

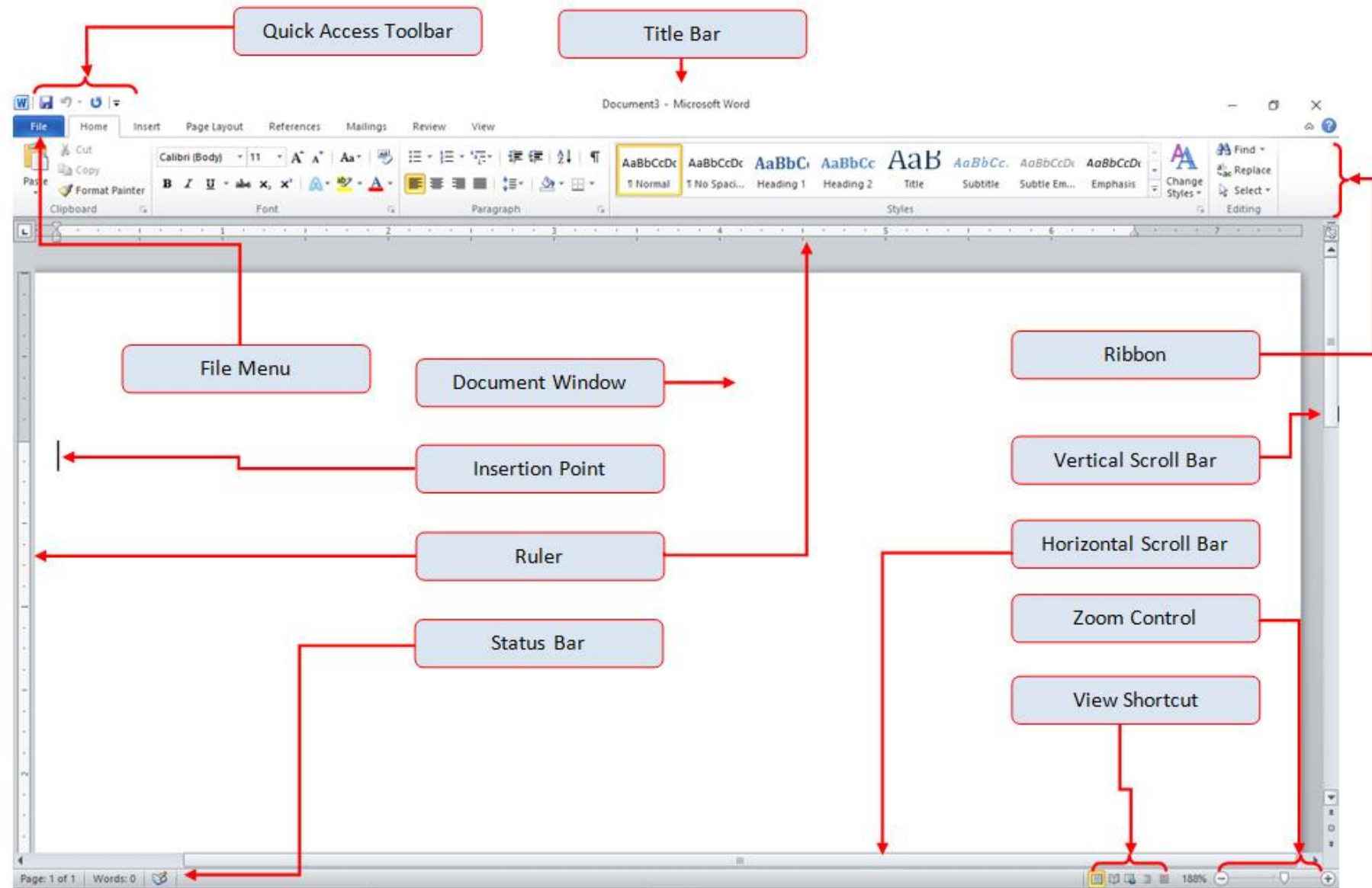
Advanced MSOffice/OpenOffice (Word, Excel, Access, PPT)

Microsoft Word

What is Microsoft Word?

- **Word processor** - software or a device that allows users to create, edit, and print documents.
- Developed by Microsoft

MS Word window's elements



Windows Elements

- **Quick Access Toolbar** – buttons that provide one click access to commonly used commands
- **Title Bar** – display the name of active document.
- **Ribbon** – The main set of commands and controls organized task in Tabs and groups
- **Vertical Scroll Bar** – when you want to scroll vertically through the document window

Windows Elements

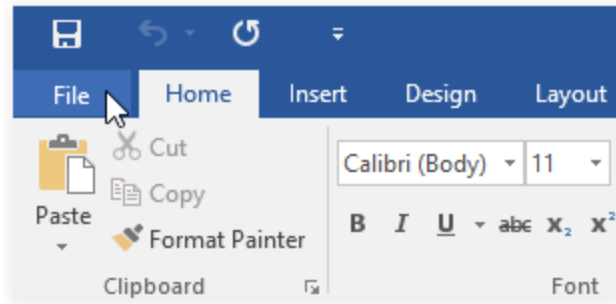
- **Horizontal Scroll Bar** – when you want to scroll horizontally through the document window.
- **Zoom Control** – for magnifying and shrinking of the active document.
- **View Shortcut** – Buttons used to change how the worksheet content is displayed. Print Layout, Full Screen Reading, Web Layout, Outline or Draft.
- **Status Bar** – It displays information about your document, such as what page you are currently viewing and how many words are in your document, etc.

Windows Elements

- **Ruler** – used to set the alignment and margins of the elements in the documents.
- **Insertion Point** – blinking vertical line in your document. It indicates where you can enter text on the page.
- **Document Window** – white space where you can type or attached all the data you need in the document.
- **File Menu** – File Tab for Microsoft Word 2010 or higher version. It provides access to document level features and program settings.

Working with documents

- To create a new blank document
- Select the **File** tab
- Select **New**
- Click **Blank document**.



- Or
- Press CTRL + N

Working with documents

- **To create a new document from a template**
- Click the **File** tab
- Select **New**.
- Several templates will appear below the **Blank document** option.
- When you find something you like, select a template to preview it.
- A **preview** of the template will appear. Click **Create** to use the selected template.
- A new document will appear with the **selected template**.

Working with documents

- **To open an existing document**
- Select the **File** tab
- Select **Open**
- Select **This PC**, then click **Browse**.
- The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.
- The selected document will appear.
- Or
- Press CTRL + O

To pin a document

- Select the **File** tab
- Select **Open**
- Select **Recent**

A list of recently edited documents will appear. Hover the mouse over the document you want to pin, then click the **pushpin icon**.

Or

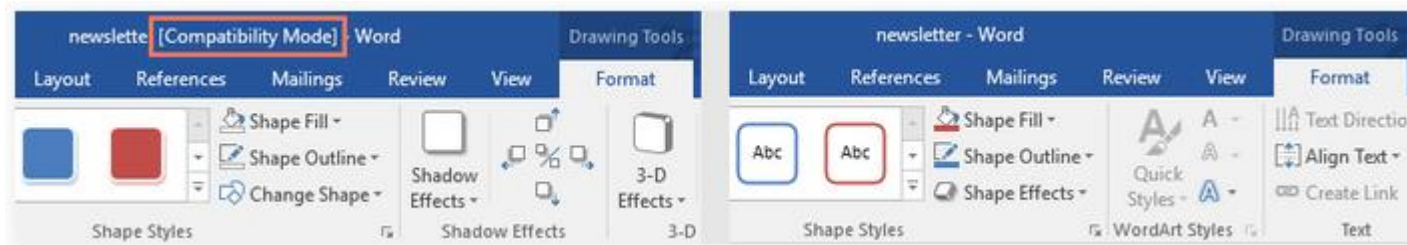
- Right-click the document you want to pin
- Select **pin to list**.

