

Word I: Introduction to Word Processing



Get started with the basics of Microsoft Word. Learn to use fonts, spell check and some basic editing techniques to help you navigate, create, and edit documents.

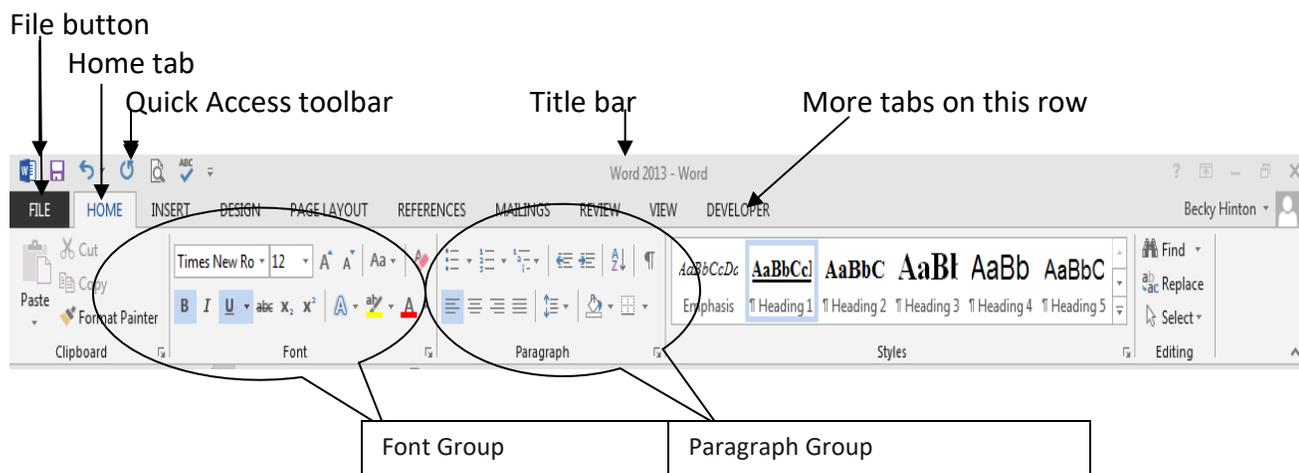


How to Start

Word is a full-featured word processing program. Not all Windows computers come with Word. Check to see if you have Word installed on your computer.

New Document

When you open Word, it opens to a new blank document. The blinking cursor indicates where text you type will appear.



Each Tab in the tab row has its own Ribbon. This is the ribbon for the Home tab. Each ribbon is divided into groups. We will use the **Clipboard**, **Font** and **Paragraph** groups in this class.

Basic Typing

Watch the blinking cursor. It is positioned where the top and left margins meet. As you type, when you get to the end of the line, Word will automatically wrap to the next line.

If you want to go to the next line before you get to the end, press the **Enter** key on the keyboard.

Use the **Backspace** or the **Delete** keys to erase. Backspace erases to the left of the blinking cursor. Delete erases to the right of the blinking cursor.

Try this:

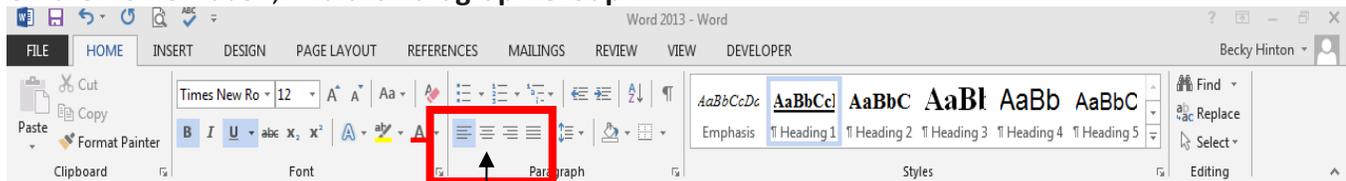
Type a single word. Do not capitalize it. After you type the word, press the space bar. Notice that Word capitalized it for you! This feature is called **AutoCorrect**. Type a word incorrectly and, sometimes, Word will correct for you. Try this: type recieve. As soon as you press the space bar, watch it change to the proper spelling of receive!

Try this:

On the Home ribbon, find the **Font Group**. In the Font Group, find the box with the word Calibri. That is the font style box. There are many fonts. Click on the down arrow on the right side of the font style box to see the choices. Choose **Arial Black**. Type another word to see what that font looks like. Now click on the font size box—it may have an 11 or 12 in it now. Click on the down arrow to the right of the number and click on **48**. Type another word. See the difference! Change the font back to size 14. Type another word. Notice that when you made a change such as font style or font size, it did not change what you typed previously. It's not supposed to. When you make a change, it will be from the cursor forward and will not change anything you typed previously.

