

Microsoft Word Intro



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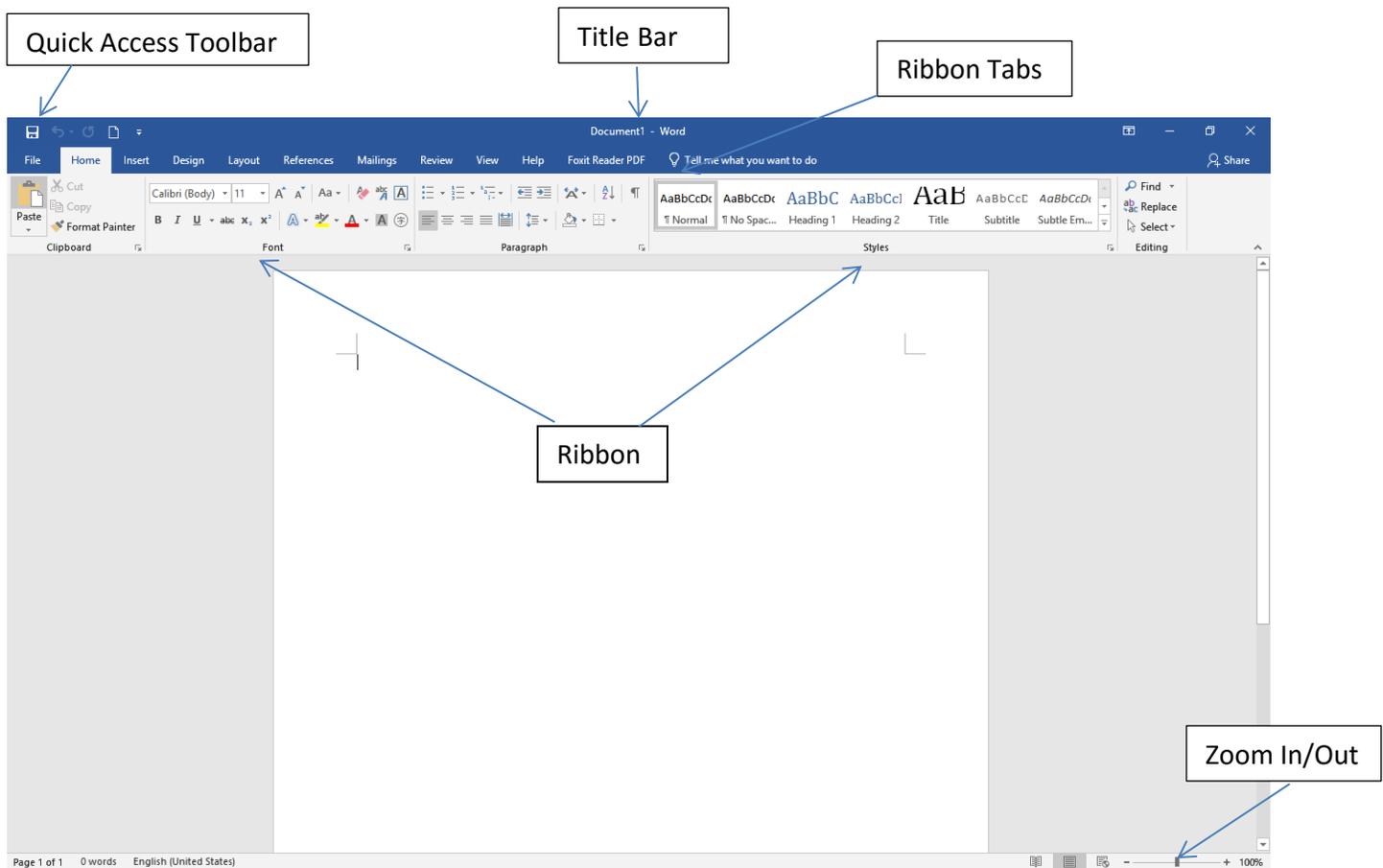


Introduction to Microsoft Word 2019

Microsoft Word is a word processing program you can use to write letters, resumé, reports, and more. Anything you can create with a typewriter, you can create with Word. You can make your documents more appealing and easier to read by applying formatting to text.

