



Presents:

Beginning Microsoft Word

By Angie Harris

Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

Beginning Microsoft Word Topics

- Navigating the Ribbon
- Editing and Saving
- Compatibility and Extensions

Goals and Objectives

- Learn about Microsoft Word's new menu ribbon
- Learn how to edit documents
- Define extensions and how to save documents
- Learn about compatibility between versions

Navigating the Ribbon



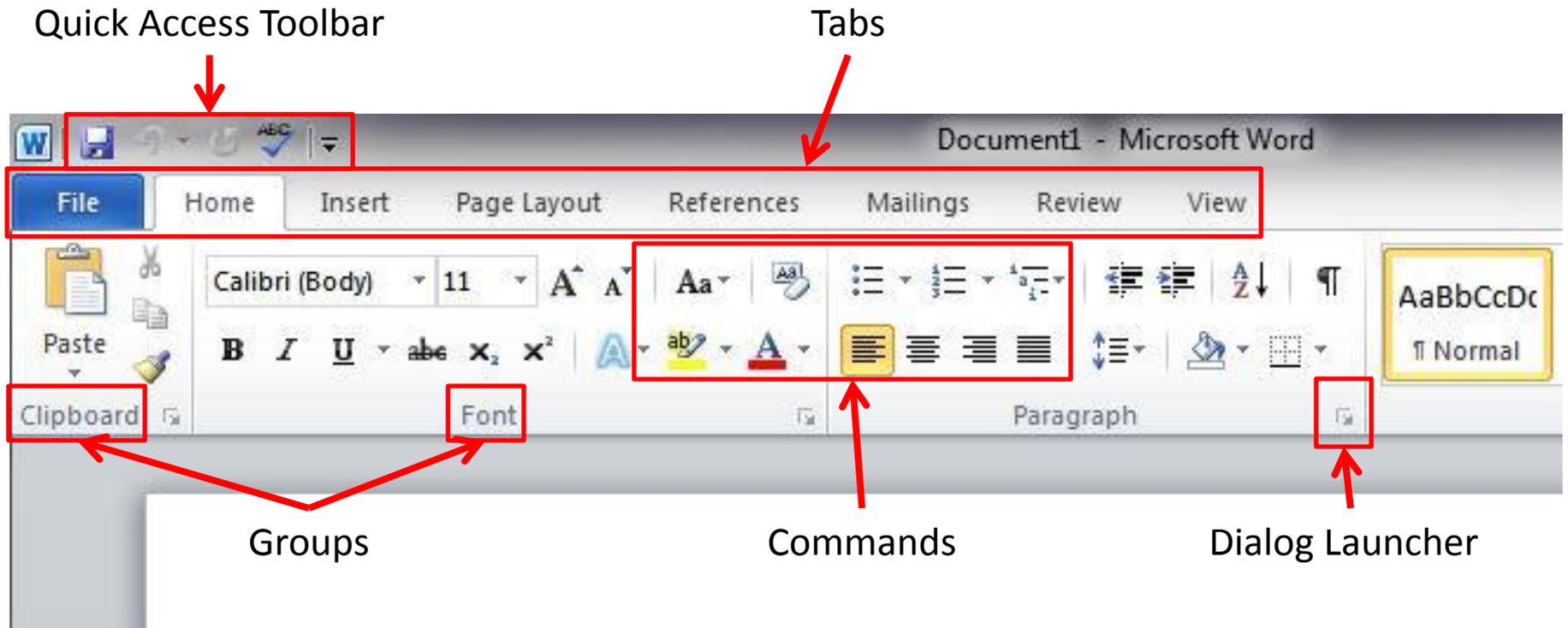
What is Microsoft Word?

- Microsoft Word is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, faxes and more.
- It is the word processing application in the Microsoft Office Suite. Word allows you to easily create professional-looking documents using various themes, visual designs, formatting tools, sharing features and more.
- Versions: 2003, 2007, 2010, 2013

What is the Ribbon?

