Follow-up notes for MS Word

Navigating the Ribbon

The MS Office ***Ribbon*** takes the place of the menus and toolbars of older versions of the software. All the software commands are available through the ribbon. Each of the Office programs use these ribbons.

The ribbon is divided in to ***Tabs***. The tabs are divided into ***Groups***. The groups have names displayed at the bottom. If you are not sure what a button will do for you, hover your mouse over it without clicking and ***Flyover Help*** will appear with a brief description of the command.

Some groups have small diagonal buttons located in their lower right corner. Those will open a dialog box associated with the group's job. For instance, if you click the diagonal button at the lower right corner of the ***Font*** group, you will see all of the possible font-related commands having to do with fonts.
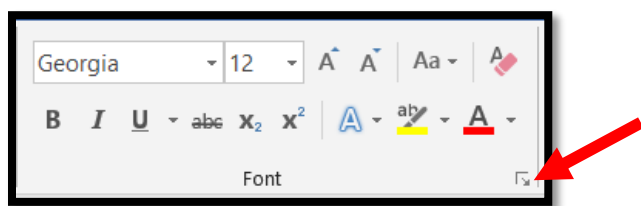
So, if you don't see a button that you think should be in a group, look to see if there is one of those diagonal buttons available and give it a try.

Themes

When working in the Microsoft Office, you have the option of applying a ***Theme*** to your document. Themes control the use and availability of color pallets. Some offices intentionally pick a theme that suits their needs and then apply that theme to all office output, be it from Word, Excel or PowerPoint. Here's how to select a theme:

- Click the ***Design*** tab on the ribbon.
- Click the ***Themes*** button at the far left.
- Scroll up and down to select a theme that you wish to use.

Once you have selected a theme you can choose to work with a specific sub-pallet by clicking on the ***Color*** button found over toward the right side of the ribbon.

Show/Hide

Show/Hide is a feature of a document's display that allows you to see all non-printing keystrokes. The most common of those are taps of the spacebar, taps of the tab key, taps of the enter key, etc. These are all keystrokes that have a direct effect on your document, but which are not visible in "normal" view. Being able to see and control these keystrokes can be a critical need when typing in Word. The button for this is in the in the ***Paragraph*** group on the ***Home*** tab. It looks like a backward letter "P". The button itself has no effect on your document. It is just a toggle, turn it on or off, as you feel the need.

Margins

Margins determine how much white space lies between your content and the edge of a piece of paper. The standard margin choices are **Normal**, **Narrow**, **Moderate, Wide** and **Mirror**. *(Mirror is typically used for layouts of documents that will be bound.)* These settings are available for you to select in the **Page Setup** group of the **Layout** tab. Notice that the button has a down-pointing arrow on it. That is always an indication of choices. Another choice on that drop-down is **Custom Margins** displayed in very small print at the bottom of the list of choices. This allows you to determined a margin setting that is different than the built-in ones.

Indents

Indents control where your text sits in relation to the document's margins. Indents are paragraph-related commands. There are three basic types:

First Line Indents cause the first line of text in a paragraph to be moved over from the margin, like this:

Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

Hanging Indents cause all line of the paragraph below the first line to move over from the margin, like this:

Five score years ago, a great American, in whose symbolic shadow we stand today, signed the
Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

Left Indents cause the entire paragraph to be moved over from the left margin, like this:

Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

Right Indents cause the entire paragraph to be moved over from the right margin, like this:

Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

MS Word Review Notes

If you use the **Left Indent** and **Right Indent** tools on the same paragraph, it creates a nice way to offset a paragraph from surrounding text, like this:

> Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation. This momentous decree came as a great beacon light of hope to millions of Negro slaves who had been seared in the flames of withering injustice. It came as a joyous daybreak to end the long night of their captivity.

Indents are controlled with "handles" that show on the horizontal ruler line above your document. *(If the ruler is not displayed, click the **Ruler** option in the **Show** group on the **View** tab of the ribbon.)*

- The **First Line Indent** handle is the top left one.
- The **Hanging Indent** handle is the middle left one.
- The **Left Indent** handle is the bottom left one.
- The **Right Indent** handle is the only one on the right side.

