

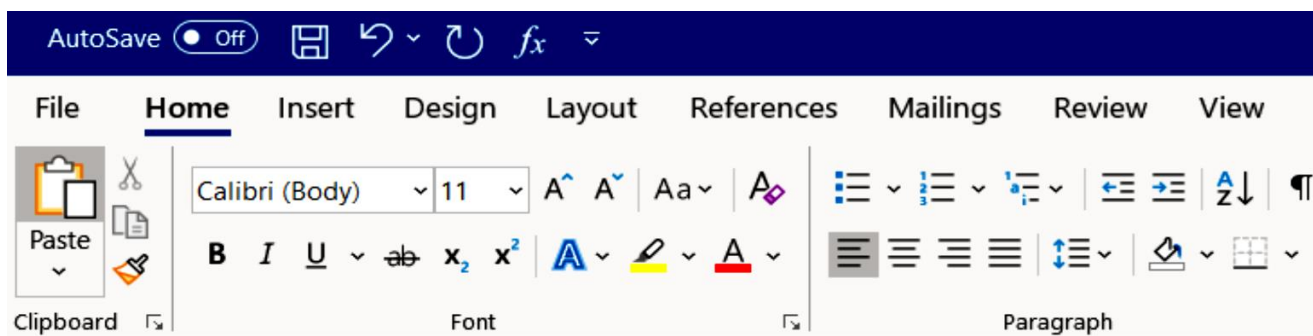


## Lecture 2

### Microsoft Office Word (Cont.)

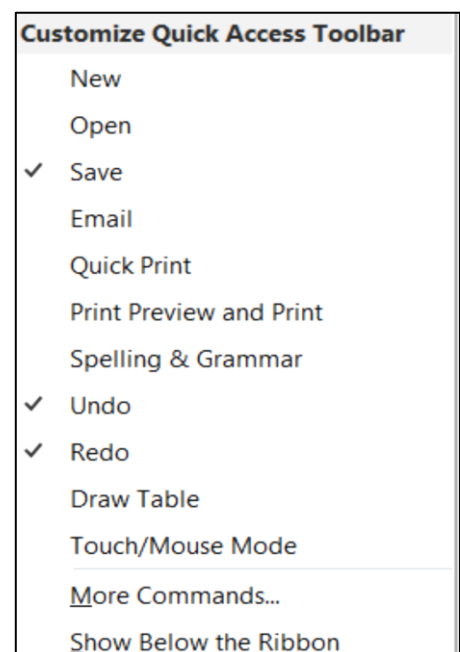
#### - VII. Quick Access Toolbar

Microsoft Word 2019 has a **Quick Access Toolbar**, so you can have quick access to your most used commands.



#### A. Add Commands

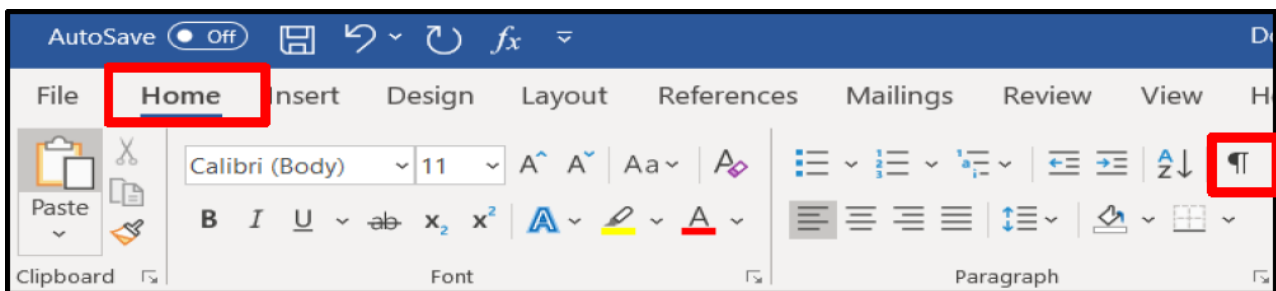
1. To add your most used commands to the **Quick Access Toolbar**, click on the drop-down arrow next to the **Quick Access Toolbar**.
2. The **Customize Quick Access Toolbar** option panel will appear.
3. Click on your desired command option to be placed on the **Quick Access Toolbar**.







## VIII. Non-Printing Characters

The **Show/Hide** button displays non-printing characters, including paragraph marks, spaces and tabs. This button works as a toggle switch: click it to turn the display of non-printing characters on and click it again to turn them off.



