

September 2, 2022

# Introduction to Microsoft Word



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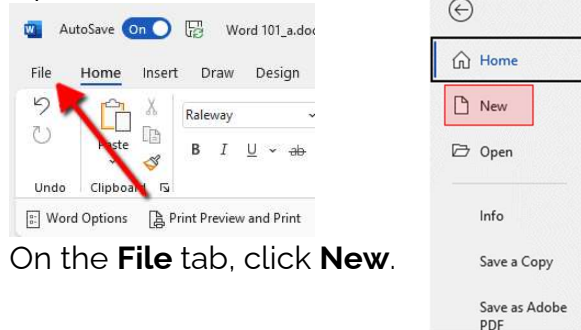
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## Get Started

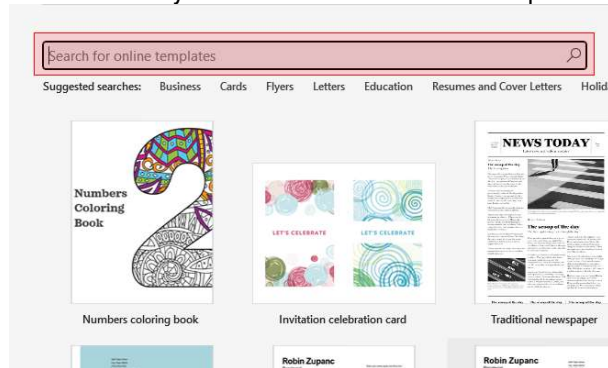
### Creating a Word document

- Open **Word**



- On the **File** tab, click **New**.

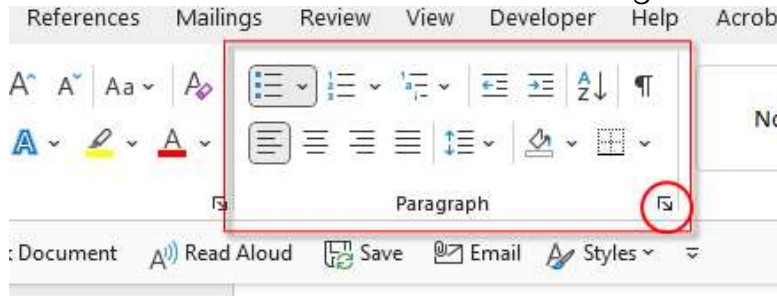
- In the **Search for online templates** box, enter the type of document you want to create, and press ENTER.



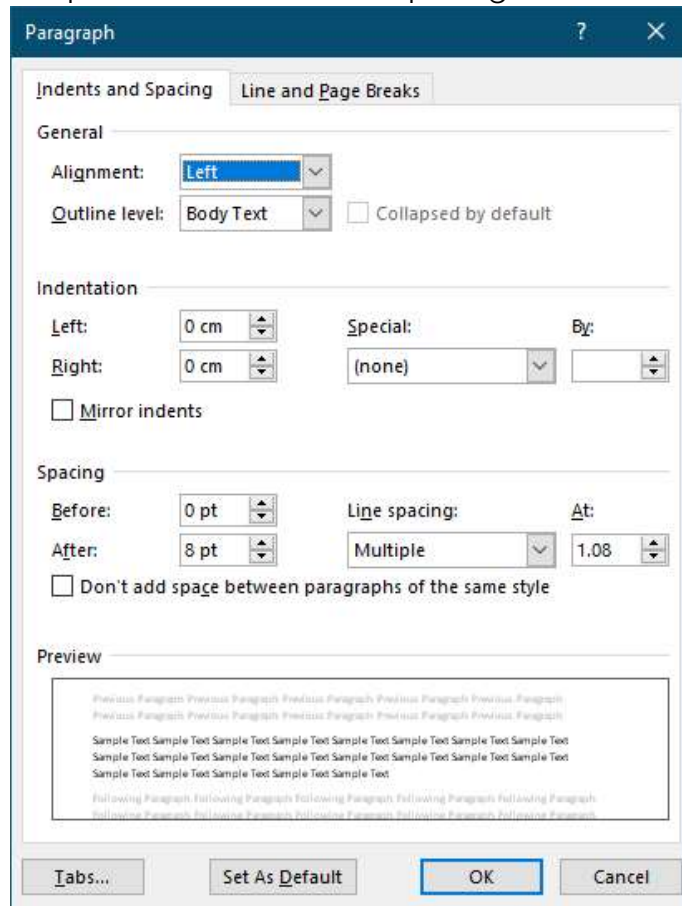
## Format text

### 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.

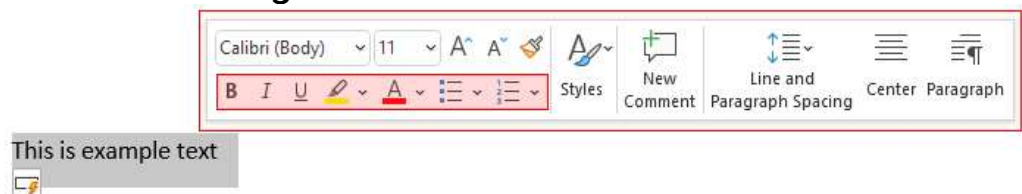


- Here, you can select various useful formatting options, such as special indentations or spacing.



