

# Use of the application

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VASILIKI EFSTATHIOU

We press Caps Lock key to enable/disable capital letters



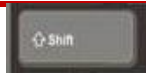
We press Backspace key to erase a character before cursor



We press Delete key to erase a character after cursor



Shift Key



We press space bar to add space between two words

We use arrow keys to move the cursor

We press Enter to add a new line

# Typing

# Exercise

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Typing

# What is Microsoft Word

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It's a software we use to edit documents. For example, using Microsoft Word we can:

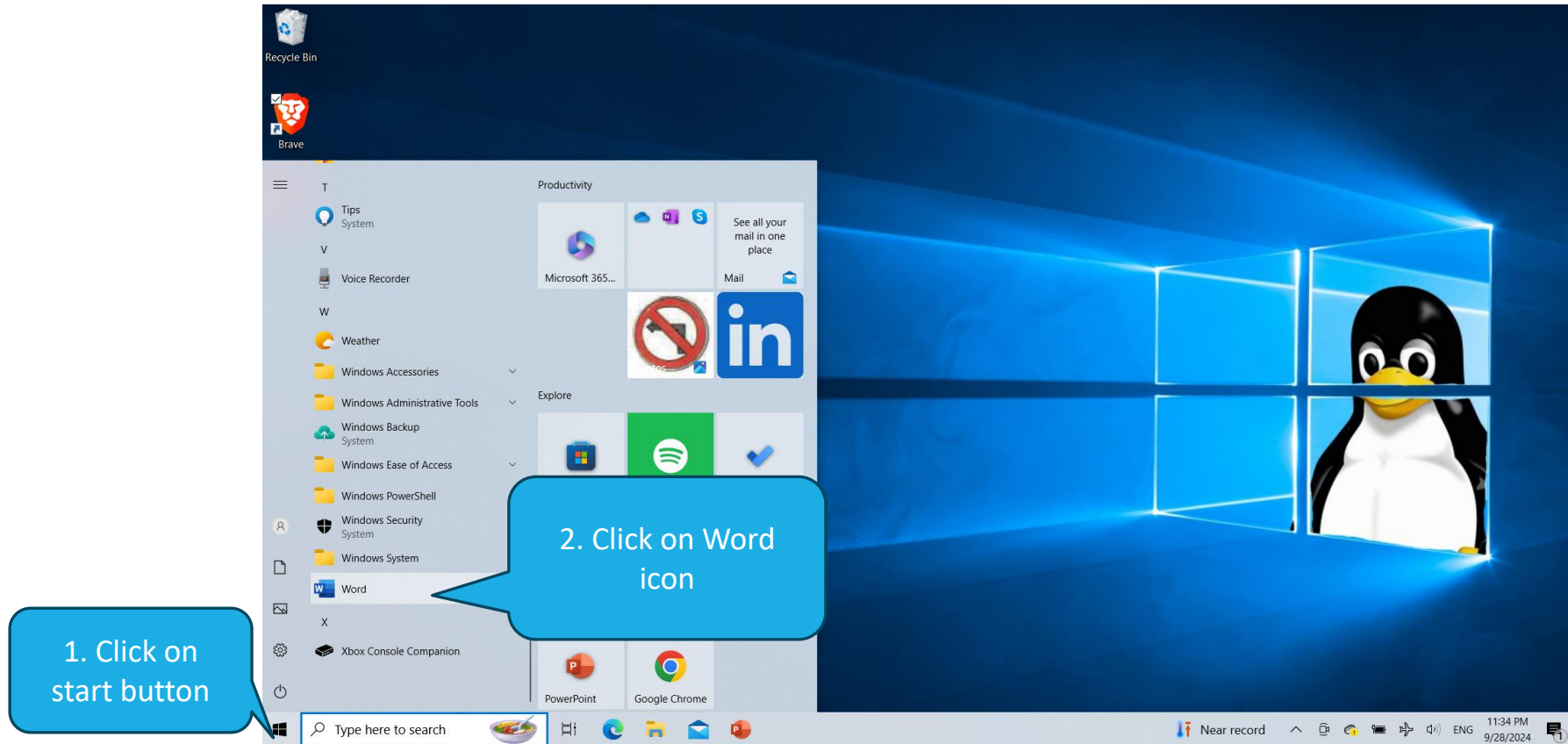
- ✓ School homework
- ✓ Ad Flyers
- ✓ Birthday Cards
- ✓ and many more

# Things we can do with Microsoft Word

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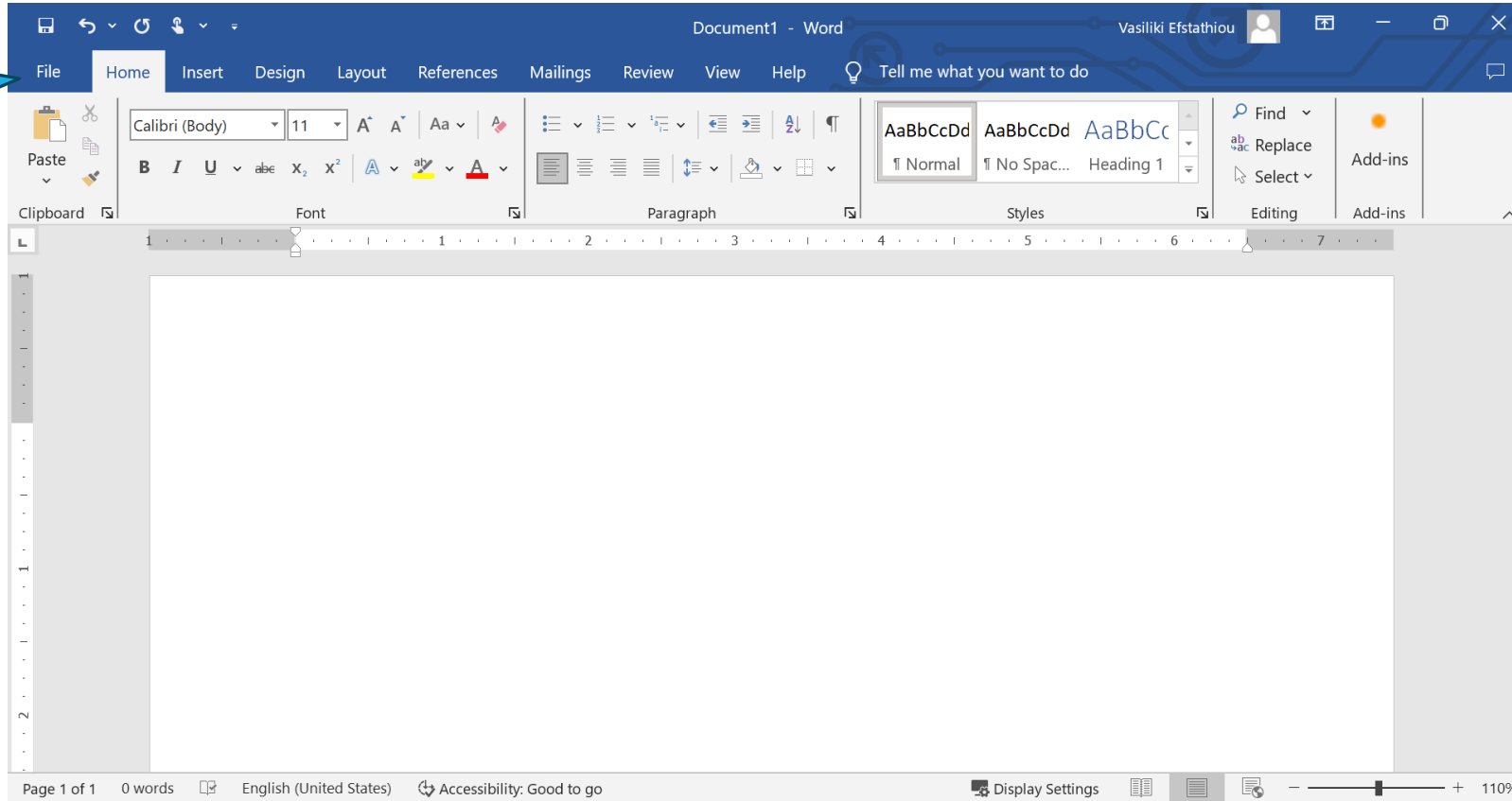
- ✓ We can insert images
- ✓ We can change size and color of letters
- ✓ We can create websites
- ✓ We can print a document
- ✓ We can create tables

