

Introduction

Microsoft Word is a word-processing application that can be part of the Microsoft Office suite or a stand-alone program installed on your computer. Every file that is created or edited using Word is called a **document**. Knowing how to use Word is a skill that many employers require; the program can be used to create many types of documents, including resumes and cover letters.

This guide refers to the desktop version of Word in Windows.



Topics covered will include:

- How to open a Word document
- Word's layout (i.e., what does a Word document look like?)
- Selecting and editing text
- Basic formatting
- Cut/Copy & Paste
- Alignment & Layout
- Spelling and Grammar Review
- Page numbers, headers & footers, special characters
- Bullet points and numbered lists

Section 1: Opening Word

There are two different ways to open Word on your computer:

1. Find the Word logo on your desktop, or wherever you have Word stored on your computer. The icon will look something like Figure 1. Double-click on the icon; or, alternately, right-click on the icon and choose "open" from the drop-down menu by clicking once.
2. Click on the "Start" icon on the bottom-left corner of your screen. Choose "All Programs" from the menu and locate your version of Word.



Fig. 1

Once opened, you should see a home screen that looks something like Figure 2:

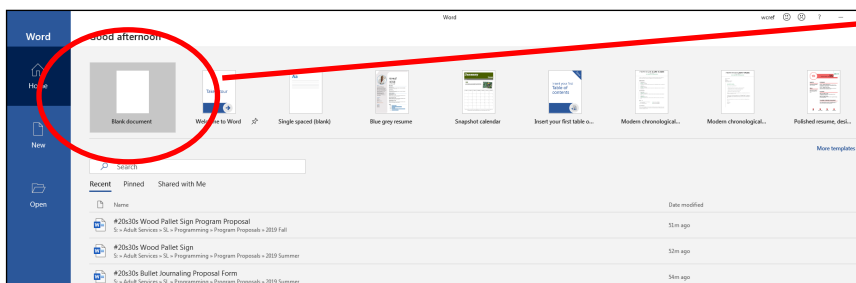


Fig. 2

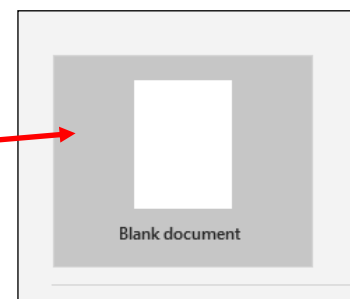
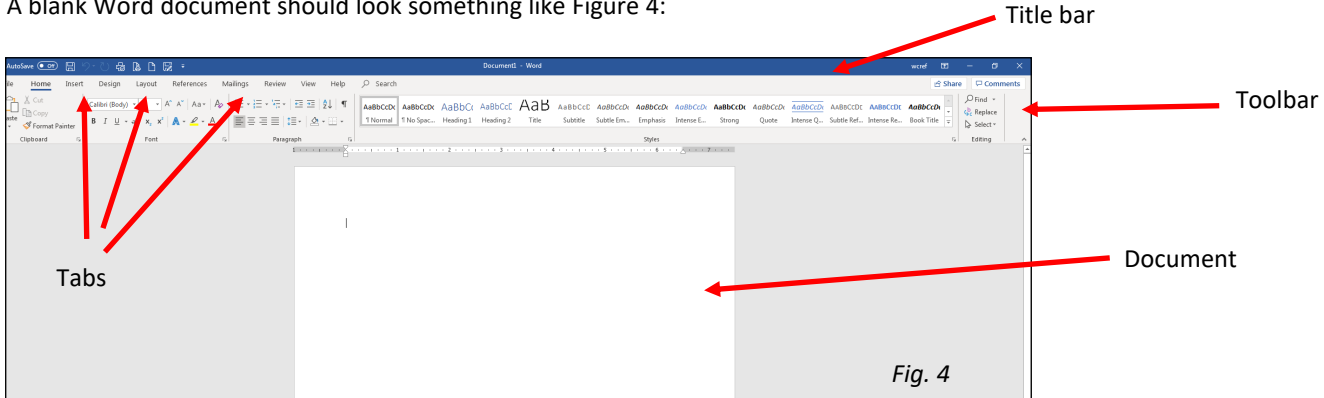


Fig. 3

Choose "Blank Document" (Figure 3) from the menu to open a new document in Word.

Section 2: The Parts of the Word Document

A blank Word document should look something like Figure 4:



The **title bar** at the top of the screen displays the name of the document. When you open a blank Word document, the default name is "Document1" (Figure 5).

To change this, click on the "File" tab at the top left and choose "Save As" from the drop-down menu. A navigation window should appear; it contains a highlighted section that displays the name of the document. Type a new name for the document here. Choose the location where you want to store the document from the menu of locations on the left side of the navigation window. Click "Save."



The title bar will change to reflect the name you have given the document.

Below the title bar are the **tabs** (Figure 6).

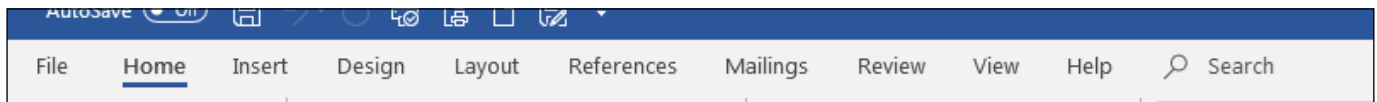


Fig. 6

Underneath tabs is the **toolbar** (also sometimes called the "ribbon"). See Figure 7.

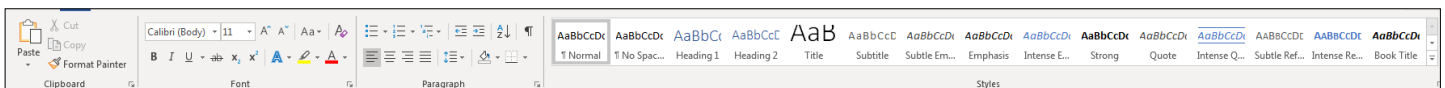


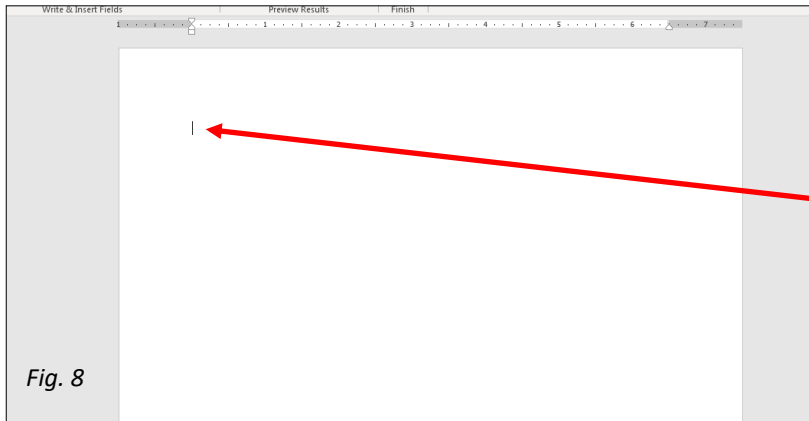
Fig. 7

The toolbar contains the various features (i.e., "tools") of Word that you use to edit your document. If you hover over a feature in the toolbar with your mouse, a small window will show on your screen displaying a description of what that feature does.

