

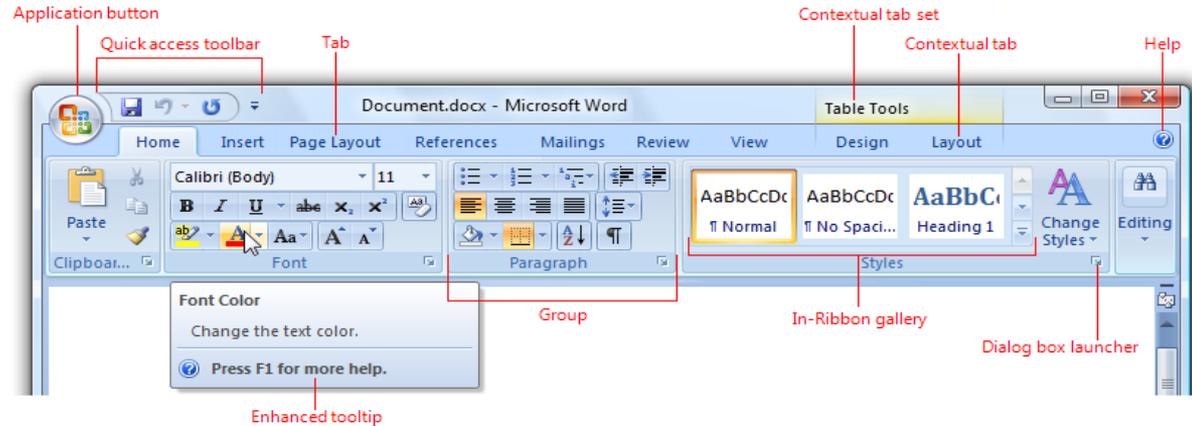
# MS WORD

# Content

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# WORKING WITH WORD ENVIRONMENT

All recent versions of Word include the **Ribbon** and the **Quick Access Toolbar**, where you'll find commands to perform common tasks in Word, as well as **Backstage view**.



# THE RIBBON

Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.

Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.

# SHOWING HIDDEN RIBBON

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.

# SHOWING HIDDEN RIBBON

- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time

# THE QUICK ACCESS TOOL

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

# THE QUICK ACCESS TOOL

## TO ADD COMMAND TO QUICK ACCESS TOOL:

- Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
- Select the **command** you want to add from the menu.
- The command will be **added** to the Quick Access Toolbar.

# THE RULER

The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To show or hide the Ruler:

- Click the **View** tab.
- Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.



# CREATING AND OPENING DOCUMENTS

Word files are called **documents**. Whenever you start a new project in Word, you will need to **create a new document**. A document can either be blank or from a template. You also need to know how to **open an existing document**.

To create a new blank document:

When beginning a new project in Word, you start with a new blank document.

- Select the **File** tab to access **Backstage view**.

# TO CREATE A DOCUMENT FROM A TEMPLATE

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**.

- Click the **File** tab to access **Backstage view**, then select **New**.
- Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific.

# TO CREATE A DOCUMENT FROM A TEMPLATE

- When you find something you like, select a template to preview it.
- A **preview** of the template will appear. Click **Create** to use the selected template.
- A new document will appear with the **selected template**

# TO OPEN AN EXISTING DOCUMENT

In addition to creating new documents, you'll often need to open a document that was previously saved.

- Navigate to **Backstage view**, then click **Open**.
- Select **This PC**, then click **Browse**. You can also choose **from Drive** to open files stored on your Drive.
- The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.
- The selected document will appear.

# SAVING AND SHARING DOCUMENT

When you create a new document in Word, you need to know how to **save** it so you can access and edit it later.

## SAVE AND SAVE AS

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

# SAVING AND SHARING DOCUMENT

**Save:** When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time.

**Save As:** You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

# TO SAVE A DOCUMENT

- Locate and select the **Save** command on the **Quick Access Toolbar**
- If you're saving the file for the first time, the **Save** pane will appear in **Backstage view**.
- You'll then need to choose **where to save** the file and give it a **file name**. The **Save** dialog box will appear. Select the **location** where you want to save the document.
- Enter a **file name** for the document, then click **Save** You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

# SHARING DOCUMENTS

Word makes it easy to **share and collaborate** on documents using **Drive**. When you share a document from Word, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

# SHARING DOCUMENTS

TO SHARE A DOCUMENT:

- Click the **File** tab to access **Backstage view**, then click **Share**
- A **Send Link** window will appear.

# WORKING WITH TEXT

**TEXT BASIC:** Learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add**, **delete**, and **move** text in your document, as well as how to **cut**, **copy**, and **paste**.

**USING THE INSERTION POINT TO ADD TEXT:** The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways.

# WORKING WITH TEXT

**Blank document:** When a new blank document opens, the insertion point will appear in the top-left corner of the page.

**Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.

- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.
- **Manual placement:** Once you begin typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.
- **Arrow keys:** You can also use the arrow keys on your keyboard to move the insertion point. The **left** and **right** arrow keys will move between **adjacent characters** on the same line, while the **up** and **down** arrows will move between **paragraph lines**. You can also press **Ctrl+Left** or **Ctrl+Right** to quickly move between entire words.

