

Microsoft

Word 101



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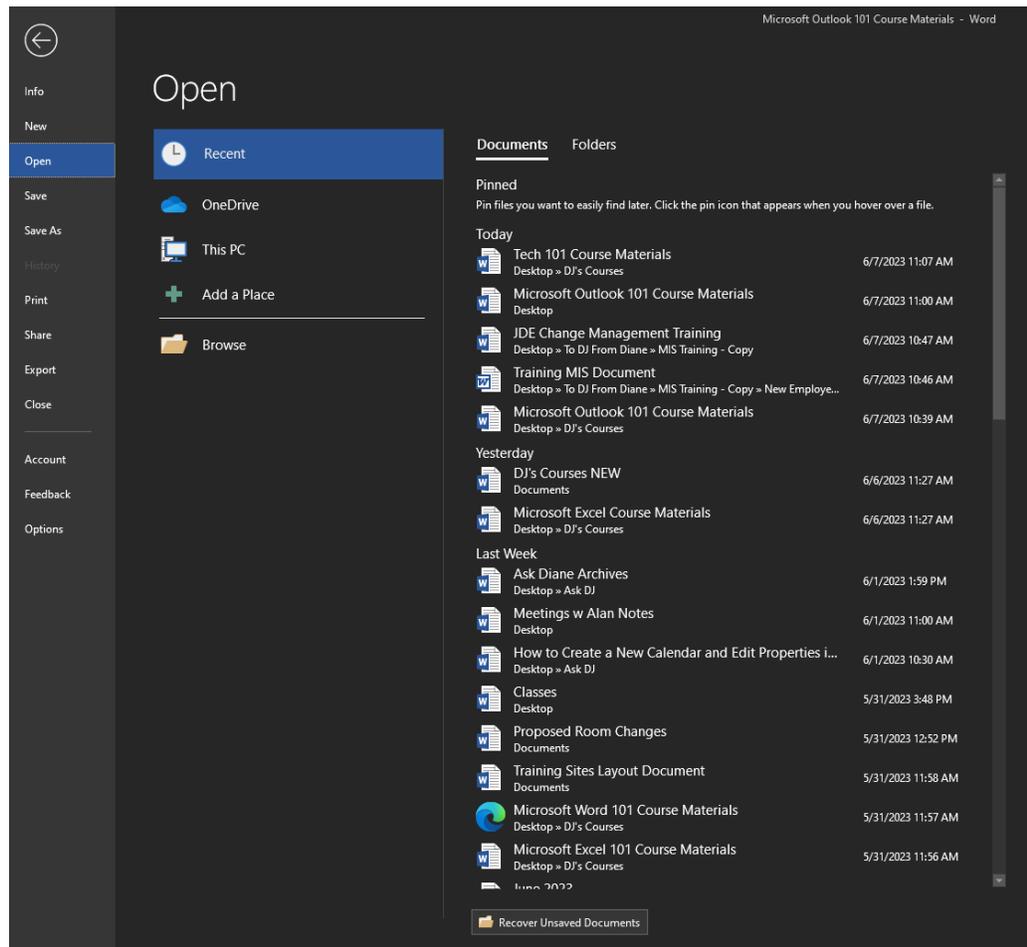
Getting Started with Word

1. Open up Word. There are several ways to do so:
 - a. Click the Start button in the bottom left-hand corner of your screen and use your mouse to scroll to “W” for “Word” and then double click to open the Word app.
 - b. Click on the Search bar in the bottom left-hand corner of your screen and type “Word” to open it.
 - c. If you have Word saved to your toolbar, double click the Word icon to open it.

Opening Files

1. To open a new Word document, go to File – New – Blank Document. There are also several templates you can choose from if you’re looking for something specific.

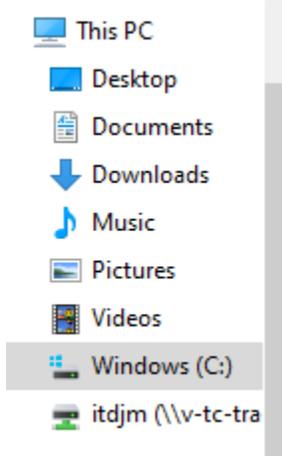
2. To open an existing Word document, go to File – Open and then navigate to where your file is stored. There are a lot of places it could be. Let’s take a look at the dialog box that will appear (see right).



3. The default view is the “Recent” tab. These are your most recently opened documents. Useful for if you’re continuously updating documents and need to refer back to them regularly.

