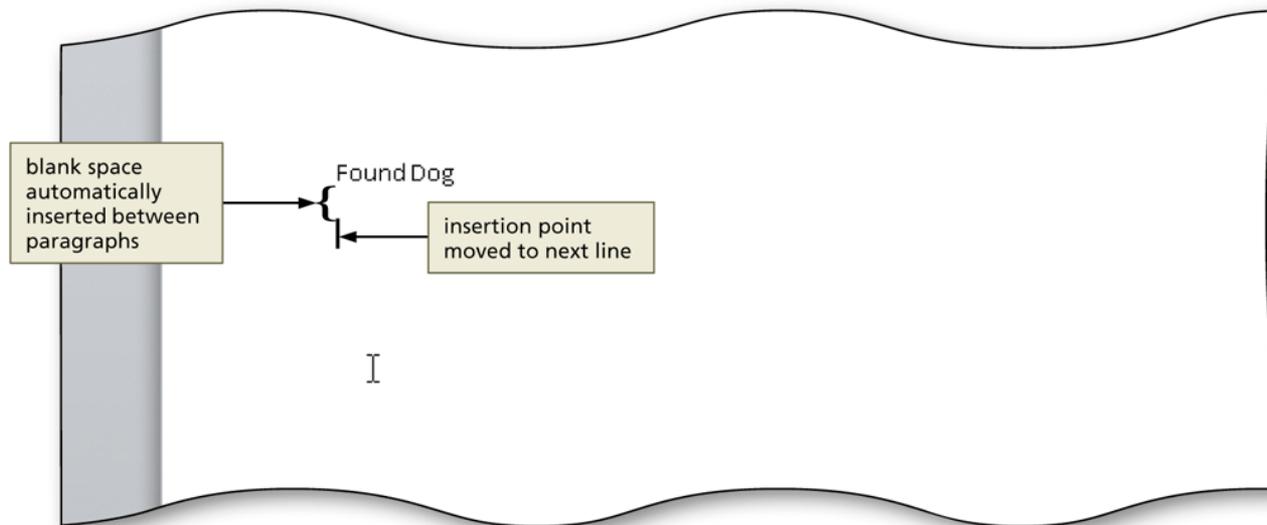


Creating - Editing-Formatting Word Documents

Word Unit

Entering Text

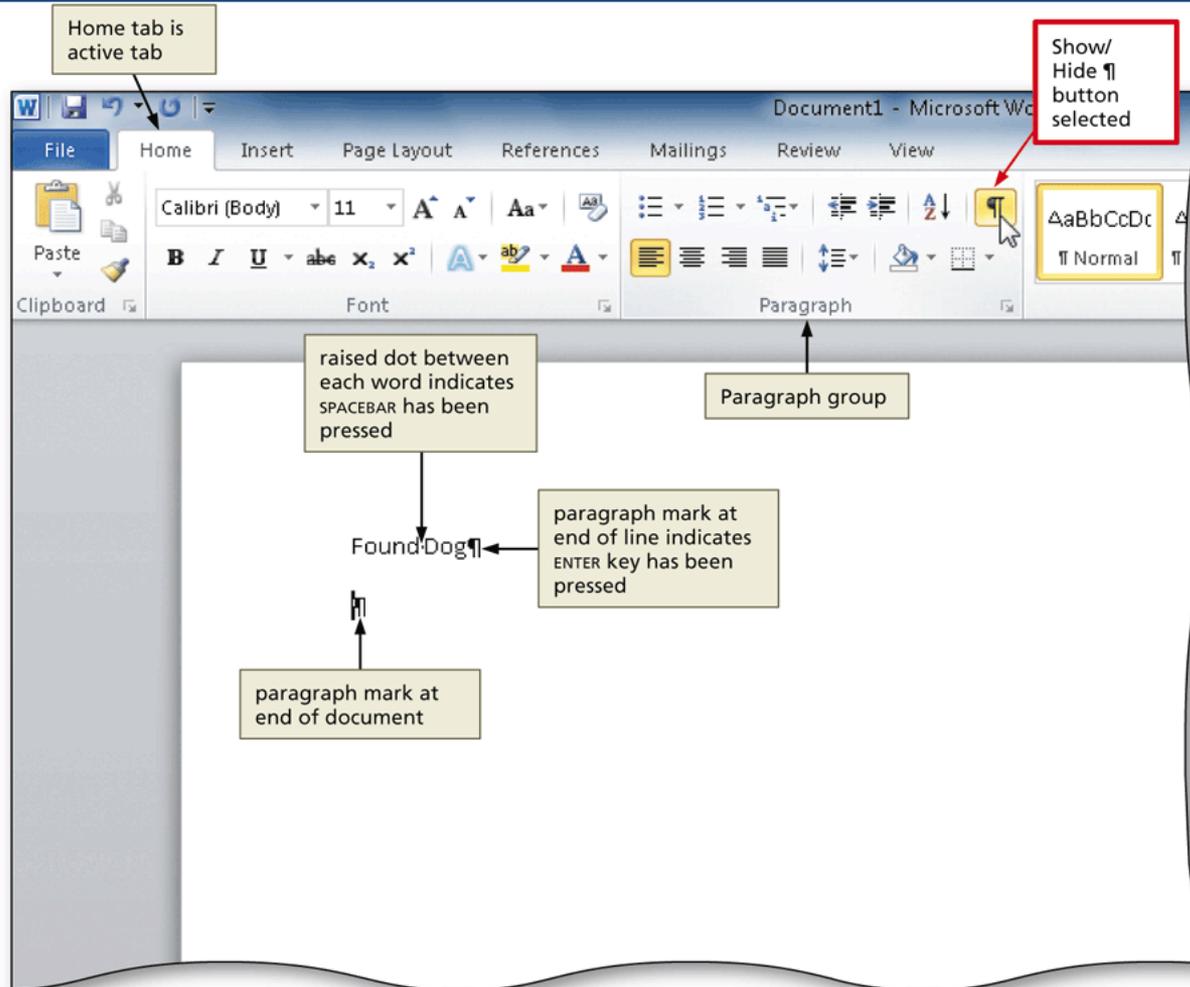
- Type the text in the Word document
- To move the insertion point to the beginning of the next line, press the ENTER key



Displaying Formatting Marks

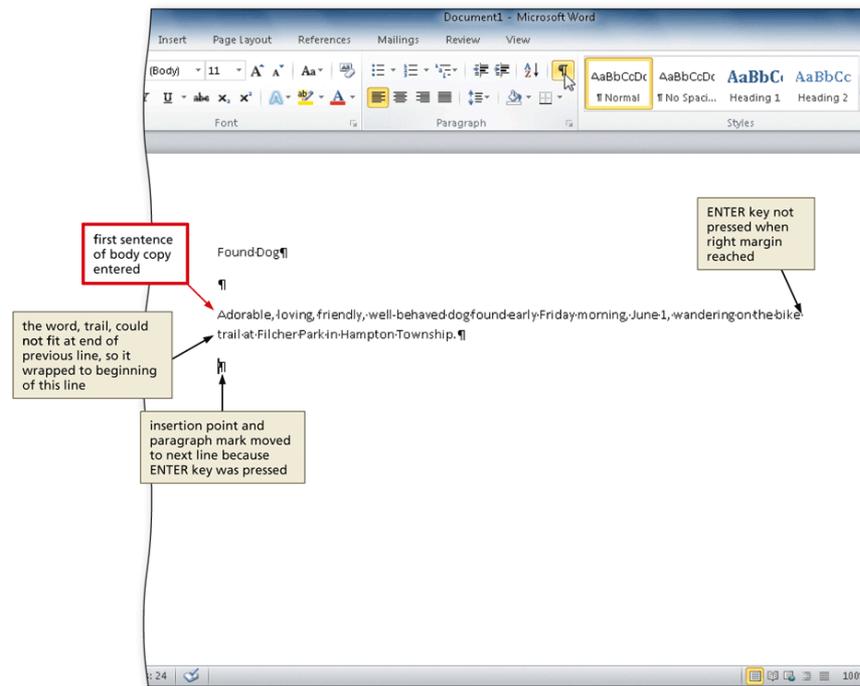
- If the Home tab is not the active tab, click Home on the Ribbon to display the Home tab.
- If it is not selected already, click the Show/Hide ¶ button (Home tab | Paragraph group) to display formatting marks on the screen