Getting Started

Double-click the Microsoft Word icon to open the program. If you have used Word 2003 or older, you will notice differences in the layout of the screen. Microsoft has replaced the menu bar and toolbars with the **Ribbon**, which is organized into different tabbed sections at the top, each with their own set of tools. The **Title Bar** is centered. At the bottom right you can **zoom in** and out of your document view. Below is an image of the Microsoft Word screen.



The **Home**, **Insert**, **Design**, **Layout**, **References**, **Mailings**, **Review**, and **View** tabs will allow you to work on your document. The **File** tab will take you to a backstage view where you can save, print, and administer your document—you'll see a different view, but your document is still available when you click back to another tab.

-----FILE-----

Creating a New Document

- Choose the **File** tab above the ribbon and select **New** in the left sidebar.
- Click **Blank Document**. OR
- Click the **New Document** icon on the **Quick Access Toolbar**.



Templates

Templates are preformatted documents. When you open a template, you will see text that you can type over. Word has templates for many kinds of documents including resumés, brochures, award certificates, and letters. **To download and open a template:**

- Choose the **File** tab above the ribbon and select **New** in the left sidebar.
- Click on one of the listed templates and then click **Create**. OR
- Search for a template in the search bar. You will need to be connected to the Internet to download new templates.

Saving

Files are saved in folders on your computer, disk drives, CD drives, cloud drives, and USB drives.

To save a document:

- Click the **File** tab above the ribbon.
- Click **Save As** on the left side of the screen.
- **Where do you want it?** Click **Browse**, then choose the folder you want to save your file in.
- **What will you call it?** Type the name for the file in the **File Name** box. Word will automatically use the first line of the document as the file name. You can use it or type in a new one.
- **Which format is best?** If you want to use an older computer to access a document that you created in Word 2019, be sure to select Word 97-2003 Document in the **Save As Type** box. You may also want to save your file as a PDF to protect it and lock it from editing, or as Plain Text to make it easier to copy/paste into a website.
- Click **Save**.

After you save the first time, you can click the **Save** icon on the **Quick Access Toolbar**.



To move a file into a folder:

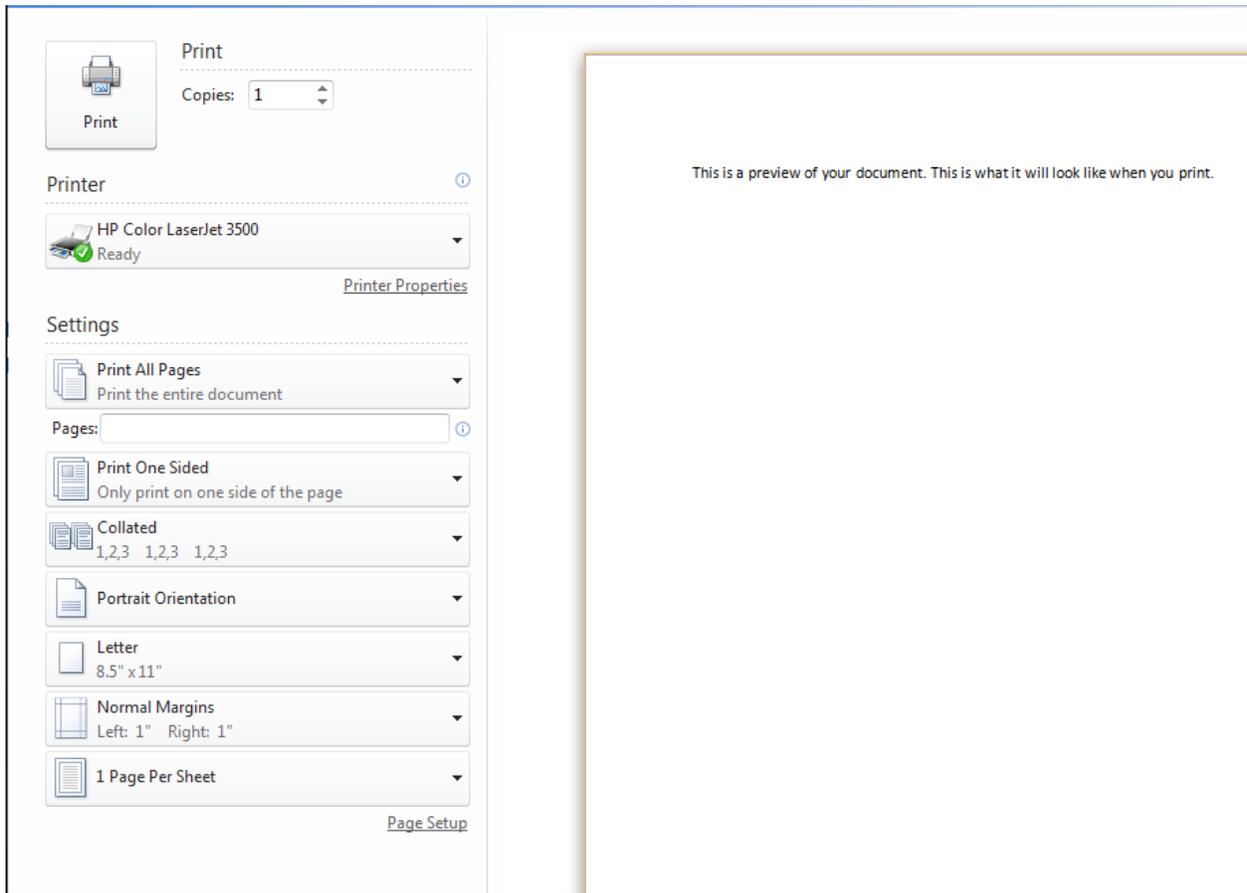
- Click the file to select it.
- Hold down the left mouse button, and drag the file to the folder. The file is moved into the folder.

