Intro to Microsoft Word

Day 2

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- 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

Formatting text: Practice

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.

Formatting text: Changing font

- 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

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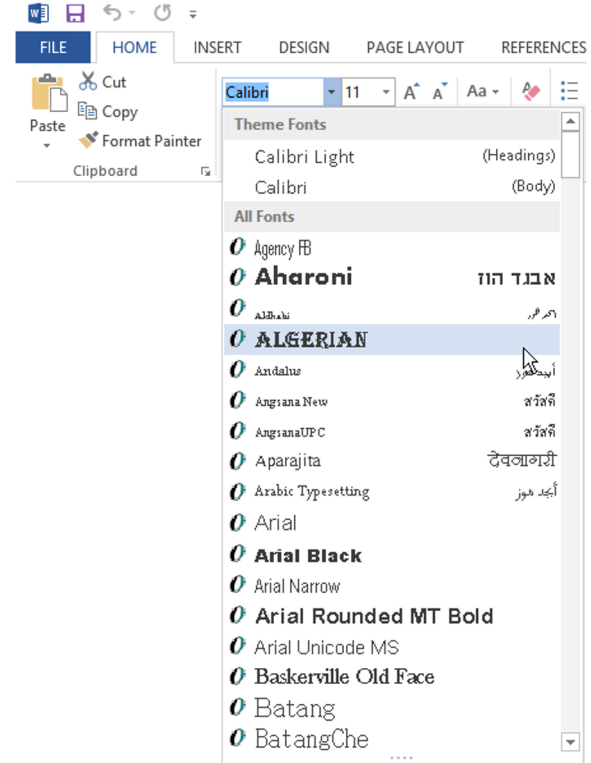
- Now highlight the paragraphs and click the Font menu
- Scroll down in the list and click Bell MT
- The new font will be applied to the paragraphs:

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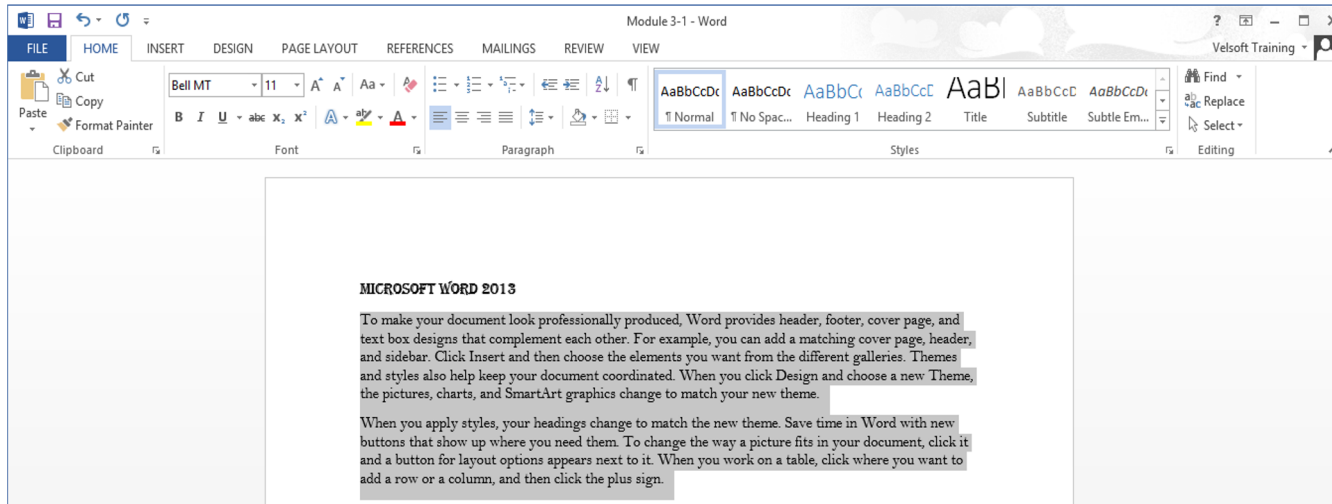
- Find the Font Size menu on the Home tab or the mini toolbar
- Select text and choose a new font size or use the font size up or down buttons
- Size 12 is typical for Word documents
- Highlight both paragraphs and change the font size to 14

