



Word Essentials

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2:00 – 3:30 pm in the Resource Center

What our sessions on Word Essentials will cover & hopefully this class will help you to: create, edit, save, reopen, edit, print, share Word documents

Review versions of Office available	Format Including Tab Sets
Review the File Tab	Status Bar (bottom of window)
Review the Ribbon	Columns, Tables, Page Numbers, Headers and Footers
Open, save, import a document	Spell and grammar checks.

Review Office versions ~ Open your browser, type Microsoft.com IN THE ADDRESS BAR, click on Office 365 This is a comparison of versions, what they include. Offered are Home and Professional versions as annual subscriptions as well as a fully downloadable one-time purchase of the current software

Word Overview ~ attached sheets

- File Tab
- Home
- Insert
- Draw
- Design
- Layout
- References
- Mailings
- Review
- View
- Help

And note that when different menus are being used, additional menus may show and be available during that single process. The additional menu will disappear when you are finished.

Create a New Document

- Open Word ~Start by launching Word. Go into the Start menu. Word may be pinned to your taskbar or your Start menu. If not, you can go to All apps, scroll down to Word, click on it to launch it. Also, you can open Word by typing Word in the Cortana search box.
- Create or Open an existing document.

- Type the document
- Select sections for reformatting
 - using mouse & mouse clicks
 - Ctrl+A ~ Select All
 - Ctrl+X ~ Cut
 - Ctrl+C ~ Copy
 - Ctrl+V ~ Paste
 - Change formatting on specific text or a whole document.

Save a Document

- **Click File**
- **Click Save**
- **Select destination folder**
- **Name the file (I often use YYYY/MM/DD format at the beginning of a document file name)**

Open an Existing Document

- Click File
- Click Open
- View Recent (a listing of recent documents)
- Browse to File location in Documents folder
- Click on the file to select it
- Click open to view the file for editing or review in WORD

Working with the document ~ **Welcome to Word**

1. **Open a document**, create a new document, save a document, import a document.
2. **Review of Templates**
 - a. Let's follow the instructions in the sample document. **Welcome To Word**
3. **Formatting**. How to select text... a letter, word, sentence, paragraph, a whole document.
 - a. **Keystroke combinations** ~ There are more keystroke combinations, but these should get you started. These are not the only way to accomplish these tasks, but while typing, I find keystroke combinations often a bit faster than moving my hand to the mouse to accomplish a task.

Select All	Ctrl+A	(Command+A on a Mac)
Undo	Ctrl+Z	(Command+Z on a Mac)
Cut	Ctrl+X	(Command+X on a Mac)
Copy	Ctrl+C	(Command+C on a Mac)
Paste	Ctrl+V	(Command+V on a Mac)
Opens the Fonts dialog box	Ctrl+D	(Command+D on a Mac)
Opens the dialog box or page for selecting a file to open	Ctrl+O	(Command+O on a Mac)
Aligns selected text ~ Left Justification	Ctrl+L	(Command+L on a Mac)
Aligns selected text ~ Center Justification	i. Ctrl+E	((Command+E on a Mac)

Aligns selected text ~ Right Justification	i. Ctrl+R	(Command+R on a Mac)
Save the open document.	Ctrl+S	(Command+D on a Mac)
Open the print window.	Ctrl+P	(Command+P on a Mac)

b. Formatting

- i. Font style
- ii. Font Size
- iii. Bold
- iv. Italicize
- v. Underline
- vi. Colors

a. Paragraph

- i. Bullets
- ii. Number Bullets
- iii. Justification
- iv. Show/Hide markup

4. Status Bar

Number of pages
 Word Count
 Proof for errors
 Read Mode
 Print Layout
 Web Layout
 Zoom

5. Insert ~ There are several items or “objects” that can be Inserted into a Word Document

- i. Tables
- ii. Pictures
- iii. Online Pictures
- iv. Shapes
- v. Icons
- vi. 3D Models
- vii. Smart Art
- viii. Chart
- ix. Screenshot
- x. Document Item
- xi. Online Video
- xii. Link
- xiii. Header/Footer/Page Number
- xiv. Text Box
- xv. Word Art
- xvi. Drop Caps
- xvii.** and more...

6. Layout

1. Margins
2. Orientation
3. Size (paper size)

4. Columns
5. Page Breaks
6. Line Numbers
7. Hyphenation
8. Indents
9. and more...

7. View

1. Views
2. Learning Tools
3. Page Movement
4. Show/Hid
 - i. Ruler
 - ii. Gridline
 - iii. Navigation Page
5. Zoom
6. and more...

8. Save and close documents

1. Click File/Save
2. If you are using One Drive and Office 365 it will automatically be saved
3. The first time you save a document you will need to know the file name and choose the location.
4. After it has been saved the first time you can save it and the earlier version will be overwritten with the updated version.

Learn a bit more about File Management.

YouTube is a great place to start with File Management tutorials.

<https://youtu.be/HDmwiJxzlrw>

GCFLearnFree ~ Goodwill Industries free tutorials

<https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/>

There are wonderful online tutorials for you to view as you improve your use and understanding of Microsoft World. Remember you can always email me or call me or come in during my Volunteer Shift on Tuesday afternoons in the Resource Center.

