



Word Basics

Everyone Learns

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Selecting Text

Highlight the text-Highlighting the text by left click and dragging across

Single click- places the insertion point in a paragraph

Double click on a word- Select a single word

Triple click a paragraph- Select entire paragraph

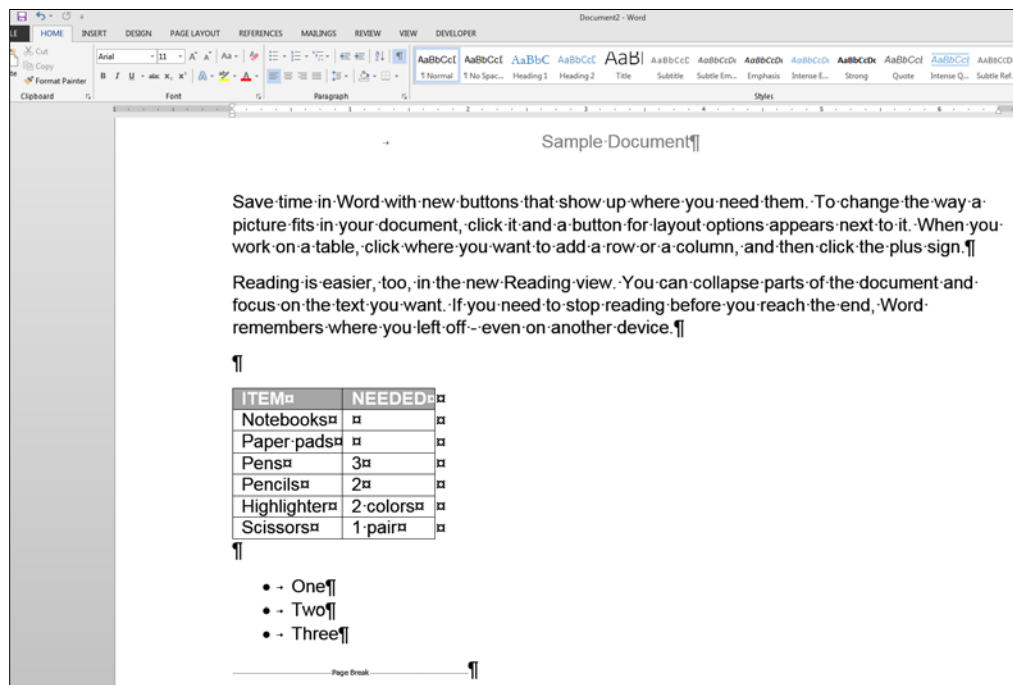
Show/Hide Non Printed Characters

Pressing the Show/Hide button on the Home tab will show the structure of Word document. This helps a user see the marks that affect the structure of the document.

Some of the characters that can be seen when enabled

- Paragraph
- Spaces
- Tab presses
- Breaks including Page and Section
- Table cells

