

PART 3



Microsoft Word

Microsoft Word is a word processor; a computer application used for the production of any printable material imaginable. With MS Word, you can compose, edit, format, and print a document.

Once you've broken through the creative jam, Word can make your documents look downright irresistible, with colorful graphics, bold type, and eye-catching layouts that says, "Read Me!"

PART 3 MICROSOFT WORD

SCORE SHEETS

Name: _____

Teacher: _____

Grade and Section: _____

LIST OF CHAPTER TEST	
CHAPTER TEST	SCORE
CHAPTER 1 STARTING MICROSOFT WORD	
CHAPTER 2 FORMATTING TEXT	
CHAPTER 3 PROOFREADING DOCUMENTS	
CHAPTER 4 FORMATTING PARAGRAPH	
CHAPTER 5 WORKING WITH TABLES	
CHAPTER 6 FORMATTING PAGES	
CHAPTER 7 MASS MAIL AND PRINTING	

TEAR AND SUBMIT IT TO YOUR TEACHER FOR RECORDING.



Chapter 1

Learning Objectives

After completing this chapter, you should be able to:

- open MS Word application;
- distinguish each part of MS Word window;
- enter text;
- move around in a document;
- save a document;
- work out text;
- insert symbol(s);
- share text between documents;
- open an existing document;
- switch between open documents; and
- close a document.

Starting Microsoft Word

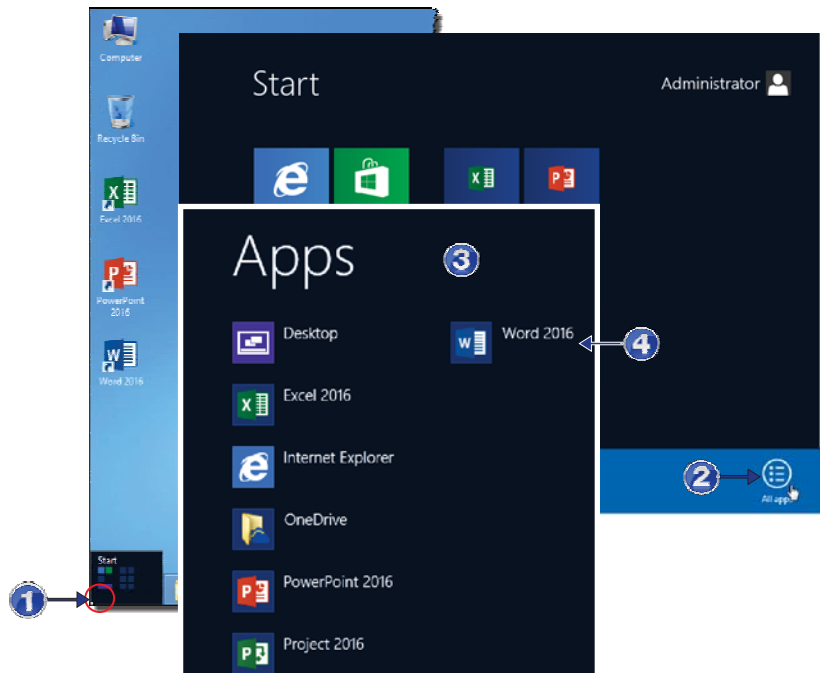


Opening Word

There is no substitute to actual experience, so get ready to open Microsoft Word (MS Word) yourself. You can open it in a number of ways. This section demonstrates how to open Microsoft Word from the All Programs menu. Once MS Word is opened, a blank document where you can type your text, appears.

Open Word

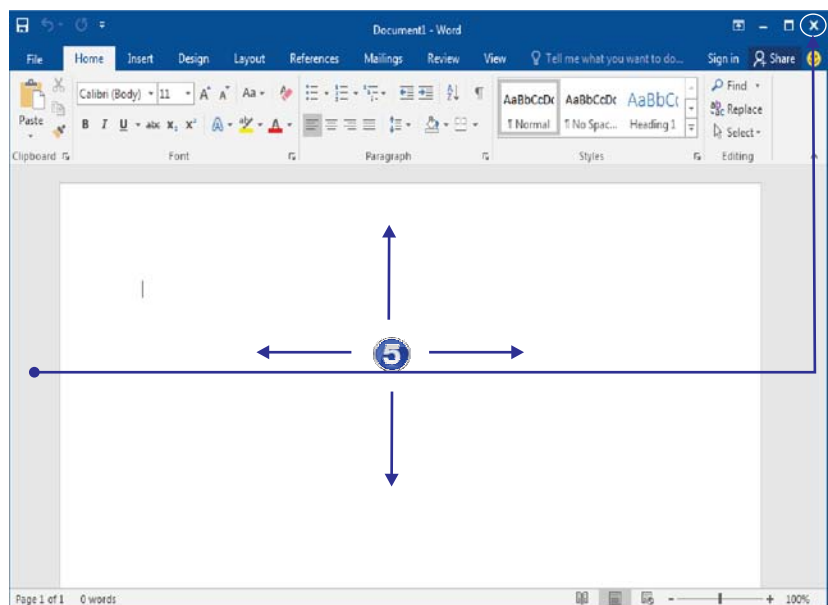
- 1 Click at the bottom corner of the screen to open the Start menu.
- 2 Right click on your mouse to view All apps icon then click on it.
- 3 All Application that is installed on the computer will be displayed on your window.
- 4 Select Word 2016.



