Microsoft Word

Kim Anderson
LBUSD Technology Trainer
KimAnderson@lbusd.k12.ca.us

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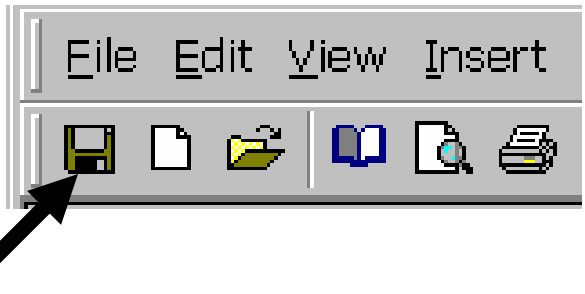
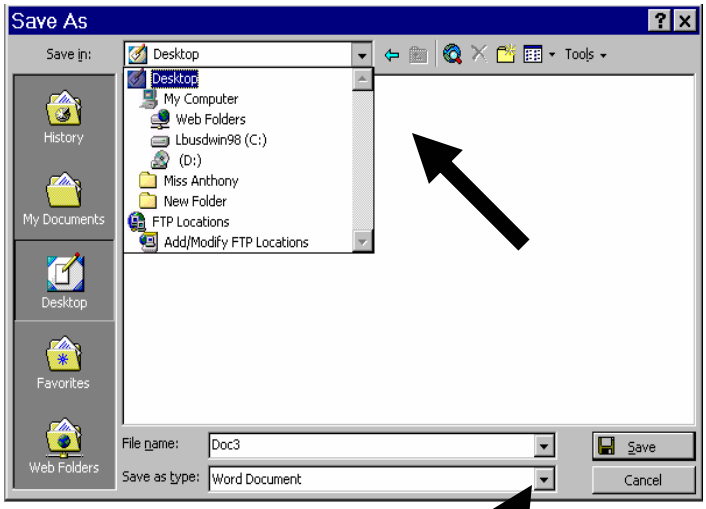
Revised 7/15/2006

Saving Documents



- The first time you save a document, *Word* automatically does a **Save As** when you click on the disk icon
- Every other time that you save a document, *Word* does a regular **Save** which overwrites your document each time
- **Save As** can be used to make a new document with a new name and/or new location, which does not overwrite your original document

Save As

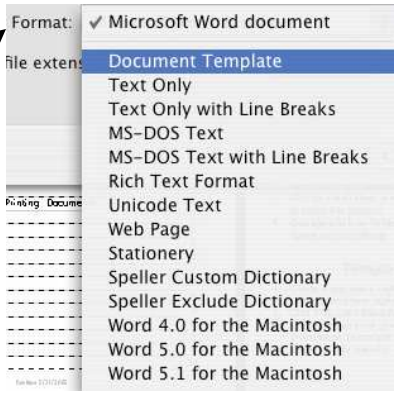


1. Open a document
2. Click **File**, then **Save As**
3. Click on small black arrow to select file location
4. **Double-click** on Folder Name and click **Save**

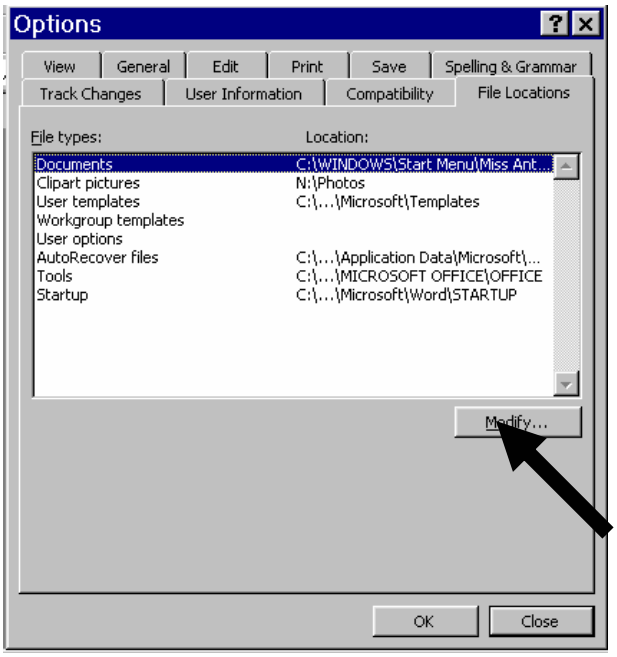
Template

1. Create a document that you would like to use repeatedly as a template
2. Click **File**, then **Save As**
3. Click on small black arrow next to **Save as type:** (**Format** on Mac) and select **Document Template** and click **Save**

Mac



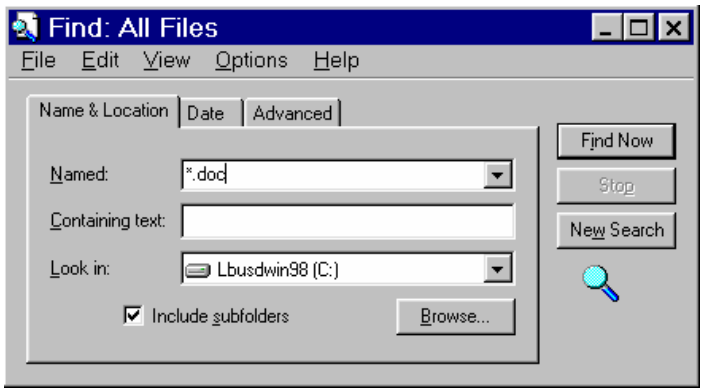
File Locations

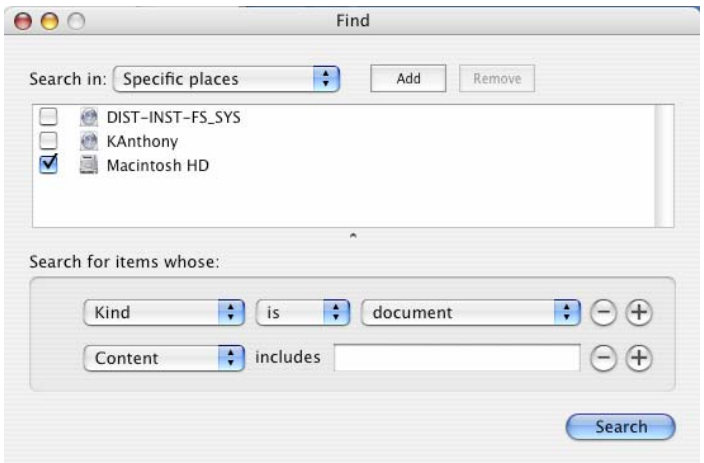


1. Click **Tools**, then **Options** (**Word**, then **Preferences** on a Mac), then **File Locations**
2. Click **Modify**
3. Click on small black arrow to locate folder of choice and click **OK**

   - All new files will automatically be stored in your folder of choice

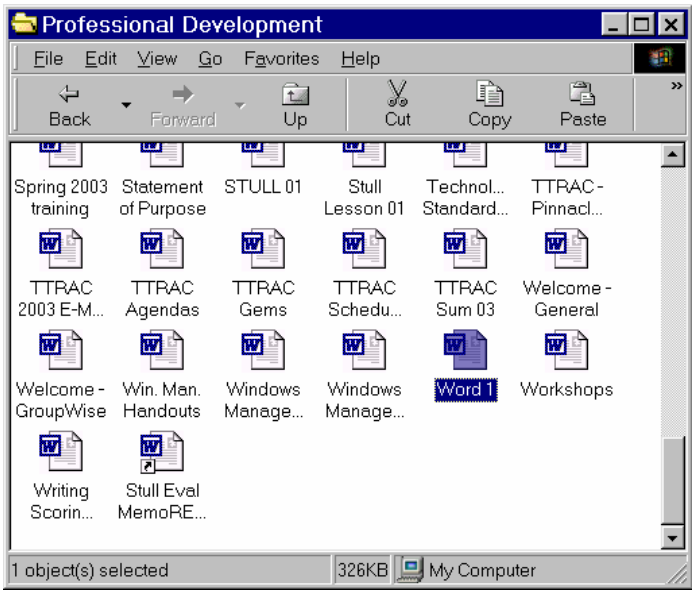
Locating Files





1. Click **Start**, then **Find**, then **Files or Folders** (On Mac OS X, click the desktop, then click File, then Find. On Mac OS 9, click Apple, then Find File)
2. On Windows XP, type ***.doc** (The symbol * is a wildcard and **.doc** is the **file extension** for a document, so the computer will find **all documents** on your hard drive)
3. Select **C-drive** (Hard Drive on a Mac) and click **Find Now**
4. Hold **Ctrl** (Command on a Mac) on your keyboard to select multiple files to **cut** or **copy**, and **move** to a new location

