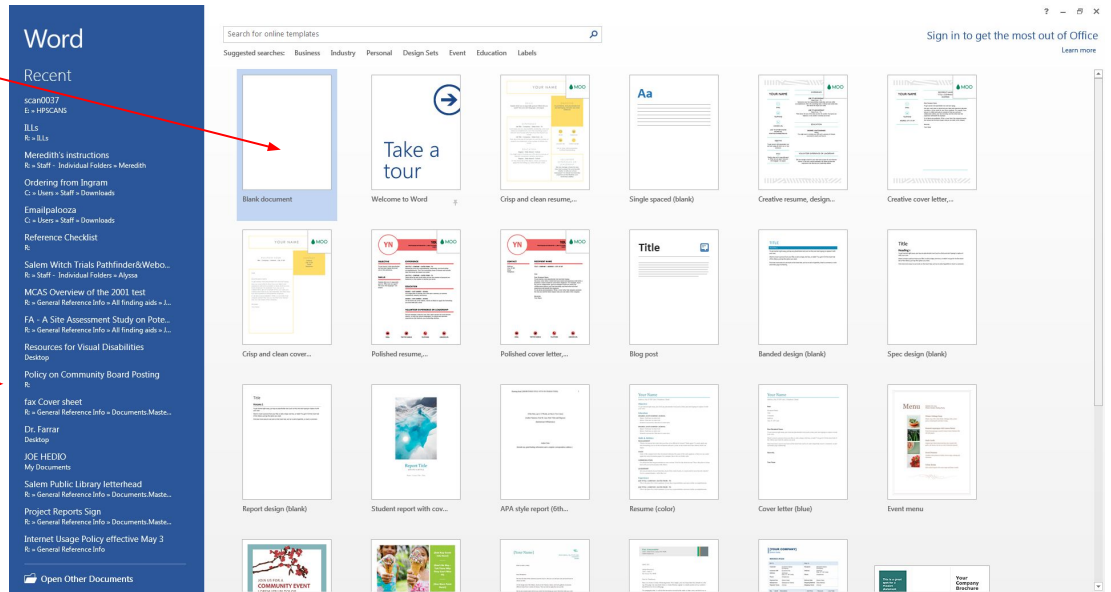# Microsoft Word Basics

Getting Started

- Open word. You may choose a blank document, or browse a template that's right for you. Blank or unformatted documents are best to use at this stage of instruction.

- The blue column on the left shows your most recent saved files. You may select one of these to resume work on a saved document.