With the show hide button turned on



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Page and Section Breaks

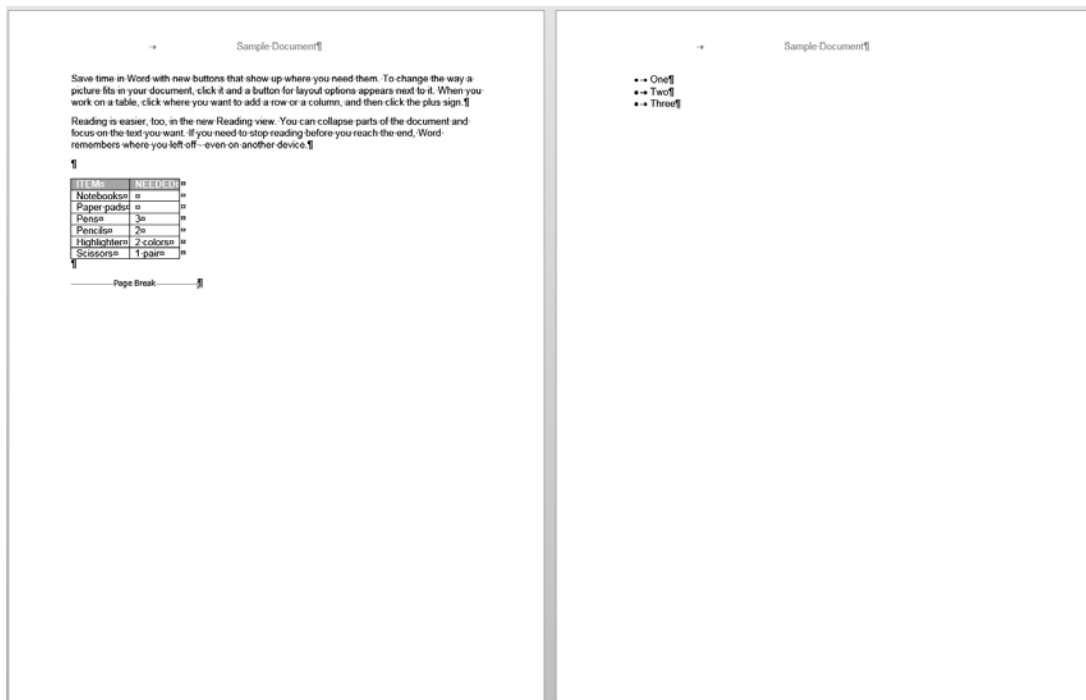
Pages are created automatically as content is added to a document. When a paragraph or content like charts and illustrations don't fit on a page Word adds another page in the same section. A user can control the flow of the content by inserting Page Breaks and Section Breaks found in the Page Layout Tab. After inserting a break Word will end the current page and start a new page.

- Page Break- The new page added will be part of the same section
- Section Break- The new page added will be a new section in your document

A cover page is an example of a section even though it is only one page long. A section can be different in appearance from the other sections in your document by not having the same headers and footer or be counted in the automatic page numbering.

To delete the break to let Word control the number of pages based on the content press click in front of the Page or Section Break and press delete on the keyboard

Show/Hide has to be enabled on the Home tab to be able to see the breaks in a document.



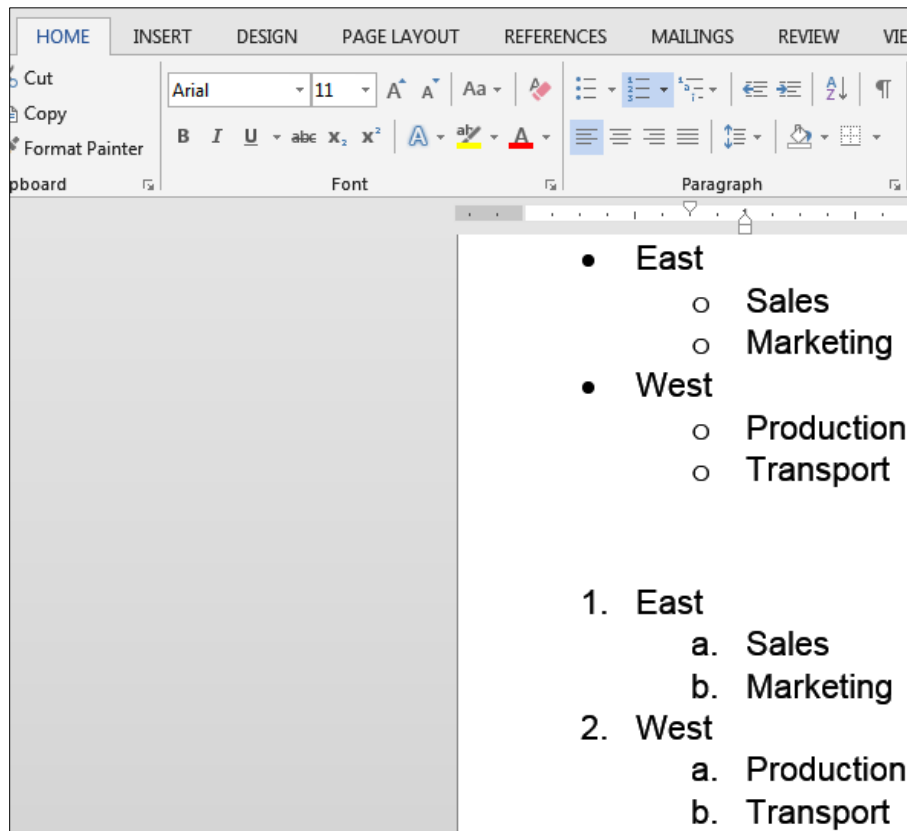
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Bullets and Numbers

