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First Stage
INTRODUCTION TO MS-WORD
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Lecture 1

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. Word contains features that make it easy for several people to work on a document together. Rather than passing a hard copy of the document containing manual changes back and forth, you can have Word automatically track the changes, and then you can pass the document electronically. 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.

Word processors offer a wide range of features to facilitate document creation, editing, formatting, and printing.


Some common features include:

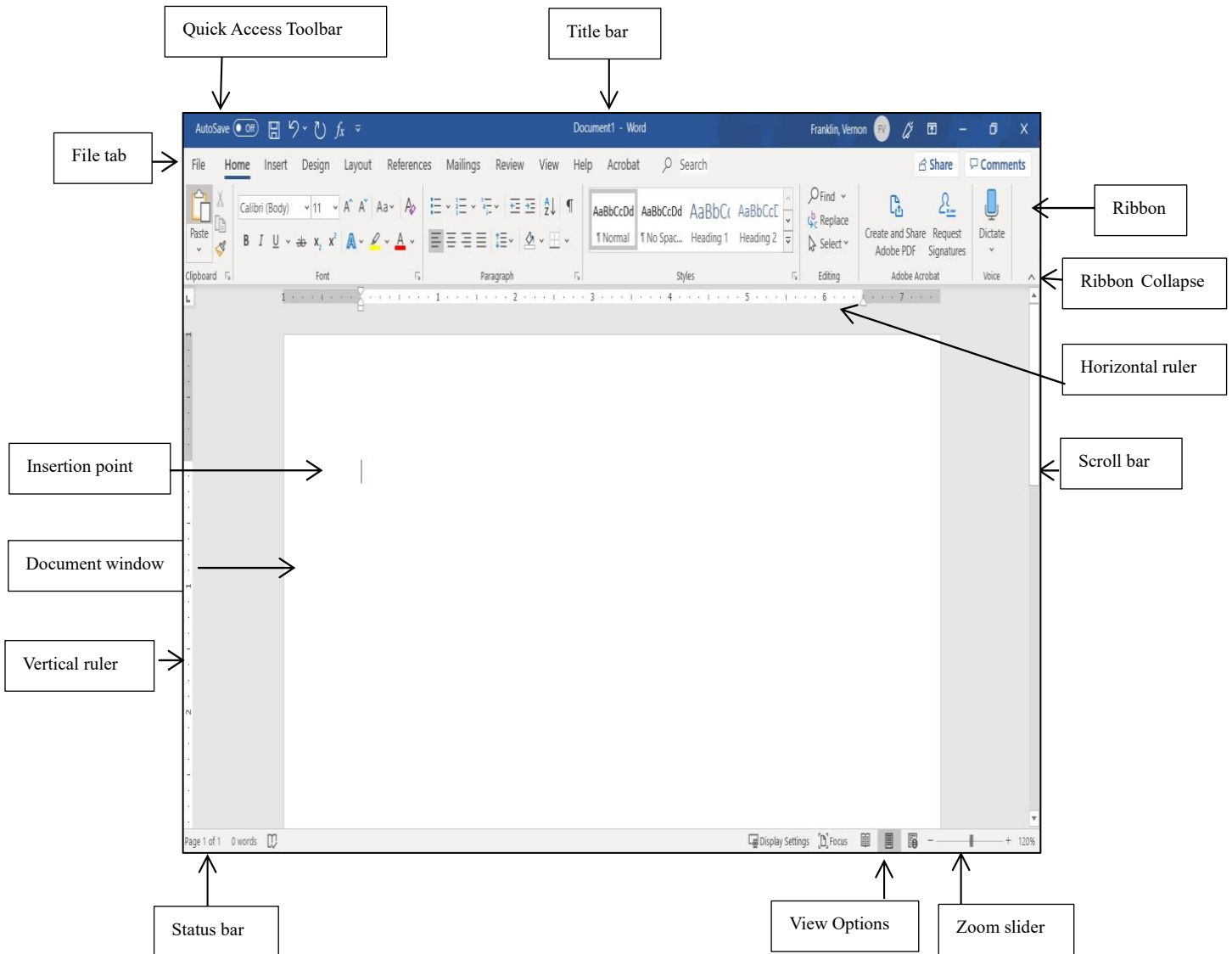
- 1) Text Editing: Ability to input, edit, delete, and rearrange text within a document.
- 2) Formatting Tools: Options to change font styles, sizes, colors, alignment, spacing, indentation, and paragraph formatting.
- 3) Spell Checking and Grammar Checking: Automatic detection and correction of spelling and grammatical errors in the document.
- 4) Templates: Pre-designed document templates for common types of documents, such as resumes, letters, and reports.
- 5) Styles and Formatting: Ability to create and apply styles to text for consistent formatting throughout the document.
- 6) Tables and Columns: Tools for creating tables, inserting columns, and formatting tabular data within the document.
- 7) Graphics and Multimedia: Support for inserting images, shapes, charts, and multimedia elements into the document.
- 8) Collaboration and Review: Features for tracking changes, adding comments, and collaborating with others on the same document.
- 9) Document Organization: Tools for managing large documents, including navigation pane, headers, footers, page numbering, and document outlines.
- 10) Printing and Publishing: Options for printing documents with various settings, as well as saving documents in different file formats for sharing or publishing online.