## Format text

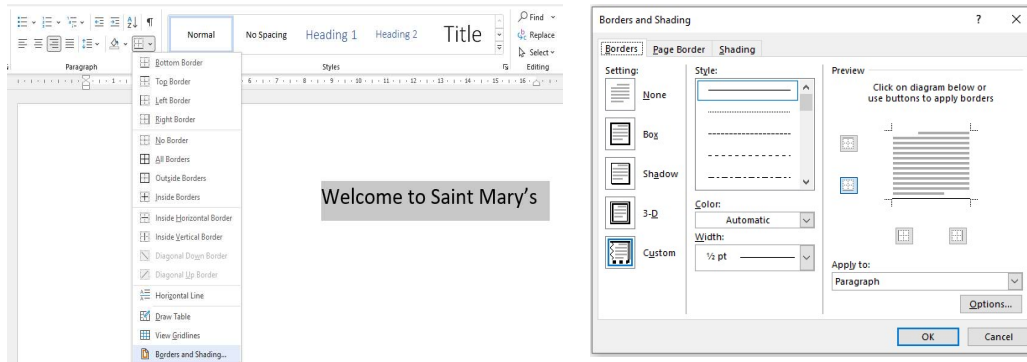
- Place the cursor and type some text.
- To format, select the text and then select an option: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.



## 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.

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

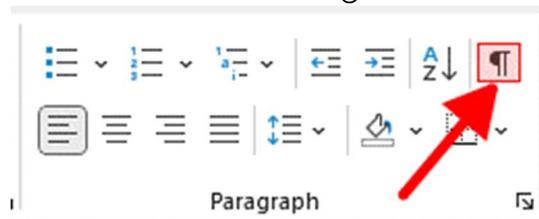


- From the drop-down select **Borders and Shading...**
- The Border and Shading dialog box will pop-up.
- Pick the line style from the Style section.
- From the Apply to drop-down, select Paragraph and choose where you want the line to appear.
- Click **OK** and the line will appear under your heading

Welcome to Saint Mary's

## Show/Hide Formatting in Word

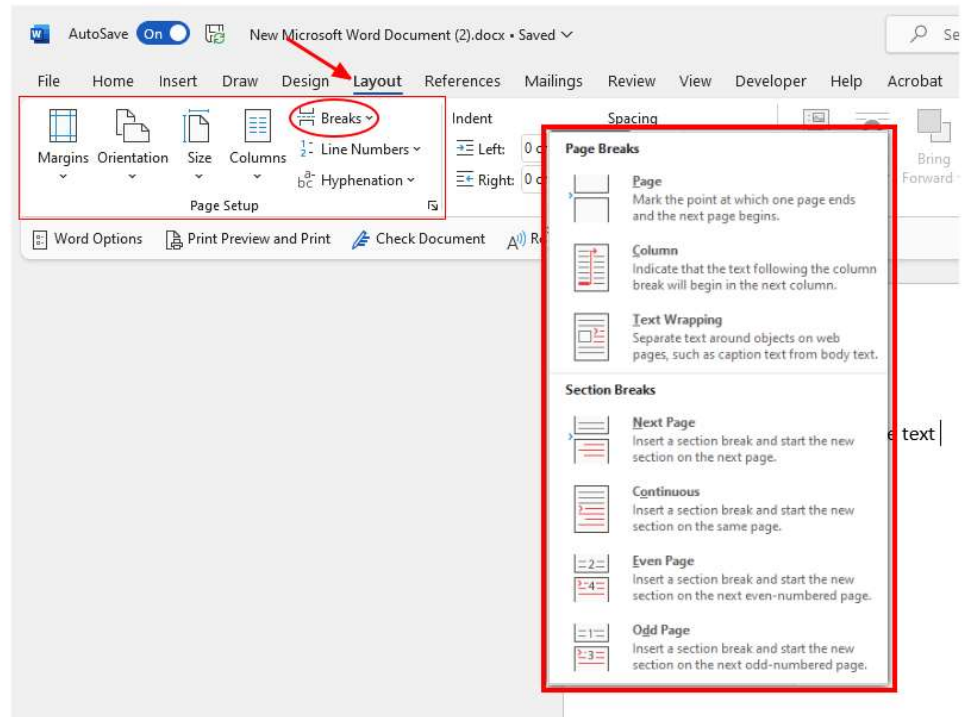
- On the **Home tab**, find the **Paragraph group** (third from left), and select the ¶ icon. This will visually indicate formatting in your document and is a great tool for troubleshooting.



## 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

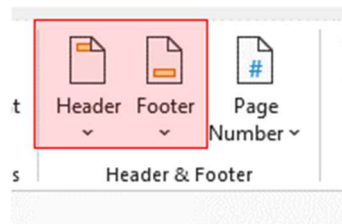
style.



- 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

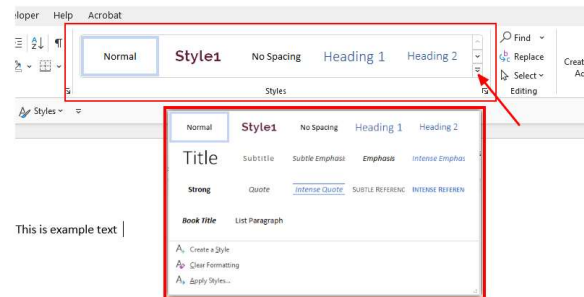
- On the Insert tab, find the Header & Footer group (fourth from right), and select the Header or Footer drop-down menu. Then, choose a style.



