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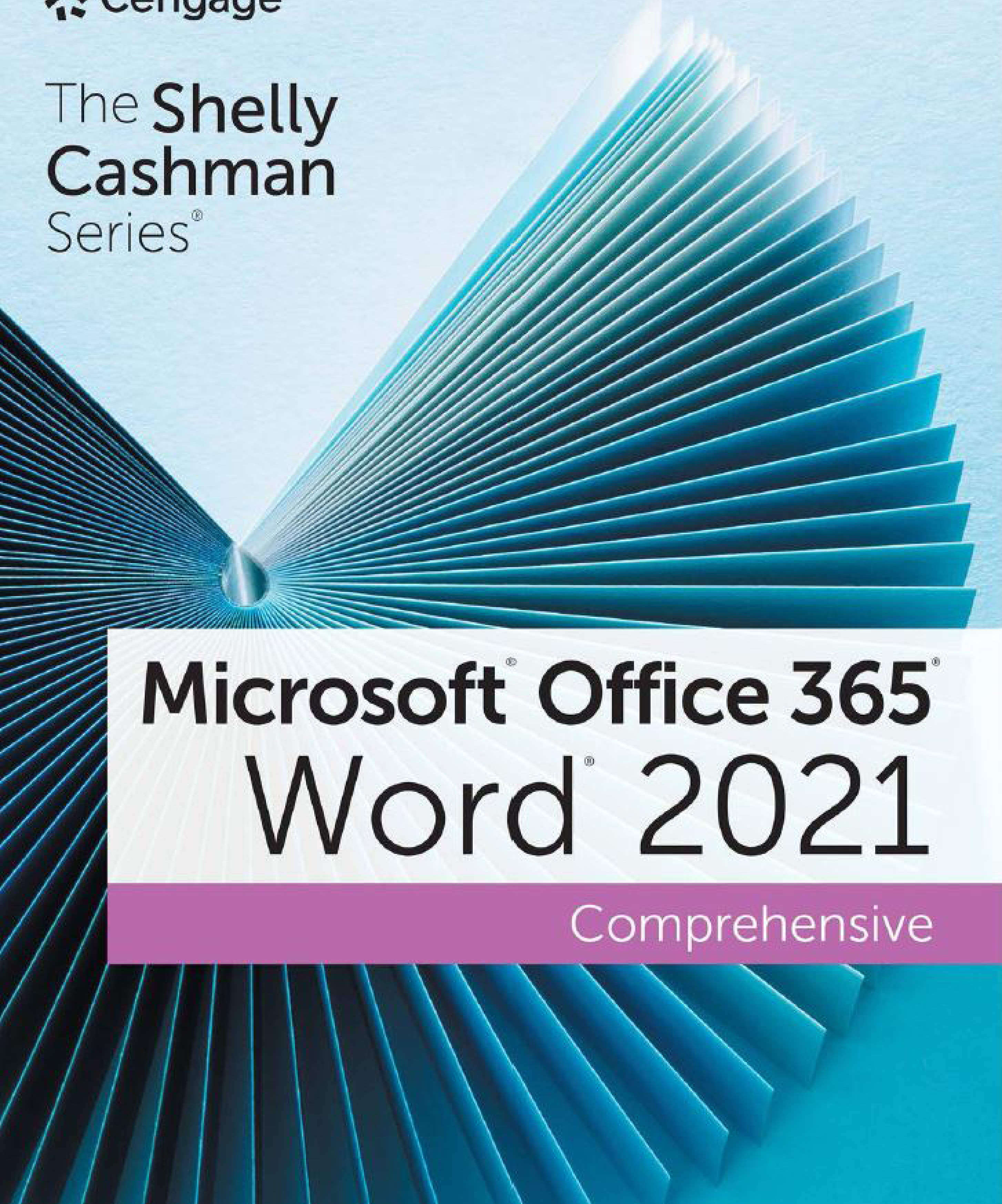

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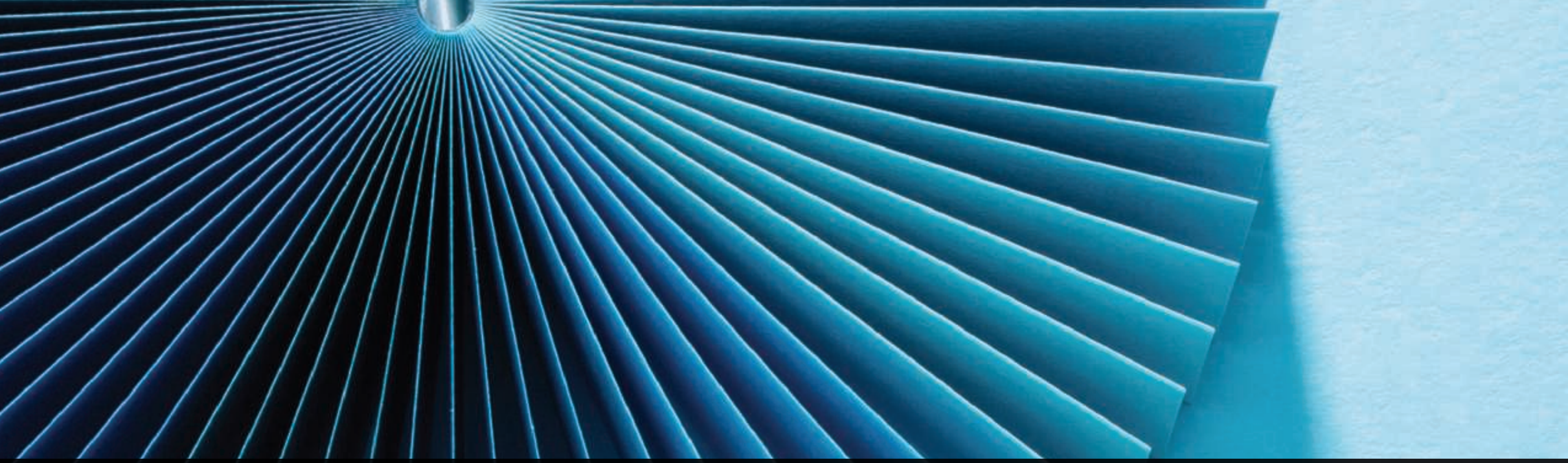

