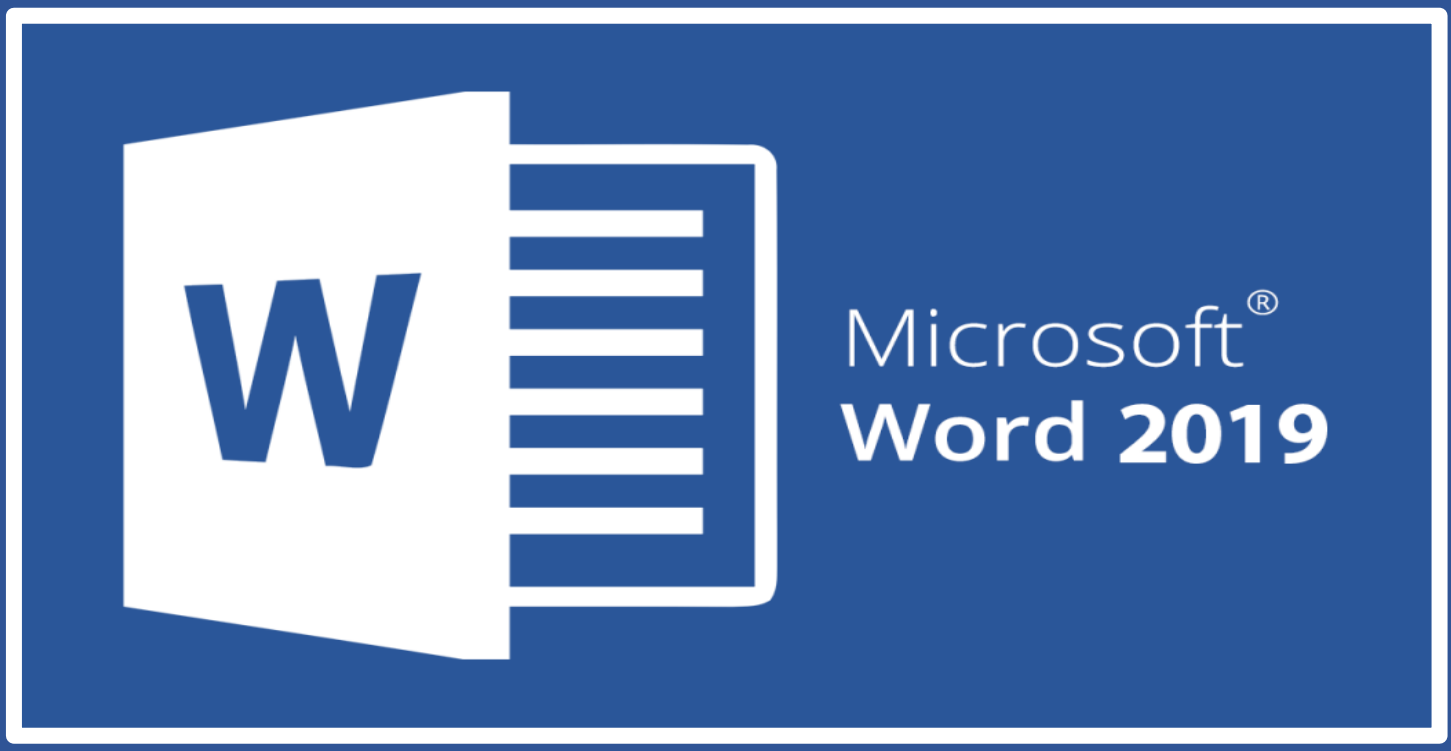


Lab1

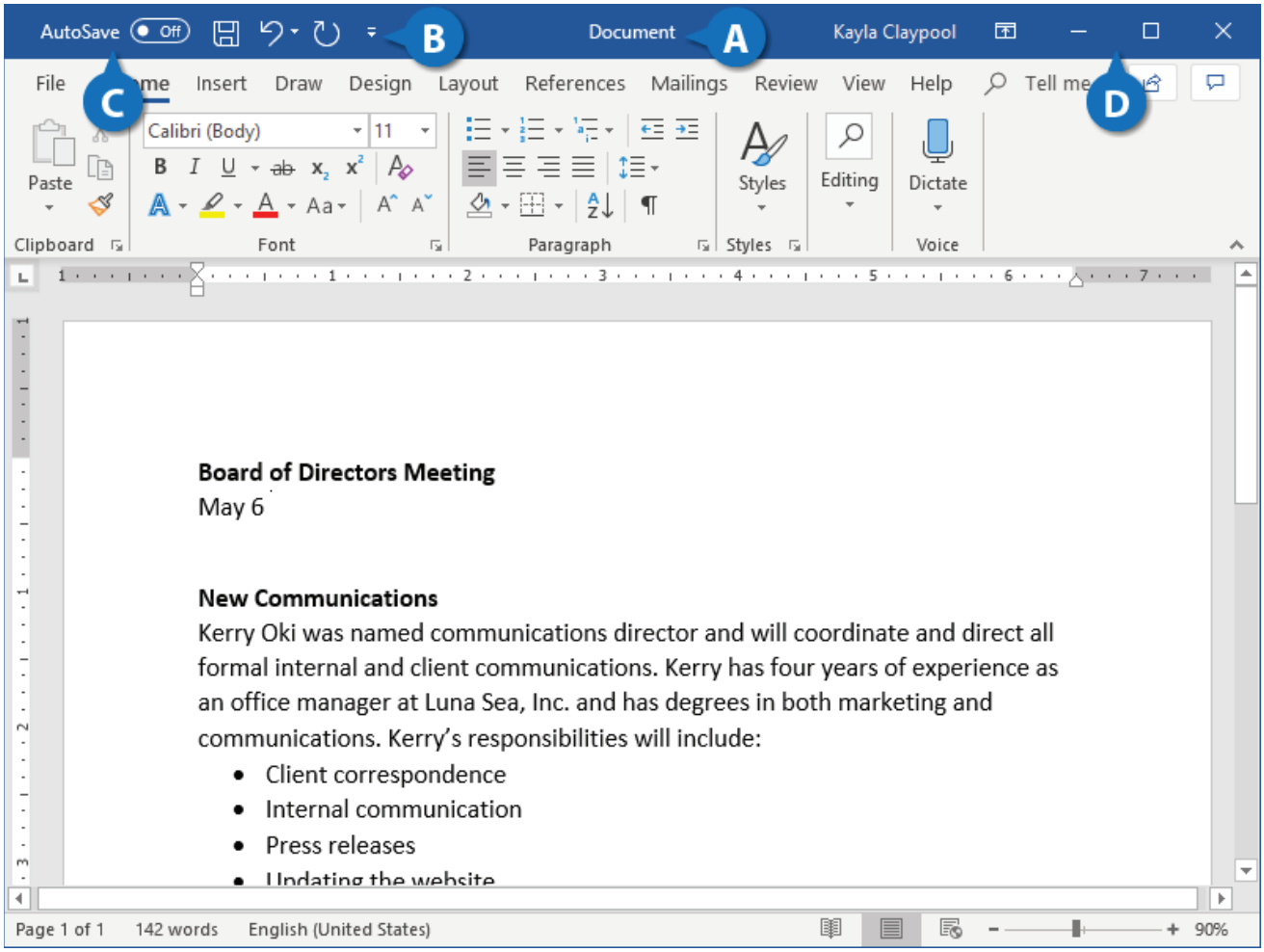
Word Fundamentals

Understand the Screen

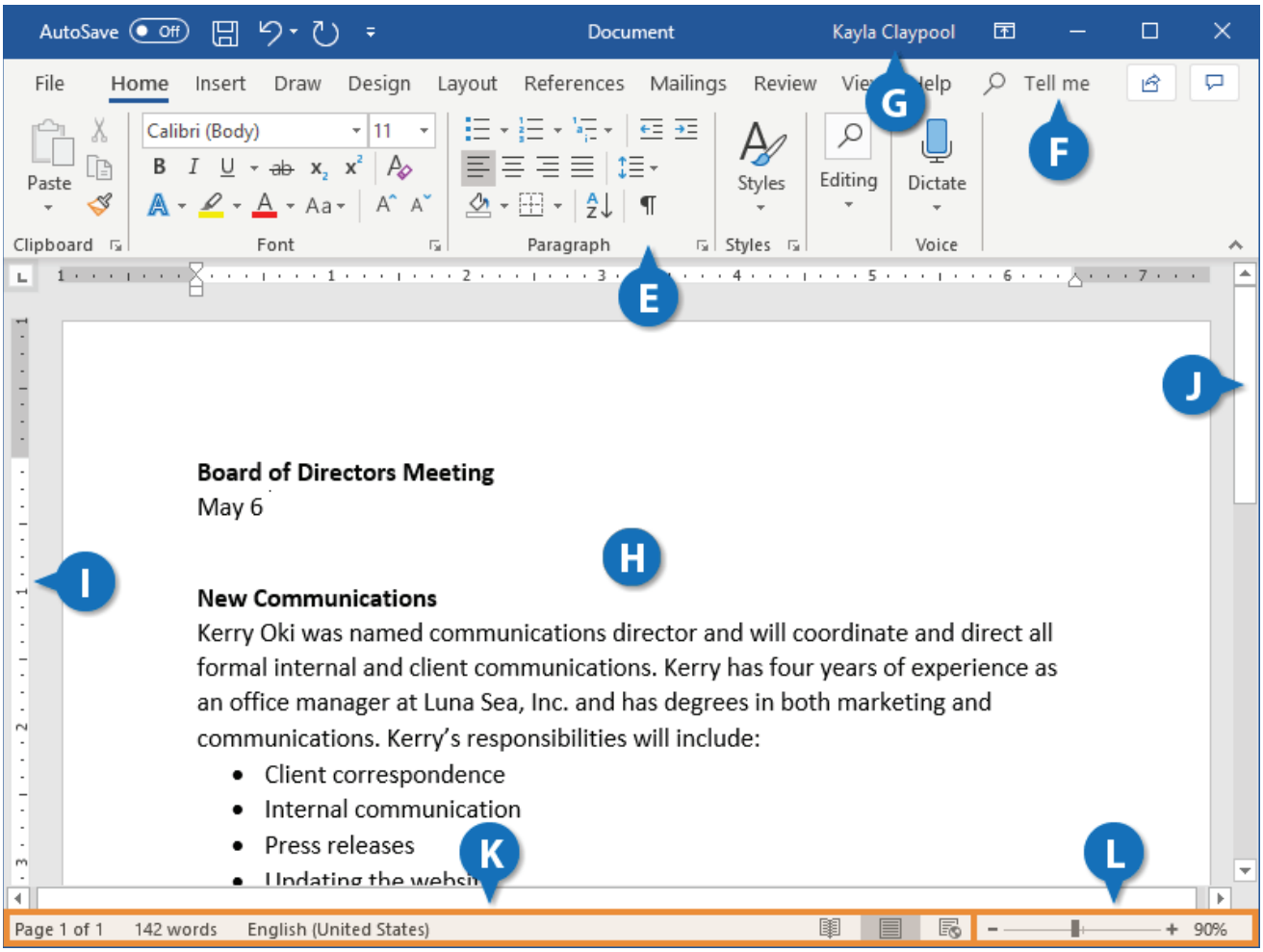
There are many different elements that make up the Word program screen.

The Word Screen

Review the labeled items in the images below, then refer to the tables to see what everything does.



A	**Title Bar:** Displays the name of the current file.	C	**AutoSave Switch:** If the current document is saved to a cloud storage location, like OneDrive or SharePoint, you can toggle whether changes are automatically saved.
B	**Quick Access Toolbar:** Contains common commands such as Save and Undo. It can be customized to include many common commands.	D	**Display Options:** This is where you can change how much of the ribbon is displayed; minimize, maximize or restore the Word window; or close Word altogether.



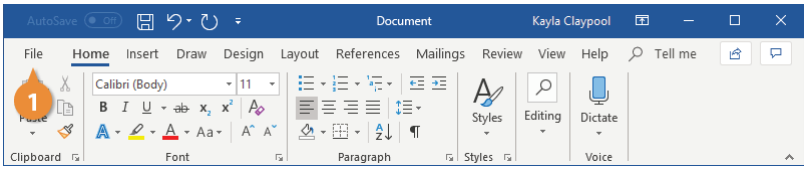
E	**Ribbon:** This is where you'll find all the options you need to make a stellar document. The options are grouped into tabs.	I	**Rulers:** When the rulers are turned on, they appear at the top and the left of the document.
F	**Tell Me Search Box:** Allows you to search for commands by typing out keywords.	J	**Scroll Bars:** Use the scroll bars to move up and down or left and right in a document.
