MICROSOFT WORD TUTORIAL

GETTING STARTED

Microsoft Word is one of the most popular word processing programs supported by both Mac and PC platforms. Microsoft Word can be used to create documents, brochures, leaflets, outlines, resumes, lists, and simple web pages.

CREATING A NEW DOCUMENT

OPENING MICROSOFT WORD

To begin Microsoft Word, go to **Macintosh HD > Applications > Microsoft Office 2008 > Microsoft Word** (Figure 2). Select Word Document from the Project Gallery if a blank document does not open.

Figure 2. Navigate to Microsoft Word on a Mac.

SAVING YOUR DOCUMENT

Computers crash and documents are lost all the time, so it is best to save often.

SAVING INITIALLY

Before you begin to type, you should save your document. To do this, go to **File > Save As**. Microsoft Word will open a dialog box (Figure 1) where you can specify the new file's name and location where you want it saved. Once you have specified a name and a place for your new file, press the **Save** button.

Note: If you want to save your document on a Mac and then open it on a PC you must specify a file extension (i.e. .doc). Usually your computer will do this for you, but if it does not you must do this process while in **Save As**. Once you have titled your document, you can give it a file extension by clicking in the **Format** box. Click **Microsoft Word Document** for the correct file extension and make sure **Append File Extension** is checked.
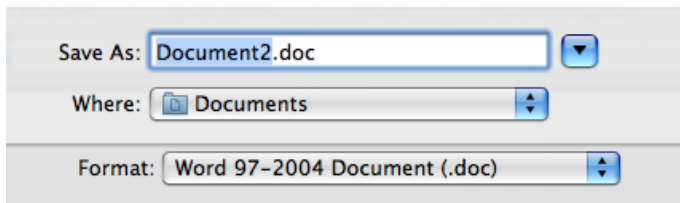

Figure 1. Saving dialog box.

SAVING LATER

After you have initially saved your blank document under a new name, you can begin writing your paper. However, you will still want to periodically save your work as insurance against a computer freeze or a power outage. To save, click **File > Save**.

TOOLBARS

Microsoft Word uses toolbars to allow you to modify your document. When you first open Word, usually the three toolbars discussed below will open. However, each computer may set up these toolbars differently, so they will usually look different than the toolbars below. If you do not see these toolbars, or to open up other toolbars, go to **View > Toolbars** and place a checkmark by the toolbar you wish to open. If you do not see an icon you expect on a toolbar, click on the arrow at the end of the toolbar to reveal hidden icons. Word will also allow you to customize your toolbars by going to **View > Toolbars> Customize**.

THREE COMMONLY USED TOOLBARS

The **Menu** bar: (Figure 1). This toolbar is constructed of word commands and not icons (pictures). The **Menu** bar contains all the options available to you in Microsoft Word. Using this toolbar to format and change your document will often allow you greater control than using the icons on the other toolbars. However, the other toolbars may be more convenient.
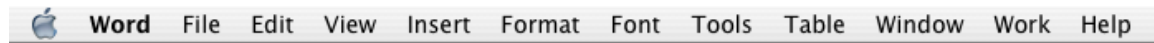

Figure 1. Menu bar.

The **Standard** toolbar: (Figure 2). This toolbar contains icons from common commands such as **Save**, **Print**, **Tables**, and **Spell Check**. These icons are convenient but will not bring up the dialogue boxes that allow you to change the settings of these actions. You should use whichever method works the best for you.

Figure 2. Standard toolbar.

The **Formatting** toolbar: (Figure 3). This toolbar contains icons for common formatting actions, such as **Font Style**, **Font Size**, **Bold**, **Italic**, **Underline**, **Alignment**, **Numbered List**, **Bulleted List**, **Indentation**, **Spacing**, and **Font Color**. These icons are convenient but will not bring up dialogue boxes that allow you to change the settings of these actions. You should use whichever method works the best for you.
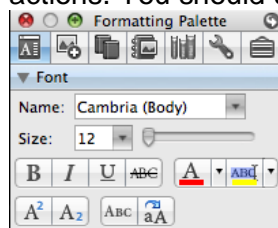

Figure 3. Formatting toolbar.

