

In this course you will:

- Learn how to use Microsoft Word, a common word processing program
- Discover the Word “ribbon”
- Learn how to create, save and print a Word document
- Try some word processing techniques
- Learn keyboard shortcuts for common commands

Section 1: What is Microsoft Word?

Microsoft Word is a program that lets you do **word processing** on the computer. Word processing means using the computer as a tool to type, edit, format and print documents. Word allows you to type text on to a ‘page’, and then format it to your specifications.

On a Windows 7 computer: click the Start button, type the words “Microsoft Word”, and click when it appears

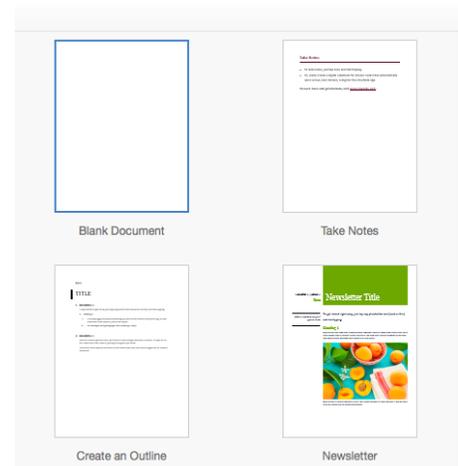
On a Windows 8 computer: simply begin typing the words “Microsoft Word”, and click when it appears

On a Windows 10 computer: click in the Search box and type the words “Microsoft Word”, and click when it appears

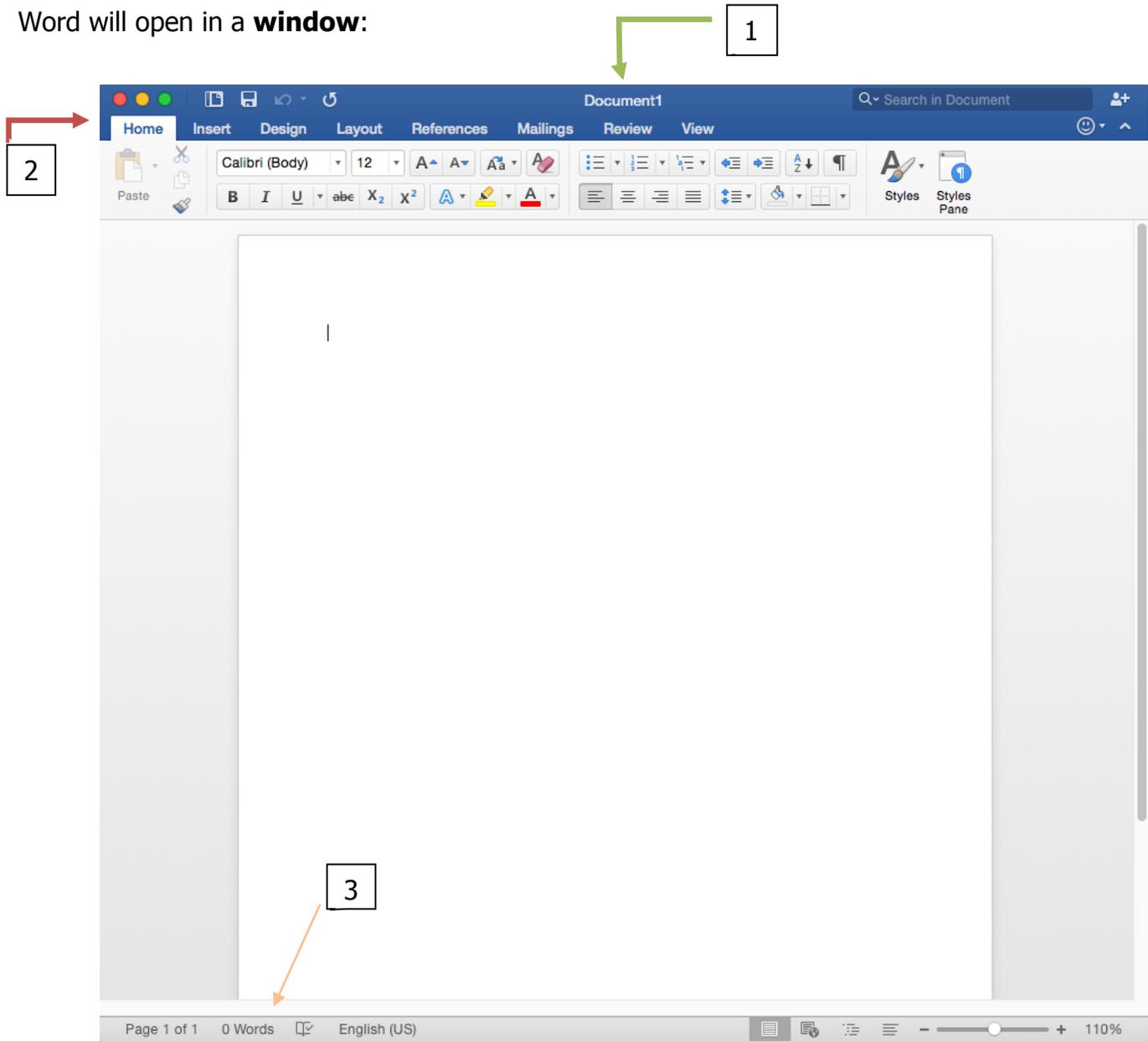
On a Mac: click on the Finder, click Applications, and scroll to click on Microsoft Word