Bullets and Numbers is an effective way of organizing data. Sub bullets or numbers can also help group data together

Bullets and Numbers can be toggle on existing text by selecting it before enabling a bullet/number format.

Setting sub bullets can be set by either using the Increase Indent and Decrease Indent buttons found in the Paragraph group on the Home Tab. It is also possible to set a sub bullet by pressing the TAB key on the keyboard before typing

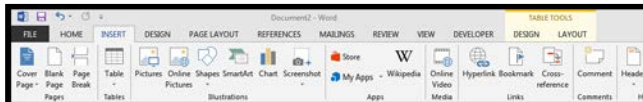


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Word Tables

A table is used for structure for content. Using the Table tools that show up at the top right on the Ribbon when a table is selected can it is possible to edit, design and even do math formulas similar to Microsoft Excel.

Inserting a Table can be created in several ways found under the Insert Tab. Press the Insert Table button to create the Table before the Table tools show up.



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Table formatted using the Table Tools

Project	Cost
Phase 1	1000.25
Phase 2	1000.25
Phase 3	6000.00
Total	8,000.50

Table Design Tools



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Table Layout Tools

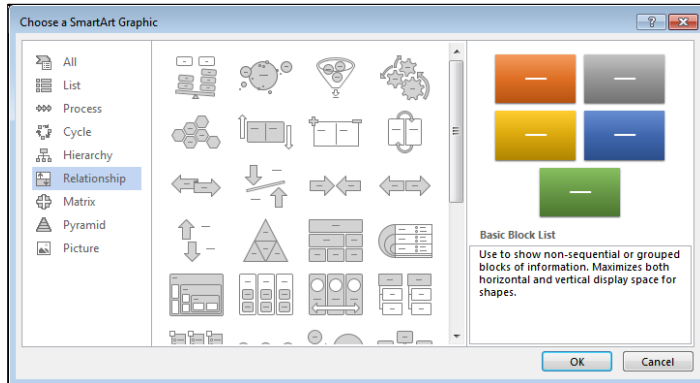


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SmartArt

Smart Art is a diagram tool that allows for quick creation of business graphics like process diagrams and other graphics that show hierarchy relationship

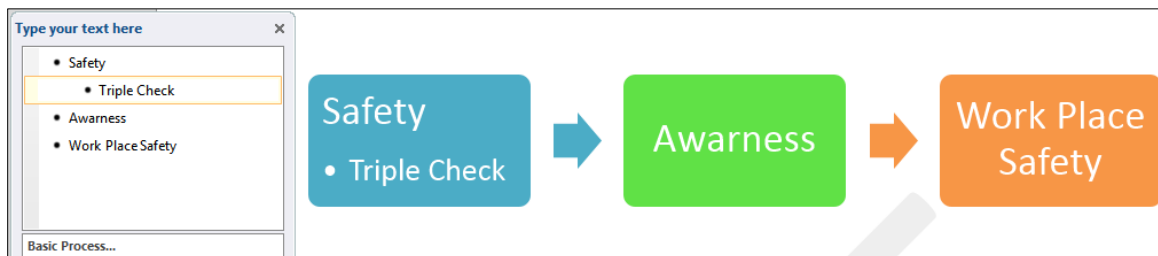
After pressing the Insert Button on the Ribbon the SmartArt dialog of lets you choose what type of diagram.



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Smart Art with the Text Pane showing

The toolbar that show up to left of the graphic allows adding content automatically to the graphic. Some of the diagrams can use sub bullets.



