

Microsoft Word

Instructor

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Microsoft Word...

...is the word processing component of the Microsoft Office Suite.

It is used primarily to enter, edit, format, save, retrieve and print documents.



Objectives

- Identify the main components of the user interface.
- Identify the purpose of the commands on the menu bar.
- Explain the difference between copy and cut.



Objectives

- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Work with the pointer in a program.
- Work with text and characters in a program.



Objectives

- Explain the use of primary keyboard shortcuts and key combinations.
- Perform basic tasks by using a word processor.
- Edit and format text.



Objectives

- Work with pictures.
- Work with language tools (spell check, dictionary, thesaurus).
- Identify the various benefits of using word processing software.



Clipboard

Cut

Copy

Paste

Format Painter

Font

Calibri (Body) 11

A A Aa

B I U abc x₂ x²

A ab A

Paragraph

☰ ☰ ☰ ☰ ☰

☰ ☰ ☰ ☰ ☰

☰ ☰ ☰ ☰ ☰

Styles

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB AaBbCc AaBbCcDc

Normal No Spaci... Heading 1 Heading 2 Title Subtitle Subtle Em...

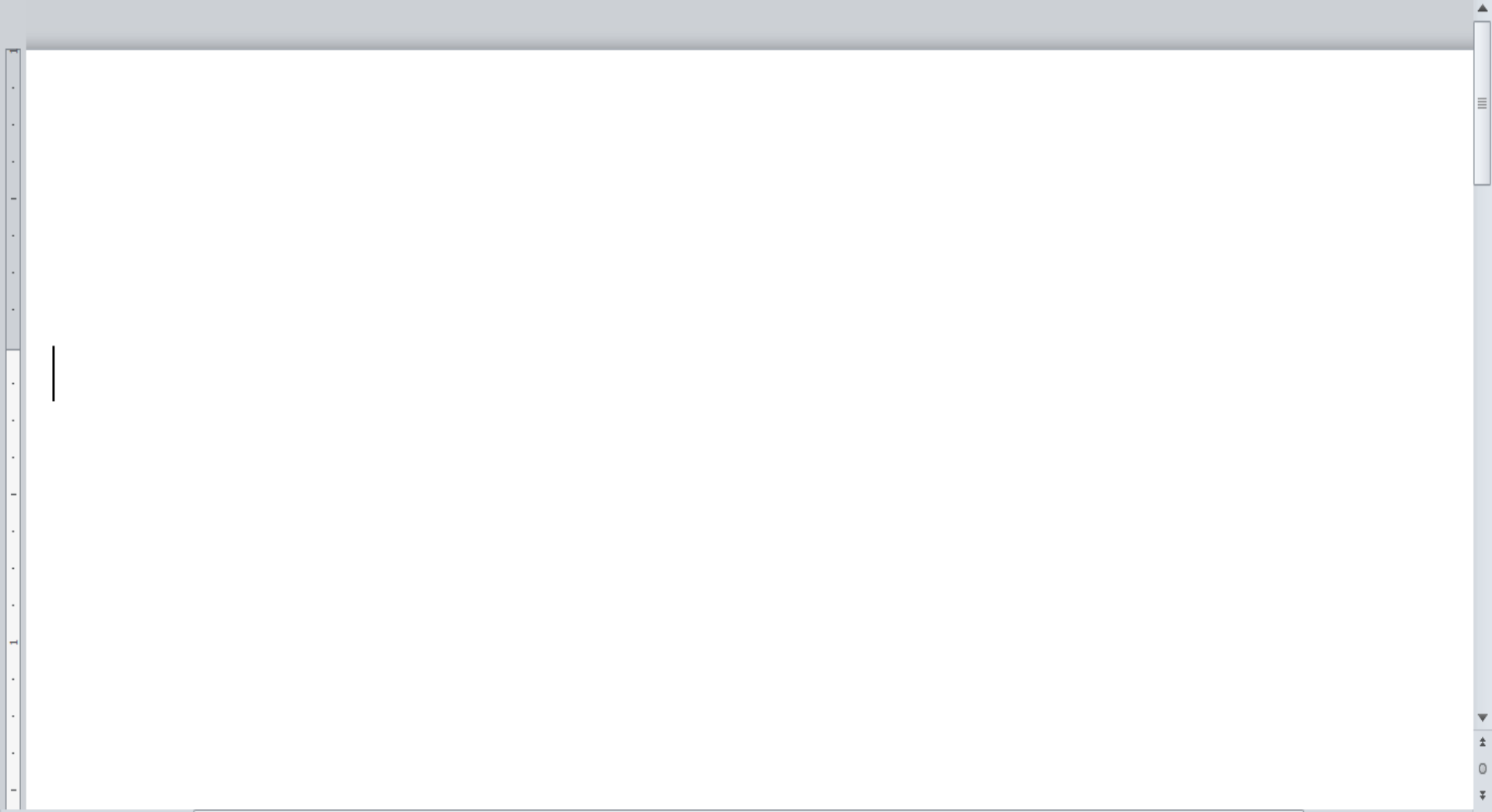
Editing

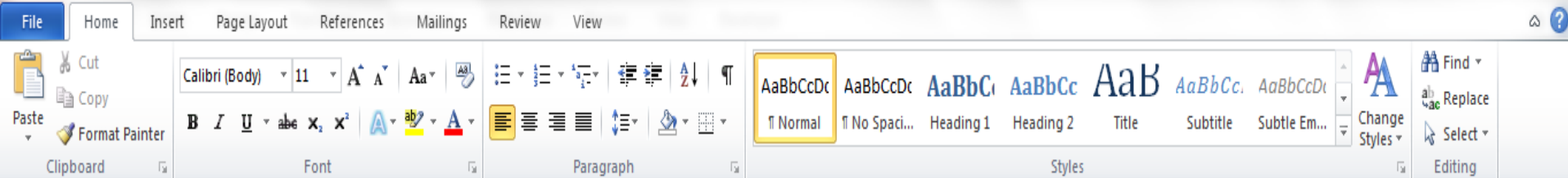
Find

Replace

Select

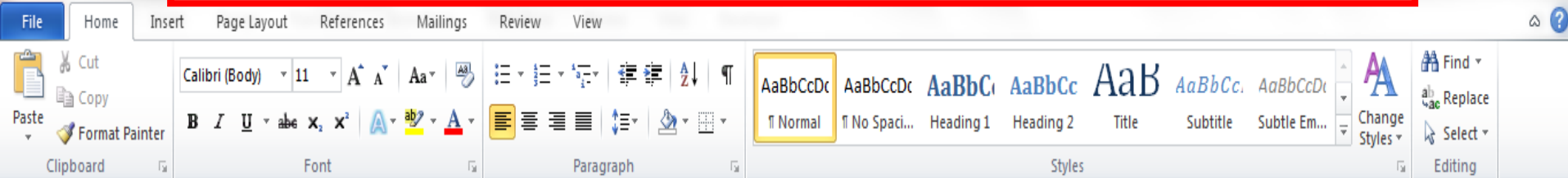
Change Styles





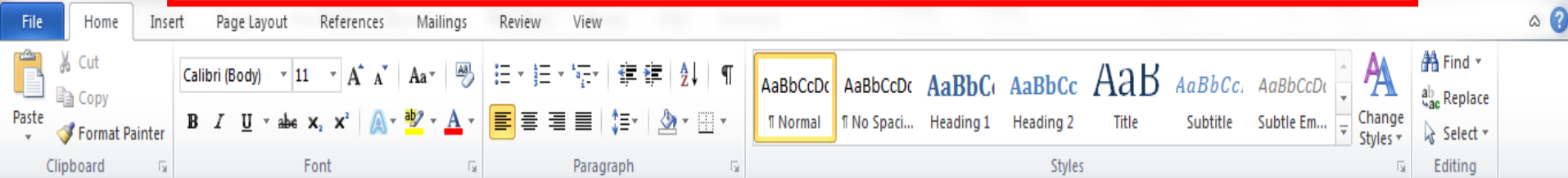
Terminology

While different versions have different appearances, they all have most of the same features. If you know what to call it, you should be able to find it in other versions.



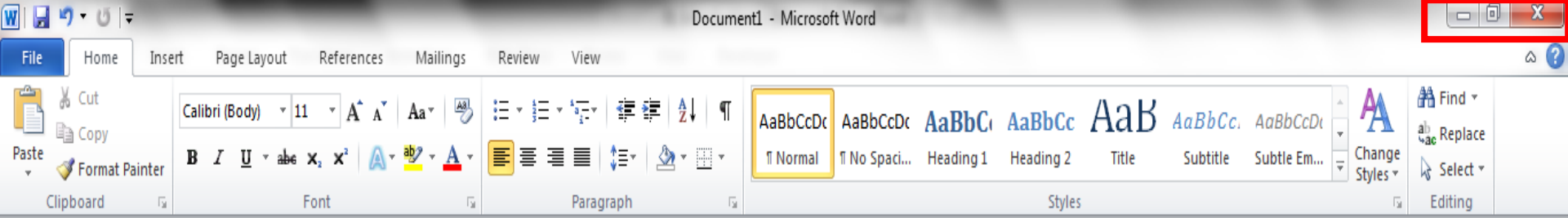
The area outlined in red is called the title bar.

It displays the names of the open program (in this case Microsoft Word) and the name of the current file.



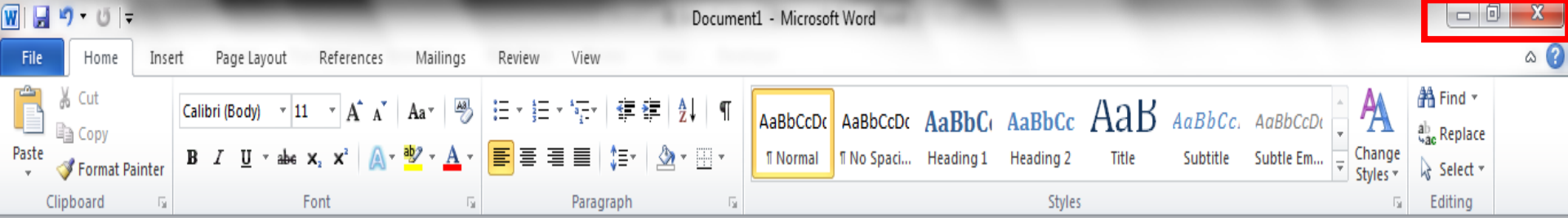
This file has not yet been saved so its name is Document1.

Files created in Microsoft Word are often referred to as documents *and* have the file extension .doc or .docx



The area outlined in red contains the minimize, maximize/restore and close buttons for the program window.

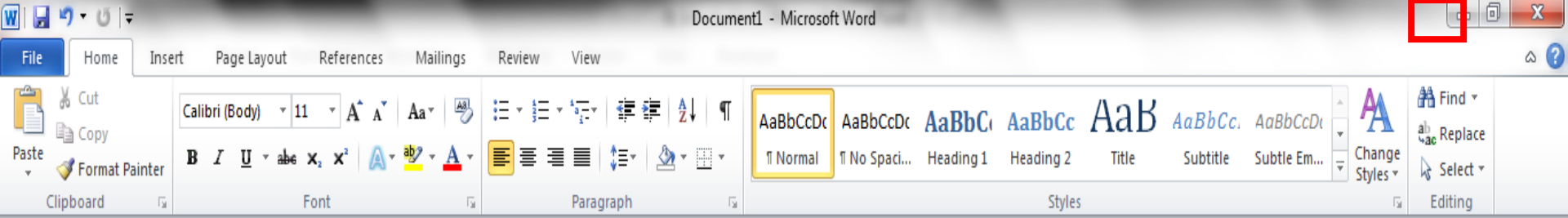




These three buttons are on almost every window that opens in a Windows based platform.

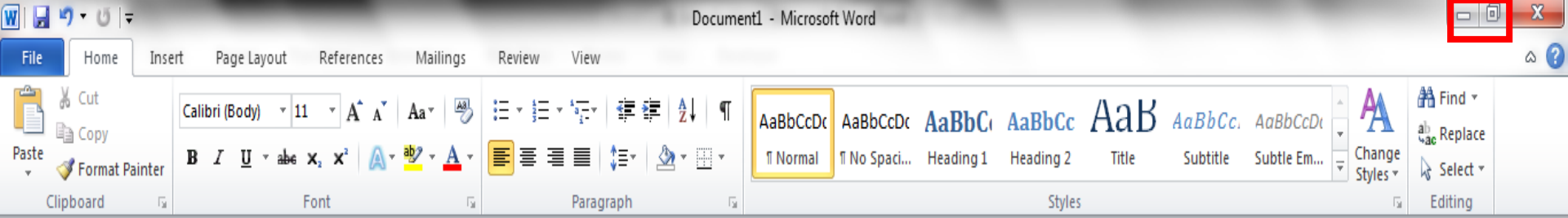
They are on Mac windows as well, but they are circles instead of squares.





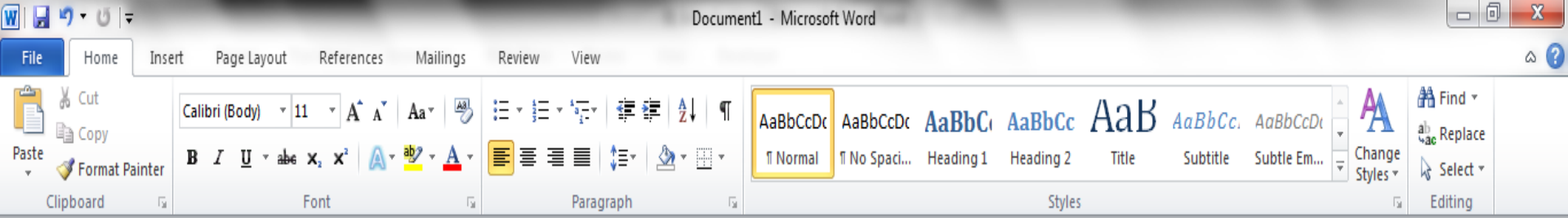
When you click the **minimize** button the program becomes a button on the Windows taskbar located at the bottom of the screen.



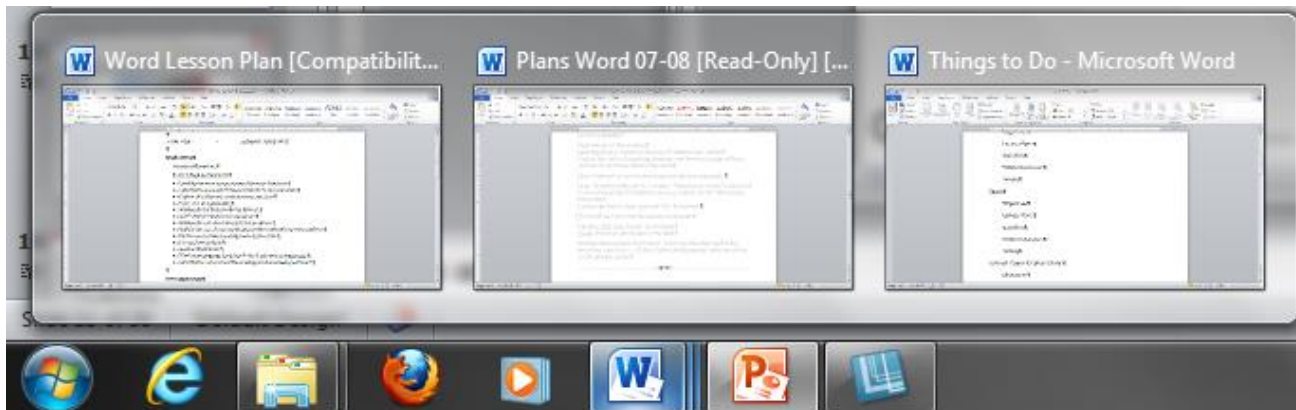


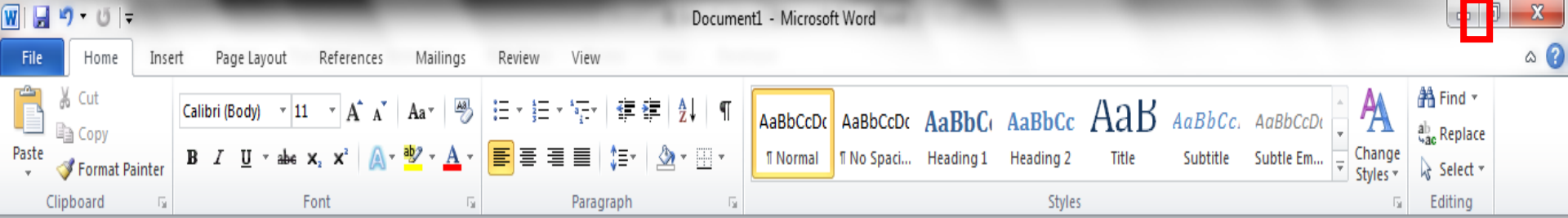
You can restore the document to its original shape and size by either: Clicking on the button on the task bar one time to restore it to active mode,





If you have multiple files from the same program open you will need to select the one you want to restore to active mode.

