Microsoft Word Handout - Week Two (3/5/18)

Although we have primarily shown Word 2007, this format is consistent with all versions since then. I will concentrate on Word 2010 in this session. It should be noted that the command format of 2003 and prior is quite different. Word (Office) was always named for the year it came out - but a version was not issued every year. History shows that Word 95 led to 97 which led to 2000 which became 2002 and then 2003. A major revision was done to Word (and all of Office) for 2007. Version 2007 uses the Ribbon Format across the top versus the conventional Toolbar/Menu Format. Getting used to the new one can take some effort. Fewer and fewer people are using the older versions, but knowing this format can be helpful - especially if you load a free office suite such as Open Office, LibreOffice or WPS Office.

You can find Tutorial Videos online for all versions of Office that can be watched at your leisure. It is possible to pause these videos, to allow you to perform exercises. By "doing" is how you really become proficient in the any application. One set of lessons can be found at https://www.youtube.com/watch?v=fUkh3yWm3d4 and another is found at https://www.youtube.com/watch?v=a_ddFubJ3tc. Just type into Google the version of Word you are using followed by the word "tutorial". It will lead you to countless videos that can be very helpful. Most of these lessons assume you have the program that that you are learning already installed on your computer so, as stated above, you can pause the video and actually perform the task indicated.

I've also found help online for the free versions of Word Processors such as Open Office or LibreOffice. Since these are a little less common, instructional videos are a little harder to find. You may have to find your way through these.

Activating Office 2003 and 2007

Starting with version 2003, not only do you need the product's 25 character identification code to load MS Office, but you need to use that same number to "activate" the product. Without activation the programs will only work for a short period of time. When activated - registering the number with Microsoft - the program becomes official. This is done on the Internet and takes only seconds. When purchased, older versions of Office (e.g. 2010) could be activated three times with the same number, on three different machines. The later versions did away with the three-activation feature in favor of the 365 version.

In this week's meeting we will discuss many of the features found under the File-Options menu. This is in addition to the icons available on the ribbons. Without listing details here, we will demonstrate how to change the default format of a saved document, the default file location for saving, how autocorrect works

Examples of Fonts

This is typed in Times New Roman 12 (often the default font). Default can be changed.

This is Century School Book. It looks a lot like Times Roman. This is often the choice for bulletins and pamphlets. This is also a 12 font and looks bigger than TNR.

This is typed in Comic Sans - size 18 - *This is Italic*
This is (obviously) underlined (Bedini-14)

This is size 8 (Too Small for Anything except contracts…ha). You can even use smaller fonts, but I can't imagine why. This is size 4

Size 4

This is Arial (12). It is usually the choice of engineers. **This would be a bold engineer.**

Old English (size 20) is interesting.

Names of fonts in the dropdown are shown in that font. This is Edwardian Script(20)

This is Century Gothic – It uses 30% less ink than Times Roman or Ariel

WORD 2000 AND LATER HAVE 200 FONTS (THIS IS BROADWAY – 14)

Paragraphs

We are now going to see how to work with some tabs and indentation tools. Part of the power of MS Word is its ability to make a letter or document look good. Spacing, font size and page layout help with a document's appearance. We will spend some time now working with those tools.

The two little triangle shapes show the indent instructions. The top one is the first line indent. The second, or lower one, is the hanging indent. The rectangle underneath moves them together. **Remember you must highlight text to affect it.**

The little box in the left corner is the tab box. If tabs are NOT added manually they default to a half-inch. Works (not Word) has them set at a half inch and manual ones cannot be added. Tabs can be added by pointing and left clicking on the ruler at the top of the sheet. The tab that is added is the one that appears in the tab box. Removal is done by just pointing at it and clicking and dragging it off the ruler bar. Tabs are applied to the lines that are highlighted when the tab is placed there and subsequent lines. If no lines are highlighted tab applies to paragraph in which the cursor resides.

The spell checker is a very useful tool and actually, by default, flags errors "as you go" in any version of Word that is 2000 or later. A <u>red</u> underline indicates a word that is not in the dictionary. Pointing at that word and right clicking will open a menu of possible correct spellings. If the one you want is there, left click it and it replaces the underlined word. If you are working with a proper name (that is probably not in the dictionary) you can click on 'add' in the menu to put it in the dictionary. That way it won't be noted in the future. Same is true for acronyms or words that are unique to a certain profession. Underlining in <u>green</u> means the grammar checker has flagged a word or phrase. This is far from infallible, but it does sometimes catch tenses that don't match or phrases that are not complete sentences. Be very aware that misused words, if spelled correctly, may or may NOT be noticed. This can lead to some almost comedic situations. <u>If a correctly spelled, misused word is noticed</u> it will be underlined in <u>blue</u>. Even with spell checker it is necessary to proofread your work.

