

Guided Computer Tutorials

# Learning Microsoft® Word® 2019

Module 1 (Mac)

By Greg Bowden

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# Learning Microsoft Word 2019

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## Microsoft Word Project 1

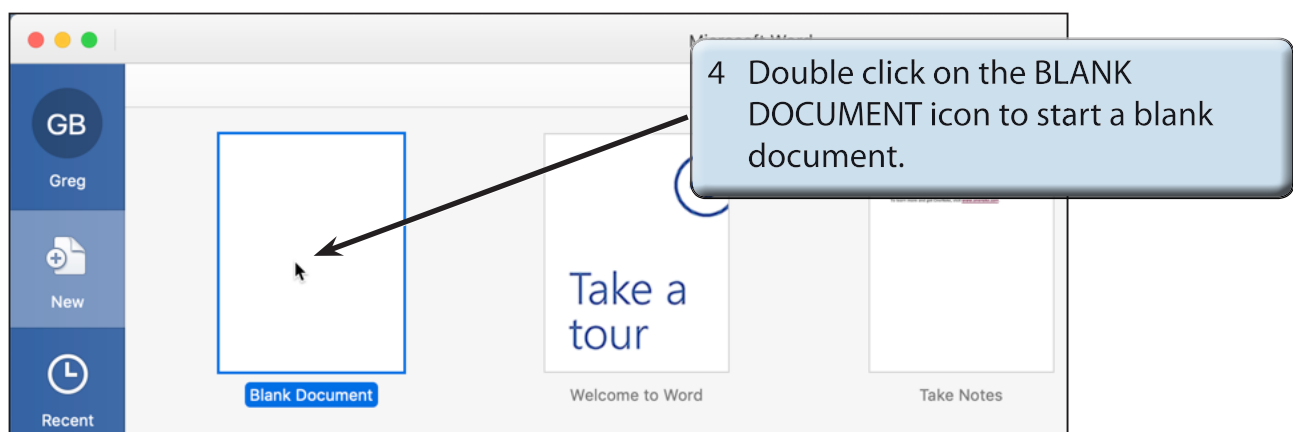
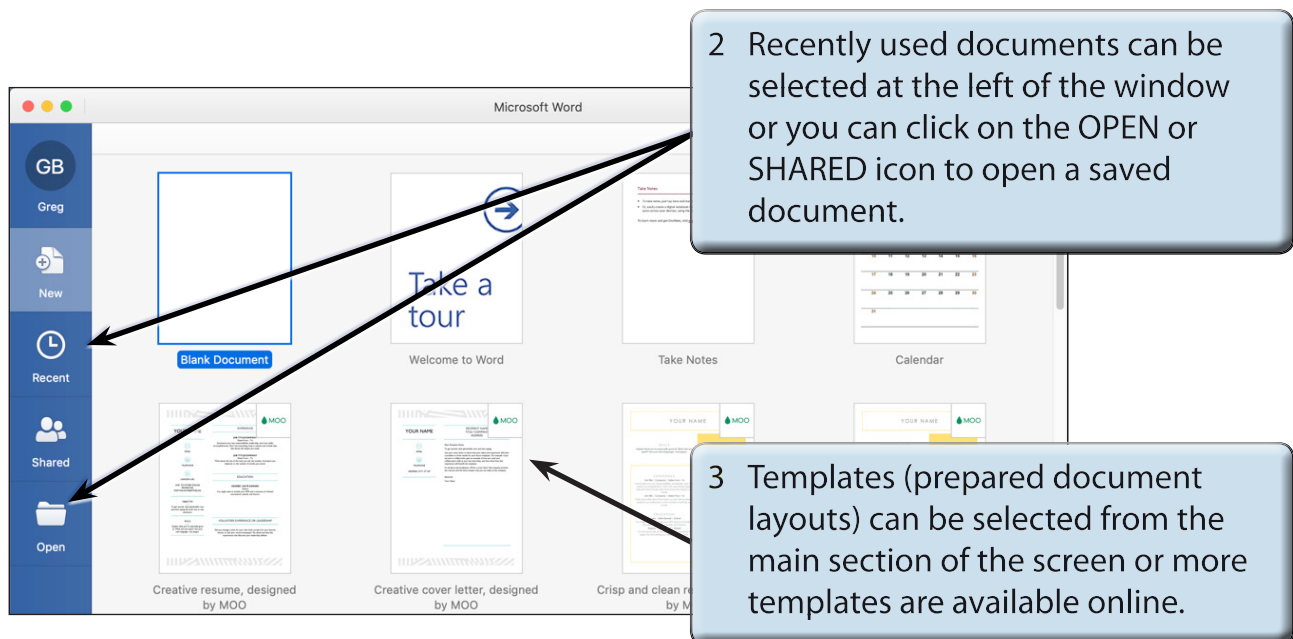
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# Introduction to Microsoft Word

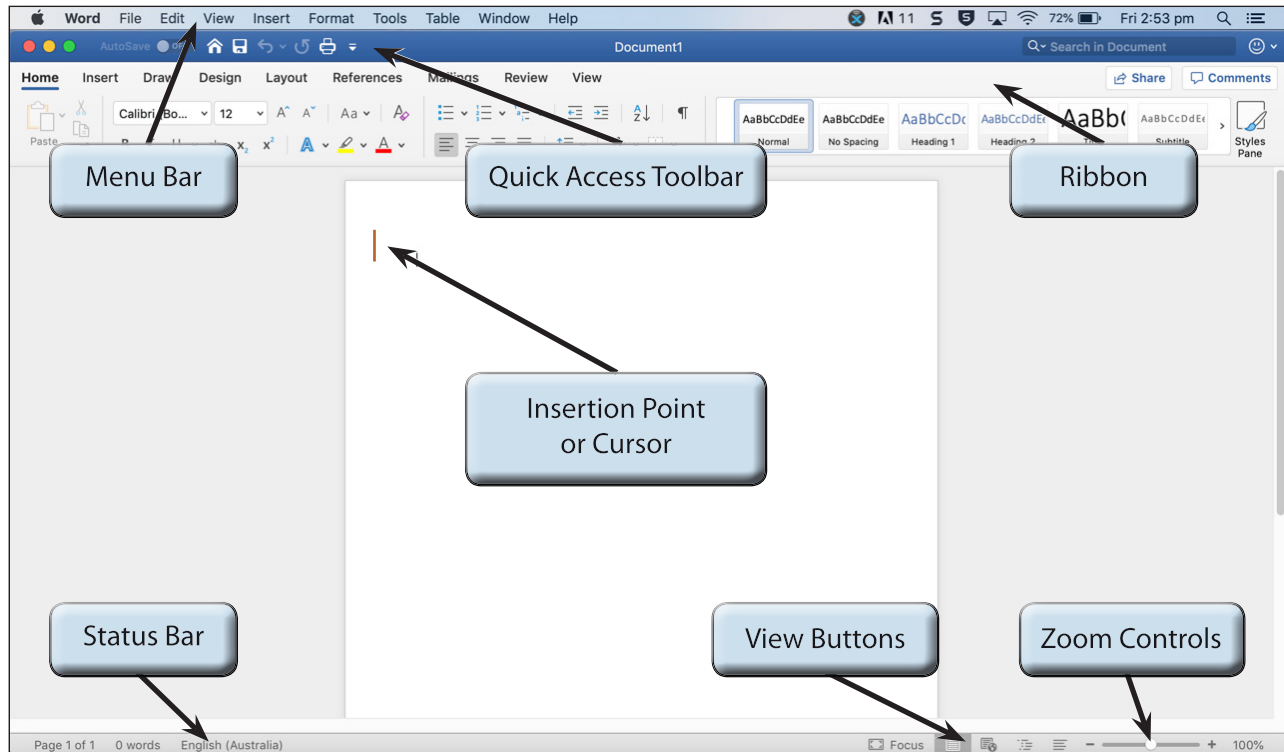
Microsoft Word is a powerful word processing program that allows you to enter text, make changes to it, format it, record it and print it. You can use Word to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.

## Loading Microsoft Word

- 1 Load Microsoft Word and you should receive the following START screen.



- 5 Look at the following labelled Microsoft Word screen and refer to it until you are familiar with all the components.



## The Microsoft Word Screen

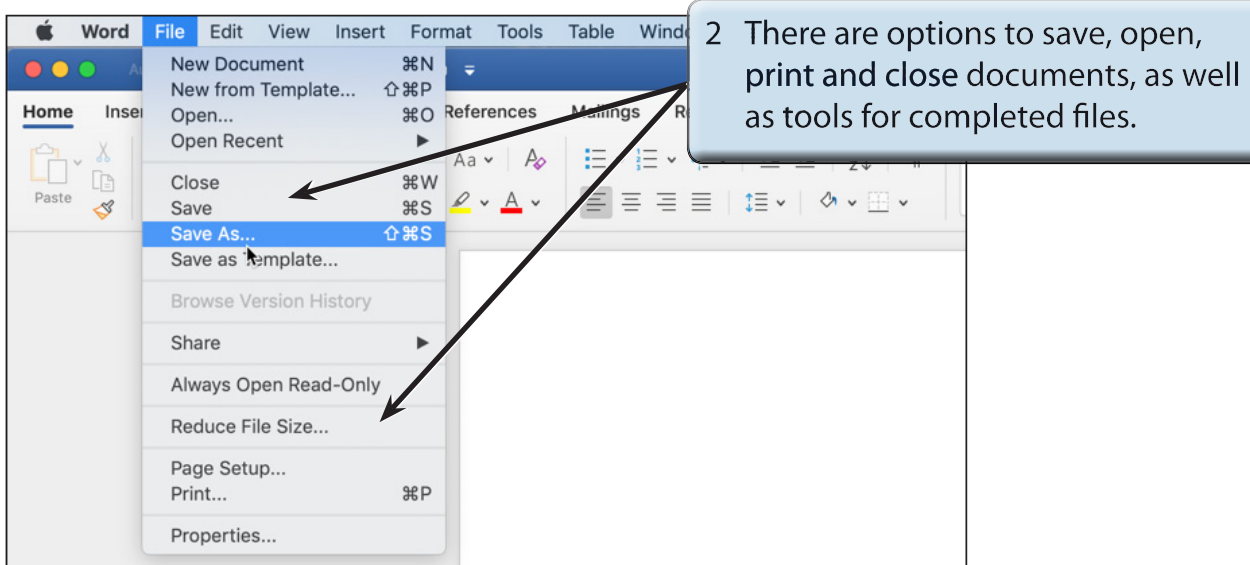
The Microsoft Word screen has a number of different sections.

### A The Menu Bar

The MENU BAR provides tools to save, open, print and close documents, as well as tools to adjust completed files.

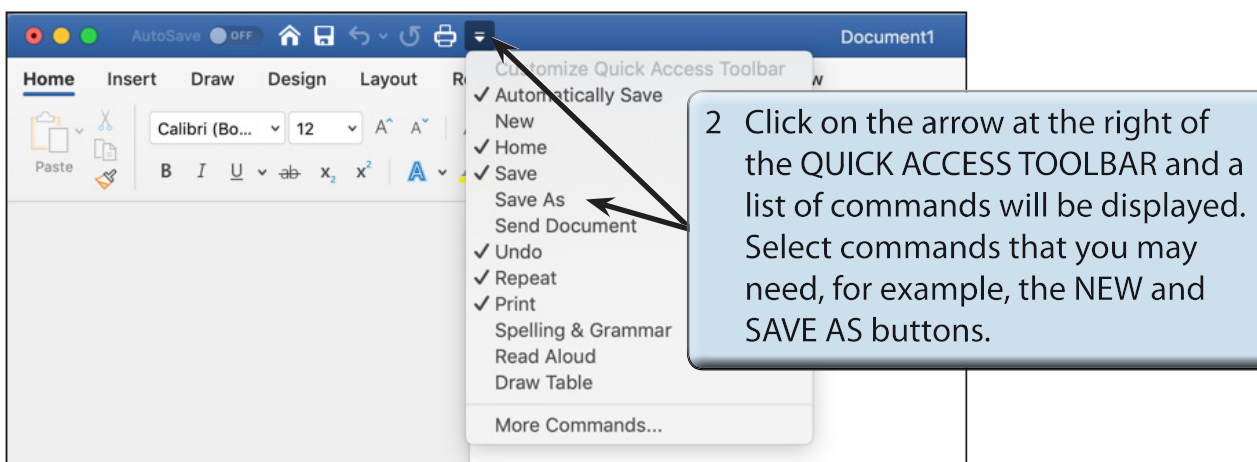
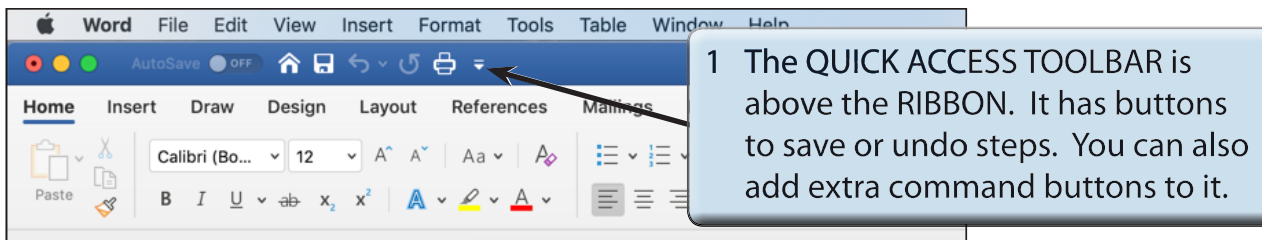
- 1 Click on the FILE heading in the MENU BAR.





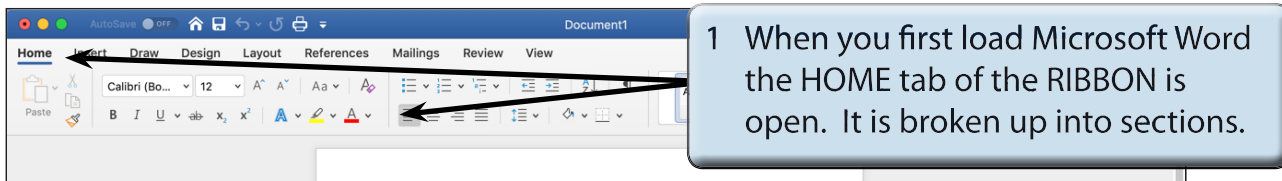
- 3 Try some of the other MENU BAR headings to view the options available in those.

## B The Quick Access Toolbar



## C The Ribbon

The RIBBON across the top of the screen contains most of the Word commands in a variety of command TABS.



- 2 Click on each command TAB in turn to see what groups of commands they contain.

**Home Tab:** Contains the most common commands for formatting and editing text.

**Insert Tab:** Contains commands for adding items to documents, for example, pages, breaks, graphics, headers and footers, etc.

**Draw Tab:** Contains drawing tools primarily for touch screens.

**Design Tab:** Contains commands for page design, for example, page themes, page colours, page borders, etc.

**Layout Tab:** Contains tools that control how pages look on the screen or when printed. These include margins, columns, paper size, etc.

**References Tab:** Contains tools for highlighting or referring to sections of a document. These include footnotes, table of contents, bibliographies, etc,

**Mailings Tab:** Contains tools to carry out mail-merging of data into letters, envelopes or labels.

**Review Tab:** Contains tools for checking documents. These include spell checking and thesaurus.

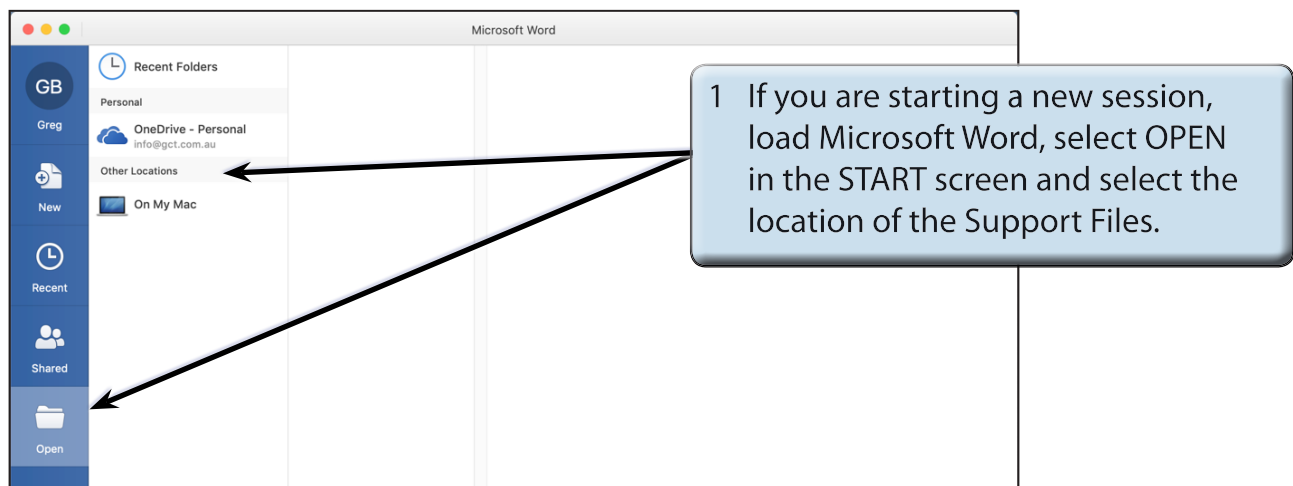
**View Tab:** Contains tools to view documents on screen. These include zoom and document view commands.

