



Using Microsoft Word

Getting Started With Word

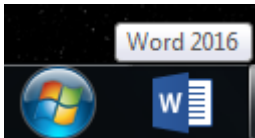
Exercise 1 – Starting the Program

There are several ways to start a program in Microsoft Windows and they may include the following:

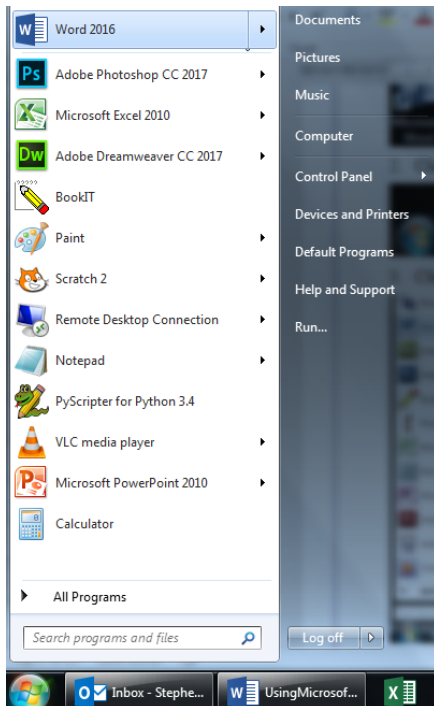
- Clicking an icon on the desktop.



- Clicking an icon in the **quickstart** bar, next to the start button.

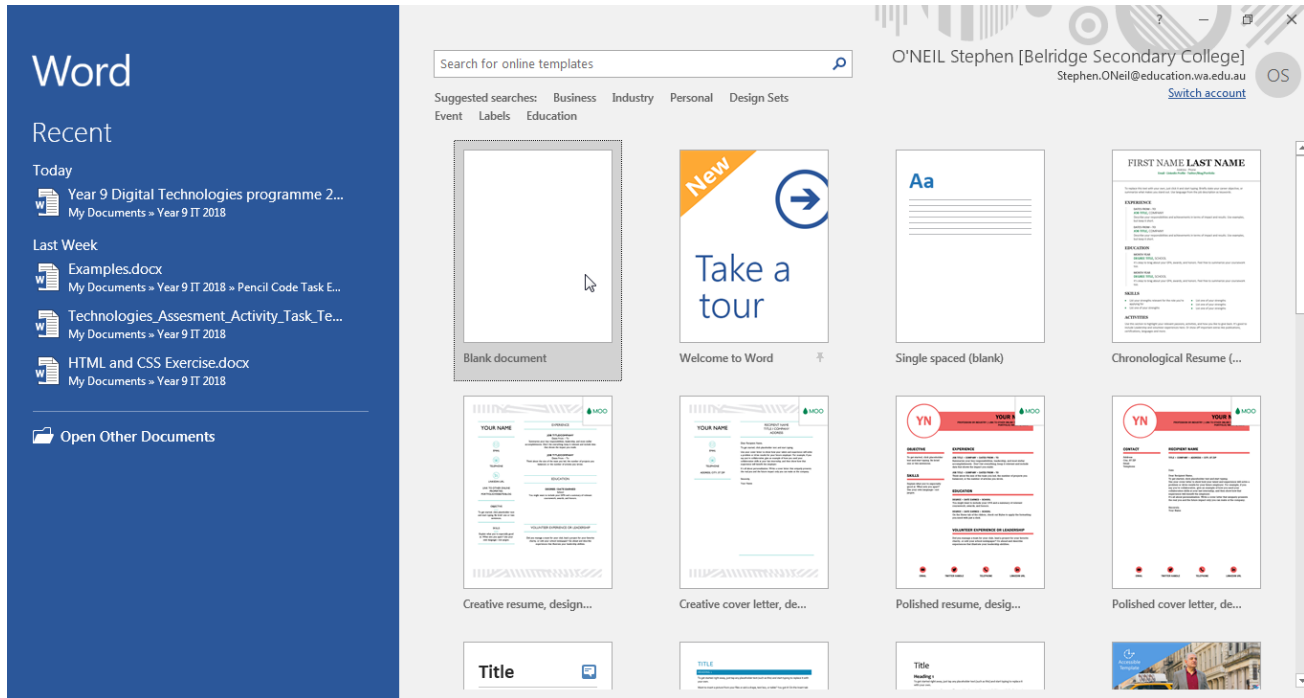


- Clicking the **Start** button and then using the **Start Menu** to launch the program.