4. If you don’t see the document you need, hit the “Browse” folder to look through your other documents.

Navigating Files & Documents

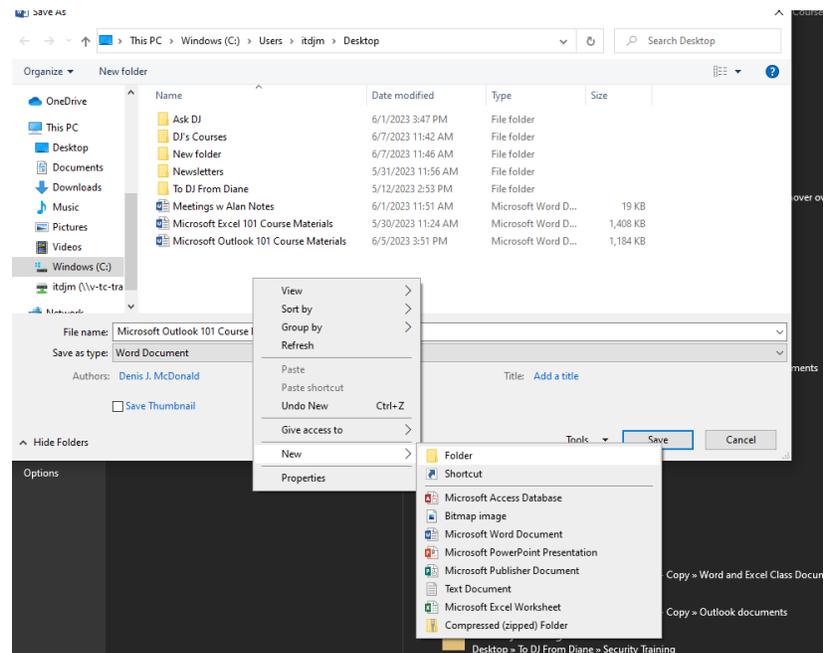


If you can't find your document on the Recent list, you will need to navigate your PC to find it. There are a number of places it could be on your PC:

- a. Desktop is the initial “home screen” of your computer. Any regularly used files could be saved here.
- b. Documents is where I store most of my documents to keep myself organized.
- c. Downloads is where anything downloaded from the web or the internet is located.
- d. Music are audio files. Pictures are image files. Videos are video files.
- e. Windows (C:) is a public drive. I wouldn't recommend saving files/documents here as this may be accessible by other users.
- f. Itdjm is my personal network drive. About once a week I back all of my files up to this network drive in case my computer dies.

Saving Documents

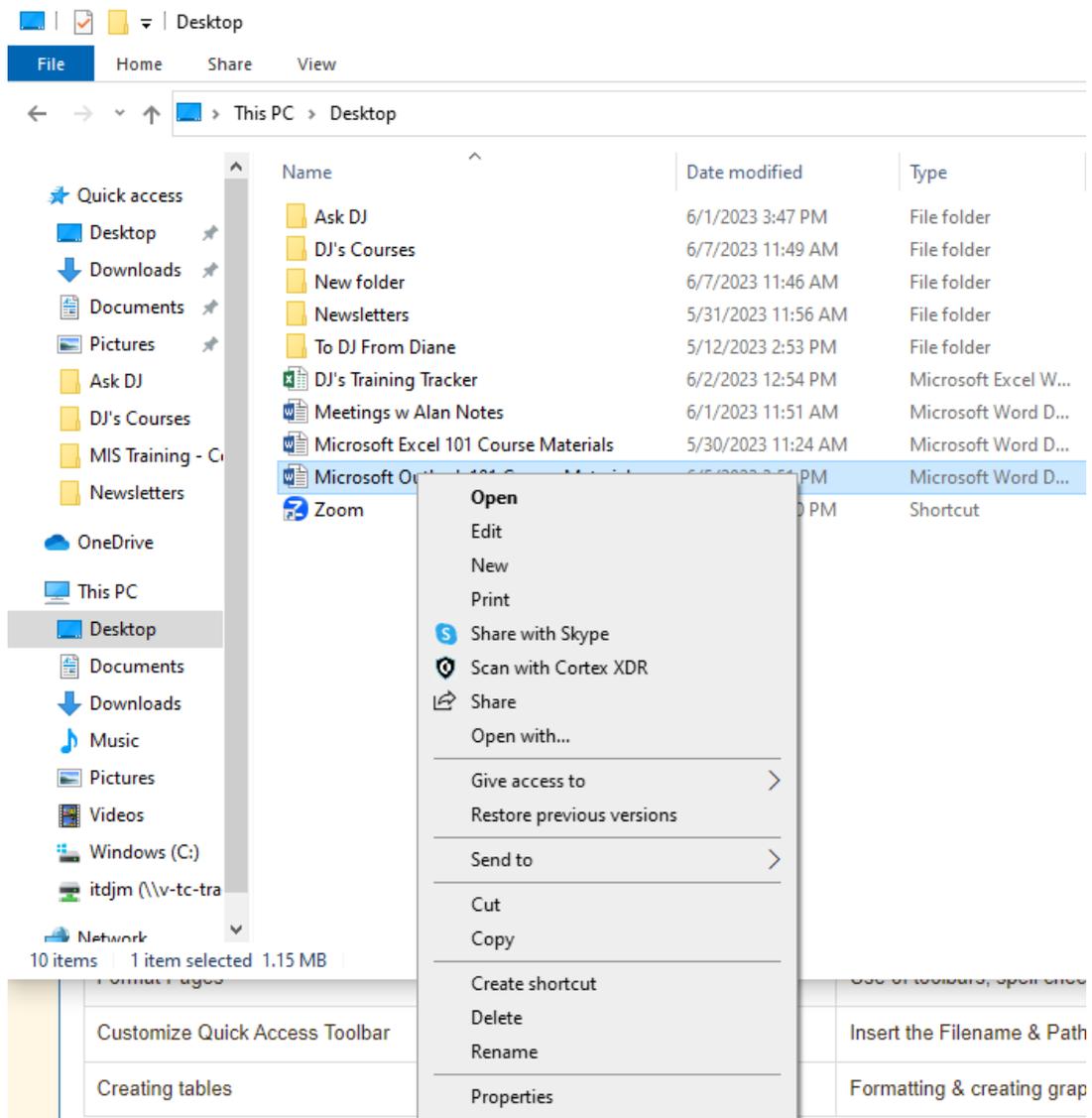
1. Navigate to File – Save As. Then, you'll want to decide where you're going to put this file. I like to put everything into folders on my desktop to keep me organized.
 - a. To create a new folder on your desktop, when you're saving, go to your Desktop, then right-click with your mouse and point to “New”, then “Folder” and then type in a name for your folder. This will create a new folder with that name on your desktop.



