Introduction to Microsoft Word



Setting up

project gallery
toolbars
formatting palette
opening
saving

Writing and formatting

margins layout headers and footers text color basic formatting special characters

Fun stuff

word art clip art

Project Gallery



When we start word, we often see the Project Gallery. The Project Gallery is a way to conveniently organize all the different parts of Microsft Office (of which word is a part).

Most of the time, we can simply click on Word Document

L	
Word Document	

and then click on Open Cancel Open

Toolbars

🔆 🖆 Word File Edit View Insert Format Font Tools Table Window Work Help 🚽 🕆 🗔 🗐 🍋 🏟 🔍 💫 🐚 🛍 🆋 🗠 • 🗠 • 🗹 • 🕐 🖉 👘 🚺 0 Courier Normal

A toolbar holds some commonly-used options. These include formatting options, file options, and a bunch of other cool things.

There are 2 toolbars you should always have. Formatting and standard. Here's how to see your toolbars.

Simply click on the View menu at the top of your screen.

Ġ Word File Edit View nsert Format Font Tools Table Window Work Help

Scroll down to toolbars, and simply click on the toolbar you'd like. To remove a toolbar, simply repeat the process.



Formatting palette

0	Formatting Palette
► Add	Objects
Font	
Name:	Courier 🔻
Size:	18 🔻 Color: 🚮 🔻
B	\underline{U} § $A^2 = A_2$
ABC 🛪	産 Авс 🛱 👫 🔹
Style	s
► Aligr	ment and Spacing
▶ Bulle	ts and Numbering
Bord	ers and Shading
► Docu	iment
	•

The formatting palette is like a "super toolbar". You can format, change, and control almost everything about your document from the formatting palette.

The cool thing about the formatting palette is that it changes depending on what you are doing.

The easiest way to view the formatting palette is to go to the view menu...

Word File Edit View nsert Format Font Tools Table Window Work Help

...and click on formatting palette!



Opening



There are two things you need to understand when you are opening a file.

The **name** of the file, and **where** it is saved. go to the File menu, and choose open.

000	Open: Microsoft Word	
Enable:	All Office Documents	\$
	Documents	c search
MrMacKenty	Desktop	000000uicksave ► 0 SS Blog Groups.doc
Network	Desktop(3) Documents	7 and 8puter.doc 7c.doc
Desktop	Library Movies	7p.doc 7S Blog Groups.doc
f bmackenty	Music	 8f.doc 8t.doc
Applications	Public Sites	54_ECYA_LM.pdf
Documents	► Sites	2005 weluters.key
Utilities		acaldwellend.doc
Untitled CD.fpbf		II 🌈 AppleWser Data 🕨 II

<u>Opening - page 2</u>

Most of you save your files in two places.

The dekstop - Desktop

Your documents folder - 📑 Documents

Simply click on the approporiate folder, and then double click the file you want to open!

Saving

⊚ 🖯 🖯	Introduction to Microsoft Word.doc
	Save As: Introduction to Microsoft Word.doc
	Where: Documents
Description	
The default for Windows, and Learn more abo	mat for Word 2004. This format is shared by Word 97 through Word 2003 for Word 98 through Word 2004 for Mac. but file formats
Append fil	e extension Compatibility Report) 🔥 Compatibility check recommended
	Cancel Save

There are two important things to remember when you save.

The name of the thing you are saving
 Where you are saving it.



To save, click on the file menu, and then Save As...

Note the **name** and **where** you are saving, simply click save. Cancel Gave

Margins



Changing margins is really easy.



Simply click on the Format menu and click the Document menu.

		Docu	ment		
		Margins	Layout		
Top:	1"	:	Preview		_
Bottom:	1"	•		1	
Left:	1.25"	•			
Right:	1.25"	•			
Gutter:	0"	•			
From edge			· · · ·		
Header:	0.5"	•	Apply to:	Whole document	•
Footer:	0.5"	•			
Mirror m	argins				
Default	Page S	etup)		Cancel	ОК



÷

Gutter:

0"

Headers and Footers



Headers and footers will appear on every page of your document (you can change this, but that's later).

To use headers and footers, simply click on the View Menu, and click on headers and footers. At the top and bottom of your document, you will see a



little dotted box. Simply fill in the header (or footer) information!

Text Color



Changing the color of text is easy. Note you need the **formatting toolbar** if you want this to be easy.

Step 1: highlight the text you'd like to change.

Step 2: click on the font color icon on your formatting toolbar

Step 3: select a color.

Basic Formatting

	Ś	Word	File Edit	View I	nsert l	Format	Font	Tools	Table	Window	Work H	elp
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0	Nor	rmal	Courier	▼ 18	▼ B	ΙU			1 talas tala 2 gedan ged 3 carey tar		• ABČ	• <mark>1</mark> 4 • •

The formatting toolbar has buttons to **boldface**, *italicize*, and <u>underline</u>.

It will also allow you to

Simply moving the mouse over the icons will present a text-box helping you know what each icon does!

Secial Characters

-	Em Dach	Command+Ontion+Numpad-	
-	En Dash	Command+Numpad-	
_	Nonbreaking Hyphen	Command+Shift+-	
	Ontional Hyphen	Command+=	
	Em Space	command	
	En Space		
~	Nonbreaking Space	Control+Shift+Space Bar	
Ø	Convright	Option+G	
۲	Registered	Option+R	
TH	Trademark	Option+2	
Ę	Section	Option+6	
1	Paragraph	Option+7	
	Ellipsis	Option+;	
§ 1	Section Paragraph Ellipsis	Option+6 Option+7 Option+;	

Special Characters™, are kind of fun©. They are **especially useful** for interñatioñal language teachers!



Simply click on the Insert menu, and then on Symbol...

00	Symbol	
	Symbols Special Characters	

You can choose symbols or special characters!

Fun stuff

Word Art



Word art is something I like to call **eye-candy.**



Simply click on the **Insert** menu, and then click the **Pictures**, and finally on **WordArt**...

Choose the style you want, click ok, and then type in your text. One more click of the OK button, and you have your word art!

Fun stuff

Clip Art



Simply click on the **Insert** menu, and then click the **Pictures**, and finally on **Clip Art**...



Simply click on the clip art you want, and click insert