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Finding your way around

This chapter quickly gets you started with Word 2019.

It shows you how to launch

Word and explains all the

main areas in its screen

layout. You'll try some basic

text editing as well as the

main controls and how they

are organized and accessed.

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It's very important to experiment using your own examples – trying techniques a few times on test documents will give you the confidence you'll need when working for real.



If you need guidance on using the Windows operating environment, check out our Windows 10 titles: **Windows 10 in easy steps** and **Windows 10 for Seniors in easy steps**.



The New icon pictured above indicates a new or enhanced feature introduced with the latest version of Word.

Introduction

Word processing was one of the first popular applications for the modern personal computer. In the early days it provided little more than the ability to enter and change text on the screen. Today, many more people have computers and tablets at home and in the office, and virtually all use a word processor regularly. As the years have passed, the capabilities of the computer and its software have dramatically increased, far beyond the expectations of the early generations of users back in the 1970s and '80s.

Almost since the beginning, Microsoft Word has been acknowledged as a leader in its field. It is one of the best selling software applications in any category. It grew in complexity from a program with a handful of menu commands to one with an astonishing array of features.

In creating Word 2019, Microsoft has built logically on the foundation of the previous versions. Rather than relying on complex menus, Word works with tabbed visual controls that reconfigure themselves to suit what you're currently doing. Accordingly, this book works as a graphical teaching guide – wherever possible, pictures and worked examples are used to demonstrate concepts. It's not intended to replace Microsoft's documentation; instead you should view it as a way of getting up to speed quickly in a wide range of useful techniques.

The full range of Word's features is covered in this and the following chapters – from creating and editing simple text-based documents to tables, graphics and research tools as well as more advanced techniques such as viewing and editing documents on the web.

How to use this book

To gain maximum benefit from this book, make sure you're first familiar with the Windows operating environment (using the mouse, icons, menus, dialog boxes and so on). There are a number of books in the **In Easy Steps** range that can help you here.

It's a good idea to start off by going through Chapters 1 and 2 fairly thoroughly, since these introduce basic concepts that are added to later on. Once you've done this, feel free to dip into the other chapters as you like.

Starting Word 2019

The way in which you start Word depends on whether you're using a desktop PC or a tablet, and the operating system version.

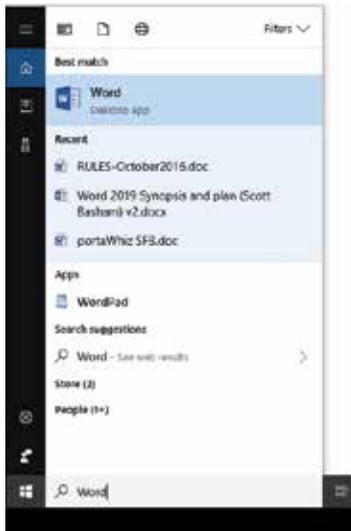
From Windows 10

- 1 Click the Windows Start button and look through the list



- 2 If Word isn't in the "Recently added" or "Most used" sections, scroll through the alphabetical list and choose Word

- 3 Alternatively, type "Word" into the text box "Type here to search" next to the Windows Start button



- 4 You will see a list of matches in various categories including Recent, Apps and Store

- 5 Click on "Word" in the list of matching applications



In earlier versions of Windows you can search in a similar way via the Charms bar. Press WinKey + C then click the Search icon. If you are using a tablet or touchscreen, swipe inwards from the right edge of the screen.



For more details and help on accessing and organizing applications and documents, check the range of books in the **In Easy Steps** series. There are a number of books covering each version of the Windows operating system.



If you right-click on an application in the Start Menu and choose More > "Open file location" you will go to a folder containing the shortcut icons for Word and other Office applications. If you don't want Word on the taskbar, then consider copying the shortcut(s) to the Desktop for quick access.

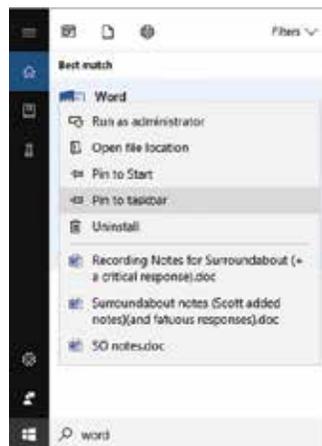


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Installing Word in the taskbar

If you use Word regularly then it might be a good idea to have a quick way of launching from the Desktop.

- 1 From the Start button, or via the Search option, locate Word
- 2 Select by right-clicking to see a pop-up menu
- 3 Click the button "Pin to taskbar" (click More first if necessary)
- 4 You can now launch Word directly from the taskbar. To remove it, right-click on the icon and choose "Unpin from taskbar"



Opening a document directly from Windows Explorer

On most PCs, Word document files will be recognized and shown with a distinctive icon as shown below.

- 1 Locate your Word document using Search or the Windows File Explorer
- 2 Clicking on a search result or double-clicking in File Explorer will launch the associated program (in this case, Word) and automatically open the file



DP Project Closure Report new theme.docx



DP Project Closure Report3.docx

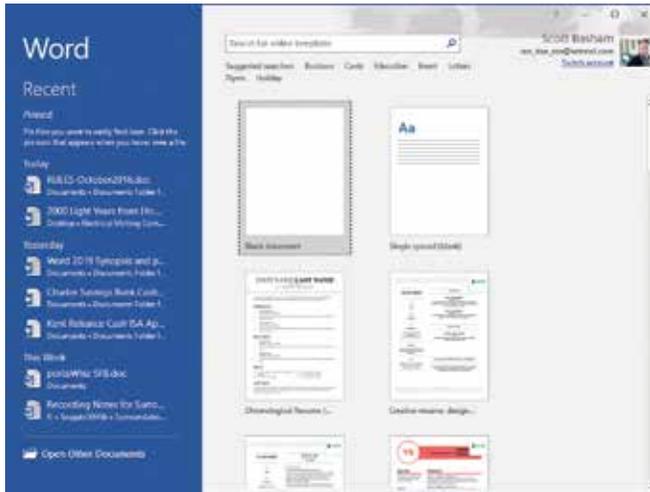


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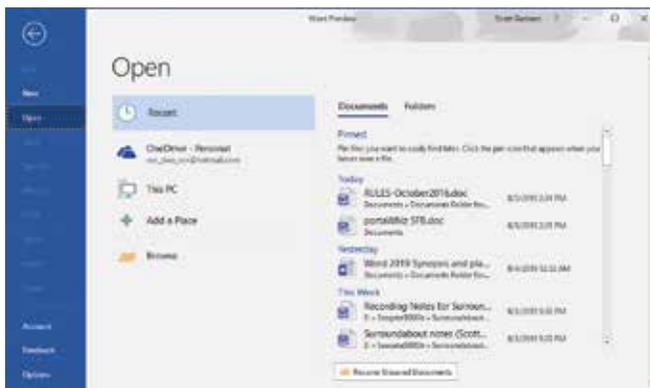
The initial screen

If you launched Word directly (not via a document) then you will see the following screen.



