



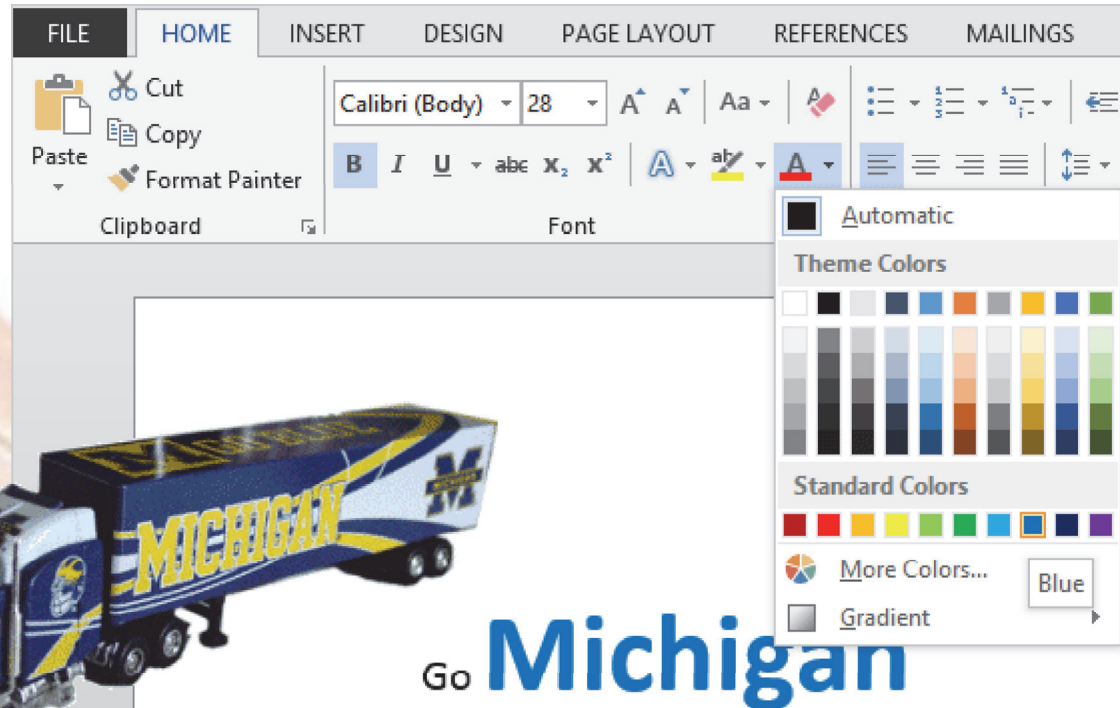
Word 2013: Getting Started

Go Blue!

Beginning Word Objectives

In this lesson, you will learn how to:

1. Open Microsoft Word
2. Align Text center, left, right, and justified
3. Format Font color, size, face, and case
4. Identify the Home Ribbon, Font Group & Paragraph Group
5. Identify and apply Line Spacing options



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Lesson 2: Go Blue

1. Readings

Read Lesson 2 in your Beginning Word Guide, page 25-38.

Project

A sample document that you do not need to save.

Downloads

There are NO downloads for this lesson.

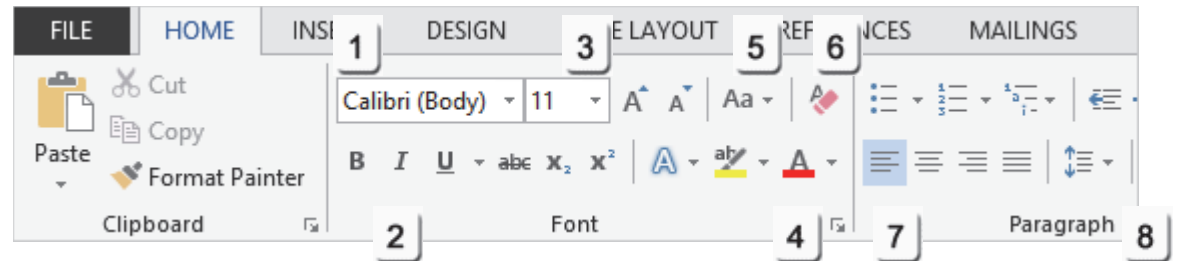
2. Practice

Complete the Practice Activity on page 39.

3. Assessment

Review the Test Yourself questions on page 40.

Home



Menu Maps

This lesson introduces the **Home** Ribbon.

1. [Home ->Font](#), page 33
2. [Home->Font->Bold](#), page 32
3. [Home ->Font-> Size](#), page 32
4. [Home->Font->Color](#), page 32
5. [Home->Font->Change Case](#), page 34
6. [Home->Font->Clear Formatting](#), page 35
7. [Home->Paragraph->Alignment](#), page 36
8. [Home->Paragraph->Line Spacing](#), page 37





Hello, Microsoft Word 2013!

This *Guide* introduces Microsoft Word 2013 at the beginning level. If you are farther along, that's OK. You can still learn some new information and nomenclature.

Look at the label in **BOLD** above the picture of the Start menu on the following pages. This label is a method for writing out the path that your mouse travels. You will see this map at the top of every image in our course.

Try it: Start Word 2013

Go to **Start**

Click on **Word 2013**.





Getting Started

When you start Microsoft Word 2013, you will be prompted to choose a document.

