

# Intro to Microsoft Word



Day 2



- What is word processing software?
- What are templates and why are they useful?
- What is the difference between Saving a document and Save As?
- What is a tab? Group?
- Identify some ways you can select your text

## Learning Outcomes – Day 2

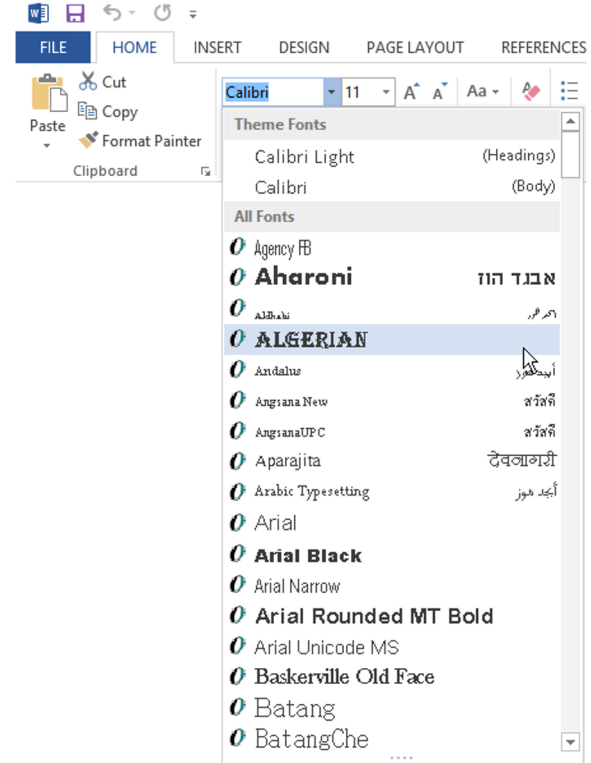
- Edit and format text
- Work with language tools (spell check, dictionary, thesaurus)
- Work with paragraph settings, indents, tabs and margins
- Use bullets and numbering
- Insert and modify tables

Let's practice formatting some text. First, type the following:

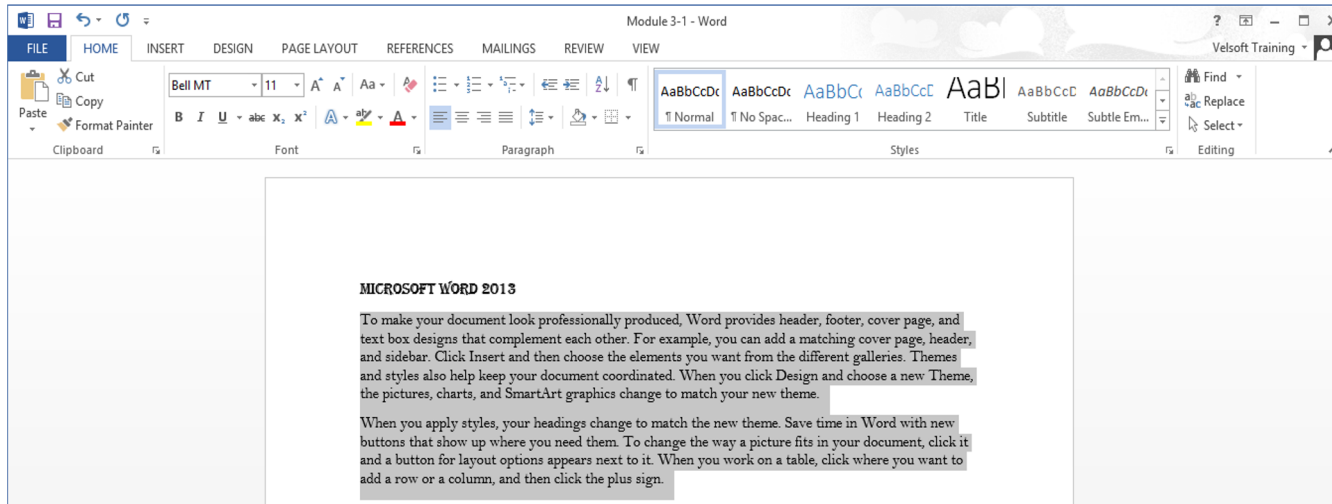
Microsoft Word

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme.