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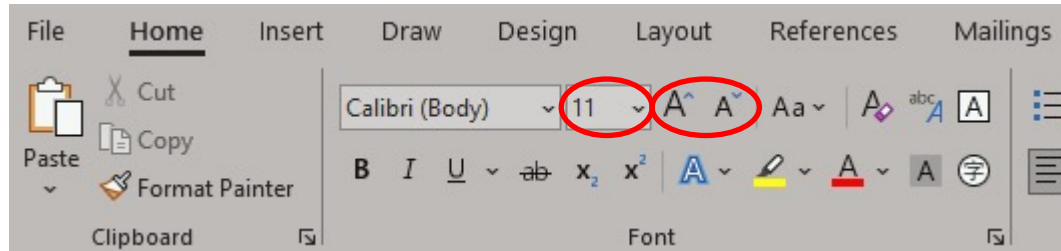
Font 10
Font 16
Font 22
Font 28
Font 34
Font 40

Formatting text: Font colour

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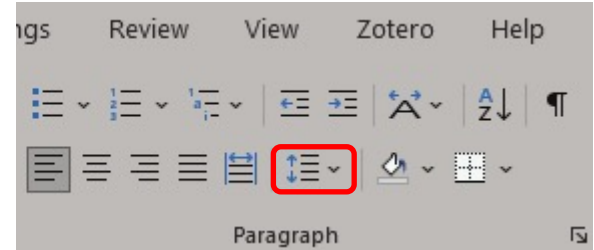
Formatting text: Applying text effects
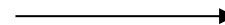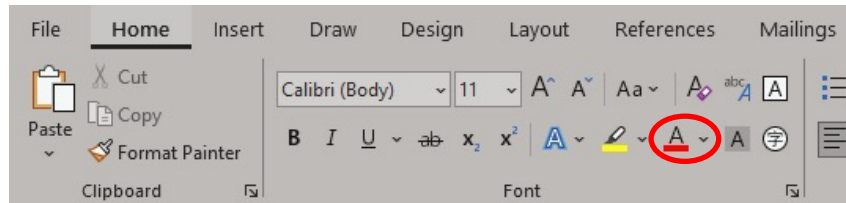
- Apply basic text effects from the Font group of the Home tab
- See what each button does by hovering over it
- Some of the most commonly used formatting shortcuts include:
  - Bold text: Ctrl + B
  - Italicize text: Ctrl + I
  - Underline text: Ctrl + U
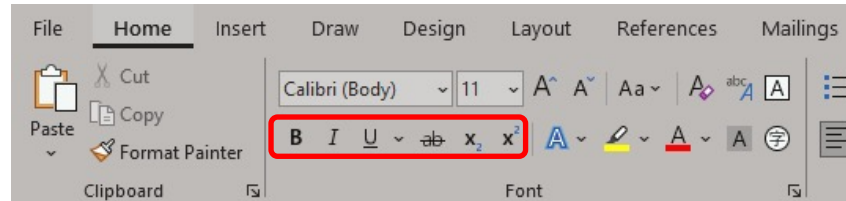
Change line and paragraph spacing

- 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

Change line and paragraph spacing: Example

Format text with Quick Styles

- 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"

Paragraph alignment

- 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
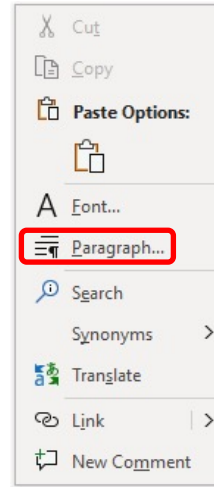- **Try changing the alignment of the text!**