These features enhance productivity and enable users to create professional-looking documents efficiently using word processing software.

1. 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.



2. **Window and Ribbon Features**

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

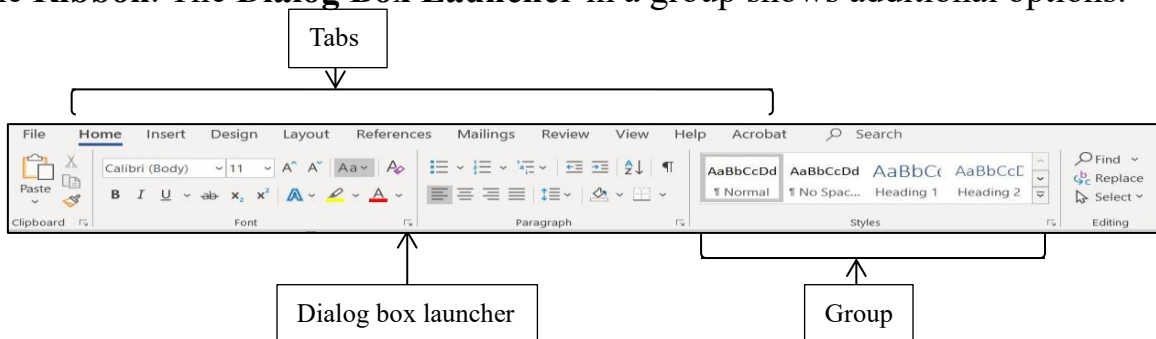
A. Terms

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.

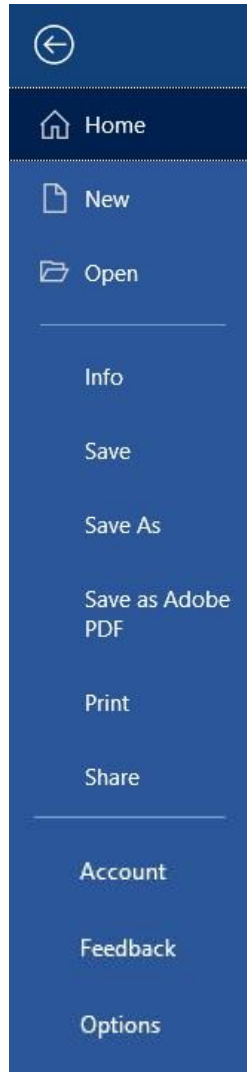
B. Use the Ribbon options to select and process your commands.

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.



3. **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.