- The new, tabbed ribbon feature was introduced to versions 2007 and higher to replace the design of traditional menus
- Four parts to the ribbon:
 - **Tabs** – show your menu options and groups under each
 - **Groups** – show your basic commands
 - **Commands** – show your editing and formatting options
 - **Dialog launcher** – an arrow in the bottom right hand corner of some groups that gives you access to more commands
- Your tabs contain groups, your groups contain commands.
Tab → Groups → Commands

What is the Ribbon?



Tabs

- ❑ There are 8 tabs total. It is important to remember that any time you move your mouse onto a command and pause, it tells you what it is and what it does.
- ❑ You can also press F1 for more help and 'how to' on Word

1. File

- Create a new blank document or template
- Open an existing document
- Save your current document
- Save as under a different name or in a different location
- Print your document
- View recent documents
- Word options

Tabs

2. Home

- Clipboard: contains your cut, copy, and paste commands
- Font: lets you format all text in your document including font type, size, and color
- Paragraph: lets you format all paragraphs in your document including alignment and indentation and create bullets
- Styles: lets you change the overall look of your document to a predesigned text style
- Editing: lets you find, go to, replace, and select text in your document

3. Insert

- Pages: lets you insert a fully formatted cover page, a blank page, or a page break
- Tables: lets you create a table
- Illustrations: lets you insert a picture, clipart, shapes, and charts
- Links: lets you create hyperlinks to websites or locations in your document
- Header & Footer: lets you insert headers, footers, and page numbers
- Text: lets you create a text box, insert WordArt, insert a signature line, and insert the date and time
- Symbols: lets you insert symbols that are not on your keyboard

Tabs

4. Page Layout

- Themes: lets you set a default color and font type theme or use one already made in your document
- Page Setup: lets you set the look and function of your page including margins, orientation, columns, and hyphenation
- Page Background: lets you create a watermark and put a page color and border in your document
- Paragraph: lets you modify the indention and spacing of a paragraph
- Arrange: lets you position text or pictures on the page

5. References

- Table of Contents: lets you create a table of contents for your document
- Footnotes: lets you insert a footnote at the bottom of the page
- Citations & Bibliography: lets you insert a citation and create bibliographies
- Captions: lets you add a caption to a picture
- Index: lets you create an index for your document
- Table of Authorities: lets you create a table of authorities which is a law function

Tabs

6. Mailings

- Create: allows you to create and print envelopes and labels with address information
- Start Mail Merge: lets you create a letter you intend to send to multiple contacts. Contacts can be imported from Excel or built from scratch
- Write & Insert Fields: contains commands used to edit different aspects of your mail merge letter
- Preview Results: lets you navigate between letters, check for errors, and preview the letter before printing or emailing.
- Finish: Completes the mail merge process

7. Review

- Proofing: contains your spell check, thesaurus, word count and language options
- Comments: lets you insert comments on a page your proofreading
- Tracking: lets you track the changes you make and decide how you want those changes to look in your document
- Changes: lets you accept or reject a change that's been made
- Compare: lets you compare your edited document to other version of it
- Protect: lets you restrict how people access your document

Tabs

8. View

- Document Views: lets you change the view of your document for easier reading or editing
- Show/Hide: shows or hides the alignment ruler and gridlines in Word
- Zoom: lets you zoom in/out and view one page or two pages of your document at a time
- Window: lets you open a new window of the same document so you can compare them side by side or top to bottom
- Macros: lets you record every formatting change you make and use it again on another document instead of repeating the same actions over again

