

Creating a New Document

You can either create a new document by using the menu option or the toolbar option.

Creating a New Document: Menu Option

From the *File* menu, select

New...

The *New Document* task pane appears.

From the *New* section, click

BLANK DOCUMENT

A new document appears.

Creating a New Document: Toolbar Option

From the *Standard* toolbar, click

NEW BLANK DOCUMENT

A new document appears.

Saving a Document

The *Save* and *Save As* commands are located under the *File* menu. If you are saving a document for the first time, either selection will take you to the *Save As* dialog box.

Saving a Document: Save As

To save and name your document or to save a copy of your document under another name:

From the *File* menu, select

Save As...

The *Save As* dialog box appears.

From the *Save in* pull-down list, make the appropriate selection:

To save to your disk, select **3½ Floppy (A:)**

To save to your hard drive, select **(C:)**

To save to a network drive, select appropriate option

To save the document, click **SAVE**

Saving a Document: Save

Use the *Save* command to save a document that has already been named and saved. If you select the *Save* command and you have not saved the document before, you will see the *Save As* dialog box

Opening a Document

Follow these instructions if you have already created a document or if you want to open a document already created in Word.

Open Word

From the *File* menu, select

Open...

OR

From the *Standard* toolbar, click

OPEN

OR

On the keyboard, press

[Ctrl]+[O]

The *Open* dialog box appears.

HINT:

Word limits the files listed to Word documents with a .doc extension. If the file you want is not listed, the extension may be something other than .doc. To view all files, from the *Files of type* pull down list, select **All Files**.

To select the document, click the name of the document you want to open

To open the file, click **OPEN**

Printing

Selecting a Printer

In order to print any document, a printer must be selected. These instructions will show you how to select a printer and set a default printer which will remain the selected printer every time you print.

From the *File* menu, select

Print...

The *Print* dialog box appears.

From the *Name* pull-down list, select the printer you wish to use

Your printer is selected.

To set a default printer:

To make selecting a printer from the *Print* dialog box easier, simply set a default printer that will automatically be used every time you print.

From the *Start* menu, select **Settings » Printers**

Right click the printer you would like to set as default » select

Set as Default Printer

Your default printer is selected.

Using Print Preview

The *Print Preview* feature is useful for viewing your document prior to printing.

You can verify that the page breaks are okay and that there are not any extra pages in your document. You can print directly from the *Print Preview* screen.

From the *File* menu, select

Print Preview

OR

On the *Standard* toolbar, click **PRINT PREVIEW**

Printing a Document

The general steps to printing an open document are as follows:

Printing a Document: Menu Option

From the *File* menu, select

Print...

The *Print* dialog box will appear.

In the *Page range* and *Copies* sections, make the changes in the range of pages you want to print and/or the number of copies you want

To print your document, click **OK**

Printing a Document: Toolbar Option

From the *Standard* toolbar, click

PRINT

WARNING: When you use the toolbar option, all pages of your document will be printed. This print process does not take you through the *Print* dialog box.

Exiting Word

When you are done working with your document and would like to take it off the screen, you have two options, depending on whether you would like to start another Word document or exit Word. If you are finished using Word for the day, be sure to select the *Exit* command.

To close the saved document and begin another document in Word:




From the *File* menu, select **Close**

Editing a Document

Insertion Point and Cursor

The blinking vertical line located in the window is the insertion point. Keyed text will appear to the left of the insertion point as you type.

If you move the mouse, it is the pointer that moves on screen. The pointer can appear in several ways. Four of the most common are discussed here.

Pointer	Description
	When it is moved over the page, it looks like an I-beam. The insertion point will be placed to the left of the I-beam cursor when you click the mouse button.
	When the pointer moves over the <i>Menu</i> bar or the toolbars, it takes the shape of an arrow pointing up and to the left. Clicking the mouse button once over a button or menu option will select that option.
	When the pointer is moved past the left margin of the text on the page, it takes the shape of an arrow pointing up and to the right. Clicking the mouse button at this point will select that line of text. You can also double click to select the entire paragraph.

Using the Undo Command

If text was accidentally deleted or if there was some type of editing mistake, you may be able to reverse the last action using the *Undo* command. If your last action cannot be reversed, the option will read *Cannot Undo*.

Using the Undo Command: Keyboard Option

Windows:

Press [**Ctrl**] + [**Z**]

Using the Undo Command: Menu Option

From the *Edit* menu, select **Undo**

The *Undo* menu option will read **Undo Typing** or **Undo Formatting**, or **Undo X** (where X represents your last action).

