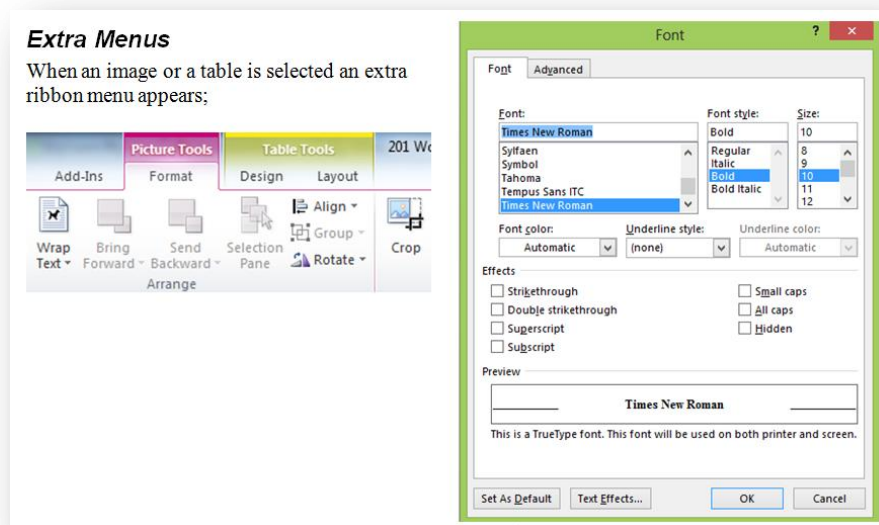_Employment and Productivity Training_

Microsoft Word Beginners

Course 201

Word screen, views, moving, selecting & editing

Pre-requisites

You should have a certain number of skills already if you are going to progress further with any word processing program. You must know:

a) How to start a program (Beginners 101),
b) How to open and save a file (Beginners 102),
c) How to move around the text in a document (Beginners 103), and
d) How to make changes (edit) to text (Beginners 103).
e) How to access and navigate around a website (Internet 105)

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Table of Contents

The Word Screen

There are a lot of things to look at on the Word screen. There are buttons, rulers, scroll bars, task bar, toolbars and lots more.

Exercise: Get to know the Word screen.

Below is a list of some things to notice on the screen. Put the corresponding number against each of them in the diagram above.

1 – Title Bar	7 – Ruler
2 – Menu Ribbon	8 – File name
3 – Minimise Word button	9 – Toolbars
4 – Maximise Word button	10 – Page indicator
5 – Close Word button	11 – Text
6 – Status Bar	12 – Selection Bar

Exercise: Differences to what is on your screen

Write down as many things that you can notice different between the diagram above (Word Version 2013) and what you see on your Word screen.

....

....

....

....
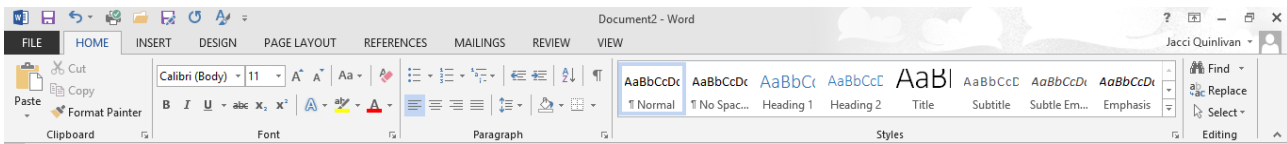
The Menu System

Ribbons

Figure 1 Office 2013 Home Ribbon

Microsoft Office programs now come with a ribbon menu system. You can click on each of the words at the top of the screen to reveal a ribbon of menu options beneath. If you move your mouse over a button (and keep the mouse still) you will see that the computer tells you what that button does.

Ribbon Sections

Each ribbon is divided into sections. Eg. The Home Ribbon contains Clipboard, Font, Paragraph, Styles etc. You can click on the small Expand button to the right of each of these options to see more detailed information about that Section.
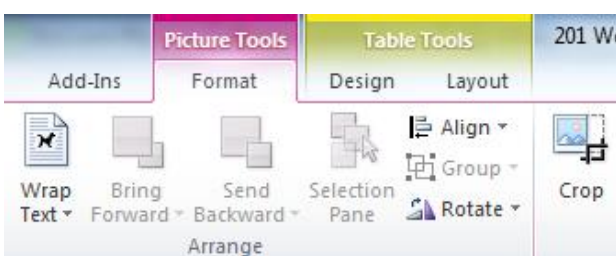

Figure 2 Ribbon section, Font Expand

When you click on the Font section expand button, you see a dialog just like in previous versions of Microsoft Office applications.

