- Default view: shows the doc the way it would be printed
- Web layout: how it would be rendered as an html file
- Outline:
- Draft:

Save New Docs
- There is a search bar that enables you to acquire desired templates
- Margins are set up
  o Margins appear in the ruler icon
- Docs are saved to .docx by default (XML format)

Tell Me Assistant
- Search field bar on the title bar
- Mr. Meeseeks for word (IYKYK)
- You can search results on the web
- Perform a task
- Get help on a task

Working with Text

Insert New Text

- Replace a word: double click + write new word
- I beam pointer: that is the mouse we are working with
  o Double click to text-align either to the left, center, or right
  o Pressing enter after it will produce another line with the same text align
  o

Cut, copy, etc.
- Triple click a paragraph to select all
- Click and drag to select
- taskbar shortcut:
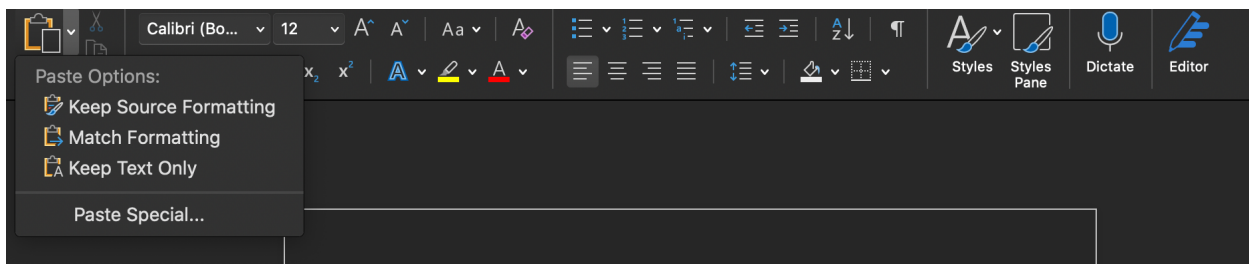
- The paste icon in the Home menu has options
  o Keep source formatting: pastes text as it was copied
  o Match text formatting: pastes text so that it matches the test formatting of your document
  o Keep text only: pastes only the text
- Use the scissor icon to cut text once selected
- The brush icon is used to select text an apply the copied formatting

- Use control F or the search functionality in the navigation pane find occurrences of a word
  - To open the Navigation pane, press Ctrl+F, or click View > Navigation Pane.
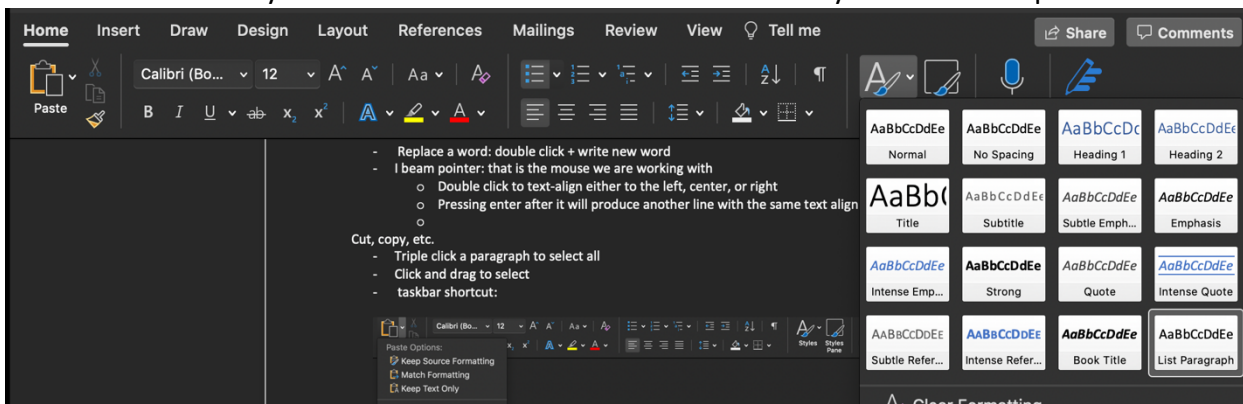 - The search and replace bar ignore cases by default

