

PART

Two

Microsoft Word is a word processor; a computer application used for the production of any printable material imaginable. With MS Word, you can compose, edit, format, and print a document.

Once you've broken through the creative jam, Word can make your documents look downright irresistible, with colorful graphics, bold type, and eye-catching layouts that say, "Read Me!"



Microsoft
Word

Chapter 1

Word Watch

- Office Icon
- Quick Access Toolbar
- Title Bar
- Ribbon
- Dialog Box Launcher
- Status Bar
- Scroll Bar
- Document Area

STARTING MICROSOFT WORD



Learning Objectives

After completing this chapter, you should be able to:

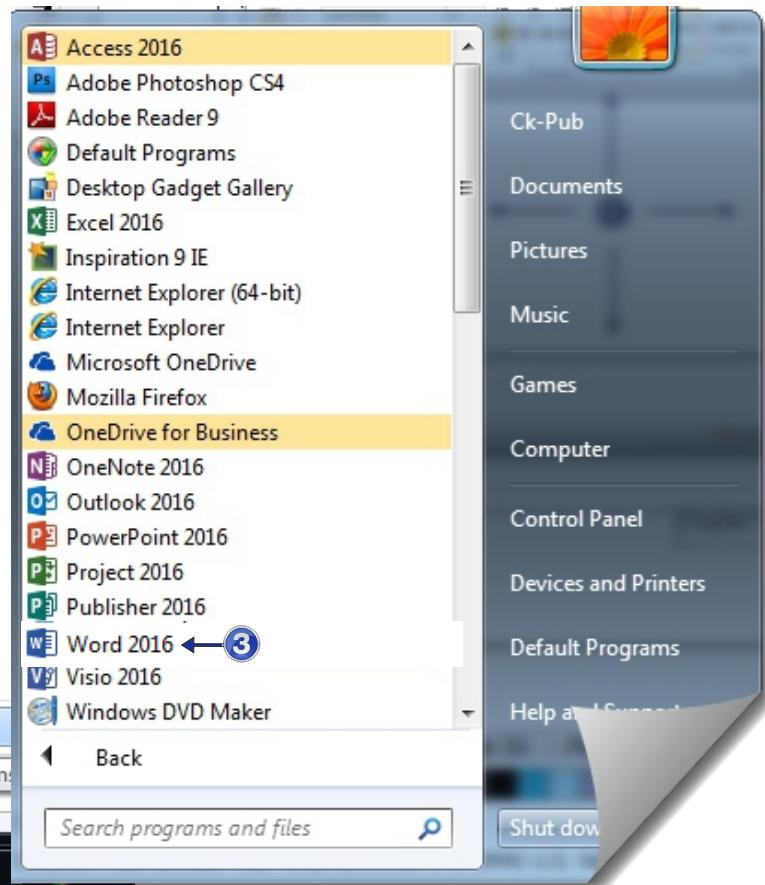
- open MS Word application;
- distinguish each part of MS Word window;
- enter text;
- move around in a document;
- save a document;
- work out text;
- insert symbol(s);
- share text between documents;
- open an existing document;
- switch between open documents; and
- close a document.

Opening Word

There is no substitute to actual experience, so get ready to open Microsoft Word (MS Word) yourself. You can open it in a number of ways. This section demonstrates how to open Microsoft Word from the All Programs menu. Once MS Word is opened, a blank document where you can type your text, appears.

Open Word

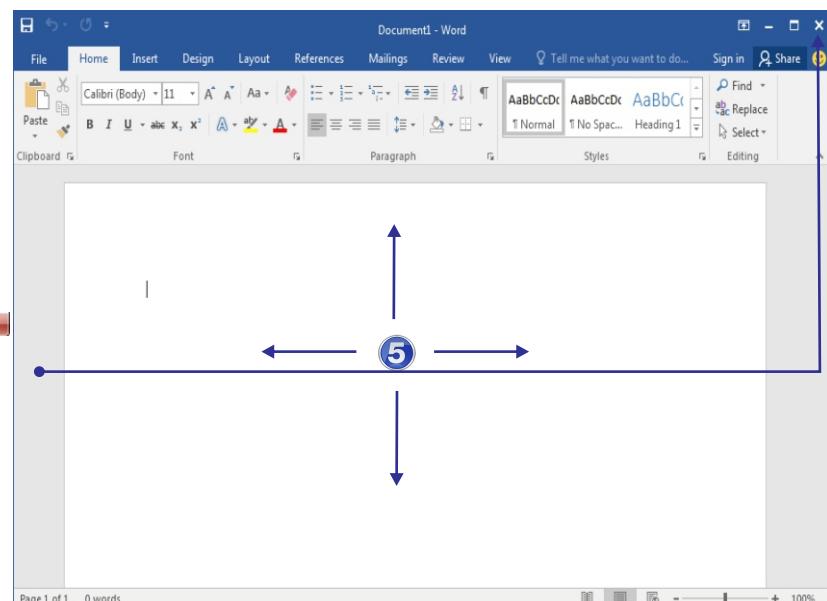
- ① Click the Start button.
- ② Click on All Programs.
- ③ Select Microsoft Office Word .



- ⑤ Wait until a blank document appears in the Word window.