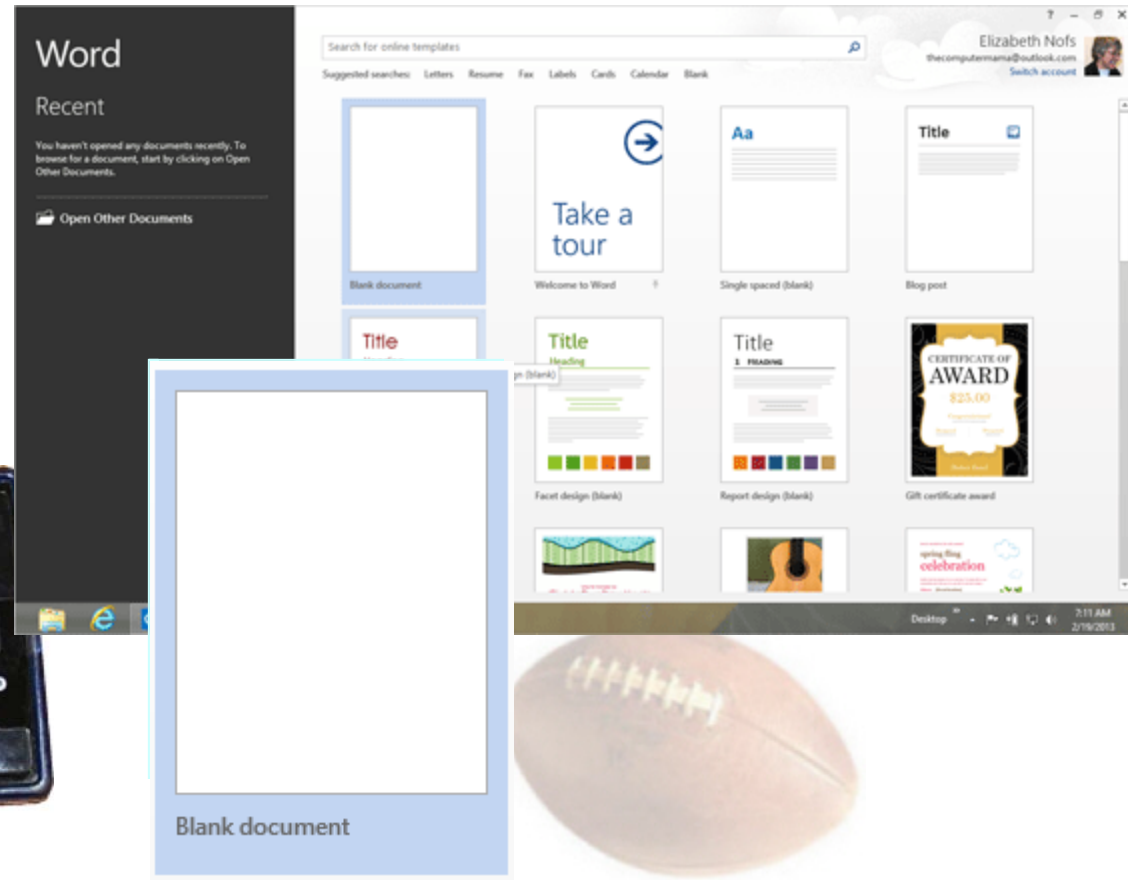
On the right side of the page are templates: documents that are already designed that you can edit for your own work.

Try This: Open a Blank Document
Click on **Blank Document**.

Keep going...



Start -> Word 2013



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Blank Documents



Simple Stuff

Microsoft Word, Word Perfect and Google Docs are word processors. The original purpose of a word processor was to work with text. Many of the steps for entering text mimic an old typewriter because word processors competed with typewriters in the early days. This lesson is simple: can you type? Can you select the text and format it?

Try it: Enter Type

Type the words: Go Blue!

Press the **Enter** key on the keyboard.

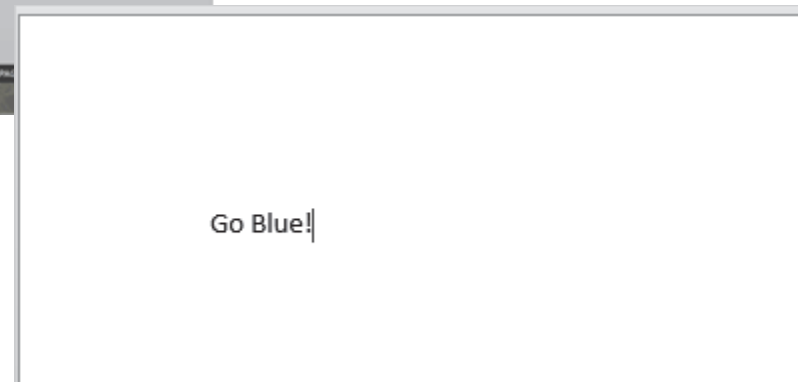
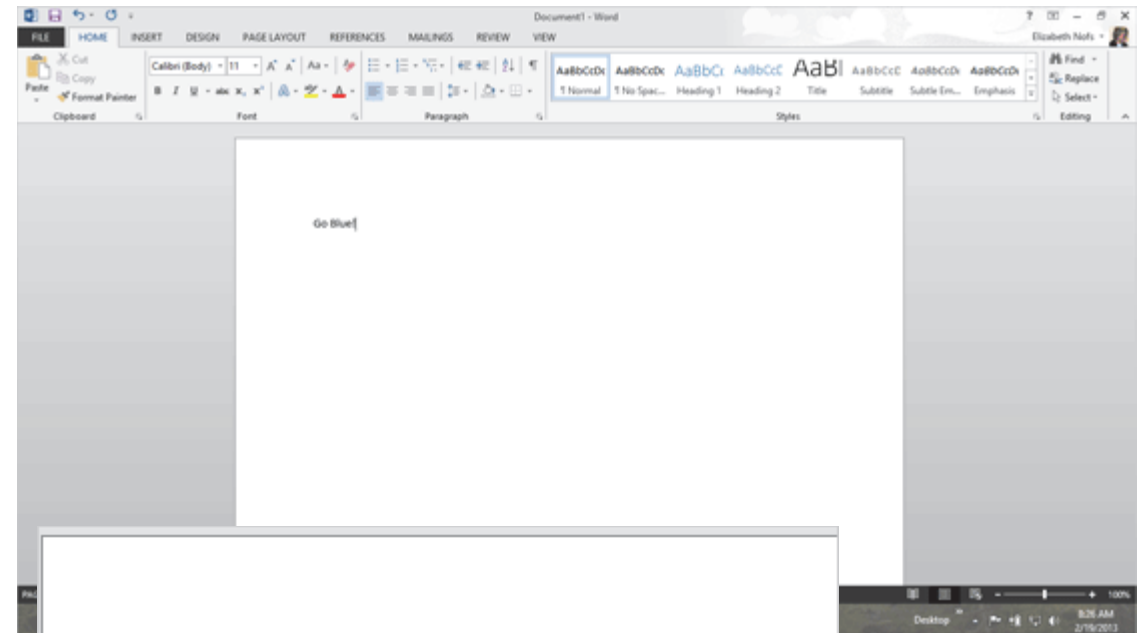
Using **Enter** is like hitting the return key on an old typewriter. It gives you a new line.

