

# Microsoft Word Basics

Pages 21-45

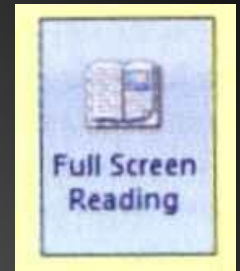
# Viewing a Document in Word

## Print Layout



- Shows how a document will look when it is printed. This view, which is the default, allows you to see headers and footers, columns, and graphics.

# Full Screen Reading



- Maximizes the reading experience by hiding all toolbars and increasing the size of the text without affecting the size of the font in the document.

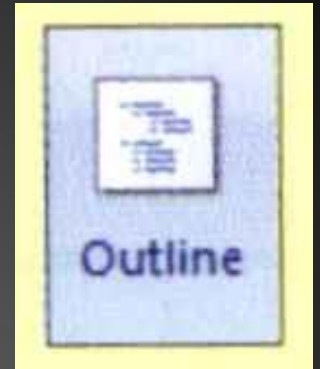
# Web Layout



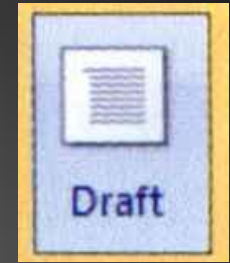
- Shows how a document will look as a Web page.

# Outline

- Displays heading levels in an outline.



# Draft



- Allows you to view a document as a draft and quickly make corrections, graphics, headers, and footers are not displayed in this view.

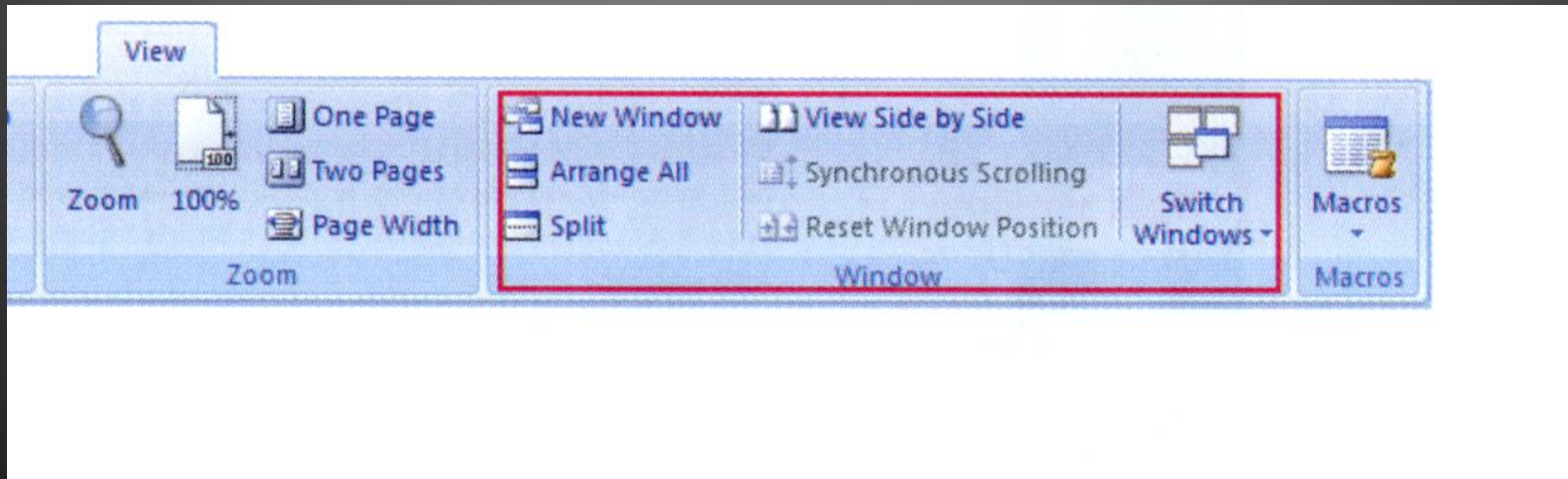
# Window Views

- Word provides a number of ways to split the screen, allowing you to view two different portions of a document at one time or multiple documents at one time.

