St. Albert Public Library
Cultivating Community

Microsoft Word

Below are quick references to the important features that we practiced using during class.

A. Insertion Point

Indicates, with a blinking vertical line where text or graphics will be inserted. i.e This is where you type.

- ✓ You can move the insertion anywhere that your mouse cursor is pointing on a **blank page**, by double clicking the left mouse button on the point.
- ✓ You can move the insertion point in any direction between the letters/characters of a paragraph or sentence by pressing directional arrows on your keyboard (up, down, left, right)
- ✓ Pressing the **Enter** button on your keyboard will start a new line for typing.
- ✓ To delete text to the left of the insertion point, press the **backspace** button on your keyboard
- ✓ To delete text to the right of the insertion point, press the **Delete** button on your keyboard.

B. Select/ Highlight Text

Selecting text refers to highlighting, by dragging with your mouse over areas of text so that the text can be edited, formatted, copied moved or deleted.

When we format text, we can set the overall appearance of the document by changing the layout, color, and emphasis and font style.

To highlight/select text:

1. Click once with the left mouse button to the left of the first letter of the text or text range that you wish to highlight.
2. Next click and hold the left mouse button.
3. While holding begin to drag your mouse to in any direction. Notice how the text is highlighted in a translucent blue.
4. Let go of the left mouse button when you have highlighted the desired range of text. If the text remains highlighted, it is selected and ready for editing.

5. To deselect the highlighted text *i.e. remove highlighted selection*, simply click once with the left mouse button anywhere within the word document.

✓ Tip: you can highlight everything on the screen by pressing the hot key combination "**Ctrl + a**" on your keyboard.

✓ Tip: you can delete what you have highlighted by pressing the **Delete** key or the **Backspace** button on your key board

C. Office Button

Click on the office button to perform routine functions such as save/save as documents, open a document, print a document, create a new document and to access other advanced saving and publishing features.

✓ Note: the Office Button is a feature found in only Word 2007 and is replaced with the **File** button in **Word 2010**.
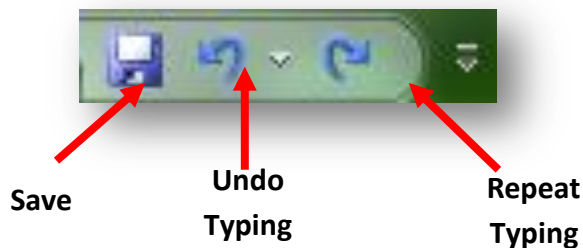

Office Button
Word 2007

File Button
Word 2010

D. Quick Access Toolbar

Houses common features to word processing:

Save

Undo Typing

Repeat Typing

- **Save**. Click on the icon to save your work
- **Undo Typing**. Undo the last change to your document ie. reverse edit changes or spelling errors to your document.
- **Repeat Typing**: bring back any changes you may have previously undone.