Using the Undo Command: Toolbar Option

Selecting Text

Selecting text is a basic editing skill used in Word. You select text for operations such as deleting and formatting. Once your text is selected, you can also cut, copy, or paste your text.

Making Multiple Selections

You can now make multiple, noncontiguous selections of text in your document. This can be used to format multiple selections at one time.

Making Multiple Selections: Click and Drag

Make the initial text selection

Windows: To make additional selections, press [**Ctrl**] and click and drag

To exclude (drop) one of your selections, while pressing [**Ctrl**], click the selection

Format the selected text as desired

Find Dialog Box

From the *Edit* menu, select **Find...**

The *Find and Replace* dialog box appears.

In the *Find what* text box, type the text to select

Select **Highlight all items found in**

Using the pull-down menu, select the document to search

Click **FIND ALL**

Click **CLOSE**

Moving Text with Drag-and-Drop

Drag-and-drop is another option for moving a block of text. This option is best for moving text short distances. Drag-and-drop is done with the mouse and the text never goes to the *Clipboard*. As you are dragging the text, a grey insertion point appears. When you let go of the mouse button, the text will drop wherever the insertion point is.

Deleting Text: A Line or Block of Text

Select the text that you wish to delete
 Press [**Backspace**]
 To retrieve deleted text:
 From the *Edit* menu, select **Undo Typing**

Adjusting Paragraph Alignment

Word paragraphs can be aligned with the left or right margin, centered between the two margins, or justified.

Adjusting Paragraph Alignment: Paragraph Dialog Box

Select the paragraph(s) you want to adjust
 From the *Format* menu, select **Paragraph...**

The *Paragraph* dialog box appears.

Select the **Indents and Spacing** tab

From the *Alignment* pull-down list, select the desired option

Click **OK**

Adjusting Paragraph Alignment: Formatting Toolbar

To adjust the alignment:

Select the paragraph(s) you want to adjust

Click the appropriate alignment button

Adjusting Paragraph Alignment: Keyboard

Select the paragraph(s) you want to adjust

Press the appropriate keyboard shortcut

Alignment	Shortcut
Left	[Ctrl] + [L]
Centre	[Ctrl] + [E]
Justify	[Ctrl] + [J]
Right	[Ctrl] + [R]

Adjusting Line Spacing

Instead of pressing extra returns at the end of each line of text, you can add space between lines by adjusting the line spacing. This is a much more efficient way of adding white space and your editing will be easier.

Place your insertion point in the paragraph

From the *Format* menu, select **Paragraph...**

The *Paragraph* dialog box appears.

Select the **Indents and Spacing** tab

In the *Spacing* section, from the *Line spacing* pull-down list, make the desired selection

Options include *Single*, *1.5 lines*, *Double*, *At least*, *Exactly*, and *Multiple*.

The *At least*, *Exactly*, and *Multiple* options require that you enter the amount of space between lines in the *At* text box.

Click **OK**

Adjusting Paragraph Spacing

Instead of pressing extra returns, add additional space before and after paragraphs by adjusting the paragraph spacing. This can be especially useful when you do not want a blank line the same height as the text.

Place your insertion point in the paragraph

From the *Format* menu, select **Paragraph...**

The *Paragraph* dialog box appears.

Select the **Indents and Spacing** tab

In the *Spacing* section, in the *Before* text box, type the amount of space (in points) that you want to appear before the paragraph

In the *After* text box, type the amount of space (in points) that you want to appear after the paragraph

Click **OK**

Working with Indents

Rather than tabbing in the first line or every line of a paragraph, you can create an indent, an amount of space between the text and the page margin. You can adjust the indent for an individual paragraph, the indent for a group of paragraphs, or the margins for the entire document.

Word offers three types of indents: normal indents, first line indents, and hanging indents. A normal indent inserts a specified amount of space between the page margin and all the lines in a paragraph.

A **first line** indent inserts space between the first line and the page margin so it looks like you used a tab.

A **hanging** indent uses a normal indent for the first line and then moves subsequent lines farther to the right.

A hanging indent

Looks like this

Paragraph indents can be set using the *Paragraph* dialog box or the *Ruler*.

