

More Microsoft Word Basics

*All screen captions have been taken from a computer using Microsoft Word 2007. However, all of these options are available and appear mostly the same in Word 2010. Any major differences between these two word-processing programs have been addressed via individual instruction within each section.

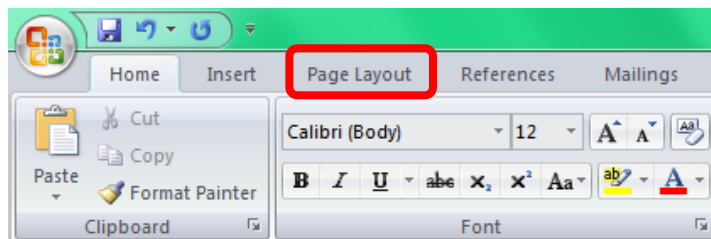
A. Page Setup

Margins

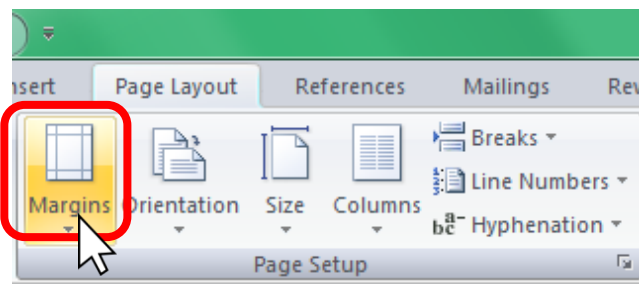
You can adjust the right, left, top and bottom margins of your document. By default, Word sets all margins to 1 inch. By changing these margins you determine the amount of space for text on a single page.

A practical application for making the margins smaller would be when you need to cram a few extra sentences on a resume. Oftentimes Word's default margins force those last few sentences over to a second page. By creating smaller margins you maximize the amount of space on the page for text.

1. Click the **Page Layout** tab on the Word ribbon.



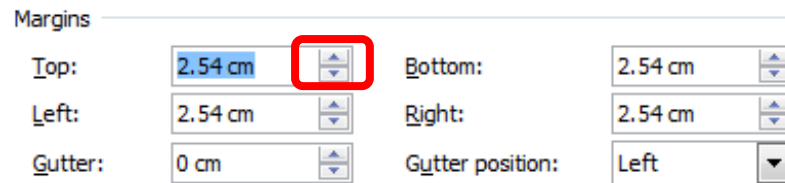
2. Click the drop down arrow to open the **Margins** menu



From this menu you can choose from an array of common preset margins. If you would like to create your own margins, then click on the **Custom Margins** options located at the bottom of the dropdown menu.

When you create custom margins, be aware that most printers require that the top and bottom margins be at least 1.27cm (.5") and that the left and right margins be at least .635 cm (.25").

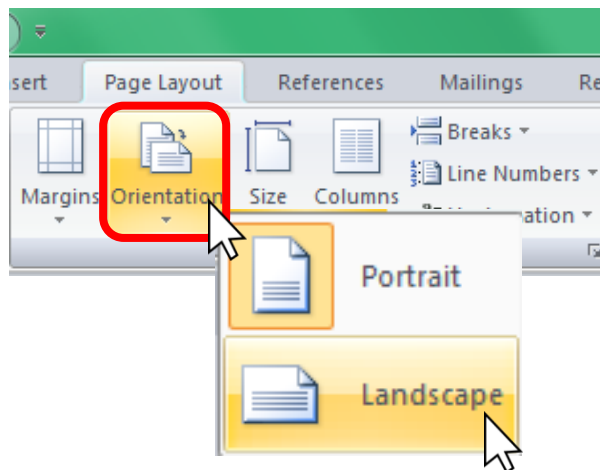
To adjust the margin size click on the up and down arrows located beside the individual margin.



Orientation

Sometimes your Word document is easier to view if the text or design template is set to the **Landscape** page orientation (horizontal) versus the default **Portrait** page orientation (vertical).

1. To change your page orientation, click on the **Page Layout** tab of the Word Ribbon.
2. From the **Page Setup** dialogue group, click on the small arrow below the **Orientation** icon to reveal the Orientation dropdown menu.



3. From this menu you can toggle between Portrait view (default) or Landscape view, by clicking on the appropriate icon.

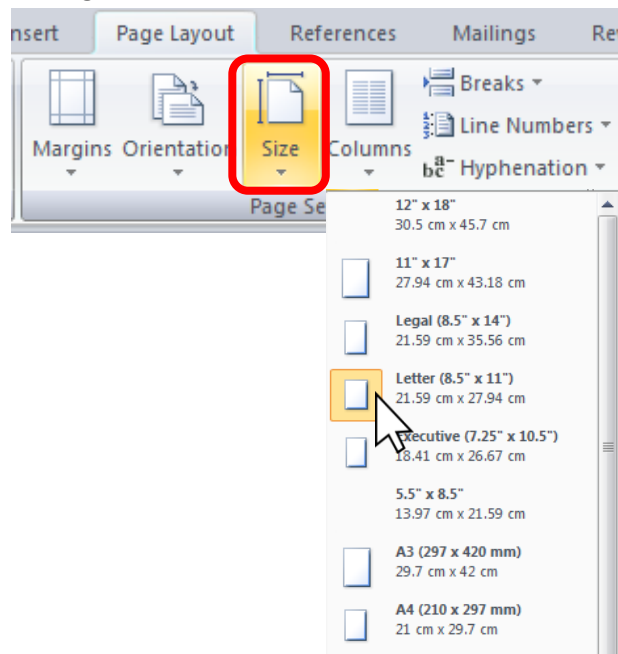
However you want to view your document, the choice is yours. Both of these page layout options can help present your document and its text/images more clearly in an array of situations.

Paper Size

You may want to print your document on other paper sizes e.g. legal, 11" x 17", A3 etc.

