Microsoft Word Basics at the

Deerfield Public Library

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Class Outline:

1) What is Microsoft Word?

2) Features of the Ribbon

3) Processing and Saving your work

4) Copying, Cutting, and Pasting

5) Questions, Answers and Review

Expected Outcomes:

1) Familiarity with the functions of Word

2) Ability to customize and save your work

What is Microsoft Word?

Microsoft Word is a word processing application that allows you to easily create professional-looking documents using various themes, visual designs and formatting tools. It is part of the Microsoft Office Suite.

Understanding What You See on the Home tab

Quick Tools

Ribbon and Tabs

Scroll

Bar

Word and Page

Count
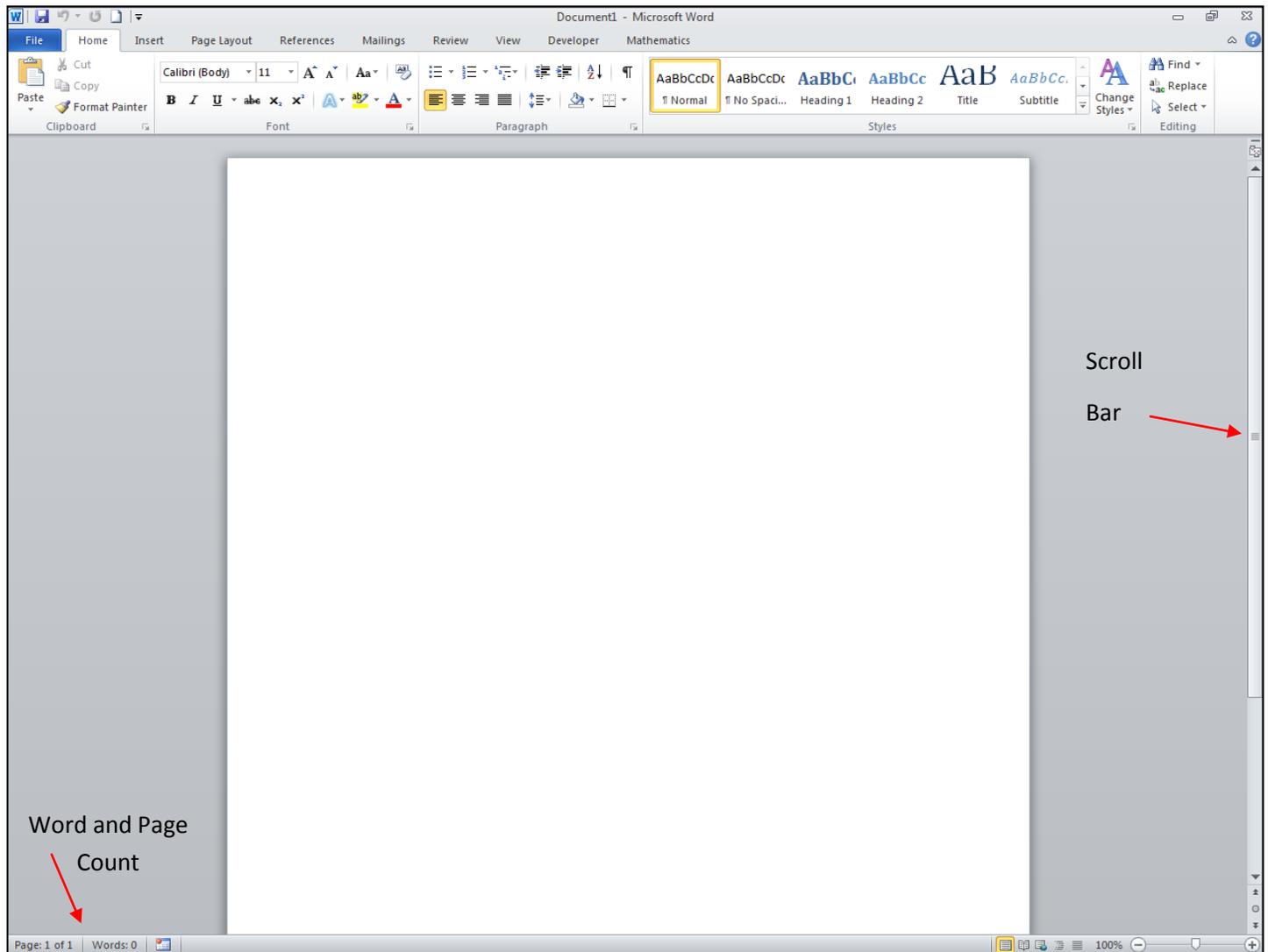
Ribbon and Tabs: The Ribbon/Tab presentation style is pretty standard across all of your Microsoft Office Suite programs. Microsoft Word has tried to streamline the appearance of its options by hiding away extra menus. This is called backstaging. There are a few popular buttons up front to help with certain tasks, but there are many more options behind the scenes. You can get to the extra options by clicking the grey arrows in the lower right hand corner of each grouping.

