

## Objectives

- Identify the elements of the Word program.
- Locate and use the Help feature.
- Type and edit text.
- Open and Save a document.

## Handouts

- [Computer Glossary](#)

## What is Microsoft Word?

**Word** is a word-processing program equipped with templates and wizards that help you create documents such as resumés, letters, and fax cover sheets. You can use features such as tables and clip art to create documents with custom graphics. The uses of Word include:

- Creating resumes, reports, and letters
- Keeping a daily journal
- Creating tables to use in documents such as brochures and newsletters

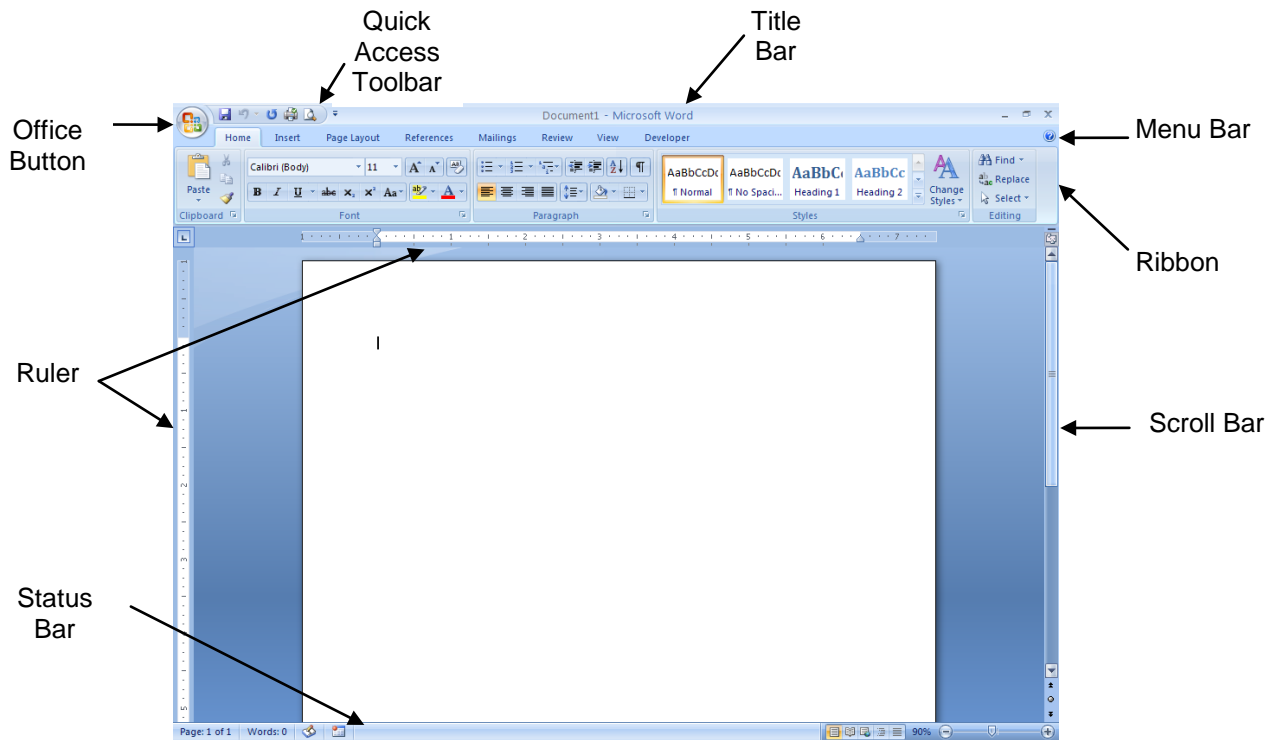
## Activity: Open Microsoft Word

- Slide your mouse so that cursor is over the Word icon
- Double Click the Word icon to open
- Word opens with a new blank document



*Note: To access library computers you must have a library card and PIN. Guest passes are provided to new residents who do not yet have proof of local residence. Each day you may use a computer for one hour. Additional time is granted if there are 4 or more computer stations available.*

## The Word Window



### Office Button



Located in the upper left, the **Office Button** can be considered “command central.” Click once on the button to display a menu of commonly used commands including **new** (for a new document), **open** (to access an existing file), **save** and **print**.

### Quick Access Toolbar



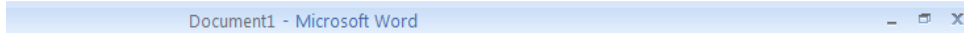
Located immediately to the left of the Office Button, the Quick Access Toolbar contains the most commonly used editing options and may be customized.

**Activity:** Customize the Quick Access Toolbar







- Click on the drop-down menu button to the right of the Quick Access Toolbar.
- Click on the phrase **Quick Print**. Note that the Quick Print icon now appears in the Quick Access Toolbar.
- Add **Spelling & Grammar**.
- Remove **Quick Print** by clicking on the drop-down menu, then the phrase **Quick Print**.
- Click on the Quick Access Toolbar drop-down menu and click **More Commands**.
- Locate **Print Preview** in the left-hand menu and click it once.
- Click **Add** and then **OK**.

## Title Bar



Located at the top of the window, the Title Bar provides the document name and contains the **minimize**, **restore down**, and **maximize** buttons.


