Microsoft Word for Beginners

VIRGINIA BEACH PUBLIC
LIBRARY

I. Introduction

- Introductions
- Housekeeping

II. Class Learning Objectives

After attending this class, students will be able to:

1. Navigate the Ribbon to access Word functions and tools

2. Create, open, save, and print documents

3. Add and edit text

4. Format text

5. Insert and format pictures

Activity: Open Microsoft Word

III. The Ribbon and Screen

Topics:

- Title bar
- Quick Access Toolbar - Undo button, customizing
- Help Menu
- Ribbon – Tabs - Groups
  - File
  - Home
  - Insert
  - Design
  - Page Layout
  - References
  - Mailings
  - Review
  - View
- Zoom slider
- Scroll bars (right/bottom)
- Status bar (bottom left) – number of pages, word count

IV. Creating new documents – The File Tab

Use the File tab to create new documents using pre-existing templates or start from scratch with a blank document. Internet access is needed to download templates located on the Microsoft website. Templates have formatting and spacing already in place, so all that's needed is to replace the place marker text with your own.

Activity: Explore templates by browsing the categories. Conclude by opening the **Blank document** template.

V. Entering and editing text

Place cursor where you want to type and use keyboard to enter text. Remember it's like reading a book – text in new document starts in top left corner and goes line by line to bottom right corner of page.

Delete text several ways:
- by highlighting text and pressing Delete key on keyboard
- Place cursor right after word and use Backspace key on keyboard

Activity #1: Practice typing text into your document and delete some or all of it. Note how text automatically wraps to the next line when you read the right margin.

Activity #2: Open the **World Travel Flyer text file** located in the class folder located on the Desktop. Note the red underlined words. Right-click on the misspelled word(s) to correct them.

VI. Selecting and Formatting text

- The first step to formatting existing text is to highlight it.

- There are different ways text can be selected:
  - Highlight desired text using mouse, or use one of the following options:

Selection	Technique
Whole word	Double-click within the word or highlight with mouse.
Line	Click in the left margin next to the line you want to select.
Whole paragraph	Triple-click within the paragraph or double-click in the margin next to the paragraph.
Several words or lines	Drag the mouse over the words, or hold down **SHIFT** while using the arrow keys.
Entire document	Choose **Editing	Select	Select All** from the Ribbon, or press **CTRL+A or triple-click** in the left margin.

- Formatting text is done using the Font group in the Home tab:
  - Font
  - Font size
  - Font color
  - Text effect
  - Highlighting
  - Change case
  - Bold/italics/underline/strikethrough
  - Format painter – select formatting from one area and apply somewhere else

Note the tools you learn to use today can be applied to all kinds of documents, such as résumés, letters, and more.

Activity: Explore the Font group and practice formatting text by using the **World Travel Flyer text file** to complete the following tasks with the instructor:

1. Line 1 (World Travel, Inc.)

   a. Select text

   b. Use the Font group to select:

      i. Font = **Matura MT Script Capitals**
      ii. Size = **36**
      iii. Color: **green**
      iv. Make it **bold**

2. Line 5 (Anniversary Specials)
    a. Select text
    b. Right-click on the highlighted text and choose the following from the popup menu:
        i. Font = **Arial**
        ii. Style = **Bold Italic**
        iii. Size = **24**
        iv. Underline = **Single**
        v. Color = **Green**

3. Lines 8-10
    a. Select the word Cancun by double-clicking on it and choose the following from the Font group:
        i. Font Color = **Dark Red**
        ii. Font = **Arial**
        iii. Size = **18**
    b. Highlight the word 'Cancun' again – your choice of method
    c. Click on Format Painter in Clipboard group
    d. Select the words 'New Zealand' to apply same formatting
    e. Repeat for 'Sail Around the World'

The Paragraph group

The Paragraph group can be used to format larger blocks of text:

- Alignment (left – center – right)
- Lists
- Indents
- Line spacing
- Shading
- Borders

Activity: Continue formatting text by completing the following tasks with the instructor:

Center text

1. Line 1 (World Travel, Inc.) and Line 5 (Anniversary Specials)
   a. Select text on line 1
   b. Choose **Center**
   c. Select text on Line 5 and repeat
   d. Select Line 14 (Don't be left out!) and line 16 (Call today!) and repeat

Create a bulleted list

2. Lines 8-10
   a. Select lines 8-10 (Cancun, New Zealand, Sail Around the World)
   b. Select menu (arrow) next to **Bulleted List** to select a bullet style

   Note there are three types of lists:

   a. Bulleted lists – note drop-down menu to select a style or create your own
   b. Numbered lists – note options for formatting
   c. Multilevel lists

   When creating lists with sublevels, use the **Increase/Decrease Indent buttons** to change the level of a bulleted item.

Add border and shading
3. Line 14 (Don't be left out!) and line 16 (Call today!)
   a. Select both lines of text and choose the following from the Paragraph group:
      i. Fill = Blue
      ii. Border = Outside border
      iii. Alignment

VII. Inserting and formatting pictures

Inserting pictures is done using the Insert tab – Illustrations group.

Activity #1: Follow along with your instructor to add an image after Line 1 (World Travel, Inc.)

1. Place cursor on a line between Line 1 and Line 5
2. Use Insert tab and select Picture
   a. Select Desktop
   b. Select class folder
   c. Choose a picture of your choice

Formatting pictures includes resizing the image as well as adding effects using the contextual Picture Tools Format tab

Activity #2: Follow along with your instructor to format your picture

1. Select picture
2. Play with the handles on the corners of the image to resize it
3. Use Picture Tools Format tab to format:
   a. Picture Style = Rotated, White
   b. Position = In Line, with Text (should center it)
4. Play with cropping tool

VIII. Saving and Printing Documents

The File tab

- Saving on library computers, home computers, and portable storage devices.
- How to find the USB drive in the File Explorer.
- Save vs. Save As – save writes over existing text, Save As renames file to keep original file intact.
- Save as PDF – useful to preserve formatting when sharing with others who may not have Office or use older versions of Office
- Print settings and preview

Activity: Save your document to the Desktop or your USB flash drive.

IX. Wrap Up

- Any last minute questions?

    - Technology Education page – www.vbgov.com/tech-ed (also under Adults)
        - Upcoming classes
        - Tech Help appointments

    - Lynda.com demonstration
        - Go to VBPL website: www.VBgov.com/libraries -> Find Materials -> Research & Articles -> A to Z Resources
        - Scroll down and click on Lynda.com
        - Enter library card number and pin number into appropriate boxes
            - You will need to set up an account using your name and email address
        - Locate Search bar across top of page and enter subject
        - Notice list of suggested courses in middle of page with course descriptions and related courses tab
        - Use filter options on the left side of page to narrow results by skill level and subject
        - Use + button to add courses to your playlist

    - Google search – for text-based or video instructions
        - Go to Google.com
        - Type in the appropriate terms – for example:
            - Microsoft Word 2013 crop pictures

- HOMEWORK: practice creating documents and editing text!

- Please take a few moments to complete the evaluation. Your valuable input helps us improve these classes.

Thank you for coming!