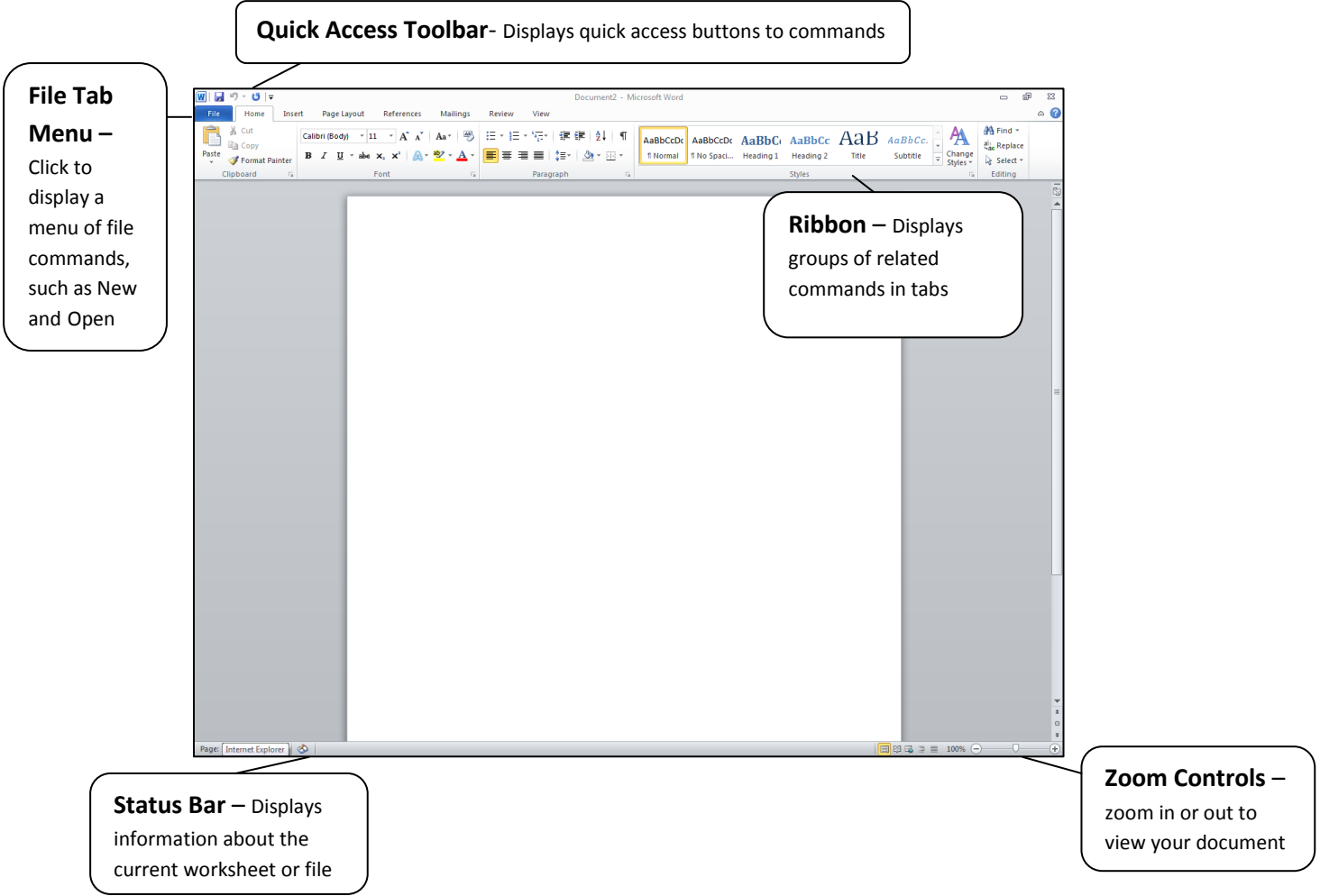
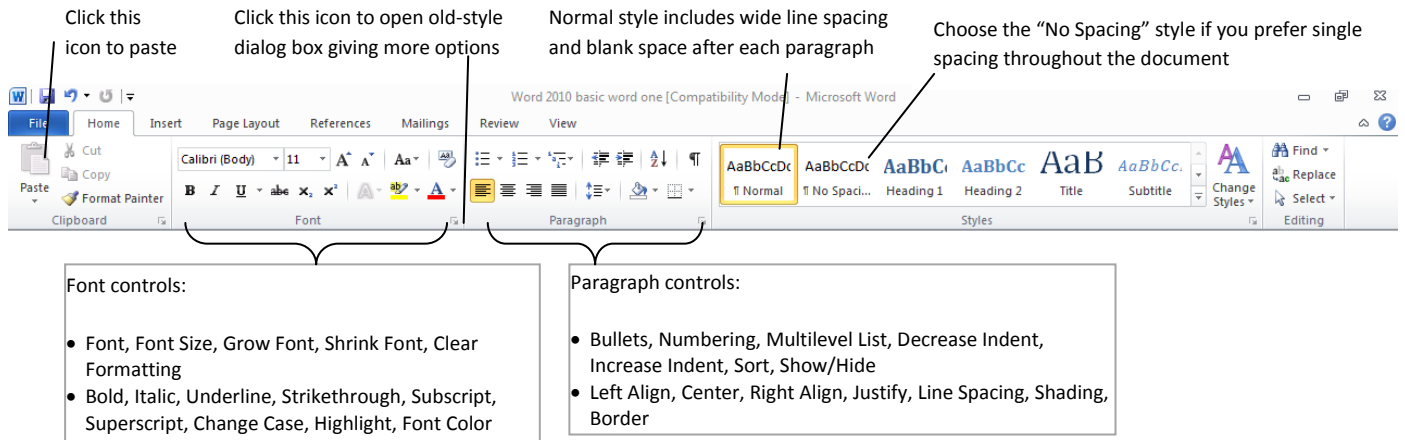