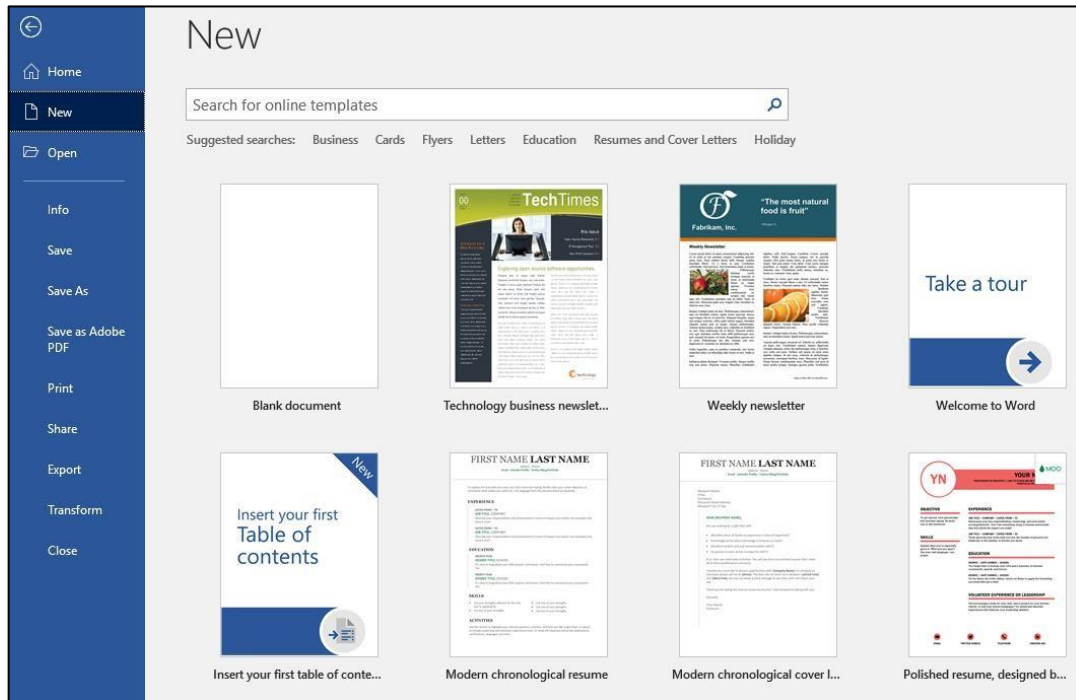
4. **Templates**

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

A. Open Templates

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

The **Available Templates** window will appear.



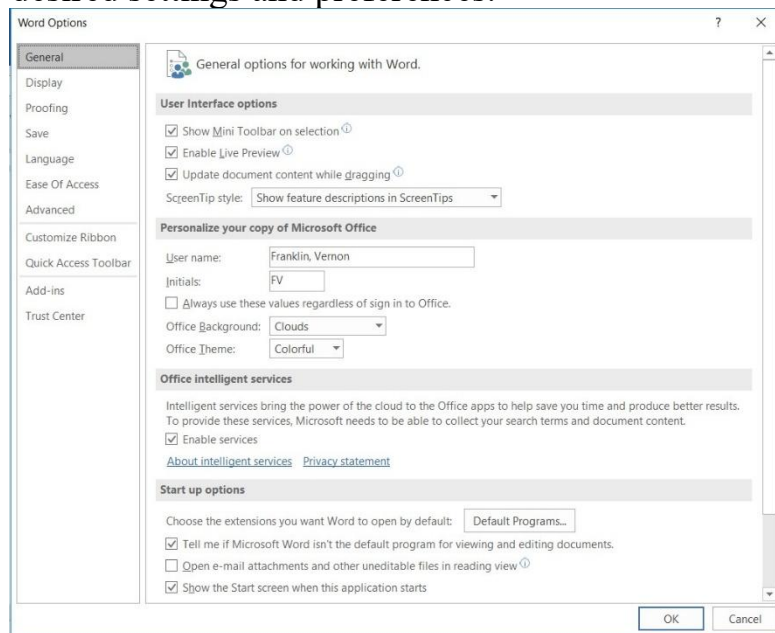
5. **Window Options**

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

A. Set options

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

The **Word Options** window will appear. This is where you can choose your desired settings and preferences.



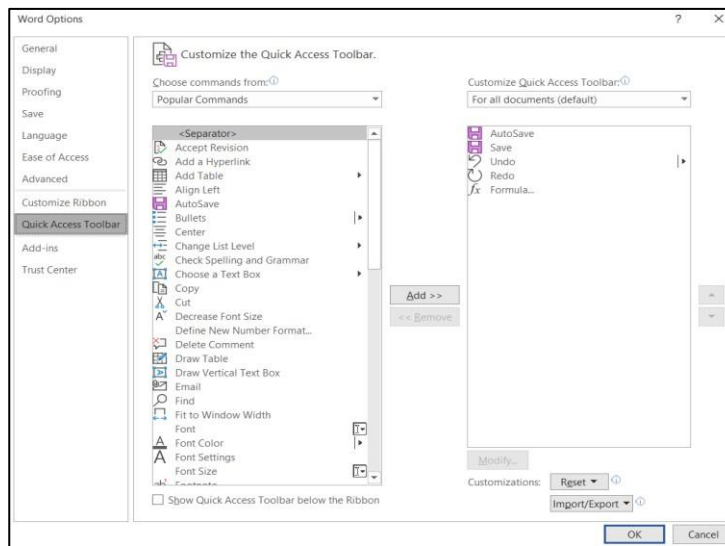
6. **Customize Your Ribbon**

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

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

The **Word Options** window will appear.



