

Introduction to Microsoft Word

Microsoft Word (often called “WORD”)

The purpose of a word processing software is creating, storing, and printing text documents. Microsoft Word, Microsoft Works, Pages for Mac users, and Google Docs, are commonly used word processing programs.

Allows

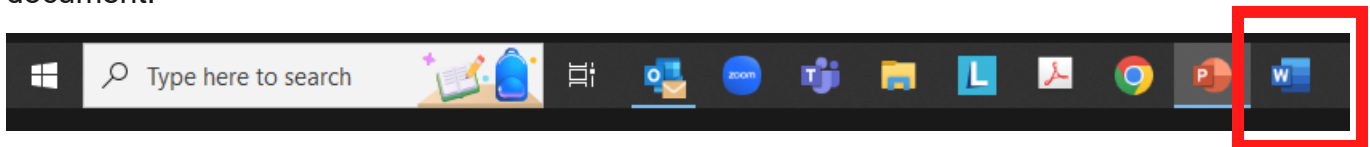
- editing text
- copying & moving text
- pasting & deleting text
- inserting pictures, objects & tables
- saving & printing
- formatting
- checking spelling & grammar

Names

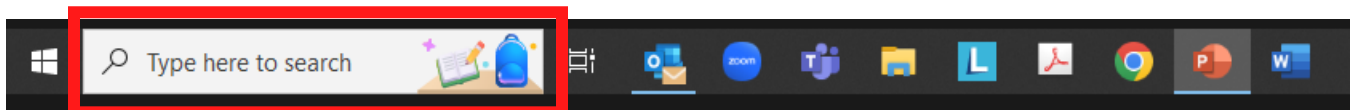
- **Microsoft Word**
- Microsoft Works
- Pages (Mac)
- Google Docs

Locating WORD on Your Computer

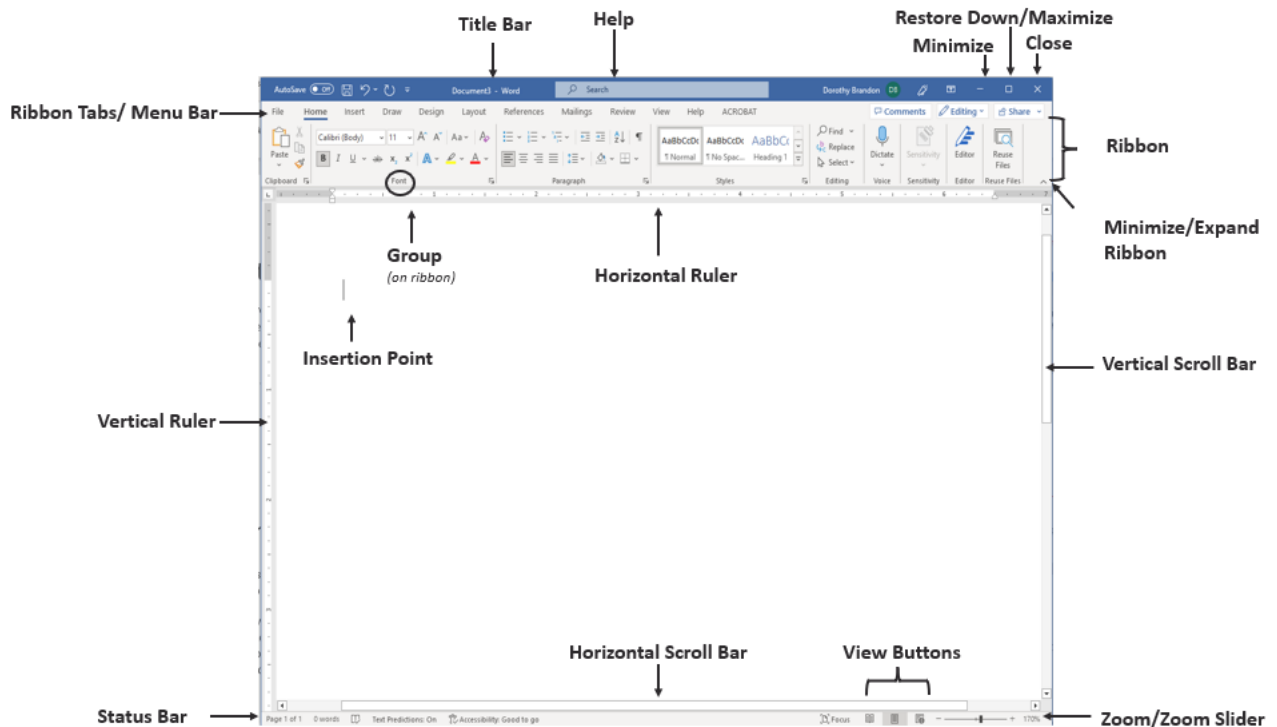
Microsoft Word icon is the blue box with a “W.” Clicking on the icon will open a blank word document.