***It is helpful to display two parts of a document or multiple documents at one if you want to move or copy text between pages of a long document or between documents***

# HOW TO.....

1. Click the **VIEW TAB**, and in the **WINDOW GROUP**
2. Click either the **SPLIT BUTTON**, **ARRANGE ALL BUTTON**, or **VIEW SIDE BY SIDE BUTTON**





# Split Windows

- After clicking the **SPLIT BUTTON** on the **VIEW TAB**, position your insertion point where you want the split to occur, then left click

# ARRANGE ALL OPEN DOCUMENTS

Below is an example of three documents in multiple windows after ARRANGE ALL was selected.

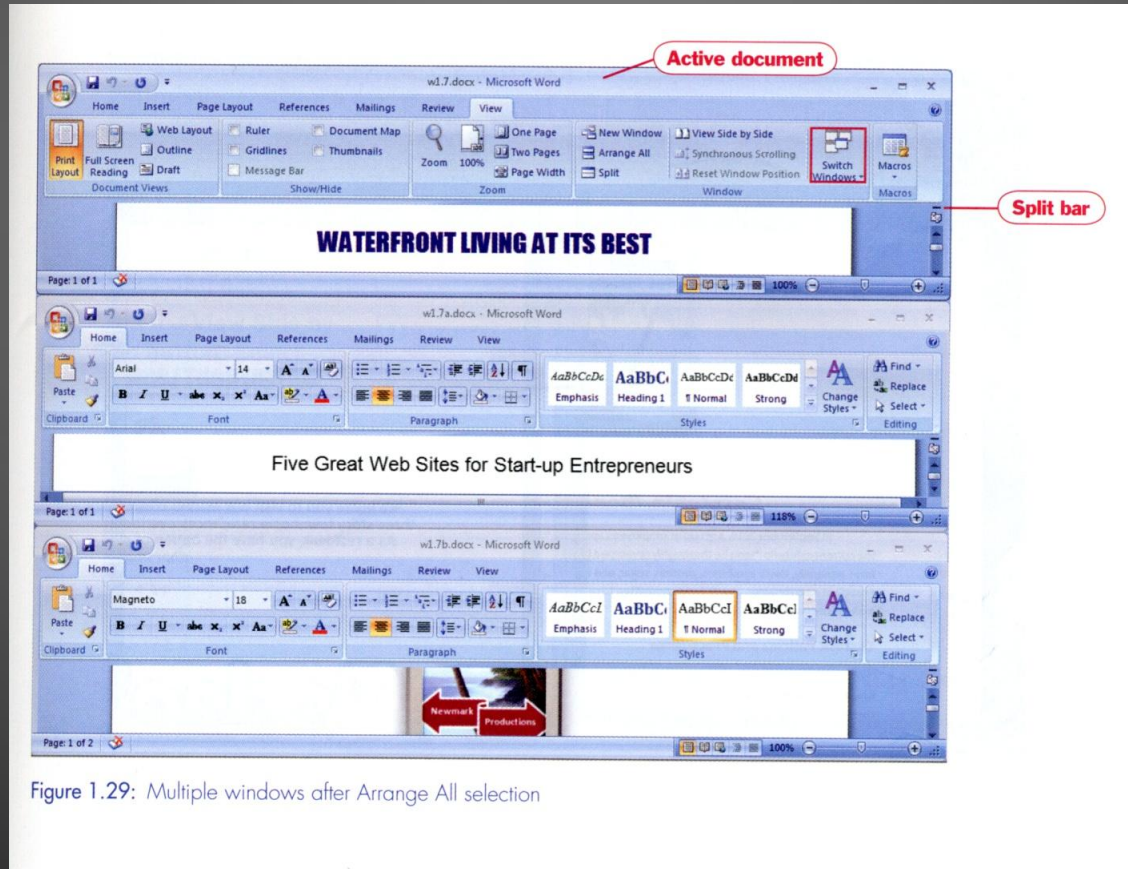


Figure 1.29: Multiple windows after Arrange All selection

The **ACTIVE DOCUMENT** contains the insertion point and displays a **darkened** title bar.