Extra Menus

When an image or a table is selected an extra ribbon menu appears;

This image above shows what the ribbon menu system looks like when an image within a table is selected. Two extra menus appear.
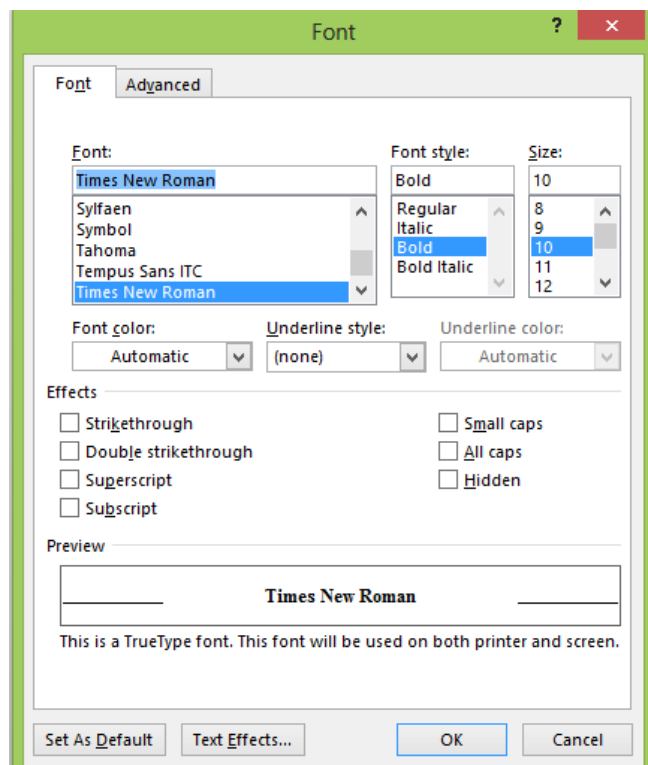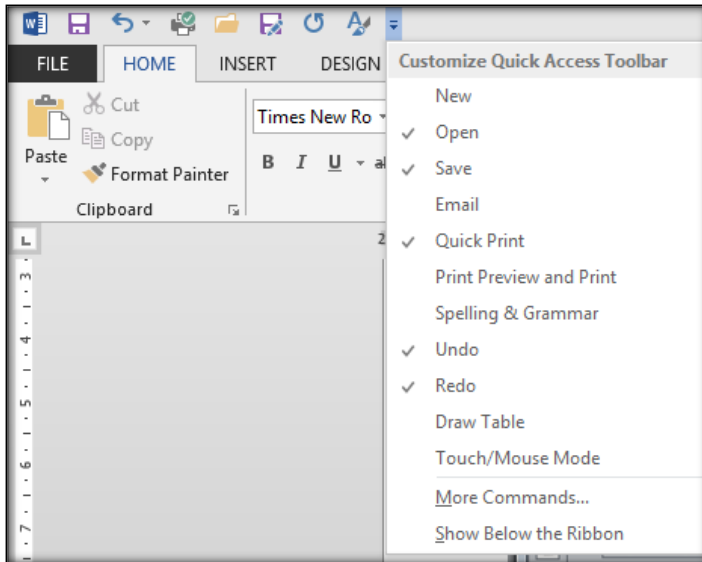

Figure 3 Font properties dialog box

Quick Commands

For common commands like Save, Print Preview and Print there is a Quick Access toolbar at the top in the title bar. You can click the drop down arrow at the right to reveal your choices and then click which ones you want to appear permanently (This is called Customising your Quick Access Toolbar).

Exercise: Customise The Quick Access Toolbar

1. Make sure you can see the following buttons in the Quick Access toolbar
   - Print Preview and Print button, and
   - Spelling and Grammar button
2. Click the Show Below the Ribbon option and notice where the Quick Access Toolbar goes
3. Select the Print Preview and Print button from the drop-down menu, notice the icon for Print Preview and Print is now added to the toolbar.
4. Next, select the Spelling and Grammar button.