A second option to locate the Microsoft Word program is to use the search box located on the Taskbar. Click in the box that says, “**Type here to search**” and type “**Word**” and press the “**Enter**” key on your keyboard.



Parts of WORD Screen



Title Bar: displays the document and program name

Search/Help: provides access to help topics

Minimize: takes the program or document off the desktop and places it on the task bar (program/document is not visible but still open)

Restore Down/Maximize: one button used for two functions. “Maximize” (□), when clicked, allows the document/program window to cover the full window space. “Restore Down” (☐), when clicked, allows the document/program window to be reduced. Only one, “Maximize” or “Restore Down,” will show at a time. For example, when “Maximize” button (□) is clicked, the button changes to the “Restore Down” button (☐), vice versa.

Close: exit/close the program or document

Ribbon/Ribbon Commands: a toolbar containing commands for each menu or tab

Ribbon Tabs/Tabs/Menu Bar: each tab is associated with a group of related commands.

Minimize/Expand Ribbon: see or hide the ribbon containing the commands for each tab

Vertical Scroll Bar: allows you to view document from top to bottom or bottom to top

Horizontal Scroll Bar: allows you to view document from left to right or right to left

Zoom Slider/Zoom: magnification of document content – zoom out or zoom in on document

View Buttons: view document in different layouts – normal view, print layout view, web layout view, webpage view, read mode view

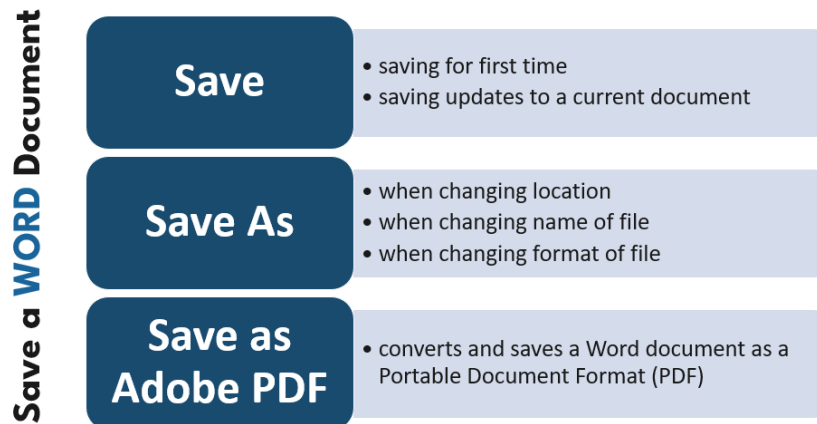
Status Bar: provides basic information pertaining to the current document

Vertical Ruler: used to set margins, indents, and tabs

Horizontal Ruler: used to set margins, indents, and tabs

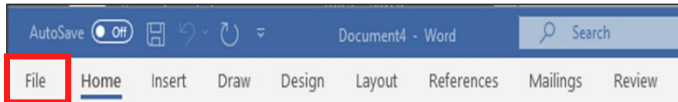
Group: related command positioned together for easy and quick access

