Lecture 1

Microsoft Office Word

- What Does Microsoft Word Mean?

Microsoft Word is a widely used commercial word processor designed by Microsoft. Microsoft Word is a component of the Microsoft Office suite of productivity software, but can also be purchased as a stand-alone product.

Microsoft Word was initially launched in 1983, and has since been revised numerous times. It is available for both Windows and Apple operating systems.

Microsoft Word is often called simply Word or MS Word.

I. Launch Word

To start Word 2019, click on the **Office Start** button, and then select **Microsoft Word 2019** from the options panel.
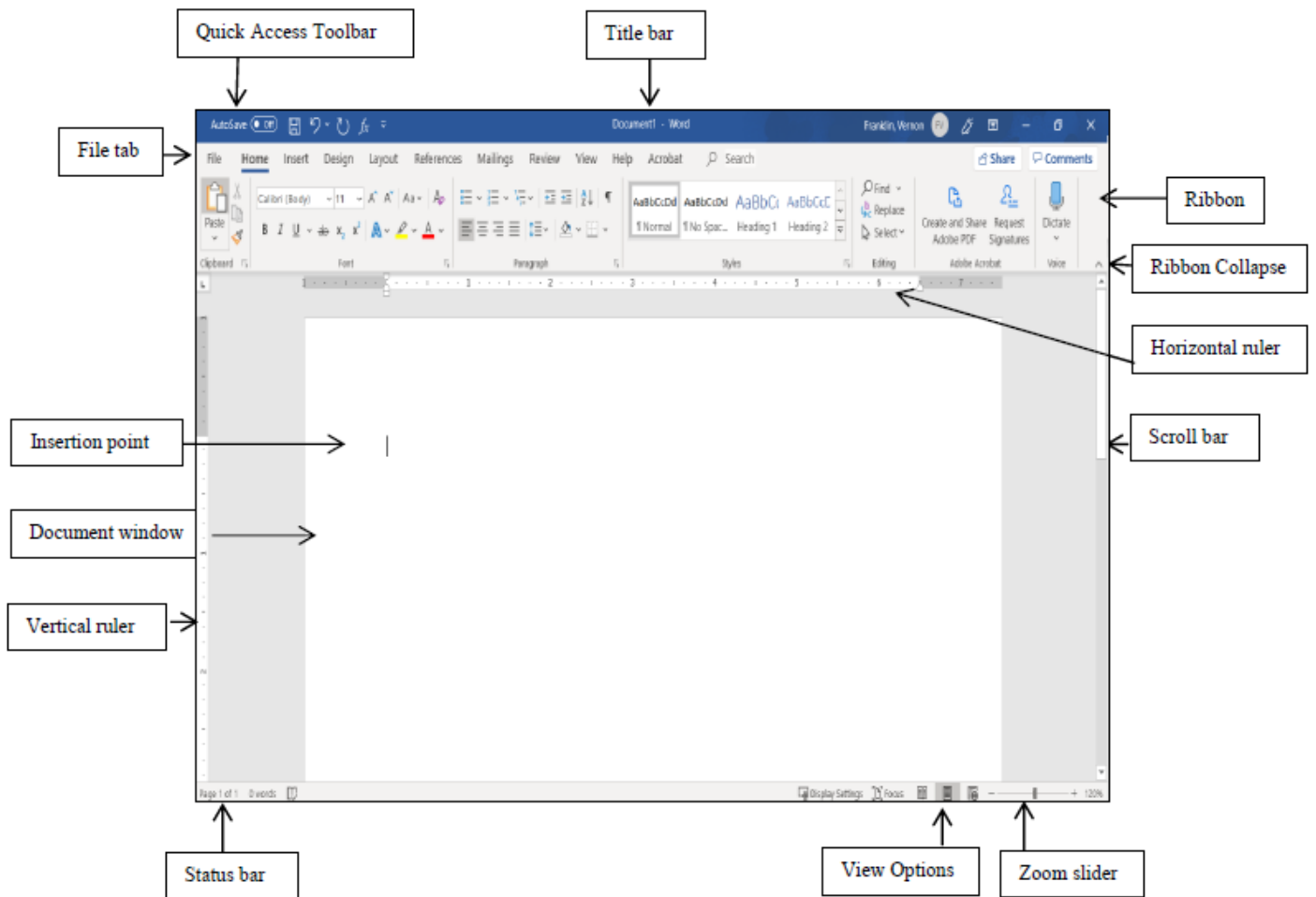
The **Microsoft Word** Icon can be pin to the start bar for quick access**.**

II. Window and Ribbon Features

The screen shot below displays the primary components of the Word 2019 interface.