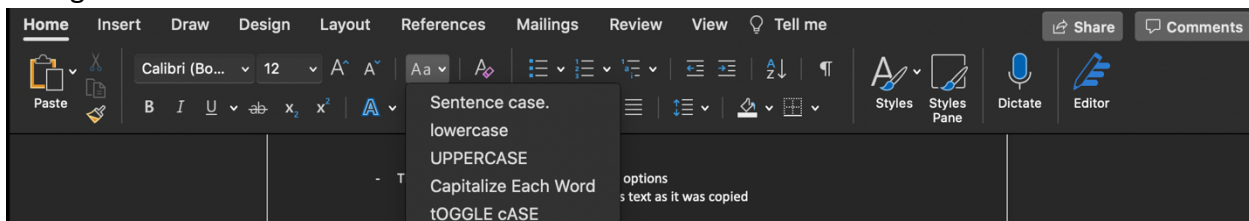## **Formatting Text**

Change Formatting

- At the home screen you will see the box below. This box is used to format text. Each icon is straightforward in that it indicates its functionality.
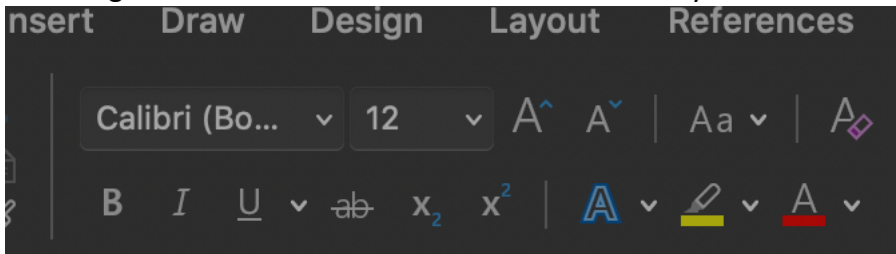
- There are text styles that we can select with a click. These styles will have a preview

- Change case

- Press control + d to open the font dialog
  - You can use the font dialog to update the font of portions of text

Working with Paragraph Text

Change paragraph alignment
- Click on the paragraph three times

- Click either of the 4 icons below

  Left, center, right, justify
- Alternative use the commands below
  - Ctrl + e: flush center
  - Ctrl + r: flush right
  - Ctrl + l: flush left
- To find the paragraph spacing options use the tell me functionality (enter paragraph spacing in the tell me search bar) or go the design tab and click on paragraph spacing
- If you want to flush elements to the right and left at the same time, use justify

Keep text together across pages
- The default is page break
- To modify this default, click on "Line Spacing" options and select "Line and Page Breaks"
- <u>Widow/orphan</u> control ensures that a single line of paragraph is not left alone
- <u>Keep lines together</u> ensures that paragraphs remain in the same page.
- <u>Keep with next</u> ensures that elements such as headers go along with a paragraph in the same page
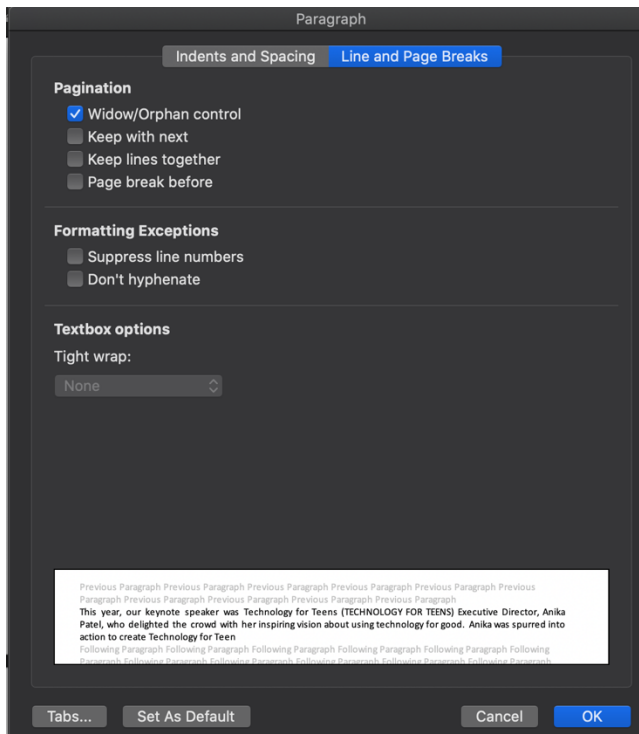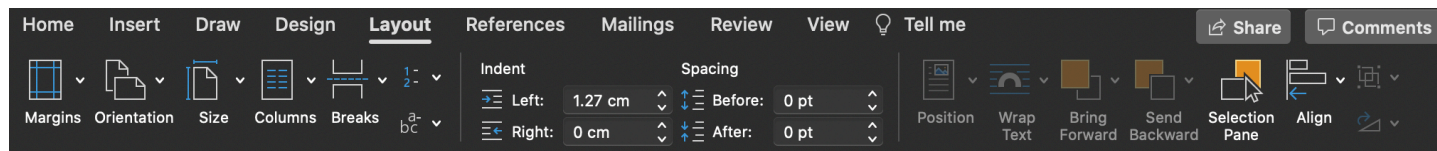

