# **Microsoft Word Introduction and Certification Study Guide** Microsoft 365 Apps and Office 2019



Daniel John Stine AIA, CSI, CDT



Better Textbooks. Lower Prices. www.SDCpublications.com



# Visit the following websites to learn more about this book:





Googlebooks







### Introduction

Review essential aspects of Word: navigation, formatting, saving and inspecting documents.

# 1.0 Create documents

The process of learning how to use Microsoft Word starts with opening the application, which was covered in the previous chapter, and then creating a new document. This section covers the steps required to create a new document.

# 1.0.0 From templates

The most common way to start a new document is from a template. A template is a special version of a Word document with specific settings, such as margins, spacing, etc. It can also have text and graphics. For example, it might have a company name and logo for a letter template. The main thing to know about a template is that when opened, via the New command, a copy of the document is what is opened. This prevents the template from getting altered unintentionally.

#### Create a new document from a template:

- 1. Open Word (covered in the previous chapter)
- 2. Select a template by:
  - a. Click a template shown across the top, Blank document is most common
  - b. Or, Click More Templates to see more purpose-specific options
- 3. Save the new document
  - a. Provide a file location and name



Create new document from template

### 1.0.1 From right-click in File Explorer

It is possible to create a new document outside of Word, within File Explorer. This method uses the Blank document template.

**Tip:** An easy way to open Microsoft Windows **File Explorer** is by the following keystrokes on the keyboard: **Windows key + E** (just press the two keys at the same time).

#### Create a new document from right-clicking within File Explorer:

- 1. Within File Explorer, **right-click** in a blank area within a folder.
- 2. Click **New** in the menu.
- 3. Select Microsoft Word Document
  - a. Provide a file name

Nam	e		Date modified	Туре	Size
st 🗐	anuary 2021 Meeting Minute	es.docx	1/9/2021 8:59 AM	Microsoft Word D	0 KB
	View Sort by Group by Refresh Customize this folder Paste	> > 	1		
	Paste shortcut Undo Rename	Ctrl+Z			
	Send with Transfer Backup to Dropbox Move to Dropbox Give access to	>			
2	New	>	Folder		
57	Properties	[	Shortcut		
			<ul> <li>Microsoft Access Data</li> <li>Microsoft Word Docur</li> <li>Microsoft Access Data</li> <li>Microsoft PowerPoint</li> <li>Adobe Photoshop Ima</li> <li>Microsoft Publisher Do</li> <li>Rich Text Format</li> <li>Text Document</li> <li>Microsoft Excel Works</li> </ul>	abase ment base Presentation age.22 ocument	3

Create new document from right-click in File Explorer

#### File extensions:

When opening Word documents, looking at its files on your computer, or preparing to copy them, it is helpful to know what the two *main* file extensions are.

- Word document filename.docx
- Word template filename.dotm
- Legacy document filename.doc ('97 2003)
- Legacy template filename.dot ('97 2003)

**Note:** By default, file extensions may not be showing within **File Explorer**. If desired, they may be turned on within File Explorer via View (tab)  $\rightarrow$  Options  $\rightarrow$  Change folder and search options  $\rightarrow$  View (tab in dialog)  $\rightarrow$  (uncheck) Hide extensions for known file types.

# 1.1 Navigate within documents

Knowing how to navigate within a document is important for efficiency and accuracy.

### 1.1.0 Open existing documents

Here are the steps to return to a previously created document.

#### Open an existing document:

- 1. Start Word, and then click **Open** on the left panel
- 2. Click Browse
- 3. In the Open dialog, browse to your document location, and select it
- 4. Click Open



Open a previously created document

### 1.1.1 Search for text

Use the Find tool to search for text within the current document. The results, if any, are highlighted within the document and appear in context within the Navigation pane as shown in the image below. Clicking on one of the results listed will jump to that location.

Search for text using Find:



- 5. Home  $\rightarrow$  Find (or Ctrl+F)
- 6. Enter text to search for, e.g. "career," and press Enter
- 7. The results are highlighted in the document



Search for text using Find

To search for text based on case, whole word and more, use Advanced Search.

#### Search for text using Advanced Find:



- 1. Home  $\rightarrow$  Find  $\rightarrow$  Advanced Find...
- 2. Enter text to search for, e.g. INTRODUCTION
- 3. Check desired options, e.g. Match case
- 4. Click the Find Next button: each click advances to the next instance in the document



Search for text using Advanced Find

### 1.1.2 Link to locations within documents

Use the link tools to create a bookmark and cross-reference within documents.

