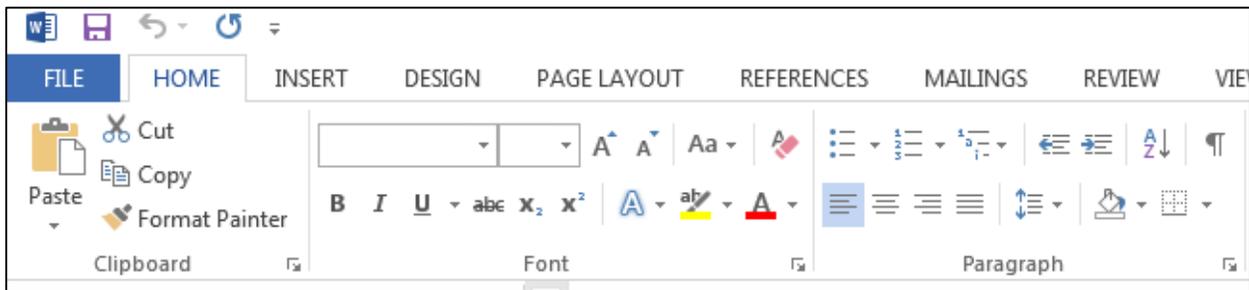# Microsoft Word: Basics (Text)

**Goal:**

The student will learn the basics of working with text, including fonts, paragraphs, and styles in MS Word.

**Resources:**
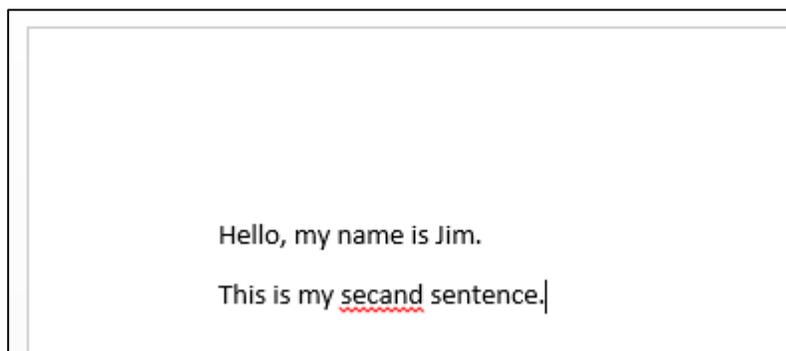
Class materials may be found at www.glensidepld.org/adults/computer

**Step by step:**

1.  Open Word, choose **Blank Document**
    a.  A blank page is displayed, the **HOME** tab is selected
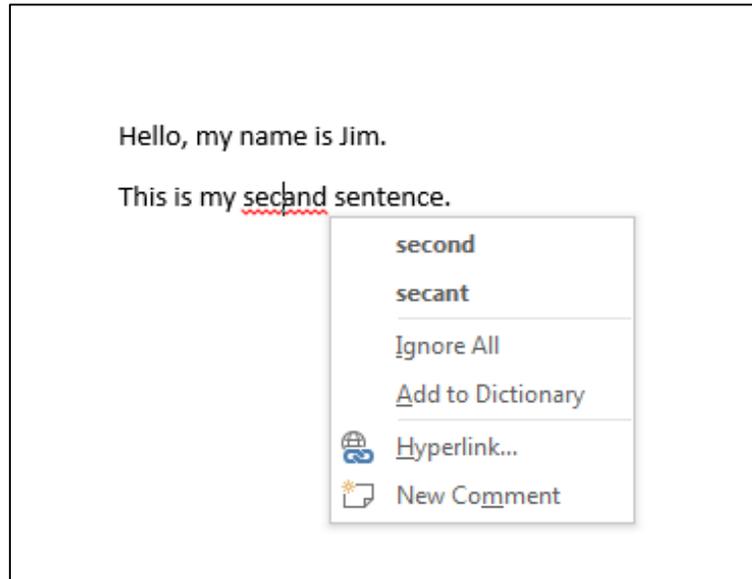


2.  Type "Hello, my name is [your name]." Hit enter
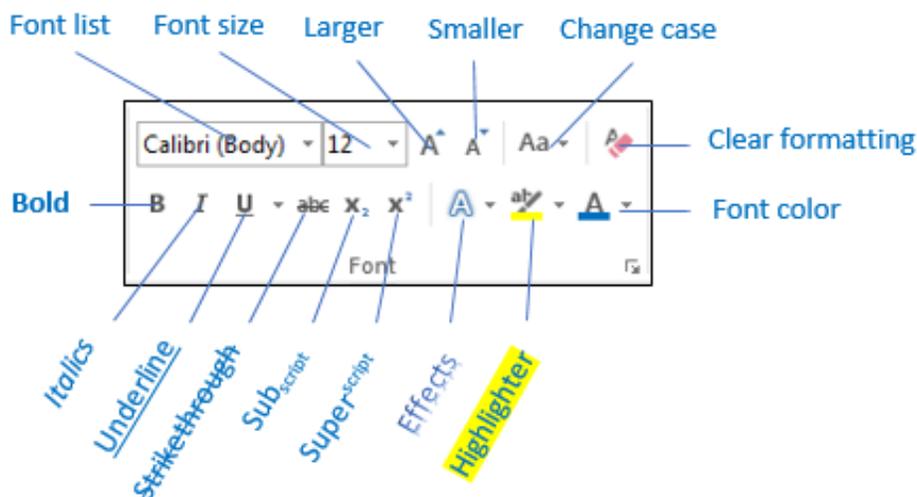3.  Type "This is my secand sentence."



