2ND EDITION

MICROSOFT WORD COURSE

BEGINNER MODULE

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Introduction

Microsoft Word is the most popular word processing programs of our time. Microsoft word is typically used to write, document and author your writings. The software can be used for business and personal purposes and the goal of Word is to assist you through the process in the most efficient way.

Examples of Word Documents

There are many uses of Microsoft Word. Below are some basic examples of what Microsoft Word can help you create:

1. A consistent and branded-like document that matches colors, fonts, sizes and text
2. Professional reports with amazing diagrams, charts or visuals
3. Ready-for-use templates and documents provided by Microsoft (such as calendars, agendas and flyers)
4. Documents with already-formatted sections, such as sidebars and cover pages
5. Personalized letters to various recipients without having to type the letter over and over or having to copy/paste the content multiple times
6. Personalized emails to multiple recipients with specific messaging
7. Books or manuals with table of contents, page numbers, footers and bibliographies
8. Essays with formatted text, margins and font formatting
9. Protected-documents with cautionary safeguards for any content-sensitive or confidential information

The Evolution of MS Word

If you haven't really used MS Word in a long time, you have really been missing out. Those of you that maybe learned how to use a keyboard many years ago, will find that word processing has completely evolved, allowing users to have more control and creativity when creating documents.

Additionally, in this booklet, you will discover how much MS Word has evolved since the invention of the typewriter. Word, as a powerful word processor, allows for more flexibility, not only when creating files, but also when printing them. You will find that in this booklet we cover printing options in detail to help you bring your files to life.

What you will learn in this booklet for Beginners

The following is a list of objectives you will learn in this booklet:

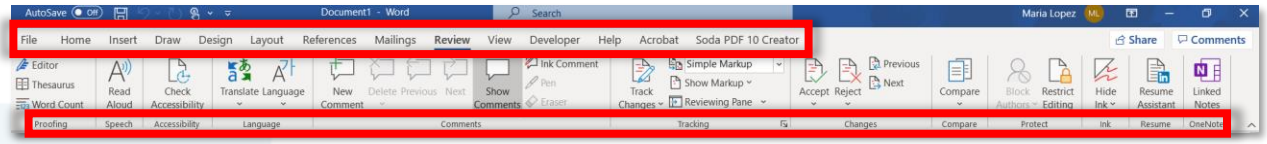
1. Basic terminology used in Microsoft Word
2. How to work with various versions of Word
3. How to easily open, save and save as Word documents
4. The basics of AutoSave in Word
5. Using the Word Processor and selecting and moving text
6. How to cut, copy and/or paste
7. How to use the Format Painter in Word
8. How to navigate the various tabs and ribbons
9. How to change the font, sizes, shading and borders of your document
10. An introduction to Quick Styles
11. How to find and replace in Word
12. How to insert cover pages, blank pages and page breaks
13. How to work with a basic table in Word
14. How to upload or paste pictures into Word
15. How to crop images
16. How to use the different types of links in Word
17. How to create a header and footer in your document
18. How to change the theme of your document
19. How to change the page set up of your document in order to print
20. How to use the spell check, grammar check and thesaurus
21. How to comment on a document
22. How to use the different types of document views in Word
23. How to zoom in and out of Word
24. How to work with multiple windows in Word

Basic Terminology

Before you dive into the functionality of Word, let's first discuss the basic terminology. This section will explore the language you need to follow along the rest of this booklet.

Ribbons

All Office 2010 programs organize commands on a bar that floats at the top of your window. This horizontal bar is called a Ribbon. The Ribbon has different buttons and commands for you to use. Below is a screenshot of a ribbon.



Ribbon Tabs

In this booklet, we will refer to Ribbon tabs as just "tabs". Commands are organized on task-specific tabs of the ribbon. For example, if you want to view certain parts that you can add to your Word document, you can view the Insert tab. This means that the Insert tab has a specific set of commands in its ribbon.

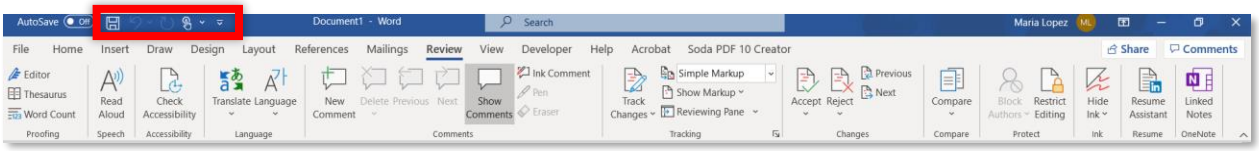
Ribbon Groups

Within the ribbon, the commands are separated into sections, or sub-ribbons called groups. The ribbon groups have particular commands (i.e. buttons or galleries) that you can choose from. The ribbon groups help find buttons or commands much quicker.

Quick Access Toolbar

The Quick Access Toolbar is a useful bar located in the upper-left hand corner that has small buttons, or icons, that are easily accessible at all time. The quick access toolbar will be displayed in its location despite the tab that you are viewing. By

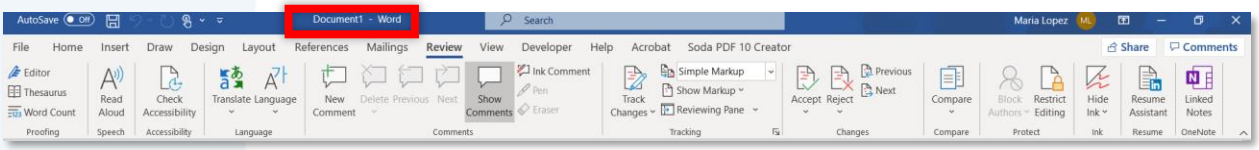
default, the Quick Access Toolbar appears to the right of the Word icon at the left end of the title bar, and displays the Save, Undo, and Redo buttons. You can change



the location of the Quick Access Toolbar and customize it to include any command that you use frequently. This option will be discussed later.

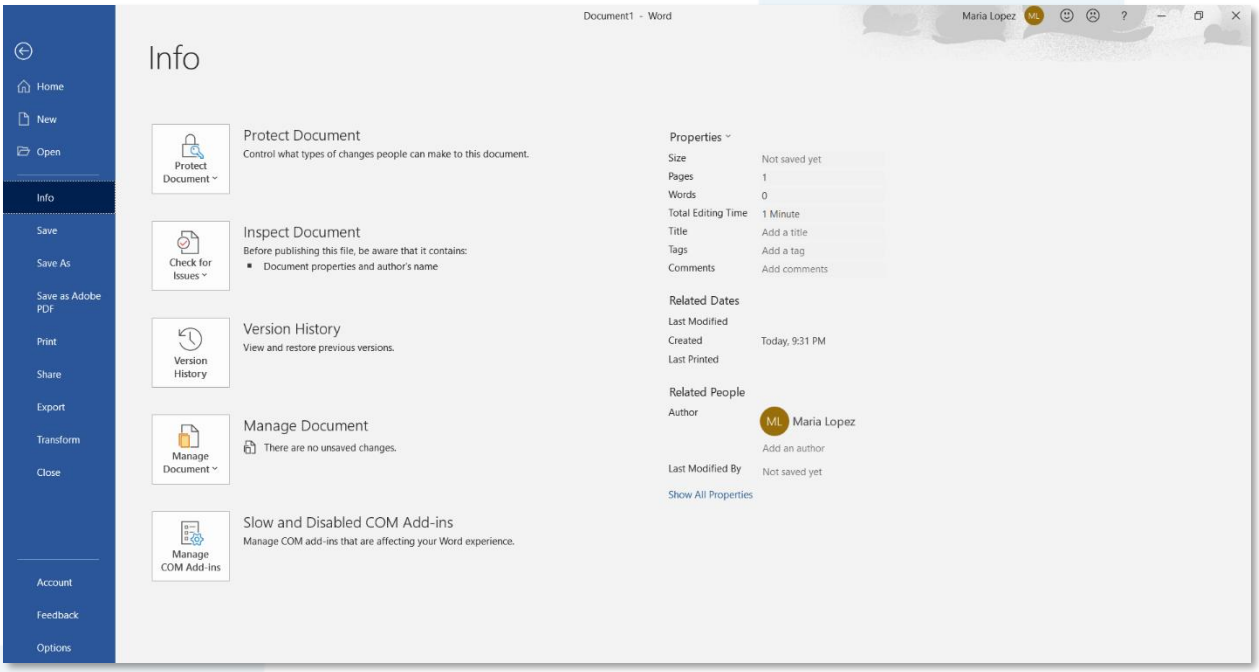
The Title Bar

By default, Microsoft Word will name your file 'Document 1'. At the top of the Windows program you will see the name of the file, called The Title Bar and the office program you are using. When you change the file name, the title bar will change with the new name.



The Backstage View

There are commands that help you manage Word and Word documents (rather than document content) are gathered together in what Microsoft calls the Backstage view. To access the backstage view, click on the File tab located at the left end of the ribbon. Some of the commands available from the Backstage view include simple file-management commands that interact with the Windows operating system, such as Save, Save As, Open, and Close.



The Status Bar

The status bar is located at the bottom of the Word window. The status bar displays the number of pages you have in your document and which page you are currently viewing.

It also counts the number of words that your file contains, the view and a lever to zoom in and out of the file.

Reminders About Microsoft Word

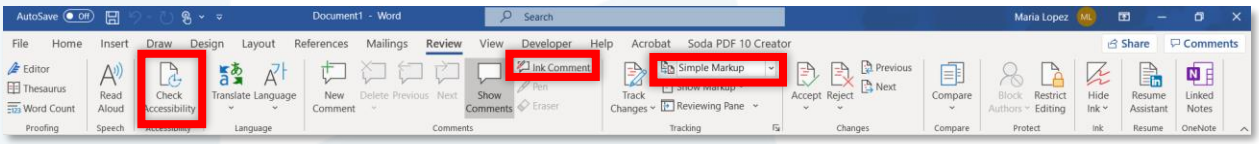
The ribbon is the most commonly accessed area of most Microsoft Office programs. Sometimes, the screenshots that we include in this booklet may not match 100% what you see in your screen. This could happen for a few reasons:

1. You or someone else has modified the ribbon in the past
2. Your resolution settings are different
3. You may be using a different version of Microsoft Office

Despite what you may encounter, we wanted to include a few tips for you to easily navigate through this booklet and your Microsoft Word program.

The Ribbon is Customizable

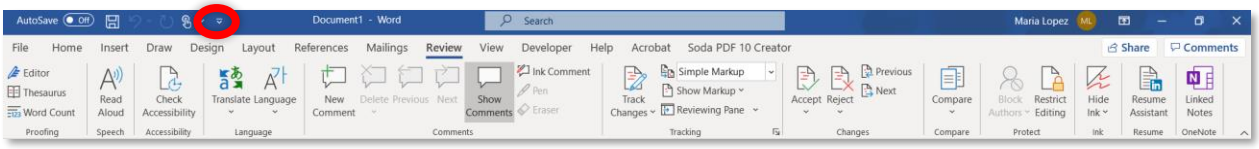
The ribbon can be customized to fit your needs and access the most commonly used commands. The commands (also referred as 'buttons' in this booklet) will change depending on the width of the ribbon and the section where it is located. This means that some commands may be displayed as a list entry, a small button or a large button. If the width of the ribbon is changed then some of the buttons in the ribbon will change the way they are displayed (by either shrinking their appearance or appearing as a list). See the screenshot below for an example.



The Quick Access Toolbar is Customizable

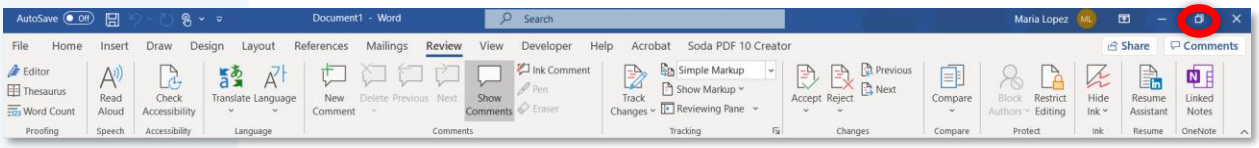
The Quick Access toolbar allows you to permanently see certain icons (or buttons) on your screen without having to navigate through different tabs. Typically, we see the Quick Access toolbar containing the Save icon, Print icon, Undo icon, Redo icon and Spell Check icon. You can always customize the Quick Access Toolbar by

making your selections from the drop-down menu available. See the screenshot below for an example.



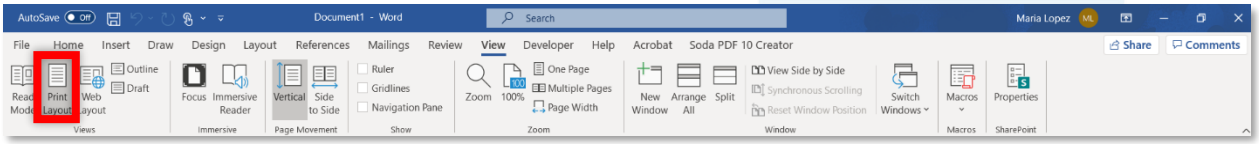
Your Word Window Can Be Restored To Its Maximum Size

If you don't see certain sections of Word while you follow along, we recommend that you check one important thing in your window. As you know, the windows you work with can be minimized to an icon, but the windows can also be modified. If you find yourself playing with the window size too much, click on the Restore icon in the upper-right hand corner.



Your User View is *Print Layout*

Throughout this booklet, we'll be clicking through many parts of the Word user interface and sometimes your screen may not look like the screenshots included in this booklet. As a rule of thumb, remember that Microsoft Word defaults to the Print Layout view. You can always change your View by going to the View tab and ensuring you select 'Print Layout as pictured below.



Working With Various Version of Microsoft Word

You may run into a situation in which a colleague of yours is using a different version of Word. Word may still be able to open that file, but some features may be lost. In 2007, Microsoft introduced file formats based on XML (Microsoft Office Open XML Format). With MS Office 2007's release, Word files began to automatically save as the *.docx* format. Basically, this format is just a variation of previous formats.

Advantages of the .docx format

There are some advantages to using the .docx format instead of previous formats. For example:

1. You can recover parts of your content if the file is damaged because XML files can be open in other text programs (such as the Notepad that typically comes with your computer)
2. The file size of .docx files are smaller because they are automatically compressed when saved, which saves disk space and bandwidth if you're sending your work via email or sharing it in a cloud
3. The .docx files are more secure because these files do not contain macros

Opening previous versions of Word

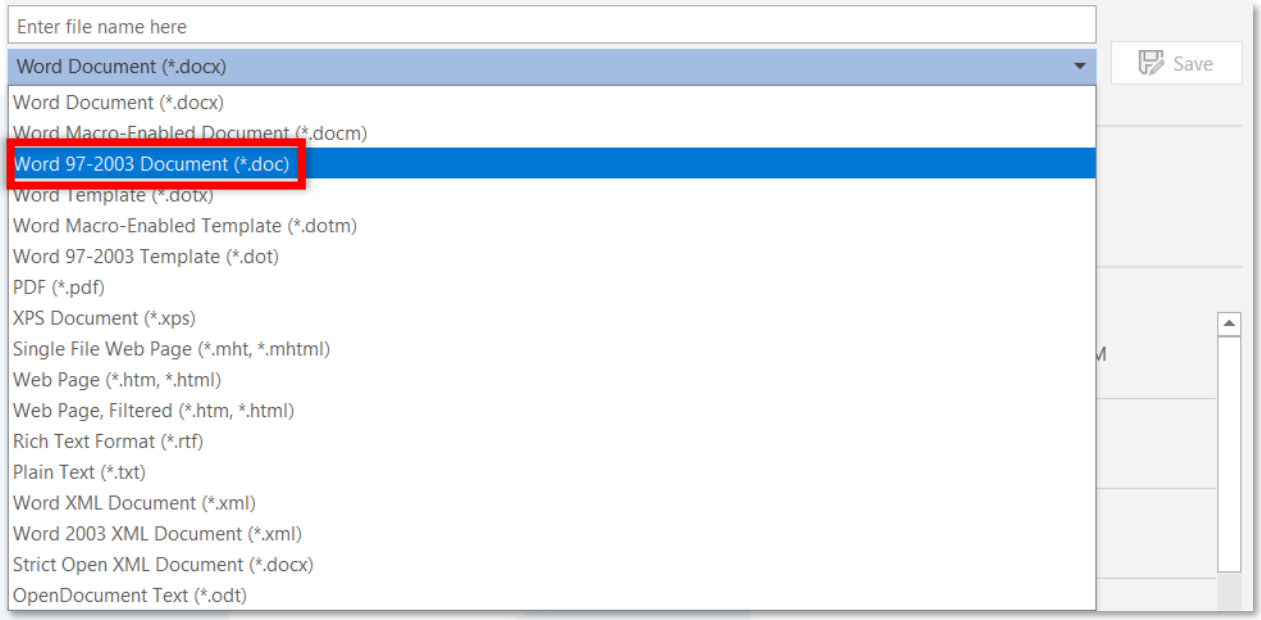
Although you are using Microsoft Word 2019 or Office 365, you can still open previous .doc files (created in earlier versions of Word). When opening a file that was created with an older version of Word, you will see at the top of your window the title bar with the words *[Compatibility Mode]*. You have a few options if you encounter this situation:

1. You can continue to work in Compatibility Mode to maintain the previous file type

2. You can convert the document to a .docx format either through the Backstage view or by saving the document as a newer format.

How to save your files with an older format

Perhaps you are working with someone who only uses a very old version of Word (like 2003). In this case, the Backstage view gives you the option to save this file as a previous version, making it compatible for the other person to view the content and edit. However, remember that any new features that you use in your current version will not be displayed to the person using an older version. In the screenshot below you can see that in the Backstage view, you can save the document as an older version of Word (after selecting Save As).



Getting Started With Word

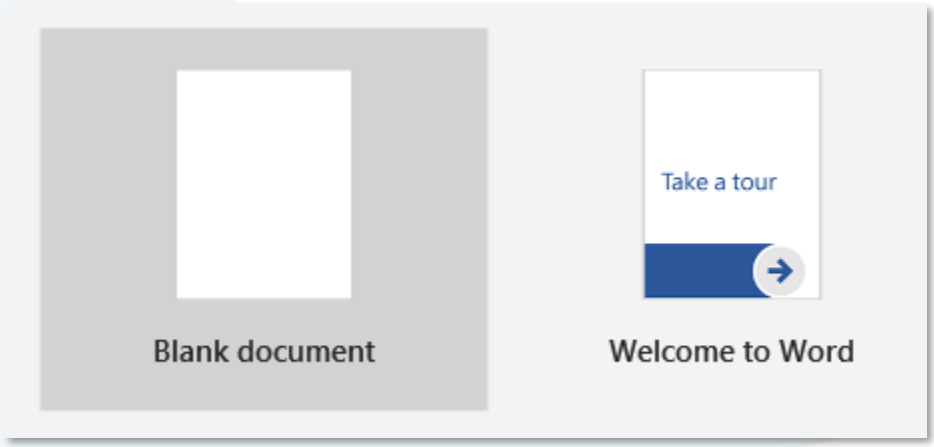
Now that you have learned some basic terminology, let's get you started with Word. Use these following steps if you have never used any of the Microsoft programs like Word or Excel. This section is intended for those people who are very new to working with these types of program.

How To Start the Word Software

You can start Word from the Start menu, or you can add icons to the desktop or the taskbar. Regardless, if you are unfamiliar with opening the Word software, follow these steps.

To open the Word software:

1. Click Start, located in lower-left corner of your screen where the Windows start icon is displayed.
2. The Start window will display the All apps menu.
3. Scroll down to see the Word 2019 icon.
4. Click on Word 2019. The Word startup window opens. Any recent files you've opened appear on the left, and there are tiles for different types of documents you can open on the right.
5. Click Blank document

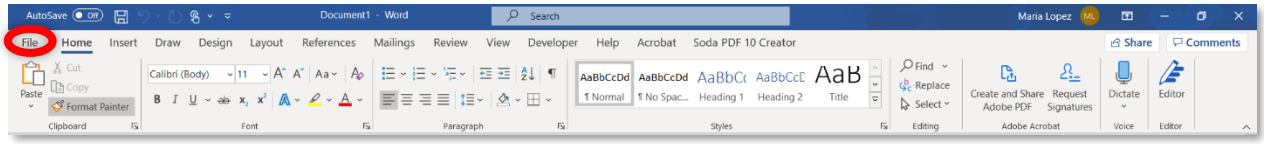


How To Open A Document

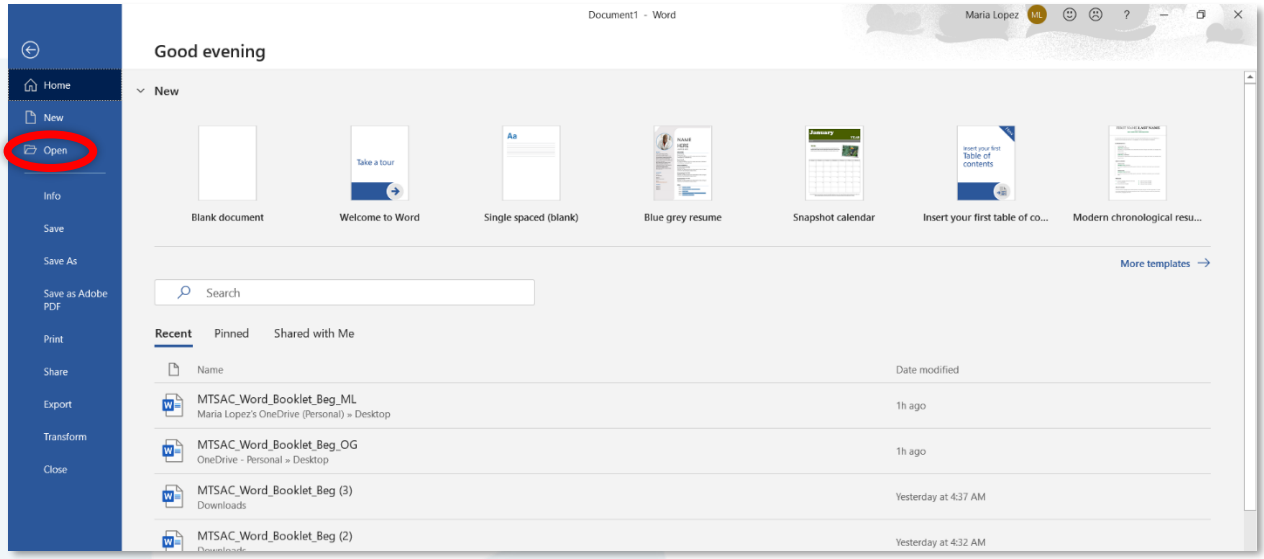
Whenever you start the Word software, you will encounter a startup screen. The startup screen gives you the choice of opening a recent document, a blank document, an existing document, or a Word template.

To open a Word document:

1. Navigate to the File tab



2. From the Backstage view, click the 'Open' option



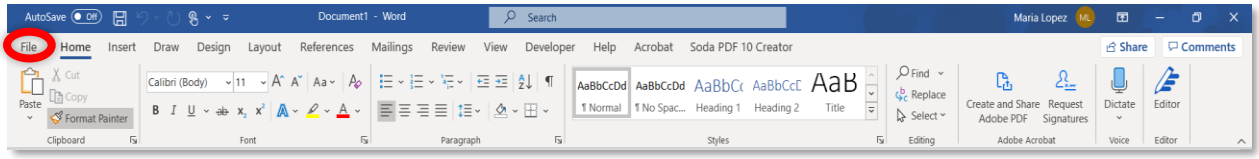
3. Either click a file to open it, or click a location to display the Open window.
4. Navigate to the document you want to open, select it, and click Open or you can double-click the file.

How To Save A New Document

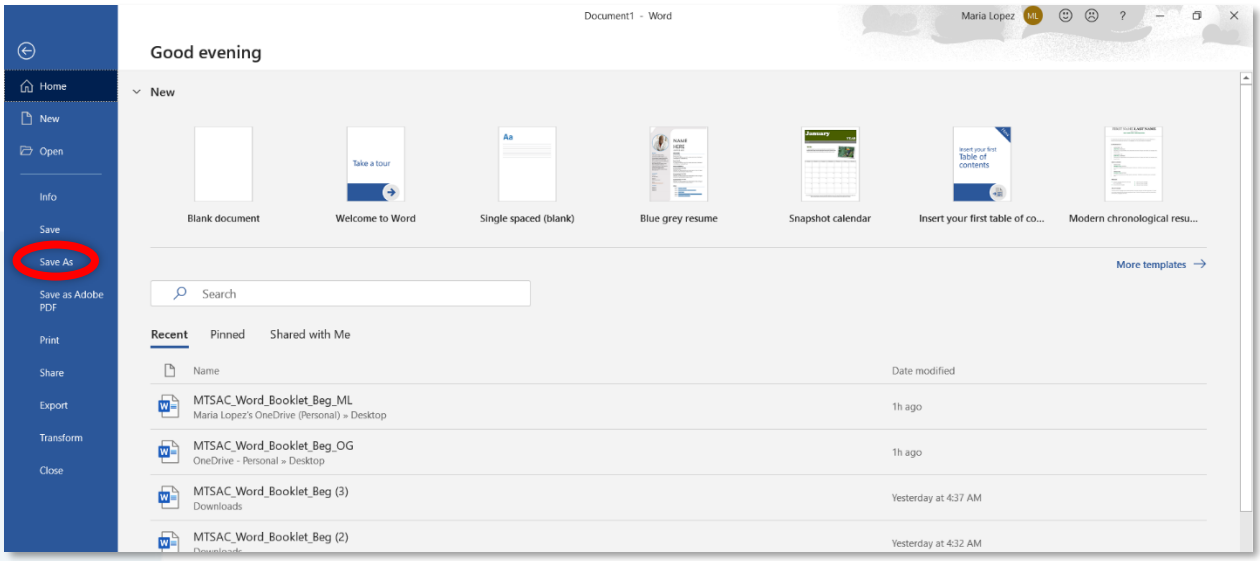
When you're saving a file for the first time, you'll have to use the 'Save As' option so that you can name the file. The 'Save' option is used to save the work you have done in the current file. You can also use the 'Save As' option to save the file as a separate file with another name.

To save a new Word document:

1. Navigate to the File tab



2. From the Backstage view, click the 'Save As' option



3. A dialog box will appear, asking you to name your file. Give your file a name and click the 'Save' button.

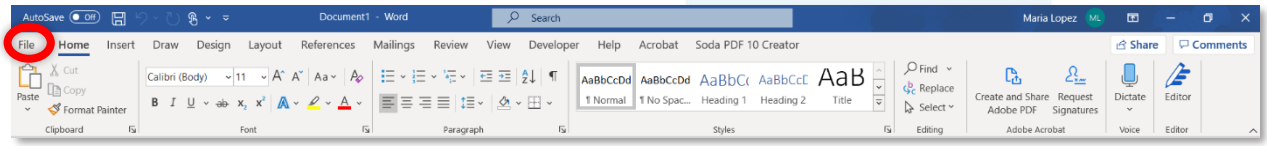
If you followed these steps correctly, your file is now saved as a Word document with the name that you chose for it.

How To Save Your Work

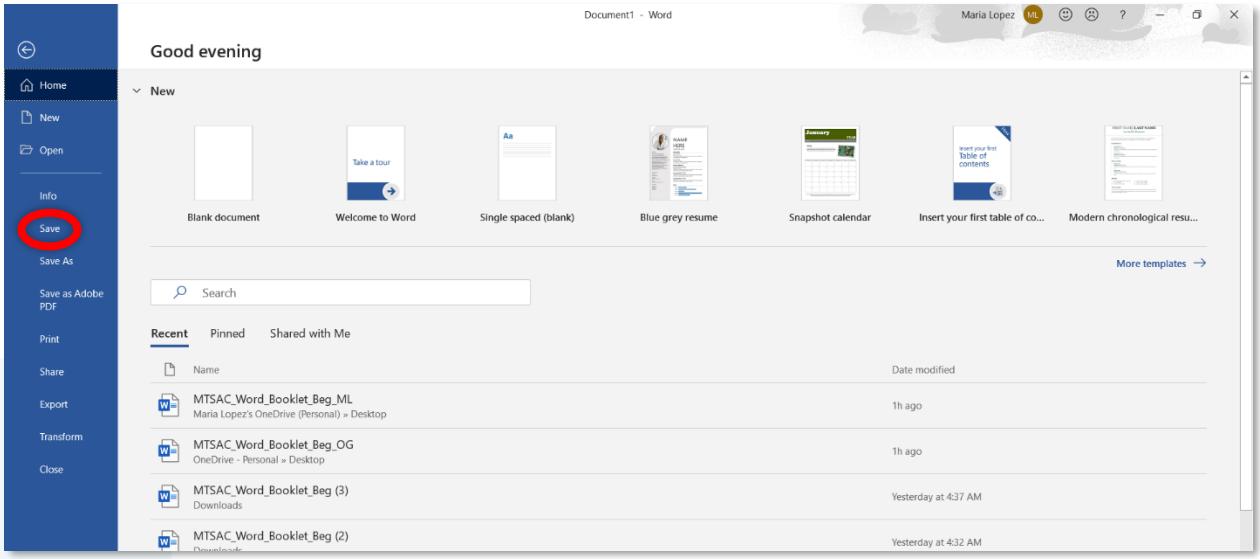
As mentioned previously, the 'Save' option is used to save the work you have done, while the 'Save As' option saves your work as a new file. If you have already named your file, then just use the 'Save' option.

To save your work in Word:

1. Navigate to the File tab



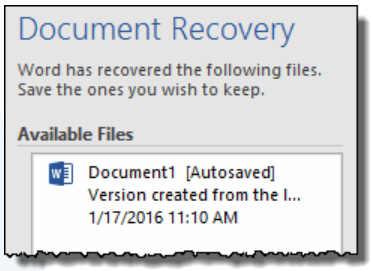
2. From the Backstage view, click the 'Save' option



If you followed these steps correctly, your file is now saved. You can also access the small 'Save' icon from the quick access toolbar.

The AutoSave Features

Microsoft Word 2010 has the option of work being saved automatically. This is a great feature in case you forget to save your work. Word will be able to recover most or all of the content you've worked on. This is called 'AutoSave'. When Word recovers your files, you'll be able to choose the file(s) that Word recovered.