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The
Shelly
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Microsoft® Office 365®
Word® 2021

Comprehensive

Getting to Know Microsoft Office Versions

Cengage is proud to bring you the next edition of Microsoft Office. This edition was designed to provide a robust learning experience that is not dependent upon a specific version of Office.

Microsoft supports several versions of Office:

- **Office 365:** A cloud-based subscription service that delivers Microsoft's most up-to-date, feature-rich, modern productivity tools direct to your device. There are variations of Office 365 for business, educational, and personal use. Office 365 offers extra online storage and cloud-connected features, as well as updates with the latest features, fixes, and security updates.
- **Office 2021:** Microsoft's "on-premises" version of the Office apps, available for both PCs and Macs, offered as a static, one-time purchase and outside of the subscription model.
- **Office Online:** A free, simplified version of Office web applications (Word, Excel, PowerPoint, and OneNote) that facilitates creating and editing files collaboratively.

Office 365 (the subscription model) and Office 2021 (the one-time purchase model) had only slight differences between them at the time this content was developed. Over time, Office 365's cloud interface will continuously update, offering new application features and functions, while Office 2021 will remain static. Therefore, your onscreen experience may differ from what you see in this product. For example, the more advanced features and functionalities covered in this product may not be available in Office Online or may have updated from what you see in Office 2021.

For more information on the differences between Office 365, Office 2021, and Office Online, please visit the Microsoft Support site.

Cengage is committed to providing high-quality learning solutions for you to gain the knowledge and skills that will empower you throughout your educational and professional careers.

Thank you for using our product, and we look forward to exploring the future of Microsoft Office with you!

Using SAM Projects and Textbook Projects

SAM Projects allow you to actively apply the skills you learned live in Microsoft Word, Excel, PowerPoint, or Access. Become a more productive student and use these skills throughout your career.

To complete SAM Textbook Projects, please follow these steps:

SAM Textbook Projects allow you to complete a project as you follow along with the steps in the textbook. As you read the module, look for icons that indicate when you should download **sam**↓ your SAM Start file(s) and when to upload **sam**↑ the final project file to SAM for grading.

Everything you need to complete this project is provided within SAM. You can launch the eBook directly from SAM, which will allow you to take notes, highlight, and create a custom study guide, or you can use a print textbook or your mobile app. Download IOS or Download Android.

To get started, launch your SAM Project assignment from SAM, MindTap, or a link within your LMS.

Step 1: Download Files

- Click the "Download All" button or the individual links to download your **Start File** and **Support File(s)** (when available). You must use the SAM Start file.
- Click the Instructions link to launch the eBook (or use the print textbook or mobile app).
- Disregard any steps in the textbook that ask you to create a new file or to use a file from a location outside of SAM.
- Look for the SAM Download icon **sam**↓ to begin working with your start file.
- Follow the module's step-by-step instructions until you reach the SAM Upload icon **sam**↑.
- Save and close the file.

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Step 2: Save Work to SAM

- Ensure you rename your project file to match the Expected File Name.
- Upload your in-progress or completed file to SAM. You can download the file to continue working or submit it for grading in the next step.

Step 3: Submit for Grading

- Upload the completed file to SAM for immediate feedback and to view the available Reports.
    - The **Graded Summary Report** provides a detailed list of project steps, your score, and feedback to aid you in revising and re-submitting the project.
    - The **Study Guide Report** provides your score for each project step and links to the associated training and textbook pages.
- If additional attempts are allowed, use your reports to assist with revising and resubmitting your project.
- To re-submit the project, download the file saved in step 2.
- Edit, save, and close the file, then re-upload and submit it again.

For all other SAM Projects, please follow these steps:

To get started, launch your SAM Project assignment from SAM, MindTap, or a link within your LMS.

Step 1: Download Files

- Click the “Download All” button or the individual links to download your **Instruction File**, **Start File**, and **Support File(s)** (when available). You must use the SAM Start file.
- Open the Instruction file and follow the step-by-step instructions. Ensure you rename your project file to match the Expected File Name (change _1 to _2 at the end of the file name).