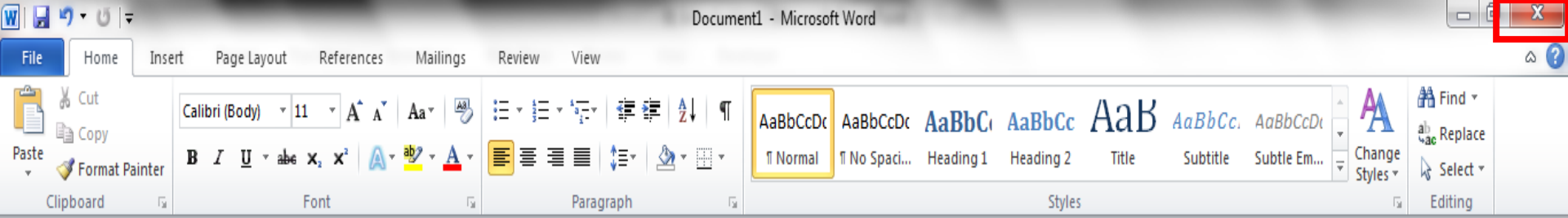




When you click the **maximize / restore** button the program assumes the same shape and size it was before you minimized it.

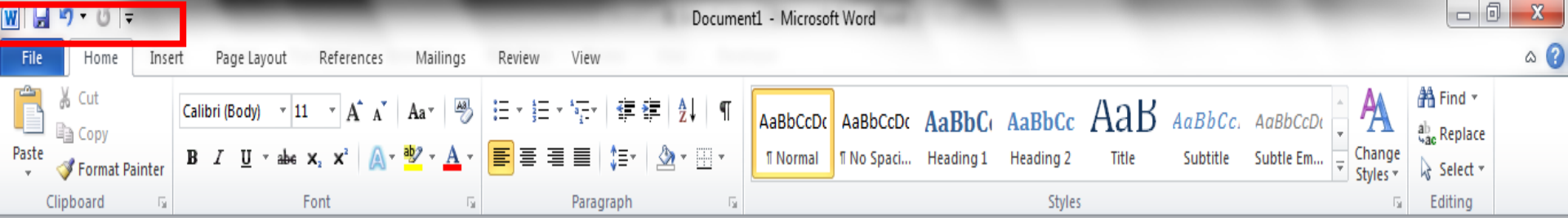


Or
The program window will fill the screen.



When you click the **close** button the program will ask you if you want to save the changes if you have made any changes. Once you have responded to this question the program will close.

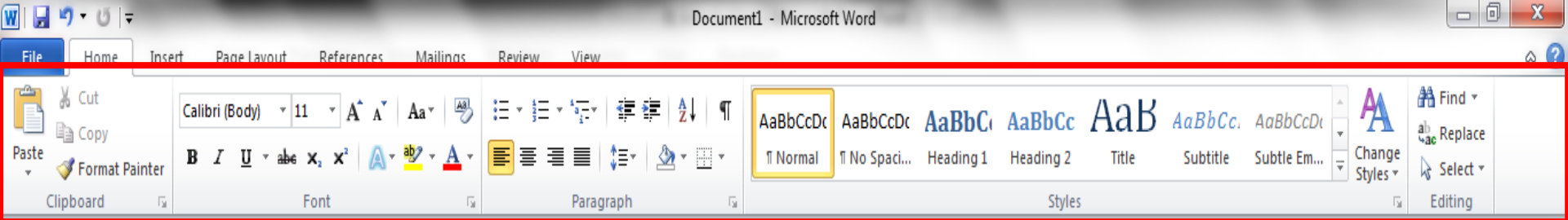




The area outlined in red is called the quick access toolbar.

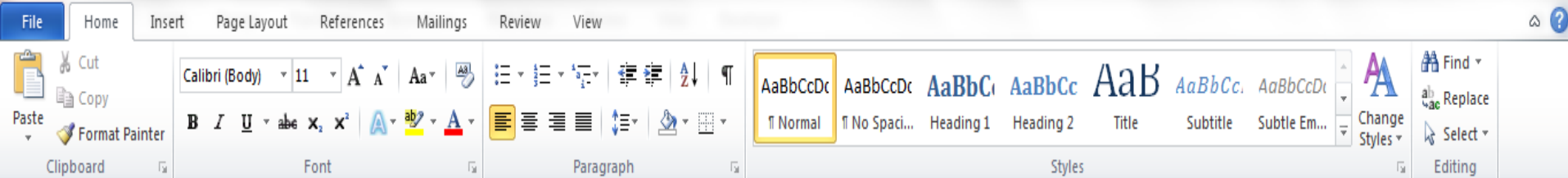
It contains the most commonly used commands in Microsoft Word:

1. Save
2. Undo
3. Repeat



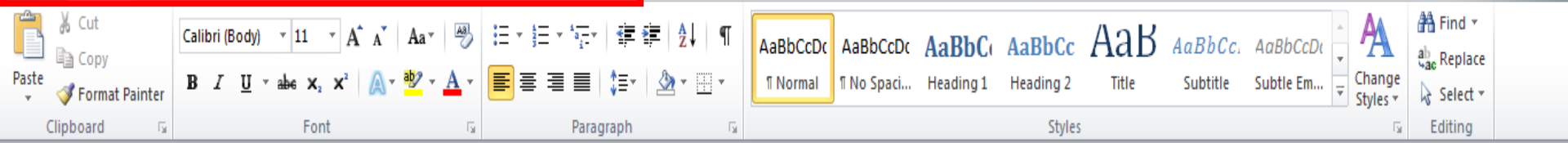
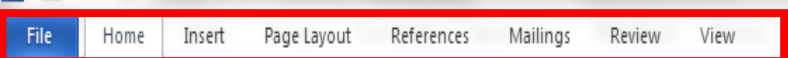
Microsoft Office 2007 & 2010 use what is referred to as the “Ribbon” interface. The area outlined in red comprises the Ribbon.

The ribbons we are going to go over today are the default ribbons.



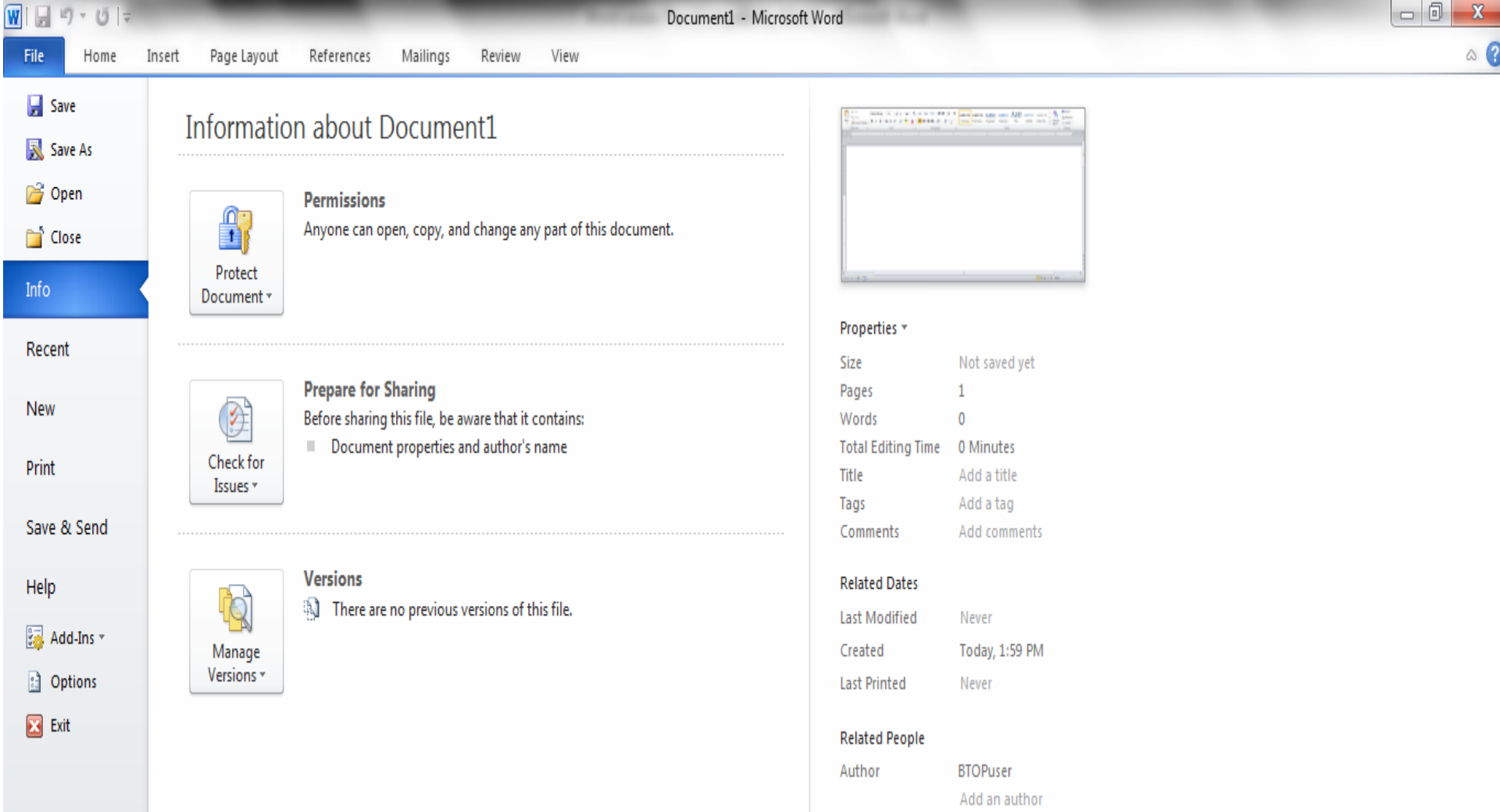
You may customize the ribbon and or a group on the ribbon on your personal computer to have only the features you want to use.

In order to do this all you have to do is right mouse click on the ribbon or the group you want to customize.

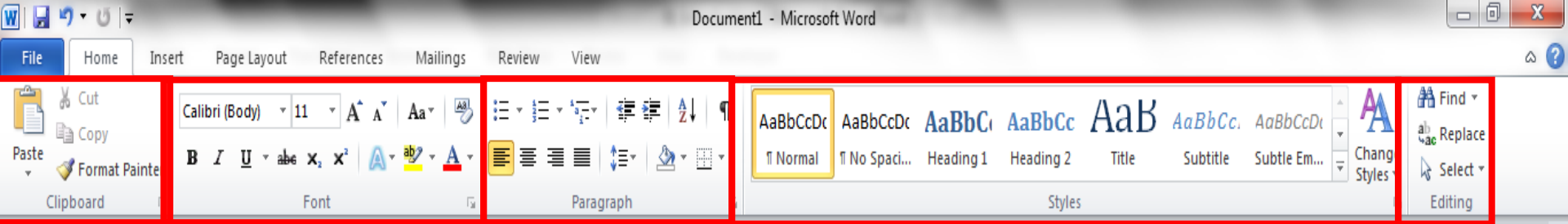


The Words File, Home, Insert, etc... outlined in red are referred to as tabs. Each tab has several Groups attached to it.





The File Tab menu contains the commands most commonly associated with the file.



The **Home Tab** Groups contain the commands most commonly associated with the formatting and editing of text.

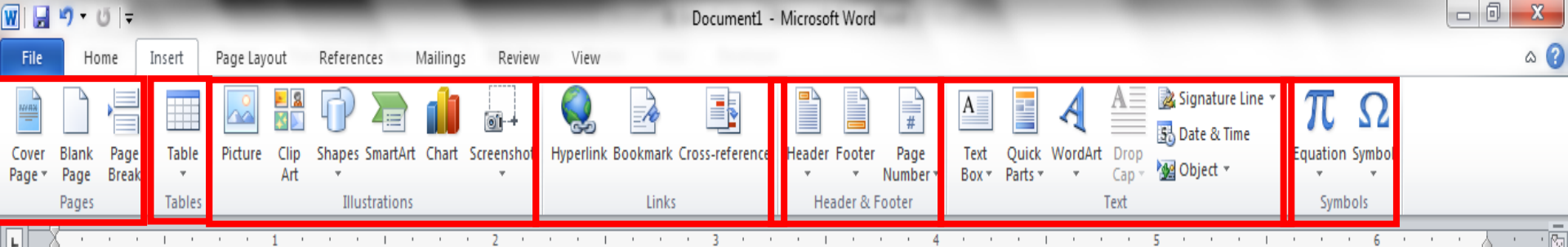
Clipboard

Font

Paragraph

Styles

Editing



The **Insert Tab** Groups contain the commands most commonly associated with adding something to the document.

Pages

Tables

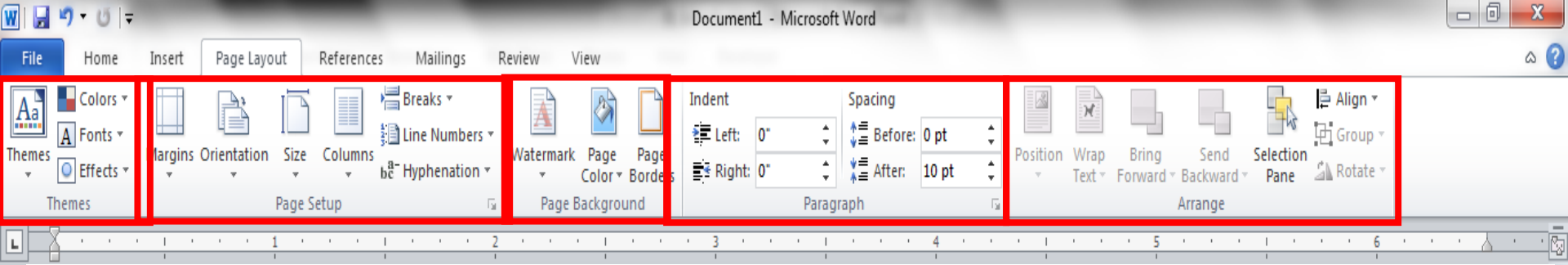
Illustrations

Header/Footer

Links

Text

Symbols



The **Page Layout** Groups contain the commands most commonly associated with settings that would affect the entire page or document.

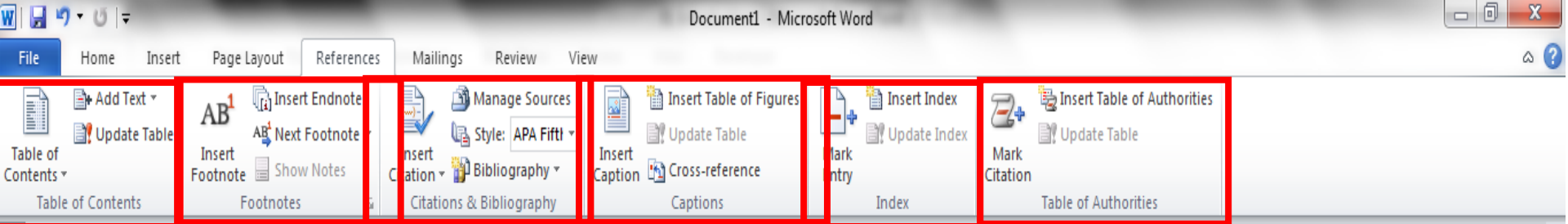
Themes

Page
Setup

Page
Background

Paragraph

Arrange



The **References** Groups contain the commands most commonly associated with writing a research paper, essay, term paper or similarly formal documents.

