

Microsoft Word

© Janet Benincosa

NO TEACHER LEFT BEHIND

Title Bar

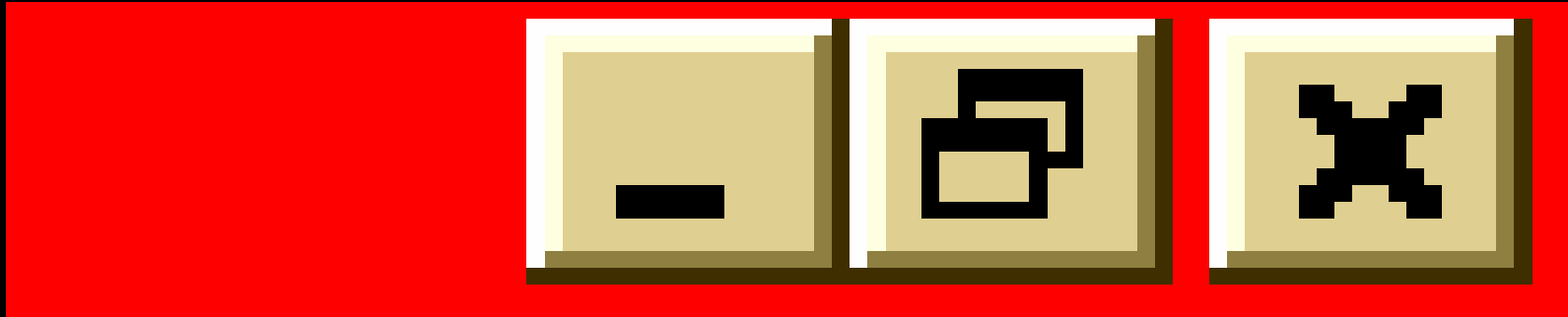


The top of your window contains the **Title Bar**.

It lists the name of the program you have open.

You can move the window when it is smaller than full screen by left-clicking on the restore button on your screen, and then dragging its title bar.

There are three control buttons on the right.



Minimize

Restore

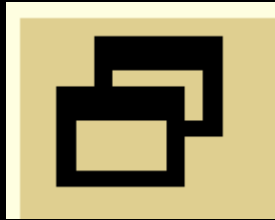
Close



Minimized

Active

Minimize is used to reduce your window to a rectangular icon on your taskbar. It remains open and active, but not visible on your screen. When a window is active on the screen, its icon appears indented on your taskbar.



Restore a full-screen window to a smaller window or a small window to full-screen window.

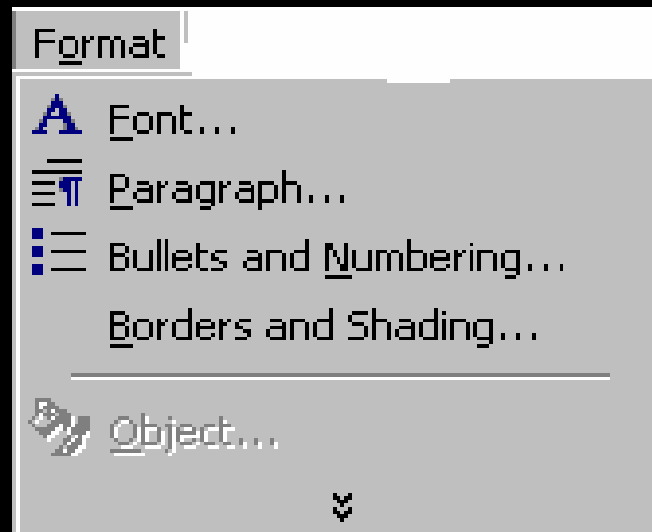


Closes or **Exits** your window or program

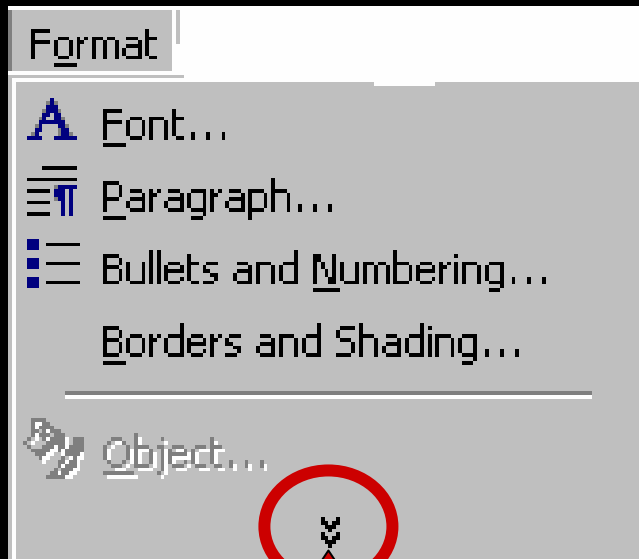
Your screen includes a **Main Menu bar** located along the top.