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

## Heading Styles in Word

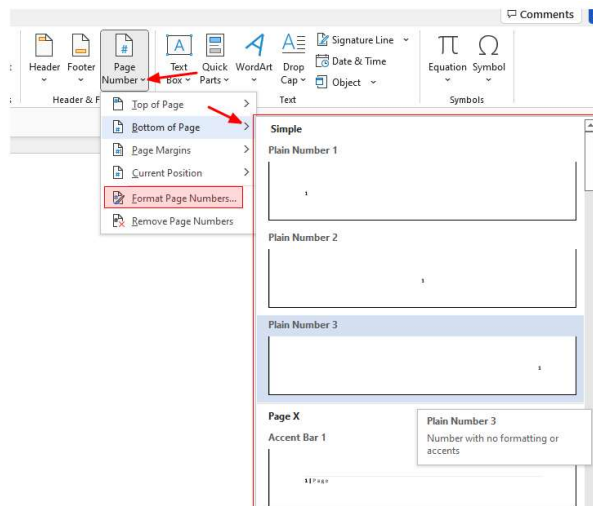
- On the **Home** tab, find the **Styles** group (fourth from left), and select a **Heading #** style. The lower the #, the greater the 'importance' of the style. For example, this is useful when making sub-sections in a Table of Contents



- 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  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

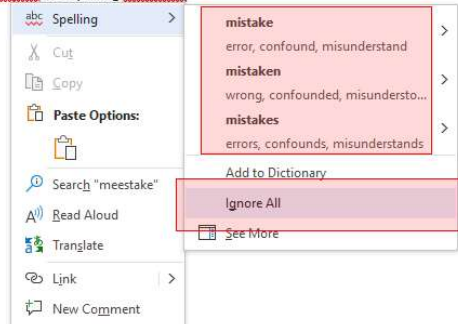
Word marks misspelled words with a red squiggly underline and grammar mistakes with a blue double underline.

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

This is example text

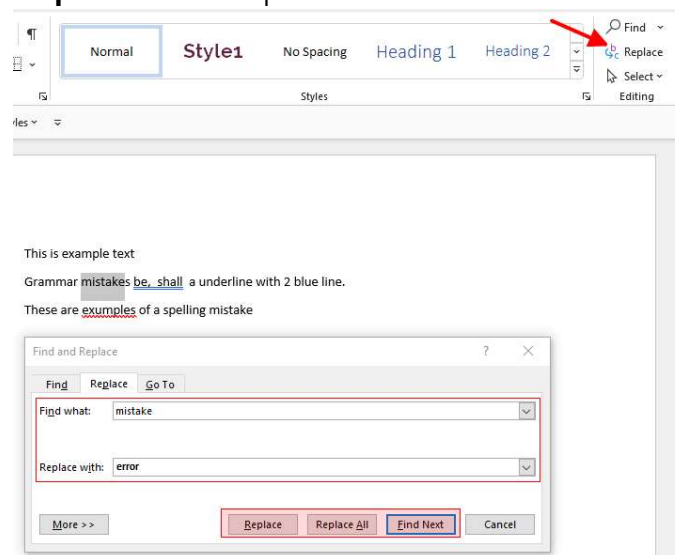
Grammar mistakes be, shall a underline with 2 blue line.

These are exumples of a spelling meestake



## Find and replace text

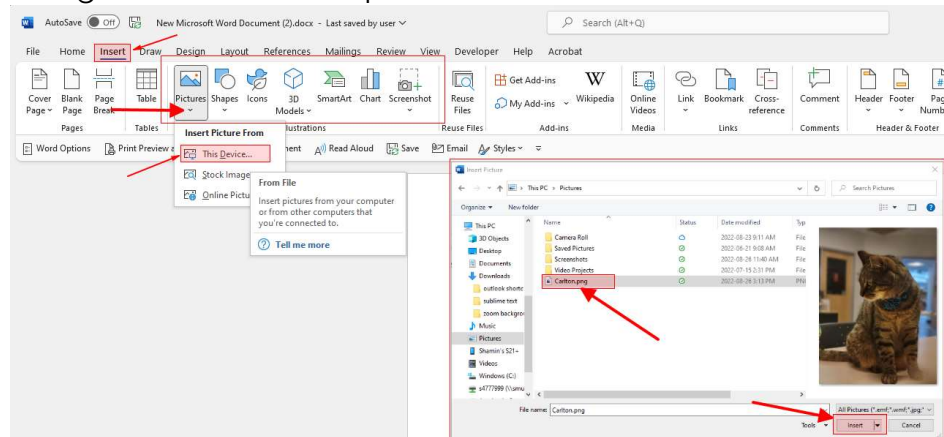
- Select Home > **Replace**.
- For **Find what**, enter a word or phrase to search. For **Replace with**, enter the new text.
- Select **Find next**, and then select:
  - **Replace** to replace the first instance, or
  - **Replace all** to replace all instances.



