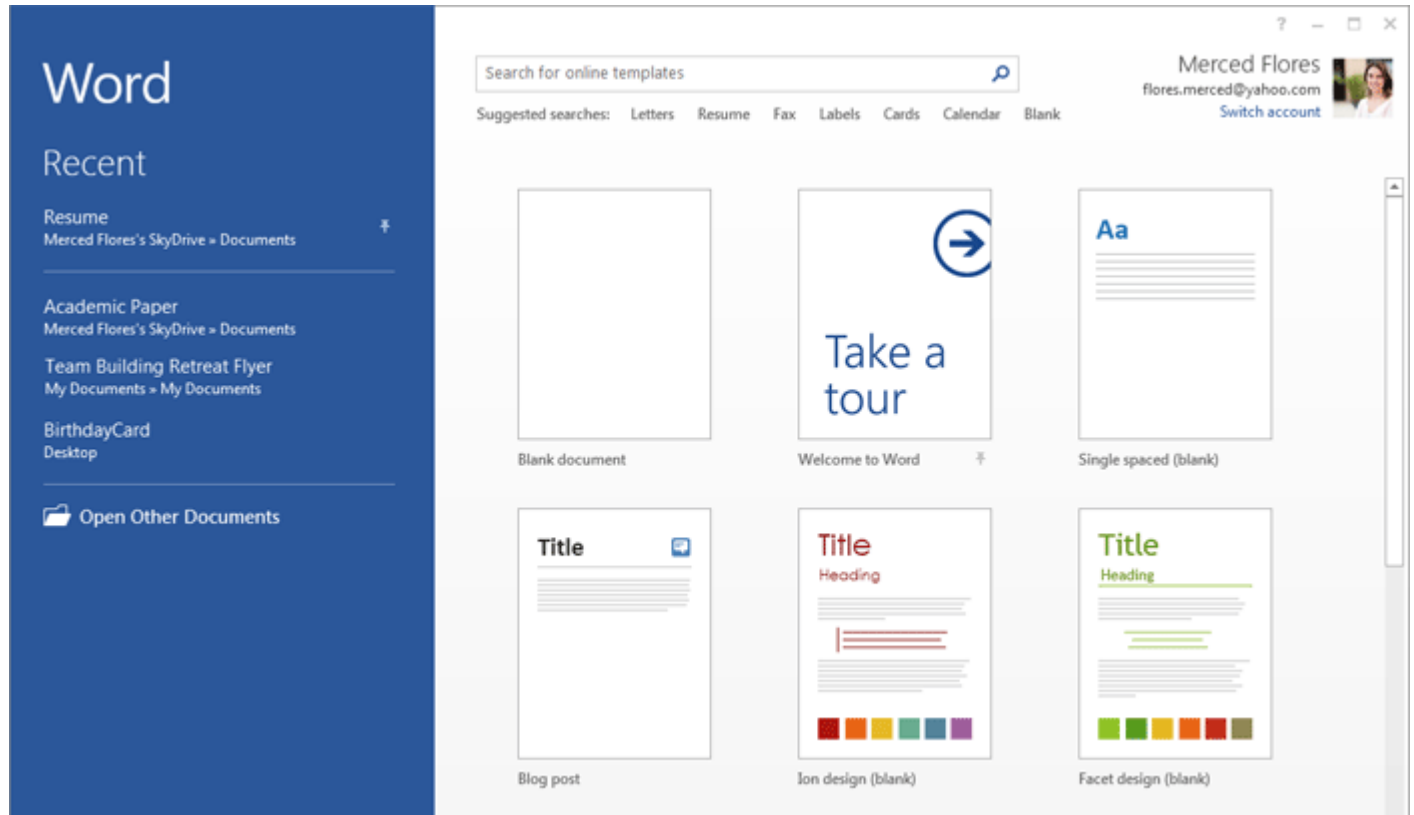


Getting to Know Word

The Word interface

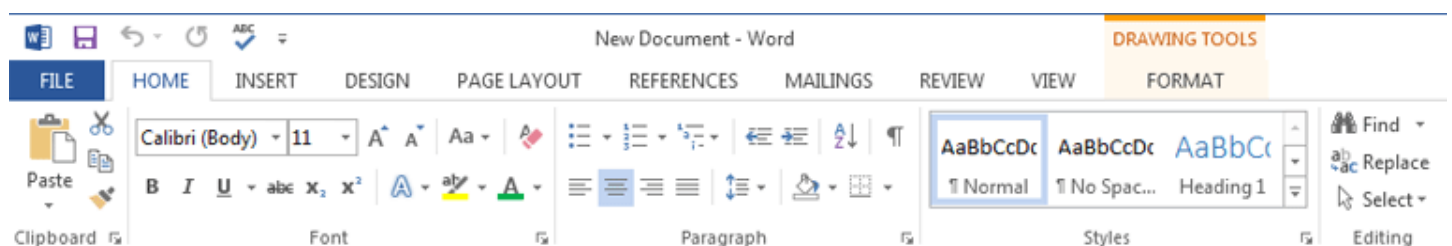
When you open Word 2013 for the first time, the **Word Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, or access your **recently edited documents**.

- From the **Word Start Screen**, locate and select **Blank document** to access the Word interface.



The Ribbon

Word 2013 uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Word.

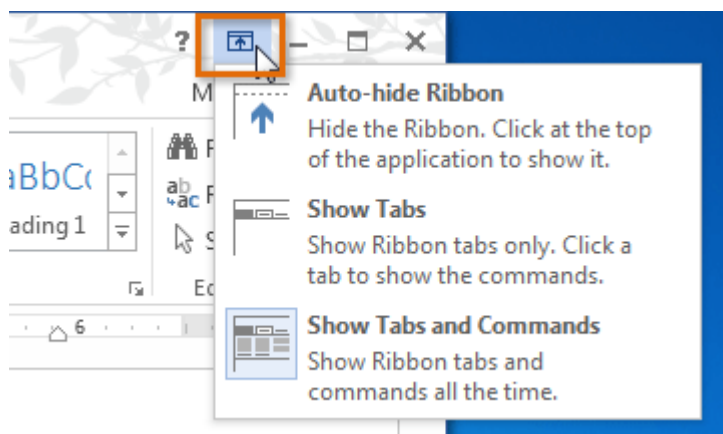


The **Home** tab gives you access to some of the most commonly used commands for working with Word 2013, including **copying and pasting**, **formatting**, **aligning paragraphs**, and **choosing document styles**. The Home tab is selected by default whenever you open Word.

To minimize and maximize the Ribbon:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** the Ribbon if you find that it takes up too much screen space.

1. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon.

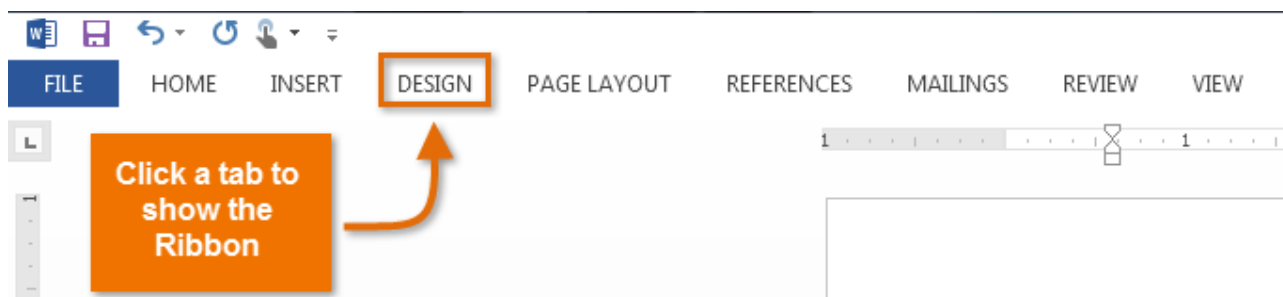


2. Select the desired **minimizing option** from the drop-down menu:

- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



- **Show tabs:** This option hides all command groups when not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.



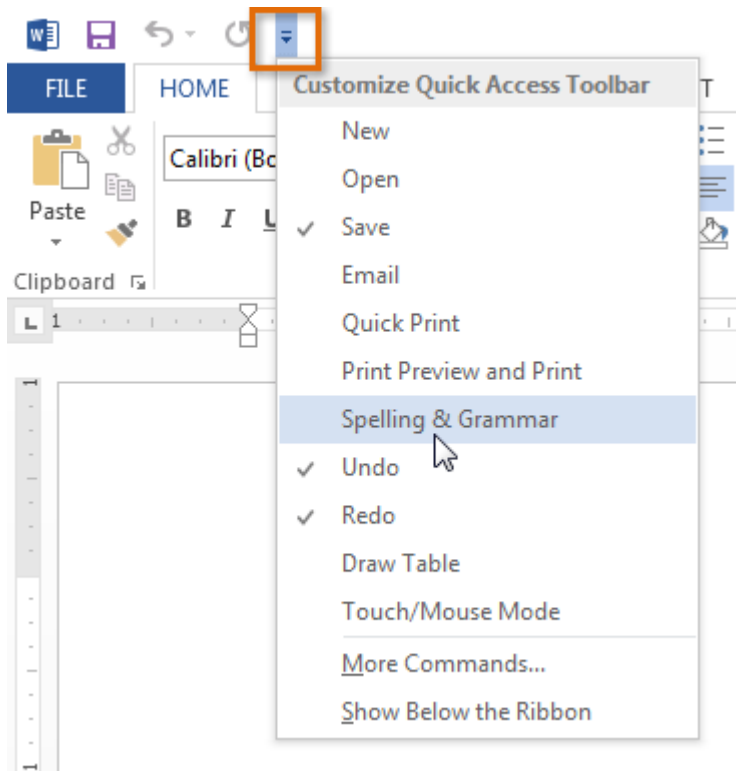
- **Show tabs and commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

The Quick Access toolbar

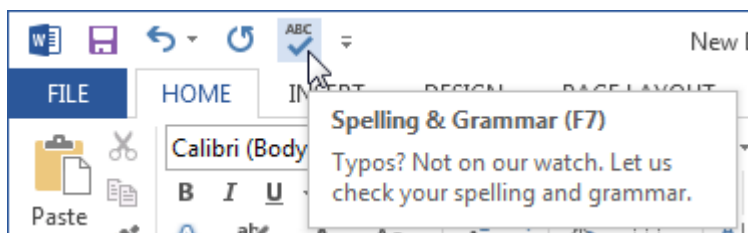
Located just above the Ribbon, the **Quick Access toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

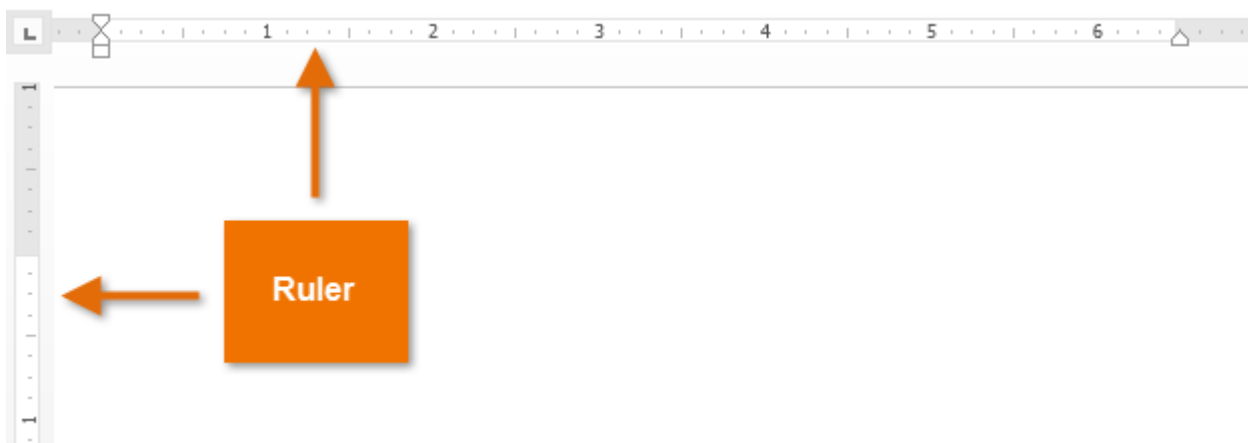


3. The command will be **added** to the Quick Access toolbar.



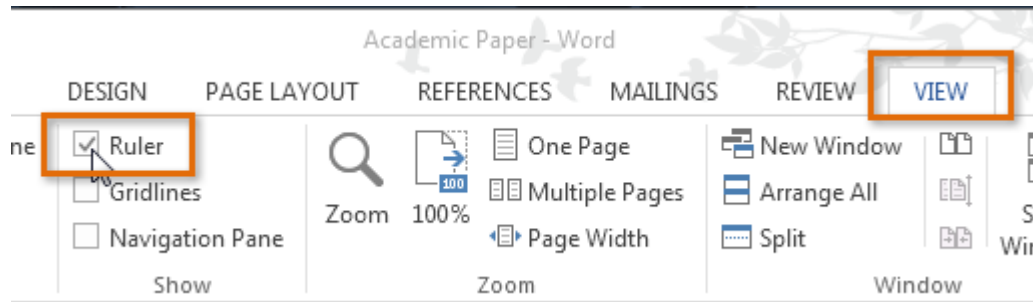
The Ruler

The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.