This initial screen also lets you start a new document using one of the installed templates. These are special documents with distinctive designs, where you can easily substitute in your own content. It is possible to download additional templates, or even to create your own.

- 1 For a simple blank page, click “Blank document”
- 2 If you already have a document to view or edit, check to see if it's in the Recent list on the left side of the screen
- 3 If your document is there, click to open it. If not, click the Open Other Documents link in the lower left corner. The Browse button takes you to the Open dialog box

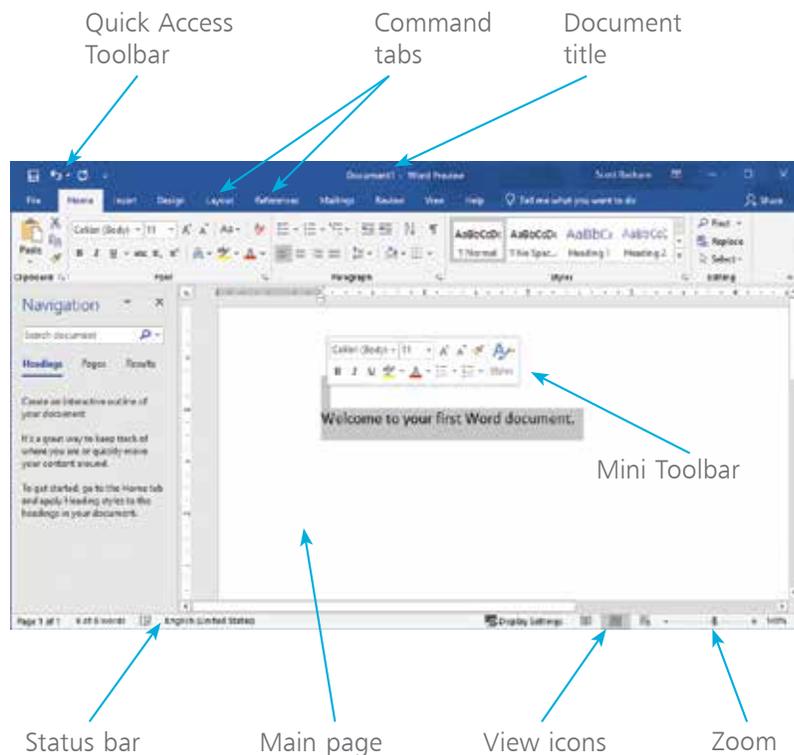


The main screen

Once Word is up and running, you should see the following screen – with all the elements illustrated here:



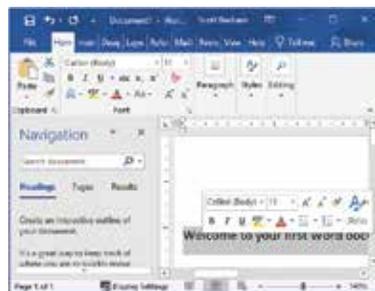
Don't worry if your screen doesn't exactly match this illustration: Word's display is highly customizable and most visual elements can be switched on or off according to your own preferences. You will find tips on how to do this throughout the book.



You can resize Word's window in the normal way by dragging on its border (if it's maximized then you'll need to click the Restore Down button  first).

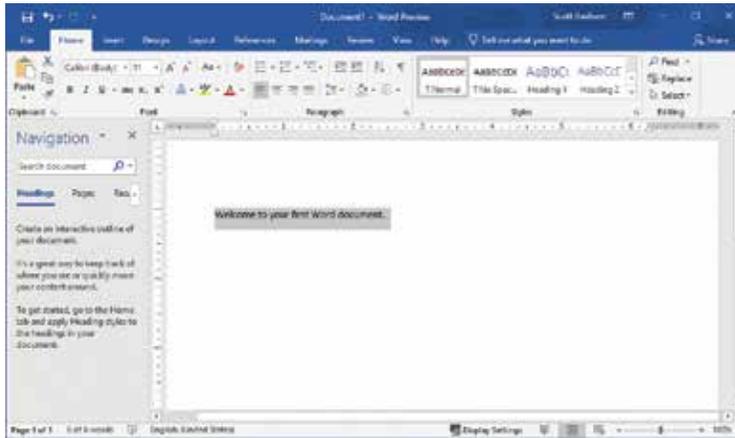
As you can see from the two illustrations on this page, Word automatically resizes and reconfigures its workspace and controls to make the best use of the space available.

If you can't see the icon or control you want, simply make the window larger or click the  symbol to see what's been hidden.



The Ribbon

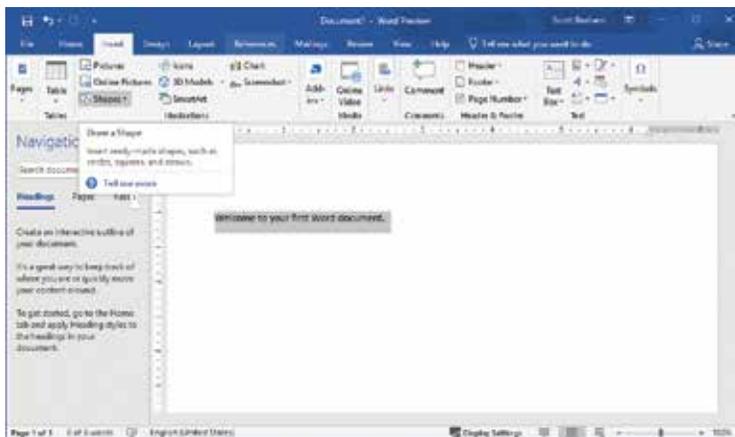
Near the top of the screen is the Ribbon, which gives you access to most of Word's controls within a few mouse clicks. It's divided into a number of tabs, only one of which is active at any time. In the example below, the Home tab is showing basic text editing and formatting features.



In this example the highlighted text changes its appearance as the controls in the Ribbon are used. It is currently formatted using the style "Normal". If the mouse hovers over the style "Heading 1", the text temporarily changes its format to preview this style. For more about text styles see Chapter 2.

