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Finding your way around

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1

Finding your way around

This chapter quickly gets you started with Word.

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 looking at the main controls and how they are organized and accessed.

- 8** Introduction
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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**.

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 1980s.

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 updating Word, 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 illustrated 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.

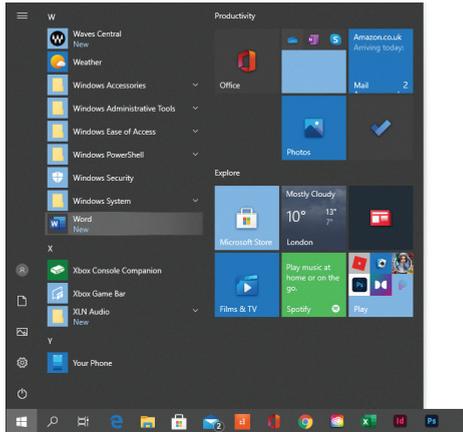
It's a good idea to start off by going through Chapters 1 and 2 fairly thoroughly, since these introduce basic concepts that are added to later on. Once you've done this, feel free to dip into the other chapters as you like.

Starting Word

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

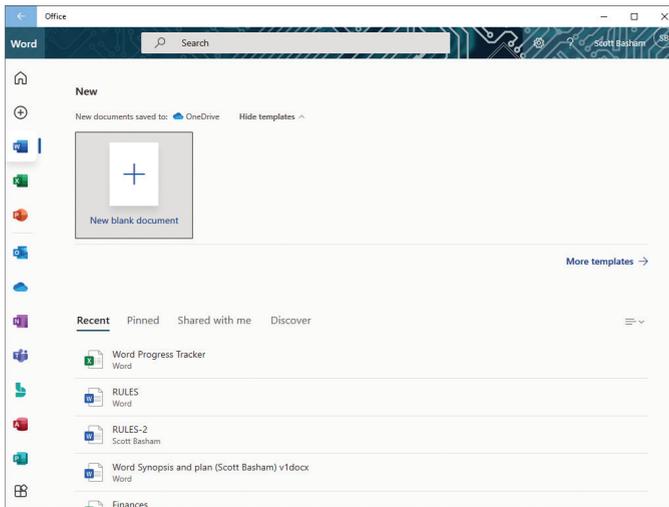


- 2 If Word isn't in the **Recently added** or **Most used** sections, scroll through the alphabetical list and choose Word

- 3 Alternatively, click on the **Office** icon in the Taskbar



- 4 A window opens with installed Office applications listed on the left. Click on the **Word** icon and choose **New blank document** or select a file



Another method is to click on the magnifying glass icon at the left of the Windows Taskbar, and type "Word". You'll see a list of matches including the Word application and any recently-used Word files.



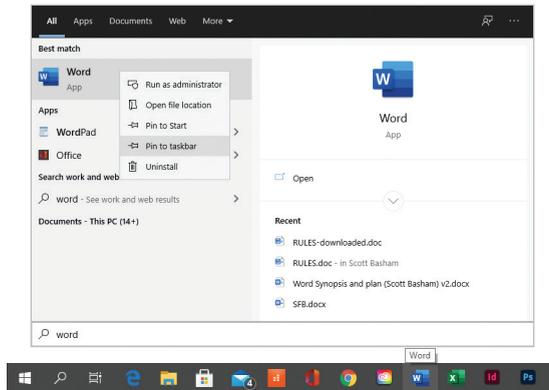
For more details and help on accessing and organizing applications and documents, check the range of books in the **In Easy Steps** series. There are a number of books covering each version of the Windows operating system.

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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. Select by right-clicking to see a pop-up menu
- 2 Click **Pin to taskbar** (click **More** first if necessary)

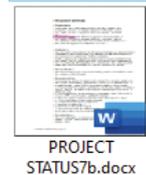
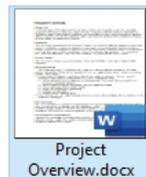
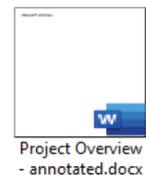


- 3 You can now launch Word from the Taskbar. To remove it, right-click on the icon and choose **Unpin from taskbar**

Opening a document directly from Windows File Explorer

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

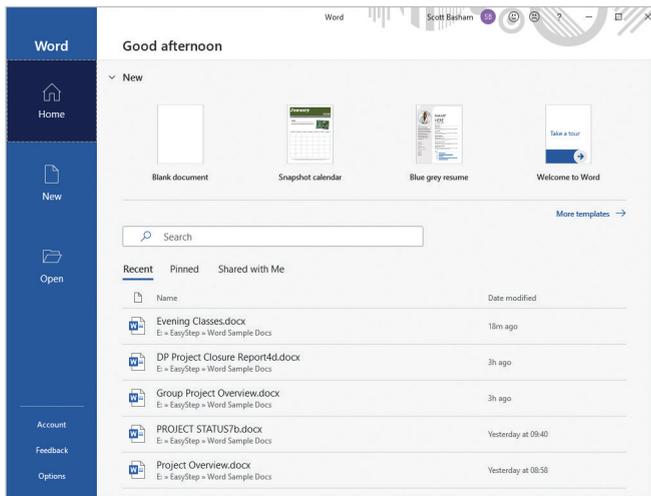
- 1 Locate your Word document using Search or the Windows File Explorer
- 2 Clicking on a search result or double-clicking in File Explorer will launch the associated program (in this case, Word) and automatically open the file



