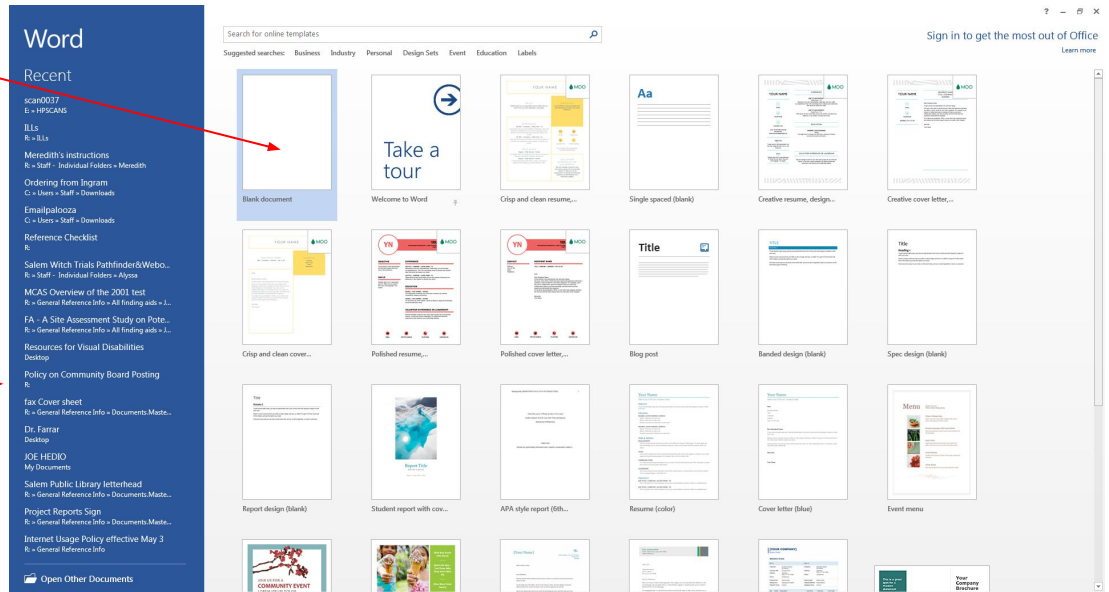


# Microsoft Word Basics

# Getting Started

- Open word. You may choose a blank document, or browse a template that's right for you. Blank or unformatted documents are best to use at this stage of instruction.

- The blue column on the left shows your most recent saved files. You may select one of these to resume work on a saved document.