Quick Access Toolbar

Title bar

File tab

Ribbon

Ribbon Collapse

Horizontal ruler

Insertion point

Scroll bar

Document window

Vertical ruler

Status bar

View Options

Zoom slider

A. Terms

The table below consists of definitions for the Microsoft Office features.

	Term	Description
1	Quick Access Toolbar	Displays quick access to commonly used commands.
4	File Tab	The File tab has replaced the Office button in 2007. This area is called the Backstage which helps you to manage the Microsoft application and provides access to its options such as Open, New, Save As, Print, etc.
2	Ribbon Tab	Title or name of the specific Ribbon.
3	Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
5	Group	Contain category of command buttons.
6	Show Dialog Box	Show additional options.

**B. Use the Ribbon options to select and process your commands.**

Microsoft Word 2019 uses **Tabs** instead of menus to organize various functions. In addition, command buttons have been placed in a **Group** within the **Ribbon**. The **Dialog Box Launcher** in a group shows additional options.
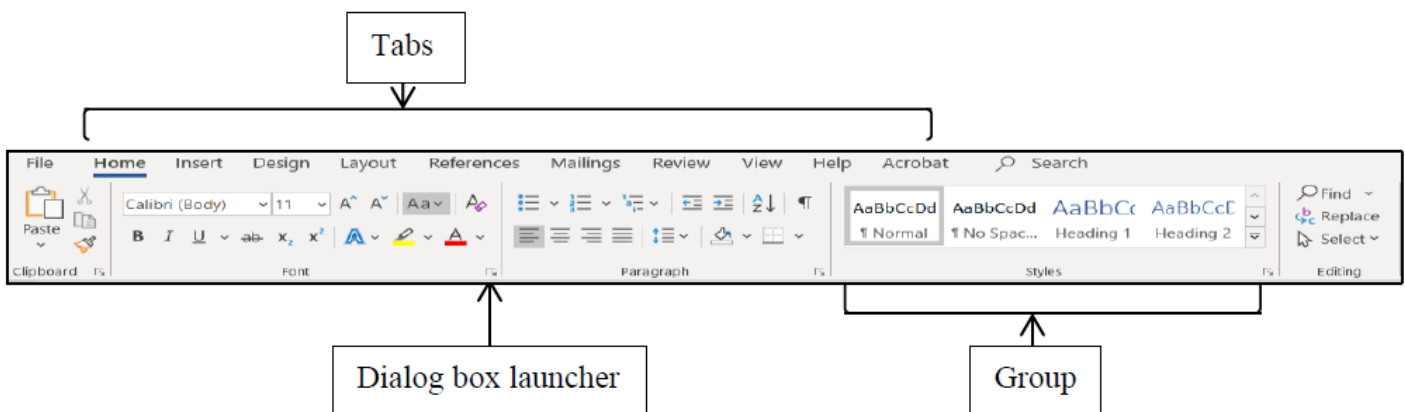
III. File Tab

