

MODULE ONE

MICROSOFT WORD 2013

Lesson One

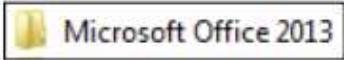

GETTING STARTED

Lesson 1.1 OPENING MICROSOFT WORD APPLICATION

Microsoft Word is a word processing tool for creating different types of documents that are used in work and school environments. The appearance of Microsoft Word 2013 is similar to Word 2010 and its predecessors, but with more enhanced features. Microsoft Word 2013, which is part of the Microsoft Office Suite, is a word processing application used to create, edit, and print a wide range of documents.

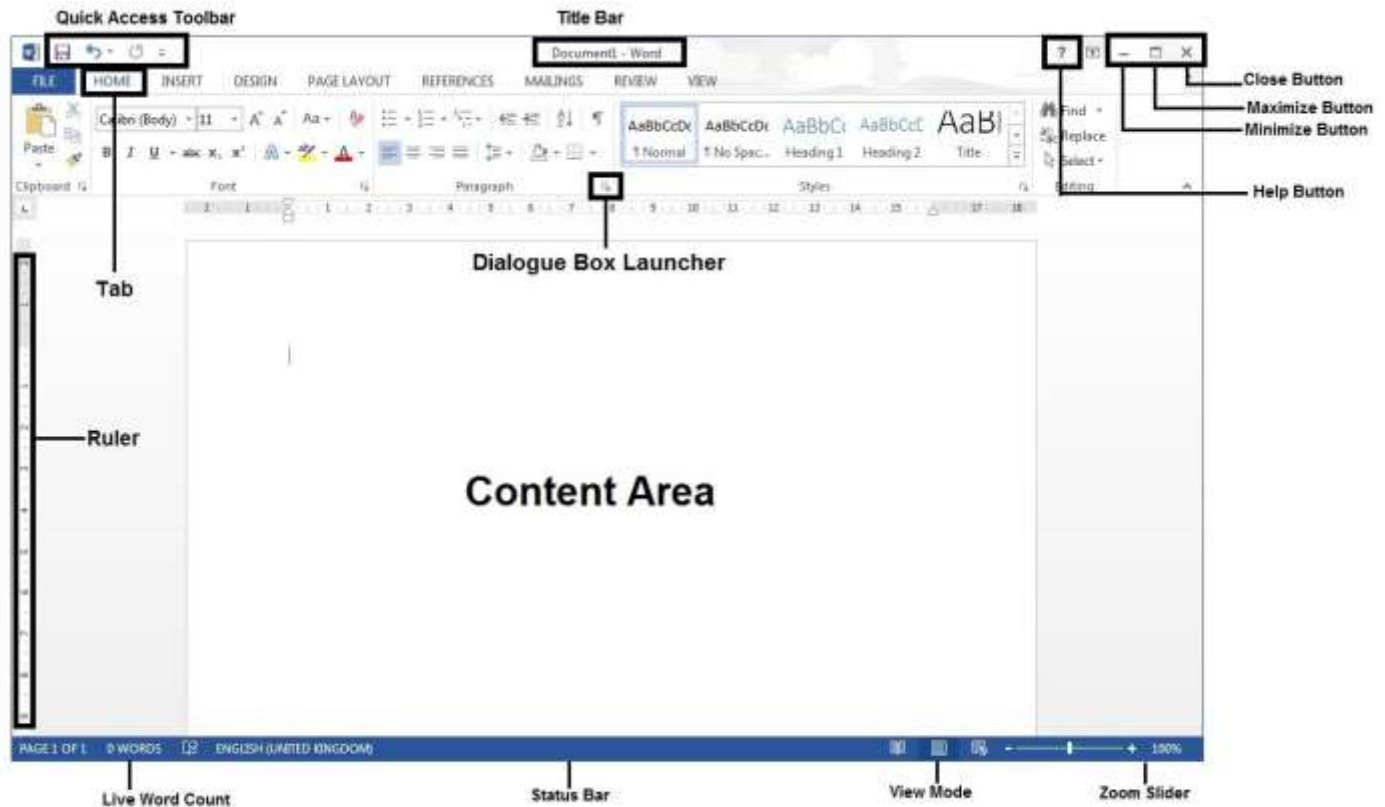
Steps:

To start word 2013

1. Select the Start button on the taskbar. <i>The Start menu appears.</i>	Click 
2. Point to All Programs. <i>The All Programs menu appears.</i>	Click 
3. Select Microsoft Office 2013 . <i>The Microsoft Office 2013 submenu appears.</i>	Click 
4. Select Microsoft Word 2013 . <i>The Microsoft Word 2013 window opens.</i>	Click  Word 2013

Lesson 1.2 USER INTERFACE

Before you start working in Microsoft Word 2013, one has to be acquainted with the primary user interface (UI). The user interface of Microsoft word 2013 uses ribbons and tabs, just like its predecessor. When you open a blank Microsoft word 2013 document you see a similar screen just as shown below.

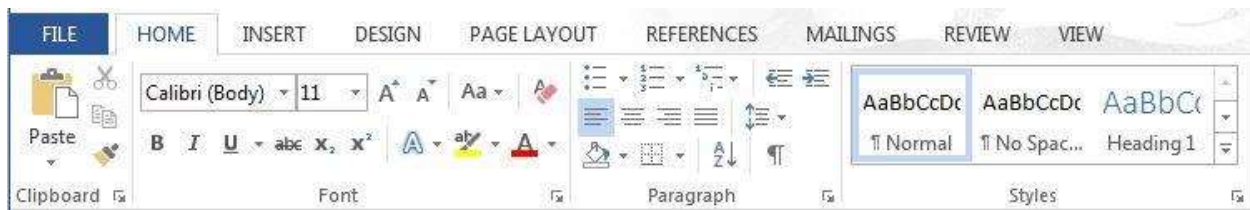


FILE tab and Backstage View: When you click the FILE tab, you see the new backstage view. This view shows all the information about a document in one location.

Quick Access Toolbar: This is a customisable toolbar placed by default above the Ribbon - you can add icons for frequently used commands to this toolbar. It can also be placed below the Ribbon.



Ribbon: The Ribbon displays commands used to work with your document. Commands related to each other are arranged in named groups. Buttons next to the group names launch dialog boxes which allow you to access more commands and options.

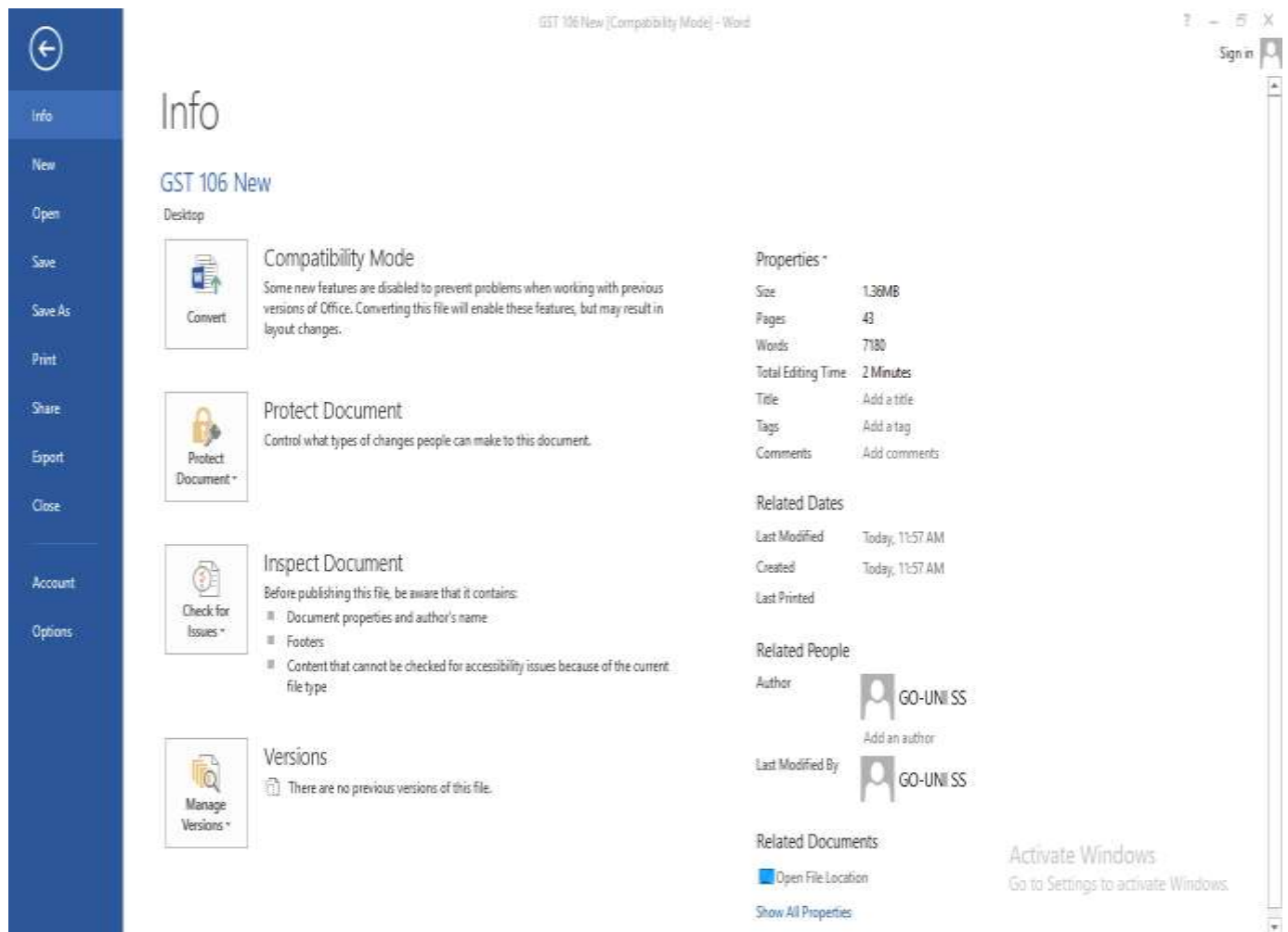


Status Bar: Located at the bottom of the screen, this provides information about the total number of pages, total number of words, and different layouts, including zoom options.



Lesson 1.3 THE BACKSTAGE VIEW

Backstage view Click the FILE tab to see the backstage view. It provides a range of options that are used to manage and print documents; for example, view and edit document properties, and open, save, print and share documents.



- **Save As** - allows file name, file type, and location to be specified and is used to save a newly created document, or to save another copy of a previously saved document.
- **Save** - allows you to save/update changes to a document.
- **Open** - allows you to open an existing document.
- **Close** - allows you to close the document.
- **Info** - displays different commands and properties associated with the document and where it is stored.

Lesson 1.4 THE QUICK ACCESS TOOLBAR

Quick Access Toolbar: A toolbar giving quick access to commonly used command buttons without having to open a tab on the ribbon. To add a command to the **Quick Access Toolbar**, re arrange the buttons and move the toolbar below the ribbon:

Steps:

- ❖ Click the **Customize Quick Access Toolbar** button.
- ❖ Click the command(s) that you want to add to the **Quick Access Toolbar**.
 - Or
- ❖ Click the **Customize Quick Access Toolbar** button. *A sub menu is displayed*
- ❖ Click **More Commands** from the sub menu. *The Word Options dialog box is displayed.*
- ❖ Click the drop down arrow under **Choose commands from**.
- ❖ Click **Commands Not in the Ribbon** from the list.
- ❖ Scroll down the list of commands and select the command you want to add.
- ❖ Click the **Add** button to add the command to the **Quick Access Toolbar**.
- ❖ Click the **New** button from the list of commands displayed in the **Quick Access Toolbar**.
- ❖ Click the **Move Up** button on the right of the list to move the button up the list.
- ❖ Click the **OK** button to apply the changes.
- ❖ Click the **Customize Quick Access Toolbar** button.
- ❖ Click **Show below the Ribbon** from the menu.

