The Basics Of MS-Word

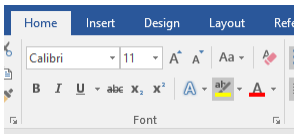
These common features includes assumed prior knowledge. The purpose of these notes is for students who are missing some of the basics.

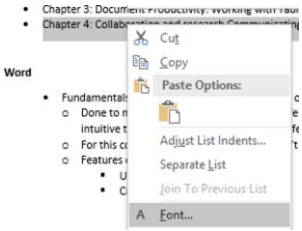
Audience/Purpose

- These resources are meant to show a beginner the common features of Word.
- The focus is showing one way that features may be run rather than distracting the reader and showing all possible ways.
  - Learning multiple methods may shift the focus from using a feature to memorizing all the ways in which that feature may be run.
- Because of the rudimentary nature of the material, the focus is on how to **run features** rather than *why use* them (it should be self evident why one would want to save a document).

MS-Office

- There's different ways of completing the same task
  - Alternatives make things easier for the user (different people may find one way more intuitive than another) e.g. fonts and font effects
  - Example: choosing fonts and font effects

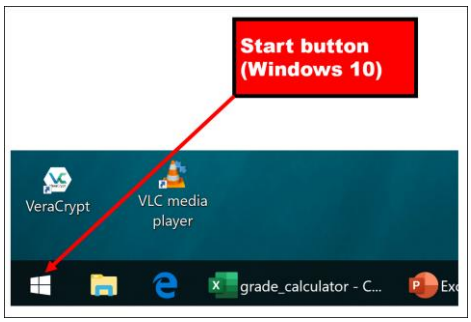




- For this course and in "real life" one way isn't better than another (just learn *a* way that works)

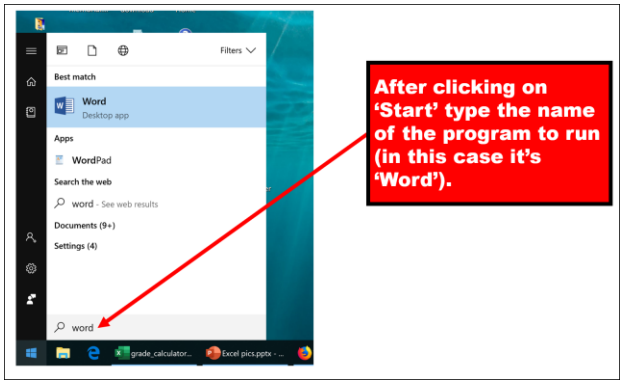
Starting Word: Invoking The Start Menu

- Click on the Start Button (the exact appearance may vary depending upon the version of Windows that you are running).



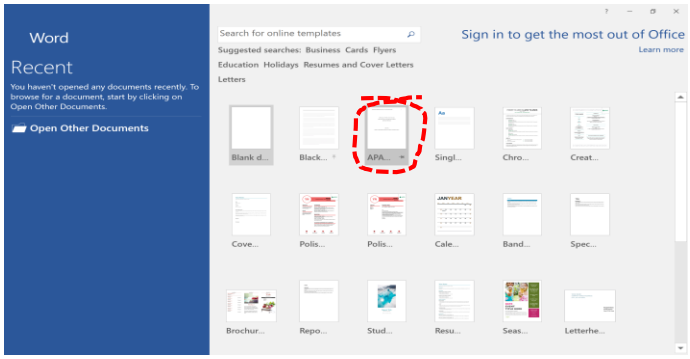
Starting Word: Running Word

- With the Start button clicked type in “Word” (the name of the program you wish to run).
- (There are many ways of starting a program in Windows, this is an example where there is no “one right way” to do things).