# How do we open Microsoft word

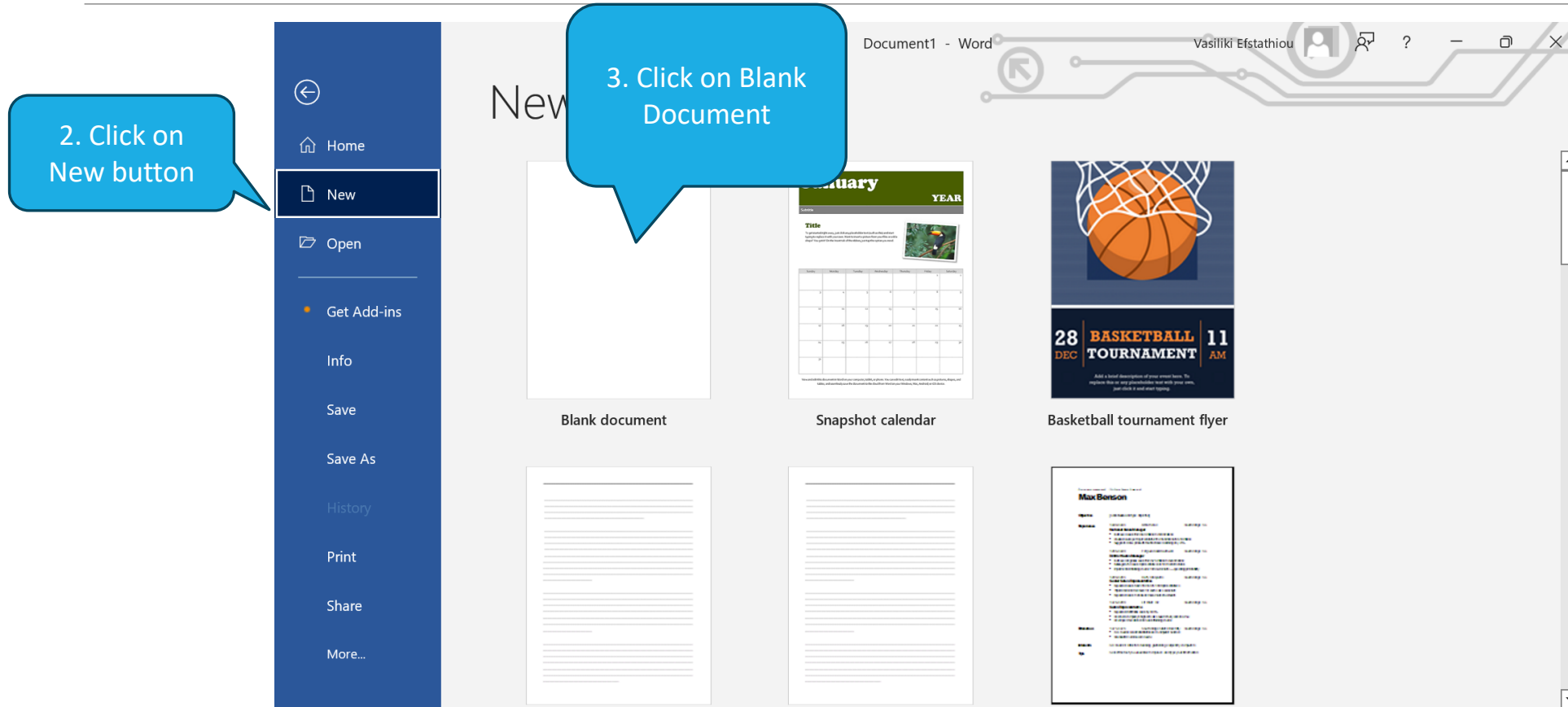


# Creating a new document

Click on file button



# Creating a new document





1. Click on open button

2. Click on Browser button

3. Click on the folder you want to access

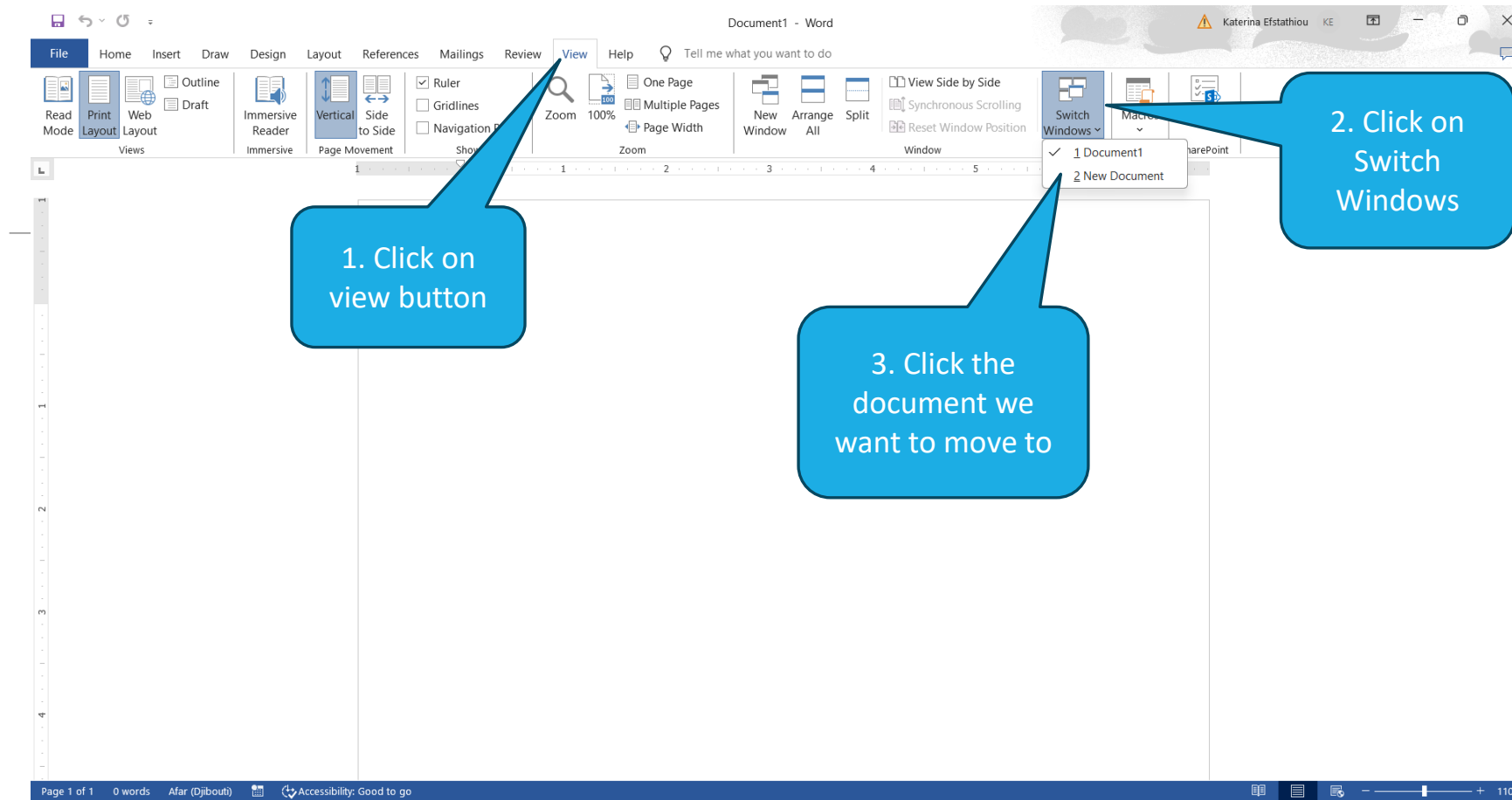
4. Click on document we want to edit

5. Click open

The main folders we usually use to save documents are Desktop and Documents

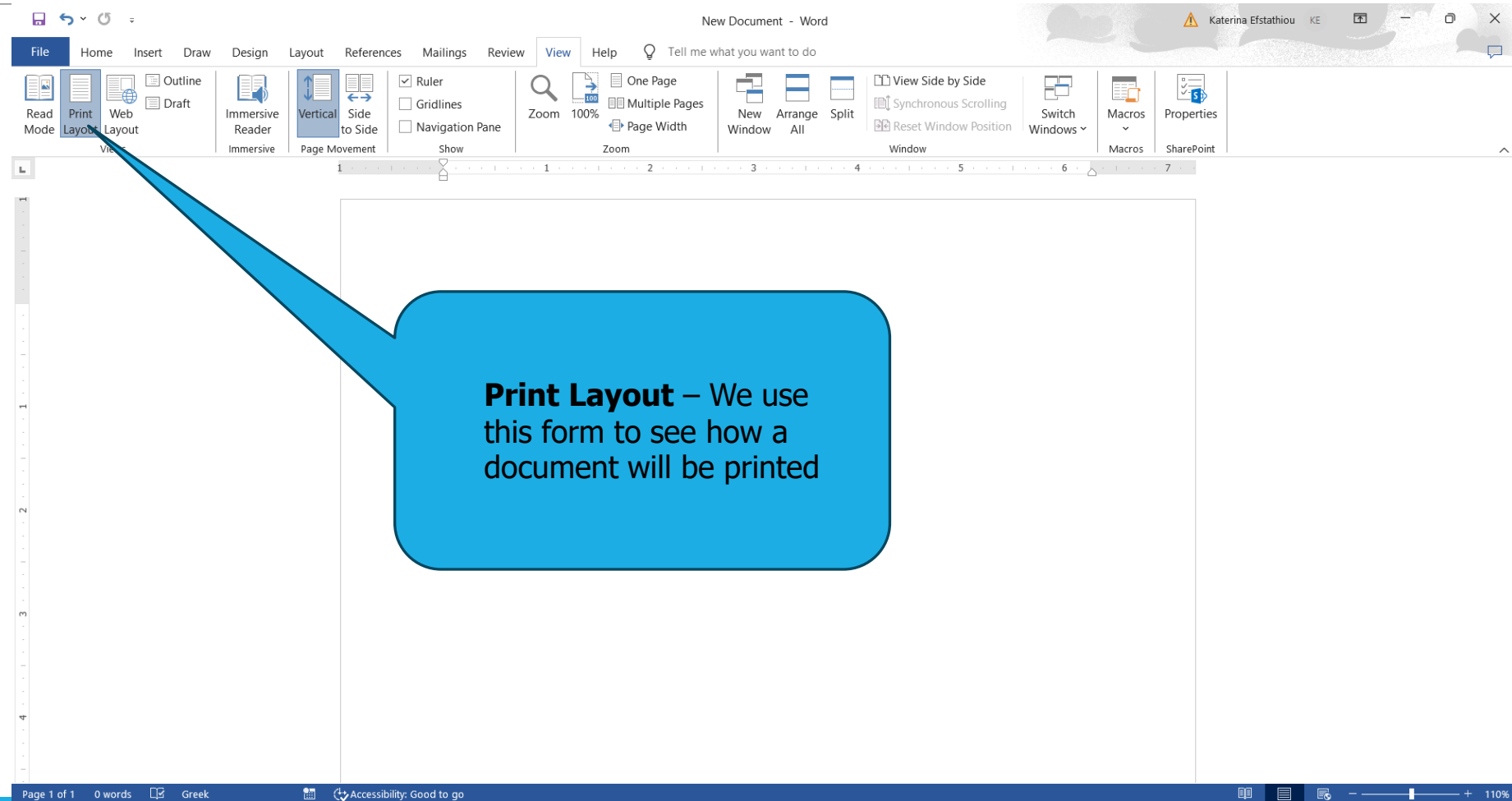
# Opening a document

The screenshot shows the Microsoft Word application window. On the left is the ribbon with 'Home', 'New', and 'Open' buttons. The 'Open' button is highlighted. A blue callout points to it with the text '1. Click on open button'. Below the ribbon, the 'Browse' button is highlighted, with a callout saying '2. Click on Browser button'. The 'Browse' button opens a file explorer window. A callout points to the 'Documents' folder in the left sidebar of the file explorer, saying '3. Click on the folder you want to access'. The file explorer shows a list of files in the 'Documents' folder. A callout points to the 'Online Essentials' file, saying '4. Click on document we want to edit'. At the bottom of the file explorer, the 'Open' button is highlighted, with a callout saying '5. Click open'. Below the file explorer, there is a list of recent documents. A blue cloud-shaped callout at the bottom right contains the text 'The main folders we usually use to save documents are Desktop and Documents'.