Try this:

On the Home ribbon, find the **Paragraph Group**.



Notice the alignment buttons.



Align Left—align on the left margin. It is on by default



Align Center—this will center text between the left and right margins



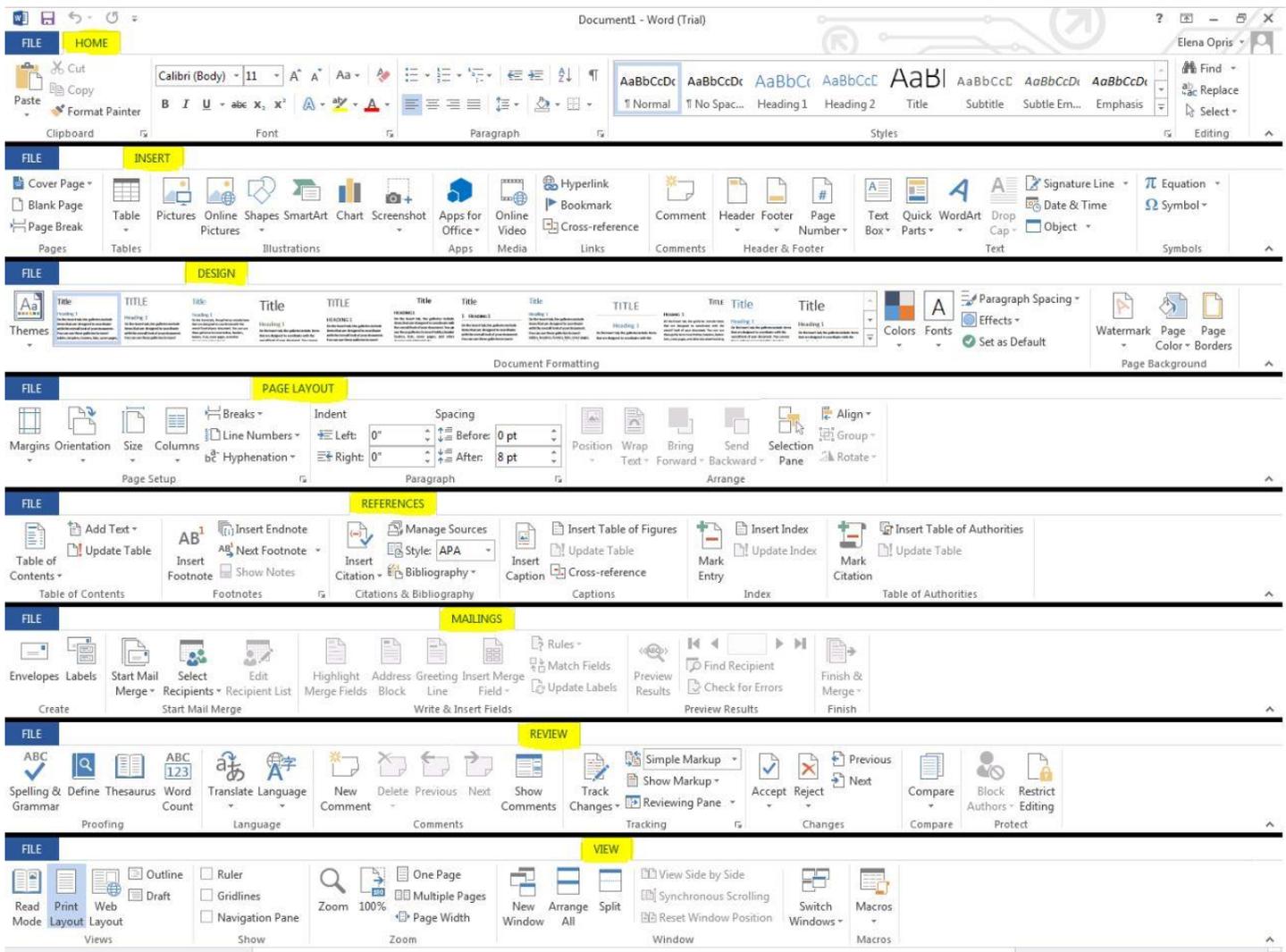
Align Right—this will align text on the right margin



Justify—will provide a flat right margin

[Moving Around: Know where your cursor is!](#)

- **Arrow keys** – Move the cursor up, down, left, or right only where there is text.
- **Home key** -- Moves the cursor to the beginning of the current line
- **Ctrl Home** – Moves the cursor to the beginning of your document
- **End key** -- Moves the cursor to the end of the current line
- **Ctrl End** – Moves the cursor to the end of your document
- **Mouse** -- Click the mouse once in the text and the cursor will be located where you click.