Page

Cursor

Margins

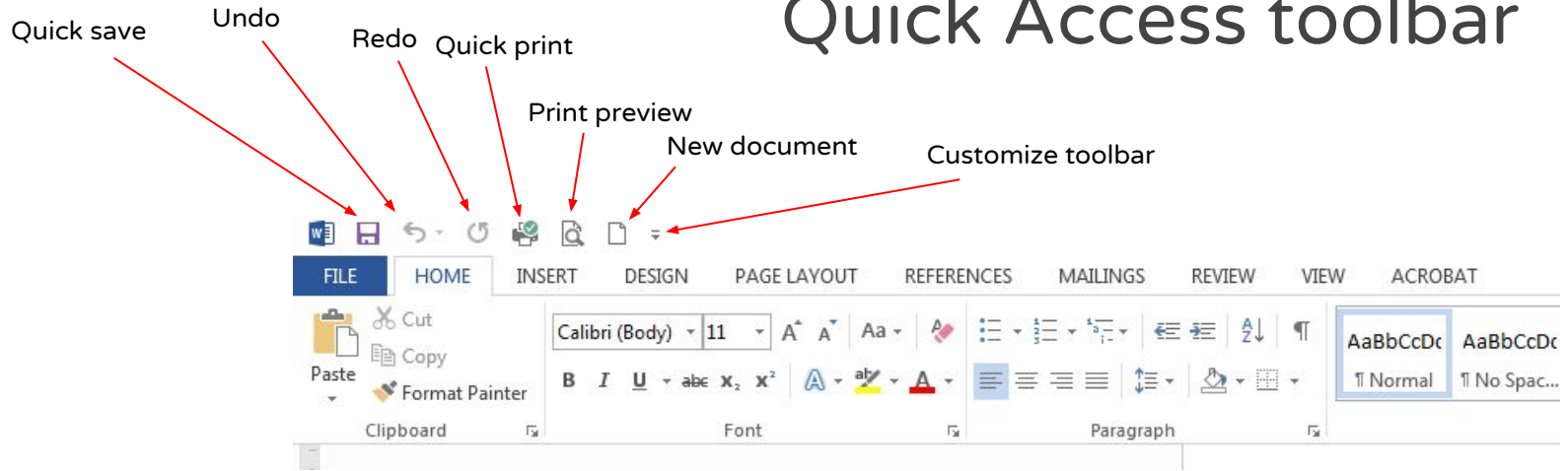
Scroll bar

Page and word count

Read modes

Zoom

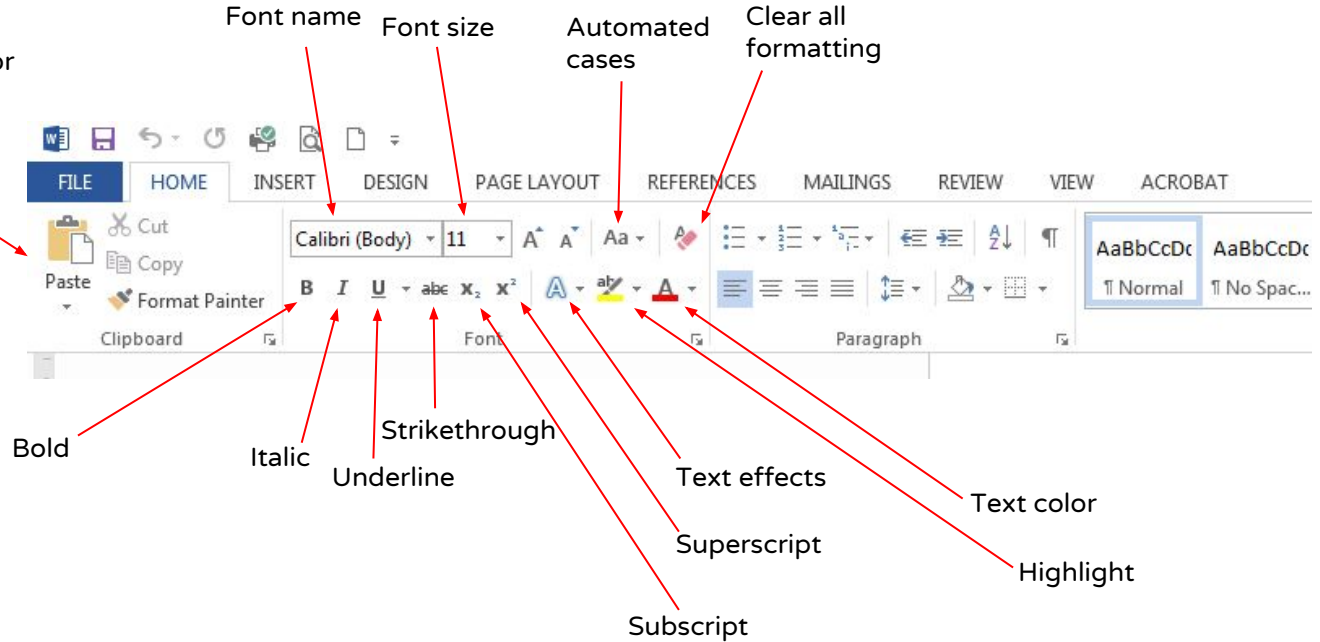
# Quick Access toolbar



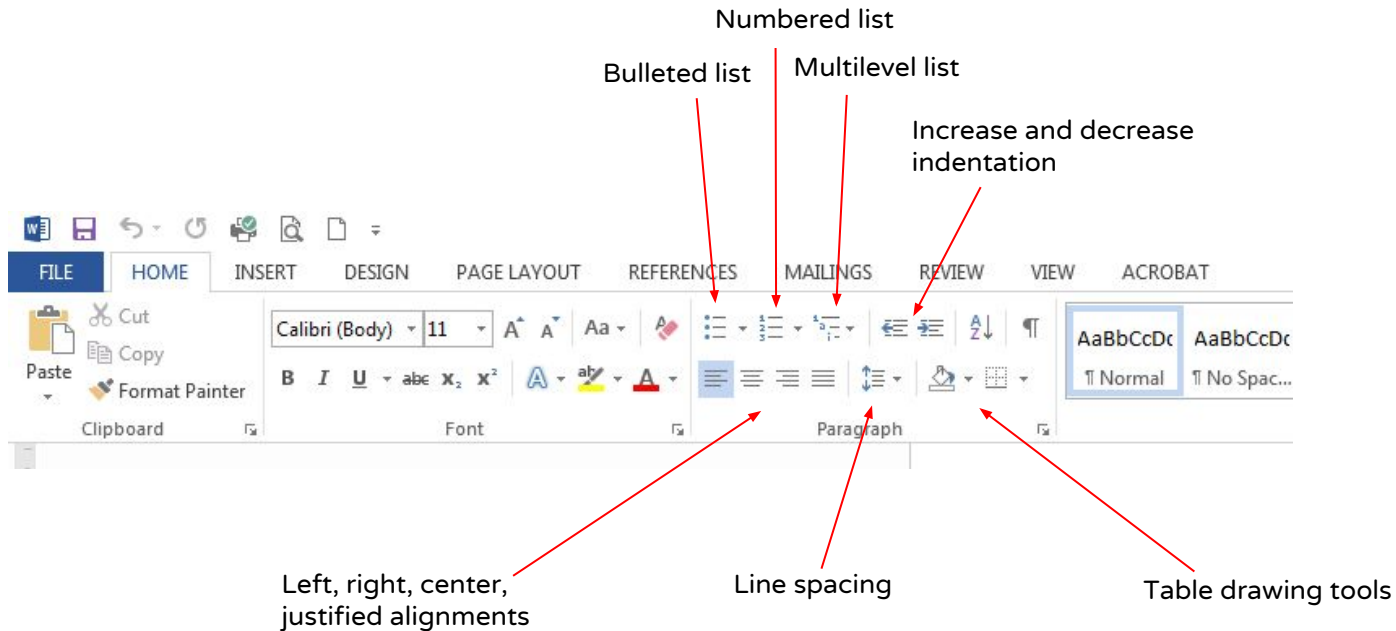
You may add frequently used tools to your quick access bar by right clicking the tool button and selecting “add to Quick Access toolbar”

# Home toolbar: font style & clipboard

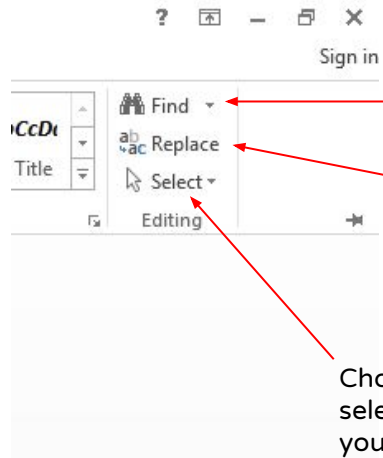
