

Module 1—MS Word (2019)

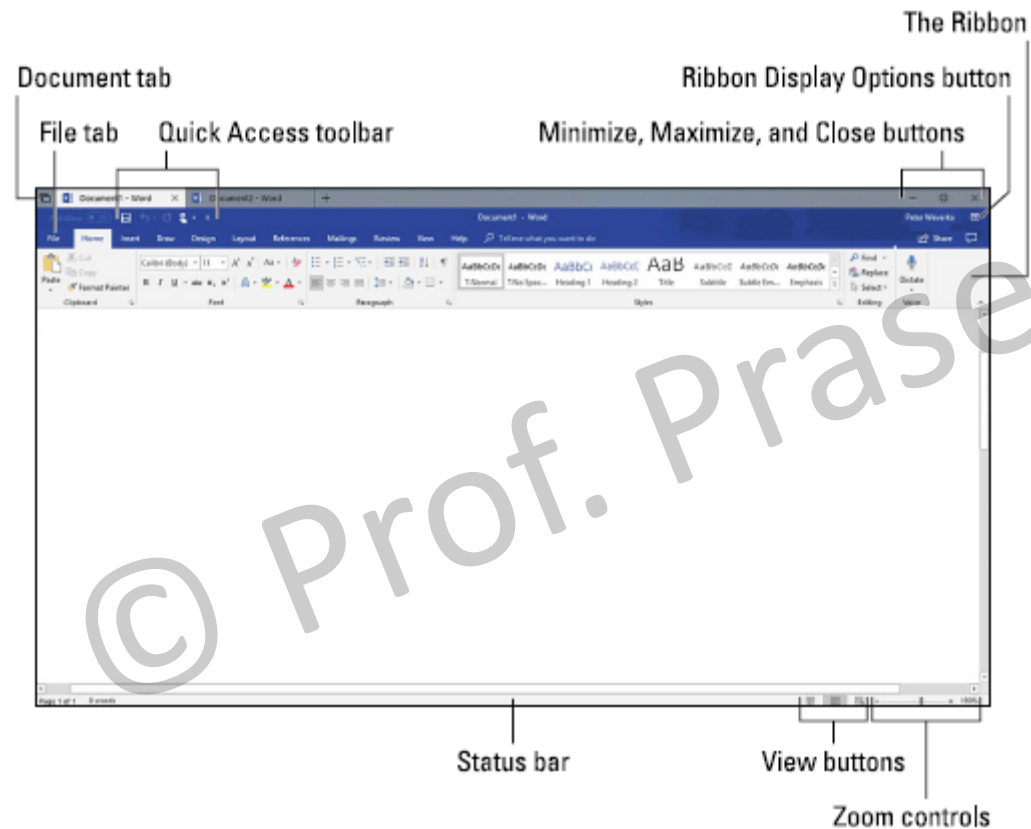
BSCDA 205 | Advanced Excel | Prof. Prasenjit Ghosh

MS Office Applications

Application	Description
Word	A word processor for writing letters, reports, and so on. A Word file is called a <i>document</i> (see Book 2).
Excel	A number cruncher for performing numerical analyses. An Excel file is called a <i>workbook</i> (see Book 3).
PowerPoint	A means of creating slide presentations to give in front of audiences. A PowerPoint file is called a <i>presentation</i> , or sometimes a <i>slide show</i> (see Book 4).
Outlook	A personal information manager, scheduler, and emailer (see Book 5).
Access	A database management application (see Book 6).
Publisher	A means of creating desktop-publishing files — pamphlets, notices, newsletters, and the like (see Book 7).

Windows 10 must be installed on your computer to run Office 2019 applications. The applications don't run on computers running earlier versions of the Windows operating system.