Paragraph alignment: Example

Paragraph alignment

- 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
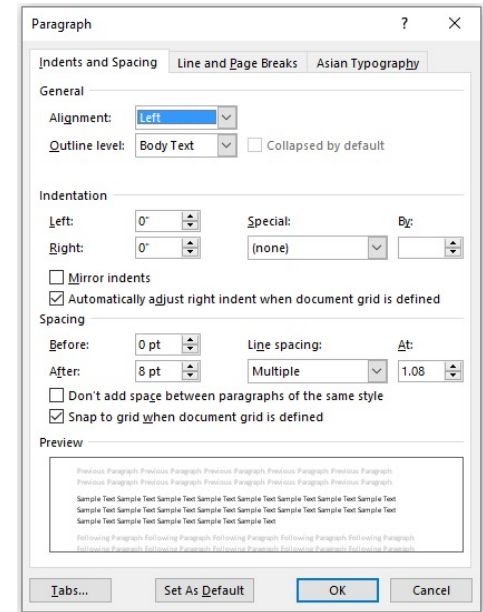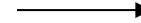
Using Themes

- 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

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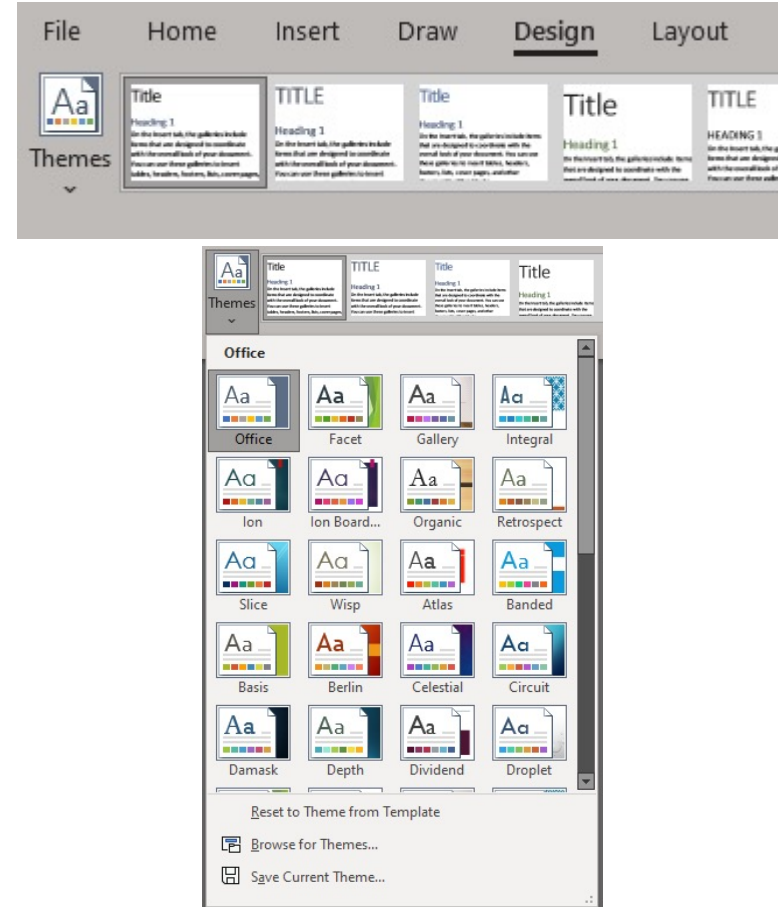
- Tabs help you to align text vertically at a specific location on a page
- A tab stop is a point on the horizontal ruler that identifies a text alignment location
- When working with tabs it is a good idea to turn your show/hide button on to see formatting