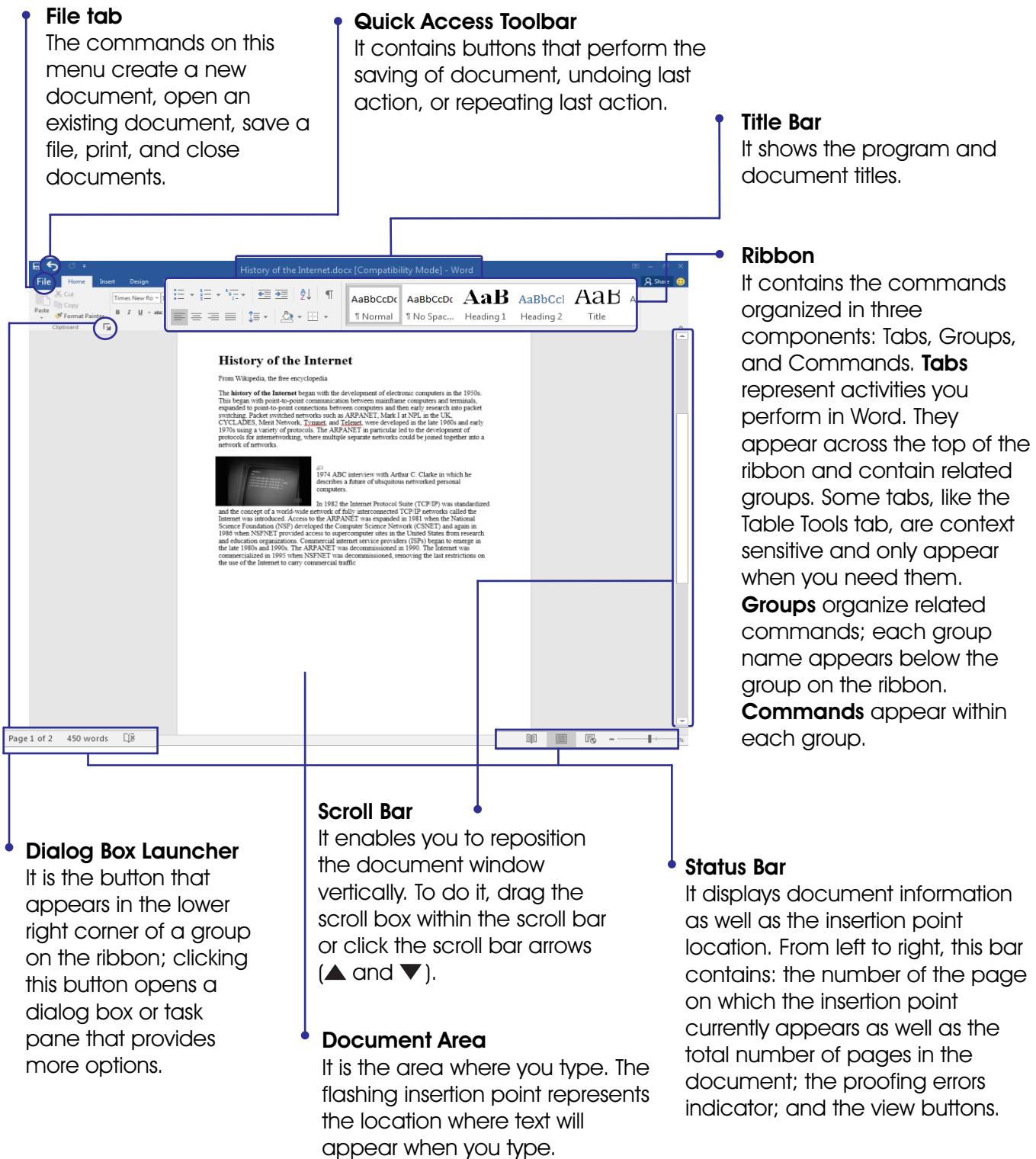
A button representing the document appears in the Windows taskbar.

- To close Word, click the **Close** icon



MS Word Window

The Word window contains tools that you can use to work quickly and efficiently while you are creating documents.



Entering Text

To enter text, start typing using your keyboard! Word makes typing easy. The text will appear where the blinking cursor is located. You don't need to press the Enter key to start a new line. The word knows you have run out of space and will wrap your words automatically to the next line.

Type Text

- 1 Type the text that you want to appear in your document.

The text appears to the left of the insertion point as you type. As the insertion point reaches the end of the line, Word automatically starts a new one. Press **Enter** only to start a new paragraph.

Journalism is essentially the reporting of timely facts.

Journalists inform about the who, what, when, where, why trends, issues and people and their significance.

Journalism is sometimes described as "first rough draft of" and afflict the comfortable." | ← 1

Separate Information

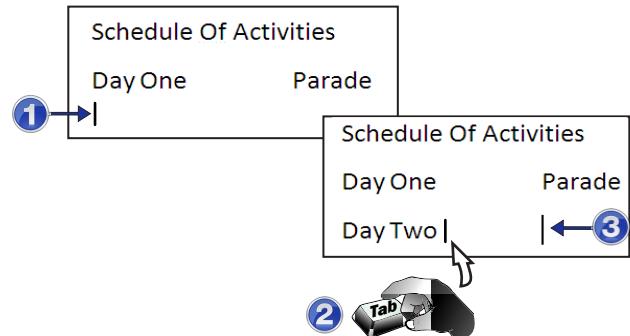
- 1 Type a word or phrase.

- 2 Press **Tab**.

Several spaces appear between the last letter you typed and the insertion point.

To align text properly, press **Tab** to include more than one space between words.

- 3 Type another word or phrase.



Enter Text Automatically

- 1 Begin typing a common word, phrase, or date.

The AutoComplete feature suggests common words and phrases based on what you type.

Word suggests the rest of the word, phrase, or month.

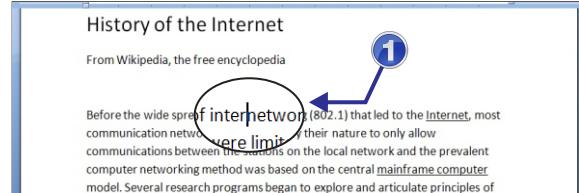


Moving Around in a Document

When editing a document, you can use different techniques to move to a different location. The technique you select depends on the location to where you want to move.