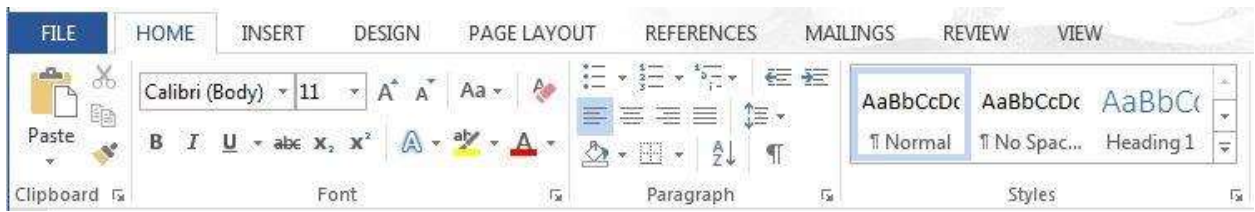
Note:

To remove a button from the **Quick Access Toolbar**, **right-click** on the button you want to remove, and then select **Remove from Quick Access Toolbar**.

To move the **Quick Access Toolbar** to its default location, click the arrow on the right of the **Quick Access Toolbar**, select **Show Above the Ribbon**.

Lesson 1.5 USING THE RIBBON AND TABS

Commands related to each other are arranged on the ribbon in groups with a group name. Buttons next to the group names launch dialog boxes, which allow you to access more commands and options. You use these various commands to carry out work in Word 2013. For example, you can use commands in the ribbon to format a selected text **Bold**, *Italics*, or Underline.



To allow more working space to view your document, you can hide, or minimize, the ribbon.

Steps to Hide or Minimize the Ribbon.

1. Click the **Ribbon Display Options** on the ribbon on the top right. *The Ribbon Display Options is displayed.*
2. Select the option to show only the tabs. *Click on a tab to show the commands.*
3. Click the **Ribbon Display Options** from the ribbon on the top right.
4. Select the option to show tabs and commands.

Alternatively, double-click on any tab to hide/show the ribbon.

Lesson 1.6 USING THE MINI TOOLBAR

The **Mini Toolbar** is not visible all the time and only appears when some text is selected.



This toolbar has commonly used commands, such as those associated with changing font appearance or alignment.

Lesson 1.7 USING DIALOG BOX LAUNCHERS

Dialog Box Launchers are small icons displaying downward pointing arrows that appear at the bottom right of some tab groups. When you point to a **Dialog Box Launcher**, a small image of the dialog box along with a short description is shown.

Lesson 1.8 USING CONTEXTUAL TABS

Contextual Tabs only appear when certain objects are selected and display functionality related to these objects.

Steps:

- ❖ Select the **INSERT** tab on the **Ribbon**. *The **INSERT** tab is displayed.*
- ❖ Select the **SmartArt** button in the *Illustrations* group. *The **Choose a SmartArt Graphic** dialog box opens.*
- ❖ Select the desired **SmartArt** diagram from the left pane. *Various options under the selected **SmartArt** diagram are displayed in the right pane.*
- ❖ Select the desired option from the right pane. *The desired option is selected in the right pane*
- ❖ Select the **OK** button. *The selected **SmartArt** is inserted in the document and the **SMARTART TOOLS** contextual tab is displayed in the ribbon*

Lesson 1.9 USING HELP

You can access the Help function by selecting the help button (?) at the top right hand corner of the application or pressing the F1 keyboard shortcut.

Steps

1. Select the help button (?) at the top right corner of the application.
2. Type in the search text bar and press the **Enter** button.

3. Click on the desired search result.

Tip: Pressing the **F1** button will open the Help dialogue box.

Lesson 1.10 EXITING WORD

There are several ways to close Word. You will be prompted to save any open file if unsaved changes have been made to it. To exit Word:

- Click the **Close** button (the X) in the upper-right corner of the Word 2013 program window.
- Click the **Word Application icon** in the top left corner of the Word 2013 program window and click **Close**.
- Press **Alt+F4**.

Lesson Two

WORKING WITH DOCUMENTS

Lesson 2.1 CREATING A NEW BLANK DOCUMENT

A document can be created using a default blank document or using another available template with a specific purpose, such as a memo, fax, or agenda.

Steps:

- ❖ Select the **FILE** tab.
- ❖ Select the **New** command
- ❖ Select the **Blank document** button from the available templates.

Lesson 2.2 CREATING A NEW DOCUMENT USING TEMPLATES

Microsoft Word allows you to create professional-looking documents using existing templates. A template is a predesigned document.

Steps: To create a new fax using a template:

- ❖ Select the **FILE** tab.
- ❖ Select the **New** command.
- ❖ Click on a desired template to start a new document.

*Click on **Student Report***

- ❖ Click **Create**

Lesson 2.3 ENTERING TEXT

You can enter text by typing directly into the blank area below the ribbon. The text appears in the document area as you type and, as the text fills a line, Word automatically moves to the beginning of the next line. Pressing the Enter key takes you to the next line.

Steps

Enter text into a document.

If necessary, open Word and create a blank document.

- ❖ Type **Godfrey Okoye University**
- ❖ Press **[Enter]** once
- ❖ Type **The First Catholic University owned by Enugu Diocese.**
- ❖ Press **[Enter]** Twice
- ❖ Type **The Vice Chancellor**
- ❖ Press **[Enter]** once
- ❖ Type **Very Rev. Prof. Christian Anieke**

Lesson 2.4 INSERTING SYMBOLS

Word provides many symbols for use in documents. You can use the **Symbol** dialog box to insert symbols, such as © for Copyright, ® for Registered, ™ for Trademark, or special characters, such as a dash (—) or ellipsis (...).

Steps:

- ❖ Place the cursor at the required area.
- ❖ Select the **INSERT** tab.
- ❖ Click on **Symbol** list from the **Symbols** group.
- ❖ Select the desired symbol.

For more symbols that are not shown in the list:

- ❖ Click on **More Symbols** to display the **Symbols** dialog box.

Lesson 2.5 SAVING A DOCUMENT

It is important to regularly save the file you are working on to ensure that you do not lose data. You may also want to save different versions of your file under different names.

Steps:

- ❖ Select the **FILE** tab.
- ❖ Select the **Save** Command.

*The **Save As** dialog box opens, with the text in the **File name** box selected.*

***Note** that this dialog box only appears if you have not saved the file.*

- ❖ Select the **location**.

- ❖ To save the document on your computer, choose a folder under **Computer** or click **Browse**.
- ❖ Type the desired file name.
- ❖ Select **Save** to save the file in the **Student Folder**.

After you have saved and named your document, you should periodically save your file as you are working on it. You can do this in two ways:

- ❖ By clicking the save button located in the quick access toolbar.
- ❖ By pressing **Ctrl+S**.

Practice the Concept: In your open document, press [Enter] twice and type **For more information, log in to gouni.edu.ng**. Use the **Save** button to save the file again. Notice that the **Save As** dialog box does not open. The changes are saved to the existing document.

Lesson 2.6 USING SAVE AS

When naming a document it is good practice to give the document a specific and meaningful name to make it easier to identify and to locate.

Steps:

- ❖ Select the **FILE** tab.
- ❖ Select the **Save As** command.
- ❖ Select the location or directory if necessary.
- ❖ Type the desired file name. *The text appears in the **File name** box*
- ❖ Select **Save** to save the file in the **Student Folder**.

Lesson 2.7 SAVE A DOCUMENT IN ALTERNATIVE FILE FORMATS

You may want to make your document readable or editable by someone who does not have Microsoft Word. You can do this by using formats such as plain text (.txt), Rich Text Format (.rtf), or Portable Document Format (.pdf).

Steps:

- ❖ Select the **FILE** tab. *The **Backstage view** appears*
- ❖ Select the **Save As** command.
- ❖ Select the location or directory if necessary.
- ❖ Type the desired file name.
- ❖ To change the file type, select the **Save as type** list.
- ❖ *Select the desired File type. (E.g. **Rich Text Format (*.rtf)**, **Plain Text (*.txt)**, **Portable Document Format (*.pdf)**).*
- ❖ Select **Save** to save the file in the **Student Folder**.

*The **Save As** dialog box closes, the document is saved to the selected drive and folder, and the file name appears in the application title bar.*

Lesson 2.8 CLOSING A DOCUMENT

You can close your Word document by clicking the **FILE** tab and then selecting the **Close** option. Word will prompt to save the file if it has not been saved before.

Steps:

- ❖ Select the **FILE** tab.
- ❖ Select the **Close** command.

The document closes. If a message box may open asking if you want to save changes.

*Select **Yes** if you want to save changes; **No** if you do not want to save change*

Tip: You can also close an open document by pressing Ctrl+W.

Lesson 2.9 OPENING AN EXISTING DOCUMENT

Steps:

To open an existing document from a specific drive and folder location.

- ❖ Select the **FILE** tab.
- ❖ Select the **Open** command
- ❖ Select the drive where the document you want to open is located.

- ❖ Open the folder in which the document you want to open is located.
- ❖ Select the file name of the document you want to open.
- ❖ Click the **Open** button.

Tip: You can also open an existing document by pressing **Ctrl+O**, and browsing to the document you want to open.

Lesson 2.10 SELECTING TEXT

You need to select text in order to carry out a range of actions, including formatting and alignment. In Word 2013, you can select text, or other objects in a document, by using the mouse or the keyboard.

Steps:

- ❖ To select a word, double-click it.
- ❖ To select a sentence, hold [**Ctrl**] and click anywhere in the sentence you want to select.
- ❖ To select a paragraph, triple-click anywhere in the paragraph you want to select.
- ❖ To select a text block using the mouse, drag across the text from the first character you want to select to the right of the last character you want to select.
- ❖ To select multiple text blocks, select a text block using the mouse, then hold [**Ctrl**] and select additional text blocks as desired.
- ❖ To select the entire document, press [**Ctrl+A**]. Alternatively, point to the blank area to the left of any line in the document and triple-click.

Lesson 2.11 DELETING TEXT

To delete single characters of text, you use the [**Backspace**] or [**Delete**] key. The Backspace key deletes the character to the left of the insertion pointer. The Delete key deletes the character to the right of the insertion pointer.

Steps:

- ❖ Select the text you want to delete.
- ❖ Press **[Delete]**.

Using [Backspace]

- ❖ Position the insertion point to the right of the character you want to remove.
- ❖ Press **[Backspace]**.

Using [Delete]

- ❖ Position the insertion point to the right of the character you want to remove.
- ❖ Press **[Delete]**. *The character to the right of the insertion point is removed*

Lesson 2.12 REPLACING SELECTED TEXT

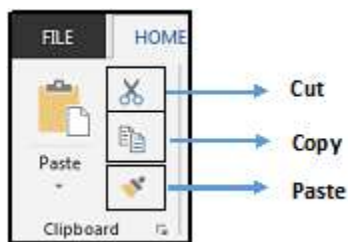
You can replace selected text by typing a new text over it. This eliminates the need to use [DELETE].

Steps:

- ❖ Select the text you want to replace.
- ❖ Type the replacement text.

Lesson 2.13 COPYING, MOVING/PASTING TEXT

You can cut text from its original place and move, or paste, it to a new location. You can also copy text and paste a copy of it somewhere else. The clipboard is used to store your copy and paste or cut and paste operations.