2. Then, to save the document in that folder, double-click on the newly created folder.

Managing Files

1. Navigate to the folder icon on your task bar, OR if you can't find it type in "File Explorer" into the search bar.
2. This will take you to all of your saved files. Here, you can rename, copy, delete, and move files around. Simply right-click on the file to see all of the options. You can also create shortcuts to be able to easily access files from your desktop.
3. To add a file or shortcut to your desktop, simply click and drag it on to the desktop. You may have to minimize other windows



Copy/Cut/Paste

If you want to copy text from an email to a Word document or vice versa, you can use the keyboard shortcut CTRL C to copy text to the clipboard.

CTRL X will cut text from one place to another.

CTRL V will paste cut or copied text.

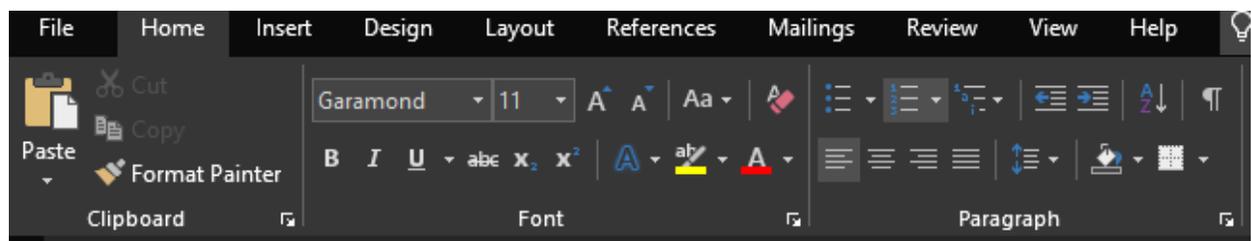
You can also look in the upper left-hand corner of the ribbon – Home tab – Clipboard group to access Cut/Copy/Paste Options.

Printing

1. Do NOT try and set up a printer on your own! Call the Service Desk and they will send a technician out to set up a printer for you.
2. Once your printer is set up, simply go to File – Print and then select the printer you want to print to.

Change Text Formatting

1. In the **Font group** on the **Home tab**, you can change the formatting of your text.
 - a. **Font** will change the font type. Make sure this is something easy to read; Arial or Times New Roman are safe bets.
 - b. **Font size** will change how large your text is. Make sure it's not too big or too small; size 11 or 12 is perfect.
 - c. **Bold**, *italicize*, and underline are demonstrated here. **Highlight** and **Font color** will make certain text stand out.
2. In the **Paragraph group** on the **Home tab** you can create bulleted or numbered lists, change the alignment of your text, change your paragraph spacing, and/or add borders to your text.



Create a list

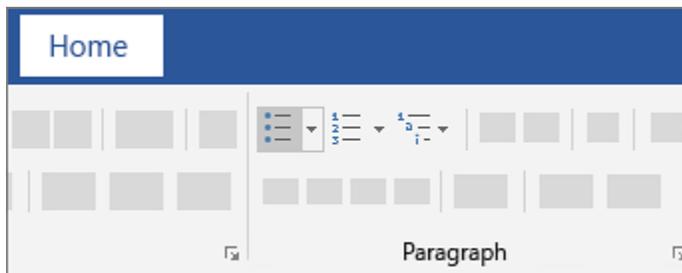
To start a numbered list, type **1, a period (.), a space, and** some text. Word will automatically start a numbered list for you.

