

COMPUTER TRAINING

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# Learning Microsoft Word

# Table of Contents

What is Word? .....	1
How Can Word Help Me?.....	1
The Word Screen .....	2
Using the Lingo .....	2
Using the Menu Bar.....	3
File .....	3
Edit.....	5
View .....	7
Format.....	11
Tools .....	13
Tools (Continued) .....	14
Table .....	16
Window .....	18
Help.....	20
Keyboard Shortcuts.....	21
Other Helpful Sites .....	22

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## What is Word?

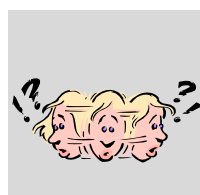
### *Word processing Software*

**M**icrosoft Word is a word processing program. In other words, it is simply a program written to help you create reports and projects.

## How Can Word Help Me?

You can use Microsoft Word to do so many things... Depending upon your interest and your needs, you will have to determine how Word can work for you. Some of the nifty things that people use Word for include:

- Letters
- Flyers
- Website creation
- Forms
- Reports
- Envelopes and Labels
- Handbooks
- Resumes
- Newsletters
- Agendas
- Brochures



## The Word Screen

To open Word, either click on the Word icon (if it is located on your desktop) or click Start, Programs, and Microsoft Word. When you open Microsoft Word, you will see the new document screen (See Figure 1).

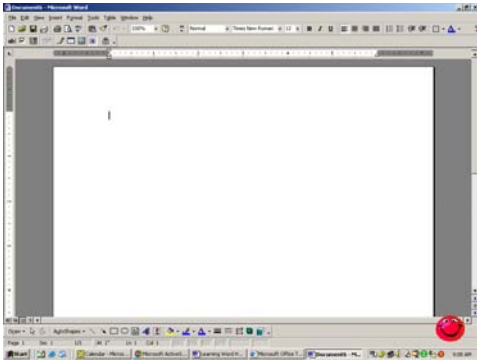


Figure 1

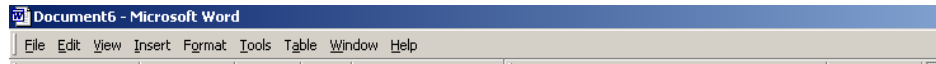
## Using the Lingo

Knowing certain terms will make your experience with Microsoft Word even more useful. Some basic terms and their meanings are listed below.

<b>Title Bar</b>	The blue strip at the top of the screen that displays the name of the document.
<b>Insertion Point</b>	The flashing vertical line that indicates where the text will appear when you type.
<b>Menu bar</b>	A group of commands, including file, edit, view, that allow the user to perform tasks.
<b>Toolbar</b>	The collection of buttons (usually with icons) that provide shortcuts to tasks; typically located at the top of the screen.
<b>Status Bar</b>	The bar at the bottom of the screen that shows information about the page, section, and location of the insertion point.
<b>Ruler Bar</b>	The bar at the top and side of the page that shows the margin and tab settings
<b>Document</b>	The page or pages on which you will type your information.

## Using the Menu Bar

The menu bar is typically located along the top of the screen. In Microsoft Word, it includes commands grouped into categories. These categories include:



If you already use Microsoft products, you are probably already familiar with many of the commands available on the menu bar.

### File

The most common uses for the file set of commands are:

**New**—create a new document

**Open**—open an existing document

**Close**—close a document that you have already opened

**Save**—save the document that you created or have worked on

**Save As**—save the document using a new name or in a new location

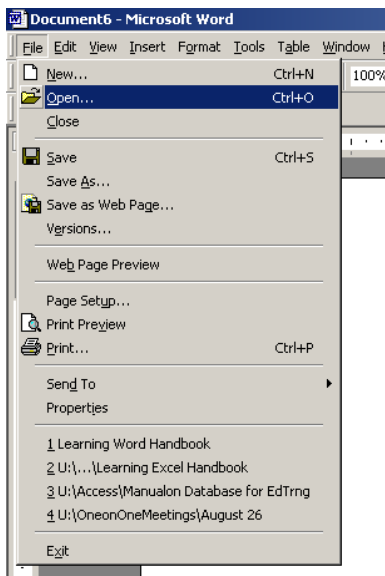
**Save as Web Page**—save the document as an html file to put on the Internet

