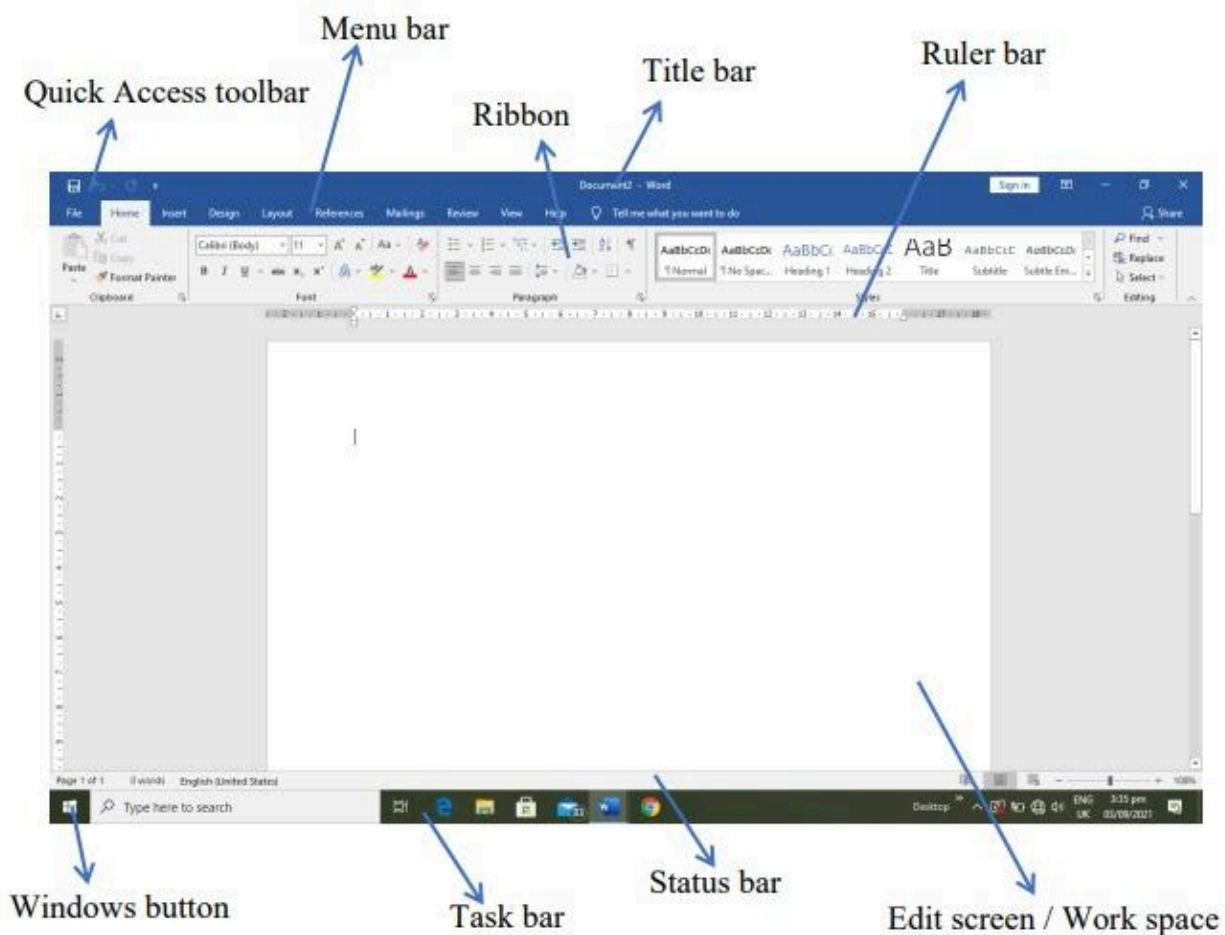


Microsoft Word Training Manual



Module 1: Getting Started and the Interface

Lesson Objectives

1. Introduce learners to the purpose of Microsoft Word.
2. Familiarize learners with launching Word and navigating the Home screen.
3. Help learners identify key components of the Word interface.

Expected Outcomes

1. Learners can successfully launch Microsoft Word.
2. Learners can identify and describe the Title Bar, Ribbon, Status Bar, and Insertion Point.
3. Learners can create a new blank document confidently.

The primary purpose of word-processing software like Microsoft Word is to **create, store, and print text documents**.