Quick Tools: These are shortcuts that to popular items. Here, there are icons for Save, Undo and Redo and a New Document. By pressing one of these buttons, you can quickly do any of these tasks without having to dive into a menu.

Paper: When you are working with Word, you will view the document on an actual piece of paper not a blank screen as before so that you have an understanding of what your printed document will look like.

Word and Page Count: This tool is handy when you are working on something that has a limitation of characters. It keeps track of how many characters you are entering onto a document.

The Tabs
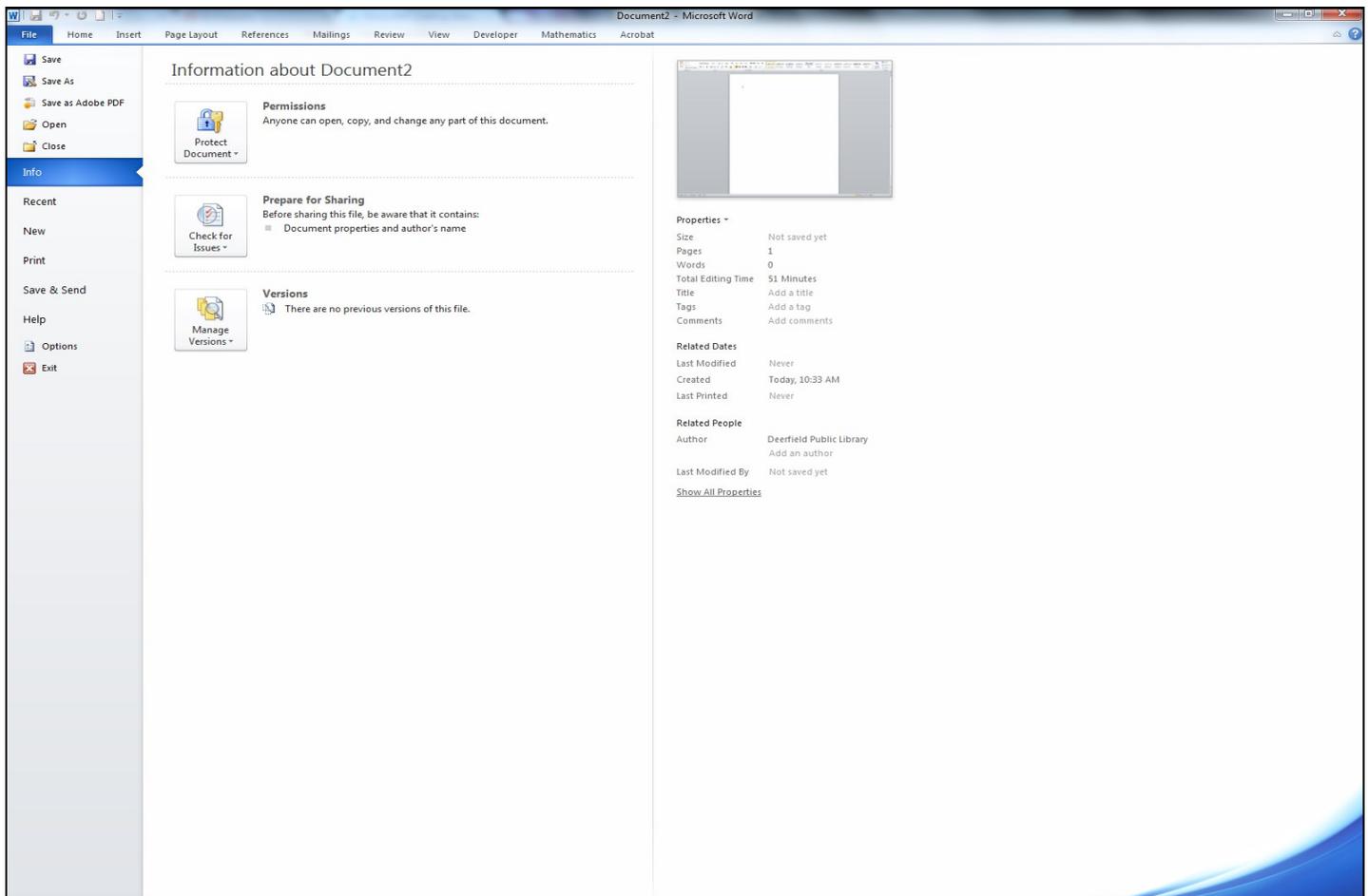
Points to Remember About the File Tab

