Microsoft Word: Is a word processing program. In other words, it is simply a program written to help you create reports and projects.

You can use M.Word to do so many things:
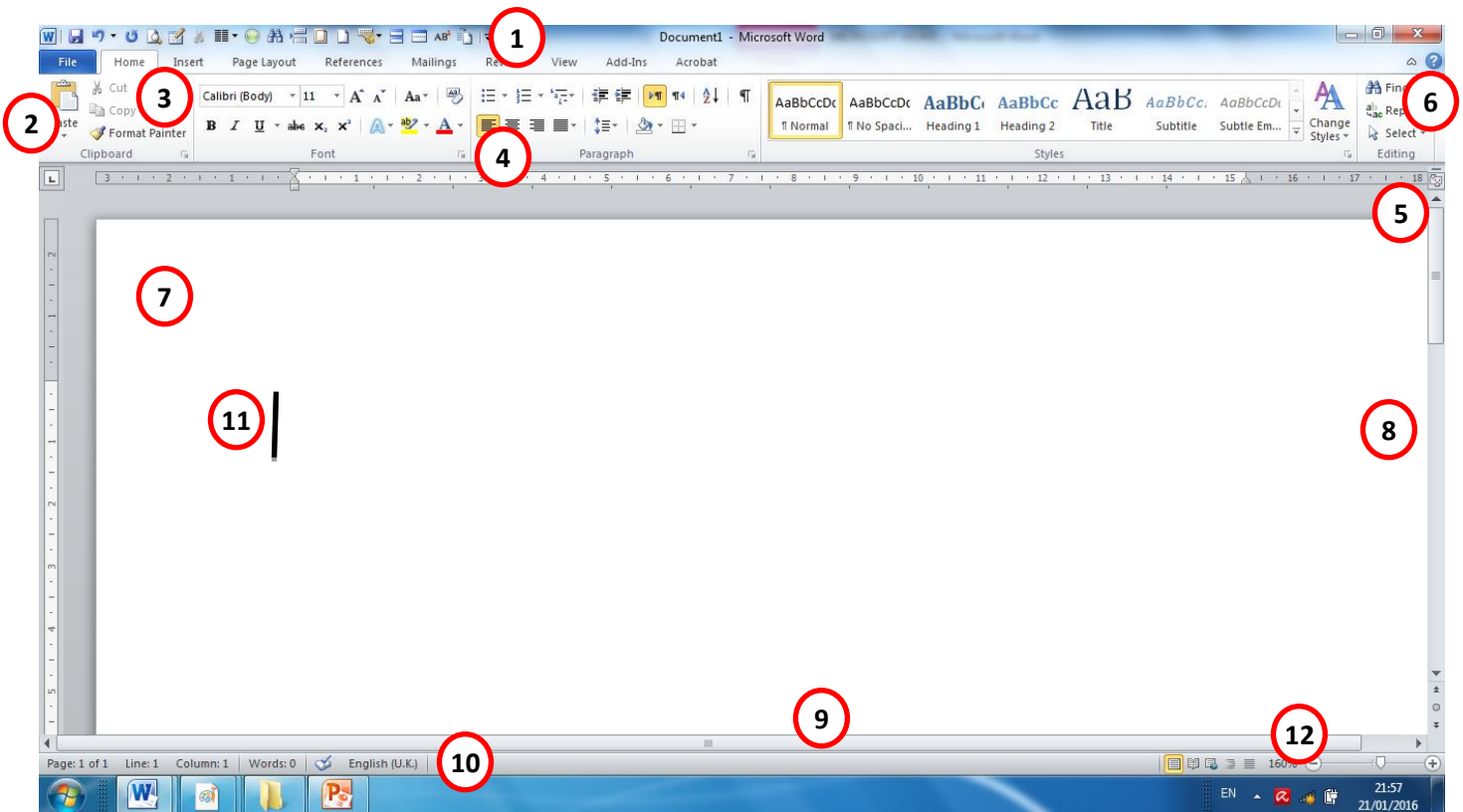
1-Letters

2- Flyers

3- Forms

4- Reports

5- Envelopes and Labels

- Microsoft Word can be accessed through the desktop or through the Start menu (located on the taskbar at the bottom of the screen).