- **Launching Word:** To begin, locate the **blue icon with a "W"** on your computer. You can also use the **search box** on your computer's taskbar by typing "Word" and pressing Enter.
- **The Home Screen:** Upon launching, you will see the **Home view**, which offers options to create a **Blank document** or use a **Template** (a pre-formatted starting point for resumes, letters, etc.).
- **Understanding the Interface:**
 - **Title Bar:** Located at the very top; it displays the name of your current document.
 - **The Ribbon:** The long strip of icons at the top of the screen. It is organized into **Tabs** (like Home or Insert) and **Groups** of related commands.
 - **The Insertion Point:** This is the blinking vertical line that indicates where the text you type will appear.
 - **Status Bar:** Found at the bottom of the window; it shows your current page number and word count.

Practice Exercise: Launch Word, create a new blank document, and locate the "Paragraph" group under the "Home" tab.

Module 2: Typing, Editing, and Saving

Lesson Objectives

1. Teach basic typing and text selection techniques.
2. Explain editing tools such as delete, undo, and word wrap.
3. Demonstrate proper methods of saving documents.

Expected Outcomes

1. Learners can type and edit text efficiently.
2. Learners can select, delete, and undo text changes.
3. Learners can save and update documents using Save and Save As correctly.

Word processing allows you to easily modify text without retyping the entire page.

1. **Typing Basics:** Simply start typing at the insertion point. Word uses a feature called **word wrap**, meaning you do not need to press Enter at the end of a line; the text will automatically move to the next line.
2. **Selecting Text:** To change text, you must select it first. **Double-click** a word to select it, or **triple-click** to select an entire paragraph. You can select all text in a document using the keyboard shortcut **Ctrl + A**.
3. **Basic Edits:** Use the **Backspace** key to delete text to the left of your cursor, and the **Delete** key to remove text to the right. If you make a mistake, the **Undo** button (a left-curving arrow) on the Quick Access Toolbar will reverse your last action.
4. **Saving Your Work:**
 5. Click the **File tab** and select **Save As**.
 6. Choose a location (like "This PC" or "Browse" to find a folder).
 7. Type a **File Name** and click **Save**.

8. **Note:** Use the **Save** command (shortcut **Ctrl + S**) frequently thereafter to update your document with new changes.

Checkpoint: Can you identify the difference between "Save" and "Save As"? (Use "Save As" for new files or changing locations; use "Save" for updates.)

Module 3: Basic Text Formatting

Lesson Objectives

1. Introduce font formatting tools.
2. Explain character styling options (bold, italic, underline).
3. Demonstrate the use of the Format Painter tool.

Expected Outcomes

1. Learners can change font type, size, and color.
2. Learners can apply emphasis using bold, italic, and underline.
3. Learners can copy and apply formatting using Format Painter.

Formatting changes the appearance of characters to add emphasis or clarity.

- **The Font Group:** Found on the **Home** tab, this group allows you to change the **Font type** (style of lettering), **Font size** (how big the letters are), and **Font color**.
- **Character Styles:** You can make text **Bold**, *Italic*, or Underlined to make it stand out.
- **Format Painter:** This tool allows you to copy the formatting of one piece of text and "paint" it onto another. Select the formatted text, click **Format Painter**, and then select the new text you wish to change.

Practice Exercise: Type your name. Change the font to "Arial," make it size 16, turn it Bold, and change the color to Blue.

Module 4: Paragraphs, Lists, and Page Layout

Lesson Objectives

1. Teach paragraph alignment and spacing.
2. Explain how to create and manage lists.
3. Introduce page layout features such as margins and orientation.

Expected Outcomes

1. Learners can align text and adjust line spacing.
2. Learners can create and edit numbered and bulleted lists.
3. Learners can apply margins, orientation, and page breaks properly.

Managing how text is arranged on the page is essential for professional documents.

- **Alignment:** You can align your text to the **Left**, **Center**, **Right**, or **Justify** (aligns to both margins) using the icons in the Paragraph group.

- **Line Spacing:** This is the white space between lines of text. Common settings are **1.0 (single)**, **1.15**, or **1.5 lines**.
- **Creating Lists:**
- **Numbered Lists:** Type "1." followed by a space to start an automatic list.
- **Bulleted Lists:** Type an asterisk (*) followed by a space to start a list with bullet points.
- **Indents:** Use the **Tab** key to move a list item to a sub-level (demote) and **Shift + Tab** to move it back to a higher level (promote).
- **Page Layout:**
- **Margins:** The empty space bordering the page. The default is **one inch** all around.
- **Orientation:** Choose **Portrait** (taller than wide) for most letters or **Landscape** (wider than tall) for tables or graphics.
- **Page Breaks:** To start a new chapter on a new page, use a **Page Break** (shortcut **Ctrl + Enter**) instead of hitting the Enter key many times.