**Versions**—allows you to make changes to the document and save both versions.

**Page Setup**—adjust the margins, header/footer, or sheet settings

**Print Preview**—allows you to view the document as it will print. **Tip:** This is a great place to adjust all the page settings!!

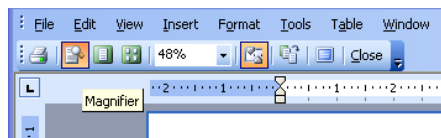
**Send To**—allows you to send the document by email to another user.



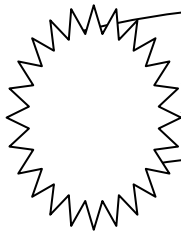
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**Did you know that you CAN type in a document when it is in the Print Preview mode?**

*Cool Tip!*

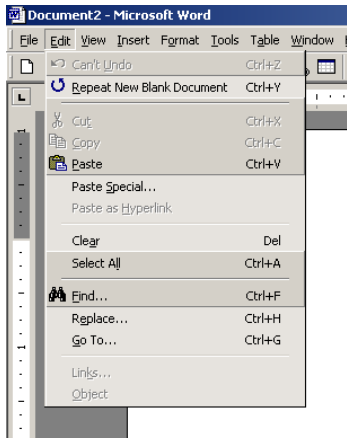


**It is really easy...**just click the “magnifier” button and the magnifying icon changes to a line...then you can type and edit your document.



## LESSON 1: USING THE FILE COMMANDS

1. Open Microsoft Word.
2. Insert the Microsoft Word Training Disk.
3. Click File, then open.
4. Select the A:// drive and open the file named "Word"
5. Click File, then Save As and save the file onto your drive.
6. Click File, Page Setup, click the Paper Size tab and change the layout to Landscape
7. Click File, Print Preview and view your document.



## Edit

There are many important commands that fall under the edit heading.

**Undo**—allows you to undo what you just did. Usually you can undo repeatedly.

**Repeat**—the opposite of undo; repeat allows you to redo the same action over again.

**Cut**—takes out the selected entry

**Copy**—makes a copy of the selected entry

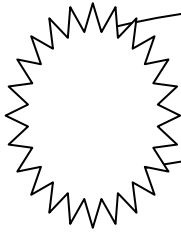
**Paste**—inserts the item that you cut or copied

**Clear**—clears your information

**Select All**—Allows you to select the entire document

**Find**—a useful command for finding specific data

**Replace**—allows you to change specific data to something else. For example, if I am working on a document and use the name Marinucci throughout the document, I can click replace and change every entry of Marinucci to Michele Marinucci.



## LESSON 2: USING THE EDIT COMMANDS

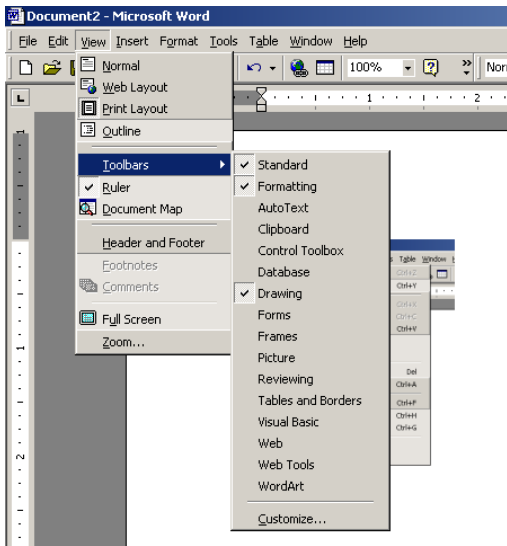
1. Using your mouse, highlight the words Education and Training Section, then click Edit, Copy.
2. Place your cursor (and click) at the very beginning of the document, just before “the”
3. Press the [enter] key two times so that a space is added at the beginning of the document.
4. Place your cursor (and click) at the top of the document, and then click Edit and Paste. *The words Education and Training Section should appear.*
5. Click Edit, Find. Type DeDOT in the find box. Click the Replace tab. Type Delaware Department of Transportation in the Replace with box. Click the button that says Replace All.

