



## SELF-LEARNING PACKAGE I

# ICT 7

Quarter 1 | Week 1

## Word Interface

### Learning Competency:

Identify the parts and functions of the Word Interface.

MARICAR R. PORNEL, Oton NHS  
ZALDY M. TONDO, Division Science Coordinator  
WRITERS

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## Ready to Launch!

Microsoft Word is a word processing application that allows you to create a variety of documents. For example, you can create a résumé, business contract, instruction document, or a letter to another person.

In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.



## Aim at the Target!

At the end of this module you are expected to:

1. Identify the parts and functions of the MS Word interface.
2. Demonstrate the skills in using the parts of MS Word interface to produce a document.



## Try This!

**Activity1. Unscramble the following words and write your answer on the space provided.**

WORD	CLUE	ANSWER
TMFIOCSRO DWRO	It is a word processing application that allows you to create a variety of documents	
SUCTENMOD1	The name of a file that we create in Word.	
KGWNIRO AAER	The data contained in the currently open file will be shown here.	
NBBIOR	Part of Word application window that contains multiple tabs.	
STUATS ARB	This is used to display information about the document.	

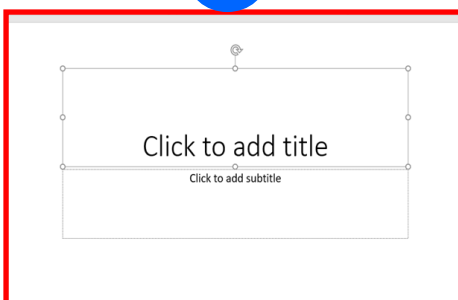


## Keep This in Mind!

### Activity 2: Getting to know Word.

Direction. Below are pictures of different interfaces of a computer application. Examine each picture carefully and answer the questions given below.

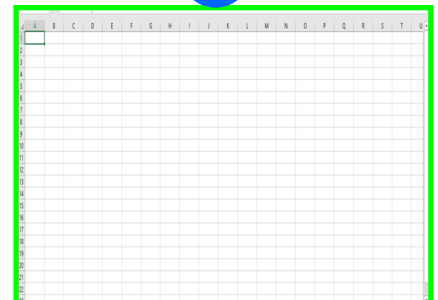
1



2



3



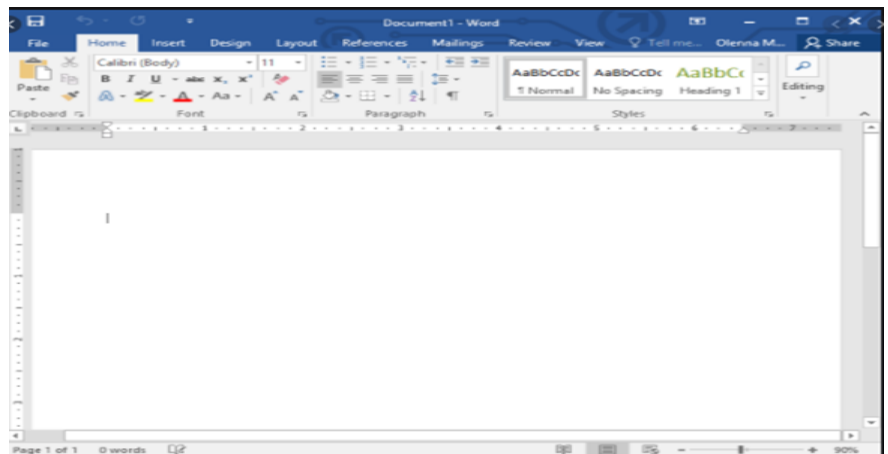
## Analysis.

1. Which picture do you think is suitable to use in writing letters. Why?
2. In your own observation, what do you think are the applications of the two remaining pictures?

## Abstraction and Generalization

### The Microsoft Word Interface

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.



#### Title Bar



The Title bar displays the title of the document on which you are currently working. Word names the first new document you open as **Document1**. As you open additional new documents, Word name them sequentially. When you save your document, you assign the document a new name.

#### Quick Access Toolbar

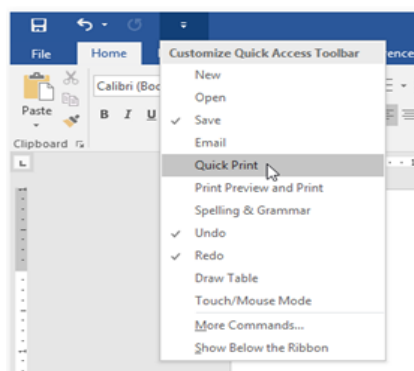


The Quick Access

Toolbar lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, and **Redo** commands.

