

Intro to:
Word



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TECHMB 

what is Microsoft Word?

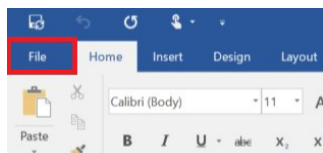


Microsoft (MS) Word is a software program that allows you to create, edit, and format documents.

Creating and saving a document

When you first open the program choose between starting with a pre-made template or a blank document.

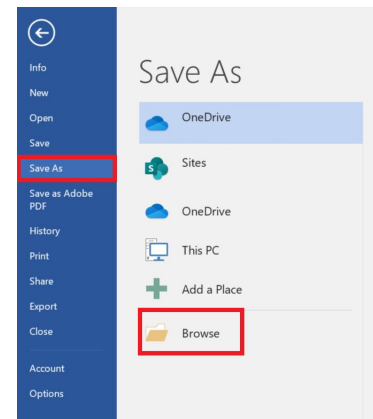
Templates are great for building resumes or letters that should follow a particular format – they take out some of the guess work for you. **When using a template be sure to remove the placeholder text.**



Once you've created your new document, click the **File** tab in the top right corner of the window. This will open the File menu.

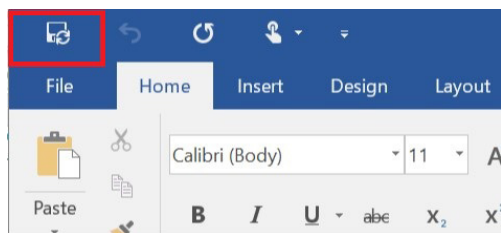
Choose **Save As** the first time you save your document. This will allow you to name your document and decide where you want it saved on your computer. Then choose **Browse**.

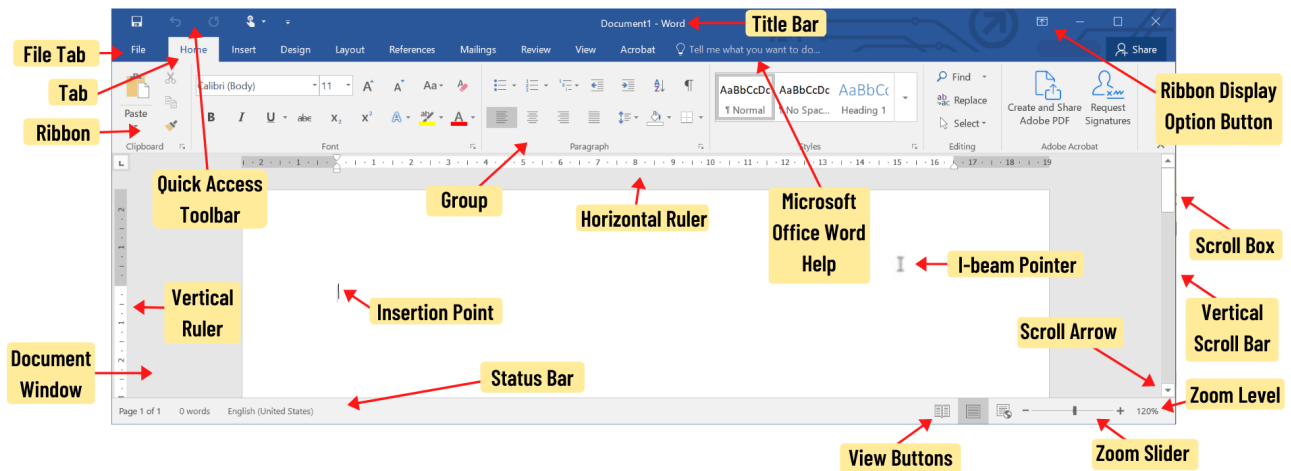
A smaller window called a **Dialog Box** will open and you can search through your computer folders and decide where you want your new document saved. Name your file and choose **Save**.



Tip: Save your document often

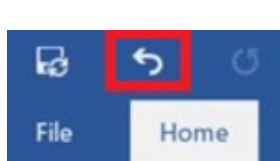
One of the most important things to remember when working on a document is to Save it. Be sure to **save** it as soon as you create it and regularly as you are working on it. This will prevent you from losing any important progress. As continue to work in your document, save regularly by clicking the small disk icon in the very top, right corner.





MS Word Command Center

Note all the different functions at the top of your document. Take some time to explore and experiment with these. As you hover over buttons you will notice that a small dialog box appears with an explanation of each feature.



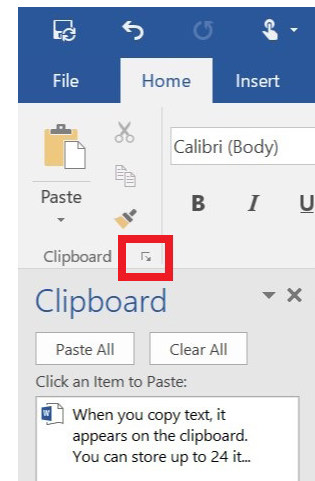
Tip: Undo

Don't forget, if you make a mistake you can reverse it by clicking the **Undo Arrow** on the **Quick Access Toolbar**.

Cut, Copy, and Paste

The Cut, Copy, and Paste functions allow you to select text and either cut it entirely or to paste it somewhere else. To use, either visit the **Clipboard** group on the Home tab of your ribbon, or use the keyboard shortcuts.

When you copy text, it appears on the clipboard. You can store up to 24 items on the clipboard and access them across the MS Office applications.



1. Can you name these Keyboard Shortcuts?

- A. [Ctrl][X] _____
- B. [Ctrl][C] _____
- C. [Ctrl][V] _____

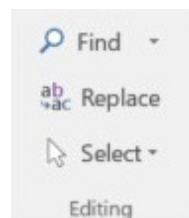
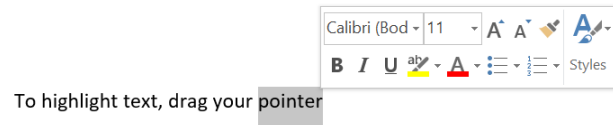
- D. [Ctrl][A] _____
- E. [Ctrl][S] _____

Selecting Text

As you type your document you may want to edit or format certain words, titles, or phrases; do this by selecting the text you want to edit. There are several different ways to select or highlight 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 left
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 non-consecutive 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

Once you have selected your text a **Mini Toolbar** will appear with some basic text formatting options such as font, size, colour, and bullets.



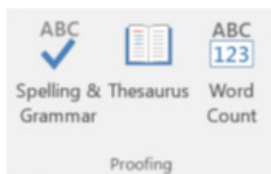
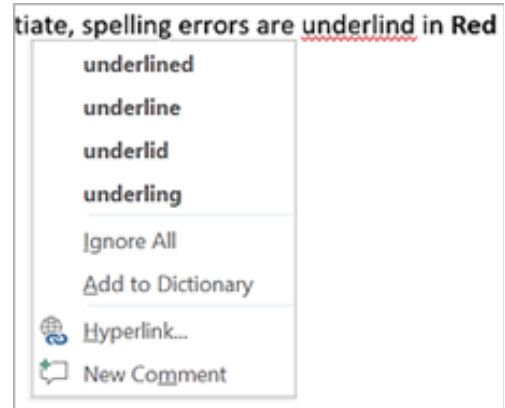
Find and Replace

In the Editing group on the Home tab of your ribbon is Find and Replace. This function is used to search for and replace all instances of a word or phrase in a document. Once you have opened up the Find and Replace window you will see that you can adjust your search by choosing an option box.

Spelling and Grammar

MS Word will underline spelling and grammatical errors. Sometimes it incorrectly flags names. It is still very important to proofread your entire document once you are finished to make sure that no errors are missed.

Spelling errors are underlined in **Red** and grammar errors are underlined in **Blue**. Right click on the word that is underlined, a menu will open with spelling suggestions. Click the correct word you wish to choose and MS Word will make the correction. If a name is flagged even though you know it is spelled correctly simply choose **Ignore All** or **Add to Dictionary**.



If you wish to save your edits until you are finished typing your document, click the **Spelling & Grammar** button in the Proofing group of the Review tab and a pane will open in your document.

This will walk you through all the suggested spelling and grammar edits in your document.

Document Formatting

MS Word offers **Document Formatting** and design **Themes** under the Design tab on the ribbon. Choose any theme and everything from your cover page to the headers and footers and any charts or graphs will be adjusted to compliment each other.

Line and Paragraph Spacing

Under the Home tab, next to the font group is the **Paragraph group**. The buttons in this group allow you to adjust the space between your lines, the text alignment, and to add bullet points. Including white space in your document can make it easier to read.

To make further adjustments, use the **Page Setup** and **Paragraph** groups on the **Layout tab**. Here you will find the buttons to change the size of the document margins, change your document orientation, and change the sizing of the indentation or line spacing. Clicking the small arrow in the bottom corner will open a dialog box with even more options and a small preview of your edits.

2. Label which of these is Portrait and Landscape:

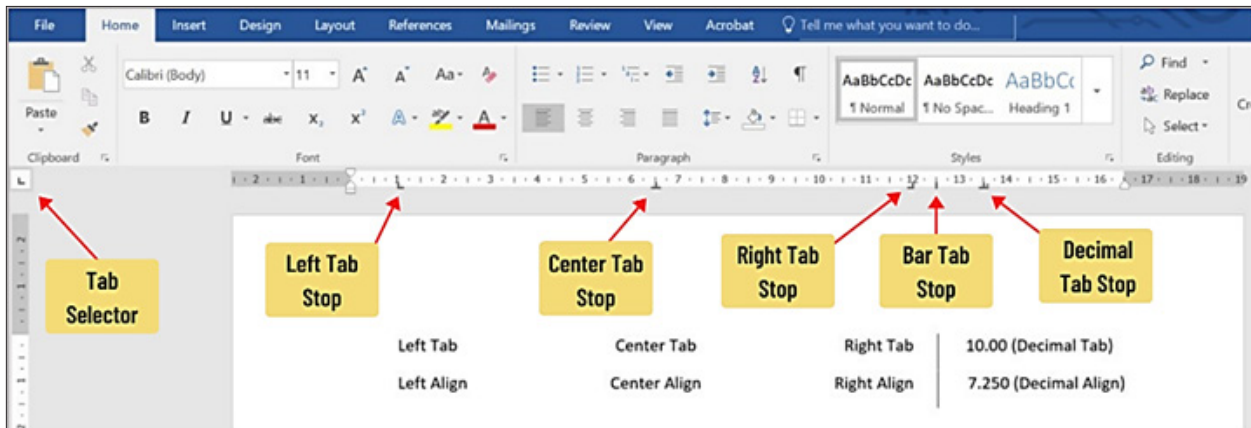
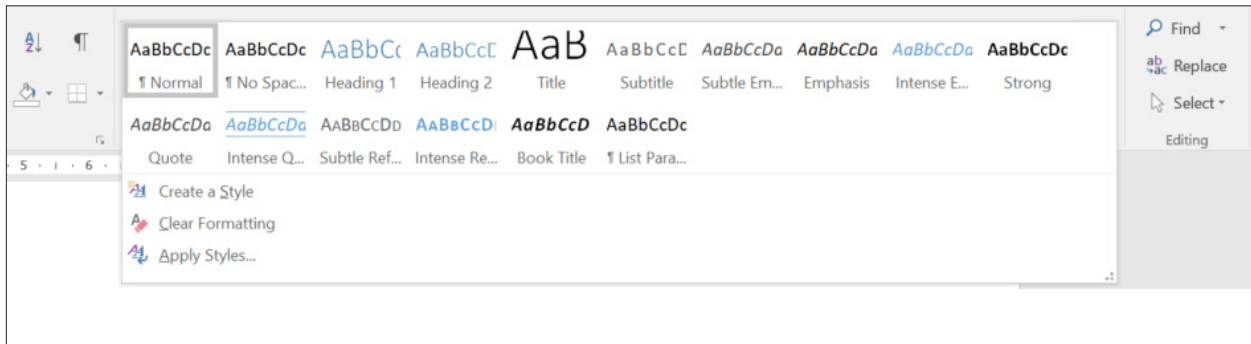
A. _____



B. _____



To save yourself time, try using the **Quick Styles** available under the Home tab. These pre-set styles already have standard format settings and will take out some of the guess work for you.



Using Tabs

Alignment **T**abs, located on the horizontal ruler, help you to align the text in your document to specific points on your page..

3. Identify these Tabs:



A. _____



D. _____



B. _____



E. _____



C. _____

Set your tabs simply by choosing the type of tab you wish to use at the **Tab Selector** – Left, center, right, or aligned with a bar character or decimal point – and then click on the ruler to place the tab.



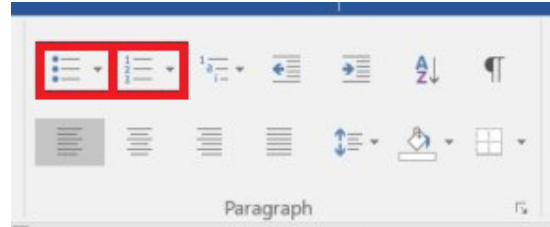
Tip: Show/Hide

Use the show hide while using Tabs to see the formatting more clearly.



Bullets and Numbering

Use **Bullets and Numbering** to help organize your document or to create lists. A bullet is character that appears most commonly as a small circle before an indented line. Found under the Home tab in the Paragraph group of the ribbon, simply clicking the Bullet or Numbering button before writing your list or after writing and then selecting it will quickly format it for you.



Tip: Create Multilevel Lists

To create a hierarchical list, try using the **Multilevel List** button. Use the Indent buttons to promote or demote items.

Inserting a Table

A table is created out of **Rows** that run on a horizontal, and **Columns** that run on a vertical. The boxes where the rows and columns intersect are called a **Cell**. The lines that define the columns and rows and provide structure to the table are called **Borders**.

Create a table by clicking the **Table** button on the Insert tab on the ribbon and highlighting the number of cells you wish to have.

Once your table is built, you can easily modify the number of rows or columns by right clicking in the table and choosing an option from the menu or using the Layout tab on the ribbon.

Province-Name	Abbreviation	Capital-City	Province-Population-(2020-Estimate)
Alberta	AB	Edmonton	4,428,112
British-Columbia	BC	Victoria	5,145,851
Manitoba	MB	Winnipeg	1,379,584
New-Brunswick	NB	Fredericton	781,315
Newfoundland-and-Labrador	NL	St. John's	520,998
Nova-Scotia	NS	Halifax	979,115
Ontario	ON	Toronto	14,733,119
Prince-Edward-Island	PE	Charlottetown	159,713
Quebec	QC	Quebec-City	8,574,571
Saskatchewan	SK	Regina	1,177,884
Territory-Name	Abbreviation	Capital-City	Territory-Population
Northwest-Territories	NT	Yellowknife	45,074
Nunavut	NU	Iqaluit	39,285
Yukon	YT	Whitehorse	42,176

Headers and Footers

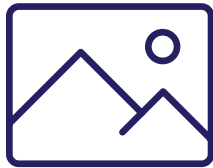
Use Headers or Footers if there is something you would like to appear on every page of your document. Headers run along the top of the page, and footers run along the bottom.

Create a **Header** or **Footer** by clicking the Header or Footer buttons on the Insert tab and edit using the Design tab that will open on the ribbon.



4. What are some things you can include in your Headers and Footers? Circle one:

- a. Page Number
- b. Author Name
- c. Document Title
- d. All of the above



Inserting Graphics

You may want to use graphics such as pictures, clip art, or SmartArt to enhance your document or explain concepts. Be careful not to over use these and avoid them when writing documents such as cover letters or resumes.

Click the spot in your document you would like to insert an image, then click the **Pictures** button to open the Insert Picture dialog box. Search through the files on your computer and select the image you would like to use, click the Insert button to insert the image.

Once you've inserted your image, use the Picture Tools Format tab to adjust, change the style, arrange the positioning around the text, and the size. You will only see the Picture Tools tab when a picture is selected.

To crop an image, click the **Crop button** in the Size group of the Picture Tools tab. Drag the small black markers to crop down the image.



5. Label these two buttons found on your Insert tab in the Illustrations group:

a. _____



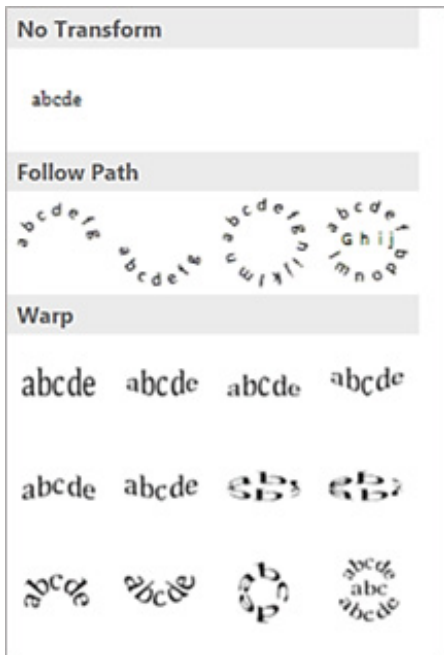
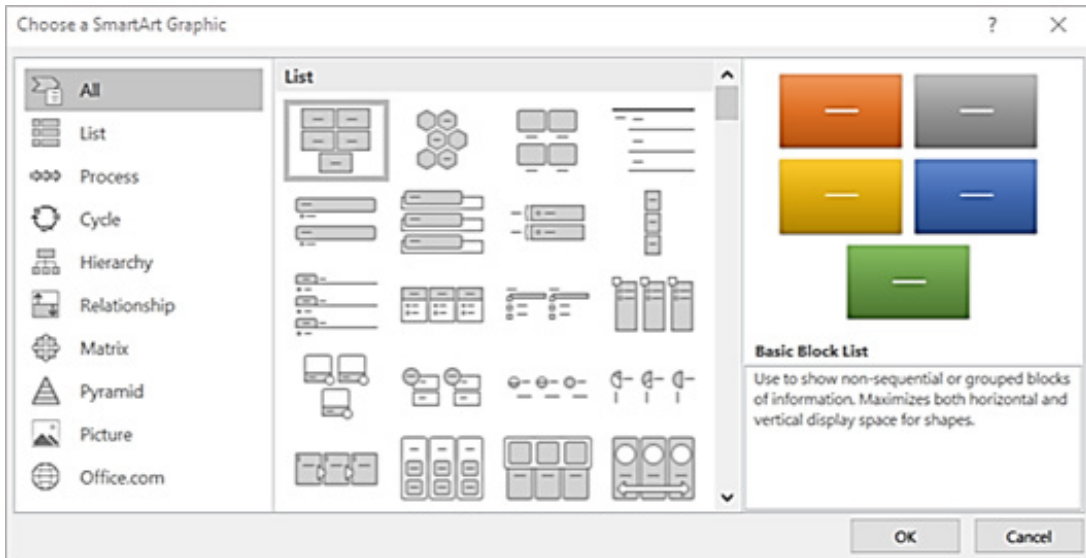
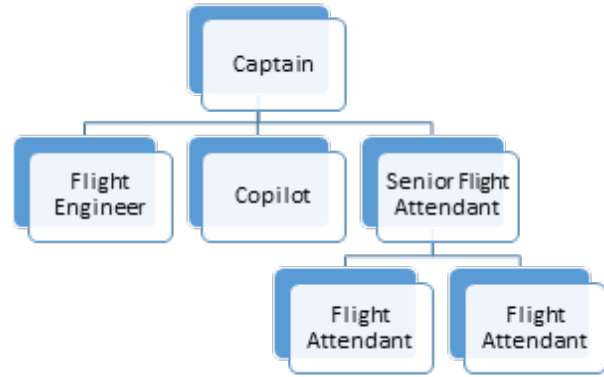
b. _____



Smart Art

The SmartArt button is found on the Insert tab in the Illustration group. A dialog box with predesigned diagram layouts will open. These make it easy for you to simplify complex concepts within your document.

There are many layout options available for you to use to create a visual representation of your data, plans, or ideas.



Word Art

WordArt Makes text more interesting by adding special effects. Avoid using WordArt in professional documents, save it for things like flyers, newsletters, and casual documents. Click the **WordArt button** in the Text group on the Insert tab. Adjust the size and move the WordArt the same as you would an image.

Once you've typed your WordArt, you can format it using the Drawing Tools Format tab. Change the colour, style, or effects.

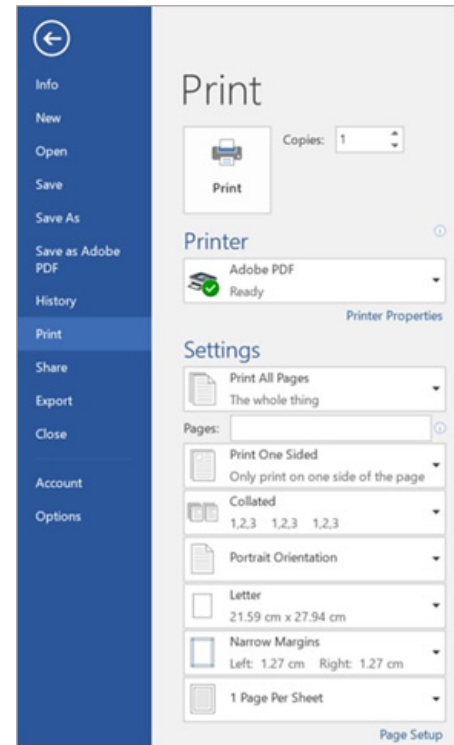
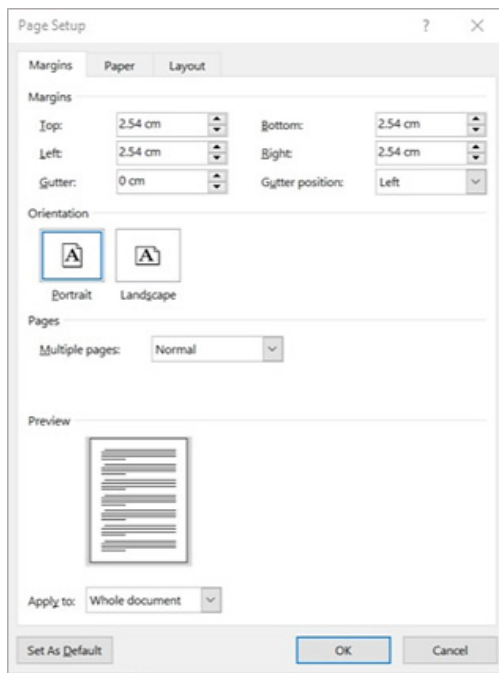
Printing

To print your document, click **File** on the top, left corner of your window and choose **Print** on the menu.

Review the settings, choose how many copies you want, the orientation of the page, the size of paper, and the margins.

At the bottom of the menu is Page Setup, click it to open up further settings in the Page Setup dialog box.

Once you are sure of the settings and the print preview of your document looks good, click **OK** and **Print**.



6 What is the standard size of printer paper? Circle one:

- a. 11in x 17in
- b. 8.5in x 14in
- c. 8.5in x 11in
- d. 4in x 6in





Answer Key

1. Can you name these Keyboard Shortcuts?

- a. [Ctrl][X] to cut text
- b. [Ctrl][C] to copy text
- c. [Ctrl][V] to paste text
- d. [Ctrl][A] to select all the text in a document
- e. [Ctrl][S] to save a document

2. Label which of these is Portrait and Landscape:

- a. Landscape
- b. Portrait

3. Identify these Tabs:

- a. Bar Tab
- b. Center Tab
- c. Decimal Tab
- d. Left Tab
- e. Right Tab

4. What are some things you can include in your Headers and Footers? Circle one:

- d. All of the above

5. Label these two buttons found on your Insert tab in the Illustrations group:

- a. Pictures
- b. Online Pictures

6. What is the standard size of printer paper? Circle one:

- c. 8.5in x 11in



About Tech Manitoba

Tech Manitoba represents the province's growing tech sector. They are an industry-led association that helps companies thrive and grow through collaboration, education and promotion. Tech Manitoba brings people together to share skills, explore ideas and build a strong community. Through programming, events, and building connections at a local, national and international level, they aim to stimulate economic growth in Manitoba, be the trusted voice of Manitoba's tech sector and foster a culture where members thrive and grow.

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