G	**Microsoft Account User Info:** When you're logged in with your Microsoft account, your name appears here.	K	**Status Bar and Views:** Shows summary information like the number of pages and words in the document. Next to it are the buttons to change the document view.
H	**Document Window:** This is where you see your document, where you edit and format the text.	L	**Zoom Slider:** Use the zoom slider to change how big the document appears.

Create New Documents

Creating a new document is one of the most basic commands you need in Word. You can create a new blank document, or you can create a new document based on a template.

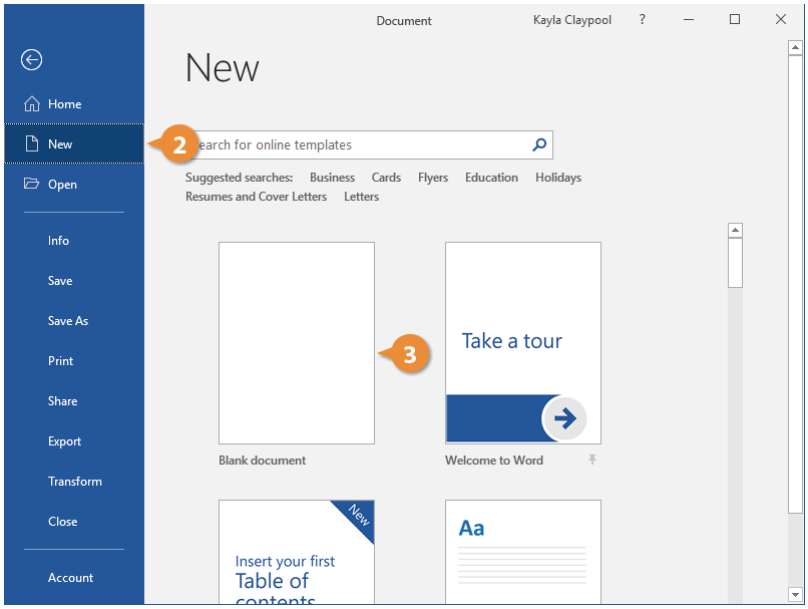
Create a Blank Document

1. Click the **File** tab.
2. Click **New**.
3. Select **Blank Document**.



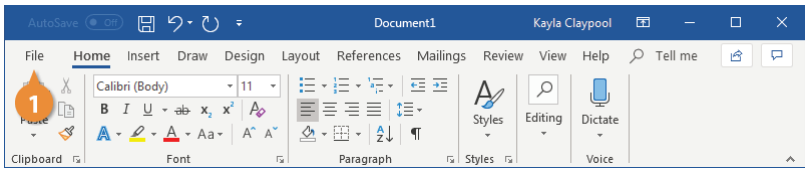
A new, blank document is created in a new window.

Shortcut: Press **Ctrl** + **N** to open a new blank document.



Create a Document from a Template

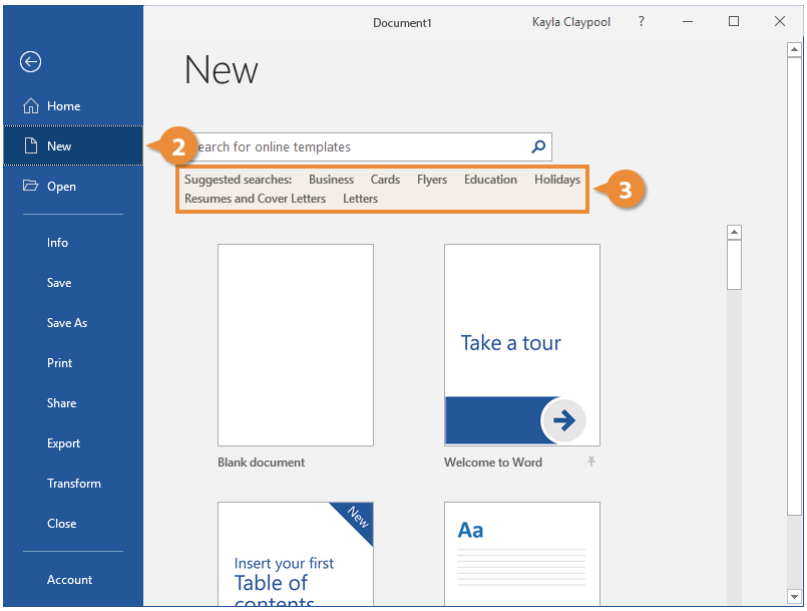
1. Click the **File** tab.
2. Click **New**.



The New screen has a few ways for you to select a template.

First, several featured templates will appear, after the Blank document template.

You can also search for a template using the search field or select a template category from the suggested searches.

