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**MASTERING WORD
MADE EASY™**

TEACHUCOMP, INC.®

...it's all about you

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INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp, Inc.'s Mastering Word Made Easy™ tutorial. This tutorial introduces the student to Microsoft Word, one of the most popular word processing programs. This tutorial gives the student with little or no knowledge of Word a firm skills base using Word.

Word is an excellent first program to learn, as the skills that you learn in Word also apply to many other programs. It is the recommended starting point for learning Microsoft Office.

Word is a multi-featured word processing program in which you can create documents like memos, letters, faxes, and labels. It is a very powerful program and has many advanced features that can automate and simplify your work. Whether you want it to create charts and reports, envelopes and labels, or create a mail merge, Word can assist you in accomplishing your tasks quickly and easily.

This tutorial starts by teaching the student basic Word skills, like creating and formatting documents. It then teaches the student enhanced Word skills, like adding and manipulating graphic elements and creating tables. Finally, the student learns advanced Word skills, like how to perform a mail merge, create envelopes, labels, indexes, tables of contents, and much more!

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CHAPTER 1-

GETTING ACQUAINTED WITH WORD

1.1- ABOUT WORD

1.2- THE WORD ENVIRONMENT

1.3- THE TITLE BAR

1.4- THE RIBBON

1.5- THE "FILE" TAB AND BACKSTAGE VIEW

1.6- THE QUICK ACCESS TOOLBAR

1.7- TOUCH MODE

1.8- THE RULER

1.9- THE SCROLL BARS

1.10- THE DOCUMENT VIEW BUTTONS

1.11- THE ZOOM SLIDER

1.12- THE STATUS BAR

1.13- THE MINI TOOLBAR

1.14- KEYBOARD SHORTCUTS

GETTING ACQUAINTED WITH WORD

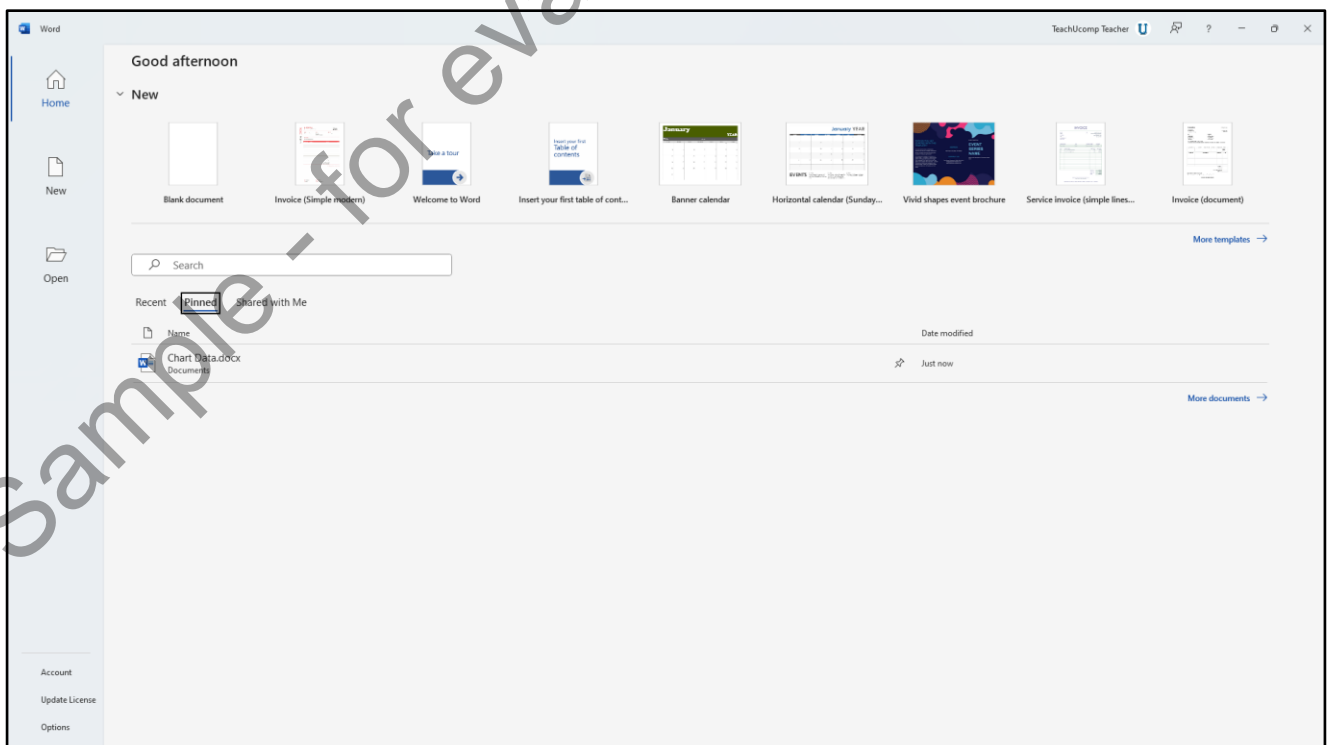
1.1- About Word:

Microsoft Word is a word processing program that you can use to create various types of documents. You can create standard letters, memos, faxes, envelopes, labels, and many other types of documents. You can also create your own custom documents, as you have complete control over the appearance of your documents. For example, you control the size, style, and color of your font. You also can modify the document by changing the margins, tabs, and alignment of the pages. If you are knowledgeable of how the Word program functions, then you can quickly and easily create almost any type of document you can imagine.

Word also can create its own charts and tables for use in your documents. Also, as part of the Microsoft Office, you can import data from other Microsoft Office applications into your Word documents. For example, you could display data from an Excel spreadsheet in your document easily, if you prefer. You could also use Word directly to create a table in which to store information and perform mathematical operations. You can also take advantage of other tools in Word that assist you in proofing your documents. The “Spelling & Grammar” checker exemplifies the ingenuity of this program’s design. Whatever your situation, Word has tools that can help you to accomplish your word processing goals.

If you need further assistance as you learn and enhance your skill set, Word provides you with several intuitive help features. It offers advice and guidance on setting up your documents, and it works as a search engine within the program to help you find information. You can also find additional assistance material by browsing through the help information by subject.

You may start Word by double-clicking the Word icon on your desktop, or by using the Windows Start Menu. Once the application has started, you are ready to begin creating documents. As when learning any new program, you should first take a moment to become familiar with the general operating environment of the Word program. To become a fast and efficient Word user, you will have to know where things are at in the program and what they are called.



GETTING ACQUAINTED WITH WORD

1.2- The Word Environment:

The picture below shows the user interface in Word for Microsoft 365 after creating a new, blank document. A document is the default file type in Word. By default, each document you create or open appears in a new Word application window. If desired, you may open and then close different documents within a single Word application window. If you close the document within an opened Word application window, some of the items within the Word environment still appear onscreen until you exit the Word application window itself.

The application window is the outer frame of the program that contains the documents you open or create. It consists of the Title Bar, the Quick Access toolbar, the Ribbon, and the Status Bar. Any documents you create or open appear within an application window. When you exit Word or close a document in a Word application window, Word prompts you to save any changes before closing.

At the top of the application window, the name of the current document appears in an area known as the Title Bar. By default, the Quick Access toolbar appears at the left end of the Title Bar. The Title Bar also contains the Microsoft Search Tool and buttons that let you control the size of the application window.

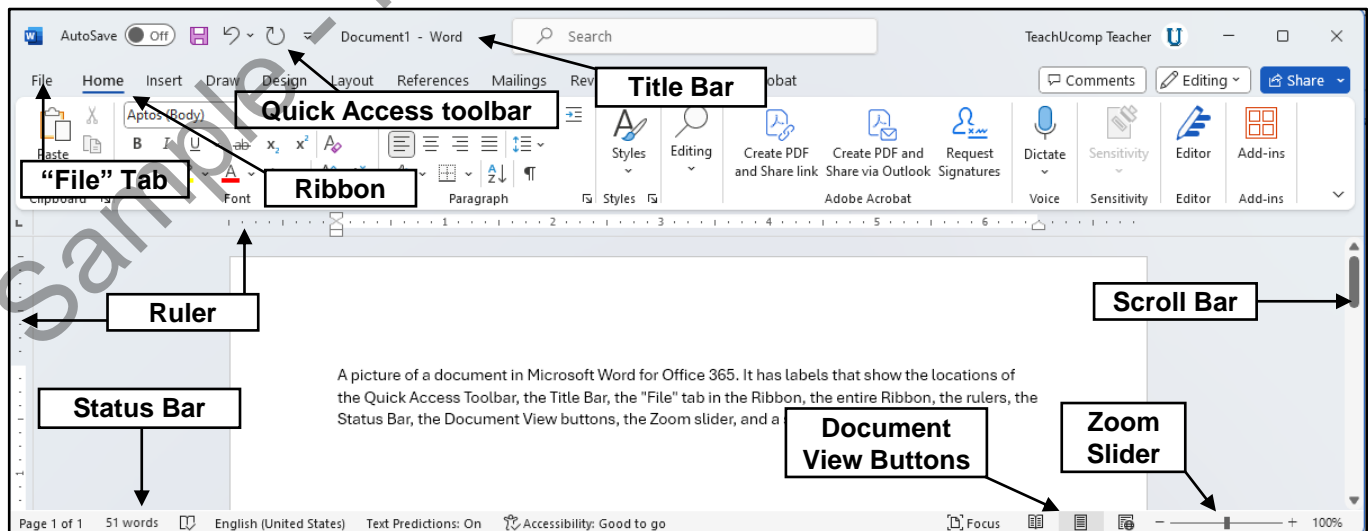
Below the Title Bar is the Ribbon. The Ribbon is separated into tabs, with each tab containing several button groups that show all the buttons and commands in Word. Unlike the other tabs in the Ribbon, clicking the “File” tab opens the backstage view of your current Word document. This view lets you access Word’s file management functions, like creating a new document, saving a document, and printing.