Try this:

Above are screen shots of each of the main tabs in Word, showing the tools of each ribbon. In the images circle the main tools of each ribbon as discussed in the training; or, feel free to make notes here below.

HOME

INSERT

DESIGN

PAGE LAYOUT

REFERENCES

MAILINGS

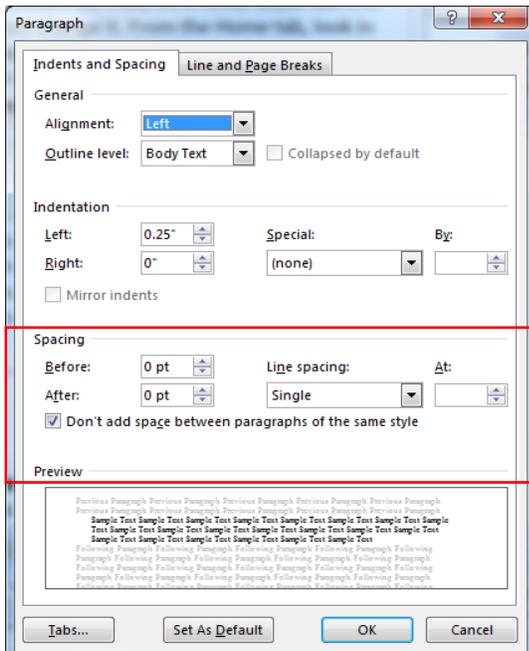
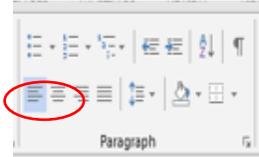
REVIEW

VIEW

Word 2013 and single spacing

Word 2013, by default, is set for 1.15 line spacing. Why Microsoft did that, we'll never know but this is how you change it. From the Home tab, look in the Paragraph Group:

Click on the small icon to right of the word **Paragraph**



Ruler Bar – Display the Ruler Bar

From the View tab,

- Checkmark Ruler



Change Line Spacing to **Single**.

Change Before to **0 pt**
Change After to **0 pt**

Check box by *Don't add space between paragraphs of the same style*

Click on **Set as Default**

Click on **OK**

Additional WORD Tips

Define words

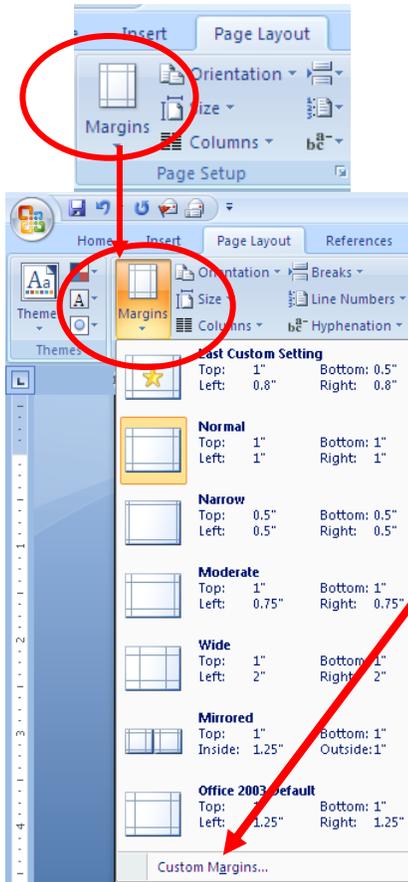
Right-click on a word and choose Define to pick a dictionary and see its definition. You can even get help with pronunciation if you need it.

Change the Sentence CASE

Select some text in Word and press *Shift+F3* to quickly change the case of the selection. It toggles between UPPERCASE, lowercase and Camel Case (first letter in capital) and should come handy if you've accidentally left the CAPS LOCK key on while typing.

Change margins

Click on the **Page Layout** tab. Then click on **Margins**

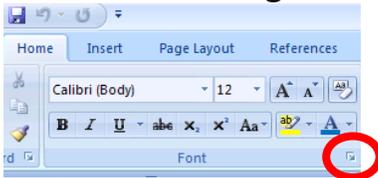


Note: Generally, we do not recommend that you change the margins using the Ruler Bar. Even expert Word users can make a mess trying to do it that way.

Click on **Custom Margins** to change the default margin settings or to choose different settings than the ones listed.