Module 5: Tables and Images

Lesson Objectives

1. Teach how to insert and edit tables.
2. Explain how to insert and resize images.
3. Demonstrate text wrapping options for images.

Expected Outcomes

1. Learners can create and navigate tables.
2. Learners can insert, resize, and position images correctly.
3. Learners can apply text wrapping to enhance document layout.

Visual elements help organize and illustrate your message.

1. **Inserting Tables:** Go to the **Insert tab**, click **Table**, and drag your mouse over the grid to choose the number of rows and columns you need. Use the **Tab** key to move between cells in a table.
2. **Inserting Images:**
3. Select **Insert > Pictures**.
4. Choose **This Device** (for your own files) or **Online Pictures** (to search the web).
5. **Resizing:** Click the image and drag a **corner handle** to change its size while keeping the proportions correct.
6. **Text Wrapping:** To move an image freely among text, click the "Layout Options" icon next to the image and choose a wrapping style like **Square**.

Module 6: Document Styling and Themes

Lesson Objectives

1. Introduce the use of built-in styles.
2. Explain document themes and design consistency.
3. Demonstrate automatic Table of Contents creation.

Expected Outcomes

1. Learners can apply heading and text styles consistently.
2. Learners can change document appearance using themes.
3. Learners can generate a Table of Contents automatically.

For a clean, professional finish, use Word's automated styling tools.

- **Using Styles:** Instead of manual formatting, use the **Styles gallery** on the Home tab to apply "Heading 1," "Heading 2," or "Title" styles to your text. This ensures consistent fonts and spacing throughout the document.
- **Themes:** Found on the **Design tab**, Themes allow you to change the entire document's color scheme and font combinations with a single click.
- **Table of Contents:** If you have used "Heading Styles" for your titles, you can automatically generate a **Table of Contents** by going to the **References tab** and selecting **Table of Contents**.

Final Checkpoint: You have now learned to create, format, and illustrate a document. Before finishing, always run a **Spelling and Grammar check** from the **Review tab** to ensure professionalism.

Glossary

A

Accessibility Checker: A tool that reviews your document for issues that might make it difficult for people with disabilities to read or understand the content.

Alignment: The way text is positioned between the left and right margins, including options for left, center, right, or justified (aligned to both edges).

Alt Text (Alternative Text): A short description added to images and objects so that screen readers can explain the visual content to users who are blind or have low vision.

Autocorrect: A feature that automatically fixes common spelling and grammar mistakes, such as changing "hte" to "the," as you type.

B

Backstage View: The screen that appears when you click the File tab; it contains commands for managing files, such as Saving, Opening, Printing, and account settings.

Balloon: A callout that appears in the right margin of a document when Track Changes is active, typically used to show formatting edits.

Blank Document: A new, empty file used to start a project from scratch.

Bold: A formatting style that makes text thicker and darker to provide emphasis.

Bookmark: A tag used to identify a specific location or selection of text in a document for quick future reference.

Breaks: Special markers used to control document flow, such as Page Breaks (starting a new page) and Section Breaks (dividing a document to use different layouts in different parts).

Bulleted List: A list of items where each entry is marked by a small symbol (such as a dot or star) rather than a number.

C

Caption: A numbered label or title that can be added to tables, figures, or other objects in a document.

Clipboard: A temporary holding place in the computer's memory that stores up to 24 items you have cut or copied so they can be pasted later.

Contextual Tab: A specialized menu (like "Table Design" or "Picture Format") that only appears on the Ribbon when a specific object, such as a table or image, is selected.

Copy: Duplicating selected text or a graphic to place it elsewhere while keeping the original content in its starting location.

Crop: A tool used to trim or hide the outer parts of a picture that you do not want to show.

Cut: Removing selected text or an object from its original position to move it to a new location.

E

Editor: A writing tool that checks for spelling and grammar errors while offering rewrite suggestions to improve your writing.

F

File Tab: The blue tab on the far left of the Ribbon that opens the Backstage View to manage the document as a whole.

Font: The specific design, size, and color of the characters used in your document.

Footer: The area at the bottom margin of a page that can display recurring information, such as page numbers, on every page.

Format Painter: A tool used to copy the appearance (like font and size) of one selection of text and "paint" it onto another to save time.

Formatting: The process of changing the visual characteristics of text or graphics to add clarity or emphasis.

G

Grammar Check: A feature that identifies potential errors in sentence structure or word usage, often marked with a blue double underline.

Group (Ribbon): A collection of related command buttons positioned together within a single tab on the Ribbon.

H

Hanging Indent: A setting where the first line of a paragraph stays at the margin, but all following lines are moved inward.

Header: The area at the top margin of a page used for recurring text, such as a document title or date.

