WORD BASICS

Class Objective:

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
- Save a document
- Print a document

Welcome to the Microsoft Office 2013 Suite. For those of you using Microsoft Office for the first time, congratulations! You've chosen a perfect time to learn about this application, since the newest versions have undergone a pretty radical revision. For those of you accustomed to Office 2007, don't worry—there are some adjustments you need to make when using the new interface, but the basic tools are still the same and there are new improvements.

Microsoft Word

Microsoft Word is an application that allows you to create text documents. It is part of a larger suite of applications called the **Microsoft Office** suite. The applications in this suite work in a very similar way, and are designed to have a similar "look," so that once a user masters one application, the rest will be easier to learn. There have been several versions of Microsoft Office over the last 25 years, but the one we'll be using today is **Office 2013**. There are alternate word processing applications, but Word is the most common.

Getting Started

Often the best way to learn is by doing. In this class, we're going to learn Microsoft Word 2013 by using it to type up a document with our own instructions, learning the following aspects of Word along the way:

♦ The Office "Ribbon"
♦ Opening, Printing, and Saving a document
♦ Page views and layout
♦ Selecting text and keyboard shortcuts
♦ Copying, cutting, and pasting
♦ Formatting text, paragraphs, and margins
♦ Headers/Footers
♦ Inserting Images

There are many more Word features, but we will focus on these since they are the most used.

Opening Word

Word 2013 can be found in the **Start Menu** (the Windows button) under **Microsoft Office—Word 2013.**

Also, some computers have a shortcut (an icon on the Windows desktop) that you can click on to open the Word application.

Once opened, this is the default view of Microsoft Word.
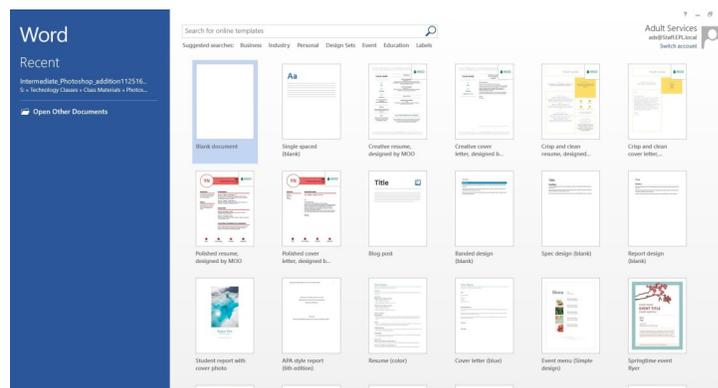
Creating Your Document

Microsoft Word is an application that allows you to create text documents. Here's how to do it!

When you open Microsoft Word, it will immediately prompt you to create a new document with various template and blank document choices. You will learn how to open existing Word documents later, but for now, select "**Blank Document**."

(Selecting **File—New** will also display this menu.)
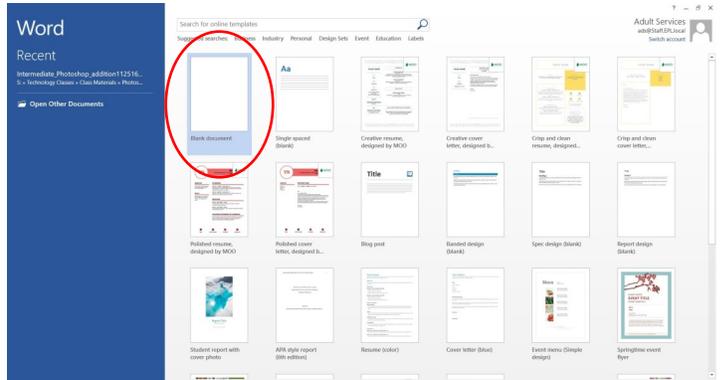
The Ribbon

