MICROSOFT WORD

Microsoft word is one of the most commonly used word processors. It is enriched with powerful easy tools that can be manipulated into use by both professionals and armatures. This guide provides easy steps in typing and editing text in Microsoft word. The acronym **MS-word**, **WORD** may be used in this course to represent MICROSOFT WORD. This guide is developed based on features of Windows 10 and MS Word 2013.

How to open MS WORD

There are several ways of opening MS WORD depending on the convenience of the user.

From start:

1. Press the **START** button on the keyboard on by left click start on the left extreme of the task bar
2. Click on the folder MICROSOFT OFFICE 2013
3. Select WORD from a list of office programs

Other windows may arrange it differently, so navigate down as programs are arranged alphabetically to W and find word 2013. By clicking the start button one can simply start typing 'word' and it will automatically bring it up.

From short cut icon

1. When a program is installed most times a shortcut icon is placed on the desktop for easy access
2. Look carefully at the desktop and locate word 2013 shortcut and click to open.

Closing MS WORD:

1. Click the close button at top right of the active document.
2. For multiple documents, goto taskbar right click on the active MS word icon
3. Click close all windows
4. Done. All documents closed, MS WORD closed.

FEATURES OF MS WORD

The title bar: This the first horizontal bar found at the top of a program. Windows uses this to display the name of the program and the file name. It also contains the three windows buttons (Minimize, maximize and close)

The menu: A menu is a collection of names or objects to represent a group of peculiar objects. Menus are used to categorize formatting tools for easy access by users. The menu comprises of **FILE, HOME, INSERT,** etc.

The ribbon: Ribbons are used to display menu objects. The ribbon is further divided into tabs that contains group of related functions or tools.

Rulers and margins: rulers and margins help to determine the work space or printable area on a work sheet or paper. They appear at the top and left side of the work area after the ribbon. They can be adjusted to suit different designs.

Status bar: This bar appears at the apparent end of a document and displays information about an active document. Such information could number of pages, word count page etc.

View options: This setup is used to switch between different view modes and zoom levels.

Flying window: This an easy access window that appears each time there is selection, it contains a list of commonly used options relating to the object selected.

Creating a new document: A new document is automatically load once word is fully launched. To create a new document while active MS WORD document.

1. Go to **FILE MENU** and click **NEW**
2. Select from a list of templates of a blank document
3. **CTRL+N**

Saving a document: Keeping a document for future use

1. Go to **FILE MENU**, click save
2. Use the window to select a target location for the file to be kept (saved)
3. Add the name of the file Click **OK**
4. You must always remember the location and name of a document in order to access it later.
5. Keyboard **CTRL+S**
6. When a file is already saved and later changes are made the save function help to automatically sync the changes with the previous file.

Switching between documents: Windows provide space for multiple tasking therefore one can have more than one opened document. Use the minimize or restore buttons to switch between documents.

Save as command: This command helps to save an already save document again.

1. Go to **FILE**
2. Click **Save As**
3. Continue steps as used in saving

Printing: Typed documents can printed. This may not necessarily be done by aid of a physical or external printer. When the monitor displays text on its screen it also means printing. Documents can be printed to soft or hard copy.

1. Go to **FILE** and click print
2. Choose a desired active printer
3. Add number of copies, pages to print and paper size
4. Click **PRINT**

5. For soft copy print select a desired system wizard to execute printing like XPS writer, MS print to PDF, click **OK**, save file as used in **SAVE.**
6. **CTRL+P**

WORKING WITH TEXT (HOME MENU)

Typing: once open, MS word prepares an empty sheet with a blinking cursor, you can simply type or add text. Typed text appears from the left to the right hand side.

Selecting:
1. Place the cursor at the origin of your selection
2. Click and drag to the direction you wish to select.
3. **SHIFT+ ARROW**

Copying
1. After selecting a text to be copied to a new location
2. Right click
3. Select **COPY** from the list of displayed options
4. Text is being copied and can be placed in a new location.
5. **CTRL+ C**

Cutting
1. Repeat same steps as copy but select **CUT** from the options.
2. Text will disappear because cut removes an object and places it in a new location (the original object)
3. **CTRL+X**

Pasting
1. A copied or cut (moved) object or text can be pasted (placed) in a new location.
2. Right click where you wish to paste (place) the new text (cut or copied)
3. Select **PASTE** from the list of options.
4. The tools **CUT, COPY** and **PASTE** are related and controlled by the system clip board such that text can be copied or pasted amongst programs.
5. **CTRL+V**

Changing the font style of text

Applying effects to text is called text formatting (Word processing) for pre formatting – effects are applied to text before they are written. Post formatting - after the textis written; written text must be selected before formatting can be applied to it.
1. The font style is the handwriting used in displaying text, as human has different handwritings so does the computer.
2. Locate **FONT TAB** on the ribbon click on the current font style
3. You can select by a list of displayed font styles

Increasing and decreasing font size
1. Change the value of the number found just beside the fonts tyle to a higher or lower value
2. **SHIFT+ CTRL+>, SHIFT+CTRL+<**