Insert a bookmark:



- 1. Select text or click a location
- 2. Insert  $\rightarrow$  Bookmark
- 3. Enter a name; spaces are not allowed
- 4. Click Add



Add a bookmark

Insert a Cross-Reference:



- 1. Click a location
- 2. Insert  $\rightarrow$  Cross-Reference
- 3. Select
  - a. Reference type: bookmark, table, etc.
  - b. Caption: captions must already exist in document
- 4. Click Insert

Use Ctrl+Click to jump to referenced data. Right-click link and Update Field if caption changes.



Add a cross-reference

# Insert Hyperlink to a Place in This Document

It is also possible to use a hyperlink to link to another location within the same document.

- 1. Select text
- 2. Right-click
- 3. Select Link...
- 4. Click **Place in This Document**
- 5. Select an option: Headings or Bookmarks



Link within document

### 1.1.3 Move to specific locations and objects in documents

Review the steps used to quickly jump to another location within the current document.



- 1. Home  $\rightarrow$  Find (drop-down)  $\rightarrow$  Go To... (or Ctrl+G)
- 2. In the Find and Replace dialog:
  - a. Reference type: bookmark, table, etc.
  - b. Reference name: reference must already exist in document
- 3. Click Go To



Jump to a bookmark location using Go To

# 1.1.4 Show and hide formatting symbols and hidden text

Show paragraph marks and other hidden formatting symbols, which help with page layout.

Use Show Hide ¶:

- 1. Home  $\rightarrow$  ¶ (or Ctrl+\*) to toggle on
- 2. Repeat step #1 to toggle off

The keyboard shortcut is actually Ctrl + Shift + \*



Toggle paragraph and hidden formatting symbols on and off

In the context of Word, and the certification exam, each "paragraph symbol" defines a paragraph. For example, the exam may provide instruction on inserting something in the last paragraph. The last paragraph may not have any text associated with it, so be sure to toggle on the "paragraph symbol" visibility to make it easy to follow the instructions.

# 1.2 Format documents

Controlling formatting of a document is an important aspect of using Microsoft Word.

# 1.2.0 Moving the cursor around within document

In addition to moving to specific locations within a specific document, covered in the previous section, there are several efficient techniques to position the cursor within your immediate context. The current cursor location is where text is added then typing on the keyboard, as well as where symbols and graphics are inserted.

Action Cursor Result Click mouse button Moved to that location Left Arrow | Move one-character left Right Arrow Move one-character right Up Arrow Move one line Up Down Arrow Move one row down Ctrl + Left Arow Move one word left Ctrl + Right Arrow Move one word right Ctrl + Up Arrow Move one paragraph up Ctrl + Down Arrow Move on paragraph down Move to beginning of line Home | End | Move to end of line Ctrl + Home Move to beginning of document Ctrl + End Move to end of document Scroll up equal to height of visible page Page up Page Down Scroll down equal to height of visible page Ctrl + Page Down Move to beginning of previous page Ctrl + Page Down Move to beginning of next page

There are several ways to reposition the cursor from its current position:

### 1.2.1 Set up document pages

To define how a page looks, adjust the Margins, Orientation and Size. The Page Setup dialog has an array of options used to control how a page appears and prints to PDF or hardcopy.

Margins

Most printers cannot print to the edge of the page. Thus, margins are used to define the non-printable area at the perimeter of the page. <u>To set margins</u>: simply select from the predefined list on the **Layout** tab or click **Custom Margins...** to access the **Page Setup** dialog.