Edit Columns

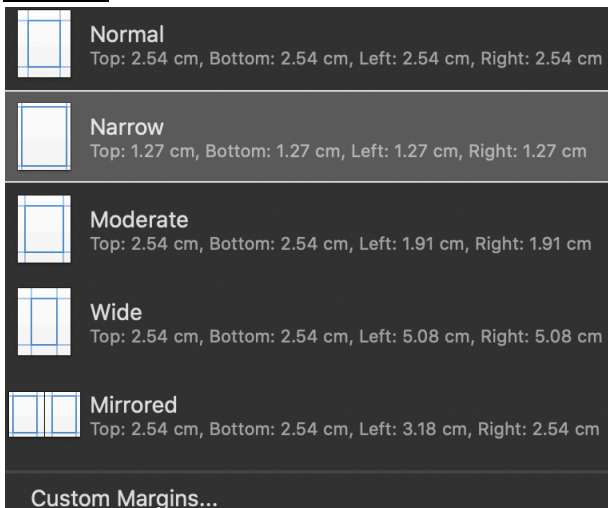- Select Layout > Columns, and choose the number that suits your needs

-
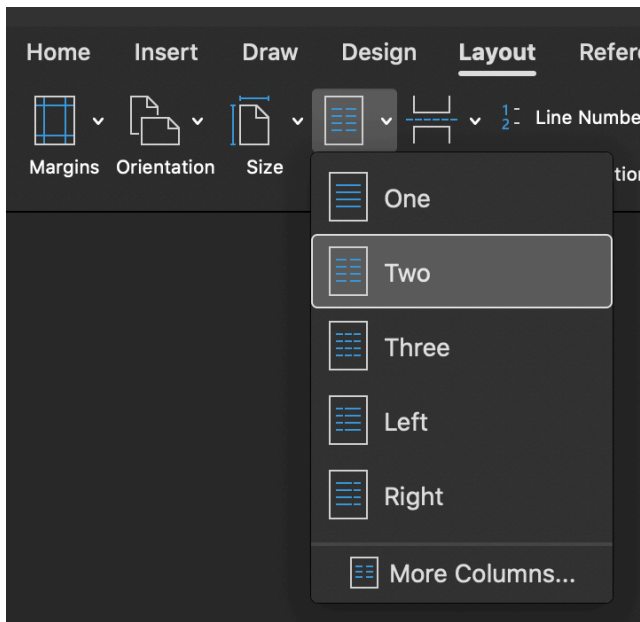
<u>**Formatting Pages**</u>
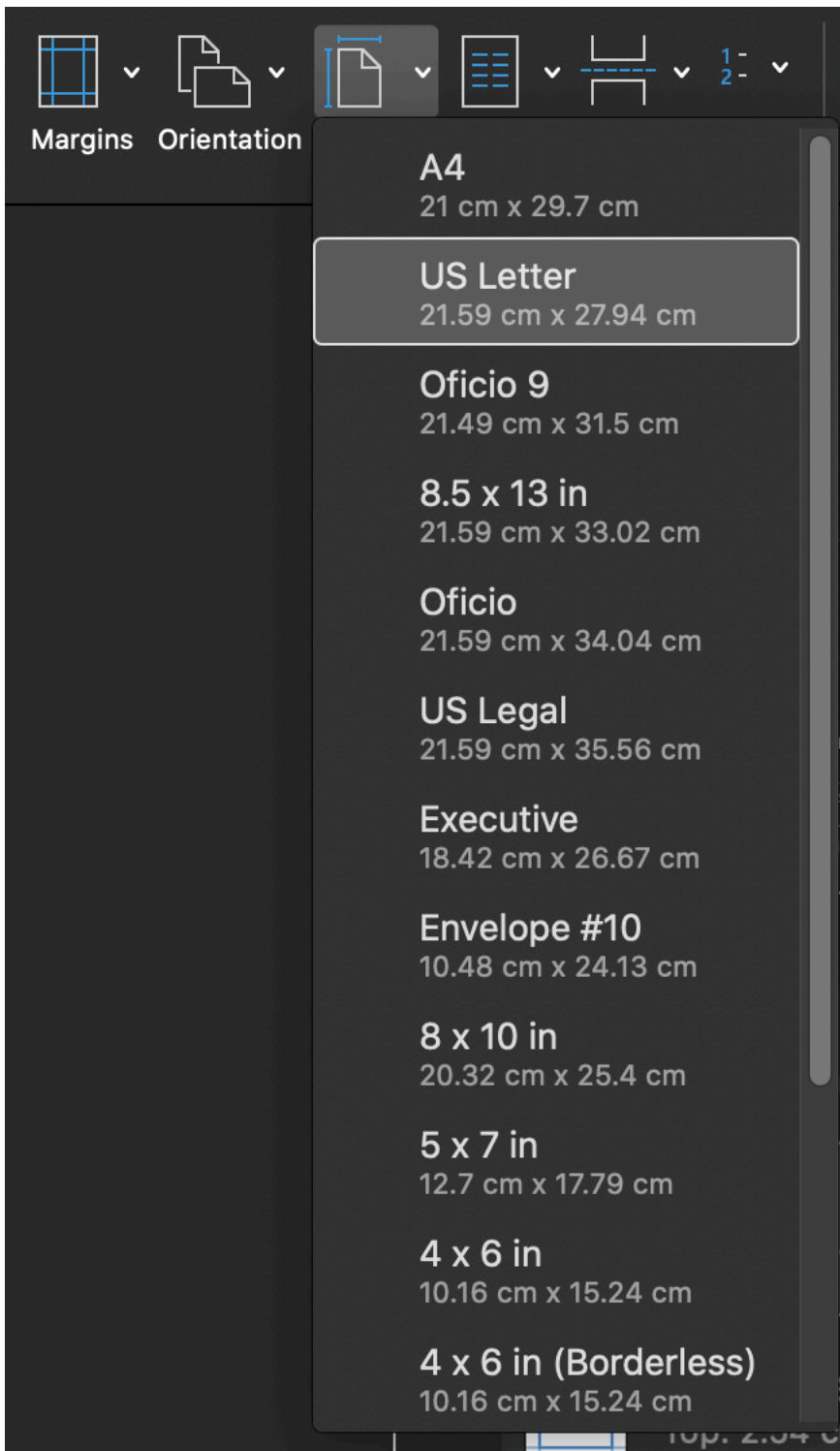- You can change the margins, orientation, size, columns and brakes of pages in the Layout menu