Bold: Add emphasis on text by making it thicker and solid compared to normal text
1. Click the **B** button in the font tab. **BOLD** NOT BOLD
2. **CTRL+B**

Italic: Lying text, a text that appears to be diagonal, in slanting style
1. Click **I** on the **FONT TAB.**   *ITALIC* NOT ITALIC
2. **CTRL+I**

Underline: Putting a line under text.
1. Click U with a line under it on the **FONT TAB.** <u>UNDERLINE</u> NO UNDERLINE
2. **CTRL+U**

Cancelled: A line passing through a text that makes it appears like it's been canceled (strikethrough).
1. Click the abc with a line across it on the FONT TAB. ~~CANCELED~~ NOT CANCELED

Number base and index: placing a character just below another and above respectively

1. Click the two Xs on the FONT TAB for base and index.
2. Result X_2 X^2
3. **CTRL+=, SHIFT+CTRL++**

Background (fill): Click on the color A with a labeled color below it, a color palette will pop up, choose desired fill color.

Highlight: Color showing the rectangular boundaries of text. Click the highlight text beside the color button.

Clear formatting: This button is used to remove all effects (formatting) that is been applied to text.

Change case: This button is used to switch between either cases. UPPER, lower, Sentence Capitalize Each Word

Making list: Adding numbering or bullets to a list.

1. Press **1 or i or I or a or A** depending on the numbering style
2. Add a dot (.)
3. Press **SPACE BAR** to automatically start a list.
4. Press **ENTER** to increment and jump to a new list item
5. Press **ENTER** twice to end a list

Access a variety of different list styles on the **PARAGRAPH TAB.**

Alignment: The arrangement of text on the paper;

LEFT ALIGN:

<center>**CENTER ALIGN**</center>

<div align="right">**RIGHT ALIGN**</div>

Justify creates a body of text with equal line length
1. Left align **CTRL + L**
2. Right align **CTRL + R**
3. Center Align **CTRL + E**
4. Justify **CTRL+J**

Locate alignment buttons on the **PARAGRAPH TAB.**

Indent and line spacing: The beginning and end of a line its indent which can be altered by the rulers and margins and

Find and replace: This tool helps to located and or replace a word in a document.

Multiple Formatting: A single text can accept multiple formats provided they are not conflicting.

HELLO WORLD

JOHN DOE

EXERCISES

1. Type and format HELLO WORLD and JOHN DOE as shown
2. Write number bases and index
3. Format text in other styles other than Calibri with proper coloring.
4. Making a list of different numbering systems.
5. Write an application letter.

WORKING WITH OBJECTS

Shapes: This includes most commonly used shapes and customized objects to suit different activities.
1. Click shapes on the illustration **TAB** on **INSERT MENU**
2. Select desired shape on the list of displayed shapes
3. Return to work space click and drag to enlarge shape.
4. Shapes can be adjusted by selecting and dragging in or out to increase or decrease it size.
5. By selecting a shape and dragging can move it to a new location.

Pictures: MS WORD has the ability to import pictures into a document and further add effects to it.
1. Click pictures of the illustration **TAB** on **INSERT MENU**
2. A window will open, navigate to the folder that contains such image
3. Select it and click insert or press the **ENTER KEY**
4. The picture appears at the position of the blinking cursor. Inserted pictures are foreign objects and cannot move freely like shapes hence they move in lines like text.

Adding pages: Pre designed cover pages blank pages or pages can also be split into two to form new pages.

Adding a cover page

1. Click on cover page, the first **TAB on INSERT MENU**
2. Select desired cover page
3. Add desired text as illustrated, change colors to suit individual taste.

Adding a blank page

1. Continuously press **ENTER KEY** to create empty line until cursor jumps to a new page. Or
2. Select blank page of the **PAGES TAB**

Breaking a page: A break creates a new page with content.

1. Place the cursor at the origin of the content you wish to move to a new page
2. Click **PAGE BREAK on PAGES TAB**

Tables: Tables are made up of lines which meets to create boxes called cells used for data entry. A table can have as many cells as the paper can contain.

Columns and Rows: These are boxes arranged vertically and horizontally respectively in a table

1. Goto **TABLE ON INSERT MENU**
2. Click table
3. Drag mouse over the small boxes to draw a table
4. After clicking table from the **TAB**
5. Click on insert table, use the dialogue box to specify number of rows and columns

Tables are insert in the current position of the cursor

Working with tables

1. Moving a table: click and hold down on the + like sign at the top left extreme of a table
2. Move table to desired location

Resizing a table

1. Goto the bottom right of the table
2. Move cursor to the corner of the table until the cursor changes
3. Click and drag to resize

Adding text to a table

1. Select any table cell by clicking on it to add text
2. Use the TAB KEY to move to the next cell on your right and to add empty cells
3. Use the ENTER KEY to create multiple lines in a cell

Cell merge: This feature joins two cells into one

1. Select cells to be merged
2. Right click and select **MERGE CELLS**

Cell split: Breaking up a cell to form two different cells

1. Select the parent cell
2. Right click and select **SPLIT CELLS**

Deleting cells

1. Select cells to be deleted
2. Right click and select DELETE CELLS
3. Choose from a dialogue weather to delete across rows or columns

Deleting a table:

1. Select the table
2. Press **BACK SPACE**

Table Design

Removing borders

1. Double click on the + like sign at the top left extreme of a table
2. Goto borders select the borders you wish to remove.