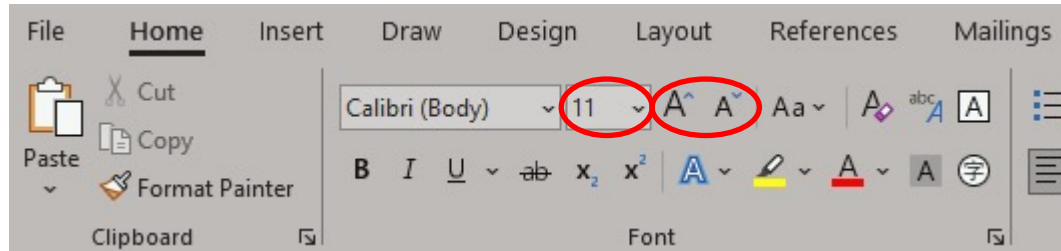
- Highlight the title (“Microsoft Word”)
- Click Algerian from the Font menu
- **Tip:** You can also click inside the Font text box, type a font name, and press Enter



- Now highlight the paragraphs and click the Font menu
- Scroll down in the list and click Bell MT
- The new font will be applied to the paragraphs:

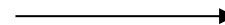
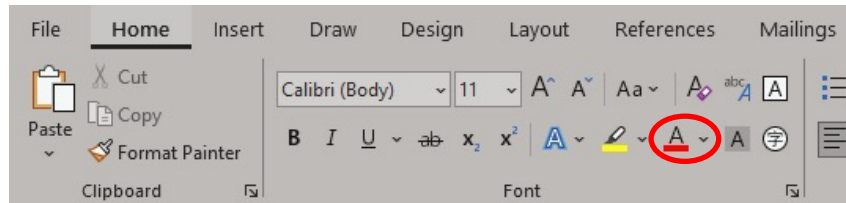


- Find the Font Size menu on the Home tab or the mini toolbar
- Select text and choose a new font size or use the font size up or down buttons
- Size 12 is typical for Word documents
- Highlight both paragraphs and change the font size to 14



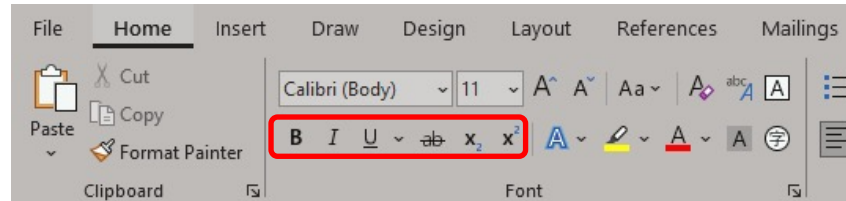
Font 10  
 Font 16  
 Font 22  
 Font 28  
 Font 34  
 Font 40

- Find the Font Colour menu on the Home tab and the mini toolbar
- Highlight the paragraphs and change the font to any colour
- **Tip:** Clicking the button with an “A” and a line of colour under it will change the font to whatever colour the line is



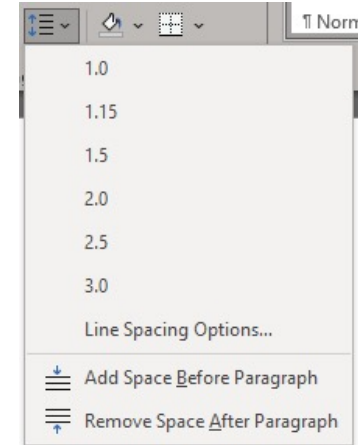
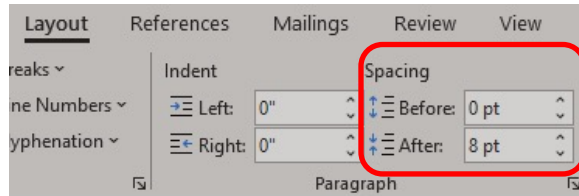
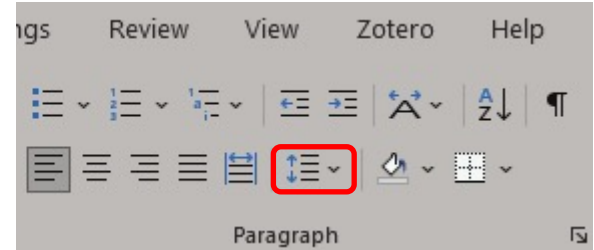


- Apply basic text effects from the Font group of the Home tab
- See what each button does by hovering over it
- Some of the most commonly used formatting shortcuts include:
  - Bold text: Ctrl + B
  - Italicize text: Ctrl + I
  - Underline text: Ctrl + U