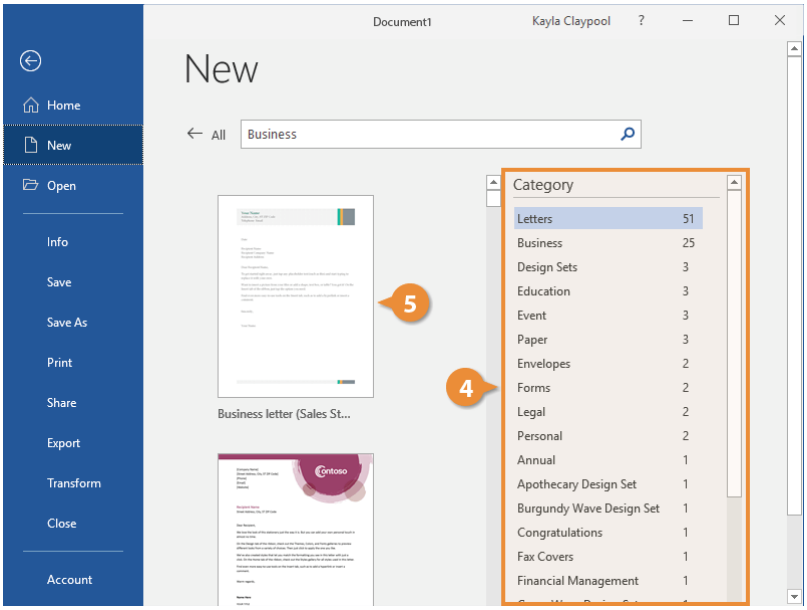


3. (Optional) Select or search for a template category.

Preview images of the templates will appear for the selected category, along with a Category list.

4. (Optional) Select an additional category.

Selecting additional categories allows you to narrow your template search even more. Only templates that fit into all the selected categories will appear.

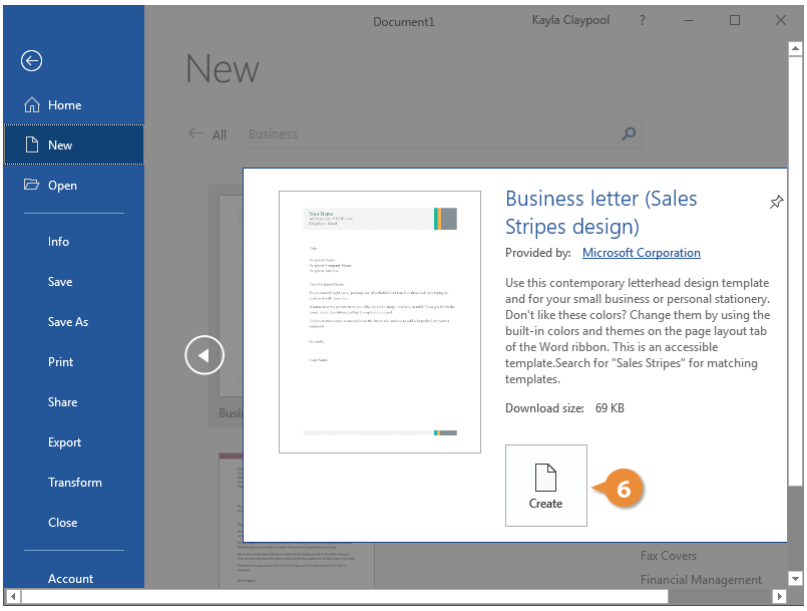


5. Select a template.

A larger preview of the template appears, along with a description.

6 Click **Create**.

A new document from the template is created. Now, just fill in the placeholders.



Open a File

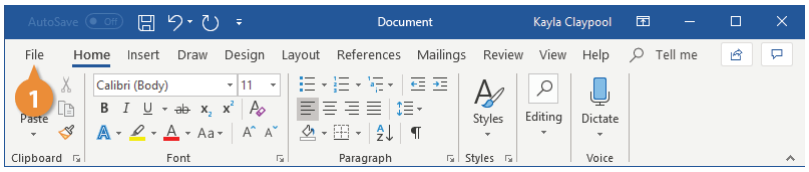
Opening a file lets you resume working on a document that you have saved from earlier or that someone else has created and shared with you.

Open a Document

While you can open a document by double-clicking its icon in Windows, you can also browse and open files from within Word.

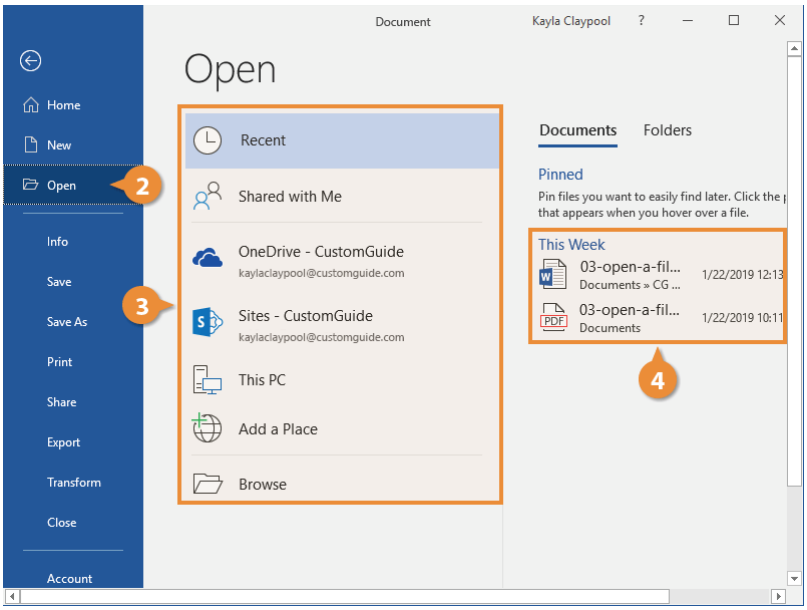
1. Click the **File** tab.
2. Click **Open**.

   The Open screen appears, giving you a few ways to find a document.



3. Select a location.

   - **Recent** displays a list of documents that you've recently opened.
   - **Shared with Me** will show documents that others have shared with you through your Office 365 account.
   - Your **OneDrive** and **SharePoint** sites will let you browse through the files stored on those cloud servers, if you have them.
   - **This PC** lets you browse through the Documents folder for files.
   - Clicking **Browse** opens a dialog box, where you can browse through your computer's folders, drives, and network shares.



4. Select the file you want to open.

The selected file opens.

Tip: From the Browse dialog box, you'll need to click the Open button after selecting the file.

Save a File

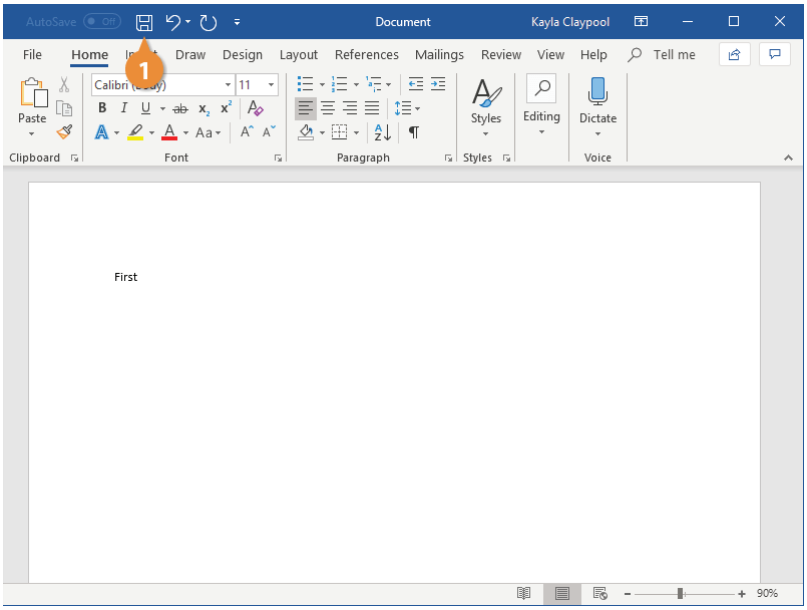
After you've created a new document or made changes to an existing document, you'll need to save it for those changes to be preserved. You can also save a copy of an existing document, using a new name, a new location, or a different file type.

Save a New Document

When you save a new document for the first time, you'll need to give it a name and tell Word where to save it.

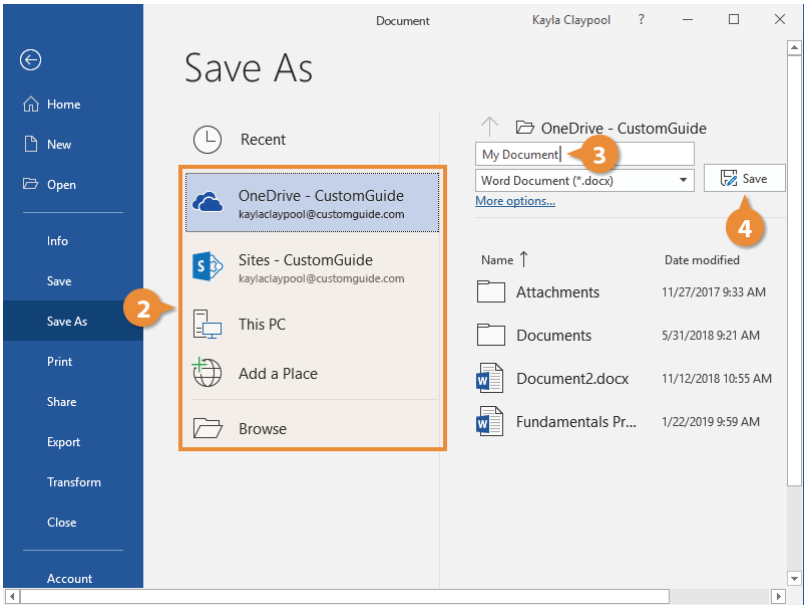
1. Click the **Save** button on the Quick Access Toolbar.