Table
of Contents

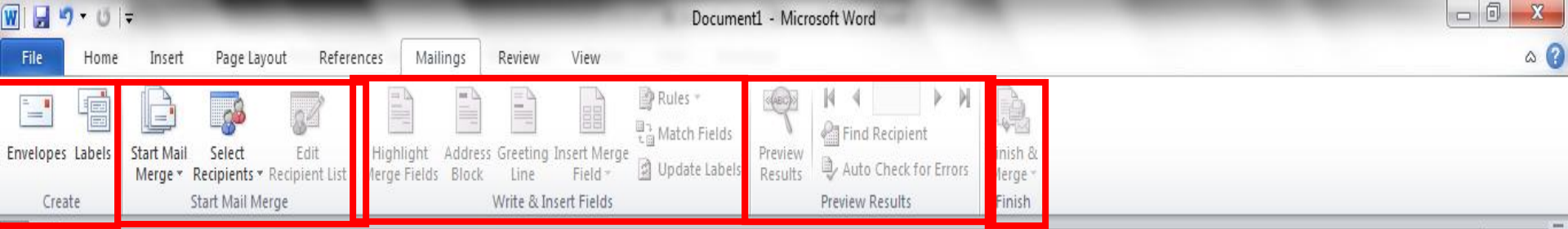
Footnotes

Citations &
Bibliography

Captions

Index

Table of
Authorities



The **Mailings Tab** groups contain the commands most commonly associated with documents and files created for mass mailing.

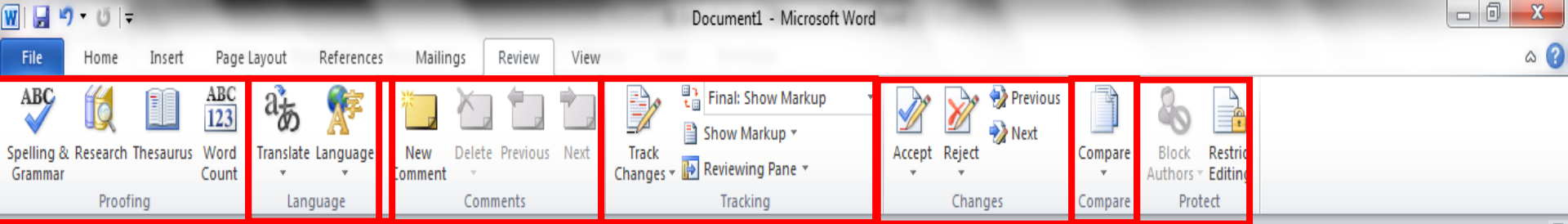
Create

Start
Mail Merge

Write & Insert
Fields

Preview
Results

Finish



The **Review Tabs** groups contain the commands most commonly associated with documents which are shared or being prepared for publication.

Proofing

Language

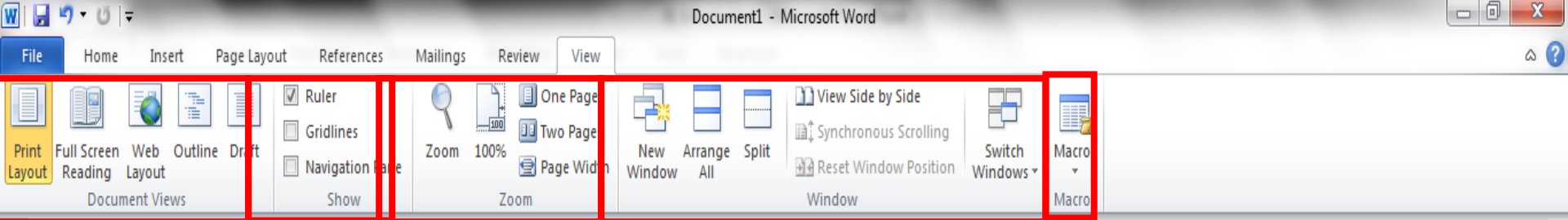
Comments

Changes

Tracking

Compare

Protect



The **View Tab** groups contain the commands most commonly associated with the variety of ways you can “look at” a document or documents.

Document
Views

Show

Zoom

Window

Macros

Keyboard Shortcuts

Keys	Moves Insertion Point
Left arrow	One character left
Right arrow	One character right
Up arrow	Up one line
Down arrow	Down one line
Home	Beginning of the line
End	End of line
PgUp	Up to the previous page
PgDn	Down to the next page

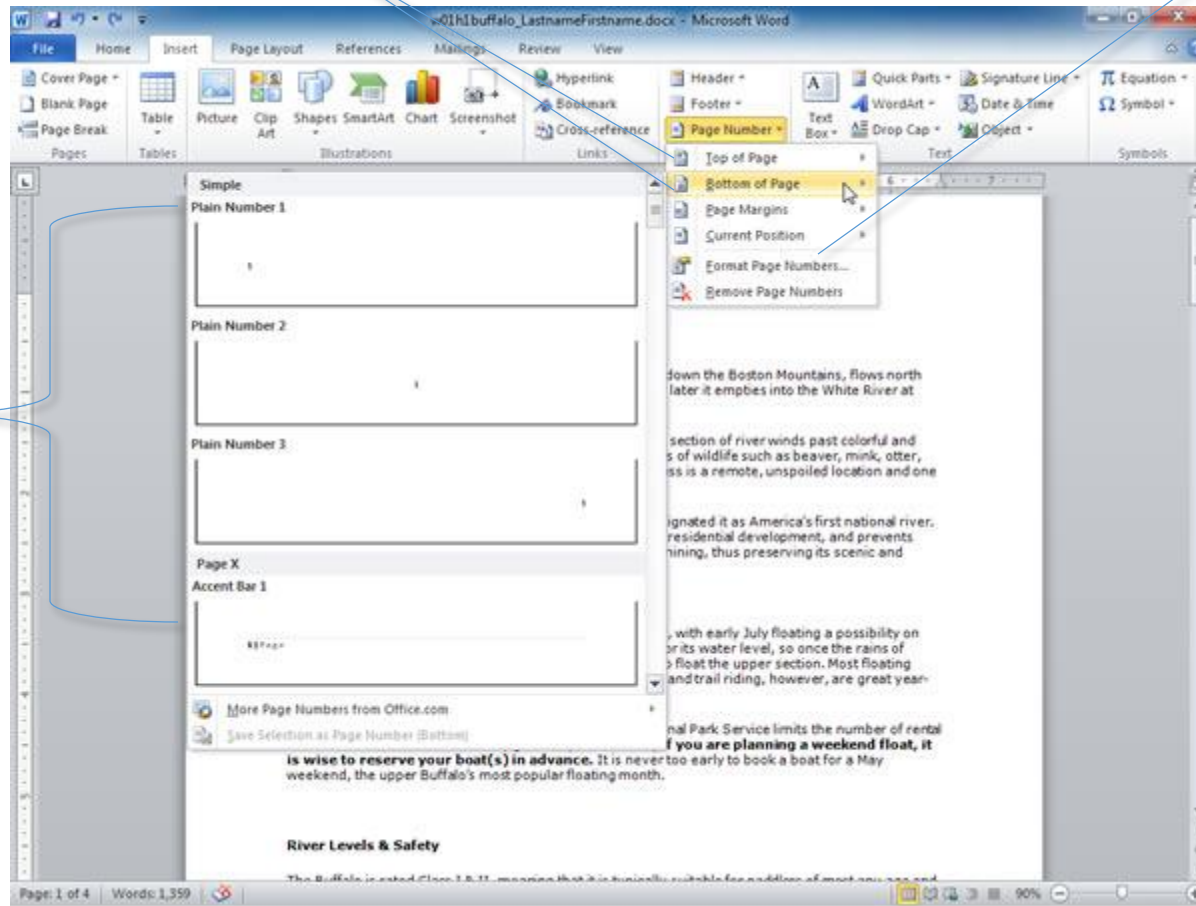


Page Numbers

Placement options

Format Page Numbers

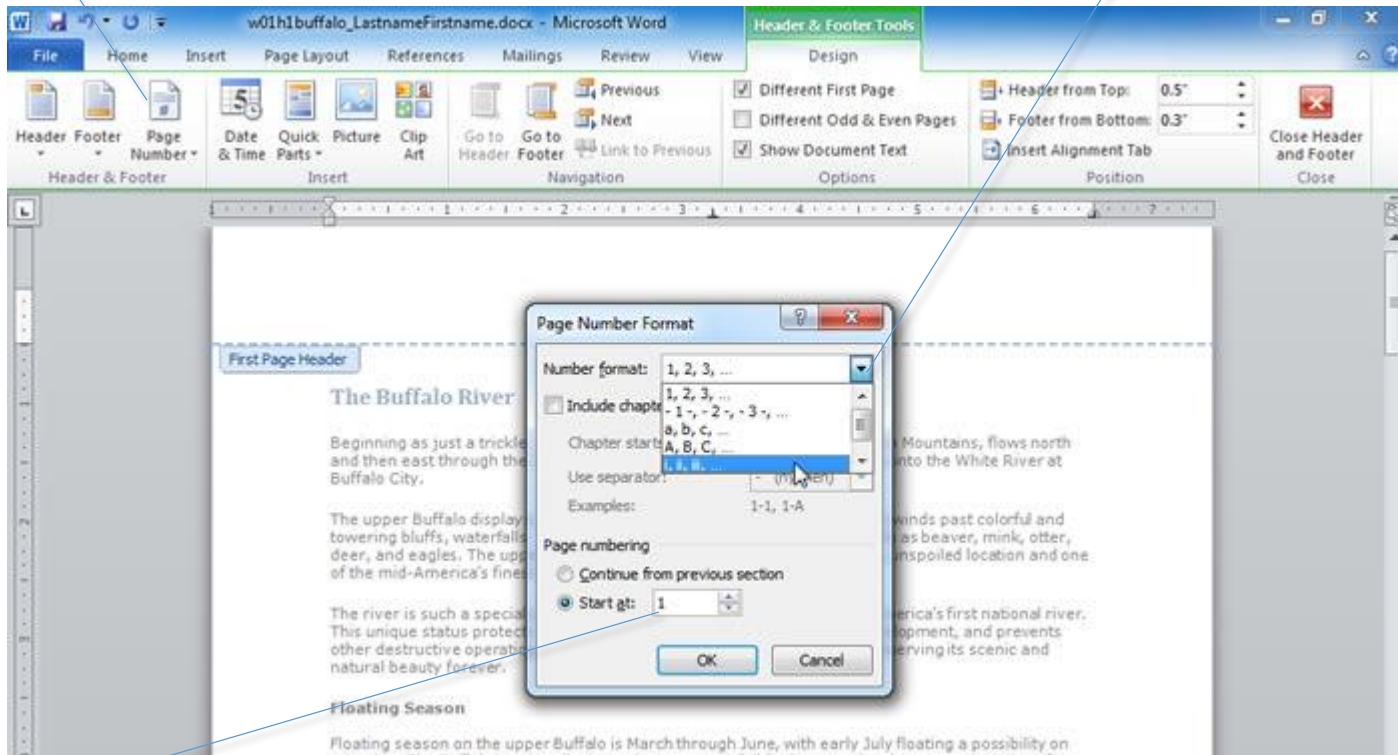
Gallery



Page Numbers (continued)

Page Number

Click to display formats



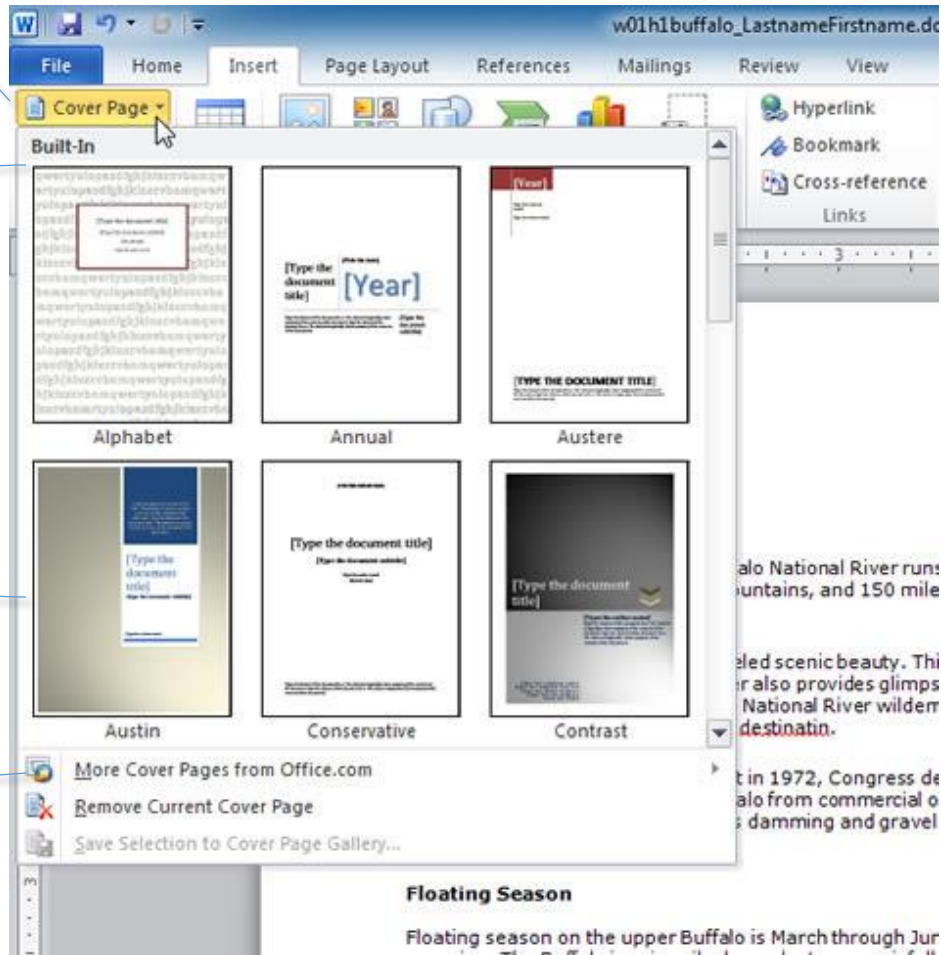
Start numbering on page

Cover Page

Cover Page

Gallery

More cover pages



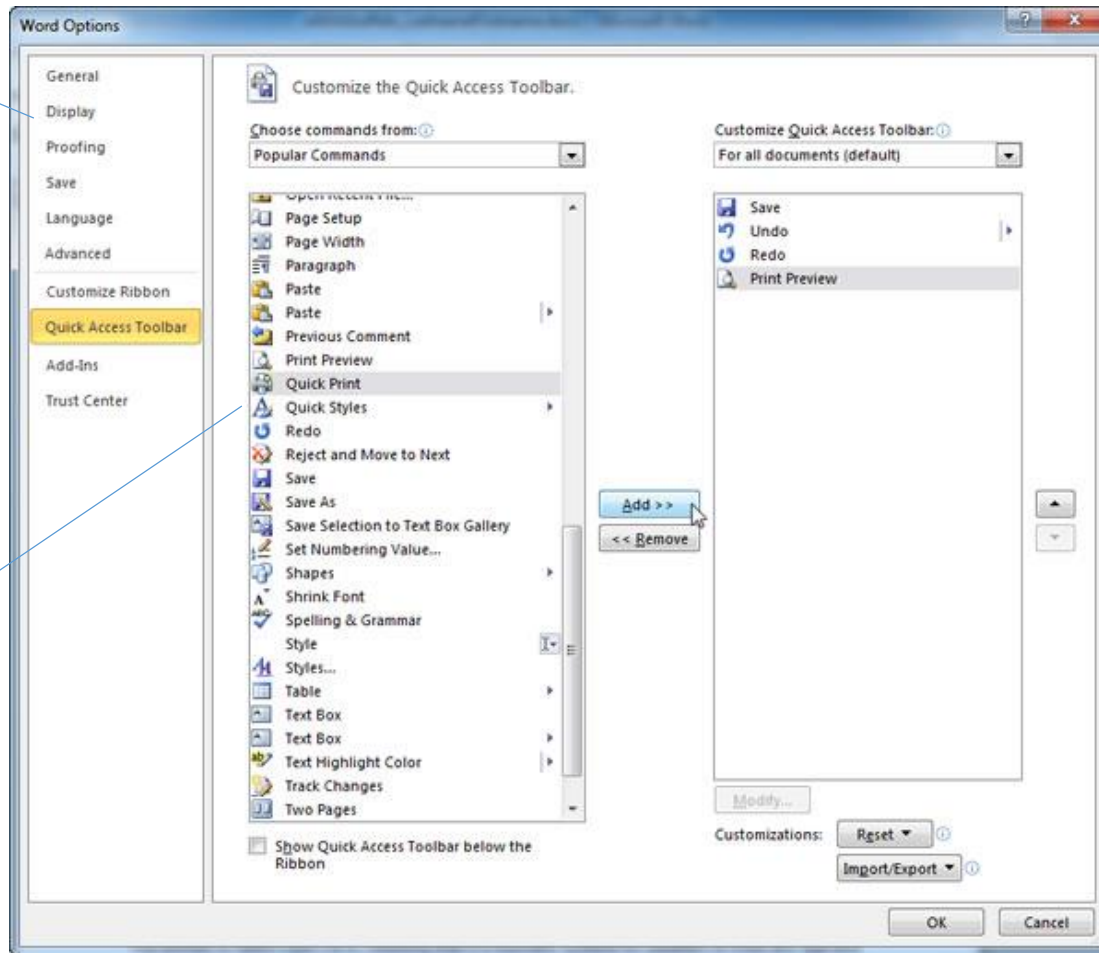
Buffalo National River runs
mountains, and 150 miles

of unparalleled scenic beauty. This
area also provides glimpses
of the Buffalo National River wilderness
destination.

Established in 1972, Congress de-
clared the Buffalo National River
a national scenic river, protecting it
from commercial logging and gravel

Customize Word

Categories



Descriptions

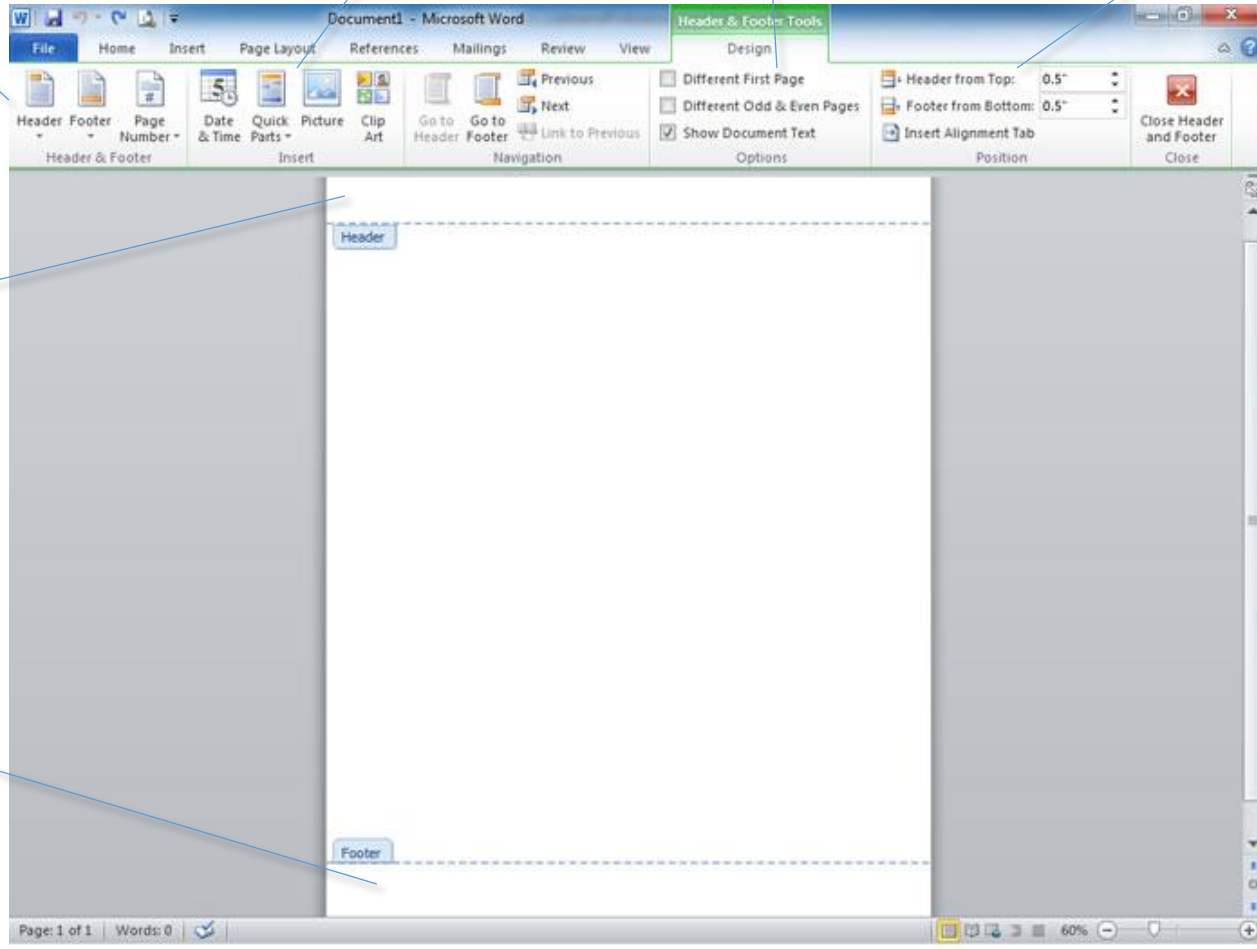
Headers and Footers

Formatting options

Fields to insert

Display options

Position options



Header area

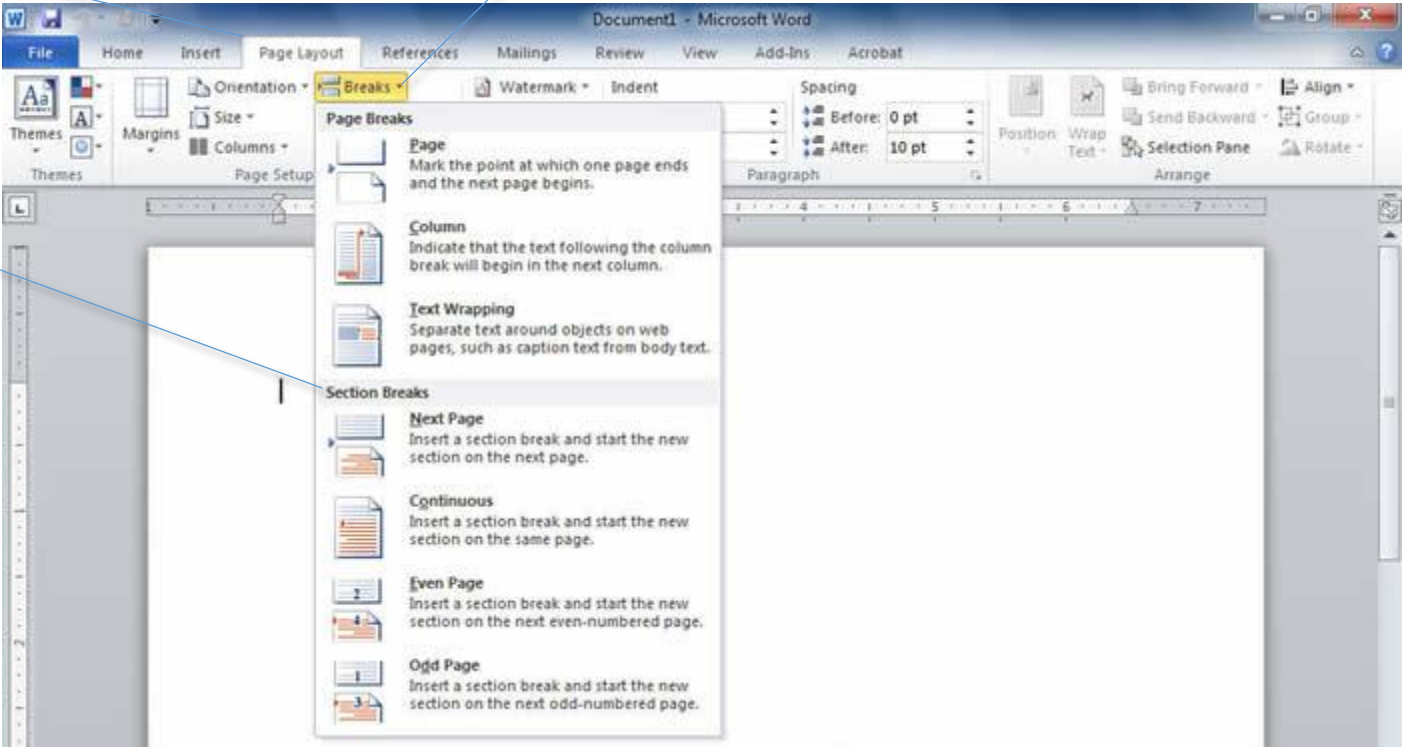
Footer area

Sections

Page Layout tab

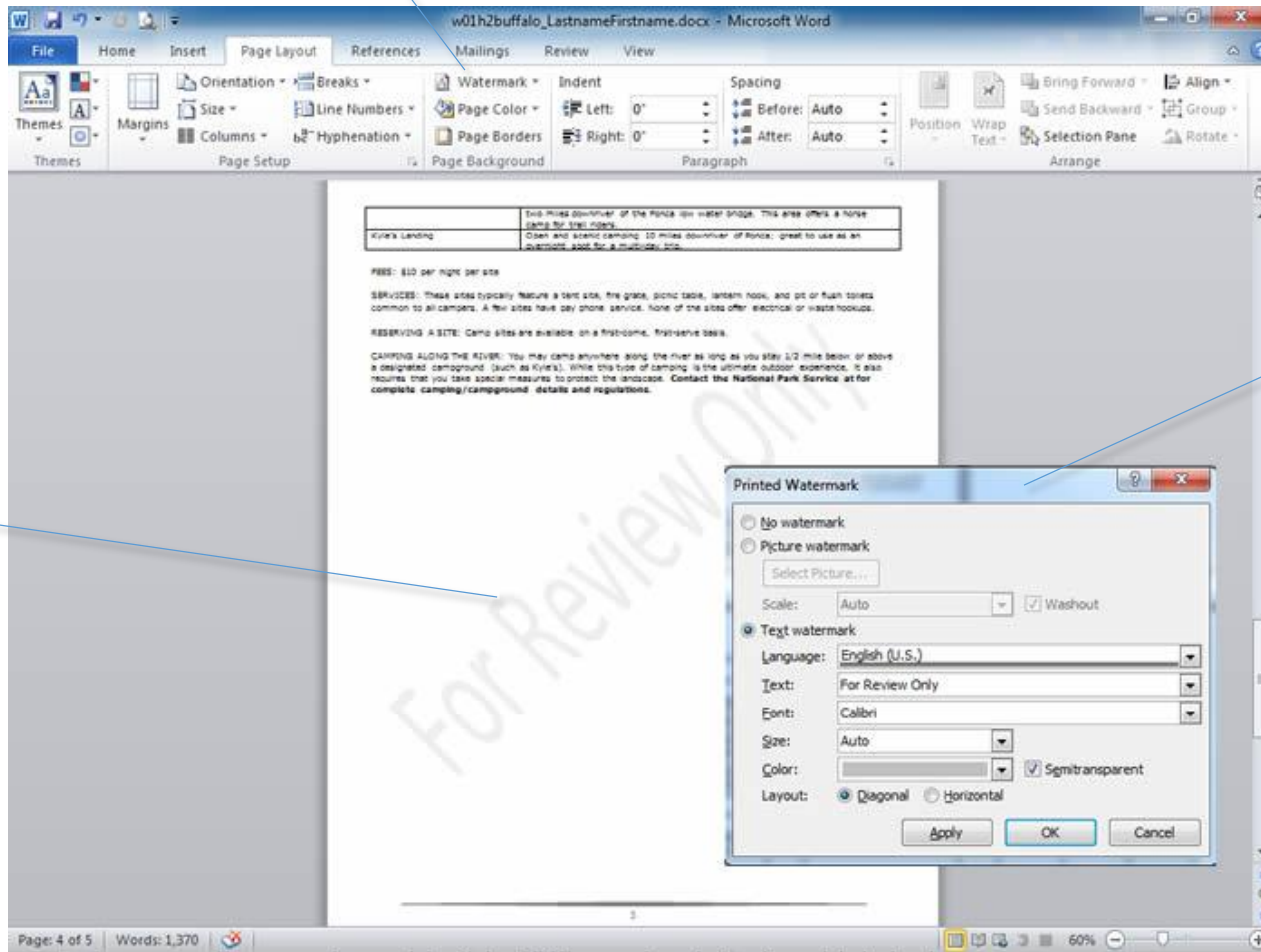
Breaks

Section Breaks



Watermarks

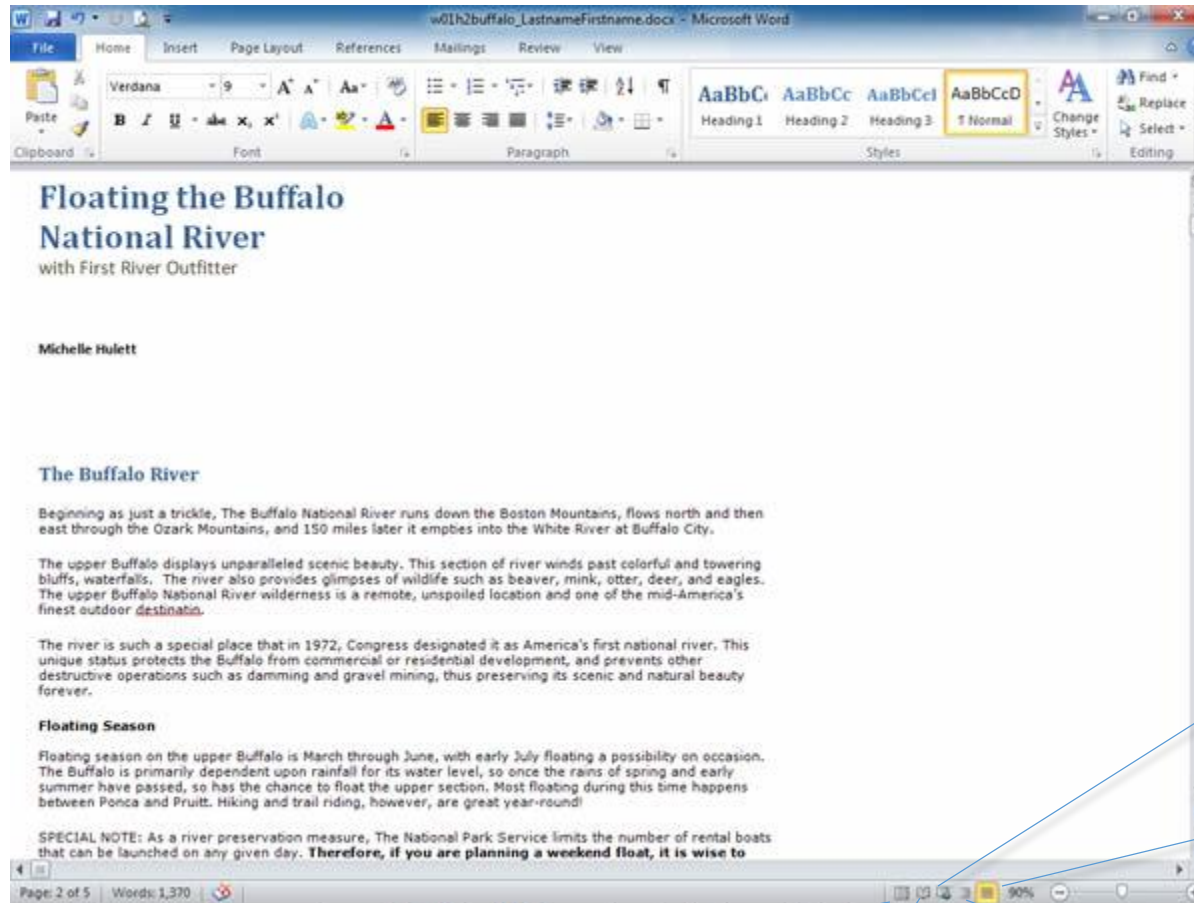
Watermark



Watermark options

Watermark

Document Views



Web Layout

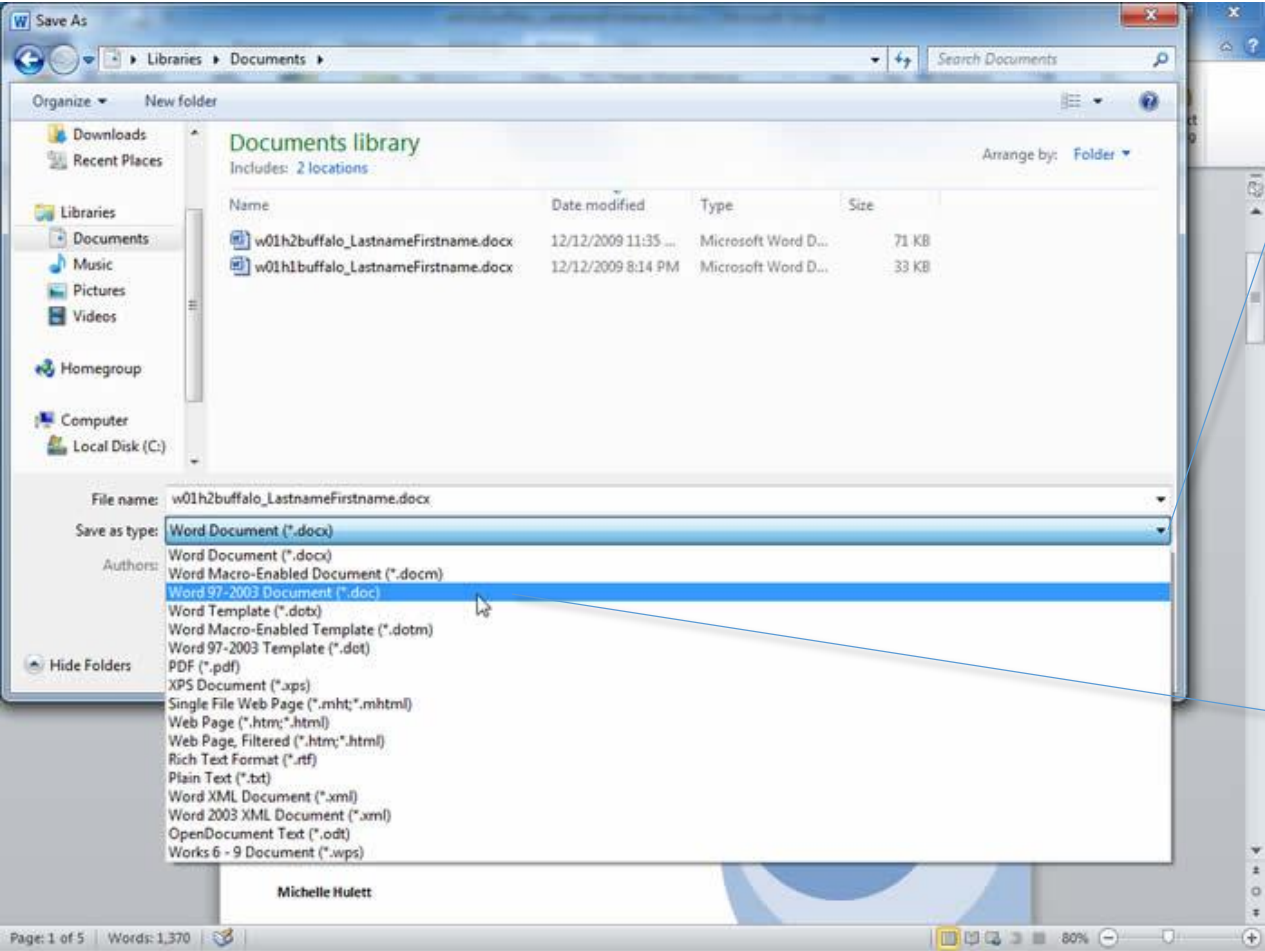
Draft

Print Layout

Full Screen Reading

Outline

Save a Document



Save as type arrow

Word 97 - 2003

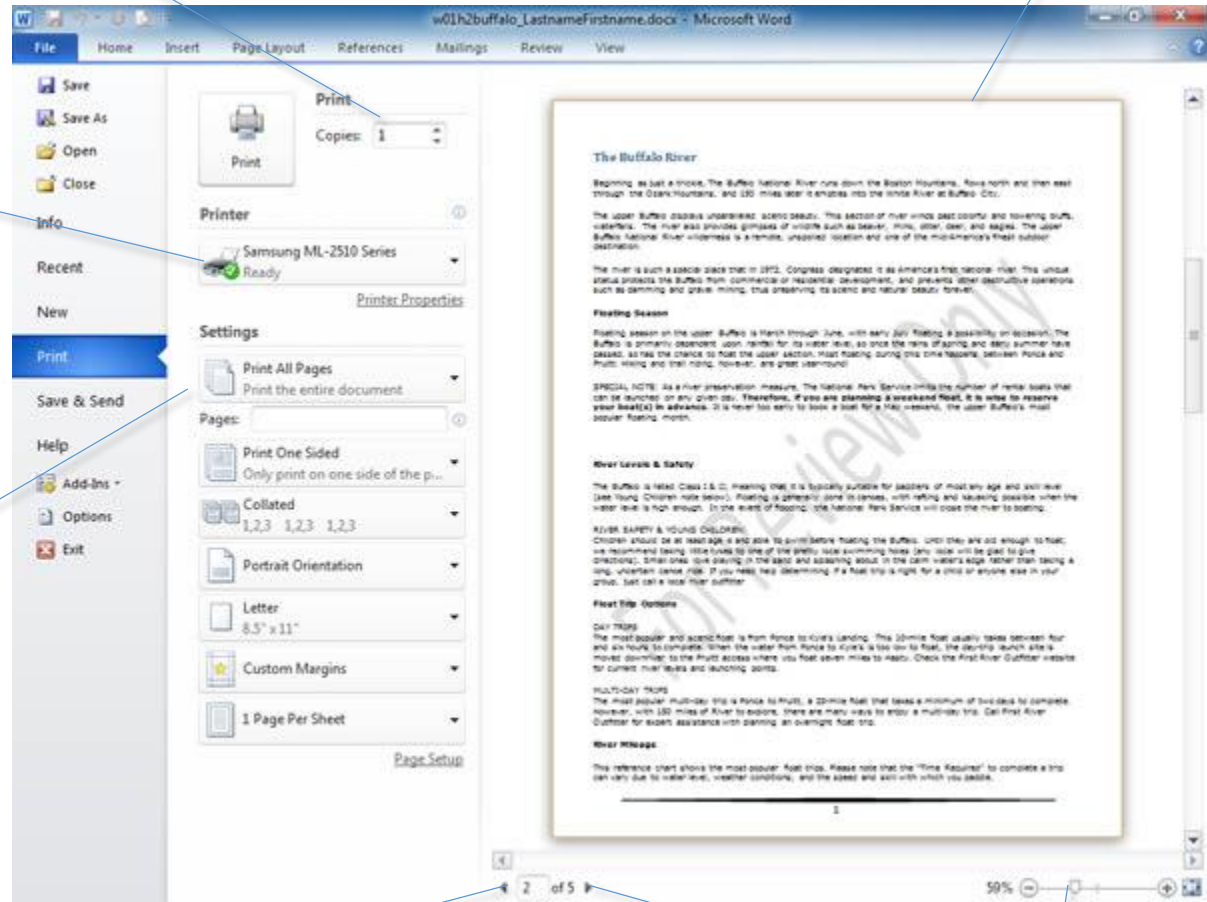
Printing Options

Number of copies

Preview

Select printer

Settings



Previous

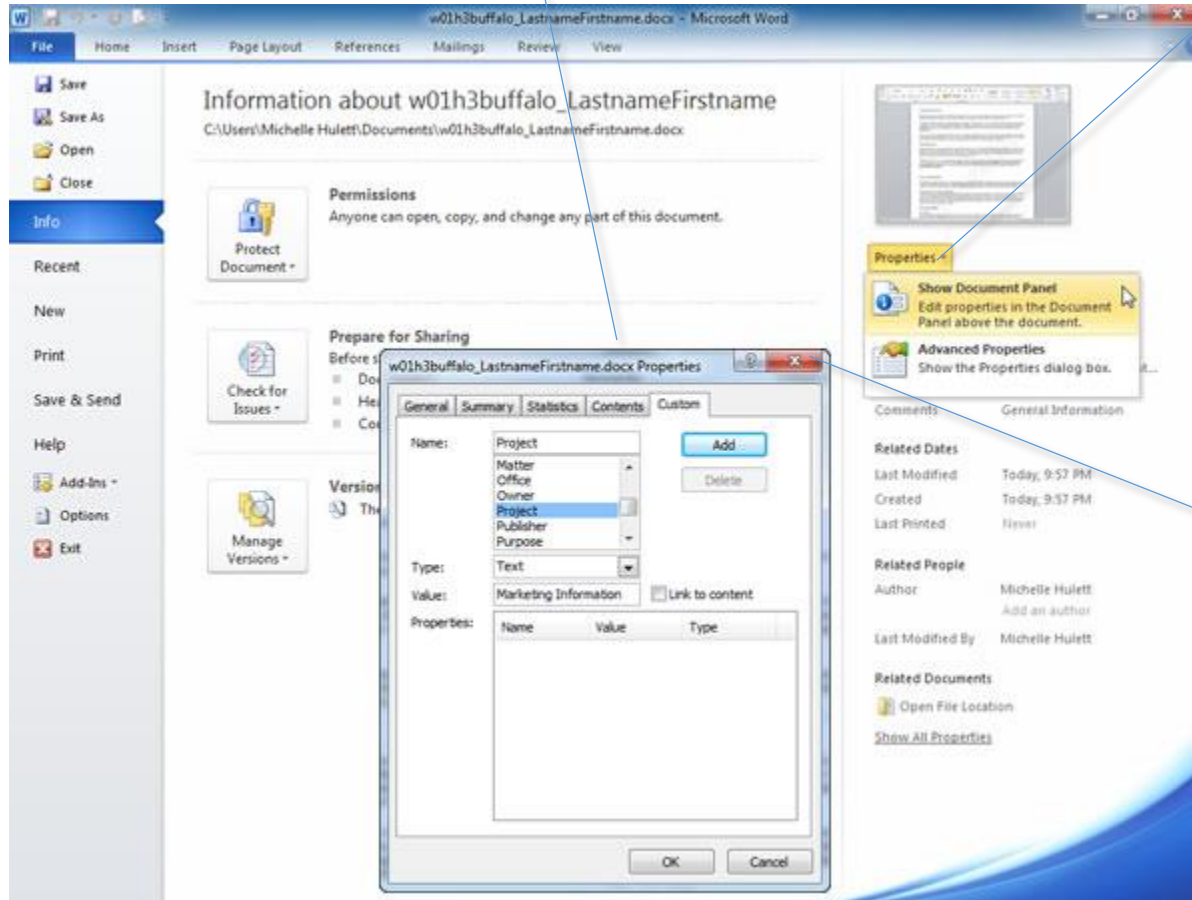
Next

Zoom

Document Properties

Document Properties panel

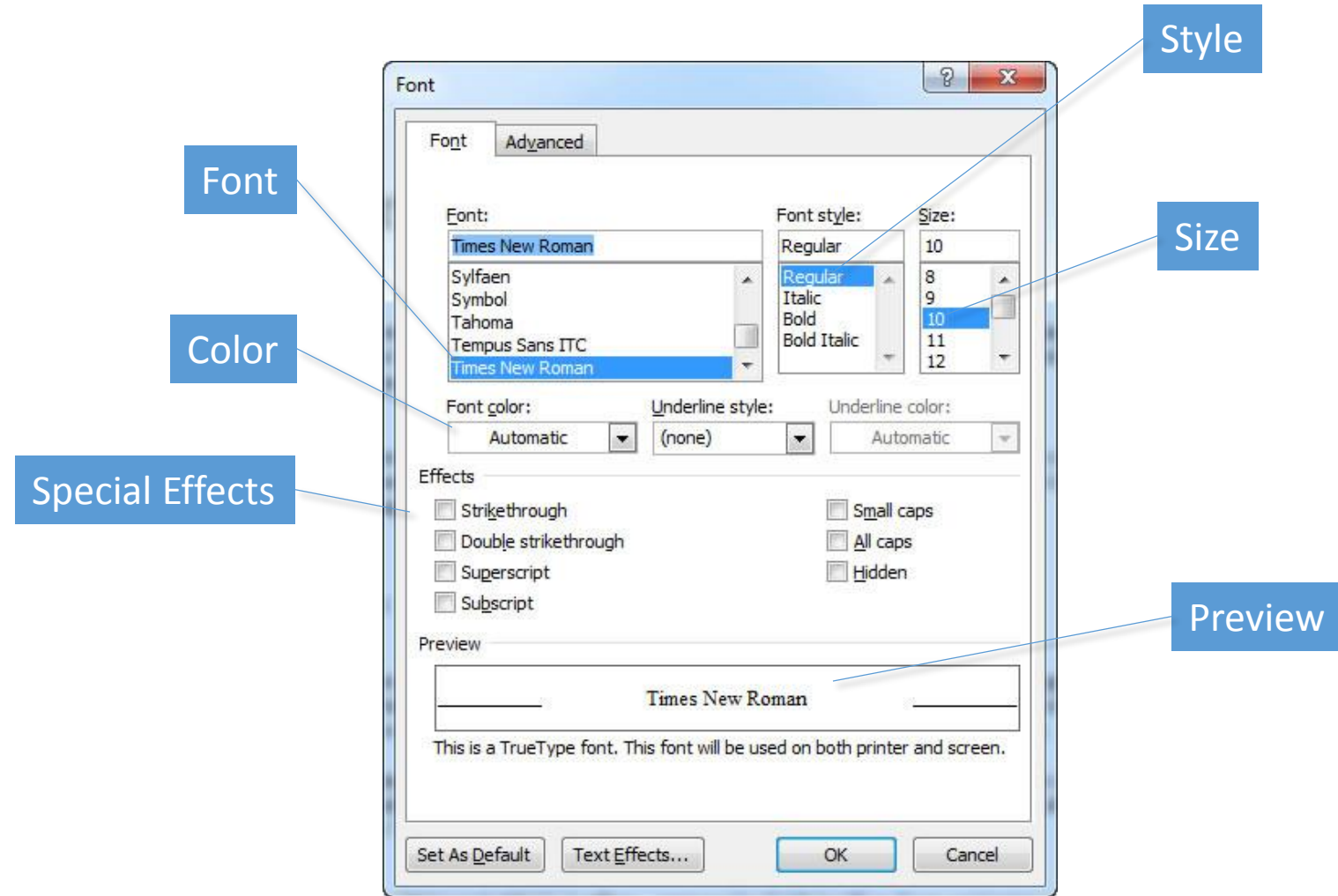
Properties arrow



Summary

- Word processors have features that make it easy to create documents.
- Consider both the content and look of the document.
- Create copies of documents and back up changes at every opportunity.