File Edit View Insert Format Tools Table Window Help

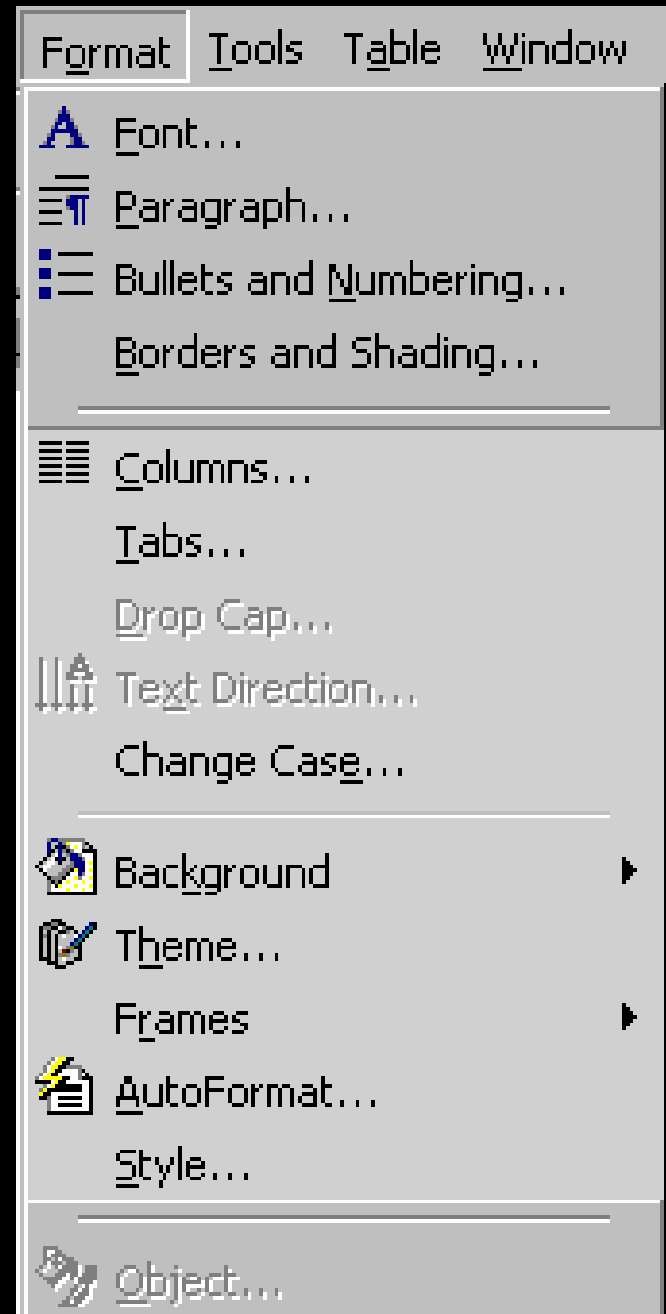
When you click any item on the main menu bar, you'll see only some of the choices that are designed to make you more productive because they include only the ones that you use more regularly.



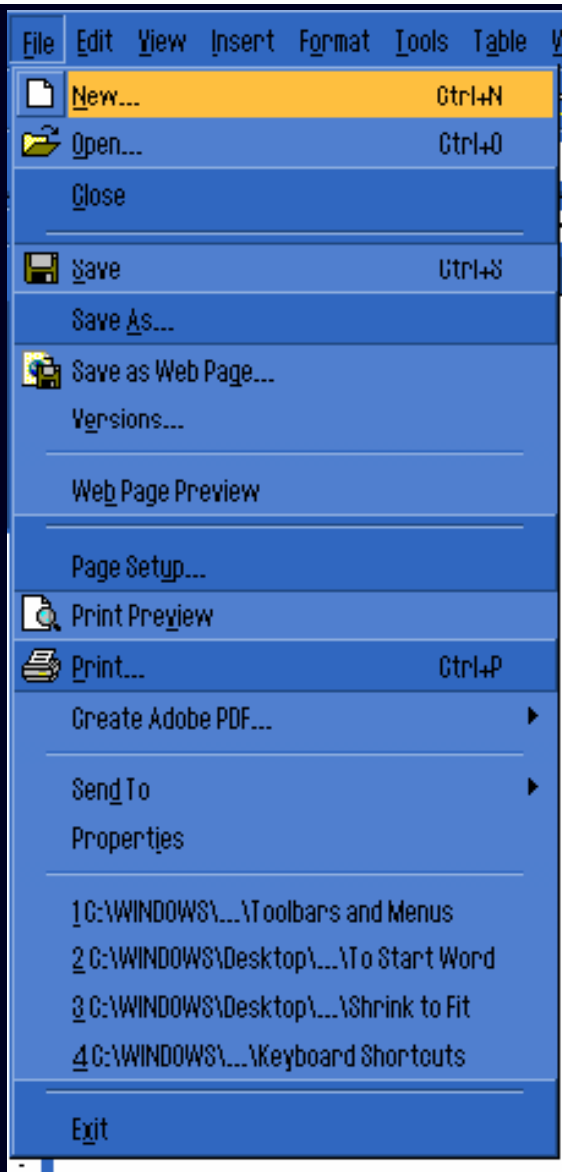
However, when you click on an item in the main menu, if you wait a few seconds, the full menu will appear...