Type* **and a space before your text**, and Word will make a bulleted list.

To complete your list, press **Enter** until the bullets or numbering switch off.

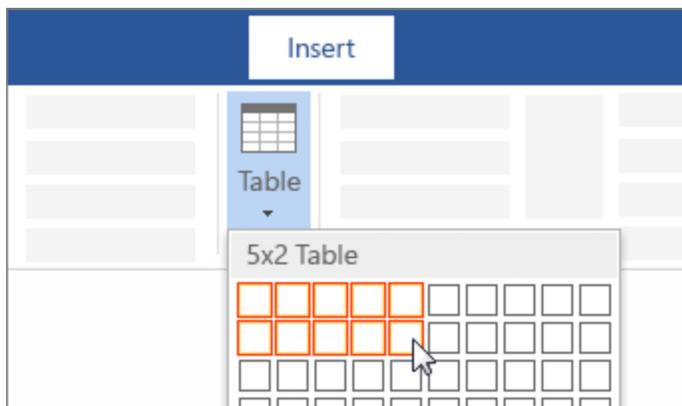
Create a list from existing text

1. Select the text you want to change into a list.
2. Go to **Home > Bullets** or **Home > Numbering**.



Create a Table

For a basic table, click **Insert > Table** and move the cursor over the grid until you highlight the number of columns and rows you want.



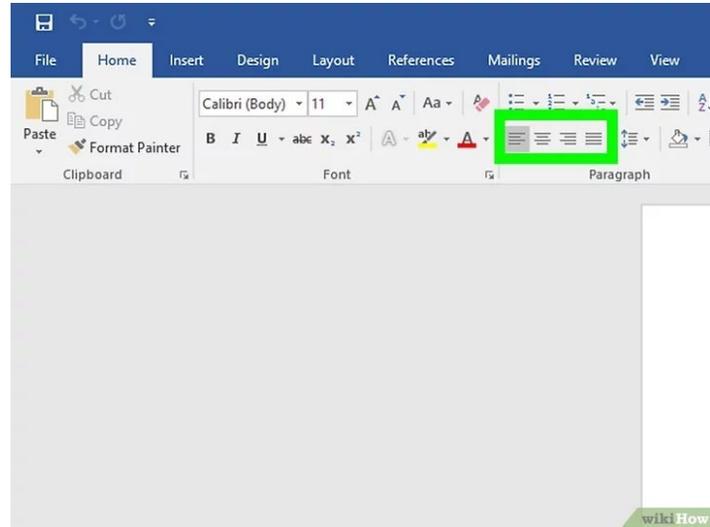
For a larger table, or to customize a table, select **Insert > Table > Insert Table**.

Format Pages in Word

Align your document

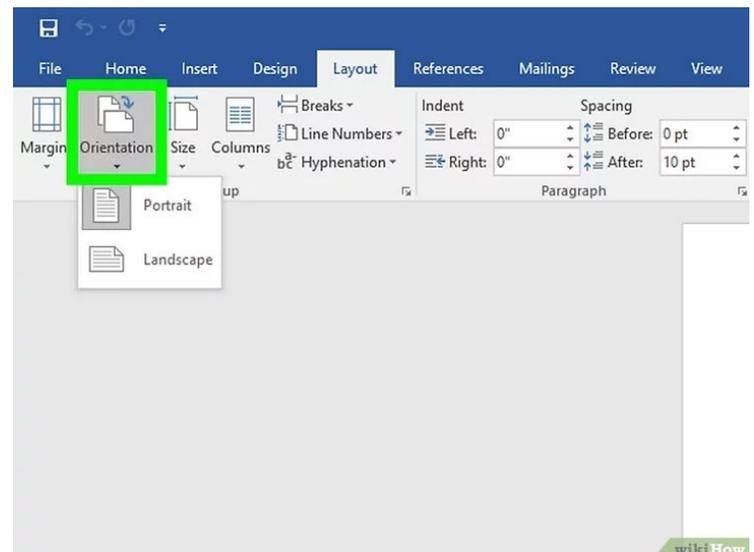
Different types of documents call for different text alignments. You can choose whether to align your entire document to the left, right, or at the center on the **Home** tab by clicking the Alignment buttons in the "Paragraph" section.

- These are the buttons that look like a small version of a document, with small black lines arranged according to their button's alignment function.
- You can also adjust alignment by selecting the text and objects you want to align, right-clicking the selection, and choosing **Paragraph**. Select your preferred alignment from the Alignment menu under the General header.
- You can either set the alignment for the whole document or just a selected piece of text.



