

Word Lesson 1

Microsoft Word Basics

**Microsoft Office 2010
Introductory**

Objectives

- Start Word and understand the ways to view your document.
- Enter text in a document and navigate a document.
- Use Backspace and Delete to correct errors.
- Save a document.
- Open an existing document.

Objectives (continued)

- Use Full Screen Reading view.
- Change the page orientation of a document.
Preview and print a document.
- Exit Word.

Vocabulary

- Draft view
- Full Screen Reading view
- insertion point
- landscape orientation
- Outline view
- portrait orientation
- Print Layout view
- Quick Access Toolbar
- Ribbon
- status bar
- Toolbar
- view buttons
- Web Layout view
- word processing
- word wrap
- Zoom

Introduction to Word Processing

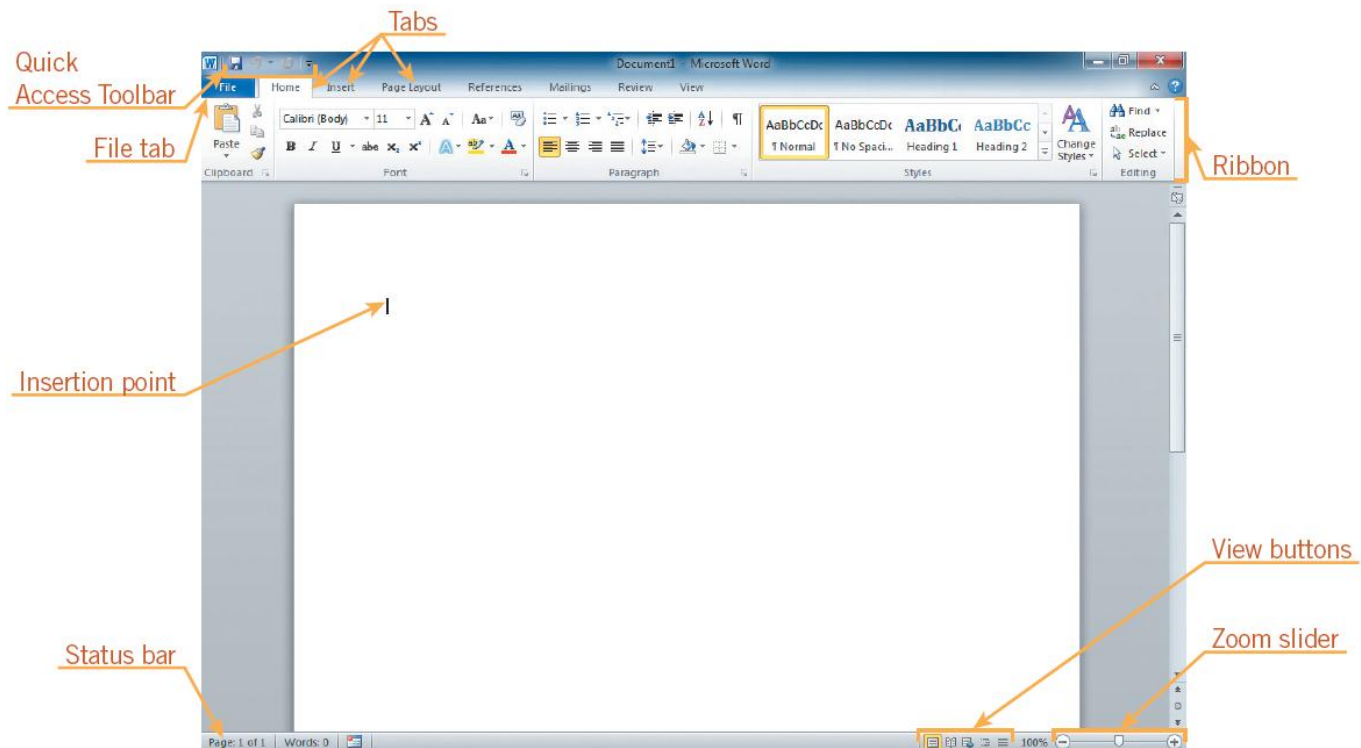
- Word processing is the use of computer software to enter and edit text.
- You can easily create and edit documents, such as:
 - Letters
 - Reports
 - Newsletters with pictures and graphics

Starting Word

- Click the **Start** button on the taskbar.
- Click **All Programs** on the Start menu.
- Click the Microsoft Office folder.
- Click Microsoft Office Word 2010.

Starting Word (continued)

- Opening screen in Word



Identifying Parts of the Word Program Window

- Understanding the Word program window

ELEMENT	FUNCTION
Ribbon	Contains commands for working with the document, organized by tabs.
Quick Access Toolbar	Contains buttons (icons) for common commands.
Insertion point	Shows where text will appear when you begin typing.
Status bar	Displays information about the current document and process.
View buttons	Allows you to change views quickly.
Zoom slider	Allows you to increase or decrease the size of the document on-screen.