   Since the document doesn't have a name or location yet, the *Save As* screen will appear.



2. Choose a location to save the file to:

   - **OneDrive**, a cloud storage folder accessible to all computers and mobile devices that you've connected to your Office 365 account.
   - A **SharePoint** site, if you're part of an organization that uses one.
   - Select **This PC** to save the file locally in your Documents folder.
   - Click **Browse** to open a dialog box, where you can browse through your computer's folders, drives, and network shares.



3. Enter a file name.
4. Click **Save**.

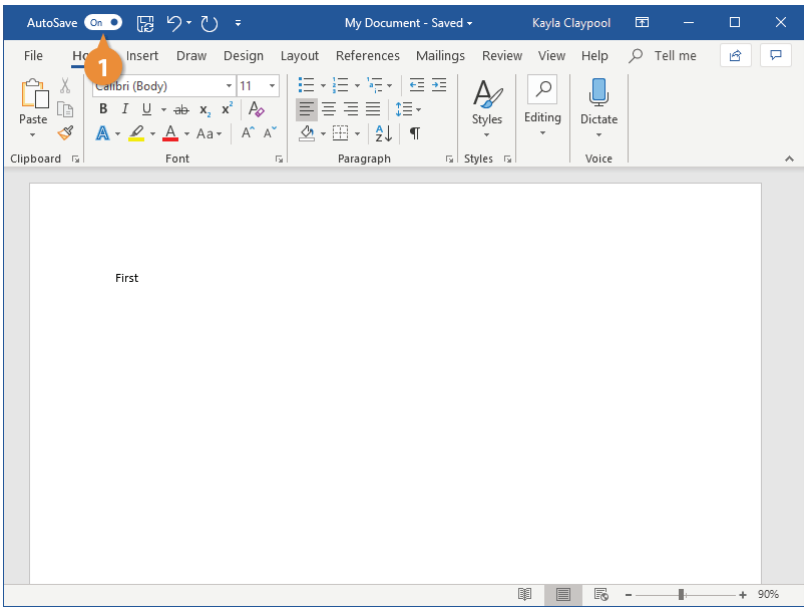
The file is saved and can be safely closed for you to reopen later.

Shortcut: Press **Ctrl + S** to save.

AutoSave Documents

If you've saved a document to an online location, you'll have the option to automatically save changes.

1. Click the **AutoSave** toggle button to turn the feature on or off.

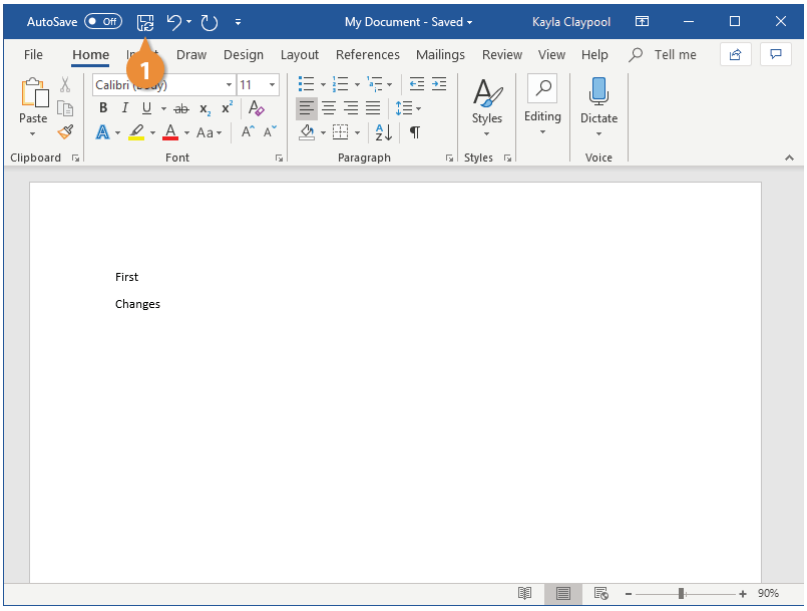


Save Progress

As you continue to work in Word, you'll want to save any changes you make periodically. This way, you won't lose all of your work if there's an unexpected crash.

1. Click the **Save** button on the Quick Access Toolbar.

Shortcut: Press **Ctrl + S** or click the **File** tab and select **Save**.

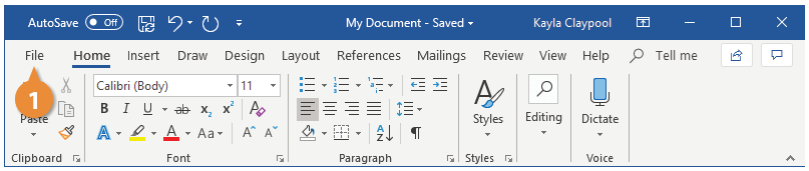


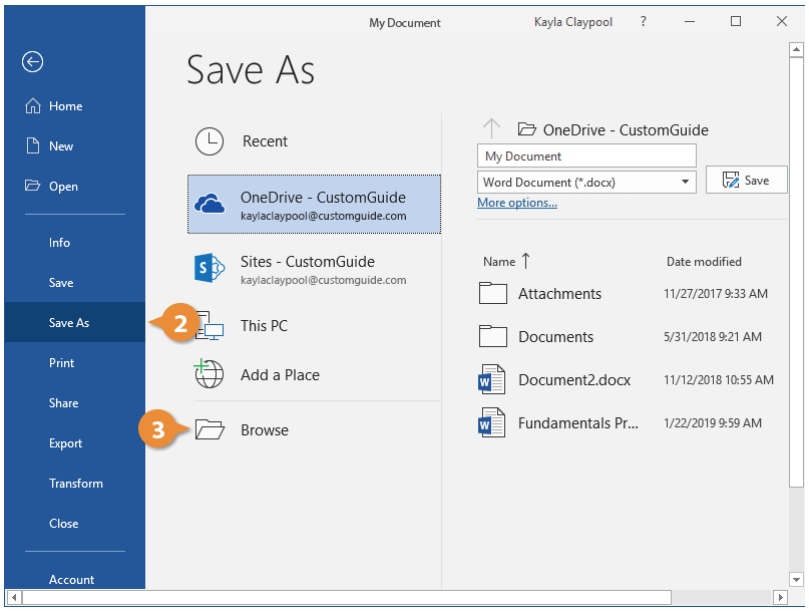
Save As a New File and/or Location

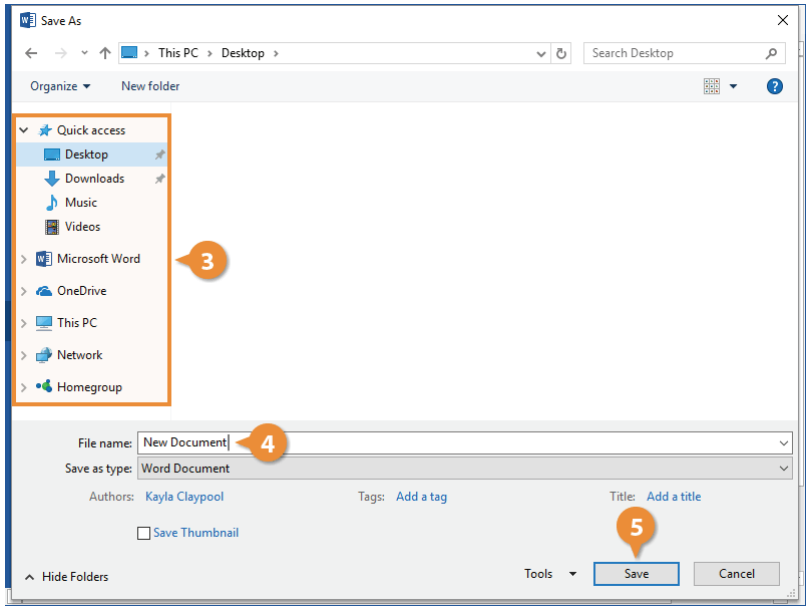
Sometimes you may want to make a copy of an existing document by saving it in a new location and/or with a new name.

1. Click the **File** tab.
2. Click **Save As**.
3. Select a location, by selecting either OneDrive, SharePoint, or This PC. Or, you can click **Browse** and navigate to the folder where you want to save your file.
4. Enter a new file name.
5. Click **Save**.

The document is saved to the new location with the new name. The original file is automatically closed so you can start working in the new one right away.