Document1 - Word

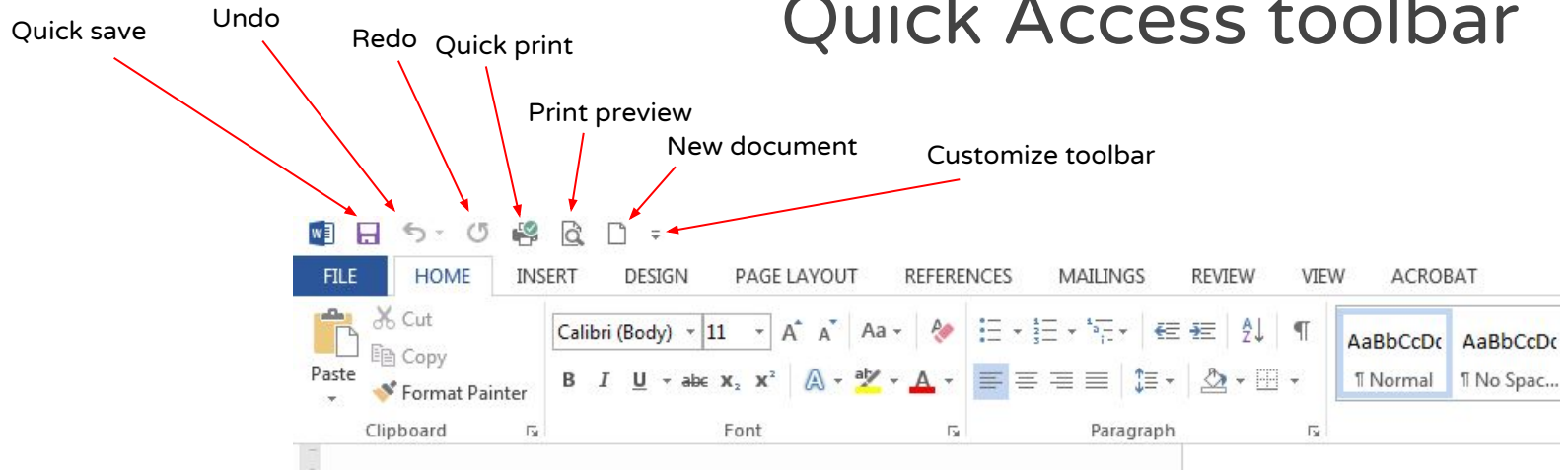Margins

Cursor

Page

Scroll bar

Page and word count

Zoom

Read modes

Quick Access toolbar

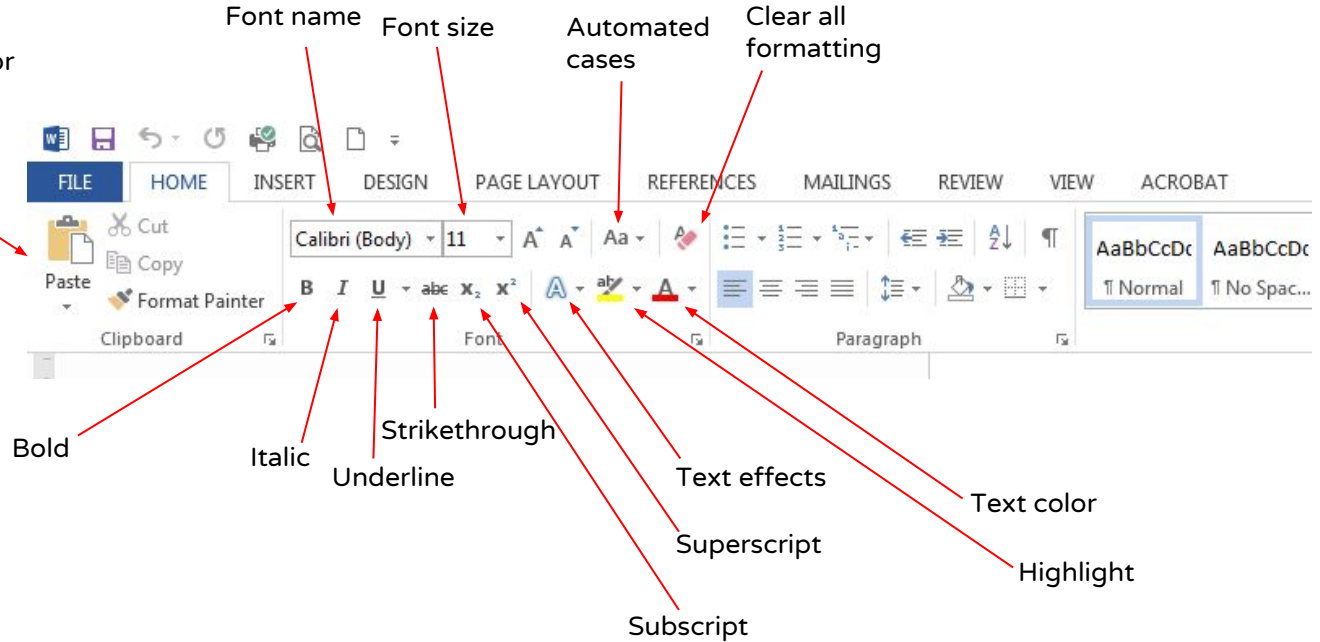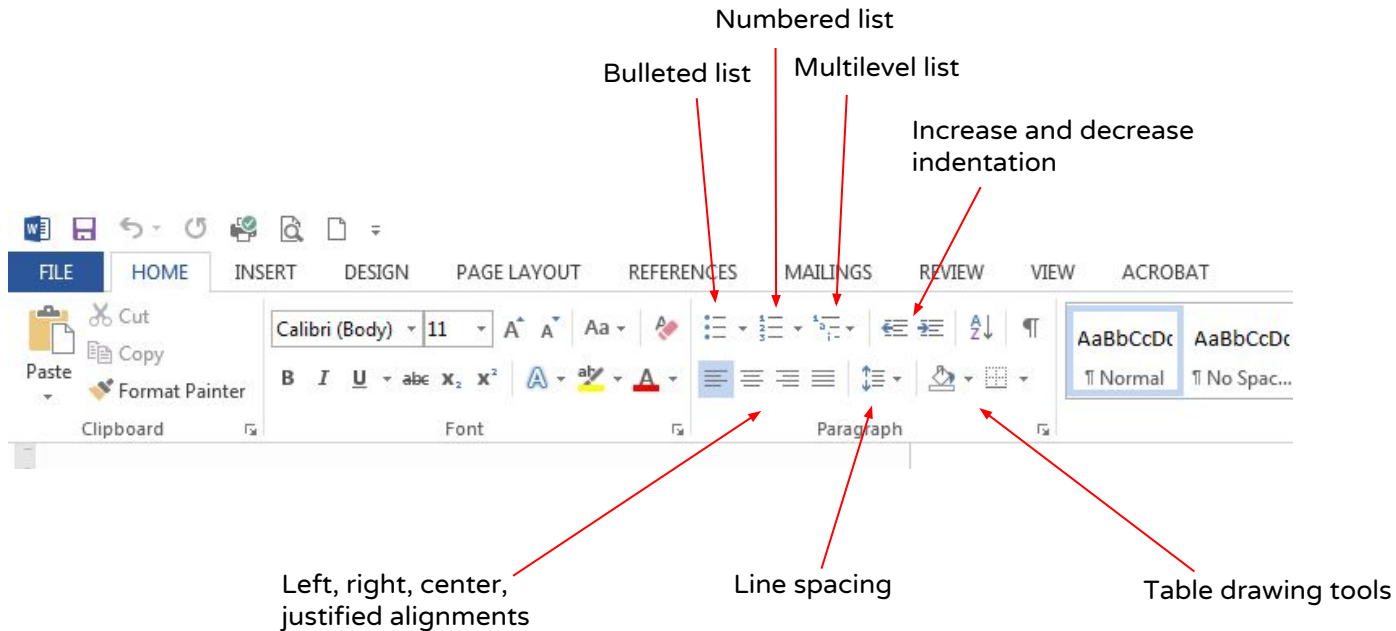Quick save Undo Redo Quick print Print preview New document Customize toolbar

