Module 1 - Creating and Editing Documents

General Notes

- **Block Format:** All lines begin at the left margin
- **Backstage View:** The view when you hit the **File** tab in Word.
- In the salutation of a business letter, use "Dear" followed by a courtesy title, and the person's last name.
    - *Example titles: Mr., Mrs., Ms., Miss, or Dr.*
- `SHIFT + ENTER` = Line-break
- `CTRL + SHIFT + SPACE` = Non-breaking space
- `CTRL + >` = Increase font size
- `CTRL + <` = Decrease font size
- `CTRL + D` = Open the font dialog box
- `F7` = Open *Editor* Pane
- An enclosure notation indicates to the reader that something is enclosed with the letter.

Clipboard

The clipboard pane allows a user to see all previous things they've copied, and paste them as necessary.

Quick Access Toolbar

Allows for shortcuts such as **Undo** and **Redo**.

- Can be found above or below the *Ribbon*.

Repeat Change

When you perform an action or apply formatting in a document, the Repeat button is activated (the icon changes) so you can repeat the previous action or formatting.

Fonts, Fonts Sizes, and Attributes

The two main categories of fonts are **serif** and **sans serif**.

- Serif fonts have structural details (flair) at the top and bottom of most of the letters.
    - Commonly used serif fonts include **Cambria**, **Times New Roman**, and *Courier New*.
- Sans serif fonts have no structural details on the letters.
    - Commonly used sans serif fonts include **Calibri**, **Arial**, and *Century Gothic*.
- The default font and font size in Microsoft Word are **Calibri** and **11pt**.

The **Change Case** feature is useful for chanigng the case of a single word or group of words.

Font Dialog Box

The Font dialog box combines many of the font style and effect options in one location for easy access. Click the Font launcher in the bottom-right corner of the Font group to open the Font dialog box

Character Spacing

Character Spacing options enable you to add more or less space between letters and words. You can also vertically raise and lower letters and words.

- **Scale:** Changes the horizontal spacing of a word or group of words by a percentage. Choose from preset percentages or type a custom percentage for scaling.
- **Spacing:** Increases or decreases the space between letters. Choose from three options: Normal, Expanded, and Condensed. For Expanded and Condensed, choose the number of points to expand or condense the selected text.
- **Position:** Vertically raises or lowers text by a selected number of points.
- **Kerning:** Adjusts the space between letters in a proportional font.

Text Effects

Text Effects add special formatting features to selected text, such as Outline, Shadow, Reflection, and Glow.

HOW TO: Use the Format Text Effects Dialog Box

1. Select the text to format.
2. Click the Font launcher [Home tab, Font group]. The Font dialog box opens.
3. Click the Text Effects button at the bottom. The Format Text Effects dialog box opens.
4. Click the Text Fill & Outline button to display fill and outline options.
    - Select Text Fill or Text Outline to expand and display options.
5. Click the Text Effects button to display text effect options.
    - Select Shadow, Reflection, Glow, Soft Edges, or 3-D Format to expand and display options.
    - Each of these categories has Presets, or you can customize the effect.
6. Format Text Effects dialog box
7. Figure 1-40 Format Text Effects dialog box
8. Click OK to close the Format Text Effects dialog box and click OK to close the Font dialog box.

Search and The Search Pane

Search (formerly named Smart Lookup) is a research feature in Word that enables you to search for information on the internet without leaving Word. This feature uses Bing, an internet search engine, to find information about a selected word or words in a document without leaving the application.

The Search pane displays information from the internet about the words you select or type. You have options to refine the search and to find additional information about search results.

Editor Pane

When finalizing a document, proofread it one last time and use the Editor pane to check an entire document for potential spelling and grammatical errors. The Editor pane also provides suggestions for clarity, conciseness, formality, punctuation conventions, and vocabulary.

Office 365/2021 Note: The Editor pane and how it checks spelling and grammar may differ slightly between the different versions of Office. The Editor button [Review tab, Proofing group] may be named Spelling & Grammar.

The Editor pane is contextual. The label below the Editor pane title (Spelling, Grammar, or Clarity and Conciseness) and the available options change depending on whether Word detects a potential spelling or grammatical error.

Summary (Most Tasks Are Simple)

1.1 Create, save, and open a Word document (p. W1-3).

- New Word documents are based on the **Normal template** (*Normal.dotm*).
- Save documents with the existing file name or with a different file name.
- **AutoSave** automatically saves documents saved in OneDrive.
- A **Word document (.docx)** is the standard file format. Word documents can be saved in a variety of file formats.
- Open, edit, and save existing Word documents.