Using different tabs in the Ribbon

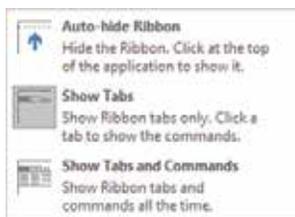
- 1 Click on the Insert tab's title to activate it. You'll see it's subdivided into 10 sections



- 2 Each section contains groups of related controls. Let your mouse hover over one of these to see a brief explanation

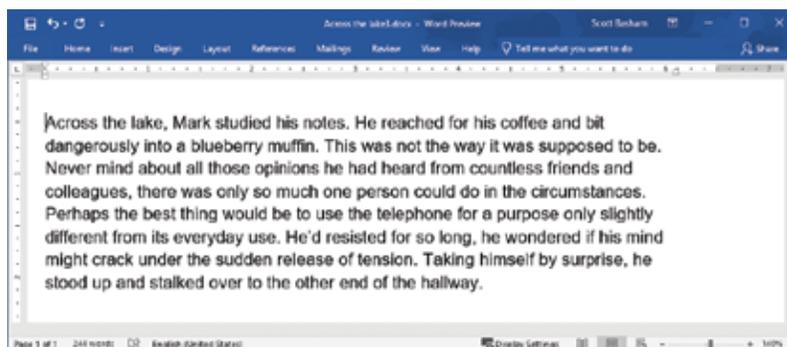


If you click on the Ribbon Display Options  icon at the top right of the screen you can change how the Ribbon and tabs will display.



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- 3 Double-click on the currently-active tab to hide the ribbon temporarily. This is useful if you want to maximize the amount of screen space available for viewing and editing your document

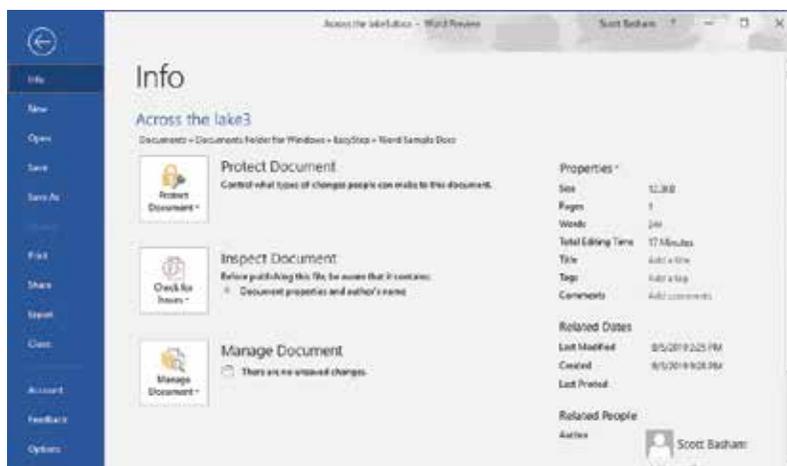


- 4 When the Ribbon is hidden in this way, clicking on a tab heading will temporarily reveal its contents. Double-click on a tab to restore the Ribbon permanently

- 5 Click on the File tab to see document information, together with other options for managing documents including printing, sharing and exporting. There is also a range of global options and account tools

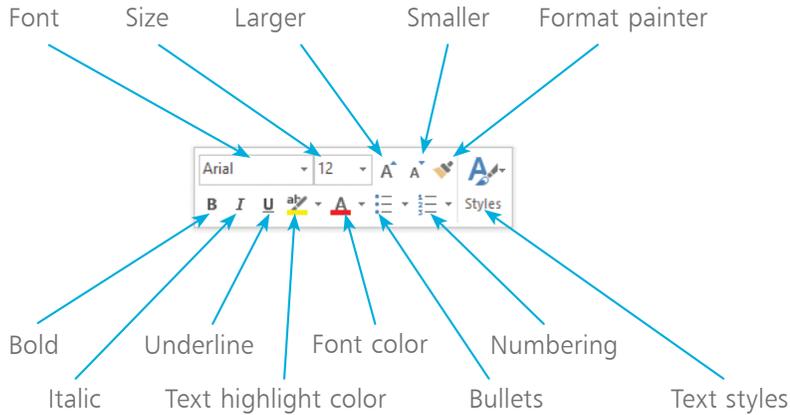


Word integrates seamlessly with a range of connected services such as OneDrive and YouTube, provided you are logged in to a valid Microsoft online account. See Chapter 8 "Sharing features" for more on this topic.



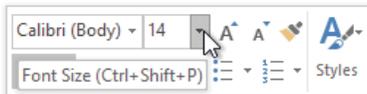
The Mini Toolbar

Whenever you have some text selected, the Mini Toolbar will appear nearby. It gives you immediate access to the most commonly-used text formatting options.



Using the Mini Toolbar

- 1 Type some text and then select it by clicking and dragging across it with the mouse
- 2 The Mini Toolbar will appear automatically just above the text, as in the illustration below



Jasper took a long look at his shoes' reflection and decided to call it an afternoon. Swaying slightly with the unfamiliar extra weight he ploughed a silent unwelcome furrow through the still-damp concrete and made it to the municipal buildings. He allowed himself several lungs of cold air then turned around

- 3 Click on one of the controls within the Mini Toolbar to change the appearance of your selected text
- 4 Repeat the process with other selected areas of text



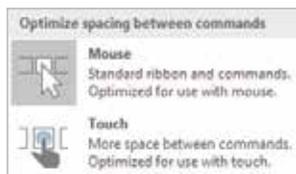
Some of the Mini Toolbar's controls have keyboard shortcuts. For example, bold can be set On and Off by typing Ctrl + B, and italic with Ctrl + I. To find out if a control has a shortcut, simply hover over it with the mouse pointer for a few moments. There is a handy reference table of keyboard shortcuts in the inside front cover of this book.



If the Mini Toolbar fails to appear when you hover over selected text with your mouse, try right-clicking. A pop-up context menu will appear with the Mini Toolbar immediately above.



Touch/Mouse Mode lets you choose between the best control layout for mouse or touch input. Touch input adds more space between commands and controls; this makes it easier to operate Word with a touchscreen.



If you use the Quick Access Toolbar's Undo button then a Redo button becomes available. Undo and Redo together allow you to step backwards and forwards through your actions.

The Quick Access Toolbar

The Quick Access Toolbar is the small collection of tools at the top of the screen above the File tab.

