

# **Basic Formatting A Word Document**

Word Unit

# Click and Type

- Position the mouse pointer in the location where you want to type, in the center of the document window until a center icon appears below the I-beam
- Double-click to center the paragraph and mark the insertion point between the left and right margins
- Type the desired text and then press the ENTER key to position the insertion point on the next line

# Click and Type - MLA Format

Marino · 1<sup>st</sup>

Annalisa · Marino¶

Mr. · Winters¶

English · 101¶

April · 4, · 2012¶

¶

center icon → ¶

as you move Click and Type pointer around document below the entered name and course information, the icon below the I-beam changes to represent formatting that will be applied if you double-click at that location

The diagram shows a document page with a header 'Marino · 1<sup>st</sup>' in the top right. The main text is left-aligned and consists of five lines: 'Annalisa · Marino¶', 'Mr. · Winters¶', 'English · 101¶', 'April · 4, · 2012¶', and '¶'. Below the text, there is a yellow box labeled 'center icon' with an arrow pointing to a centering icon (an I-beam with three horizontal lines below it). A red callout box with a red border points to this icon and contains the text: 'as you move Click and Type pointer around document below the entered name and course information, the icon below the I-beam changes to represent formatting that will be applied if you double-click at that location'.

# Shortcut Keys

**Table 2–1 Shortcut Keys for Formatting Characters**

Character Formatting Task	Shortcut Keys	Character Formatting Task	Shortcut Keys
All capital letters	CTRL+SHIFT+A	Italic	CTRL+I
Bold	CTRL+B	Remove character formatting (plain text)	CTRL+SPACEBAR
Case of letters	SHIFT+F3	Small uppercase letters	CTRL+SHIFT+K
Decrease font size	CTRL+SHIFT+<	Subscript	CTRL+EQUAL SIGN
Decrease font size 1 point	CTRL+[	Superscript	CTRL+SHIFT+PLUS SIGN
Double-underline	CTRL+SHIFT+D	Underline	CTRL+U
Increase font size	CTRL+SHIFT+>	Underline words, not spaces	CTRL+SHIFT+W
Increase font size 1 point	CTRL+]		

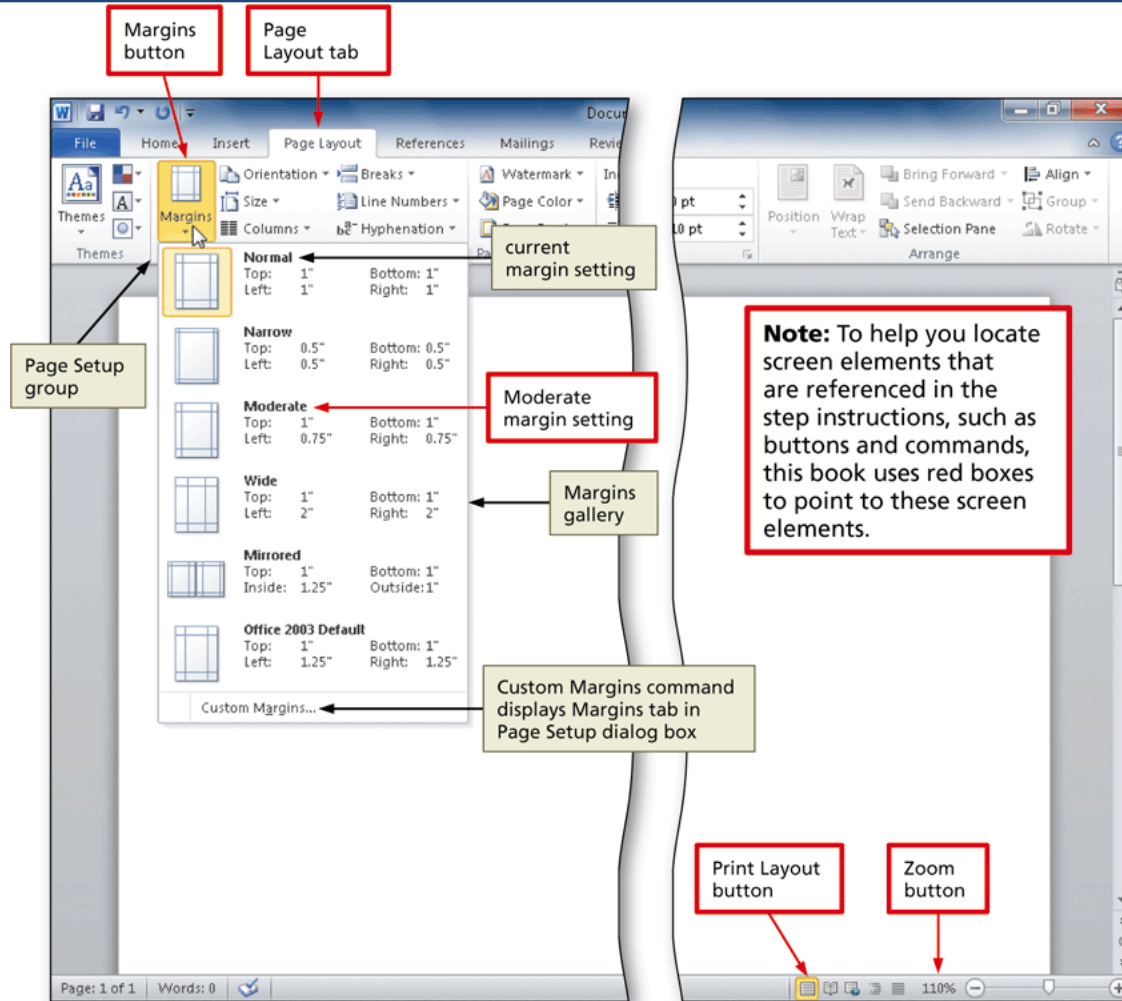
**Table 2–2 Shortcut Keys for Formatting Paragraphs**

Paragraph Formatting	Shortcut Keys	Paragraph Formatting	Shortcut Keys
1.5 line spacing	CTRL+5	Justify paragraph	CTRL+J
Add/remove one line above paragraph	CTRL+0 (zero)	Left-align paragraph	CTRL+L
Center paragraph	CTRL+E	Remove hanging indent	CTRL+SHIFT+T
Decrease paragraph indent	CTRL+SHIFT+M	Remove paragraph formatting	CTRL+Q
Double-space lines	CTRL+2	Right-align paragraph	CTRL+R
Hanging indent	CTRL+T	Single-space lines	CTRL+1
Increase paragraph indent	CTRL+M		

# Changing Margin Settings

- Display the Page Layout tab
- Click the Margins button to display the Margins gallery
- Click the desired setting in the Margins gallery to change the margins

