

Topic: Application Software – Word

When I am done this lesson, I will know:

- What Microsoft Office and Microsoft Word is
- How to use some of the basic tools in Microsoft Word



Pre and Post Self-Assessment

	Pre	Pre	Post	Post
	Yes, I know this	No, I want to learn this	Yes, I know this	I still need more practice to learn this
I know what Microsoft Office is				
I know how to use Microsoft Word				



New Words and Terms

Microsoft Office
 Microsoft Word
 template
 ribbon
 font
 document
 save/save as

What is Microsoft Office?

Microsoft Office is a suite of software products developed by the Microsoft Corporation. It includes:

- Word
- Excel
- Access
- Publisher
- PowerPoint

- Outlook
- OneNote



Review

Software is a set of instructions or a computer program that tells the hardware what to do. The operating system of a computer is one type of software. There are also thousands of other types of software programs that you can use on a computer. Some of the most common software programs you might use are Microsoft Word or Adobe Acrobat. Software is written by a computer programmer.

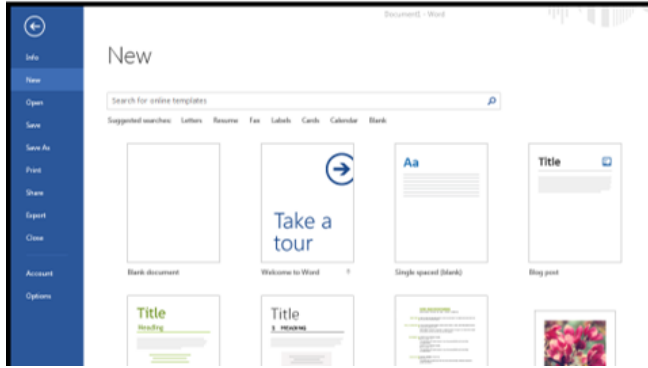
Microsoft Word

Microsoft Word is word processing software. We will be looking at some basic features in Microsoft Word 2016. Note: If you are using Microsoft 2013, there is a link for a tutorial at the end of this lesson.

To open Microsoft Word, open the start menu and select the Word menu item:

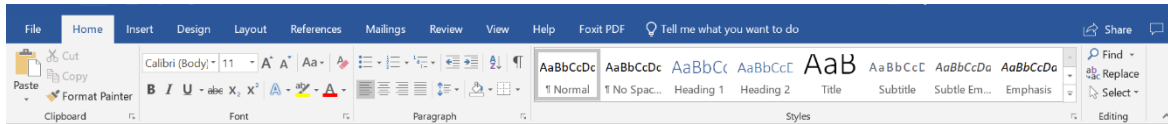


Once you open Word you will see the new window. This allows you to open a new Word document. You can choose a blank document or you can choose a template. A template is a document that has some formatting included to help get you started.



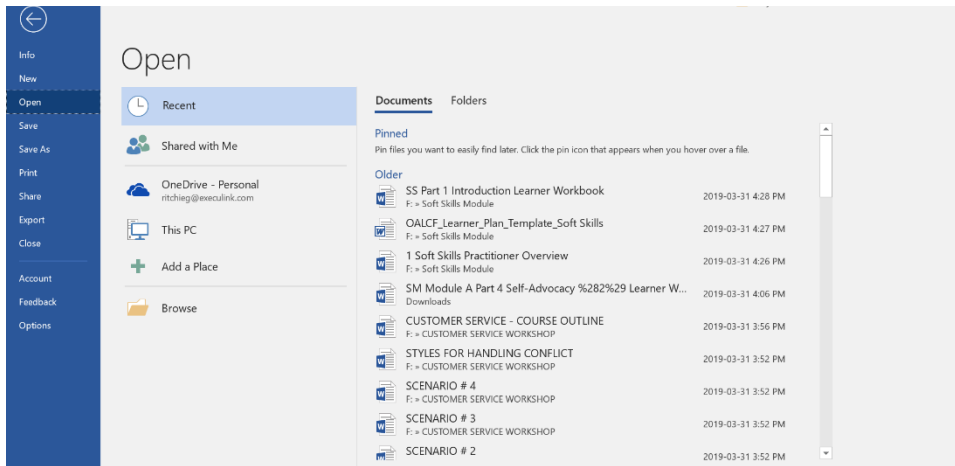
The Ribbon

The ribbon at the top of the page contains all the commands you need to do common tasks. It has multiple tabs along the top. Each tab has several groups of commands.



