The page features a decorative design with three overlapping blue circles of varying sizes in the upper right and bottom right corners. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the text area.

The GiG...2011

Microsoft Word: How To Guide

The Users Home Guide

This is our short take home guide for learners and patrons alike. We hope you learn from our courses, but we know the best way to enhance the experience is to go home and practice, so if you get stuck check this handy guide! Created by The GiG... a NYS BTOP funded Program!

Exex
4/28/2011

HOW TO STEP BY STEP GUIDE TO MICROSOFT WORD

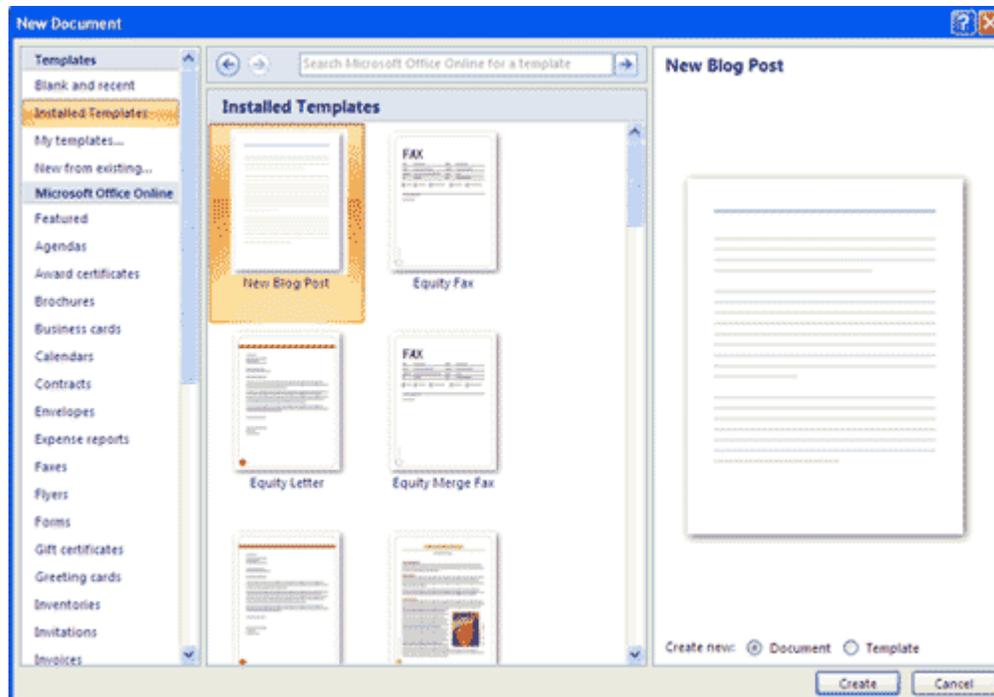
Create a New Document

There are several ways to create new documents, open existing documents, and save documents in Word:



- Click the **Microsoft Office Button** and Click **New** or
- Press CTRL+N (Depress the CTRL key while pressing the "N") on the keyboard

You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of documents you can create. If you wish to start from a blank document, click **Blank**. If you wish to start from a template you can browse through your choices on the left, see the choices on center screen, and preview the selection on the right screen.



Opening an Existing Document



- Click the **Microsoft Office Button** and Click **Open**, or
- Press CTRL+O (Depress the CTRL key while pressing the "O") on the keyboard, or
- If you have recently used the document you can click the **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window Insert picture of recent docs

Saving a Document



- Click the **Microsoft Office Button** and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click **Word 97-2003 Document**), or
- Press CTRL+S (Depress the CTRL key while pressing the "S") on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar

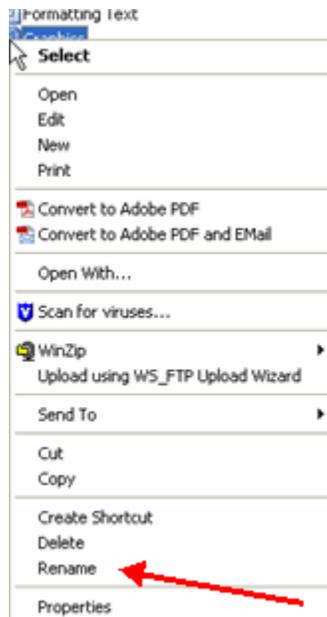


Renaming Documents

To rename a Word document while using the program:



- Click the **Office Button** and find the file you want to rename.
- Right-click the document name with the mouse and select **Rename** from the shortcut menu.
- Type the new name for the file and press the **ENTER** key.