# Change line and paragraph spacing

- Adding white space to a document can make it easier to read
- Increase space between lines using the Line and Paragraph Spacing list arrow
- Increase space between paragraphs using the **Before and After text boxes** in the **Paragraph** group on the **Layout** tab



The screenshot displays the Microsoft Word interface with the 'PAGE LAYOUT' tab selected. The 'Spacing' section in the Paragraph group is highlighted with a red box, showing 'Before' and 'After' spacing set to 12 pt. The document content includes a heading 'Quest·Specialty·Travel¶' followed by 'Last·Minute·Travel·Deals¶'. Below this is a paragraph of text, followed by a list of travel packages and another heading 'Rajasthan·Desert·Safari¶'. Yellow callout boxes with red arrows provide specific spacing details:

- Spacing section shows paragraph spacing for the paragraph where the insertion point is located**: Points to the 'Spacing' section in the ribbon.
- 12 points of space added before Last Minute Travel Deals heading**: Points to the space between the first and second heading.
- Insertion point (your placement may vary)**: Points to the end of the second heading.
- Line spacing is 1.15**: Points to the first paragraph of text.
- Line spacing is 1.5**: Points to the list of travel packages.
- 6 points of space added after the heading**: Points to the space between the second heading and the third heading.

The status bar at the bottom indicates 'PAGE 1 OF 2' and '642 WORDS'.

- A style is a set of format settings that are named and stored together
- Apply multiple format settings in one click with a style
- For example, try selecting the title and then click “Heading 1”



- Paragraphs are aligned relative to the left and right margins
- Left-aligned text is flush with the left margin
- Text is left-aligned by default
- Centered text is centered between the margins
- Right-aligned text is flush with the right margin
- Justified text is flush with both the left and right margins
- Try changing the alignment of the text!

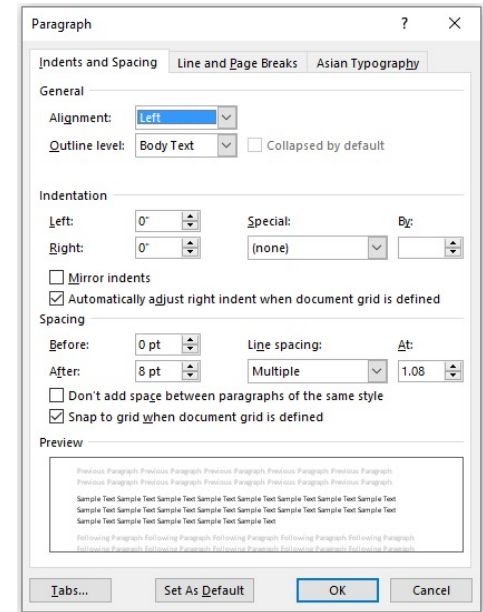
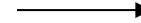
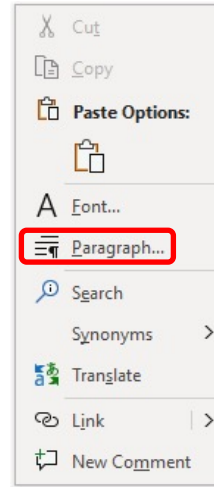


The screenshot shows a Microsoft Word document titled "WD-C-Last Minute Deals.docx". The ribbon is set to the "HOME" tab, with the "Paragraph" group selected. The "No Spacing" style is highlighted in the "Paragraph" section of the ribbon. The document content includes:

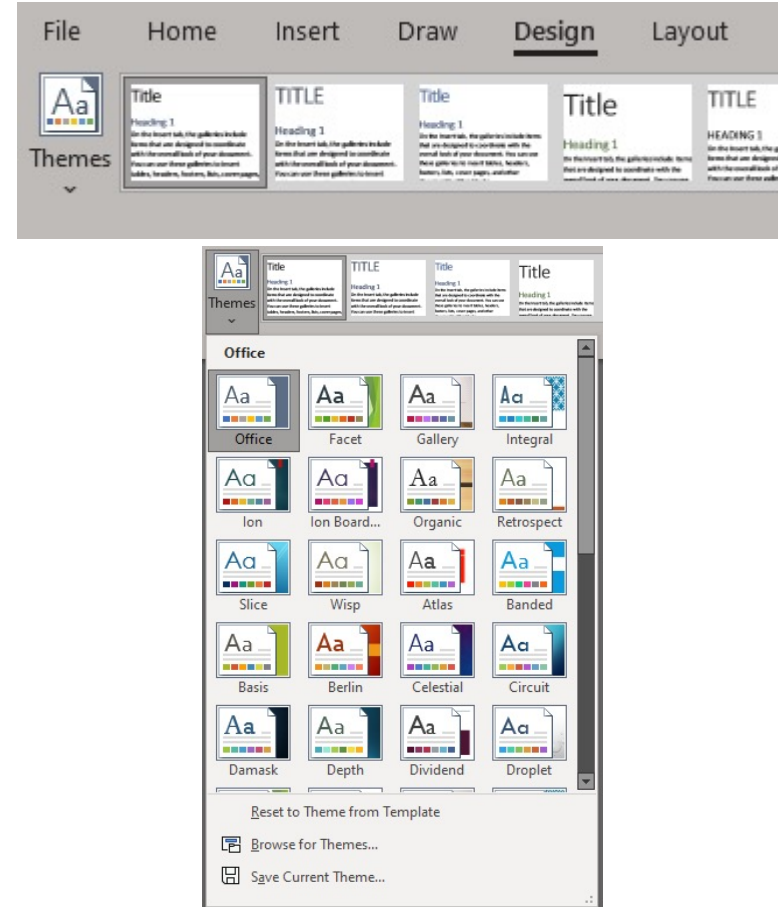
- A header "Your Name" and "August 31, 2016" right-aligned, with a callout "Right-aligned" pointing to the date.
- A callout "Right margin on the ruler" pointing to the right margin line on the ruler.
- A title "Quest Specialty Travel" in green.
- A main title "Last Minute Travel Deals" in blue, center-aligned, with a callout "Center-aligned" pointing to it.
- A paragraph of text: "For an adventure sooner rather than later, check out this month's last minute travel deals. Each of the trips listed below begins in the next few weeks, so immediate booking is essential. These special travel deals on select adventures change frequently and sell out fast. For personal assistance from a QST travel specialist call 1-833-333-TOUR (1-833-333-8687) or visit [www.questspecialtytravel.com](http://www.questspecialtytravel.com). Our online booking process is fast, easy, and secure." This paragraph is justified, with a callout "Justified" pointing to it.
- A section titled "Trip Dates Cost" with a list of trips:
  - Rajasthan Desert Safari Oct. 1-15 \$1,645
  - Inca Highlands Explorer Oct. 14-28 \$1,140
  - Everest Base Camp Trek Oct. 7-28 \$1,950
  - Cycling in Provence Oct. 13-20 \$1,120
 This list is left-aligned, with a callout "Left-aligned" pointing to it.
- A footer "Rajasthan Desert Safari" in green.

The status bar at the bottom indicates "PAGE 1 OF 2" and "643 WORDS".

- Select your text, right click, and choose **Paragraph** to open the Paragraph dialog box
- This dialog box can be used to make various spacing and alignment changes to your text








- Format a document using themes under the Design tab
- A theme is a complete set of theme colors, fonts, and effects
- Applying a Theme applies theme colors, font and table styles, and graphics effects to your entire document
- If you apply a Theme and don't like it, just use Ctrl + Z to undo





- Tabs help you to align text vertically at a specific location on a page
- A tab stop is a point on the horizontal ruler that identifies a text alignment location
- When working with tabs it is a good idea to turn your show/hide button on to see formatting



tab	use to
 <b>Left tab</b>	Set the start position of text so that text runs to the right of the tab stop as you type
 <b>Center tab</b>	Set the center align position of text so that text stays centered on the tab stop as you type
 <b>Right tab</b>	Set the right or end position of text so that text moves to the left of the tab stop as you type
 <b>Decimal tab</b>	Set the position of the decimal point so that numbers align around the decimal point as you type
 <b>Bar tab</b>	Insert a vertical bar at the tab position



WD C-Last Minute Deals.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph Styles