- Save is different from Save As. Save As allows you to select where you'd like the file to go. Save simply keeps the same title (which, by default is Document1 and so forth) and puts it into that computer's document library.

- Open will give you access to your computer's files. Once inside open, you can select where you want to look for a document you've worked on previously.

- Close will not close the program; rather, it will only close the document that you are working on.

- Info gives you basic items about the security of the document. This would be something you might be concerned about in a business setting.

- Recent will show you the different documents that you have worked on. It is another way to have quick access.

- New will allow you to choose from the many templates that come pre-built into your Word program.

- Save and Send allows you to email a document if you have your Microsoft Outlook attached to it.

- Help...is for help

- Options is a spot to change the settings of your Microsoft Word inner settings.

Points to Remember About the Other Tabs
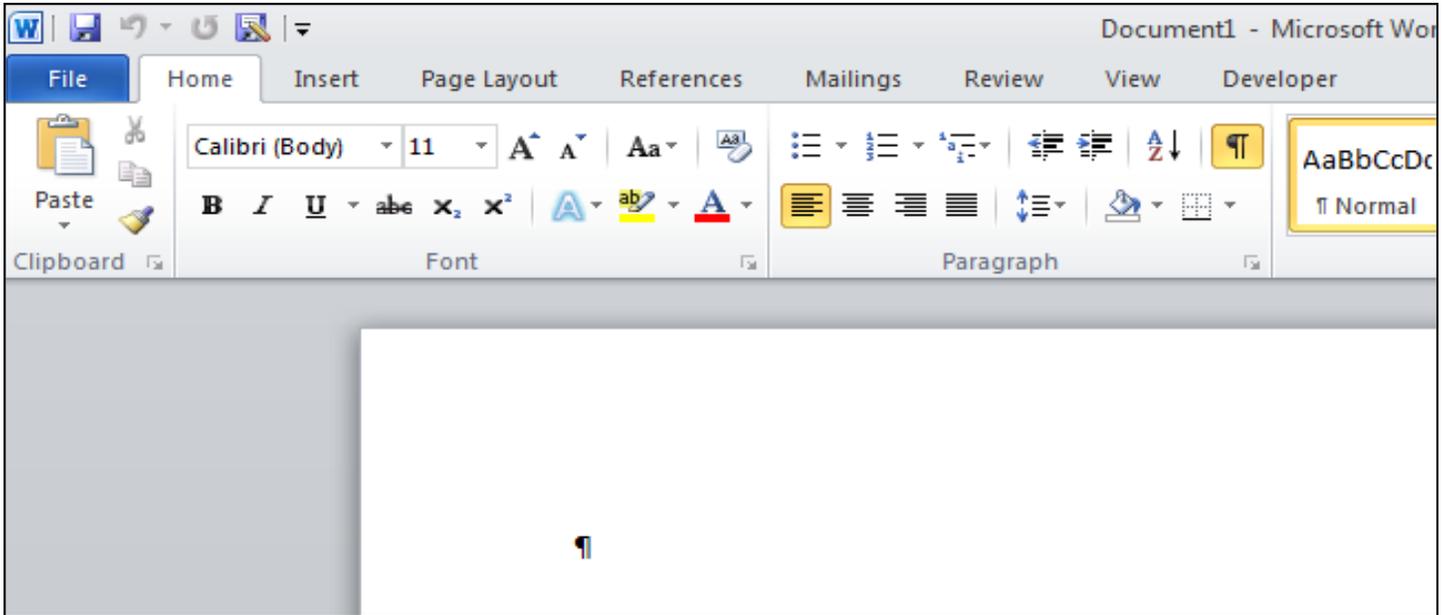
- **Insert:** This tab allows you to put in different elements into your document. You add everything from a cover page to pictures you have taken on vacation. **Remember that a picture would be something you have taken with a camera and added to your computer. Clip art are cartoon-like pictures that come built into Microsoft Word.

