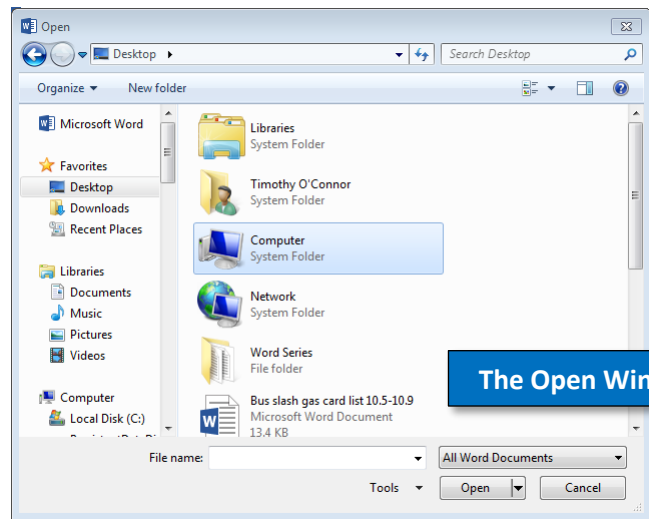




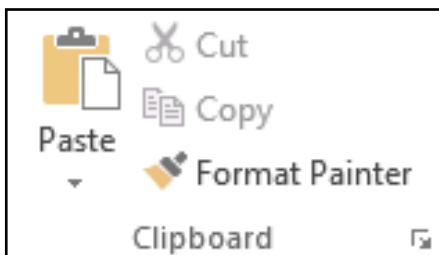
OPENING A DOCUMENT

To open a file in Word:

1. Click the File tab
2. Click Open, then Computer
3. Click Browse
 - a. If the document was opened recently, click on it in the Recent Documents area instead.
4. Choose the location of the file
5. Click the document, then click Open

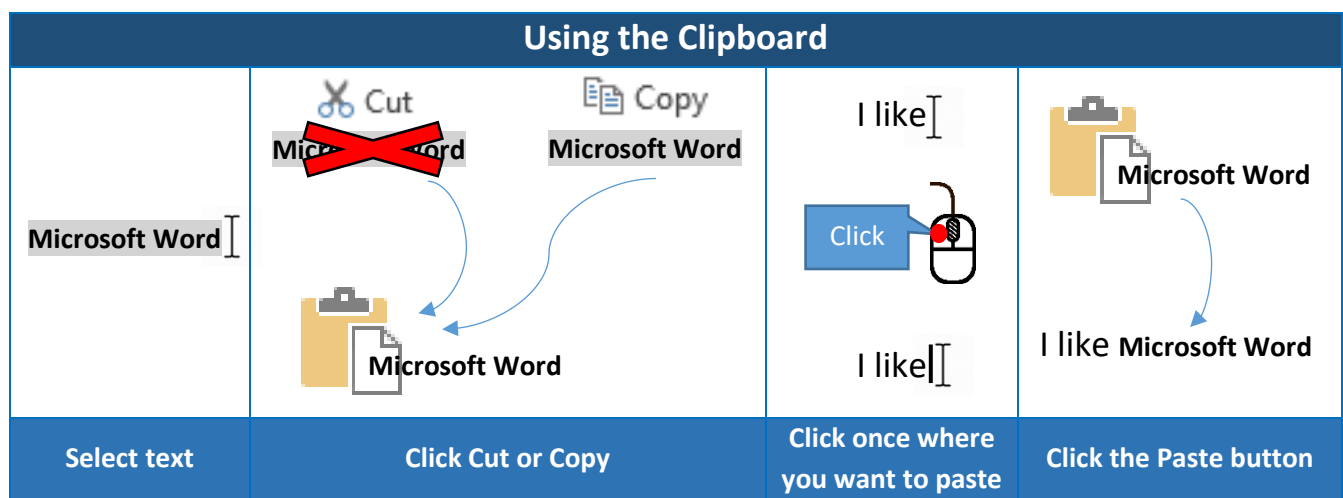


CLIPBOARD – Home Tab: Move text, pictures and other objects around the document

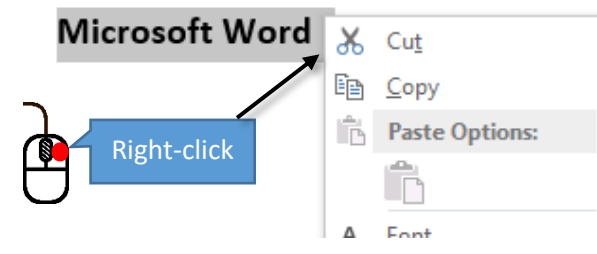


CLIPBOARD

- Cut** - Cuts or removes highlighted text out of your document
- Copy** - Makes an exact copy of highlighted text
- Paste** – Places the text that you cut or copied at your cursor






