



---

# MICROSOFT WORD TUTORIAL

---



*Brooks*  
ICT MultiVerse

JANUARY 19, 2020

---

## **MICROSOFT WORD NOTES.**

**DEF:** Ms.-Word is a word processing program mainly used to create documents such as letters, memos, essays, resumes, reports etc. Ms. Word is an example of word processors.

**Word Processors** – These are application software that enables users to *create, save, edit, format* and *print* text documents.

Examples of word processors include *Microsoft word, lotus word pro, K-word, Corel word perfect, WordStar*

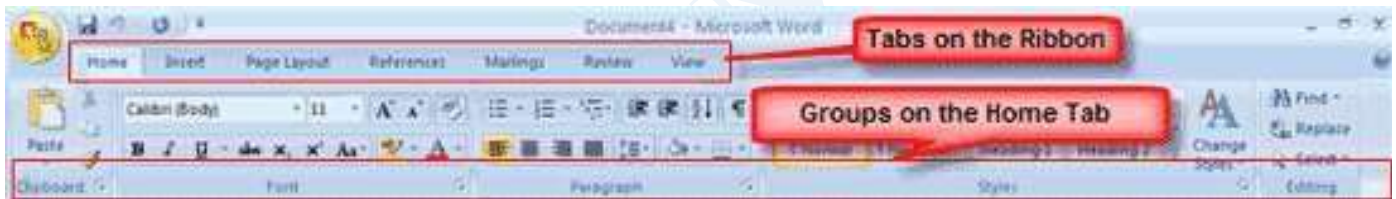
A word processor is the type of software. Word processing is what you do with a word processor. typing and creation of a new document in Microsoft word is word processing.

### **Elements of Microsoft word window.**

1 *The title bar:* Shows the name of the running program and the document you are currently working on

2 *The Ribbon/Tab*

The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups.



3. *The Groups*

Groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document.

4. *The quick access toolbar*

Is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon

5 *The status toolbar:* Shows the current mode of information of the document such as page number, section no. & no. of words

6 *Scroll bar:* They display the hidden information

7 *Minimizing button:* Reduces a window to an Icon

8 *Maximizing button:* Enlarges windows to cover full computer screen

9 *Restore button:* Returns window to its previous size before it was minimized

10 *Close button:* It's used to close a window

12 *Document area and the cursor:* It's where characters are entered while cursor is the blinking line that indicate start of typed characters

**Word-wrap:** This is the automatic adjustment of the text to the next line while typing.

## **Advantages of Word Processor**

- It's faster to create document with word processors because of the availability of facilities like formatting and editing features
- They enable users to proof read and spell check documents on the screen before they are printed
- Allows multiple copy printing unlike type writers
- Enable users to store documents for future editing if need be
- Has got superior document formatting features
- Word processor can save data while typewriters can't

## **Basic features of Word Processors**

- ✓ Allow users to create, save, open & format files
- ✓ Have spell checkers, thesaurus and grammar checker
- ✓ Provide headers and footers, indexing footnotes, typefaces and character set
- ✓ Have ability to create and import tables, text and graphics from other programs
- ✓ Word wrap a feature that automatically moves a word to a new line if it does not fit at the end of the current line

## **Starting Ms.-Word**

- Click on the *Start* button
- Select all programs
- Then *Microsoft office*
- Click *Microsoft Word*
- Create a new blank document/open existing/update/save

## **Shortcuts on the keyboard**

To make text bold	<b><i>CTRL + B</i></b>
To make text Italic	<b><i>CTRL + I</i></b>
To make text Underline	<b><i>CTRL + U</i></b>
To Print	<b><i>CTRL + P</i></b>
To undo	<b><i>CTRL + Z</i></b>
To Redo	<b><i>CTRL + Y</i></b>
To copy	<b><i>CTRL + C</i></b>
To cut	<b><i>CTRL + X</i></b>
To Paste	<b><i>CTRL + V</i></b>
To Paste from Clipboard history	<b><i>Winkey + V (Cortana search and activate clipboard settings)</i></b>
To close word	<b><i>ALT + F4 &amp; CTRL + W</i></b>

## **Running Ms.-Word**

### **1) Creating a document**

This is the process of typing in text in a clean page

#### ***Steps of creating a document***

- Select file from menu
- Select new
- Click on blank document
- Click OK button

### **2) Saving a document**

You save a document in order to use it at a later time, perhaps even years later.