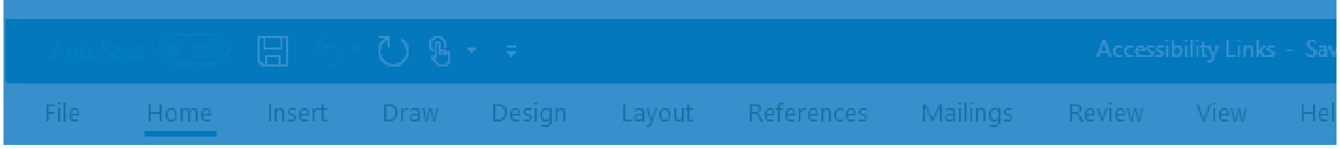
Step 2: Save Work to SAM

- Upload your in-progress or completed file to SAM. You can download the file to continue working or submit it for grading in the next step.

Step 3: Submit for Grading

- Upload the completed file to SAM for immediate feedback and to view available Reports.
    - The **Graded Summary Report** provides a detailed list of project steps, your score, and feedback to aid you in revising and resubmitting the project.
    - The **Study Guide Report** provides your score for each project step and links to the associated training and textbook pages.
- If additional attempts are allowed, use your reports to assist with revising and resubmitting your project.
- To re-submit the project, download the file saved in step 2.
- Edit, save, and close the file, then re-upload and submit it again.

For additional tips to successfully complete your SAM Projects, please view our Common Student Errors Infographic.



1

Creating and Modifying a Flyer

Objectives

After completing this module, you will be able to:

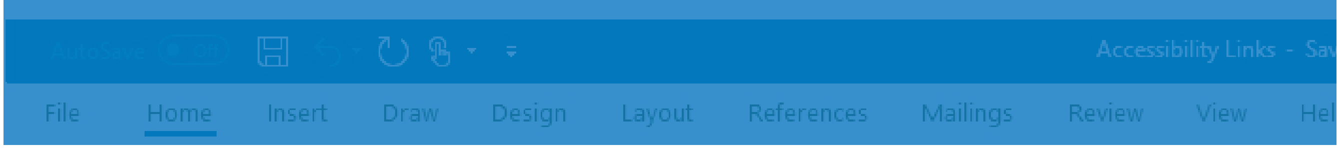
- Start and exit Word
- Enter text in a Word document
- Adjust margins
- Check spelling and grammar as you work in a document
- Save a document
- Format text, paragraphs, and document elements
- Undo and redo commands or actions
- Insert and format a picture
- Add a page border
- Change document properties
- Open and close a document
- Correct errors and revise a document
- Cut, copy, and paste text
- Print a document
- Use Word Help

What Is Word?

Microsoft Word, or Word, is a full-featured word processing app that allows you to create professional-looking documents and revise them easily. With Word, you can create business, academic, and personal documents, including flyers, research papers, letters, memos, resumes, reports, mailing labels, and newsletters.

Word has many features designed to simplify the production of documents and add visual appeal. Using Word, you easily can change the shape, size, and color of text. You also can include borders, shading, tables, pictures, charts, and other objects in documents. While you are typing, Word performs many tasks automatically. For example, Word detects and corrects spelling and grammar errors in several languages. Word's thesaurus allows you to add variety and precision to your writing. In addition to formatting text as you type, such as headings, lists, fractions, borders, and web addresses, Word includes a great deal of predefined text and many predefined objects and document types. Word also provides tools that enable you to create webpages and save the webpages directly on a web server.

To illustrate the features of Word, this book presents a series of projects that use Word to create documents similar to those you will encounter in business and academic environments.