- 5 Wait until a blank document appears in the Word window.

A button representing the document appears in the Windows taskbar.

- To close Word, click the **Close** icon 



MS Word Window

The Word window contains tools that you can use to work quickly and efficiently while you are creating documents.

File tab

The commands on this menu create a new document, open an existing document, save a file, print, and close documents.

Quick Access Toolbar

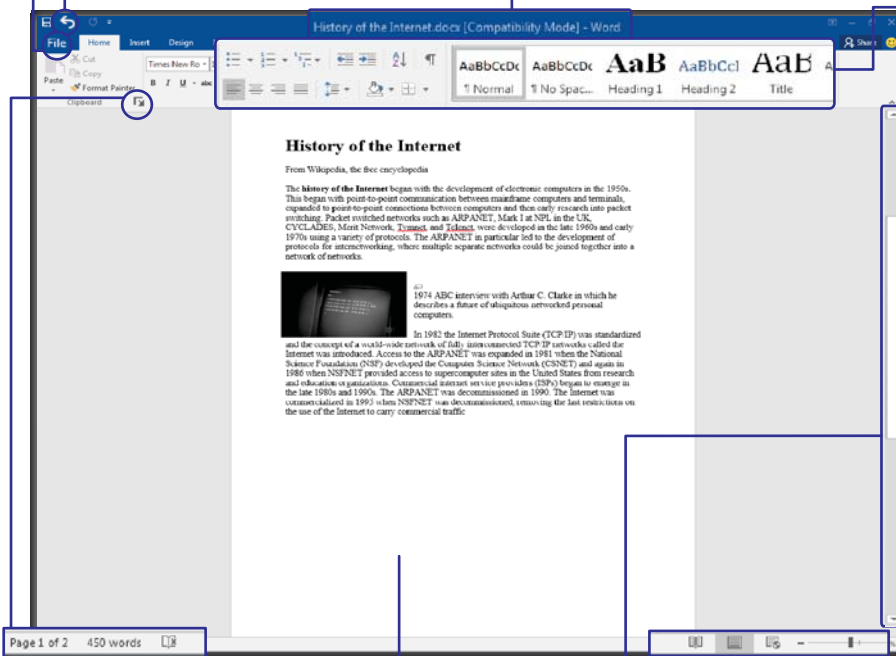
It contains buttons that perform the saving of document, undoing last action, or repeating last action.

Title Bar

It shows the program and document titles.

Ribbon

It contains the commands organized in three components: Tabs, Groups, and Commands. **Tabs** represent activities you perform in Word. They appear across the top of the ribbon and contain related groups. Some tabs, like the Table Tools tab, are context sensitive and only appear when you need them. **Groups** organize related commands; each group name appears below the group on the ribbon. **Commands** appear within each group.



Dialog Box Launcher

It is the button that appears in the lower right corner of a group on the ribbon; clicking this button opens a dialog box or task pane that provides more options.

Scroll Bar

It enables you to reposition the document window vertically. To do it, drag the scroll box within the scroll bar or click the scroll bar arrows (▲ and ▼).

Document Area

It is the area where you type. The flashing insertion point represents the location where text will appear when you type.

Status Bar

It displays document information as well as the insertion point location. From left to right, this bar contains: the number of the page on which the insertion point currently appears as well as the total number of pages in the document; the proofing errors indicator; and the view buttons.

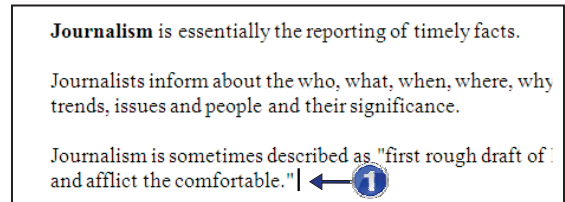
Entering Text

To enter text, start typing using your keyboard! Word makes typing easy. The text will appear where the blinking cursor is located. You don't need to press the Enter key to start a new line. The word knows you have run out of space and will wrap your words automatically to the next line.

Type Text

- 1 Type the text that you want to appear in your document.

The text appears to the left of the insertion point as you type. As the insertion point reaches the end of the line, Word automatically starts a new one. Press **Enter** only to start a new paragraph.