MS Word Interface



- » **Quick Access toolbar**: This toolbar offers the Save, Undo, Repeat, and Customize buttons (and on touchscreens, the Touch/Mouse mode button). Wherever you go in Word, you see the Quick Access toolbar. (Book 1, Chapter 1 explains the toolbar in detail; Book 9, Chapter 1 explains how to customize and move the Quick Access toolbar.)
- » **Document tab**: At the top of the screen, the Document tab lists the names of open Word documents. Select a tab to go from one document to another.
- » **Ribbon Display Options button**: Clicking this button opens a menu for handling the Ribbon.
- » **Minimize, Restore, Close buttons**: These three magic buttons make it very easy to shrink, enlarge, and close the window you are working in.
- » **File tab**: Go to the File tab to do file-management tasks.
- » **The Ribbon**: Select a tab on the Ribbon to undertake a new task. (Book 1, Chapter 1 explains the Ribbon in detail, and Book 9, Chapter 1 explains how to customize the Ribbon.)

Creating a New Document

Document is just a fancy word for a letter, report, announcement, or proclamation that you create with Word. All documents are created using a special kind of file called a *template*. The template provides the formats — the fonts, styles, margin specifications, layouts and other stuff — that give a document its appearance.

Follow these basic steps to create a document:

1. **On the File tab, choose New.**

The New window shown in Figure 1-2 appears.

2. **Click to select a template.**

A preview window appears with a description of the template you chose, as shown in Figure 1-2.

3. **Click the Create button in the preview window.**

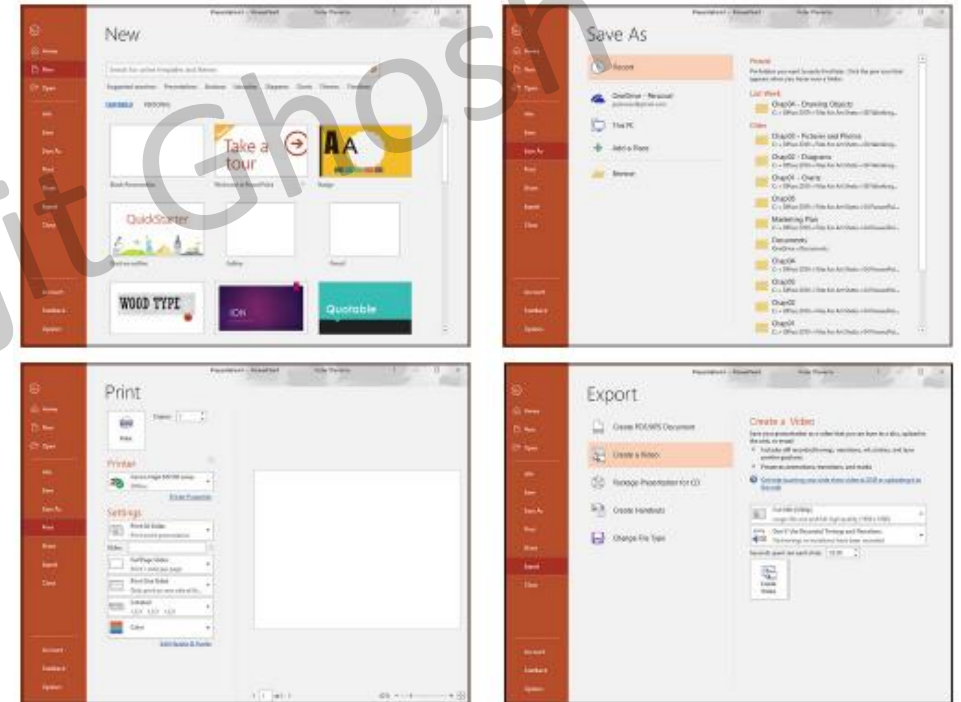
Your new Word document opens.