Move your mouse around the page. The mouse looks like an I-beam. Click your mouse at the end of the word “Blue.” Do you see a flashing vertical line? That’s the **cursor**, insertion point. Whatever you type next will start from that point.

Delete Type

Click your cursor at the end of the word “Blue.” Use the **backspace** key on your keyboard. The word is removed one letter at a time.

Microsoft Word 2013



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.1 Insert Text and Paragraphs



Text Editing

Microsoft Word 2013 includes a 20,000 word dictionary. Word compares your typing to the words listed in the dictionary. If Word cannot find a match, you will see a red, wavy line.

Try This: Make a spelling mistake

Type in the word: Miichigan

Click ENTER on the keyboard. Your cursor should go to the next blank line.

What Do You See? You may also see a red, wavy line under the word, "Miichigan" because it is spelled wrong.

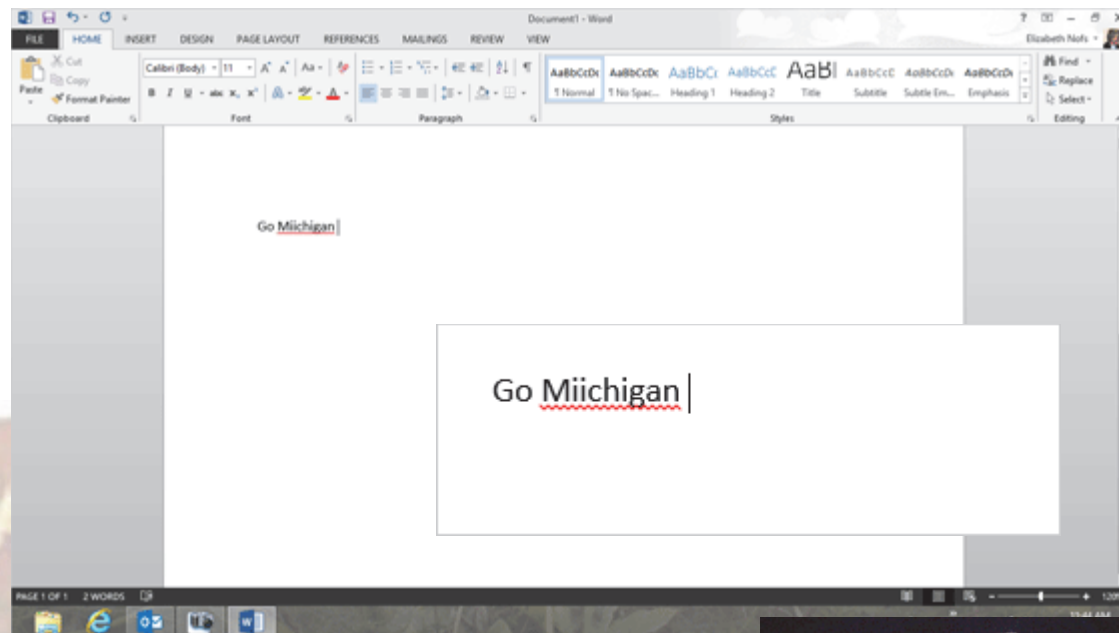
Try This, Too: Correct a spelling mistake

Place your cursor between the two "i"s and backspace or delete the extra letter.

After you correct the spelling, the red wavy line for the Spell Checker will disappear.

Not bad for a start. But we live in the age of color, graphics, and videos. What can you do to make this more exciting? What tools are available for formatting the text?

Microsoft Word 2013



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.1 Insert Text and Paragraphs



Select the Text

Try it: Select the Text

Double click on the word “Michigan” to select it. You should see a grey box around the text when it is selected.

Single click just places your cursor.

Double click on a word to select it.

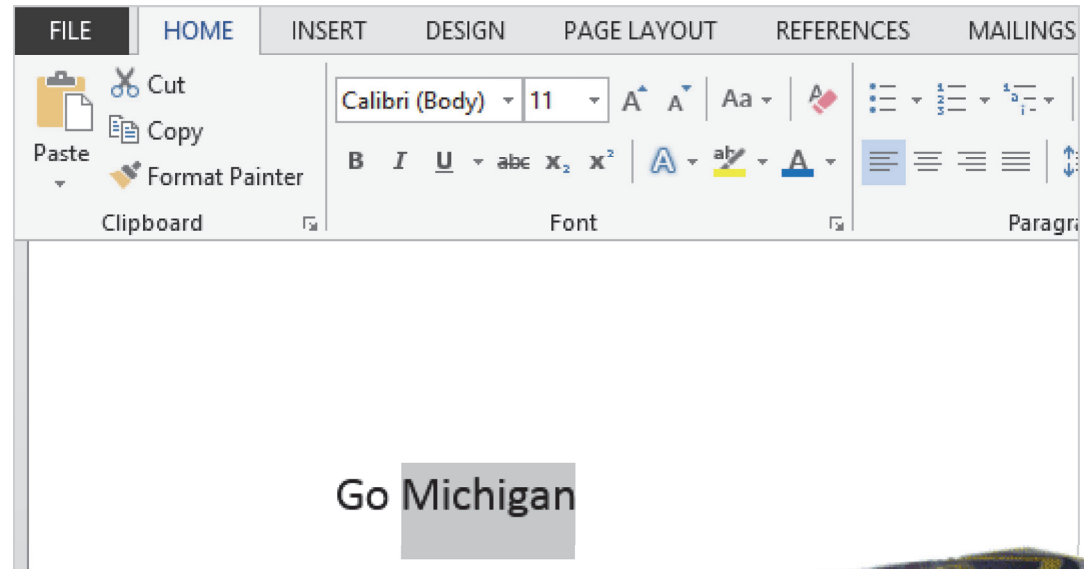
Triple click to select a paragraph.

