September 2, 2022

Introduction to Microsoft Word





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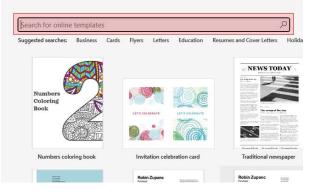
Get Started Creating a Word document

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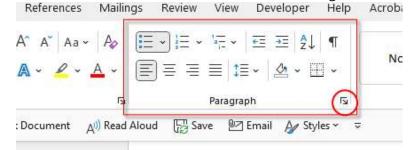
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- In the **Search for online templates** box, enter the type of document you want to create, and press ENTER.

Save as Adobe PDF



Format text Paragraph Options in Word

• On the **Home tab**, find the **Paragraph group** (third from left), and click on the small arrow in the lower right corner. References Mailings Review View Developer Help Acrobi





• Here, you can select various useful formatting options, such as special indentations or spacing.

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Format text

- Place the cursor and type some text.
- To format, select the text and then select an option: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.



How to use a border as a line header in Word

- 1. Open Microsoft Word, and the appropriate document.
- 2. Highlight the heading you want to add a line under.

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3. From the **Home tab**, find the **Paragraph** group and select the **Borders** drop-down menu.

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	Borders and Shading			OK Cancel

- 4. From the drop-down select Borders and Shading...
- 5. The Border and Shading dialog box will pop-up.
- 6. Pick the line style from the Style section.
- 7. From the Apply to drop-down, select Paragraph and choose where you wan the line to appear.
- 8. Click **OK** and the line will appear under your heading

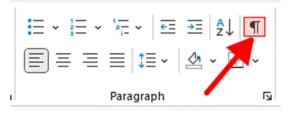
Welcome to Saint Mary's

Show/Hide Formatting in Word

• On the **Home tab**, find the **Paragraph group** (third from left), and select the

¶ icon. This will visually indicate formatting in your document and is a great

tool for troubleshooting.

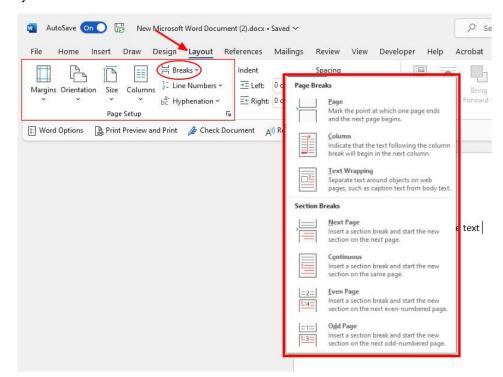


Lay out pages Using Breaks in Word

• On the Layout tab, find the Page Setup group (first from left), and select the Breaks drop-down menu. Then, choose a break



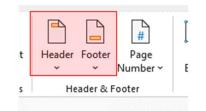
style.



• Page Breaks are used for local formatting (e.g. one page ending), while Section Breaks are used for defining large sections of page numbers, header styles, or references within a document. Be sure to use the correct style

Headers & Footers in Word

• On the Insert tab, find the Header & Footer group (fourth from right), and select the Header or Footer drop-down menu. Then, choose a style.

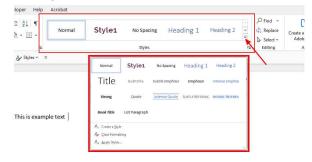


• You can find more formatting options using the Header & Footer Tools tab (when the header or footer is selected).



Heading Styles in Word

• On the **Home tab**, find the **Styles group** (fourth from left), and select a **Heading #** style. The lower the #, the greater the 'importance' of the style. For example, this is useful when making sub-sections in a Table of Contents

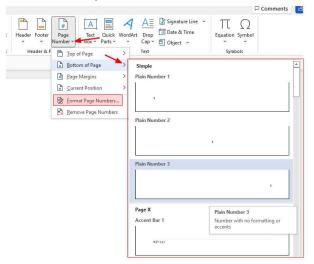


• Add section or sub-section title text to the document, and then select the

Normal style to continue adding body content.

Page Numbers in Word

- On the **Insert tab**, find **the Header & Footer group** (fourth from right), and select the **Page Number** drop-down menu. Then, choose a location and style.
- You can further format page numbers using the **Header & Footer Tools tab** (when the footer is selected), or by using the **Format Page Numbers options**, under the **Page Number** drop-down menu.