# Aligning Text

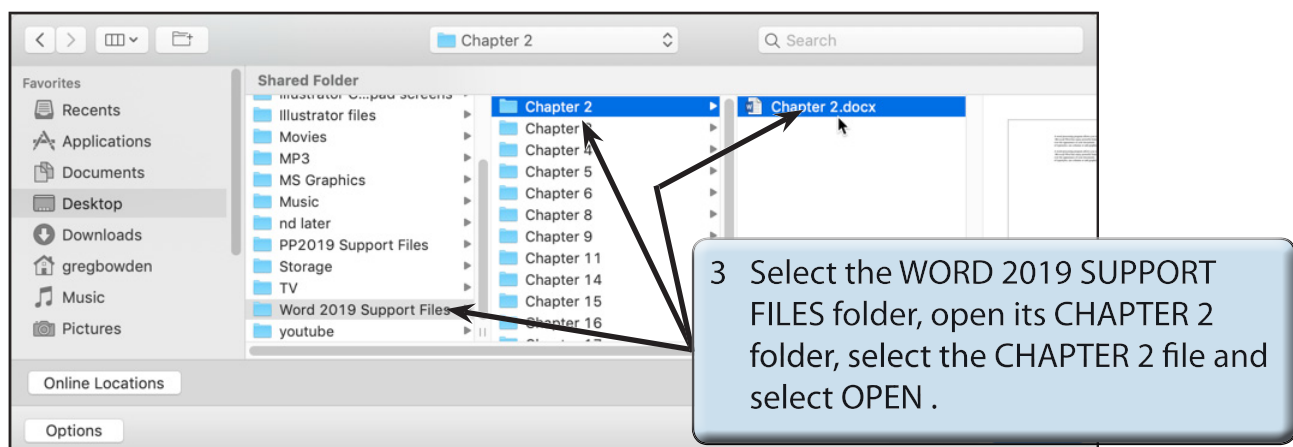
Microsoft Word allows you to do far more detailed formatting than just changing fonts, font sizes and styles. For example, you can change the line spacing, the justification of text and set tab stops. The HOME tab of the RIBBON and the Ruler at the top of the screen are used to carry out the required formats.

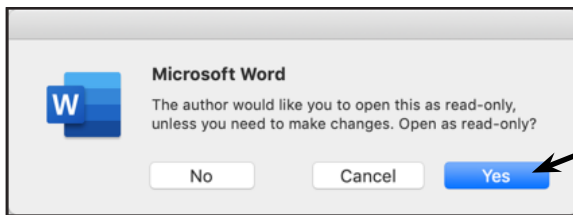
## Loading a Prepared Document

Sample documents have been prepared for you to save you the time of simply typing in text. You need to load these documents from the WORD 2019 SUPPORT FILES folder.

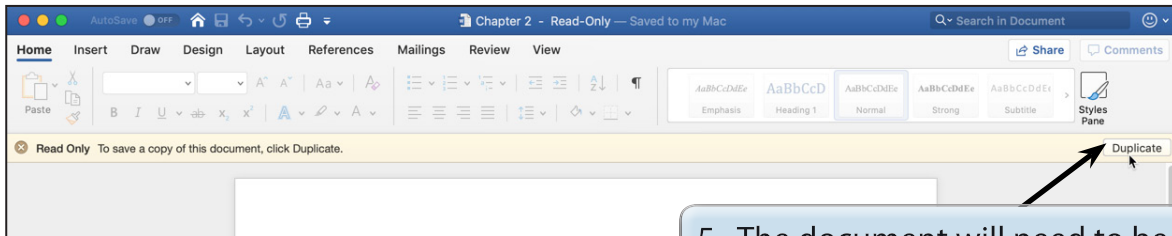


- 2 If you are continuing from a previous session, close any open documents then display the FILE menu and select OPEN.

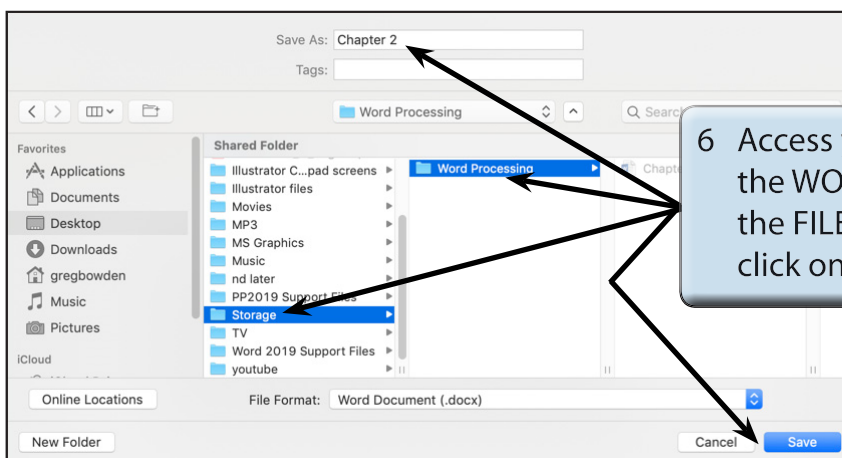




4 Select YES to open the file as a READ ONLY file.



5 The document will need to be saved in your STORAGE folder. Click on the DUPLICATE button in the READ ONLY bar that is added to the top of the document.



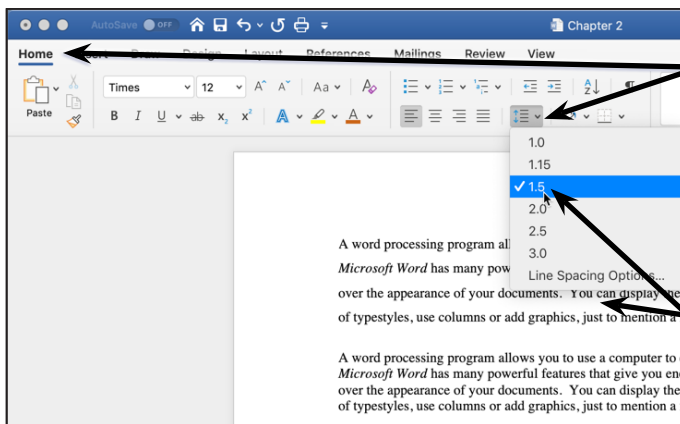
6 Access your STORAGE folder, open the WORD PROCESSING folder, leave the FILE NAME as CHAPTER 2 and click on SAVE.

**NOTE:** By opening the file as a READ-ONLY file you will not be able to save any changes to the file. You have to save a duplicate of the file.

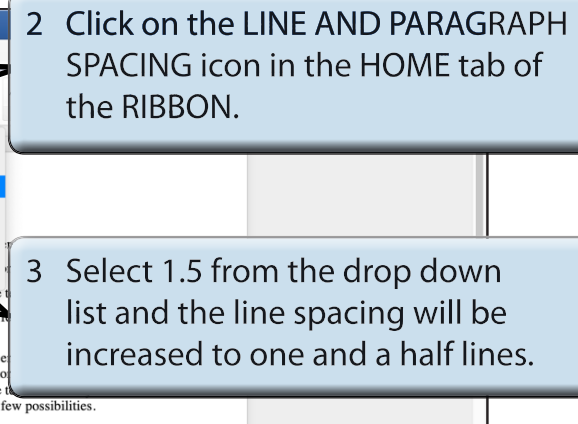
## Line Spacing

The document has two copies of the paragraph that you entered in Chapter 1. Let's change the amount of space between the lines of text.

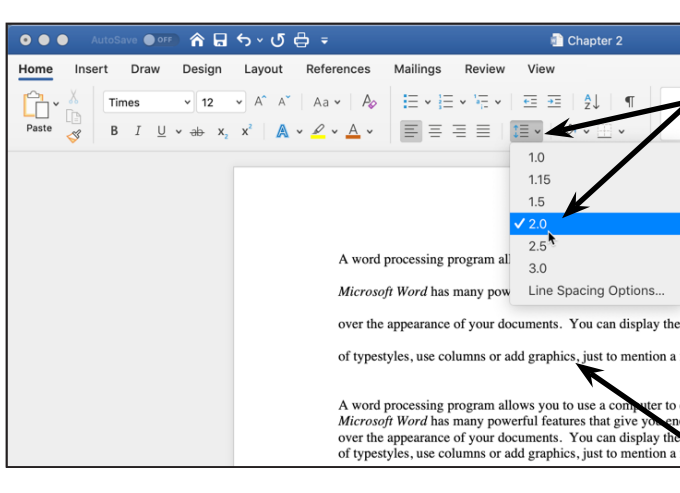
- 1 At the moment the cursor is at the beginning of the first paragraph.



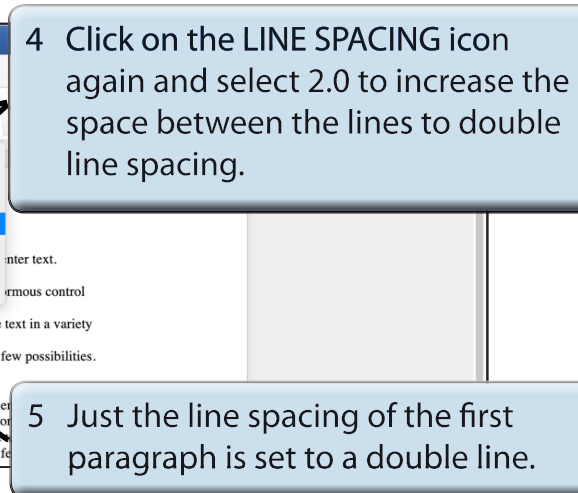
2 Click on the LINE AND PARAGRAPH SPACING icon in the HOME tab of the RIBBON.



3 Select 1.5 from the drop down list and the line spacing will be increased to one and a half lines.



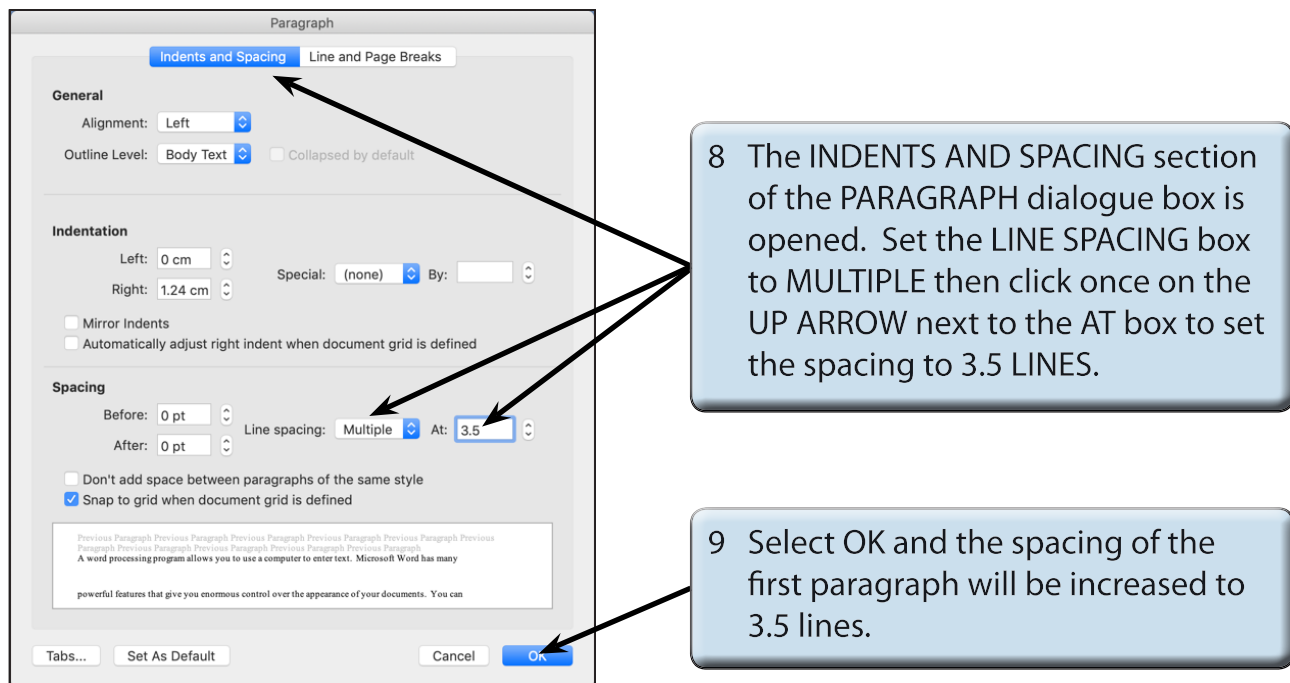
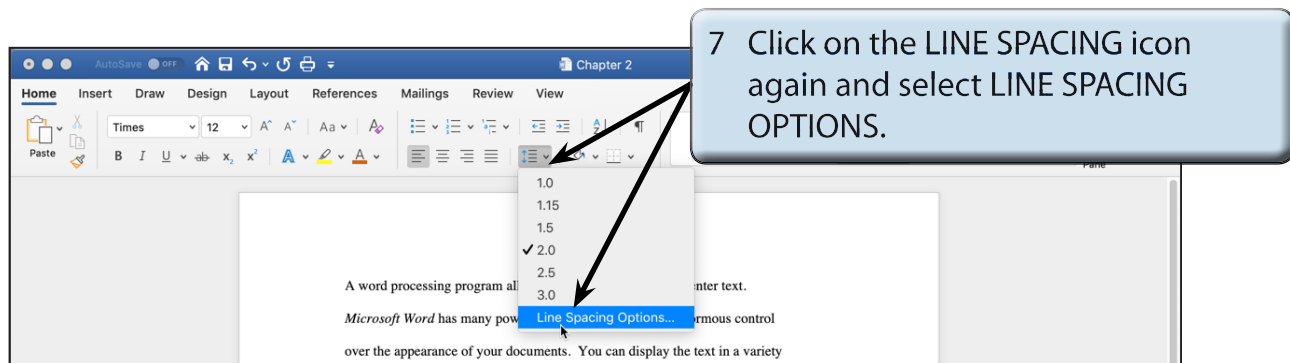
4 Click on the LINE SPACING icon again and select 2.0 to increase the space between the lines to double line spacing.



5 Just the line spacing of the first paragraph is set to a double line.

**NOTE:** Only the first paragraph is changed as the cursor was in that paragraph. If you wanted the spacing of both paragraphs altered, both paragraphs would need to be highlighted.

- 6 The LINE SPACING can also be changed using the PARAGRAPH dialogue box.



- NOTE:**
- i **LINE SPACINGS** are changed by increments of 0.5 lines each time you click on the UP or DOWN arrows next to the AT box.
  - ii You can also display the PARAGRAPH dialogue box by displaying the **FORMAT** menu and selecting **PARAGRAPH**.

## Spell Checking Documents

Microsoft Word has its own dictionary which can be used to check the spelling of any document that you enter. Using the spell checker utility is particularly useful in the proofreading process. The utility will help you correct the spelling of words by providing you with a list of words spelt similarly from the dictionary.

When you enter a word that is not in the Microsoft Word dictionary it is underlined with a 'wavy' red line.

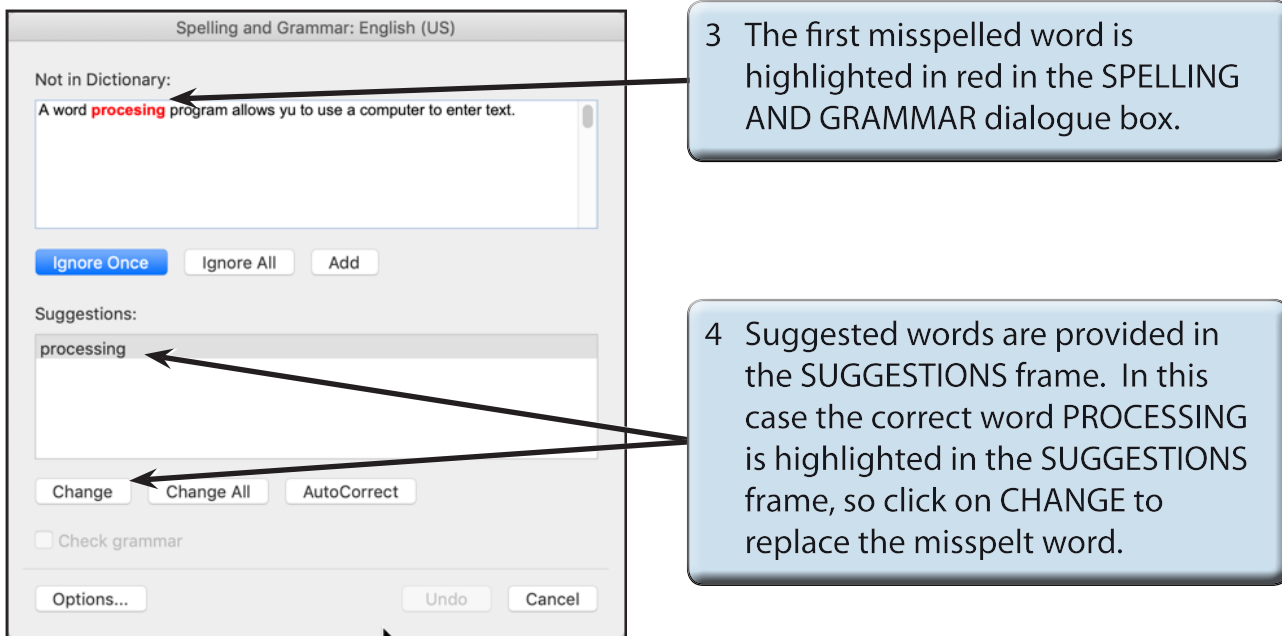
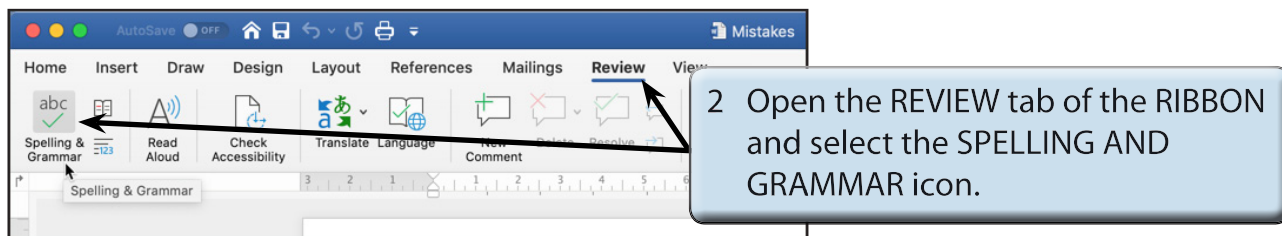
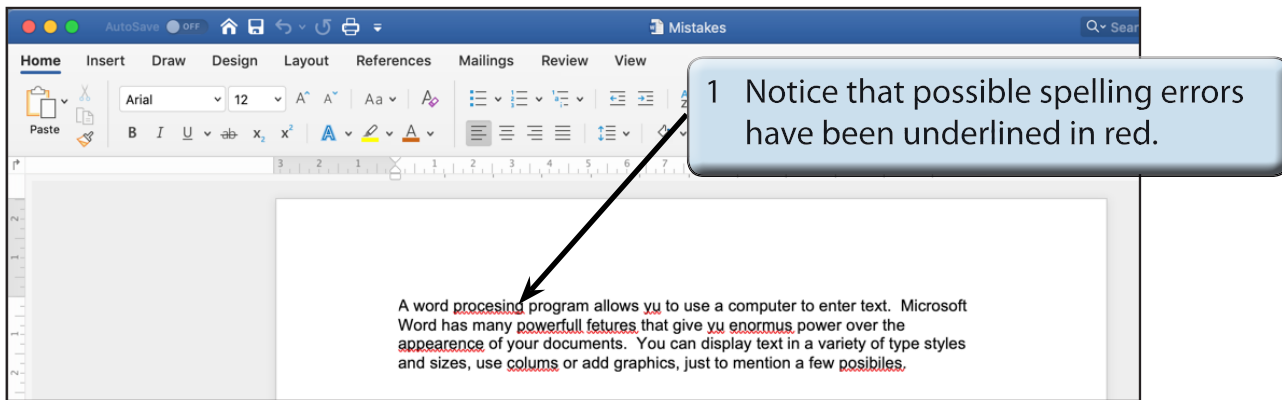
- NOTE:**
- i **There are times when words are spelt correctly but are not in the program's dictionary, for example, names of places or people. In these instances you simply tell the program to IGNORE the word if it is spelt correctly, or enter the correction yourself if the spelling is not correct.**
  - ii **There are other occasions when a typing error is made, but the word that results is actually a word itself. For example, world/word, the/then, glass/gloss, etc. In these instances the dictionary will not pick up the mistake, but the grammar checker might; therefore, careful proofreading of a document is always necessary after running a spell check.**