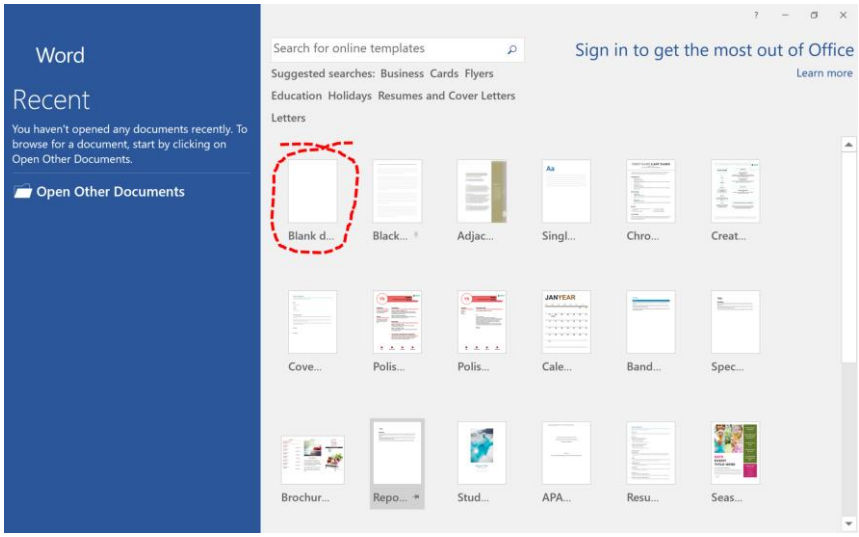


Using Pre-Created Templates

- Templates have already been formatted (e.g. font type, size, indenting etc.)
- The image below highlights the APA (American Psychological Association) report format.

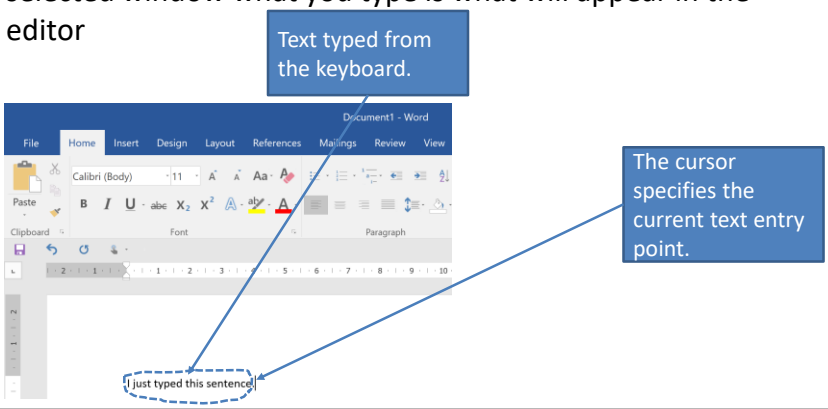


Creating A Blank Document



The Word Editor

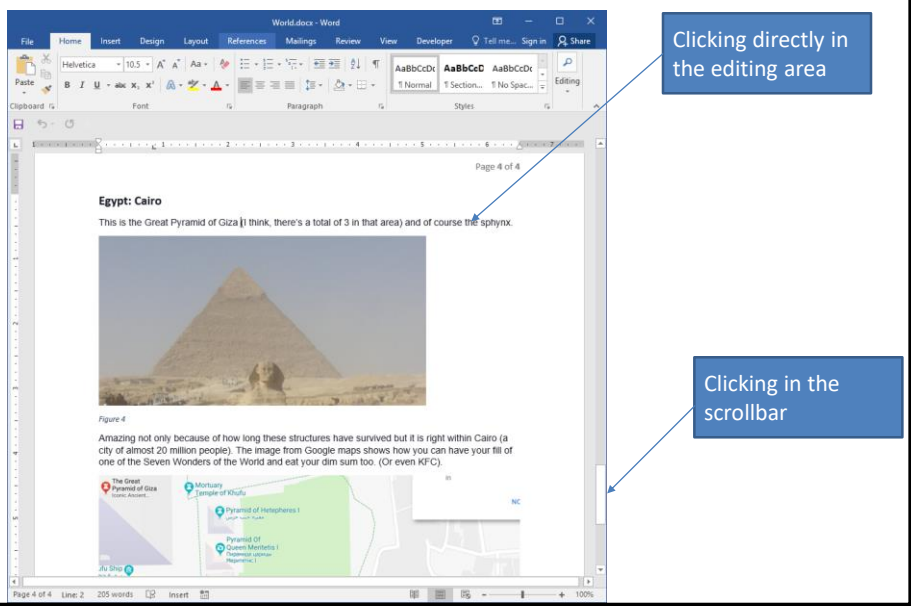
- Creating a new document (or opening an existing document – described later) will pull up the Word editor.
- When the window containing the Word editor is the currently selected window what you type is what will appear in the editor