You can also click on the double-arrows to reveal the other options.



File Edit View Insert Format Tools Table Window Help



File –
for saving,
opening a new document,
opening the last few
documents opened,
printing, and
exiting *Word*.

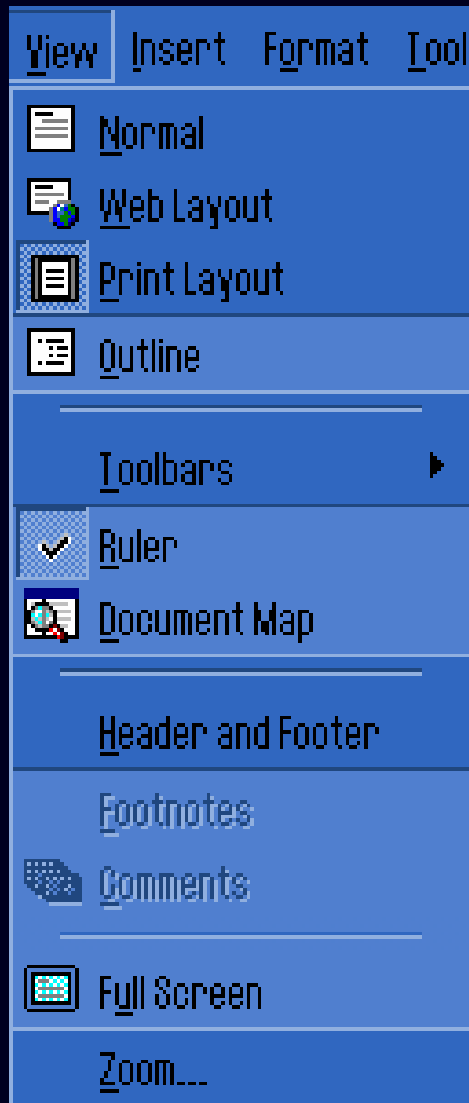
File Edit View Insert Format Tools Table Window Help



Edit –

contains undo, redo, cut, copy, paste, clear, select all, find, replace, and go to commands.

File Edit View Insert Format Tools Table Window Help



View –

Page layout options,
access to toolbars,
ruler, document map,
header & footer, and
zoom commands

File Edit View Insert Format Tools Table Window Help



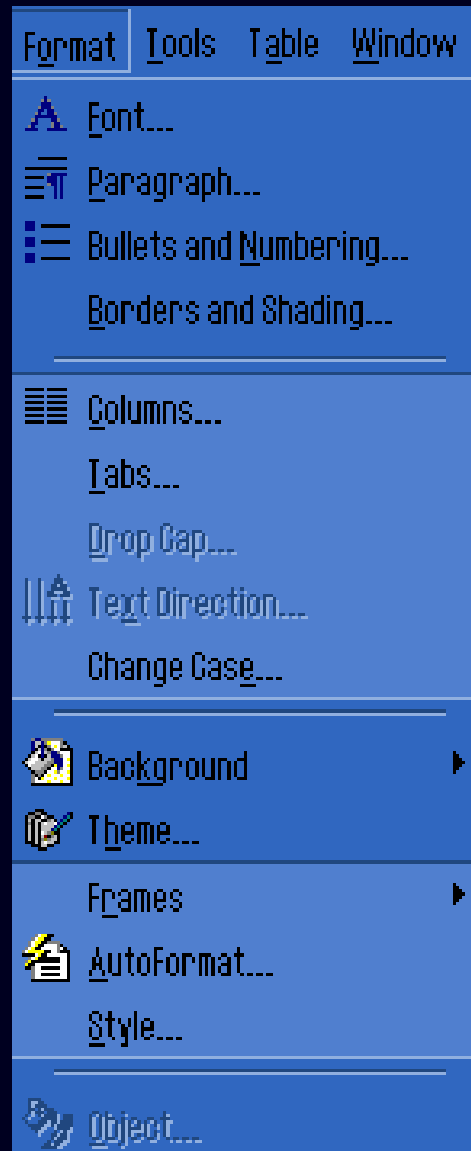
Insert –

Options to insert a page break, page numbers, date and time, footnotes, captions, indexes and tables, pictures, textbox, AutoText, file object, and hyperlink