E. Title Bar

Displays the name of your document. Every new document is given a generic name
Document 1 or Document 2. It is not until you perform a save or save as, that you are given
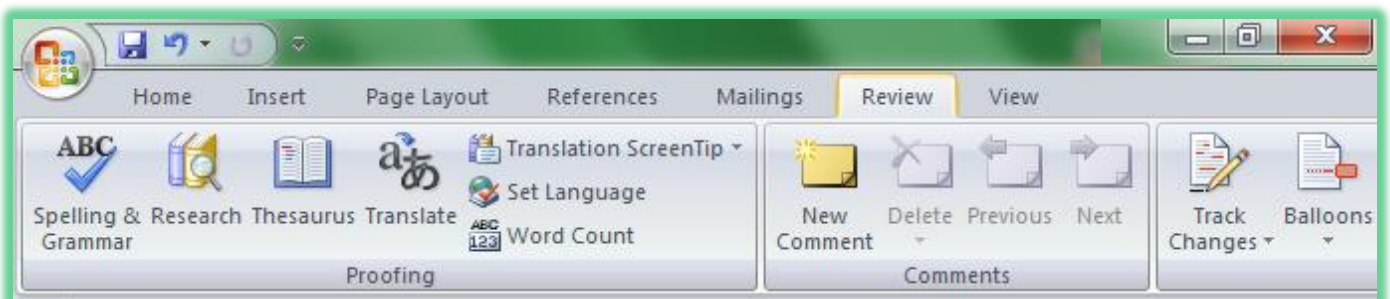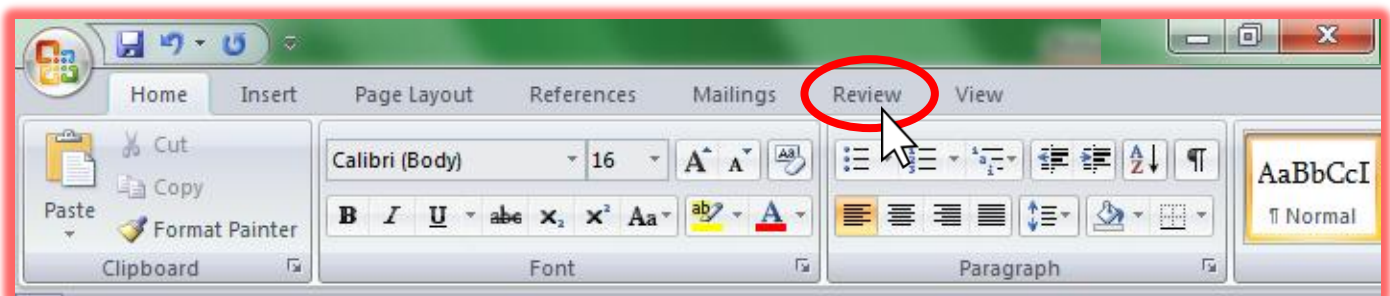the opportunity to name the Word document.

F. Tab Bar Ribbon

All of the editing tools and options are organized into groups that reflect the nature of the
action that you wish to perform to your Word document. For example the tab labelled **Insert**
will house features that allow you to insert information into your Word document like
pictures or hyperlinks.

The **Review tab** has important editing features such as **Spelling & Grammar** check and a
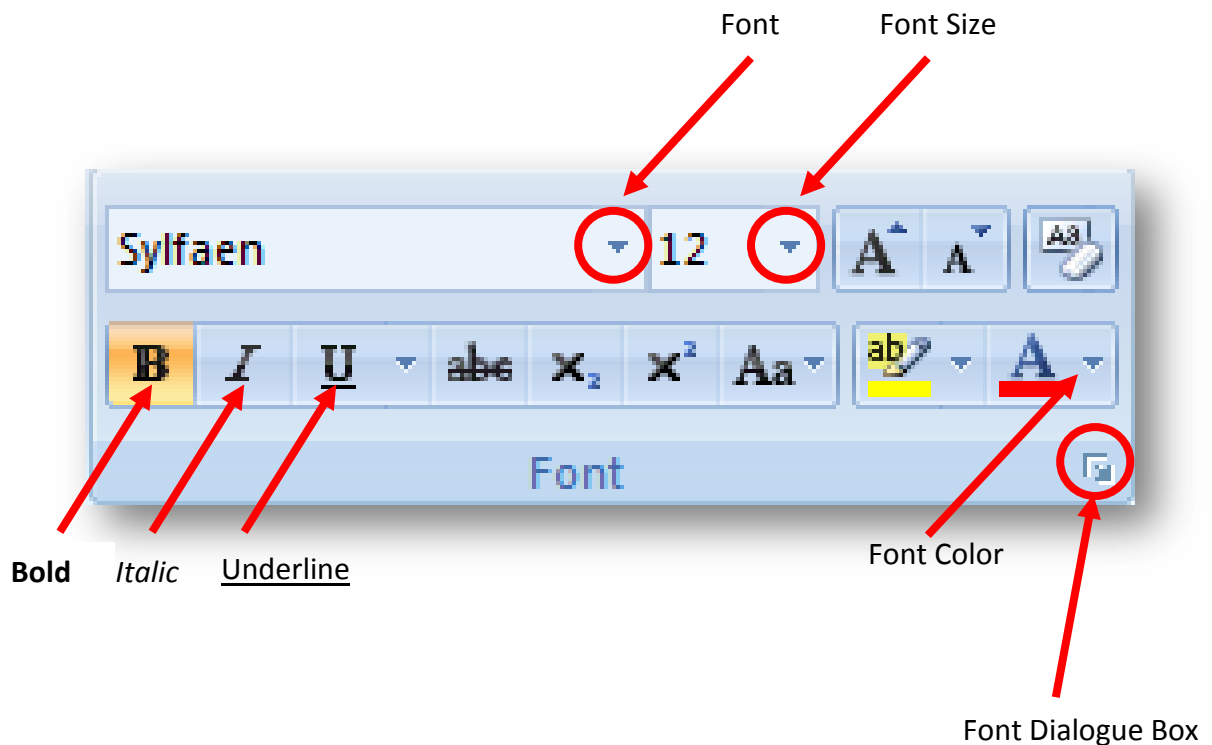**Thesaurus.**