## Loading a File Containing Spelling Mistakes

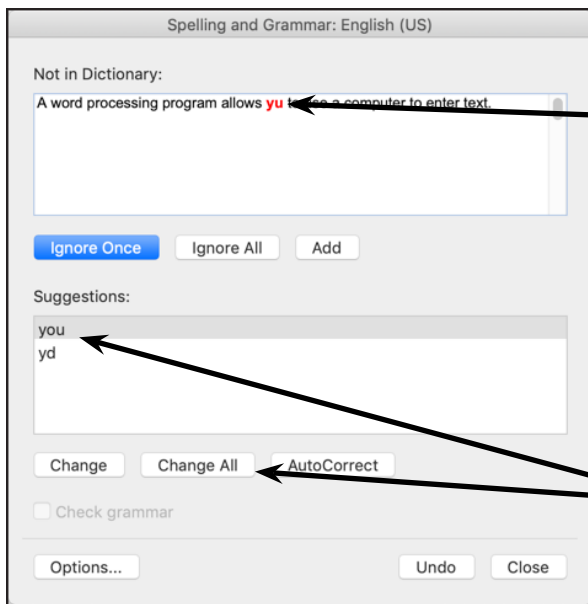
A document with numerous spelling mistakes has been prepared for you. It needs to be opened from the WORD 2019 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN or close the current file, display the FILE menu and select OPEN.
- 2 Access the WORD 2019 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 3 Double click on the CHAPTER 3 folder to open that folder, then double click on the MISTAKES file to load the file.
- 4 Select YES to open the file as a READ ONLY document then select the DUPLICATE icon and save the document in your WORD PROCESSING folder.

## Checking the Spelling of the Document



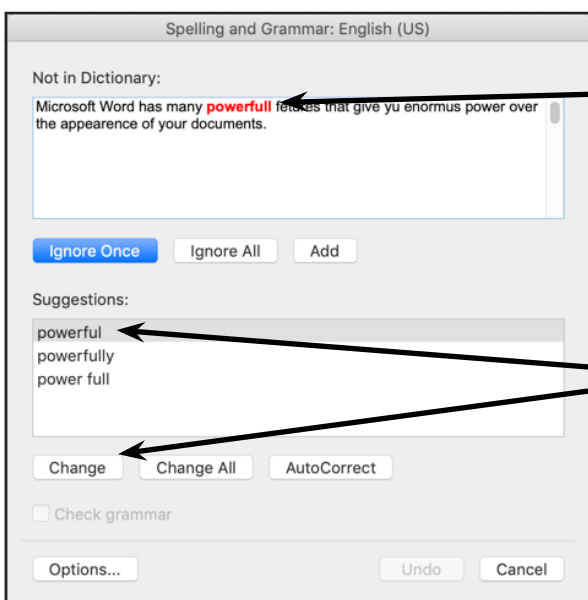




5 The next misspelt word is highlighted. 'Yu' has been mistyped twice in the passage. When this word is corrected the second occurrence can also be updated.

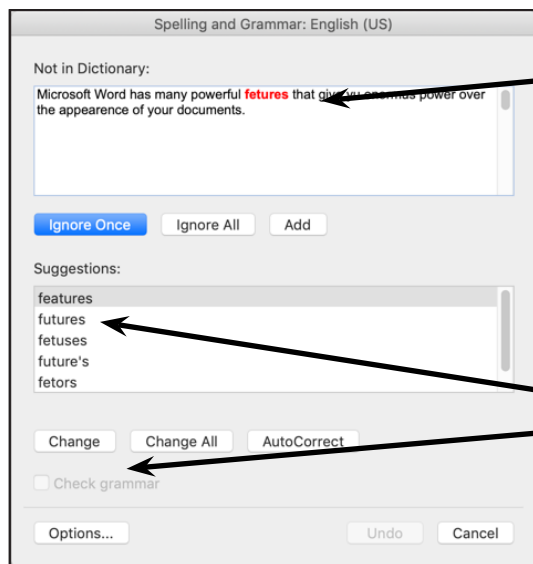
6 YOU has been correctly provided in the SUGGESTIONS frame. Click on CHANGE ALL and all occurrences of the misspelt word will be updated.

- NOTE:**
- i The second 'yu' will not be changed until the spell checker comes to it.
  - ii If you think that you may have misspelt or mistyped the same word in a passage, use **CHANGE ALL** instead of clicking on the suggestion.



7 'powerfull' should be the next highlighted error.

8 Change it to 'powerful'.



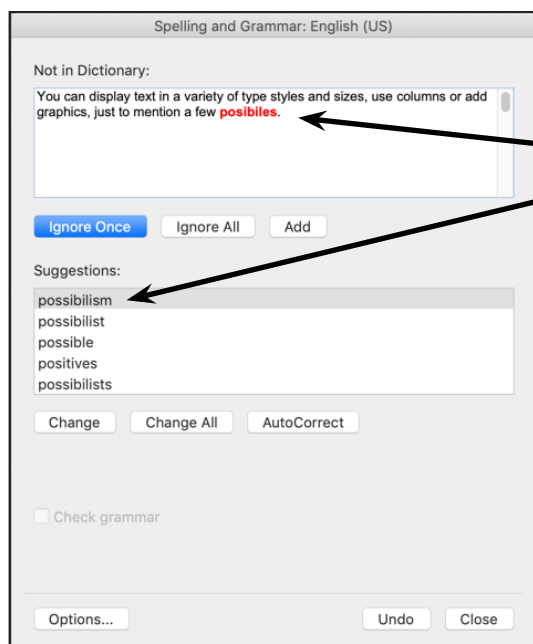
9 'fetures' should be the next word highlighted.

10 'fetures' should be spelt 'features' which should be highlighted in the SUGGESTIONS box. Click on it and select CHANGE.

- 11 Change 'enormus' to 'enormous', 'appearence' to 'appearance' and 'coluns' to 'columns'.

## Manually Changing Words

There are times when the dictionary cannot suggest any words. 'POSIBILIES' is an example of this. In this case you need to enter the word manually.



1 'POSIBILIES' does not have any correct suggestions from the program.

# Moving Text

---

It is important to be able to move text efficiently within a page, between pages and between documents. In this chapter you will learn how to scroll through a document, insert page breaks, copy, cut and paste text both within and between documents, and use drag and drop techniques.

## Cursor Movements

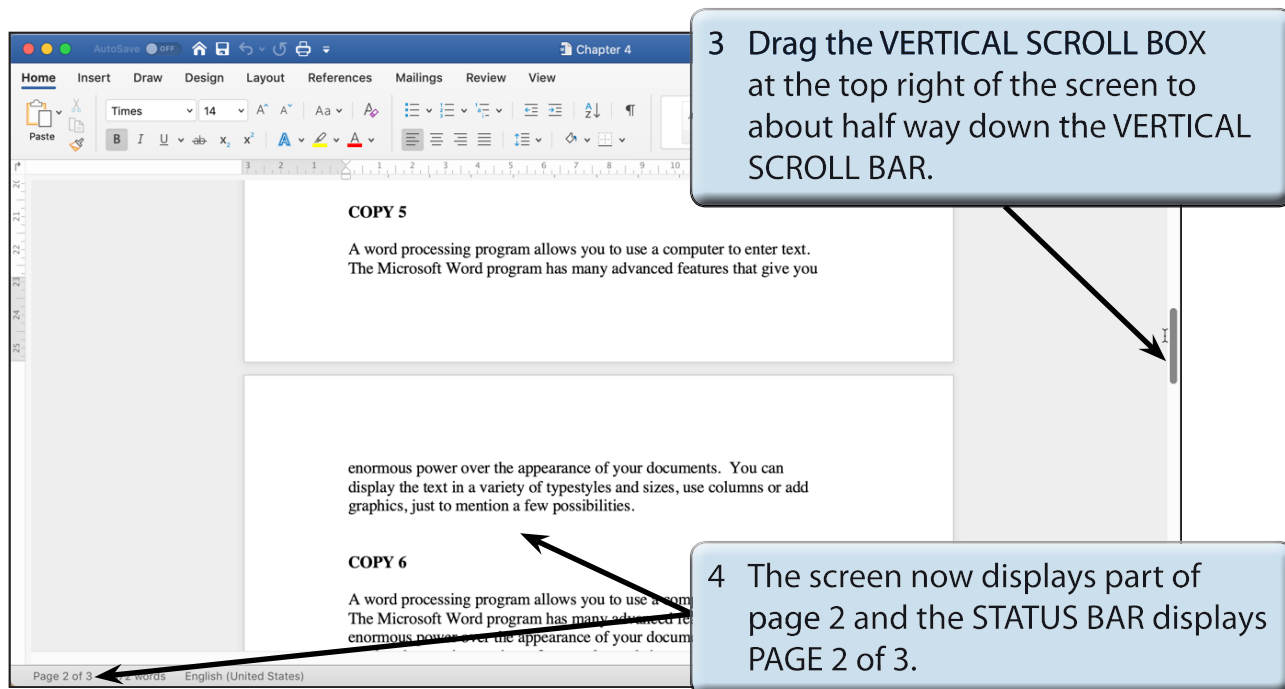
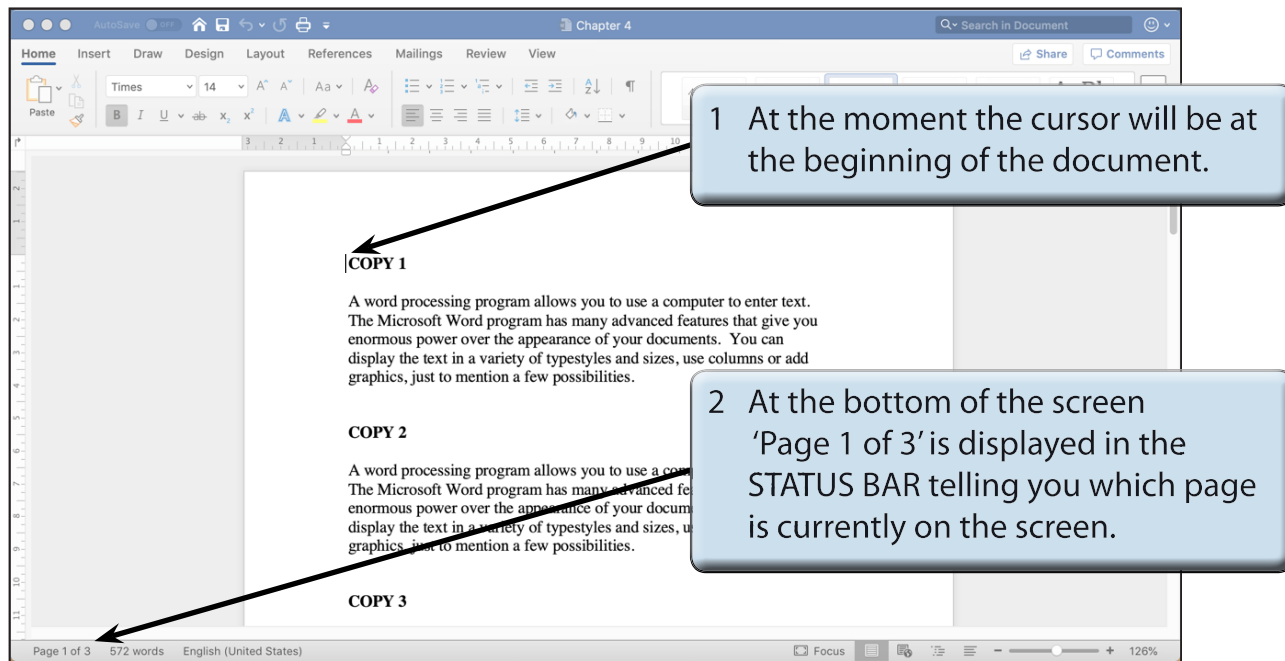
When you are using large documents (2 pages or more), it is very important to be able to move through the file very quickly.

### A Loading a Sample Document

A sample document has been prepared for you which needs to be opened from the WORD 2019 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN or close the current file, display the FILE menu and select OPEN.
- 2 Access the WORD 2019 SUPPORT FILES (refer to page 2-1 if you have forgotten how to do this).
- 3 Double click on the CHAPTER 4 folder to open that folder, then double click on the CHAPTER 4 file to load the file.
- 4 Select YES to open the file as a READ ONLY document then select DUPLICATE and save the document in your WORD PROCESSING folder.
- 5 The document contains 10 copies of the paragraph you have used in previous chapters.

## B The Scroll Bars



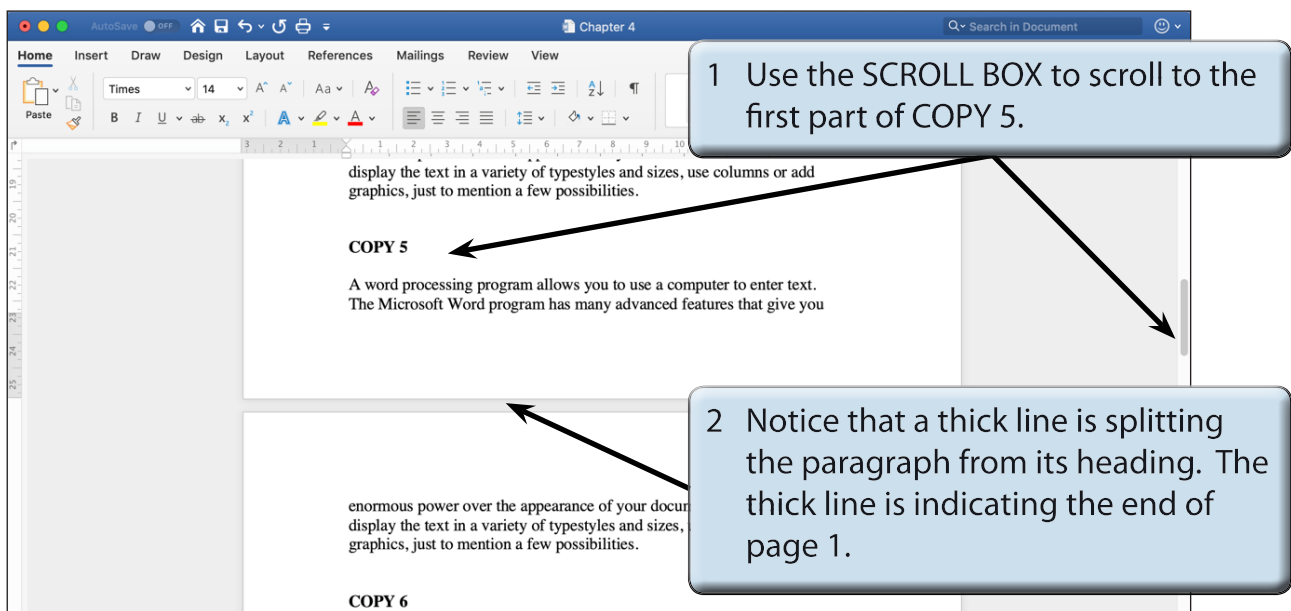
- 5 Return the screen to the beginning of the document by dragging the VERTICAL SCROLL BOX to the top of the VERTICAL SCROLL BAR.
- 6 You can also use the UP and DOWN arrows on the keyboard to scroll forwards or backwards through the document.

**NOTE:**

- i The PAGE DOWN key on the keyboard can be used to scroll half a page down at a time. Holding down the COMMAND key and pressing the PAGE DOWN key scrolls the document to the next page.
- ii The PAGE UP key on the keyboard can be used to scroll half a page up at a time. Holding down the COMMAND key and pressing the PAGE UP key scrolls the document to the previous page.