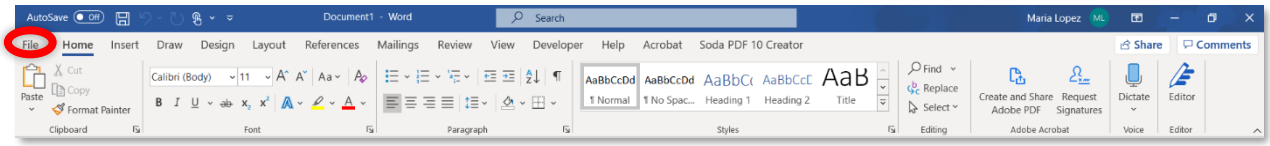


Saving Files As PDF

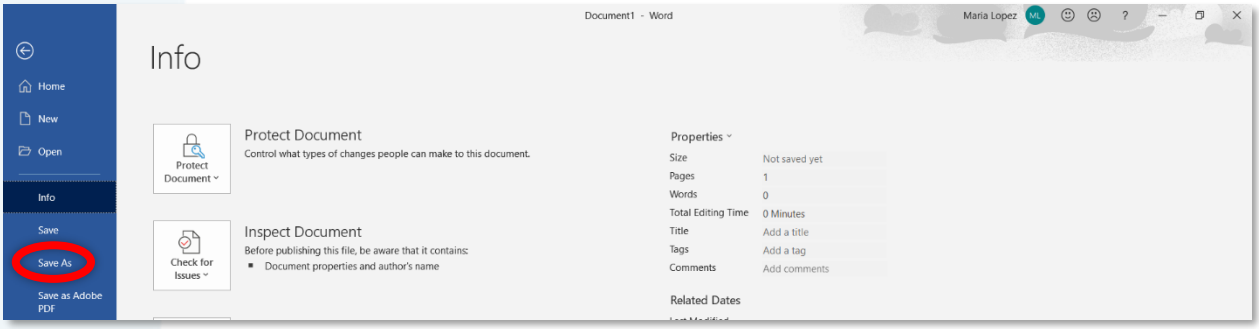
Previously, you learned how to save your file and how to save a document as a new file. However, those steps that you learned are only applicable when saving your work as a Word document. Word gives you the option to save your work in other types of files, such as PDF.

To save your Word document as a PDF:

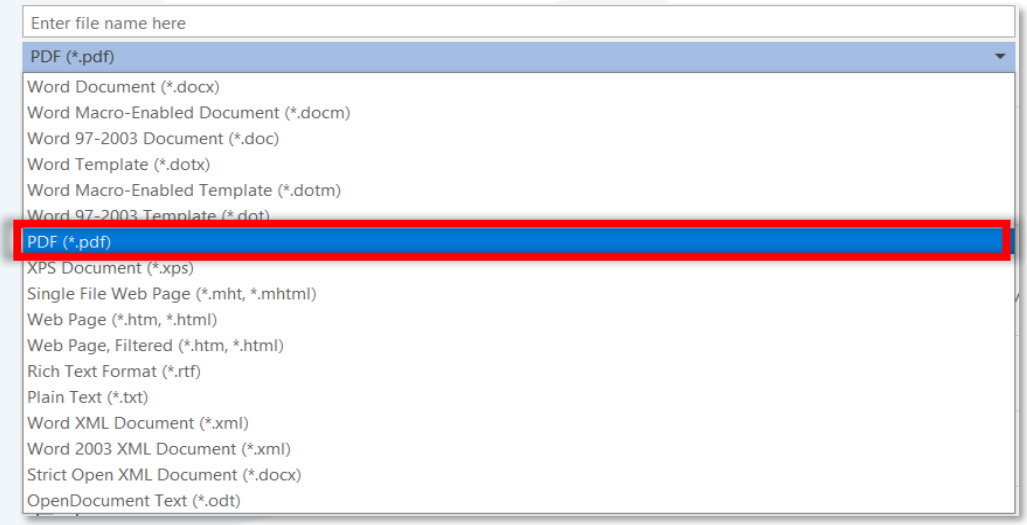
1. Navigate to the File tab



2. From the Backstage view, click the 'Save As' option



3. A dialog box will appear, asking you to name your file. Give your file a name and click on the 'Save as type' drop-down menu to display the different file types. Select 'PDF".



If you followed these steps correctly, your file is now saved as a PDF document with the name that you chose for it.

Protected View

You might run into a situation in which a Word file that you download displays a bar at the top of your screen that says 'Protected View'. To edit and save changes to that particular document in Protected view, click 'Enable Editing' at the top of the document window.

Using The Word Processor

Microsoft Word is technically a word processor, allowing you to write words. The software itself processes the words. To use Word, just type in it. You will see a back, vertical line that flashes in an out. That line represents the location of where your words will appear if you begin typing.

Selecting And Moving Text

As previously stated, to get started with word you just need to start typing. However, you will also want to move text after entering it, or copy it to a second location. To move text, you'll need to know how to select the text (which will also be important for formatting).

How To Select Text

Your cursor controls how text is selected in most occasions. Here are some basic techniques to select text:

- Double-click a word to select it.
- Triple-click in a paragraph to select it.
- Drag over text to select multiple words or paragraphs.
- Hold down Shift and use the arrow keys to extend the selection from the current cursor position. You can also use the Home, End, Page Up, and Page Down keys.
- Click or drag in the left margin to select lines.

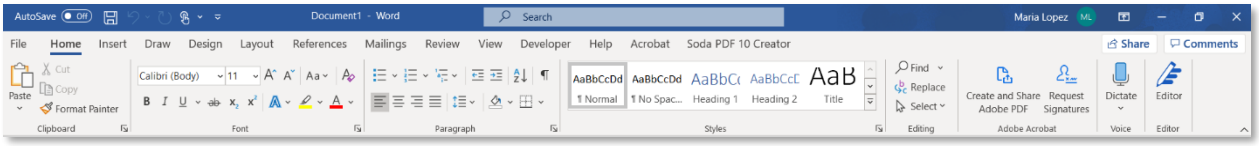
- Press Ctrl+A to select all text in a document.

How To Move Text

Later, you'll learn how to move text by cutting, copying or pasting. To quickly move your text from one sentence to another is by simply clicking on the word(s) once and then dragging it to the location of your choice.

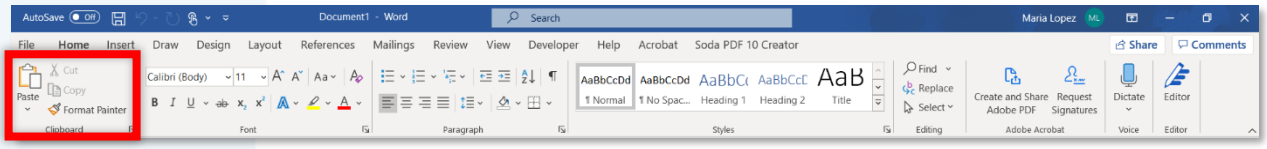
Exploring the Home Tab Ribbon

The Home tab will be the most commonly used tab for a Word user beginning his or her journey. This booklet will not cover *all* functionalities (or buttons) found on the Home tab but will cover the functionalities that a beginning Excel user would use. Additionally, we will not cover every single button found on the Home tab.



The Clipboard Group

The Clipboard section of the Home tab is typically on the left side of the ribbon. The Clipboard allows users to cut content, paste it, copy it or use the format painter.

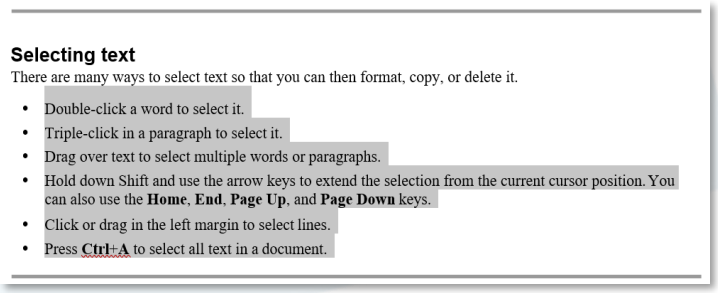


How To Use The Cut Option

The Cut option is usually represented by a scissor's icon. You can cut words, tables, text, images, paragraphs and illustrations in Word. When moving content in Word, you'll need to cut a word or phrase and then paste it.

To cut content in Word:

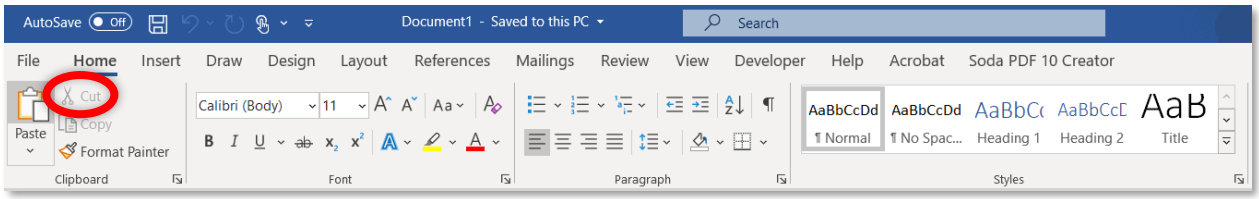
1. Highlight the word, phrases or content you want to cut



Selecting text

There are many ways to select text so that you can then format, copy, or delete it.

- Double-click a word to select it.
- Triple-click in a paragraph to select it.
- Drag over text to select multiple words or paragraphs.
- Hold down Shift and use the arrow keys to extend the selection from the current cursor position. You can also use the **Home**, **End**, **Page Up**, and **Page Down** keys.
- Click or drag in the left margin to select lines.
- Press **Ctrl+A** to select all text in a document.



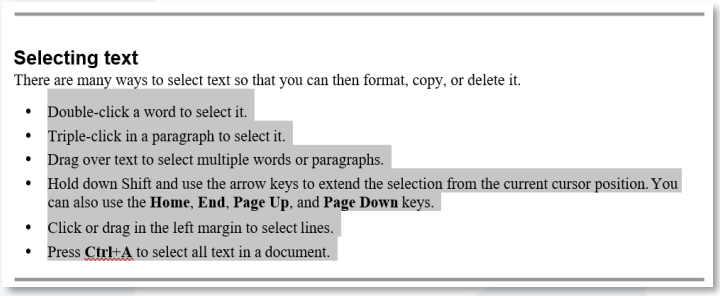
2. Click on the 'Cut' button located in the ribbon.

How To Use The Copy Option

Unlike the Cut option, the Copy option does not remove or delete content or parts of your workbook. Instead, it duplicates your words, tables, text, images, paragraphs and illustrations. Usually, when something in Word is copied, it is also pasted somewhere in the document to duplicate the copied item.

To copy content in Word:

1. Highlight the word, phrases or content you want to cut

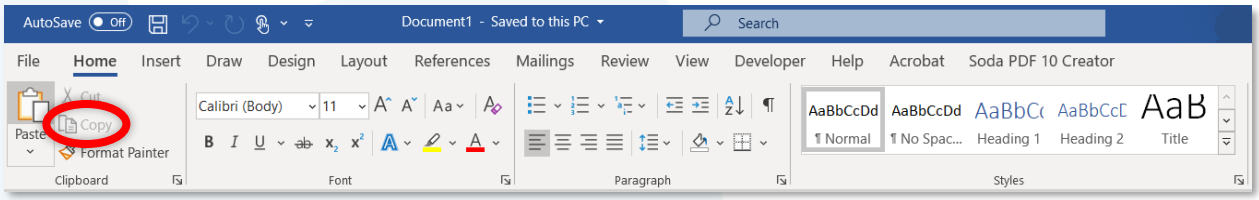


Selecting text

There are many ways to select text so that you can then format, copy, or delete it.

- Double-click a word to select it.
- Triple-click in a paragraph to select it.
- Drag over text to select multiple words or paragraphs.
- Hold down Shift and use the arrow keys to extend the selection from the current cursor position. You can also use the **Home**, **End**, **Page Up**, and **Page Down** keys.
- Click or drag in the left margin to select lines.
- Press **Ctrl+A** to select all text in a document.

2. Click on the 'Copy' button located in the ribbon.



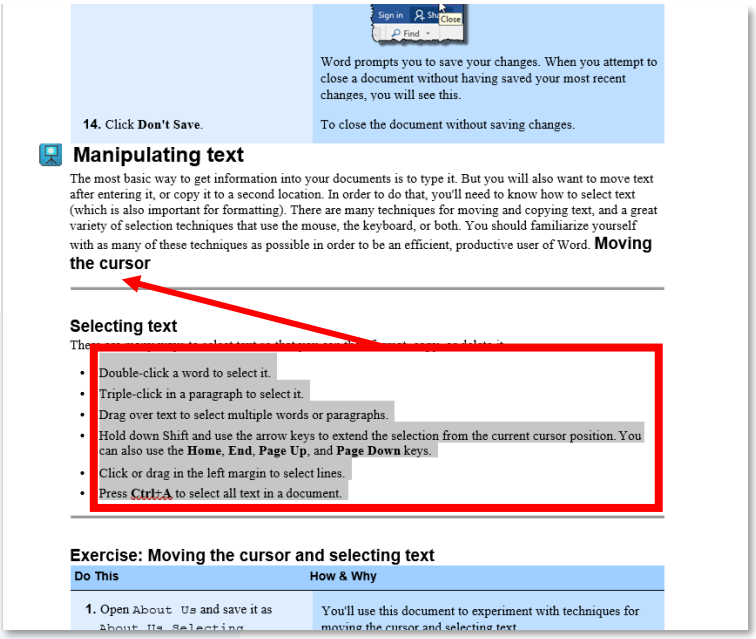
How To Use The Paste Option

Once you cut or copy words, tables, text, images, paragraphs and illustrations you have the option to paste the content in a desired area. Cutting and pasting an item

will *move* that item to your desired location. Copying and pasting an item will keep the original item and create a duplicate in your desired location. Let's explore how these different options are used together.

Cut & Paste

As previously stated, cutting and pasting a selection from your document will *move* that selection to the location you desire.


Word prompts you to save your changes. When you attempt to close a document without having saved your most recent changes, you will see this.

14. Click **Don't Save**. To close the document without saving changes.

Manipulating text

The most basic way to get information into your documents is to type it. But you will also want to move text after entering it, or copy it to a second location. In order to do that, you'll need to know how to select text (which is also important for formatting). There are many techniques for moving and copying text, and a great variety of selection techniques that use the mouse, the keyboard, or both. You should familiarize yourself with as many of these techniques as possible in order to be an efficient, productive user of Word. **Moving the cursor**

Selecting text

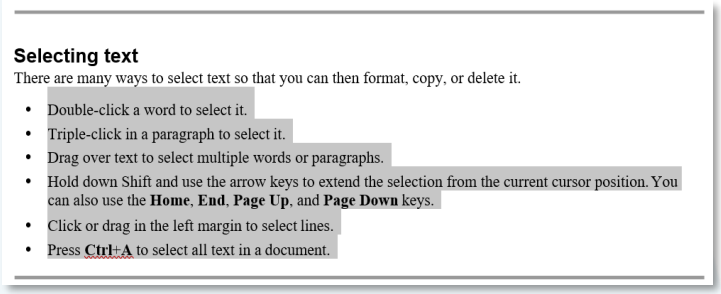
- Double-click a word to select it.
- Triple-click in a paragraph to select it.
- Drag over text to select multiple words or paragraphs.
- Hold down Shift and use the arrow keys to extend the selection from the current cursor position. You can also use the **Home**, **End**, **Page Up**, and **Page Down** keys.
- Click or drag in the left margin to select lines.
- Press Ctrl+A to select all text in a document.

Exercise: Moving the cursor and selecting text

Do This	How & Why
1. Open About Us and save it as About Us Selecting	You'll use this document to experiment with techniques for moving the cursor and selecting text

To cut and paste content in Word:

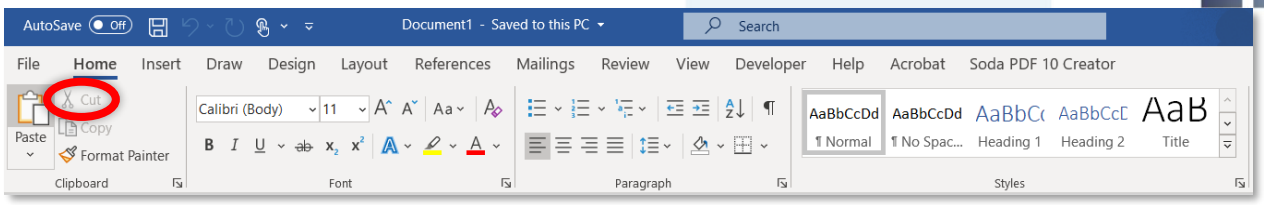
1. Highlight the word, phrases or content you want to cut


Selecting text

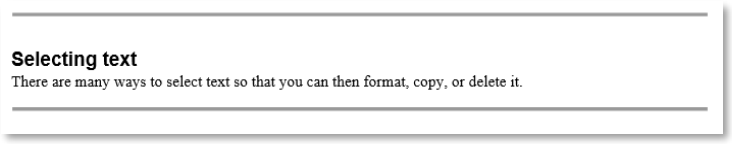
There are many ways to select text so that you can then format, copy, or delete it.

- Double-click a word to select it.
- Triple-click in a paragraph to select it.
- Drag over text to select multiple words or paragraphs.
- Hold down Shift and use the arrow keys to extend the selection from the current cursor position. You can also use the **Home**, **End**, **Page Up**, and **Page Down** keys.
- Click or drag in the left margin to select lines.
- Press **Ctrl**+**A** to select all text in a document.

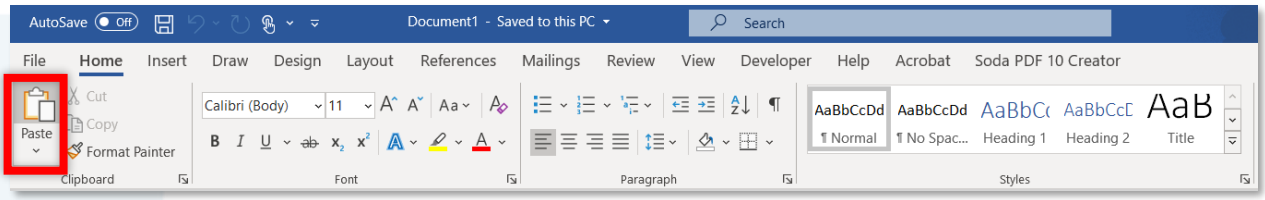
2. Click on the 'Cut' button located in the ribbon.



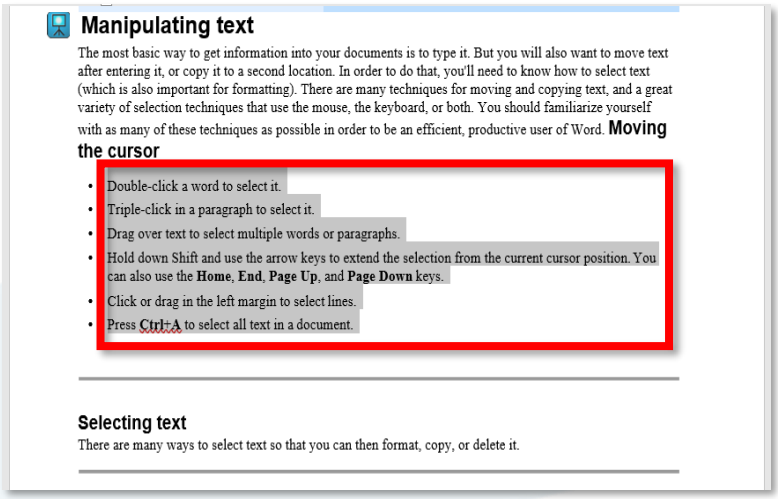
3. Once you click on the 'Cut' button, the content you selected will disappear but will be inserted into your clipboard until you paste it.



4. Click on the area where you want to place the cut content
5. Click on the paste button located in the Home tab ribbon



If you followed these steps correctly, the content you selected has now moved to the location you selected.

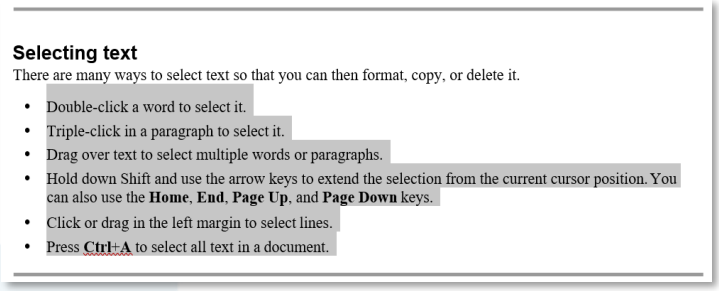


Copy & Paste

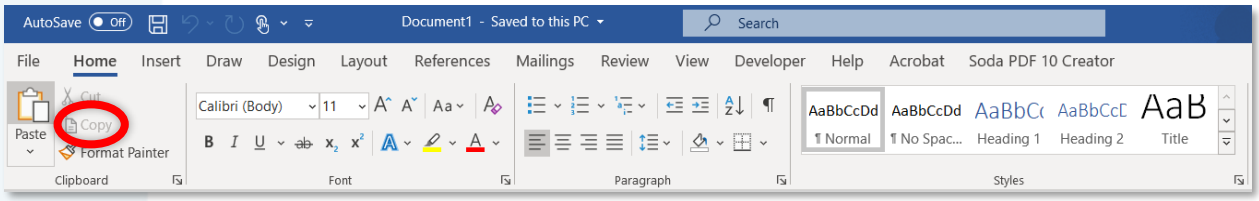
As previously stated, copying and pasting a selection from your document will *duplicate* that selection. Copying and pasting will leave your content in the original location and will duplicate that content to another location that you choose.

To copy and paste content in Word:

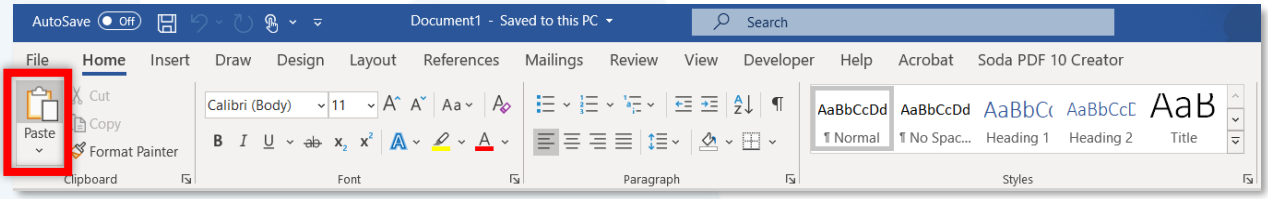
1. Highlight the word, phrases or content you want to copy



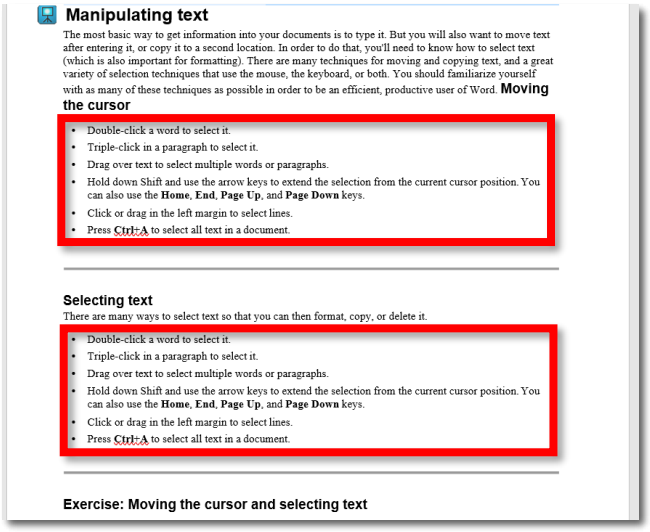
2. Click on the 'Copy' button located in the ribbon.



3. Once you click on the 'Copy' button, the content you selected will be copied onto your clipboard.
4. Click on the area where you want to place the copied content
5. Click on the paste button located in the Home tab ribbon



If you followed these steps correctly, the content you selected will now appear in two different places.



Manipulating text

The most basic way to get information into your documents is to type it. But you will also want to move text after entering it, or copy it to a second location. In order to do that, you'll need to know how to select text (which is also important for formatting). There are many techniques for moving and copying text, and a great variety of selection techniques that use the mouse, the keyboard, or both. You should familiarize yourself with as many of these techniques as possible in order to be an efficient, productive user of Word. **Moving the cursor**

- Double-click a word to select it.
- Triple-click in a paragraph to select it.
- Drag over text to select multiple words or paragraphs.
- Hold down Shift and use the arrow keys to extend the selection from the current cursor position. You can also use the **Home**, **End**, **Page Up**, and **Page Down** keys.
- Click or drag in the left margin to select lines.
- Press Ctrl+A to select all text in a document.

Selecting text

There are many ways to select text so that you can then format, copy, or delete it.

- Double-click a word to select it.
- Triple-click in a paragraph to select it.
- Drag over text to select multiple words or paragraphs.
- Hold down Shift and use the arrow keys to extend the selection from the current cursor position. You can also use the **Home**, **End**, **Page Up**, and **Page Down** keys.
- Click or drag in the left margin to select lines.
- Press Ctrl+A to select all text in a document.

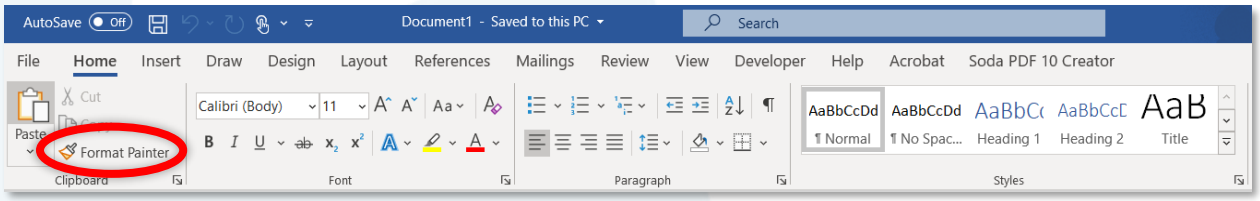
Exercise: Moving the cursor and selecting text

The Format Painter

The Format Painter is also useful tool located in the Clipboard section of the Home tab ribbon. The Format Painter is represented by a paint brush icon. The Format Painter allows you to replicate the style, fonts, borders, colors and sizes of your content without replacing the content itself. The Format Painter is best used when you want to keep your work consistent, organized and have everything matching.

To use the Format Painter:

1. Highlight the content that represents the formatting that you want to duplicate
2. Click on the 'Format Painter' button located in the Home tab



3. Highlight the content that needs the formatting you copied

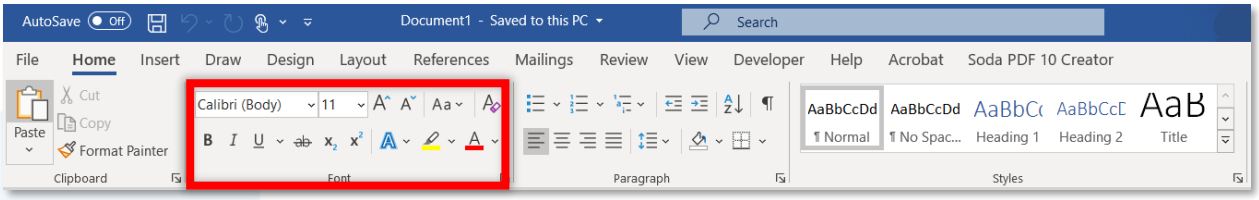
If you followed these steps correctly, you'll now see that both types of contents have the same formatting.

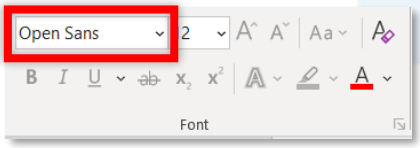
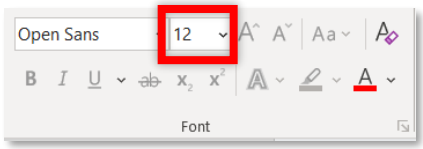
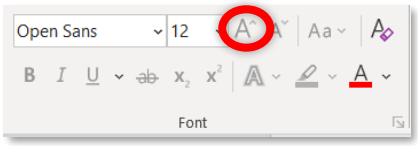
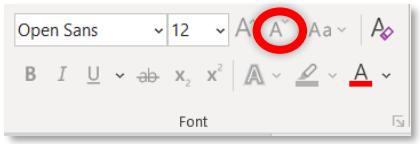
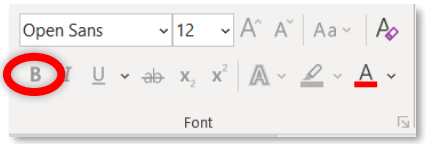
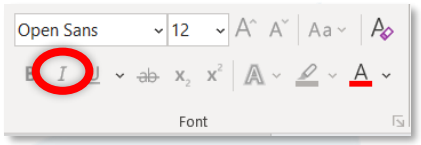
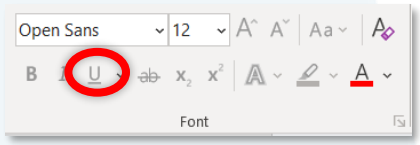
The Font Group

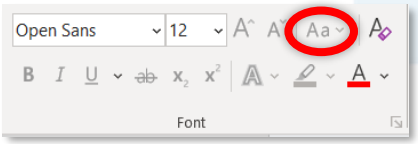
The Font section of the Home tab ribbon will look familiar to you. This is because the design of this section is commonly used throughout other Microsoft programs and emails. The Font group includes buttons and commands to manipulate your text.

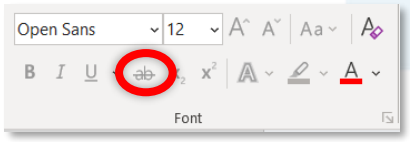
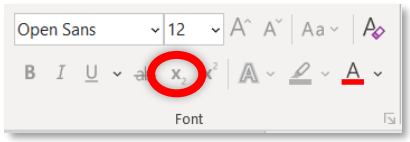
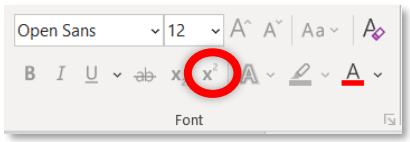
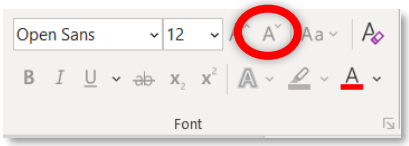
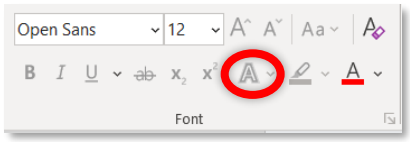
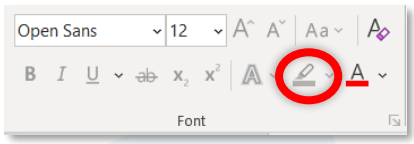
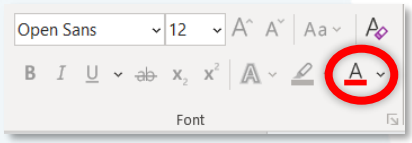
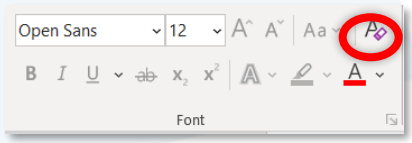
Changing the Font Style

Just like when you write an email, the font style of your words, or text, can be customized to your liking. The following is a quick guide to help you through the Font group.



