

Intro to Microsoft Word



Day 1

Introduction



[Instructor Name]
[Instructor email]

Students Introduction

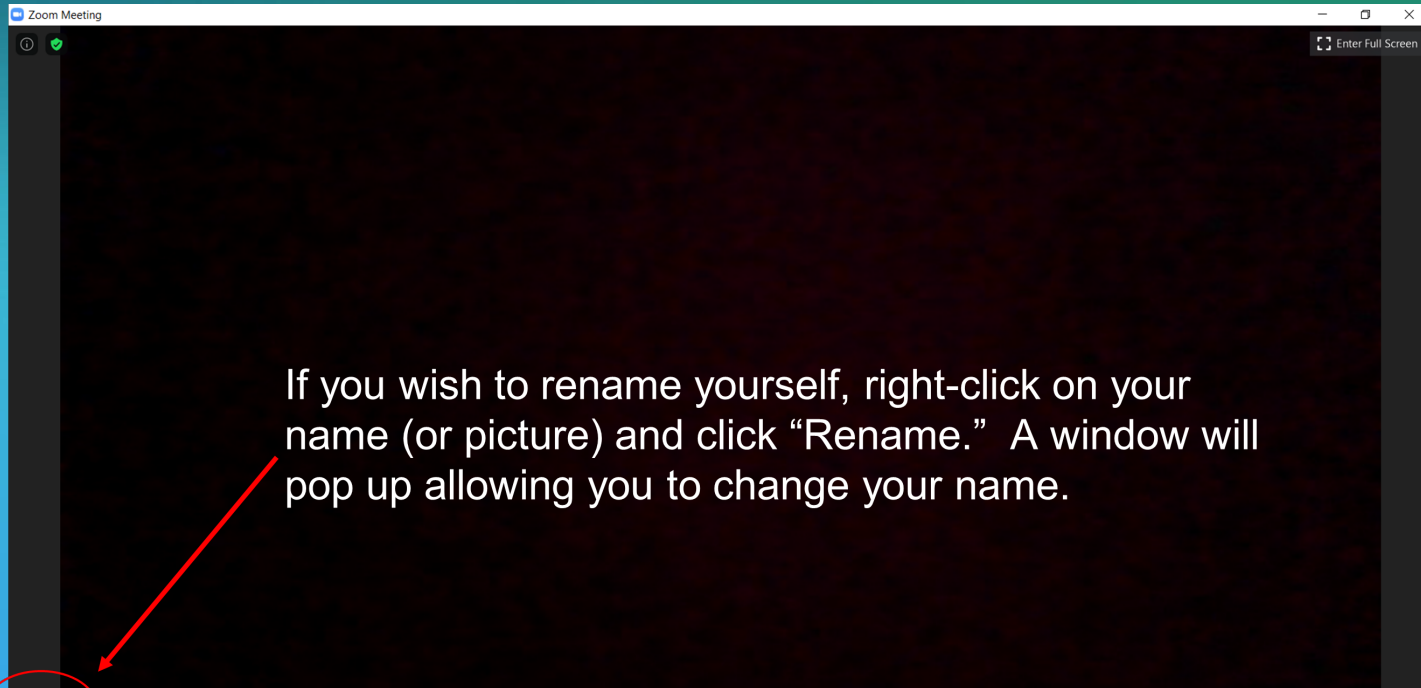
- What is your name?
- Country of origin?
- Occupation?
- What do you expect to learn?

Learning Outcomes – Day 1

- Identify the main components of the user interface.
- Define the elements to Microsoft Word software
- Navigate Microsoft Word backstage, in through different layout views, while utilizing the clipboard
- Create a new document, save and open an existing document
- Explain print preview and insertion points
- Search documents using the Search, Find & Replace options

How to use Zoom: RENAME

Button is at the bottom left corner of your screen



If you wish to rename yourself, right-click on your name (or picture) and click "Rename." A window will pop up allowing you to change your name.

How to use Zoom: MUTE & VIDEO

Buttons are at the bottom left corner of your screen



How to use Zoom: MUTE & VIDEO

Click on the button to mute/unmute or start/stop video.

A red line crossing through the microphone or camera, means that it is muted or off.

Microphone and Camera ON



Microphone and Camera OFF



Important: Please mute yourself when you are not speaking, otherwise everyone will be able to hear your background noise

How to use Zoom: CHAT

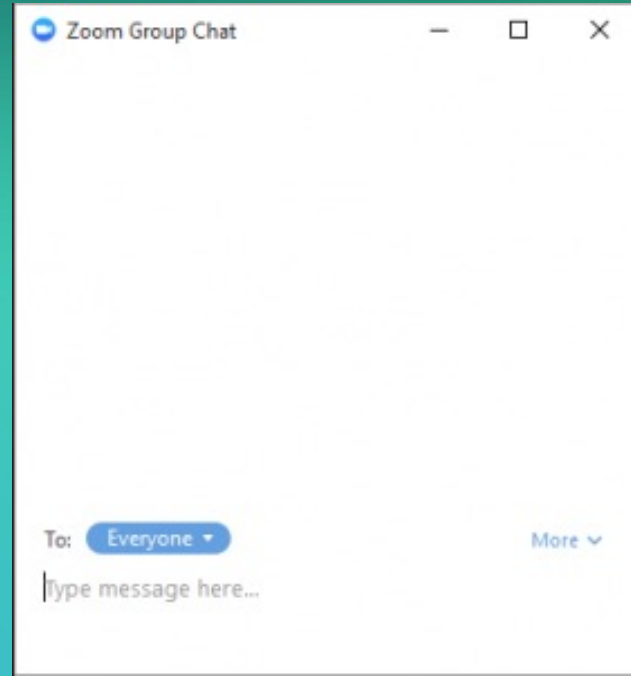
Button is at the bottom middle section of your screen



How to use Zoom: CHAT

Use the chat function to:

- Ask & answer questions
- Chat with the group
- Private message with other participants or message your instructor for tech support