Opening Documents

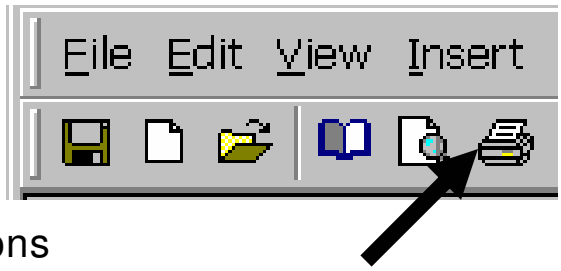


- Open the folder where you save your documents
- Double-click on the document to open it

Deleting Documents

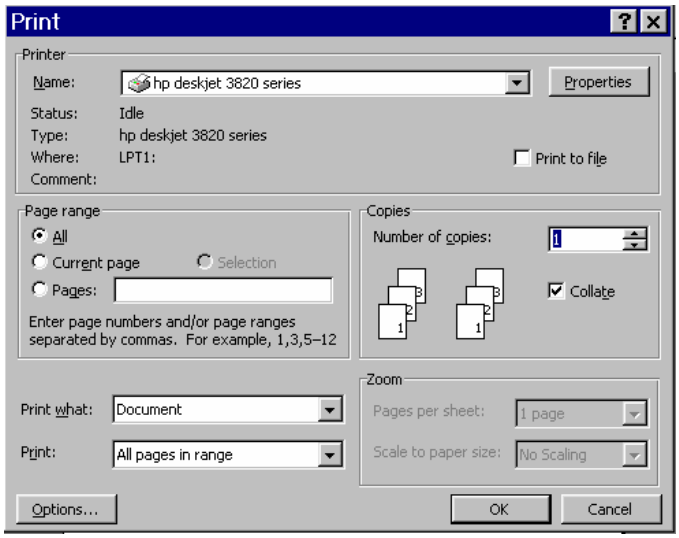
- Open the folder where you save your documents
- Click on the document to select it
- Push the delete button on your keyboard OR drag the file to the recycle bin/trash

Printing Documents

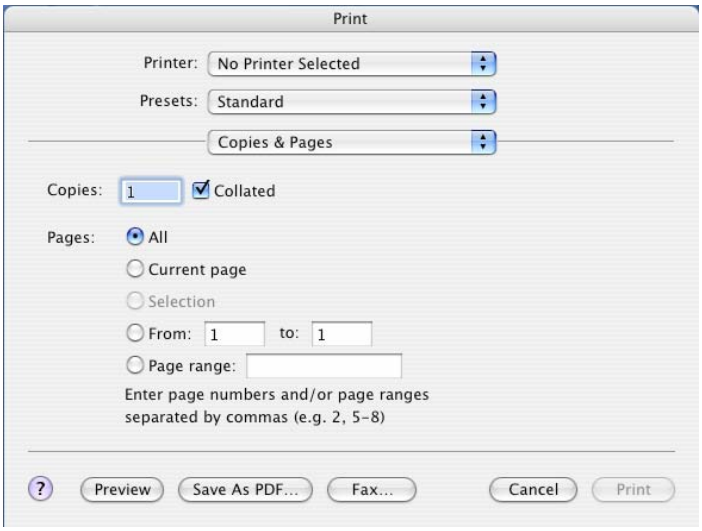


- Click on the printer icon to print to your default printer
- Click **File**, then **Print** for other print options

PC

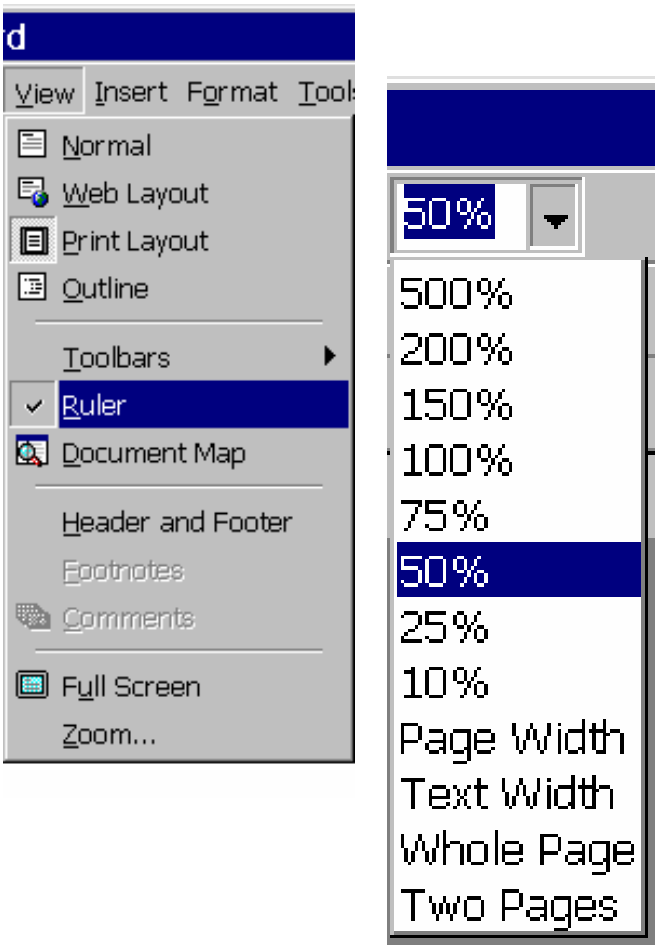


Mac



View Options

- Click **View**, then **Print Layout** (Page Layout on a Mac) to see the document as it would be printed
- Make sure that **Ruler** is checked
- Use the pull-down menu on the toolbar to change document magnification



Font

- **Select text** by clicking and dragging your mouse over the words or lines,
- **Double-click** to select a single word, **triple-click** to select a whole line
- Click in the **margin** to the left of the line to select the entire line
- Use the icons on the toolbar to change the font type or size, or to use bold, italicize, or underline

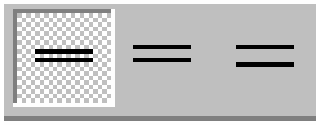
- Click **Format**, then **Font** for other font formatting options (See page 11 for default font)

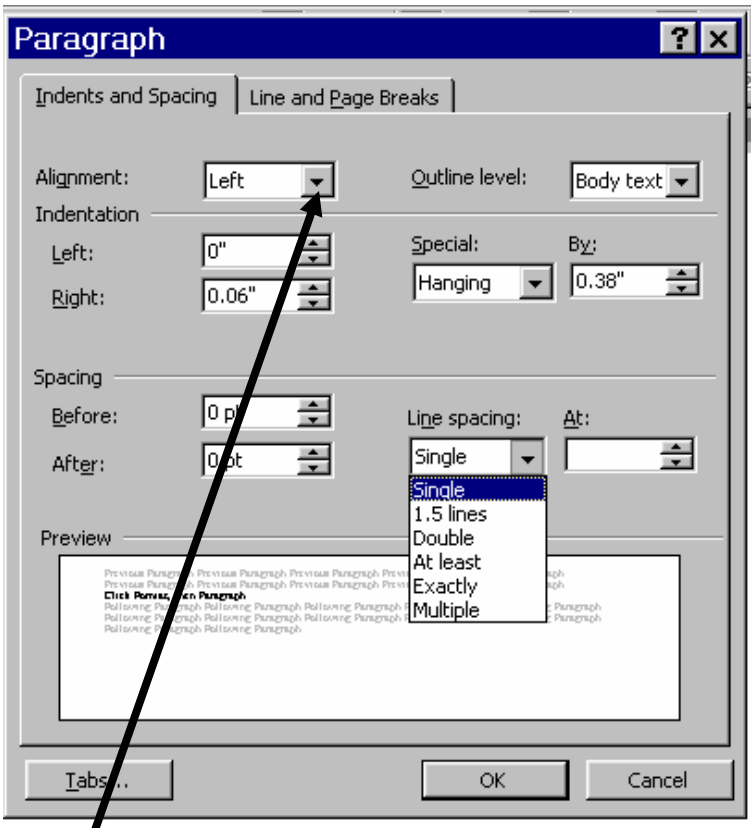
Line Spacing

- **Select text**
- Click **Format**, then **Paragraph**
- Use the pull-down menu to select line spacing and click **OK**