To open an existing document:

- Click the **File** tab, then click **Open**.
- Choose the appropriate location of your document. (You may have to click **Browse**)
- Use the navigation pane to select the folder or drive the file is stored in.
- Select the file by clicking it once, then click **Open**, or by double-clicking.

Printing

When the document is ready to print, click the **File** tab, then click **Print**. You will see the box below.



To select the number of copies to print, use the arrows in the box next to **Copies**, or type the number in the box. All of your pages will print unless you select otherwise, using the dropdown arrow in the **Print All Pages** box or by entering the exact page numbers in the **Pages** box. When you are ready to print, click the **Print** icon.



-----HOME-----

Typing and Inserting Text

Start typing to enter text. The text will appear **where the blinking cursor is located**. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. Hold the **Shift** key if you want to type a capital letter. Pressing the **Enter** key (also called a hard return) will add a line break to your document. Pressing the **Tab** key will move your cursor forward about 10-15 spaces. You can use this to easily indent the first line of a new paragraph.

Selecting Text

To change any attribute of your document, you must highlight it first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **Shift** key on the keyboard while using the arrow icons to highlight the text. Deselect the text by clicking anywhere outside of the selection or press an arrow key on the keyboard. A quick way to highlight is to **double click** to highlight a word, or to **triple click** to highlight a section (such as a paragraph).

Note that when you highlight text, you will see a box appear near the text. If you place your arrow on this box, you can use the formatting icons.

Deleting Text

Use the **Backspace** and **Delete** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight and press either key.

Undo

You can always undo your last action by clicking the **Undo** icon on the **Quick Access Toolbar**. You can continue to click **Undo** back to the last point at which you saved your document.

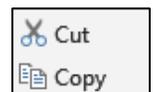


Cutting, Copying and Pasting Text

Cutting and pasting on the computer works like using scissors and glue. You “cut” what you want to move and “paste” it someplace else. Copying allows you to move text elsewhere while keeping it in its original place.

To Cut:

- Highlight the text that will be moved.
- Select the **Cut** icon from the **Home** tab.



To Copy

- Highlight the text that will be copied.
- Select the **Copy** icon from the **Home** tab

To Paste:

- Move the cursor to the location you want to place the text.
- Select the **Paste** icon from **Home** tab. Click on the top part of the icon (the clipboard picture) to simply paste. If you click the word Paste you will be presented with advanced options.



Font

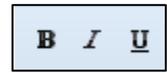
The Font is the text type. Word allows text to be edited by font style, size, and color. **To change the Font:**

- Highlight the text you want to change.
 - Click the dropdown arrow next to the **Font Name** box in the **Home** tab to select a different font style.
 - Click the dropdown arrow next to the **Font Size** box in the **Home** tab to select a different font size.
 - Click the dropdown arrow next to the **Font Color** icon in the **Home** tab to select a different color.
- OR
- Click the arrow in the **Font** section of the **Home** tab for a dialog box that will allow you to make all of the changes at the same time.



