



Microsoft Office Training Series

Word



Introduction



➔ Courses never
Cancelled

➔ 12+ Months
Schedule

➔ 24 Months
Online Support

➔ UK Wide
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MicrosoftTraining.net

WELCOME TO YOUR WORD INTRODUCTION TRAINING COURSE.

- At the end of this one day Word training course you will have a good working knowledge of Word basics.
- You will feel more confident using Word and be able to create a document from scratch.
- Understanding and using some of the built in layout and text editing functionality will enable you to produce far more striking and effective documentation in your work and home Word environments.
- Documents that you create will be easier to read and look more presentable.

Microsoft Office Training Series



Professional Development Series

Microsoft Technical Series

MicrosoftTraining.net/Feedback



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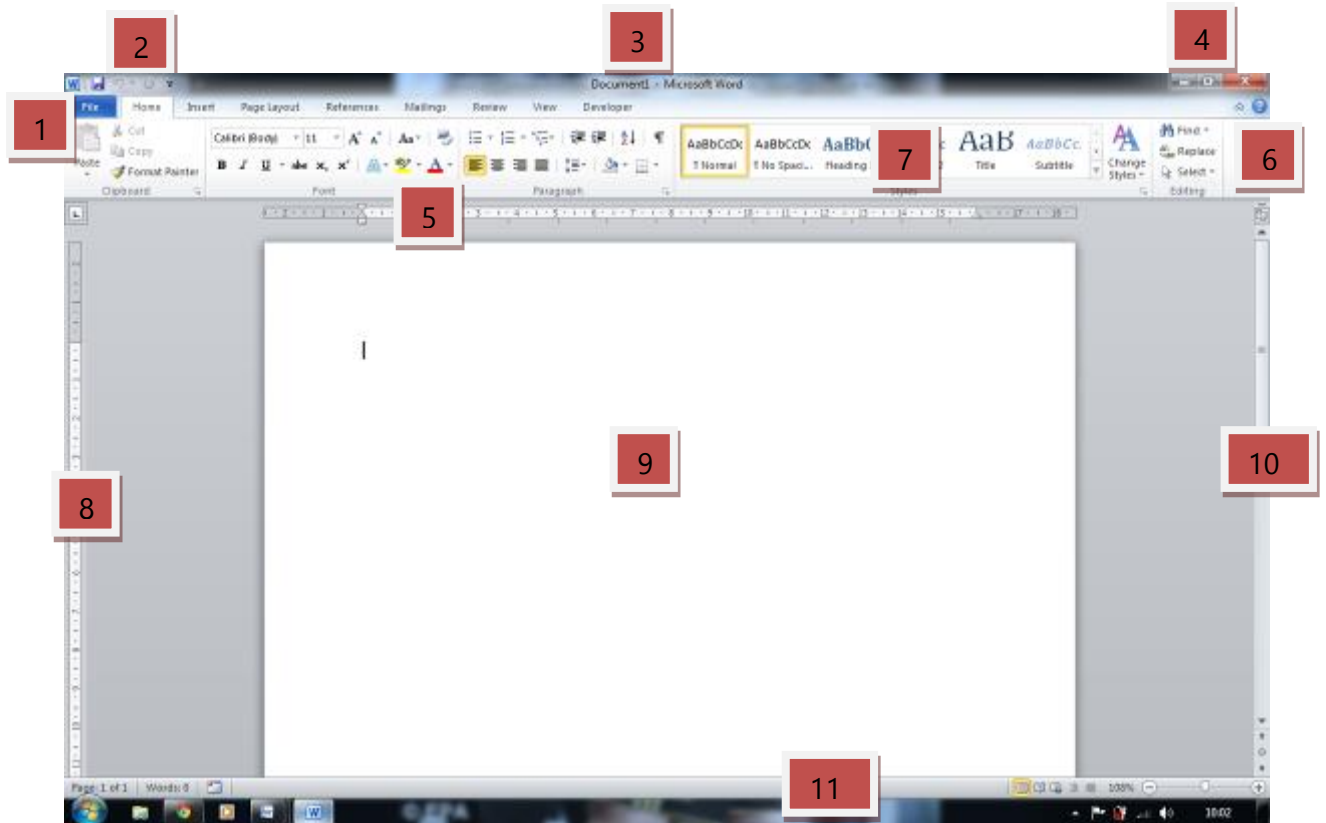
UNIT 1 : GETTING STARTED

In this section you will learn to:

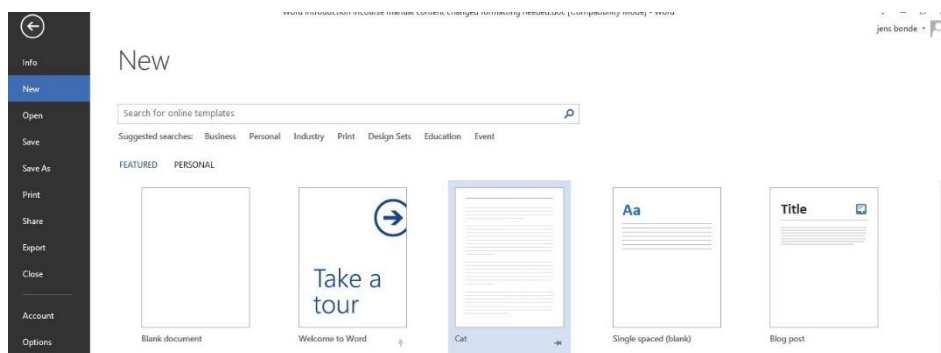
- Explain the elements of the Word window
- Create and save documents
- Access and use Help

Elements of the Word window

- | | |
|-------------------------|-------------------------|
| 1. File Tab (Backstage) | 7. Group of buttons |
| 2. Quick Access Toolbar | 8. Ruler |
| 3. Title bar | 9. New document |
| 4. Minimise Window | 10. Vertical scroll bar |
| 5. Tabs | 11. Status bar |
| 6. Ribbon | |

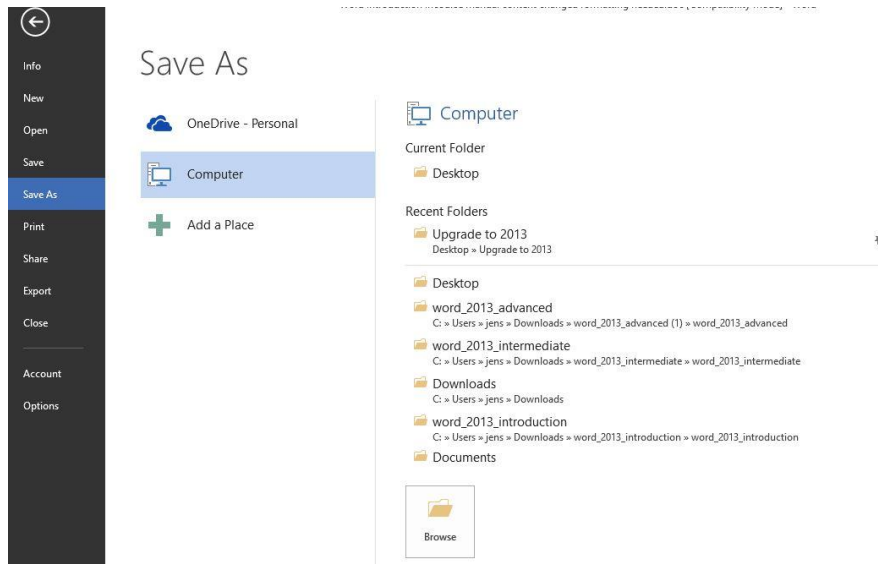


Create a new document



- File Tab → New, or **Ctrl + N**
- Blank document
- Create

Saving a document



- File Tab → Save, or **Ctrl+S**
- Select Location to save to
- Enter filename
- Save