KEYBOARD SHORTCUTS FOR TEXT INSERTING

Typing and inserting Text

To enter text just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Editing Select Select All from the Ribbon, or press CTRL+A

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard

Deleting Blocks of Text

Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

Search and Replace Text

To find a particular word or phrase in a document:

- Click **Find** on the **Editing Group** on the Ribbon
- To find and replace a word or phrase in the document, click **Replace** on the **Editing Group** of the Ribbon.



Undo Changes

To undo changes:

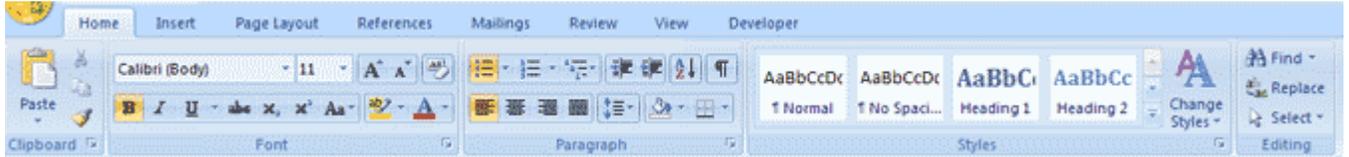
- Click the **Undo Button** on the Quick Access Toolbar



FORMATTING TEXT HOW TO GUIDE

Styles

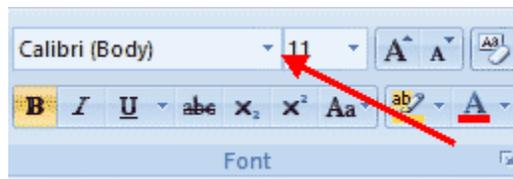
A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.



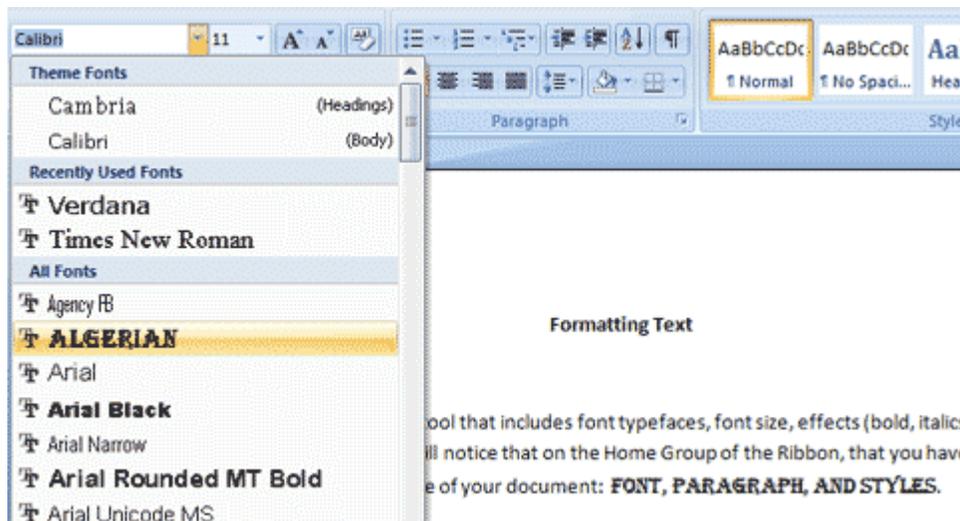
Change Font Typeface and Size

To change the font typeface:

- Click the **arrow** next to the font name and choose a font.