Insertion Point: the location of where typed characters will appear

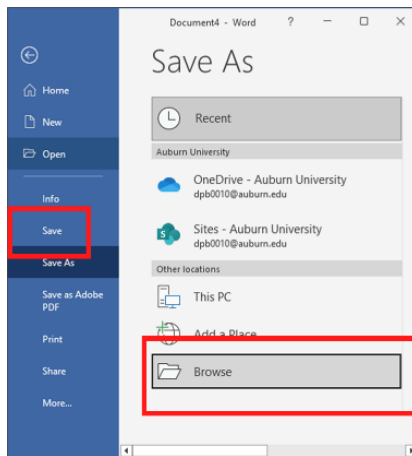


Using File Tab to Save

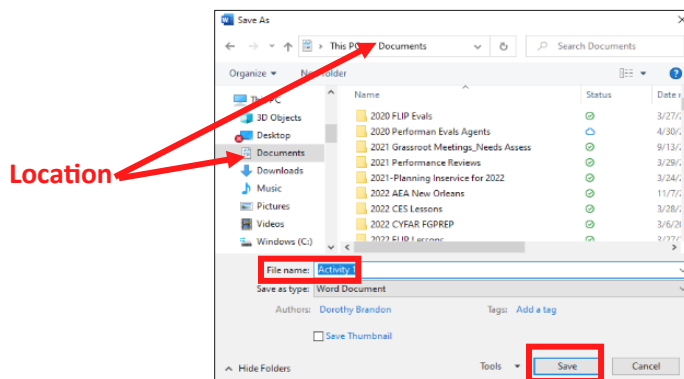
1. Click "File" Tab



2. On the "File" Menu
3. Click "Save"



4. Click "Browse" (Save As dialog box opens)
5. Select the location for saving



6. Type file Name
7. Click "Save"

Working with the Home Tab

Cut: text or graphic is moved from the original location and pasted in a new location (within the current file or a different file)

Copy: text or graphic remains in original location and a copy is paste in a new location (within the current file or a different file)

Paste: places the text or graphic in the location

Clipboard: temporary holding place for copied or cut text or graphics

Commands in the Font Group

Bold: HAPPY BIRTHDAY

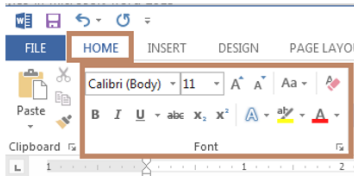
Italic: HAPPY BIRTHDAY

Underline: HAPPY BIRTHDAY

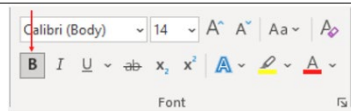
Font Type: HAPPY BIRTHDAY

Font Size: HAPPY BIRTHDAY

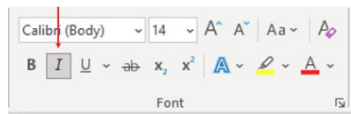
Font Color: HAPPY BIRTHDAY



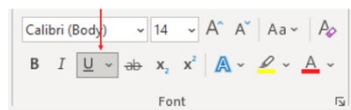
Bold



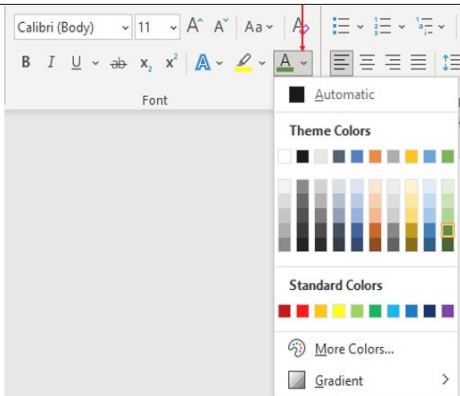
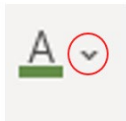
Italic