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

Using tabs: Example

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Using indents
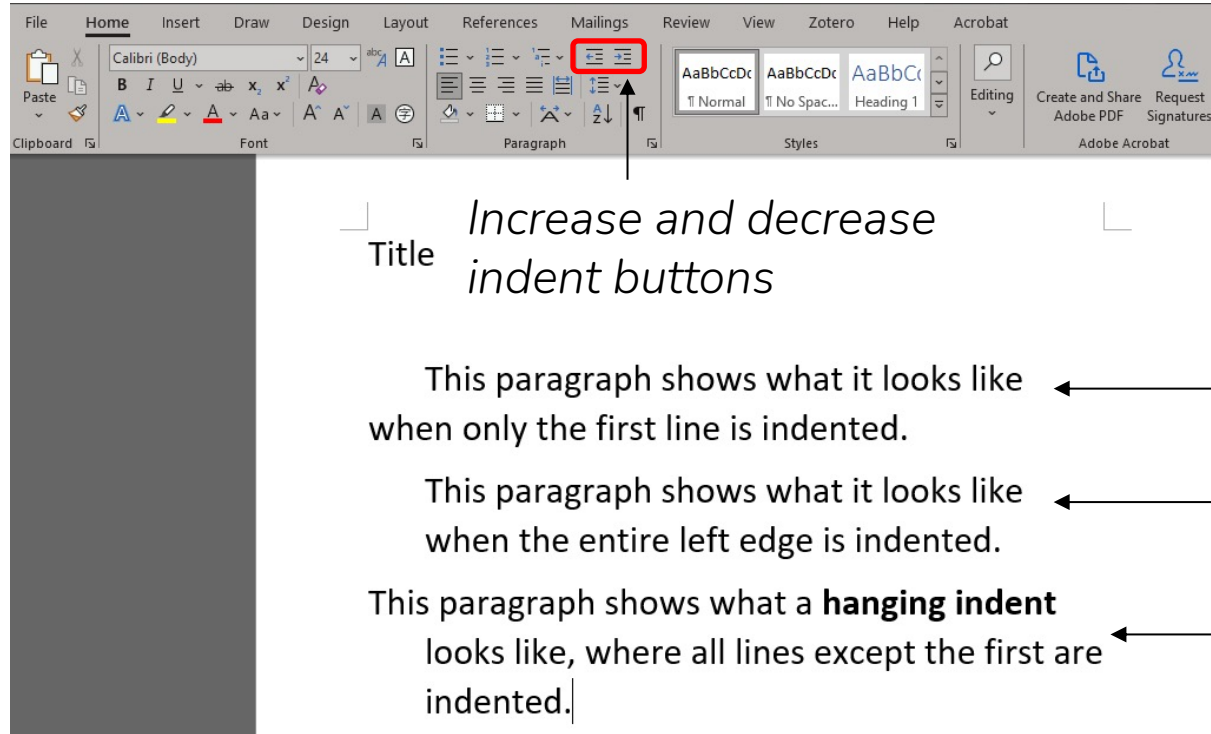
Indenting moves a line or paragraph in from the left margin

Increase and decrease indent buttons

Title

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

Bullets and numbering
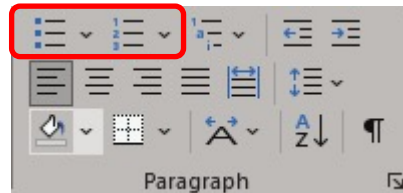
- Hitting Enter after a bulleted or numbered item will automatically create a new bullet or continue the numbering for the next line. Try it!