Review

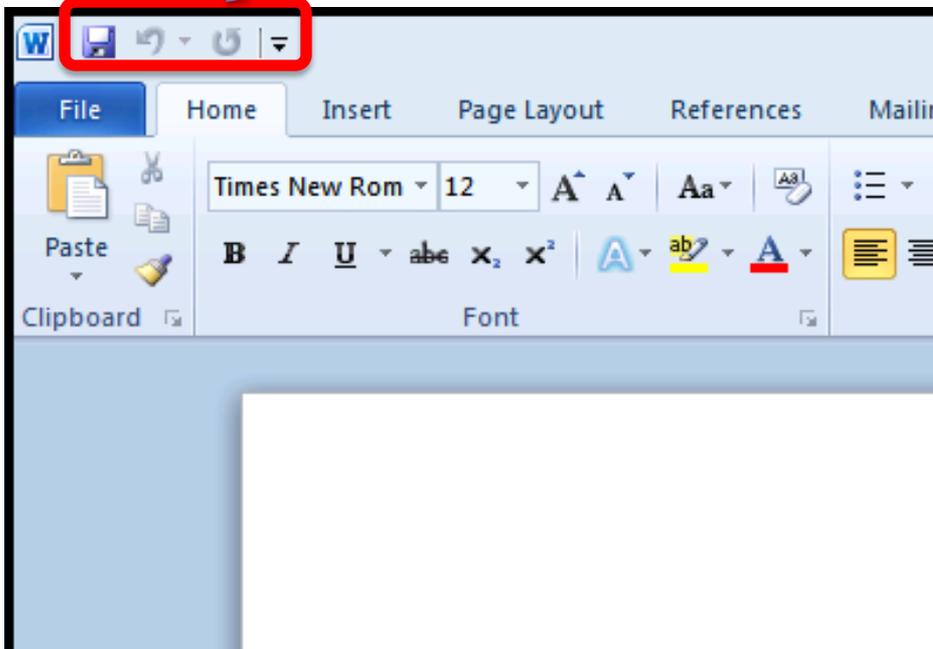
- If you don't know what a command is or what it does, how can you find out?
- What is the grouping order for things on the ribbon?
- How do you pull up options for more commands than are listed in a group?
- If you need to check the spelling on your work, which tab would you go to?

