

Word Tutorial 1

Creating a Document

Objectives

- Plan a document
- Identify the components of the Word window
- Set up the Word window
- Create a new document



Objectives

- Scroll a document and move the insertion point
- Correct errors and undo and redo changes
- Enter the date with AutoComplete
- Change a document's line and paragraph spacing
- Save, preview, and print a document
- Create an envelope



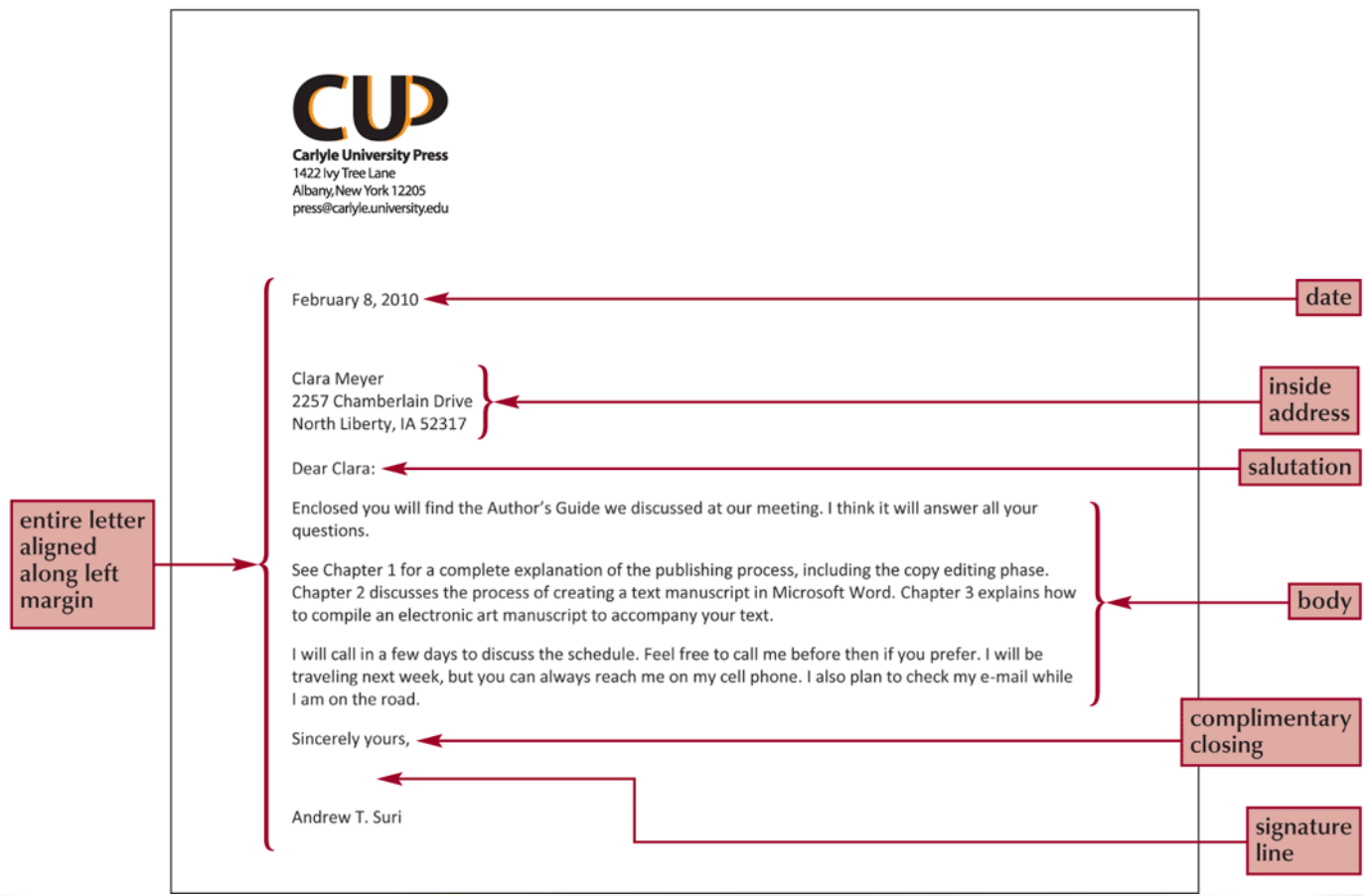
Four Steps to a Professional Document

- **Microsoft Office Word 2007** (or simply **Word**) is a popular word-processing program
- The most efficient way to produce a document is to follow these four steps:
 - Planning
 - Creating and editing
 - Formatting
 - Printing or distributing online.