Text Manipulation

Editing text is certainly aided by the spell checker, auto correct and the grammar checker. Remember, however that these are not fool proof and some human review is always needed. This has been typed on my pea sea will make it through spell check just fine.

Here are a couple of other features that can be quite helpful. After text has been highlighted it can be Deleted, Cut, Copied and Pasted (after copy or cut). This is a good tool for rearranging paragraphs or sentences. Highlight a paragraph, Cut it and then Paste it into a different place. Copy and Cut actually put the highlighted text on the clipboard for future use.

Find and Replace. If you have a long document (or even a book) and you want to look for a certain piece of text or a name, locate the word Find at the right end of the Home ribbon, click it and then insert the text you are looking for. You can also do a Find and Replace at the same time. If you wanted to replace the name Andy with Andrew, you do a find and replace with those two words. Be careful because the word "dandy" has Andy imbedded it and would turn into "dandrew" if you did a complete replacement. To avoid this you would replace " Andy ", where the name is preceded and followed by a space.

Paragraph markers. The double-staffed backward "P" is the mark of the end of a paragraph - not the end of a line!! These are visible in the text if you click on that symbol in the ribbon so that non-printing characters show. Those who learned preparing text on a typewriter are used to entering a return at the end of each line. In any word processor you don't have to do that - and a matter of fact you SHOULDN'T do that. The text within a paragraph will automatically wrap. Letting it wrap by itself facilitates changing font size with ease.

Changing text color is possible using the icon in the Font section. In this same section there is an icon that lets you highlight text permanently. This is actually different from the type of highlighting you need to change things.

In some of the ribbon sections there are small arrows. Clicking on this will open more options. This is where you can change default settings and change the way the normal spacing behaves.

Format Painter - a small paint brush that allows you to move formatting from one group of text to another.

The Insert ribbon allows you to find and enter Clip Art, Symbols and Shapes, Text Boxes and Word Art. More will be explained in the meeting discussion.

Work with lists:

In the Paragraph section of the Home ribbon there is an area that allows you to enter bullets in front of a list or numbering a list. Once this is clicked on, the enter key indexes to the next number. A double hit of the enter key stops the numbering (or bulleting)
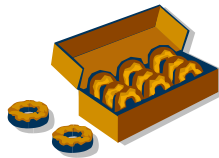
Things to do:

1. Prepare for Computer Club
2. Wash Cars
3. Grocery Shop
4. Jog
5. Sleep

ClipArt adds pizzazz to any document

From Grocery Store (Bullets vs. numbers)

- Ice Cream
- Hot Fudge
- Donuts
- Cookies
- Layer Cake
- Pumpkin Pie
- Carrot Cake (got to get our veggies)
- Diet Coke

The numbering and bulleting of lists are two things you can do from the Home ribbon in the paragraph section. You can also create a 'dropped capital' letter as in this paragraph. Tabs at specific locations can be entered and it is also possible to define styles for use in different sections of the document. Before messing with the formatting of text, however, it is usually a good idea to set the margins and related page criteria in the margins area from the Page Layout ribbon.

There is also an entry in the Paragraph Section to add borders and shading to paragraphs. The Illustrations part of the Insert ribbon can also be used to add lines and ClipArt to a document. WordArt also permits adding 'designs' to some lettering. Box and arrow were added with drawing toolbar. Box line and fill color are changed using the Illustration section of the Insert ribbon.

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A "Fun" Thing

If you would like to generate some random text in a Word Document (Does not work in other word processors), type the following at the beginning of a paragraph: "=rand(3,6)" without the quotes and hit enter and it will give you three paragraphs of six sentences each. =rand.old(2,10) or =lorem(5,2) work too. The first number in the brackets is the number of paragraphs and the second number is the number of sentences per paragraph. Rand.old repeats the sentence "The quick brown fox jumps over the lazy dog." Lorem gives you Latin text. These commands are a quick way to generate text so you can practice with fonts and other layout commands.

Disclaimer:

I apologize for what could appear as a haphazard arrangement (or occasional omission) of topics in the Word handouts. In writing this I just approached it as a "stream of consciousness" to get what I consider relevant features of Word on paper - realizing that this is a limited exposure. I still hope it is useful. There will be one more

Word handout next week to cover Tables, Multi-column documents and Mail Merge. If you were to take a Word course at a Community College, just the beginner class would last 12 to 16 weeks.