Editing and Saving



Quick Access Toolbar

Quick Access
Toolbar

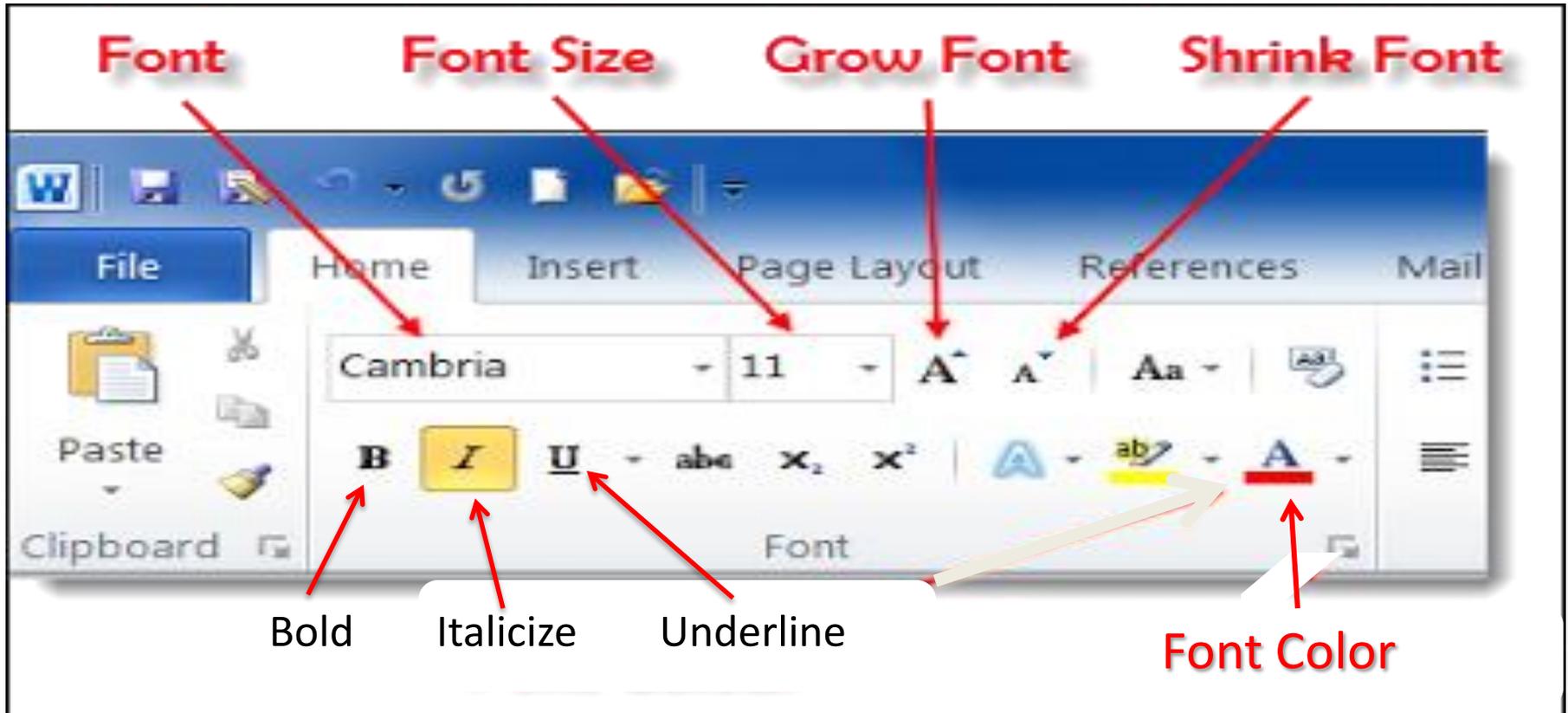


- The Quick Access Toolbar is located in the top left corner of your document and contains a Save shortcut and your undo and redo buttons.

Insertion Point & Highlighting Text

- The blinking cursor is known as the **insertion point** for text and pictures.
- You can move this insertion point by using the directional arrow keys on your keyboard, the Enter key on your keyboard or by using left click on your mouse.
- To **highlight text** you position your mouse before or after the text, hold your left click down, slide your mouse over the words, and release the left click.

