Working with Microsoft Word - Tutorial 1

Welcome to Working-with-Microsoft-Word Tutorial 1

With this program you have a sophisticated word-processor which enables you to create scores of documents, from personal diaries to attractive presentations. Many businesses advertising jobs require applicants to have a good working knowledge of word-processing; and just as many hopefuls apply, despite knowing little more than how to open a blank document and type a few words into it. Microsoft Word is capable of much more; and learning How-to will open the door to a future that could be pretty limited without it.

Our **Working with Microsoft Word** is in no way comprehensive; but following the suggestions in its tutorials, and practising the various exercises, will not only enable you to eventually replicate the first pages of How-to with all its images and necessary formatting; but, at the end of it, you will be capable of so much more. Learn it all properly and you will honestly be able to say that you are pretty competent with Word.

Bear in mind, though, that flicking through and assuming you know isn't going to cut it. If you are serious and really wish to learn, try out <u>every</u> lesson and suggestion in <u>each</u> section; and don't move on to the next until you fully understand the principles so far, and can apply them efficiently and correctly. This isn't school or University – you progress at your own pace; and the obvious rewards won't come until you are truly ready. Are you ready now? Okay then, here you go....

Setting up – the Basics

Please note: this How-to is created in Microsoft Word version 2007 (see end for **Word 365** variations). Later versions should be able to read it. If using any of these, bear in mind that some menus may appear different, and formatting tools like might have changed – that's Microsoft upgrading the essentials for a better package.

The first thing you'll need is a blank Word document. In most Windows operating systems it can easily be found by clicking on the Windows icon, bottom left of the screen
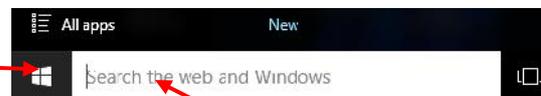
then typing "word" in the search box.
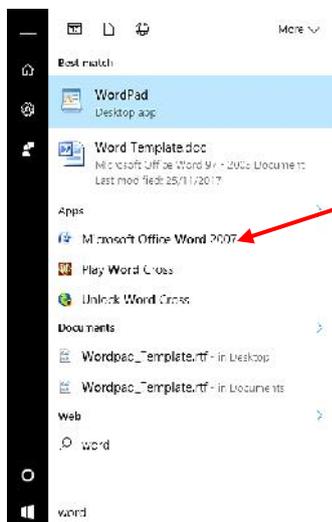
This will open a menu similar to the one here on the left. The top highlighted option is WordPad, but for now ignore this and single left-click on <u>Microsoft Office Word</u> further down the list.

A blank document like this one will open. I suggest before you do anything more, left-click on this button

then Save As

followed by Word Document

1
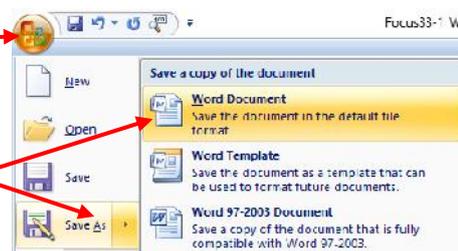
For the file name, type in: Word-Basic. Look to the panel on the left which lists the sections your computer is organised into and find the Desktop icon (probably just below "This PC"). Click on "Desktop" to select it, then click the "Save" button on the bottom right of the panel. This will save your new file to the Desktop and it will be placed somewhere on the left of screen. Left-click, hold and drag this to a convenient spot, then release the mouse button to drop. If it flies back where it came from: right-click in an empty space on the desktop, slide the mouse pointer up to "View", then over to the options panel and left-click Auto arrange icons to **UNCHECK**.
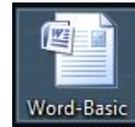
Whenever you need a new Word document in this basic format, double left-click the icon to open. Do this now, and Save As...Toolbar & Functions; then you won't lose the original.

Toolbar & Functions

The blank document will probably appear in the centre of the screen in a reduced-size window floating on the Desktop, part of which can be seen in the background. The header tells you which file you have opened – in this instance Toolbar & Functions – Microsoft Word. If you left-click on this header, hold then drag, you can move the file to a different place on the Desktop. Move the mouse-pointer over a side edge, or top and bottom edge, and a double Arrow will appear. Left-clicking and dragging in the direction of the Arrow heads will move that border. It can be handy to shrink files if you have more than one open at a time.