By using the tabs, you can choose which types of tools to use. Each tab is themed: "File," "Home," "Insert," "Design," "Layout," "References," "Mailings," "Review," "View," and "Help." Each tab displays different tools. "Home" is the default tab; the tools in the "Home" tab are the ones most commonly used.

Familiarize yourself with the tabs and the toolbar features. Note what happens when you hover over the tools in the toolbar, and how the toolbar changes when you change tabs.

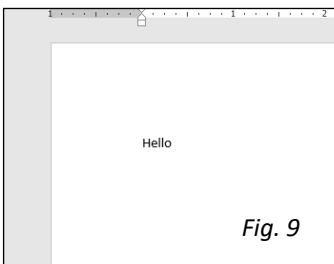
Underneath the toolbar is the **document** itself (Figure 8), which takes up most of the screen.



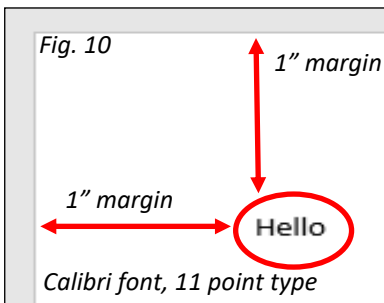
The document itself is designed to resemble a sheet of 8 1/2" by 11" blank paper.

Note the blinking vertical line—this is called the **cursor**. When you begin typing, text will emerge from the left side of the cursor as it moves toward the right.

Type the word "Hello." Note where the word appears on your page, where the cursor is, and how your text looks.

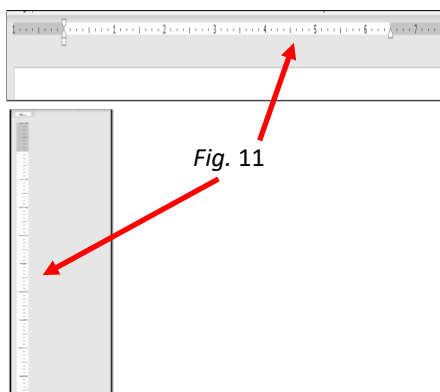


As you can see in Figure 9, the word "Hello" appears on your page near the top left of the screen. The cursor should still be blinking at the end of the word "Hello."



There should be about an inch of white space between the top of the word "hello" and the top edge of the page (see Figure 10); likewise, there should be about an inch of white space from the left edge of the page and the word "hello." These are the **margins**, which are created automatically in any new document.

Word has default settings for type size (11 points), font (Calibri), style (normal, no **bold**, *italics*, or **add colors**), and page design (1-inch margins, 8 1/2" by 11" sheet of paper) that make the document look standard and professional. All of these default settings can be changed according to the user's preferences.



We know that our margins are 1 inch long because at the top and left edges of the page there are rulers that show length (Figure 11). The margins are automatically set at 1 inch from each corner of the page.

Section 3: Editing a Document

Please open the document named “High Tide” (Figure 12) that is saved on the desktop of your computer.

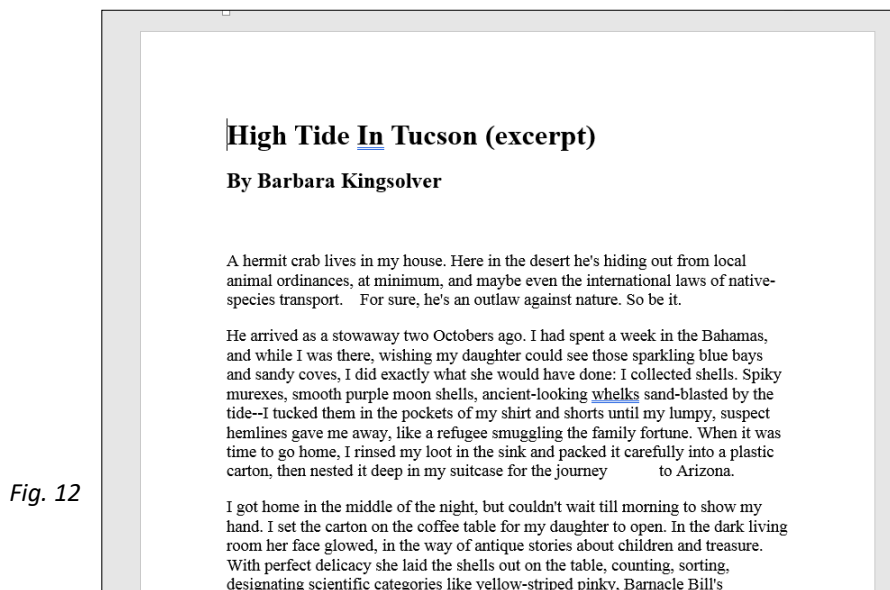


Fig. 12

We will use this document to explore Word's editing capabilities.

3a. Highlighting/Selecting Text

With your mouse, click at the beginning of the first sentence in the first paragraph (“A hermit crab lives in my house”), hold down the left mouse button and drag the mouse to the right until the entire sentence is highlighted in grey, as shown in Figure 13. Now that sentence is **selected**.

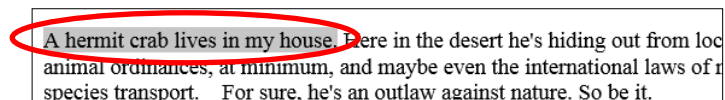


Fig. 13

Click anywhere else on the page to de-select the sentence (remove the highlighting), as shown in Figure 14.

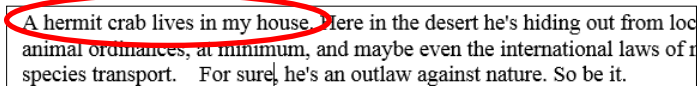


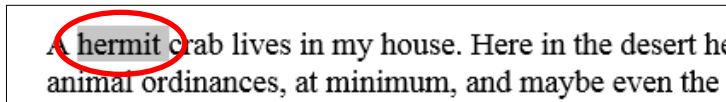
Fig. 14

To select, click and drag the mouse over the desired text until it is highlighted.