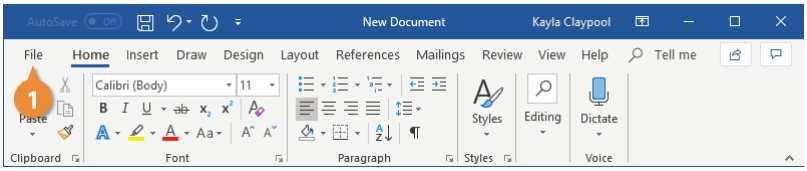
Save to Different File Formats

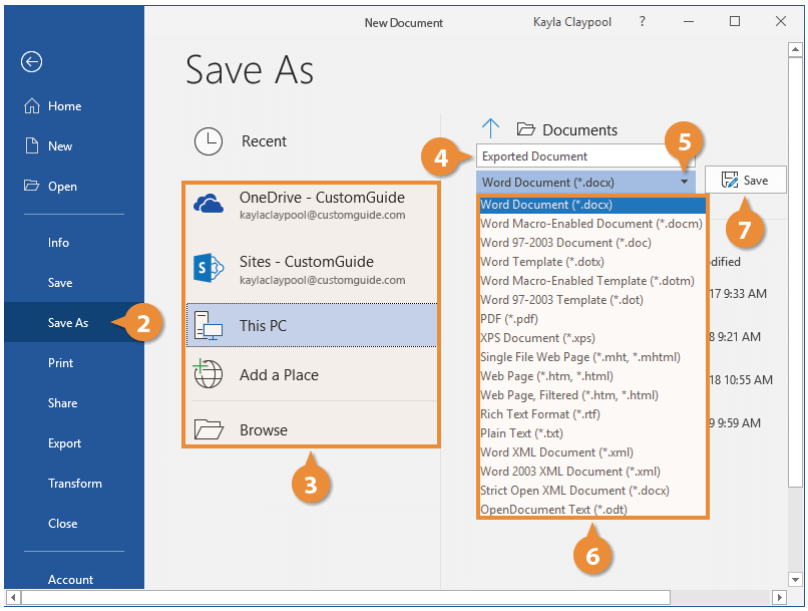
Word normally saves its files as Word documents, but you can save your Word projects as other file formats too.

1. Click the **File** tab.
2. Click **Save As**.
3. Choose where you want to save your file.
4. (Optional) Enter a new file name.
5. Click the **Save as type** list arrow.

   The drop-down list displays the different types of files you can save the document as.
6. Select a file format.
7. Click **Save**.

A copy of the file is saved in the new format.





Common Word File Formats	
Word Document (.docx)	This is the default format for Word documents.
Word Macro-Enabled Document (.docm)	This is a version of the default Word file type that supports macros, which allow for small tasks to be automated.
Word 97-2003 Document (.doc)	Documents in this format can be read by all previous versions of Word, but lack some advanced features. They are also larger than .docx files and are more prone to corruption.
PDF (.pdf)	A PDF preserves a document as how it would appear when printed and can be shared electronically to be viewed on many kinds of devices.
Web Page (.htm, .html)	This format creates pages that can be uploaded to the web and viewed in a browser.
Rich Text (.rtf)	This basic format can be opened by nearly any text editor and preserves basic font formatting.
Plain Text (.txt)	This simple file type saves only text with no formatting or page layout.

Navigate a Document

While working on a document, you'll often need to move the text cursor around to change where you're typing.

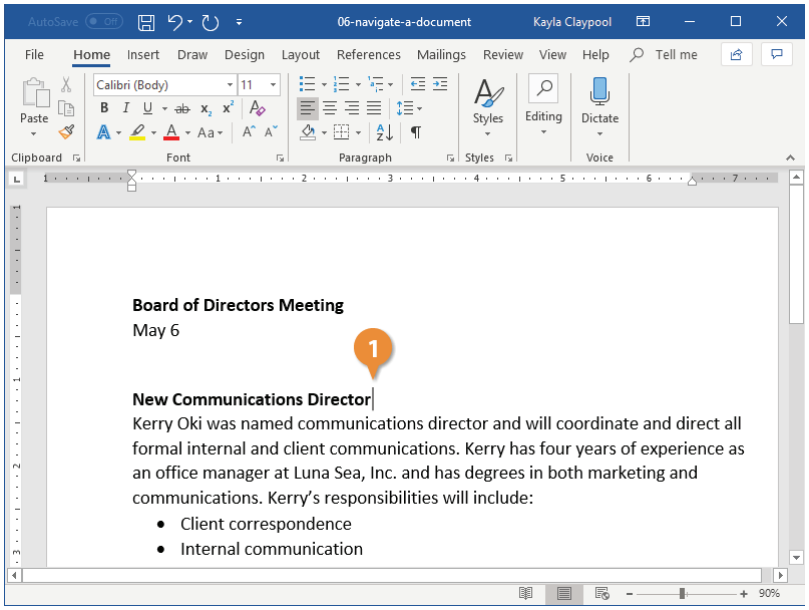
Move the Insertion Point

The insertion point is the blinking vertical bar that represents where text will be inserted as you type.

1. Click anywhere inside the document.

The insertion point moves to where you clicked—or, at least, as close as possible. If you click in a margin, or after the end of the text toward the bottom of the page, the insertion point moves to the closest point it can.

You can also move the insertion point around using the keyboard. This method is described in the table below.

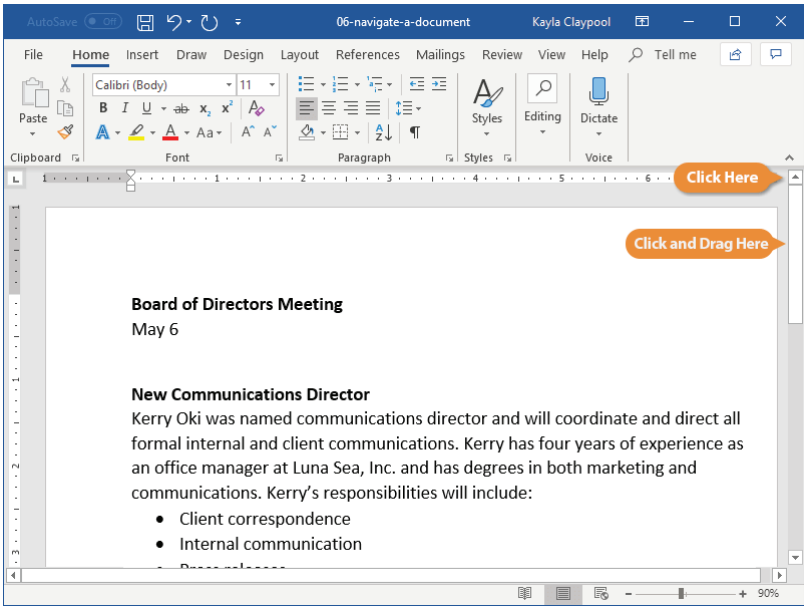


Press	To Move the Insertion Point
Arrows (↑↓←→)	Up or down one line; or left or right one character.
Home	To the beginning of the current line.
End	To the end of the current line.
Page Up	Up one screen, while also scrolling the page the same distance.
Page Down	Down one screen, while also scrolling the page the same distance.
Ctrl + Arrows (↑↓←→)	Up or down one paragraph; or left or right one word.
Ctrl + Home	To the beginning of the document.
Ctrl + End	To the end of the document.

Scroll in a Document

When a document gets long enough, it can be tough to navigate through the whole thing with just the keyboard. You can use the scroll bars on the right and bottom sides of the window to move through the document quickly.

- Click the arrow buttons at the top, bottom, and sides of the scroll bar to scroll one line at a time.
- Click and drag a scroll bar to move quickly though a document, releasing it when you've reached the page you want.



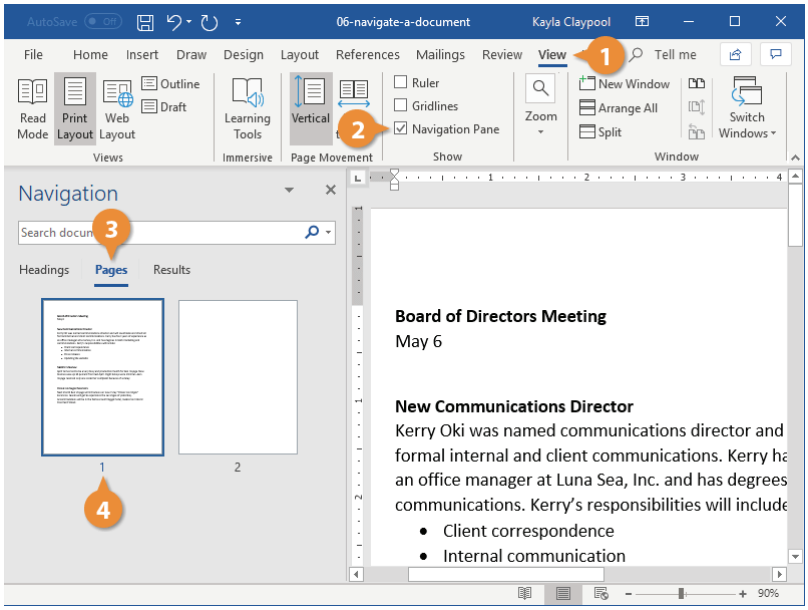
Use the Navigation Pane

If you have a longer document with multiple pages, or you've set up your document into sections with headings, you can use the Navigation Pane to move quickly through sections and pages.

