



## **MICROSOFT WORD TUTORIAL**

## GETTING STARTED

Microsoft Word is one of the most popular word processing programs supported by both Mac and PC platforms. Microsoft Word can be used to create documents, brochures, leaflets, outlines, resumes, lists, and simple web pages.

## CREATING A NEW DOCUMENT

Many of the steps you are about to read are for both PC and Mac computers. Some of the steps have very similar descriptions. For your benefit, this tutorial has combined the information but will offer different screen shots for each system when necessary.

### OPENING MICROSOFT WORD ON A PC

To launch Microsoft Word, go to **Start > All Programs > Microsoft Office > Microsoft Office Word 2007** (Figure 1). A blank Word document will open.

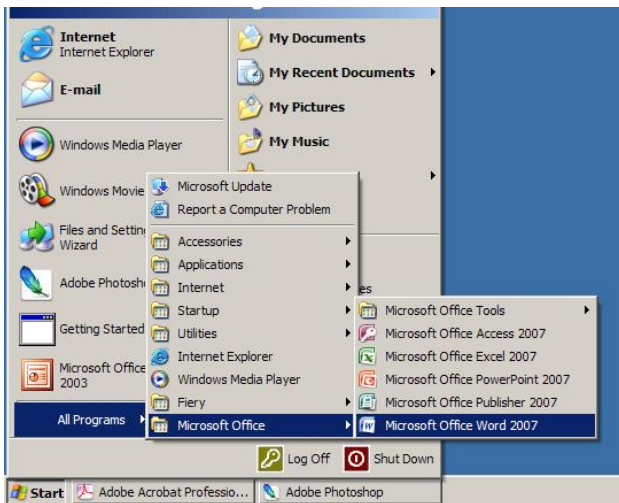


Figure 1.

# SAVING YOUR DOCUMENT

Computers crash and documents are lost all the time, so it is best to save often.

## SAVING INITIALLY

Before you begin to type, you should save your document. To do this, go to **Office Icon** (Figure 2) > **Save As**. Microsoft Word will open a dialog box (Figure 1) where you can specify the new file's name and location where you want it saved. Once you have specified a name and a place for your new file, press the **Save** button.



Figure 2

Note: If you want to save your document on a Mac and then open it on a PC you must specify a file extension (i.e. .doc). Usually your computer will do this for you, but if it does not you must do this process while in **Save As**. Once you have titled your document, you can give it a file extension by clicking in the **Format** box. Click **Microsoft Word Document** for the correct file extension and make sure **Append File Extension** is checked.

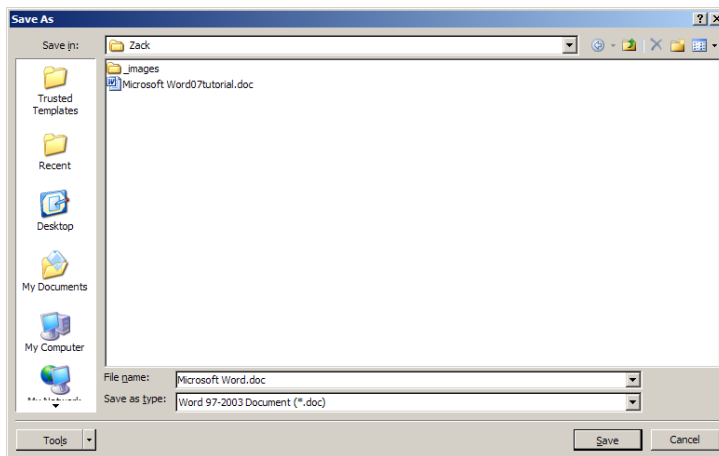


Figure 3. Saving dialog box.

## SAVING LATER

After you have initially saved your blank document under a new name, you can begin writing your paper. However, you will still want to periodically save your work as insurance against a computer freeze or a power outage. To save, click **Office icon** > **Save**.

# TOOLBARS & TABS

The new Microsoft Word uses one main toolbar to allow you to modify your document. Within this toolbar, you can switch between tabs to determine what you would like to do.

## THE MAIN TOOLBAR

This **Toolbar** contains all the options available to you in Microsoft Word.