The Quick Access toolbar appears above the Ribbon in the Title Bar, by default. However, you can also place it below the Ribbon, if desired. You can easily add buttons to the Quick Access toolbar for the commands you use frequently and always want available. This is the only toolbar in Word. We’ll examine using all these tools in detail in later lessons of this chapter.

Below the tools, the current document appears. You create the document content in Word in the document window. At the right side of the document is a vertical scroll bar. You may also see a horizontal scroll bar at the bottom of your document if your document is wide or if you zoom in on the document.

The Status Bar in Word appears below the document. It shows document information. The Zoom slider at the right end of the Status Bar lets you change the document’s magnification. To the left of that, the Document View Buttons let you switch the document’s view, as needed.

Now that you know the name and locations of the major onscreen elements in Word, the next few lessons in the chapter show you how to use these tools in Word.



GETTING ACQUAINTED WITH WORD

1.3- The Title Bar:

The Title Bar in Word for Microsoft 365 appears at the top of the application window. It shows the name of the document on which you are working. The Microsoft Search Bar appears in the center of the Title Bar, by default. The Quick Access toolbar appears at its left end, by default. The right end of the Title Bar shows a button for your current Microsoft account. You can click this button to change which account you use to sign into Microsoft 365.

The next three buttons control the size of the application window. From left to right, they are “Minimize,” “Maximize/Restore Down,” and “Close.” Clicking the “Minimize” button sends the application window down to the Windows taskbar. To show it again later, click its entry in the Windows taskbar.

Clicking the “Maximize” button enlarges the application window to fill the entire display. It also toggles the function of the same button to the “Restore Down” command. Clicking the “Restore Down” button changes the size of the window, letting you size and position it onscreen by using your mouse. When you click the “Restore Down” button, it also toggles back into the “Maximize” button.

Clicking the “Close” button simply closes the Word application window. If you have unsaved changes in any open documents, you are prompted to save those changes before the program closes.

1.4- The Ribbon:

The primary tool available for you to use in Word is the Ribbon. The Ribbon lets you perform all the commands available. The Ribbon is divided into tabs. Except for the “File” tab, which lets you access the backstage view of a file, you can click any tab to show button groups of commands below it. You can then access the commands in each button group using the buttons, boxes, or menus available in the group.

To access advanced options for some button groups, you can click the “dialog box” launcher button in the lower-right corner of some button groups on the currently displayed, or “active,” tab in the Ribbon. Doing this then opens a dialog box of all the available options or settings for the button group.

Also notice that you can double-click the active tab in the Ribbon to both hide and show the contents of the Ribbon. This can be a handy way to gain additional workspace while creating your document’s contents.

You can click the main tabs in the Ribbon to switch the button groups that appear. The default tabs that appear in the Ribbon are: “File”, “Home,” “Insert,” “Draw,” “Design,” “Layout,” “References,” “Mailings,” “Review,” “View,” “Help,” and possibly “Add-Ins,” if you enabled add-ins in Word. You can also enable the “Developer” tab, if using macros or code within a document.