Design and edit in Word Use Styles

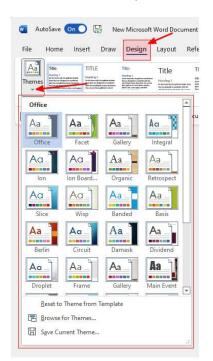
Styles templates apply a consistent font, font size, font color, and spacing to headings, paragraphs, and titling throughout your document.

- Select the words, paragraph, list, or table to edit.
- On the Home tab, select a style.
- If you do not see the style you want, click the More button ^I to expand the gallery.

Apply Themes

Themes add a professional look to your document.

- Select **Design > Themes**.
- Point to a theme to preview how it will look.
- Select the theme you want.

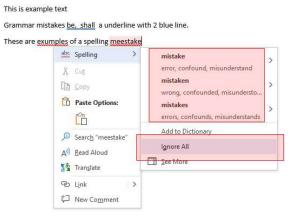


Check spelling and grammar



Word marks misspelled words with a red squiggly underline and grammar mistakes with a blue double underline.

- Right-click the word.
- Select a correction or select Ignore.



Find and replace text

- Select Home > Replace.
- For **Find what**, enter a word or phrase to search. For **Replace** with, enter the new text.
- Select Find next, and then select:
 - o Replace to replace the first instance, or
 - o **Replace all** to replace all instances.

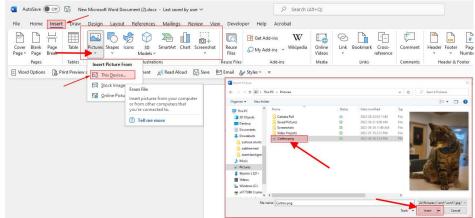
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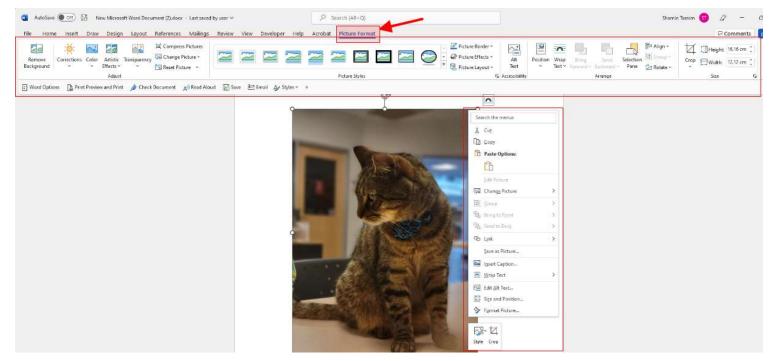
Pictures & Screenshots

Pictures in Word

- On the **Insert tab**, find the **Illustrations group** (third from left), and select the Pictures button.
- Navigate to the desired picture and select Insert.



 Once added to the document, a picture can be manipulated with the mouse (right clicking; dragging elements), and via the **Picture Tools tab** that opens when the picture is selected. Of note are the Position and Wrap Text drop- down menus.



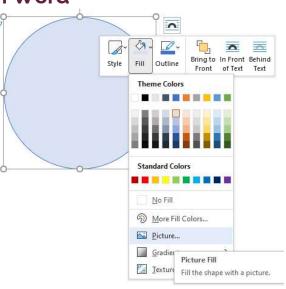


Screenshots in Word

- Navigate to a desired screen and press the Print Screen key. You can also obtain more refined screenshots using the Snipping Tool or press Windows key + SHIFT + S. Mac users can use the shortcut CMD + SHIFT + 4 or CMD + SHIFT + 3 for full screen. Copy this image to your clipboard.
- In Word, use the Paste function, or press **CTRL-V** key (**CMD + V** on Mac), to insert the screenshot.
- Screenshots are treated the same as images

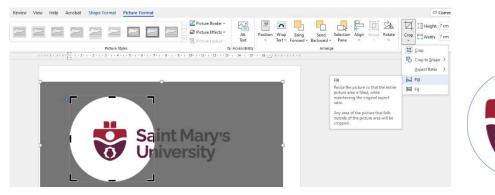
How to fill an image to a shape in Word

- Open Microsoft Word, and the appropriate document.
- Right-click the shape you want to fill with an image.
 Select Fill from the shortcut menu.
- Navigate your computer to get the appropriate picture. Click okay to insert your selected image.
- Once your image has been inserted, select it again.
- Go to the **Picture Format** tab. Find the **Size** group (fifth from the left). Click on the



down arrow below **Crop** and select **Fill** from the drop-down menu.