Displaying Formatting Marks



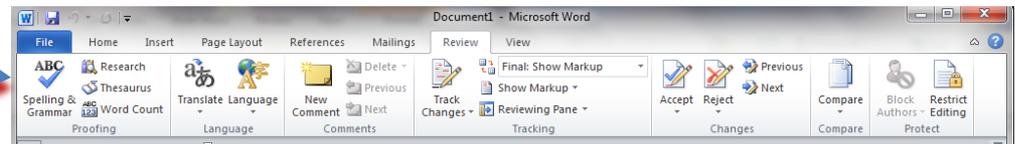
Word-wrap

- Word-wrap allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line

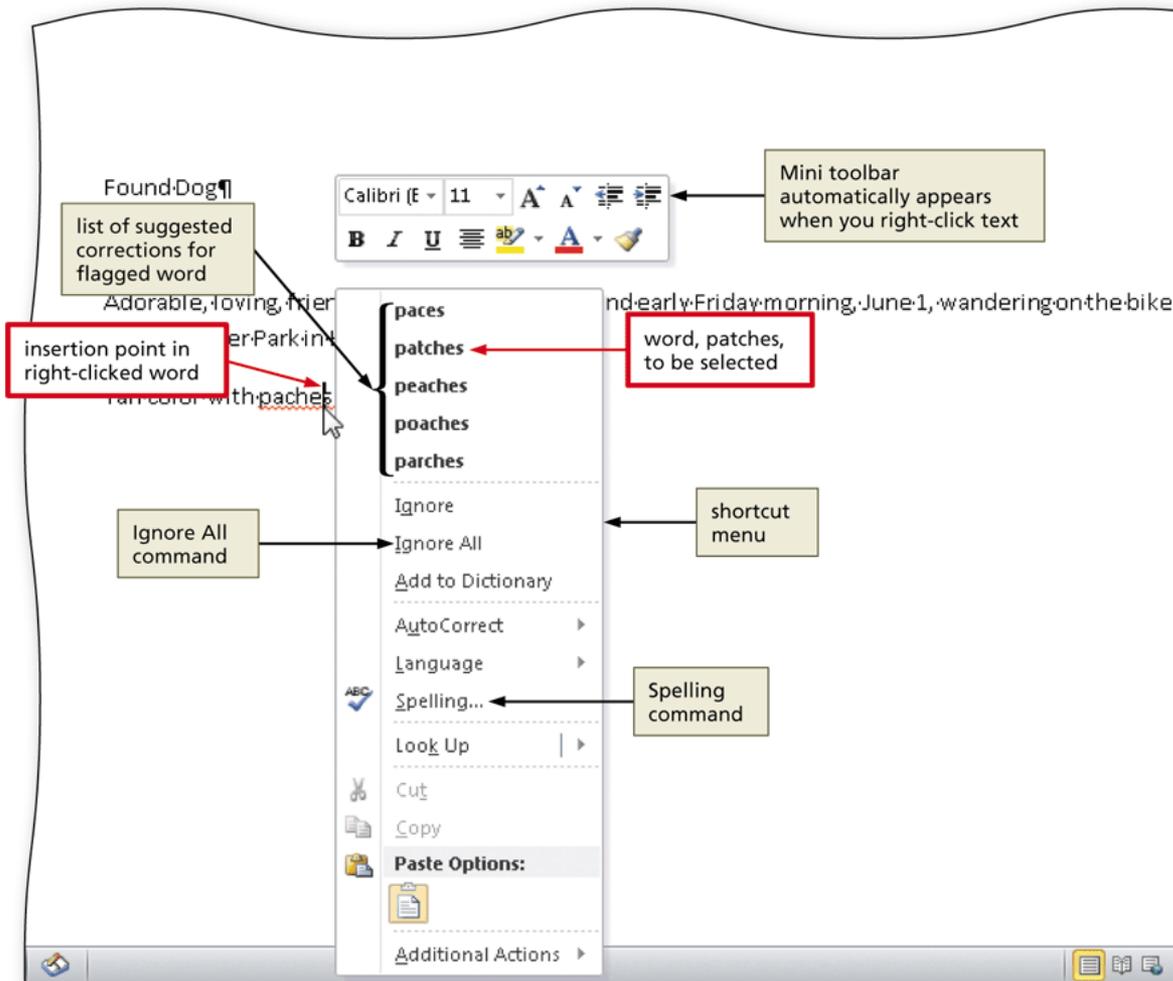


Checking Spelling and Grammar

- **As you type:** Type the misspelled text and then press the SPACEBAR so that a red wavy line appears below the misspelled word
- Right-click the flagged word to display a shortcut menu that presents a list of suggested spelling corrections for the flagged word
- Click the correct word on the shortcut menu
- **Press F7 or use the Review tab**



Checking Spelling and Grammar as You Type



Navigating a Document

Table 1–1 Moving the Insertion Point with the Keyboard

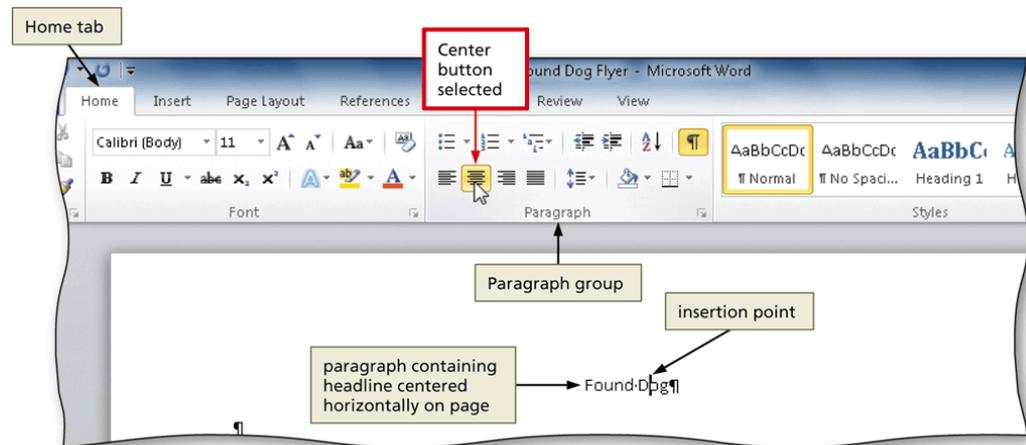
Insertion Point Direction	Key(s) to Press	Insertion Point Direction	Key(s) to Press
Left one character	LEFT ARROW	Up one paragraph	CTRL+UP ARROW
Right one character	RIGHT ARROW	Down one paragraph	CTRL+DOWN ARROW
Left one word	CTRL+LEFT ARROW	Up one screen	PAGE UP
Right one word	CTRL+RIGHT ARROW	Down one screen	PAGE DOWN
Up one line	UP ARROW	To top of document window	ALT+CTRL+PAGE UP
Down one line	DOWN ARROW	To bottom of document window	ALT+CTRL+PAGE DOWN
To end of line	END	To beginning of document	CTRL+HOME
To beginning of line	HOME	To end of document	CTRL+END

Table 1–2 Using the Scroll Bar to Scroll Vertically with the Mouse

Scroll Direction	Mouse Action	Scroll Direction	Mouse Action
Up	Drag the scroll box upward.	Down one screen	Click anywhere below the scroll box on the vertical scroll bar.
Down	Drag the scroll box downward.	Up one line	Click the scroll arrow at the top of the vertical scroll bar.
Up one screen	Click anywhere above the scroll box on the vertical scroll bar.	Down one line	Click the scroll arrow at the bottom of the vertical scroll bar.