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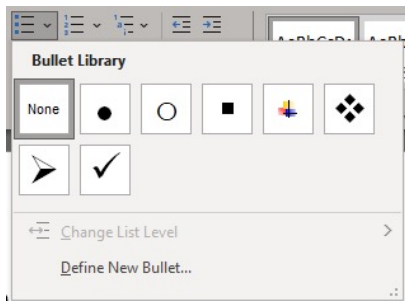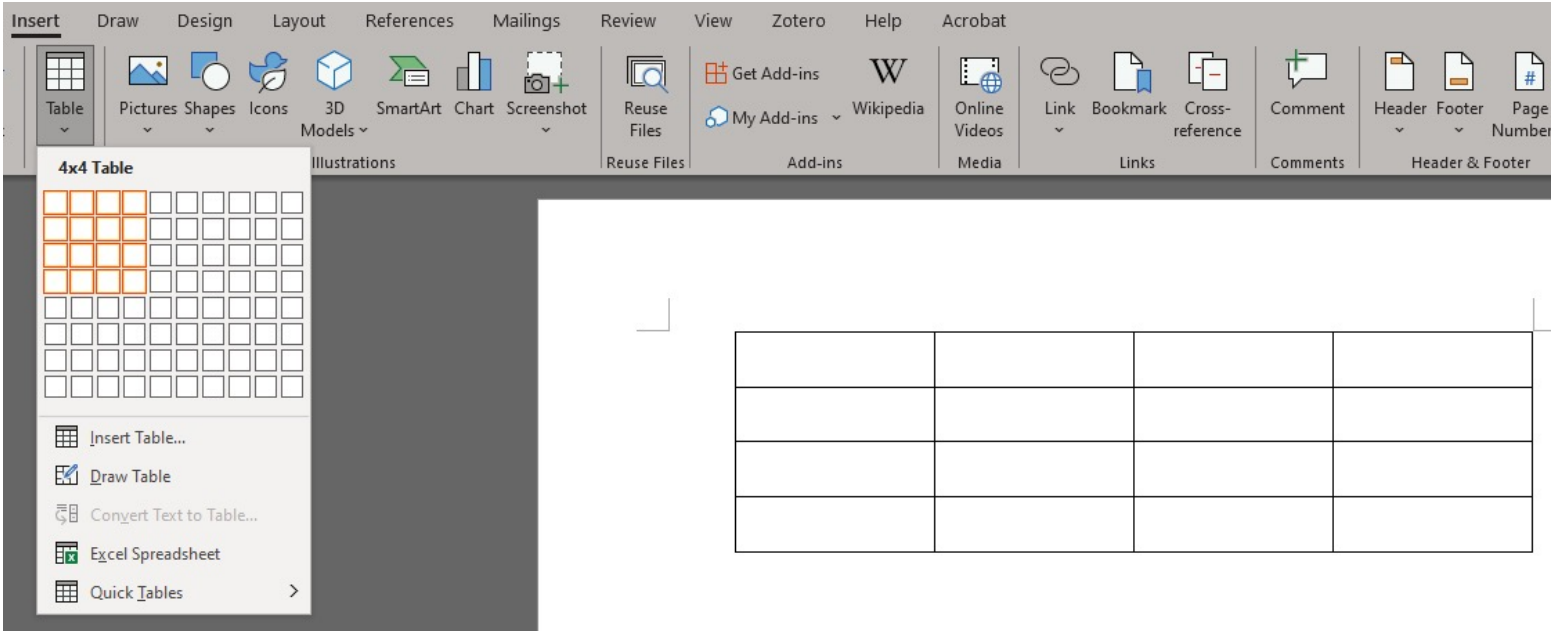
1.   Item 1
    a. Subitem 1
2.   Item 2
3.   Item 3

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

Bullet Library

| None | ● | ○ | ■ | ✦ | ❖ |

| ➤ | ✓ |

⬅ Change List Level   >

Define New Bullet...