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SmartArt Tools Design Tab



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SmartArt Tools Format Tab



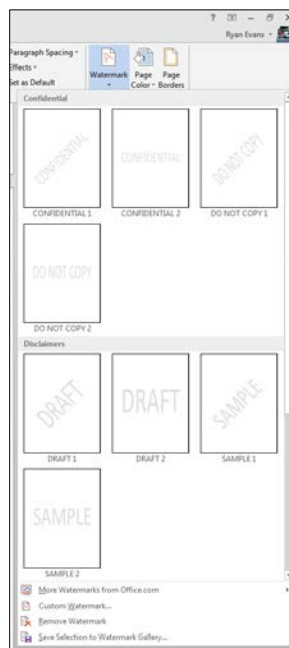
Watermarks

Marking a document as Important, draft or confidential can be done to one or every section in your document using large, greyed out text that shows up behind the content in a Word document

The Watermark button is located in the Design Tab of Word 2013 and the two previous versions of Word under the Page Layout Tab.

If a Watermark is only showing up on one section in a document you can use a custom Watermark as it will be applied to all sections in your document as opposed to using the built in quick formats.

The Watermark button at the far right of the Design Tab

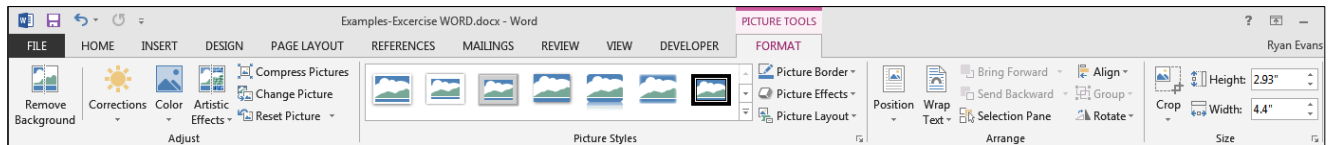


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Images

Insert JPEG, PNG and many other graphic formats by using the insert Picture button found on the tool bar

When an image is selected the Picture Tools/Format Tab shows up at the top right of the Ribbon.