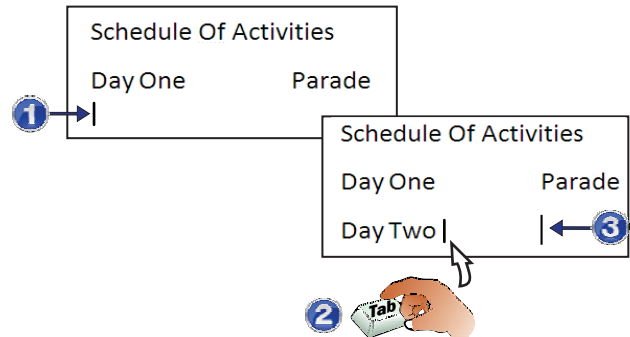
Separate Information

- 1 Type a word or phrase.
- 2 Press **Tab**.

Several spaces appear between the last letter you typed and the insertion point.

To align text properly, press **Tab** to include more than one space between words.

- 3 Type another word or phrase.



Enter Text Automatically

- 1 Begin typing a common word, phrase, or date.

The AutoComplete feature suggests common words and phrases based on what you type.

Word suggests the rest of the word, phrase, or month.



Moving Around in a Document





When editing a document, you can use different techniques to move to a different location. The technique you select depends on the location to where you want to move.

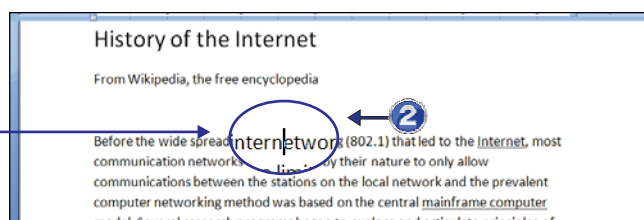
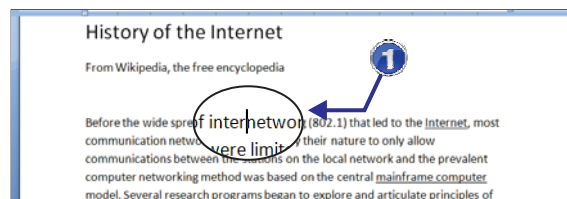
Move One Character

1 Note the location of the insertion point.

2 Press .

Word moves the insertion point one character to the right.

- You can press,  or  to move the insertion point one character left, up, or down.
- Holding any arrow key moves the insertion point repeatedly in the direction of the arrow key.
- You can press **Ctrl** +  or **Ctrl** +  to move the insertion point with one word at a time to the right or left.





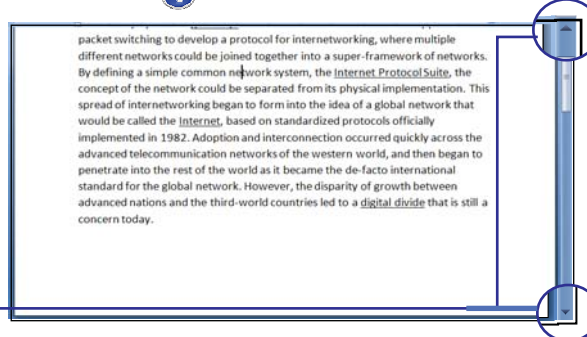
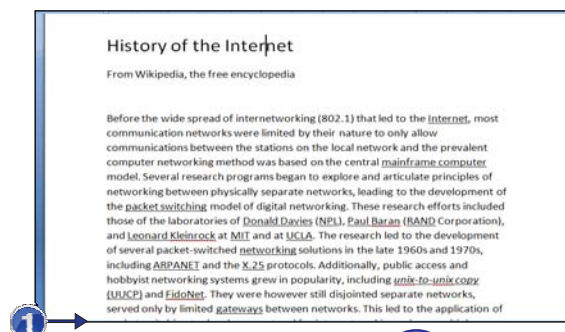
Move One Screen

1 Note the last visible line on-screen.

2 Press .

Word moves the insertion point down one screen.

- You can press  to move the insertion point up one screen.
- You can click  to scroll up or to scroll down one line at a time in a document.



Deleting Text

You can easily remove text from a document using either the Delete or Backspace key of your keyboard. Backspace key will delete text to the left of the cursor while Delete key will erase text to the right.

Use The Delete Key

- 1 Click to the left of the location where you want to delete text.

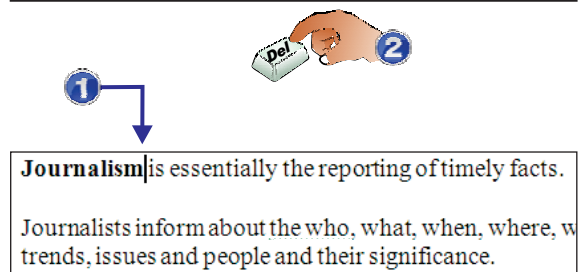
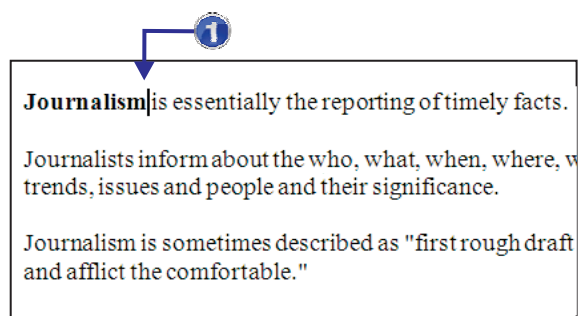
The insertion point flashes where you clicked.