FORMATTING THE DOCUMENT

The default page margin for **Microsoft Word** documents is 1.25 inches, not the 1 inch normally required by instructors. Therefore, it is necessary to change the page margins of your document. To do this, go to **Format > Document**. A menu will appear where you can type the desired margin size (Figure 1).
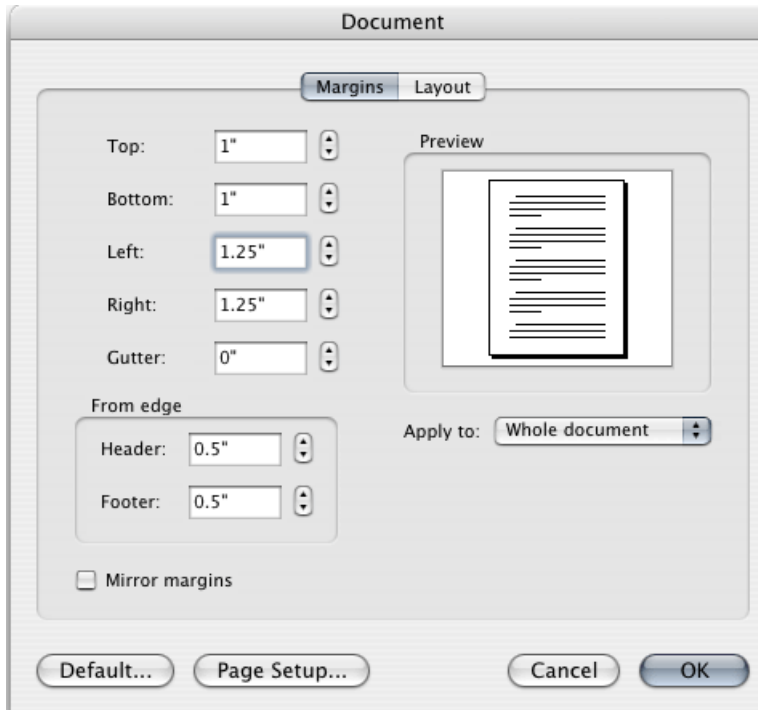

Figure 1. Changing Margins in the Document Format Menu.

From the same menu (Figure 1), select **Layout** to customize the layout of your document. Click on Page Setup, and then select the orientation of your document. Click **Portrait** if you want your document to be 8.5 x 11 inches (most common). Click **Landscape** if you want your document to be 11 x 8.5 inches. Landscape simply flips the page 90 degrees.

FORMATTING PARAGRAPHS

To format your paragraph, first highlight the paragraph you wish to format. To highlight more than one paragraph, click at the beginning of the paragraph and drag the mouse over the text. To apply changes to the entire document, go to **Edit > Select All**. To specify **Alignment**, **Line Spacing**, **Indentation**, and **Page Break** click **Format > Paragraph**. This will open up the Paragraph menu (Figure 2).