OR

- Use the icons on the toolbar to select single, 1.5, or double line spacing





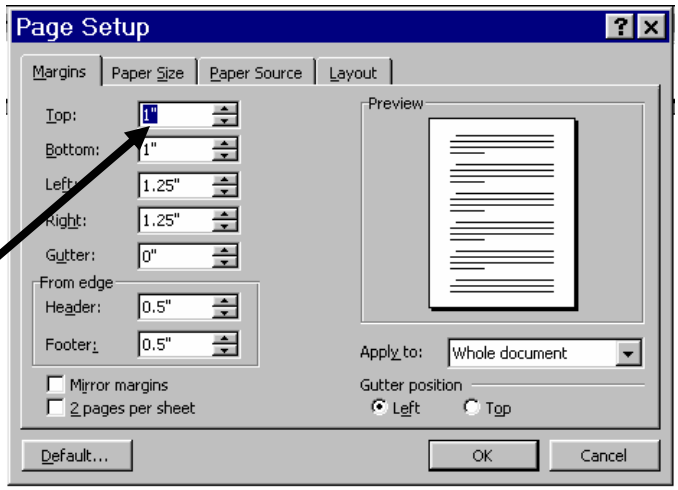
Alignment

- **Select text**
- Click **Format**, then **Paragraph**
- Use the pull-down menu to select alignment

OR

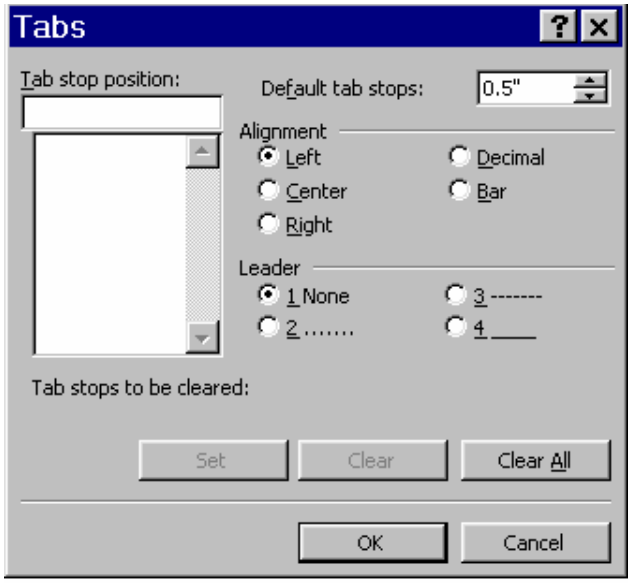
- Use the icons on the toolbar to select left, center, or right alignment

Margins

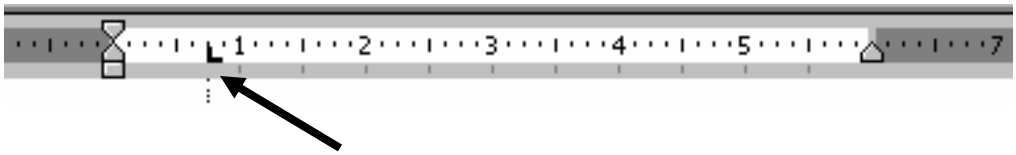


- Click **File**, then **Page Setup** (On a Mac, click Format→Document)
- Margins are measured in inches
- Change the margin sizes and click **OK**
- Click **Default** to use settings on all future documents
- Click **OK** for this document only

Tabs

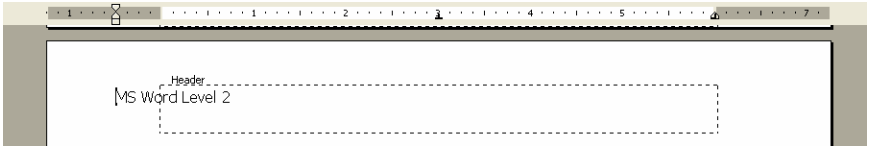


- Click **Format**, then **Tabs** (On an older Mac using *Word* 98, click Format→Paragraph)
- Default tab stops are every 0.5 inch
- Add new tab measurements and click **OK**
- Tabs can also be added by clicking on the ruler, and moved by dragging them along the ruler



Page Header & Footer

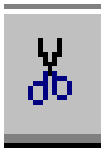
1. Click **View**, then **Header and Footer**
2. Click inside header or footer to type
3. Click **Close** on toolbar to close
4. **Double-click** on Header or Footer to make changes



Cut, Copy, & Paste

1. **Select text**
2. **Cut** text to remove it and put it on the clipboard **or… Copy** text to just put it on the clipboard
3. **Paste** to insert the contents of your clipboard

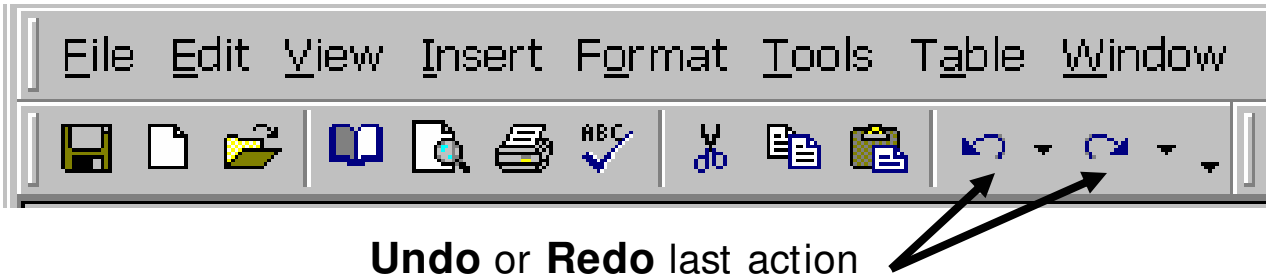
Cut
Shortcut:
Ctrl + X



Copy
Shortcut:
Ctrl + C

Paste
Shortcut:
Ctrl + V

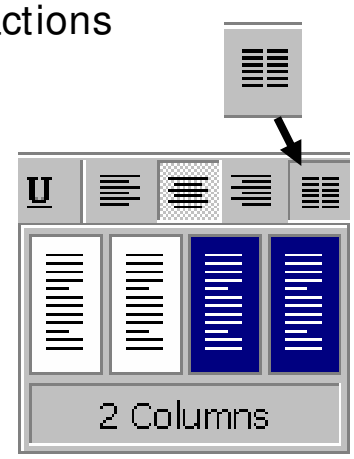
(On a Mac, use the Command/Apple ⌘ key instead of Ctrl)



Undo or **Redo** last action

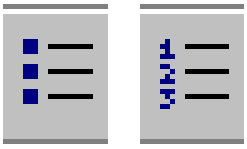
- **Redo** is available only after **Undo**
- Use little black arrow to undo or redo multiple actions

Columns



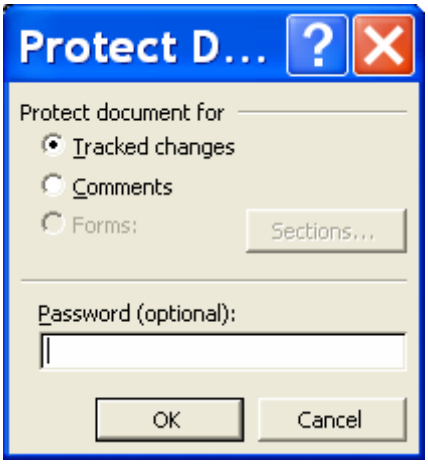
1. **Select text** to put in columns
2. Click on the columns button and select the number of desired columns
3. Click **Format**, then **Columns** to make changes

Bullets & Numbering



1. **Select text**
2. Click on the Bullets or Numbering button
3. Click **Format**, then **Bullets** or **Numbering** to make changes

