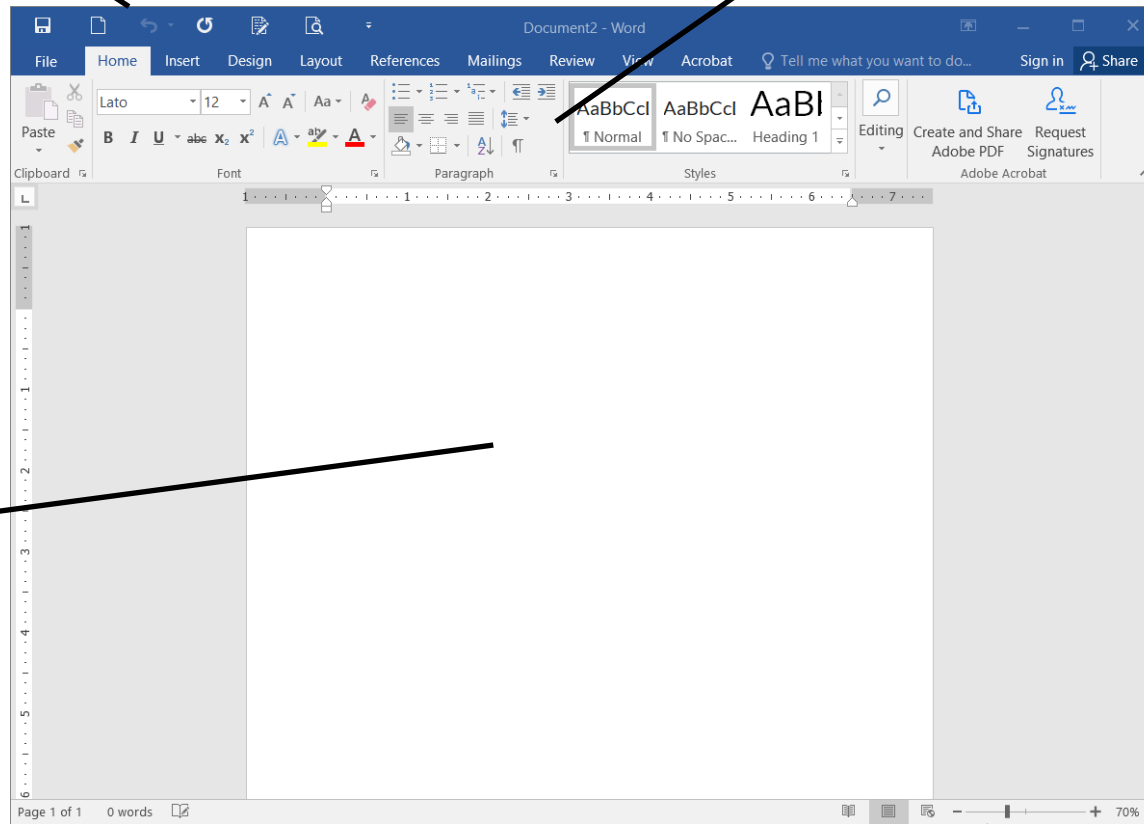


Word Basics

Quick Access: This bar has shortcuts to commonly used functions. You can edit this bar to include the tools you use the most.

Ribbon: This bar holds all the tools available to you in Word. They are organized by similar functions into tabs. For instance, Layout has all the functions related to the layout of the page itself.



Page: This is what your document looks like. You can type here and review what you've added to the document.

View Controls: These controls allow you to zoom in and out of your document. There are also other view methods like Read Mode, Print Layout, and Web Layout.

Using the cursor

When using the mouse in Word there are a few things you can do. Your cursor will turn into an “I” shape when you hover over the page. This line indicates where you’ll place your **insertion point**. The insertion point is the space where you type on the page and it looks like a blinking vertical line (|).

When you want to highlight text, you can double click on a word to highlight just that word, you can triple click on a word to highlight the whole paragraph, or you can click at any point and drag your mouse to select just a certain portion of text.