The **Home Tab** (Figure 4) is Microsoft Word's standard view. This is the view most widely used and allows you to format text by **Font Style, Font Size, Bold, Italic, Underline, Alignment, Numbered List, Bulleted List, Indentation, Spacing, and Font Color.**

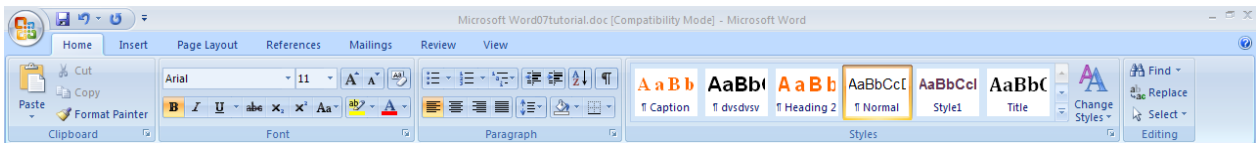


Figure 4 Home Tab.

The **Insert Tab** (Figure 5) contains any additives you want to place in your document, including but not limited to: **Tables, Clip Art, Headers and Footers.** These icons are convenient and will bring up a dialogue box to give you further options when clicked.

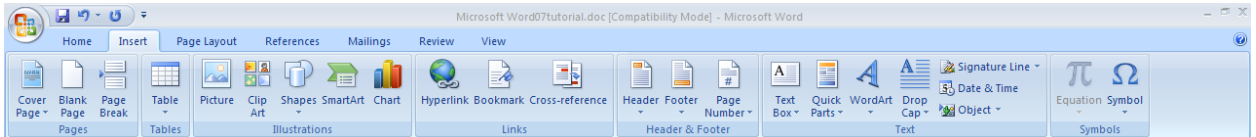


Figure 5. Insert Tab.

The **Page Layout Tab** (Figure 6) contains icons for page setup and paragraph actions, such as **Margin, Page Orientation, Columns and Spacing.**

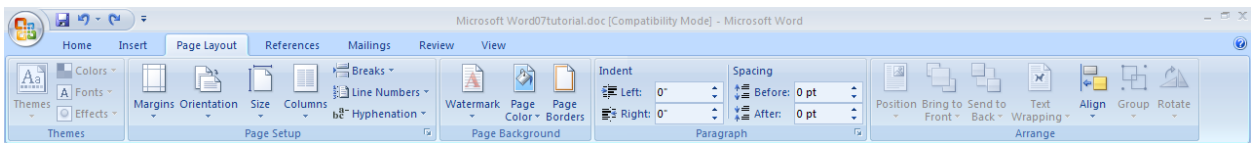


Figure 6. Page Layout Tab.

The **References Tab** (Figure 7) makes it especially simple to add **Table of Contents, Footnotes, Bibliographic Information, and Indexes.**

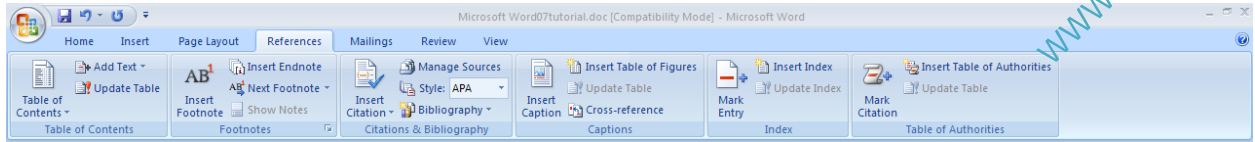


Figure 7. References Tab.

The **Mailings Tab** (Figure 8) is for post-office related uses. If you wanted to create custom **Envelopes, or Labels,** this is where you would find such actions.

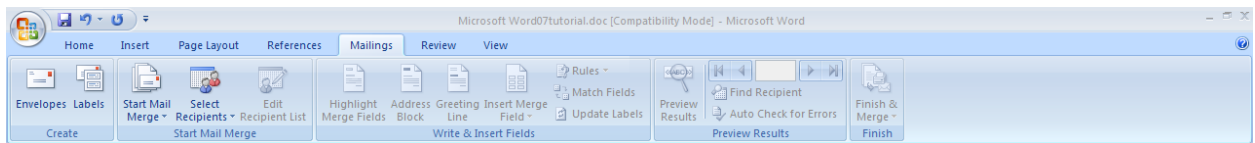


Figure 8. Mailings Tab.