To de-select, click anywhere else on the page.

To select just one word, double-click the mouse (i.e. click the left button on the mouse twice, very fast) on the word “hermit” in the first sentence. Now that word should be highlighted, as shown in Figure 15.

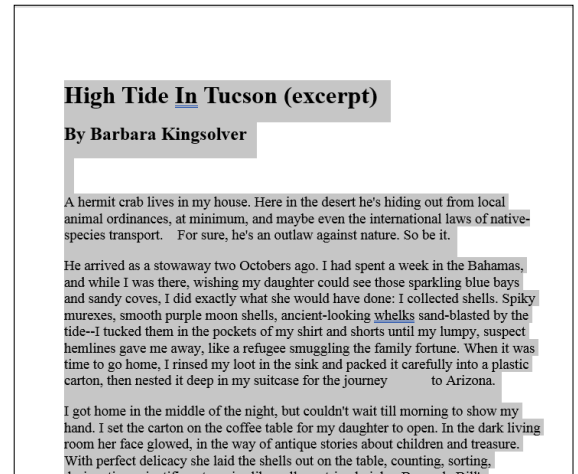
Fig. 15



To select the entire document, as shown in Figure 16, use the keyboard shortcut Ctrl+A: press the “Ctrl” key and the “A” key at the same time.

Click anywhere else to deselect the text.

Fig. 16



3b. Modifying and Formatting Text

From the “Home” tab of the toolbar, look for the “Font” section of the tab. There should be a “B,” an “I,” and a “U” in that section. Select the first sentence of the first paragraph again and click on the “B” symbol (Figure 17).

Figure 18 displays the sentence in **bold**. Click on the “B” symbol again to un-bold the sentence.

Bold

Fig. 17

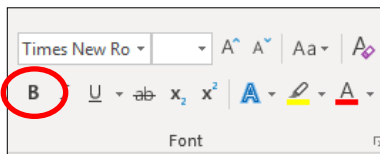


Fig. 18

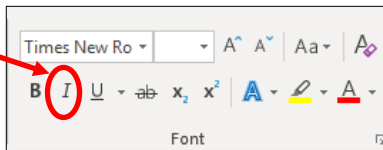
**A hermit crab lives in my house. Here in the d
animal ordinances. at minimum. and mavbe eve**

Now *italicize* that same sentence. Select it and click on the “I” symbol (Figure 19).

Figure 20 displays the sentence in *italics*. Click on the “I” symbol again to remove the italics.

Italics

Fig. 19



A hermit crab lives in my house. Here in the dese

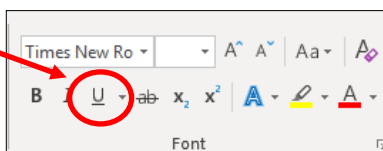
Fig. 20

Now underline the sentence. Select it and click the “U” symbol (Figure 21).

Figure 22 displays the sentence underlined. Click on the “U” symbol again to remove the underlining.

Underline

Fig. 21

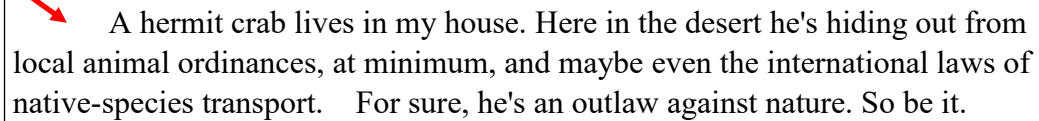


A hermit crab lives in my house. Here in the desert he's hid

Fig. 22

Place the cursor at the beginning of the first paragraph. Press the “tab” key to indent the paragraph, as shown in Figure 23.

Fig. 23



A hermit crab lives in my house. Here in the desert he's hiding out from local animal ordinances, at minimum, and maybe even the international laws of native-species transport. For sure, he's an outlaw against nature. So be it.

Place the cursor at the beginning of each paragraph and press the “tab” key to indent them.

To remove an indent, place the cursor at the beginning of the indented sentence, hold down the “Shift” key and press “tab” again. (You can also remove an indent with the “backspace” key.)

The “Show/Hide” icon in the “Paragraph” section of the Home tab looks like a paragraph symbol (Figure 24).

Clicking on this icon displays hidden formatting symbols.

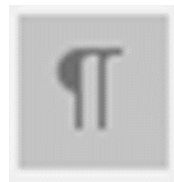
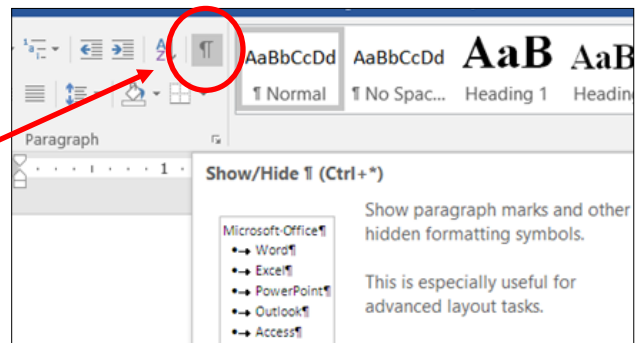


Fig. 24

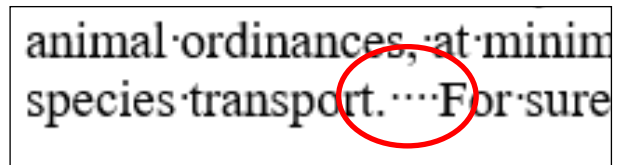


Spaces are represented by dots between words.

In Figure 25, there are extra spaces between “transport.” and “For.”

Place the cursor just before the “F” in the word “For.” Press the “Backspace” key until there is only one space between the two sentences.

Fig. 25

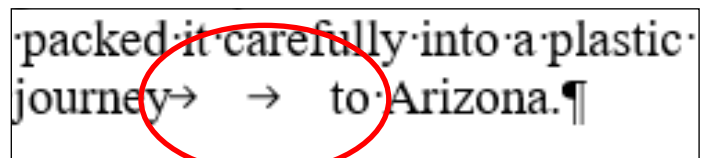


animal ordinances, at minimum
species transport. . . . For sure

Tabs are represented by arrows.

In Figure 26, there are unintentional tabs between the words “journey” and “to.”

Place the cursor just before the “t” in “to,” and press the “Backspace” key twice. The word “to” should move to the left several spaces so that there’s a single space between “journey” and “to.”



packed it carefully into a plastic
journey → → to Arizona. ¶

Fig. 26

3c. Cut/Copy & Paste

To move or repeat a word or section of text, we can use the “cut,” “copy,” and “paste” tools.