Excel Function Name	Location	Description
Font		Allows you to change the font type of your text
Font size		Allows you to change the size of your text
Increase font size		Makes the size of your font a bit bigger
Decrease font size		Makes the size of your font a bit smaller
Bold		Makes your text darker (bold)
Italic		Italicize your text
<u>Underline</u>		Will add a line below your text (underline)

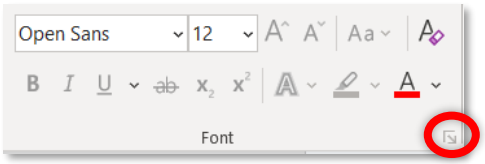
Change Case		Convert text to lower case, upper case, etc.

Excel Function Name	Location	Description
Strikethrough		Cross something out by drawing a line through it
Subscript		Type tiny letters below your selected text
Superscript		Type tiny letters above your selected text
Decrease font size		Makes the size of your font a bit smaller
Text Effects		Drop-down menu with special text effects and typography
Text Highlight Color		Make your text stand out by highlighting it in a bright color
Font Color		Will add a line below your text (underline)
Clear All Formatting		Remove all formatting from your selection

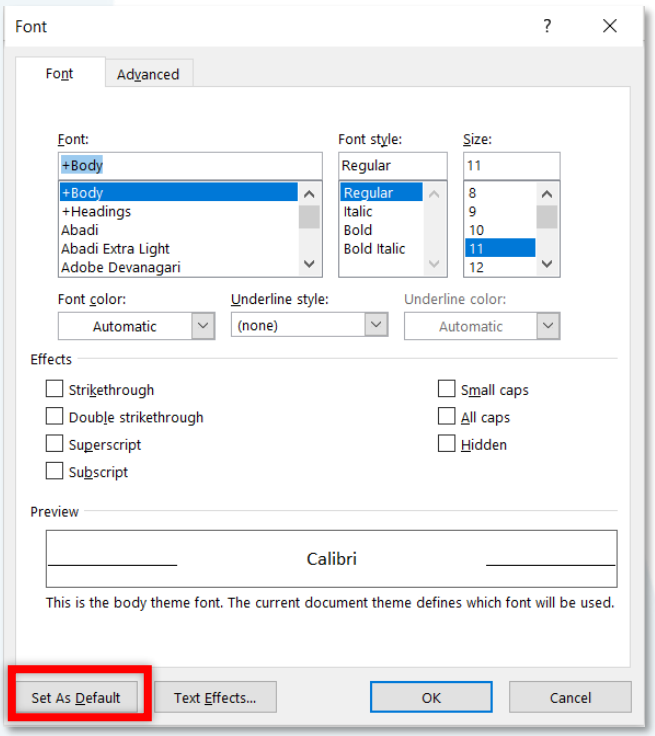
How To Access Additional Font Options

The Font group, just like most groups in a ribbon is limited with the commands it displays. This is because the group section can only fit so many buttons. This can be customized, but you can access additional font options by taking the following steps.

1. Click on the small arrow icon in the corner of the Font group

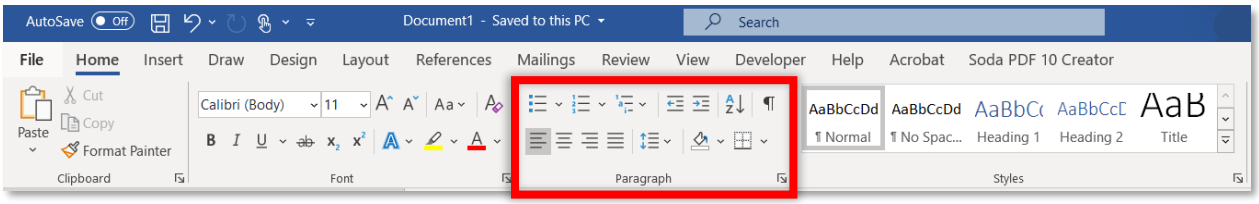


After clicking on the arrow icon, a pop-up window will show allowing you to browse through additional font options. You can also change your default settings. Click OK when you are done.



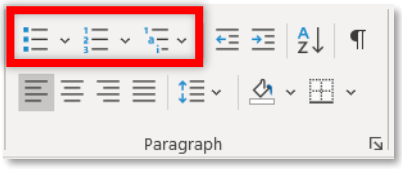
The Paragraph Section

Use the paragraph section to align the text in your document, include bullet points, sort your lists and add background color and borders. Let's explore each command in detail.



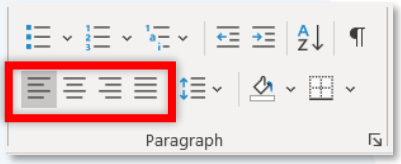
Bullets & Lists

The top section of the Paragraph group will allow you to insert bullets or list to your document. The bullets and list can be customized to fit your needs. You can include a numbering system, a multilevel list or just basic bullets (or other types of icons to be used as bullets).



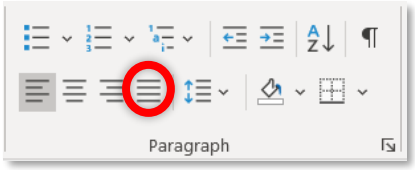
Text Alignment

The bottom side of the Paragraph group is used to select the position of your text in your document. By default, your text is aligned to the left. You can click on the middle align button to align your text in the middle.



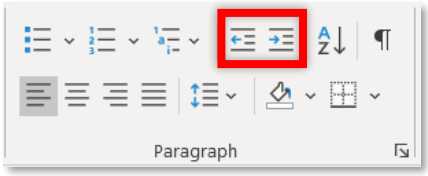
Justify Alignment

To distribute your text evenly across the margins in your document, select the 'Justify' button in the ribbon. This is a good option to help your document look more like a publication. The 'Justify' button also works well when you're working with illustrations and other objects in your document because it auto-adjusts.



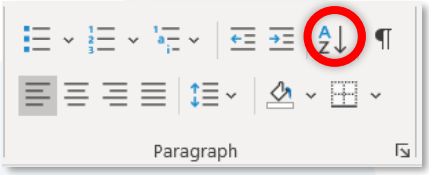
Indentation

Towards the top of the Paragraph group, you will have the ability to insert indentation to your paragraphs. Use the arrows to either decrease or increase an indentation.



How To Sort Your Content

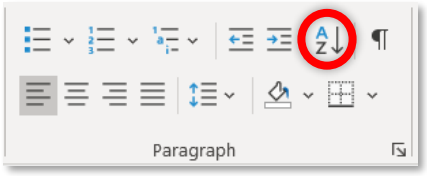
One feature that most people miss is the sorting functionality available in Word. Sorting is a great tool to use when you have a list of some sort and you want to alphabetize it.



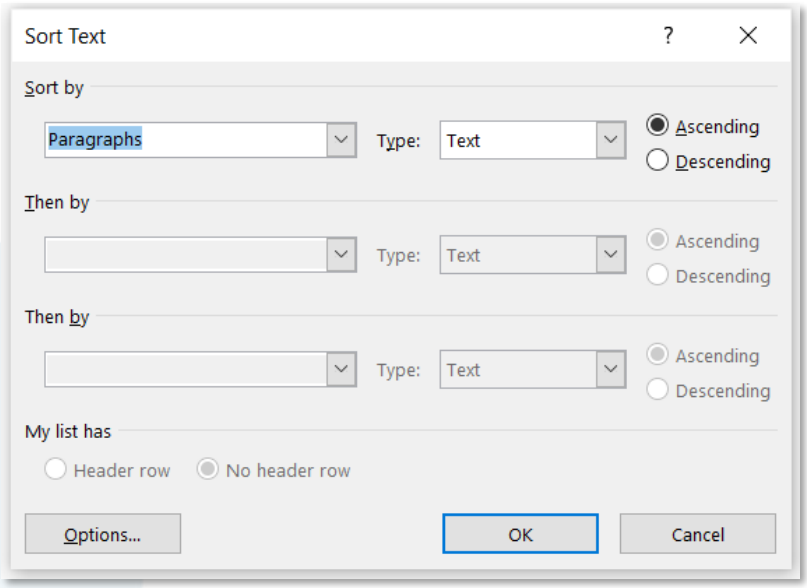
To sort your list or data:

1. Highlight your list

2. Click on the ‘Sort’ button

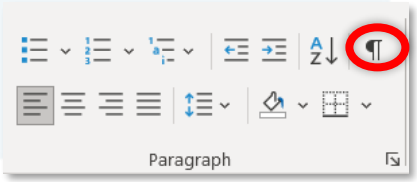


3. After clicking on the ‘Sort’ button, a drop-down menu will appear allowing you to select how you want to sort your information. Select the how you wan to sort your content and click the OK button.



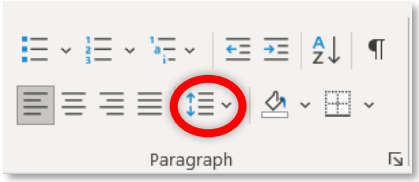
Paragraph Marks

In the 90’s it was customary to use paragraph marks when using a word processor. The paragraph marks help identify where spaces are included, where paragraphs have been used and other information that you don’t visibly see (such as page breaks).



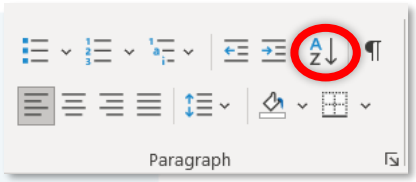
How To Add Line & Paragraph Spacing To Your Text

You can choose how much space should be included between the lines in your document. You can also select if you want automatic spacing to be included in your paragraphs.

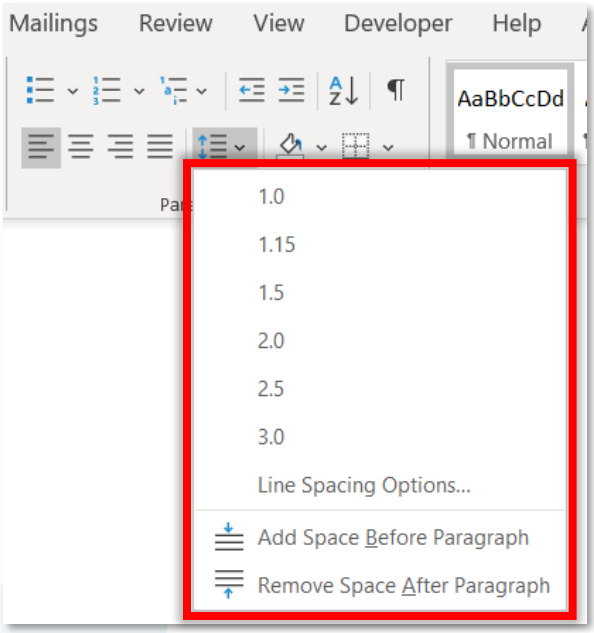


To access line and paragraph spacing options:

1. Highlight the content where you want to include spacing. You can also do this with your entire document.
2. Click on the 'Line & Paragraph Spacing' button

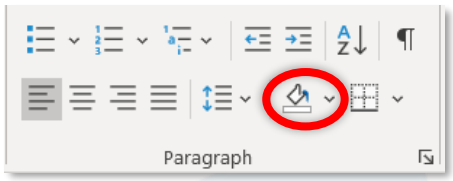


3. After clicking on the 'Line & Paragraph' button, a drop-down menu will appear with options for you to select. Click on the type of spacing you want to include or remove to apply to your document.



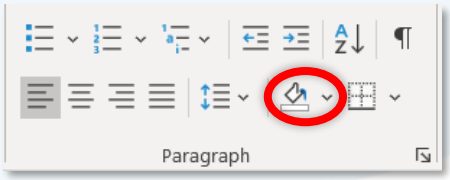
How To Add Shading To Your Content

The 'Shading' button applies background color to your text, paragraph or table. This is different from the highlighter because the shading will fill more than a highlighter would in Word.

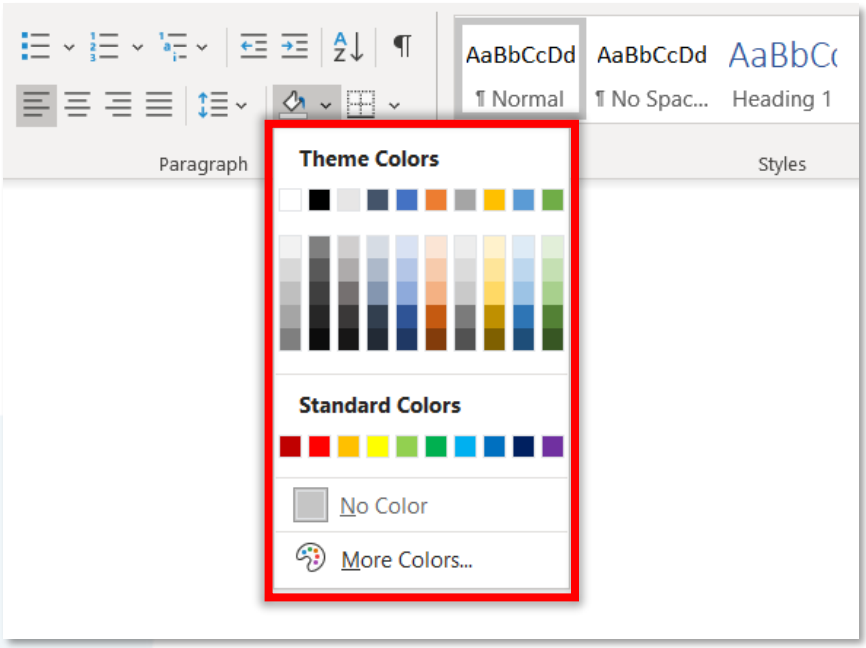


To use the 'Shading' button:

1. Click on the area where you want to fill the background with color
2. In the Home tab, click on the 'Shading' button

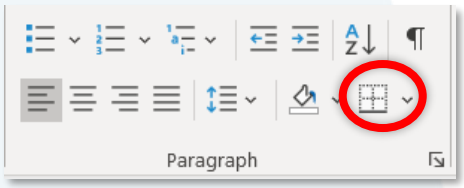


3. Clicking on the 'Shade' button will display a drop-down menu with different color options. Click on the color of your choice and the background color will be added to your selected content.



How To Add Borders To Your Content

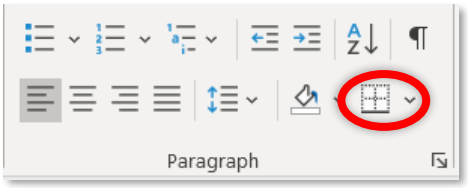
The 'Borders' button will add or remove borders from your selected text. You can add borders to your tables, headings or just text. The borders will appear across the margins.



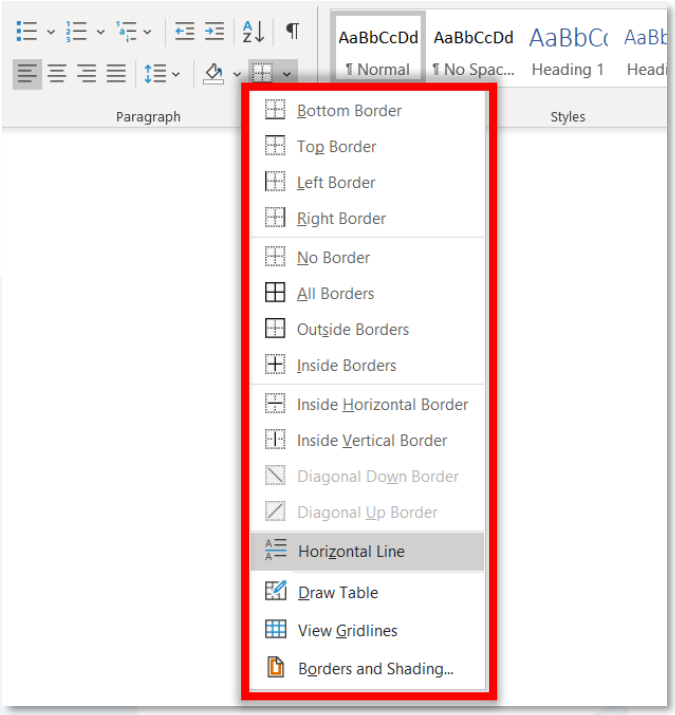
To add borders to your content:

1. Highlight the area where you want to add a border

2. In the Home tab, click on the 'Borders' button

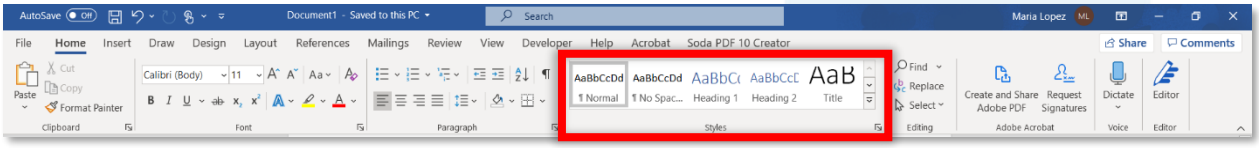


3. The 'Borders' button will display an array of options. Select the best option for your text and the border will automatically appear on your content.



Introduction To Quick Styles

Quick Styles is a gallery presented by Word. Typically, Word uses a default style that includes a font style to be Calibri, the font size to be 11, and so on. If you create a list, there is a default style created by Word and this is also true with the use of headings. These settings can be easily seen in the Styles group of the Home tab (as pictured below).



The Quick Styles allow you to customize the paragraph formatting, font styles and sizes of your documents and keeping these styles consistent throughout the document.

Why Use Quick Styles?

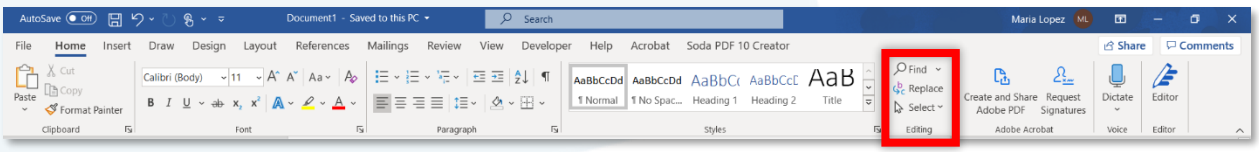
The reason Quick Styles are useful is because they allow the user to create a formal and consistent flow throughout the document. The predefined Quick Styles created by Word are easy to understand and ready-to-use. The Quick Styles can be applied to:

- Font sizes
- Font colors
- Font style
- Paragraph formatting, such as headings and spacing
- Lists

In this booklet we will not dig too deep into Quick Styles, but we at least wanted to introduce what they are as a beginning Word user.

The Editing Group

In the Home tab, you'll also find an Editing group which will help you complete quick edits and find content within your document. The Editing group includes three commands, each with a specific purpose. In the following sections, you'll explore these three commands.

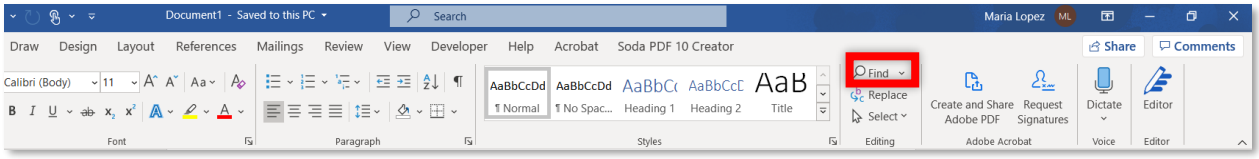


How To Find Content In Word

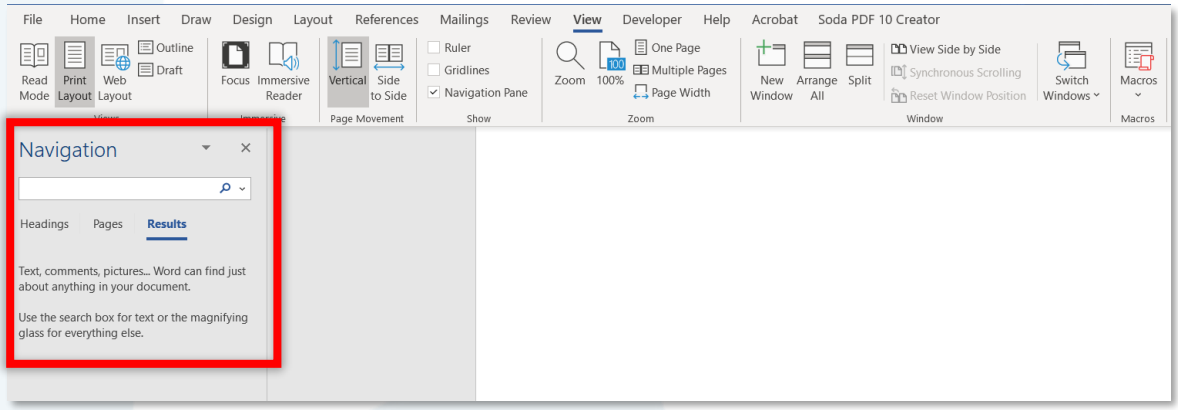
Microsoft Word makes it easy to find certain things you have included in your document. You can find words, sentences, phrases, bookmarks, footnotes, pages, objects, images or comments. Most people only use the 'Find' button to search for certain words within the document.

To quickly find words in your document:

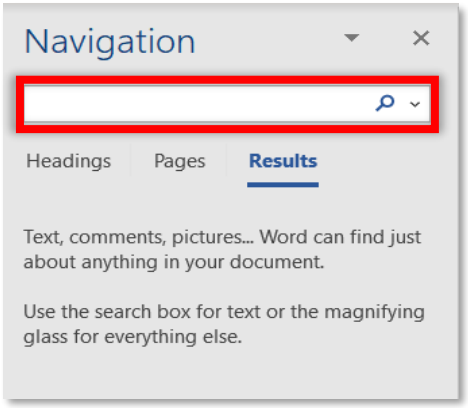
1. Navigate to the Home Tab
2. From the Editing group, click on the 'Find' button



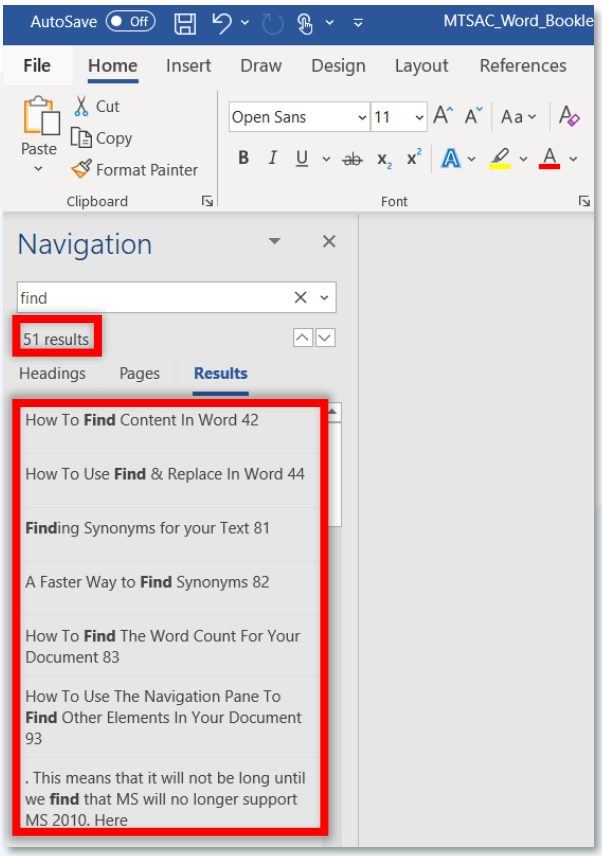
3. The 'Find' button will display a drop-down menu with a few options. Click on the 'Find' selection.
4. After selecting the 'Find' option, Word will open the Navigation Pane on the left side of your window.



5. The navigation pane will include a search bar. In the search bar type the word you are searching for and click on the magnifying glass icon.



6. After you complete your search, Word will display the results of the search directly in the Navigation Pane.

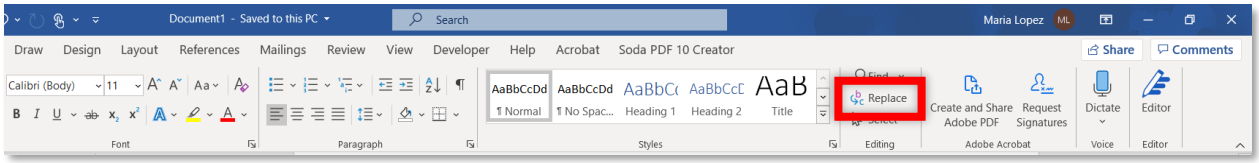


How To Use Find & Replace In Word

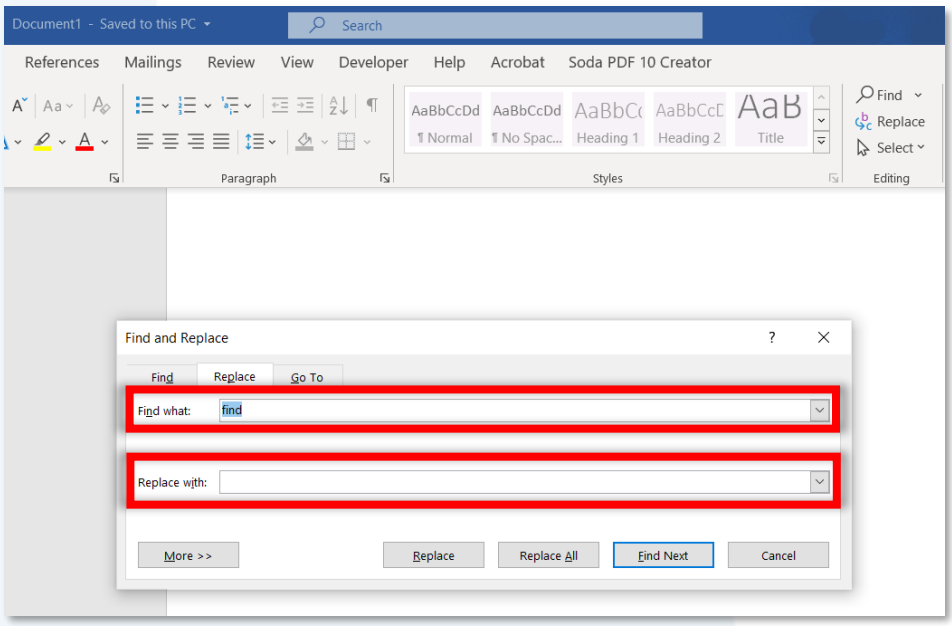
Microsoft Word allows you to replace chosen words. For example, if you're writing about a person and that person now changed their last name, you can do a *find and replace* for that person's last name. Basically, you'll make Word *find* the persons previous last name and *replace* it with the new last name. The *find and replace* feature in Word make it easy to mass update your document.

To use the *find and replace* feature in Word:

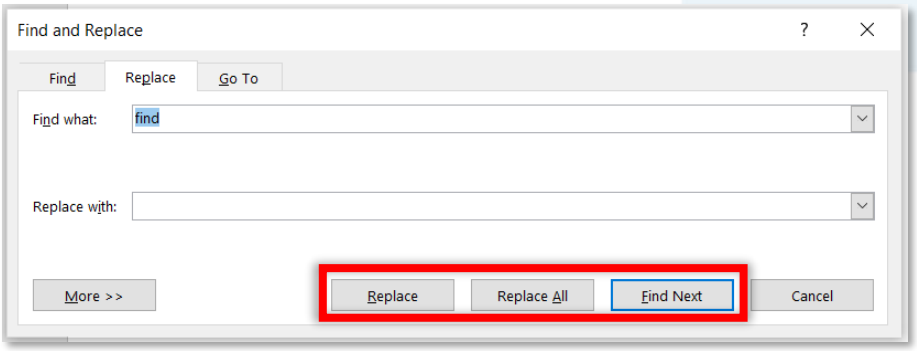
1. Navigate to the Home Tab
2. From the Editing group, click on the 'Replace' button



3. The 'Replace' button will display a pop-up window, asking you to fill in some information in certain fields. In the 'Find What' field, type the word (or words) you want Word to find. In the 'Replace With' field, type the word (or words) you want as replacements.



4. Once you've completed the 'Find What' and the 'Replace With' fields, use the buttons at the bottom to find replace the words individually (by clicking on 'Replace'), replacing the words all at once (by clicking on 'Replace All') or to skip and find the next selection in your document (by clicking on the 'Find Next' button).



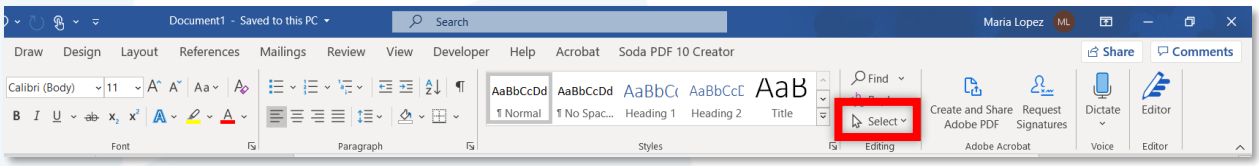
If you followed these steps correctly, Word will find and replace the words you have selected. Please note that any misspelled words will not be affected.

How To Select All (aka Highlight) Of Your Content

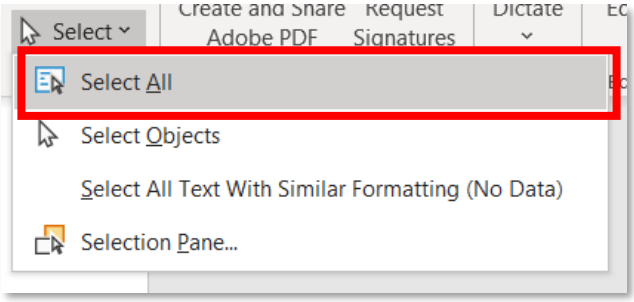
If you're looking for a way to select everything in your document, there are two ways to do this in Microsoft Word. The first way is the easiest because it's a shortcut. The shortcut to highlight everything in your document is the 'Control' key in your keyboard and clicking on the 'A' key on your keyboard (noted as Ctrl + A). Hold the 'Control' key and then press the 'A' key while holding the 'Control' key. Shortcuts in Word are also presented at the end of this booklet.