When your text is highlighted, it will have a gray color around it like this. You’ll want to highlight text anytime you need to change a section of text you’ve already typed for any reason. Whether you want to change the font, color, emphasis, or justification, highlighting is how you’ll do that. If you want to change the entire document, you can select everything by pressing CTRL+A on your keyboard.

While text is highlighted, anything you type will overwrite the highlighted text with what you just typed. If you do this by accident, click the undo button in the quick access bar, or press CTRL+Z on your keyboard to undo your mistake.

Using the keyboard

There’s two buttons that remove text, **Backspace** and Delete. **Backspace** deletes the text to the left of the insertion point. **Delete** will remove text to the right of the insertion point. Either of these buttons will remove all of a highlighted section.



When you want to start a new paragraph, hit **Enter** on the keyboard to drop down a line.

Tab will move your text inward. You can add this indent in at any point in your paragraph by typing the Tab button, but it’s typically done at the start of a paragraph.

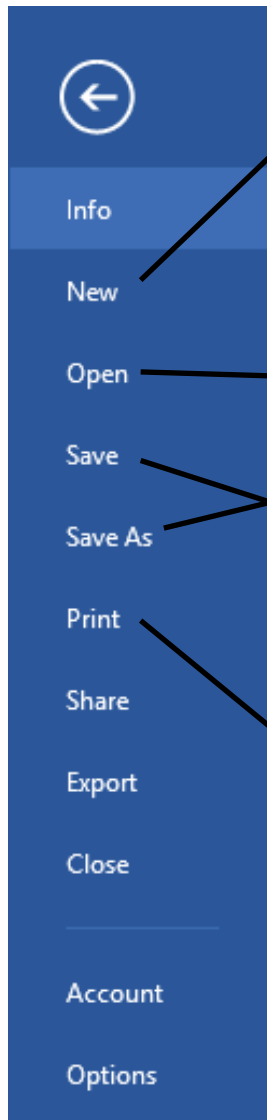
You can click the mouse to go specifically to a place within your document, but you can also use the keyboard to move around as well. **Home** will move you to the start of your current line, and **End** goes to the end of it. Holding CTRL while pressing Home or End will take you to either the start or end of your document respectively.

To move around your document, you can use the **arrow keys**. Hitting one of these will move you around one character or line in whichever direction you push.

Learning the Ribbon

The ribbon sits at the top of your page. The ribbon is broken down into sections according to similar functions. There are several tabs including File, Home, and Review. Here we'll only focus on the most commonly used sections.

File is designed for accessing and managing documents. The layout of the File tab is different from the other tabs in Word, but looks the same across all Office applications (Word, Excel, PowerPoint, and Publisher). Unlike the other tabs, File sits on the right side of the page and its options are vertical.



New (CTRL+N) give you the option to create a new document. There are templates that you can choose to give yourself a head start on how your document will look, though you can also create a blank document and start from scratch.

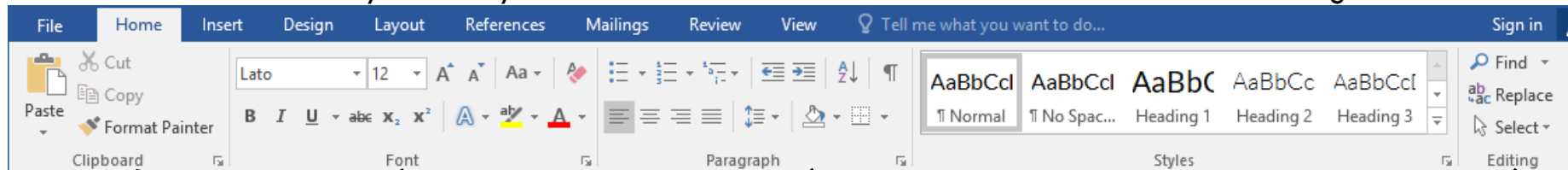
Open (CTRL+O) lets you open documents you've previously worked on. It shows you the most recent documents you've worked on, though you can choose "Browse" and look for any document saved on your computer.