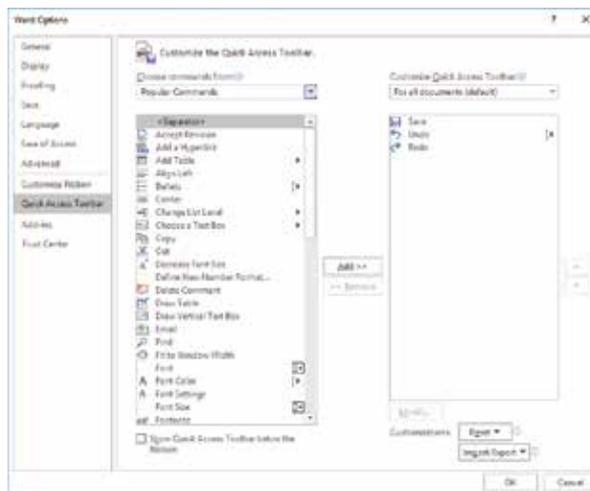
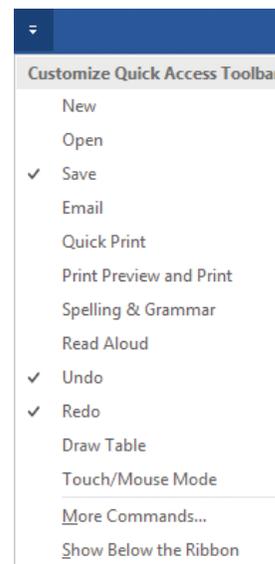


Customizing the Quick Access Toolbar

1 Click the Customize icon on the Quick Access Toolbar and select a command or choose More Commands to see the full list. Note there is also an option to place the Toolbar below the Ribbon

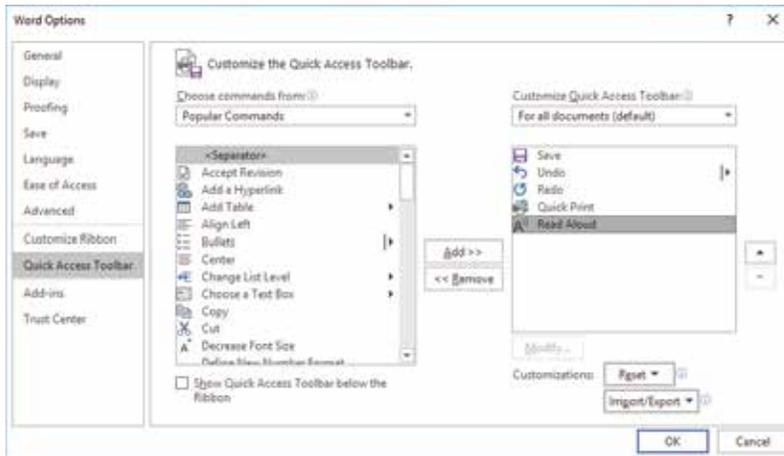
2 In the dialog, select from the Choose commands from drop-down list to see a list of Word commands

3 If you want customizations to be global, make sure “For all documents” is selected in the top right corner



...cont'd

- 4 Add icons by double-clicking in the left-hand list, or click once to select and then choose Add>>



In this illustration you can see that Quick Access Toolbar is the highlighted item at the left of the dialog. If you select the Customize Ribbon option directly above then you will have the opportunity to completely redesign Word's layout of controls.

- 5 Remove icons by double-clicking in the right-hand list, or click once to select and then choose <<Remove

- 6 You can control the order in which the icons appear in the Toolbar. To do this, select a command in the right-hand list then use the Up arrow and Down arrow buttons to change its position. The top item in the list will appear as the first icon at the left of the Toolbar

- 7 Click OK when done, or Cancel to abandon your changes. The Quick Access Toolbar will now show the icons you've selected



From the Customize Quick Access Toolbar dialog you can reset the Toolbar to its initial state by clicking the Reset button. It's also possible to import and export your customizations to a file.



In this illustration we selected the Read Aloud tool – this is a new feature illustrated in Chapter 10 “Tools for reviewing”.



You can also access these settings by activating the File tab, choosing Options, then selecting Quick Access Toolbar.



The Status bar also shows you current page, number of words, spelling/grammar information and zoom-level controls.

The Status bar

This bar at the bottom of the screen shows settings and options.

Customizing the Status bar

- 1 Right-click anywhere on the Status bar to see options
- 2 A tick beside an item means it's displayed in the Status bar. Click to toggle On and Off

In this illustration we can see that the Vertical Page Position is 2.7 inches.

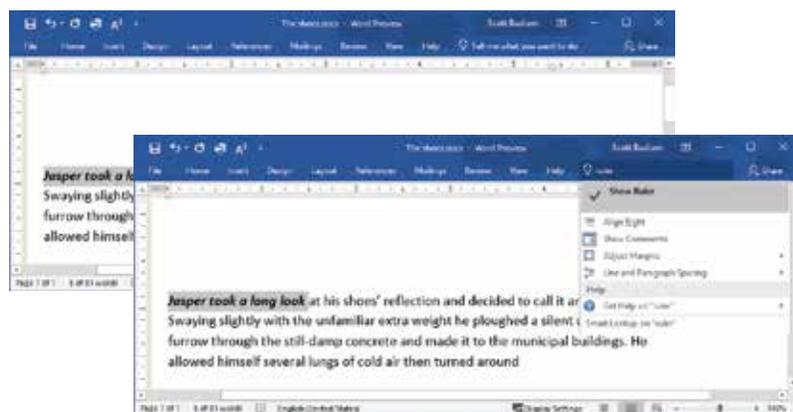


Tell Me

- 1 Type some text in the area “Tell me what you want to do”
- 2 Word will show you related commands, or options for searching Word help or using Smart Lookup



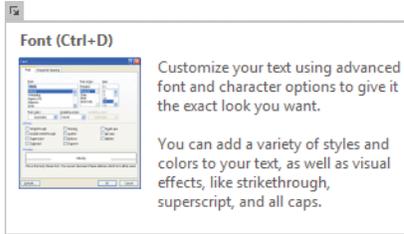
Smart Lookup makes use of a combination of sources including dictionaries, Wikipedia and more general web searches.