Other ways to use the clipboard

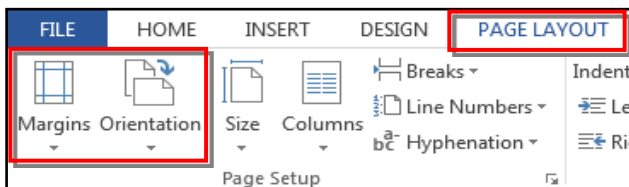
 <p>Microsoft Word</p> <p>Right-click</p> <p>Cut</p> <p>Copy</p> <p>Paste Options:</p> <p>Font</p>	<p>Ctrl + X = Cut</p> <p>Ctrl + C = Copy</p> <p>Ctrl + V = Paste</p>
<p>Use the right button menu</p>	<p>Use a keyboard shortcut</p>

MORE KEYBOARD SHORTCUTS

Microsoft Word has many useful shortcuts that can help you reach for the mouse less often. Try these out!

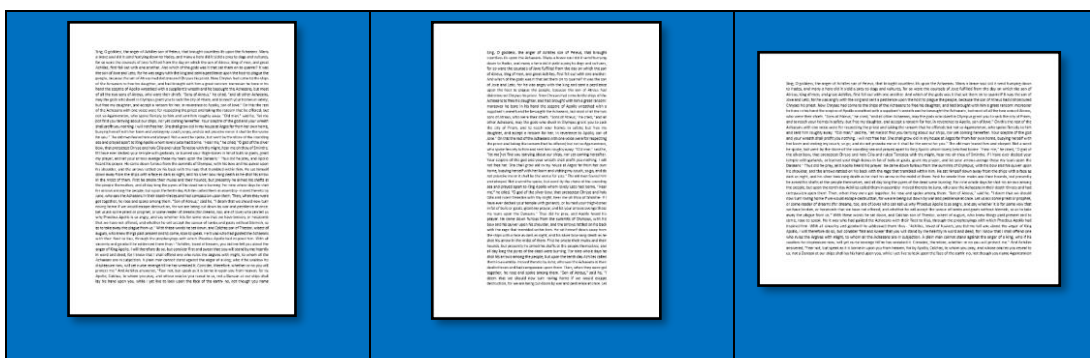
 +	A Select All – Select everything in the document
	B Bold
	I <i>Italics</i>
	U = <u>Underline</u>
	Z ↶ Undo
	S  Save
	P  Print

MARGINS AND ORIENTATION Page Layout Tab, Page Setup Group



Margins: The white space on the edges of the document. Many different options.

Orientation: The way the document faces.



Normal Margins
Portrait Orientation
(Use for most documents)

Wide Margins
Portrait Orientation

Normal Margins
Landscape Orientation

This work was created by PPL



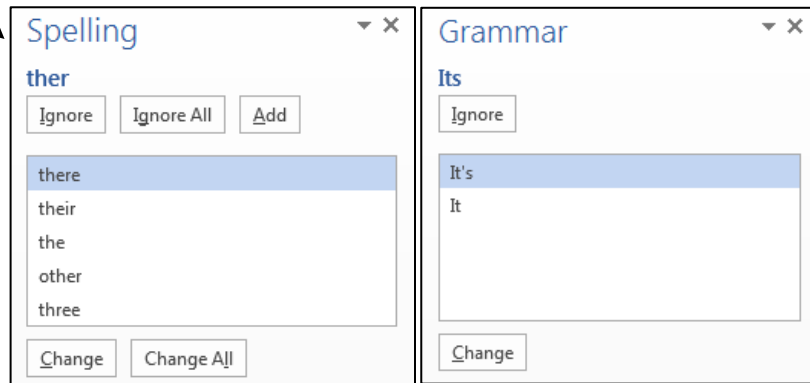
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SPELLING & GRAMMAR Review Tab, Proofing Group

ther	Its over there.
Spelling Error	Grammar Error
Red wavy line	Blue wavy line
Examples of spelling and grammar errors	



Colorful lines under text mean that there are spelling and grammar errors in the text. Correct them by using Spelling and Grammar check.