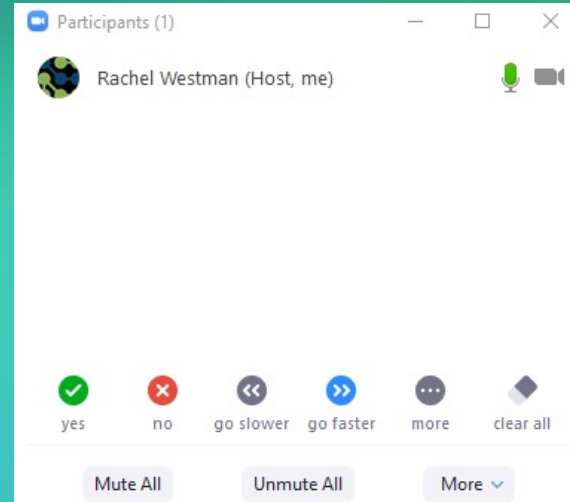
How to use Zoom: PARTICIPANTS

Button is at the bottom middle section of your screen



How to use Zoom: PARTICIPANTS

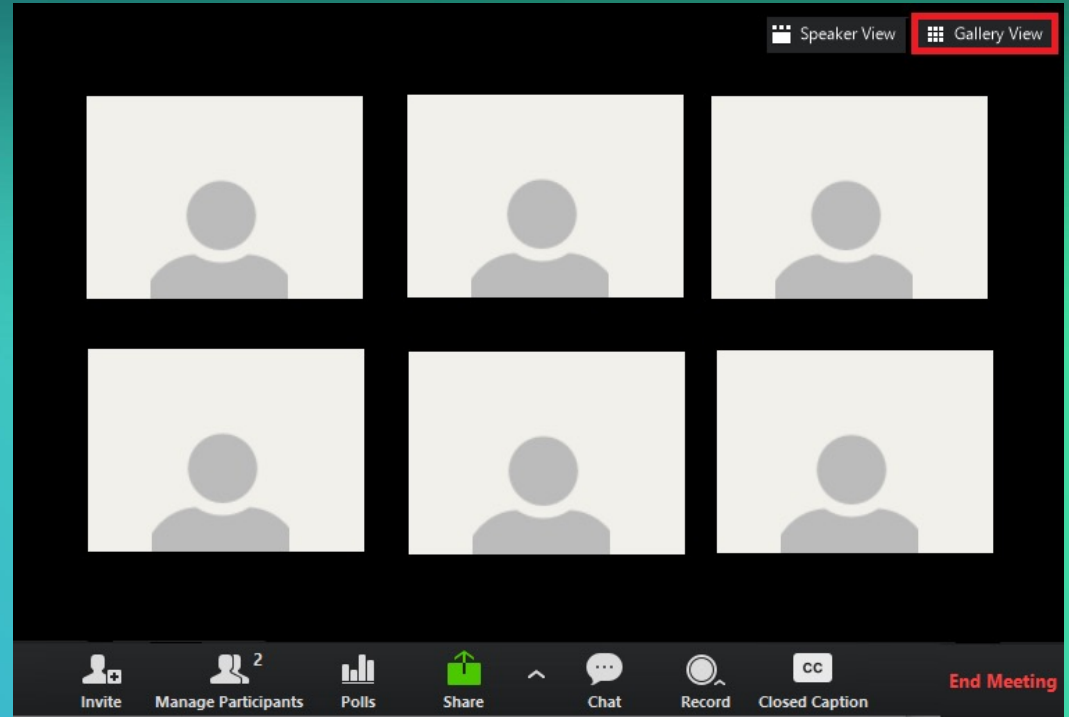
Use the participants function to quickly respond to questions from the speaker/host with non-verbal feedback



How to use Zoom: VIDEO LAYOUT

There are 3 video layouts located at the top right corner of your screen:

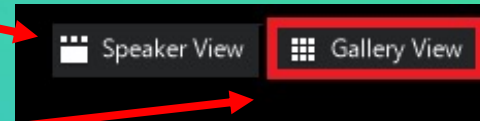
- (Active) Speaker View
- Gallery View
- Floating thumbnail window (when you minimize ZOOM)



How to use Zoom: VIDEO LAYOUT

Select the Speaker View when the instructor is teaching.

Select the Gallery view for Q&A and when participating in discussions.



What is word processing software?

What is the importance of learning the basics in entering and navigating the workforce?



- A word processing program is software that allows you to enter, edit, and format text and graphics
- The files you create using Word are called documents
- Plan a document before you create it
- The purpose of and audience for a document determine its design

Diagram illustrating the components and features of a word processor document, with annotations highlighting key elements:

- Add headers to every page:** Quest Specialty Travel Marketing Report
- Add lines:** September 2016
- Insert graphics:** Image of a mountain landscape.
- Add bullets to lists:**
 - 73% graduated from college.
 - 32% have a graduate level degree.
 - 60% earn more than \$60,000 per year.
 - 8% earn more than \$200,000 per year.
 - 45% are employed as professionals.
 - 29% are retired.
- Format the size and appearance of text:** QST Client Survey Results
- Create columns of text:**

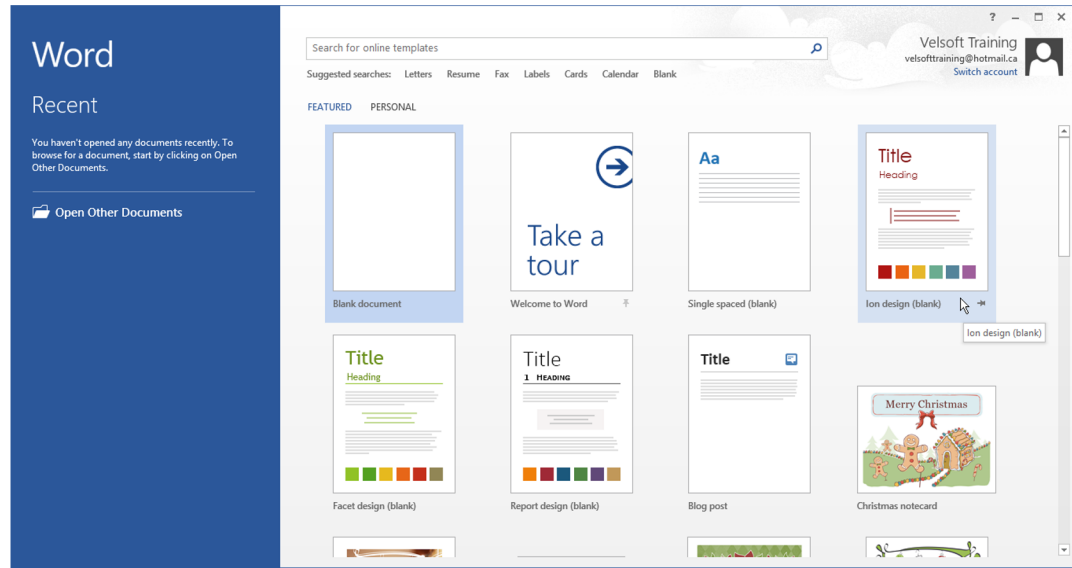
In an effort to develop an economic profile of Quest Specialty Travel clients, the marketing department hired the market research firm Takeshita Consultants, Inc. to create and administer a survey of the QST client base. A secondary goal of the survey was to identify the areas in which QST can improve its tour offerings in each region. Over 8,600 people completed the survey, which was distributed by e-mail and mailed to everyone who has purchased a QST tour in the past five years. Surveys were also completed by people who visited the QST Web site but have not purchased a QST tour. Forty-two percent of the survey recipients responded to the survey.

Survey Methods
The survey was distributed to purchasing clients via mail and e-mail during May and June 2016. The survey was also available on the QST Web site, and was completed by over 1,800 non-clients. The table below shows the distribution of respondents by delivery mode and by sex.

Survey Delivery Mode	Male	Female
E-mail to clients	6,657	7,801
Mail to clients	1,567	1,238
Web site clients	563	442
Web site non-clients	898	987
Other	365	122
Total	10,050	10,590
Grand Total	20,640	
- Create charts:** Preferred Destination pie chart showing distribution: Africa (8%), Asia (32%), Australia/NZ (6%), Europe (15%), Latin America (32%), North America (8%).
- Align text in paragraphs evenly:** Client Satisfaction paragraph.
- Add page numbers in footers:** Page number indicator.