Exercise: Turn Show options on/off using View menu

1. **Click** on the **View** ribbon and notice the Show options
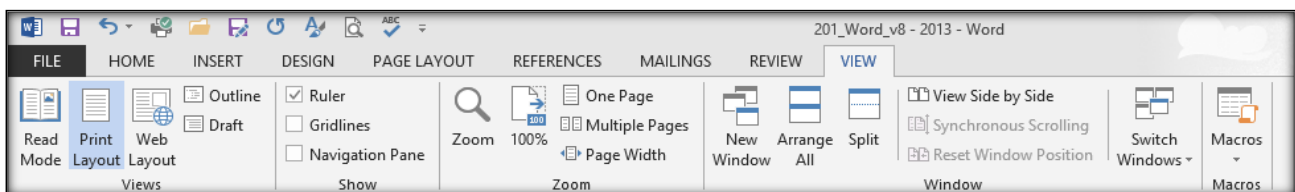
2. Putting a tick in the box next to Ruler, Gridlines and Navigation Pane will **show** these items.
3. **Check** all three boxes. *Notice that as you check the box that option will show on the screen.*
4. Now **uncheck all Show options** to turn these items off.

Exercise: Collapse the ribbon

1. **Right-click** anywhere on the tabs or ribbons.
2. **Select** the option to 'Collapse the Ribbon'. Notice the ribbon is minimized and you have more space to view your Word document.
3. **Right-click** any of the tabs in the top of the page.
4. **Deselect** Collapse the Ribbon.

Default Settings

When you first launch Word, a blank page appears on the screen. This page is based on what is called the Normal Template (templates are covered more later) and has a default paper size (eg. A4), a "default" text style and size and other default settings. When we say default it is not a bad thing. Imagine if you had 2 printers attached to your computer: One of them would be the default printer. This is the printer that is most often used. If you wanted to use the other printer you could choose it from the print dialog box. Default is like saying the "automatic choice".

Document Names

When you create a New File, Word automatically calls it "Document 1" (or Document 2, 3, 4 depending on how many new files you open).

The name of the File and Program is located in the title bar.
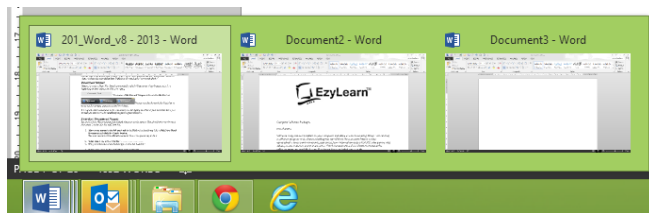
Names are also shown in the Task Bar or when you hover your mouse over the Word icon. It is a good idea to save your work soon after you start typing and frequently thereafter just in case you lose power or something happens to your computer.

Exercise: Document Names

You should have Word running and a blank document on the screen. You should also see the word Document 1 in the title bar.

1. **Move your mouse** to the **left most ribbon tab** and it should say File. **Click New → Blank Document** and now y*ou have created a New Blank Document. This is the quick way to do it*

2. What does it say in the Title Bar? ………………………..

3. What is the name on the new button in the Task bar? ………………………….
4. Click the File tab, New > Blank Document > Create button again

5. What is the name of this file? ……………………………

6. The button that looks like it is indented is the Active window. Look at the Title Bar and they will match.

Exercise: Closing programs using Right-click

1. **Right-click** on the button in the Taskbar that says **Document 3** and from the shortcut menu that appears, **click** on **Close Window.**
2. **Repeat step 1** with the button that says **Document 2**.

Opening Files

If you have completed the Beginners Series, you'd know that there are several ways to activate the Open command e.g.:

a) Click on File, then choose Open from the menu list

b) Use the Keyboard shortcut (Ctrl + O)
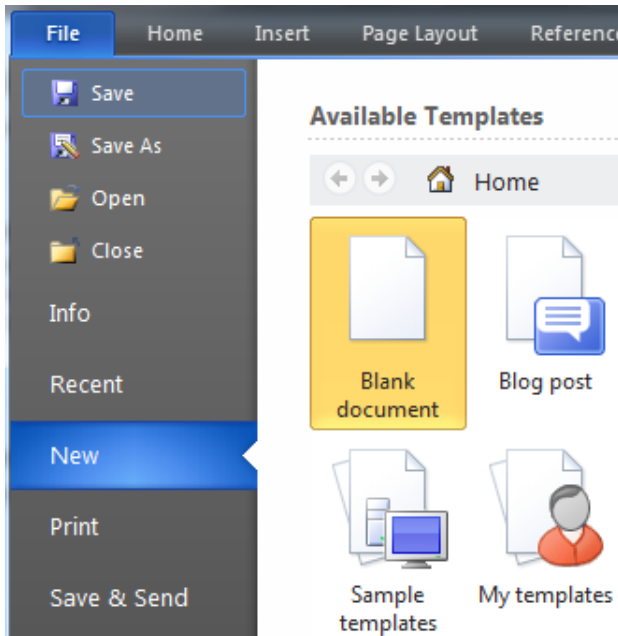
Keyboard Shortcuts

For many commands in Microsoft Word that you will use regularly there are keyboard shortcuts, like Ctrl+S. This means press and hold the Control button down and while it is down, press and release "s", then take your finger off the Control button. Doing this will Save your file.