1. Click the **View** tab on the ribbon.
2. Select the **Navigation Pane** check box in the Show group.

   The Navigation Pane appears on the left side of the screen, showing headings used in the document. Clicking one will jump to that heading.
3. Click **Pages**.

   The Navigation Pane now shows every page in the document, represented by a thumbnail.
4. Click a page in the Navigation Pane.



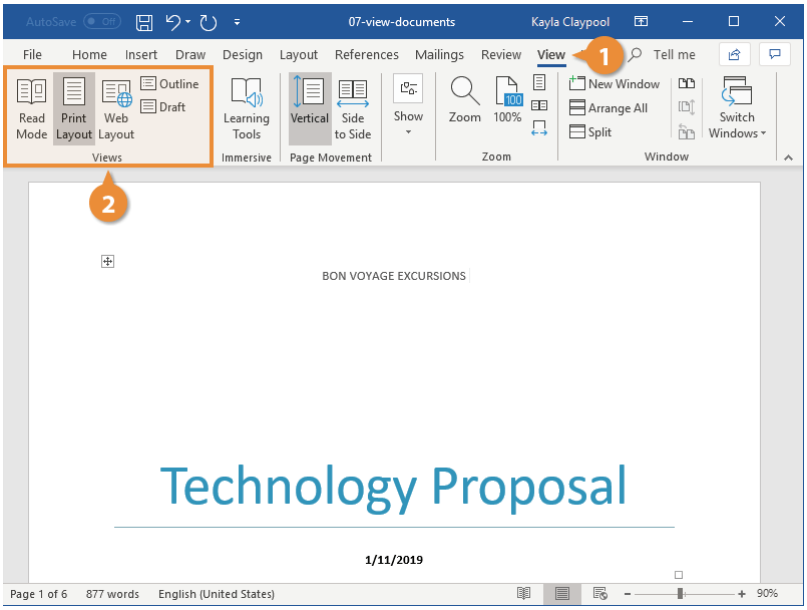
Word navigates right to the selected page.

View Documents

There are several ways to change how a document's contents are displayed on the screen using the preset document views. You can also zoom in or out to view more or less of the page at a time and view multiple documents at once.

Change Document Views

1. Click the **View** tab.
2. Select a view.



- **Read Mode** only shows necessary toolbars, making room for enlarged text and navigational tools. This view is read-only, so you won't be able to make edits.
- **Print Layout view** displays your document as it will appear when printed. It's best for working in documents with advanced formatting.
- **Web Layout view** shows backgrounds, wraps text to fit inside the window, and positions graphics just as they are in a web browser.
- **Outline view** displays your document in classic outline form.
- **Draft view** works well for most simple word-processing tasks, such as typing, editing, and simple formatting. Does not display advanced formatting, such as page boundaries, headers and footers, or floating pictures.

Tip: You can quickly access Read Mode, Print Layout, and Web Layout views from the View buttons in the status bar.

Zoom

Sometimes it is helpful to make a document appear larger on the computer's screen, especially if you have a small monitor or poor eyesight. It can also be helpful to zoom out so that you can see how the whole document looks.

1. Click the **Zoom In** or **Zoom Out** buttons on the status bar.

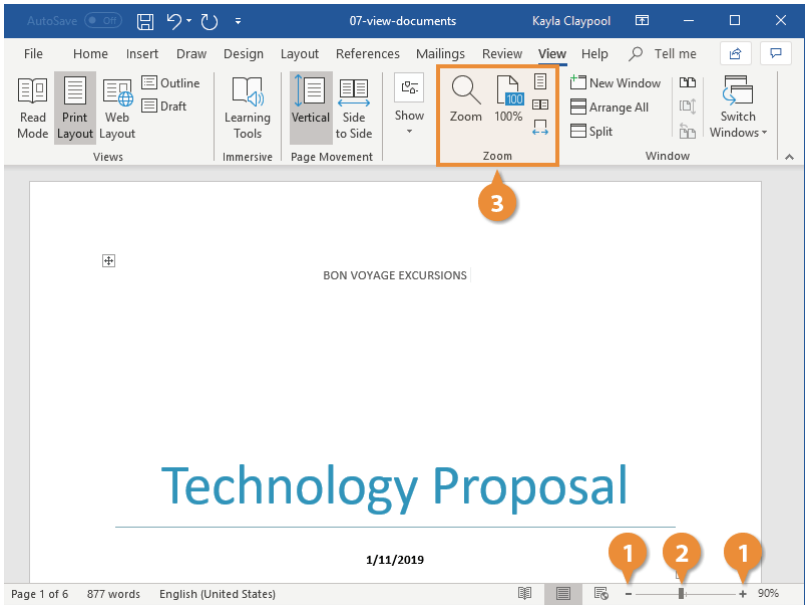
   The page zooms in or out.

2. Click and drag the zoom slider to adjust the zoom level.

   Using the zoom slider is a more precise way to adjust the zoom on your document.

3. Click one of the options in the Zoom group on the View tab of the ribbon to control the zoom level further.

   - Click the **Zoom** button to open the Zoom dialog box, where you can specify a zoom level.
   - Click the **100%** button on the View tab to return your document to viewing at 100%.
   - Click the **One Page** button to zoom the document out so that one entire page is visible in the window.
   - Click the **Multiple Pages** button to see multiple full pages side by side.
   - Click the **Page Width** button to automatically zoom the document in so that the page fills the window side-to-side.



Show or Hide Formatting Symbols

Every document is filled with hidden formatting symbols that help control how the text is laid out on the page. New paragraphs, carriage returns, tabs, spaces, and page breaks can be seen, selected, moved, and deleted.

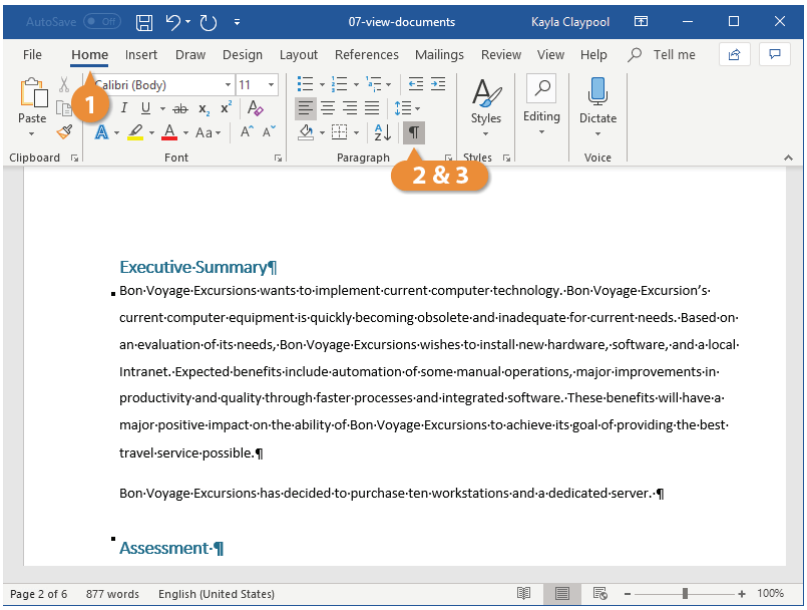
Viewing these formatting symbols lets you see where you may have added extra spaces between words, for example, or whether spaces or tab stops were used to indent text.

1. Click the **Home** tab.
2. Click the **Show/Hide ¶** icon.

   The hidden formatting symbols are now shown. These symbols represent spaces, new paragraphs, page breaks, and other bits of text and page formatting.
3. Click the **Show/Hide ¶** button again.

The symbols are hidden once again.

Shortcut: Press **Ctrl** + ***** to display or hide the formatting symbols.



View Multiple Documents

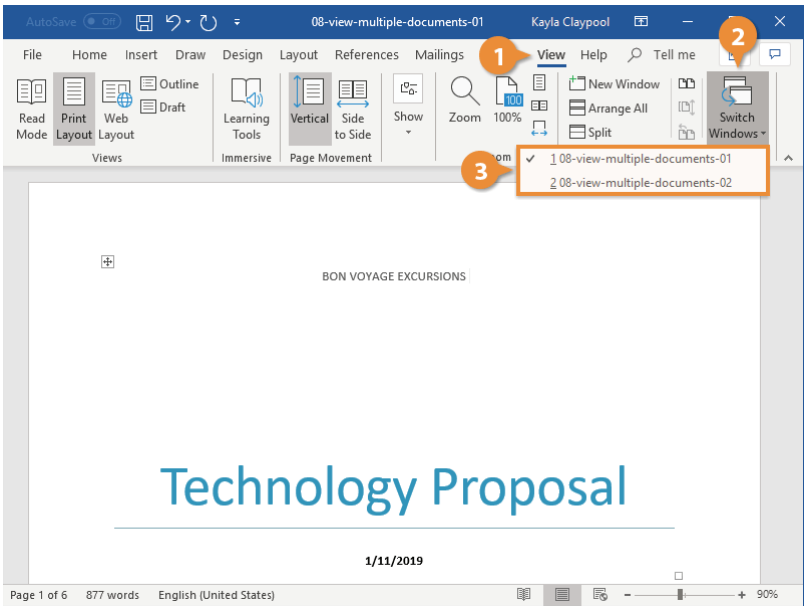
Switch Windows

If you have several documents open in Word, you can switch between them while they are all open.