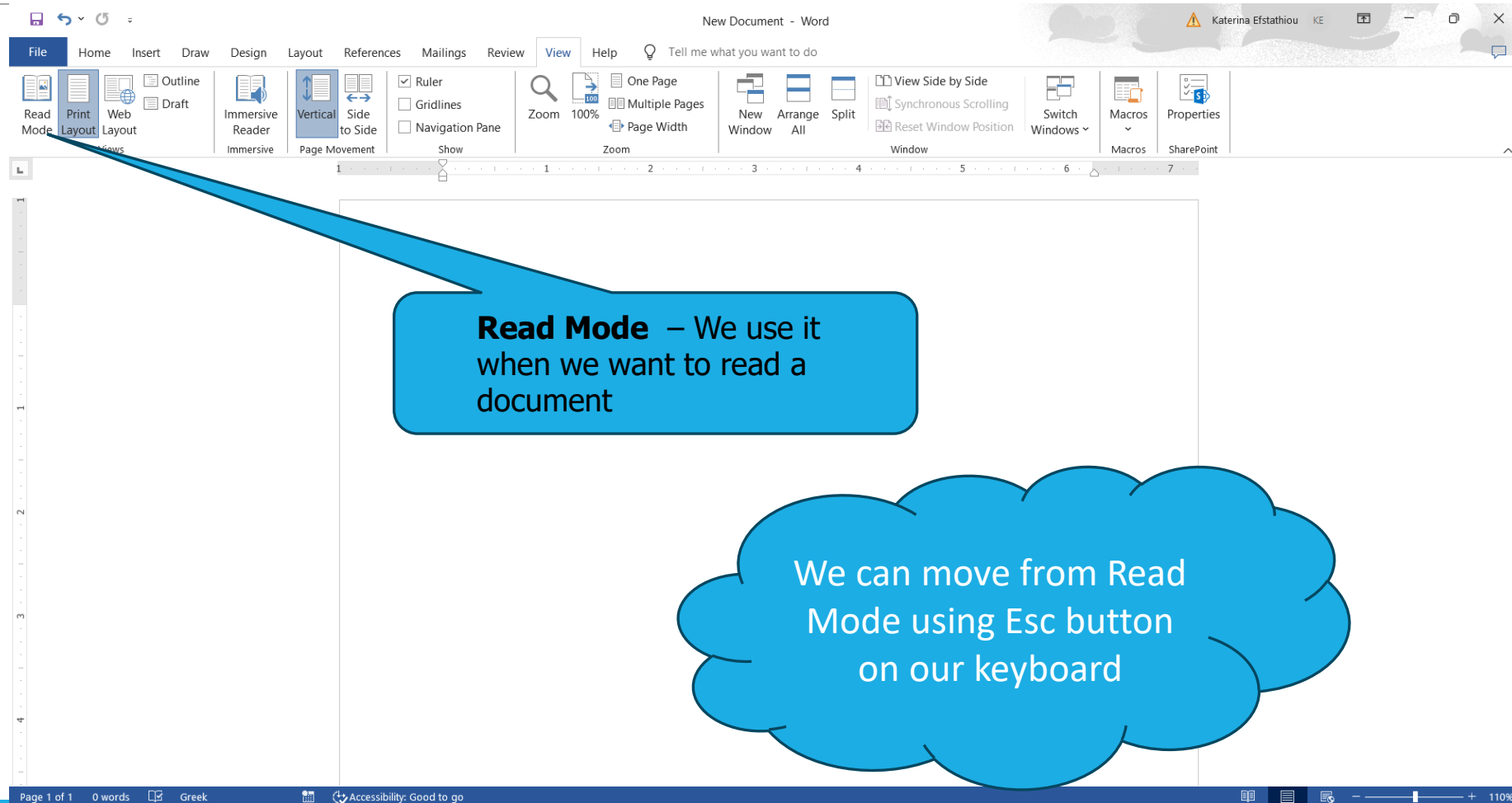


# Moving between documents

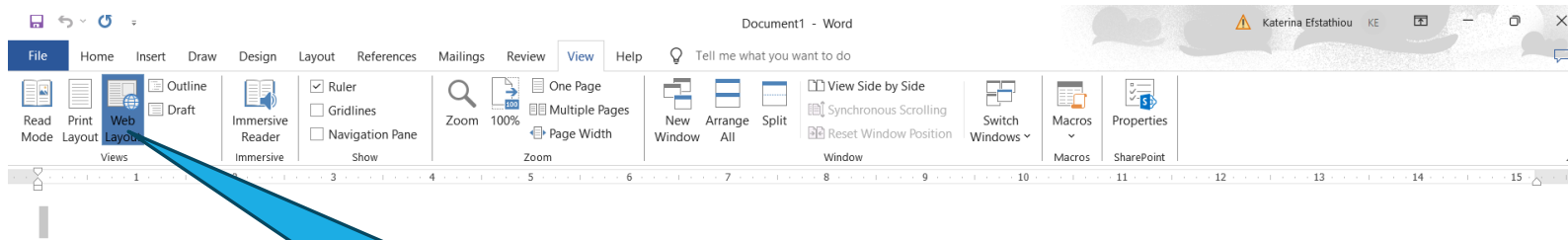
# Views of a document



# Views of a document

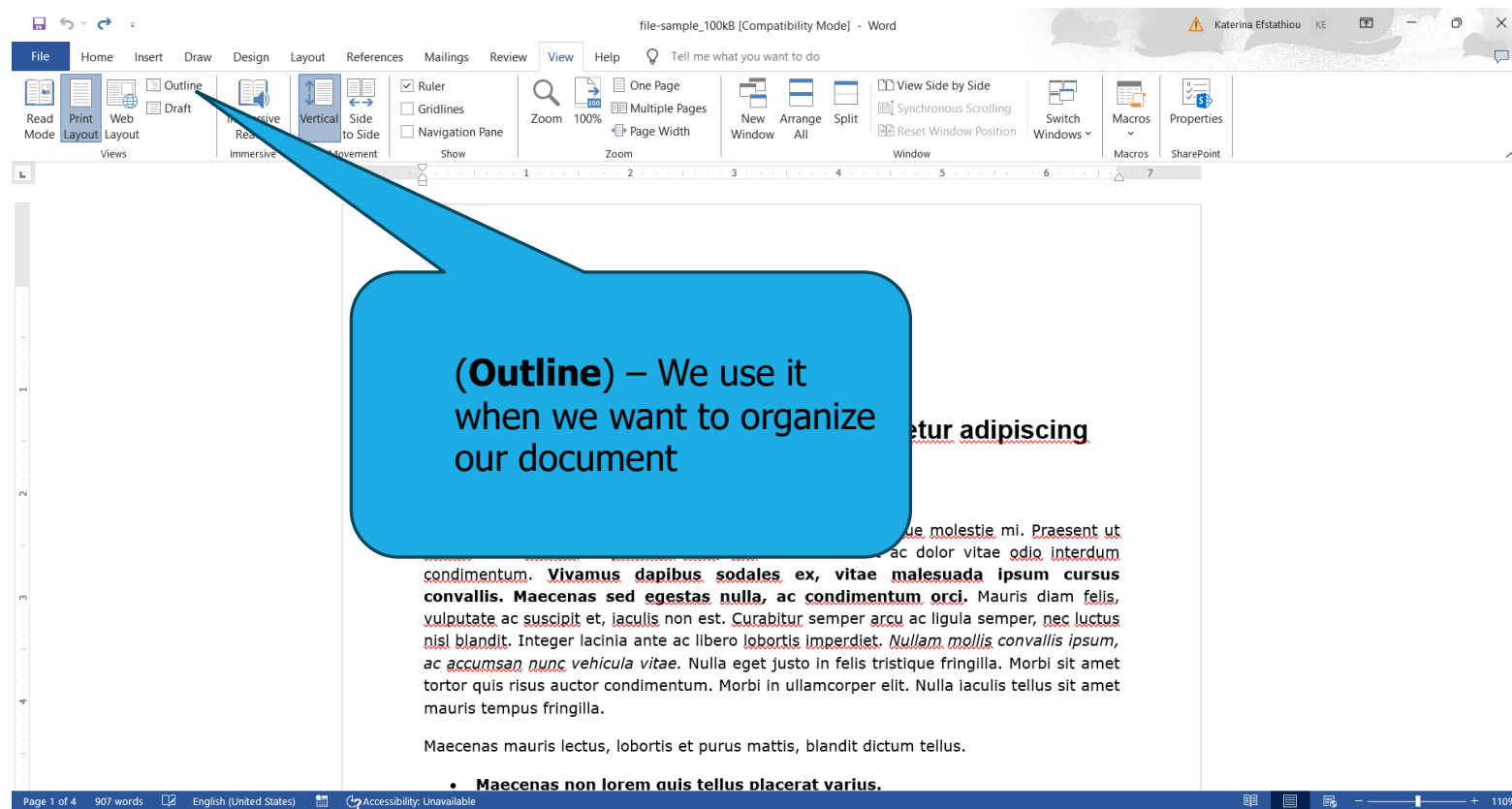


# Views of a document



**Web Layout** – We use this layout when we want to see the document as a website

# Views of a document



# Views of a document

file-sample\_100kB [Compatibility Mode] - Word

File Outlining Home Insert Draw Design Layout References Mailings Review View Help Tell me what you want to do

