

Microsoft Word for Beginners



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1.0 hour

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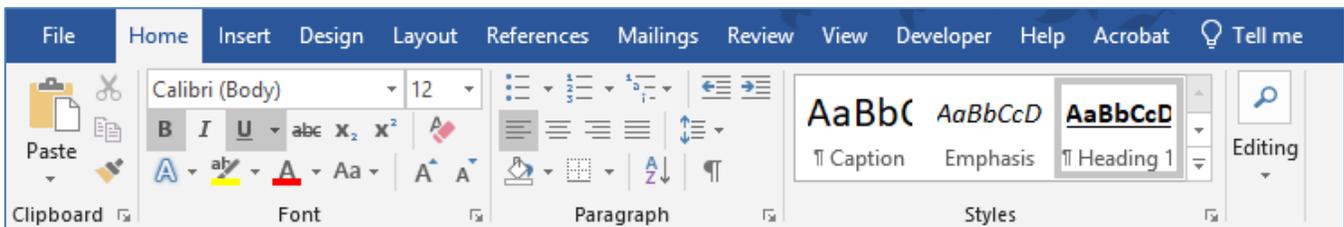
Evaluation: <https://go.ufl.edu/trainingeval>

Ribbon

The area at the top of your window in a Word document is called the **Ribbon**. The images of Word in this packet were copied from a wide screen monitor. With the wide screen, the **Ribbon** is stretched across the window and I can see all the buttons. If you are working on a narrower window, Word will try to clump the groups together and the layout may look a little different from the ones shown here, but all the buttons will be there.



Here we can see how the font group is now three buttons high, and how some of the buttons like Cut and Copy have lost their text labels. The **Editing** group has even turned into a menu. This is the same version of Word; the difference is the width of the window.



Parts of the Ribbon

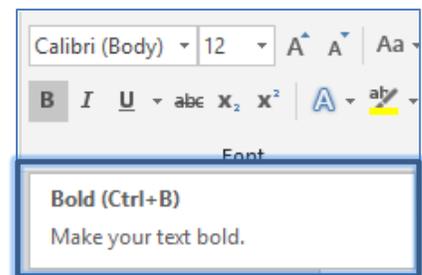
The Ribbon is broken into Tabs, tabs are broken into groups, groups contain the buttons.

- **Home** – Copy and Paste, Formatting, Find
- **Insert** – Page breaks, Pictures, Page Numbers
- **Design** – Watermarks, Page Borders
- **Layout** – Margins, Paper Size
- **References** – Table of Contents, Endnotes/Footnotes
- **Mailings** – Envelopes, Labels, Mail Merge
- **Review** – Spell check, Thesaurus, Comments, Track Changes
- **View** – Ruler, Zoom
- **Others** – Other tabs can be added, notice mine has **Developer**, **Acrobat**, and **Help** tabs.

ScreenTips

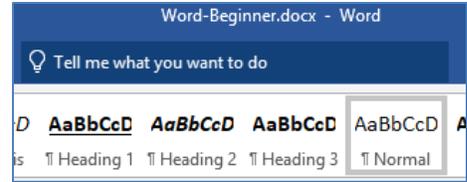
The Screen Tips, or Tool Tips, are little popup windows that appear when you hover over a button. Pay attention to them because they will tell you what the button is called and what it will do.

There's a lot of power in a name, if you know what Word has named the tool, it will make searching the help files easier.



Tell Me

Above the ribbon is a small box that says "Tell me what you want to do" (or "Search") Try typing in options like Bullets, Thesaurus, and Margins. Word will often put the option directly on the menu.



Saving

In order to keep a document created in Word, you need to save it. If you have already saved the file, such that it has a name and a location, the **Save** feature will keep any changes made since the document was opened.

To save a file, you can do any of the following:

- From the **File** tab, choose **Save**
- Click on the **Save** button on the Quick Access Toolbar ()
- Use the shortcut key **Ctrl-S**.

Save As

If you want to save your file with a different name and/or location, click on the **File** tab, choose **Save As...** or press the function key **F12**. If you have never saved this document before, any method you choose to save will activate the **Save As** dialog box.