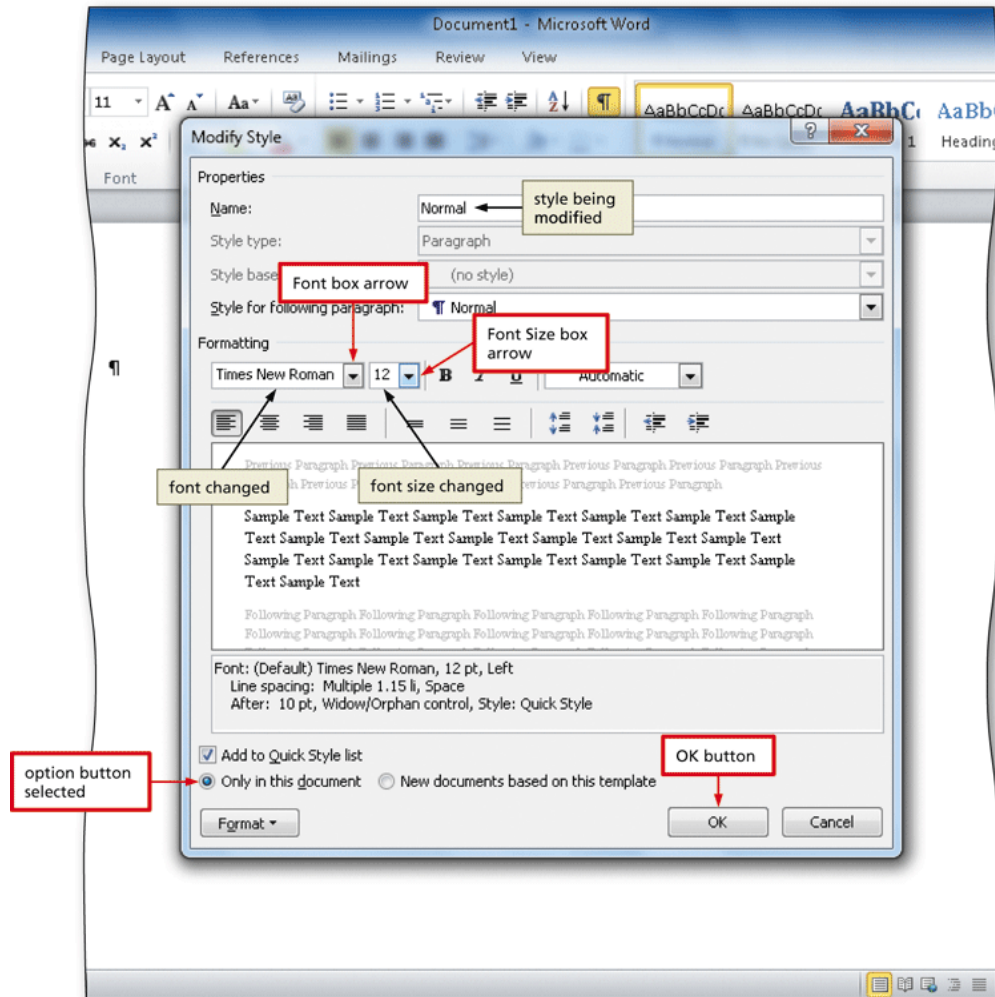
# Changing Margin Settings



# Modifying a Style

- Right-click the style to modify in the Quick Style gallery (Home tab | Styles group) to display a shortcut menu related to styles
- Click Modify on the shortcut menu to display the Modify Style dialog box
- Make the desired changes to the style in the Modify Style dialog box, and then click the OK button to update the style

# Modifying a Style

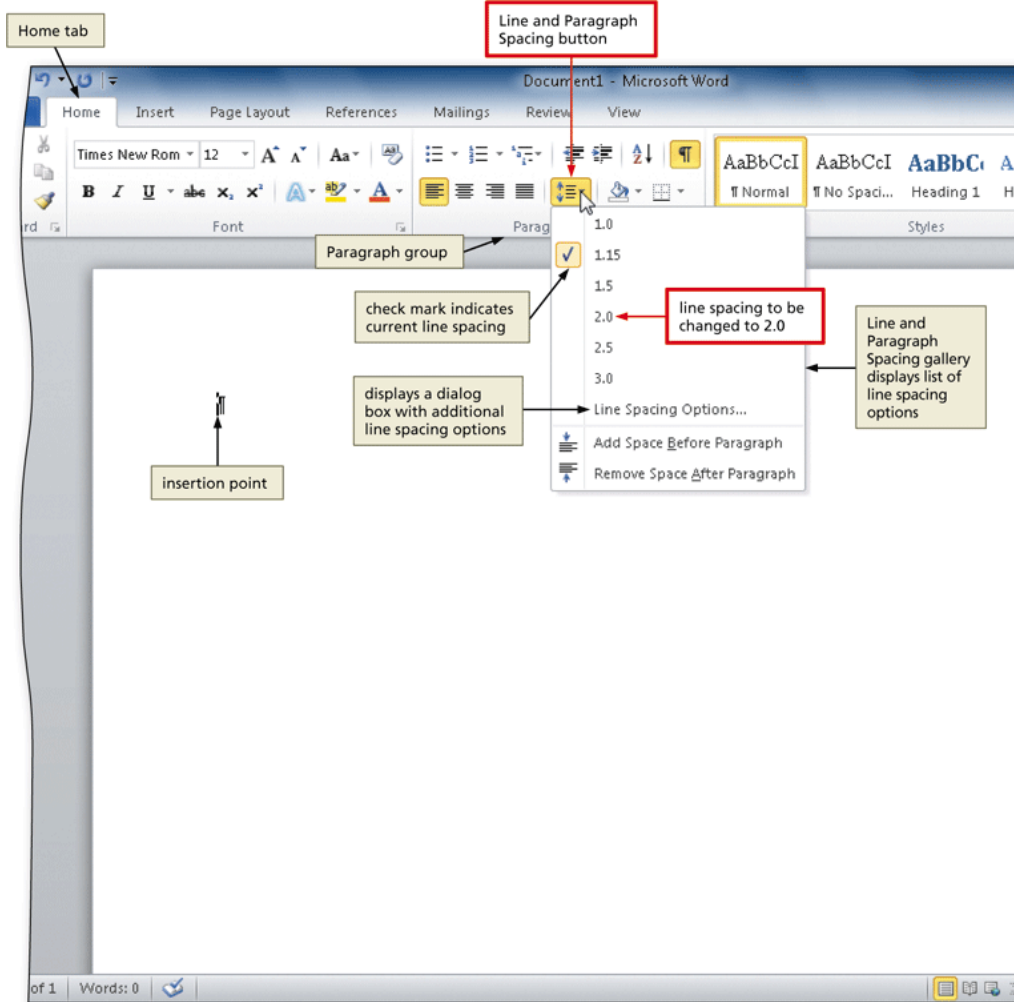




# Changing Line Spacing

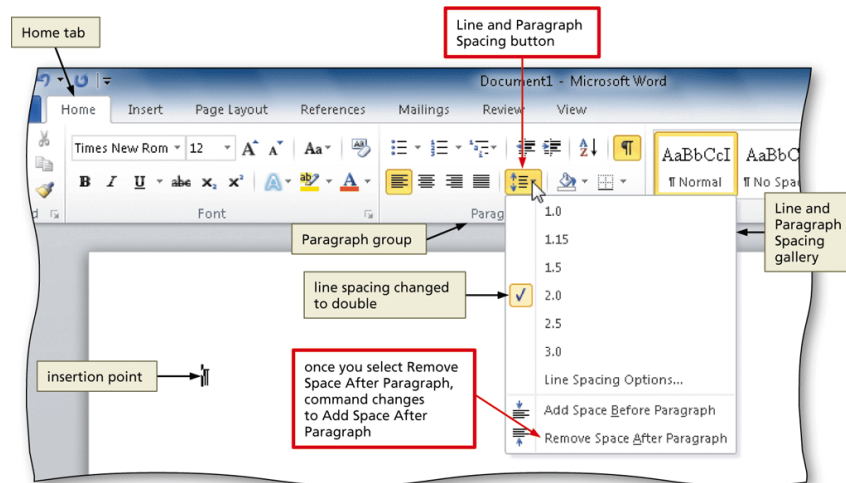
- Click the Line and Paragraph Spacing button (Home tab | Paragraph group) to display the Line and Paragraph Spacing gallery
- Click the desired setting in the Line and Paragraph Spacing gallery to change the line spacing at the location of the insertion point

# Changing Line Spacing



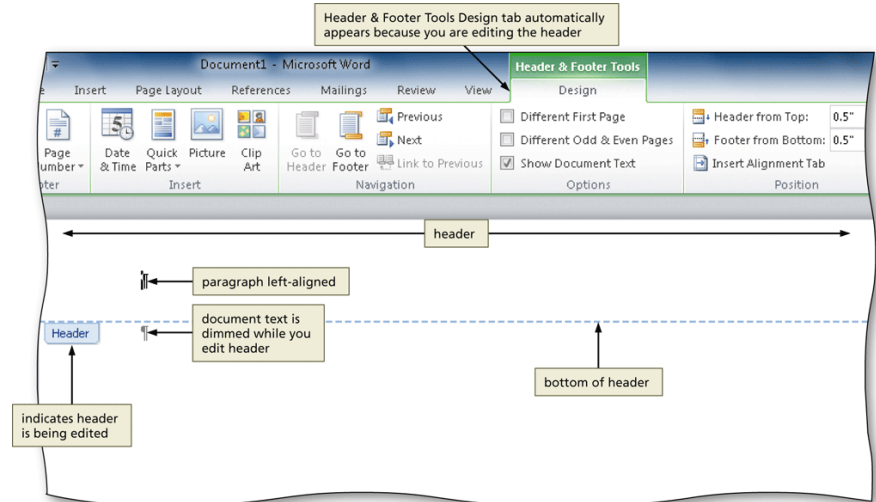
# Removing Space after a Paragraph

- Click the Line and Paragraph Spacing button (Home tab | Paragraph group) to display the Line and Paragraph Spacing gallery
- Click Remove Space After Paragraph in the Line and Paragraph Spacing gallery so that no blank space appears after paragraphs