The **Home** tab is the default tab upon opening Word. It contains the most commonly used
options related to font and paragraph styles.

✓ To switch between tabs **single click** on the name of the tab that you wish to use.
    e.g. switch from the **Home** tab to the **Review** tab.

G. Font Group

The Font group contains various editing features:

Font   Font Size

Sylfaen   12   A   A   Aa

B   *I*   U   abc   x₂   x²   Aa   ab   A

Font

Bold   *Italic*   Underline

Font Color

Font Dialogue Box

Font: click on this arrow for the dropdown menu to change the font style.

Font Size: click on this arrow for the dropdown menu to change the size of the font.

Bold: changes font to the **bold** style.

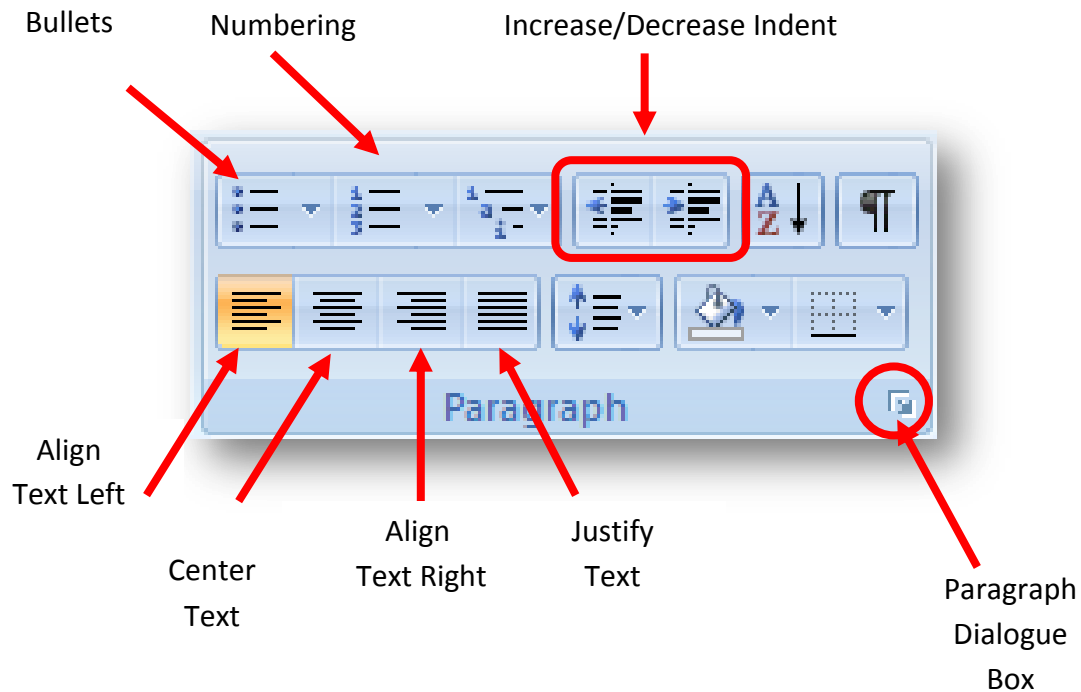**Italic**: changes font to the *italic style*

Underline: changes font to the underline style.