To apply indents, you can set them as you prefer before you begin to type and all of your text will show that setting.

OR

You can apply indents as you wish to existing text by clicking anywhere in the paragraph and then dragging and dropping the appropriate indent handle as you wish.

Custom Tab Stops

By default, Word has tab stops set every half-inch on the horizontal ruler. Each time you tap your **Tab** key, you are moved to the right in those increments.

Sometimes, however, you may determine a particular distance from the left margin where you'd like to land when you tap your **Tab** key without having to tab-tab-tab each time. To do that you can set a **Custom Tab Stop**. To do this click your mouse on the spot of the horizontal ruler where you'd like to tab stop to be located. A **left-aligned** tab stop will be created at that point and all you'll need is a single tap of the tab key to reach it.

It will look like this:

If you wish, you can make it a **right-aligned** tab stop, a **center-aligned** tab stop, or one of many other options. The easiest way to make that change is to click on the **Tab Stop** control located at the top of the **Vertical Ruler Bar**. It looks like this:

Try clicking on that little square and you'll see the tab stop type change with each click. If you hover your mouse over each type before you click again, fly-over-help will tell you which setting you have.

You can set this before you begin to type, if you know that you'll need in your document. Or you can apply this is particular areas of existing text. Either method is fine.

Insert a Shape

Shapes can be inserted into a document in a very similar fashion to pictures and images. Just follow these steps:

- Place your cursor in the general area where you'd like the shape to appear.
- Click the ***Insert*** tab on the ribbon.
- Click the ***Shapes*** button located in the ***Illustrations*** group.
- A dialog box will open to let you look over the menu of shapes the software offers. There are many! (see image on next page)
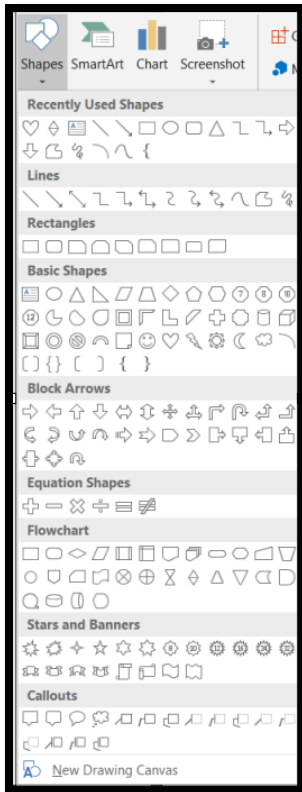
- Click on a shape that you'd like to use.
- Your mouse pointer will shift to look like a cross-hair.
- Point where you want to place the shape and drag-and-drop your mouse to define the shape.
- If it's a line, like an arrow, you'll just drag along the length you'd like the line.
- If it has more dimensions, you'll drag from one corner to the opposite corner.

Once your shape is inserted, it will lie over any other existing object or text. It doesn't insert itself in-line with text the way an image does. Just as with an image, when a shape is inserted, a contextual tab appears on the ribbon. This new tab will be called ***Drawing Tools - Format***. You have the same resizing handles on this object that appear on an image. Also, when a shape is showing its handles, you can type text directly into it.

Non-breaking Space and Hyphens

Sometimes you may have a term that is at the right end of a line of text and you may wish to prevent it from "breaking" or wrapping as you continue to type. Here "**Non-breaking**" is an example. It may be deemed appropriate to prevent this.

- A non-breaking space is typed ***Shift-Control-Space***.
- A non-breaking hyphen is typed ***Shift-Control-Hyphen***.