Depending on the version of Microsoft Word you have, you will either see a blank page immediately, or you will be given the option of choosing the type of document you want to write. Click the type of document you want to begin.

For this class, we will choose **Blank Document**.



Word will open in a **window**:

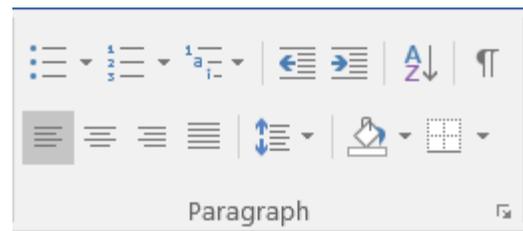


The window is made up of several parts:

1. Title Bar
2. Ribbon Bar, which contains groups of task buttons
3. Status Bar

...and, of course, the big blank page!

If you have a previous version of Microsoft Word on your home computer, click on the tiny arrows at the bottom of each Group to see the traditional menu options.



Type something on the page now!

Title Bar



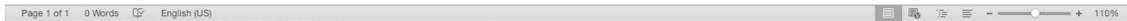
- Tells you which program you have open and what file you are working on; on a Mac you will also see your minimize/close buttons here and Quick Access buttons like **Save** and **Undo**
- Note that when Word opens for the first time the title of your document will be **Document1** until you save it and give it a name.

Ribbon Bar



- Designed to help you quickly find the commands that you need to complete a task
- Commands are organized in logical groups, which are collected together under ribbon tabs
- Each ribbon relates to a type of activity, such as writing or laying out a page
- To reduce clutter, other tabs are shown only when needed

Status Bar



- Displays information about your document (page and line number) at the bottom of the screen

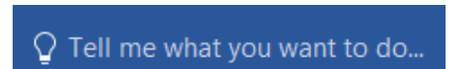
Home/File/Office Button



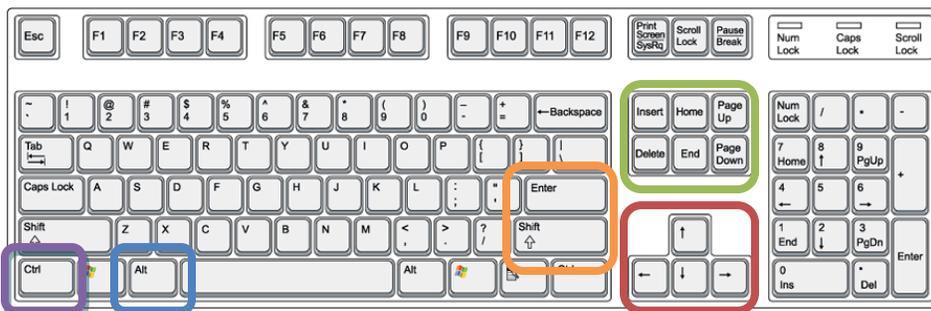
- In the upper-left corner you'll find a **File Menu**; it goes by several names depending on your version of Microsoft Word
- Use the menu to create a new file, open an existing file, save a file, etc.
- There is a Quick Access bar next to the office button for some common commands on PCs
- On a Mac there will be a File item on the top menu at the very top of the screen



You will see the **Help** button/question box/menu item in many programs. If you have a question or can't figure out what to do, click it and type in your question or choose from the options provided.