Adjust the page orientation

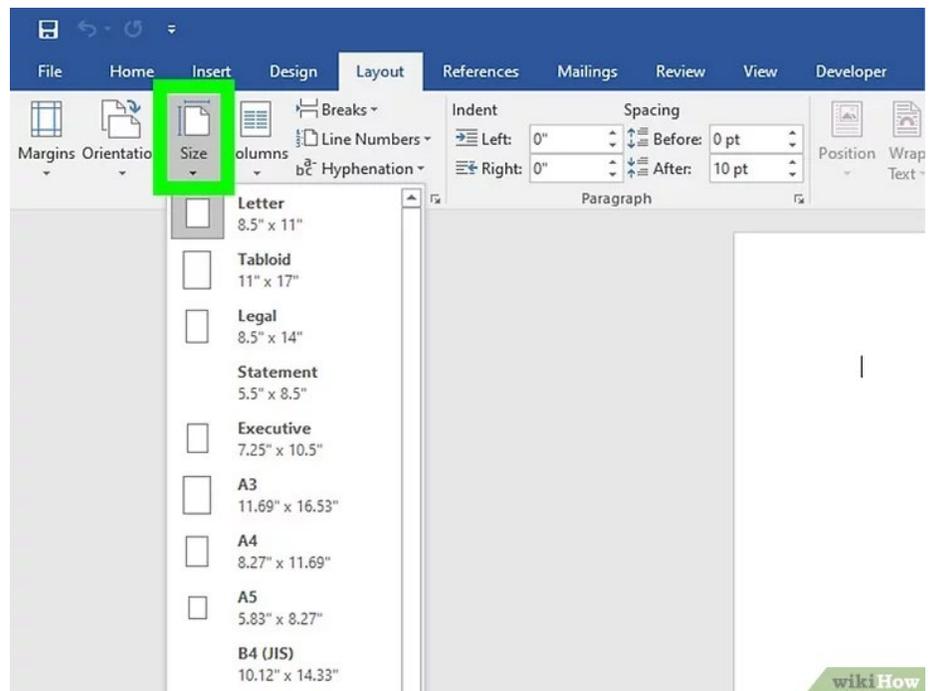
If you need to write the document in a different orientation, click the **Layout** tab at the top of Word, select **Orientation**, and choose either **Portrait** or **Landscape**.



Change the size of the paper

If you need to print the document on a specific paper size, click the **Layout** tab, click **Size**, and then select your desired size from the drop-down list.

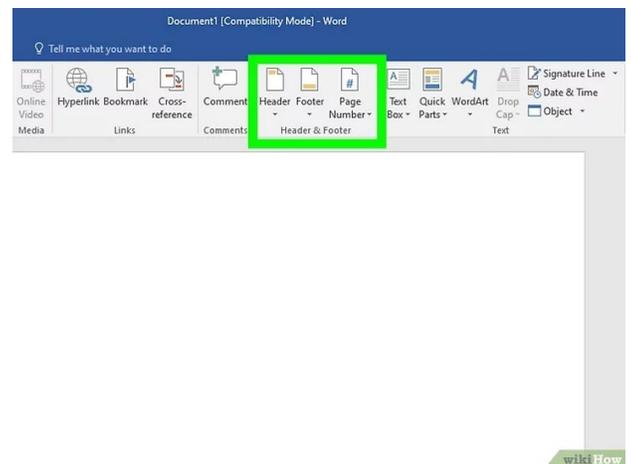
- This will change the virtual size of the document you're writing as well as the actual size of the printout.



Adjust the headers and footers

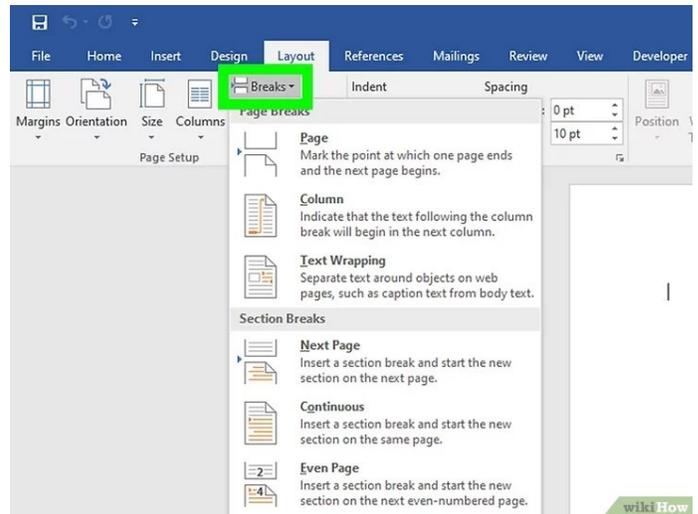
A header contains details that will appear on every page of the paper, such as page numbers, your name, or the document title.

- To set the header of your document, double-click on the topmost part of the page, and the header field will appear. You can also click the **Insert** tab and select **Header**.
- Footers are just like headers. All text in the footer will appear at the bottom of each page of your document. To set the footer, double-click on the bottommost part of the page, and the footer field will appear. You can also use the **Footer** button on the **Insert** tab.
- You can also format your headers and footers by selecting the **View** tab and clicking **Header and Footer** on the list. This action will open the headers and footers on your page and allow you to edit them.