Some Ways Of Navigating The Word Editor

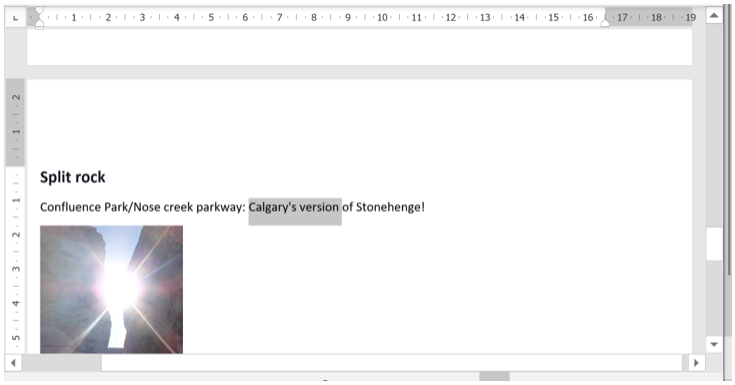
Keystroke	Effect in Word
↑ (up arrow)	Cursor moves up one line
↓ (down arrow)	Cursor moves down one line
← (left arrow)	Cursor moves left one character
→ (right arrow)	Cursor moves right one character
Home key	Cursor moves to the beginning of the line
End Key	Cursor moves to the end of the line
<Ctrl>-<Home key>	Cursor moves to the beginning of the document
<Ctrl>-<End key>	Cursor moves to the end of the document

Other Ways Of Navigating In Word



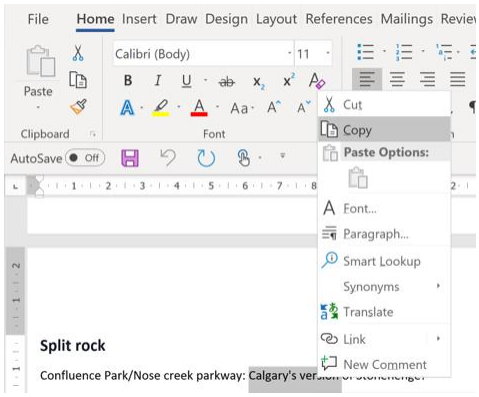
Copy/Cut-Pasting

- Select some text (images can also be selected)



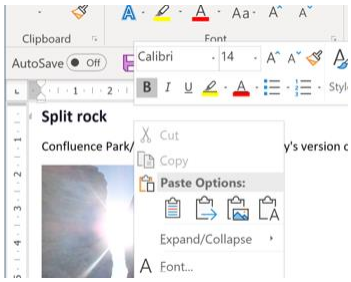
Copy/Cut-Pasting (2)

- Right click and select the 'Cut' or 'Copy' option.
  - Cut: the selection will be removed from the document (when pasted).
  - Copy: the selection will be duplicated (when pasted).



Copy/Cut-Pasting (3)

- Navigate to the location where you wish the selection to appear.
- Right click and select a paste option.



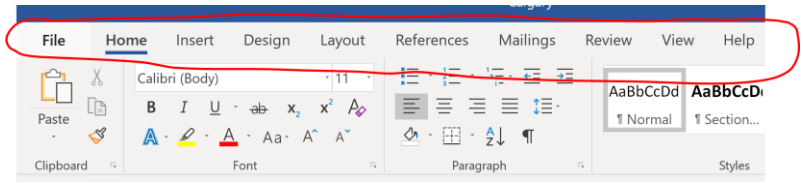
Paste Options[1]

- Keep source formatting (default): retains the character styles and formatting applied to the selected text.
- Match destination formatting: Pasted text takes on the formatting and character style of the text that immediately precedes the cursor when the text is based. The previous formatting is discarded (although formatting that is considered emphasis such as bold and italics is retained).
- Keep text only: All formatting and non-text elements are modified (pictures are discarded, tables are converted to paragraphs).. Pasted text takes on the style of the paragraph where it is pasted (takes on formatting and character styles of the text that immediately precedes the cursor).