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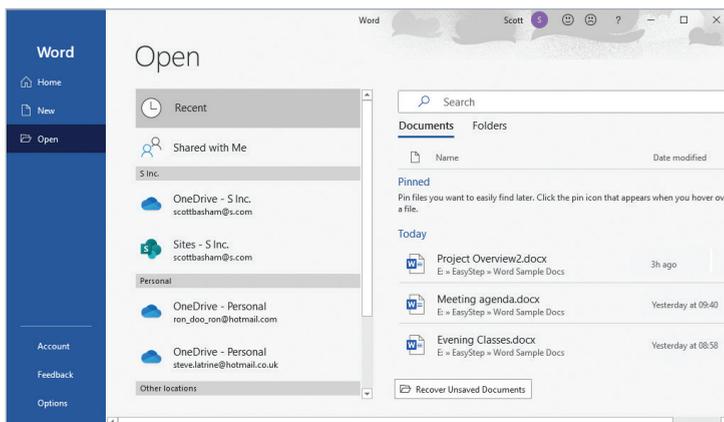
The initial screen

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, which you can easily substitute with 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** icon on the left. At the bottom of the Open list, the **Browse** option takes you to a standard Windows file dialog

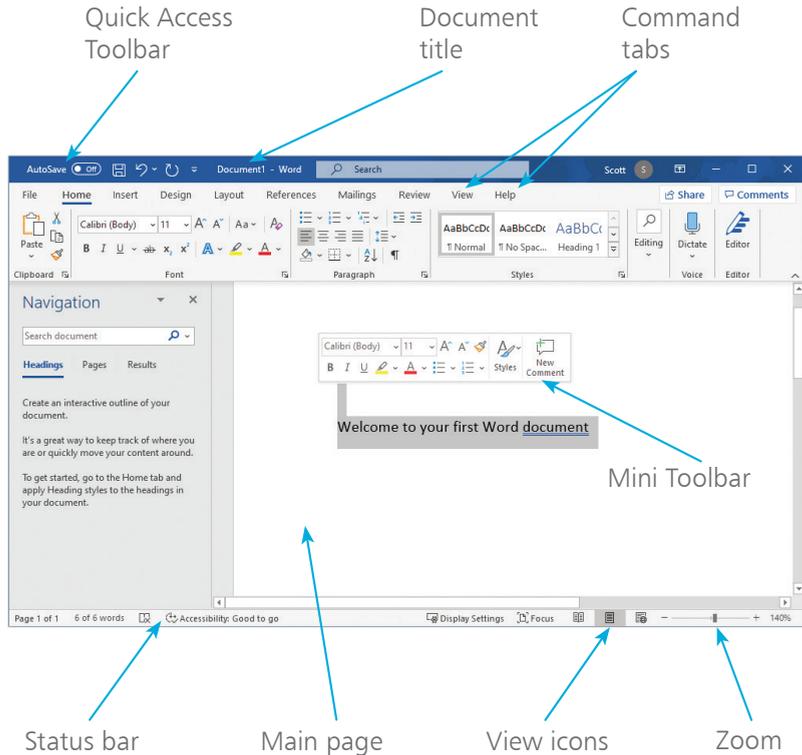


The main screen

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



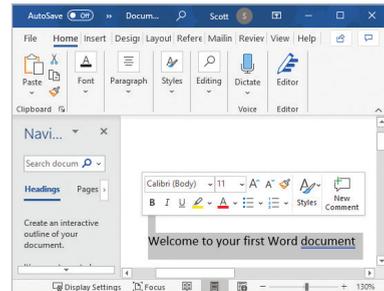
Don't worry if your screen doesn't exactly match this illustration: Word's display is highly customizable and most visual elements can be switched on or off according to your own preferences. You will find tips on how to do this throughout the book.



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).

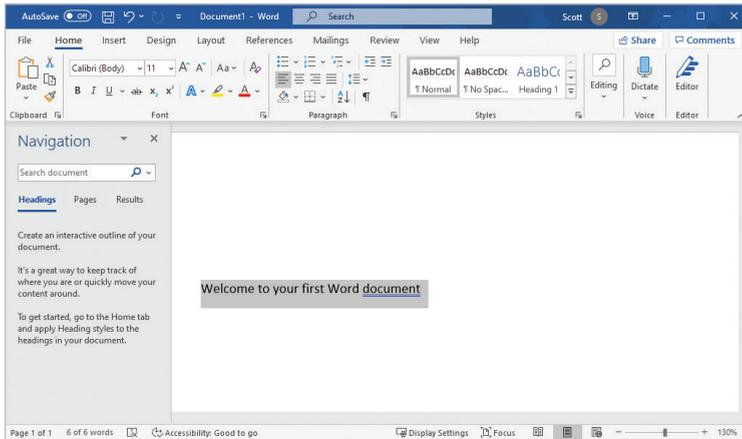
As you can see from the two illustrations on this page, Word automatically resizes and reconfigures its workspace and controls to make the best use of the space available.

