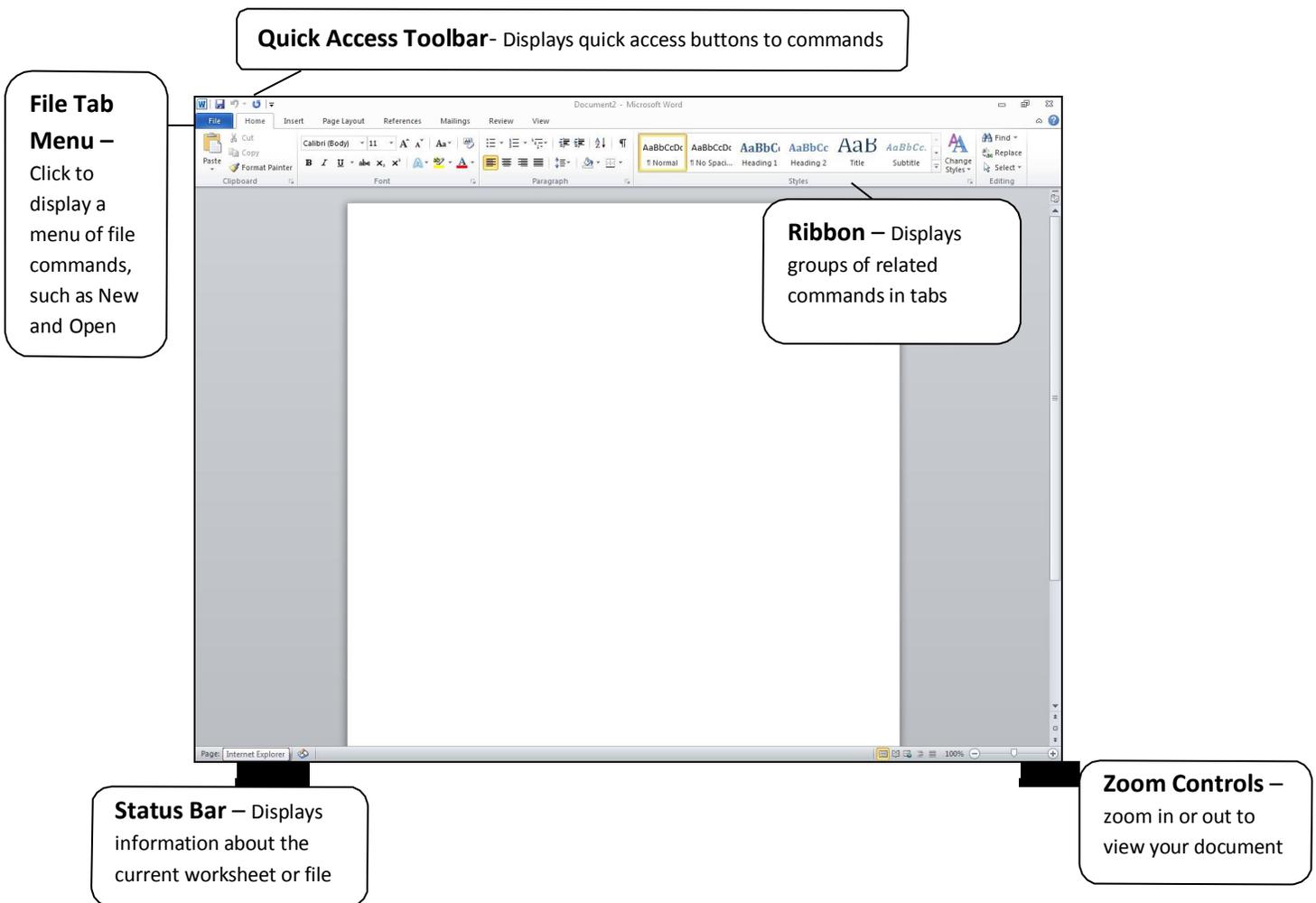


Microsoft Office Word 2013 Basic Word Handout

Microsoft Word Program Window



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, including **New**, **Print** and **Print Preview**, **Open**, etc.