Recently used file list
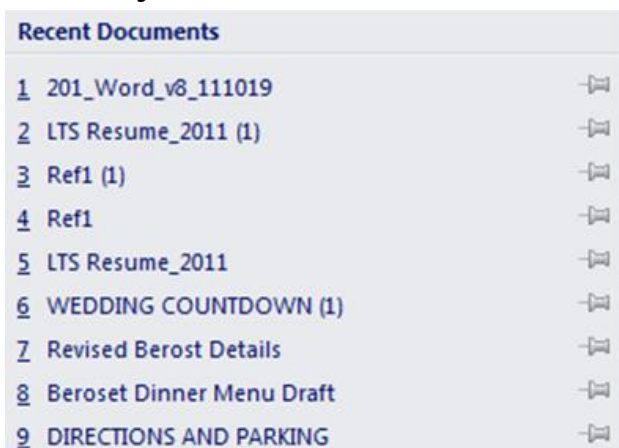
- At the bottom of the File menu list is a Recent option, these are the most recently used files.
- Number 1 is the most recent, number 9 is the 9th last file used (and you can increase this to many more recent files).
- They are listed in the order by which you most recently opened them.
- There is a pushpin next to each recent item.
- Selecting a pushpin will pin it to your recent list so it doesn't disappear as you work with more and more documents

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Exercise Files

Exercise files are included with most of our courses to provide you with documents have already been created that you can look through to see how the Word tools are used. The exercise files are also included to give you a file to practice on without having to create one from scratch.

In this course we've included a document that shows you various Word tools that you will learn when you go through all of our Microsoft Word courses (Beginners, Intermediate and Advanced).

Where are files stored

You can access the Microsoft Word Beginners course 201 exercise files at our Learning Management System or from the site where we offer our free Microsoft Word Beginners Course demonstrations.

When you open these files they may be stored in your Temporary Files folder or Downloaded Files folder so it is ALWAYS a good idea to save each file in a place you are familiar with – for most people that is the My Documents folder on their hard drive.

Exercise Files Included:

1. First exercise
2. Risk Taking Is Free
3. Content Marketing for Real Estate Agents

Exercise: Opening a file

1. create a folder on your computer called EzyLearn Word Course 201
2. Download each exercise file and save it into your exercise files folder.
3. You should have Word running, **click** on **File**, then **click Open**
4. **Click** on the **Look in: drop down arrow** and **navigate to your EzyLearn Word Course 201 folder**
5. **Double-click** the **first exercise** file.
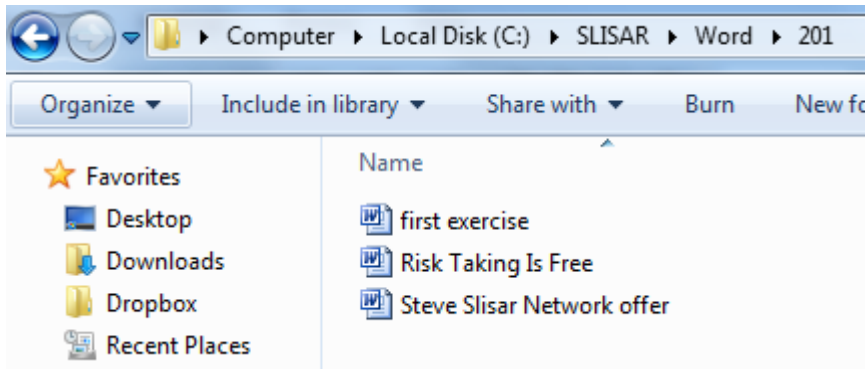
This is an example of what it would look like after you have double-clicked on W1

- click on the **Open** button again and then the **drop down arrow** to see this

View Icons
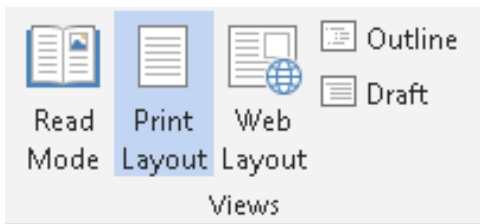
Click on the View ribbon to see the Document Views icons to see what they do.
  ◆ **Print Layout** view is the one we prefer working in.
  ◆ **Web Layout** view is what your document would look like if you published it on the Internet.
  ◆ **Outline** view shows the structure of the headings in relation to each other. That's covered more in Styles (Level 3).
  ◆ **Draft** view allows a view to quickly edit text.