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

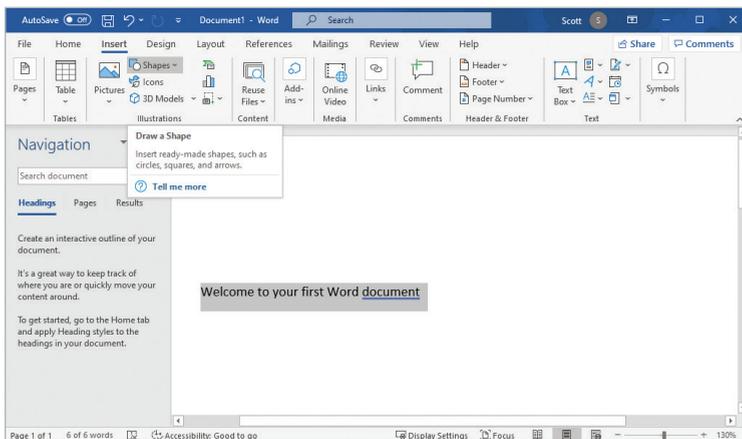
Near the top of the screen is the Ribbon, which gives you access to most of Word's controls within a few mouse clicks. It's divided into a number of tabs, only one of which is active at any time. In the example below, the Home tab is showing basic text-editing and formatting features.



In this example, the highlighted text changes its appearance as the controls in the Ribbon are used. It is currently formatted using the **Normal** style. If the mouse hovers over the **Heading 1** style, 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 11 sections



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

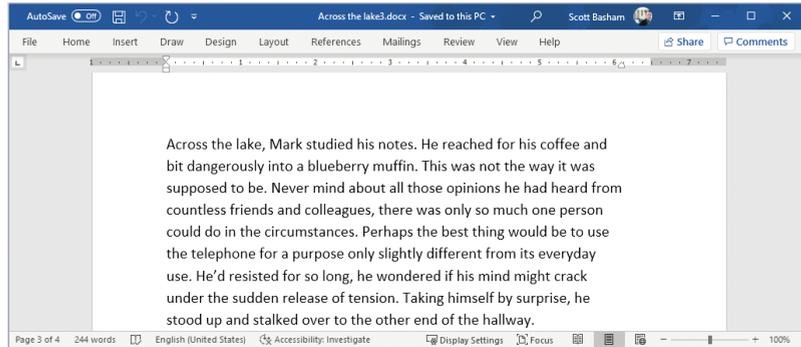


If you click on the Ribbon Display Options icon  at the top right of the screen you can change how the Ribbon and tabs will display.

| | |
|---|---|
|  | Auto-hide Ribbon Hide the Ribbon. Click at the top of the application to show it. |
|  | Show Tabs Show Ribbon tabs only. Click a tab to show the commands. |
|  | Show Tabs and Commands Show Ribbon tabs and commands all the time. |

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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

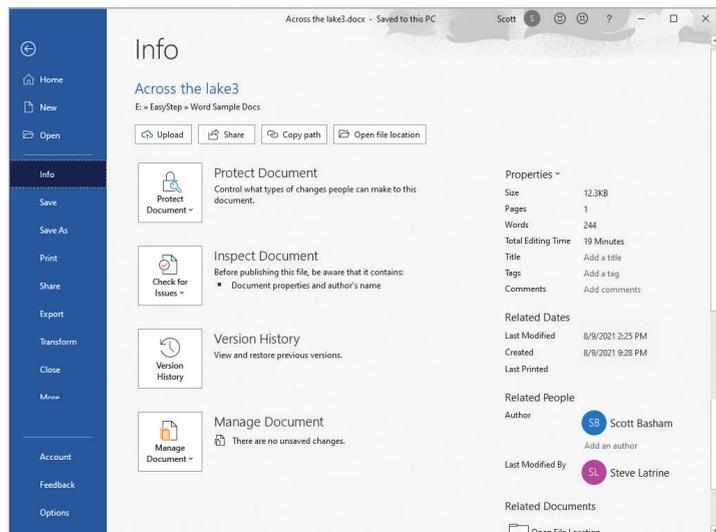


- 4 When the Ribbon is hidden in this way, clicking on a tab heading will temporarily reveal its contents. Double-click on a tab to restore the Ribbon permanently

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

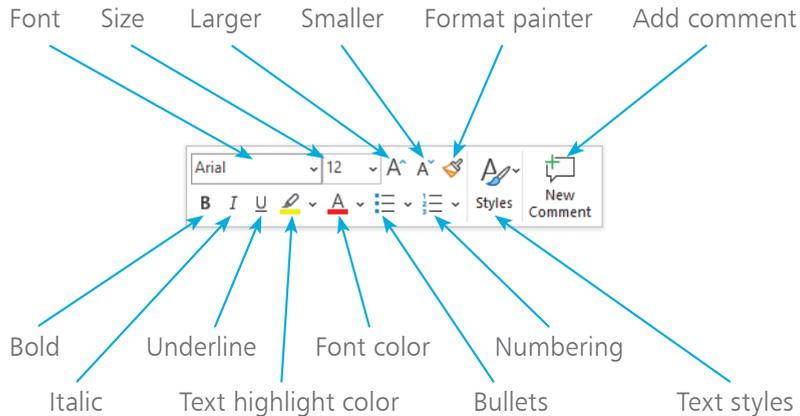


Word integrates seamlessly with a range of connected services such as OneDrive and YouTube, provided you are logged in to a valid Microsoft online account. See Chapter 8 for more on this topic.