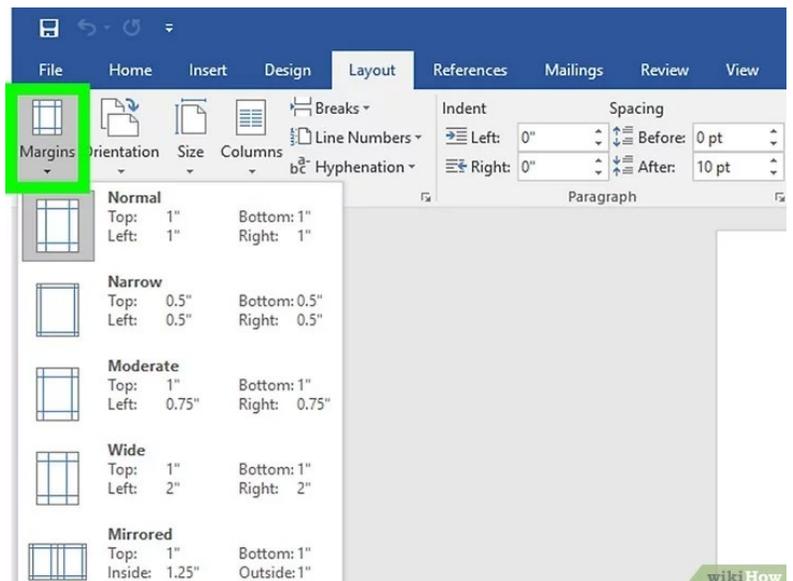
Insert page or section breaks with the Breaks menu

Go to the **Layout** tab and click **Breaks** if you want to start a new page or section in your document. You can choose from a variety of types of breaks, including **Page**, **Column**, and **Section**. This is a very useful tool if you need to format different sections of your document in different ways. For example, you can use section or page breaks to help you [format your page numbers](#) so that the numbering restarts with each new section.



Adjust the margin size with the Margins tool

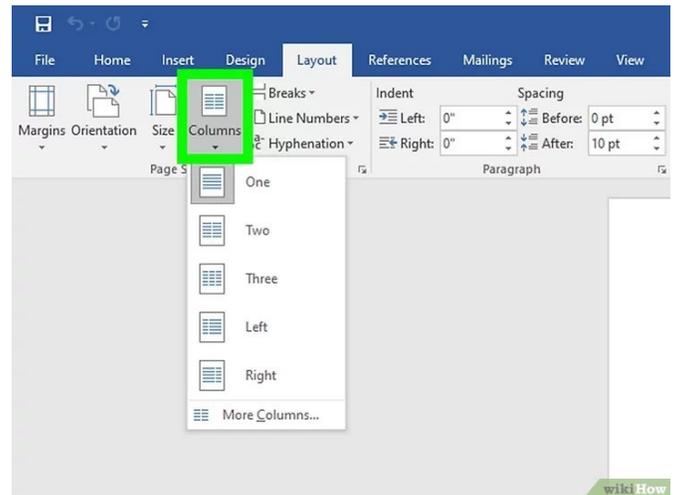
Click the **Margins** button in the **Layout** tab and select a margin from the pre-defined margin settings listed on the drop-down list. If you want to use your own margin measurements, click **Custom Margins** at the very bottom of the drop-down list to set your own.



Add columns to split your text vertically on the page

If you need to create a newspaper-like document, you can do so by adjusting the format of the document to columns. Click the **Layout** tab, select the **Columns** option, and choose the number and alignment of columns from the drop-down list.

- The **Columns** button looks like a rectangle with two vertical columns of blue lines on it.
- If you want to create one, [two](#), or three columns, you can do so from the preset options. If you'd like to create more, you'll need to choose **More Columns** from the bottom of the dropdown menu.
- Note that this column option is different from the columns you get when you insert items like tables on your document.