These will appear on the right side of the window. The sidebar is a little different depending on the type of error.

Ignore: Leave the word as-is.

Ignore All: Leave all words with the same error as-is.




Add: Add the word to Microsoft Office's dictionary. Useful for uncommon names or foreign words.

Change: Change the word to the selected word in the list.

Change All: Change all words with the same error to the selected word.

MORE ABOUT SAVING: File Types and Extensions

When you save a file in Microsoft Word, a file extension is automatically added to the end of the file name. File extension are different for each Microsoft Office program.

	Word	Excel	PowerPoint
Program			
Used for:	Documents	Spreadsheets	Presentations
File Extension	name.docx	name.xlsx	name.pptx

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The PDF file type

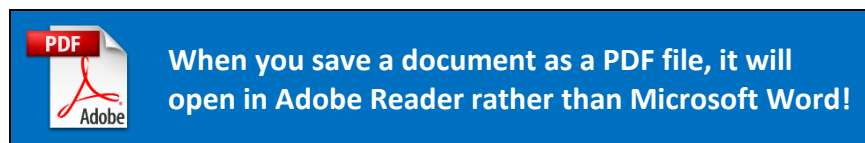
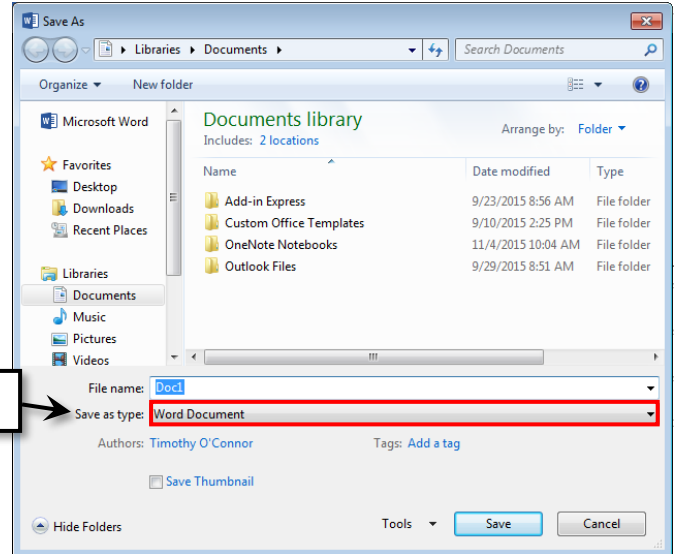
Before sending an important document (such as a resume or a flyer for an event), always save it as the .pdf file type.

The .pdf file type has two main benefits over .docx:

1. The document will look the same on any computer that opens it
2. The document can no longer be changed

To save a document as a PDF file:

1. Click Save As in the File tab
2. Choose a location and name for the file
3. Open the *Save as type* drop down menu
4. Choose PDF in the menu
5. Click Save



PUTTING YOUR KNOWLEDGE TO THE TEST

LET'S REVIEW OLD DOCUMENTS:

Go through the first two workshops' documents in the Workshop Documents folder. Open their completed versions in Completed Exercises to compare as you work!

LET'S REVIEW FOR THE NORTHSTAR ONLINE:

On the next page, you'll see the skills you'll need to pass the Northstar. Visit the Saint Paul Public Library Northstar review website. You'll find links to videos and articles for each of the Northstar skills!

Saint Paul Public Library Northstar Review
guides.sppl.org/northstar

LET'S READ MORE!

To learn more about Microsoft Word (and other computer topics too!) try this resource!

- Goodwill Community Foundation Learnfree
www.gcflearnfree.org

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The Northstar is a test of your computer skills. If you pass the Microsoft Word assessment with at least an 85%, you can earn a certificate that will show that you have mastered Microsoft Word!

You will only be tested on what you learned in the first two workshops!

- ✓ Open a document.
- ✓ Identify the Ribbon.
- ✓ Use Save As to save to a particular folder and name the document.
- ✓ Identify file extensions.
- ✓ Use Spelling and Grammar check.
- ✓ Format the size, color and type of font.
- ✓ Set single or double spacing.
- ✓ Align text.
- ✓ Use bullets and automatic numbering.
- ✓ Use the Undo button.
- ✓ Cut, copy and paste.
- ✓ Set margins.
- ✓ Select portrait or landscape.
- ✓ Demonstrate knowledge of the difference between "Save" and "Save As" functions.
- ✓ Print.
- ✓ Save and close a document.