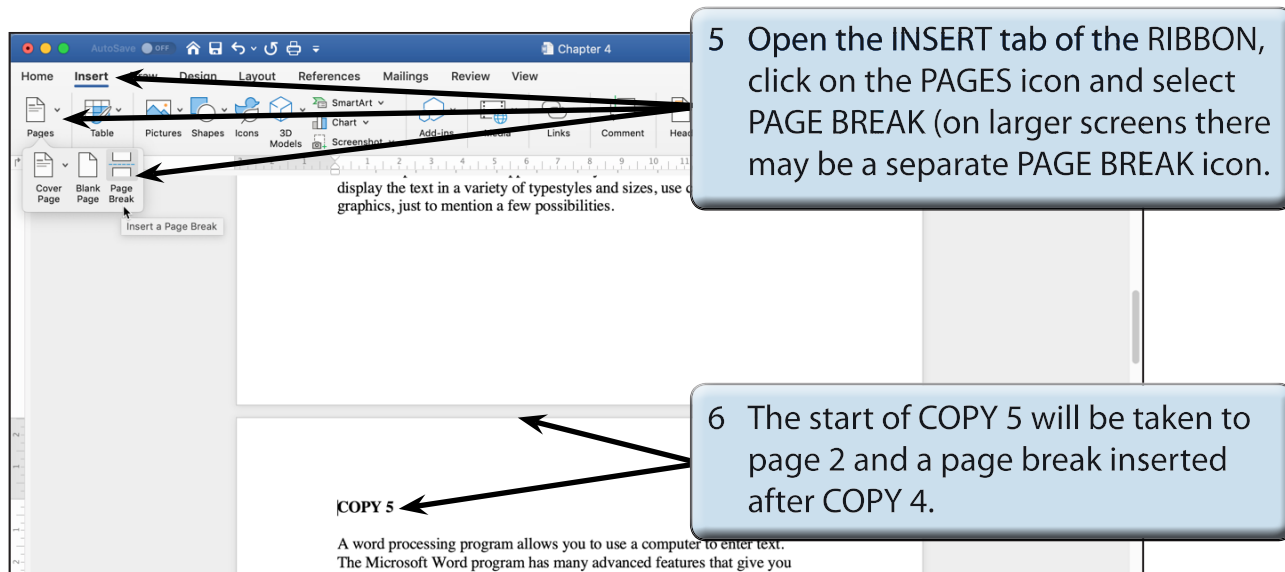
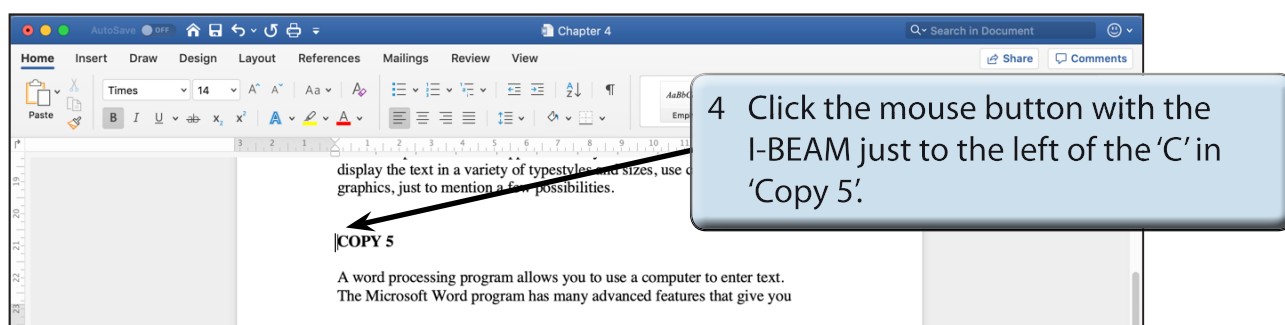
## Inserting Page Breaks

PAGE BREAKS can be used to move text to the top of the next page. They are used to ensure that paragraphs or headings start at the top of a fresh page.



- NOTE:**
- i If you were to print with the present setup, part of COPY 5 would be on page 1 and the remainder on page 2.
  - ii The page break may be in a slightly different position depending on the computer system you are using.

3 It would look far better to have the page break at the beginning of COPY 5.



6 The start of COPY 5 will be taken to page 2 and a page break inserted after COPY 4.

- NOTE:**
- i **COMMAND+<return>** can also be pressed to insert a page break.
  - ii **Never use the <return> key to add blank lines to move text to the next page. If you do this, when you add or remove lines to the previous page the text on the next page will be moved.**

# Find and Replace

Words or phrases in a document can be found and replaced them with other words or phrases.

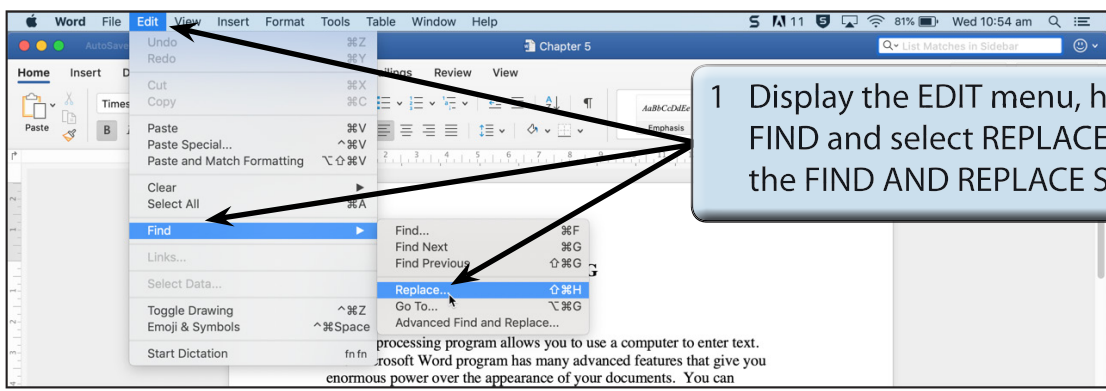
## Loading a Sample Document

A sample document has been prepared for you which needs to be opened from the WORD 2019 SUPPORT FILES.

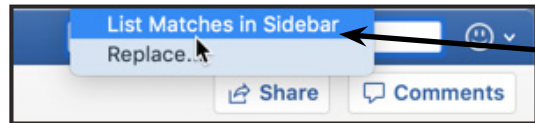
- 1 Load Microsoft Word and click on OPEN or close the current file, display the FILE menu and select OPEN.
- 2 Access the WORD 2019 SUPPORT FILES, double click on the CHAPTER 5 folder to open that folder, then double click on the CHAPTER 5 file to load the file.
- 3 Select YES to open the file as a READ ONLY document then select DUPLICATE and save the document in your WORD PROCESSING folder.
- 4 The file contains 6 copies of the paragraph you have used in previous chapters.

## Finding Text

The FIND command allows you to locate specific words or phrases in a document. It is particularly useful when working with long documents.

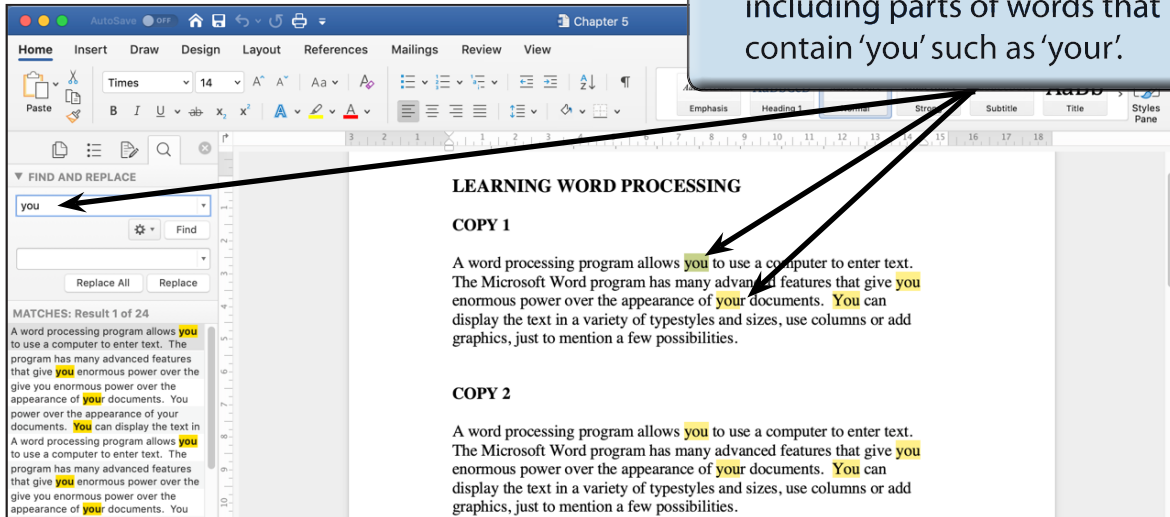


1 Display the EDIT menu, highlight FIND and select REPLACE to open the FIND AND REPLACE SIDEBAR.

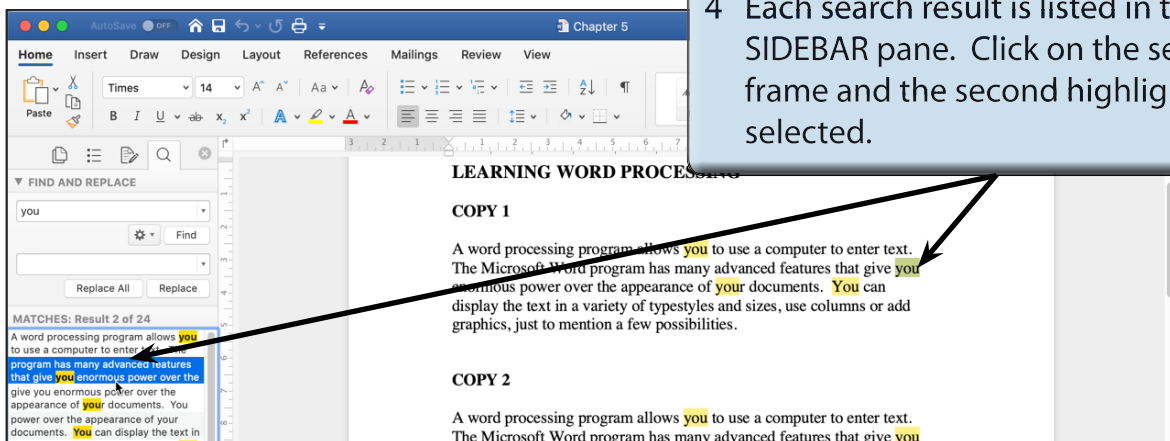


2 You can also click on the icon to the left of the FIND box in the QUICK ACCESS TOOLBAR and select LIST MATCHES IN SIDEBAR.

3 Enter: you in the SEARCH box of the SIDEBAR pane and all the occurrences of 'you' are highlighted including parts of words that contain 'you' such as 'your'.



4 Each search result is listed in the SIDEBAR pane. Click on the second frame and the second highlight is selected.



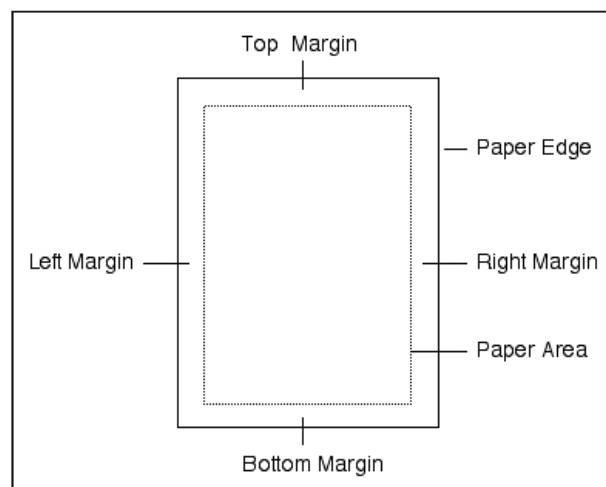
**NOTE:** The current found item is highlighted in OLIVE, the next or previous found items are highlighted in YELLOW.



# Margins and Indents

## Page Margins

Page Margins are the space between the edge of the paper and where your text is printed. They allow you to control where your text is printed on a page. All printers require a certain amount of space from the edge of the paper to where the printing starts and documents would not look very professional if they started very close to the edge of the paper. The following diagram shows the position of the page margins.



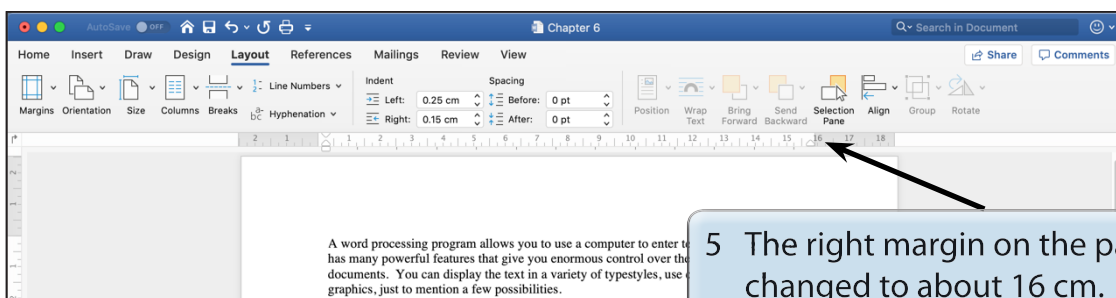
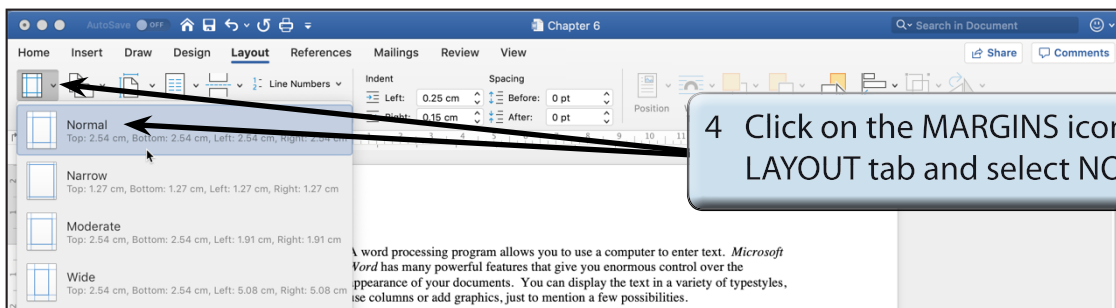
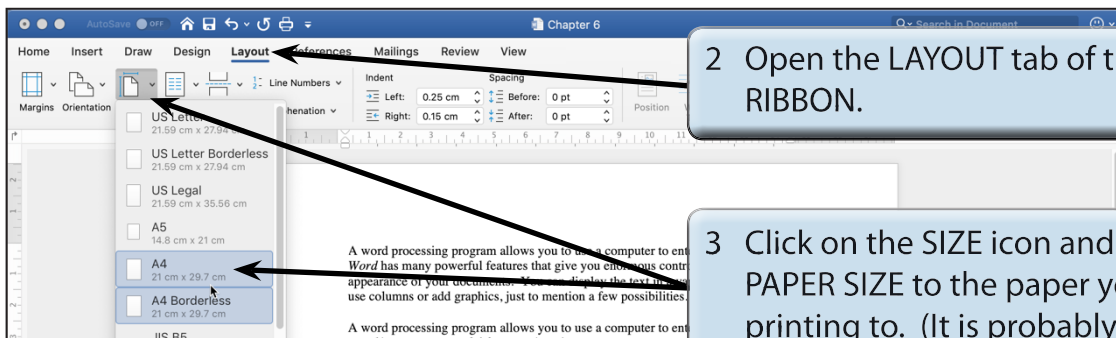
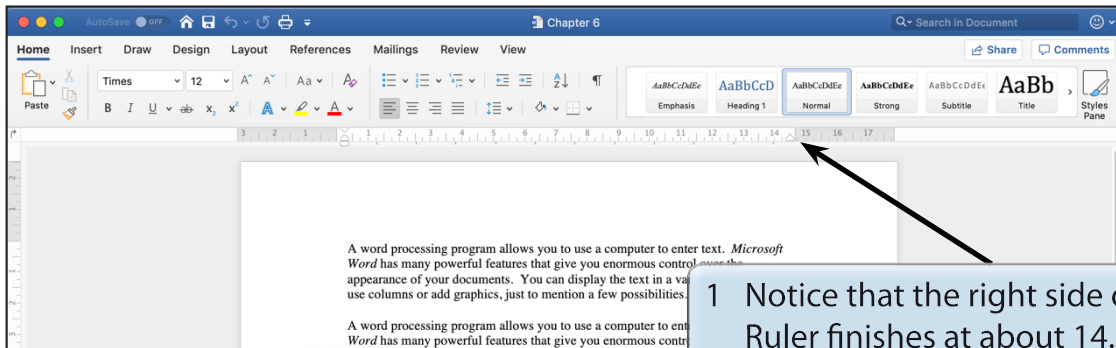
When your document is set to A4 paper, Microsoft Word sets the TOP, BOTTOM, LEFT and RIGHT margins to 2.54 cm (1 inch). These settings can be adjusted as required, but it is unwise to set margins below 1.5 cm. There are two ways to alter page margins, using the LAYOUT tab of the RIBBON or by using the RULER.

## Loading a Sample Document

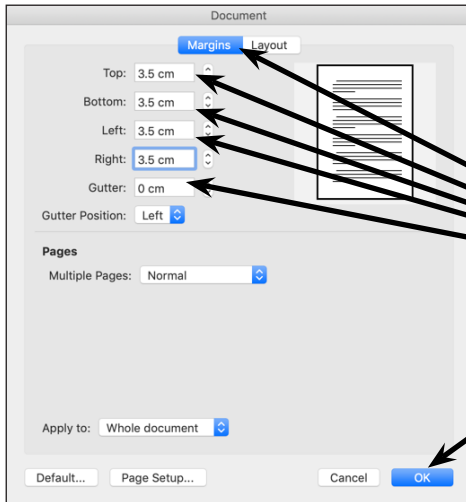
A sample document has been prepared for you which needs to be loaded from the WORD 2019 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN or close the current file and select OPEN from the FILE menu.
- 2 Access the WORD 2019 SUPPORT FILES, double click on the CHAPTER 6 folder to open that folder, then double click on the CHAPTER 6 file to load the file.
- 3 Select YES to open the file as a READ ONLY document then select DUPLICATE and save the document in your WORD PROCESSING folder.

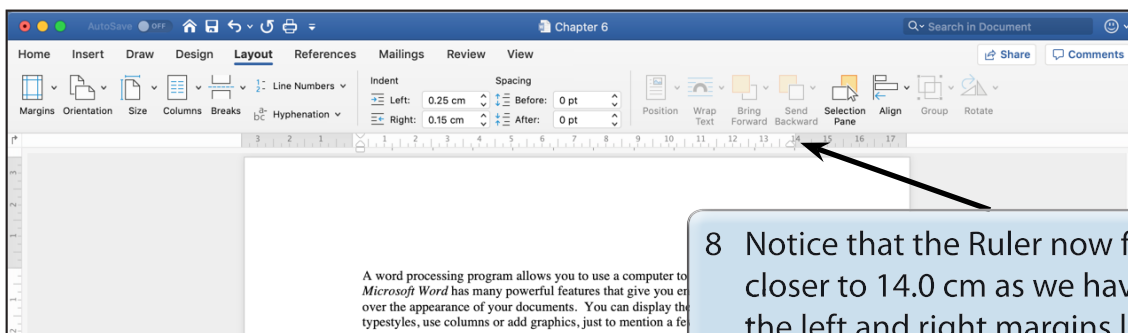
## Changing Margins Using Page Setup



- 6 You can set custom margins when required. Display the FORMAT menu and select DOCUMENT.



