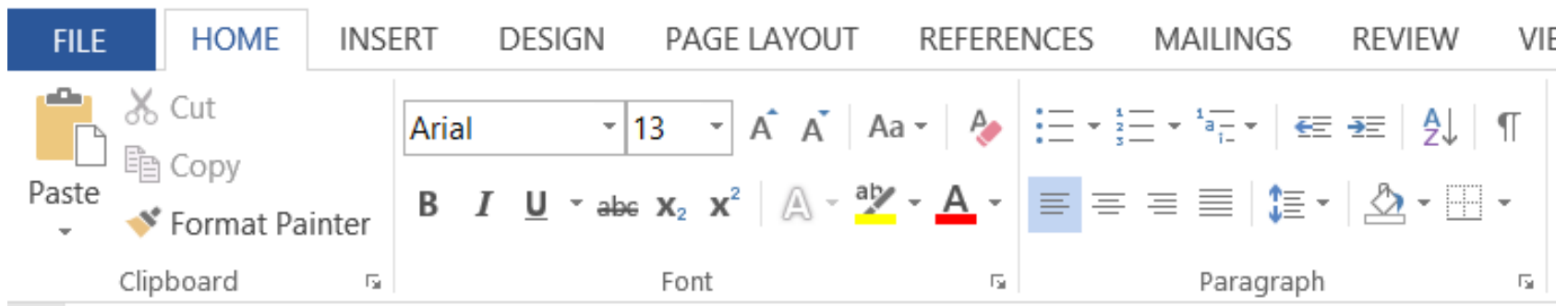


The **View Tab** controls how the Microsoft Word document is viewed while working on it

The **Page Layout Tab** has options to control how the document is formatted



The **Home Tab** includes the most used features including text settings and layout



Essential keyboard shortcuts!

- To select all the text in an entire document, press CTRL-A.
- To undo any change to your doc, press CTRL-Z (the Undo button).
- To cut selected text, select it then press Ctrl-X
- To copy selected text, select it then press Ctrl-C
- To paste copied text, put your prompt where you want the text to go and press Ctrl-V

- Word Document
- Word Document
- Word Macro-Enabled Document
- Word 97-2003 Document
- Word Template
- Word Macro-Enabled Template
- Word 97-2003 Template
- PDF
- XPS Document
- Single File Web Page
- Web Page
- Web Page, Filtered
- Rich Text Format
- Plain Text
- Word XML Document
- Word 2003 XML Document
- Strict Open XML Document
- OpenDocument Text
- Works 6 - 9 Document