Move One Character

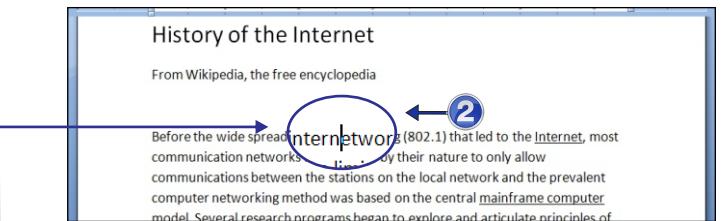
- 1 Note the location of the insertion point.



- 2 Press

Word moves the insertion point one character to the right.

- You can press or to move the insertion point one character left, up, or down.
- Holding any arrow key moves the insertion point repeatedly in the direction of the arrow key.
- You can press **Ctrl**+ or **Ctrl**+ to move the insertion point with one word at a time to the right or left.



Move One Screen

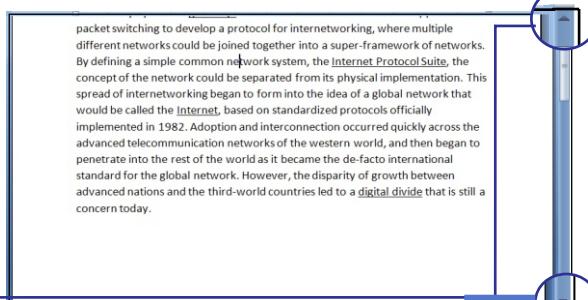
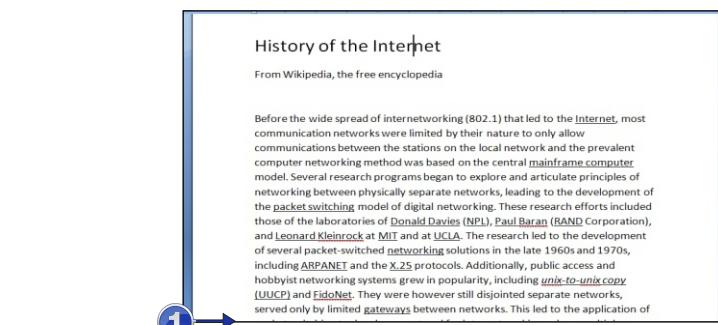
- 1 Note the last visible line on-screen.

- 2 Press .

Word moves the insertion point down one screen.

You can press to move the insertion point up one screen.

You can click the to scroll up or to scroll down one line at a time in a document.



Deleting Text

You can easily remove text from a document using either the Delete or Backspace key of your keyboard. Backspace key will delete text to the left of the cursor while Delete key will erase text to the right.

Use The Delete Key

- Click to the left of the location where you want to delete text.

The insertion point flashes where you clicked.

- You can press **→** **←** **↓** or **↑** to move the insertion point with one character or line.
- You can press **Control**+**→** or **Control**+**←** to move the insertion point with one word at a time to the right or left.

- Press **Delete** on your keyboard.

Word deletes the character to the right of the insertion point immediately.

- You can hold **Delete** to repeatedly delete characters to the right of the insertion point.
- You can press **Control**+**Delete** to delete the word to the right of the insertion point.

Use The Backspace Key

- Click to the right of the location where you want to delete text.

The insertion point flashes where you clicked.

- Press **Backspace** on your keyboard.

Word deletes the character to the left of the insertion point immediately.

- You can hold **Backspace** to repeatedly delete characters to the left of the insertion point.
- You can press **Control**+**Backspace** to delete the word to the left of the insertion point.

Undoing Changes

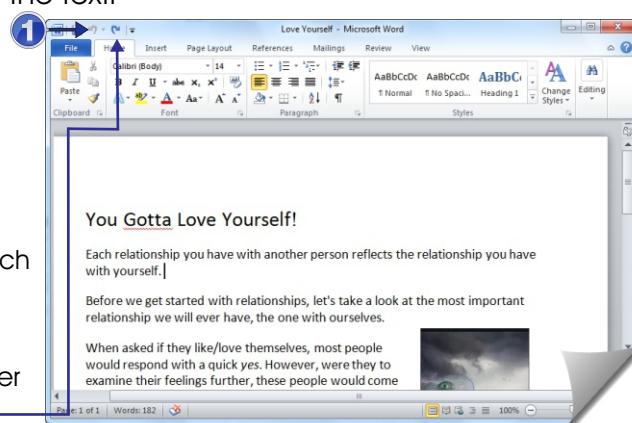
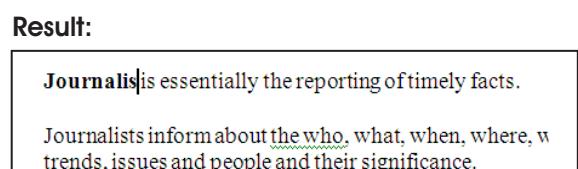
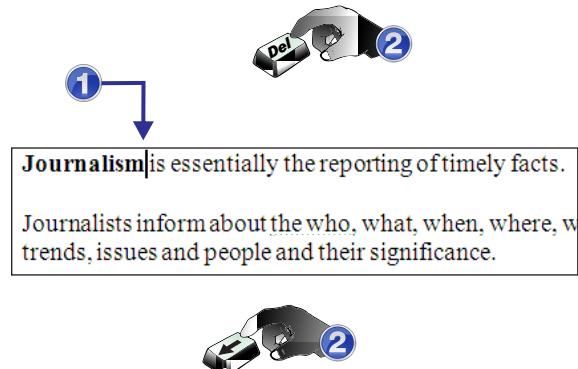
You can use the Undo feature to reverse actions you take while working in a document, such as deleting or formatting text. The Undo feature is particularly useful if you mistakenly delete text. Using the Undo feature will let you recover the text.