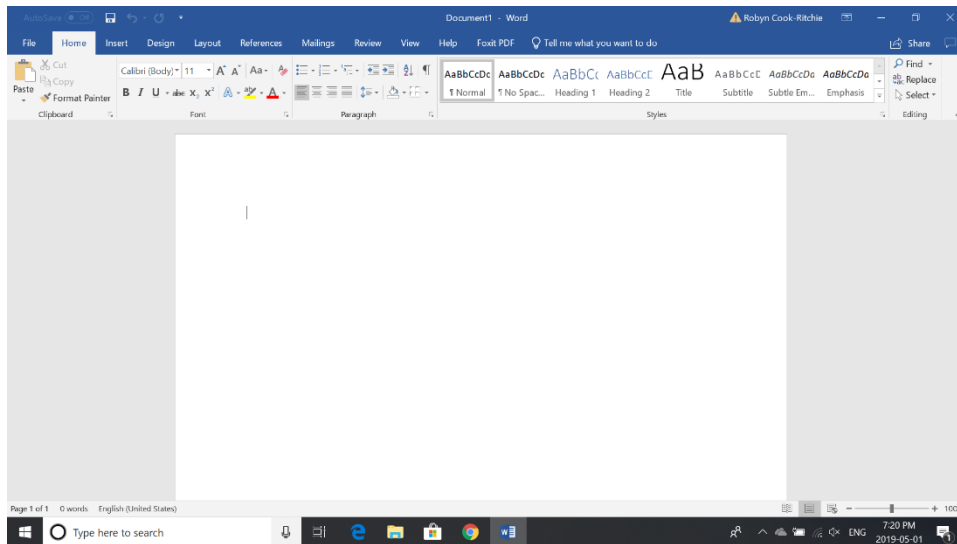
Backstage View

If you click on the FILE tab you will see the “backstage view.” Backstage view gives you options for saving, opening a file, printing, or sharing your document.



Typing in a Document

When you open a blank Word document it looks like this:



To insert text, use your mouse or touchpad to move the cursor to the spot on the page you want to start typing.

Click the mouse and the insertion point will show. The insertion point is a vertical line.

Start typing.

Deleting Text

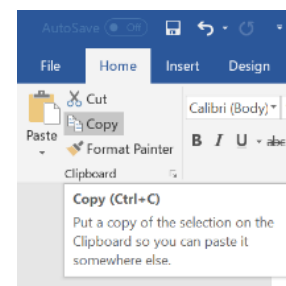
- Place the **insertion point** next to the text you wish to delete.
- Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
- Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

Selecting Text

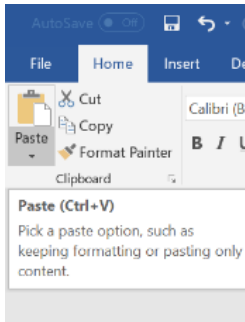
- Place the **insertion point** next to the text you wish to select.
- Click the mouse (left button). While holding it down, drag your mouse over the text to select it.
- Release the mouse button.

Copying and Pasting Text

- Select the text you want to copy.
- Click the **Copy** command on the **Home** tab.
- You can also right-click your document and select **Copy**.

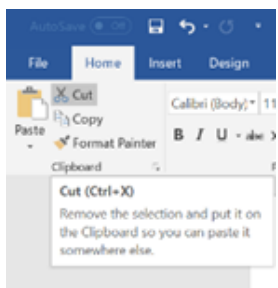


- Place your insertion point where you want the text to appear.
- Click the **Paste** command on the **Home** tab.

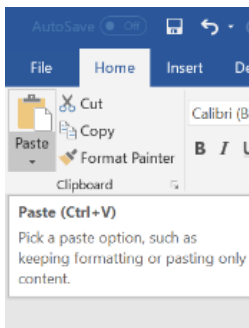


Cutting and Pasting Text

- Select the text you want to cut.
- Click the **Cut** command on the **Home** tab.
- You can also right-click your document and select **Cut**.