In this class you'll also use some special keys on your keyboard:



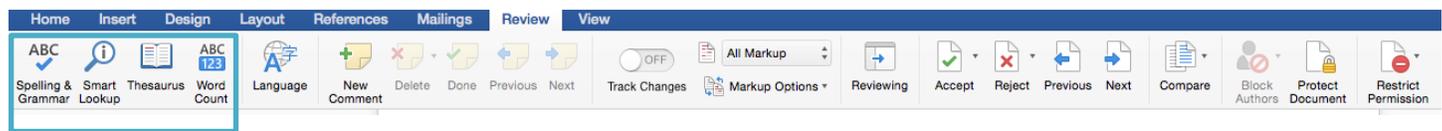
Section Two: Ribbons

There are eight basic **ribbons** that you can use in the latest versions of Microsoft Word. We will use the **Home** and **Review** ribbons today.

The **Home Ribbon** is organized into four groups: **Clipboard**, **Font**, **Paragraph**, and **Styles**. Today we'll be using the **Clipboard**, **Font** and **Paragraph** groups.



The **Review Ribbon** is organized into groups as well; today we'll be using the **Proofing** group.



Proofing

You can explore the other ribbons at your leisure:

- **Insert** ribbon, for adding tables, shapes, pictures, page numbers, etc.
- **Design** and **Layout** ribbons (formerly Page Layout), for setting themes, margins, columns, indents, etc.
- **References** ribbon, for creating table of contents, footnotes, endnotes, etc.
- **Mailings** ribbon, for creating envelopes and labels
- **Review** ribbon for checking spelling, comments, and word count
- **View** ribbon, for customizing how you see your document

Section Three: Creating, Printing and Saving a Document

Creating a Document

To create a document using Word, click inside the **main page area** (the large white page) and begin typing! Please type the following, exactly as it appears here – mistakes and all:

Tody I am goin to lern how to use , microsoft wort. ITS GRATE.

As you type, you do not have to press **Enter** to go to the next line - Word will do that automatically. Word will also often **autocorrect** common typing errors. If you want to start a new paragraph, press the **Enter** key on your keyboard and continue typing.

Making Corrections

Word will show you if you have made a spelling or grammar mistake.

- Incorrectly spelled words will be underlined with a **red wavy line**. The underlined words cannot be found in the online dictionary and are potential misspellings.
- Grammar mistakes will be underlined with a **wavy green or blue line**.
- These coloured lines will **not** appear when you print your document.

There are several ways to correct mistakes:

1. Use the mouse or arrow keys to place the cursor next to the error and use the **Delete** or **Backspace** key on your keyboard to remove characters one at a time (on Mac keyboards, that's **Delete** and **Shift + Delete**)
2. Use the mouse to right click on the underlined word or phrase; a menu box will appear
 - If the checker has a suggestion(s) for correction it/they will be listed in bold
 - Click on the correct word and it will automatically replace the incorrect one
 - If there are no suggestions then you will have to make the correction manually
3. Click on the **Review Ribbon** and then click on the **Spelling and Grammar** button. This will check all of the errors in your document one at a time.
4. To change the letter case from UPPER to lower or Sentence case, click on the **Home Ribbon**, find the **Font** group, and click on the **Change Case** button.



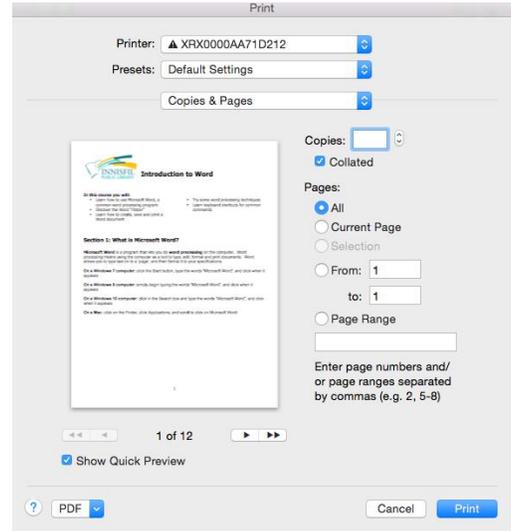
An Important Note About Spelling and Grammar!

- It won't catch correctly spelled words that are used improperly (e.g. **their** instead of **there**)
- It won't recognize unusual person or place names or technical words
- It won't notice if words are missing
- You can tell it to ignore something if you feel it is correct – it's not always right!
- Bottom line: Always proofread your work after you spell check it.