Understanding Document Views

- Document views

VIEW	DESCRIPTION
Print Layout	Shows how a document will look when it is printed
Full Screen Reading	Shows text on the screen in a format that is easy to read and hides the Ribbon
Web Layout	Simulates the way a document will look when it is viewed as a Web page; text and graphics appear the way they would in a Web browser
Outline	Displays headings and text in outline form so you can see the structure of your document and reorganize easily
Draft	Displays only the text of a document without showing the arrangement of the text; if your document includes any pictures, they would not appear

Inserting Text and Understanding Word Wrap

- To enter text in a document, begin typing.
- When you reach the right margin, the text continues on the next line. This feature is called **word wrap**.
- When you press the Enter key, a blank line is inserted automatically, and you start a new paragraph.

Navigating a Word Document

- To enter or edit text, use the mouse or keyboard to reposition the insertion point.
 - **Mouse:** Move the mouse until the insertion point is where you want it to appear.
 - **Keyboard:** There are many options of keys to use, including arrows, Page Down, Page Up and shortcuts.

Navigating a Word Document (continued)

- Keyboard shortcuts for moving the insertion point

PRESS	TO MOVE THE INSERTION POINT
Right arrow	Right one character
Left arrow	Left one character
Down arrow	To the next line
Up arrow	To the previous line
End	To the end of the line
Home	To the beginning of the line
Page Down	To the next page
Page Up	To the previous page
Ctrl+right arrow	To the beginning of the next word
Ctrl+left arrow	To the beginning of the previous word
Ctrl+End	To the end of the document
Ctrl+Home	To the beginning of the document

Using Backspace and Delete

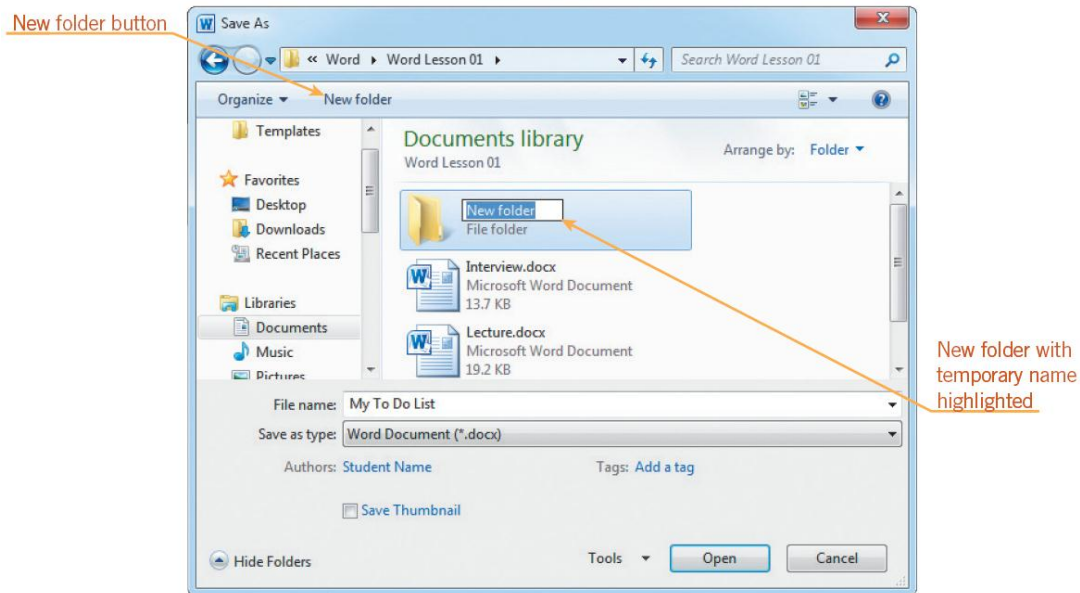
- There are two ways to delete characters:
 - **Backspace key:** Deletes the character to the left of the insertion point
 - **Delete key:** Deletes the character to the right of the insertion point.

Saving a Document

- To save a document for the first time:
 - Click the Save button on the Quick Access Toolbar.
 - Click the File tab, and then on the navigation bar, click the Save or Save As command.
- **Save command:** Copies over previous version
- **Save As command:** Used to save a document under a different name or location.

Saving a Document (continued)

- Folders help you organize files.
- Create a new folder in the Save As dialog box.



Save As dialog box after creating a new folder

Locating and Opening an Existing Document

- To open documents click the File tab, then on the navigation bar, click
 - **Open** to open an existing document.
 - **Recent** to open a recent document.
 - **New** to open a new, blank document.