Font Group



Paragraph Group

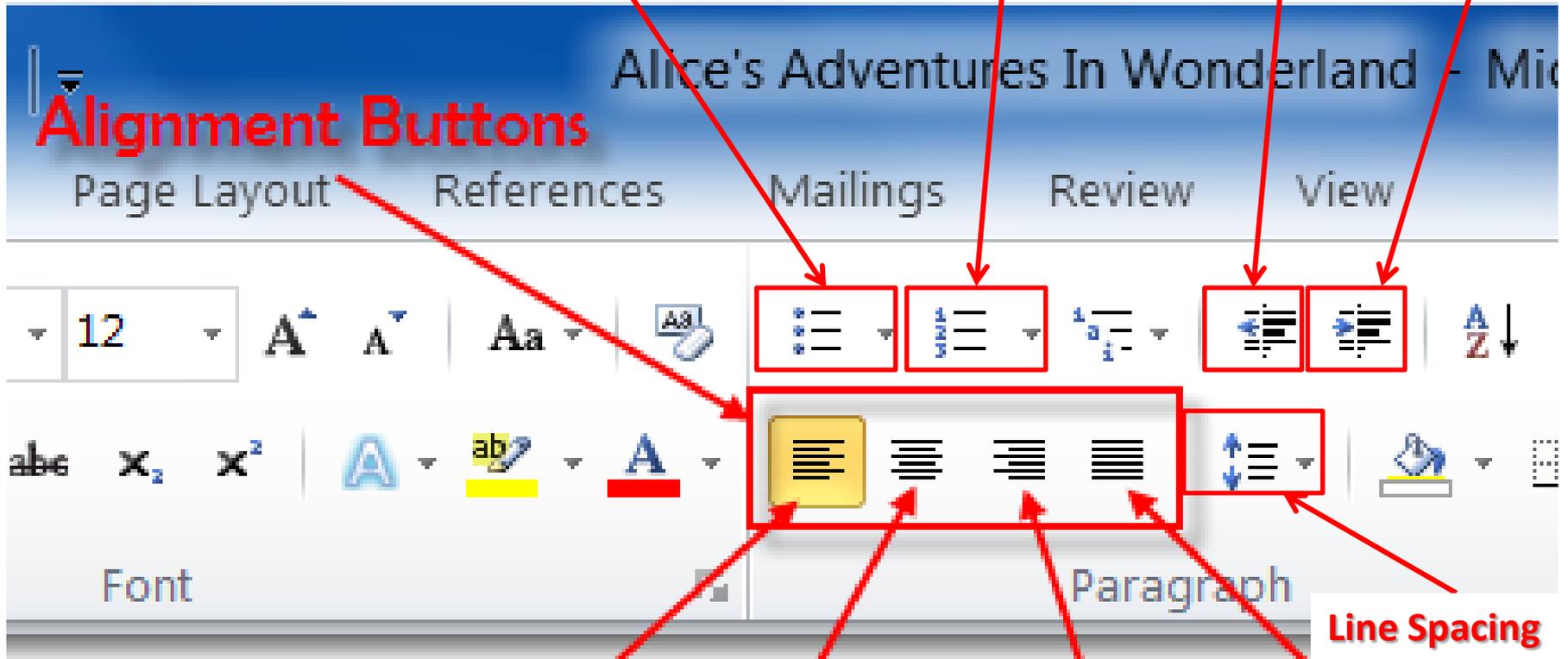
Symbol Bullets

Number Bullets

Decrease Indent

Increase Indent

Alignment Buttons



Left

Centre

Right

Justified

Line Spacing

Editing

- When editing a document sometimes there is more than one way to do something. Different ways include:
 - Using a command
 - Using a key on your keyboard
 - Using your right click menu options
- One example of this ability is the copy & paste function
- Note: You can always find the editing option you need as a command. The keyboard and right click on your mouse are shortcuts to those commands.