Undo Changes

- Click the **Undo** icon 

Word reverses the effects of the last change you made.

- You can repeatedly click  to reverse each action you have taken, from last to first.
- You can press **Ctrl**+ to reverse an action.
- If you decide not to reverse an action after clicking , click the Redo icon 



Moving or Copying Text

You can reposition text in your document by cutting and then pasting it. Also, you can repeat text by copying and then pasting it in another location.

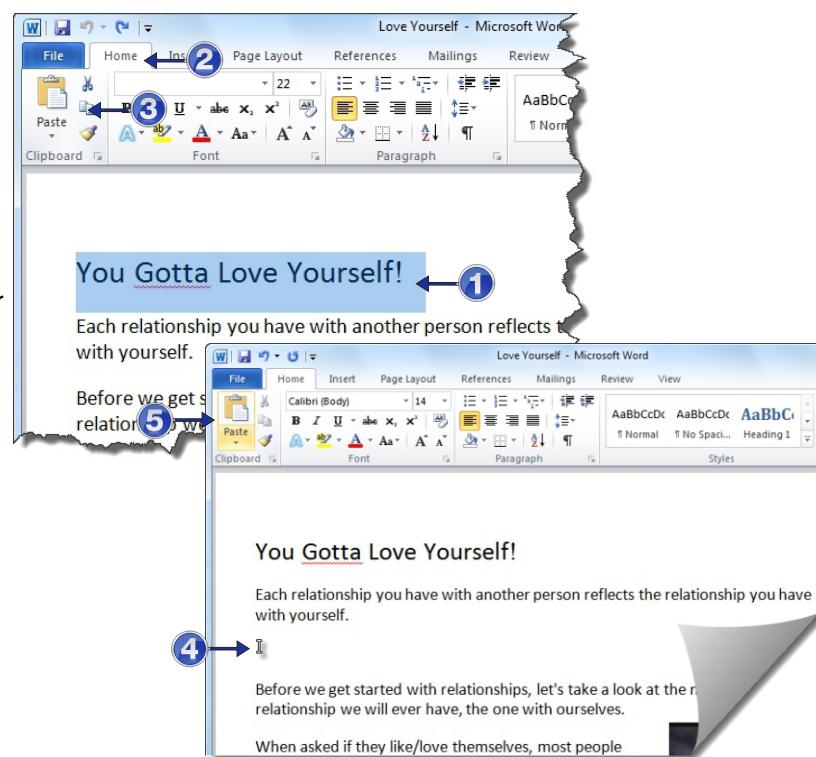
When you move text by cutting and pasting it, the text disappears from the original location and appears in a new one. When you copy and paste text, the text remains in the original location and appears in a new one.

Use Toolbar Buttons

- ① Select the text that you want to move or copy.
- ② Click the Home tab.
- ③ To move or copy text, click either the Cut icon or the Copy icon .
- ④ Click to place the insertion point at the location where you want the text to appear.
- ⑤ Click the Paste icon .

The text appears at the new location.

Work File: You Gotta Love Yourself.docx

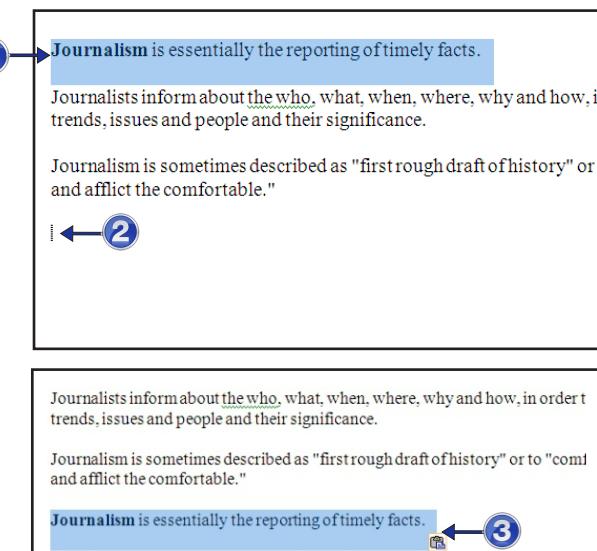


Dragging and Dropping

You can move the text in your document by dragging and dropping it to its new location. To do it, simply hold down the mouse button while moving the pointer on the screen.

Drag and Drop

- ① Select the text that you want to move or copy.
- ② Position the mouse pointer over the selected text (changes to).
- ③ Move or copy the text.
The text appears at the new location.
 - To move text, drag the mouse (changes to).
 - To copy text, press and hold and drag the mouse (changes to).



Zooming In and Out

You can change the size of the document's text according to your personal preferences with the Zoom feature. Zooming in enlarges text while zooming out reduces text, thus providing more overview of your document.