Use these techniques in the New window to choose a template and create a document:

- » **Choose the Blank Document template:** Choose Blank Document to create a bare-bones document with few styles. Blank Document is the default template for creating documents. (By pressing Ctrl+N, you can create a new document without opening the New window.)
- » **Search online for a template:** Enter a search term in the Search box and click the Start Searching button (or click a suggested search term). Templates appear in the New window. You can click a template to examine it closely in a preview window (refer to Figure 1-2). Click the Create button to create a document from the template.
- » **Choose a template:** Select a template to examine it in a preview window (refer to Figure 1-2). Click the Create button in the preview window to create a document from the template.
- » **Choose a personal template:** On the Personal tab, click to select a template and create a document. A personal template is one that you created or copied to your computer or network. Chapter 3 of this minibook explains how to create templates. The Personal tab appears in the New window only if you've created templates or copied them to your computer.

File Tab

In the upper-left corner of the window is the *File tab* (see Figure 1-2). Clicking the File tab opens the Backstage (Microsoft's word, not mine). As shown in Figure 1-3, the *Backstage* offers commands for creating, saving, printing, and sharing files, as well as performing other file-management tasks. Notice the Options command on the Backstage. You can choose Options to open the Options dialog box and tell the application you are working in how you want it to work.



Quick Access Toolbar

No matter where you travel in an Office program, you see the *Quick Access toolbar* in the upper-left corner of the screen (refer to Figure 1-2). This toolbar offers the AutoSave button, the all-important Save button, the trusty Undo button, and the convenient Repeat button (as well as the Touch/Mouse Mode button if your screen is a touchscreen). You can place more buttons on the Quick Access toolbar as well as move the toolbar lower in the window. I explain how to customize the Quick Access toolbar in Book 9, Chapter 1.



Saving & Auto Saving

Soon after you create a new file, be sure to save it. And save your file from time to time while you work on it as well. Until you save your work, it rests in the computer's electronic memory (RAM), a precarious location. If a power outage occurs or your computer stalls, you lose all the work you did since the last time you saved your file. Make it a habit to save files every ten minutes or so, or when you complete an important task.

To save a file:

- » Click the Save button (you'll find it on the Quick Access toolbar).
- » Press Ctrl+S.
- » Go to the File tab and choose Save.

To ensure against data loss owing to computer and power failures, Office saves files on its own every ten minutes. These files are saved in an AutoRecovery file. After your computer fails, you can try to recover some of the work you lost by getting it from the AutoRecovery file.

Office saves AutoRecovery files every ten minutes, but if you want the program to save the files more or less frequently, you can change the AutoRecovery setting. Auto-recovering taxes a computer's memory. If your computer is sluggish, consider making AutoRecovery files at intervals longer than ten minutes; if your computer fails often and you're worried about losing data, make AutoRecovery files more frequently.

Follow these steps to tell Office how often to save data in an AutoRecovery file:

1. **On the File tab, choose Options.**
The Options dialog box appears.
2. **Select the Save category.**
3. **Enter a Minutes setting in the Save AutoRecover Information Every box.**
4. **Click OK.**

Opening & Closing a file

Follow these steps to open a file:

1. **On the File tab, choose Open (or press Ctrl+O).**

You see the Open window. It lists files you recently opened (and files you pinned to the Recent list).

2. **If the name of the file you want to open is on the Recent list, click the name to open the file.**

If the name isn't on the list, go to Step 3.

3. **Click the location — This PC, OneDrive, a network folder — where the file is located.**

Click This PC if the file is located on your computer.

4. **Select the folder where the file you want to open is stored; if the folder isn't listed in the Open window, click the Browse button and select the folder in the Open dialog box.**

The Open dialog box appears.

5. **Select the file.**

6. **Click the Open button.**

Your file opens. You can also double-click a filename in the Open dialog box to open a file.

Closing a file is certainly easier than opening one. To close a file, save your file and use one of these techniques:

- » On the File tab, choose Close. The program remains open although the file is closed.

Selecting Text

To Select	Do This
A word	Double-click the word.
A few words	Drag over the words.
A paragraph	Triple-click inside the paragraph (in Word, PowerPoint, and Outlook messages).
A block of text	Click the start of the text, hold down the Shift key, and click the end of the text. In Word you can also click the start of the text, press F8, and click at the end of the text.
All text	Press Ctrl+A.