At the top right of your Word document you will see: — □ × Left-click on the centre square and this will maximise your page, taking up the whole screen. When your open document has more than one page, by using this function you will be able to view two pages side by side. Click again on what has now become a double square to restore down to reduced size. Unless you have done more work since your last Save, the "X" on the far right will close your file. If you have, however, changed something, Word reminds you of this and presents you with a Save option. So, to test this function, type the words: Setting up – the Basics. Now, left-click the X to bring up the options. Right now, you want the file left open, so left-click "Cancel"; and just leave the words with the cursor flashing at the end.

The dash (-) on the left Minimises the file to the bottom of the screen and stores it in an open-Word documents folder indicated
                    by the Word icon:

At times, you may have more than one Word document open.
This can be verified by waving the mouse pointer over the Word icon. All open files will appear above. To return any one to the screen so that you can work on it, simply move the mouse pointer into its image and left-click.

On the next page, we are going to take a look at what Microsoft Word has to offer. A small selection of tools and functions can be seen at the top of this document; and you are about to discover what some of them can do for you.

You will notice that there are a number of sections on the toolbar at the top, and the default (how it first comes onto your screen) is "Home".
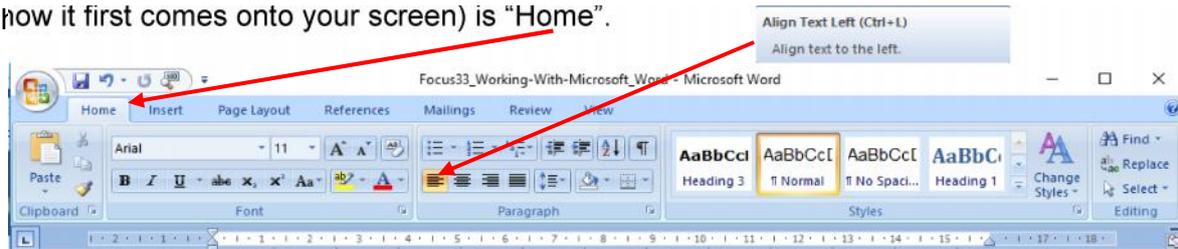
It is worth exploring the options the different tools give you, and you can find out what these are by moving your mouse pointer over each and reading the information tab that appears.

The example shown indicates that the default is set on left-align, which means that whatever you type starts at the left-hand margin and will word-wrap automatically at the right-hand margin and continue on the next line. The cursor should still be flashing after the last word that you typed (Basics). Tap the "**Enter**" key on your keyboard. The cursor will drop down to the beginning of the line you have just created and is the start of a new paragraph.

To see how the other alignment tools work, first type some text that word-wraps to a second line. Now, use the mouse to move the cursor anywhere within one of the lines and left-click to drop. Take the mouse pointer up to the toolbar at the top where "Align Text Left" tool is highlighted; then move it along each of the other three to the right and left-click in turn. Watch how each affects your text. Wherever the cursor is dropped within it, alignment changes will affect the entire paragraph.

For the Centralise example I have used a single line of text as below. You can try this format procedure on your two lines to see what it does to them.

By left-clicking the next option along, the words are moved to the centre of the page.

The third option is right-align and places the words tight against the right margin. I have added extra text to show what right-align does if there is more than one line.

The fourth option justifies like this example paragraph. That means extra spaces will be added between words to spread them evenly across the page. You may not see any significant difference unless there are sufficient words to wrap onto another line; and you'll notice that a line that ends a paragraph and finishes part way along the last line doesn't change much at all. Justified text can look quite neat for some presentations; but for normal work and letters, whether business or personal, I believe left-aligned makes for easier reading and editing. I would also suggest creating new work left-aligned first; then, if you want it justified, change it afterwards. Remember that whichever alignment you select, when you create a new paragraph as you have just done, text typed in it will be aligned the same until you select a different one.