For example, to move the sentence “So be it” from the end of the first paragraph to the end of the second paragraph, we would use “cut” and “paste”:

1. Select the sentence.
2. Use the keyboard shortcut Ctrl+X (press the Ctrl key and the letter “X” at the same time) to remove (cut) the sentence (Figure 27).
3. Place the cursor at the end of the second paragraph and use the keyboard shortcut Ctrl+V (press the Ctrl key and the letter “V” at the same time [Figure 28]) to paste the “cut” sentence in its new location, as shown in Figure 29.

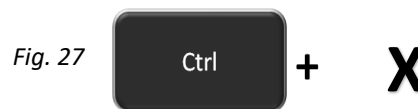


Fig. 29

memories gave me away, like a refugee smuggling the family fortune. When it was time to go home, I rinsed my loot in the sink and packed it carefully into a plastic carton, then nested it deep in my suitcase for the journey to Arizona. So be it.

Likewise, to repeat the phrase “So be it” in other parts of the document, we would use “copy” and “paste”:

1. Select the sentence.
2. Use the keyboard shortcut Ctrl+C (press the Ctrl key and the letter “C” at the same time [Figure 30]) to copy the sentence. Note that nothing is obviously different about the document yet.
3. Place the cursor at the *beginning* of the second paragraph and use the Ctrl+V shortcut (Figure 28, above) to paste the sentence in an additional location, as shown in Figure 31.

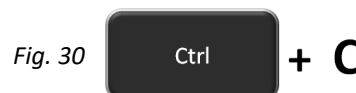


Fig. 31

So be it. He arrived as a stowaway two Octobers ago. I had been to the Bahamas, and while I was there, wishing my daughter could see the blue bays and sandy coves, I did exactly what she would have done.

3d. Modifying Fonts (Type, Size, and Color)

Select the entire third paragraph (Figure 32).

Fig. 32

I got home in the middle of the night, but couldn't wait till morning to show my hand. I set the carton on the coffee table for my daughter to open. In the dark living room her face glowed, in the way of antique stories about children and treasure. With perfect delicacy she laid the shells out on the table, counting, sorting, designating scientific categories like yellow-striped pinky, Barnacle Bill's pocketbook . . . Yeeek! She let loose a sudden yelp, dropped her booty, and ran to the far end of the room. The largest, knottiest whelk had begun to move around. First it extended one long red talon of a leg, tap-tap-tapping like a blind man's cane. Then came half a dozen more red legs, plus a pair of eyes on stalks, and a purple claw that snapped open and shut in a way that could not mean We Come in Friendship.

From the "Home" tab of the toolbar, look at the "Font" section. Figure 33 indicates that the current font is "Times New Roman" and the current font size is 14.

Click on the downward-pointing arrow next to "Times New Roman" to open a drop-down menu of fonts.

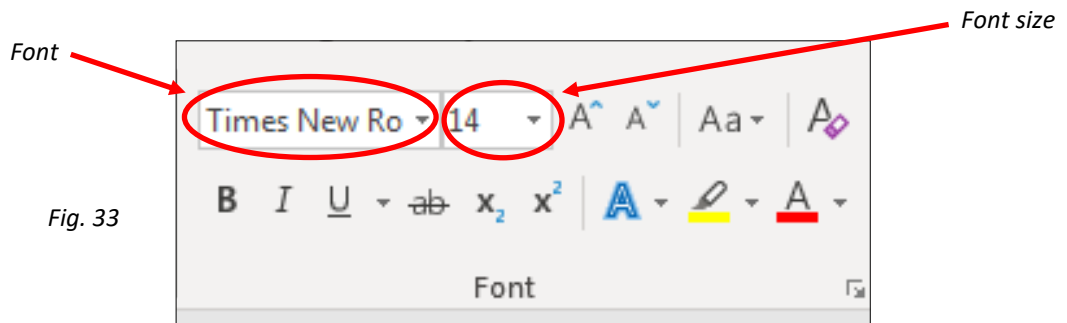


Fig. 33

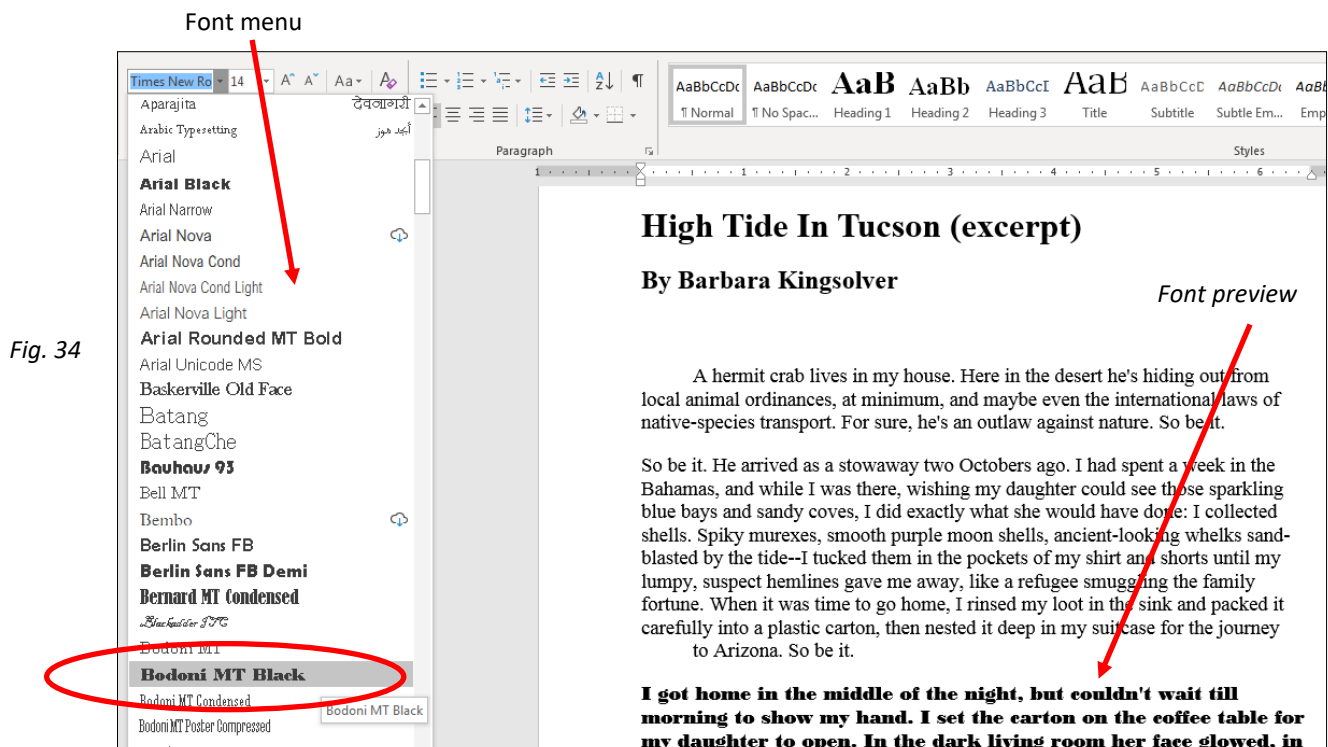


Fig. 34

As you scroll down the menu of fonts, the font in the selected paragraph changes as Word previews the different fonts. Hovering over any of the font names will display the selected paragraph in that particular font, but the text will not change until you click on a font. Click on "Bodoni MT Black," as shown in Figure 34.