Clipboard: use to copy and paste, or ctrl+c and ctrl+v



# Home toolbar: format paragraphs



# Home toolbar: editing tools



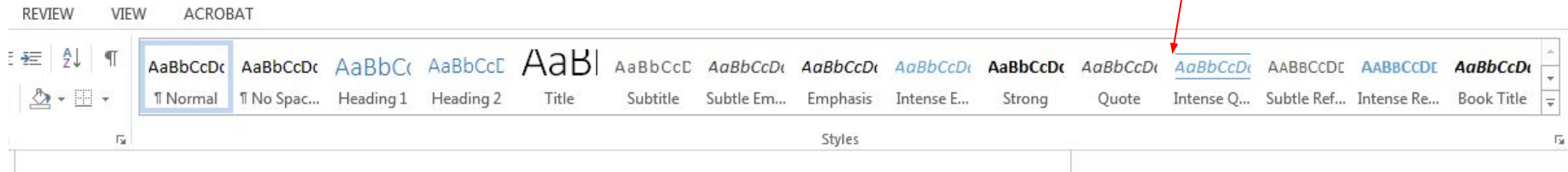
Find, ctrl+f for PCs and Command-F for Macs, allows you to find words within the text

Replace words with other words in your text

Choose how to select portions of your text

Now you  
know your  
basic tools!