### A. Working with Show/Hide

1. On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide**  button to view paragraph marks. Paragraph, space, and tab marks will not appear on your printed documents.
2. On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide**  button to hide paragraph marks.



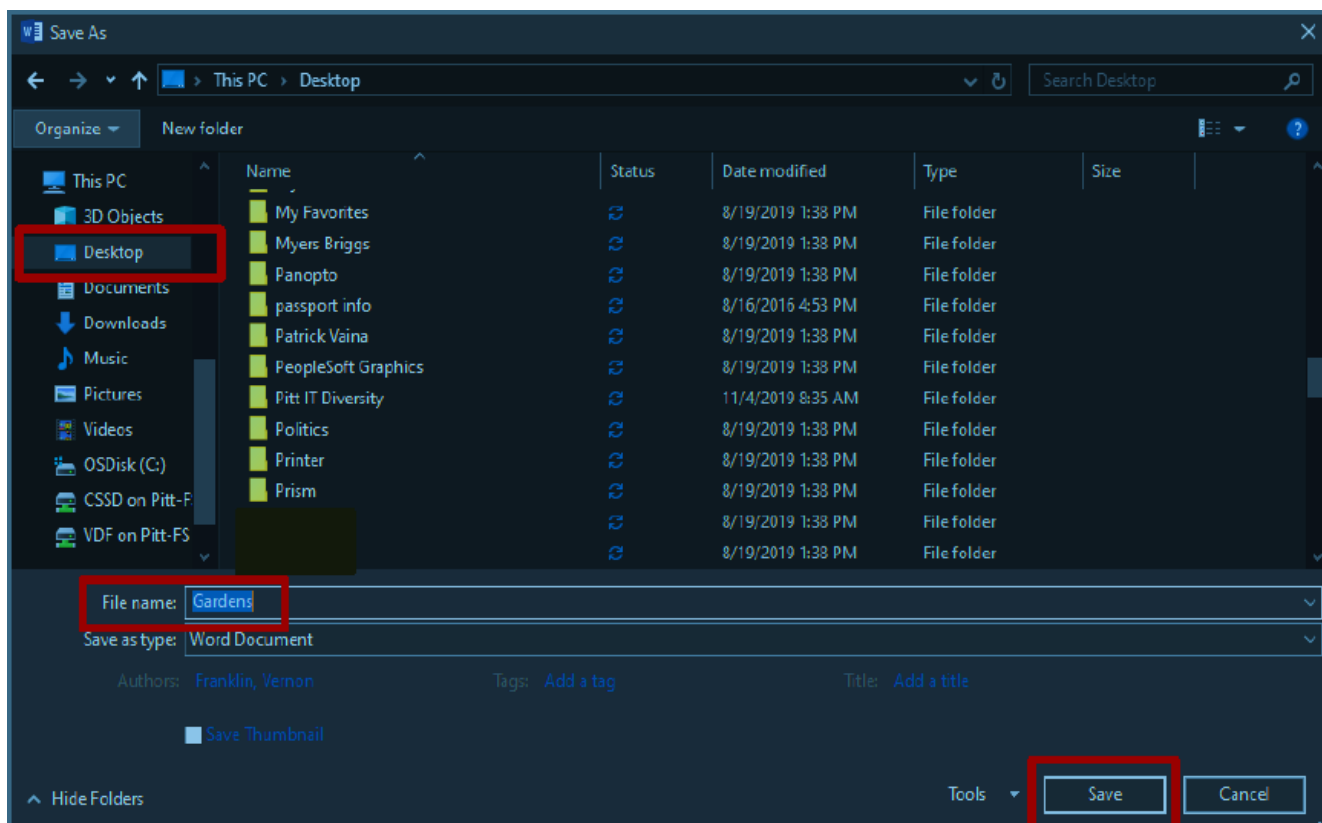
## IX. Practice Document

Create a document with name **Garden.docx** and open it.

## X. Save a Document

**A. Save** 1. Click on the **File** tab, then select the **Save As** option to save a document permanently to your hard drive or other storage device.

2. The **Save As** window will appear.





3. In the **Directory** sections on the left side of the window, click on the icon where you wish to save your document. *In this exercise click on the **Desktop**.*
4. In the **File Name** box, type your desired document name, and then click on the **Save** button.