<u>Margins</u>

<u>Orientation</u>
- Portrait or landscape

<u>Size</u>

Margins   Orientation

A4
21 cm x 29.7 cm

US Letter
21.59 cm x 27.94 cm

Oficio 9
21.49 cm x 31.5 cm

8.5 x 13 in
21.59 cm x 33.02 cm

Oficio
21.59 cm x 34.04 cm

US Legal
21.59 cm x 35.56 cm

Executive
18.42 cm x 26.67 cm

Envelope #10
10.48 cm x 24.13 cm

8 x 10 in
20.32 cm x 25.4 cm

5 x 7 in
12.7 cm x 17.79 cm

4 x 6 in
10.16 cm x 15.24 cm

4 x 6 in (Borderless)
10.16 cm x 15.24 cm


Header and Footer
- Header content will reduce the space for content and push it to the page below
- Footer content will reduce the space for content and push it to the page below
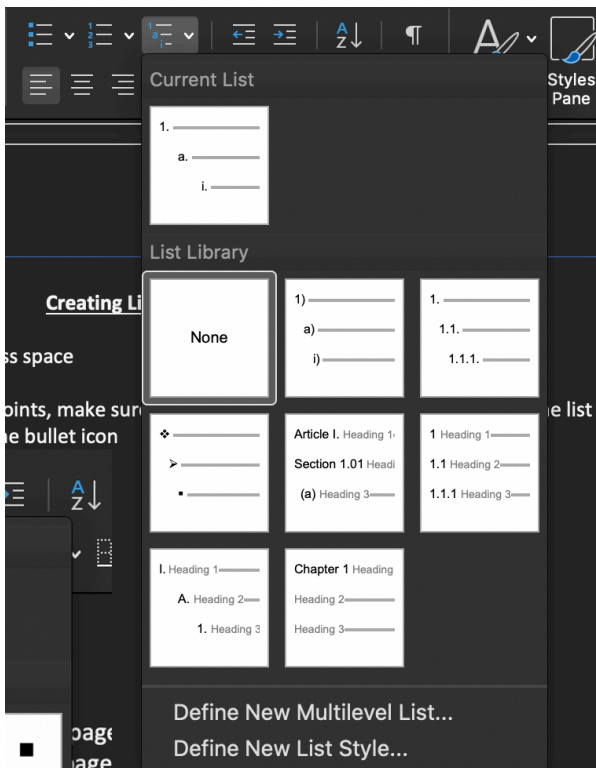
- The header and footers of the first page or even and odd pages can be different
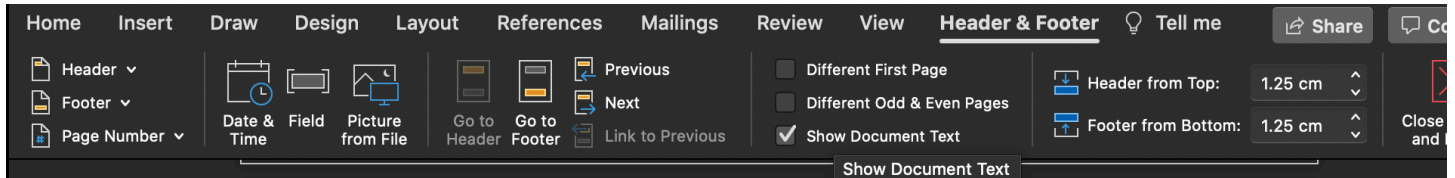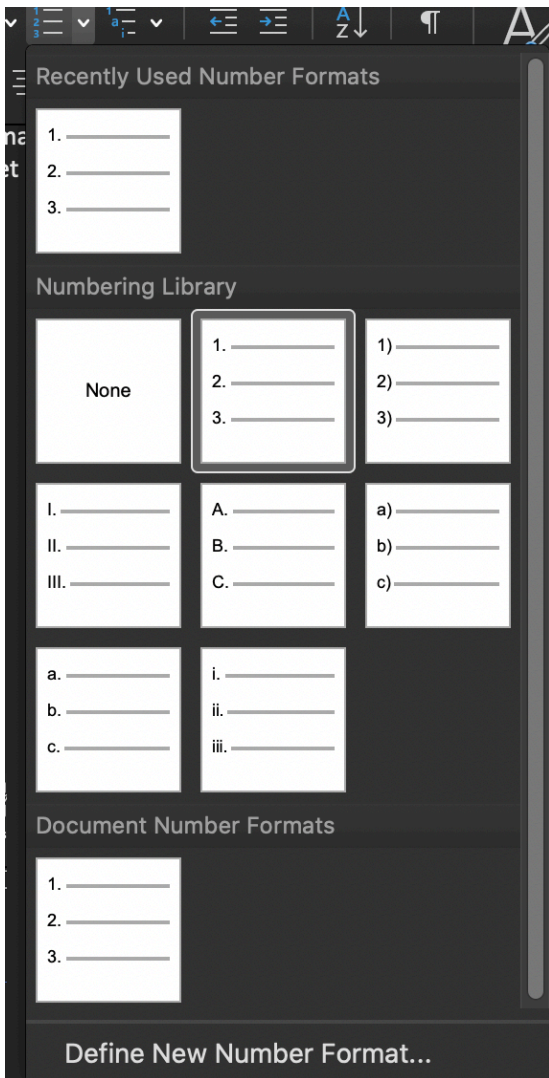