# SELECTING TEXT

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

## TO SELECT MULTIPLE LINES OF TEXT;

- Move the mouse pointer to the left of any line so it becomes a **right slanted arrow**.
- Click the mouse. The line will be selected.

## SELECTING TEXT

- To select **multiple lines**, click and drag the mouse up or down.
- To **select all** of the text in your document, choose the **Select** command on the Home tab, then click **Select All**. You can also press **Ctrl+A** on your keyboard.

Other shortcuts include **double-clicking** to select a word and **triple-clicking** to select an entire sentence or paragraph.

# TO DELETE TEXT

There are several ways to **delete**, or remove, text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key. If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

# FORMATTING TEXT

**Formatted text** can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

# FORMATTING TEXT

TO CHANGE FONT SIZE:

- Select the text you want to modify.
- On the **Home** tab, click the Font Size drop-down arrow. Select a font size from the menu
- The font size will change in the document.

# TO CHANGE FONT

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text.

- Select the text you want to modify.
- On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
- Select the font style you want to use.
- The font will change in the document.

# TO CHANGE THE FONT COLOUR

- Select the text you want to modify.
- On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.
- Select the font color you want to use. The font color will change in the document.

# TO USE BOLD, ITALIC, AND UNDERLINE COMMAND

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

- Select the text you want to modify.
- On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group.
- The selected text will be modified in the document.

# TO HIGHLIGHT TEXT

Highlighting can be a useful tool for marking important text in your document.

- Select the text you want to highlight.
- From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.
- Select the desired highlight **color**. The selected text will then be highlighted in the document.

## TO HIGHLIGHT TEXT

To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.

# TO CHANGE TEXT ALIGNMENT

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

- Select the text you want to modify.
- On the **Home** tab, select one of the four alignment options from the **Paragraph** group.
- The text will be realigned in the document.

# TO CHANGE TEXT ALIGNMENT

ALIGN TEXT LEFT; This aligns text all selected text to the left

CENTER; This aligns text an equal distance from the left and right margins

ALIGN TEXT RIGHT; This aligns all selected text to the right margin

JUSTIFY; Justified text is equal on both side it lines up equally to the left and right margin

# USING FIND AND REPLACE

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

## TO FIND TEXT:

- From the **Home** tab, click the **Find** command. You can also press **Ctrl+F** on your keyboard.

# USING FIND AND REPLACE

## TO FIND TEXT:

- The **navigation pane** will appear on the left side of the screen.
- Type the text you want to find in the field at the top of the navigation pane.
- If the text is found in the document, it will be highlighted in yellow and a **preview of the results** will appear in the **navigation pane**.
- When you're finished, click **X** to close the navigation pane. The highlight will disappear.

# TO REPLACE TEXT

You may discover that you've made a mistake repeatedly throughout your document, like misspelling someone's name, or that you need to exchange a particular word or phrase for another. You can use Word's **Find and Replace** feature to quickly make revisions.

- From the **Home** tab, click the **Replace** command. You can also press **Ctrl+H** on your keyboard.
- The **Find and Replace** dialog box will appear.

# TO REPLACE TEXT

- Type the text you want to find in the **Find what:** field.
- Type the text you want to replace it with in the **Replace with:** field, then click **Find Next**.
- Word will find the first instance of the text and **highlight** it in gray.
- **Review** the text to make sure you want to replace it.

- If you want to replace it, you can click **Replace** to change individual instances of text. You can also click **Replace All** to replace every instance of the text throughout the document.
- The text will be replaced.
- When you're done, click **Close** or **Cancel** to close the dialog box.

- When it comes to using Replace All, it's important to remember that it could find matches you didn't anticipate and that you might not actually want to change. You should only use this option if you're absolutely sure it won't replace anything you didn't intend it to.

# LINE AND PARAGRAPH SPACING

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability and **reduce** it to fit more text on the page.

## LINE SPACING

Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than single spaced.

# TO FORMAT LINE SPACING

- Select the text you want to format.
- On the **Home** tab, click the **Line and Paragraph Spacing** command, then select the desired line spacing.
- The line spacing will change in the document.

# TO FORMAT PARAGRAPH SPACING

- Select the paragraph or paragraphs you want to format.
- On the **Home** tab, click the **Line and Paragraph Spacing** command. Click **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.
- The paragraph spacing will change in the document.

# TO FORMAT PARAGRAPH SPACING

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

# PICTURES AND TEXT WRAPPING

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.

TO INSERT PICTURES FROM A FILE:

- Place the **insertion point** where you want the image to appear.
- Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.

# PICTURES AND TEXT WRAPPING

- The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.
- The image will appear in the document.

To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions

## TO WRAP TEXT AROUND AN IMAGE

- Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.
- On the **Format tab**, click the **Wrap Text** command in the **Arrange** group, then select the desired text wrapping option.
- The text will wrap around the image. You can now **move** the image if you want.