- Visit <https://www.office.com/> to install Office (which includes Word).
- You will need a license to use Office, which can either be purchased or attained for free through your school email. Your employer may also be willing to purchase Office for you.
- Find Office for free for students at the following link:
<https://www.microsoft.com/en-ca/education/products/office>

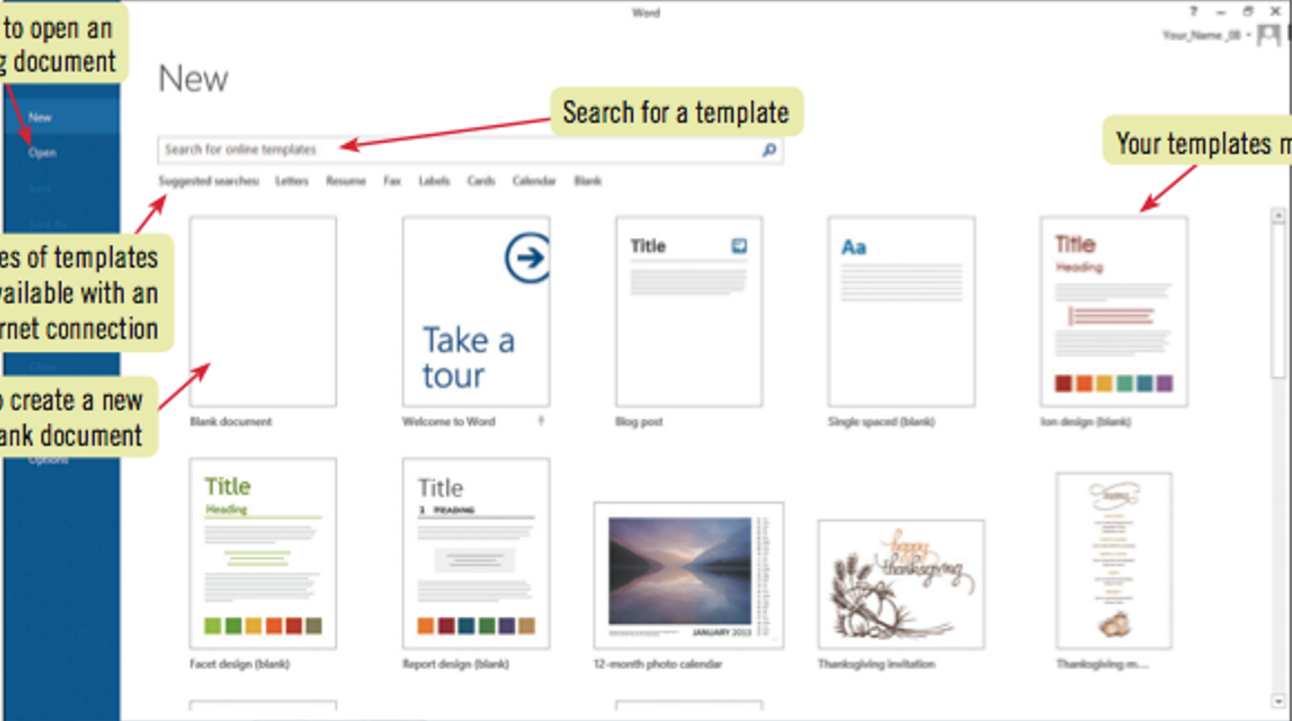
- Hit the Windows key (⊞) or click the Start button and type “word”, then hit Enter or click on the program
- You can also use Word in a browser by logging in at office.com
- Click the type of document you would like to create—there are many templates



A template helps you create a formatted document quickly

- A template is a formatted document that contains placeholder text
- You replace the placeholder text with your own text and save the file with a new filename
- Word includes templates for resumes, letters, reports, brochures, and other types of documents



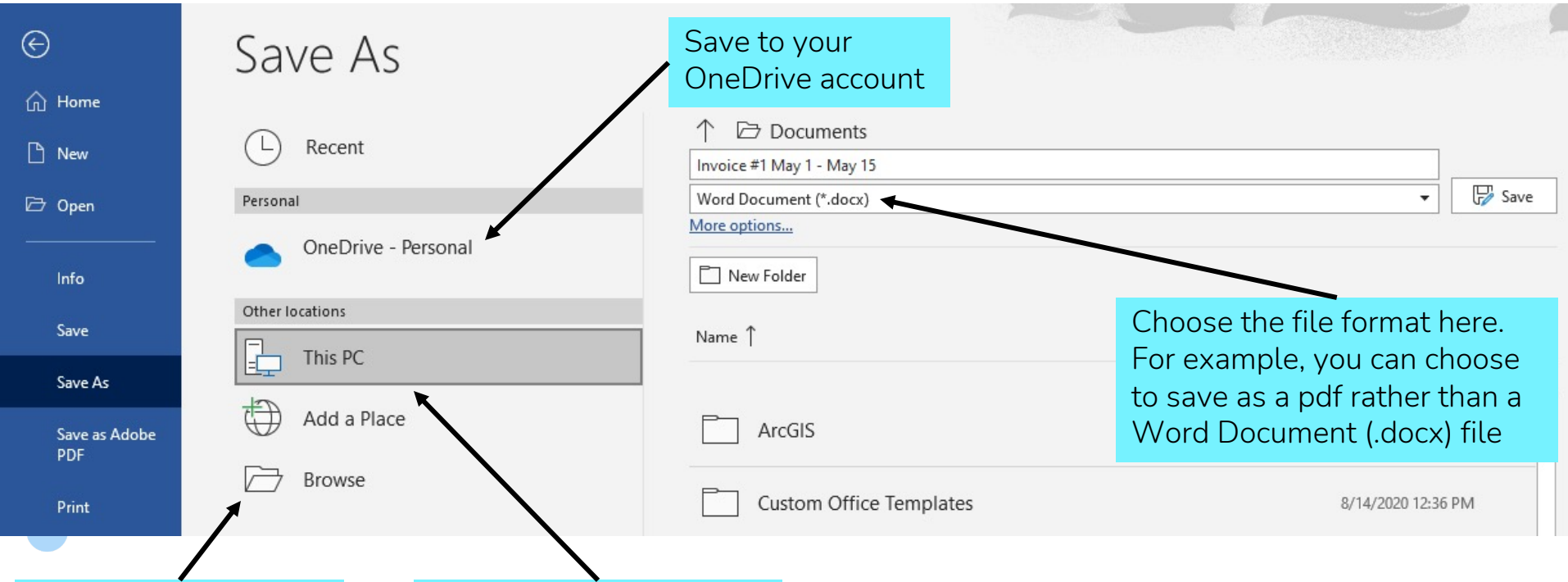


The screenshot shows the Microsoft Word 'New' document screen. On the left, a blue sidebar contains 'New' and 'Open' buttons. The main area displays a search bar 'Search for online templates' and a grid of template thumbnails. Annotations with red arrows point to specific elements:

- Click to open an existing document**: Points to the 'Open' button in the sidebar.
- Search for a template**: Points to the 'Search for online templates' search bar.
- Types of templates available with an Internet connection**: Points to the grid of template thumbnails.
- Click to create a new blank document**: Points to the 'Blank document' thumbnail in the grid.
- Your templates may differ**: Points to the 'Facet design (blank)' thumbnail in the grid.

The grid of templates includes: Blank document, Welcome to Word, Blog post, Single spaced (blank), Fan design (blank), Facet design (blank), Report design (blank), 12-month photo calendar, Thanksgiving invitation, and Thanksgiving m...

- To store a document permanently, you must save it as a file
- When you save a file you give it a name, called a filename, and indicate the location to store the file
- Saving a file allows you to close the file and open it later for editing or printing



The screenshot shows the 'Save As' dialog box in Microsoft Word. The left sidebar contains navigation options: Home, New, Open, Info, Save, **Save As**, Save as Adobe PDF, and Print. The main area is divided into 'Recent' (Personal, OneDrive - Personal) and 'Other locations' (This PC, Add a Place, Browse). The right pane shows the file name 'Invoice #1 May 1 - May 15', the file type 'Word Document (*.docx)', and a 'Save' button. Below this are 'New Folder', 'Name', and a list of folders: ArcGIS and Custom Office Templates. The date and time '8/14/2020 12:36 PM' are in the bottom right corner.