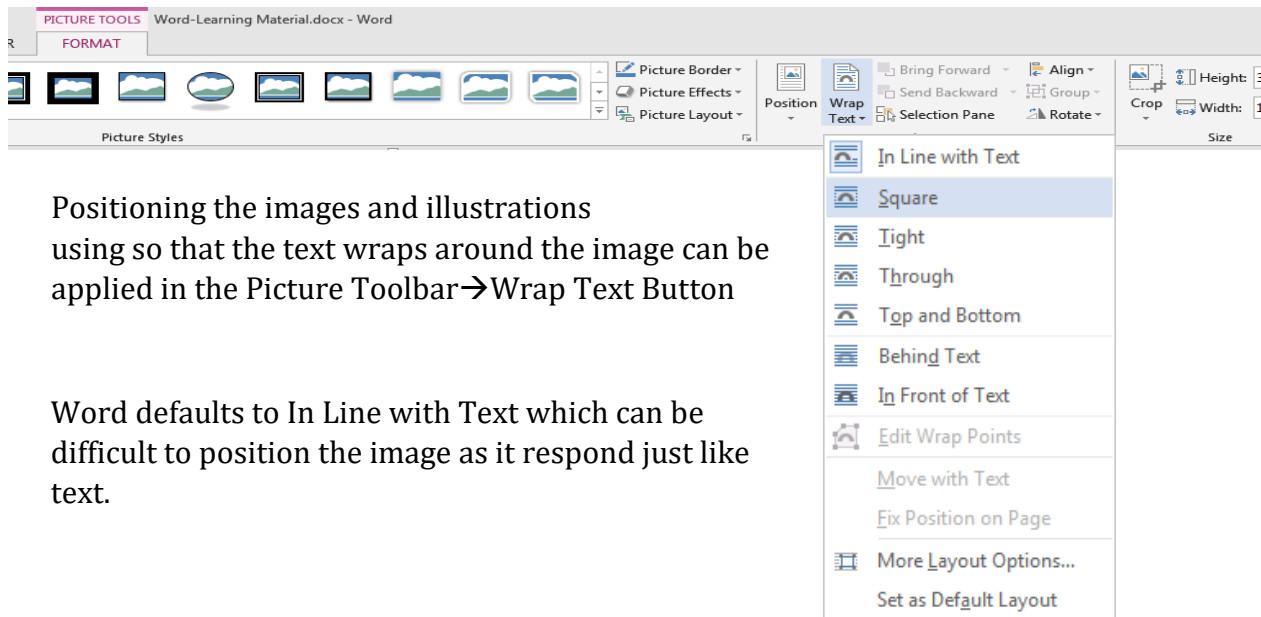


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Some of the capabilities of the Picture Tools

- Remove the background
- Change and correct the color
- Apply drop shadow and other effects
- Apply Borders
- Crop and resize
- Wrap Text
- Compress the file size of the image after cropping or resizing

Wrap Text



The screenshot shows the Microsoft Word interface with the 'PICTURE TOOLS' ribbon selected. The 'FORMAT' tab is active, and the 'Wrap Text' button is highlighted. The dropdown menu is open, showing various wrap options: 'In Line with Text', 'Square', 'Tight', 'Through', 'Top and Bottom', 'Behind Text', 'In Front of Text', 'Edit Wrap Points', 'Move with Text', 'Fix Position on Page', 'More Layout Options...', and 'Set as Default Layout'. The 'Square' option is currently selected.

Positioning the images and illustrations using so that the text wraps around the image can be applied in the Picture Toolbar → Wrap Text Button

Word defaults to In Line with Text which can be difficult to position the image as it respond just like text.

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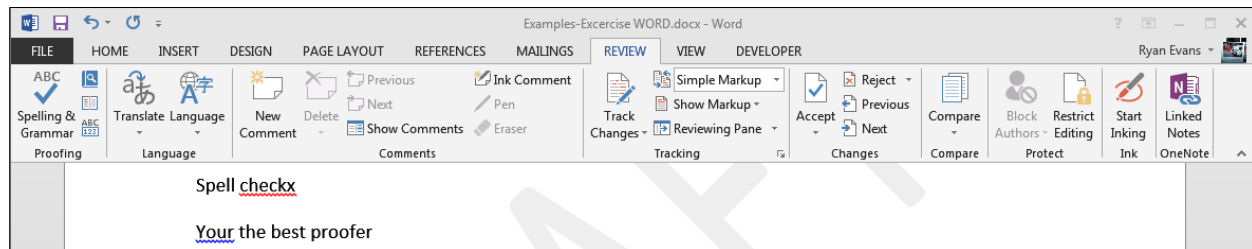
Spell and Grammar Tools

The Review Tab on the Ribbon has many Spelling and Grammar along with many other proofing and collaboration tools. Many people right click on the underlined suggested grammar (blue wavy) and spelling (red wavy) errors.

Word has a feature called Auto correct that corrects the common mistakes in with typos and spelling/grammar.

If Word has corrected something that was not actually an error use the undo function (CTRL-Z) to undo the last change.

Pressing the Spelling and Grammar button or the keyboard shortcut F7 starts a dialogue that reviews your document from your current position down to the bottom of the document. A dialogue will appear asking if you want to check from the top of the document down.