Compatibility Mode

- Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility Mode**.
- Compatibility Mode disables certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

Compatibility Mode

- In the image below, you can see how Compatibility Mode can affect which commands are available. Because the document on the left is in Compatibility Mode, it only shows commands that were available in Word 2007.



- To exit **Compatibility Mode**, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility Mode so the format will not change.

To convert a document

If you want access to all Word 2016 features, you can convert the document to the 2016 file format.

- Click the **File** tab, then locate and select the **Convert** command.
- A dialog box will appear. Click **OK** to confirm the file upgrade.
- The document will be converted to the newest file type.

NB: Converting a file may cause some changes to the original layout of the document.

Saving a Document

- Select the **File** tab
- Select **Save**
- If you're saving the file for the first time, the **Save As** pane will appear in Backstage view.
- You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer.
- Or
- Locate and select the **Save** command on the **Quick Access Toolbar**.
- Or
- Press CTRL + S

Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a copy. For example, if you have a file named **Sales Report**, you could save it as **Sales Report2** so you'll be able to edit the new file and still refer back to the original version.

- Select the **File** tab
- Select **Save As...**

Just like when saving a file for the first time, you'll need to choose where to save the file and give it a new **file name**.

Document Views

- There are many ways to view a document in Word
- **Print Layout:** This is a view of the document, as it would appear when printed. It includes all tables, text, graphics, and images.
- **Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.
- **Web Layout:** This is a view of the document, as it would appear in a web browser.
- **Outline:** This is an outline form of the document in the form of bullets.
- **Draft:** This view does not display pictures or layouts, just text

Editing a Document

- **Typing and inserting Text**
- To enter text just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Action

- Move Action

Keystroke

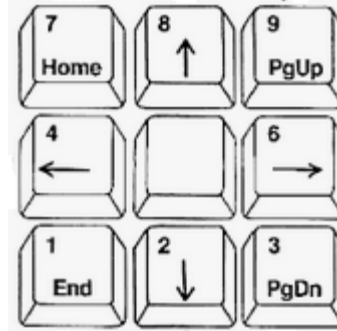
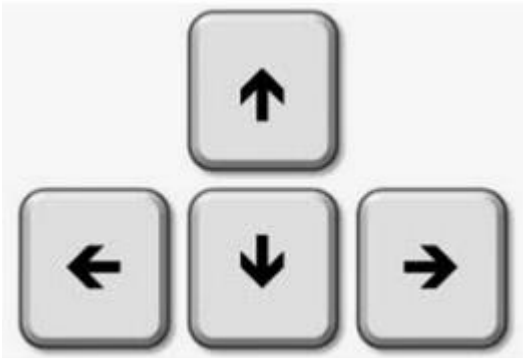
- Beginning of the line
- End of the line
- Top of the document
- End of the document

HOME

END

CTRL+HOME

CTRL+END



Selecting Text

- To change any attributes of text it must be **highlighted** first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the **SHIFT key on the keyboard while using the arrow buttons to highlight the text.**
- Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard

Selection action

<u>Selection</u>	<u>Technique</u>
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Editing Select Select All from the Ribbon, or press CTRL+A

Inserting Additional Text

- **Type Text:** Put your cursor where you want to add the text and begin typing
- **Copy and Paste Text:** Highlight the text you wish to copy and right click and click Copy, put your cursor where you want the text in the document and right click and click Paste.
- **Cut and Paste Text:** Highlight the text you wish to copy, right click, and click Cut, put your cursor where you want the text in the document, right click, and click Paste.
- **Drag Text:** Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

Deleting Blocks of Text

- Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the DELETE key.

Search and Replace Text

- *To find a particular word or phrase in a document*

Click **Find** on the **Editing Group** on the **Ribbon**

- To find and replace a word or phrase in the document, click **Replace** on the **Editing Group** of the **Ribbon**

Undo Changes

- Click the **Undo Button** on the **Quick Access Toolbar**



Formatting Text

- **Styles**
- A style is a format-enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more. You will notice that on the Home Tab of the Ribbon, that you have several areas that will control the style of your document: Font, Paragraph, and Styles.

Change Font Typeface and Size

- *To change the font typeface:*

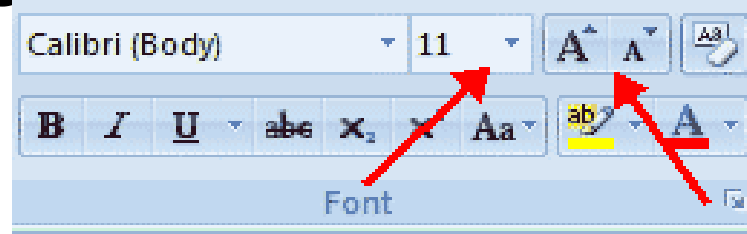
Click the **arrow next to the font name** and choose a **font**.



- To change the font size:

Click the **arrow next to the font size** and choose the **appropriate size**, or

Click the **increase or decrease font size buttons**.



Font Styles and Effects

- Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline.

To add these to text:

- Select the text and click the **Font Styles included on the Font Group of the Ribbon, or**
- Select the text and right click to display the font tools

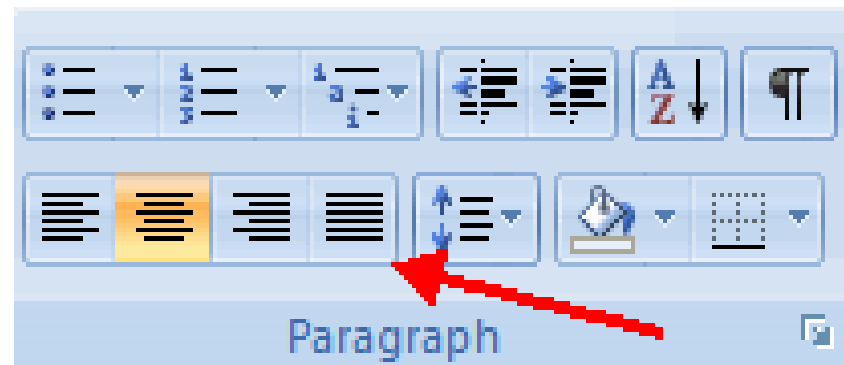
Formatting Paragraphs

- Formatting paragraphs allows you to change the look of the overall document
- You can access many of the tools of paragraph formatting by clicking the **Page Layout Tab of the Ribbon or the Paragraph Group on the Home Tab of the Ribbon.**



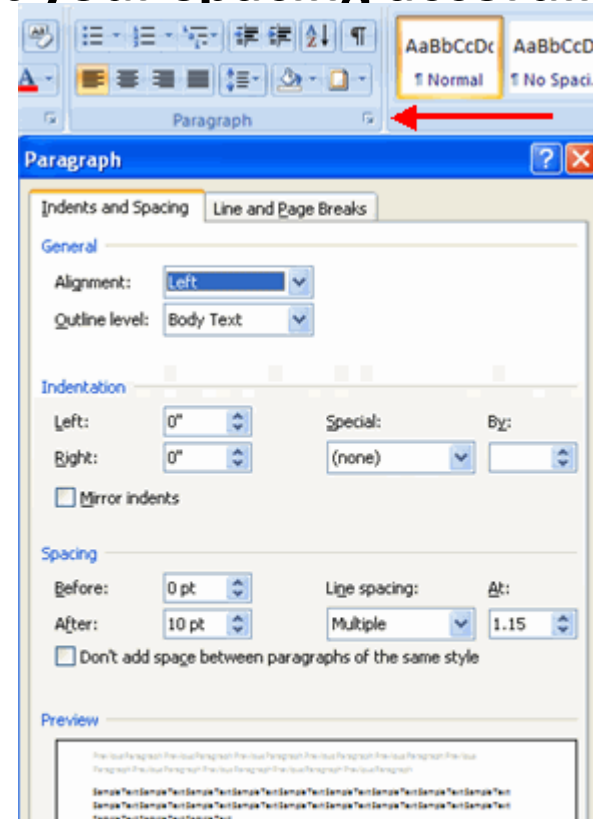
Change Paragraph Alignment

- The paragraph alignment allows you to set how you want text to appear
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
- **Align Left:** the text is aligned with your left margin
- **Center:** The text is centered within your margins
- **Align Right:** Aligns text with the right margin
- **Justify:** Aligns text to both the left and right margins