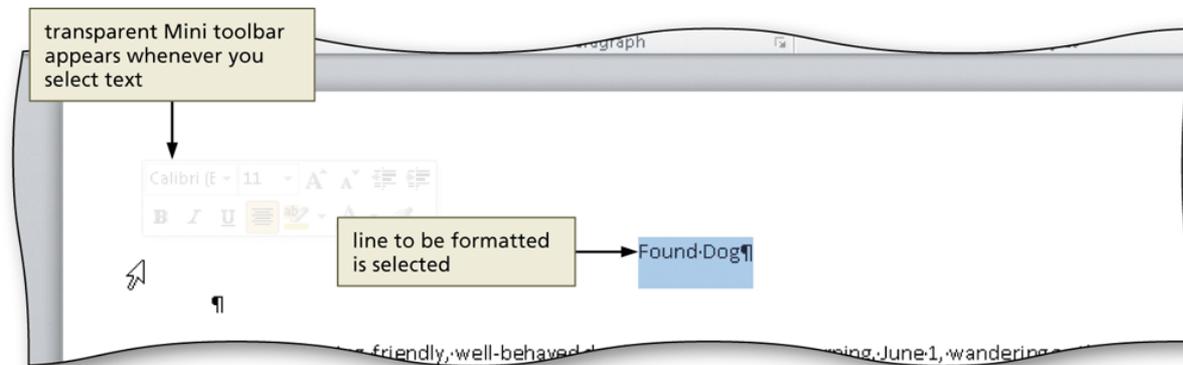
Centering a Paragraph

- Click somewhere in the paragraph to be centered to position the insertion point in the paragraph to be formatted
- Click the Center button (Home tab | Paragraph group) to center the paragraph containing the insertion point



Selecting a Line

- Move the mouse pointer to the left of the line to be selected until the mouse pointer changes to a right-pointing block arrow
- Click the mouse to select the entire line to the right of the mouse pointer



Changing the Font Size of Selected Text

- With the text selected, click the Font Size box arrow (Home tab | Font group) to display the Font Size gallery
- Point to the desired point size in the Font Size gallery to display a live preview of the selected text at the selected point size
- Click the desired point size to change the font size of the selected text

Changing the Font Size of Selected Text

The screenshot shows the Microsoft Word interface for a document titled "Found Dog Flyer". The ribbon is set to the "Font" tab, and the font size dropdown menu is open, displaying a list of sizes from 8 to 48, with 72 highlighted. The text "Found·Dog" is selected in the document, and a live preview of the text at 72 point is visible. Three callout boxes provide instructions: one points to the mouse pointer on the 72 point option in the font size gallery, another points to the text "Found·Dog" indicating that the selection disappears temporarily during the live preview, and a third points to the text "Found·Dog" indicating that the font size changes to 72 point, showing a live preview of the font size to which you are pointing in gallery.

Found Dog Flyer - Microsoft Word

Page Layout References Mailings Review View

Font Size: 11

Font Face: AaBbCcDc

Paragraph Styles: Normal, No Spaci..., Heading 1, Heading 2

font size of selected text changes to 72 point, showing a live preview of font size to which you are pointing in gallery

Found·Dog

selection on text disappears temporarily while you use live preview

mouse pointer on 72 point

Changing the Font of Selected Text

- With the text selected, click the Font box arrow (Home tab | Font group) to display the Font gallery
- Scroll through the Font gallery, and then point to the desired font to display a live preview of the selected text in the selected font
- Click the font to change the font of the selected text

Changing the Font of Selected Text

The image shows a Microsoft Word interface with the font gallery open. The font 'Arial Rounded MT Bold' is selected in the gallery, and a mouse pointer is hovering over it. The text 'und·Dog' is displayed in the document, showing a live preview of the selected font. The text 'und' is in a standard font, and 'Dog' is in the selected font. A callout box points to the mouse pointer on the font name, and another callout box points to the text 'und·Dog', indicating that the selection disappears temporarily during the live preview.

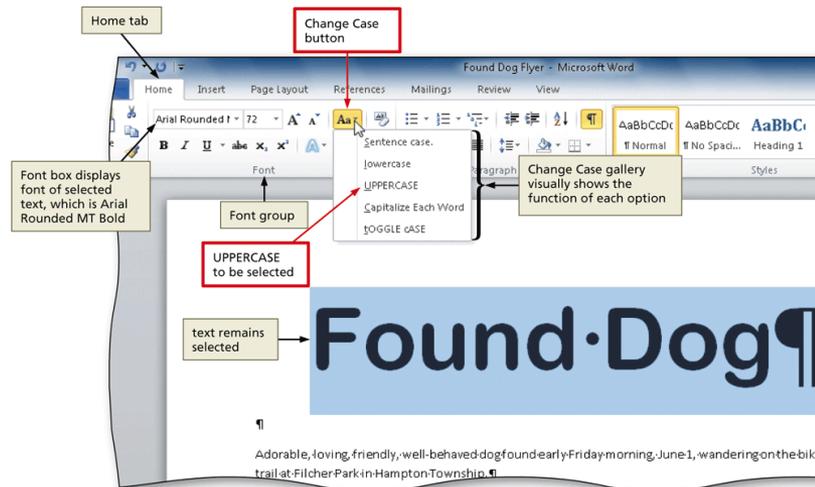
font of selected text changes to Arial Rounded MT Bold, showing a live preview of font to which you are pointing in gallery

mouse pointer on Arial Rounded MT Bold

selection on text disappears temporarily while you use live preview

Changing the Case of Selected Text

- With the text selected, click the Change Case button (Home tab | Font group) to display the Change Case gallery
- Click the desired case in the Change Case gallery to change the case of the selected text



Applying a Text Effect to Selected Text

- With the text selected, click the Text Effects button (Home tab | Font group) to display the Text Effects gallery
- Point to the desired text effect to display a live preview of the selected text in the selected text effect
- Click the text effect to change the text effect of the selected text

Applying a Text Effect to Selected Text

The screenshot shows the Microsoft Word interface with a text effect gallery open. The gallery displays a grid of 'A' characters with various effects. A red box highlights the 'Fill - White, Gradient Outline - Accent 1' effect, with a mouse pointer hovering over it. The word 'DOG' in the background is highlighted in blue, and a yellow box around it shows a live preview of the selected effect. A text box explains that the selection disappears temporarily during the live preview. Another text box notes that the selected text shows a live preview of the effect being pointed to in the gallery. Below the gallery, the text 'Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wa trail at Filcher Park in Hampton Township.' is visible.

mouse pointer on Fill - White, Gradient Outline - Accent 1 text effect

selected text shows live preview of text effect to which you are pointing in gallery

selection on text disappears temporarily while you use live preview

Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wa trail at Filcher Park in Hampton Township.

Tan color with patches of white on his chest

Male, adult cocker spaniel

Shading a Paragraph

- Click somewhere in the paragraph to be shaded
- Click the Shading button arrow (Home tab | Paragraph group) to display the Shading gallery
- Point to the desired shading to display a live preview of the selected shading color
- Click the shading color

Shading a Paragraph

Found Dog Flyer - Microsoft Word

Insert Page Layout References Mailings Review View

Font Paragraph Styles

current paragraph shows live preview of color to which you are pointing in Shading gallery

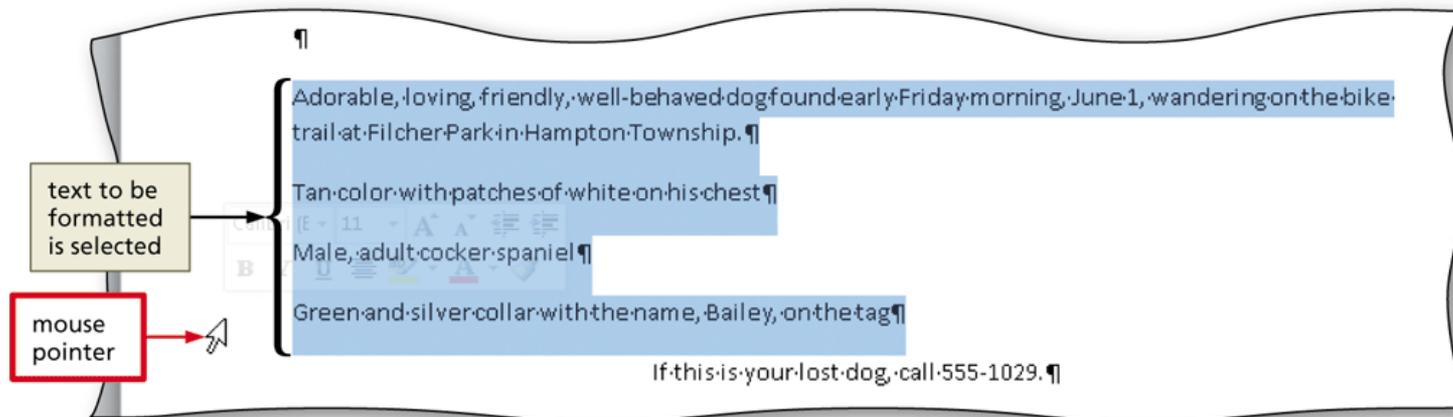
mouse pointer on Orange, Accent 6, Darker 50% color