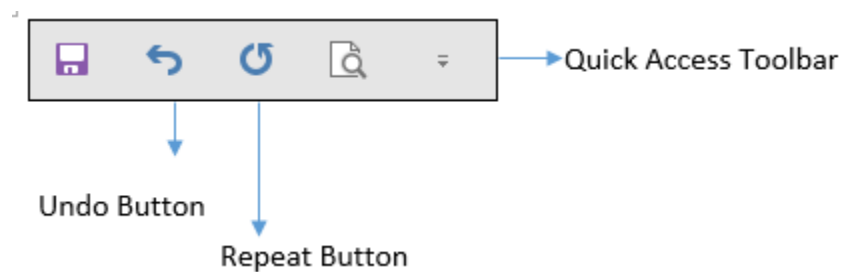
Steps:

To cut, copy, and paste selected text.

- ❖ Select the text you want to move.
- ❖ Select the **Cut** button on the **Clipboard** group.
- ❖ Position the insertion point in the location where you want to paste the text.
- ❖ Select the top part of the **Paste** button on the **Clipboard** group.
- ❖ Select the text you want to copy.
- ❖ Select the **Copy** button on the **Clipboard** group.
- ❖ Position the insertion point in the location where you want to paste the text.
- ❖ Select the top part of the **Paste** button on the **Clipboard** group.

Press [Esc] to hide the Paste Options button.

Lesson 2.14 USING UNDO, REDO AND REPEAT



Microsoft Word has two essential commands: Undo, which is utilized to undo a previous activity, and Repeat/Redo, which is utilized to repeat a previous activity. For instance, in the event that you erroneously delete text, you can utilize the Undo command to restore it; if erase a character and you want to erase more characters then you can utilize the Repeat/Redo command.

Steps:

To use the **Undo** and **Repeat** features.

- ❖ To undo the previous command or action, click the **Undo** button on the **Quick Access Toolbar**.

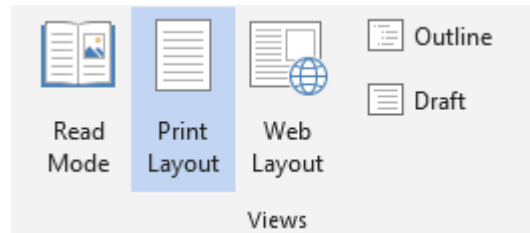
- ❖ To redo a command or action, click the **Repeat** button on the **Quick Access Toolbar**.

Tip: The keyboard shortcuts Ctrl+Z [**Undo an action**] and Ctrl+Y [**Redo an action**] can also be used.

Lesson Three:

DOCUMENT VIEWS

Lesson 3.1 CHANGING THE VIEW



You can easily switch between different document views, changing the way your document appears in the Word window.

Read Mode

This displays the document as a digital magazine. It removes all the features from the interface.

Print Layout

The document appears on the screen as it would appear in a printed document. The layout is more complete and accurate than in the other layout options.

Web Layout

The document appears as a web page, with the text wrapping as it would in a web browser. Backgrounds and formatting will appear as they would in a web browser.

Outline

This layout shows the headings and subheadings in your document. It allows you to reorganise portions of your document and delete them if necessary.

Draft

The document appears with a dotted line separating the pages and showing document sections.

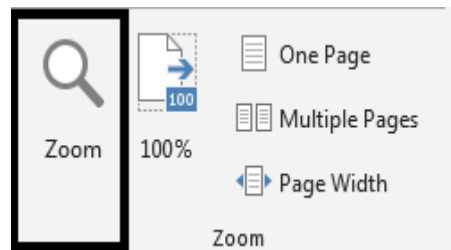
Steps:

- ❖ Click the **VIEW** tab.
- ❖ Click the **Read Mode** command.
- ❖ Click the **Web Layout** command.

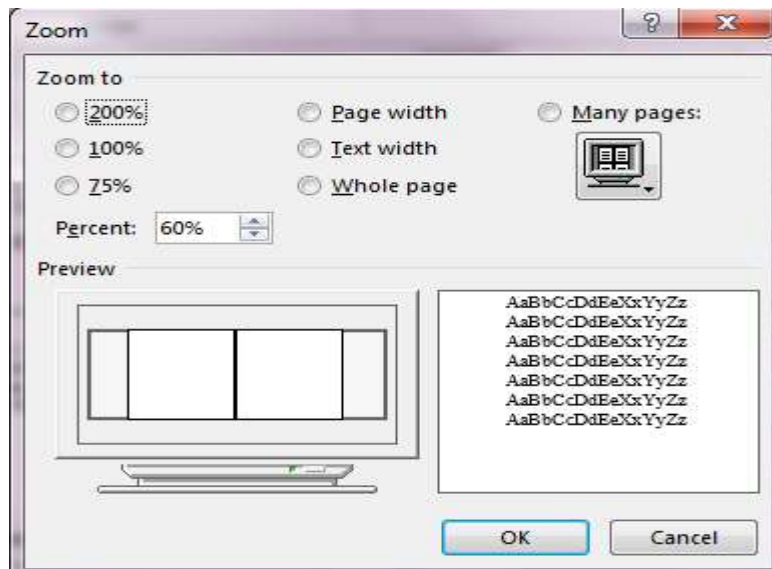
- ❖ Click the **Outline** command.
- ❖ Click the **Draft** command.

Lesson 3.2 ZOOMING IN/OUT

The zoom level in Word 2013 can be changed in different ways. You can use the **VIEW** tab and select the **Zoom** icon to display the **Zoom** window. Select the preferred zoom level and click **OK** to confirm the changes.



Ribbon showing the zoom group



Zoom Interface

Another simpler way to change the zoom level is to use the **slider** control in the bottom right of the window to select desired zoom value.



Zoom in and Zoom out Using slide Control

Steps:

- ❖ Click the **VIEW** tab.
- ❖ Select the **Zoom** command.
- ❖ Select **200%** from the **Zoom to** options.
- ❖ Select **100%** command from the **Zoom** group to display the document back to 100%.

Lesson 3.3 OPENING MULTIPLE DOCUMENTS

You can open multiple Word documents at the same time and work on them by switching between the different open documents.

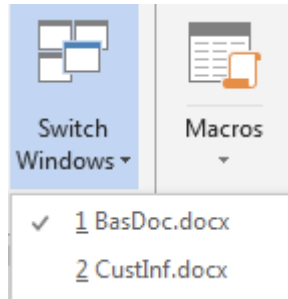
Steps:

- ❖ Select the **FILE** tab.
- ❖ Select the **Open** command.
- ❖ Select a drive where the **Student Folder** is located.
- ❖ Select a file from the **Student Folder**.
- ❖ Press **Ctrl** key and then select another file from the **Student Folder**.
- ❖ Select **Open** to display the file.

Notice that both the documents are now open.

Lesson 3.4 SWITCHING BETWEEN DOCUMENTS

You can switch between multiple documents using the **Switch Windows** button present on the **VIEW** tab.



Steps:

To switch between multiple documents:

- ❖ Select the **VIEW** tab.
- ❖ Select the **Switch Windows** button present under the **Windows** group.
- ❖ Select the file you want to view.
- ❖ Select the other file you want to view.

Alternatively, you can switch between open Word documents by pointing the cursor at the Word icon on the taskbar, and clicking on the thumbnail of the document you wish to display.

Lesson Four:

FORMATTING TEXT

Lesson 4.1 FORMATTING TEXT

Text formatting allows your documents to appear more professional. You can format text in Microsoft Word by changing font types, font size, and font style, including bold, italics, underline and colour. The **Font** and the **Paragraph** groups on the **HOME** tab allows you to format text.

Lesson 4.2 CHANGING FONTS

One way to emphasize text in a document is by changing its font. A font is a set of characters with the same design and shape. The font you choose changes the look and feel of a document. For example, a professional document would probably use a more formal font like **Times New Roman** or **Arial**.

To change the font of existing text:

If necessary, display the **HOME** tab

Steps:

- ❖ Select the text for which you want to change the font.
- ❖ Click the arrow on the **Font** box on the **Font** group.
- ❖ Select the desired font name.

Lesson 4.3 CHANGING FONT SIZE

Making font size larger or smaller can help to emphasize text and differentiate between headings and content. Font size is measured in points (pt.) that are 1/72 of an inch. The larger the number of points, the larger the font

Steps:

To modify the font size of existing text:

If necessary, display the **HOME** tab.

- ❖ Select the text for which you want to modify the font size.

- ❖ Click the arrow on the **Font Size** box in the **Font** group.
- ❖ *Select* the desired font size.

Lesson 4.4 APPLYING BOLD/ITALICS FORMATS

Steps:

To bold and italicize existing text:

If necessary, display the entire **HOME** tab

- ❖ Select the text for which you want to change the format.
- ❖ Click *the* **Bold** button in the **Font** group.
- ❖ Click the **Italic** button in the **Font** group.

Tip: The keyboard shortcuts Ctrl+B [**Bold**] and Ctrl+I [**Italics**] can also be used.

Lesson 4.5 UNDERLINING

Word allows a variety of different styles for underlining text. Simply select your text and click **Underline** (found in the **Font** group under the **HOME** tab). Click the downward pointing arrow beside the **Underline** icon to bring up further options.

To underline text in a document.

Scroll to the top of the document. If necessary, display the **HOME** tab.

Steps:

- ❖ Select the text you want to underline.
- ❖ Select the **Font** dialog box launcher.
- ❖ Select the underline style you want to apply.

Tip: The keyboard shortcut Ctrl+U [**Underline**] can also be used.

Lesson 4.6 CHANGING FONT COLOUR

Changing font colour makes text stand out against the white background of the document.

Steps:

To modify the font colour of existing text: If necessary, display the entire **HOME** tab.

- ❖ Select the text for which you want to modify the font colour.
- ❖ Click the arrow on the **Font Color** box in the **Font** group.
- ❖ Select the desired font colour.

Lesson 4.7 APPLYING SUBSCRIPT/SUPERSCRIPT

Superscript refer to characters that are positioned slightly higher than the text on the line and subscript refer to characters that are positioned slightly lower than the text on the line. Subscripts appear at or under the baseline, while superscripts are above. For example, the chemical formula for water uses the subscript 2 (e.g. **H₂O**), while dates uses the superscript **th** (e.g. **19th June**).



Subscript and Superscript

Steps:

If necessary, display the **HOME** tab. At the end of document, enter the text: **H₂O, 42 = 16**

- ❖ Select the text you want to apply subscript.
- ❖ Select subscript.
- ❖ Select the text you want to apply superscript.
- ❖ Select superscript.

Lesson 4.8 USING FORMAT PAINTER

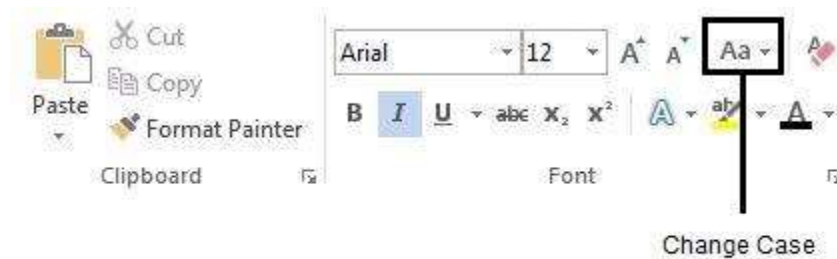
The format painter in Word allows us to copy formatting that is applied to one piece of text and apply it to others. Suppose you format a text using different combinations of fonts, sizes and colors: Instead of having to remember the precise formatting you used to apply it somewhere else, you can simply copy the formatting. This is easily done using **Format Painter**

Steps:

To copy character formatting to existing text using the **Format Painter** feature: If necessary, display the **HOME** tab.

- ❖ Position the insertion point in the text containing the formats you want to copy.
- ❖ Click the **Format Painter** button in the **Clipboard** group on the **HOME** tab.
- ❖ Select the text you want to format.