Track Changes

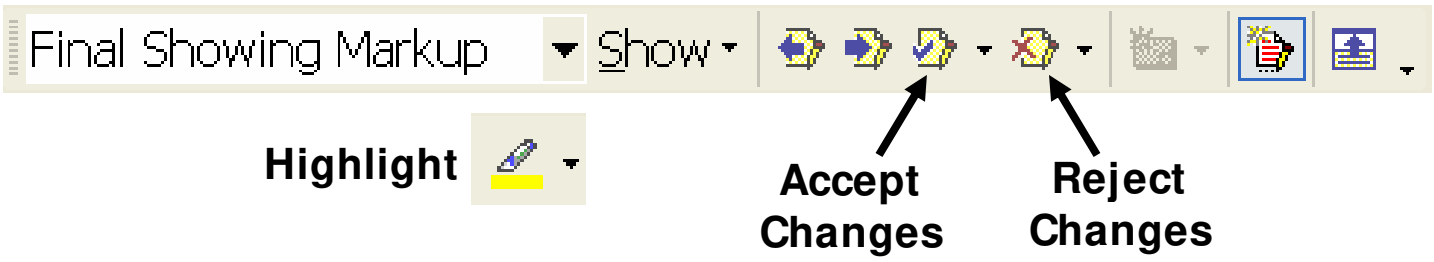


1. Click **Tools**, then **Protect Document**
2. Click **OK** (If you intend to have several students review the document, you might want to use a password so that the document can only be unprotected by you.)
3. Changes to the document will now be highlighted in red text and underlined or noted in a "balloon"

- When you are ready to edit your work…
  1. Click **Tools**, then **Unprotect Document** (If necessary, enter your password)
  2. Click **Tools**, then **Track Changes**
     - On a Mac, click **Accept** or **Reject** changes
     - On a PC, right-click on the changes and select **Accept** or **Reject** changes

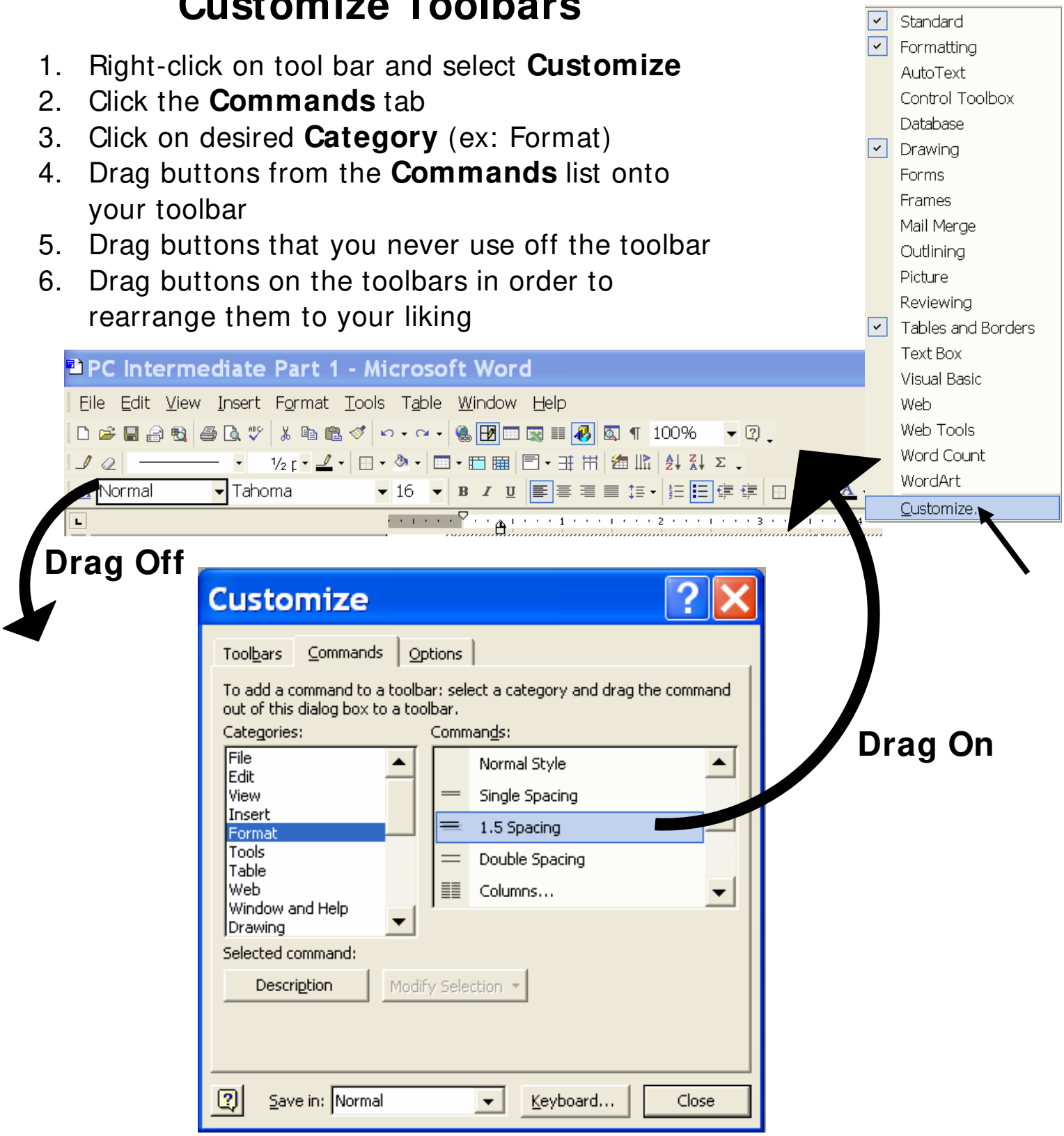
Reviewing Toolbar

- Click **View**, then **Toolbars**, then **Reviewing**
- Use the **Comment** button to insert messages to the writer
- Use the **Accept** or **Reject** changes buttons
- Use the **Highlight** button to highlight specific parts of the text (On a PC, this button located on the Formatting toolbar)



Customize Toolbars

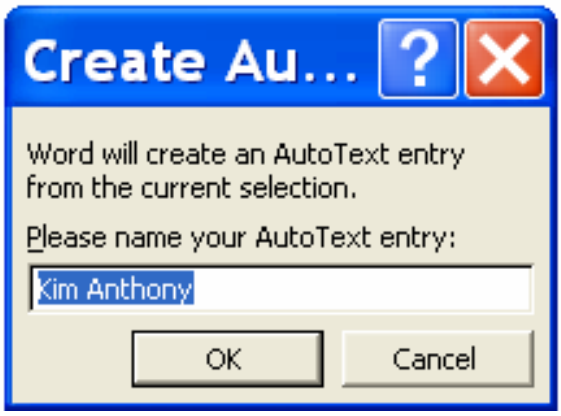
1. Right-click on tool bar and select **Customize**
2. Click the **Commands** tab
3. Click on desired **Category** (ex: Format)
4. Drag buttons from the **Commands** list onto your toolbar
5. Drag buttons that you never use off the toolbar
6. Drag buttons on the toolbars in order to rearrange them to your liking



Auto-Text

1. Type and **select** text that you want to use for Auto-Text
2. Click **Insert**, then **Auto-Text**, then **New**
3. Click **OK**

- Auto-text will now appear when you start to type the word(s)



Default Font

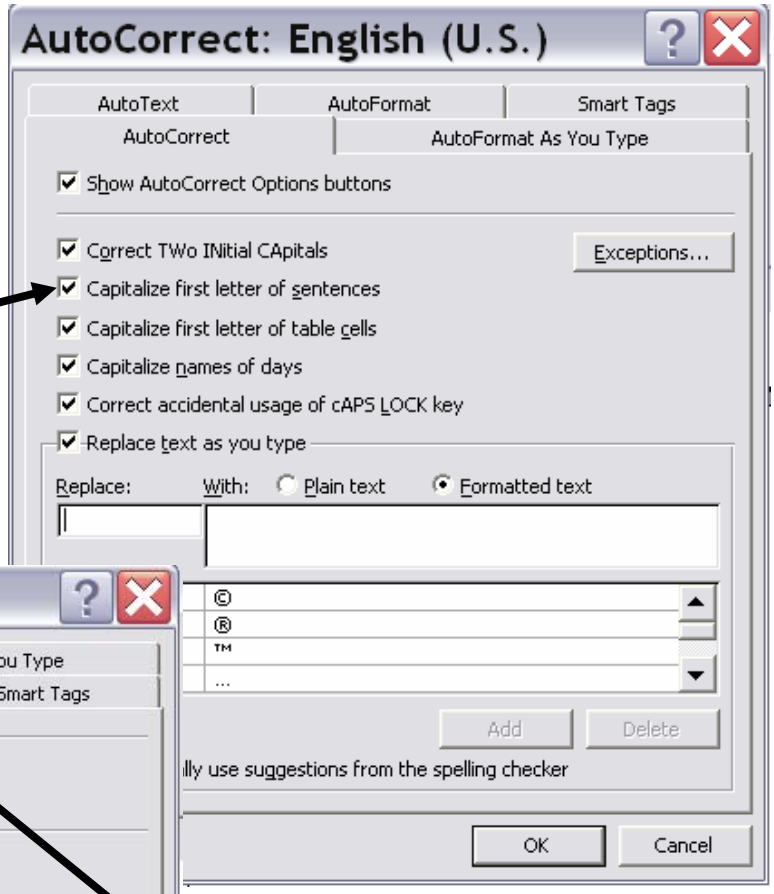
1. Click **Format**, then **Font**
2. Select font preferences
3. Click **Default...**

