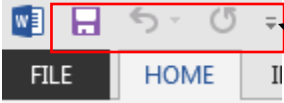

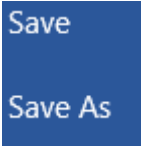


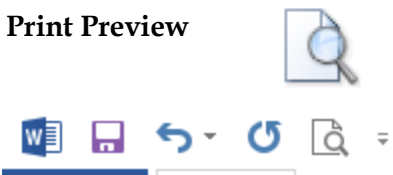


**Word 1**  
**Microsoft Word 2013**

<p><b>Quick Access Toolbar</b></p> 	<p>Located on the title bar, above the Ribbon, the <b>Quick Access Toolbar</b> provides access to <b>Save, Undo</b> and <b>Redo</b>. You can customize it by adding your favorite commands so that they are available no matter which tab you are using. Click on the <b>black triangle</b> next to the Quick Access Toolbar and click on the action you want available on the toolbar. You will need to repeat for each addition.</p>
<p><b>File</b></p> 	<p>Located on the top-left of the window, the <b>File</b> menu provides access to the functions common across all Office applications. Some of the functions found in the <b>File</b> menu for working with your file are <b>Open, Save, Print, and Share</b>.</p>
<p><b>The Ribbon</b></p>	<p>The <b>Ribbon</b> is a panel that houses the command buttons and icons needed for an application. Commands on the Ribbon are organized as a set of <b>Tabs</b>, each grouping relevant commands. Each application has a different set of <b>Tabs</b>, which expose the functions that that application offers. Within each <b>Tab</b>, various related options may be grouped together.</p>
<p><b>Tabs &amp; Contextual Tabs</b></p>	<p>In <b>Word</b>, there are <b>eight basic Tabs</b> across the top of the <b>Ribbon</b>. Each represents an activity area. Each <b>Tab</b> has several <b>Groups</b> that show related items together. Some <b>Tabs</b>, called <b>Contextual Tabs</b>, appear only when certain objects are selected. Some commands are only available when the user is in a specific program or completing a specific task. For example, when you create a chart in Word, you see "<b>Design and Layout</b>" tabs, which contain commands that allow you to format your chart. If you select a picture, then the "<b>Picture Tools tab</b>" is exposed, presenting options which deal with the picture. <b>Contextual tabs remain hidden unless their specific objects are selected.</b></p>
<p><b>Mini Toolbar</b></p>	<p>The <b>Mini Toolbar</b> is great for formatting options. Select or Highlight your text, and then point at the selection. The <b>Mini Toolbar</b> will appear in a faded fashion. If you point to the <b>Mini Toolbar</b>, it will become solid, and you can click a formatting option there. It also appears above the right-click menu when a user right-clicks on a word or selection of words.</p>
<p><b>Dialog Box Launcher</b></p> 	<p>Some groups have a small diagonal arrow in the lower-right corner . The arrow is called a <b>Dialog Box Launcher</b>. If you click it, you'll see more options related to that group. Those options will appear in the form of a dialog box.</p>
<p><b>Help</b> </p>	<p>Click the <b>Help</b> icon  to access the <b>Help menu</b>.</p>

