

Introduction to Microsoft Word

Before we begin with Word:

-Mouse:

1. Left-click: to press down on and release the left button a single time. This is commonly used for selection and choosing items from a menu.
2. Right-click: to press down on and release the right button a single time. This is used to display information about an object or to open a menu.
3. Double-click: to Left-click twice quickly. This is used to open a file or run a program (like starting Microsoft Word)

-Other terms:

- Window: section of screen which contains the project you are currently working on.
- Icon: small image which represents a program or file (such as the little blue 'W' that represents Microsoft Word)

Getting Started:

Starting Microsoft Word:

1. Find the icon on your screen that looks like a printed page containing a blue 'W', it should be labeled "Microsoft Word".
2. Double click this icon.



The File Menu

The File menu in Office 2016 contains many of the basic functions that are most commonly used. For those who have experience with earlier versions of Office, this File Menu is similar in use to the File Menu in those earlier versions. Notable features that are reached by left-clicking the File Menu include:

- Creating a new file
- Opening an existing file
- Saving a document
- Printing
- Closing Word



Note: In Office 2007 programs, the File Menu button was replaced with the Office Button. Same functions underneath as the File Menu, just a different façade. In 2010 and later versions they changed it back to saying File.

The Ribbon

Office 2016 continues the use of Office 2007's new menu system referred to as the Ribbon. Earlier versions of Office contained a number of menus and toolbars, each containing dozens of functions and tools available to the user. This has all

been replaced by the presence of the Ribbon – a horizontal bar filled with *buttons* performing different tasks. Shown below:



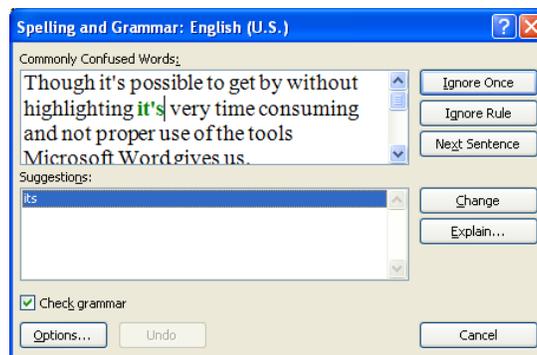
Which buttons are visible is controlled by the tabs across the top, showing here:



Simply left-click on a different tab (Home, Insert, Page Layout, etc) to change which buttons the ribbon displays.

Using the spelling and grammar checks

To check for spelling or grammar mistakes simply press the 'F7' button on the top of your keyboard, this will check the document for any



mistakes you might have. When mistakes are found a window will open up showing you your mistakes and offering its suggested fixes. If one of these suggestions is what you want then:

1. left-click the suggestion
2. left-click the "change" button

Otherwise you can left-click the "Ignore" button and Word will move on to the next error. A shortcut technique to using the spelling checks is to notice when word places squiggly red or green lines underneath something. The red line represents a spelling error and the green line represents a grammar error. To see Word's suggested fixes for these errors simply right-click on the word that's underlined. This will bring up a menu with possible corrections, if one of these corrections is what you want then left-click on it and it will automatically replace the error.

Basic Skills:

Highlighting: This is a very important skill because it is necessary to perform any editing or make any other changes quickly. Though it's possible to get by without highlighting it's very time consuming and not proper use of the tools Microsoft Word gives us. To highlight the section of text we wish to change:

1. Place the cursor at the start of the text.
2. Next, hold down either "shift" key
3. Then press the arrow keys in the direction you wish the highlighting to go
4. When everything you want highlighted has been selected first release the arrow key then release the shift key.
5. Now the selection is ready to be edited

You can also highlight by clicking and dragging across the words in your document, but using Shift + arrows will be much more precise.

Editing: To edit means to change. When a section of text(a word or a sentence or even just a letter or two, however much you highlight) has been selected whatever commands you give Word will be performed on that text. So, if you have a word highlighted and you press the delete key, the whole word will be deleted, if you have a whole paragraph highlighted and you press the letter 's', the whole paragraph will be replaced by the letter 's'. This also works if you have something highlighted and make a format change (underlining, making it bold, centering it, etc.), but we'll cover that in a moment.

More advanced skills:

-Cutting and Pasting:

To cut (remove a section of text to put it somewhere else in the document) a portion of your document you must follow a few quick steps:

1. Highlight the section you wish to move
2. Left-click "Home" tab
3. Find the word "Cut" in the menu that appears
4. Left-click on "Cut"

Following these same steps will also allow you to Copy (just like Cutting only the original text doesn't get deleted).

To Paste (placing the section of text you either Cut or Copied back into the document) you must left click at the spot in the document where you want the text to appear then Left-click the “Home” tab again. This time you should find and left-click on the picture of the Clip Board above the word “Paste”. This will make the text you most recently copied or cut appear in the document. You can paste the same text as often as you like.

A quick look at formatting:

Using the formatting options available is best learned by experimenting on your own. However, we'll do a quick listing of where all the changes can be found. All of these changes are performed in the same manner, highlight the text you wish to change, then choose the option you want to use.

-Styles

The “Home” tab is where you'll find the “Styles” section of the ribbon. These styles are predefined formatting choices for your documents. They alter the font, size, color, and spacing of your document's print. To disable these settings, click the “No Spacing” Style.

-Underlining, **Boldface**, and *Italics*:

These three commonly used options are found in the “Home” tab. Next to one another are a **B**, *I*, and a U, representing Boldface, Italics and Underlining. When the desired text has been highlighted simply left-click on as many of these as you want and the effect automatically occurs. If you decide you don't want a section of text to have the effect any more simply highlight it again and click on the effect you wish to remove.

Spacing and Alignment:

If you wish, as people often do, to make your document double-spaced to make it easier to read. Simply follow these steps:

1. Place cursor at the top of the document
2. Left-click on the “Home” tab
3. Left click on The icon is a small blue square with a white border. Inside, there are three horizontal lines of varying lengths, with a double-headed vertical arrow to the left of them, indicating a menu for adjusting line spacing.
4. This will open up a menu offering line spacing options
5. Select one of these options to change the spacing for the line your cursor indicates.
6. To change multiple lines, highlight the lines you wish, and then change the spacing following 1-5 above.

The alignment is what determines if what you type out starts at the left of the screen (normal), the right of the screen (you might use this when typing a return address on a business letter), or in the center of the screen (for when you want something centered, like the title of a paper or resume). To change the alignment, highlight the section you wish, and using these buttons  on the in the “Paragraph” box on the “Home” ribbon, change where your text aligns. Try each one to see how it alters the look of your document. From left to right, the options are “Align Text Left,” “Center,” “Align Text Right,” and “Justify.” “Justify” will spread your text along the page as evenly as possible to create more uniform lines along both the right and left margins of the page.