Microsoft Word



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Lesson Objectives

- After completing this lesson, you will be able to
- Edit and format text.
- Work with tables and pictures.
- Work with language tools.
- Formatting of text.

Getting Started with Word Processors

Word processors offer you the flexibility to format documents by making changes to the font, the page layout, and the page style.



Getting Started with Word Processors



You can open Microsoft Word by clicking on the desktop icon... ... or by clicking the START button.



Getting Started with Word Processors

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When you see the cursor blinking, you are ready to type. Otherwise, use your mouse to click anywhere on the white part of the page.

Navigating within a Document

- Use your mouse to click anywhere that you have typed text.
- You can use the arrow keys on your keyboard to move the cursor vertically or horizontally.
- The HOME key moves the cursor to the beginning of the line.
- The END key will take it to the end of the line.



Saving a File

To save the document, click the **Save** button on the Quick Access Toolbar or click on the Office Button to choose how to save the file.

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Opening an Existing File



Printing Your File

- To print out your document click on the Office Button, and then click **Print**.
- This prints one copy of your file using the default settings.
- When you need to, you can modify the settings of your print job in the Print dialog box.

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Editing and Formatting Text

- Advanced word processors include special tools that help you easily edit and format documents.
- Word processors can:
 - cut, copy, and paste text
 - undo and redo actions
 - justify or re-align text
 - change font parameters
 - change paragraph spacing



various other editing and formatting functions.





1. Select

Hold down the left mouse button and drag the cursor <u>OR</u> Hold down SHIFT and use the arrow keys on the keyboard.



1.Copy

You can find the Copy and Paste commands under the Home Tab.



1.Paste

You can also copy and paste by clicking with the right mouse button on a word you have selected to pull up a shortcut menu.



Cut + Paste

Using Cut + Paste is like moving text from one location to a new one.

The cut command is located :

- in the Home Tab
- or in a shortcut menu when you right-click on a selected word



Formatting Text

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In the Font dialog box, you can make changes to the type, style, size, and color of font used in the document.

Size

Font

You can **CHANGE** the "handwriting" Of your text.

Font style

Put a word in **bold** or *italics* for emphasis.

Effects

Will let you add <u>underlining</u>, **shadows**, or details like strikethrough.

Formatting Text

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Many of these text options can also be found on your Home Ribbon in the Font Group.

Alignment

You can specify the arrangement of objects, text, and graphics, in predetermined positions using the alignment settings.

You can align the selected text to the left, right, or center by using the left, right, and center alignment buttons.



Bullets and Numbering

You can use the bullet or numbering options to organize information into lists.



Indenting and Spacing



Use indentation to offset text away from the margin or bring it closer again.



Undoing Mistakes

Sometimes, you want to reverse the last action you performed. For this, you can use the Undo button:

Similarly, you can use the Redo button to repeat the last action:



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Using Language Tools



Advanced word processors, such as Word, can automatically detect the language of the typed text and then use the spelling dictionary, grammar checker, and punctuation rules for that language.

Language tools are a convenient way to perform certain tasks automatically as you type, such as checking spelling and grammar.

Spelling and Grammar Check



- Wavy red lines=spelling errors
- Wavy green lines=grammatical mistakes
- You can check the spelling and grammar of the entire document by clicking the Spelling and Grammar Button on the Review Tab.

Spelling and Grammar Check

Spelling suggestions

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- Ignoring instances



Questions