Outline Tools

Body Text Show Level: 1 Show Text Formatting Show First Line Only

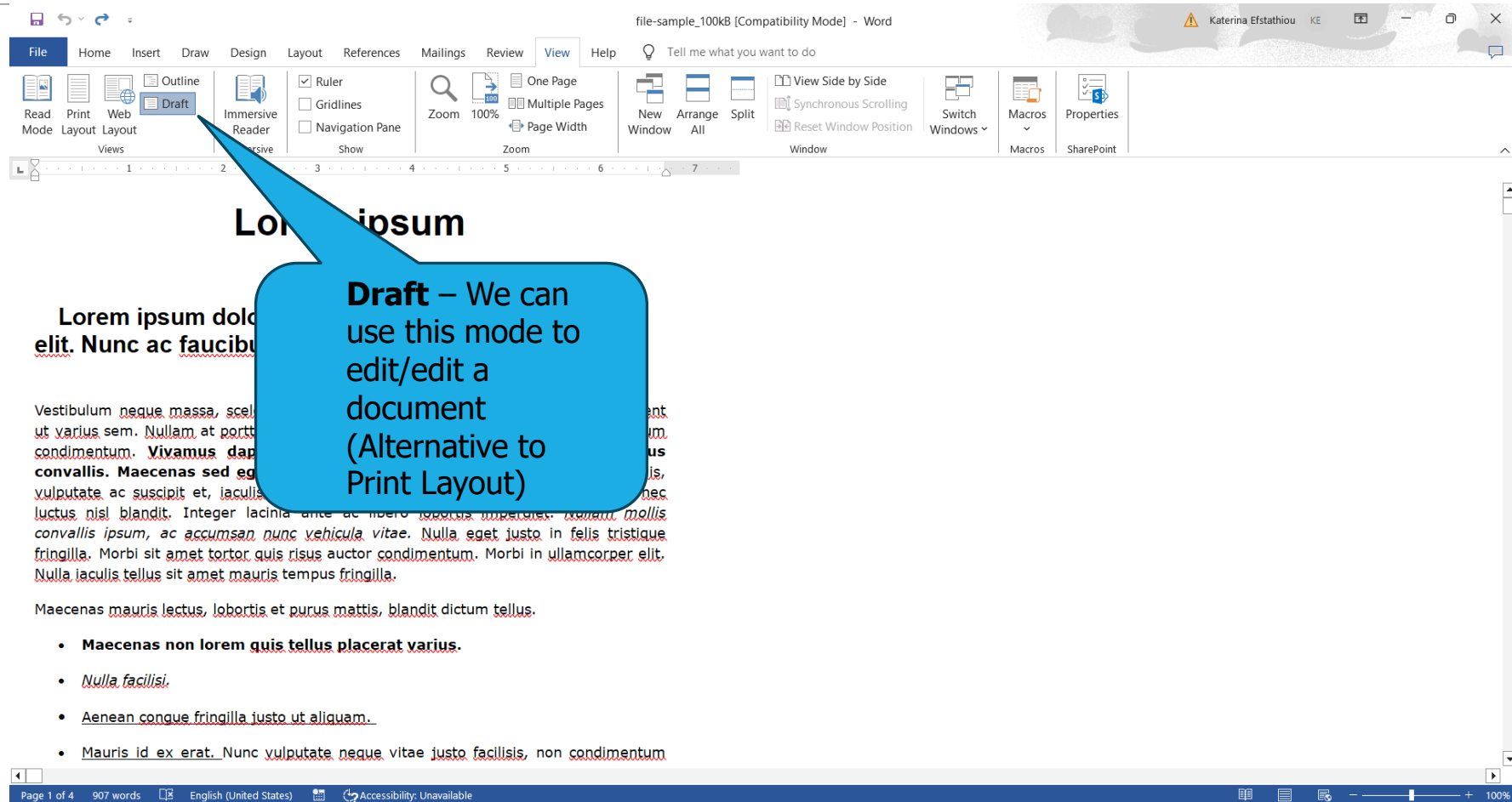
Show Document Master Document Collapse Subdocuments Close Outline View Close

- Lorem ipsum
- 
- ⊕ Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc ac faucibus odio.
- 
- Vestibulum neque massa, scelerisque sit amet ligula eu, congue molestie mi. Praesent ut varius sem. Nullam at porttitor arcu, nec lacinia nisi. Ut ac dolor vitae odio interdum condimentum. Vivamus dapibus sodales ex, vitae malesuada ipsum cursus convallis. Maecenas sed egestas nulla, ac condimentum orci. Mauris diam felis, vulputate ac suscipit et, iaculis non est. Curabitur semper arcu ac ligula semper, nec luctus nisi blandit. Integer lacinia ante ac libero lobortis imperdiet. Nullam mollis convallis ipsum, ac accumsan nunc vehicula vitae. Nulla eget justo in felis tristique fringilla. Morbi sit amet tortor quis risus auctor condimentum. Morbi in ullamcorper elit. Nulla iaculis tellus sit amet mauris tempus fringilla.
- Maecenas mauris lectus, lobortis et purus mattis, blandit dictum tellus.
- • Maecenas non lorem quis tellus placerat varius.
- • Nulla facilisi.
- • Aenean congue fringilla justo ut aliquam.
- • Mauris id ex erat. Nunc vulputate neque vitae justo facilisis, non condimentum ante sagittis.
- • Morbi viverra semper lorem nec molestie.
- • Maecenas tincidunt est efficitur ligula euismod, sit amet ornare est vulputate.
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Page 1 of 4 907 words English (United States) Accessibility: Unavailable

To move back to normal View we click on Close outline view

# Views of a document





file-sample\_100kB [Compatibility Mode] - Word

File Home Insert Draw Design Layout References Mailings Review View Help Tell me what you want to do

Read Mode Print Layout Web Layout Outline Draft Immersive Reader Vertical Side to Side Movement Ruler Gridlines Navigation Zoom 100% One Page Multiple Pages Page Width View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros Properties SharePoint

