



Gulfport School District



Office Productivity

Basic MS Word

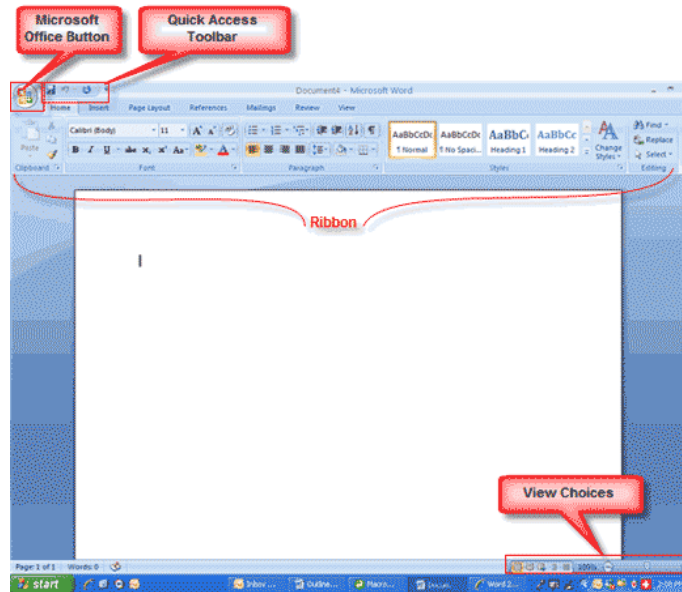
Introduction to Microsoft Word

2007 • 2010 • 2013 • 365

Intro to Word

Microsoft Word is a word processing program that allows you to prepare text documents.

Screen Layout

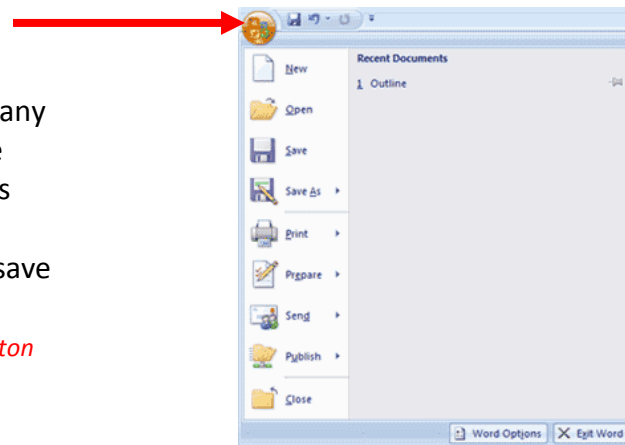


Menus

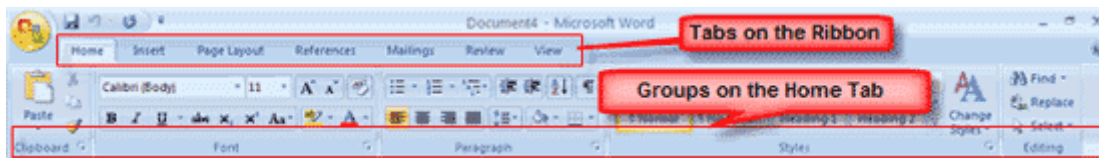
When you begin to explore Word 2007 you will notice a new look to the menu bar. There are three features that you should remember as you work within Word 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. These three features contain many of the functions that were in the menu of previous versions of Word. The functions of these three features will be more fully explored below.

The Microsoft Office Button

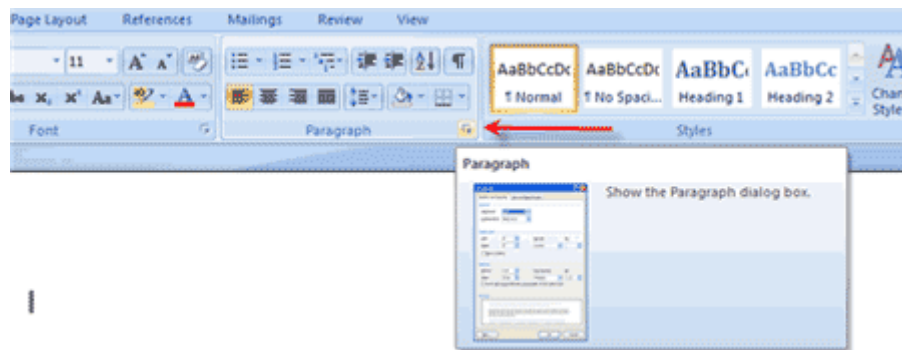
The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish or close. *(Note: The Office button was replaced with the File tab in Office 2010)*



The Ribbon



The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.



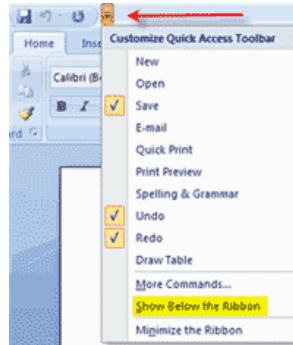
Each of the tabs contains the following tools:

- Home: Clipboard, Fonts, Paragraph, Styles, and Editing.
- Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbol
- Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange
- References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
- Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish
- Review: Proofing, Comments, Tracking, Changes, Compare, Protect
- View: Document Views, Show/Hide, Zoom, Window, Macros

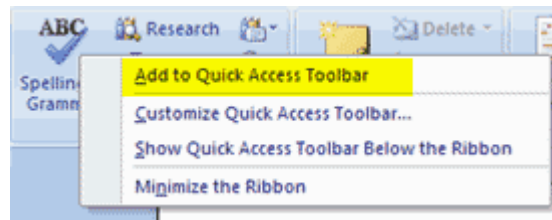
Quick Access Toolbar



The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show Below the Ribbon.