Notice the icons and commands at the top of the screen. This section is called the **Office "Ribbon,"** and it contains the tools you'll need for creating documents.
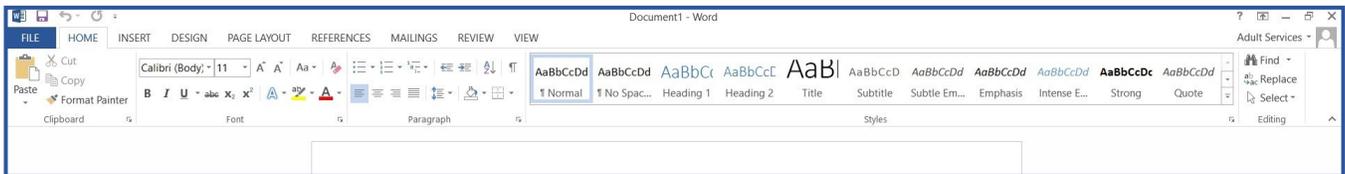
The **Office Ribbon** arranges tools into logically consistent **Tabs**. Each tab contains several tools and some also have "expandable" menus. These menus in each tool group can be accessed by the "Expand" icon.
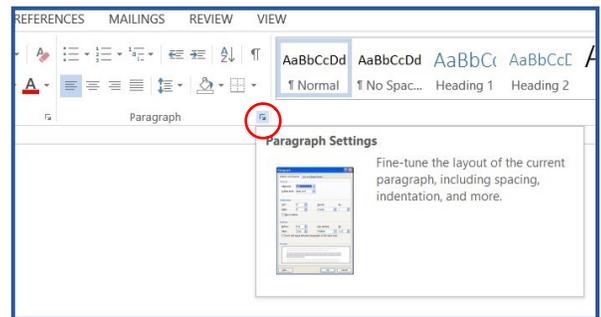
The Expanded Menus Offer More Advanced Options

Each tool performs a specific function. Word is designed with a graphic interface, so users learn to recognize tools by sight. If you don't know an icon's function, leave your mouse pointer on the icon for a second…the name of the icon will appear next to the mouse pointer.

The Office Ribbon is organized in the following way: **[Ribbon] [Tabs] [Groups] [Group Menu tool]** (such as "line spacing") **[Expanded Group Menu] [Additional tools]** (such as "Clear Formatting"). The only exception is the **File Button**. This button controls everything you can DO with a document before and after you work on it: opening, saving, and printing. Today, we're going to focus mainly on the **File Button** and some of the most frequently used tools in the Tab menus. There are lots of additional features in this application, but we'll concentrate on the basics.

TYPING YOUR DOCUMENT

Getting Around

Word starts with a blank document so you can just start typing! Wherever you see the insertion prompt (the vertical blinking line on the document) is where text will appear on the screen when you type.

- Delete text BEFORE the prompt—use **Backspace** key

- Delete text AFTER the prompt—use **Delete** key

- To go to the next line, press the **Enter** key

- To move to a different place, click where you want to be

Home Tab

The Clipboard group contains icons for cutting or copying and pasting text.
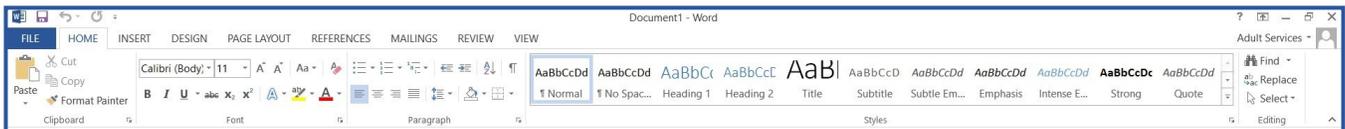
The **Font** group contains tools for formatting text. Select the text and click on the appropriate icon to format:

♦ Font	♦ Font color	♦ Italicize	♦ Highlight text
♦ Font size	♦ Bold	♦ Underline	

When you click on the icon to select the tool, it stays on until you turn it off by clicking on the same icon again.

Home Tab—Paragraph

The Paragraph group is where **Bullets**, **Align Text**, and **Line** spacing are found.

Bullets

- Click on **Bullets** to add bullet points

- To start a new bullet point, press **Enter**

- To get a sub-point, press **Tab**

- To get out of "bullet point mode," press **Enter** three times

Align Text

- Align text affects only the paragraph or sentence you are working on.

- Line spacing can be adjusted in the Paragraph group. First, select all text— click the left mouse button and hold it down, and drag your mouse across the text— then click on line spacing.

Essential keyboard shortcuts!