1. To print on different paper sizes, click the **Page Layout** tab.
2. Click on the **Size** icon.

3. From the dropdown menu choose which preset paper size you would like to use by clicking on it.

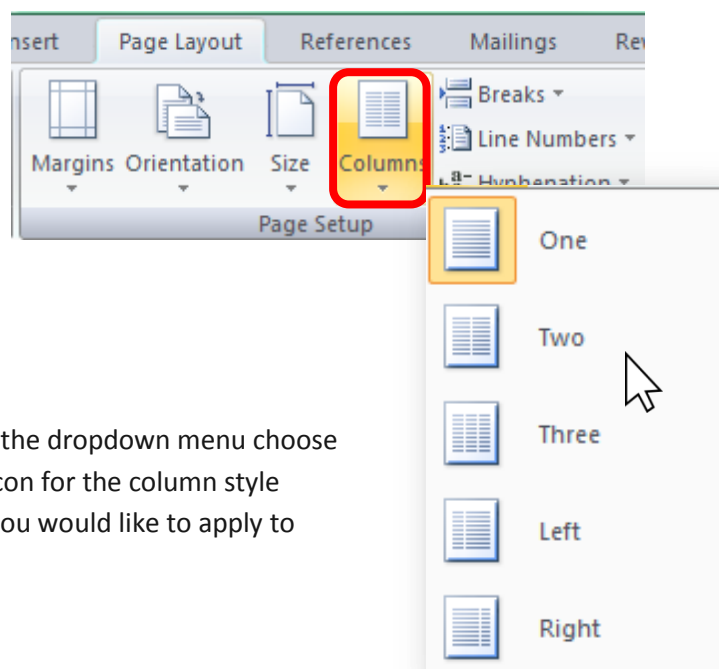


4. You will notice that the margins and virtual page size of your Word document will change to whatever option that has been applied.

Columns

You can flow the text of your word document into multiple columns on a page, like the columns in a newspaper or magazine.

1. From the **Page Setup** dialogue box click on the **Columns** icon.



2. From the dropdown menu choose the icon for the column style that you would like to apply to

your document.

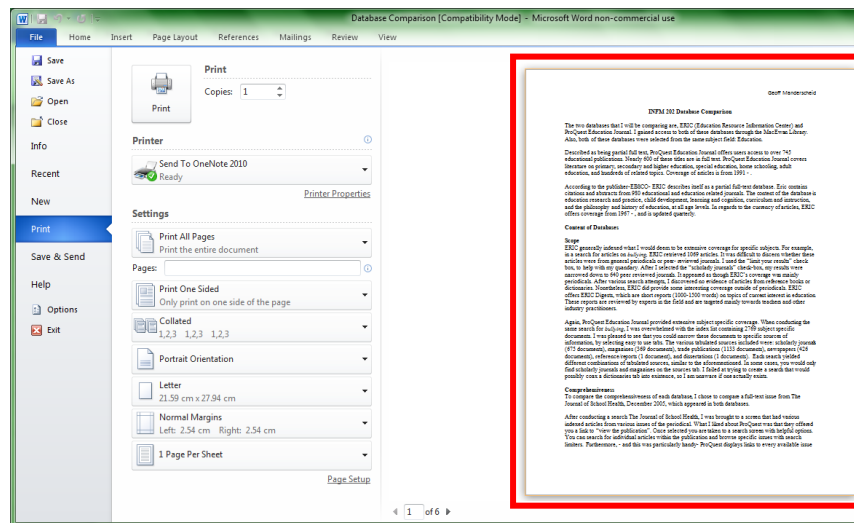
B. Printing

Word 2010

To Print/Print Preview:

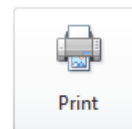


1. Click on the **File** button.
2. Click on the **Print** option. A **Print** fly out menu will appear to the right of the **Print** option.
3. In Word 2010 the Print Preview (see image below) has already been included as part of the **Print** option display.

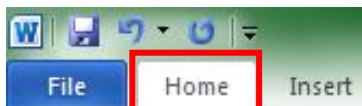


Print Preview
Area

If you like what you see in the print preview and would like to print your document, click on the **Print** icon in the upper left corner of the print menu



To exit out of the Print menu click on the **Home** tab.