## XI. Select Text

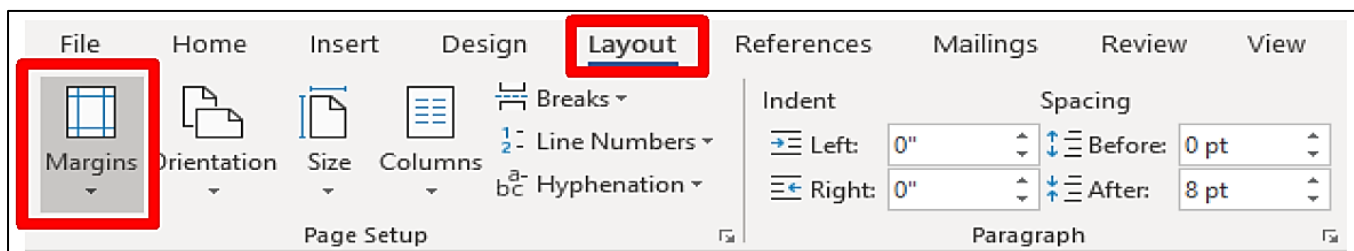
You must select text before you can change the format. You can use the mouse to select text in a variety of ways which is explained in the table below.

Select	Action
any text	Click at the beginning of the area and press the <b>Shift</b> key as you click at the end of the area. You can also drag across the text you want to select.
a word	Double click on the word.
a line	Place the mouse pointer in the left margin. Position the mouse pointer next to the desired line and click once.
multiple lines	Place the mouse pointer in the left margin next to the first desired line and click once. Then press the <b>Ctrl</b> key and click additional lines to select them.
a sentence	Press the <b>Ctrl</b> key and click anywhere in the sentence.
a paragraph	Place the mouse pointer in the left margin and double click next to any line in the paragraph.
multiple paragraphs	Click at the beginning of the first paragraph then hold the mouse button down while dragging through your desired paragraphs.
a document	Press the <b>Ctrl</b> key then place the mouse pointer anywhere in the left margin and click once.



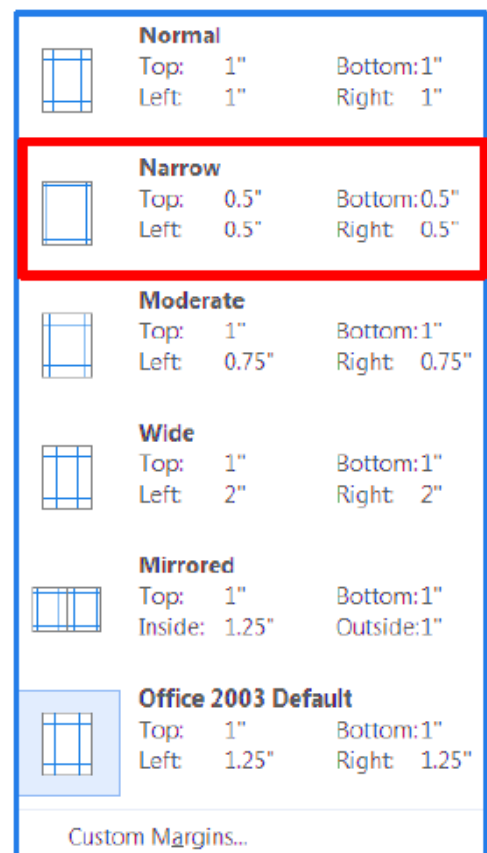
## XII. Margins

Microsoft Word 2019 margins are defaulted to 1 inch for the top and bottom, and 1 inch for the left and right. To change your margins, use the **Margin** button found on the **Layout** ribbon.



### A. Create Margins

1. Select the entire document text, by pressing the **Ctrl** key, then place the mouse pointer anywhere on the left margin, and then click once on the right mouse button.
2. Select the **Layout** tab.
3. In the **Page Setup** group, click on the **Margins** button.
4. The predesigned margins panel will appear.
5. Change the margin by selecting the top margin button (top and bottom 0.5" – Left and Right 0.5").





### XIII. Line Spacing

Microsoft Word 2019 defaults the line spacing to double space (2.0). Line spacing affects an entire paragraph or document. Use the **Line Spacing** button on the **Home Ribbon** to change line spacing.

#### A. Add Spacing

1. Make sure the entire document is still selected.
2. Click on the **Home** tab. On the **Paragraph** group, click on the **Line Spacing** button, and then select 1.5.

