

# Introduction to Microsoft Word 2021

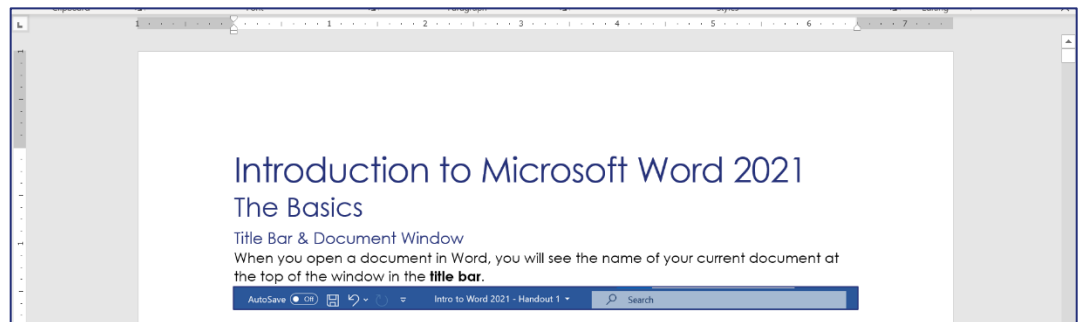
## The Basics

### Title Bar & Document Window

When you open a document in Word, you will see the name of your current document at the top of the window in the **title bar**.

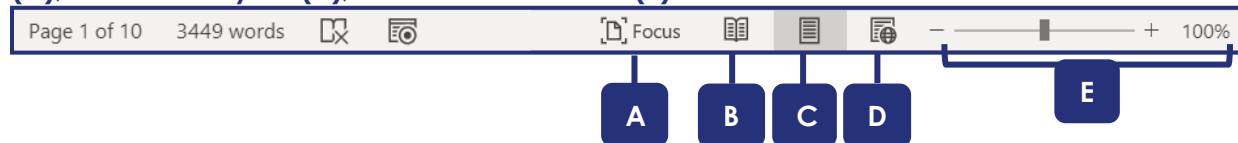


The area where the contents of your current document are displayed is called the **document window**.



### Status Bar

Below the document window, you will find the **status bar**. Within it, you can see the number of pages/words in your document; the **view buttons** - **Focus (A)**, **Read Mode (B)**, **Print Layout (C)**, and **Web Layout (D)**; and the **zoom slider (E)**.



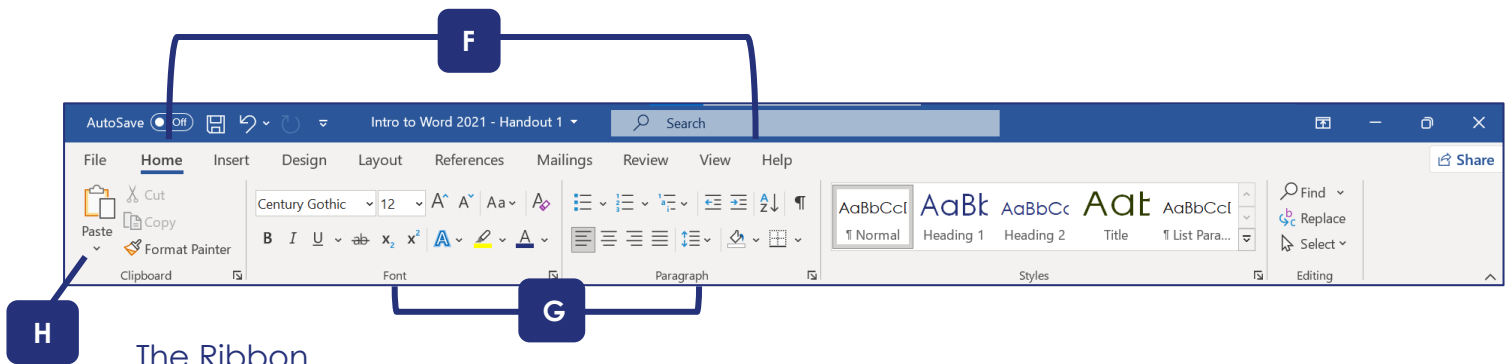
- **View buttons:** Use the view buttons to switch between different views of your document. You will probably want to be in **Print Layout** or **Focus mode** most of the time. **Focus Mode** removes the Ribbon and the Taskbar to allow you to focus on your composition. **Read Mode** can be useful for reading a document, but does not allow you to edit. **Web Layout** is almost exactly like **Print Layout** but does not show page margins.
- **Zoom slider:** Use the slider bar or the plus and minus buttons to zoom in and out on your document.

### Ruler



The horizontal and vertical rulers along the top and left side of the document window will display document margins and paragraph indentations.

If you cannot see the ruler, go to **View** → **Show** → **Ruler** (click the checkbox).



## The Ribbon

The **ribbon** is the area at the top of the window where you can find all of the different commands in Word. It consists of **tabs**, **groups**, and **command buttons**.

**Tabs (F)** (for example, File, Home, and Insert) run along the top of the ribbon. Each one provides access to a different set of commands.

Within each tab, there are several **groups (G)**. These groups are separated by thin gray vertical lines on either side and are labeled at the bottom. For example, the Home tab consists of the Clipboard, Font, Paragraph, Styles, and Editing groups.


Within each group, there are one or more **command buttons (H)**, for carrying out commands or displaying menus. For example, the Clipboard group in the Home tab consists of command buttons for Paste, Cut, Copy, and Format Painter.

In the bottom right corner of each group, you can find the symbol shown at right, which is called a **dialog box launcher**. Clicking on the dialog box launcher will take you to more settings for that group.

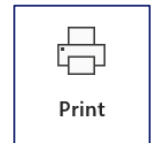


## File Tab

Click on the **File** tab to see the following commands:

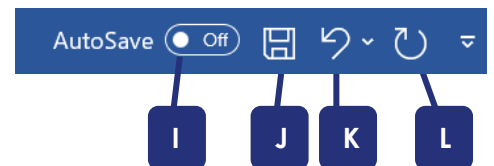
- **New:** Create a new document.
  - Click **Blank Document** from the list of document types, or
  - Choose a template by clicking any of the document types listed, or use the search box to look for a specific type of document (such as a resume or newsletter).
    - Note: You must be connected to the Internet in order to download a template.
- **Open:** Retrieve a document that has previously been saved.
  - **Recent** lists the last 25 documents you have opened.
    - Hover your mouse over a document in the list and click on the pushpin  icon to add it to the **Pinned** list.
  - **OneDrive** is Microsoft's cloud storage service. It allows collaboration in real time. If you want to use OneDrive, you must set up an account. Many features require a monthly paid subscription.
  - **This PC** opens the default location for saving documents on your computer.

- **Add a Place:** If you use Office 365 or OneDrive, you can add a folder to quickly save to the cloud.
  - **Browse** to the desired document on your computer, network drives, or external drives (such as a flash drive).
- **Save/Save As:** Save the current document to your computer or to another location.
  - If you are working on a brand-new document which has never been saved before, it does not matter whether you choose Save or Save As. Either way, you will be automatically prompted to choose a file name and location.
  - Otherwise, use **Save** if you would like to overwrite the previous version of your document, or **Save As** if you want to make a new copy of the file without overwriting the original.
  - You can always **Save** without going to the File tab by clicking on the Save icon in the Quick Access Toolbar.
- **Print:** Print the current document.
  - From the Print screen you can change settings such as number of copies, orientation (portrait or landscape), paper size, and single-sided vs. double-sided.
  - When you are ready to print, click the Print button at the top.
  - Note: Print Preview is incorporated into the Print screen. You will see the preview on the right side of the window. Zoom in and out or navigate to a different page of the document by using the tools at the bottom of the screen.
- **Close:** Close the current document without exiting Word.
- **Options:** Change settings in Word.



### Quick Access Toolbar

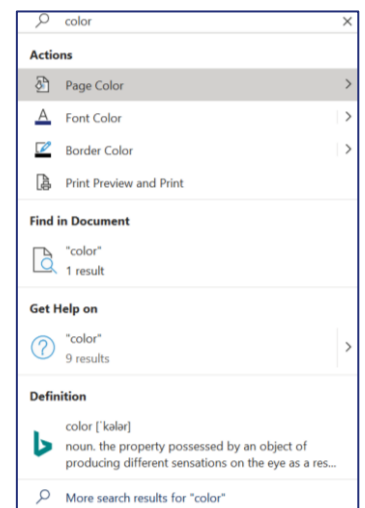
Above the ribbon, on the left hand side, you will find the Quick Access Toolbar. A new feature in Office 2021 is the AutoSave toggle. You must be logged in to OneDrive to use this feature. In addition, you will also find quick shortcuts for the **Save (J)**, **Undo (K)**, and **Redo (L)** commands.



### The Search Box – located to the right of the Title Bar

After typing keywords into the box, you can:

- Click on the name of a command/action in order to execute it.
- Find any occurrence of the word in the Document
- **“Get Help on...”** to see articles that help you use Office.
- See a definition of the word



# Word Processing Basics

## Inserting Text

The **Cursor** is a blinking vertical line that marks where text appears as you type.

To move the cursor, you can use the following methods:

- Using the mouse, click the place in your document where you'd like the cursor to be.
- Use the arrow keys on your keyboard to move the cursor up, down, left, or right, one space/line at a time.
- Use the **Page Up** and **Page Down** keys on your keyboard to move up or down one screen at a time.
- Use the Home key to move the cursor to the beginning of the line it's currently in, or the End key to move it to the end of the line.
- While holding down the **Ctrl → Home** move the cursor to the beginning of your document, or **Ctrl → End** to move it to the end of your document.

## Deleting Text

Use the **Backspace** key on your keyboard to delete the character immediately to the **left** of the cursor.

Or, use the **Delete** key on your keyboard to delete the character immediately to the **right** of the cursor.

## Highlighting Text

If you want to make formatting changes to text you have already typed, you will first need to highlight it.

There are several ways to do this:

- With a mouse:
  1. Move your mouse until the pointer is either at the very beginning or very end of the section of text you want to highlight.
  2. Then, left-click and, while holding the left mouse button down, move the mouse over the words you want to highlight. Once the desired text is highlighted, let go of the mouse button.
- With the keyboard:
  1. Make sure the cursor is at the beginning or end of the section of text you want to highlight.
  2. Then, while holding down the Shift button on the keyboard, use the arrow keys to highlight one character or line at a time.
- With the ribbon:
  - Go to Home → Editing → Select → Select All. **This highlights your entire document.**
- With a keyboard shortcut:
  - While holding down the Control key on your keyboard, press the A key (aka Ctrl-A). **This will highlight your entire document.**

While you have text highlighted, any formatting changes you make will affect the entire highlighted area. Additionally, pressing the Backspace or Delete key will delete the entire highlighted area, while typing new text will replace the entire highlighted area.

# Formatting Basics

## Font and Size

**Font** refers to a set of characters in a particular visual style. In Word 2021, the default font is usually **Calibri**. The font of this document is Century Gothic

- To change the font, go to **Home** (tab) → **Font** (group) and click on the down-pointed arrow next to the name of the current font. Scroll through the choices in the dropdown menu to find your desired font, and click on it.
  - To change the font on text that you have already typed, highlight the text first and then change the font.



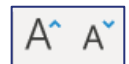
**Font Size** is measured in points (1/72 inch = 1 point). Standard size is generally 10-12 points.

You can see the current font size under **Home** → **Font**, to the right of the font name.



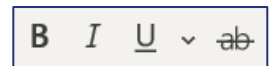
To change the font size, you have several options:

- Click on the down-pointed arrow next to the font size and select a different size from the dropdown menu.
- Use the Increase Font Size and Decrease Font Size buttons, located to the right of the Font Size.
- Click in the box containing the font size, delete the current number, type in a new number, and hit the Enter key to confirm. (This is the only way to get some sizes.)



## **Bold**, *Italics*, Underline, ~~Strikethrough~~

You can make your text **bold**, underlined, or *italicized*, or ~~put a line through it~~ (strikethrough), by using the buttons under **Home** → **Font**.

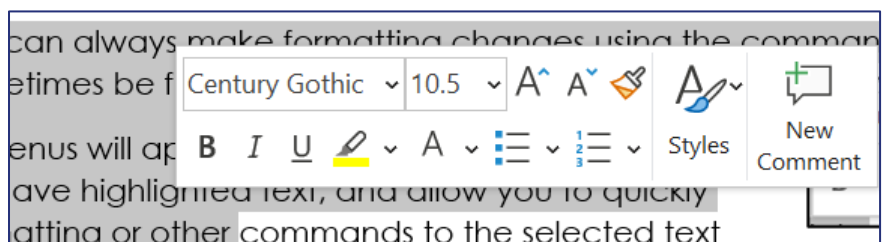


These effects toggle on and off when you click the buttons. The buttons will be a darker gray when selected.

## Context Menus

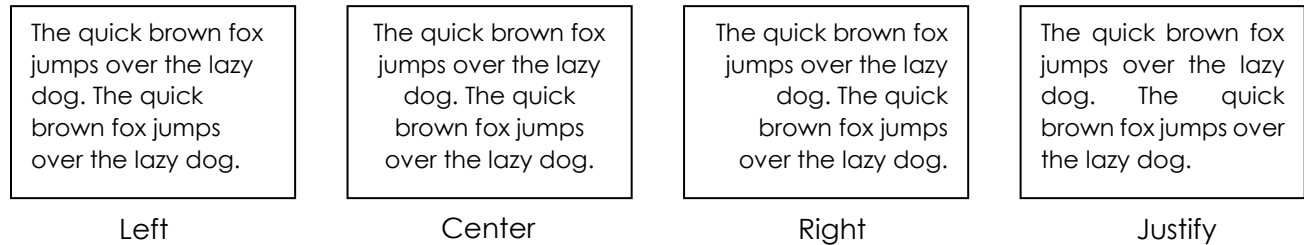
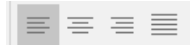
While you can always make formatting changes using the command buttons in the ribbon, it can sometimes be faster to use a context menu.

Context menus will appear next to your cursor immediately after you have highlighted text, and allow you to quickly apply formatting or other commands to the selected text instead of having to move your mouse back to the ribbon.



## Alignment

Alignment refers to the way the text is lined up in relation to the left and right margins. Examples of the four different types of alignment are shown below. By default, documents will be left-aligned, but you can use the buttons under **Home** → **Paragraph** to select a different alignment.



## Line Spacing

Change the spacing between lines of text using the **Line and Paragraph Spacing** button (found under **Home** → **Paragraph**).

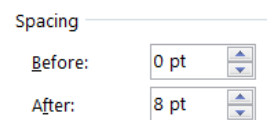


Choose between the presets (1.0 means single-spaced, 2.0 means double-spaced, etc.) or select **Line Spacing Options** to customize.

## Paragraph Spacing

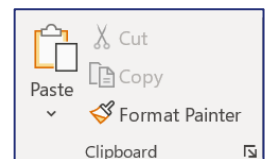
To change the amount of space between paragraphs, use **the Line and Paragraph Spacing** button (found under **Home** → **Paragraph**).

Select **Add** (or **Remove**) **Space Before** (or **After**) **Paragraph** to adjust spacing before and after the current paragraph. For more fine-tuned control, click on **Line Spacing Options** instead and manually adjust the **Before** and **After** numbers in the **Spacing** box.



## Cut, Copy, and Paste

You can use the **Cut**, **Copy**, and **Paste** commands (found under **Home** → **Clipboard**) to move or copy text to a different place in your document without having to re-type it.



### To move text:

1. Highlight the text you want to move.
2. Click **Cut**. This will remove the text from your document and place it in a temporary storage area called the clipboard.
3. Move the cursor to the place in your document where you want the text to be.
4. Click **Paste**. The text will now be in its new location

### To copy text:

1. Highlight the text you want to move.
2. Click **Copy**. This will copy the highlighted text to your clipboard, without removing it from its original location.
3. Move the cursor to the place in your document where you want the text to be.
4. Click **Paste**. The text will now be in its new location as well as the original one.

## Tips

- Many computer programs other than Word will allow you to cut or copy text, which you can then paste into Word.
- The way to cut or copy text varies from program to program. Typically, you would highlight the text you want to cut/copy, right-click within the highlighted area, and then a menu will pop up from which you can select Cut or Copy. Many programs also use the keyboard shortcuts **Ctrl+X** for Cut, and **Ctrl+C** for Copy. Once you have cut or copied text from another program, go into Word and paste as normal.
- Note that if you copy text from a website and paste it into Word, the formatting will usually not look very good. You can fix this by highlighting the entire document and then either changing formatting options (such as font size, color, and spacing) individually, or clicking on the Clear All Formatting button to remove all formatting at once.
- The Paste command will always paste the text that was most recently cut or copied to the clipboard.

## Alternate Method of Moving Text

You can also move text to a new location by clicking and dragging it.

To do this:

1. Highlight the text you want to move.
2. Move your cursor to within the highlighted area.
3. Press the left mouse button and hold it down while moving your mouse, releasing the button only when the cursor is in the spot where you want the text to go.

## Fixing Your Mistakes

### Undo & Redo

If you make a mistake when editing your document, you can use the **Undo** command to reverse your last actions one at a time.

- To undo your last action, click the **Undo** button in the Quick Access Toolbar in the top left corner of the window.
- To undo multiple actions, click the **Undo** button multiple times, or click on the down arrow to the right of the Undo button to get a list of your last 100 actions and choose how many you want to undo.
- If you accidentally undo something you did not want to undo, click the **Redo** button in the Quick Access toolbar.



### Spelling and Grammar

Word automatically puts red squiggly lines under words it thinks you have spelled incorrectly. Blue squiggly lines indicate a potential grammatical error.

These squiggly lines only appear on your screen. They will not appear on the printed version of your document.

To correct a single misspelled word or grammatical error, right-click on it. You should see a list of suggestions. Click on one of the suggestions to accept it.

Sometimes, Word makes a mistake and flags something as misspelled when it is actually correct. In that case, instead of accepting one of Word's suggestions, you can click on **Ignore All** (which tells the spellchecker to ignore that particular word every time it occurs in this specific document) or **Add to Dictionary** (which tells the spellchecker never to mark that word incorrect on any document you open on this computer).

## Spelling and Grammar Check

You can use the **Spelling & Grammar** tool (found under **Review** → **Proofing**) if you want to deal with all of the potential spelling and grammar issues in your document at once, instead of having to hunt them down one at a time.

## AutoCorrect

AutoCorrect senses when you have misspelled a word and automatically corrects it for you. It doesn't work for everything, but it will correct common errors such as *teh* for *the*, or *becasue* for *because*.

- If AutoCorrect tries to correct something that was not wrong, just press the Undo button to return to what you had originally typed.
- You can add new words, or even abbreviations, to AutoCorrect by going to **File** → **Options** → **Proofing** → **AutoCorrect Options** and adding your own terms (e.g., replace *WPL* with *Wheaton Public Library*).
- You can turn off AutoCorrect entirely by going to **File** → **Options** → **Proofing** and unchecking the boxes for **Check spelling as you type** and/or **Mark grammar errors as you type**.

## Find and Replace

Use Replace if you want to replace all instances of a particular word or phrase in your document with a different word (for example, you've written *Sam* several times but want to change it to *Samuel*).

- Go to **Home** → **Editing** → **Replace**.
- Then, type the word you want to replace in the **Find What** box, and type the new word in the **Replace With** box.
- Clicking on **Find Next** will take you to the first time the word you want to replace appears in the document. Click **Replace** if you want to replace that instance of the word, or **Find Next** if you want to skip it and go to the next time the word appears.
- Clicking **Replace All** will replace every instance of the word.
  - Be careful about using Replace All, as it sometimes produces unintended results (such as turning the word *sample* into *Samuelple*). You can make problems less likely by checking some of the options under **More**, such as **Find whole words only** and **Match case**.

If you simply want to see a list of all of the times that you used a particular word, without replacing it with anything, go to **Home** → **Editing** → **Find**.



## Thesaurus

If you want to replace a word you've typed with a synonym from Word's dictionary, you can do that with the **Thesaurus** feature:

- Right-click on the word you want to replace, click on **Synonyms** and select the one you want from the list, OR
- Make sure the word you want to replace is highlighted, then go to **Review** → **Proofing** → **Thesaurus**.

## Page Layout

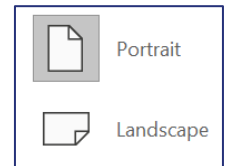
### Margins

The margin is the empty space around the border of the page.

The default setting is 1" on all four sides. To adjust it, go to **Layout** → **Page Setup** → **Margins** and choose a preset or click on **Custom Margins** to set your own.

### Orientation

Orientation refers to the way that the page is turned when your document prints. You can choose between Portrait (the document is taller than it is wide) or Landscape (the document is wider than it is tall).



To change the orientation of your document, go to **Layout** → **Page Setup** → **Orientation**.

## Keyboard Shortcuts

Keyboard shortcuts allow you to execute certain commands in Word by pressing keys on your keyboard instead of using the mouse.

Most keyboard shortcuts involve pressing two or more keys at the same time. These keys will be listed with a + sign between them. In general, you can press and hold the first key(s) listed, and the command will execute when you press the final key. For example, the shortcut for making text bold is **Ctrl + B**, so you would first press and hold the Ctrl key, and the command will execute when you press **B**. The shortcut for increasing font size by one level is **Ctrl + Shift + >**, so you would press and hold both **Ctrl** and **Shift**, and the command will execute when you press **>**.

Here are some common examples of keyboard shortcuts:

<b>Text Formatting</b>	
Make text bold	Ctrl + B
Make text italicized	Ctrl + I
Make text underlined (including spaces)	Ctrl + U
Make text underlined (not including spaces)	Ctrl + Shift + W
Increase font size one level	Ctrl + Shift + >
Decrease font size one level	Ctrl + Shift + <
<b>Alignment</b>	
Align left	Ctrl + L
Align center	Ctrl + E
Align right	Ctrl + R
Justify (align text so it is flush with both left and right margins)	Ctrl + J
<b>Spacing and page breaks</b>	
Insert page break (to start a new page)	Ctrl + Enter
Single spacing between lines	Ctrl + 1
Double spacing between lines	Ctrl + 2
1.5 spacing between lines	Ctrl + 5
<b>Selection</b>	
Make selection	Shift + arrow keys
Select everything in document	Ctrl + A
<b>Cut/Copy/Paste</b>	
Cut selection	Ctrl + X
Copy selection	Ctrl + C
Paste	Ctrl + V
<b>Undo/Redo</b>	
Undo	Ctrl + Z
Redo	Ctrl + Y
<b>Print</b>	Ctrl + P
<b>Save</b>	Ctrl + S
<b>Find</b>	Ctrl + F
<b>Create new document</b>	Ctrl + N
<b>Open existing document</b>	Ctrl + O
<b>Move cursor to beginning of document</b>	Ctrl + Home
<b>Move cursor to end of document</b>	Ctrl + End

IF YOU HAVE QUESTIONS, PLEASE EMAIL:  
[techclasses@wheatonlibrary.org](mailto:techclasses@wheatonlibrary.org)