The paragraph changes from Times New Roman font to Bodoni MT Black font, which is now displayed in the "Font" section of the toolbar (Figure 35).

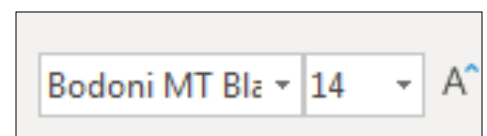
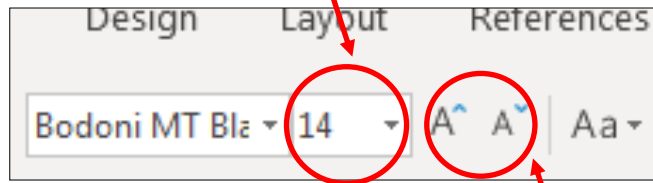


Fig. 35

Figure 36 displays two tools (circled) for changing font size.

You can click the arrow next to the number 14 to display a list of sizes from which to choose, or just type a new number in the space where the 14 is.

Fig. 36

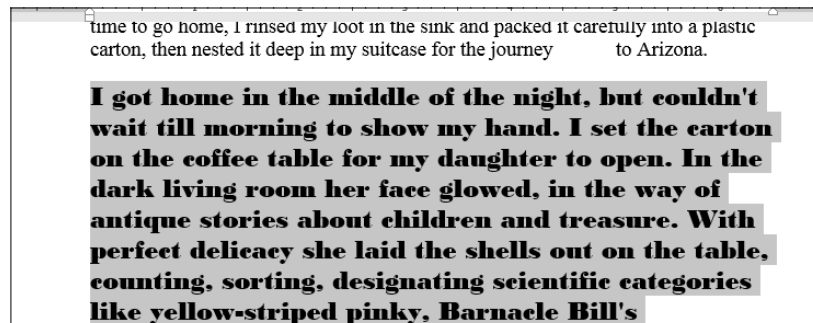


The other tool involves using the “A” icons with up or down arrows next to them. Clicking the up arrow icon increases font size; clicking the down arrow icon decreases font size.

Use either method to change the selected paragraph to size-18 font.

Now the paragraph should look like Figure 37:

Fig. 37



Use the tool displayed in Figure 38 to change the color of the font. Click on the downward-pointing arrow to the right of the “A” to see a menu of possible colors. Choose a shade of green.

Fig. 38

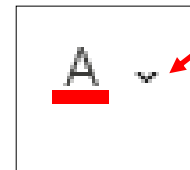


Fig. 39

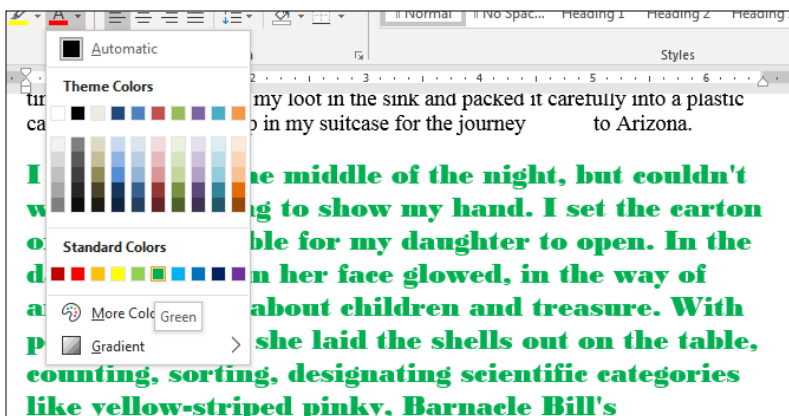
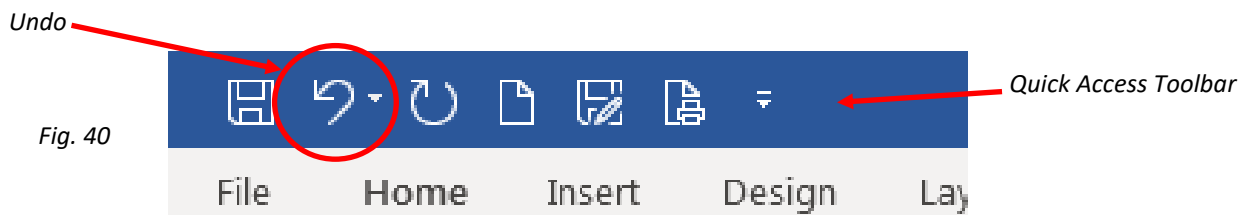


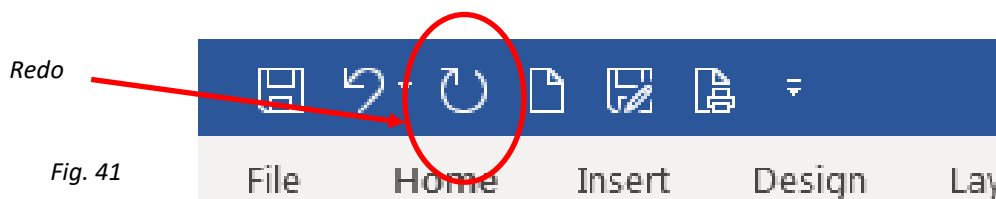
Figure 39 displays the drop-down menu and the changed color of the paragraph.

3e. Useful Shortcuts

Select the words “So be it” at the end of the first paragraph, then press the “Backspace” key to delete it. To put the sentence back, we don’t have to re-type it; instead, we can remove the deletion by clicking once on the “Undo” icon. The “Undo” icon looks like a curved arrow pointing left; it’s located in the “Quick Access Toolbar” in the top left corner of the document, as shown in Figure 40.