Click on the **Default...** button in the lower left corner of the next screen to change

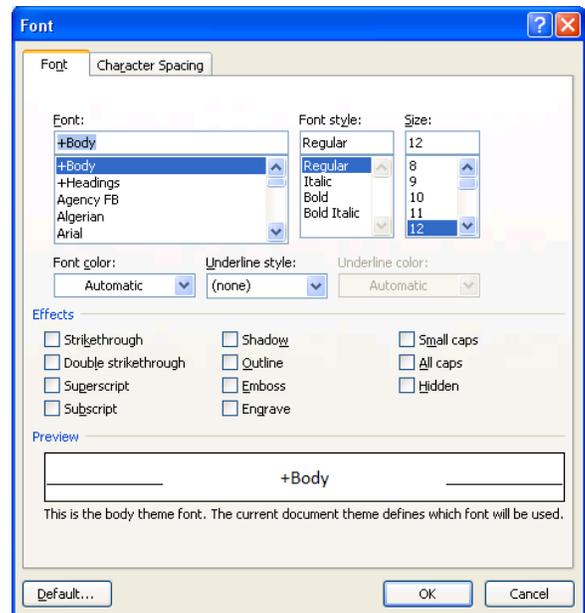
Font: Change the default font



Click on the small icon to the right of Font.

Choose the font you want. The default font is Calibri. Two commonly used fonts are Times New Roman and Arial.

Choose the font size. Most people prefer 12. To make these changes apply to all future documents, click on **Default...** and then click on **OK**.



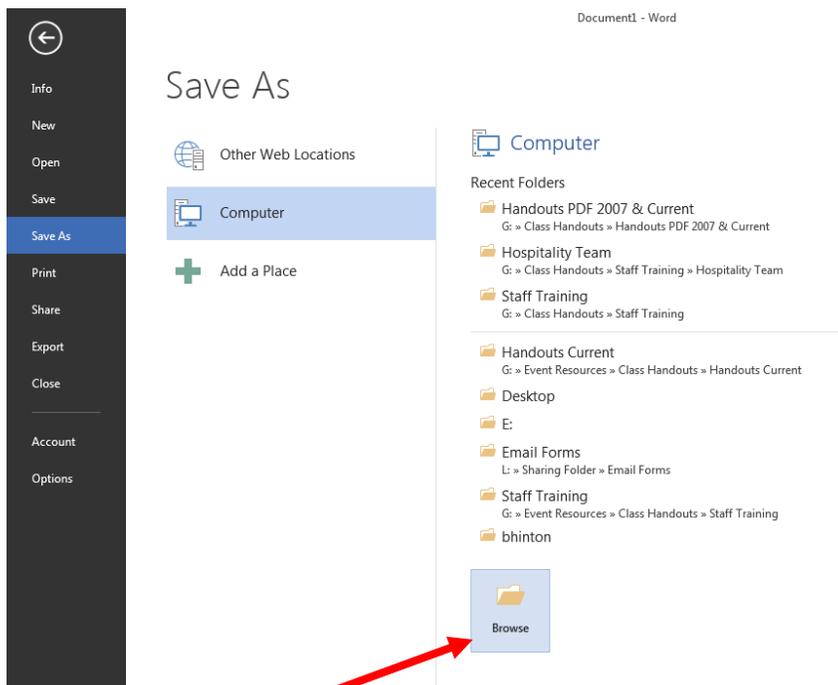
Add text: Position the cursor at the place where you want to insert text and start typing. Move your cursor to the next place where you want to change text.

Delete text: Position the cursor at the place where you want to delete text. There are several ways to delete text:

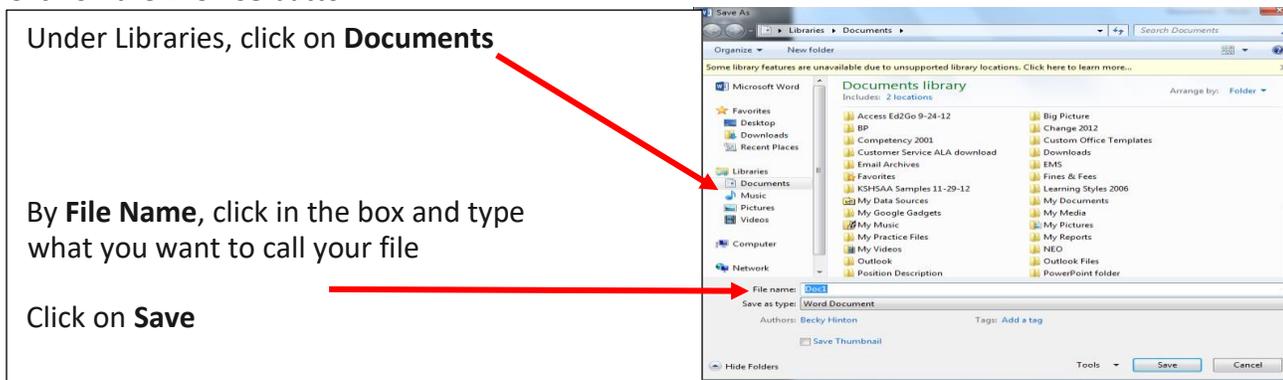
- The **Delete** key erases the character to the **right** of the cursor.
- The **Backspace** key erases the character to the **left** of the cursor.
- Select the text and press the Delete key to erase a large amount of text.