Use **Ctrl+S** to save additional changes made to your document

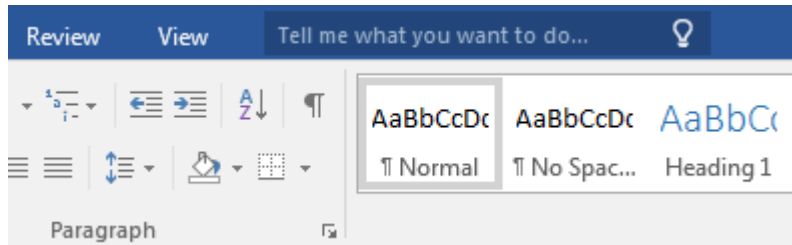
Using Help



Click **?** or press **F1** to launch Help

Word 2016

Word 2016 has the Tell Me search bar where you can describe the function or feature you need:



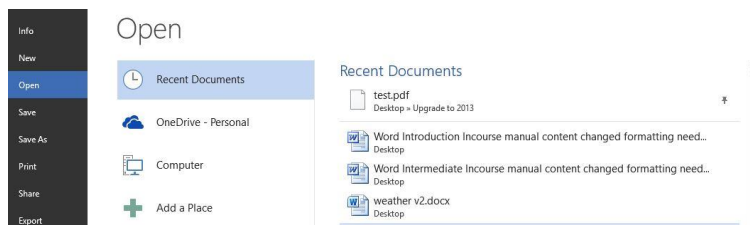
Notes

UNIT 2 : EDITING DOCUMENTS

In this section you will learn to:

- Open and move around a document
- Use Word's AutoCorrect feature
- Edit text in a document
- Use the Undo and Redo commands
- Search for and replace text

Open a document



- File Tab → Open, or **Ctrl+O**
- Select the Location the file is saved in
- Click on the file once
- Open

Navigating a document using the scroll bar



On the vertical scroll bar, click up or down arrows, or click on and drag place marker

Navigating a document using the keyboard

Page Up

Move up the document
(toward first page)

Page Down

Move down the document
(toward last page)

Home

Move to start of a line

End

Move to the end of a line

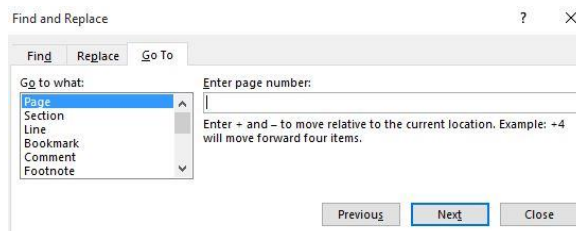
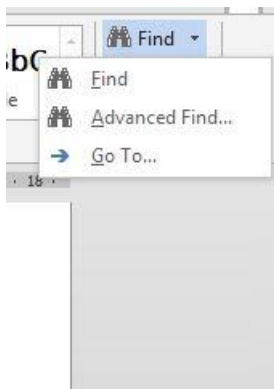
Ctrl+Home

Move to the start of the document

Ctrl+End

Move to the end of the document

Using Go To



- Home tab → Find → Go to
or **Ctrl+G**
- Select Page on left
- Enter page number
- Go To

Notes

Edit text in a document

Backspace

Remove the character to the **left** of the cursor

Delete

Remove the character to the **right** of the cursor

Overtyping

Replaces text as you type

Turn off or on by pressing **Insert** key or double-click on the letters **OVR** in the status bar at the bottom of the screen

Undo and Redo



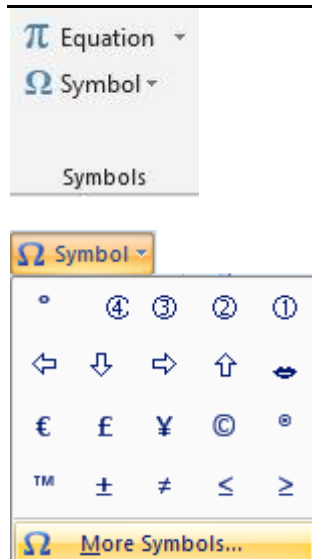
Both buttons are located on the Quick Access toolbar.

Undo reverses the previous action taken, shortcut is **Ctrl+Z**

Redo repeats actions that have been undone, shortcut is **Ctrl+Y**

Notes

Autocorrect feature

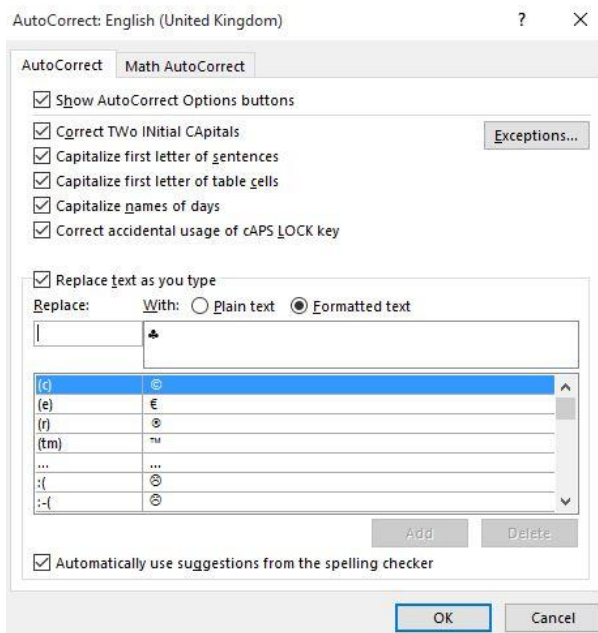
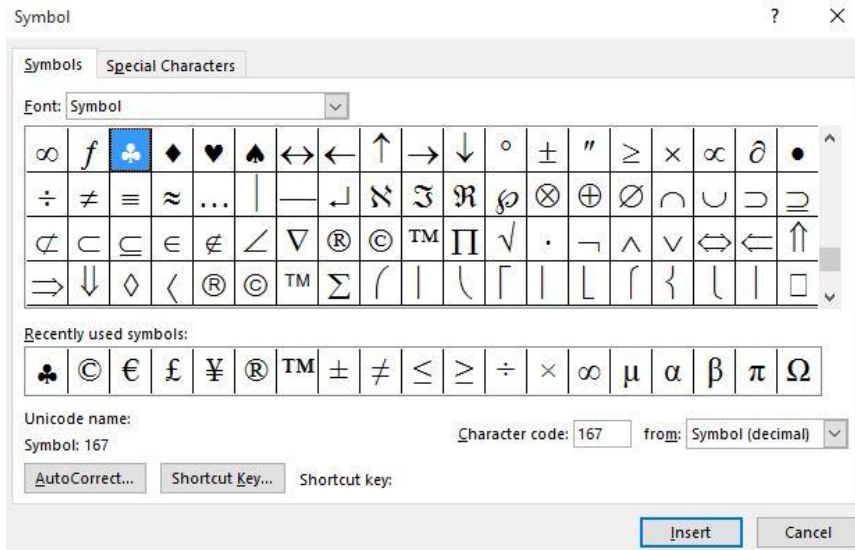


