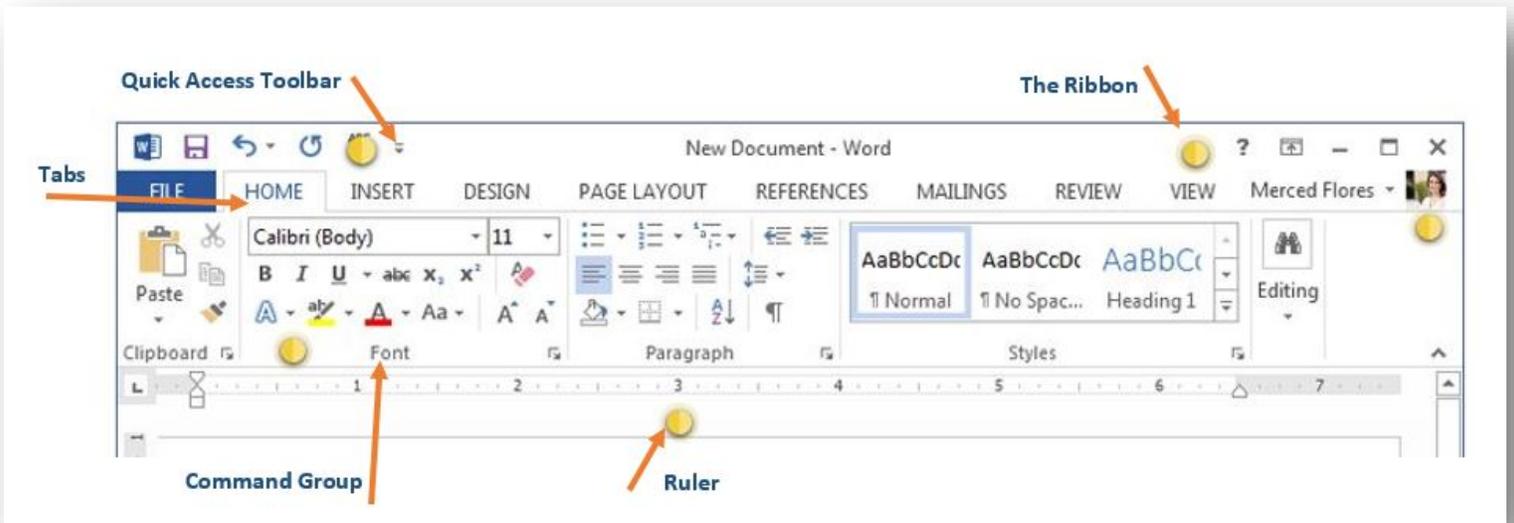# Office: Word for Beginners

What is Word?

Word 2013 is a word processing application that allows you to create a variety of documents like letters, flyers, and reports.

Additional Resources: http://www.gcflearnfree.org/office2013/word2013

Navigating Around the Word Interface

Quick Access Toolbar: The Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, and Repeat commands. You can add other commands depending on your preference.

Command Group: Each group contains a series of different commands. Simply click any command to apply it. Some groups also have an arrow in the bottom-right corner, which you can click to see even more commands.

Ruler: The Ruler is located at the top and to the left of your document. It makes it easier to make alignment and spacing adjustments.

The Ribbon: The Ribbon contains all the commands you will need to perform common tasks in Word. It has multiple **tabs**, each with several groups of commands.
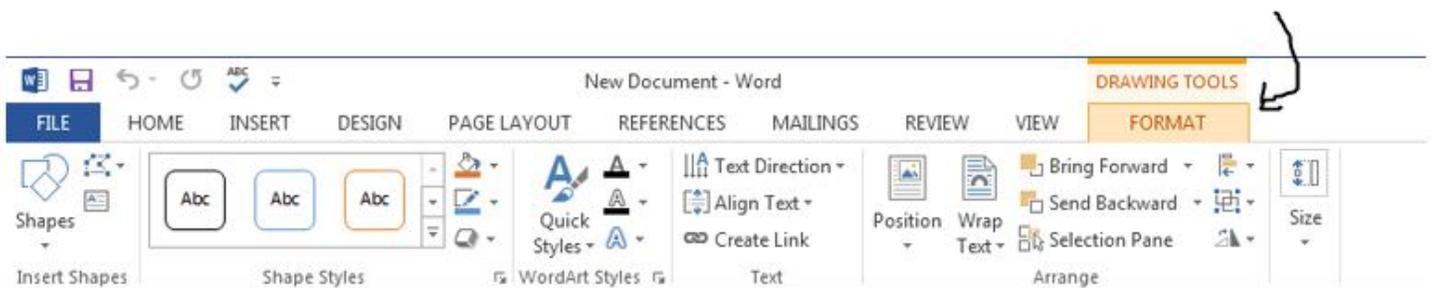
The Ribbon

Word 2013 uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Word.

- **Home** tab gives you access to some of the most commonly used commands for working with Word 2013, including **copying and pasting, formatting, aligning paragraphs,** and **choosing document styles**. The Home tab is selected by default whenever you open Word.

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- **Insert** tab allows you to insert **pictures**, **charts**, **tables**, **shapes**, **cover pages,** and more to your document, which can help you **communicate** information **visually** and add **style** to your document.
- **Design** tab gives you access to a variety of design tools, including **document formatting**, **effects**, and **page borders**, which can give your document a polished look.
- **Page Layout** tab allows you to change the **print formatting** of your document, including **margin width**, **page orientation**, **page breaks**, and more. These commands will be especially helpful when preparing to print a document.
- **References** tab allows you add annotations to your document, such as **footnotes** and **citations**. From here, you can also add a **table of contents**, **captions**, and a **bibliography**. These commands are especially helpful when composing academic papers.
- You can use the **Mail Merge** feature in the **Mailings** tab to quickly **compose letters**, **address envelopes**, and **create labels**. This is especially useful when you need to send a letter to many different recipients.
- You can use the **Review** tab to access Word's powerful **editing features**, including adding **comments** and tracking **changes**. These features make it easy to **share** and **collaborate** on documents.
- The **View** tab allows you to switch between different **views** for your document and **split the screen** to view two parts of your document at once. These commands will also be helpful when preparing to print a document.

- **Contextual** tabs will appear on the Ribbon when working with certain items, such as **tables** and **pictures**. These tabs contain special command groups that can help you format these items as needed.

The Quick Access toolbar

Located just above the Ribbon, the Quick Access toolbar lets you access common commands no matter which tab is selected. By default, it shows the Save, Undo, and Repeat commands. You can add other commands depending on your preference.

To add commands to the Quick Access toolbar:

1. Click the drop-down arrow to the right of the Quick Access toolbar.
2. Select the command you wish to add from the drop-down menu. To choose from more commands, select More Commands.
3. The command will be added to the Quick Access toolbar.

Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document.
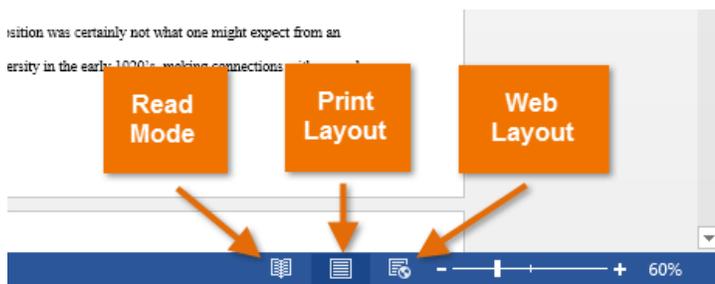
To access **Backstage** view:

1. Click the File tab on the Ribbon. Backstage view will appear.
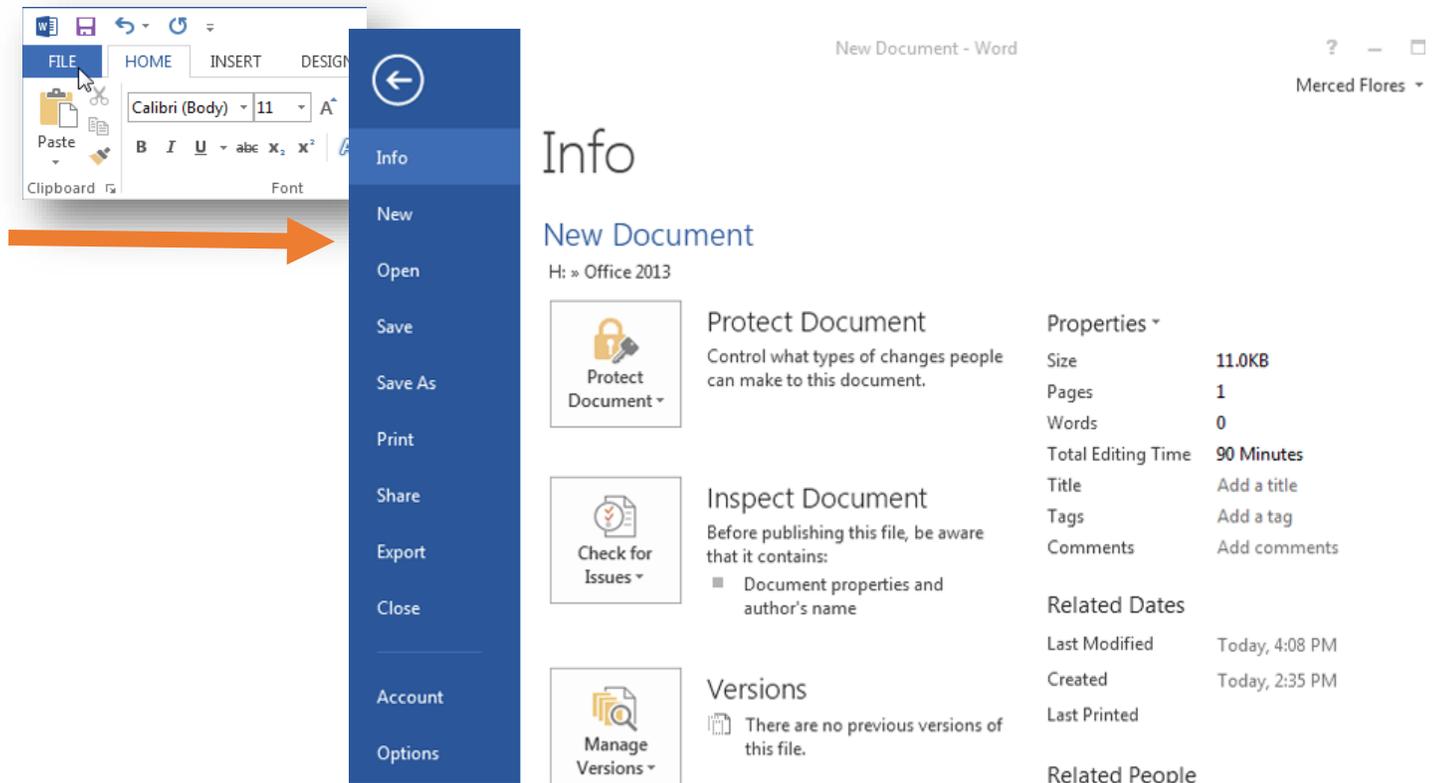
Document Views

Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to view your document in Read Mode, Print Layout, or Web Layout. These views can be useful for various tasks, especially if you're planning to print the document.
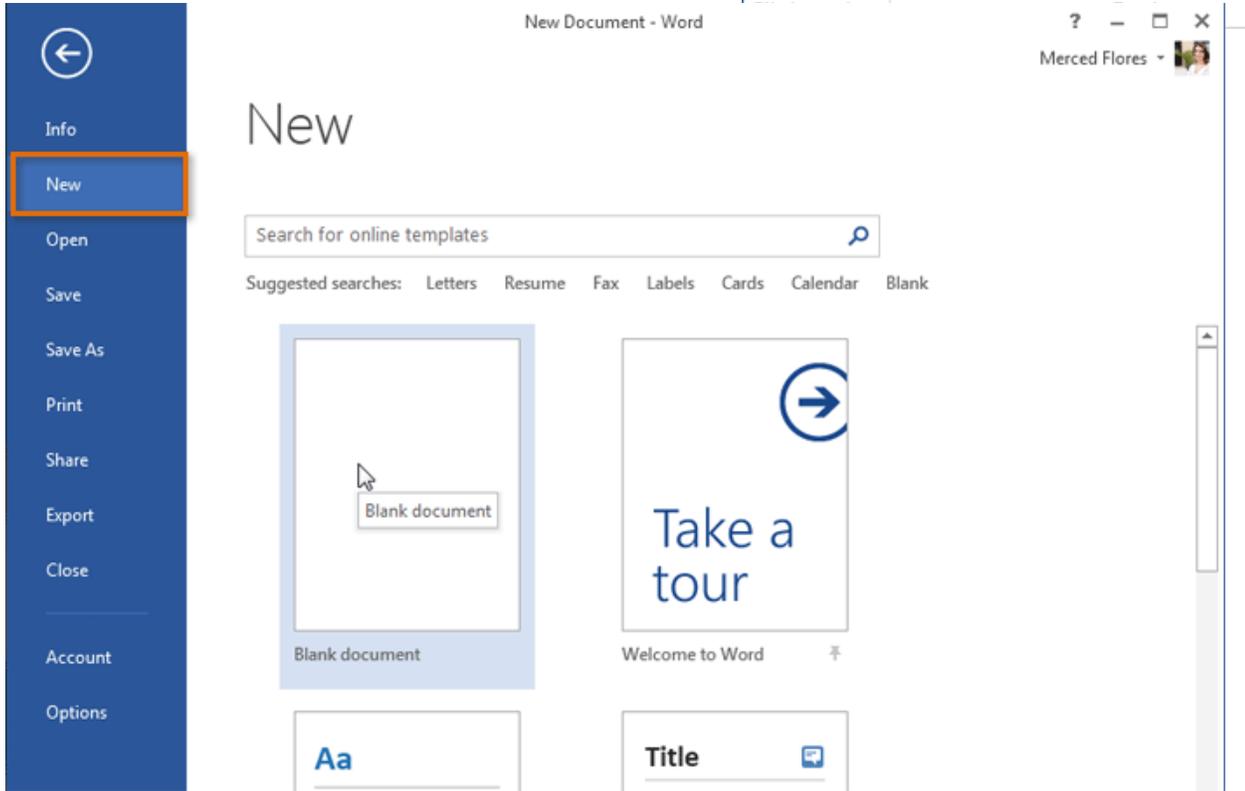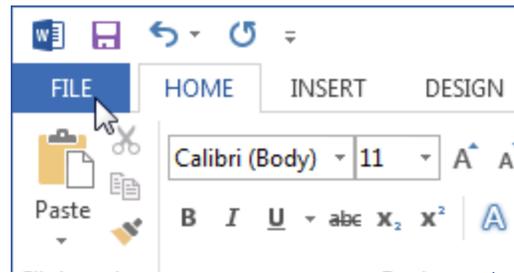

To change document views, locate and select the desired document view command in the bottom-right corner of the Word window.

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Working with Documents

Creating a New Document

1. Select the **File** tab. **Backstage view** will appear.

2. Select **New**, then click **Blank document**.

3. A new blank document will appear.

Opening a Document

In addition to creating new documents, you'll often need to open a document that was previously saved.

1. Navigate to **Backstage view**, then click **Open**.

2. Select **Computer** and then click **Browse**. Alternatively, you can choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive.