	Au <sup>,</sup> Save	• off	D	9 U	<u>A</u> ~	~			Docum	ent2 - Wo	rd		
	Fi	Home	Insert	Design	Layout	Referenc	es Mai	lings	Review	View	Help		
			Ē		📇 Breaks	; <b>*</b>	Indent			Spacing		- 64	
1	Margins	Orientatior	n Size	Columns	2- Line N	lumbers ~	<u>⇒=</u> Le	ft: 0"	Ŷ	$\stackrel{*}{\downarrow} = Before$	0 pt 🗘	Position	
_	Ť	ř	ř	•	bc Hyphe	enation ~	<u>≡</u> € Rig	ght: 0"	Ŷ	* = After:	8 pt 🗘		
		Last Cu	istom Set	ting		E.			Paragra	ph		na l	
	\$7	Top: Left:	1" 1.5"	Bottom: 1" Right: 1.5	5"					1 + + + 1	•••	1 .	1
		Norma	4			Pag	e Setup			3		?	×
		Top:	 1" 1"	Bottom: 1" Right: 1"		Ma	rgins Pa	per Lay	out	•			
						Ma	rgins						
- 1		Narro	N	Dattaurs 0.5			op:	1"	<b>T</b>	<u>B</u> ott	om: +.	1*	-
		Left:	0.5"	Right: 0.5	5		utter:	0"	• •	<u>Rigin</u> G <u>u</u> tt	er position:	Left	•
2		<b>Moder</b> Top: Left:	ate 1" 0.75"	Bottom: 1" Right: 0.7	75"	Or	entation						
		Wide Top: Left:	1" 2"	Bottom: 1" Right: 2"		Pa	<u>P</u> ortrait ges <u>f</u> ultiple pag	es: N	ormal	~			
ľ		Mirror Top: Inside:	ed 1" 1.25"	Bottom: 1" Outside: 1"		Pre	view	1					
,		<b>Office</b> Top: Left:	2003 Def 1" 1.25"	<b>ault</b> Bottom: 1" Right: 1.2	25"								
	Cus	tom M <u>a</u> rgi	ins				-	ala da cum	ant lu	1			
4	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~	v		~~~~~	Ap	piy to:	iore docum	ent				
						Set	As <u>D</u> efault	]			O	K Cano	cel

Setting margins for a page

# Orientation

The orientation of a page can either be **Portrait** (vertical) or **Landscape** (horizontal) as shown below. Deciding which to use can be a personal preference, company standard or required based on the information (text and graphics) to be presented.



#### 1. Layout $\rightarrow$ Orientation $\rightarrow$ Portrait *or* Landscape

Setting orientation for a page

Changing the orientation of a non-empty page may require some reformatting. In the example below, notice the image captions have moved and one page has more white space.

	the basics		
<text><text><text><image/><caption></caption></text></text></text>	<text><image/><image/><image/><caption><text></text></caption></text>	<section-header><text><text><image/><image/></text></text></section-header>	<text><text><image/></text></text>

Comparing portrait (left) and landscape (right) page layouts

### 38 Chapter 1 – Manage Documents



The size of the page (aka paper) is set on the Layout tab.

- 1. Layout → Size (drop-down list)
- 2. Select an option:
  - a. Pick from predefined list of page sizes, or
  - b. Select More Paper Sizes... to open Page Setup dialog
- 3. Enter custom page size (optional)

a. Allowable range is **0.1" – 22"**, thus, 22" x 22" is the largest page possible

AutoSave 💽 🗍 🥬 🕐 🔺 🗢	Document2 - Word
File Home In Design Layout References	Mailings Review View Help
Margins Orien 1 Size Letter 0.5" + Breaks * Columns $\frac{1}{2}$ : Line Numbers * $b_{c}^{a}$ : Hyphenation *	Indent Spacing → Left: 0"
Tabloid         11" x 17"           Ledger         Ledger	Page Setup ? × Margins Paper Layout
17" x 11"	Paper size: Letter Width: 8.5" Height: 11"
.     .     .     7.25" x 10.5"       .     .     .       .     .	Paper source Eirst page: Other pages: Default tray (Automatically Select) Automatically Select OnlyOne Default Select OnlyOne Other pages: Default tray (Automatically Select) Automatically Select OnlyOne Other pages: Default tray (Automatically Select)
8.27" x 11.69" 11 x 17 	Preview
JIS B4 10.12" x 14.33"	
	Apply to: Whole document V Print Options Set As Default OK Cancel

Setting paper size

# Columns

Define the number of columns from the Layout tab.

- 1. Layout → Columns (drop-down list)
- 2. Select an option:
  - a. Pick from predefined list, or
  - b. Select More Columns... to open Columns dialog
- 3. Specify Column options (optional)



Setting number of columns



Comparing page layout for one, two and three columns

# 1.2.2 Apply style sets



Applying a style set can quickly change the look of the entire document.