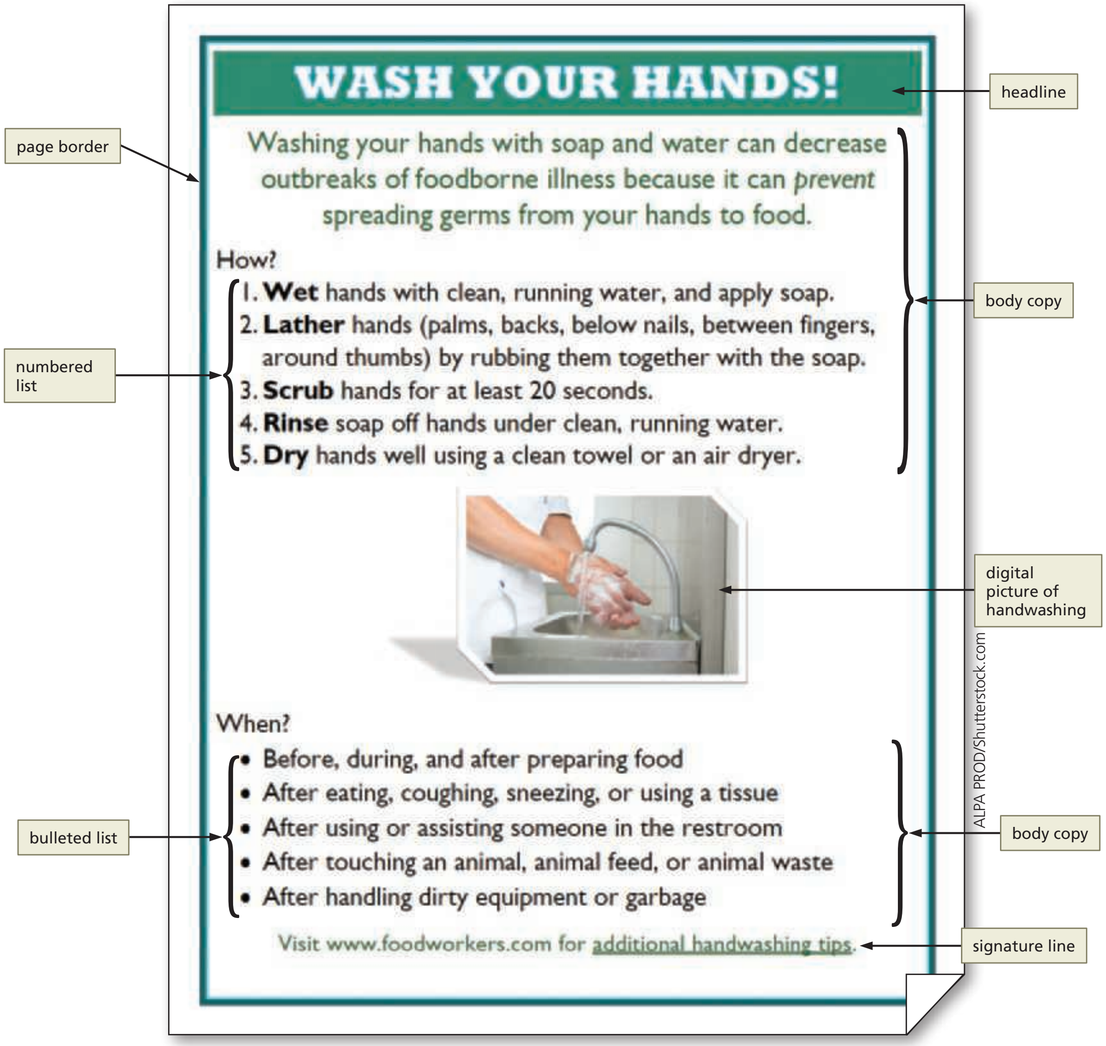
Introduction

To convey a message or announcement to employees or staff members, campus or school students, or the community or public, you may want to create a flyer. You then can post the flyer in a location targeted to your intended audience, such as on an employee bulletin board or in an office cubicle, at a kiosk, or on a hallway wall. You may also see flyers on webpages, on social media, or in email messages.

Project: Flyer with a Picture

Businesses create flyers to gain attention for a message or an announcement. Flyers, which usually are a single page in length, are an inexpensive means of reaching an audience. Many flyers, however, go unnoticed because they are designed poorly.

The project in this module follows generally accepted design guidelines and uses Microsoft Word to create the flyer shown in Figure 1–1. This colorful, eye-catching flyer is intended to convey proper handwashing techniques to food service employees at a campus or school cafeteria. The flyer, which will be hung above every sink in the kitchen and restroom areas, contains a digital picture of an employee washing his hands. The headline on the flyer is large and colorful to draw attention into the text. The body copy


WASH YOUR HANDS!

Washing your hands with soap and water can decrease outbreaks of foodborne illness because it can *prevent* spreading germs from your hands to food.

How?

1. **Wet** hands with clean, running water, and apply soap.
2. **Lather** hands (palms, backs, below nails, between fingers, around thumbs) by rubbing them together with the soap.
3. **Scrub** hands for at least 20 seconds.
4. **Rinse** soap off hands under clean, running water.
5. **Dry** hands well using a clean towel or an air dryer.

When?

- Before, during, and after preparing food
- After eating, coughing, sneezing, or using a tissue
- After using or assisting someone in the restroom
- After touching an animal, animal feed, or animal waste
- After handling dirty equipment or garbage

Visit www.foodworkers.com for additional handwashing tips.

ALPA PROD/Shutterstock.com

Figure 1–1

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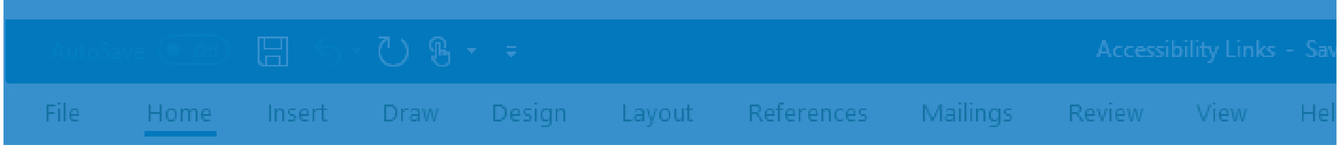

AutoSave
Accessibility Links - Sav
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Hel

below the headline briefly describes the purpose of handwashing, along with a numbered list that highlights how to wash hands and a bulleted list that concisely describes when to wash hands. The signature line of the flyer identifies a website that employees can visit for additional handwashing tips. Some words in the flyer are in a different color or further emphasized so that they stand apart from the rest of the text on the flyer. Finally, the page border nicely frames and complements the contents of the flyer.

In this module, you will learn how to create the flyer shown in Figure 1–1. You will perform the following general tasks as you progress through this module:

1. Start and use Word.
2. Enter text in a document.
3. Format the text in the flyer.
4. Insert and format a picture in the flyer.
5. Enhance the layout of the flyer on the page.
6. Correct errors and revise text in the flyer.

Starting and Using Word

To use Word, you must instruct the operating system (i.e., Windows) to start the app. The following sections start Word, discuss some elements of the Word window, and perform tasks to specify Word settings.

