Using Microsoft Word 2013
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Take-Along Tutor

Word processing is the creation of a document using a computer program. Word processing is similar to using a typewriter – the keyboard is essentially the same, and the process of typing a letter, term paper, etc., is the same. Word processing, however, allows writers to correct, enhance, or change a document with greater ease. In today's class, we will use a word processing program called Microsoft Word. Microsoft Word (many people refer to it as just "Word") is an easy-to-use program. In this pamphlet, we will learn how to open, create, format, print and save a basic Word document.
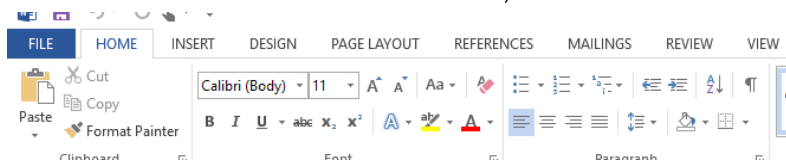
Launching Microsoft Word

To begin using Word, double-click on the Microsoft Word icon on your desktop.

Microsoft Word will open. The screen will show a blank page, as well as "tabs" and the "ribbon" along the top of the screen. Tabs are keywords that indicated where certain types of activities or functions are located in Microsoft Word. Each tab is connected to a ribbon. The ribbon contains the commands and activities that can be used in Word.

Each ribbon contains small pictures, or buttons, that you can click on in order to alter the appearance of your document. Each small picture, or button, performs a specific function. If you place the mouse arrow over the button, Word will show a brief description of what that button can do to the document (Example: Put the mouse over the "**B**" in the font section of the ribbon, Word shows that this button will make the text bold.). We will discuss several of the ribbons and buttons in this handout.

Starting A New Document

To begin a new document, launch Microsoft Word. Word generally opens with a blank document on the screen. To open a document manually, click "File" at the top left corner of the screen, and select "New" from the list of choices that appears. then choose "Blank Document" from the choices on the screen. A blank document will open.

Opening An Existing Document from a USB

Insert the flash/USB drive into the computer's USB drive (this is a small, rectangular opening on the computer). To open a file, click on the File tab at the top, left corner of the screen, and then click "Open". From the "Open" menu, double-click "Computer" — this will give access to the file manager window, where we can see all possible file choices on the computer. ("A:" "B:", etc.). If the document is saved directly to the home computer, it will likely be in the "Documents" folder. If the document is saved to the USB drive, it will be labeled another letter, like "E" or "D," and will likely be labeled "USB". Once we have located and accessed the drive where the file is located, find the file / document to work with. Double-click on the document name to open it.

Formatting and Changing a Document

Formatting refers to the appearance of a document. Word documents can be formatted during typing by clicking on the appropriate formatting button before typing, or can be altered after typing. To format any element of a document *after* it has already been typed, highlight the word or section to format, and *then* click the formatting button. Here are some common formatting functions:

Undo – Undo will remove the last format, function, or typing sequence. To undo the last command, click on the undo button at the top left corner of the page.
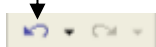
Backspace VS Delete – The backspace and delete keys may be used to correct a document. Backspace will remove any text or formatting to the *left* of the cursor. Delete will remove any text or formatting to the *right* of the cursor. The backspace key is at the top right corner of the main section of the keyboard. The delete button is to the right of the main section, above the arrow keys.

Inserting Text – Text may be inserted into an already existing document via the keyboard. To insert text, move the mouse "I" bar to the place to add text. Click once to move the cursor to the area.

Type the new text between the existing text. **If the new text deletes or erases the old text, the computer is not in Insert Mode. Press the "Insert" key on the keyboard to return it to Insert Mode** (the insert key is to the right of the backspace key).

Tab – Moves cursor to a predestinated space, usually five spaces at a time (like the indentation of a paragraph). Press the tab key to tab. DO NOT space over to indent – use tabs.

Spacing – Area between typed lines in a document. Documents can have single, 1.5 or double spacing. To change the spacing of a document or paragraph, either highlight the area in question, or place the cursor at the beginning of the paragraph or section. Click on the drop down arrow next to the Line Spacing button in the tool bar. Select the line spacing you need (1, 1.5, 2, etc.) by clicking on the appropriate setting. To reset the spacing for an entire document, click on the "Home" tab, then choose "Select" at the far right. Follow the spacing instruction above to set the spacing for the entire document.

Page Margins – Sets the spacing along all sides of the page. To set margins from the "Home" tab, click on the "Page Layout" tab on the ribbon. In the "Page Setup" section of the ribbon, click on "Margins". Choose a preset margin, or click on "Custom Margins" to select custom settings. Please note that margins have a default setting of 1 inch on the top and bottom, and 1.25 inches on the sides.