- CTRL-A: To select all the text in an entire document

- CTRL-Z: To undo any change to your document

- Ctrl-X: Select and press to cut selected text

- Ctrl-C: Select and press to copy selected text

- Ctrl-V: Place prompt and press to paste copied text

LAYOUT

View Tab

To change the view of documents in Word, click on the **View Tab— Views** group. **Print Layout** is the most common view. Add a margin ruler by clicking on the **Ruler** checkbox in the **Show/Hide** group.
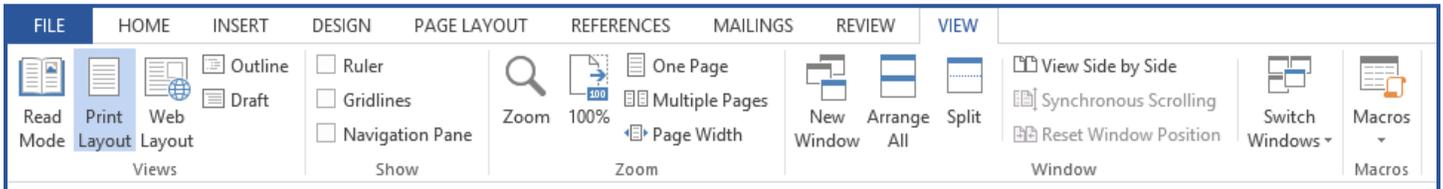
Page Layout Tab

Margins can be changed in the **Page Setup** group. There is a list of preset margins.

Orientation icon changes from Portrait (normal letter) to Landscape (letter turned on side).
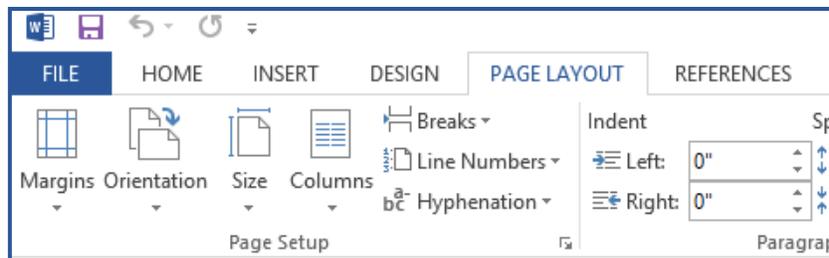
Headers and Footers

Headers and Footers are in the margins of a doc. They can contain titles, dates, and page numbers. To 'open' the Header for editing, double-click in the space. Once you have finished adding something to a Header or Footer, you can close it by double-clicking on the main space of the text.

Double-clicking the Header or Footer will open the **Header and Footer Tools Tab**. This tab manages the sections and page numbers.
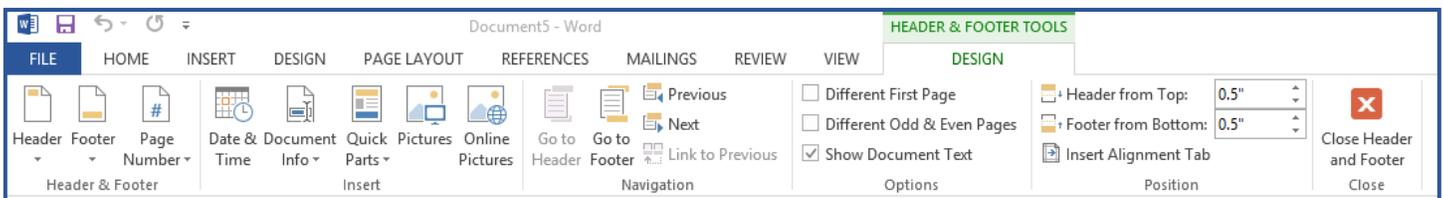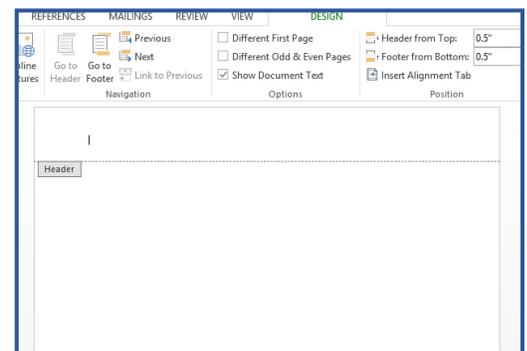
INSERTING PHOTOS AND TABLES

Insert Tab

There are three ways to add images. To insert an image, first click where you want your picture.
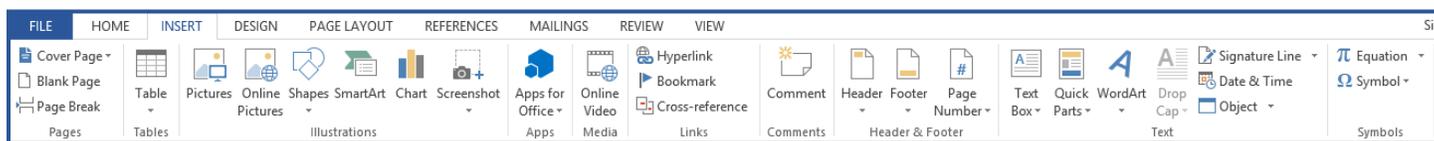
1. **To add your own images** saved on your computer/digital camera, click on "Pictures." Browse to find your pic and click on it.