A. Design → Document Formatting gallery (click down-arrow to see full list)

Aut	oSave	• Off	8	9	Q /	4 ~ <i>~</i>		Introd	duction to Are	chitecture.doc	x	I	𝒫 Searce	h						_	Ŀ.	
File		Home	Insert	Desi	gn Lay	rout Refe	erences	Mailings	Review	View Hel	р										V	
The	emes	Title Prodeg 1 node gat de la déres président de la déres présiden	TITLE	T	IDe orden 1 to tareas, fragiera catalone of the face data and to of the face data to the set of the set of the set	Title	TITLE HEADING 1 Belling and Parallelistics	Tible HADRG1 In the sum of, the patient states for each state of particulation of the forest that of particulations from the regulation of particulations for the states of the states of the balance balance of the states of the	Title 1 Haanen 1 n fanar ta fa gebruch de sector en daged to optimise terre en fanged to optimise	Tible Nordeng 1 Britisherrich engelisiste soldet herrichte ansertliche die persolation alle in ansertliche die persolation alle in ansertliche die persolation alle in der sond fahre die bestehen beiter, kenzien, bestehen, beiter, beiter, beiter, beiter, wasten, bestehen, beiter, beiter	Title Holding 1 In the set of the pathware being with house at the set of the set of the second set of the se	TITLE Heading 1	TITL Houses 1 for a loss tas de galaries induites for a loss tas de galaries induites de la dese desauts, to car hera plane de la dese de las de la for a loss tas de la deservición de las deservicións de la desauts de la forma de la deservición de la desauts de la forma de la deservición de la desaute de la forma de la desaute de la desaute de la forma de la desaute de la desaute de la forma de la desaute de la desaute de la desaute de la forma de la desaute de la desaute de la desaute de la forma de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute de la desaute desaute de la desaute desaute d	Title	Title	TITLE HEADING 1 In Francisco Data State Instanting of State State Instanting of State State State Instanting of State State State Instanting of State State State State Instanting of State Stat	TITLE DISTUST In the second se	Title Hosting 1 for the test of the participation with the second task of page 4 months with the second task of page 4 months and task of	Tako Hooding1 Roda issuenda, for galantesashik anti for santal bak digari danamat, Yao amara fiker galante kasanti takin, baako, bako, tao	Title Hodigt Bold for the Neglitic oblig Bold for the Department Hold and Appendix oblig Hold and Appe	•	Colors
						1			7		1		Document For	natting	1				5			
-								6	3													
	~~~	~~~~			<u> </u>	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~		······			~~~~	~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~

Apply a style set

Three different style set examples are shown below, applied to the same document. Notice the heading, captions and even the main body text style and formatting change.



# 1.2.3 Insert and modify headers and footers



Use headers and footers to display information to be repeated on each page, such as page number, chapter title and more. The related tools are found on the Insert tab.

AutoSave 💽 🕅	DI 9						
File Home II	nsert Desi	ign Layo					
🖹 Cover Page 🗸		년급 Pict	3	💾 Header 🗸			
🕒 Blank Page	Table	É∰ Ont	ent	🔓 Footer 🗸	Text		
🛄 Page Break	Ť	C Sha	5	🛱 Page Number 🗸	Box ~		
Pages	Tables		ents	Header & Footer			
		1					

#### Header and Footing tools on Insert tab

#### A) Insert Header

- 1. Insert → Header (list)
- 2. Select option:
  - Built-in option, or
  - Custom via Edit Header

#### B) Modify Header

- 1. Insert → Header (list)
- 2. Edit Header

#### C) Delete Header

- 1. Insert → Header (list)
- 2. Remove Header

The previews, for the built-in options shown to the right, are how they will appear when applied to your document. Often, it is more efficient to select a built-in option and then edit it, rather than starting a new one from scratch.

н.

Header tools

#### A) Insert Footer

- 1. Insert → Footer (list)
- 2. Select option:
  - Built-in option, or
  - Custom via Edit Footer

#### **B)** Modify Footer

- 1. Insert → Footer (list)
- 2. Edit Footer

#### C) Delete Footer

- 1. Insert → Footer (list)
- 2. Remove Footer

#### **Ribbon Options**

While in 'edit mode' for a header/footer, the Ribbon has some related options as shown below. These tools are also found in Page Setup.

> • Different odd and even: For example, chapter title on one page and the book title on the next.

Blan	k		
	[Type here]		
Blan I	k (Three Columns)		
	[Type here]	[Type here]	[Type here]
Austi	n		
	pg. 1		
Band	ed		
		1	
Eaced	t (Even Page)		
	(LVCIII age)		
[Autho	r nam e] [[SCHOOL]		
Face	t (Odd Page)		
			[DOCUMENT TITLE]   [Docum ent subtiti
₿ 1	<u>/l</u> ore Footers from C	Office.com	
Ê E	dit Footer		
	emove Footer	<b>`</b>	

• Different first page: Unique first page, which could mean no header/footer at beginning of chapter.

Footer tools

#### • From Edge:

Moves header/footer relative to edge of page but does not affect the margins.