Annotations:

- An arrow points from the 'OneDrive - Personal' option in the 'Recent' section to a text box: "Save to your OneDrive account".
- An arrow points from the 'This PC' option in the 'Other locations' section to a text box: "Click here to save to your computer or alternate storage device".
- An arrow points from the 'Browse' option in the 'Other locations' section to a text box: "Click here to browse your files and choose a save location".
- An arrow points from the file type dropdown menu to a text box: "Choose the file format here. For example, you can choose to save as a pdf rather than a Word Document (.docx) file".

Click here to browse your files and choose a save location

Click here to save to your computer or alternate storage device

Choose the file format here. For example, you can choose to save as a pdf rather than a Word Document (.docx) file

● Save As:

- • Save new version of the current file with new name
- • You can choose where to save the file
- • Original file remains intact

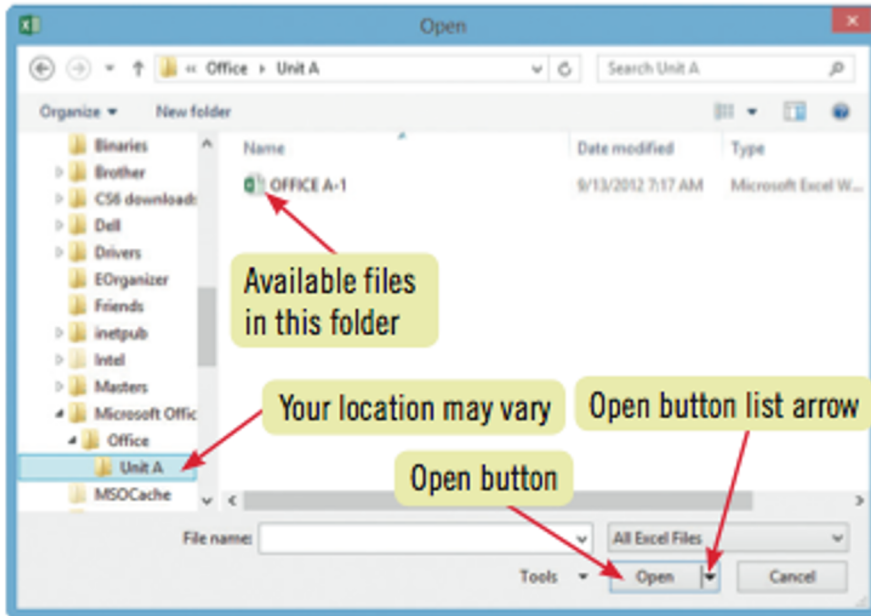
Save (ctrl + s):

- Save changes to a file that has already been saved previously (overwrites original)
- If you create a new file and try to “Save” you will be asked to “Save As” so you can name the file and choose where to save it

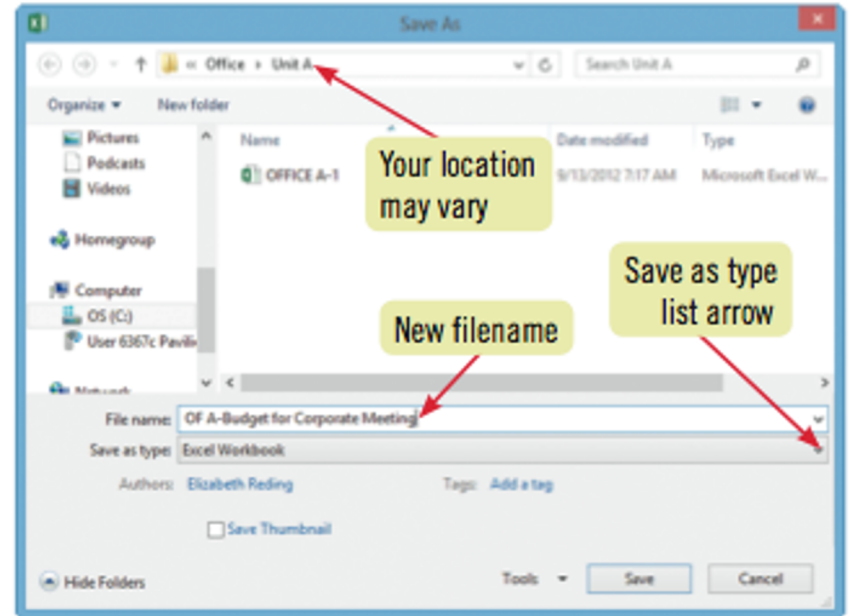
Using “Browse” in Open and Save As

If you click “Browse” in either Open (ctrl + O) or Save As menus, a file browser will open

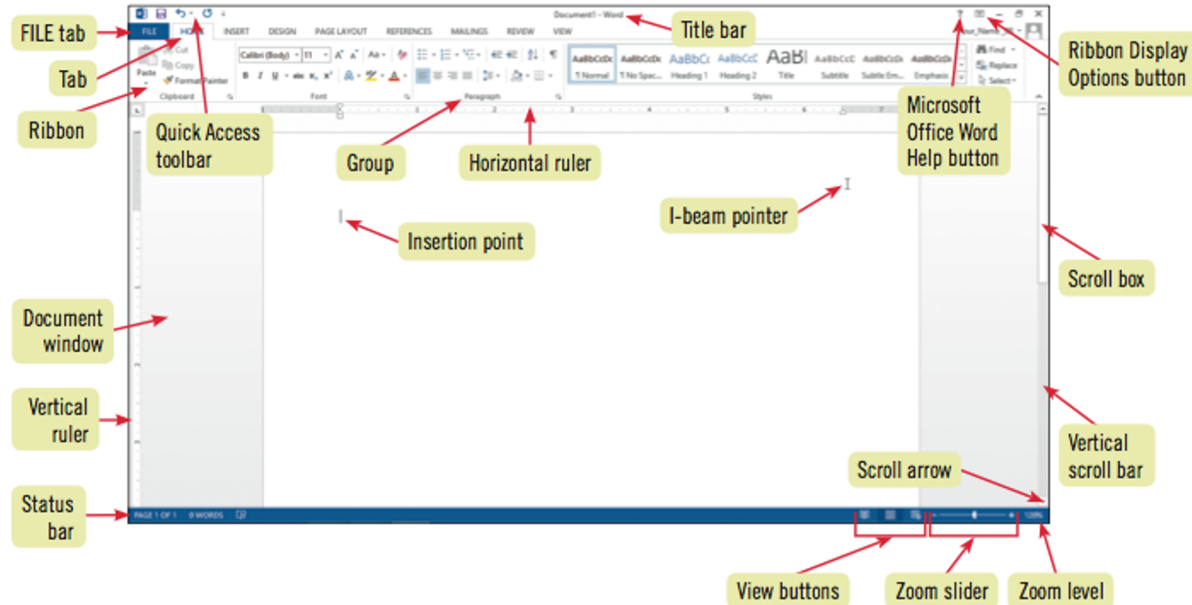
“Open” file browser



“Save as” file browser



The Word program window opens and displays a blank document in Print Layout view










You can adjust the “View” to change how the document is displayed on your screen:

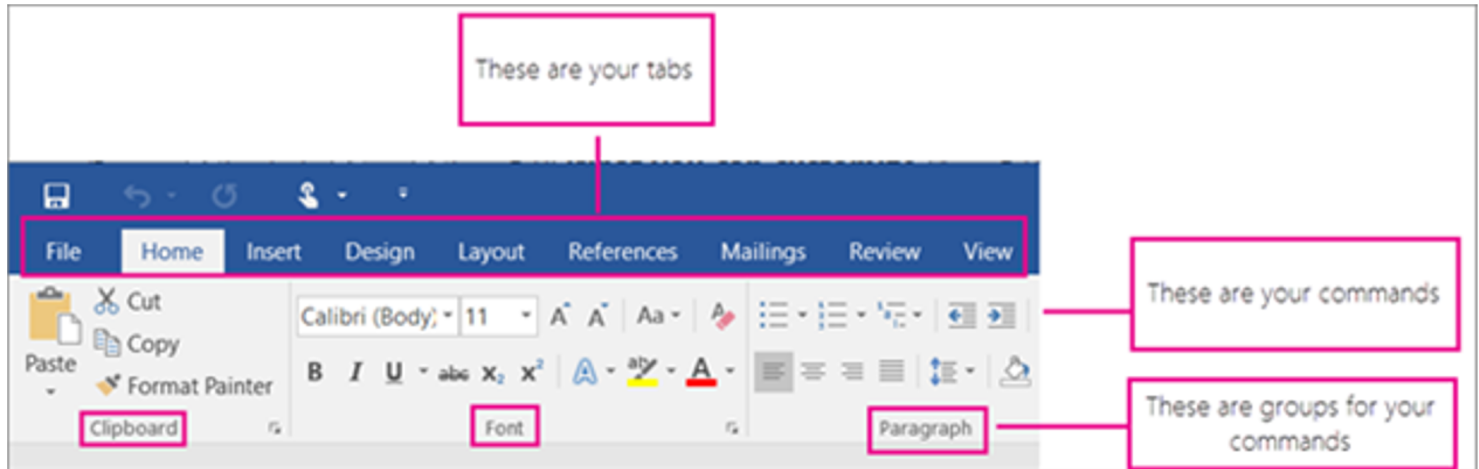
- Print View (default)
- Read mode
- Web Layout

- The insertion point indicates where text appears when you type
- The mouse pointer changes shape depending on its location in the Word program window
- Each pointer is used for a different purpose

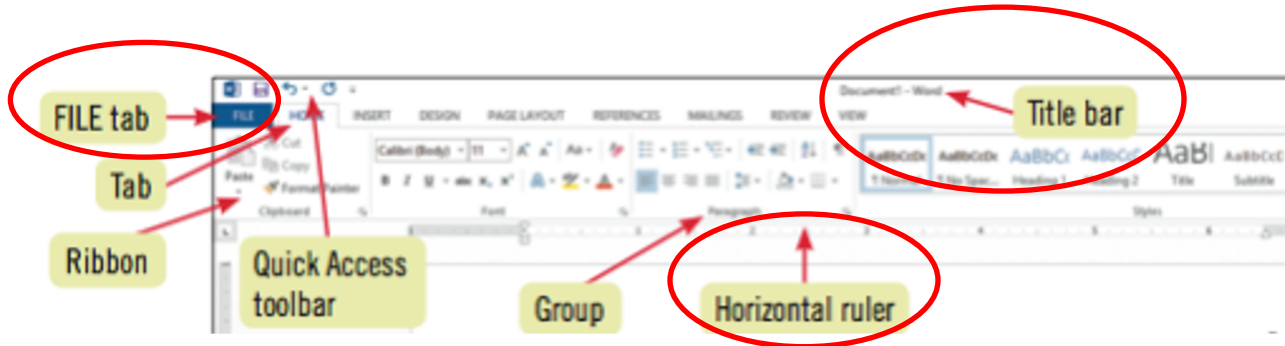


name	pointer	use to
I-beam pointer		Move the insertion point in a document or to select text
Click and Type pointers, including left-align and center-align		Move the insertion point to a blank area of a document in Print Layout or Web Layout view; double-clicking with a Click and Type pointer automatically applies the paragraph formatting (alignment and indentation) required to position text or a graphic at that location in the document
Selection pointer		Click a button or other element of the Word program window; appears when you point to elements of the Word program window
Right-pointing arrow pointer		Select a line or lines of text; appears when you point to the left edge of a line of text in the document window
Hand pointer		Open a hyperlink; appears when you point to a hyperlink in a task pane or when you press [Ctrl] and point to a hyperlink in a document
Hide white space pointer		Hide the white space in the top and bottom margins of a document in Print Layout view
Show white space pointer		Show the white space in the top and bottom margins of a document in Print Layout view

- At the top is the Ribbon—you can click on the tabs (“Home”, “Insert”, etc.) to switch to different Ribbons
- Each Ribbon contains different buttons and menus related to editing and formatting documents



- The title bar at the very top center displays the document names
- In the File tab, you can manage and share documents:
 - Create, open, save, and print a document
 - Share a document
- Rulers show margin, tab, and indent settings



- Status bar shows page information, the location of the insertion point, and the on/off status of several Word features
- Status bar includes:
 - View buttons
 - Zoom level button and Zoom slider
 - Page number and which page you're on



You can select text to delete, edit, format, or copy/cut it.

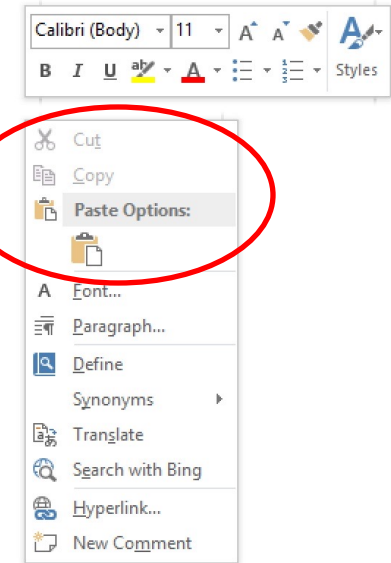
Here are some methods for selecting text:



to select	use the pointer to
Any amount of text	Drag over the text
A word	Double-click the word
A line of text	Move the pointer to the left of the line, then click
A sentence	Press and hold [Ctrl], then click the sentence
A paragraph	Triple-click the paragraph or double-click with the pointer to the left of the paragraph
A large block of text	Click at the beginning of the selection, press and hold [Shift], then click at the end of the selection
Multiple nonconsecutive selections	Select the first selection, then press and hold [Ctrl] as you select each additional selection
An entire document	Triple-click with the pointer to the left of any text; press [Ctrl][A]; or click the Select button in the Editing group on the HOME tab, and then click Select All

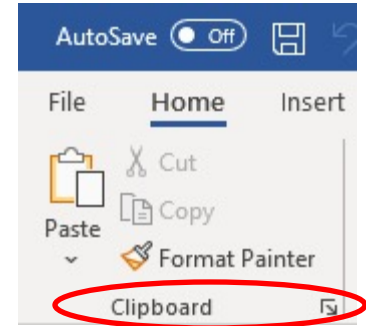
- Begin a new document by typing in a blank document in the document window
- Try using the Cut and Copy functions: select some text and either right-click or use Ctrl + C (copy) or Ctrl + X (cut)
- Paste by using Ctrl + V or right-clicking. There are special paste options you might find useful
- You can copy text from anywhere, such as a web browser or a different document

The right-click menu in Word:

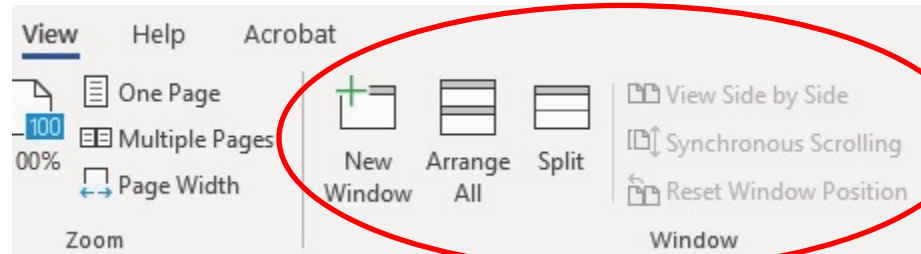


The Clipboard:

- Stores up to 24 items
- Can store text and/or images
- Items can be cut or copied from any Office program
- Items on the Office Clipboard can be viewed: under the Home tab click the little arrow next to “Clipboard”
- The last item collected is stored on both the Office Clipboard and the system Clipboard



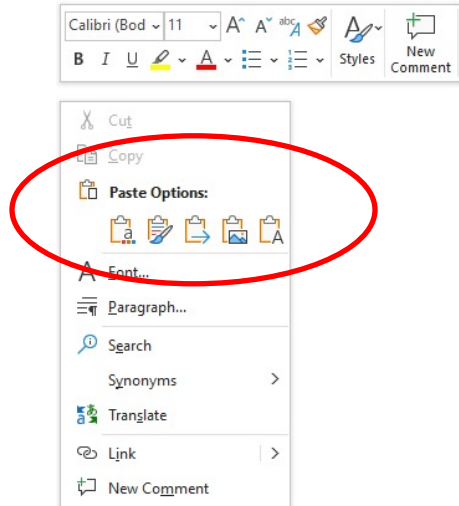
- Open both Word documents
- Cut or copy text from one document
- Switch to the other document
- Paste the text into the second document
- Use “Arrange All” or “View Side by Side” in the Window group on the View tab to display both documents at the same time



Paste options allow you to change the formatting pasted text.

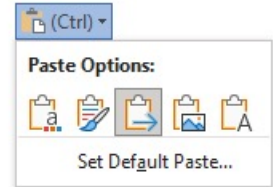
For example, you can “keep text only” or “keep source formatting”

Paste options in the right-click menu:



Paste options button after you have pasted text:

- Paste options allow you to change the formatting pasted text.

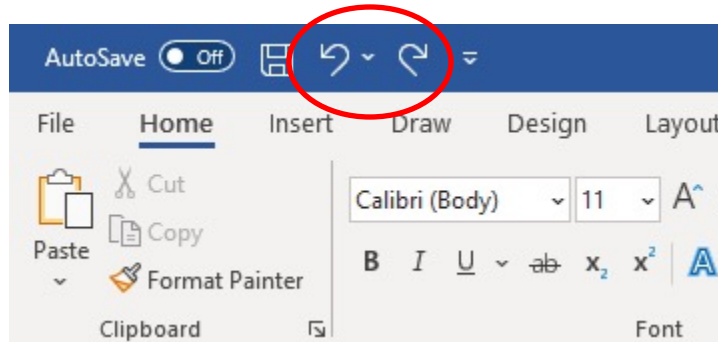


Besides copy, cut, and paste, there are several useful keyboard shortcuts that work in many different text fields and applications

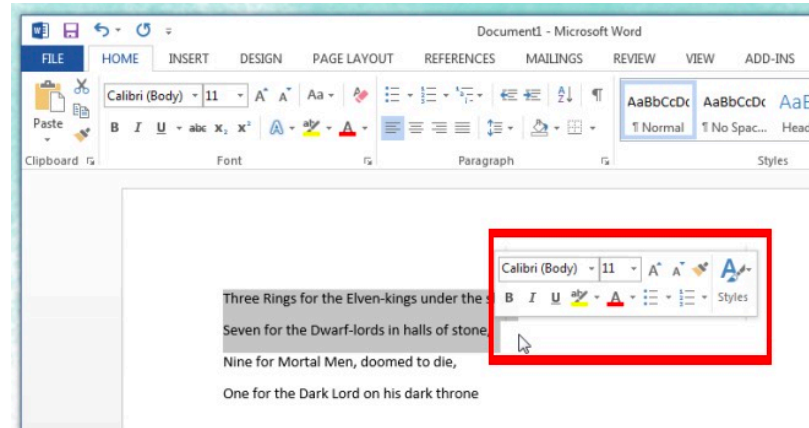
- Ctrl + X to cut text to the Clipboard
- Ctrl + C to copy text to the Clipboard
- Ctrl + V to paste text from the Clipboard
- Ctrl + A to select all text in the document
- Ctrl + S to save the document (or Save As if the document is being saved for the first time)

Woops! Say you accidentally deleted all the text in your document or copied text into the wrong place.

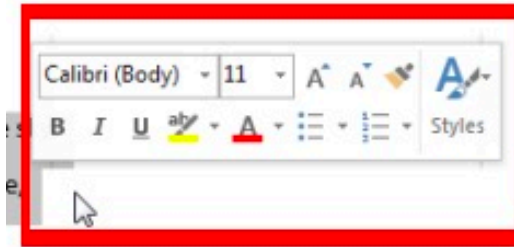
- Use Undo (Ctrl + Z) to revert your last action
- Use Redo (Ctrl + Y) if you mistakenly Undo something
















- The mini toolbar includes frequently used text and paragraph formatting options
- Try selecting some text to make the mini toolbar appear

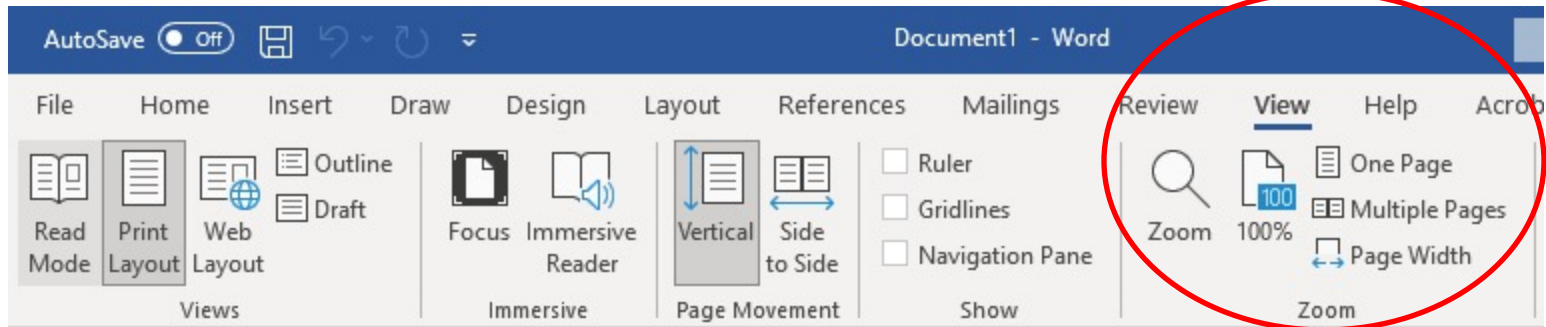


The mini toolbar for selected text

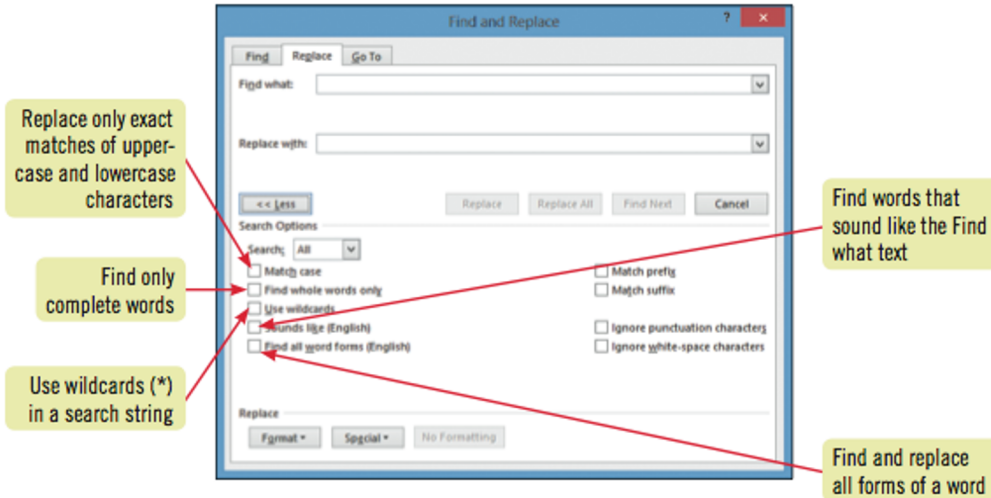


button	use to	button	use to
	Change the font of text		Apply bold to text
	Change the font size of text		Italicize text
	Make text larger		Underline text
	Make text smaller		Apply colored highlighting to text
	Copy the formats applied to selected text to other text		Change the color of text
	Apply a style to text		Apply bullets to paragraphs
			Apply numbering to paragraphs