You may add frequently used tools to your quick access bar by right clicking the tool button and selecting "add to Quick Access toolbar"

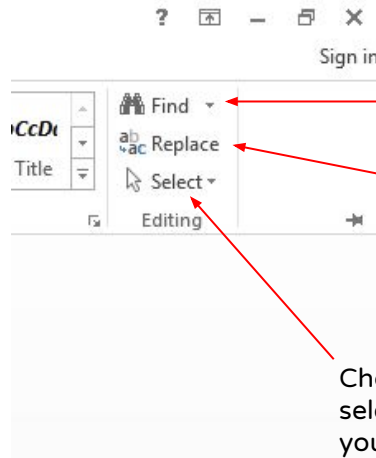# Home toolbar: font style & clipboard

Clipboard: use to copy and paste, or ctrl+c and ctrl+v

Font name

Font size

Automated cases

Clear all formatting

Bold

Italic

Underline

Strikethrough

Text effects

Superscript

Subscript

Highlight

Text color

Home toolbar: format paragraphs

Numbered list

Bulleted list

Multilevel list

Increase and decrease indentation

Left, right, center, justified alignments

Line spacing

Table drawing tools
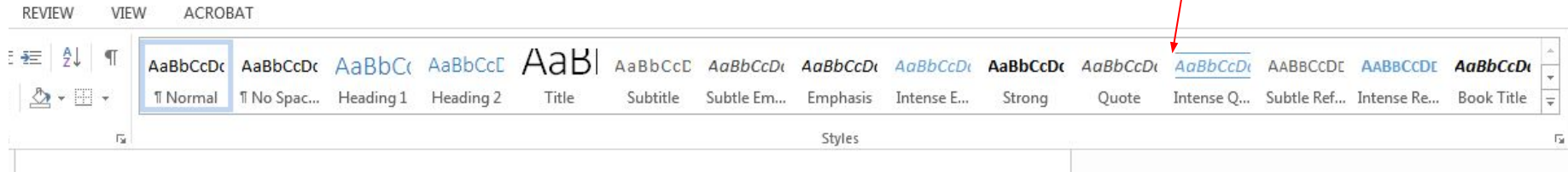
Home toolbar: editing tools

Find, ctrl+f for PCs and Command-F for Macs, allows you to find words within the text

Replace words with other words in your text

Choose how to select portions of your text

Now you know your basic tools!

