

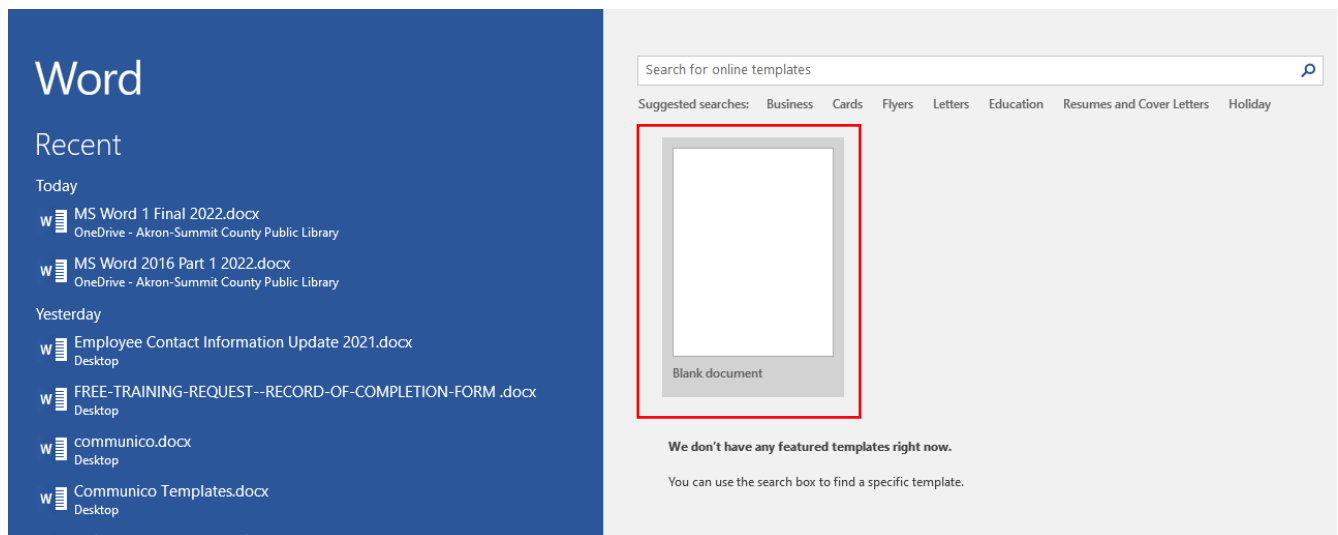
- MICROSOFT WORD PART 1**
- Word Interface & One Drive
 - The Ribbon/ Quick Access Toolbar
 - Backstage View
 - Opening and Creating Docs/PDFs
 - Printing

Opening Word

Click on the  and select **Word** from the pinned Start menu
-OR-

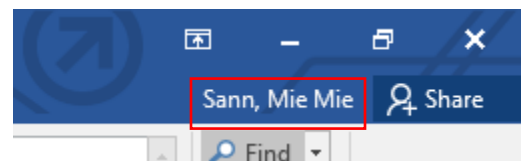
If there is not under the list: Click on the , from the alphabetical list, select **Word**.

When Word is started, the **Word Start Screen** appears as follows.