1. Click the **View** tab on the ribbon.
2. Click the **Switch Windows** button.

   All the documents currently open are listed, with a check next to the active one.
3. Select another document.

The other document comes to the front.



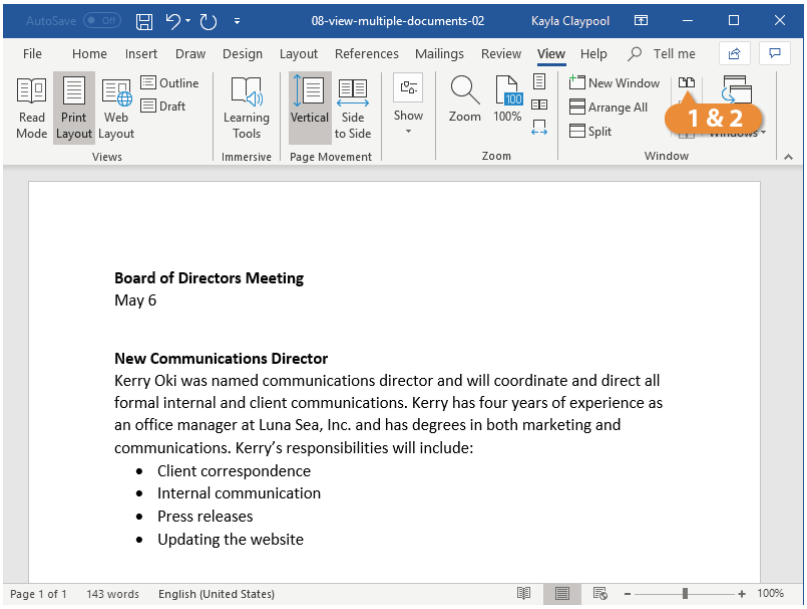
View Documents Side by Side

If you need to compare the contents of two documents to each other, you can also view them side by side.

1. With two documents open at the same time, click the **View Side by Side** button.

   The windows are resized so that they'll both fit on the screen, and they're arranged side by side.

   While viewing documents side by side, the **Synchronous Scrolling** feature is enabled. When you scroll one document up or down, the other document will scroll at the same speed. You can turn this feature off by clicking the **Synchronous Scrolling** button.



2. Click the **View Side by Side** button again.

The windows return to normal.

Print

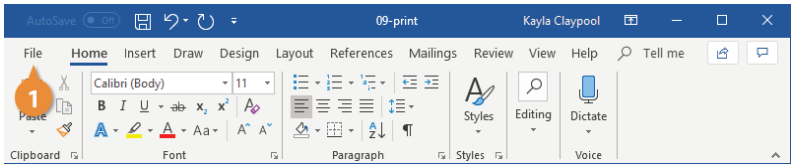
When you're ready to print a document, and if you have a printer connected to your computer, you can preview a document and print it.

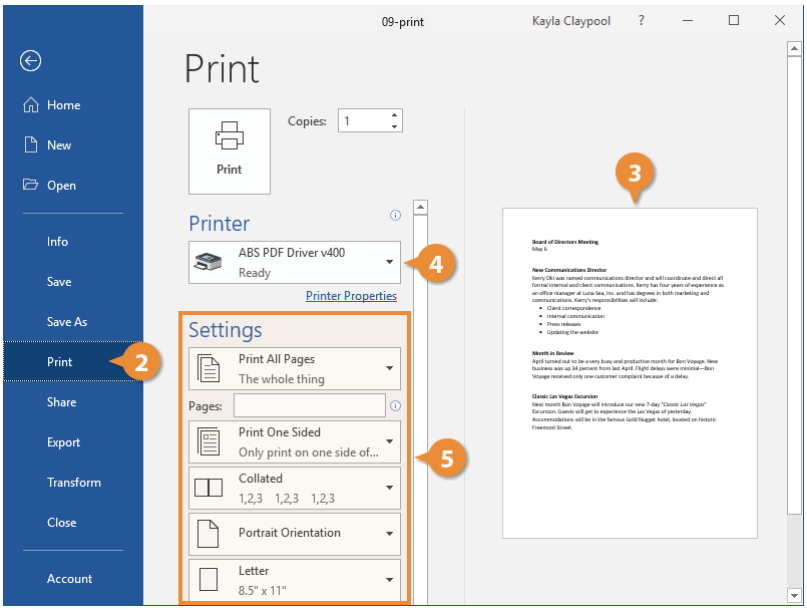
Print a Document

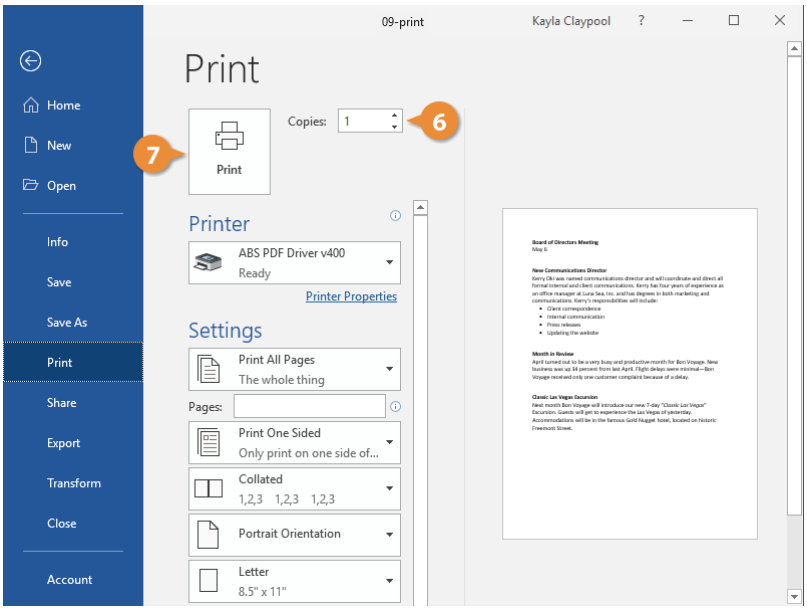
1. Click the **File** tab.
2. Click **Print**.
3. Examine the print preview on the right side of the screen to ensure the document appears correct.
4. Select the correct printer by clicking the **Printer** list arrow and selecting it from the list.
5. Adjust the printer settings using the options below the printer, described in the following table.
6. Set the number of copies in the **Copies** text field.
7. Click **Print**.

The document is sent to the printer.

Shortcut: Press **Ctrl** + **P**.



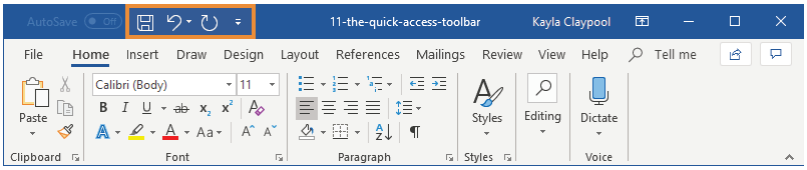




Print Settings	
Print Range	Print the whole document, a certain page range, a single section, or just even or odd pages.
Print One Sided / Both Sides	Print the document one-sided, enable a printer's two-sided printing function, or manually flip the pages during printing.
Collate	Collating prints multiple copies of the document all the way through (1, 2, 3, 1, 2, 3), while printing uncollated prints multiple copies of each page together (1, 1, 2, 2, 3, 3).
Orientation	Select Portrait (taller) or Landscape (wider).
Page Size	Select the size of paper you're printing on.
Page Margins	Adjust the margins between the edge of the page and the text.
Pages Per Sheet	Arrange multiple pages on a single sheet.

The Quick Access Toolbar

The Quick Access Toolbar holds a few buttons for commands that you'll use often, such as save, undo, redo, and repeat. They'll always be available, no matter which ribbon tab you're on.



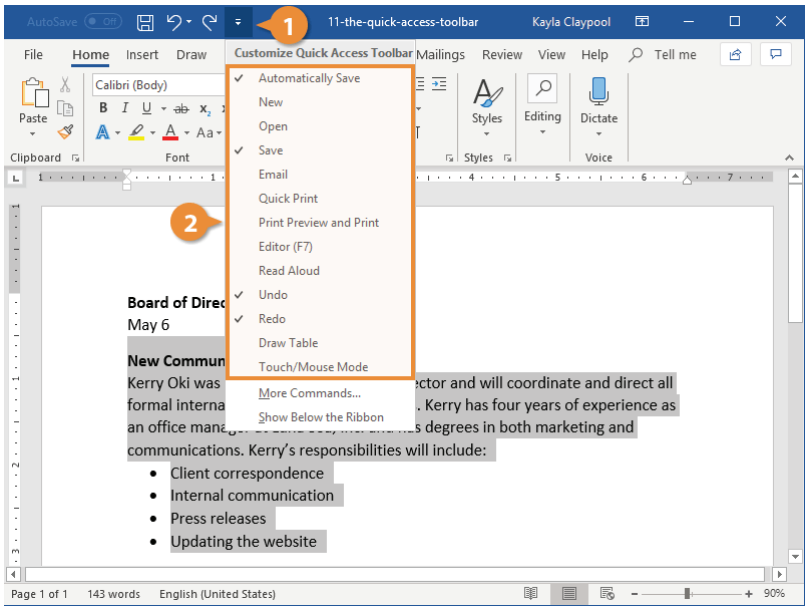
Customize the Quick Access Toolbar

If the Quick Access Toolbar doesn't contain enough of your frequently used commands, you can customize it by adding or deleting commands.

1. Click the **Customize Quick Access Toolbar** button.

   A list appears and displays some commands you can add.

2. Select the command you want to add.



The button is added to the toolbar.

Tip: You can find all the available commands you can add by selecting **More Commands**, which opens the Word Options dialog box.

Tip: To remove a command, select a command with a checkmark to deselect it.

The Help Pane

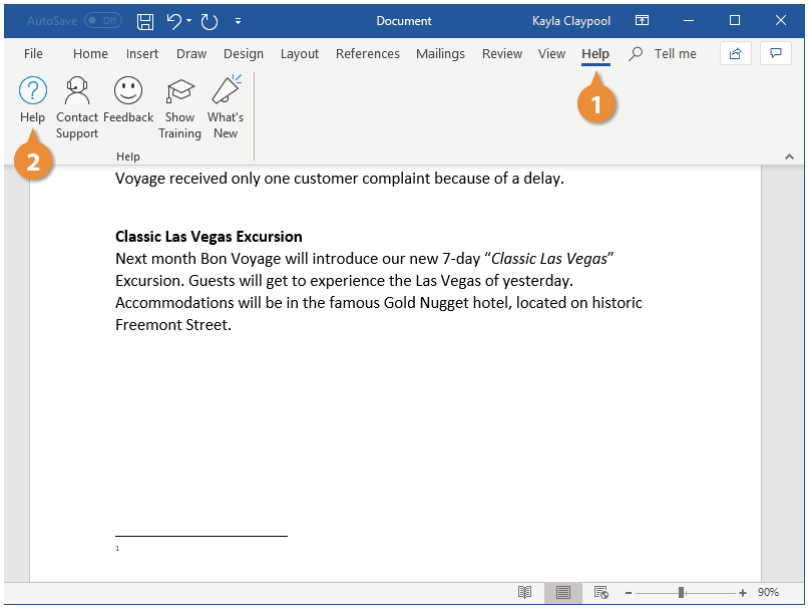
You can also open the Help window to browse topics and read the Help files.

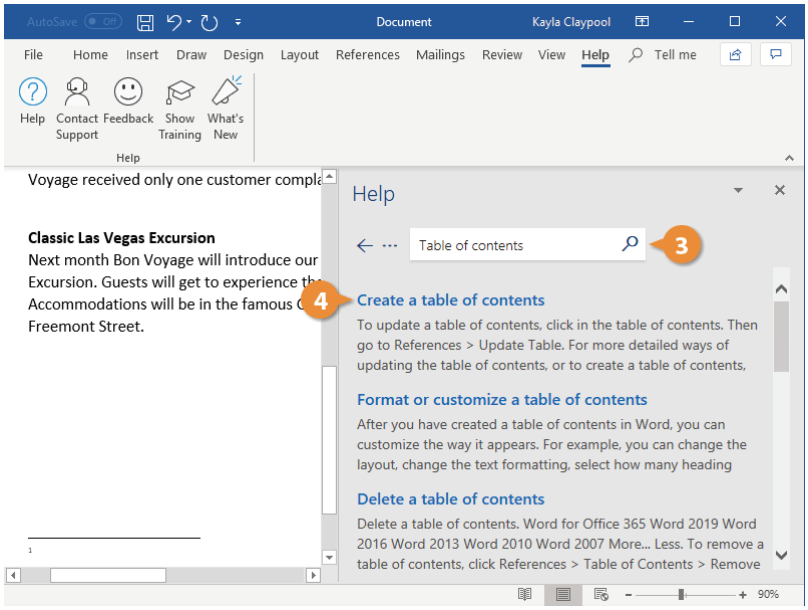
1. Click the **Help** tab.
2. Click the **Help** button.

   The Help pane appears, listing several common help topic categories.
3. Type a help topic in the Search field at the top and click the **Search** button.
4. Select a help topic.

The topic page opens for you to read.

Shortcut: Press **F1** to quickly open the Help pane.





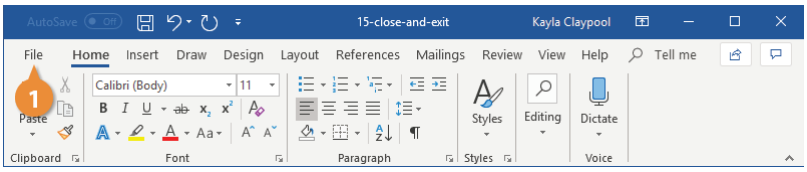
Close and Exit

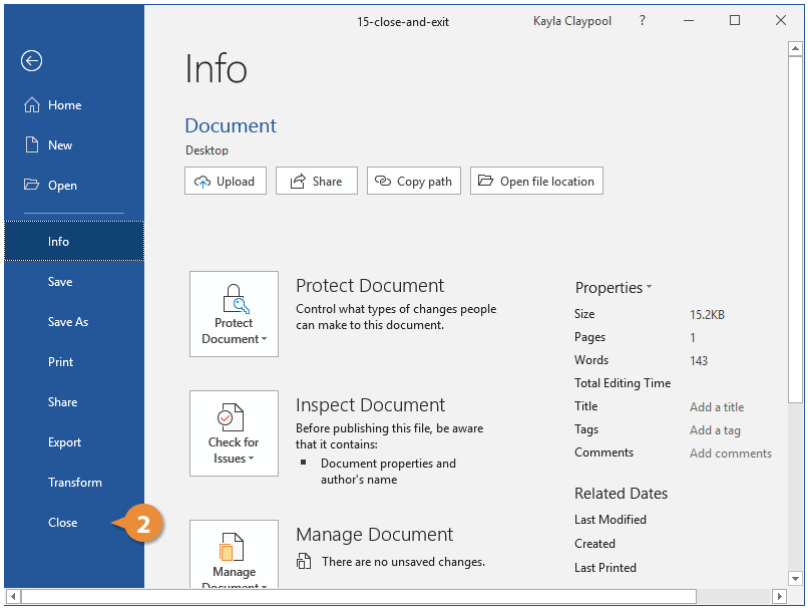
When you're done working with a file, it's a good idea to close it so you don't bog down your computer with unused programs.

Close a Document

Each document window must be closed individually. If you only have one file open, you can close it from the File menu and keep Word running.

1. Click the **File** tab.
2. Click **Close**.





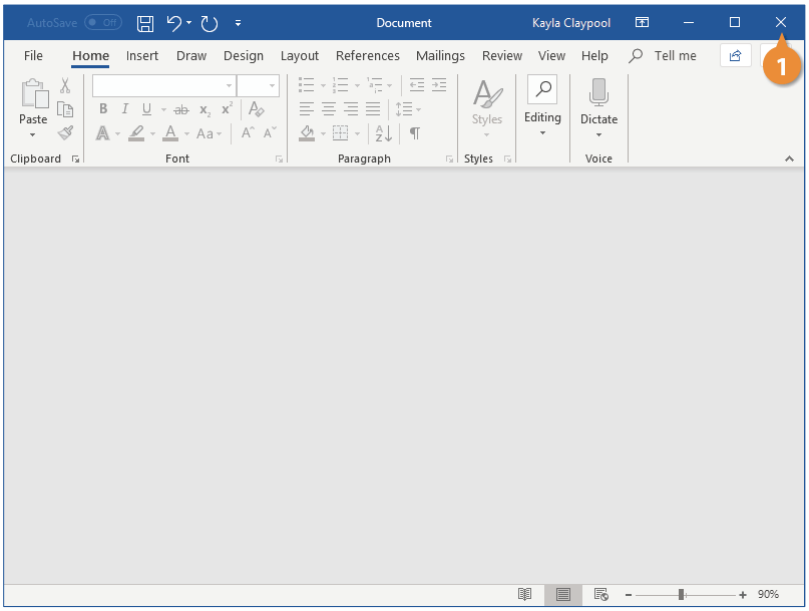
The file is closed, but Word is still running. You can still browse for a file to open, create a new document from a template, and access Word's options.

Shortcut: If you have multiple Word documents open, clicking the **Close** button on the title bar will close each document individually.

Tip: If you have not saved the document since making changes, a dialog box will appear asking if you want to save the changes to the document. Click **Save** if you wish to save your changes, click **Don't Save** if you do not want to save your changes, and click **Cancel** if you do not want to close the document.

Close Word

If you only have one Word document open, closing the document window will also quit Word entirely.

1. Click the **Close** button.

Word quits as the window closes.