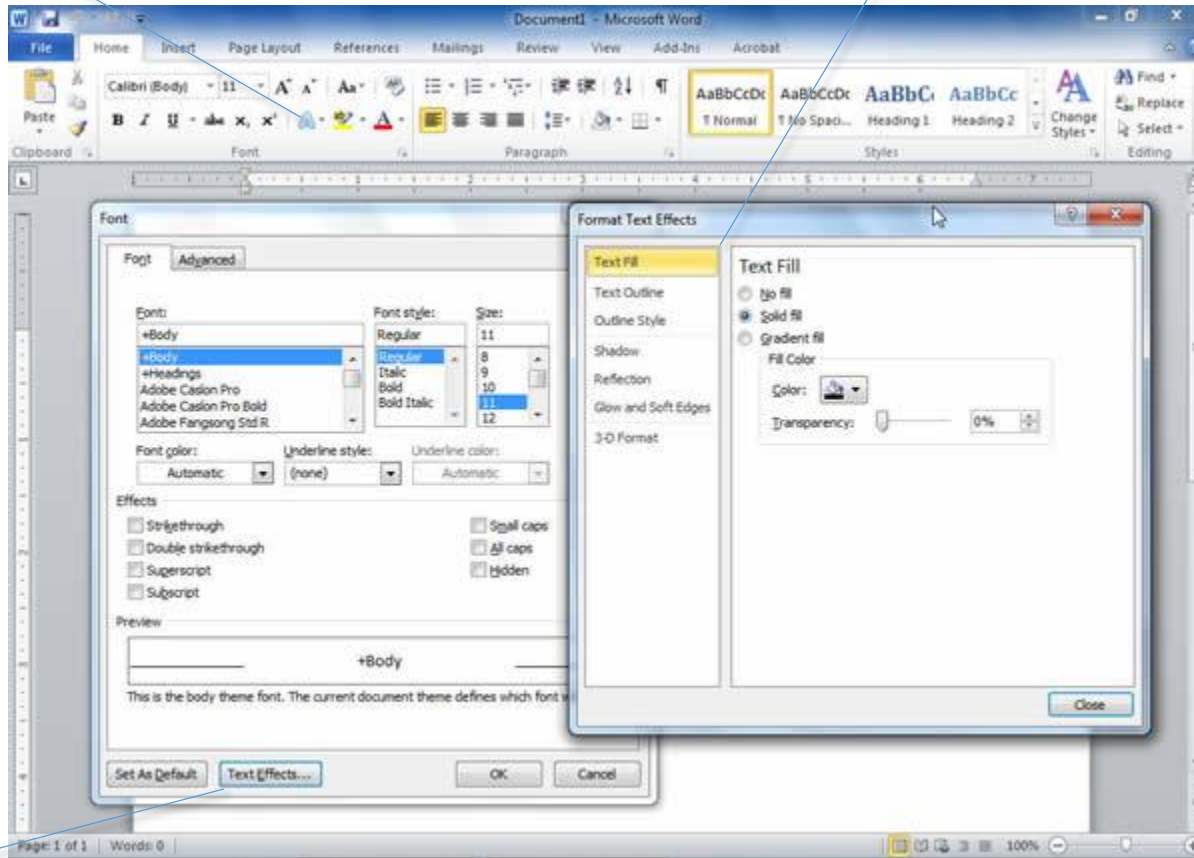
Font Attributes



Font Attributes (continued)

Text Effects

Effects



Text Effects

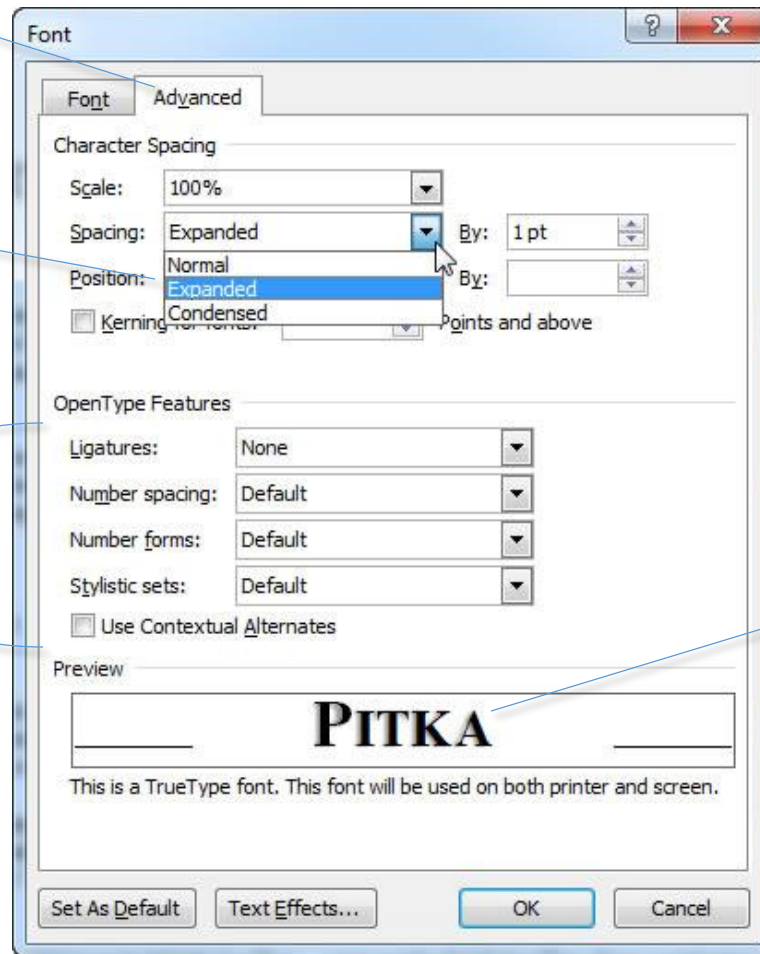
Character Spacing

Advanced

Spacing

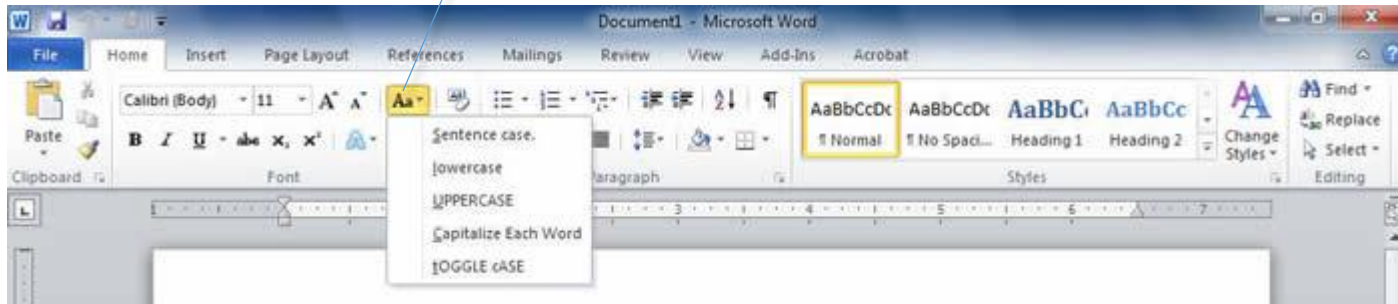
OpenType settings

Preview



Change Text Case

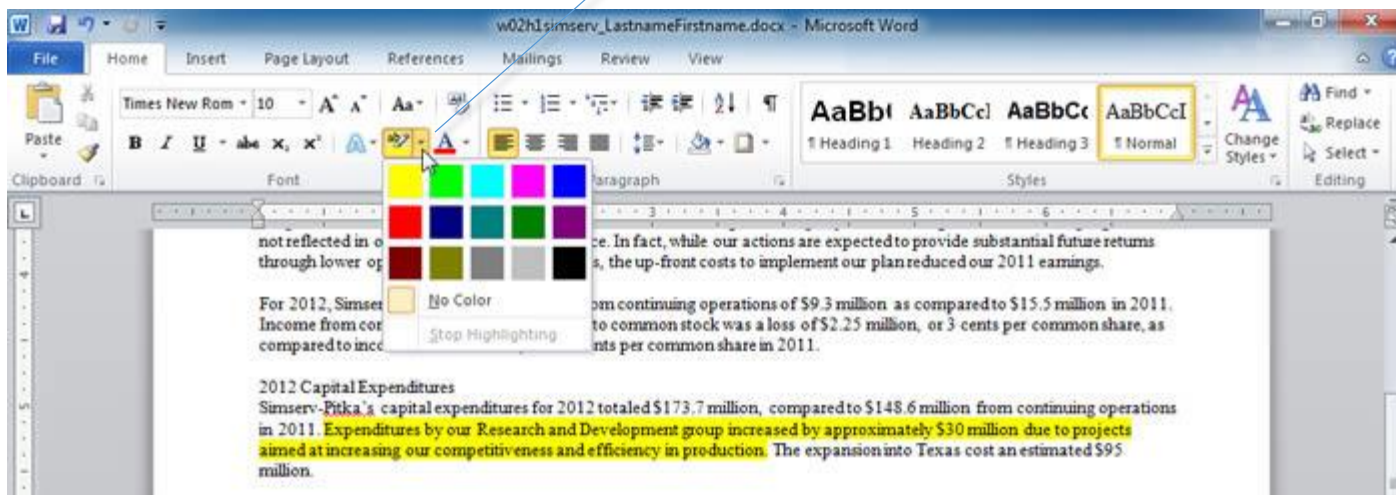
Change Case



- Sentence case
- lowercase
- UPPERCASE
- Capitalize Each Word
- tOGGLE case

Text Highlighting

Text Highlight Color arrow



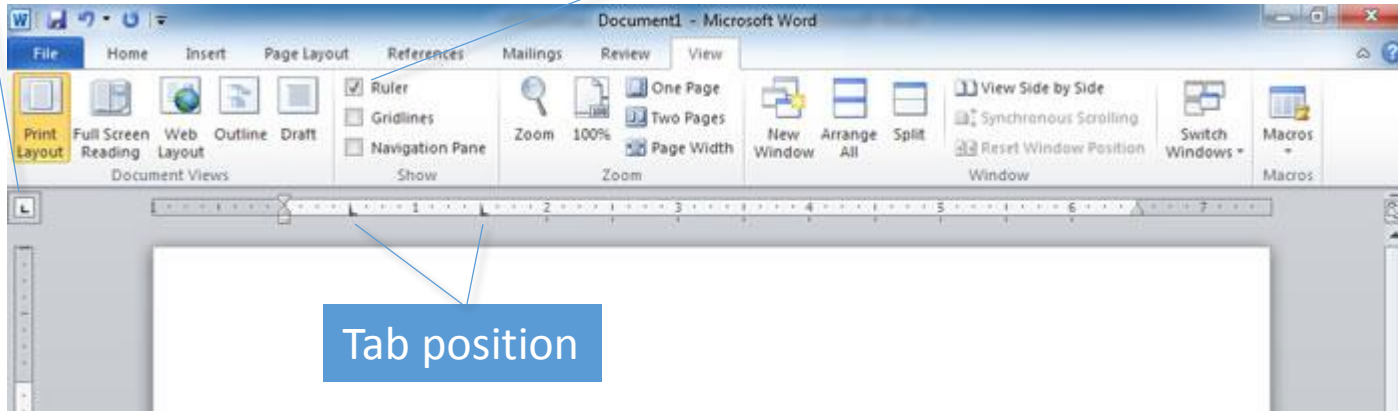
Paragraph Formatting






- Alignment
- Indentation
- Tab stops
- Line spacing
- Pagination
- Borders
- Shading

Set Tabs

Tab selector

Show or hide ruler



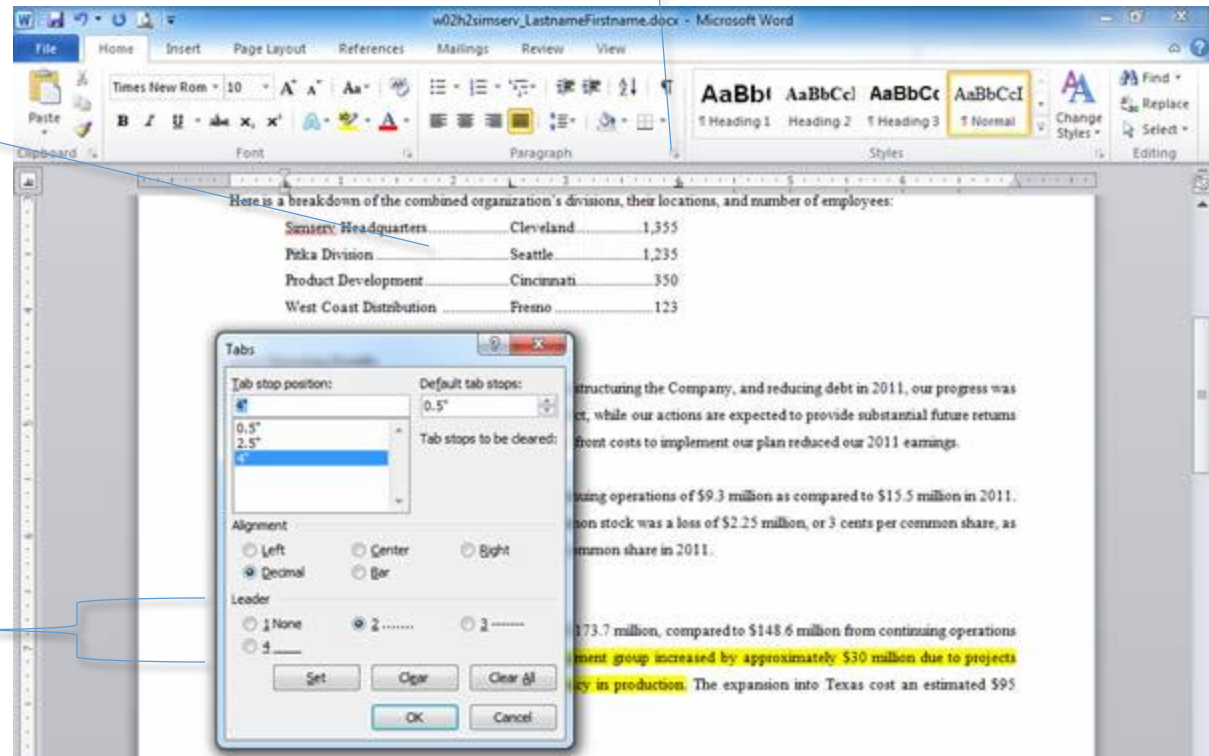
Tab Selector Icon	Type of Tab
	Left tab
	Center tab
	Right tab
	Decimal tab
	Bar tab

Leaders Characters

Paragraph Dialog Box Launcher

Dot leaders

Leader characters



Borders and Shading

Borders tab

Page Border tab

Preview

Line style

Line color

Line width

Horizontal Line

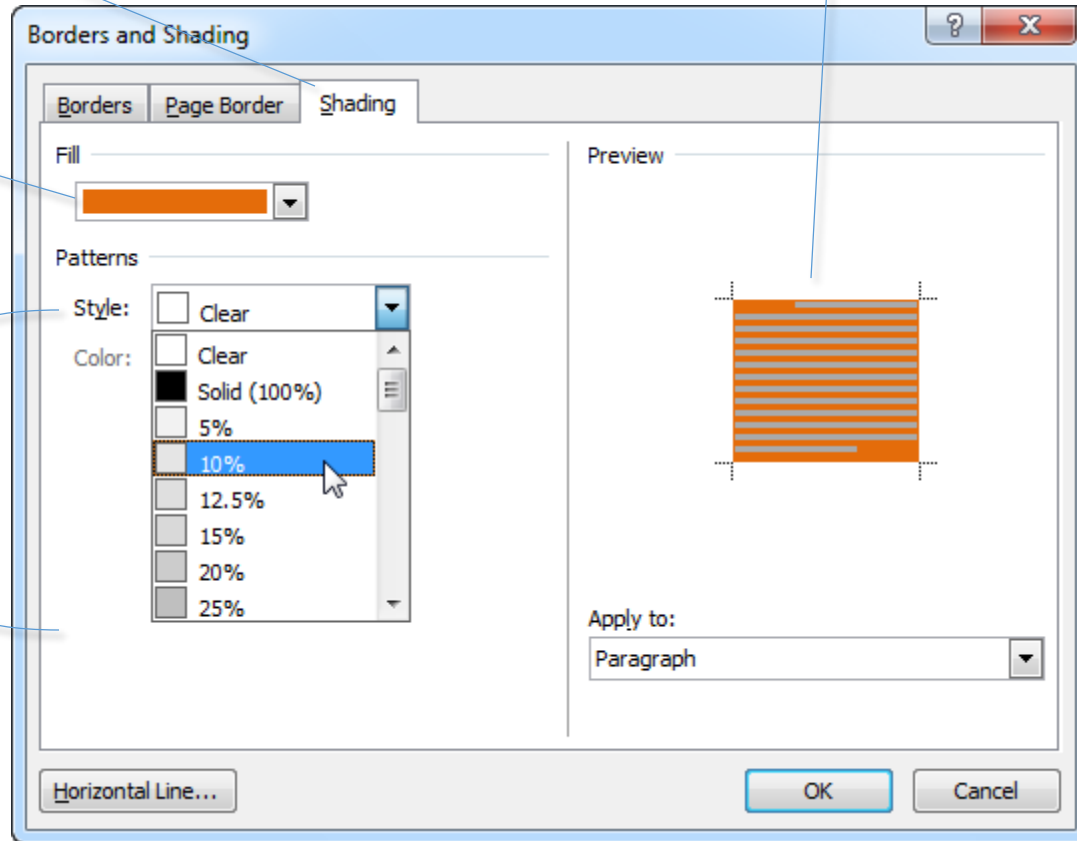
Borders and Shading (continued)