~~~	Layout Header & Footer				
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	☑ Different First Page	💾 Header from Top: 0.5" 🗘	$\mathbf{X}$		
$\left\{ \right\}$	☑ Different Odd & Even Pages	➡ Footer from Bottom: 0.5"	Close Header		
3	Show Document Text	🗐 Insert Alignment Tab	and Footer		
3	Options	Position	Close		

Ribbon tools while in header/footer edit mode

# 1.2.4 Configure page background elements

Review how to control the background color, text and page borders from the Design tab.



Page background tools on the design tab

# Watermark

A watermark is text or an image that is transparent and is positioned behind the content in your document.

#### A) Insert Watermark

- 1. Design → Watermark (list)
- 2. Select option:
  - Built-in option, or
  - Custom via Custom Watermark

#### B) Custom Watermark

- 1. Design → Watermark (list)
- 2. Custom Watermark...
- 3. Printer watermark dialog (see next page)
  - Picture watermark: browse for image
  - Text watermark: *enter custom text*

#### C) Delete Watermark

- 1. Design → Watermark (list)
- 2. Remove Watermark



Printed Waterr	nark	?	×
No waterma Picture water	rk rmark		
Select Pict	ure		
Scale:	Auto 🗸 🗸 Washout		
○ Te <u>x</u> t waterm	ark		
Language:	English (United States)		$\sim$
Text:	ASAP		$\sim$
Font:	Times New Roman		$\sim$
Size:	Auto		
Color:	Automatic 🗸 🗹 Semitrans	parent	
Layout:	Diagonal O Horizontal		
	Apply OK	Cano	el.

Custom watermark settings

#### Page Color



Selecting a page color fills the entire page background with that color.

#### Set Page Color

- 1. Design → Page Color (list)
- 2. Select option:
  - Select a color, or
  - More Colors

#### **Remove Background Color**

- 1. **Design → Page Color** (list)
- 2. No Color

Note: By default, background colors/images <u>do not print</u>. This may be changed here: Options  $\rightarrow$ Display  $\rightarrow$  Printing options: *Toggle*, Print background colors and images.



Set Page Color

#### Page Borders

Add a border to frame a page. The border is added within the margins, so they print.

#### Define a Page Border

- 1. Design  $\rightarrow$  Page Borders
- 2. Select option:
  - Select a **Setting**, e.g. None, Box, Shadow, 3-D
  - Pick a line Style, Color, Width and/or Art option.
  - Preview area: pick one or more edges to toggle the border on/off

#### Remove Page Border

- 1. Design  $\rightarrow$  Page Border
- 2. Click None (setting) and then OK

Borders and Shading       ? ×       ered in of this         Borders and Shading       ? ×       ered in of this         Borders Page Border Shading       ? ×       of this         Setting:       None       Style:       fwhat a ll learn later in use buttons to apply borders         Bord       Style:       Click on diagram below or use buttons to apply borders       fwhat a ll learn later in later in use buttons to apply borders         Bord       Shadow       Color:       Automatic       image and so the nd on a grand		Intro to Ci On build are resp from the	vil Engineering & Architecture ling projects, Civil engine onsible for the entire sit e property lines up to	re neers ite – Civil Engineers also do many things non-building related. They design city roads and freeways, bridges, tunnels
Setting:       None         None       Style:         None       Click on diagram below or use buttons to apply borders         Box       Shadow         Shadow       Color:         Automatic       Width:         1/2 pt       At:         (none)       OK         OK       Cancel	Borders a	and Shading		? × ered in of this
Custom 1 ½ pt Apply to: Art: (none) V OK Cancel document		<u>N</u> one Bo <u>x</u> Sh <u>a</u> dow 3- <u>D</u>	Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style: Style:	Preview Click on diagram below or use buttons to apply borders Click on diagram below or later in later in ad on a y posse at help ing and so the
ideas. They are required to have a		Custom	1 ½ pt	Apply to: Whole document  Options  OK Cancel g their ideas. They are required to have a

Define a page border

# 1.3 Save and share documents

Word documents may be shared directly, by saving to an alternative format and/or printing. This section will cover these options.

### 1.3.0 Save and close documents

It is important to save document edits before closing it, to ensure work is not lost. Word will prompt to save if a document with unsaved changes is being closed.