By default, Word will save a file as a "Word Document (*.docx)"

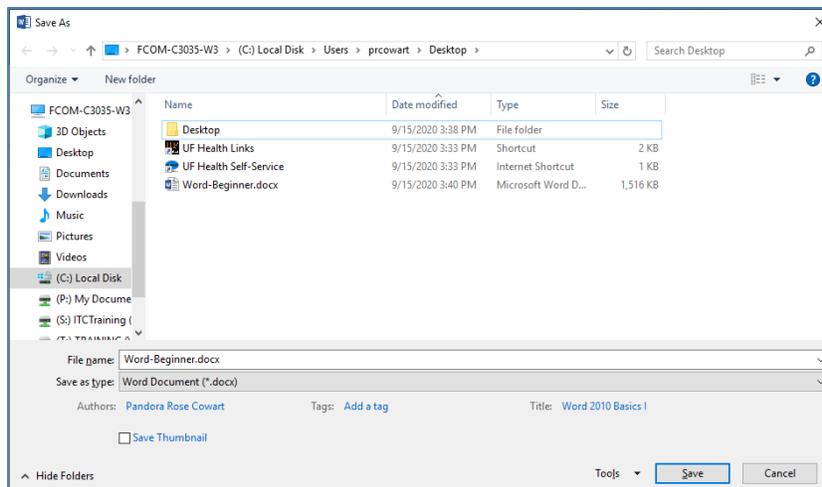
- To save the file in a different format, change the *Save As type* option

Remember if the file was previously saved, you will make a new copy by using "Save As...".

The default file location is set in the Word Options. You can change this under the **File** tab, **Options**, **Save**, **Default File Location**.

The two most important things to remember with saving a file are:

1. Where is the file being saved?
2. What are you naming the file? (**File name**)

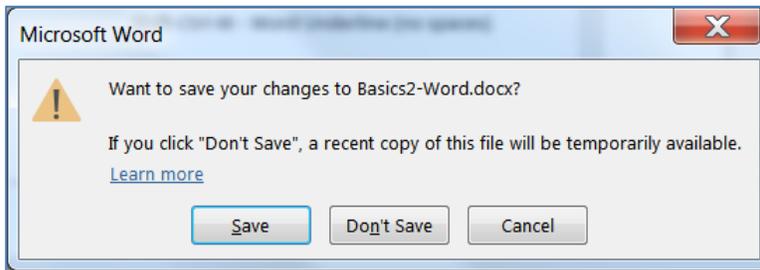


Closing a Document

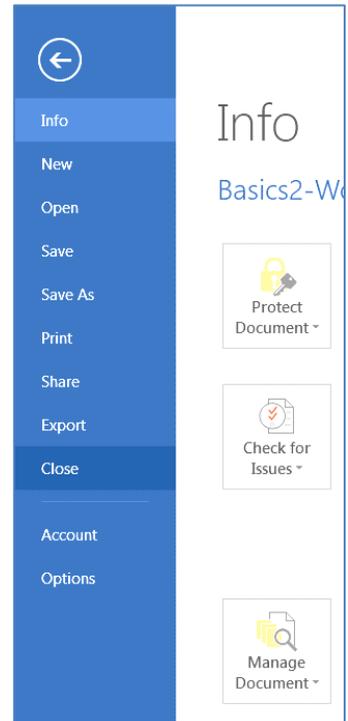
To close a file, from the **File tab** **C**lose, or use one of the shortcut keys (**Ctrl-F4**, or **Ctrl-W**).

If you click the **X** in the top right-hand corner of the window it will close the current document. If it is the only document open, it will exit Word.

If there have been no changes to the document, Word will simply close the file, but if you have made modifications since the document was opened, created, or last saved, Word will prompt you to save.



- If you choose **S**ave -Word will save the document with the same name into the same location, it previously had. If this file has never been saved, Word will open the SaveAs window. (The **Enter** key will push this button.)
- If you choose **D**on't Save -Word will close the window and you will lose any changes since the last time the document was saved.
- If you choose **C**ancel -Word will forget that you asked it to close the file and place you back in the document. (The **Esc** key will push this button.)