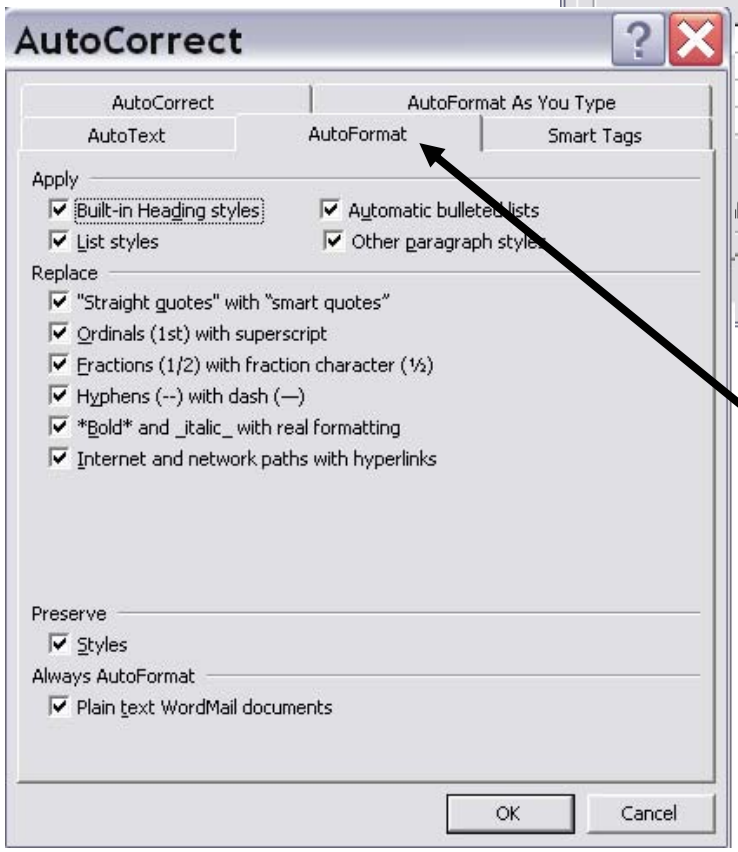
- Your preferred font settings will now be applied to all future documents

AutoCorrect Options

1. Click **Tools**, then **AutoCorrect Options**
2. Uncheck the options that you do not like
3. Click **OK**

TIP – This option is not good for typing lists of vocabulary words



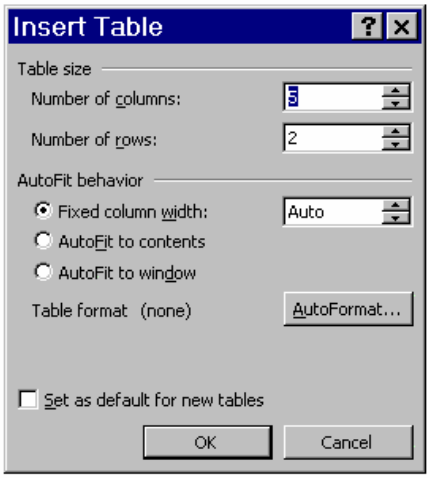


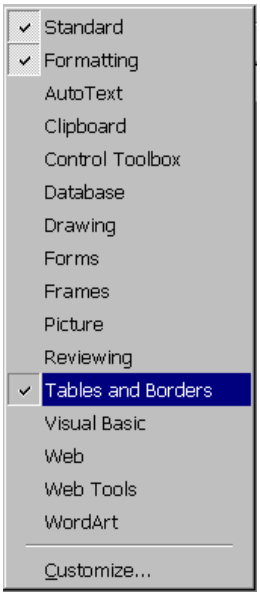
AutoFormat

- Click the AutoFormat tab to deselect other options, such as automatic numbering (also known as Automatic bulleted lists)

Making Tables in Microsoft Word

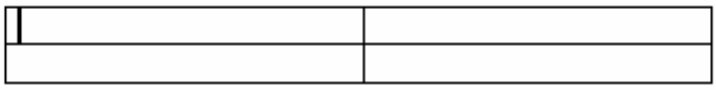
1. Open a new document
2. Type your title first
3. Hit **enter** (return on a Mac) twice to leave space
4. Click **Table**, then **Insert Table**
5. Type the number of rows and columns that you want and click **OK**
6. **Right-click** on the toolbar at the top to make sure the **Tables and Borders Toolbar** is showing





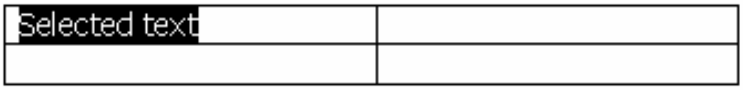
Typing Text in Cells

- Put your cursor in the cell by clicking in the center of the cell (you'll see a blinking cursor)
- Move to next cell by using the arrows or the tab button



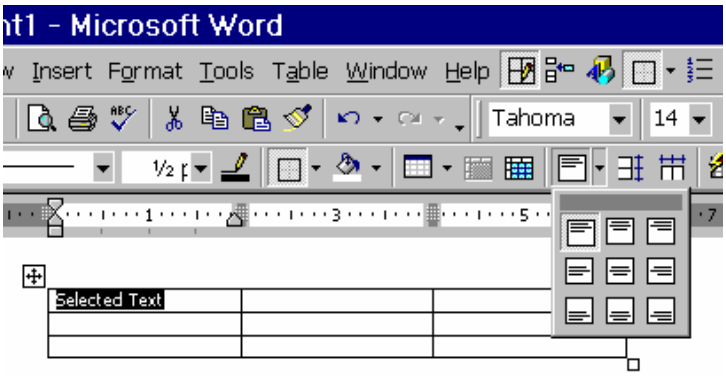
Formatting Text

- Select text as you do in regular word processing
- Drag your mouse over the words
- Double-click on words
- When text is selected, change alignment, font size, style, etc. Put your cursor in the cell by clicking in the center of the cell
- Move to next cell by using the arrows or the tab button



Text Alignment

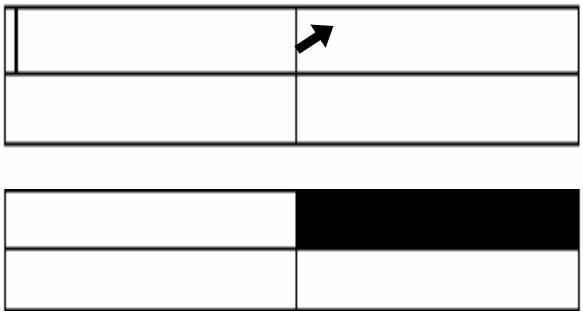
- Select text, cell, row, or column
- Click the **small black arrow** on the **Align Text** button on the toolbar
- Click on desired alignment



Working with Cells

To select a cell…

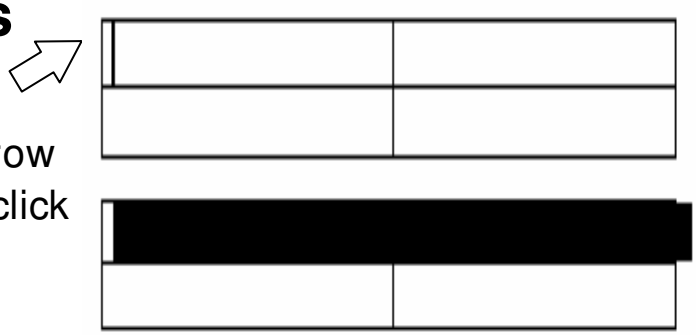
- Move the arrow to the left of the inside of the cell until you get a black arrow, then click
- To select multiple cells, click and drag your mouse