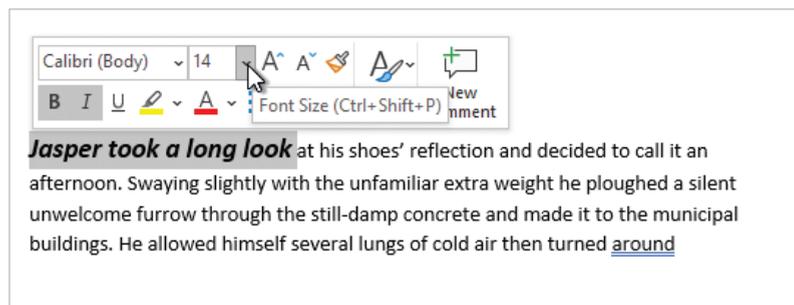
The Mini Toolbar

Whenever you have some text selected, the **Mini Toolbar** will appear nearby. This 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



- 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 on 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 device.

Optimize spacing between commands



Mouse
Standard ribbon and commands.
Optimized for use with mouse.



Touch
More space between commands.
Optimized for use with touch.



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

The Quick Access Toolbar

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

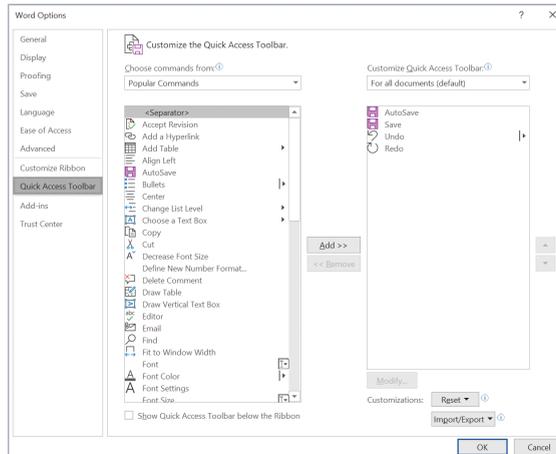
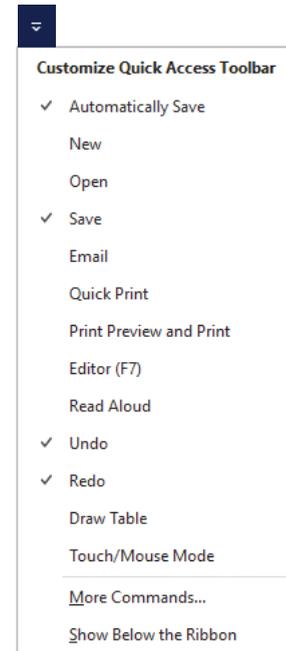


Customizing the Quick Access Toolbar

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

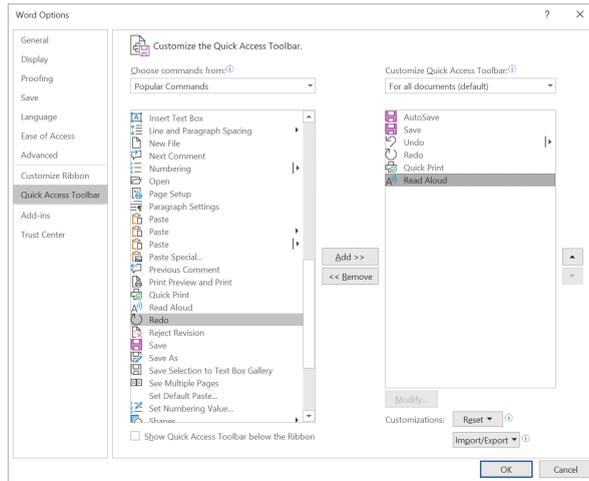
2 In the dialog, select from the **Choose commands from:** drop-down list to see a list of Word commands

3 If you want customizations to be global, make sure **For all documents (default)** is selected in the top-right corner



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



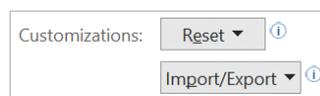
- 5 Remove icons by double-clicking in the right-hand list, or click once to select and then choose <<**Remove**

- 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 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.



In this illustration we selected the **Read Aloud** tool – this feature is covered on page 195.



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

The Status bar

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

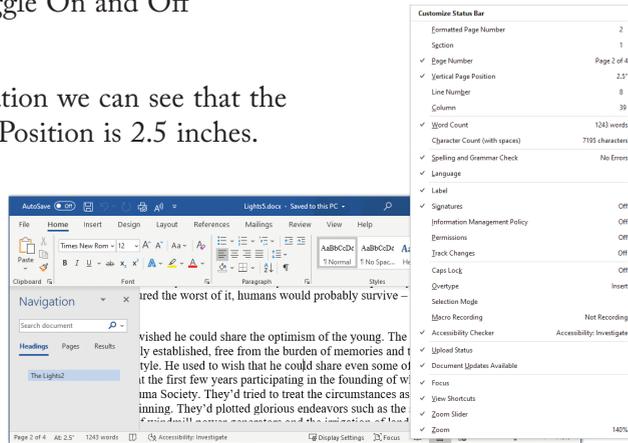
Customizing the Status bar

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



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

In this illustration we can see that the Vertical Page Position is 2.5 inches.