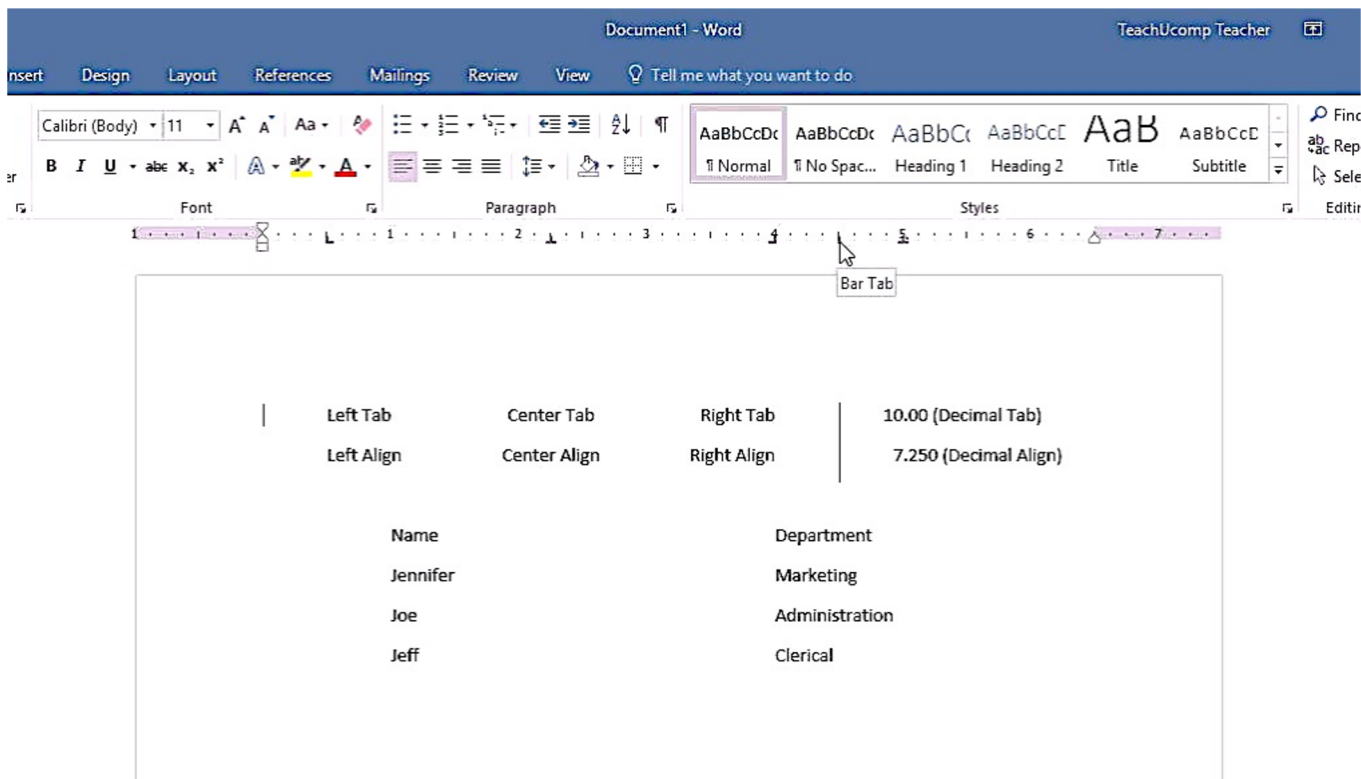
Right Tab icon in tab indicator

Left tab stops

Right tab stop

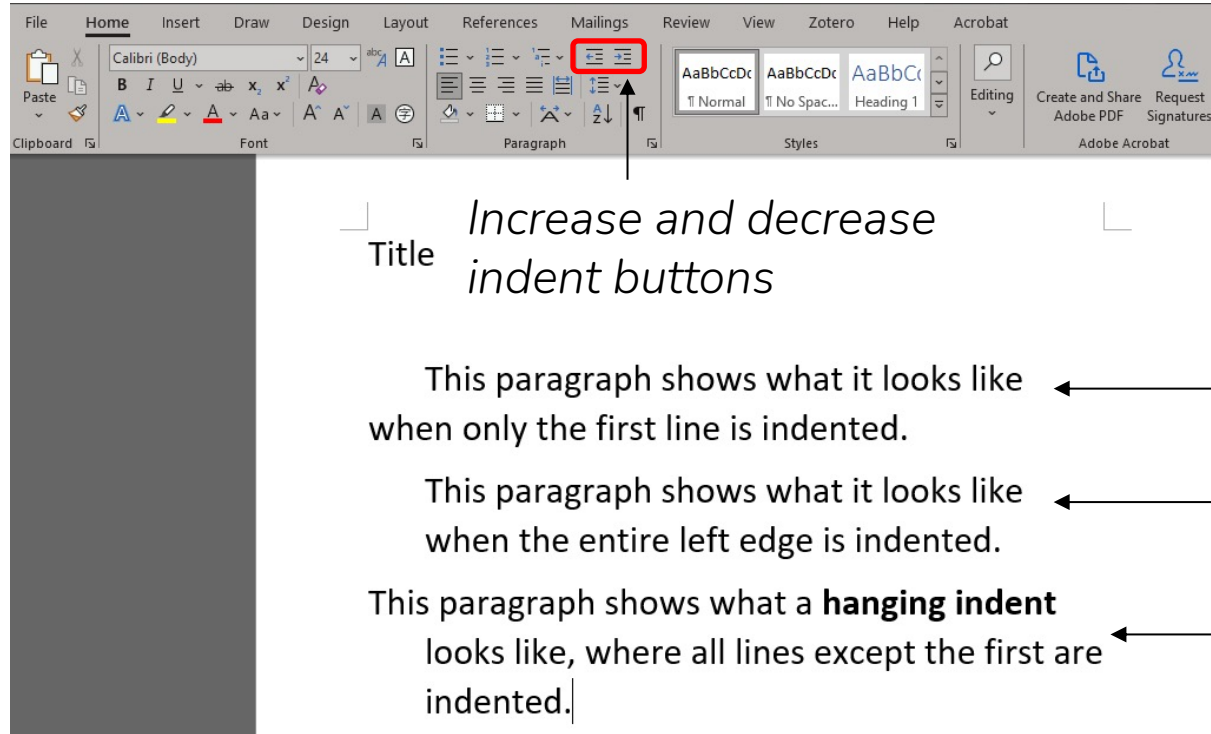
Trip Dates	Cost	
Rajasthan Desert Safari Oct. 1-15	\$1,645	
Inca Highlands Explorer Oct. 14-28	\$1,140	
Everest Base Camp Trek Oct. 7-28	\$1,950	
Cycling in Provence Oct. 13-20	\$1,120	

Rajasthan Desert Safari



Left Tab	Center Tab	Right Tab	10.00 (Decimal Tab)
Left Align	Center Align	Right Align	7.250 (Decimal Align)
Name		Department	
Jennifer		Marketing	
Joe		Administration	
Jeff		Clerical	

Indenting moves a line or paragraph in from the left margin



**Title** *Increase and decrease indent buttons*

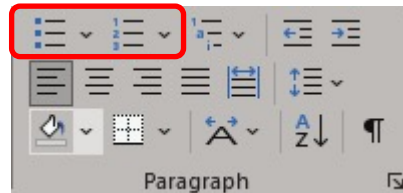
This paragraph shows what it looks like when only the first line is indented. *First line indent*

This paragraph shows what it looks like when the entire left edge is indented. *Paragraph indent*

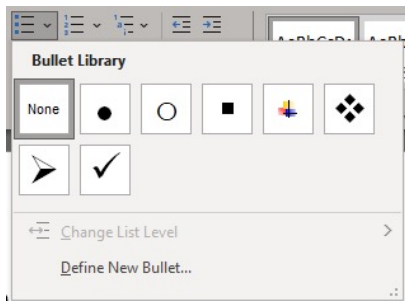
This paragraph shows what a **hanging indent** looks like, where all lines except the first are indented. *Hanging indent*

## Bullets and numbering

- Formatting paragraphs with bullets and numbering can help to organize ideas in a document
- A bullet is a character, often a small circle, that appears before the items in a list to add emphasis
- Numbering the items in a list helps to illustrate sequence and priority
- Select the text you want to add bullets or numbering to and then click the bullets or numbering buttons