To make one of the arranged documents fill the entire screen, click the **MAXIMIZE BUTTON** in that window.

To switch to another document and maximize it, click the **SWITCH WINDOWS BUTTON** on the **VIEW TAB**, select a document to display, and then click its **MAXIMIZE BUTTON**.

# SIDE-BY-SIDE DOCUMENTS

Documents you want displayed side by side should be open when you make this selection.

If you have multiple documents on-screen, Word will assume that you want the active document compared with another one.

After you click the **VIEW SIDE BY SIDE** button, a dialog box will appear prompting you to select the open document you wish to display next to the active one.

Below is a picture showing documents displayed side by side. Note that the **Ribbon** is displayed in each window.

To return to one window, click the **WINDOW BUTTON**, and select **SIDE BY SIDE** from the menu.

# DISPLAY WINDOW ELEMENTS

- Window elements such as the horizontal and vertical rulers, gridlines, document map, and thumbnails make it easier for you to create and navigate through documents. Word allows you to display or hide these elements.

# RULERS

- Horizontal and vertical **RULERS**, shown in illustration below are used to gauge the position of text on a page.
- Use the horizontal ruler to set tab stops, adjust page margins, indent paragraphs and adjust page margins, indent paragraphs, and adjust column widths.

# GRIDLINES

- horizontal and vertical lines that form a grid.  
This helps you with the placement of graphics.



# DOCUMENT MAP

- allow you to see a structural view of your document. You can click any item in the **DOCUMENT MAP PANE** to quickly get to it into the document.

# THUMBNAILS

They display each document page in miniature in the **THUMBNAILS PANE** on the left of your screen. A border around thumbnail indicates the displayed page.

# HOW TO

- Click the **VIEW TAB**, and in the **SHOW/HIDE GROUP...**
- Click one of the **Show/Hide options (1.36)**
- To hide an option, repeat the process and deselect the option

# NAVIGATE THROUGH A DOCUMENT

- The easiest way to move the insertion point around a **document** is to place the insertion point where you want it and click. This is called **CLICK AND TYPE**.

# Express Navigation Options

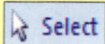
Table 1.4: Express navigation options

KEYBOARD MOVEMENTS		MOUSE MOVEMENTS	
PRESS	TO MOVE	DO THIS	TO
[Ctrl]+left or right arrow	One word to the left or right	Click above or below the scroll box.	Scroll up or down one screen
[Ctrl]+up or down arrow	One paragraph up or down	Drag the scroll box.	Scroll to a specific page
[End]	To the end of a line	Hold <b>[Shift]</b> and click the left scroll arrow at the bottom of the screen.	Scroll left, beyond the margin
[Home]	To the beginning of a line	Click the <b>Select Browse Object Control</b> (the circle at the bottom of the vertical scroll bar), as shown in Figure 1.35. Click the <b>Go To arrow</b> . Enter page number and click <b>Go To</b> .	Go to a specific page
[Page Up] or [Page Down]	Up or down one screen	Click on a thumbnail.	Quickly display a page
[Ctrl]+[Page Down]	To the top of the next page	Rotate the center wheel forward or backward through a document.	Scroll up or down using the IntelliMouse
[Ctrl]+[Page Up]	To the top of the previous page	Press down on the center wheel. When you see the scroll symbol, move the mouse up or down. Press down on the center wheel to stop AutoScroll.	Quickly scroll up or down using AutoScroll on the IntelliMouse
[Ctrl]+[End]	To the end of the document		
[Ctrl]+[Home]	To the beginning of the document		

# SELECT TEXT/DATA

- Before you can edit text or data (format, delete, move, or copy it), you must first select it.
- **TEXT SELECTION TECHNIQUES (Table 1.5)**

**HOW** Table 1.5: Text selection techniques

TO SELECT	ACTION
A word	Double-click the word.
A sentence	Press and hold <b>[Ctrl]</b> as you click in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Entire document	Triple-click in the left margin. Or Click the <b>Home tab</b> and in the <b>Editing group</b> , click the <b>Select button</b> , then choose <b>Select All</b> from the menu. 