To show or hide the Ruler:

1. Click the **View** tab.
2. Click the check box next to Ruler to **show** or **hide** the ruler.

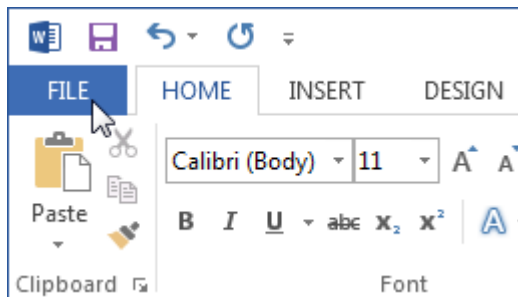


Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document.

To access Backstage view:

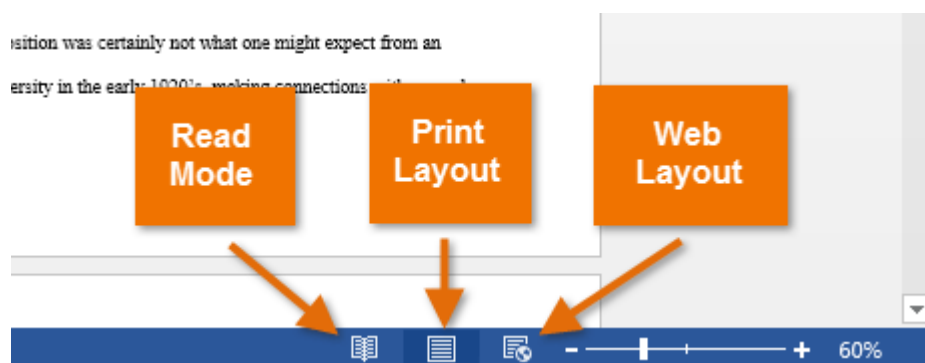
1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.



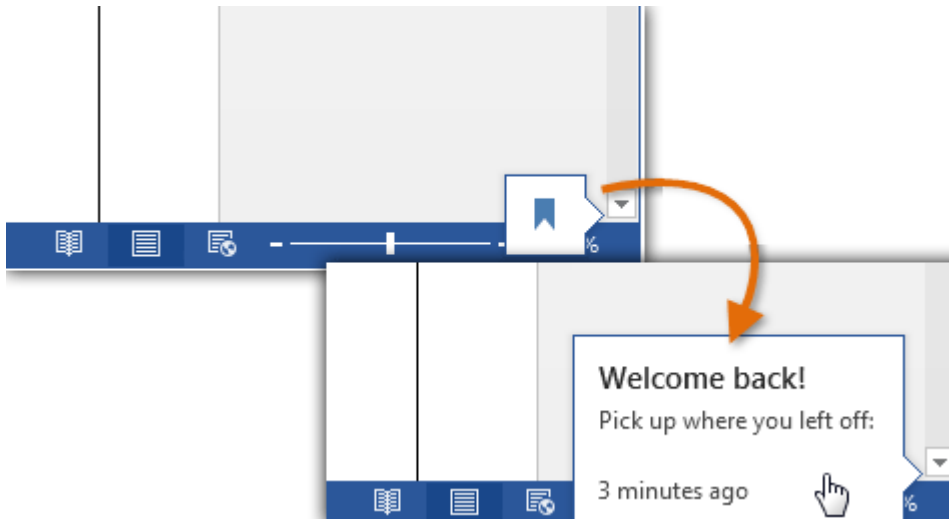
Document views

Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document.

- To **change document views**, locate and select the desired **document view command** in the bottom-right corner of the Word window.



If your document has many pages, Word 2013 has a handy new feature called **Resume Reading** that allows you to open your document to the last page you were viewing. When opening a saved document, look for the **bookmark icon** to appear on the screen. Hover the mouse over the bookmark, and Word will ask if you want to pick up where you left off.



Challenge!

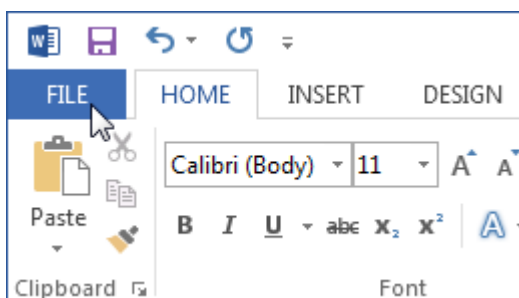
1. Open or navigate to the Word 2013 **interface**.
2. Click through all of the **tabs**, and review the **commands** on the **Ribbon**.
3. Try **minimizing** and **maximizing** the **Ribbon**.
4. Add a **command** to the **Quick Access toolbar**.
5. Hide and show the **Ruler**.
6. Navigate to **Backstage view**, and open your **Account settings**.
7. Try switching **document views**.
8. Close **Word** (you do not have to save the document).

Creating and Opening Documents

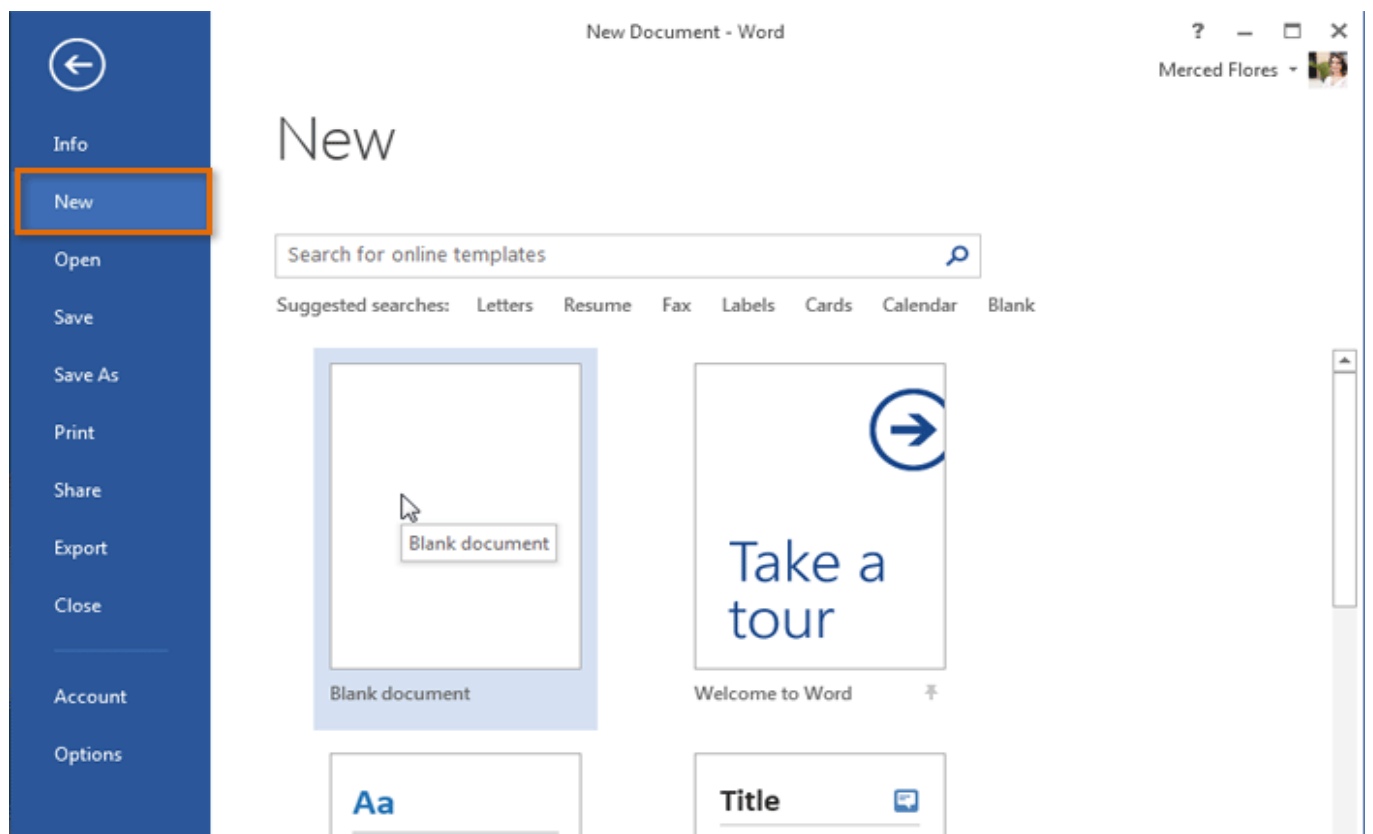
To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

1. Select the **File** tab. **Backstage view** will appear.



2. Select **New**, then click **Blank document**.

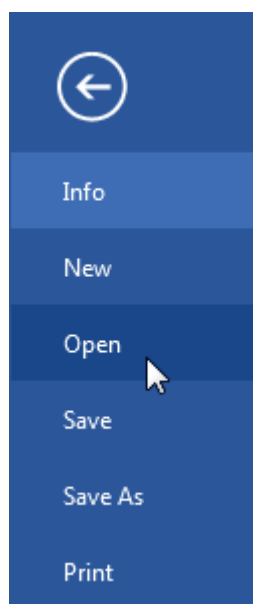


3. A new blank document will appear.

To open an existing document:

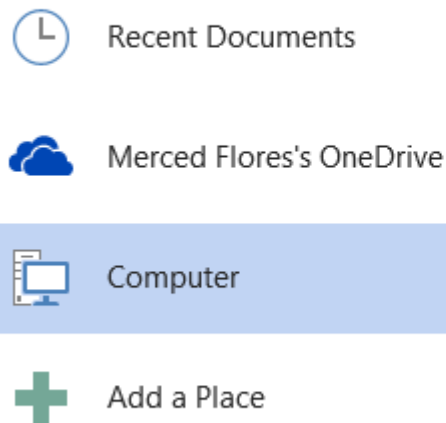
In addition to creating new documents, you'll often need to open a document that was previously saved.

1. Navigate to **Backstage view**, then click **Open**.



2. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive.

Open



Computer

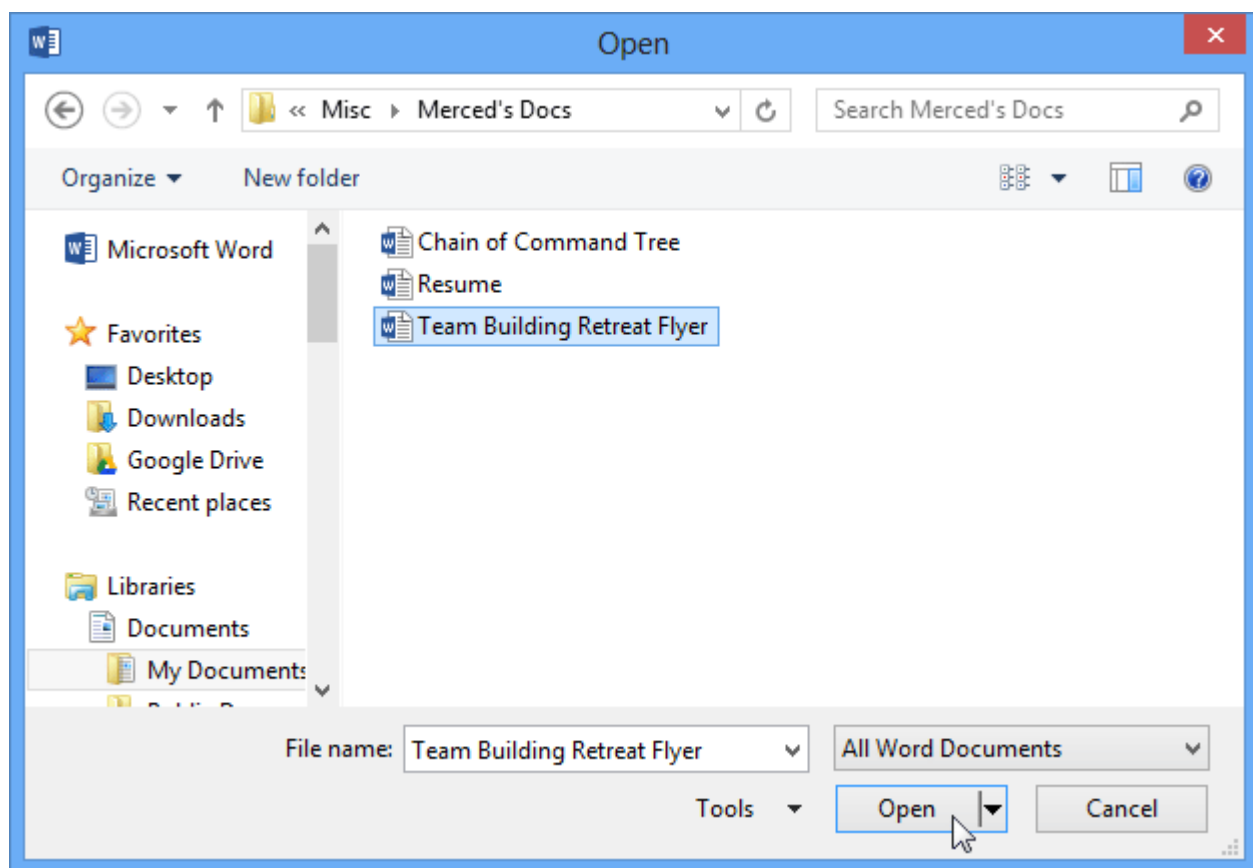
Recent Folders

Documents

Desktop



3. The **Open** dialog box appears. Locate and select your **document**, then click **Open**.



If you've opened the desired presentation recently, you can browse your **Recent Documents** rather than search for the file.