These buttons can also be found at the bottom-right of the Word screen. Here you can quickly the icons to change to a different view.

Zoom
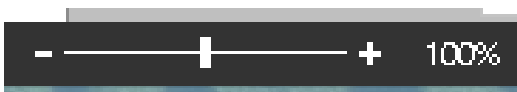
The **Zoom** slider is on the bottom right of your Word document. You can see the Zoom percentage to the left of the slider.   You can click the slider button in the middle to Zoom in/out or press the plus/minus icons.   You also have a few more Zoom options from the View tab of the Word ribbon..

Zoom only effects how close you look at your document. It has nothing to do with how large the document will be when you print it. Consider it like a magnifying glass.

Exercise: Change between views

1. **Click** on the **View** ribbon (menu bar), what is the current view?
2. **Click** on **Draft**. Notice that you can no longer see the edge of the white page
3. **Click** on the **Print Layout** icon (bottom left).

Exercise: Using Zoom

1. **Open** the file **first exercise** (if not already open) and **click on the zoom slider**.
2. **Click the plus sign** until you to get to **150%**

   Notice that you are much closer to the text. You now have to scroll to get to the left or right or up and down. This does not mean that the text is bigger when you actually print it

   3. **Click on the minus sign to get to 50% Zoom**

      Notice this time it is like pushing the page further away from you so that you can get a better perspective of what it looks like

4. **Click on** the **Zoom percentage** and in the window that opens, under Percentage **type the number 83** and **press Enter** (keyboard). Notice that you can get exactly the zoom you want.
5. **Click the Zoom** percentage and from the window that opens, **select Text Width**

   This is the largest you'll be able to see all your text on the screen without having to scroll left and right

6. **Click on** the **zoom drop down arrow** and **click on Page Width**

   This will give you the best idea of how your document will look when it is printed because you can see how large the margins are and where the text stops compared to the end of the page.

Moving around your document using the keyboard

There are several ways to move around a document. Most of us know about the mouse and scroll bars but there are some other ways of using the keyboard.

Which Keys to use	Result
→ & ←	Moves one character at a time
↑ & ↓	Moves one row at a time
Ctrl + Home	Beginning of a document
Ctrl + End	End of the document
F5, Ctrl + G, or Edit(menu bar), Go To	Brings up the Find and Replace dialog box
PageDown	Top of the next screen
Page Up	Top of the previous screen
Home	Beginning of a line
End	End of a line
Ctrl + →, Ctrl + ←	Right or left one word
Ctrl + ↑, Ctrl + ↓	Up or down one paragraph
Ctrl + PgUp, Ctrl + PgDn	Up or down one page (top of page)

SPECIAL NOTE:
Remember when you see Ctrl + →, the + means that you keep your Ctrl key pressed down while you press and release the second button. The other example we used earlier was
Ctrl + O as a quick way to activate the Open command.

Find and Replace dialog box
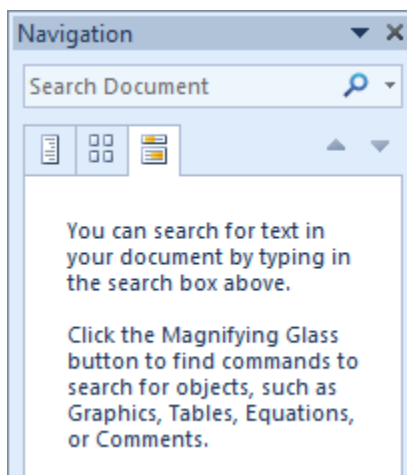
Notice that many of the options we talk about in this page activate the Find and Replace dialog box, but take you to different tabs.

Exercise: Using the keyboard to move around text

1. **Open** the file **first exercise** if it is not already open
2. Move to the end of the document by pressing **Ctrl+End**
3. Move to the beginning of the document by pressing **Ctrl+Home**
4. Move to the 3rd page by pressing **Ctrl+PgDn two times**
5. Move back to page 2 by pressing **Ctrl+PgUp**
6. Move to the title "Microsoft Excel" in the current page by pressing **Ctrl+↓** as many times as you need to
7. Move to the end of the current line, by **pressing** the **End** key
8. Move back to the beginning of the line by **pressing Home**
9. Move to the beginning of the word Excel by pressing **Ctrl+→**
10. Move to the beginning of the document by **pressing PgUp** several times
11. **Press** the **→ key 5 times**
12. **Press** the **Home key** to get back to the beginning of the line
13. **Keep** the **first exercise** file **open** for the next exercise. Well done.