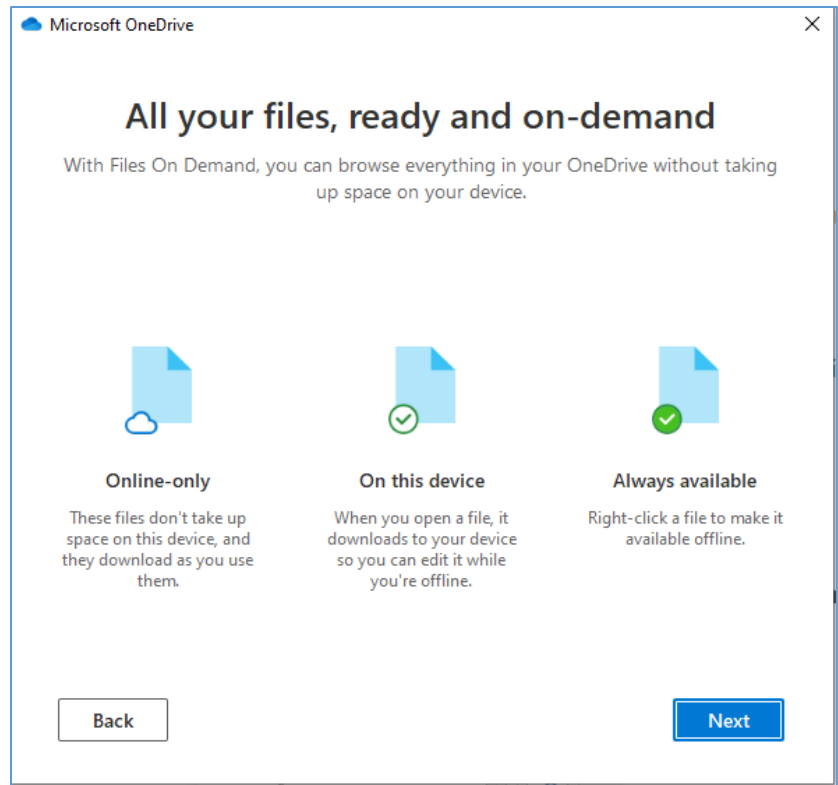


From here, if you click on **Blank document** you'll be able to create a **new document**. Notice that you can access your **recently edited documents** from the left hand side of the screen. The list will change and updated as you opened and used different documents. You can also search sample documents in templates and use to fit your needs instead of creating from scratch such as a "resume". (We will explore to do this more in later classes.)

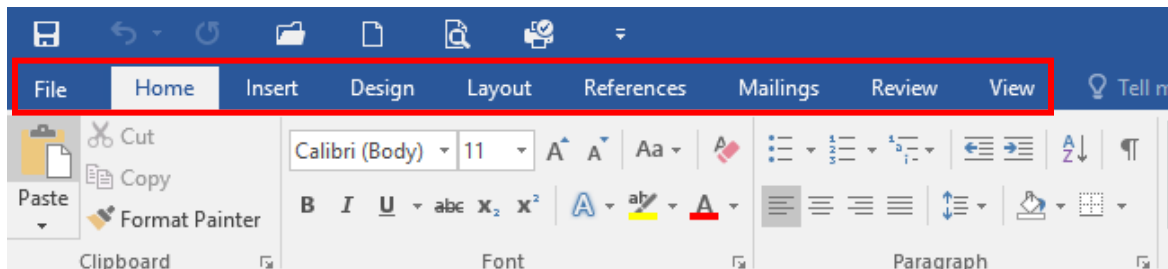
OneDrive: OneDrive is Microsoft's online storage space that you can use to save, edit, and share your documents and other files. You can access OneDrive from your computer, smartphone, or any of the devices you use. To get started with OneDrive, all you need to do is set up a free **Microsoft account**, if you don't already have one. Notice, that your name appears on the upper right corner of the Word window if you are already signed in to your OneDrive account. **Benefits of OneDrive:** Access your files anywhere; Back up your files; and Share files also known as Co-authoring.



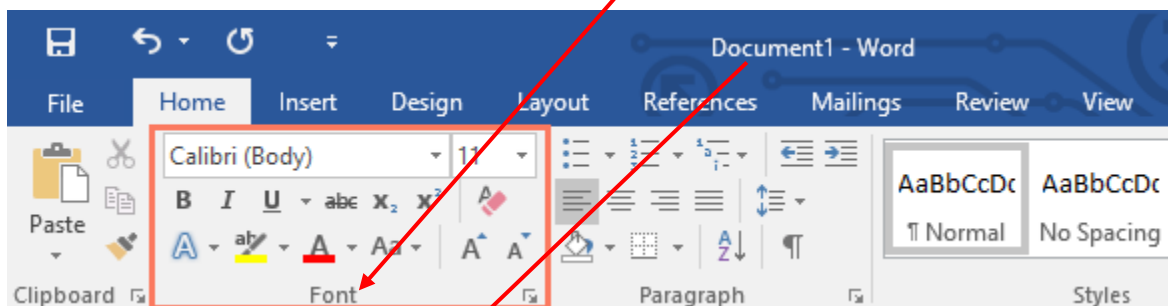
Once you start logging into your **msn** account for the first time, you will go through on-screen options to sync your files on the computer to your **OneDrive** account. You have options to keep your files Online-Only, On this device, or Always available.



The Ribbon: Word uses a tabbed Ribbon system. The Ribbon contains multiple tabs such as Home, Insert, etc. which you can find near the top of the Word window.