Old tricks: To select a line of type, place your cursor between the edge of the paper and the first letter of type for the sentences you want to highlight. The cursor changes from an I-beam to a white arrow. Click and hold your left mouse button to drag and select the type you want.

Keep going...

Memo to Self: Nothing happens on a computer until you select it, first.

Microsoft Word 2013



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs : Highlight Text Selections



Format the Text

1. Make It Big

Use the **Font** group on the **Home** Ribbon to make the word “Michigan” big, bold and blue. The default Font size is 11 pts. Look for the small down arrow by the number 11 and select 28 from the list.

2. Make It Bold

Go to **Home->Font**.

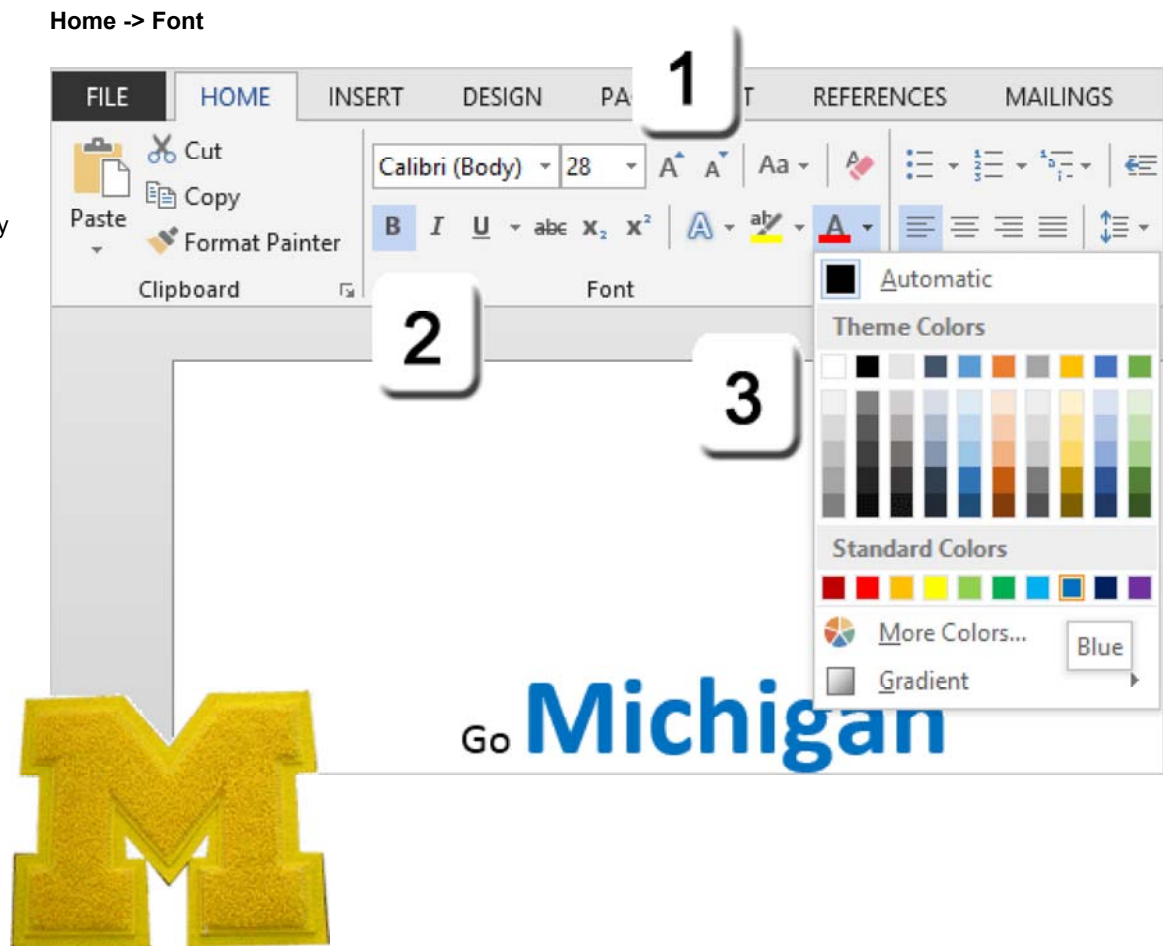
Click on “B” for **Bold** in the Font Group.

3. Make It Blue

Now, make it blue by going to the button on the far right: it’s a letter “A” with a color bar underneath. See the little arrow to the right? Click on it to bring up the color palette.

The **Live Preview** in Office 2013 lets you see your changes as you sweep the color palette with your mouse.

WYSIWYG: What you see is what you get.



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs : Change Font Attributes



Format the Fonts

A **FONT** is a type face. Formatting the text with a bold or decorative Font distinguishes your document.

For example, a business letter should have a simple font that is easy to read. A wedding invitation has a different audience and a different purpose. Your invitation might have a handwritten Font that looks as elegant as calligraphy.