## View

**Normal View**—just that...the normal way the document opens and appears

**Web Layout**—allows you to preview your word document using your default web browser. (For example, you can view the document as it would appear in Internet Explorer.)

**Print Layout**—shows the document as it will print on paper.



**Outline View**—shows the documents structure as if it were written as an outline.

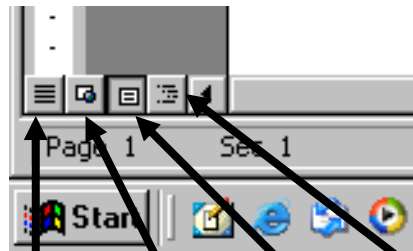
**Toolbars**—allows you to select the specific toolbars that you want displayed at the top of the screen. Depending upon the tasks you are performing, you can customize your toolbars. Standard and Formatting are the two frequently used toolbars.

**Ruler**—displays at the top and side of the document showing the tabs and margin positions.

**Document Map**—displays the main headings and subheadings on the left side of the screen to make navigation through the document easier.

**Header/Footer**—allows you to insert a custom or pre-designed header or footer to print at the top (header) or bottom (footer) of each page. You can choose from automatic entries, such as the time or date, or customize so that the title of your document shows on each page.

**Zoom**—Allows you to change the size of the display. \*Note: this only affects what you see on the screen, not the way the page will print.



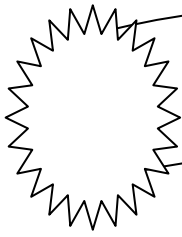
Normal View

Web Layout

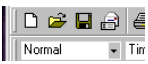
Print Layout

Outline

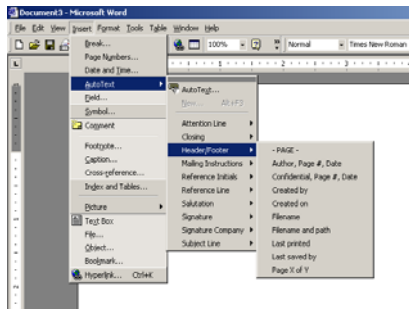
View



## LESSON 3: USING THE VIEW COMMANDS

1. Click View, Web Layout to see what your document would look like as a web page.
2. Click View, Print Layout to see how your document will print.
3. Click View, Toolbars, and click on the words WordArt so that the WordArt toolbar displays.
4. Click View, Zoom, and change to zoom to 200%.
5. Click View, Toolbars, and make sure that Formatting is checked.
6. Highlight the title Education and Training Section, then press the button that looks like this:  Select **Heading 1**. The title is now in the heading format.

## Insert



**Break**—provides you with the option of inserting a page break, column break or section break.

**Page Numbers**—inserts the page number where you specify; either in the header or footer of the page.

**Date and Time**—allows you to insert the date and time.

**AutoText**—provides you with the option of inserting selected text, such as an automatic closing.

**Field**—allows you to create a generic name for a specific type of data. Inserting field codes can be used when you need to replicate the same document for different people. You may have a field for name, address, city, state, and zip code.

**Symbol**—provides you with the option of selecting a specific symbol to be inserted into the document. The symbol font menu appears so that you can select the appropriate symbol for the document.

**Comment**—creates a comment similar to a sticky note. This is useful for noting information that might otherwise be forgotten.