Zooming a Document

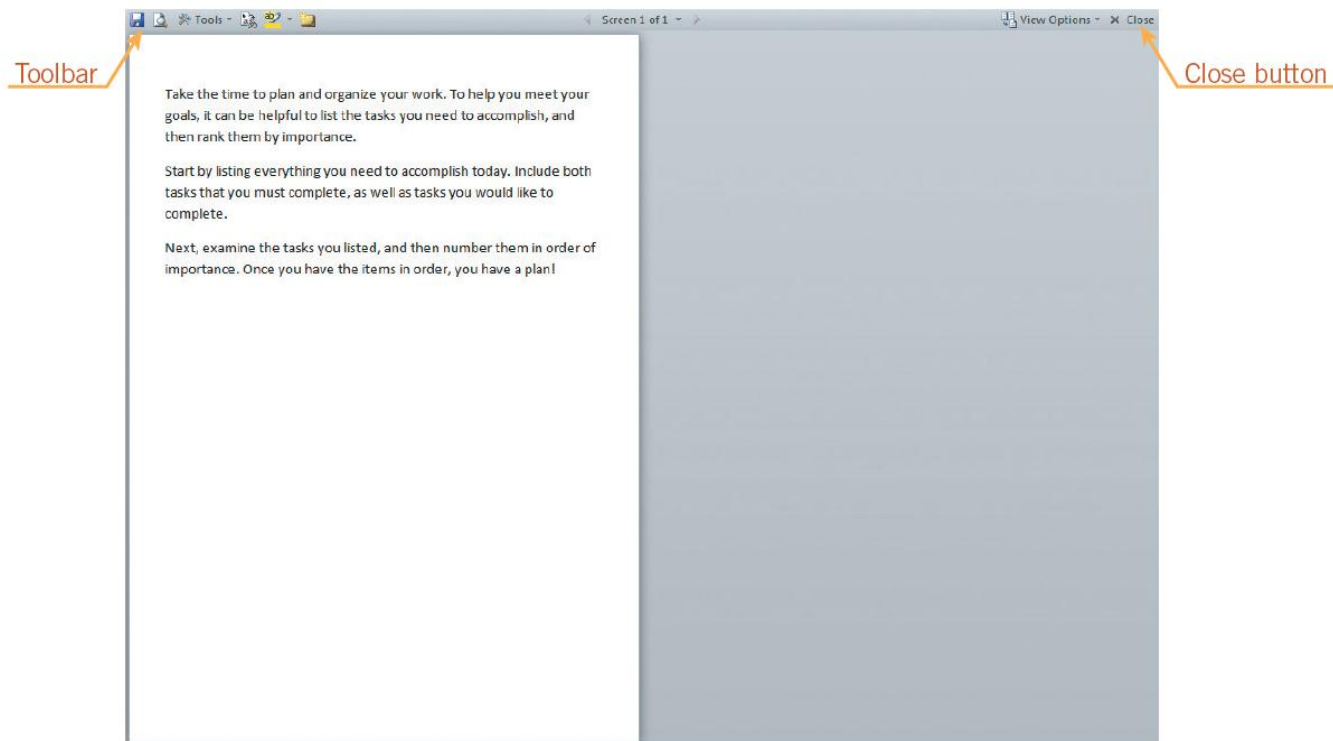
- You can use the Zoom feature to magnify and reduce your document on screen.
- A zoom percentage of 100% shows the document at its normal size.
- The easiest way to change the zoom percentage is to drag the Zoom slider at the bottom-right of the screen.

Switching to Full Screen Reading View

- Full Screen Reading View removes the Ribbon and the status bar from the screen.
 - The Ribbon is replaced by a small toolbar
- To use this view, click the View tab on the Ribbon, then in the Document Views group, click the Full Screen Reading button.

Switching to Full Screen Reading View (continued)

- Document in Full Screen Reading view



Selecting a Page Orientation

- Documents printed in **portrait orientation** are longer than they are wide.
- Documents printed in **landscape orientation** are wider than they are long
- By default, Word is set to print pages in portrait orientation.

Previewing and Printing a Document

- Use the Print tab in Backstage view to preview a document before printing.
- Use the Print tab to change print settings.
- To print a document, click the Print button in the center pane on the Print tab in Backstage view.

Exiting Word

- To close the document without exiting Word, click the File tab, and then on the navigation bar, click the Close command.
- To exit Word, click the Close button in the upper-right corner of the document window.

Summary

In this lesson, you learned:

- You can view the document screen in Print Layout view, Full Screen Reading view, Web Layout view, Outline view, and Draft view. The key elements of the screen in Print Layout view are the Ribbon, Quick Access Toolbar, insertion point, status bar, view buttons, and Zoom slider.
- When text is entered, the word wrap feature automatically wraps words to the next line if they will not fit on the current line.

Summary (continued)

- When corrections or additions need to be made, you can place the insertion point anywhere within a document using the mouse or keyboard, and then delete text using Backspace and Delete.
- When you save a document for the first time, the Save As dialog box opens. This is where you name your file and choose a location in which to save it. After you have saved a document the first time, you use the Save command to save your changes in the document or use the Save As command to save it with a different file name or to a new location.

Summary (continued)

- You can create new folders for storing documents in the Save As dialog box.
- You can locate and open an existing document using the Open dialog box.
- You can use the Zoom slider to magnify or reduce the size of your document on the screen.
- Full Screen Reading view makes it easier to view the entire document on the screen by removing the Ribbon and status bar and displaying only the text, not the layout, of the document.

Summary (continued)

- You can use the Orientation command to change the page orientation to portrait orientation or landscape orientation.
- You can preview and print a document by using the Print tab in Backstage view.