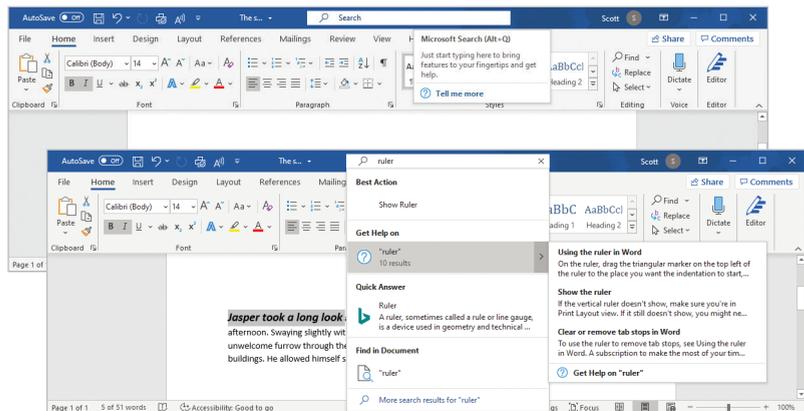


Search

- 1 Click on the magnifying glass icon in the Title bar
- 2 Type in some text. Word will show you information on related commands or options for searching Word help



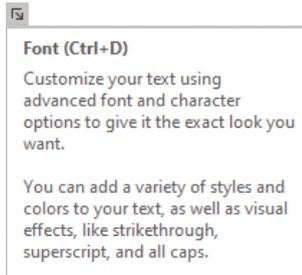
Search makes use of a combination of sources including dictionaries, Wikipedia and more general web searches.



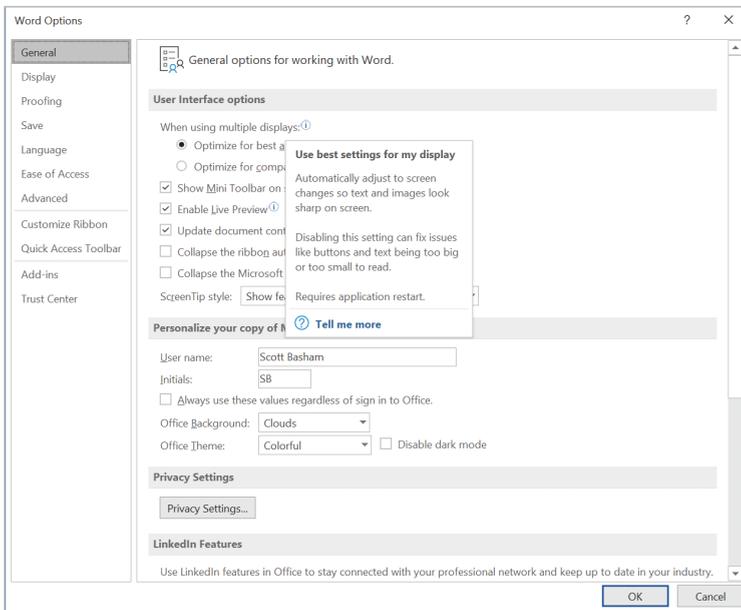
Getting help

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 temporarily see a quick overview explaining the purpose of the dialog



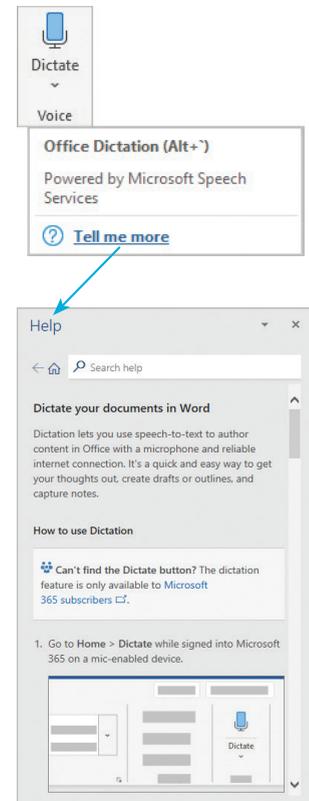
3 For more information about Word's features, press the  icon (if available) and a pop-up window will appear



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



Help is available for most of Word's dialogs, screens and controls.





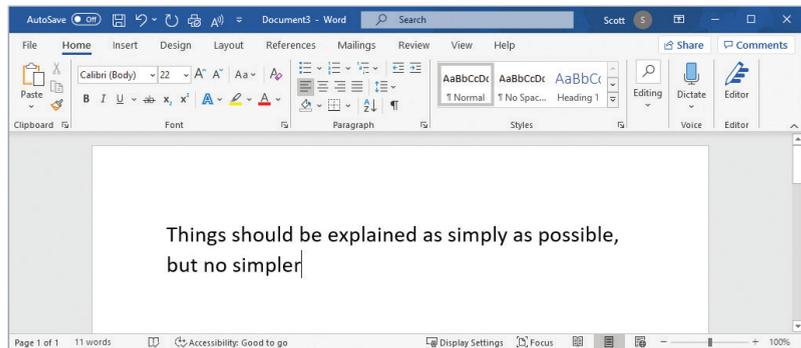
The words to the right of the insertion point will automatically move along to accommodate any text you are inserting.

Text editing

Text editing in Word is no different from 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



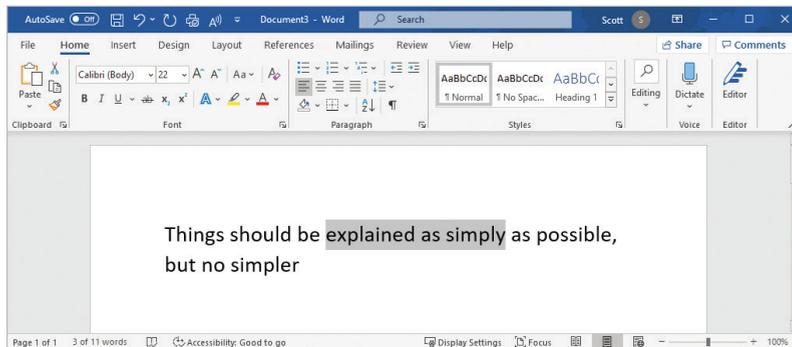
Word automatically works out when to start a new line without breaking words. If you want to force a new line – for example, to begin a new paragraph – press the **Return** key or the **Enter** key.