Page Orientation – Page orientation allows us to change the position of the page. Portrait orientation refers to the page being aligned vertically (longer, rather than wider). Landscape refers to the page being aligned horizontally (wider, rather than longer). Change the page orientation from the Page Setup section of the ribbon (under the "Page Layout" tab). Click on the "Orientation" button, and then select the page orientation from the Orientation choices in the pop-up box (see at right).

Bold, Italics, and Underline – Bold will make words appear in bold type. To bold a word, click on the bold button in the Font section of the ribbon (under the "Home" tab) and then type the word. To turn bold off, click on the bold button again. Follow the same steps for italics and underline: To italicize a word, click on the italics button and type the word, or to underline, click on the underline button and type the word. We can also bold, italicize, or underline an existing word by highlighting it, then clicking on the appropriate button (see below).

Justification – Justification refers to how text lines up on a page. Justification can be left, right, center, or full. Most documents are left justified (all text is aligned at the left), while newspapers and magazines tend to use full justification. Word will default to left justification, and will automatically move to a new line when the text reaches the right side of the page -- there is no need to press "return" or "enter" at the end of a line. To alter the justification, click on the justification buttons in the "Paragraph" section of the ribbon, under the "Home" tab (see below).

Font – The font is the style of type for a document or portion of a document. The most common ("default") font is Times New Roman (newspaper-style text). Other popular fonts are Arial and Monotype Corsiva. We can also change the font size – standard is 12pt or 12 point. To change the font style, go to the "Font" section of the ribbon (under the "Home" tab). Click on the drop down arrow at the end of the current font setting (see below) and select a new font. To change the font size, click on the drop down arrow next to the font size and choose a new size.

Find & Replace – Find and replace searches for specific words within a document. "Find" allows us to go to a specific word within a document (for example, you can find the word "references" within a document). "Replace" will locate a word and replace it with a different word (for example, we can find the word "Baxter" and replace it with "Abbott"). Find and replace are excellent tools for editing documents, especially resumes (see next page). **To find a word**, click on "Find" in the "Editing" section of the ribbon. A pop up window will appear. In the box labeled "Find what," type the word to locate, and then click on "Find Next." The

word will be highlighted within the document. To close the pop up window, click "Cancel" (see illustration on the next page). **To find and replace a word**, click on "Replace" in the "Editing" section of the ribbon. A pop up window will appear. Click on the tab labeled "Replace."

In the "Find what" field, type the word you want to find. In the "Replace with" field, type the word you would like to replace it with. You can choose to replace the first occurrence of the word, or you can click on "Replace All" to replace all occurrences of the word. A pop-up window will appear, listing misspelled words in red and grammatical errors in green, along with suggestions for correction.. To correct the error, select the correction that your would like to use and click "Change." If it is an error that appears more than once in the document, click "Change All." If you would like to ignore the error, you can choose to "Ignore Once" or "Ignore All."

Copy & Paste—Copy and Paste is a simple technique that allows you to move text and pictures around a document, or from one type of document to another (from the Internet to Word, or Word to Powerpoint, etc.). You can copy and paste with just your mouse, or by using the Copy and Paste buttons on the Home tab.

To copy and paste using your mouse—Locate the text or picture that you want to copy. Hold down your left mouse button and drag it across the text or picture — the item will become highlighted. Release your mouse and place it over the highlighted item, then click your right mouse button once. A pop-up menu will appear; choose "Copy." Move your mouse to where you would like to add the copied item and right click. A pop-up menu will appear; choose "Paste" and the item will be pasted into your document.

To copy and paste using the Home tab in Word—
Click on the Home tab. Within the document, locate the text or picture to copy. Hold down the left mouse button and drag it across the text or picture — the item will become highlighted. Release the mouse.

Look at the first ribbon section under the Home tab — it has an option for "Copy" and "Paste" — click "Copy" to copy the item. Move the mouse to the location where you would like to add the copied item and click to move the cursor there. Choose "Paste" from the ribbon and the item will be pasted into the document.

Spelling & Grammar Check—The last review step in any document should be a spelling and grammar check. Spelling and Grammar check looks for misspelled words, extra spaces between words and improper grammar. To search your document for misspellings and grammatical errors, click on the "Review" tab, then click on "Spelling and Grammar Check."

Questions? Please visit one of our Computer Tutor sessions for walk-in computer instruction and assistance (see our online calendar at www.wnpl.info or the newsletter for dates and times). Our Adult Services Desk is always available to help, as well. Give us a call at (847) 244-5150, and press 4 to be connected.