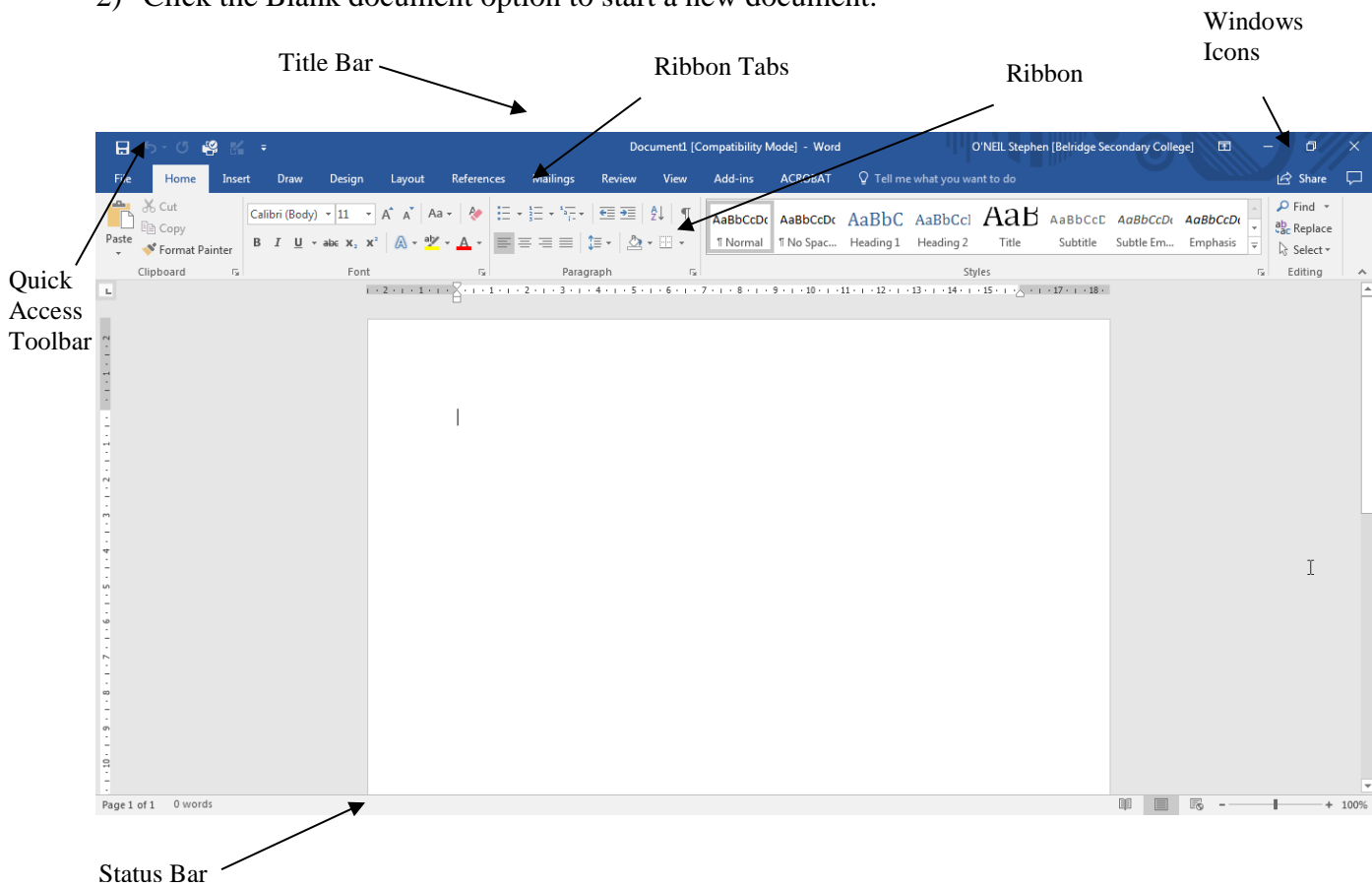


- 1) Use one of the methods just described to start Microsoft Word. When the program starts, it will look similar to the example on the following page with a blank document provided.