Northstar Assessment Review

Use these questions below to review for Microsoft Word! Also feel free to use the documents from the first two days to practice. You can find examples of those completed documents in the completed folder.

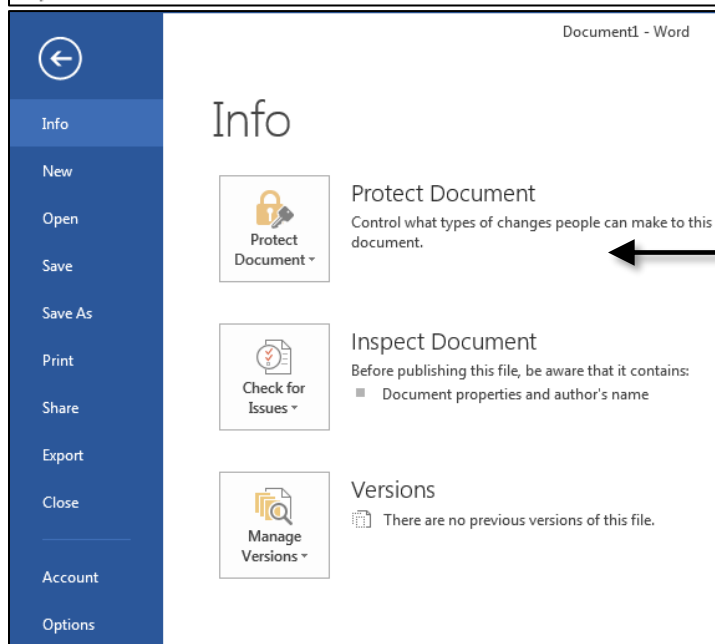
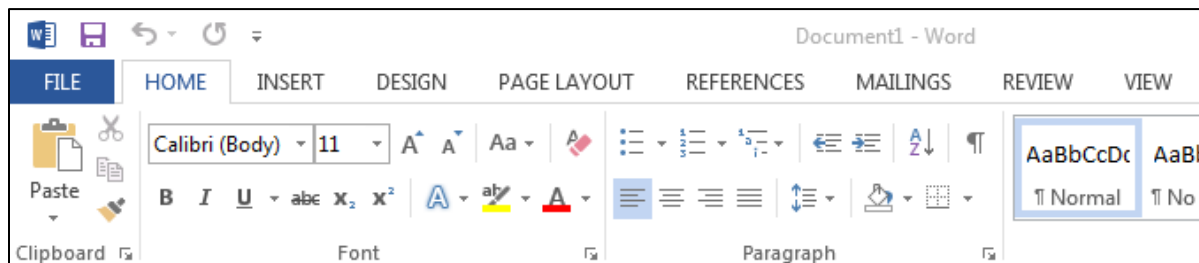
1. Which of these icons represents Microsoft Word? Circle it.



2. Number the steps for saving and closing a document 1-6.

- a. _____ Click the red X in the corner of the document
- b. _____ Type the name of the document
- c. _____ Select Save As
- d. _____ Find the folder where you'd like to save the document
- e. _____ Click Save
- f. _____ Click the File Tab