Getting help

1 Move your mouse over a command in the Ribbon. After a few moments a tooltip appears, showing you the name of the command (this is useful if it's displayed only as an icon in the Ribbon). You'll also see an explanation of its function

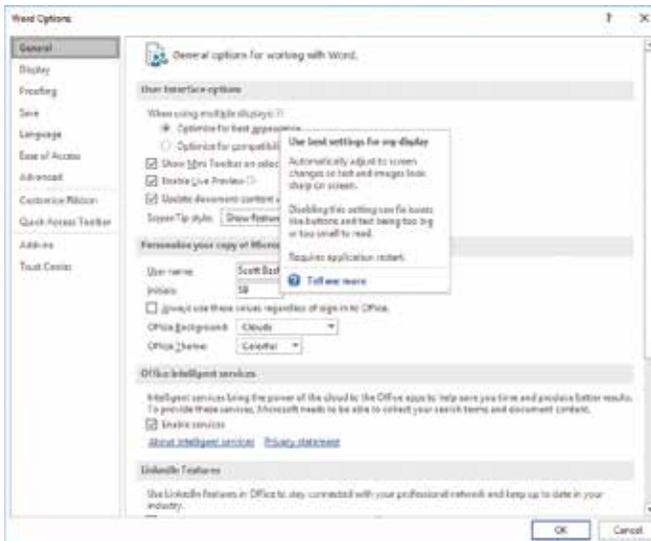
2 The  icon indicates that a dialog box will open if you click on it. If you hover over it you'll see a preview of that dialog



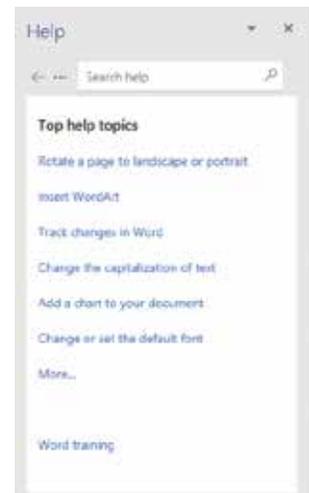
3 For more information about Word's features, press an  icon (if available) and a pop-up window will appear



Help is available in most of Word's dialogs and screens.



4 For more detail, click on the question mark icon in the top right-hand corner of a dialog box or press the F1 key. If your mouse was not pointing at any controls when you pressed F1 then a general searchable Help window appears





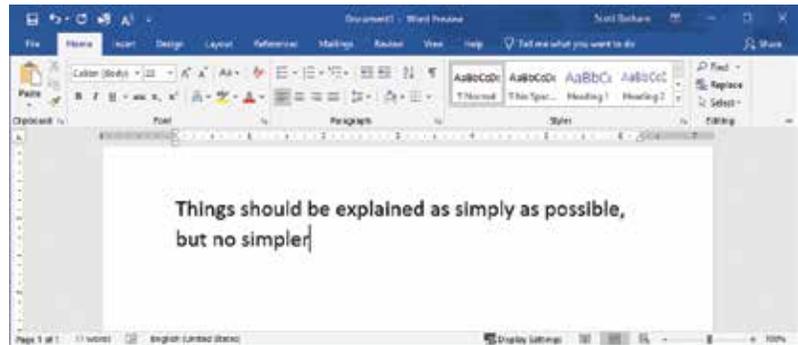
The words to the right of the insertion point will automatically move along to accommodate any text you are inserting.

Text editing

Text editing in Word is no different to programs such as Notepad, WordPad, Outlook, or PowerPoint. If you're already familiar with these basic skills then you can skip ahead to the next section.

Getting started

- 1 Start up Word so that you have a new blank document. If Word is already open then click on the File tab, then choose New, then "Blank document"
- 2 Enter some example text; enough for a line or two. Don't worry if you make mistakes as these will be easy to correct later on. Look for the flashing vertical line, known as the insertion point, which indicates where any new text will appear



- 3 You can easily move the insertion point anywhere in your text by clicking with the mouse. The arrow keys will also let you move up, down, left and right within any existing text. Move your insertion point so that it's somewhere in the middle of your text
- 4 If you type more text now it will be inserted at your current position. To remove text, use the Backspace key to delete the character to the left of your current position, or the Delete key to remove the character to the right. If you hold down either of these keys for more than a moment they will "repeat" and start deleting more characters



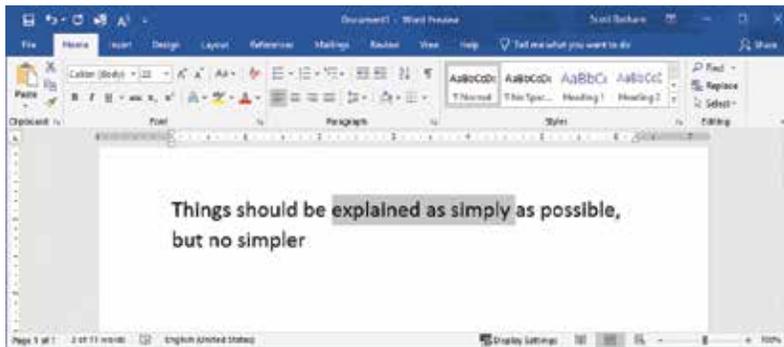
Word automatically works out when to start a new line without breaking words. If you want to force a new line, for example to begin a new paragraph, press the Return key or the Enter key.

Selecting text

Basic techniques

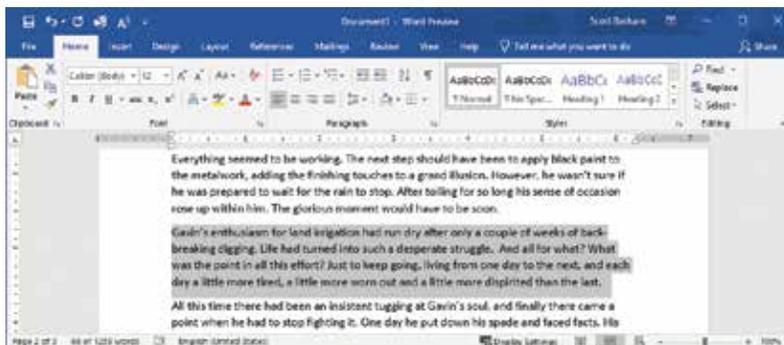
Selecting text is almost always the first step when formatting or editing, so it's worth knowing all the different techniques. There are quite a few methods for text selection that work consistently across many applications on your PC or Mac such as double-clicking to select a word. As you'd expect, this works in Word so now we'll look at this plus some more options.

- 1 Click and drag over the text you want to select. This is quick and easy for small amounts of text



- 2 If the wrong text is highlighted, click anywhere in the text editing area to cancel the selection, then try again

- 3 Double-click on a word to select it. Triple-click to select a paragraph. If you're using a touchscreen, tap twice to begin selecting then drag the circular handles to adjust the start and end of the selection



Using the arrow keys, or a mouse click, or a tap on a touchscreen, allows you to reposition your insertion point anywhere within the text. If you try to move beyond the existing text you'll find that the insertion point refuses to move. One way around this is to move just to the right of the last character and then add more text.



Don't be tempted to add extra spacing by pressing the spacebar many times. Although this will work up to a point, it's not the most flexible way of controlling spacing. You'll learn much better techniques for this in the next two chapters.



You can quickly select all the text in your document by clicking on the Select option in the editing section of the Home tab, and choosing Select All. The keyboard shortcut for this is Ctrl + A.