**Caption**—By selecting Insert, Caption, and AutoCaption, word will automatically add the appropriate caption to the objects that you insert. For example, if you set up AutoCaption to add a caption to all drawings inserted, the caption will automatically appear each time you insert a drawing.

**Index and Tables**—allows you to insert an index and table into a document.

**Picture**—provides you with the option of inserting a clipart picture, a picture from a file, or an organizational chart.

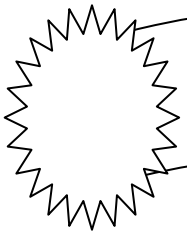
**Text Box**—Allows you to create a “floating” box with text.

**File**—Allows you to insert the contents of a file into the document.

**Object**—allows you to insert an object, such as a sound file, or video clip, into the document.

**Bookmark**—creates a bookmark, or quick way to go to a specific location within the document. You can go to a bookmark by using the goto command under the Edit menu, or by pressing Ctrl + G and entering the name of the bookmark.

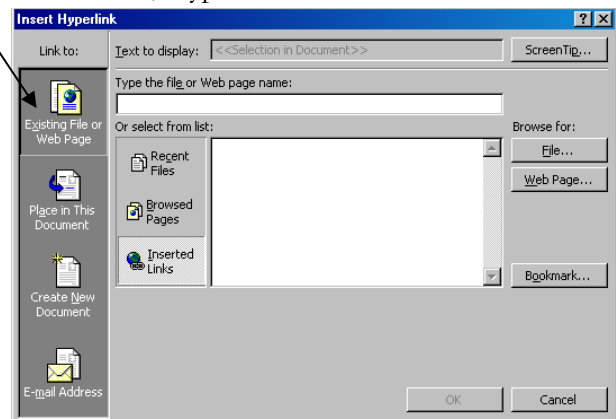
**Hyperlink**—creates a link to a target website or file.



## LESSON 4: USING THE INSERT COMMANDS

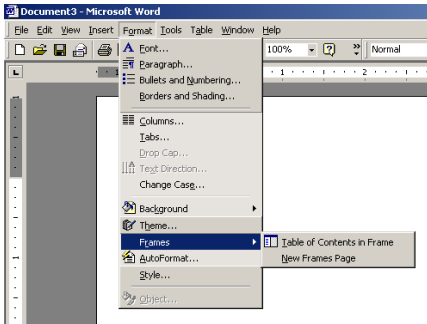
1. Place your cursor after the words Education and Training Section. Click Insert, Break, and select Page Break. Press Enter.
2. Click Insert, Page Numbers. Select Top of Page and Right, then press Enter.
3. Place your cursor one line below the title Education and Training, then press Insert, Date and Time. Select the date that shows the day, and the date. Press Enter
4. Place your cursor one line below the date you just inserted. Click Insert, Field, and select User Information, User Name. Your username will appear.
5. Place your cursor one line below the user name. Select Insert, Picture, ClipArt, Academic, and select a picture to add to the title page. Click the picture with your left mouse button and click the icon with an arrow over the globe (insert). Your picture should now be beneath your username. Click the X at the top left of the clipart screen to close the clipart window.
6. Click Insert, Textbox, then move your cursor below the picture you inserted. Click where you want the text box. Click inside the text box and type: "Learn with Us".
7. Click once on your picture. Click Insert, Hyperlink. Make sure that the button *Existing File or Web Page* is pressed.