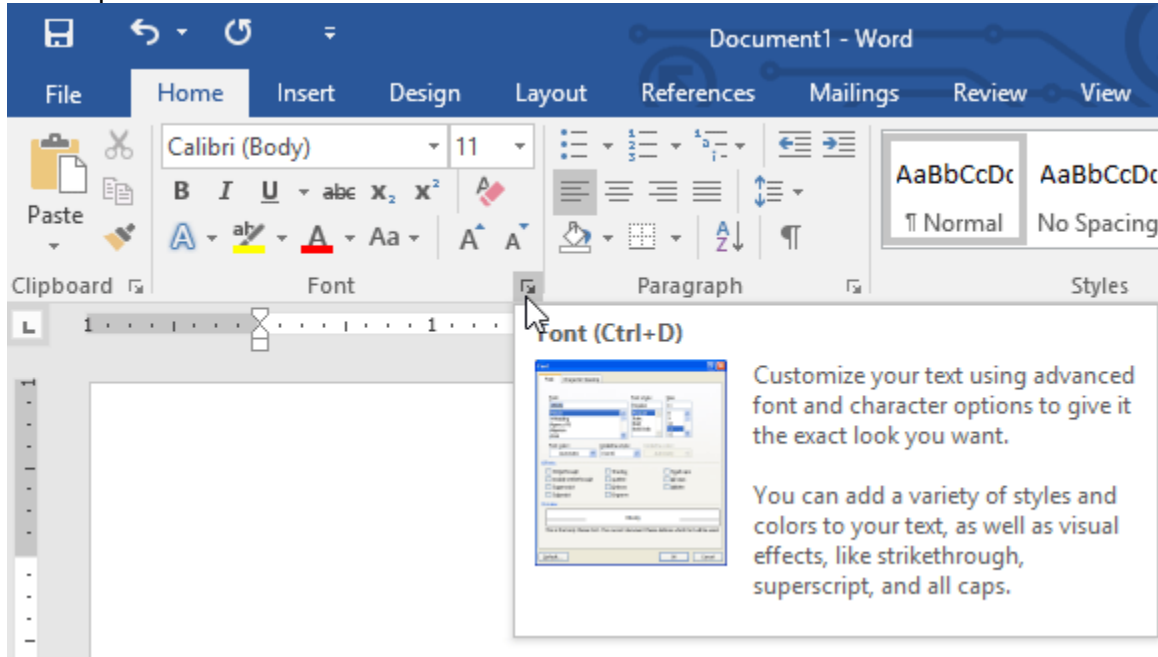


Each tab contains several groups of commands. Group names are in the middle of bottom of the Ribbon. For example, the Font group on the Home tab contains commands for formatting text in your document.

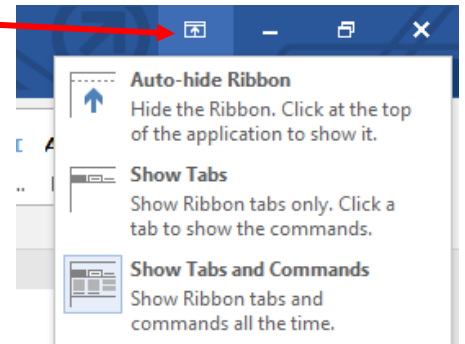


Title Bar - located at the top of the window and states the file name and the program you currently have open.

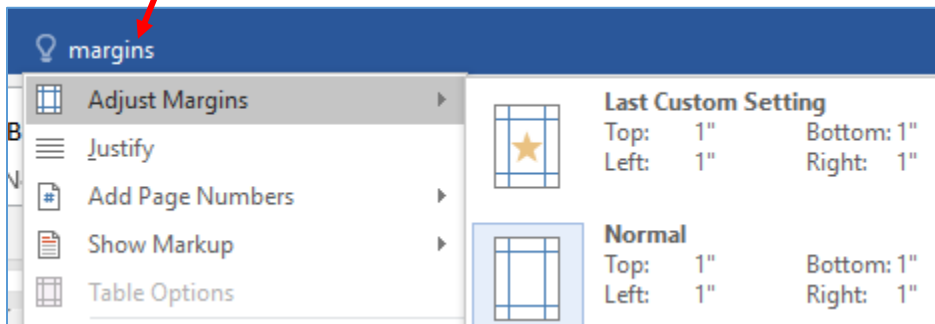
Some groups also have a small arrow in the bottom-right corner that you can click for even more options.



You can show or hide your Ribbon by clicking on the Ribbon Display Option on the upper right corner of your screen.