- Place your insertion point where you want the text to appear.
- Click the **Paste** command on the **Home** tab.

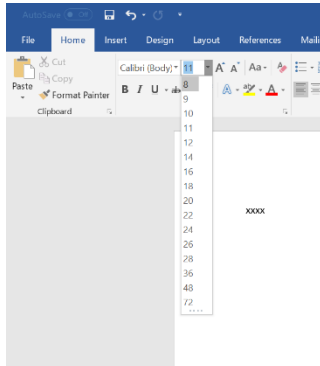


Try this/Practice

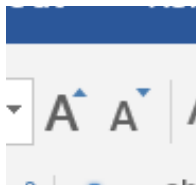
- Open an **existing Word document**.
- Select a sentence.
- **Copy and paste** the sentence from one location in the document to another.
- Select another sentence.
- **Cut and paste** the sentence to another location in the document.

Font Size

- If you want to change the font size, select the text you want to change.
- Click the **drop-down arrow** next to the **Font Size** box on the **Home** tab.
- Select a font size.

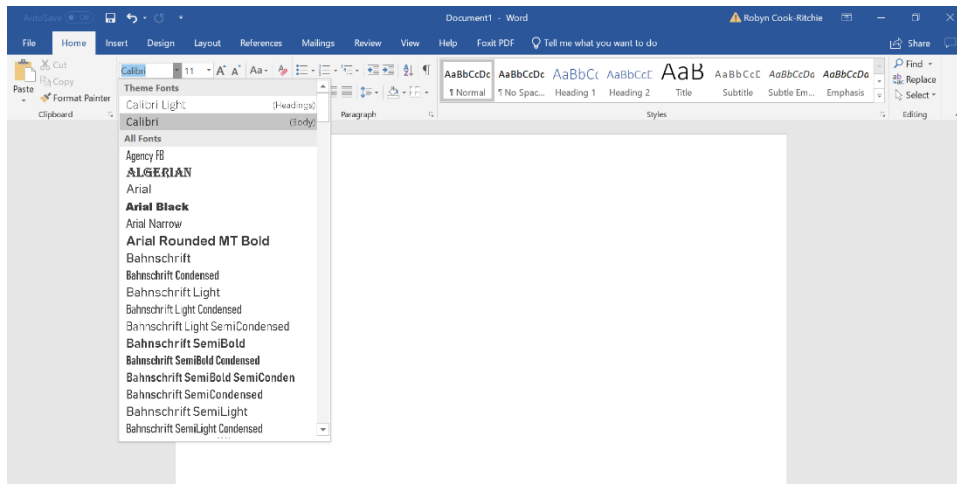


You can also use the grow font and shrink font commands to change the size.



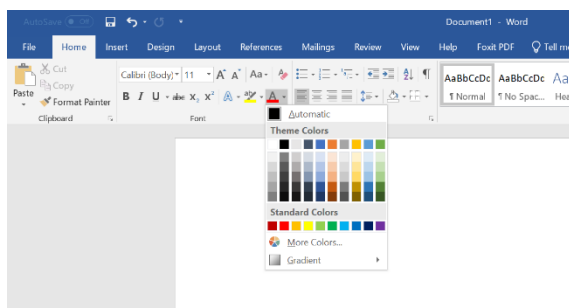
Changing Font Style

- Select the text you want to change.
- Click the **drop-down arrow** next to the **Font** box on the **Home** tab.
- Select a font.



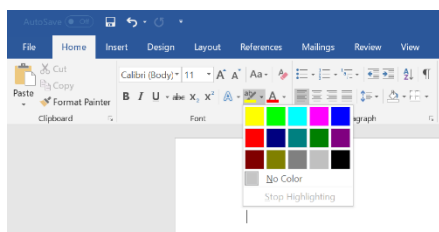
Changing Font Colour

- Select the text you want to change.
- Click the **Font Color** drop-down arrow on the **Home** tab.
- Select a font colour.