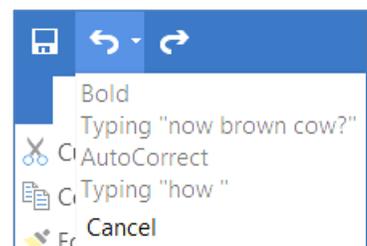


Undo, Redo and Repeat

Word keeps track of most tasks you perform until you exit. Tasks such as formatting and deleting, can be *undone*. From the Quick Access Toolbar click the button (↶), or use the shortcut key **Ctrl-Z**.

Most windows programs have an **Undo** feature; many only allow you to undo one task. Word keeps track of each step that you have done since the document was opened.

There is a drop-down arrow next to the **Undo** button, on the standard toolbar. This allows you to see a list of every step you have done so far. If you want to *undo* something that you have done several steps ago, you must undo every step between now and then. You cannot go back and undo a single task without undoing everything back to that point.

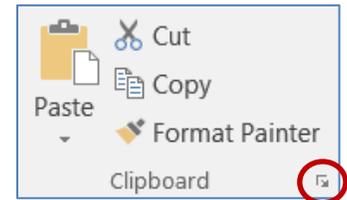


If you undo too far, or you change your mind about the *undoing* of that task, Word allows you to **Redo**. On the Quick Access Toolbar, you will find the redo button (↷), or use the shortcut key **Ctrl-Y**.

If there is nothing to *redo*, Word puts a **Repeat** feature in **Redo's** place (↻) and assigns the shortcut key (**Ctrl-Y**) to **Repeat**.

Cut, Copy and Paste

Cut, Copy and Paste are clipboard features built into windows. The clipboard is a temporary storage location where an item is stored for later recall. The windows clipboard can only store one item at a time. Microsoft Office has a Multi-Clipboard that can store 24 items. You can open the multi-clipboard from the "more" button.



Cut will copy the selected text to the clipboard and remove it from the current location. This button appropriately shows a pair of scissors for the *cut* option. The shortcut key is **Ctrl-X**. To use the **Cut** command, you need to select the text or object you wish to move then choose the option. Move the cursor where you want the text or object to appear and choose **Paste**.

- **Move:** Instead of Cut/Paste, try selecting the text, then click and dragging to a new location.



Copy will place the selected text on the clipboard; nothing will appear to happen on the window. **The** button shows two sheets of paper for the *copy* option. The shortcut key is **Ctrl-C**. To use the **Copy** command, you need to select the text or object, and then choose copy. Move the cursor where you want the text or object to appear and choose **Paste**.

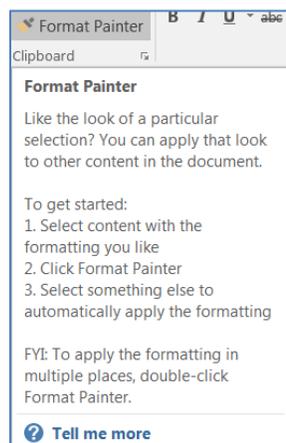
- **Duplicate:** Instead of Copy/Paste, try selecting the text, and then drag to a new location while holding down the **Ctrl** key. Be sure to let go of the mouse before you let go of the keyboard, and you will produce a duplicate.



Paste will produce the last option copied or cut to the clipboard. This button shows a sheet of paper coming from a clipboard for the *paste* option. The shortcut key is **Ctrl-V**, or **Shift-Insert**. You can usually paste the same item over and over again, until the computer has been restarted or you copy/cut something else.

- **Paste Special:** The drop-down menu under the **Paste** button shows the **Paste Special** options. These options will change depending on what is currently in the clipboard. It can be a very useful tool to do things such as Paste as unformatted text. Unformatted text will get rid of hidden HTML codes from a webpage or the hidden formatting from another Word Document.