Border styles:

1. Double click on the + like sign at the top left extreme of a table
2. Select from a list styles, use the brush to click on the borders you wish to apply

Changing table styles

3. Double click on the + like sign at the top left extreme of a table
4. The ribbon automatically changes to table design select from a list of designs from the ribbon.

Hyperlink: A hyperlink is a text or object used to represent and connect to an external document.

1. Write a text or create a shape
2. Select the text or shape
3. Click hyperlink **LINKS TAB on INSERT MENU**
4. Use the window to select from a list of word files
5. Select a file to link to
6. Done. Once such text or shape is clicked the other document opens in a new window.

Header and footer: These are reserved areas for additional information about a document found at the top and bottom of a document.

1. Double click at the top of a document
2. Type in desired text or add objects
3. Double click outside (the body) to return
4. Headers and footers are applied automatically to new pages.

Locate header and footer on the **HEADER & FOOTER TAB on INSERT MENU**

Charts: A chart is a graphical representation of data for visualization, in which the data is represented by symbols, bars, lines, dot etc. Common Types of chart include Line, Pie, Column, Area.

How to insert a chart
1. Goto **INSERT MENU**
2. Click **CHART**
3. Select from a list of charts to use
4. Press **OK**
An excel window will open for you to enter values into table cells.
5. Enter values and return to MS Word
6. Right on the chart and go to edit to edit chart
7. Double click on the chart to access a wide range of chart designs

Pagination: Add page numbers to a document
1. Click page number after footer
2. Select a numbering style
3. Done. Page numbers increment as pages are added.

Text box: A box that contains text
1. Click text box on text TAB or in shapes.
2. Draw box and add text.
3. Text in text box can be formatted just as normal text.

Word art: A collection of artistic designs that can be applied to text
1. Click word art on **TEXT TAB**
2. Select from a drop down of styles
3. Done. Select text to remove or change styles

Drop Cap
1. Place the cursor on the paragraph you will to add drop cap
2. Click drop cap beside word art.
3. Done. Adjust drop cap as desired.

Symbols: Add symbols and extra characters not found on the keyboard
1. Click on symbols at the extreme right of the ribbon on **INSERT MENU**
2. Select from a list of frequently used symbols.
3. Access more symbols by click on more symbols below the drop window

Equation: A list of different mathematical equations with empty values for users
1. Click on equation just after symbols
2. Select an equation format
3. Edit the equation with custom values

EXERCISE

1. Write proposal
2. Prepare a school time table for the science class with 9 subjects
3. Design an invitation card
4. Design calendar
5. Design an exercise book
6. Make a daily sales report for a business add a chart to show sales level
    i. Show least sales
    ii. Show maximum sales
    iii. Determine average sales
7. Prepare an objective mathematical question paper
8. Draw map of Nigeria
9. Draw a house
10. Draw a car
11. Add artistic design to the text "MENU COMPLEX"

GRAMMER AND SPELLING CHECK:

1. Goto **PROOFING on REVIEW MENU**
2. A side pane opens to help check wrongs spellings and grammar.

PAGE DESIGN

Page borders: A shading of objects or lines to mark the printable areas of a page.

1. Goto **PAGE BACKGROUND TAB on DESIGN MENU**
2. Click page borders
3. Use the dialogue box to customize borders
4. Click **OK** to see effect.

Page color: adding color to a page

1. Goto PAGE BACKGROUND TAB on DESIGN MENU
2. Click page color
3. Select desire color to be applied
4. Cancel page color by click no color

Water mark: Passing a text on the background of a document.

1. Goto **PAGE BACKGROUND TAB on DESIGN MENU**
2. Click **WATER MARK**
3. Select a desired water mark
4. Back to water mark, select custom water mark to add custom text an color or to use a picture water mark
5. Go back to water mark, click remove water mark to remove water mark

Margins: This are areas outside the original writing space. The mark the boundaries of writing. Margins could be adjusted to give space for large text.

1. Click on margins on the extreme left of the ribbon **on PAGE SET UP on PAGE LAYOUT MENU**

Paper size: Different paper size could be used to print documents depending on the taste of the user. The most common used paper size are the A-series labeled **A1 - A6.**

1. Click on size beside columns
2. Select a desired paper size
3. Click on more to customize paper size.

Orientation: This is the display setup of an object. Landscape images appear wide while portrait appear narrow.

1. Click on orientation to switch between portrait and landscape paper orientation

Columns: By default text is been displayed in a single block (on row one column) multiple columns could be added to create a newspaper or magazine view.

1. Click columns on **PAGE SETUP on PAGE LAYOUT.**
2. Select desired columns on drop window.
3. Click on more columns to customize columns.

EXERCISE
Prepare a newspaper
Create a CV
Create a letter head
Design a greeting card in A6 paper size

CONCLUSION
Additional exercises.