Click on the **Customize Ribbon** option.

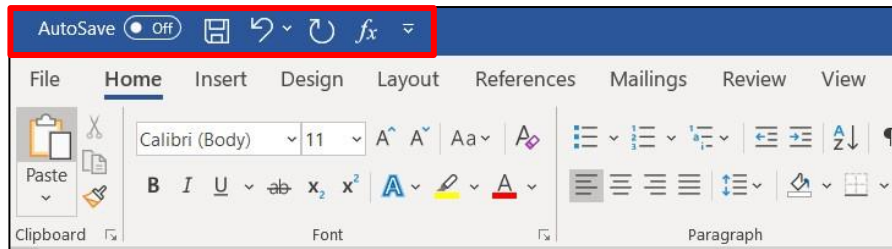
From the **Choose commands from** list, click on your desired ribbon option, and then click on the **Add** button to place it in the **Customize the Ribbon** list.

Click on the **OK** button.

7. Quick Access Toolbar

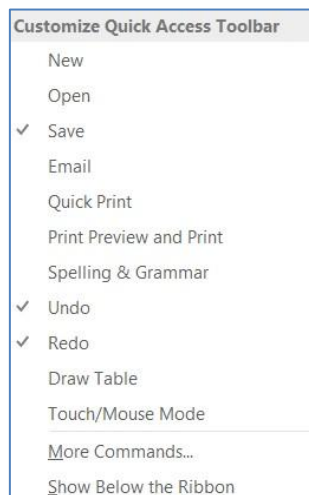
Microsoft Word 2019 has a **Quick Access Toolbar**, so you can have quick access to your most used commands.

A. Add Commands



To add your most used commands to the **Quick Access Toolbar**, click on the drop-down arrow next to the **Quick Access Toolbar**.

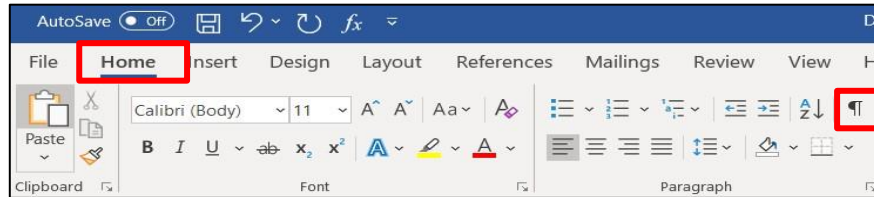
The **Customize Quick Access Toolbar** option panel will appear.



Click on your desired command option to be placed on the **Quick Access Toolbar**.

8. 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

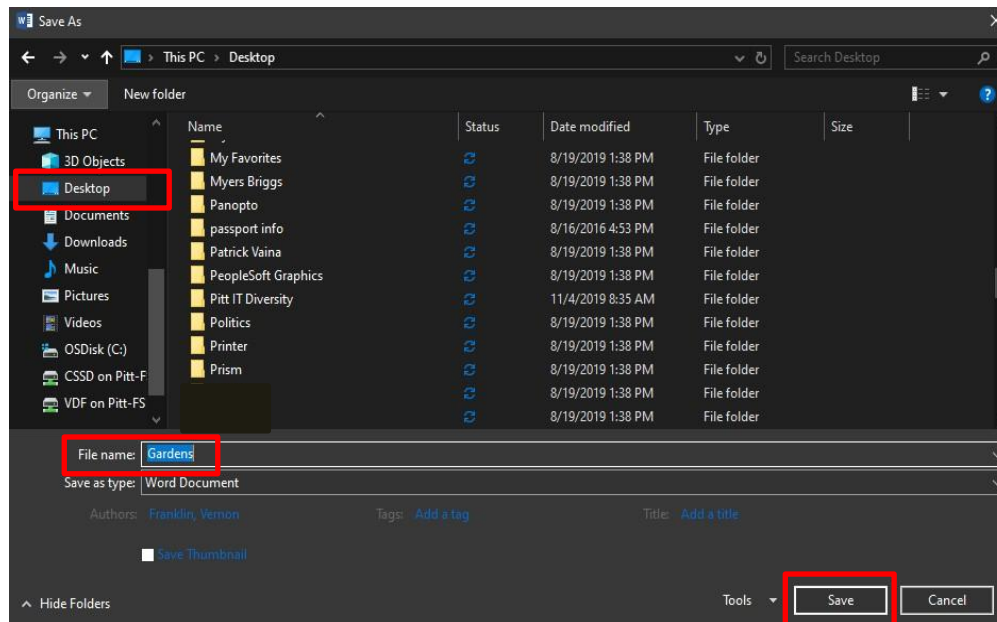
On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide** ¶ button to view paragraph marks. Paragraph, space, and tab marks will not appear on your printed documents.