1. From View we click on zoom button

Zoom

Zoom to

☐ 200% ☒ 100% ☐ 75%

☐ Page width ☐ Text width ☐ Whole page

Percent: 100%

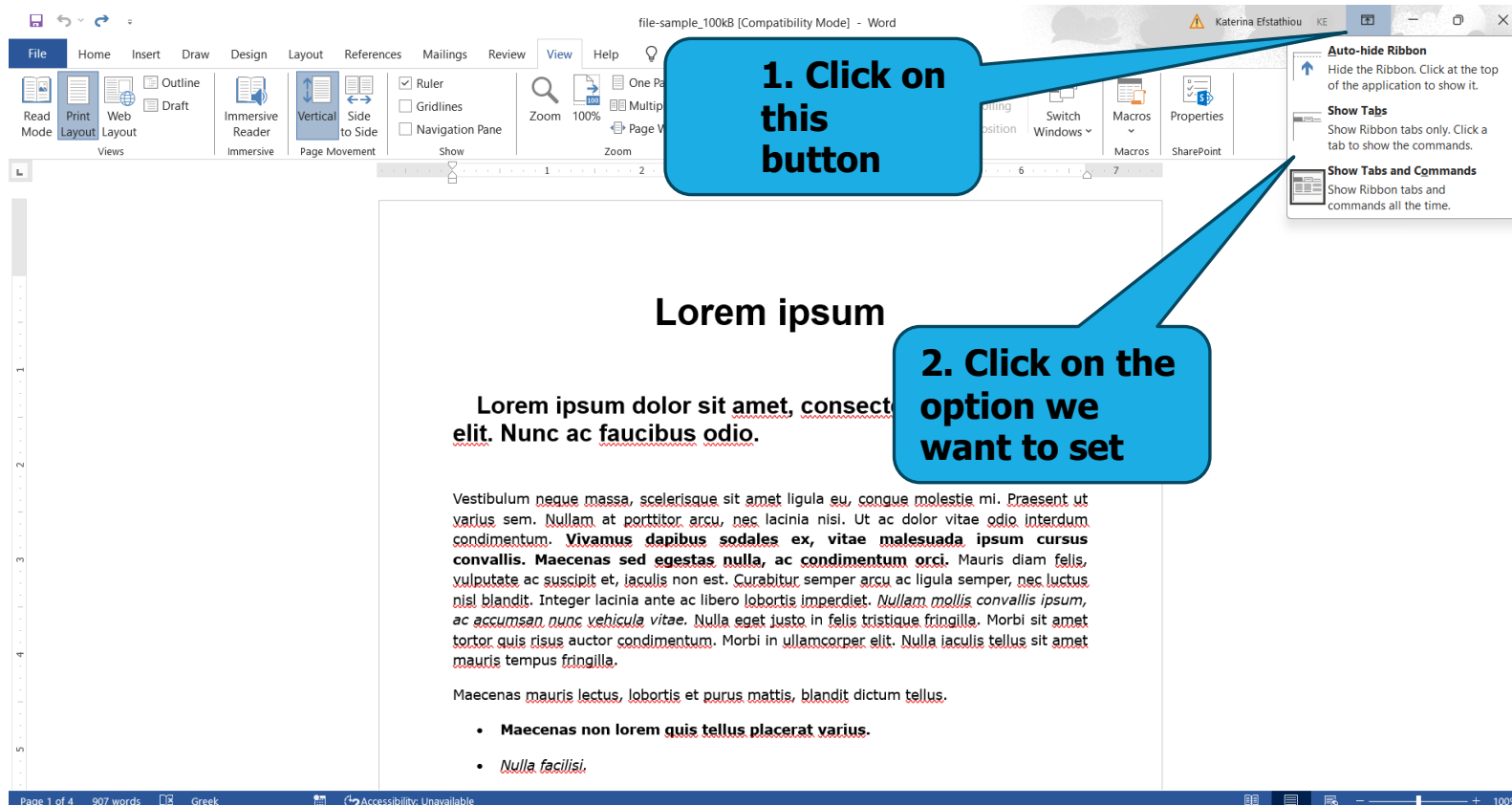
OK Cancel

2. We set the size we want to zoom into

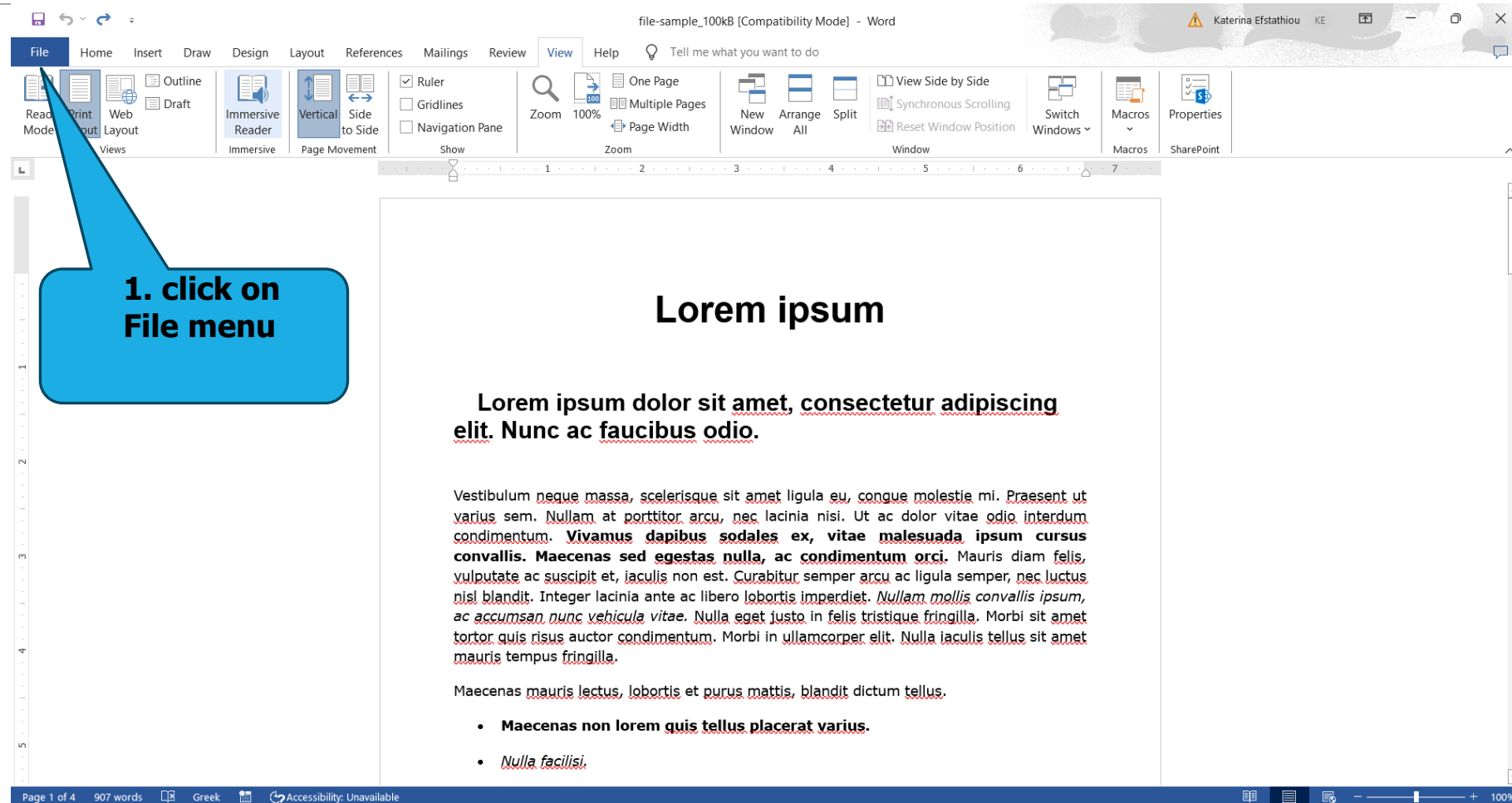
Attention! When we zoom a document the print format is not changed

Page 1 of 4 907 words English (United States) Accessibility: Unavailable

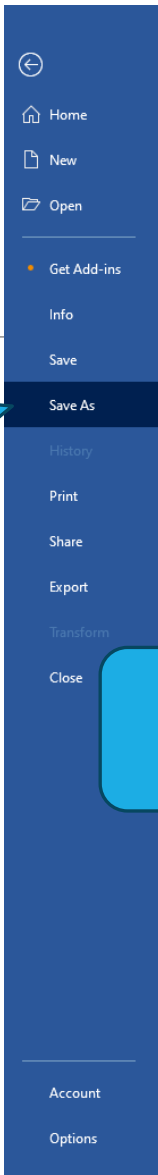
# Show/Hide Ribbon



# Saving a document

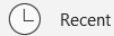


**1. Click on Save as button**



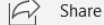
**2. Click on Browse**

Save As



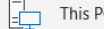
OneDrive - Personal  
v.efstathiou2000@gmail.com

Share options

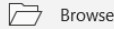


Copy Link

Other locations

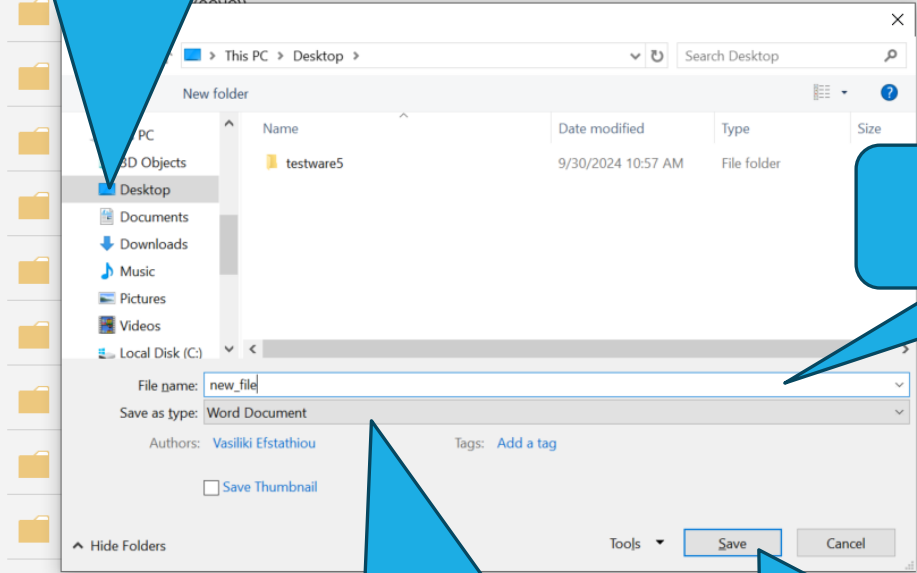


Add a Place



Browse

**3. Click on the folder we want to save the document to**

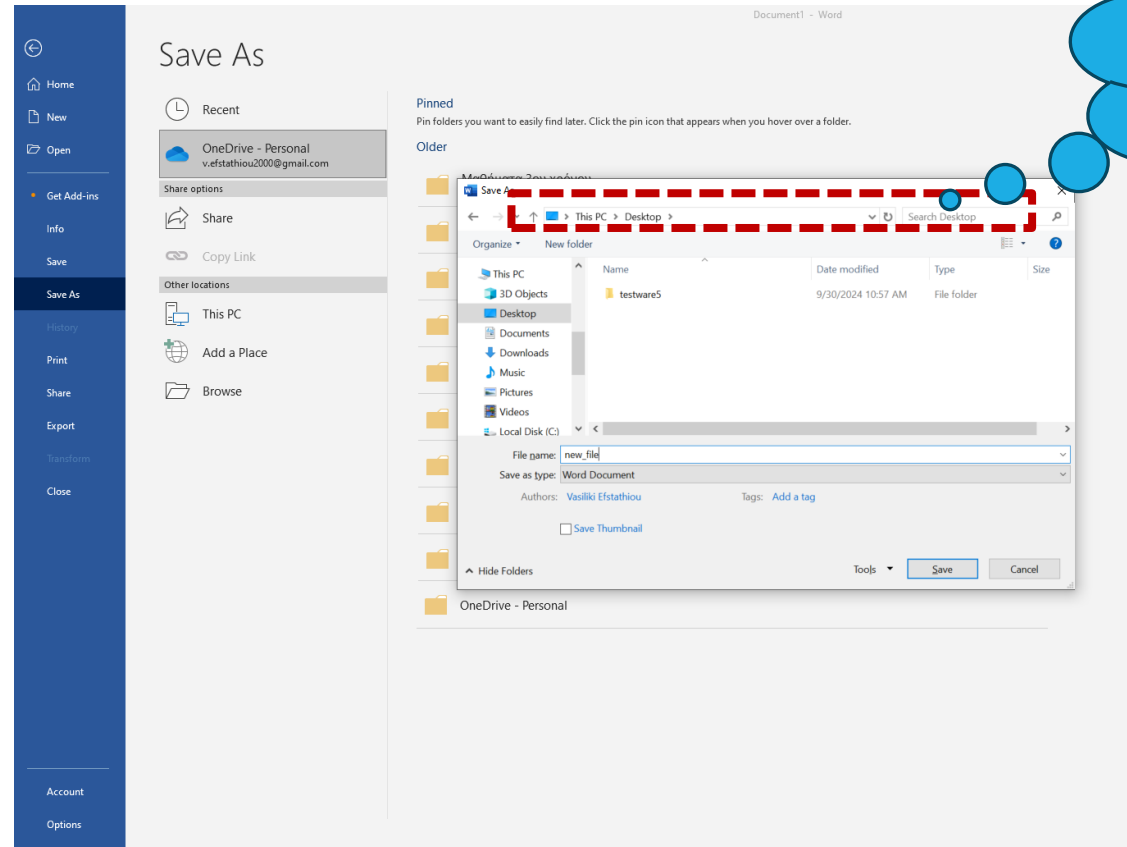


**4. We name our file**

**5. Choose the type of our document**

**6. Click Save**

# Saving a document



Here we can see our folder

# File types

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**Plain Text (.txt files):** Only text is save. Images colors e.t.c are not saved