TASK: More Advanced find

1. Use the Find command to see how many times the word "Microsoft" appears in the document "first exercise"
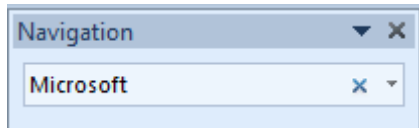
2. Replace the word Microsoft with MS
3. Cancel the find & replace box and use the double arrows above and below the browse objects button to look at each occurrence of the word MS.

Selecting (or highlighting) Text

Now that you know how to move around a document we will cover selecting text. You need to select text if you want to:

1. **make changes to it**
2. move it somewhere or
3. *change the way it looks (formatting).*

Like most things on the computer, you can select text using your keyboard and/or your mouse.

Using the Mouse

It is important to know that there is a selection bar in Word that can be used (and is often used by mistake) when highlighting text. It is the area in the document to the left of the left margin (we pointed it out when we had a look at the different parts of the screen).

Mouse Action	Result
Double click on a word	Highlights that word
Triple click on a word	Highlights that paragraph
Click and Drag along selected words.	Highlights the words chosen
Ctrl + Click	Highlights that sentence
Click at the beginning of a block of text and press shift (hold it down) and then click at the end of the block of text.	Highlights from where you clicked first to where you clicked last.
Click on Edit, Select All	Highlights all the text in the document
Click in the selection bar	Highlights the text in one line
Double click in the selection bar	Highlights that paragraph
Triple click in the selection bar	Highlights all text in the document

❖ After highlighting, click anywhere in the document and the highlighting will go away.

Using the Keyboard

Here are some keyboard shortcuts you can use to highlight text if you want to.

Which Keys to use	Result
Shift + → or ←	Highlights one character to the left or right
Shift + ↓ or ↑	Highlights one line down or up
Ctrl + Shift + → or ←	One word to the right or left
Shift + End	From text cursor to the end of the line
Shift + Home	From text cursor to beginning of the line
Ctrl + Shift + ↓ or ↑	Selects a paragraph up or down
Ctrl + Shift + Home	Selects to beginning of document
Ctrl + Shift + End	Selects to end of document
Ctrl + A	Selects entire document

❖ If text is highlighted and you start typing, the highlighted text will disappear. The easiest way to fix the problem is to use **UNDO on the standard toolbar.**

EzyLearn™

Exercise: Highlight text using mouse + keyboard

You should have the first exercise file on the screen. Notice that when your mouse is over text it becomes an I-beam.

1. **Double-click** the word "**Computer"** to select it
2. **Click** on any **text that is not highlighted** and notice that the word computer is no longer highlighted
3. Move your **mouse cursor** at the **beginning** of the word "**installed**" and **click and drag** your mouse over the words "**installed on your computer**"
4. **Click** in an area **where no text is highlighted** to un-highlight the text and this time move your **mouse to** the **middle of the word** "**installed**" and **click and drag** to the **middle of the word** "**computer**". Notice that the same text was highlighted?
5. **Click** in **any other line** of that paragraph
6. **Press** the **Ctrl** key and **hold it down** and then **click** on the word "**record**" (halfway down the paragraph). Notice that the entire "sentence" was highlighted
7. **Click** in a **blank part of the screen** to un-highlight the text
8. **Press Ctrl + A** and all the text in your entire document are highlighted.

Exercise: Highlight text using the selection bar

Notice that if you move your mouse to the left of the left margin your mouse cursor changes to an arrow pointing in.

1. Move your **mouse** (in the selection bar) **to** the **left** of the word **Software** in the **first large paragraph** and **click once**. What does it do?...
2. **Double-click** (in the selection bar) and the entire paragraph will highlight
3. **Click and drag** (in the selection bar) to select more than one paragraph
4. **Triple-click** (in the selection bar) and the entire document will be selected
5. **Click anywhere** to un-highlight the text.

Exercise: Highlighting text using the shift key

1. **Click** your **text cursor** to the **left** of the heading "**Where do you get software**"
2. **Press and Hold** the **Shift** key down and while it is down **press and release** the **End key**
   This will highlight to the end of that line
3. **Press** the **down arrow twice** to get to the beginning of the paragraph beneath this heading. You may need to press the Home key to get to the beginning of the line
4. **Press and hold** the **shift** key and **press and release** the **right-arrow key 7 times**
   Notice that this highlights one character at a time?
5. **Press** the **right-arrow** key and no more text is highlighted
6. **Press Ctrl + ➜** to move to the right one word at a time. Get to the beginning of the word "local"
7. **Press and hold the Ctrl and Shift Key down** and while they are down **press** the **➜ key three times**
   Notice that it highlights one word at a time? You should have three words highlighted. Highlighting text always depends on where your text cursor is.