insertion point disappears temporarily while you use live preview

FOUND·DOG

Selecting Multiple Lines

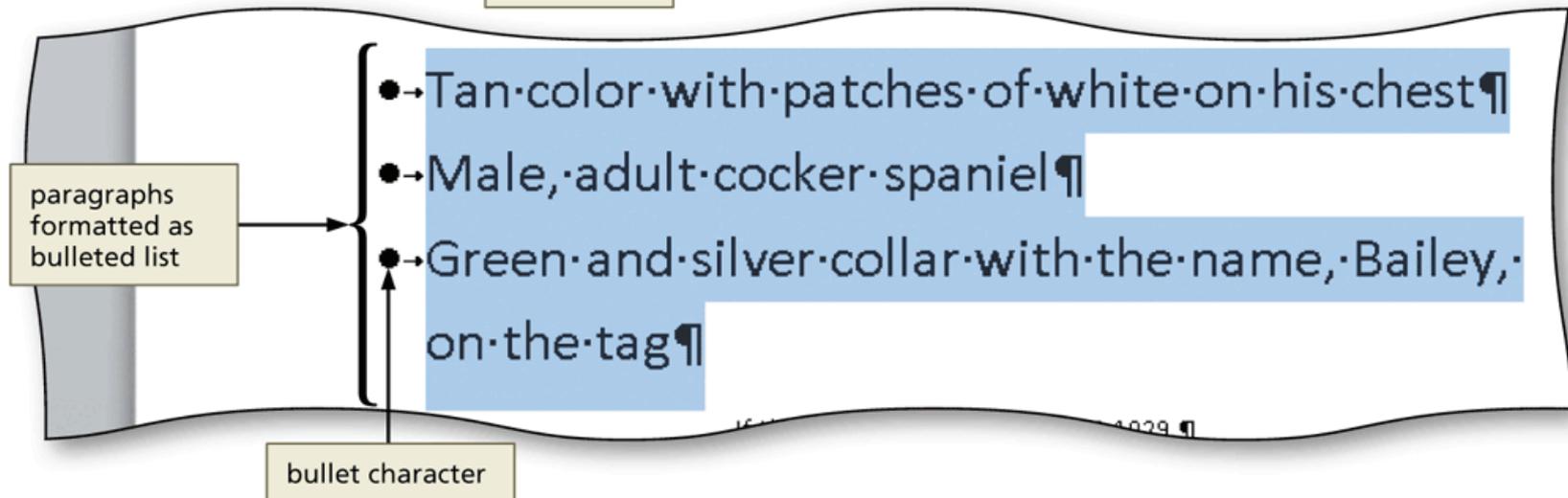
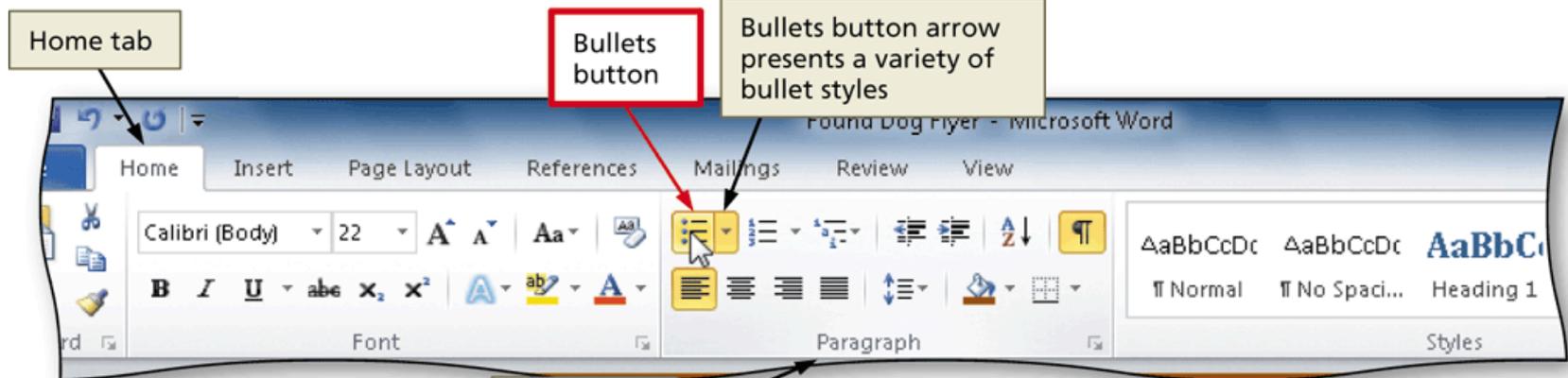
- Move the mouse pointer to the left of the first paragraph to be selected until the mouse pointer changes to a right-pointing block arrow
- Drag downward to select all lines that will be formatted



Bulleting a List of Paragraphs

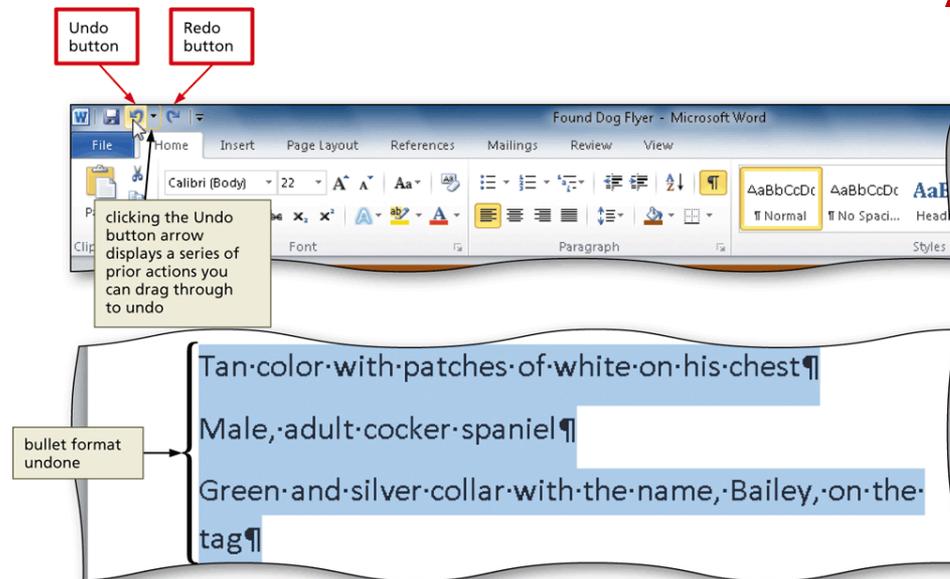
- Move the mouse pointer to the left of the first paragraph to be selected until the mouse pointer changes to a right-pointing block arrow
- Drag downward until all paragraphs that will be formatted with a bullet character are selected
- Click the Bullets button (Home tab | Paragraph group) to place a bullet character at the beginning of each selected paragraph

Bulleting a List of Paragraphs



Undoing and Redoing an Action

- Click the Undo button on the Quick Access Toolbar to reverse your most recent action **ctrl+z**
- Click the Redo button on the Quick Access Toolbar to reverse your most recent undo **ctrl+y**



Coloring Text

- With the insertion point in the word to format, click the Font Color button arrow (Home tab | Font group) to display the Font Color gallery
- Point to the desired font color to display a live preview of the desired font color
- Click the font color to change the color of the text

Coloring Text

ca 8, June 1, BK

trail at Filcher Park in Hampton Township. ¶

- Tan color with patches of white on his chest ¶
- Male, adult cocker spaniel ¶
- Green and silver collar with the name, *Bailey*, on the tag ¶