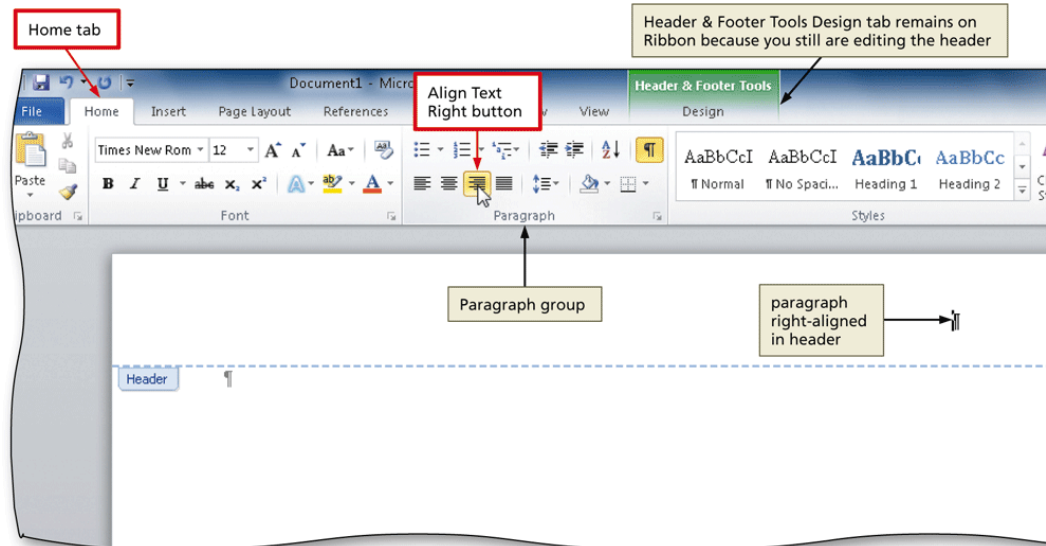
# Switching to the Header

- Click Insert on the Ribbon to display the Insert tab
- Click the Header button (Insert tab | Header & Footer group) to display the Header gallery
- Click Edit Header in the Header gallery to switch from the document text to the header, which allows you to edit the contents of the header



# Right-Aligning a Paragraph

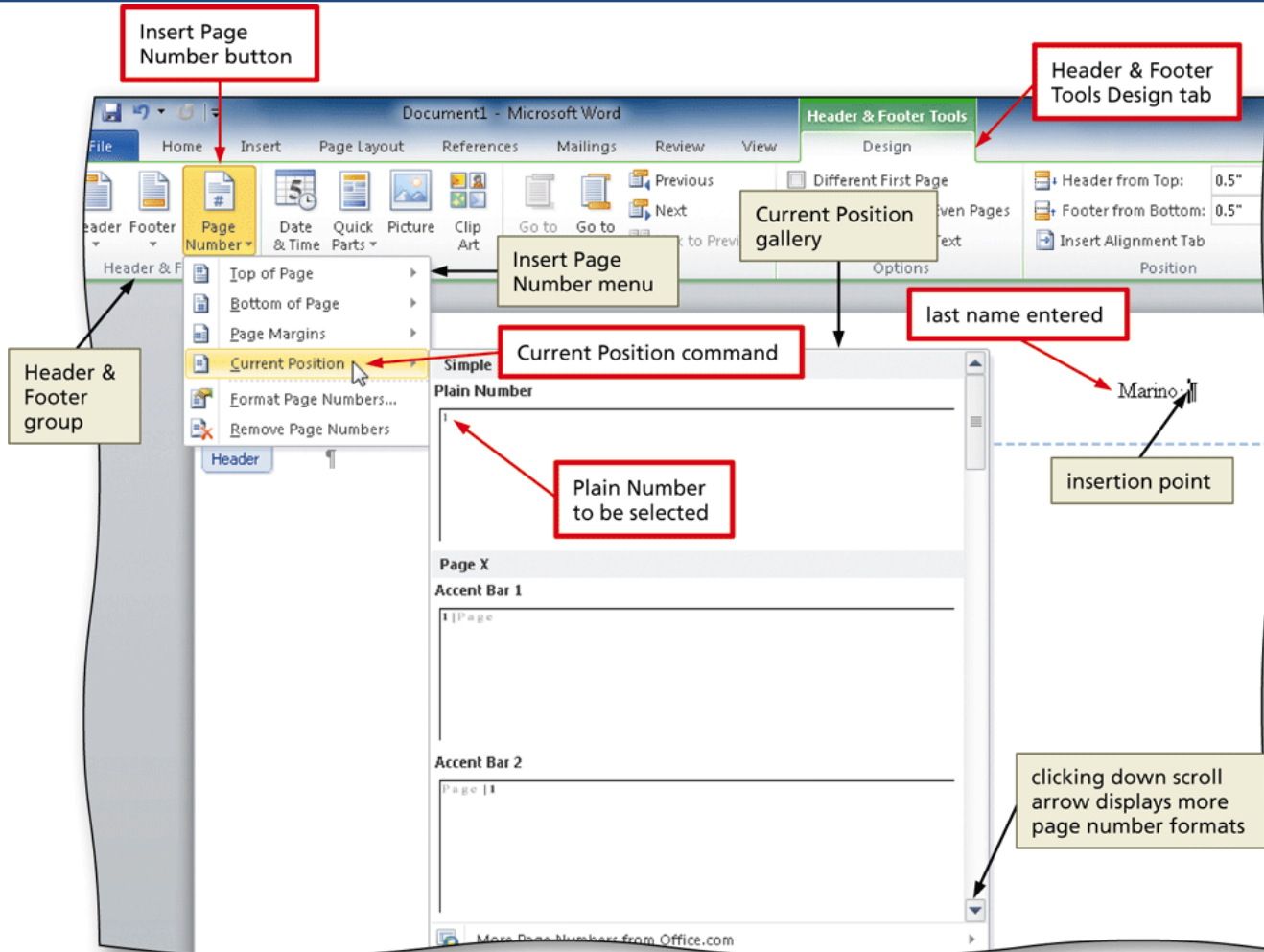
- Click Home on the Ribbon to display the Home tab **ctrl+ r**
- Click the Align Text Right button (Home tab | Paragraph group) to right-align the current paragraph



# Inserting a Page Number

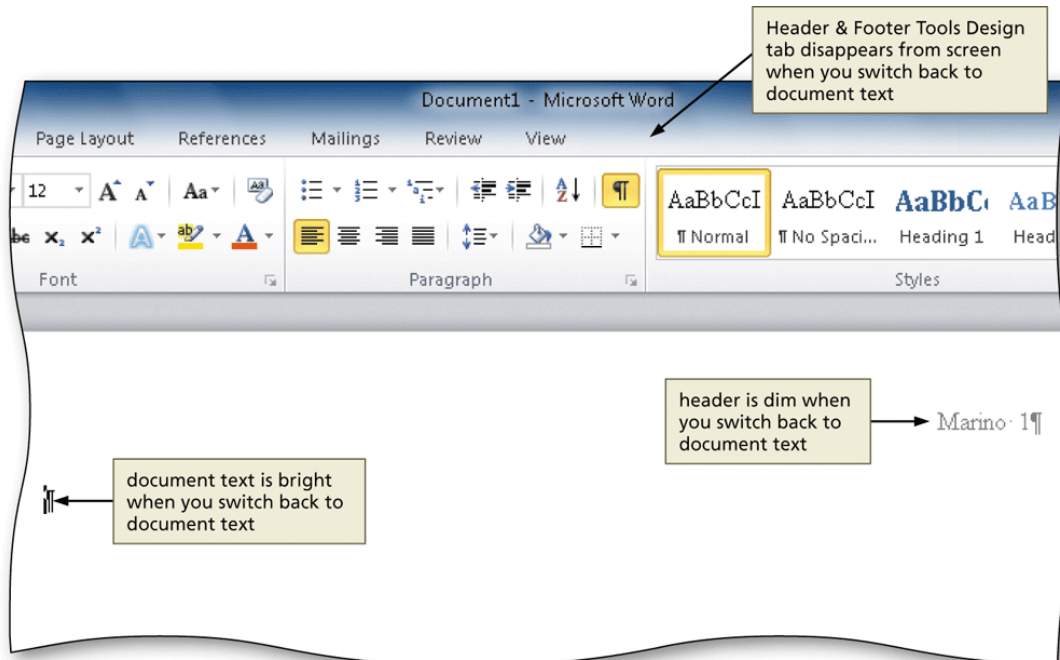
- Click the Insert Page Number button (Header & Footer Tools Design tab | Header & Footer group) to display the Insert Page Number
- Point to the position at which you want to insert the page number, and then select the desired style in the gallery