# INSERT AND DELETE DATA

## How To:

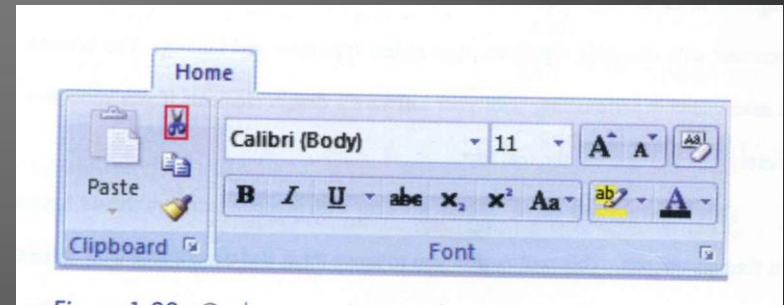
Left of the insertion point – press [Backspace]

Select text and hit [Delete] button

Home tab, clipboard group, click cut button.

## Shortcut:

[Ctrl] + X (delete text)



# Show/Hide Codes

- Nonprinting codes
- You can choose to display codes at any time.

## How To:

- Click the Home Tab
- And in the Paragraph Group
- Click the Show/Hide button



fare: generally, lower in calories, protein, sugar, and fat, and higher in carbohydrates and fiber. President Alan Newman appointed a committee to research and consider such a change and to make recommendations. ¶

### Current Policies and Procedures ¶

→ Newmark Productions operates two facilities in separate locations. Each facility houses a partially subsidized employee cafeteria that offers breakfast, lunch and dinner service to some 250 employees. The menu for each cafeteria is developed by the cafeteria manager. ¶

→ Of the two cafeteria managers, one is a registered nutritionist. Both were previously managers in commercial restaurants, and both are graduates of cooking programs. ¶

→ The committee examined whether the type of menu requested by the employee group is currently being offered at either of our locations. Members interviewed each catering manager and analyzed menu offerings for the past year. The committee found that both cafeterias offered a standard health-conscious alternative on the menu daily. ¶

### Employee Preferences ¶

→ Interviews conducted with cafeteria employees failed to yield more than anecdotal observations as to whether employees purchase health-conscious food as much as or more than traditional fare. Neither could employee preferences be determined by analyzing purchases nor discarding of leftover food; records are not kept at that level of specificity. Instead, the committee conducted out-of-house research on other company cafeterias, in-house focus groups at each location, and a written survey of all employees. ¶

→ Out-of-house research shows that implementing a health-conscious menu would not result in any significant change in employee cafeteria patronage. ¶

Figure 1.40: Document with Show/Hide codes displayed

# Move and Copy Text

- Moving text allows you remove text from one location and reinsert it in another.
- Copying text leaves text or data in its original location, while placing a duplicate in another location. Text cut or copied from the screen is placed temporarily on the **Office Clipboard**, a temporary storage area in the computer's memory.

- When moving or copying text, it is recommended that you display screen codes. This will help you select the space following a word or sentence, and/or the paragraph mark following a paragraph or line that you plan to move or copy.
- The paragraph mark stores the formatting you apply to the paragraph. Therefore, it is particularly important to include the paragraph marks in your selected text to ensure that the paragraph formatting is moved or copied along with the text.