- a) Save-** This command saves the document without changing the file name or the location
- b) Save as-** This command allows the user to save the document for the first time, change the file name or save on a different location
- c) Saving with a password-** A password is a string of characters used to prevent access to the protected item from unauthorized users. FILE > INFO > PROTECT DOC > ENCRYPT WITH PSW

#### **Saving in a Folder OR secondary storage**

- Click the file menu
- Click save as
- Browse the name of your folder /flash disk etc.
- Choose save

### **3) Opening/Retrieving an existing document**

-This refers to opening a document which has already been created and saved

### **4) Exiting from Word**

-This refers to quitting the Ms.-Word program completely e.g. Pressing X or right click the title bar then select close option.

## **EDITING FEATURES OF WORD PROCESSOR**

Editing refers to making necessary changes to an existing document

### ***a) Typing modes***

☞ ***Insert mode:*** in this mode when the text is inserted between words or characters it pushes the existing text away without replacing it

☞ ***Type over mode:*** text typed in this mode replaces existing text by deleting it

***(activate on the status bar and toggle)***

### ***b) Find & replace***

-To search for a particular word in document the user uses the find feature which automatically locates the word. To replace a word the user uses the replace option

### ***c) Proof reading***

-This refers to checking whether the document has typographical or grammar errors

#### **Proof reading tools**

- ***spelling & grammar checker;*** this is an inbuilt tool that helps the user to correct spelling errors and incorrect grammar structures
- ***thesaurus;*** it's a tool that helps the user find words or phrases with similar meaning or opposite meaning to the one selected
- ***AutoComplete:*** helps a person to type quickly by completing automatically a word that he/she has already started to type
- ***AutoCorrect:*** automatically replaces mistyped words with the correct ones as set by the user.

### ***d) Copy & move text and objects***

***Cut*** -Is removing text from the original position to a different location in the document

***Copying***-Is retaining text in its original position and moving the copy of the same text to a different position on a document

***Clip Board***-Is a temporary storage place for cut or copied text/Files

***(Explain the Format Painter)***

### ***e) Undo & Redo***

Undo feature enables the user to cancel the most recent editing action while redo feature repeats the latest action

### ***Highlighting/selecting.***

This is the blocking of text for the purpose of making changes to the document (formatting) such as bold etc. The purpose of selecting text is to enable the user perform a number of editing or formatting operations on the selected block of text. We can select using a Keyboard or a mouse.

## **FORMATTING FEATURES OF WORD PROCESSOR.**

This is enhancing appearance of the text by changing colors, fonts (different hand writing also known as typeface), font size, italic etc.

Formatting can be applied to either *Text*, *Paragraph*, or *Page*.

### **Importance.**

- ✓ To create professional documents by using different colors, and adding special effects like dropped capitals, Superscripts and Subscripts.
- ✓ To draw attention to important words or sentences by making them Bold, Italic or Underlined.
- ✓ To draw attention to titles and headings by making them larger and changing their font type.
- ✓ To draw attention to some important paragraphs and text by creating additional effects with the text in a document.
- ✓ To make the overall document appealing to the eye as you read through.

**Note.** Before you enhance a particular portion of a document, you must select the portion first.

### **1. TEXT FORMATTING**

Refers to applying the following various features to a text

**Bolding**-It makes the text look thick and darker than the rest of the text in a document

**Underline**-This is placing of any line style under text

**Italicizing** – this sets the text at a slopping angle

#### **Change case**

-This refers to switching between different cases provided by Ms. Word

- Highlight the words
- Click on Home tab, font group
- Click on change case
- Click desired case e.g. *sentence*, *lower case*, *upper case*, *toggle case*, *title case*. Click OK

#### **Superscript/Subscript**

**Sup:** describes text that is slightly higher than other text on a line

**Sub:** describes text that is slightly lower than other text on a line

Home > Font group > super/subscript

**Word Art** – this is a feature that adds an artistic flair to texts/document

Insert Tab > Text group > Word art

## **2. PARAGRAPH FORMATTING**

### ***i) Text Alignment***

This refers to how text is lined up on the page relative to the left, right, or center of the page

#### **Types of Alignment**

- **left alignment:** text is lined up evenly along left margin
- **right alignment:** text is lined up evenly along right margin
- **center alignment:** text are centered unevenly between the left and right margin
- **justification alignment:** text is arranged evenly along left and right margin