Lesson 4.9 CHANGING CASE



You can change the case of selected text in a document by clicking a single button called **Change Case** in the **Font** group on the **HOME** ribbon. The five most common options are:

Sentence case: Capitalizes the first letter of each sentence in the selection

lowercase: Makes all the selected text lowercase

UPPERCASE: Makes all the selected text capitalized

Capitalize: Each Word Capitalizes the first letter of each word in the selection

tOGGLE cASE: Switches the case of each letter in the selection: lowercase becomes uppercase and vice-versa

Steps:

- ❖ Select the text for which you want to change the case.
- ❖ Select the **Change Case** button.
- ❖ Select the desired option.

Lesson 4.10 CLEARING FORMATS

The formats applied to any text can be cleared by clicking the **Clear All Formatting** button. After clearing the formats, the text is displayed as normal text without any formats applied.

Steps:

To clear formats:

- ❖ Select the text containing the formatting or style you want to clear.
- ❖ Select the **Clear Formatting** button in the **Font** group from the **HOME** tab.

Lesson Five: **FORMATTING PARAGRAPHS**

Lesson 5.1 **CREATING PARAGRAPH**

A paragraph is made up of a sentence or a number of sentences that deal with a specific topic. Organizing the document into paragraphs helps the reader to understand what has been written.

Steps

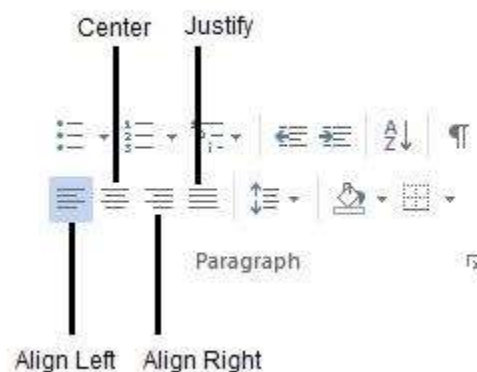
To create and merge paragraphs:

If necessary, display the **HOME** tab.

- ❖ Position the insertion point in the document where you want to create a new paragraph.
- ❖ Press **[Enter]** to create a new paragraph.

Lesson 5.2 **ALIGNING PARAGRAPHS**

Word provides various paragraph formatting options. Paragraph alignment refers to the way in which the lines of a paragraph are aligned in a document relative to the left and right margins. There are four types of alignment: **Left**, **Center**, **Right**, and **Justify**. The alignment type of the paragraph where your cursor is located is indicated by the highlighted button in the **Paragraph** group on the **HOME** tab.



Steps

To align paragraphs using the alignment buttons: If necessary, display the entire **HOME** tab.

- ❖ Position the insertion point in the paragraph you want to align, or select multiple paragraphs.
- ❖ Click the **Align Right** button to right align the paragraph.
- ❖ Click the **Align Left** button to left align the paragraph.
- ❖ Click the **Center** button to centre the paragraph.
- ❖ Position the insertion point in the paragraph you want to justify.
- ❖ Click the **Justify** button to justify the paragraph.

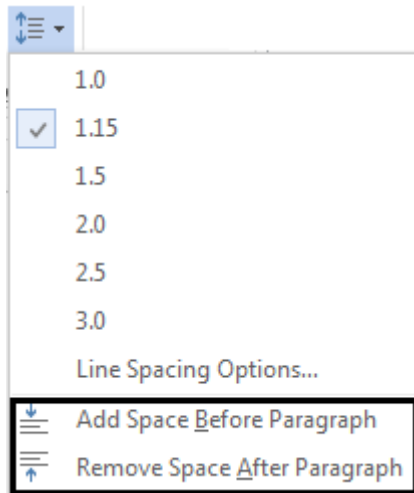
Lesson 5.3 PARAGRAPH SPACING

Paragraph spacing refers to the vertical space between paragraphs. By default, Word places 10pt spacing after each paragraph when you press the [**Enter**] key. You can insert extra space automatically before a paragraph, after a paragraph, or both.

You can use the **Line and Paragraph Spacing** button to add or remove the paragraph spacing.

Steps:

- ❖ Select the paragraph.
- ❖ On the **HOME** tab, click the **Line and Paragraph Spacing** button in the **Paragraph** group.
- ❖ Select the required option from the list.

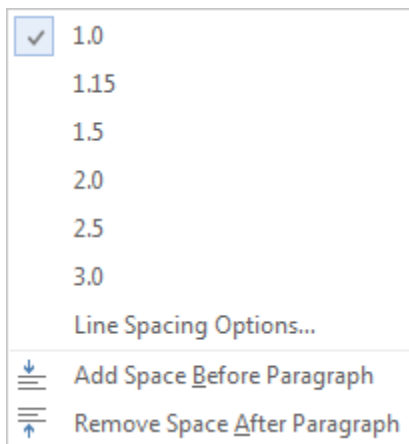


Paragraph Spacing

It is a good practice to use paragraph spacing options to apply spacing between paragraphs rather than pressing the **[Enter]** key. As the “Before” and/or “After” spacing automatically add white space between paragraphs, you do not have to press the **[Enter]** key twice to move the cursor to the next paragraph. These paragraph spacing can make a document easier to read by ensuring that text is spaced out evenly.

Lesson 5.4 LINE SPACING

Line spacing is the distance between two lines in the document. By default, the line spacing is set to 1.15 lines. You can increase or decrease this distance as required. In the images below, you can compare different types of line spacing. From left to right, these images show the single (1 line), one and a half (1.5 lines) and double (2 lines) spacing.



Steps:

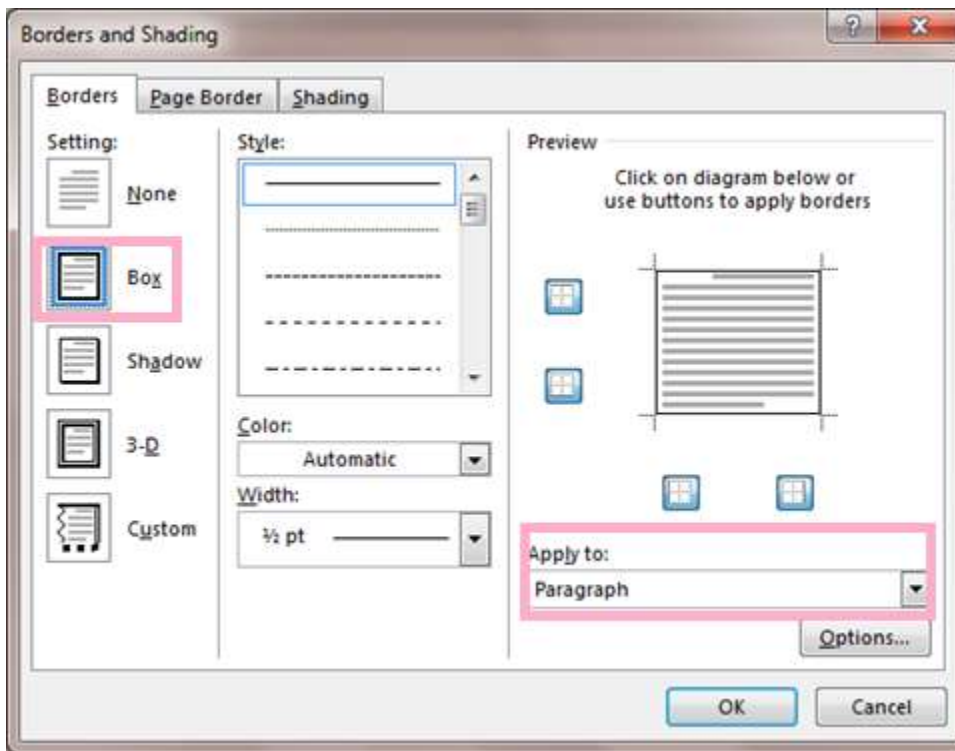
Modify line spacing in a paragraph.

If necessary, display the **HOME** tab.

- ❖ Position the insertion point in the paragraph for which you want to change the line spacing.
- ❖ Click the arrow on the **Line Spacing** button in the **Paragraph** group.
- ❖ Select the desired line spacing option.

Lesson 5.5 APPLYING BORDER/SHADING TO PARAGRAPH/TEXT

Differentiate a paragraph or text by applying a box border or shading. You can apply the borders and shading to either the paragraph or selected text.



Steps:

To apply a box border and shading to a paragraph/text. If necessary, display the **HOME** tab.

- ❖ Position the insertion point in the paragraph.
- ❖ In the **Paragraph** group, click on the **Borders** button list arrow and select **Borders and Shading** option.
- ❖ Select a border setting and click **OK**.
- ❖ Click on the **Shading** button list arrow in the **Paragraph** group and select shading colour.

Tip: To apply border to selected text, set the **Apply to: Text** in the **Borders** dialog box.

Lesson 5.6 COPYING PARAGRAPH FORMATS

You can copy paragraph formats from one paragraph to another. As a result, the paragraph spacing and the line spacing options are copied from the source paragraph to the destination paragraph.

To copy the format of one paragraph and paste it to another paragraph using the **Format Painter** feature. If necessary, display the **HOME** tab. Scroll to view all three paragraphs in the body of the letter.

Steps:

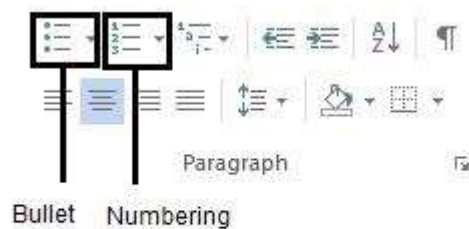
- ❖ Position the insertion point in the paragraph Themes and styles also help keep your document coordinated.
- ❖ Click the **Format Painter** button in the **Clipboard** group.
- ❖ Click in the paragraph you want to format.

Lesson Six:

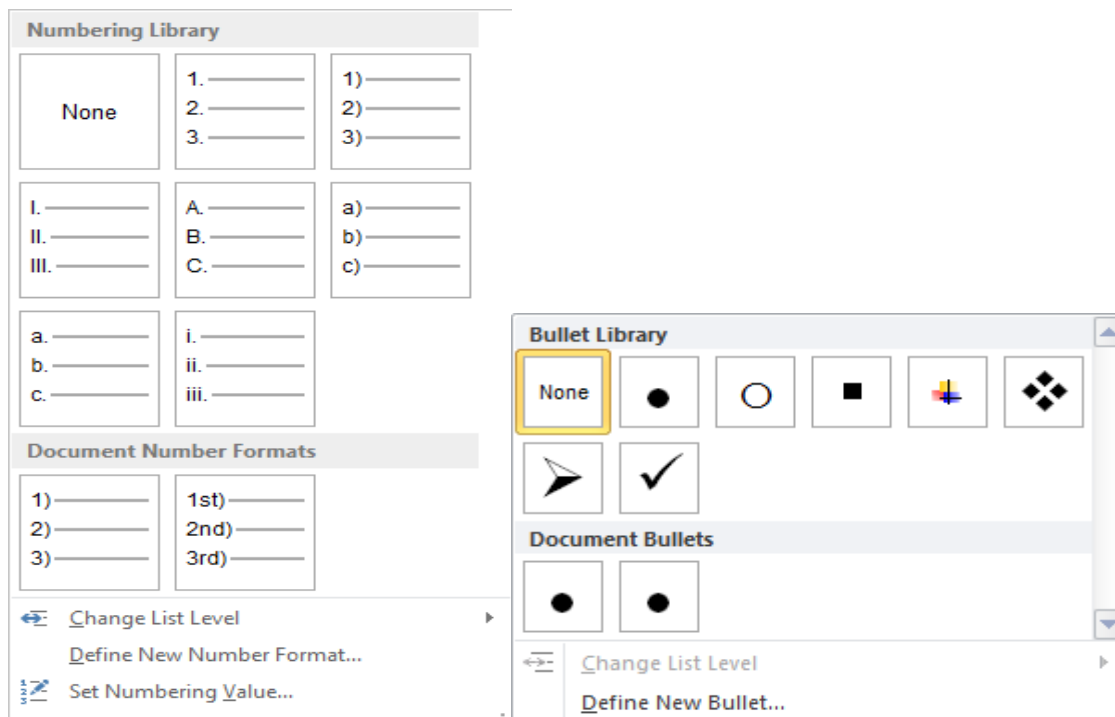
BULLETS AND NUMBERINGS

Lesson 6.1 TYPING A NUMBERED OR BULLETED LIST

You can add bullets or numbers to existing text, or Word can automatically create lists as you type. By default, if you start a paragraph with an asterisk or a number **1**. Word recognizes that you are trying to start a bulleted or numbered list.



