

Microsoft Word

Lecture 9

Microsoft Word:

Is a word processing application that allows you to create a variety of documents, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the Ribbon, Quick Access Toolbar, and Backstage view.

The Word interface:

When you open Word for the first time, the Start Screen will appear. From here, you'll be able to create a new document, choose a template, and access your recently edited documents. From the Start Screen, locate and select Blank document to access the Word interface.

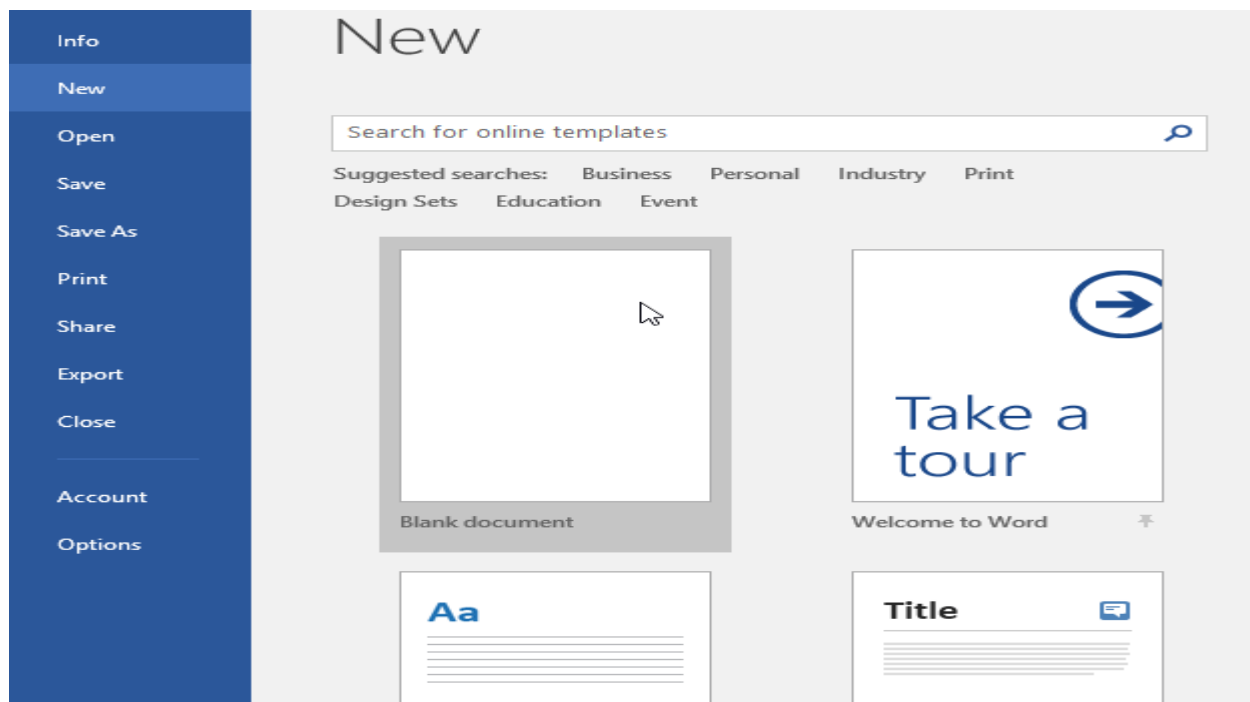


Figure 1 : create new blank

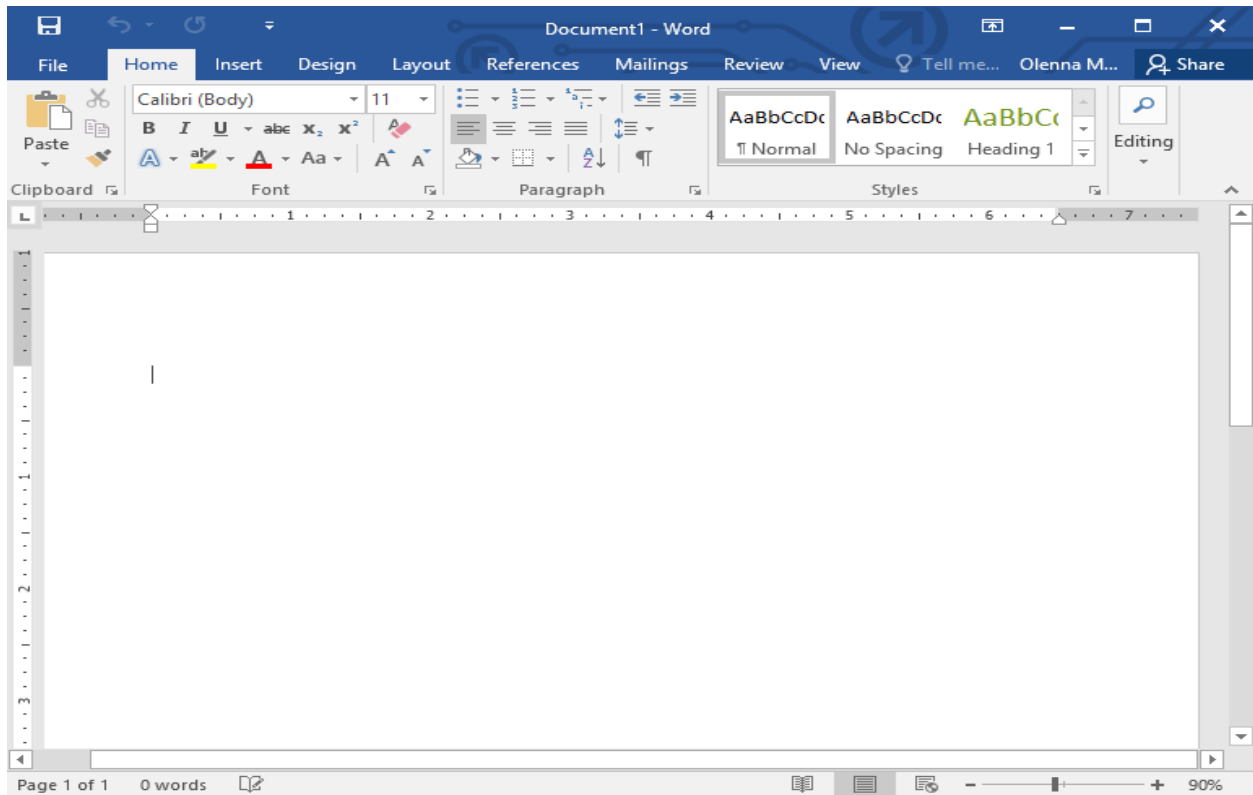


Figure 2 : start interface background

The Ribbon :

Word uses a tabbed Ribbon system instead of traditional menus. The Ribbon contains multiple tabs, which you can find near the top of the Word window.

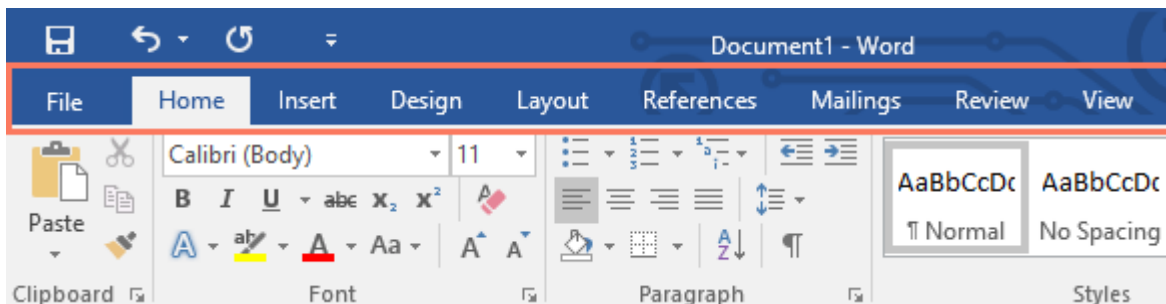


Figure 3 : start ribbon tabs

Each tab contains several groups of related commands. For example, the Font group on the Home tab contains commands for formatting text in your document.

