



Microsoft Word - Basics

Department of Information Technology



Microsoft Word - Basics: This course will use **Microsoft Word** to introduce basic word processing skills, and to familiarize the participant to the most-commonly used features of Microsoft Word, such as creating, editing, formatting, and saving a word processing document.

Some Helpful Hints

- What is Microsoft Word? Microsoft Word is an **application** that allows you to create word processing **documents**, such as letters, memos, and reports.
- The basic premise in any application is that you need to be able to quickly and easily change (or edit) a document. To do this, applications take a **1-2 approach**: first, you need to **select** the part of the document you want to edit; second, you need to tell it what to do with that selected part (**edit**). Selecting portions of a document is done by **Single, Double, and Triple Clicking** your mouse within your document. Editing is done through a series of menus and commands covered in this class.
- Being able to create and edit your document is important, but saving your document is just as important. Word has two save features: **Save** and **Save As...** "Save" allows you to save an existing file with the same name in the same location, whereas, "Save As..." allows you to change the name and/or the location of the document.

The Basic Word Window

- Word has nine **menus** to help you create your document: **File, Edit, View, Insert, Format, Tools, Table, Window and Help**. The commands in these menus are accessed through the mouse.
- **Shortcut Keys** can be found by pulling down the menus. The shortcut keys are listed along the right side of the menu.
- Word has a number of toolbars to assist you in formatting your document. To view or hide a toolbar, pull down the View Menu down to Toolbars and select the toolbar from the slide-out menu. To learn the function of a

button on the toolbar, position your mouse over a button and Word's built-in ToolTips will tell you what the button does.



- Microsoft comes with a valuable online **Help** feature under the Help Menu.
- **Scroll Bars** are located at the right and the bottom of the screen, to allow you to view different areas of your document.
- Word has three different ways to view a document: **Normal, Web Layout, Print Layout, and Outline**. You can switch between views by clicking on the Document View Buttons located in the lower left-hand corner of your window, or through the View Menu at the top of the page.

Creating & Editing

- Most of the basic formatting commands, such as font selection, font size, bold, italics, underline, and text alignment are found on the **Formatting Toolbar**. Select the formatting options you desire, and begin typing. To change the formatting of text already typed, just follow the 1-2 approach: select & edit.



- You can rearrange words, paragraphs, or entire sections of your document using the **Cut, Copy, & Paste** commands. “Cut” *removes* the selected item and places it into a temporary storage area called the **Clipboard**; “Copy” *does not remove* the item, but puts a copy of it in the Clipboard; and “Paste” takes whatever is currently in the Clipboard and places it where the cursor is. **Drag and Drop** is a quick way to move selections from one location to another.
- Word has five different types of **Tabs**: Left-aligned, right-aligned, center-aligned, decimal-aligned and a bar tab. Tabs are set by selecting the tab style from the box immediately to the left of the horizontal ruler (clicking on the box rotates between the different types of tabs) and then clicking on the ruler where you want the tab to be placed.
- You can add **borders and fills** to paragraphs, by using the options on the Tables and Borders toolbar. There are several types of lines and fills to choose from, or you can customize your own.
- Your document can be divided into **multiple columns**, rather than the single column default. To add columns, select the Format Menu > Columns... and use one of the Preset column options or type in your own values.
- A word processor wouldn't be complete without a built-in **Dictionary** and **Thesaurus**. Word has both, as well as a **Grammar** checker. To check a document, pull down the Tools Menu, and select Spelling & Grammar to check your document. The thesaurus is found under the the Tools > Language > Thesaurus submenu.
- Word's **Bullets and Numbering** feature turns a plain list of items, such as apples, oranges, bananas, grapes, into:

- | | |
|-----------|------------|
| • apples | 1. apples |
| • oranges | 2. oranges |
| • bananas | 3. bananas |
| • grapes | 4. grapes |

by simply selecting the list and clicking on the button on the Formatting Toolbar or selecting Bullets or Numbering from the Format menu.

- You can add **Header or Footer** information to your documents, such as page numbers or running heads, by selecting Header and Footer from the View menu. You can let Word automatically add items like date, time and page numbers, or you can type in your own custom information that will be repeated on each page.



- **Invisibles** are the non-printing characters in a document. Sometimes it is helpful to see where tabs, spaces, or hard returns have been placed in a document. To view invisibles, click on the Show/Hide button on the Standard Toolbar.