Change Spacing Between Paragraphs and Lines

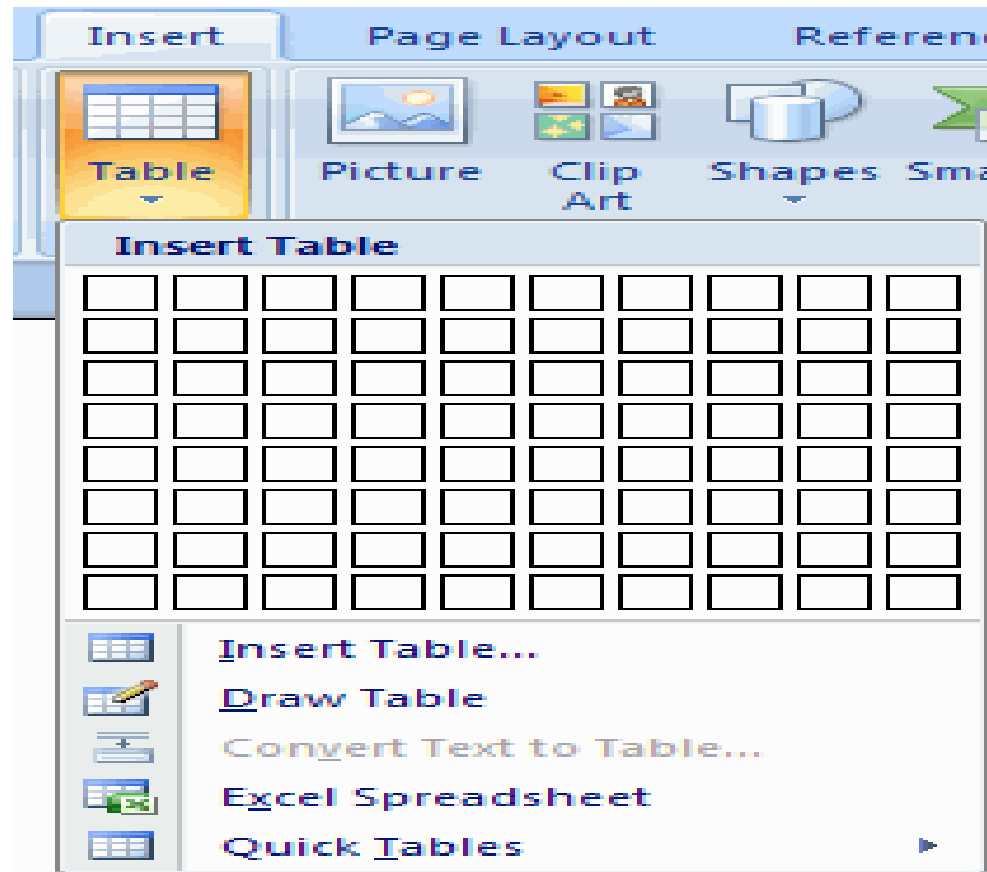
- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph Dialog Box**
- Click the **Indents and Spacing Tab**
- In the **Spacing section**, adjust your spacing accordingly



Adding Tables

- **Creating a Table**
- Place the cursor on the page where you want the new table
- Click the **Insert Tab of the Ribbon**
- Click the **Tables Button on the Tables Group**. You can create a **table one of four ways**:
- Highlight the number of row and columns
- Click **Insert Table** and enter the number of rows and columns
- Click the **Draw Table**, create your table by clicking and entering the rows and columns
- Click **Quick Tables** and choose a table

