

JOLIS ICT ACADEMY

4.0.1 Introduction to Microsoft Word Student Manual

Introduction to Microsoft Word is a two (2) to four (4) hour course designed to familiarize you with the terminology, screen components and the most commonly used functions offered by Microsoft Word. Emphasis will be placed on proper document formatting techniques and file naming and file management conventions.

Learning Goals:

- Identify the various benefits of using word processing software.
- Identify the main parts of the Microsoft Word window.
- Identify the purpose of the commands on the menu bar.
- Copy, cut and paste text.
- Work with the buttons on the toolbar.
- Type, edit and format text.
- Work with pictures.
- Work with language tools (spell check).
- Open, save, save as, and print Microsoft Word files.

What is Microsoft Word?

Microsoft Word is the word processing component of the Microsoft Office Suite. It is used primarily to enter, edit, format, save, retrieve and print documents.

Pay Special Attention to Terminology

While different versions have different appearances, they all have most of the same features. If you know what to call it, you should be able to find it in other versions.

Open the **4.0.2** Cover Letter document located in your student folder. Take notes and follow along as your instructor demonstrates common word processing functions.



.....

Paste			= · 듣 · '空' 律 律 針 ¶ ■ ■ 클 · 逸 · ⊞ ·	AaBbC AaBbC Heading 1 Heading 2		Subtitle Subtle Em	Change ab F	Find * Replace Select *
Clipboard 🕼	Font	G	Paragraph 🕞	Style	s		G Ed	diting

Tabs Bar

.....

Ribbon Components (Tab Groups)

	Home	Insert	Page Layout	References	Mailings	Review	View						
Save	e		nformatio	n about I	Documo	nt/10							
🔣 Save	e As	1	mormatio	n about i	Docume	11149							
对 Ope				Compatibility Mode Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but									
Info		Κ	Convert		layout change								
Recent		- 10 serve											
New				Permissions Anyone can o	pen, copy, and	d change any	part of this	document.					
Print			Protect										
Save As	- Comput		DN (E:) 👻 Sample Folde	- tett aval Sub Fald	or - Ord Lough Sub	Folder		Carl Country Da	d Level Sub-Folder	×			
		er • Horenis	on (c.) • sample rolde	· · Ist Level Sub-rold	er + 2nd Lever Sub-	roider		Search 2h					
Irganize 🔻	New folder	Name 4		1		1-	1		100	- 😨			
Microso	oft Word	Name *		D	ate modified	Туре	Size						
Deskt	top	User	Descriptive and Specific	Hie Names 4	/12/2012 8:18 AM	Microsoft Wor	a Doc	13 KB					
Down	tes top nloads int Places es iments c res os ter C; RW Drive (D;) CHISON (E;)		Jescriptive and specific.	rie Names 4	/12/2012 8:18 AM	Microsoft Wor	a Doc	1385					
Deski Down Recei Docum Docum Music Pictur Video Comput Comput S Comput Networ	tes top nloads int Places es ments cres os ter C:) RW Drive (D:) OHISON (E:) rk		Jescriptive and specific	rie Names 4	/12/2012 8:18 AM	Microsoft Wor		1335		-			
Deskt Down Character Docu Docu Docu Music Pictur Video Comput Com	tes top nloads int Places es iments c res os ter C; RW Drive (D;) CHISON (E;)	rj rd Lesson Plan	Jeschpave and specific	rie Names 4	/12/2012 8:18 AM	Microsoft Wor							
Deskt Down Character Docu Docu Docu Music Pictur Video Comput Com	tes top hloads int Places ts ments c res ss ter C;) RW Drive (D;) DHISON (E;) rk Eile name: Woo	r d Document		Tags: Add a tag	/12/2012 8:18 AM		Add a title						
Deskt Down Received Down Down Down Music Pictur Divideo Comput Comput Comput Divideo DvD F HUTC	tes top hloads int Places ts ments c res 35 ter C:) RW Drive (D:) CHISON (E:) File name: Woo e as type: Woo Authors: chut	r d Document	ibility										

1. File	e Tab
•	Save
	•
	Save As
File Home	Insert Page Layout References Mailings Review View Calibri 11 A^* A^* Aa* B Example Company Example Company Example Company AaBbCcDc AaBbbCcDc AaBbbCcDc <t< th=""></t<>
•	Print
	Home Tab
	•
	Clipboard
	d. Carry
	✓ Сору
	✓ Cut
	✓ Paste
•	Font

✓ Face

.....

	✓ Size
	✓ Type
	✓ Style (B,I,U)
•	Paragraph
	✓ Alignment
	✓ Bullets
	✓ Indent
•	Editing



✓ Find

Insert Tab

- Pictures
- Shapes

.....

File Home Insert Page Layo	References Mailings	Review View					
An Colors -	Breaks *		Indent Spacing		X		📮 🛱 Align *
A Fonts	Line Numbers		📲 Left: 0" 🛟 茸 Before: 0 pt	\$			Group -
Themes Effects Margins Orientation	size Columns → → bc ^a Hyphenation →	Watermark Page Page Color Borders	≣ Right: 0* ‡ 🚆 After: 10 pt	¢ P	osition Wrap - Text -		Pane Rotate -
Themes	ige Setup	Page Background	Paragraph	Es.		Arrange	

3. Page Layout Tab

.....