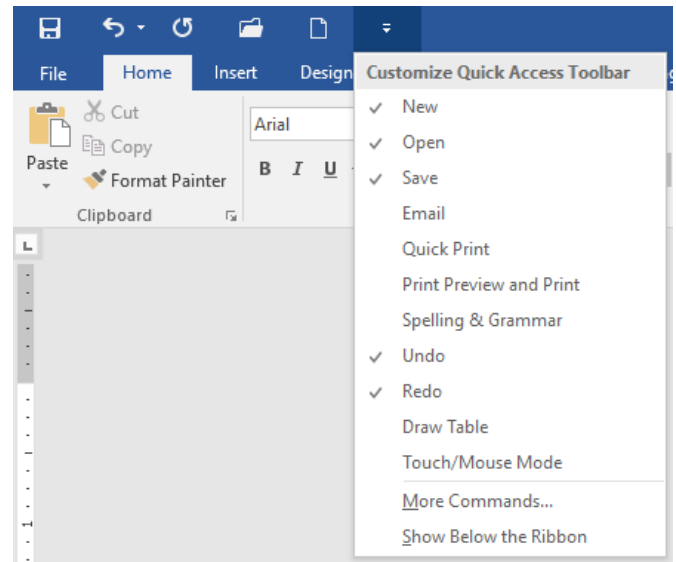


Tell me what you want to do feature works like a regular search bar. Word will display your search term with different options for you to explore.

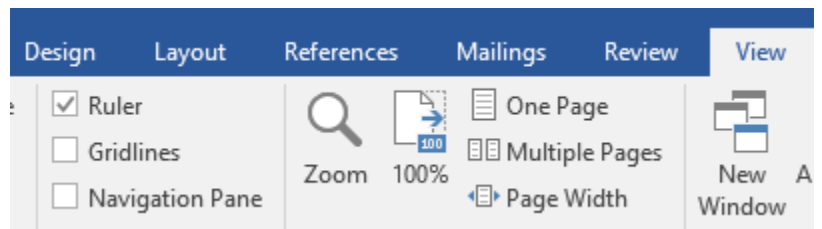


Quick Access Toolbar:

Located just above the **Ribbon**, the **Quick Access Toolbar** lets you access popular commands no matter which tab is selected. You can add more by clicking and checking on commands depending on your needs. By clicking on **More Commands** from the list, Word Option window will pop up where you can add commands from different tabs to show up in your Quick Access Toolbar.



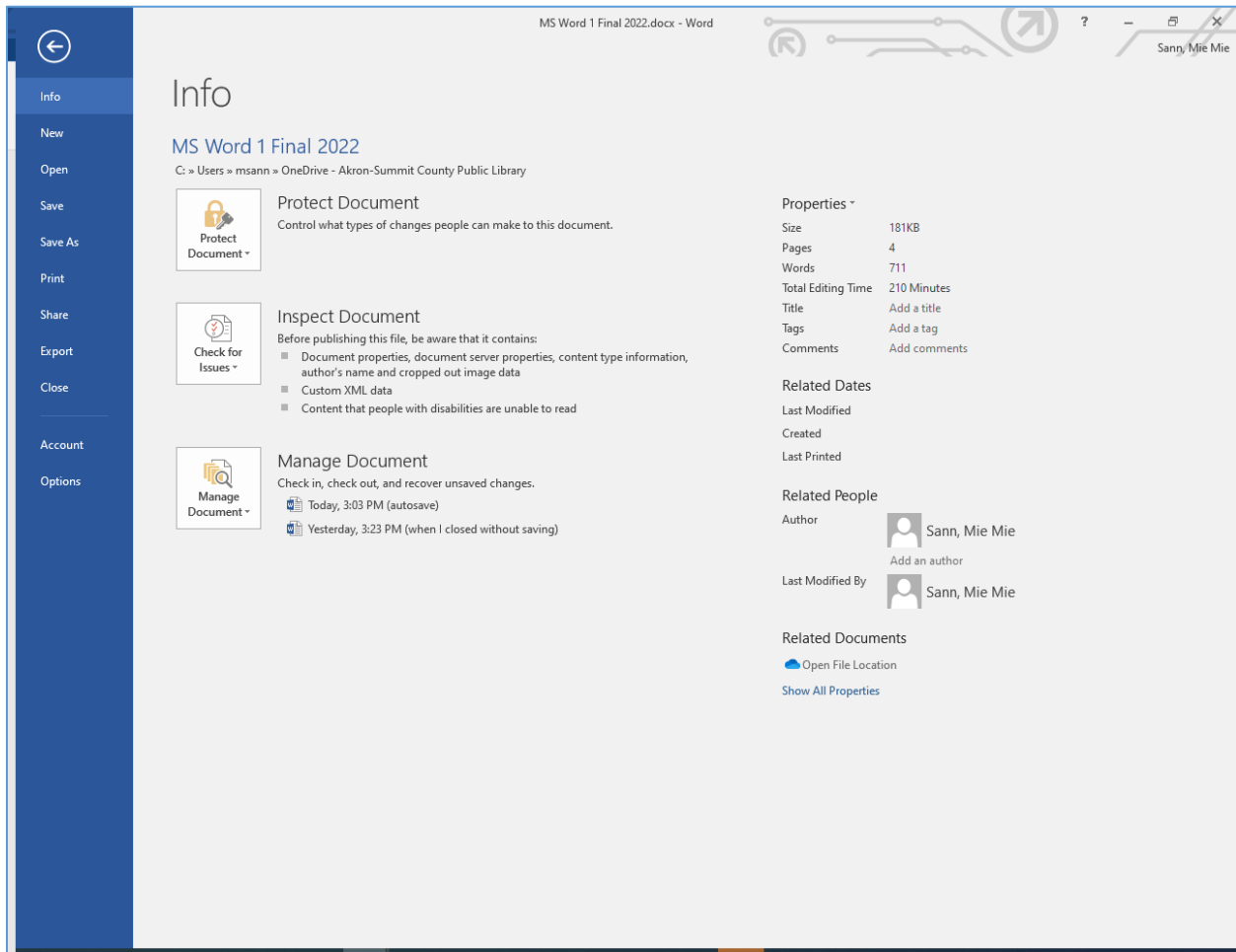
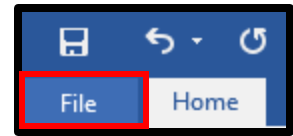
It's always good to see a ruler on the top of your page. If missing on your page, simply click on View Tab and check the Ruler box in the menu.