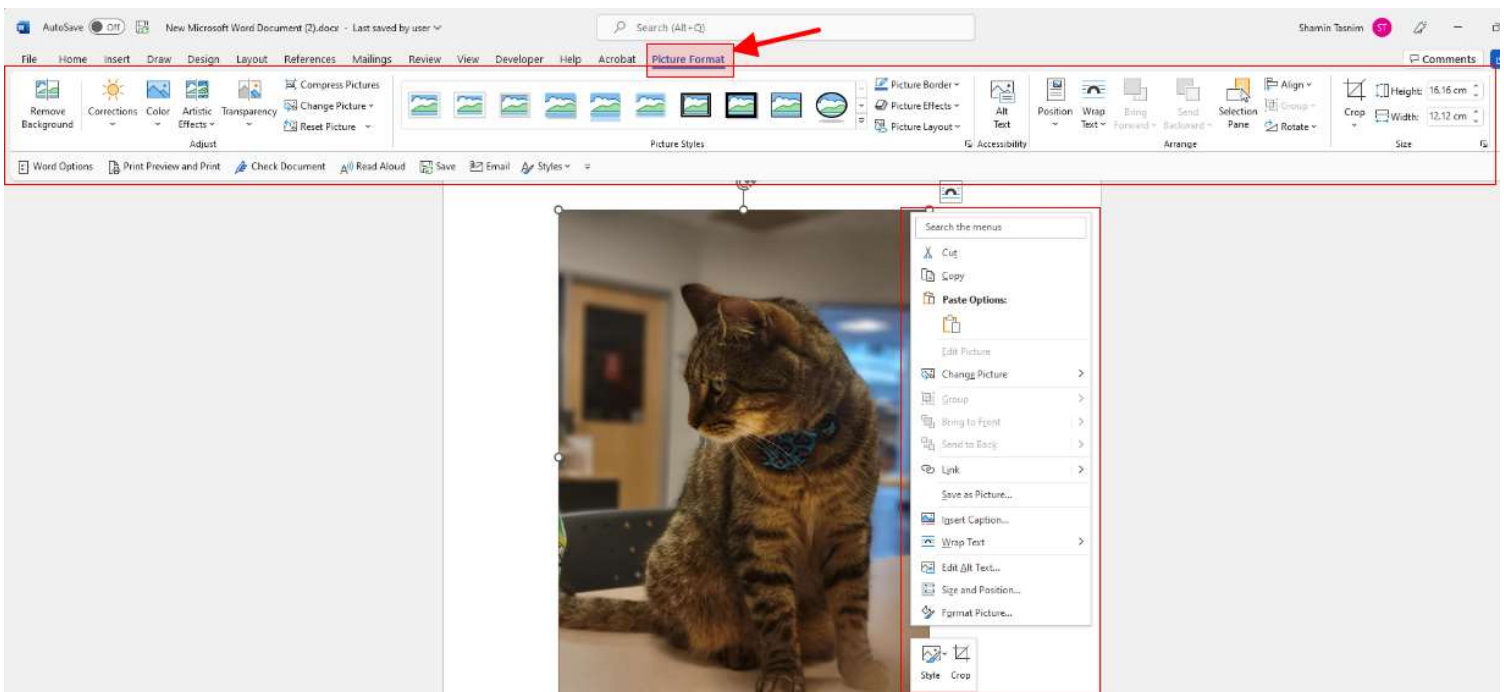
# Pictures & Screenshots

## 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.

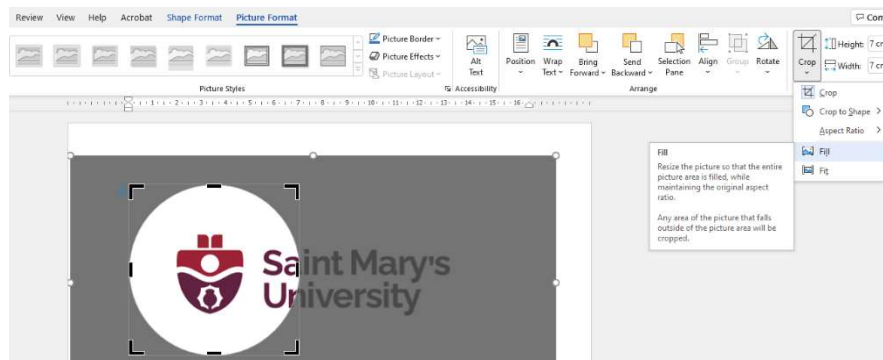
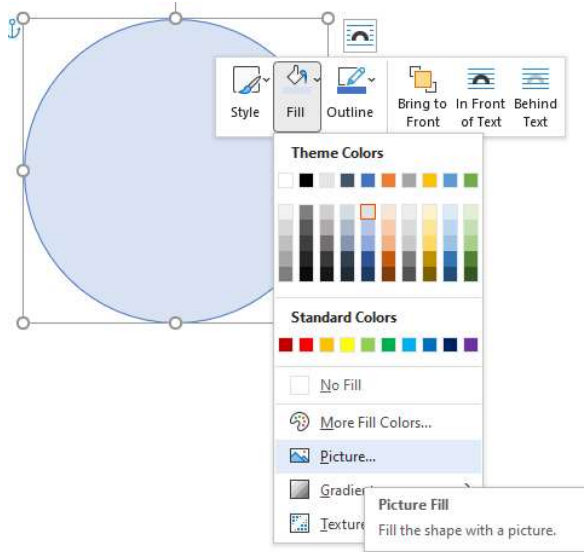


