Microsoft Word



Core Skills

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WORD PROGRAM WINDOW

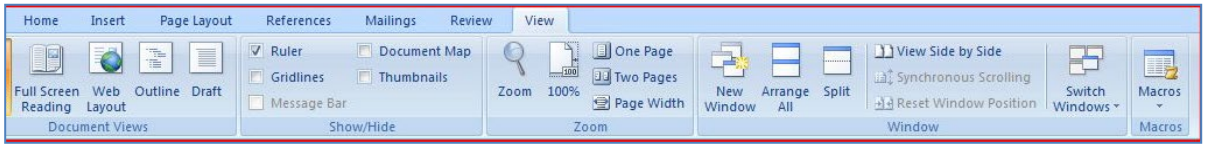
The Title Bar displays the name of the program and the document. Until you save the document and give it a name, Document1 is used as a temporary name.



The Command Tabs relate directly to the tasks you need to accomplish **File, Home, Insert, Page Layout, References, Mailings, Review, View**

The Tabs are designed to correspond to **the stages of the process** your likely to follow in completing a project.

The View Tab organizes the controls you need for viewing your document such as **Print Layout** and to turn the **Ruler on or off.**

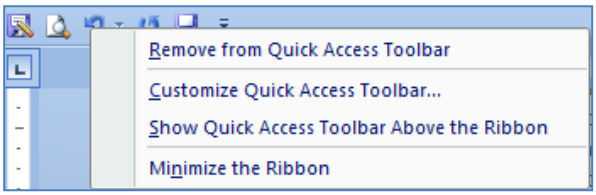


Notice also the **Zoom control** in the **bottom right side** of the Word Screen. Click on **+** to zoom the screen up and **–** to zoom the screen down.

The **Quick Access Toolbar** is above the Command Tabs**.** You can customize this toolbar for easy access to your favorite tools.

You will add **New, Open**, **Spell Check** and **Print Preview**, to the **Quick Access Toolbar**.

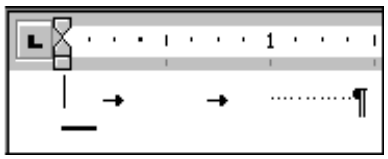
Right Click the toolbar and choose **Customize Quick Access Toolbar**



The Ruler displays Tab Settings, Left and Right Indent markings.



The Document Window displays the Work area for typing text. If you turn on the **Show/Hide Icon ¶** located on the Standard Toolbar, you can also see several non-printing codes such as Tab Arrows, Paragraph Marks and Spacebar indicators (a tiny dot) and the End of Document marker (a thick horizontal line).



The Vertical and Horizontal Scroll Bars enable you to view and display different parts of your document.



The Status Bar displays the current page and section numbers, total number of pages, position of the insertion point, etc. In addition, information about certain keyboard keys and spell check and grammar status.



CREATE A DOCUMENT

After starting Word you can immediately type a letter or document. Make sure the Show/Hide button on the Standard toolbar is turned on. Remember that spaces between words appear as dots, new lines are represented by ¶

Type the letter shown below and use **Insert**, **Text, Date and Time**... for today's date. Allow the text to wrap around for the three paragraphs.

Today's date

Mr. John Smith
Vice President
The George S. May Company
11265 Indiana Street
San Francisco, California 94121

Dear Mr. Smith:

As promised, enclosed is the course description and the background resume on your instructor, Jack Matthews.

I'm certain that you and Jack will have many common experiences to share; he's especially looking forward to the fishing trip afterward.

Our proposed training dates are July 28th, August 4th and August 15th. If you have any additional questions about the contents of the course, please do not hesitate to call me at (415) 542-8736.

Sincerely,

James R. Donaldson
Vice President

CURSOR CONTROL

Word wrap automatically begins a new line when the right margin is reached.

Insert is automatically turned on.

Press the **Backspace** key to delete text to the left of your insertion point. Press the **Delete** key to delete text to the right of your insertion point.

To move to the end of a line press the **End** key.
To move to the beginning of a line press the **Home** key.
To move around the document use the mouse **I Beam** or the direction **Arrows** on your Keyboard Cursor Pad.

To move to the end of the document press **Ctrl + End**.
To move to the start of the document press **Ctrl + Home**.

To select the entire document press **Ctrl + A.**

To **highlight text line by line**, move your mouse pointer (I beam) out to the far left of your document. Notice it changes to a **Right Pointing White Arrow**. Press and drag down the left side of your document to highlight line by line.

To **Undo** any typing that you have mistakenly done, click on the Undo button on the **Quick Access Toolbar**. Undo works like a tape recording of all your keystrokes.



SAVE

The first time you Save, the Save Dialog box appears. Select **File Tab**, **Save**  and then enter the file name **Smith.Doc**. If you want to save under a new name, use the **File Tab, Save As**... command.

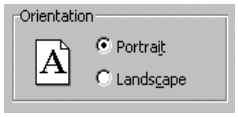
In the **Save As…** dialog box, you can navigate through your file folders and drives by clicking on the **Save In List box**. You can create new folders here, and also sort your existing files by clicking on the column headings when using the details view (click on the details icon on the top right side of the dialog box).

Remember that there are **four** basic **dialog box controls**.