# Inserting a Page Number



# Closing the Header

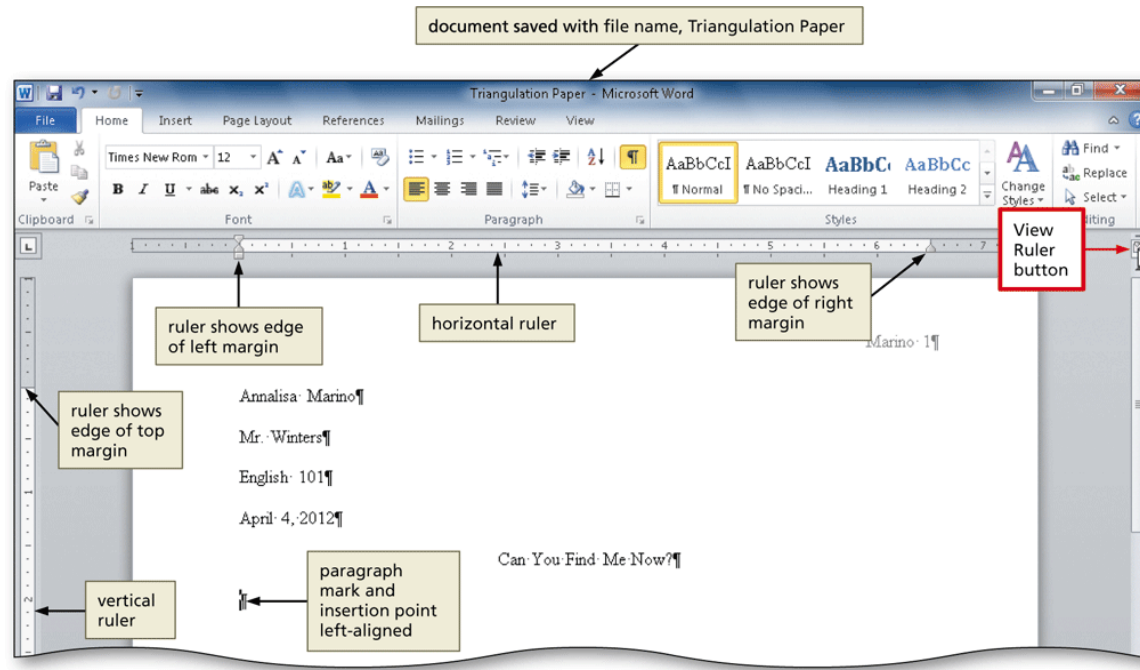
- Click the Close Header and Footer button (Header & Footer Tools Design tab | Close group) to close the header and switch back to the document text





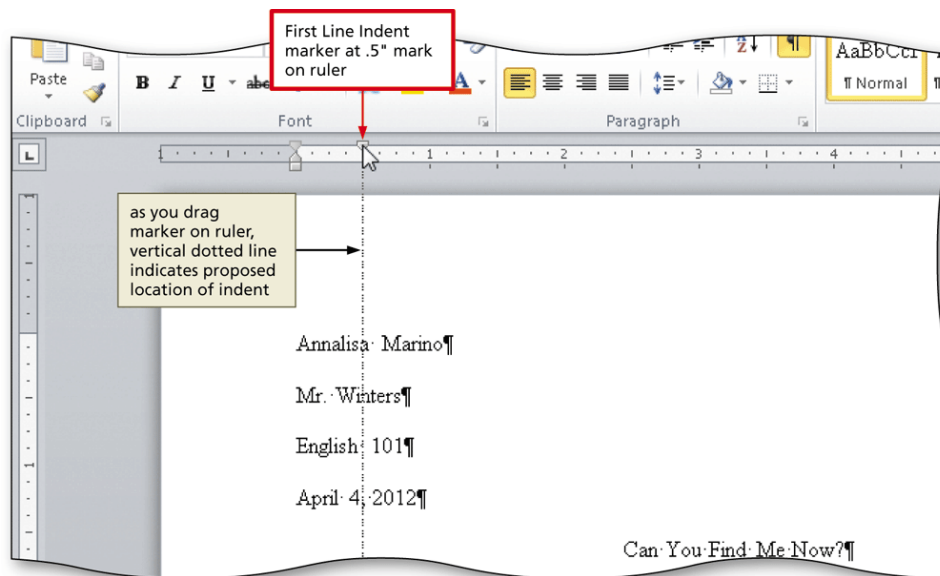
# Displaying the Rulers

- If the rulers are not displayed, click the View Ruler button on the vertical scroll bar to display the horizontal and vertical rulers on the screen



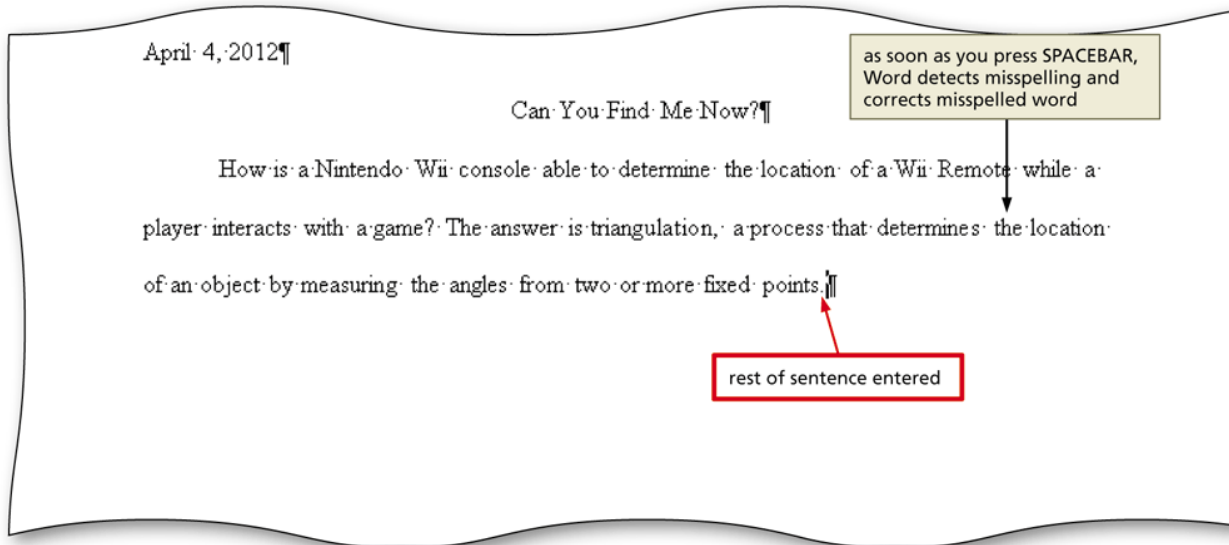
# First-Line Indenting Paragraphs

- With the insertion point in the paragraph to be indented, drag the First Line Indent marker to the desired location on the ruler to set the location for the first-line indent



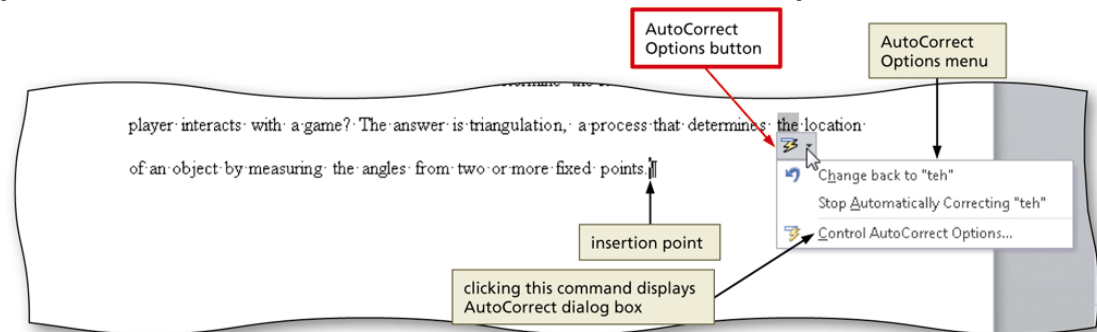
# AutoCorrecting as You Type

- Word provides an **AutoCorrect** feature that automatically corrects certain typing, spelling, capitalization, or grammar errors as you type a document



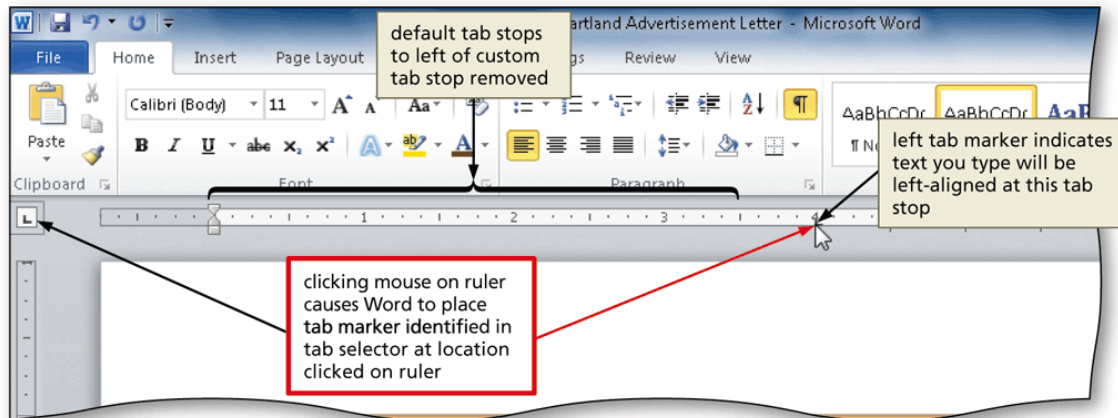
# Using the AutoCorrect Options Button

- Position the mouse pointer in the text automatically corrected by Word to display a small blue box below the automatically corrected word
- Point to the small blue box to display the AutoCorrect Options button
- Click the AutoCorrect Options button to display the AutoCorrect Options menu
- Press the ESCAPE key to remove the AutoCorrect Options menu from the screen