You can ignore the stylized presets to the right of your home toolbar for now as they can be cumbersome to customize



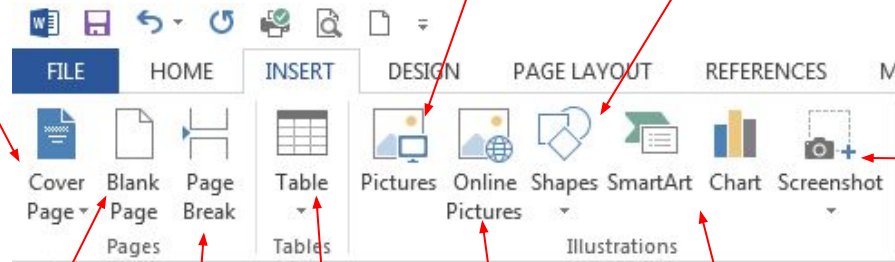


# Insert/add media

Add a preset cover page

Insert image files saved to your computer

Add shapes such as arrows



Grab a screenshot (for PCs press the Prtscn key, then paste your clipboard contents. For Macs press Command + shift + 4 to copy, and then paste your clipboard contents)

Add a blank page between pages of text

Create a table of columns and rows

Add infographics

Break your chapter or subheading of text to the next page

Search images when connected to the internet with a Bing image search

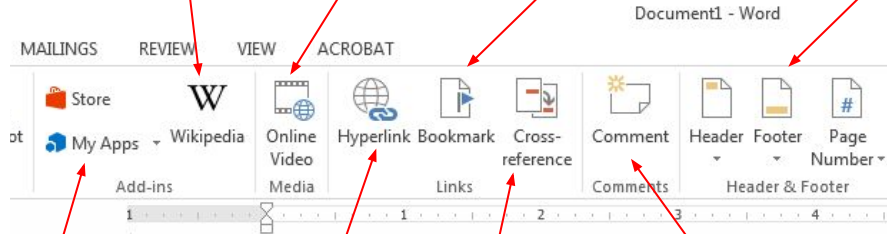
# Insert/add media

Search for or embed  
online videos

Insert Wikipedia content

Bookmark select  
portions of your text  
for easy reference

Add headers,  
footers, and page  
numbers



Add or manage apps

Hyperlink portions of your  
text for reader's reference  
(e.g. subsections in legal  
documents)

Link your text to outside  
sources with a URL  
(for example:  
www.youtube.com)

Add comments for  
multireader editing (to  
delete comments go to the  
Review/editing tab)

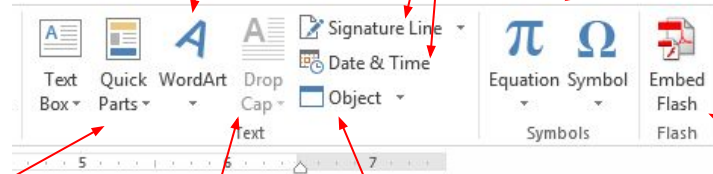
# Insert/add media

Add a moveable text box to your article or graphic design

Custom text-image headings

Add a signature or timestamp your document

Open math or symbol menus



Automate format templates for recurring, stylized text (such as captions or asides)

Add an epigraphic letter or word to begin your article or chapter

Add another file or document to your current document

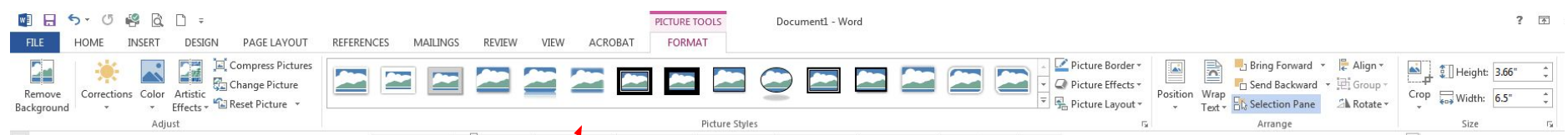
Embed .swf files for sound clips throughout your text

# Page layout options

The image shows the Microsoft Word ribbon with the PAGE LAYOUT tab selected. The ribbon is divided into several groups: Page Setup, Paragraph, and Arrange. Red arrows point from text annotations to specific features in the ribbon.