The "Centralise" (2nd) option is very useful for headers and the like. If you look back to the very first words on page 1, you'll notice the header "Setting up – the Basics" is left aligned. It is also quite plain. You have typed these same words, so use your mouse to place the cursor within the text, then click on the Centralise tool at the top of screen (next to left-align), it will jump to the centre of the line like this:

Setting up – the Basics

That looks better, but a header should stand out from whatever follows. I want you to do this first with the mouse, then using the keyboard. Drop the flashing cursor at the end of your centralised header. Tap the **Enter** key three times for 3 new paragraphs; move the cursor back up to the middle line; then type:

<div align="center">Setting up – the Basics (M)</div>

Enter three more times for 3 extra paragraphs, move to the middle one and type:

<div align="center">Setting up – the Basics (K)</div>

I want you to follow the next procedure only on the first header: Setting up – the Basics (M), the bracketed letter standing for Mouse, which is what you are going to use.

Right, let's make the "(M)" header bolder. Drop the cursor at the beginning before the "S" with a left-click. Holding the left mouse button down, drag right over the words to the <u>end.</u> Now release the button and you will have: Setting up – the Basics (M) You have just <u>Selected</u> a block of text. It will remain highlighted until you click again; BUT don't do this yet.

You can make the selection look different in a jiffy. To keep it simple, we'll make the plain words Bold. This can be done with the mouse by left-clicking on the "Bold" icon on the toolbar at the top of the screen;
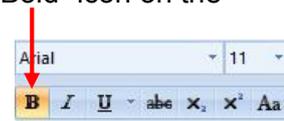
or, by holding down the keyboard "Ctrl" (control) key, then tapping the letter B (**Ctrl+B**). Both methods will change the header to this:

<div align="center">**Setting up – the Basics (M)**</div>
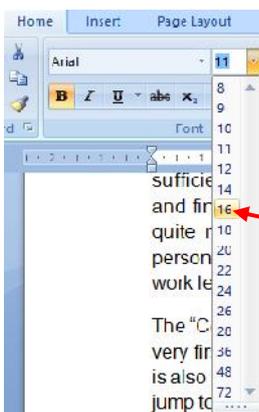
You may also wish to increase the size of the font (type-face) so that it stands out even more. <u>With the header still selected</u> (or re-select if no longer highlighted),

click on the small Arrow in the font size-box to drop down the options; then run your mouse pointer down the list. You'll see the size of the selected text change by degrees. When you decide on the best size, click on that number.

I've just chosen 16 point to make the header like this:

<div align="center"># **Setting up – the Basics (M)**</div>

Unlike simply dropping the cursor within text and clicking on the alignment buttons, <u>changing font sizes only affects words or text blocks that have already been selected</u> (Highlighted). So, select first; THEN change.

While on the subject of fonts, you may prefer a different look to your header. My default Font is "Arial" - yours might be another font. Whatever you have been given, you aren't stuck with it and can change it in the same way as the size. Continue with your selected text, the one you have just made bolder, and use the mouse as described on the next page.
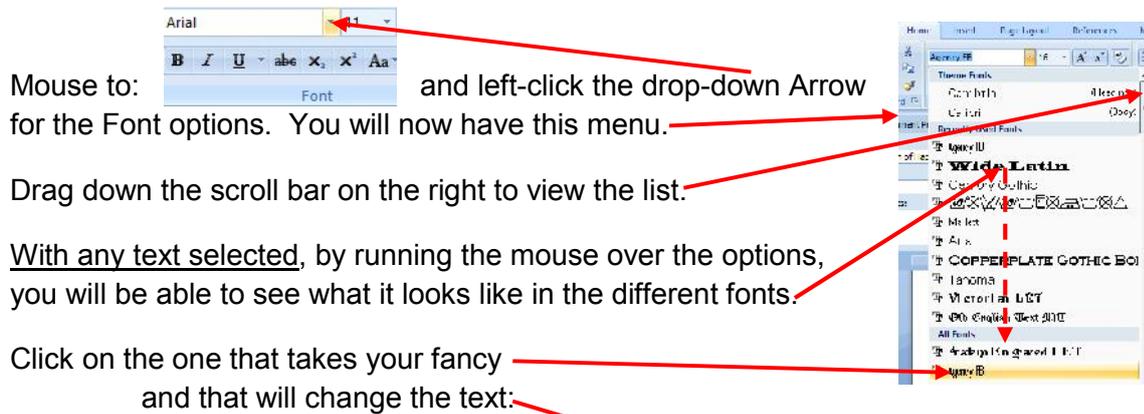
Mouse to: [Font toolbar image] and left-click the drop-down Arrow for the Font options. You will now have this menu.