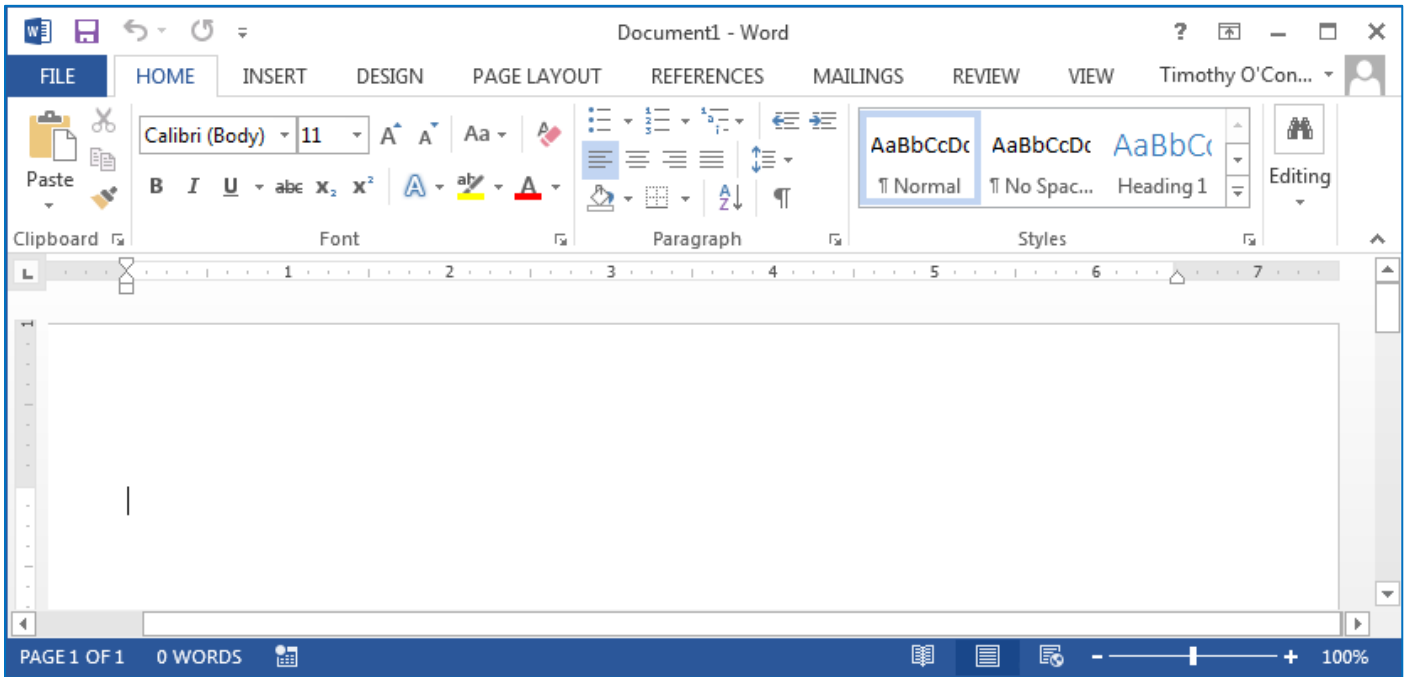
3. In the picture below, circle the Tab you would use to **Open** an existing document or **Print**.



Label the following options in the picture of the File tab

- A.** Circle the place you would click to open an existing document. Label it A.
- B.** Circle the option you should click to print your document. Label it B.
- C.** Circle the option you should click to save your document for the first time. Label it C.

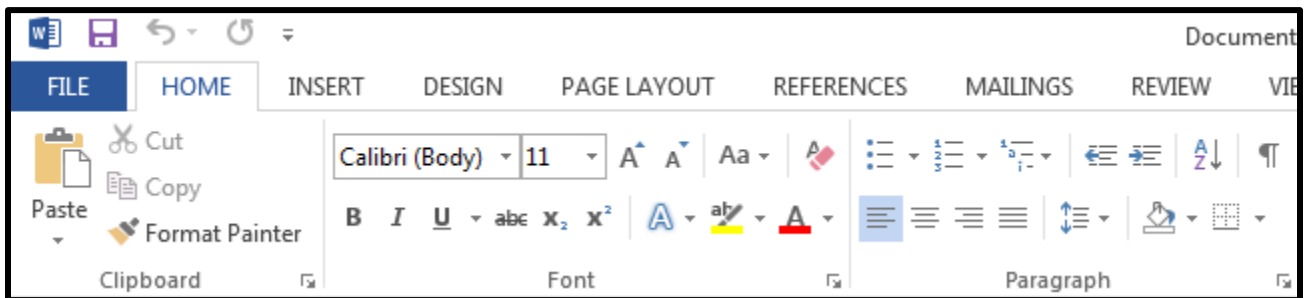
4. Draw a box around the Ribbon in the picture below