The “Redo” icon (Figure 41) is next to the “Undo” icon; it’s a curved arrow pointing right. Click on the “Redo” icon to erase whatever was “undone.” In this example, clicking the “redo” icon will delete the sentence again. Click “Undo” to put the sentence back.



Another important icon in the Quick Access Toolbar is the “Save” icon, which looks like a small 3X5 floppy disc (Figure 42). Clicking the “Save” icon will save any changes made to the document. Because “High Tide” is already saved on the computer, it’s not necessary to rename it or change its location—clicking the “Save” icon is sufficient.



3f. Alignment and Layout

Figure 43 displays the text alignment tool in the “Paragraph” section of the toolbar in the “Home” tab.

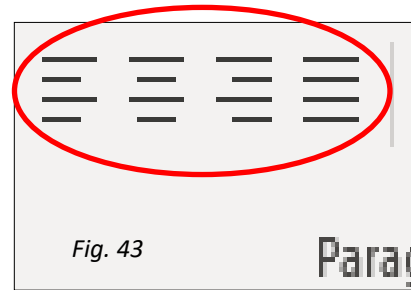


Fig. 43

Word normally defaults to anchoring text to the left side of the page (called “left aligned”), as displayed in Figure 44, because most Western writing is written left to right across the page. If you want to align text differently, the text alignment tool helps position text so that you can start typing from the left edge, the right edge, or exactly in the middle of the document.

Left-aligned text (default)

Fig. 44

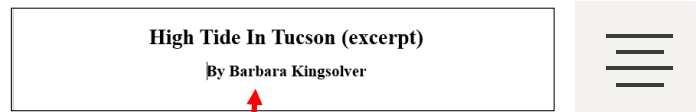
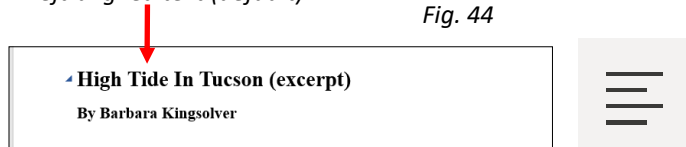


Fig. 45

Centered text

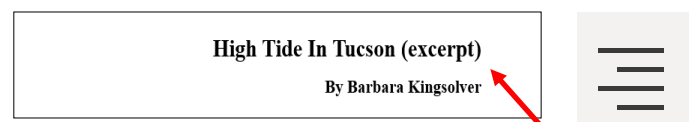


Fig. 46

Right-aligned text

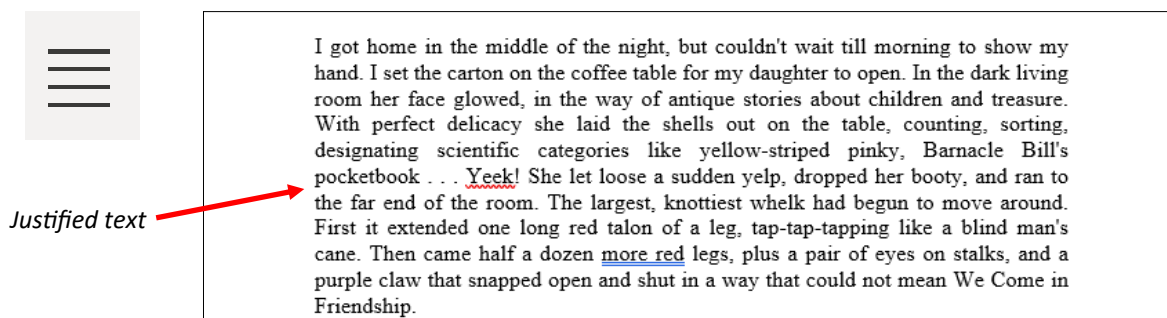


Fig. 47

Click on the “Layout” tab of the toolbar and look at the section called “Page Setup,” (Figure 48).

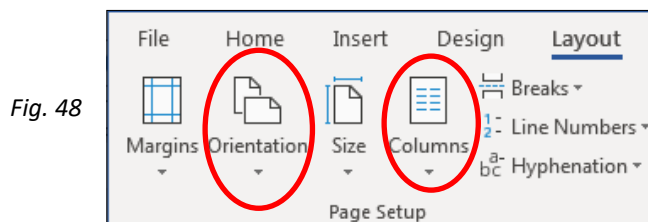


Fig. 48

“High Tide” is set up in Word’s default mode: standard 8 1/2” X 11” sheet of paper in “Portrait” orientation, i.e. the top and bottom edges are shorter in length than the left and right edges. Click on the arrow under “Orientation” and choose “Landscape,” as shown in Figure 49.

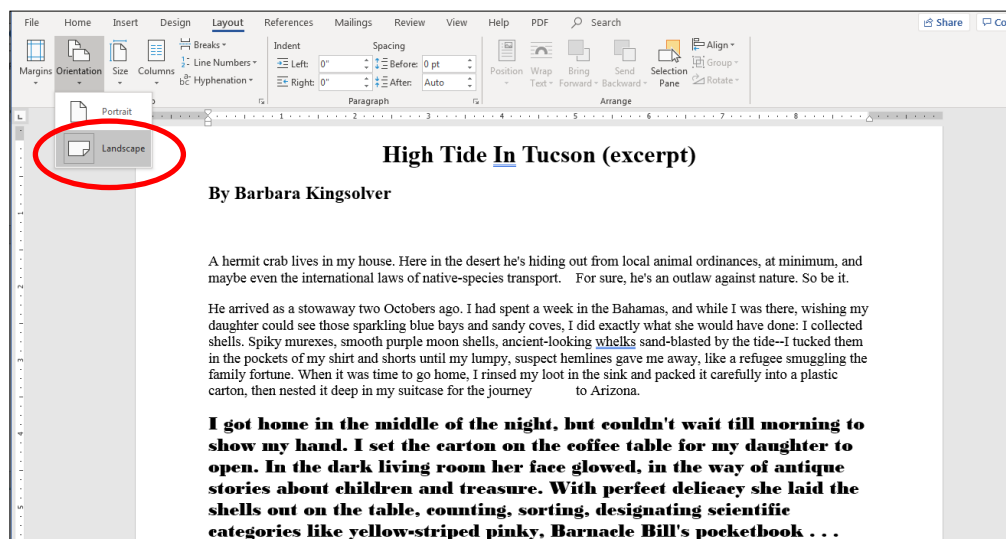


Fig. 49

Now the top and bottom edges are longer than the left and right edges. The page has rotated so that the text fills up a sheet of paper that appears horizontal rather than vertical. Click on the “Undo” icon to return the page to “portrait” orientation.

Click on the arrow under “Columns” and choose “Two” from the drop-down menu. Now the document should look like Figure 50:

Click on the “Undo” icon to return the document to its previous state.

Fig. 50



Section 4: Spelling and Grammar Review

Word will alert you to any perceived spelling mistakes by underlining an unrecognized word with a squiggly red line. Word may not recognize common proper nouns like surnames or street names and will treat them as misspellings.

Likewise, Word will alert you to possible grammar errors by underlining a questionable word or phrase with double blue lines.

Look at the paragraph displayed in Figure 51:

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with there summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next comercial. I would like to use the knowledge I gained at Fresh Foods to help you're company acheve it's marketing goals, including reaching a broader audience across country. |

Fig. 51

In this paragraph, Word has given two different words a red underline and marked another section of text with a double blue underline. (Note that Word has **not** marked three words [there, you're, and it's] that are spelled correctly but used incorrectly in this paragraph. As helpful as Word's Review feature is, the human brain has superior software.)

The red underlines indicate spelling errors. The double blue underline in this example indicates an extra space between the words "the" and "knowledge."

Whenever you see a red or blue underline, you have two choices:
you can go to the "Review" tab of the toolbar and choose "Editor" (Figure 52), which will review the whole document for errors, and then replace the errors.

"Editor," in the
"Review" tab

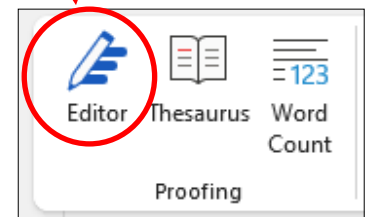
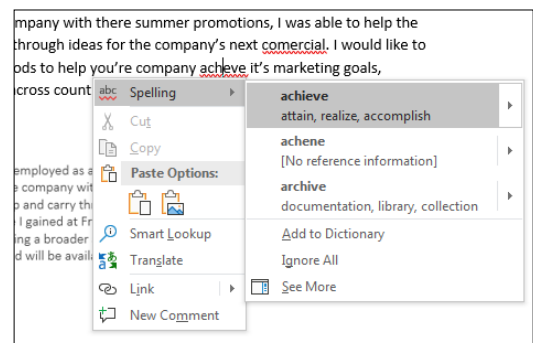


Fig. 52

The second option is to right-click on each error and correct as you go. Figure 53 shows the drop-down menu that will appear when you right-click on any underlined word or phrase. From this drop-down menu, you can either correct the "error" or let it be.

Fig. 53



Section 5: Inserting Headers, Footers, Page Numbers

Notice the text at the bottom of this page and the page number in the upper right corner. The bottom text is called a “Footer.” Footers are pieces of text placed on the bottom margin of every page in a document. Conversely, “Headers” are pieces of text placed in the top margin of every page in a document.

Go to the “Insert” tab of the toolbar and look at the “Header & Footer” section, as shown in Figure 54. Click on “Header” to open its drop-down menu.

Fig. 54

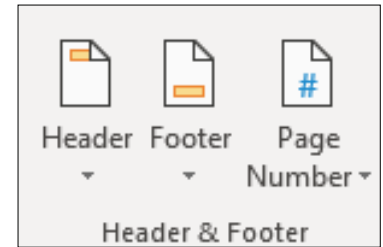
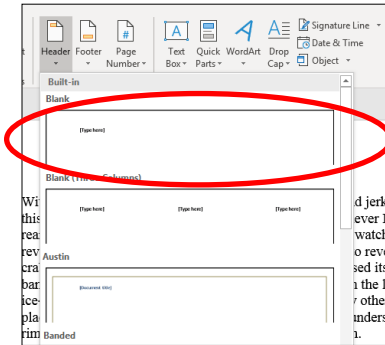


Fig. 55



This drop-down menu shows options for the location of the header. Choose the first option, as shown in Figure 55, to place a header at the top left of the document.

A header can be anything you want. In this example, type your name (Figure 56).

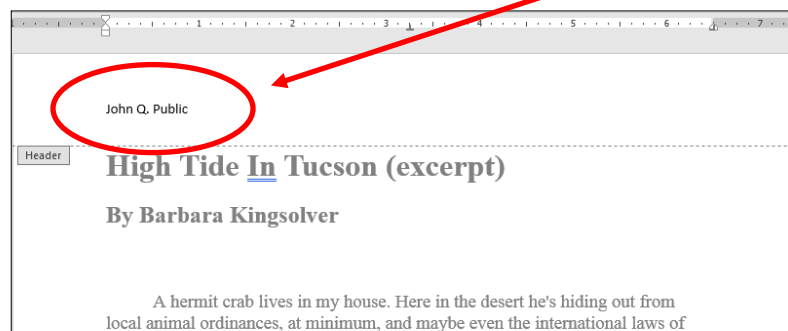


Fig. 56

There will be a new tab in the toolbar, “Header and Footer,” which will disappear when you click the X above “Close Header and Footer”. When you close the “Header and Footer” tab, the header will appear in a slightly fainter color than the rest of the text. Footers follow the same principle.

Numbering pages works the same way. Click on “Page Numbers” in the “Insert” tab to open a drop-down menu showing various options for style and location of page numbers.

Choose to place page numbers in the upper right corner of every page of the document, as shown in Figure 57.

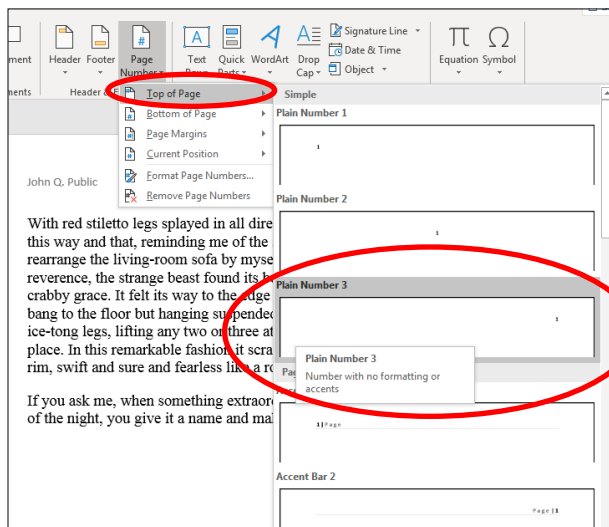


Fig. 57

To add page numbers to an existing footer (or header):

1. From the “Insert” tab, go to the Header & Footer section, click on “Footer”.
2. Click on “Edit Footer”.
3. Click inside the footer and place the cursor where you want to put the page numbers.
4. Click on “Insert > Page Number”.
5. Click on “Current Position”.
6. Choose page number style.
7. Click on the X above “Close Header and Footer”.