Format Painter



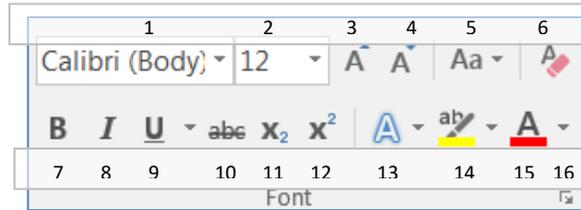
The **Format Painter** will copy the format of selected text and apply it to the text you specify. This button shows a paintbrush for the *format painter* option.

To use the **Format Painter** command, you need to first select the text that has the format you wish, click once on the button (a paintbrush will follow your mouse pointer), click on the text you want to reformat.

This tool turns itself off after each use. To turn it on, and keep it on, double-click on the button on the standard toolbar. To turn it back off, simply click on that button again or press escape (**Esc**).

Format Font

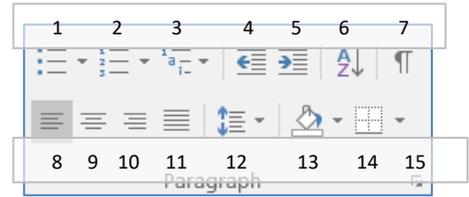
Most options to change the format of the text can be found on the **Home** tab, in the **Font** group.



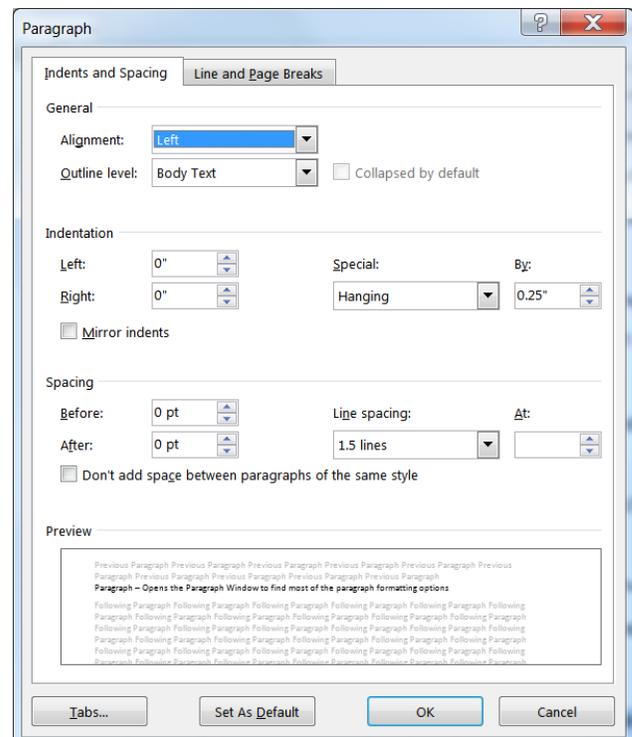
1. List of Fonts - Changes the shape of the selected text.
2. List of Font Sizes - Changes the size of the selected text. You can type in your own custom size, the range is 1pt to 1638pt, including half sizes (e.g. 14.5pt) Use Ctrl-[or Ctrl-] to increase and decrease by one font point.
3. Grow Font - Increases the size of the selected text, based on the list of font sizes. Use Ctrl-> to increase the font based on the list of sizes.
4. Shrink Font - Decreases the size of the selected text, based on the list of font sizes. Use Ctrl-< to decrease the font based on the list of sizes.
5. Change Case - Changes the capitalization of your selected text. Choices include: Sentence case.; lowercase; UPPERCASE; Capitalize Each Word; and tOGGLE cASE.
6. Clear Formatting - Change the selected text to the default settings.
7. Bold - Changes selected text appear **darker**, like writing with a marker instead of a pen. Use Ctrl-B to bold.
8. Italic - Changes selected text to appear *slanted*, leaning the letters to the right. Use Ctrl-I to Italicize.
9. Underline - Changes selected text to have a single line under the text. The dropdown allows you to pick different underlines and underline colors. Use Ctrl-U for a basic underline.
10. Strikethrough - Changes the selected to have a ~~single line~~ through the middle of the letters.
11. Subscript - Changes the selected text to be small and lowered. Example: H₂O ("Subway goes down"). Use Ctrl-= to subscript.
12. Superscript - Changes the selected text to be ^{small and raised}. Example: x² ("Superman goes up"). Use Ctrl+= to superscript.
13. Text Effects - Changes the text to have more dramatic appearance. This option is only available in Office 2010.
14. Text Highlight Color - Changes the mouse to a highlighter. Turn on this tool and drag over text to highlight/un-highlight.
15. Font Color - Changes the selected text to the chosen color. When you choose a color it becomes the default. To see other color options, click **More Colors...** to see all the colors available.
16.  **More Font** – Opens the Font dialog box with more Font settings