Documents may be saved manually or in real-time via AutoSave.

#### AutoSave document

1. On the application titlebar, toggle AutoSace on

**Tip:** Use caution when opening a document with the intention of making a copy. Use Save-As right away to avoid editing the original document.

#### Save document

2. On the application titlebar, click the Save icon to commit changes to storage.

Tip: Use Ctrl + S as another efficient way to save the current document.

A		B						
AutoSave	€ Off	89	~ O B		January 2	021 Meeting Minut	tes.docx - Save	ed to
File H	ome	Insert	Draw	Design	Layout	References	Mailings	F
Paste 🗳	Calibri B I	(Body) <u>U</u> ~ <del>.</del>	<ul> <li>✓ 11 </li> <li>→ x<sub>2</sub> x<sup>2</sup></li> </ul>	A^ Aĭ   Aa   <b>A</b> ~ <i>∠</i>	a - ∣ A <sub>¢</sub> - <u>A</u> -	≡ • ≣ • '₹ ■ = = =	-   == ==   ‡≣ -   & -	2↓ E
Clipboard 🕠			Font		توا	Par	agraph	
• · · ·	• •	1 *	1 1	1 • •	• • •	2 .	• • 1	

AutoSave and Save

**Note:** Documents opened from one of Microsoft's cloud-storage locations, such as OneDrive or SharePoint, will default to AutoSave mode.

#### Close document

Since each Word document is contained in a separate session of the application, simply click the X in the upper right to close the current document and the application.

							Dan Stine	e DS	ात्र - ले Share	- 🗆	× ner
oCcE yng 2	AaB <sub>Title</sub>	AaBbCcD Subtitle	AaBbCcDe Subtle Em	< > I>	P Find → \$\$c Replace \$ Select →	Create and Share Adobe PDF	∑ <u>×</u> Request Signatures	Dictate	Sensitivit	y Editor	T
es				۲ <u>م</u>	Editing	Adobe Acr	obat	Voice	Sensitivit	y Editor	
	4 · ·	· · · ·	· · 5			· · · 6 ·		~~~~	. 7		

Close the document and application



# 1.3.1 Save documents in alternative file formats

A Word document may be saved in several alternative formats, from legacy version of Word, for backwards compatibility, or a new Word template file for new documents (with or without macros enabled) to PDF and web page (html) formats to share with others who might not have word. Also, a PDF file preserves formatting and prevents editing.

#### Save document in alternate file format



- 1. Click the **File** tab on the Ribbon
- 2. Select Save As:
- 3. Select a file type from the drop-down list
- 4. Click the Save button

	Save As	
] Home		
· · ·	Recent	↑ ▷ D: > Word Associate Certification Exam > Required Documents
] New	(L) Recent	Introduction to Architecture
∋ Open	LHB, Inc	Word Document (*.docx)
		Word Document (*.docx)
	OneDrive	Word Macro-Enabled Document (*.docm)
Info		Word 97-2003 Document (*.doc)
		Word Template (*.dotx)
Save	Sites	Word Macro-Enabled Template (*.dotm)
		Word 97-2003 Template (*.dot)
Save As		PDF (*.pdf)
	Other locations	XPS Document (*.xps)
Print		Single File Web Page (*.mht, *.mhtml)
		Web Page (*.htm, *.html)
Share		Web Page, Filtered (*.htm, *.html)
任当	Add a Place	Rich Text Format (*.rtf)
Export	$\checkmark$	Plain Text (*.txt)
		Word XML Document (*.xml)
Transform	Browse	Word 2003 XML Document (*.xml)
indiasionini		Strict Open XML Document (*.docx)
		OpenDocument Text (*.odt)

Save As options

The result of Save As is a new file, saved adjacent to the original file. To save to a different location, click the Browse button for step #3 and then specify a location, file type in the Save As dialog that opens.