Moving & Copying Text

- » **Dragging and dropping:** Move the mouse over the text and then click and drag the text to a new location. *Drag* means to hold down the mouse button while you move the pointer onscreen. If you want to copy rather than move the text, hold down the Ctrl key while you drag.
- » **Using the Clipboard:** Move or copy the text to the Clipboard by clicking the Cut or Copy button, pressing Ctrl+X or Ctrl+C, or right-clicking and choosing Cut or Copy on the shortcut menu. The text is moved or copied to an electronic holding tank called the *Clipboard*. Paste the text by clicking the Paste button, pressing Ctrl+V, or right-clicking and choosing Paste. You can find the Paste, Cut, and Copy buttons on the Home tab.

Pasting Text

- On the Home tab, open the drop-down list on the Paste button to see the Paste Options submenu.
- Right-click to see the Paste options on the shortcut menu.
- Click the Paste Options button to open the Paste Options submenu. This button appears after you paste text by clicking the Paste button or pressing Ctrl+V.

Choose a Paste option to determine what happens to text formatting when you move or copy text to a new location:

- **Keep Source Formatting:** The text keeps its original formatting. Choose this option to move or copy text formatting along with text to a different location.
- **Merge Formatting (Word only):** The text adopts the formatting of the text to where it is moved or copied.
- **Keep Text Only:** The text is stripped of all formatting.

Deleting Text

To delete text, select it and press the Delete key. By the way, you can kill two birds with one stone by selecting text and then starting to type. The letters you type immediately take the place of and delete the text you selected.

You can always click the Undo button (or press Ctrl+Z) if you regret deleting text. This button is located on the Quick Access toolbar.

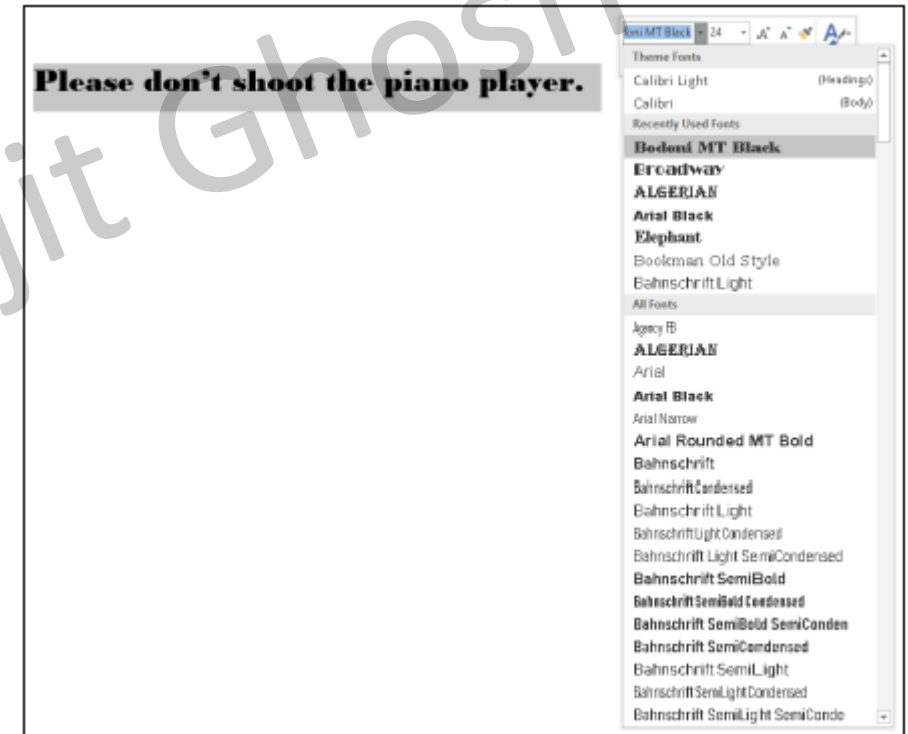
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Fonts

A *font* is a collection of letters, numbers, and symbols in a particular typeface, including all italic and boldface variations of the letters, numbers, and symbols. Fonts have beautiful names, and some of them are many centuries old. Most computers come with these fonts: Arial, Tahoma, Times New Roman, and Verdana. By default, Office often applies the Calibri font to text.

