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## EXERCISE

There are times you might like to use a shortcut when typing the same text regularly

- (1) In a new document add in approx. seven underscores i.e. \_\_\_\_\_ (beside the number zero up top of your keyboard) and press Enter
- (2) Now type an opening bracket, the letter c and a closing bracket i.e. (c)

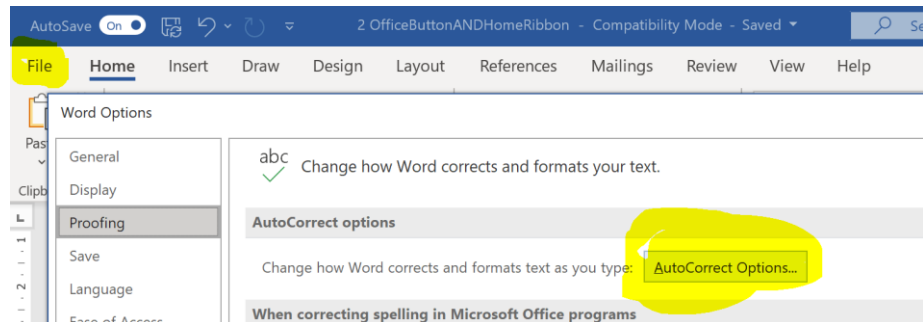
Q: What *automatically* happens?

**Undo** this as you actually only wanted the underscores (SHORTCUT= \_\_\_\_\_)

## EXERCISE: Create your own AutoCorrect shortcut.

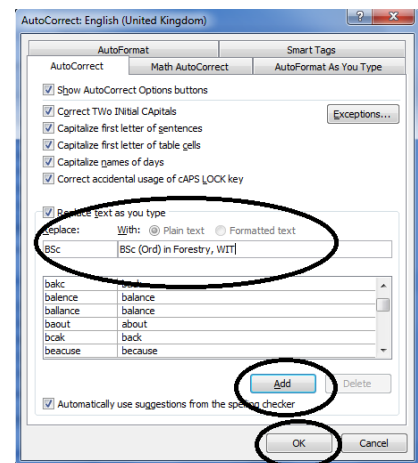
You want the full course title “BSc (Ord) in Forestry, WIT” or “BSc (Ord) in Horticulture to be automatically entered every time you type “BSc” into any document on your computer.

1. Click on



**File/Options/Proofing/AutoCorrect Options...**

2. Enter the text that you wish to use as the anchor  
i.e. BSc
3. Enter the text that you want Microsoft Word to automatically AutoCorrect in your document i.e.  
BSc (Ord) in Forestry/Horticulture, WIT
4. Click Add
5. Click OK
6. Test that it works as expected by typing **BSc** and a space after it



The full course title should now appear on your document

## Stop AutoCorrect = Undo it!

**What if you don't want it to autocorrect:**

- (1) for a particular time?

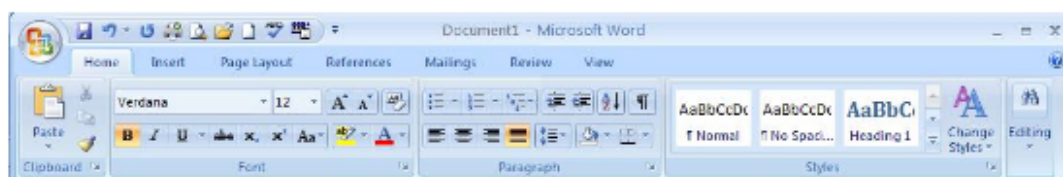
On a new line, type BSc and space (it will autocorrect) and then press the undo button (or Ctrl + Z)

- (2) ever again

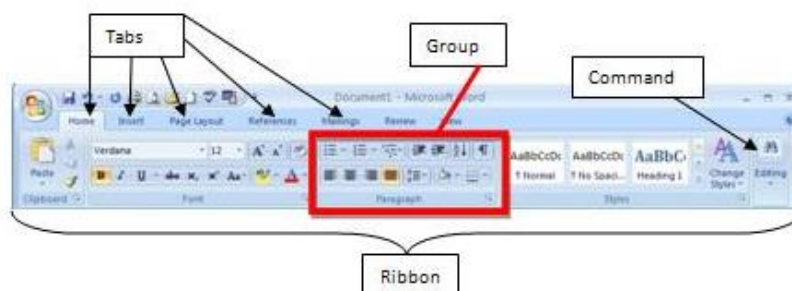
delete this shortcut from the machine you are on

## The Ribbon

The 'Ribbon User Interface' is a task-oriented Graphical User Interface (GUI). The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups, which are collected together under tabs. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the **Picture Tools** tab is shown only when a picture is selected.



