

# MICROSOFT WORD



## Getting Started with Word

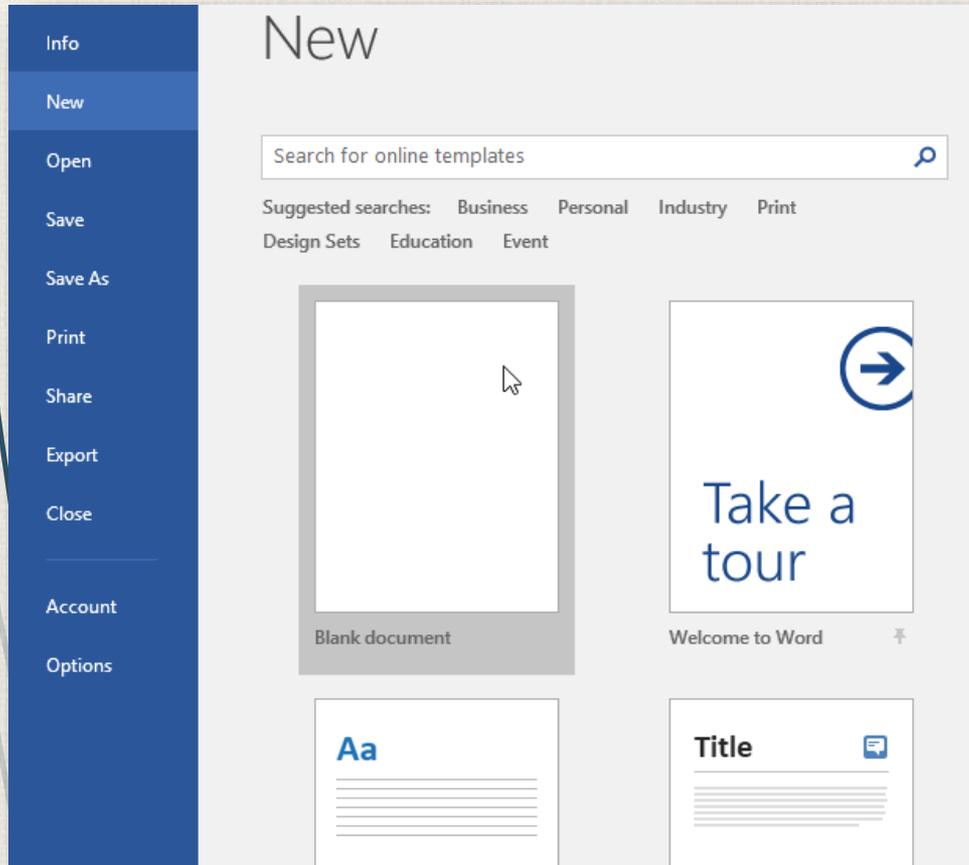
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# Introduction

- ▶ Microsoft Word is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

# The Word Interface



- ▶ When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.

# 5

## The Word Interface

### File Tab

Open document related tasks.

### Ribbon

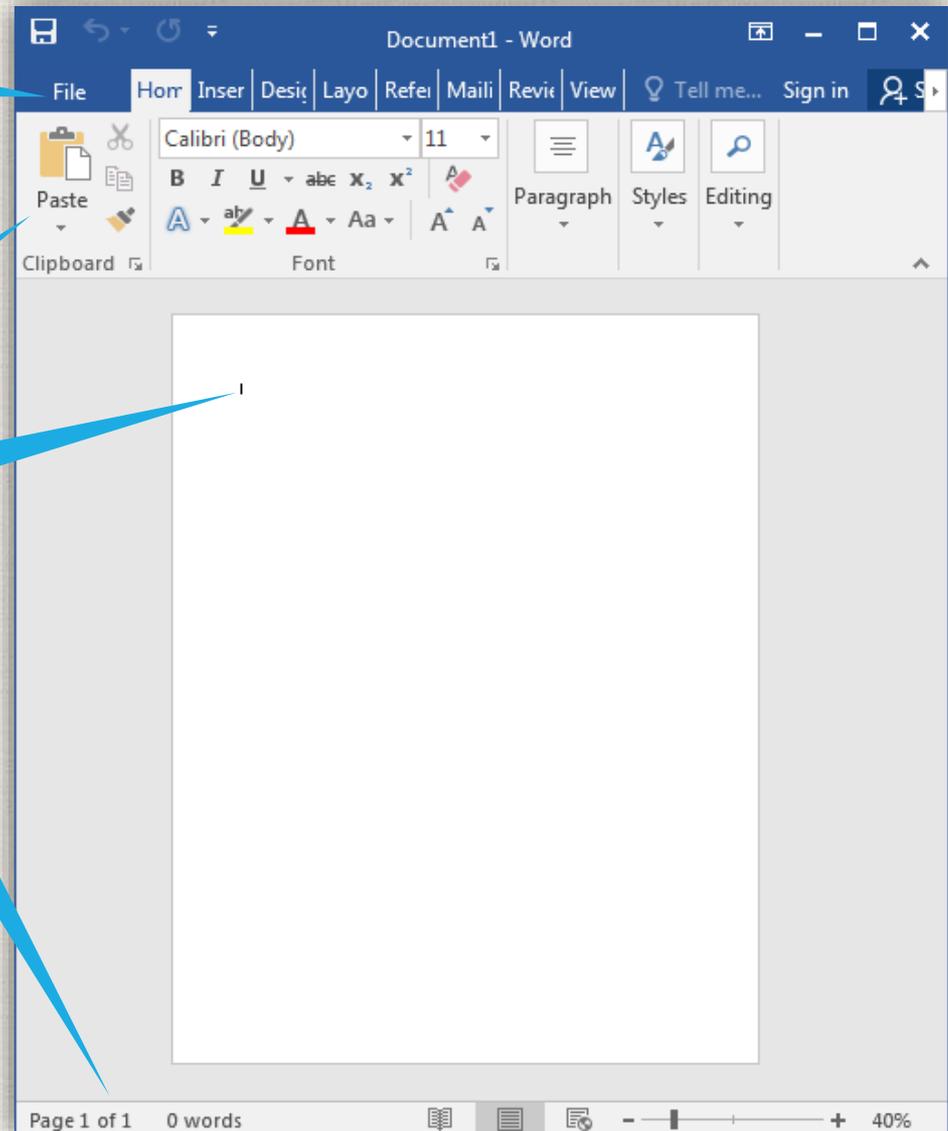
Consists of a series of tabs.