The **Review Tab** (Figure 9) is where one can find **Spelling & Grammar, the built in Thesaurus and Dictionary, you can Track Changes, and Add Comments.**

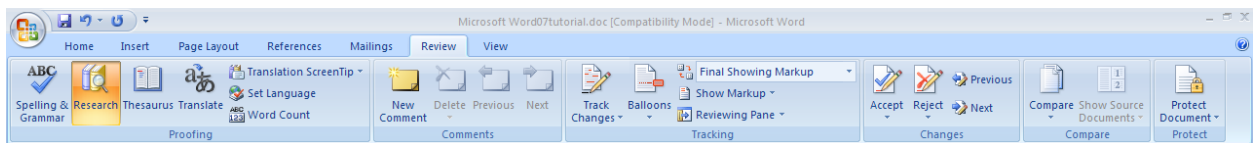


Figure 9. Review Tab

The **View Tab** (Figure 10) allows you to change

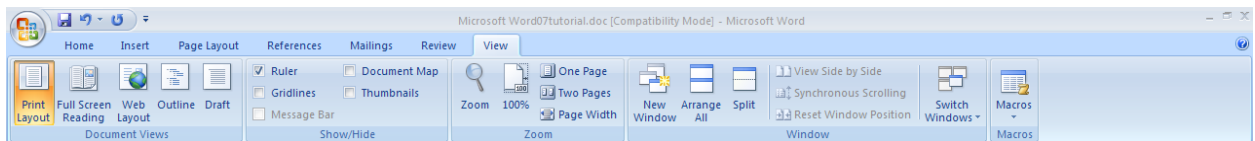
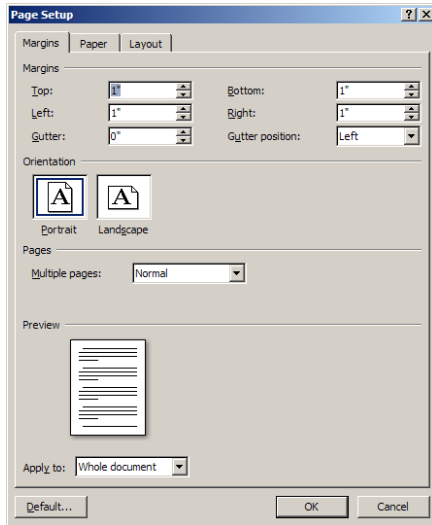


Figure 10. View Tab

# FORMATTING

## FORMATTING THE DOCUMENT

The default page margins for Microsoft Word documents are 1 inch, but you may want to change them for a project. To change the page margins on a PC, go to **Page Layout Tab > Margins**. On a PC, a dropdown will appear to give a set of standard options, but by clicking “Custom Margins,” a menu will appear where you can type irregular margins (Figure 11).

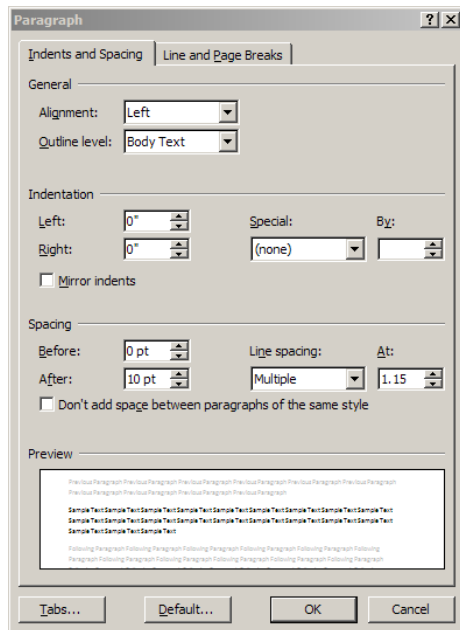


From the same menu (Figure 1), click **Portrait** if you want your document to be 8.5 x 11 inches (most common). Click **Landscape** if you want your document to be 11 x 8.5 inches. Landscape simply flips the page 90 degrees.

Figure 11. Changing Margins in the Document Format Menu.