The Word Interface



2) Click the Blank document option to start a new document.



All of this may seem a little confusing at first but it will become clearer as you begin to use the program. A lot of what you see can also be customised to suit the way you like to work. Each of the items labelled in the picture above is briefly explained below.

Title Bar – This is common to all programs in Windows. It shows the name of the program currently being used and in the case of some programs like Word, also shows the name of the document currently being edited.

Quick Access Toolbar – A customisable bar that provides quick access to some of the most frequently used features.

Ribbon – The ribbon contains icons (buttons) that give quick access to commonly used features.

Ribbon tabs – The ribbon options are organised in to categories which can be accessed by clicking on these tabs. Some tabs may only be available, or may automatically appear, when you are performing particular tasks.

Windows Icons – These standard windows icons provide quick ways to close a window or change the position of a window. The first icon will minimise a window (Shrinking it to a button at the bottom of your screen). The second one switches between maximising the window (so it fills the screen) and restoring the window to its normal size. Programs like Word are usually best used in their maximised state. The third icon closes a window when clicked.

Status Bar – Displays information about the current document and also provides quick access to some functions.

Exercise 2 – Basic Text Editing

- 1) Type the following text, **including the mistakes**. Don't worry about pressing the **[Enter]** key at the end of a line. When you reach the end of a line, the remaining text will automatically continue on a new line.

Microsoft Word is a computer program that can be used to easily creat and edit documents. You can use it to create letters, reports and a whole range of other documents.

If you type it as shown then you will see a wavy red line under the word *create* and any other word you may have typed incorrectly. Microsoft Word has a built-in dictionary with a spelling check feature. The red line indicates that Word doesn't recognise the indicated word and it is possibly an error. We'll look at how to use the spell checker later but for now, we'll edit it manually.



At the end of the text you type, you will see a small vertical line (as shown below with a circle around it).

Microsoft Word is a computer program that can be used to easily creat and edit documents. You can use it to create letters, reports and a whole range of other documents. |

This vertical line is called the **insertion point** as it indicates where anything you type will be inserted. It is also often referred to as the cursor since many older programs, such as the one shown to the right, used a rectangular shaped symbol called a cursor to indicate where text would appear.



If you want to edit text in a different place you can move the insertion point in a number of different ways. The first method that most people learn is to use the mouse.

- 2) Move your mouse pointer over the page and it will change from the usual arrow shape  to a text insertion shape  when it is over text.
- 3) Click your mouse just after the incorrect word '*creat*' right before the space. Type a letter '*e*' to complete the word.

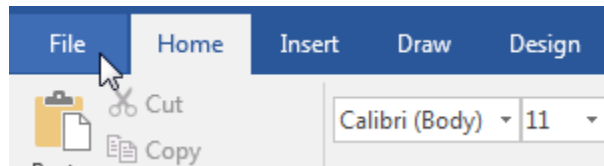
You can also use the arrow keys on your keyboard to move the insertion point around the text. If you are typing, then using your keyboard can be much quicker than constantly taking your hands off the keyboard to reach for the mouse. Avoid the common trap of relying too much on your mouse since keyboard methods are often far quicker.

- 4) Practice using your arrow keys on the keyboard $\uparrow \downarrow \leftarrow \rightarrow$ to move around the text.
- 5) Move to the end of the line and press the **[Enter]** key on your keyboard to start a new paragraph. Type your name on the new paragraph.

