IT Training

University of Reading

Microsoft Word 2013™
An Essential Guide (Level 1)

Contents

Introduction

These notes are designed to cover the essential features of Microsoft Word. It covers everything which all users should know, whether they are complete beginners or are already reasonably familiar with Word. Once you have made sure you know the fundamentals, take a look at the intermediate level guide, [Microsoft Word - An Intermediate Guide](#).

Logging on to an IT Managed Computer

If you are using an IT Lab PC running Windows 7, you will first need to start up the computer. Even if the screen is black, the computer should be running.

1. If the screen is black, press any key to activate the computer
2. If the screen still remains black, check the last user hasn't turned off the monitor or PC
3. Next press **<Ctrl Alt Delete>** - i.e. hold down both the **<Ctrl>** and **<Alt>** keys and press **<Delete>**

You should now be able to login:

4. Press **<Enter>** or click on **[OK]** then type your *username* and *password* into the boxes on the screen

The **<Enter>** key is the upside-down L-shaped key on the right of the main keyboard – a duplicate key can be found on the far right of the keyboard, in the numeric keypad, with the word **Enter** written on it.

Tip: The **<Tab>** key, above **<Caps Lock>** on the far left of the keyboard, moves the typing between the boxes.

5. Press **<Enter>** or click on **[OK]** to complete the login

Using the Mouse and Keyboard

The mouse has two buttons separated by a central scrolling wheel. Throughout this course, *always press the left mouse button* when told to click on a tab or button (unless explicitly told to *right click*, in which case press the *right* mouse button).

If you haven't used a keyboard before you may think the order of keys is confusing. Don't worry about this - you soon get used to it. It is in fact designed for *touch typing* (using all fingers), with the most frequently-used keys in convenient positions. If you would like to learn how to type properly, there are several free typing tutors published on the web – just type `typing tutor` into any browser's search box.

To get CAPITAL LETTERS you can use the **<Caps Lock>** key but this is only really used for typing everything in upper case. If you require just a single letter (or a character above the numbers on the top row) then hold down the **<Shift>** key (immediately above **<Ctrl>** on both the left and right) as you press the relevant key.

Starting Microsoft Word

To load Microsoft Word:

1. Click on the **Start** button in the bottom left corner of the screen
2. Choose **All Programs** then **Microsoft Office 2013** followed by **Word 2013**

Tip: You'll probably be using Word quite frequently in the future, so it's worth putting it as an icon on the *Desktop*. To do this, repeat the above steps, but at the last step, *right click* (i.e. press the *right* mouse button) and choose **Send to** followed by **Desktop (create shortcut)**. To load Word in future, simply *double click* on the *Desktop* icon.

If a **Welcome to Office 2013** window appears then you can either work through this short tutorial by clicking **Next** in the bottom right-hand corner or close it immediately by clicking on the **X** in the top right-hand corner.

3. Press **<Enter>** for **Blank document** to start up a new document

A window similar to that shown below will open, ready for you to begin typing:
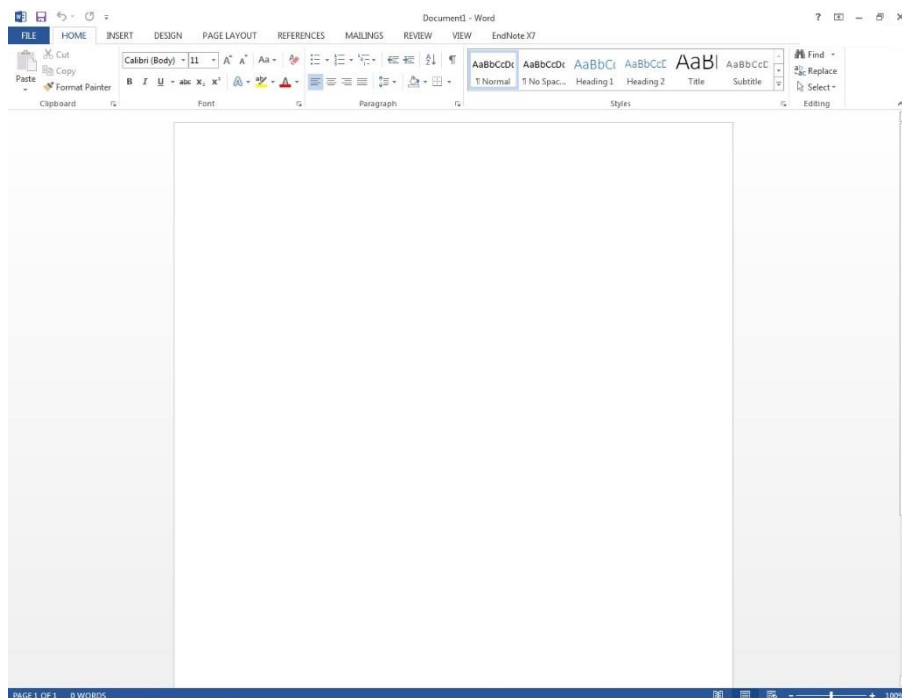
In the top left-hand corner is the *Quick Access Toolbar* which contains icons to a few commands, e.g. **Save** and **Undo**, and to which you can add further buttons by clicking on the *down-arrow* to the right. Below this is the *Ribbon*, with *tabs* along the top and command icons on each tab. These can be used to give instructions to Word. The **File** tab contains the commands to **Open**, **Save** and **Print** your document.