Working with Rows

To select an entire row…

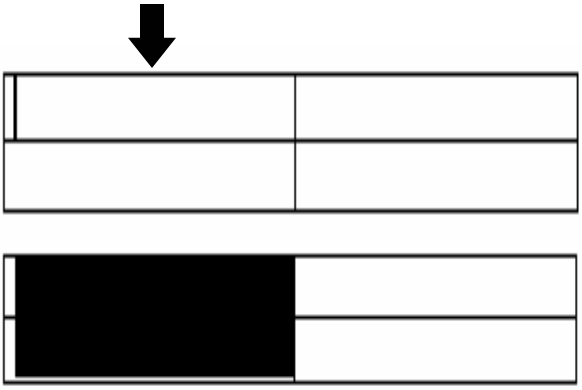
- Move the arrow to the left of the row until you get a white arrow, then click
- To select multiple rows, click and drag your mouse



Working with Columns

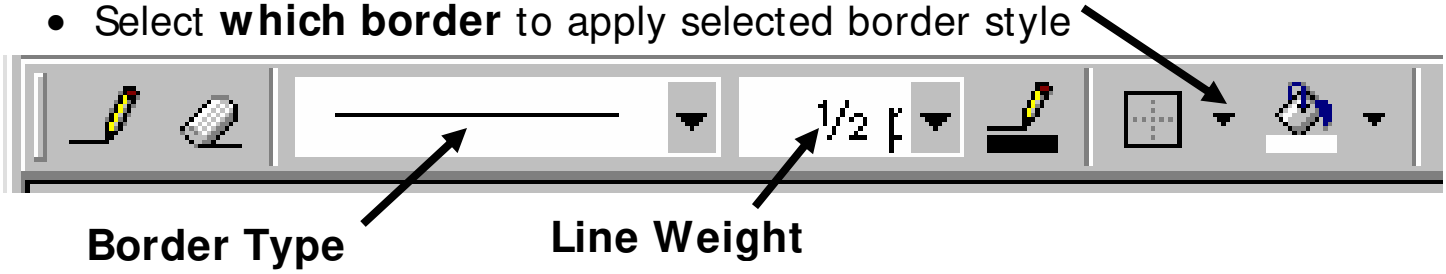
To select an entire column…

- Move the arrow above the column until you get a black arrow, then click
- To select multiple rows, click and drag your mouse



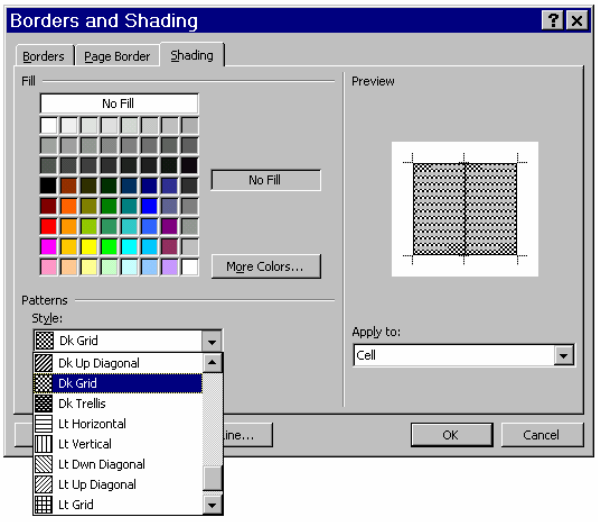
Borders

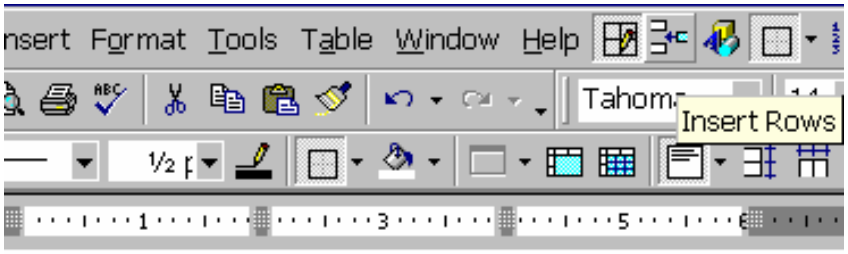
- Select a row or column
- Click on the **small black arrow** to select border **line type**
- Click on the **small black arrow** to select border **line weight**
- Select **which border** to apply selected border style

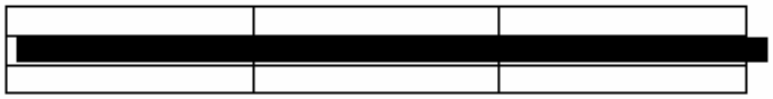


Shading

- Select a row or column
- Click **Format**, then **Borders and Shading**
- Click on the **Shading** tab at the top
- Select **Style** under **Pattern** and click **OK**





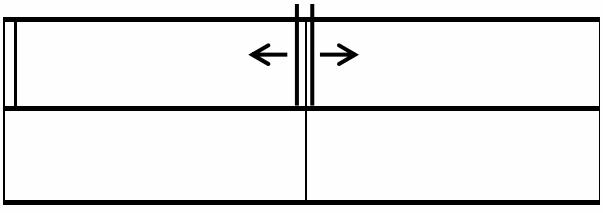


Inserting Rows and Columns

- Select an entire row or column
- Click the **Insert Rows** button on the toolbar

Resizing Rows and Columns

- Select a row or column
- Put mouse on the wall that you want to move and the pointer will change

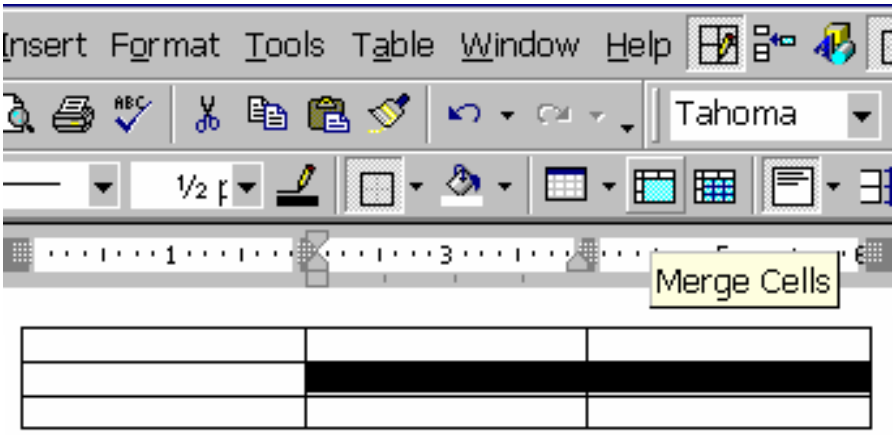


Distributing Rows and Columns

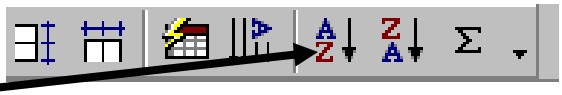
- Select multiple rows or columns
- Click the button on the toolbar to **Distribute Rows or Columns evenly**

Merging Cells

- Select multiple cells to merge
- Click the **Merge Cells** button on the toolbar



Sorting Text

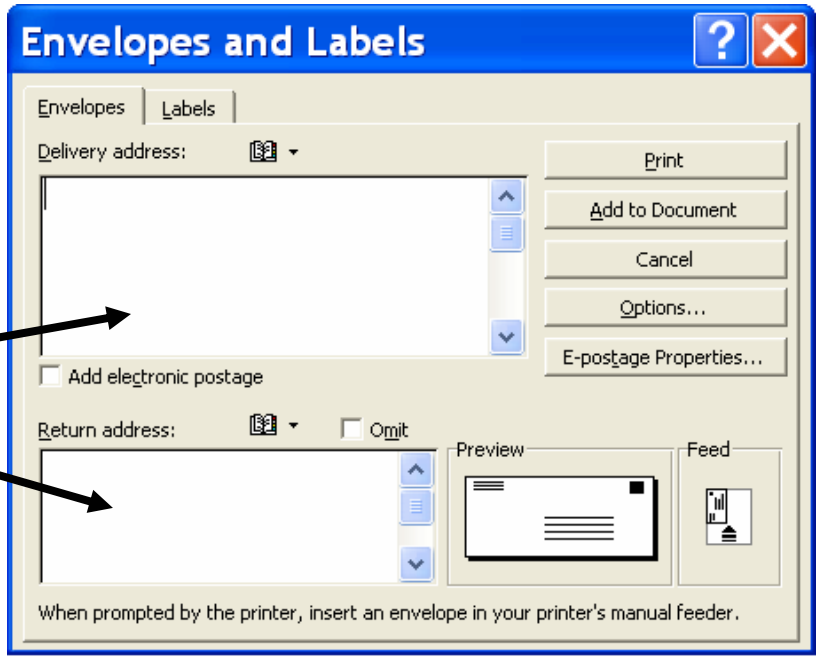


- Select multiple rows to sort
- Click the **Sort Ascending** button on the toolbar to sort alphabetically
- All text in the row will be sorted according to the text in the first row