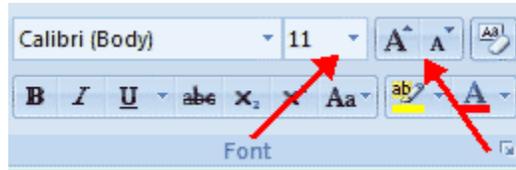


- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

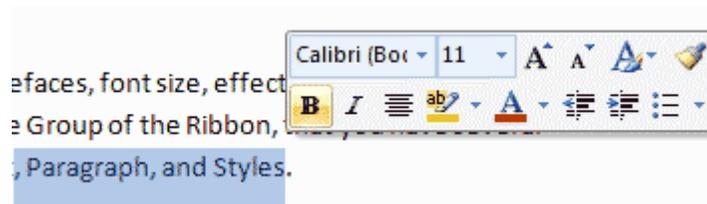
- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase** or **decrease** font size buttons.



Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font Group of the Ribbon, or
- Select the text and right click to display the font tools



Change Text Color

To change the text color:

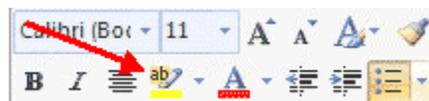
- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



Highlight Text

Highlighting text allows you to use emphasize text as you would if you had a marker. To highlight text:

- Select the text
- Click the **Highlight Button** on the Font Group of the Ribbon, or
- Select the text and right click and select the highlight tool
- To change the color of the highlighter click on down arrow next to the highlight button.



CUT, COPY AND PASTE HOW TO GUIDE

Inserting Additional Text

Text can be inserted in a document at any point using any of the following methods:

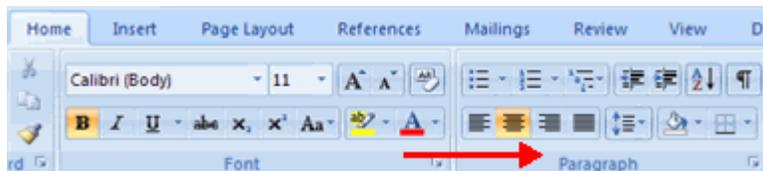
- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click **Copy**, put your cursor where you want the text in the document and right click and click **Paste**.
- **Cut and Paste Text:** Highlight the text you wish to copy and right click and click **Cut**, put your cursor where you want the text in the document and right click and click **Paste**.
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

You will notice that you can also use the Clipboard group on the Ribbon.



FORMATTING PARAGRAPHS

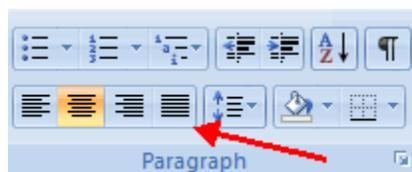
Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** Tab of the Ribbon or the **Paragraph** Group on the Home Tab of the Ribbon.



Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.



Indent Paragraphs

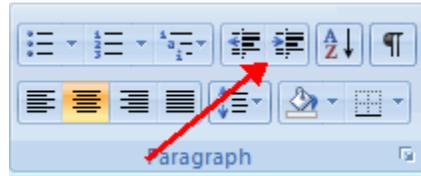
Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- **First Line:** Controls the left boundary for the first line of a paragraph
- **Hanging:** Controls the left boundary of every line in a paragraph except the first one
- **Left:** Controls the left boundary for every line in a paragraph
- **Right:** Controls the right boundary for every line in a paragraph