Scroll bars are provided on the right (and bottom) to let you move up and down (or sideways across) your work. At the very bottom of the window, there is information about where you are in your document on the *Status Bar* - here you are on Page 1 of 1. Some of the other information that is shown on here is a word count and the proofing errors checker (there is a cross if there are proofing errors). On the right-hand side of the *Status Bar* are icons to change the view of the page, and to zoom in or out, i.e. make the text on the screen bigger or smaller (note this doesn't affect the printed page).

Writing Your Document

Entering Your Text

Having introduced you to the layout, it's time to start typing a document:

1. Type in a few words, pressing the **<spacebar>** once after each word to separate them (the spacebar is the long key along the bottom of the keyboard)

If you are not very fast at typing just type some imaginary words, pressing keys at random, but remember to include spaces between the words.

2. Continue typing across the screen - the words will automatically spill onto a new line when you reach the right-hand side (this is known as *wraparound*)

3. Continue typing until you have at least *three* lines of text then press **<Enter>** to mark the end of the paragraph

IMPORTANT: When using a word processor, do NOT press the **<Enter>** key at the end of each line. If you need your work *double spaced* (each line followed by a blank line) then you simply change the paragraph's *line spacing* - this is covered later on. Press **<Enter>** only when you want to start a new paragraph. In Word, a blank line is automatically inserted between each paragraph, so you need only press **<Enter>** once.

A jagged red (or occasionally blue) line may appear beneath your text. Don't worry about this - Word is telling you that what you typed is not recognised (the words are not in the dictionary) or that the grammar may be incorrect. You'll learn more about this later.

Tip: Avoid pressing the **<spacebar>** or **<Enter>** key more than twice in succession. In particular, do not use spaces to centre a heading, line up words in columns, or to add extra blank lines to force a heading onto a new page. There are special key presses that do these things for you (tabs and hard page breaks) that are covered in our Microsoft Word - An Intermediate Guide.

4. Practice typing a couple of extra paragraphs, pressing **<Enter>** *once* at the end of each

Correcting Mistakes

Don't worry if you go wrong, as it is very easy to correct your work. The **<Backspace>** key (immediately above **<Enter>** in the main section of the keyboard) can be used to delete the last character(s) typed.

1. Press **<Backspace>** a few times and note what happens

You should have noticed a flashing vertical bar on the screen at the end of your work. This marks the *insertion point*. Anything that you type will always appear at the insertion point. You can move the insertion point around your work by using the *arrow keys* to the right of the main keyboard. You can also change its position by moving the mouse pointer on the screen and clicking where you want the *insertion point* to be.

2. Press the **<arrow>** keys to move the *insertion point* around - note that you can hold down a key to move more rapidly

3. Move the mouse to position the pointer in the middle of a paragraph and click on the mouse button - the *insertion point* should have moved to where you clicked

4. Type in some more words - watch how the text which follows moves sideways to make room for the new words

As the text moves, the following lines of the paragraph are redrawn automatically. Within a paragraph, the **<Backspace>** key works as before but you can also remove characters forwards:

5. Press the **<Delete>** key (immediately to the right of **<Enter>**) a few times and note what happens

Here you are only practicing on text you do not need to keep, but you may accidentally delete words that you needed. Do not panic! If you ever make a mistake when using Word then you can undo your error by using the **[Undo]** button.

Undo -

This can be found on the *Quick Access Bar* in the top left-hand corner. The undo button can be used more than once to undo a series of actions by clicking on the dropdown arrow next to it and selecting the actions to be undone.

6. Click on the **[Undo]** button several times to see its effect

Note that there's also a **[Redo]** button (to the right of **[Undo]**) if you accidentally undo too much!

Tip: Word lets you use control key combinations to issue commands from the keyboard. The combination **<Ctrl z>** (hold down **<Ctrl>** and press **<z>**) can be used to undo something. **<Ctrl y>** can be used for redo.

Changing the Look of Your Text

With Microsoft Word, it's easy to change the appearance of your work. You can change the *format* of paragraphs (each can have its own settings), the *typeface* of the words (you can have different settings for single words/phrases or individual characters, such as superscript) or the *layout* on the pages (you can have different layouts for particular sections of your work, such as a sideways page). The page layout is covered in the Microsoft Word - Intermediate Guide.

Aligning Text on the Page

Align Left - Centre - Align Right - Justify -

With Microsoft Word, it's easy to change the layout of a paragraph. This is done by first moving the *insertion point* (typing position) into that paragraph. You can then decide how you want your paragraph to look.