File Edit View Insert Format Tools Table Window Help

Format –

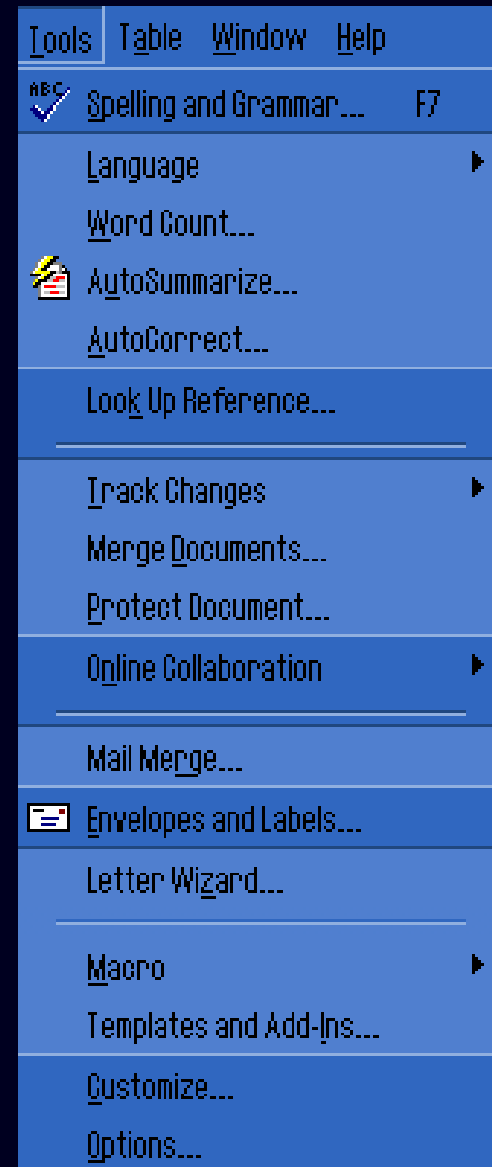
contains font,
paragraph, bullets,
borders,
background,
object, columns,
tabs, drop cap, text
direction, change
case, and style



File Edit View Insert Format Tools Table Window Help

Tools –

Spelling and Grammar, language, word count, auto-summarize, auto-correct, look up reference, track changes, merge document, protect document, mail merge, add-ins, envelopes and labels, letter wizard, macro, customize, and options



File Edit View Insert Format Tools Table Window Help

Table –

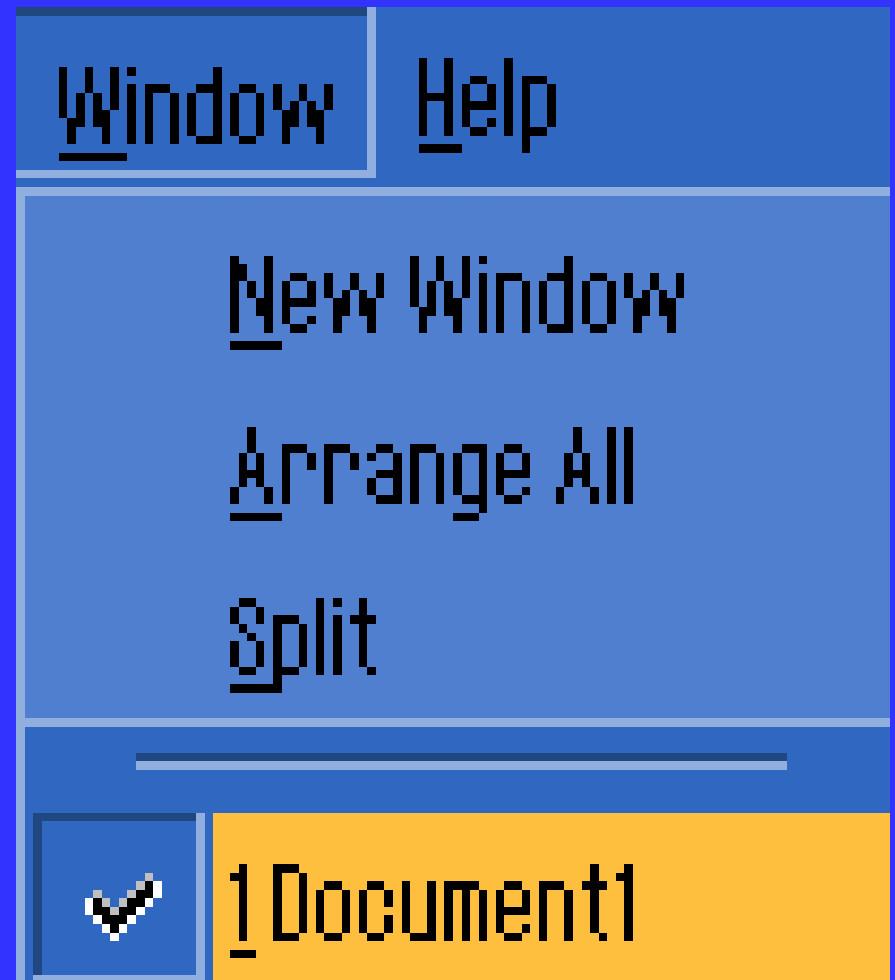
Draw table,
insert table, and
related
commands