Lesson 6.2 APPLYING NUMBERS OR BULLETS TO TEXT



Lesson 6.3 REMOVING NUMBERS OR BULLETS FROM TEXT

The bullets or the numbers can be easily removed from the text by just selecting the bulleted text or the numbered text and then selecting the bullets or the numbering button from the **Paragraph** group.

Lesson 6.4 CHANGING A BULLET OR NUMBER STYLE

The bullets or the numbers that have been applied to the existing list can be changed to another option from the Bullet library or the Numbered library.

Lesson Seven: CHECKING SPELLING AND GRAMMAR

Lesson 7.1 SPELLING AND GRAMMAR

Word has a built-in library consisting of tens of thousands of words. Every time you type a word, it's checked against that dictionary. When the word isn't found, it's marked with a red wavy underline in your document. When you have finished typing your document, you can run the Spelling and Grammar checker to check for errors or sentences and words that need reconsideration.

Steps:

Run the Spelling and Grammar checker.

- ❖ Select the **REVIEW** tab.
- ❖ Select **Spelling & Grammar** in the **Proofing** group.
- ❖ Select **Change** to change the misspelled words to correct spelling.
- ❖ Select **Ignore** to add words that are not recognized by the built-in Spell Check.
- ❖ Select **Delete** to remove repeated words

Lesson 7.2 ADDING WORDS TO THE CUSTOM DICTIONARY

The spelling checker compares the words in the document with those in the main dictionary. The main dictionary contains most common words, but it might not recognize many proper nouns, including place names and people's names, that may regularly appear in your documents. Also, some words might be capitalized differently in the main dictionary to how you would like them to appear in your documents. Adding these words to the dictionary will prevent the spelling checker from incorrectly flagging them as mistakes.

Steps

Adding words to the Custom Dictionary.

- ❖ Select the **REVIEW** tab.



- ❖ Select **Spelling & Grammar** button.
- ❖ Select **Add**.

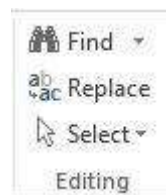
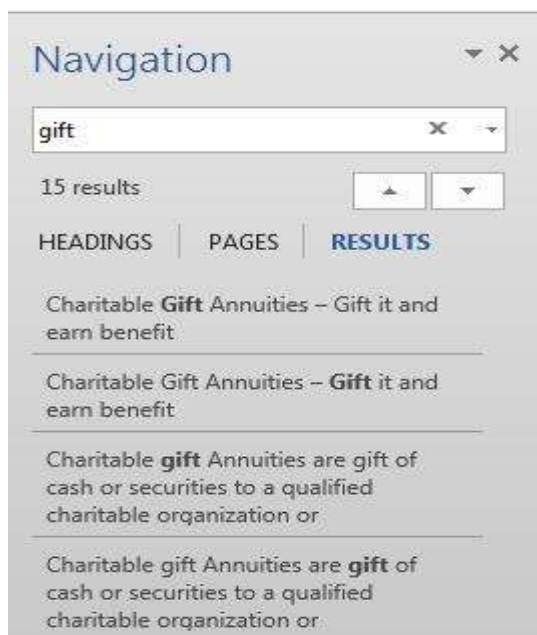
Lesson 7.3 USING FIND AND REPLACE

In this section, you will learn about:

- Using Find
- Using Replace

7.3.1 USING FIND

You can use Microsoft Word to find and replace text, formatting, paragraph breaks, page breaks, and other items. You can broaden your search by using wildcards to find words or phrases that contain specific letters or combinations of letters.



Steps

- ❖ Go the **Editing** group under the **HOME** tab.
- ❖ Select the **Find** button under the **Editing** list.
- ❖ Type the text you want to find in the search box.

- ❖ Select the **Next Search Result** arrow in the **Navigation** pane to go to the next occurrence of the search text.

7.3.2 USING REPLACE

Steps

Use the **Replace** feature to replace specific text with some other text.

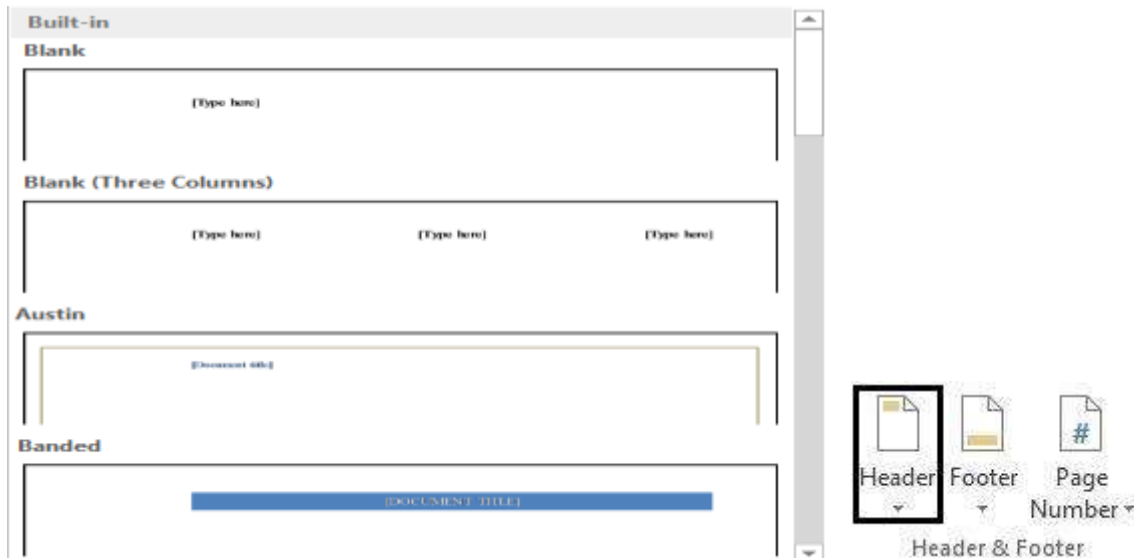
- ❖ Select the **Replace** button in the **Editing** group on the **HOME** tab.
- ❖ Type the text you want to find in the **Find what** box.
- ❖ Select the **Replace with** box.
- ❖ Type the desired replacement text.
- ❖ Select **Find Next**.
- ❖ Select **Replace** to replace the current occurrence with the replacement text, **Replace All** to replace all occurrences with the replacement text, or **Find Next** to skip the current occurrence.
- ❖ Select **OK** when Word has completed the search.
- ❖ Select **Close** when you have finished replacing text.

Lesson Eight:

HEADERS AND FOOTERS

Lesson 8.1 CREATING HEADERS/FOOTERS USING THE GALLERIES

You can add headers and footers to Word documents. A header is text that appears at the top of every page, whereas a footer is text that appears at the bottom of every page.

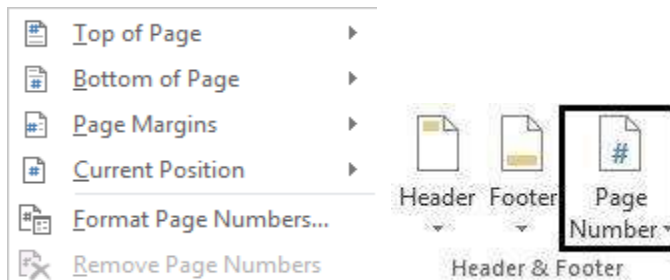


Steps:

- ❖ Select the **INSERT** tab.
- ❖ Select the **Header** button from the **Header & Footer** group.
- ❖ From the gallery of headers, select the desired header.
- ❖ Edit the header as desired.
- ❖ Select the **Footer** button on the **Header & Footer Tools Design** tab.
- ❖ From the gallery of footers, select the desired footer.
- ❖ Edit the footer as desired.

Lesson 8.2 INSERTING PAGE NUMBERS USING THE GALLERIES

If you want a page number on each page, and you don't want to include any other information, such as the document title or the location of the file, you can quickly add a page number from the gallery.

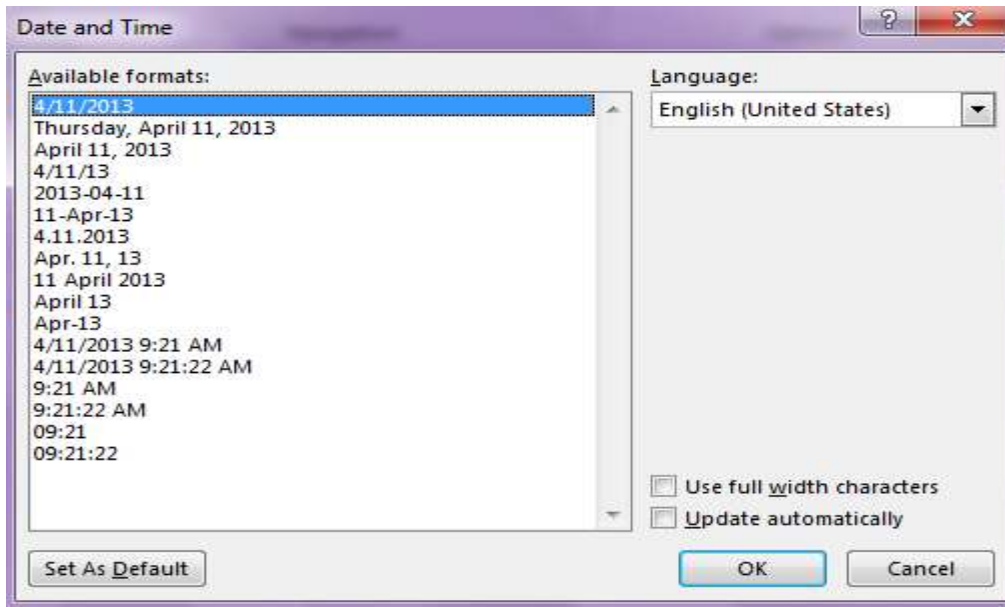


Steps:

Insert page numbers using the gallery.

- ❖ Select the **INSERT** tab.
- ❖ Select **Page Number** in the **Header & Footer** group.
- ❖ Point to the relevant option depending on the required location of the page number.
- ❖ Select an option, based on the desired location and style.
- ❖ Click **Close Header and Footer**.
- ❖ Close **HeaderFooter.DOCX**

Lesson 8.3 INSERTING THE CURRENT DATE



Steps:

Insert the current date into the header or footer of a document.