Practice:

1. Close your Word screen by clicking on the X on top right. Do not save the document if given option. Re-open a blank Word document by using one of the methods we learned on page 1.
2. Open Insert Tab and in which group one would find "Hyperlink" command.
3. Hide and unhide Ribbons on your document.
4. Add "New" and "Quick Print" commands to your Quick Access Toolbar.
5. How do you make your ruler visible if it is not visible now?

Backstage View allows you to **save, open a file, print, and share** your document. Click the **File** tab on the Ribbon to see Backstage view. Click on the different options on the left-hand sidebar to perform different commands. To leave the backstage view and go back to your document, click on the arrow in the left corner at the top of the pane to return to your word document.



Info: The **information pane** will appear whenever you access Backstage view. It contains information on the current document. You can also **inspect** the document to remove personal info and **protect** it to keep others from making further changes.

New: From here, you can create a **new blank document**, or you can choose from a large selection of **templates**.

Open: From here, you can open documents saved to your computer or to your OneDrive.

Save and Save As: You'll use Save and Save As to save documents to your computer or to OneDrive.

Print: From the Print pane, you can change the print settings and print your document. You can also see a preview of your document.

Share: From here, you can invite people to **view and collaborate** on your document.

Export: From here, you can export your document in another file format, such as **PDF/XPS**.

Close: Click here to **close** the current document.

Account: From the Account pane, you can access your **Microsoft account** information, modify your theme and background, and sign out of your account.

Options: Here, you can change various Word **options**. For example, you can control the spelling and grammar check settings, AutoRecover settings, and language preferences.

Opening Existing Documents:

You can navigate in your File Explorer  window to open any saved Word document.

Practice:

- Click on the File Explorer icon on your task bar
- Navigate to the Documents Folder on the left pane
- Double-click on the Word folder
- Double-click on the Word Part 1 Example.doc

You can find other documents you created in your File Explorer under the Document Folder, which is the folder window system normally saves unless you specify to save in different locations such as on your thumb drive.

Selecting word(s) with mouse.

- Notice where your mouse pointer is blinking on the document.
- Double-clicking on any word would select that single word.
- Dragging your left mouse button would also select word(s) until to the place you stop dragging.
- Triple-clicking of your mouse would select the entire paragraph where your mouse pointer is.
- Pointing your mouse into the left side of the margin would change the pointer into a white arrow. Clicking your mouse while in that white arrow pointer would select an entire line of paragraph directly on the right of the white arrow. You can select multiple lines by holding down your left mouse button and dragging it down.



On the left side of the status bar at the bottom of the screen, you will see the page and word counts of your document.



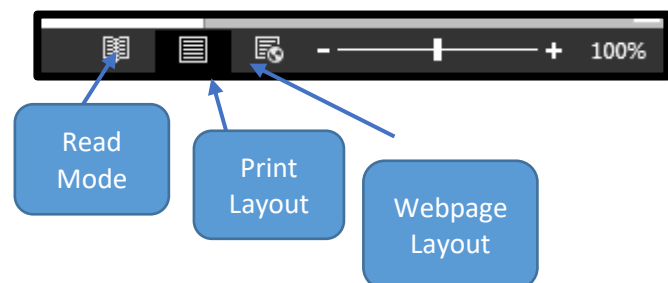
When you click on this icon it will take you through any proofing errors you have made.