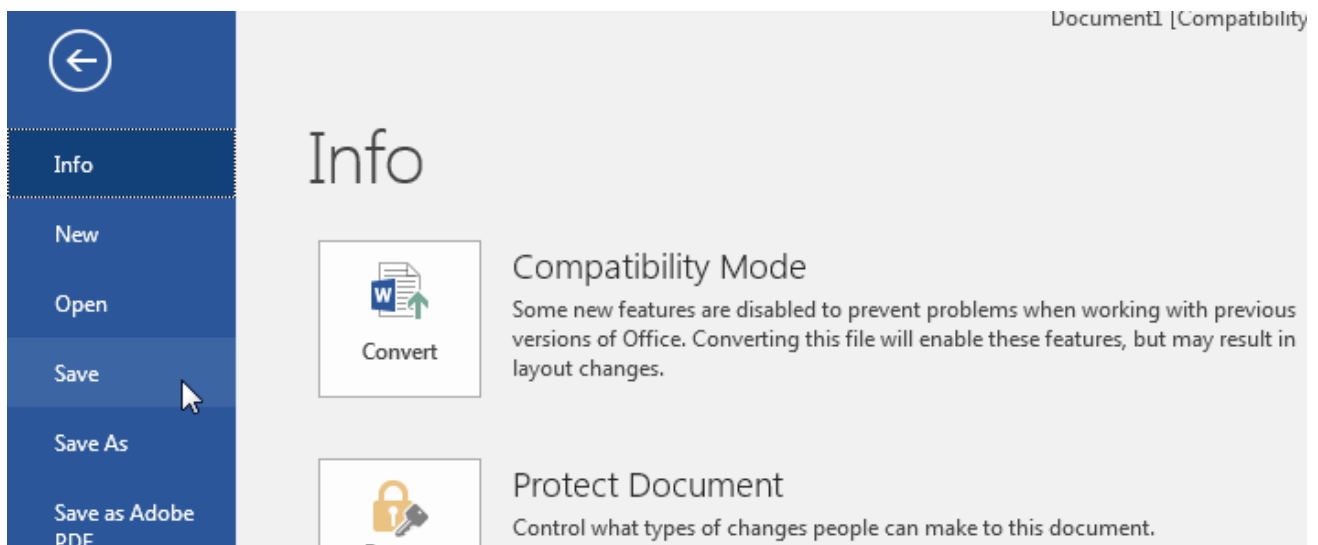
Exercise 3 – Saving a Document

When you are working in Microsoft Word, any text you type and any changes you make are stored in the computer's RAM (Random Access Memory). RAM is a temporary (volatile) form of computer storage and will only retain information as long as the computer is switched on. If you want to keep your work, you need to save it to a long term storage device such as a USB drive, a location on a computer network or your computer's hard drive. Many Word users also have a Microsoft account which lets them save online using **Microsoft OneDrive**, which allows you to access those files from any Internet enabled computer. It is a good idea to save regularly in case your computer loses the work from a power failure or computer problem.

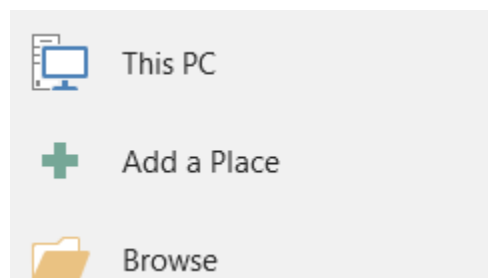
- 1) Move your mouse to the **File** tab at the top of your ribbon area and click on it.



- 2) When the file options appear, click on **Save**.