- There are many ways to zoom in or out
- Enlarge document for a close-up view
- Reduce document for an overview of the layout
- Use tools in the zoom group on the View tab, or the zoom slider on the bottom right. You can also ctrl + scroll-up to zoom in and ctrl + scroll-down to zoom out

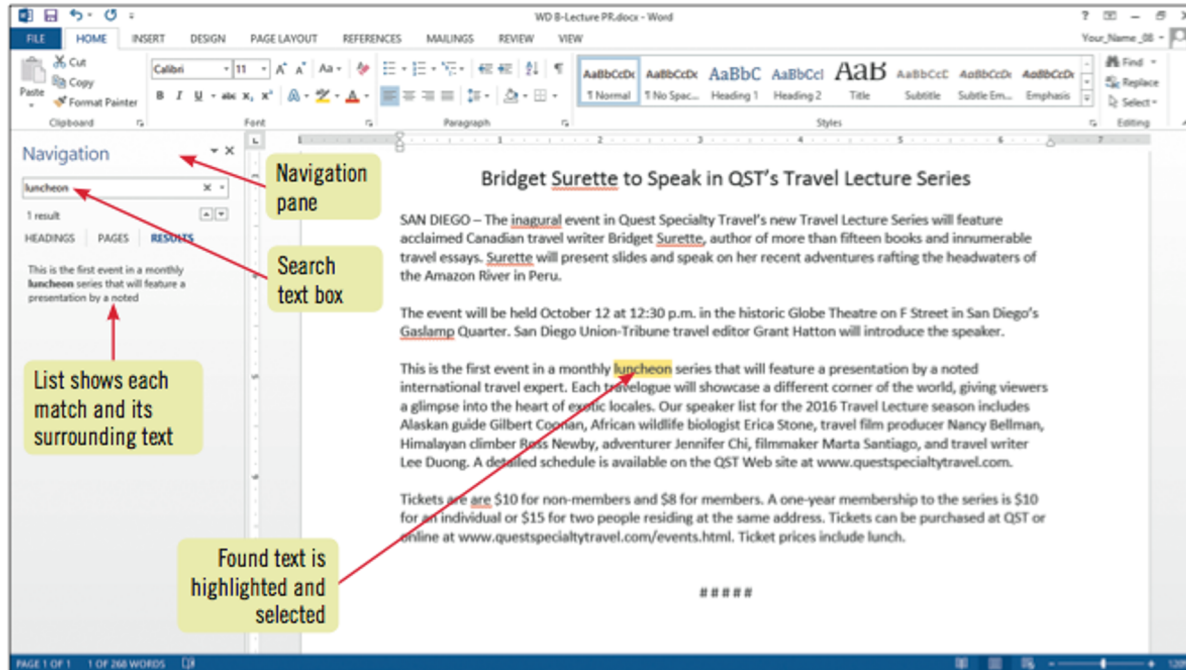


- Use Ctrl + F or View tab > Show > Navigation Pane to search your document for text
- You can use the Replace function (Home tab > Editing > Replace) to have Word search the document for text and replace it with any text



The navigation pane

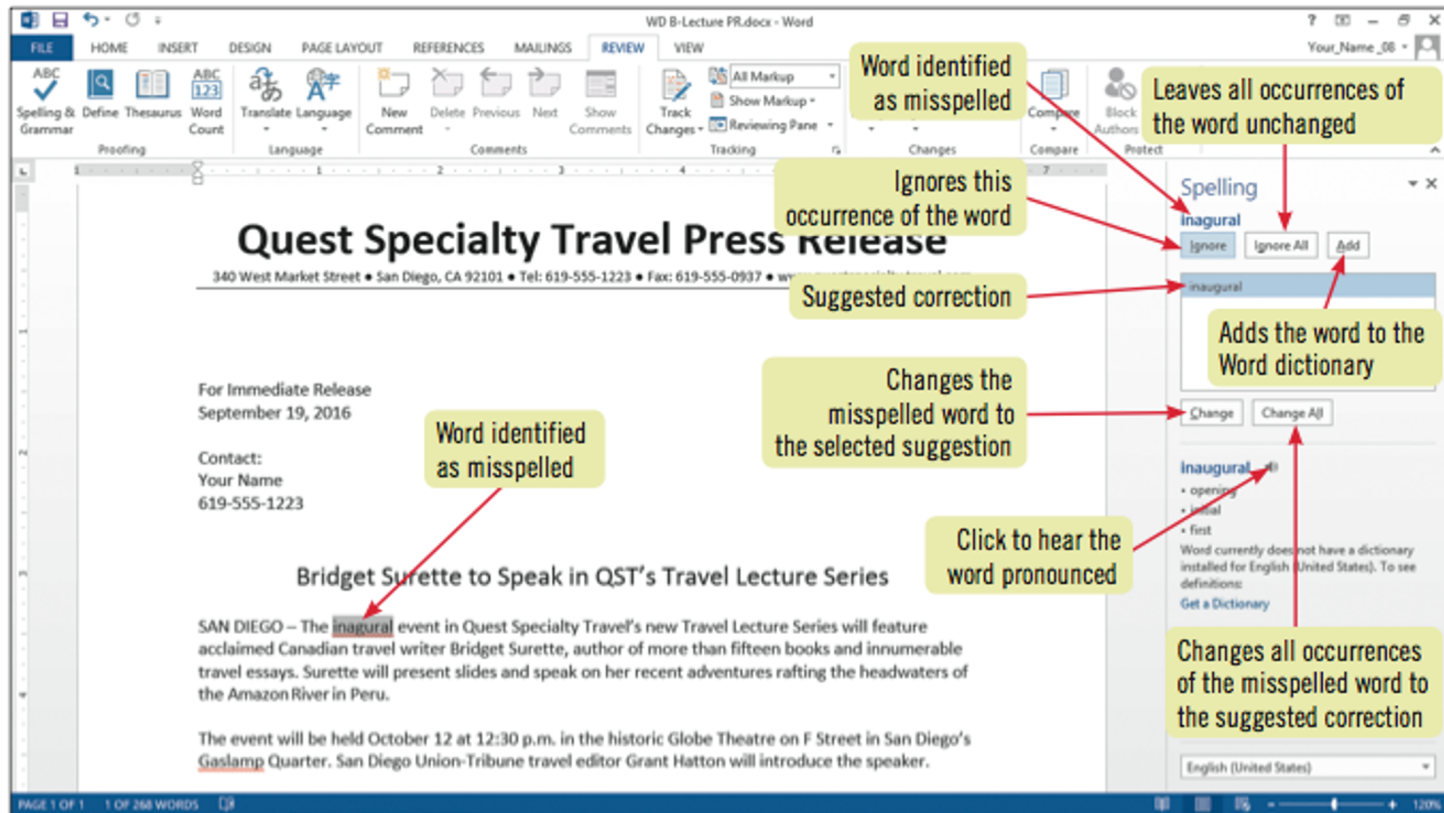
In the navigation pane you can click on headers to navigate through the document, similar to a table of contents. You can also search for text



- Flags possible mistakes (misspelled words, grammar errors) and suggests corrections
- Not all flagged errors are incorrect (e.g., names)
- Click Ignore All or Ignore Once so Word does not flag the word
- You still need to proofread your documents carefully for errors

This is a speling error.