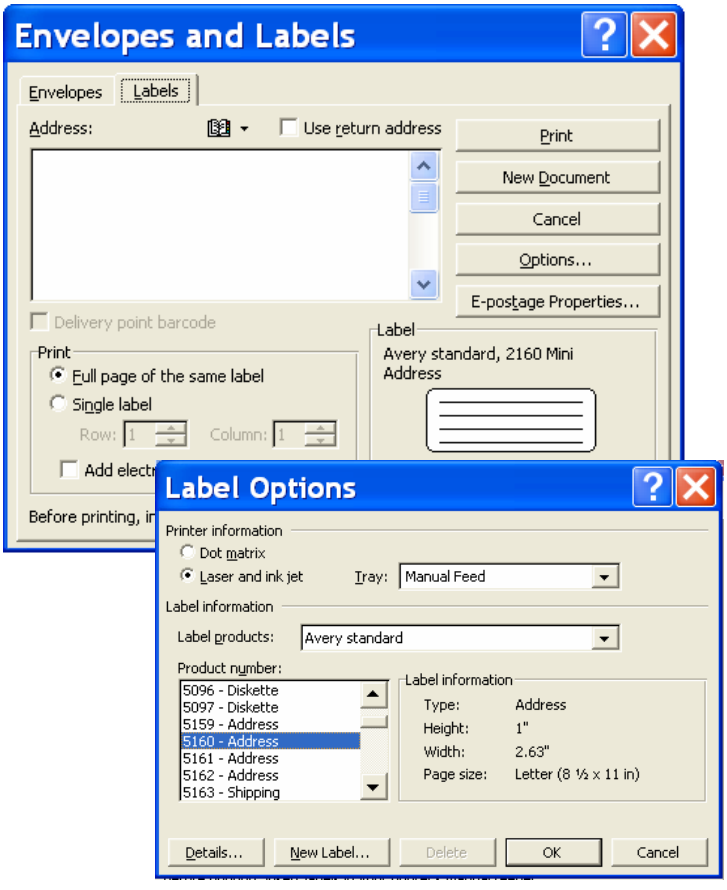
Text Direction

- Click to put your cursor in the cell with the text
- Click the **Text Direction** button on the toolbar to change the direction of the text

Envelopes



1. Click **Tools**, then **Letters and Mailings** (Options on older versions of *Word*), then **Envelopes and Labels** (On a Mac, click Tools→Envelopes)
2. Type the **Delivery address** in the space provided
3. Your **Return address** may already appear in the space (if not, type it)
4. If you want to save it in a document, click **Add to document**
5. If you just want to print it, click **print** (note the printer feed and make change if necessary— Click **Options**)



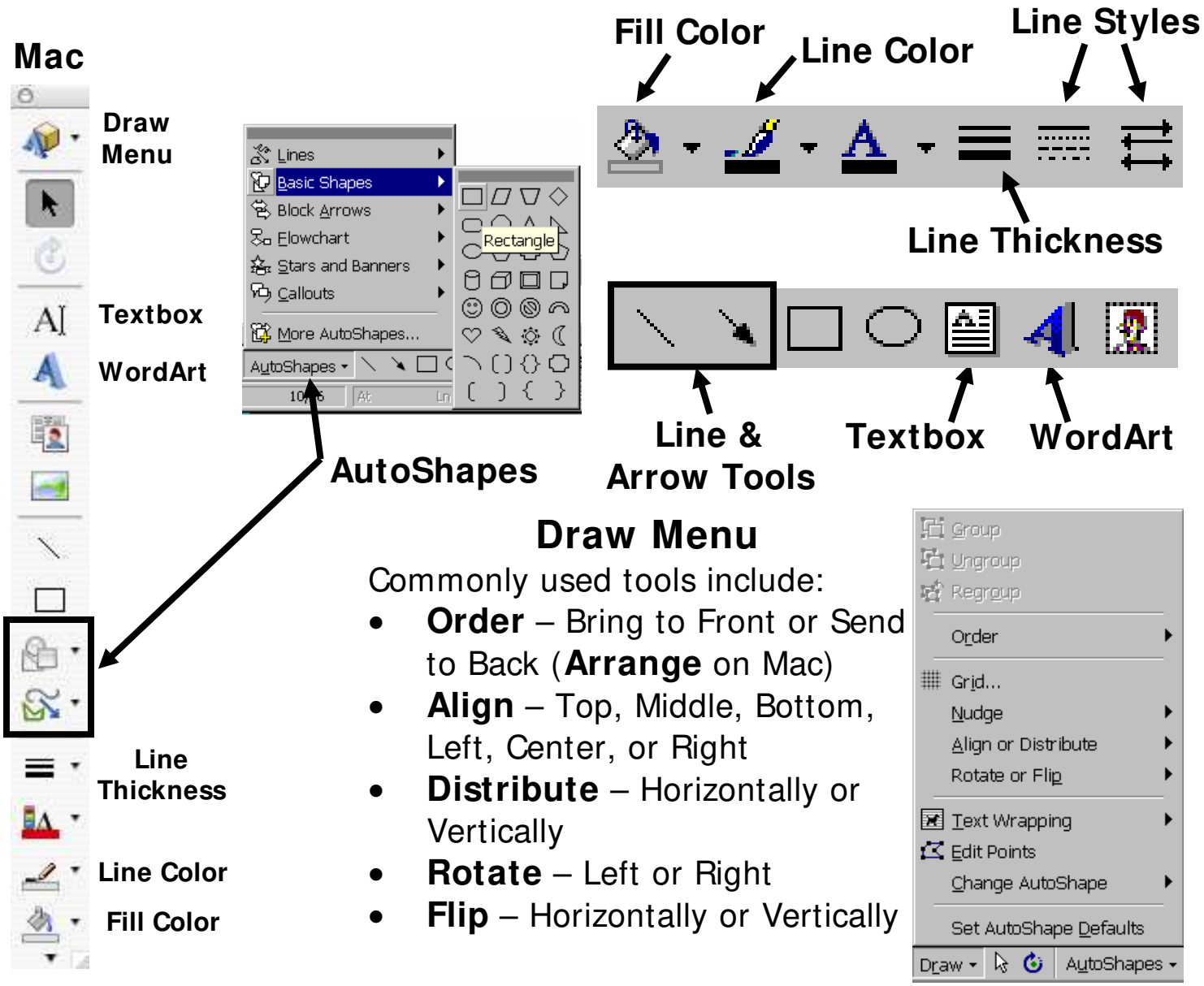
Labels

1. Click **Tools**, then **Letters and Mailings** (Options on older versions of *Word*), then **Envelopes and Labels** (On a Mac, click Tools→Labels)
2. (PC only) Click on the **Labels** tab
3. Type the desired text in the space provided (for a full page of the same label)
4. Click **Options** to select label
5. If you want to save it or work on it in a document, click **New Document**
6. If you just want to print it, click **Print**

Drawing Tools

- **Right-click** on toolbar (or click View, then Toolbars) and select **Drawing** to open the **Drawing Toolbar**

- Commonly used drawing tools include: **AutoShapes**, **Text Box**, **Lines & Arrows**, **WordArt**
- You can change the **Fill Color**, **Line Color** and **Line Thickness** or **Line Style**, by clicking on the object, then using the buttons below



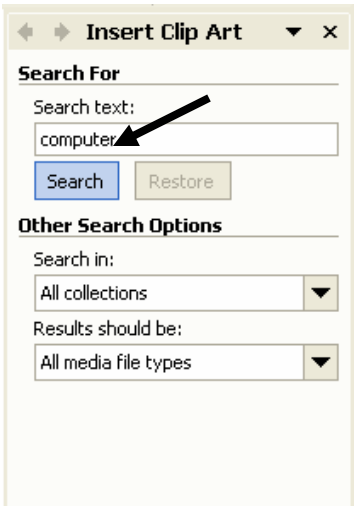
Draw Menu

Commonly used tools include:

- **Order** – Bring to Front or Send to Back (**Arrange** on Mac)
- **Align** – Top, Middle, Bottom, Left, Center, or Right
- **Distribute** – Horizontally or Vertically
- **Rotate** – Left or Right
- **Flip** – Horizontally or Vertically