Working with Indents: Paragraph Dialog Box

Select the **Indents and Spacing** tab

In the *Indentation* section, in the *Left* and *Right* text boxes, type the desired measurements

If you want a different indent for the first line, from the *Special* pull-down list, select **First line** or **Hanging**

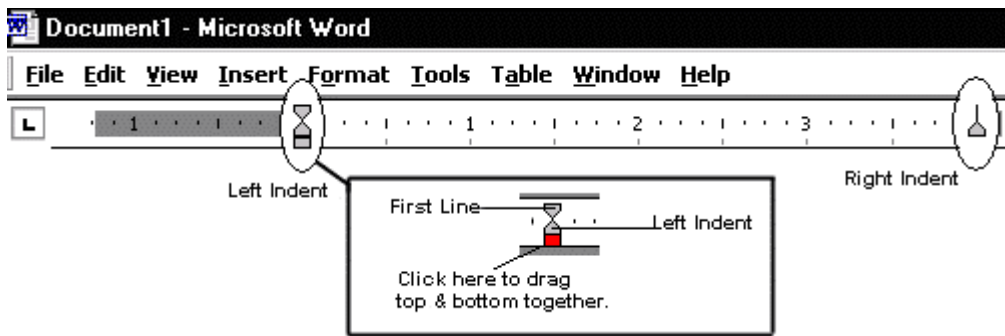
If you selected a first line or hanging indent, in the *By* text box, type the amount of space for the indent

The amount of space is measured in inches.

Click **OK**

Working with Indents: Ruler

Instead of using the *Paragraph* dialog box, you can make indent adjustments using the *Ruler*. Shown here is a graphic of the *Ruler*.



Adding Bullets: Formatting Buttons

The *Bullets* button is like a toggle switch: clicking once turns it on, clicking a second time turns it off.

Adding Bullets as You Type

When you are ready to add bulleted text to your document, use the following steps:

Place the insertion point where you want the bullets to begin

Windows: From the *Formatting* toolbar, click **BULLETS**

Adding Bullets to Existing Text

Select the text you want to bullet

Windows: From the *Formatting* toolbar, click **BULLETS**

The button will become light gray.

To remove bullets:

Select the bulleted text

Windows: From the *Formatting* toolbar, click **BULLETS**

The button will go back to its original shade of gray.

Adding Bullets: Bullets & Numbering Dialog Box

The *Bullets and Numbering* dialog box can be used to add or remove bullets and numbers, just as the *Formatting* buttons can. However, the dialog box gives you many more options in modifying the numbers, bullets, and the spacing around the numbers and bullets. Also, the *Bullets and Numbering* dialog box gives you the option to customize your bullets or numbers.

Same applies to numbering lists

Creating a Multilevel List (Outline)

Sometimes, single bulleted steps are not enough. Creating an outline can help organize your document for clearer presentation. Word allows up to nine different levels for outline lists. It is easy to demote or promote a list item from one level to another using the INDENT buttons as described here.

From the *Format* menu, select **Bullets and Numbering...**
The *Bullets and Numbering* dialog box appears.

Select the **Outline** **Numbered** tab

Select the bulleted outline list example

Click **OK**

Start typing your list

To create subsequent list items, press [**Enter**] or [**return**]

To demote a list item, place your cursor before the list item and click **INCREASE INDENT**

OR

Press [**Tab**]

To promote a list item, place your cursor before the list item and click

DECREASE INDENT

OR

Press [**Shift**] + [**Tab**]

Customizing Bulleted Lists

Customizing your bulleted list allows you to use creative and eye-catching bullets. Word provides many different images to choose from. The following instructions assume that a bulleted list has already been created.

Select the bulleted list you wish to customize

From the *Format* menu, select **Bullets and Numbering...**

The *Bullets and Numbering* dialog box appears.

Select one of the bullet choices

Click **CUSTOMIZE...**

The *Customize Bulleted List* dialog box appears.

Modifying Numbered Lists

Perhaps you want to add information to a step but do not want to create a separate step. Using this simple keystroke will place your cursor on the next line without a number appearing.

Place the cursor after the last character in the step where you want to add text

Press [**Shift**] + [**Enter**]

Creating a MultiLevel List (Outline)

Same as with bulleted list

Customizing Numbered Lists

Customizing your numbered list allows you to have a wider variety of styles for numbers. Word provides several different ways of customizing your numbers in order to create an effective looking numbered list.

From the *Format* menu, select **Bullets and Numbering...**

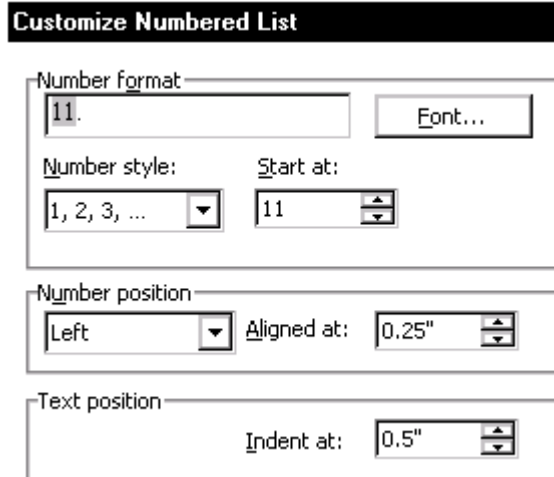
The *Bullets and Numbering* dialog box will appear.