## Screenshots in Word

- 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



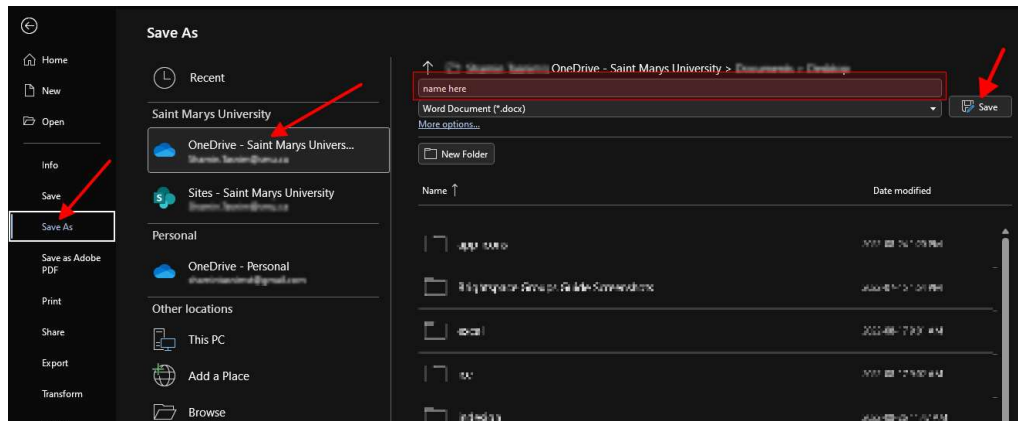
## Save & Print

### Save a document

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

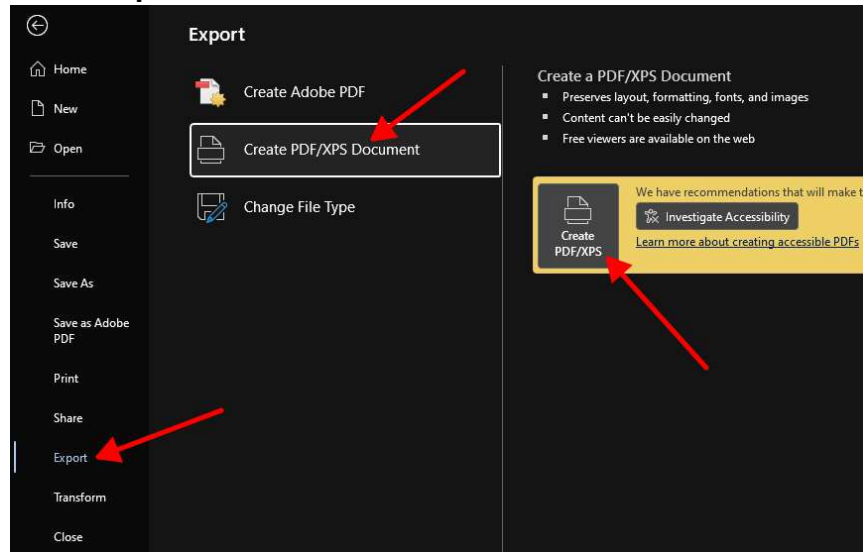


- Select **OneDrive** so you can get to your document from anywhere.
- Enter a name and click **Save**.



## Convert or save a document to PDF

- Go to **Export > Create PDF/XPS Document > Create PDF/XPS**.

