

## Word Processing – Basics

Microsoft Word is part of Microsoft Office. This software can help you easily create, format, and save documents which can then be read by and shared with others.

To open: Select Word in the Start Menu OR double click your desktop shortcut

You can also select “New” from the Office Button OR open a recent document

Word 2007 vs 2013 and 2016: The “Office Button” has been replaced by a “FILE” tab in the ribbon

In the upper right beside the “Minimize” button is a “Ribbon Display Options” button

Use this to hide the ribbon or show only the tabs, no commands

See Page 3 for visual

Saving: Once you begin to type in a document you’ll want to save as you go;

Click the button on the Quick Access Toolbar that looks like a floppy disk OR

Ctrl + S OR

Office Button/File -> Save OR Save As to name your document or change document type (2007)

Converting to PDF or other document types: You can change the document type from

the drop-down menu when you save a document OR File -> Export ->

Create PDF OR Change File Type (2013)

**REMEMBER TO SAVE OFTEN!** Power outages or a sudden computer restart always seem to happen at the least opportune time possible; saving your work frequently will save you headaches!

When you first open a document, it will be blank except for a blinking cursor; this is where anything you type will be entered in the document

Before you begin typing you may want to make some formatting adjustments. These may include:

Font, sizing, color, margins, paragraph alignment, and spacing

Test Sentence: The quick brown fox jumps over the lazy dog.

If you make a mistake you can:

Press the backspace to delete to the left of the cursor

Press the delete key to delete to the right of the cursor

Use the mouse to move the cursor to the error; no need to delete everything typed after the error

Highlight text by clicking and holding with the left button of your mouse and dragging to select text

Any changes you make will affect all the highlighted text and only the highlighted text plus any new text entered adjacent to the right of any affected text.



Home Tab: This is where you find commands Font and Paragraph, Clipboard, Styles, and Editing

Change font and font sizes from the drop down menus, find **bold**, *italics*, underline here

Paragraph: Adjust alignment left, center, right, justify

Add bullets, show/hide paragraph marks

Expand to access line spacing such as single, double, “don’t add space between paragraphs of the same style”

Insert Tab: This is where you can add a Cover Page, Blank Page, Page Break (Pages Group), Header/Footer, Page Numbers, or insert a Picture, Text Box, Hyperlink, or Table

Hyperlinks: When you want to insert a web address or email, use this command

Hyperlink -> put a title in “Text to Display”, especially if URL is long, -> Address (URL)

Table: Drag your mouse across the boxes to choose the right size table OR draw your own

Layout Tab: This is where you adjust Margins and Orientation

Margins: The amount of blank space between the body of your document and the edges

Orientation: Choose portrait or landscape

Tips:

Selecting a section of text, then holding Ctrl + C will copy that text

Ctrl + V will paste that copied text

Ctrl + X removes the highlighted item

Word count: Find running tally in bar at bottom left of the program; click on number to open Word Count dialogue box for more detailed information (Word 2013)

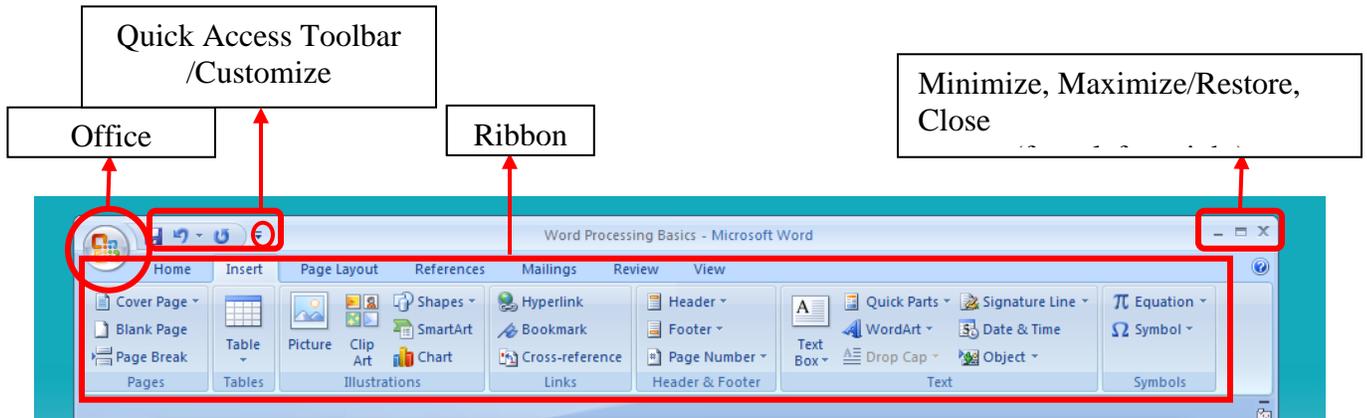
OR Review -> Word Count

Printing: Office Button -> Print -> Print Preview -> Check formatting -> Print -> Review print options; select correct printer from dropdown menu; black vs color; number of copies; select some not all pages

Properties button: found in upper right of print page; click to change orientation or to print on both sides of paper



Ribbon: (Word 2007)



Ribbon: (Word 2016)