1 From https://support.office.com

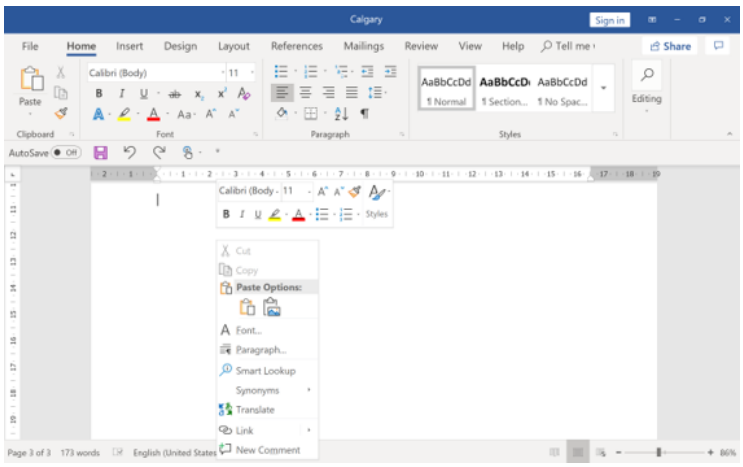
Accessing Word's Features

- Via the tabs of the ribbon



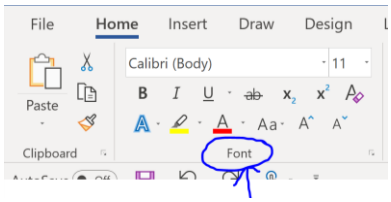
Shortcut For Accessing Common Features

- Right clicking on the main editing area of Word (only some of the features are available via this option)



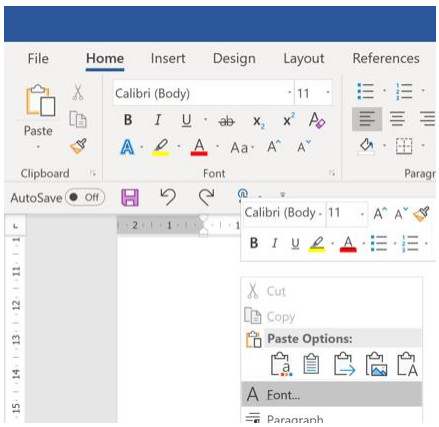
Formatting Text

- Includes but is not limited to:
  - Font type (e.g. Calibri, Times New Roman, Arial etc.)
  - Font size ('point' size)
  - Choosing a color
  - Font effects (bold, italics, underline, strike through etc.)
- Accessing the formatting option
  - Home tab on the ribbon (Font group)



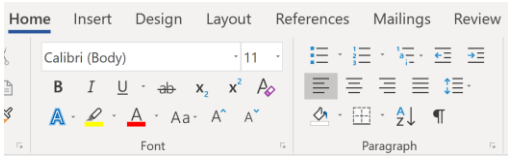
Formatting Text (2)

- Accessing the formatting option (continued)
  - Right clicking and selecting the 'font' option in the menu

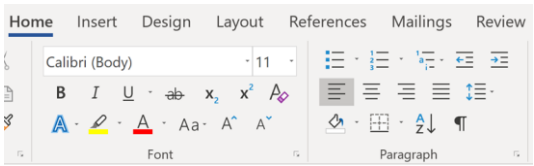


Paragraph Effects: Alignment

- Home tab on the ribbon (Paragraph group)

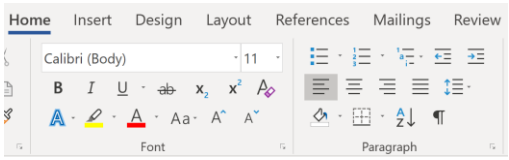


- Aligning text (left, right, center, **right & left justify**)