## FORMATTING PARAGRAPHS

To format your paragraph, first highlight the paragraph you wish to format. To highlight more than one paragraph, click at the beginning of the paragraph and drag the mouse over the text. To apply changes to the entire document, select all by hitting **Ctrl + A**. To specify **Alignment**,



**Line Spacing**, **Indentation**, and **Page Break** expand the Paragraph section of the **Home Tab**. This will open up the Paragraph menu (Figure 12). The **Alignment** option allows you to choose how you want your paragraph to look (i.e. justified, right, center, or left). The **Line Spacing** option allows you to set the desired spacing, such as single or double. The **Indentation** option allows you to tab/push the line(s) in your paragraph either left or right. The **Page Break** option is found in **Paragraph** menu, but you must first select the **Line and Page Breaks** tab. **Page break** allows you to split a paragraph or a page up into sections. You can also bring up this menu by right clicking (or by hitting **Ctrl + Click** on a one button mouse) within the document and selecting **Paragraph**.

Figure 12. Changing the Paragraph attributes with the Paragraph menu.

## CUT, COPY, AND PASTE

You can use the **Cut**, **Copy** and **Paste** features of Word to change the order of sections within your document, to move sections from other documents into new documents, and to save yourself the time of retyping repetitive sections in a document. **Cut** will actually remove the selection from the original location and allow it to be placed somewhere else. **Copy** allows you to leave the original selection where it is and insert a copy elsewhere. **Paste** is used to insert whatever has been cut or copied.

### To **Cut** or **Copy**:

Highlight the text by clicking and dragging over the text to be cut or copied. Go to **Home Tab > Copy** or **Home Tab > Cut**. Click the location where the information should be placed. Go to **Home Tab > Paste**.

## FORMATTING TEXT

Before you type, you should select your font style, size, color and attributes (such as bold, italic and underline) in the **Home Tab**. You can expand the Font Menu box to get more options by clicking the down-arrow (Figure 13). However, if you wish to change text that has already been typed, click and drag over the text to be changed to highlight it (or go to **Edit > Select All** to select the entire document) and change it as before.

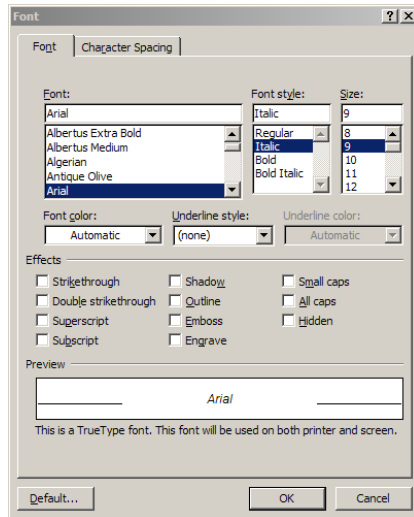


Figure 13. Changing the font attributes in the Font menu.

## NUMBERED AND BULLETED LISTS

To create a simple numbered or bulleted list, click on the **Number** or **Bullet** button on the **Paragraph** toolbar in the **Home Tab**. To have more control over the format of your list, click the down arrows beside each style of list. Type the first item in the list and press **RETURN** to move to the next number or bullet. Press **RETURN** twice to exit the list.



## ADDING COLUMNS

**Columns** can be used for a variety of document types, such as a tri-fold brochure. To do this, go to **Page Layout Tab > Columns**. From the **Columns** menu, you can choose the number of columns, or for more options, click More Columns where you can set column width and spacing. Once you select your preferred design, it will show up in the **Preview** box. This is a nice feature because it allows you to see what you are selecting before applying it to your word document. When you are happy with how your document looks, click **OK**.

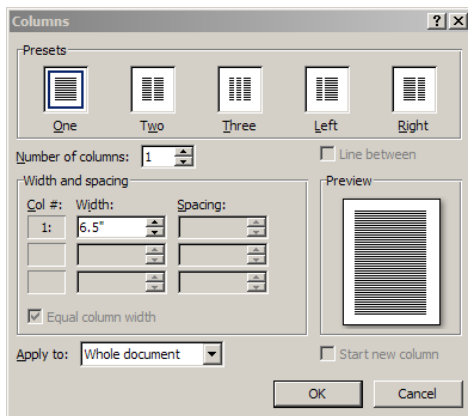


Figure 14. Selecting the number of columns from the Columns Menu.