<u>Creating Lists</u>

- Unordered list
  - just add a dash and press space

- To change the way the bullet points, make sure you are in the home menu, then select all the list elements, and finally click on the bullet icon

----

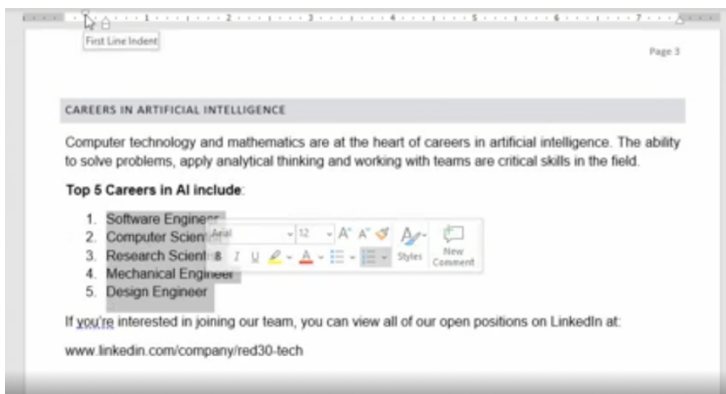---
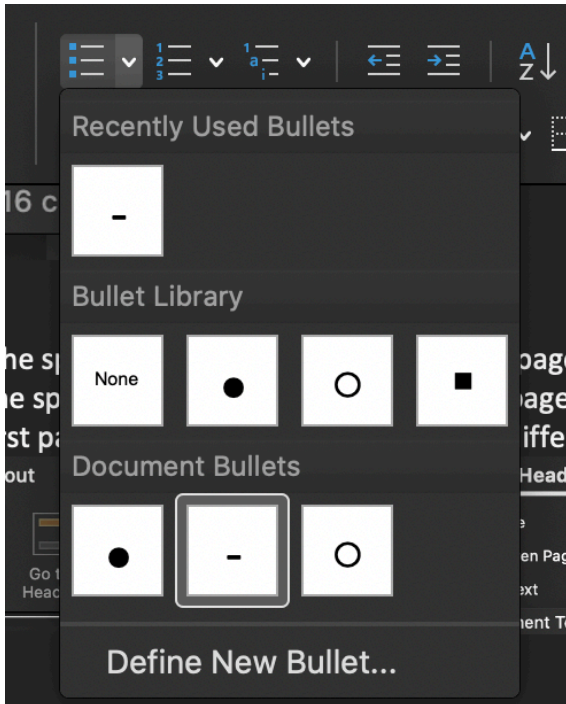
- To make numbered lists, make sure you are in the home menu, then select all the list elements, and finally click on the numbered bullet icon