2. **To use premade images**, click on "**Online Pictures**" to connect to Microsoft's online database of images or to Bing images. Enter a search word. Click on Bing Search or Clip Art to add it.
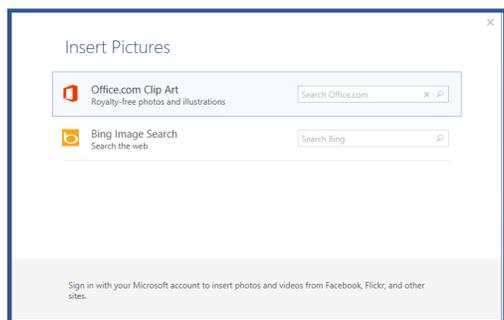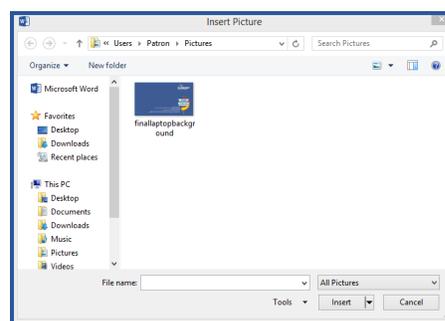
3. You can also Copy (**Ctrl-C**) an image from the Internet and **Paste** it (**Ctrl-V**) in your doc.

A pic takes up a whole section of the document unless you use **Text Wrapping**. Click on the pic and you'll see a new tab, **Format**. Click on it and then choose **Text Wrapping**.

To change the size of a pic, click on a **Border** and hold the button down—drag it bigger or smaller. Holding down the **Shift** key while resizing will change the picture's original proportions.
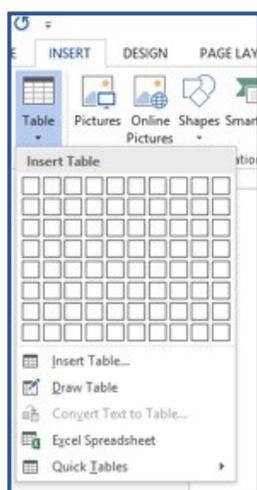
Tables

Tables arrange data.

Go to the **Table** icon in **Tables** group and select the size of the table (# of cells).

SAVING AND PRINTING

Proofing

- Wavy red lines = potential misspelled words.
- Wavy green lines = grammar issues.

To get grammar & spelling suggestions, right-click on an underlined word, **press F7**, or click the **Spelling & Grammar** button to check the entire document.

Saving Your File

To save your doc, click on the **File Button—Save As.** (Use the "**Save**" button if the file has already been saved previously.)

- Select a place to save your file (OneDrive, Computer, or Add a Place)
  - ◇ Selecting **OneDrive** stores it to Microsoft's online cloud storage
  - ◇ Selecting **Computer** allows you to store the file on the PC's direct storage or on a flash drive
- The file can be saved in several file formats, but saving as "**Word Document**" is fine
- To save in other formats, chose the format from the "**Save as type**" drop down menu
- Finally, give the file an identifiable name (note: file name cannot include '.' or '/'). If the file was saved before, you will already have a file name.

Print

To print entire doc, go to the **File Button—Print—click "Ok**."

To print a selected area of text, highlight the area you want to print, then go to the **Office Button—Print—Page Range—**click the **Selection** checkbox—**Ok**.

Opening Word Files

If you would like to view or edit a pre-existing Word Document, select **File—Open**. The **Open** menu is divided into **Recent Documents, OneDrive,** and **Computer**. If the Word Document was viewed recently, it will appear in the **Recent Documents** list on the right. Otherwise, locate the Word Document in your **OneDrive** or **Computer** files. Once the Word Document is selected, click "Open."