Creating table layout

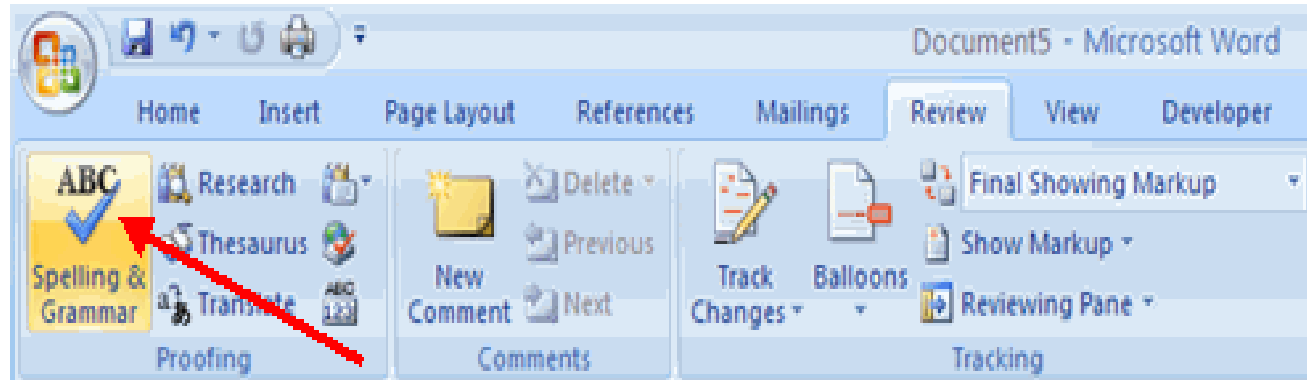


Enter Data in a Table

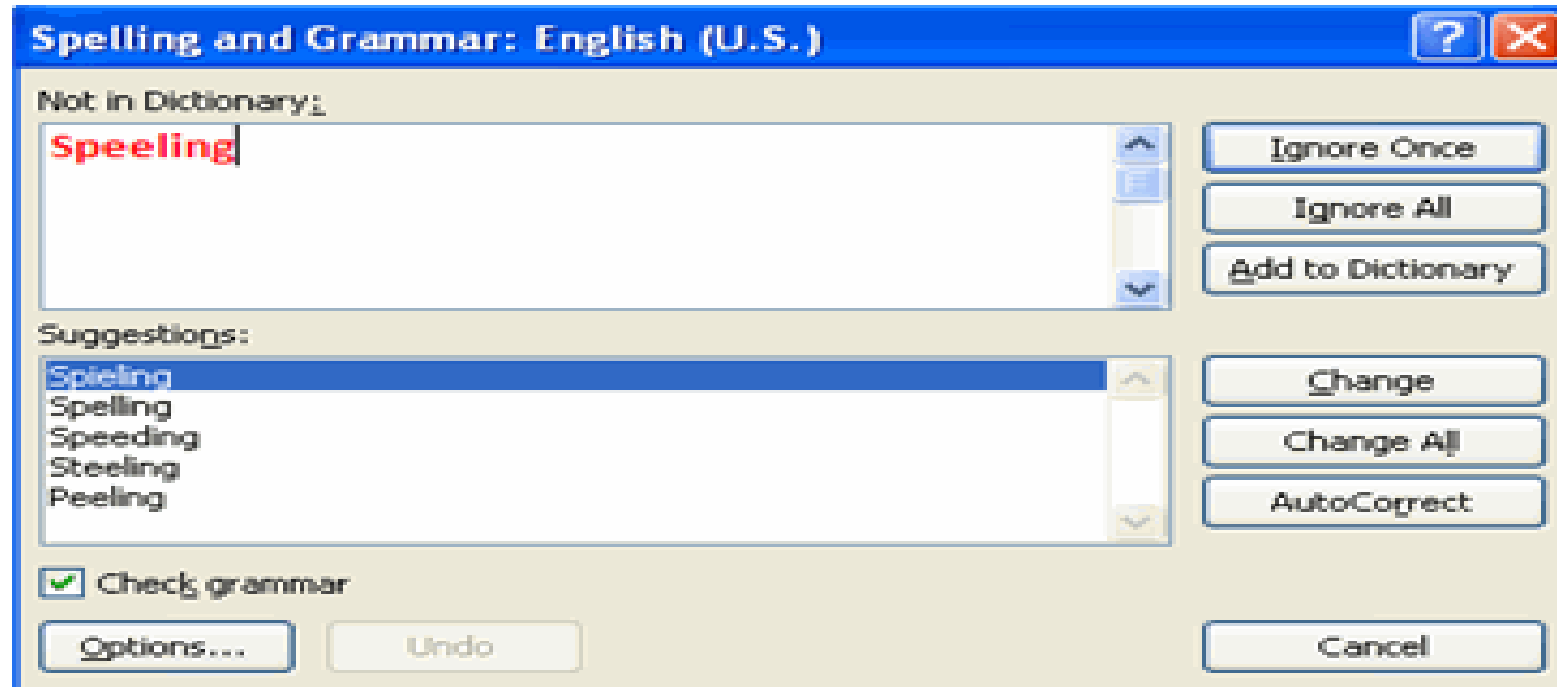
- Place the cursor in the cell where you wish to enter the information.
Begin typing

Spelling and Grammar

- To check the spelling and grammar of a document
- -Place the cursor at the beginning of the document or the beginning of the section that you want to check
- - Click the **Review Tab on the Ribbon**
- - Click **Spelling & Grammar on the Proofing Group**