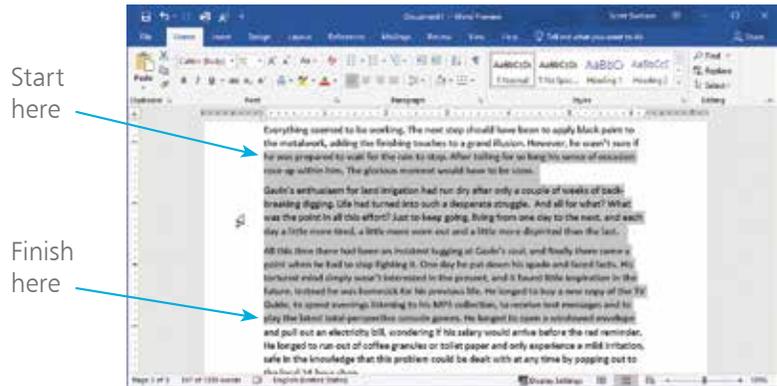
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More advanced techniques

It's worth experimenting with selection techniques, as after a while you'll be able to choose the best method each time instinctively.

1 Move your mouse into the left margin area. You can tell that you are in the correct area if the cursor turns into an arrow pointing to the right instead of to the left

2 Drag vertically to select whole lines of text



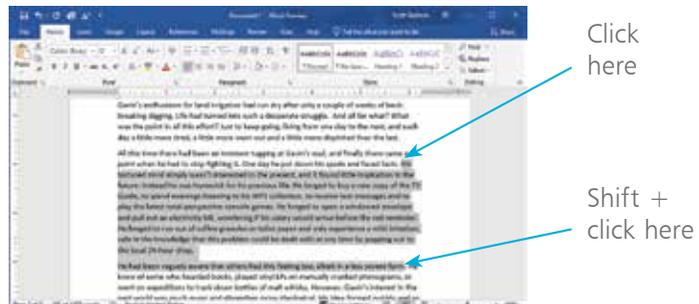
3 The easiest way to select larger amounts very precisely is to click the mouse at the start of the text

4 Locate the end of the area, scrolling if necessary

5 Hold down the Shift key and click. All text between the start and end will be selected. If you accidentally clicked at the wrong endpoint, simply Shift + click again



If you hold down the Shift key when clicking in the left margin area, the current selection will be extended up to the point where you clicked.



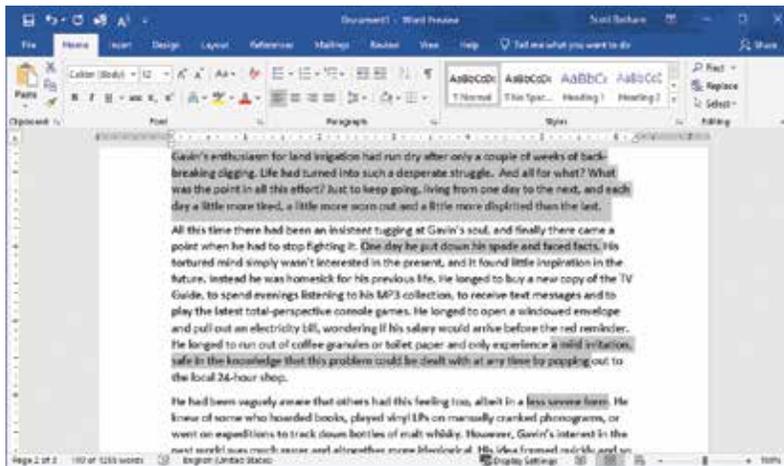
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Discontinuous text selection

- 1 Select some text using any of the previous techniques
- 2 Now, holding down the Control key, click and drag across some text that is separate from your original selection
- 3 Repeat this process to add more areas to your selection

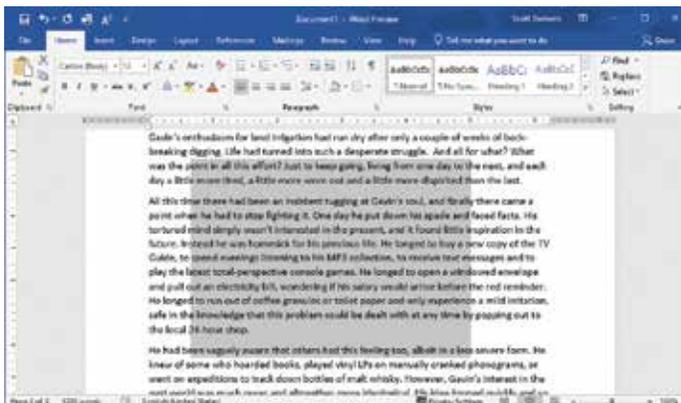


Anything you type, even a single character, will normally replace all selected text. For example, if you have three paragraphs selected and you accidentally press the spacebar, then all that text will be replaced with the space. If this happens, simply use the Undo button in the Quick Access Toolbar, or type Ctrl + Z.



Selection with the Alt key

If you click and drag while holding the Alt key down, you'll select all text in a rectangular area. This is fun, although of questionable practical use.

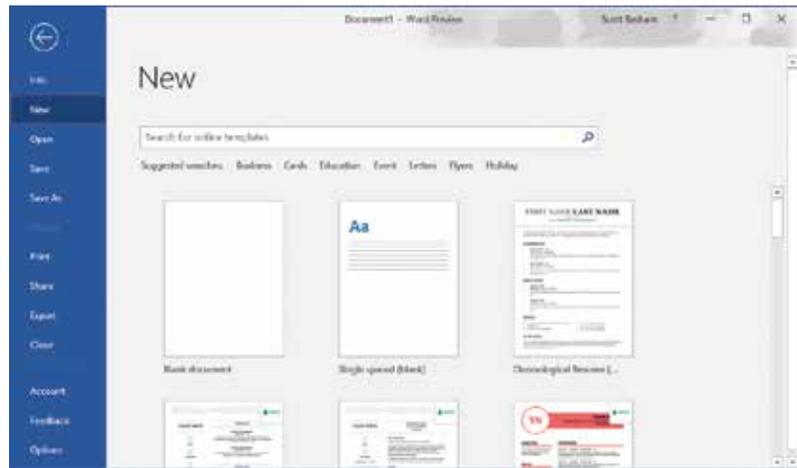


Working with files

Chapter 7 “Files and settings” will look at file manipulation in detail, so for now we’ll just concentrate on the simplest way to store and retrieve your work.