Open

The screenshot shows the 'Open' dialog box in Microsoft Word. On the left, there is a sidebar with four options: 'Recent Documents' (highlighted with a clock icon), 'Merced Flores's OneDrive' (with a cloud icon), 'Computer' (with a monitor icon), and 'Add a Place' (with a plus icon). The main area on the right is titled 'Recent Documents' and lists two files: 'Resume' and 'Luau Invitation'. Both files are associated with the location 'Merced Flores's OneDrive » Documents' and have a Word document icon. A mouse cursor is hovering over the 'Resume' file.

 Word 2013 also allows you to open existing PDF files as editable documents. This is useful when you want to modify a PDF file.

Challenge!

1. Create a **new blank document**.
2. Open an **existing document** from your computer or OneDrive.

Saving and Sharing Documents

Save and Save As

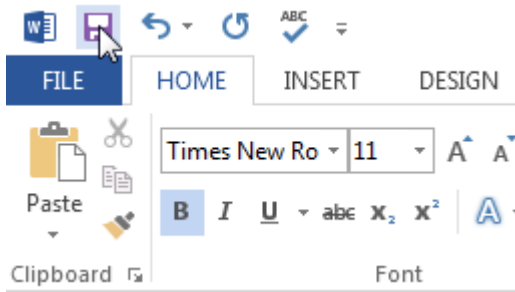
Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

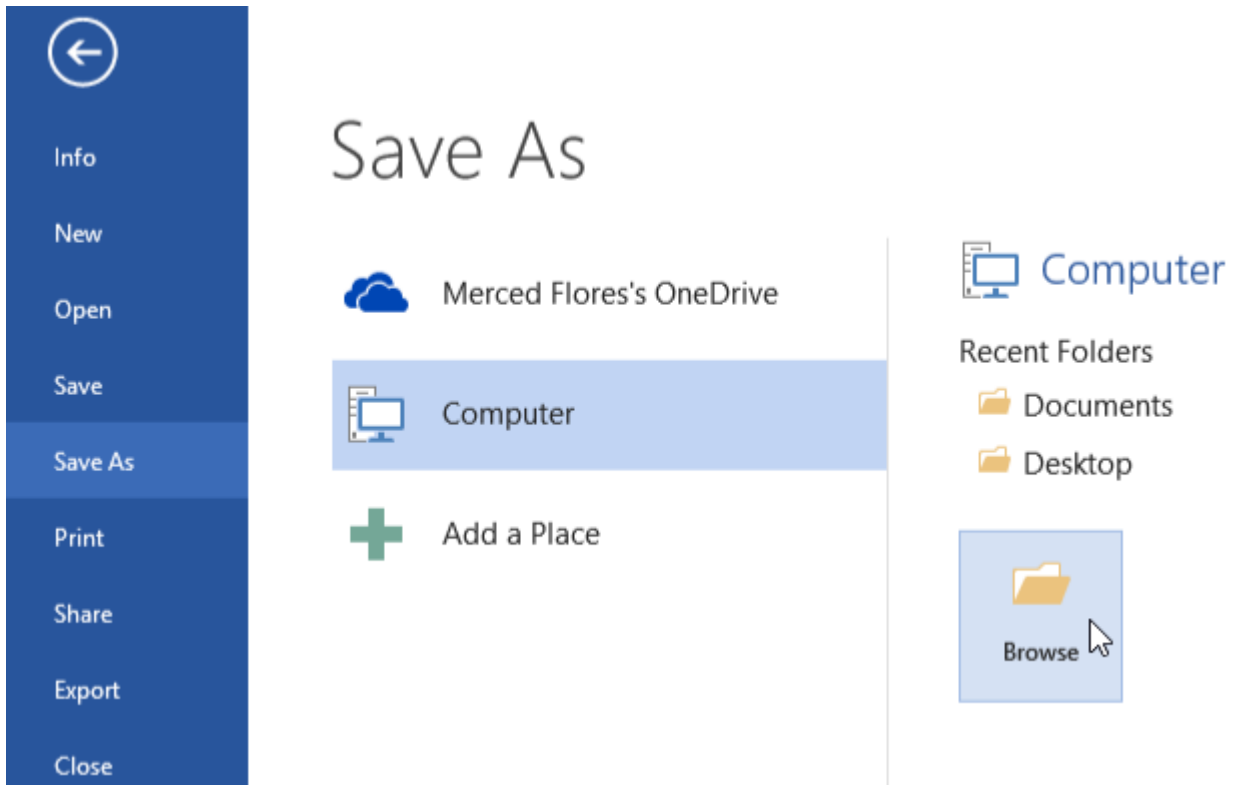
To save a document:

It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

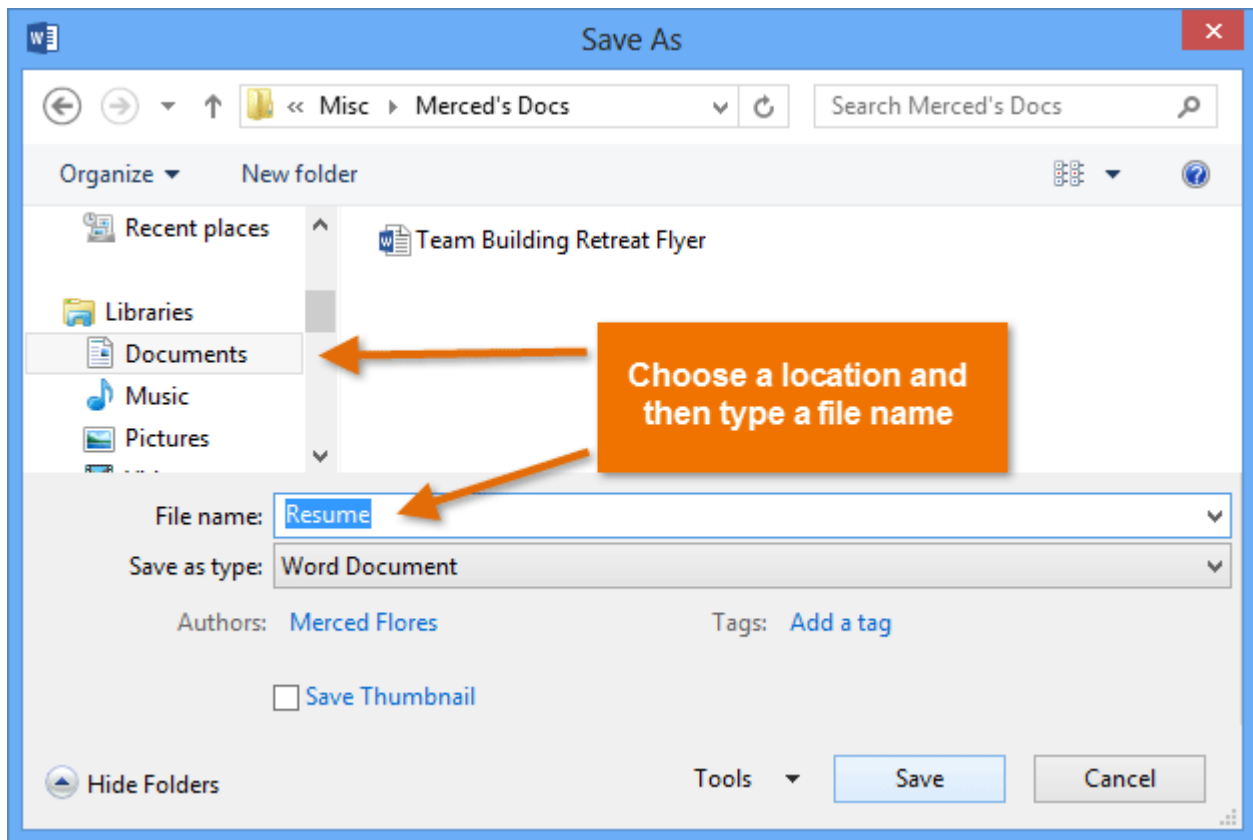
1. Locate and select the **Save** command on the **Quick Access toolbar**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the document to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.
5. Enter a **file name** for the document, then click **Save**.



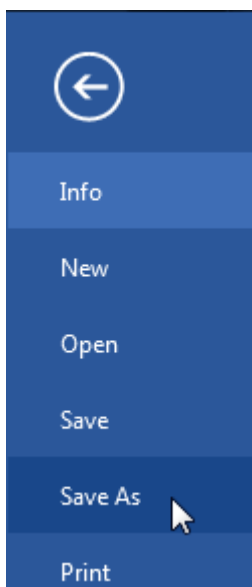
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.

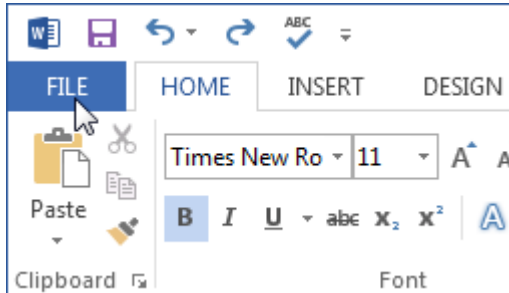
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



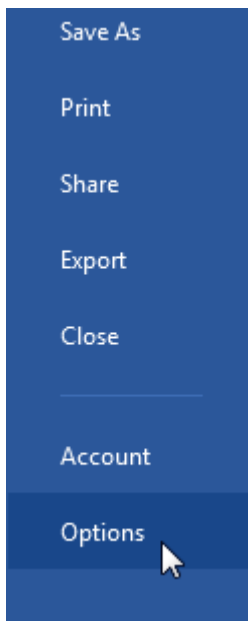
To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find it inconvenient to select **Computer** each time, you can change the **default save location** so **Computer** is selected by default.

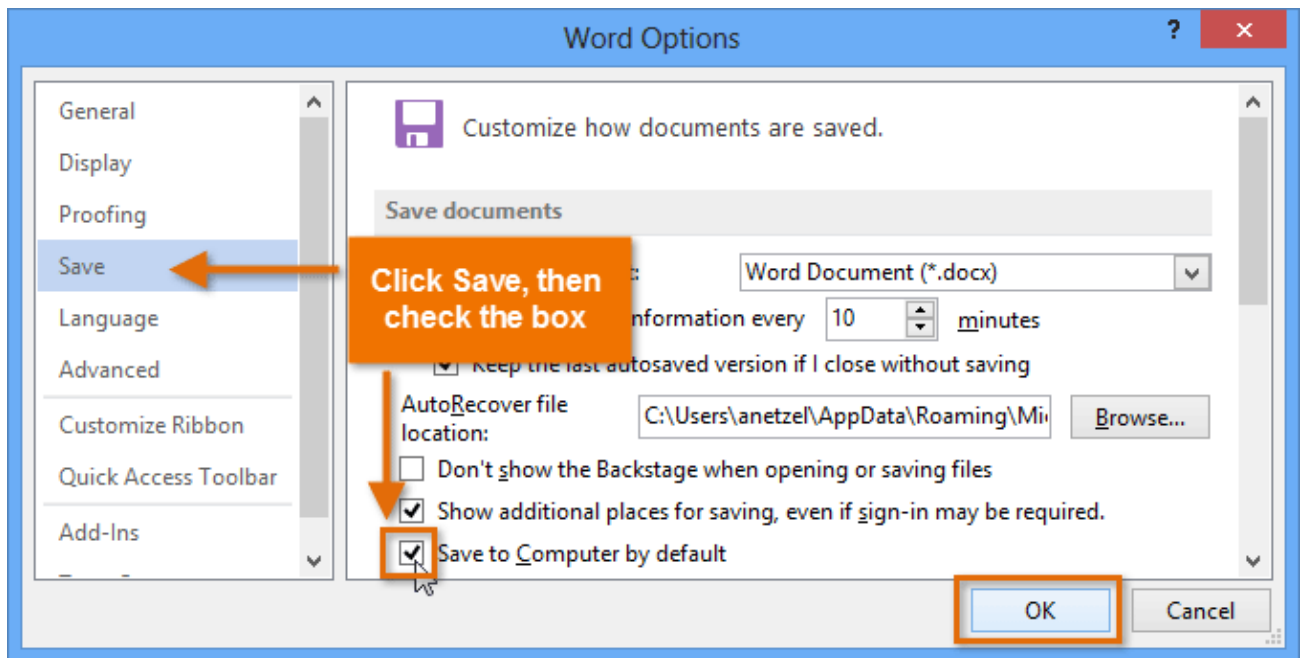
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



3. The **Word Options** dialog box will appear. Select **Save**, check the box next to **Save to Computer by default**, then click **OK**. The default save location will be changed.



Challenge!