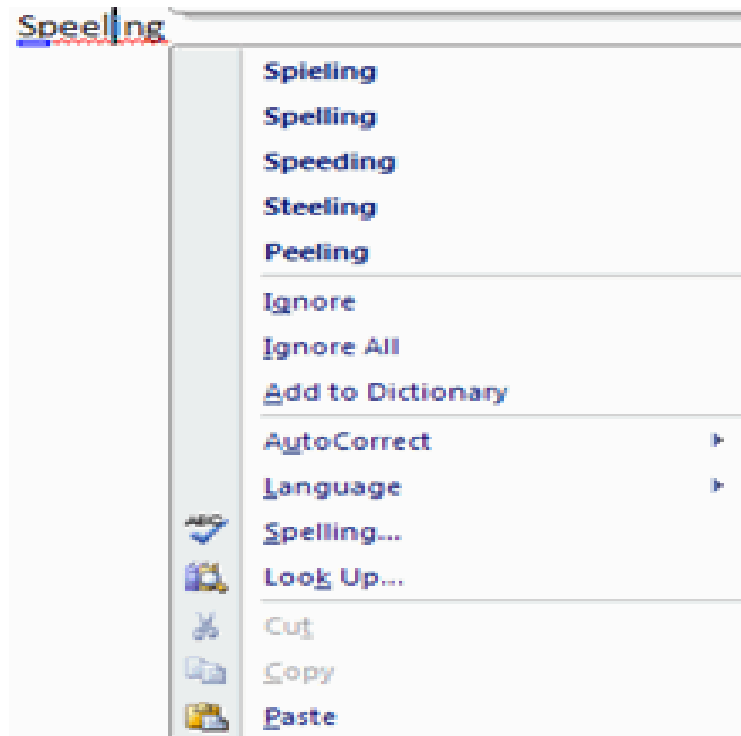


Spelling and Grammar



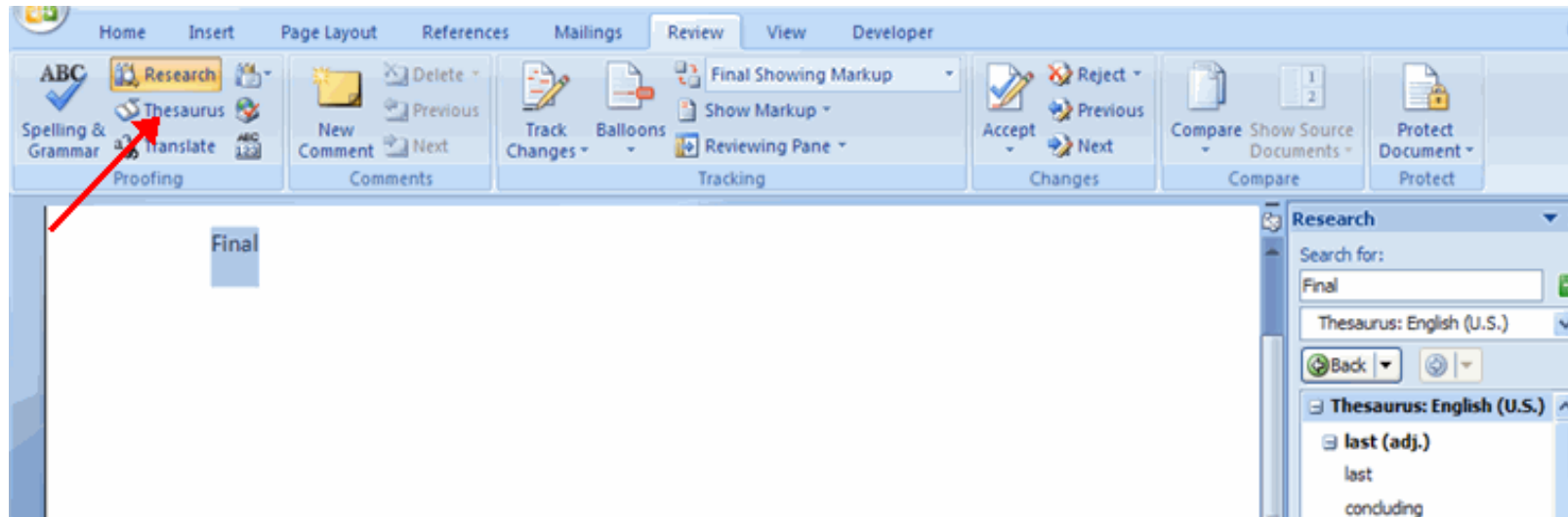
Spelling and Grammar

- If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution



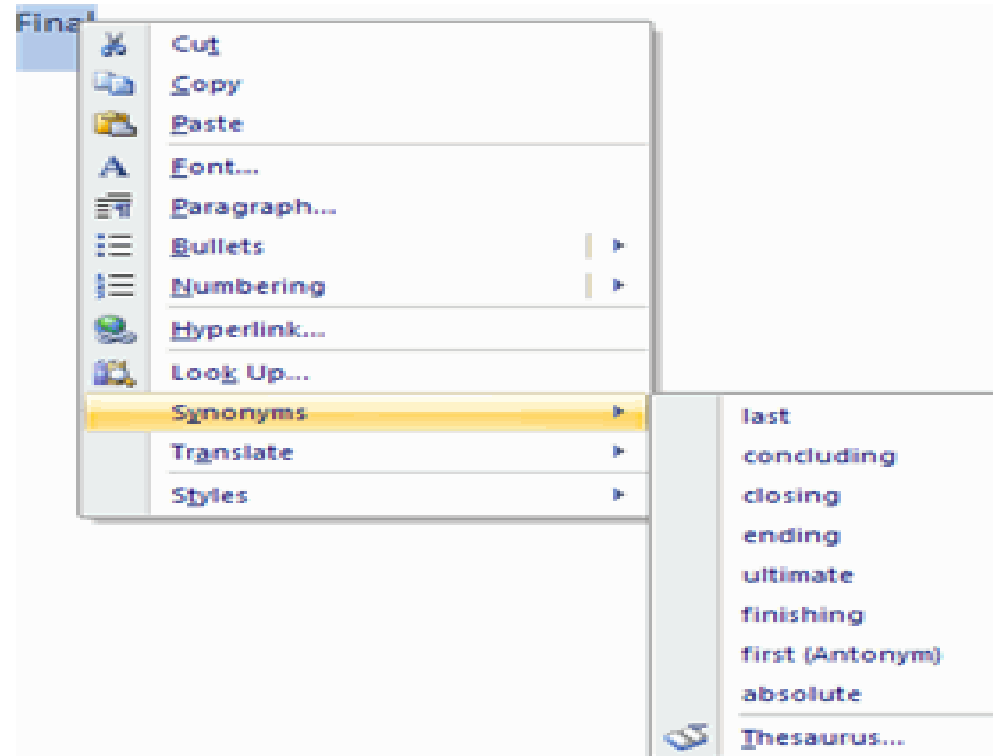
Thesaurus

- The Thesaurus allows you to view synonyms
- Click the **Review Tab of the Ribbon**
- Click the **Thesaurus Button on the Proofing Group.**
- The thesaurus tool will appear on the right side of the screen and you can view word options



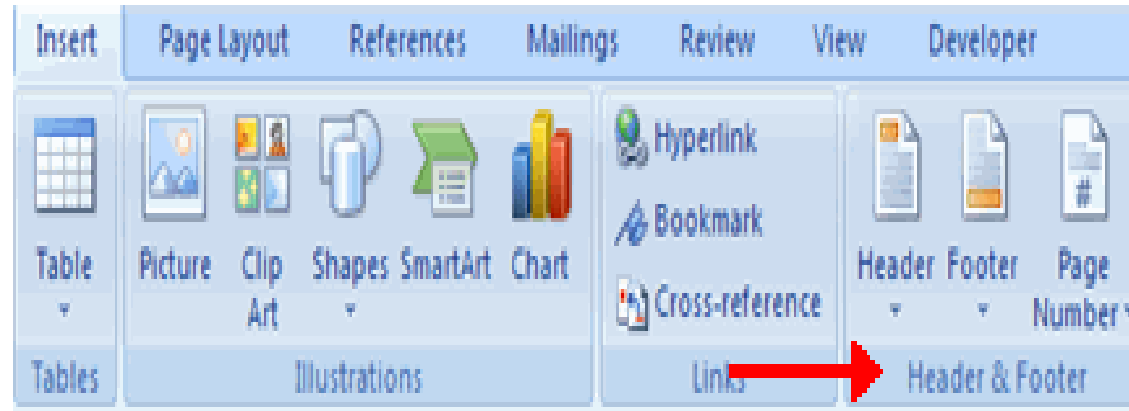
Thesaurus contd'

- You can also access the thesaurus by right-clicking any word and choosing **Synonyms on the menu**



Insert Common Header and Footer Information

- To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then :
- -Click the **Insert Tab on the Ribbon**
- -Click **Header or Footer**
 - Choose a style



Mail Merge

- Using the Mail Merge function in Word, you can create standard letters, and link them to data files for mass mailing

The standard procedure is as follows:

- Create a main document that has the fixed text.
- Create a data document that contains the variable, or data, text.
- Print the documents using Mail Merge

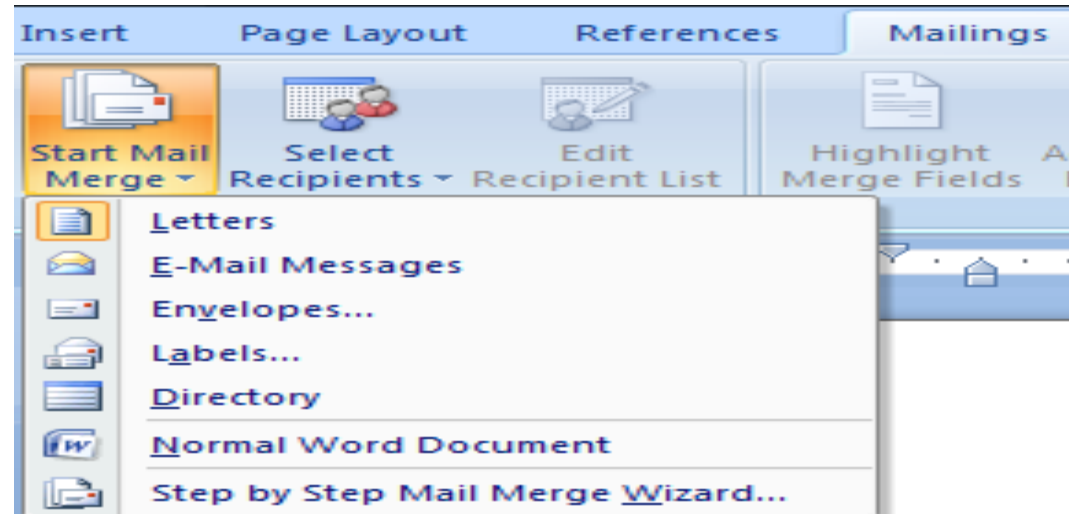
Creating Mail merge

- Steps:

1. **Starting Your Mail Merge Document**
2. **Selecting Recipients for Mail Merge Letters**
3. **Adding Recipients to Your Mail Merge Database**
4. **Adding and Deleting Mail Merge Fields**
5. **Inserting a Merge Field in Your Document**
6. **Previewing Your Mail Merge Letters**
7. **Correcting Errors in Mail Merge Fields**
8. **Finalizing Your Mail Merge Documents**

Starting Your Mail Merge Document

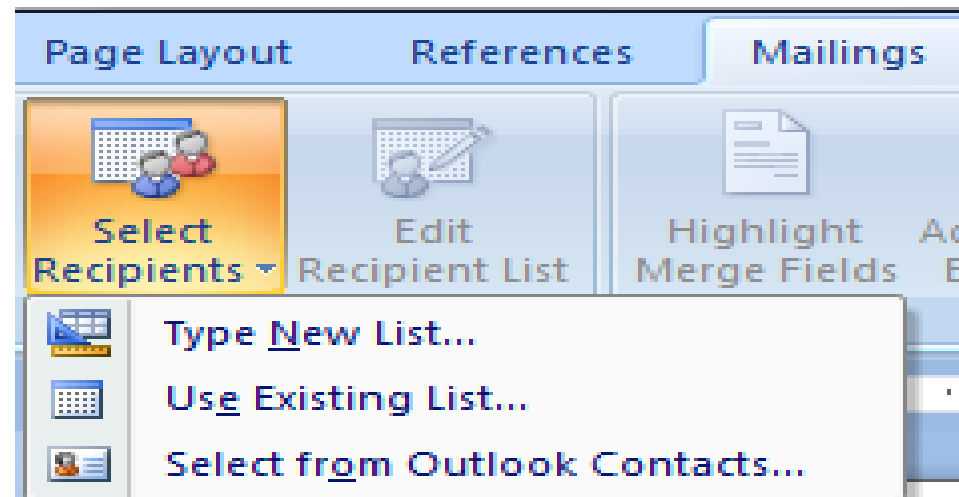
- Click Start Mail Merge on the Mailings ribbon and select the type of document you'd like to create. For example, you can select letters, envelopes, or labels. Or, select Step by Step Mail Merge Wizard for more help creating your document



Selecting Recipients for Mail Merge Letters

- Click Select Recipients on the Mailings ribbon to add recipients to the mailing.