Drag down the scroll bar on the right to view the list.

With any text selected, by running the mouse over the options, you will be able to see what it looks like in the different fonts.

Click on the one that takes your fancy and that will change the text:

Setting up – the Basics (M)

Using the keyboard to achieve the same result is very similar, and you can change font, style and size quickly with a few taps of the keys. Just remember that the rule of selecting your text FIRST also applies to the keyboard. For this exercise, move the cursor down to your second header and left-click to drop at the end after "(K)". **Shift+Home** to Select.

To bring up the Font menu, hold down the Ctrl and Shift keys together and tap F (**Ctrl+Shift+F**). What now appears may not be the same in different operating systems; but generally the 3 boxes at the top give you what you need. The one on the left lists Fonts, and if you Arrow-down these you will not only see what's available, but can view the changes to your underlined selected text in the preview box below. Stop at the same one you used for the "(M)" header, leave it highlighted and tap the "**Tab**" key to go to the next box. Arrow down to "Bold" and "**Tab**" again. Arrow-down to the same size as your other header and tap "**Enter**" (that's the same as "OK"). Your second header is the same as the first:

Setting up – the Basics (K)

Before moving on, you may need some more practice with the keyboard, so try these exercises:

Arrow keys move the cursor around and are found at the bottom of your keyboard. First, reposition the cursor with the mouse and drop it at the end of your "(M)" header. Now, use the (v) **Arrow-down** key and take the cursor to the line your second header is on.

Setting up – the Basics (K)

Hold down the Ctrl key and, in order, tap the keys: R, J, L then back to E. It's much quicker than the mouse, and you just have to remember these keyboard shortcuts: **Ctrl+E** (centralise), **Ctrl+R** (align right), **Ctrl+J** (justify), and **Ctrl+L** (align left). Next, tap the "**Home**" key. The cursor will jump to the beginning of the line. From here, tap the "**End**" key, and the cursor is back where it started. **Ctrl+E** to re-centralise your header.   There will be more useful keyboard shortcuts coming up later.

The cursor should still be flashing at the end of your "(K)" header.

Setting up – the Basics (K)

The header should be like the example below. Tap "**Enter**" on the keyboard, **Ctrl+L** to left-align, then <u>copy-type</u> the words after my header. You will notice that the font and size of your text have changed from Normal and are appearing the same as the header:

Setting up – the Basics (K)

What you must remember now is that if you carry on typing from this exact point, everything after will stay in the same font, style and size as the letter before it. To change back to something different, press Enter to start a new paragraph NOW...

type: Word. While the cursor is still flashing at the end, hold the Shift key and tap the "Home" key on your keyboard. This will highlight the new Word from the <u>start</u> of the line. Then it can be changed as described above. I will now put mine **back to Arial 11pt – you go back to whatever your default font and size were (Pages 4-5). Having done that, any new work may still be Bold and you need it to be Normal. With <u>the word still selected</u>, mouse and left-click the "Bold" button to de-activate it, or Ctrl+B on your keyboard,** which will change it back to what it was before. Tap **End** to send the cursor to the end of the line. Now, **Enter** (new paragraph). Anything typed in this paragraph will be back to Normal until you change it again.

To avoid future problems before they occur, press **Enter** at least 3 times while your Normal font, style, size and alignment are selected – the format you choose for the bulk of the text. This will give you spare lines in your preferred settings. Now, as long as you put the cursor on a middle line and type your wording, any special formatting, such as for headers in bold and in a larger or smaller size, will be restricted to this paragraph and will not affect the ones above or below.