3. The **Open** dialog box appears. Locate and select your **document**, then click **Open**.
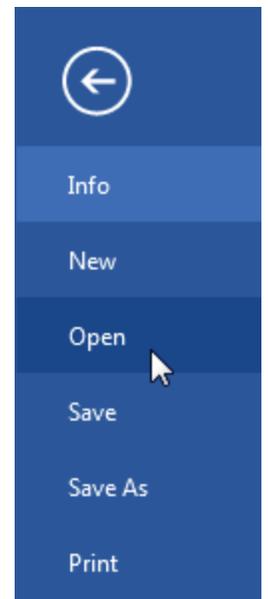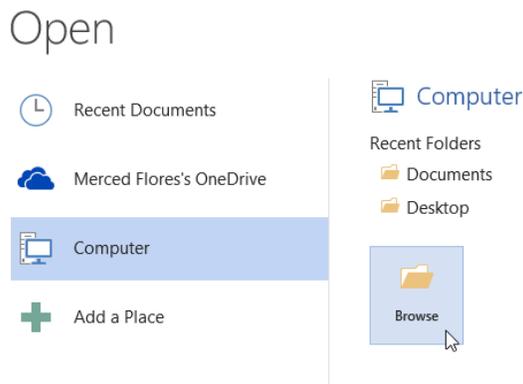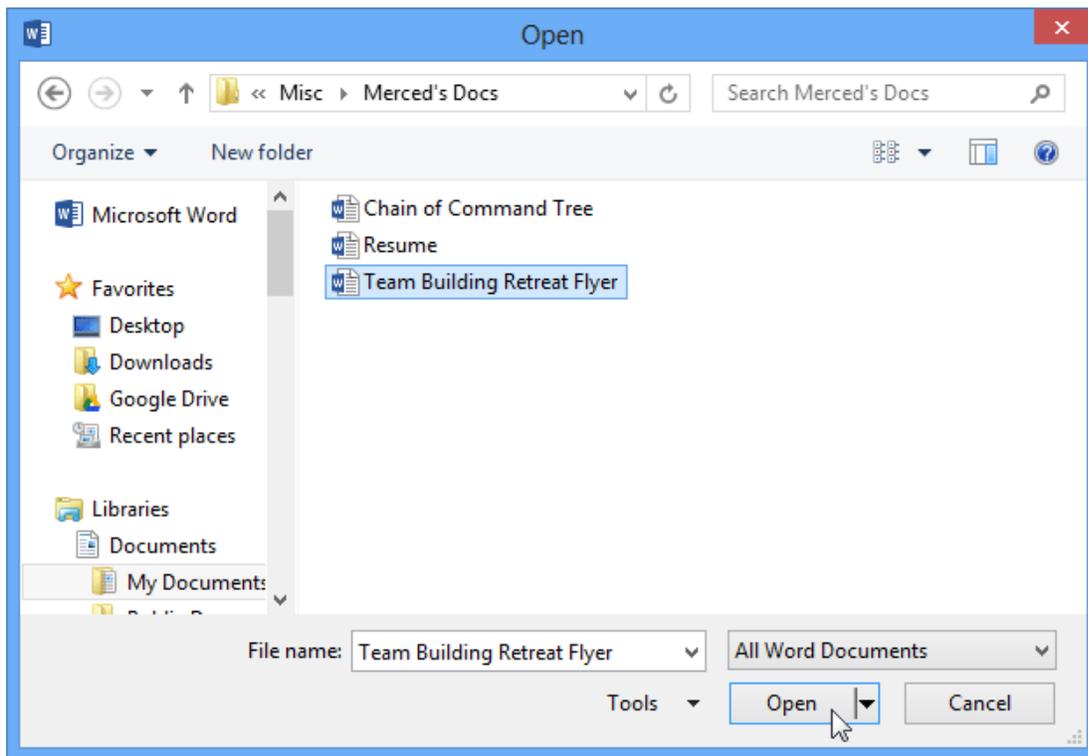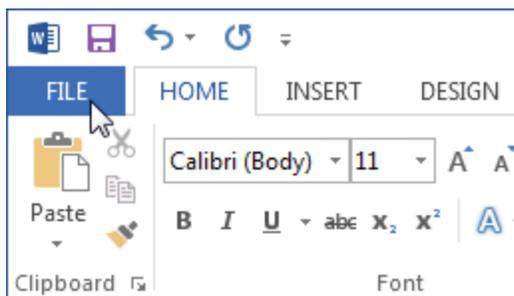
Working with Templates

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

To create a new document from a template:

1. Click the **File** tab to access **Backstage view**.

2. Select **New**. Several templates will appear below the **Blank document** option.
3. Select a **template** to review it.
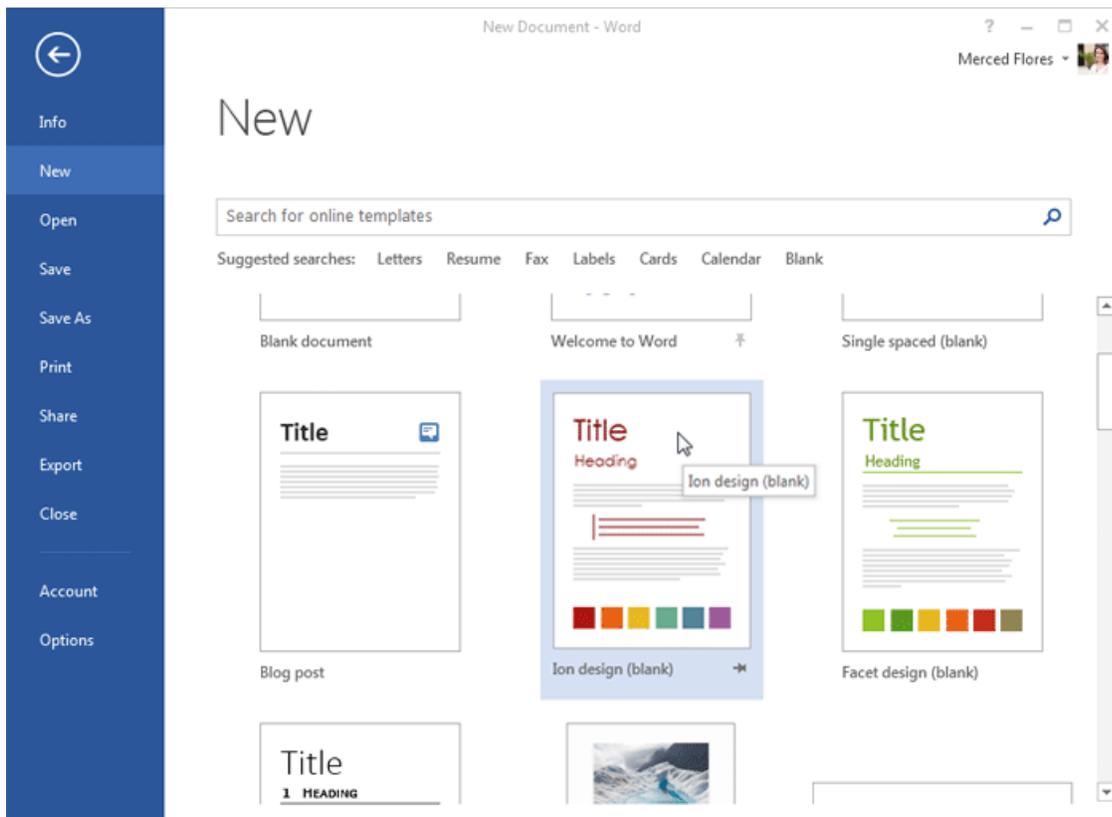
4. A **preview** of the template will appear, along with **additional information** about how the template can be used.

5. Click **Create** to use the selected template.

6. A new workbook will appear with the **selected template**.

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Text Basics

If you're new to Microsoft Word, you'll need to learn the **basics of working with text** so you can type, reorganize, and edit text. Basic tasks include the ability to **add**, **delete**, and **move text**, as well as the ability to **find and replace** specific words or phrases.

Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways:

- **Blank document:** When a new blank document opens, the insertion point is located in the top left corner of the page. If you wish, you can begin typing from this location.
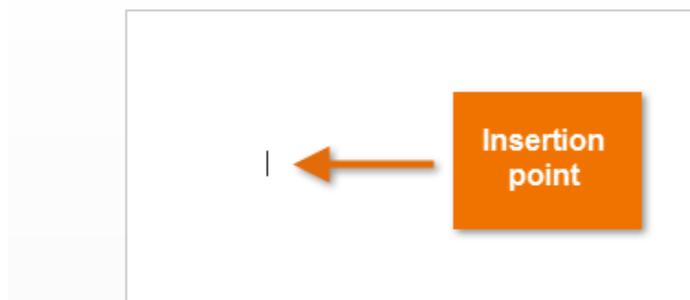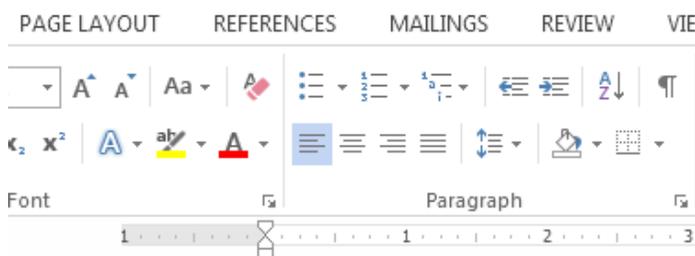
- **Adding spaces:** Press the **space bar** to add **spaces** after a word or in between text.

- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.

- **Manual placement:** After you've started typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you wish to place it.

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.
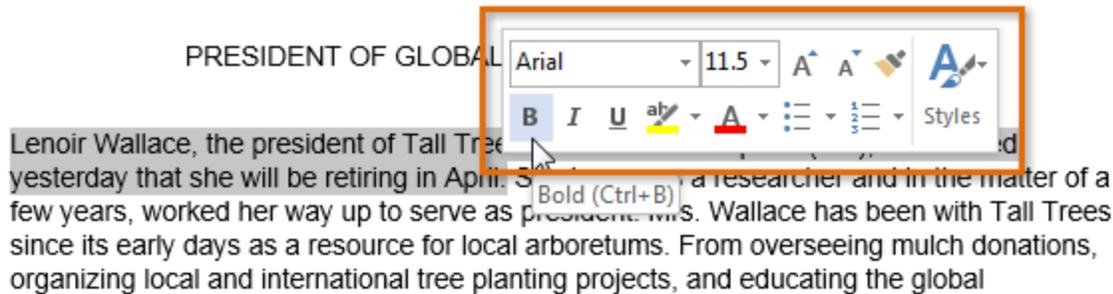
To select text:

Before applying formatting to text, you'll first need to **select** it.

1. Place the **insertion point** next to the text you wish to select.
2. Click the mouse, and while holding it down drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

When you select text or images in Word, a **hover toolbar** with command shortcuts appears. If the toolbar does not appear at first, try moving the mouse over the selection.

PRESIDENT OF GLOBAL

Arial   11.5   A A

B I U aby A Styles

Bold (Ctrl+B)

Lenoir Wallace, the president of Tall Tree
yesterday that she will be retiring in April. S
few years, worked her way up to serve as president. Mrs. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

Other shortcuts include double-clicking a word to select it and triple-clicking to select a sentence or paragraph. You can also select all of the text in the document by pressing **Ctrl+A** on your keyboard.

To delete text:

There are several ways to **delete**, or remove, text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** that you wish to remove, then press the **Delete** key.

Copying & Pasting Text

Word allows you to **copy** text that is already in your document and **paste** it to other areas of the document, which can save you time. If there is text that you wish to move from one area of the document to another, you can **cut and paste** or **drag and drop** the text.

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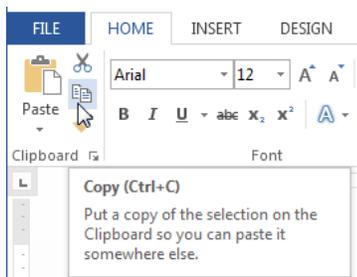**To copy and paste text:**

Copying text creates a **duplicate** of the text.

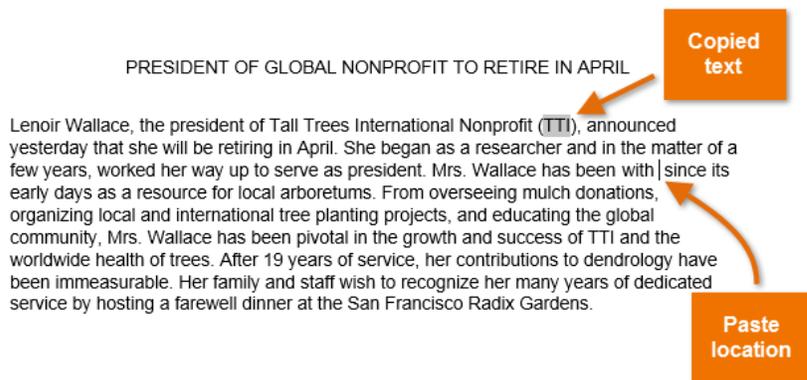1. Select the **text** you wish to copy.

    PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

    Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced
    yesterday that she will be retiring in April. She began as a researcher and in the matter of a
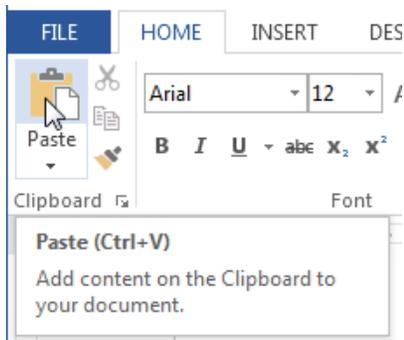
2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.

3. Place the insertion point where you wish the text to appear.

4. Click the **Paste** command on the Home tab.
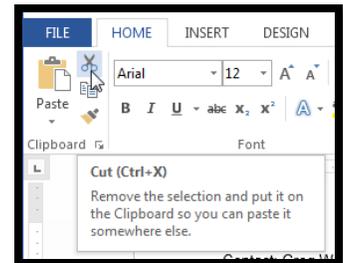
5. The text will appear.

To cut and paste text:
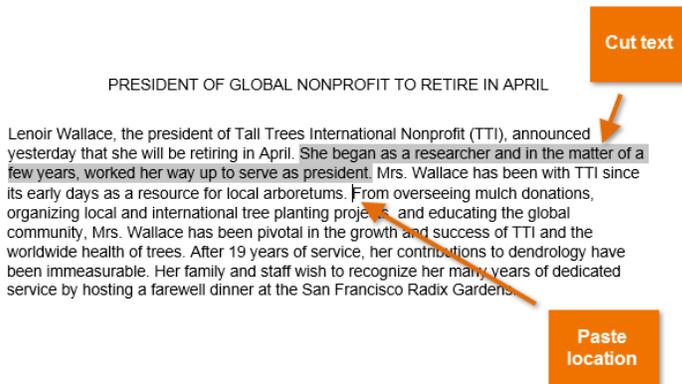
1. Select the **text** you wish to cut.

> PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL
>
> Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with TTI since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the

2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.
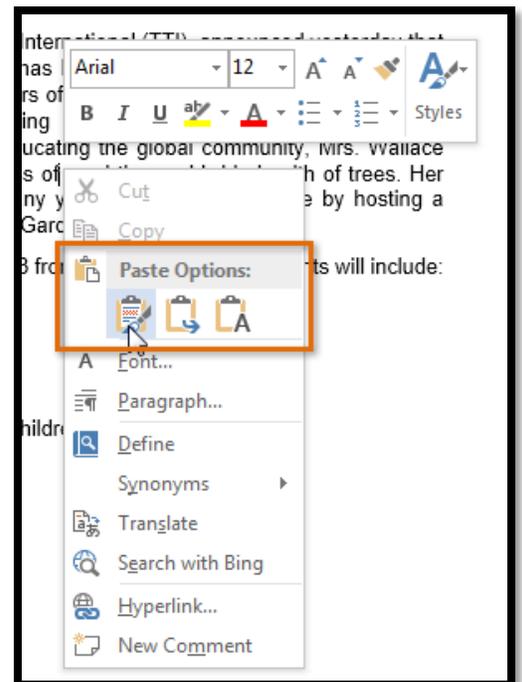
> Cut (Ctrl+X)
> Remove the selection and put it on the Clipboard so you can paste it somewhere else.

3. Place your insertion point where you wish the text to appear.

> **Cut text**
>
> PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL
>
> Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with TTI since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global community, Mrs. Wallace has been pivotal in the growth and success of TTI and the worldwide health of trees. After 19 years of service, her contributions to dendrology have been immeasurable. Her family and staff wish to recognize her many years of dedicated service by hosting a farewell dinner at the San Francisco Radix Gardens.
>
> **Paste location**

4. Click the **Paste** command on the **Home** tab. The text will appear.

*You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you click on it.

> Cut
> Copy
> Paste Options:
> Font...
> Paragraph...
> Define
> Synonyms
> Translate
> Search with Bing
> Hyperlink...
> New Comment

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Formatting Text

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have many options for adjusting the **font** of your text, including **size**, **color**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

To change the font:

By default, the font of each new document is set to Calibri. However, Word provides a variety of other fonts you can use to customize text and titles.

1. Select the text you wish to modify.

2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.