Font Color: click on this dropdown menu to change choose a different font color.

Font Dialogue Box: opens up the font dialogue group which offers even more font features.

H. Paragraph Group

The Paragraph group houses various layout and editing features for paragraph content.

Align Text Left: aligns all your text to the left margins of the page

Center Text: centers your text on the page. *Great for title pages or résumés.*

Alight Text Right: aligns all of your text to the right margins of the page.

Justify Text: aligns text to both the right and left margins of the page, adding extra space between words as necessary. *Great for formal documents or business documents.*

Bullets: adds style and clarity to your documents by adding a bulleted list.

Number: Starts a numbers list. Each time you hit enter the next number in the sequence will appear. You can also switch between numeric lists, alphabetical lists and more.

Paragraph Dialogue Group: opens the paragraph dialogue group which offers more advanced paragraph features.

Increase/Decrease Indent: decrease (to the left) or increase (to the right) the indent of your text or bulleted list within the margins of the page of the document.

I. Spell-check

Microsoft Word performs an automatic spell-check as you type. When you make a mistake Word will let you know by underlining the misspelled text in red.

- To correct your spelling errors simply **right click** on the misspelled word underlined in red. A popup menu will appear (see below) with a list of suggestions. Left click on the suggestion that is the correct replacement for the misspelled word.
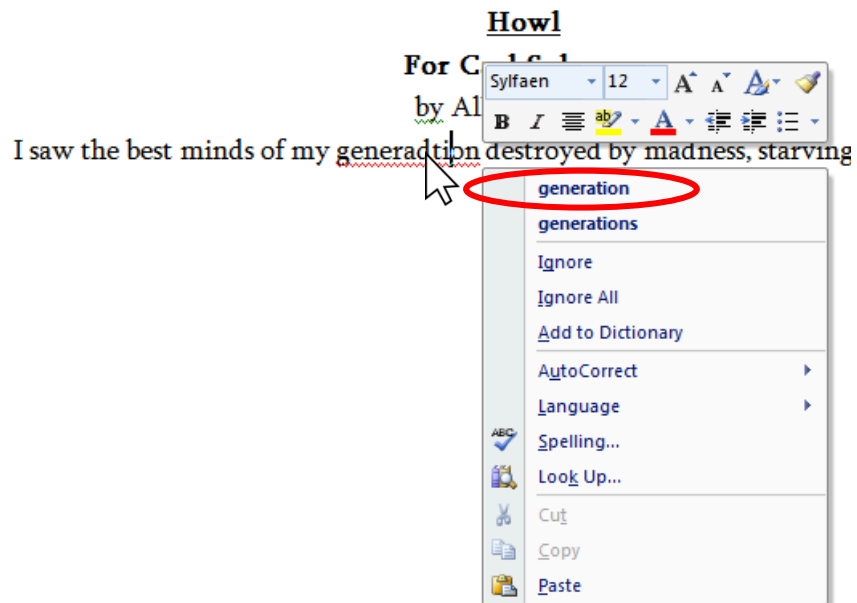
J. Word and Typing Tutorials

Word:

✓ www.sapl.ab.ca :
   - **Services**
     - o Online Computer Training

✓ Microsoft Word Help:
   - http://office.microsoft.com/en-ca/word/
   - Tips, Step-by-Step Instruction, Search Query

Typing:

✓ http://www.typingweb.com/tutor/