

Word Lesson 1
Word Basics

Microsoft Office 2007:
Introductory

1 Pasewark & Pasewark

Objectives

- Start Word and identify the parts of the opening screen.
- Understand the five ways to view your document on the screen.
- Enter text in a document.
- Navigate a document.
- Use the Backspace and Delete keys to correct errors.

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Objectives (continued)

- Save a document.
- Create a folder in which to store your document.
- Locate and open an existing document.
- Create a new, blank document.
- Magnify and reduce the document using the Zoom feature.

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Objectives (continued)

- Use Full Screen Reading view and preview a document.
- Change the page orientation of a document.
- Print a document.
- Exit Word.

Vocabulary

- Draft view
- Full Screen Reading view
- Insertion point
- Landscape orientation
- Office button
- Outline view
- Portrait orientation
- Print Layout view
- Print Preview
- Quick Access Toolbar
- Ribbon

Vocabulary (continued)

- Status bar
- Toolbar
- View buttons
- Web Layout view
- Word processing
- Word wrap
- Zoom
- Zoom slider

Introducing Word

- Word processing is the use of computer software to enter and edit text.
- You can easily create and edit documents, such as:
 - Letters
 - Reports
 - Newsletters with pictures

Starting Word

- Click the Start button on the taskbar.
- Click All Programs on the Start menu
- Click the Microsoft Office folder.
- Click Microsoft Office Word 2007.

Identifying Parts of the Opening Screen

- Office Button: Click to open a menu.
- Ribbon: Contains commands, organized by tabs.
- Quick Access: Contains buttons for common commands; you can add buttons to it.
- Insertion point: Shows where text will be typed.
- Status bar: Displays information about current document.
- View buttons: Allow you to change views quickly.
- Zoom slider: Allows you to increase or decrease the size of the document.

Understanding the Document Views

- Print Layout
 - Shows how a document will look when it is printed.
- Full Screen Reading
 - Shows text on the screen in a format that is easy to read.
- Web Layout
 - Simulates a Web page.
- Outline
 - Displays headings and text in outline form.
- Draft
 - Shows only the text of a document

Inserting Text and Understanding Word Wrap

- To enter text in a document; begin typing.
- The text appears at the insertion point.
- When you reach the right margin, the text continues on the next line. This feature is called word wrap.
- When you press the Enter key, a blank line is inserted automatically, and you start a new paragraph.

Navigating a Document

- To correct text, insert new text, or change existing text, you must know how to reposition the insertion point.
- You can use the mouse or the keyboard to move the insertion point.
 - With the mouse, move the mouse until the insertion point is where you want it to appear.
 - With the keyboard, there are many options of keys to use, including arrows, Page Down, Page Up and shortcuts.

Using the Backspace and Delete Keys

- There are two ways to delete characters:
 - Use the Backspace key which deletes the character to the left of the insertion point.
 - Use the Delete key which deletes the character to the right of the insertion point.

Saving a Document

- You can save a document three ways:
 - Click the Save button on the Quick Access Toolbar
 - Click the Office Button and then click Save
 - Click the Office Button and then click Save As
- If this is the first time you have saved the document, you will give it a name in the Save As dialog box.
- After this first time, if you want to copy over the original version of your document, choose Save. If you don't want to copy over the original, choose Save As.

Saving a Document (continued)

- Folders help you organize files on your disks.
- You can create a new folder in the Save As dialog box.
- When you click New Folder, a new folder will appear with a temporary name "New Folder" highlighted in blue. You can type the new name over the highlighted area.
- Then, press the Enter key, and the new folder opens and becomes the current folder.

Locating and Opening an Existing Document

- You can open an existing document by clicking the Office Button, and then clicking Open.
- If you worked on the document recently, you can click the name in the Recent Documents list.
- You can open a new document by clicking the Office Button, and then clicking New.

Zooming a Document

- You can use zoom to magnify and reduce your document on the screen.
- Zoom is measured in percentage, with 100% equaling normal size.
- The easiest way to change the percentage is to drag the Zoom slider at the bottom-right of the screen.

Switching to Full Screen Reading View

- Full Screen Reading View removes the Ribbon and the status bar from the screen.
- It leaves only the document and a small bar called a toolbar.
- To use this view, click the View tab on the Ribbon, then in the Document Views group, click the Full Screen Reading button.

Previewing a Document

- The Print Preview command enables you to look at a document the way it will appear when printed.
- To switch to Print Preview, click the Office Button, point to Print, and then click Print Preview.
- The Print Preview tab contains commands for looking at your document, including margins, paper size, and zoom options.

Selecting a Page Orientation

- Word lets you print in two ways:
 - Portrait orientation pages are longer than they are wide.
 - Landscape orientation pages are wider than they are long.
- You can change the orientation by clicking the Page Layout tab on the Ribbon, and then in the Page Setup group, click the Orientation button.
- You can also change the orientation in Print Preview.

Printing a Document

- At any time, you can print a full document, a single page, or multiple pages from a document on the screen.
- To print a document, click the Office Button, and then click Print. The Print Dialog box appears.
- You can also reach the Print Dialog box by clicking the Print button on the Print Preview tab.

Exiting Word

- To close the document without exiting Word, click the Office Button, and then click Close.
- To exit Word, click the Close button in the upper-right corner of the document window.
- You can also click the Office Button, and then click Exit Word.

Summary

- Word is a word-processing program that is used to create documents, from letters to Web pages.
- The key elements of the screen in Print Layout view are the Ribbon, Quick Access Toolbar, insertion point, status bar, view buttons, and Zoom slider.
- You can view the document screen in Print Layout view, Full Screen Reading view, Web Layout view, Outline view, and Draft view.
- When text is entered, the word wrap feature automatically wraps words to the next line.
- When changes are to be made, move the insertion point anywhere in the document using the mouse or keyboard.

Summary (continued)

- You can delete text using the Backspace and Delete keys.
- When you save a document for the first time, the Save As dialog box opens. This is where you name your file and specify a location.
- After you have saved a document the first time, you can use the Save command to save your changes in the document.
- Create new folders for storing documents in the Save As dialog box. Locate and open existing documents using the Open dialog box.

Summary (continued)

- Use the Zoom slider to magnify or reduce the size of your document on the screen.
- Full Screen Reading view makes it easier to view the entire document on the screen by removing the Ribbon and status bar.
- The Print Preview command allows you to see a document as it will appear when printed.
- You can use the Orientation command to change the page orientation to portrait orientation or landscape orientation.
- You can print a document by using the Print command.
