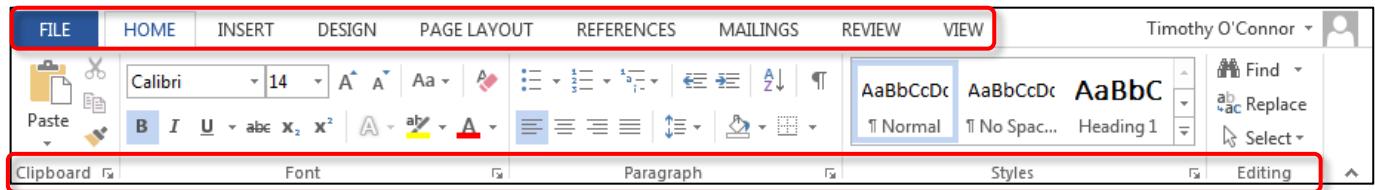




## MICROSOFT WORD:

An office program used to create documents. Documents include: resumes, cover letters, and essays.

**THE RIBBON:** A toolbar used to edit the document.



**QUICK ACCESS TOOLBAR:** A quick menu above the Ribbon.



Quick buttons to **save** the document, and **undo** and **redo** changes.  
You can undo and redo as many changes as you need.

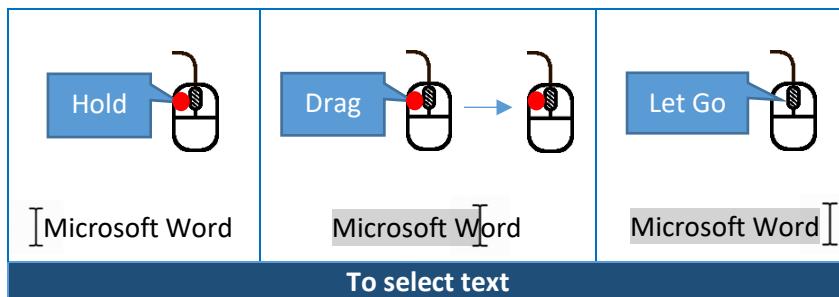
## USING THE MOUSE

**Cursor:** Shows where your mouse points to on the screen



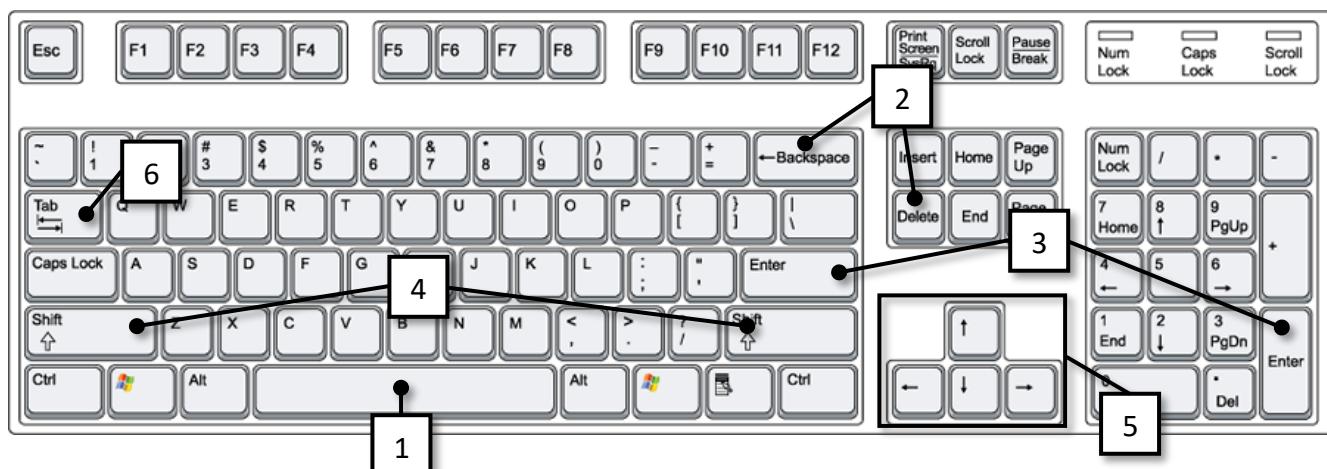
Control the typing cursor by moving the mouse.  
Move the insertion point by clicking.  
Use both together to edit the document!