- The **Alignment** option allows you to choose how you want your paragraph to look (i.e. justified, right, center, or left).
- The **Line Spacing** option allows you to set the desired spacing, such as single or double.
- The **Indentation** option allows you to tab/push the line(s) in your paragraph either left or right.
- The **Page Break** option is found in **Paragraph** menu, but you must first select the **Line and Page Breaks** tab. **Page break** allows you to split a paragraph or a page up into sections. You can also bring up this menu by right clicking (or by hitting CONTROL+click on a one button mouse) within the document and selecting **Paragraph**.
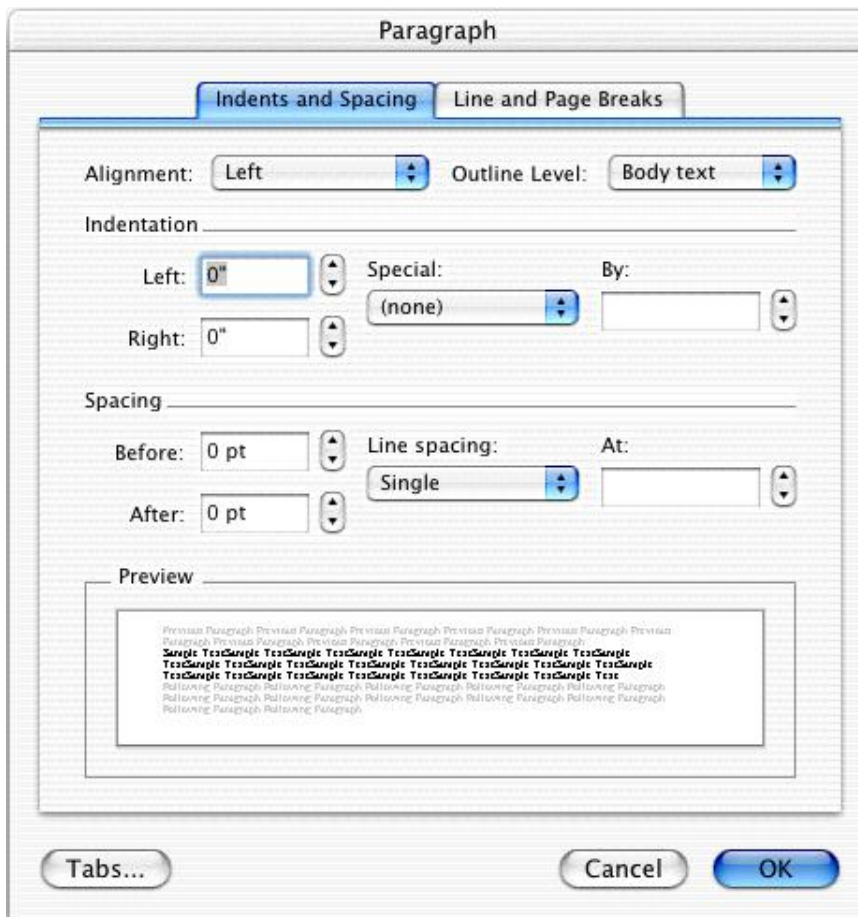

Figure 2. Changing the Paragraph attributes with the Paragraph menu.

CUT, COPY, AND PASTE

You can use the **Cut**, **Copy** and **Paste** features of Word to change the order of sections within your document, to move sections from other documents into new documents, and to save yourself the time of retyping repetitive sections in a document. **Cut** will actually remove the selection from the original location and allow it to be placed somewhere else. **Copy** allows you to leave the original selection where it is and insert a copy elsewhere. **Paste** is used to insert whatever has been cut or copied.

To **Cut** or **Copy**:

- Highlight the text by clicking and dragging over the text to be cut or copied.
- Go to **Edit > Copy** or **Edit > Cut**.
- Click the location where the information should be placed.
- Go to **Edit > Paste**.

FORMATTING TEXT

Before you type, you should select your font style, size, color and attributes (such as bold, italic and underline) by using the **Formatting** toolbar or by going to **Format > Font**. This will open the Font menu (Figure 3). However, if you wish to change text that has already been typed, click and drag over the text to be changed to highlight it (or go to **Edit > Select All** to select the entire document) and change it as before.
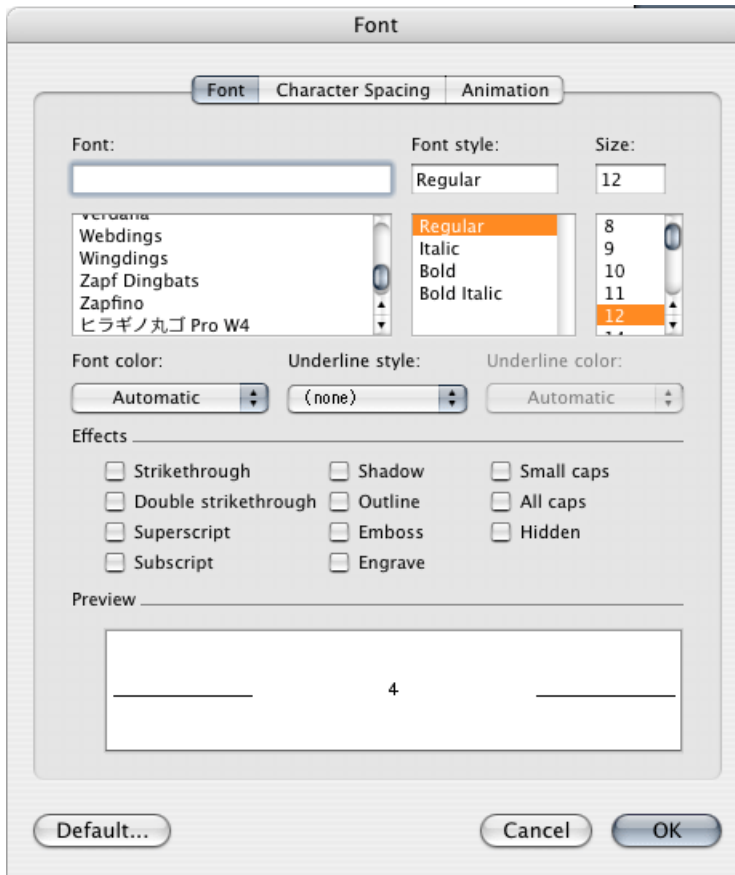

Figure 3. Changing the font attributes in the Font menu.

NUMBERED AND BULLETED LISTS

To create a simple numbered or bulleted list, click on the **Number** or **Bullet** button on the **Formatting** toolbar. To have more control over the format of your list, go to **Format > Bullets and Numbering**. This will open up **the Bullets and Numbering** Menu (Figure 4). Select your desired list format and click **OK**. Type the first item in the list and press **RETURN** to move to the next number or bullet. Press **RETURN** twice to exit the list.
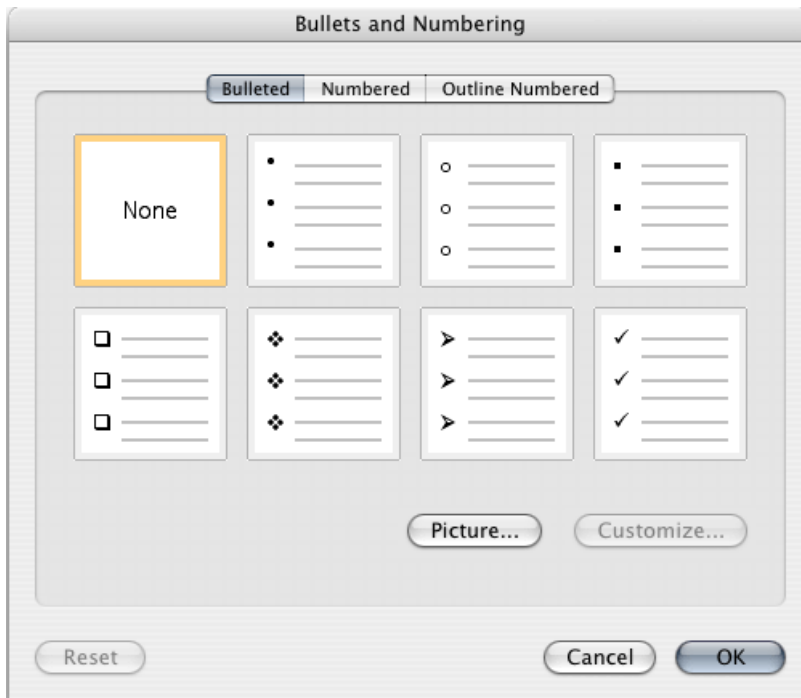

Figure 4. Bullets and Numbering Menu.

ADDING COLUMNS

Columns can be used for a variety of document types, such as a tri-fold brochure. To do this, go to **Format > Columns**. From the **Columns** menu (Figure 5), you can choose the number of columns, set column width and spacing. Once you select your preferred design, it will show up in the **Preview** box. This is a nice feature because it allows you to see what you are selecting before applying it to your word document. When you are happy with how your document looks, click **OK**.
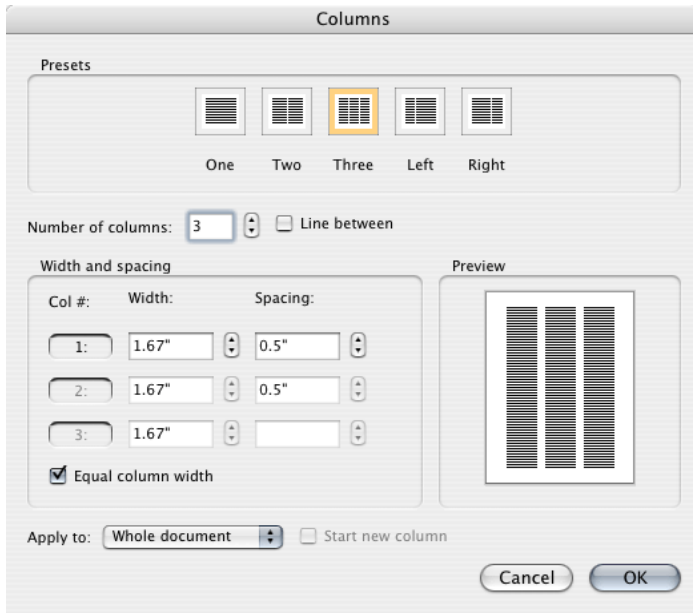
Figure 5. Selecting the number of columns from the Columns Menu.

HEADERS AND FOOTERS

Headers and Footers can be used to give a uniform look to the pages of your document. To create one, go to **View > Header and Footer**. Use the **Header and Footer** toolbar (Figure 6) to insert and format words and objects in the header. To move between the header and footer, use the **Switch Between Header and Footer** button. Click **Close** to exit the header or footer.
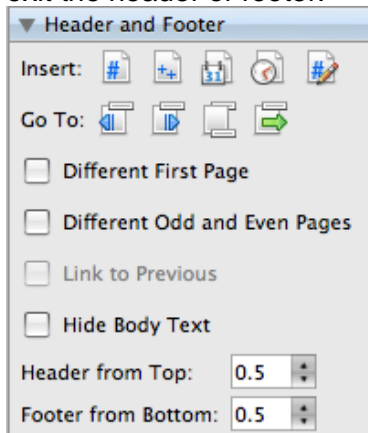

Figure 6. Using the Header and Footer toolbar.

CLIP ART

When trying to enhance your word document you may want to include **Clip Art** and/or **Word Art**. Microsoft Word comes with a **Clip Gallery** (Figure 1) that contains a large variety of images including pictures, borders, and backgrounds. To find a desired image, you can either click on topics or type in the search box to find exactly what you are looking for.

Figure 1. Searching for clips in the Clip Gallery.

To insert **Clip Art**:
1. Go to **Insert > Picture > Clip Art**, and then select the desired picture in the Clip Gallery and click insert. The picture will be inserted at the location of your cursor within your document.
2. If you need to modify you **Clip Art**, click on it once to select it, and small boxes will appear around the corners (See WordArt, Figure 3).
3. Once your **Clip Art** is selected, you can resize your picture by clicking and dragging on the boxes. Holding **SHIFT** while clicking and dragging will resize the **Clip Art** proportionately.
4. You can use the **Drawing** toolbar to further modify your **Clip Art** (Figure 2).
5. To delete **Clip Art**, select it by clicking on it until the black boxes appear and then hit **DELETE**.

Figure 2. Drawing toolbar.

WORDART

WordArt is inserted similar to **Clip Art**. To insert **WordArt**:

1. Go to **Insert > WordArt**.
2. Select the desired style and click **OK**.
3. Type the desired text and click **OK**.
4. You can further modify your text by using the **Drawing** toolbar.
5. To select your **WordArt**, click on it, and small boxes will appear in the corners (Figure 3).
6. Moving the yellow box on a selected **WordArt** allows the user to change the slant of the **WordArt**.
7. **WordArt** can be resized and deleted similarly to **Clip Art**.

Figure 3. Selected WordArt.

WORD WRAP

Word Wrap is a part of formatting pictures. To use **Word Wrap**, go to **Format > Picture** and then choose **Layout** and select the desired wrapping style (Figure 4).
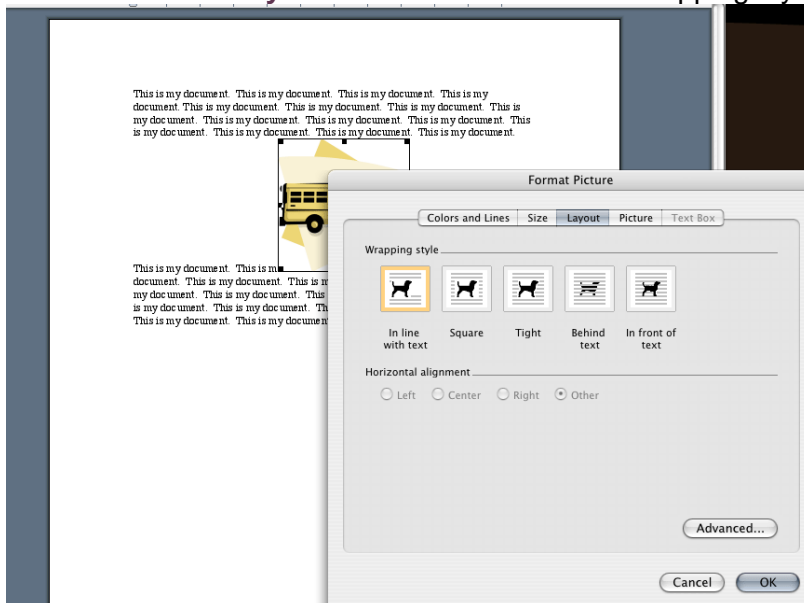
Figure 4. Selecting a wrapping style.

INSERTING FROM A PREVIOUSLY CREATED FILE

To insert a picture or object that is not in the **Clip Gallery**, go to **Insert > Picture > From File** and select the directory or disk where the file is located. To insert a Microsoft Excel file or graph, go to **Insert > Object** and select **From File**.

CREATING A TABLE

To create a table within your document, go to **Table > Insert > Table**. Choose the desired table size and format, and click **OK**. The table will be inserted at the cursor's location within your document. To navigate within your table, use the arrow keys. To modify your table, go to **Table** in the **Menu** bar and choose the desired selection (Figure 5). From here, you can add cells, columns or rows, merge or split cells, and further modify your table. To exit the table, click outside of it.
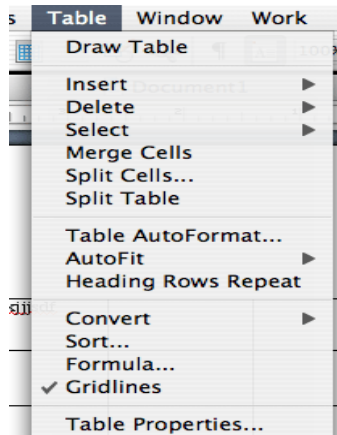

Figure 5. Table options from the Menu bar.

FLOWCHARTS

Flowcharts are used to create diagrams in Microsoft Word.

To draw a **flowchart** in Word:
1. Go to **View > Toolbars > Drawing** to open the **Drawing** toolbar.
2. Once the **Drawing** toolbar is open, click and hold on the **AutoShapes** button until a side menu appears. Continue holding down the mouse while you drag the cursor over to **Flowchart**, and then to the desired shape (Figure 6).
3. The cursor will appear as crosshairs. Position these crosshairs where you want to place the flowchart in your document and click and drag to the desired size.
4. You can then use the **Drawing** toolbar to fill this shape with words and/or pictures/color.

To draw connecting lines between the shapes:

1. Click and hold on the **Lines** button on the **Drawing** toolbar until the side menu appears. Continue holding down the mouse and select the desired line style.

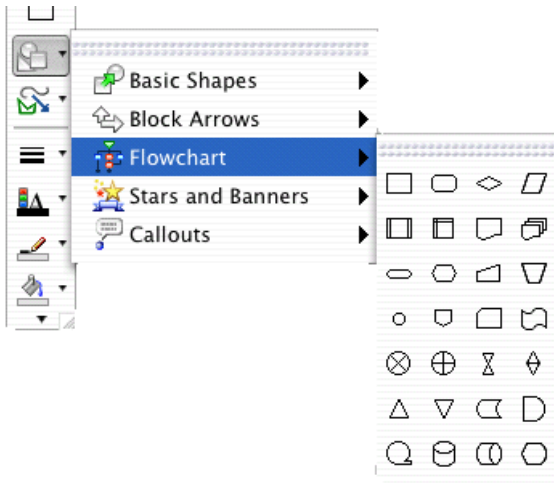2. Click and drag your line from the first shape to the connecting shape.

Figure 6. Selecting an AutoShape

PRINTING

It is important to always save your document before you print!!!

PRINT PREVIEW

Before you print your document, you may want to preview it to make sure you are happy with the page layout and appearance of your document. To do this, go to **File > Print Preview**. This should open up a preview of your document and the **Print Preview** toolbar (Figure 1). The mouse should look like a magnifying glass, which allows you to zoom into an area of your document by clicking on it. (If the mouse does not look like a magnifying glass, use the **Print Preview** toolbar to select the zoom tool.) If you are satisfied with the appearance of your document, you can click on the **Print** icon right in the **Print Preview** toolbar. If you need to make changes to the document or are not ready to print, select **Close** on the **Print Preview** toolbar or go to **File > Print Preview** again and deselect it to exit out of the preview mode and return to your document.
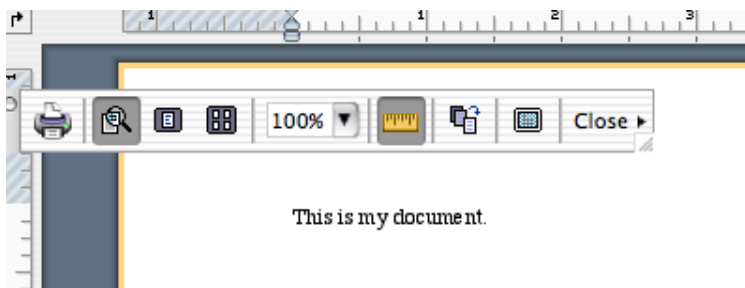

Figure 1: Print Preview toolbar with a preview of the document behind it.

PRINTING

To print your document, go to **File > Print**, select your desired settings, and then click **Print** again. It is also possible to print by using the **Print** icon on the **Standard** toolbar, however this does not bring up the **Print** dialogue box that allows you to change your printing options, so it is advisable to use the other method.

SAVING AS A PDF

To save your document as a PDF on a Mac, go to **File > Print** and select **Output Options** from the drop-down menu and select **Save As File** and then choose **PDF** as the format (Figure 2). Or, select **File > Print > Save as PDF** (Figure 2).
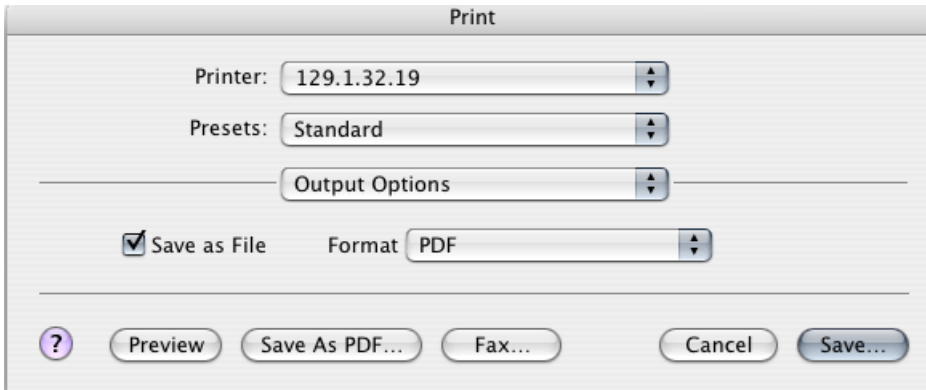
Figure 2. Print Options Menu to select saving as a PDF.

ONE SIDED PRINTING

On a Mac, it is possible to change the printer set up by going to **File > Print**, selecting **Layout** from the drop-down menu, and then deselecting **Two-sided Printing** (Figure 3).
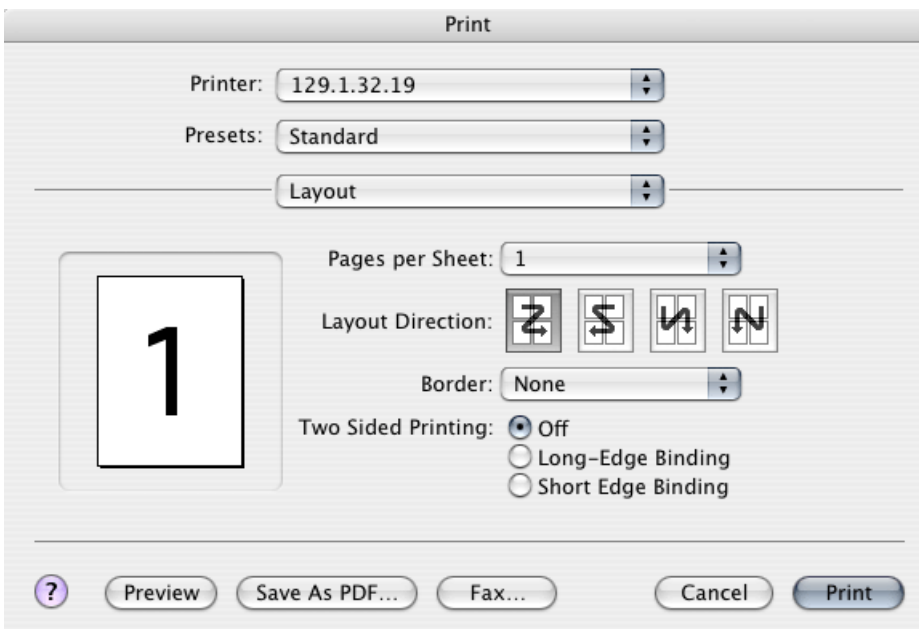

Figure 3. Turning off two-sided printing on a Mac.

UNDO AND REDO

In order to undo an action, go to **Edit > Undo**. To redo an action, go to **Edit > Redo**. It is important to note that not all actions are undoable, thus it is important to save before you make any major changes in your document so you can revert back to your saved document.

WORD COUNT

To get an accurate word count of your document, go to **Tools > Word Count**. This will give you the total number of words in your document (Figure 1). If you need to word-count a specific section, highlight that section first by clicking and dragging over it and then to go **Tools > Word Count** as before.
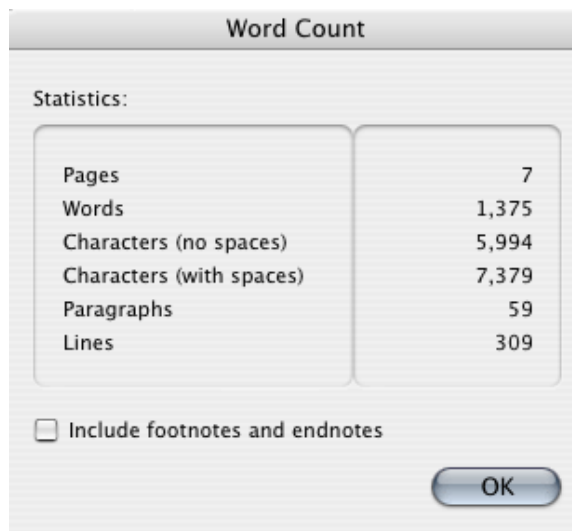
Word Count

Statistics:

Pages	7
Words	1,375
Characters (no spaces)	5,994
Characters (with spaces)	7,379
Paragraphs	59
Lines	309

☐ Include footnotes and endnotes

(OK)

Figure 1. Word Count

QUITTING

Before you quit, it's a good idea to save your document one final time. Then go to **Word > Quit**. This is better than just closing the window, as it insures your document quits correctly.

SHORCUT KEYS FOR MICROSOFT OFFICE

The shortcut keys listed below can be a great help when using Microsoft Office products. Not only are they quick and easy, they are also amazing time savers.

Command +K   Create a hyperlink

Command +N   Create a new page

Command +B   Bold

Command +I   Italic

Command +U   Underline

Command +C   Copy

Command +V   Paste

Command +Z   Undo

Command +S   Save

Command +P   Print

Command +O   Open