File Edit View Insert Format Tools Table Window Help

Window –

Switch windows,
split windows, and
arrange multiple
windows



File Edit View Insert Format Tools Table Window Help

Help –

Help with *Word* commands and access to the Internet at *Microsoft* web site for free downloads, as well as help using *Microsoft* products

Help



Microsoft Word Help F1

Show the Office Assistant



What's Ihis? Shift+F1

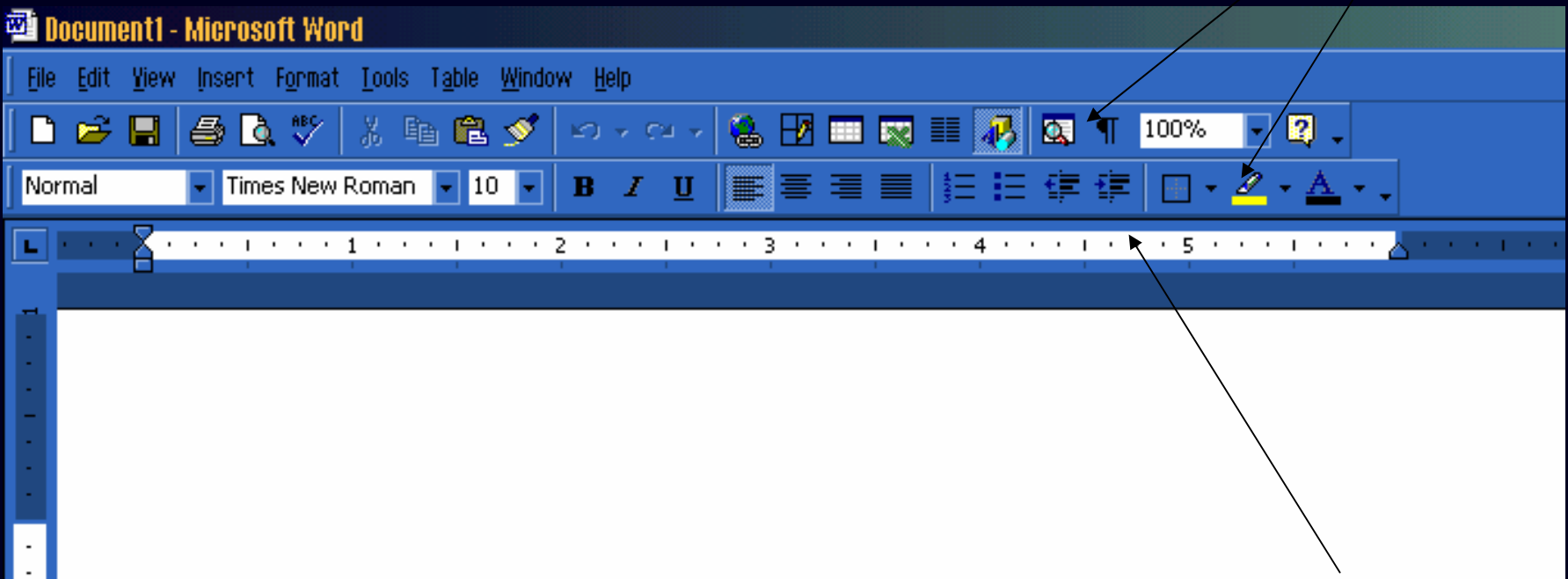
Office on the Web

WordPerfect Help...

Detect and Repair...

About Microsoft Word

Directly under the main menu, are the **toolbars**.



Directly above the document area is the **RULER**.

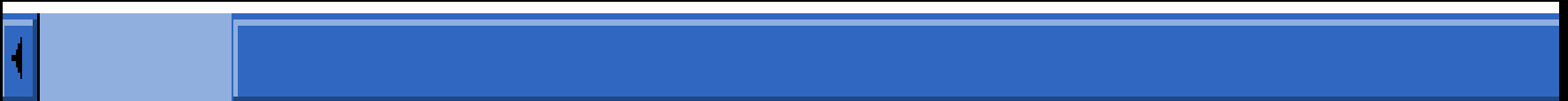
To the right of the screen, is the
VERTICAL SCROLL BAR.

The Vertical Scroll Bar has single-arrow
and double-arrow buttons.