**Selecting:** To choose text or other objects before making changes. Also known as highlighting.



To make changes to text, such as changing font or adding an underline, first select it. Then, use the Ribbon to make changes.

## USING THE KEYBOARD: Important keys for Microsoft Word



<b>1</b>	Toolbar	<b>2</b>	Keyboard
<b>Spacebar</b> Create an empty space at the cursor		<b>Backspace and Delete</b> Backspace erases left; Delete erases right	

<b>3</b>	Microsoft Word	<b>4</b>	$\text{Shift} + ! = !$ $\text{Shift} + A = A$
<b>Enter Key</b> Create a new line under the cursor and moves text down		<b>Shift Key</b> Create a capital letter or the special character at the top of a key	

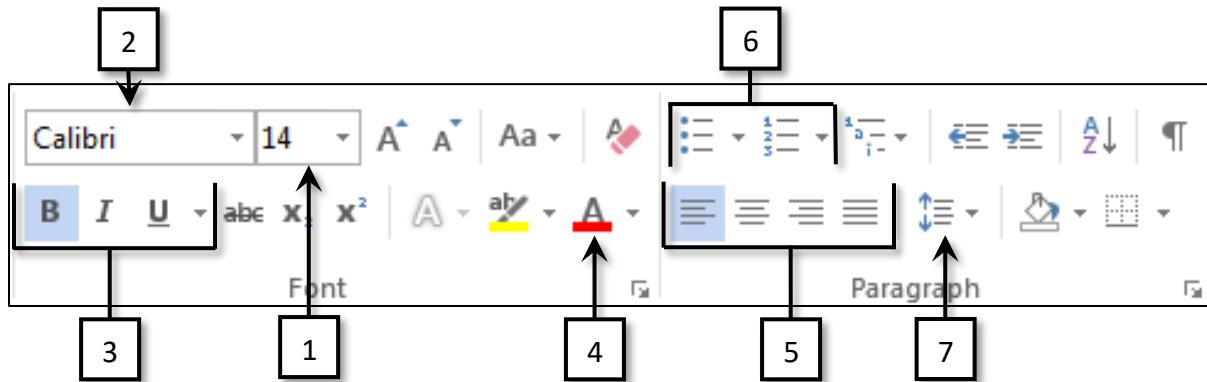
<b>5</b>	The arrow keys let you move up, down, left and right when typing	<b>6</b>	Tab
<b>Arrow Keys</b> Move the cursor in the direction pressed		Move text and cursor to the next tab stop on the document	

This work was created by PPL



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## FORMATTING TEXT: Home Tab, Font and Paragraph Groups



1 **Text Size** - Click the arrow for a menu of different text sizes. Most of the text on this page is size 12.

2 **Font** - Change how the text looks; like different handwriting for the computer. For example, this text is in Calibri font but *this text is in Lucida Calligraphy font*.

3 **B Bold - Makes the text thicker.**

*Italics - Makes the text slant a bit, rather than being straight up and down.*

Underline - Puts a line under the text.

4 **A Text Color** - Change the color of the text by clicking on the arrow and choosing a color from the menu.

5 **Text Alignment** - Changes where the text appears on the page.

**Left Align** - Text lines up on the left side of the page. This is the default setting.

**Center Align** - Text lines up balanced in the center of the page.

**Right Align** – Text lines up on the right side of the page.

**Justify** – Text lines up balanced on both sides of the page.

6 **Bullets** - Click this button to insert dots (or Bullets) in front of one or more lines of text.

**Numbering** - Click this button to insert numbers in front of one or more lines of text.

7 **Spacing** - Changes the width of the space between lines. For example:

This is what single spacing words looks like. You will notice that there is very little width between each line of text.