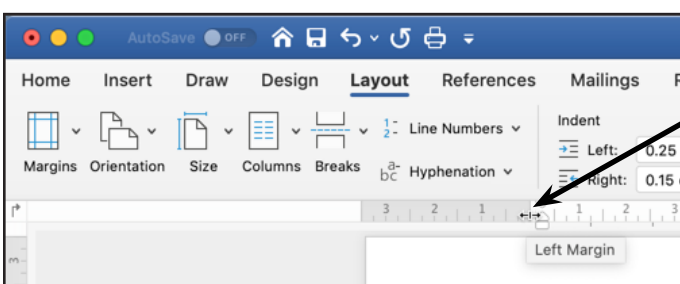
- 7 In the MARGINS section of the DOCUMENT dialogue box change the TOP, BOTTOM, LEFT and RIGHT margins to 3.5 cm, and select OK.



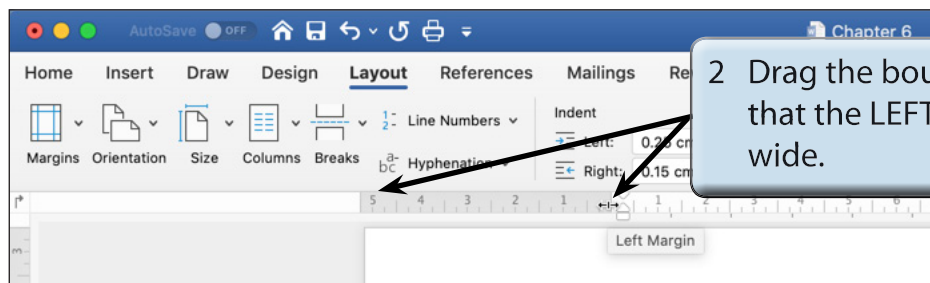
- 8 Notice that the Ruler now finishes closer to 14.0 cm as we have made the left and right margins larger and reduced the print area.

## Manually Adjusting Page Margins Using the Ruler

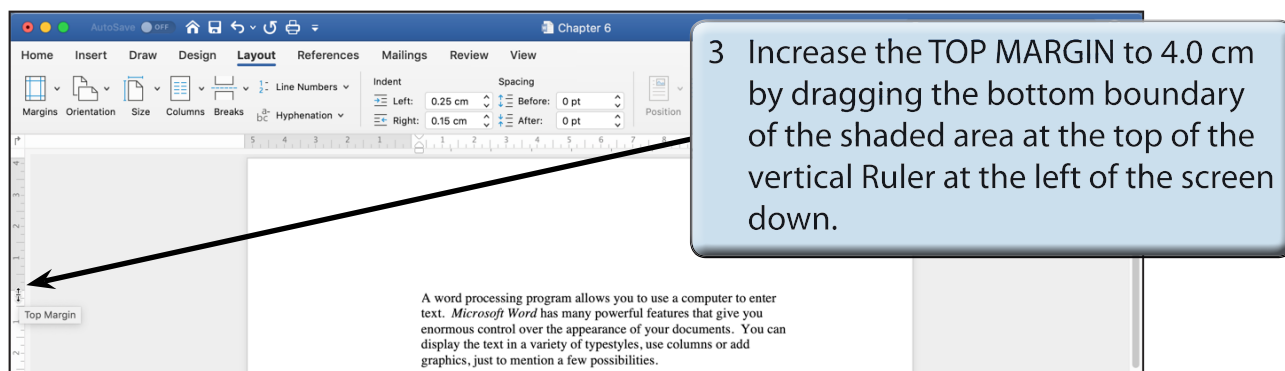
You can adjust the margins directly on the screen using the Ruler.



- 1 Move the pointer over the right boundary of the left shaded area in the Ruler, which is the LEFT MARGIN, until the pointer changes to a horizontal arrowed line.



- NOTE:**
- i This has increased the LEFT MARGIN to about 5.0 cm from the left edge of the paper.
  - ii The INDENT markers at the left of the Ruler have been moved to the right slightly in this document to make it easier to move the boundary of the LEFT MARGIN box.



- NOTE:**
- i The RIGHT and BOTTOM margins can be adjusted in the same way using the RIGHT MARGIN box at the right of the top Ruler and the BOTTOM MARGIN box at the bottom of the vertical Ruler.
  - ii If you hold down the OPTION key as you drag the margin boundaries, the measurements will be displayed.

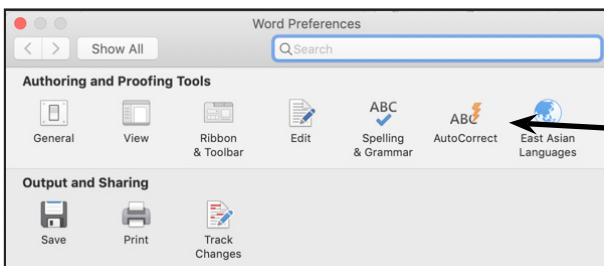
# Bulleted and Numbered Lists

One of the applications of hanging indents is the creation of bulleted or numbered lists. Microsoft Word has automated the process to make the creating of these lists very easy. To illustrate this, let's create an advertisement for a new car.

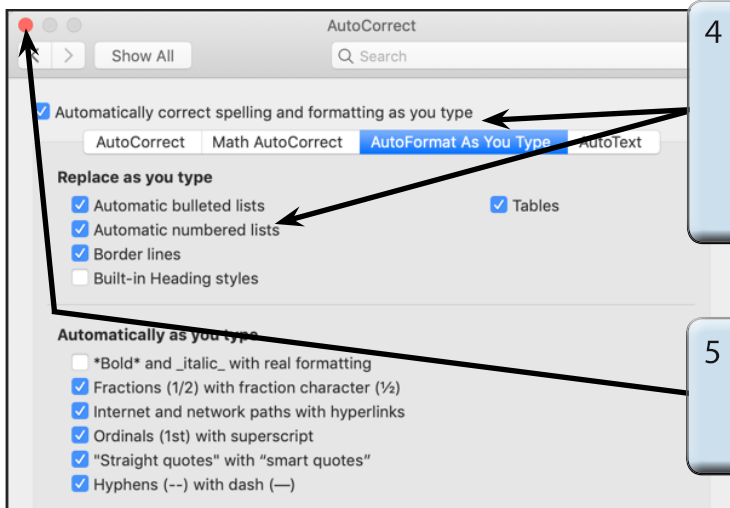
## Turning on Automated Lists

The automated list option may already be turned on, but it is easy to check.

- 1 Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.
- 2 Display the WORD menu and select PREFERENCES.



- 3 Select the AUTOCORRECT icon in the WORD PREFERENCES dialogue box.



- 4 Click on the AUTOFORMAT AS YOU TYPE tab and check that AUTOMATIC BULLETED LISTS and AUTOMATIC NUMBERED LISTS are turned on.

- 5 Click on the red CLOSE button to close the WORD PREFERENCES dialogue box.

**NOTE:** The AUTOCORRECT dialogue box can be used to turn these options off if you decide later that you prefer not to use them.

## Entering the Headings

The title of the advertisement and a sentence describing the product will be entered first.

1 Enter:

Fasten Your Seat Belts

<return>

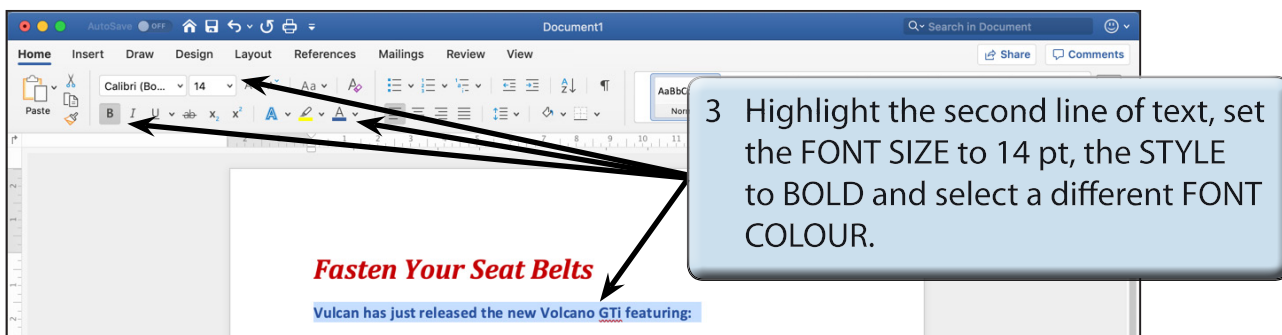
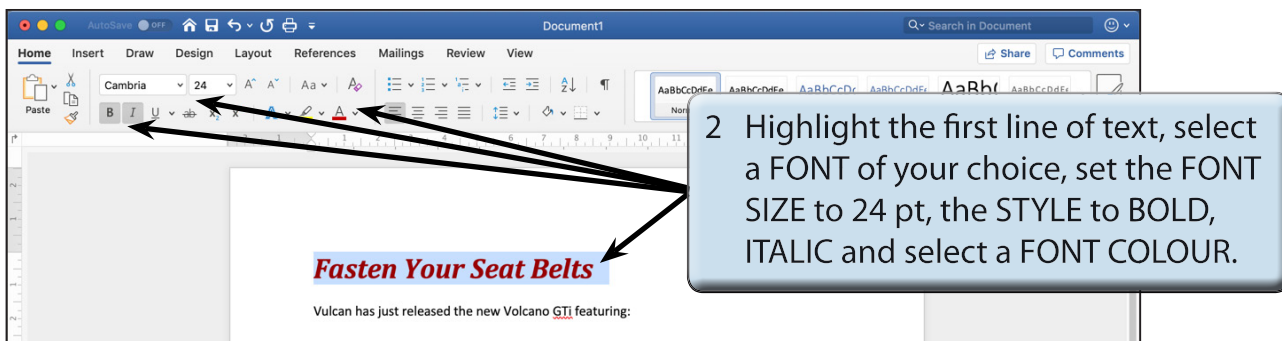
<return>

Vulcan has just released the new Volcano GTi featuring:

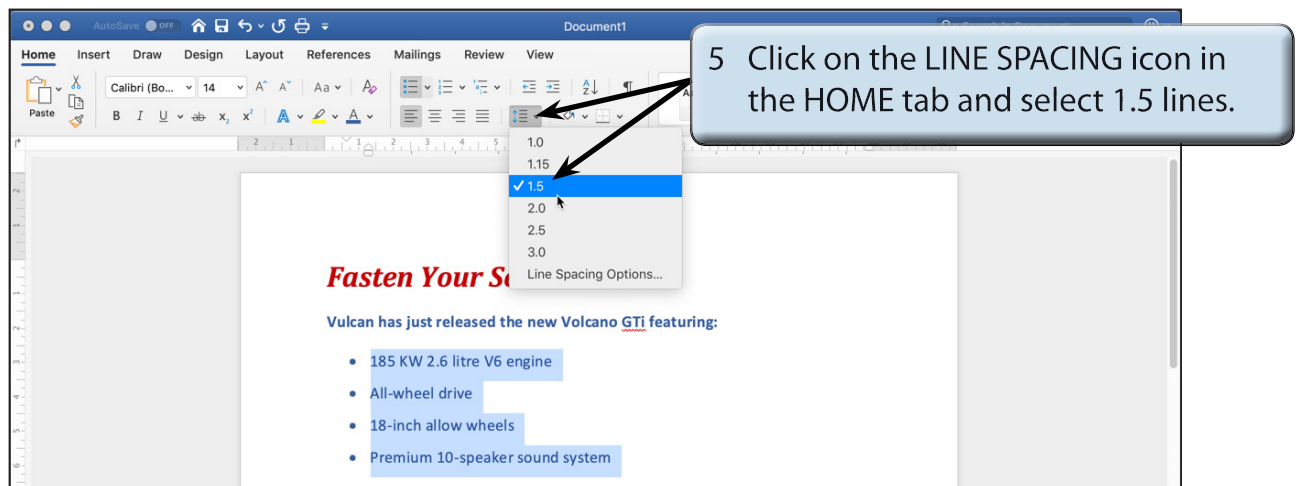
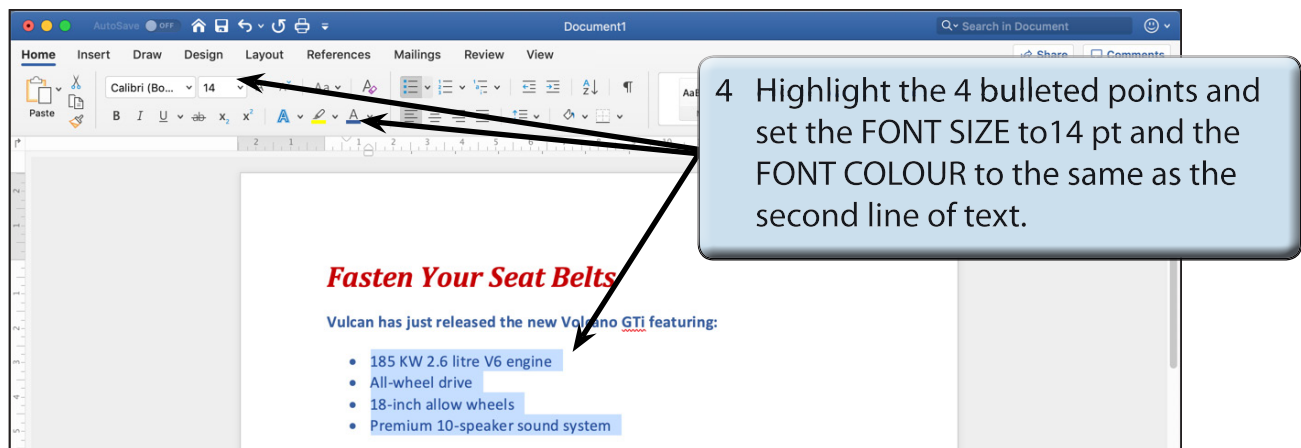
<return>

<return>

<return>







- NOTE:**
- i Setting the line spacing to 1.5 lines is another way of adding half line spacing between the points.
  - ii Notice that the automatic bullets have set the indents in the Ruler to hanging indents.
  - iii When entering bullets, pressing the <return> key twice turns the bullets off.



# Headers, Footers and Footnotes

In this chapter you will learn how to format multiple pages in more detail. This includes adding Headers and Footers, Title Pages and Footnotes.

## Headers and Footers

Document pages provide space at the top and bottom for HEADERS and FOOTERS. Anything placed in a HEADER or FOOTER is usually printed on each page of a document. HEADERS and FOOTERS are very useful for adding a standard heading, page numbers, an author's name, the date and so on, to a document.

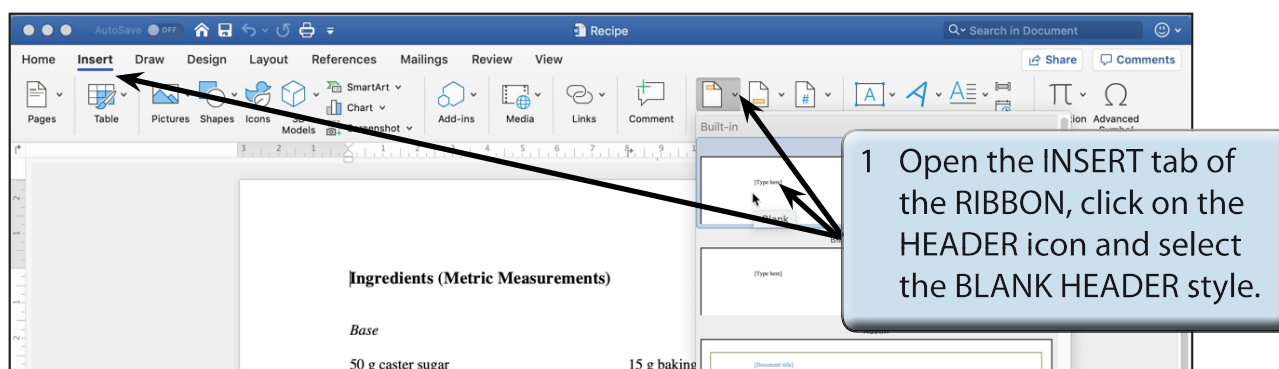
### A Loading the Prepared Document

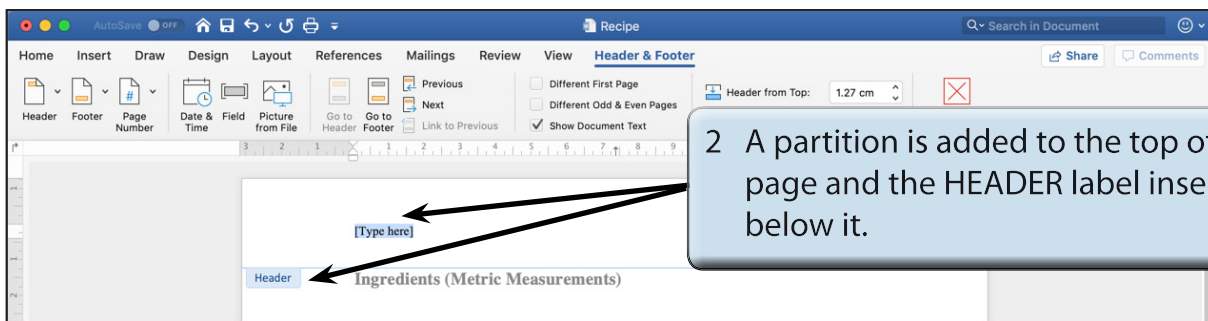
A sample document about a cooking recipe has been prepared for you and will need to be loaded from the WORD 2019 SUPPORT FILES.

- 1 Load Microsoft Word and click on OPEN or close the current file and select OPEN from the FILE menu.
- 2 Navigate to the WORD 2019 SUPPORT FILES, open the CHAPTER 8 folder and load the RECIPE file.
- 3 Select YES to open the file as a READ ONLY document and DUPLICATE the document in your WORD PROCESSING folder.