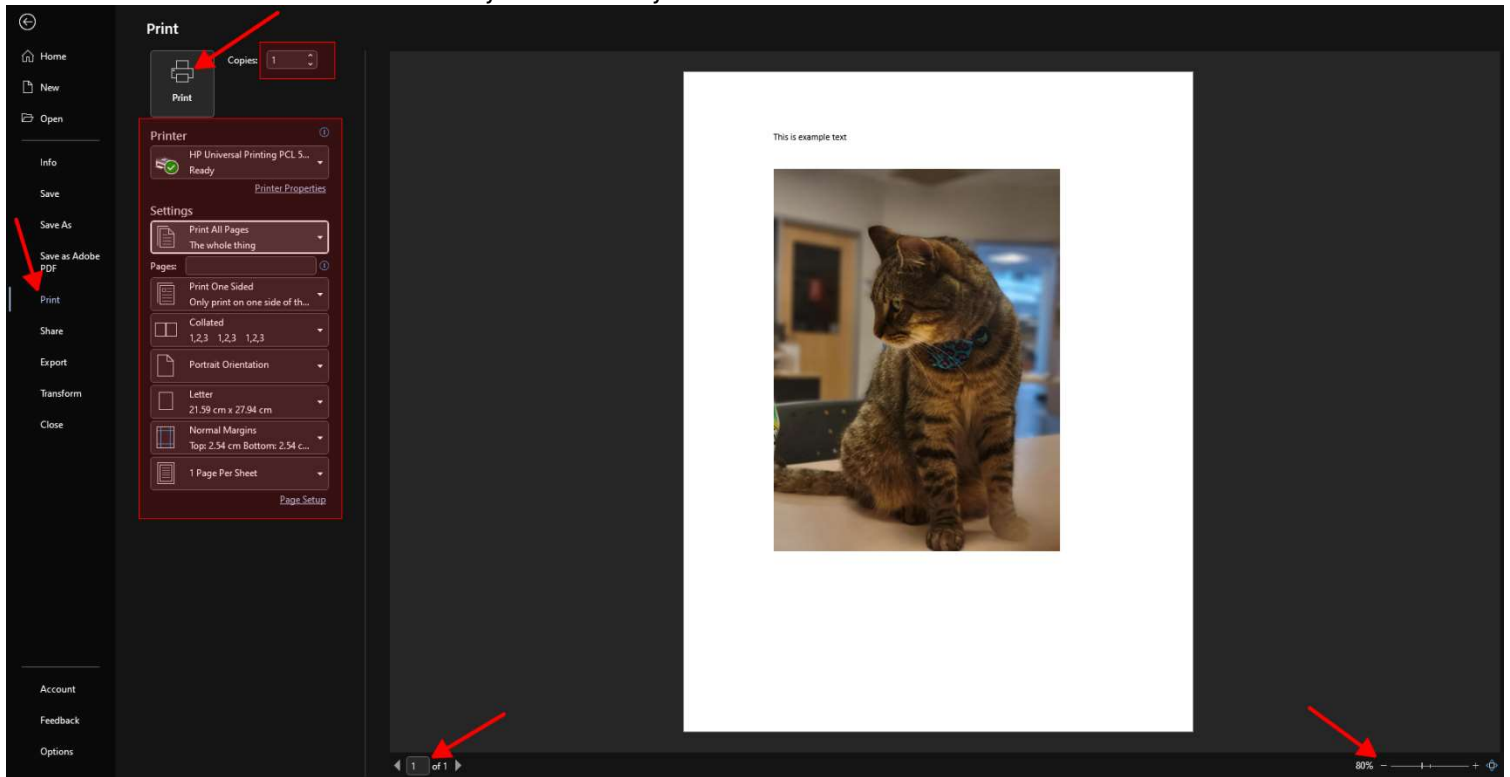


- Select where you want to save your document, like OneDrive.
- Check **Options...** to change properties.
- Select **Publish**.