This is what double spacing words

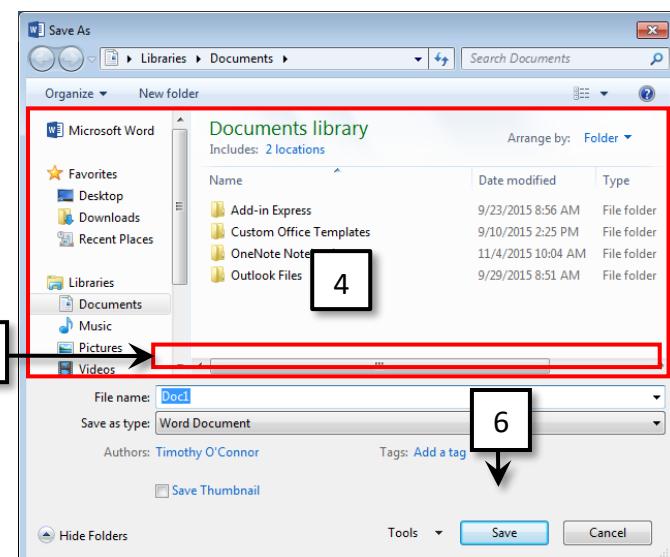
looks like. You will notice that there is more width between each line of text.

## SAVING File Tab

The screenshot shows the Microsoft Word ribbon with the 'FILE' tab selected. A red box labeled '1' highlights the 'FILE' tab. The 'Save As' dialog is open, showing options like 'Info', 'New', 'Open', 'Save', 'Save As' (which is highlighted with a red box labeled '2'), 'Print', 'Share', 'Export', 'Close', 'Account', and 'Options'. To the right of the dialog, the main Word window shows 'Document2 - Word' with the title bar 'Timothy O'Connor'. A red box labeled '3' highlights the 'Computer' folder in the 'Recent Folders' list.

### To save your file:

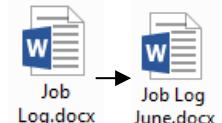
1. Click the *File* tab
2. Click *Save As*, then *Computer*
3. Choose from Recent Folders.
  - a. If the folder you want is not on the list, click *Browse*.
4. Choose where to save the file
5. Name your document
6. Click the Save button



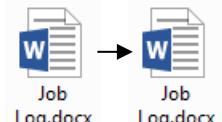
## SAVE VS. SAVE AS

**Save As:** Choose a name for the file and where it will go.

*The first time you save a document, you must use Save As.*



**Save:** Save the file by the same name in the same place, overwriting the file with changes.



## QUICK SAVE

Remember the Quick Access Toolbar?

After the first save, one click on the Quick Save button will save!