In addition to the primary tabs available in Word, you will also see special “contextual” tabs appear in the Ribbon when you have a particular type of object selected in a document. Contextual tabs appear, for example, when you select either a picture, table, SmartArt, drawing, or chart in a document. The button groups on the contextual tabs directly relate to modifying the selected type of object. To hide the contextual tabs, click away from the selected object in the document to deselect it.

To change the Ribbon display options, if desired, click the “Ribbon Display Options” drop-down arrow in the lower-right corner of the far-right button group in the Ribbon. Then select your desired Ribbon display choice from the drop-down menu that appears. To show Word in full-screen mode, select the “Full-screen mode” command. To show the Ribbon in full-screen mode, click the ellipsis mark button in the window’s upper-right corner.

To only show the tabs in the Ribbon, select the “Show tabs only” command. To always show the full Ribbon, select the “Always show Ribbon” command. To show or hide the Quick Access toolbar, select the “Hide Quick Access Toolbar” or “Show Quick Access Toolbar” command.

GETTING ACQUAINTED WITH WORD

1.5- The “File” Tab and Backstage View:

Unlike other primary tabs in the Ribbon, clicking the “File” tab in the Ribbon in Word opens a view of the file called the “backstage view.” This view lets you perform all your file management. This includes functions like saving a file, opening an existing file, and creating a new file.

When you click the “File” tab in the Ribbon, you no longer see the contents of the file on which you were working. Instead, you see the backstage view of your file. The commands that appear at the left side of the backstage view are the available file management commands, followed by account and program options in a separate command section.

Clicking a command in this list of file management commands at the left side of the backstage view then shows additional options for the selected command to the right in the backstage view. You can then make additional selections in the new section, as needed. For example, to create a new document, click the “New” command at the left side of the backstage view. Then select the desired template from which to create the new document from the template list to the right in the backstage view. After completing a command in the backstage view, you then often return to the normal working view of the document. However, if you enter the backstage view and want to exit without selecting a command, click the “Back” arrow button in the upper-left corner of the backstage view to return to the normal document view.

1.6- The Quick Access Toolbar:

The Quick Access toolbar appears above the Ribbon, by default. To place it below the Ribbon, if desired, click the “Customize Quick Access toolbar” button at the right end of the toolbar. Then select the “Show Below the Ribbon” command from the drop-down menu that appears. To reset it to its default location, click the same “Customize Quick Access toolbar” button. Then choose the “Show Above the Ribbon” command from the drop-down menu that appears.

This is the only toolbar available in Word. By default, you have buttons for quick access to the following commands: “AutoSave,” if saving files to OneDrive or SharePoint, “Save,” “Undo,” and “Redo (Repeat).” However, you can also easily add buttons to this toolbar for the functions you use most.

One way to add a button to the Quick Access toolbar is to right-click the command button or function in the Ribbon which you want to add. Then choose the “Add to Quick Access toolbar” command from the pop-up menu that appears. The function is then added to the Quick Access toolbar. To remove a button from the Quick Access toolbar, right-click the button to remove in the Quick Access toolbar. Then select the “Remove from Quick Access toolbar” command from the pop-up menu that appears.

To more thoroughly customize the Quick Access toolbar, click the “Customize Quick Access toolbar” button. Then click the “More Commands...” choice to open the “Word Options” window. The right side of the window contains two sets of command button listings. The listing at the window’s far right side is the set of button commands currently shown in the Quick Access toolbar. The order in which the commands appear in this list from top to bottom is the order they appear from left to right in the Quick Access toolbar.

To the left of this list is the listing of commands you can add to the Quick Access toolbar. You can select which functions appear in this list by selecting a command grouping to show from the “Choose commands from:” drop-down above the list.

To add a command to the Quick Access toolbar from this list, click the command to add from the choices available in the left list. Then click the “Add>>” button to move the selected command into the Quick Access toolbar list to the right. To remove a command from the Quick Access toolbar list at the right, click it to select it, first. Then click the “Remove” button to remove it from the list.

Also, you can change the order in which the buttons appear in the Quick Access toolbar by first

GETTING ACQUAINTED WITH WORD

1.6- The Quick Access Toolbar- (cont'd.):

selecting a command in the right-most list. Then click either the “Up” or “Down” arrow buttons to the right of this list. After customizing the content of the Quick Access toolbar, click the “OK” button in the lower-right corner of the “Word Options” window to save and apply your changes.

1.7- Touch Mode:

Because of the increased use of tablets, Word contains a mode that gives you easier access to the buttons and commands in the Ribbon and Quick Access toolbar. This mode is called touch mode. When you enter touch mode in Word, you enlarge the Ribbon and Quick Access toolbar. You also add extra space around the buttons and commands in the Ribbon and Quick Access toolbar. These changes let you more easily access these buttons on a touch-based tablet.

To enable touch mode, click the small drop-down arrow at the right end of the Quick Access toolbar to display a drop-down menu of the most commonly-used commands. Click or tap the “Touch/Mouse Mode” command in the drop-down menu to add that button to the Quick Access toolbar.

To then enable or disable touch mode in Word, click or tap the “Touch/Mouse Mode” button in the Quick Access toolbar. From the drop-down menu that then appears, select the mode to use: “Mouse” or “Touch.” When “Touch” mode is enabled, the buttons in the Ribbon and Quick Access toolbar are larger and have more space surrounding them onscreen. You can select the “Mouse” choice to toggle touch mode off, restoring the default size of the buttons onscreen.

1.8- The Ruler:

Microsoft Word provides you with a ruler you can use to set tabs within a document. It can also help you place and position document text and document objects. Depending upon which document view you are using, the ruler may appear differently. The ruler appears both horizontally and vertically in the “Print Layout” view, but only appears horizontally in the “Draft” view.

While the ruler is useful in many ways, it will be covered in the context of its use in the program within this tutorial. For now, you should learn where it appears and how to turn it on and off.

To turn the ruler on and off, select the “View” tab in the Ribbon. Then check or uncheck the “Ruler” checkbox in the “Show” button group to turn the display of the ruler on or off.

1.9- The Scroll Bars:

When using the “Print Layout” view of a document, scroll bars can appear both vertically and horizontally along the right and bottom sides of the document window when you hold your mouse pointer over the document area. They appear all the time when using “Draft” view. They have arrows at each end that point in the direction in which they will scroll the document when you click the arrows.

To use the scroll bars to scroll through your document’s content in Word, click the arrows at the ends of the scroll bars to move through the document in that direction. Alternatively, click and drag the box inside of the scroll bars to move through the document more rapidly.

If you have a mouse with a scrolling wheel, you can simply roll the scroll wheel on your mouse up or down to vertically scroll through your document. The scroll wheel on your mouse is typically set to work with the vertical scroll bar in Microsoft Word.

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1.10- The Document View Buttons:

The document view buttons in Word for Microsoft 365 are a group of buttons in the lower-right corner of the application. They also appear on the “View” tab of the Ribbon in the “Views” button group and the “Immersive” button group. You can click these buttons to change the working view of your document. By default, Word opens in “Print Layout” view, which is the view most commonly used for standard document creation. Unless otherwise specified by a lesson, you can assume the document view referenced by this tutorial’s lessons refers to the “Print Layout” view. This view lets you see the document as it will look when printed. This view shows margins, page breaks, and header and footer information.

You can switch between the different document views, as needed. Each has its own use in the program. The different document views are: “Read Mode,” “Print Layout,” “Web Layout,” “Outline,” and “Draft.” There is also a “Focus Mode” button that appears in both the Status Bar and the “Immersive” button group on the “View” tab of the Ribbon. This same button group also includes an “Immersive Reader” view.

You should select the view that works best for the document you are trying to create in Word. The different document views and their purposes within Word are discussed in more detail in the lesson titled “Changing Document Views” in the “Document Views” chapter of this tutorial.

1.11- The Zoom Slider:

The Zoom slider appears in the lower-right corner of the application window. You use this tool to change the magnification level of the document. This does not modify the document in any way, but rather changes your perception of how close or far away the document appears onscreen.

You can easily change the magnification level by using the Zoom slider. Click and drag the slider left towards the minus symbol (-) to shrink the magnification level. The magnification level appears as a percentage to the right of the zoom slider. You can click and drag the slider to the right, or towards the plus sign (+), to increase the magnification level.

If you increase the document magnification to the point that it can no longer fully appear onscreen horizontally, the horizontal scroll bar then appears at the bottom of the document. You can then use it to scroll left and right to fully inspect the document at your desired magnification level. Clicking directly on either the plus or minus sign also increases or decreases the document’s magnification level. You will learn more about changing document magnification in the later lesson titled “Zooming the Document” in the “Document Views” chapter of this tutorial.

1.12- The Status Bar:

At the bottom of the application window is a long, thin, horizontal bar in which you find objects like the “Zoom Slider” and the “Document View” buttons. The bar within which these tools appear is called the Status Bar. At its left end, you can see various statuses that are capable of being monitored in Word. You can choose which statuses to show or hide in the Status Bar.

To see which statuses are currently shown or hidden in the Status Bar, right-click your mouse anywhere in the Status Bar to view the “Customize Status Bar” pop-up menu. This pop-up menu lists the available tools and statuses you can show or hide in the Status Bar. Any listed objects that appear with a check to the left of their names already appear in the Status Bar. Listed objects without a check to the left of their names do not currently appear in the Status Bar. You can click the name of any listed object in this pop-up menu to toggle its display in the Status Bar on or off.

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1.13- The Mini Toolbar:

The Mini toolbar in Word appears when you select text in a document and then hold your mouse pointer over it. The Mini toolbar then appears as a small toolbar just above the selection. You can then select from the many buttons that appear in the Mini toolbar to apply quick formatting to your selected text.

1.14- Keyboard Shortcuts:

If you are new to Word, then you may be wondering what a “keyboard shortcut” is. A keyboard shortcut lets you to press a combination of keyboard characters to execute a command instead of clicking a button in the Ribbon or the Quick Access toolbar. While you may never really use them, many users who type significant amounts of text find it tiresome to always have to reach for their mouse. These users may favor the use of keyboard shortcuts, instead, as it lets them perform many commands while keeping their hands on the keyboard.

Keyboard shortcuts typically involve holding down either the “Ctrl” or “Alt” key on your keyboard and then entering another keystroke or set of keystrokes. Then release the “Ctrl” or “Alt” key. You can see any available “Ctrl”-key keyboard shortcuts in the small pop-up windows that appear when you hold your mouse pointer over any command function in the Ribbon. These are called “Screen Tips” in Word. However, not every command function has a corresponding “Ctrl”-key keyboard shortcut. In these cases, you can use the “Alt” key to enable the key badge system in Word. You can then use the key badge system to enter a sequence of keystrokes. Let’s look at how to use the key badge system in Word.

First, press the “Alt” key on your keyboard to show a set of key badges next to the objects in the Ribbon and Quick Access toolbar. Then press the key on your keyboard that corresponds to the command function to show or execute. Continue pressing the corresponding key badges that appear until you press the key badge for the final command function to execute.

If you happen upon a drop-down menu when entering key badges or your key badge work opens a dialog box, don’t worry. You can execute a command in a dialog box or in a drop-down by looking to see if the command function to execute has an underlined letter in its name. If it does, press the key on your keyboard that corresponds to the underlined letter. That is the same thing as pressing a corresponding keyboard key when you see a key badge. You can also use the arrow keys on your keyboard to change the highlighted selection in many drop-down menus. Then press the “Enter” key on your keyboard to accept the highlighted choice.

ACTIONS-

GETTING ACQUAINTED WITH WORD

ABOUT WORD:

1. Word can many types of documents, which can also contain objects like charts and tables.
2. **To open Word**, double click the Word icon on your desktop or use the Start Menu.
3. **If the Word icon appears in your Taskbar**, simply click it once there to open Word.

THE WORD ENVIRONMENT:

1. **To use the functions, button groups and commands in Word**, access them through the different tabs in **the Ribbon**
2. **To access the backstage view of a document**, click the **“File” tab in the Ribbon**. The backstage view contains common file functions like creating a new document, saving documents and printing.
3. The **Quick Access toolbar** contains buttons for “AutoSave,” if saving files to OneDrive or SharePoint, “Save,” “Undo,” and “Redo (Repeat).” You can also customize this toolbar.
4. The **Title Bar** runs along the top of the application window. Your document title is displayed in the center of the Title Bar.
5. The center of the **application window** contains the document, where you create document content.
6. **To scroll through your document, vertically and/or horizontally**, use the scroll bars on the right-side and/or bottom of the application window.
7. **To zoom in or out on your document**, use the “Zoom” slider in the lower-right corner of the window.
8. **To quickly switch the document’s view**, use the Document View buttons to the left of the Zoom slider.

THE TITLE BAR:

1. **To adjust the size of the application window**, use the buttons at the right side of the Title Bar.
2. **To minimize the application window**, click the “Minimize” button.
3. **To view it again later**, click its entry within the Windows taskbar.
4. **To maximize the application window**, click the “Maximize / Restore Down” button. When the application window is maximized, it will fill the screen of your monitor.
5. **To return the window to its previous screen position after maximizing it**, click the “Maximize/Restore Down” button again.
6. **To close the application window**, click the “Close” button. **If you have unsaved changes in any open documents**, Word prompts you to save those changes before the program closes.