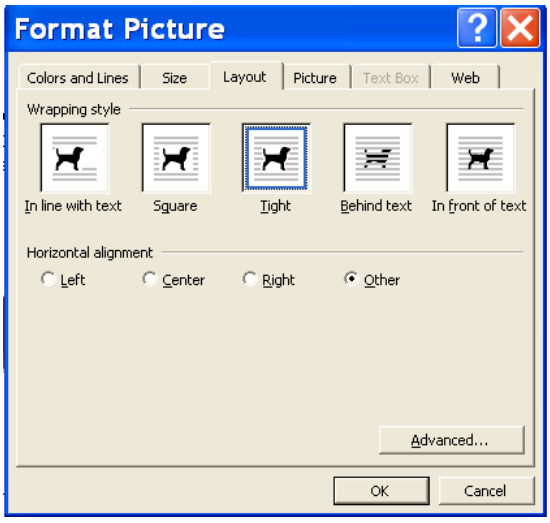
PC TIP – If a drawing canvas appears automatically, you can remove it by clicking Tools→Options→General, then uncheck the Drawing Canvas option

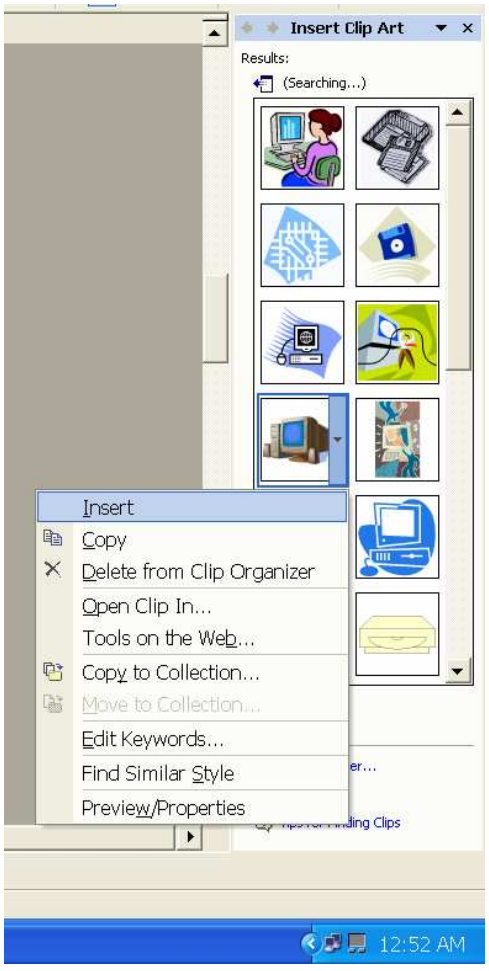
Clip Art



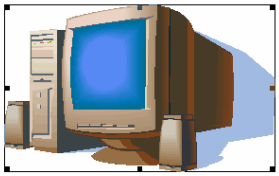
1. Click **Insert**, then **Picture**, then **Clip Art** (or click the clip art button on the Drawing Toolbar)

   - Click **From File** if your clip art is stored on a disk or in a folder
2. Type a word to search for clip art and click **Search**
3. Click on desired clip art to insert (or double-click)
4. Close the clip art window
5. Double-click on the clip art to format it
6. Click on the **Layout** tab, click **Tight**, and click **OK**
7. Click and drag the small white circle on the corner of the clip art to resize

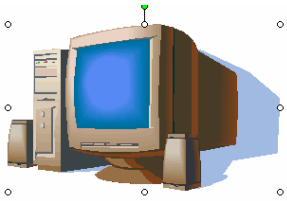




Default Layout:
In line with text

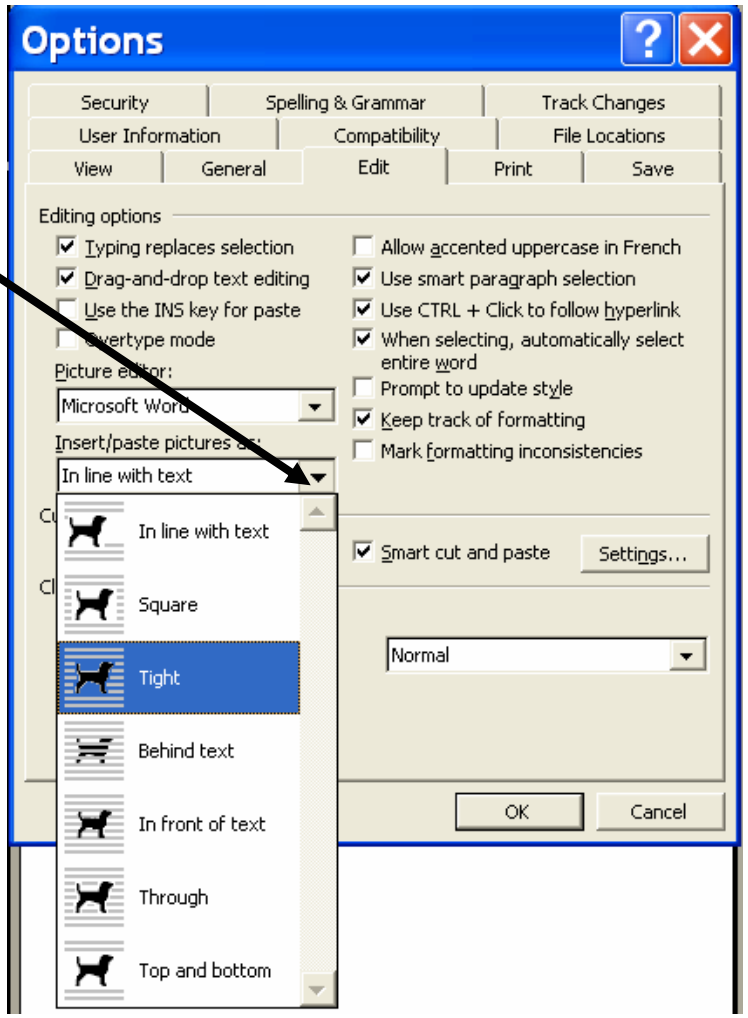


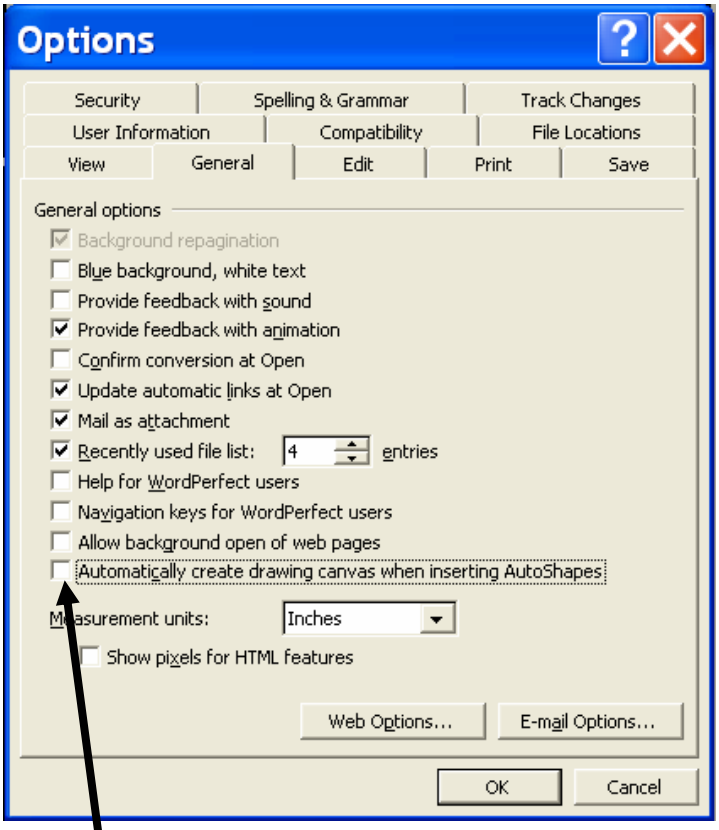
Recommended Layout:
Tight or **In front of text**



Customize Picture Options

1. Click **Tools**, then **Options**
2. Click on the **Edit** tab
3. Click on the small arrow under **Insert/ paste pictures as:**
4. Select a different default layout and click **OK**





Customize Drawing Options

1. Click **Tools**, then **Options**
2. Click the **General** tab
3. uncheck the box next to **Automatically create drawing canvas when inserting AutoShape**