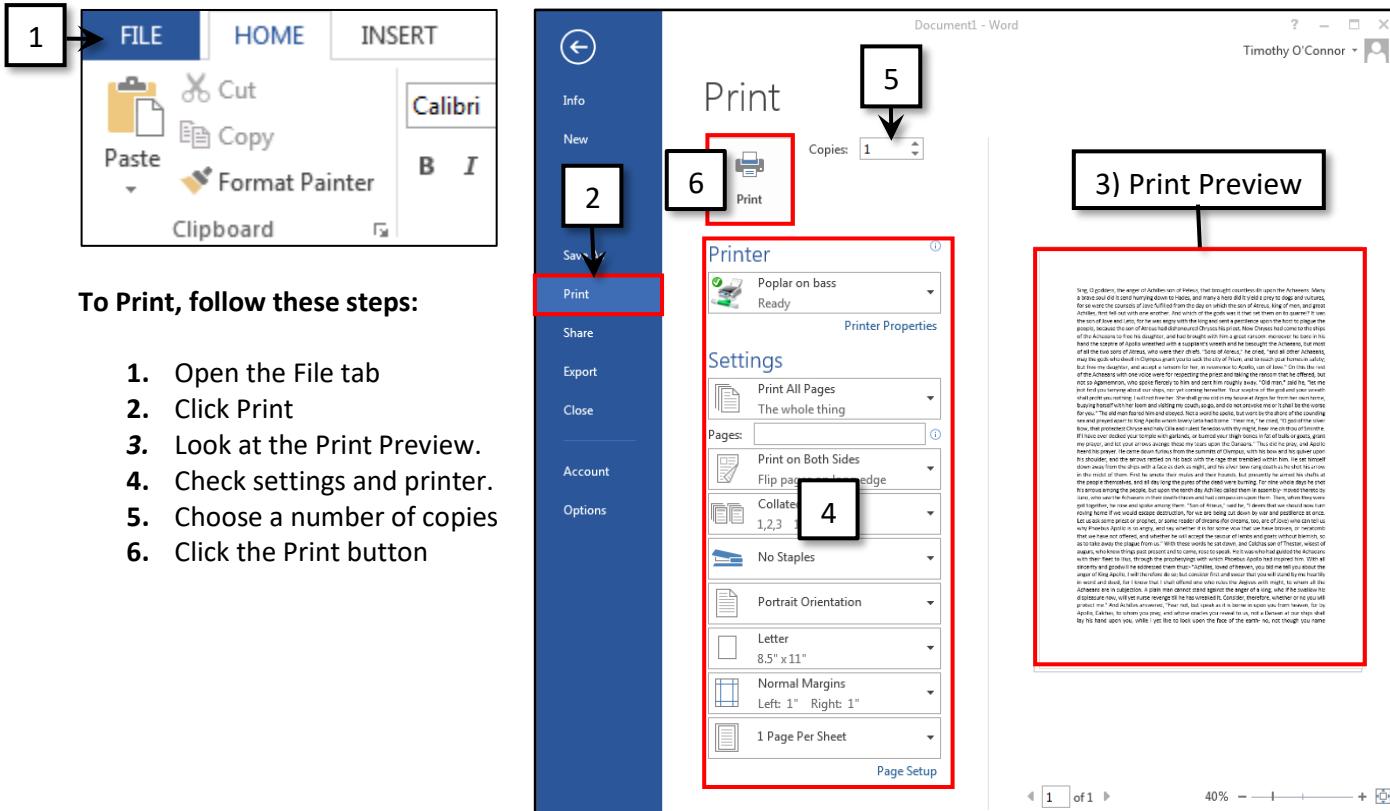


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## PRINTING File Tab



### To Print, follow these steps:

1. Open the File tab
2. Click Print
3. Look at the Print Preview.
4. Check settings and printer.
5. Choose a number of copies
6. Click the Print button

## PUTTING YOUR KNOWLEDGE TO THE TEST

### LET'S PRACTICE THE BASICS!

Practice what you learned today! Open *Word 1 Formatting Review* from the *Word Series Documents* folder.

A few things to note:

- Each line of the document is an instruction
- Try to do as much as you can without looking through this handout

### LET'S PRACTICE TYPING!

Typing accuracy and speed are very important to use Microsoft Word effectively. Try these resources!

1. Mavis Beacon
  - Available at the PPL Learning Center
  - Ask volunteer or front desk for help
2. Typing.com
  - For practice at home and everywhere else!
  - Create an account to keep track of your progress

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## LET'S MAKE MORE BANANA CUPCAKEs!

- Try this activity from the workshop. Make the Banana Cupcake Recipe in the Workshop Documents folder look as close to the one in the picture below as you can.

### Banana Cupcake Recipe

**Preparation time: 10 minutes**

**Bake time: 25-28 minutes**

**Makes 18 Cupcakes**

#### Ingredients

- $\frac{1}{2}$  Cup Softened Butter
- $1\frac{3}{4}$  Cup Sugar
- 2 Eggs
- 1 Tb. Pure vanilla extract
- $1\frac{1}{2}$  Cups flour
- 1 tsp. Baking soda
- $\frac{1}{2}$  tsp. Cinnamon
- $\frac{1}{2}$  Cup Chocolate Chips
- 1 Cup Mashed Ripe Bananas

#### Instructions

1. Lightly grease the cupcake pans and set aside.
2. Preheat the oven to 350 degrees.
3. Cream together the butter and sugar.
4. Add the eggs one at a time, stirring well after each addition.
5. Stir in the vanilla.
6. In a separate bowl, stir together the flour, baking soda, and cinnamon.
7. Stir the dry ingredients into a bowl with the butter mixture.
8. Gently stir in the bananas and the chocolate chips.
9. Spoon the batter into the muffin pans, filling 18 of the muffin holes  $\frac{1}{4}$  full.
10. Bake the cupcakes for 15-18 minutes or until a toothpick comes out clean.