Formatting Paragraphs

In Microsoft Word, a paragraph is any text which ends with a ¶ (paragraph mark). These are created when you press the Enter key on the keyboard. You can see the hidden characters such as the paragraph mark by using the show/hide button in the upper right-hand corner of the Paragraph group (#7).



1. **Bullets** – Start a bulleted list or click the drop-down arrow to choose a bullet style
2. **Numbering** – Start a numbered list or click the drop-down arrow to choose a number style
3. **Multilevel List** – Start a multileveled list or click the drop-down arrow to choose different styles
4. **Decrease Indent** – Decrease the indent level of the current/selected paragraph(s)
5. **Increase Indent** – Increase the indent level of the current/selected paragraph(s)
6. **Sort** – Alphabetize the selected text
7. **Show/Hide** – Show or hide the non-printing characters such as paragraph breaks, spaces and tabs
8. **Align Text Left** – Align the current/selected paragraph(s) on the left side
9. **Center** – Align the current/selected paragraph(s) in the center
10. **Align Text Right** – Align the current/selected paragraph (s) on the right side
11. **Justify** – Align the current/selected paragraph(s) on both sides
12. **Line Spacing** – Change the spacing between the lines of the current/selected paragraph(s)
13. **Shading** – Change the background color behind the text
14. **Borders** – Change the borders around the text, click the arrow to choose different styles
15.  **More Paragraph** – Opens the Paragraph Window to find most of the paragraph formatting options



Spelling and Grammar

Spelling errors have a telltale red underline letting you know you may have got a word wrong, grammar comes in with a blue line. Spelling errors include capitalization of certain proper nouns.

For example The reign in spain falls mainly on the plain .

As you right-click on each possible error, Word gives you a choice of possible changes. If you feel the word is not a mistake, you can tell it to **Ignore All**. If it's a word you will use often, you should be able to add it to your dictionary.



Word usually only picks up one grammar error at a time, since as you change part of the sentence, it could change the context. After each change, you may need to wait a few seconds, or click in another line for it to reevaluate your sentence. But of course, no tool is perfect, what I meant to say was RAIN.