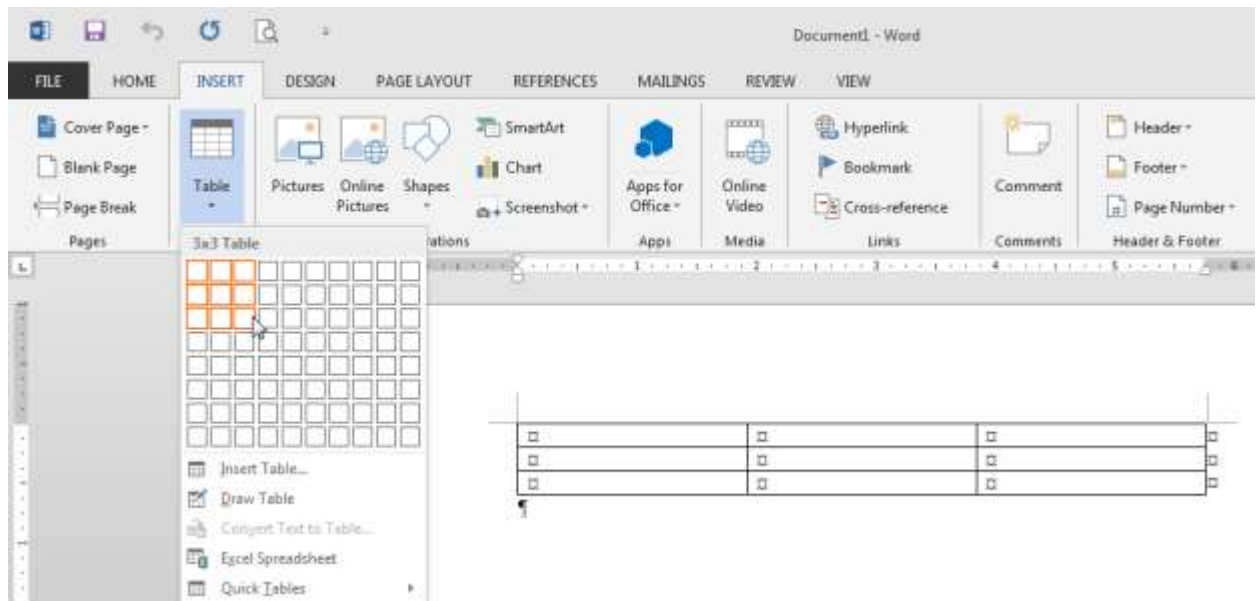
- ❖ Select the **INSERT** tab.
- ❖ Select the **Header** or **Footer** button in the **Header & Footer** group.
- ❖ Select the **Edit Header** or **Edit Footer** option.
- ❖ Select the **Date & Time** button in the **Insert** group.
- ❖ Select the desired date format.
- ❖ Select **OK**.

Lesson Nine:

WORKING WITH TABLES

Lesson 9.1 INSERTING A TABLE

It can be useful to display information in a table format. For example, a list of products with different features might best be presented in a table. A table is made up of horizontal rows and vertical columns, and the intersection of a row and a column is a cell. You can enter text and numbers into each cell. You can use different methods to insert a table. You can use the **Insert Table** dialog box to enter the desired rows and columns and other requirements, or you can drag to select the required number of cells in the **Insert Table** grid. Another option is to use the **Draw Table** feature to draw your own table.



Steps

Create a table. If necessary, create a new, blank document.

- ❖ Select the **INSERT** tab.
- ❖ Select the **Table** button in the **Tables** group.

- ❖ Drag across the **Insert Table** grid to select the number of rows and columns in the table.

Lesson 9.2 NAVIGATING A TABLE

You can navigate within the table using the mouse and the keyboard. You can use the arrow keys from the keyboard to move up, down, right, or left.

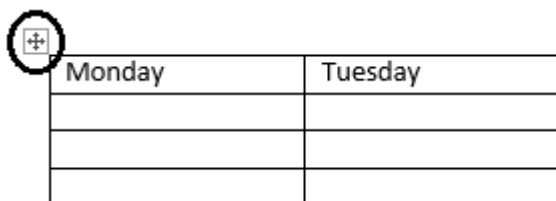
Steps:

Navigate a table with the mouse and keyboard.

- ❖ Click in the cell you want to select.
- ❖ Press [**Tab**] to move to the next cell.
- ❖ Press [**Shift+Tab**] to move to the previous cell.
- ❖ Press [**Down**] to move down one cell.
- ❖ Press [**Right**] to move right one cell.
- ❖ Press [**Left**] to move left one cell.
- ❖ Press [**Up**] to move up one cell.

Lesson 9.3 SELECTING THE TABLE

You have to select the table or parts of a table in order to carry out actions such as formatting or editing. The easiest way to select an entire table is by using the **Table Move Handle**. Place the mouse over the table, and click the **Table Move Handle** on the top left corner.



Monday	Tuesday

You can also select the table or parts of the table using the **Select** button in the **Table** group of the **TABLE TOOLS LAYOUT** tab.

Steps:

- ❖ Position the insertion point within the table.
- ❖ Select the **TABLE TOOLS LAYOUT** tab.
- ❖ Select the **Select** button in the **Table** group.
- ❖ Select the **Select Table** option.
- ❖ Click into the first row, and click **Select Row**.
- ❖ Click into the first column, and click **Select Column**.

Lesson 9.4 INSERTING ROWS AND COLUMNS INTO A TABLE

New row and column can be inserted into an existing table, below are the steps on how you can achieve it.

Steps

- ❖ Click in the first row.
- ❖ Select the **TABLE TOOLS LAYOUT** tab.
- ❖ To insert a row, select the **Insert Above** or **Insert Below** button in the **Rows & Columns** group.
- ❖ Click anywhere in the document to deselect the inserted row.
- ❖ Position the insertion point in a cell adjacent to where you want to insert the column.
- ❖ To insert a column, select the **Insert Left** or **Insert Right** button in the **Rows & Columns** group.
- ❖ Click anywhere in the document to deselect the inserted column.

Lesson 9.5 ADDING TEXT TO A TABLE

Text can be added to any cell by clicking on the cell and typing in it. Formatting can be applied to an individual cell, row, or column; a selection of cells, rows or columns; or the whole table.

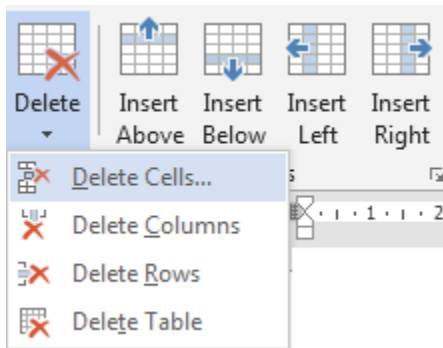
Lesson 9.6 INSERTING ROWS AND COLUMNS INTO A TABLE

Steps:

Insert rows and columns into a table. Open **TABLE1.DOCX**.

- ❖ Right-mouse click the last row.
- ❖ Select the **Insert rows above** option from the **Insert** shortcut menu.
- ❖ Right-click the column to the right of which you want to insert a column.
- ❖ Select the **Insert columns to the left** option from the **Insert** shortcut menu.

Tip: To remove the table row/column, select the row/column, select the **LAYOUT** tab, click **Delete**, and select the appropriate action to remove the row/column.

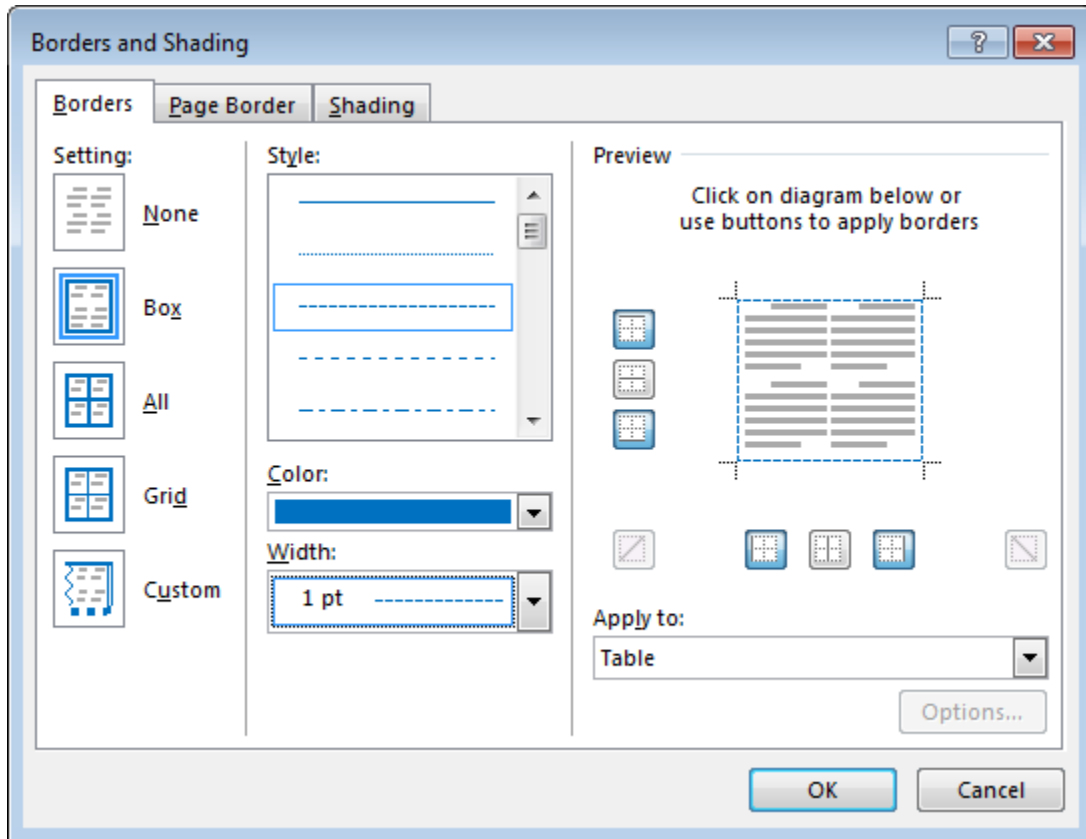


Lesson 9.7 ADDING A BORDER TO A TABLE

Steps:

Add a border to a table. Scroll as necessary to view the table at the bottom of the page.

- ❖ Drag to select the entire table.
- ❖ Select the **DESIGN** tab under **Table Tools**
- ❖ Click the **Borders** list in the **Borders** group.
- ❖ Select **Borders and Shading**.
- ❖ Select a border type under **Setting**
- ❖ Click the 3rd line style in the **Style** list.
- ❖ Click the **Color** list and click the colour **Blue**.
- ❖ Click the **Width** list and click **1pt**.
- ❖ Click **OK**.



Lesson 9.8 REMOVING A BORDER FROM A TABLE

Steps:

- ❖ Click in the selection bar to select the last row of the table.
- ❖ Select the **DESIGN** tab under **TABLE TOOLS**
- ❖ Click the **Line Style** button in the **Borders** group.
- ❖ Select the **No Border** option
- ❖ Click the **Borders** button list in the **Borders** group
- ❖ Click **Bottom Border**.

Note: Click anywhere in the document to deselect the table. Notice that a border no longer appears along the bottom edge of the table.

Practice the Concept: Select the entire table and use the **No Border** option from **Borders** in the **Table Styles** group to remove all the borders from the table.

Lesson 9.9 ADDING AND REMOVING SHADING

Steps

Add shading to and remove shading from text in a table.

- ❖ Drag to select the first row of the table.
- ❖ Select the **DESIGN** tab under **TABLE TOOLS**.
- ❖ Select the right-hand part of the **Shading** button in the **Table Styles** group.
- ❖ Click **White, Background 1, Darker 25%** (first column, fourth row).

Lesson Ten: INSERTING GRAPHICS

Lesson 10.1 INSERTING A PICTURE

You may want to insert a picture from your computer or a local drive in a document. Picture file format include .jpg, .gif, .png, .bmp, and .tif.

Steps:

- ❖ Select the **INSERT** tab.
- ❖ Click the **Picture** button in the **Illustrations** group.
- ❖ Select the folder containing the picture file you want to insert
- ❖ Click **BIKE**.
- ❖ Click **Insert**.

Lesson 10.2 INSERTING A DRAWN OBJECT

Drawn object includes lines, rectangles, block arrows, and other shapes.