To select all of your content in your document:

1. Navigate to the Home Tab
2. From the Editing group, click on the 'Select' button

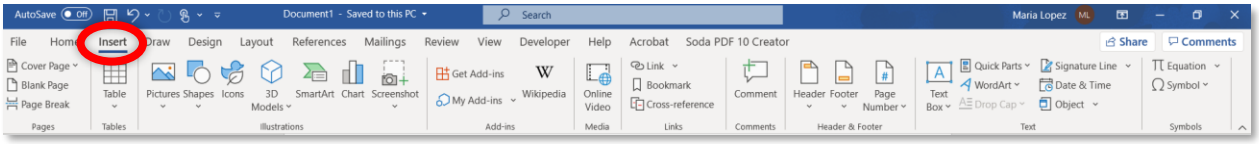


3. The Select' button will display a drop-down menu with a few selections. Click on the 'Select All' option. If you followed these steps correctly, your entire content will be highlighted.


Select
Create and Share Adobe PDF
Request Signatures
Dictate
Select All
Select Objects
Select All Text With Similar Formatting (No Data)
Selection Pane...

Exploring the Insert Tab Ribbon

Microsoft Word is used to create reports, research papers, pamphlets, flyers, books and more. It is no surprise then that Microsoft allows other elements other than words to be included in the Word processor. In this section, you will explore the different commands in the Insert tab that allow you to insert different elements to your document, such as pictures, tables, hyperlinks, headers and footers.



Inserting Pages

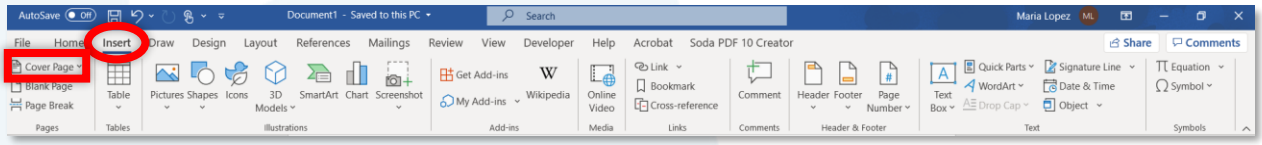
Microsoft Word includes a Pages group with three distinct selections. In this section, you'll discover how to insert a cover page to your document, how to insert a blank page and how to insert a page break.

How To Insert A Cover page Into Your Document

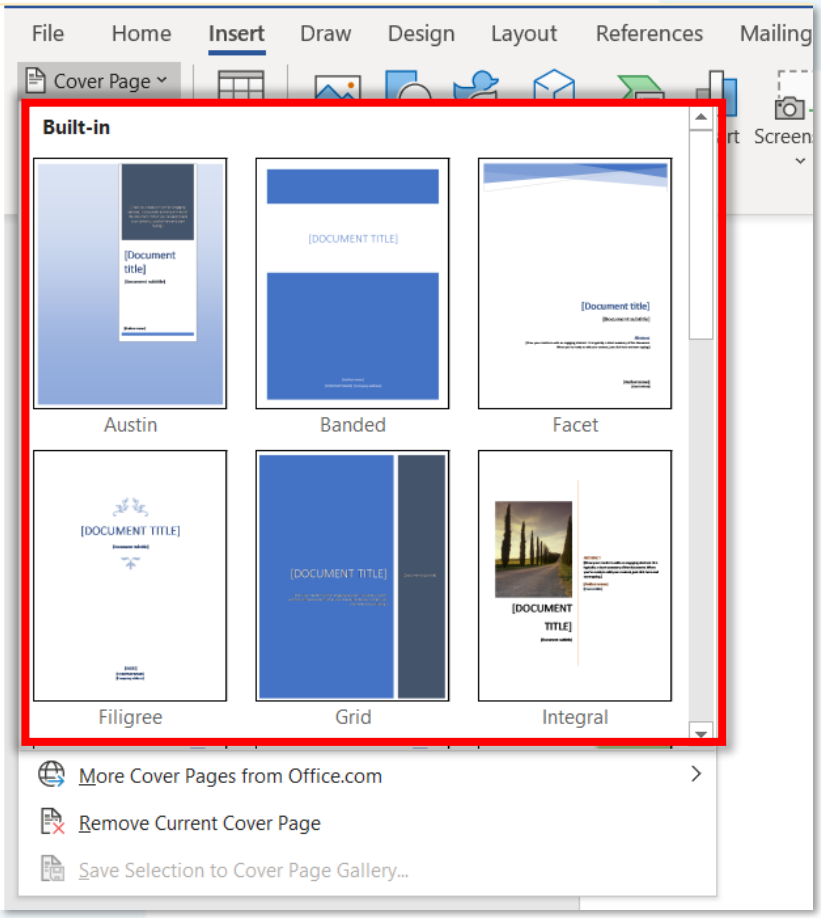
Microsoft Word has built-in cover pages that you can add to your document and easily modify. If none of the built-in selections fit your needs, Word gives you the option to find other cover pages via their Office.com site.

To insert a cover page into your document:

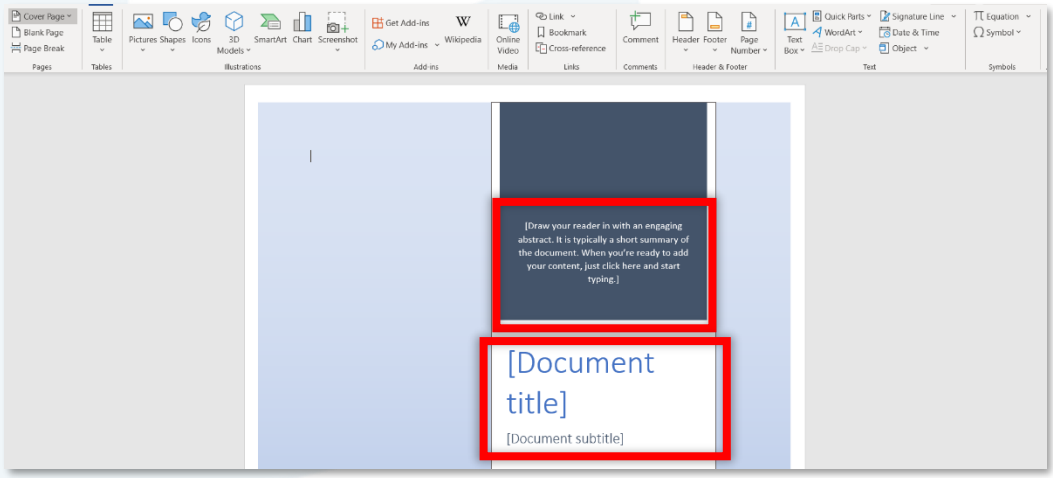
1. Navigate to the Insert tab
2. In the Pages group, click on the 'Cover Page' button



3. After clicking on the 'Cover Page' button, a drop-down gallery of cover pages will appear. Select the cover page of your choice by clicking on the sample once.



4. After selecting your cover page, Word will add the cover page you chose as the first page in your document. Click on the various parts of the cover page to customize the words, authorship, dates and images.

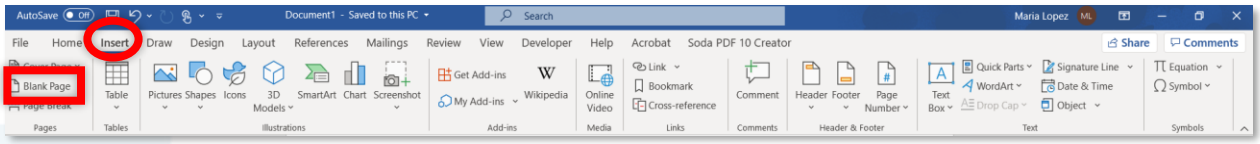


How To Insert A Blank Page Into Your Document

Microsoft Word allows you to work continuously throughout the document. However, there may be some instances in which you need to insert a blank page without affecting the formatting of everything you have done. Microsoft Word makes it easy to do this with one simple button.

To insert a blank page in your document:

1. Click on the area in your document where you want to include the blank page. Note that the blank page will appear after your edit cursor.
2. Navigate to the Insert tab
3. In the Pages group, click on the 'Blank Page' button



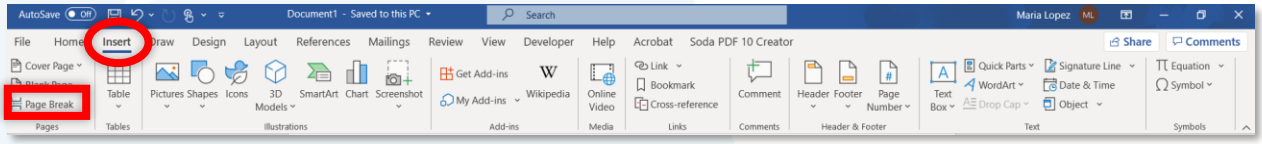
4. After clicking on the 'Blank Page' button, Word will insert a blank page immediately after the area you selected. Any content that existed after your selection will now appear after your new blank page.

How To Insert a Page Break

A Page Break marks where one page ends, and the other page begins. Page breaks are used to organize different parts of your document by identifying which content belongs at the top of a particular page.

To insert a page break:

1. Click at the end of a line in your document where you want to insert a page break
2. Navigate to the Insert tab
3. From the Pages group, click on the 'Page Break' button

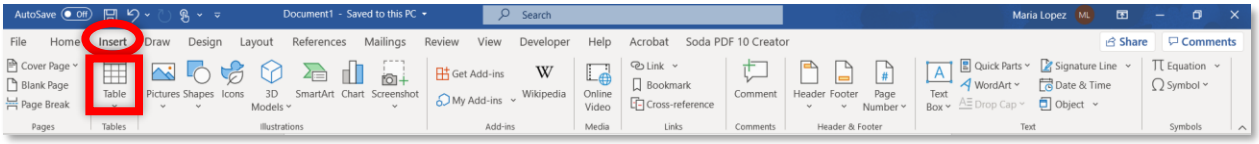


If you followed the steps correctly, the page will end where you inserted the page break and the rest of the content will start at the beginning of the next page. There

are other types of breaks in Word, but those breaks will not be covered in this booklet for beginning Word.

Working With Basic Grid Tables In Word

Word allows you to use a grid to quickly create a table with the rows and columns you choose. There are other types of tables that you can use in Word, but those tables will be covered in our more advanced booklets. The table you will learn to use in this booklet is the basic grid table.

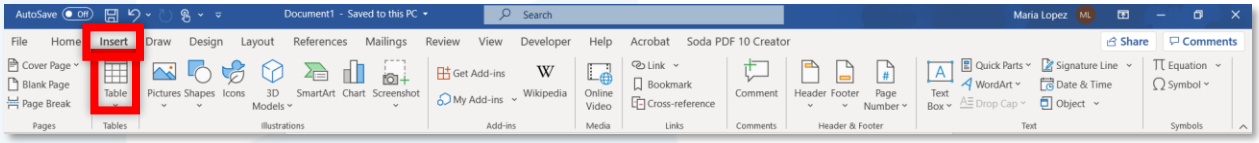


How To Insert A Basic Table In Word

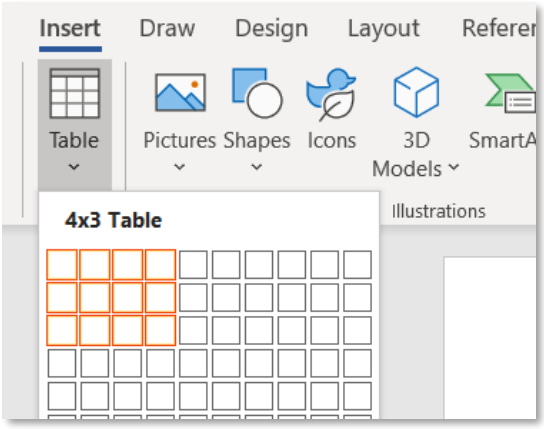
The basic grid table in Word has no formatting, no color and is very basic. This table is created by selecting the number of columns and rows you want to see in your table. The rows and columns will appear with the same dimensions.

To insert a basic table in Word:

1. In your Word document, click on the area where you want to insert a table
2. Navigate to the Insert page
3. Click on the 'Table' button, located in the Tables group



4. After clicking on the 'Table' button, a grid will show as a drop-down option. Select the size grid of your choice by moving your cursor and watching a preview of the table directly in your document.



5. After you selected your grid size, click with your mouse

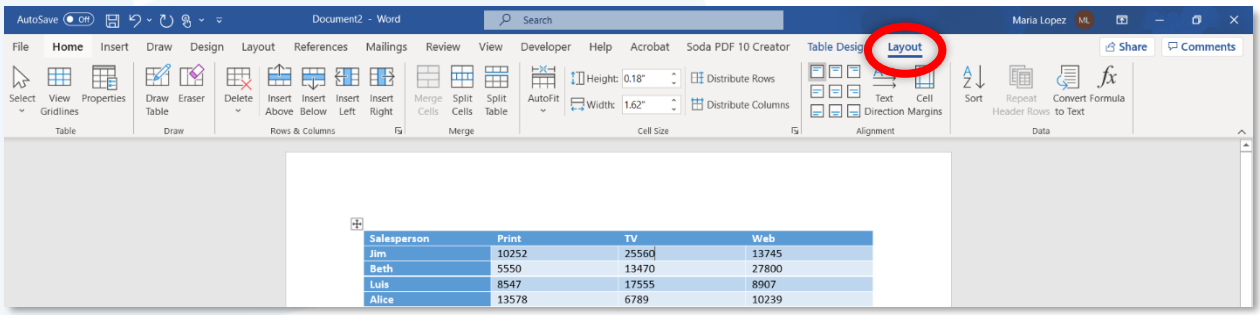
If you followed these steps correctly, you will see a table inserted in your document with the number of rows and columns you specified.

How to Insert and Delete Columns or Rows

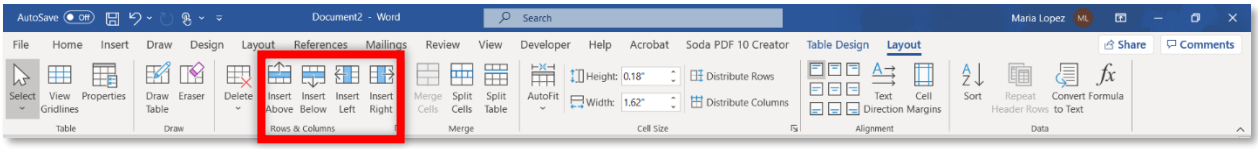
If, let's say, you created a 2x2 table (i.e. 2 rows and 2 columns), but you decided that you need an extra row, then you can insert a new row to your table.

To insert a new row to your table:

1. Click inside your table
2. By clicking inside your table, a new tab will appear specific to your table. This new tab is called Layout



3. In the Layout tab, you now have a button that allows you to Insert a row or column. To insert a new row, you can select 'Insert Above' or 'Insert Below'. To insert a column, you can select 'Insert Left' or 'Insert Right'. Click on the button of your choice.



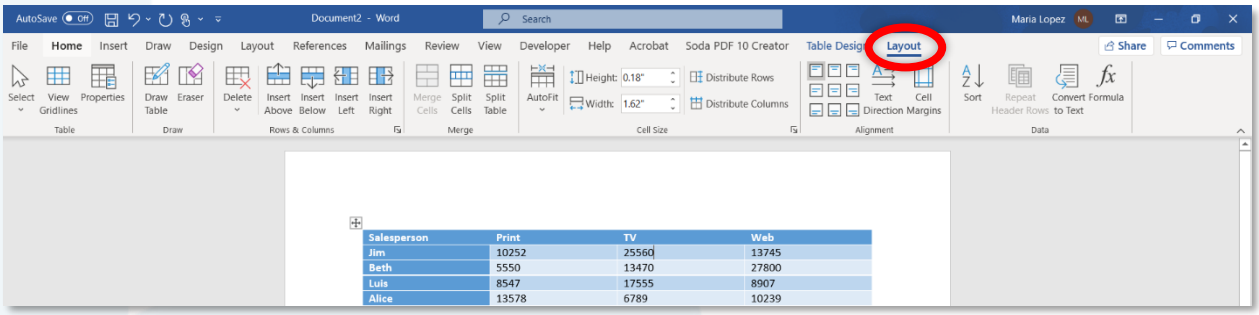
If you followed the steps correctly, you will see a new column or row in your table. You can then decide to add color to your headers, change the width of the columns or the height of your rows as well.

How to Delete a Table

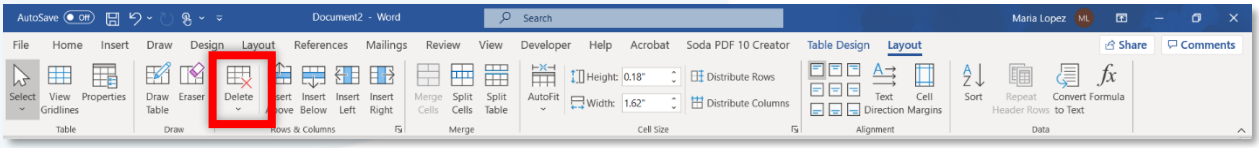
If you change your mind and no longer want to use a table in your document, there is a way to delete the table completely.

To delete a table:

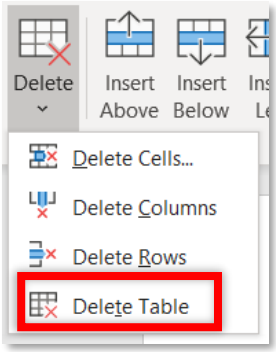
1. Click inside your table
2. Navigate to the Layout tab that appears when you click on your table



3. In the Layout tab, click on the 'Delete' button

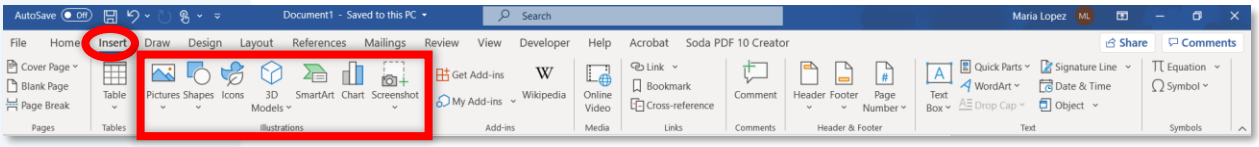


4. In the ‘Delete’ button drop-down menu select the ‘Delete Table’ option



The Illustrations Group

Word allows you to insert various things into a document beyond just words. The illustrations group gives you plenty of options to add to your document. In this beginner’s booklet, you will only learn the basics about inserting images into your Word document.



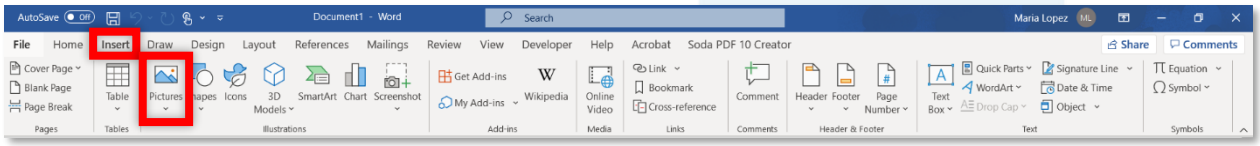
How To Upload Pictures Or Images Into Your Word Document

There are two main ways you can add a picture (or image) into your Word document. The first way to add a picture into your page is by uploading an image. Let’s discuss the steps to upload a picture into word, and later we will discuss the second option to add a picture to your file.

To upload a picture into your Word document:

1. Click on the area in your page where you want the picture to appear (but please note that Word will treat the location of the picture as another line)
2. Navigate to the Insert tab

3. In the Illustrations group, click on the 'Picture' button

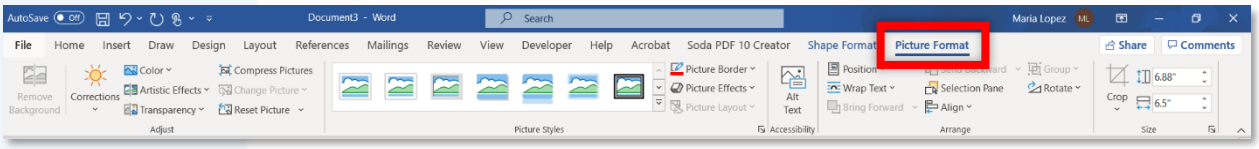


4. Select the saved picture/image that you want to upload
5. Select OK

If you followed these steps correctly, you will see your picture in your Word document.

The Picture Tools Format Ribbon

After inserting an image (or any illustration for that matter), Word will display a new tab with a complete set of commands in the ribbon. For images, Word will display a Picture Tools Format tab with many options that will help you manipulate your image. In this booklet, we will only be introducing some of the commands available in this ribbon.



Just remember, to make some of the tools (or buttons) active, make sure that you click on the image. Clicking on the image will also display the Picture Tools Format tab.

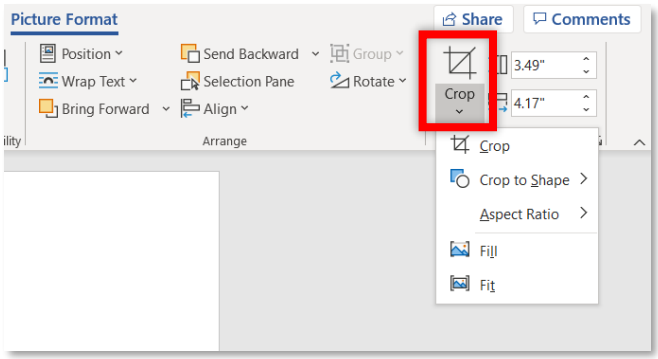
How To Crop Images In Word

Perhaps you found a picture online that you want to use in your Word document, but you only need certain parts of the picture. Word has the option to crop out the parts you don't need and leave the part of the picture that you do need.

To crop images in Word:

1. Click on your picture
2. Navigate to the Picture Tools Format tab

3. Click the ‘Crop’ button in the Arrange Group
4. Choose the option that gives you the control that you want to crop the image. The ‘Crop’ option will only let you crop the image in a square or rectangle figure. You can crop into another shape by selecting the ‘Crop to Shape’ option, and you can also change the dimensions by selecting the Aspect Ratio. Let’s assume, you’ll just use the regular ‘Crop’ option



5. When cropping an image, you’ll see these dark markers appear around your image that will allow you to crop in a certain direction.

6. To crop the image, click on any of those markers and hold, moving your cursor inward towards the image. You’ll see that the parts of the image that you will cut out will be

colored in a gray color.

7. After you decided that what you are cropping is the right decision, click outside of the image and you will be left with a cropped image (like the picture below)

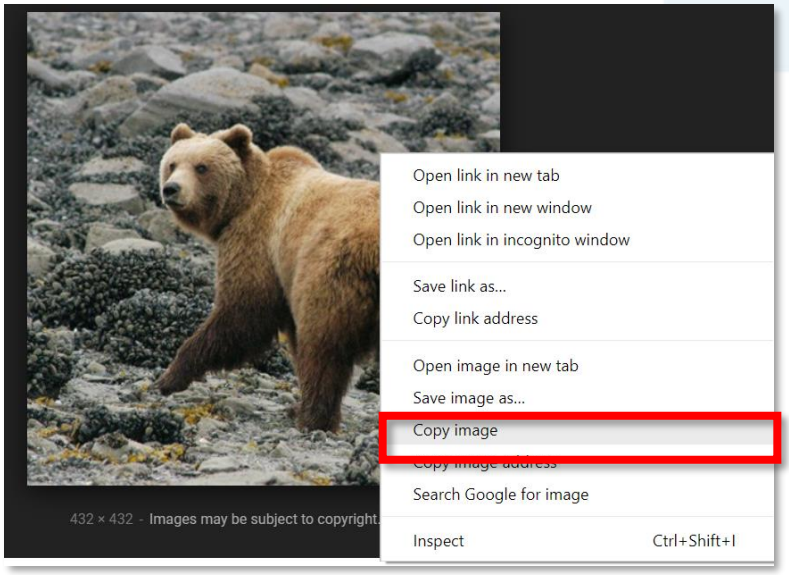
If you decide that you cropped too much of the image, you can follow the same steps but this time, move the markers outward to disclose the hidden parts of your picture.

How To Copy & Paste Pictures Into Your Word Document

In a previous section, you learned how to upload an image to your Word document. This is one way to add an image to your page. Another way to add an image to your page is by copying the image from an outside source and pasting it on to your Word document.

To paste an image in your Word document:

1. Locate the image you want to use in your document
2. Copy the image by right-clicking and selecting 'Copy Image' from the mini-menu



3. Click on the area where you want to add the image in your Word document
4. Paste the image

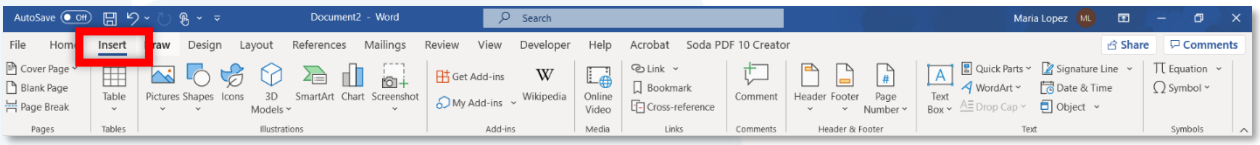
If you followed the steps correctly, your image will appear in your Word document. Sometimes adding a picture to your document by copying and pasting is best in case you don't have these images saved on your computer to upload.

Inserting Online Pictures

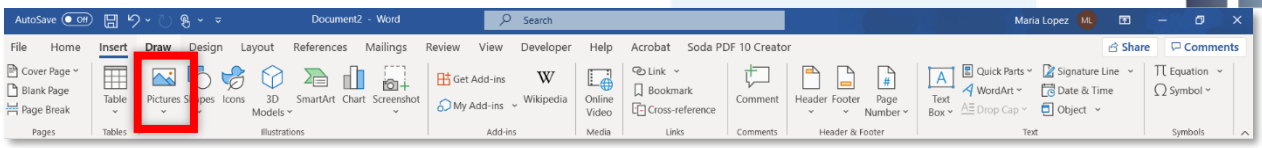
Office 2019 has an option to use online images without the need of exiting the Word program. This is very helpful because Word will look up images from **Bing** and do an online search directly from Word.

To insert an online image into your Word document:

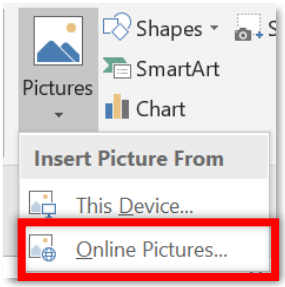
1. Navigate to the Insert tab



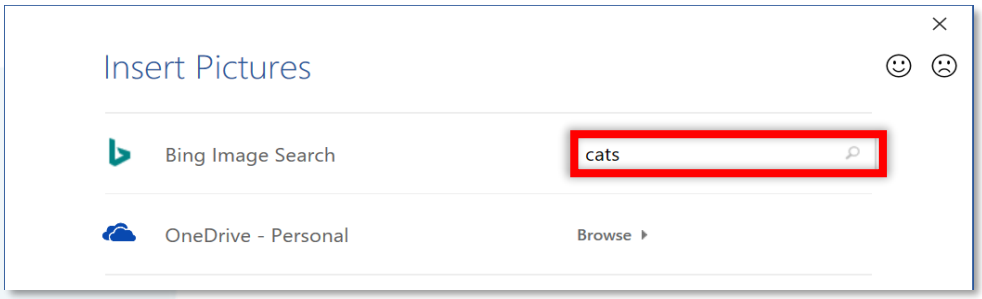
2. Click on the **Pictures** button located in the **Illustrations** group



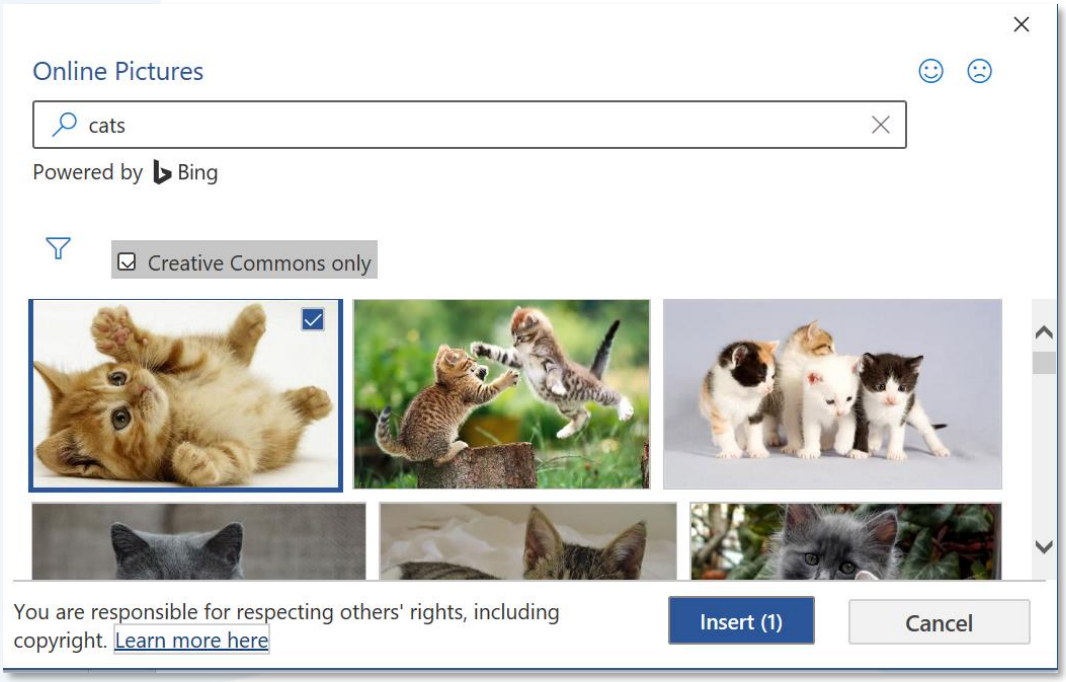
3. Select the **Online Pictures** option.