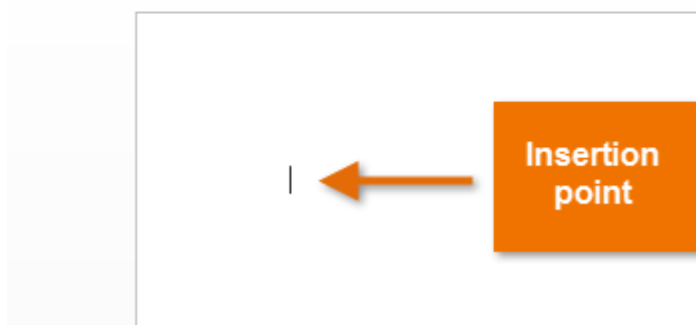
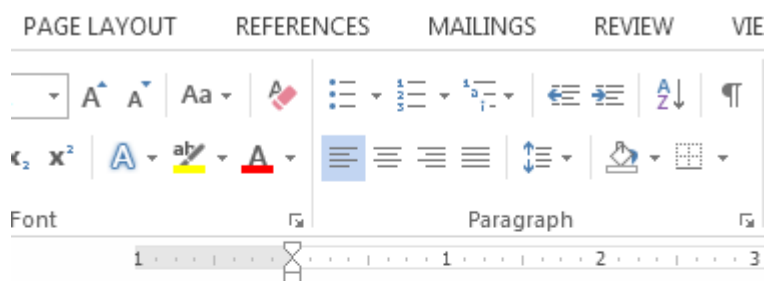
1. Create a **new blank document**.
2. Use the **Save** command to save the document to your desktop.
3. **Export** the document as a **PDF** file.

Text Basics

Using the insertion point to add text

The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways:

- **Blank document:** When a new blank document opens, the insertion point is located in the top-left corner of the page. If you want, you can begin typing from this location.



- **Adding spaces:** Press the **spacebar** to add **spaces** after a word or in between text.

Press Release

...eaver
...i2
...555-8801
...iver@TTInternational.org
...4, 2013

GLOBAL NONPROFIT TO RETIRE |



- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.

Press Release

Contact: Greg Weaver
Tel: 415-555-6182
Cell Phone: 415-555-8801
Email: Greg.Weaver@TTInternational.org
Date: February 14, 2013

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN AI



- **Manual placement:** After you've started typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you want to place it.

The event will take place on March 2, 2013 from 6:30 – 9:00 pm. Highlights will include:
The San Francisco Quintessential Quartet
Vegan Catering by Moss Must
A performance by the Moment of Melody Children's Choir

Click to manually place
the insertion point in a
specific location

In a new blank document, you can double-click the mouse to move the insertion point elsewhere on the page.

To select text:

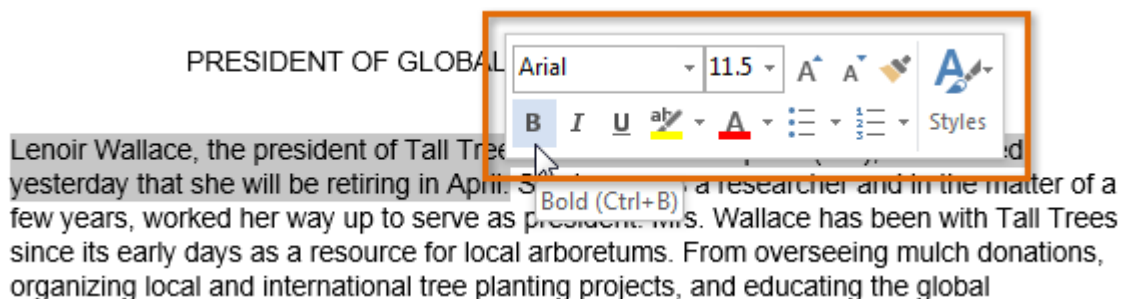
Before applying formatting to text, you'll first need to **select** it.

1. Place the **insertion point** next to the text you want to select.
2. Click the mouse, and while holding it down drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a few years, worked her way up to serve as president. Mrs. Wallace has been with Tall Trees since its early days as a resource for local arboretums. From overseeing mulch donations, organizing local and international tree planting projects, and educating the global

When you select text or images in Word, a **hover toolbar** with command shortcuts appears. If the toolbar does not appear at first, try moving the mouse over the selection.



Other shortcuts include double-clicking a word to select it and triple-clicking to select a sentence or paragraph. You can also select all of the text in the document by pressing **Ctrl+A** on your keyboard.

To delete text:

There are several ways to **delete**—or remove—text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and moving text

Word allows you to **copy** text that is already in your document and **paste** it to other areas of the document, which can save you time. If there is text you want to move from one area of the document to another, you can **cut and paste** or **drag and drop** the text.

To copy and paste text:

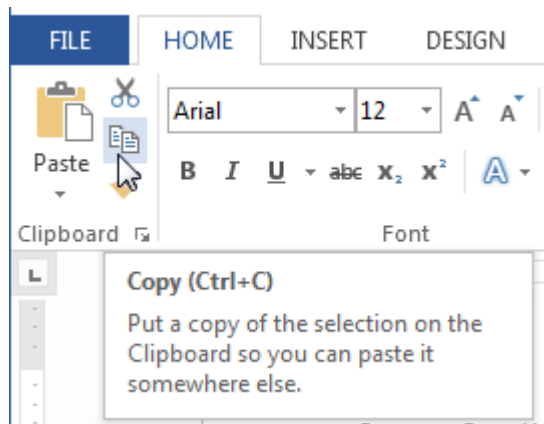
Copying text creates a **duplicate** of the text.

1. Select the **text** you want to copy.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Lenoir Wallace, the president of Tall Trees International Nonprofit (TTI), announced yesterday that she will be retiring in April. She began as a researcher and in the matter of a

2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.



3. Place the insertion point where you want the text to appear.

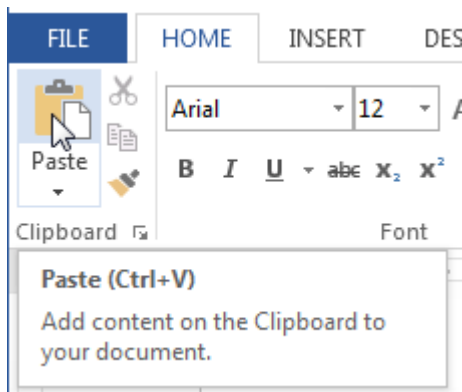
PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

Copied text

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Paste location

4. Click the **Paste** command on the Home tab.



5. The text will appear.

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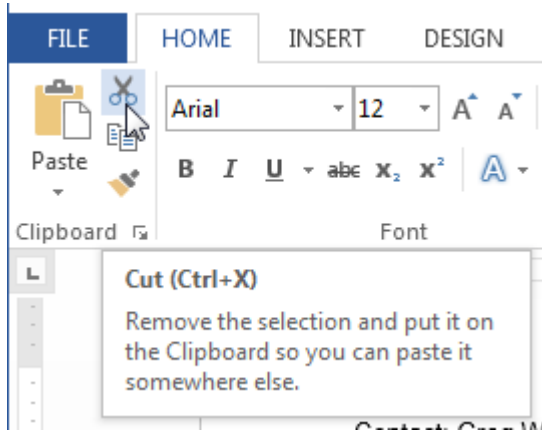
To cut and paste text:

1. Select the **text** you want to cut.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.



3. Place your insertion point where you want the text to appear.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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Cut text

Paste location

A diagram illustrating the cut and paste process. It shows the same text as in the previous block. The text 'She began as a researcher and in the matter of a few years, worked her way up to serve as president.' is highlighted in grey. An orange arrow points from this highlighted text to an orange box labeled 'Cut text'. Another orange arrow points from the 'Cut text' box to a cursor (a vertical line) positioned at the start of the sentence 'From overseeing mulch donations...' in the text below. An orange box labeled 'Paste location' is positioned below the cursor, with an arrow pointing to the cursor's position.

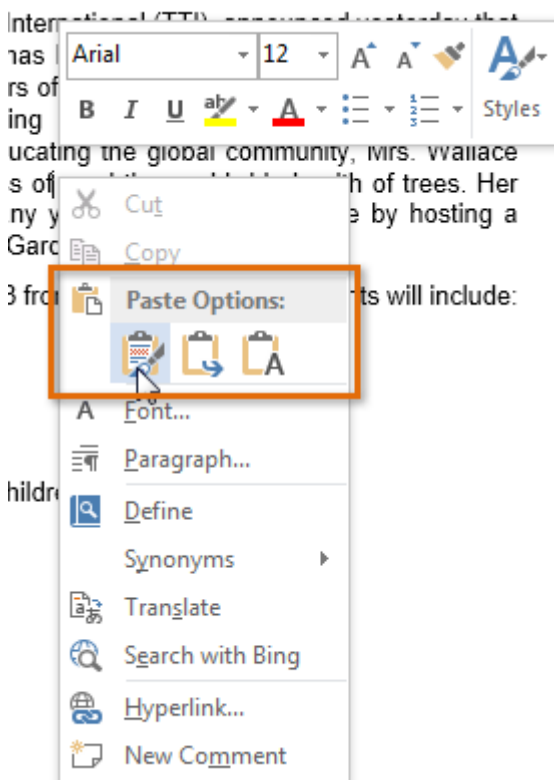
4. Click the **Paste** command on the **Home** tab. The text will appear.

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You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting**, and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you select it.




To drag and drop text:

Dragging and dropping text allows you to use the mouse to move text.

1. Select the **text** you want to move.

PRESIDENT OF GLOBAL NONPROFIT TO RETIRE IN APRIL

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2. Click and drag the **text** to the location where you want it to appear. The cursor will have a rectangle  under it to indicate that you are moving text.

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3. Release the mouse button, and the text will appear.

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If text **does not appear** in the exact location you want, you can press the **Enter** key on your keyboard to move the text to a new line.

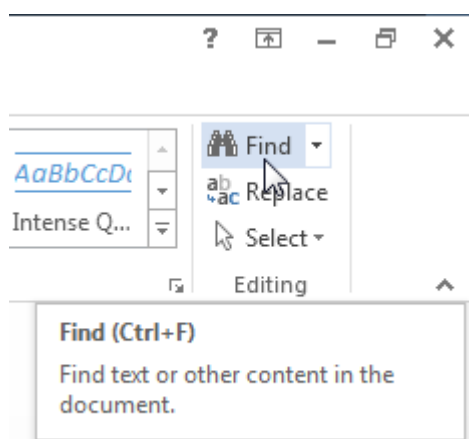
Find and Replace

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it allows you to quickly change words or phrases using **Replace**.

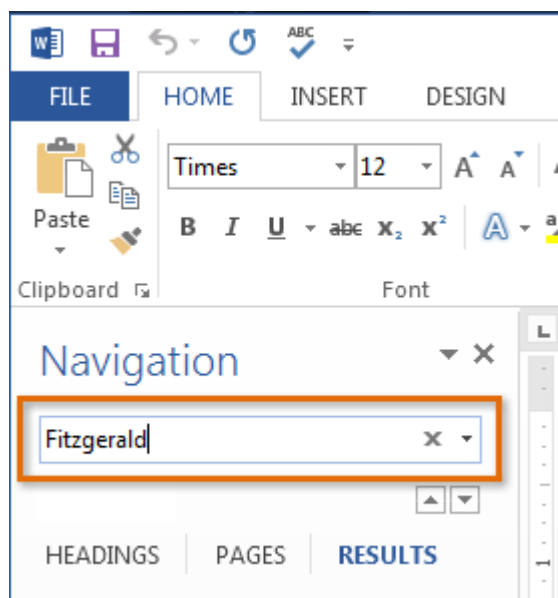
To find text:



In our example, we've written an academic paper and will use the Find command to locate all references to a particular author's last name.

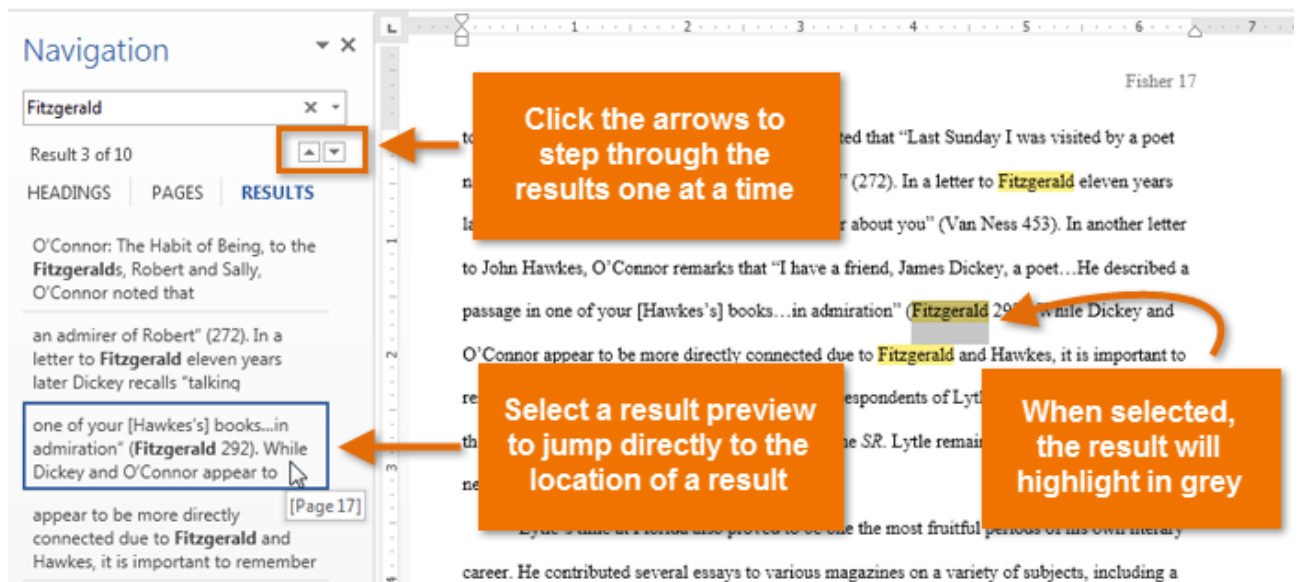
1. From the **Home** tab, click the **Find** command.