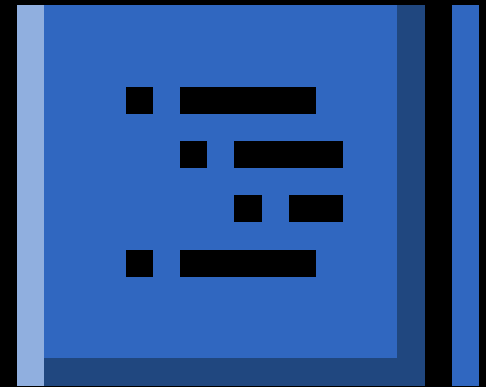
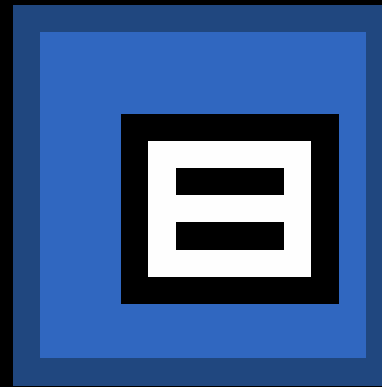
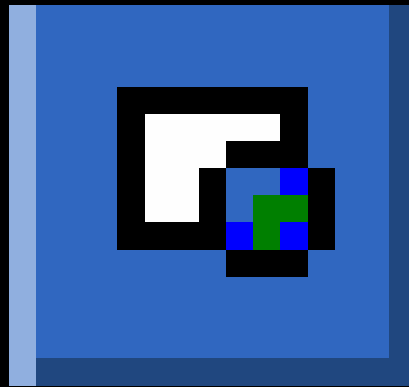
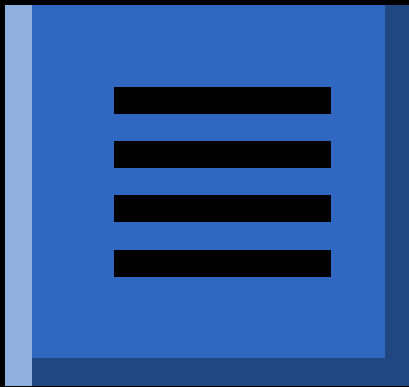
You can click on the ball button in the
middle to make browse selections.



At the bottom of the document area, is
the **HORIZONTAL SCROLL BAR**.



To the left of the HORIZONTAL SCROLL BAR, are four buttons that change the view of the document.



Normal
View

Outline
Layout
View

Page
Layout
View

Outline
View

Under the scroll bar, is the **STATUS BAR**.

The
page
number
you are
on

Page
of
page

Line
number

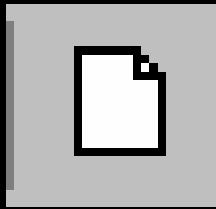


The
section

Current
location
of cursor

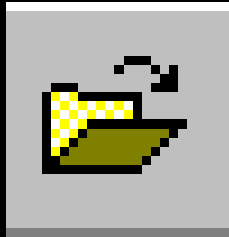
(inches
down the
page)