To view existing AutoCorrect entries:

- Go to Insert tab→Symbols group
- Click Symbol and select More Symbols
- Click AutoCorrect

To create an entry:

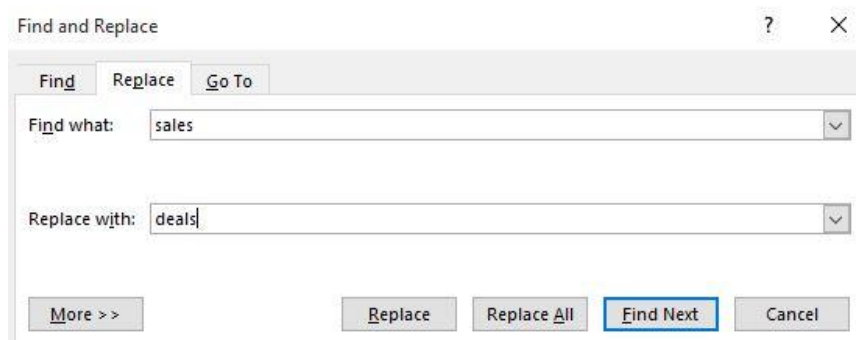
- Type mis-spelt entry into Replace box, and correctly spelt entry into With box
- Click OK.



Find and Replace



- Home tab → Editing group
- Use Find to search for a word; or Replace to replace one word with another



Use shortcut keys **Ctrl+F** for Find

Ctrl+H for Replace

UNIT 3 : MOVING AND COPYING TEXT

In this section you will learn to:

- Select text by using the mouse and keyboard
- Copy and move text

Selecting text using the mouse

Select a word

Double-click on the word

Select a paragraph

Triple-click within the paragraph

Select several paragraphs

From left margin using 

Selecting text using the keyboard

Select a line

Ctrl+End (cursor positioned at start of line), or

Ctrl+Home (cursor positioned at end of line)

Select a paragraph

Ctrl+Shift+Down Arrow (cursor positioned at start of paragraph),

or

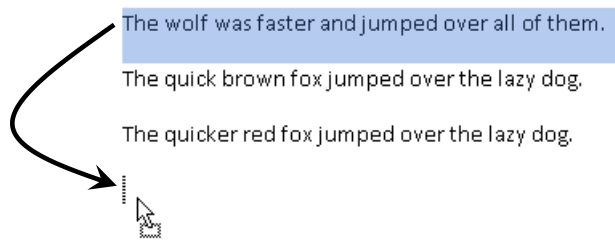
Ctrl+Shift+Up Arrow (cursor positioned at end of paragraph)

Select whole document

Ctrl+A

Notes

Move or copy text using the mouse



The quick brown fox jumped over the lazy dog.

The quicker red fox jumped over the lazy dog.

The wolf was faster and jumped over all of them.

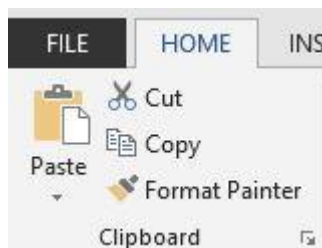


To **move** select text, then click on the text and drag to the new location.

To **copy** select text, then hold down the **Ctrl** key.

Click on the text and drag to the new location.

Move or copy text using Cut, Copy and Paste



- Select text
- Home tab → Clipboard group
- To move, select Cut or **Ctrl+X**
- To copy, select Copy or **Ctrl+C**
- Position cursor where the text is to go
- Select Paste or **Ctrl+V**

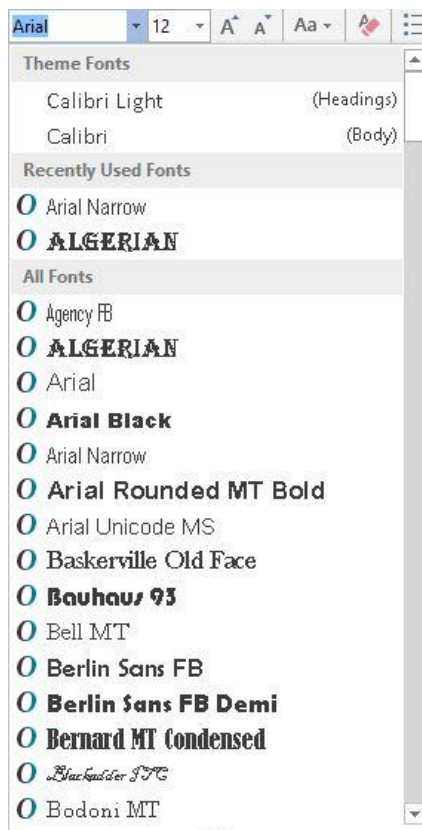
Notes

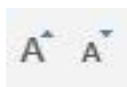
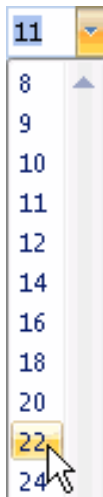
UNIT 4 : FORMATTING CHARACTERS AND PARAGRAPHS

In this section you will learn to:

- Use character formatting to enhance text
- Use basic paragraph formatting to enhance a document's appearance
- Use tabs in a document

Applying character formatting – font and font size





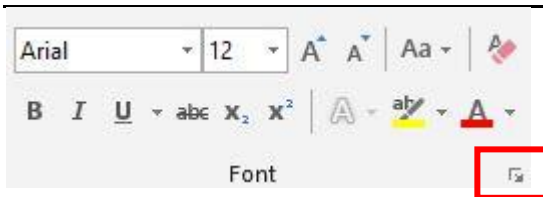
- Select the text to be formatted
- Home tab → Font group → select font or font size


Shortcut keys

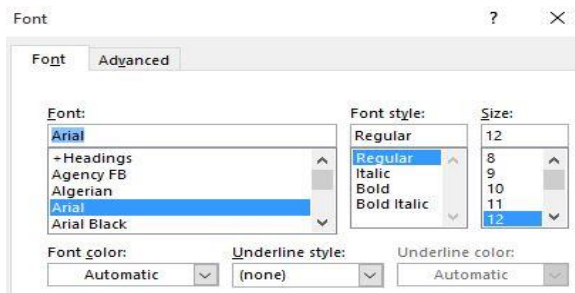
Select text and use

- **Ctrl+] to increase font size by 1pt**
- **Ctrl+[to decrease font size by 1pt**

Other character formats



- Select the text to be formatted
- Home tab → Font group → click  in bottom right of Font group



From the Font dialogue box effects such as:

- Strikethrough
- Superscript
- Subscript
- Shadow

can be applied.

Using paragraph formats



Paragraph formatting commands can be found on the Home tab→Paragraph group.

View paragraphs



Click the Show/Hide button in the Paragraph group to reveal paragraphs and other non-printing characters in a document.

Paragraph alignment



Left alignment

Ctrl+L



Right alignment

Ctrl+R

To change alignment:

- Select the paragraph(s) to be aligned.
- Click an alignment button in the Paragraph group.