Switching Document Views: There are three ways to view a document. Simply click to select the desired view:

Read Mode: this mode displays your document in full screen mode.

Print Layout: this mode is selected by default. It shows the document as it would appear if it were printed.

Webpage Layout: this shows how your document would look as a web page.



Next to these buttons is the **zoom in** and **out** which allows you to move in and out on the document so that you can see a larger view. (This does not affect print size.)

Compatibility Mode: Notice that you see “Compatibility Mode” next to the name of the document. This means the document was created in an earlier version of Microsoft Word (2007 or earlier) which disables certain features, so you are only able to access commands found in the version that was used to create the document originally. To exit Compatibility mode, you will need to convert the document to the current version type.

Editing Existing Document:

- Point your mouse to the left inside the margin area of your first line on page 1 until you see white arrow.
- Click your mouse once until the entire first line is selected.
- Click on “B” from the **Font** Group under the **Home** Ribbon. The entire line will be now bold-typed.

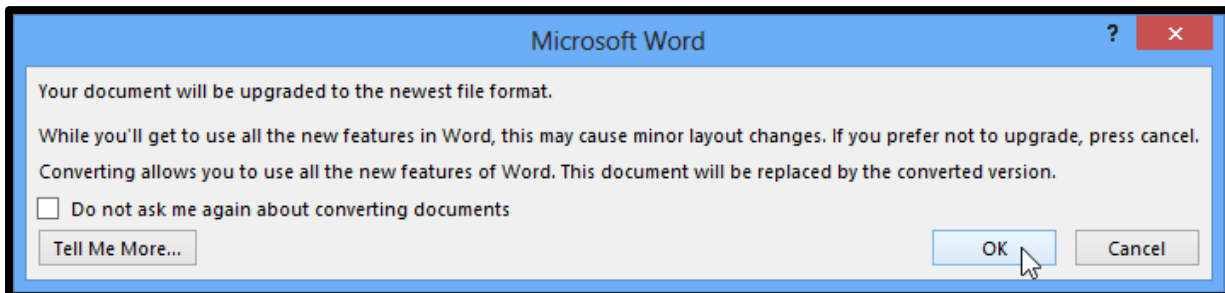
Save As Function: We just edited an existing document. If we want to preserve the original version and save what we edited under a different name, we need to use – **Save As**.

- Click **File>Save As**
- Select **Browse** and navigate to a different or same location. For class, select **Desktop**.
- Click inside the box next to the **File Name** and enter a different name (For class, enter your name). By doing so, you are saving a copy of the original document with your editions.

You may also use **Save As** when you save a file the **first time**, you will need to choose a file name and location as shown above.

Convert Document to latest Word Version:

1. Click **File**.
2. On the Info tab, select the **Convert** command.
3. A dialog box will appear.
 - a. If you do not want to see this message every time convert documents. Click the check box next to **Do not ask me again about converting documents**.
4. Click **OK**.
5. The document will be converted to the newest file type.





Save Function: Now let's save this new version under your name on desktop (same name and same location you just did above). You can use **Save** function to save your changes. Click **File>Save**. Windows will not give you options for a new name or a location when you use **Save**. It just assumes you are saving your document with the changes under the same name and at same location.

Creating a New Document:

- While your current document is open on your screen, click on “New” command on your Quick Access Toolbar.
- If no current document is open, follow instruction as shown on page 1. See below.

Opening Word

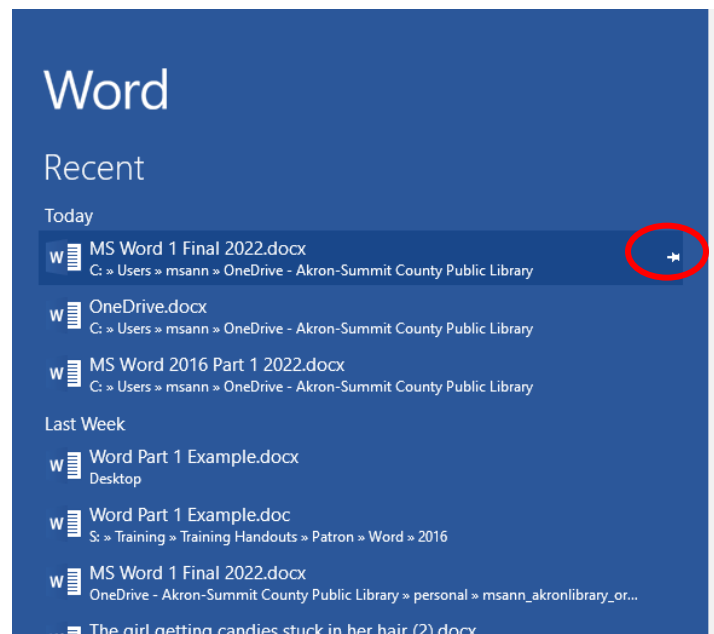
- Click on the  and select **Word** from the pinned Start menu
- **-OR-**
- If there is not under the list: Click on the , from the alphabetical list, select **Word**.
- When Word is started, the **Word Start Screen** appears.
- Click on **Blank Document** on the right.