Selecting text

Basic techniques

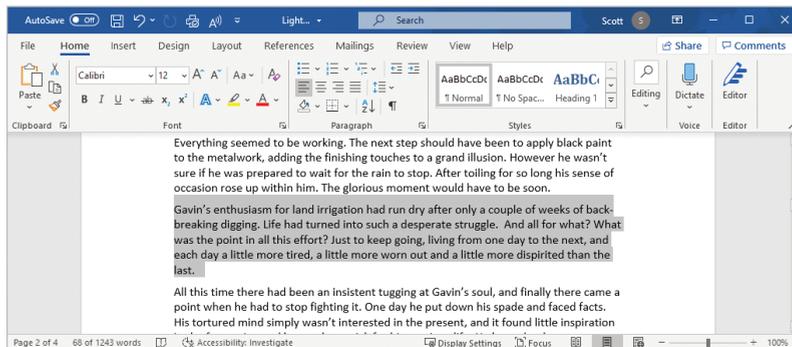
Selecting text is almost always the first step when formatting or editing, so it's worth knowing all the different techniques. There are quite a few methods for text selection that work consistently across many applications on your PC or Mac, such as double-clicking to select a word. As you'd expect, 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 device, 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 device 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.



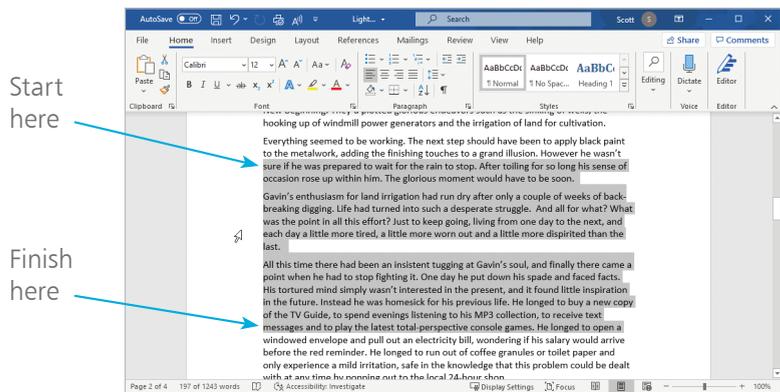
You can quickly select all the text in your document by clicking on the **Select** option in the Editing area of the **Home** tab (see page 61), and choosing **Select All**. The keyboard shortcut for this is **Ctrl + A**.

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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.

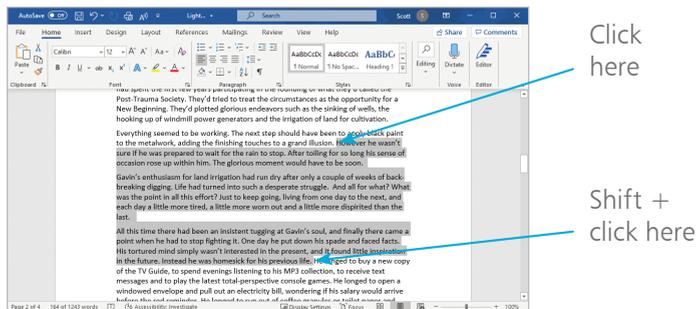
- 1 Move your mouse into the left margin area. You can tell that you are in the correct area if the cursor turns into an arrow pointing to the right instead of to the left
- 2 Drag vertically to select whole lines of text



- 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 press **Shift** and click again



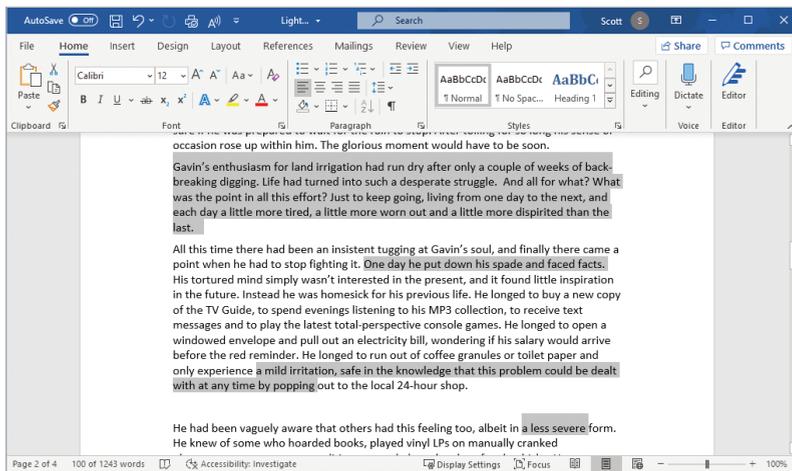
If you hold down the **Shift** key when clicking in the left margin area, the current selection will be extended up to the point where you clicked.