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.



Other important screen elements:

Status Bar—tells you which page you are on and other information.

Scroll bars—used to move up or down, left or right in a document.

Pointer—the arrow used to select on-screen items

MS Word Basic

1. Create a New Document (Office button; New)
2. Opening an Existing Document (Office button; Open)
3. Saving a Document (Office button; Save or Save as)
4. Close a Document (Office button; Close)
5. Typing and inserting Text

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

6. Selecting Text

To change any attributes of text it must be highlighted 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 buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Editing Select Select All from the Ribbon, or press CTRL+A

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

7. Show/Hide (Home tab; paragraph group)

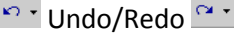


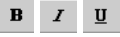


8. Revising/Editing Text


Backspace key: Removes characters to the left of the cursor.

CTRL + Backspace: Removes words to the left of the cursor.

Delete key : Removes characters to the right of the cursor.

CTRL + Delete : Removes words to the right of the cursor.

9.  Undo/Redo (Quick Access Toolbar)
10. Spelling and Grammar (Review tab; Proofing group)
11. Thesaurus (Review tab; Proofing group)
12. Modify Page Margins and Orientations (Page Layout tab; page setup group)
13. Font  (Home tab; Font group)
14. Size , (Home tab; Font group)
15. Style  (Home tab; Font group)
16. Color  (Home tab; Font group)
17. Character Spacing (Home tab; Font group; arrow at bottom right hand corner) Character spacing is the amount of space between characters. You can change the amount of space between characters in your document and you can adjust the scale of the characters. Scale is the size of a character as a percentage of its original size. **This text is 150% of its original size.**
18. Line Spacing. (Home tab; Paragraph group) Word lets you change the spacing between lines, which can make your document easier to read or edit. The default for Word is single spacing. You may need to change this to double spacing for certain types of documents. _
19. Paragraph Spacing. (Home tab; Paragraph group; arrow at bottom right hand corner OR Page Layout tab; Paragraph group) You can also change the spaces between paragraphs. Use increased paragraph spacing in place of extra returns or blank line.
20. Paragraph Alignment. (Home tab; Paragraph group; arrow at bottom right hand corner) Adjusting paragraph alignment changes where paragraphs line up in relation to a document's left and right margins. Align left starts text on the left side of the page. Word automatically aligns text to the left. Align right lines text up with the right margin. Page numbers are often right aligned. Center aligns text between the left and right margins. Headings and titles are usually center aligned. Justify lines up text so that it is even with both margins. Newspapers, magazines, and other professional publications often use justified text. This paragraph is Justified. 

This sentence is Centered. 

This sentence is Right Aligned. 



21. Indents. (Home tab; Paragraph group; arrow at bottom right hand corner) To set a paragraph apart from other paragraphs, you can adjust the indent. An indent is the space between the margin and the paragraph.

A left indent moves the left edge of the paragraph in. A right indent moves the right edge of the paragraph in. These are just extra words to that will be used to demonstrate the left and right indent. The line is indented 1 inch from the left and right margin.

A first line indent moves in the first line of a paragraph. These are just extra words that will be used to demonstrate the first line indent. The first line of this paragraph is indented .5 inches from the left margin.

A hanging indent moves the second and subsequent lines in a paragraph. These are just extra words that will be used to demonstrate the hanging indent. The second and subsequent lines of this paragraph are indented .5 inches from the left margin.

Indents can also be created using the horizontal ruler.


22.  Print Preview/Print  (Office button; Print) Print Preview allows you to see the page as it will appear when printed. Once you are satisfied with the document, the Print dialog box allows you to make choices such as the number of copies, or which printer you will use.


23. Word Count (look at the bottom left corner of the screen)


24. Vertical alignment is the position of text in relation to the top and bottom page margins. By default, documents are vertically aligned to the top of the page in Word. Use Page Setup to change the vertical alignment of all text on a page to Center, Bottom, or Justify. (Page Layout tab; Page Setup group; arrow at the bottom right hand corner; Layout tab)


25.  Bulleted/Numbered  Lists (Home tab; Paragraph group) _

26. Symbols (Insert tab; Symbols group)

Word allows you to insert symbols and special characters that do not appear on the keyboard. Using the Symbol dialog box makes it easy to insert accents, trademarks, and other characters into a document. 

27. Cut  (Home tab; Clipboard group)

28. Copy  (Home tab; Clipboard group)

29. Paste  (Home tab; Clipboard group) _

30. Date/Time (Insert tab; Text group) When you insert a date/time field, Word automatically inserts the current date and time. You can change the date manually, or you can choose to have Word update the date and time automatically.

31. Templates (Office Button; New; choose from list)

A template is a formatted guide that can help you create documents. Word has several templates available on the computer. These include: Fax Cover Sheet, Memo, Letter, and Resume. Word also has document templates available on Office Online, which is linked to the task pane. These include: Agendas, Calendars, Cards, Invoices, Flyers, and Invitations.

32. Help Feature