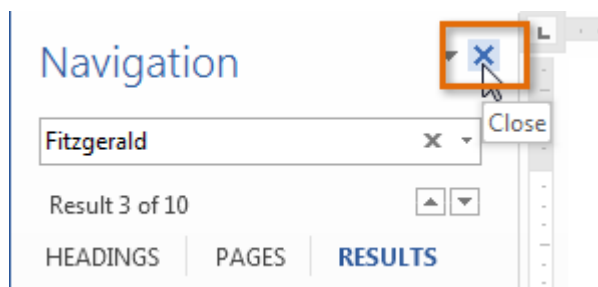
2. The **navigation pane** will appear on the left side of the screen.
3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the author's last name.



4. If the text is found in the document, it will be highlighted in yellow, and a **preview of the results** will appear in the **navigation pane**.
5. If the text appears more than once, choose a **review option** to review each instance. When an instance of the text is selected, it will highlight in gray:
 - **Arrows:** Use the arrows   to move through the results one at a time.
 - **Results previews:** Select a result preview to jump directly to the location of a specific result in your document.

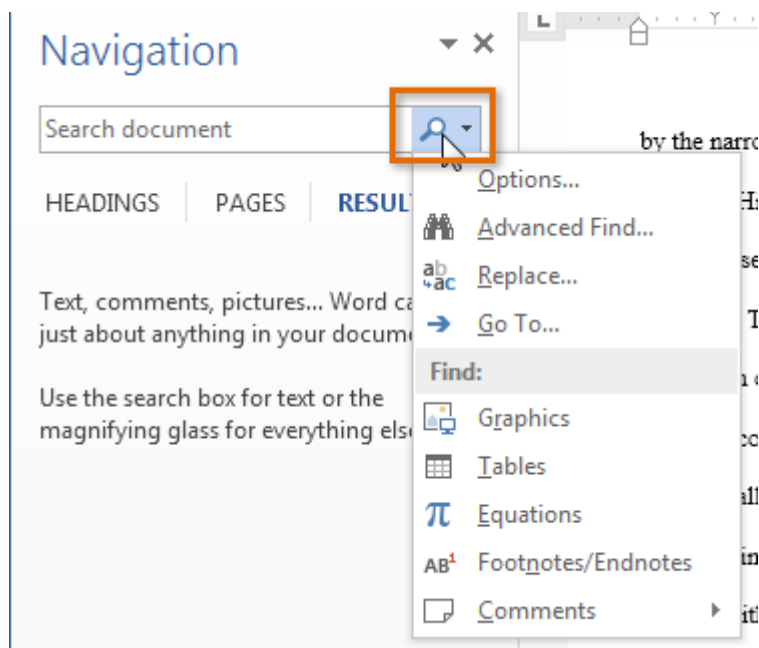


6. When you are finished, click the **X** to close the navigation pane. The highlighting will disappear.



You can also access the Find command by pressing **Ctrl+F** on your keyboard.

For more search options, click the drop-down arrow next to the search field.

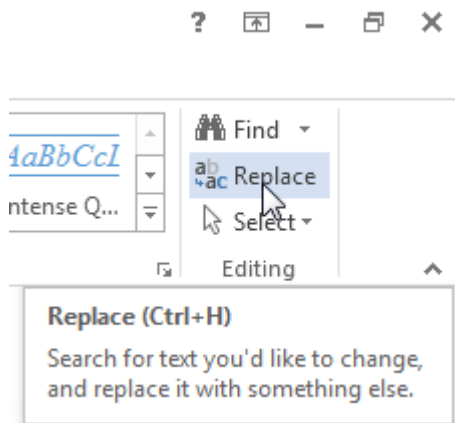


To replace text:

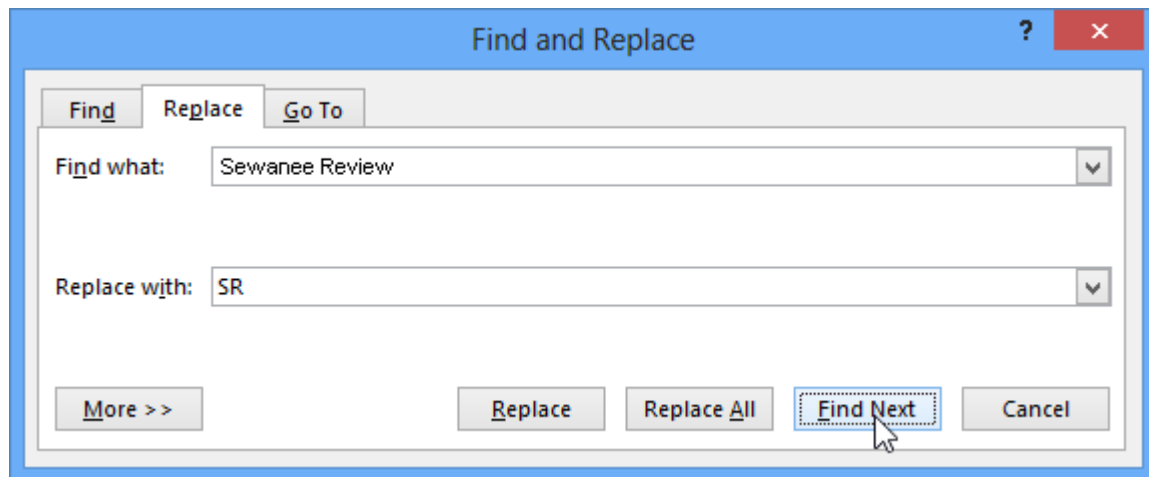
At times, you may discover that you've made a mistake repeatedly throughout your document—such as misspelling a person's name—or that you need to exchange a particular word or phrase for another. You can

use Word's **Find and Replace** feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

1. From the **Home** tab, click the **Replace** command.



2. The **Find and Replace** dialog box will appear.
3. Type the text you want to find in the **Find what:** field.
4. Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



5. Word will find the first instance of the text and **highlight** it in gray.
6. **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again.

William Fisher

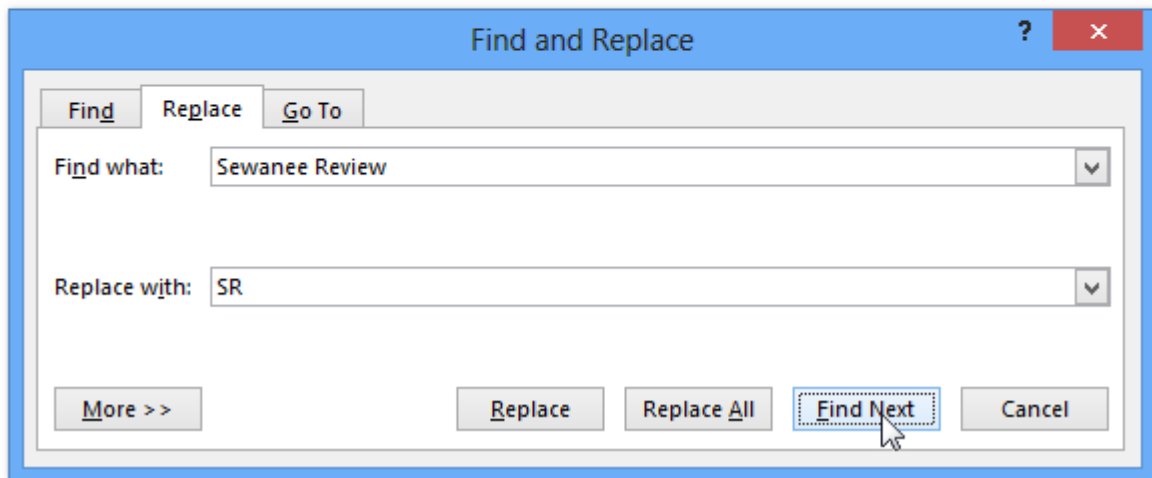
Professor Tom Shelby

LIT 489

12 February 2013

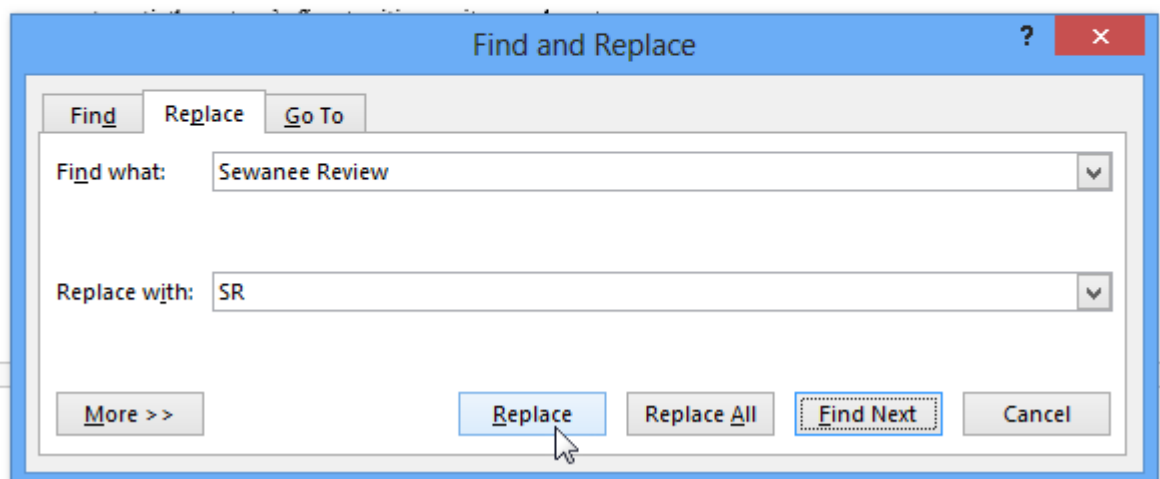
Andrew Lytle at *The Sewanee Review*

Atop the Cumberland Plateau at the University of the South in Sewanee, Tennessee, is



7. Word will jump to the next instance of the text. If you want to replace it, select one of the **replace** options:
 - **Replace** will replace individual instances of text. In our example, we'll choose this option.
 - **Replace All** will replace every instance of the text throughout the document.

run in 1973. Andrew Nelson Lytle, one of the South's more distinguished (and underappreciated) men of letters, edited the *Sewanee Review* twice in his career, once in 1942 to 44 and then again from 1961 to 1973. During his tenure as editor, Lytle helped to resurrect the magazine from academic stagnation, financial straits and a dwindling readership while presenting some of the



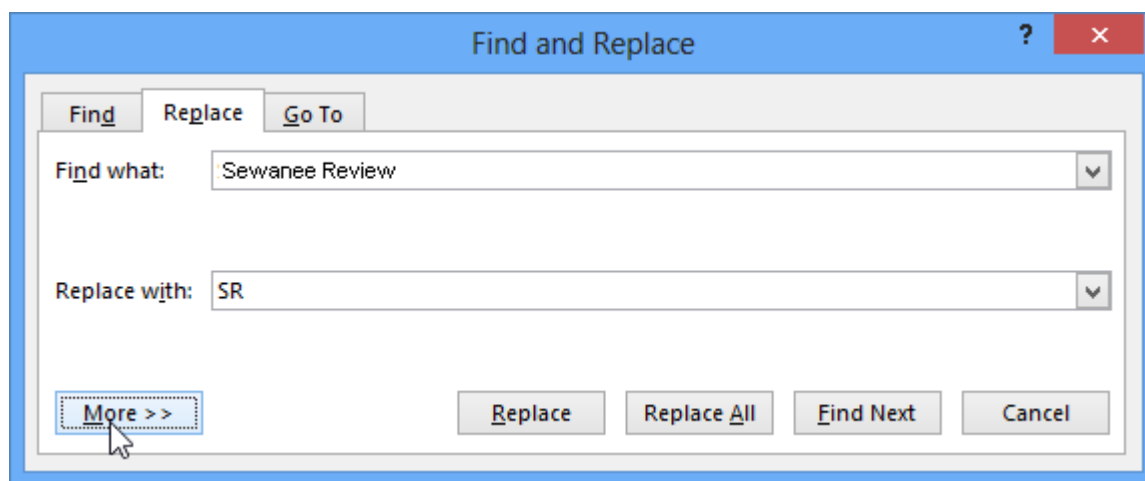
8. The selected text will be replaced.

ew Nelson Lytle, one of the South's more distinguished (and underappreciated) ted the *Sewanee Review* twice in his career, once in 1942 to 44 and then again 3. During his tenure as editor, Lytle helped to resurrect the magazine from on, financial s run in 1973. Andrew Nelson Lytle, one of the South's more d men of letters, edited the *SR* twice in his career, once in 1942 1973. During his tenure as editor, Lytle helped to resurrect the

9. When you're done, click X to close the dialog box.

You can also access the Find and Replace command by pressing **Ctrl+H** on your keyboard.