In the box that says type the file or web page name, type:



<http://mydot/deldot/default.htm>. Press OK. *If you move your mouse over the picture, it will turn into a hand. Click your picture and it will take you to the DelDOT Page.*

## Format



**Font**—allows you to adjust the font type, style, size, color, and effects of the font/s

**Paragraph**—provides you with the option of customizing the alignment, indentation, and spacing of the selected text

**Bullets and Numbering**—allows you to apply bullets, numbers, or outlined numbers to selected text

**Borders and Shading**—provides options for adjusting the border, style, color, width, shading, and location of a border or shading

**Columns**—allows you to insert columns into the existing document

**Tabs**—displays the current tab settings and allows you to adjust or insert tab settings

**Text Direction**—provides options for changing the direction of the text to across, up, or down

**Change Case**—allows you to change the selected text to all uppercase, all lowercase, normal sentence case, or toggle case

**Background**—provides options for adding a solid or patterned background to the document

**Theme**—displays available themes that can be applied to the current document affecting the heading, text, bullets, and numbers

**AutoFormat**—changes the format of the entire document to match a pre-set option

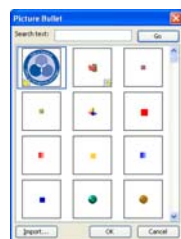
**Style**—apply formatting options to the entire document based upon your pre-selected settings

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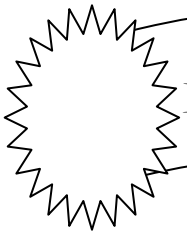
### Did you know that ANY SHAPE can be used as a bullet?

*Click Format → Bullets and Numbering → Select a bullet that you wish to change → click Customize → Picture*

*Cool Tip!*



...then either select one of the pictures or click “Import” to add one of your own pictures as a bullet.



## LESSON 5: USING THE FORMAT COMMANDS

1. Highlight all of page 2. Click Format, Font, Times New Roman, Size 12.
2. Highlight the title Education and Training. Click Format, Font, Text Effects, select Sparkle Text.
3. Highlight the title Education and Training. Click Format, Change Case, and select Uppercase.
4. Select Format, Background, Fill Effects, Texture, and select one of the textured backgrounds. (The water drops background is nice). Note: this background ONLY displays in web layout view. It does NOT print out this way; HOWEVER the background will display in an email.
5. Highlight from the second paragraph to the end of the document. Click Format, Bullets and Numbering. Select a bullet, click the button titled Picture and select one of the colorful buttons. Click ok and they will be applied to all that is highlighted.

## Tools

**Spelling and Grammar**— just click and spell check and grammar check will be run on your entire document. **Grammar errors** will be underlined in green and show up as green text, while **spelling errors** will be underlined in red and show up as red text when the spelling and grammar check is run. If you have selected that Readability Statistics be shown, once the spelling and grammar check is complete, the reading level will be displayed.

**Language**—Contains the thesaurus

**Word Count**—Shows the pages, words, characters, paragraphs, and lines in the document

**AutoSummarize**—creates a summary of the information by identifying the frequently used words in the document

**AutoCorrect**—allows you to set up the program so that your common errors are automatically corrected as you type

**Track Changes**—used to identify the changes made to the document

**Merge Documents**—combines the information in the documents

**Protection**—locks the document so that changes cannot be made without removing the protection

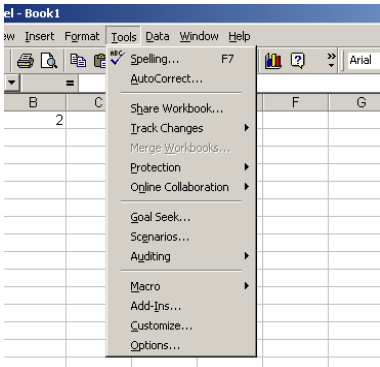
**Mail Merge**—used to create form letters, mailing labels, and envelopes; the data is automatically inserted into specified locations in the document

**Envelope and Labels**—used to create labels and envelopes

**Letter Wizard**—opens up the wizard that asks specific questions to create the specified type of letter

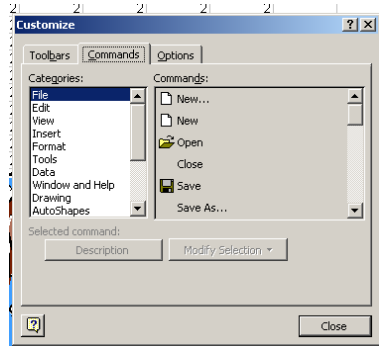
**Macro**—a way to automate frequently performed tasks