Exercise: Drag & Drop

1. In the file "first exercise" double click the word Computer (in the heading)
2. Move your mouse to the middle of the word (notice your mouse is an arrow?)
3. Click and Drag (while your mouse is an arrow) until your mouse is between the words Software & Packages. You will see a small vertical line when you are between the words. Release the mouse
4. See how you moved the word Computer. That's drag and drop.

Editing Text

Deleting Text

There are two keys that take text away. Delete and Backspace. There are some other methods:

Action	Result
Ctrl + Backspace	Deletes the word to the left of your text cursor
Ctrl + Delete	Deletes the word to the right of your text cursor
Highlight some text and press Delete	Deletes the text you have highlighted

Inserting Text

If you want to add some text between two words all you have to do is
   a)   position your text cursor in between the two words and
   b)   start typing what you want to type.
The text to the right will automatically be pushed along (unless the Insert button has been turned on). Don't forget to press the Space Bar when spaces are needed.

Overtyping Text

When the word processor is in Overtype mode, existing text will be replaced as you type, rather than be pushed along to the right.

To turn this feature on, first ensure that it is displayed on the status bar. This can be done by right clicking on the status bar and pressing Overtype on the menu that appears. When this is done, there should be tick next to Overtype and the status bar should show Insert. To turn it on, click on Insert and it should now read Overtype. Insert is a toggle switch, it is now turned on, press it again and the feature is turned off. Always make sure that it is turned off when you have finished with it.

You will see these following symbols in the status bar.

INSERT   Overtype is turned off   OVERTYPE   Overtype is turned on

Exercise: Editing text

1.   **Open** (click File in the menu bar) the file called **first exercise** if not already opened
2.   Look at the **first line** in the **third paragraph** (which starts with, Software programs are installed…) and you'll see the word "**computer"**
3.   Move your **text cursor** to the beginning of the word **computer**
4.   Press the **delete** key until the word **computer is deleted** and **type** in **PC**
5.   In the fifth paragraph (which starts **"You can buy it from…"**) you'll see the words **a box**. **Highlight** these words using **click and drag** and replace it with the words **retail packaging**. (After the text is highlighted you can simply start typing)
6.   **Move** your **text cursor** (not just your mouse cursor) to the **blank line above** the heading **The End** and **press Enter**
7.   **Type** the following sentence:

     A popular web site for downloading software programs is www.download.com This is a web site where you can search for programs and download them to trial for free.

8.   **Press Enter** one more time so that you have a line beneath it.

Exercise: Deleting a line

1.   Position your **text cursor** in the **blank line** between the heading "*Where you get software*" and the paragraph beneath it and **press** the **delete key** (keyboard). This deletes the Enter in that line and you don't have a gap between the heading and the paragraph now
2.   **Close the file**; do not save the changes and **leave Word running**.

Non Printing Characters / Show Hide Button

The Show/Hide button in the Standard Toolbar, when clicked, shows you all non-printing characters and formatting.

There are some keys on the keyboard that will put a character in your Word document but it won't print out. The most obvious examples of this are: Space Bar, Enter Key, and Tab Key.
Less obvious commands include Page Breaks and Section Breaks and Picture Anchors.
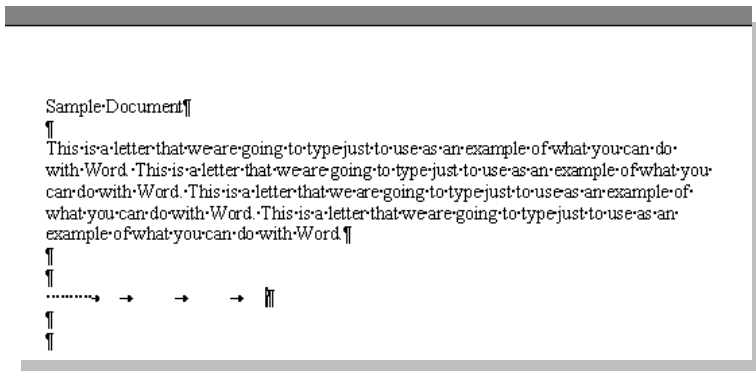
The Show/Hide button is turned on in this diagram and you can see where the space bar, enter and tab keys have been pressed in the document. IF the Show/Hide button was off, you wouldn't see anything after the actual text.