Select the **Numbered** tab

Select the desired numbered list choice

Click **CUSTOMIZE...**

The *Customize Numbered List* dialog box appears.



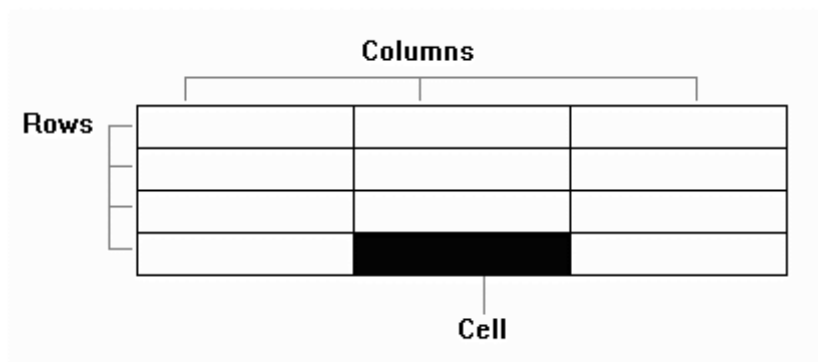
To change the number style, from the *Number style* pull-down list, select the desired option

To change the starting number for the list, in the *Start at* text box, type or use the nudge buttons to indicate the appropriate number

To position the numbers in a list, under *Number position*, complete the appropriate text boxes

Tables

A table is composed of columns (vertical) and rows (horizontal). Where a column and row meet, a cell is formed.



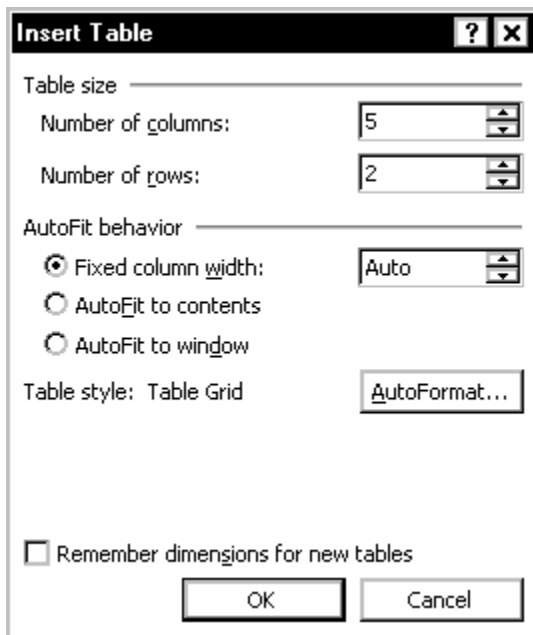
Creating a Table

When creating a table, some preliminary planning reduces the amount of time needed later to make the table look right

Place the insertion point where you want the table to appear

From the *Table* menu, select **Insert » Table...**

The *Insert Table* dialog box appears.



In the *Insert Table* dialog box, type the number of columns and rows that you want for your table

OPTIONAL: To change the column width,

Windows: Select **Fixed column width** and type a value for the width

Macintosh: Select **Initial column width** and type a value for the width

To let the table expand as you type, select **AutoFit to contents**

To let the table expand or shrink along with the size of the window, select **AutoFit to window**

To create the table, click **OK**

From the *Standard* toolbar, click and hold **INSERT TABLE**

A menu appears.

To indicate the size of your table, select the appropriate dimensions

If you have already typed the information for a table, you do not have to retype it into a new table. You can convert the existing text into a table. Word converts special characters such as paragraph marks, tabs, commas, or periods into the rows and columns of a table.

Select the text that you want to convert to a table

Windows: From the *Table* menu, select **Convert » Text to Table...**

The *Convert Text to Table* dialog box appears.

Verify the number of columns you want and their width; change if necessary

Under the *Separate text at* section, select the appropriate option for separating the text into table cells (e.g. paragraphs, tabs, or commas)

Click **OK**

The text is converted to a table.

Creating a Table: Drawing Button Option

From the *Table* menu, select **Draw Table**

OR

On the *Tables and Borders* toolbar, click **DRAW TABLE**

Your cursor turns into a pencil.

Click and drag your pencil until the outline of the table is the size you want

Release mouse

The outside frame of a table appears.