This is a grammar error



The screenshot shows the Microsoft Word interface with the 'REVIEW' tab selected. The document is titled 'Quest Specialty Travel Press Release'. The text in the document includes:

For Immediate Release
September 19, 2016

Contact:
Your Name
619-555-1223

Bridget Surette to Speak in QST's Travel Lecture Series

SAN DIEGO – The inaugural event in Quest Specialty Travel's new Travel Lecture Series will feature acclaimed Canadian travel writer Bridget Surette, author of more than fifteen books and innumerable travel essays. Surette will present slides and speak on her recent adventures rafting the headwaters of the Amazon River in Peru.

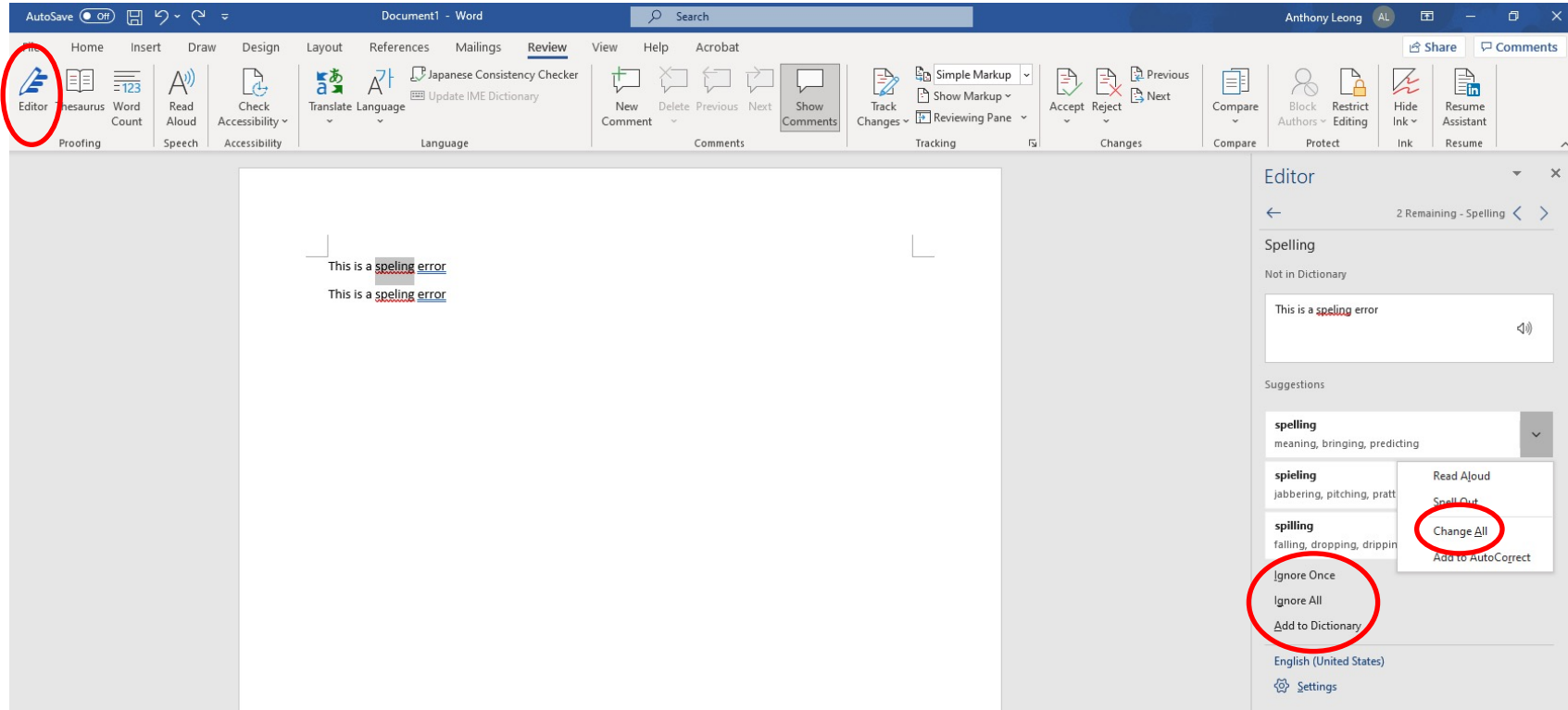
The event will be held October 12 at 12:30 p.m. in the historic Globe Theatre on F Street in San Diego's Gaslamp Quarter. San Diego Union-Tribune travel editor Grant Hatton will introduce the speaker.

The Spelling and Grammar checker pane is open on the right side of the window. It shows the word 'inaugural' as misspelled. The pane includes buttons for 'Ignore', 'Ignore All', 'Add', 'Change', and 'Change All'. A list of suggestions is shown below the word, with 'inaugural' as the top suggestion. A note at the bottom of the pane states: 'Word currently does not have a dictionary installed for English (United States). To see definitions: Get a Dictionary'.

Annotations with red arrows point to various elements in the Spelling and Grammar checker pane:

- Word identified as misspelled**: Points to the word 'inaugural' in the list.
- Leaves all occurrences of the word unchanged**: Points to the 'Ignore' button.
- Ignore this occurrence of the word**: Points to the 'Ignore All' button.
- Suggested correction**: Points to the word 'inaugural' in the suggestions list.
- Changes the misspelled word to the selected suggestion**: Points to the 'Change' button.
- Click to hear the word pronounced**: Points to the speaker icon next to the word 'inaugural' in the suggestions list.
- Adds the word to the Word dictionary**: Points to the 'Add' button.
- Changes all occurrences of the misspelled word to the suggested correction**: Points to the 'Change All' button.

The status bar at the bottom of the window indicates 'PAGE 1 OF 1' and '1 OF 268 WORDS'.



The screenshot displays the Microsoft Word interface with the **Review** tab selected. The **Editor** button in the **Review** ribbon is circled in red. The **Editor** pane on the right side of the window is open, showing a spelling error: "This is a speling error". Below the error, a list of suggestions is provided:

- spelling**: meaning, bringing, predicting
- spieling**: jabbering, pitching, prattling
- spilling**: falling, dropping, dripping

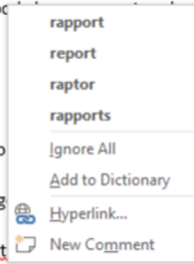
The **Change All** button in the suggestions list is circled in red. At the bottom of the Editor pane, the **Ignore All** button is also circled in red. Other buttons visible in the Editor pane include **Ignore Once**, **Add to Dictionary**, **English (United States)**, and **Settings**.

Right click a spelling or grammar error to see suggestions for correcting it

...eak our efforts to establish long, trusting relationships. Our body language
credibility to what we say, or it can contradict our words. Understanding
as well as being able to read the signals that your clients send, is an
ughout our lives. What is your be...t you? Find out

ou will be able to:

...of body language to improve co
t of space in a conversation
...es of body language from a rang
e
...ching techniques to build rapport
idence



Questions?