3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you wish to use.
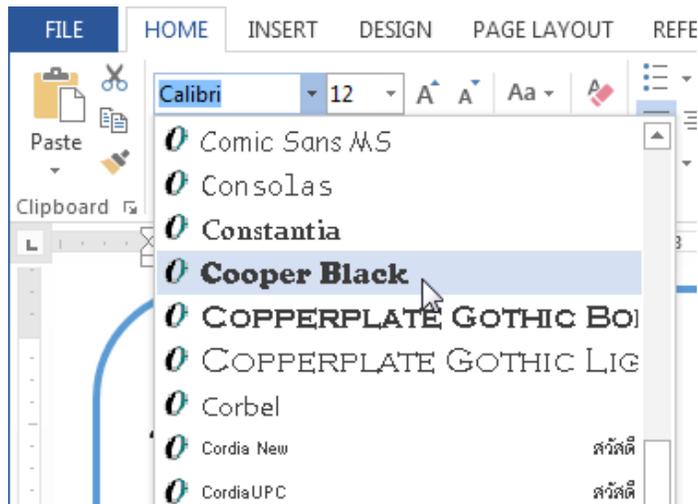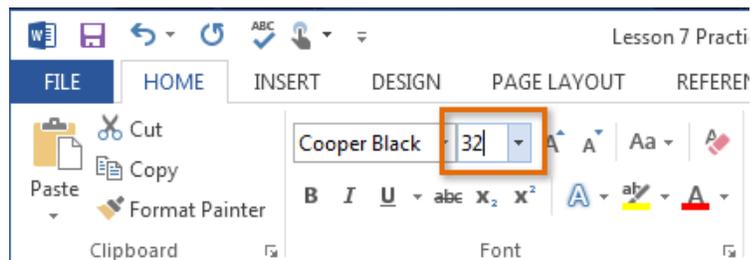

4. The font will change in the document

To change the font size:

1. Select the text you wish to modify.

2. Select the desired font size formatting option:

   o **Font size drop-down arrow:** On the **Home** tab, click the Font size drop-down arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.
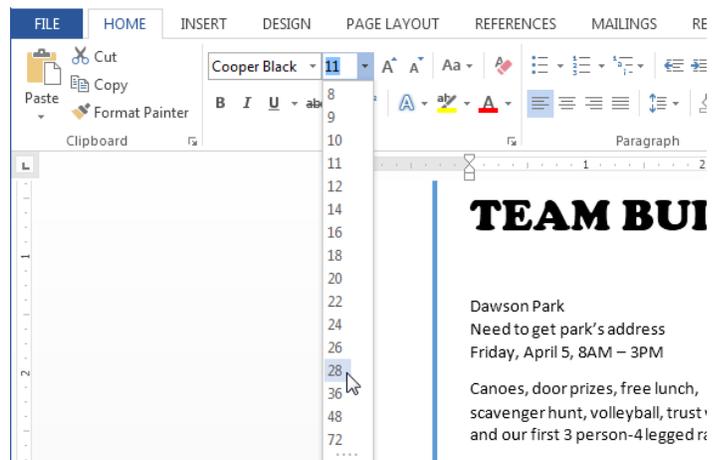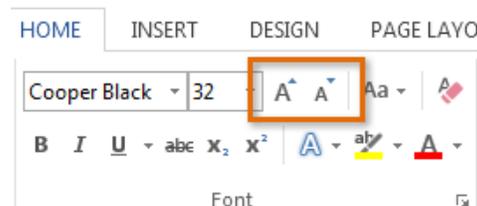
- o **Font size box:** When the font size you need is not available in the Font size drop-down arrow, you can click the Font size box and **type** the desired font size. Then press **Enter**.

- o **Grow and shrink font commands:** Click the **Grow Font** or **Shrink Font** commands to change the font size.

3. The font size will change in the document.

To change the font color:

1. Select the text you wish to modify.

2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.

3. Move the mouse over the various font colors. A live preview of the color will appear in the document.
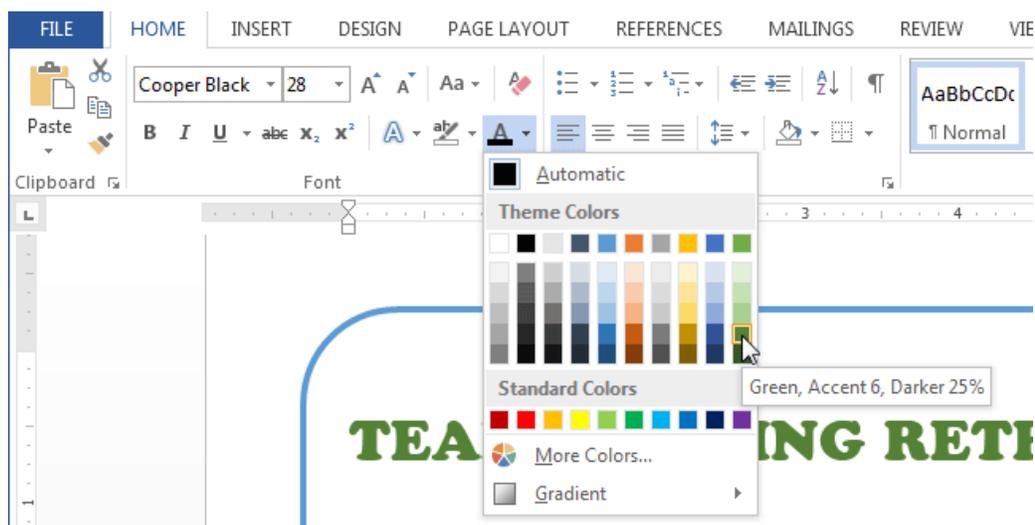
4. Select the font color you wish to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors…** at the bottom of the menu to access the **Colors** dialog box. Choose the color that you want, then click **OK**.

Working with Paragraphs

Changing Alignment

By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you wish to modify.

2. On the **Home** tab, select one of the four **alignment options** from the **Paragraph** group.

Content Source: GCFLearnFree.org
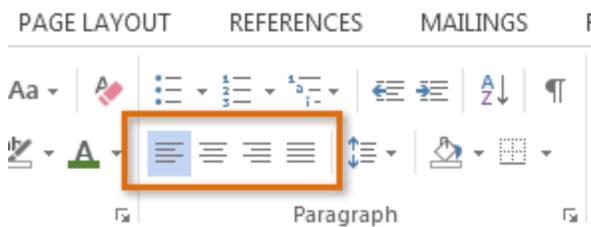
Line Spacing

As you design your document and make formatting decisions, you will need to consider **line** and **paragraph spacing**. You can **increase** spacing to improve readability or **reduce** it to fit more text on the page.

About line spacing

Line spacing is the **space between each line** in a paragraph. Microsoft Word allows you to customize the line spacing to be **single-spaced** (one line high), **double-spaced** (two lines high), or any other amount you want. The default spacing in Word 2013 is **1.08 lines**, which is slightly larger than single-spaced.

To format line spacing:

1. Select the text you wish to format.
2. On the **Home** tab, click the **Line and Paragraph Spacing** command. A drop-down menu will appear.
3. Move the mouse over the various options. A live preview of the line spacing will appear in the document. Select the line spacing you wish to use.
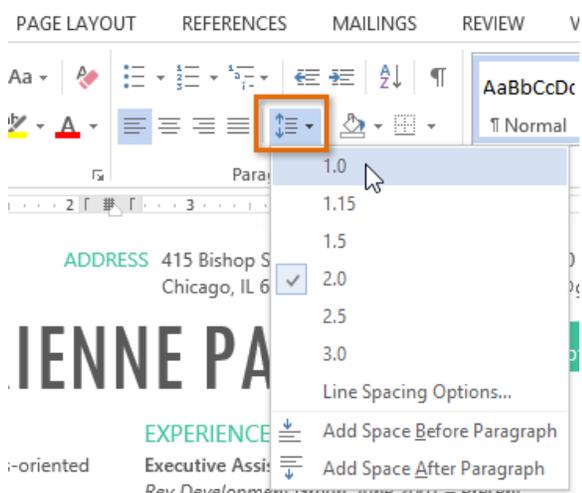
4. The line spacing will change in the document.

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Fine-tuning line spacing

Your line spacing options aren't limited to the ones in the **Line and Paragraph Spacing** menu. To adjust the spacing with more precision, select **Line Spacing Options** from the menu to access the **Paragraph** dialog box. You'll then have a few additional options you can use to customize the spacing:

- **Exactly:**
  When you choose this option, the line spacing is **measured in points**, just like font sizes. Generally, the spacing should be slightly larger than the font size. For example, if you're using **12-point** text, you could use **15-point** spacing.