Column
number



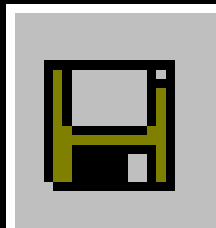
New Blank Document

Creates a new file



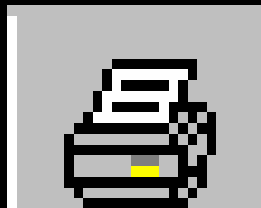
Open

Opens a saved file



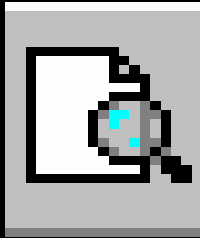
Save

Saves the current file



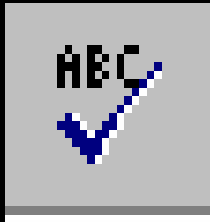
Print

Sends current document to the printer



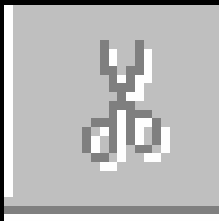
Print Preview

To see entire page



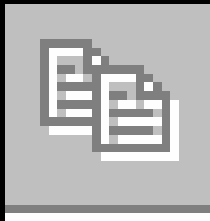
Spelling &
Grammar

Checks for spelling &
grammar errors in
current document



Cut

Removes selected
area & moves it to
the Clipboard



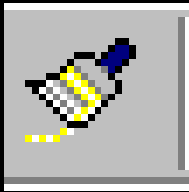
Copy

Copies selected area
to the Clipboard



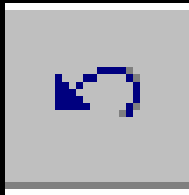
Paste

Inserts contents of
Clipboard at current
insertion site



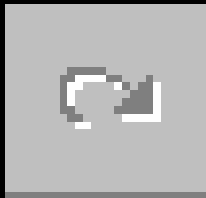
Format Painter

Copies formatting
from selected object
to object you click



Undo

Reverses last
command or deletes
last entry



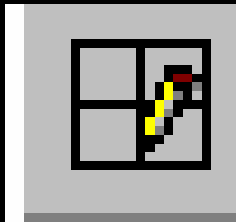
Redo

Reverses last Undo



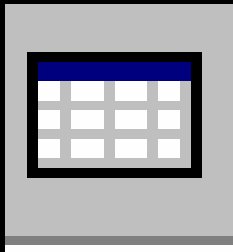
Insert
Hyperlink

To insert or edit a
hyperlink



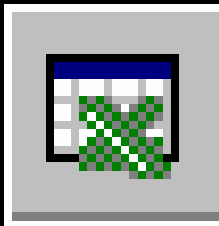
Tables &
Borders

To insert borders



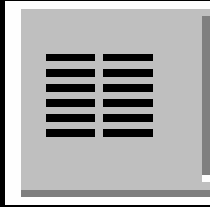
Insert Table

To insert table



Insert
*Microsoft
Excel*
worksheet

To insert Excel



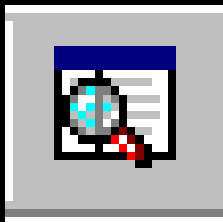
Columns

To create columns



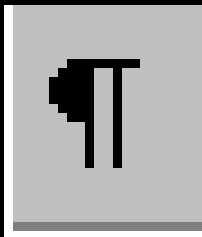
Drawing

For creating objects



Document
Map

To insert documents
from files



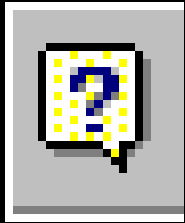
Show/Hide

To show paragraph
indents and tabs



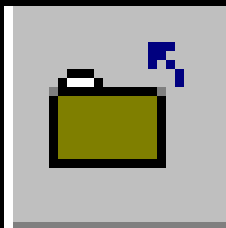
Zoom

To change size of display



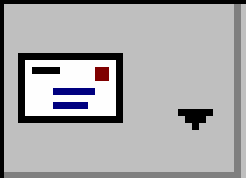
Microsoft Word Help

Frequently asked questions



Close

To close a document



Envelopes & Labels

For creating labels

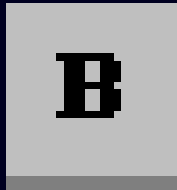
The Formatting Toolbar



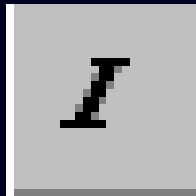
The Formatting Toolbar

appears directly below
the Standard Toolbar.

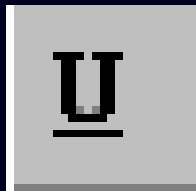
Formatting can be used as you type
or by highlighting to change text.