Centre alignment

Ctrl+E

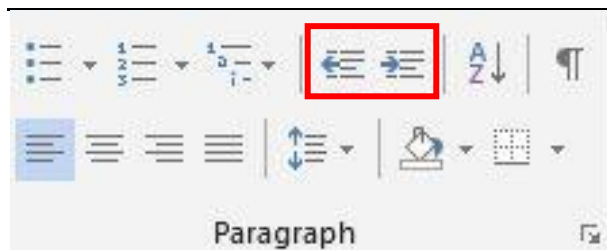


Justify alignment

Ctrl+J

Left	The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.
Right	The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.
Center	The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.
Justified	The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Indentation



To change indentation:

- Select the paragraph(s) to be indented.
- Click an indentation button (Decrease Indent or Increase Indent) in the Paragraph group.

Line spacing



To change line spacing:

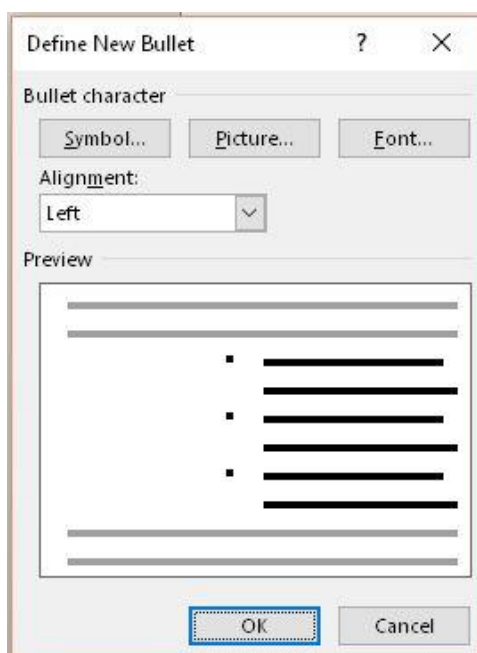
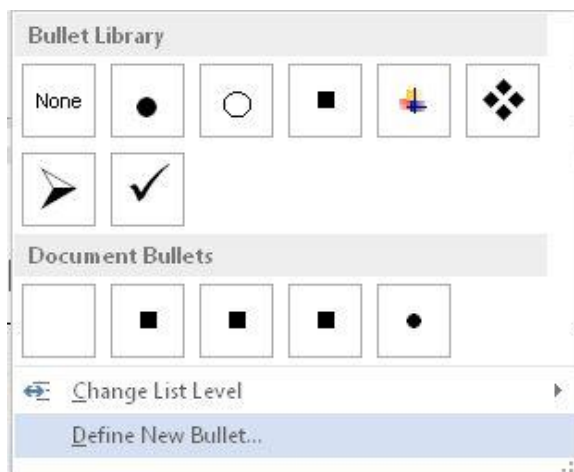
- Select the paragraph(s) to apply line spacing to.
- Select line spacing using the dropdown arrow next to Line Spacing button.

Bullet and numbering

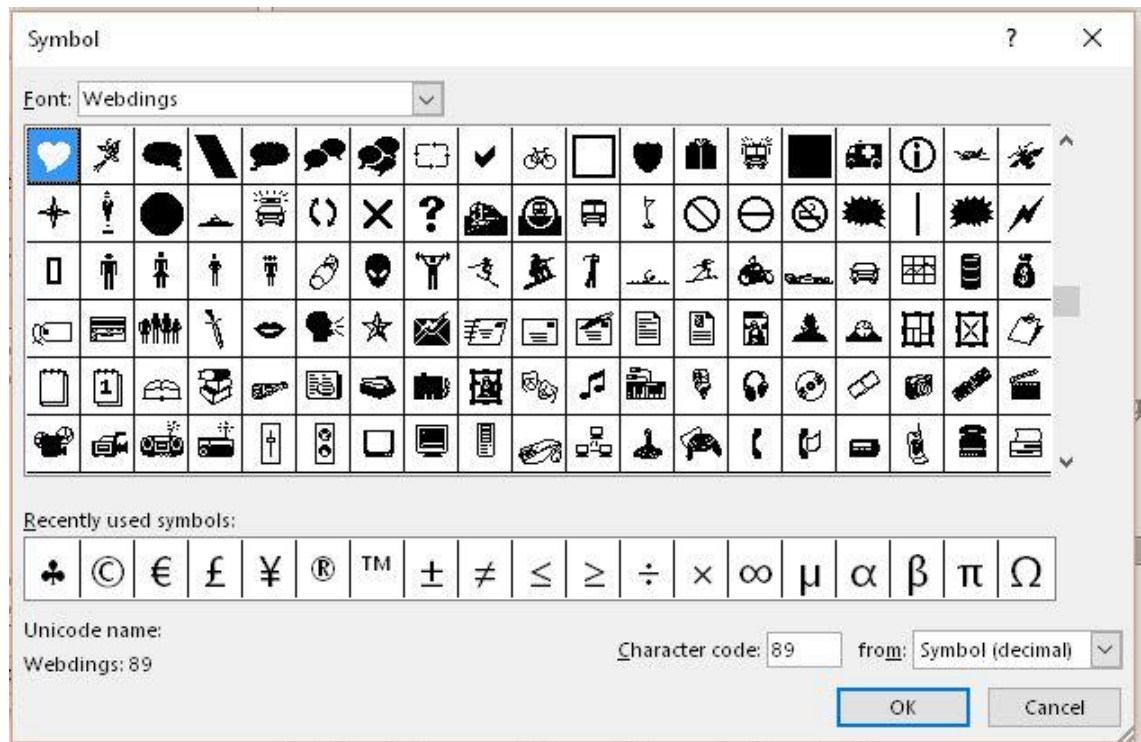


To apply bullets or numbering:

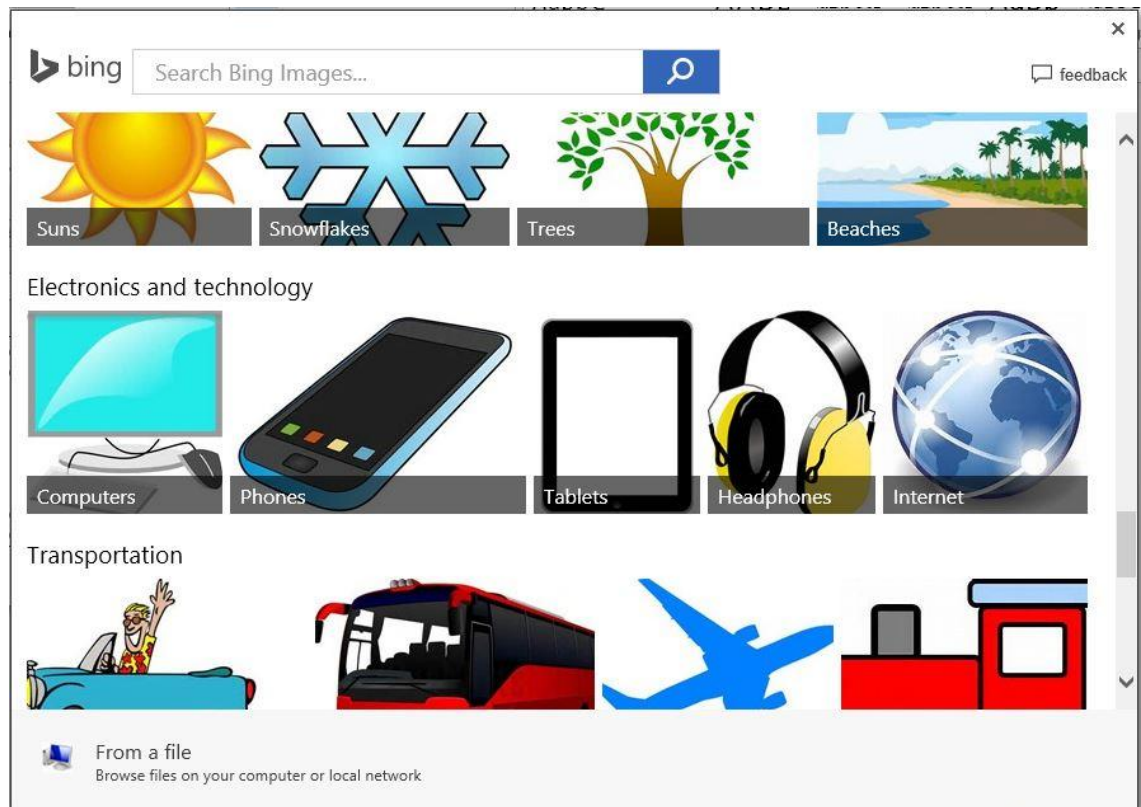
- Select the paragraphs to be bulleted or numbered.
- Click the Bullets button or Numbering button to apply.
- To access Bullet Library or Numbering Library click on the down arrows next to the bullet and numbering bottoms.
- Word symbols and pictures can be used as bullets.