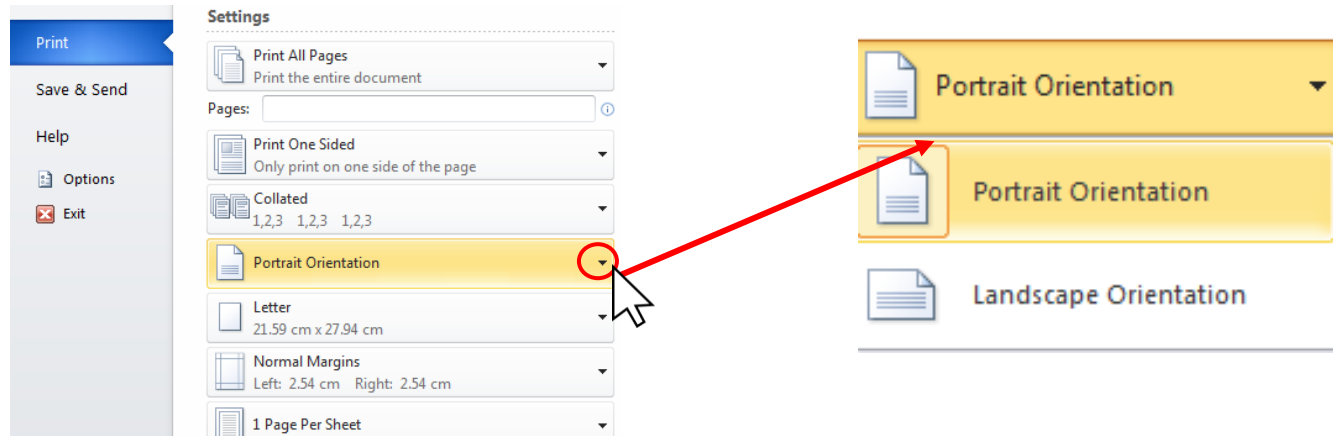


Printing Options

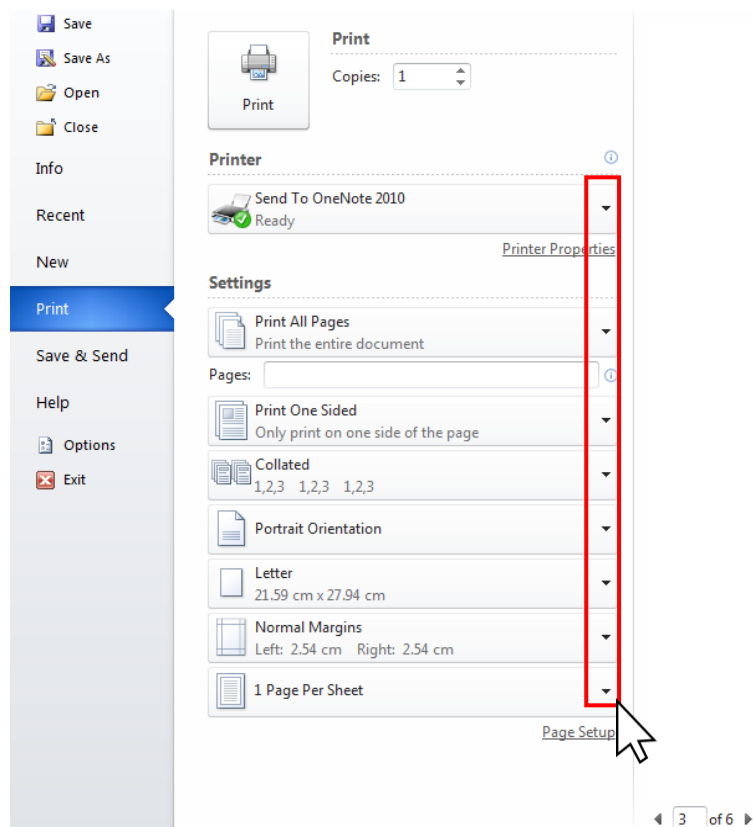
Word 2010 offers the same printing options as Word 2007 however the layout it is completely different. Word 2010 breaks away from the traditional use of a Print Window to house all of the options and settings for a print job.

In Word 2010 all of your printing options and settings (page margins, page orientation, page range etc.) are located in one convenient location in the **Print** menu under **Settings**. All of the printing options can be accessed and changed by clicking on their drop down menu arrows.

For example, to change the page orientation, click on the drop down arrow beside the Page Orientation option to reveal its menu. Click on the option that you would like to apply to the Word document from the menu. *See image below.*




Other Print options and setting can be utilized using this method.



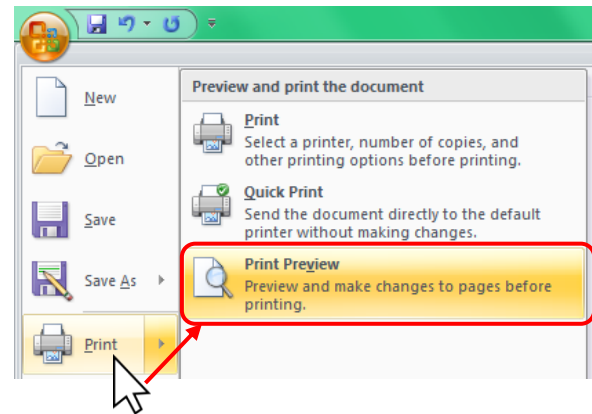
Word 2007

Print Preview:

Before printing it is always a good idea to preview your document in order to see what your print job will look like (number of pages, spacing etc.)

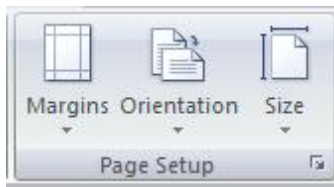
1. Click on the **Office** button. 
2. Place your cursor over the **Print** option. A menu will appear to the right of this option.
3. Single click on the **Print Preview** option.

The **Print Preview** screen will open.



Basic Features of Print Preview

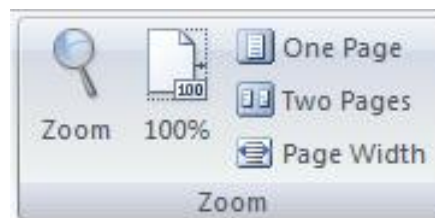
The Print Preview ribbon has its own **Page Setup** dialogue box so that you can quickly apply any adjustments to the **Margins**, **Orientation** and page **Size**.



Zoom and Scroll

By default the Print Preview option is usually set to preview the current page you are currently working on. You can view other pages by using the scroll bar on the right hand side of the window or the scroll wheel on your mouse.

There is also a **Zoom** dialogue box on the Print Preview ribbon that has various viewing options that can be utilized by clicking on the appropriate icon.



Finally there is a zoom option located in the bottom right corner of the screen. You can preview multiple pages at once by zooming out. *Click on the minus (-) or plus (+) to zoom in or out.*

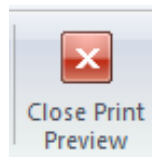


To Print from Print Preview:

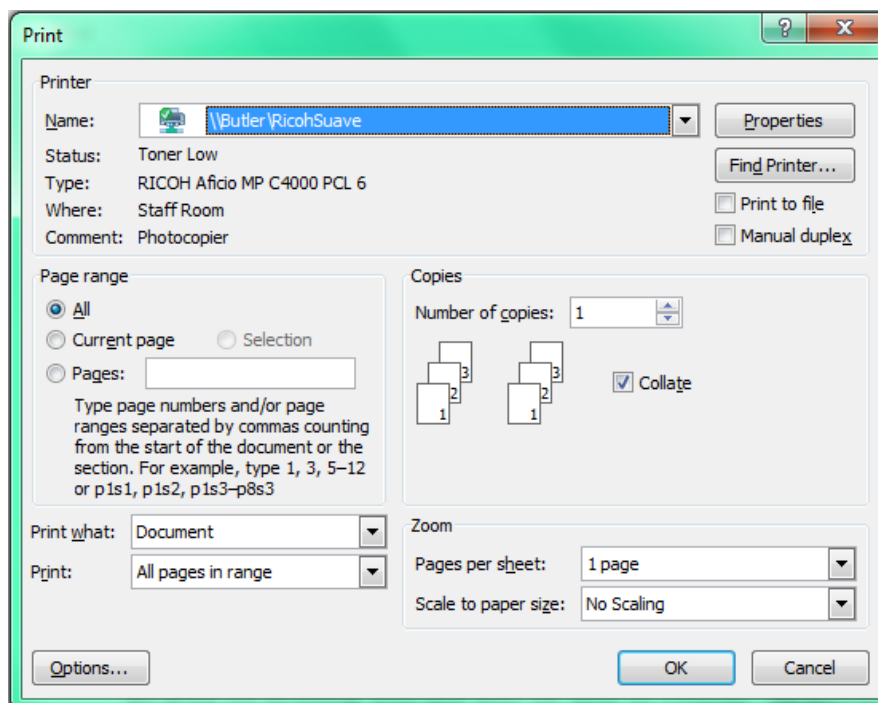
1. If the document looks fine on the **Print Preview** screen, then click on the Print Icon in the upper left corner of the screen.