To draw vertical and horizontal lines for your columns and rows, click and drag the pencil within the table

Setting Margins

Margins within tables can relate to the table placement within the page margins or the position of the text within each cell. Margins for text within a cell are set with the same process as regular paragraphs

Changing Table Position

When you first create your table, it is aligned with the left margin of the page. If this is not the desired placement of the table, you can adjust the placement using the *Cell Height and Width* dialog box. The table can be positioned at the left or right margin, centered between the margins, or set at a specific position from the left margin.

Changing Table Position: Menu Option

Place your insertion point within the table you want to change the position of

From the *Table* menu, select **Table Properties...**

The *Table Properties* dialog box appears.

Select the **Table** tab

In the *Alignment* section, select the desired alignment

If necessary, in the *Text wrapping* section, select a text wrap option

Click **OK**

Changing Table Position: Toolbar Option

Place your cursor within the table you want to change the position of

From the *Table* menu, select **Select » Table**

From the *Formatting* toolbar, click **ALIGN LEFT**, **CENTER** or **ALIGN RIGHT** until the table is positioned where you want it

Applying AutoFormat

AutoFormat can apply a style to tables you have created. You may select from numerous pre-designed table formats. *AutoFormat* is a timesaving feature that automatically applies pre-designed combinations of borders, shading, fonts, colors, and *AutoFit* column widths.

Working with Custom Table Styles

Available in Windows only:

Word allows you to define a table style through the *AutoFormat* dialog box. The table style may then be applied through the *Table AutoFormat* dialog box or the *Styles and Formatting* task pane. Creating and using table styles is useful if you have multiple tables within your document and you want to ensure consistent formatting.

Creating a Custom Table Style

Select a table in your document

From the *Table* menu, select **Table AutoFormat...**

Click

NEW...

The *New Style* dialog box appears.

In the *Name* text box, type a name for the new table style

In the *Formatting* section, use the *Apply formatting to* pull-down list to select areas of the table to format

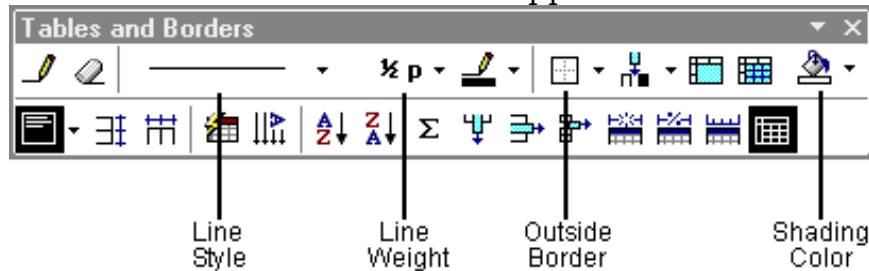
Adding Borders and Shading: Toolbar Option

In order to use the toolbar option, the *Tables and Borders* toolbar must be displayed.

To display the *Tables and Borders* toolbar:

From the *View* menu, select **Toolbars » Tables and Borders**

The *Tables and Borders* toolbar appears.



To add a border by drawing:

On the *Tables and Borders* toolbar, from the *Line Style* pull-down list, select a line style

Your pointer changes to a pencil.

From the *Line Weight* pull-down list, select a line weight

In your table, click individual cell borders or drag along borders to apply the new style

The border will be applied.

To add a border using the BORDER button:

Click within or select the cells that you want to apply the border to

On the *Tables and Borders* toolbar, from the *Line Style* pull-down list, select a line style

Your cursor changes to a pencil.

From the *Line Weight* pull-down list, select a line weight

Click the on OUTSIDE BORDER

From the choices that appear, select the appropriate border placement

The border will be applied.

To add shading:

Click within or select the cells in your table to which you want to apply the shading

Adding Borders and Shading: Dialog Box Option

The *Borders* and *Shading* tabs in the *Borders and Shading* dialog box allow you to add borders and shading to an individual cell or the whole table.

To add borders:

Click within or select the cells that you want to apply the border to

From the *Format* menu, select **Borders and Shading...**

The *Borders and Shading* dialog box appears.

Select the **Borders** tab

In the *Setting*, *Style*, *Color* and *Width* sections, select the desired options

OPTIONAL: To apply custom border settings, in the *Preview* diagram, click the lines or buttons

Click **OK**

To add shading:

Click within or select the cells to which you want to apply the shading

From the *Format* menu, select ***Borders and Shading...***

The *Borders and Shading* dialog box appears.

Select the ***Shading*** tab

In the *Fill* section, select the desired shading option

OPTIONAL: In the *Patterns* section, from the *Style* pull-down list, select a pattern

Click **OK**