- **List box** 

- **Check box** 

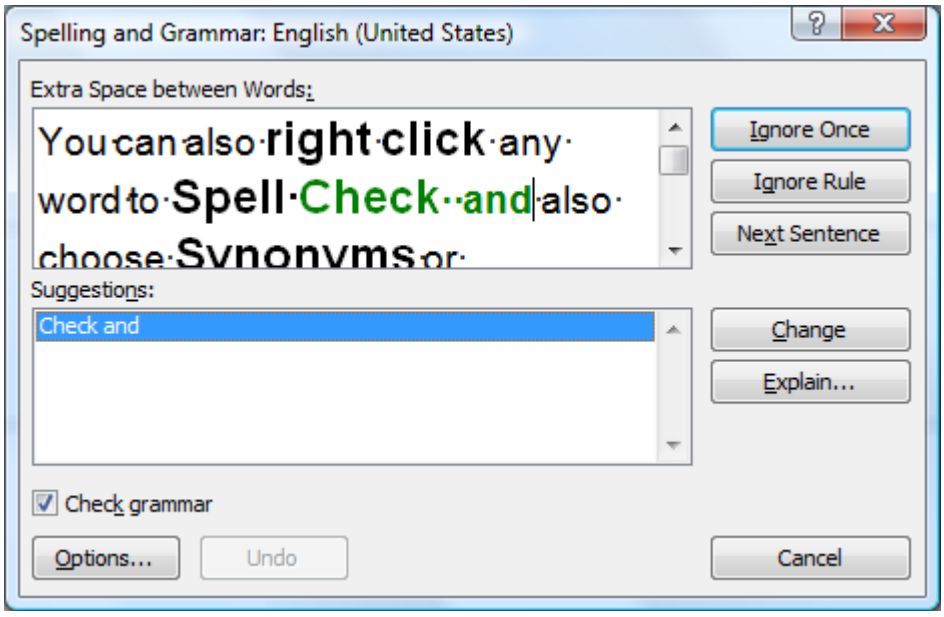
- **Text box** 

- **Option button** 

SPELL CHECK

To spell check your document, make sure no text is selected, and choose **Review**, **Spelling and Grammar…** or 

Use the **Ignore**, and **Change** boxes as appropriate.



SHORTCUT

F7 also starts the spell checker. You can also **right click** any word to **Spell Check** and also choose **Synonyms** or **Thesaurus**.

PRINT PREVIEW

Print Preview shows how the printed page will look.

Select **File Tab** and choose **Print, Print Preview** or  on the **Quick Access Toolbar**

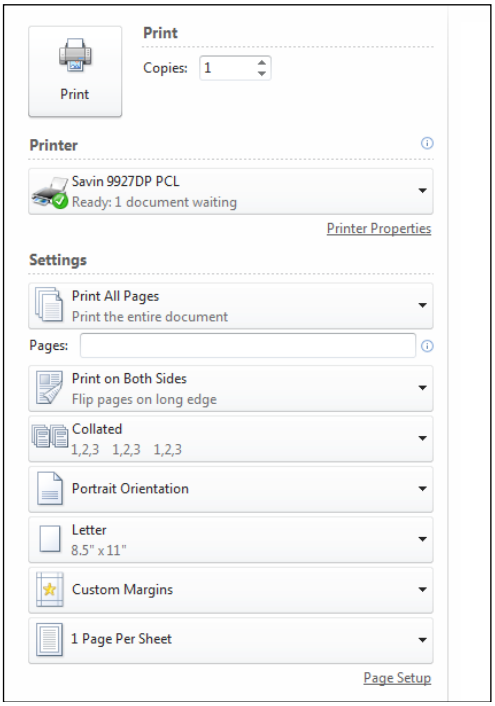
Return to the document by clicking on the **Close** Button.

PRINT

To print your Smith.Doc, select **File Tab**, **Print** or choose **Print Preview**  from the **Quick Access Toolbar**

You may choose to print more than 1 copy, all the pages, the current page or a range of pages.

Press Print to start printing



REVISING A DOCUMENT

SELECT THEN DO

Word 2010 is designed on the principle that you must first select text before applying revisions and enhancements to the text.

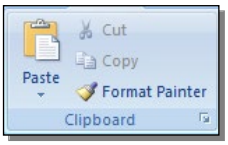
Drag the mouse **I Beam** over the text you want to select.
Use the line selection **Arrow** (move I-Beam to far left of screen and observe pointer change to a white arrow). **Press** and **Drag** down left side of page to select additional lines.

You can also highlight by holding down the **Shift key** and pressing the **cursor key arrows** on your keyboard.

EDIT, CUT, COPY AND PASTE

The edit revision tools allow you to move or copy data to new locations within the same document or to copy data between documents.

Select the first paragraph of your document and from the **Home** tab **Cut** it. **Paste** it below the third paragraph. Select the paragraph again and **Cut** it and **Paste** it back into its original position. You can also use the following cut, copy and paste Icon Buttons



or the keyboard commands, **CTRL+X** to cut**, CTRL+C** to copy and **CTRL+V** to insert.

DRAG & DROP

Highlighte your text and move back onto the text with your mouse pointer. The white arrow points right to left. Press and drag your text to a new location. The outline below the white arrow indicates the text is being dragged.



FORMATTING DOCUMENTS

Use the **Home, Font Tab Bar**  to add **Bold**, *Italic* and Underline as indicated in the example below.

Mr. John Smith
Vice President
The George S. May Company
11265 Indiana Street
San Francisco, California 94121

Dear Mr. Smith:

As promised, enclosed is the course description and the background resume on your instructor, **Jack Matthews.**

I'm certain that you and Jack will have many common experiences to share; he's especially looking forward to the ***fishing trip*** afterward.

Our proposed training dates are July 28th, August 4th and August 15th. If you have any additional questions about the contents of the course, please do not hesitate to call me at **(415) 542-8736.**

Sincerely,

James R. Donaldson
Vice President

Now select all your text by pressing **Ctrl + A** and change the font to **Times Roman 14pt**.

Print Preview your letter and then change it back to **Arial 12 point**.

ALIGNMENT

The following icons on the **Home Tab Bar, Paragraph Block** are used to align text on the left, center, right and justified.