**Templates and Add Ins**—provides the option of adding in pre-created templates

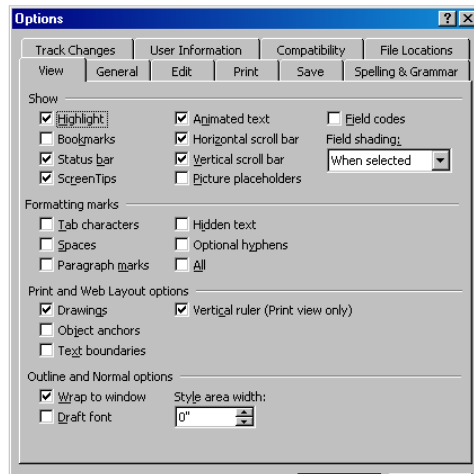


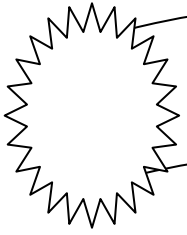
## Tools (Continued)

**Customize**--allows you to set up the toolbars, commands, and options to meet your individual user needs. To add a command (button) to the toolbar, click on the command you want and drag it onto the toolbar in the location you wish it to be. When you let go of the mouse, it will remain on your toolbar.



**Options**--allows you to adjust the way that the Word program works for you.





## LESSON 6: USING THE TOOLS COMMANDS

1. Click Tools, and Spelling and Grammar.
2. Highlight the word *interesting* in the first paragraph. Click Tools, Language, then Thesaurus. Select one of the synonyms for interesting and click replace.
3. Click Tools, Word Count to see how many words are in this document.
4. Click Tools, Track Changes, Compare Documents. Find the file on the A:// drive called Word—Practice File. Each change you have made will show up with a red underline.
5. To remove the Track Changes feature, click Tools, Track Changes, Accept or Reject, Accept All, Close.
6. Click Tools, Options, Spelling & Grammar, and click in the box next to the words *Show Readability Statistics*. Check your spelling and grammar again.

## Table

**Draw**—used to “draw” a table using the mouse

**Insert**—puts a table into the document or adds rows and columns to an existing table

**Delete**—deletes the table, rows, columns, or cells

**Select**—selects the table, rows, columns, or cells

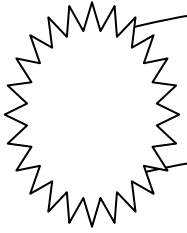
**AutoFit**—automatically fits contents into the table, or automatically spaces the rows and columns

**Convert**—converts information from a table into text or from text into a table

**Sort**—sorts the information alphabetically; works even if the information is not in a table

**Formula**—inserts a formula into the table

**Gridlines**—hides or shows the gridlines in the table



## LESSON 7: USING THE TABLE COMMANDS

1. Place your cursor at the bottom of page 2. Press [Enter] twice.
2. Click Table, Insert, (Make sure the settings are columns 2, rows 6), press enter.
3. Enter the following information into your table:

Class	First Offered
Word	January 25
Working with Large Projects	February 9
PowerPoint	February 13
Introduction to Computer	February 27
Advanced Excel	May 24

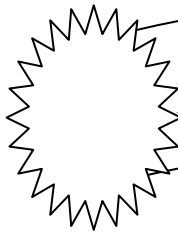
4. Place your cursor in the cell with the PowerPoint title. Click Table, Select, Table.
5. Click Table, Sort, Make sure Header Row is checked, and press enter.
6. Click Table, Autofit, and Fit to Contents.

## Window

**New**—opens an identical document—everything is the same except the name; usually the name has a number 2 at the end. This can be helpful when you are trying different formats and want to compare changes or want to view two different sheets within the same document.

**Arrange All**—Allows you to view more than one document on the screen at the same time.

**Split**—allows you to view different parts of a document at the same time. This is helpful if the data you are viewing expands beyond your normal viewing area on the monitor. To remove the split, click Window; remove split.