<i>Action</i>	<i>Technique</i>
1. Create a New Document	Open the Word program by clicking on the <b>Microsoft Word</b> icon in your <b>taskbar</b> . Then click on <b>Blank Document</b> .
2. Insertion Point	<p>The <b>Insertion Point</b> is the thin flashing vertical bar (   ) that indicates where letters typed on the keyboard will appear.</p> <p>Move the <b>insertion point</b> to tell the program where you want to insert text, or pictures. To move the <b>insertion point</b>:</p> <ul style="list-style-type: none"> <li>• Hit the <b>Enter</b> key to move down to the next line.</li> <li>• Use the <b>Backspace</b> key to move to the left on a line containing text or up from an empty line.</li> </ul> <p>You can also move the <b>insertion point</b> by:</p> <ul style="list-style-type: none"> <li>• Using the four arrow keys on the keyboard;</li> <li>• Using the mouse;</li> <li>• Using the <b>Tab</b> key;</li> <li>• Tapping the <b>Space Bar</b> one character at a time.</li> </ul>
3. Entering Text	<p>You can type continuously <b>without</b> pressing <b>Enter</b> to start a new line because the program "wraps" the text to the new line for you. When you reach the end of the line the text will automatically wrap to the next line.</p> <p><b>You only need to press <u>Enter</u> when you want to start a new line or paragraph.</b></p>
<p>4. Save and Save As</p> 	<p><b>If you are <u>saving the document for the first time</u>, or <u>creating a second copy of the same document</u> then you will need to use the <b>Save As</b> command.</b></p> <p>The <u>first time</u> you save your <b>Word</b> document, you will get the <b>Save As</b> dialog box and you will have to type in the document title. Your <b>Word</b> document will be saved in the <b>Documents</b> folder.</p> <p><b>To save your Word document for the first time:</b></p>  <p>Click the <b>File</b> command,  and then click <b>Save As</b>. Click <b>Browse</b> to open up the <b>Save As</b> dialog box. In the <b>Save As</b> dialog box, type the name of your document and then click <b>Save</b>.</p> <p><b>You will automatically get the <u>Save As</u> dialog box if you click the <u>Save icon</u> from the <u>File menu</u> or on the <u>Quick Access Toolbar</u> the <u>first time</u> you save your document.</b></p>

	<p><b>To save an <u>existing</u> document as a second copy or as a new document:</b></p> <ol style="list-style-type: none"> <li>1. Open the document that you want to save as a new document.</li> <li>2. Click <b>File</b>, click <b>Save As</b>, and then click <b>Browse</b> to open the <b>Save As</b> dialogue box.</li> <li>3. In the <b>File name</b> box, enter a new name for the file. Click <b>Save</b>.</li> </ol> <p><b>Save As</b> will bring up the <b>Save As</b> dialog box allowing you to rename the file and/or its save location.</p> <p><b>Clicking on the Save icon as you work on your document</b> will save the new changes and modifications under the same name in the same location.</p>
<p><b>5. Save in Compatible Mode</b></p>	<p>If you share your <b>Word 2013</b> document with users of older versions of Word, you may want to save your document in the <b><u>Compatible Mode</u></b> to ensure that those users will be able to access and read your Word 2013 document.</p> <p>To save in <b>Compatible Mode</b> do the following:</p> <ol style="list-style-type: none"> <li>1. Click <b>File</b>, and click on <b>Save As</b>, and then click on <b>Browse</b> to open up the <b>Save As</b> dialogue box.</li> <li>2. Click on <b>Save as type</b>, and select <b>Word 97-2003 Format</b>.</li> <li>3. Name your document, and then click <b>Save</b>.</li> </ol>
<p><b>6. Open a Saved File or Document</b></p>	<p>Click <b>File</b>, then <b>Open</b>. You then select <b>Computer</b> to locate all the files on your computer. You can then select a recent folder such as <b>Documents</b> or click <b>Browse</b> to see all the folders on your computer.</p> <p>If you do not see the file you want, use the <b>Navigation Pane</b> on the left and select another drive or folder. When you see the file/folder you want, double click on it to open it.</p>
<p><b>7. Print Preview</b></p>  <p>The screenshot shows the Quick Access Toolbar in Microsoft Word. From left to right, the icons are: a blue 'W' icon for Word, a purple floppy disk icon for Save, a blue circular arrow icon for Undo, a blue circular arrow icon for Redo, a magnifying glass icon for Print Preview, and a small downward arrow icon for the toolbar options menu.</p>	<p>Click <b>File</b>. Click <b>Print</b>. You will be given a print preview on the screen to the right. <b>Print Preview</b> and <b>Print</b> are the same command in this version of Word.</p> <p>You can also install the <b>Print Preview</b> command on the <b>Quick Access Toolbar</b> so as to be able to access it quickly and easily.</p>

## 8. Customize the Quick Access Toolbar



The **Quick Access Toolbar** contains three commands: **Save**, **Undo & Redo**, but you can add various other commands, such as **Print** or **New**, to the **Quick Access Toolbar** for convenient access.