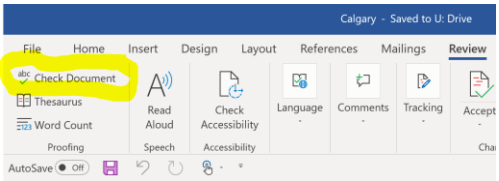
Paragraph Effects: Lists

- Numbered and bulleted lists



Running Spell Check

- Via the ribbon:
  - `Review tab (Proofing group) -> Check document (or Spelling & Grammar)`



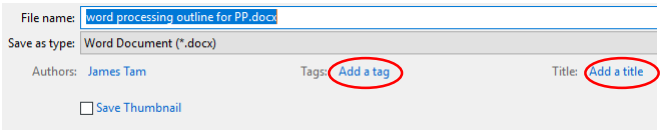
- Shortcut
  - Press the F7 key

Saving/Copying A Document (With A New Name)

- Save:
  - Saves the document under the current name.
  - If the document was not yet named then a prompt will appear allowing it to be named.
- Save As
  - Allows the document to be renamed ("Save As" a new name) under a different name.
  - The document with the original name is still retained.

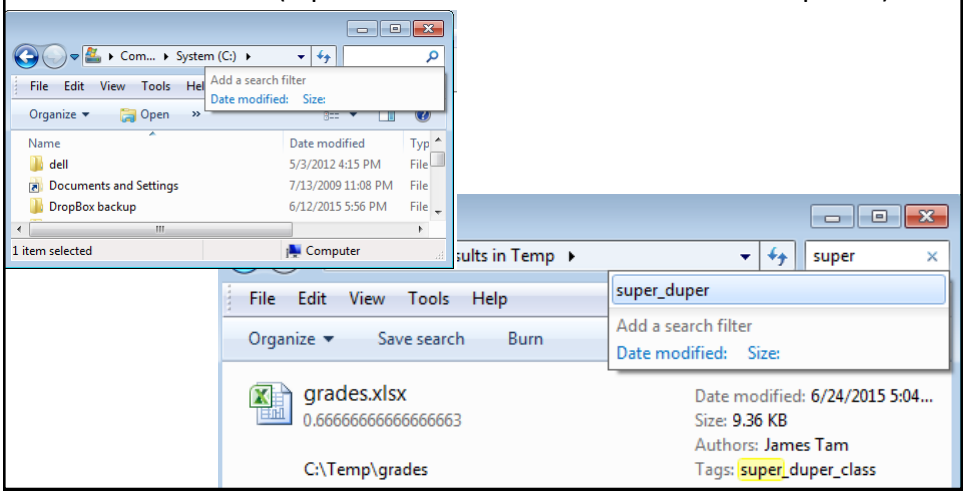
‘Saving As’: Tagging Documents

- Similar to ‘tagging’ videos online (with words and phrases that are meaningful) Office documents can be annotated.

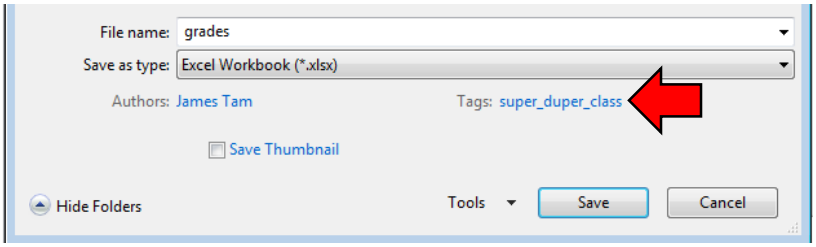


Excel Example Using Tags (Also Applies To Word)

- The tag is separate from the file name but may still be used as search criteria (if posted online or even via Windows Explorer)