- **Page Layout:** This tab gives you access to changing the physical elements of your document. Here, you can change the size of the margins, whether or not your page has columns and even insert a border on your page.

- **References:** Here, you can find helpful options for making notes and adding citations to your work. This is something that might be helpful during a report for school or some kind of business work.

- **Mailings:** This tab is something you'd use if you were going to be generating a large group of the same document (like creating a solicitation for donations letter, for example).

- **Review:** This tab holds your editing tools including Spell Check and Thesaurus options.

- **View:** Here, you can change the way that your Documents appear.

- **Developer:** A tab that you can use to create your own forms.

Try It Out!

Type in a few sentences of your choice. Once you have typed the sentences, select the tab that has Spell Check in it. Then, deal with the errors that my or may not be present.

Simple Word Processing Tips
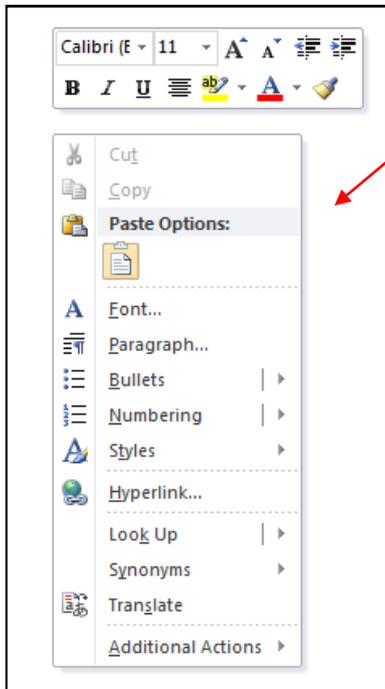
This is a convenience menu. It will have some of the changeable options for your text. You can make it appear by right clicking before or after the text you'd like to change. You can use the options at the top, but these are available to you, too

Remember that when you are typing, Word will recognize spelling errors only. It does not recognize when you have the incorrect word in a sentence.

The lake was full of read fish.