Typing in New Document and Saving:

- You can start typing where the cursor is blinking (when opening a document for the first time, the cursor is found on the left hand margin).
 - Type - MS Word 1 (use shift button to capitalize words such as Shift+M)
 - Hit Enter to create a new line
 - Type – Today is a good day.
 - Hit Enter to create a new line
 - Type – I am learning a lot.
 - Click on **Browse**.
 - **File>Save As** or **Save** (Since this is a new document and we are saving it for the first time, it does not matter which functions **Save** or **Save As** you use; **Save As** dialogue box will open and you will have to select location and provide a name for your new document.)
 - Select **Documents** folder from left pane.
 - Click inside the box next to **File Name** and type “Word 1”. (We are naming this new document “Word 1” and saving it in your Documents folder on the computer.)
 - Click on “X” on top right corner to close the word document.

Opening Saved Document:

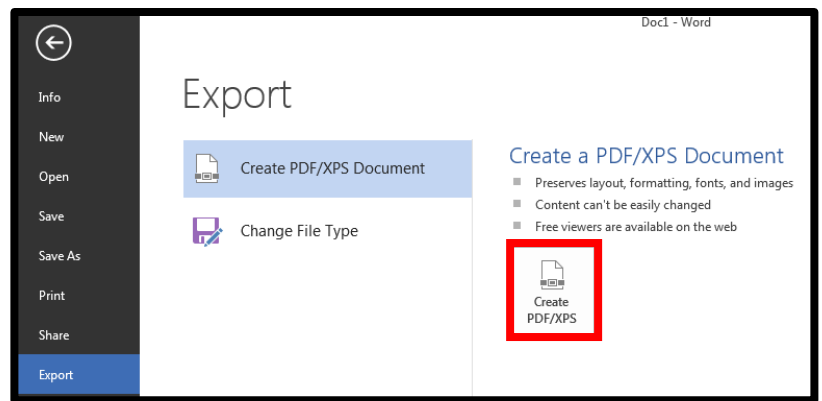
- Click on the File Explorer icon on your task bar.
- Navigate to the Documents Folder on the left pane.
- Double-click on your document name “Word 1”.
- You can close by clicking on X on top right. **OR**
- Click on Word icon from your taskbar
- Notice you will see the last document you opened under the Recent list on the left pane
- Click on it to open it.
- If you want to see this document on top at all times, click on the **pin** icon on the right.



Create a PDF from a Word Document by using Export Function:

You can choose to export your document in another format, such as PDF/XPS.

A PDF (**Portable Document File**) is created to be able to be opened on any computer. This comes in handy when you are not sure what program the recipient is using.



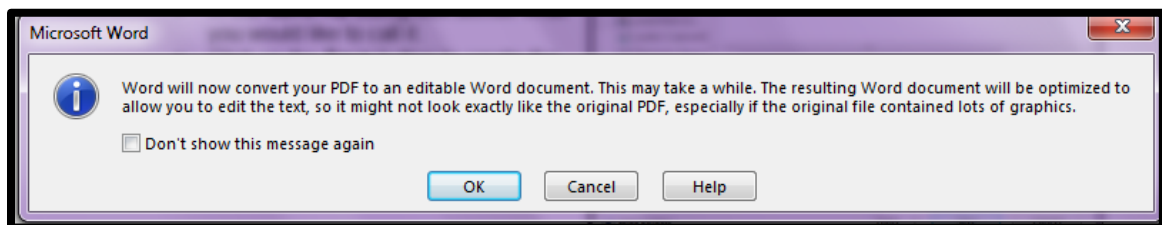
PDF files are created for opening and viewing rather than allowing the recipient to edit.

They are great for situations where you are sending a final version of a document. Let us create a PDF using the Word Part 1 Example.

- Click on **Create PDF/XPS Document** button.
- A window will open allowing you to save the PDF wherever you choose.
- You can also title it something different if you would like.
- The click on the publish button in the lower right corner of the box that is open.
- A copy of your PDF will open. Click in the upper right hand corner to close it.