- You can press **→**, **←**, **↓**, or **↑** to move the insertion point with one character or line.
- You can press **Control** + **→** or **Control** + **←** to move the insertion point with one word at a time to the right or left.

- 2 Press **Delete** on your keyboard.

Word deletes the character to the right of the insertion point immediately.

- You can hold **Delete** to repeatedly delete characters to the right of the insertion point.
- You can press **Control** + **Delete** to delete the word to the right of the insertion point.



Use The Backspace Key

- 1 Click to the right of the location where you want to delete text.

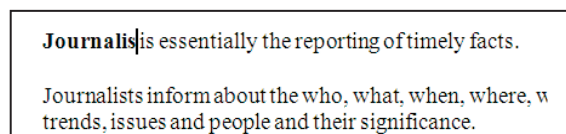
The insertion point flashes where you clicked.

- 2 Press **Backspace** on your keyboard.

Word deletes the character to the left of the insertion point immediately.

- You can hold **Backspace** to repeatedly delete characters to the left of the insertion point.
- You can press **Control** + **Backspace** to delete the word to the left of the insertion point.

Result:






Undoing Changes

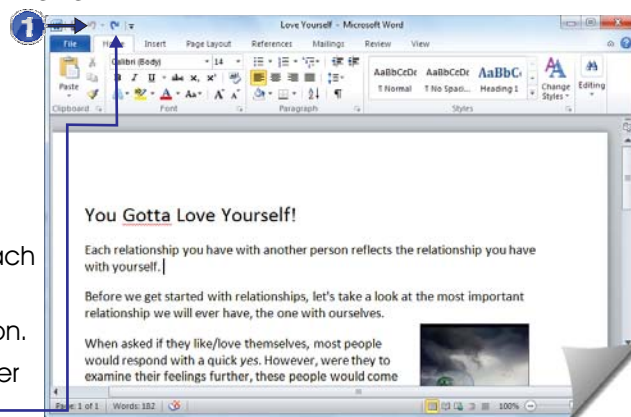
You can use the Undo feature to reverse actions you take while working in a document, such as deleting or formatting text. The Undo feature is particularly useful if you mistakenly delete text. Using the Undo feature will let you recover the text.

Undo Changes

- 1 Click the **Undo** icon .

Word reverses the effects of the last change you made.

- You can repeatedly click  to reverse each action you have taken, from last to first.
- You can press **Ctrl** + **Z** to reverse an action.
- If you decide not to reverse an action after clicking , click the Redo icon .






Moving or Copying Text

You can reposition text in your document by cutting and then pasting it. Also, you can repeat text by copying and then pasting it in another location.

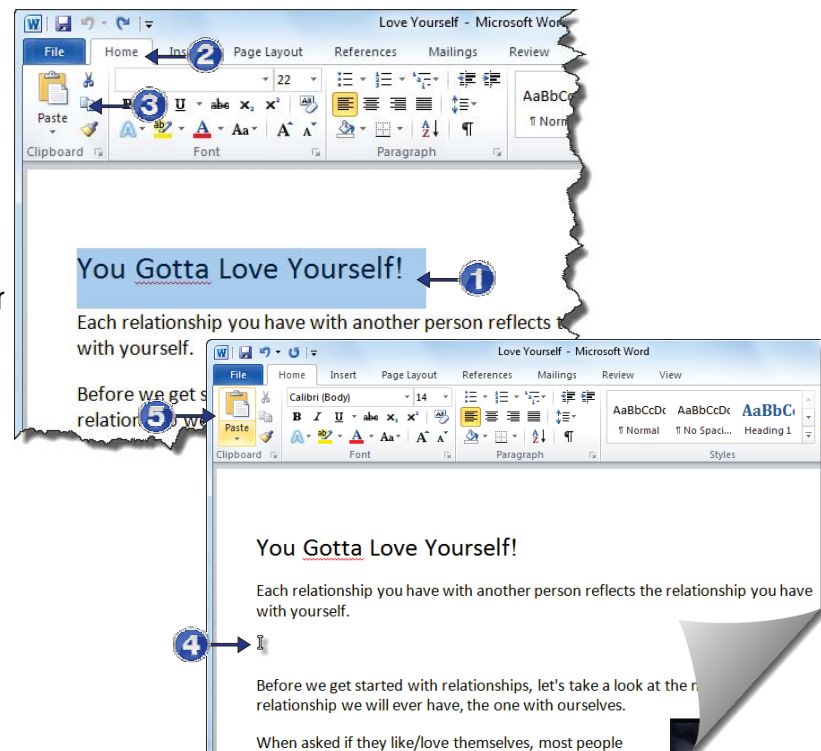
When you move text by cutting and pasting it, the text disappears from the original location and appears in a new one. When you copy and paste text, the text remains in the original location and appears in a new one.