Here I'll use a non-breaking hyphen of the above example:

*"Sometimes you may have a term that is at the right end of a line of text and you may wish to prevent it from "breaking" or wrapping as you continue to type. Here "**Non-breaking**" is an example."*

Insert a Table

Tables provide structure to lists in our documents. A table is anything displayed in rows and columns. To insert a table:

- Click your mouse where you wish the table to appear. It is often a good idea to create an extra blank line for it.
- Click the ***Table*** button in the ***Tables*** group on the ***Insert*** tab of the ribbon.
- A drop-down window will appear with a grid on it. You can move your mouse around this grid and a preview will show you what your table will look like.
- It is important to select the correct number of columns. If you don't that can be adjusted later, but your life will be happier if you don't need to do that.
- If you don't indicate enough rows, that is very easy to adjust, even as you are typing.
- Once you have a workable set of rows and columns showing in the preview, click your mouse.

When you insert a table and your cursor is flashing anywhere in that table, two new contextual tabs will appear called ***Table Tools – Design & Layout***. These tools allow you to make adjustments like applying styles, inserting or deleting rows and columns or even perform some simple math.

- The boxes where rows and columns meet are called ***Cells***.
- As you type, don't tap the ***Enter*** key on your keyboard unless you wish to create a paragraph within a cell.
- Tap the ***Tab*** key on your keyboard to move forward from cell to cell and from row to row.
- ***Shift-Tab*** will move you backward.
- If you reach the last cell on the bottom row and wish to continue, tap ***Tab*** and Word will create a new row for you to continue.
- If you wish to merge cells, insert rows or columns, delete rows or columns, place your cursor where you wish to make the change and use the tools found on the ***Rows and Columns*** and the ***Merge*** groups of the ***Layout*** tab. To merge, you need to sweep your mouse across the cells you wish to merge before clicking the button.

There are many customizing options on these tabs, well worth exploring.

Bullets & Numbered Lists

If you wish you can list items in a document and have each item clearly identified with a bullet or a number. To do this:

- Click your mouse where you wish the list to begin.
- Click the **Bullets** or the **Numbering** button found in the **Paragraph** group on the **Home** tab of the ribbon.
- Type the first item of the list.
- When you press the **Enter** key of your keyboard, Word will place a new bullet or number for the next line automatically.
- If you wish to indent any of the items, use the **Tab** key on your keyboard. Word will shift the style slightly on indented items. To return to the previous position, **Shift-Tab** will move you back left-ward.
- When you get to the end, tab **Enter** one more time. Word will place the next bullet or number. If you tab **Backspace** twice, the bullet or number will be deleted and you will be returned to the margin.

Notice that these two buttons each have down-pointing option arrows on their right side. The options will let you pick styles. For numbering, you can also set a start number, in case you don't want it to be "1".

Automatic vs Manual Page Breaks

When typing in MS Word the text flows onto each new page as needed automatically. There is nothing you have to do to make this happen.

But sometimes you need to force a page break earlier than it would happen if you just kept typing. Or sometimes you'll go back to review a document and realize that it would be good for one topic to end in the middle of a page and the following topic should appear at the top of the next page. For this you need to insert a **Manual Page Break**.

When your cursor is in the position where you want the page break to occur, use **CTRL-Enter** on your keyboard to make it happen. Or, you can use the **Page Break** button in the **Pages** group on the **Insert** tab of the ribbon.

This is much cleaner than tapping the **Enter** key on your keyboard multiple times.

If you need to delete a page break, use the **Show/Hide** button discussed earlier to see it and delete it.

Templates

Word has literally hundreds of templates available for you to be able to make documents that are commonly used in business and personal life. To use a template:
- Click the **File** tab on the ribbon.
- Click the **New** option.

By default, some templates will appear. You can scroll through these. But you may wish to narrow them down to something specific. There is a tool for this purpose at the top of the screen, like this:
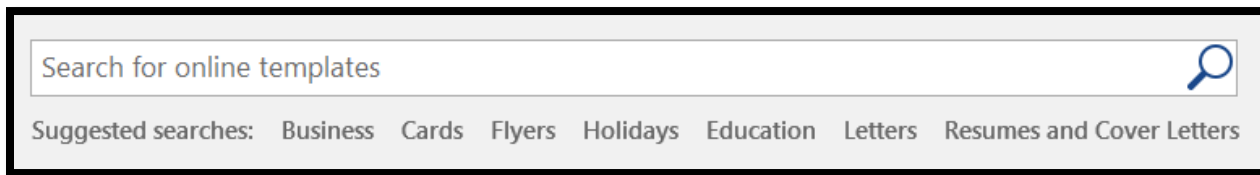
- Here you can type in anything that you are looking for. Or – you can click on one of the options under the search box to narrow to one particular sort of template.
- When you have narrowed the search, scroll through the items being offered.
- Click on any template to try it.
- A dialog box will appear describing the template to you. If you wish to try it, click the **Create** button.
- If you wish to view more, you an either close this box, or use the right and left arrow indicators positioned on either side of the box to slowly move through the templates.