If you are using a computer or device to step through the project in this module and you want your screen to match the figures in this book, you should change your screen's resolution to 1366 × 768.

BTW

Resolution

For information about how to change a computer's resolution, search for 'change resolution' in your operating system's help files.

To Start Word and Create a Blank Document

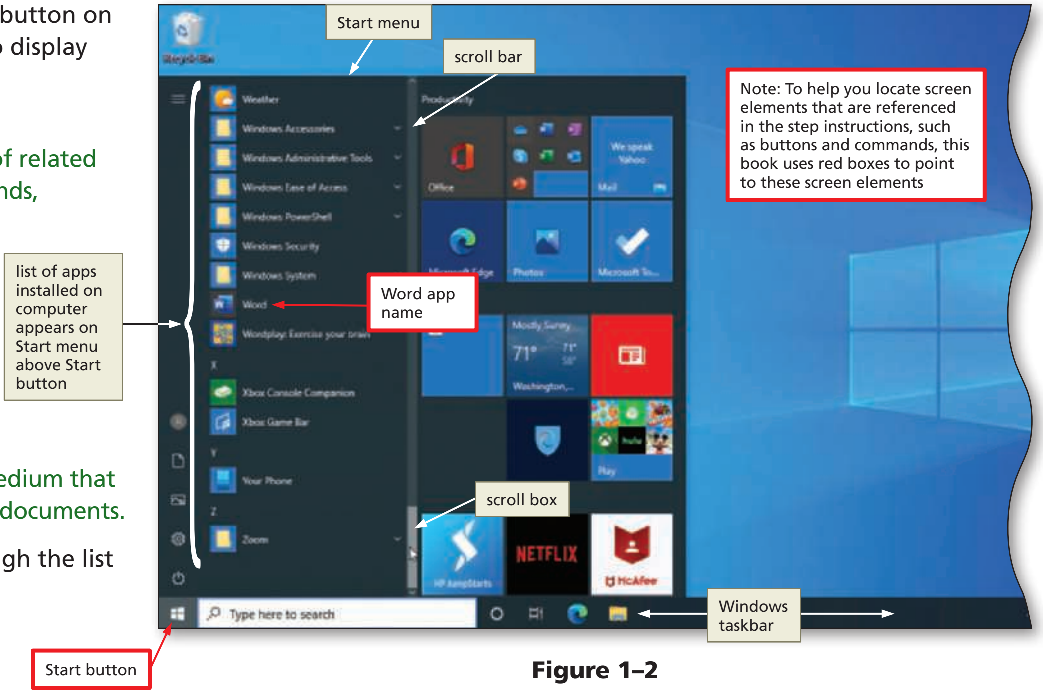
The following steps, which assume Windows is running, start Word and create a blank document based on a typical installation. **Why?** You will use Word to create the flyer in this module. You may need to ask your instructor how to start Word on your computer or device.

1

- Click the Start button on the Windows taskbar to display the Start menu.

Q&A **What is a menu?**
A **menu** contains a list of related items, including commands, apps, programs, and folders. Each **command** is a menu item that performs a specific action, such as saving a file or obtaining help. A **folder** is a named location on a storage medium that usually contains related documents.

- If necessary, scroll through the list of apps on the Start menu until the Word app name appears (Figure 1–2).


Start menu
scroll bar
list of apps installed on computer appears on Start menu above Start button
Word app name
scroll box
Windows taskbar
Start button
Weather
Windows Accessories
Windows Administrative Tools
Windows Ease of Access
Windows PowerShell
Windows Security
Windows System
Word
Wordplay: Exercise your brain
Xbox Console Companion
Xbox Game Bar
Your Phone
Zoom
Productivity
Office
Mail
Microsoft Edge
Photos
NETFLIX
McAfee
Type here to search

Note: To help you locate screen elements that are referenced in the step instructions, such as buttons and commands, this book uses red boxes to point to these screen elements

Figure 1–2

Q&A **What if my Word app is in a folder?**
Click the appropriate folder name to display the contents of the folder.