### Insertion Point (Cursor)

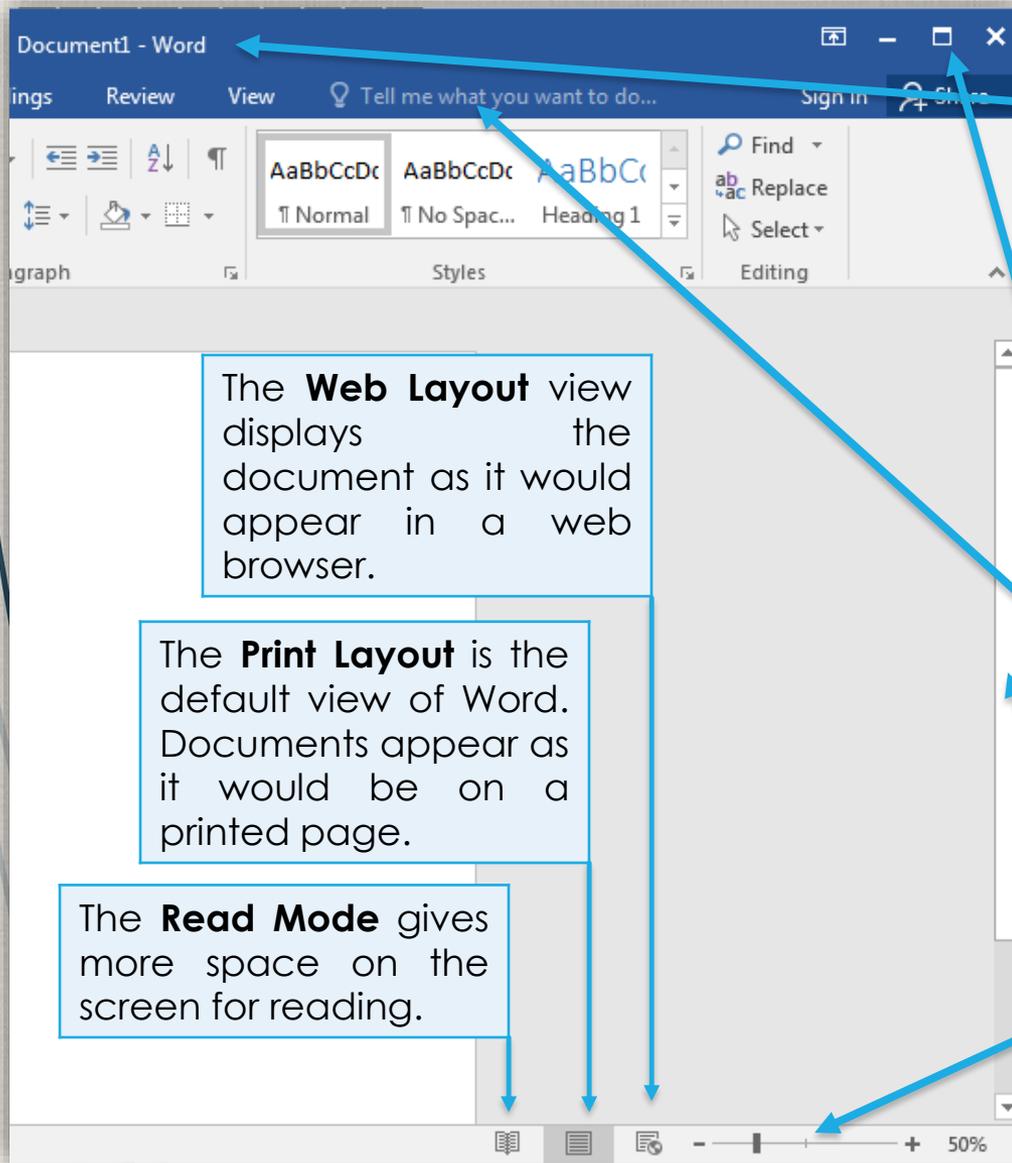
Shows where the text will be written.

### Status Bar

Displays information about a command, an operation in progress, or the location of the insertion point.



# The Word Interface



## Title Bar

Shows the name of the document and the program name.

## Minimize the Ribbon

Shows or hides the Ribbon.

## Minimize-Maximize-Close

Closes or changes the Word program windows.

## Help

Shows help for the written text.

## Scroll Bar

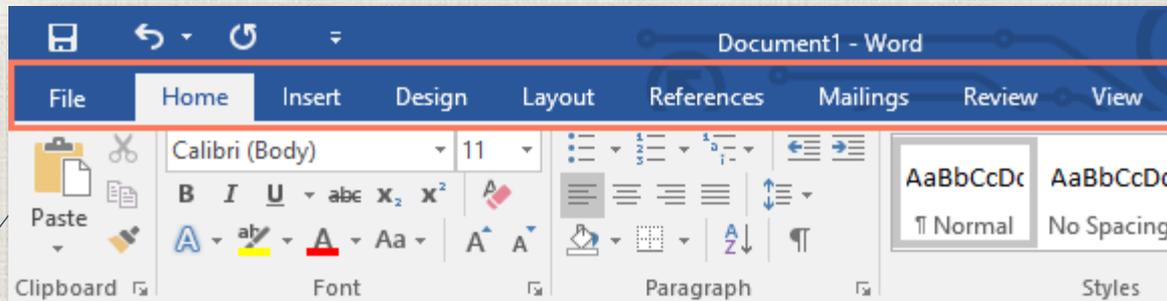
Scroll to another part of the document.

## Zoom

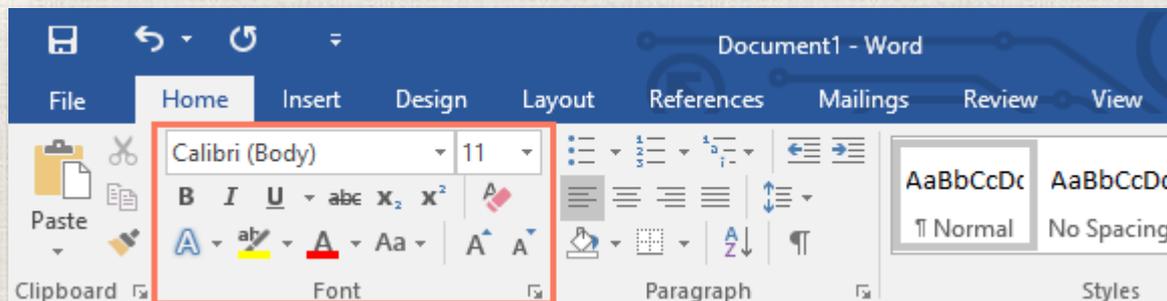
The zoom slider lets you choose between zoom levels.

# The Ribbon

- Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.

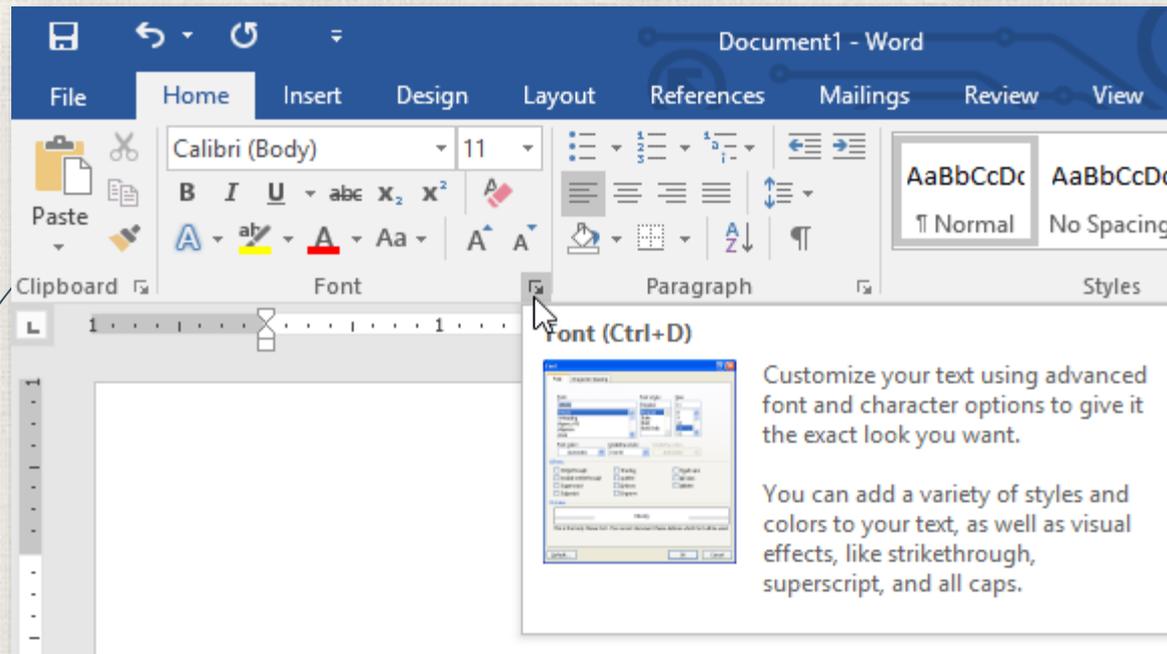


- Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.



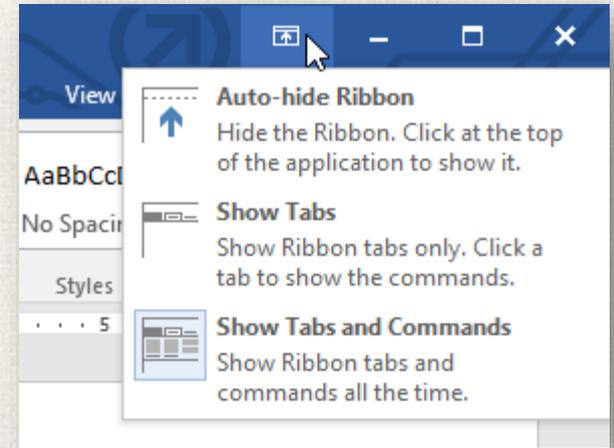
# The Ribbon

- Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



# The Ribbon

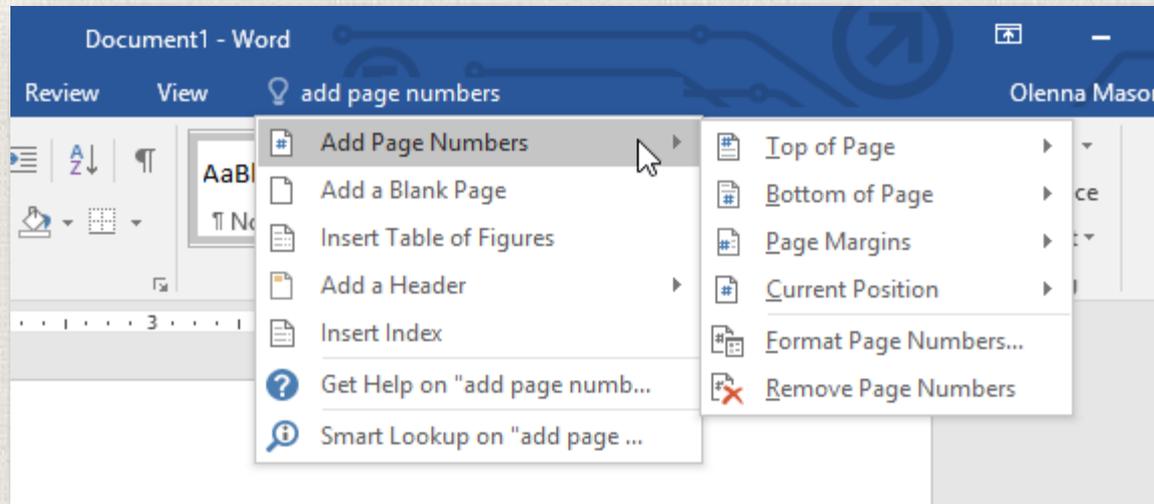
If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu:



- **Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- **Show Tabs:** This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.
- **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

# Using the **Tell Me** feature

- If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.

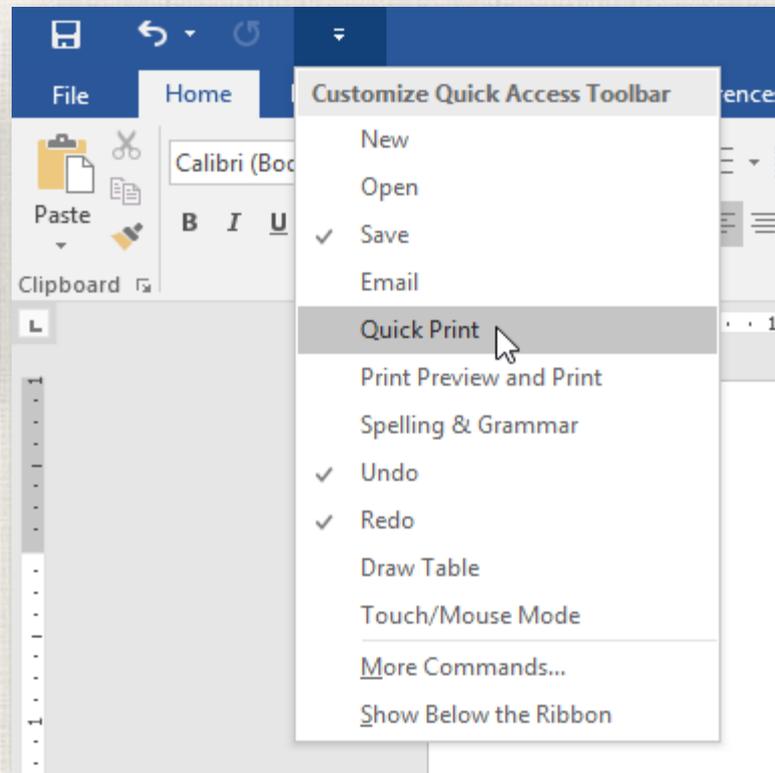
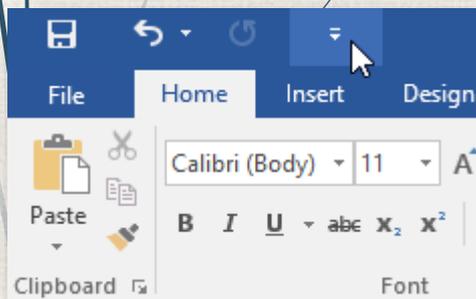


# The Quick Access Toolbar

- ▶ Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Redo** commands, but you can add other commands depending on your needs.

# Adding commands to the QAT

1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the **command** you want to add from the menu.
3. The command will be **added** to the Quick Access Toolbar.

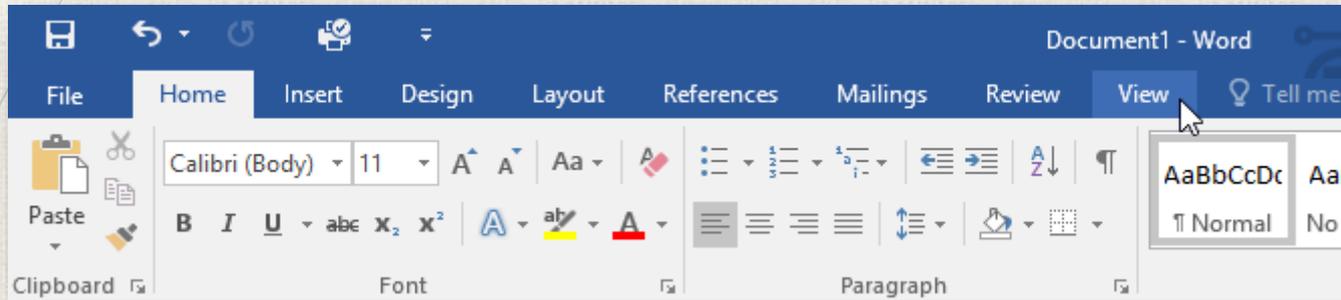


# The Ruler

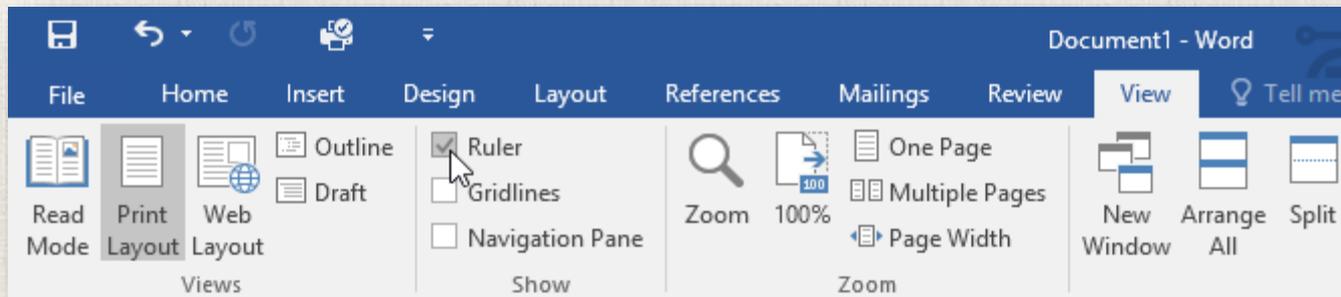
- ▶ The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

# Show and Hide the Ruler

1. Click the **View** tab.



2. Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.



# Backstage View

- ➔ **Backstage view** gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



# Backstage View

## Return to Word

You can use the arrow to close Backstage view and return to Word.

## Info

The information pane will appear whenever you access Backstage view. It contains information on the current document. You can also inspect the document to remove personal info and protect it to keep others from making further changes.

## New

From here, you can create a new blank document, or you can choose from a large selection of templates.

## Open

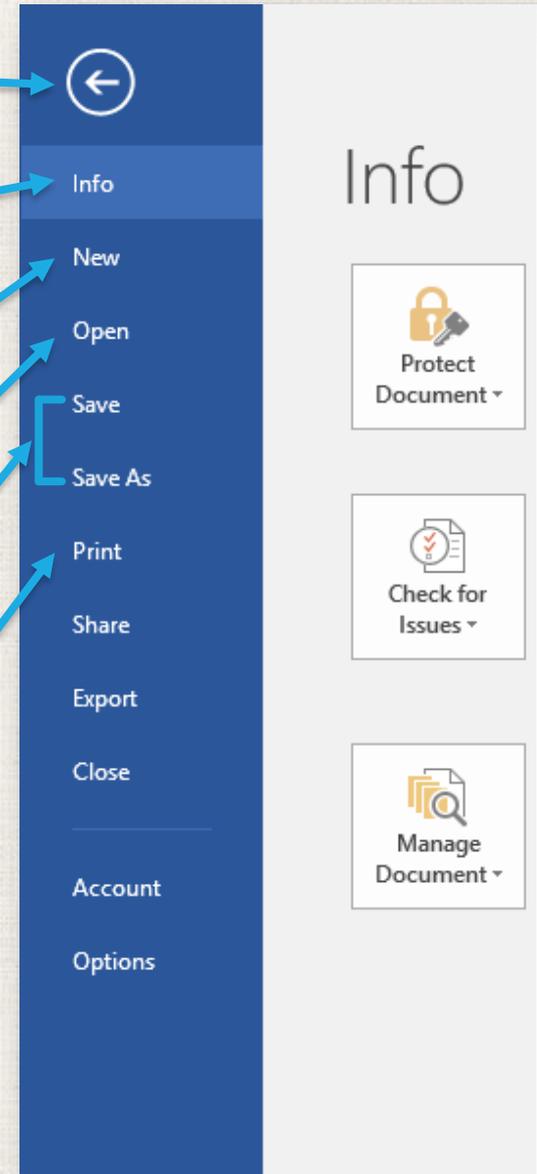
From here, you can open documents saved to your computer or to your OneDrive.

## Save and Save As

You'll use Save and Save As to save documents to your computer or your OneDrive.

## Print

From the Print pane, you can change the print settings and print your document. You can also see a preview of your document.



# Backstage View

## Share

From here, you can invite people to view and collaborate on your document.

## Export

From here, you can export your document in another file format, such as PDF/XPS.

## Close

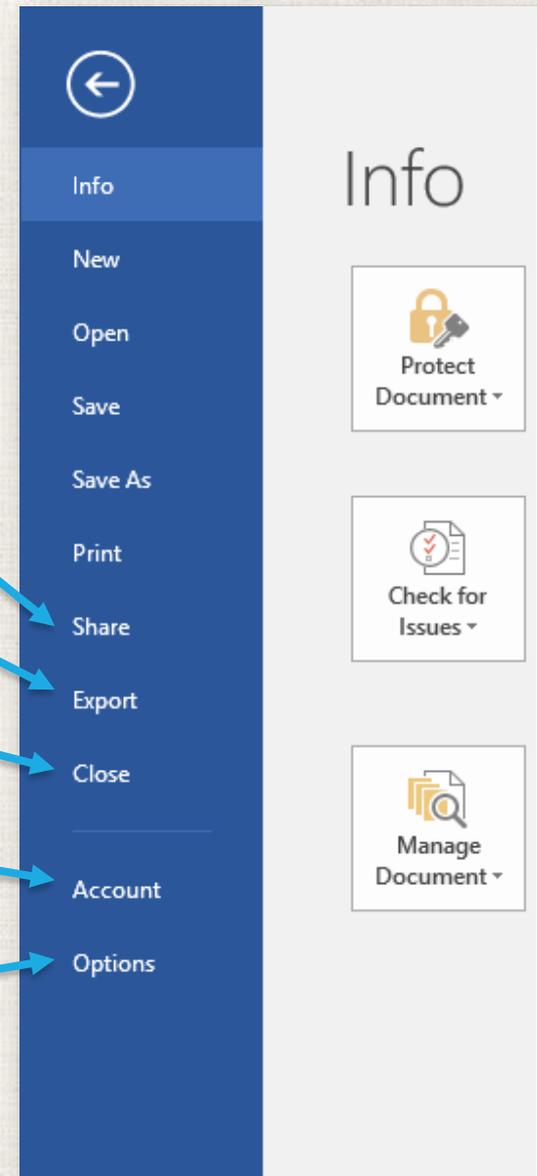
Click here to close the current document.

## Account

From the Account pane, you can access your Microsoft account information, modify your theme and background, and sign out of your account.

## Options

Here, you can change various Word options. For example, you can control the spelling and grammar check settings, AutoRecover settings, and language preferences.



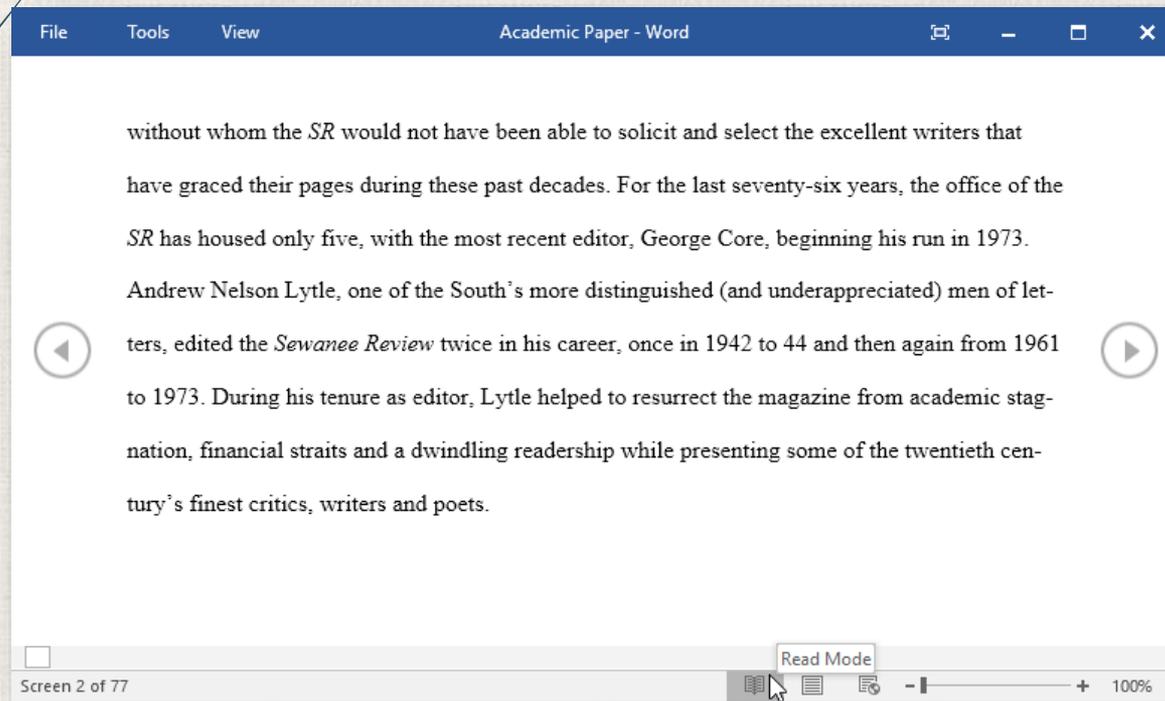
# Document Views and Zooming

- Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

# Switching document views

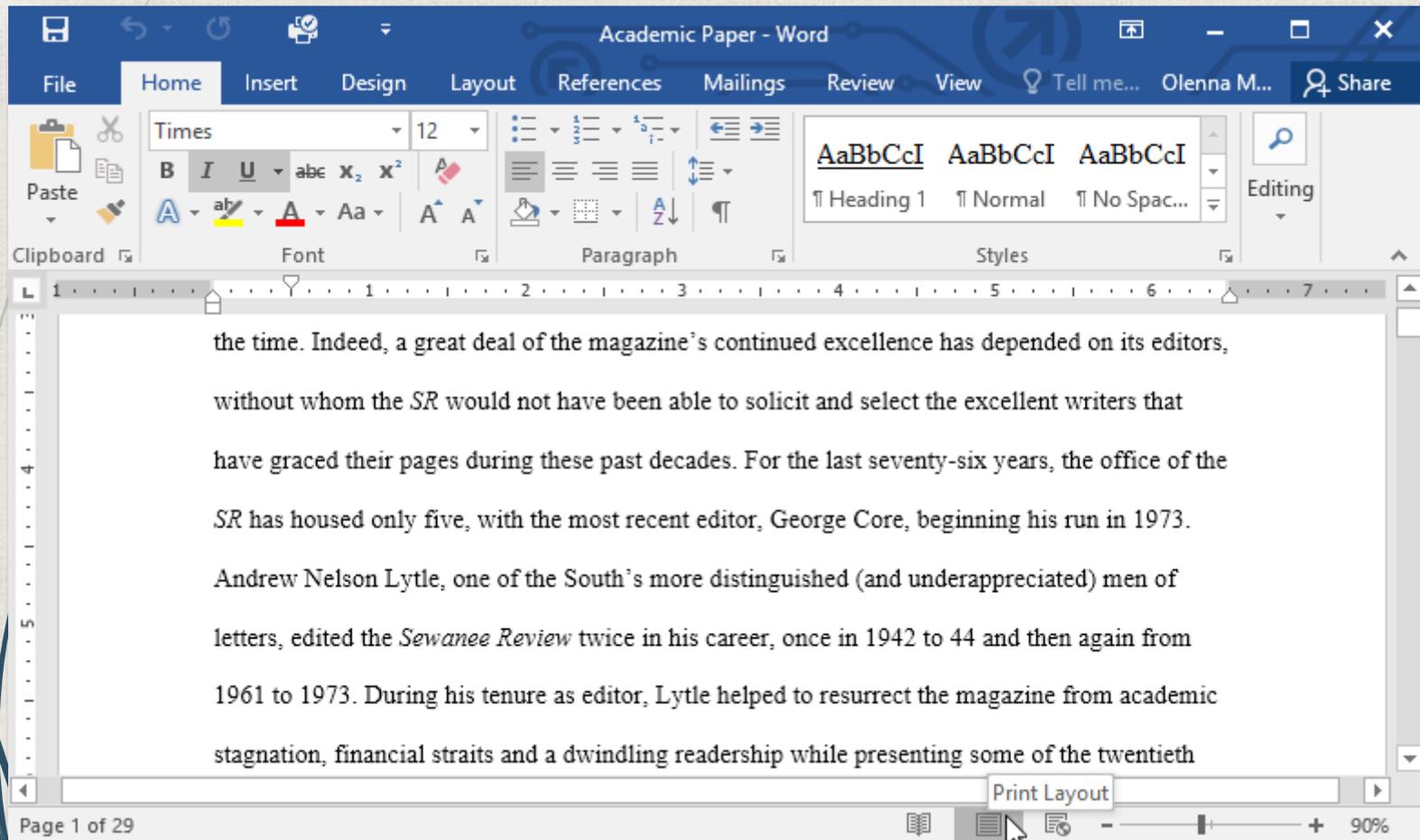
Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

- **Read Mode:** This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.



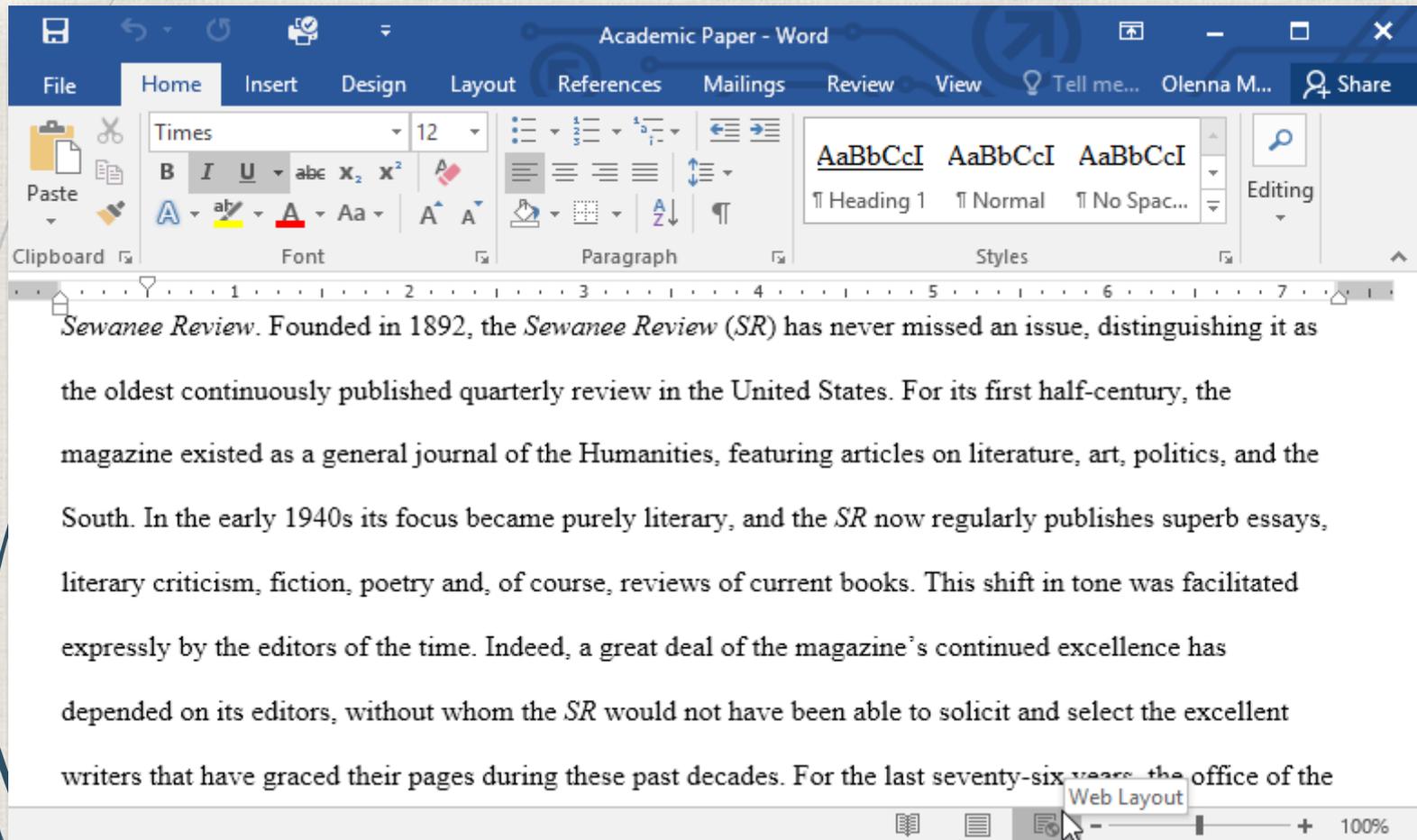
# Switching document views

- ➔ **Print Layout:** This is the default document view in Word. It shows what the document will look like on the printed page.



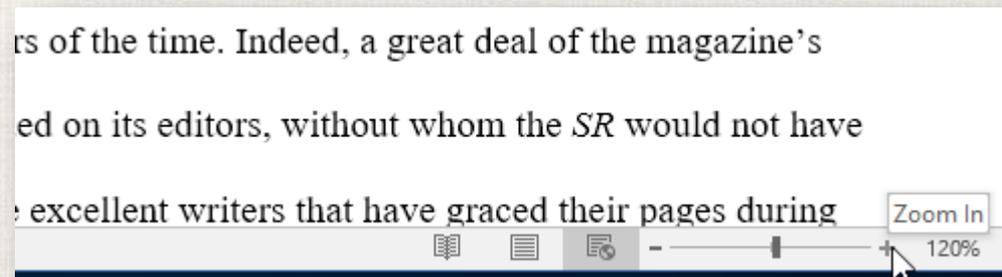
# Switching document views

- **Web Layout:** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.



# Zooming in and out

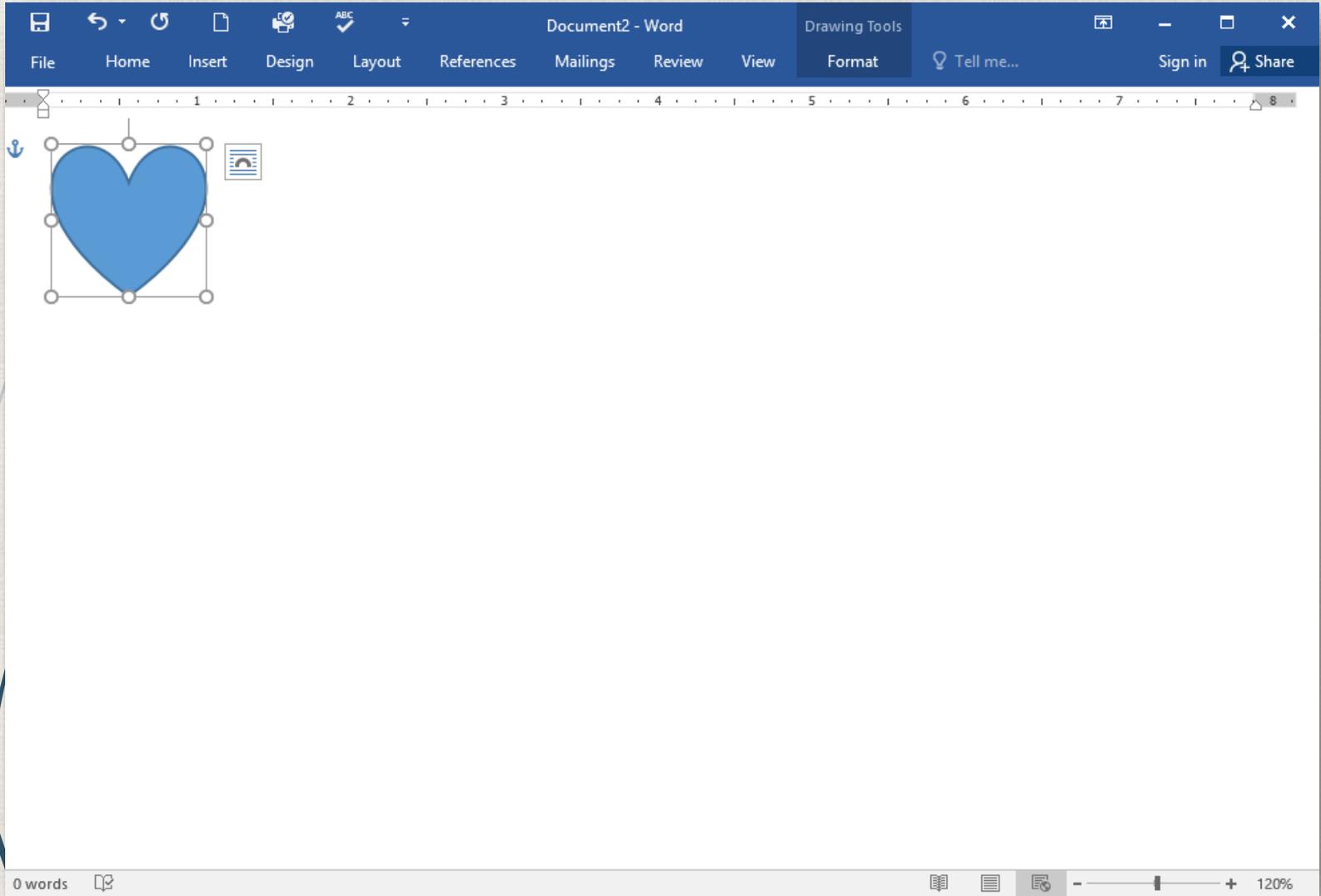
- To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **- commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.



# Practice

- Open practice document.
- Change the **Ribbon Display Options** to **Show Tabs**.
- Using **Customize Quick Access Toolbar**, add **New**, **Quick Print**, and **Spelling & Grammar**.
- In the **Tell me bar**, type **Shape** and press **Enter**.
- Choose a shape from the menu, and double-click somewhere on your document.
- Show the **Ruler** if it is not already visible.
- **Zoom** the document to 120%.
- Change the **Document view** to **Web Layout**.

# Solution



The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

**THE END**

THE END