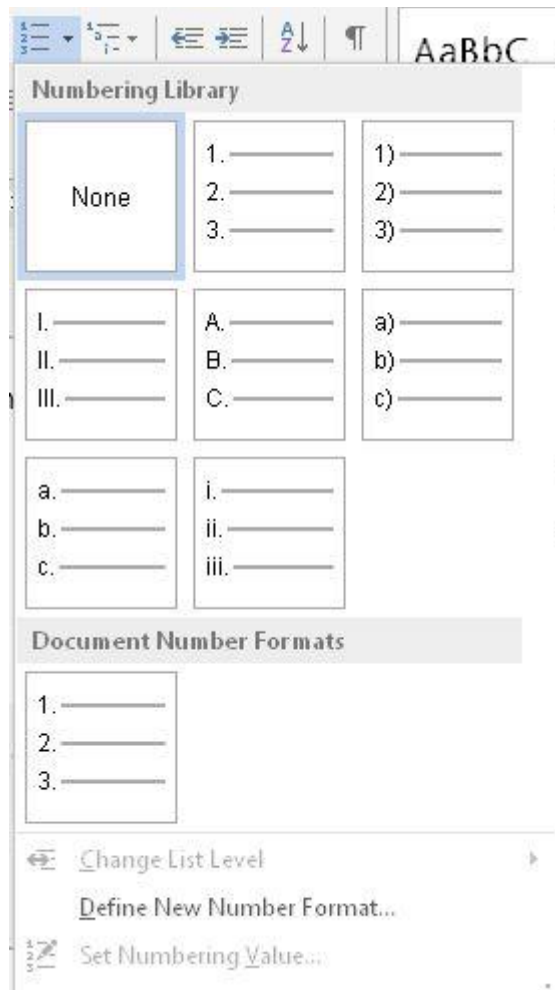
- Click Symbol to use Microsoft's symbols as bullets.



- Each font has symbol and there is hundreds of them.
- Click Picture if you want to use a picture as a bullet.
- Picture on the pc can be used or online pictures.

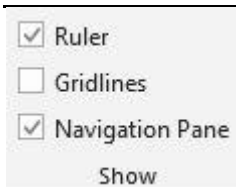


- The numbering library can be used if you wish not to use the default numbering.



Notes

Tabs – viewing the ruler



Ensure the ruler is visible near the top of the screen:

View tab → tick Ruler checkbox in Show group.

Selecting a tab type



To select a tab type, click on the tab button to the left of the ruler to cycle through different tab types.

Types of tabs

Left tab

Text starts at the tab position and flows to the right as you type.

To set a tab:

1. Select the tab type at the left of the ruler.
2. Click on the ruler at the point where the tab is to be positioned.
3. Press the **Tab** key to shift the cursor to the tab position; and begin typing.



Right tab

Text starts at the tab position and flows to the left as you type.



Centre tab

Centre of the text is at the tab position.



Notes

Viewing tabs



Memo¶



To: → All-staff

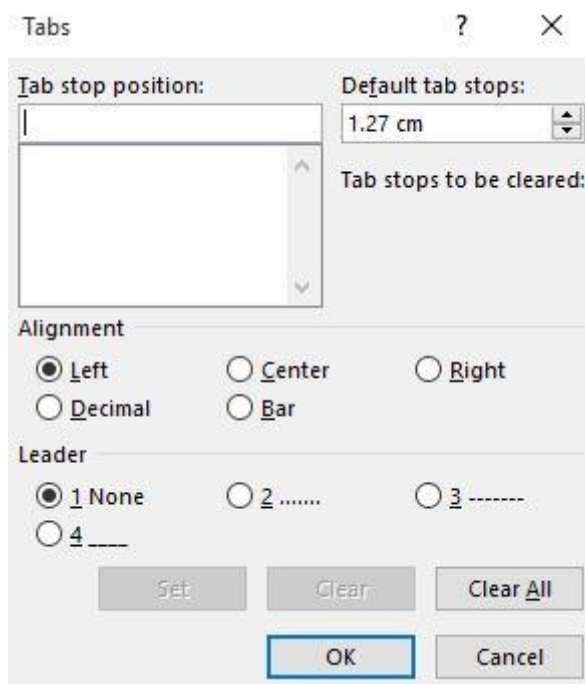


From: → Aileen

To view tabs on the screen:

- Go to the Home tab→Paragraph group.
- Click the Show/Hide button.
- Tabs will show as small arrows.

Working the tabs dialogue box



To change current tab settings, or remove tabs:

- Double-click on a tab marker on the ruler.
- Select the tab stop to be altered or removed from the list of tab stops on the left.

- Now the alignment for the selected tab can be changed; or the tab can be cleared.

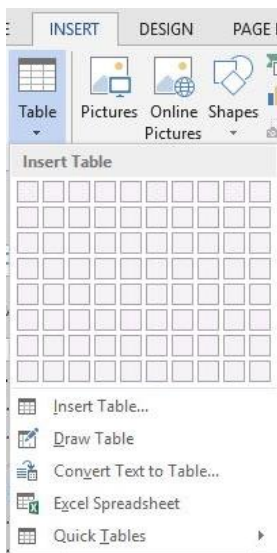
Notes

UNIT 5 : CREATING AND MANAGING TABLES

In this section you will learn to:

- Create tables in a Word document
- Edit the structure of tables
- Enhance the appearance of tables

Insert a table



	Column ↓
Row →	
	Cell

To create a table:

- Go to the Insert tab → Table button.
- Select the number of cells to be included by dragging the mouse over the grid;
or
Select Insert Table.

To add text:

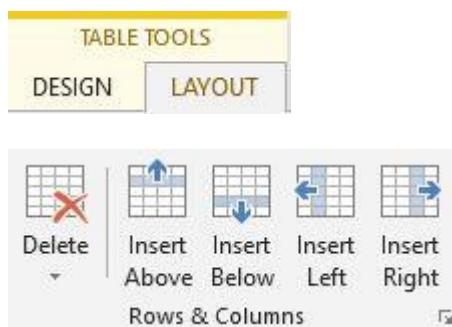
- Click in a cell and type.
- Press **Tab** to move to the next cell.

Inserting rows or columns

City	Max Temperature (°C)

To insert additional rows or columns into a table:

- Click in a cell next to where the row or columns is to be added.
- Go to the Table Tools Layout tab→Rows & Columns group.
- Click the appropriate Insert button.