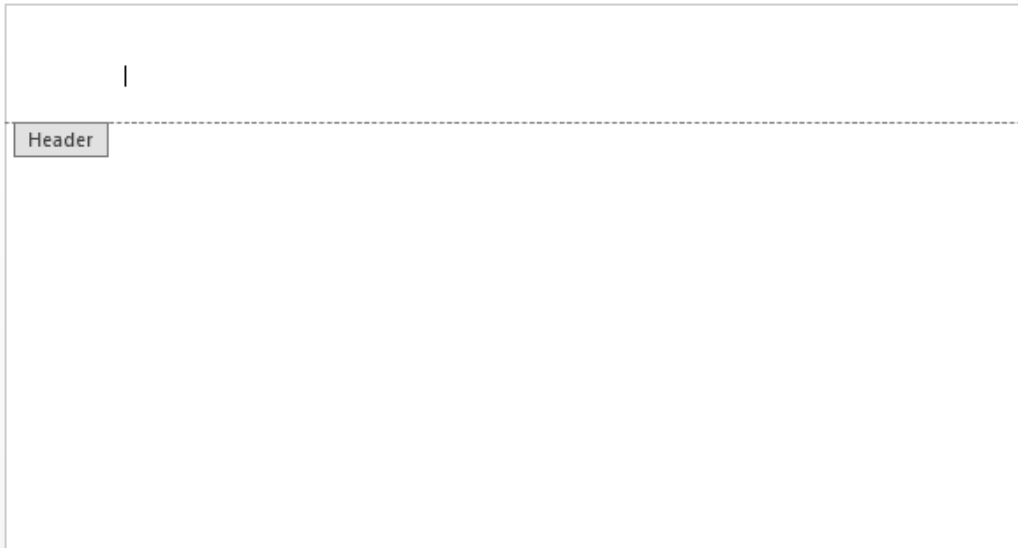
REFERENCES MAILINGS REVIEW VIEW DESIGN

Online pictures
 Go to Header
 Go to Footer
 Previous
 Next
 Link to Previous

Different First Page
 Different Odd & Even Pages
 Show Document Text

Header from Top: 0.5"
 Footer from Bottom: 0.5"
 Insert Alignment Tab

Navigation Options Position



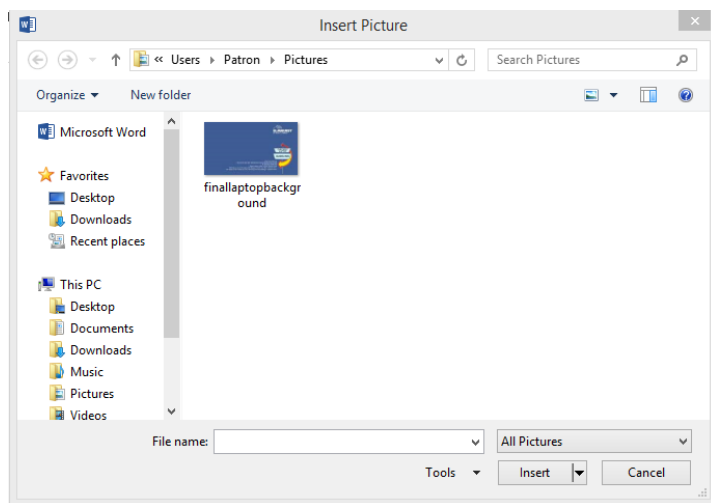
Document5 - Word

HEADER & FOOTER TOOLS

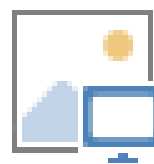
FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DESIGN

Header
 Footer
 Page Number
 Date & Time
 Document Info
 Quick Parts
 Pictures
 Online Pictures
 Go to Header
 Go to Footer
 Link to Previous
 Different First Page
 Different Odd & Even Pages
 Show Document Text
 Header from Top: 0.5"
 Footer from Bottom: 0.5"
 Insert Alignment Tab
 Close Header and Footer

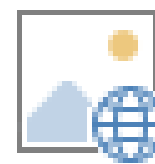
Header & Footer Insert Navigation Options Position Close



The Insert Tab insert images, text boxes, graphs, and charts

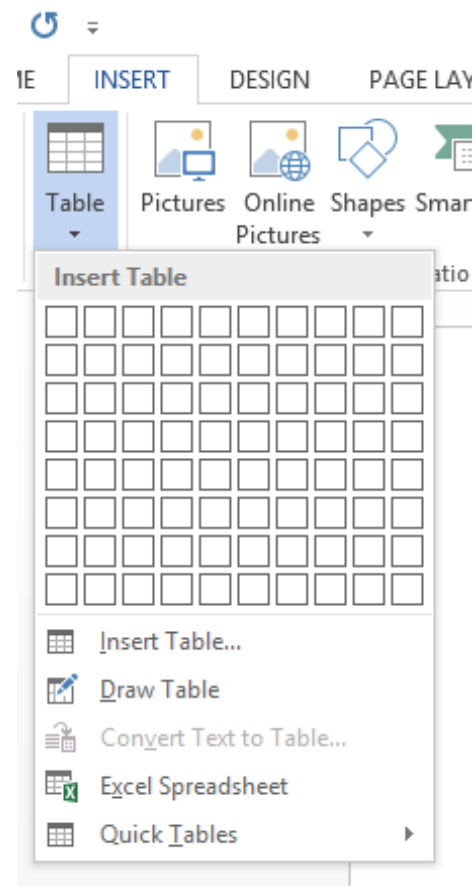


Pictures



Online
Pictures

Word can create tables which operate similar to an excel spreadsheet in the document itself




- ←
- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

Print

Copies:


 Print

Printer ⓘ


 Send To OneNote 2013
Ready


[Printer Properties](#)


Settings


 Print All Pages
The whole thing


Pages:


 Print One Sided
Only print on one side of th...

 Collated
1,2,3 1,2,3 1,2,3

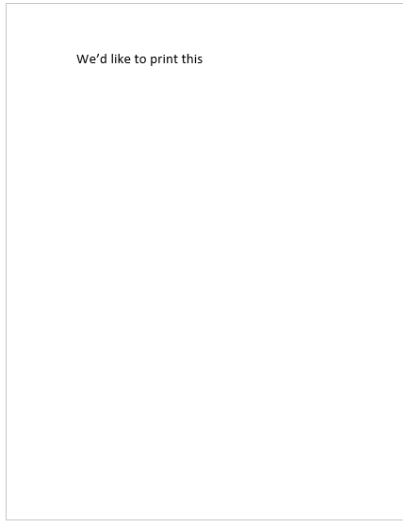
 Portrait Orientation

 Letter
8.5" x 11"

 Normal Margins
Left: 1" Right: 1"

 1 Page Per Sheet

[Page Setup](#)



Additional Library Resources
Located at:



lynda.com
You can learn it.™