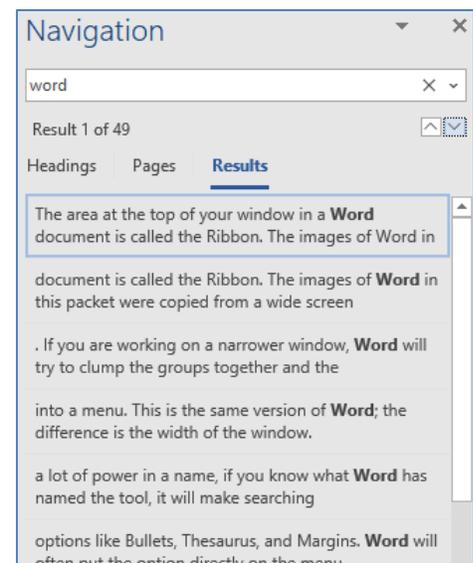
Find and Replace



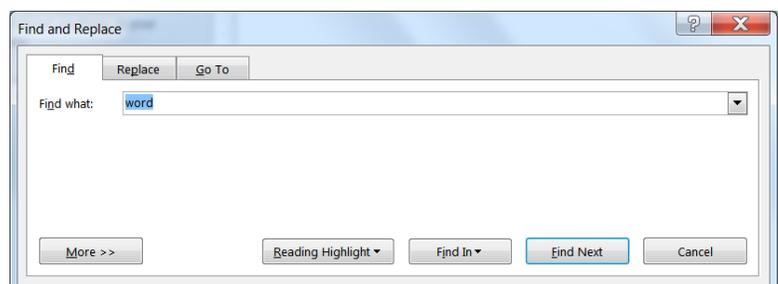
One of the most powerful tools in the Microsoft Office Suite is Word's Find and Replace tool. The tools are listed in the **Editing** group on the **Home** tab. You can also use the keyboard shortcut Ctrl-F to Find, Ctrl-H to Replace and Ctrl-G to Goto.

When you click on the Find button, or press Ctrl-F, Word will open the Navigation pane on the side of the window. When you type a word or phrase into the search box, Microsoft Word will tell you how many matches it found, and will show a preview.

Within the document itself, Word will highlight the search values so you can see the match at a glance. Click on a match in the Navigation pane, to move to the chosen selection.



If you would like more search options, you can click the drop-down arrow in the search box and choose **Advanced Find**. This option is also available from the **Find** button drop down list on the Ribbon. Notice this also contains the **Replace** and **GoTo** options.



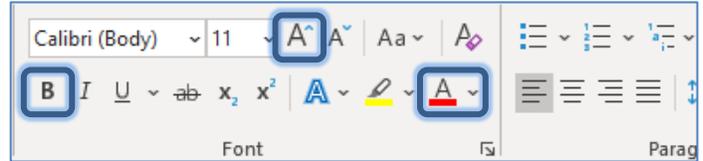
Exercise 1 – Formatting and Page Number

Open the file PrivacySecurityPolicies.docx

Format Fonts

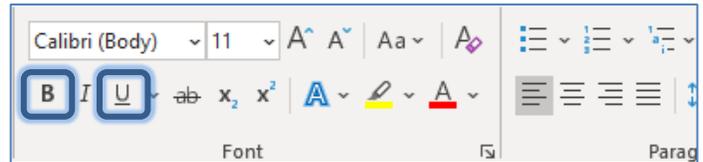
1. Select the title **Privacy and Security Polices**

- **Bold**
- Increase Font Size
- Change the color



2. **Bold** and Underline the headings:

- **Use of Persistent Cookies**
- **External Links**
- **Social Media Sites**
- **If You Send Us Personal Information**



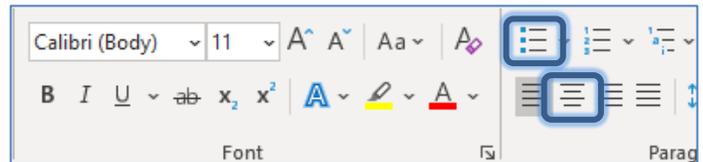
Format Paragraphs

1. Click in the title **Privacy and Security Polices**

- Center

2. Bullet the three paragraphs that start

- To remember
- To get aggregate
- To gather



Page Number



1. Click the **Insert** tab
2. Choose **Page Number**
3. Choose **Bottom of Page**
4. Choose **Plain Number 2** (bottom center of the page)
5. Click the **Close Header and Footer** button in the ribbon or double-click in the document.

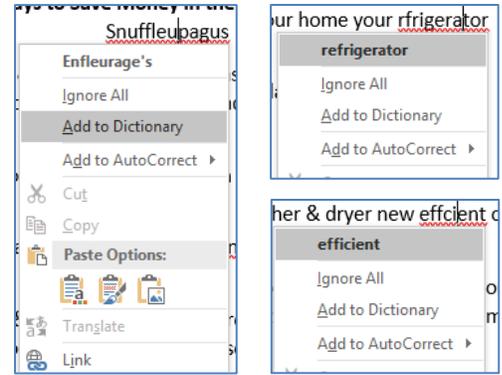
Exercise 2 – Spell Check, Find and Replace

See Page 7 for more information.

