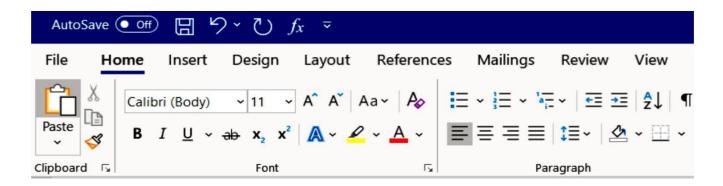# Lecture 2

## 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**.



**Customize Quick Access Toolbar**

- New
- Open
- ✓ Save
- Email
- Quick Print
- Print Preview and Print
- Spelling & Grammar
- ✓ Undo
- ✓ Redo
- Draw Table
- Touch/Mouse Mode
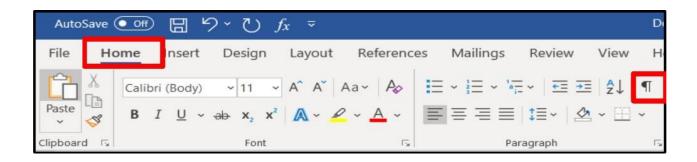- More Commands...
- Show Below the Ribbon

## 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.
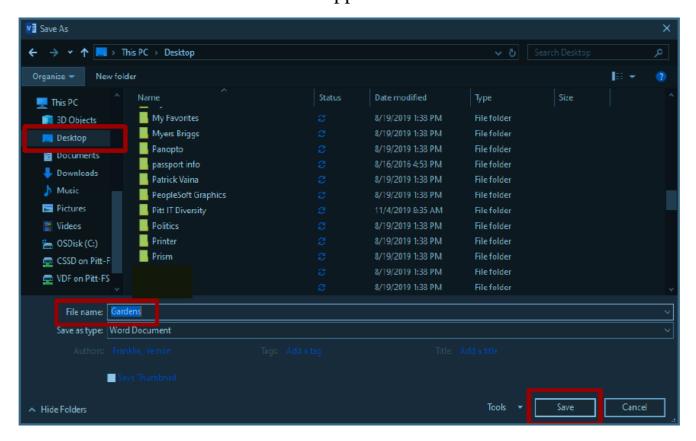
## IX. Practice Document

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.
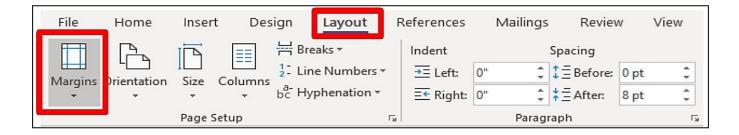
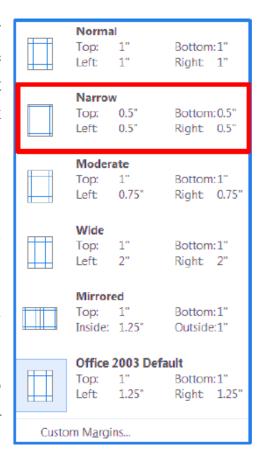| Select | Action |
|---|---|
| any text | Click at the beginning of the area and press the **Shift** key as you click at the end of the area. You can also drag across the text you want to select. |
| a word | Double click on the word. |
| a line | Place the mouse pointer in the left margin. Position 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 **Ctrl** key and click additional lines to select them. |
| a sentence | Press the **Ctrl** 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 **Ctrl** 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.