1. Move the *insertion point* into the paragraph you want to change (anywhere will do)

When typing a document you normally want text to align on the left-hand side of the page. Some people prefer text to be *justified* - this is where text aligns both left and right. You can also align text to the right (e.g. for an address) or to the centre (e.g. for a title or heading). You can use the buttons shown above (they are on the **HOME** tab in the *Paragraph* group) to control how text is aligned on the page.

2. Try out all four justification buttons (or use **<Ctrl l>**, **<Ctrl e>**, **<Ctrl r>** and **<Ctrl j>**) - note that only the current paragraph is affected; each paragraph can have its own justification setting

Tip: If you like justified text, consider turning on *hyphenation*. This automatically splits a long word at the end of a line in two, improving the layout considerably. To turn this on, move to the **PAGE LAYOUT** tab, then click on the **[Hyphenation]** button in the *Page Setup* group and choose **Automatic**.

Altering Line Spacing

Line Spacing -

Sometimes you might be asked to *double space* your work (or use some other spacing). You should still be in the paragraph where you tested the different justification settings, so:

1. Click on the *list arrow* attached to the **[Line Spacing]** button in the *Paragraph* group
2. Select **2.0** for double spacing

Tip: You can also use **<Ctrl 2>** (hold down **<Ctrl>** and press **<2>**) for double, **<Ctrl 1>** for single and **<Ctrl 5>** for one-and-a-half spacing. **<Ctrl 0>** adds a blank line before a paragraph.

Note that the justification and line spacing settings are carried forward from one paragraph to the next. You usually set these up before you even start typing. Sometimes, however, you might want to change these settings for part of your work (e.g. you might decide to have a table or quotation *one-and-a-half* spaced, with the rest of your text *double* spaced). You can either do this as you type or alter the settings later.

Changing Fonts

Font - Calibri (Body)

Another setting you may want to change is the font (and/or font size). It's easiest to set this up before you start typing - the settings are then carried forward as you continue typing your text.

The starting font for a new document in Word is usually set to **Calibri (Body)**. You might want to use a different style of lettering (font or typeface) to personalise your work. Several fonts are available in Word. If you want to change the current font:

1. Move the typing position to the end of your document (pressing **<Ctrl End>** takes you there)
2. Click on the *list arrow* attached to the **[Font]** button on the **HOME** tab
3. Click on the font you require, e.g. *Rdg Swift* – you can either scroll down the list to find the font you want, or type in the name of the font to pick it up more quickly – and type a few words

Note: The fonts, Rdg Swift and Rdg Vesta, are specific University of Reading fonts that have been setup for use with the University Staff Templates.

Some fonts (e.g. **Symbol** and **Wingdings**) produce non-Roman letters or iconic symbols. **Courier New** gives a typewriter font. *Sans-serif* fonts, such as **Cambria** and **Ariel**, give clear headings.

Changing Font Size

Font Size - 11

Generally a point size of 10, 11 or 12 is used for the body of the text while point sizes of 13 to 16 are used for headings. The current size (11) is shown in the font size box. To alter this:

1. Click on the *list arrow* attached to the **[Font Size]** button on the **HOME** tab
2. Click on the size you require - for example, **12** – and type a few words

Tip: You can also type the number directly into the font size box (press **<Enter>** to set it). This allows you to select a font size not in the list, for example 13 or a bigger number if you want very large characters.

Note that you can also change the size of your font using **[Increase Font Size]** (**Ctrl >**) or **[Decrease Font Size]** (**Ctrl <**) immediately to the right of the **[Font Size]** button. The buttons below these include

[Text Highlight Color], which can be used like a highlighter pen, and **[Font Color]** should you want text in a colour other than black.

Bold, Italic and Underline

Bold - **B**   Italic - *I*   Underline - <u>U</u> ▾

As well as changing the font and font size, you can make some other fairly simple formatting changes that change the look of your text. Here try out the bold, italic and underline buttons which are in the *Font* group on the **HOME** tab.

1. Click on the **[Bold]** button and type in some new words - you will find that these words appear in a darker colour
2. To turn off bold, click on the **[Bold]** button again
3. Try out the **[Italic]** and **[Underline]** buttons as in the above steps (note that the drop-down arrow next to Underline gives a list of other types of lines, e.g. double underline)

Note that you can have your text with more than one of these options set on - bold italic or underlined italic, for example. **For emphasis, it is usually best to stick to bold**. Italic is often used in the title of a paper or journal in bibliographies or references, and underline can be used for a heading or subheading.

Tip: The control key combinations to turn on/off bold, italic or underline are respectively, **<Ctrl b>** for bold, **<Ctrl i>** for italic and **<Ctrl u>** for underline.

Subscript and Superscript

Subscript - x_2 Superscript - x^2

Superscript and subscript work in exactly the same way as bold etc. The buttons are just a little further to the right, in the *Font* group:

1. Click on the **[Subscript]** button and type a couple of characters
2. Click on **[Subscript]** again to revert to normal typing (or use **<Ctrl =>**)
3. Type a couple of characters then try out **[Superscript]** as well, if you like (or use **<Ctrl Shift =>**)

Saving Your Work

You should save your work regularly - ideally every 10 minutes so that you don't lose what you have typed should the computer stop working. Word does have an *autosave* facility which should guard against loss of work; however this is *not* a proper save and should not be relied on.