*Alternatively, you can close out of **Print Preview** by clicking the red "X" in the upper right corner of the screen.*



A window similar to the following will be displayed:



- Make sure that the appropriate printer is selected from the **“Name:”** dropdown menu.
- You can choose to print **“All”**, the **“Current Page”** or specific pages by clicking on the appropriate radio button under the **“Page Range”** section.
- If you have selected/highlighted an area for printing you will also be able to choose **“Selection”** in the **“Page Range”** section. *See Printing a Selection.*
- You can choose the **“Number of copies”** from the drop down box in the **“Copies”** section.
- Click on the **“Print”** button on the bottom of the print box once you have made the appropriate selections.

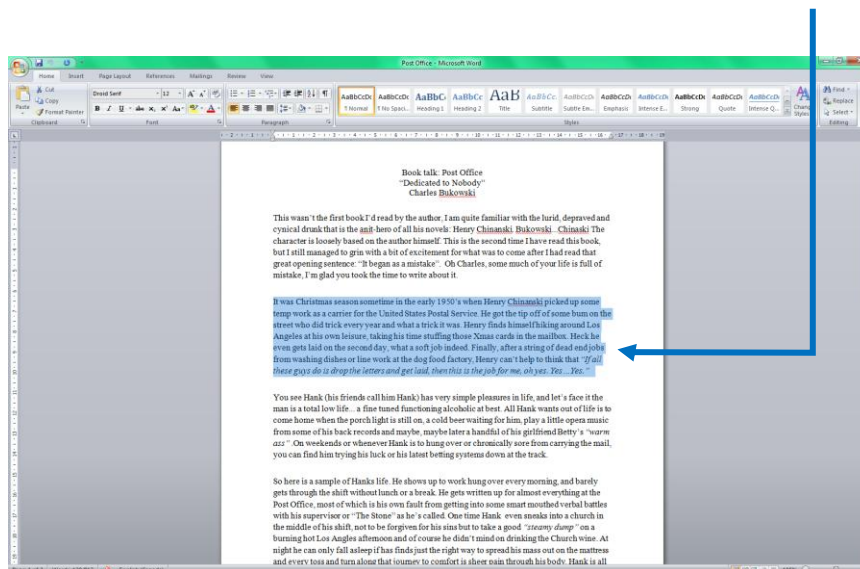
Printing a Selection

In some cases we may only want to print a specific selection of a document, rather than the whole document in its entirety.

First you have to **highlight/select** the desired information.

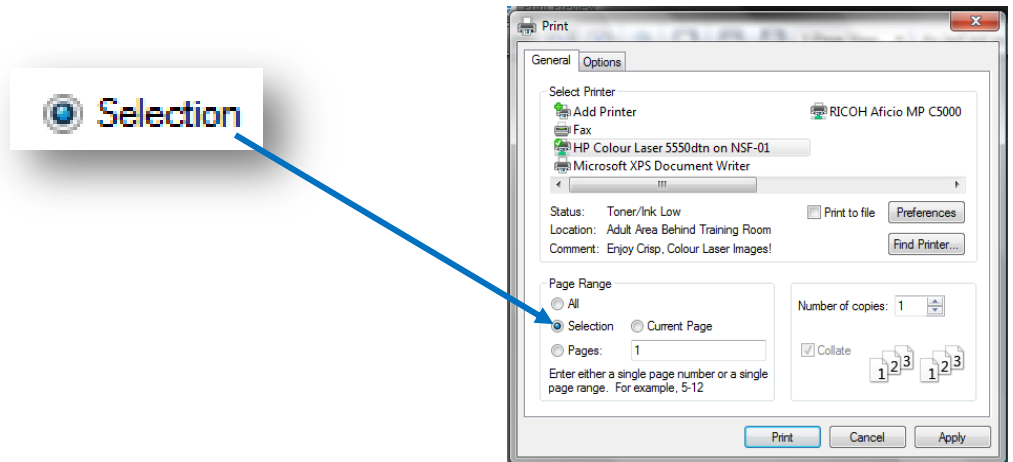
To highlight/select text:

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 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 printing.



5. Proceed with printing your document.

6. When the print window appears, choose the **Selection** option from the **Page Range** options.



7. Click **Print**.
8. To deselect the highlighted text *i.e. remove highlighted selection*, simply click once with the left mouse button anywhere on the highlighted text.

Using Shortcut Key Commands

You can forgo many of these steps by simply using the print short cut command:

Press and hold the **"ctrl"** and then press **"p"**. This command will take you directly to the print dialogue box. However, using this shortcut bypasses the chance to perform a print preview.


C. Publishing a PDF Document

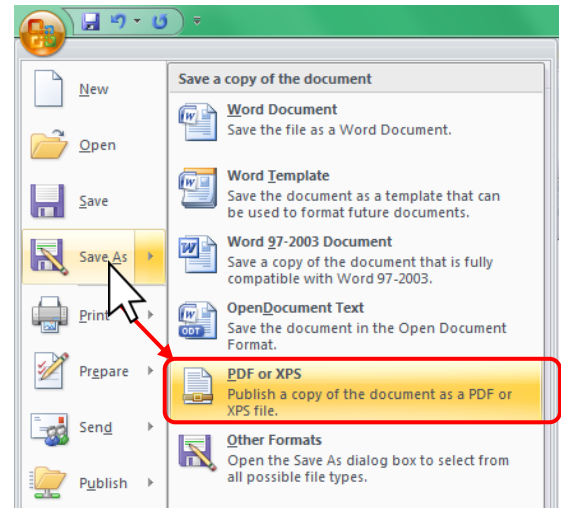
You can save Word documents in a PDF (Portable Document Format). Publishing a Word document as a PDF has a couple of key benefits.

The PDF file format is compatible with and can be opened by any operating system (iOS, Android), as long as the user has a free Adobe Acrobat Reader or similar product.

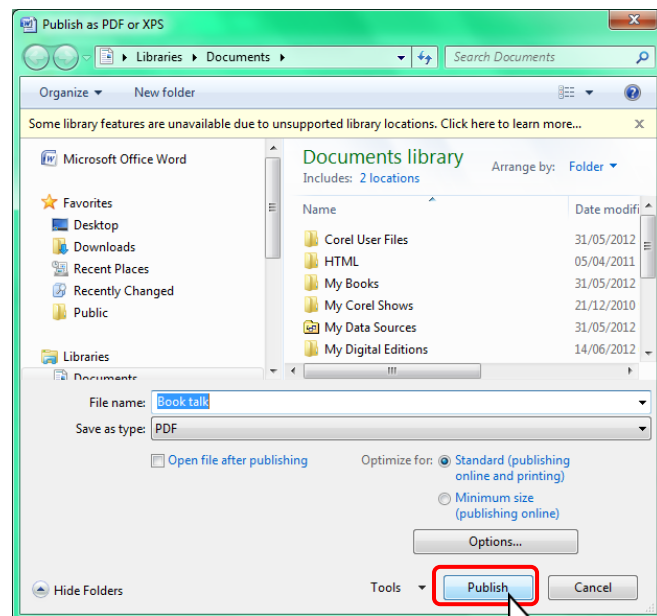
Also consider the term publish. When you publish a PDF you are creating a document that is difficult to tamper with. It almost becomes intellectual property that is hard for the average user to change. This combined with its user friendly compatibility has made the PDF file format very desirable for résumés and cover letters that are accepted by many major corporate job banks. *i.e. some job banks will not accept Word documents or other word processor file formats.*

Word 2007

1. Click on the **Office** button 
2. Place your mouse cursor over the **Save As** option. A menu will appear to the right of this option
3. Click the **PDF or XPS** option




4. A save as window will appear, which will give you the opportunity to both name your file and to choose the location you would like to save it to.
5. When satisfied with the name and location of your file, click on the **Publish** button.

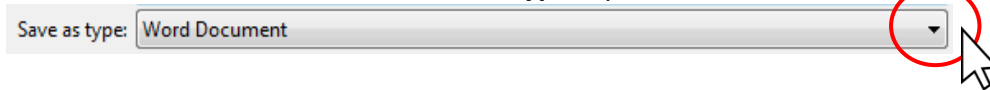


In most cases it is normal for you new PDF file to launch after clicking the Publish button, but do not be alarmed if it does not. Just make sure that you know the location to which you saved your newly published PDF document!

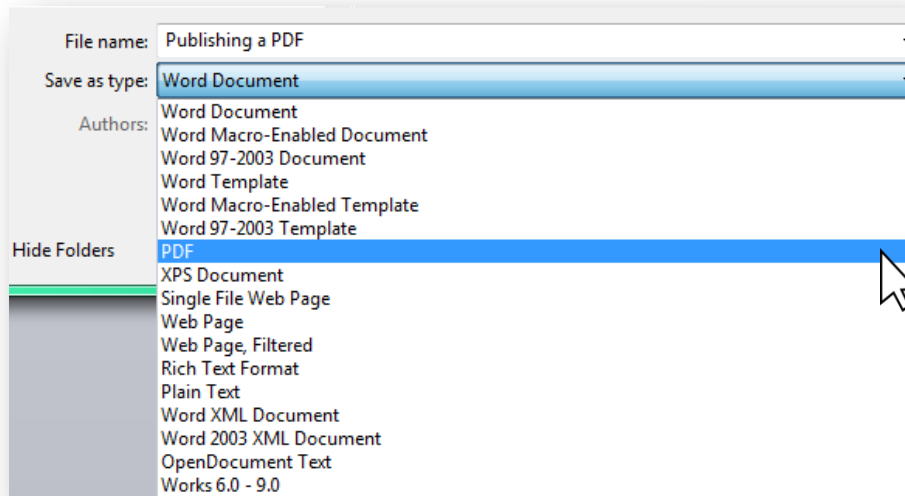
Word 2010

1. Click the **File** button located in the upper right corner of Word.
2. Click the **Save As** Icon 
3. The Save As window will appear.