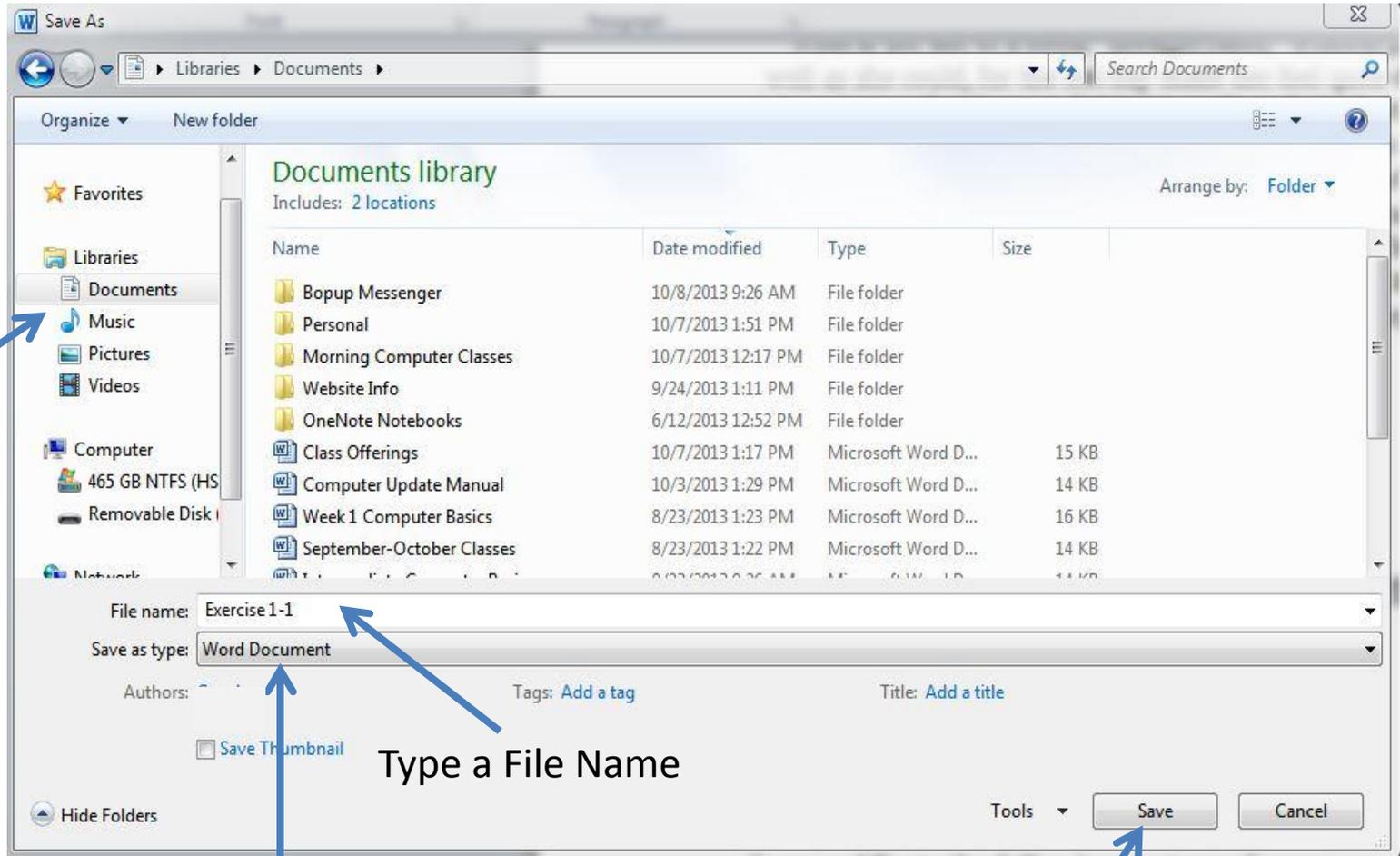
Copy, Cut, and Paste

- Copy and Paste means to copy a piece of text and put a replica of it somewhere else while leaving the original where it is
- Cut and Paste means to completely move a piece of text and put it somewhere else

Saving

- To save you can use the shortcut in the Quick Access Toolbar or you can go to the File tab and click save.
- **Save** – use save if you are saving a new document or if you've already saved the document but have made changes
- **Save as** – use save as if you have already saved the document and you want to make a copy of the document with a different file type or a different file location
- When you first save a document it will automatically be put in the Documents folder.

Saving



Choose a
File
Location

Type a File Name

File type

Click Save

Homework

- www.1wordtut.com
- Read the Welcome Page
- Read the About Tutorials Page
- Go through the Word 2010 Tutorials (you do not have to do the printing tutorial)

Review

- What three commands are the default in your Quick Access Toolbar?
- What is one way you can move your insertion point?
- What command lets you use all 3 ways of editing?
- What two groups do you use most when editing text?
- What tab is the “Save” command under and what folder is your work automatically put into?

Compatibility and Extensions



Compatibility

- Program compatibility lets you run programs written for earlier versions on a newer version of the program and have support for its content. Not supported means that no more software updates or security fixes will be issued for that program.

Microsoft Office Compatibility

Windows OS with Office

- Windows 95: Office 95, 97, 2000
- Windows 2000: Office 2000, XP, 2003
- Windows XP: Office 2003, 2007, 2010
- Windows Vista: Office 2003, 2007, 2010
- Windows 7: Office 2003, 2007, 2010, 2013
- Windows 8: 2007, 2010, 2013

Office with Office

- Office 2007 and higher all have backwards compatibility up through Office 97. Office 2003 is forward compatible but requires a converter to read newer documents. Anything older will not be forward compatible.
- Note: Backwards compatibility means a new version of a program can use files and create data from its older versions.

Extensions

- Extensions are a set of letters following a period or dot after the name of a computer file, identifying the file type.
- Examples for Microsoft Word are:
 - .doc – the Word 97-2003 file type
 - .docx – the Word 2007 and higher file type
 - .pdf – the adobe reader file type

Changing the Extension

- You can change the file type of your document by going to Save as and clicking in the “Save as type” box. A list will drop down of all the different file types your document can be saved as.

Review

- What does it mean if a program is not supported?
- What is the oldest version of Word that you can save a document as on versions 2007 and higher?
- What is the extension for documents saved in Word 2007 or higher?
- What box in the save window do you click to see a list of the different file types?