# Setting Custom Tab Stops

- If necessary, click the tab selector at the left edge of the horizontal ruler until it displays the type of tab you wish to use
- Click the location on the ruler where you want to place a tab stop



# Inserting the Current Date in a Document

- Display the Insert tab
- Click the Insert Date and Time button to display the Date and Time dialog box
- Select the desired format
- If desired, click the Update automatically check box
- Click the OK button to insert the current date at the location of the insertion point

# Inserting the Current Date in a Document

The image shows a Microsoft Word document titled "Heartland Advertisement Letter" with the "Insert" tab selected. The "Date and Time" dialog box is open, displaying a list of available date and time formats. The format "April 27, 2012" is highlighted in blue and labeled as the "selected date format". A callout box explains that the list shows the current system date and time. The "Update automatically" checkbox is unchecked, labeled as "check box not selected". The "OK" button is highlighted with a red box and labeled as the "OK button". A red box labeled "insertion point" points to a vertical line in the document text. A red box labeled "Text group" points to a group of text elements. A red box labeled "formatting mark indicates TAB key pressed" points to a small square symbol in the document text. A red box labeled "Insert Date and Time button" points to the "Date & Time" button in the ribbon. A red box labeled "Date and Time dialog box" points to the dialog box itself. A red box labeled "Insert tab" points to the "Insert" tab in the ribbon.

list of date and time formats — your list will show current system date and time stored on your computer

selected date format

check box not selected

Update automatically

OK button

insertion point

formatting mark indicates TAB key pressed

Text group

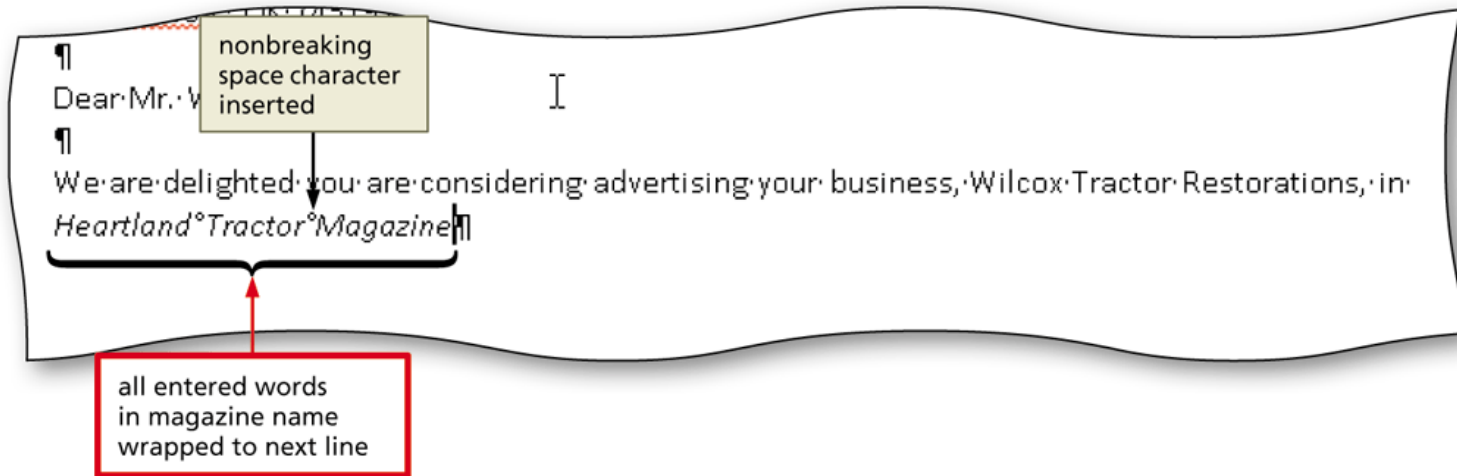
Insert Date and Time button

Date and Time dialog box

Insert tab

# Inserting a Nonbreaking Space

- Press CTRL+SHIFT+SPACEBAR to insert a nonbreaking space

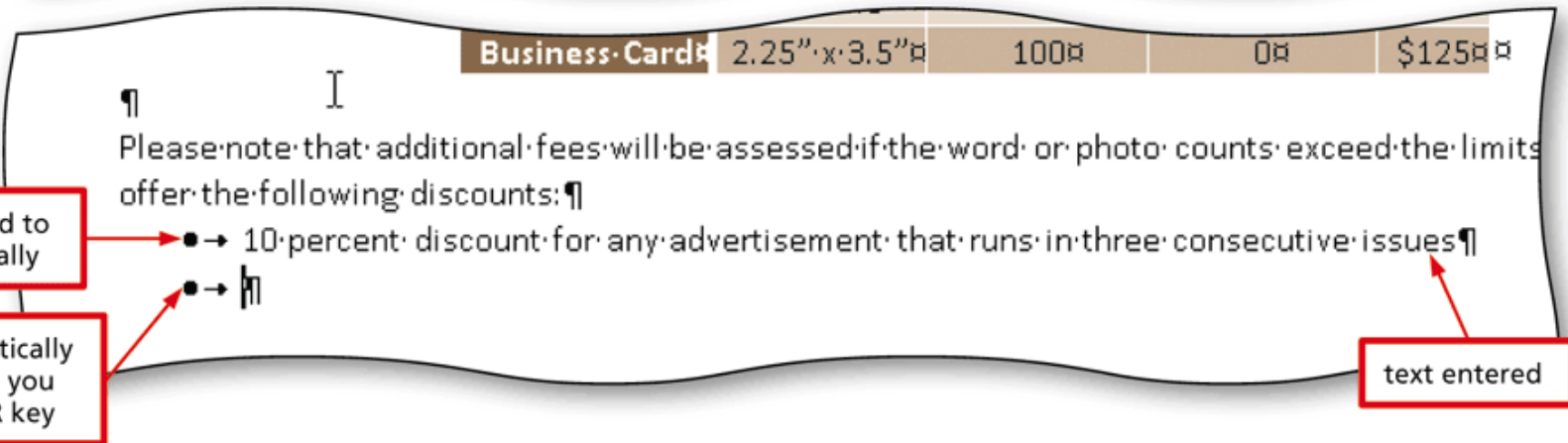
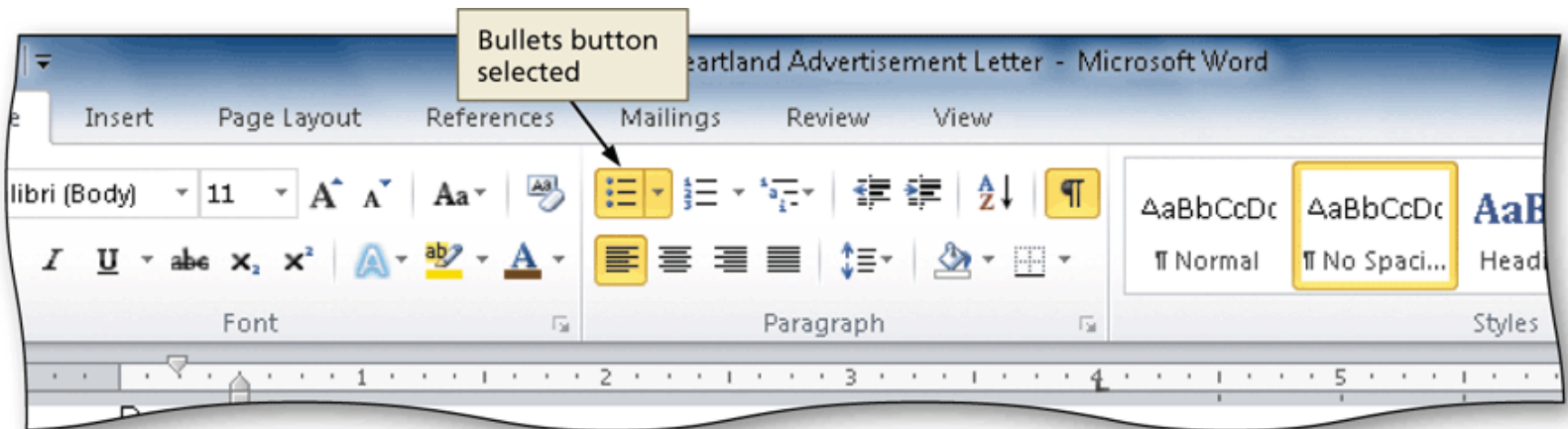