For more search options, click **More** in the Find and Replace dialog box. From here, you can select additional search options, such as matching case and ignoring punctuation.



Challenge!

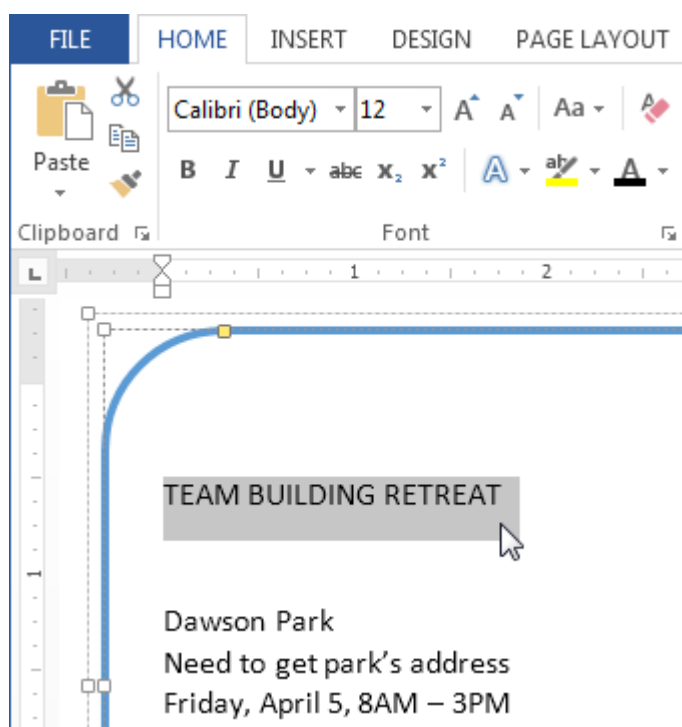
1. Open the practice document Word2013_TextBasics_Practice.docx.
2. **Select** some text to **delete**. If you're using the example, delete the last sentence of the second paragraph.
3. **Copy and paste** some text. If you're using the example, copy the last name **Charlesbois** from the email address at the top of the page and paste it after **Maurice** in the third paragraph.
4. **Cut and paste** some text. If you're using the example, cut the first sentence of the second paragraph and paste it after the first sentence in the first paragraph.
5. Select a phrase to **drag and drop** to a new location in the document. If you're using the example, drag the phrase **from 6:30-9:00 pm** and drop it after **The event will take place**.
6. **Find and replace** a word in the document. If you're using the example, find and replace **Mrs** with **Ms**.

Formatting Text

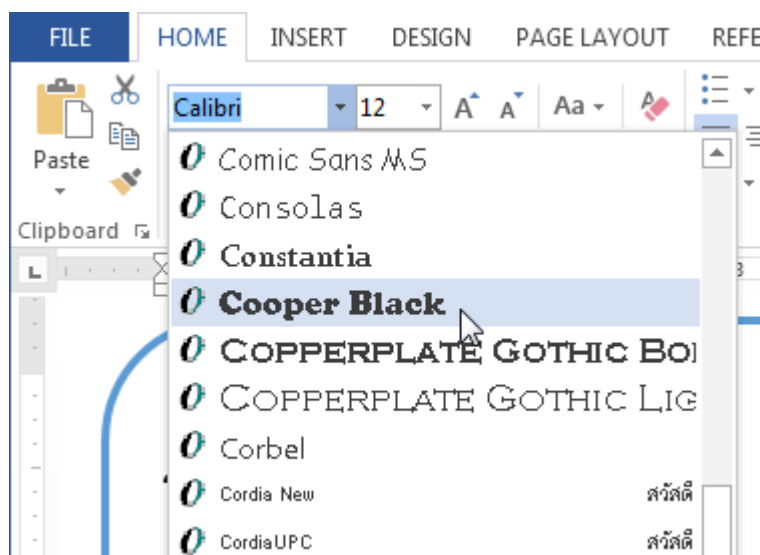
To change the font:

By default, the font of each new document is set to Calibri. However, Word provides many other fonts you can use to customize text and titles.

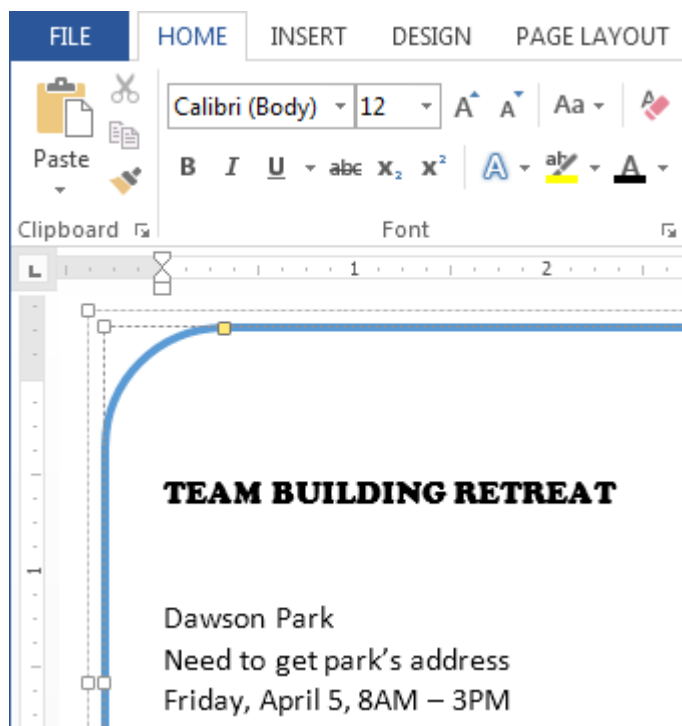
1. Select the text you want to modify.



2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear.
3. Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you want to use.



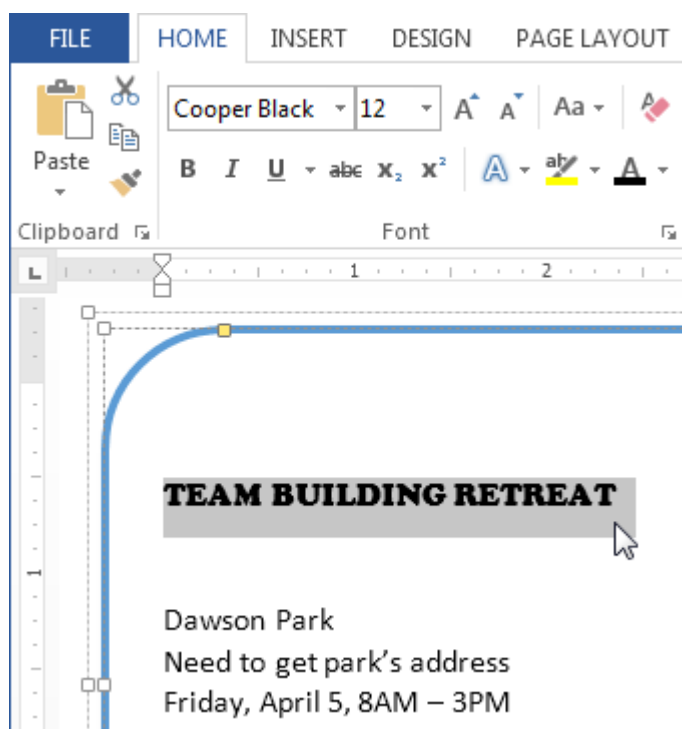
4. The font will change in the document.



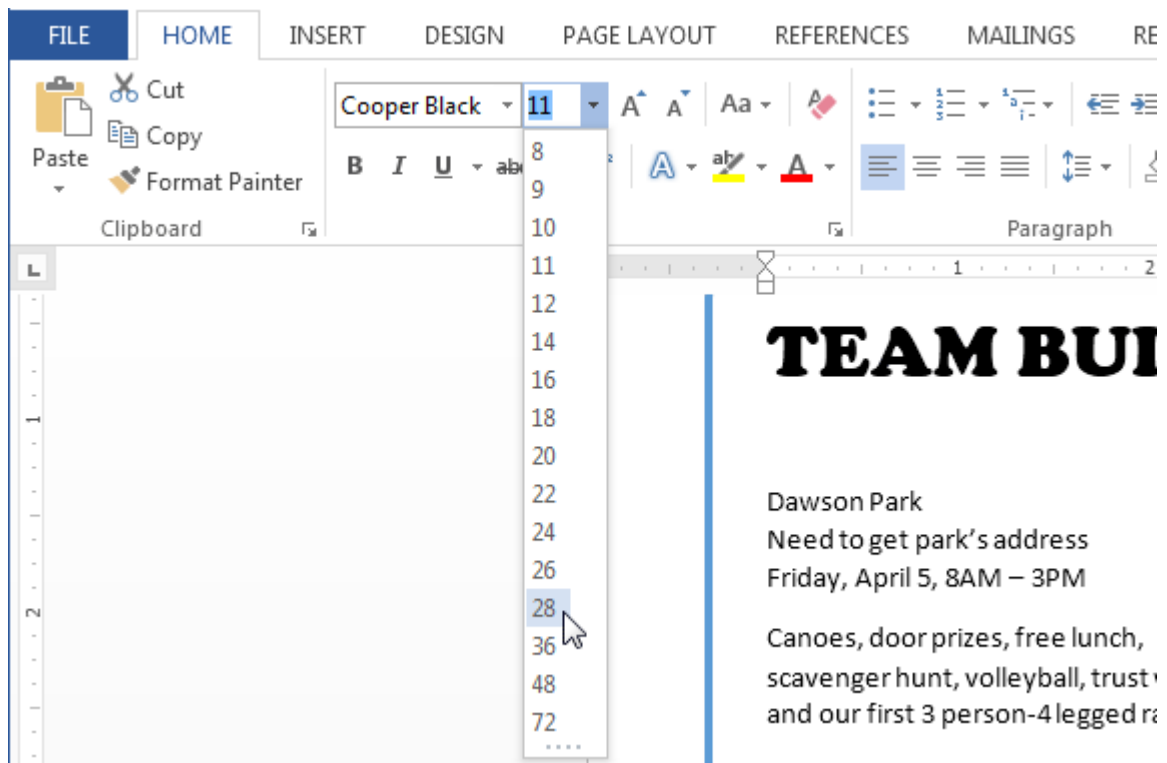
When creating a professional document or a document that contains multiple paragraphs, you'll want to select a font that's easy to read. Along with Calibri, standard reading fonts include Cambria, Times New Roman, and Arial.

To change the font size:

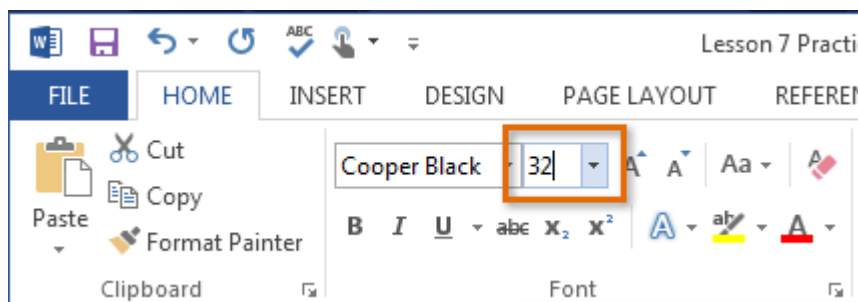
1. Select the text you want to modify.



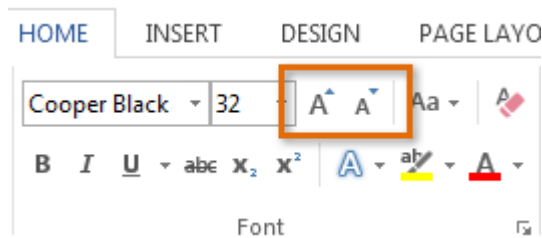
2. Select the desired font size formatting option:
 - **Font size drop-down arrow:** On the **Home** tab, click the Font size drop-down arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.



- **Font size box:** When the font size you need is not available in the Font size drop-down arrow, you can click the Font size box and **type** the desired font size, then press **Enter**.