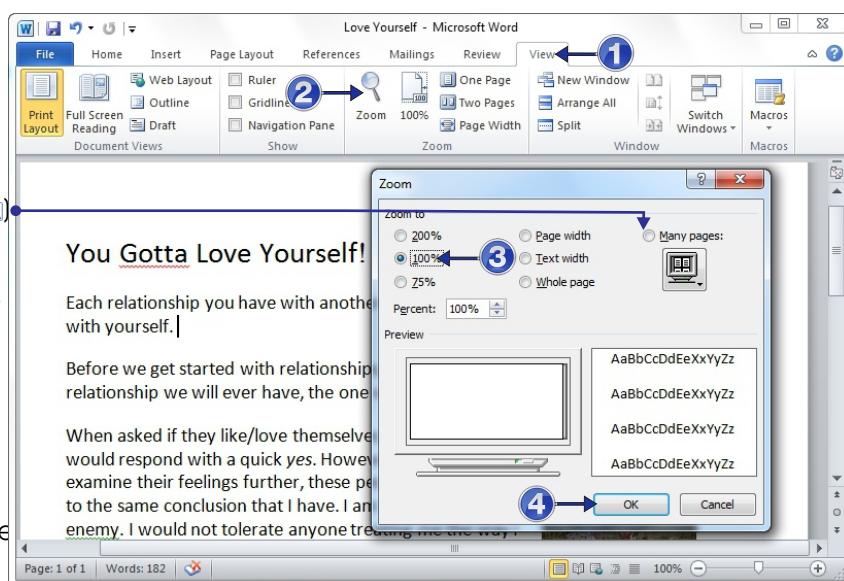
Zoom In and Out

- ① Click the View tab.
- ② Click Zoom button.
- The Zoom dialog box appears.
- ③ Click a zoom setting.

- You can click the Many pages icon () and select to display multiple pages.
Note: The number of pages you can view depends on the resolution set for your monitor.

- ④ Click OK.
- The document appears on-screen using the new zoom setting.
Zoom settings do not affect the arrangement of text when you print the document.

Work File: You Gotta Love Yourself.docx



Inserting Symbol

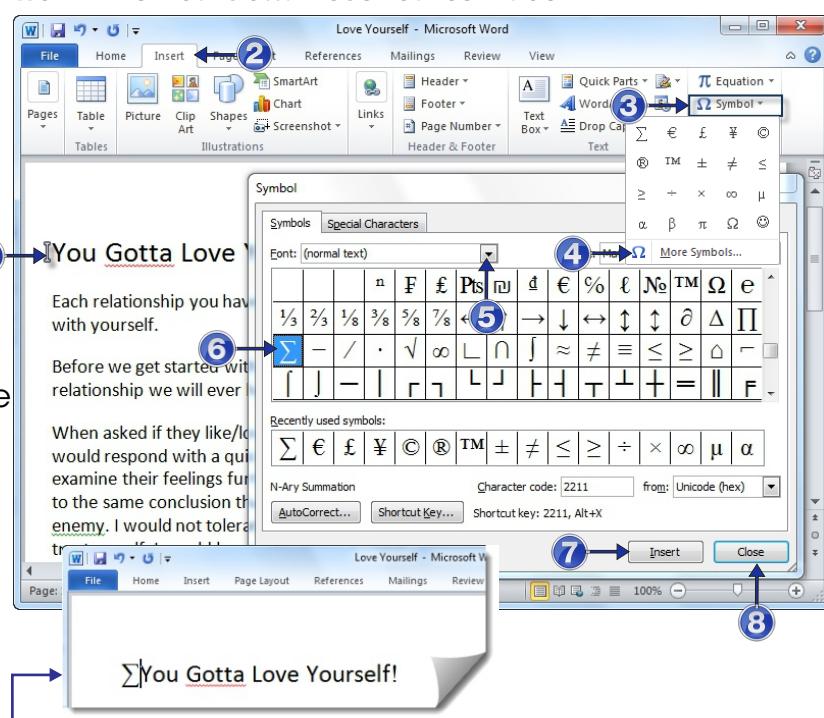
If you are looking for characters or symbol that you cannot find in your keyboard, Symbol feature is the answer. Using the Symbol feature, you can insert characters that do not appear on your keyboard into your documents.

Insert Symbol

- ① Click the location in the document where you want the symbol to appear.
 - ② Click Insert tab.
 - ③ Click Symbol.
- A list of commonly used symbols will appear.
- ④ Click More Symbols.
- The Symbol dialog box will appear.
- ⑤ Click the Font field and select the symbol's font.
- The available symbols change to match the font you selected.
- ⑥ Click a symbol.
 - ⑦ Click Insert.
 - ⑧ Click Close to close the Symbol dialog box.

The symbol will appear in the document.

Work File: You Gotta Love Yourself.docx



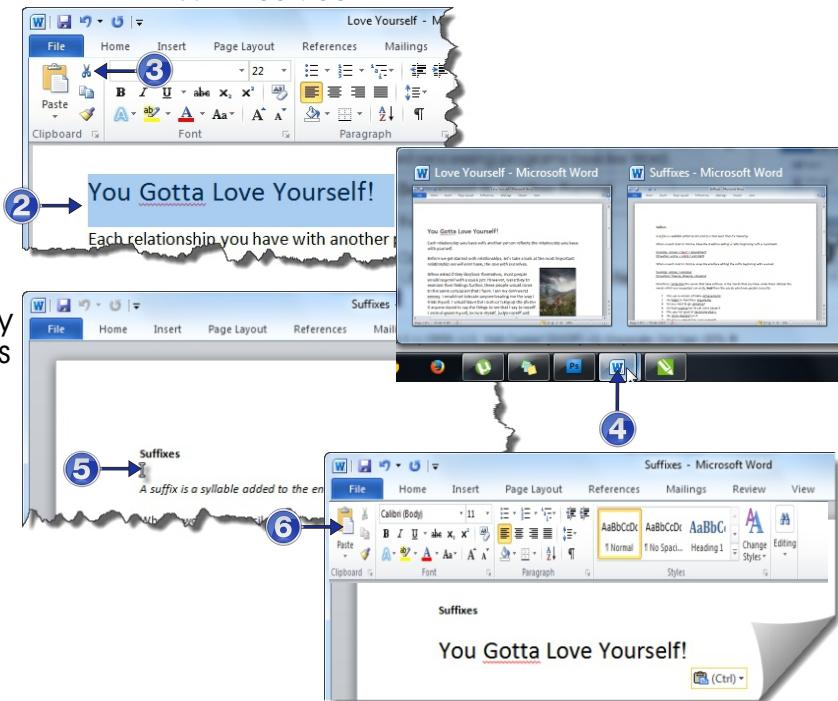
Sharing Text Between Documents

When you cut, copy, and paste text, you are not limited of using the text in a single document. You can move or copy text from one document to another. Any text that you cut disappears from its original location. The text that you copy continues to appear in its original location.