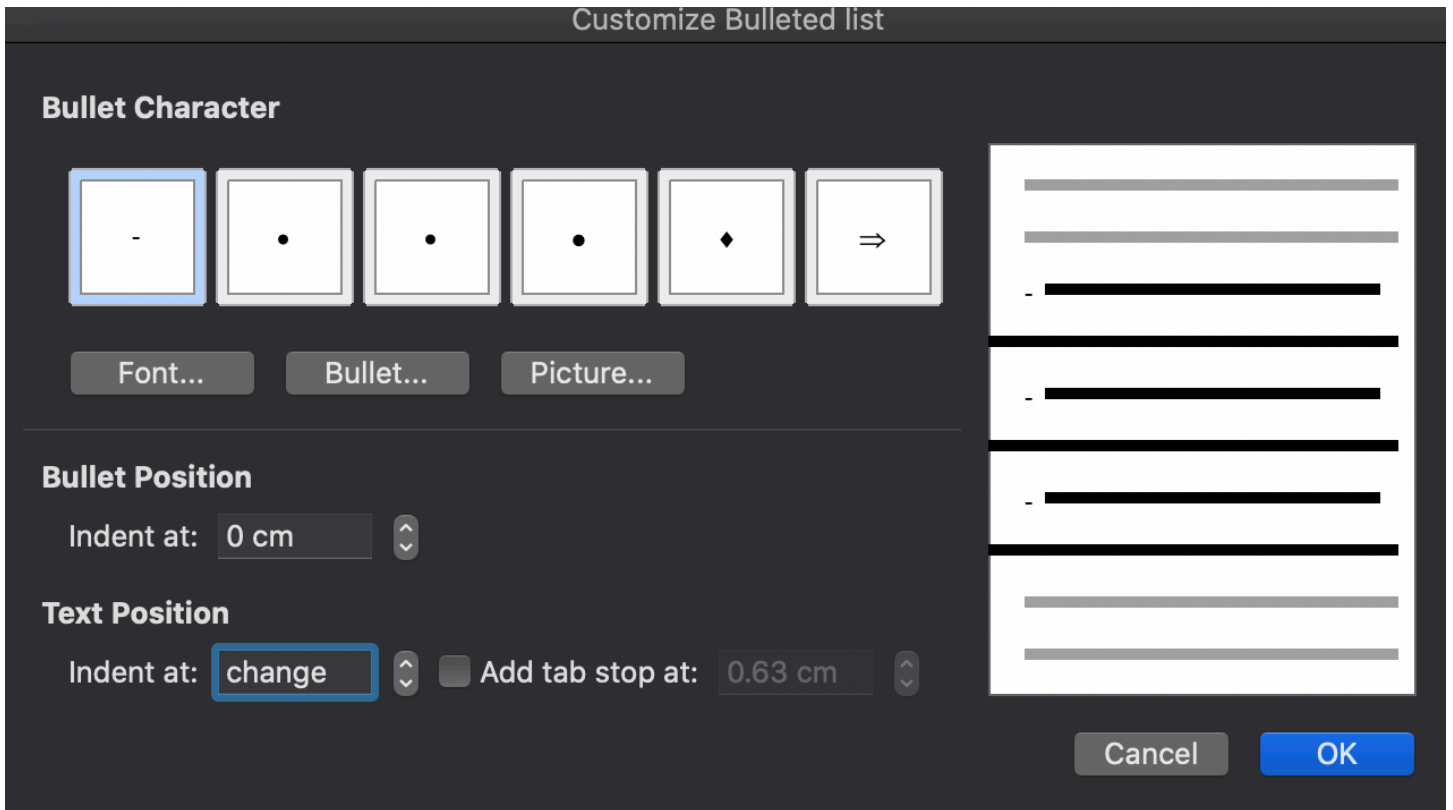---

- To adjust the spacing between the bullet or number and the list item content and move its margins using the ruler above

- Another alternative for spacing text from the bullet point is to select all the content > select the bulleted list item, select define new bullet, and lastly change the indent at of the text position.

- Li 1
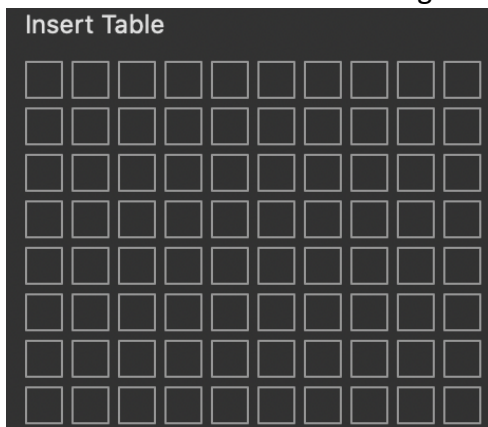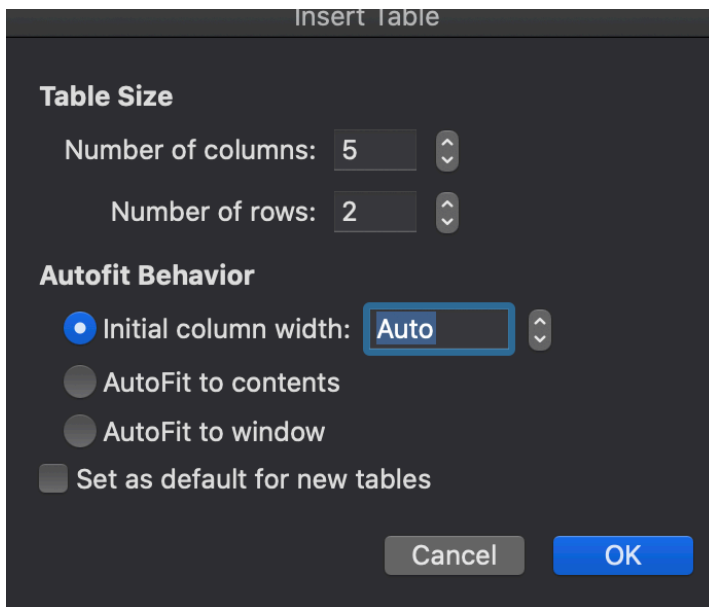- Li 2
- Li 3
- Li 4