Home Tab > Paragraph group

### ***ii) Indent***

Indentation refers to moving the text away from the margin

#### **Types of Indent**





- **first line indent:** this is where the first line is indented while the other lines are left along the left margin
- **hanging indent:** the whole paragraph is indented except the first line
- **full indent:** the whole paragraph is indented

### ***iii Line spacing***

Refers to the vertical distance between lines of text while character spacing on the other hand refers to the space between the characters. Home Tab > Paragraph > Line Spacing

### ***iv) Tabs***

Tabs are used to indent the first line of a paragraph or create columnar data, tab stop is a location on the horizontal ruler used to indicate how far to indent.

Button	Name	Purpose (explanation for each button)
	Left tab	Text is left aligned
	Centre tab	Text is centered
	Bar tab	Inserts a vertical line at tab stop and align text to the right of the line
	Right tab	Text is right aligned

### ***v) Bullets and Numbering***

Bullets and numbers are used to mark steps in a procedure or items in a list

### ***vi) Section breaks***

A section break is a mark inserted to show the end of a part or block of text  
(types of section breaks discussed at the bottom pages)

### ***vii) Drop cap***

This is the decoration of the first letter of the paragraph.

- 1. Highlight the letter in a paragraph.
- 2. Click insert tab
- 3. Click drop cap under text group
- 4. Click the desired position of the drop cap either dropped in a margin.
- 5. Click on font drop down button to change the font as desired.
- 6. Click OK

### **3. PAGE FORMATTING**

i) **Page layout**- This feature lets the user specify how text will be placed on the page from the margins, paper size settings etc. Layout tab > page setup group > dialog box launcher > layout

ii) **Page setup**- The option lets the user specify the size of the margins and the page orientations.

*Margins*: This are blank space around the edges of the page

*Orientations*: This refers to the positioning of the page in relation to the text

- *landscape orientation*; in this text graphical objects are placed with the longest side of the page placed horizontally
- *portrait orientation*; in this text and graphics are printed with the longest side vertically upright

iii) **Page Breaks**-This identifies the end of one page and the begging of the next

Layout tab > page setup > Breaks

iv) **Columns**-This refers to dividing of text into a number of columns

Page layout > page setup group

v) **Headers and footers**

*headers*: refers to the text that that is placed at the top of every page of a document

*footers*: refer to the text that is placed at the bottom of every page

Insert tab > headers and footers

vi) **Page Numbering** - Refers to applying page numbers on every page of the document

vii) **Page Borders & Shading.**

1. Click the *design tab*
2. Click on page background group
3. Click on page borders
4. Select on setting style for border
5. Choose a line style for border & color
6. Click the shading tab
7. Choose the fill color
8. Choose the shading pattern and color click OK then deselect text

**N.B:**

**Margin:** Blank space around the edges of a page.

**Boarder:** Printable edges around the page.

viii) **Footnotes and End notes**

Footnotes and endnotes are used in large documents to explain, comment or provide reference for text in a document. Footnotes appear at the bottom of the page while endnotes appear at the end of a section or a document.

Reference Tab > footnotes > insert footnotes

You can also add **Page colors, themes** and **Water marks** to your pages.

Design tab > Page background group



## **CREATING TABLES**

**Purpose**-Tables are used to organize information such as timetables. Tables make it easier to read information that would otherwise have to be written in a repetitive & lengthy fashion. Can either be created by **drawing**, **importing** or **inserting** from the INSERT tab > Tables Group > insert (columns and rows)

### **Example:**

Albert sold 500 units while Jane sold 513 units. Albert had been allocated a target of 600 while Jane's target was 450.

Sales Person	Sales	Target
Albert	500	600
Jane	513	450

### **Steps**

- a) Position the insertion point where you want to create a table
- b) Click on *Insert Tab*
- d) Click tables group
- e) Select the number of columns and rows
- f) Click OK.

### **Inserting rows and columns**

Select the number of columns or rows you want in the middle of the table

Select the table > Layout tab > insert rows/columns

### **Sorting**

-This is rearranging of information in an orderly manner either in ascending (A-Z), or descending (Z-A)

- 1) Select the row or column to be sorted
- 2) Click layout tab, under data group
- 3) Choose sort
- 4) Choose (A-Z) or (Z-A)
- 5) Click OK.