- Use the **minimize** button  to hide a window without quitting the program. When you minimize a window, the title of the document appears in a button at the bottom of the screen. Click this button on the taskbar to restore the window.
- Use the **Restore Down** button  to resize a window so it is smaller than full-screen size. After resizing a window, you can move the window around the screen by placing the mouse pointer on the title bar, holding down the left mouse button, and dragging the window. This is a great feature to use when comparing two documents. Click the **Maximize** button  to enlarge the window so it fills the entire screen again.
- Click the **Close** button  to quit the program.

## Menu Bar

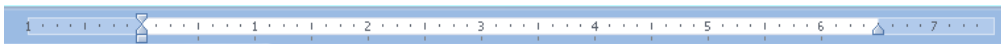


Located directly below the Title Bar, the Menu Bar contains the terms *Home*, *Insert*, *Page Layout*, *References*, *Mailings*, *Review*, *View*, and *Developer*. Click on a tab to open the options for that tab. Note the **Help button** to the far right.

**Activity:** Using Help

- Click the **Help** button. 
- Type “How do I save a document?” in the search box and click <enter> on the keyboard.
- Click on the topic heading closest to what you are seeking.

## Ruler



Directly below the Menu Bar is the Ruler. Use the ruler to set tabs, indents, and margins.

## Scroll Bars

Scroll bars are the vertical and horizontal bars to the right and bottom of the window that you use to move around a document. You can use the scroll bar in three ways:

- Click the scroll arrows to move up or down, line by line, in a document.
- Drag the scroll box up or down to move up or down in a document.
- Click the scroll bar above or below the scroll box to move up or down one screen.

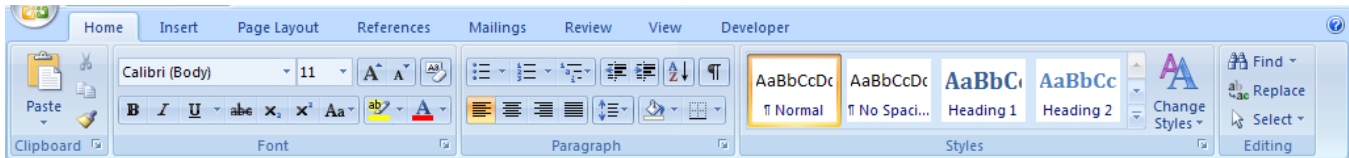
## Status Bar



Located at the bottom of the window, the Status Bar provides information about the current state of what is visible in the document window. This includes the total number of pages in your document, a word count, and quick access to changing the document view.

## The Ribbon

Directly below the Menu Bar is the Ribbon. Use the tabs in the Menu Bar to access a series of grouped functions to perform commands in Word.



**Activity:** Explore the Ribbon Groups

*Note: As you hover the pointer over any toolbar/group icons, the tool description appears.*

- **Home:** Most used common commands including cut, copy, and paste, Font, Paragraph, Styles and Editing.
- **Insert:** Pages, Tables, Illustrations, Links, Header and Footer, Text, and Symbols
- **Page Layout:** Themes, Page Setup, Page Background, Paragraph, and Arrange
- **References:** Table of Contents, Footnotes, Citation & Bibliography, Captions, Index, and Table of Authorities
- **Mailings:** Create, Mail Merge, Write & Insert Fields, Preview Results, and Finish
- **Review:** Proofing, Comments, Tracking, Changes, Compare and Protect
- **View:** Document Views, Show/Hide, Zoom, Window, Macros

*Note: For the remainder of the lesson we will use the commands offered by the Home Group, Office Button, and Quick Access Toolbar.*

## Common and Useful Commands for Creating and Editing Documents

### Spacebar

On the keyboard press the <Spacebar> to add a space between typed characters.

### Enter

On the keyboard press the <Enter> key to add a line to a page.

### Backspace

On the keyboard press the <Backspace> key to remove characters from right to left.

### Delete

On the keyboard press the <Delete> key to remove characters from the left to right.

## Selecting Text (Highlighting)

Click and hold on the beginning or end of an item. Drag to the right or left until all of the selected text is highlighted. Remove your finger from the mouse. If you wish to erase, click <Enter>. Otherwise, make editing changes using the Ribbon features.

### Undo




Click the Undo button to correct a mistake.

### Redo



Click the Redo button to replace something you removed with the Undo button.

## Exercise I: Open, Save, and Edit a document.

- Plug in the flash drive.
- Using the Office Button, open the file called [Jones Memo](#) from the drive Removable Disk (E:).
- Save a copy of the memo by clicking on **Save As** in the Office Button. A new window opens.
- Look for the **Save in** box at the top of the window. If (E:) is not the select drive, click on the arrow to the right of the box, find (E:), and click on it.
- Type your **last name** in the **File Name** bar and click **Save**. You have now saved a copy of the original document. Note the document title change at the top of the screen.
- Change the name from David Jones to your first and last name.
- Change the date to today's date.
- Correct the grammar (underlined in green) and spelling (underlined in red) errors using the **Spelling & Grammar** button on the Quick Access Toolbar. 
- **Save** the document one last time.

## Exercise II: Practice highlighting and formatting.

- Create a new document by clicking on **New** in the Office Button.
- Type the following lines:
  - Comic Sans MS
  - Constantia
  - 16 point
  - 24 point
  - 36 point
  - Underline
  - Bold
  - Red Font Color
- Select each line and change the format to match the description (Hint – use the **Font** group under the **Home** tab on the ribbon).
- **Print Preview** the document using the Office Button.
- Close Print Preview and close the document without saving.