You may also use the following keyboard commands

Align Left .....Ctrl L
Align Center ..... Ctrl E
Align Right ..... Ctrl R
Justify .....Ctrl J

INCREASE & DECREASE INDENTS

On the **Home, Paragraph Tab Bar**, use the following icon to indent your text one tab stop.

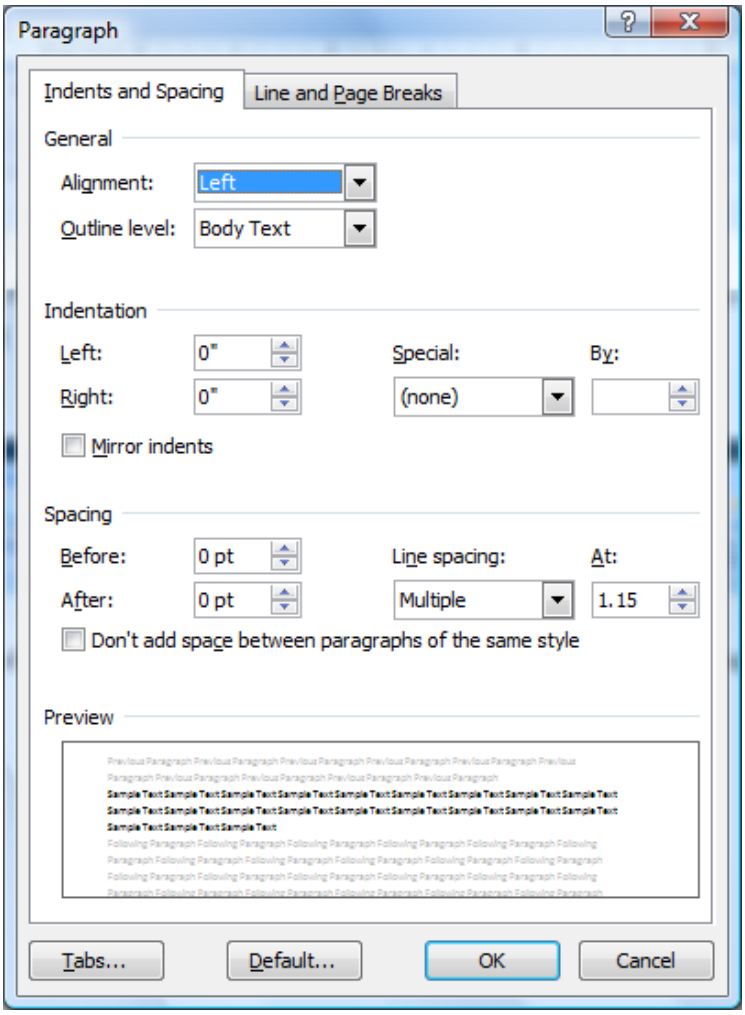


The icon pointing in the other direction (right to left) decreases the indent by one tab stop.



Paragraph Format

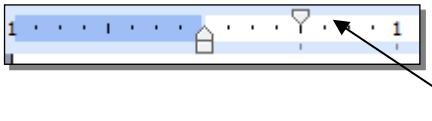
You can change paragraph settings on the **ruler bar** or by clicking on the **Paragraph dialog box launcher**. The following dialog box appears. Here you can change the alignment, indentation and spacing. You can also access the **Tab Settings** through this dialog box and change the **Default…** paragraph settings permanently.



You can set **Before** and **After** Spacing to increase the space between paragraphs. You can also adjust the **Line Spacing**.

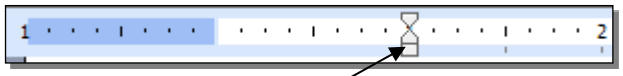
Notice also the Check Box **Don't add space between paragraphs of the same style**. This is especially useful for Bullet and Number Lists.

First Line Indent



To create a first line Indent drag the small triangle at the top of the Left Margin Page Marker ½ inch to the right to create this first line indent effect.

Full Indent



A full indent is when all the left margin markers are moved in by ½ increments.



This is easily achieved by clicking on the Increase Indent Button but you can also set it manually by dragging the small square at the bottom of the left margin marker.

Hanging Indent
(Bullets and Numbering)



1. A hanging indent is produced when the first line marker is out and the second and subsequent line marker is moved in by one ½ tab stop.



2. This is easily achieved by clicking on the Number or Bullet Button but you can also set it manually by dragging the lower left margin triangle in by ½ inch tab stop.

You can later use the Increase/Decrease Indent buttons to move the hanging indent to the left or to the right.



PAGE BREAK

You can insert a page break by pressing **Ctrl+Enter**.

Move to the end of your **Smith**.**Doc** by pressing **Ctrl+End**, and insert a page break by pressing **Ctrl+Enter**.

Type the resume below using, **bold**, **center**, **tabs and indents** where appropriate. **Spell check** and **Save** your document.

JACK MATTHEWS
DIRECTOR
USER EDUCATION - MICROCOMPUTERS

EDUCATION

B.A. Education - University of California, Berkeley
M.A. Education - University of California, Los Angeles
M.S. Computer Education - University of California, Berkeley

EXPERIENCE

Presented workshops and seminars on computer technology and computer literacy.

Developed course and workshop materials for word processing, electronic spreadsheets, database management, and computer programming.

PUBLICATIONS

Word 2007, an Applications Introduction
Word 2007, Word Processing
Excel 2007, an Applications Introduction
Excel 2007, a Financial Modeling Tool for Financial Managers
Access 2007, Database Managers and How They Run
Access 2007, Programmers Utilities

DOUBLE SPACING

To double-space the *Publications* in the resume, highlight them and Press **Ctrl 2.**

Press **Ctrl 5** to **one and a half space**.