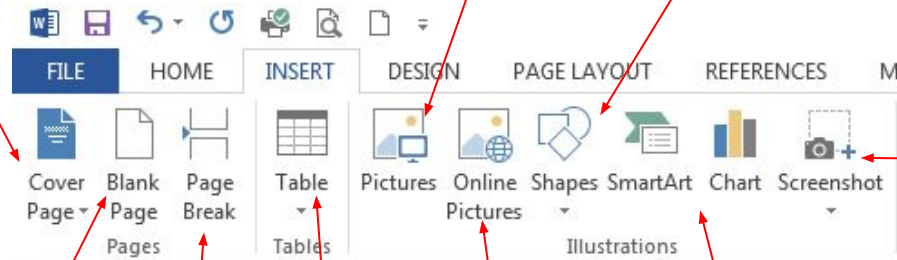You can ignore the stylized presets to the right of your home toolbar for now as they can be cumbersome to customize

REVIEW   VIEW   ACROBAT

AaBbCcDc	AaBbCcDc	AaBbC(	AaBbCcD	AaBl	AaBbCcD	AaBbCcD	AaBbCcD	AaBbCcD	AaBbCcD	AaBbCcD	AaBbCcD	AABBCCD	AABBCCD	AaBbCcD
¶ Normal	¶ No Spac…	Heading 1	Heading 2	Title	Subtitle	Subtle Em…	Emphasis	Intense E…	Strong	Quote	Intense Q…	Subtle Ref…	Intense Re…	Book Title

Styles

Insert/add media

Add a preset cover page

Insert image files saved to your computer

Add shapes such as arrows

Grab a screenshot (for PCs press the Prtscn key, then paste your clipboard contents. For Macs press Command + shift + 4 to copy, and then paste your clipboard contents)

Create a table of columns and rows

Add infographics

Add a blank page between pages of text

Break your chapter or subheading of text to the next page

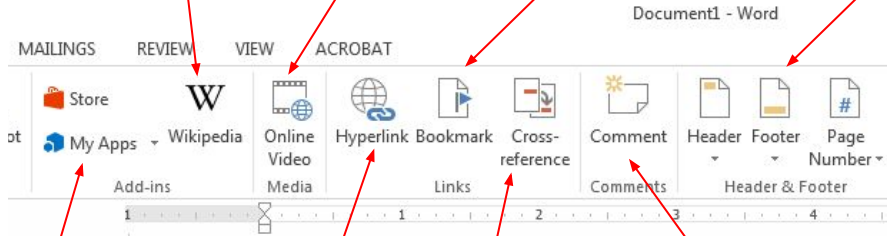Search images when connected to the internet with a Bing image search

Insert/add media

Search for or embed online videos

Insert Wikipedia content

Bookmark select portions of your text for easy reference

Add headers, footers, and page numbers

Document1 - Word

MAILINGS   REVIEW   VIEW   ACROBAT

Store | My Apps ▾ | Wikipedia | Online Video | Hyperlink | Bookmark | Cross-reference | Comment | Header ▾ | Footer ▾ | Page Number ▾

Add-ins   Media   Links   Comments   Header & Footer

Add or manage apps

Hyperlink portions of your text for reader's reference (e.g. subsections in legal documents)

Add comments for multireader editing (to delete comments go to the Review/editing tab)

Link your text to outside sources with a URL
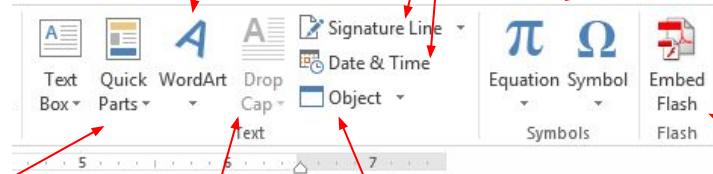(for example: www.youtube.com)

Insert/add media

Add a moveable text box to your article or graphic design

Custom text-image headings

Add a signature or timestamp your document

Open math or symbol menus

Automate format templates for recurring, stylized text (such as captions or asides)

Add an epigraphic letter or word to begin your article or chapter

Add another file or document to your current document

Embed .swf files for sound clips throughout your text

Page layout options

Divide text into columns

Page break

Manually adjust the spacing before and after paragraph breaks

Your menu listing names of image files that appear in the document for quick toggling

Paper dimensions

Margin adjustment in print inches

Portrait or landscape orientation

Number each line of text, and hyphenate each line item in list

Manually adjust the dimensions of indentations

Position images within text, select style of "wrapping" text around images, and select the order in which multiple layers of images will appear. To test this function, upload an image to your document.