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Discontinuous text selection

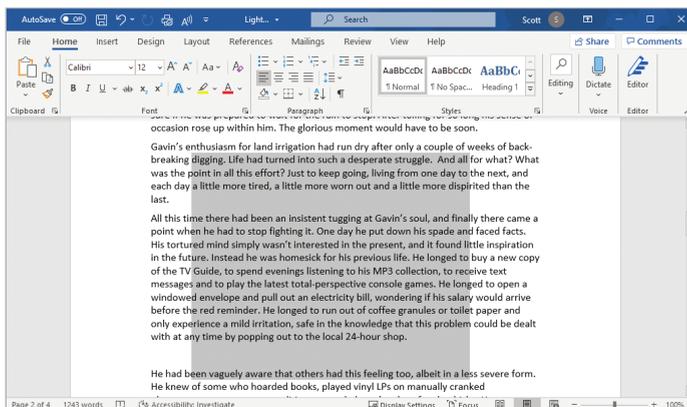
- 1 Select some text using any of the previous techniques
- 2 Now, holding down the **Ctrl (Control)** key, click and drag across some text that is separate from your original selection
- 3 Repeat this process to add more areas to your selection



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.

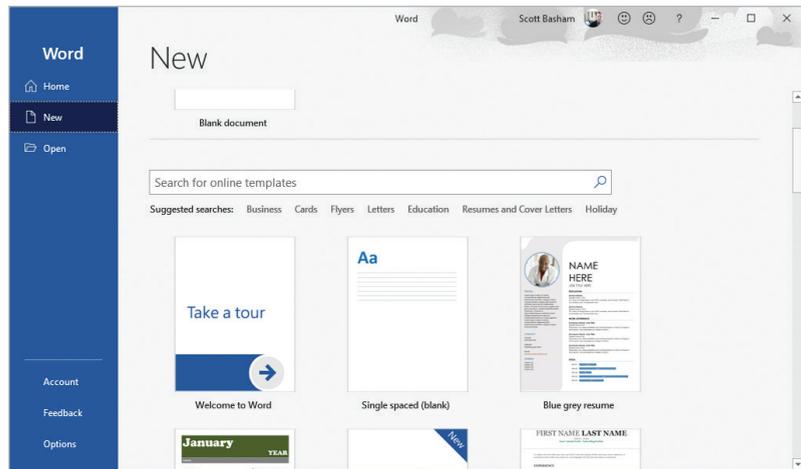


Working with files

Chapter 7 looks 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 can click **New** on the Home screen. If you're already using Word and are ready to create another new document, select the **File** tab and click **New**



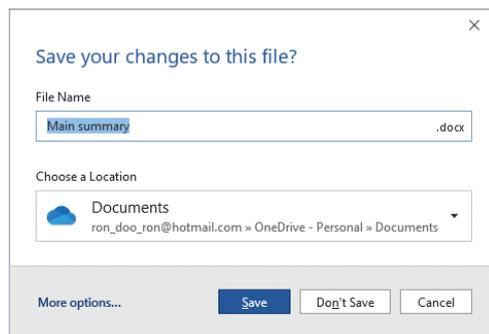
When saving a new document Word proposes a file name based on its starting text. You will probably want to edit this into a more suitable document name.



Before clicking the **Save** button check the Location field. If a suitable location is not available in the selection menu then click **More options...** to see a standard Windows file dialog box.

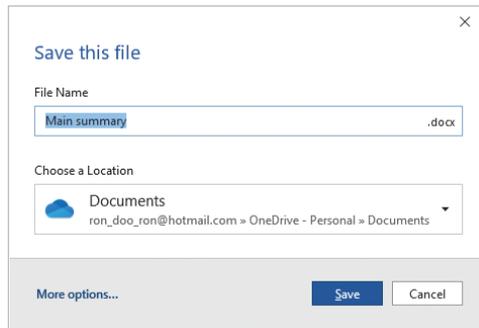
Saving your work

- 1 If you attempt to close down a new document without saving you'll see the following message. Click **Save** if you want to save your work before quitting



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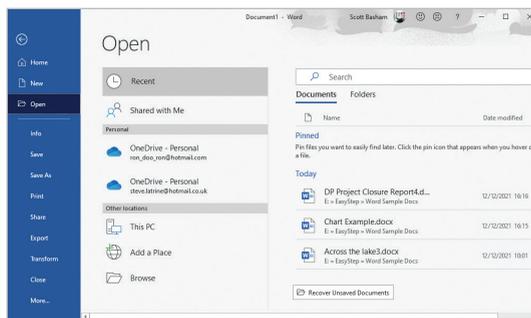
- 2 Another way to save your work is to click on the **Save** icon in the Quick Access Toolbar. If you have saved the document previously, Word simply saves using the same name and file location as before. If this is the first time the document is being saved, you'll see the following screen:



- 3 Choose a file name and location. If a suitable location is not one of the listed items then either choose **More locations** at the bottom of the list or **More options...**

Opening a saved document

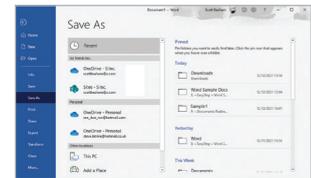
- 1 Select the **File** tab then click **Open**



- 2 Under **Open**, choose from the recent files, 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



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.



If you haven't yet started up Word then you can speed things up by locating your document using your computer's file system (e.g. File Explorer or the Finder) then double-clicking on its icon. This will start up Word and open the document automatically.