THE WORD SCREEN

After you start the program, you are taken into a blank untitled document where you may begin entering your text.

1. Quick Access toolbar (can be above or below the ribbon)

2. File tab (blue in Word, green in Excel, dark orange in PowerPoint)

3. Home ribbon (the Home tab is selected)

4. Dialog box launcher button

5. View Ruler (on/off) button

6. Help button

7. Text area

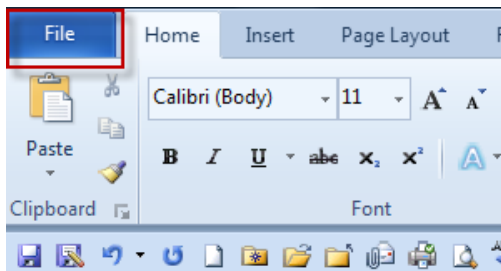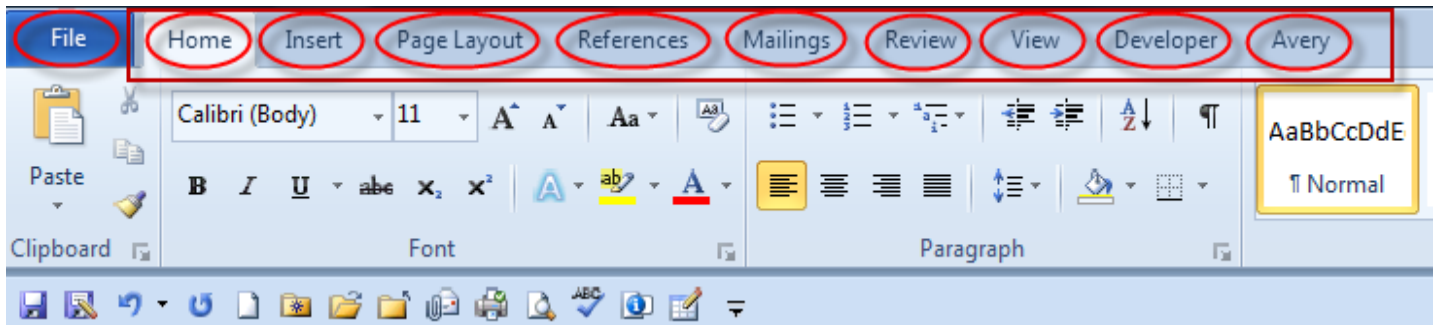8. Vertical Scroll bar