Keyboard Shortcuts

- ❖ CTRL + P for **Print**
- ❖ CTRL + N for **New Document**
- ❖ CTRL + S for **Save**
- ❖ CTRL + O for **Open**
- ❖ CTRL + X for **Cut**
- ❖ CTRL + C for **Copy**
- ❖ CTRL + V for **Paste**

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Microsoft Word Ribbon – Home tab

Click this icon to paste

Click this icon to open old-style dialog box giving more options

Normal style includes wide line spacing and blank space after each paragraph

Choose the "No Spacing" style if you prefer single spacing throughout the document

Font controls:

- Font, Font Size, Grow Font, Shrink Font, Clear Formatting
- Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Change Case, Highlight, Font Color

Paragraph controls:

- Bullets, Numbering, Multilevel List, Decrease Indent, Increase Indent, Sort, Show/Hide
- Left Align, Center, Right Align, Justify, Line Spacing, Shading, Border

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. You can also use the arrow keys (located between the keys and the number pad) to move the insertion point to different places in your text, as well as the arrows on the number pad if **NUM LOCK** is off. 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.

Capitalization and the Number Pad – You can capitalize letters by holding **SHIFT** and then pressing the letter you would like to capitalize. You can also hit **CAPS LOCK**, which will then type all letters in capital letters. You can hit **CAPS LOCK** again to turn it off. The Number Pad is the section on the right side of your keyboard. The symbols (/ , * , - , +), as well as the navigation arrows, are useable without **NUM LOCK** on, but the numbers are not. While **NUM LOCK** is on, the numbers are useable but the navigation arrows are not.

- ❖ You can tell that **NUM LOCK** and **CAPS LOCK** are on or off by looking at the top right of your keyboard. If there is a light under the lock symbol with a number in it, **NUM LOCK** is on. If the light is off, **NUM LOCK** is off. If there is a light under the lock symbol with a letter in it, **CAPS LOCK** is on. If the light is off, **CAPS LOCK** is off.

Punctuation - In order to use the upper punctuation marks on numbers and keys, hold **SHIFT** and hit the key. This will allow you to use punctuation such as “ , : , + , & , and more.

Select text - Hover your mouse pointer over the start of your selection. Left-click and hold the mouse button, and then drag your hand across the rest of the selection and release the button. The text will become highlighted.

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

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. You can also select sections of text at a time and delete it with the Backspace key.

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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.)

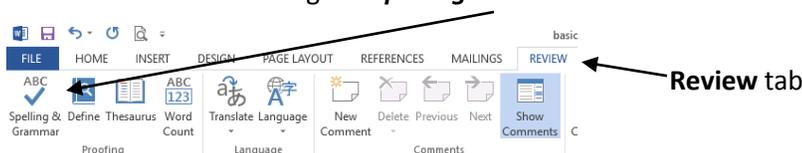
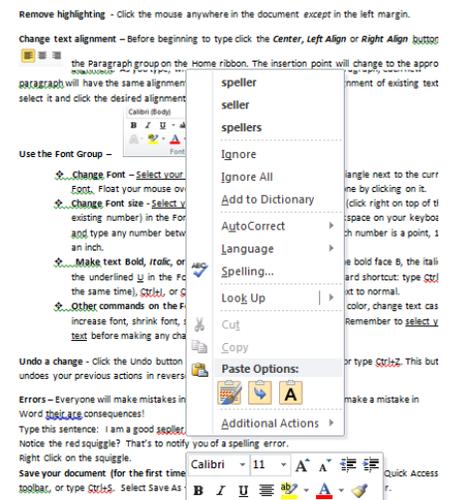
Use the Font Group –

- ❖ **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.
- ❖ **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. Repeat the process to return text to normal. Remember to select your text before making any changes.



Errors – Everyone will make mistakes in typing from time to time. When you make a mistake in Word there are consequences.

- ❖ Type this sentence: I am a good sepller.
- ❖ Notice the red squiggle? That’s to notify you of a spelling error.
- ❖ If you **Right Click** on the squiggle a box will show you the correct spelling.
- ❖ See the blue squiggle above _____? That’s to show that you spelled a word right, but word thinks you are using it wrong. I should have written “there are” not “their are”.
- ❖ What about the green squiggle? That’s when Word finds a grammar error. Word will often correct common errors in spelling, punctuation, and capitalization automatically. You can also check your entire document by going to the **Review** Tab and selecting the **Spelling and Grammar** button.