-

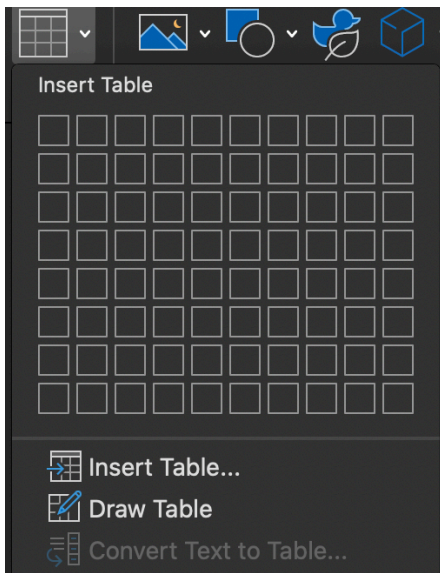
Illustrating Documents

Insert a Table
- Click on insert a table
  - o Click on the interactive table to get the desired rows and columns

  - o Or click on insert table and customize more aspects of the table

Insert Table

Table Size

Number of columns: 5

Number of rows: 2

Autofit Behavior

◉ Initial column width: Auto

⚪ AutoFit to contents

⚪ AutoFit to window

☐ Set as default for new tables

Cancel   OK

○

- YOU HAVE TO SELECT TEXT BEFORE CONVERTING IT INTO A TABLE

Insert Table

⊞ Insert Table...
✎ Draw Table
Convert Text to Table...

Examples
- Ex 1
- Ex 2
- Ex 3

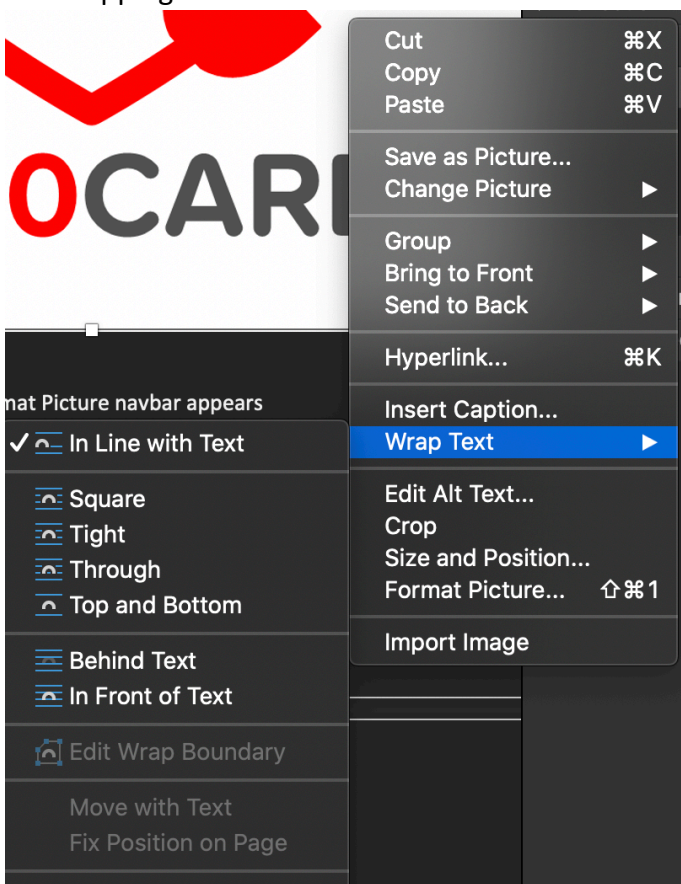| Examples |
| --- |
| -   Ex 1 |
| -   Ex 2 |
| -   Ex 3 |