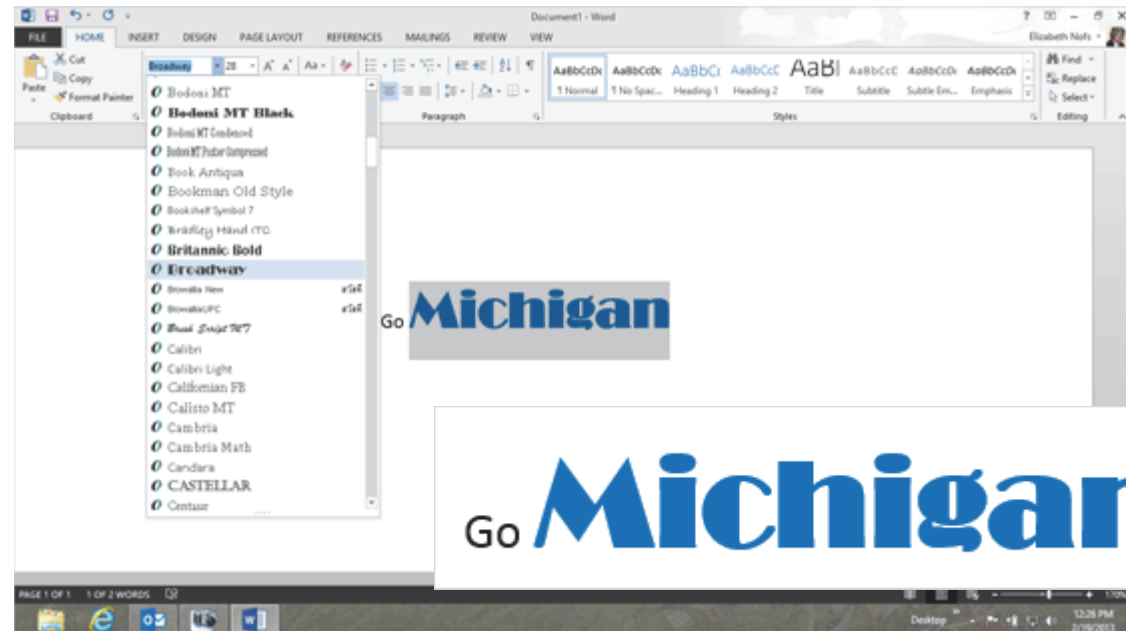
Try This: Change the Font

Double click the word Michigan. This will highlight the text and **select** it.

Go to **Home ->Font**.

The default font in Microsoft Word 2013 is Calibri. Click on the down arrow on the right and select a different Font from the list.

Home -> Font



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs : Change Font Attributes



More Format Options

You can change whether the text is Upper or Lower case with the Home Ribbon, too.

Try This: Review the Font Cases

1. Select the text: Michigan.
2. Go to **Home->Font ->Change Case**.
The **Change Case** button looks like a Capital "A" and a small "a."

What Do You See? The options include:
Sentence Case: Make the first letter in the sentence big, upper case.

Lowercase: All small, lower letters.

Uppercase: All big, upper letters.

Capitalize: Make the first letter of each word big, upper case.

Toggle: Change Upper to Lower and vice versa. You would use this to change the text if you kept the Caps Lock on while typing.

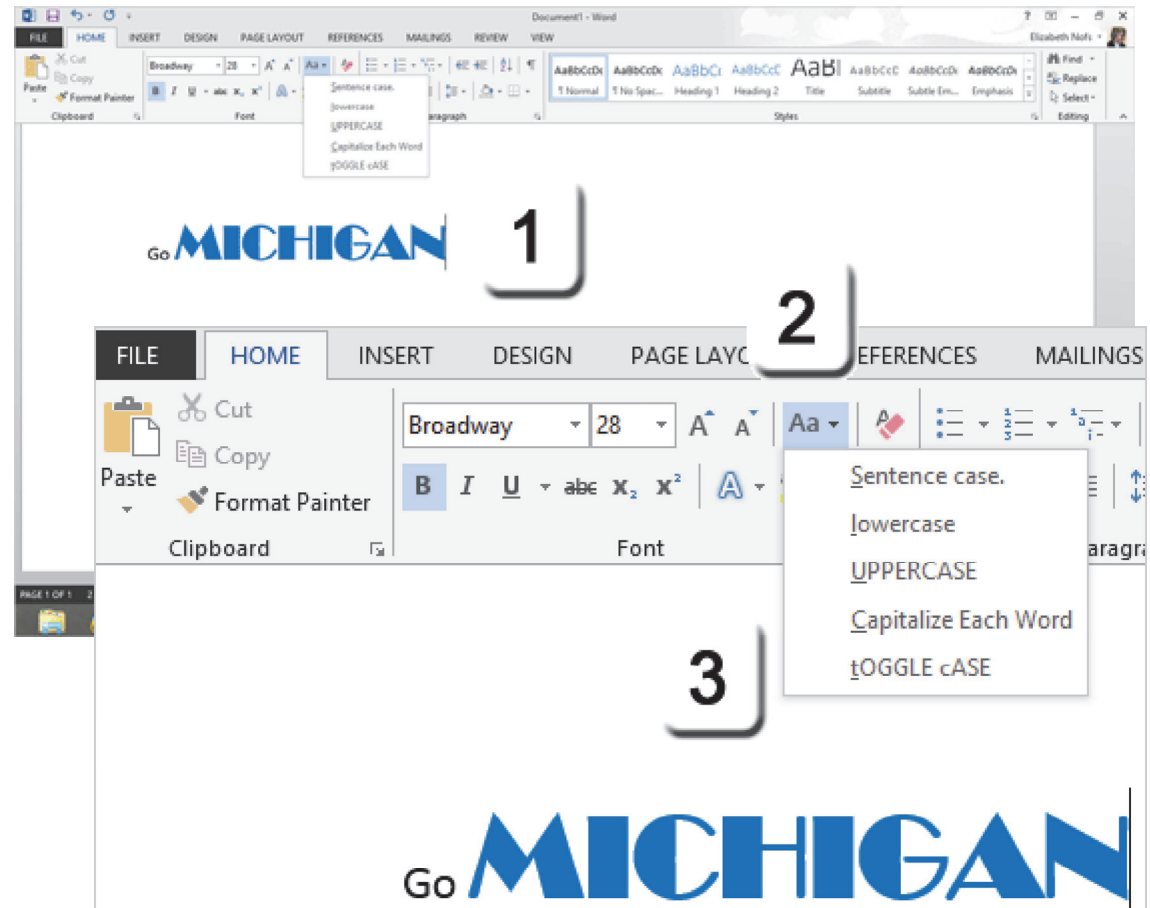
3. Try This, Now: Edit the Font

The word "Michigan" is still selected.