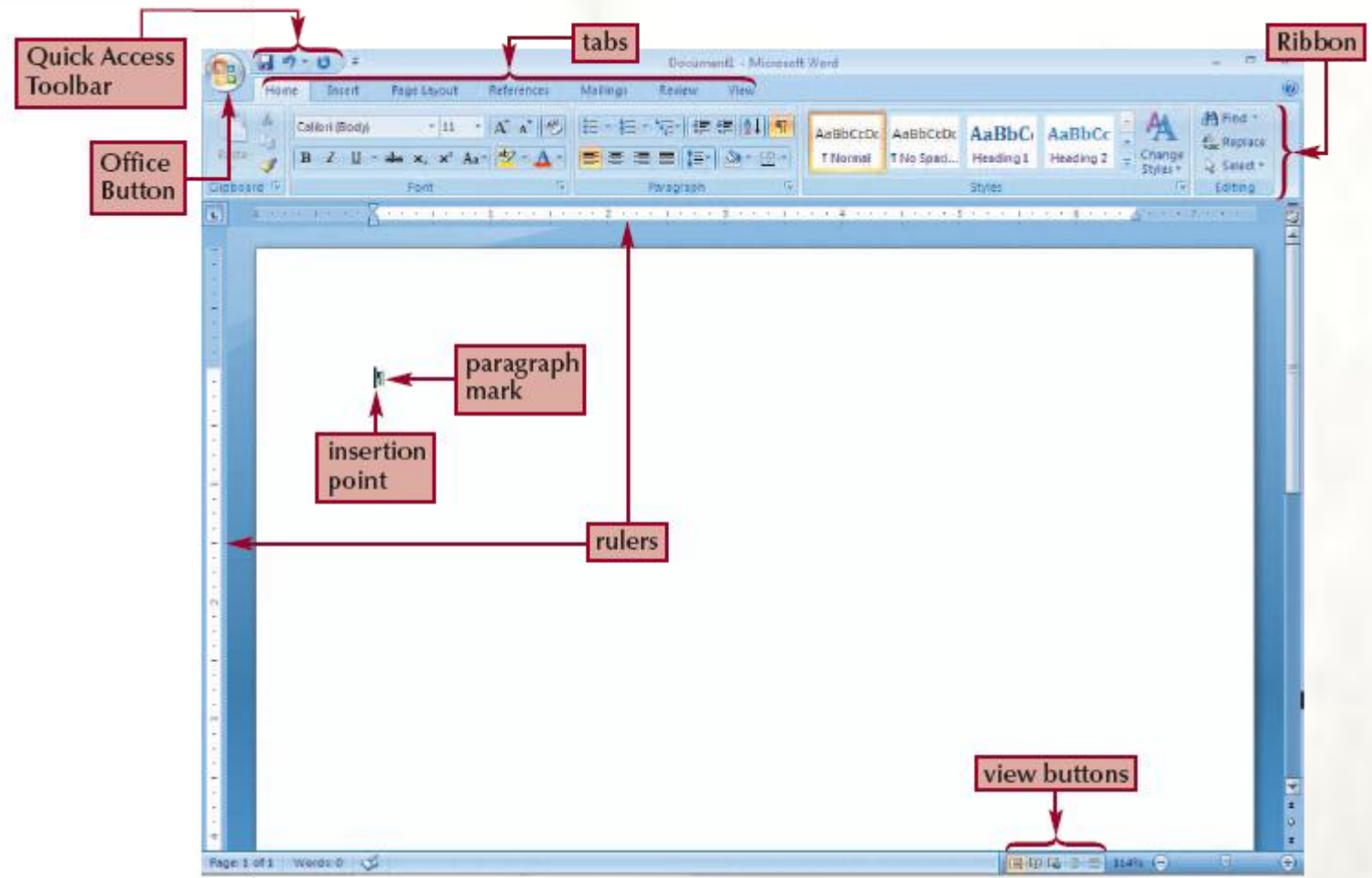
Four Steps to a Professional Document

Figure 1-1 Completed block style letter



Exploring the Word Window

Figure 1-2 Maximized Word window



Exploring the Word Window

Parts of the Word window

Figure 1-3

Window Element	Description
Office Button	Provides access to the Word Options dialog box and to commands that control what you can do with a document that you have created, such as saving, printing, and so on
Ribbon	Provides access to commands that are grouped according to the tasks you perform in Word
Tabs	Provide one-click access to the groups of commands on the Ribbon; the tabs you see change depending on the task you are currently performing
Quick Access Toolbar	Provides access to common commands you use frequently, such as Save
Rulers	Show page margins, tab stops, row heights, and column widths
Insertion point	Shows where characters will appear when you start typing
Paragraph mark	Marks the end of a paragraph
View buttons	Allow you to change the way the document is displayed