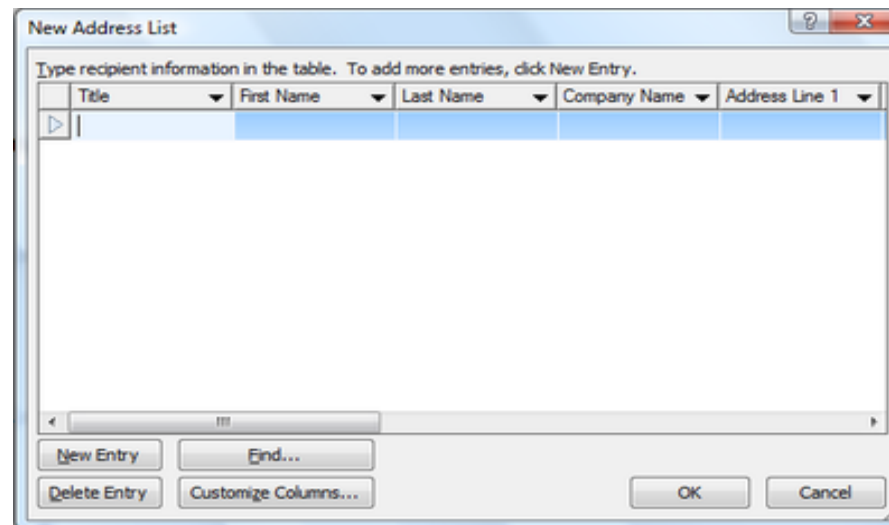
You can opt to create a new database of recipients. You can also opt to use an existing list or Outlook contacts



Adding Recipients to Your Mail Merge Database

- In the New Address List Box, begin entering your contacts.

You can use the Tab key to move between fields. Each set of fields is referred to as an entry. To add additional recipients, click the New Entry button. To delete an entry, select it and click Delete Entry. Click Yes to confirm the deletion



New Address List

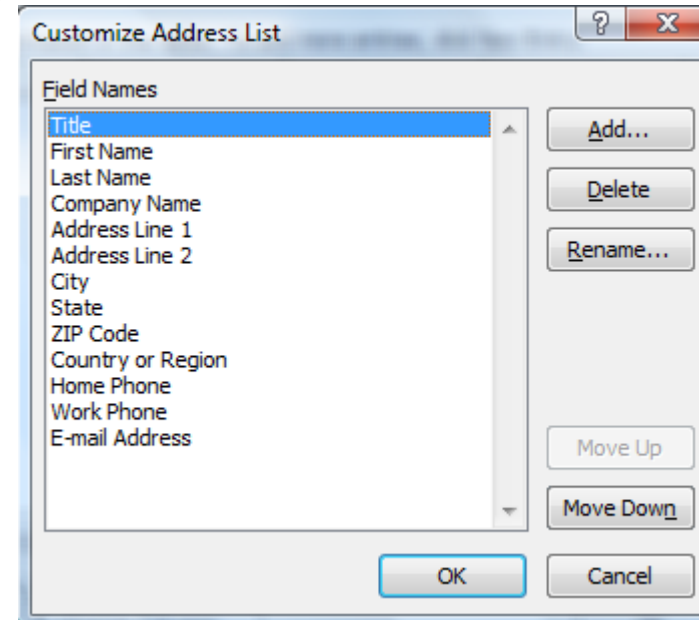
Type recipient information in the table. To add more entries, click New Entry.

	Title	First Name	Last Name	Company Name	Address Line 1
▶					

New Entry Find... Delete Entry Customize Columns... OK Cancel

Adding and Deleting Mail Merge Fields

- Click the Customize Columns button. Then, click Add, Delete or Rename to alter the field types. You can also use the Move Up and Move Down buttons to rearrange the order of the fields. When you're done, click OK.
click OK on the New Address List dialog box. Name the data source and click Save.



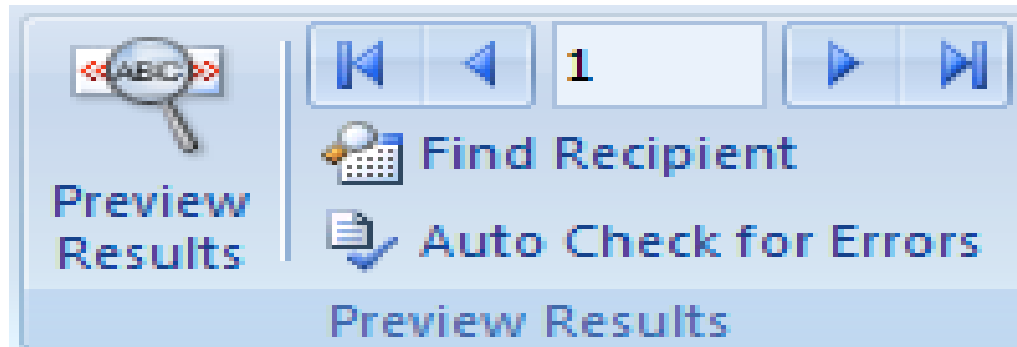
Inserting a Merge Field in Your Document

- To insert a field into your document, click Insert Merge Field on the Mailings ribbon. Select the field you would like to insert. The field name appears where you have the cursor located in your document.



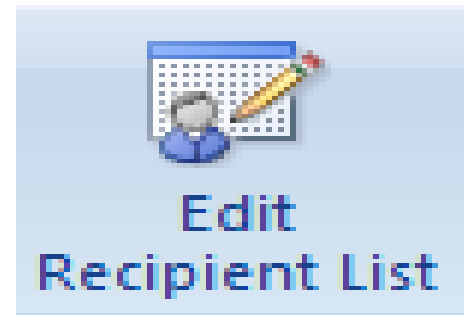
Previewing Your Mail Merge Letters

- Before you print your letters, you should preview them to check for errors. In particular, pay attention to spacing and punctuation surrounding the fields. You will also want to make sure you have inserted the correct fields in the correct places
- To preview the letters, click Preview Results on the Mailings ribbon. Use the arrows to navigate through the letters.