9. Horizontal Scroll bar

10. Status bar

11. Insertion Point (cursor)

12. Zoom

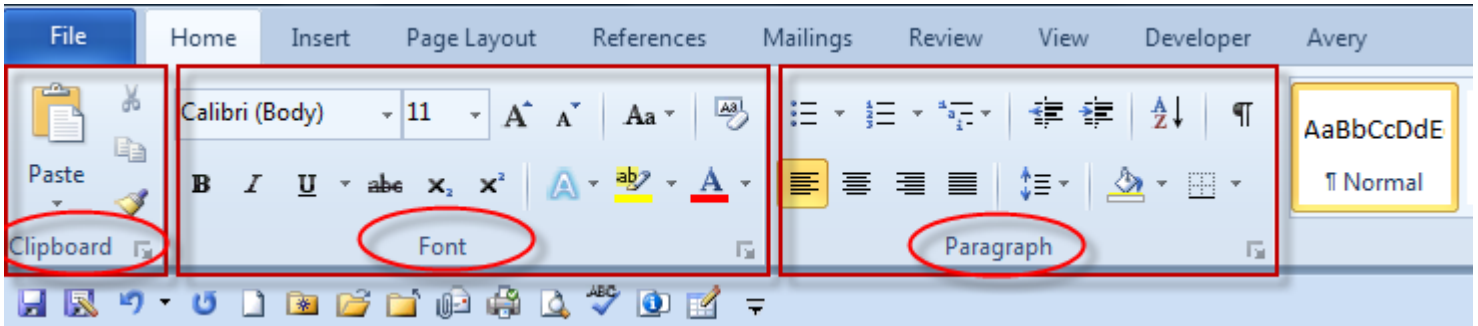The Microsoft Word 2019 screen is made up of different levels of organization.
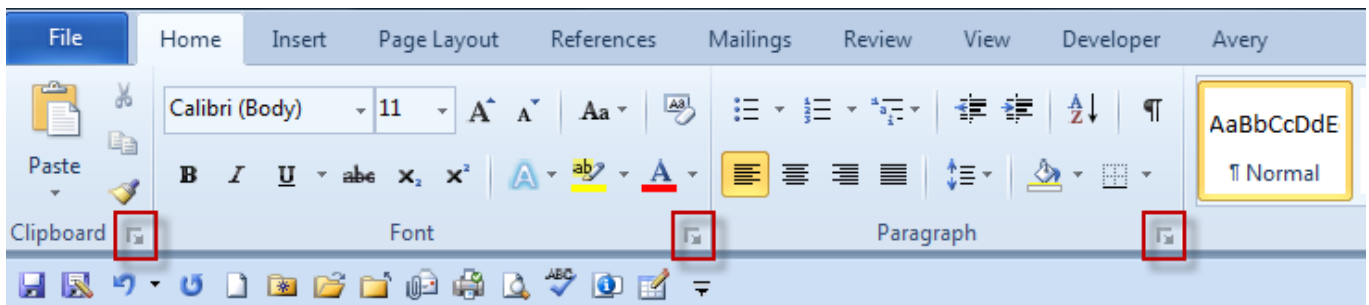
File Tab:

Tabs:

Groups: Within each tab, you will see groups. Items within a group perform a related function.

Dialog Box Launcher Buttons: Groups often display a Dialog Box Launcher at the bottom-right of the group. Clicking this will display a dialog box displaying additional options.

Title Bar: Next to the Quick Access toolbar is the Title bar. The Title bar displays the title of the document on which you are currently working.
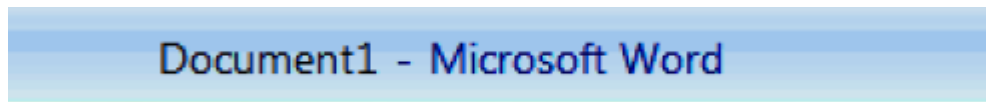
Insertion Point (cursor): The flashing vertical line that indicates where the text will appear when you type.

Quick Access Toolbar:

The Quick Access toolbar provides you with access to commands you frequently use. By default Save, Undo, and Redo appear on the Quick Access

toolbar.

To add a command to the Quick Access toolbar:

If you click the drop down arrow to the right of the Quick Access toolbar, it will display the Customize Quick Access Toolbar menu. You can add tools on the list by clicking to the left of the item to enable it. Enabled items are checked.

➢ To add more commands, select the More Commands link and look for the commands you would like.

➢ To move the Quick Access toolbar below the ribbon, select Show below the Ribbon.
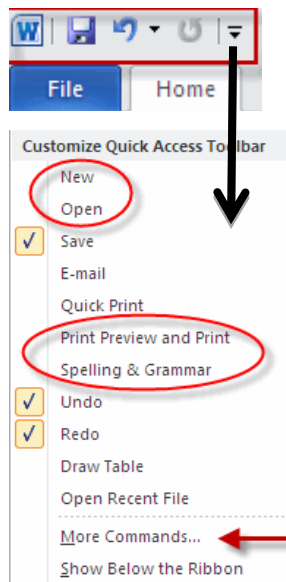
The Ribbon: When you first start Microsoft Word, you normally see the Home tab displayed, as illustrated. This tab contains icons and other controls that are most commonly used within Microsoft Word.
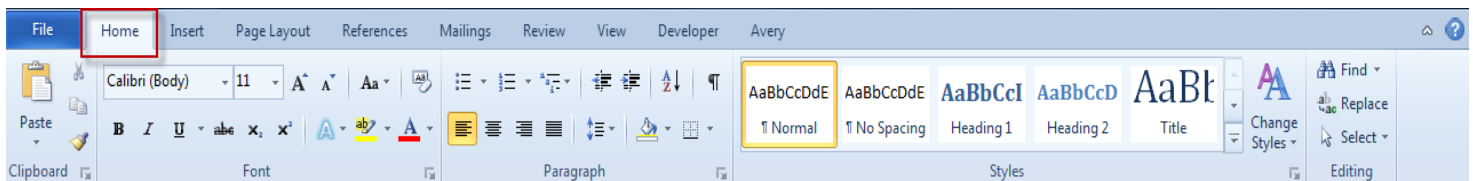
You can reduce the size of the Ribbon by clicking on the Minimize the Ribbon control (located towards the top-right of your screen):
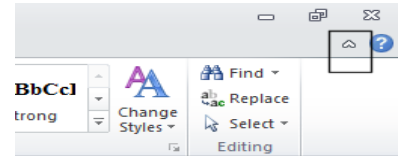
To restore the Ribbon, simply re-click on the Minimize the Ribbon control once more.

Status Bar: The bar at the bottom of the screen that shows information about the page, section, and location of the insertion point.

- On the right side of the Word Status Bar are the View buttons and the Zoom control slider.

Zoom: Allows you to change the size of the display.

Note: this only affects what you see on the screen, not the way the page will print.

Ruler Bar: The bar at the top and side of the page that shows the margin and tab settings.

- If your ruler is not visible, follow the steps listed here:
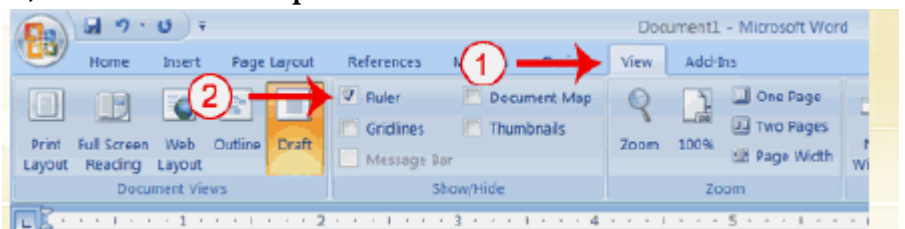
1- Click the View tab to choose it.

2- Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

The Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar.

- Microsoft Office Word allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books.

 By default, documents saved in Word 2019 are saved with the .docx extension.

Document: The page or pages on which you will type your information.

New: Create a new document.

     To begin a new document:

1. Click the File tab and then click **New**.

2. Under Available Templates, click **Blank Document**.

3. Click **Create**.
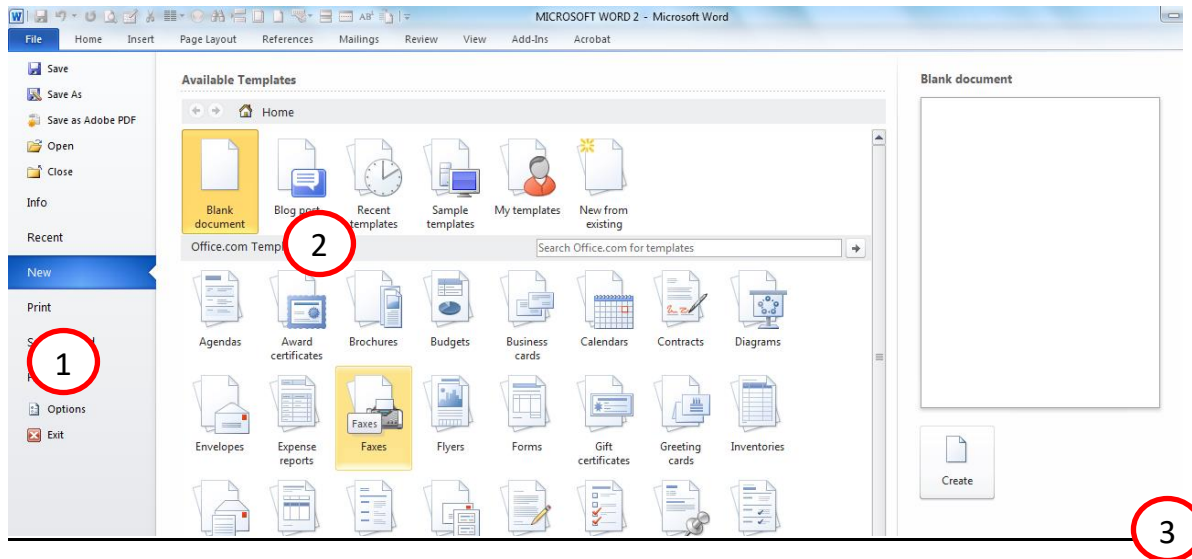
Open: Open an existing document.

 Close: Close a document that you have already opened.

Create Sample Data and Select Text:

To create sample data:

1. Type =rand ( ) then
2. Press Enter. Three paragraphs appear in your document.

Selecting text between two points

Click at the start of the block of text, hold down Shift, and click at the end of the block.

Selecting a single word

Simply double click anywhere on the word you want to select.

Selecting a paragraph

Simply triple click anywhere on the paragraph you want to select.

Selecting a sentence

Hold down Ctrl key and click anywhere in the sentence you want to select.

Select All

Press Ctrl + A keys to select the entire document.

Insert and Replace Text:

In this insertion mode, text will be added into the existing content but same time it will over write all the content which comes in its way.

Saving a Document

Save: Save the document that you created or have worked on.

Home Tab

Setting Text Fonts and Size in Word 2019

Microsoft word allows you to use different fonts with different size. You can change your document's appearance by changing the fonts and their size.

Change the Font Type & Size:

Here is a screen capture to show you few font related buttons.
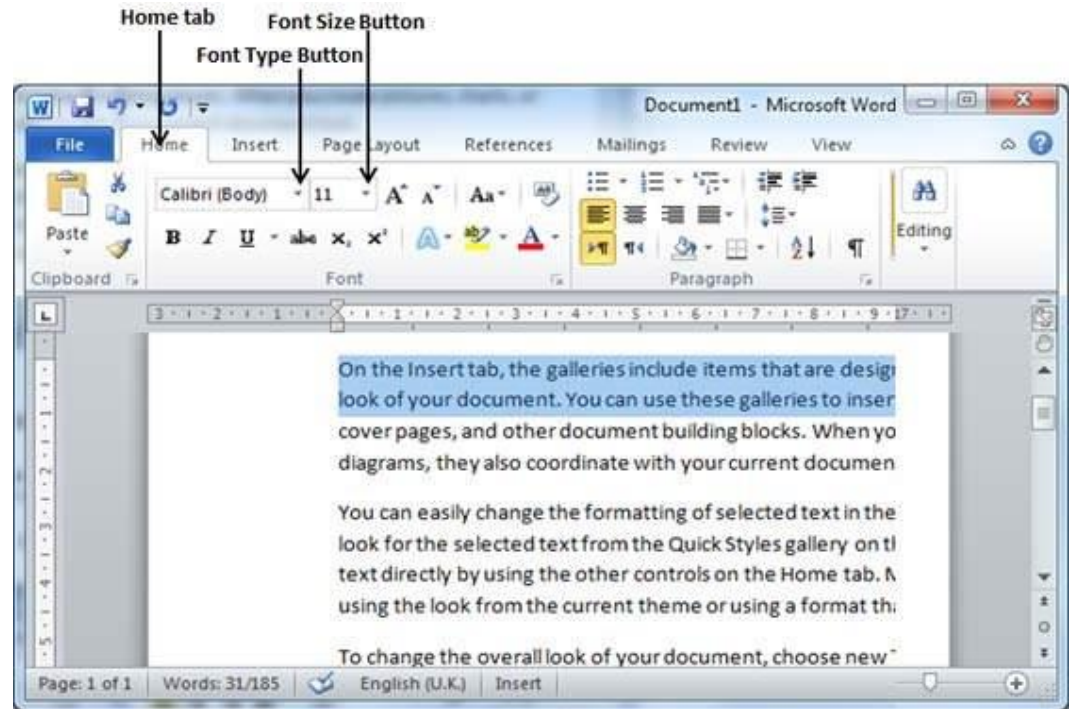
Copy and Paste Operation:

Copy (Ctrl + c): Copy operation will just copy the content from its original place and create a duplicate copy of the content at the desired location without deleting the text from it is the original location.

Cut and Paste Operation:

Cut (Ctrl + c): Cut operation will cut the content from its original place and move the content from its original location to a new desired location.

Note: You can repeat paste operation as many times as you like to paste the same content.

Undo and Redo the Changes in Word 2019

Microsoft word provides two important features called:

Undo (Ctrl + Z): Is used to undo the previous action.

Repeat or Redo (Ctrl + Y): Which is used to repeat the previous action.

Change Paragraph Alignment:

The paragraph alignment allows you to set how you want text to appear.

Delete Text in Microsoft word :

Using Backspace & Delete Keys:

The most basic deletion technique is to delete characters one at a time by pressing either backspace or delete keys.

1-**Backspace**: Keep the insertion point just after the character you want to delete and press backspace key. Word deletes the character immediately to the left of the insertion point.

2- Ctrl + Backspace: Keep the insertion point just after the word you want to delete and press Ctrl + Backspace key. Word deletes the whole word immediately to the left of the insertion point.

3-Delete: Keep the insertion point just before the character you want to delete and press delete key. Word deletes the character immediately to the right of the insertion point.

4-**Ctrl + Delete:** Keep the insertion point just before the word you want to delete and press Ctrl + Delete key. Word deletes the word immediately to the right of the insertion point.

Find & Replace in Word 2019

Find Command (Ctrl + F): The Find command enables you to locate specific text in your document.

Replace Operation(Ctrl + H): Allows you to change specific data to something else.

Bullets or Numbering:

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type.

Format Painter: The Format Painter feature allows you to quickly copy a format that you have applied to text already in your document.

1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, single click **Format Painter**. The pointer will change to a paintbrush icon.

3. Bring your cursor to the text or graphic that you want to format and click

on the text.

4. To stop formatting, press ESC or click on the Format Painter command again.

> ➢ **NOTE**: Double-click the Format Painter button if you want to change the format of multiple selections in your document.

Clearing Formats : You can use the Clear Formatting command to remove all formatting and styles from selected text, leaving only the plain text.

Line Spacing: The Spacing feature allows you to change the spacing between paragraphs by adding line space above or below the selected paragraphs.

Superscript: Refers to characters displayed above the normal line.

Subscript: Refers to text displayed below the normal line of text.

Change Case: Allows you to change the selected text to all uppercase, all lowercase, normal sentence case, or toggle case.

Assign a Password: If you have a Word file containing confidential information that you need to share with someone else, you should password protect the file.

Print Preview: You can preview your printing during the printing process to ensure appropriate page layout.

Insert Tab - Inserting Objects

This tab can be used to insert various types of objects, including pages, tables, illustrations, links, headers & footers, text, and symbols.

Headers and Footers: Headers and footers are areas containing text that will be displayed on every page.

- The header is located along the top of every page; the footer is located at the bottom of every page.

- Headers and footers enhance the professional appearance of your document and may include page numbers, chapter titles, logos, dates, and other information about your document.

Page Numbers: Page numbers help you keep your document organized and enable readers to find information quickly.

- You can add page numbers to the top, bottom, or margins of your pages and you can choose where the numbers appear.

Symbols and Equations

Symbols: Symbols that are not found on a normal keyboard can be added to Microsoft Word documents by selecting Symbol from the Symbols group. A list of commonly used symbols will display. Click on one of the symbols in the list or click More Symbols to pick from a larger list.

Equations: Equations can be added to a Microsoft Word document by selecting Equation from the Symbols group and then selecting from the list of pre-defined equations or clicking Insert New Equation and entering your own equation.

Table: A Table consists of rows and columns that intersect to form boxes called cells. You can insert text or graphics into cells.

Draw Table: Used to "draw" a table using the mouse.

Insert Table: Insert Table lets you determine the table size by the number of columns and rows, as well as the column widths. Just use the dialog box to enter the dimensions for the desired table size.

Changing Cell Size:

There are several ways to change the size of rows and columns in a table, both by setting the dimensions and by dragging the cell borders.

Table Options:

The Tables group includes several options to insert a table, which include: draw a table, convert text to table, choose from various Quick Table options, and insert an Excel spreadsheet

Convert Text to a Table:

The Convert Text to a Table option allows you to convert existing text to a table

Page Breaks: Instead of pressing the Enter Key several times until you create a new page, the Page Break option allows you to select a specific point on the page and manually insert a new page, a blank page, or choose from several styles to create a cover page.

Inserting Text Boxes: A text box is an object that lets you put and type text anywhere in your file.

Flowing Text between Text Boxes

The following explains how to allow text to flow between text boxes.

1. Double-click the border of the first text box to display the Text Box Tools in the Ribbon.

2. Delete any text in the second text box (You can only flow text into an empty text box).

3. In the **Text** group, click **Create Link**.

Links: Links to websites or other locations within a Word document can be created by using the Links group.

WordArt: WordArt are text objects that use a gallery of text styles to create decorative effects such as shadowed or mirrored (reflected). You can customize the shape surrounding the WordArt as well as the text in the WordArt.

- For example, you can change the text style and fill it with color, make it transparent, or add a beveled edge effect. Again, this feature is designed to enhance not encumber the purpose of your document.

Insert Picture/Clip Art

Pictures and clip art can be inserted or copied into a document from many different sources, including downloaded from a clip art Web site provider, copied from a Web page, or inserted from a folder where you save pictures.

Text Wrapping: Sometimes you may need to have text flow around a picture; this is called "text wrapping".

Screenshot: Whether creating a template or another document, it can be helpful to add a screenshot to your document. A screenshot is a picture of any computer window, like Internet Explorer, or a clipping of any portion of

your screen, like a small part of the desktop.

Insert Charts: Charts are used to display data in an easy-to-read graphical format. Charts make it easier to understand large quantities of data and the relationship or trends among different series of data.

SmartArt Graphic: A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts

Insert text from File: Allows you to insert the contents of a file into the document.

Page Layout Tab - Document Layout

This tab contains commands that affect the overall appearance of a document.

Page Setup: The Page Setup group contains the options to specify the layout of a page, such as margins, orientation, and page size.

Margins: The white space between the edge of the document page and the document text is known as the margin.

-The normal margins in Word are one **inch** for all margins: top, bottom, left, and right. Margins automatically define where one page breaks and the next begins.

Page Orientation : You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document.

Page Background : To include a watermark on the page, such as 'Confidential' or 'Draft', select Watermark from the **Page Background group** and then select one of the pre-defined watermarks or Custom Watermark to specify the text you would like to see appear as a watermark on the page.

-To set a page color, click Page Color and select a color from the list of Theme Colors or click More Colors to pick a color not available from the list.

Borders and Shading: Provides options for adjusting the border, style, color, width, shading, and location of a border or shading.

-   Microsoft Word allows you to place a border on any or all of the four sides of selected text, paragraphs, and pages.

-   You can also add many type of shading to the space occupied by selected text, paragraphs, and pages.

To add a border to the page, click Page Borders to bring up the Borders and Shading window.   From here, you can specify how you want your border to appear, including style, color, width, and pictures.

Columns: Allows you to insert columns into the existing document.

Column Breaks: Column breaks mark the point at which one column ends and another begins. The default setting for displaying text in a document is one column. When you set up multiple columns, the column break feature

allows you to control the bottom margin of each column.

Insert a Column Break

1. Page Layout Tab > Page Setup group > Columns, and then select the appropriate number of columns.

2. Place the insertion point where the new column should begin.

3. Page Layout Tab > Page Setup group > Breaks > Page Breaks > Column.

AutoCorrect: Allows you to set up the program so that your common errors are automatically corrected as you type.

AutoText: Provides you with the option of inserting selected text.

Indentation

Left Indentation: Left indentation means to move the left edge of the paragraph inward towards the center of the paragraph.

First Line Indentation: Moves the left side of the first line of a paragraph inward toward the center.

Hanging Indentation: Moves the left side of the first line of a paragraph leftward, away from the center which is called hanging indentation.

References Tab:

This tab contains commands related to items that you can add to a

document

Footnotes & Endnotes :

Used for comments and citations at the bottom of a page or document.

- Inserting a footnote will put the note at the bottom of the current page while an endnote will be placed at the end of the document.

➢ To insert a footnote, place your cursor at the end of a sentence and click Insert Footnote from the Footnotes group. A superscript number will appear at the end of the sentence and the corresponding number will appear at the bottom of the page in which you can place your comment or citation.

➢ Insert an endnote by placing your cursor at the end of a sentence and click Insert Endnote. The corresponding number will appear on the last page of your document.

To change the styling of footnotes and endnotes, click on the Show Footnote

and Endnote Dialog Box launcher.

Spell and Grammar Check in Word 2019

Microsoft Word provides a Spelling and Grammar Checker which enables you to search for and correct all spelling and grammar mistakes in your document.

Grammar errors and underlines them as follows.

 ➢ A red underline beneath spelling errors.
 ➢ A green underline beneath grammar errors.
 ➢ A blue line under correctly spelled but misused words.

Now you have following options to fix the spelling mistake:

 ✓ **Ignore**: If you are willing to ignore a word then click this button and word ignores the word throughout the document.
 ✓ **Ignore All**: Like Ignore, but ignores all occurrences of the same misspelling, not just this one.
 ✓ **Add to Dictionary**: Choose Add to Dictionary to add the word to the Word spelling dictionary.
 ✓ **Change**: This will change the wrong word using the suggested correct word.
 ✓ **Change All**: Like Change, but change all occurrences of the same misspelling, not just this one.
 ✓ **AutoCorrect**: If you select a suggestion, Word creates an AutoCorrect

entry that automatically corrects this spelling error from now on.

Show/Hide: The Show/Hide group allows different components of Word to be displayed, including the ruler, gridlines, and document map.

Document Views

In Word 2019, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

Draft View: Draft view shows text formatting but simplifies the layout of the page so that you can type and edit quickly.

- In draft view, some page elements do not appear, such as the boundaries between pages, headers and footers, backgrounds, and pictures that do not have text wrapping style set to In Line with Text.

Web Layout: Web Layout view enables you to see your document as it would appear in a browser such as Internet Explorer.

Print Layout: Use print layout view to see the document as it appears on the printed page. Print layout view is the default view when you open a new document.

Full Screen Reading Layout: The document will be displayed in a page size and the scroll bars will not be displayed also two pages of the document will be displayed at the same time.

Outline View: Use outline view to create an outline and manipulate text easily. Move text up and down, expand and collapse levels, change heading levels, or show only one kind of heading level.

Word Options: The Word Options, found in the File tab, Allows you to adjust the way that the Word program works for you.

Window: If you are working with multiple Word documents, you can switch between them by clicking the Switch Windows icon under the Window group or set them to be viewed side by side with the View Side by Side icon under the Window group.

Arrange All: Allows you to view more than one document on the screen at the same time.

Split: Allows you to view different parts of a document at the same time.

DROP CAP: A drop cap is a large capital letter at the beginning of a text block that has the depth of two or more lines of regular text.

The following illustration shows your options for positioning a drop cap.

Dropped

In margin