# 1.3.2 Modify basic document properties

Each Word document has a place to enter unique properties used to track and identify it. These properties are also referred to as metadata and may be viewed without opening the file.  $\otimes \otimes$ 



#### Modify document properties

- 1. Click the File tab on the Ribbon
- 2. Select Info
- 3. Select the Properties drop-down list and click Advanced Properties
- 4. Modify the document properties in the open dialog

When finished, to save the changes and return to the document, click the OK button and then the left-pointing arrow (in a circle) in the upper left

	Introduction to Architecture.txt Dan Stine 📭 🙂 ? — 🗆	
${igodot}$	Info	
<ul> <li>☐ Home</li> <li>☐ New</li> <li>☐ Open</li> </ul>	Introduction to Architecture D: # Word Associate Certification Exam » Required Documents 슈 Upload 한 Share ⓒ Copy path 한 Open file location	
2 Info	Introduction to Architecture.txt Properties ? ×	
Save	General Summary Statistics Contents Custom	
Save As	Title: General Overview Subject:	
Print	Author: Dan Stine	
Share	Manager: Title General Overview	
Export	Company: The Stine House Tags Add a tag Category: Comments Add comments	
Transform	Keywords: Related Dates	
Close	Comments: Last Modified Today, 3:19 PM	~~
Document properties	Hyperlink base: Template: Normal.dotm	
	OK Cancel	

This information can be made visible via Window's file explorer as shown here for "Authors".

Name	Date modified	Туре	Size	Authors
Distribution to Architecture.docx	9/23/2019 11:04 AM	Microsoft Word Document	1,654 KB	Dan Stine
Introduction to Architecture.txt	10/27/2019 3:19 PM	Text Document	18 KB	
Column added to mindoms of	chlorer to show an	there into from files listed		

Column added to windows explorer to show author info from files listed

# 1.3.3 Modify print settings

Before sending a document to the printer, there are several settings which can be modified to change the layout and look of the printed page or PDF file.



- lungs .....
- 1. Click the **File** tab on the Ribbon
- 2. Select **Print**
- 3. Modify the print settings as desired

When finished, either click Print to send the document to the selected printer or click the left-pointing arrow, in the upper left, to return to the document.



Modify print settings for current document

### 1.3.4 Share documents electronically

Files can be shared electronically via OneDrive (cloud storage) or as an email attachment.

Share document electronically



- 1. Click the **File** tab on the Ribbon
- 2. Select Share
- 3. Select an option:
  - a. OneDrive (cloud storage)
  - b. Email: Word Document
  - c. Email: PDF



Sharing a document electronically

# 1.4 Inspect documents for issues

Before publishing a document, check to see what personal information it might contain, if it may be difficult for a person with a disability to read, or if it contains any features not supported by older versions of Word.

# 1.4.0 Spelling and grammar corrections

It is important that final documents are free of spelling and grammar errors to avoid confusing the reader. By default, these mistakes are highlighted automatically. They may be corrected as you go, or revisited all at once, later.

#### Correct spelling errors

Spelling errors are identified by a red wavy underline below the misspelt word.

- 1. **Right-click** on the misspelt word
- 2. Hover over Spelling, in the menu
- 3. **Select** the correct spelling for the word in question

Tip: Synonyms are listed below each suggested word.

INTRODUCTION just the bas						
Architecture: <u>it's</u> work and learned to give you a 2 what it takes t designed and buil	where 1 this boook this boook this boook this boook this boook this boook this boook this boook this boook	book volume, reserve, charge	take you int simulated 3 lividuals in the des			
maybe you will	Paste Options:	See More	pok.			
game and make	) Search "boook"	r out of				
building design ar	훕최 Tran <u>s</u> late	truction.				
Or – perhaps the from this text will	© Link →	ge gained as a future				

Correct spelling error

When technical, or industry specific, words (e.g. Autodesk, or DropBox) are used, they will be marked as misspelled. Use **Add to Dictionary**, shown above, to avoid this distraction while editing.

#### Correct grammar suggestions

Grammar issues are identified by a dashed purple line below the mispelt word. Keep in mind that all grammar suggestions are not necessarily errors, or wrong.

- 1. Right-click on the grammar suggestion
- 2. Hover over Formality, in the menu; word changes depending on type of issue
- 3. Select an option if desired; this will change the text under consideration



Consider grammar suggestion

#### Editor panel

The Editor panel is a way to look at all the spelling and grammar suggestions (see image to right). This panel is accessed from the **Editor** command on the **Review** tab.

Notice, the total number of suggestions listed at the top. In this example, there are no spelling errors: green checkmark. However, there are eight grammar issues to consider.

Clicking on the word Spelling or Grammar begins to step through the document to review each issue.



Editor panel – spelling and grammar

# 1.4.1 Locate and remove hidden properties and personal information

Check the document for hidden properties or personal information, with an option to 'Remove' for each section reported.

