

Introduction to Microsoft Word

1. What is Microsoft Word?

- Microsoft Word is a word-processing program included in the Microsoft Office suite.
- Word is used in much the same way a typewriter would be used.

2. Why use Microsoft Word?

- **Written Communication:** Word can be used to create and print text documents such as college papers, letters, posters, flyers, or handouts, such as this one.
- **Ease of use:** Word makes typing a letter or paper simpler by checking your spelling and grammar, and allowing you to copy and paste sections in different order without retyping the sections.

3. How Microsoft Word Works

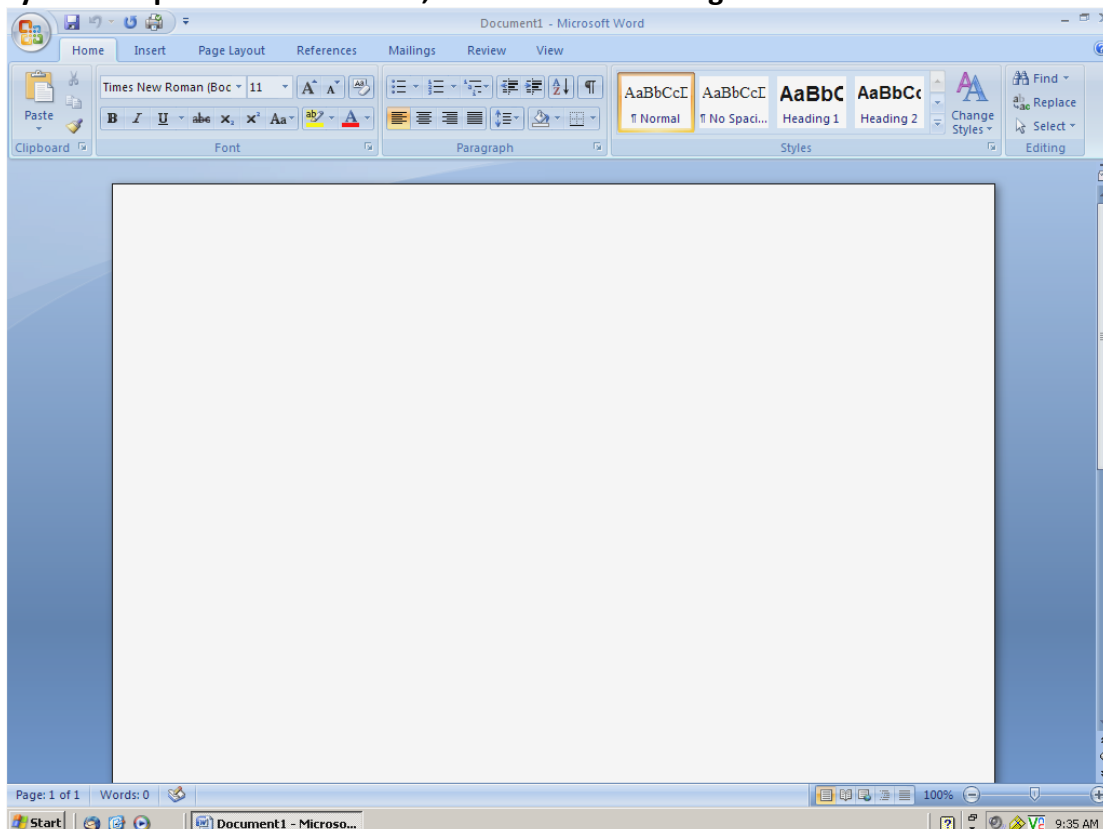
To use Word, you will need a computer with **Microsoft Office** programs, and a printer if you want to print out your documents.

- Microsoft Office is included with many PCs (not Macs) at the time of purchase. It is not free software.
- If you do not have Microsoft Office on your home computer, you may use the computers at the library, which have Microsoft Office programs already installed.