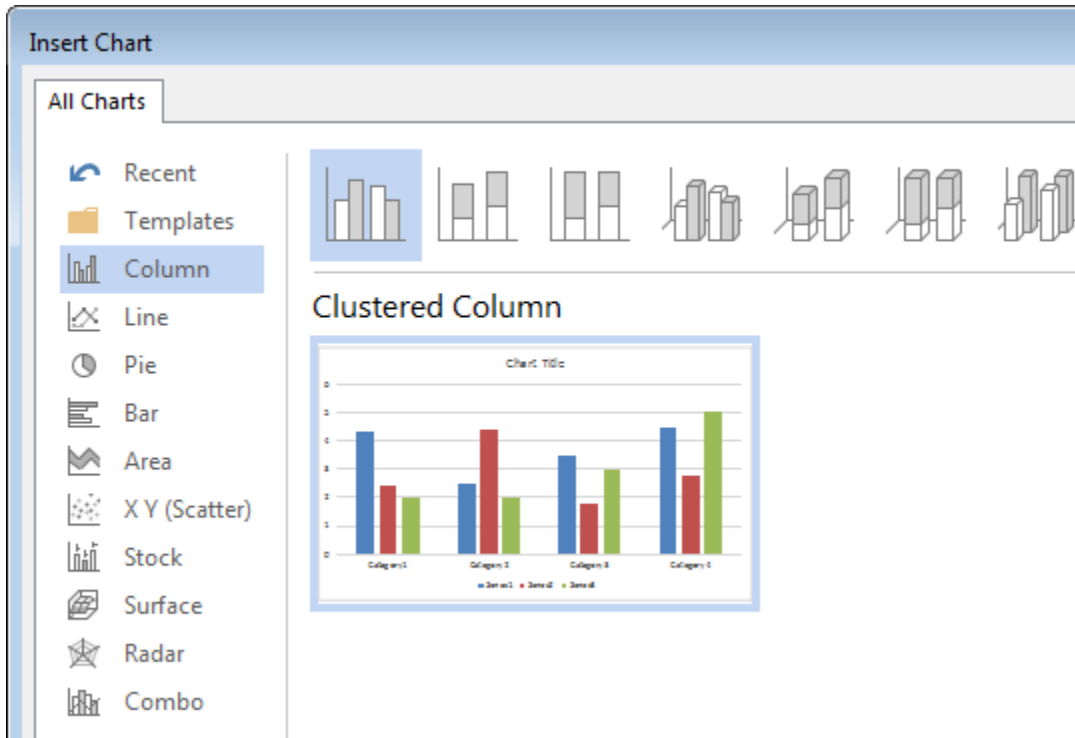
Steps:

- ❖ Click at the end of the document
- ❖ Click **INSERT**
- ❖ Click the **Shapes** button in the **Illustrations** group.
- ❖ Select a shape; Under **Rectangles**, click **Rectangle**
- ❖ Click on the blank area of the page and drag to draw the shape.
- ❖ Click on the rectangle and type **SALE**.
- ❖ Click and drag the resizing handles to achieve the correct size for the drawn object.

The shape must be selected before any editing or formatting can be applied to it. Simply click on the shape border to select it.

Lesson 10.3 INSERTING A CHART

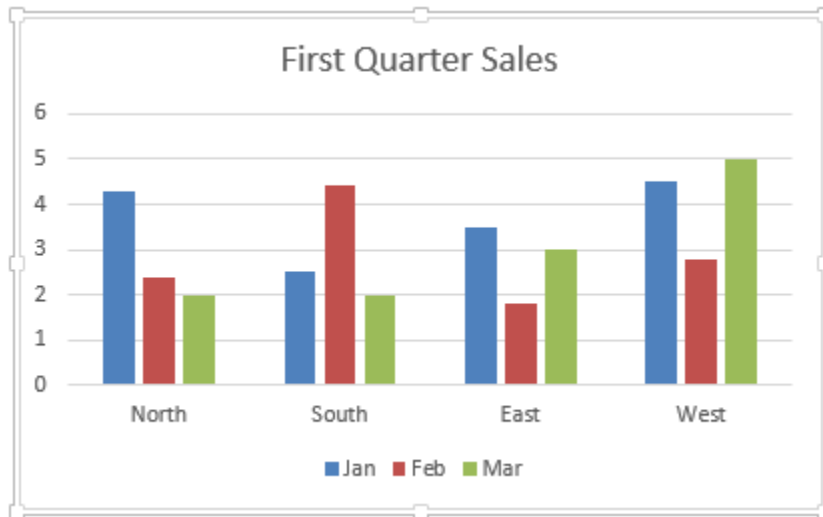
A chart is often much better at presenting information than numbers in a table. Word uses a worksheet as a placeholder for entering chart data, much like Excel, which is Microsoft's spreadsheet application.



Steps

- ❖ Create a new, blank document.
- ❖ Click at the top of the page
- ❖ Click **INSERT** and click **Chart** in the **Illustrations** group.
- ❖ Click **Column** and click **Clustered Column**.
- ❖ Click **OK**.
- ❖ Enter the data shown below and close the **Chart in Microsoft Word** window
- ❖ Add a chart title. [Click in the **Chart Title** box and type **GST 106 Student Score**.]
- ❖ Click on the chart to select it and click and drag the resizing handle to resize the chart.

	A	B	C	D
1		Jan	Feb	Mar
2	North	4.3	2.4	2
3	South	2.5	4.4	2
4	East	3.5	1.8	3
5	West	4.5	2.8	5



If you want to remove the chart, simply click on the chart to select it and press [**Delete**].

Lesson 10.4 COPYING/MOVING OBJECTS WITHIN SAME DOCUMENT

Steps:

- ❖ Click on the rectangle shape at the end of the document
- ❖ Select the **HOME** tab and click **Copy** in the **Clipboard** group.
- ❖ Press [**Ctrl+Home**] to go to the beginning of the document.
- ❖ Click **Paste**.

Alternative methods:

- Right-click on the object and select **Copy**, and right-click where you want to paste the object and select **Paste**.

- Select the object, press [**Ctrl**], click and drag the object to the new location.

Lesson 10.5 TO MOVE OBJECT WITHIN THE SAME DOCUMENT.

1. Click on the picture on page 2.
2. Click **Cut**.
3. Press [**Ctrl+End**] to go to the end of the document.
4. Click **Paste**.

Alternative methods:

- Right-click on the object and select Cut, and right-click where you want to paste the object and select Paste.
- Select the object, click and drag the object to the new location.

Lesson Eleven: MAIL MERGE

Lesson 11.1 USING MAIL MERGE

Mail merge allows you to create multiple letters or labels using information that is stored in a list, database, or spreadsheet. Mail merge is a very useful tool when you need to send the same document to a large number of addressees. Individually creating each message would be time consuming. The rest of the operations necessary are automatically performed by the word wizard. To begin a mail merge you have to firstly prepare the main document that forms the starting point. The recipient's name, address, and other information can be personalized. The same data source can be used for both letters and mailing labels.

The basic steps in performing a mail merge are:

1. Set up the main document

Select the type of document (for example, letters, e-mails, envelopes, labels, or directories) you want to create with the mail merge. The main document should contain the components that are the same in all of the merged documents.

2. Select or create a data source

The data source contains the personalized information you want to display in the main document. You can create a new data source or use an existing data source. Examples of types of files that can be linked as data source are a Word table, an Excel file, or an Access database.

3. Insert fields

Specify where you want to insert the information from the data source into the main document.

4. Preview the merge

Preview how your document will appear when the information from the data source has been merged.

5. Complete the merge

Merge the data from the data source into the merge fields in the main document, creating a unique document for each record in the data source.

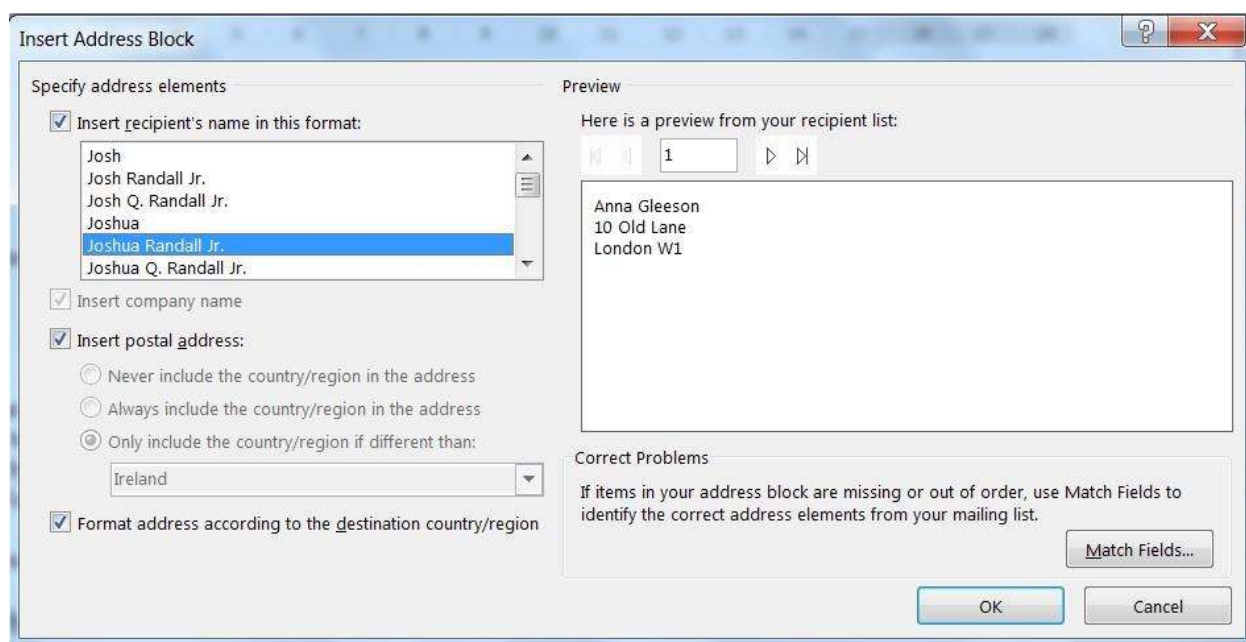
The **Mail Merge** task pane guides you in creating, opening and modifying the main document and the data source. The task pane provides instructions for each step in the process. While using the task pane, you can go back to any previous step to review or modify the mail merge.

Steps

Start a mail merge.

- ❖ Open **mailletter.docx**.
- ❖ Select the **MAILINGS** tab.
- ❖ Select the **Start Mail Merge** button in the **Start Mail Merge** group.
- ❖ Select **Step-by-Step Mail Merge Wizard**.
- ❖ Under **Select document type**, select the desired document type. Select Letters
- ❖ Under **Step 1 of 6**, select the **Next: Starting document**
- ❖ Under **Select starting document**, Use current document
- ❖ Click **Next: Select recipients**.
- ❖ On the Top right Select “**Type a new list**” and click **Create**
- ❖ Click **Next: Write your letter**.

- ❖ Press [**Ctrl+Home**], Position the insertion point in the main document where you want to insert a grouped merge field.
- ❖ Under **Write your letter**, select the link for the grouped merge field you want to insert.
- ❖ Click Address Block



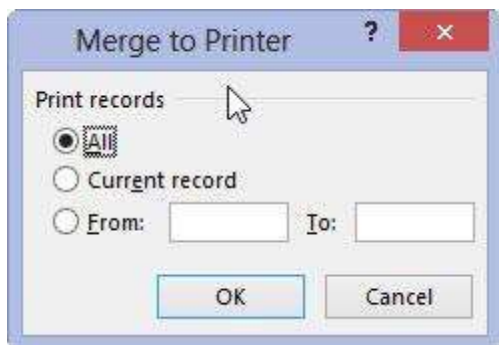
Address Block Dialog box

- ❖ Click **Mr. Josh Randall Jr.** in the **Insert recipient's name in this format** list.
- ❖ Select **OK**.
- ❖ Under **Step 4 of 6**, select the **Next: Preview your letters** link.
- ❖ Under **Preview your letters**, select the **Next Record** button to preview each of the merged records.
- ❖ Under **Preview your letters**, select the **Previous Record** button to navigate back through the merged records.