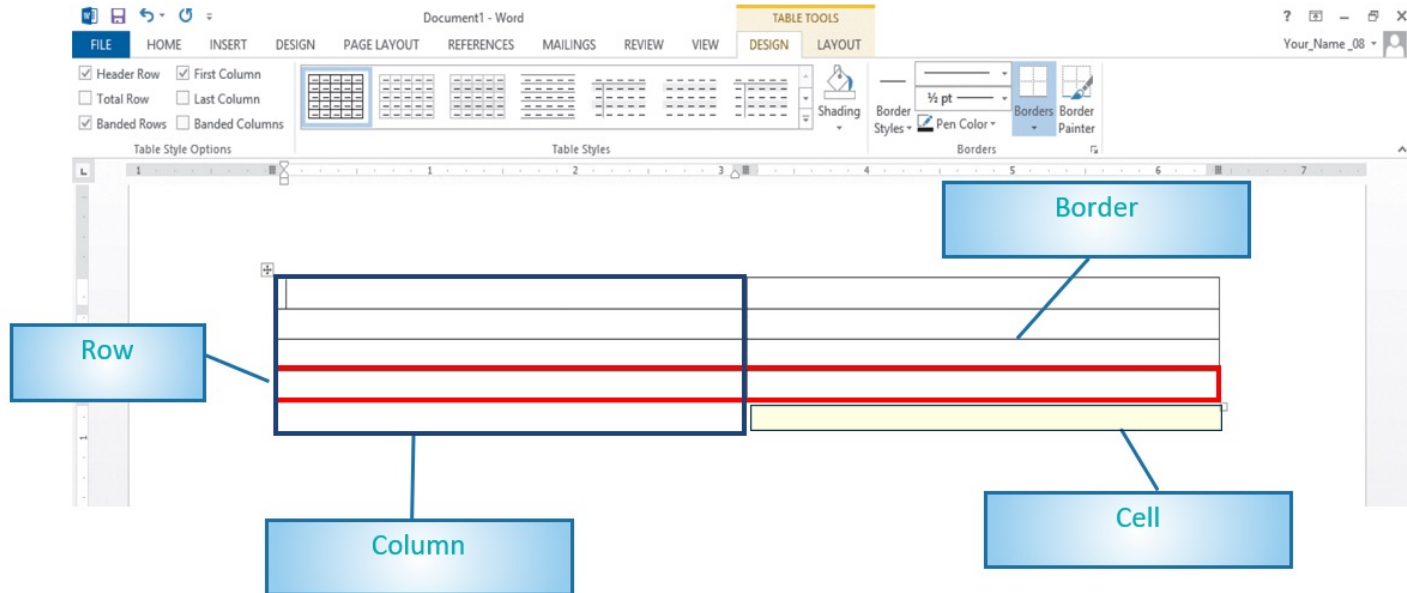
- Hitting Enter after a bulleted or numbered item will automatically create a new bullet or continue the numbering for the next line. Try it!
- Change bullet style from the dropdown menu
- Hit Tab to “demote” an item, creating a subcategory. Use Shift + Tab to reverse this and “promote” to a main category. The Indent buttons can also be used for this. Try it!