- **At least:**
  Like the **Exactly** option, this option lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.

- **Multiple:**
  This option lets you type in the number of lines of spacing you want. For example, choosing **Multiple** and changing the spacing to **1.2** will make the text a little more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value like **0.9**.
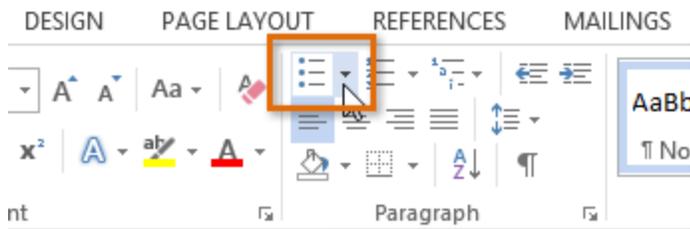
Bulleted & Numbered Lists

Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.
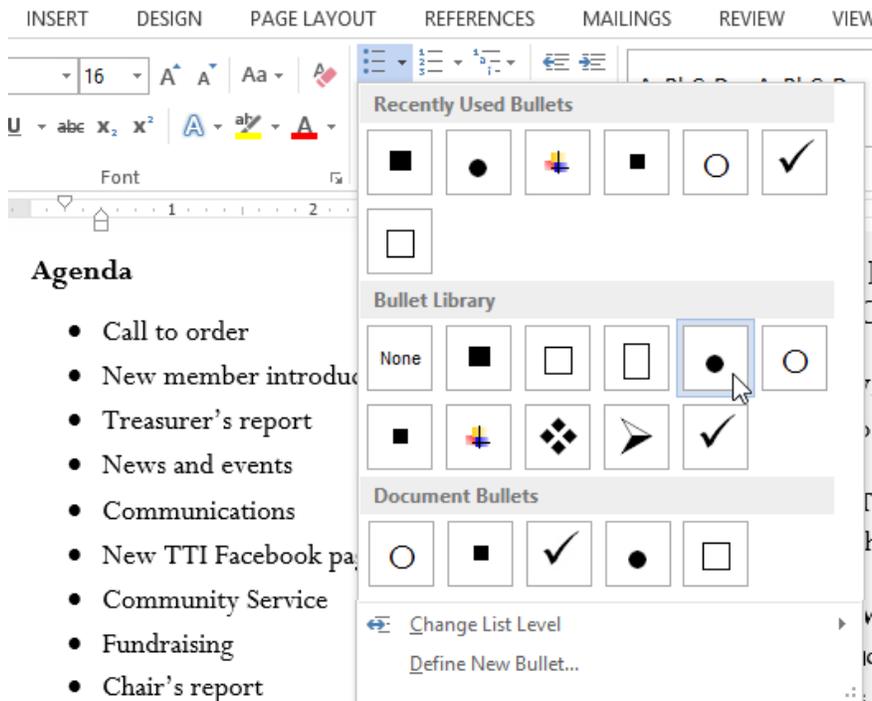
To create a bulleted list:

1. Select the text you wish to format as a list.
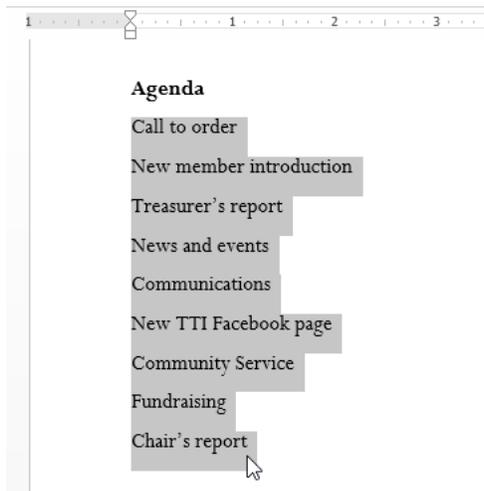
2. On the **Home** tab, click the **drop-down arrow** next to the **Bullets** command. A menu of bullet styles will appear.

3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you wish to use.


4. The text will be formatted as a bulleted list.

To create a numbered list:

When you need to organize text into a **numbered** list, Word offers several **numbering** options. You can format your list with **numbers**, **letters**, or **Roman numerals**.

1. Select the text you wish to format as a list.

2. On the **Home** tab, click the **drop-down arrow** next to the **Numbering** command. A menu of numbering styles will appear.

Content Source: GCFLearnFree.org
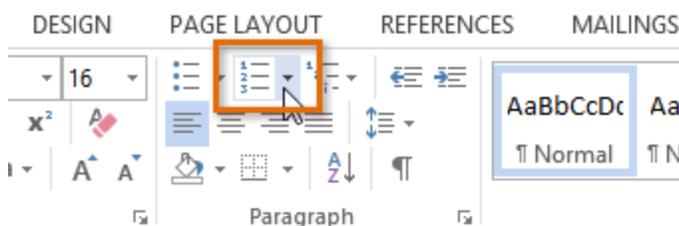
3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you wish to use.
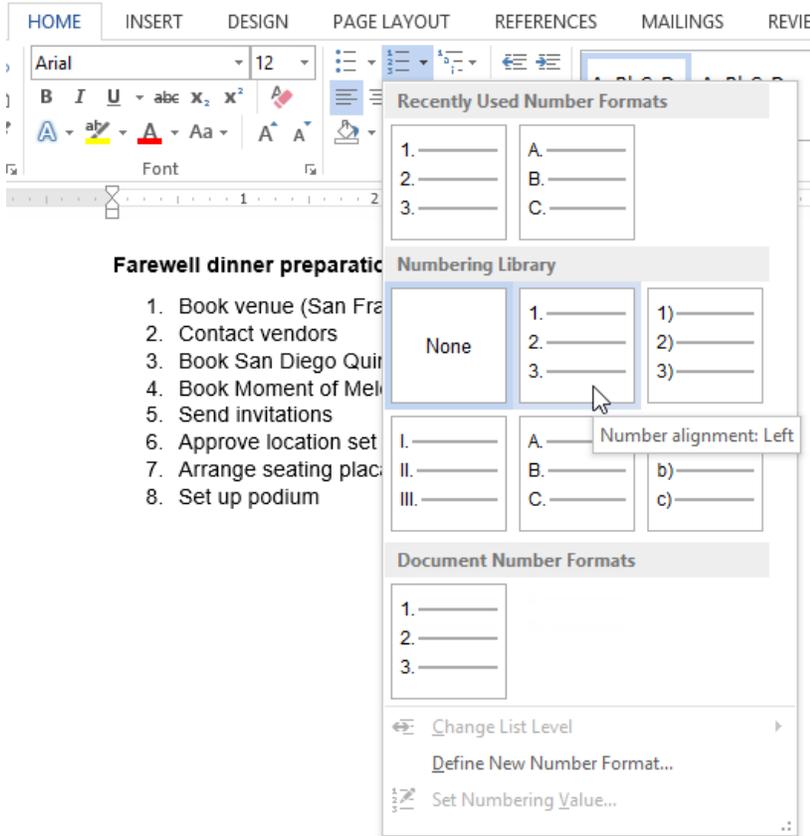
4. The text will format as a numbered list.