Tabs: Press the Tab key on the keyboard to move the cursor ½ inch. **To set a tab**, just click on the ruler bar. **To remove a tab stop**, put your mouse on the tab marker in the ruler bar. Drag the tab stop **down** into the document.

SAVE: The first time you save a document, click on the **File Tab**. Click on **Save As**.



Click on the **Browse** button.



Under Libraries, click on **Documents**

By **File Name**, click in the box and type what you want to call your file

Click on **Save**

Find the **File name** box. Notice that there will be some typing in the box that is highlighted blue. When something is highlighted blue, it is ready for you to type. Give your file a name that reflects its content so that when you see it in a list, you will know what it is.

Hint: Click on the “diskette” button on the **Quick Access toolbar** to do quick saves every 5-10 minutes after you save your file the first time. If a power outage or other problem causes your computer to freeze, you’ll only lose 5-10 minutes of work not hours.

Print:

Click on the **File** tab. Click on **Print**.

The screenshot shows the Microsoft Word 2013 interface. On the left, the File tab is active, and the Print option is circled in red. A callout box labeled "Return to Document" points to a back arrow icon in the top-left corner of the ribbon. The Print settings pane is open, showing printer information and various settings like "Print All Pages" and "Page Setup". On the right, the Print Preview window is displayed, showing a preview of the document with a callout box labeled "Print Preview" pointing to the preview area. The preview includes text about file names, saving, and editing, along with a box titled "Ways to Select (Highlight) Text" containing instructions for using the mouse and keyboard shortcuts.

If the **Print Preview** on the right looks correct. Click on the **Print** button to send your document to the printer.

To return to the document, click on the **left arrow** in the upper left corner.

Cut, Copy and Paste

The screenshot shows the Microsoft Word ribbon with the Home tab selected. The Clipboard group is highlighted, showing the Cut, Copy, and Paste buttons. The Font and Paragraph groups are also visible.

On the **Home** tab, the **Clipboard** group has the **Cut**, **Copy** and **Paste** buttons.

Edit Text: Add or delete text. Cut, copy or paste text. Change the font, font size, font color. You can change just about anything if you select the text! **Selecting text is the key to successful editing. Selecting text is so important, we put the instructions in a box!**

Ways to Select (Highlight) Text

Mouse -- Hold the left button down as you drag the mouse across the words you want to select.
Double-click in a word to select that word.
Triple-click in a paragraph to select the current paragraph
Click in the left margin to select the current line.
Double-click in the left margin to select the current paragraph.
Triple-click in the left margin to select the entire document.

[Shift] + Arrow keys -- Position cursor at start or end of text. Hold down the [Shift] key while you use the arrow keys to select the text.

[Ctrl] + Mouse - Hold down [Ctrl] and click in a sentence to select that sentence.

[Ctrl] + A -- Hold down the [Ctrl] key while you press [A] to select the entire document.

Note: To deselect text, click outside the highlighted text or press an arrow key.

Copy and Paste After you select the text that you wish to copy by using one of the methods listed above, click on **Copy**. Click where you want the copy to go—the blinking cursor will be in the spot. You can copy to the same document or another document or program. Click on **Paste**.

Cut Text - For any text you want to move to another place in a document. Select the text. Click **Cut**  and click where you want to reposition the text. Click **Paste**. This works the same as copy except the text is removed from the first position.

Some Keyboard Shortcuts in Word—Use the Control (Ctrl) key plus another key

Ctrl + N	New file
Ctrl + O	Open file
Ctrl + S	Save file
Ctrl + P	Print file
Ctrl + A	Select all
Ctrl + X	Cut selection to the clipboard
Ctrl + C	Copy selection to the clipboard
Ctrl + V	Paste selection from the clipboard
Ctrl + Z	Undo
Ctrl + Y	Redo

The following keyboard shortcuts work like "on/off" switches. Press to start that formatting command and press again to stop that formatting command.

Ctrl + B	Bold
Ctrl + I	<i>Italic</i>
Ctrl + U	<u>Underline</u>

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