Use Toolbar Buttons

- 1 Select the text that you want to move or copy.
- 2 Click the Home tab.
- 3 To move or copy text, click either the Cut icon  or the Copy icon .
- 4 Click to place the insertion point at the location where you want the text to appear.
- 5 Click the Paste icon .

The text appears at the new location.




Work File: You Gotta Love Yourself.docx

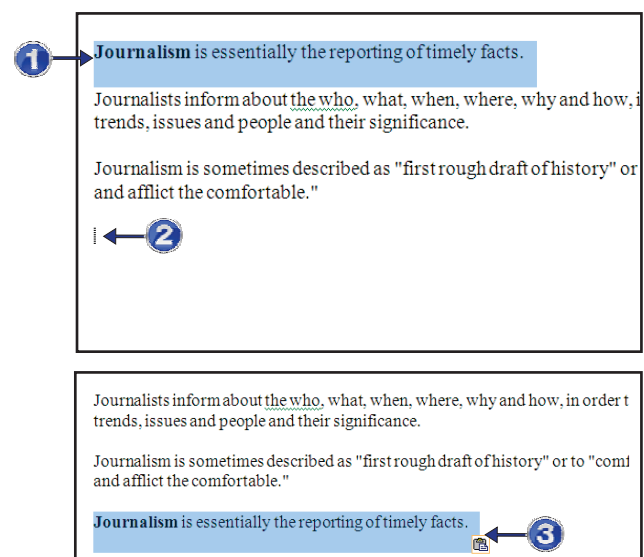


Dragging and Dropping

You can move the text in your document by dragging and dropping it to its new location. To do it, simply hold down the mouse button while moving the pointer on the screen.

Drag and Drop


- 1 Select the text that you want to move or copy.
- 2 Position the mouse pointer over the selected text (I changes to ).
- 3 Move or copy the text.
The text appears at the new location.
 - To move text, drag the mouse (I changes to .
 - To copy text, press and hold and drag the mouse (I changes to .



Zooming In and Out

You can change the size of the document's text according to your personal preferences with the Zoom feature. Zooming in enlarges text while zooming out reduces text, thus providing more overview of your document.

Zoom In and Out

- 1 Click the View tab.
- 2 Click Zoom button.
 - The Zoom dialog box appears.
- 3 Click a zoom setting.
 - You can click the Many pages icon () and select to display multiple pages.

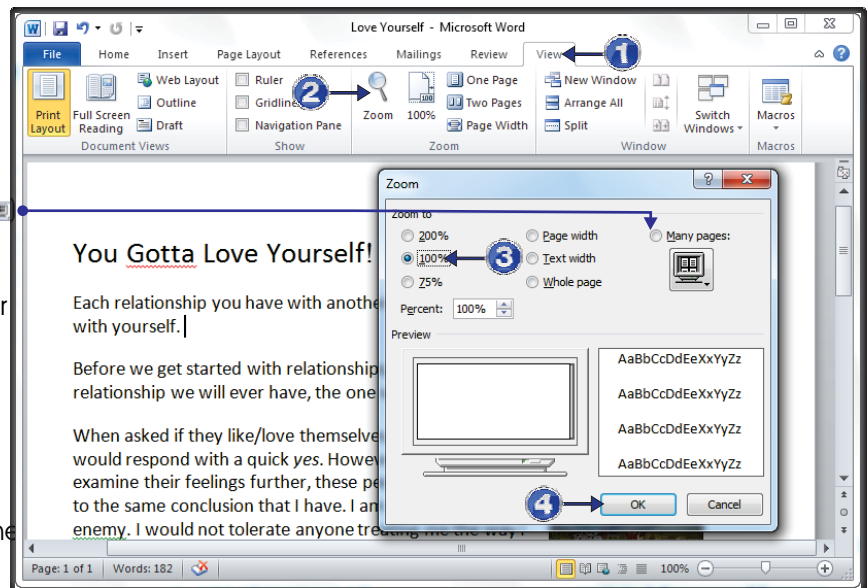
Note: The number of pages you can view depends on the resolution set for your monitor.

- 4 Click OK.

The document appears on-screen using the new zoom setting.

Zoom settings do not affect the arrangement of text when you print the document.