4. Click the down arrow from the **Save as type:** option.



5. From the dropdown menu click on **PDF**.



6. When you are satisfied with the name and location of your file, click on the **Publish** button.

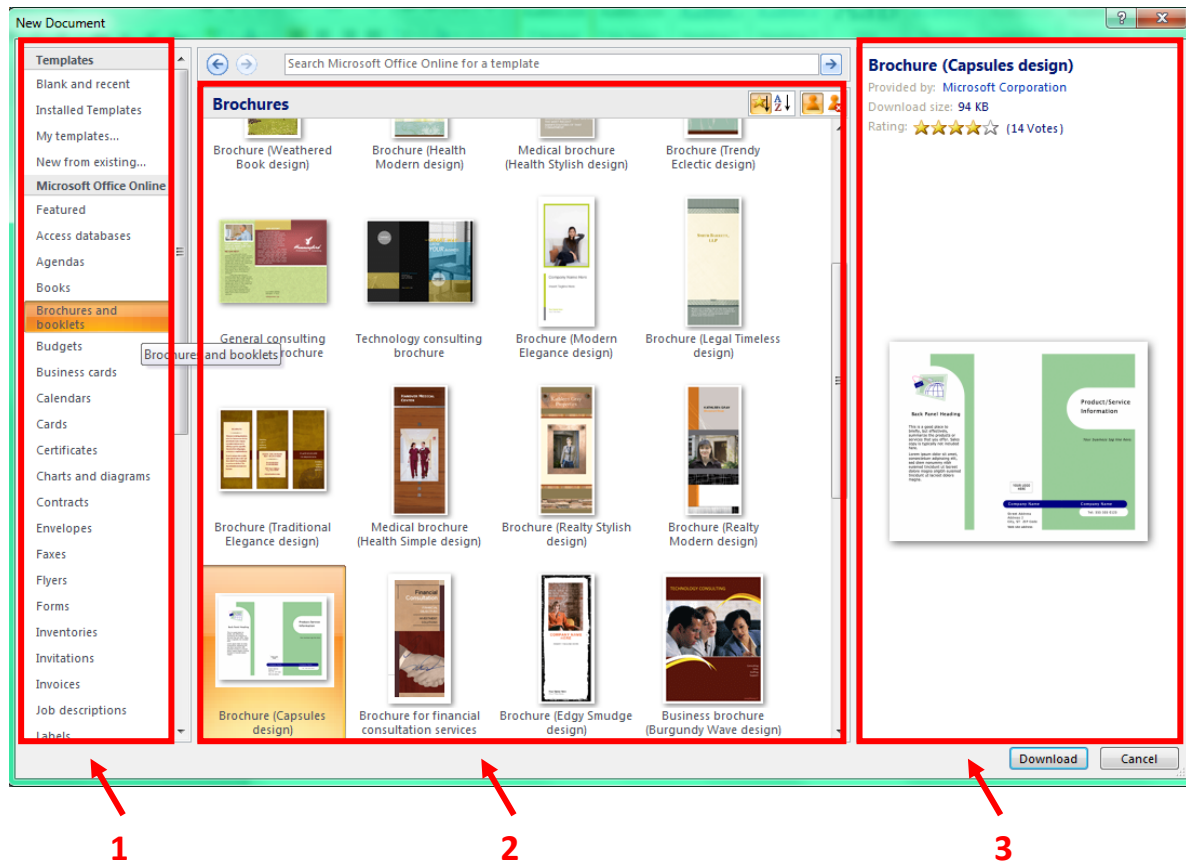
D. Templates

Word provides you with a large variety of templates: résumé, calendar, memo, labels, greeting card and timesheets to name just a few. You can choose an appropriate predesigned template and have the ability to replace placeholders and their text with your own text. If these pre-designs aren't suitable, you can make changes or create your own.

To access templates start with a new, blank Word document

1. Click on the **Office** button or the **File** button (Word 2010)
2. Select the **New** option. The New Document window will appear.

New Document Window

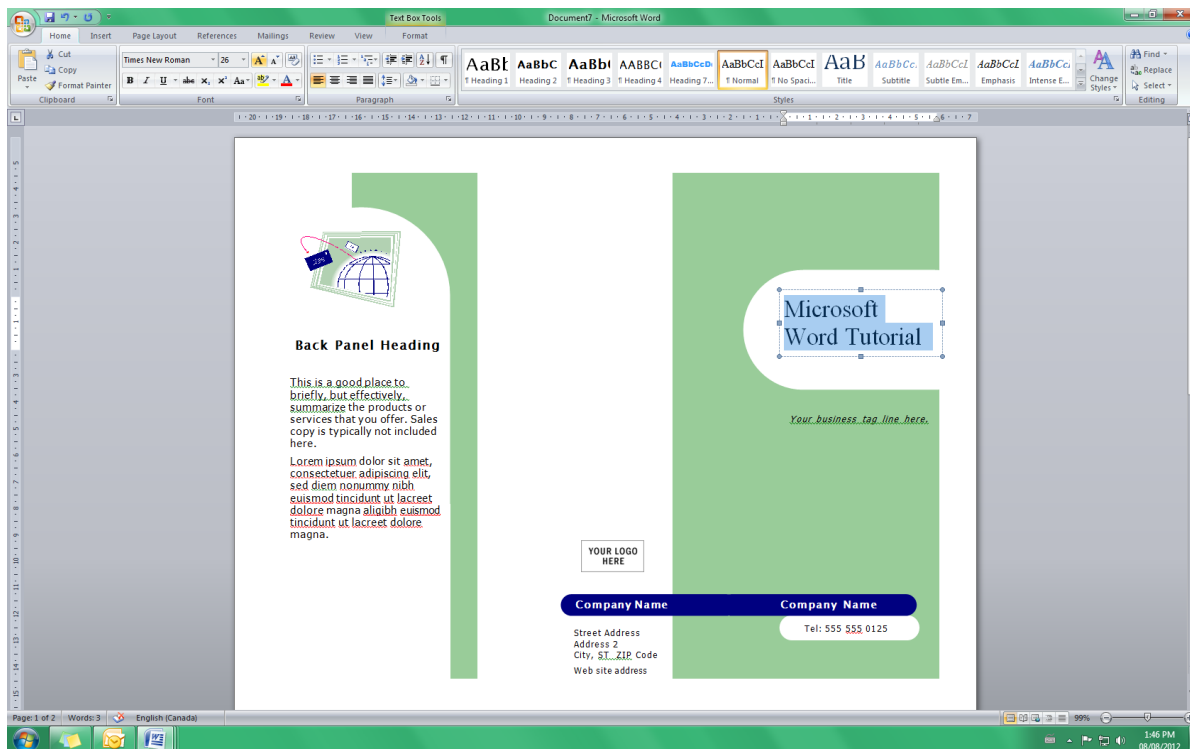


1. The **Templates** list provides you with all of Word's predesigned templates. In the example above we have chosen to access the templates from the group **Brochures and booklets**.
2. This area groups all of the templates that Word offers for the specific template design. e.g. Brochures sub-group from Brochures and booklets.
3. This area displays a preview of what the document will look like on the printed page.

If you like the preview of the template and wish to use it click on the **Download** button in the lower right corner of the window.

Download

Word will then launch a new document with the template applied. Templates are completely customizable (design color, font, text boxes, images and objects inserted). However, we recommend that you choose a template that is **easy** to use and whose design is correct for your purposes.