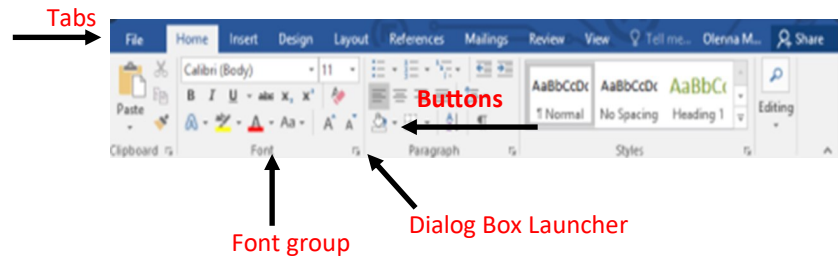
To add commands to the Quick Access Toolbar:

1. Click the **drop-down** to the right of the **Quick Access Toolbar**.
2. Select the **command** you want to add from the Menu.
3. The command will be **added** to the Quick Access Toolbar.



## Ribbon

You use commands to tell Microsoft Word what to do. In Microsoft Word 2016, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.



## The Ruler



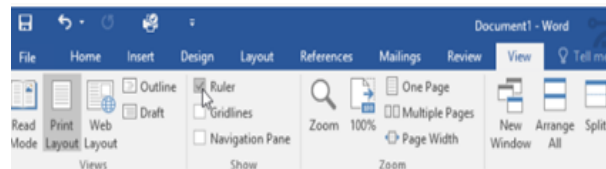
The ruler is found below the Ribbon.

You can use the ruler to change the format of your document quickly. Follow the steps below to **show or hide the ruler**:

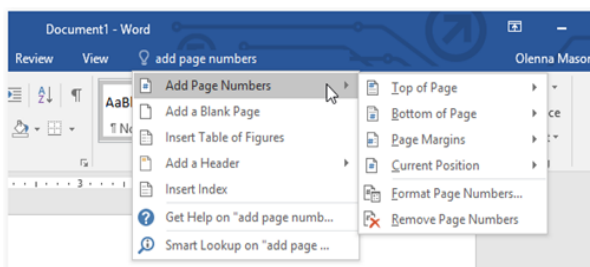
1. Click the **View** tab



2. Click the checkbox next to **Ruler** to **show or hide** the Ruler.

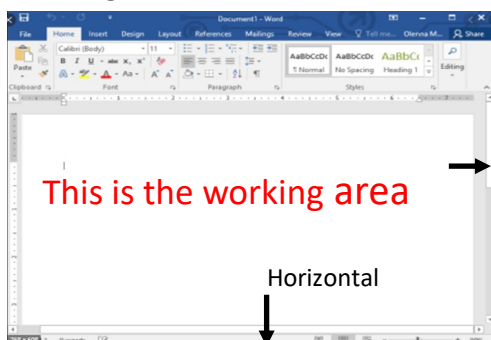


## Tell me



If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

## Working Area



Vertical scroll

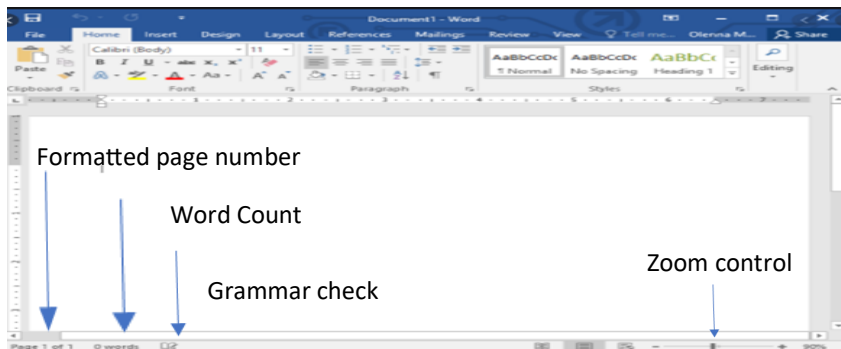
Horizontal

## Scroll Bars

MS Word consist of vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. To move up and down your document, click and drag the vertical scroll bar up and down. To move back and forth across your document, click and drag the horizontal scroll bar back and forth. You won't see a horizontal scroll bar if the width of your document fits on your screen.

## The Status Bar

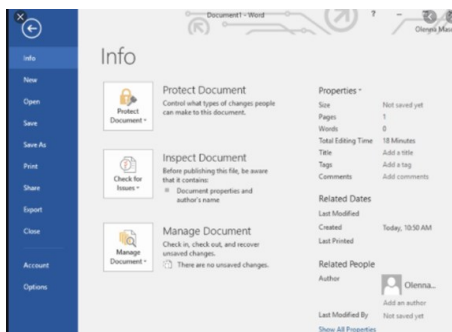
The Status bar appears at the very bottom of your window. This bar is used to display information about the document. In the sample image, you will see a page and word count on the left-hand side. (You may also see spell checking and macro commands here depending on your current task.) On the right-hand side you will see commands to change views and zoom into or out of the document.



## Understanding Backstage View , Document Views and Zooming

### Backstage View

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



### Document Views and Zooming

Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

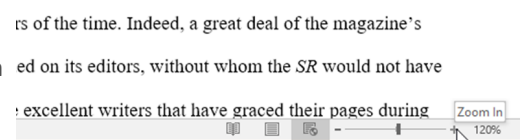
#### Switching document views

Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

- **Read Mode:** This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.
- **Print Layout:** This is the default document view in Word. It shows what the document will look like on the printed page.
- **Web Layout:** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.