- ❖ Under **Step 5 of 6**, select the **Next: Complete the merge** link.
- ❖ Under **Merge**, select the **Edit individual document** link.
- ❖ Select the records you want to merge to a new document. Select **ALL**
- ❖ Click **OK**.

Lesson 11.2 MERGING TO THE PRINTER

Once you have previewed the merged documents, you can merge them directly to the printer. This option lets you easily print merged documents without creating or saving a new, merged document.



Steps

- ❖ Select the **MAILINGS** tab. Merge to the printer.
- ❖ Under **Finish**, select the **Finish & Merge**.
- ❖ Select the **Print Documents**.
- ❖ Click **All**,
- ❖ Select **OK**.
- ❖ Select the desired options in the **Print** dialog box, then select **OK**.

LESSON TWELVE

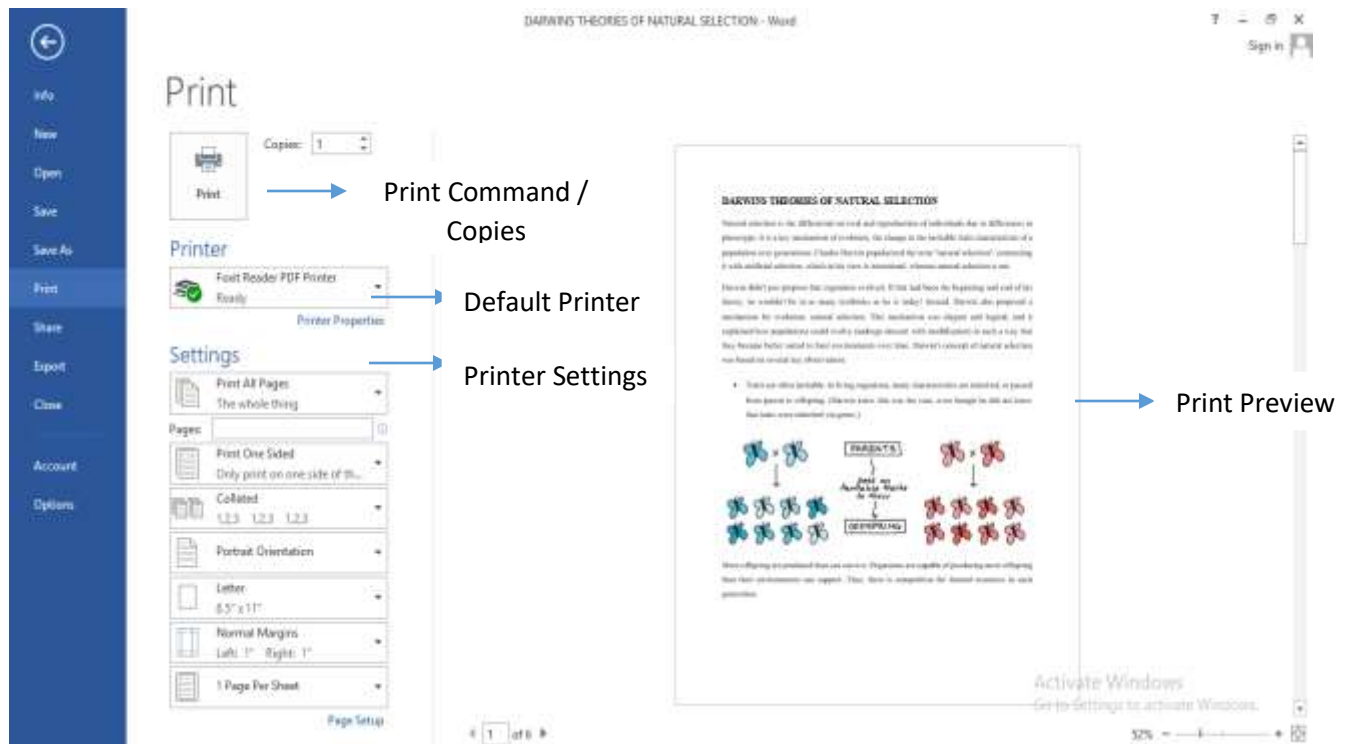
PRINTING AND SAVING DOCUMENT IN PDF

Lesson 12.1 PRINTING A DOCUMENT

Having completed all the settings for printing the document, it is used to run a final check, by checking the final appearance of the work once printed. This means you avoid the text on paper having a different effect than that on screen.

Printing a Document from a Word Processing Application

1. Open the file to print in Microsoft Word.
2. Click the FILE tab and click Print. *This will also give you a preview of the document on the right hand side of the window.*
3. Select the options you want and click the Print button.



Print Preview: Gives you a preview of the document before printing.

Settings: Allows you to set your document in various format, margins, landscape and paper type.

Printer: Shows you the default printer and which printer will be used to do the printing job.

Print: This command send the document to the available printer.

Copies: Indicate the number of copies to be printed.

Tip: Short cut for printing is **Ctrl + P**

Lesson 12.2 Saving a Document as PDF

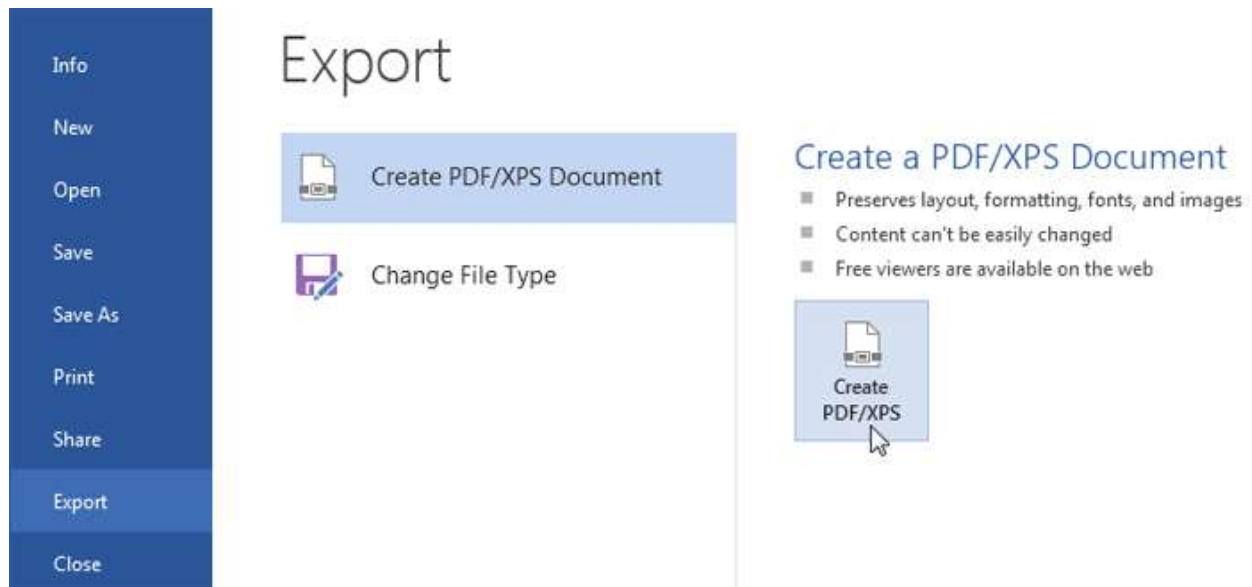
By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word in a variety of file types. **PDF** means Portable Document Format.

To export a document as a PDF file:

Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

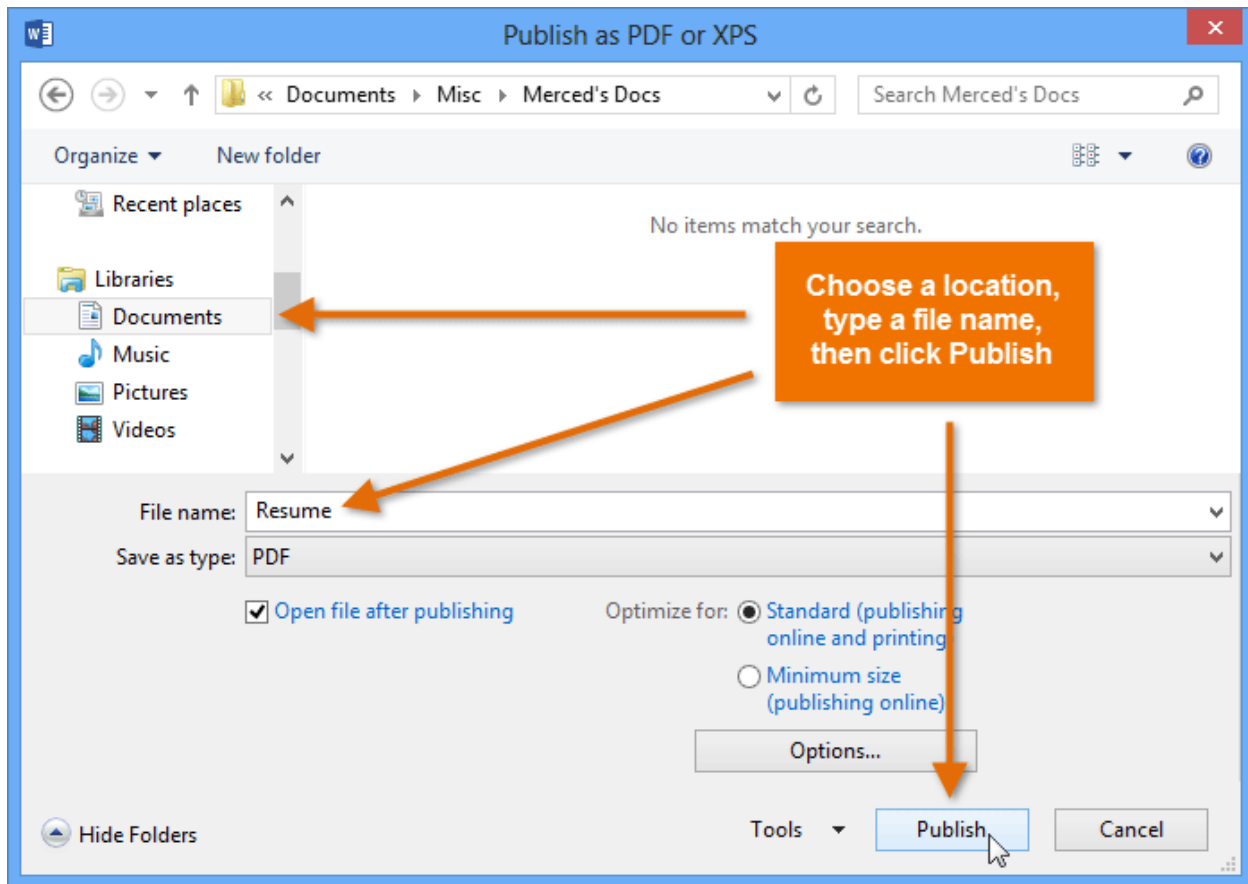
Steps

- ❖ Click the **File** tab to access **Backstage view**.
- ❖ Click **Export**, then select **Create PDF/XPS**.



- ❖ The **Save As** dialog box will appear.

- ❖ Select the **location** where you want to export the document,
- ❖ Enter a **file name**,
- ❖ Then **click Publish**.



By default, Word will export **all of the pages** in the document. If you want to export only the **current** page,

- ❖ Click **Options** in the **Save as** dialog box. The **Options** dialog box will appear.
- ❖ Select **Current page**,
- ❖ Click **OK**.