• This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately

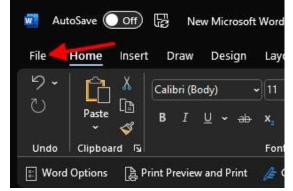






Save & Print Save a document

• Go to File > Save As (or Save a Copy).



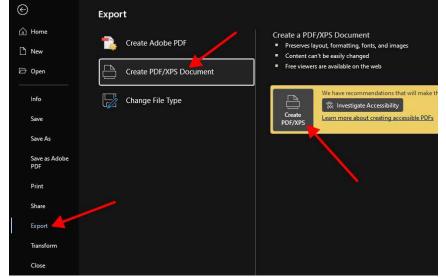
- Select **OneDrive** so you can get to your document from anywhere.
- Enter a name and click **Save**.

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Convert or save a document to PDF

• Go to Export > Create PDF/XPS Document > Create PDF/XPS.



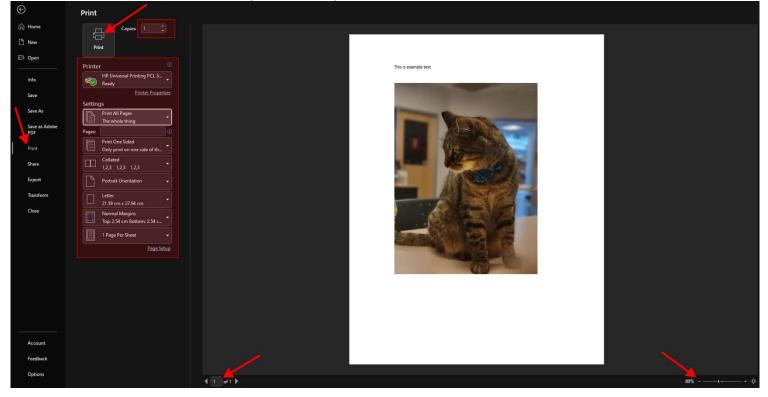
- Select where you want to save your document, like OneDrive.
- Check Options... to change properties.
- Select Publish.

Print your document

- Select File > Print. On the right, you'll see a preview of your document. On the left, you'll see the Print button and the configurable Settings.
- To see each page, click the arrow at the bottom of the preview, and if the text is too small, use the zoom slider to adjust it.
- Choose the number of copies you want, and choose the printer to use.
- Explore **Settings** to print on both sides of the paper, change the paper orientation, and other configurations. These functions will differ according to the capabilities of your printer.



• When you're ready, select Print.



Share & coauthor Save your document to OneDrive

- Select File > Save As.
- Select OneDrive.
- Save personal files to **OneDrive Personal**, and work files to your company OneDrive. You can also save to another location in the list, or **Add a Place**.
- Enter a descriptive name for the file, and select **Save**.

Share your document

- Select Share
- on the ribbon.
- o Or, select File > Share.
- Select who you want to share with from the drop-down or enter a name or email address.

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• Add a message (optional) and select **Send**.

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Co-edit a document

After you share your document, you can work on that file at the same time with others.

- For the best experience, work together in Word for the web and see real-time changes.
- Under **Share**, you will see the names of who else is also editing the file.
- Colored flags show you exactly where each person is working in the document.

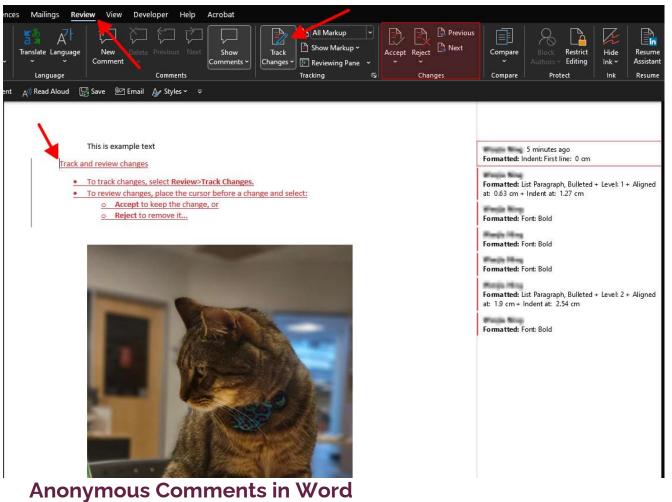
Track and review changes

Track and review changes

- To track changes, select **Review** > **Track Changes**.
- To review changes, place the cursor before a change and select:
 - o Accept to keep the change, or



o **Reject** to remove it.