The **File** tab provides you with the **Backstage** that provides information pertaining to your document and options to help setup your window defaults. The Backstage also contains standard commands such as, **Home**, **Save**, **Save As**, **New**, **Print**, etc.
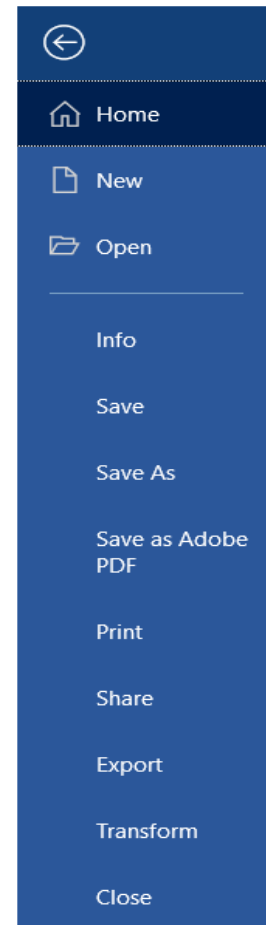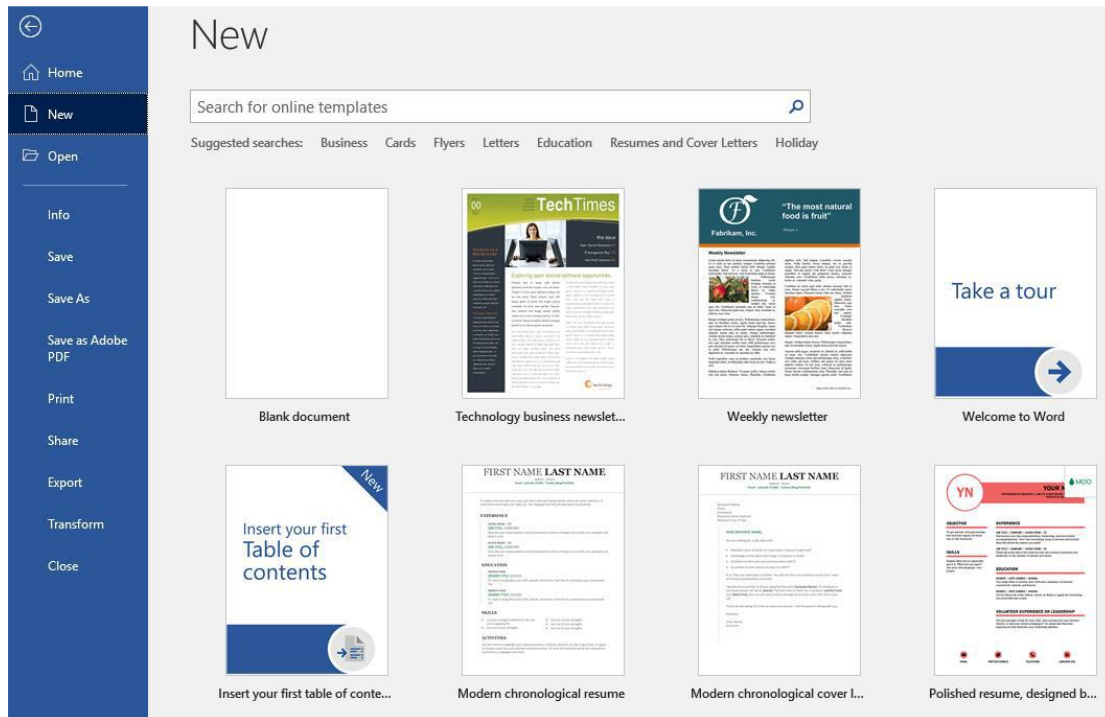
IV. Templates

Microsoft Office has a variety of predesigned templates within specific categories.

A. Open Templates

1. Select the **File** tab, and then click on the **New** option.

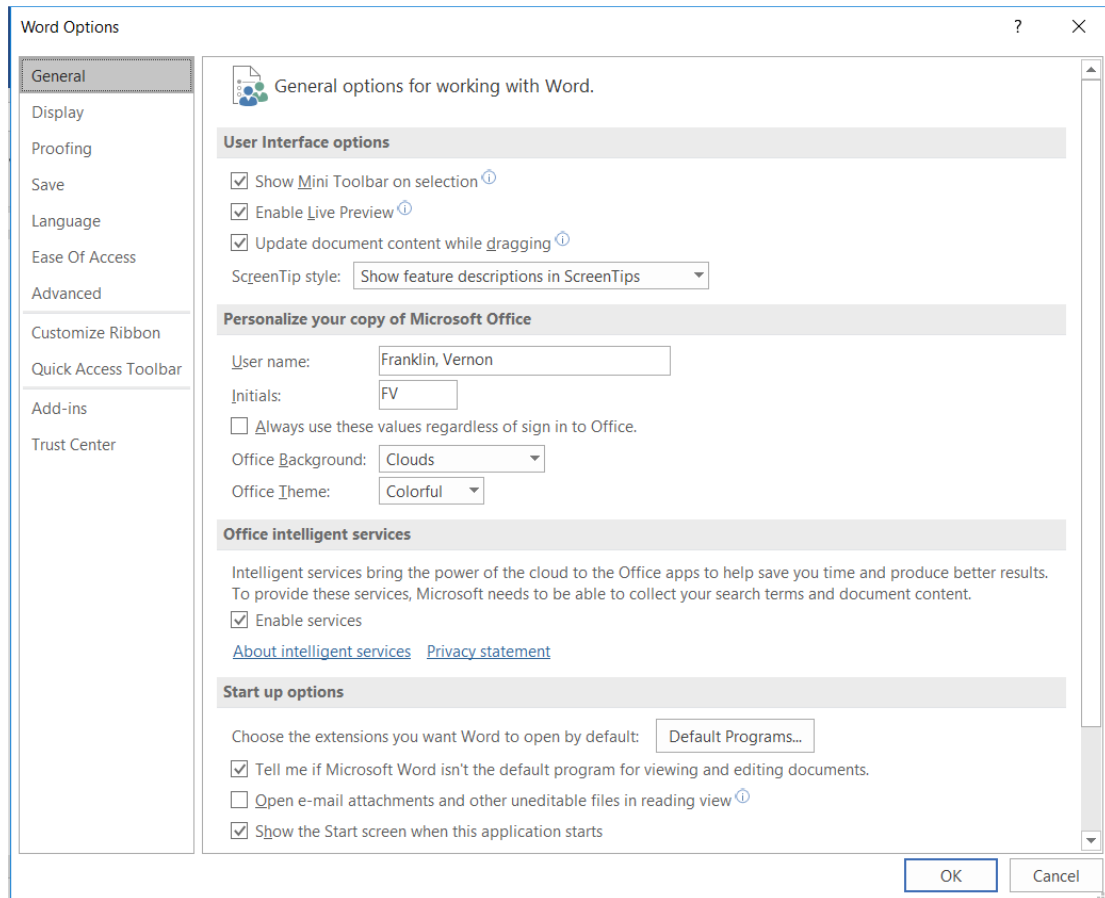2. The **Available Templates** window will appear.