**Rich Text Format (.rtf files).**

**Word Templates (.dotx files)**

**PDF (.pdf)**

**(Older versions of Microsoft word - Word 97-2003 (.doc) :** This can be very useful when we want to move files to a much older PC

# Save vs save as

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## SAVE

If a document already exists and we want to edit it

## SAVE AS

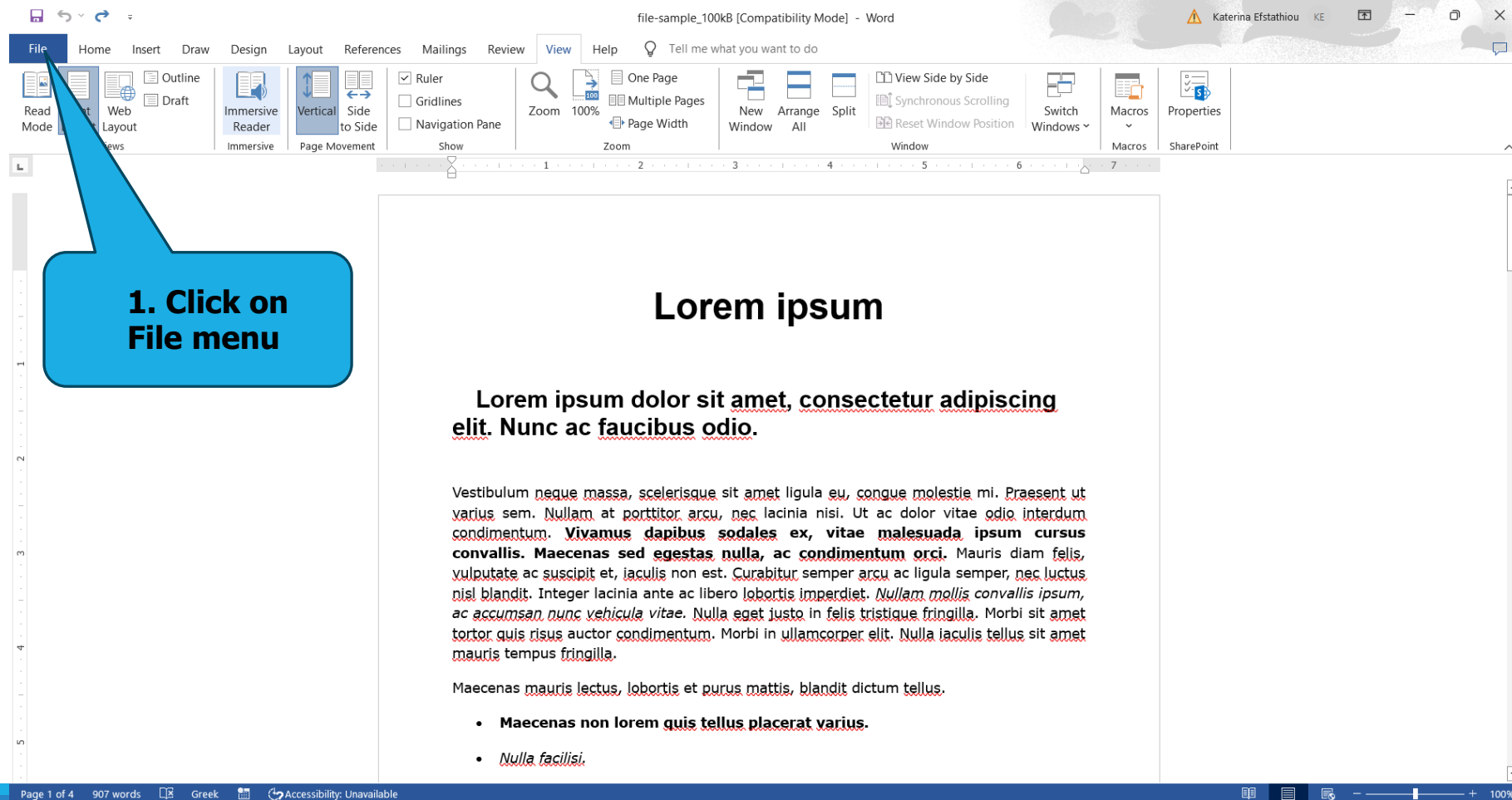
When we want to change the name of the file