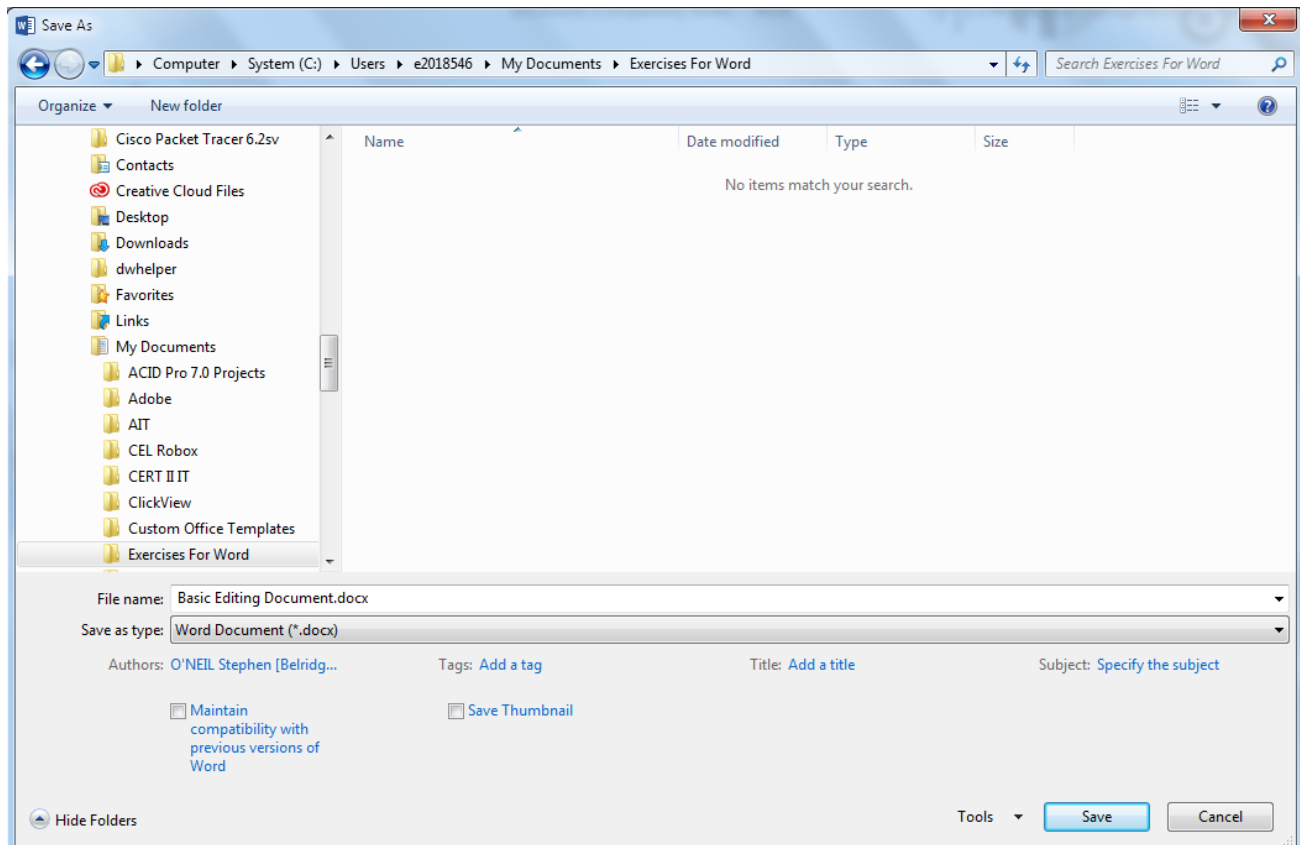


Since this is the first time you are saving the document, you will be asked where you want to save the file. Select the **This PC** option.



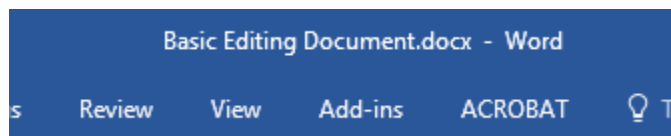


- 3) In the box that says **Enter file name here**, type *Basic Editing Document*.
- 4) A list of recently used folders will show under the file name. If you would like to save your document in one of those folders you can click to select it. If you prefer to save your work in a folder that isn't showing click **More Options** to show the file explorer.



- 5) Use the list on the left to choose where you want to save the file. The location you select may have folders created and these will be displayed on the right. You can double click a folder to open it.
- 6) Using folders is a good way to organise your files. You can click on the **New Folder** button along the top to create a new folder to keep your Word exercise files in if necessary.
- 7) In the **File name:** box at the bottom, make sure *Basic Editing Document* is entered and make sure **Save as type:** is set to **Word Document (*.docx)** as shown above. Word will add '.docx' on the end of the filename. The *.docx* part is the **file extension** and is used to identify the file within Windows as a Word document.
- 8) When you have specified the file location and file name, click the **Save** button to save the file.


When the file is saved, the name of the file will appear in the title bar.



Note If you are creating a document that needs to be edited on a computer with Word version 2003 or older, you may need to save it in a compatible format. In the save options, you can select the file type from a list at the bottom. Selecting **Word 97-2003 Document** as the format will ensure that it can be opened in older versions of Word, though some features of recent Word versions may be lost as it is saved. Most of the exercise files are saved in the older format to ensure they can be used by people using older versions.