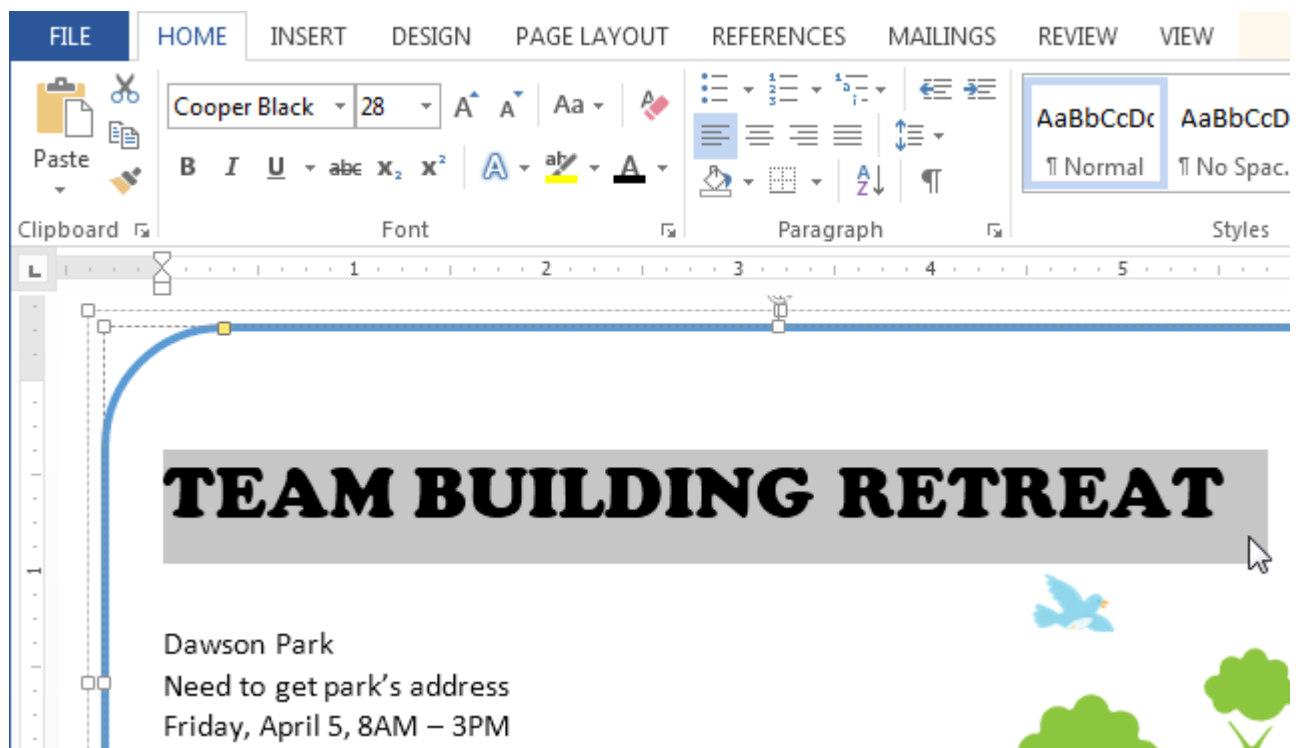
- **Grow and shrink font commands:** Click the **Grow Font** or **Shrink Font** commands to change the font size.



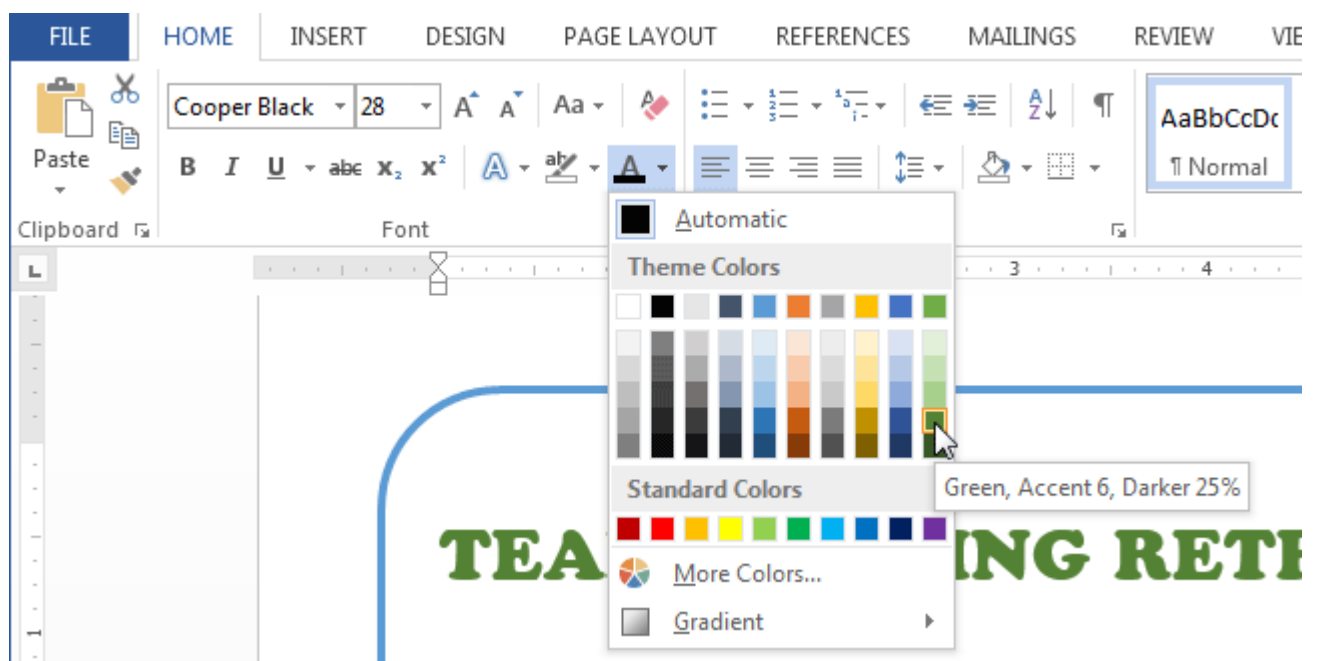
3. The font size will change in the document.

To change the font color:

1. Select the text you want to modify.

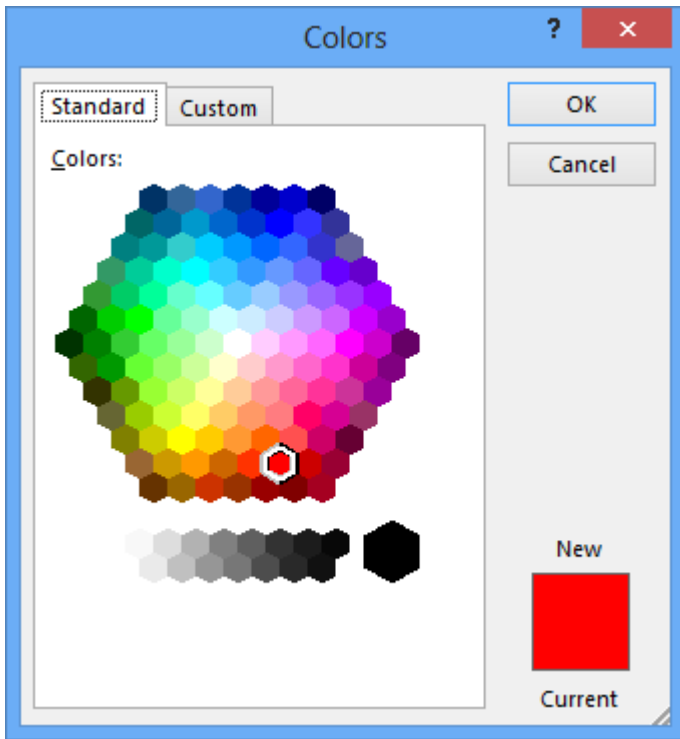


2. On the **Home** tab, click the **Font Color** drop-down arrow. The **Font Color** menu appears.
3. Move the mouse over the various font colors. A live preview of the color will appear in the document.



4. Select the font color you want to use. The font color will change in the document.

Your color choices aren't limited to the drop-down menu that appears. Select **More Colors...** at the bottom of the menu to access the **Colors** dialog box. Choose the color you want, then click **OK**.



To highlight text:

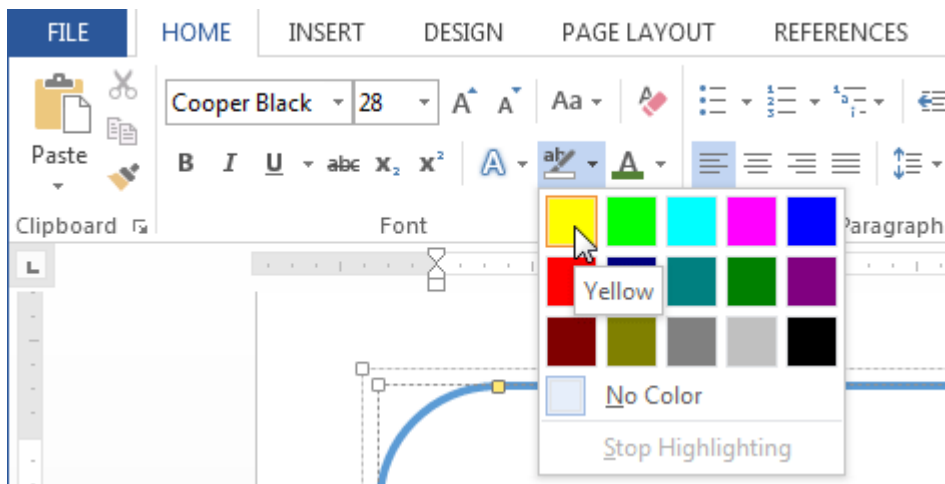
Highlighting can be a useful tool for marking important text in your document.

1. Select the text you want to highlight.

Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,

2. From the **Home** tab, click the **Text Highlight Color** drop-down arrow. The **Highlight Color** menu appears.



3. Select the desired highlight **color**. The selected text will then be highlighted in the document.

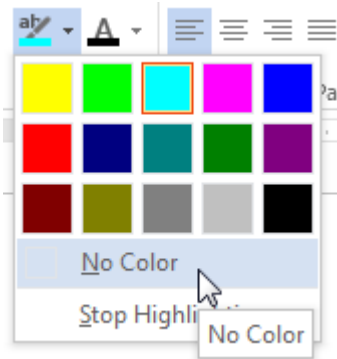
Dawson Park

Need to get park's address

Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,

To remove highlighting, select the highlighted text, then click the **Text Highlight Color** drop-down arrow. Select **No Color** from the drop-down menu.

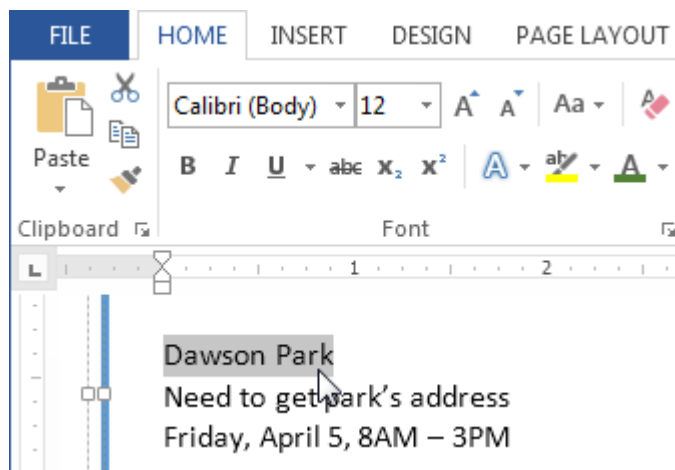


If you need to highlight several lines of text, changing the mouse into a **highlighter** may be a helpful alternative to selecting and highlighting individual lines. Click the **Text Highlight Color** command, and the cursor changes into a highlighter. You can then click, hold, and drag the highlighter over the lines you want to highlight.

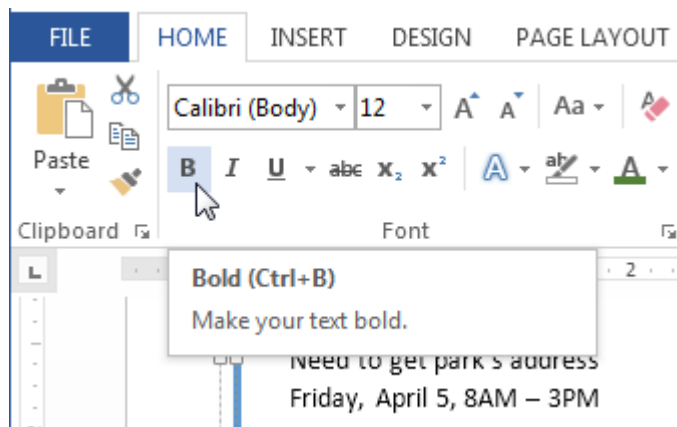
To use the Bold, Italic, and Underline commands:

The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

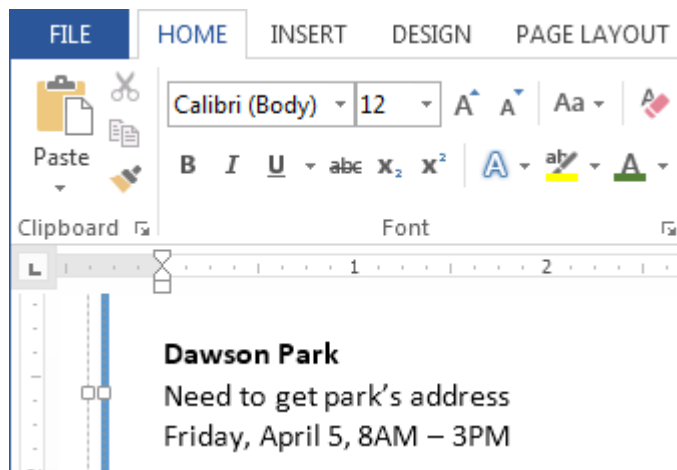
1. Select the text you want to modify.



2. On the Home tab, click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group. In our example, we'll click Bold.



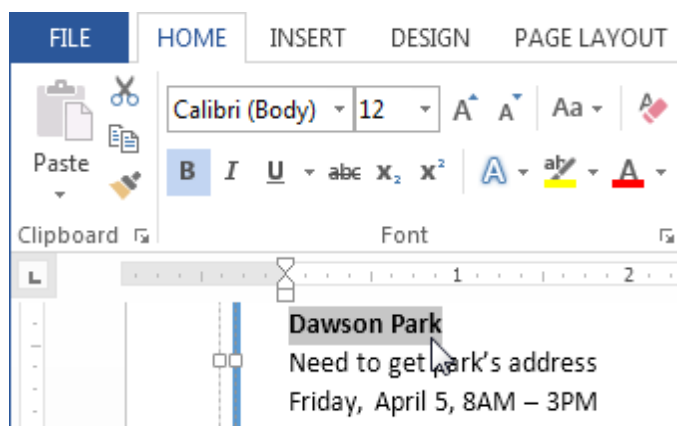
3. The selected text will be modified in the document.