4. To begin your search, type your query in the **Bing** search box.



5. Select the image of your choice and press the **Insert** command.



Working With Links

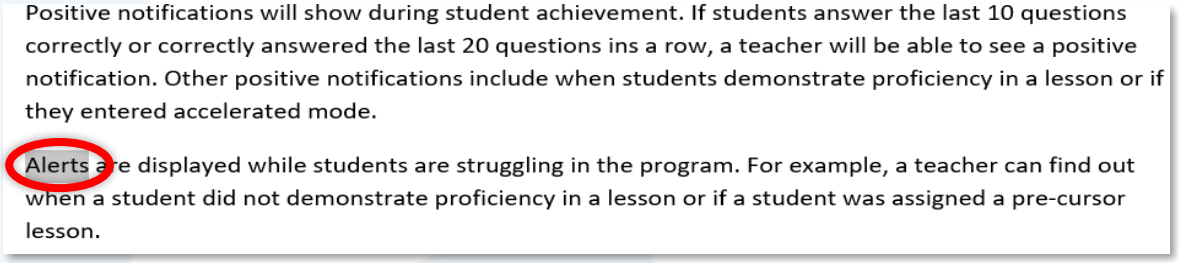
The Links group in Word includes three types of links that you can use throughout your document. Links are words, phrases, images or objects that are clickable and linked to a website or a section in your document. Links allow users to quickly navigate through the different pages of a document and allow readers to jump from section to section without having to scroll so much.

How To Insert A Hyperlink In Word

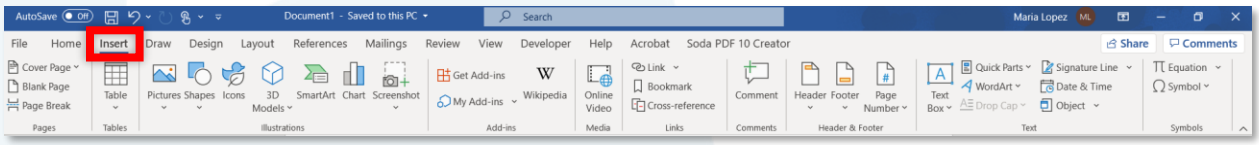
A hyperlink allows links words, images or objects in your document with particular sections, URLs or files that allow users and readers to easily access with a click of a button. Most hyperlinks are typically shown as underlined words in blue. This is the default type of hyperlink used in Word documents.

To insert a hyperlink into your document:

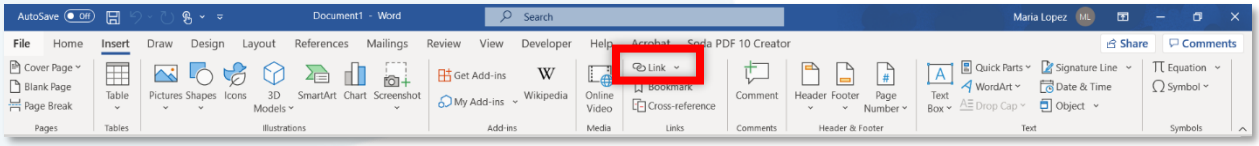
1. Select the word, words, images or objects where you want to add a hyperlink



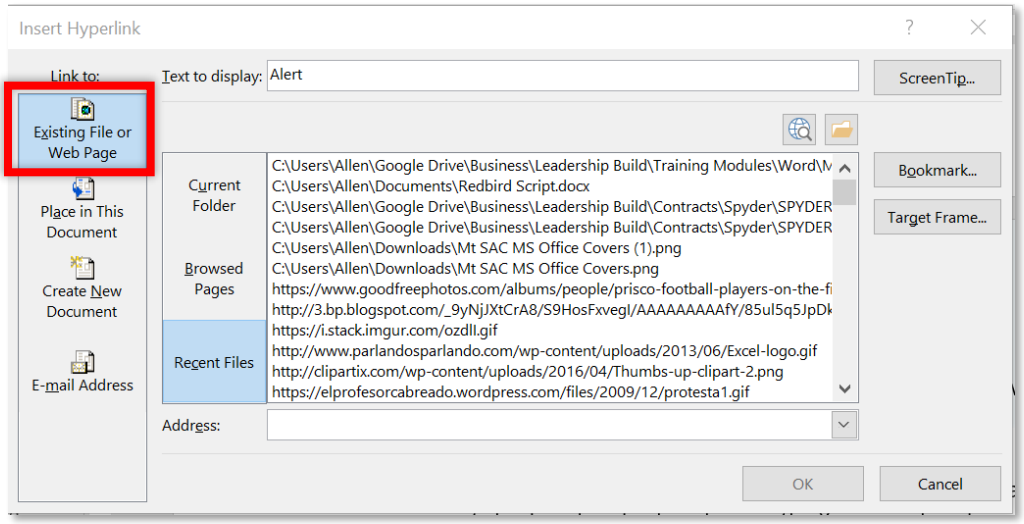
2. Navigate to the **Insert** tab



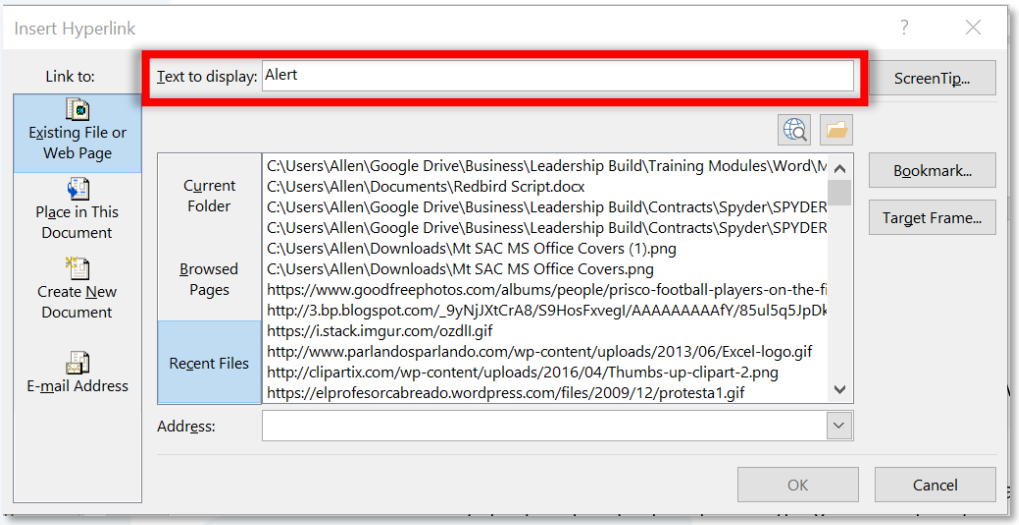
3. Click on the **Link** button located in the Links group



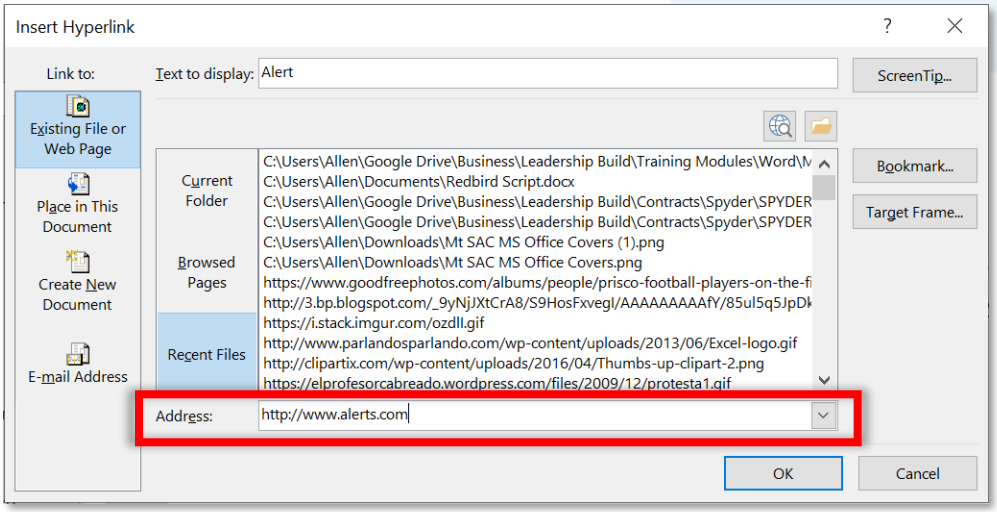
4. A pop-up window will appear. On the left side of the window, make sure that the **Existing File or Web Page** option is selected.



5. At the top of the pop-up window, in the *Text to Display* field, make sure that the word that you selected is displayed correctly. You can also change the word you want displayed.



6. At the bottom of the window, in the *Address* field, type the URL you want linked to the text



7. Select the **OK** button

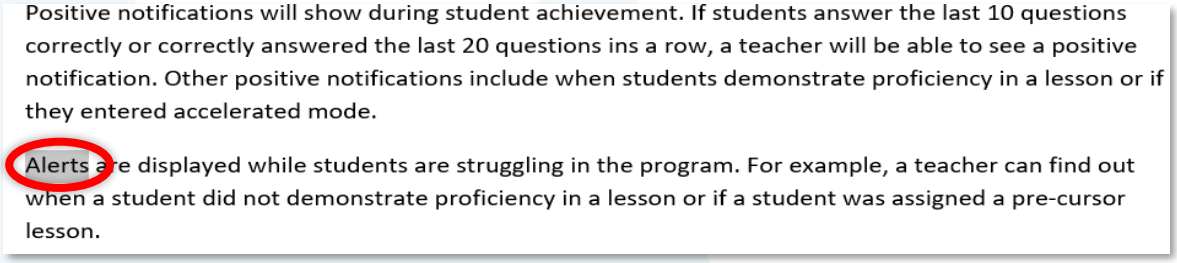
If you followed these steps correctly, the text you selected will be blue and underlined with a URL linked.

How To Create A Link To A Specific File In Your Computer

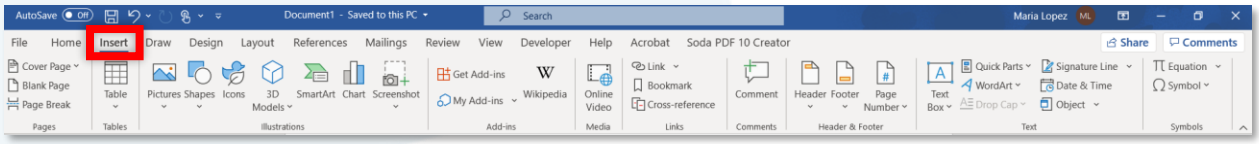
Besides creating URL hyperlinks in Word, you can also create links that will open a particular file if clicked. These types of links are still shown as underlined words.

To insert a link to a specific file in your computer:

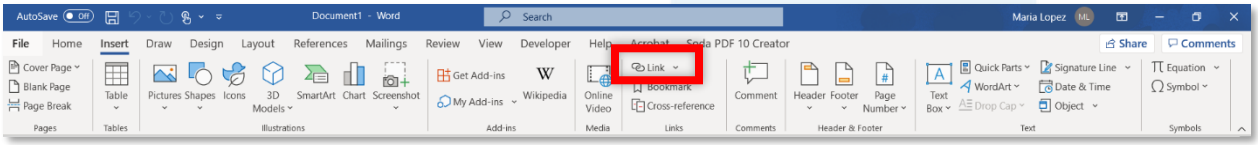
1. Select the word, words, images or objects where you want to add a hyperlink



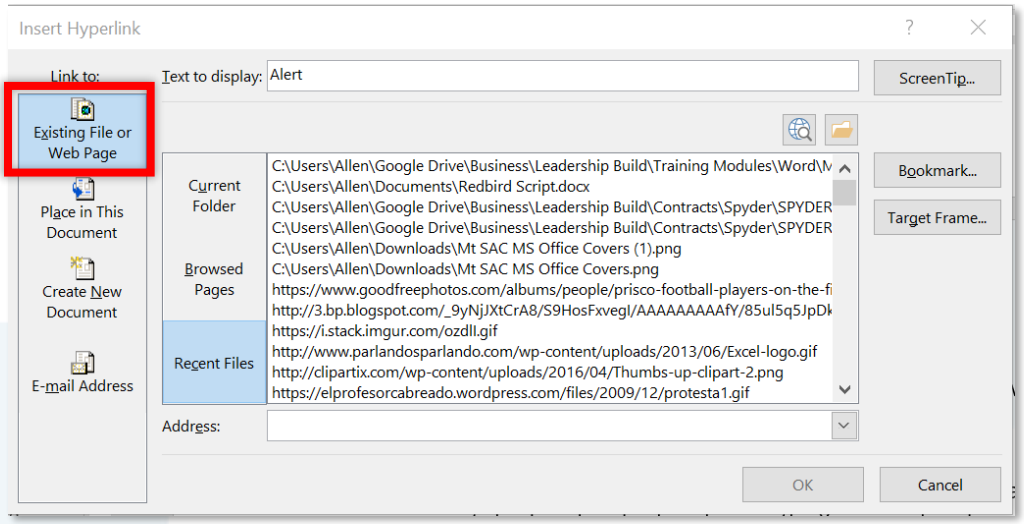
2. Navigate to the **Insert** tab



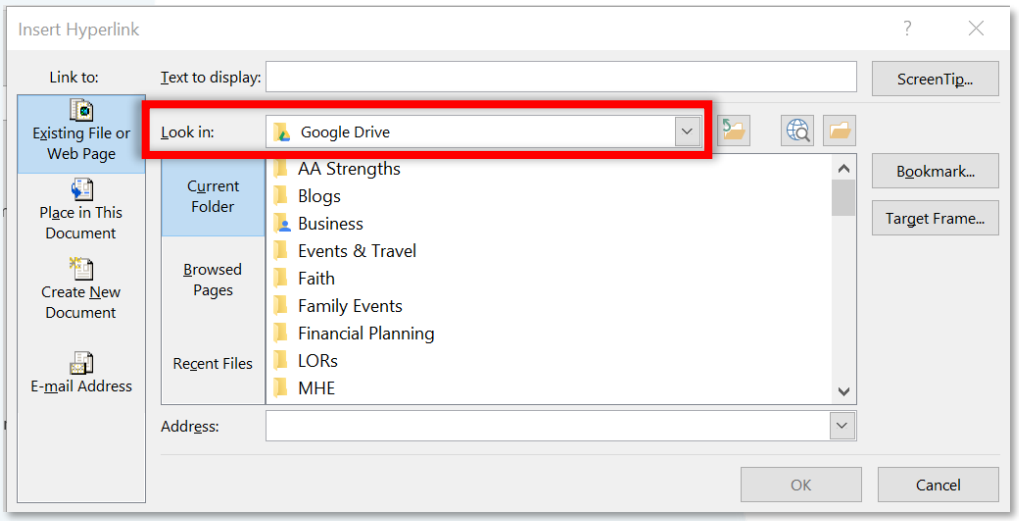
3. Click on the **Link** button located in the Links group



4. A pop-up window will appear. On the left side of the window, make sure that the **Existing File or Web Page** option is selected.



5. In the *Look In* drop-down menu, browse for the folder or file to open when the hyperlink is linked. Select the file from the *Current Folder* section.



6. Select the **OK** button once you select your file.

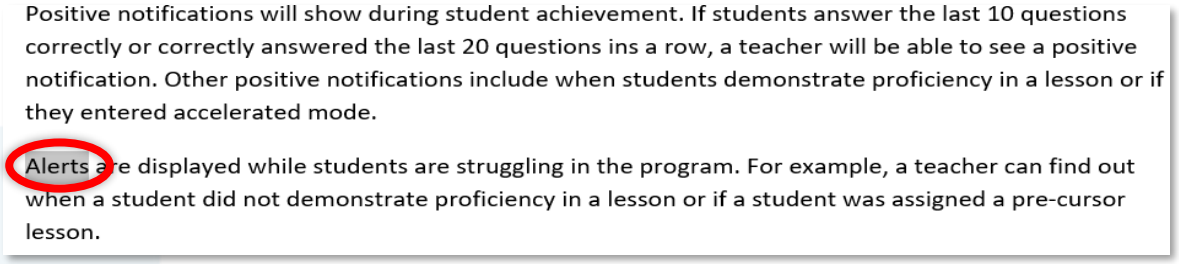
If you followed these steps correctly, the text you selected will be blue and underlined and linked to the file you selected.

How To Create A Link To An Email Address

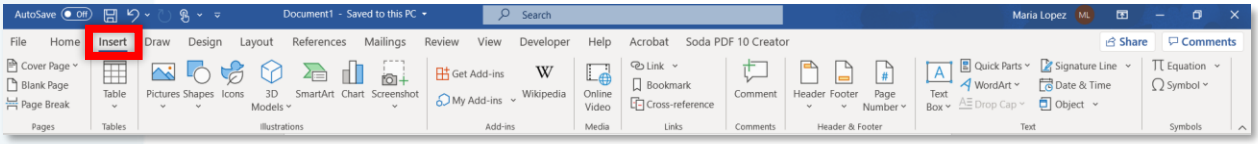
So far, you learned how to create URL hyperlinks and how to link to files on your computer. In this section you will learn how to create a link that will allow readers to email you when clicking on your link.

To insert a link to a specific file in your computer:

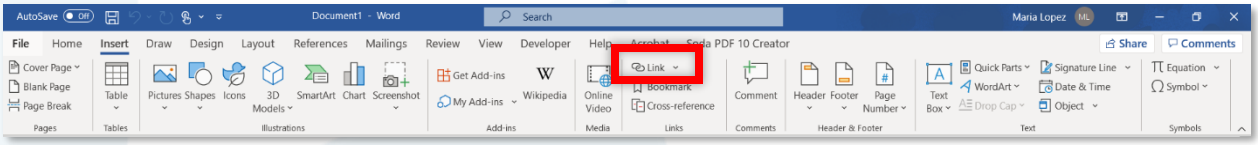
1. Select the word, words, images or objects where you want to add a hyperlink



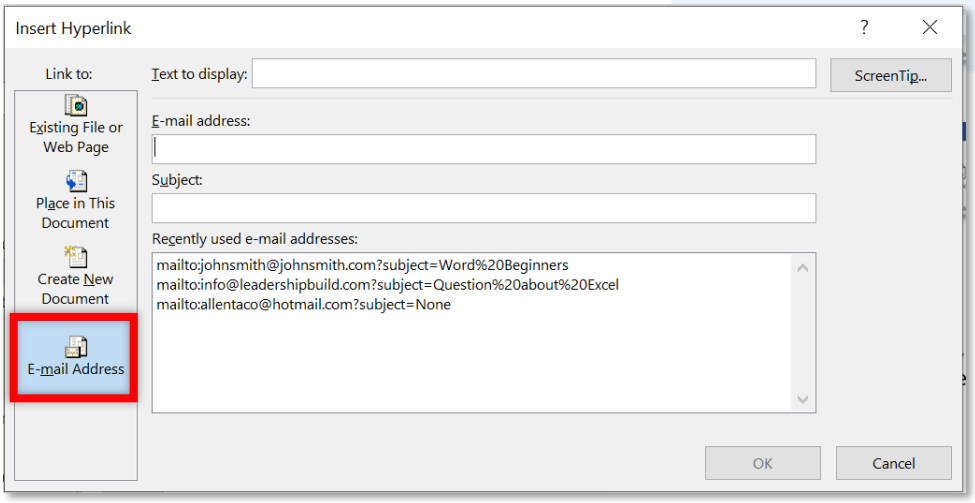
2. Navigate to the **Insert** tab



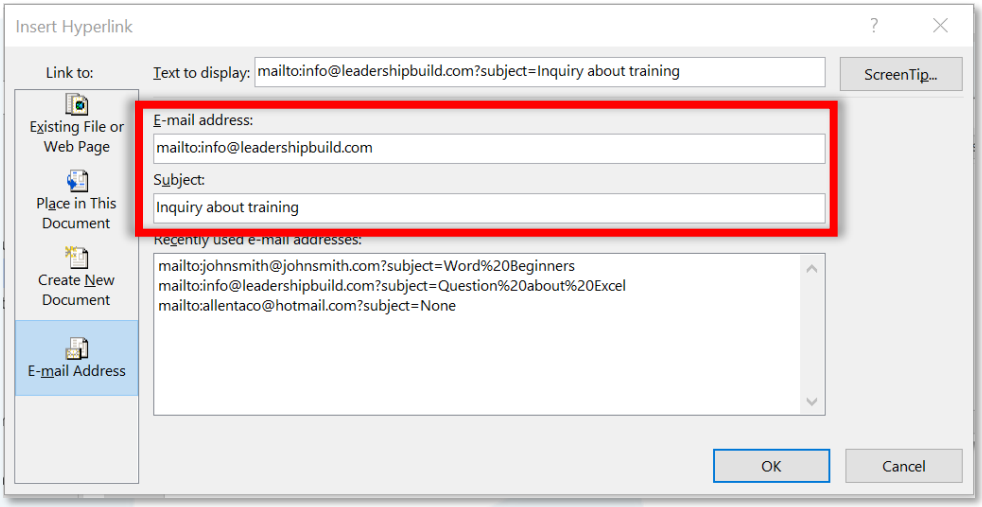
3. Click on the **Link** button located in the Links group



4. After clicking on the **Link** button, a pop-up window will appear. On the left side of the window, make sure that *Email Address* is selected.



5. In the *E-mail address* box, type your email address and add a *Subject* if applicable.



6. Select the **OK** button

If you followed these steps correctly, the text you selected will be blue and underlined and your email address will be triggered when clicked.

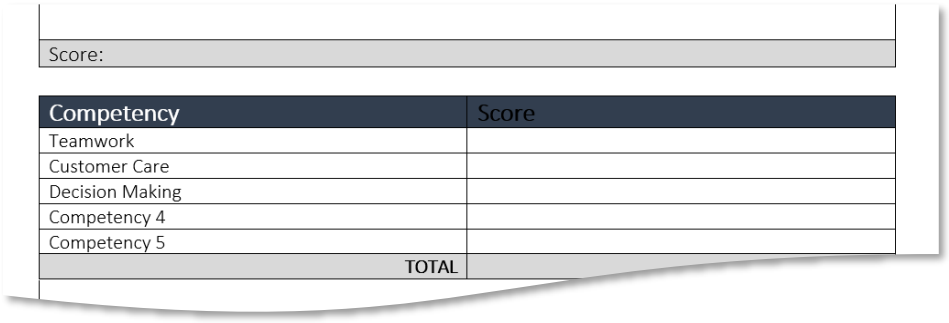
How To Add A Bookmark To Your Document

A bookmark is a hyperlink that is clickable but instead of taking you to a website or to an email, it will simply transport you to a location on the document itself. For

example, it could be a hyperlink or image that, when clicked, will take you to page seventeen of that document.

To add a bookmark to your document:

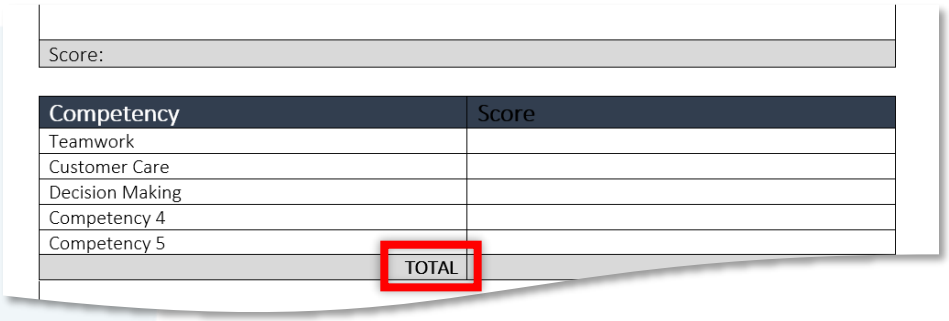
1. Go to the section or area in your document that you want to bookmark



Score:

Competency	Score
Teamwork	
Customer Care	
Decision Making	
Competency 4	
Competency 5	
TOTAL	

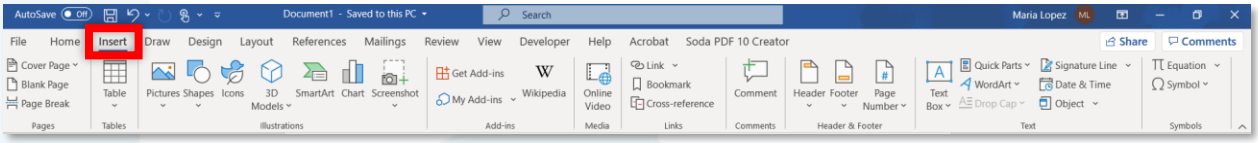
2. Select the text you want to bookmark.



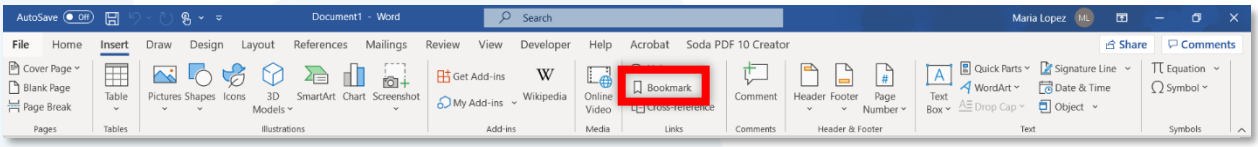
Score:

Competency	Score
Teamwork	
Customer Care	
Decision Making	
Competency 4	
Competency 5	
TOTAL	

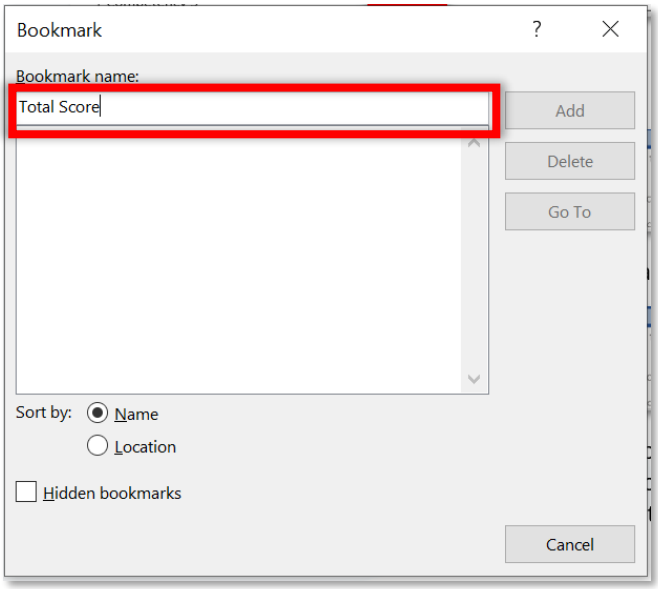
3. Navigate to your **Insert** tab.



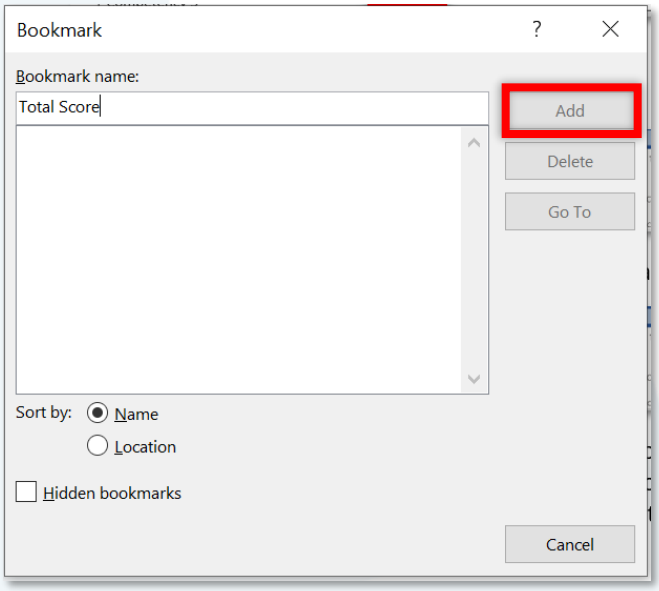
4. Click on the **Bookmark** command to create a bookmark for that text.



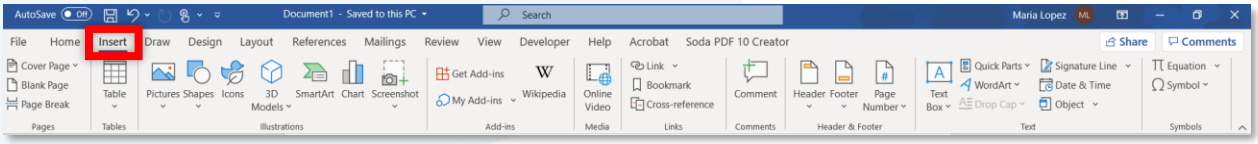
5. After clicking on **Bookmark**, a pop-up window will appear. Give your bookmark a name (but do not include spaces).



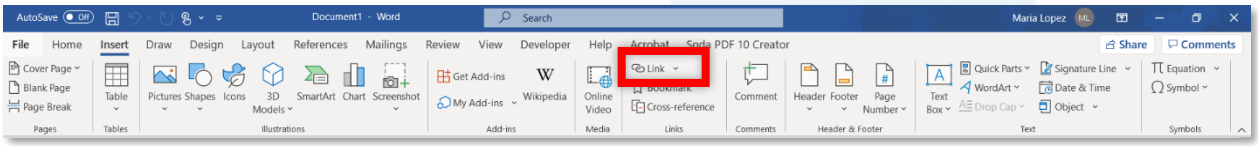
6. Click the **Add** button. Although you have technically created a bookmark, you still need to add a hyperlink so that it becomes active.



7. Now, navigate to the **Insert** tab again.



8. Click on the **Link** button located in the Links group



9. After clicking on the **Link** button a pop-up window will appear. On the left side of the window, click on the **Place in This Document** option.

10. At the top of the pop-up window, in the 'Text to display' field, write the text you want displayed to transport your readers to your bookmark. Then, select the bookmark of your choice.

11. Click on the Ok button

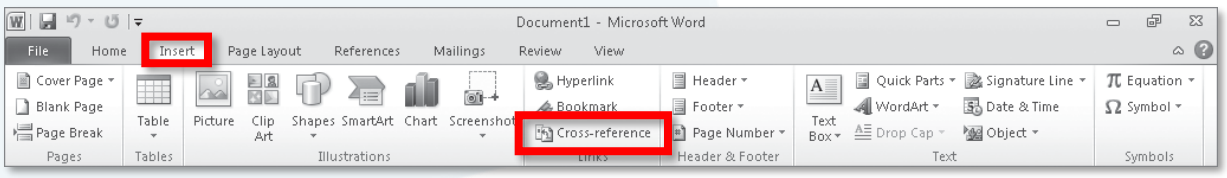
If you followed these steps correctly, the text with the hyperlink will turn blue and be underlined as a bookmark. The text is now a clickable hyperlink that readers can click on.