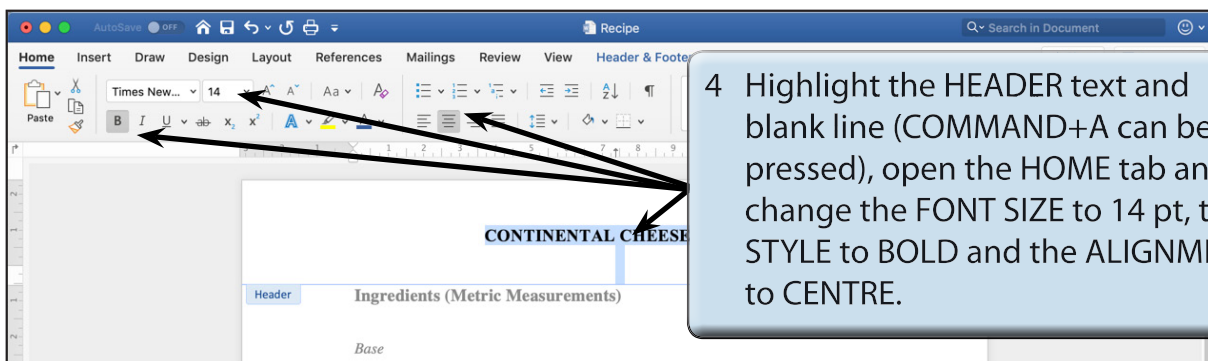
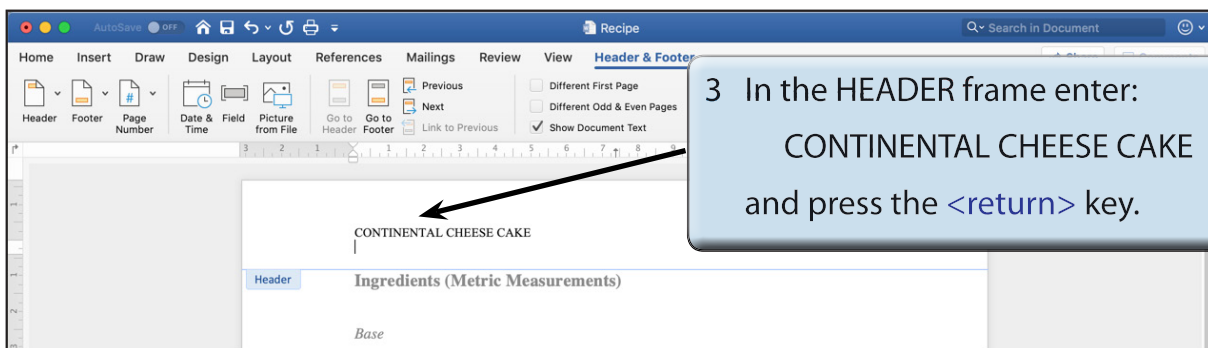
### B Inserting a Header

Let's place a page title as a HEADER.





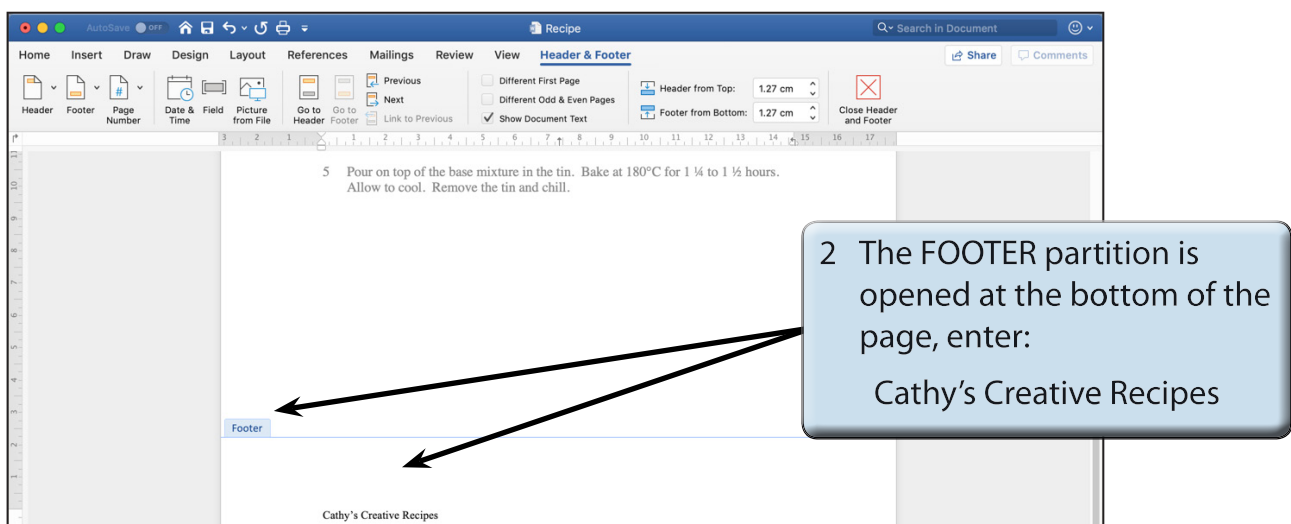
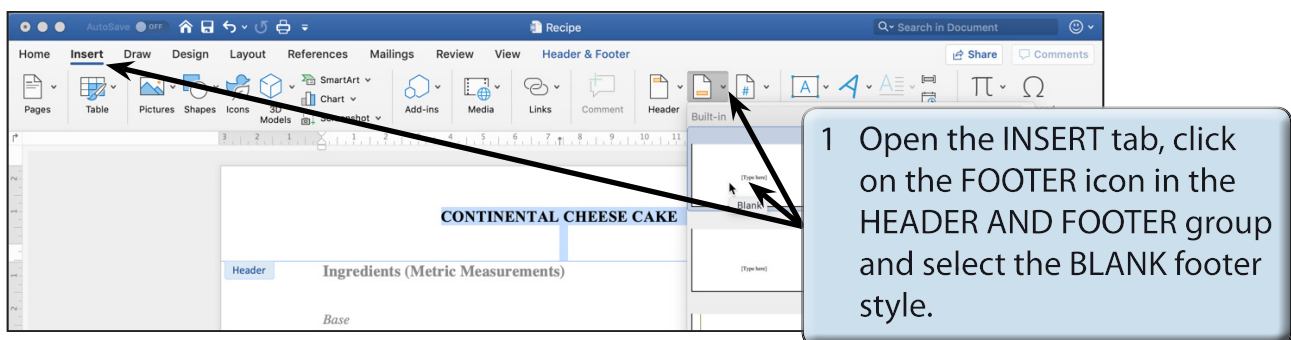
**NOTE: The HEADER & FOOTER tab containing all the header and footer commands is added to the RIBBON.**

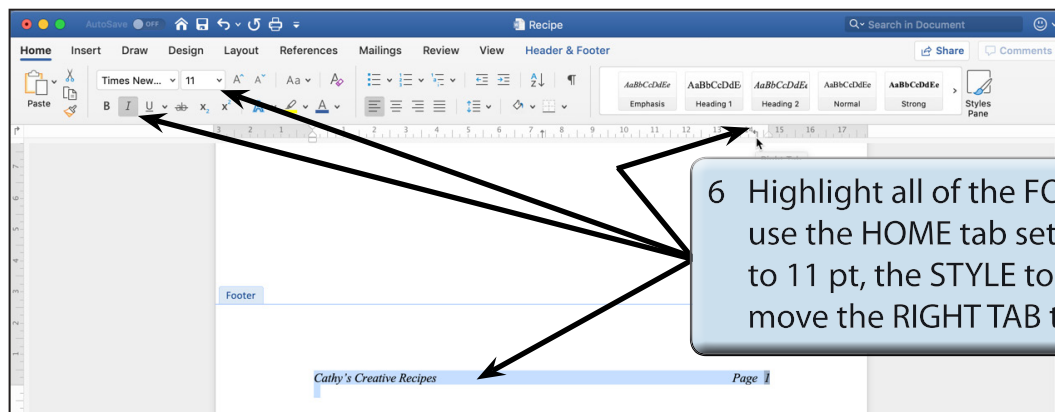
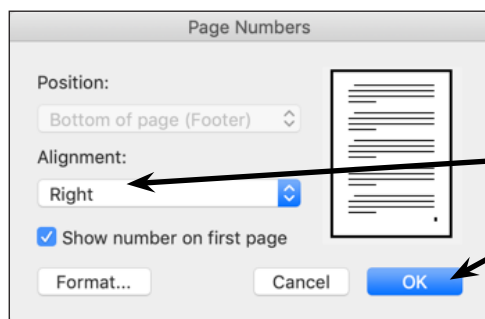
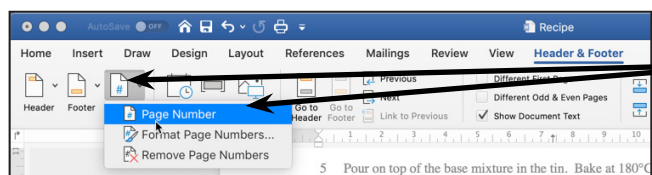
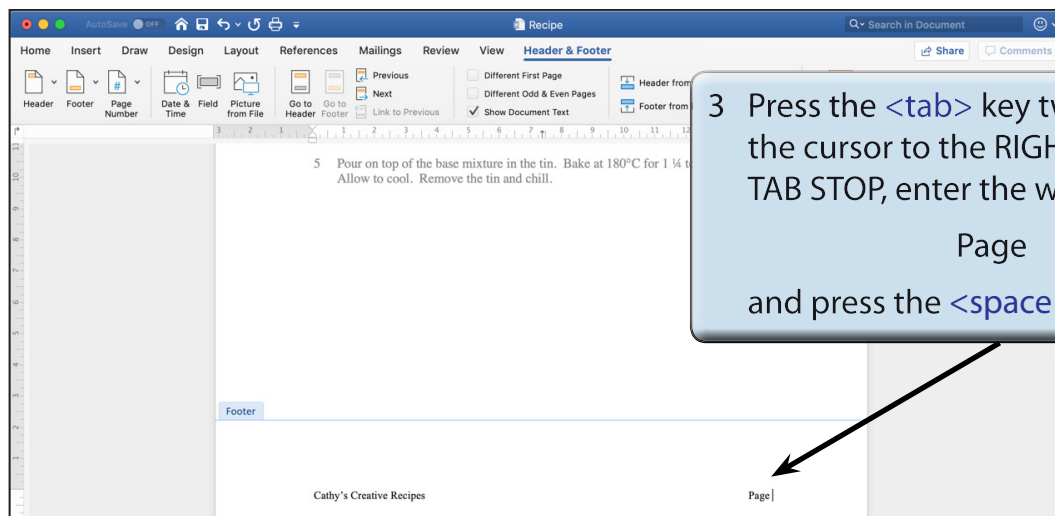


- NOTE:**
- i The HEADER and FOOTER frames have preset tabs stops inserted. A CENTRE JUSTIFIED TAB STOP is at the centre of the left and right margins, in this case at 7.3 cm and a RIGHT JUSTIFIED TAB STOP is at the right margin, in this case at 14.6 cm.
  - ii The HEADER frame increases in size as you enter more lines of text or press the <return> key.

## C Inserting a Footer

A partition is available at the bottom of each page. This is called the FOOTER and it prints on each page. Let's place the title of the recipe book at the left of the FOOTER and the page number at the right.





# Placing Text in Columns

When entering a page of text it is sometimes advantageous to place that text in columns. This can make the passage easier to read and utilise the space available on a page more efficiently. Microsoft Word allows you to split the page into up to 11 columns, each having its own margins, indents, justifications and widths. Normally, however, 2 or 3 columns are used.

## Loading a Prepared Article

An article about Japan has been entered for you. It will need to be converted into columns.

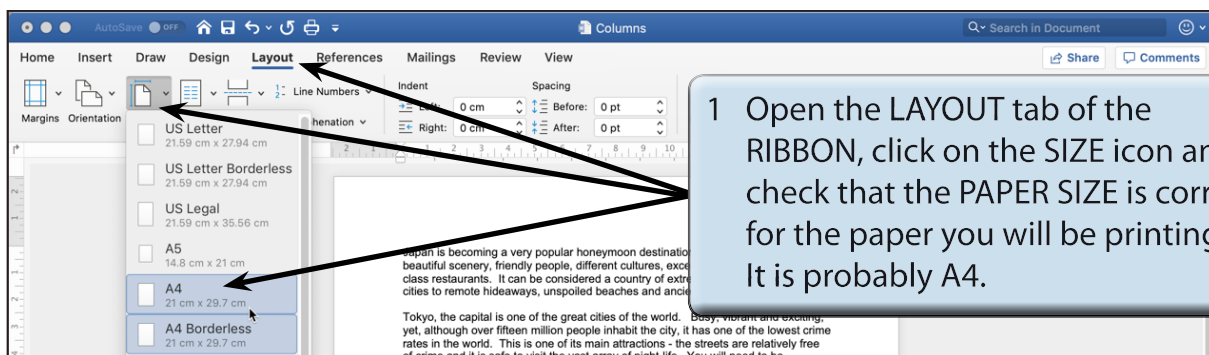
- 1 Load Microsoft Word and click on OPEN or close the current file and select OPEN from the FILE menu.
- 2 Navigate to the WORD 2019 SUPPORT FILES, open the CHAPTER 9 folder and load the COLUMNS file.
- 3 Select YES to open the file as a READ ONLY document and DUPLICATE the document in your WORD PROCESSING folder.

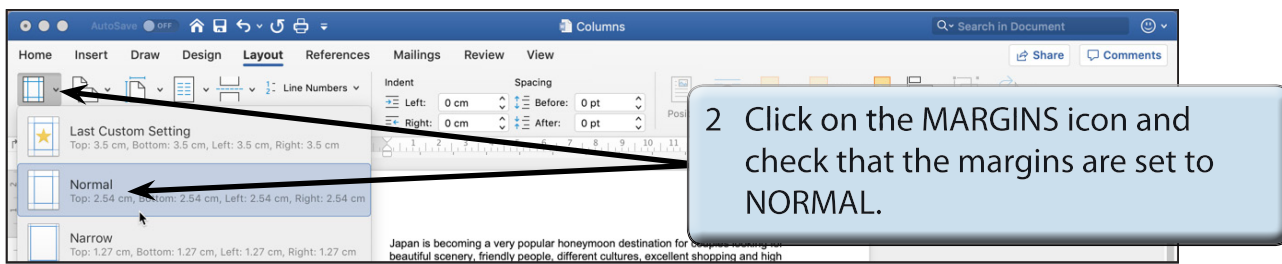
## Setting Text into Two Columns

As it is at the moment, the text is a little boring to read. Placing it in two columns can make it much more interesting.

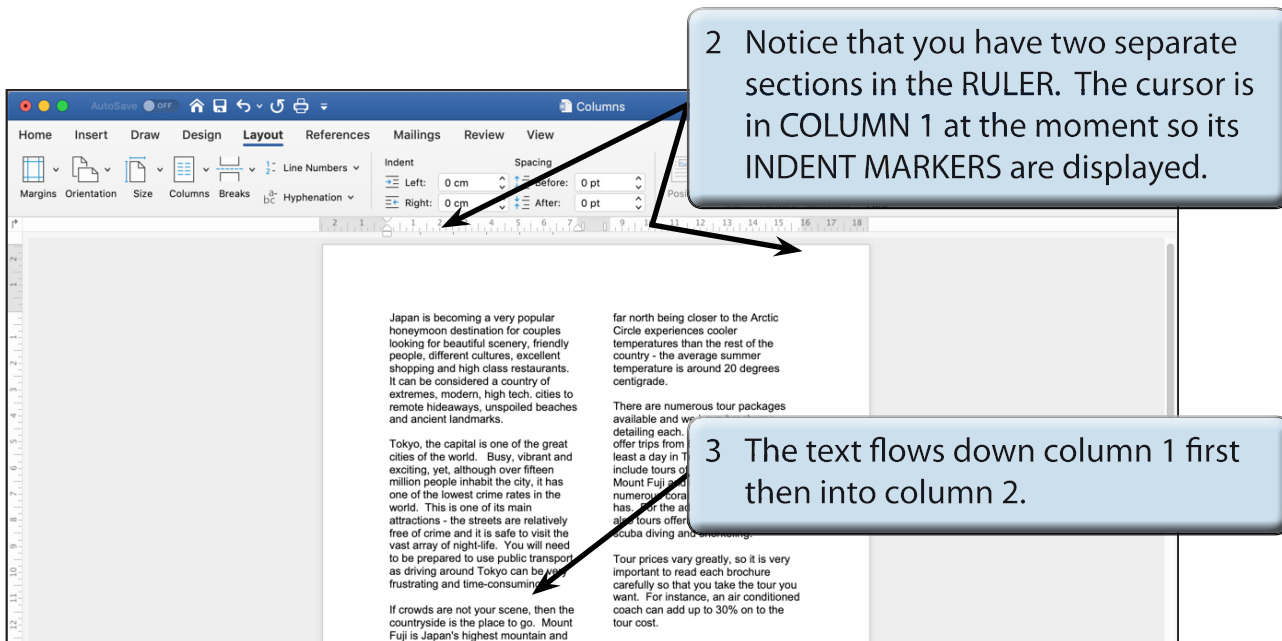
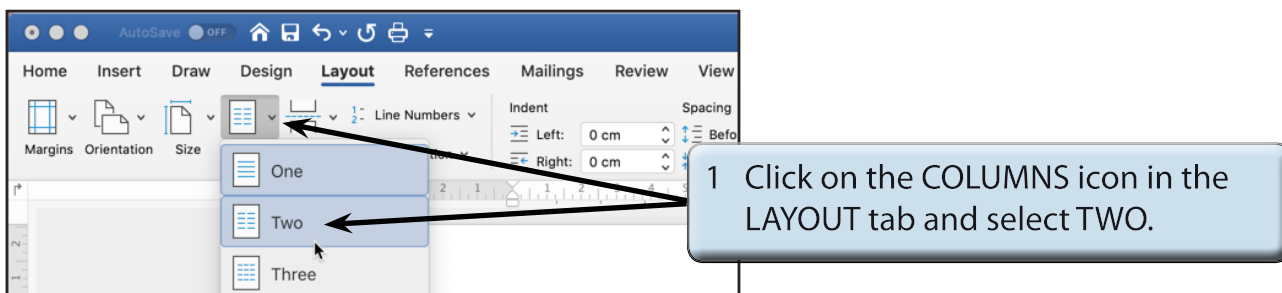
### A Preliminary Settings

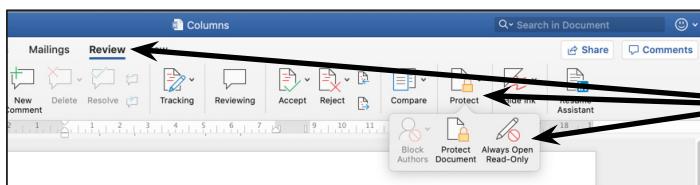
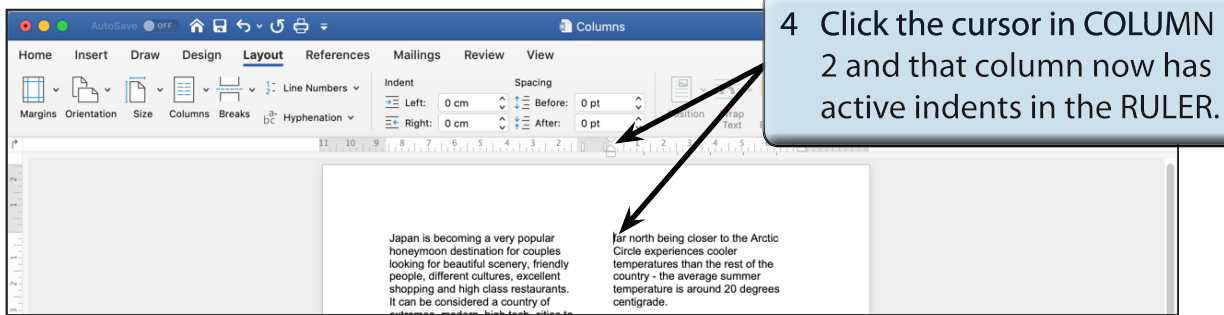
Before placing text in columns you should check that the PAGE SETUP is correct for your system.