Save (CTRL+S) and **Save As** are two ways to the save you progress. Save will keep the changes you've made to your document in the file you're working on. Save As will put those changes into a new file, leaving the original unedited. This is helpful for things like invoice templates where you don't have to edit the original, but need to save the changes you've made.

Print (CTRL+P) lets you make a physical copy of your document by sending it to a printer. You'll get a view of how your document will look when printed out, as well as options that may or may not be present depending on what your printer is capable of doing like double sided printing.

Home

The **Home** tab is what you'll likely use most often as it has the most common features for editing a document.



The first section of the Home tab is the **Clipboard** which gives you the options for cut, copy, and paste. This will remove or copy text from your document and allow you to place it somewhere else in the document so you don't have to retype it.

You can also copy and paste to and from other programs and documents.

To the right is **Font** which allows you to edit the appearance of your text. You can change the **FONT STYLE** and **size**, make it **bold**, *italics*, or underline, or change the **font color** and **highlight**.

The boxes with the font name and the size have drop down boxes that display many options to choose from, or you can type directly into the box and hit enter to change your options.

The color options at the bottom right have drop downs that let you choose more colors, though clicking right on the color will change it to whatever color is displayed there.

After that is your **Paragraph** tab which gives you options for editing the layout of your paragraph. These include indenting options, text justification, bullets and lists, and line spacing. Each of these options are able to be applied to either a section of your document, or to the whole document if you want.

Bulleted and numbering puts your text into lists. The first one places bullets (•) in front of each line in a list, and the other will number them.

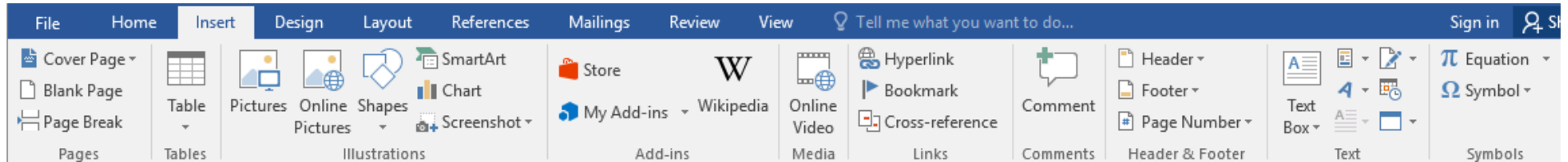
There are four justification options to change where your text aligns on the page. This paragraph is right justified, though the rest of the page is left justified. The header at the top of the page is center justified. Full justification goes to both the left and right like a book.

The last part we'll look at is **Editing** which allows you to find and replace text. Find allows you to search your document to locate specific text in a longer document.

Replace allows you to substitute certain text with something else. You can even choose to replace every instance of a word with another word.

Insert

Insert is a very diverse set of tools that allow you to input things other than words into your document.



The **Pages** option allows you to add pages to your document without having to completely fill the current one with words.

The Cover Page option has templates you can choose from.

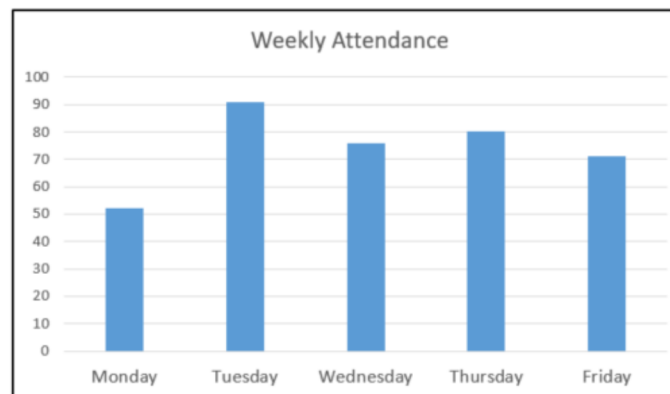
Inserting a **Table** gives you a grid you can fill with data similar to an Excel spreadsheet. When you click on the button it will let you highlight a number of cells to determine how big your table will be. You can always add and remove extra rows or columns later if your needs change. Selecting Insert Table from that menu will give you further options for setting up your table.

An example table

Illustrations allows you to add pictures, shapes, charts and more into your document to make it a bit more exciting to look at. This is the option I used to include the pictures in this handout. Clicking chart under this section will give you a small spreadsheet where you can enter your information into without leaving Word to show this data.

Header and Footer allow you to edit the header and footer of a document which will appear at the top or bottom of every page. I've added a page number into the footer of each page in this handout. Alternatively, you can double click in the header or footer of the page to edit that area on your own.

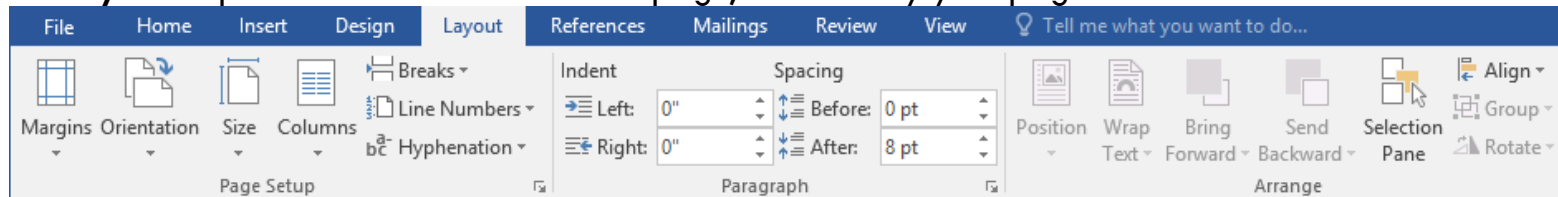
Inserting a **Symbol** allows you to get characters that don't appear on the keyboard like ©, £, and °. Each font has its own set of icons and symbols. This tool isn't used very often, but comes in handy whenever you need something very specific.



An example chart

Layout

Layout adjusts not what's added to the page, but the way your page itself looks and is structured.



The **Page Setup** section is where the commonly used tools in this tab are located. **Margins** will adjust the white space around your document.

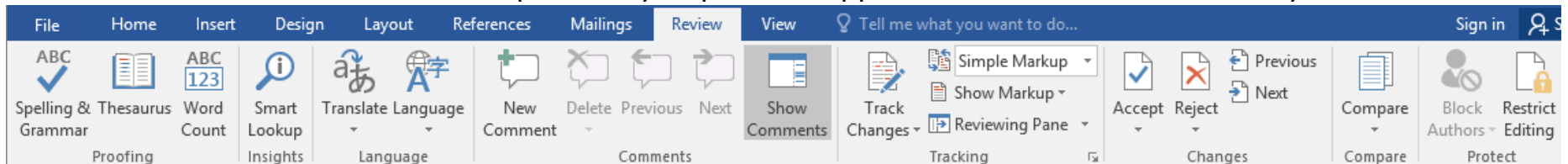
Orientation will allow you to change your page between portrait to landscape.

Size adjusts the size of the page in case you're printing on a different sized piece of paper. Letter (8.5" x 11") is the default for a new document, but there are other options such as Legal (8.5" x 14") or Tabloid (11" x 17"). Both of these options we have available on the printers at the library. You can also set it to any custom size depending on your printing needs, like an envelope.

Columns add multiple columns to your document. You can add columns to the whole document or you can do just one small section by highlighting that section with your cursor, then choosing the number of columns you want to include.

Review

The **Review** tab is where a couple of very helpful tools appear that aren't obvious where they're hidden.



The biggest tool here is **Spelling and Grammar** which is how you can automatically check whether you have any spelling or grammar mistakes in your document.

This is a spelling mistake. Word will provide on the go spelling and grammar correction using the squiggly red or blue lines under your text. You can right click on the underlined words to correct it in the moment, or you can wait and do it all at once with the above tool. These only show on your computer screen, so even if you don't correct the words, the squiggly lines won't appear on a print out.

Comments are a helpful tool if you're reviewing someone else's document, or if you want to leave yourself notes for something you're writing in order to come back to it later. Comments allow you to leave notes in the margins for the other users to review later. You can track them in this tab, add or delete comments, and easily switch from one to the next for review.