# Bulleting a List as You Type

- Press the ASTERISK key (\*) as the first character on the line
- Press the SPACEBAR to convert the asterisk to a bullet character
- Type the text for the list item
- Press the ENTER key to place another bullet character at the beginning of the next line
- Repeat the previous two steps for the remainder of the list
- After typing the last list item, press the ENTER key two times to turn off automatic bullets as you type

# Bulleting a List as You Type



# Creating an AutoCorrect Entry

- Click File on the Ribbon to open the Backstage view
- Click Options in the Backstage view to display the Word Options dialog box
- Click Proofing in the left pane to display proofing options in the right pane
- Click the AutoCorrect Options button in the right pane to display the AutoCorrect dialog box
- When Word displays the AutoCorrect dialog box, type the word you want to replace in the Replace text box, and the word to replace with in the With text box
- Click the Add button
- Click the OK button
- Click the OK button

# Creating an AutoCorrect Entry

The image shows the Microsoft Word interface with the Word Options dialog box open. The 'Proofing' tab is selected in the left pane. The 'AutoCorrect' tab is active in the 'AutoCorrect: English (U.S.)' dialog box. The 'Replace' section is expanded, showing a list of entries. Annotations include:

- Word Options dialog box**: Points to the main dialog window.
- right pane displays options related to command selected in left pane**: Points to the right-hand side of the Word Options dialog.
- Proofing command**: Points to the 'Proofing' tab in the left pane.
- AutoCorrect dialog box**: Points to the 'AutoCorrect: English (U.S.)' dialog box.
- AutoCorrect Options button**: Points to the 'AutoCorrect Options...' button in the main dialog.
- AutoCorrect tab**: Points to the 'AutoCorrect' tab in the sub-dialog.
- Exceptions button**: Points to the 'Exceptions...' button in the sub-dialog.
- misspelled word entered in Replace text box**: Points to the 'Replace' text box containing 'senser'.
- correct spelling entered in With text box**: Points to the 'With' text box containing 'sensor'.
- alphabetical list of currently defined AutoCorrect entries**: Points to the list of entries below the 'With' box.
- Add button**: Points to the 'Add' button at the bottom of the sub-dialog.
- Delete button**: Points to the 'Delete' button at the bottom of the sub-dialog.
- OK button**: Points to the 'OK' button at the bottom of the sub-dialog.

The 'Replace' section in the 'AutoCorrect: English (U.S.)' dialog box contains the following entries:

Replace	With
senser	sensor
sentence	sentence
separate	separate
seperate	separate
sercumstances	circumstances
shcool	school
she'll	she'll

# Counting Words

- Click the Word Count indicator on the status bar to display the Word Count dialog box
- If necessary, place a check mark in the 'Include textboxes, footnotes and endnotes' check box
- Click the Close button to close the dialog box

# Counting Words

The image shows a Microsoft Word document with several annotations. A red box highlights the text "ENTER key pressed after note reference mark" pointing to a paragraph break. Another red box labeled "paragraph entered" points to the start of a new paragraph. A yellow box labeled "Word Count dialog box" points to the Word Count window, which displays the following statistics:

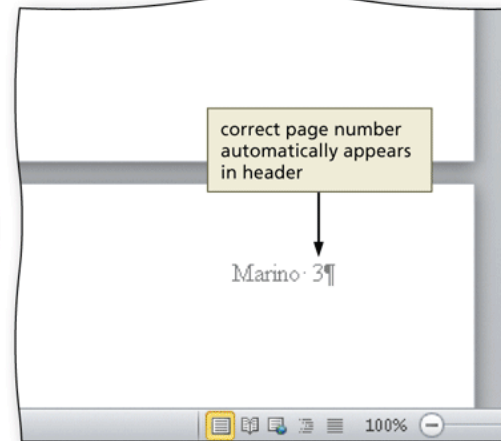
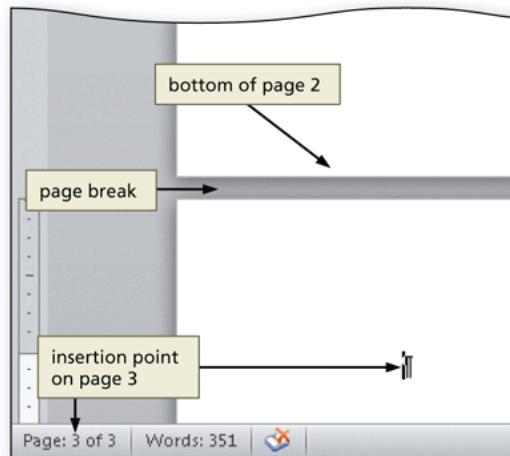
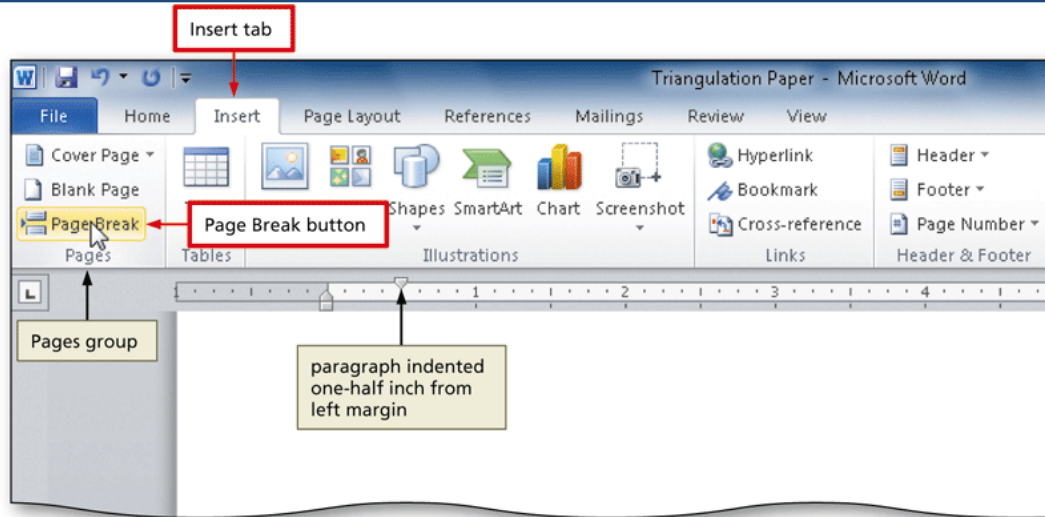
Statistics:	
Pages	1
Words	236
Characters (no spaces)	1,160
Characters (with spaces)	1,388
Paragraphs	9
Lines	21

A yellow box labeled "statistics about current document" points to these statistics. A red box labeled "Word Count indicator shows current word count is 236" points to the status bar at the bottom left, which shows "Words: 236". A red box labeled "Close button" points to the "Close" button in the Word Count dialog box. A yellow box labeled "insertion point" points to the cursor in the text. A red box labeled "be sure check box is selected" points to the checked box "Include textboxes, footnotes and endnotes". A yellow box labeled "author name removed from citation and page number added" points to a citation "(25)" in the text.

# Page Breaking Manually

- Position the insertion point where you wish to insert the page break
- Click Insert on the Ribbon to display the Insert tab
- Click the Page Break button (Insert tab | Pages group) to insert a manual page break immediately to the left of the insertion point and position the insertion point immediately below the manual page break