When we want to change the folder of the file

When we want to change file type

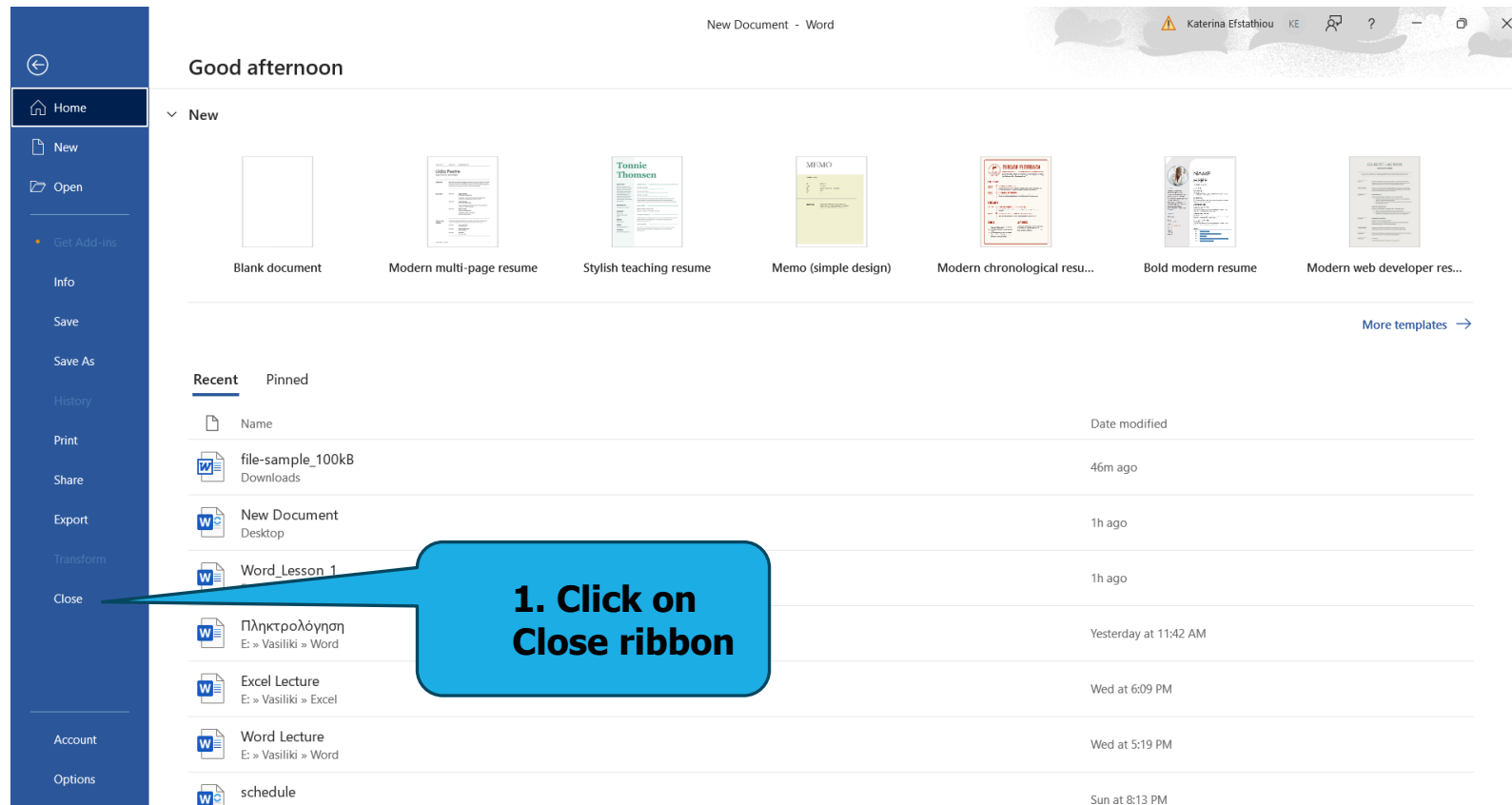
When first creating a file

# Closing a document

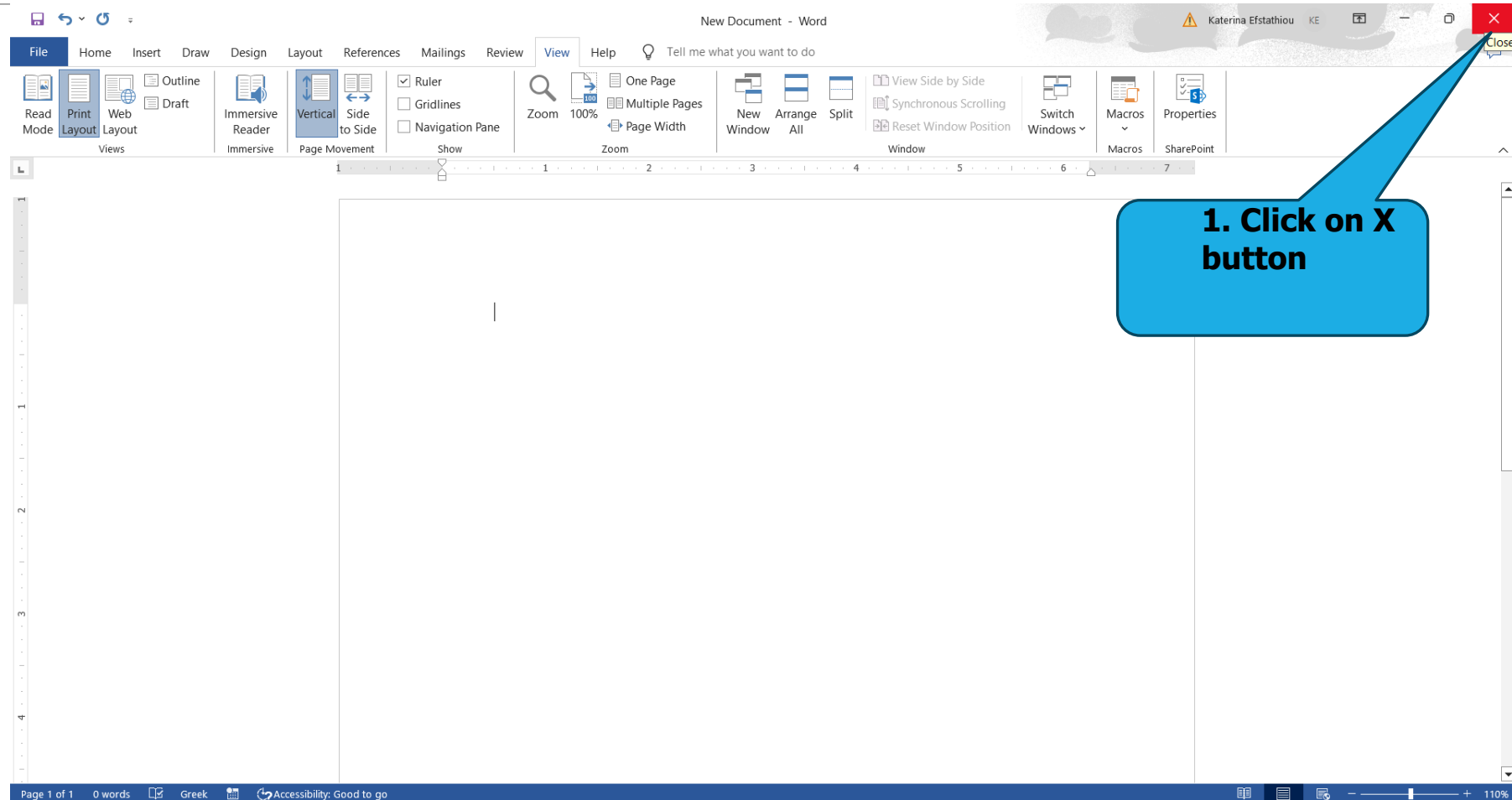




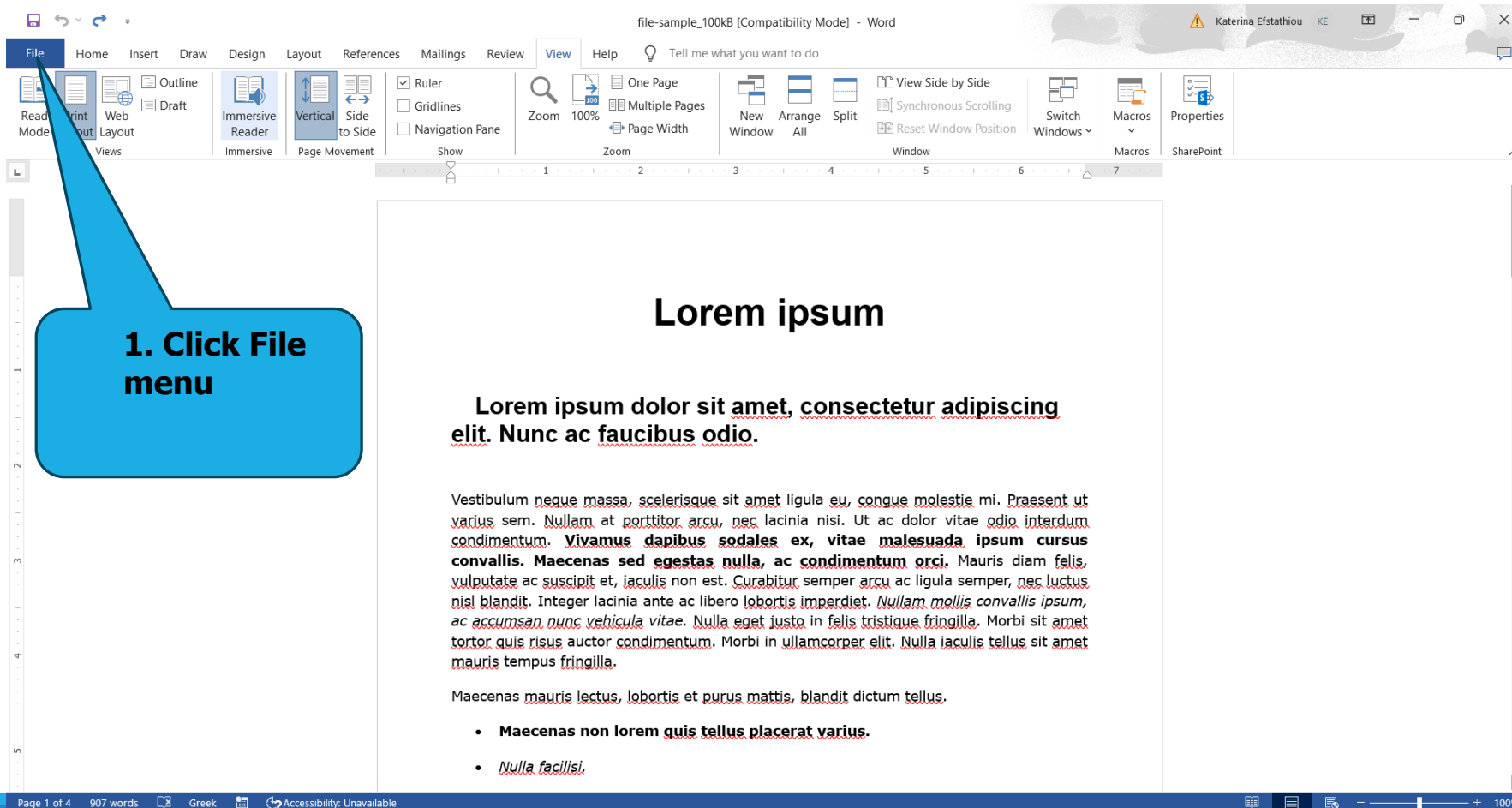
# Closing a document



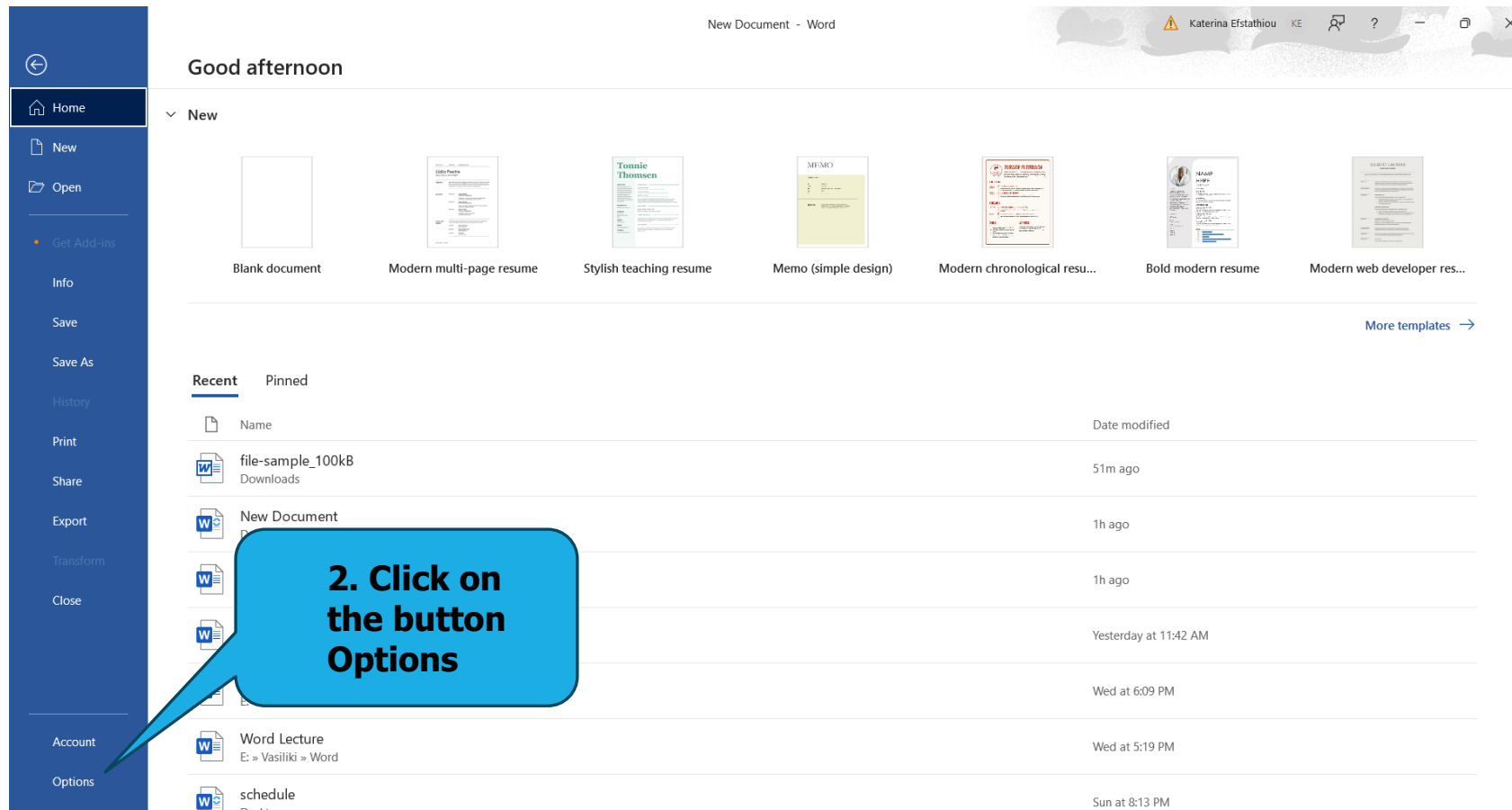
# Closing Microsoft word



# Set basic options/preferences in the application: user name, default folder to open



# Set basic options/preferences in the application: user name, default folder to open



Word Options

General options for working with Word.