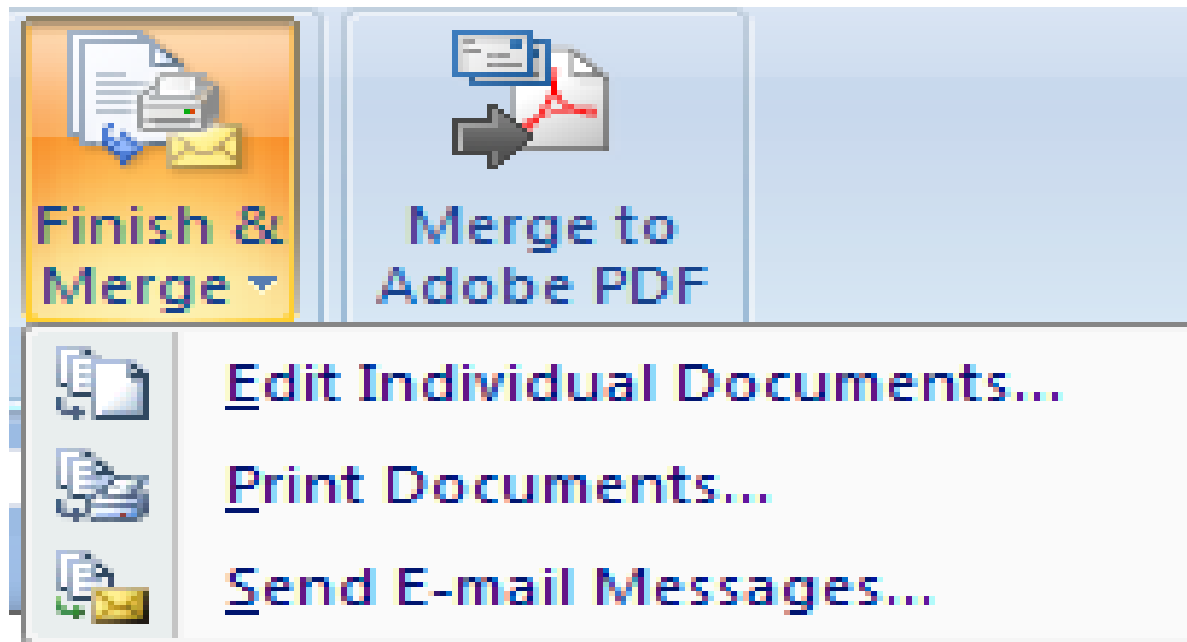
Correcting Errors in Mail Merge Fields

- You may notice an error in the data for one of your documents. You cannot alter this data in the merge document. Instead, you'll need to fix it in the data source
- To do this, click Edit Recipient List on the Mailings ribbon. In the box that opens, you can alter the data for any of your recipients. You can also limit the recipients. Simply uncheck the box next to recipients' names to omit them from the merge operation. When you're done, click OK.



Finalizing Your Mail Merge Documents

- After you've reviewed your documents, you're ready to finalize them by completing the merge. Click the Finish & Merge button on the Mailings ribbon



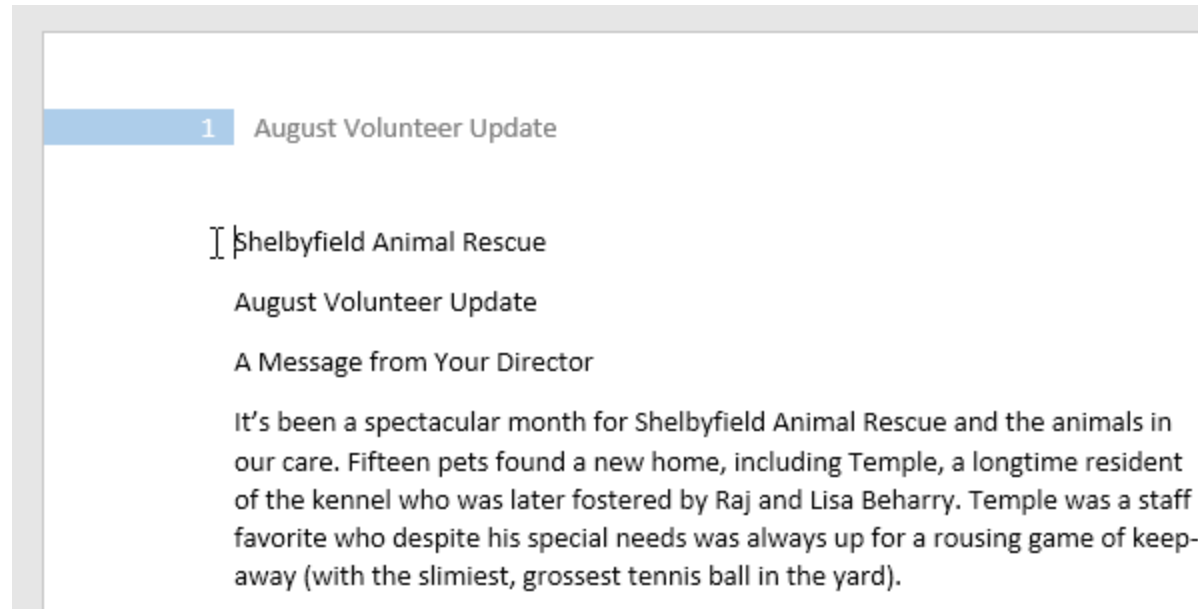
Creation of Table of contents

- *Step 1* - Assign Heading Styles to your document ·
- *Step 2* - *Insert a Table of Contents* ·
- *Step 3* - Update your *table of contents* to reflect changes in your document.

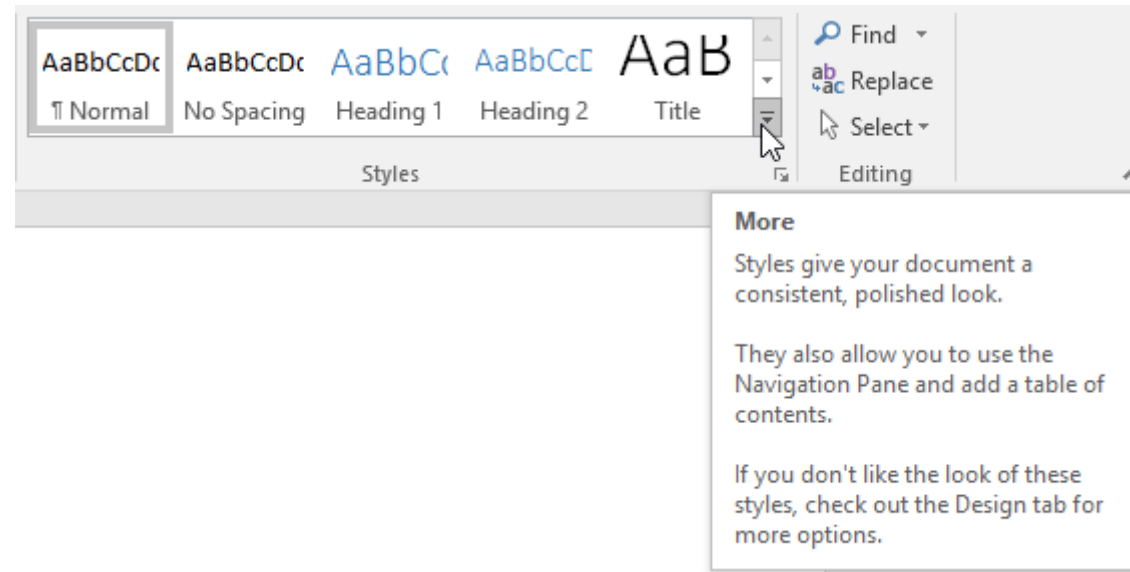
Assign Heading Styles to your document

- A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document.

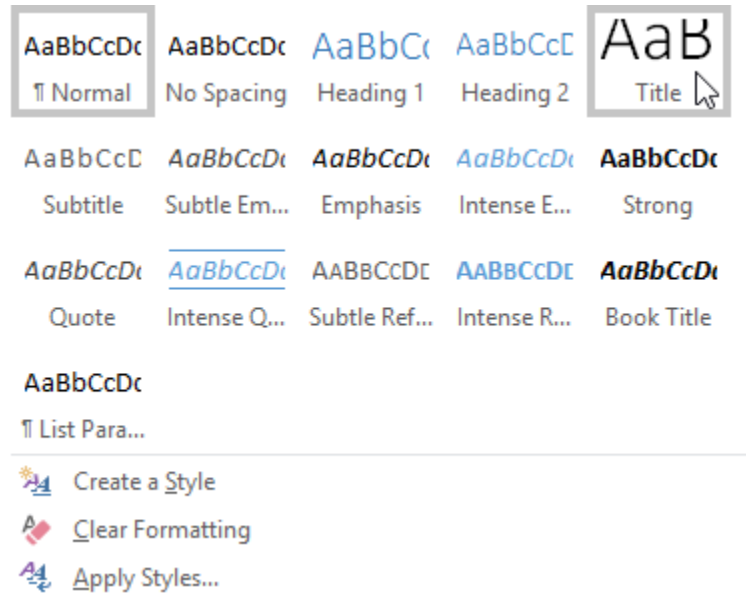
Select the text you want to format, or place your cursor at the beginning of the line.