On the **Home Ribbon** in the **Paragraph** group, click on the **Show/Hide** ¶ button to hide paragraph marks.

9. Save a Document

A. Save

Click on the **File** tab, then select the **Save As** option to save a document permanently to your hard drive or other storage device.
(*The instructor will demonstrate where to save document.*)



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**.*

In the **File Name** box, type your desired document name, and then click on the **Save** button.

The **Save As** window will appear.

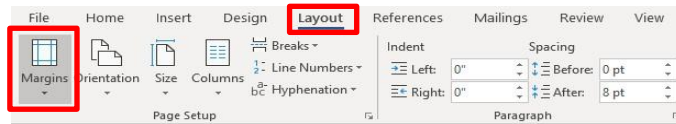
10. **Select Text**

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.

11. 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.



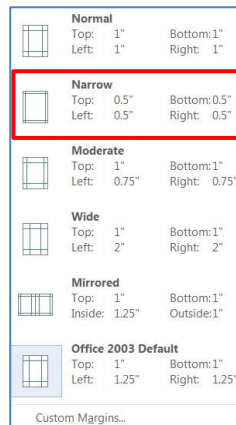
A. Create Margins

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.

Select the **Layout** tab.

In the **Page Setup** group, click on the **Margins** button.

The predesigned margins panel will appear.



Change the margin by selecting the top margin button (top and bottom 0.5" – Left and Right 0.5").

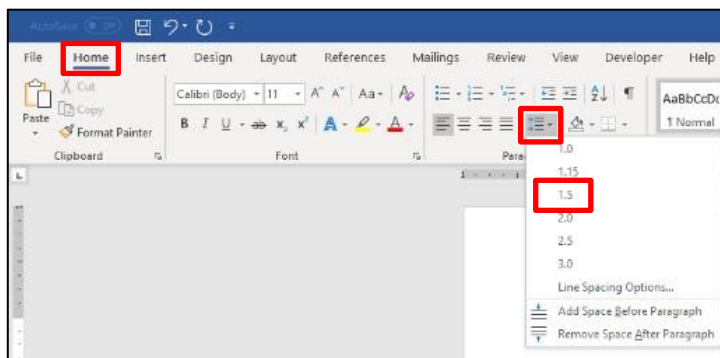
Note: If you prefer a margin not listed, then click on **Custom Margins** at the bottom of the panel to customize your margin. The **Page Setup** window will appear, and then make your desired margin choices from the window options.

12. 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

Make sure the entire document is still selected.

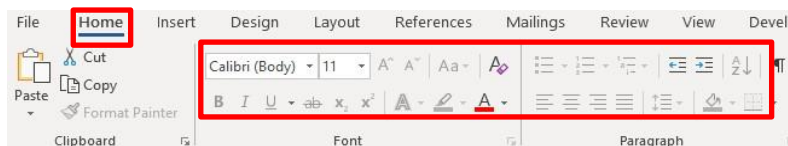


Click on the **Home** tab. On the **Paragraph** group, click on the **Line Spacing** button, and then select 1.5.

13. Format a Document






Formats can be applied to any text within your document. The formatting styles are the most common way to change the appearance of text in a document.

A. Apply Format

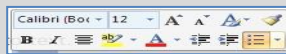


1. Select text, and then click on your desired format from the **Home** ribbon.

Format Option Examples:

Click on the **Bold** button  to make text bold.
Click on the **Italic** button  to italicize text.
Click on the **Underline** button  to add an underline to text.
Click on the **Bullets** button  to add a bulleted list to text.
Click on the **Numbering** button  to add a numbered list to text.

Note: Microsoft Word Mini Toolbar feature gives you quick access to common formatting commands. The mini toolbar appears faintly when you select text in your document. If you want to use this mini toolbar, you can activate it by hovering the mouse pointer on the toolbar and making your selections. If you prefer not to use the toolbar, you can continue working within the document and the toolbar will disappear.



A. On the *Garden.docx* practice document, do the following formatting explain above:

Select the *Energy Savings* sub-heading text above the second paragraph, and then press the **Control** key on the keyboard.