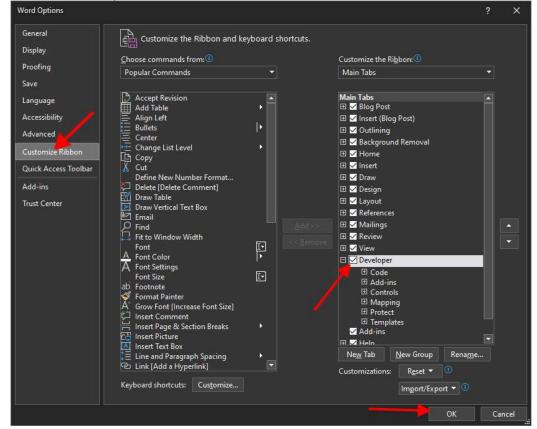
- Open the document, with comments, that you want to make anonymous.
- Click on **File** (top-left).
- Click on Info (top-left).
- Click on the **Check for Issues** drop-down menu (centre-left), and then **Inspect Document**.
- Choose whether you'd like to save the document before making the personal information changes; **recommended for important documents**.
- Ensure that Document Properties and Personal Information is checked, then click on **Inspect** (bottom-right).



- When given the results, next to Document Properties and Personal Information, click on **Remove All**. Then, click on **Close** (bottom).
- Save the document with a new name.
- Check to see that your changes are anonymous. They should say "**Author**",
- rather than your name. You may need to click elsewhere in the text for this to take effect.
- All done! This tool can be used to remove other unwanted hidden formatting but be careful to save a different version both before and after making changes.

Fillable & Non-editable Forms in Word Creating a form

 Click the File tab, Click on Options (bottom left), then click on Customize Ribbon (left). Click on Main tabs and verify that the tick box next to Developer is checked. Click OK when you are finished.





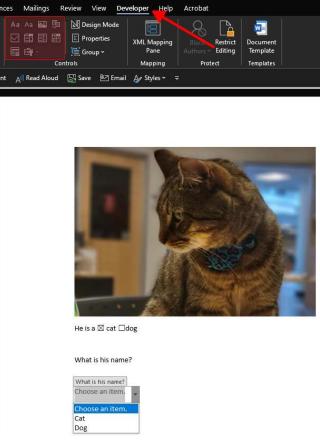
- Type out the questions for your form, including any descriptive text that you want the reader to see.
- Click on the **Developer tab** on the ribbon. Position your mouse cursor at the

first point in the form where you want a fillable section to be displayed. Then

choose the relevant option from the **Control section** of the ribbon. Your

options include plain text boxes, check boxes, drop-down menus, and more.

Repeat this process until you have added all the fillable areas you wish to include in the form



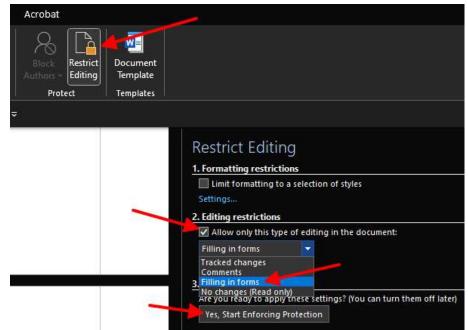
• Click **Restrict Editing** from the **Protect section** of the ribbon. Under the

Editing Restrictions header drop-down menu, select Filling in forms. Click

Yes, Start Enforcing Protection under the Start



Enforcement header.



• Type a password into the **Enter new password** text box. This is an optional

step, but if you don't do this, anyone will be able to undo the protection you just set up on the document.



- Save the file.
- All done! You have now created a form that users can fill in using Microsoft Word, without fear of them editing the document.



Table of Contents in Word

Creating a Table of Contents

- On the **References tab**, find the **Table of Contents group** (first from left), and select the **Table of Contents** drop-down menu. Then, choose a style (automatic or manual).
- An automatic Table of Contents will populate with your headings and page numbers, and can be updated using the Update Table button.