**Annotations and their corresponding features:**

- Paper dimensions:** Points to the Margins and Orientation icons in the Page Setup group.
- Portrait or landscape orientation:** Points to the Orientation icon in the Page Setup group.
- Margin adjustment in print inches:** Points to the Margins icon in the Page Setup group.
- Divide text into columns:** Points to the Columns icon in the Page Setup group.
- Number each line of text, and hyphenate each line item in list:** Points to the Line Numbers and Hyphenation icons in the Page Setup group.
- Manually adjust the spacing before and after paragraph breaks:** Points to the Spacing controls (Before and After) in the Paragraph group.
- Manually adjust the dimensions of indentations:** Points to the Indent controls (Left and Right) in the Paragraph group.
- Page break:** Points to the Breaks icon in the Page Setup group.
- Position images within text, select style of "wrapping" text around images, and select the order in which multiple layers of images will appear. To test this function, upload an image to your document.** Points to the Position, Wrap Text, Bring Forward, and Send Backward icons in the Arrange group.
- Align, group, or rotate images:** Points to the Align, Group, and Rotate icons in the Arrange group.
- Your menu listing names of image files that appear in the document for quick toggling:** Points to the Selection Pane icon in the Arrange group.



As you add tables and images, more tab menus appear with various tool options

They will be highlighted and color-coded as shown above. To stick to our basic agenda, we will skip these accessories for now. But if you're interested, many of the functions include basic photo editing for more graphic documents, or table editing, which gives you a greater range for infographic presentations. Test out the tools as you would any of the tools and effects described throughout this dossier.

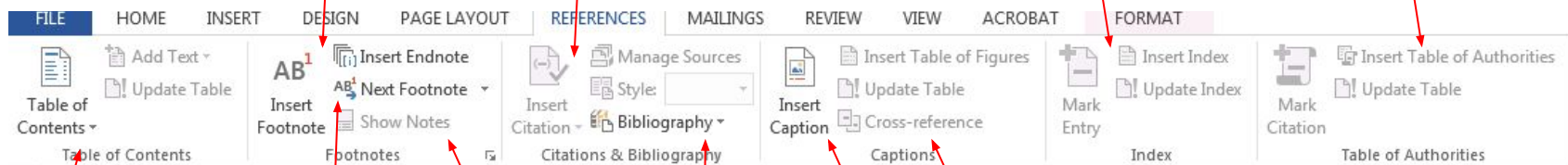
# References/works cited

Insert footnote or endnote

Add and manage sources

Add and link indexed items

Formatting settings for legal documents



Add a preset, formatted table of contents, and update an existing table using the buttons to the right.

Jump to next footnote in your text

Add a formatted bibliography according to what type of document you're drafting

Display menu of all notes

Hyperlink portions of text

Insert captions below images

# Review/edit

The image shows the REVIEW ribbon in Microsoft Word with several features annotated with red arrows and text boxes:

- Spelling & Grammar:** Annotated with "Always check spelling & grammar!".
- Define:** Annotated with "Define a word by highlighting and clicking this button".
- Thesaurus:** Annotated with "Find synonyms for words you've used too often throughout your document".
- Word Count:** Annotated with "Count total words in document".
- Translate Language:** Annotated with "Translate and adjust language settings".
- Comments (New, Delete, Previous, Next):** Annotated with "Add, delete, and toggle through document's comments by multiple users".
- Show Comments:** Annotated with "Track changes that have been made throughout the creation and editing of your document (very useful!)".
- Track Changes:** Annotated with "Track changes that have been made throughout the creation and editing of your document (very useful!)".
- Simple Markup, Show Markup, Reviewing Pane:** Annotated with "Track changes that have been made throughout the creation and editing of your document (very useful!)".
- Accept, Reject:** Annotated with "Accept or reject changes that have been made by other editors".
- Compare:** Annotated with "Compare and combine revisions of same document".
- Block, Restrict, Protect:** Annotated with "Control editing capabilities (it's a privilege not a right!)".

# View options

The image shows the Microsoft Word ribbon with the **VIEW** tab selected. Red arrows point from descriptive text to specific icons and options on the ribbon.