Go to **Home->Font ->Change Case**.

Select a Case :**Uppercase**.

Home -> Font ->Change Case



Exam 77-418 Microsoft Word 2013
 2.0 Format Text, Paragraphs, and Sections
 2.2 Format Text and Paragraphs : Change Font Attributes



Clear the Formatting

Say you wanted to remove all of the formatting that you added to the text. This option can be useful when you copy and paste information from a web page.

Try This: Clear the Formatting

1. **Select** the text: Michigan

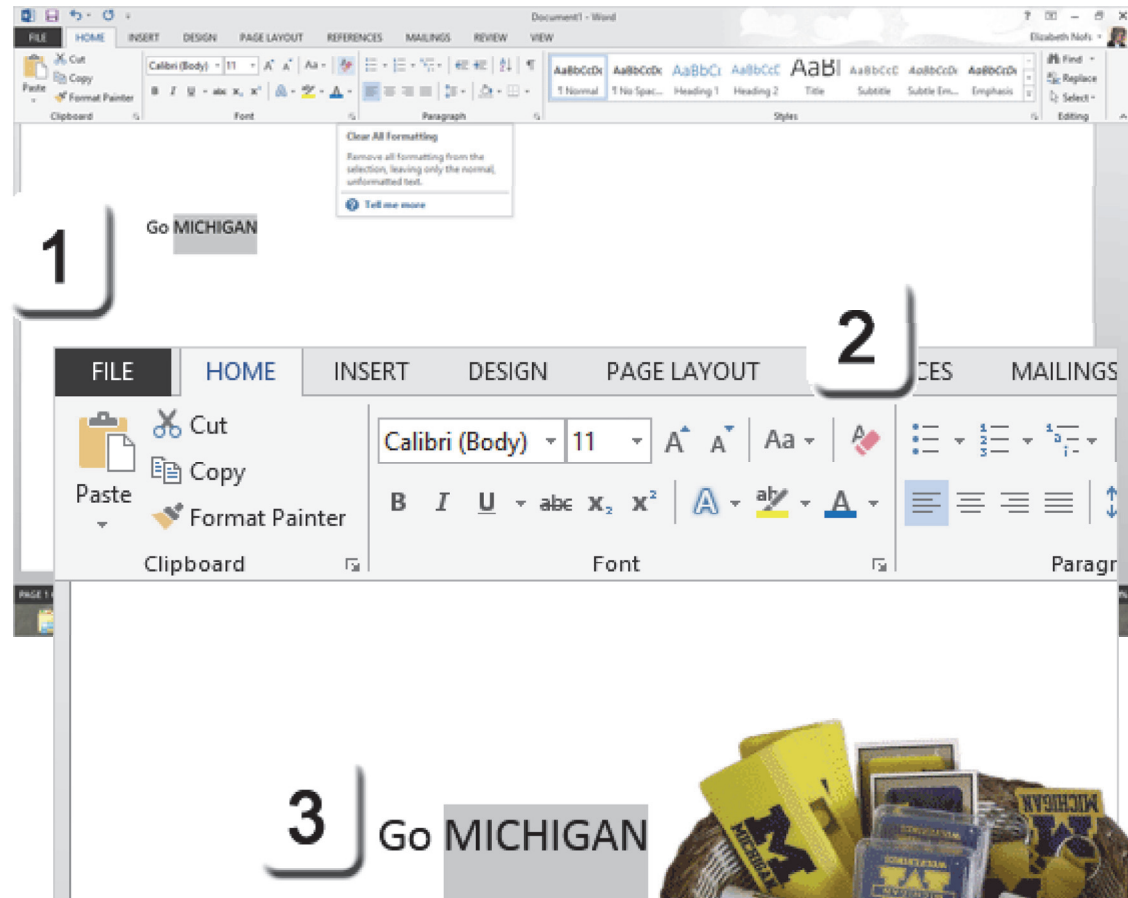
2. **Go to Home ->Font ->Clear Formatting.**

The Clear Formatting button is in the upper right corner of the Font group. It looks like a little eraser.

3. **What Do You See?** The text will return to the default Font (Calibri) and Size (11 pt.).

Memo to Self: You do NOT need to match the formatting on this page. The goal of this lesson is to find and practice the options in the Font group.

Home -> Font ->Clear Formatting



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs : Clear Formatting



Format the Paragraph

Try This: Change the Alignment

1. Triple click a word: MICHIGAN.

Note: Triple click selects a paragraph.