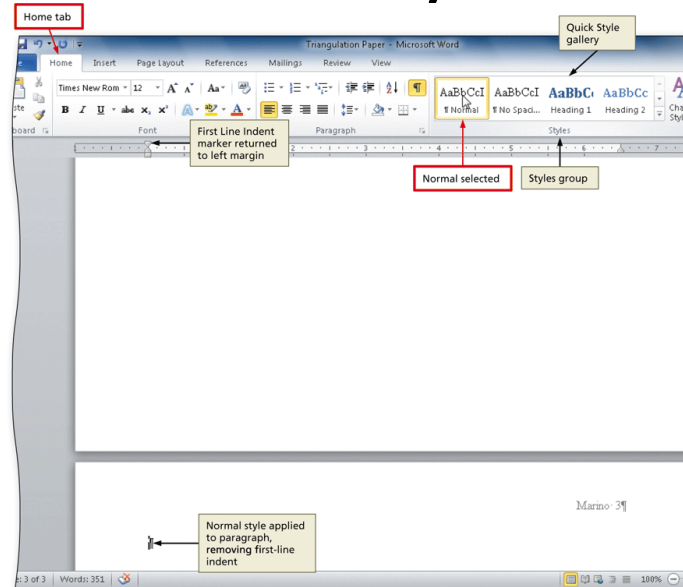
# Page Breaking Manually





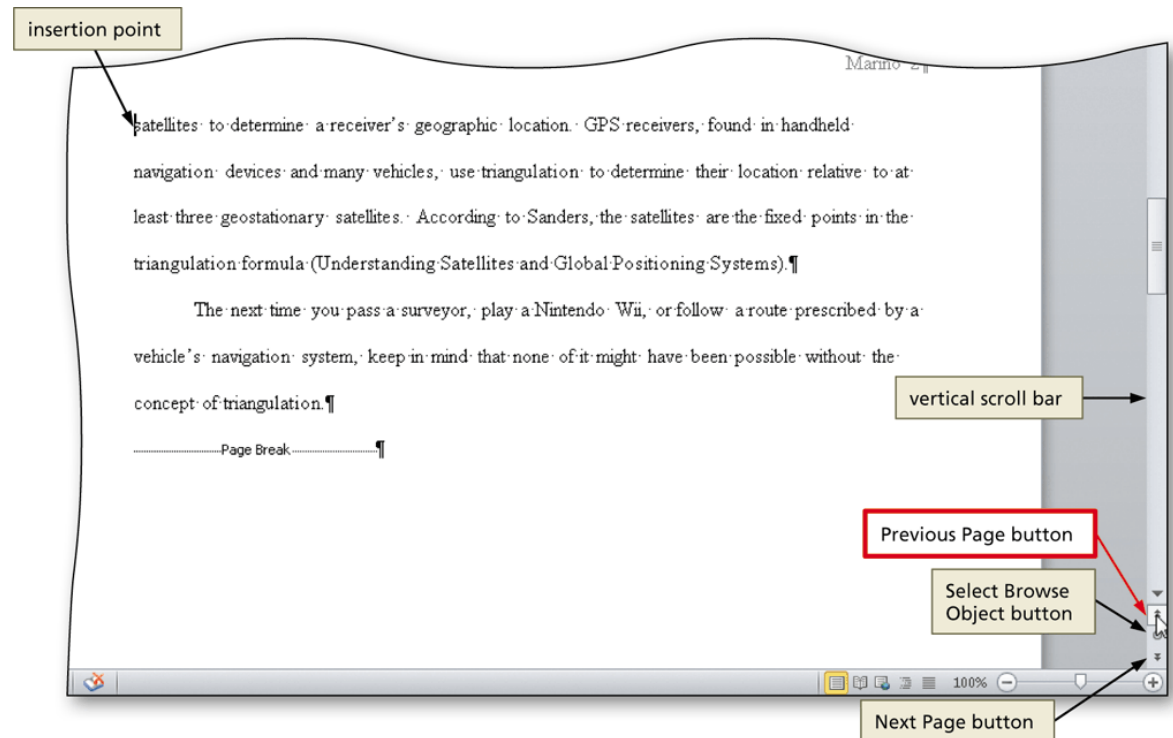
# Applying a Style

- Click Home on the Ribbon to display the Home tab
- With the insertion point in the paragraph to be modified, click the desired style in the Styles gallery



# Scrolling Page by Page through a Document

- Click the Previous Page button or Next Page button on the vertical scroll bar to scroll through the document



# Copying **ctrl+ C** and Pasting **ctrl+ V**

- Select the item to be copied
- Click the Copy button (Home tab | Clipboard group) to copy the selected item in the document to the Office Clipboard
- Position the insertion point at the location where the item should be pasted
- Click the Paste button (Home tab | Clipboard group) to paste the copied item in the document at the location of the insertion point

# Copying and Pasting

The image shows a screenshot of the Microsoft Word interface, specifically the Home tab. The ribbon is divided into several groups: Clipboard, Font, Paragraph, and Styles. The Clipboard group contains the Paste button, which is highlighted with a red box and labeled "Paste button". A yellow box labeled "Clipboard group" points to the Paste button. A yellow box labeled "Home tab" points to the Home tab on the ribbon. A yellow box labeled "clicking the Paste button arrow displays a variety of options for pasting the item" points to the Paste button. The document text is visible, with a yellow box labeled "copied word remains in document" pointing to the word "satellites" in the first line. A yellow box labeled "pasted word" points to the word "Marino" in the second line. A yellow box labeled "Paste Options button" points to the (Ctrl) button in the Paste Options menu.

Home tab

Paste button

Clipboard group

clicking the Paste button arrow displays a variety of options for pasting the item

copied word remains in document

pasted word

Paste Options button

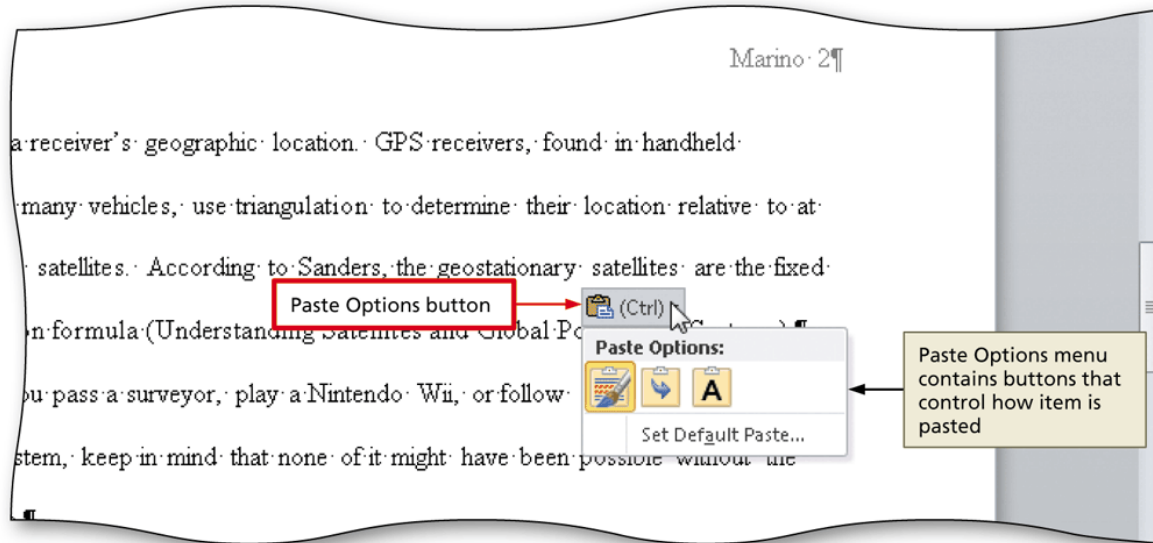
Marino 2

satellites to determine a receiver's geographic location. GPS receivers, found in handheld navigation devices and many vehicles, use triangulation to determine their location relative to at least three geostationary satellites. According to Sanders, the geostationary satellites are the first points in the triangulation formula (Understanding Satellites and Global Positioning System).

The next time you pass a surveyor, play a Nintendo Wii, or follow a route prescribed by a

# Displaying the Paste Options Menu

- Immediately after pasting text, click the Paste Options button to display the Paste Options menu
- Press the ESCAPE key to remove the Paste Options menu from the window



# Finding Text

- Click the Find button (Home tab | Editing group) to display the Navigation Pane
- Type the text to find in the Navigation Pane text box to display all occurrences of the typed text, called the search text, in the Navigation Pane and to highlight the occurrences of the search text in the document window

# Finding Text

The image shows a screenshot of a document search interface. On the left, a search bar contains the text "Wii console". Below it, a "Navigation Pane" lists three matches. The main document area shows the text of the document with three occurrences of "Wii console" highlighted in yellow. Annotations with arrows point to these elements:

- A red box labeled "search text entered" points to the search bar.
- A yellow box labeled "three occurrences of search text located" points to the search results list.
- A yellow box labeled "with this tab selected, you can search for text in a document" points to the search icon in the navigation pane.
- A yellow box labeled "occurrences of search text listed in Navigation Pane and highlighted in document" points to the search results list and the highlighted text in the document.

The document text includes the following paragraphs:

April 4, 2012

Can You Find Me Now?

How is a Nintendo **Wii console** able to determine the location of a Wii Remote while a player

player interacts with a game? The answer is triangulation, a process

ect by measuring the angles from two or more fixed points.

urveyors often use triangulation to measure distance. Starting

elevation, surveyors measure a length to create a base line and then

an angle to an unknown point from each side of the base line. (Jains

base line and the two known angles allow a computer or person to

third point.