### **Text direction**

- Select the text in the table
- Click the layout tab
- Click text direction
- Choose the orientation you want

### **Merging cells/splitting cells**

- Highlight the row containing the information you want to merge OR split
- Click the layout tab then merge cells

Layout tab > merge

### **Formatting a table**

- 1 Highlight the table
- 2 Click *Design tab*, under tables styles
- 3 Choose the line color
- 4 Choose the *shading* button
- 5 Choose the background color shading pattern and border style 6 Choose OK then deselect

### **Hiding grid lines**

- ✓ Go to Design tab
- ✓ Under Borders
- ✓ Select No borders
- ✓ Repeat the process and select Hide grid lines

### **Conversion**

A table can be converted into a text and vice versa/ text to table is much easier if the text was tabbed.

- Select the table
- Go to Layout tab
- Under Data group
- Choose Convert to text

### **Calculation**

- Select the data
- From the Layout table tab activate > Data group click formula button/Sum above
- You can also paste your desired function

## **MAIL MERGING**

### **Creating a form letter**

1. Type the letter and save it
2. Click ***Mailings Tab*** and choose start mail merge using step by step wizard
3. In the dialogue box that appears, under **main document** choose *letters*
4. Under select starting document (step 2) choose *use the current document*
5. Under recipients (step 3) choose *Type a New List* and click *create*
6. Create *new addresses* in your **data source**/customize to your required columns
7. Give the field names any name in the file name then click save
8. Choose edit data source in the dialogue box that appears
9. In the data form that appears enter the specific records of the people and choose add new until you get the number of records of the specific people you want and choose OK
10. Step 4, select *more items*
11. Position the *insertion point* where you want a specific name to appear in the main document and *click insert merge field* button, close when done
12. Step 5 you can preview your letters, recipients, click *complete the merge* 13. Save and give the form letter a name

**N.B:** Important files during the Process, **primary file, secondary file/data source, merged document.**

## **GRAPHICS/PICTURES/OBJECTS/SYMBOLS.**

- Click the *insert tab*
- Click on pictures/Symbols etc.
- Click on the category you want to scroll down and select the picture/object you want
- Click on insert and close

### **Sizing a picture**

- ✓ Select the picture by clicking it
- ✓ Position the mouse pointer in one of the *sizing handles* until it changes to a *double headed arrow*
- ✓ Click & *drag* to resize the picture

**N.B:** Practice cropping a picture using shapes.....after inserting the image > Format tab > crop > use shape

### **Moving a picture**

-This is simply clicking and dragging a picture to a different position

While **Copying is** -Making a duplicate of a picture

- i. Click the picture to select it
- ii. Click on the copy button
- iii. Click the paste button several times (for the required copies i.e. 1,2,3 ...)

### **To make a picture to be viewed behind text/wrapping**

- ❖ Select the picture
- ❖ Drag it inside the picture
- ❖ Ensure the picture tool bar is on display
- ❖ If it is not in place, then click view followed by toolbars then click picture
- ❖ Click text wrapping icon to reveal drop down of further option then click each in turn to see the effect

## **AUTO SHAPES.**

1. Click on insert menu
2. Click on shapes
3. Choose the type of shapes you want either line, basic shapes, block arrow, flow chart, starts and banners or callouts
4. You will get large plus sign, place it where you want the shape to be and click
5. Click and drag the shape to a different position

## **PRINTING A DOCUMENT**

-After preparing a document using Microsoft word you may need to save copies in your computer. These copies are referred to as soft copy. On the hand you may need to create paper copies referred to as hard copies. To achieve this you have to print the document.

1 Click on the file menu

2 Click print, this opens the print dialog box or **CTRL + P**

3 Select the printer to use in the printer section 4 Under copies specify the number of copies 5 That is for each page then click OK.

**N.B:** Collate command is used when more than one copy of a document is to be printed,

- The printing is done in sets
- All the pages in the document are printed first
- Then another copy is printed

## ADDITIONAL INFORMATION.

- ✓ How to perform calculations outside tables.

Press **CTRL + F9** and type the formula, *don't forget an equal sign*  
To view results, press F9 again or right click and choose *update field*.