How To Insert A Cross-Reference In Word

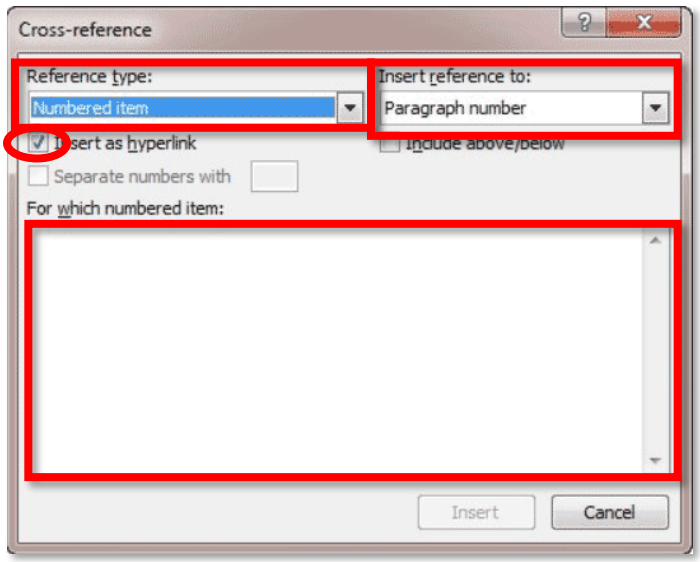
A bookmark is a place that you personally mark in your document. Cross-references are places in your document that have already been identified by Word, such as headings or pages. If you organize your Word document with such headings, titles, bullet points and subtitles, then Word can automatically cross-reference those sections and a hyperlink can easily be created.

To insert a cross-reference in Word:

1. Click on the area where you want to add a cross-reference
2. Navigate to the Insert tab
3. Click on the 'Cross-reference' button located in the Links group



4. After clicking on the 'Cross-reference' button a pop-up window will appear. Select the reference type (on the left side of the window) and where you want to add the reference to. To automatically insert a hyperlink, make sure that the 'Insert Hyperlink' checkbox is clicked. Depending on the reference type, Word will display a bank of sections in your document that match the reference type. Select the reference from the list.
5. When you're done, click on the 'Insert' button



If you followed these steps correctly, the cross-reference will be added to the area you clicked in step one.

Header & Footer

Headers are words, numbers or images that appear at the top of your document. Headers appear at the top of your document on every page (unless you customize this option). Footers can also be words, number or images, but they appear on every page at the bottom of the page. You can add and edit the header and footer of your document but while you're editing the main content of your document, they will seem to appear *washed out* or grayed out in the background.

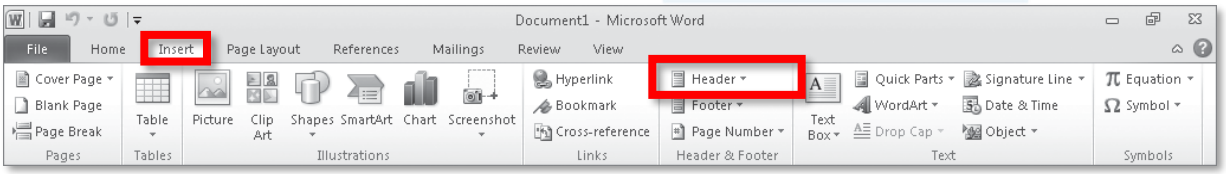
How To Insert A Header In Your Document

Headers are great to use in documents because they stick to the top of every page. This is useful when writing a manual, a report or a manuscript. Microsoft Word makes it very easy to work with Headers.

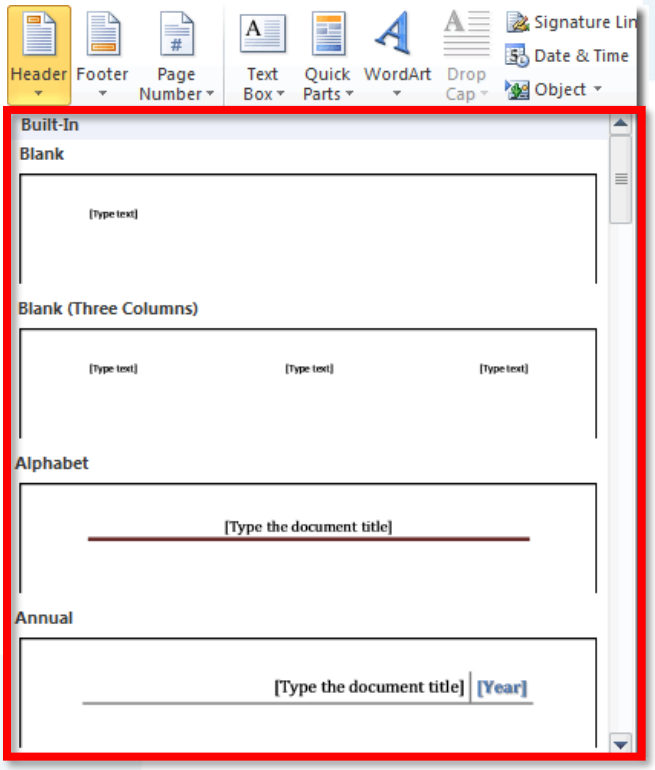
To add a header to your document:

1. Navigate to the Insert tab

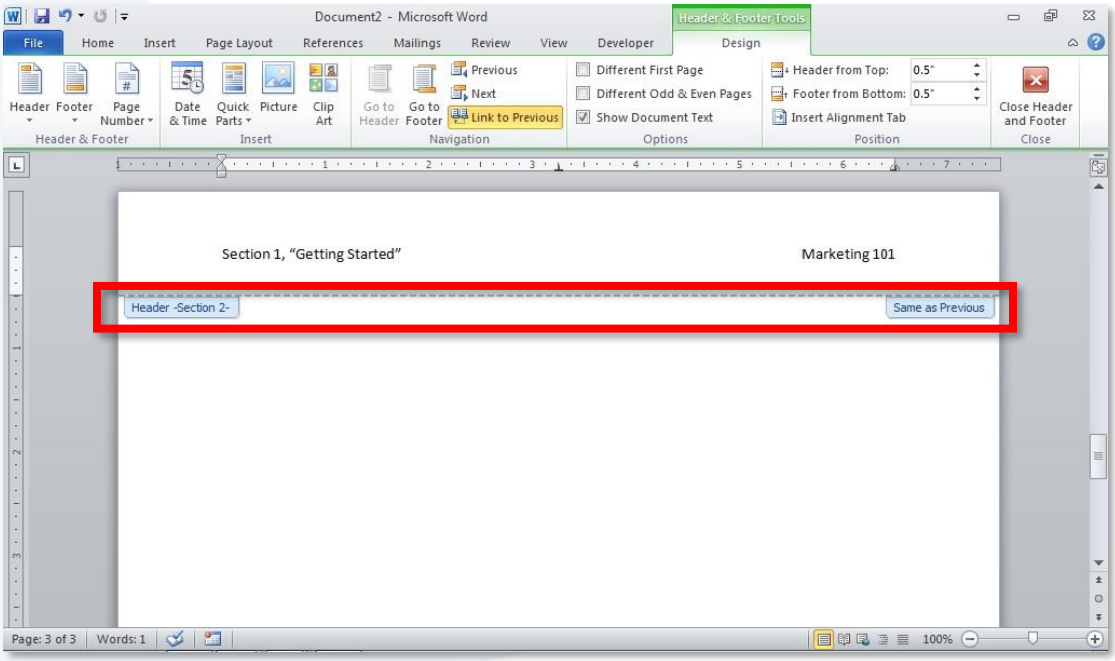
2. Click on the ‘Header’ button in the ribbon



3. After clicking on the ‘Header’ button, Word will display a gallery of built-in headers you can choose from, including some that are blank but ready to customize. Select your favorite header by clicking on it. If there aren’t any that you like, Word has more headers available via Office.com.



4. After you add your header to your document, a dashed line will appear, representing the area where your header ends and the rest of the content of your page begins. Edit your header by typing directly on it.



5. Once you're done customizing your header, double-click on the body of the page to

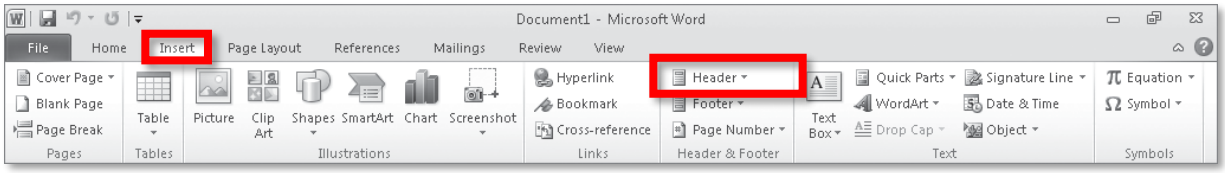
continue editing the rest of your document.

How To Remove A Header From Your Document

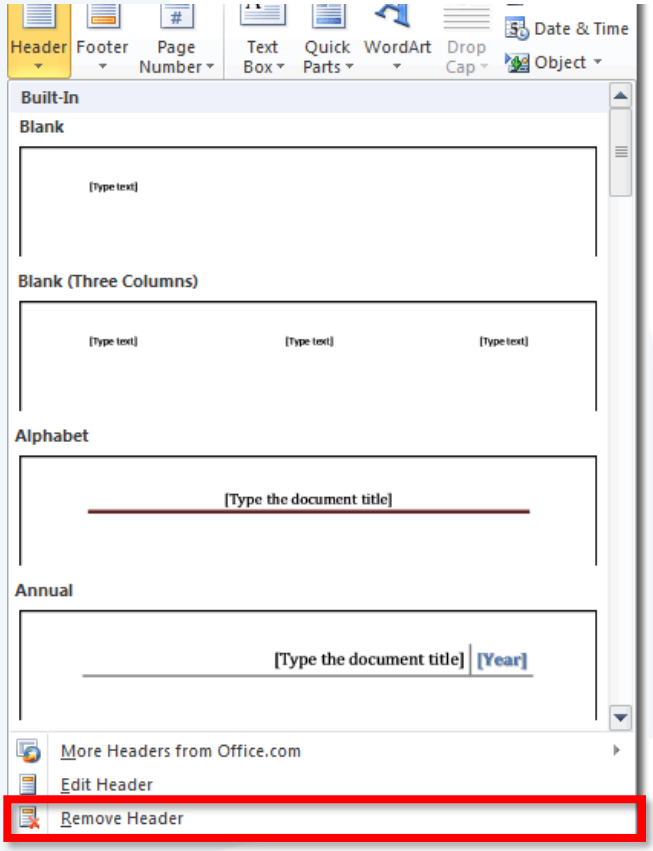
If you no longer want to use the header you created, it's quite easy to remove it from your document.

To remove a header from your document:

1. Navigate to the Insert tab
2. Click on the 'Header' button in the ribbon



3. After clicking on the 'Header' button, Word will display a gallery of built-in headers you can choose from. Instead of choosing a header, scroll to the bottom of the menu and select the 'Remove Header' option.

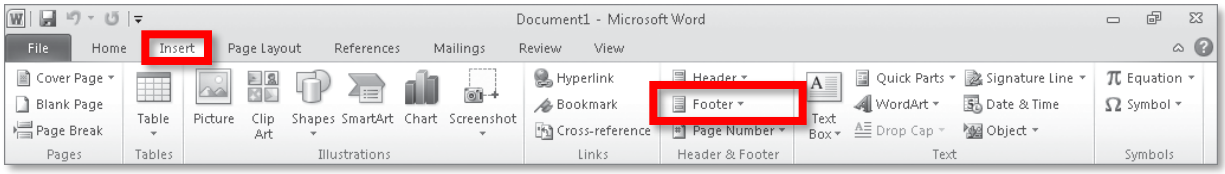


How To Insert A Footer To Your Document

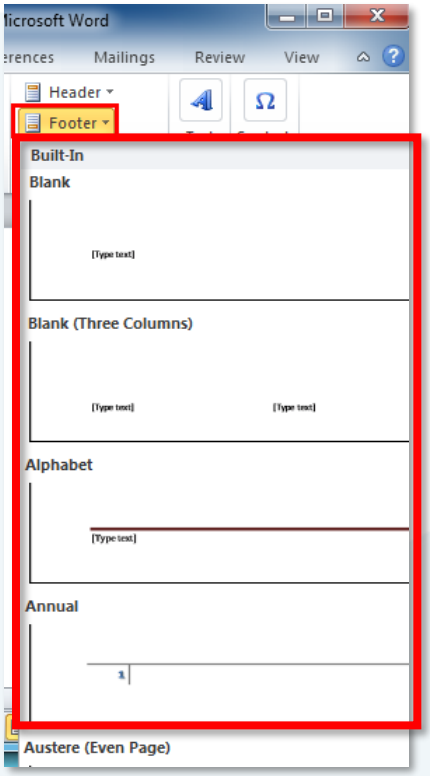
A header appears at the top of the page on every page. A footer appears at the bottom of the page on every page.

To insert a footer to your document:

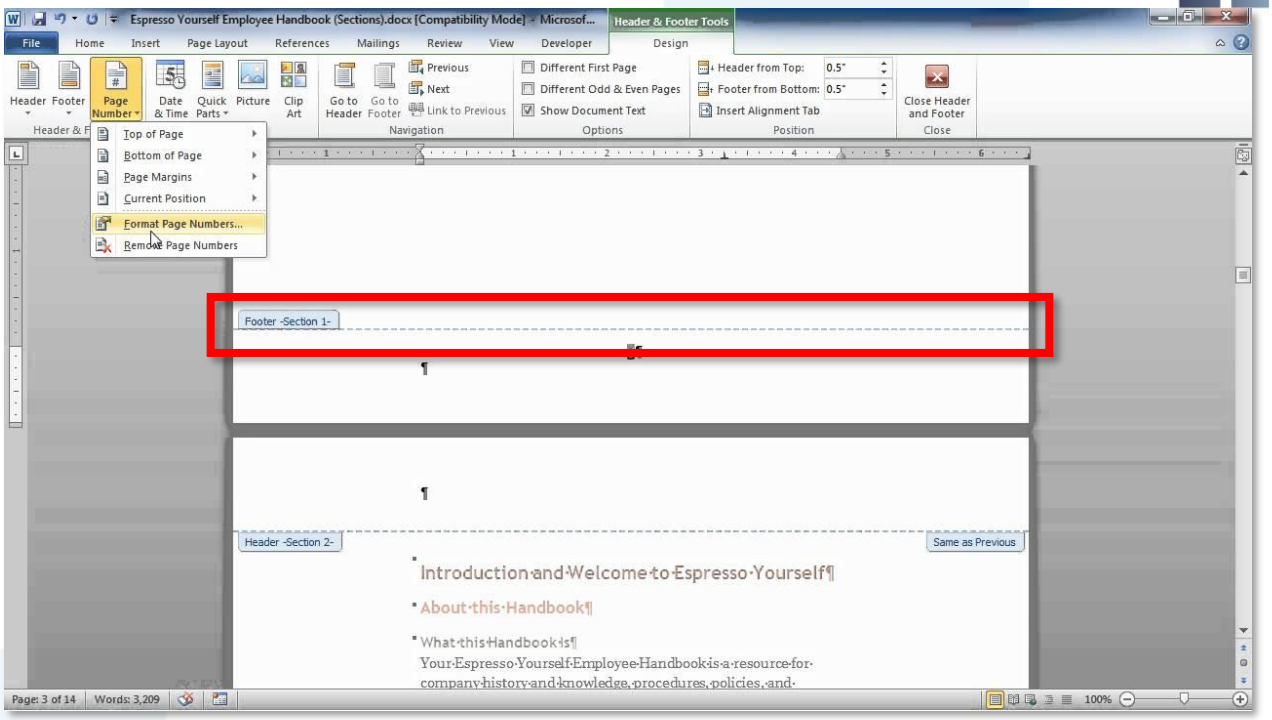
1. Navigate to the Insert tab
2. Click on the 'Footer' button in the ribbon



3. After clicking on the 'Footer' button, Word will display a gallery of built-in footers you can choose from. Select the footer you prefer by clicking on that footer.



4. After you add your footer to your document, a dashed line will appear, representing the area where your main content ends and your footer begins. Edit your footer by typing directly on it.



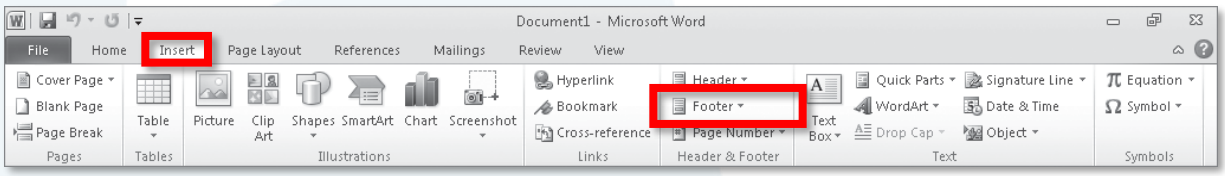
5. Once you're done customizing your footer, double-click on the body of the page to continue editing the rest of your document.

How To Remove A Footer From Your Document

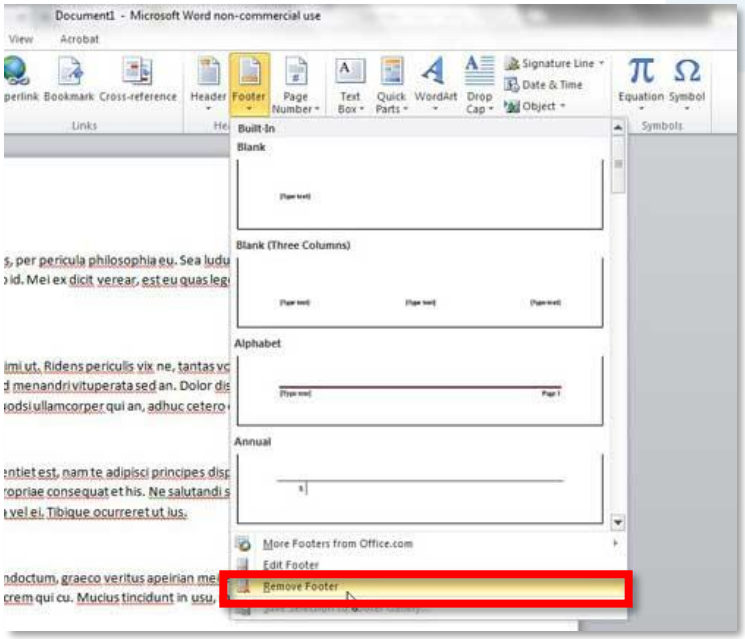
If you no longer want to use the footer you created, it's quite easy to remove it from your document.

To remove a footer from your document:

1. Navigate to the Insert tab
2. Click on the 'Footer' button in the ribbon

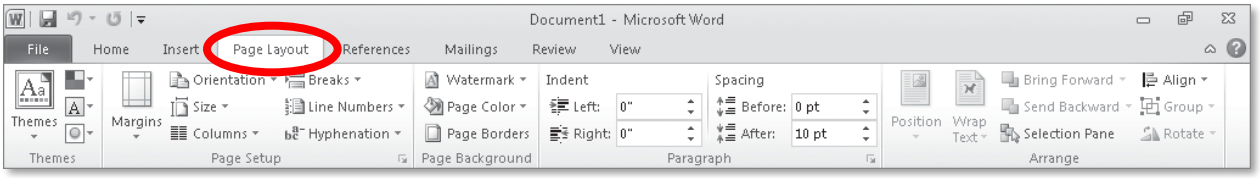


3. After clicking on the 'Footer' button, Word will display a gallery of built-in footers you can choose from. Instead of choosing a footer type, scroll to the bottom of the menu and select the 'Remove Footer' option.


Document1 - Microsoft Word non-commercial use
View
Acrobat
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Equation
Symbol
Links
Symbols
Built-In
Blank
Blank (Three Columns)
Alphabet
Annual
More Footers from Office.com
Edit Footer
Remove Footer

Exploring the Page Layout Tab Ribbon

In this section, you will learn some basic ways to change the design of your document. Although you will be exploring the Page Layout tab, this booklet will not cover all the commands available in the Page Layout tab ribbon. The Page Layout tab is used to change the font settings, colors and style of your document. You can always manipulate your font in any way you want, but Word has built-in styles that will keep a consistent flow throughout the document.

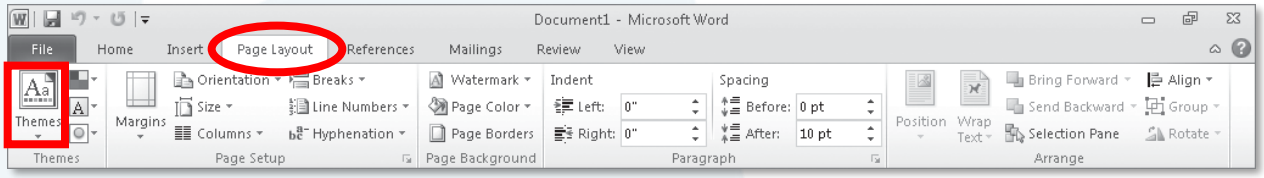


How To Change The Theme Of Your Document

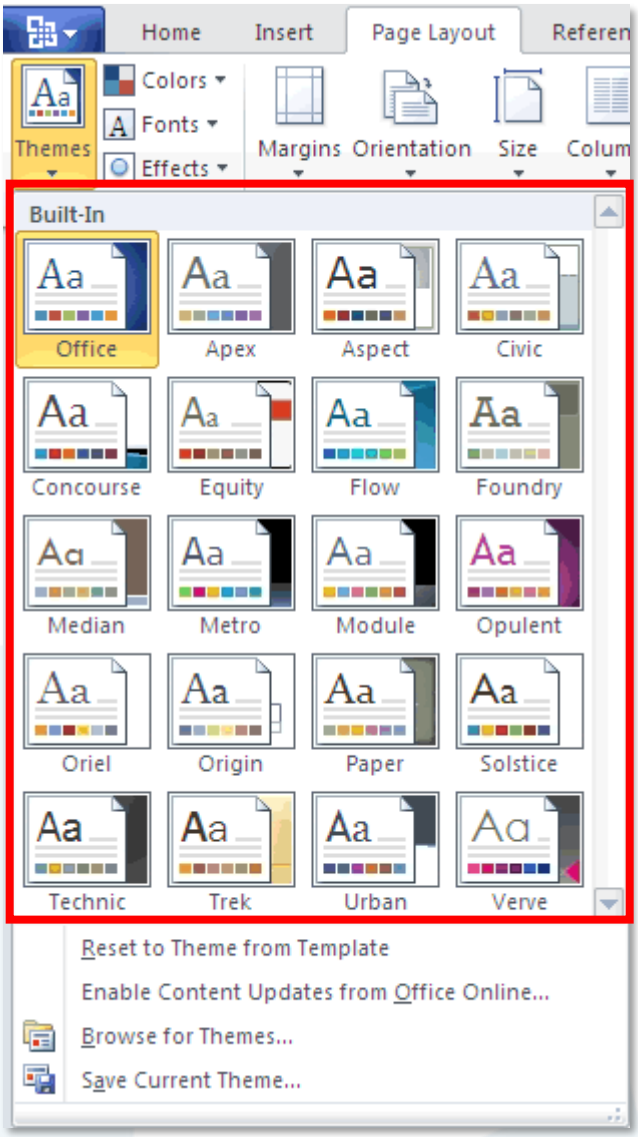
Whenever you open a blank page in Word, Word has a default style that it uses. For example, Word defaults to size 11 fonts with a Calibri style. Although this is Word's preferred style, you can change this at any time. Be careful, though, when using way too many font styles and sizes in your document as it may not look as professional. The great thing about Word's themes is that they are all color-coded and have a great, consistent flow.

To change the theme of your document:

1. Navigate to the Page Layout tab
2. Click on the 'Themes' button located in the ribbon



3. After clicking on the 'Themes' button, a gallery of themes will appear. Click on the theme of your choice and watch your entire document change to the style of that theme. If there is a theme that you want to use for your document, click on that theme and the selected theme will now be applied to your document.



How To Remove A Theme

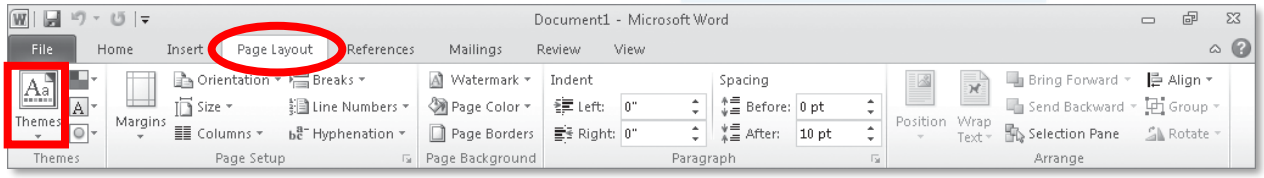
Perhaps, after using a theme for some time, you decide that you prefer to make things go back to the way it was.

To remove the theme you are using and revert back to the original:

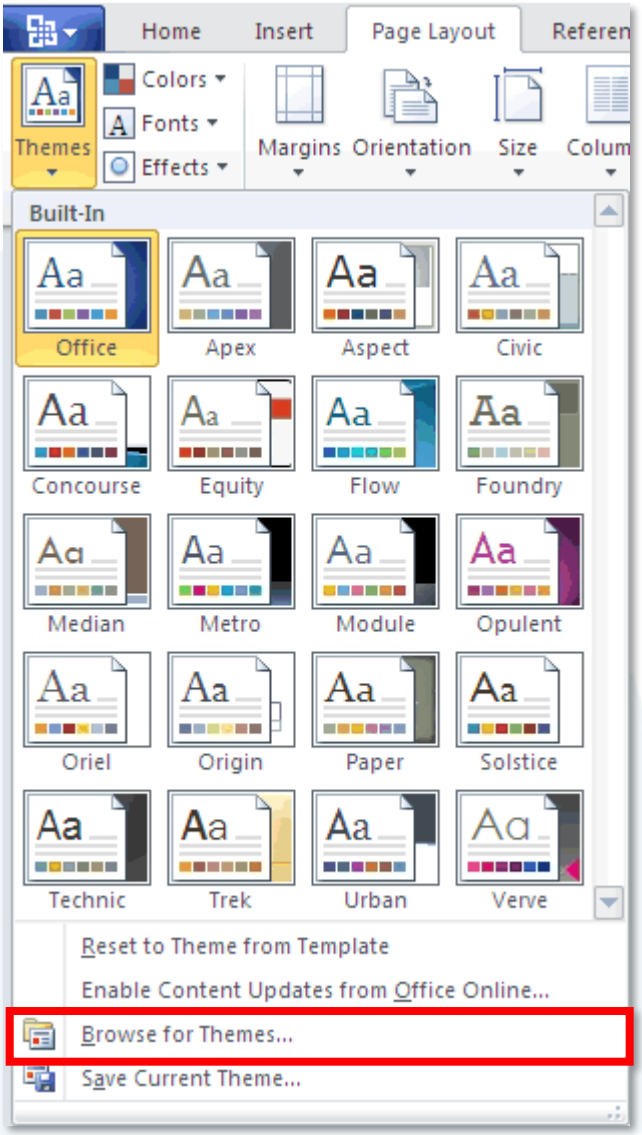
To change the theme of your document:

1. Navigate to the Page Layout tab

2. Click on the ‘Themes’ button located in the ribbon



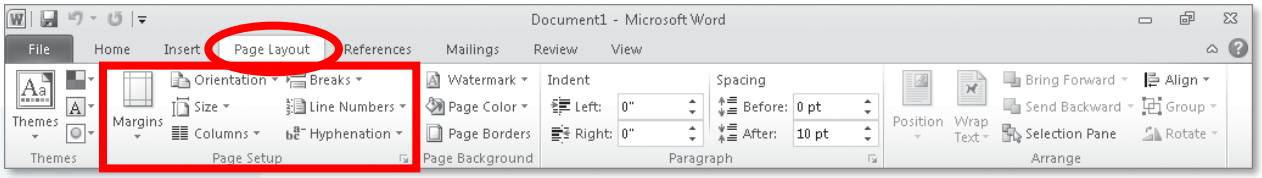
3. After clicking on the ‘Themes’ button, a gallery of themes will appear. Toggle to the bottom of the drop-down menu and select the option 'Reset to Theme from Template’.



If you followed these steps correctly, you'll find that the theme you were using no longer applies to your document and the style has now reverted to the way things were before you applied a particular theme.

The Page Setup Group

The Page Layout ribbon includes ways to modify your document's theme and font, but also includes the settings to print, among other things. The Page Setup group includes settings for your pages, line numbering, breaks and hyphenations. In this booklet, we will discuss some of the page settings needed to properly print your documents.

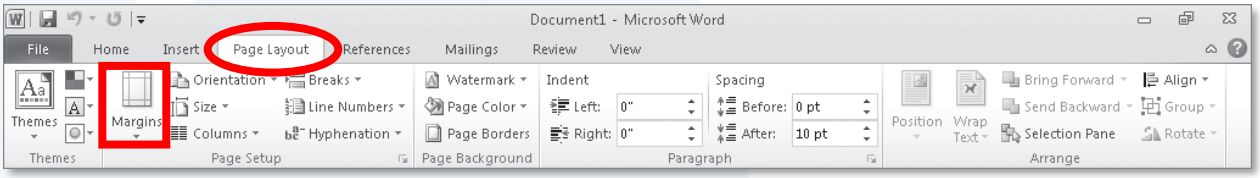


How To Change The Margins Of Your Document

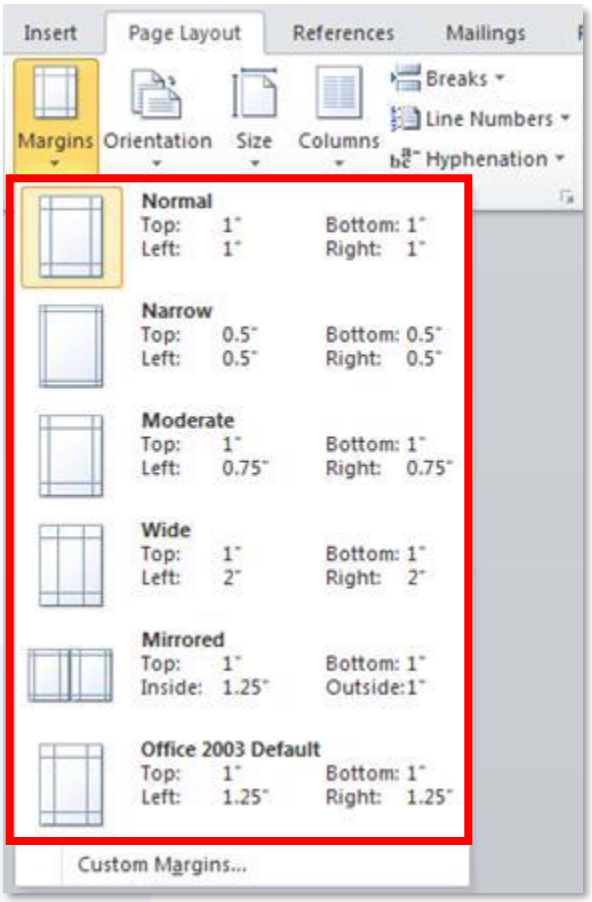
At some point, you might need to print your document and are struggling to fit everything in one page. One idea is to change the margins of the page. Word automatically has fixed margins, but they can be changed depending on your needs. Be careful when customizing the margins of your file because, depending on the printer you are using, some parts may get cut-off.