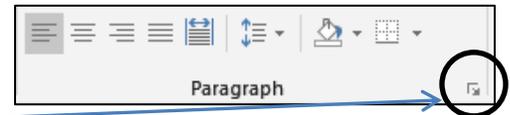
Bolding, Underlining or Italicizing Text

- Click the **Bold**, **Italics**, or **Underline** icons on the **Home** tab and begin typing. OR
- Select the text and click on the **Bold**, **Italics**, or **Underline** icons.



Paragraph Attributes

Format the alignment, spacing, and indentation of a paragraph by placing the cursor within the paragraph and clicking on the arrow in the bottom right hand corner of the paragraph section of the **Home** tab.



Making Bulleted and Numbered Lists

Creating Lists

- Click the **Bulleted List** icon or **Numbered List** icon on the **Home** tab.
- Type the first entry and press **Enter** on your keyboard. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **Shift** key while pressing **Enter**.
- Continue to type entries and press the **Bulleted List** icon when you are finished typing to end the list.
- Use the **Increase Indent** and **Decrease Indent** icons on the **Home** tab to create lists of multiple levels.



You can also type the text first, highlight the section, and press the Bulleted List or Numbered List icons.

Formatting Lists

Use the dropdown arrows next to the Bulleted List and Numbered List icons to change the format of the bullets or numbers.

- Highlight the entire list to change all the bullets or numbers, or place the cursor on one line within the list to change a single bullet.
- Click the dropdown arrow next to the Bulleted List or Numbered List icon to see different style options.
- Click the style you would like to apply.

-----INSERT-----

Headers and Footers

A header is text, such as a document title or page number, that is added to the top margin of every page; a footer is text added to the bottom margin.

To add page numbers to a document:



- Select the **Page Number** icon from the **Insert** tab.
- Use the dropdown menu to select the location of the page number.
- If you do not want the page number to show on the first page, check the **Different First Page** box in the **Header and Footer Tools Design** tab.
- If you would like to include a header or footer with your page number, type your text next to it. You can use the **Tab** key on your keyboard to easily move between left, center, and right alignment in your header/footer area.
- Click **Close Header and Footer** when finished.

To add a Header or Footer without a page number:

- Select the **Header** or **Footer** icon from the **Insert** tab.
- Select the header or footer style.
- Type your text or choose one of the options in the **Header and Footer Tools Design** box. You may format text as you would in the body of the document.
- Click **Close Header and Footer** when finished.



To get back into your header/footer to edit it, simply double click in the top or bottom margin. To remove the header or footer just delete the text and it will no longer show up on your document.

Tables

To insert a table:

- Place the cursor where you want the table to appear.
- Select the **Table** icon from the **Insert** ribbon.
- Drag the mouse along the grid, highlighting the number of rows and columns for the table. OR
- Select **Insert Table** in the dropdown menu to open a dialog box that allows you to choose the number of rows and columns.
- Click **OK**.

To Insert Rows and Columns:

- Place the cursor in the row or column you want to be adjacent to. Doing so selects the table, and the **Table Tools** tab appears.
- Select the **Layout** tab, in the **Table Tools** tab.
- Choose **Insert Above** or **Insert Below**, or **Insert Left** or **Insert Right** depending on where you want the new row or column.

Moving and Resizing a Table

A **Moving Handle** (four-sided arrow in a box) and **Resizing Handle** (box) will appear on the corners of the table if the mouse is placed over the table. The **Moving Handle** on the upper left and the **Resizing Handle** on the bottom right.

- To **move**, click and drag the moving handle and release the mouse icon when the table is positioned where you want it.
- To **resize**, click and drag the resize handle. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.

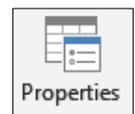
Formatting Tables

You can format a table (borders, styles, shading) when it is selected. You will need to highlight the cells you want to format. Clicking on the **Design** tab within the **Table Tools** tab will allow you to choose table styles. You can also apply borders and shading to your entire table or specific cells by clicking on the **Shading** icon or the **Borders** icon. These dropdown menus will give you options to apply to the highlighted areas of your table.