Font styles include boldface, italic, and underline. By convention, headings are boldface. Italic is used for emphasis and to mark foreign words in text. Office provides a number of text effects. *Text effects*, also known as *text attributes*, include strikethrough and superscript. Use text effects sparingly.

- » **Shortcut menu:** Right-click the selected text, choose Font to open the Font dialog box, and choose a font.
- » **Font drop-down list:** On the Home tab, open the Font drop-down list and choose a font.
- » **Font dialog box:** On the Home tab, click the Font group button (or press Ctrl+D). You see the Font dialog box. Choose a font and click OK.



Changing Font Size

Font size is measured in *points*; a point is $\frac{1}{72}$ of an inch. The golden rule of font sizes goes something like this: the larger the font size, the more important the text. This is why headings are larger than footnotes. Select your text and use one of these techniques to change the font size of the letters:

- » **Mini-toolbar:** Move the pointer over the text, and when you see the mini-toolbar, move the pointer over the toolbar and choose a font size on the Font Size drop-down list (refer to Figure 2-3).
- » **Font Size drop-down list:** On the Home tab, open the Font Size drop-down list and choose a font size. You can live-preview font sizes this way.
- » **Font dialog box:** On the Home tab, click the Font group button (or press Ctrl+D), and in the Font dialog box, choose a font size and click OK.

Font Styles

- » **Regular:** This style is just Office's way of denoting an absence of any font style.
- » **Italic:** Italic is used for emphasis, when introducing a new term, and to mark foreign words such as *viola*, *gung hay fat choy*, and *Qué magnifico!* You can also italicize titles to make them a little more elegant.
- » **Bold:** Bold text calls attention to itself.
- » **Underline:** Underlined text also calls attention to itself, but use underlining sparingly. Later in this chapter, "Underlining text" looks at all the ways to underline text.

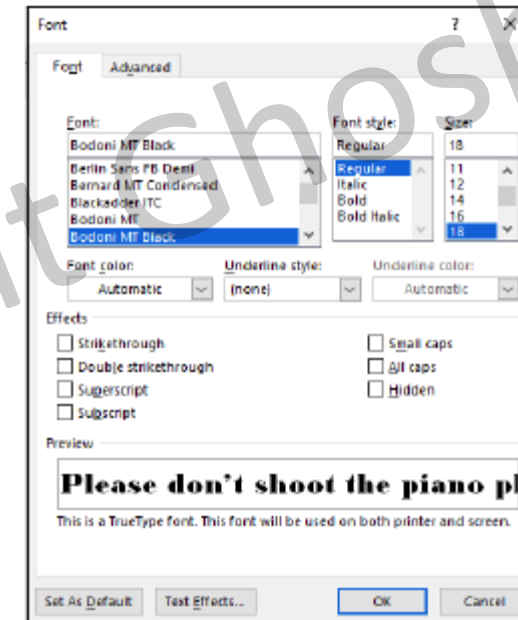
Select text and use one of these techniques to apply a font style to it:

- » **Home tab:** Click the Bold, Italic, or Underline button.
- » **Keyboard:** Press Ctrl+B to boldface text, Ctrl+I to italicize it, or Ctrl+U to underline it.
- » **Mini-toolbar:** The mini-toolbar offers the Bold, Italic, and Underline buttons.
- » **Font dialog box:** Select a Font Style option in the Font dialog box. To open this dialog box, visit the Home tab and click the Font group button (or press Ctrl+D).

To remove a font style, click the Bold, Italic, or Underline button a second time. You can also select text and then click the Clear Formatting button on the Home tab (in Word, PowerPoint, and Publisher).