Align, group, or rotate images
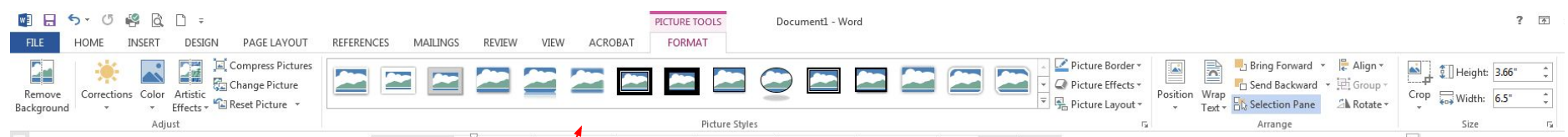
As you add tables and images, more tab menus appear with various tool options

They will be highlighted and color-coded as shown above. To stick to our basic agenda, we will skip these accessories for now. But if you're interested, many of the functions include basic photo editing for more graphic documents, or table editing, which gives you a greater range for infographic presentations. Test out the tools as you would any of the tools and effects described throughout this dossier.
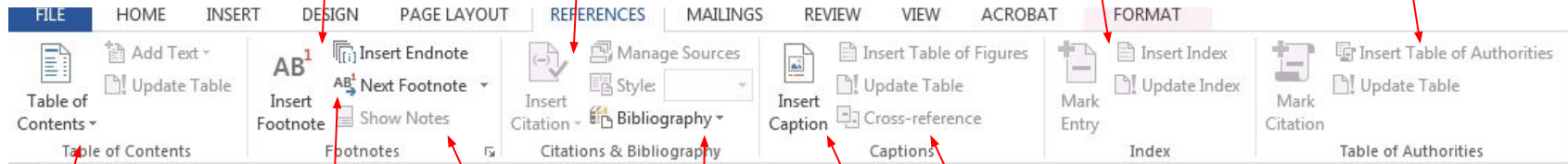
References/works cited

Insert footnote or endnote

Add and manage sources

Add and link indexed items

Formatting settings for legal documents

| FILE | HOME | INSERT | DESIGN | PAGE LAYOUT | REFERENCES | MAILINGS | REVIEW | VIEW | ACROBAT | FORMAT |

Table of Contents

Add Text
Update Table

Table of Contents

AB[1] Insert Footnote
AB[1] Next Footnote
Insert Endnote
Show Notes

Footnotes

Insert Citation
Manage Sources
Style:
Bibliography

Citations & Bibliography

Insert Caption
Insert Table of Figures
Update Table
Cross-reference

Captions

Mark Entry
Insert Index
Update Index

Index

Mark Citation
Insert Table of Authorities
Update Table

Table of Authorities

Add a preset, formatted table of contents, and update an existing table using the buttons to the right.

Jump to next footnote in your text

Display menu of all notes

Add a formatted bibliography according to what type of document you're drafting

Insert captions below images

Hyperlink portions of text

Review/edit

Always check spelling & grammar!

Find synonyms for words you've used too often throughout your document

Translate and adjust language settings

Track changes that have been made throughout the creation and editing of your document (very useful!)

Compare and combine revisions of same document

| FILE | HOME | INSERT | DESIGN | PAGE LAYOUT | REFERENCES | MAILINGS | REVIEW | VIEW | ACROBAT |

ABC ✓
Spelling & Grammar

Define

Thesaurus

ABC 123
Word Count

Proofing

Translate

Language

Language

New Comment

Delete

Previous

Next

Show Comments

Comments

Track Changes

Simple Markup
Show Markup
Reviewing Pane

Tracking

Accept

Reject

Previous
Next

Changes

Compare

Compare

Block Authors

Restrict Editing

Protect

Count total words in document

Add, delete, and toggle through document's comments by multiple users

Accept or reject changes that have been made by other editors

Control editing capabilities (it's a privilege not a right!)