## 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

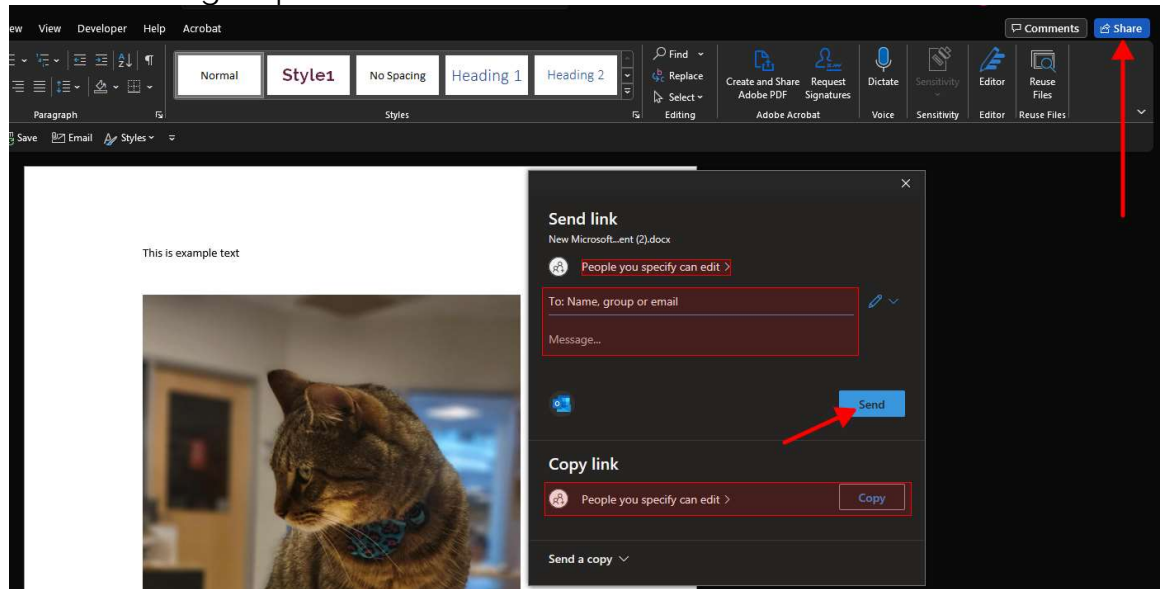
### Save your document to OneDrive

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

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



## 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.

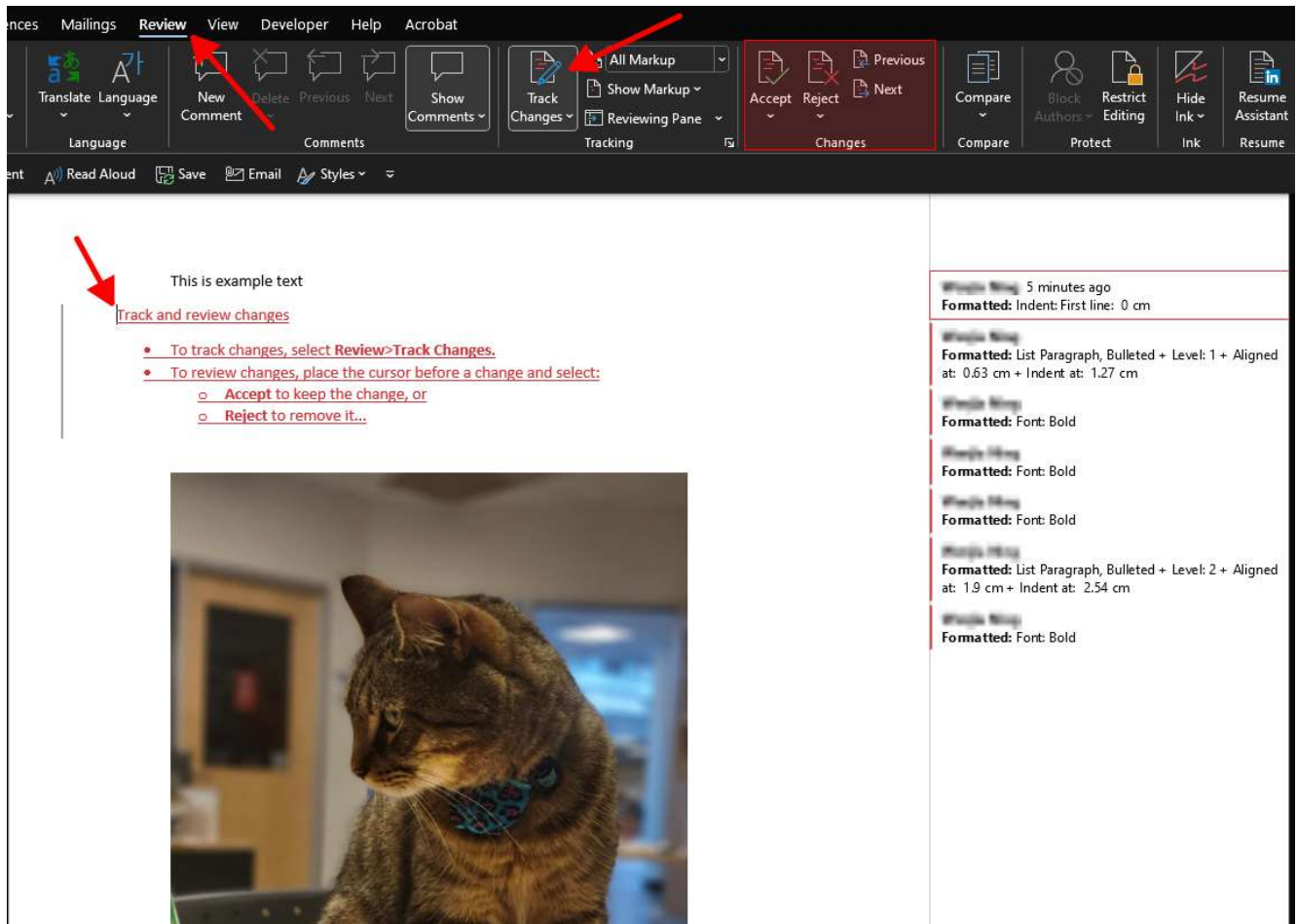
## Track and review changes

### Track and review changes

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



- **Reject** to remove it.



## Anonymous Comments in Word

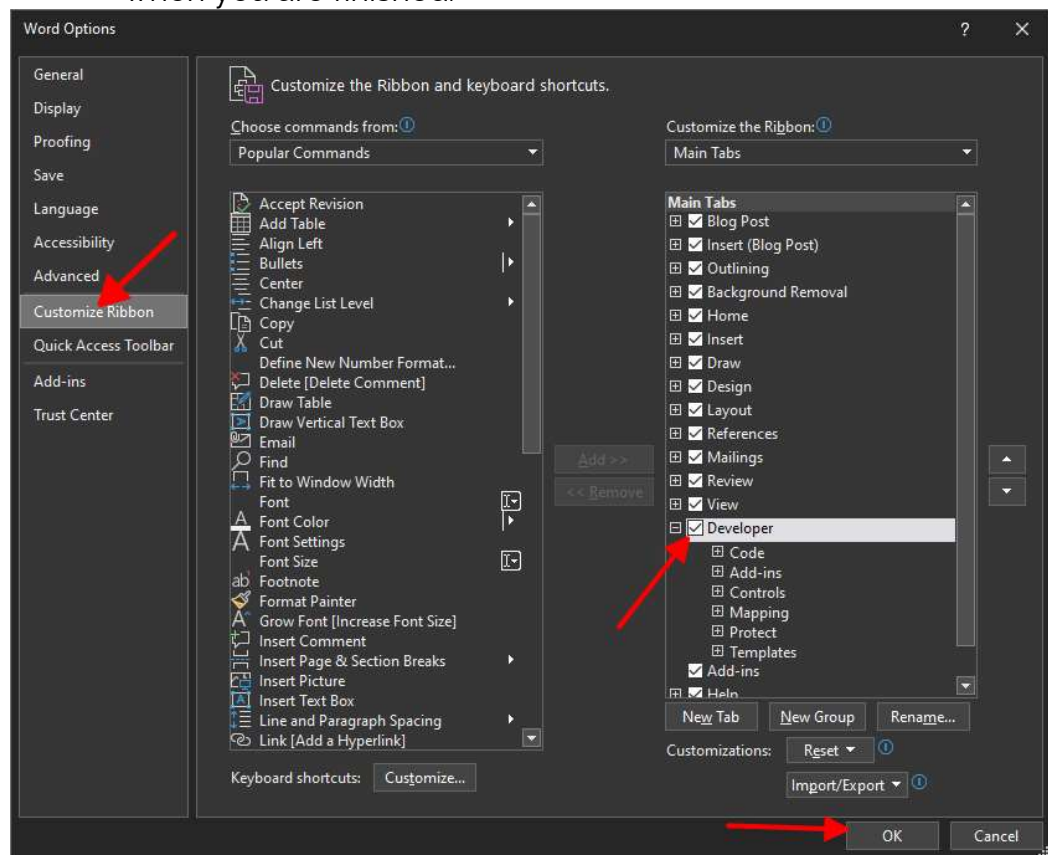
- Open the document, with comments, that you want to make anonymous.
- Click on **File** (top-left).
- Click on **Info** (top-left).
- Click on the **Check for Issues** drop-down menu (centre-left), and then **Inspect Document**.
- Choose whether you'd like to save the document before making the personal 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.