## HEADERS AND FOOTERS

Headers and Footers can be used to give a uniform look to the pages of your document. To create one, go to **Insert Tab > Header and Footer**. Use this toolbar to insert and format words and objects in the header. When editing the header, a new Top View will appear that is specific to headers and footers (Figure 15).

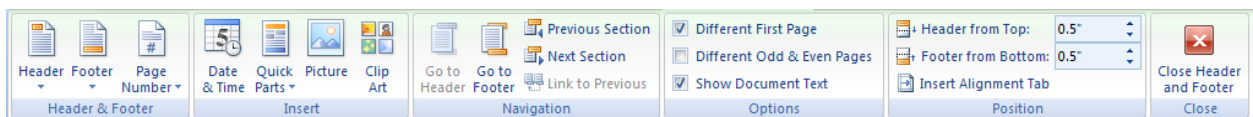
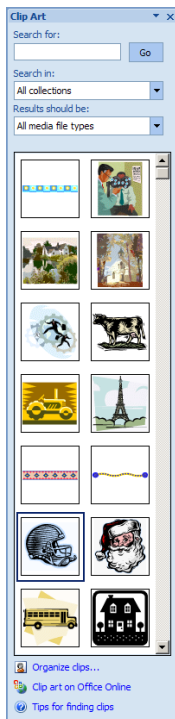


Figure 15. Using the Header and Footer toolbar.

# INSERTING AND ADDING OBJECTS

## CLIP ART



When trying to enhance your word document you may want to include **Clip Art** and/or **Word Art**. Microsoft Word comes with a **Clip Gallery** (Figure 16) that contains a large variety of images including pictures, borders, and backgrounds. To find a desired image, you can either click on topics or type in the search box to find exactly what you are looking for.

To insert **Clip Art**: Go to **Insert Tab > Clip Art**. A new toolbar will appear on the left, where you can search or browse (by hitting “Go”) and then select the desired picture in the Clip Gallery. The picture will be inserted at the location of your cursor within your document. If you need to modify your **Clip Art**, click on it once to select it, and small boxes will appear around the corners (See WordArt, Figure 3). Once your **Clip Art** is selected, you can resize your picture by clicking and dragging on the boxes. Holding **SHIFT** while clicking and dragging will resize the **Clip Art** proportionately.

You can use the **Drawing** toolbar to further modify your **Clip Art** (Figure 2). To delete **Clip Art**, select it by clicking on it until the black boxes appear and then hit **DELETE**.

Figure 16. Searching for clips in the Clip Gallery.

## DRAWING

To draw in Word, go to the **Insert Tab > Shapes** and click the **New Drawing Canvas**. A new toolbar will appear that is specific only to drawing tools.

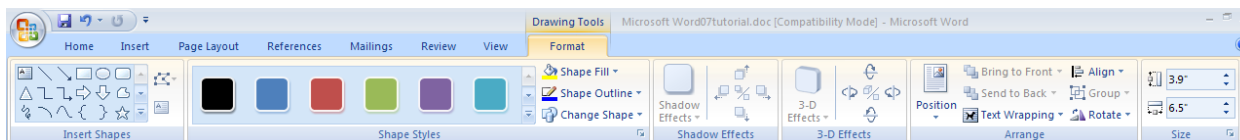


Figure 17. Drawing toolbar.

## WORDART

To insert **WordArt**: Go to **Insert Tab > WordArt**. Select the desired style and click **OK**. Type the desired text and click **OK**. You can further modify your text by using the **Drawing** toolbar. To select your **WordArt**, click on it, and small boxes will appear in the corners (Figure 18). Moving the yellow box on a selected **WordArt** allows the user to change the slant of the **WordArt**. **WordArt** can be resized and deleted similarly to **Clip Art**.



Figure 18. Selected WordArt.

## WORD WRAP

**Word Wrap** is a part of formatting pictures. To use **Word Wrap**, select your inserted image, and go to the newly created **Format Tab** where you can choose the type of text wrapping you desire. For more options, select **More Layout Options** (Figure 19).