**FILE** | **HOME** | **INSERT** | **DESIGN** | **PAGE LAYOUT** | **REFERENCES** | **MAILINGS** | **REVIEW** | **VIEW** | **ACROBAT**

**Views:** Read Mode, Print Layout, Web Layout

**Show:**  Ruler,  Gridlines,  Navigation Pane

**Zoom:** Zoom (100%), One Page, Multiple Pages, Page Width

**Window:** New Window, Arrange All, Split

**Window (ACROBAT):** View Side by Side, Synchronous Scrolling, Reset Window Position

**Switch Windows**

**Macros**

**Annotations:**

- Read document as if it were a pdf or epub file (points to Read Mode)
- Edit document as it will look when printed (points to Print Layout)
- See next slide (17) (points to Draft)
- Show ruler measurements or grid to give you spatial relations on the page (points to Ruler and Gridlines)
- Split or add documents and toggle between each (points to Split)
- Arrange your split windows, or synchronize scrolling (points to View Side by Side)
- Automate frequently used tasks by creating a series of commands and instructions (points to Macros)
- Edit document as it will look when printed (points to Read Mode)
- Draft returns you to regular text edit as opposed to outline mode (points to Draft)
- Navigate your document with quick searches (points to Navigation Pane)
- Magnify or broaden your view of the document (points to Zoom)
- View the document one or two pages at a time, adjust page width (points to One Page and Page Width)
- Toggle between your documents (points to Switch Windows)



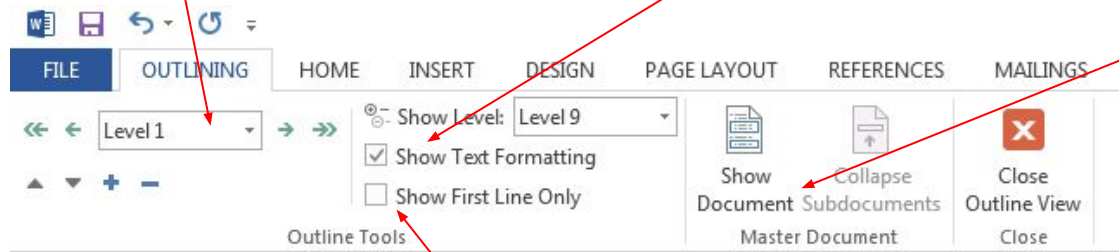
# Outlining

Outlining is a simple way of creating a list or taxonomy

Quickly refer to each level of your list

When this is checked, it shows your stylized/designed text, rather than the normal text format, which looks more like the text of this explanatory caption

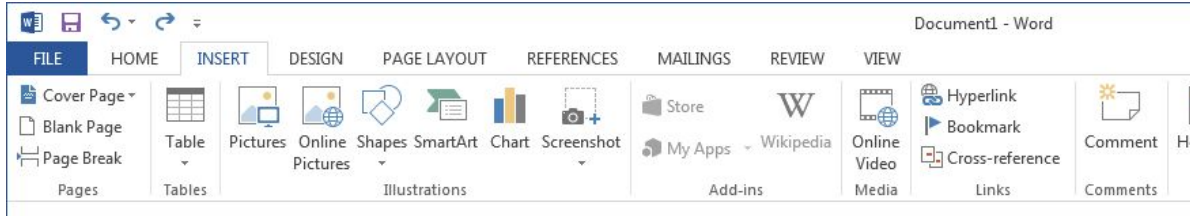
Insert other documents into or create documents of portions of your outline



When this is checked, it shows the first line only of the level you have selected. The higher the level, the more lines are shown.

Start by typing your first and second lines. Then drag the minus symbol at the head of the line right to subordinate the second line to the first line

# Problems w/multi-user comments

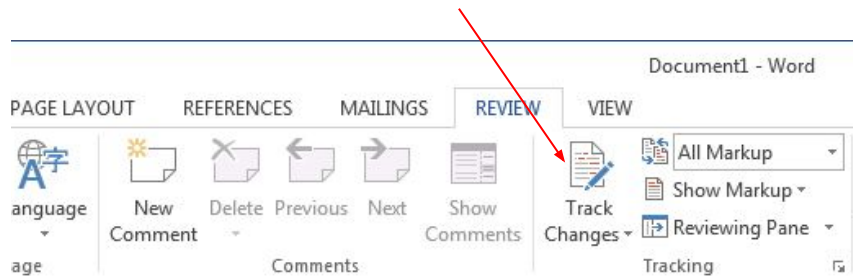


It is difficult to manage or delete comments from the Insert tab. Instead, delete user comments from the Review tab.



# Problems w/track changes

If you're having trouble turning track changes off, be sure that it is unlocked.



DADA  
~~Surrealism~~False  
Ggallin

MA

This is what Track Changes looks like. The blue is unedited text, the crossed-out red has been deleted by an editor, and the underscored red word to the left of the deleted word is the word the editor chose to replace the previous word. All red underscored words are additions made to the original text.