The lake was full of rd fish.
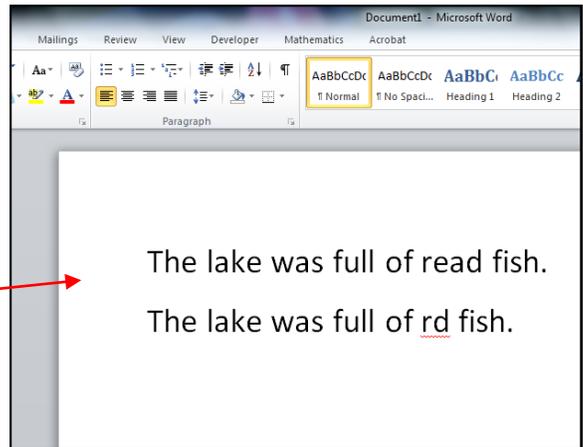
Word always defaults to a 1.5 space line spacing and margins that are:

Top - 1"

Bottom - 1"

Left - 1.25"

Right - 1.25 "

Gutter - 0"

Header - .49"

Footer - .49"

When something is grey it is ghosted. That means that you cannot access it without doing another step first. Did you highlight before trying to cut, copy and paste? Go back and double check.

The lake was full of red fish.
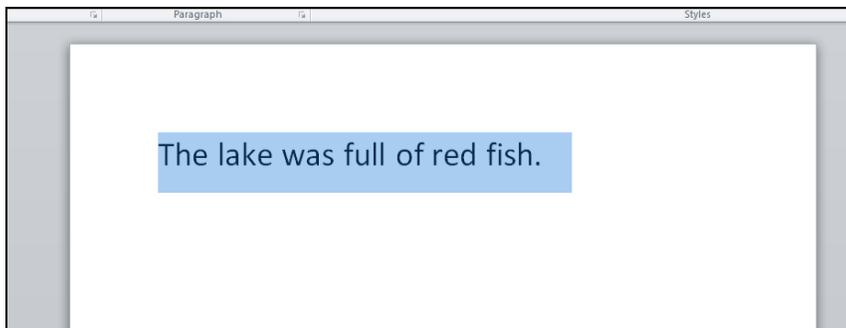
Highlighting is an action that allows you to select text and move it or delete it easily. It is performed by placing your cursor over a specific piece of text, pushing down and holding the left mouse button and dragging it to the end of the information that you'd like to highlight.

How to Copy, Cut, and Paste in Microsoft Word

Cut

When you **cut** something out of a document, it is similar to cutting something out of a print item — like cutting coupons. The information is no longer in the original place, but can now be moved to a new location, either within the current document, into a new one, or into another program (like an email or a webpage).
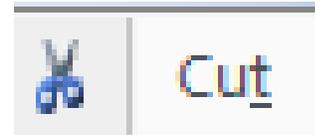
Copy

When you **copy** information in a document, you keep that information in the original place, but the computer is now saving the information as well. From here, you can place that exact same information in another place in the document, into a new document, or into a different program (again, like an email or a webpage).

Paste

Pasting is how you transfer the information you've copied or cut into that new destination. When you **paste** something, you tell the computer "place it here," much like if you used glue to put a picture on a new backing.

It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.

However little known the feelings or views of such a man may be on his first entering a neighbourhood, this truth is so well fixed in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters.

"My dear Mr. Bennet," said his lady to him one day, "have you heard that Netherfield Park is let at last?"

1. **Left Click**, hold down the mouse button, and **drag** to highlight the section of your document you wish to edit.

1. **Right Click** over the highlighted portion to bring up the secret menu.