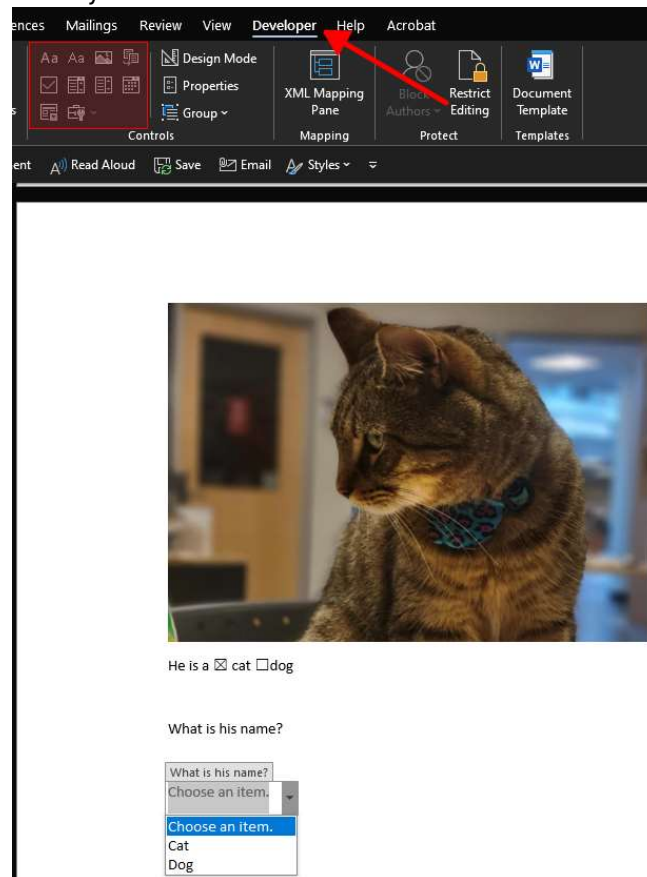
## Fillable & Non-editable Forms in Word

### 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.

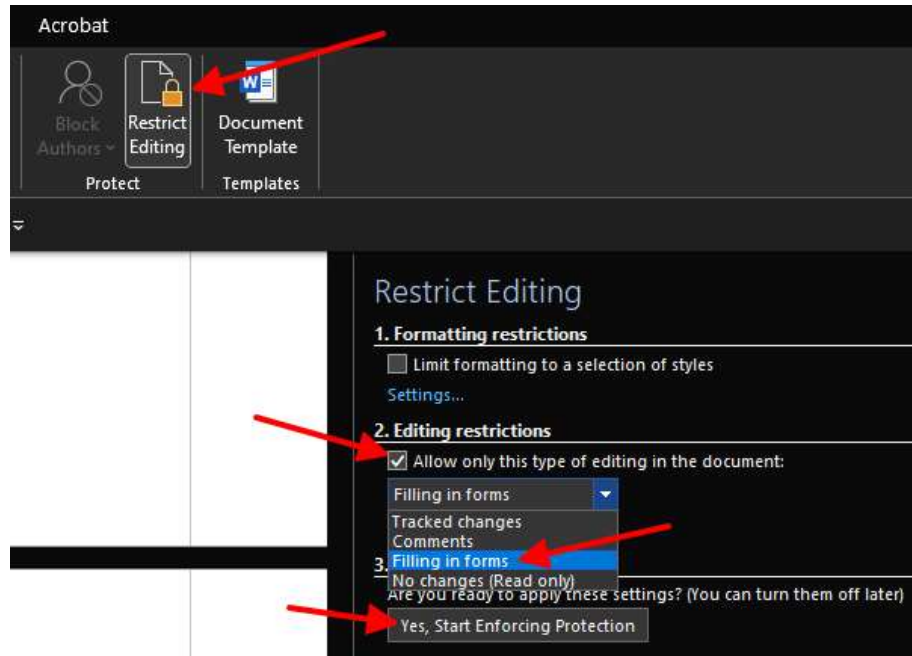


- Type out the questions for your form, including any descriptive text that you want the reader to see.
- Click on the **Developer tab** on the ribbon. Position your mouse cursor at the first point in the form where you want a fillable section to be displayed. Then choose the relevant option from the **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.