Press **Ctrl 1** to **single space**.

You may also control spacing by pressing **Format**, **Paragraph**, **Indents & Spacing.**

KEYBOARD SHORTCUTS

Decrease Font .....Ctrl [
Increase Font.....Ctrl]
Bold.....Ctrl B
Italic.....Ctrl I
Underline .....Ctrl U
Flush Left.....Ctrl L
Flush Right .....Ctrl R
Double Space .....Ctrl 2
1.5 Space .....Ctrl 5
Single Space.....Ctrl 1

FORMAT COMMANDS

You can access many more Format commands by choosing **Home, Font or Home, Paragraph. (Note: click on the dialog launch arrow in the bottom right corner of the Command Set)**

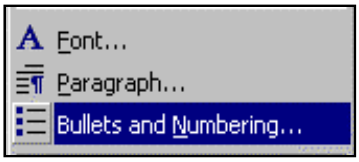
NUMBER LISTS

When you group paragraphs in a list, you can precede each paragraph with a number. The easiest way to apply the numbers is to enter all your paragraphs of text first

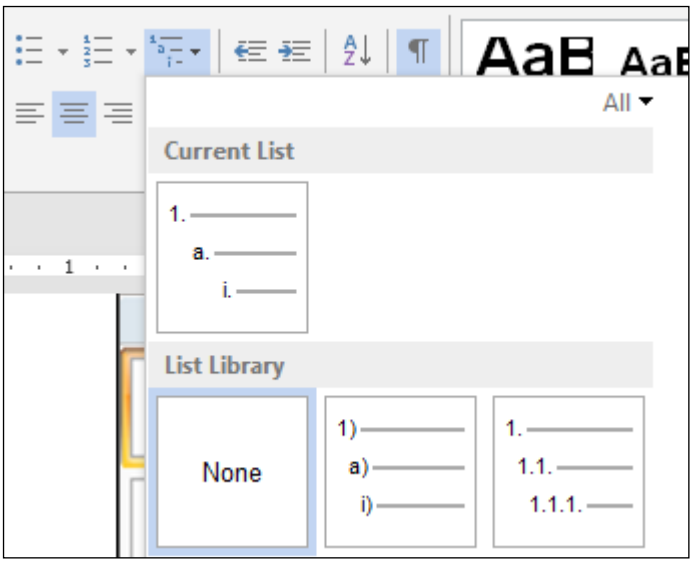
To create a numbered list, **Highlight** all the items in your **Publications List** above and click on the  number list icon on the **Home, Paragraph Tab Bar**

Click on the  button again, to turn off numbered paragraphs.

If you highlight all the paragraphs using the arrow technique down the left side of the document, you can press the right mouse button and choose additional number formats.



To implement a Multilevel List **highlight your paragraphs** and choose **Home, Paragraph, Multilevel List**.



BULLET LISTS

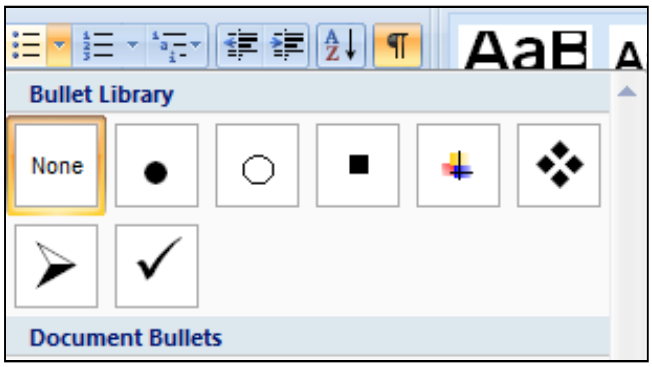
To create bulleted paragraphs, **Highlight** all three numbered paragraphs again and click on the bullets icon.  on the **Home, Paragraph Tab Bar**

Notice that the left margin markers appear as below.



Click on the  button again, to turn off bulleted paragraphs.

Again, highlight the bulleted paragraphs and choose The **Black Triangle** on the right of , **Bullets or Numbering** to bring up the following choices..



You can choose a different bullet style from the list or create a custom button.

Practice Test 1
Bullets and Numbering

This Is A Heading, Bold and Italic and Underlined

> This is an indented paragraph, where the text comes in one tab stop from the left margin.

This is text typed onto the page starting at the left margin. Copy this text and paste it again to repeat. This is text typed onto the page starting at the left margin. Copy this text and paste it again to repeat. This is text typed onto the page starting at the left margin. Copy this text and paste it again to repeat.

This is going to be a bullet list. Be sure to type all the text in before applying the bullet points.

- Item 1
- Item 2
- Item 3

This is going to be a Multi-Level number list. Be sure to type all the text in before applying the Numbers.

1. Number Item 1
   1.1. Sub Item A
   1.2. Sub Item B

2. Number Item 2
   2.1. Sub Item
   2.2. Sub Item
      2.2.1. Sub Sub Item

3. Number Item 3

Right click the word understand and find a synonym to use instead of the word understand.

Your Name Goes Here

Align Right, Save to Documents and Print out to the Printer

TABS

Tab settings are used to align columns of data. There are four types of tab settings, **Left**, **Right**, **Center** and **Decimal tabs** and they are located on the **Far Left of the Ruler Line** The settings can be changed by rotating through the following icons on the far left of the ruler line.