Bold



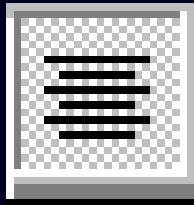
Italic



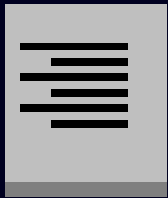
Underline



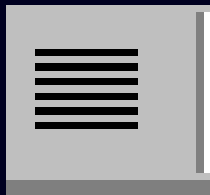
Align Left



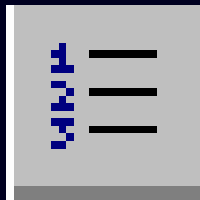
Align Center



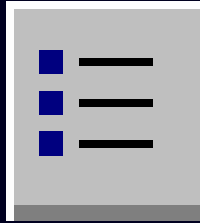
Align Right



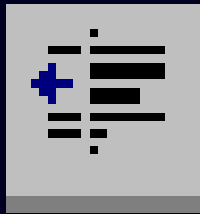
Justify



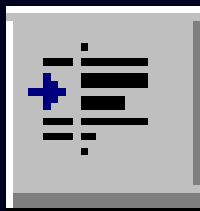
Numbering



Bullets



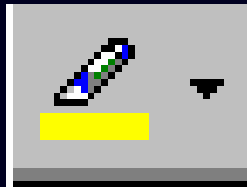
Decrease Indent



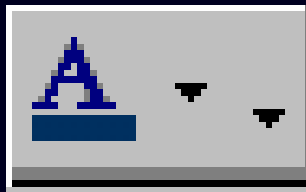
Increase Indent



Outside Border



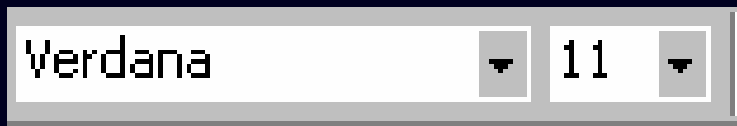
Highlight



Font Color

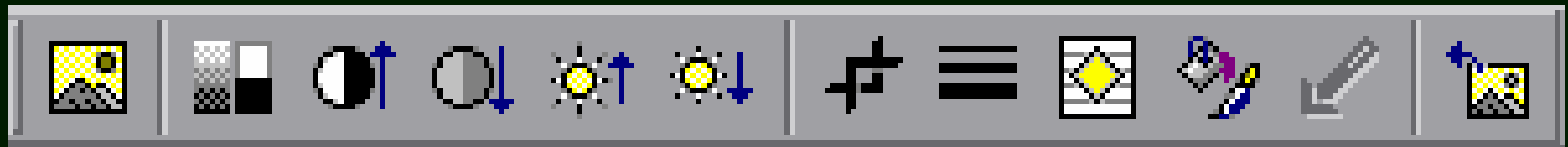


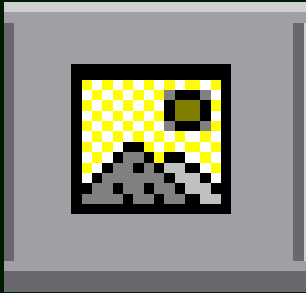
Text Style



Font and Font Size

The Picture Toolbar





Insert ClipArt

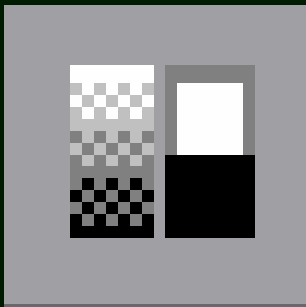
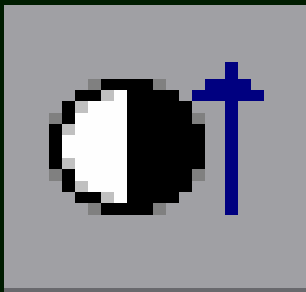
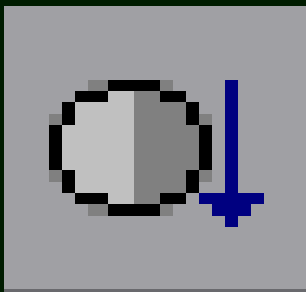


Image Control:

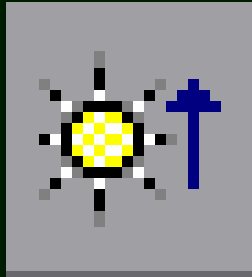
Automatic,
Black & White,
Grayscale,
Watermark



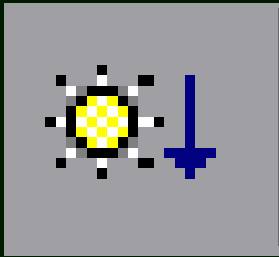
More Contrast



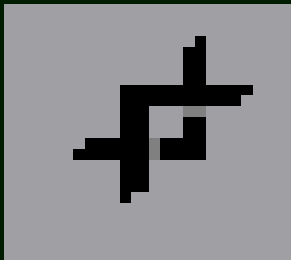
Less Contrast



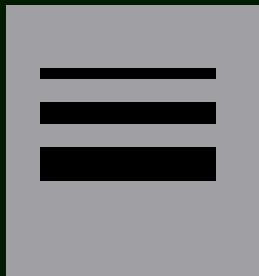
More Brightness



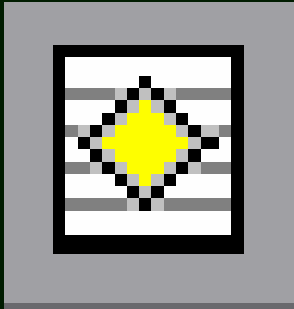
Less Brightness



Crop

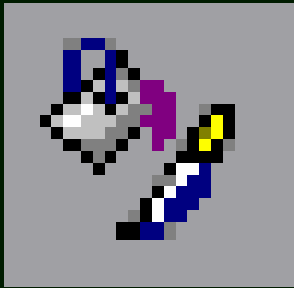


Add a border
to your picture

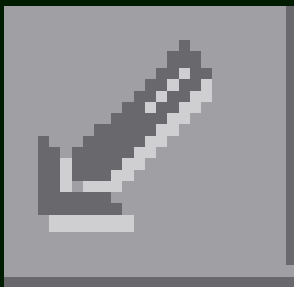


Word Wrap:

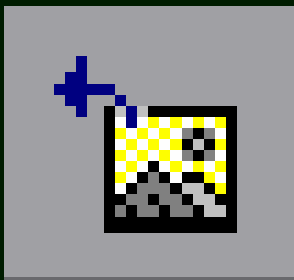
Edits how text wraps around picture



Format Picture



Set Transparent Color



Reset Picture:

(Returns picture to original format)

The WordArt Toolbar

Insert WordArt

Edit Text

Fill/Line Color

Free Rotate

Vertical Text



WordArt Gallery

WordArt Shapes

All letters same height

Center Align

Tracking Menu

Naming a *Word* Document

Naming a *Word* Document

- You **CANNOT** use
 - A slash /
 - A backslash \
 - A colon :
 - An asterisk *
 - A question mark ?
 - Or angle brackets > or <to name a file!



Naming a *Word* Document

- You can use any letter or number.
- A file name can be as short as one letter, but it is best to create a name that aids in identifying its content.
- It is **not** a good idea, however, *Microsoft Word* will tolerate the following special characters in a file name:

` ~ ! @ # \$
% ^ & () -
_ = + , ; .

Saving a

Word document

There are three ways to save a *Word document.*

- Pull down the **File** menu and click **Save**.
- Click the **Save** button on the **Standard Toolbar**.
- Press **Ctrl+S**.
- To edit a file stored on a disk, first copy the file to a folder on your hard drive and open that copy to edit. Then **Save**.