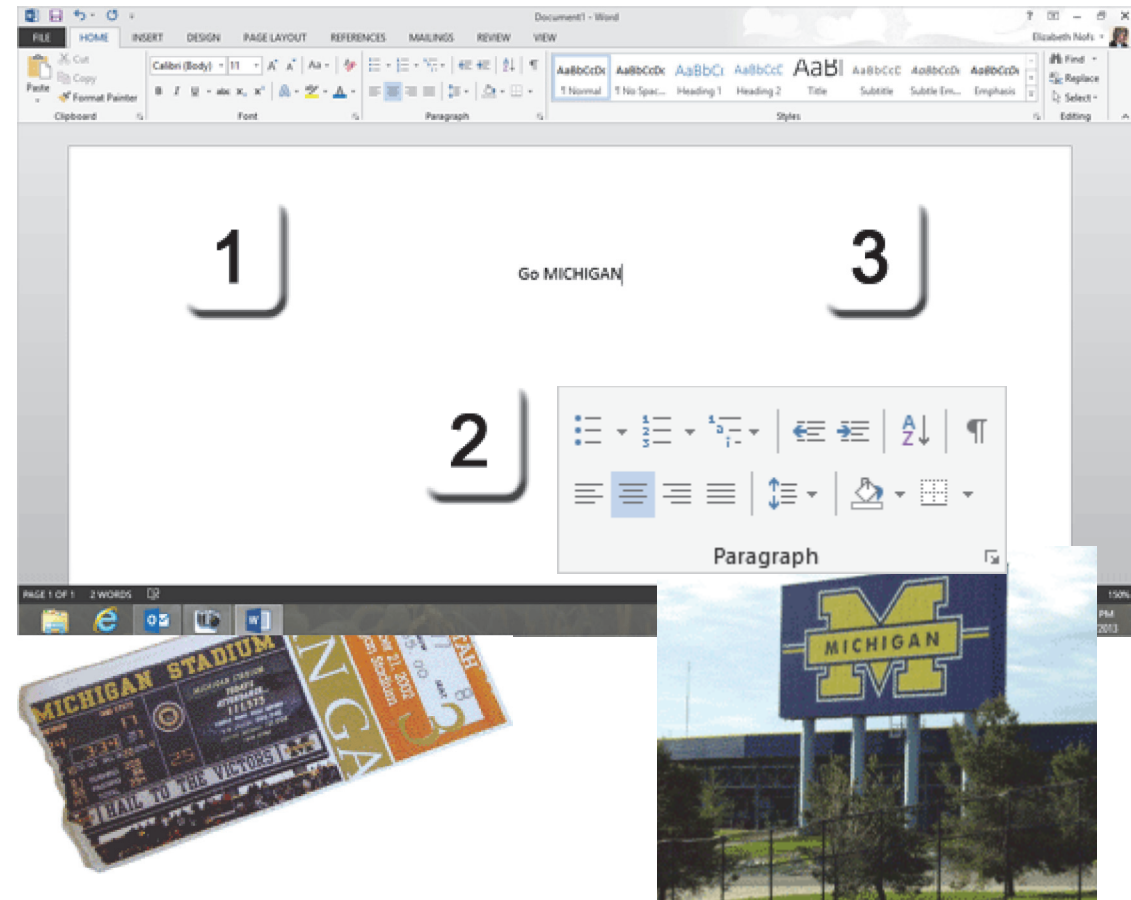
2. Go to **Home -> Paragraph**. You can use the **Paragraph** group on the **Home** Ribbon to align the words "Go MICHIGAN" to the **center** of the first line.

3. What Do you See?

Left, **Center** and **Right** are kind of obvious alignments. **Justified** looks like the columns in a printed newspaper. Justified text is distributed evenly within the column.

The default alignment for letters, books and reports is Left with a "ragged right" edge.

Home -> Paragraph -> Alignment



Exam 77-418 Microsoft Word 2013

2.0 Format Text, Paragraphs, and Sections

2.2 Format Text and Paragraphs : Change Alignment



Format the Line Spacing

The amount of space between the lines of text is technically called **leading** in the print business. For several hundred years each letter of type was made from wood or metal and placed into a key frame. The rows of type were separated by strips of thin, lead bar: the leading. In Microsoft Word the leading is called **Line Spacing**.

Before You Begin

Place your cursor before the M of MICHIGAN. Click ENTER on the keyboard to force a new line. Now you have two lines of type.