Click and type

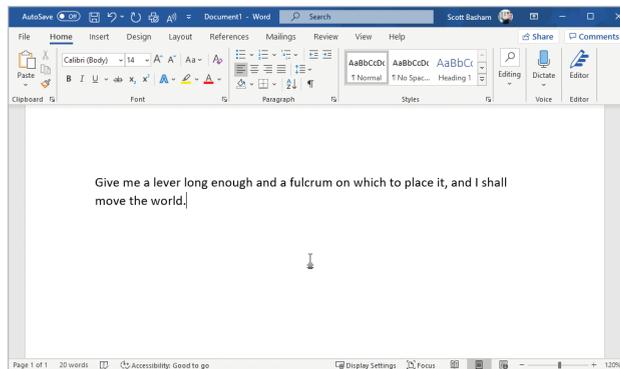
Provided you are in Word's **Print Layout** or **Web Layout** view, you can easily add text anywhere on a page.

- 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

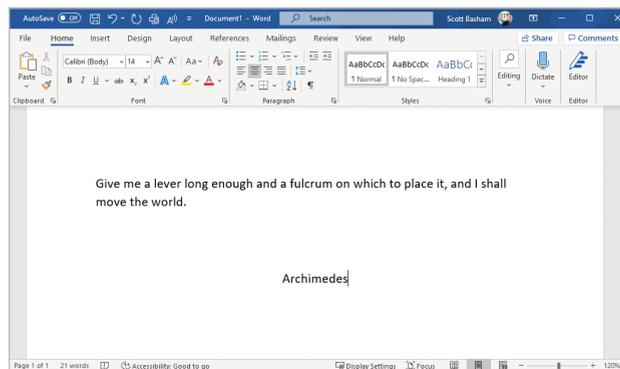


Print Layout view

- 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



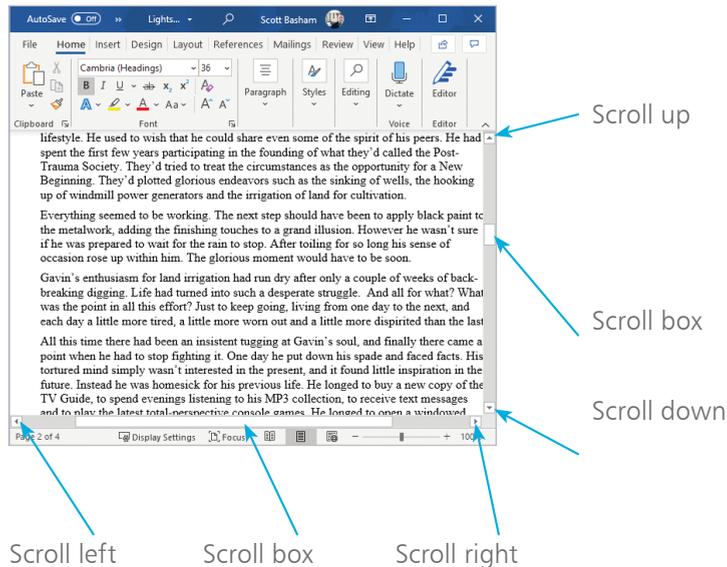
If click and type doesn't appear to work, click on the **File** tab and choose **Options**. Select **Advanced** and make sure that the **Enable click and type** option is activated.



You'll learn more about controlling left, right and centered text on page 40.

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).

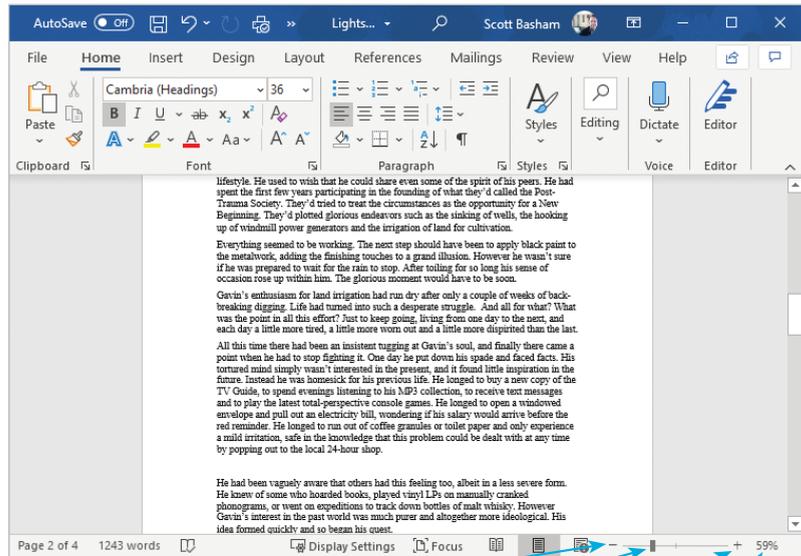


Remember to consider the size of Word's main window – in most cases it should be maximized. Note, however, that in this book we often use smaller windows so that we can concentrate on a particular part of the screen or set of controls.

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Zooming

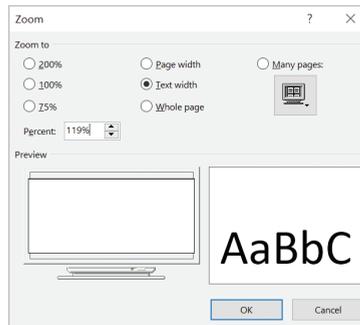
This allows you to control the level of magnification on screen. The zoom controls are in the bottom-right corner.



Zoom out Adjust zoom level Zoom in Zoom level

The Zoom dialog box

1 Click on the **Zoom level** icon (displayed as “59%” 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'd like to avoid horizontal scrolling

3 Click **OK** to apply the zoom level