Word for Windows training

https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?wt.mc_id=otc_home&ui=en-US&rs=en-US&ad=US

YouTube ~ do a search for "Word 365 Tutorial"

https://www.youtube.com/results?search_query=Word+365+Tutorial

GCFLearnFree ~ Word 2016 tutorial

<https://edu.gcfglobal.org/en/word2016/>

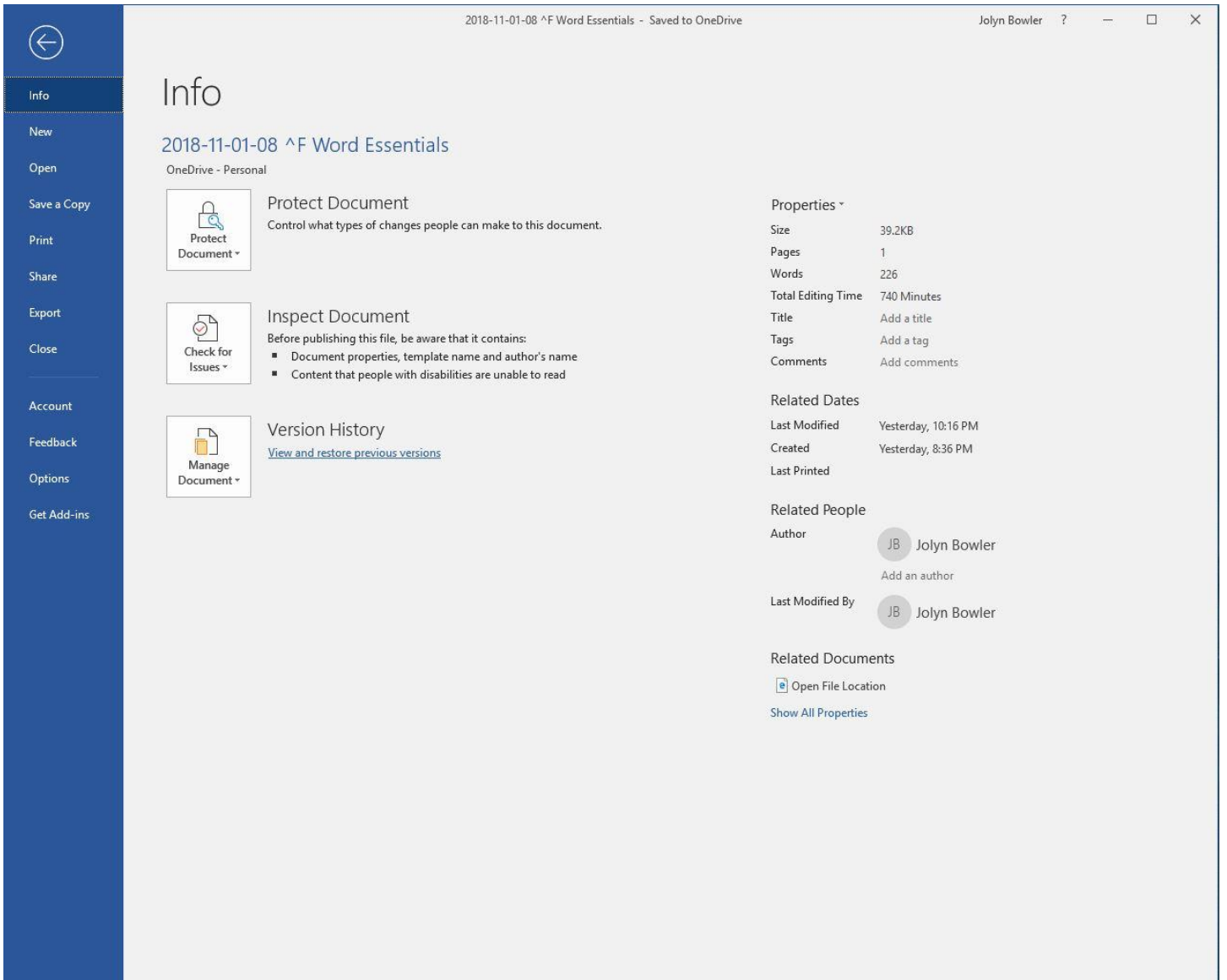
Word-2016.com

<https://www.word-2016.com/>

Dummies Office 365 CheatSheet

<https://www.dummies.com/software/microsoft-office/microsoft-office-365-for-dummies-cheat-sheet/>

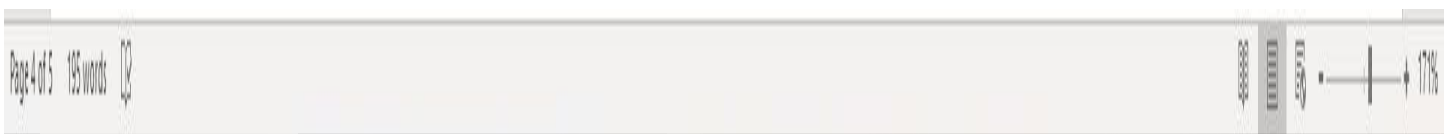
TITLE BAR



Thought I would add these screen shots of the various tool bars although I'm not sure if it will be helpful or not.

Below is a sample of the status bar at the bottom of the screen. You can see information here about which page you are on and how many words are counted. And other commands on the right include views and zoom functions.

STATUS BAR



REVIEW



VIEW



DRAW



HELP