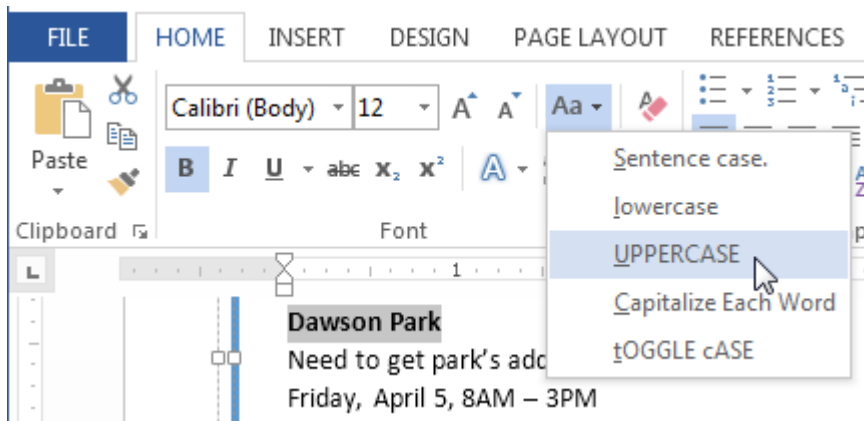
To change the text case:

When you need to quickly change text case, you can use the **Change Case** command instead of deleting and retyping text.

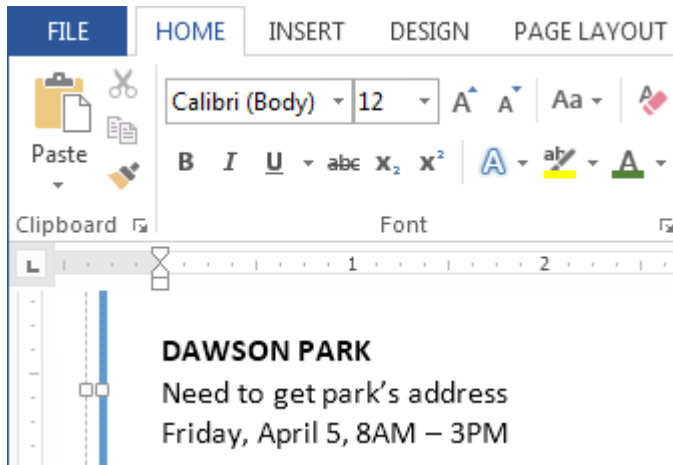
1. Select the text you want to modify.



2. On the Home tab, click the **Change Case** command in the **Font** group.
3. A drop-down menu will appear. Select the desired case option from the menu.



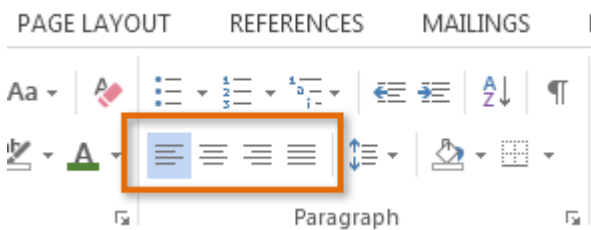
4. The text case will be changed in the document.



To change text alignment:

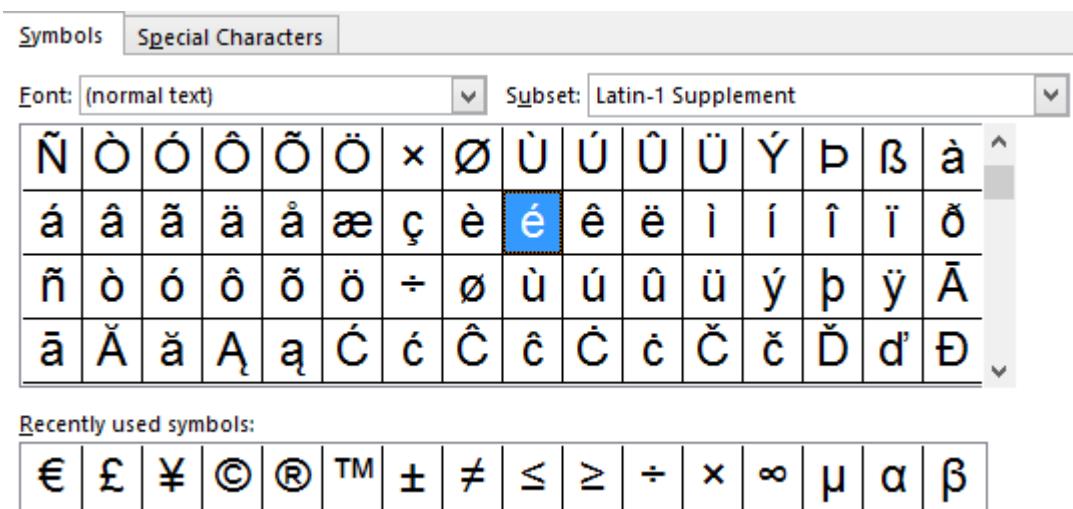
By default, Word aligns text to the **left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.
2. On the **Home** tab, select one of the four **alignment options** from the **Paragraph** group.



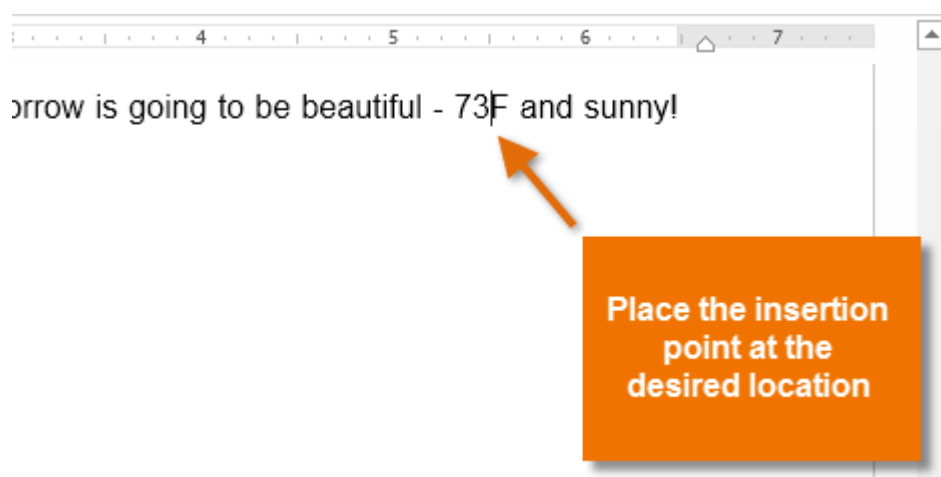
Symbols

Sometimes you may find that you need to add a **symbol** to your text, such as the Copyright symbol ©. Word offers a collection of symbols for currency, languages, mathematics, and more.

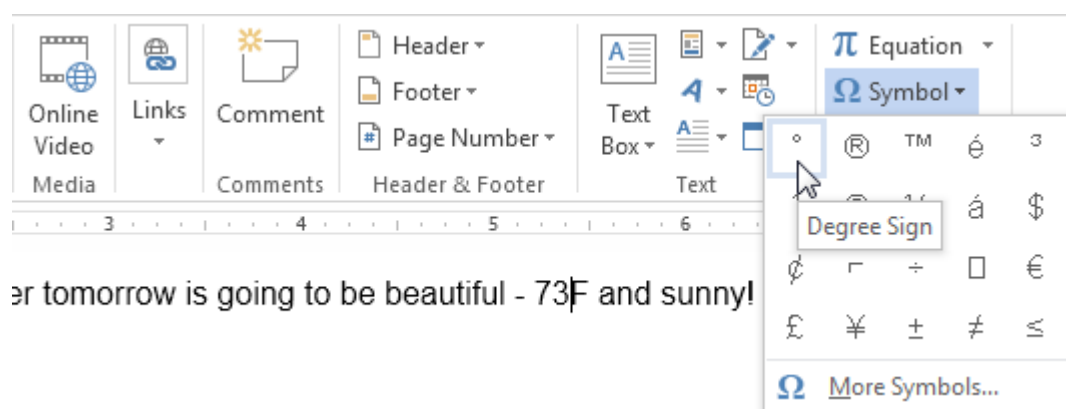


To insert a symbol:

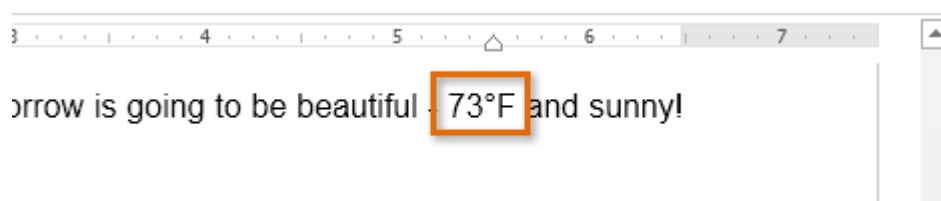
1. Place the **insertion point** in the location where you want to **insert** a symbol.



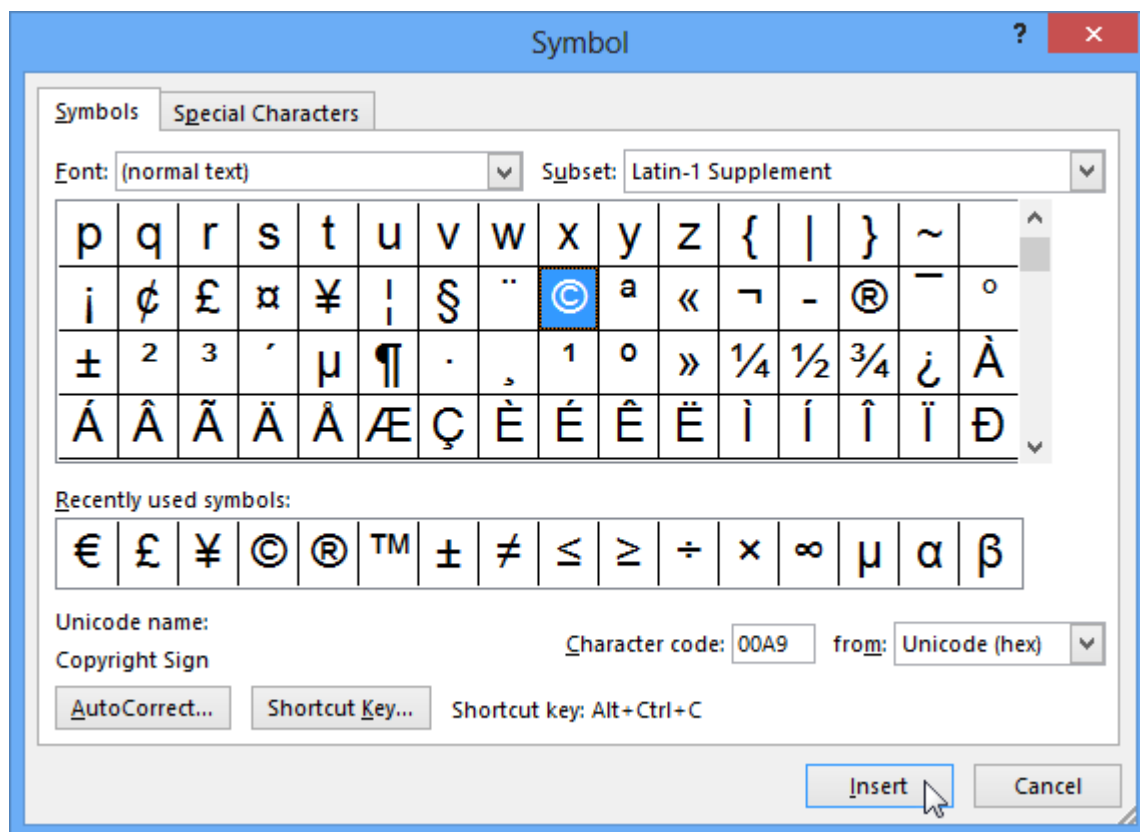
2. On the **Insert** tab, click the **Symbol** drop-down arrow. A menu of symbols will appear.
3. Select the desired **symbol**.



4. The symbol will appear in your document.



If you don't see the symbol you're looking for, click **More Symbols...** to open the Symbol dialog box. Locate and select the desired symbol, then click Insert.



Challenge!

1. Open the practice document Word2013_TextBasics_Practice.docx.
2. Change the **font size** of some text. If you are using the example, try changing the font size of the title.
3. Change the **font color** of some text. If you are using the example, change the color of the park's name.
4. **Highlight** some text.
5. Try **bolding**, **italicizing**, or **underlining** some text.
6. Change the **case** of some text. If you are using the example, change the case of the title.
7. **Center** align some text.
8. Insert a **symbol** in the text. If you are using the example, insert the registered trademark **symbol** ® after Sullie's Subs.