1. Click on the **[Save]** button on the *Quick Access Toolbar* (or move to the **FILE** tab and choose **Save**)
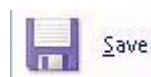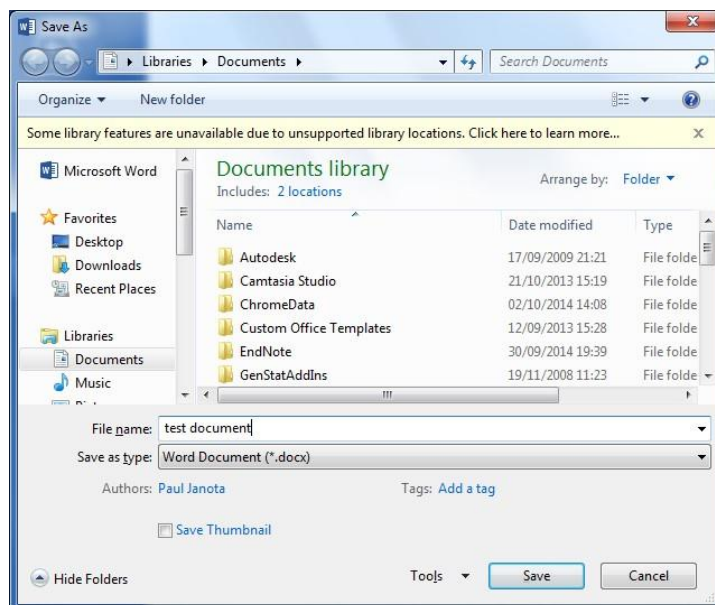
💾 <u>S</u>ave

For a new document, a **Save As** screen will appear:
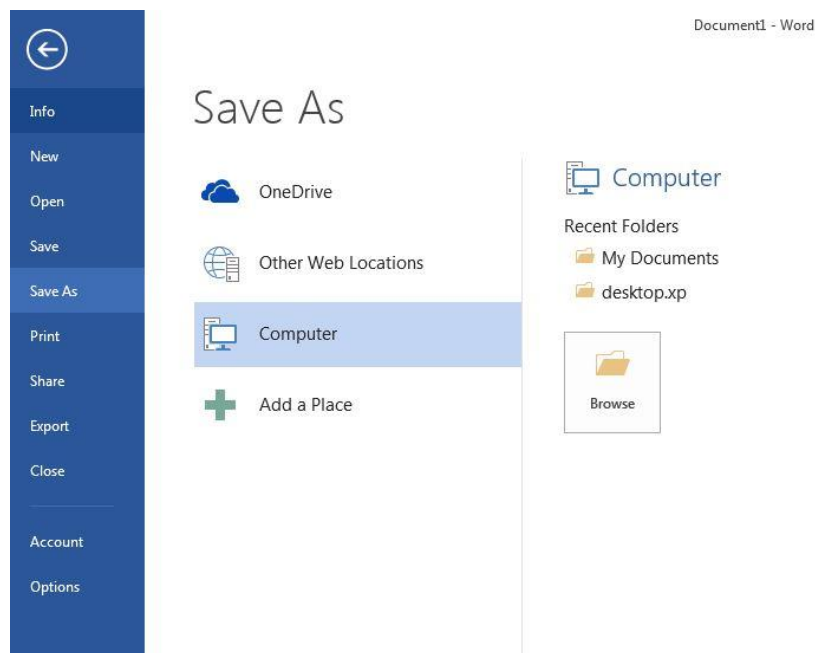
Usually, you will want to save the document on the computer you're using or a connected drive, but it's also possible to save into a Cloud storage area such as OneDrive or another web location.

2. Click on **My Documents** on the right under Computer

A **Save As** dialog box similar to that below will appear:

3. Type a name for your work (e.g. `test document`) - there's no need to clear the *File name:* box first; whatever you type will replace what's there already

Note: you should mainly use letters and numbers for your file names (spaces, hyphens and underscores are also permitted); **Do not** use any other punctuation marks as they can cause problems.

Your work will be saved to *Documents*, which has been set up to be on *drive N:* on the computers on campus. This is an area on the network where you can save your own work, known as your *home directory*. No one else has access to your home directory; you connect to it whenever you logon to an IT Lab computer. Backup copies of the files in your home directory are made hourly, so you should never lose any of your work.

Note: By using **Save As** rather than **Save**, you can save your work as a *Word 97-2003 document* so that it is compatible with earlier versions of Word. This would make it easier for anyone who has an older version of Word to open the document. However, any features that are only available in a later version of Word would *not* be saved (a warning message will be displayed to say which features these are).

4. Press **<Enter>** or click on **[Save]**

Once you have given your document a name, this will appear (instead of the original name, *Document1*) at the top of the window. An *extension* **.docx** (or **.doc** for Word 2003 and earlier) is added automatically.