Text Effects

- » **Strikethrough and double strikethrough:** By convention, *strikethrough* is used to show where passages are struck from a contract or other important document. Double strikethrough, for all I know, is used to show where passages are struck out forcefully. Use these text effects to demonstrate ideas that you reject.
- » **Subscript:** A *subscripted* letter is lowered in the text. In the following chemical formula, the 2 is lowered to show that two atoms of hydrogen are needed along with one atom of oxygen to form a molecule of water: H_2O . (Press Ctrl+=.)
- » **Superscript:** A *superscripted* letter or number is one that is raised in the text. Superscript is used in mathematical and scientific formulas, in ordinal numbers (1st, 2nd, 3rd), and to mark footnotes. In the theory of relativity, the 2 is superscripted: $E = mc^2$. (Press Ctrl+Shift+plus sign.)
- » **Small Caps:** A *small cap* is a small capital letter. You can find many creative uses for small caps. An all-small-cap title looks elegant. Be sure to type lowercase letters in order to create small caps. Type an uppercase letter, and Office refuses to turn it into a small cap. Not all fonts can produce small capital letters.
- » **All Caps:** The All Caps text effect merely capitalizes all letters. Use it in styles to make sure that you enter text in all capital letters.
- » **Equalize Character Height (PowerPoint only):** This effect makes all characters the same height and stretches the characters in text. You can use it to produce interesting effects in text box announcements.



Underlining Text

You can choose among 17 ways to underline text, with styles ranging from Words Only to Wavy Line, and you can select a color for the underline in Word, PowerPoint, and Outlook. If you decide to underline titles, do it consistently. To underline text, select the text that you want to underline, go to the Home tab, and pick your poison:

- » On the Home tab, click the Underline button. A single line runs under all the words you selected. In Word, you can open the drop-down list on the Underline button and choose from several ways to underline text.
- » Click the Font group button (or press Ctrl+D) to open the Font dialog box (refer to Figure 2-4) and then choose an underline style from the drop-down list. You can also choose an underline color from the Underline Color drop-down list (in Word, PowerPoint, and Outlook). The color you select applies to the underline, not to the words being underlined.

To remove an underline from text, select the text and then click the Underline button on the Home tab.

Color the Text

Select the text that needs touching up and then use one of these techniques to change its color:

- » Right-click to see the mini-toolbar, open the drop-down list on the Font Color button, and choose a color, as shown in Figure 2-5.
- » On the Home tab, open the drop-down list on the Font Color button and choose a color.
- » On the Home tab, click the Font group button (or press Ctrl+D) to open the Font dialog box, open the Font Color drop-down list, and choose a color.



Cases for Headings & Titles

To change case in Word and PowerPoint, all you have to do is select the text, go to the Home tab, click the Change Case button, and choose an option on the drop-down list:

- » **Sentence case:** Renders the letters in sentence case.
- » **lowercase:** Makes all the letters lowercase.
- » **UPPERCASE:** Renders all the letters as capital letters.
- » **Capitalize Each Word:** Capitalizes the first letter in each word. If you choose this option for a title or heading, go into the title and lowercase the first letter of articles (*the, a, an*), coordinate conjunctions (*and, or, for, nor*), and prepositions unless they're the first or last word in the title.
- » **TOGGLE CASE:** Choose this option if you accidentally enter letters with the Caps Lock key pressed.

Case	Description	Example
Sentence case	The first letter in the first word is capitalized; all other words are lowercase unless they are proper names.	Man bites dog in January
Lowercase	All letters are lowercase unless they are proper names.	man bites dog in January
Uppercase	All letters are uppercase no matter what.	MAN BITES DOG IN JANUARY
Capitalize each word	The first letter in each word is capitalized.	Man Bites Dog In January

Keys for Navigating a Document

Key to Press	Where It Takes You
PgUp	Up the length of one screen
PgDn	Down the length of one screen
Home	To the start of the line
End	To the end of the line
Ctrl+PgUp	To the previous page in the document
Ctrl+PgDn	To the next page in the document
Ctrl+Home	To the top of the document
Ctrl+End	To the bottom of the document

THANK YOU!

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