V. Window Options

The Microsoft Word application allows you to customize setting and preferences as you work within your Word document.

A. Set options

1. Click on the **File** tab, and then select the **Options** item.

2. The **Word Options** window will appear. This is where you can choose your desired settings and preferences.
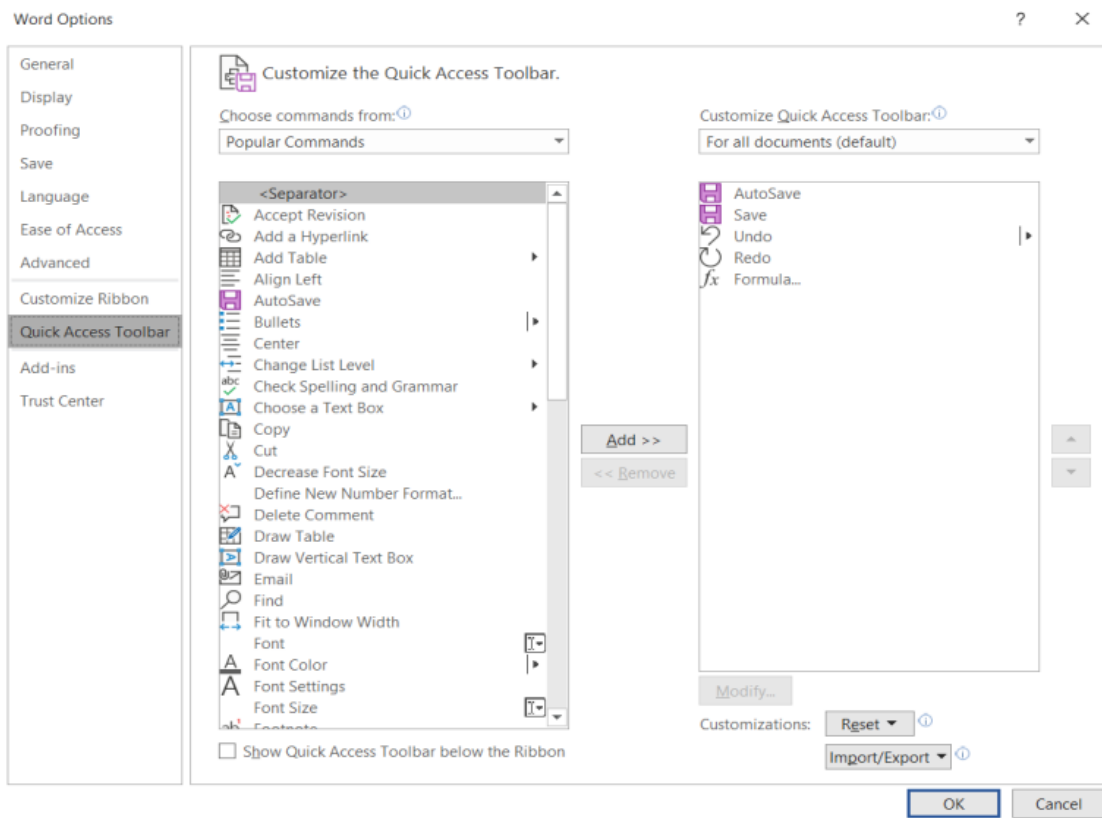
VI. Customize Your Ribbon

You can easily customize the Ribbon to suit your needs by creating new tabs and filling them with the commands you use the most.

A. Customize Ribbon commands

1. Click on the **File** tab, and then select the **Options** Item.

2. The **Word Options** window will appear.

3. Click on the **Customize Ribbon** option.

4. From the **Choose commands from** list, click on your desired ribbon option, and then click on the **Add** button to place it in the **Customize the Ribbon** list.

5. Click on the **OK** button.