Remember: It is a good idea to save your work regularly. The easiest way to do this is to press **<Ctrl s>**.

Working with Selected Text

Selecting text is very important as it identifies which section of text you want Word to modify. It can be used to change how some text looks, to move or copy text within a document, between documents or between different applications (e.g. Word and an email), and to delete or replace text.

Selecting the Text

Selecting can be done in several different ways, depending on how much text is involved. Any selected text can be de-selected by pressing an *arrow* key or clicking on the mouse button once. A simple way to select part of your text is by dragging through it as follows:

1. Move the mouse so that the pointer on the screen is at the start of the text that you want to change
2. Hold down the mouse button, and keep it held down
3. Drag the mouse sideways to move the pointer to the end of the text that you would like to change – the selected text now has a dark background
4. When you are happy with your selection, release the mouse button

If you accidentally select the wrong text, click the mouse once (this will release the selection) and try again.

Tip: Minor adjustments to a selected area can be made by holding down the **<Shift>** key and pressing the **<left_arrow>** or **<right_arrow>** key. This method can also be used instead of dragging through the text. Rows of text can be selected using the **<down_arrow>** or **<up_arrow>** keys.

Text can also be selected in various other ways. Try out the following on your text:

- A **single word** - point to it using the mouse then *double click* on the mouse button - your selected word should be highlighted. Click once on the mouse to de-select it
- A **single line** - position the mouse pointer in the left-hand margin (where its shape changes to an arrow pointing inwards) and click once
- A **whole paragraph** - either *double click* in the left margin or click three times within the text
- The **whole document** - either click three times in the left margin or press **<Ctrl a>**
- A **sentence** - hold down **<Ctrl>** and click anywhere within the sentence
- A **short piece of text** - drag through the text to be selected
- A **long piece of text** - click at the start of the text to be selected then move down, using the scroll bars, and hold down **<Shift>** as you click at the end of the selection
- To modify an **existing selection** - hold down **<Shift>** and use the **arrow keys**

Tip: If ever you want to replace some words with something different, simply select the words to be replaced and then type the new ones (the selected text automatically disappears). You can also delete a section of text by first selecting it and then pressing the **<Backspace>** or **<Delete>** key.

Cut, Copy and Paste

The above buttons are visible on the far left of the **HOME** tab in the *Clipboard* group.

Moving text around a document is done by:

i. Selecting it

ii. Cutting or copying it from its present position

iii. Pasting it back to its new one

You can copy information within the same document, from one document to another, or from one program to another (for example, text on a web page can be copied into your Word document).

1. Move to the top of your document (pressing **<Ctrl Home>** takes you straight there) and select the first paragraph of text (*double click* at the left or three times within the paragraph)

2. Click on the **[Cut]** button and the paragraph will disappear - do not be alarmed, it has not been lost, but has been copied onto the *Clipboard*

3. Move the *insertion point* down to the end of your text (press **<Ctrl End>** to move you straight there) and add a new line, if necessary, by pressing **<Enter>**

4. Click on the **[Paste]** button - your original paragraph will be pasted into its new position

Tip: You can also use **<Ctrl x>** to issue a cut command - use **<Ctrl c>** for copy and **<Ctrl v>** for paste.

You'll find that a *paste options* icon appears next to the pasted text – pressing **<Ctrl>** displays various options as to how you want the pasted text to look (leave it as **Keep Source Formatting**). A further range of options can be found via **Paste Special**, accessed via the arrow below the **[Paste]** button on the **HOME** tab.

Note also the **[Format Painter]** button. This is used to *copy the format* (font and/or paragraph settings) from one piece of text to another:

5. Select the text (or paragraph) whose format you wish to copy - try the text you made bold earlier

6. Click on the **[Format Painter]** button (the pointer becomes a paintbrush)

7. Drag through another piece of text - release the mouse button and it too becomes bold

This can be especially useful in the case where you notice that a paragraph looks different from the rest of the paragraphs on that page. You can use the **[Format Painter]** button to quickly correct this problem.

Making Multiple Copies and the Clipboard

When making multiple copies of text, you normally **Copy** rather than **Cut** it to the clipboard:

1. Select some text (a few words will do) and click on the **[Copy]** button (or press **<Ctrl c>**)

Tip: If you *right click* on selected text you can **Copy** (or **Cut**) it from a pop-up menu.

Your original text will remain where it is, but a copy of it has been placed on the *Clipboard*.