¶  
**TWO.** -HomeOfficeMag.com: [www.homeofficemag.com](http://www.homeofficemag.com). ¶

An “e-zine” that features articles on running a home-based business or working for someone else from your home office. ¶

¶  
**ONE.** -SBA: [www.sbaonline.sba.gov](http://www.sbaonline.sba.gov) ¶

Find out all the ways the Small Business Administration can help you, plus click on links to other valuable resources. ¶

**Selected paragraph**

Figure 1.41: Selected paragraph

# Move Text

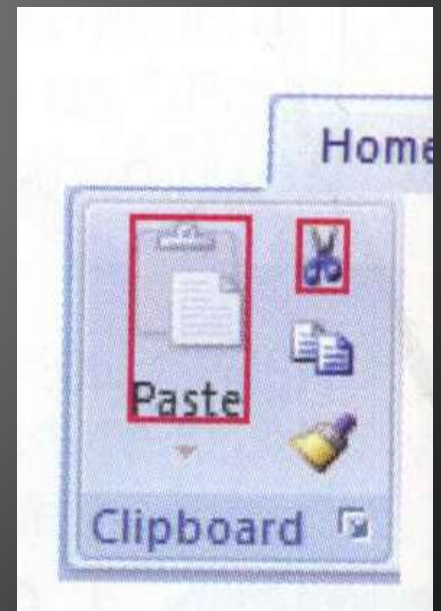
Easiest way to move text is to cut and paste.

## Shortcuts:

- [Ctrl] + X (cut)
- [Ctrl] + V (paste)

Or

1. Click the **Home Tab**
2. In the **Clipboard Group**, click the **Cut Button**
3. In the same group, click the **Paste Button**



# Drag-and-drop

1. Place the insertion point on the selected text,
2. Drag the selected text to its new location, then
3. Release the mouse button.

This method does not place text on the office clipboard

# Copy Text

[Ctrl] + C

Or

1. Click the **Home Tab**
2. In the **Clipboard Group**, click the **Copy Button**
3. In the same group, click the **Paste Button**





- To copy text using the **drag-and-drop** method, hold down [Ctrl] as you drag a selection.

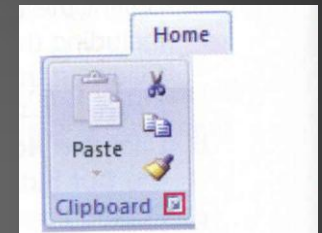
# Use the Office Clipboard

- When you cut or copy text, it is temporarily placed on the Clipboard.
- **The Office Clipboard** is a temporary storage area that can hold up to **24** items.

- The contents of the **Clipboard** can be viewed, which is particularly useful if you cut and/or copy multiple items and want to paste one item or the entire collection into a new location.
- After pasting an item from the **Clipboard**, it still remains on the **Clipboard** should you want to paste it into another location.

# How To:

- Click the **Home Tab**, and in the **Clipboard Group**
- Click the **dialog box launcher**
- The **Clipboard** task pane lists each copied or cut item



- Position the insertion point where you wish to reinsert the cut or copied item
- Click the item in the **Clipboard task pane**. A list box next to each item gives you a delete option

- To **Paste All** or **Clear all** of the selections, click the appropriate button on the clipboard task pane.
- To display the task pane automatically after you have cut or copied more than one selection, click **Options**, and choose **Show Office Clipboard Automatically**

## Print Preview

- **Print Preview** allows you to see how a document will look on the page before you print it. In this view your document will be displayed in a reduced size.
- In **Print Preview**, you can edit text, change margins, view multiple pages, change the page orientation, change the document size, and reduce the document to fit on a single page and print it.

- The Print Preview window displays its own tab, groups, and buttons.