**Three** ways to add more commands to the **Quick Access Toolbar**:

1. Click the **black triangle** at the end of the **Quick Access Toolbar**.  
Then click on any command on the **Customize Quick Access Toolbar** menu and it will be added to the **Quick Access Toolbar**.
2. You can also click on **More Commands** from the **Customize Quick Access Toolbar** menu which will bring up another menu from which you can customize your **Quick Access Toolbar**.

OR

3. You can **right-click** any command on the **Ribbon** and then click "**Add to Quick Access Toolbar!**"

## 9. Selecting Text

One way to select text is to **click and drag** from the first to last letters. There are various other ways to select text.

**If you want to select :**

**A single letter at a time** → Click in front of the letter then hold the **Shift** key and use the appropriate arrow key on your keyboard;

**A word** → Double-click anywhere in the word;




**A line of text** → Move the pointer to the left of the line until it changes to a **right-pointing arrow**, and then click;

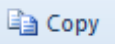







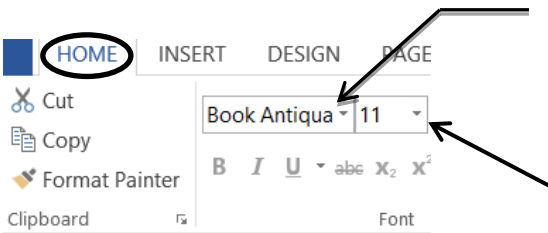


**A sentence** → Hold down the **Control** key (**Ctrl**), and then click anywhere in the sentence;

**A paragraph** → **Triple-click** anywhere in the paragraph;

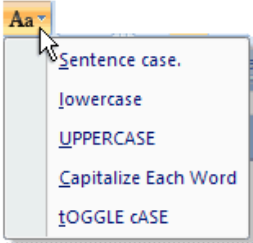
**Multiple paragraphs** → Move the pointer to the left of the first paragraph until it changes to a **right-pointing arrow** and then press and hold down the left mouse button while you drag the pointer up or down;

**A large block of text** → Click at the start of the selection, scroll to the end of the selection, and then hold down **Shift** while you click where you want the selection to end.


<p><b>10. Correct Errors</b></p>	<p>Place the insertion point to the right or left of the error. Press the <b>delete</b> key on your keyboard to <b>delete characters to the right of the insertion point</b>. Press the <b>backspace</b> key on your keyboard to <b>delete characters to the left of the insertion point</b>.</p> <p>You can also correct mistakes by selecting/highlighting the error. Once the error is highlighted, simply type right over it. Whatever was highlighted will be replaced.</p>
<p><b>11. Undo a Mistake</b></p>	<p>Click the <b>Undo</b> button  on the <b>Quick Access Toolbar</b>. This undoes each action you've taken in reverse sequence, beginning with the most recent.</p>
<p><b>12. Header &amp; Footer</b></p>	<p>From the <b>Insert</b> tab, click on <b>Header</b> or <b>Footer</b>. In the <b>Header</b> box, type the information you want to show at the top of every page. Type information for the bottom of each page in the <b>Footer</b> box. Then click <b>OK</b>.</p> <p>Exit header or footer by clicking the <b>Close Header and Footer</b> button.</p>
<p><b>13. Spell Check</b></p>	<p><b>Microsoft Word checks spelling and grammar automatically as you type</b>, using wavy red underlines to indicate possible spelling problems and wavy green underlines to indicate possible grammatical problems.</p> <p>To access <b>Spell Check</b>, click on the <b>Review</b> tab then <b>Spelling and Grammar</b>.</p> <p><b>Spell Check will begin from the place where you left the insertion point.</b></p>
<p><b>14. Cut &amp; Paste</b></p>	<p>Use <b>Cut &amp; Paste</b> to move a block of text (or picture) from one place to another:</p> <p><b>Select/Highlight</b> the text to be moved.</p> <ol style="list-style-type: none"> <li>1. Click the <b>Cut</b>  <b>Cut</b> icon from the <b>Home</b> tab in the <b>Clipboard</b> group. The highlighted text will disappear.</li> <li>2. Place the <b>Insertion Point</b> where you would like the text to appear.</li> <li>3. From the <b>Home</b> tab, click the <b>Paste</b>  <b>Paste</b> icon in the <b>Clipboard</b> group.</li> </ol>