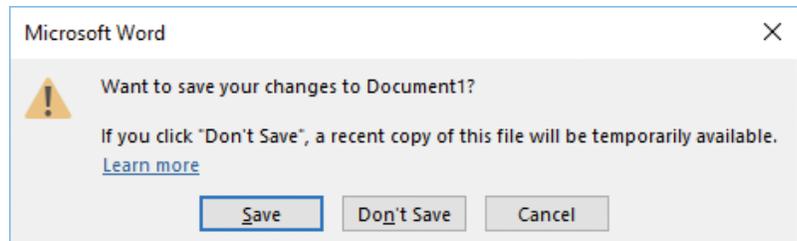
Starting a new document

- 1 When you start up Word you’ll automatically be shown options for beginning a new document. If you’re already using Word and are ready to create another new document, select the File tab and click New



Saving your work

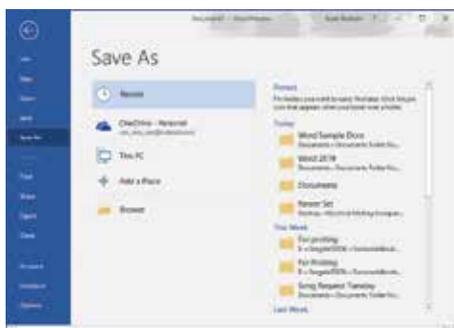
- 1 If you attempt to close down Word without saving you’ll see the following message. Click Save if you want to save your work before quitting



If you accidentally shut down Word you might still have a chance to recover your work. When you reopen the document a message may appear, giving you the option of using the most up-to-date version of your document. In some cases this may be a copy Word saved automatically for you.

...cont'd

- 2 Another way to save your work is to click on the Save icon in the Quick Access Toolbar. If you have saved the document previously, Word simply saves using the same name and file location as before. If this is the first time for saving the document, you'll see the following screen

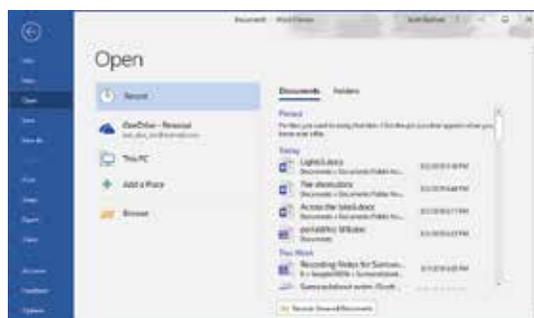


If your document has already been saved, but you want to save a new copy rather than overwrite the previous version, go to the File tab and select Save As instead of Save.

- 3 Click on one of the places listed then choose a folder by clicking (or use the Browse button), then click Save in the next dialog

Opening a saved document

- 1 Select the File tab then click Open



If you haven't yet started up Word then you can speed things up by locating your document then double-clicking on its icon. This will start up Word and open the document automatically.

- 2 Under Open, choose Recent, the online storage options, This PC, or Browse to access a local file

- 3 If you chose Browse then click through the structure of folders and select a file in the standard Windows dialog

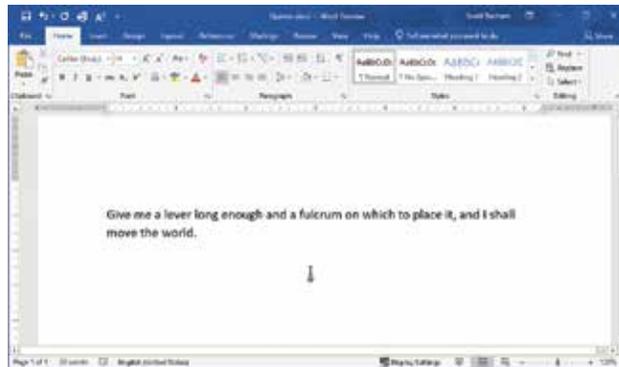
Click and type

Provided you are in Word's Print Layout or Web Layout view, you can easily add text anywhere on the page.

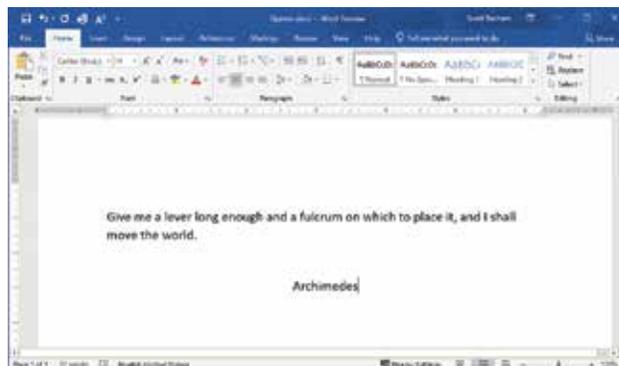
- 1 First make sure that Print Layout view is selected from the Page View icons in the Status bar at the bottom of the screen



- 2 Move over a blank area. The pointer icon will indicate to you whether new text will be aligned left, right or centered. The example below shows the icon for centered text. Double-click to establish a new insertion point



- 3 Type in some new text. Word will create any new blank lines necessary to allow the text to be positioned correctly. It also applies the correct form of alignment



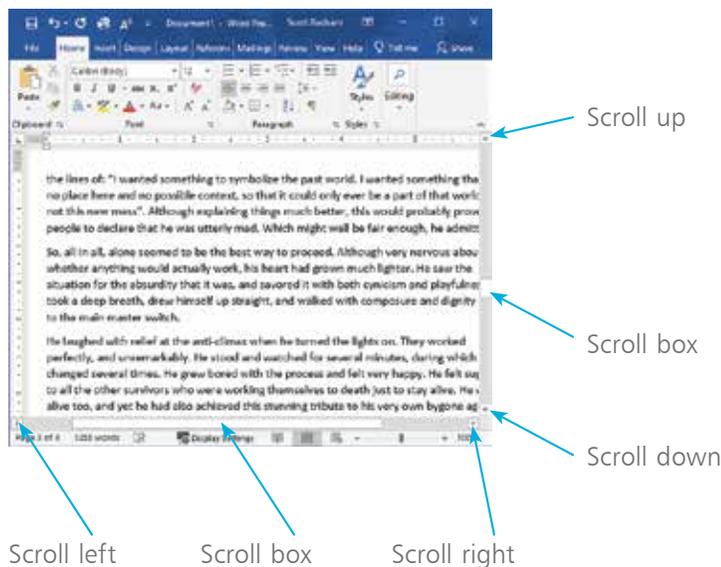
If click and type doesn't appear to work, click on the File tab and choose Options. Select Advanced and make sure that the option "Enable click and type" is activated.



You'll learn more about controlling left, right and centered text in Chapter 2.