- ❖ This will let you check every error Word found in your document. A window will pop up on the right that will explain what the error was, why it’s considered an error, and give you the option to “Change” it or “Ignore” it. If Word wants to change something that isn’t a mistake you can click the “Ignore” button to ignore that single change, or “Ignore All” to ignore the spelling of that word in the whole document.

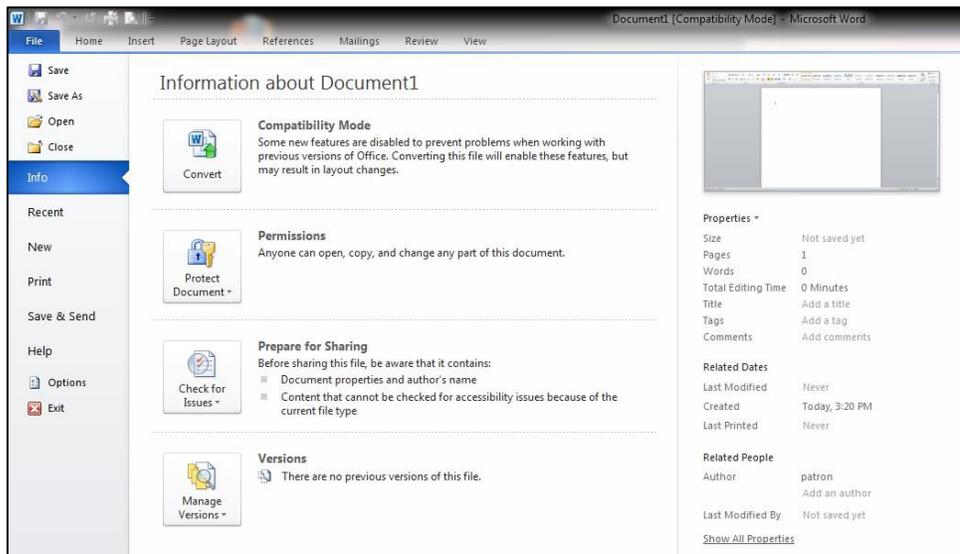
Microsoft Office Word 2013 Basic Word Handout

- ❖ Word will often not have names of people in its dictionary and will think a word is misspelled when it isn't. You can also click "Add" and Word will save that for the next time you use it.
- ❖ **Undo a change** - Click the Undo button  on the Quick Access toolbar. This button undoes your previous actions in reverse sequence (most recent first).

Now you know how to review in Word! However, Word will occasionally miss errors, so you should always double (or even triple) check your document yourself to spot errors Word may have missed.

Microsoft Word - File Tab

Clicking the **File** tab opens a large window called the Backstage. The **File** tab contains commands such as **Save**, **Open**, and **Print**.



Create a new document – Click on the **New** command in the **File** tab menu, or hold CTRL and press N (CTRL + N) for the keyboard shortcut to create a new document. Select "blank document". 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.

Open a saved document – Go to the **File** tab and select **Open** from the menu, or hold CTRL and press O (CTRL + O) for the keyboard shortcut to open. On the right you may see recent documents you have used. To search for a particular document, select **Computer** on the left side, and then **Browse** on the right side. The Open box will appear.