<p>15. Copy &amp; Paste</p>	<p>Use <b>Copy &amp; Paste</b> to make <b>multiple copies of the same text (or picture)</b>:  <b>Select/Highlight</b> the text or picture to be duplicated.</p> <ol style="list-style-type: none"> <li>1. Click the <b>Copy</b> icon  from the <b>Home</b> tab in the <b>Clipboard</b> group.</li> <li>2. Place the <b>Insertion Point</b> where you would like the text to appear.</li> <li>3. Click the <b>Paste</b> icon .</li> </ol> <p>For multiple copies the last step can be repeated.</p>
<p>16. Change Text Alignment</p>	<p><b>Select/Highlight</b> the text you want to format. Then click the <b>Center</b> , <b>Align Left</b>  or <b>Align Right</b>  buttons from the <b>Home</b> tab, in the <b>Paragraph</b> group.</p>
<p>17. Make text <b>Bold</b>, <i>Italic</i>, or <u>Underlined</u></p>	<p><b>Select/Highlight your text</b>. Click the <b>Bold</b> button , the <b>Italic</b> button , or the <b>Underline</b> button  from the <b>Home</b> tab, in the <b>Paragraph</b> group.</p>
<p>18. Change the Font &amp; Font Size</p> 	<p><b>Select/Highlight your text</b>. Make sure you are on the <b>Home</b> tab.</p> <p><b>To choose a new font from the font list:</b></p> <ul style="list-style-type: none"> <li>• Click on the downward triangle next to the current font to get a drop-down menu of different fonts.</li> <li>• Click on the font you like and your current font will be replaced.</li> </ul> <p><b>To change the font size:</b></p> <ul style="list-style-type: none"> <li>• Click on the downward triangle next to the current font size and then click on the size you want.</li> </ul> <p>Because of the <b>Live Preview</b> feature in <b>Word 2013</b>, the selected/highlighted text will preview your changes as you scroll through the fonts/sizes.</p>
<p>19. Change Text Color</p> 	<p><b>Select/Highlight your text</b>.  On the <b>Home</b> tab, click on the downward triangle next to the  symbol. Click on a color from the color palette. Click off the selected/highlighted text to see the color you chose.</p>

20. Change Case



You can change the capitalization of words, sentences, or paragraphs by doing the following:

**Select/Highlight** the text for which you want to change the case. On the **Home** tab, in the **Font** group, click **Change Case** , and then click the option that you want.

21. Bullets and Numbers



**Select/Highlight the text** for which you wish to have bullets or numbers displayed.

1. Make sure you are on the **Home** tab
2. Click **Bullets** or **Numbering** in the **Paragraph** group.
3. Click the arrows next to the **Bullets** and **Numbering** icons to choose different bullets or numbering styles.
4. Click the style you desire.

**To add bullets or numbers as you type:**

1. Click the mouse where you want the first number or bullet.
2. Type "1." followed by a space (if you want a numbered list).
3. Type "\*" followed by a space (if you want a bulleted list).

When you press **Enter** for the next line a **bullet** or **number** will automatically appear.

22. Insert a Page Break



Click the mouse where you want to start a new page. Click the **Insert** tab, and then click on **Page Break**.

To insert a **Section Break** click the **Page Layout** tab, in the **Page Setup** group, click the small black triangle next to **Breaks**, then click on the option you want.

23. Print the entire document or print only a selection

To print your entire document, click **File**, then **Print**. Click **Print** again.

To print fewer pages than the whole document, click **File**, then **Print**. Click the triangle next to **Print All Pages**. You can then choose to print a **Selection**, print **Current Page**, or print **Custom** pages (which gives you the option to print a range of pages).

To print part of a document, **select/highlight** the desired information. Then click **File**, and click the triangle next to **Print All Pages**, then select **Print Selection** then **Print**.

24. Help



Click the **Help ?** icon. There are two ways to search:

1. You can type a search term in the box with the blinking cursor and use the enter key or click on **Search**.
2. Under "Top help topics," select "More..." to browse a list of categories.

# **NOTES**