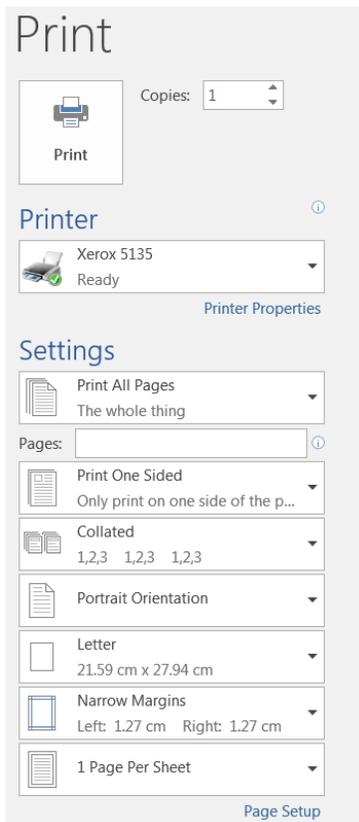
Printing Your Document

Click on the **Office Button** or **File** menu item and click on **Print**.

The Print window will open. From here you can decide which printer to print to, how many pages you'd like to print, and how much of your document you'd like to print.



The Print window will look slightly different on a PC and a Mac, but the options are the same.



You may select:

- **All** to print the whole document
- **Current page** to print only the page the cursor is on
- **Selection** to print only text that has been selected
- **Pages** to print specified pages. Enter the page numbers in the box as a range, e.g. 1-5

To choose the number of copies you'd like to make, type a number or click on the up and down arrows.

When you are finished, click **OK** to send your document to the printer.



On a PC, choosing **Quick Print** from the Office/File Button or Quick Access Bar will send one complete copy of your document directly to the printer without setting printing options or the number of pages.

Saving your Document

It is important to save your work so that you can find it again later and make changes permanent.

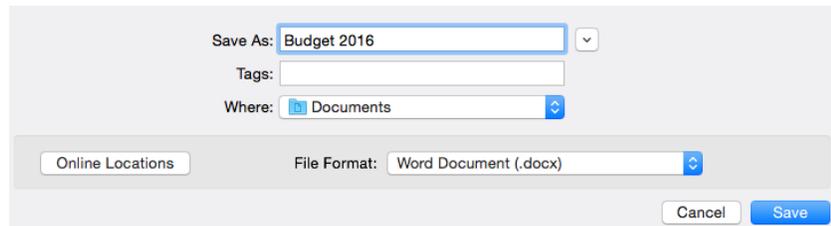
- Click on the **Office/File Button** and click on **Save** OR click on the button on the **Quick Access Bar**



The first time you save a new document, the **Save As** dialog box will pop up:

On a Mac:

- Type a file name in the **Save As** box
- Click on the arrows of the **Where** box to choose the location where you want to save your file.
- Click **Save**.
- To find your document again later, click on **Finder**, then **Documents**.

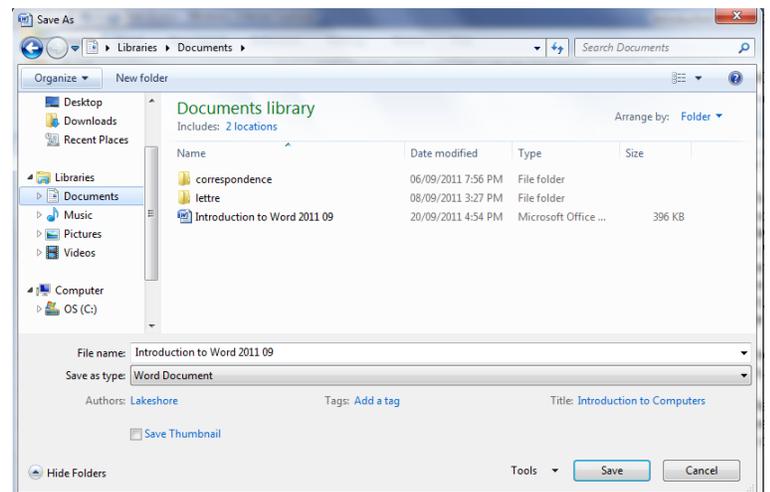


On a PC:

- The default directory in which to save is **Documents**.
- Type a name for your document in the **File Name** box
- Click **Save**
- Word will save your document as a .docx file



To find your document again, click on the **Explorer** button or **Start - Documents**



The next time you save that document the Save As dialog box will not appear; your file will just overwrite using the same name and location you chose when you saved it the first time.