E. Format Painter

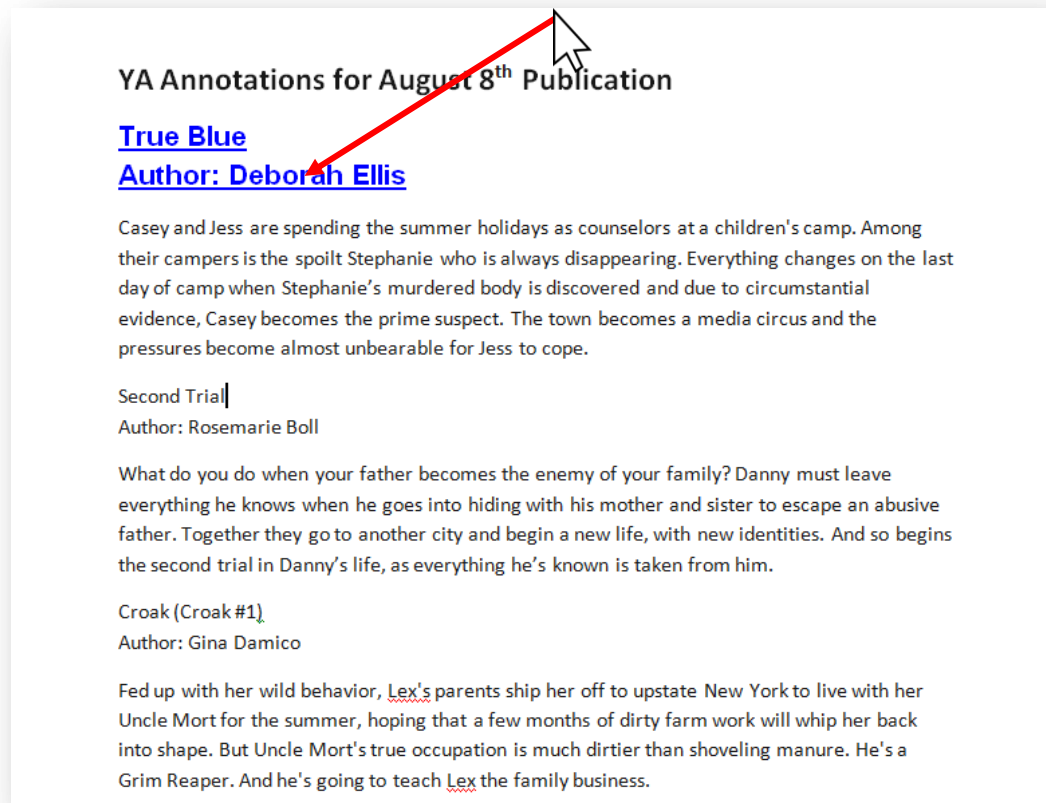
You can save time editing your documents by copying formatting that you applied to text in one portion of your document to another portion.

For example, say that you have three paragraphs (refer to example below). You want all of the paragraph headings to share the same set of formatting.

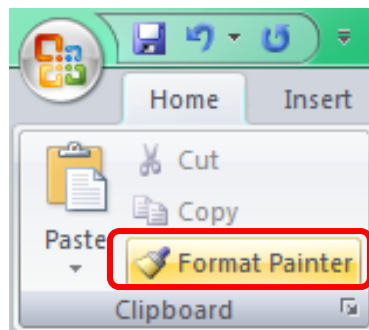
Instead of formatting all three paragraphs individually, you can establish the formatting for the first paragraph headings and then simply borrow the formatting to copy to each individual paragraph headings.

Take a look at the example below: The title (True Blue) and author headings clearly have a unique formatting applied to the text.

1. Click anywhere within distinct text of the title or author.



2. Then click the **Format Painter** button located on the **Clipboard** menu located on the Word ribbon.



The mouse cursor will change from the cursor to the format painter cursor



3. Next select the area of text that you would like to assign this format by highlighting over all of the text.

True Blue

Author: Deborah Ellis

Casey and Jess are spending the summer holidays as counselors at a children's camp. Among their campers is the spoilt Stephanie who is always disappearing. Everything changes on the last day of camp when Stephanie's murdered body is discovered and due to circumstantial evidence, Casey becomes the prime suspect. The town becomes a media circus and the pressures become almost unbearable for Jess to cope.

Second Trial

Author: Rosemarie Boll

What do you do when your father becomes the enemy of your family? Danny must leave everything he knows when he goes into hiding with his mother and sister to escape an abusive father. Together they go to another city and begin a new life, with new identities. And so begins the second trial in Danny's life, as everything he's known is taken from him.

4. After highlighting the text, the newly selected text will adopt the format used from the original selection.

Click anywhere outside of the selection area to continue working on your document or apply this method to other text in your document.

True Blue

Author: Deborah Ellis


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This method works well for doing one section at a time, however if you want to apply format painting to multiple locations throughout your document then replace the single click method found in step 3, with a **double click** of the Format Painter button.

This will enable a permanent format painter cursor  that can be used to apply formatting anywhere in your document.

Simply hit the escape button escape button (“Esc”) on your keyboard when you are finished using the Format Painter option.

F. Insert Ribbon

Inserting a Picture

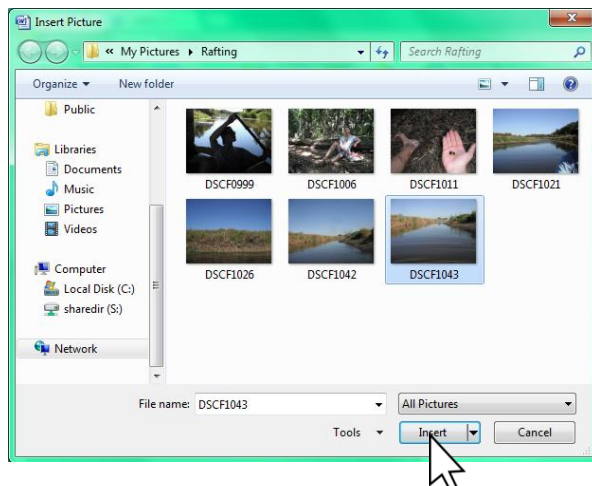
You can insert a picture from your computer into a Word document. The picture will be positioned directly in line with the insertion point (blinking line) just like text in a sentence.

From the Illustrations group click on the **Picture** icon.



This will launch a browsing window that you can use to locate any picture on your computer

1. When you have decided on a Picture or graphic that you would like to use, left click once on it to select it.
2. Then click the insert button from the browsing window.



The picture will then be inserted into the Word document.

3. You can move your picture around by left clicking and holding down the left mouse button to drag/grab it. Simply let go of the picture when you want to drop it into position.

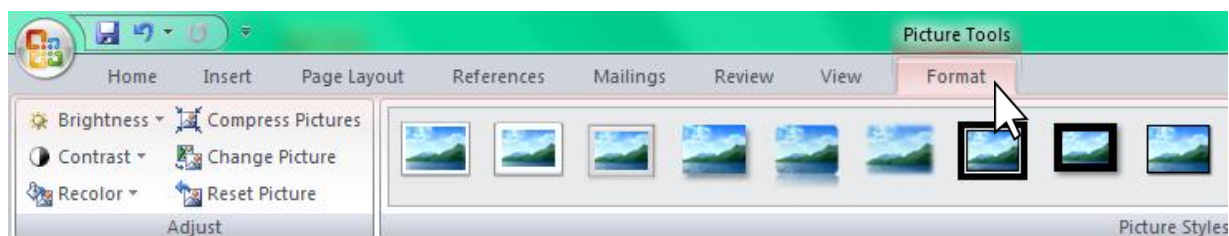
If you left click anywhere on the picture sizing handles will appear around the edges that can be used to manually resize the graphic.