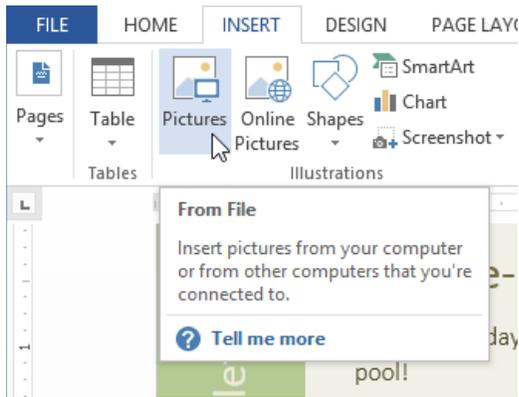## Inserting Photos into a Document

To insert a picture from a file:

If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer.
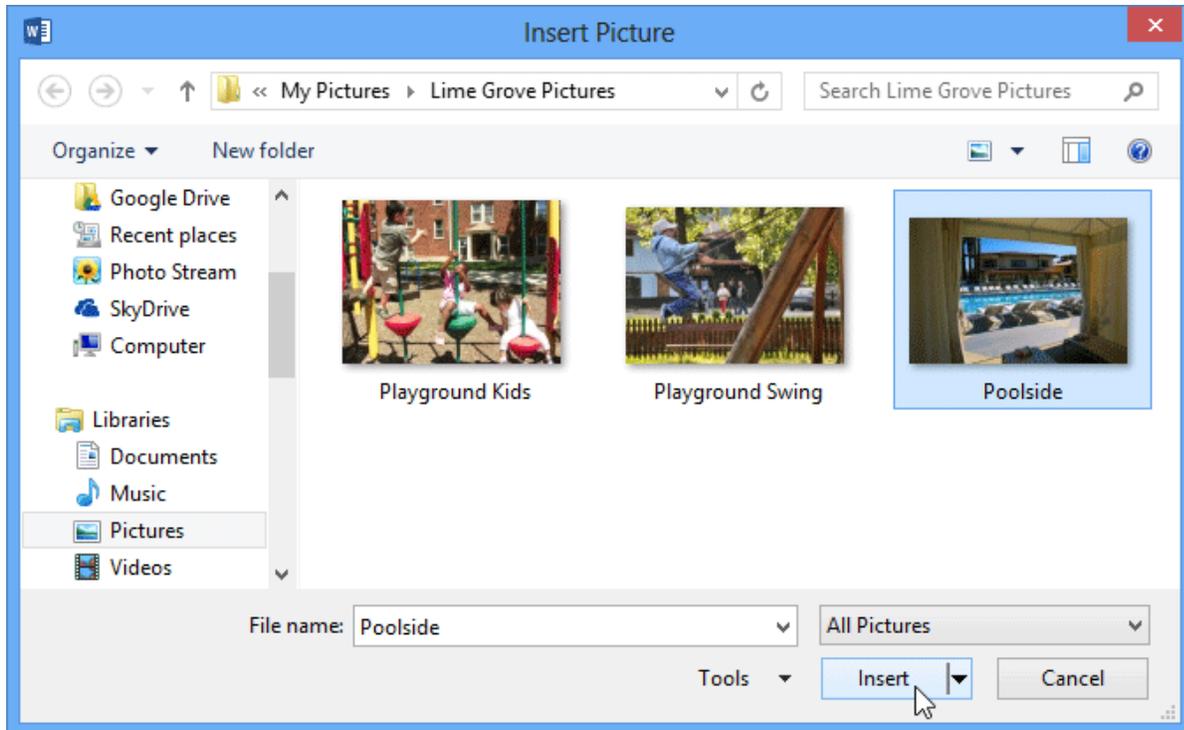
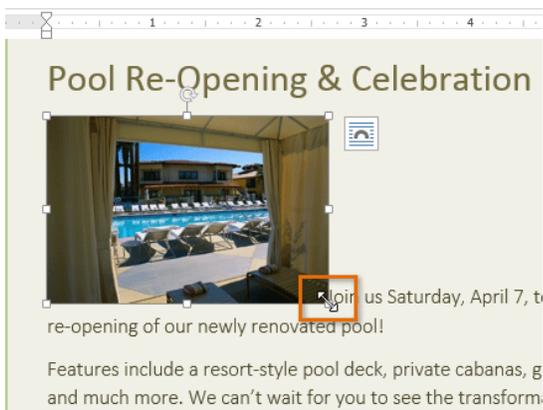1. Place the **insertion point** where you want the image to appear.

2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.

3. The **Insert Picture** dialog box will appear. Select the desired image file, then click **Insert**.

4. The image will appear in the document.

To resize an image, click and drag one of the **corner sizing handles** ⤢ . The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles** ⟺ .

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Page Layout

One formatting aspect you'll need to consider as you create your document is whether to make adjustments to the **layout of the page**. The page layout affects how content appears and includes the page's **orientation**, **margins**, and **size**.
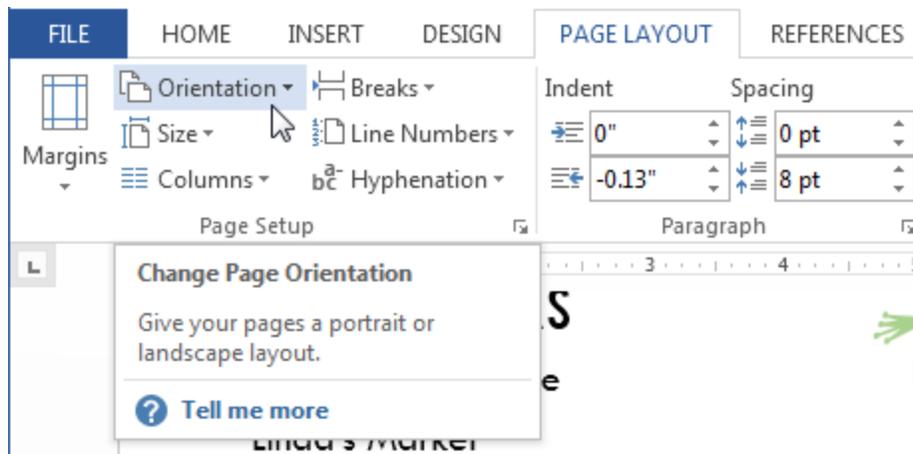
Page Orientation

Word offers two page orientation options: **landscape** and **portrait**. Landscape means the page is oriented **horizontally**, while portrait means the page is oriented **vertically**. Compare our example below to see how orientation can affect the appearance and spacing of text and images.

Landscape   Portrait

To change page orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.

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3. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.

4. The page orientation of the document will be changed.

Page margins

A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.
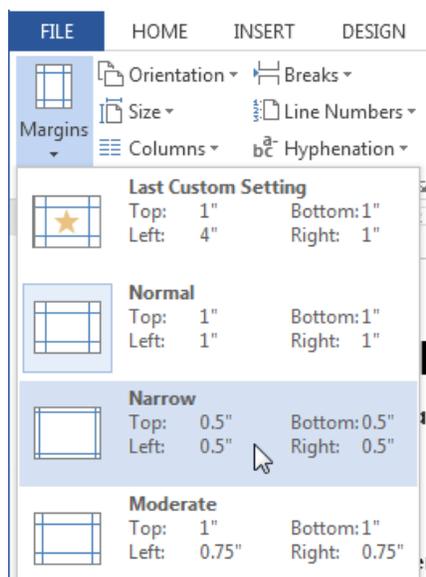
To format page margins:

Word has a variety of **predefined margin sizes** to choose from.

1. Select the **Page Layout** tab, then click the **Margins** command.
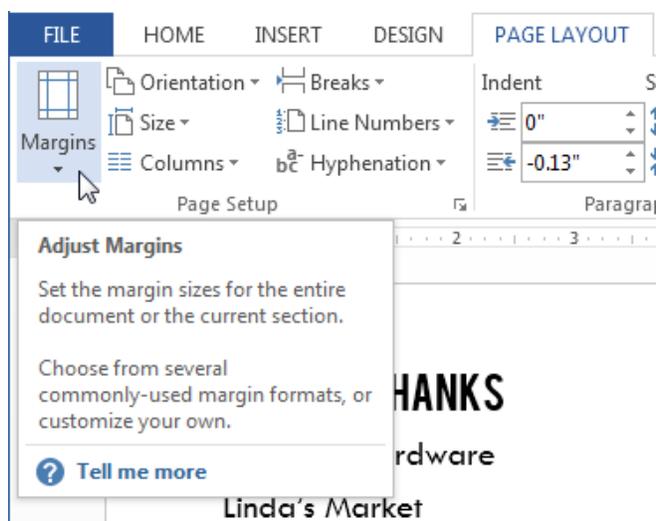
2. A drop-down menu will appear. Click the **predefined margin size** you desire.

3. The margins of the document will be changed.

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Saving & Printing

Whenever you create a new document in Word, you'll need to know how to **save** in order to access and edit it later. As in previous versions of Word, you can save files to your **computer**.
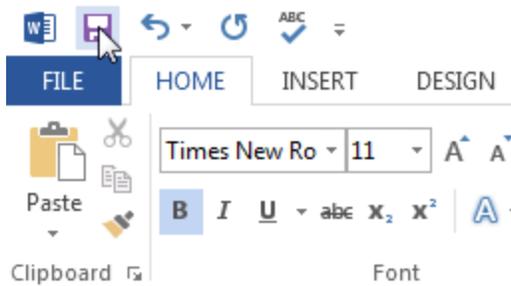
Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save**: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.