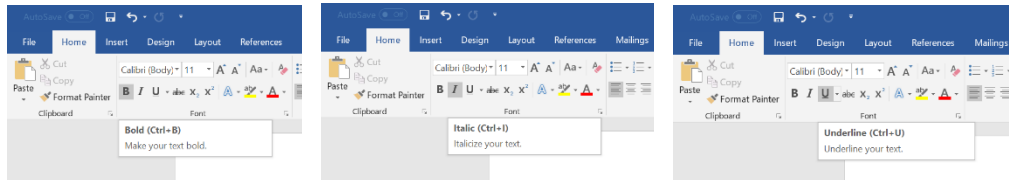
Highlighting Text

- From the **Home** tab, click the **Text Highlight Colour** drop-down arrow.
- Select a highlight colour.
- Select the text you want to highlight.



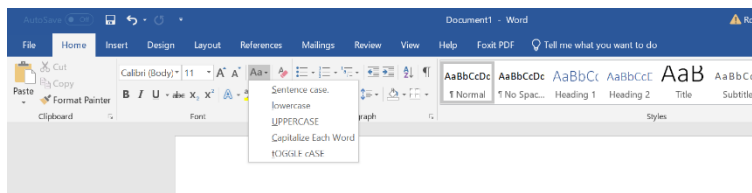
Bold, Italic and Underline Commands

- Select the text you want to change.
- Click the Bold (**B**), Italic (*I*), or Underline (U) command in the **Font** group on the Home tab.



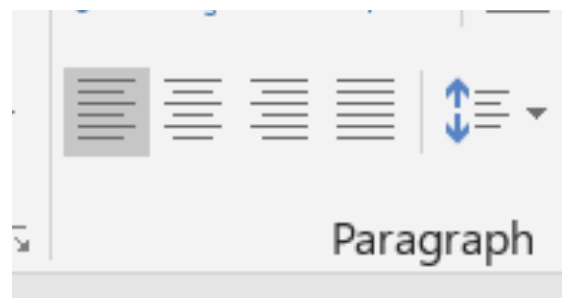
Changing the Text Case

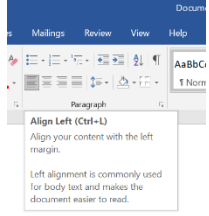
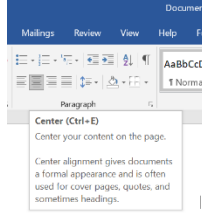
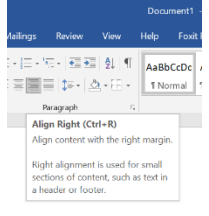
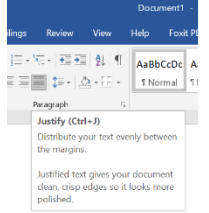
- Select the text you want to change.
- Click the **Change Case** command in the **Font** group on the Home tab.
- Select a case option from the list.



Changing Text Alignment

- Select the text you want to change.
- Select one of the four **alignment options** from the **Paragraph** group on the **Home** tab.



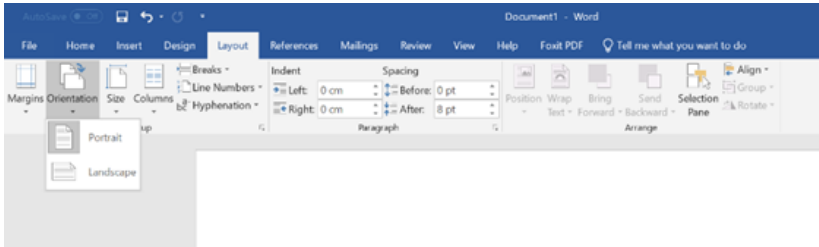
<p>Align Text Left: Aligns all the selected text to the left margin.</p> <p>Example: The dog chased the cat.</p>	
<p>Center: Aligns text at equal distance from the left and right margins.</p> <p>Example: The dog chased the cat.</p>	
<p>Align Text Right: Aligns all the selected text to the right margin.</p> <p>Example: The dog chased the cat.</p>	
<p>Justify: Justified text is equal on both sides and lines up equally to the right and left margins.</p>	

 **Try this/Practice**

- Open an **existing Word document**.
- Change the **font size** of some text.
- Change the **font style** of some text.
- Change the **font color** of some text.
- Try various cases using the **Change Case** command.
- Try the four **alignment** commands.

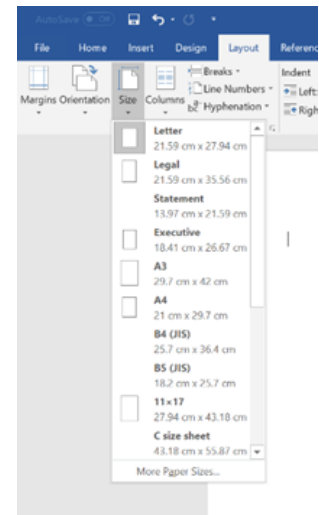
Page Orientation

- Select the **Layout** tab.
- Click the **Orientation** command in the Page Setup group.
- Click either **Portrait** or **Landscape** to change the page orientation.



Page Size

- Select the **Layout** tab.
- Click the **Size** command and a drop-down menu will appear.
- Click a **size option**.

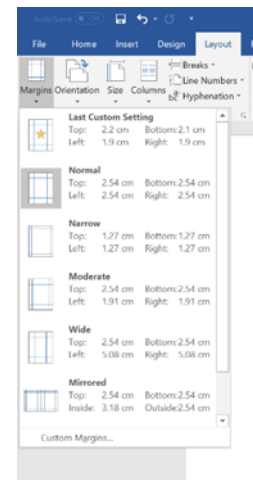


Formatting Page Margins

- Select the **Page Layout** tab.
- Click the **Margins** command.
- A menu of options appears. **Normal** is selected by default.
- Click a **margin size**.

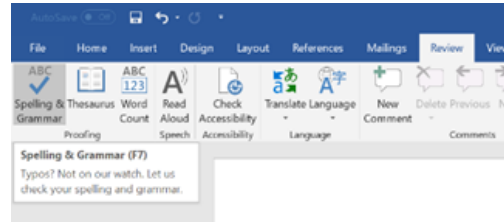
Try this/Practice

- Open an **existing Word document**.
- Change the **page orientation**.
- Change the **paper size**.
- Change the margins to **Narrow**.
- Adjust the margins using **Custom Margins**.

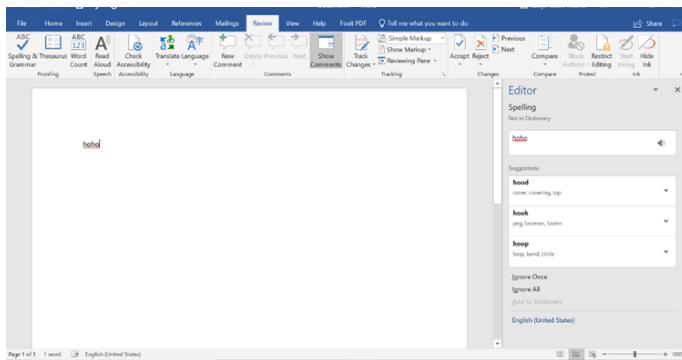


Spelling and Grammar

- Go to the **Review** tab.
- Click on the **Spelling & Grammar** command.



When you click on the Spelling & Grammar command, the **Spelling and Grammar** dialog box will open at the right of your screen.



- For each error in your document, Word will try to offer **suggestions**.
- You can select a suggestion and then click **Change** to correct the error.
- If no suggestions are given, you can type in the correct spelling.

Note: The spelling and grammar check is **not always correct**.

- There are errors that Word will not notice
- There are also times when the spelling and grammar check will say there is an error when there is not
- If Word says that something is an error, you can choose not to change it

Depending on whether it's a spelling or grammar error, you can choose from several options:

For spelling "errors":

- **Ignore Once**: This will skip the word without changing it.
- **Ignore All**: This will skip the word without changing it, and it will also skip all other instances of this word in the document.

- **Add to Dictionary:** This adds the word to the dictionary so that it will never come up as an error. Make sure that the word is spelled correctly before choosing this option.

For grammar "errors":

- **Ignore Once:** This will skip the "error" without changing it.
- **Ignore Rule:** This will skip this "error" as well as all other instances that relate to this grammar rule.
- **Next Sentence:** This skips the sentence without changing it, and leaves it marked as an error. That means it will still show up if you do another Spelling and Grammar check later on.

Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate Spelling and Grammar check. These errors are shown by **coloured, wavy lines**.

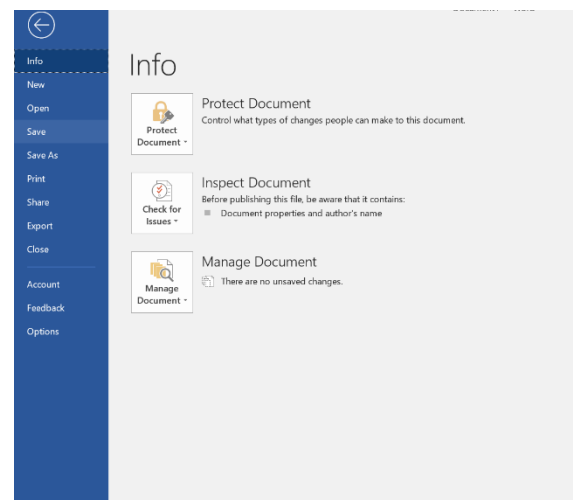
- The **red line** = misspelled word.
- The **green line** = grammar error.
- The **blue line** = contextual spelling error.

 **Try this/Practice**

- Open an **existing Word document**.
- Correct the **spelling errors**.
- Correct the **grammar errors**.

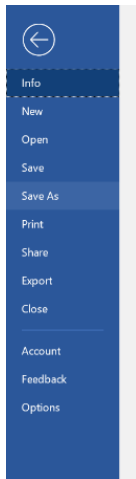
Saving Documents

- Click the **File** tab.
- Select **Save**.
- Follow the instructions to choose where you want to save the document.



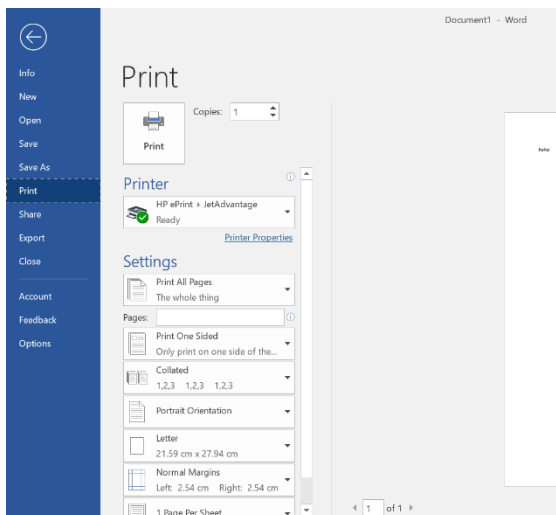
Using the SAVE AS Command

The **Save As** command allows you to choose a name and location for your document. It's useful if you want to save a different version of a document while keeping the original.



Printing Documents

- Click the **File** tab.
- Select **Print**.




The Print pane appears, with the print settings on the left and the **Preview** on the right.

- Click on the **Print** button
- If you only want to print certain pages, you can type a **range** of pages. Otherwise, select **Print All Pages**.
- Select the **number of copies**.
- Click the **Print** button.

 **Optional: I Want to Learn More**

Complete a Word 2016 Tutorial here. Source: GCFGlobal	https://edu.gcfglobal.org/en/word2016/
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Complete a Word 2013 Tutorial here. Source: GCFGlobal	https://edu.gcfglobal.org/en/word2013/
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 Bridge Adult Literacy Curriculum Framework Connection	
Competency	Task Group(s)
Find and Use Information	<ul style="list-style-type: none">• Read Continuous Text (L2- point forms)• Interpret Documents (L3)• Extract Information from Films, Broadcasts and Presentations
Communicate Ideas and Information	<ul style="list-style-type: none">• Complete and Create Documents (L2 pre-post assessment)

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