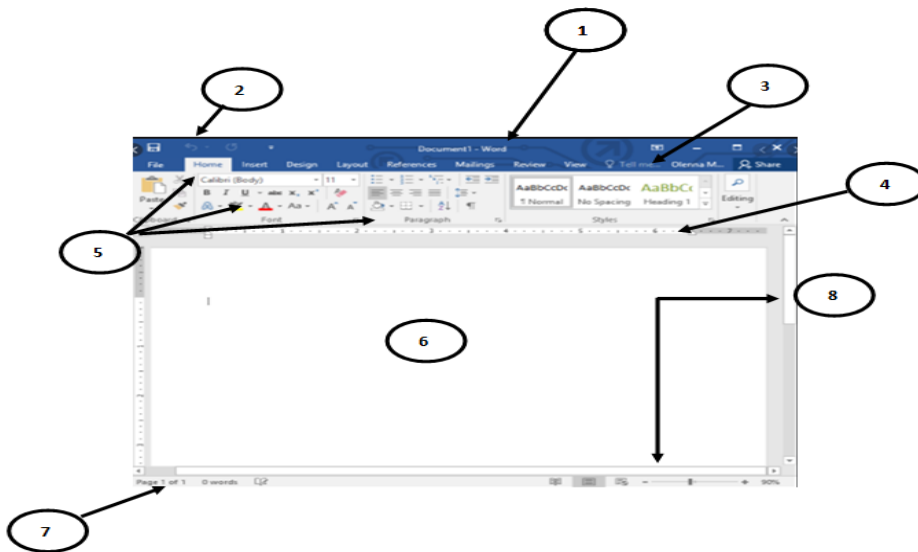
### Zooming In and Out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **-** commands to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.



## Application.

Activity 3. Identify the parts of the Microsoft Word Interface.



## Reflect

Complete the statements below.

I understand \_\_\_\_\_

I don't understand \_\_\_\_\_

I need more information about \_\_\_\_\_

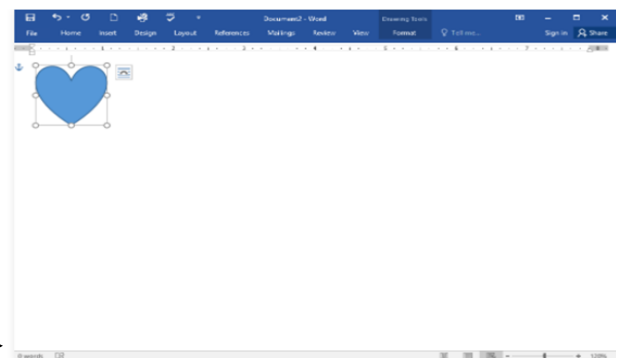


## Reinforcement & Enrichment

Direction. Demonstrate the skills enumerated below using the Microsoft Word Interface.

### Activity 4: My First Navigation

1. Open **Microsoft Word**, and create a **blank document**.
2. Change the **Ribbon Display Options to Show Tabs**.
3. Using **Customize Quick Access Toolbar**, add **New**, **Quick Print**, and **Spelling & Grammar**.
4. In the **Tell me bar**, type **Shape** and press **Enter**.
5. Choose a shape from the menu, and double-click somewhere on your document.
6. Show the **Ruler** if it is not already visible.
7. **Zoom** the document to 120%.
8. Change the **Document view to Web Layout**.
9. When you're finished, your document should look something like this:







## Assess Your Learning

Multiple Choice. Read each item very carefully. Select the letter of your choice.

1. What is the name of a file that we create in Microsoft Word?  
a. document1      b. doc1      c. word1      d. Document1
2. What is the name of the bar that displays the name of the document on which you are currently working.  
a. Space bar      b. Title bar      c. Vertical bar      d. Toolbar
3. Which of the following is located in the status bar?  
a. word count      b. Spelling check      c. formatted page number      d. All of the above
4. The name of the toolbar that by default includes the Save, Undo, and Redo commands.  
a. Formatting toolbar      c. Quick Access toolbar  
b. Title bar      d. Picture Toolbar
5. What part of Word interface that allows you to adjust alignment and spacing.  
a. Ribbon      b. Backstage View      c. Ruler      d. Scroll bars
6. The application that you can use to type letters, reports, and other documents.  
a. Excel      b. PowerPoint      c. Publisher      D. Word
7. What type of bar that is located along the right side of the screen.  
a. vertical bar      b. horizontal bar      c. line bar      d. status bar
8. This is where you type your text.  
a. Working area      b. Text area      c. Document area      d. Word area
9. Part of Word interface that is helpful if you don't remember where to find a specific command.  
a. Ribbon      b. Backstage View      c. Ruler      d. Tell Me
10. It contain multiple tabs, which you can find near the top of the Word window.  
a. Ribbon      b. Backstage View      c. Ruler      d. Tell Me



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