The ribbon is divided into **Tabs**, **Groups**, and **Commands**.



Each **tab** opens a different ribbon with **groups** of **commands** inside it. Microsoft has tried to make the placement of the commands within both groups and tabs as intuitive as possible to make them easy to find. By using the Ribbon system the user has many less mouse clicks to execute the desired command.



## EXERCISE: Using the Ribbon

1. Select the text (your course title) **BSc (Ord) in Forestry/Horticulture, WIT**
2. Format the text to Comic Sans MS, size 13.5

3. Centre align the text
4. Format the text to a green colour, bold and dashed underlined
5. Highlight the text yellow

It should appear as follows:

**BSc (Ord) in Forestry, WIT**

Or

**BSc (Ord) in Horticulture, WIT**

## Expanding the dialog window for more options



In the lower right hand corner of some groups is a small down pointing arrow. These are referred to as **Dialog Expanders** or **Launchers**. Clicking on the arrow will open a **Dialog window** or a **Command pane**. The dialog box may provide additional options that may not be contained on the active tab. Most of the dialog boxes that appear should be familiar; many are taken directly from earlier versions of the program.



The Ribbon has three types of Commands.

1. Simple Buttons
2. Drop-down menus Buttons
3. Launchers (or Dialog Expanders) Buttons

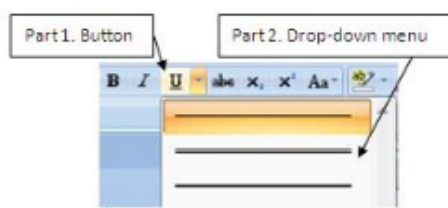


**Simple Buttons** work as **Toggles** or **on/off switches**. When the command is off it will be surrounded by blue and look like all other commands. When a command button is on, it will be surrounded by orange. A command will only work when it is on. **Bold** is an example of a button.

**EXERCISE: Text in Double Underline or in SMALL CAPITALS ~~or crossed out~~.**

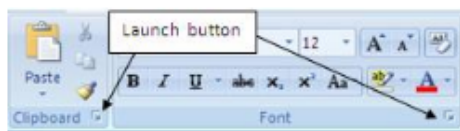
1. Type the sentence "This is Class Number 1 with an overview of some of the fundamentals of Word Processing"
2. Format the text to Courier New, size 14.5 and centred aligned on the page.
3. Make use of the Font dialog box for the formatting features.

This is Class Number 1 with ~~an overview of~~ some  
of the fundamentals of WORD PROCESSING

**Button or Drop down Menu**

Some commands are a combination of a **simple button** and a **drop-down menu button**. There are two buttons for these commands. The left button is a simple button and the right buttons is drop-down menu arrow button. If one clicks on the simple button the default value will be used, if one clicks on the drop-down menu arrow there will

be a number of options available from which to choose. The default value is the last used value for the command. **Underline** is an example of a combination command.



**Launcher** (or **Dialog Expanders**) buttons are usually displayed in the bottom right corner of some groups. Clicking the launcher button will opens up a series of options either in a **Task pane** (such as the **Clipboard**) or a **Dialog window** such as the **Font**

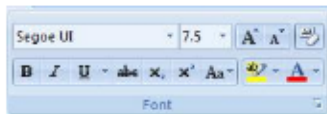
group.

## Clipboard & Font Groups



The **Home** ribbon is made up of the most used commands in Word. The first group on the **Home** ribbon is the **Clipboard**. **Copy**, **Cut**, **Paste** and **Format Paste** are the commands within the Clipboard group. The Clipboard commands are on the Home ribbon of **Word** and all other Office 2007 applications that use the ribbon. The dialog expander arrow of the Clipboard group will open up the **Clipboard pane**, showing all items that can be pasted. You can now have up to 24 items in the Clipboard pane.

### Font Group



The second group of commands on the Home ribbon is the **Font** group. The font group commands are format enhancing tool that includes **font typefaces**, **font size**, **font effects** (bold, italics, underline, etc.), **colors** and more. Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface. The expander arrow in the **Font group** will open up the **Font dialog** window.