Once re-formatting is finished, <u>don't "Enter" at the end</u> (this will just transfer the formatting to the next paragraph). Simply left-click or **Arrow-down** the cursor onto the next Normal line.

Exercise 1

Open a Word-Basic file and Save As... Word-Exercise 1. Copy-type ALL of the text in this text box, including the header, then follow these directions...

Use the alignment tools to change the 3 paragraphs <u>below</u> in order to be: Centralised, Right-aligned and Justified, so that each is different. Leave the 4 alignments as they are.

Drop the cursor at the end of the last paragraph, **Enter** for a new one and type this header: Centralising and Bolding Text. Drop the flashing cursor before the "C" of Centralising, then **Enter**. Make this new header Centralised, Bold and change the Font and size. Drop the cursor at the end of this line. **Enter** again.

You should now have 4 paragraphs aligned Left, Central, Right and Justified respectively, with a Bold, Centralised header beneath; and the cursor flashing directly below this.

Finally, type ALL of <u>this paragraph</u>. Change it to the same Font, style, size and alignment as the paragraph you <u>copy-typed from</u>. It should be back to Normal and justified; if not, go back and try again.

Review of the Basics

Page 1 When opening a blank Word template, **Save As...** immediately, typing in a new file name.

If you have opened the Word-Basic template and changed formatting that you may wish to use again, **Save As...** to the Desktop under an appropriate name – keep it short.

Page 2 Symbols top right of the window: (store at bottom) Minimise   –   □   ✕

Maximise close

Page 3 On the toolbar (top of screen) you can place the mouse pointer over the options to find out what each does. Some are actioned with a single left-click; others have a drop-down set of further options.

Text can be **aligned** by dropping the cursor on any line, then left-clicking on one of the toolbar options. Alternatively, use the keyboard shortcuts. To re-format font style and/or size: first select the text, then choose the changes. If the **Enter key** is used immediately after re-formatted text, the following paragraph will be in the same format, and continue this way until changed again.

Page 4 To re-format text, select FIRST using the mouse or keyboard methods.

Page 5 Prior to re-formatting a special section of text, get into the habit of creating (**Enter**ing) 3 new lines and type the new text on the centre line. When finished, **Arrow down** to the next line – Don't Enter unless you want the next paragraph in the same format.

Practise using keyboard shortcuts instead of the mouse:

Enter adds a new paragraph starting on the next line; and makes changes in conjunction with various other keys. It is also the "OK" for applying and activating changes in menus.

Text alignment: **Ctrl+L   Ctrl+E   Ctrl+R   Ctrl+J**   (**Page 3**)
Align: Left   Centre   Right   Justify
Bold: **Ctrl+B**   (**Page 4**)
Tap **Home** to skip to the start of a line; and **End** to jump to the end of a line.
Shift+Home selects everything from the cursor to the start of the line.
Shift+End selects everything from the cursor to the end of the line.
Change font and/or size with the keyboard: **Ctrl+Shift+F** (hold down first two and tap F).

Save your work frequently, but make sure there is nothing prior to any changes that you might want to keep. If you are confident that what you have is what you wish to keep, you can do it with the mouse by left-clicking, or click on this button, then Save.

NEW: Alternatively, **Ctrl+S** on the keyboard is a quicker way to save.

Handy Practice:
Try moving the cursor around your text using the Arrow keys on your keyboard instead of the mouse, especially prior to selecting.

Coming next: Basic Text Editing, including copying, cutting, pasting and moving.

ADDENDUM FOR 365 USERS

Page 1   Search with "word" will bring up Word first. When the menu opens, select the Blank document template. This may appear full screen. To restore down to a reduced size, click on the overlapped boxes, top right of the file header (also on P2). Click "File" on the toolbar at the top, Save As, Browse; then Desktop, which is first on the list under "This PC" on the far left.

Page 2   Click in the "File name:" panel and type: Word-Basic, then click Save or tap **Enter** on the keyboard. Check the new file is on the desktop, close the open Word document, then open another from the icon with a double left-click. Save this as: Word-Toolbar & Functions.

Page 3   When the file is in reduced size, you may not be able to see all of the tools. To view, simply use the double-arrows on the right and left borders of the document and drag out to widen the toolbar.