- ✓ How to insert automatically changing Date/Time and page numbers

For time press ALT + SHIFT + T e.g. *1:41 PM*  
For date press ALT + SHIFT + D e.g. *02-Aug-20*  
For time press ALT + SHIFT + P e.g. *11*

- ✓ How to create dummy texts and random paragraphs in word

Just type **=rand(3)** and press ENTER, meaning three paragraphs if you need 5 just change the variable

You can also type **=lorem()** and press ENTER for *Latin* text

- ✓ **Section breaks** help you format different parts of the page or even a group of pages differently. You may divide a single page into multiple parts and set different formatting for each part or section. You can also use section breaks when you have groups of pages and you want to apply different formatting for each group

e.g. when you want to create multi columned layout on a single page

e.g. when you want to create different Headers and footers, different page borders, paper sizes, orientations, margins, page numbers etc.

- ✓ How to make use of the **document map**, used to navigate the whole document at a glance

- First format the chapters using Heading 1 style
- Click VIEW tab
- Activate the Document map check box

- ✓ Creating **word index**

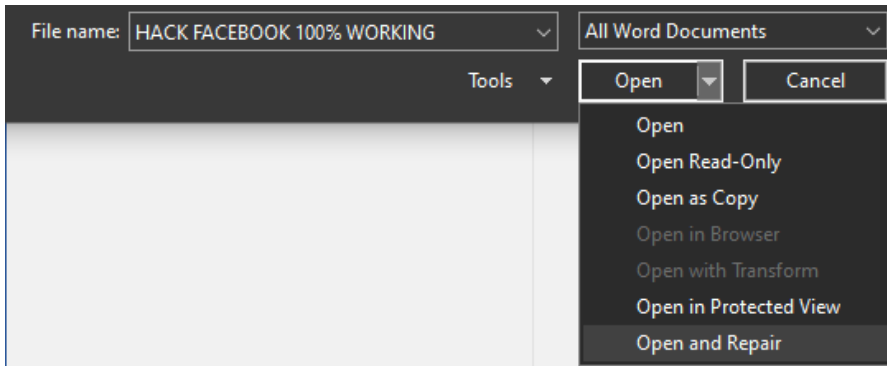
- Select the word
- Go to reference tab
- Under index group, click mark entry (current page, mark all)
- Place the cursor where you prefer
- Finally click INSERT INDEX

- ✓ Name is paragraph marks used to show hidden formatting features



- ✓ To allow Ms. Word to read your document, add the **speak command** into your quick access toolbar

- ✓ Make use of Open and repair to fix damaged files.....



- ✓ Make use of *HYPERLINKS*

Select the text > insert tab > links > current doc or web

- ✓ **Types of section breaks.**

***Continuous*** - inserts a section break & starts the new section on the same page.

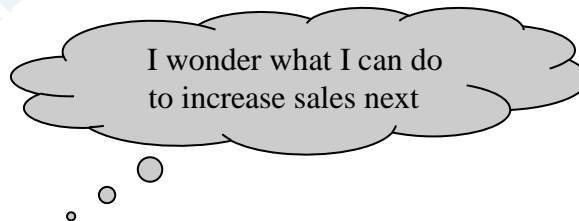
***Next page*** - inserts a section break & starts the new section on the next page.

***Odd page section Breaks*** - Inserts a section break & starts the new section on the next odd-numbered page.

***Even page section break*** - Inserts a section break & starts the new section on the next even-numbered page.

- ✓ **Callouts**

These are special AutoShapes into which you can add text. They can be used to draw attention to an important point or to highlight information that you want to emphasize.



- ✓ **Orphan:** The last line in the last paragraph of a page that becomes the first line on the next page after the first page is filled up.
- ✓ **Widow:** First line in the last paragraph of a page that becomes the last line on that page while the other part is moved to the next page after the first page is filled up.

☞ **By default, your document prints with:**

- 1-inch top and bottom margins
- a portrait orientation
- 1.25 inches left and right margins

☞ **What is the smallest and largest font size available in Font Size tool on formatting toolbar?**  
8 and 72

☞ **If you press CTRL + F9 braces will be added for you, e.g. as place holders**

☞ **How can you increase the font size of selected text by one-point every time?**

By pressing **Ctrl + ]** to or **Ctrl + [** to decrease size

☞ **Bold, Italic, Regular are known as**

Shimmer, Sparkle text, Blinking Background *etc. are known as*

Superscript, subscript, outline, emboss, engrave *are known as*

- Font styles (*times new roman, Calibri*)

- Text effects

- Font effects

☞ **Creating a Table of Contents**

*Mark entries for your table of contents by applying styles to Headings/subs on the **HOME** tab*

*Create a table of contents from the **Reference** tab*

*There after you can Update the table of contents or even*

*Delete a table of contents*

☞ **Hyphenation**- When a word runs out of room, normally Ms. Word moves it down to the next line. When Hyphenation is turned on, Ms. Word adds hyphens to join the words at the end of the line. It helps create more uniform spacing.