Work File: You Gotta Love Yourself.docx



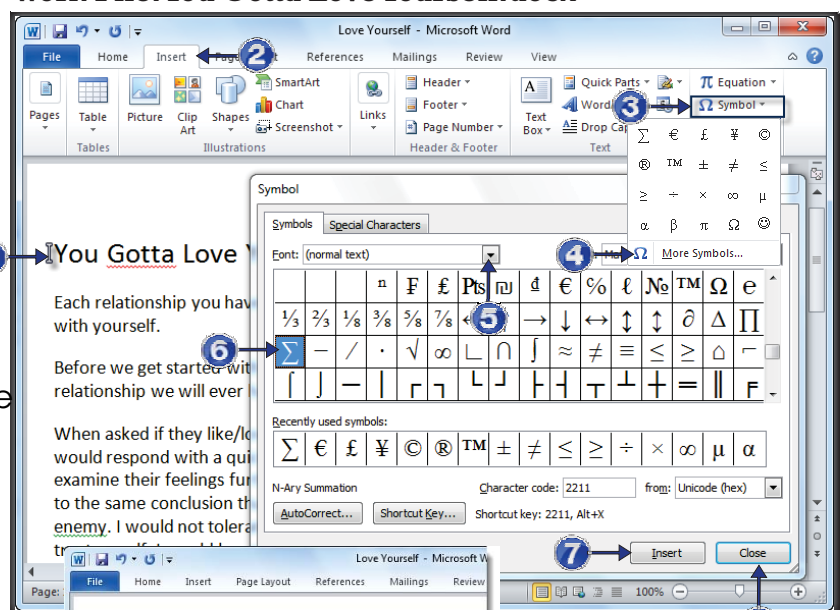
Inserting Symbol

If you are looking for characters or symbol that you cannot find in your keyboard, Symbol feature is the answer. Using the Symbol feature, you can insert characters that do not appear on your keyboard into your documents.

Insert Symbol

- 1 Click the location in the document where you want the symbol to appear.
- 2 Click Insert tab.
- 3 Click Symbol.
 - A list of commonly used symbols will appear.
- 4 Click More Symbols.
 - The Symbol dialog box will appear.
- 5 Click the Font field and select the symbol's font.
 - The available symbols change to match the font you selected.
- 6 Click a symbol.
- 7 Click Insert.
- 8 Click Close to close the Symbol dialog box.
 - The symbol will appear in the document.

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




Σ You Gotta Love Yourself!

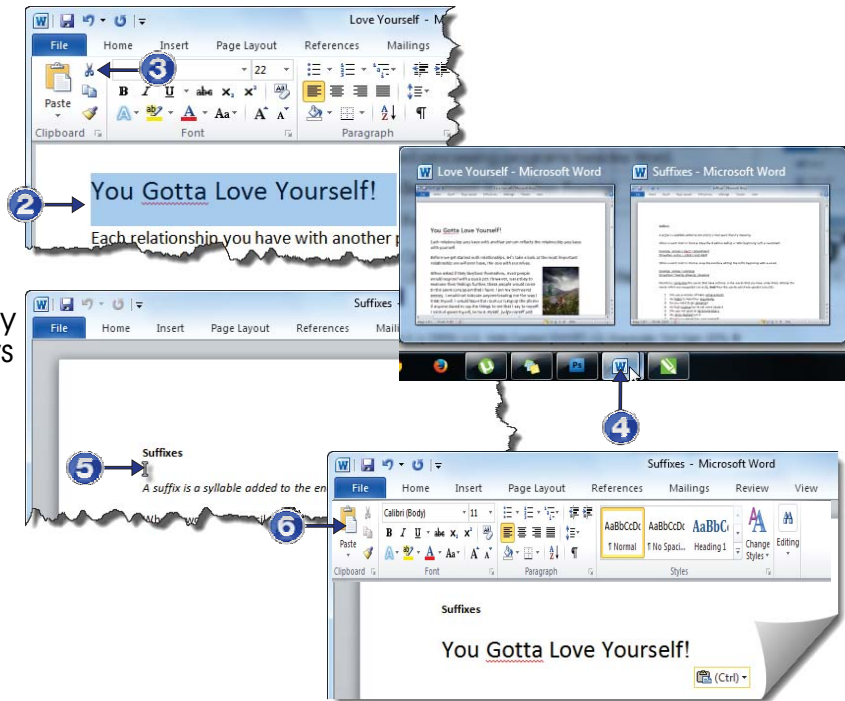
Sharing Text Between Documents

When you cut, copy, and paste text, you are not limited of using the text in a single document. You can move or copy text from one document to another. Any text that you cut disappears from its original location. The text that you copy continues to appear in its original location.

Share Text Between Documents

- 1 Open the two documents that you want to use to share text.
- 2 Select the text that you want to move or copy.
- 3 Click  to move text or  to copy text.
- 4 Switch to the other document by clicking its button in the Windows taskbar. The other document will appear.
- 5 Place the insertion point to the location where the text you are moving or copying should appear.
- 6 Click the Paste icon . The text appears in the new location.