**User Interface options**

When using multiple displays: <sup>①</sup>

- ☒ Optimize for best appearance
- ☐ Optimize for compatibility (application restart required)

☒ Show Mini Toolbar on selection <sup>①</sup>

☒ Enable Live Preview <sup>①</sup>

☒ Update document content while dragging <sup>①</sup>

☐ Collapse the ribbon automatically <sup>①</sup>

ScreenTip style: Show feature descriptions in ScreenTips

**Personalize your copy of Microsoft Office**

User name: user

Initials: V

☐ Always use these values regardless of sign in to Office.

Office Background: Circuit

Office Theme: Use system setting ☐ Never change the document page color <sup>①</sup>

**Privacy Settings**

Privacy Settings...

**Start up options**

☒ Show the Start screen when this application starts

When working with others, I want to automatically share my changes: Always

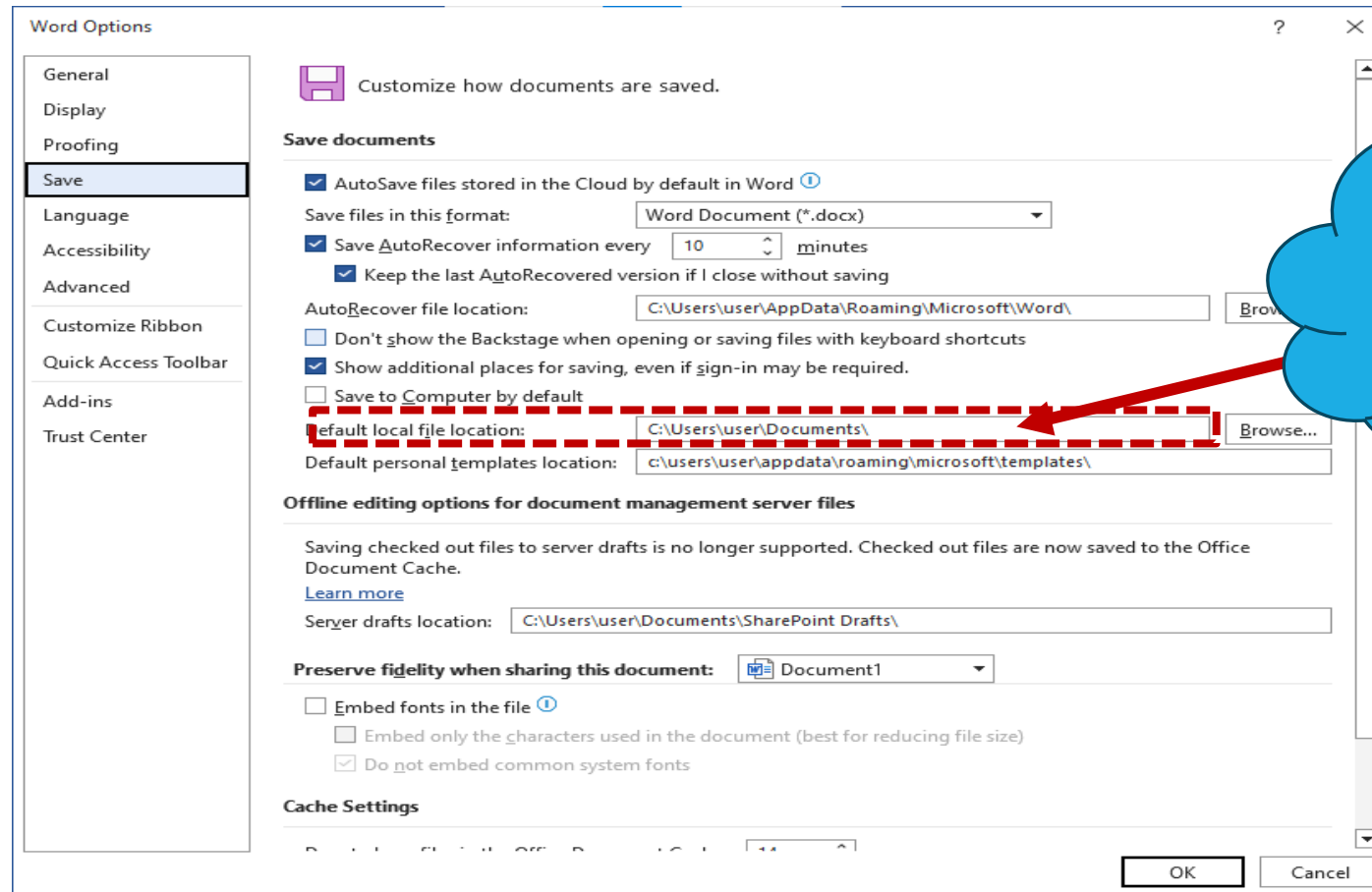
☐ Show the Start screen when this application starts

OK Cancel

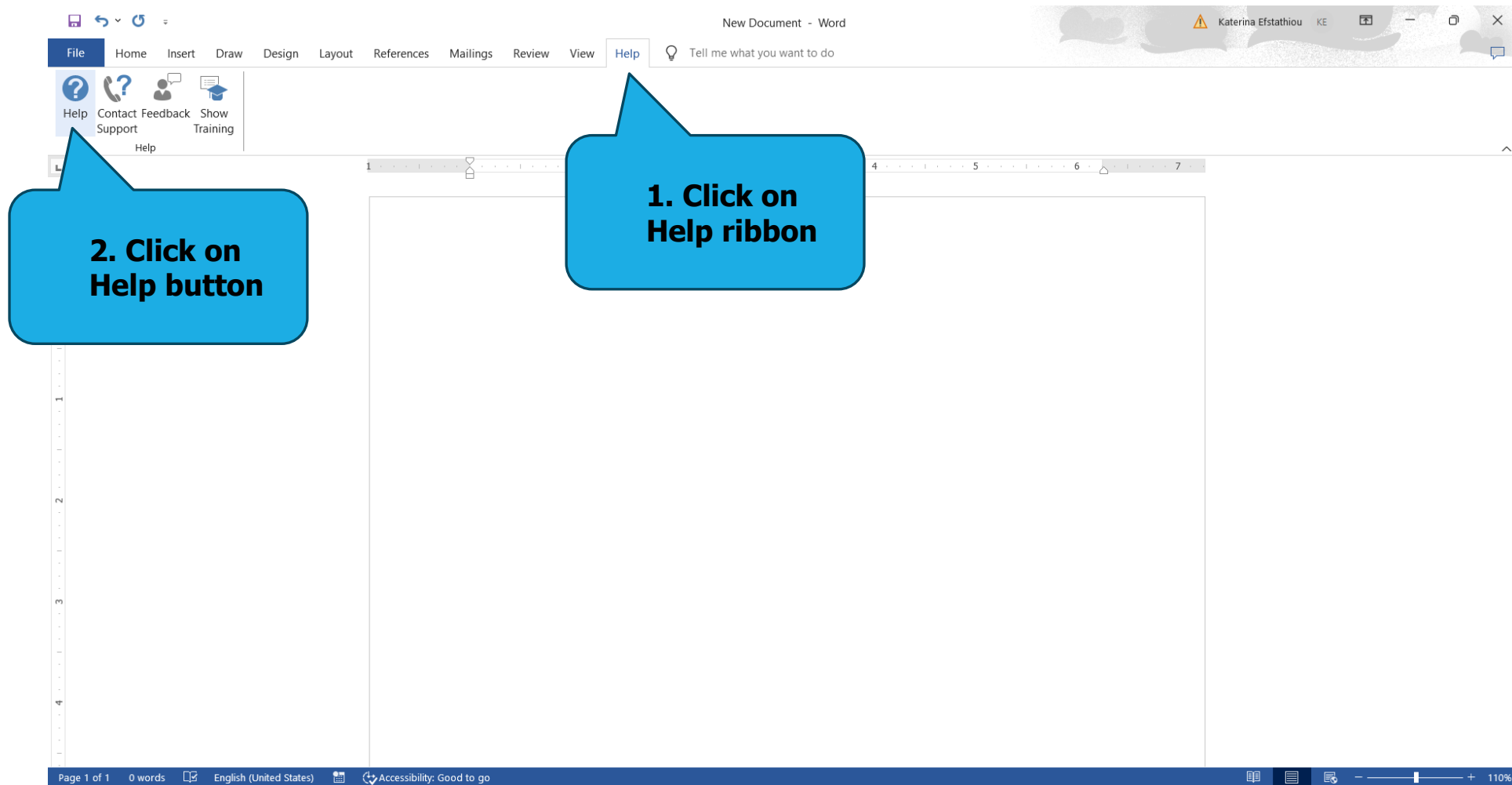


# Set user name

# Set default folder



Set new default folder



# Using the Help function inside Microsoft word

# EXERCISE

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1. Exercise Document 1.1 – Basic Functions of Text Editing
2. Exercise Document 1.2 – Basic Functions of Text Editing