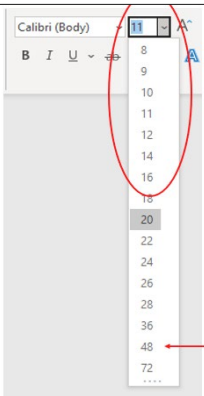
Underline

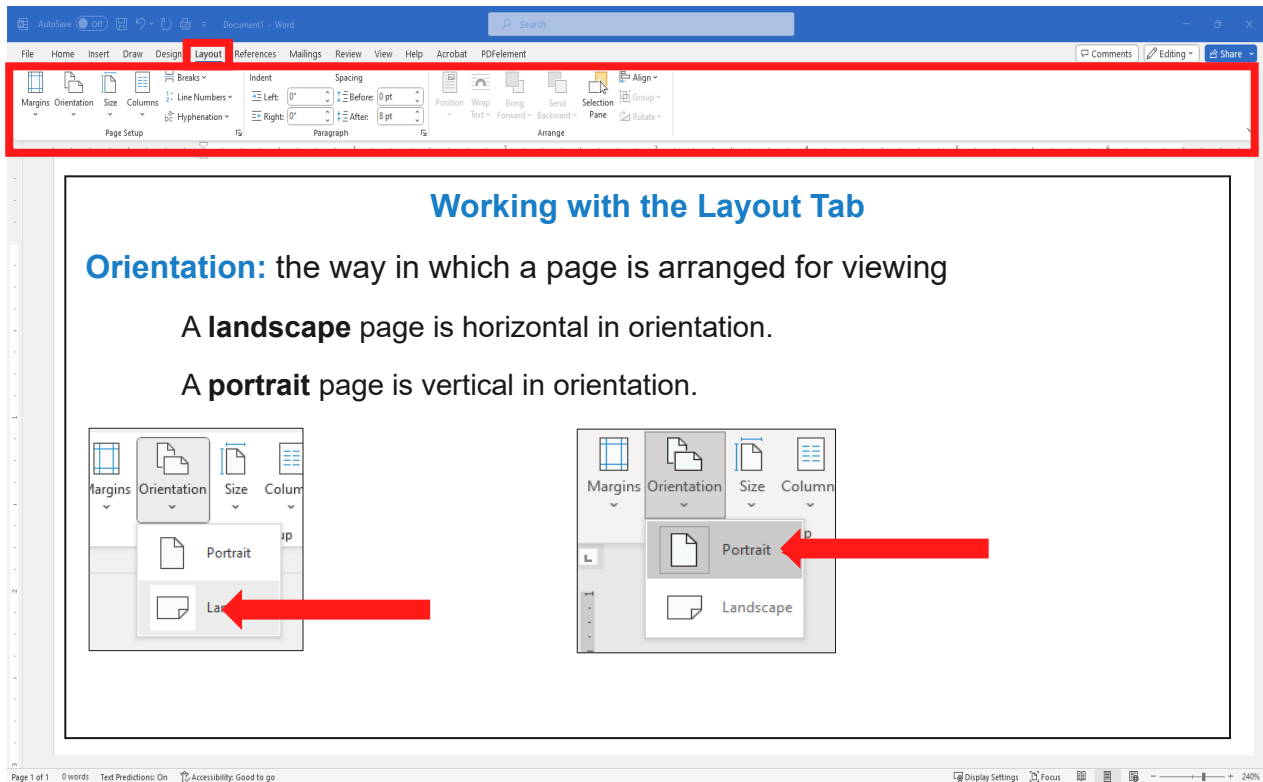


Font Color



Font Size



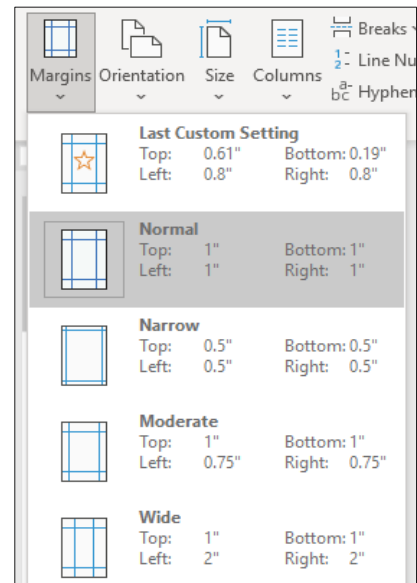


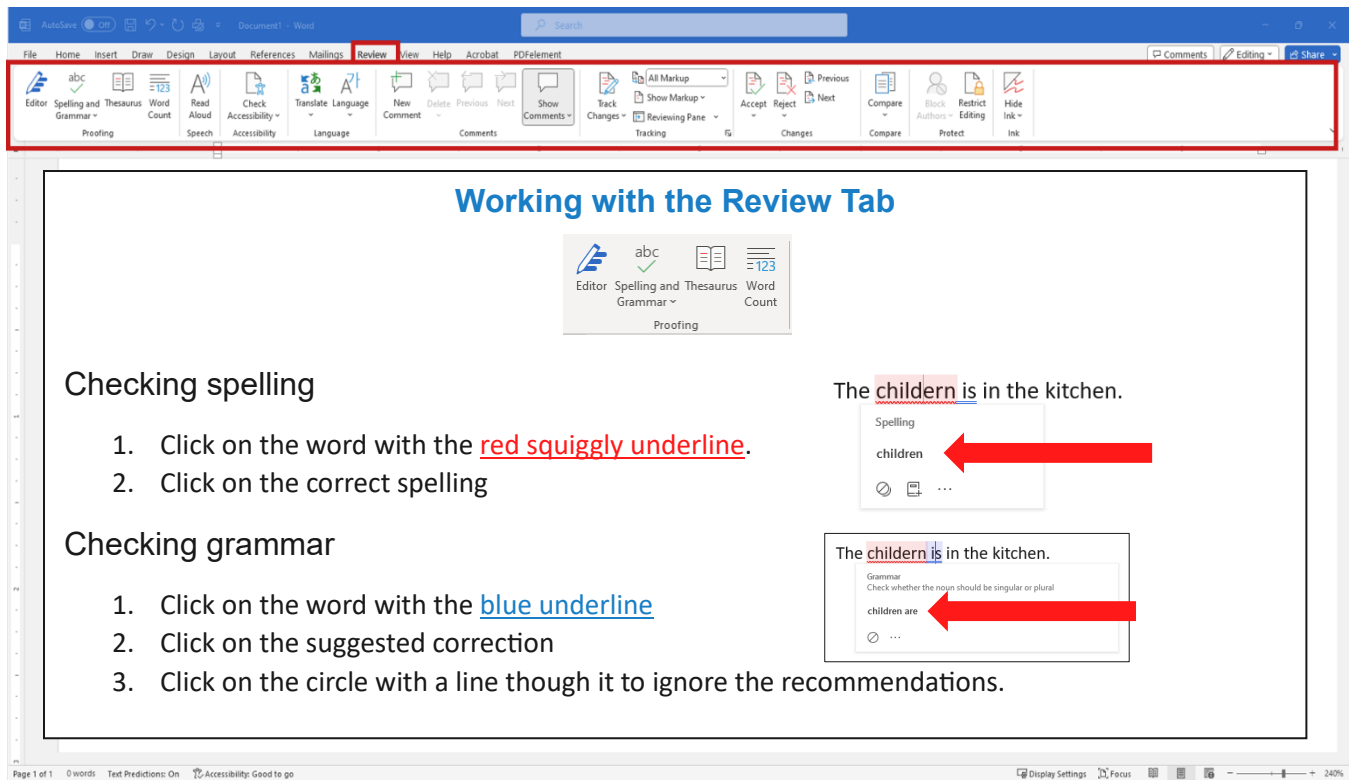
Margins: the space between edge of paper and the text or content on the page

The **Normal** setting selected in the example is for a one-inch margin all around – top, bottom, left, and right sides.

To Adjust the Margins:

1. Click on "Layout"
2. Click the arrow below the "Margins" button
3. From the dropdown menu, click on the margin setting that works for your document.





The screenshot shows the Microsoft Word interface with the 'Review' tab selected in the ribbon. The ribbon includes options for Proofing (Editor, Spelling and Grammar, Thesaurus, Word Count), Language (Read Aloud, Check Accessibility, Translate, Language), Comments (New Comment, Delete, Previous, Next, Show Comments), Tracking (Track Changes, Show Markup, Reviewing Pane), Changes (Accept, Reject, Previous, Next), Compare, Block Authors, Restrict Editing, and Hide Ink. The document content is titled 'Working with the Review Tab' and includes instructions for checking spelling and grammar, along with visual examples of the correction menus.