Left tab 

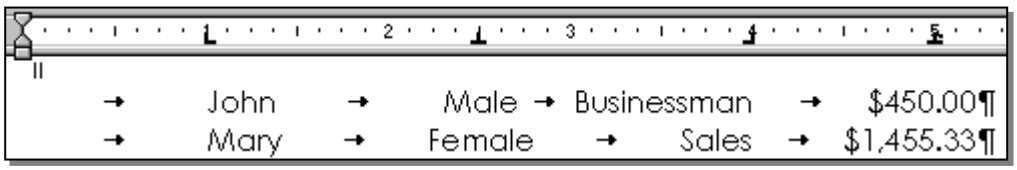
Center tab 

Right tab 

Decimal tab 

SET TABS FROM THE RULER

Click on the **Tab Icon** you require.
Point and Click to the position you want on the ruler.



Create a left tab at 1", center tab at 2.5", right tab at 4" and a decimal tab at 5" and enter the following data

John	Male	Businessman	$450.00
Mary	Female	Sales	$1,455.33
Juan	Male	Stockbroker	$2,000.345
Gloria	Female	Secretary	$230.666
Bart	Cartoon	TV Star	$20,000.9999

CLEAR TABS FROM THE RULER

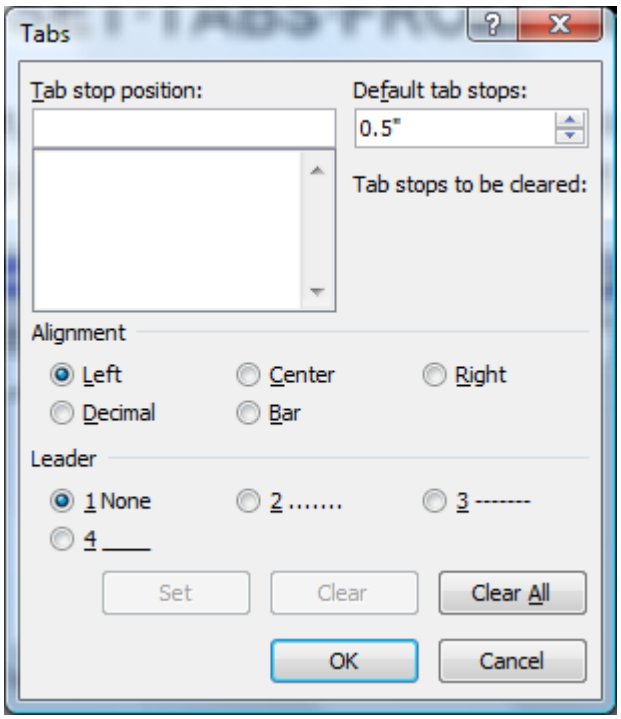
Tabs settings are carried over from line to line, so be sure to clear the tab settings after the last line of data has been entered by **Pressing & Dragging** the tabs off **Below** the ruler line.

MOVE TABS ON THE RULER

Press & Drag the tab to a new position on the ruler. Be sure to highlight all lines of text prior to dragging the tab to a new position.

TO SET TABS FROM MENU

Choose **Home, Paragraphs**, **Tabs**... and enter your tab stop position and Alignment and click on the **Set** button



To **clear tabs** from the menu, click on the **Clear All button.**

Practice Test 2

Bullets, Numbering and Tabs

This is an example of a simple outline format for numbered lists. It is usually more efficient to type in all the text first and then add in the numbers at the end.

- This is the first item
- This is the second item
- This is the third item

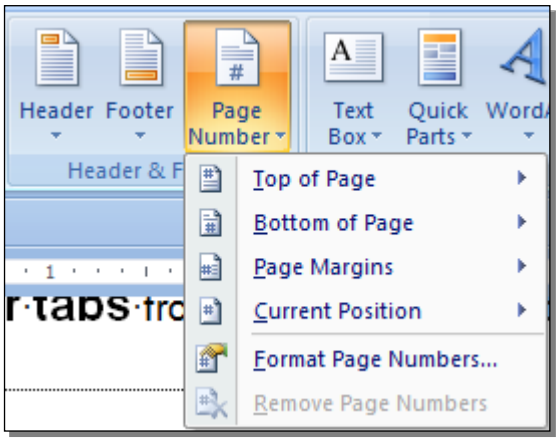
1. This is the first numbered item
2. And now the second item
3. And finally the third item

Create the following tabbed columns. Use Center Tabs for all columns

Date	Time	Class	Cost
07/26/2014	1pm - 4pm	Word Level 1	195
07/27/2014	1pm - 4pm	Word Level 1 Lab	36
07/28/2014	9am - 12pm	Excel Level 1	195
07/29/2014	9am - 12pm	Excel Level 1 Lab	36
Prepared By: Your Name Goes Here		**Total**	**462**

PAGE NUMBERING

Page numbers are typically part of a header or footer. You can insert page numbers by selecting **Insert**, **Header & Footer**, **Page Number**

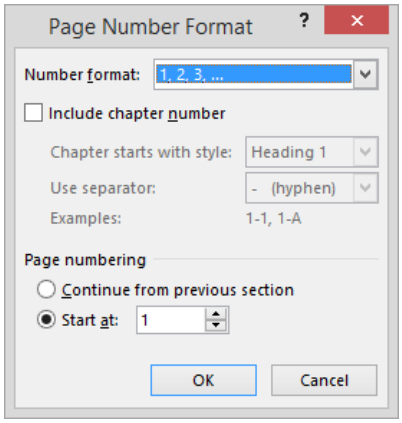


From the menu, choose the **Position** list box to place the page number at the top (Header) or bottom (Footer) of the page.

From the menu choose the **Alignment** list box to place the page number on the left, right or center of the page.

If you do not wish to have a page number on the **First Page**, **Uncheck the Show Number on First Page list box** in the bottom left corner of the dialog box.