To edit a PDF: If you do need to edit a PDF, Word 2016 will convert the file into a Word document which will allow you to make changes. Sometimes the PDF will open a little differently than what it looked like due to formatting. You may need to do format fixes.

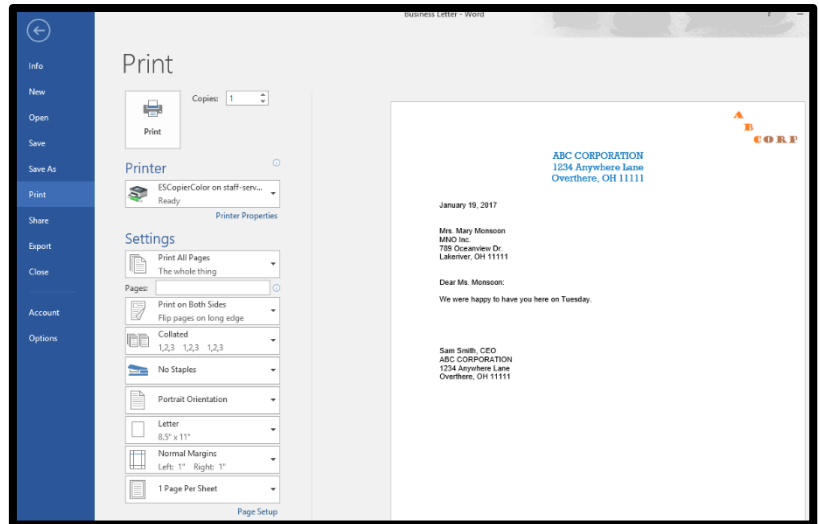
- Locate the PDF document you wish to open.
 - For class, click on **File > Open > Browse > Documents > Word > Word Part 1 Example.pdf**.
 - Right click on **Word Part 1 Example.pdf**.
 - Choose open with Word.
- The following dialogue box will appear. Click **OK**.



- An editable version of the document will open. Once you are finished editing you will need to decide if you are saving it in Word or as a PDF.

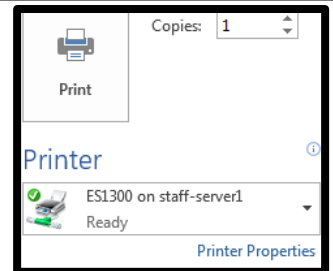
Printing: From the Print pane, you can change the print settings and print your document. You can also see a preview of your document.

To see what your document would look like on a page before it prints, preview your document by going to **File** on the Ribbon and then **Print**. A full page preview will show up in the right-hand side of the screen.

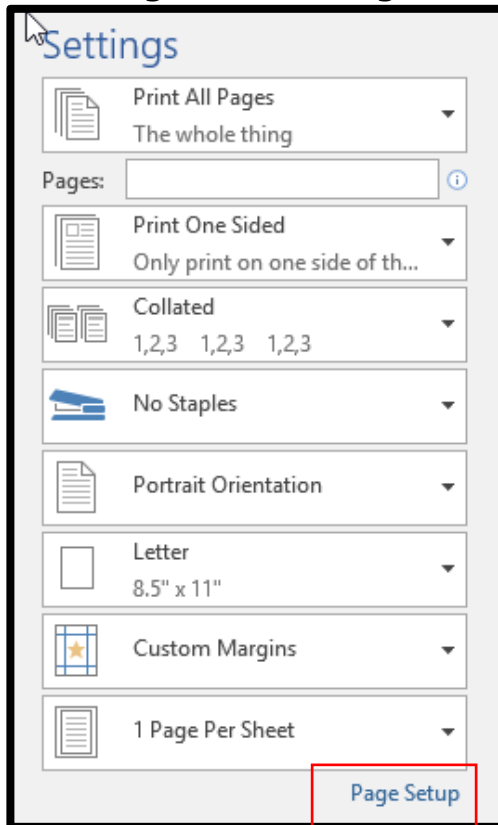


To Print:

- Hitting the **Print** button will send the print job to the printer.
- Change the number of copies that you want to print by using the up and down arrows.
- If you are connected to more than one printer, use the down arrow next to the printer name to find the one that you want to print from



To Change Print Settings:



- If you do not want to print all pages in the document, click the down arrow to choose specific pages to print.
- To switch to double-sided printing, click the down arrow.
- To change the way, the printer will collate the printed document, click the down arrow.
- Change the orientation between portrait and landscape.
- Change the paper size.
- Change the margins.
- To print more than one page per sheet, hit the down arrow and choose how you want the printed document to appear. Or to launch the settings dialog box, click Page Setup at the bottom and you can change all the items on one screen.