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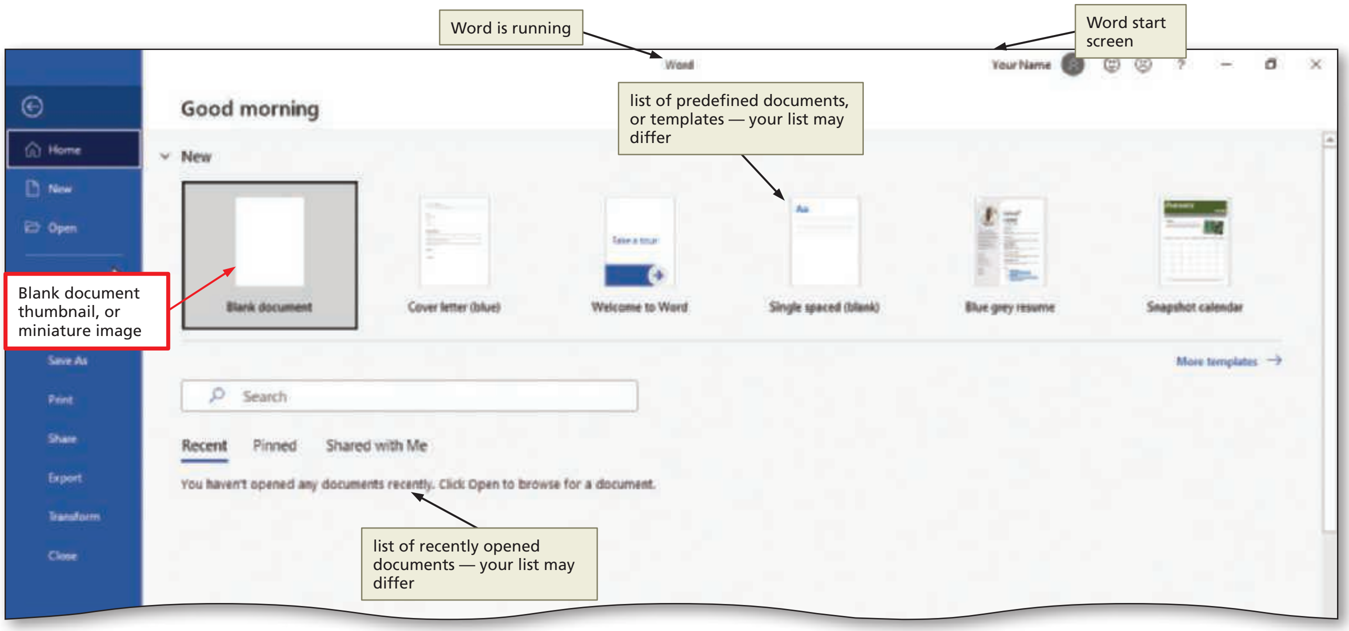
2

- Click Word on the Start menu to start Word and display the Word start screen (Figure 1–3).


Word is running

Word start screen

list of predefined documents, or templates — your list may differ

Blank document thumbnail, or miniature image

list of recently opened documents — your list may differ

Good morning

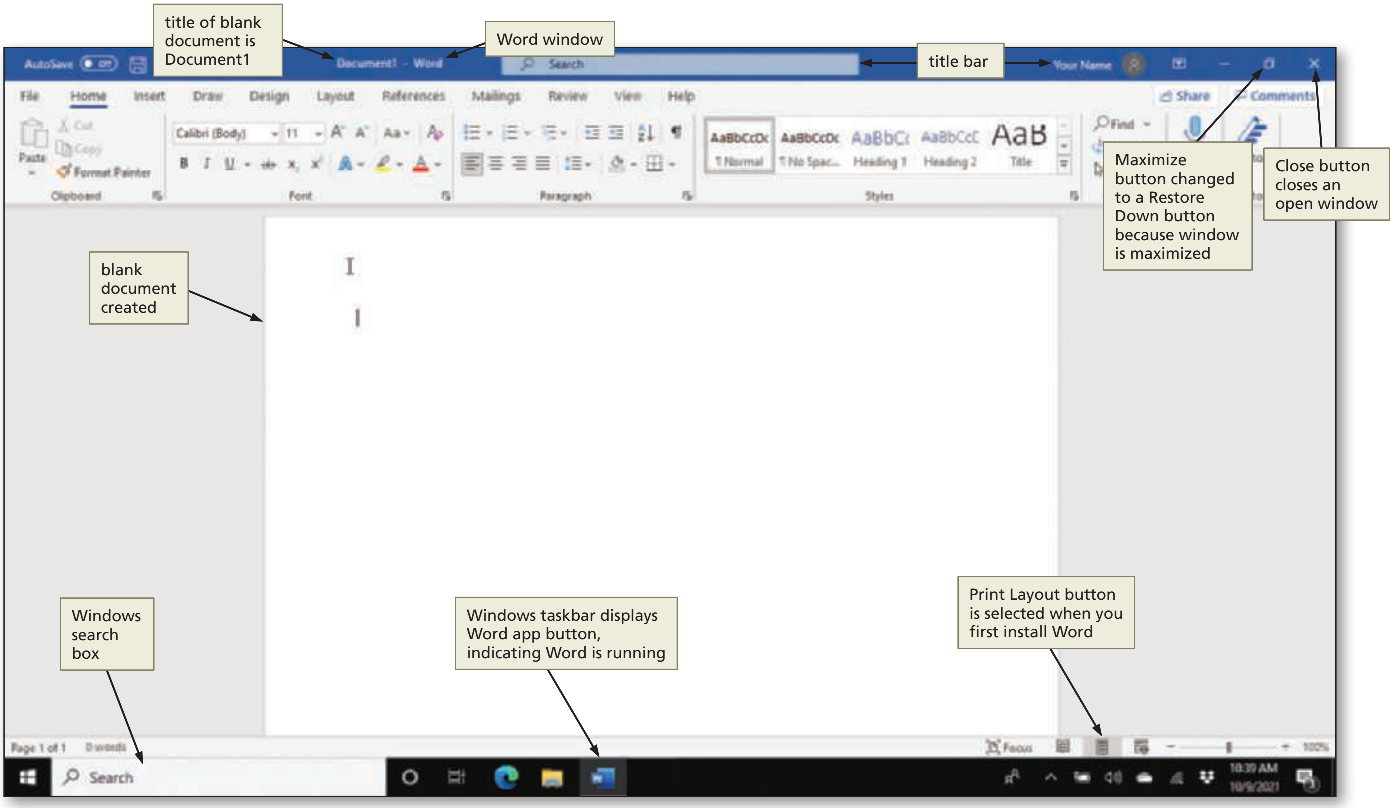
You haven't opened any documents recently. Click Open to browse for a document.