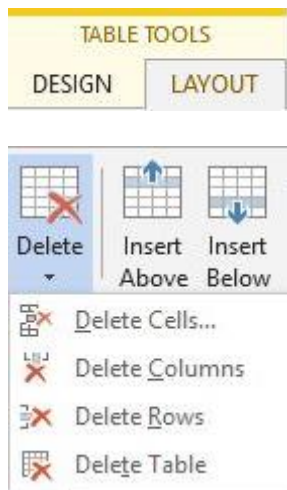


Deleting rows or columns

City	Max Temperature (°C)

To delete rows or columns from a table:

- Click in a cell within the row or column is to be deleted.
- Go to the Table Tools Layout tab→Rows & Columns group.
- Click the appropriate Delete option from the dropdown arrow next to Delete.



Using AutoFit options



AutoFit options are used to adjust the size of the table columns automatically.

- Click in a cell within the table.
- Go to Table Tools Layout tab→Cell Size group.
- Click the dropdown arrow next to the AutoFit button to select an AutoFit option.

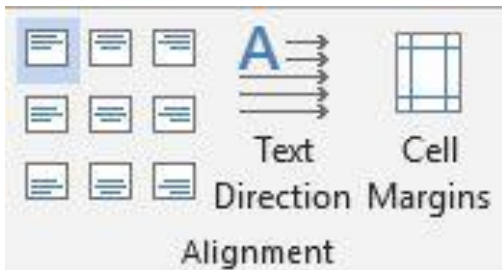


Changing cell text alignment

City	Max Temperature (°C)

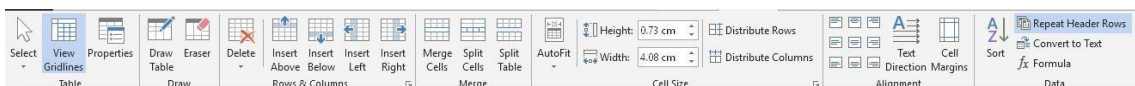
To align text within a cell:

- Click in the cell containing the text, or select the column or row.
- Go to Table Tools Layout tab→Alignment group.
- Select the alignment option to be used.



Repeat Header rows:

If table continue over many pages is can be very useful to have the headings on top of each page. Select the rows you want to repeat at the top of each page and click Repeat Header Rows in the Data group on the Layout tab.



The headers will now be on top on all pages.

[illegible]

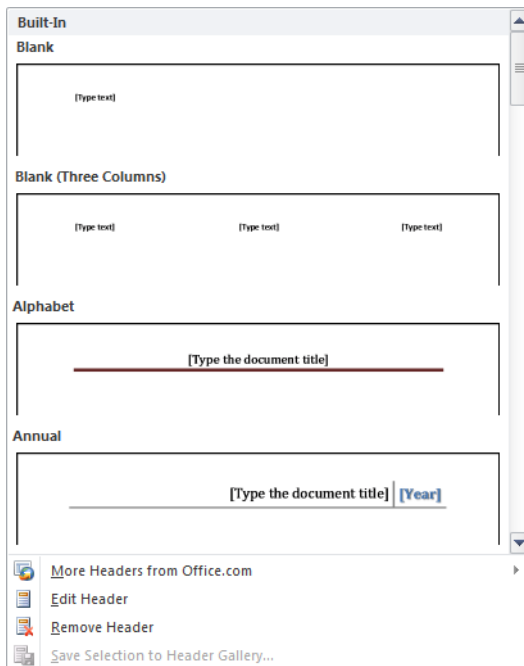
Notes

UNIT 6 : CONTROLLING PAGE LAYOUT

In this section you will learn to:

- Add headers and footers to a document
- Set and change the margins for a document
- Add and delete manual page breaks

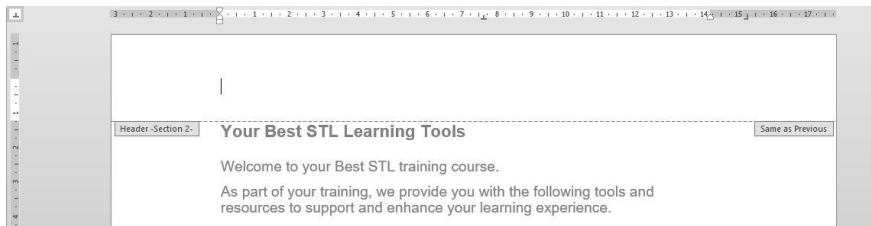
Accessing the header or footer



To access the header or footer:

- Go to Insert tab → click Header button or Footer button.
 - Select a built-in option
- or
- Select Edit Header or Edit Footer.

Editing the header or footer



Type into the header or footer, then use the Tab key to move across to the next tab stop position.

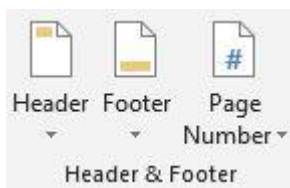
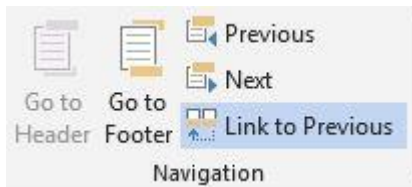
Notes

Navigating and inserting page numbering

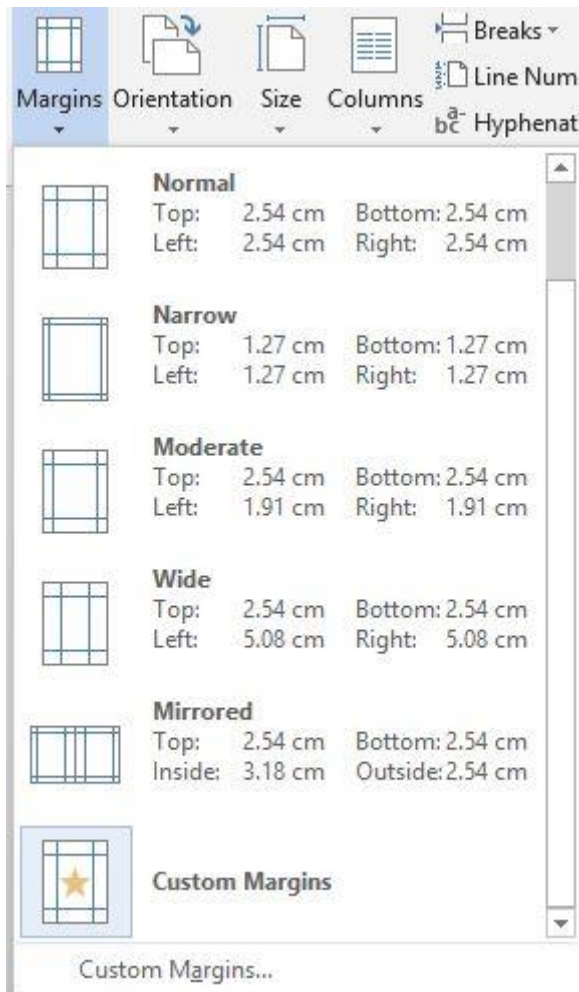


On the Header & Footer Tools/Design tab:

- Use the Go to Footer or Go to Header button to navigate between the two areas
- Use the Page Number button to insert page numbering
- Click Close Header and Footer to exit.