Open the file LaundryRoom.docx

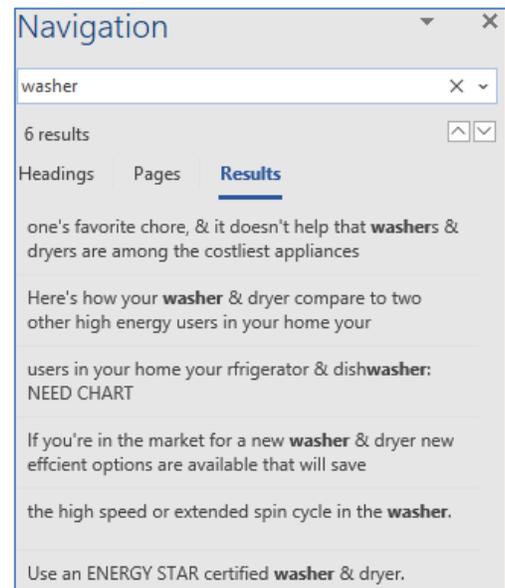
Fix Spelling and Grammar errors

1. Right-click on the words with the red wavy underline
 - Add Snuffleupagus to your dictionary
 - Fix the spelling rfrigerator to refrigerator
 - Fix the spelling efficient to efficient
2. Right-click on the words with the blue double underline
 - Fix or ignore any errors your version of Word suggests.



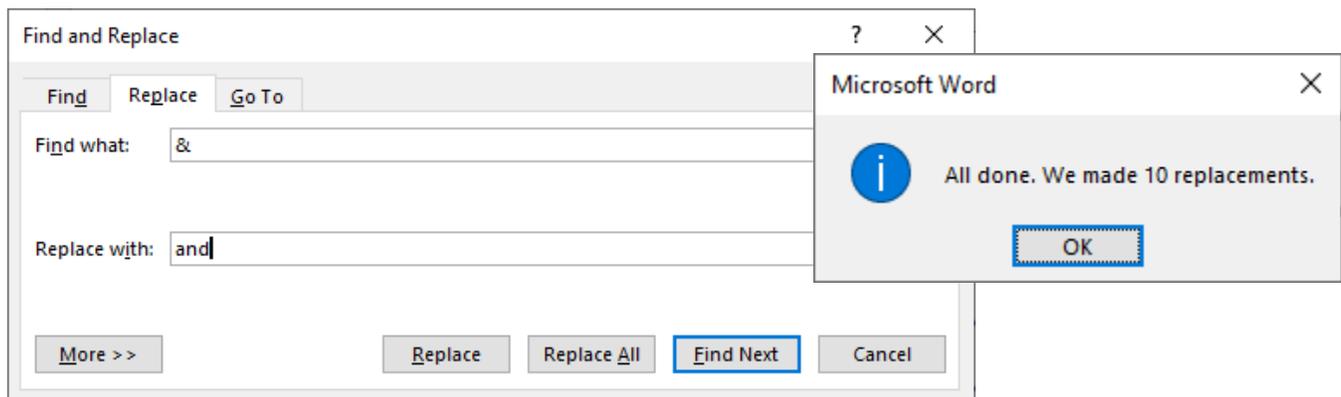
Search (Find)

1. Click on the **Find** button on the right-side of the **Home** tab. This should open the **Navigation Pane** on the left-side of the window.
2. In the search bar type **washer**. Word should find six (6) results.
 - Notice it found different variations.
 - Each instance of the Word **washer** has turned yellow in the document.
 - Click on one of the paragraphs listed in the pane and Word will take you to that location.