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| Copy |
| Paste Options: |

A Font...
Paragraph...
Bullets
Numbering
Styles
Hyperlink...
Look Up
Synonyms
Translate
Additional Actions
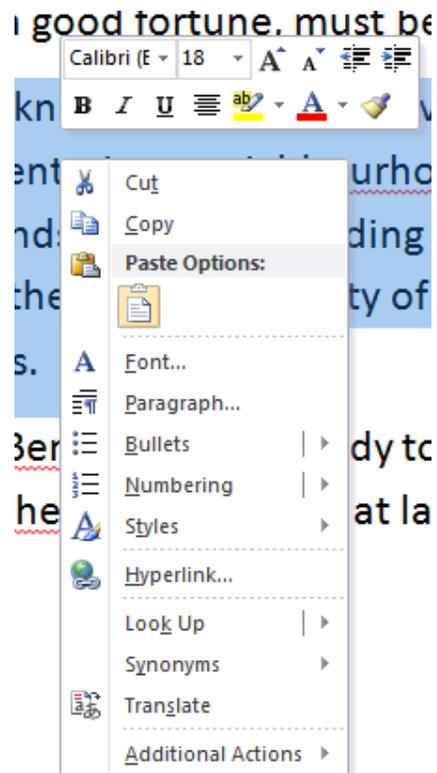
1. **Left Click** on the option you wish to select (**Cut** or **Copy**).

Cut
Copy
Paste Options:
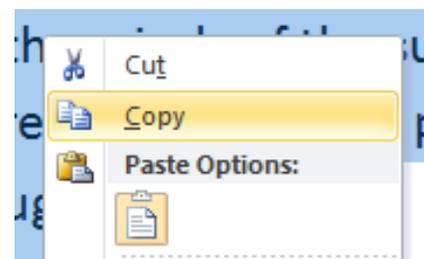
4. **Left Click** on the area you wish to place new data into.

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5. **Right Click** to bring up the secret menu.

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- ✂ Cut
- 📋 Copy
- 📋 **Paste Options:**
- A Font...
- ≣ Paragraph...
- ☰ Bullets ▸
- ☷ Numbering ▸
- A Styles ▸
- 🔗 Hyperlink...
- Look Up ▸
- Synonyms ▸
- Translate
- Additional Actions ▸

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(Ctrl)

6. **Left Click** on the **Paste** option you wish you use.

Paste Options

Paste Options:

There are a couple of different modes that you can use when pasting into documents. I'll use an example to show you what each one does!

I have the following document open in Microsoft Word:

It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.

However little known the feelings or views of such a man may be on his first entering a neighbourhood, this truth is *so well fixed* in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters.

"My dear Mr. Bennet," said his lady to him one day, "have you heard that Netherfield Park is let at last?"

Note that the middle paragraph is in a different font than the rest of the document and has some formatting (**However** is **Bolded**; *so well fixed* is *italicized*; and rightful property is underlined).

Paste Option #1: Keep Source Formatting

When you choose to keep source formatting, you are telling Word to transfer the information *exactly as it appears on your screen*. This means that whatever formatting you've done to it (changed the type and font size, bolded some things, underlined others, etc.) will remain when you paste it, either into the same document or into a different one. It should look **exactly** the same as it did when it was in the original place in the document.

At right, you'll notice that when pasted in-to a different section, the paragraph re-tained all the formatting that was put in when it was in the original place.

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Keep Source Formatting:

However little known the feelings or views of such a man may be on his first entering a neighbourhood, this truth is *so well fixed* in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters.

Paste Option #2: Merge Formatting

Choosing to merge formatting is especially useful when you're transferring information between two different documents. When you select this option, you are telling the computer to take the information from the first document and change the formatting of that information to align with the new document it is being put into. This manifests itself as different font sizes and types; other formatting, such as bolded words or un-derlines, will remain.

Original:

However little known the feelings or views of such a man may be on his first entering a neighbourhood, this truth is *so well fixed* in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters.

Merged into the formatting of a new document:

Merge Formatting

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Paste Option #1: <u>Keep Text Only</u>

When you choose to <u>keep text only</u> when pasting, you are telling the computer that the important thing is the information, **not** any of the formatting you've done. When you choose this paste option, you will lose any font types or sizes you've chosen *as well as* any other formatting (**bolding**, *italicizing*, and <u>underlining</u>). All that will come over to the new document or the other place in the same document will be the text.

This option is especially useful if you are copying something from an online source and don't want any of the Internet page's formatting to transfer over.

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"My dear Mr. Bennet," said his lady to him one day, "have you heard that Netherfield Park is let at last?"

Text Only

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