Work File: You Gotta Love Yourself.docx & Suffixes.docx

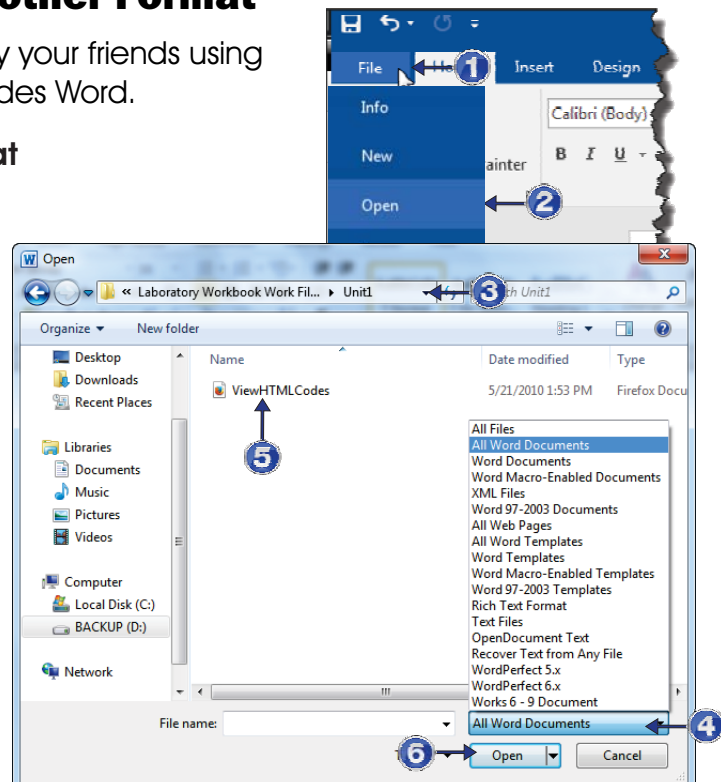


Opening A Document In Another Format

You can open documents created by your friends using other word processing programs besides Word.

Open a Document In Another Format

- 1 Click the file Tab .
- 2 Click Open. The Open dialog box will appear.
- 3 Click Look In: pull-down arrow to navigate the file that you want to open.
- 4 Click the Files of type: pull-down arrow to select the type of document that you want to open.
- 5 Click the file that you want to open.
- 6 Click Open. Word opens the file in Compatibility Mode.

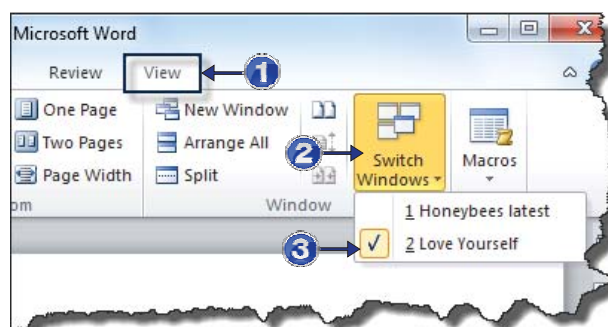


Switching Between Open Documents

Windows is a multitasking software. It can open multiple documents at the same time. If you have two or more documents opened, you can switch between them from within Word or using the Windows taskbar. If buttons representing each open document do not appear on the Windows taskbar, you can set options to display them.

Switch Between Open Documents

- 1 Click the View tab.
- 2 Click Switch Windows.
A list of all open documents appears at the bottom of the menu.
- 3 Click the document that you want to view.
The selected document will appear.

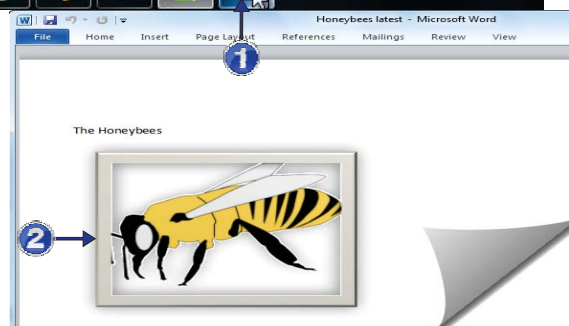


Switch Documents Using The Windows Taskbar

- 1 Open all the documents that you want to work with.

Each open Word document appears as a button in the Windows taskbar.
- 2 Click the button of the document that you want to view.


The document will appear on-screen.