Shading tab

Preview

Fill color

Shading options



Bullets and Numbers

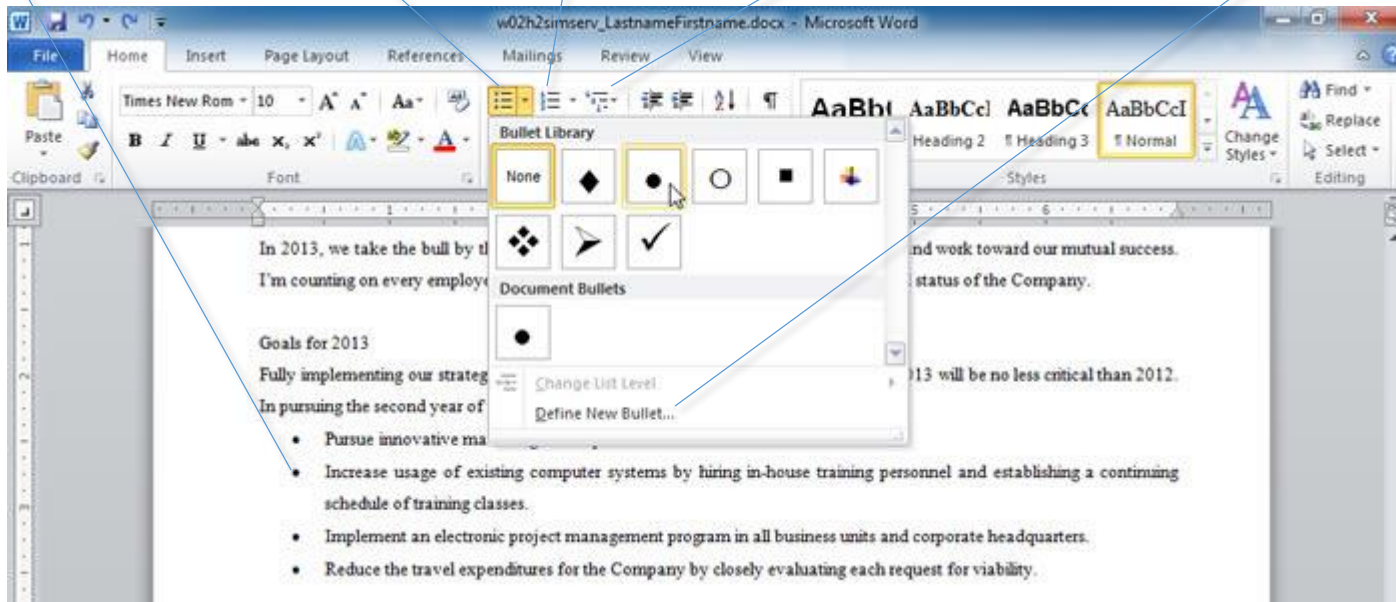
Live Preview

Bullets

Numbering

Multilevel List

Define New Bullet



Columns

Preset columns

Number of columns

Column width

Spacing between columns

Col #	Width	Spacing
1:	3.25"	0.5"
2:	3.25"	

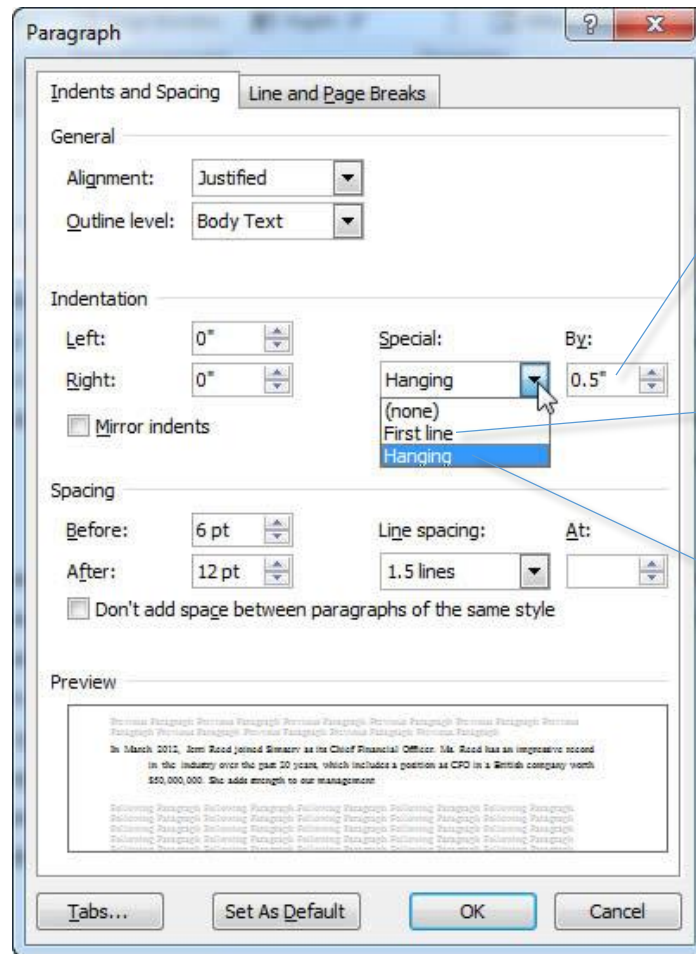
Equal column width

Apply to: Selected text

Start new column

OK Cancel

Paragraph Indents

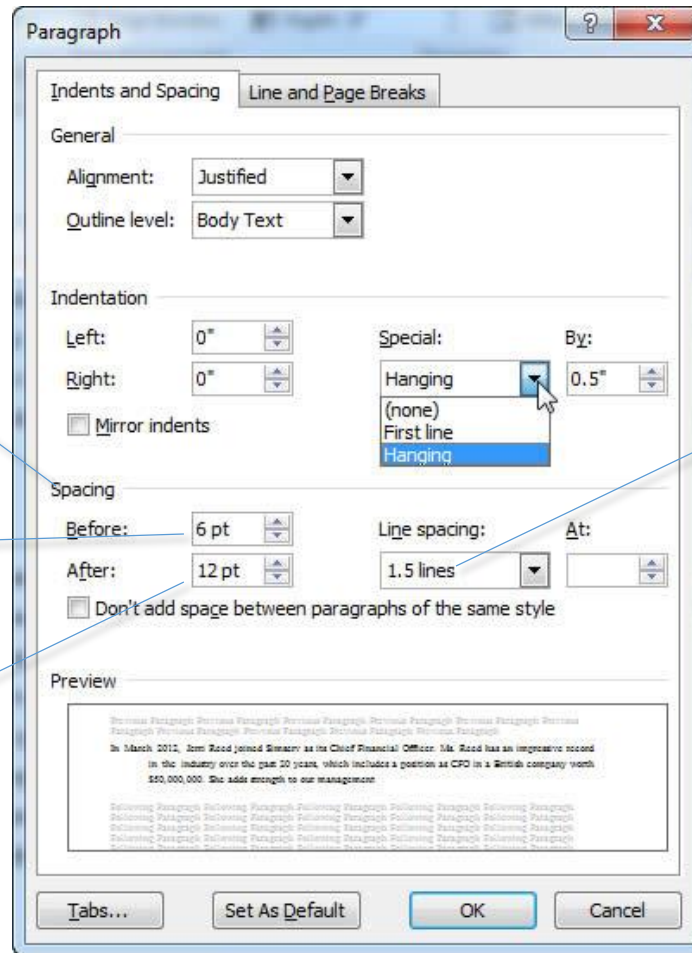


Measurement for indent

First line indent

Hanging indent

Line and Paragraph Spacing



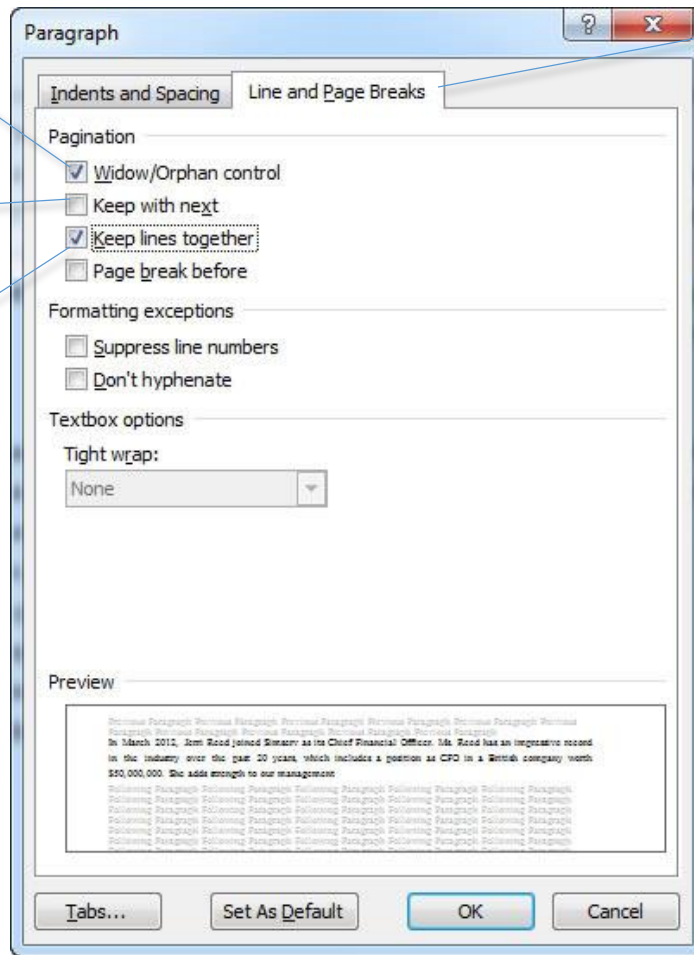
Paragraph spacing

Before the paragraph

After the paragraph

Line spacing

Widows and Orphans



Widow/Orphan Control

Keep with next

Keep lines together

Lines and Page Breaks tab

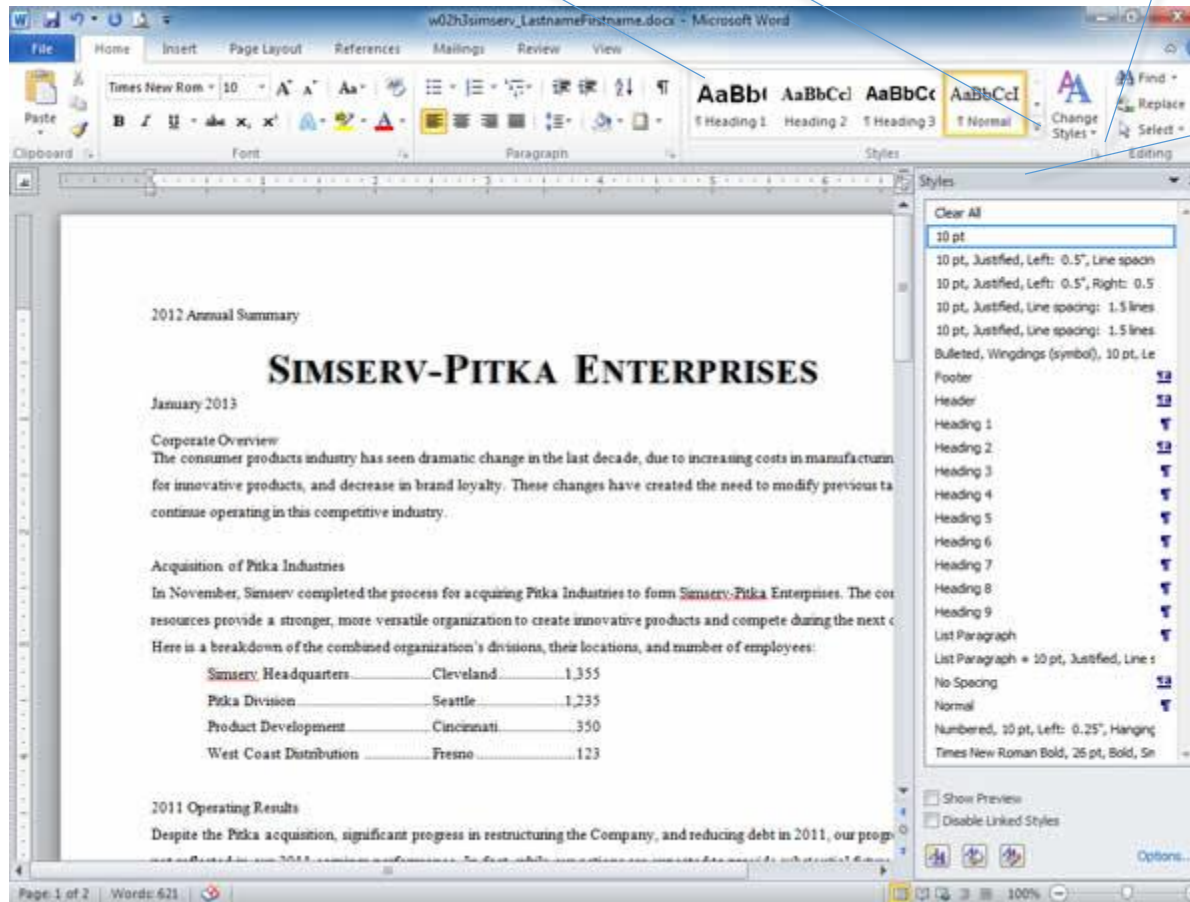
Styles

Quick Style

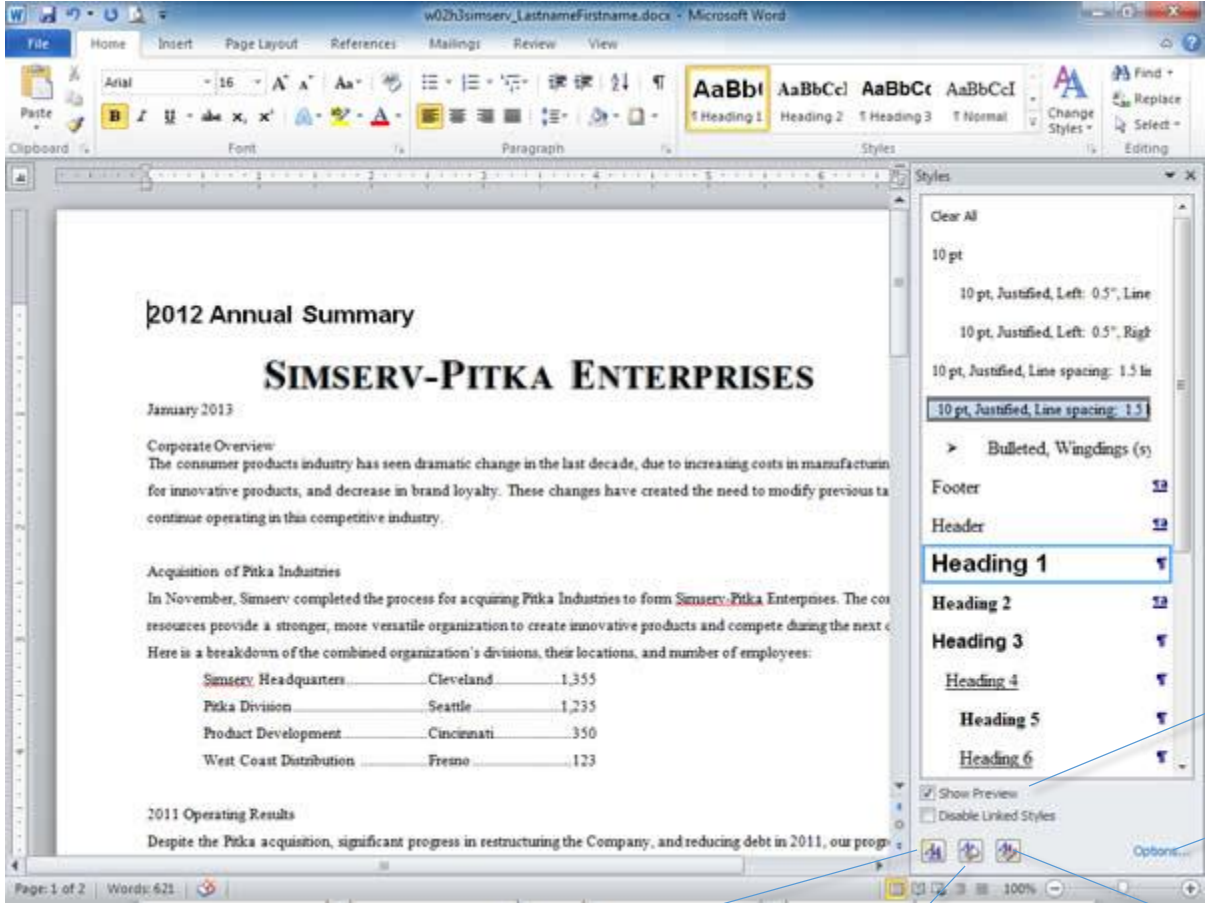
More

Styles Dialog Box Launcher

Styles pane



Styles (continued)