Once you have opened a document based on template, scroll around it to get a feel for the layout. They are all different, but all have **Placeholders** in areas where you need to provide text. To enter text into a placeholder, just click on it and then type. For instance, here's part of a memo template:
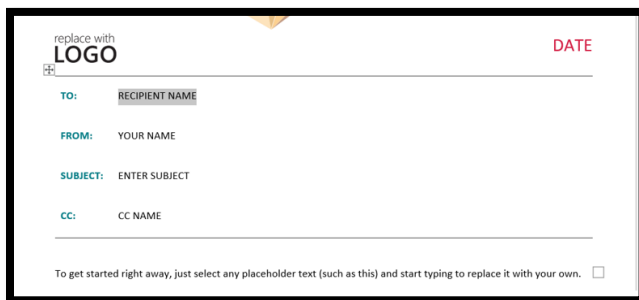
You can type in each place that a placeholder indicates. I clicked on **Recipient Name** as an example. Fill this out with the content you need without having to worry about layout and design. That's taken care of for you with templates.

When you are done, just save this as you would any other document in Word.

Creating an Envelope

When typing a letter, you can have Word create an envelope to go with the letter. Here's how:

- Click your mouse in the text of the recipient's name and address, usually at the top of your letter. (This step is not essential, but it makes things a little bit quicker and easier.)
- Click on the Mailings tab on the ribbon.
- Click the Envelopes button, located at the left side of the ribbon. An Envelopes and Labels dialog box will open.
- If you did click in the recipient's name and address text, it should show in the Delivery Address area. Be sure to check this, because occasionally Word gets this wrong. If it needs correction, you can edit or even completely retype the information right in this screen.
- Your own name and address should show in the Return Address box.
- The Options button allows you to make changes to fonts and printer settings.
- The e-Postage Properties button requires additional software to be installed on your computer.
- Of course, click the Print button to print the envelope, being sure that you have an envelope correctly in the right slot of your printer.

The **Add To Document** button makes the envelope become the first page of your document. If you do this and then wish to print the envelope and the document, you'll need to print them separately so that your printer understands what kind of paper to use. Use the **Pages** option in the printing sequence to let Word know.

EXTRAS

Line Spacing

Line spacing controsl the amount of white space between lines and paragraphs. The **Line Spacing** button is located in the **Paragraph** group on the **Home** tab of the ribbon. Word places 1.15pt of space between lines by default. It also places an extra blank line after every paragraph. A paragraph is created every time you tap the **Enter** key on your keyboard.

To control these settings:

- Click the **Line Spacing** button in the **Paragraph** group on the **Home** tab.
- Some standardly used line spacing options are provided in a drop-down list.
- If you wish to have more control, click the **Line Spacing Options** choice on that list and a **Paragraph** settings dialog box will open for you giving you the most control.

Document Styles

Word has a number of **Document Styles** that you can apply to your work. These are predesigned formatting choices that are available to you in the **Styles** group of the **Home** tab on the ribbon. They are presented in a **Pallet** of choices. There are scrolling tools located at the right side of the pallet that allow you to browse through the choices. If you pass your mouse

over the pallet without clicking, you can see a preview of the different effects. There is a **_More_** button associated with the scrolling buttons that will open the entire pallet for you to view. It looks like this:
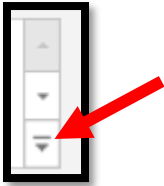
Insert a Text Box

A text box is a rectangular shaped object that you can insert into your document. Then you can type full sentences or even paragraphs into the box. Follow these steps:

- Click your mouse where you'd like the text box to appear.
- Click the **_Text Box_** button located in the **_Text_** group on the right side of the **_Insert_** tab on the ribbon.
- A pallet of available text box styles will drop down for you to scroll through.
- Click on one you'd like to use.
- It will insert itself as an object into your text in the same fashion as an image.