Word
Your Name
Home
New
Open
Save As
Print
Share
Export
Transform
Close
New
Blank document
Cover letter (blue)
Welcome to Word
Single spaced (blank)
Blue grey resume
Snapshot calendar
More templates
Search
Recent
Pinned
Shared with Me

Figure 1–3

3

- Click the Blank document thumbnail on the Word start screen to create a blank document in the Word window (Figure 1–4).
- If the Word window is not maximized, click the Maximize button next to the Close button on the title bar to maximize the window.


title of blank document is Document1

Word window

title bar

Maximize button changed to a Restore Down button because window is maximized

Close button closes an open window

blank document created

Windows search box

Windows taskbar displays Word app button, indicating Word is running

Print Layout button is selected when you first install Word

AutoSave Off
Document1 - Word
Search
Your Name
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Share
Comments
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
¶ No Spac...
Heading 1
Heading 2
Title
Styles
Find
Page 1 of 1
0 words
Focus
100%
Search
10:39 AM
10/9/2021

Figure 1–4

Q&A **What is a maximized window?**
A maximized window fills the entire screen. When you maximize a window, the Maximize button changes to a Restore Down button.

4

- If the Print Layout button is not selected, click it so that your screen layout matches Figure 1–4.

Q&A **What is Print Layout view?**
The default (preset) view in Word is **Print Layout view**, which shows the document on an image of a sheet of paper in the document window.

Other Ways

1. Type app name in Windows search box, click app name in results list
2. Double-click Word icon on desktop, if one is present

The Word Window

The Word window consists of a variety of components to make your work more efficient and documents more professional. These include the document window and several other elements, depending on the task you are performing: scroll bar(s), status bar, ribbon, Search box, Quick Access Toolbar, Mini toolbar, shortcut menus, KeyTips, and Microsoft Account area. Most of these are common to other Microsoft 365 apps; others are unique to Word. The following sections briefly describe these elements; others are discussed as they appear in the Word window.

You view or work with a document on the screen through a **document window**, which is a window within Word that displays all or part of an open document (Figure 1–5). In the document, the **insertion point** is a blinking vertical line that appears when you click in the document and indicates where new text, pictures, and other objects will be inserted. As you type, the insertion point moves to the right, and when you reach the end of a line, it moves down to the beginning of the next line. The **pointer** is a small symbol on the screen that becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen. You move the pointer with a pointing device, such as a mouse or touchpad. The pointer in Figure 1–5 is the shape of an I-beam.

BTW
The Word Window
The modules in this book begin with the Word window appearing as it did at the initial installation of the software. Your Word window may look different depending on your screen resolution and other Word settings.

Scroll Bar You use **scroll bars**, which appear at the right and bottom edges of the document window, to view documents that are too large to fit on the screen at once. At the right edge of the document window is a vertical scroll bar. If a document is too wide to fit in the document window, a horizontal scroll bar also appears at the bottom of the document window. On a scroll bar, the position of the **scroll box** reflects the location of the portion of the document that is displayed in the document window; you can drag the scroll box, or click above or below it, to scroll through or display different parts of the document in the document window. A **scroll arrow** is a small triangular up or down arrow that is located at each end of a scroll bar; you can click the scroll arrows to scroll through the document in small increments.

Status Bar The **status bar**, located at the bottom of the document window above the Windows taskbar, presents information about the document, the progress of current tasks, and the status of certain commands and keys; it also provides controls for viewing the document, such as zoom controls. As you type text or perform certain commands, various indicators and buttons may appear on the status bar.

The left side of the status bar in Figure 1–5 shows the current page followed by the total number of pages in the document, the number of words in the document, and an icon to check spelling and grammar. The right side of the status bar includes buttons and controls you can use to change the view of a document and adjust the size of the displayed document.