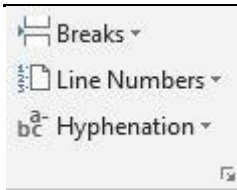
Changing document margins



To change a document's margins:

- Go to Page Layout tab → Page Setup group.
- Click the Margins button.
- Select from preset margin options; or use Custom Margins to enter margin sizes.

Inserting a page break

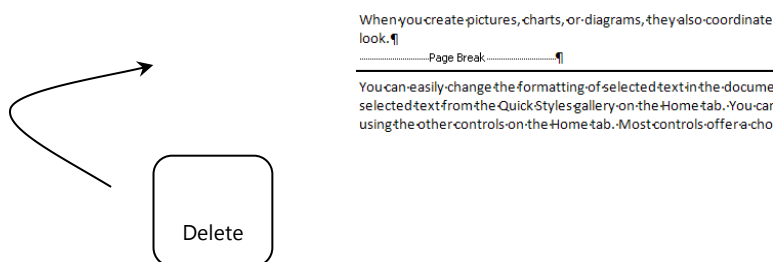


To insert a page break:

- Click the cursor where the page break is to be positioned.
- Go to the Page Layout Tab → Page Break button.

Shortcut keys: Ctrl+Enter to insert a page break.

Delete a page break



- Turn on the Show/Hide button (Home tab → Paragraph group).
- Click the cursor to the left of the page break.
- Press the Delete button on the keyboard.

UNIT 7 : USING PROOFING TOOLS

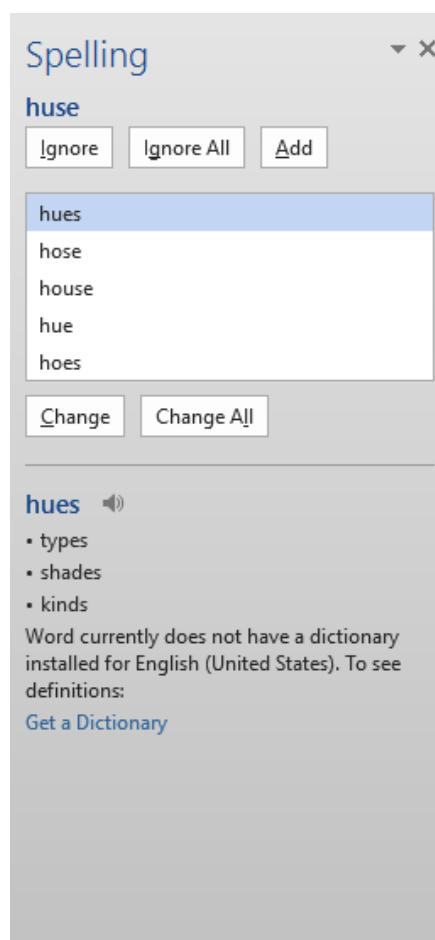
In this section you will learn to:

- Use Word's Spelling and Grammar feature to proof a document
- Use Word's Thesaurus to find alternative words

Using the spelling and grammar checker



To launch the Spelling and Grammar checker, go to Review tab → Spelling & Grammar button

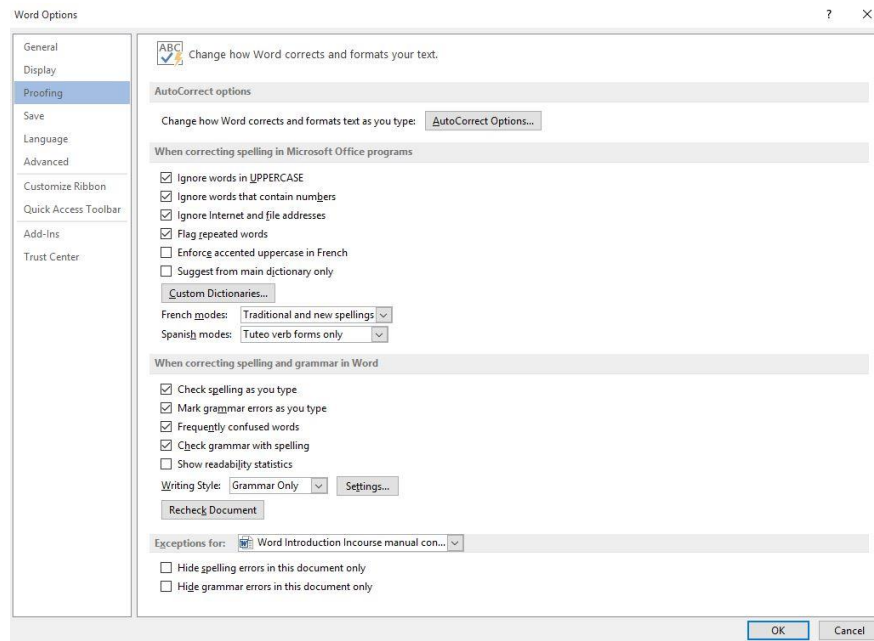


To ignore the suggestion, click Ignore Once or Ignore All.

Use Add to Dictionary to add a correctly spelt word to Word's dictionary (so the word won't come up as an error in future).

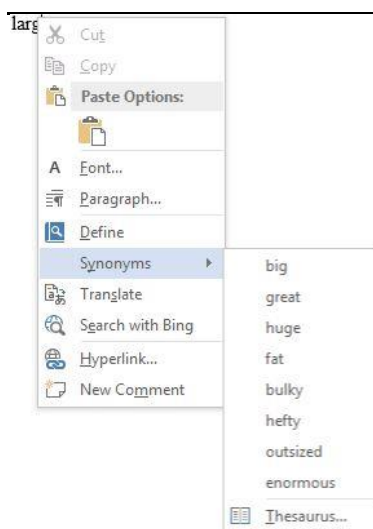
To correct an error to a suggested option, click Change or Change All.

Spelling and grammar checking options



To change spelling and grammar options, go to File Tab→Proofing category.

Using the thesaurus



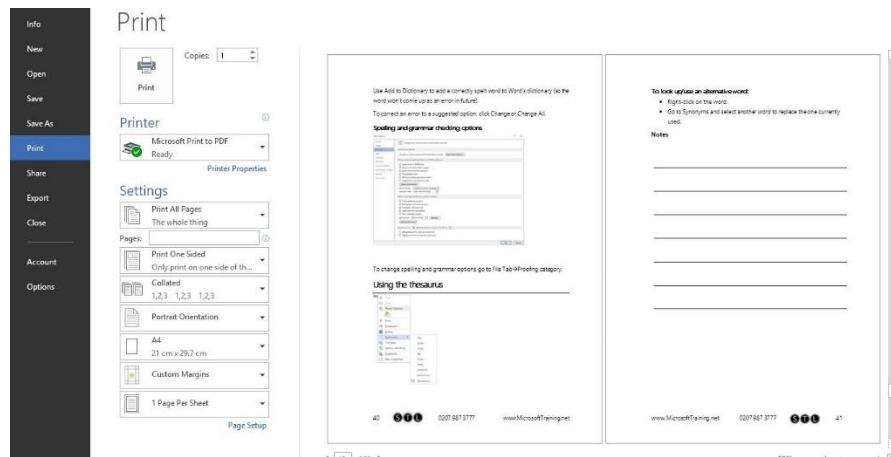
To look up/use an alternative word:

- Right-click on the word.
- Go to Synonyms and select another word to replace the one currently used.

Notes

Printing Word document

Click the File tab and to the right click Print. The print preview will show you how Word will print your document.