## EXERCISE: Using drop down menus

1. Type out the following text

Teagasc is the leading organisation in the fields of agriculture and food research in Ireland, undertaking innovative research in:

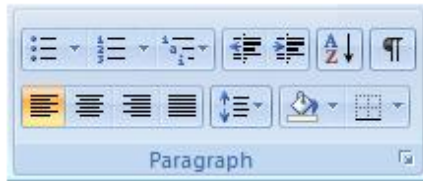
- Food
  - Animal production and grassland
2. Press Enter after **grassland** and undo the auto bullet point
  3. Use Word's feature to format the bullet points to **Capitalize Each Word**, in Calibri, size 13.5 and in green text colour, as shown here:

- Food
- Animal Production And Grassland



## Paragraph & Style Groups

### Paragraph Group



The third group on the Home ribbon is the **Paragraph** group. The paragraph group allows you to change **Paragraph Alignment** (left, right, centered, or justified), adjust **Line Spacing** within a paragraph, adjust **spacing before and after paragraphs**, along with working with paragraph **Indentation**. This is also the area where you can add **bullet lists**, **number lists**, or **outline form** to a documents. The Dialog expander arrow will open the **Paragraph dialog** window.

### Style Group

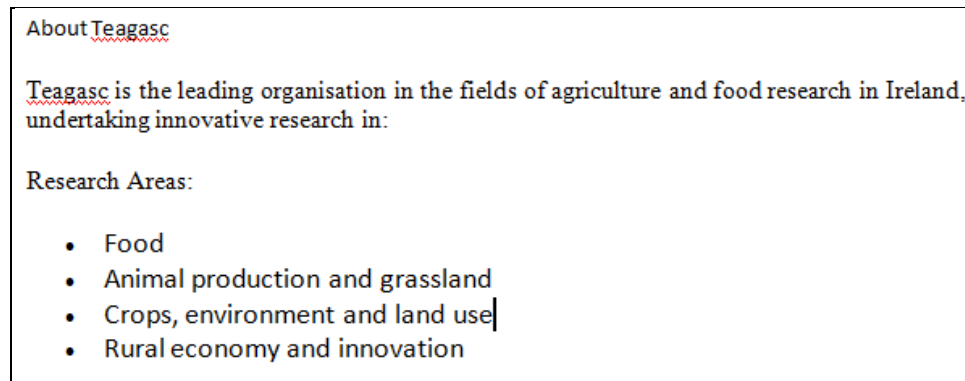


The fourth group on the Home ribbon is the **Style** group. Styles are a collection of formatting options that you can apply to text. When you use styles to format your document, you can quickly and easily apply a set of formatting choices consistently throughout your document.

A **style** is a set of **formatting characteristics**, such as font name, size, color, paragraph alignment and spacing. Some styles even include borders and shading. For example, instead of taking three separate steps to format your heading as 16-point, bold, Cambria, you can achieve the same result in one step by applying the built-in Heading 1 style. You do not need to remember the characteristics of the Heading 1 style. For each heading in your document, you just click in the heading (you don't even need to select all the text), and then click Heading 1 in the gallery of styles.

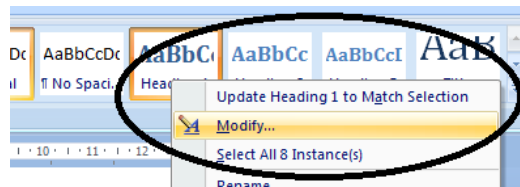
### EXERCISE: Using Heading Styles

1. Make a copy the “*Teagasc is the leading...*” text you typed out above.
2. Add a heading **About Teagasc**.
3. Paste the text as a new paragraph under this “About Teagasc” heading
4. Add another heading about the bulleted text with the word Research Areas, as shown above



5. Using the Styles group, change both headings “About Teagasc” & “Research Areas” to Heading 1
6. Format all Heading 1 styles to appear as Courier New, size 14.5 and in a navy colour

Right click in Heading 1 and Modify



## Editing Group



The Fifth and final group on the Home ribbon is the **Editing** Group. The commands in the Editing group are **Find**, **Replace**, and **Select**. When you create a document in Microsoft Word, you may decide to change a certain word or phrase that is repeated throughout the document. Let the computer do the hard work with the **Find** and **Replace** feature in Word, and you can be sure you didn't miss one.

Under the **Find** command there is the **Go To** command. The Go To command can be used to immediate go to a page, a section or any marked location within your document.

The **Select** command can be used for different purposed.

- To select all of the text in the document, click **Select All**.
- To select shapes that are hidden, stacked, or behind text, click **Select Objects**, and then draw a box over the shapes.
- To select text with similar formatting, click **Select Text with Similar Formatting**.

## Exercise: Finding & Replacing text

1. Replace all instances of Teagasc with Coillte