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Microsoft Word Program Window



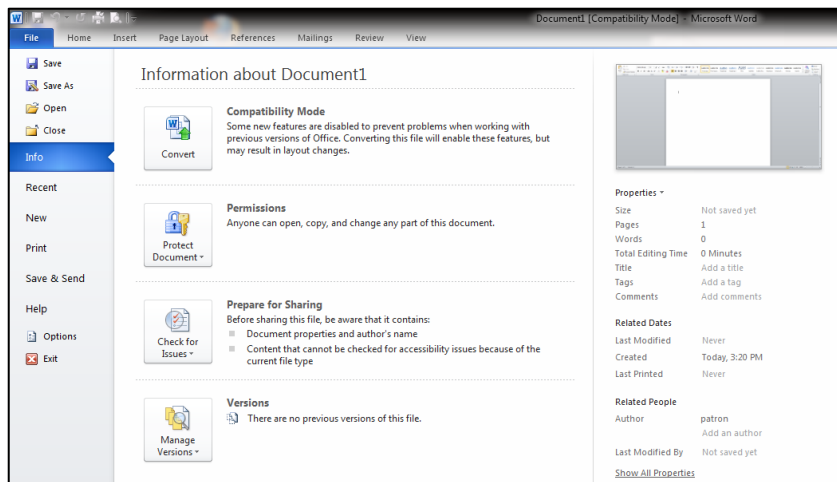
Microsoft Word Ribbon –Home tab



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Microsoft Word File Tab

The File tab takes the place of the Office Button in MS Word 2007. Clicking the File tab opens a large window called the Backstage. The File tab contains commands such as Save, Open, and Print.



Quick Access Toolbar

The Quick Access toolbar located in the top left corner of the program window offers quick access to commonly used commands, such as Save and Undo. The Quick Access Toolbar can be customized to include other commands.

- ❖ To customize the Quick Access Toolbar, click the Customize Quick Access Toolbar button  and click on any of the commands in the drop-down list to add them to the toolbar.

Create a New Document – Click on the **New** command in the **File** menu. Select “blank document” or type CTRL+N. A new “blank sheet of paper” will appear in the Word window. Templates, such as resumes, calendars, and newsletters are also found in the **New** command.

Type in a Word Processor – Text appears at the *insertion point* (blinking vertical line). Click to move the insertion point to a different place in the document. Do not press the Enter key at the end of every line. Simply continue to type and Word will wrap the text around to the next line. Pressing the Enter key will begin a new paragraph.

Delete text –The Backspace and Delete keys act as an eraser to delete text. Click beside the text you wish to delete. Press the Backspace key to delete text to the left of the insertion point. Press the Delete key to delete text to the right of the insertion point.


Use the Show/Hide button - Click the Show-Hide button (¶) in the Paragraph group on the Home ribbon. You will now see hidden characters as well as the normal characters: dots (·) stand for spaces,

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arrows (→) for tab characters, and paragraph symbols (¶) for paragraph breaks (which appear when you hit the enter key). Hidden characters never print.

Select text by dragging - Float your mouse pointer over the start of your selection. Press and hold the left mouse button, and move (drag) your hand across the rest of your selection, then release the button. The text will become highlighted (reverse video).


Remove highlighting - Click the mouse anywhere in the document *except* in the left margin.


Change text alignment – Before beginning to type click the **Center**, **Left Align** or **Right Align** button in  the Paragraph group on the Home ribbon. The insertion point will change to the appropriate alignment. As you type, when you press enter to make a new paragraph, each new paragraph will have the same alignment as the previous one. (To change alignment of existing text, select it and click the desired alignment button.)