Select the *Feasibility of Converting Flat Roofed Building to Gardens* sub-heading text above the third paragraph.

While the **Control** key is still pressed, select sub-heading text from the fourth and fifth paragraphs (*Structural Requirements, Possible Problems*).

Click on the **Bold** button.

Click on the **Italic** button.

Click on the **Underline** button.

Select all three lines after the *Structural Requirements* paragraph (*Garages and sheds, Balconies and terraces, and Patios or decks*).

Click on the **Bullets** button.

Create a Numbered list at the end of the first paragraph of **Possible Problem**, by placing the insertion point after the text **include**, press once on the **Enter** key, and then click on the **Numbering** button.

Type the following text, “*Rainwater build-up can sacrifice the structural soundness of the roof. Make sure the structure is slightly angled or has proper drainage to allow for water runoff.*”, and then press once on the **Enter** key.

Type the following text, “*Selecting plants that require too much water can add considerable weight to the garden. The best option is to research and understand which flowers and plants thrive in a given area and do not require a lot of water.*”, and then press once the **Enter** key.

Type the following text, “*The structure may be unable to sustain the weight. Consider container gardens which consist of lower weight but offer the same benefits of in-ground plants.*”, and then press twice on the **Enter** key.

14. **Additional Font Options**

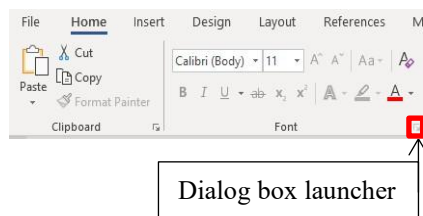
Additional font options are available, such as font effects, special styles and previewing font changes. You can view additional options by clicking on the **Home** tab, and then click on the **Dialog box launcher** on the **Font** group.

A. Add All Caps

Place the **Insertion point** before the first line of the document.

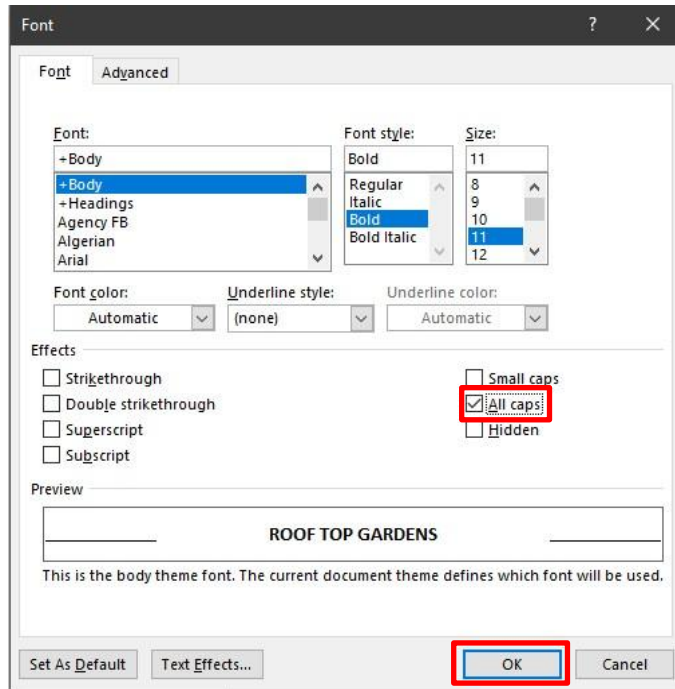
Type the text, **Roof top gardens**, and then press twice on the **Enter** key.

Select your new title text, and then click on the **Bold** button.



While the title text is still selected, click on the **Dialog box launcher** on the **Font** group.

The **Font** window will appear.

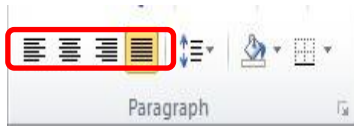


In the **Effects** area, click on the check box next to **All caps**, and then click on the **OK** button.

Note: The **Font** window contains additional formats you can select from.

15. **Text Alignment**

Microsoft Word 2019 aligns paragraphs four different ways relative to the left and right margins: left, center, right and justified. The Word 2019 default paragraph alignment is left. You can change paragraph alignment by clicking on an **Alignment** button, located on the **Home** ribbon on the **Paragraph** group.



Alignment Option Examples:

First button - **Align Text Left**

Second button - **Center Text**

Third button - **Align Text Right**

Fourth button - **Justify Text**

A. Add Center Alignment

1. Select the title text, ***ROOF TOP GARDENS***, and then click on the **Center** button.