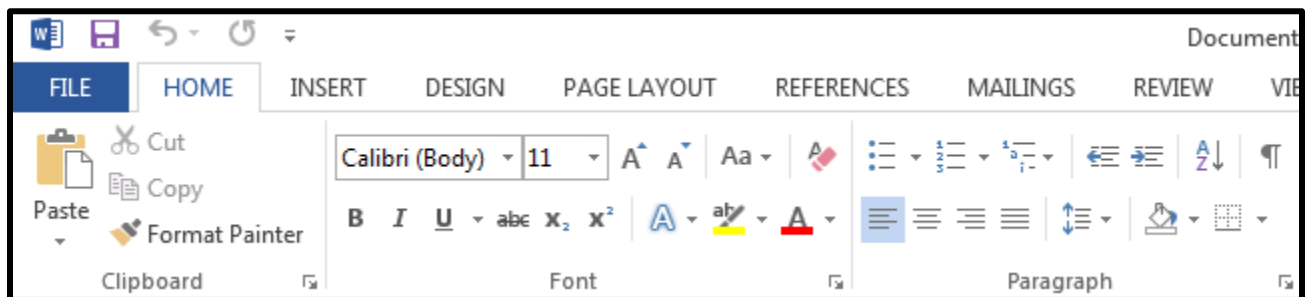
5. Which option makes a **copy** of an existing document?

- a. Save
- b. Save As

6. Where would you click to Quick Save?

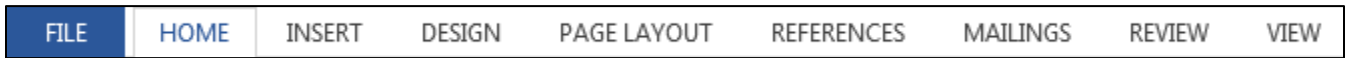


7. Where would you click to Undo the last change you made?






8. Circle the tab you would click to complete each task below. Label it with the correct letter (a,b,c).

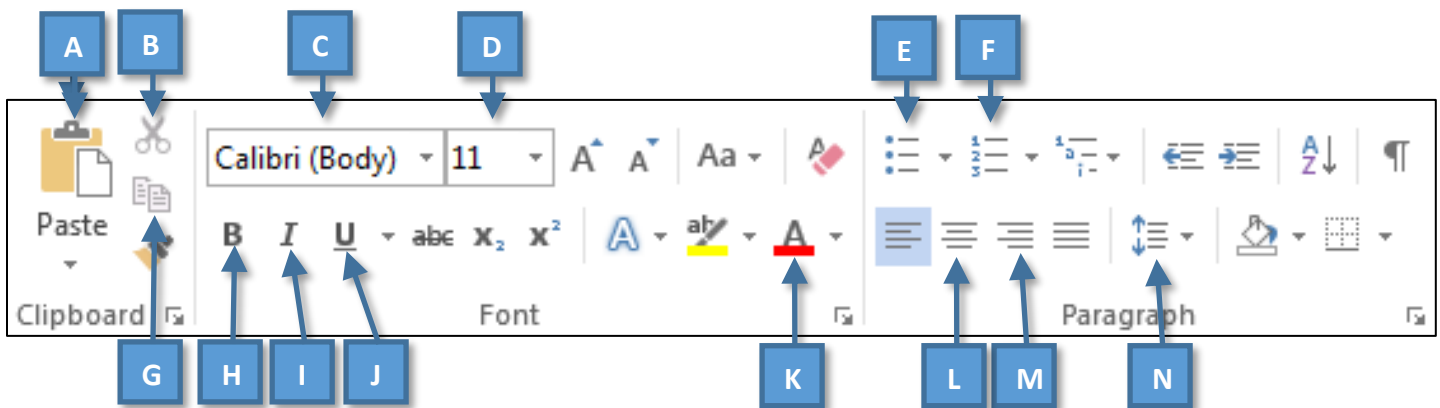
- a. Set margins
- b. Change font size
- c. Use spell check and grammar check



9. What are the file extensions for each of these programs? Fill them in.

	Word	Excel	PowerPoint
Program			
Used for:	Documents	Spreadsheets	Presentations
File Extension	name._____	name._____	name._____

Match the name of the command with its picture on the Ribbon.



- | | |
|----------------------------------|-------------------------------|
| 1. _____ Cut | 8. _____ Add bullets |
| 2. _____ Align Center | 9. _____ Font size |
| 3. _____ Font Name | 10. _____ Paste |
| 4. _____ Underline | 11. _____ Change Line Spacing |
| 5. _____ Add automatic numbering | 12. _____ Change Font Color |
| 6. _____ Italics | 13. _____ Copy |
| 7. _____ Align Right | 14. _____ Bold |