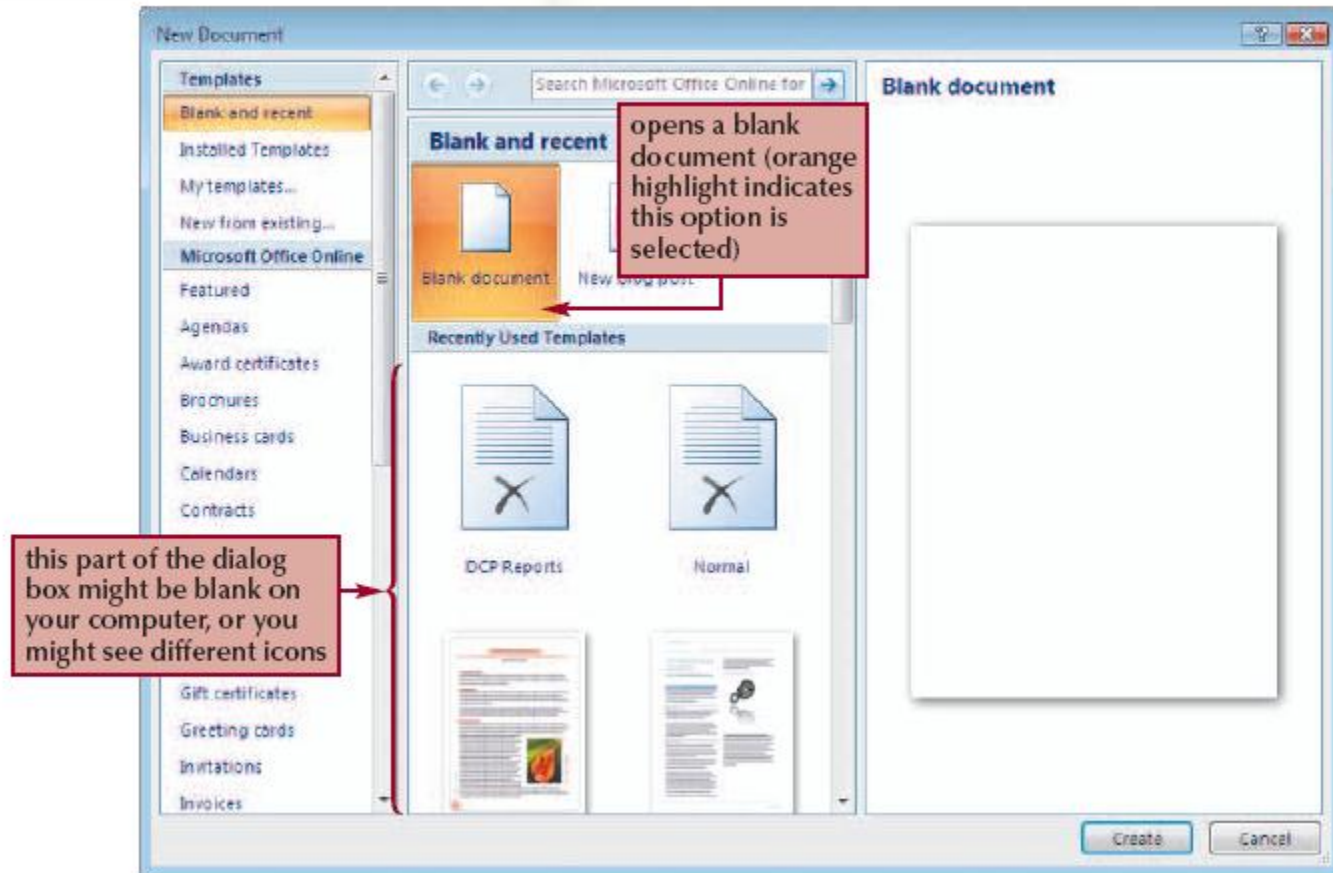
Opening a New Document

- Click the **Office Button** in the upper-left corner of the Word window and view the menu of commands that opens
- Click **New**
- Verify that the **Blank document** option is selected (that is, highlighted in orange), and then click the **Create** button at the bottom of the dialog box



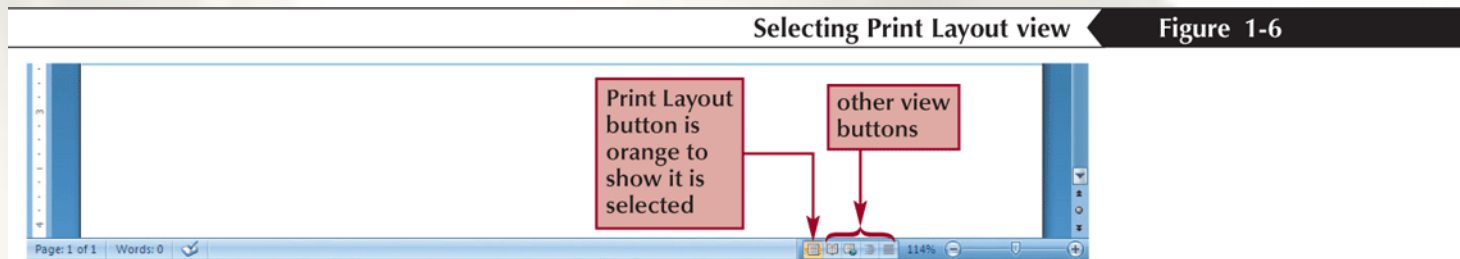
Opening a New Document

Figure 1-5 New Document dialog box



Selecting Print Layout View

- You can use the View buttons in the lower-right corner of the Word window to change the way your document is displayed

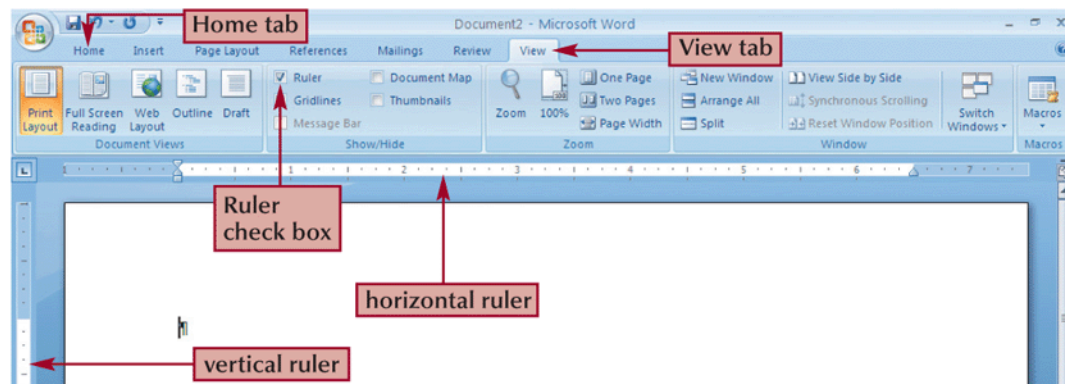


Displaying the Rulers

- Click the View tab
- In the Show/Hide group, click the Ruler check box to display a checkmark