THE RIBBON:

1. **To use the Ribbon**, click the desired tab and then click the desired button in a button group.
2. **To access advanced options for some button groups**, click the “dialog box” launcher button in the lower-right corner of some button groups on the currently displayed, or “active,” tab in the Ribbon.
3. **To show or hide the contents of the Ribbon**, double-click the active tab.
4. **To see the special contextual tabs in Word**, select an object in the document.
5. **To close a contextual tab in Word**, click away from the selected object.
6. **To change the Ribbon display options**, if desired, click the “Ribbon Display Options” drop-down arrow in the lower-right corner of the far-right button group in the Ribbon.
7. Then select your desired Ribbon display choice from the drop-down menu that appears.

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GETTING ACQUAINTED WITH WORD

THE “FILE” TAB AND BACKSTAGE VIEW:

1. **To open the backstage view, where you can perform file management functions in Word,** click the “File” tab in the Ribbon.
2. The commands that appear at the left side of the backstage view are the available file management commands, followed by account and program options in a separate command section
3. Clicking a command in this list of file management commands at the left side of the backstage view then shows additional options for the selected command to the right in the backstage view.
4. You can then make additional selections in the new section, as needed.
5. After completing a command in the backstage view, you will then often return to the normal working view of the document.
6. However, if you enter the backstage view and want to exit without selecting a command, click the “Back” arrow button in the upper-left corner of the backstage view to return to the normal file view.

THE QUICK ACCESS TOOLBAR:

1. **To move the Quick Access toolbar below the Ribbon,** click the “Customize Quick Access toolbar” button in the Quick Access toolbar.
2. Choose the “Show Below the Ribbon” command. The Quick Access toolbar will be displayed below the Ribbon.
3. **To move the Quick Access toolbar back above the Ribbon,** click the “Customize Quick Access toolbar” button in the Quick Access toolbar.
4. Choose the “Show Above the Ribbon” command. The Quick Access toolbar will be displayed above the Ribbon again.
5. **To add a button to the Quick Access toolbar,** right-click the function or command button in the Ribbon and choose the “Add to Quick Access toolbar” command from the menu that appears.
6. **To remove a button from the Quick Access toolbar,** right-click the button in the Quick Access toolbar and choose “Remove from Quick Access toolbar” from the pop-up menu that appears.
7. **To more thoroughly customize the Quick Access toolbar,** click the “Customize Quick Access toolbar” button and choose the “More Commands...” option from the menu.
8. The “Word Options” dialog box will open with the “Quick Access toolbar” section selected. The options for customizing the Quick Access toolbar appear to the right.
9. **To add a command to the Quick Access toolbar in the “Word Options” dialog box,** select a command from the list on the left.
10. If needed, choose the commands to show in this list by using the “Choose commands from:” drop-down above the list.
11. Then click the “Add>>” button to add the selected command to the right list. This list shows the commands currently displayed in the Quick Access toolbar.
12. **To remove a command from the Quick Access toolbar by using the “Word Options” dialog box,** click the name of the command in the right list to remove.
13. Click the “Remove” button to remove it from the list.
14. **To change the order of the commands in the Quick Access toolbar,** select the command to move in the right list and then click the “Up” or “Down” arrow buttons to its right. The order of the commands from top to bottom is the order they appear from left to right in the Quick Access toolbar.
15. **To save the changes you made in the “Word Options” dialog box,** click the “OK” button in the lower-right corner.

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TOUCH MODE:

1. **To enable touch mode**, click the “Customize Quick Access toolbar” button at the right end of the Quick Access toolbar to display a listing of the most commonly used commands.
 2. Then click or tap the “Touch/Mouse Mode” command in the drop-down menu to add that button to the Quick Access toolbar.
 3. **To enable or disable touch mode**, click or tap the “Touch/Mouse Mode” button within the Quick Access toolbar and select the mode you prefer to use: “Mouse” or “Touch.”
 4. When “Touch” mode is enabled, the buttons within the Ribbon and Quick Access toolbar appear larger and with more space surrounding them onscreen.
 5. Select the “Mouse” choice to toggle touch mode off, restoring the default size of the buttons onscreen.
-

THE RULER:

1. Ensure that you are currently using either the “Draft” or “Print Layout” document view.
 2. **To turn the ruler on and off**, click the “View” tab in the Ribbon.
 3. Check or uncheck the “Ruler” checkbox in the “Show/Hide” group to turn the ruler on or off.
-

THE SCROLL BARS:

1. When using the “Print Layout” view of a document, scroll bars can appear both vertically and horizontally along the right and bottom sides of the document window when you hold your mouse pointer over the document area. They appear all the time when using “Draft” view.
 2. **To use the scroll bars to scroll through your document’s content**, click the arrows at the ends of the scroll bars to move through the document in that direction.
 3. **Alternatively**, click and drag the box inside of the scroll bars to rapidly move through the document.
 4. **If you have a mouse with a scrolling wheel**, you can simply roll the scroll wheel on your mouse up or down to vertically scroll through your document. The scroll wheel on your mouse is typically set to work with the vertical scroll bar in Microsoft Word.
-

THE DOCUMENT VIEW BUTTONS:

1. **To switch the view of your document**, click the desired document view button in the Status Bar to the left of the “Zoom Slider.”
 2. **Alternatively**, click the desired document view button on the “View” tab of the Ribbon in either the “Views” or “Immersive” button groups.
-

THE ZOOM SLIDER:

1. **To zoom in or out of your document using the Zoom slider**, click and drag the slider.
 2. **To shrink the magnification of a document**, click and drag to the left, towards the minus sign (-).
 3. **To increase the magnification of a document**, click and drag to the right, towards the plus sign (+).
 4. You can also directly click the minus or plus sign to shrink or increase the magnification.
- (cont’d.)
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ACTIONS-

GETTING ACQUAINTED WITH WORD

THE ZOOM SLIDER – (CONT'D.):

5. **To change the magnification using the “Zoom” dialog box**, click the actual zoom magnification level in the Status Bar.
6. **Alternatively**, click the “View” tab in the Ribbon.
7. Then click the “Zoom” button in the “Zoom” button group.
8. Also note that you have a few other common zoom magnification level buttons shown in the “Zoom” button group in the Ribbon that you can click in order to change the magnification.
9. In the “Zoom” dialog box, you can select the desired zoom level by choosing an option from the “Zoom to” section or by entering a value into the “Percent:” spinner.
10. **To display multiple pages at a time**, click the “Many pages:” icon below the option button and then choose how many pages to display. Your options range from “1 x 1 Pages” to “2 x 4 Pages.”
11. After setting your desired magnification level, click the “OK” button to apply the changes to the document

THE STATUS BAR:

1. **To view which statuses appear in the Status Bar**, right-click the Status Bar.
2. The “Customize Status Bar” pop-up menu that then appears shows the available tools and statuses you can show or hide in the Status Bar. Any listed objects that appear with a check to the left of their names already appear in the Status Bar. Listed objects without a check to the left of their names do not currently appear in the Status Bar.
3. You can click the name of any listed object in this pop-up menu to toggle its display in the Status Bar on or off.

THE MINI TOOLBAR:

1. **To view and use the commands in the Mini toolbar**, select some text within your document and hold your mouse pointer over it.
2. The Mini toolbar will then appear just above your selection.
3. Click on any of the buttons in the Mini toolbar to apply the formatting to the selection.

KEYBOARD SHORTCUTS:

1. **To enter a keyboard shortcut that begins with the “Ctrl” key**, press and hold down the “Ctrl” key.
2. Then simultaneously press any other keys listed in the “Ctrl” key shortcut once.
3. Then release the “Ctrl” key.
4. **To enable the key tip badges**, press the “Alt” key.
5. Press the key on your keyboard that corresponds to the key tip badge that you wish to show or execute.
6. Continue pressing the corresponding key tip badge until reaching the final command to execute.
7. **If you see a command in a drop-down or dialog box that has an underlined letter in its name while using the key badge system**, you can press the corresponding key for the underlined letter on your keyboard to execute it, just as if the underlined letter were a key tip badge.
8. You can also use the arrow keys on your keyboard to change the highlighted selection in many drop-down menus and then press the “Enter” key on your keyboard to accept the highlighted choice.

EXERCISES- GETTING ACQUAINTED WITH WORD

Purpose:

To find the basic tools in the Word application.

Exercises:

1. Open the Word application.
2. Find the Zoom slider.
3. Find the Quick Access toolbar.
4. Find the Ribbon.
5. Locate the Status Bar at the bottom of the screen.
6. Exit the Word application.

Sample - for evaluation purposes only!