Sample text will appear in the box, which you can delete and replace with your own content.

It will have the same resizing handles as an image or a shape

A new contextual tab will appear on the ribbon titled **_Drawing Tools – Format_**. Use the button on this tab to make any stylistic changes you need.

Paragraph Borders

Each time you tap the **_Enter_** key on your keyboard, you define a paragraph. Even if it is left empty, the computer considers it a paragraph. Paragraphs can be bordered on the top, bottom, left and/or right sides. To do this:
- Click anywhere inside the paragraph you wish to border.
- Click the **_Borders_** button in the **_Paragraph_** group on the **_Home_** tab. It is just to the right of the button with the bucket of paint.
- A list of available borders will appear.
- Click the one you want or try some different ones.

Remember your best friend, the **_Undo_** button!

Page Borders

A document can have **_Page Borders_** applied. Keep in mind that once applied, they will appear on all the pages of your document. *(The only way to stop that is by using **Section Breaks**, which we will not cover in this class.)*

To apply page borders, your cursor can be flashing anywhere. It is not a position-specific command.

- Click the ***Page Borders*** button in the ***Page Background*** group of the ***Design*** tab of the ribbon.
- A ***Borders and Shading*** dialog box will open that offers you many styles and colors of borders to play with. There are a LOT of choices to try here. So have some fun and you'll find the ones that you like best.

Find and Replace

You can issue the ***Find*** command by using ***CTRL-F*** on your keyboard. This will open a ***Navigation Pane*** on the left side of the screen, where you can type in any series of keystrokes you wish to find. Perhaps you wish to review each time you've mentioned a particular topic. This is a really fast way to find any series of keystrokes. Word will display all instances immediately in that navigation pane and all you need to do is click on any of the instances to jump to that part of the document.

Or you may wish to ***Replace*** certain keystrokes in a document. Perhaps you've typed someone's name wrong. Use ***CTRL-H*** for this task. A dialog box will open where you can type what you are seeking and what you wish to have as a replacement. It is a good idea to click at the start of your document for this procedure. There are a few buttons at the bottom of this window:

- ***Find Next*** allows you to find the next instance of the keystrokes.
- ***Replace*** will replace the old keystrokes with the new ones on that instance.
- ***Replace All*** will replace all instances of the old keystrokes with the new ones.
- ***More*** allows you to look for things like indents and carriage returns.
- ***Cancel*** stops the process.

These commands are also available in the ***Editing*** group on the ***Home*** tab.

Spelling and Grammar

As you type, Word assesses your spelling and grammar automatically. When a word is misspelled, a red squiggly line will appear under it. If you have a punctuation or grammatical error, Word will place a blue squiggly line under it. You can point your mouse at the squiggle and ***right-click*** to see a list of options that Word will suggest to fix the problem.

If you wish, you can have Word do an instant review of the entire document. Just click the ***Spelling & Grammar*** button found in the ***Proofing*** group on the ***Review*** tab of the ribbon.

Headers, Footers & Page Numbering

A ***Header*** or a ***Footer*** is any content that you wish to appear at the top or the bottom of each printed page of a document. ***Page Numbering*** usually appears in a header or a footer. *(Although some writers actually place them in the margins.)*

To create a header, you can click on the **Header** button located in the **Header & Footer** group on the **Insert** tab of the ribbon. A list of header styles will appear for you to choose from. Scroll through this list until you find one you wish to use and then click on it.

Your cursor will be jumped into a space above the text of the document. Depending on the style you chose, there may be **Placeholders** where you can type text. Just click on a placeholder and type to see the text you wish to have in that location. If you there is a placeholder that you won't use, double-click on it to select it and delete it. If you don't its generic text will appear in your document.