Replace

1. Click on the **Replace** button on the right-side of the **Home** tab. This will open the Replace window.
 - a. Find the ampersand (&)
 - b. Replace with the word **and**
 - c. Click on the **Replace All** button

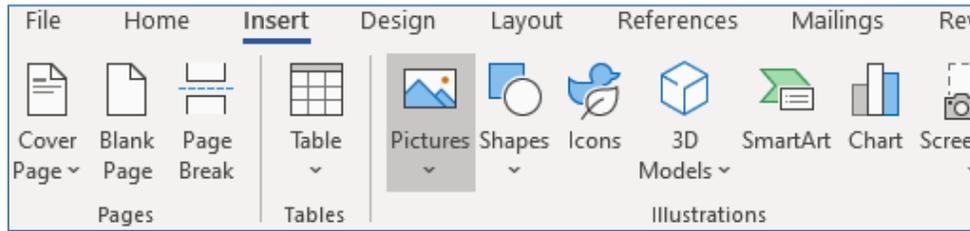


Exercise 3 – Insert a Picture

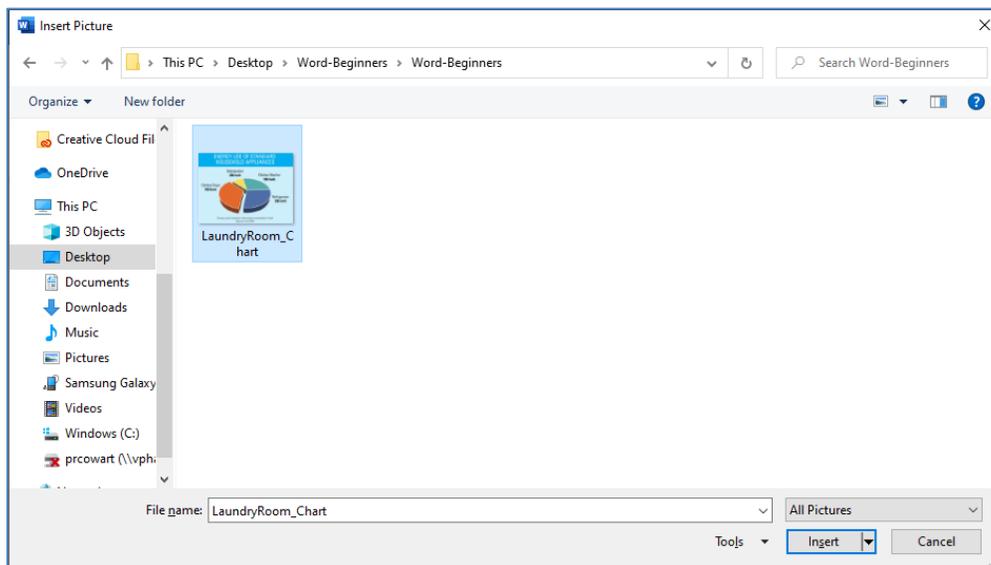
If needed, open the file LaundryRoom.docx

Insert a Picture

1. Delete the words NEED CHART at the end of the second paragraph.
2. While your cursor is in that space, go to the Insert tab
3. Choose Pictures (*if there is a menu, choose **This Device***)

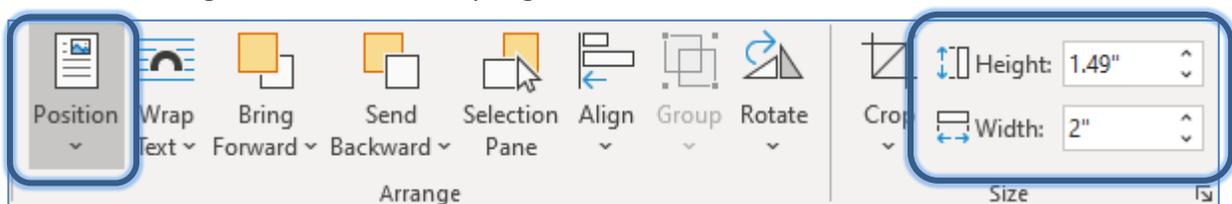


4. Find the saved picture, **LaundryRoom_Chart** and **Insert**



Format the Picture

1. Click on the image and you will see a Picture Tools tab.
 - a. Change the **Width** to 2"
 - b. Change the **Position** to Top Right



2. Use the arrow keys on the keyboard to adjust the picture's location