Figure 1-7

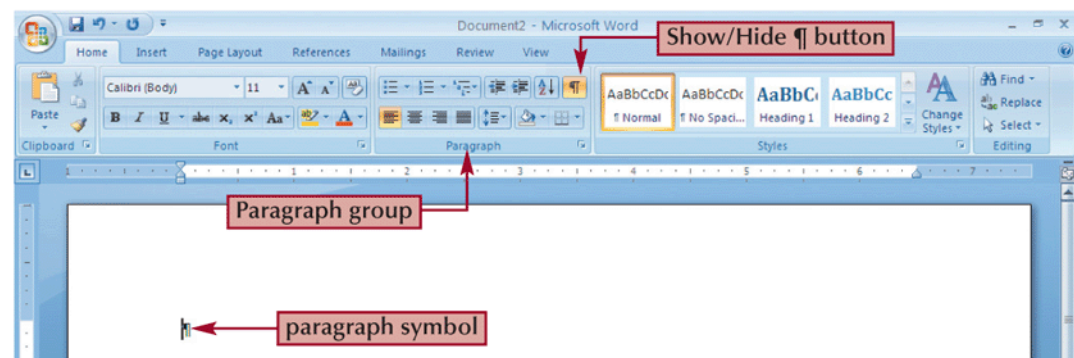
Displaying the rulers



Displaying Nonprinting Characters

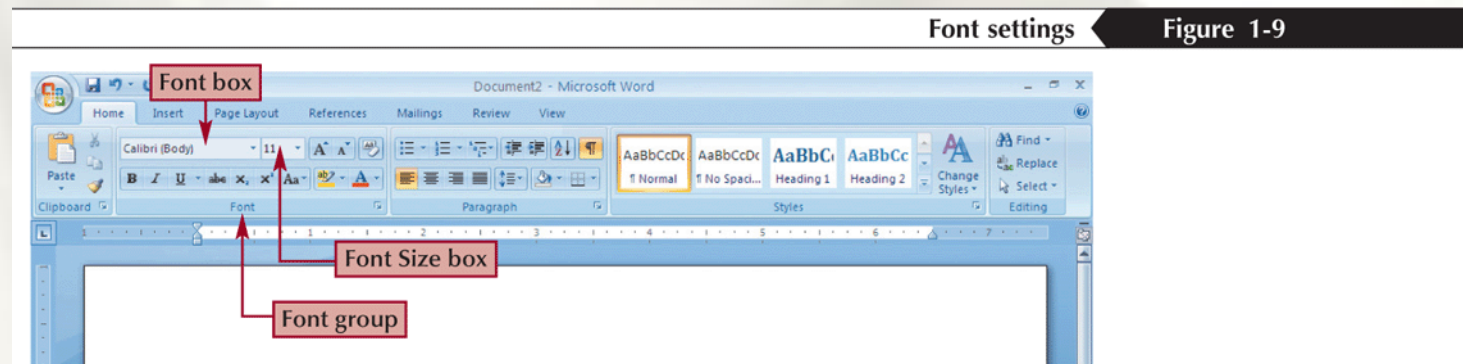
- **Nonprinting characters** are symbols that appear on the screen but are not visible on the printed page
- In the Paragraph group on the Home tab, click the **Show/Hide ¶** button

Figure 1-8 Nonprinting characters displayed



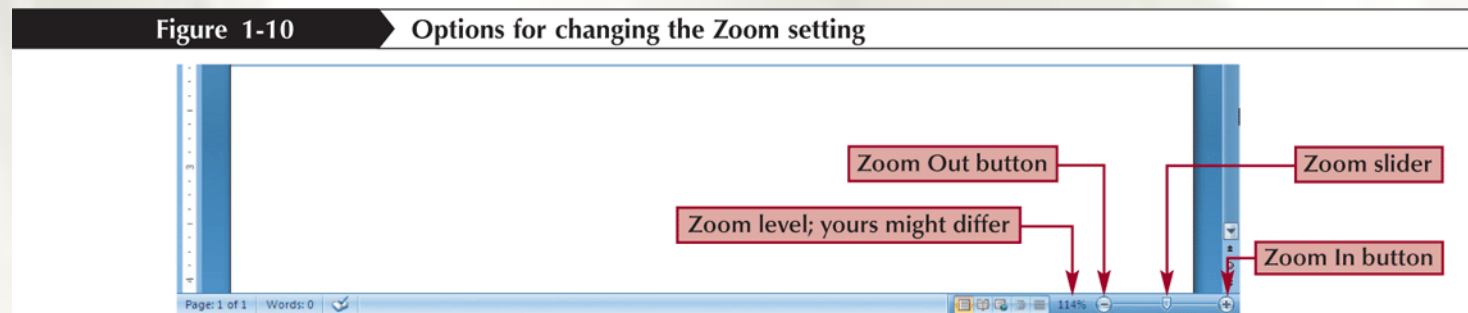
Checking the Font and Font Size

- The term **font** refers to the shape of the characters in a document
- **Font size** refers to the size of the characters



Checking the Zoom Setting

- **Zoom level** controls the document's on-screen magnification
- Setting the Zoom level to **Page Width** shows the entire width of the document on your screen