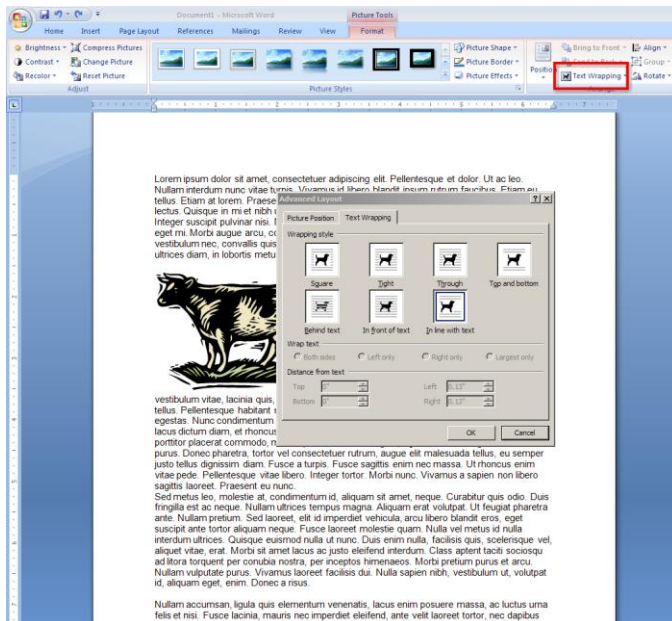


Figure 19. Selecting a wrapping style.

## INSERTING FROM A PREVIOUSLY CREATED FILE

To insert a picture or object that is not in the **Clip Gallery**, go to **Insert Tab > Picture** and select the directory or disk where the file is located. The easiest way to insert a Microsoft Excel file or graph is to open Microsoft Excel, **copy** your information, and switch back to Word to **paste**.

## CREATING A TABLE

To create a table within your document, go to **Insert Tab > Table**. Choose the desired table size and format, and click **OK**. The table will be inserted at the cursor's location within your document. To navigate within your table, use the arrow keys. To modify your table, when your table is selected, a **Design Tab** and **Layout Tab** will appear in the Toolbar (Figure 20). From here, you can add cells, columns or rows, merge or split cells, and further modify your table. To exit the table, click outside of it.

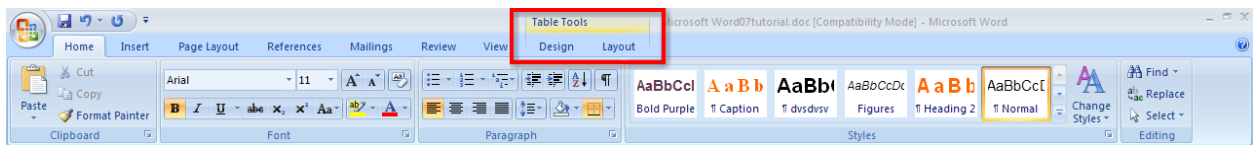


Figure 20. Table options from the Toolbar.

## FLOWCHARTS

**Flowcharts** are used to create diagrams in Microsoft Word.

Word 2007 has a new feature called **Smart Art** that allows you to insert all types of Flowcharts. If you want to create a custom flowchart, you can use the **Drawing** capabilities discussed earlier. To insert **Smart Art**, go to **Insert Tab > Smart Art**. A dialogue box will open (Figure 21) with basic choices.

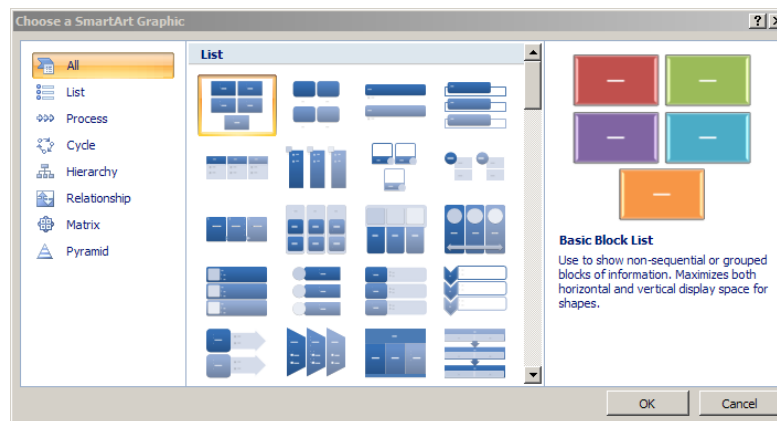


Figure 21. Smart Art Graphics

# PRINTING

It is important to always save your document before you print!