Share Text Between Documents

- 1 Open the two documents that you want to use to share text.
- 2 Select the text that you want to move or copy.
- 3 Click to move text or to copy text.
- 4 Switch to the other document by clicking its button in the Windows taskbar.
The other document will appear.
- 5 Place the insertion point to the location where the text you are moving or copying should appear.
- 6 Click the Paste icon ().
The text appears in the new location.

Work File: You Gotta Love Yourself.docx & Suffixes.docx

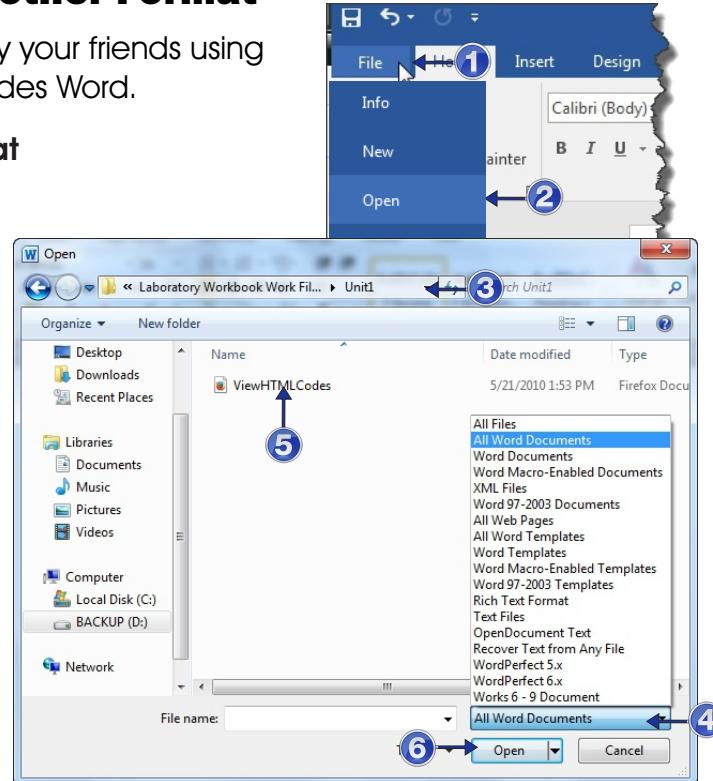


Opening A Document In Another Format

You can open documents created by your friends using other word processing programs besides Word.

Open a Document In Another Format

- 1 Click the file Tab
- 2 Click Open.
The Open dialog box will appear.
- 3 Click Look In: pull-down arrow to navigate the file that you want to open.
- 4 Click the Files of type: pull-down arrow to select the type of document that you want to open.
- 5 Click the file that you want to open.
- 6 Click Open.
Word opens the file in Compatibility Mode.

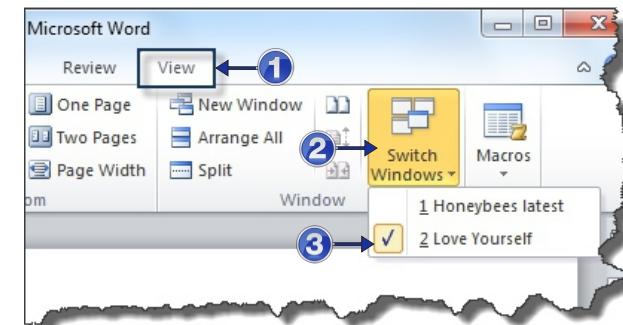


Switching Between Open Documents

Windows is a multitasking software. It can open multiple documents at the same time. If you have two or more documents opened, you can switch between them from within Word or using the Windows taskbar. If buttons representing each open document do not appear on the Windows taskbar, you can set options to display them.

Switch Between Open Documents

- ① Click the View tab.
- ② Click Switch Windows.
A list of all open documents appears at the bottom of the menu.
- ③ Click the document that you want to view.
The selected document will appear.



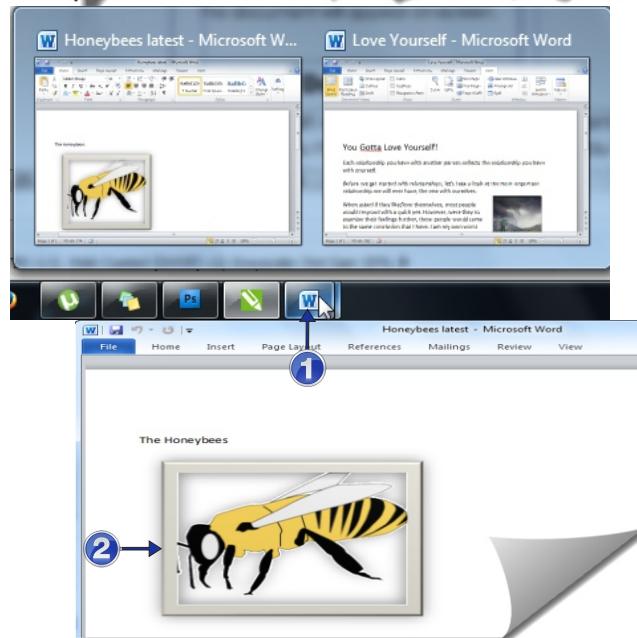
Switch Documents Using The Windows Taskbar

- ① Open all the documents that you want to work with.