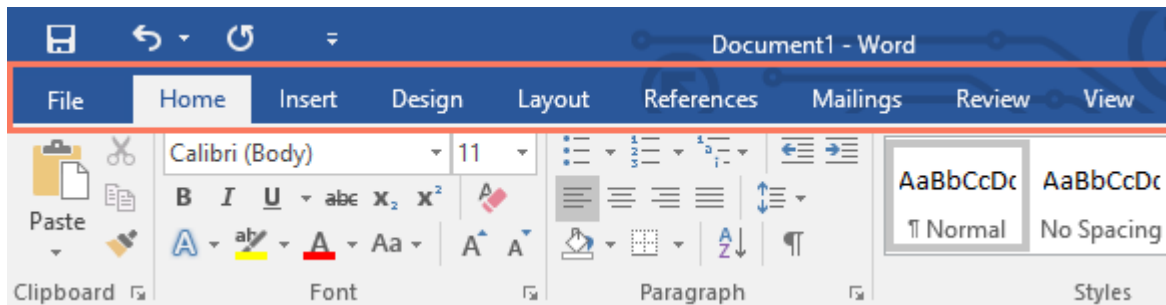


Figure 4 : start ribbon group

Some groups also have a small arrow in the bottom-right corner that you can click for even more options.

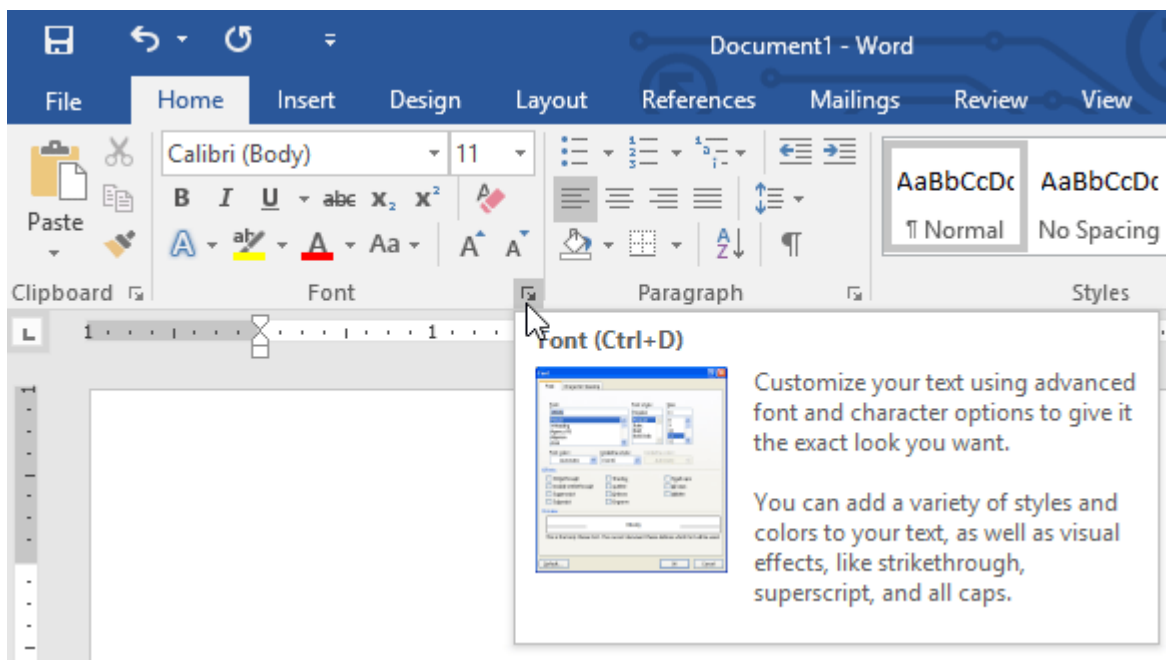


Figure 5 : start ribbon arrow

Showing and hiding the Ribbon :

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the Ribbon Display Options arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:

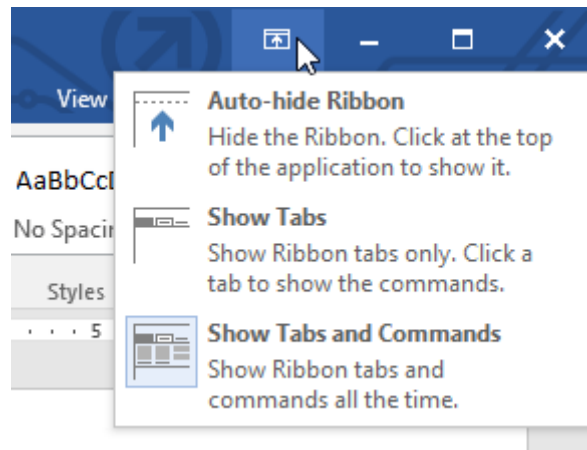


Figure 6 : start ribbon minimize

1. **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the Expand Ribbon command at the top of screen.
2. **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
3. **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

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 Redo commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