To change the Page Number Format click on **Format Page Numbers…**



Practice Test 3

Create the following document, **Spell Check** and **Save** it under the name **Final.Doc**

COST CUTTING MEASURES

Despite the promise of increased revenues from these two new products, **Solaster** has taken aggressive cost cutting measures to help the corporation through troubled times. The measures are:

1. All employees will be encouraged to recycle paper clips and pencil stubs

2. Facilities manager Robert Smallworth has promised to turn off the coffee maker and all lights when he leaves for the day.

3. Company founders may use the corporate limousine only on days ending with a 'y'.

Miscellaneous Expenses

Wages and Salaries	$980,000.36
Employee Relations	$333,000.372
Entertainment	$6,600,000.1
Gymnasium	$13,000.01
Bail Bonds	$1,222,000.00005

New Facilities

To meet expanding product demand, the company plans to build a brand new manufacturing facility next to our R&D laboratories.

Sincerely,

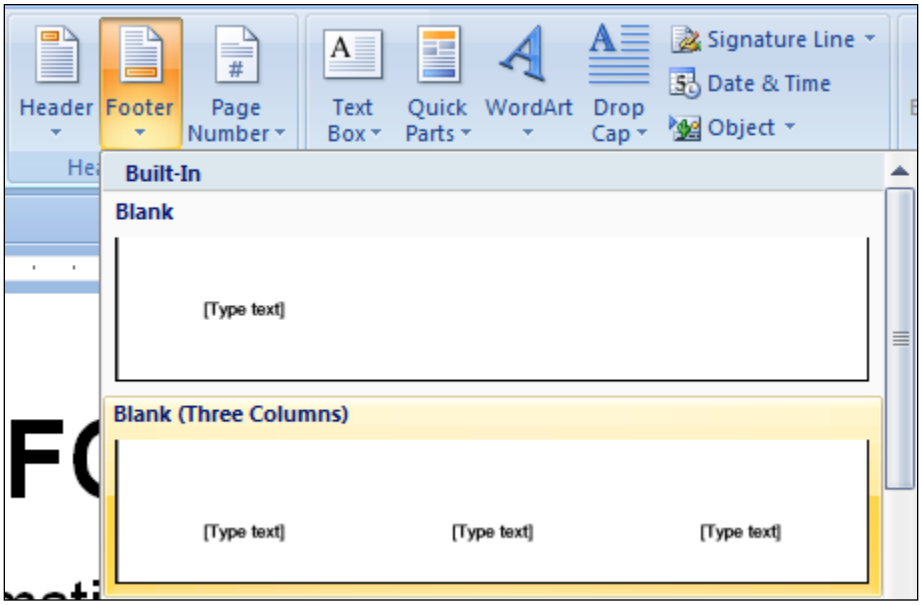
J.T. Solaster
Founder/CEO

P.S. Your check is in the mail

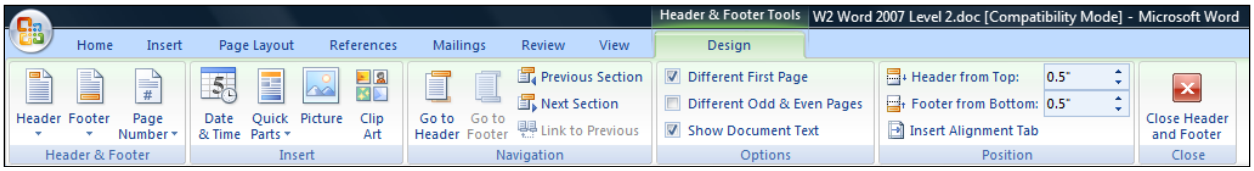
HEADERS AND FOOTERS

A Header or Footer is information such as a page number or the date that is usually printed at the top or bottom of each page in a document. A header is printed in the top margin and footer is printed in the bottom margin.

Click on **Insert, Header and Footer and click on Footer** to activate the Built In choices and click on **Blank (Three Columns)** to insert your footer.



From the **Headers & Footers Design Tab** work through the settings with your instructor.



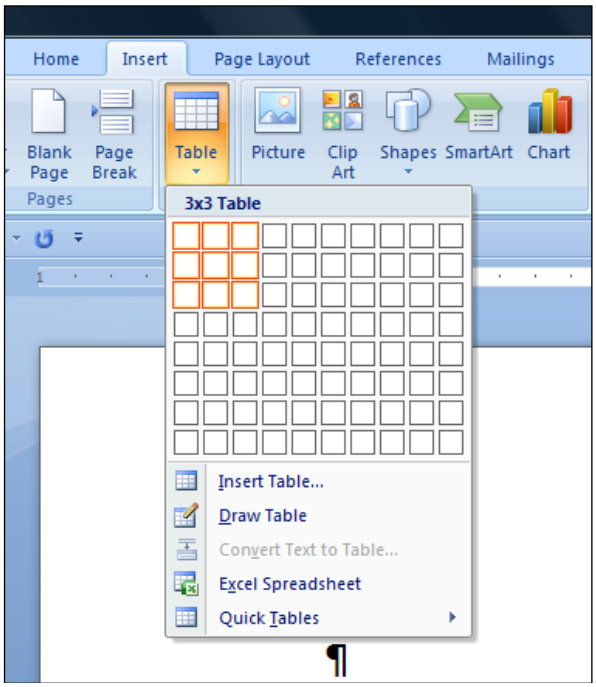
You can double click on your document window to leave Headers and Footers. You can double click on the Header or Footer to return to Headers and Footers.

To Insert a Page Number choose **Page Number, Current Position, Plain Number**

TABLES

Use the **Table** feature of Word to create simple tables, spreadsheets and forms.

To create a 3 column by 3 row table, use **Insert, Table** to quickly define the size of your table.



You can also use the **Insert**, **Table, Insert Table...** command to enter the number of columns and rows and then click on OK.