Basic navigation

When your text is too large for the document window, you'll need to use one of the following navigation methods:



The scroll boxes' positions let you know where you are in a document. For example, when the vertical scroll box is at the top of the scroll bar, you are looking at the top (the beginning) of the document.

Quick ways to scroll

- 1 Drag the scroll box directly to a new position
- 2 Click in the scroll bar to either side of the scroll box. The document will immediately scroll in that direction one screen at a time
- 3 As you move your insertion point with the arrow keys on the keyboard, Word will scroll so that it can always be seen
- 4 If your mouse has a wheel, this can usually be used to scroll vertically through your document
- 5 The PgUp (Page Up) and PgDn (Page Down) keys will move you up and down one screen at a time
- 6 If you have a touch-enabled screen, place your finger inside the text area and swipe up or down to scroll



As you scroll down, the scroll box moves like an elevator down a shaft. The size of the box indicates how much of the document you can see (if the box occupies a third of the scroll bar, then you're viewing a third of the document).

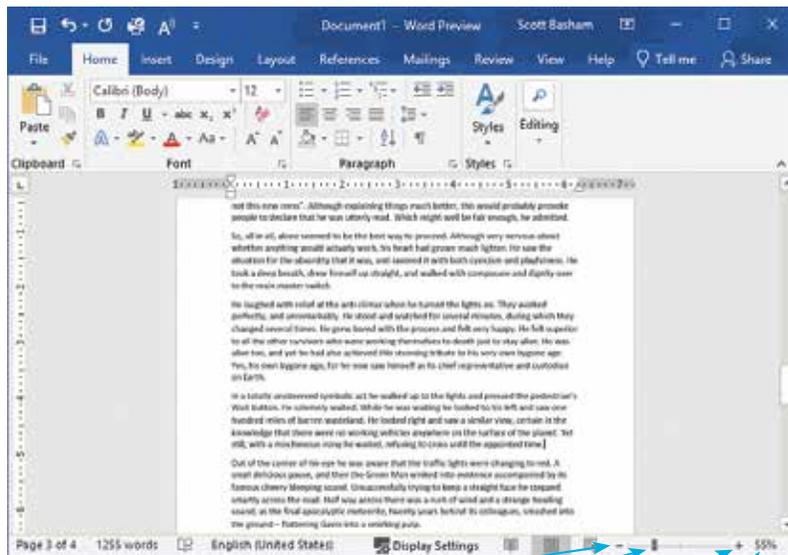


Remember to consider the size of Word's main window – in most cases it should be maximized. Note, however, that in this book we often use smaller windows so that we can concentrate on a particular part of the screen or set of controls.

...cont'd

Zooming

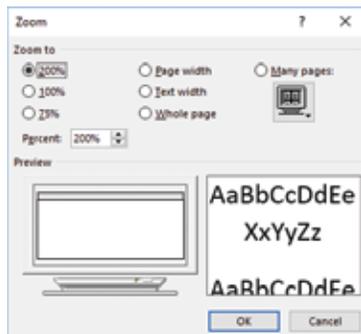
This allows you to control the level of magnification on screen. The zoom controls are in the bottom-right corner.



Zoom out Adjust zoom level Zoom in Zoom level

The Zoom dialog box

- 1 Click on the “Zoom level” icon (displayed as “55%” in the example above) to open the Zoom dialog box



- 2 Choose one of the options, or enter a percentage value directly. “Text width” is a good option to use if you like to avoid horizontal scrolling

- 3 Click OK to apply the zoom level

Themes for Word's interface

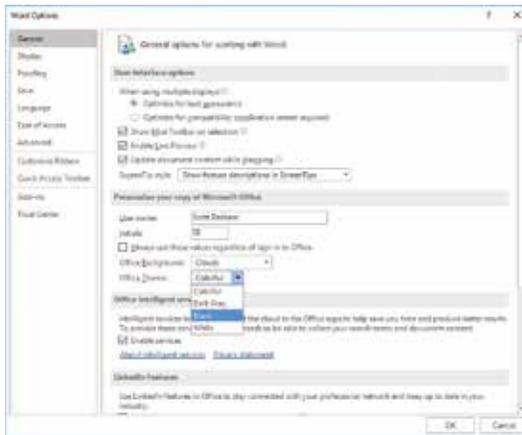
There are two types of Themes in Word. In Chapter 4 “Structured documents” we’ll see how Themes in the Design tab can give you a powerful set of controls to quickly change the overall design of your document. The other type of Theme, accessible from the Options dialog, lets you change the overall user interface for Word.

Changing the Theme

- 1 Go to the File tab and choose Options
- 2 The General section of the dialog appears by default. Under “Personalize your copy of Microsoft Office” select a different Office Theme



The Black Theme is a new addition introduced with Word 2019.



- 3 When you click OK you will see Word's interface and general color scheme for windows, controls and dialogs change. This does not affect your documents' contents





Word 2019 vs Office 365

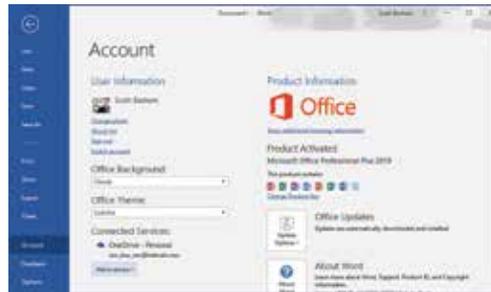
Word 2019 and Office 365 are closely related. Most of the features and techniques you'll see explained in this book will work equally well with both versions. So what exactly is the difference between them?

Office 365 has for some time been Microsoft's Cloud-based subscription service, giving businesses and individuals access to the entire range of Office products. Cloud-based services provide easy synchronization of files and remote access. Another key difference is how the user pays for the software. For a subscription service, such as Office 365, payments are made monthly or yearly. The user is effectively renting rather than buying software outright. This means a smaller initial outlay, but the cost is ongoing.

Word 2019 as a product comes with a perpetual license, so this is a one-off purchase. Microsoft recognizes that some people prefer this concept of ownership, and also that some are not yet interested in the features and benefits of Cloud-based services.



If you go to the File tab and choose Account you'll see which version of Word you're using. You can also control how often updates are downloaded and installed.



There is another important difference when it comes to support and updates for Word. If you're using Office 365 then its software is in support as long as you keep paying the subscription. Furthermore, when Microsoft is ready to add new features to the Office applications then these updates are automatically installed and available to the user.

Word 2019, on the other hand, has its feature set frozen at the time it's released. Microsoft will offer support for security and bug fixes over a set period of years – certainly for some time after the next version of Word is released. However, new features are not added continuously as with Office 365. To get extra functionality you'll either need to purchase a newer version of Word (when it's released) or switch to an Office 365 subscription.