Similarly, the Nintendo **Wii console** uses triangulation to d

Remote. A player places a sensor bar, which contains two infrared

a television. While the player uses the Wii Remote, the **Wii console**

# Replacing Text

- Click the Replace button (Home tab | Editing group) to display the Replace sheet in the Find and Replace dialog box
- Type the text to find in the Find what text box
- Press the TAB key. Type the text to replace within the Replace with text box
- Click the Replace All button to instruct Word to replace all occurrences of the Find what text with the Replace with text. If Word displays a dialog box asking if you want to continue searching from the beginning of the document, click the Yes button
- Click the OK button
- Click the Close button



# Replacing Text

The image shows a Microsoft Word window titled "Triangulation Paper - Microsoft Word". The "Find and Replace" dialog box is open, with the "Replace" tab selected. The "Find what:" field contains "Wii console" and the "Replace with:" field contains "Wii game console". The "Options:" section shows "Search Down". The "More >>" button is highlighted. In the background, the "Editing" group in the ribbon is visible, with the "Replace" button highlighted. The text "How is a Nintendo Wii console able to determine the location of a Wii Remote while a player interacts with a game? The answer is triangulation, a process that determines the location" is visible at the bottom, with "Wii console" highlighted in yellow.

Replace tab

Find and Replace dialog box

Replace button

Find what: Wii console

Options: Search Down

Replace with: Wii game console

More >>

Replace

Replace All

Find Next

Cancel

More button

Editing group

text to be replaced

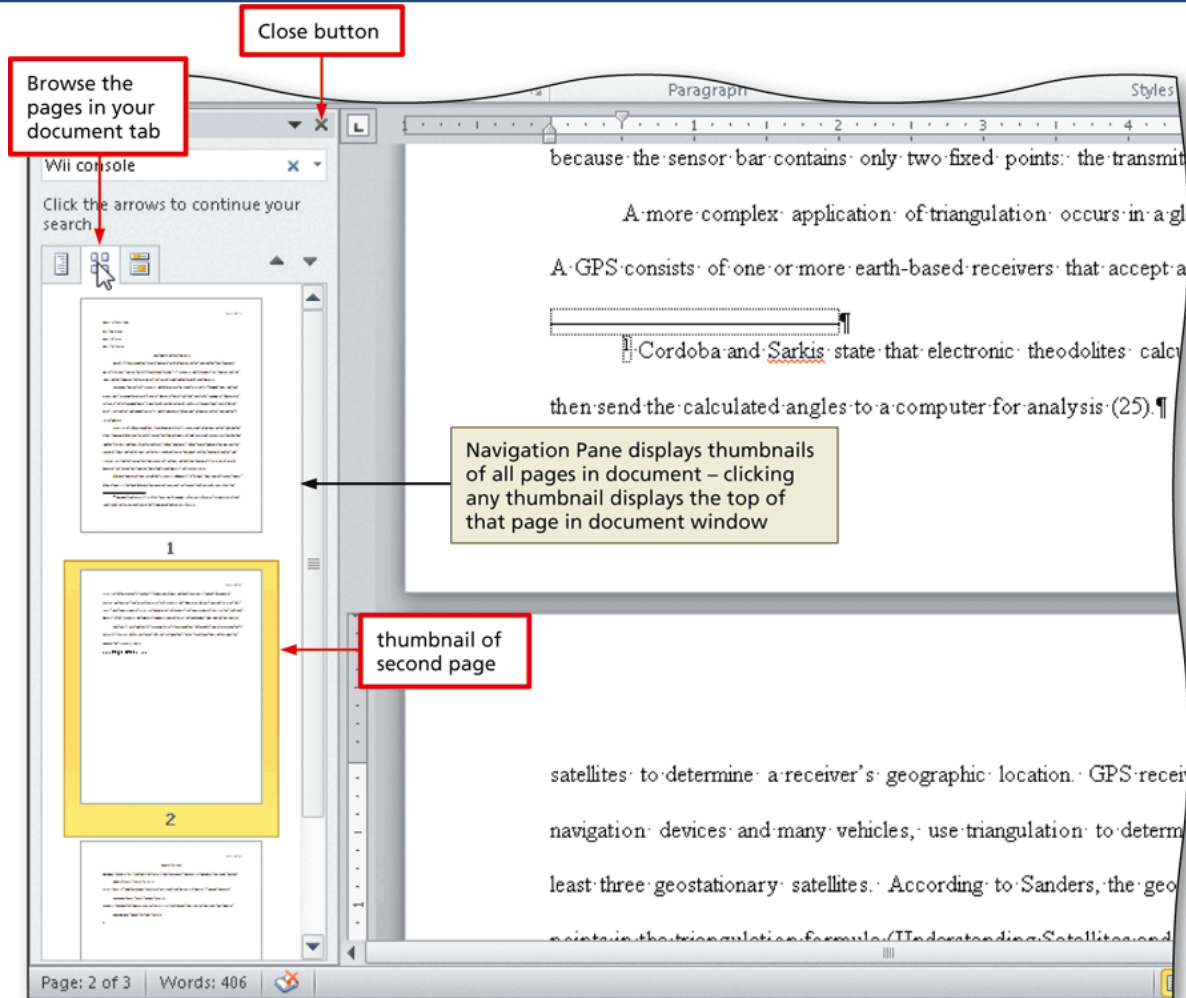
new text to replace current text

How is a Nintendo Wii console able to determine the location of a Wii Remote while a player interacts with a game? The answer is triangulation, a process that determines the location

# Going to a Page

- Click the 'Browse the pages in your document' tab in the Navigation Pane to display thumbnail images of the pages in the document
- Click the thumbnail of the page you wish to display to display the top of the selected page in the top of the document window
- Click the Close button in the Navigation Pane to close the pane

# Going to a Page



# Finding and Inserting a Synonym

- Locate and then right-click the word for which you want to find a synonym to display a shortcut menu related to the word you right-clicked
- Point to Synonyms on the shortcut menu to display a list of synonyms for the word you right-clicked
- Click the synonym you want on the Synonyms submenu to replace the selected word in the document with the selected synonym

# Finding and Inserting a Synonym

The image shows a word processing application window with a document containing several paragraphs of text. The text includes phrases like "satellites to determine a receiver's geographic location", "GPS receivers, found in handheld navigation devices", and "According to Sanders, the geostationary satellites are the fixed points in the triangulation formula". A red box highlights the word "System" in the text, with a label "insertion point in word to be looked up" pointing to it. A right-click context menu is open over the word, showing options like Cut, Copy, Paste Options, Font, Paragraph, Bullets, Numbering, Styles, Hyperlink, Look Up, Synonyms, Translate, and Additional Actions. The "Synonyms" option is highlighted in yellow, with a label "Synonyms command" pointing to it. A submenu is open below "Synonyms", listing words: set, agreed, arranged, prearranged, given, approved, recommended, suggested, and Thesaurus... The word "suggested" is highlighted in red, with a label "synonym to be selected" pointing to it. A label "list of synonyms" points to the entire submenu. A label "clicking Thesaurus command displays Research task pane" points to the "Thesaurus..." option at the bottom of the submenu. A "Mini toolbar" is visible at the top right of the document window, with a label "Mini toolbar automatically appears when you right-click" pointing to it. A label "top of second page in document window" points to the top of the document. A "Page Break" symbol is visible in the text. A "shortcut menu" label points to the right-click context menu.

top of second page in document window

Mini toolbar automatically appears when you right-click

insertion point in word to be looked up

Synonyms submenu

list of synonyms

clicking Thesaurus command displays Research task pane

shortcut menu

Synonyms command

synonym to be selected

# Checking Spelling and Grammar at Once

- Press CTRL+HOME because you want the spelling and grammar check to begin from the top of the document (**F7 to start spellcheck**)
- Click Review on the Ribbon to display the Review tab
- Click the Spelling & Grammar button (Review tab | Proofing group) to begin the spelling and grammar check at the location of the insertion point, which in this case, is at the beginning of the document
- Click the desired spelling in the Suggestions list
- If items are found, click the desired selection

# Checking Spelling and Grammar at Once

The image shows a screenshot of Microsoft Word with the Review tab selected. The Spelling & Grammar button is highlighted in the Proofing group. A misspelled word, 'theadalight', is highlighted in the document text. The Spelling and Grammar dialog box is open, showing the word 'theadalight' as 'Not in Dictionary'. The dialog box displays a list of suggestions: 'theadalight' and 'theadolite'. The word 'theadolite' is selected. The 'Change' button is highlighted. The dialog box also includes buttons for 'Ignore Once', 'Ignore All', 'Add to Dictionary', 'Change All', 'AutoCorrect', and 'Cancel'. The text in the background reads: 'elevation, surveyors measure a length to create a base line and then use a theadalight to an angle to an unknown point from each side of'.

Review tab

Spelling & Grammar button

Spelling and Grammar dialog box appears when spelling or grammar error is detected

misspelled word

Proofing group

list of suggestions for flagged word

theadolite selected

word, theadalight, not found in dictionary

Change button