## LESSON 8: USING THE WINDOW COMMANDS

1. Click Window, New.
2. Click Window, Arrange All. You should now be able to see both copies of the document --one on the top and the other on the bottom of the screen.

## Help

**Word Help** (F1)—opens up a window with a spot for typing your specific question/s and receiving a link (or many links) with specific responses and how to guides.

**Office Assistant**—an interactive help feature that provides a box for questions to be asked and then responds accordingly.

**What's this?**—help feature that, when turned on, will provide a short description when the cursor is moved over the item and a longer description when the item is clicked on. To turn this feature off, go to Help and then click the “What's this?” button again.

**Office on the Web**—An enormous resource for all Office products! This button brings you online to the Microsoft Office site. Here you will find thousands of templates, clip art, help items, and training features.

## Keyboard Shortcuts

Press	To
CTRL+SHIFT+SPACEBAR	Create a nonbreaking space
CTRL+HYPHEN	Create a nonbreaking hyphen
CTRL+B	Make letters bold
CTRL+I	Make letters italic
CTRL+U	Make letters underline
CTRL+SHIFT+<	Decrease font size
CTRL+SHIFT+>	Increase font size
CTRL+Q	Remove paragraph formatting
CTRL+SPACEBAR	Remove character formatting
CTRL+C	Copy the selected text or object
CTRL+X	Cut the selected text or object
CTRL+V	Paste text or an object
CTRL+Z	Undo the last action
CTRL+Y	Redo the last action
F1	Get online Help or the Office Assistant
F2	Move text or graphics
F3	Insert an <a href="#">AutoText</a> entry (after Word displays the entry)
F4	Repeat the last action
F5	Choose the <b>Go To</b> command ( <b>Edit</b> menu)
F6	Go to next pane or frame
F7	Choose the <b>Spelling</b> command ( <b>Tools</b> menu)
F8	Extend a selection
F9	Update selected fields
F10	Activate the menu bar
F11	Go to the next field
F12	Choose the <b>Save As</b> command ( <b>File</b> menu)

## Other Helpful Sites

Website Title	Website Address
Microsoft Office on the Web	<a href="http://office.microsoft.com">http://office.microsoft.com</a>
The Word Forum	<a href="http://www.Wordforum.com/">http://www.Wordforum.com/</a>
Dot XLS Consulting	<a href="http://www.dotxls.com/">http://www.dotxls.com/</a>
Word User Portal	<a href="http://www.Worduser.com/help/index.htm">http://www.Worduser.com/help/index.htm</a>
Word Maniacs	<a href="http://www.Wordmaniacs.com/">http://www.Wordmaniacs.com/</a>

### Contact Information

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## Index

Arrange, 18  
Auto format, 11  
Autocorrect, 13  
Clear, 5  
Close, 3  
Comment, 9  
Comments, 7  
Copy, 5  
Customize, 14  
Cut, 5  
Data, 16  
Edit, 5  
File, 3  
Find, 5  
Footer, 7  
Format, 11  
**Header**, 7  
Help, 20  
Helpful Sites, 22  
Hyperlink, 9  
Insert, 11  
Keyboard Shortcuts, 21  
**Menu bar**, 2  
Menu Bar, 3  
New, 3, 18  
Normal View, 7  
Office Assistant, 20  
**Office on the Web**, 20  
Open, 3  
Options, 14  
Page setup, 3  
Paste, 5  
Picture, 9  
Print preview, 3  
Repeat, 5  
Replace, 5  
Save, 3  
Save as, 3  
Spelling, 13  
Split, 18  
Style, 11  
terms, 2  
**Toolbar**, 2  
Toolbars, 7  
Tools, 13  
Undo, 5  
View, 7  
**What's this?**, 20  
Window, 18  
**Worksheet**, 2  
Zoom, 7