If you want to save your document with a different name or in a different location, choose Save As from the Office/File menu to bring up the Save As dialog box. Save your work often!

To close Microsoft Word, click on the red X at the top right of your window on a PC, or the red dot at the top left of your window on a Mac.

Section Four: Word Processing Techniques

There are many word processing commands that you can do by clicking buttons on the **Home Ribbon**.

Clicking on the buttons will only affect text that you have **selected**, not every word in your document. To select text:

- Hold the left mouse button down while dragging the cursor over the text; as you move the mouse the text will become highlighted.
- Release the button when the desired text is highlighted
 - Do not click again on the page of text until you have chosen a command for that highlighted section. If you do, the highlighting will disappear and you will have to do it again.
- You may also select a single word by double-clicking the word, or select a whole line or paragraph by triple-clicking.
 - As you finish selecting your text, you will see a small window open up to the top right of your cursor; this is a shortcut menu that allows you to access some of the common commands we are about to discuss below. You can click them in the shortcut menu or in the Ribbon, whichever you prefer.

Undo and Redo (on the Quick Access Bar):  or **Ctrl + Z** and **Ctrl + Y**

- If you make a mistake, you can undo the last thing you did by clicking on Edit/Undo. If you change your mind after Undoing, click on Edit/Redo.

Cut:  or **Ctrl + X**

- After selecting some text, clicking on Cut from the Edit menu causes it to be sent to the **clipboard**. The selected text disappears.
- The **clipboard** is a temporary holding place for information that is cut or copied. Older versions could hold only one thing but newer programs allow more than one item on the clipboard at a time. Cut, Paste and Copy are all found under the Clipboard Group on the Home Ribbon.

Paste:

- The contents of the clipboard can be pasted by first clicking the location where the text should appear, and then click on Paste from the Edit menu OR use **Ctrl + V**



Copy:  or **Ctrl + C**

- After selecting some text, clicking on Copy from the Edit menu causes an identical copy of the selected text to be sent to the clipboard. The selected text remains where it was.

Align Text:

- Text can be set to left , center , right , or justified  (spaced so that the text fills the page from one edge to the other). Place the cursor on a line of text or within a paragraph and then click on an alignment button. You can find these buttons in the Paragraph Group.

Text spacing: 

- Text can be set to single-spaced, double-spaced, etc. by clicking on the Text Spacing button in the Paragraph Group.

Font and Font Size: 

- Change the way your text appears by clicking on the small arrow and choosing a new font or font size from the dropdown menu
- Single clicks to the Grow Font or Shrink Font buttons will increase or decrease text size.

Bold, Italics, Underline, Strikethrough, Subscript and Superscript 

- Click on these buttons to bold, underline, or italicize your text for emphasis.

Text Effects, Font Highlight and Colour 

- These buttons let you set cool effects to your text, colour your text or the area behind it
- To change text effects or text/highlight colour, click on the small arrow to the right of the buttons and then choose the the effect or colour you like from the dropdown menu.

Don't forget that you can move many of these to your Quick Access toolbar, so that they will be visible and easy to find no matter what ribbon you have open.

Anytime you'd like to use the keyboard shortcut for one of the above options, hover over the button to see the screen tip. It will give you a keyboard shortcut when available.

Section Five: Keyboard Shortcuts

TO MOVE...	PRESS THE...
One character to the left	Left Arrow
One character to the right	Right Arrow
One line up	Up Arrow
One line down	Down Arrow
One word to the left	Ctrl + Left Arrow
One word to the right	Ctrl + Right Arrow
To the end of a line	END
To the beginning of a line	HOME
To the beginning of the current paragraph	Ctrl + Up Arrow
To the beginning of the previous paragraph	Ctrl + Up Arrow twice
To the beginning of the next paragraph	Ctrl + Down Arrow
Up one screen	Page Up
Down one screen	Page Down
To the bottom of the screen	Ctrl + Page Down
To the top of the screen	Ctrl + Page Up
To the top of the previous page	Alt + Ctrl + Page Up
To the top of the next page	Alt + Ctrl + Page Down
To the end of the document	Ctrl + END
To the beginning of the document	Ctrl + HOME