All the print options are on the left side. Which printer?, which pages?, how many copies?. You also have access to the page setup where you can control all options.

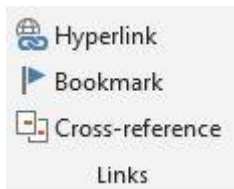
UNIT 8 : WEB FEATURES

In this section you will learn to:

- Saving documents as web pages
- Working with hyperlinks
- Emailing documents

Creating a hyperlink

[See our web site](#)

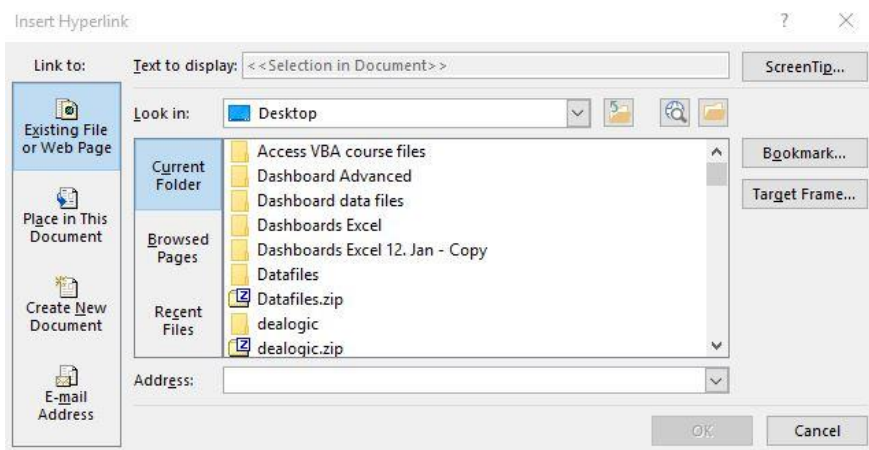


To create a hyperlink:

- Select the text that is to become a hyperlink.
- Go to the Insert tab → Links group.
- Click the Hyperlink button.
- Create hyperlink settings using the Insert Hyperlink dialogue box.
- Click OK.
- Use Ctrl+Click to test the hyperlink.

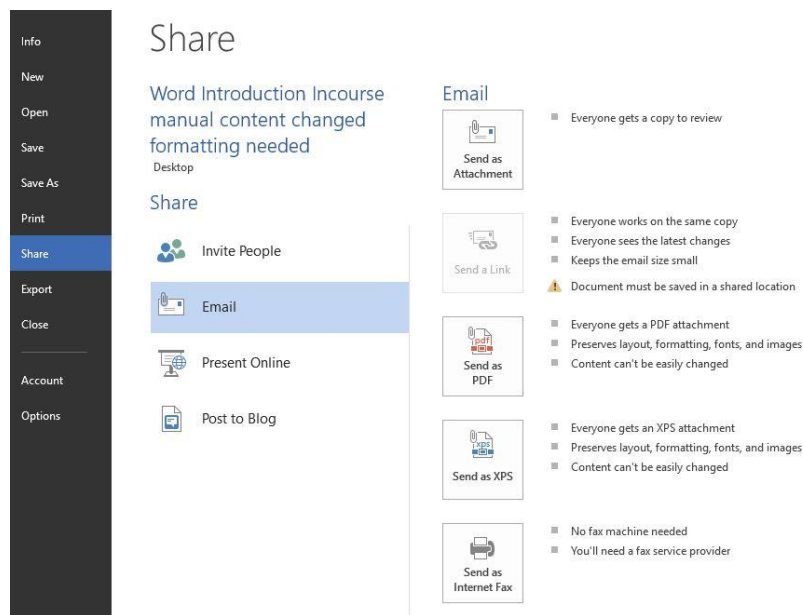
Shortcut keys:

Ctrl+K to access Insert Hyperlink dialogue box.



Notes

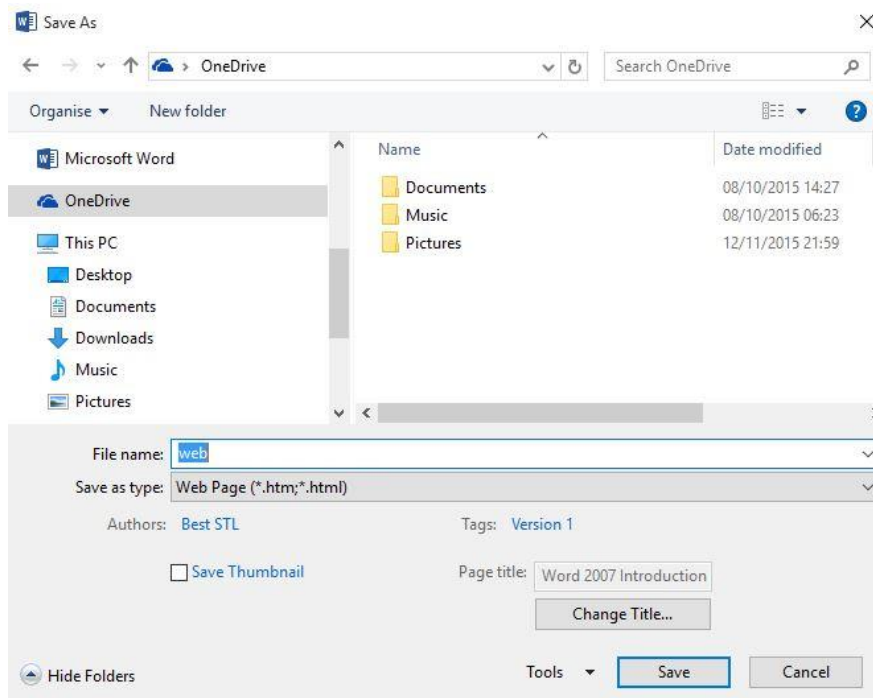
Emailing a document from Word (using Outlook)



To email an open document from Word using Outlook:

- Go to File Tab→share→Email.
- A new Outlook email message opens, with the open Word file attached.
- Enter recipients' email addresses and send.

Save a document as a web page



- Go to the File Tab→Save As→
Save As Type
- Select Web Page as the file type under Save as type.
- Save.

Notes

QUICK REFERENCE: WORD SHORTCUT KEYS

Command	Keystroke
Bold	Ctrl+B
Close	Ctrl+F4
Copy	Ctrl+C
Cut	Ctrl+X
Exit Word	Alt+F4
Font	Ctrl+D
Font grow/shrink 1 pt.	Ctrl+] or [
Help	F1
Help—What's This?	Shift+F1
Hyperlink	Ctrl+K
Italics	Ctrl+I
Justify—Center	Ctrl+E
Justify—Full	Ctrl+J
Justify—Left	Ctrl+L
Justify—Right	Ctrl+R
Line-spacing 1	Ctrl+1
Line-spacing 1.5	Ctrl+5
Line-spacing 2	Ctrl+2
List Bullet	Ctrl+Shift+L
New document	Ctrl+N
Open a document	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P

Print Preview	Ctrl+Alt+I
Repeat/Redo	Ctrl+Y
Underline	Ctrl+U
Underline—double	Ctrl+Shift+D
Save	Ctrl+S
Select All	Ctrl+A
Spelling and Grammar check	F7
Table—to column bottom	Alt+PgDn
Table—to column top	Alt+PgUp
Table—to row beginning	Alt+Home
Table—to row end	Alt+End
Undo	Ctrl+Z