Working with the Review Tab

Checking spelling

1. Click on the word with the red squiggly underline.
2. Click on the correct spelling

Checking grammar

1. Click on the word with the blue underline
2. Click on the suggested correction
3. Click on the circle with a line through it to ignore the recommendations.

The document also shows two examples of correction menus:

- Spelling:** A menu for the word 'children' with a red arrow pointing to the word in the text 'The children is in the kitchen.'
- Grammar:** A menu for the phrase 'children are' with a red arrow pointing to the word 'children' in the text 'The children is in the kitchen.'


File, Folder, and Subfolder

A **file** is the common storage unit in a computer. A file can be a Word document, a picture, an Excel spreadsheet, a PowerPoint, etc.

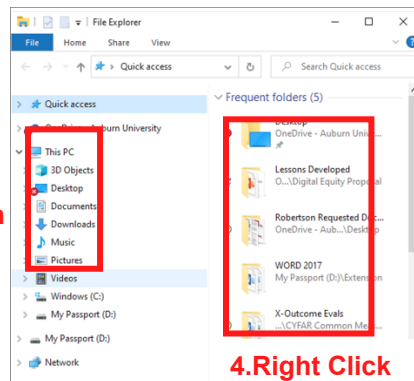
A **folder** holds one or more files, and a folder can be empty until it is filled.

A **subfolder** is a folder contained within another folder.

Creating Folders

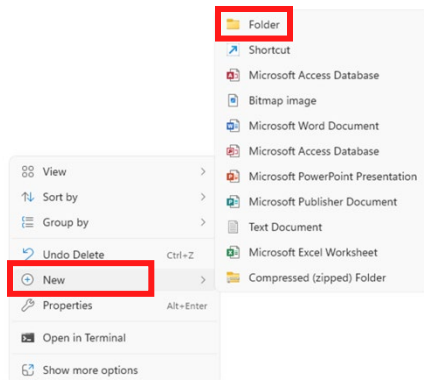
1. Click on “**File Explorer**” 
2. Dialog box opens
3. Click on the location

3. Select
Location



4. Right Click
in this area

4. Right click on the right side of the screen
5. Click “**New**”

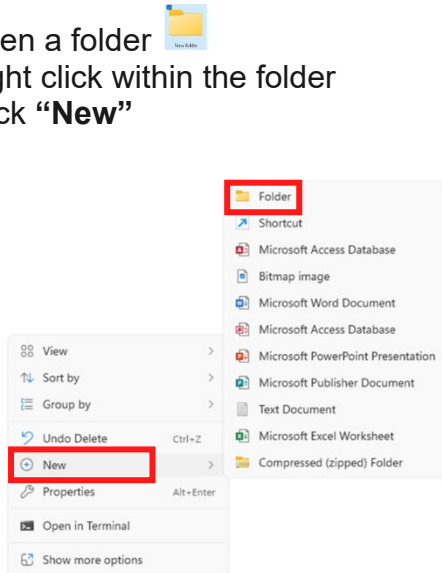


6. Click “**Folder**”
 - a. New folder appears in the selected location
7. Type name for Folder
8. Press Enter

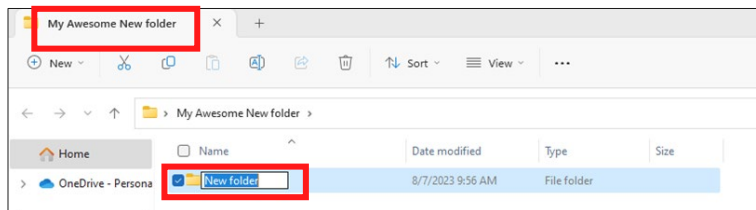


Creating Subfolders

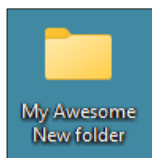
1. Open a folder
2. Right click within the folder
3. Click **"New"**



4. Click **"Folder"**
5. Type name for Folder



6. Press Enter



This project was funded by USDA NIFA award # 2022-68006-36496. The material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.