Each open Word document appears as a button in the Windows taskbar.

- ② Click the button of the document that you want to view.

The document will appear on-screen.

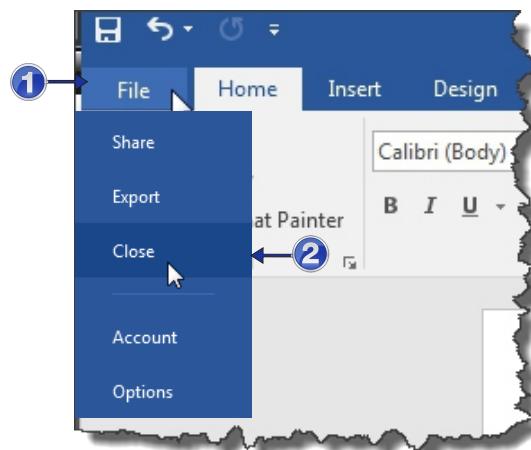


Closing a Document

When you finish working a particular document, you can close it anytime. If you made some changes that you have not saved, Word prompts you to save them before closing the document.

Close a Document

- ① Click the File icon .
- ② Click Close.
Word removes the document from your screen.
 - If you had other open documents, Word displays the last document you used. Otherwise, you can see a blank Word window only.



Chapter 1 Starting MS Word

Directions:

1. Launch **Inspiration**.
2. Open and answer **Just the Same**.
3. Search the synonyms of the given words in **Thesaurus Microsoft Encarta**. Type the correct answers in the boxes provided.
4. Link the words to their synonyms using the **Link** tool.
5. Save the exercise as its document name and place it to your own folder.

Synonym is a word that means the same or nearly the same as another word.

Examples:

small-little; create-make; buy-purchase

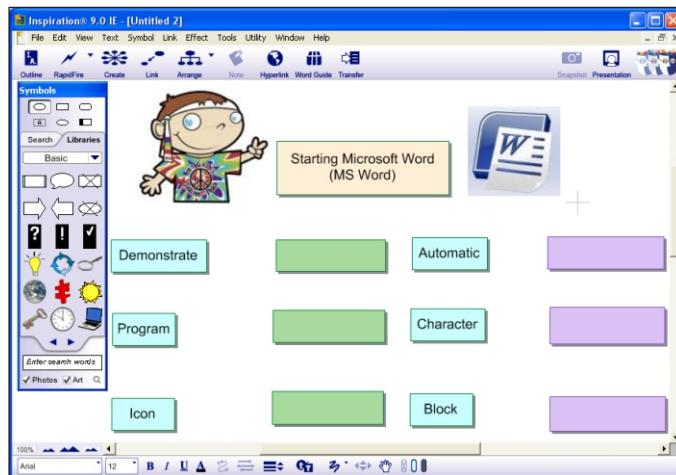
Chapter 2 Formatting Text

Directions:

1. Launch **Microsoft Word**.
2. Open your **Honeybees** document.
3. Follow the steps on how to change the font style and font size of text.
4. Specifically, perform the following:
 - a. Change the title's font to **Century Gothic** and the rest of the paragraph to **Comic Sans MS**.
 - b. Change title to 24 font size and the rest of the paragraph to 18 font size.
5. Save the exercise as its document name and place it to your own folder.

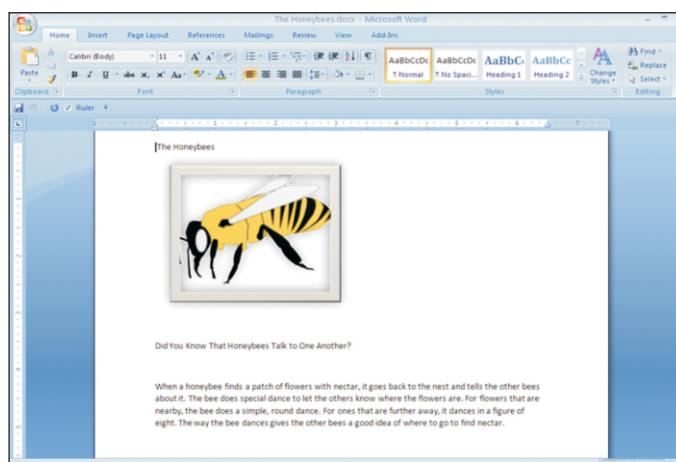
Exercise 12 Just The Same

Preview:



Exercise 13 Change It!

Preview:



TIPS

Can I also use my keyboard to select text?

Yes. You can use keyboard shortcuts to select text in your document. You can use **Shift**, **Ctrl**, **Alt**, and **Home** to move around the document. To select text, use one of these shortcuts:

To select a single word, press **Ctrl** + **Shift** + **Left Arrow** or **Ctrl** + **Shift** + **Right Arrow**.

To select a paragraph, press **Ctrl** + **Shift** + **Up Arrow** or **Ctrl** + **Shift** + **Down Arrow**.

To select all of the text from the cursor onward, press **Ctrl** + **Shift** + **End**.

To select all of the text above the current cursor location, press **Ctrl** + **Shift** + **Home**.

To select the entire document, press **Ctrl** + **A**.



Can I change the default font and size that Word always applies to new documents?

Yes. To change the default font and size, follow these steps:

1. Display the Font dialog box as shown in this task.
2. Click the font and font size that you want to set as defaults.
3. Click Default. A confirmation prompt appears.
4. Click Yes.
5. Click OK.