Word Document (*.docx)
Word Macro-Enabled Document (*.docm)
Word 97-2003 Document (*.doc)
Word Template (*.dotx)
Word Macro-Enabled Template (*.dotm)
Word 97-2003 Template (*.dot)
PDF (*.pdf)

Once a file is saved, you can use the save command again and it will update the file with any new changes. You won't be asked for the file name again unless you use the **Save As** option, which is generally used for saving a copy of a document under a different name or in a different location. Below are some other ways to choose the save command. Try each method.

- 9) Hold down the **[Alt]** key on your keyboard. Letters will appear next to ribbon options enabling you to access them with your keyboard. Once the menu is active, you can press the underlined letter to activate that menu.
- 10) Press **[F]** on your keyboard to activate the **File** ribbon tab.
- 11) Press **[S]** to activate the **Save** option from within the **File** tab. The file will be saved again without asking for the filename. You can press the **[Esc]** key if you want to close the ribbon file tab without making a selection.
- 12) The Quick access toolbar in the top left of the screen usually has a save icon (this toolbar can be customised to add and remove icons so it may sometimes appear differently). Click on the icon which looks like a small floppy disk  to save any changes to your file.
- 13) You can also use keyboard shortcuts to access many of the commands in Word. Hold down the **[Ctrl]** key and while it is still held down, press the **[S]** key to save changes to the file. In the remainder of these exercises, shortcut keys such as this will be shown as **[Ctrl] [S]**. If you want the **Save As** command (to save the file with a different file name or in a different location), you can use the **[F12]** shortcut key.

Note When keyboard shortcuts are shown in exercises, they will usually also be included in a list of shortcuts at the end of each section. You don't have to remember every shortcut, but remembering a few for commands you use a lot can save you some time

Exercise 4 – Customising the Ribbon and Quick Access Toolbar

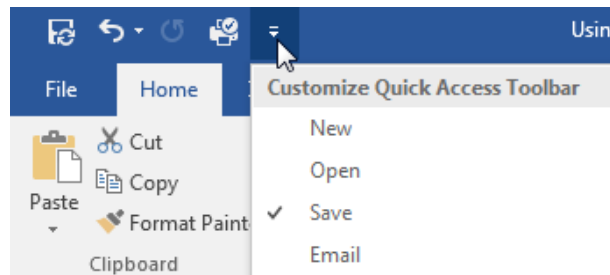


In older versions of Word, most common commands were displayed on toolbars at the top of the screen such as the example below. In Word version 2007 the toolbars were replaced with the Ribbon which has been continued and improved upon in subsequent versions. This can be a little daunting for users of older versions but many users find it easy to use and intuitive once they learn where familiar features have been relocated to.



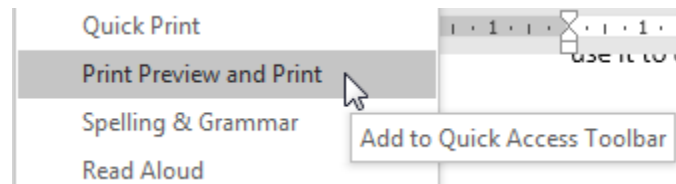
Just as the toolbars in older versions could be customised, the ribbon and **Quick Access Toolbar** in recent versions may also be customised.

14) Click on the small arrow to the right of the **Quick Access Toolbar**.



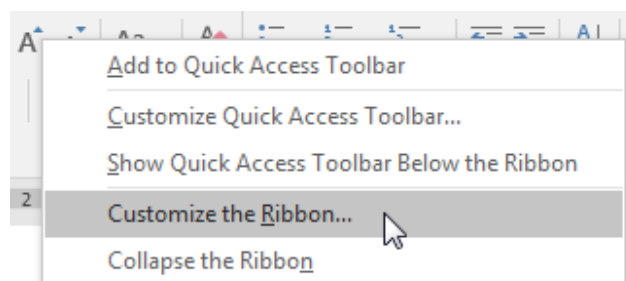
A list of common commands will appear. If a command has a tick next to it, it is already displayed on the Quick Access Toolbar. You can select a command to either add or remove it from the Toolbar.