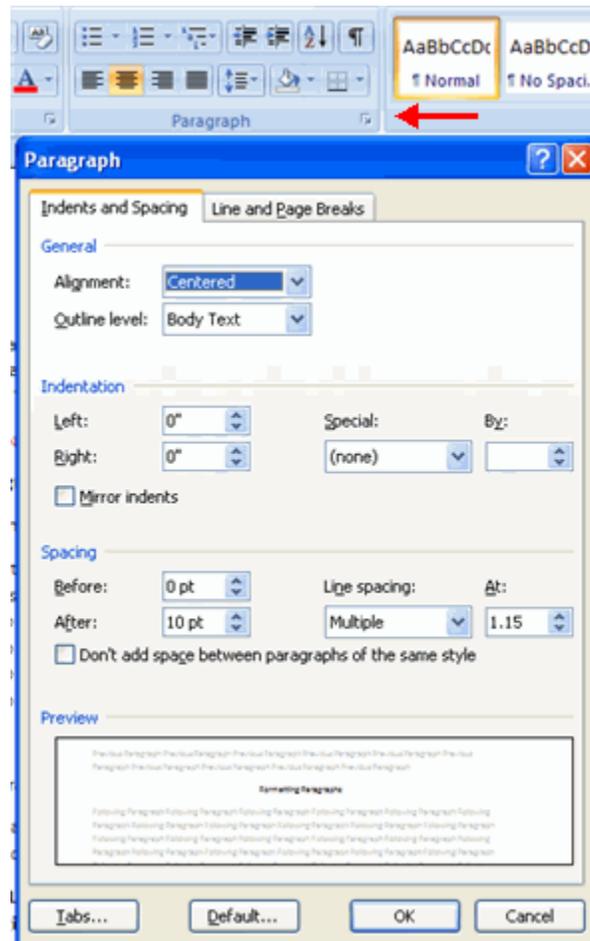
To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.

- Click the **Indent** button repeated times to increase the size of the indent.



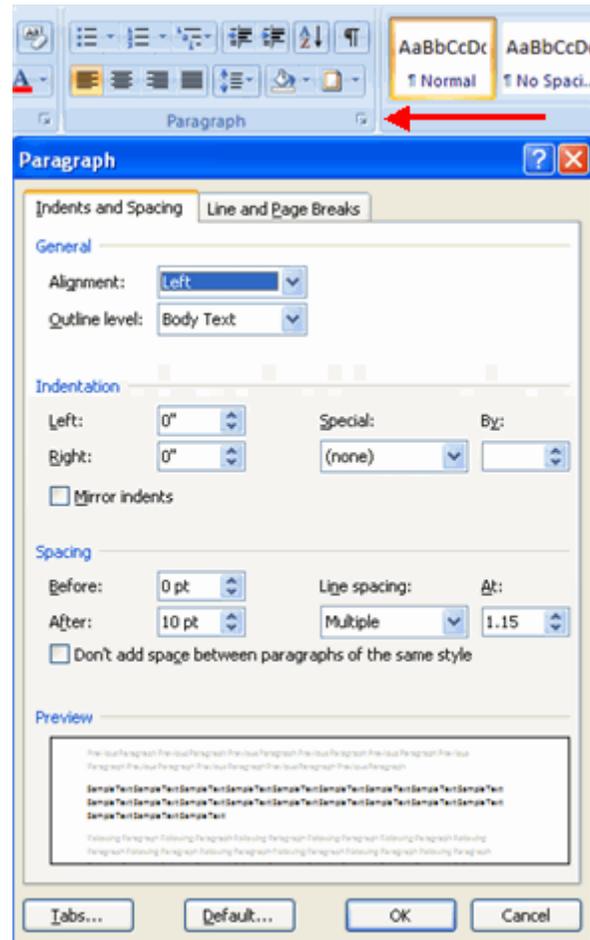
- Click the dialog box of the **Paragraph** Group
- Click the **Indents and Spacing** Tab
- Select your indents



Change Spacing Between Paragraphs and Lines

You can change the space between lines and paragraphs by doing the following:

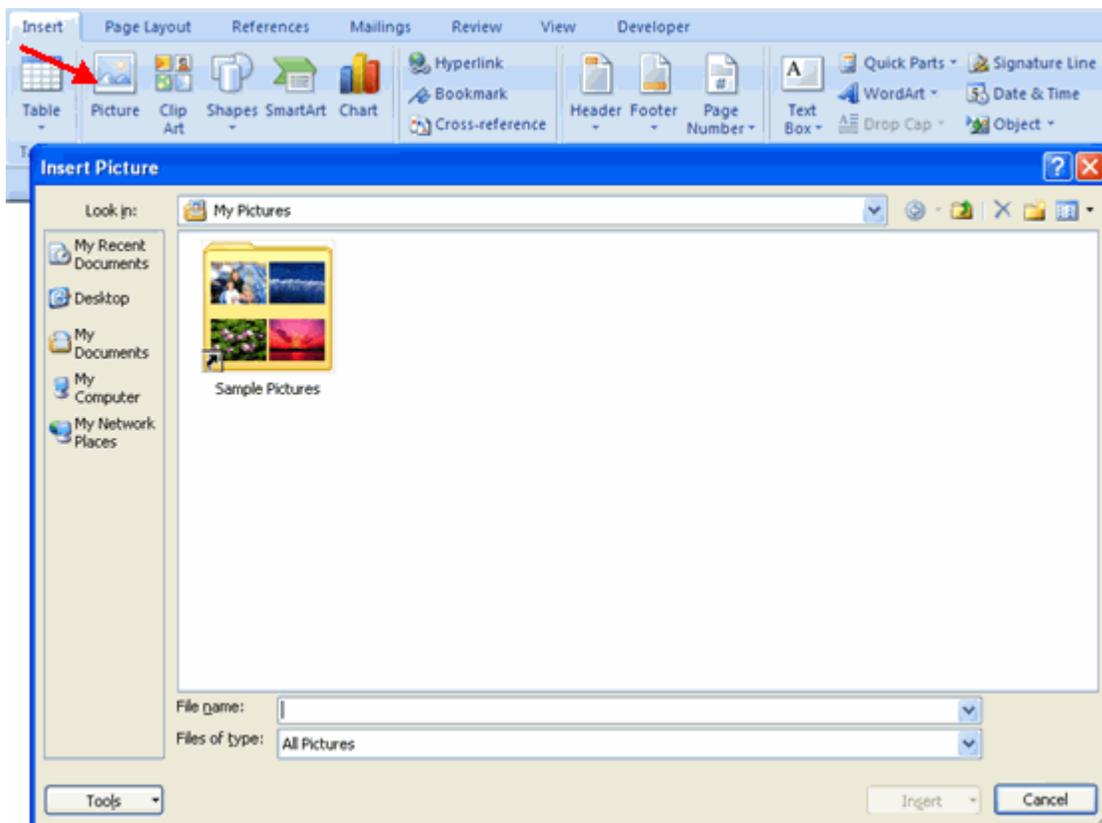
- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly



ADDING PICTURES...

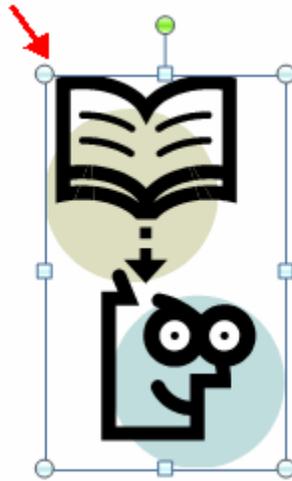
To insert a **picture**:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**



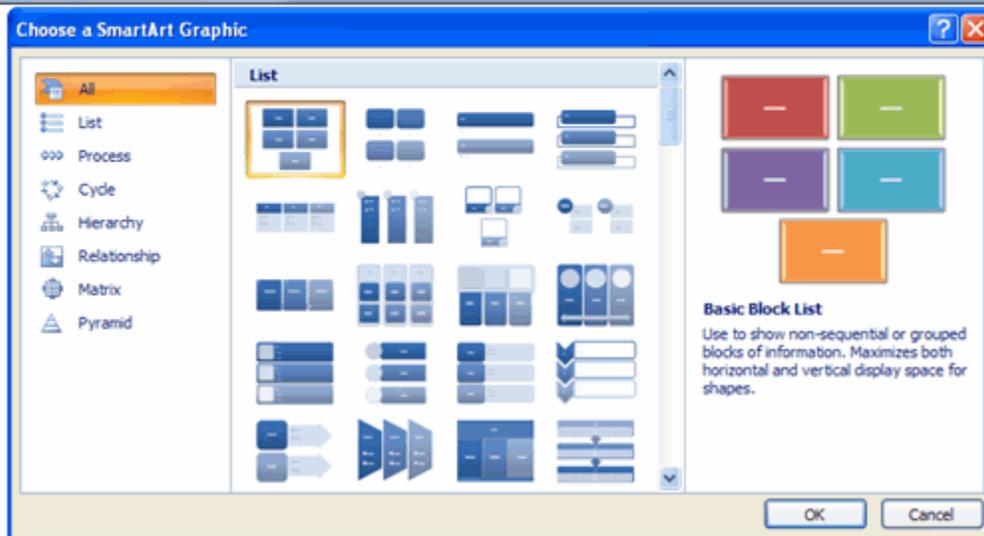
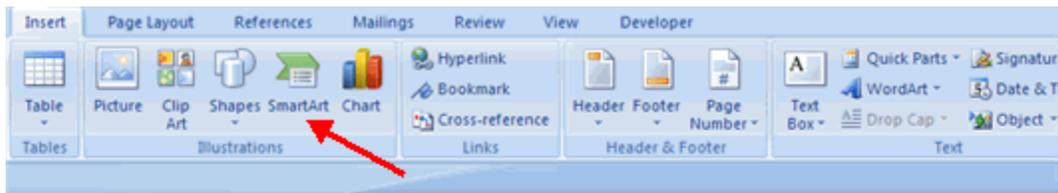
Resize Graphics

All graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.



Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document
- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.

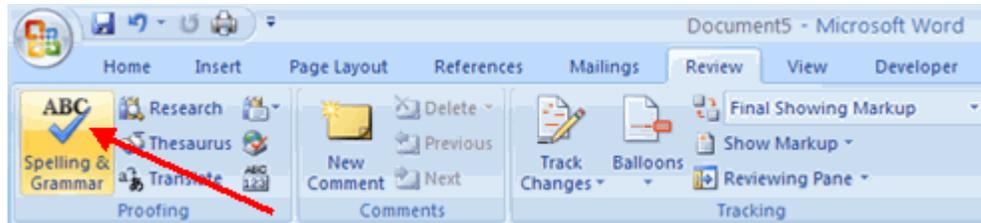


PROOF READING A DOCUMENT

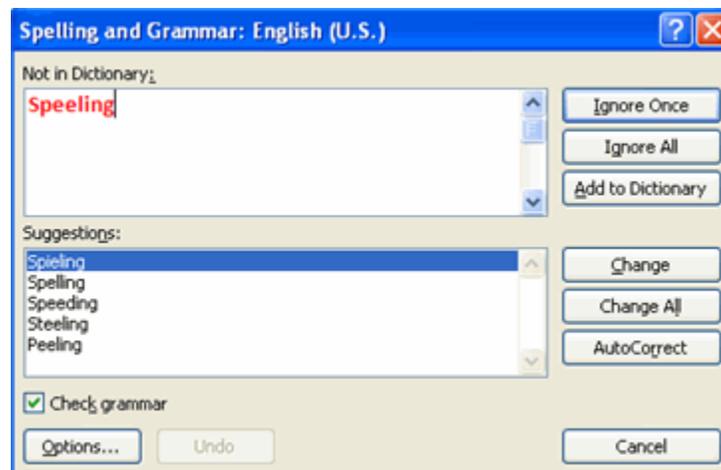
Spelling and Grammar

To check the spelling and grammar of a document

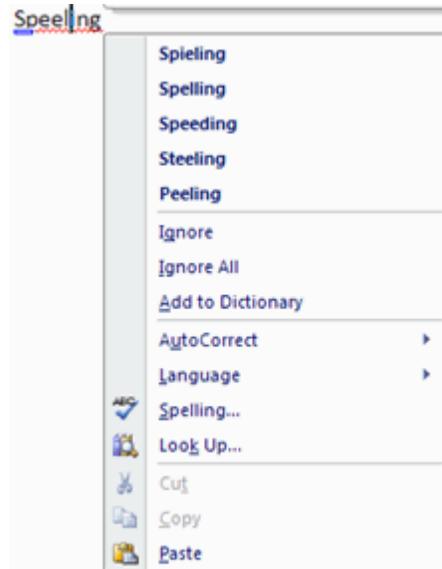
- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Proofing Group.



- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.



If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.



Check Word Count

To check the word count in Word 2007 look at the bottom left corner of the screen. It will give you a total word count or if you have text highlighted it will tell you how many words are highlighted out of the total.