# FORMATTING PICTURES

There are many ways to **format** pictures in Word. For instance, you can change the **size or shape** of an image to better suit your document. You can also enhance its **appearance** using Word's image adjustment tools.

## TO CROP AN IMAGE:

- Select the image you want to crop. The **Format** tab will appear.
- From the Format tab, click the **Crop** command.
- **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image.
- To confirm, click the **Crop** command again. The image will be cropped.

## TO CROP AN IMAGE TO SHAPE

- Select the image you want to crop, then click the **Format** tab.
- Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.
- The image will be cropped to the chosen shape.

# SHAPE

You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes.

## TO INSERT A SHAPE:

- Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
- Select the desired **shape**.

# SHAPE

- Click and drag in the desired location to add the shape to your document.
- You can enter text in a shape. When the shape appears in your document, You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.

## TO RESIZE A SHAPE

- Select the shape you want to resize. **Sizing handles** will appear on the corners and sides of the shape.
- Click and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape **height** and **width** at the same time.
- To rotate the shape, click and drag the rotation handle.

# TEXT BOXES

Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document.

TO INSERT TEXT BOXES:

- Select the **Insert** tab, then click the **Text Box** command in the **Text** group.
- A drop-down menu will appear. Select **Draw Text Box**.

# TEXT BOXES

- Click and drag anywhere on the document to create the text box.
- The insertion point will appear inside the text box. You can now type to create text inside the text box.
- Click anywhere outside the text box to return to your document

# ALIGNING, ORDERING, GROUPING OBJECTS

There may be times when your documents have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects any way you want by **aligning, grouping, ordering,** and **rotating** them in various ways.

## TO ALIGN TWO OR MORE OBJECT

- Hold the **Shift** (or **Ctrl**) key and click the objects you want to align.
- From the **Format** tab, click the **Align** command, then select one of the **alignment options**.
- The objects will be aligned based on the selected option.

# GROUPING OBJECTS

You may want to **group** multiple objects into **one object** so they will stay together. This is usually easier than selecting them individually, and it also allows you to resize and move all of the objects at the same time.

## TO GROUP OBJECTS:

- Hold the **Shift** (or **Ctrl**) key and click the objects you want to group.
- Click the **Group** command on the **Format** tab, then select **Group**.
- The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group so you can move or resize all of the objects at the same time.

# ORDERING OBJECTS

In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it determines which objects are in the **front** or the **back**. Objects are placed on different **levels** according to the **order** in which they were inserted into a document.

## TO CHANGE OBJECT LEVEL:

- Objects are placed on different **levels** according to the **order** in which they were inserted into a document.
- From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**
- The objects will be reordered.

# TABLES AND CHARTS

**TABLES:** A table is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data.

## TO INSERT A BLANK TABLE:

- Place the insertion point where you want the table to appear.

- Navigate to the **Insert** tab, then click the **Table** command.
- This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.
- Click the grid to **confirm** your selection, and a table will appear.
- To **enter text**, place the insertion point in any cell, then begin typing.

# CONVERT AN EXISTING TEXT TO TABLE

- Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.
- Go to the **Insert** tab, then click the **Table** command.
- Select **Convert Text to Table** from the drop-down menu.
- A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.
- Click **OK**. The text will appear in a table.

# INSERTING CHARTS

- Place the **insertion point** where you want the chart to appear.
- Navigate to the **Insert** tab, then click the **Chart** command in the **Illustrations** group.
- A dialog box will appear. To view your options, choose a **chart type** from the left pane, then browse the **charts** on the right.
- Select the desired **chart**, then click **OK**.

# INSERTING CHARTS

- A chart and spreadsheet window will appear.
- Enter your **source data** into the spreadsheet.
- When you're done, click **X** to close the spreadsheet window.
- The chart will be complete.

# INSPECTING AND PROTECTING DOCUMENT

**DOCUMENT INSPECTOR:** Whenever you create or edit a document, certain personal information may be added to the file automatically, like information about the document's author. You can use the **Document Inspector** to remove this type of information before sharing a document with others.

## TO USE DOCUMENT INSPECTOR:

- Click the **File** tab to go to **Backstage view**.
- From the **Info** pane, click **Check for Issues**, then select **Inspect Document** from the drop-down menu.
- The **Document Inspector** will appear. Check or uncheck the boxes.
- Click **Remove All** to remove the data.
- When you're done, click **Close**.

# PROTECTING YOUR DOCUMENTS

By default, anyone with access to your document will be able to open, copy, and edit its content unless you **protect** it.

TO PROTECT YOUR DOCUMENT:

- Click the **File** tab to go to **Backstage view**.
- From the **Info** pane, click the **Protect Document** command.
- In the drop-down menu, choose the option that best suits your needs

## PROTECTING YOUR DOCUMENTS

- A dialog box will appear prompting you to save. Click **OK**.
- Another dialog box will appear. Click **OK**.
- The document will be **marked as final**. Marking a document as final will not actually prevent others from editing it because they can just select **Edit Anyway**. If you want to prevent people from editing the document, you can use the **Restrict Access** option.



# THANK YOU