To change the margins of your page:

1. Navigate to the Page Layout tab
2. Click on the 'Margins' button located in the ribbon



3. After clicking on the 'Margins' button, a drop-down menu will appear with a few options. The options given by Word will display a sample of what those margins will do to your pages and will also display the size of the margins. Select the margins you want to apply to your document by clicking on that option.

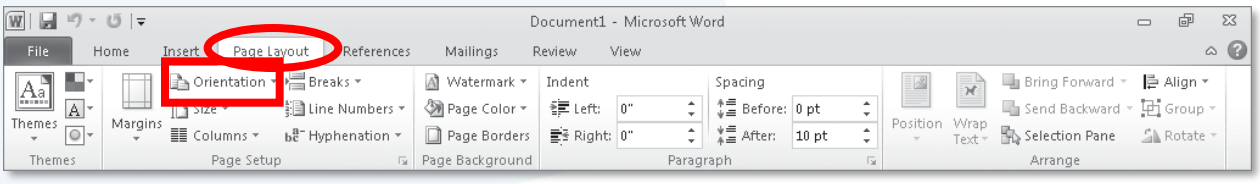


How To Change The Orientation Of Your Document

By default, a blank Word document is set to be in Portrait mode. This is why, when you type, the page is set up in the *long way*. This setting can easily be changed though.

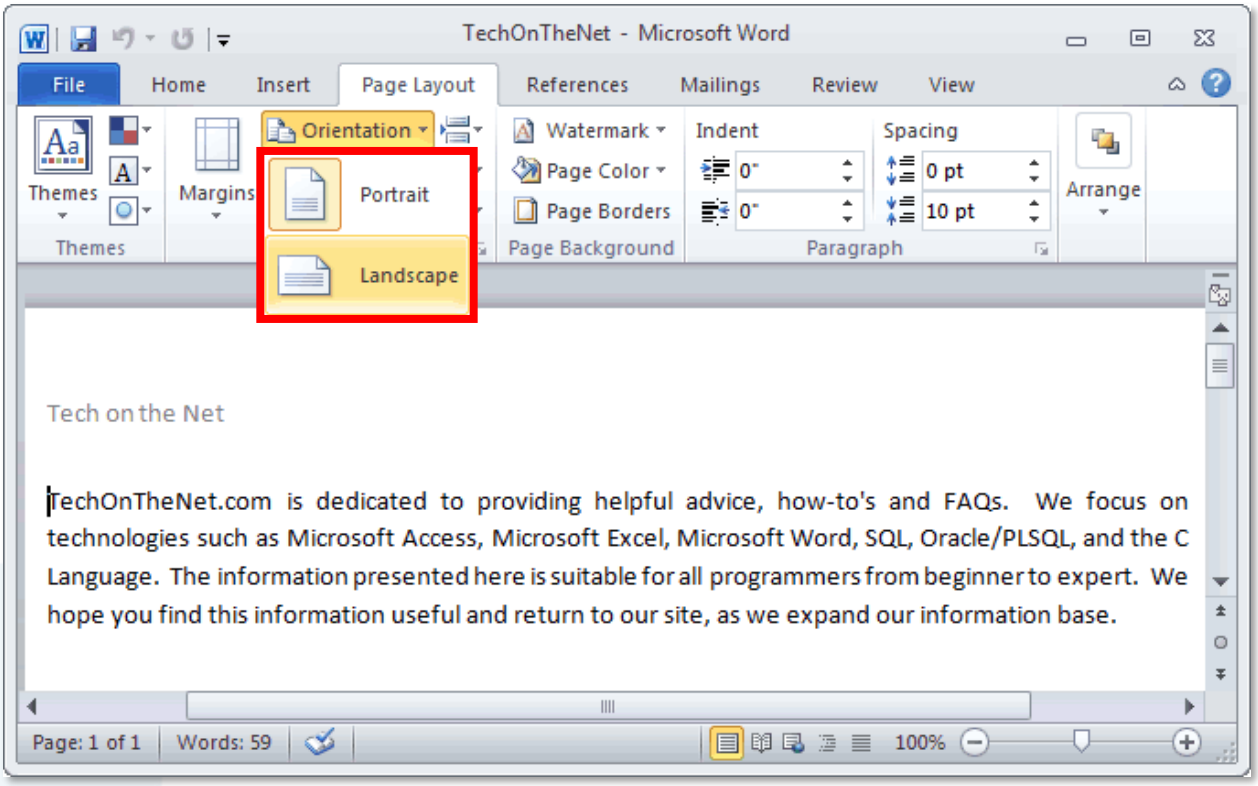
To change the orientation of your document:

1. Navigate to the Page Layout tab
2. Click on the 'Orientation' button located in the ribbon



3. After clicking on the 'Orientation' button, a drop-down menu will appear with two

options: Portrait or Landscape. Select the orientation of your choice by clicking on one of the options.



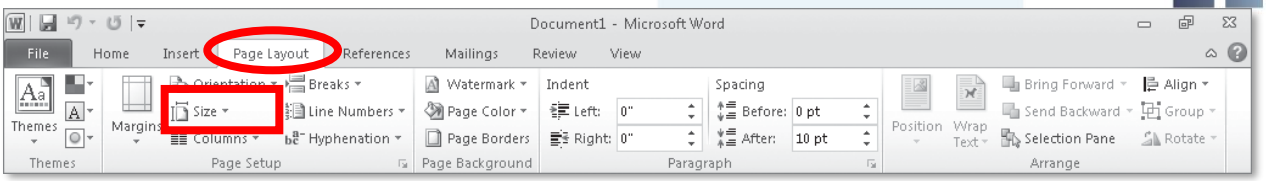
If you followed these steps correctly, your pages will now show in the orientation type you selected.

How To Change The Size Paper When Printing Your Document

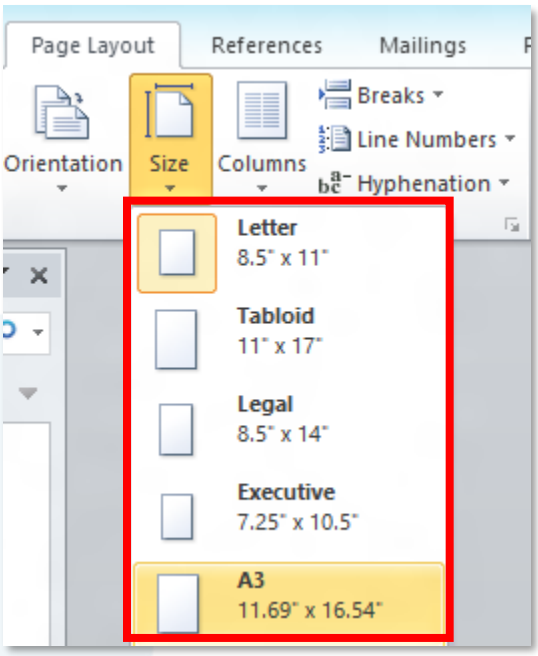
By default, Word documents are set to print in regular 8x11" paper. However, you may need to print in longer paper, such as ledger paper or smaller paper to do a pamphlet. Whatever the case might be, Word is set up to fit any of your printing needs.

To change the size paper when printing:

1. Navigate to the Page Layout tab
2. Click on the 'Size' button located in the ribbon



3. After clicking on the 'Size' button, Word will display a gallery of paper sizes to choose from. Select the size paper you want to use and Word will format your pages to fit that size.

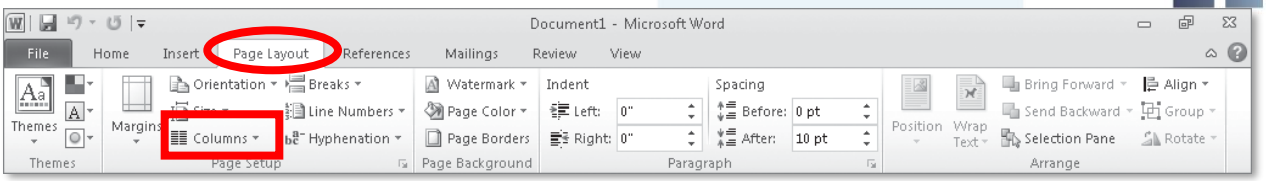


How To Add A Column To Your Document

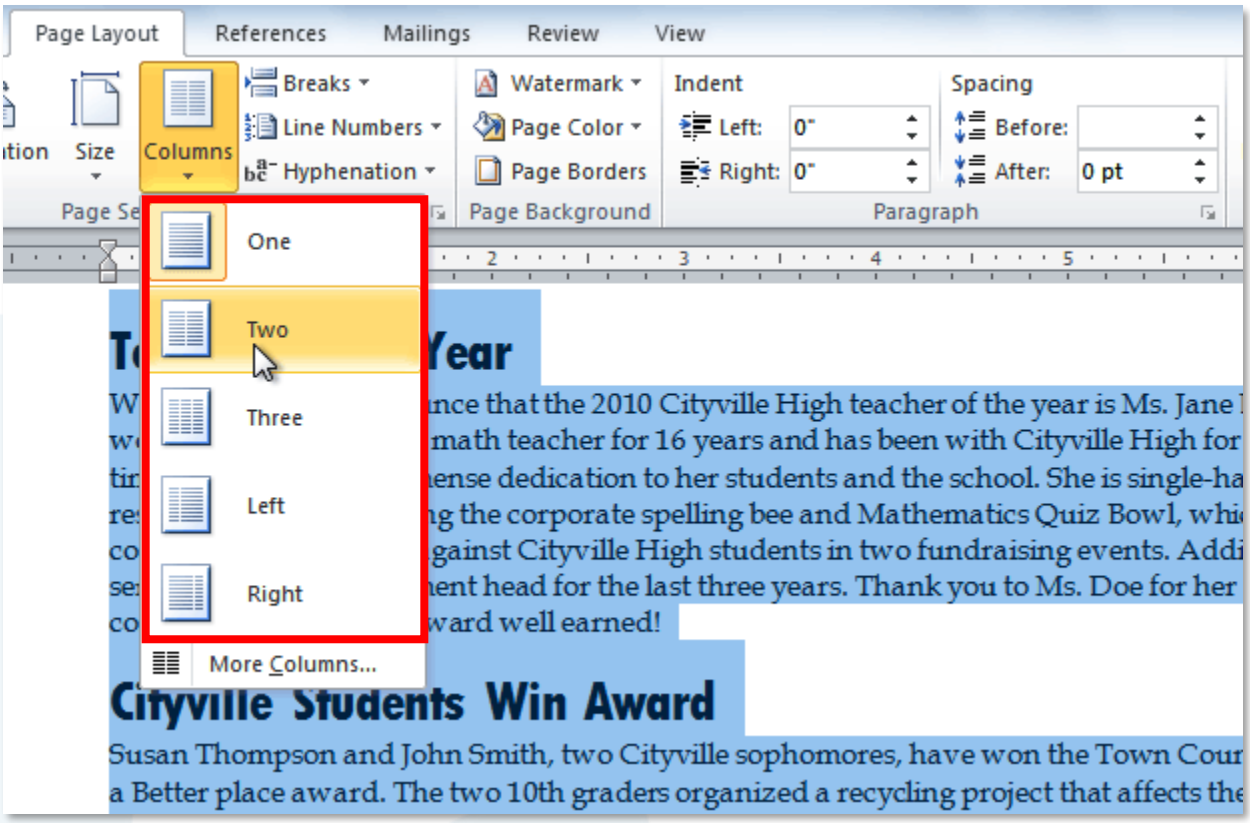
Word has been created to fit any of your document needs. Perhaps you're working on a newsletter, a tri-fold pamphlet or need to split the page in half. Word allows you to add multiple columns to your document, making this process easier than ever.

To add a column to your document:

1. Navigate to the Page Layout tab
2. Click on the 'Columns' button located in the ribbon



3. After clicking on the 'Columns' button, Word will display a drop-down menu of options for your columns. Select the number of columns you want to add (or the type of columns) by clicking on the option in the menu.



If you followed these steps correctly, you will see that your document will now display the number of columns (or type of columns) you selected from the drop-down menu.

Exploring the Review Tab Ribbon

The Review tab provides options to check your spelling, grammar, language, complete a translation, editing, and add comments. The Review tab is the place to go to check every detail of your draft before publishing.

Tools To Correct Spelling & Grammar

Typing has come a long way since the old typewriter. Using the built-in technology of a Word processor gives us the ability to quickly find mistakes and correct them. In this section we will cover some more advanced features when using the AutoCorrect, Error indicators and spelling and grammar checks.

Introducing The AutoCorrect Tool

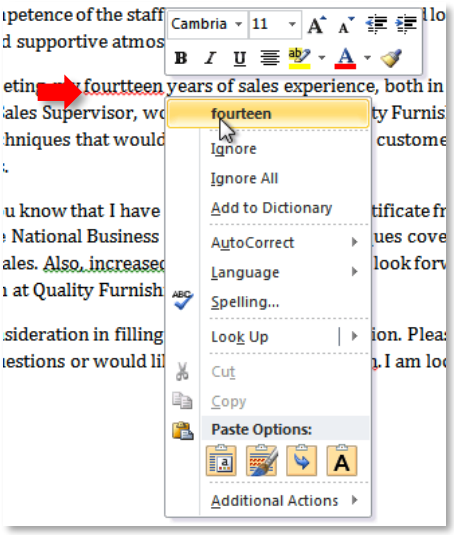
Microsoft can automatically detect most misspelled words and will correctly spell the word for you. There are no particular steps to use the AutoCorrect tool since it's automatically built-in to the Microsoft Word software. This means, that you can basically just type away and Microsoft Word will correct any misspellings along the way. To test this feature, misspell a word such as "*mispelling*" and you will notice how Word will automatically add an extra 's' and change it to "misspellings".

What Are Error Indicators?

As a rule of thumb, Word will always let you know when a word is potentially misspelled or if there may be an issue with your grammar. Red wavy lines will appear below potential misspelled word and green wavy lines will appear below phrases or sentences with potential grammatical errors. Blue wavy lines represent contextual spelling errors (such as using the word 'no' instead of 'know').

To review the misspelled words or grammatical errors:

1. When a wavy line appears below a word or sentence, right-click on the word or phrase
2. Choose one of Word's suggestions to correct your misspelled word or choose to ignore Word's suggestion by selecting the 'Ignore' or 'Ignore All' option.



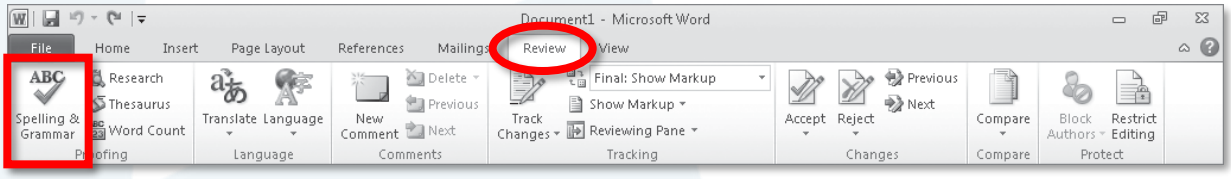
By right-clicking, you are also able to review the AutoCorrect options, as well as other options to choose from.

How To Check The Spelling & Grammar For Your Entire Document

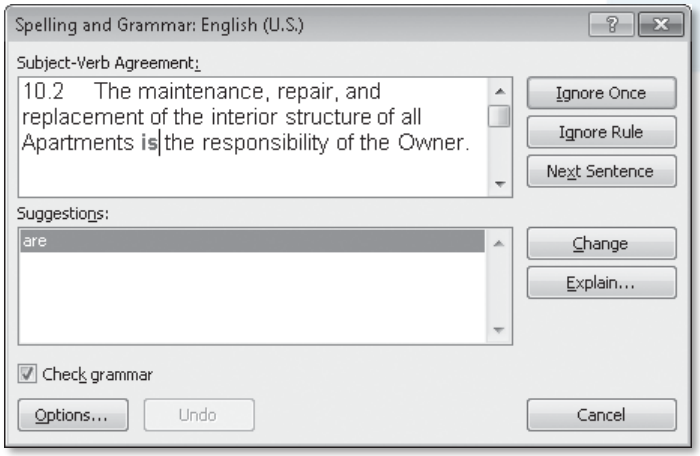
To check the spelling and grammar of your entire document, you'll need to select the Spelling & Grammar option available in Word (which is still referred to as 'spell check').

To check the spelling and grammatical errors of your entire file:

1. Navigate to the 'Review' tab
2. Click on the 'Spelling & Grammar' button



3. After clicking on the 'Spelling & Grammar' button, Word will take you through each error, one-by-one (as demonstrated in the screenshot below):
    - Choose 'Ignore Once' to ignore the suggestion *only* for this recommendation
    - Choose 'Next Sentence' to skip this error message
    - Choose 'Change' to apply Word's suggestion
    - Choose 'Explain' to receive an explanation on why Word is marking this word or sentence as an error



Unfortunately, the average user doesn't use the 'Spelling & Grammar' tool as much as they should. We recommend that the spell check is included in the Quick Access Toolbar.

How Precise Is Word's AutoCorrect and Spelling/Grammar Tools?

We all wish that we could write what we need to write and have Word fix all our mistakes and move on. However, no spelling or grammar tools are infallible. Technology has come a long way and these tools are much better now than they were 10 years ago, but they are never 100%. We recommend that you always proof-read your work before submission or publishing because there are certain words or phrases that Word may skip, or just not detect.

Finding Synonyms for your Text

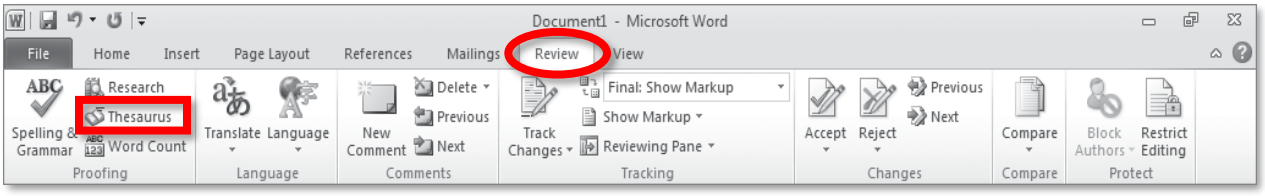
Many times, you want to diversify your words by using synonyms in your writing. Long-gone are the days in which households (and even schools) carried a thesaurus (or even a dictionary) to look up words. With such advancements in technology, we no longer need to physically do much.

Using the Thesaurus in Word

To use the thesaurus to look up alternative words (synonyms):

1. Highlight the word you want to replace with an alternative word

2. Navigate to the Review Tab
3. In the Proofing group (or section) click on the 'Thesaurus' button



4. The 'Research' pop-up window will appear. The word you selected will be displayed in the 'Search for' box

5. To select a synonym, click on the word of your choice and select 'Insert'

If you followed these steps correctly, you'll see that the original word that you highlighted has disappeared and has been replaced with the synonym that you selected from the Thesaurus list.

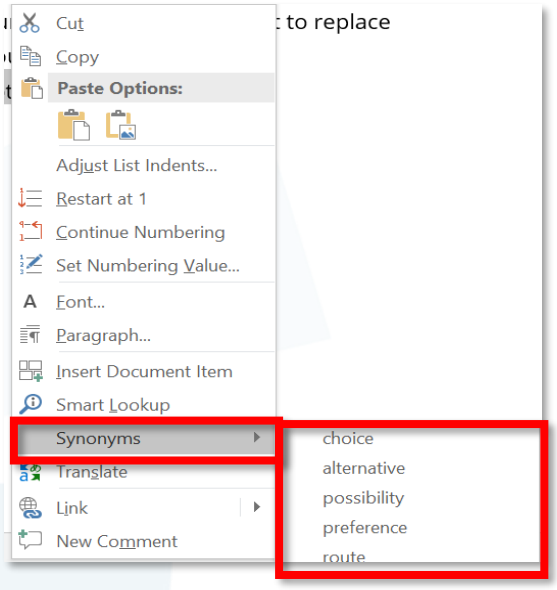
A Faster Way to Find Synonyms

As previously mentioned, for all Microsoft's software, there are many ways to get the same thing done. This is particularly when searching for synonyms in Word.

Here is an alternate way to find synonyms in Word:

1. Point to the word in your document that you want to replace

2. Right-click with your mouse
3. Select the Synonyms option
4. Choose the synonym of your choice from the list provided



How To Find The Word Count For Your Document

Perhaps you were given the expectation to use a certain number of words in your document. If this is the case, there are two simple ways to get this information.

How To Get A Word Count From The Status Bar

The Status Bar is located at the bottom of your page. As you type, Word counts how many words are in your document in real time. This way, you don't have to run a report or do anything fancy to get this quick number.

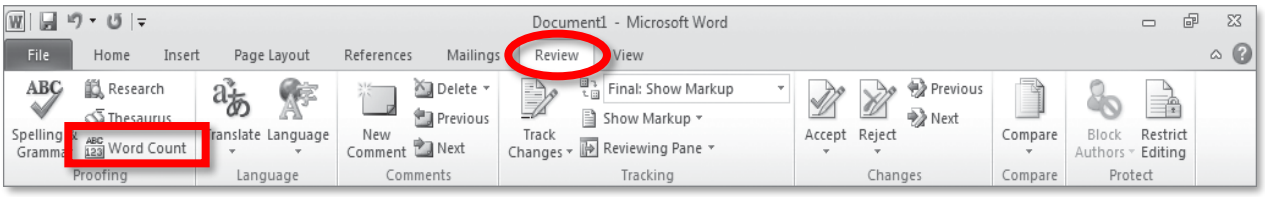
How To Get More Details Other Than A Word Count

Previously, you learned how the status bar can give you a quick word count. You do have another option that will not only provide you a word count, but will also provide

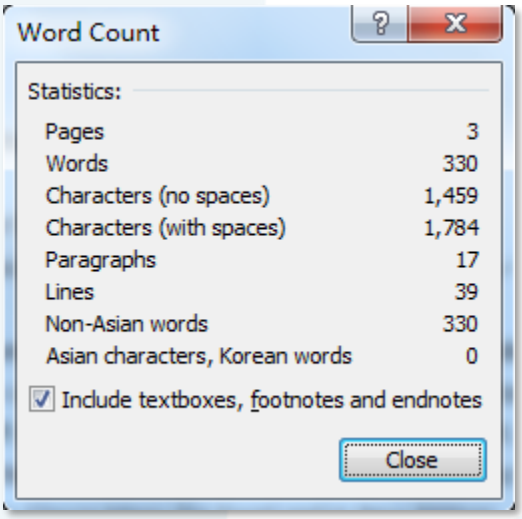
you more details about your document (such as number of paragraphs, pages or characters).

To find you document's word count (and more)

1. Navigate to the Review Tab
2. In the Proofing group click on the 'Word Count' button



The Word Count button will trigger a pop-up window with numerical information about your file.



Comments For Collaboration

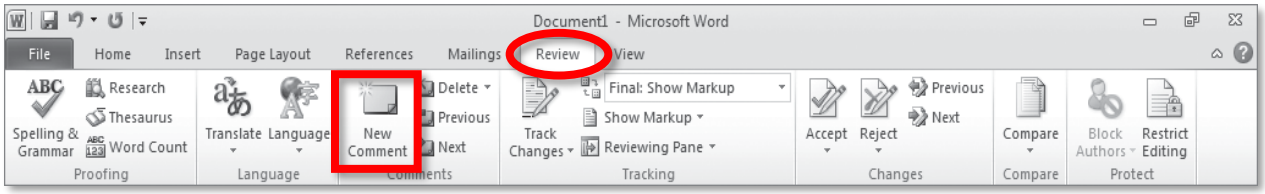
Before Office 365 or Google Docs, there was no way to collaborate on a document at the same time. Files had to be emailed back-and-forth to proof-read, double check and receive feedback. Things haven't really changed even today. This is why Word still has the comment feature available. The comment features allow users to provide feedback or questions about the document to the author(s).

How To Add A Comment To A Document

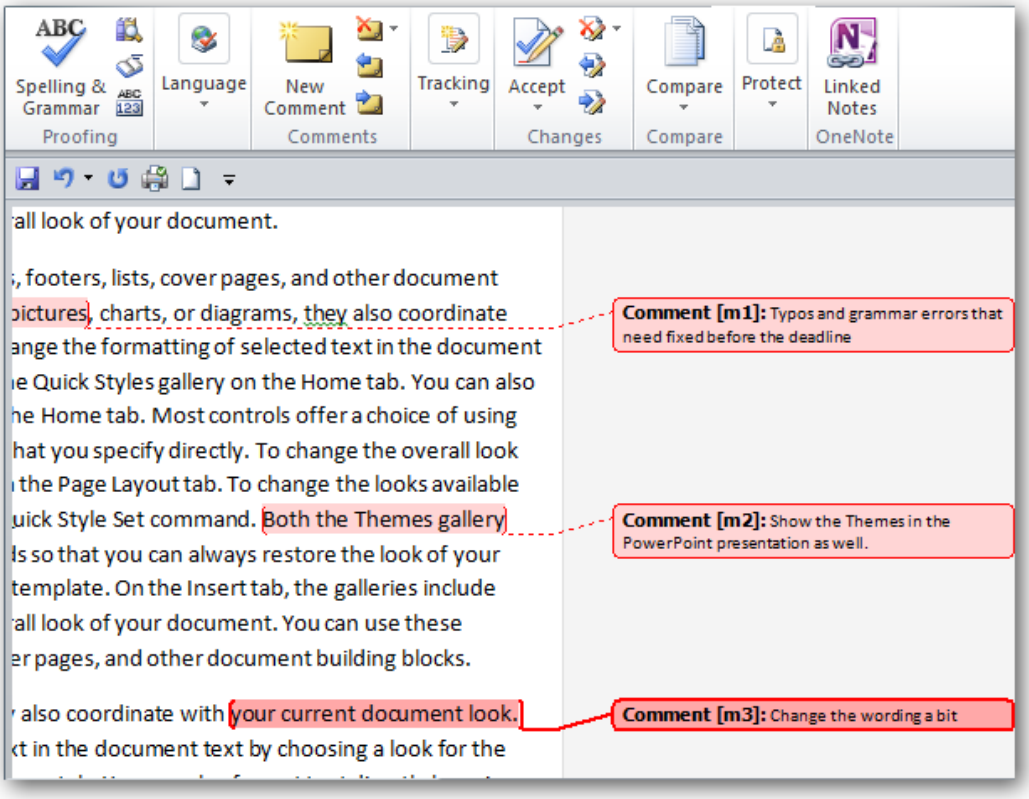
Adding comments to a document is a very useful way to collaborate with different authors or to check that the intended document is headed in the right direction.

To add a comment to a document:

1. Highlight a selection in the document that is in question, where you want to provide feedback or where you want to provide an explanation
2. Navigate to the Review Tab
3. Click on the 'New Comment' button located in the ribbon



4. After clicking the 'New Comment' button, Word will display a comments section in the right margin of the page where you can type your comment with your name. The comment automatically links to the selection you are commenting on.



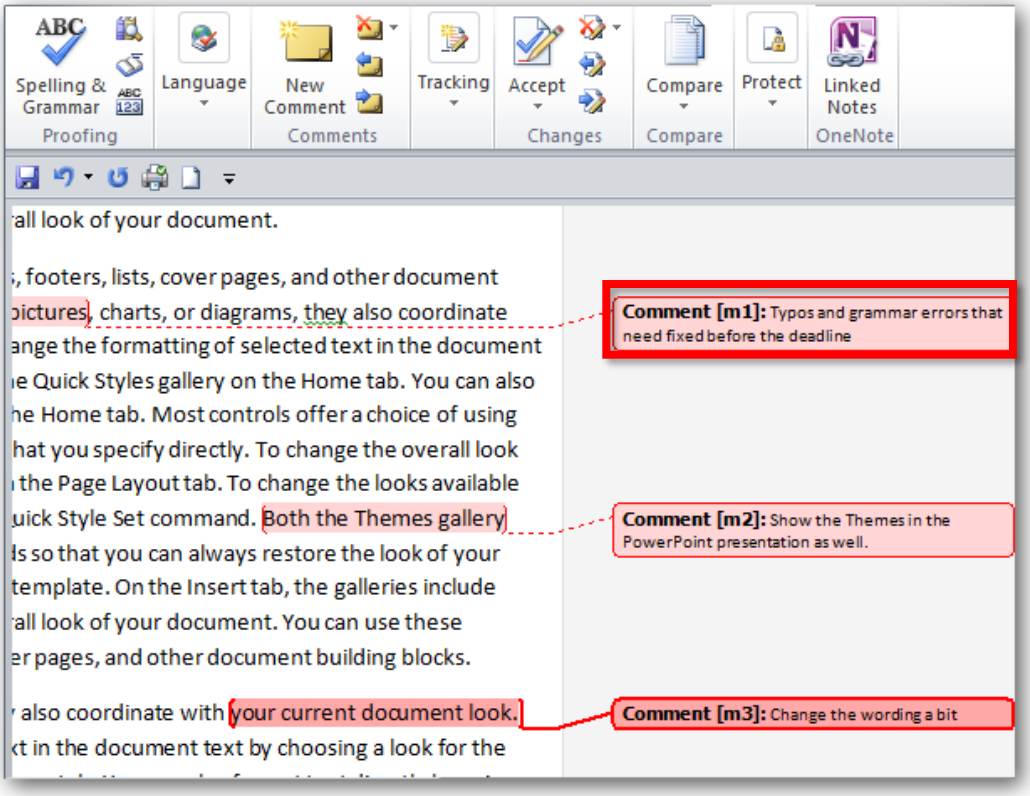
If you followed these steps correctly, once you save this file and email it to someone else for review, they will be able to read all the comments you left.

How To Delete A Comment In A Document

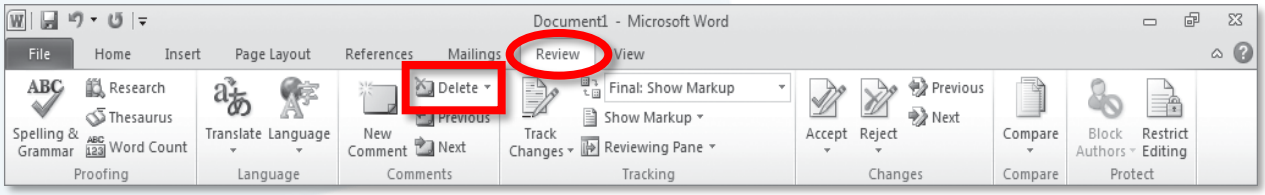
In Word, you can also remove a comment if you no longer want to have that comment appear on the file.

To delete a comment from a document:

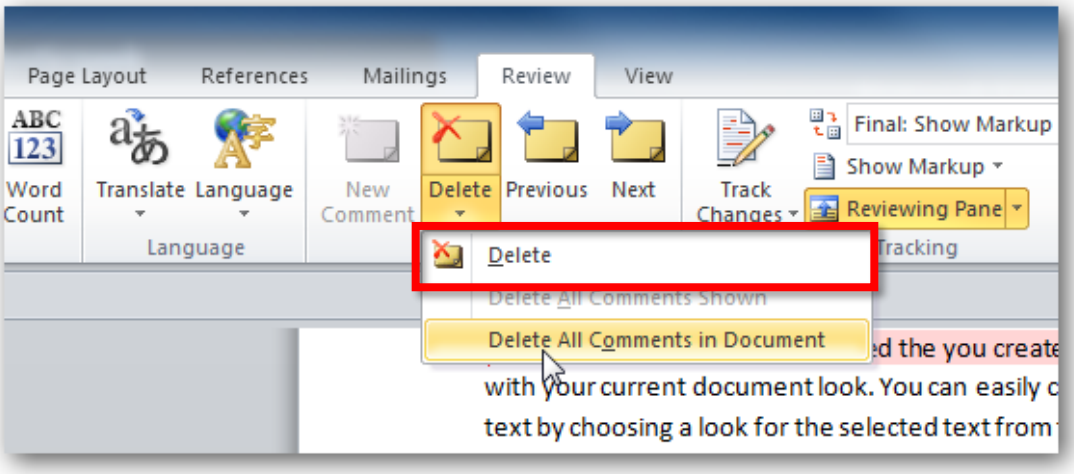
1. Click on the comment you want to delete



2. Navigate to the Review Tab
3. Click on the 'Delete' button located in the Comments group of the ribbon



4. After clicking on the 'Delete' button in the Comments group, a short drop-down menu will appear with a few options. Select the 'Delete' option to remove a single comment.



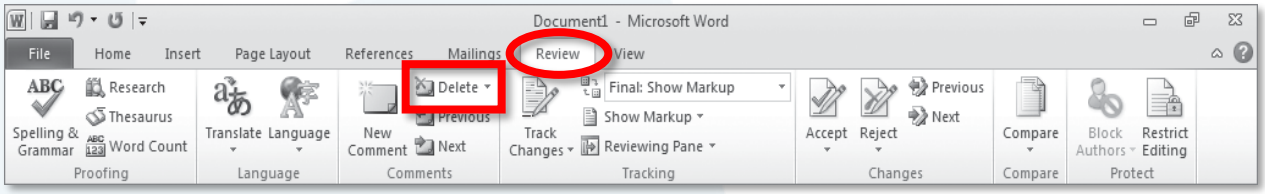
If you followed these steps correctly, the comment you selected will be removed from the document.

How To Delete All Comments From Your Document

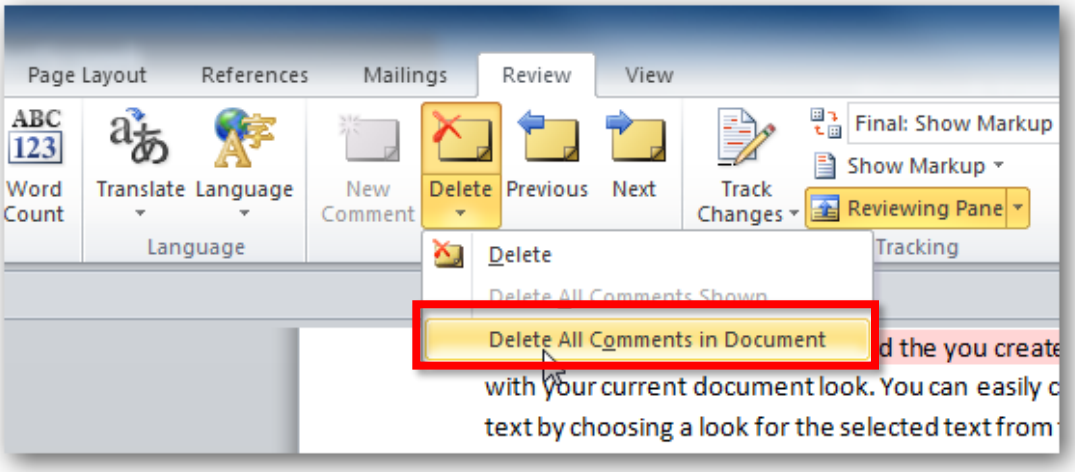
In the previous section, you learned how to delete a single comment. Now, we will be providing you the steps to remove all comments from your document.

To delete all comments from your document:

1. Navigate to the Review Tab
2. Click on the 'Delete' button located in the Comments group of the ribbon



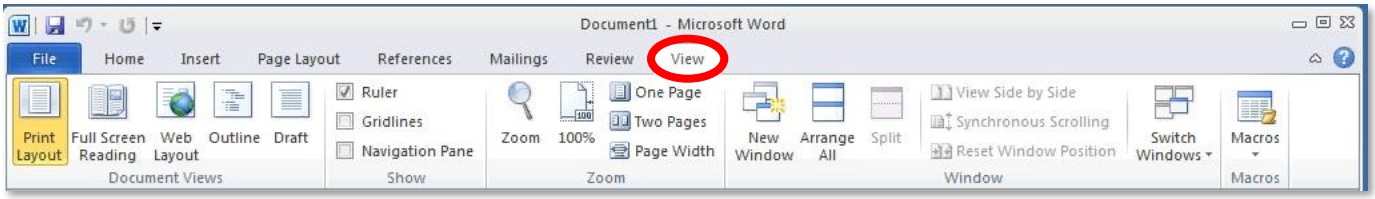
3. After clicking on the 'Delete' button in the Comments group, a short drop-down menu will appear with a few options. Select the 'Delete All Comments in Document' option to remove every single comment in your file.



If you followed these steps correctly, then all comments in your file will disappear.

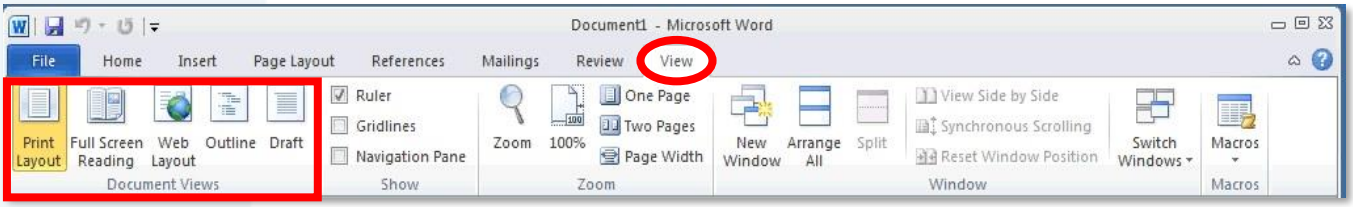
Exploring the View Tab Ribbon

The View tab is a ribbon with commands that help you see your document in various ways. The view tab has quite a few options that we won't necessarily cover in this booklet. Our goal is to introduce you to some basic features of the View tab.



The Document Views

There are technically five types of document views, but in this booklet we will only be covering the three main types of ways you can view your work in Word. Let's explore these three ways in detail.

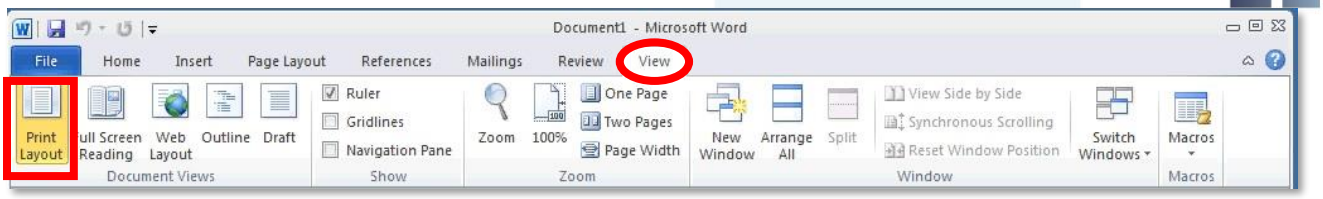


How To Use The Print Layout View

If you're wondering how to use the Print Layout document View in Word, well, you're in luck because this is actually the view you are used to. The Print Layout view is the draft view you use to edit your Word document. If you are using another view, you can use the status bar to get back to the Print Layout view or you can also follow these steps.

To select the Print Layout document view:

1. Navigate to the View tab
2. Click on the 'Page Layout' button located in the Document Views group

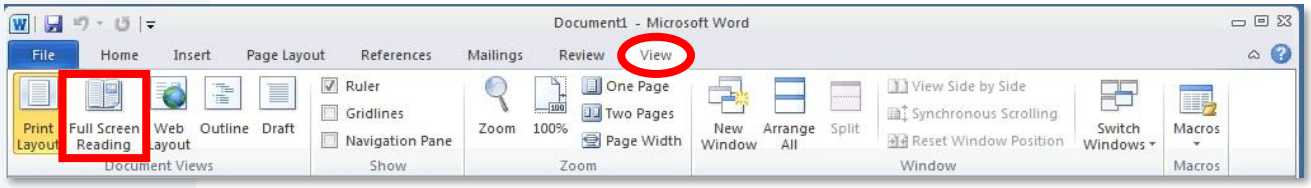


How To Use The Full Screen Reading Document View

Word has a page view called "Full Screen Reading". This document view is set up differently than what you're used to. There is really no editing functionality since "Full Screen Reading" is meant to read the document, not use it as a draft. The "Full Screen Reading" is almost like reading a book on a Kindle or tablet, removing the ribbons and commands from your view.

To change your view to Full Screen Reading:

1. Navigate to the View tab
2. Click on the 'Full Screen Reading' button located in the Document Views group

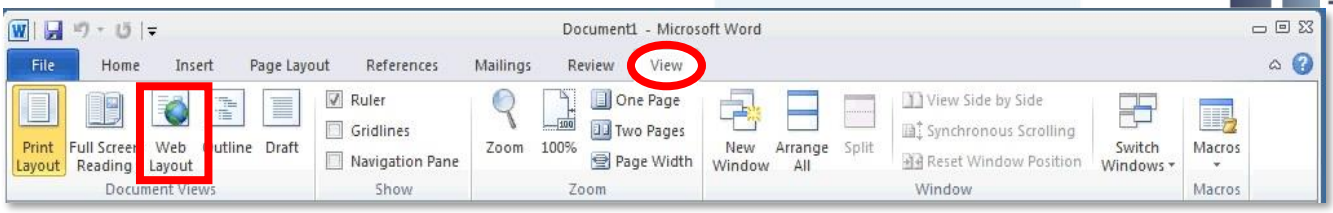


How To Use The Web Layout View

Another useful view is the Web Layout view. The Web Layout view is a good view to use, especially if you're a blogger, journalist or someone who writes articles online. The web layout view helps you see your content as if you were reading it from a website.

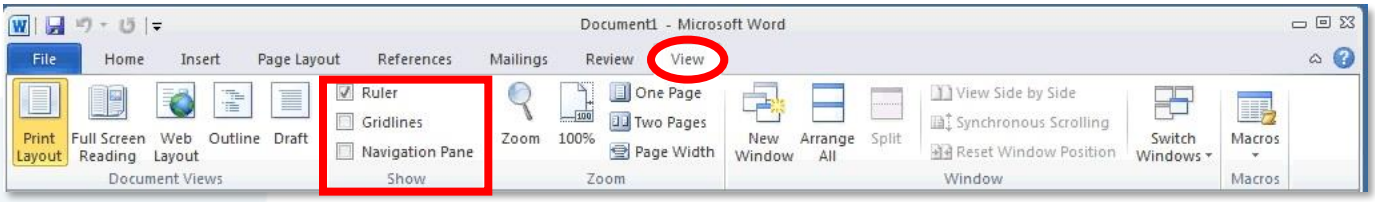
To change your view to Web Layout view:

1. Navigate to the View tab
2. Click on the 'Full Screen Reading' button located in the Document Views group



The Ruler, Gridlines and Navigation Pane

Word gives you the option to display certain useful tools while you work on your document: the ruler, gridlines and the navigation pane. By default, only the ruler is visible. All three of these tools can be visible by accessing them from the Show group in the View tab.

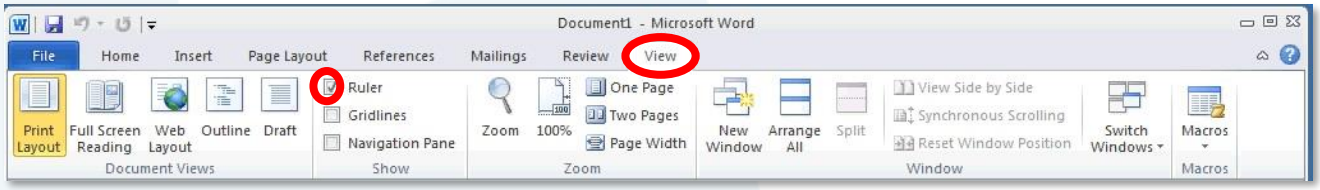


How To Remove The Ruler From Word

If you do not want to display the ruler while you work on Word, it's as easy as a click of a button.

To remove the ruler from your Word window:

1. Navigate to the View tab
2. Uncheck the 'Ruler' box located in the Show group



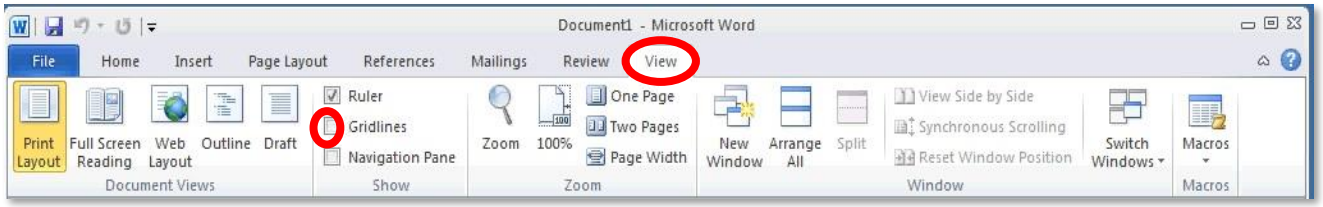
If you followed these steps correctly, the ruler will be removed from the top of your page.

How To Add Gridlines To My Page View

If you're struggling to align images or objects to your content, or perhaps things in your document look crooked to you, then perhaps using gridlines might help. Gridlines are little squares located throughout a document.

To view gridlines on your pages:

1. Navigate to the View tab
2. Check the 'Gridlines' box located in the Show group



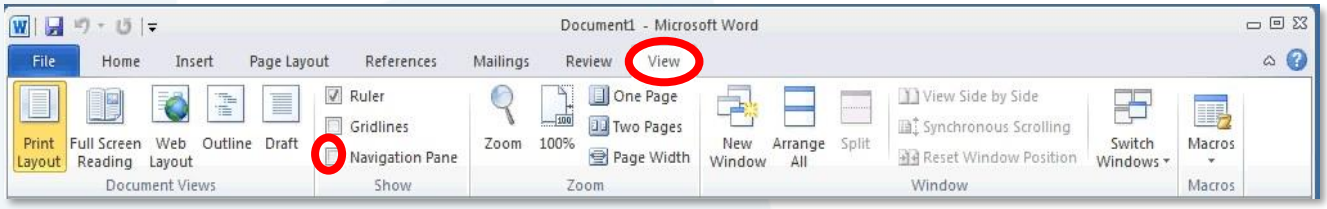
If you followed these steps correctly, you will now see gridlines throughout the pages in your document.

How To View The Navigation Pane

Perhaps the most useful tool of all three is the Navigation Pane. The Navigation Pane allows you to find content easily, helping you navigate through the pages of your file without much headaches.

To view the navigation pane:

1. Navigate to the View tab
2. Check the 'Navigation Pane' box located in the Show group



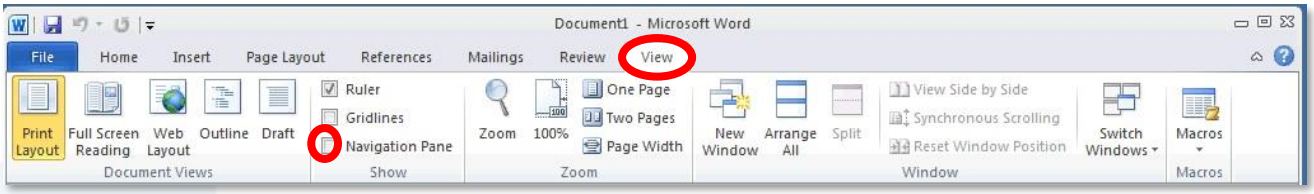
If you followed these steps correctly, you will see the Navigation Pane appear in the left side of your screen.

How To Use The Navigation Pane To Find Other Elements In Your Document

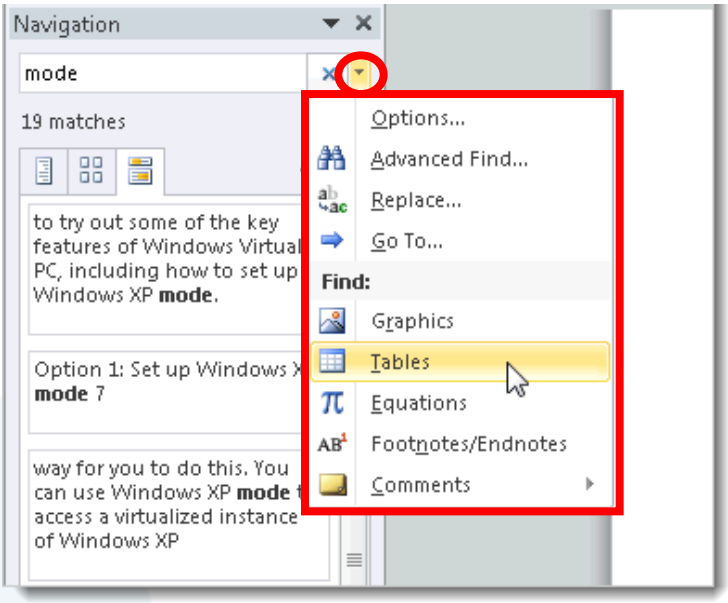
As mentioned previously, the Navigation Pane helps you find words or phrases throughout your document. It also helps you locate headings and titles in a structure way. There are more tools though that you can use in the Navigation Pane. The Navigation Pane helps you find words, phrases, pages, objects, images, tables and formats.

To use more features of the Navigation Pane:

1. Make sure that you have the Navigation Pane open by accessing the View tab
2. Check the 'Navigation Pane' box located in the Show group

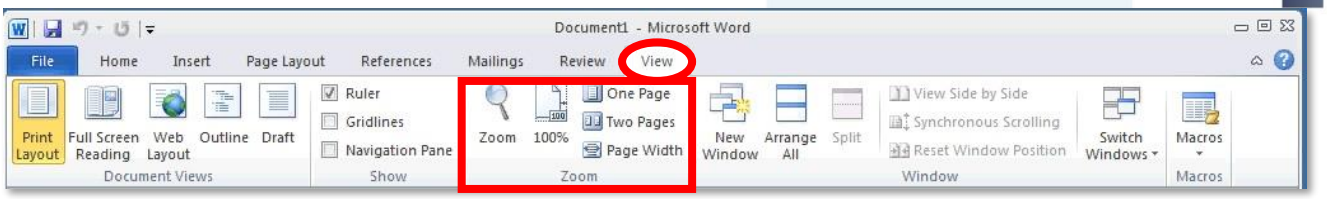


3. After clicking on the 'Navigation Pane' box, the Navigation Pane will appear on the left side of your screen. Next to the search box, there is a little arrow that points downward. Click on that arrow to display a menu of options to help you find (or replace) other words, go to certain sections of you document and search for graphics, tables, equations, notes and comments.



The Zooming Features

The easiest way to quickly zoom in or out is by using the status bar located at the bottom of your screen. However, Word gives you a lot more options to fit the needs of your eyes. The zoom functionality helps you read the text better so that you're not squinting or have to make drastic changes to the font size of your text.

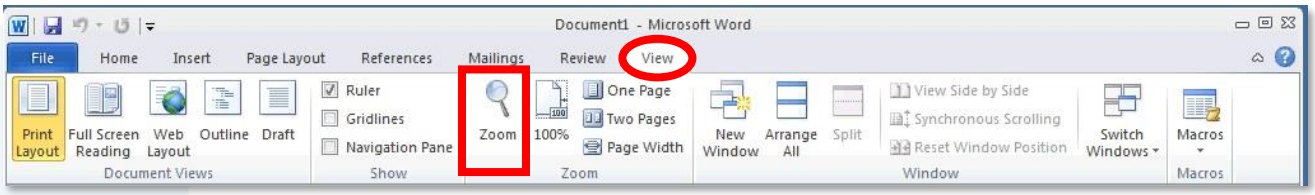


How To Zoom In Or Out

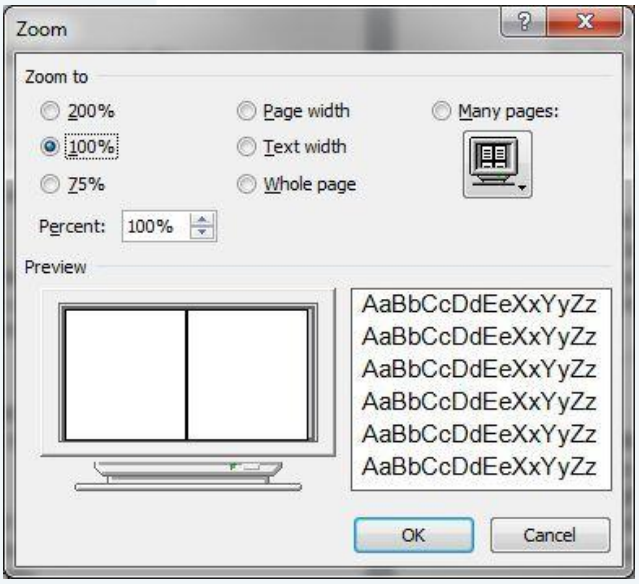
Besides using the status bar to quickly zoom in and out, you can customize how much you zoom in to your page.

To use the Zoom settings:

1. Navigate to the View tab
2. Click on the 'Zoom' button in the ribbon



3. After clicking on the 'Zoom' button, a pop-up window will show. Select how you want to zoom to the page and check the 'Preview' to see if it fits your needs.

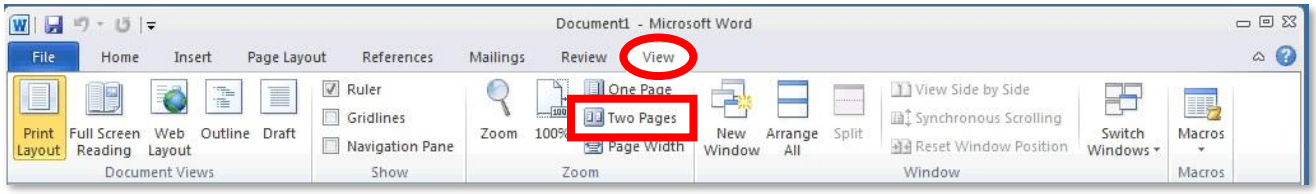


How To View Two Pages At Once

By default, in Word, you only work with one page at a time. However, Word does have the option for you to view two pages at once. This allows you to see your work across two pages at the same time.

To view multiple pages of your document:

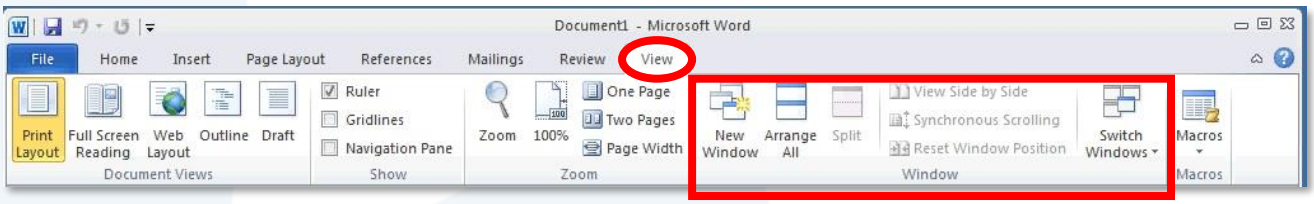
1. Navigate to the View tab
2. Click on the 'Two Pages' button in the ribbon



If you followed the steps correctly, you will see two pages on your screen.

Working With Multiple Windows

In the previous section, you learned how you can view two pages of your document at once. However, there might be a time in which you are working with multiple files at once and you have trouble toggling back and forth between files. Word gives you the option to work with multiple windows.



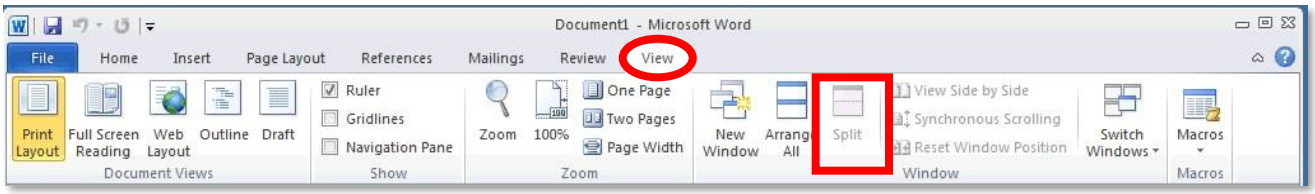
How To Use The Split View

If you have more than one Word document open, Word will allow you to use the Split view to see the contents of the first tile in the top half of your screen and the contents of the other file will show in the bottom half of your screen.

To enable the split window view:

1. Navigate to the View tab

2. Click on the 'Split' button in the Windows group



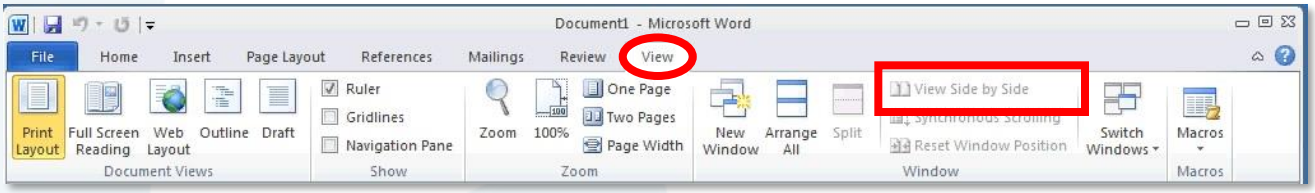
If you followed these steps correctly, you will see your screen split in half between two Word documents.

How To View Side By Side

The Split window view allows you to see two open documents. Basically, those two documents share half of your screen (one document covers the top of your screen and the other covers the bottom of your screen). The side by side window view also allows you to view your open documents, but one file covers the left side of your screen while the other covers the right side of your screen.

To enable the side by side view:

1. Navigate to the View tab
2. Click on the 'View side by side' button in the Windows group



If you followed these steps correctly, you will see your screen split in half between two Word documents.

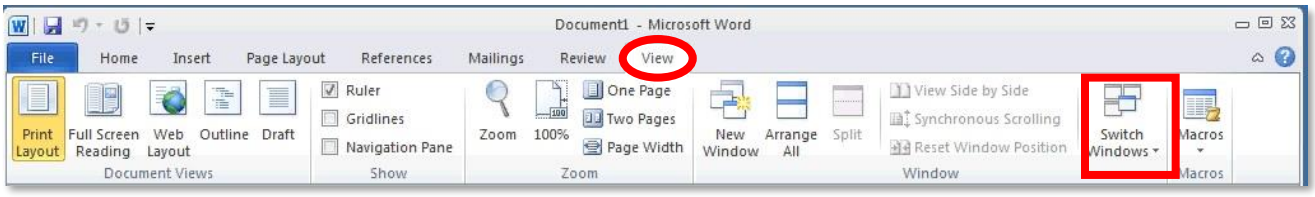
How To Switch Windows

If you have multiple files and programs open, the 'Switch Windows' button allows you to toggle between all the different windows you're working on.

To use the 'Switch Windows' option:

1. Navigate to the View tab

2. Click on the ‘Switch Windows’ button in the Windows group



3. Select the window you want to access

Basic Shortcuts

The following is a quick guide to some shortcuts you can use while working on Microsoft Word.

Universal & Commonly-Used Shortcuts

Shortcut Type	Buttons on your keyboard
Copy	CTRL + C
Paste	CTRL + V
Cut	CTRL + X
Highlight All	CTRL + A
Bold	CTRL + B
Underline	CTRL + U
Italicize	CTRL + I
Find text	CTRL + F
Undo	CTRL + Z
Save a File	CTRL + S
Close a File	CTRL + W
Open a File	CTLR + O

Shortcuts to Navigate Around Your Keyboard (Cursor)

Cursor Movement	Buttons on your keyboard
Left one character	Left Arrow
Right one character	Right Arrow
Down one line	Down Arrow
Up one line	Up Arrow
Left one word	CTRL + Left Arrow
Right one word	CTRL + Right Arrow
To the beginning of the current line	Home button
To the end of the current line	End button
To the beginning of the document	CTRL + Home
To the end of the document	CTRL + End
Up one screen	Page Up button
Down one screen	Page Down button

To the beginning of the previous page	CTRL + Page Up
To the beginning of the next page	CTRL + Page Down