- **Save As**: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.
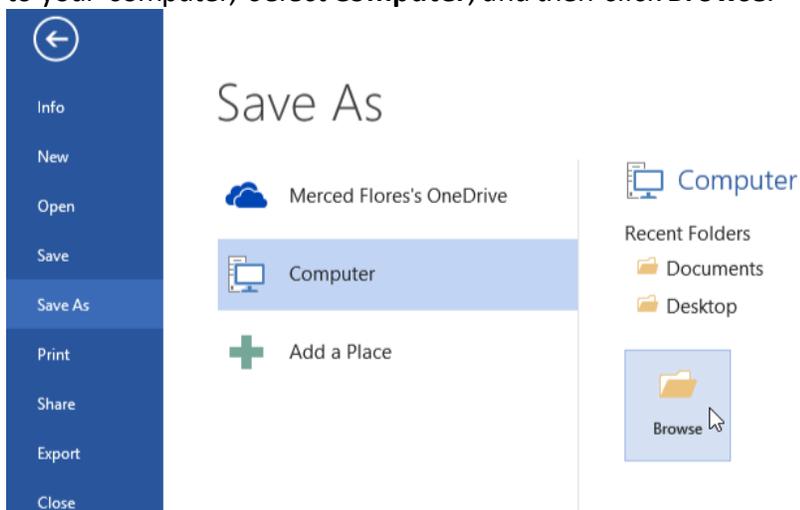
To save a document:

It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save**the document so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access** t**oolbar**.

2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.

3. You'll then need to choose **where to save** the file and give it a **file name**. To save the document to your computer, select **Computer**, and then click **Browse**.

4. The **Save As** dialog box will appear. Select the **location** where you wish to save the document.

5. Enter a **file name** for the document, then click **Save**.
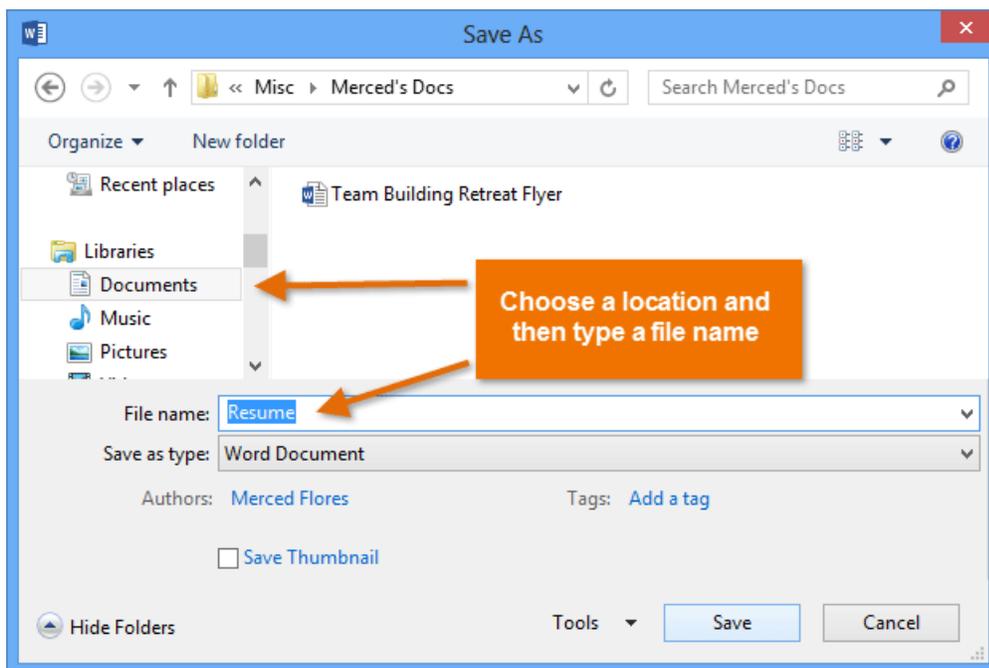
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **"Sales Report"**, you could save it as **"Sales Report 2"** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

Printing Documents

Once you've created your document, you may want to **print** it to view and share your work **offline**. It's easy to preview and print a document in Word using the **Print** pane.

To access the Print pane:

1. Select the **File** tab. **Backstage view** will appear.
2. Select **Print**. The **Print** pane will appear.
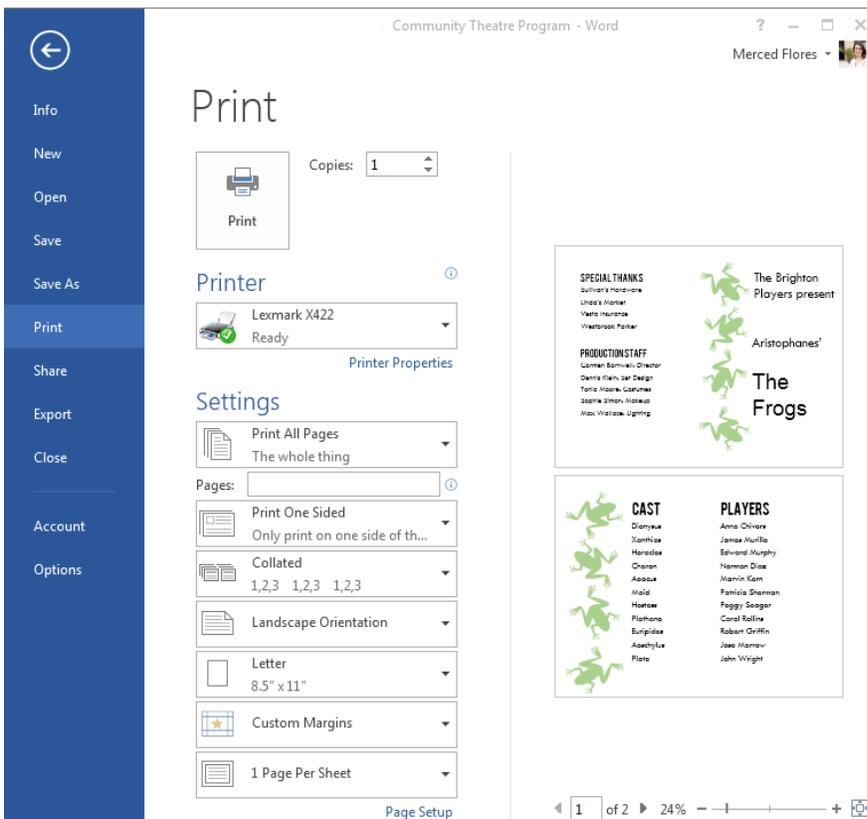
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

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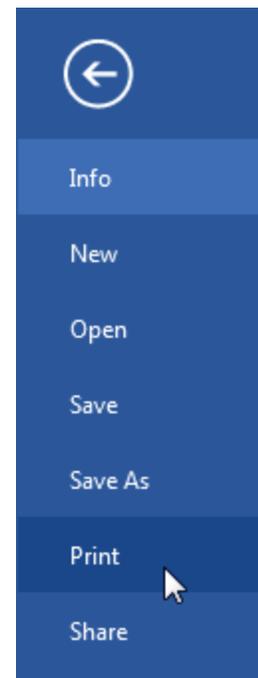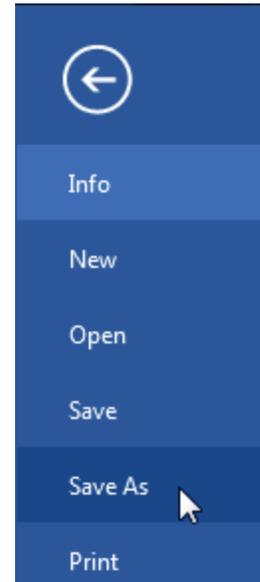
To print a document:

1. Navigate to the **Print** pane and select the desired **printer**.

2. Enter the number of **copies** you wish to print.

3. Select any additional **settings** if needed (see above interactive).

4. Click **Print**.

Keyboard Shortcuts

- CTRL + S = Save
- CTRL + P = Print
- CTRL + C = Copy
- CTRL + V = Paste
- CTRL + Z = Undo
- CTRL + Y = Redo
- CTRL + F = Find

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