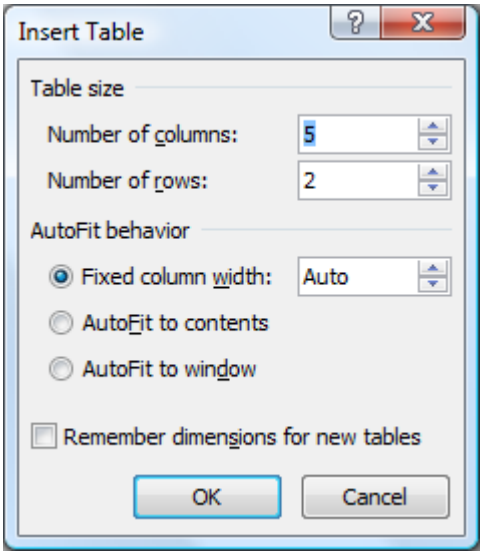
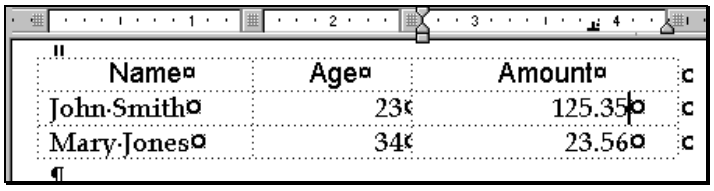


TABLE ALIGNMENT

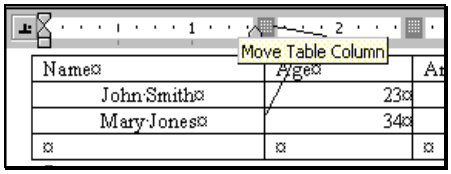
Enter the following data into the 3 * 3 table and then proceed to apply the following alignments.

Use the **Home, Center** and **Home, Align Right** Buttons to align the Table Headings and Ages.

Set a **Decimal Tab** for the **Amount** Column**.**



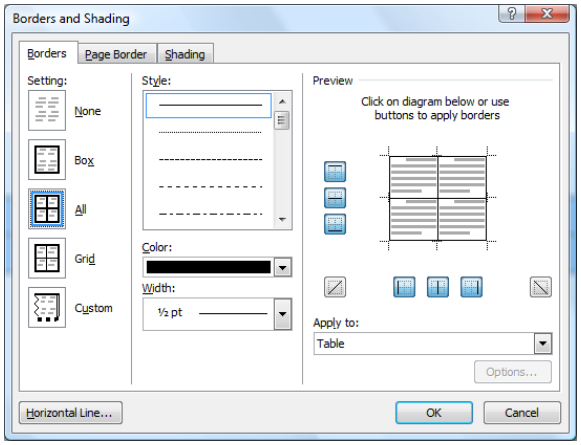
You can easily **Change** the **Width** of each column by pressing and dragging on the dividing line between each column or on the **Move Table Column Icon**.



BORDERS

To place a **Grid** around your table, **highlight the table, right click** and choose **Borders and Shading...**

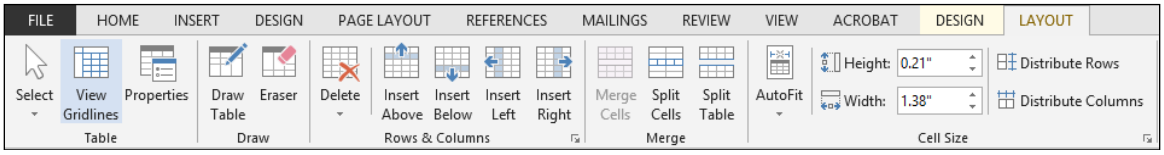
Click on the **Grid** button to place a grid around the entire table.



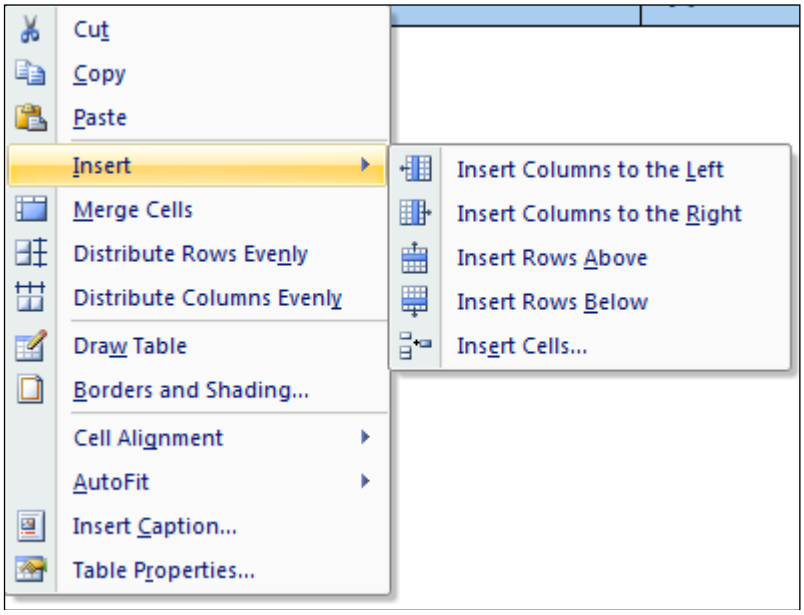
INSERT & DELETE ROWS, COLUMNS & CELLS

To **Insert** an **Additional Row** to the table below **Mary Jones**, place your cursor in the **Last Cell** and press the **Tab Key**.

You can aso make choices from the **Table Layout Tab**



You can also Right Click and choose **Insert, Insert, Rows Above** or **Rows Below** to insert a row at any point in the table.