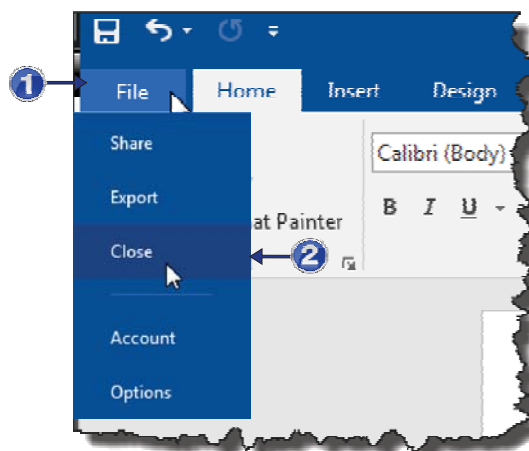


Closing a Document

When you finish working a particular document, you can close it anytime. If you made some changes that you have not saved, Word prompts you to save them before closing the document.

Close a Document

- 1 Click the File icon .
 - 2 Click Close.
Word removes the document from your screen.
- If you had other open documents, Word displays the last document you used. Otherwise, you can see a blank Word window only.



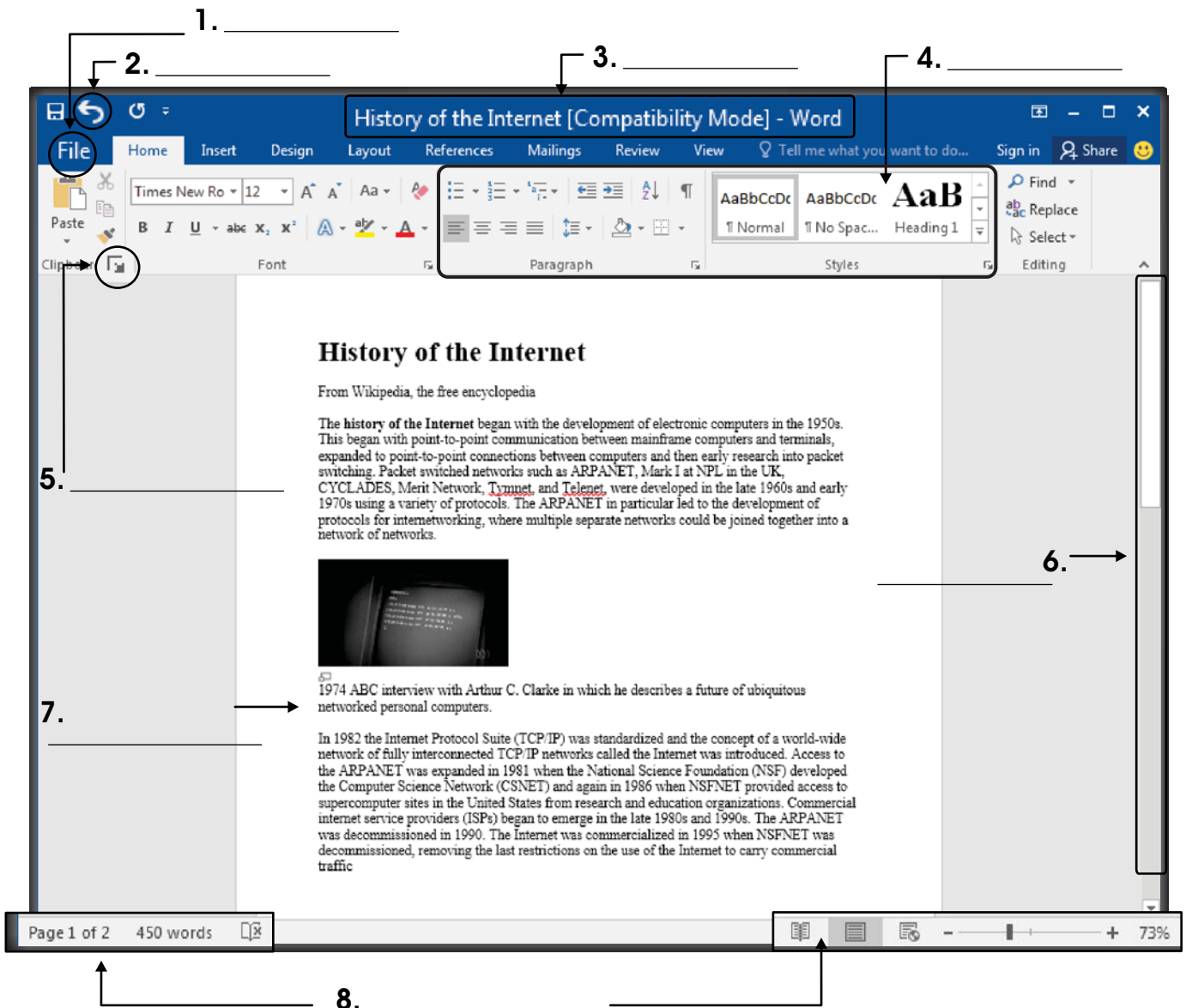
Starting Microsoft Word

Chapter Test

Chapter 1

Directions : Read the instructions carefully.

A. Label the parts of the Microsoft Word 2016 window accordingly.



Name: _____

Teacher: _____

Grade/Section: _____

Date: _____