Use the Font Group –

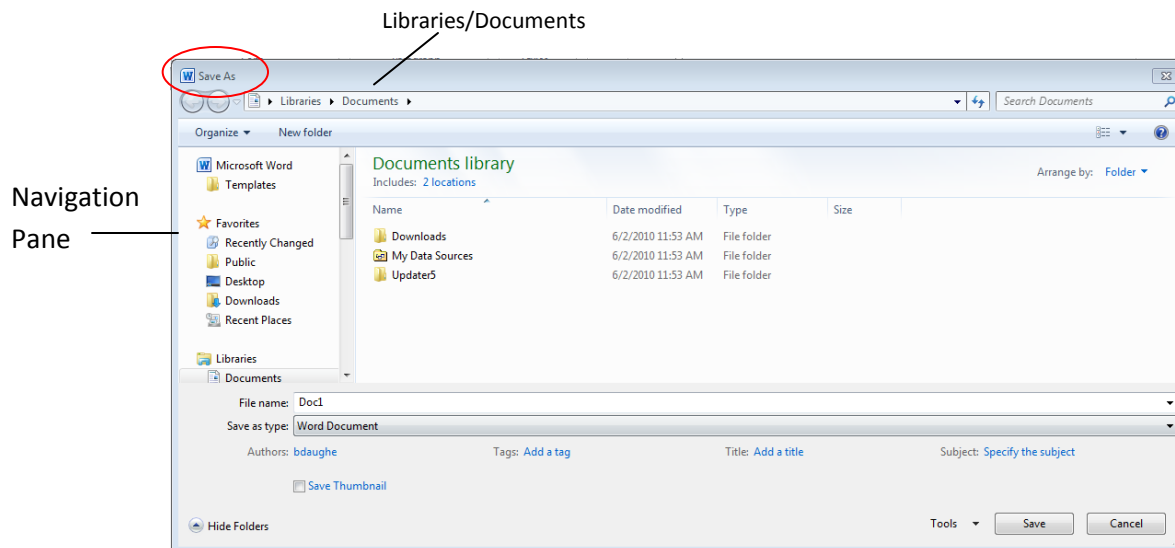


- ❖ **Change Font** – Select your text. Click on the downward facing triangle next to the current Font. Float your mouse over the fonts to preview them. Select one by clicking on it.
- ❖ **Change Font size** - Select your text. Click in the Font Size control (click right on top of the existing number) in the Font group on the Home ribbon. Hit Backspace on your keyboard and type any number between 1 and 1638, then press Enter. Each number is a point, 1/72 of an inch.
- ❖ **Make text Bold, Italic, or Underlined** - Select your text. Click the bold face B, the italic I, or the underlined U in the Font group on the Home ribbon. Keyboard shortcut: type Ctrl+B (at the same time), Ctrl+I, or Ctrl+U. Repeat the process to return text to normal.
- ❖ **Other commands on the Font group:** highlight text, change font color, change text case, increase font, shrink font, strikethrough, subscript, superscript. Remember to select your text before making any changes.


Undo a change - Click the Undo button  on the Quick Access toolbar, or type Ctrl+Z. This button undoes your previous actions in reverse sequence (most recent first).


Save your document (for the first time) - Click the **Save** icon  on the File tab or the Quick Access toolbar, or type Ctrl+S. Select Save As → Word Document. The Save As box will appear.

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- ❖ Choose where you want to save the file: Word will save in the **Libraries/Documents folder** by default. Change to another location, if desired, by using the Navigation Pane.
- ❖ Click the desired drive or folder (ex: click "Removable Disk _" to save to a flash drive.)
- ❖ Choose a descriptive name for your document and type it in the box labeled File Name.
- ❖ Click the Save button in the lower right corner of the box, or press Enter.

Update a saved document - Click the **Save** icon  on the File tab or the Quick Access toolbar, or type Ctrl+S. Word will replace the previously saved document with the current version. It is recommended that you do this often!!


Open a saved document - Click the **Open** icon  on the File tab or the Quick Access toolbar, or type Ctrl+O. The Open box will appear.

- ❖ Find the location where you saved your document: In the Look in list or Navigation Pane, click the folder, drive, or removable media (such as flash drive, CD, or DVD), that contains the file that you want to open.
- ❖ Click on the document you wish to open. To open, double click the file name, or click the button labeled "open" at the lower right of the Open box.



Use Cut, Copy, and Paste to move a block of text – Select the text to be moved.

- ❖ In the Clipboard Group on the Home ribbon, click the **Cut** icon  if you want to delete ("cut out") the original text; click the **Copy** icon  if you want to leave the original text in place. The text has now been copied to the Clipboard.
- ❖ Click to place the insertion point where you want the copied text to appear, and then click the **Paste** icon  in the Clipboard Group on the Home Ribbon. (You can paste many copies of the text by clicking the Paste icon again.) Word 2000 and up have "multi-compartment" clipboards that can remember more than one copied/cut item.

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Use Print/Print Preview – Click the **Print/Print Preview** icon  on the Quick Access Toolbar or go to the File tab and select Print. A preview of your current document will appear in the window. Zoom in and out by clicking on the zoom button. Get out of preview mode by clicking the Home tab.

Print a document –

- ❖ Click the **Print** icon  on the Quick Access toolbar to print one copy of the whole document.
- ❖ For more control, Click the **Print/Print Preview** icon  on the Quick Access Toolbar or go to the File tab and select Print.
- ❖ Select the number of copies you wish to print. Select your settings – numbers of pages; collation; orientation; paper size, and margins.