Adjust Images in a Document

Default Image

- Double click on the picture so that the Format Picture navbar appears
- Here you can change the shadow, reflection, glow, edges, 3D-format, Artistic Effects, etc.
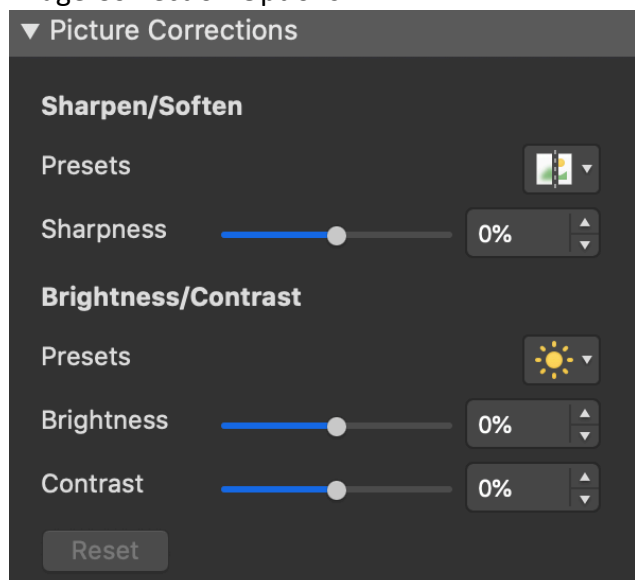
Format Picture

▶ Shadow
▶ Reflection
▶ Glow
▶ Soft Edges
▶ 3-D Format
▶ 3-D Rotation
▶ Artistic Effects
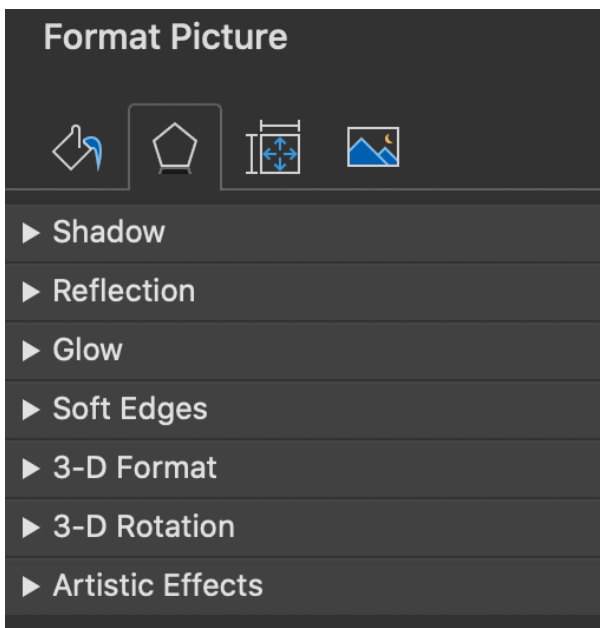
- To change the position of the image with respect to text right click, select Wrap Text, and change its wrapping

Cut	⌘X	
Copy	⌘C	
Paste	⌘V	
Save as Picture...		
Change Picture	▶	
Group	▶	
Bring to Front	▶	
Send to Back	▶	
Hyperlink...	⌘K	
Insert Caption...		
Wrap Text	▶	
Edit Alt Text...		
Crop		
Size and Position...		
Format Picture...	⇧⌘1	
Import Image		

mat Picture navbar appears

✓ ⌐ In Line with Text
  ⌐ Square
  ⌐ Tight
  ⌐ Through
  ⌐ Top and Bottom
  ☰ Behind Text
  ⌐ In Front of Text
  ⌐ Edit Wrap Boundary
  Move with Text
  Fix Position on Page

- Through: text goes through it or adjusts to it
- Behind text: literally places it behind text
- In front of text: literally places it in front of text
- Square: positions a picture at the center of a document.
- In Line with Text: puts the picture in a paragraph, just as if it were text. The picture will change position as text is added or removed.

- Link for I-frame: https://support.microsoft.com/en-us/office/layout-options-a0f53857-b501-46c6-ba8b-68ba51e0e3cc#ID0EBBD=Text_Wrapping

Image Correction Options:

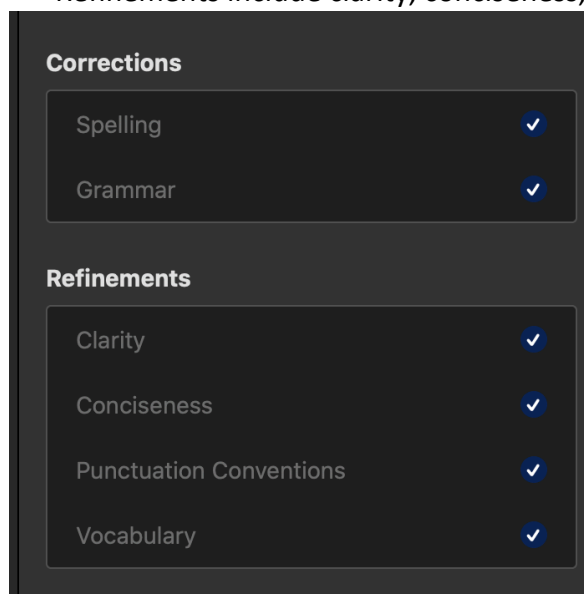Resume Assistant
- Uses Linked In to gather information

Editor
- Corrections include Spelling and Grammar
- Refinements include clarity, conciseness, punctuation conventions, and vocabulary.

Sharing and Collaborating

- Pres control + p to print
-