Many people press Enter to go all the way to the bottom of the page when they first use a Word Processor. They want to see what happens. After they have done this, they move back up to the top of the page using the

a) arrow keys or
b) mouse wheel or
c) scroll bar and then

start typing their letter. What they don't realise is that although they can't see the "Enters" they have placed on the page, the computer thinks that they need to be printed. This is the biggest cause of a second blank piece of paper printing at the end of a document. The "Enters" end up making the document go onto page of the 2. Remember that each non-printing characters is just like any other letter or number; it can be created as well as **deleted**.

Exercise: Non-printing characters
1. **Open** the file called **Risk Taking is Free**
2. **Go to** the **end of the document** by pressing **Ctrl + End**
3. **Press** the **Enter** key **15 times**, What happened? ……………………………………….
4. How many pages are there in this document now? (Look at the status bar)………..
5. **Press** the **Tab** key **5 times** and the **space bar 10 times**
6. **Click** the **Show/Hide button** and notice what happens
7. **Press** the **Backspace** key until you only have one page
8. **Close the file**, Don't save changes, but **leave Word running**

Highlighting carriage returns

Remember, when you highlight a paragraph of text, you highlighted the carriage return (the enter at the end of the line).

Keys which do not put a character on the screen

These keys move you around text which you have already put on the screen. They do not alter what you have typed.
- Arrow Keys, Home, End, Page Up, Page Down

Task: Learning more about Microsoft Word Tools

Open the file "Content Marketing for Real Estate Agents" and click on every area of text of image that has a description in green beneath it and see if you can see the ribbons change or various areas of a ribbon change to reflect the formatting used in that area.

Here are some examples:
1. Click an image to see the Image ribbon header appear
2. Double-click in the header to see the header and footer options
3. Click on a hyperlink and see what happens
4. Delete the red text and make sure there is still a blank line where the red text was

Work from home

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What next

You now understand how to turn selected tools on and off, how to work with text to select (highlight), edit and delete characters (including Non-printing characters) and how to see the different characters that are entered using the keyboard, but not necessarily shown on your screen (show/hide button).

Word 202

The next logical step is to understand more about the formatting options that are available to you in Microsoft Word. You'll learn how to work with the Spell Checker, how to apply font formatting, and use keyboard shortcuts to perform your tasks much quicker and look very knowledgeable in front of your peers.

You'll also learn that there are several ways to get the job done, toolbars, menu bar options, keyboard "shortcut" options, right-clicking and other options.

You'll learn about Cut, Copy and Paste, and more advanced examples of these features like Collect and Paste and how to change your page printing options.

Excel 301

If you want to learn about two of the most popular Microsoft "Desktop" application programs at the same time, you may want to take a look at Excel basics. There are many similarities between the software programs but they perform completely separate tasks.

Excel 301 is the first of several courses in Microsoft Excel, the spreadsheet program from Microsoft.

Word Shortcut Index

Key	Result
CTRL+SHIFT+A	Converts the selected text to all capital letters or all lower-case letters
CTRL+SHIFT+F	Displays the Font dialog box
CTRL+SHIFT+G	Displays the Word Count dialog box
CTRL+SHIFT+S	Displays the Apply Styles task pane
ALT+R	Displays the Review tab
ALT+CTRL+1	Apply Heading 1, also ALT + CTRL + 2 will apply heading 2
CTRL+SHIFT+L	Applies Bullets
CTRL+SHIFT+F5	Bookmark
CTRL + B	Bold Text
CTRL + I	Italic Text
CTRL + U	Underline Text
CTRL+PAGE DOWN	Browse Next
CTRL+E	Navigate to the center Paragraph
CTRL+SHIFT+ENTER	Column Break
CTRL+SHIFT+C	Copy Format
ALT+CTRL+S	Splits the Document
CTRL+END	End of Document
END	End of line
CTRL+SHIFT+P	Font size select
SHIFT+F5 or ALT+CTRL+Z	Go Back to previous state
CTRL+SHIFT+.	Increase Font
CTRL+]	Increase Font one point
CTRL+[	Decrease Font one point
ALT+SHIFT+R	Header Footer Link
CTRL+K	Hyperlink
CTRL+M	Indentation
CTRL+J	Justifies Paragraph
ALT+F8	Inserts Macros
ALT+SHIFT+K	Mail Merge Check
F10	Menu Mode
CTRL+H	Replace
CTRL+P	Print
ALT+SHIFT+BACKSPACE	Redo
F12	Save As
CTRL+SHIFT+K	Small Caps
CTRL+SHIFT+S	Style
SHIFT+F7	Thesaurus
ALT+SHIFT+T	Time Field
CTRL+SHIFT+M	Unindent

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