## B Setting the Columns

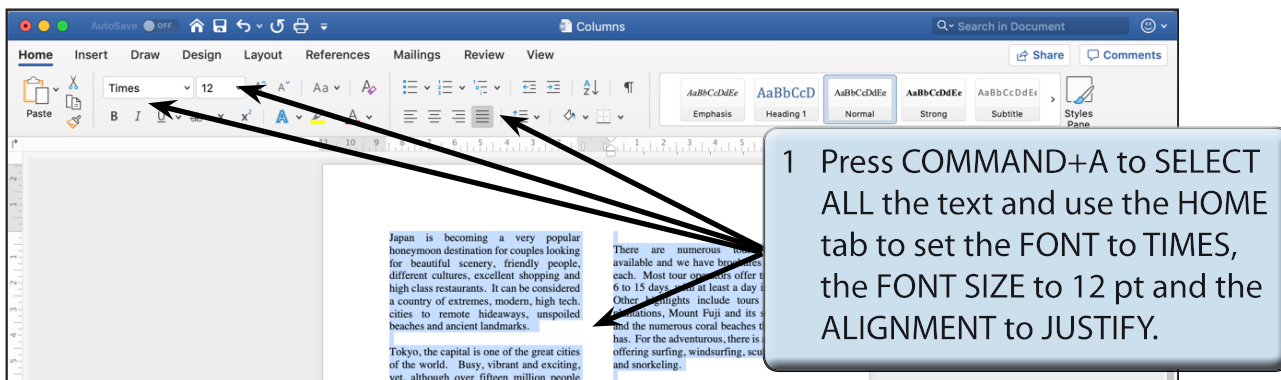




- 6 Press COMMAND+S to save the document.

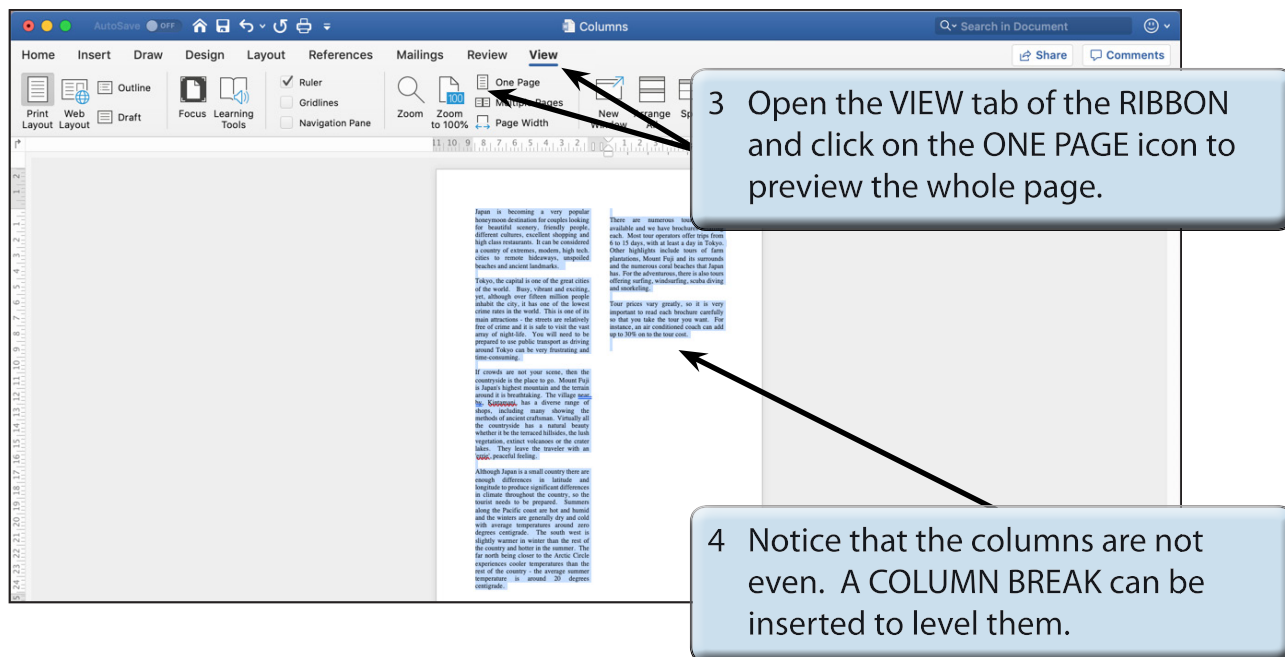
## C Justifying the Text

Text in columns usually looks better justified. That way all sides of the columns are straight.



- 2 Remove the highlight by clicking the mouse button with the I-BEAM over the text.





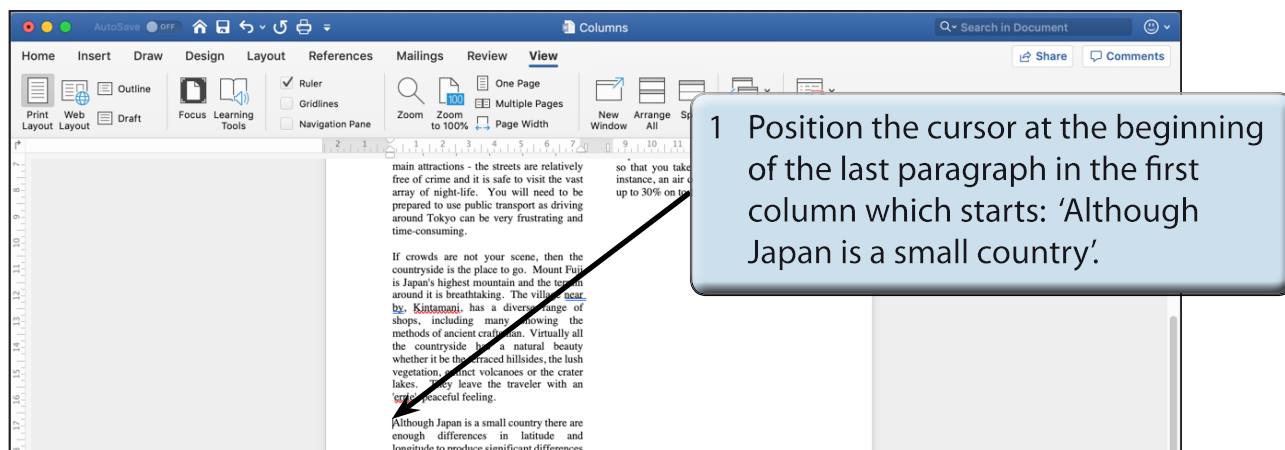
3 Open the VIEW tab of the RIBBON and click on the ONE PAGE icon to preview the whole page.

4 Notice that the columns are not even. A COLUMN BREAK can be inserted to level them.

5 Return the ZOOM to 100%.

## D Inserting a Column Break

A COLUMN BREAK takes the text to the top of the next column. It is a similar to inserting a PAGE BREAK.



1 Position the cursor at the beginning of the last paragraph in the first column which starts: 'Although Japan is a small country'.



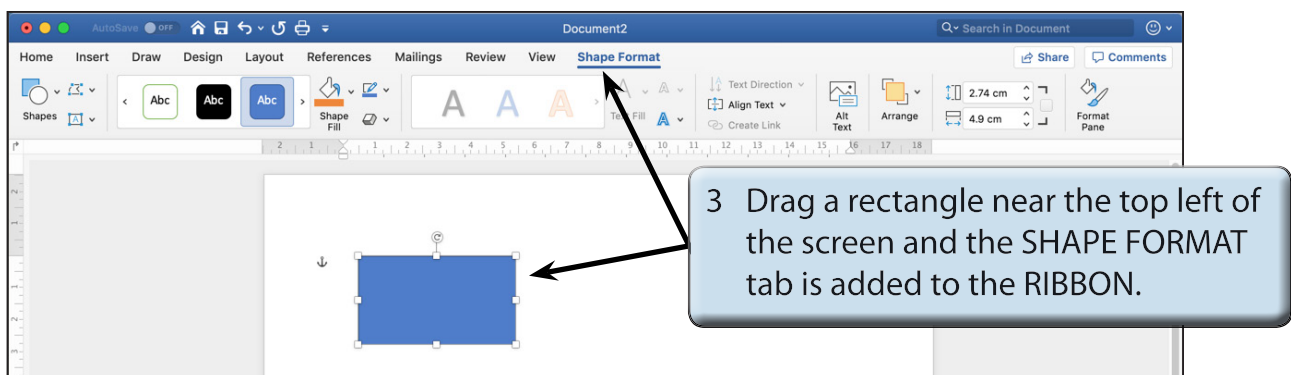
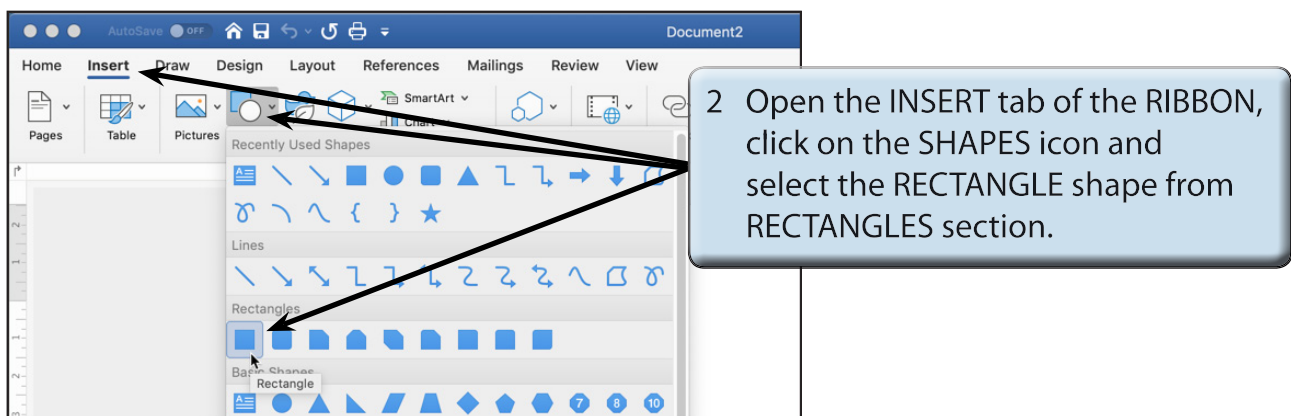
# Drawing Tools

Microsoft Word provides extensive DRAWING TOOLS that allow you to enhance the appearance of your documents. You can use these tools to assist in the creation of detailed publications, newsletters, company logos, etc.

## Drawing a Rectangle

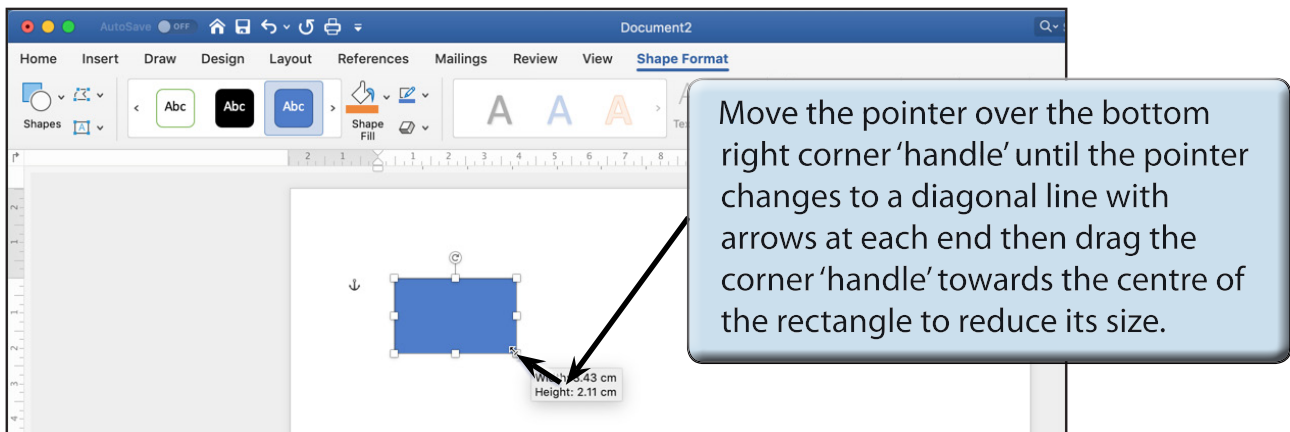
The DRAWING TOOLS are contained in the INSERT tab of the RIBBON. Let's start by drawing a rectangle.

- 1 Load Microsoft Word or close the current file and start a NEW DOCUMENT.



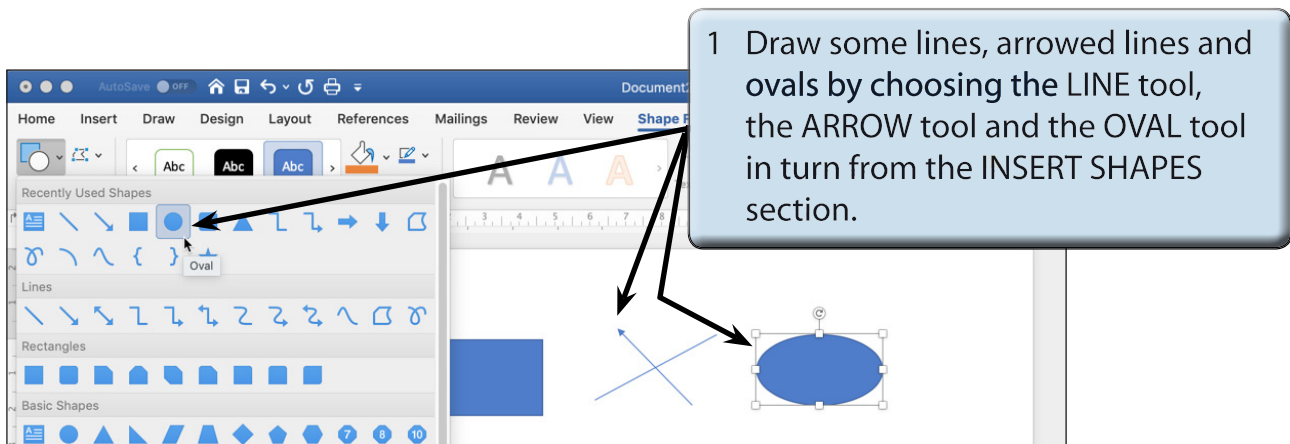
## Resizing Shapes

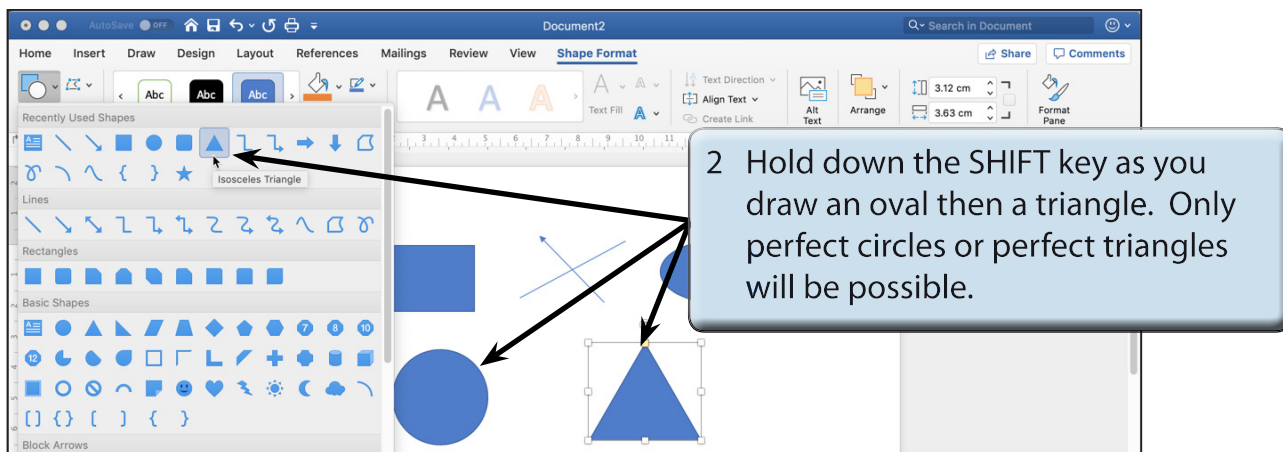
Notice that the rectangle has 'handles' (small shapes) around it. These allow the rectangle to be resized. The 'handles' at the corners allow for diagonal resizing. The 'handles' at the centre of the lines allow for either vertical or horizontal resizing. The circular 'handle' allows you to rotate the shape.



## Drawing Other Shapes

You can insert other shapes from the SHAPES icon of the SHAPE FORMAT tab of the RIBBON or return to the INSERT tab of the RIBBON and use the SHAPES icon.