- Margins
- Orientation

File	Home Insert	Page Layout	References	Mailings Review Vie	W		
Table of Contents		AD	t Endnote Footnote * v Notes	Insert Citation v Bibliography v	Insert Table of Figures Update Table	Mark Entry	Ark Citation
Tabl	e of Contents	Footnotes	ι. Ω	Citations & Bibliography	Captions	Index	Table of Authorities

4. References Tab

.....

.....

File	Home	Insert	Page Lay	out Refere	ences Mai	ilings	Review	View					
Envelopes	Labels	Start Mail Merge *	Select Recipients *	Edit Recipient List	Highlight Merge Fields		Greeting Line	Insert Merge Field *	Rules * T Match Fields D Update Labels	Preview Results	1000	4 Recipier uto Check f	Finish & Merge
Crea	te		Start Mail M	erge			Write & Ir	isert Fields			Previe	ew Results	Finish

5. Mailings Tab

			•••••	•••••										•••••				•••••
File	Home	Insert	Page	Layout	References	Mailir	ngs Revie	w View	8									
ABC	íđ.	111	ABC 123	ato	*	275	XIE		20	Final: Show Markup	¥		×	🞲 Previous		20		N
elling &	Research	Thesaurus	Word Count	Translate	Language	New Comment	Delete Previ	ous Next	Track			Accept	Reject	- Next	Compare *	Block Authors	Restrict Editing	Linked Notes
	Proofing Language (Comments		Tracking			Changes			Compare	Pro	Protect	OneNote		

.....

- 7. Review Tab
 - Spelling & Grammar

.....

Word Count

File	Home	Ins	ert P	age Layo	ut References	Mailings	Re	view	View						
	Full Screen Reading		Outline	Draft	 Ruler Gridlines Navigation Pane 	Zoom	100%	Т	ne Page vo Pages age Width	New Window	Arrange	Split	View Side by Side	Switch Windows *	Macros
	Docun	nent Vie	WS.		Show		Zo	om					Window		Macros

- 8. View Tab
 - Print Layout
 ✓ Ruler
 ✓ Zoom

.....

4.0.2 Screen Components Quiz:

- 1. Open the 4.0.3 Screen Components Quiz in your student folder.
- Work alone or with a partner to complete the 4.0.2 Screen Components
 Quiz.

Microsoft Word Terminology

Alignment: refers to the position of lines in a paragraph in relation to the documents left and right margins

This text is left aligned.

This text is centered.

This text is right aligned.

This text is fully justified. It is spread evenly from the left to the right margin. All text in this paragraph will be justified between margins until you hit the enter key to force a new paragraph.

Backspace: deletes data to the left of the insertion point.

Bold: characters in bold appear on the screen in a higher intensity. **This text is bold.** Bold should be used for emphasis, but like all formatting characteristics, should be used sparingly.

Bullets: special characters or symbols that are used to set off a paragraph.

- This is item one in a bulleted list.
- This is item two in a bulleted list.
- Centering: the placement of a line of text in the center of the screen or page where the left-most and right-most characters in the line are the same distance from the left and right margins. (see alignment)
- Clip Art: pre-designed images that can be placed within a document.
- Close: closes the document and offers to save the changes you made to the document without exiting the program.
- Copy: creates a duplicate of highlighted/selected text and saves to the clipboard to be pasted elsewhere.
- Cut: removes highlighted/selected text and saves to the clipboard to be pasted elsewhere.
- Default: A default setting is the software manufacturer's preset option for a particular command or function. Default settings can be changed.
- Document: another name for a file created using Microsoft Word.

- Font: a style of typeface, such as: Times New Roman, Arial Black, Arial, and Freestyle Script. A font is a set of all the characters available in one typeface and size, including uppercase and lowercase letters, punctuation, and numerals.
- Font Formatting: changes the appearance of the text. Font formatting includes enhancements such as font style (**bold**, centering, and <u>underline</u>), point size (12 pt), and font typeface (Times New Roman, Arial, and Courier New).
- Format Painter: enables you to copy the formatting of one word or paragraph and apply it to another word or paragraph.
- Hard Return: You can force Word to end a paragraph and move to the next line by pressing the enter key. The resulting "hidden" command is called a Hard Return.
- I-beam Mouse Pointer: The mouse pointer turns into an I-beam mouse pointer when it is within the document area. Use the I-beam mouse pointer to place the insertion point in a document.
- Indentation: the amount of space measured from the page margin that is applied to a paragraph or an area of a document.
- Insertion Point: the point at which the cursor is blinking on the document screen.
- Italics: Italicized characters appear on the screen slightly tilted to the right. *This text is italicized.*
- Line Spacing: refers to the number of lines used by each line of text. In single-line spacing, each line of text is followed by another line of text, and there are no blank lines in between. In double-line spacing, each line of text is followed by a blank line.
- Margin: The amount of blank space, usually measured in inches or characters, above and below and to the right and left of the main body of a document.
- Paragraph: A paragraph is any amount of text separated by a hard return. Microsoft Word sees anything from a single word to an entire page of text as a paragraph.

Paste: Adds previously copied or cut text at the insertion point.

- Print Preview: Print Preview lets you see how your document will look on the page before it is printed.
- Wrapping: Text automatically wraps to the next line when typing in Microsoft Word. The only time you need to hit the enter key is when you want to start a new paragraph.