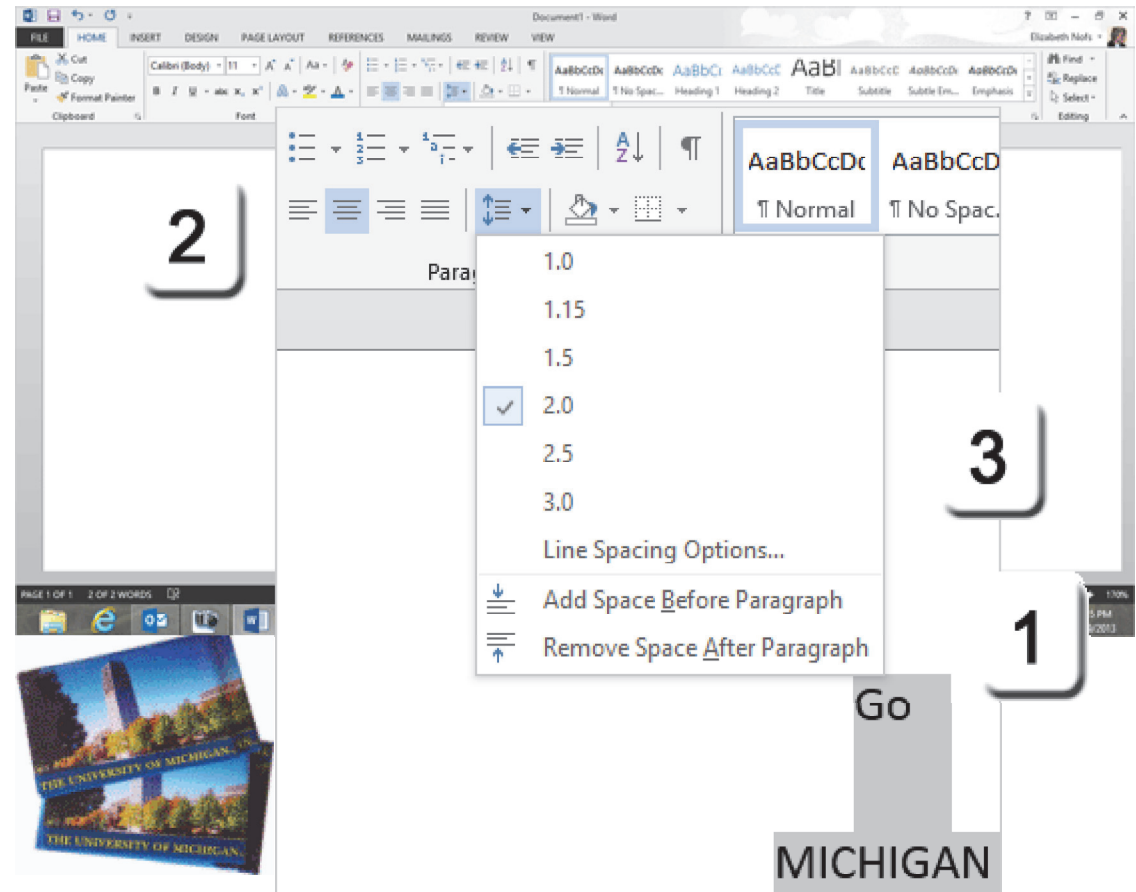
Try This: Increase the Line Spacing

1. Select both lines of type by dragging the mouse over the text.

2. Go to Home ->Paragraph ->Line and Paragraph Spacing.

3. What Do You See? There are several default sizes. The number 1.0 means that there will be one blank line between and that the space, or leading will be the same height a one row of type. 2.0 means 2 rows of type.

Home -> Paragraph ->Line and Paragraph Spacing



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs : Change Line or Paragraph Spacing



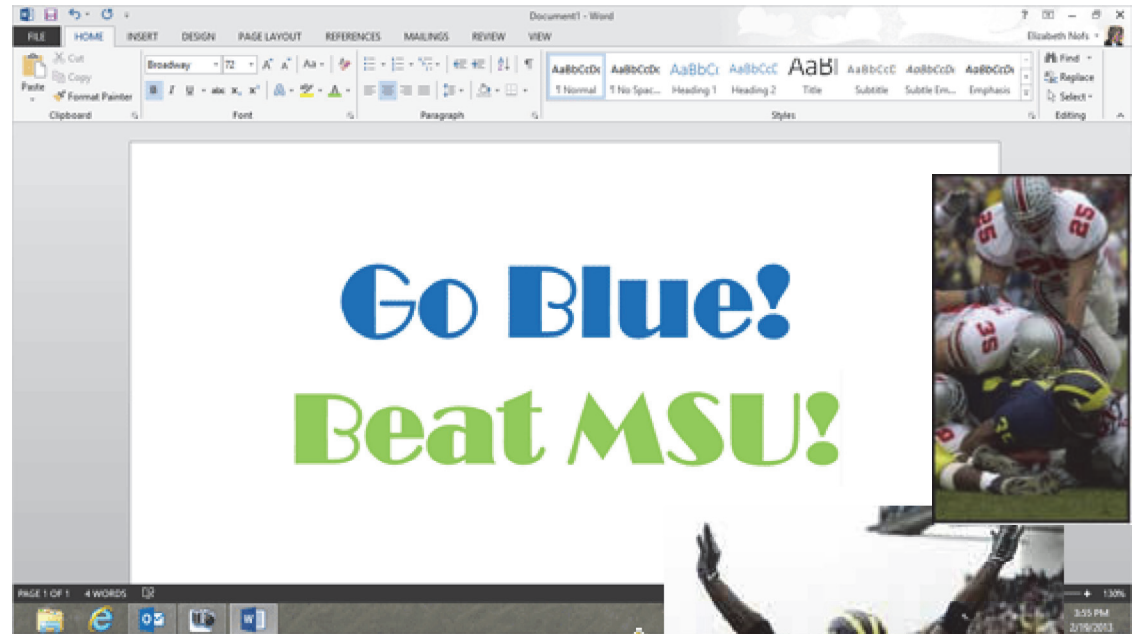
Rich Text Formatting

And that's all there is to it.

What you have been doing is called **Rich Text**. It's good for getting attention in your letters or email. "Mama, send money!"

It's also a fun way to get to know text editing in Microsoft Word.

Well, you done good. You get the cookie.
<grin>





Practice Activities

Lesson: Go Blue

Before You Begin: Start Microsoft Word 2013. When the Welcome window opens, select a new, blank document.

Try This: Do the following steps

1. Type your name. Click ENTER on the keyboard to create a new line.
2. Type your favorite color. Click ENTER on the keyboard to create a new line.
3. Type the name of your favorite movie. Click ENTER on the keyboard to create a new line.
4. Type the words Microsoft Office. Click ENTER on the keyboard to create a new line.
5. Format your name to be 36pt font size. Set the Alignment as Right.
6. Format the name of your color to be that color text. Set the Alignment as Left.
7. Format the name of your favorite movie to a font style other than Calibri (such as Comic Sans or Times New Roman).
8. Set the line spacing for all of your text to be 1.5.
9. Select the words Microsoft Office and apply Toggle Case.
10. Close Microsoft Word. When you are prompted, click Don't Save.

This is a practice document that you do not have to submit.





Test Yourself

1. Which of the following is in the Font group? (Give all correct answers.)

- a. Size
- b. Bold
- c. Italic
- d. Color

Tip: Beginning Word, page 32

2. Text cannot be formatted unless it is selected first.

- a. True
- b. False

Tip: Beginning Word, page 31

3. What Ribbon is the Font group on?

- a. Home
- b. Insert
- c. Format

Tip: Beginning Word, page 31

4. Which of the following is true about the Paragraph Group?

(Give all correct answers.)

- a. It includes Alignment
- b. It includes Line Spacing
- c. It is on the Home Ribbon

Tip: Beginning Word, page 36