Heading Styles: Preset formatting levels (Heading 1, Heading 2, etc.) used to provide a hierarchical structure and organize sections.

Home View: The screen you see when first opening Word, providing quick access to blank documents, templates, and recent files.

Hyperlink: A clickable link (text or image) that opens a website, another file, or a specific location within the current document.

I

Icons: Scalable, professional graphics found on the Insert tab that can be used to illustrate points or act as custom bullets.

Insertion Point: The blinking vertical line on the screen that shows where the next character you type will appear.

Italic: A style that slants text to the right, often used for emphasis, quotes, or titles of books and journals.

L

Landscape: A page orientation where the document is wider than it is tall.

Line Spacing: The amount of white space between the individual lines of text in a paragraph.

M

Margins: The empty white space that borders the text on the top, bottom, left, and right sides of a document.

Multilevel List: A list with different levels of indentation, allowing for the creation of structured outlines.

N

Navigation Pane: A sidebar that allows you to search for words or jump to specific headings and pages within your document.

Non-printing Characters: Symbols that are visible on the screen but do not print, such as paragraph markers (¶) and tab arrows (→), which help you see how the document is formatted.

O

Orientation: The way a page is arranged for viewing, either Portrait (vertical) or Landscape (horizontal).

P

Page Break: A marker that manually ends one page and forces the cursor and text to begin on the next page.

Paragraph: In Word, the text found between two instances of pressing the Enter key.

Paste: The action of placing text or a graphic that was previously cut or copied into a selected location.

Placeholder: A pre-formatted dotted box that indicates where text, pictures, or objects should be inserted.

Portrait: The default orientation where the page is taller than it is wide.

Q



Quick Access Toolbar: A small, customizable toolbar at the very top of the window that allows you to reach common commands (like Save and Undo) no matter which tab is open.

Quick Tables: A gallery of built-in, preformatted tables, such as calendars, that you can quickly insert.

R

Read Mode: A view that maximizes the document on the screen by hiding the Ribbon and tools, making it easier to read through content.

Redo: A command that allows you to reverse an Undo action, bringing back changes you just removed.

Replace: A tool that finds a specific word or phrase and swaps it for a different one throughout the entire document automatically.

Ribbon: The large strip of icons and buttons at the top of the program window containing all the commands needed for tasks.

Ruler: A measurement tool at the top and side of the workspace used to set margins, indents, and tab stops.

S

Save: Updating an already created file with your latest changes to ensure work is not lost.

Save As: A command used when saving a file for the first time, or when you want to change its name, location, or file type (like saving as a PDF).

Section Break: A tool used to divide a document into parts so that each part can have its own unique formatting, such as different margins or page numbering.

Select: The process of highlighting text or an object with the mouse or keyboard so that you can apply changes to it.

Show/Hide (¶): A button that reveals hidden formatting marks, such as spaces and paragraph returns, to help you spot layout errors.

SmartArt: A collection of pre-designed graphics (like flowcharts and pyramids) used to visually represent information instead of just using text.

Sort: A tool used to rearrange lists of text, numbers, or dates into alphabetical or numerical order.

Status Bar: The bar at the very bottom of the program window that provides details like page numbers, word count, and language.

Styles: Collections of fonts and colors that can be applied to headings and paragraphs to ensure the document has a consistent, professional look.

T

Table: A grid of horizontal rows and vertical columns used to organize data.

Table of Contents: An automatically generated list of document sections based on applied Heading Styles.

Template: A pre-designed "starter" document with existing layouts and formatting used to create items like resumes or newsletters quickly.

Text Box: An object you can draw anywhere on a page to place text independently from the main body of the document.

Text Wrapping: A setting that controls how the main document text flows around a picture or object (e.g., Square, Behind Text, or Tight).

Themes: Coordinated sets of colors and fonts that change the appearance of the entire document at once.

Title Bar: The bar at the very top of the window that displays the name of the open file and the program name.

Track Changes: A feature that records every deletion, insertion, and formatting change made to a document, allowing multiple people to review and approve edits.

U

Underline: A style that places a line beneath text, often used for emphasis or to indicate hyperlinks.

Undo: A button that reverses your last action, which is helpful if you make an accidental change.

W

Watermark: Faint text or an image (like "DRAFT" or a logo) that appears behind the main text on every page.

Word Count: A feature that tracks the number of words, pages, characters, and lines in your document.

Word Wrap: A feature that automatically moves text to the start of the next line when it reaches the right margin, so you do not have to press Enter manually.

Z

Zoom Slider: A control at the bottom-right of the window used to magnify or shrink the document's appearance on your screen.