The next time that you create a new document, Word applies the default font and size that you specified.

Chapter 2 Formatting Text

Directions:

1. Launch **Microsoft Word**.
2. Open the **Suffixes** document.
3. Perform the following:
 - a. Apply **bold** formatting to the title.
 - b. Set the definition of suffix to *Italic*.
 - c. Underline the examples and exceptions.
4. Save the exercise as its document name and place it to your own folder.

Chapter 2 Formatting Text

Directions:

1. Launch **Inspiration**.
2. Open and answer **Formatting Text**.
3. Search the antonyms of the given words. Type your answers inside the box symbols. Use **Microsoft Student Encarta Thesaurus** to research.
4. Label orderly the topics about formatting text by dragging the given numbers to label the lessons.
5. Save the exercise as its document name and place it to your own folder.

Antonym is a word which means the opposite of another word.

Examples:

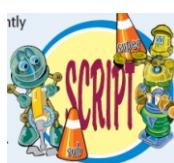
young - old; kind - mean; show - disappear

TIPS

How do I apply superscript or subscript text?

You can apply superscript and subscript text for reference numbers or scientific coding.

Superscript text appears smaller and slightly above the baseline, while subscript text appears smaller and slightly below the baseline. To apply superscript or subscript text, simply click the Superscript or Subscript buttons ($\frac{x}{y}$ and $\frac{x}{y}$) on the Home tab of the Ribbon.



Is there another way to change my font sizes?

Yes. You can click the **Grow Font** and **Shrink Font** buttons ($\frac{x}{y}$ and $\frac{x}{y}$) on the Home tab to quickly change the font size. Word increases or decreases the font size with each click of the button. You can also find these buttons on the mini toolbar when you move the mouse pointer over selected text or right-click the text.



Exercise 14 For Your Emphasis

Preview:

The screenshot shows a Microsoft Word document titled "Suffixes". The title is formatted with bold and italic styles. The text discusses suffixes, providing examples such as "amuse + ment = amusement" and "argue + ment = argument". It also explains rules for silent e and dropping e before adding suffixes. A list of directions at the bottom asks the user to underline words with suffixes, italicize correctly spelled words, and bold the word which is spelled correctly. The Word ribbon is visible at the top, and the status bar at the bottom indicates "Page 1 of 1" and "Word 2007".

Exercise 15 Opposing Poles

Preview:

The screenshot shows an Inspiration software window with a concept map titled "Formatting text". The map includes nodes like "Increase", "Easy", "Better", "Arrange", "mini", and "Stemmed", connected by arrows. The left sidebar shows a "Symbols" library with various icons. The top menu bar includes "File", "Edit", "View", "Text", "Symbol Link", "Effect", "Tools", "Utility", "Window", and "Help".

Chapter 2 Formatting Text

Directions:

1. Launch Microsoft Word.
2. Open the **Sky** document.
3. Follow the steps on how to change the text case and text colors, add superscript or subscript to text, and apply strikethrough to text.
4. Specifically, perform the following:
 - a. Change the case of the bold text to uppercase.
 - b. Apply all the color that you have encountered in reading the informative selection to your text. Apply a different color in each sentence.
 - c. Search the chemical formula of the compound below using Microsoft Student. Use subscript for your answer.
 - d. Apply a strikethrough to the compound.
5. Save the document as its document name and place it to your own folder.

Chapter 3 Proofreading Documents

Directions:

1. Launch Microsoft Word.
2. Type the informative selection about praying mantis below in the document area.
3. Perform how to find text in a document and search for the following words:

a. dragonflies	e. enemies
b. spines	f. eat
c. insects	g. legs
d. escape	h. praying mantis
4. Save the exercise as **Praying Mantis** and place it to your own folder.

TIPS

Is there a way that I can use Word 2003 and earlier spacing?

Yes. On the Home tab, click the Change Styles button, point to Style Sets, and click Traditional to set line spacing within a paragraph to single spacing and line spacing between paragraphs to 0.



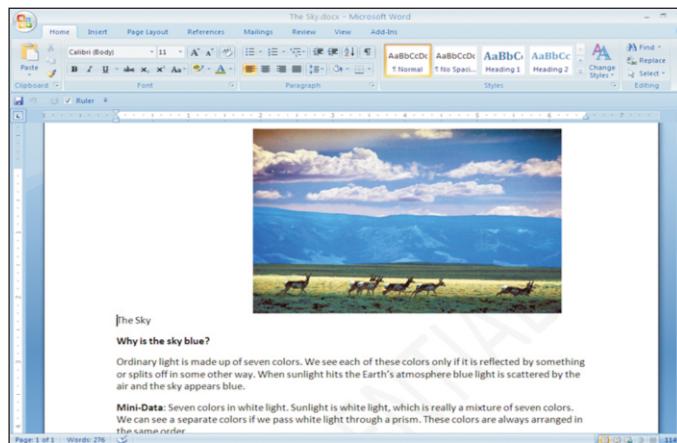
How many points should I use before and after paragraphs to leave one blank line between paragraphs?

Assign 6 points before and after each paragraph. The 6 points of space at the bottom of Paragraph 1 plus the 6 points of space at the top of Paragraph 2 equals 12 points, or one line space. A point is 1/72nd of an inch. A 72-point line of text is approximately 1 inch high. Measure 1 inch of text vertically; in most cases, six lines of text fill 1 vertical inch of space. One line equals about 1/6 of an inch, and 1/6 of an inch equals 12 points of vertical line space.



Exercise 16 Text Level Up

Preview:



Exercise 17 The Search Is Over

Preview:

