



Using Microsoft Word

About Word

Already used Word Before?

If you have already used Microsoft Word before, you may be tempted to skip the early sections of these exercises but have patience! It is easy to learn basic use of Word so many users are self taught. However, many of the quickest, and most efficient ways of doing things in Word are not the most obvious ways and might not be discovered by a self-taught user, so many people get in to the habit of doing things the long way. These exercises start with the basics but they also focus on the quickest and most efficient way of doing things so skipping sections may mean missing out on some very useful tips. Skim through quickly at least and you may be glad you didn't skip the first sections.



Of course, if you're new to Word, take comfort in knowing that you don't need to be a computer expert to make your way through these exercises. Relax and read on!

Note The images in these exercises show Microsoft Word being used in Windows 7 and Windows 10. Some things may be slightly different on other systems.

What is a Word Processor?

A word processor is a computer or a computer program that is used to create, edit and print documents. A word processor allows you to create a document, store it electronically (such as on a disk), view it on a computer screen, modify it and print it.

Unlike many computer applications, Word Processors did not develop out of computer technology. They were developed to meet the needs of writers rather than the needs of scientists or mathematicians. Typewriters began to be used widely in the 1870s. Almost a century later, after many refinements and improvements, the features of typewriters began to be applied to the emerging computer technology. The earliest word processors were computer software programs that worked with an electronic type writer. Some personal computers were designed especially as elaborate typing machines and it wasn't until the general-purpose computers of the 70s that word processors became part of a collection of programs that could be used on a computer.

The first Word Processing software program that was commercially successful was called **WordStar** (Shown to the right). It was released in 1979 and relied on a combination of keyboard commands to edit text in a document.

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F:\TXT2HTML.TXT          L000001  C01 Insert
NON-DOCUMENT EDIT MENU
CURSOR SCROLL ERASE OTHER MENUS
^E up ^U up ^G char ^J help ^K block & save
^W down ^Z down ^T word ^I tab ^P print controls
^S left ^R up screen ^Y line ^O turn insert off ^Q quick functions
^D right ^C down Del char ^O set tab width Esc shorthand
^A word left screen ^U unerase ^N split the line
^F word right ^B top bit ^L find/replace again
TXT2HTML 1.02 04/10/97
TXT2HTML is an MSDOS program that converts ASCII text files to HTML files.
Files to be converted are typically documentation files with paragraphs
separated by blank lines (like this file).
TXT2HTML's conversion is modeled on the characteristics of typical
documentation files. It is designed to convert paragraphs of text.
If your text file contains program source code or tabular data, you will
need to do some additional manual editing of the HTML file. Tabular
data's formatting can be maintained by either delimiting the data with
<PRE> </PRE>, or by using the HTML 3 table features.
TXT2HTML will convert the special characters ", &, <, and > into valid

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Over the years, newer Word Processing applications such as **WordPerfect** and **Ami Pro** (later called Word Pro) made word processing on a computer both simpler, and more versatile. In the late 80s

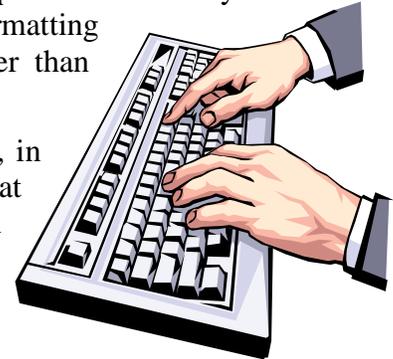
and early 90s, WordPerfect had almost become the standard word processing application. When Microsoft Windows became common however, it was a while before WordPerfect became available on the new operating system. By the time it did, Microsoft's Word for Windows was already on its second version and had become the word processor of choice for many Windows users. These days, Microsoft Word has seen many improvements and has become the most common word processor. The twelfth major version of Word for Windows is **Word 2016** (Officially version 16), which is the version shown in these exercises.

Note: Much of what you learn in Microsoft Word will also apply to other word processing applications. So if you find yourself using one of the many alternatives to Microsoft Office, such as Open Office or Google Docs, they shouldn't be too unfamiliar despite some differences here and there.

How does Word Work?

Word is what's known as a **WYSIWYG** application (What you see is what you get – pronounced wizzy-wig). This means that what you see on the computer screen should be the same as what you will see when you print. In early Word Processing applications, you never quite knew how your document would look until you actually printed it, as things like formatting changes were often represented by special symbols or markers rather than actually appearing on screen as they would in print.

You enter text in to your document by pressing keys on the keyboard, in much the same way as you would with a type writer. The advantage that Word has over a type writer is that you can easily make changes and corrections to your document to make sure it is just right before it goes on paper. You can also access a wide range of additional features using your computer's mouse and a range of key combinations.



Like most Word Processing computer programs, Word has a feature called **Word Wrap**. This means that as you are typing and reach the end of a line, any additional text you type will automatically move on to the next line. There is no need to press the **[Enter]** key every time you reach the end of a line unless you want to begin a new paragraph.

You have a great deal of control over how your documents look. When you are working on a document you can change things such as the size, style, spacing and colour of text. You can also arrange text using columns, tables and lists. You can even insert additional **objects** such as pictures or graphs that have been created in other programs. In fact, the exercises you are reading right now were created using *Microsoft Word 2003* and updated using more recent versions. By the time you get through all of these exercises, you'll be able to do the same.



Tip In these exercises, when you see the symbol to the left on the side of a page, it will mean that the text is describing something that is very different from older versions of Word, such as Word 2010 and earlier

Some Terms You Might Need To Know

If you have never used a Word Processor before then some of the terms might be new to you and other terms might be used in ways you're not familiar with. Some of these are listed below and will be explained in more detail later on.

Format / Formatting – Changing the way things look in your document, for example changing the style or colour of some text.

Margins – The blank area around the edge of a printed page. You can adjust how much of the page is taken up by margins.

Font – Different text styles are referred to as font faces or simply fonts. *Here are some examples of DIFFERENT fonts.*

Serif – A serif font has small decorative lines added to each letter such as the small lines at the top and bottom of a capital letter I. This text uses an example of a serif font.

Sans-Serif (without Serifs) – A Sans-serif font doesn't include the decorative lines. This is an example of a Sans-serif font.

Alignment – How things are lined up on the page. For example, centre aligned text will be lined up with the centre of the page.

Tabs – Even spaces that can be used to line things up on a page.

Header – Information that can be repeated at the top of each page, such as the title of the document. In this document you can see *Using Microsoft Word 2016* repeated at the top of each page in the header.

Footer – Information that can be repeated at the bottom of each page, such as the page numbers at the bottom of these pages.

Weight – in publishing this refers to how thick the lines in text are. Text with a heavy weight is commonly referred to as **Bold**.