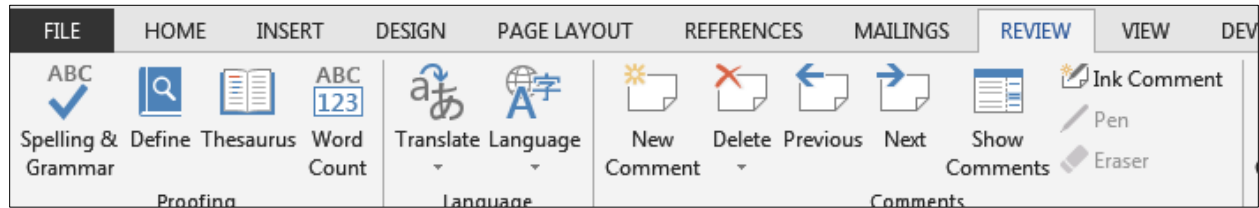


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Inserting Comments

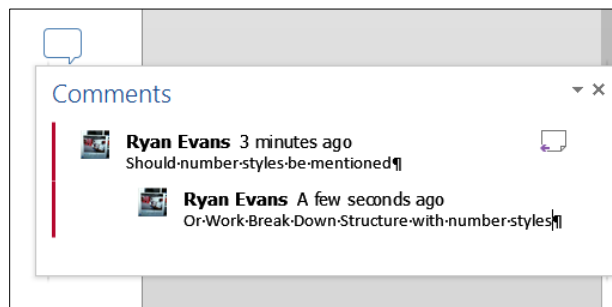
A comment is one of many ways to collaborate with colleagues. A user can leave a comment that shows up outside of the document not changing the flow of the document.

Comments can be added, edited and removed from the review tabs Comments group



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Comment showing in a Word 2013 document



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Save As and Print Output

The File menu on the Ribbon has Save and Save As along with other options

File Menu

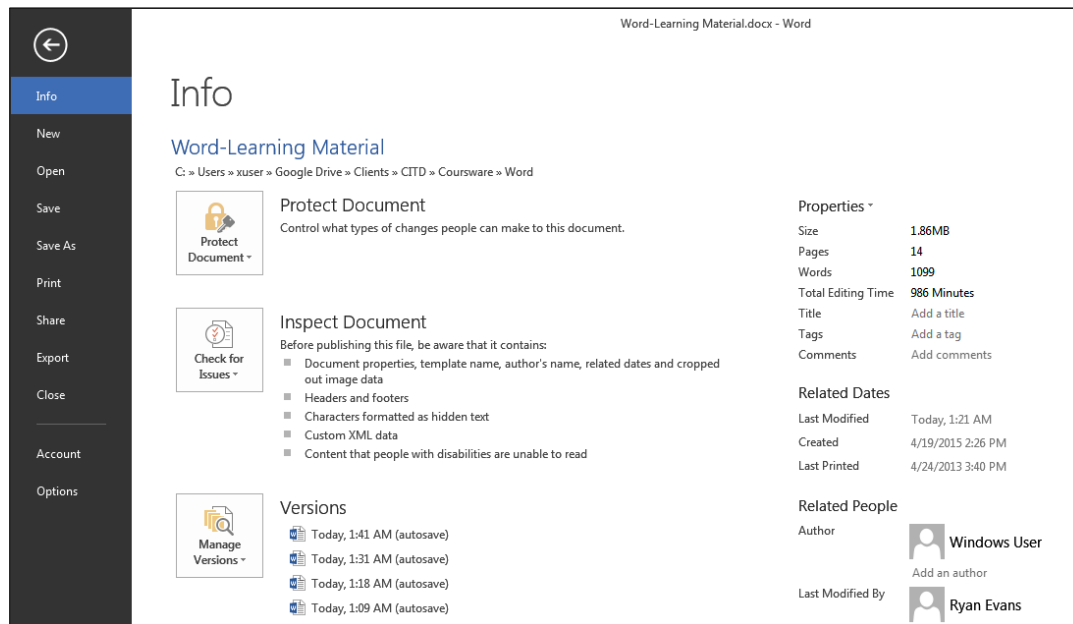
The file menu on the Ribbon contains some of these key function of Word:

<ul style="list-style-type: none"> • Save and Save As • Open documents • Print • Info about the current document 	<ul style="list-style-type: none"> • Sharing • Exporting • Protecting • See the File Management Module:2 for more information on saving
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Info Dialog

Key features:

<ul style="list-style-type: none"> • Password Protect • Inspect for privacy and other options • Recover unsaved and previous AutoSaved version of the document 	<ul style="list-style-type: none"> • File Properties • Author • Date created and modified • Authors and editors • File size
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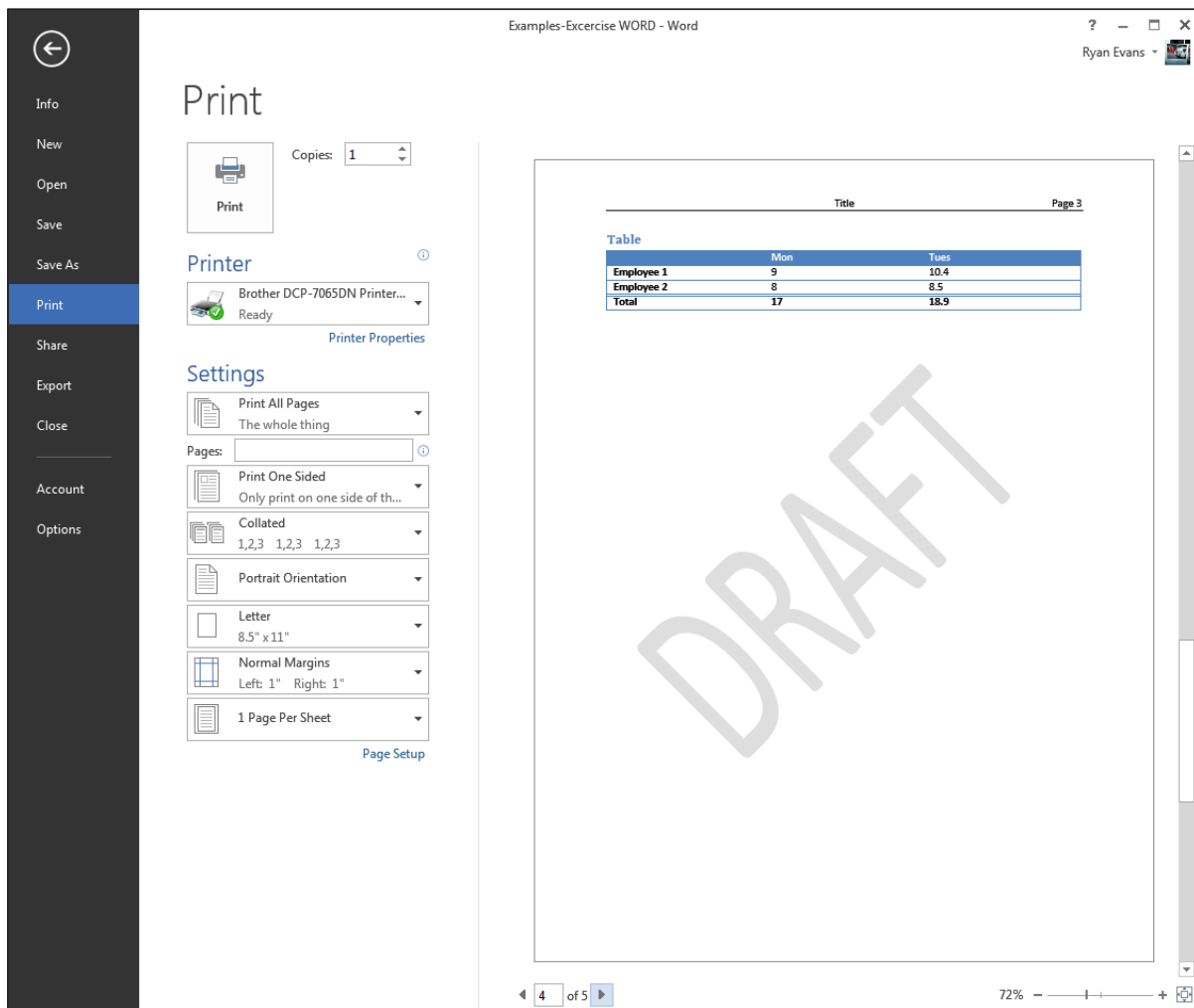
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Print Dialog

File→Print or the keyboard shortcut CTRL + P to open the Print dialog which integrates the Print Preview.