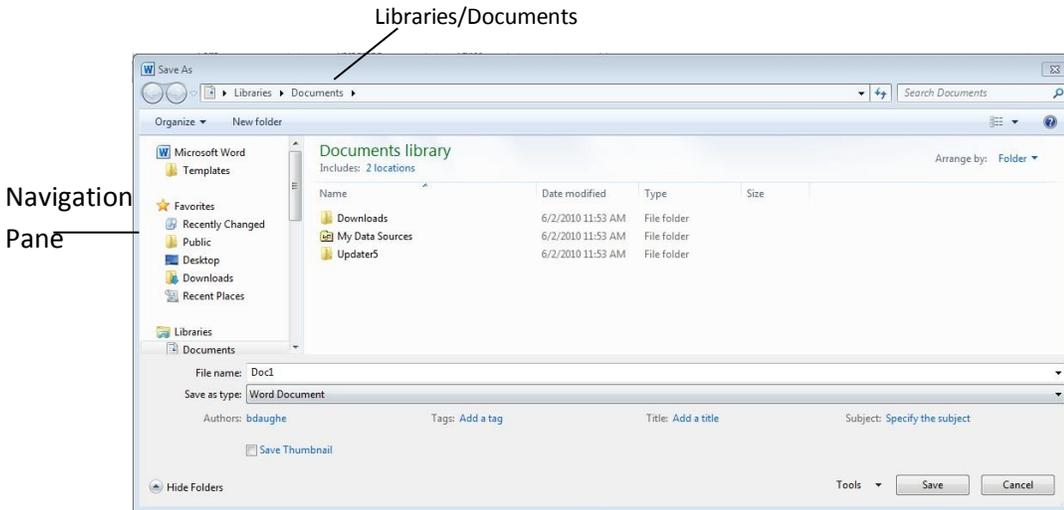


- ❖ Find the location where you saved your document: In the Look in list or Navigation Pane, click the folder, drive, or removable media (such as flash drive, CD, or DVD), that contains the file that you want to open.
- ❖ Click on the document you wish to open. To open, double click the file name, or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

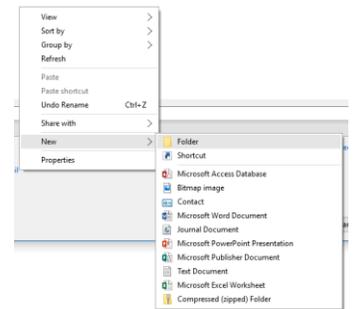
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Save your document (for the first time) - Click the **Save** icon on the Quick Access toolbar, or click on the **File** tab and select **Save As**. You can also hold CTRL and press S (CTRL + S) for the keyboard shortcut to save. Then, select the **Browse** option on the right side. The **Save As** box will appear.



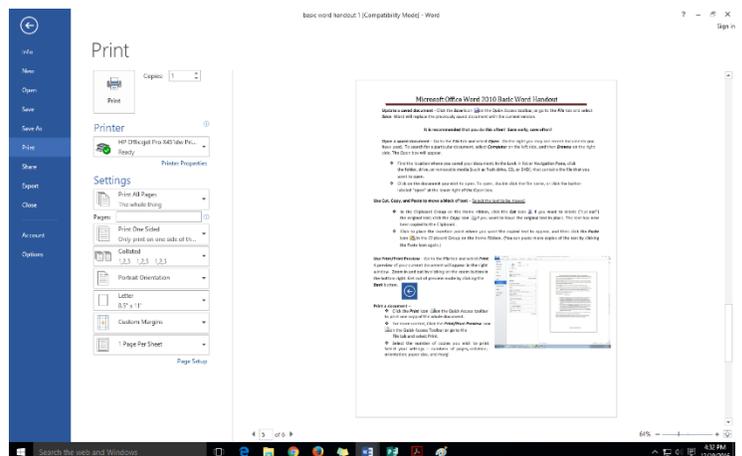
- ❖ Choose where you want to save the file: Word will save in the **Libraries/Documents** folder by default. Change to another location, if desired, by using the Navigation Pane.
- ❖ If you wish, you can create a new folder by right-clicking in the blank space on the right side of the window and moving down the pop-up menu with your mouse to **New...Folder**.
- ❖ 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 Quick Access toolbar, or click on the **File** tab and select **Save**. You can also hold CTRL and press S (CTRL + S) for the keyboard shortcut to save. Word will replace the previously saved document with the current version.

It is recommended that you do this often! Save early, save often, and save before you close!

Use Print/Print Preview – Go to the **File** tab and select **Print**, or hold CTRL and press P (CTRL + P) for the keyboard shortcut to print.. A preview of your current document will appear in the right window. Zoom in and out by clicking on the zoom button in the bottom right. Get out of preview mode by clicking the **Back** button.



Microsoft Office Word 2013 Basic Word Handout

Print a document –

- ❖ Go to the **File** tab and select **Print**, or hold CTRL and press P (CTRL + P) for the keyboard shortcut to print.
- ❖ Select the number of copies you wish to print. Select your settings – number of pages; collation; orientation; paper size; and margins.



Spacing – You can adjust spacing between sentences in your document with this tool. Selecting text and then using the spacing tool will allow you to change the spacing in the highlighted text. Using the spacing tool without highlighted text will only adjust spacing from the insertion point onwards.

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