Show Preview

Options

New Style

Style Inspector

Manage Styles

Modify Styles

The image shows the 'Modify Style' dialog box in Microsoft Word. The dialog is titled 'Modify Style' and has a standard Windows window title bar with a question mark icon and a close button. The dialog is divided into several sections:

- Properties:** This section contains four fields: 'Name:' with the text 'Heading 1' selected; 'Style type:' with a dropdown menu set to 'Paragraph'; 'Style based on:' with a dropdown menu set to 'Normal'; and 'Style for following paragraph:' with a dropdown menu set to 'Normal'.
- Formatting:** This section contains a row of controls: a font face dropdown set to 'Arial', a font size dropdown set to '18', and three icons for Bold (B), Italic (I), and Underline (U). To the right of these icons is a 'Automatic' dropdown menu. Below this row is a row of icons for text alignment (left, center, right, justified) and bullet points.
- Preview:** This section shows a preview of the style. The text '2012 Annual Summary' is displayed in a large, bold, black font, centered on the page. The rest of the preview area contains several lines of placeholder text: 'Previous Paragraph' and 'Following Paragraph'.
- Font:** This section shows the current font settings: 'Font: (Default) Arial, 18 pt, Bold, Shadow, Centered, Space', 'After: 14 pt, Keep with next, Level 1, Style: Quick Style', 'Based on: Normal', and 'Following style: Normal'.
- Options:** This section contains four checkboxes: 'Add to Quick Style list' (checked), 'Automatically update' (unchecked), 'Only in this document' (selected with a radio button), and 'New documents based on this template' (unchecked).
- Buttons:** At the bottom of the dialog are three buttons: 'Format' (with a dropdown arrow), 'OK', and 'Cancel'.

Four blue callout boxes with white text point to specific parts of the dialog:

- 'Style name' points to the 'Name:' field.
- 'Format specifications' points to the 'Formatting' section.
- 'Preview' points to the preview area.
- 'Format' points to the 'Font:' section.

Graphical Objects

Original size graphic

Sizing handles

Size group

Scale

Lock proportions

Document1 - Microsoft Word

Picture Tools

Format

Remove Background

Color

Artistic Effects

Picture Styles

Picture Border

Picture Effects

Picture Layout

Position

Wrap Text

Bring Forward

Send Backward

Selection Pane

Arrange

2.43"

1.67"

Size

Layout

Position

Text Wrapping

Size

Height

Absolute 2.43"

Relative

relative to: Page

Width

Absolute 1.67"

Relative

relative to: Page

Rotate

Rotation: 0°

Scale

Height: 50 %

Width: 50 %

Lock aspect ratio

Relative to original picture size

Original size

Height: 4.85"

Width: 3.33"

Reset

OK

Cancel

Page: 1 of 1

Words: 0

60%

Text Wrapping

Wrap Text



The screenshot shows the Microsoft Word interface with the 'Picture Tools' ribbon active. The 'Wrap Text' dropdown menu is open, displaying the following options: In Line with Text, Square, Tight, Through, Top and Bottom, Behind Text, In Front of Text, Edit Wrap Points, and More Layout Options... The document content includes a section titled '2012 Management Changes' with two paragraphs and two photographs. The first paragraph describes Dewey A. Larson's appointment as Executive Officer, and the second paragraph describes Jerri Reed's appointment as CFO. The text is wrapped around the photographs.

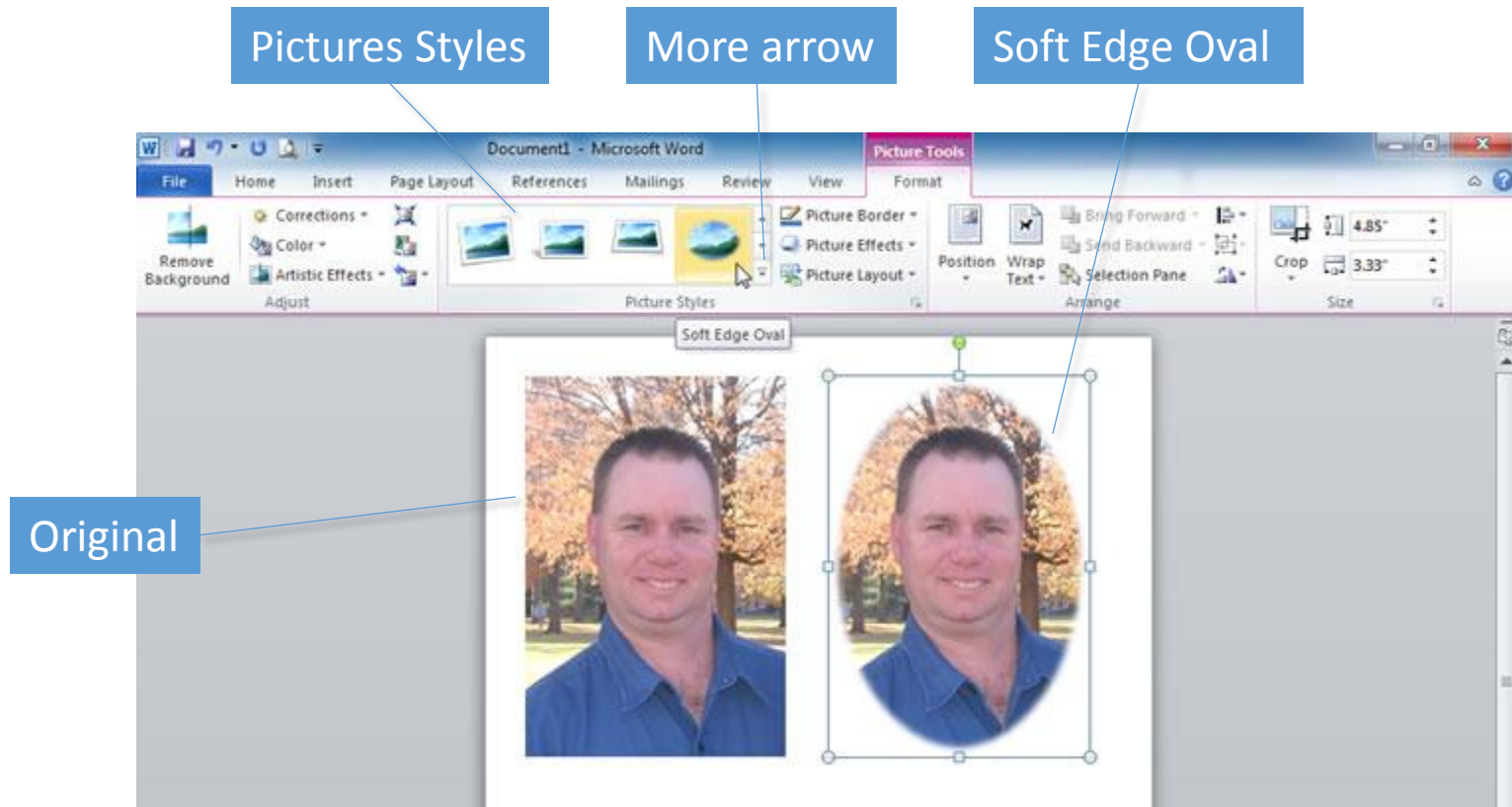
2012 Management Changes

On January 1, 2012, *Dewey A. Larson* was named Executive Officer by the Company's Board of Directors this year after 25 years of service. Mr. Larson first joined the Company in 1993. Mr. Larson, who has worked for the Company for a period of nineteen years, has held a variety of senior executive positions. Mr. Larson is currently the Chief Executive Officer of the Company's Energy Services Group. Mr. Larson is a retired Chief Executive Officer of the Company's Energy Services Group.

In March 2012, *Jerri Reed* joined *Simserv* as its CFO. Ms. Reed has an impressive record in the industry with over 20 years, which includes a position as CFO in a British company worth \$50,000,000. She adds strength to our management team, particularly as the Company faces the important challenge of improving the financial and operating performance. Ms. Reed has stated:

In 2013, we take the bull by the horns. Everyone at *Simserv-Pitka* must pull together and work toward our mutual success. I'm counting on every employee to focus on our common goals to improve the financial status of the Company.

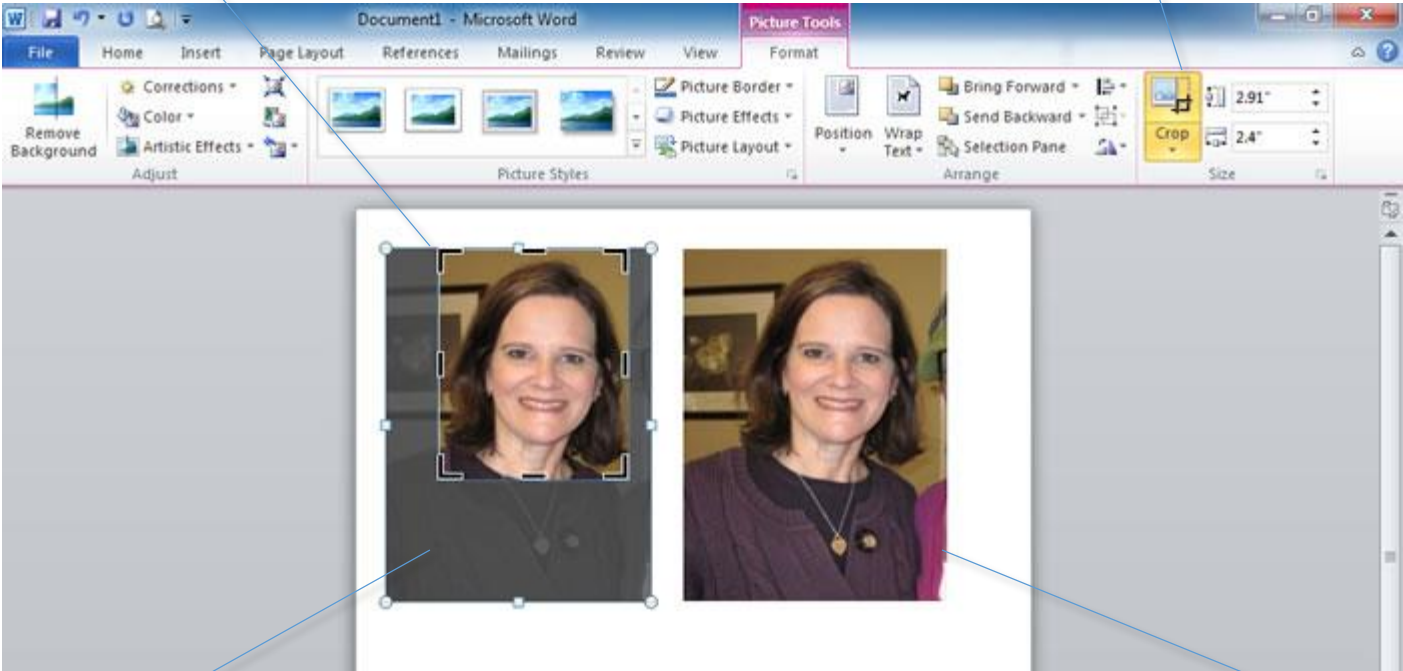
Picture Quick Styles



Cropping

Cropping handles

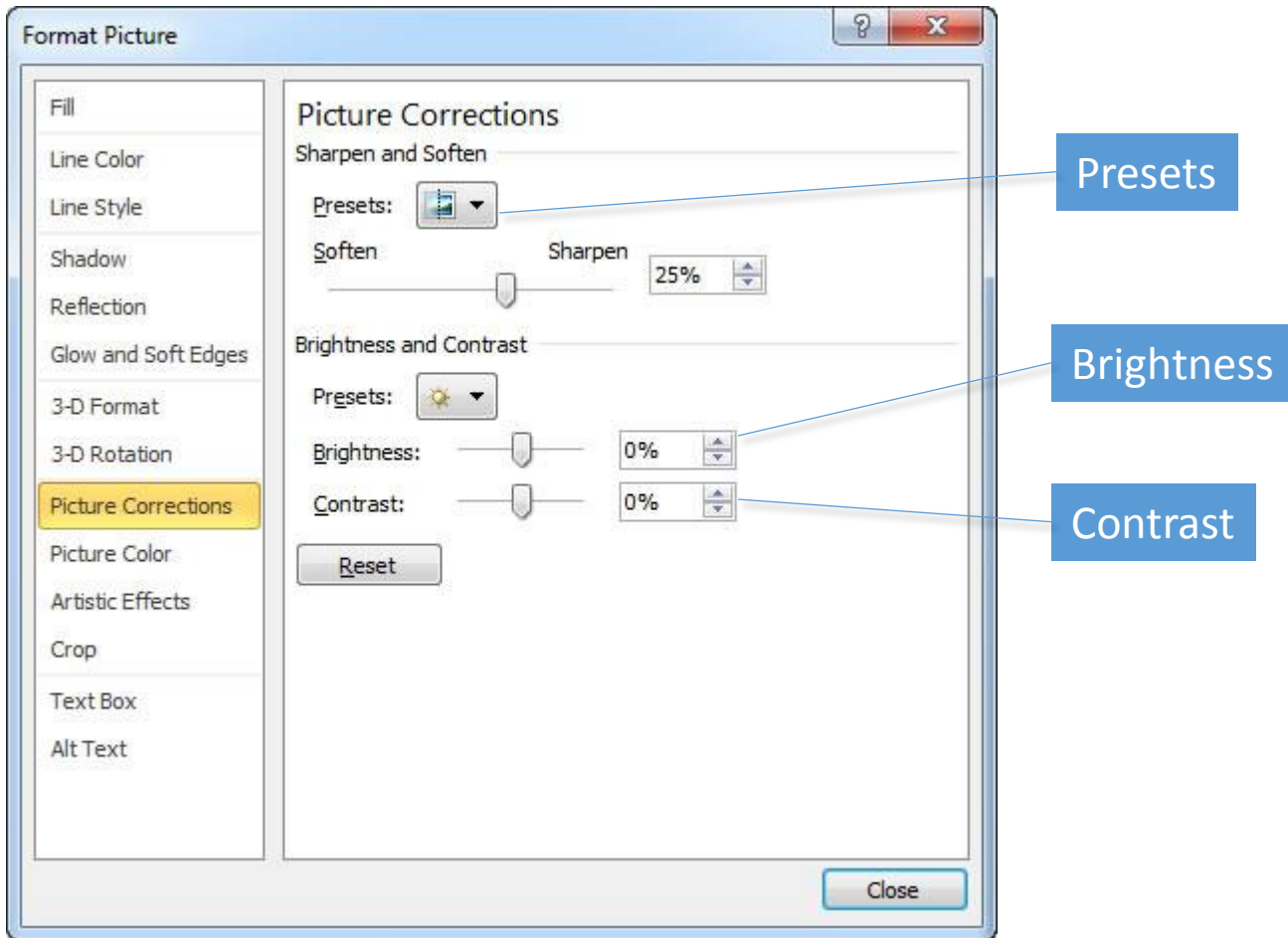
Crop



Portion to discard

Original photograph

Contrast and Brightness



Symbols