Tables

- 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
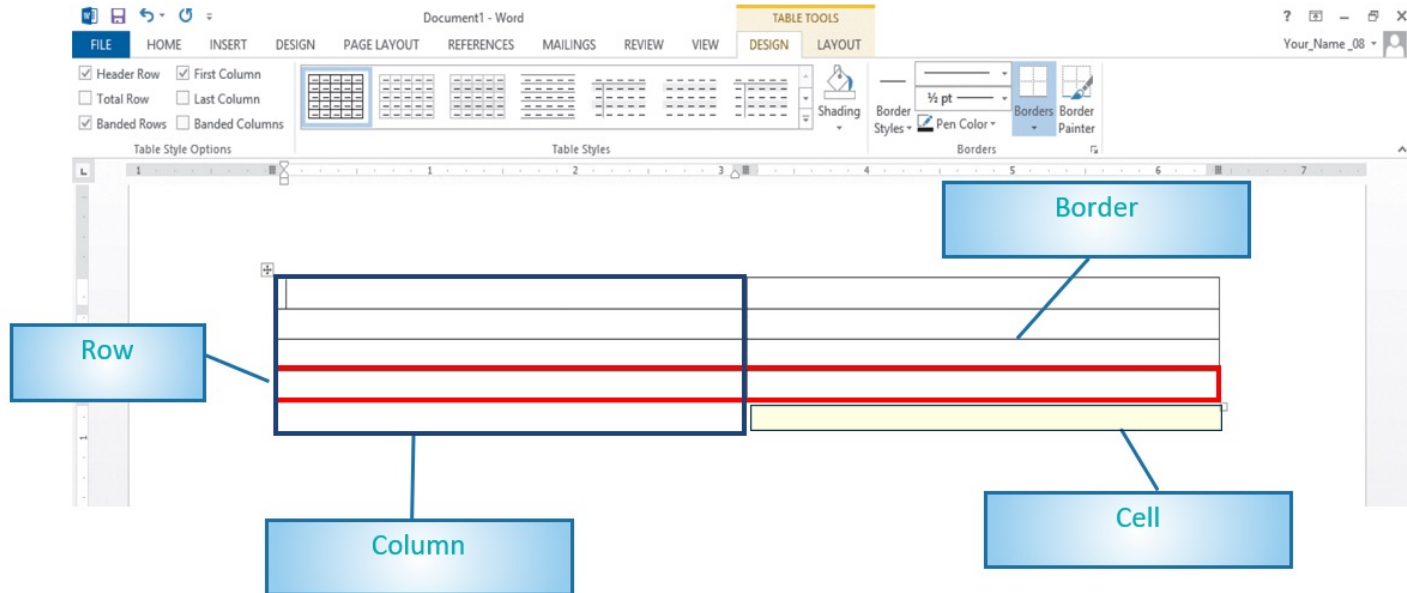
Inserting a table

Modifying a table

- 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

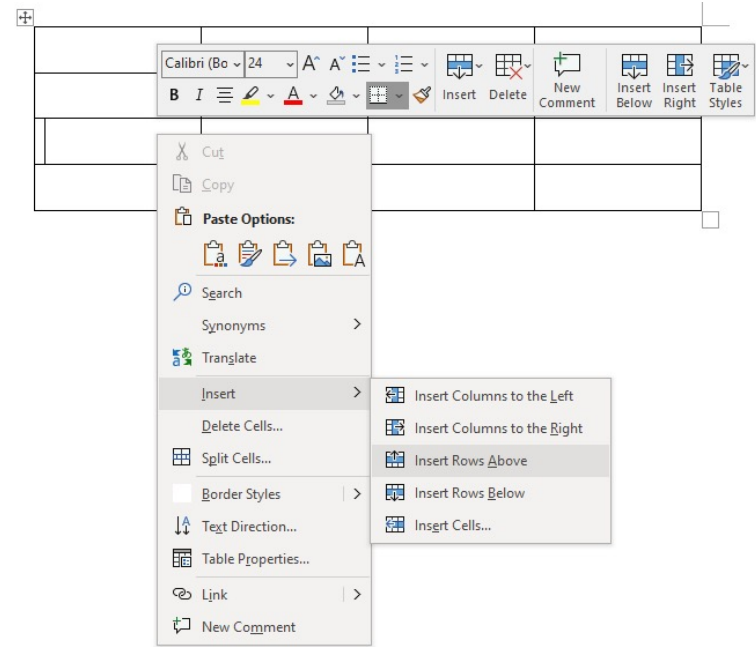- Try adding and deleting some rows and columns, and adjusting their size

Modifying a table