#### Check for hidden or personal information



- 1. Select the **File** tab on the Ribbon
- 2. Click Info on the left
- 3. Expand the Check for Issues list
- 4. Select Inspect Document



Check for hidden properties or personal information

After clicking Inspect Document, the following dialog is presented. Check the categories to inspect and then click the **Inspect** button.

Document Inspector ?	? >	<
To check the document for the selected content, click Inspect.		
Comments, Revisions, and Versions Inspects the document for comments, versions, and revision marks.		^
Doc <u>ument Properties and Personal Information</u> Inspects for hidden metadata or personal information saved with the document.		
✓ Task Pane Add-ins Inspects for Task Pane add-ins saved in the document.		
Embedded Documents Inspects for embedded documents, which may include information that's not visible the file.	in	
Macros, Forms, and ActiveX Controls Inspects for macros, forms, and ActiveX controls.		
Inspects the document for Ink.		
Collapsed Headings Inspects the document for text that has been collapsed under a heading.		•
Inspect	<u>C</u> lose	

Document categories to be inspected

A Remove All button appears in each category in which information exists. Click the Remove All button to delete the unwanted data from the document.

2	Comments, Revisions, and Versions	
	No items were found.	
I	Document Properties and Personal Information	ш
•	The following document information was found:	
	* Document properties * Author	
	* Related dates	
2	Task Pane Add-ins	
	We did not find any Task Pane add-ins.	
I	Embedded Documents	0
•	Embedded documents, which may include information that's not visible in the file, were found. We can't remove these for you. After you remove them, inspect the file again.	
2	Macros, Forms, and ActiveX Controls	
	No macros, forms, or ActiveX controls were found.	
$\supset$	Collapsed Headings	
	No collapsed headings were found.	

Results of inspecting a document's properties

# 1.4.2 Locate and correct accessibility issues

Check the document for content that people with disabilities might find difficult to read.

Check for accessibility issues

- 1. Select the **File** tab on the Ribbon
- 2. Click Info on the left
- 3. Expand the Check for Issues list
- 4. Select Check Accessibility
- 5. Review issues listed in the Accessibility Checker panel



Check for accessibility issues

#### 1.4.3 Locate and correct compatibility issues

Check for features not supported by earlier versions of Word.

Check for compatibility issues



- 1. Select the File tab on the Ribbon
- 2. Click Info on the left
- 3. Expand the Check for Issues list
- 4. Select Check Compatibility
- 5. Review results



Check for compatibility issues

# 1.5 Practice tasks

Try the topics covered in this chapter to make sure you understand the concepts. These tasks are sequential and should be completed in the same Word document unless noted otherwise. Saving the results is optional, unless assigned by an instructor.

#### First Step:

✓ Open provided document Introduction to Architecture.docx

#### Task 1.1:

✓ **Search** for the word "dental" to quickly locate all three instances of the word.

#### Task 1.2

✓ On page 8, in the list of benefits, add an internal reference from the item "Dental Coverage" to the related description on the next page.

#### Task 1.3

✓ Change the page orientation to Landscape in Page Setup. The first page will not change.

#### Task 1.4:

✓ Change the document **margins** to the predefined Narrow option.

#### Task 1.5:

✓ Save document in an **alternate file format**; save it as a PDF.

# 1.6 Self-exam & review questions

#### Self-Exam:

The following questions can be used to check your knowledge of this chapter. The answers can be found at the bottom of the next page.

- 1. Word documents are commonly started from templates. (T/F)
- 2. The file extension for a Word document is .docx. (T/F)
- 3. The keyboard shortcut to search is Ctrl + S. (T/F)
- 4. Where is the Go To command found? \_\_\_\_\_
- 5. Three columns are the maximum allowed. (T/F)

#### **Review Questions:**

The following questions may be assigned by your instructor to assess your knowledge of this chapter. Your instructor has the answers to the review questions.

- 1. The command to insert a Bookmark is on the ribbon's View tab. (T/F)
- 2. Margins can be customized. (T/F)
- 3. Changing the orientation of a page may require some reformatting of content. (T/F)
- 4. The largest page possible is 36" x 36". (T/F)
- 5. The Remove Footer command can be accessed from the Insert tab. (T/F)
- 6. Word can start a new email with the current document attached. (T/F)
- 7. Where are the document properties found? \_\_\_\_\_
- 8. Inspect Document helps make the document easier to read for people with disabilities. (T/F)
- 9. Background colors will always print by default. (T/F)
- 10. Page Border lines are positioned outside of the margins. (T/F)

# Notes: