

# Intermediate Microsoft Word Handout

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Available for questions:

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## 1. Typing--In Sample Letter Unformatted, **type your name & address, date.**

- a. 3 ways to overwrite text:
  - i) Position cursor with mouse or arrow keys, use Backspace or Delete keys to remove characters, then type new text at insertion point (where cursor is positioned, blinking to help you find it on the page).
  - ii) Select text (click & drag to highlight desired text, or double-click to select one word) & type—selected text gets replaced with newly-typed text.
  - iii) To type over existing text instead of inserting new characters, right-click on status bar, click Overtyping. Repeat to go back to inserting. Also, use the Insert key (if it doesn't work, go to Word Options, Advanced Editing and check Use Insert Key).
- b. Double space between text with different types of information (like Date and Address) by positioning cursor at end of line and using Enter key.
- c. Note that Word can be programmed to finish typing a word for you once you start typing:
  - i) "auto-complete" for commonly-used words like the month of the year—hit enter to automatically insert text shown in screen tip.

## 2. Formatting—after finishing typing: **first select text, then apply formatting.**

- a. Change **text alignment**: center name & address block
  - i) Another way to select text, to select lines: Position pointer in left margin, click and drag up or down.
  - ii) Use Center Alignment icon in Home Tab, Paragraph Group (to see more Paragraph formatting options, click tiny button at lower right of group).
- b. Change **font style**
  - i) Another way to select text, to select all text in document: Triple-click in left margin, or use keyboard option-- Cntrl/A (press Control key, and while holding it down, type the "a" key).
  - ii) Click drop-down arrow to the right of font name in Home Tab, Font Group and click on a different font name (to see more Font formatting options, click tiny button at lower right of group).
  - iii) Sans-serif for readability, serif for aesthetics.
  - iv) Make name **bold**. Select line, click Bold icon in Home Tab, Font Group.
  - v) Make one word *italic*: Use yet another way to select one character at a time: Click to position cursor, hold Shift key and use arrow keys to highlight desired text.
- c. Change **font size** for aesthetics, readability, or to allow text to fit on page.
  - i) Make name & address bigger: select these lines.
  - ii) Click drop-down arrow to the right of number (next to Font Name) in Home Tab, Font Group and click on a different number. Or click on number and type desired size instead, including half-sizes (e.g. 9.5). Then hit Enter.
  - iii) Make body of letter larger, easier to read: Use yet another way to select a block of text: Click to position cursor, hold Shift key and click at end of desired selected text to highlight. (After pressing & holding Shift key, Word remembers where the cursor is and selects all text between that point and the next place the cursor is positioned, by arrow keys *or* mouse.)



- iv) Try making 14 pt, then see if it will fit on one page if top & bottom margin made smaller.
- d. Change **margins**, for aesthetics or to make entire letter fit on one page
  - i) If rulers at top and left side of page are not visible, click button at top of scroll bar on the right side of page (screen tip: View Ruler).
  - ii) Page Layout tab, Page Setup group, Margins icon for preset margin settings, or tiny arrow at lower right of group for entering numerical margin measurements (this opens same window as Custom Settings under Margin icon).
  - iii) Shortcut: click & drag on grey/white interface on rulers, but on horizontal ruler be careful not to click on indent (wait for & read screen tip).
- e. Use **Show/Hide** icon (Home tab, Paragraph group) to view where there are:
  - i) Extra blank lines (“Enter”s, or hard returns)—this could cause a document that fits on 1 page to have a blank page after the page with text.
  - ii) Spaces (2 spaces after a period makes long paragraphs easier to read).
- f. Use **Undo** and **Redo** buttons to toggle back & forth between formatting changes to compare how they look (blue, left-pointing and right-pointing curved arrows on Quick Access toolbar at upper left of window).

### 3. Getting ready to Print

- a. File – Print shows a Preview: to see how printed pages will look:
  - i) Make sure there are no blank pages at end caused by extra hard returns.

### 4. Indenting (or controlling the way text wraps in a paragraph)

- a. Entire 1<sup>st</sup> block of text:
  - i) Position cursor anywhere in paragraph
  - ii) Click & drag square on top ruler (Left Indent)
- b. Indent First Line of paragraph:
  - i) Position cursor anywhere in paragraph, then click & drag top triangle to the right.
  - ii) OR: Position cursor at beginning of first paragraph and hit Tab key to indent to the first preset tab stop. Add another paragraph after this (position cursor at end of first paragraph and hit Enter) and note that Word “carries” your Paragraph indenting setting to the next paragraph with the use of the Enter key.
- c. Hanging indent (First line is NOT indented, the rest of the paragraph is):
  - i) Click & drag square to the right, then drag top triangle back to the left margin. (Or float cursor over lower triangle until “hanging indent” screen tip appears, then click & drag.)

### 5. Changing Line Spacing

- a. Shortcut to Paragraph dialog window: right-click on document and left click on “Paragraph...”, click Indents & spacing tab.
- b. Space between lines in a paragraph: choose from drop-down list under Line spacing. If choosing “Exactly”, enter number for point size (should be higher than font size).
- c. Space between paragraphs (instead of adding a blank line after paragraphs): edit numbers in After or Before fields (either in Home tab, format Paragraph, or Page Layout tab, Paragraph group).

### 6. Setting and using Tabs (for aligning text within lines):

- a. At 20 point, type 3 lines of two words each, separating the words with a tab key (sugar sweet, lemon sour, grapefruit bitter).
  - i) Turn on “Show/Hide” to see arrows that indicate tab key pressed (spaces would be dots).



- ii) Note default tab settings (left, and every 0.5”), indicated by small tick marks under ruler. Text typed after tab key pressed aligns to next tab stop, which might be at a different position depending on the length of the first word typed.
- b. Setting (or adding), moving and deleting a tab:
  - i) Select all 3 lines (so tab setting will be applied to all 3); click on ruler to add a tab (default is left-aligning tab); click and drag tab to move it; drag down off ruler to remove.
- c. Changing tab alignment:
  - i) Toggle through tab selector (click box left of horizontal ruler) to find right-align tab, click on ruler to set tab, delete left tab and text will move to right-align at tab.
  - ii) Select left tab on tab selector, click on ruler to the left of the right tab to set tab-- text will re-align left at this tab.
  - iii) Other tabs alignment options: center and decimal.
- d. Demonstrate difference between tabs and spaces:
  - i) Copy and paste the 3 lines to a space below, replace tabs with spaces to see that words won't align perfectly (select all lines and view edge of highlighting).
  - ii) Note that text cannot align to tab stop if it does not fit in the space: select and enlarge and reduce text to demonstrate (or reposition tabs).
- e. Tab Leaders:
  - i) Select all 3 lines
  - ii) On Home tab, Paragraph group, open dialog window (tiny button at lower right), click Tabs button at lower left, choose the tab stop to add a leader to, click radio button to select desired leader style.

## 7. Add Headers & Footers

- a. In order to create a document with multiple pages to demonstrate headers & footers: use Copy & Paste to add additional text.
- b. On ribbon, click “Insert” tab, in Header & Footer group, click Footer icon, click “Edit Footer”.
- c. Note that a new tab appears on Ribbon: Design
  - i) Click Page Number, choose Current position, then scroll to choose a format.
  - ii) Click red button at right of Design tab: Close Header & Footer.
  - iii) Now scroll to see each page is numbered correctly—numbering will automatically readjust if pages are inserted, and Header & Footer stay in the space designated by their margin even as text is added or deleted from document.
- d. Note that body copy is greyed out on screen because it is not accessible when editing headers & footers; and headers & footers are greyed out when editing body copy.
- e. To delete the header or footer on page 1 (when same text appears in document title, so having it in header or footer would be redundant):
  - i) Double-click on header or footer (short-cut to accessing it),
  - ii) On the Options group of the Design tab, click Different 1<sup>st</sup> page.
- f. Switch between editing header and footer:
  - i) Double-click on header or footer (short-cut to accessing it),
  - ii) In Navigation group, click Go To Header or Go To Footer –OR–click on header or footer area.
- g. In headers & footers, you can format text, set and position tabs and margins.

## 8. Insert & format pictures

- a. Insert tab on Ribbon, Illustrations group, click Picture icon, find & select file & click Insert.
- b. Click on picture to select it. Note new tab on ribbon: Picture Tools/Format.



- i) Click & drag corner boxes to resize, side boxes to change shape. Or enter exact measurements on Ribbon's format tab, Size group
- ii) To Crop: click Crop icon on Ribbon's format tab, Size group, position cropping pointer over boxes on edge of picture, click & drag.
- c. Click tiny button at lower right of Size group to open Format window and access other formatting options.
  - i) Layout tab for text wrapping style (In-line with text doesn't allow moving)
  - ii) Colors & Lines tab to add border line
  - iii) Size tab to make an exact size
  - iv) Picture tab to crop exactly

## 9. Insert & format a text box

- a. Insert tab on Ribbon, Text group, click Text Box icon, choose Draw
- b. Note special pointer: click on white space & drag diagonally to create box.
- c. Click on edge of box to select it, then use arrow keys to move (or click & drag boxes on edges).
- d. Click inside box to type. Format text as usual.
- e. Click edge to format (note new tab on ribbon: text box tools/format).

Here's a text box

## 10. Greeting Cards (2-up on 8½ x 11" paper)

- a. Open a new, Blank Document & set up Page Layout: Page Layout tab
  - i) Page Setup group: all Margins 0.25", Orientation Landscape
  - ii) Arrange group, Align: Align to Margins, Use Alignment Guides.
  - iii) Insert Picture & format: Format tab: Wrap Text=square, Width=5"
  - iv) Click & drag to lower left corner until alignment guides show up
  - v) Copy & paste, align 2<sup>nd</sup> image to lower right, or insert a different picture.
- b. Back of card: Insert Text Box, type, then turn so text is upside-down.
- c. Draw cut line: Insert tab, Illustrations group, Shapes, click line, hold down shift key then click & drag to make vertical line.
  - i) Format tab, Arrange group, Position, More layout options, size tab: 8", Position tab: Horizontal Centered relative to page. Color It grey.

## 11. Tools

- a. Spell-check
  - i) Review tab, Proofing group, ABC Spelling & Grammar icon, or F7
  - ii) Spell-check while editing: choose in Options, then run a spell-check. Red for not in dictionary, blue for grammatical problem.
- b. To find synonyms
  - i) Select word
  - ii) Review tab, Proofing group, Thesaurus icon
- c. Help index: "?" at right of Title Bar, or use the internet.
- d. Find: Home tab, Editing group.

## 12. Word Art

- a. Insert tab, Text group, Word Art icon will create a text box with text that can be formatted with special effects.

**Annie**  
Eating