Note the spacing between the two lines, as well as the red underline of the misspelled word.
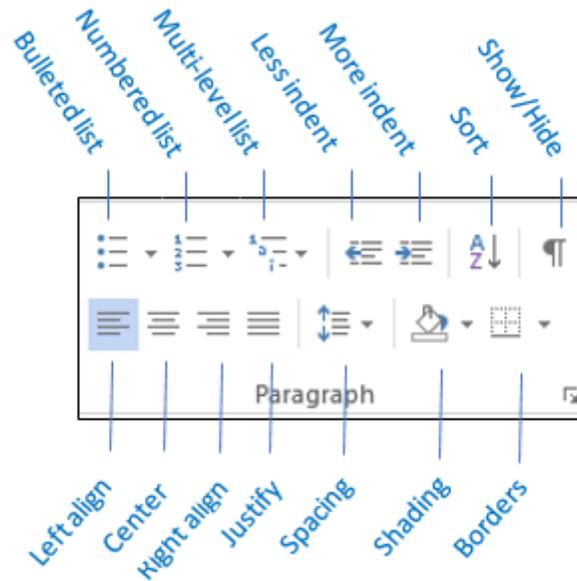
4. **Right-click** your mouse on the misspelled word, a menu with spelling suggestions appears. Select "second" from the list and the misspelled word is corrected.

Hello, my name is Jim.

This is my secand sentence.

| |
| --- |
| second |
| secant |
| Ignore All |
| Add to Dictionary |
| Hyperlink... |
| New Comment |

5. You can **select text** by clicking and dragging with the mouse or with **multi-click** actions
   a. Click once on the word "hello" and your cursor is placed in the word
   b. Double-click on "hello" and the word is highlighted
   c. Triple-click and the entire paragraph is highlighted
   d. Triple-click in the margin or off the page and the entire document is highlighted
6. Highlight "hello" and change **font settings**
   a. Take a few minutes and try turning these settings on and off

Font list    Font size    Larger    Smaller    Change case

Calibri (Body)    12    A^    A^    Aa    —    Clear formatting

**Bold** —    B    I    U    abc    x₂    x²    A    aby    A    —    Font color

Font

Italics    Underline    Strikethrough    Subscript    Superscript    Effects    Highlighter

7. Next let's look at **paragraph settings**



8. Here are examples of **paragraph alignment** using the first words of the inauguration speech of John F Kennedy

### Left align

We observe today not a victory of party, but a celebration of freedom -- symbolizing an end, as well as a beginning -- signifying renewal, as well as change. For I have sworn before you and Almighty God the same solemn oath our forebears prescribed nearly a century and three-quarters ago.

### Center

We observe today not a victory of party, but a celebration of freedom -- symbolizing an end, as well as a beginning -- signifying renewal, as well as change. For I have sworn before you and Almighty God the same solemn oath our forebears prescribed nearly a century and three-quarters ago.

### Right align

We observe today not a victory of party, but a celebration of freedom -- symbolizing an end, as well as a beginning -- signifying renewal, as well as change. For I have sworn before you and Almighty God the same solemn oath our forebears prescribed nearly a century and three-quarters ago.

### Justify – note that left and right edges are squared

We observe today not a victory of party, but a celebration of freedom -- symbolizing an end, as well as a beginning -- signifying renewal, as well as change. For I have sworn before you and Almighty God the same solemn oath our forebears prescribed nearly a century and three-quarters ago.
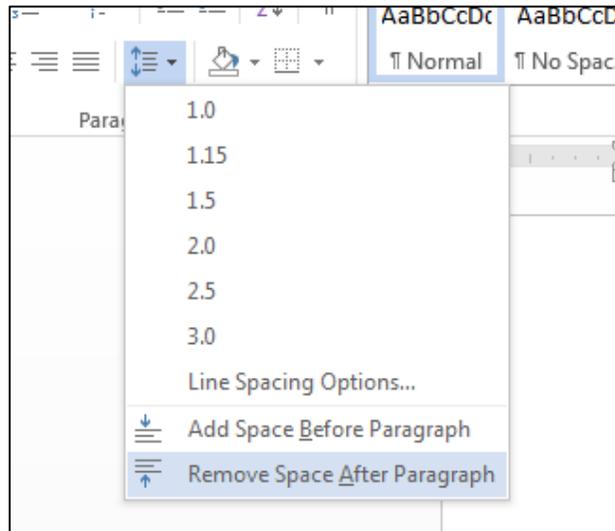
9. Remember our first two lines of text? They look like they are double-spaced but actually they're not. Word adds **extra space after a paragraph** so it looks like:

> Hello, this is Jim.
>
> This is my second sentence.

Click the **Line and Paragraph Spacing** button and **Remove Space After Paragraph**



and you will see this:

> Hello, this is Jim.
> This is my second sentence.

Remember that Word treats every end of line (Enter key pressed) as a new paragraph, even if it's only one sentence. This is also the menu where you can choose different line spacing options; go ahead and try a few.

Finally, try various combinations of shading and borders around your paragraph by clicking on the Shading and Borders buttons.

We observe today not a victory of party, but a celebration of freedom -- symbolizing an end, as well as a beginning -- signifying renewal, as well as change. For I have sworn before you and Almighty God the same solemn oath our forebears prescribed nearly a century and three-quarters ago.

10. **Lists** are a useful way displaying sets of items

    a. **Bulleted lists**

Enter the following "grocery list" as shown:

Apples

Pears

Bananas

Milk

Bread

Highlight all items and click **Bulleted list**

- Apples
- Pears
- Bananas
- Milk
- Bread

Hit Enter after "Apples" to add a new blank list line, type "Fuji", repeat again and type "Granny Smith"

- Apples
- Fuji
- Granny Smith
- Pears
- Bananas
- Milk
- Bread

This is a little confusing, so we will indent items #2 and #3 by clicking

**Increase Indent**

- Apples
  - Fuji
  - Granny Smith
- Pears
- Bananas
- Milk
- Bread

We have created a **Multilevel List** to show that "Fuji" and "Granny Smith" are types of apples

Click the **Multilevel List** button and try different styles

You can also switch to a **Numbered List** by clicking

11. Use **Styles** to apply preset formatting to text
    a. Enter text "this is a title example"
    b. Choose the **Title** style from the **Styles** gallery on the **HOME** tab
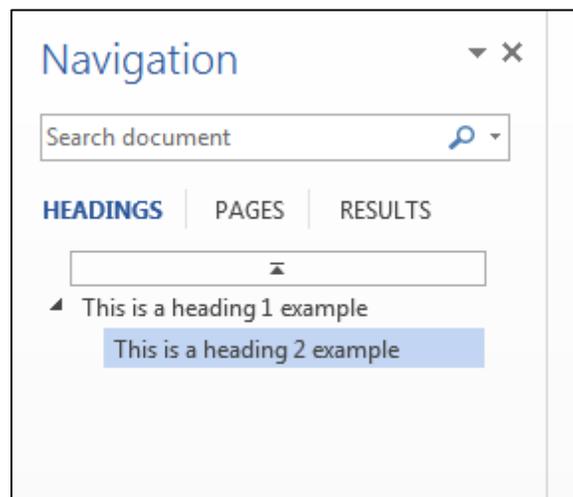
# This is a title example

    c. Enter text "this is a heading 1 example"
    d. Choose the **Heading 1** style

## This is a heading 1 example

    e. Enter text "this is a heading 2 example"
    f. Choose the **Heading 2** style

### This is a heading 2 example

Note that choosing the **Heading** styles creates **Table Of Contents** entries and opens the **Navigation Pane**



Take some time to type some more text and experiment with other **Styles**

12. **Copy, Cut**, and **Paste** practice

    a. Using the first two sentences you wrote, highlight the first line

> Hi, my name is Jim.
> This is my second sentence.

    b. **Copy** the **highlighted text**. There are 3 ways to copy
        i. Use **Copy** button from the **Clipboard** section on the left of the **HOME** tab
        ii. **Right-click** on the highlighted text and choose **Copy**
        **iii.** Use the **keyboard combination Ctrl-C**
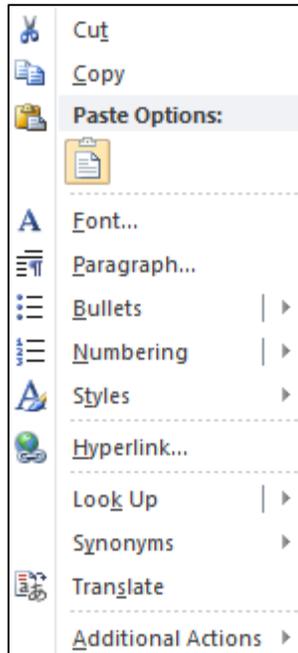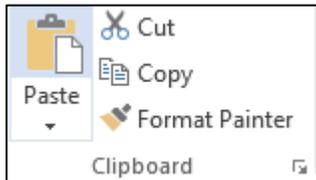
    c. **Paste** anywhere on your page, using the same menus or **Ctrl-V**, you will see a duplicate of the copied text
    d. Choosing **Cut** (or **Ctrl-X**) instead of copy removes the highlighted text, which can then be pasted to another part of the document.
    e. Take a moment and try various combinations of these actions

### You've reached the end of the lesson.

Glenside Public Library District | 25 E Fullerton Ave | Glendale Heights IL 60139 | www.glensidepld.org | 630.260.1550    7

Updated 4/6/2016