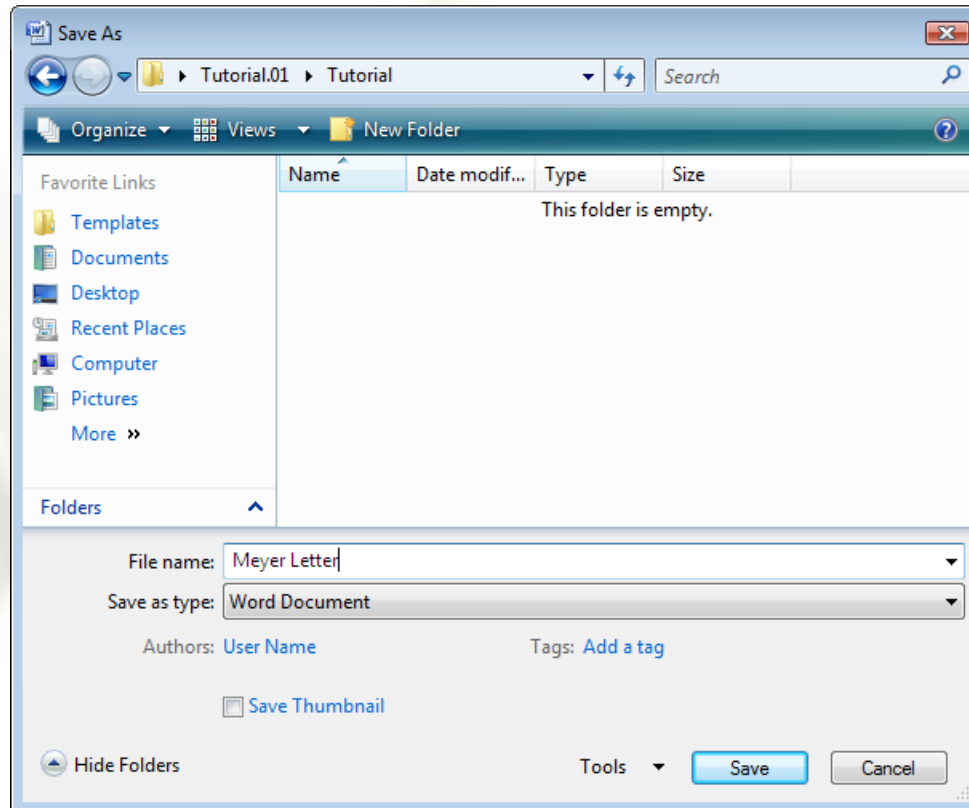


Saving a Document for the First Time

- Click the Save button on the Quick Access Toolbar
- Type a name in the File name text box
- Click the Save in list arrow, and then select the location where you want to save the file
- Click the Save button at the bottom of the Save As Dialog box

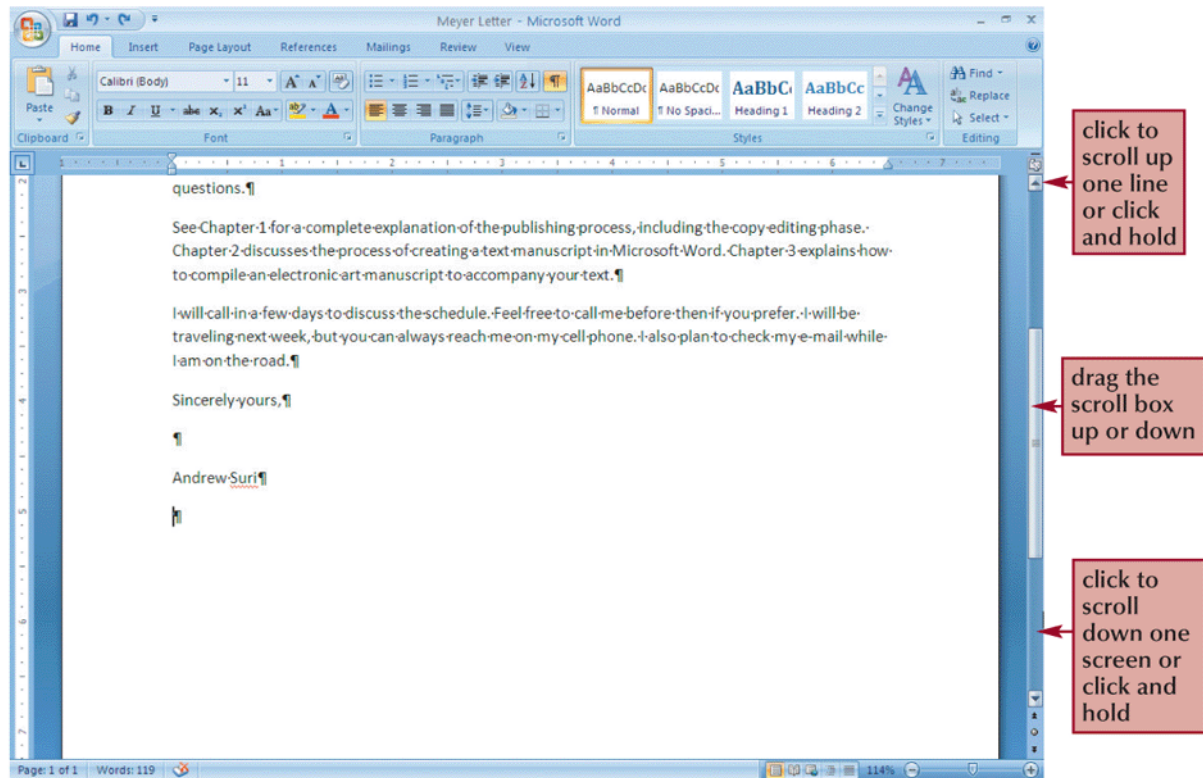


Saving a Document for the First Time



Scrolling a Document

Figure 1-18 Scrolling the document window



Moving the Insertion Point Around a Document

- To change the location in the document when you type, you need to move the insertion point

Keystrokes for moving the insertion point

Figure 1-19

To move the insertion point	Press
Left or right one character at a time	← or →
Up or down one line at a time	↑ or ↓
Left or right one word at a time	Ctrl+ ← or Ctrl+ →
Up or down one paragraph at a time	Ctrl+ ↑ or Ctrl+ ↓
To the beginning or to the end of the current line	Home or End
To the beginning or to the end of the document	Ctrl+Home or Ctrl+End
To the previous screen or to the next screen	Page Up or Page Down
To the top or to the bottom of the document window	Alt+Ctrl+Page Up or Alt+Ctrl+Page Down

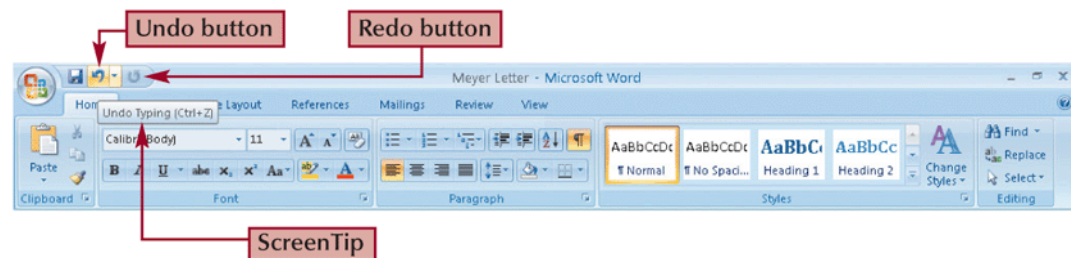


Using the Undo and Redo Commands

- To undo (or reverse) the last thing you did in a document, you can click the **Undo button** on the Quick Access Toolbar
- If you want to restore your original change, the **Redo button** reverses the action of the Undo button (or redoes the undo)

Figure 1-20

Using the Undo button



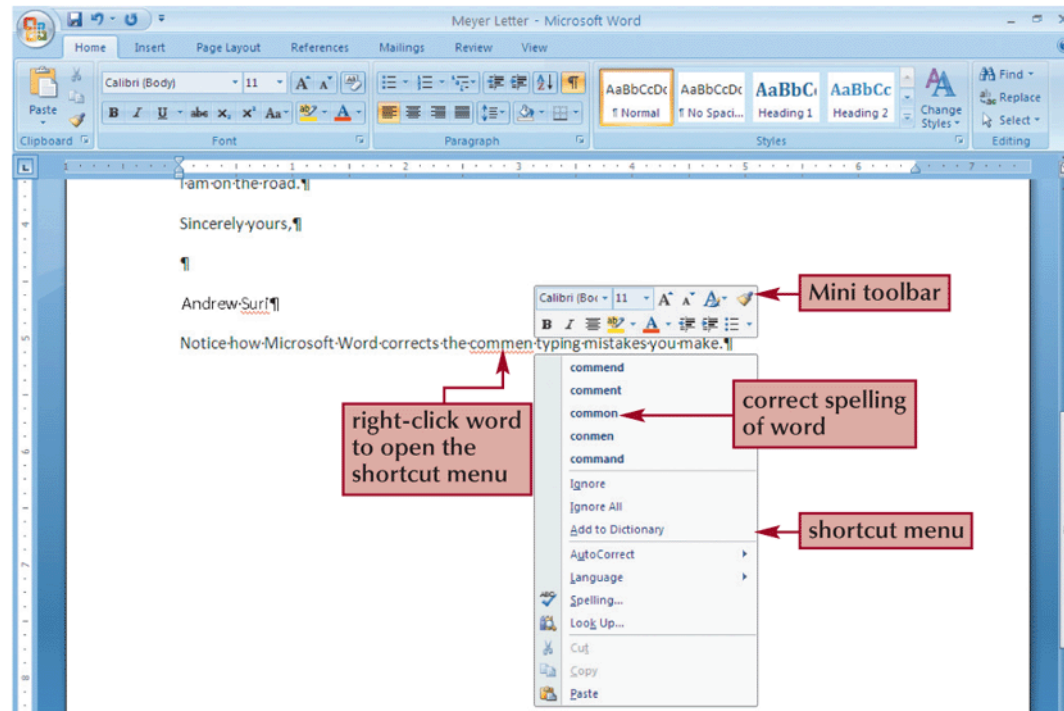
Correcting Errors

- If you notice a typing error as soon as you make it, you can press the Backspace key
- **AutoCorrect** automatically corrects common typing errors, such as typing “adn” for “and”
- Word’s **spelling checker** continually checks your document against Word’s built-in dictionary
- Before you can practice using AutoCorrect and the spelling checker, you need to verify that you have the correct settings in the Word Options dialog box



Correcting Spelling Errors

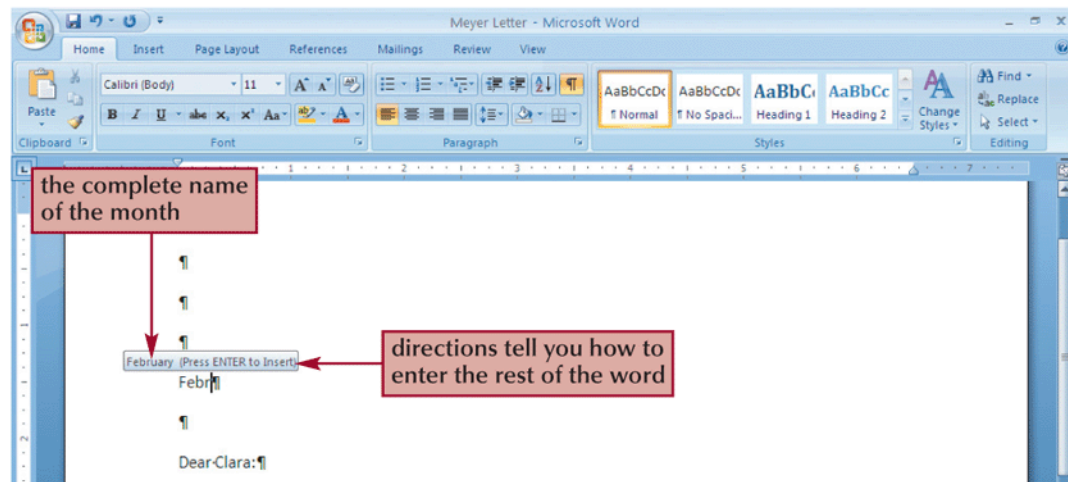
Figure 1-23 Shortcut menu with suggested spellings



Inserting a Date with AutoComplete

- Word's **AutoComplete** feature automatically inserts dates and other regularly used items for you

Figure 1-25 AutoComplete suggestion



Understanding Line and Paragraph Spacing

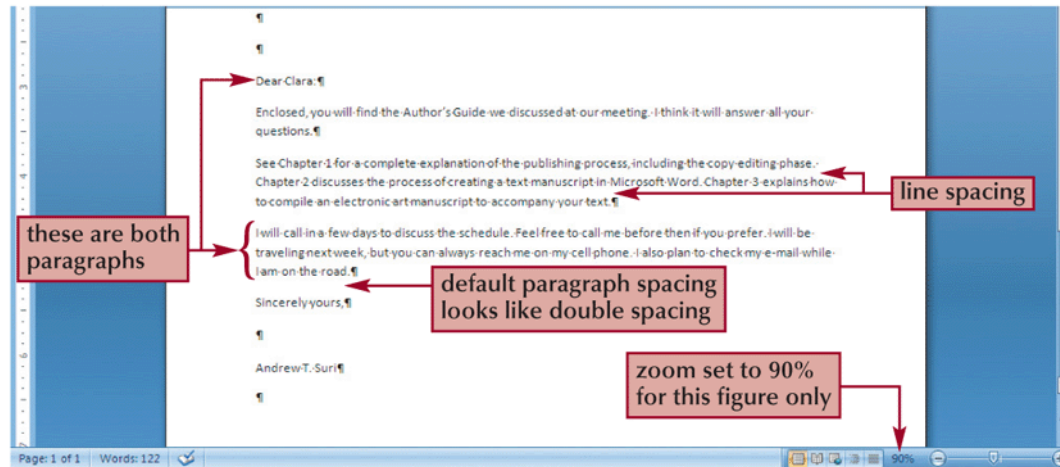
- **Line spacing** determines the amount of space between lines of text within a **paragraph**
- **Paragraph spacing** determines the amount of space before and after a paragraph
- Paragraph spacing is measured in points
 - A **point** is approximately $1/72$ of an inch



Understanding Line and Paragraph Spacing

Figure 1-26

Line and paragraph spacing in the letter to Clara Meyer



Selecting Parts of a Document

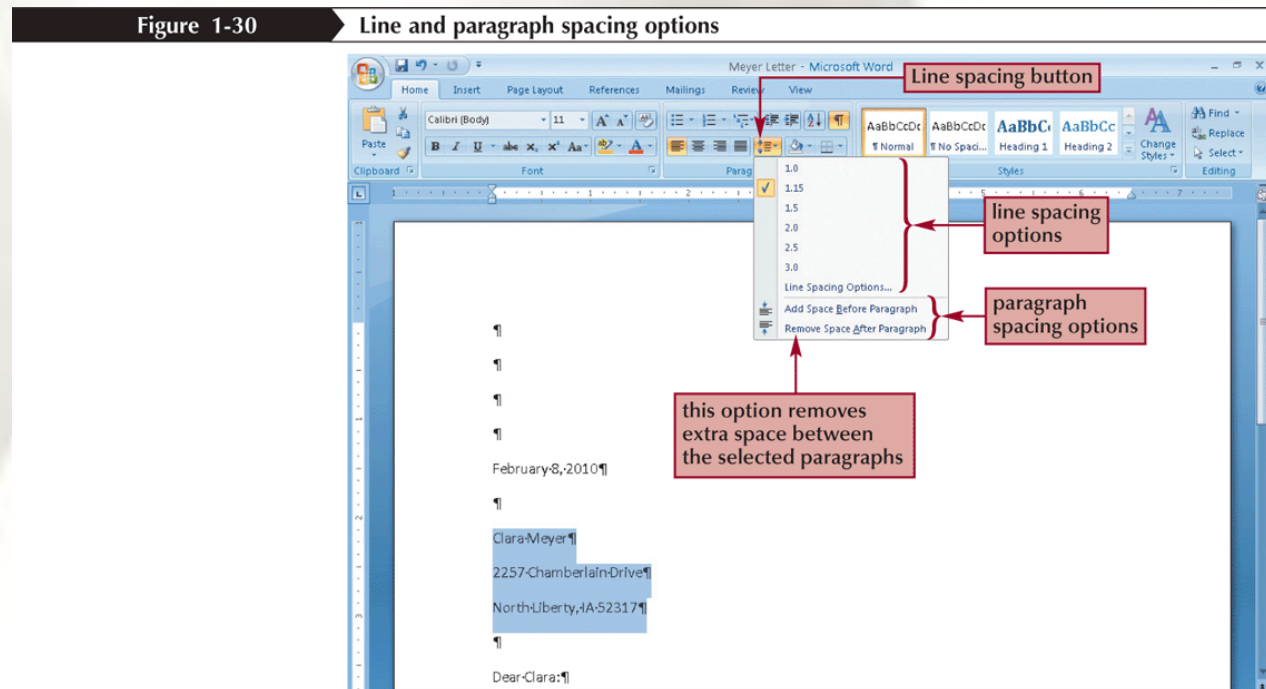
- With the mouse you can quickly select a line or paragraph by clicking the **selection bar**

Figure 1-28 Methods for selecting text

To Select	Mouse	Keyboard	Mouse and Keyboard
A word	Double-click the word	Move the insertion point to the beginning of the word, hold down Ctrl+Shift, and then press →	
A line	Click in the selection bar next to the line	Move the insertion point to the beginning of the line, hold down Shift, and then press ↓	
A sentence	Click at the beginning of the sentence, then drag the pointer until the sentence is selected		Press and hold down Ctrl, and then click within the sentence
Multiple lines	Click and drag in the selection bar next to the lines	Move the insertion point to the beginning of the first line, hold down Shift, and then press ↓ until all the lines are selected	
A paragraph	Double-click in the selection bar next to the paragraph, or triple-click within the paragraph	Move the insertion point to the beginning of the paragraph, hold down Ctrl+Shift, and then press ↓	
Multiple paragraphs	Click in the selection bar next to the first paragraph in the group, and then drag in the selection bar to select the paragraphs	Move the insertion point to the beginning of the first paragraph, hold down Ctrl+Shift, and then press ↓ until all the paragraphs are selected	
An entire document	Triple-click in the selection bar	Press Ctrl+A	Press and hold down Ctrl, and then click in the selection bar
A block of text	Click at the beginning of the block, and then drag the pointer until the entire block is selected		Click at the beginning of the block, press and hold down Shift, and then click at the end of the block
Nonadjacent blocks of text	Press and hold down Ctrl, and then drag the mouse pointer to select multiple blocks of nonadjacent text		

Adjusting Paragraph and Line Spacing

- The quickest method to adjust paragraph and line spacing is to click the Line spacing button in the Paragraph group on the Home tab



Previewing and Printing a Document

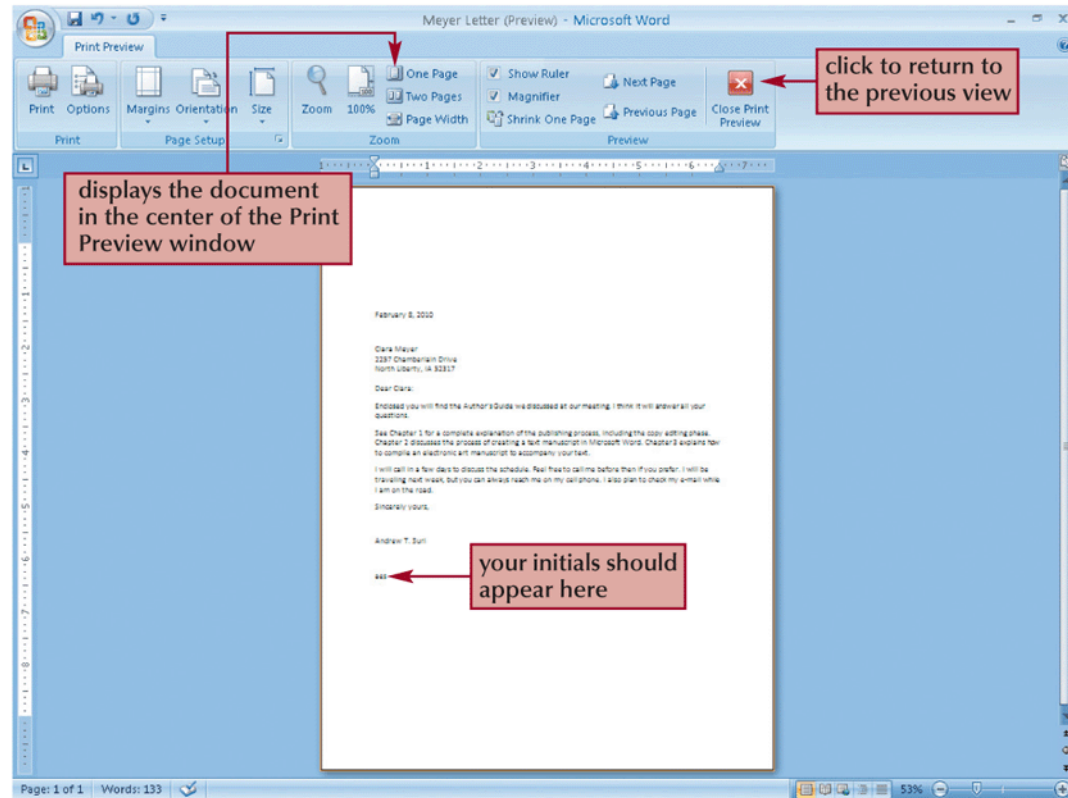
- To avoid wasting paper and time, you should first display your document in the **Print Preview window**
- Click the **Office Button** , point to **Print**, and then click **Print Preview**
- To print your document, click the **Office Button** , and then click **Print**
 - Verify settings in the Print dialog box, and then click the **OK** button



Previewing and Printing a Document

Figure 1-32

Full page displayed in the Print Preview window



Creating an Envelope

- Creating an envelope is a simple process because Word automatically uses the inside address from the letter as the address on the envelope
- Click the Mailings tab on the Ribbon
- In the Create group, click the Envelopes button to open the Envelopes and Labels dialog box
- Verify that the Delivery address box contains the correct address. If necessary, type a new address or edit the existing one
- If necessary, type a return address. If you are using preprinted stationery that already includes a return address, click the Omit check box to insert a check mark



Creating an Envelope

- To print the envelope immediately, insert an envelope in your printer, and then click the Print button
- To store the envelope along with the rest of the document, click the Add to Document button
- To print the envelope after you have added it to the document, insert an envelope in your printer, open the Print dialog box, and print the page containing the envelope



Creating an Envelope

Figure 1-33 Envelopes and Labels dialog box