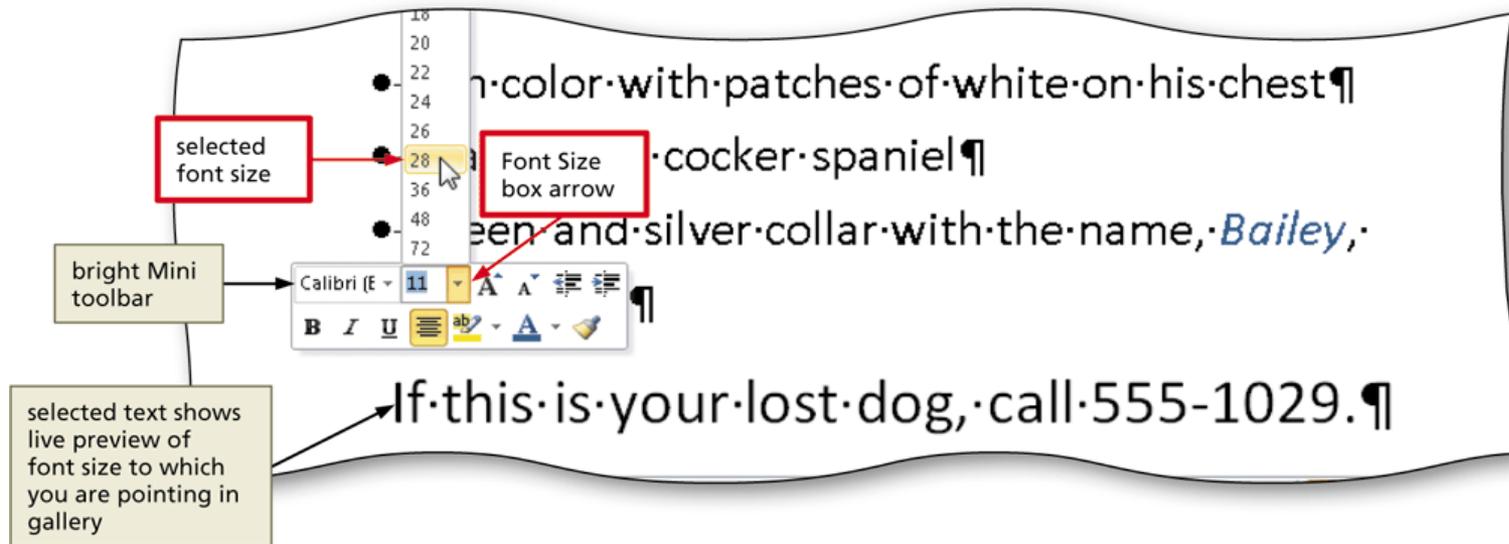
If this is your lost dog, call 555-1029. ¶

text color changed



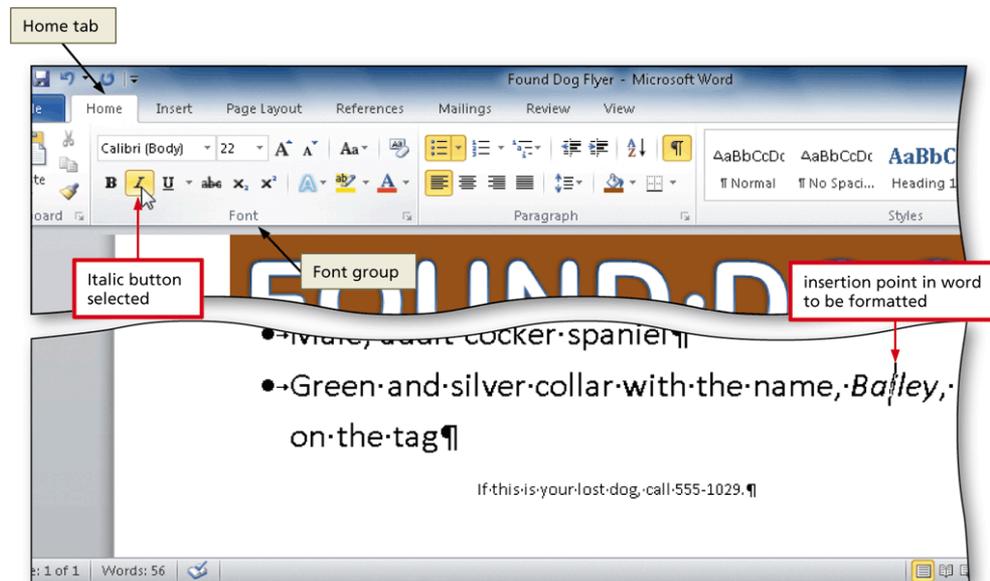
Using the Mini Toolbar to Format Text

- Select the text to format, and then move the mouse pointer into the transparent Mini toolbar, so that it changes to a bright toolbar



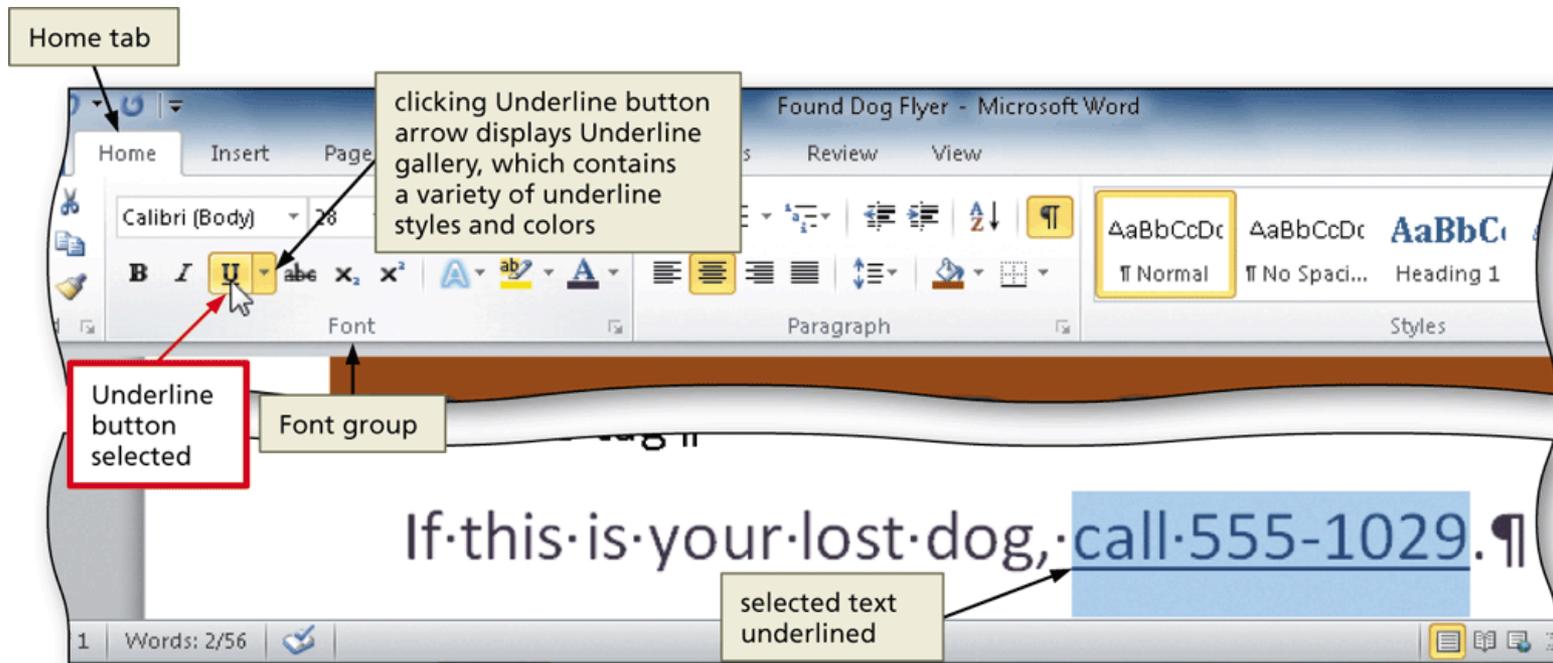
Italicizing Text **ctrl+i**

- Click somewhere in the word to be italicized to position the insertion point in the word to be formatted
- Click the Italic button (Home tab | Font group) to italicize the word containing the insertion point



Underlining Text **ctrl+u**

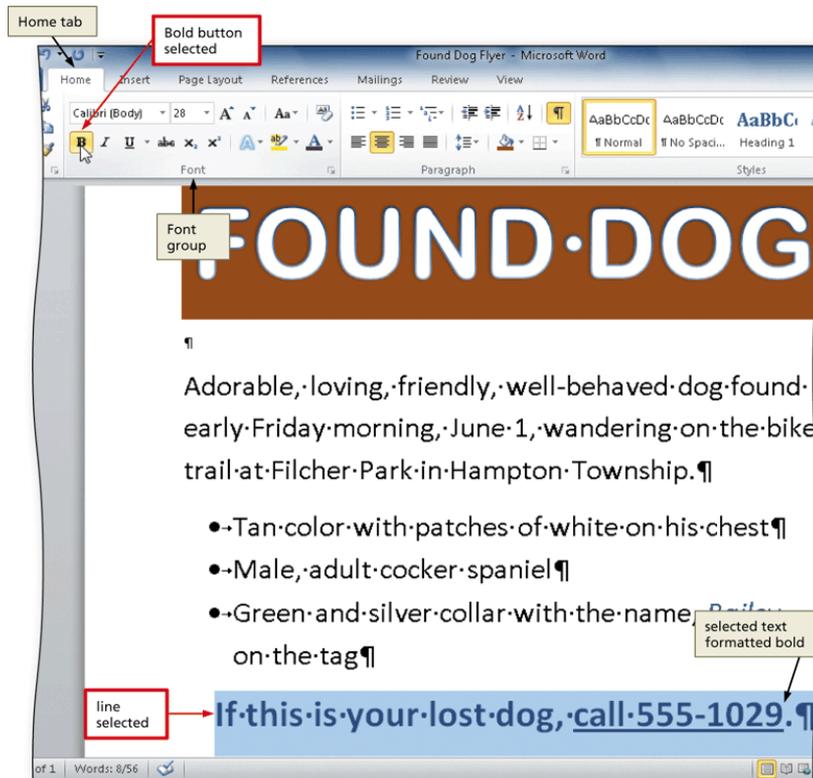
- With the text selected, click the Underline button (Home tab | Font group) to underline the selected text



Bolding Text

ctrl+b

- With the text selected, click the Bold button (Home tab | Font group) to bold the selected text



Changing Theme Colors

- Click the Change Styles button (Home tab | Styles group) to display the Change Styles menu
- Point to Colors on the Change Styles menu to display the Colors gallery
- Click the desired theme color to change the document theme colors

Changing Theme Colors

¶

FOUND DOG ¶

¶ Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike-rail at Filcher Park in Hampton Township. ¶

- Tan color with patches of white on his chest ¶
- Male, adult cocker spaniel ¶
- Green and silver collar with the name, *Bailey*, on the tag ¶

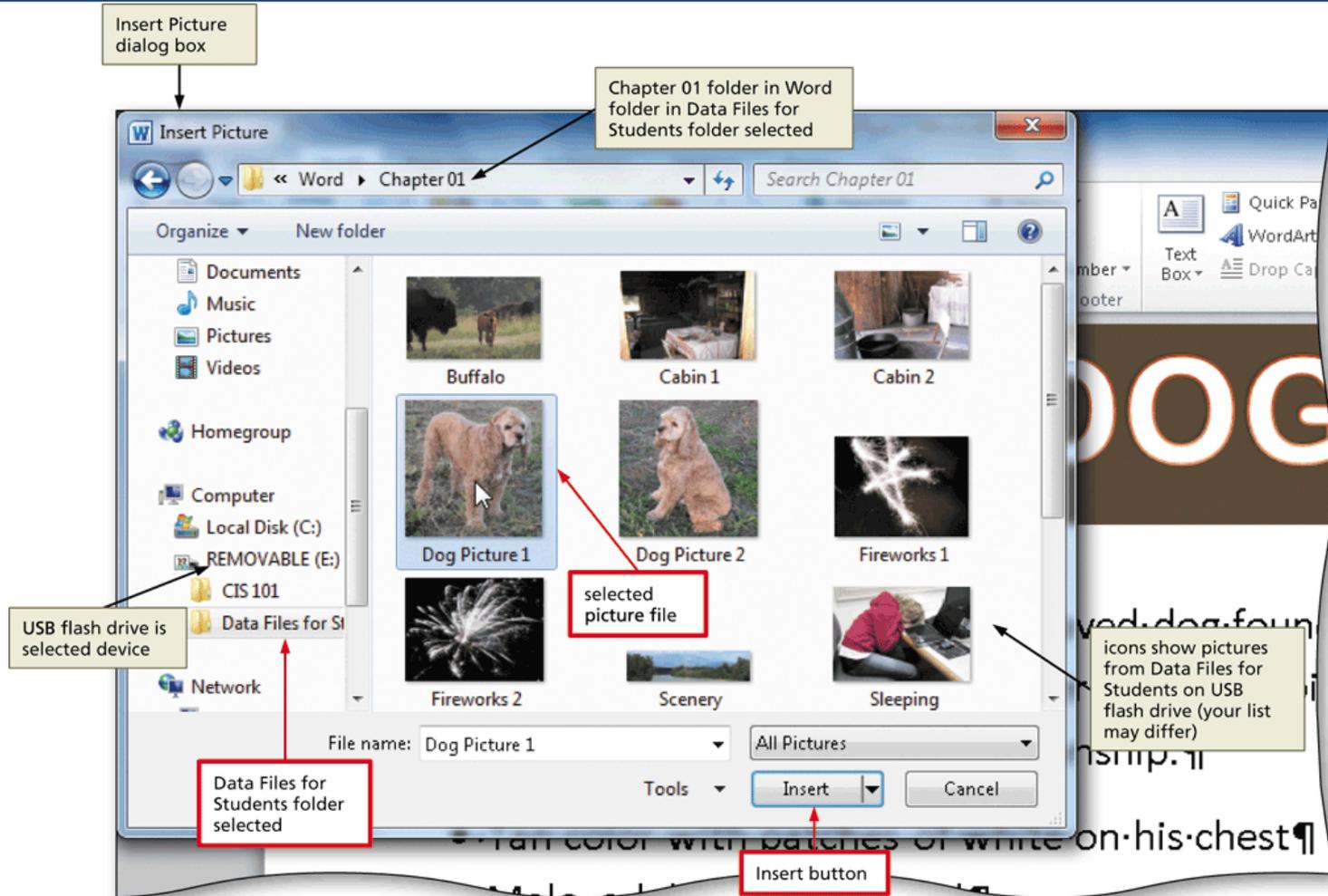
¶ If this is your lost dog, call 555-1029. ¶

colors in document changed to Aspect theme

Inserting a Picture

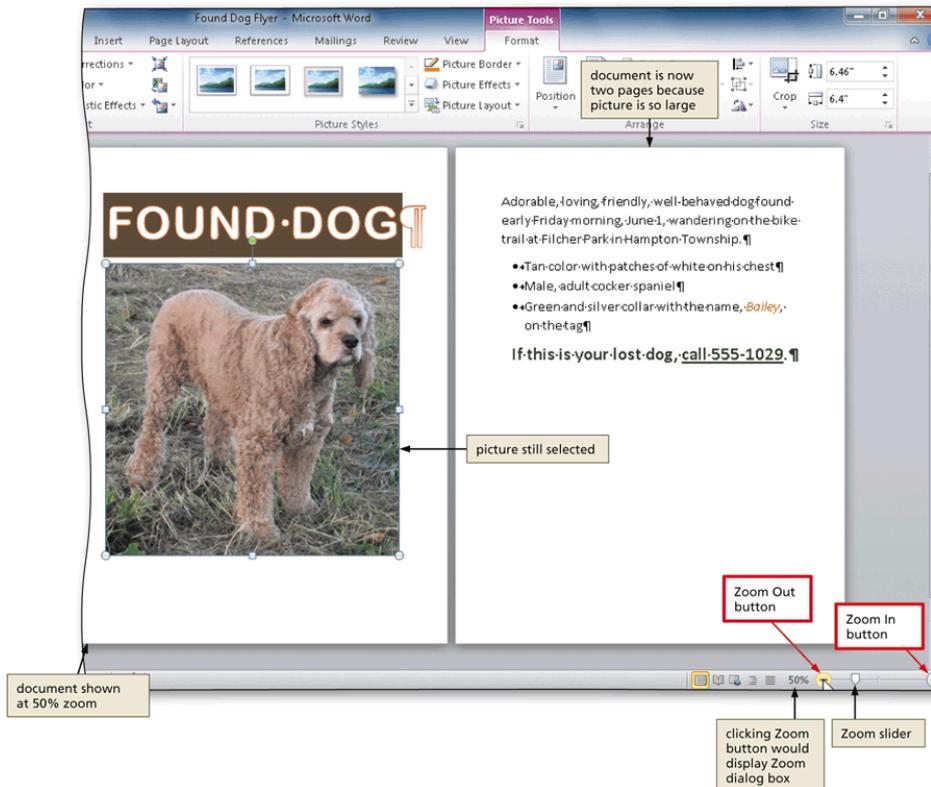
- Position the insertion point where you want to insert the picture
- Click Insert on the Ribbon to display the Insert tab
- Navigate to the picture location
- Select the picture you wish to insert
- Click the Insert button (Insert Picture dialog box) to insert the picture at the location of the insertion point in the document

Inserting a Picture



Zooming the Document

- Click the Zoom Out or Zoom In button as many times as necessary



Resizing a Graphic

- Drag one of the sizing handles to increase or decrease the size of the graphic



Resizing a Graphic by Entering Exact Measurements

- With the graphic selected, click the Shape Height box (Picture Tools Format tab | Size group) to select the contents in the box and then type the desired height
- Click the Shape Width box to select the contents in the box, type the desired width, and then click the picture to apply the settings

Resizing a Graphic by Entering Exact Measurements

The image shows a Microsoft Word document titled "Found Dog Flyer" with the "Picture Tools Format" tab active. The flyer content includes:

FOUND DOG



Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Hampton Township.

- Tan color with patches of white on his chest
- Male, adult cocker spaniel
- Green and silver collar with the name, *Bailey*, on the tag

If this is your lost dog, call 555-1029.

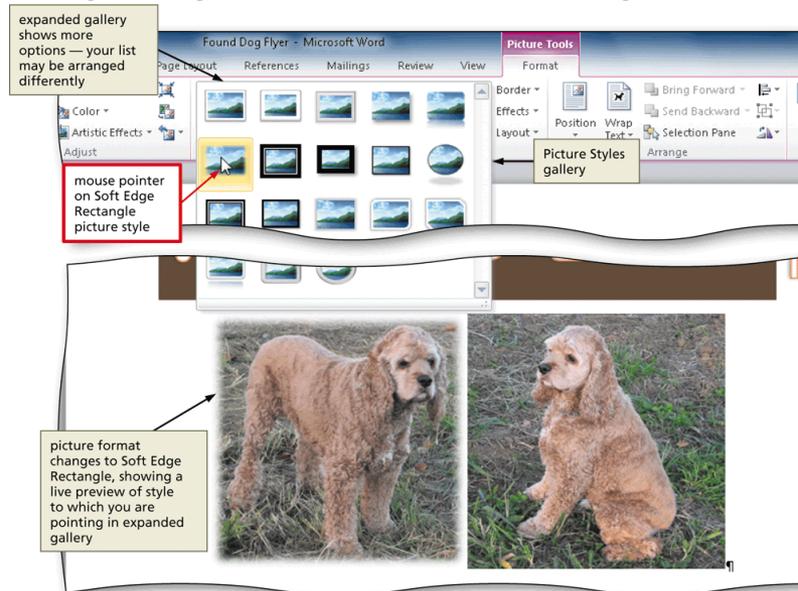
The "Picture Tools Format" ribbon shows the "Size" group with the following values:

- Shape Height: 2.74"
- Shape Width: 2.73"

Annotations in the image explain that these values may change slightly to preserve proportions. A callout points to the second dog picture, stating it was inserted and resized.

Applying a Picture Style

- With the picture selected, click the desired picture style in the Picture Styles gallery (Picture Tools Format tab | Picture Styles group). Click the More button to display additional picture styles



Applying Picture Effects

- Click the Picture Effects button (Picture Tools Format tab | Picture Styles group) to display the Picture Effects menu
- Point to the desired picture effect type
- Click the desired picture effect in the gallery to apply the selected picture effect

Applying Picture Effects

Found Dog Flyer - Microsoft Word

Picture Tools
Format

Picture Styles group

Reset Picture button

Picture Effects menu

Picture Effects button

Glow gallery

mouse pointer on Tan, 5 pt glow, Accent color 6

Glow command

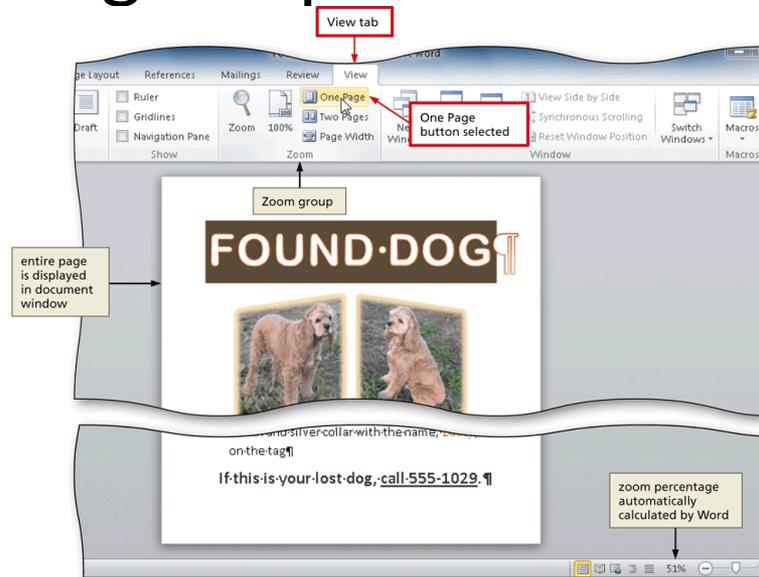
Glow Variations area

selected picture shows live preview of glow effect to which you are pointing in gallery

56 100%

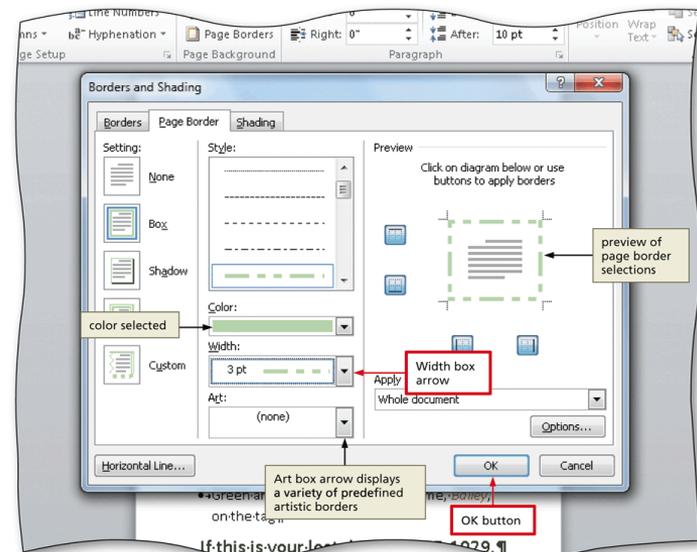
Viewing One Page

- Click View on the Ribbon to display the View tab
- Click the One Page button (View tab | Zoom group) to display the entire page in the document window as large as possible



Adding a Page Border

- Click Page Layout on the Ribbon to display the Page Layout tab
- Click the Page Borders button (Page Layout tab | Page Background group) to display the Borders and Shading dialog box



Changing Spacing Before and After a Paragraph

- Click Page Layout on the Ribbon to display the Page Layout tab
- Position the insertion point in the paragraph to be adjusted
- Change the values in the Spacing Before and Spacing After boxes

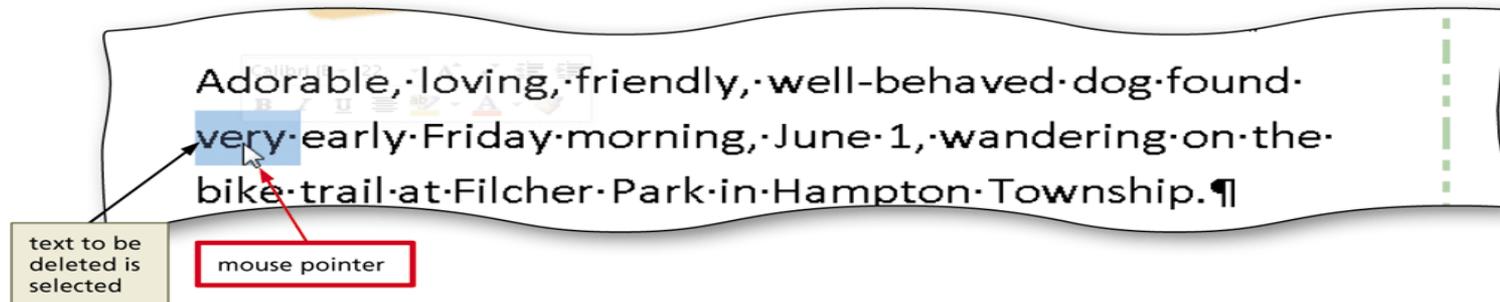
Changing Spacing Before and After a Paragraph

The image shows a Microsoft Word document titled "Found Dog Flyer" with the "Page Layout" tab selected. The "Paragraph" group in the ribbon is expanded, showing the "Spacing" section. The "Before" spacing is set to 24 pt and the "After" spacing is set to 12 pt. A callout box labeled "changed to 24 pt" points to the "Before" field, and another labeled "changed to 12 pt" points to the "After" field. Red boxes highlight the "Spacing Before box up arrow" and the "Spacing After box up arrow".

The document content includes a large heading "FOUND·DOG" with a dog icon, two photographs of a dog, and a paragraph of text: "Adorable, loving, friendly, well-behaved dog found...". Callouts indicate "space increased" between the heading and the first photo, and between the second photo and the text. A red box labeled "insertion point" points to the end of the text.

Deleting Text

- Select the text to be deleted **goes to the right**
- With the text selected, press the DELETE key to delete the selected text
- Press **ctrl+delete** before a word deletes complete word



Moving Text

- Select the text to be moved
- With the mouse pointer in the selected text, press and hold down the mouse button, which displays a dotted insertion point and a small dotted box with the mouse pointer
- Drag the dotted insertion point to the location where the selected text is to be moved
- Release the mouse button to move the selected text to the location of the dotted insertion point

Moving Text

The screenshot shows the Microsoft Word interface for a document titled "Found Dog Flyer". The ribbon includes tabs for Page Layout, References, Mailings, Review, and View. The Font and Paragraph groups are visible, along with a Styles pane on the right showing "Normal", "No Spacing", "Heading 1", and "Heading 2".

The flyer content includes two images of a dog's face at the top. Below them is a paragraph of text: "Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Har...".

A list of bullet points follows:

- Male, adult cocker spaniel
- Tan color with patches of white on his chest
- Green and silver collar with the name, *Bailey*, on the tag

At the bottom, a bolded line of text reads: "If this is your lost dog, call 555-1029."

Annotations on the screenshot include:

- A callout box pointing to the selected text "Male, adult cocker spaniel" with the text "selected text moved".
- A callout box pointing to the Paste Options button (a clipboard icon with a dropdown arrow) with the text "Paste Options button automatically appears when you drag and drop text or other objects".
- A dropdown arrow next to the Paste Options button is labeled "(Ctrl)".

Short cuts with the Clipboard

- **ctrl+c** copy
- **ctrl+v** paste
- **ctrl+x** cut

Printing a Document

- Click File on the Ribbon to open the Backstage view
- Click the Print tab in the Backstage view to display the Print gallery
- Verify the printer name that appears on the Printer Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer

Printing a Document

The image shows a screenshot of the Microsoft Word interface with the Print dialog box open. The document is titled "Found Dog Flyer - Microsoft Word". The Print dialog box is divided into several sections: "Print" (with a printer icon and a "Print" button), "Copies" (with a "Copies" box set to 1), "Printer" (showing "HP02C0D4 (HP Officejet Pro 8...)" as the selected printer), and "Settings" (with options for "Print All Pages", "Print One Sided", "Collated", "Portrait Orientation", "Letter 8.5x11in.", "Normal Margins", and "1 Page Per Sheet"). The document content is visible in the background, featuring a "FOUND DOG" header, two photos of a golden retriever, and a list of characteristics. Annotations with arrows point to various elements: "File tab" points to the File menu; "Print button" points to the Print button; "Copies box" points to the Copies input field; "name of currently selected printer will print a hard copy - your printer name will differ" points to the printer name; "Printer Status button" points to the printer status indicator; "options in your Settings area may differ, depending on type of printer you are using" points to the Settings section; "Print gallery presents several print options and shows a preview of how document will print" points to the Print button area; "Previous Page button scrolls backward through documents with multiple pages" points to the Previous Page button; "Next Page button scrolls forward through documents with multiple pages" points to the Next Page button; and "preview of how document will look when printed" points to the document preview area.

File tab

Print button

Copies box

name of currently selected printer will print a hard copy - your printer name will differ

Printer Status button

options in your Settings area may differ, depending on type of printer you are using

Print gallery presents several print options and shows a preview of how document will print

Previous Page button scrolls backward through documents with multiple pages

Next Page button scrolls forward through documents with multiple pages

preview of how document will look when printed

Print

Copies: 1

Printer

HP02C0D4 (HP Officejet Pro 8...)
Ready

Printer Properties

Settings

Print All Pages
Print the entire document

Pages: []

Print One Sided
Only print on one side of the p...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter 8.5x11in.
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

FOUND DOG

Adorable, loving, friendly, well-behaved dog found early Friday morning, June 1, wandering on the bike trail at Filcher Park in Hampton Township.

- Male, adult cocker spaniel
- Tan color with patches of white on his chest
- Green and silver collar with the name, *Bailey*, on the tag

If this is your lost dog, call 555-1029.

1 of 1

57%

Printing Document Properties

- Click File on the Ribbon to open the Backstage view and then click the Print tab in the Backstage view to display the Print gallery
- Verify the printer name that appears on the Printer Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer
- Click the first button in the Settings area to display a list of options specifying what you can print

Printing Document Properties

- Click Document Properties in the list to specify you want to print the document properties instead of the actual document
- Click the Print button in the Print gallery to print the document properties on the currently selected printer

Previewing the Document and Then Printing It

- Position the insertion point at the top of the document because you want initially to view the first page in the document
- Click File on the Ribbon to open the Backstage view and then click the Print tab in the Backstage view to display the Print gallery
- Verify the printer name that appears on the Printer Status button will print a hard copy of the document. If necessary, select a different printer
- Click the first button in the Settings area to display a list of options specifying what you can print

Previewing the Document and Then Printing It

- Click Print All Pages in the list to specify you want to print all pages in the actual document
- Click the Next Page button in the Print gallery to preview the next page of the document in the Print gallery
- Click the Print button in the Print gallery to print the document on the currently selected printer

Previewing the Document and Then Printing It

The image shows a Microsoft Word window titled "Triangulation Paper - Microsoft Word" with the File tab selected. The Print dialog box is open, showing the printer status and settings. The document preview shows the first page of a document titled "Marino 1" with the author "Avalisa Marino" and subject "English 101". The document content discusses triangulation and its application in a Wii game console and GPS systems.

Annotations in the image include:

- File tab**: Points to the File tab in the ribbon.
- Print tab**: Points to the Print button in the ribbon.
- Printer Status button**: Points to the printer status icon in the Print dialog.
- first button in Settings area**: Points to the "Document Properties" button in the Settings section.
- Print All Pages command**: Points to the "Print All Pages" option in the Document section.
- total of 3 pages in document**: Points to the "of 3" indicator at the bottom of the preview.
- Next Page button**: Points to the right arrow button at the bottom of the preview.
- list of items you can print**: Points to the list of print options in the Document section.
- preview of first page in document**: Points to the document preview area.

Addressing and Printing Envelopes

- Drag through the address in the letter to select it
- Display the Mailings tab
- Click the Create Envelopes button to display the Envelopes and Labels dialog box
- If necessary, click the Envelopes tab
- Insert an envelope in your printer
- Click the Print button to print the envelope

Addressing and Printing Envelopes

The image shows a Microsoft Word window titled "Heartland Advertisement Letter - Microsoft Word" with the "Mailings" tab selected. The "Envelopes and Labels" dialog box is open, showing the "Envelopes" tab. The dialog box contains the following elements:

- Delivery address:** A text box containing "Mr. Harvey Wilcox", "Wilcox Tractor Restorations", "3009 North 2850 East Road", and "Roundwood, OK 74519". A callout box points to this text with the label "delivery address copied from selected text".
- Return address:** A text box with a "Preview" window showing a small envelope icon. A callout box points to this area with the label "Return address area".
- Options:** A section with a "Feed area" (a small icon of a printer tray) and an "Options button".
- Buttons:** "Print", "Add to Document", "Options...", "E-postage Properties...", and "Cancel". A callout box points to the "Print" button with the label "Print button". Another callout box points to the "Add to Document" button with the label "Add to Document button".

Annotations in the background include:

- "Create Envelopes button" pointing to the "Envelopes" button in the ribbon.
- "Mailings tab" pointing to the "Mailings" tab in the ribbon.
- "Envelopes and Labels dialog box" pointing to the dialog box title bar.
- "Labels tab" pointing to the "Labels" tab within the dialog box.
- "Envelopes tab" pointing to the "Envelopes" tab within the dialog box.
- "Create Labels button" pointing to the "Labels" button in the ribbon.
- "Create group" pointing to the "Create" button in the ribbon.