Table Properties

Use the **Table Properties** dialog box to modify the alignment of the table with the body text and the text within the table. Click the **Layout** tab in the **Table Tools** tab when the table is selected and click the **Properties** icon.



In the **Table** tab of **Table Properties**:

- **Size**—Check the preferred width box and enter a value if the table should be an exact width.
- **Alignment**—Highlight the illustration that represents the alignment of the table to the relationship of the text within the document.
- **Text wrapping**—Highlight “None” if the table should appear on a separate line from the text or choose “Around” if the text should wrap around the table.
- **Borders and Shading**—Select from a number of border styles, colors, and widths. Click the **Shading** tab to change the background color and pattern.
- **Vertical Alignment**— On the **Cell** tab, choose whether you want the text to appear at the top, center or bottom of cells.

-----LAYOUT-----

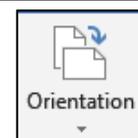
Page Margins

- Select the **Margins** icon from the **Layout** tab.
- Click the margin style you want to apply. OR
- Click the arrow in the **Page Setup** portion of the ribbon.
- Type the number of choice or use the arrows to select to the size you want.
- Click **OK**.



Page Orientation

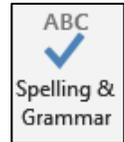
- Select the **Orientation** icon from the **Layout** tab.
- Choose **Portrait** for a vertical page or **Landscape** for a horizontal page.



-----REVIEW-----

Spelling and Grammar Check

Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Words that are spelled correctly but do not fit in the context of the sentence are underlined in blue. Grammar errors are indicated by a green underline.



To check the spelling and grammar:

- Select **Spelling & Grammar** from the **Review** tab.
- The Spelling and Grammar dialog box will notify you of the first mistake in the document, and misspelled words will be highlighted in red.
- If the word is spelled correctly, click **Ignore Once** or click **Ignore All** if the word appears more than once in the document.
- If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box or click on the arrow and choose **Change All** to change all instances in the document.
- If the word is spelled correctly and will appear in many documents you type (such as your name), click **Add to Dictionary** to add the word to the dictionary so it will no longer appear as a misspelled word.
- If the word is spelled correctly but does not fit in the context of the sentence, choose one of the suggestions and click **Change**.

Thesaurus

- Highlight the word you want to replace.
- Select **Thesaurus** from the **Review** tab. A list of meanings and synonyms are given in the task pane on the right side of the screen.
- Hover your cursor arrow over the word you want to select until you see a dropdown arrow.
- From the drop-down menu, click **Insert**. OR
- Right-click the word and select **Synonyms** from the shortcut menu.
- From the list of suggested words, click the word you would like or click **Thesaurus...** for more options.



Closing a Document

Close the current document by clicking the **File** tab, then click **Close**. You can also close a file by clicking the **X** in the top right hand corner of the screen. If you have changed your document recently without saving it, a helpful popup box will appear asking you if you want to save the most recent changes.

Word Tips and Tricks

- Many features in Word can be accessed through the **right click menu**. Simply hover your cursor over a word or object and click your right mouse button to bring up shortcuts for things like cut/copy/paste, font and paragraph boxes, inserting a bullet or number list, quick synonyms, etc.
- If you're not sure if a formatting option is turned on, take a look at the ribbon. If a feature is turned on, it will usually look gray. For example, try clicking on the Bold icon and see its appearance change, and then click it again to see it turn off.
- When it comes to applying formatting to your document, you have the option to set your formatting as you go (for example, turning Italics on and off each time you want to use it) or you can get your document typed and then go through and change each part you want. To change text that is already on the page be sure to highlight it first, OR go to your Home tab and then click **Select** and then choose **Select All** from the dropdown menu to apply changes to the entire document.

Keyboard Shortcuts	
Action	Keystrokes
Create a new document	CTRL+N
Save a document	CTRL+S
Open an existing document	CTRL+O
Print a document	CTRL+P
Close a document	CTRL+W
Select an entire document	CTRL+A
Highlight a Word	Double-click within the word
Highlight a Paragraph	Triple-click within the paragraph
Highlight a Sentence	CTRL + click anywhere within the sentence
Copy text	CTRL+C
Cut text	CTRL+X
Paste text	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Align Left	CTRL+L
Center	CTRL+E
Align Right	CTRL+R
Justify	CTRL+J