1. Click the drop-down arrow to the right of the Quick Access Toolbar.

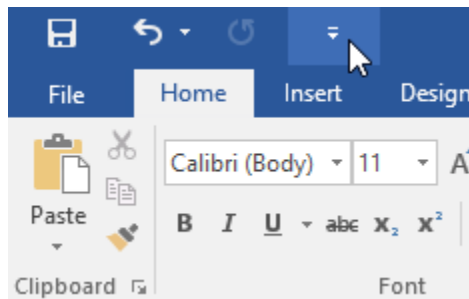


Figure 7 : start quick access

2. Select the command you want to add from the menu.
3. The command will be added to the Quick Access Toolbar.

The Ruler :

The Ruler is located at the top and to the left of your document. It makes it easier to adjust your document with precision.

OneDrive :

is Microsoft's online storage space that you can use to save, edit, and share your documents and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use.

To get started with OneDrive, all you need to do is set up a free Microsoft account, if you don't already have one,

once you have a Microsoft account, you'll be able to sign in to Office. Just click Sign in in the upper-right corner of the Word window.

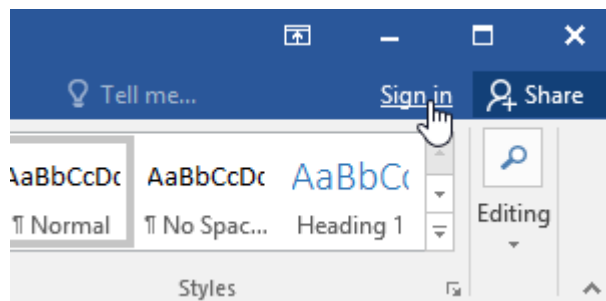


Figure 8 : onedrive signin

Benefits of using OneDrive :

Once you're signed in to your Microsoft account, there are a few of the things you'll be able to do with OneDrive:

1. **Access your files anywhere:** When you save your files to OneDrive, you'll be able to access them from any computer, tablet, or smartphone that has an Internet connection. You'll also be able to create new documents from OneDrive.

2. Back up your files: Saving files to OneDrive gives them an extra layer of protection. Even if something happens to your computer, OneDrive will keep your files safe and accessible.
3. Share files: It's easy to share your OneDrive files with friends and coworkers. You can choose whether they can edit or simply read files. This option is great for collaboration because multiple people can edit a document at the same time (also known as co-authoring).

[Saving and opening files :](#)

When you're signed in to your Microsoft account, OneDrive will appear as an option whenever you save or open a file. You still have the option of saving files to your computer. However, saving files to your OneDrive allows you to access them from any other computer, and it also allows you to share files with friends and coworkers.

For example, when you click Save As, you can select either OneDrive or This PC as the save location.

[To open an existing document:](#)

Navigate to Backstage view, then click Open, then Select This PC, then click Browse. You can also choose OneDrive to open files stored on your OneDrive, The Open dialog box will appear. Locate and select your document, then click Open.

To create a word document:

Word files are called documents. Whenever you start a new project in Word, you'll need to create a new document, which can either be blank or from a template.

To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

Select the File tab to access Backstage view, then Select New, then click Blank document.

To create a new document from a template:

Select the File tab to access Backstage view, then select New, several templates will appear below the Blank document option. You can also use the search bar to find something more specific.

Compatibility Mode:

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, like Word 2010 or Word 2007.

When you open these types of documents, they will appear in Compatibility Mode.

Compatibility Mode disables certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.

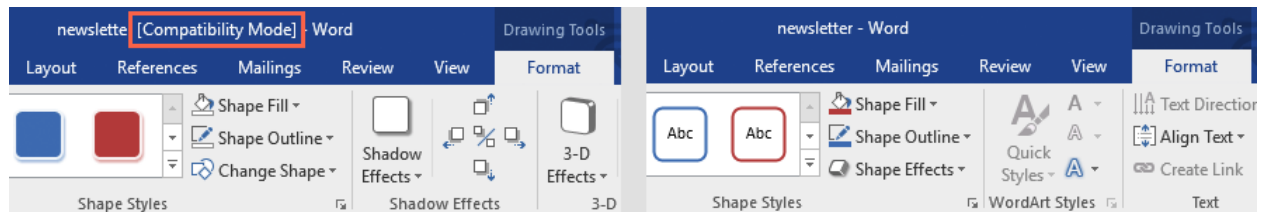


Figure 9 : Compatibility Mode