To open Microsoft Word, double-click on the shortcut on your desktop:



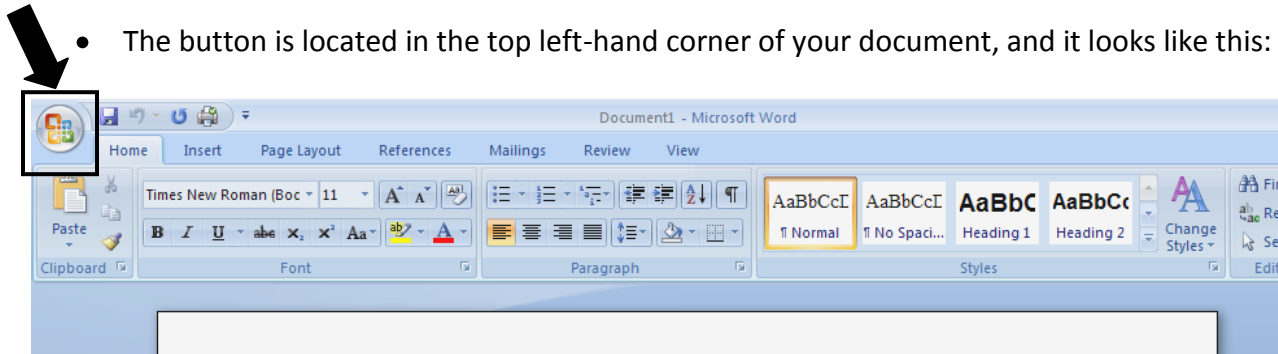
When you first open Microsoft Word, it will look something like this:



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4. Microsoft Office Button

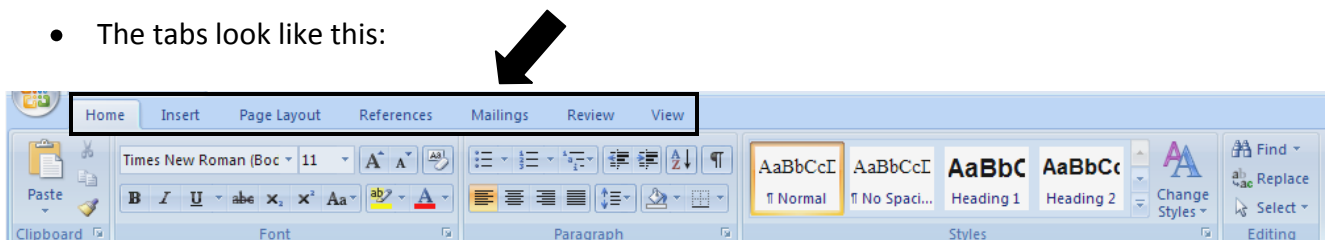
- This button is your shortcut to the major functions you will need almost every time that you use Microsoft Word. You use this button to create a new document, open an existing document, save a document, save as/rename a document, see the print preview, print a document, and close a document.
- The button is located in the top left-hand corner of your document, and it looks like this:



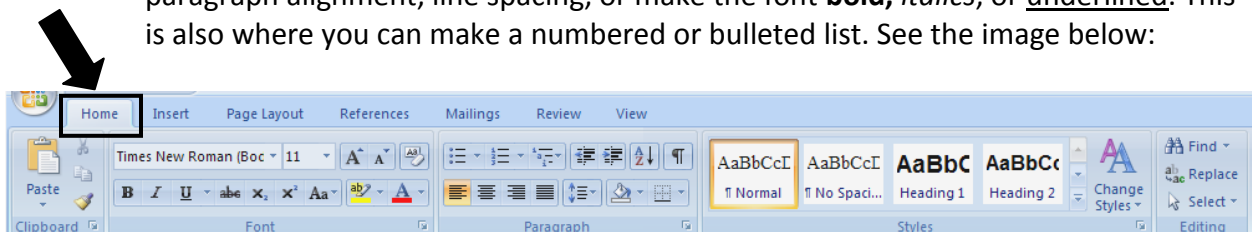
- To access the options, click once with your left mouse button on the Microsoft Office button.

5. Tabs

- Across the top of the screen are the **tabs**. These tabs are comparable to menus, where the user can use the various different functions available on Microsoft Word.
- The tabs look like this:

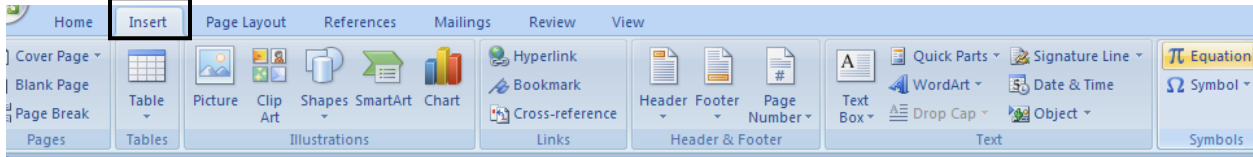


- Each tab offers a slightly different screen, offering different functions. In order, from left to right, the seven tabs and the options they offer are:
 - **Home:** This is the default tab, meaning Word will open to this tab. Here you can change the type, size and color of font you are using. You can also choose your paragraph alignment, line spacing, or make the font **bold**, *italics*, or underlined. This is also where you can make a numbered or bulleted list. See the image below:

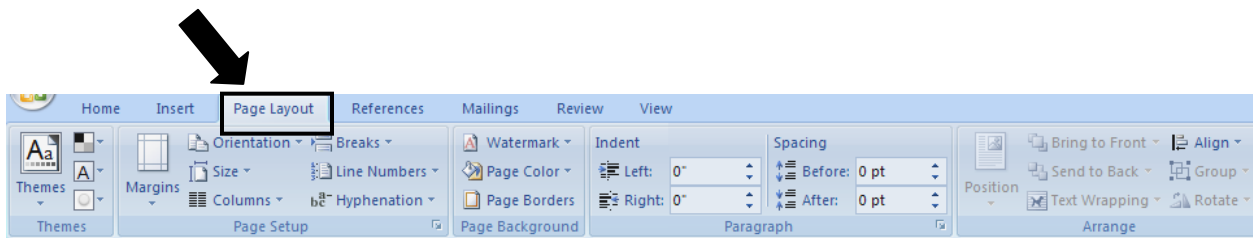


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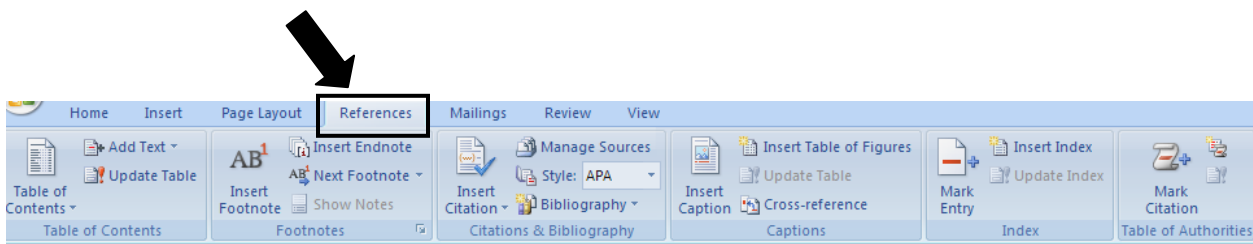
- **Insert:** The second tab allows you to add pictures, clip art, charts and tables, and shapes to your document. It also helps you add headers, footers, and page numbers to your work. If you need to insert an extra page in your paper, you use this tab as well.



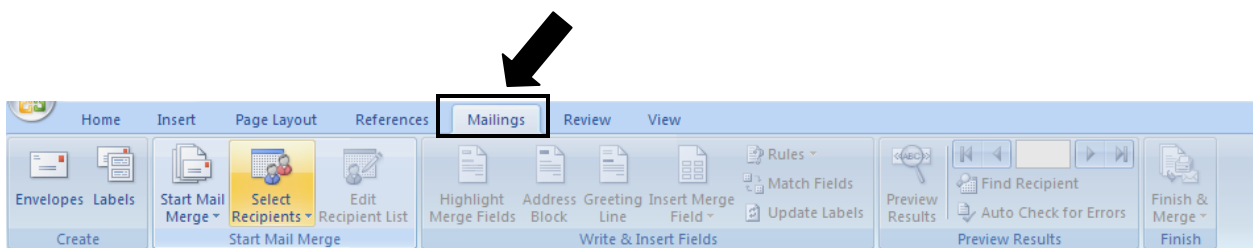
- **Page Layout:** The third tab is used to set the size of your page, choose the width of your margins, create columns in your text (if you were writing for a newspaper), and choose whether you want your page to be oriented in a portrait or landscape fashion. You can also add a border to your pages, set a design theme, and insert page or line breaks here.



- **References:** The fourth tab is mostly used when creating a research paper or other scholarly work. It allows the user to create a table of contents, a bibliography, footnotes, etc. On a day-to-day basis, this tab will not be used.

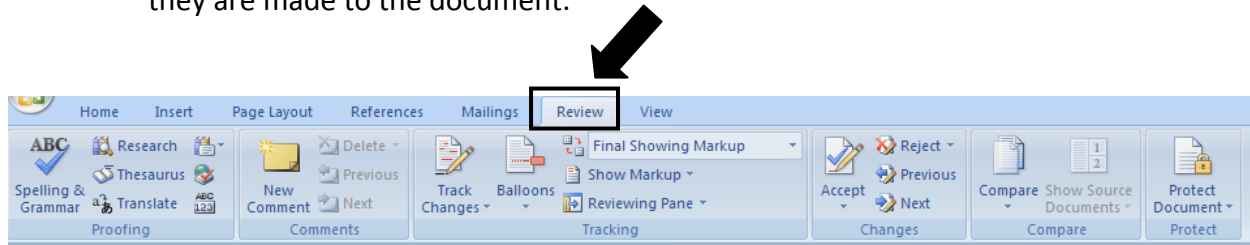


- **Mailings:** The fifth tab is used to make labels, print envelopes, and other mailing functions. It can be useful when you have a list of recipients of a card or letter, for instance your Holiday card list. Again, you probably won't use these functions daily.

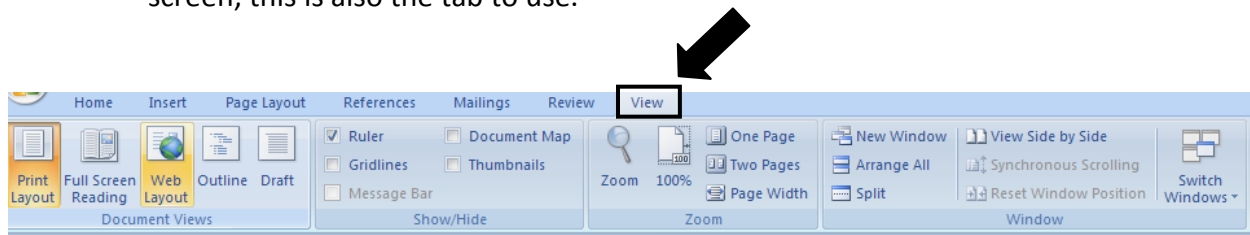


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- **Review:** The sixth tab is useful both for research papers and for daily letter writing. As the name suggests, it reviews your work for spelling and grammar errors. It also has a thesaurus to improve your word choice and a way to track editing changes as they are made to the document.



- **View:** The seventh and final tab is used to see your document in other formats. You can view the print layout or a full screen layout. It also allows you to view the ruler, so that you know how wide your margins are. If you need to zoom in or out on the screen, this is also the tab to use.



6. Working with Documents:

- **Creating a new document:** Click on the Microsoft Office button once, then click on New.
- **Opening an existing document:** Click on the Microsoft Office button once, then click on Open. This will open a dialog box, where you will locate the file you wish to open.
- **Saving a document:** The first time you save a new document, click on the Microsoft Office button once, then click on Save As. This will open a dialog box, where you will name your document and choose where to save the file. Then click save. Once the document has been saved once, you only need to click on the Microsoft Office button once, then click on Save. **MAKE SURE TO SAVE YOUR WORK OFTEN!**
- **Working on Multiple Documents:** If you would like to work on two or more documents at one time, use the minimize button in the upper right hand corner of your document. This will shrink one document down, allowing you to open Microsoft Word again to work on a new document.
- **Closing a Document:** There are two ways to close a document that you are working on. First, always SAVE before you close your document. Then, either click the X in the upper right hand corner of your document, or click on the Microsoft Office button once, and then click on Close.

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7. Editing Documents:

- **Typing and Inserting Text:** To type in a document, use the mouse to move the cursor where you want to place the text. Click once with the left button to place the cursor and then begin typing. The Home button on the keyboard will take you to the beginning of the line of text that you are currently on. The End button will take you to the end of the line of text that you are currently on.
- **Highlighting/Selecting Text:** To highlight or select text that you have typed, place the cursor in front of the first typed word that you would like to highlight. Click the left mouse button once, and continue to hold the button down as you drag over the all of the text you want highlighted. Once you have highlighted all of the desired text, release the left mouse button.
- **Copying/Pasting Text:** In order to copy text, you must first highlight the text, using the above instructions. Then, there are several ways to copy the text. Either click on the Copy button on the Home tab, or use the shortcut CTRL+C (push both the CTRL button and the C button at the same time). To paste that text in another place, use the mouse to place the cursor where you want to paste your text. Once the cursor is in the correct place, either use the Paste button on the Home tab, or use the shortcut CTRL+V (push both the CTRL button and the V button at the same time). You can copy and paste as little as a word, and as much as pages of text at once.

The Copy button looks like this:

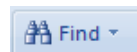


The Paste button looks like this:



- **Deleting Text:** There are several ways to delete text as well. You can begin by highlighting the text that you want to delete. Then, either press the Delete key on your keyboard, or hit the Backspace button on the keyboard. The other way to begin is by placing your cursor at the end of the text you would like to delete, and then hit the Backspace button on your keyboard until all the desired text is deleted.
- **Find/Replace Text:** The Find and Replace buttons are located under the Home tab, at the far right hand side of the screen. This is a more advanced function, which allows you to find all instances of a certain word in your text, and then replace that word with another in one click. To find a word, click the Find button and enter the word you are searching for and click the Find Next button. To replace one word with another, click the Replace button. Then enter the word you are searching for in the Find What box, and enter the word you want to replace it with in the Replace With box. If you want to replace just the first instance of the word, click Replace. If you want to replace all instances of the word, click Replace All.


The Find button looks like this:



The Replace button looks like this:

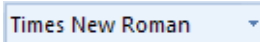



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- **Undo Changes:** This function allows you to undo the last action that you did on Word. If you delete a word or sentence or paragraph, and immediately realize you didn't want to delete it, you can click the Undo button on your Quick Access Toolbar. The Undo button looks like this: 


8. Formatting Text:


- **Changing Font and Size:** There are two ways to change the type and size of the font you are using. The first way is to make the changes before you begin typing. In that case, you would simply open a new document, and using the Home tab, click on the font type box. Use the drop down menu to select which type of font you would like, for instance: Times New Roman, Calibri, or Arial. To change the size, use the box on the right of the font type box. It will have a number in it, which represents the point-size of the font. 12-point font is standard. To make the font larger, select a larger number from the drop down menu. To make the font smaller, select a smaller number. If you have already typed something and want to change these options, you must first highlight the text and then follow the same directions.

The Font Type button looks like this: 

The Font Size button looks like this: 


- **Changing Font Style:** Font style refers to the text being **Bold**, *Italic*, or Underlined. Again, you can make these changes either before you begin typing, or by highlighting text that you have already typed. These buttons are under the Home tab, directly under the font type box.

The Bold button looks like this: 

The Italic button looks like this: 

The Underline button looks like this: 

- **Changing Font Color:** You can change the color of the text in your document under the Home tab as well. This can be useful for posters, flyers, or homemade cards. You will need a color printer in order to print out the colorful letters. As with the above changes, you can either make the color change before you begin typing, or by highlighting text that you have already typed.

The Font Color button looks like this: 

9. Any Questions?