Selecting the **More Commands** option gives you a far greater range of commands to choose from, though this may be a little confusing until you are more familiar with the various commands available in Word.



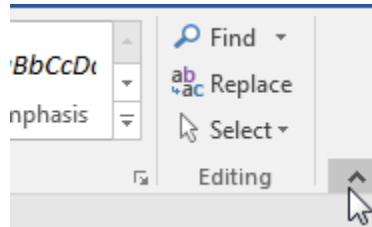
15) Select **Quick Preview and Print** from the list to add it to the **Quick Access Toolbar**. This is a handy option that we can use when we learn about printing documents.

To customise the options that appear on the ribbon, you can click your right mouse button anywhere on the ribbon. This allows you to access the **Customise the Ribbon** option. We won't customise the ribbon at the moment though as it is best left to more advanced users (which you will be later on of course).



If you find that the ribbon is taking up too much room on your screen you can temporarily collapse (hide) the ribbon.

16) Find the **Collapse the Ribbon** button in the top right of your screen. It looks like a small upward arrow and is above the scroll bar.



17) Click on the icon to hide your ribbon.

18) Click on the **Ribbon Display Options** button near the top right corner and then click the **Show Tabs and Commands** option.



You can also turn the ribbon on and off with the **[Ctrl] [F1]** keyboard shortcut.

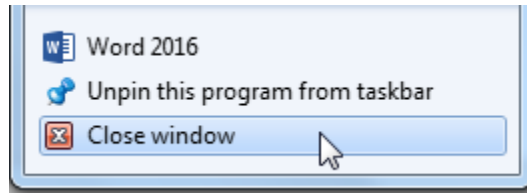
Exercise 5 – Closing a Document

Like most operations in Word, there is more than one way to close a file.

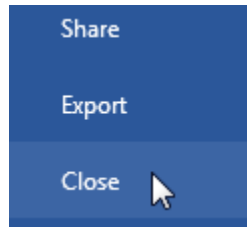
- Select the **Close** command from the **File** tab.
- Click the Close button in the top right corner (if this is the only document open then this will close Word also).



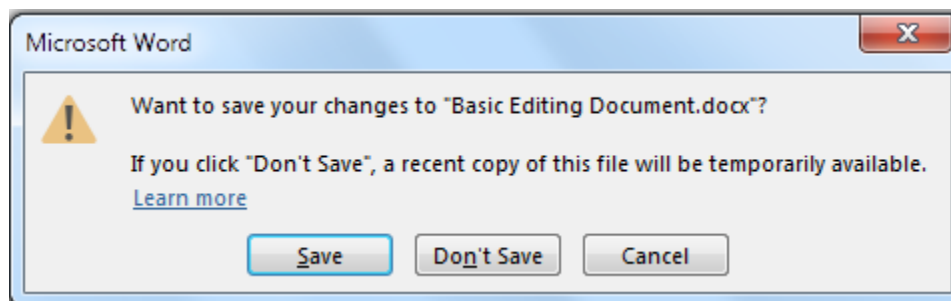
- Use the keyboard shortcut **[Ctrl] [F4]** or **[Ctrl] [W]**.
- In your Task bar along the bottom of the screen there will be a button for each Word document currently open (sometimes they are combined in to one button). You can right click the button for the document you want to close and then select the close option.



- 1) Close the current document by selecting the **Close** command from the **File** tab.



If you have made any changes since you last saved the document, you will be asked if you want to save those changes.



Exercise 6 – Exiting Word

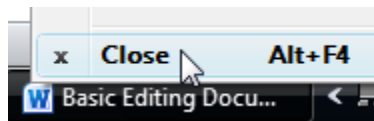
You can exit Word in more than one way.

Click the Close button in the top right corner - if this is the only document open then this will close Word.



You can use the **[Alt] [F4]** keyboard shortcut.

If you have any open documents that have been modified since they were last saved, you will be asked if you want to save those changes.



Keyboard Shortcut Reference

Ctrl S	Save the current document
F12	Save the current document with a different file name or location
Ctrl F1	Hide / unhide the Ribbon
Ctrl F4	Close the current document
Alt F4 or Ctrl W	Exit Word