You can insert an image into any portion of the header. Once you have a flashing cursor in the header area, a new contextual tab will appear called **Header & Footer Tools – Design.** It will offer you various stylizing and insertion tools. You can even insert images. But, don't forget that this will appear on every page.

The steps for creating a footer are the same as for creating a header.

If you wish to bypass the placeholders in the suggested styles, you can simply double-click your mouse in the top or bottom margin of any page in the document to enter the Header space or Footer space.

To insert a **Page Number,** click on the **Page Number** button located in the **Header & Footer** group on the **Insert** tab of the ribbon. A list of positions will be presented to you to determine where you want the numbers to appear. Then some commonly used page numbering styles will show. Scroll through them to find one you like and then click on it.

To return to the main body of the document click the **Close Header & Footer** button at the right end of the contextual tab, or just double-click your mouse back into the main text of the document.

Footnotes & Endnotes

A **Footnote** is a comment placed at the bottom of a specific page of a document. It is referenced by a symbol, usually a number, that is inserted into the text at a specific location where you wish the reader to know that a comment is available. An **Endnote** is the same thing, but instead of being located at the bottom of the page where the reference symbol is inserted, endnotes are positioned at the end of the document.

To insert either one:

Position your cursor where you wish the reader to see the reference symbol.

- Click the **References** tab on the ribbon.
- Click either the **Insert Footnote** or **Insert Endnote** button in the **Footnotes** group.
- Word will automatically insert the reference symbol for you and simultaneously position your cursor for you to type the comment.
- When the comment is complete, double-click your mouse to return to the body of the text.

Once these items are inserted into a document, word will keep track of the numbering for you if you move the text. You won't need to worry about references and comments falling out of alignment. Word will make all the necessary adjustments.

Insert an Image

When you want to insert an image object into a document, follow these steps:

Place your cursor where you want the image to appear.

- Click the **Insert** tab on the ribbon.
- Click the **Pictures** button located in the **Illustrations** group if you wish to insert an image that you have saved as a file on your computer or flash drive.
- A dialog box will open to let you navigate your computer to find the file.
- Once you locate the file, highlight it and then click the **Insert** button at the lower right corner of the dialog box.

OR

- Click the **Online Pictures** button located in the **Illustrations** group if you wish to search online for an appropriate image.
- Microsoft defaults to its own search engine called **Bing** for you to do this.
- If you use **One Drive** to store any files, that is also an option in this dialog box.
- Once you locate the file, highlight it and then click the **Insert** button at the lower right corner of the dialog box.

Once the image is inserted, you have a multitude of options to resize, move, copy, and format with various styles.

Whenever the image is the selected object on your screen, Word will place a **Contextual Tab** on the ribbon titled **Picture Tools – Format**. Here you will find all of the customizing options.

There are a fair number of things you can do manually without the need of ribbon commands. You can resize an image by dragging and dropping any one of the "handles" that appear on its corners or sides. If you wish to maintain **Aspect Ratio**, in other words, if you don't want to distort the image, always resize using a corner handle.

Also available on a selected object like a picture is a **Spin** button. It appears as a circular arrow. You can drag this left or right to cause the object to tilt one way or the other.

An important tool to become familiar with is the **Wrap Text** button in the **Arrange** group on this contextual tab. It will determine how your object lies within or next to existing text in your document. This can take a lot of practice.

Always remember, the **Undo Button** is often your best friend!

Captions

When you have inserted an object, like an image, into your document you may wish for it to be captioned. Here's how:

- Select the object.
- ***Right-click*** on it. An option list will appear.
- Select ***Insert Caption***.
- A dialog box will appear that allows you to type any text you wish to appear with the object.
- You can determine if the caption should be above or below the object.
- You can determine if there is a label in the caption like "Figure, Equation or Table".
- Click **OK** when your options are set.

Once the caption is in place you can select it like any text and apply change the font settings. If you wish to be able to move the object and be sure that the caption moves with it, place them both inside a text box.