

Open Learning Guide

Microsoft® Word 2013

Introductory

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Section 2

Documents

By the end of this section you should be able to:

Enter Text

Save Documents

Close Documents

Save a Document as a Web Page

Create New Documents

Open Existing Documents

Understand Document Views

Exercise 7 - Entering Text

Guidelines:

When entering text, it is not necessary to press the <Enter> key at the end of each line. The computer automatically detects the end of a line and starts a new one. This is called **Word Wrap**. The <Enter> key is only used to force a new line, i.e. to end a paragraph, to add a blank line or to start a new line at any time.

<Shift> is used to enter a capital letter (or <Caps Lock> if a large amount of text is to be capitalised). <Tab> is used to move the cursor to the next tab stop.

To move the insertion point around a document, either use the mouse and click or use the **Arrow Keys**.



Actions:

1. Start *Word* and a blank document.
2. Move the mouse pointer slowly over the screen.
3. Notice how a symbol appears next to the cursor. This indicates the alignment of the cursor. $\text{I} \equiv$ means any text entered will be aligned to the left, $\text{I} \equiv$ means the text will be centred and $\equiv \text{I}$ means the text will be right aligned. Alignment will be explained in greater detail in section 7.
4. Enter the following text as fast as possible, ignoring all errors (remember to use <Enter> to separate the two paragraphs):

A computer is an electronic machine that is automatically controlled; it can store a vast amount of information and works at fantastically high speeds. Computers do not have brains, the thinking is done by humans who feed them information and program them to perform particular tasks.

Computers can be used by individuals, or as part of a network. The largest computer network is the World Wide Web, which allows users to communicate with others and access information from all over the world.

Note: Wavy red and/or green lines may have appeared under words that are misspelled. Do not do anything about these, as grammar and spell checking will be covered in a later section.

5. Leave this text on the screen for the next exercise.

Exercise 8 - Saving a New Document


Guidelines:

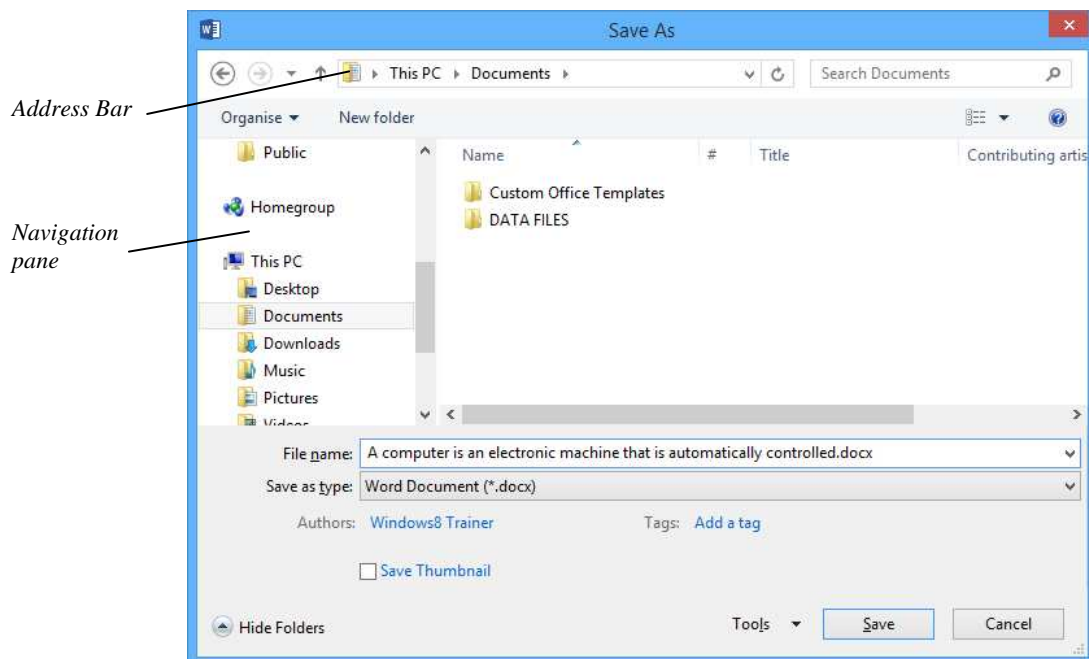
If text is to be used again it must be saved. There are two main ways to save a document: **Save As** and **Save**. When a document has already been saved with a file name in a certain location, **Save** is used to save/update the current changes in that document. Use **Save As** to change the name or location of an existing document without affecting the original.


When saving a newly created document for the first time, file name and location are required so **Save As** is always used (even if **Save** is selected).

Actions:

1. Click the **FILE** tab and choose the **Save As** command.

2. In the **Save As** window, click  and then click **Browse**. The **Save As** dialog box will then appear. The contents of the dialog box will vary between computers, but the picture below shows an example of how it may look.



*Note: The **Save** button, , on the **Quick Access Toolbar** can also be used to save. When a new document is to be saved, selecting **Save** displays the same dialog box as **Save As**.*

2. The document must be given a name. Enter **Typing** in the **File name** box (the highlighted text will automatically be deleted).

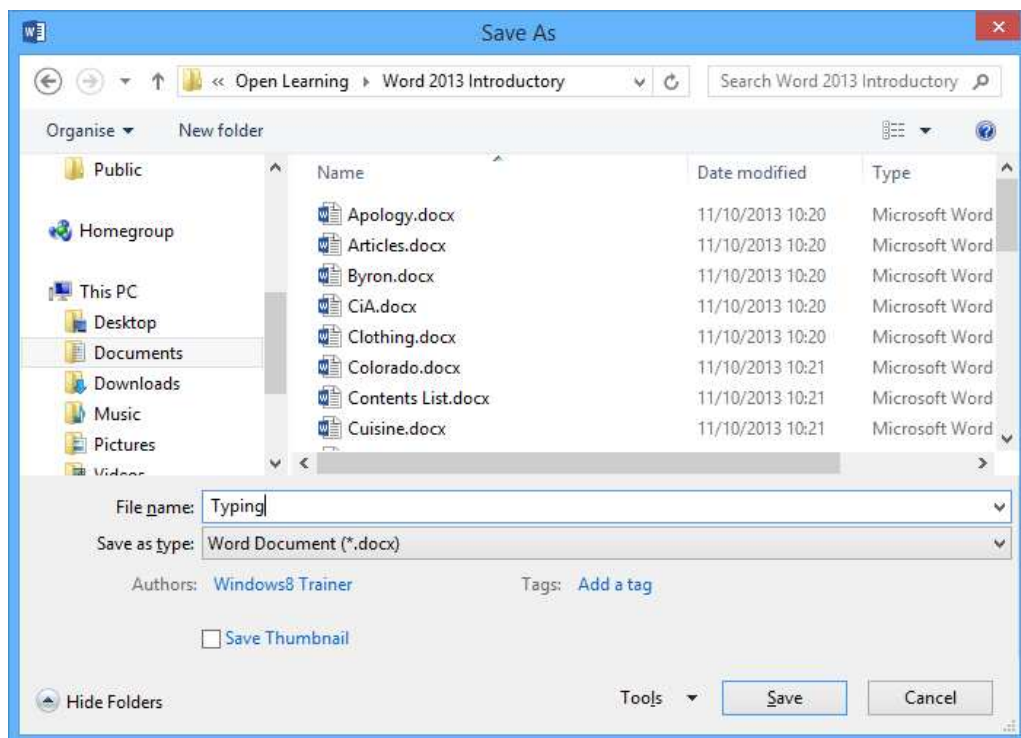
Note: A file name can be of any length. Choose a meaningful name but do not use any of the following characters: ><"?:\;/.*

Exercise 8 - Continued

3. Notice the **Navigation** pane at the left of the dialog box. This is a navigation area, allowing quick access to commonly used locations. The **Address Bar** shows the location where the document will be saved. By default, **Documents** is shown.

*Note: If documents are to be saved elsewhere select the required location from the **Navigation** pane.*

4. The drive and folder where the file is to be saved must be shown in the **Address Bar**. Navigate to the location where the data files for this guide are stored (see page 3).
5. Double click **DATA FILES**, double click **Open Learning**, then double click the **Word 2013 Introductory** folder in the view area on the right.



6. Click the **Save** button at the bottom right of the dialog box.
7. Leave the document **Typing** open for the next exercise.

Exercise 9 - Closing a Document

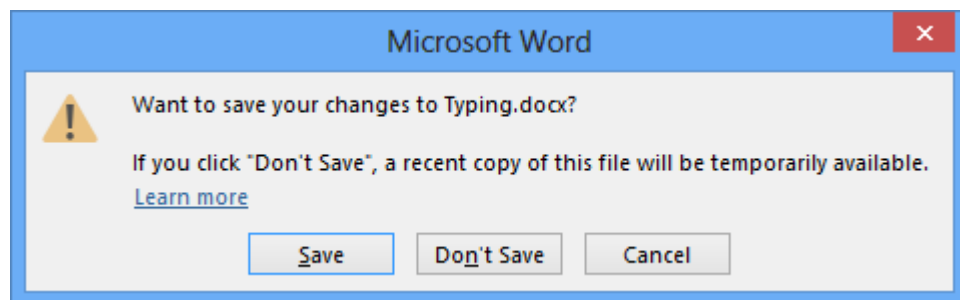
Guidelines:

The document you are currently working on can be closed at any time. If the document has not been previously saved, or if it has been modified in any way, a prompt to save it will appear.

Actions:

1. The **Typing** document should still be present on the screen. Move to the bottom of the document, press <Enter> and type in your name.
2. Click the **FILE** tab and choose the **Close** command.
3. The message **Do you want to save the changes you made to Typing.docx?** should appear on the screen.


*Note: The suffix **docx** will only appear if the option to display file extensions is turned on in your Windows view settings. This guide assumes file extensions are enabled.*



4. Select **Save**. The document is automatically saved to the location specified earlier.

*Note: If the document has just been created and **Save** is selected, the **Save As** dialog box will appear. **Don't Save** closes the document without saving and **Cancel** returns to the document.*

5. At this stage, an empty area should be on the screen. Try typing in some text. Nothing happens because there are no documents open at the moment.

*Note: A document can be closed using the **Close** button, , at the far right of the **Title Bar**. Remember, if only one document is open this will also close down the Word application.*

Exercise 10 - Creating a New Document

Guidelines:

A new document can be created at any time within *Word*. Each document that you create is based on a **Template**, which is a type of document containing set information from which similar documents can be created, e.g. faxes, memos, letters, etc.

Actions:

1. To create a new blank document, click the **FILE** tab, and select **New**. Make sure **Blank document** is selected to start a new document (alternatively, <Ctrl N> will start a new document).

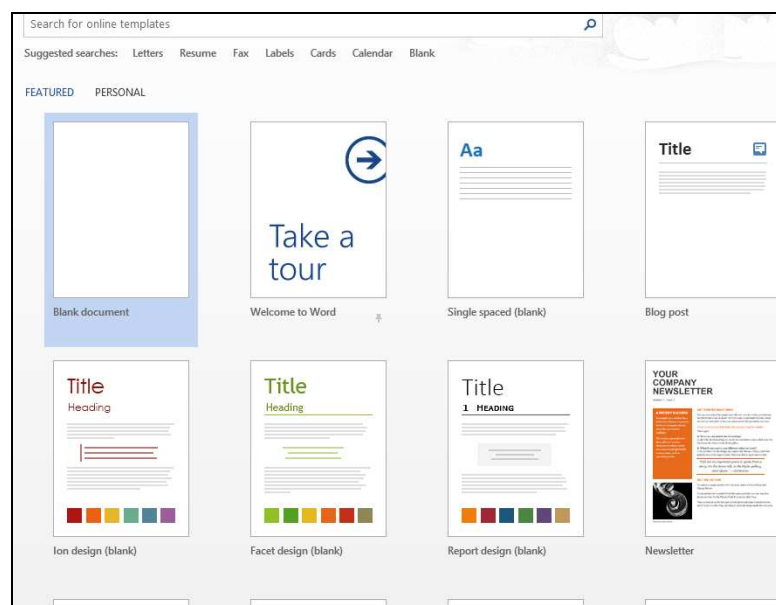
2. Enter the following text:

Recent research has questioned previous findings that coffee is detrimental to health. It has been suggested that moderate coffee consumption can help prevent some forms of cancer and, in heavy drinkers, can help avert cirrhosis of the liver. This should encourage workers to drink more coffee; not only does it keep you alert, but it can help safeguard you against some serious diseases.

3. Use **Save As** to save the document using the file name **Coffee**.

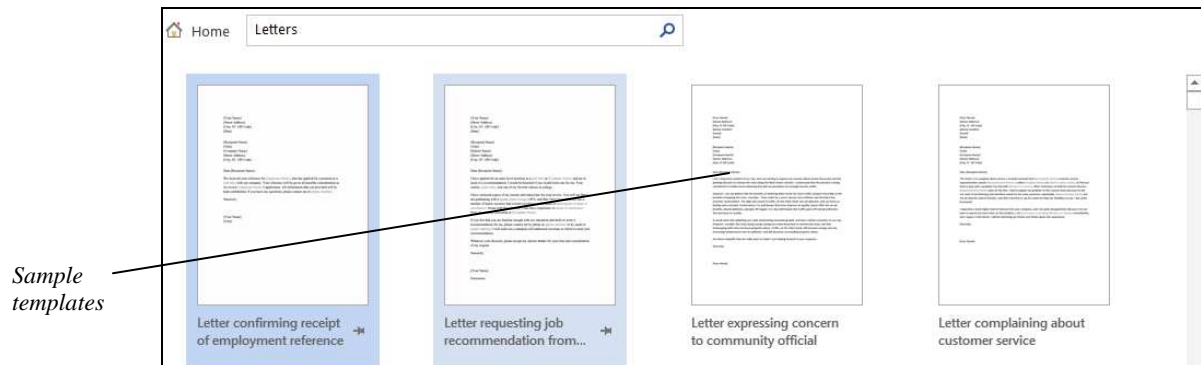
*Note: The **Word 2013 Introductory** folder is now shown in **Recent Folders** within **Computer**.*

4. Close this document.
5. A new document can be created from a template or an existing document. Click the **FILE** tab and select **New**. A list of **Available Templates** is displayed.

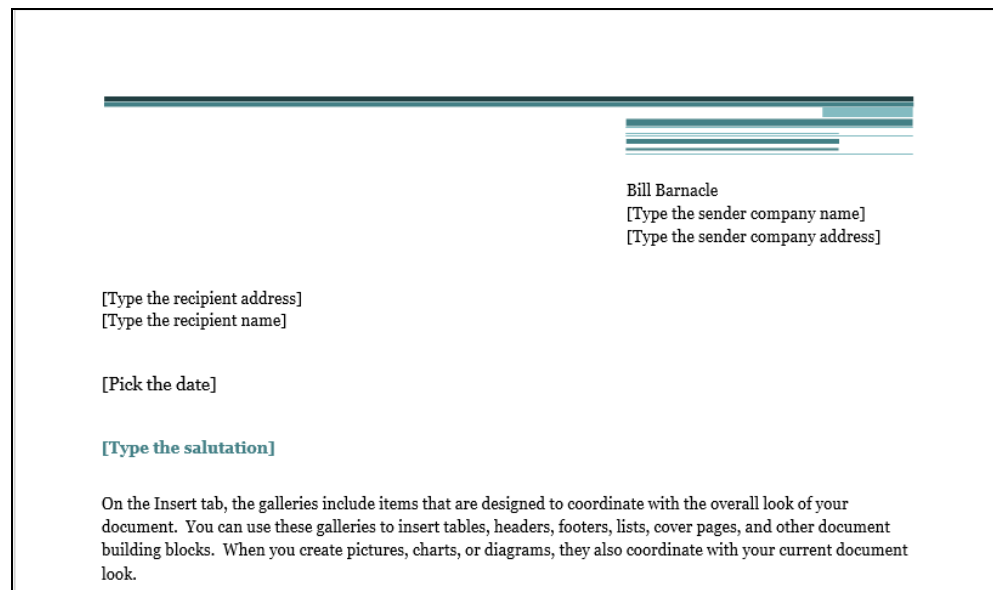


Exercise 10 - Continued

6. Scroll through the list of templates to see which are available on your computer. There are many more available online.
7. Click **Letters** from **Suggested searches**.



8. Scroll down the list that appears, and select **Letter (Urban theme)** from the thumbnails. A preview is then shown.
9. Click the **Create** button to start a new document based on the selected template.



10. The new document contains clear instructions about how and where to enter text. Click **Type the sender company name** and enter the name of your company (or a fictitious name).
11. Enter other appropriate text where indicated and scroll down the document to read some information about the template.
12. Close the document. Do not save it.

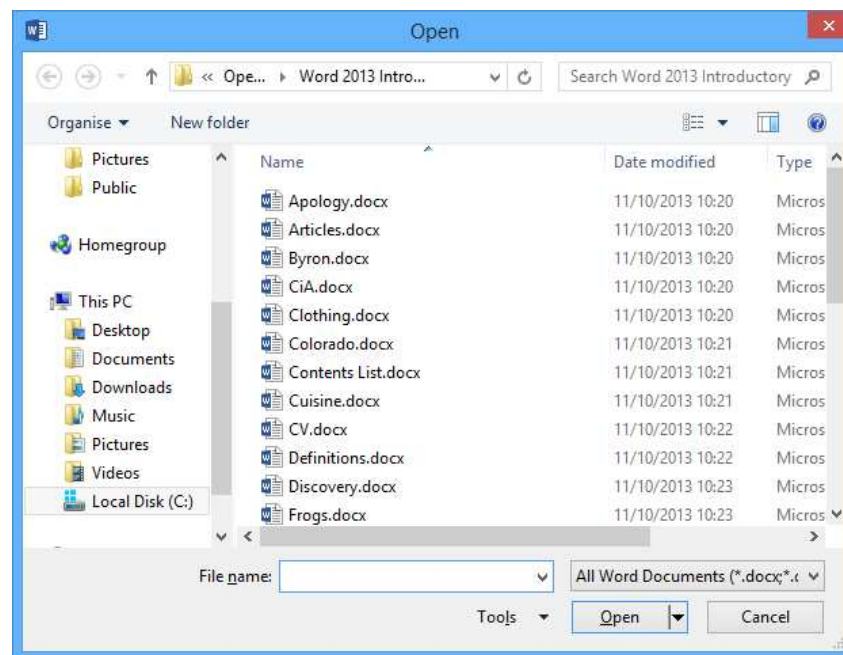
Exercise 11 - Opening an Existing Document

Guidelines:

Once a document has been saved, it can be opened at any time.

Actions:

1. The text area of the screen should be clear. If not, clear it now by closing any open documents.
2. Click the **FILE** tab and select **Open**. Click **Computer** and then **Browse** to display the **Open** dialog box.
3. Navigate to the location where the data files for this guide are stored (see page 3) and make sure the **Word 2013 Introductory** folder is selected. The data files should appear.



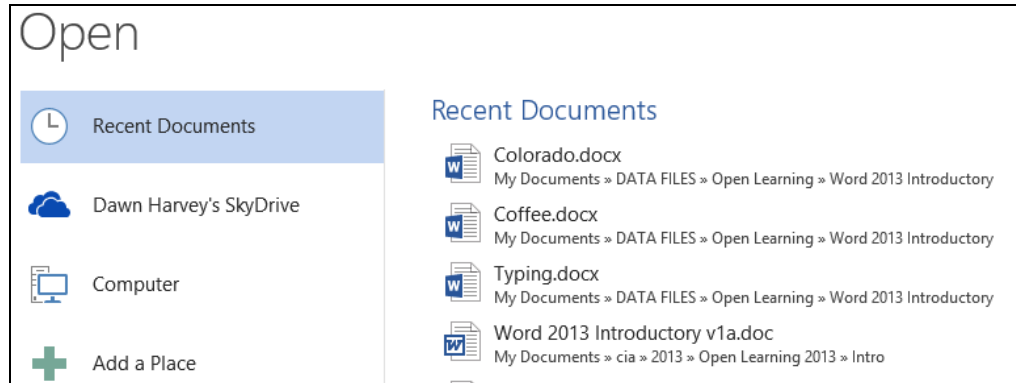
4. The box to the right of the **File name** box indicates what file types from the folder will be shown in the list above. By default only *Word* documents will be listed, **All Word Documents (*.docx;*.rtf)**. Click the drop down arrow in this box to see the choice of file types. Notice there is an option to show **All Files** from the folder.
5. Do not make any selection from the list of file types and click anywhere away from the list to close it.
6. Select the file **Colorado** and then click **Open**.

Note: Alternatively, double click the file name to open it.

7. Use **Close** from the **FILE** tab options to close the document.

Exercise 11 - Continued

- Click the **FILE** tab. When there are no documents open, **Recent Documents** is the displayed option. The most **Recent Documents** that have been used by *Word* are automatically listed to the right.



- Click once on the file name **Typing** to open the file or, if **Typing** is not displayed in the list, then open any document.
- Close the document using **Close** from the **FILE** tab, and leave *Word* open for the next exercise.

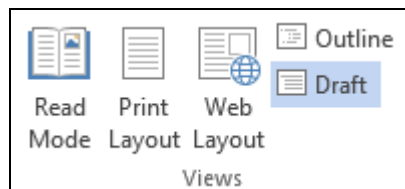
Exercise 12 - Views

Guidelines:

When working in *Word* there are many different ways to view a document. They are **Print Layout**, **Read Mode**, **Web Layout**, **Outline** and **Draft**.

Actions:

1. Open the document **Warehouse**. By default the document is in **Print Layout** view - the content is shown exactly as it will appear when it is printed.
2. Display the **VIEW** tab, the **Views** group is the first on the **Ribbon**. Change to **Draft** view by clicking the **Draft** button.



Note: There are also buttons on the right of the status bar to select views.

3. Click **Web Layout** to see how the document would look as a web page.
4. Click **Read Mode** to see a view designed for reading documents easily. This view hides the **Ribbon** and **Quick Access Toolbar**. There are **FILE**, **TOOLS** and **VIEW** tabs still available, but documents cannot be edited in this view.
5. This view has to be closed to return to normal use. Select the **VIEW** tab and then **Edit Document**. The document returns to **Print Layout** view.
6. Click **Outline** to see a specialised view of the document which enables text levels to be easily edited using various outlining tools.



7. Click **Close Outline View** to close this view and return to **Print Layout** view.

*Note: **Print Preview** is a view specifically intended as a check to see how the document will print before actually printing it. This will be covered in the section on **Printing**.*

8. Close the document without saving. An empty area with no open documents should be on the screen.

Exercise 13 - Saving in a Different Format

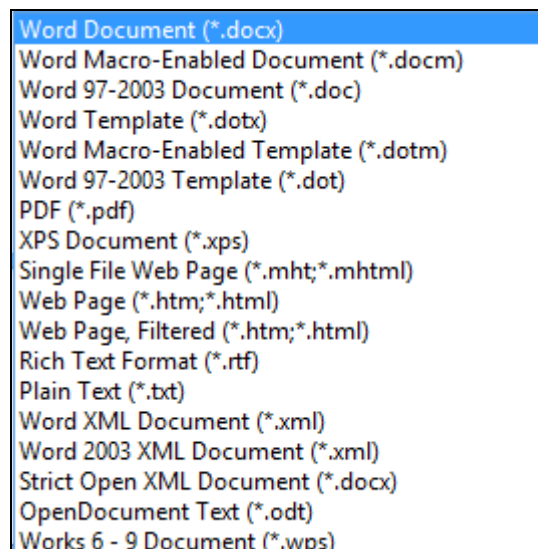
Guidelines:

Although the usual format for saving documents is as a **Word Document** (with a **.docx** file extension), it is possible to save them in many different formats. A document can be saved as **Plain Text** (with a **.txt** file extension). This means that all formatting, styles and graphics are removed, reducing the file to the simplest text format, which will be recognised by any other application.

To save in a form that keeps some formatting but can be read by any word processing application, save in **Rich Text Format** (**.rtf** file extension). Documents can also be saved with a format specific to a particular type of software, e.g. *Works*, *OpenDocument Text* or in a format that can be read by earlier releases of *Word*.

Actions:

1. Open the document **Clothing**. Click the **FILE** tab and select **Save As**.
2. Select **Current Folder** from **Computer**.
3. From the **Address Bar**, ensure the location where the data files are saved is selected. Change the **File name** to **Clothes**.
4. Click the drop down arrow from the **Save as type** box and view the various options and their file name extensions, e.g. **Rich Text Format (*.rtf)**, **Plain Text (*.txt)**, etc.

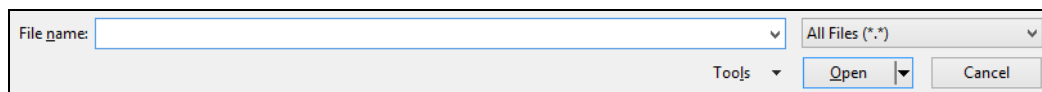


Document extensions, shown above, may not be shown on your computer.

5. Scroll down the list and select **Plain Text (*.txt)**. The file name will change to **Clothes.txt**.
6. Click **Save** and if a dialog box appears about loss of formatting, click **OK**.

Exercise 13 - Continued

7. With the document still open click the **FILE** tab and select **Save As**. In the data file location, save the document with a **File name** of **Best clothes** and select the **Rich Text Format (*.rtf)** file type.
8. Save and then close the document.
9. Click the **FILE** tab and then click **Open** and find the data file location.
10. Make sure **All Files (*.*)** is selected to the right of the **File name** box. This means that files of all types will be listed.



*Note: If **Word Documents (*.docx)** was selected in this box, then only this type of file would be listed. The **Clothes.txt** file, for example, would not be shown.*

11. Select **Clothes.txt** and then click **Open**.
12. Notice how the font has changed, then close the document.
13. Open **Best clothes** and notice how the **Rich Text Format** has been kept. Close the document.

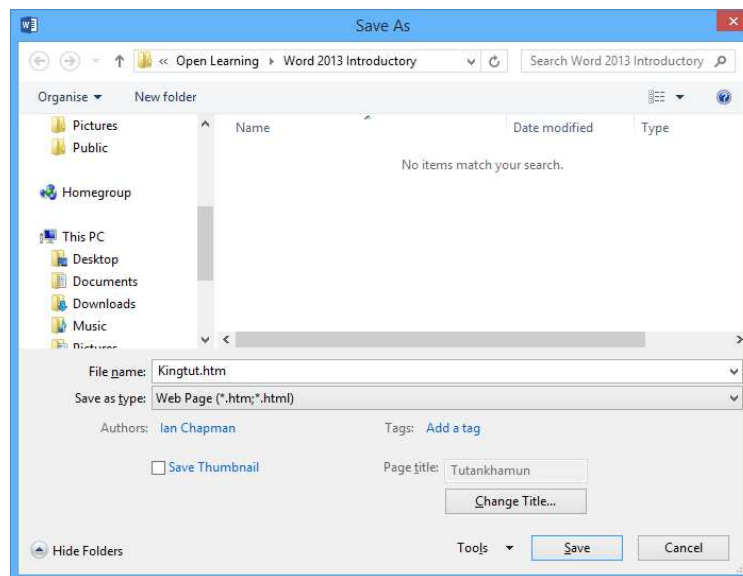
Exercise 14 - Saving as a Web Page

Guidelines:

It is possible to save a *Word* document as a **web page**. It can then be moved to a **web server** at a later date, if it is to be published to the World Wide Web. Saving the file in this format will let you see how it would look on the web.

Actions:

1. Open the document **Kingtut**.
2. To save this document as a web page, click the **FILE** tab and select **Save As**. Click **Computer** and then **Browse**.
3. From **Save as type** in the **Save As** dialog box select **Web Page (*.htm; *.html)**. Make sure **Save in** shows the data files location.



4. Change the **File name** to **Pharaoh**.
5. Click **Change Title** to change the title that appears at the top of the web page when displayed in a web browser. Enter **Mummy** in the dialog box and click **OK**.
6. Click **Save**. The document is now saved in a format that can be read by a web browser. The document view changes to **Web Layout** view, showing how the document will look as a web page.
7. To see how the page looks in a web browser, open the **Documents** folder in *Windows File Explorer* and navigate to the supplied data folder. Double click on the **Pharaoh** file to open it in a browser window.
8. Notice the page name **The Mummy** is shown. Close the browser and *Windows File Explorer* window.
9. Close the document **Pharaoh.htm**.

Exercise 15 - Revision: Documents

1. Start a new document in **Draft** view.
2. Type in two paragraphs of text about yourself and the main duties your job involves (or about the course you are studying).
3. Change to **Print Layout** view.
4. Move to the top of the document and enter the title **Personal Profile**.
5. Save the document as **Personal**.
6. Close the document.
7. Open the document named **Personal**.
8. Go to the end of the document and use <**Enter**> to create a blank line after the last paragraph.
9. Type your name and the date, then save the document with a new name - **Personal2**.
10. Close the document.
11. Reopen **Personal2** from the list under **Recent Documents** from the **FILE** tab options.
12. Notice that your name and the date have been saved on this document.
13. Close the document.

Section 4

Printing

By the end of this section you should be able to:

Print Preview a Document

Change the Page Setup

Print a Document

Print Selected Pages

Exercise 24 - Previewing a Document

Guidelines:

It is a good idea to check how a document will look before printing it. The **Print** screen contains print settings and a preview of the document, which shows the layout of the document and page breaks.



Actions:

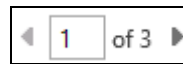
1. Open **Predators**. To display the **Print** screen, click the **FILE** tab and select **Print**. The **Print** screen is displayed with print **Settings** on the left and a preview of the document on the right.
2. Examine the print **Settings**; they contain the following options:

The screenshot shows the Microsoft Word Print dialog box with the following settings and annotations:

- Print**: A button with a printer icon. *Prints the document*
- Copies**: A spinner box set to 1. *Selects the number of copies to be printed*
- Printer**: A dropdown menu showing "HP Deskjet F4200 series" and "Ready". *Selects the printer to be used*
- Settings**: A section containing several options:
 - Print All Pages**: A dropdown menu showing "The whole thing". *Selects what page range is to be printed*
 - Pages**: An empty text box. *Allows printing on one or both sides of the paper*
 - Print One Sided**: A dropdown menu showing "Only print on one side of th...". *Changes between collated and uncollated*
 - Collated**: A dropdown menu showing "1,2,3 1,2,3 1,2,3". *Changes between collated and uncollated*
 - Portrait Orientation**: A dropdown menu. *Changes the page between portrait and landscape*
 - A4**: A dropdown menu showing "21 cm x 29.7 cm". *Changes the paper size*
 - Custom Margins**: A dropdown menu. *Changes the margin size*
 - 1 Page Per Sheet**: A dropdown menu. *Selects the number of pages printed per sheet*

Exercise 24 - Continued

- To enlarge or reduce the size of the text shown in the preview, use the slider, or buttons, on the **Zoom** scroll bar at the bottom right of the screen, . To view more than one page, use the **Zoom** scroll bar to reduce the size of the text until two or more pages are shown.
- Click the **Zoom to Page** button, , to change the view back to one page.
- To move through the document use the scroll bar at the right side of the screen (note the appearance of the page numbers while scrolling) or click the arrows next to the page numbers at the bottom of the screen.



- Close the **Predators** document without saving.

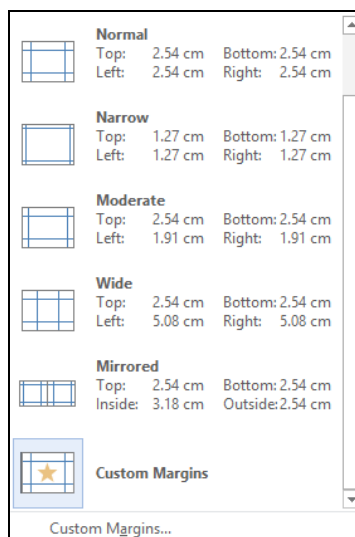
Exercise 25 - Page Setup

Guidelines:

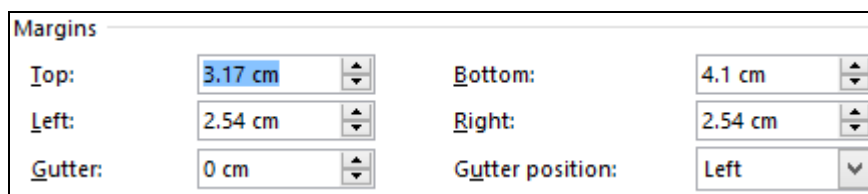
Page Setup is used to change margins, paper orientation and size. It also governs the way paper is fed into the printer and allows the addition of line numbers and borders, although these options are not covered in this exercise.

Actions:


1. Open the document **Papillon**.
2. Display the **PAGE LAYOUT** tab and click the **Orientation** button, in the **Page Setup** group. **Portrait** is already selected, so change it to **Landscape**. The page becomes short and wide.
3. Click the **Margins** button in the **Page Setup** group. Some preset margin settings are available from the drop down list.



4. For greater control, select **Custom Margins** to display the **Page Setup** dialog box.



Part of the *Page Setup* dialog box

5. Make sure the **Margins** tab is selected and use the spinners, , to change the **Top**, **Bottom**, **Left** and **Right** margins to **3cm**.

*Note: The **Gutter** position margin allows space for binding, etc.*


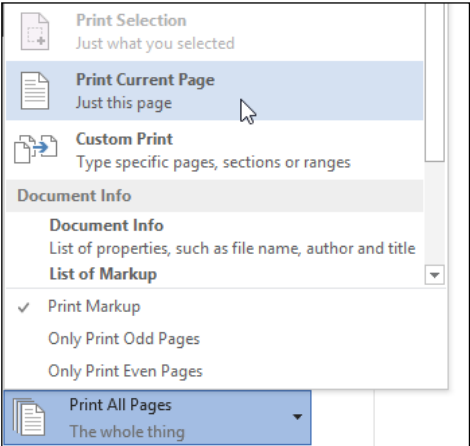
6. Click **OK** to confirm the changes, the **Page Setup** dialog box is closed.
7. Leave the document **Papillon** open for the next exercise.

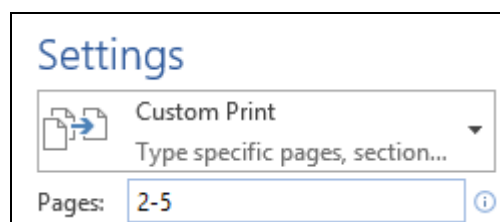
Exercise 26 - Printing a Document

Guidelines:

Once a document has been previewed it is ready to be printed. Various print options are available, such as printing the entire document, printing only a few pages, or printing only the current page.

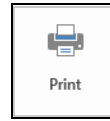
Actions:


1. Use the **Papillon** document, which should still be open from the previous exercise.
2. The easiest way to print is to use the **Print** button. A single copy of the entire document will be printed, whether it has one page or one hundred pages. 
3. Click the **FILE** tab, select **Print** and click the **Print** button to print the document. Close the **Papillon** document without saving.
4. Sometimes, it may be necessary to print only part of a document, or perhaps more than one copy. Open the document **PC** and make sure the cursor is on page **1**. 
5. Click the **FILE** tab and select **Print** to display the **Print** screen again.
6. Change **Copies** to **2**.
7. Click the option currently titled **Print All Pages**, and select **Print Current Page**.
8. Click the **Print** button. Two copies of the current page are sent to your default printer.
9. A range of pages can be printed if required. Display the **Print** screen again.
10. Type **2-5** in the **Pages** box. Make sure the **Copies** shows **1** and click the **Print** button to print pages **2** to **5** only.



11. Close the **Papillon** document without saving any changes.

Exercise 27 - Revision: Printing



1. What happens if you click the **Print** button, ?
2. What is the normal setting for the **Page range**?
3. What is the normal setting for the **Copies**?
4. A **preview** of the document can be seen on the **Print** screen – what is it a preview of?
5. Open the document **Wine**.
6. Print preview the document.
7. How many pages does this document have?
8. Change the zoom to **50%**.
9. Change the paper orientation to **Landscape**.
10. Change the **Left** and **Right** margins to **4cm**.
11. Print one copy of the document.
12. Close it without saving.
13. Now open **Predators**.
14. How many pages does the document contain?
15. Change all margins except the **Gutter position** margin to **5cm**.
16. Print preview the document, how many pages does it have now?
17. View all of the pages at once.
18. Close the preview (by clicking the **Back** button) and move to page **4**. Add your name and the date to the end of the text.
19. Print one copy of the current page.
20. Now print pages **1** to **3**.
21. Close the document without saving any changes.

*Note: The answers are listed in the **Answers** section at the end of the guide.*