1.2 Customize a document by entering and selecting text, using word wrap, and using AutoComplete, AutoCorrect, and AutoFormat features (p. W1-7).

- **Word wrap** automatically wraps text to the next line as you reach the right margin of the document.
- The **Show/Hide** button displays formatting characters in the document to ensure properly and consistently formatted documents.
- Select text in a variety of ways: select individual words, an entire line, multiple lines of text, a sentence, a paragraph, multiple paragraphs, or the entire document.
- **AutoComplete** automatically completes a day, month, or date when entering text.
- **AutoCorrect** automatically corrects commonly misspelled words and capitalization errors.
- **AutoFormat** automatically controls the formatting of items such as numbered and bulleted lists.
- Add, delete, and edit AutoCorrect entries and customize AutoCorrect options in Word.
- **Text prediction** anticipates the next word a user will type and displays a suggestion.

1.3 Format a document using paragraph breaks, line breaks, spaces, and non-breaking spaces (p. W1-10).

- The **Enter** key on the keyboard inserts a **paragraph break**. Click the *Show/Hide* button to display the **paragraph symbol**.
- **Line breaks** control breaks between lines or sentences to retain paragraph formatting between lines.
- **Non-breaking spaces** keep related words together.

1.4 Edit a document using cut, copy, paste, the Clipboard, and the undo, redo, and repeat features (p. W1-15).

- Word provides a variety of methods to **cut, copy, and paste** text in a document.
- The **Clipboard** stores cut or copied text. Use the Clipboard to paste text into a document.
- Use **Undo, Redo, and Repeat** when working on a document. These features are available on the Quick Access toolbar.

1.5 Customize a document using different fonts, font sizes, and attributes (p. W1-18).

- **Serif** and **sans serif** are the two main categories of **fonts**.
- Fonts are measured in **points** (pt.). Most documents use between 10 and 12 pt. font size.
- Change fonts and font size for specific text or the entire document.
- **Bold**, **Italic**, and **Underline** are font styles.
- Font effects include **Strikethrough, Subscript, Superscript, Small caps**, and **All caps**.
- Change the case of text in Word using the **Change Case** button or the **Font** dialog box.
- The **Font dialog box** provides many **font, size, style**, and **effect** options.
- Modify the **scale, spacing, position**, and **kerning** of selected text using the **Advanced** tab in the Font dialog box.
- The **Format Painter** applies formatting from selected text to other text.
- The **Clear Formatting** feature removes all formatting applied to selected text.
- Change the **default** font and font size in Word by opening the Font dialog box.

1.6 Format a document using text alignment and line and paragraph spacing (p. W1-28).

- **Paragraph alignment** describes how text is aligned horizontally between the margins of a document: **Left, Center, Right**, or **Justified**.
- **Line spacing** refers to the amount of space between lines of text in a paragraph.
- **Paragraph spacing** is the amount of space between paragraphs. Paragraph spacing is measured in points.
- Modify alignment, line spacing, and paragraph spacing on the Home or Layout tab or in the **Paragraph dialog box**.
- Change the default line and paragraph spacing in Word by opening the Paragraph dialog box.

1.7 Finalize a document using Word's research, proofing, and learning tools (p. W1-32).

- **Search** (formerly Smart Lookup) is used to research selected word(s) without leaving Word. Research results display in the **Search pane**.
- Word automatically checks documents for **spelling** and **grammatical errors**.
- Word marks potential spelling, incorrect word, or grammatical errors with a colored line under the words. Correct errors by selecting options in the

context menu.

- Manually spell and grammar check a document using the **Editor** pane. The Editor pane also suggests Refinements to improve your writing.
- Customize the **Word dictionary** by adding, deleting, or modifying words in the word list.
- Use the **Thesaurus** to find synonyms for words in your document.
- **Rewrite Suggestions** displays alternate wording for a word, phrase, or sentence and displays suggestions display in the Editor pane.
- The **Acronym** feature searches for the meanings of acronyms in your document and displays potential definitions in the Acronyms pane.
- Word includes a **Word Count** feature.
- The **Read Aloud** feature reads text in a document.
- **Immersive Reader** enables users to change page width, page color, line focus, and text spacing; view spaces between syllables in words; and use the Read Aloud feature.
- **Focus Mode** provides an environment that is free from distractions where the reader can more fully focus on the document.

1.8 Apply custom document properties to a document (p. W1-39).

- Add **document properties**, such as Title, Author, Company, Subject, Created, and Last Modified.
- Add document properties in the Info area on the Backstage view or in the Properties dialog box.