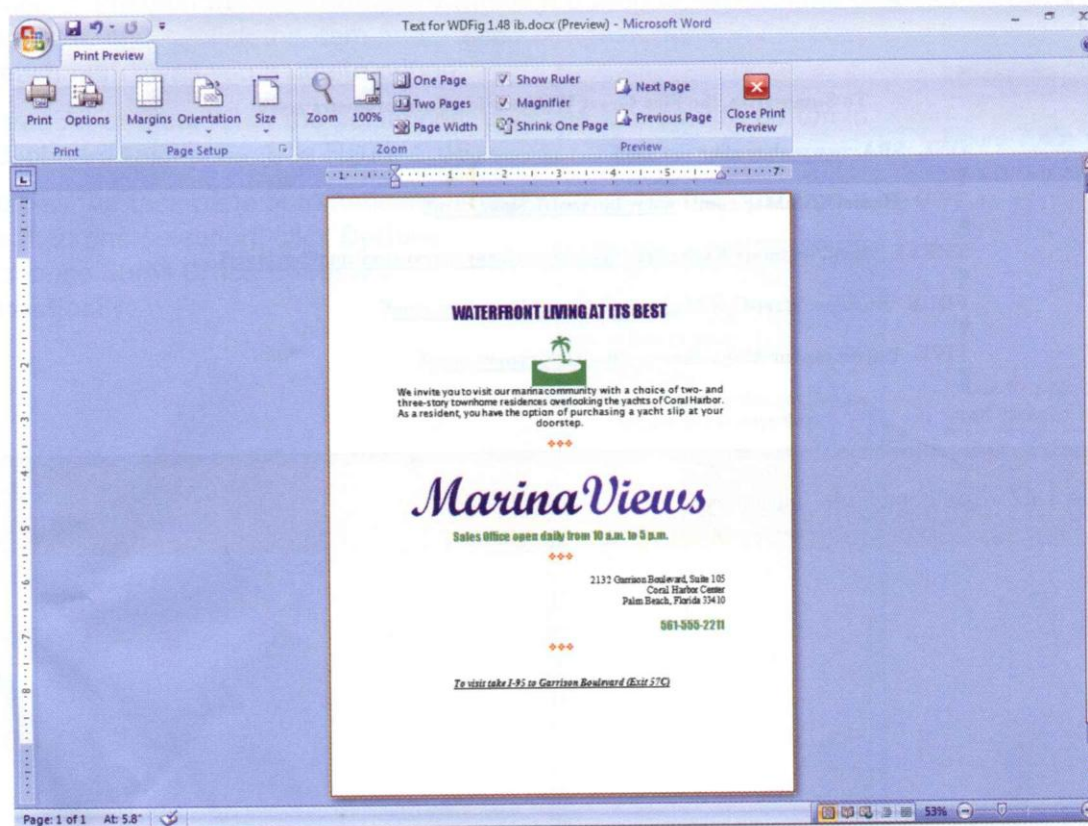


Figure 1.48: Print Preview window





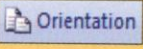

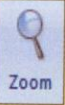

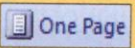
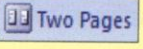
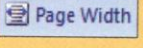
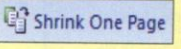
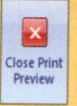
- The buttons use most frequently and their functions are described illustration on the next slide.

**You will be tested over this table.**

## **How To:**

- Click the Office Button
- Highlight Print
- Click Print Preview

Table 1.6: Print Preview options

CLICKING THIS BUTTON	WILL CAUSE THIS ACTION
Print 	Prints the document on screen.
Margins 	Allows you to set margins from this view. Setting margins will be detailed in Lesson 2.
Orientation 	Allows you to switch between Portrait and Landscape orientation. <b>Portrait orientation</b> positions a page so that it is taller than it is wide. <b>Landscape orientation</b> positions a page so that it is wider than it is tall. Page orientation options are shown in Figure 1.49.
Size 	Allows you to select a paper size for the document.
Zoom 	Opens the Zoom dialog box and allows you to specify a magnification amount.
100% 	Zooms the document to 100% of its normal size.
One page 	Shows one page of the document.
Two pages 	Shows two pages of the document.
Page width 	Zooms the document so the width of the page matches the width of the window.
Show Ruler check box	Shows/hides the ruler on the Print Preview window.
Magnifier check box	Turns the mouse pointer into a magnifying glass, which can be used to quickly change magnification. Deselecting this option will allow you to edit the document.
Shrink One Page 	Fits text/data onto one page.
Close Print Preview 	Closes the Print Preview window.