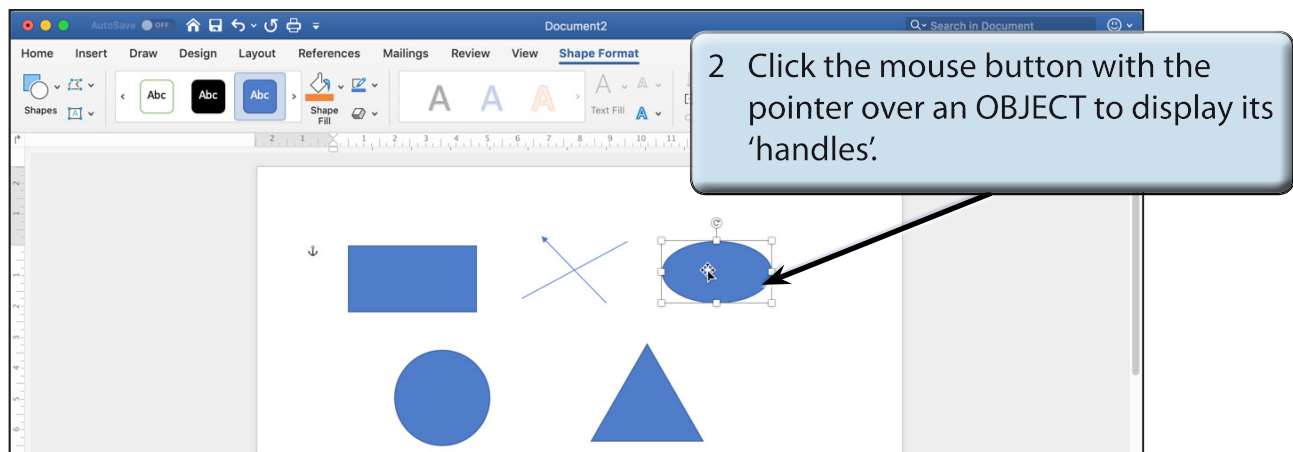
- NOTE:**
- i The SHIFT key causes all sides of an object to be the same size.
  - ii All objects created using the DRAWING TOOLS can be resized using their 'handles'.

## Objects

Each shape drawn in Microsoft Word is said to be an OBJECT or separate entity. You select an OBJECT by placing the pointer over the OBJECT and clicking the mouse button. 'Handles' around the OBJECT tell you that it has been selected. The OBJECT can then be deleted, resized, copied or moved. (You've just seen how to resize.)

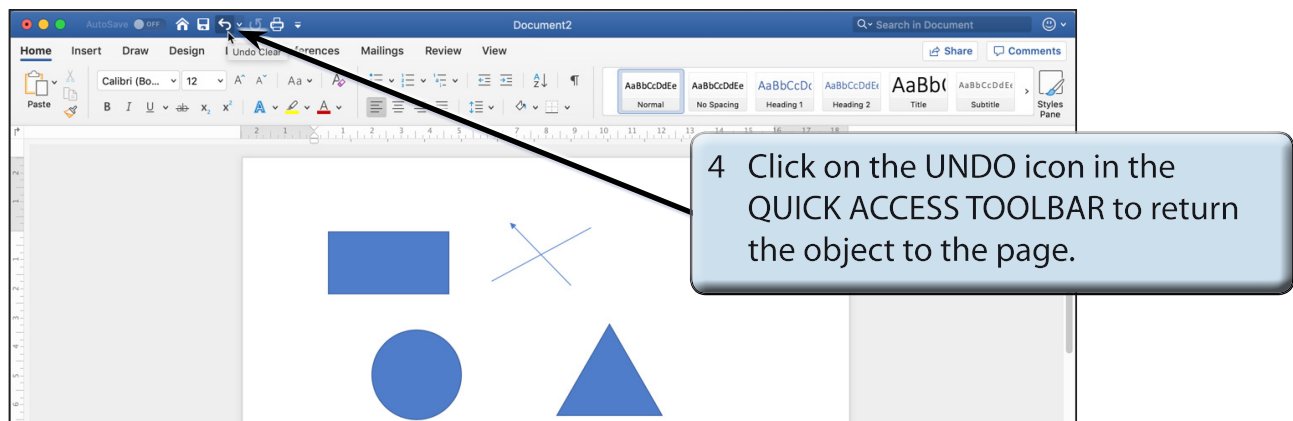
### A Deleting Objects

- 1 You should have a number of OBJECTS on the screen at the moment.



**NOTE:** If an object is filled, you can click on the centre of the object to select it. If the object is not filled, you need to click on the border of the object away from a 'handle'.

3 Press the DELETE key and the OBJECT will be removed.



**NOTE:**

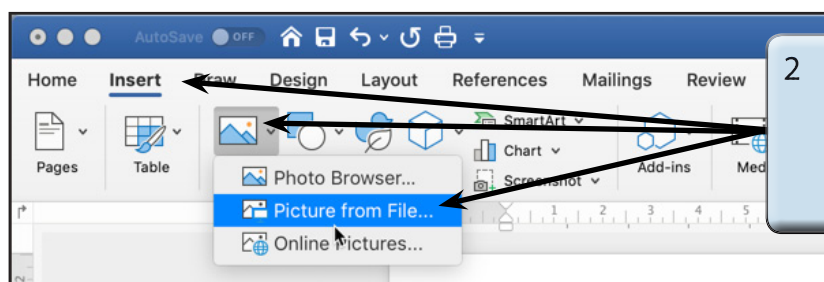
- i If you select multiple objects, the UNDO icon can be clicked each time to return each object to the page. Pressing **COMMAND+Z** will also undo previous steps.
- ii The **CUT** icon from the **HOME** tab can also be used to remove **OBJECTS**.

# Inserting Media Into Documents

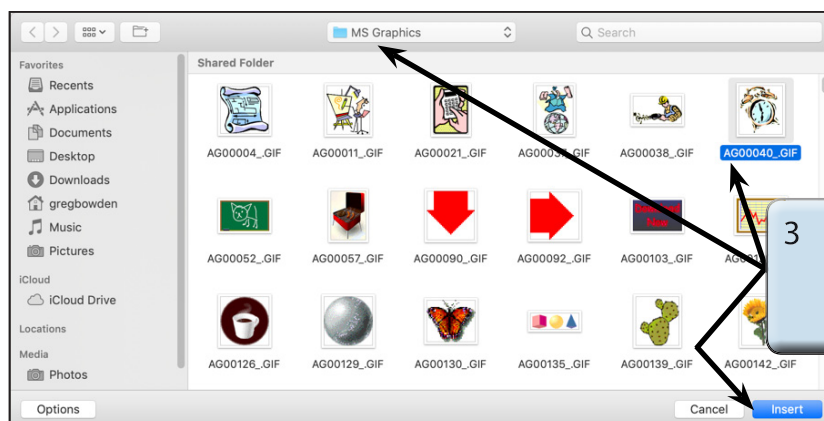
Microsoft Word allows you to insert images and video media into documents. This includes graphics created in other programs such as Adobe Photoshop, Adobe Illustrator or CoralDRAW. The inserted media can be formatted using the same tools that you used for shapes in the previous chapter.

## Inserting an Image

- 1 Load Microsoft Word or close the current file and start a NEW DOCUMENT.



- 2 Open the INSERT tab of the RIBBON, click on the PICTURES icon and select PICTURE FROM FILE.

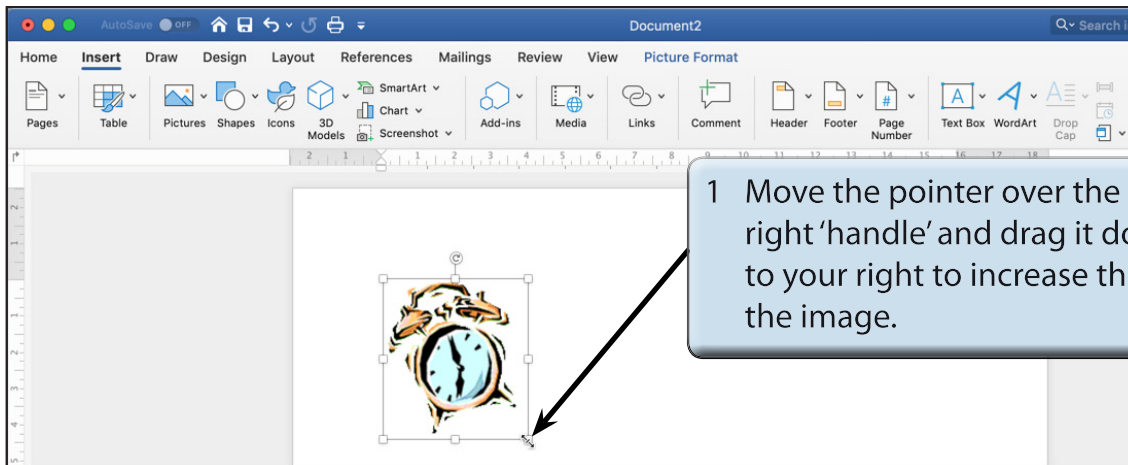


- 3 Access your school's graphics library, select an image and click on INSERT.

- NOTE:**
- i The ONLINE PICTURES icon in the INSERT tab of the RIBBON can be used to find images from the internet.
  - ii If you cannot find an image, there are two images in the CHAPTER 11 folder of the WORD 2019 SUPPORT FILES that can be used.

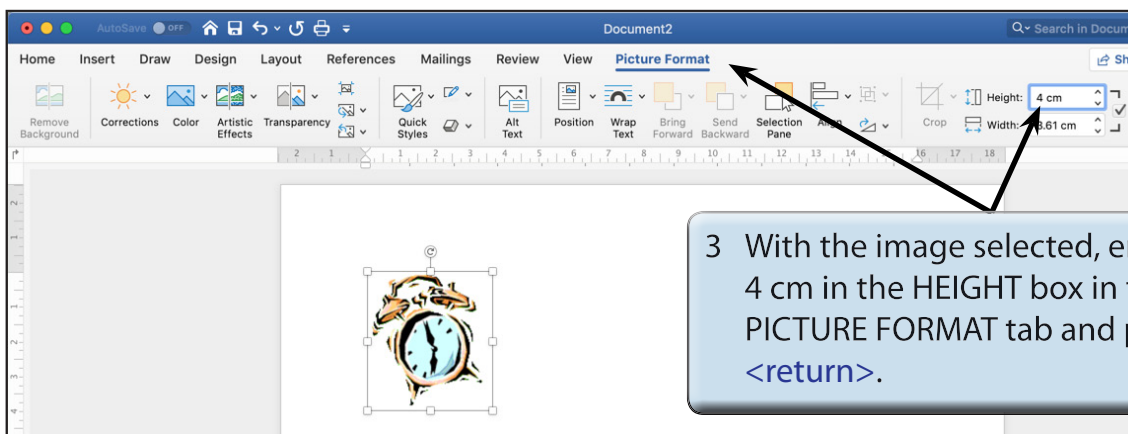
## Changing the Size of the Image

You can change the size of the image as you did for shapes by dragging the 'handles' or by using the SIZE group of the RIBBON.



1 Move the pointer over the bottom right 'handle' and drag it down and to your right to increase the size of the image.

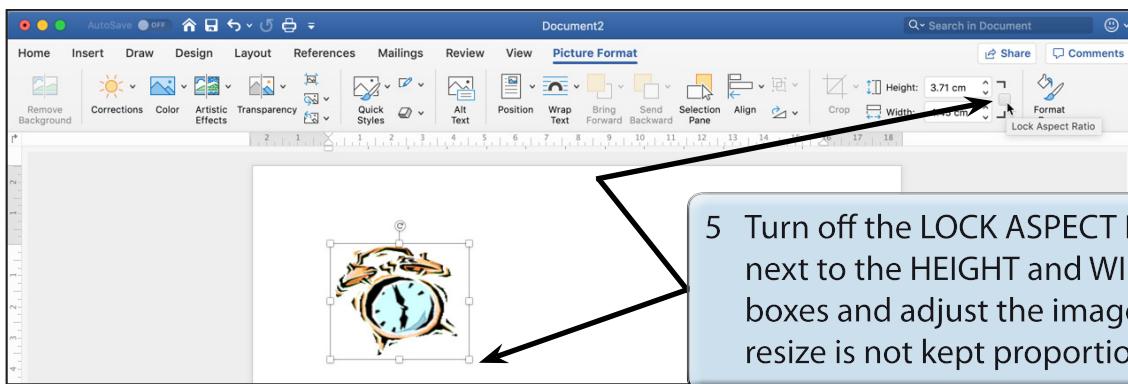
2 You can accurately resize an object using the PICTURE FORMAT tab.



3 With the image selected, enter 4 cm in the HEIGHT box in the PICTURE FORMAT tab and press <return>.

**NOTE:** The image is resized and the WIDTH box is adjusted in the same ratio to keep the image size proportional.

4 If you want to adjust the size of an image in without maintaining its proportions, then the ASPECT RATIO can be turned off.



- 6 Turn the LOCK ASPECT RATIO box back on and press COMMAND+Z to UNDO the last resize.

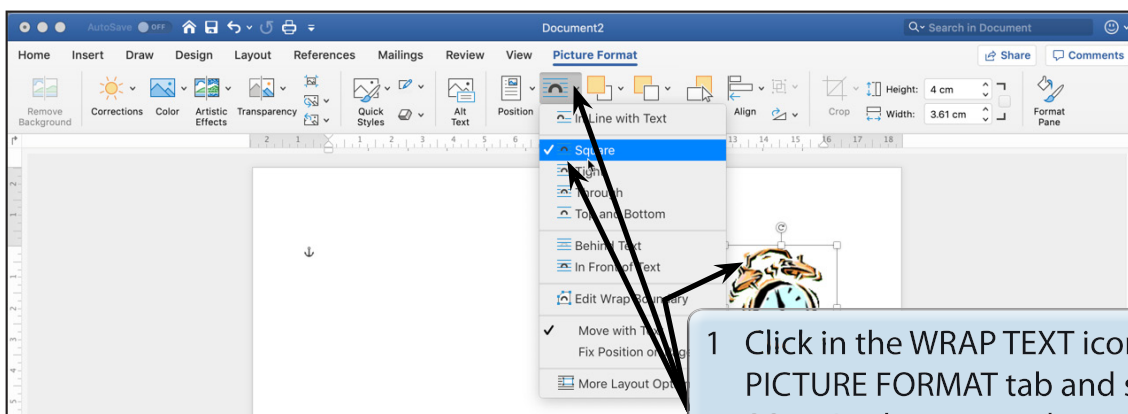
**NOTE:** Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.

## Picture Adjustments

The appearance of an image can be adjusted using the icons in the ADJUSTMENT group.

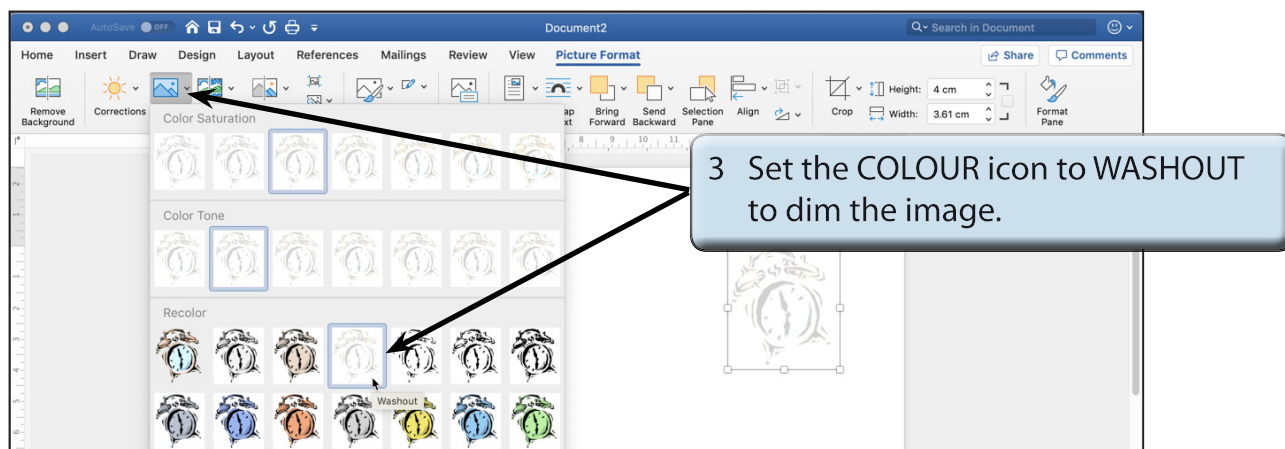
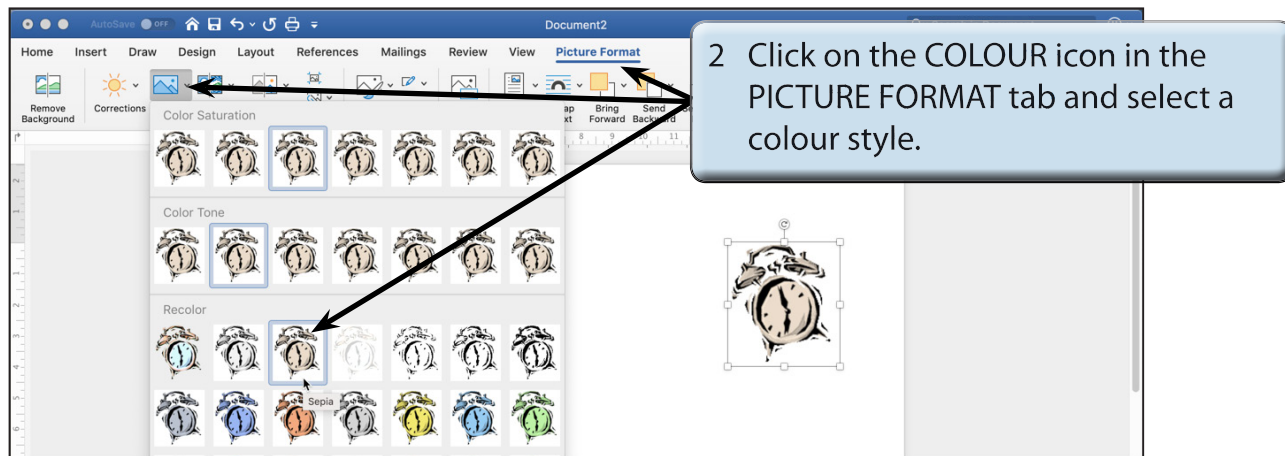
### A Colour Adjustment

The COLOUR icon allows you to set the colour style of the image.





**NOTE:** Moving the image to the right of the screen will allow you to see the adjustment effects that can be applied to it.



**NOTE:** Washout is used to create a watermark image when you want text to flow over the dimmed picture.