*Layout tab > Page setup > hyphenation*

☞ **Gutter margin** – is a term used to designate an additional margin added to a page layout to compensate for the part of the paper made unusable by the binding process.

**What is gutter margin?**

Margin that is added to the binding side of page when printing.

☞ **Kerning** – describes the process of moving letters closer together in an effort to overcome the illusion of too much space between letters

*CTRL + D*

☞ **Tracking** is also known as Character spacing

☞ **To move to the end of the document, press the CTRL + END**

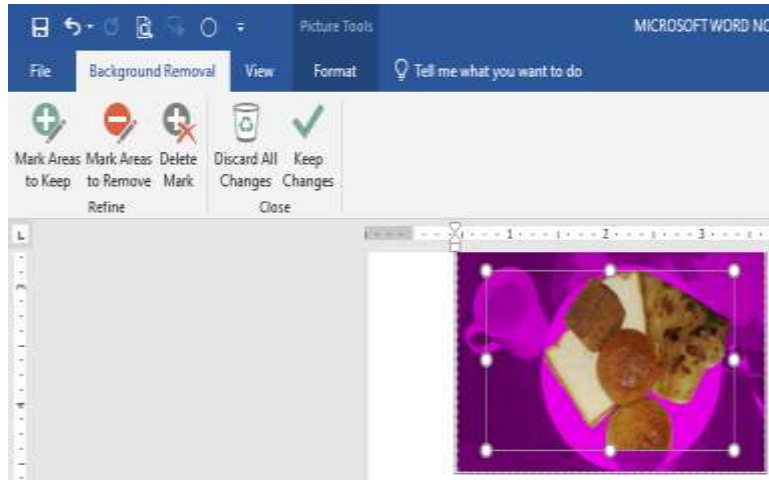
☞ **To add a fun effect to an image, crop it to a shape. Click the image and select Picture Tools | Format→Crop→Crop to Shape (Alt, JP, V, S). A menu opens showing shapes—hearts, triangle, arrows, lightning bolts, and more—that work like cookie cutters. When you choose a shape, Word crops the photo to make it fit within that shape.**

☞ Here's how to make the main subject of an image stand out by getting rid of the background:

**Click the image whose background you want to remove and then select Picture Tools |**

**Format→Remove Background (Alt, JP, E).**

The Background Removal tab opens. Word tries to guess which part of the photo you want to emphasize and places a selection box around it. Any part of the photo that Word considers background gets a purple overlay.



### Working on Multiple Documents

Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents will be listed in the **View Tab** of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.



☞ Save as pdf: From the Save as dialog box

☞ Inserting screenshots

Insert tab > illustrations > screenshots

☞ **Softcopy:** Document that is in computer memory or the screen where changes are applicable.

☞ **Hardcopy:** Document that is already printed.

☞ **Difference between Elements and Features**

**Features:** Inbuilt facilities that can be activated on text.

**Elements:** Physical components that can be viewed on the screen.

☞ **Veronica tried to retrieve a document file following all the steps correctly. The filename did not appear in file list box. State three causes for this. (3mks)**

- The file may not have been saved
- The file may have been deleted
- The file may be located in a different folder from the one she was trying to retrieve from (or may have been moved).
- The file may have been destroyed by a computer virus.

☞ **Differentiate between: A Hard page break and a Soft page break. (2mks)**

A *hard page break* is inserted on a page even before the end of the page, e.g. by pressing CTRL+ ENTER or setting a manual page break.

For a *Soft page break*, the text cursor moves or creates a new page automatically when at the end of the current page during typing.

☞ **What is the difference between object linking and embedding? (2mks)**

In *linking*, the object imported can only be edited in the original application from which it was created.

In *embedding*, the object imported becomes part of the current application and can be edited there.