Section 6: Bullet Points and Numbered Lists

Scroll down to the end of the “High Tide” document and click after the words “make it the best home you can.” Choose the “Insert” tab and look at the section of the toolbar labelled “Pages” (Figure 58). Click on “Page Break” to open a new blank page.

(Keyboard shortcut to insert a new blank page: press the “Ctrl” key and the “Enter” key at the same time.)

Fig. 58

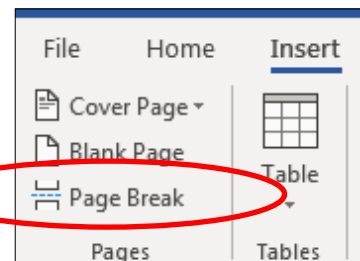


Fig. 59

Milk
Bread
Eggs
Detergent

The cursor should be blinking at the top of the new page.

Type the list in Figure 59 exactly as it appears.

Return to the “Home” tab and look at the “Paragraph” section of the toolbar, as shown in Figure 60.

The bullet point icon and the numbered list icon are circled in red.

Bullet points

Numbered list

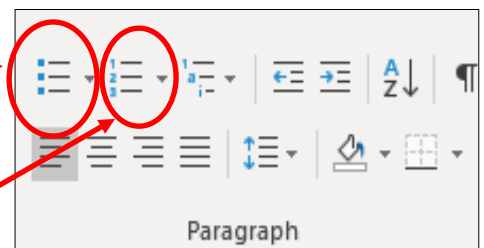


Fig. 60

Place your cursor before the “M” in “Milk” and click on the bullet point icon.

As you can see in Figure 61, only the word “Milk” is preceded by a bullet point.

Fig. 61

• Milk
Bread
Eggs
Detergent

To complete the bullet-point list, place the cursor at the beginning of the next item in the list and then click the bullet point icon again. Repeat for the remaining items in the list. The finished list will look like Figure 62.

Fig. 62

• Milk
• Bread
• Eggs
• Detergent

Word groups items in a bullet-point list in tightly spaced lines and indents them further away from the margin than regular text.

Insert another page break by pressing Ctrl+Enter. Click the bullet point icon to insert a bullet point. Type the first item on the list (“Milk”) and then press the “Enter” key to insert a bullet point one line below “Milk.” Repeat these steps with the rest of the words on the list.

Everything you type will be part of the list until you press the “Enter” key twice. Then the cursor should return to a place closer to the margin to continue typing regular text.

To make a numbered list, click the numbered list icon to insert the number “1.” Type the first item on the list (“Milk”), then press the Enter key to insert the number “2” one line below “Milk”. Repeat these steps with the rest of the words on the list.

Section 7: Inserting Special Characters

At the far right of the Insert tab, there's a section called "Symbols" (Figure 63).

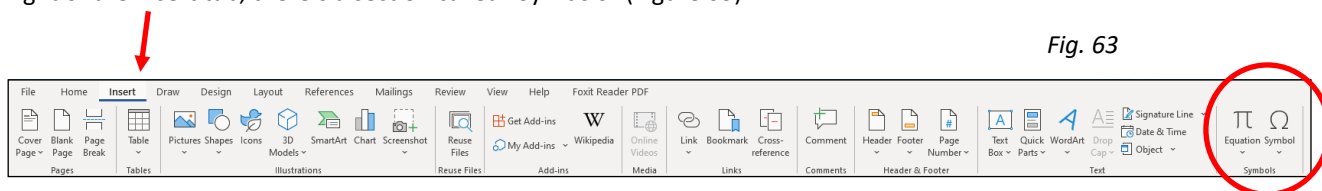


Fig. 63

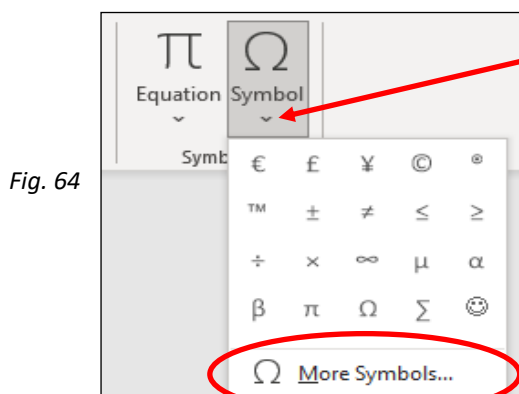


Fig. 64

Click on the downward-pointing arrow below the word "Symbol" to see the drop-down menu of symbols pictured in Figure 64.

Click on "More Symbols..." to see more options.

Clicking on "More Symbols..." will open a Symbol table like the one in Figure 65 below.

Place the cursor where you want to insert a symbol or character in your document, click on that symbol/character in the Symbol table to highlight it (in Figure 65, the "ñ" is highlighted), then click the Insert button.

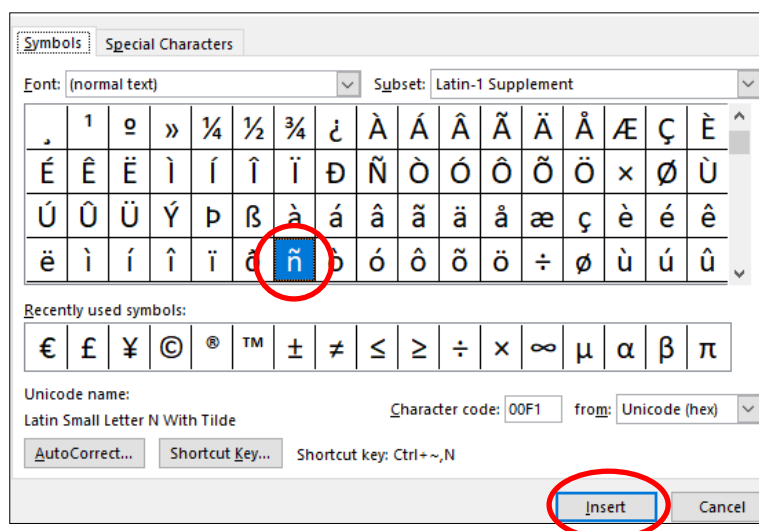


Fig. 65

Congratulations! You have just completed Microsoft Word: Basic Word Skills.

To learn more advanced Word skills, please try out our educational databases offered by the Library.

Step 1: Go to the West Chicago Public Library's website: wcpld.info.

Step 2: Move your mouse over the heading "Digital Library" and click on "Research Databases and Resources".

Step 3: Scroll down the alphabetical list of databases and explore what we have to offer!

Step 4: Sign in with your library card number and PIN.