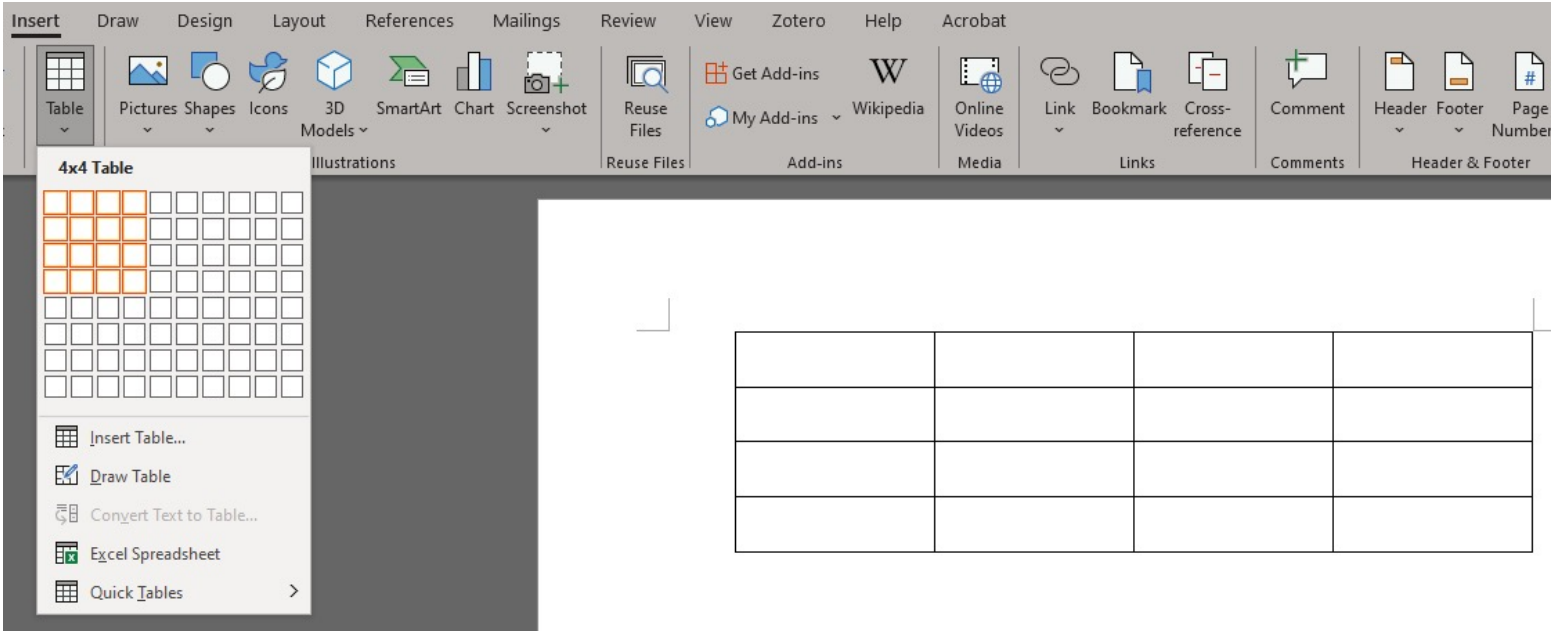


1. Item 1
  - a. Subitem 1
2. Item 2
3. Item 3

- Apples
  - Apple type 1
  - Apple type 2
- Oranges
- Bananas

- Table: a grid made up of rows and columns of cells that you can fill with text and graphics
- Cell: the box formed by the intersection of a column and a row





The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Table' button in the 'Tables' group is highlighted, and its dropdown menu is open. The menu shows a '4x4 Table' grid selection and a list of options: 'Insert Table...', 'Draw Table', 'Convert Text to Table...', 'Excel Spreadsheet', and 'Quick Tables'.

In the background, a 4x4 table has been inserted into the document, consisting of 4 columns and 4 rows of empty cells.




- You can modify the structure of a table by adding and removing rows and columns
- You can also resize or delete rows and columns
- There are different mouse pointers to assist you with selecting the different items. Try mousing over different parts of the table
- Try adding and deleting some rows and columns, and adjusting their size

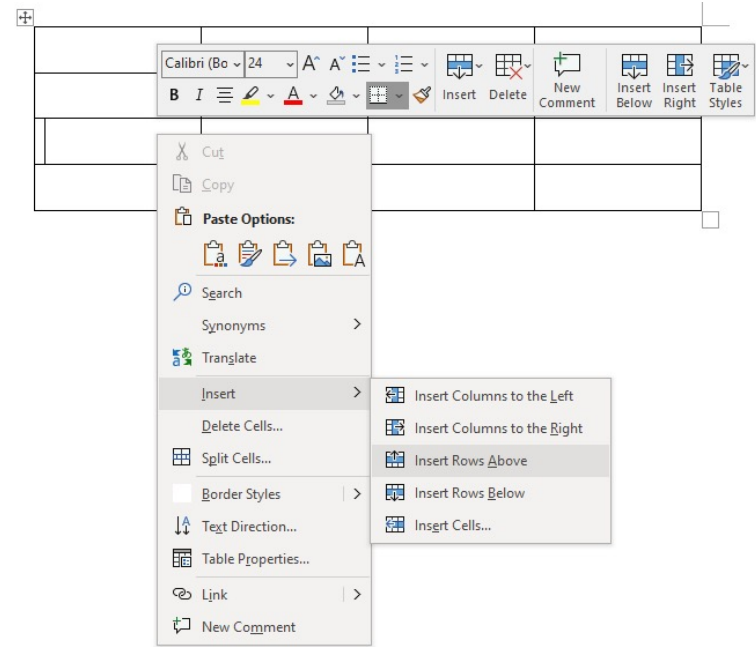


Table  
move  
handle

Rows are all  
the same  
height

Table  
resize  
handle

Type	Location	Details	Cost
Print	The Boston Globe	¼ page, 4 times	5,600
Web	WickedLocal.com	Live link, premium placement, multiple listings, 1 year	1,200
Misc.	Cambridge River Festival	1500 brochures	600
Print	Boston Phoenix	½ page, 2 times	2,850
Web	Boston.com	Premium placement, 1 year	1,250
Misc.	Mass mailing	2000 brochures, including postage	1,440
Print	Cambridge Chronicle	½ page, 6 times	1,860

Questions?