In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



Select the **desired style** from the drop-down menu.



The text will appear in the selected style.



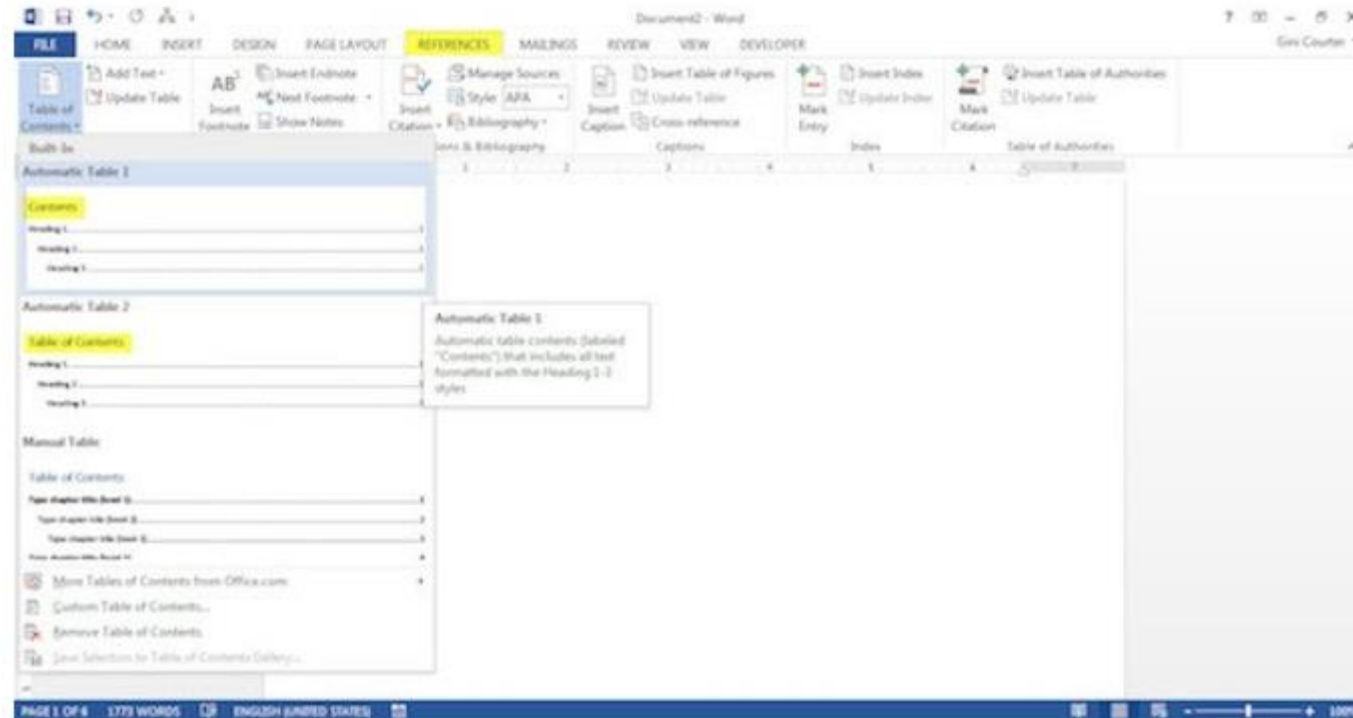
The text will appear in the selected style.



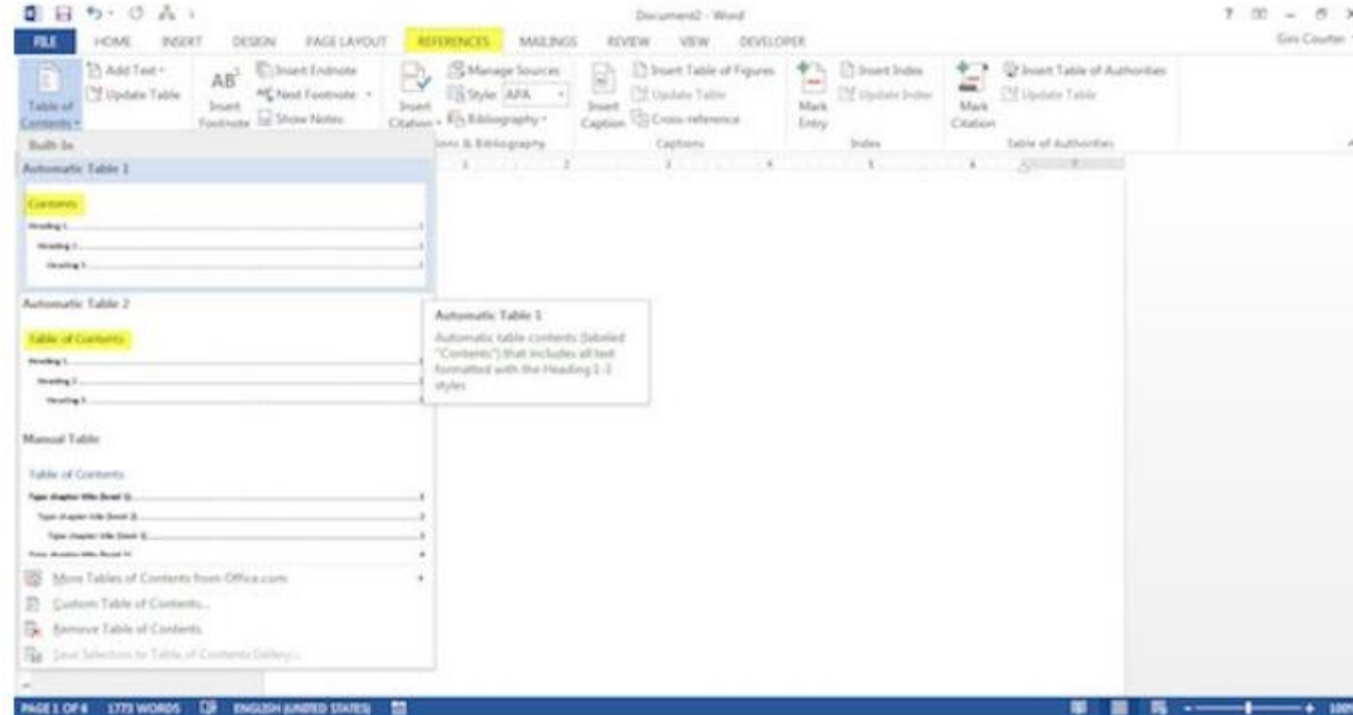
Create the Table of Contents

- Click where you want your Table of Contents to appear.
- Choose References > Table of Contents.
- Click the References tab. In the Table of Contents group, click Table of Contents.
- Choose the style of Table of Contents you wish to insert. Automatic Table 1 creates a ToC titled Contents. Automatic Table 2 creates a ToC titled Table of Contents.

Table of Contents group



Protect a document with a password



Protect a document with a password

- Go to **File** > Info > **Protect Document** > Encrypt with Password.
- Type a password, then type it again to confirm it.
- Save the **file** to make sure the password takes effect.