2. Move the *insertion point* to where you want to paste the text

3. Click on the **[Paste]** button (or press **<Ctrl v>** or *right click* and use **Paste Options**)
4. Repeat steps **2** and **3** and a second copy of the text will appear

The *Clipboard*, which is normally hidden, will only store the last item that you cut or copied. If it is displayed, however, up to 24 items can be stored on it. To display the clipboard:

5. Click on the **Clipboard** *group arrow* 🔽 just below the **[Format Painter]** button – this will open the *Clipboard* in a *Task Pane* on the left
6. Select another part of your text and **[Copy]** it - watch it appear on the *Clipboard*
7. Move the *insertion point* then click on the new clipboard entry to paste it into your text
8. Repeat the above step but click on the original clipboard entry

You won't need to paste any of the text again, so it's a good idea to empty the clipboard:

9. Click on the **[Clear All]** button in the *Clipboard* pane
10. Close the *Clipboard* by clicking on its **[Close]** button (the little **x** in the top right corner of the pane)

Drag and Drop

If you wish to move text a short way then you can use the *drag and drop* technique:

1. Select some text - a few words is sufficient
2. Move the mouse pointer into the highlighted area then hold down the mouse button

The pointer becomes an arrow with a box attached and in the left-hand corner of the *Status Bar* at the bottom of your Word window it says *Move to where?*

3. Keeping the mouse button held down, drag the text to a new place in your document (as you move the cursor a faint dotted line appears - this is where the selected text will be dropped)
4. Release the button - the text will be moved to its new position
5. Practice moving selected text to other positions

Tip: The key combination **<Alt Shift>** with the **<*up/down arrow* >**key moves the current paragraph up or down the page, one paragraph at a time.

Further Formatting

Most of your text will be with the same layout of paragraphs. However, sometimes you will need to change the layout for other special sections (e.g. for a list).

Bulleted and Numbered Lists

Bullets - 📋▾   Numbering - 📋▾

It is often useful to create lists using either bullets or numbers. The **[Bullets]** button gives you a bulleted list where the order doesn't matter:

1. Move to the end of your text (press **<Ctrl End>**) and make sure you are on a blank line
2. Click on the **[Bullets]** button (on the **HOME** tab in the *Paragraph* group) – a bullet point should appear
3. Type a couple of words against each bullet point, pressing **<Enter>** *once* after each one
4. Press **<Enter>** *again* at the end (i.e. on an empty bullet point) to turn the bullets off

Numbers are applied in a similar fashion using the **[Numbering]** button where the order is important:

5. Click on the **[Numbering]** button - a number **1.** appears
6. Type in two short paragraphs (one a couple of lines long), pressing **<Enter>** *once* after each one

Note that each paragraph is numbered and that the first line of text is indented slightly to allow for the number. The second line of text is also indented, to line up with the words of the first line.

7. Move to the end of the paragraph numbered **1** and press **<Enter>** - a new number will be inserted in the correct sequence with later lines re-numbered
8. Press **<Tab>** (the button to the left of the letter Q on the keyboard) and the numbering changes to **a.** and is indented further – type a few characters
9. Press **<Enter>** (the letter **b.** appears) then **<Shift Tab>** (the letter changes to the number **2.**)
10. Press **<Delete>** and the extra line will disappear
11. Move to the last line in the list (which should be empty) and press **<Enter>** to turn the numbering off

Tip: Sometimes you might want more than one paragraph under a bulleted or numbered point. To achieve this, hold down **<Shift>** as you press **<Enter>** to end a paragraph (it's best to have the text left-aligned –justified text doesn't look good).

Note that the down arrows to the right of both the bullets and numbering buttons give you alternative types of bullets and numbering.

Correcting Spelling and Grammar

Spelling and Grammar -

Word checks the spelling and grammar as you type. A red squiggly line under a word denotes that Word thinks it has been spelt incorrectly; if the line is blue then the grammar may be incorrect. You can check the whole or part of the text for mistakes using the **[Spelling & Grammar]** button.

1. On the blank line at the end of your text type the following misspelt text:

    `howe mamy speling andother erors is their on thsi sentance? There was 11.`

Note that as you type the words, Word automatically corrects certain mistakes:

- it capitalises the first word in a sentence (**Howe**)
- it automatically corrects certain misspellings (e.g. **thsi** to **this** and **sentance** to **sentence**)

2. Select the above line (e.g. click 3 times on it) - Word can spell-check just a selected area
3. Move to the **REVIEW** tab and click on the **[Spelling and Grammar]** button (the first)
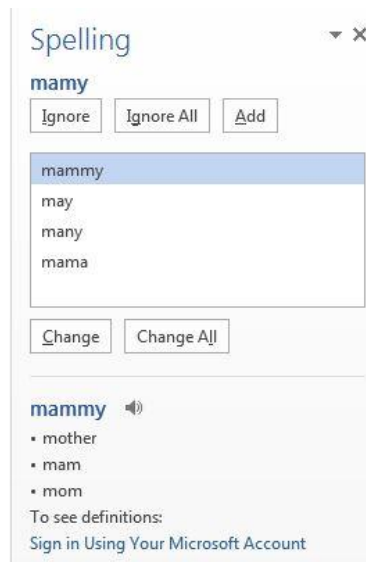
In the **Spelling** task pane that appears on the right of your document:

4. Choose the correct spelling of **many** in the top box – click on **[Change]**
5. Continue in the same manner with the other corrections
6. Always check the correction is what you want - with **andother** choose **and other**
7. Grammar is also checked as you go along (e.g. **their** in the above sentence – it should be **there**). This isn't fool proof as it doesn't spot every error, but it does pick up some common grammatical mistakes

If Word gives you no suggestions (or doesn't show the correct one in the list) you can edit the text in the document. Also if a spelling is correct but not in the dictionary, you can either choose to **[Ignore]** a suggested correction or **[Add]** the word to your own dictionary. Choose **[Ignore All]** if you don't want to be asked about the same spelling again (similarly **[Change All]** will change all the occurrences of a misspelt word). You can also **[Close]** the spell check at any time (the little **x** in the top right corner of the pane).

Once the spelling and grammar check is complete:

8. Click on **[No]** - you don't want the rest of the document checked
9. Press **<Enter>** to start a new paragraph

Note that you will still need to proof read your work to pick up the mistakes that weren't corrected:

10. A correctly spelt word used in the wrong context - **Howe** was not corrected to **How** because it was recognised as a surname - it would have been picked up had it not been capitalised (by Word itself!).
11. The grammar checker failed to notice that **is** in the first sentence had a plural subject and should be **are**
12. **on** needs manual correction to **in**
13. **was** should be corrected to **were** in the second sentence

Tip: If you just have one word that is misspelt (or a phrase with bad grammar), move the mouse pointer over the error (as shown by the red/blue line) and click on the *right* mouse button. A list of likely correct spellings appears.

Closing a Document

Although you can have more than one document open in Word, if you have finished working on a file, it is a good idea to close it. To close the current document without exiting from Word:

1. Move to the **FILE** tab and choose **Close** (from the list on the left-hand side)
2. You are reminded that you haven't saved all the changes you've made – press **<Enter>** for **[Save]**

As you've already saved your document previously, this time it won't come up with any **Save As** window, but will automatically save the latest version of your document overwriting the previous version. If you did want to save your document under a different name, into a different place or in a different format then you should choose **Save As** after clicking on the **FILE** tab.

Tip: You can close a document from the keyboard using the key combinations **<Ctrl w>** or **<Ctrl F4>**.

Opening an Existing Document

You may want to do some further work on an existing document. In this next exercise you will be opening the file you have just closed.

The notes which follow assume that your work was saved to *Documents* on drive *N:* (your home directory). If your file is on a USB memory stick (or similar device) then you should first copy it to *Documents*.

IMPORTANT: *If you open a file directly from a USB memory stick (or similar device) then you must not remove the stick until you have properly* **closed the file (or disconnected the memory stick)**. *If you don't do this, it can result in your files being corrupted and you may lose your work.* **Never swap sticks or you may corrupt them both.**

1. Move to the **FILE** tab and click on **Open** - note the list of **Recent Documents**

On your own computer, you can pin a document permanently to the list by moving to the file name of the document and clicking on the horizontal pin icon to the right of it (the pin goes vertical 📌). On the lab PCs, however, this list is not retained. To unpin a document, simply click on the icon again or *right click* and choose **Unpin from list**.

The file you recently closed should be in this Recent Documents list and you could just click on it here to open it, but let's assume it wasn't in the list:

2. Click on **Computer** under **Open** followed by the **[Browse]** button further to the right

You will see an **Open** dialog box showing any folders and Word files in *Documents*:

3. Scroll down the list and click on the name of your file you want to work on, e.g. **test document.docx**
4. Press **<Enter>** for **[Open]**

Note that the document may be opened in **Read Mode** (and be read-only). If this is the case then click on the **VIEW** tab at the top and choose **Edit Document**.

You may see a **Welcome Back** window next to the vertical scroll bar like below:

Clicking on this takes you to the last place you were editing in this document. Otherwise use **<Ctrl End>** to go to the end of your document or the **<Page Down>** key (above the arrow keys) to move down a screen at a time through your document.

Note: You can have more than one document open at a time in Microsoft Word. This allows you to copy text from one document to another. You can move between documents by clicking on the **View** tab and then the **[Switch Windows]** button and choose the document you want to work on. Alternatively, you can click on **View Side by Side** which can make comparing the document easier.

Starting a New Document

To start a new empty document at any time from within Word:

1. Move to the **FILE** tab and choose **New** from the left
2. The **Blank document** sheet should be the first one in the display so click on this to create a new document

If you use the key combination **<Ctrl n>** then the new document appears immediately.

Tip: If ever you are working on a document and all the text disappears, check the document name at the top of the screen as you may have accidentally pressed **<Ctrl n>**! If this is the case, press **<Ctrl F4>** or **<Ctrl w>** to **Close** the new, unwanted, document.

Printing

When you print on a PC in a University PC Facility managed by IT, your output is sent as a print job to a *central print queue* (one is for high quality black and white output which costs 5p per page, the other for colour printing which costs 30p per page). You have to log in to a *Print Release Station* (which is a separate computer) from where you can select which print job you want printed from the queue.

The printer system is linked with your Campus Card. Credit can be added to your account through the Campus Card portal, via the cash kiosks in the Library foyer or top-up cards available from the University Library Reception or at London Road. More detailed instructions on how to print are given in the Printing on University PCs Quick Guide.

To print your document:

1. Move to the **FILE** tab and choose **Print** (or simply press **<Ctrl p>**) – the following window appears:
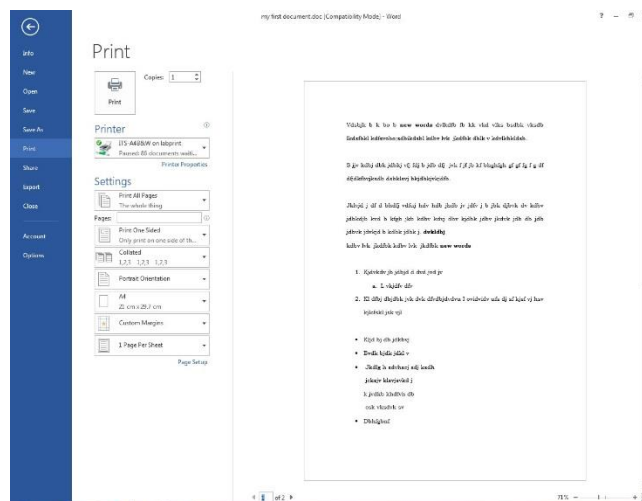
A preview screen is displayed on the right – it's always worth checking what you're about to print before you actually do so (in particular, watch out for blank pages at the end)

2. Scroll through your pages using either the scroll bar or the page indicators at the bottom of the screen

3. Check that *Printer* is set to **its-a4B&W on labprint** (for black and white output - you'll need to change this to **its-a4colour on labprint** using the *list arrow* provided if you want colour)

4. Under *Settings*, the default is to **Print All Pages** but you can fill in *Pages:* for just part of your work – you can also choose to **Print Current Page** or **Print Selection** if you click on the *Print All Pages* arrow

5. If necessary, set the number of *Copies:* required

6. The final step would normally be to click on **[Print]** but here, press **<Esc>** or click on the **left arrow** in the top-left to return to your document

Tip: It's a good idea to add the **[Print Preview and Print]** button to your *Quick Access Toolbar* at the top of your window. To do this, simply click on the *down arrow* on the right of the toolbar and turn *Print Preview and Print* on. You may wish to add some of the other buttons. Remember, the key combination for the *Print* window is **<Ctrl p>**!

Using Help

Help -

Microsoft Word has its own built-in help system. This can be accessed by clicking on the **[Microsoft Word Help (F1)]** button in the top right of the Word window (to the left of the icons for minimizing, resizing and closing the Word window). If you get used to using help then you should be able to solve your own problems.

To demonstrate how the help system works:

1. Click on the **[Help]** button – a *Word Help* window appears, linked to the World Wide Web

There are options to Search online help, and sections on *Getting started* and *Basics and beyond*. Let's look up how to make your text bold:

2. Type the word `bold text` into the *Search help* box and press **<Enter>** - a list of articles and videos appears

3. Click on the first article **"Bold" is under "Home/Font"**

Microsoft Help isn't always that helpful and sometimes it's better just to use a *search engine*, such as Google. If you do this, you would need to add that you were searching for `bold text in Microsoft Word`.

Tip: A keyboard shortcut to help is the **<F1>** function key, usually located on the top row of your keyboard.

Where to go Next

You now have the basic skills to safely produce work using Word. However, there are many more features in Word that you have yet to explore and which will make word processing much easier. It's a good idea to practice what you have learnt so far and to seek further training before you start doing serious work. As usual, you can book on a taught course, come to a drop-in-and-learn session, or work through the notes yourself (paper copies are held in the S@iL area or you can download the notes from the Web).

- [Microsoft Word - An Intermediate Guide](#) - this teaches you how to use many of the other features available in Word. **It is highly recommended that you work through this next**
- [Microsoft Word - Starting a Thesis](#) - this looks at how to make the best use of Microsoft Word when starting to write a thesis (or other long document). You need to be familiar with what's covered in the *Essential* and *Intermediate* Guides before attempting this. There's also a [Finishing a Thesis](#) guide
- [Advanced Wordprocessing Topics Using Microsoft Word](#) - there are more than a dozen guides in all. Some are intended mainly for staff/secretaries; others are of more general interest
- **Microsoft Word Help** - don't forget that the built-in help system is there to answer any questions you may have about Word
- **Google** or similar web search engines often give you better help than Microsoft's own site

Please feel free to use the computers to practice your word processing. Only by using the system will you become confident and competent.

Leaving Microsoft Word and Logging Out

When you have finished typing and want to exit Word:

1. Make sure you've *saved* the latest version of your document (press **<Ctrl s>**)
2. Click on the **[x]** in the top right-hand corner of the *Word* window

Tip: The keyboard combination **<Alt F4>** can also be used to close Word (and any other program).

If you have completely finished using the computer:

1. Click on **[Start]** (bottom left-hand corner of screen)
2. Choose **Log Off**

Tip: A quick way to log off is to press the **<Windows>** key (between **<Ctrl>** and **<Alt>**) then press the **<right_arrow>** key for **Log off** followed by **<Enter>** to confirm this. The key combination **<Alt F4>** can again also be used.