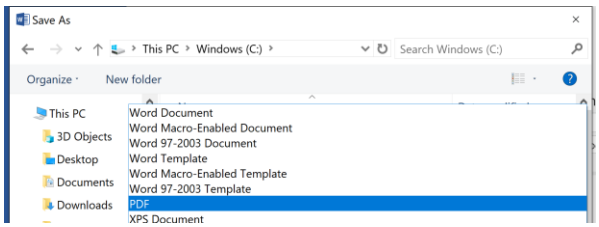


Excel Example: Using Tags



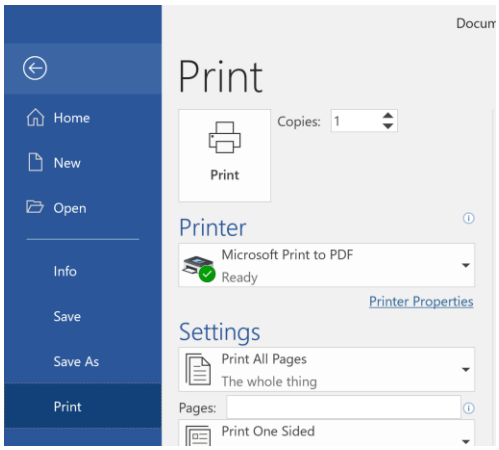
Creating PDF Documents

- PDF (Portable document Format) documents
  - Allows documents to be saved and viewed with different computer operating systems.
  - Ensures a consistent layout and formatting.
- PDF documents can be created out of a Word document using the "Save As" feature.
  - Select 'PDF' as the file type under the pull down menu.



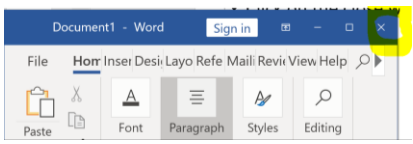
Printing A Document

- `File tab -> Print`



Quitting Word

- Click on the close window icon (top right hand side of the window).



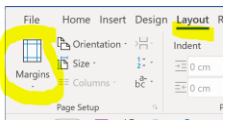
- Via the ribbon
  - `File tab -> Close`
- If the document has not been saved since the last edit then a prompt to save the document will appear.

Converting Between Versions Of Word

- Different version of Word (and Office) have different features
- https://support.office.com/en-us/article/Compare-Word-features-on-different-platforms-5e00dfba-3d7c-4222-b850-a0527ff7b066
- https://support.office.com/en-us/article/Compatibility-changes-between-versions-CB713C85-3145-4E83-A8B6-1E3227A4C059
- Checking for compatibility issues in a document
  - `File->Info->Check for issues->Check compatibility`
- Converting older versions to the newest version of Word
  - `File->Info->Convert` (the 'convert' option only appears for older versions of Word documents).
  - `File->Save As` (Word Document `*.docx`) i.e. save under the new file type to do the conversion.

Changing Margins

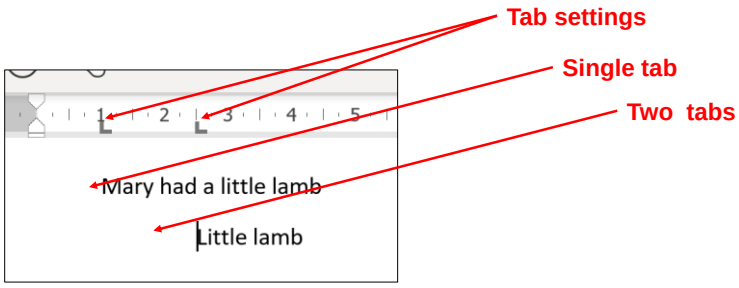
- Via the Ribbon: `Layout tab -> Page Setup group: Margins`



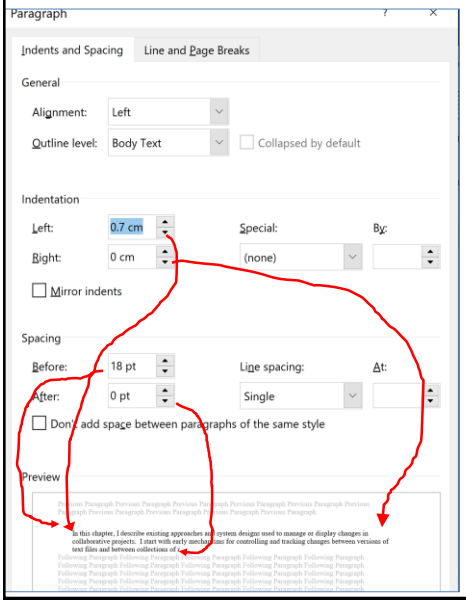
- Via the ruler (the ruler must be made visible first, this can be done via: `View ribbon->(Show group: checking the ruler option)`

Tabs

- A “tab stop” can be added with the ‘Tab’ key
- The amount of indenting produced by a tab can be changed with the ruler.



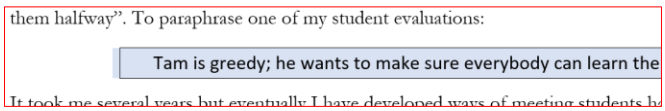
Paragraph Formatting Options



Paragraph Formatting Options (2)

- To emphasize a paragraph, borders and shading can be added (this should be done only sparingly).
  - Location of controls: Home->Paragraph group

  - Effects applied

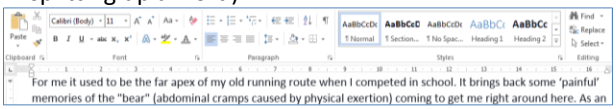


Moving Text To The Next Line

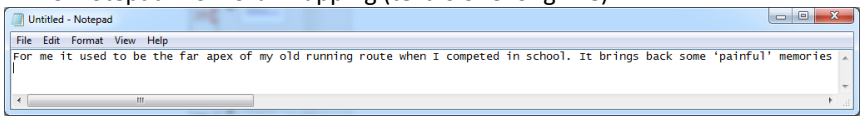
- Word wrap
- Hard return
- Soft return

Word Wrap

- A feature automatically built into Word processors (e.g. Word) and many text editors (WordPad but not Notepad). Long text is moved to the next line.
  - MS-Word: word wrapped, words are move to the next line (without splitting up a word).



  - MS-Notepad: no word wrapping (text is one long line).



  - Word wrapping can be affected by variables such as margin settings in a document.

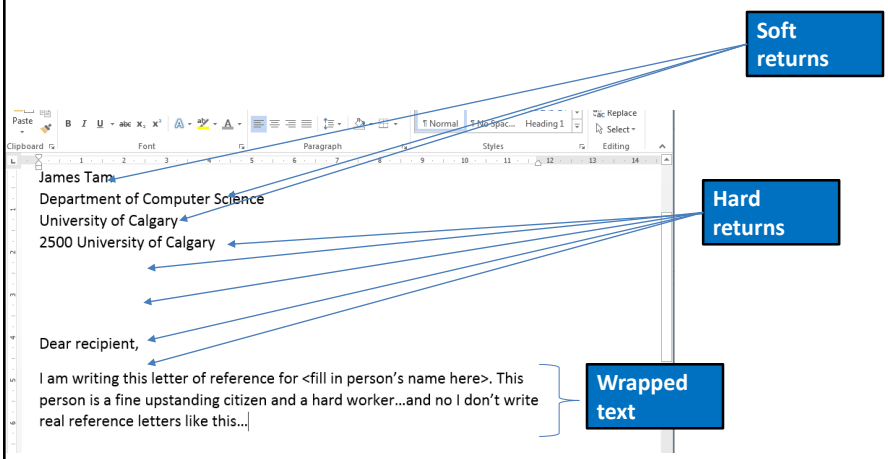
Hard Return

- Used when the editor specifically wants text to always appear on a separate line regardless of variables such as margin settings.
- In word processors and text editors a hard return can be added to a document by hitting the 'enter' key.

Soft Return

- Similar to a hard return a soft return will move text to another line.
- The difference is that the distance between the two lines is not as large as the case with a hard return.
- In Word a soft return is inserted by pressing the 'shift' and the 'enter' key at the same time.
  - Shorthand notation: `<Shift>-<Enter>`
- Soft returns can be used where the two lines must be separate but still in close proximity e.g. lines of an address, headings and sub-headings.

Line Separators: An Example



Other Word Resources

- Online training resources created by Microsoft:
  - https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73

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