

Class Outline – Microsoft Word

1. Office button
 - a. Notice Screen Tip by hovering
 - b. Click Office Button to open Office menu – commands for managing whole documents rather than document content
 - i. New
 1. Templates
 - ii. Open
 - iii. Convert
 - iv. Save/Save As
 - v. Close
 - c. Close menu by clicking somewhere else on your screen
2. Quick Access Toolbar – contains frequently used commands and can be customized using the drop-down menu
 - a. Hover over icon to reveal its function
 - b. Minimize the Ribbon
 - c. Show Quick Access Toolbar below Ribbon
3. Ribbon
 - a. Top level – Tabs
 - b. Second level – Groups
 - i. Launcher button to show related but less common commands
 - ii. Arrows (See font color) to display a list of options
4. Status Bar
 - a. Left – information about the document (page #, word count, spell check)
 - b. Right – document views, zoom
 - c. Right click the status bar to customize
5. Creating a document
6. Saving
 - a. Save vs. Save As (.doc vs. docx)
 - b. Saving as you work – use “Save” to save in the same place
7. Open existing
 - a. Open
 - b. Navigate
8. Moving around a document
 - a. Insertion point/cursor
 - b. Navigation using keys**
 - c. Keyboard
 - i. Enter – creates a new line and a new paragraph (when you are typing in word, a word that is too long for the line will automatically jump to the next line, so you only need to hit enter when you want a new paragraph)
 - ii. Space Bar
 - iii. Delete
 - iv. Backspace
 - v. Shift/Caps Lock (word ‘O7 is preset to capitalize the first word of every sentence and the word “I”)
9. Text attributes
 - a. Highlight
 - b. Home>Font>Bold, Italic, Underline
 - i. Font Launcher Button
 1. Check boxes
 2. Set Default
 - c. Home>Font>Font, Font Size
 - i. Text will “Live Preview” changes before you click the button
10. Alignment and Spacing
 - a. Home>Paragraph>Align Text
 - b. Use launcher button to access more paragraph formatting options
 - c. Indentation

11. Change location of text
 - a. Highlight – put pointer on highlighted area; click, drag and drop
 - b. Home>Clipboard>Cut/Copy/Paste
12. Home>Editing
 - a. Find and Replace
13. Review>Proofing>Spelling & Grammar
 - a. Spellcheck will begin where your cursor is positioned
 - b. Change/Change All
 - c. Ignore One/Ignore All
 - d. Add to Dictionary
 - e. Auto Correct
 - f. Type it yourself in the red text area
14. Page Breaks
 - a. Insert>Pages>Page Break
15. Insert>Header & Footer
 - a. Header
 - b. Footer
 - c. Page Number
16. Print
17. Page Layout>Page Setup
 - a. Margins
 - b. Orientation
 - c. Size
 - d. Columns
18. Page Layout>Page Background
 - a. Page Color
 - b. Watermark
 - c. Page Borders
19. Insert>Illustrations
 - a. Picture/Clip Art
 - i. Clip art properties
 - ii. Moving
 - iii. Resizing
 - b. Insert>Illustrations>Shapes
 - i. Shapes properties
20. Insert>Text
 - a. Text Box
 - b. WordArt
 - c. Drop Cap
 - d. Quick Parts
 - i. Field
 - ii. Building Blocks Organizer
 - iii. Save Selection to Quick Part Gallery
21. Insert>Symbols
22. Table
 - a. Insert>Table
 - b. Table properties
23. Mailings
 - a. Create
 - i. Envelopes
 - ii. Labels
 - b. Start Mail Merge
 - i. Start Mail Merge
24. Assignment 1 and 2