## PRINT PREVIEW

Before you print your document, you may want to preview it to make sure you are happy with the page layout and appearance of your document. To do this, go to **Office Icon > Print > Print Preview**. This should open up a preview of your document and the **Print Preview** toolbar (Figure 22). The mouse should look like a magnifying glass, which allows you to zoom into an area of your document by clicking on it. (If the mouse does not look like a magnifying glass, use the **Print Preview** toolbar to select the zoom tool.) If you are satisfied with the appearance of your document, you can click on the **Print** icon in the **Print Preview** toolbar. If you need to make changes to the document or are not ready to print, select **Close** on the **Print Preview** toolbar.

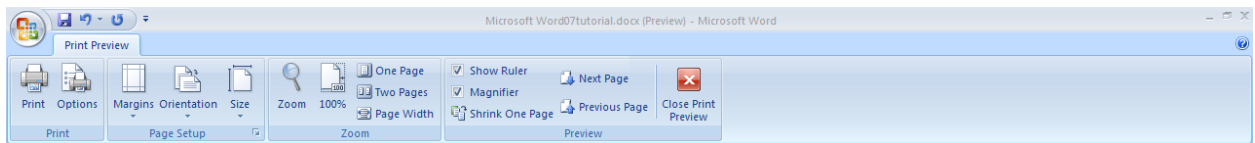


Figure 22: Print Preview toolbar with a preview of the document behind it.

## PRINTING

To print your document, go to **Office Icon > Print > Print**, select your desired settings, and then click **Print** again. It is also possible to print by using the **Print** icon on the **Main Toolbar**, however this does not bring up the **Print** dialogue box that allows you to change your printing options, so it is advisable to use the other method.

## SAVING AS A PDF

Go to **Office Icon > Save As > PDF or XPS**

## OTHER HELPFUL FUNCTIONS

### UNDO AND REDO

The easiest way to undo an action is with the key commands **Ctrl + Z** and to redo an action with **Ctrl + Y**. It is important to note that not all actions are undoable, thus it is important to save before you make any major changes in your document so you can revert back to your saved document. There are also two icons (Figure 22) above the Main Toolbar near the Save icon. The left icon is undo and the right icon is redo.



Figure 22. Undo and Redo

### WORD COUNT

To get an accurate word count of your document, go to **Review Tab > Word Count**. This will give you the total number of words in your document (Figure 23). If you need to word-count a specific section, highlight that section first by clicking and dragging over it and then to go **Review Tab > Word Count** as before.

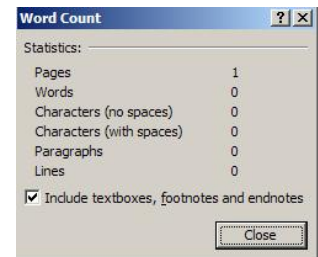


Figure 23. Word Count

### QUITTING

Before you quit, it's a good idea to save your document one final time. Then, on a Mac, go to **Word > Quit** or on a PC go to **Office Icon > Exit Word**. This is better than just closing the window, as it insures your document quits correctly.

## SHORTCUT KEYS FOR MICROSOFT OFFICE

The shortcut keys listed below can be a great help when using Microsoft Office products. Not only are they quick and easy, they are also amazing time savers.

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>CTRL+K</b>        | Create a hyperlink                               |
| <b>CTRL+/</b>        | Display HTML tags                                |
| <b>CTRL+T</b>        | Create an Auto Thumbnail of the selected picture |
| <b>CTRL+SHIFT+B</b>  | Preview a page in a Web browser                  |
| <b>SHIFT+ALT+F11</b> | Display the Microsoft Script Editor              |
| <b>CTRL+N</b>        | Create a new page                                |
| <b>CTRL+B</b>        | Bold                                             |
| <b>CTRL+I</b>        | Italic                                           |
| <b>CTRL+U</b>        | Underline                                        |
| <b>CTRL+C</b>        | Copy                                             |
| <b>CTRL+V</b>        | Paste                                            |
| <b>CTRL+Z</b>        | Undo                                             |
| <b>CTRL+S</b>        | Save                                             |
| <b>CTRL+P</b>        | Print                                            |
| <b>CTRL+O</b>        | Open                                             |