Define a word by highlighting and clicking this button

View options

Read document as if it were a pdf or epub file

Edit document as it will look when printed

See next slide (17)

Show ruler measurements or grid to give you spatial relations on the page

Split or add documents and toggle between each

Arrange your split windows, or synchronize scrolling

Automate frequently used tasks by creating a series of commands and instructions

FILE | HOME | INSERT | DESIGN | PAGE LAYOUT | REFERENCES | MAILINGS | REVIEW | VIEW | ACROBAT

Read Mode | Print Layout | Web Layout | Outline | Draft | Ruler | Gridlines | Navigation Pane | Zoom | 100% | One Page | Multiple Pages | Page Width | New Window | Arrange All | Split | View Side by Side | Synchronous Scrolling | Reset Window Position | Switch Windows | Macros

Views | Show | Zoom | Window | Macros

Edit document as it will look when printed

Draft returns you to regular text edit as opposed to outline mode

Navigate your document with quick searches

Magnify or broaden your view of the document

View the document one or two pages at a time, adjust page width

Toggle between your documents

Outlining is a simple way of creating a list or taxonomy

When this is checked, it shows your stylized/designed text, rather than the normal text format, which looks more like the text of this explanatory caption

Quickly refer to each level of your list

Insert other documents into or create documents of portions of your outline
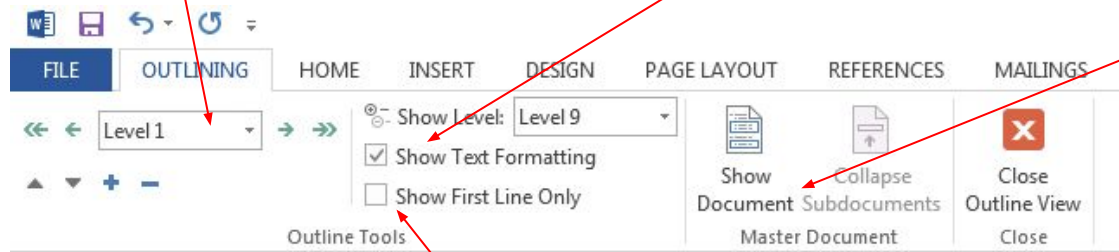
When this is checked, it shows the first line only of the level you have selected. The higher the level, the more lines are shown.

Start by typing your first and second lines. Then drag the minus symbol at the head of the line right to subordinate the second line to the first line
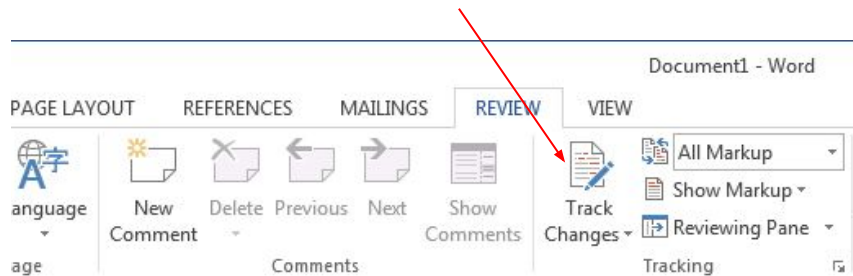
Problems w/multi-user comments
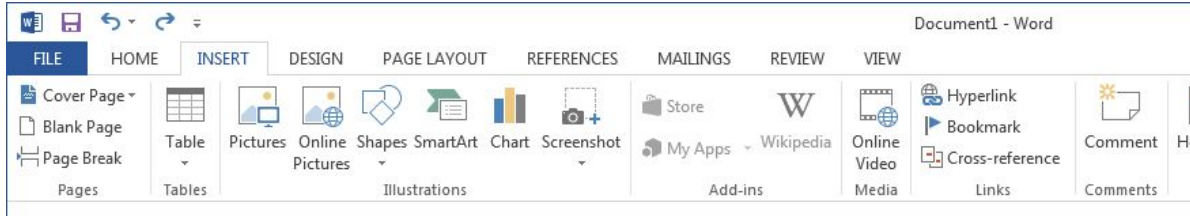
It is difficult to manage or delete comments from the Insert tab. Instead, delete user comments from the Review tab.

Problems w/track changes

If you're having trouble turning track changes off, be sure that it is unlocked.

DADA

Surrealism~~False~~

Gg allin

MA

This is what Track Changes looks like. The blue is unedited text, the crossed-out red has been deleted by an editor, and the underscored red word to the left of the deleted word is the word the editor chose to replace the previous word. All red underscored words are additions made to the original text.