Experiment with document styles

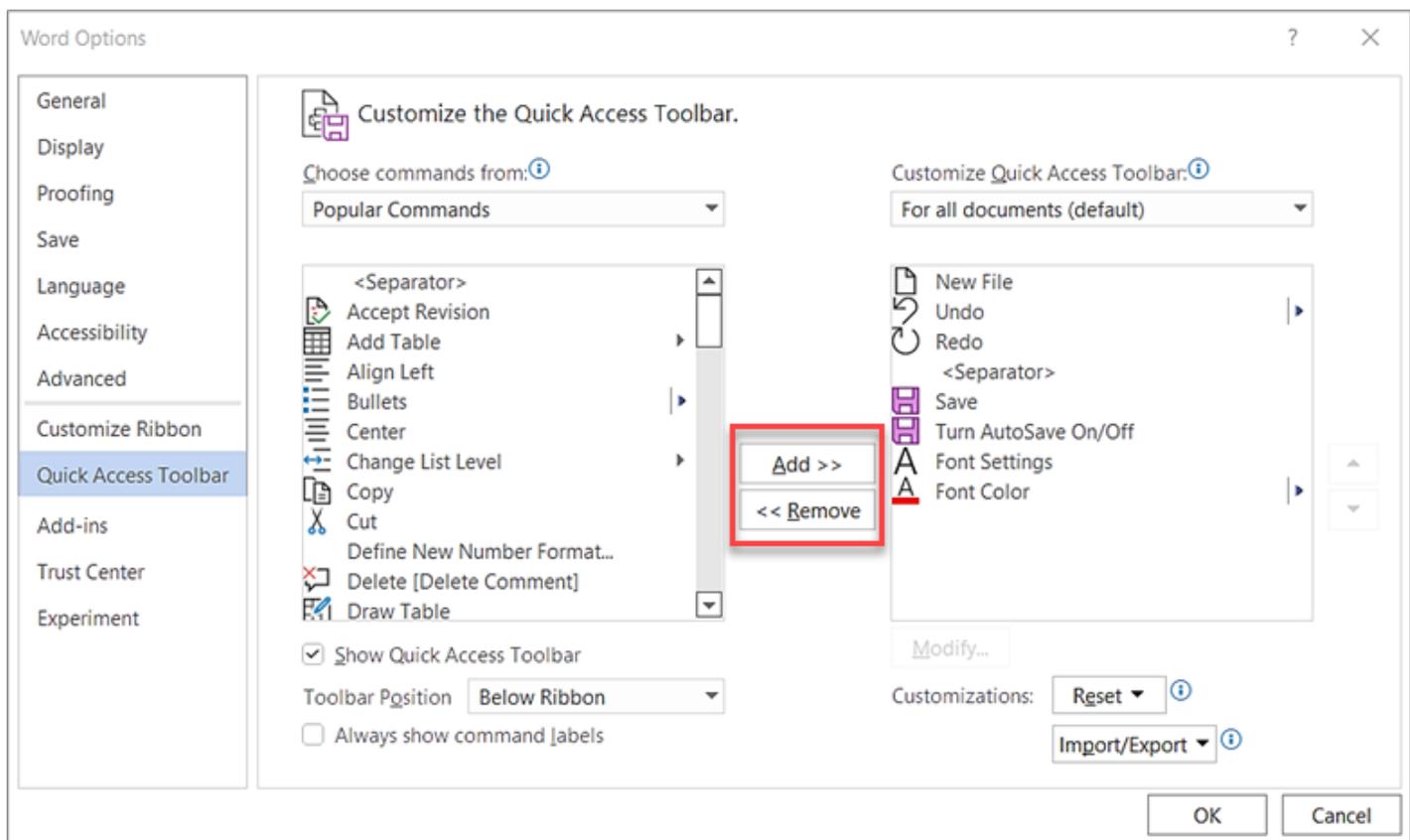
All documents have standard built-in styles (for example, Normal, Title, Heading 1). The default style for text is Normal. The template that a document is based on (for example, Normal.dotx) determines which styles appear on the Ribbon and on the **Styles** tab. You can see the current style presets for your document in the **Home** tab of the Ribbon.

- Before you apply a style, you can see all of the available styles and preview how they will appear when applied.
- On the **Home** tab, click a style to apply it to selected text.
- Click the Styles Pane button (the arrow pointing down and to the right) to view and select from advanced Style options.
- By default, Word applies a paragraph style (for example, Heading 1) to the entire paragraph. To apply a paragraph style to part of a paragraph, select only the specific part that you wish to modify.

Customize the Quick Access Toolbar by using the Options command

You can add, remove, and change the order of the commands on the Quick Access Toolbar by using the **Options** command.

1. Select **File > Options > Quick Access Toolbar**.
2. Use the **Add** and **Remove** buttons to move items between the **Customize the Quick Access Toolbar** list and the **Choose command from** list.



Use mail merge for bulk email, letters, labels, and envelopes

Mail merge lets you create a batch of documents that are personalized for each recipient. For example, a form letter might be personalized to address each recipient by name. A data source, like a list, spreadsheet, or database, is associated with the document. Placeholders--called merge fields--tell Word where in the document to include information from the data source.

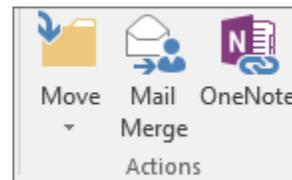
You work on the main document in Word, inserting merge fields for the personalized content you want to include. When the mail merge is complete, the merge document will generate a personalized version of itself for each name in the data source.

Your first step in setting up a mail merge is to pick the source of data you'll use for the personalized information. Excel spreadsheets and Outlook contact lists are the most common data sources, but any database that you can connect to Word will work. If you don't yet have a data source, you can even type it up in Word, as part of the mail merge process.

Your Outlook contact list can be the source of personalized information in a batch of Word documents, through Word's mail merge feature.

1. In Outlook, go to **Contacts**, and select the names you want to include. Or, if you want to include the whole address book, skip this step.

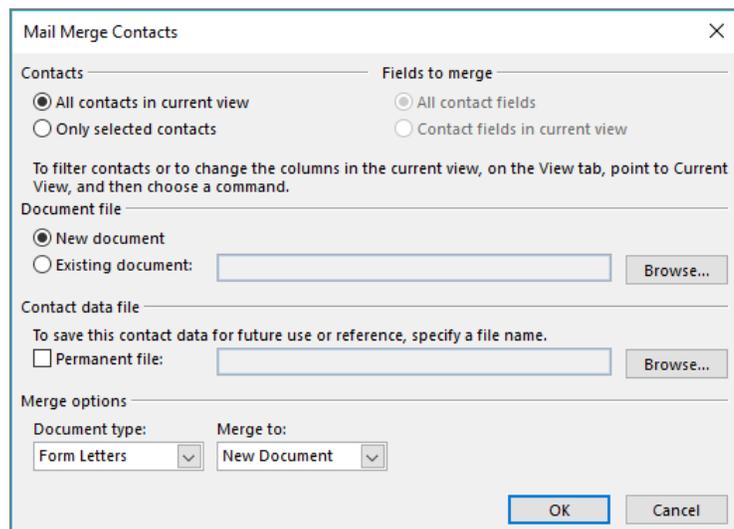
2. Go to **Home > Mail Merge**.



3. Choose the options you want, and then select **OK**.

Note: If you've selected a set of contacts that you'll want to use again without choosing them each time, select **Permanent file** and give the list a name.

4. In Word, on the **Mailings** tab, insert mail merge fields that pull information from the Outlook contacts list into your document.



Tip: The merge field **Address Block** is perfect for envelopes and labels; **Greeting Line** works great for personalizing letters and email.

5. Add any text that you want on each of the documents, envelopes, labels, or emails. For example, if you're sending a form letter, this is where you write the body of the letter.
6. Choose **Preview Results**, and then choose **Next** ▶ or **Previous** ◀ to see each personalized document, envelope, label, or email.
7. To complete the merge, in the **Finish** group, choose **Finish & Merge**, and then choose **Print Documents** or **Send E-mail Messages**.

Turn On/Off Spell Check

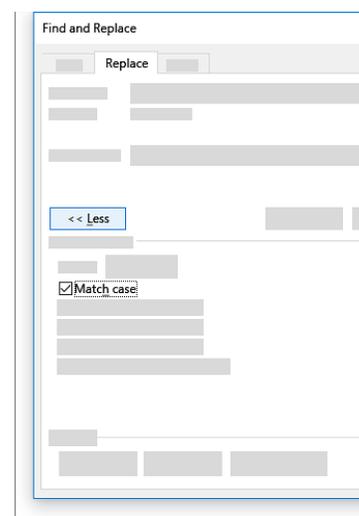
You're typing along, you make a mistake, and you see the wavy red underline.

You fix the mistake, but you've lost your flow, your idea. To avoid that distraction, you can turn spell check off, then check spelling manually when you're done writing. Here's how.

1. Click File > Options > Proofing, clear the Check spelling as you type box, and click OK.
2. The Check spelling as you type option
3. To turn spell check back on, repeat the process and select the Check spelling as you type box.
4. To check spelling manually, click Review > Spelling & Grammar.
5. The Check Spelling & Grammar command

Use Find & Replace

1. Go to **Home > Replace**.
2. Enter the word or phrase you want to replace in **Find what**.
3. Enter your new text in **Replace with**.
4. Choose **Replace All** to change all occurrences of the word or phrase. Or, select **Find Next** until you find the one you want to update, and then choose **Replace**.
5. To specify only upper or lowercase in your search, select **More > Match case**. There are several other ways to search in this menu.



Insert & Format Graphic Elements into Word Documents

1. Navigate to **Insert > Illustrations**.
 - a. **Pictures** will be pictures saved to your computer.
 - b. **Online Pictures** will be a Bing Image Search for online images.
 - c. **Shapes** will be various shapes you can draw into your Word document.
 - d. **Icons** is similar to Shapes.
 - e. **3D Models** allows you to draw 3D models.
 - f. **SmartArt** allows you to create diagrams and other visual aides to make your Word document stand out.
 - g. **Chart** creates a chart based off of data.
 - h. **Screenshot** will allow you to insert a screenshot of a screen.
2. Click on the image you want to format and go to the contextual tab **Picture Elements**.
 - a. **Adjust** will allow you to change the color or apply various effects to your image.
 - b. **Picture Styles** will allow you to place borders around your images and/or modify them further.
 - c. **Arrange** will move the image around the document, i.e. put the image in front of or behind text.
 - d. **Size** will change the size of an image. You can also **crop** an image to make it smaller or cut part of it out of your document.