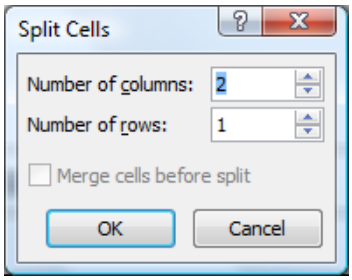
To **Delete** a **Row**, highlight it and choose **Right Click**, **Delete Rows**.

To **Insert** an **Additional Column**, highlight the column to the Right of where you want to insert, right click and choose **Insert, Insert, Columns to the Right**.

To **Delete** a **Column**, highlight the column you wish to delete, right click and choose **Delete Columns**.

To **Merge** two or more cells, highlight the cells, right click and choose **Merge Cells.**

To **Split** a cell into two or more parts, select the cell, right click and choose **Split Cells** From the dialog box choose the Number of Columns and Rows that you want.

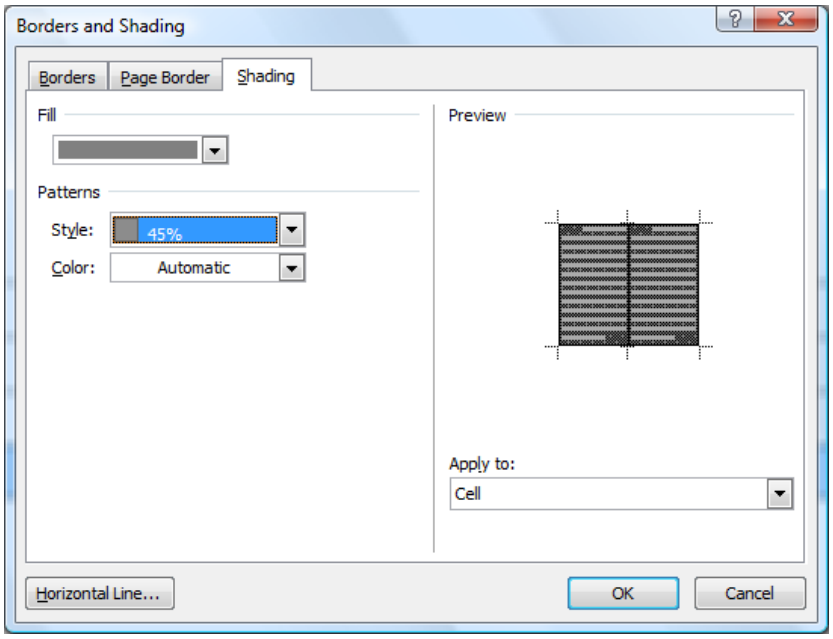


SHADING

To **Add Shading** to the Total Row, **Highlight** the Total Row, Right Click and choose **Borders and Shading**

Name	Age	Amount
John Smith	23	125.35
Mary Jones	34	23.56
Total	57	$ 148.91

Click on the **Shading Tab** and set the **Fill** and **Patterns** to **Gray 45%.**



Add one more **Row** after the Total Row and **Highlite** the **First 2 Cells**. Merge them by **right clicking** and choose **Merge Cells**. Enter "**Prepared by and Your Name"** into the merged cells.

Name	Age	Amount
John Smith	23	125.35
Mary Jones	34	23.56
Total	**57**	**$ 148.91**
Prepared by Your Name Here		

Practice Test 4

Create the following Table

January	February	March
100	200	300
50	60	70

Format the table with the data centered and a 3 point line around the border of the table and a 1 point line inside the table. Place a 40% grayscale shade in the month row.

January	February	March
100	**200**	**300**
50	**60**	**70**

Add in an **Items** column and enter the following two items.

Items	January	February	March
Software Sales	**100**	**200**	**300**
Hardware Sales	**50**	**60**	**70**

Practice Test 5

❄ Veggie Spot Fax ❄

Date: 2/25/2019

To: Mary Jenkins, The Computer School
555-9090 (FAX)

From: Lisa Jones, Veggie Spot
555-1345

Re: Catering Order Confirmation

This FAX confirms the catering order you placed via telephone today.

Delivery Date: February 25, 2019
Delivery Time: Noon
Delivery Location: Conference Room
The Computer School
5757 Disk Lane
Asheville, CA 94949

Order Information:

Item	Number	Price	Cost
Grilled Veggie Sandwich	3	$5.95	$17.85
Hummus Pita	4	$6.95	$27.80
Spicy Black Bean Spread Sandwich	2	$5.95	$11.90
Veggie Pita	1	$4.95	$4.95
Spring Water (12 oz)	10	$0.95	$9.50
Delivery Fee			$7.50
Subtotal			$79.50
Sales Tax	6%		$477
Total			$84.27

If you need to change the order, please call by 10 am on February 25, 2019.

Thank you for choosing Veggie Spot to provide food for your event

Practice Test 6

Create the following new document with appropriate indents and tabs.

State of the Art Solutions

Training Department

Presents

January- March **Training Schedule**

January **Microsoft Word Level 1**

This introductory course will cover the basics of using Microsoft Word 2007 to create common business documents. By the end of the course you will know how to create and print text based documents such as:

- Letters
- Envelopes
- Format Application

February **Microsoft Word Level 2**

A continuation of the Word 1 course, this introductory level class will delve into some of the more intriguing features of Microsoft Word 2007. By the end of the course you will know how to:

- Set up a Mail Merge
- Set up a Document in Columns
- Include Headers and Footers
- Insert the Following Items:

    1. Pictures
    2. Clip Art
    3. Graphics

Word 1: The instructor for the introductory class is Cathy Bennet. Ms. Bennet has ten years experience in computer training.

Word 2: Joseph Castaldy is the instructor for the intermediate Word class. Mr. Castaldy has been involved in computer training for eight years.

Word 1 ..... $195.00
Word 2 ..... $225.00