Key features:

<ul style="list-style-type: none"> • Number of copies • Pick printer • Choose pages to print • Double sided print option • Orientation 	<ul style="list-style-type: none"> • Paper size • Margin size • Multiple pages printing on one page
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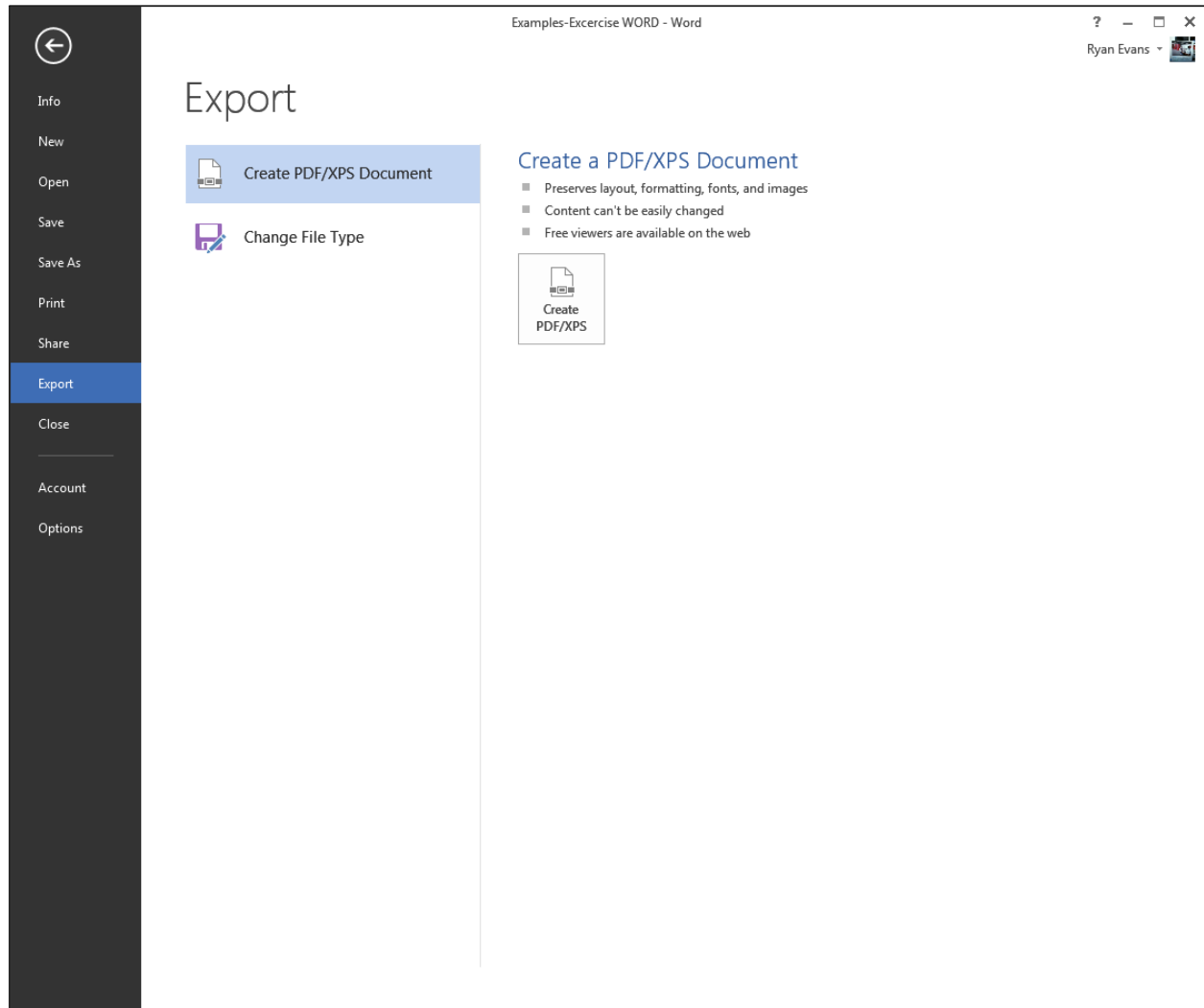
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Export to PDF

To create a PDF from Word 2013 is found under File→Export

Saving a PDF and other document type can also happen in the **Save As** dialog

Don't delete the original Word document as it is the easiest way to edit the document.



It is possible to open and convert PDF documents to be able to edit in Word 2013.