- The corner sizing handles are round and when dragged will resize the picture proportionately.
- The green rotate handle at the top centre of the image can be used to rotate the picture.
- The square sizing handles stretch or shrink the image. *This feature usually distorts the image.*

All of these options can be utilized by performing a left click, hold and drag method on the desired handle shape.



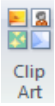
Also, take note of the ribbon when you select a picture via a left click. A handy **Picture Tools** tab will appear on the Word Ribbon. This new tab offers a host of effects and functions that you can apply to your picture. We always encourage a new user to take the time to try out these options as some of them are quite useful and fun!



Clip Art

Clip art are predefined graphics that are included with Microsoft Office or downloaded from the internet that can be inserted into your Word document.

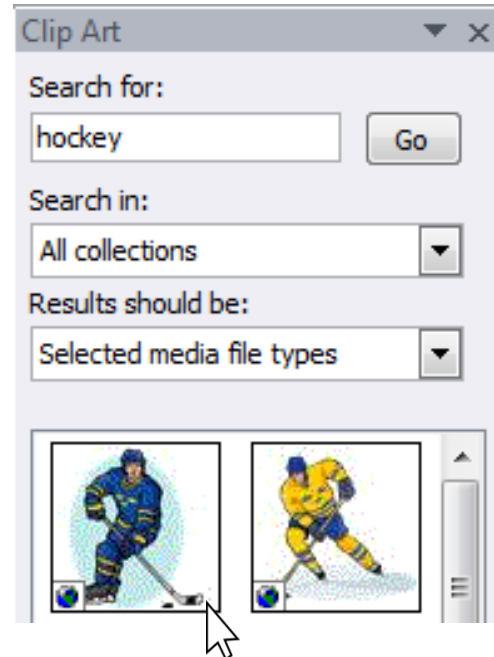
1. Choose an insertion point.

- Click on the **Clip Art** icon,  located on the **Illustrations** group from the **Insert** tab.

- The **Clip Art** task pane will display on the right hand side of the document window

- You can search for clip art images by typing a keyword into the **Search for** box. e.g. *hockey*.
- Double click on any clip art image to insert it into the document.

If you can't find a suitable graphic via a key word search, try using the **Tips for finding clips** found at the bottom of the **Clip Art** task pane

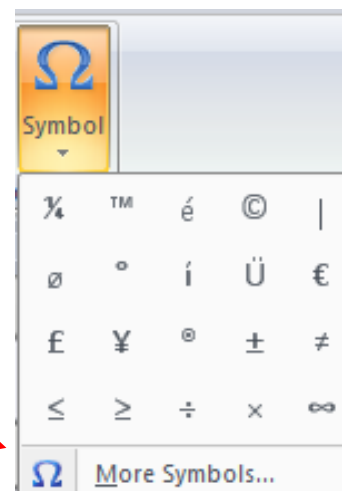


Symbols

When we are creating a document there are many symbols that are used occasionally but not often enough to put on a standard keyboard e.g. é %™ ©. You can find **Symbols** on the **Insert** tab under the **Symbols** group.

- Click the **Symbol** icon.
- A dropdown menu of commonly used symbols will appear
- Click on the symbol that you would like to be placed at the insertion point of your Word document.

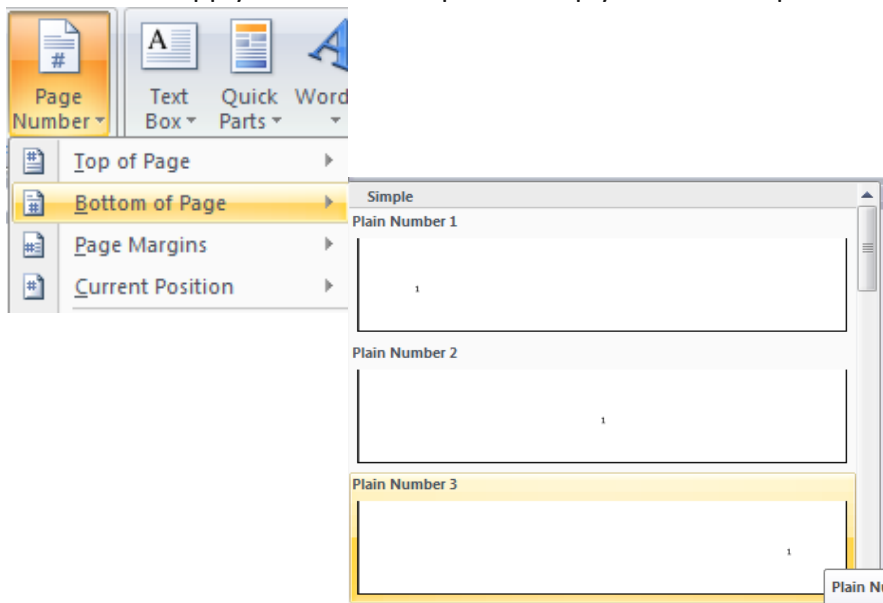
To utilize even more symbols click on the **More Symbols...** button from the **Symbol** dropdown menu.



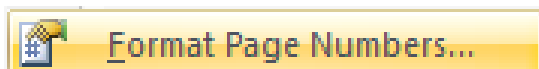
Page Number

Sometimes a document may require you to add a page number to each page. You can add automatic page numbers to the header or footer of your document.

1. Click the **Insert** tab.
2. From the **Header & Footer** options click on the **Page Number** dropdown menu.
3. From this menu you can choose the location and appearance of your page number. The two most practical options for a page number location are **Top of Page** and **Bottom of Page**.
4. If you hover your mouse cursor over one of these options e.g. Bottom of Page, a fly out menu will appear.
5. This menu displays a preview of the page number style you can add to your document.
6. To select and apply one of these options simply click on the preview of it.



If your document requires a different number sequence e.g. (A, B, C...) or (i , ii, iii ...) click on the **Format Page Numbers...** option from the Page Numbers dropdown menu. A window will appear:



1. From the Page Number Format window click the **Number format** dropdown arrow to choose from a variety of numbering styles.
2. Then click ok.