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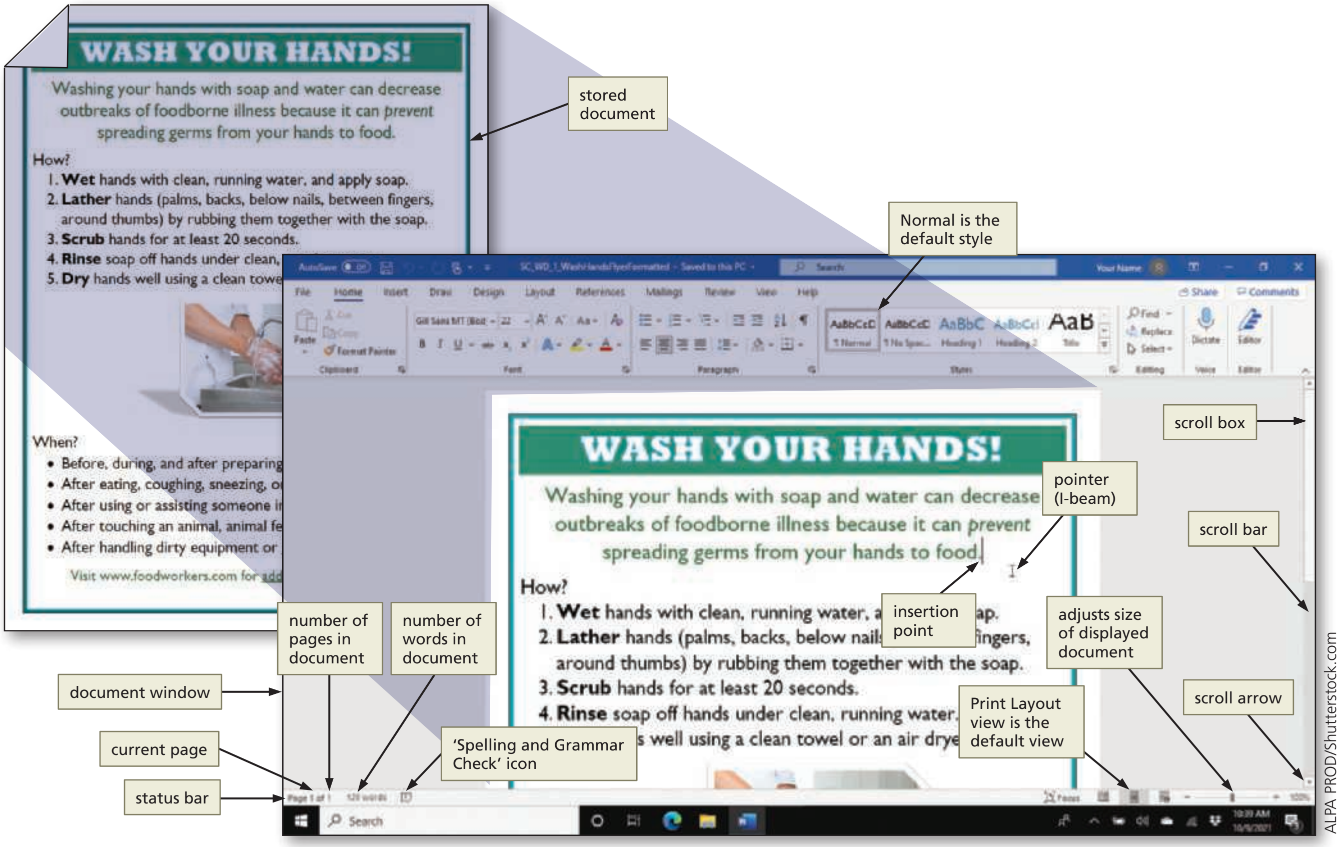


WASH YOUR HANDS!

Washing your hands with soap and water can decrease outbreaks of foodborne illness because it can prevent spreading germs from your hands to food.

How?

1. **Wet** hands with clean, running water, and apply soap.
2. **Lather** hands (palms, backs, below nails, between fingers, around thumbs) by rubbing them together with the soap.
3. **Scrub** hands for at least 20 seconds.
4. **Rinse** soap off hands under clean, running water.
5. **Dry** hands well using a clean towel or an air dryer.

When?

- Before, during, and after preparing
- After eating, coughing, sneezing, or
- After using or assisting someone i
- After touching an animal, animal fe
- After handling dirty equipment or

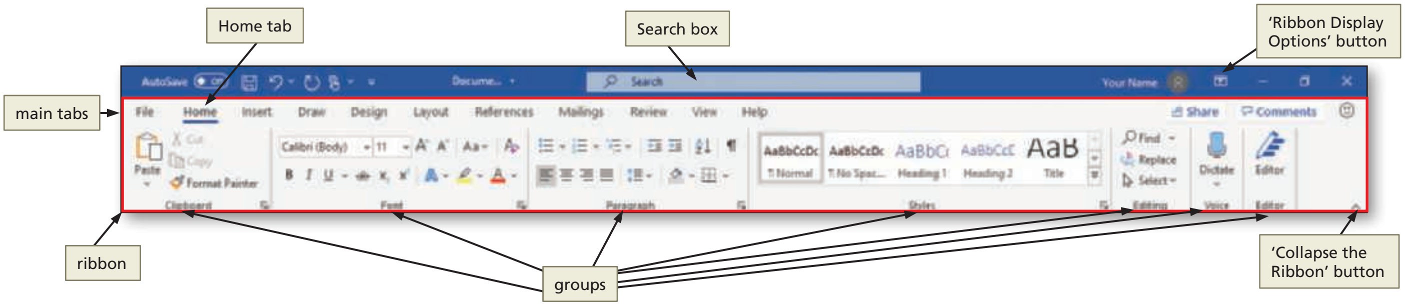
Visit www.foodworkers.com for add

stored document
Normal is the default style
scroll box
pointer (I-beam)
scroll bar
insertion point
adjusts size of displayed document
number of pages in document
number of words in document
document window
current page
status bar
'Spelling and Grammar Check' icon
Print Layout view is the default view
scroll arrow

ALPA PROD/Shutterstock.com

Figure 1–5

Ribbon The **ribbon**, which is a horizontal strip located near the top of the Word window below the title bar, is the control center in Word that contains tabs of grouped commands that you click to interact with Word (Figure 1–6a). Each **tab** contains a collection of groups, and each **group** contains related commands. The ribbon provides easy, central access to the tasks you perform while creating a document.



Home tab
Search box
'Ribbon Display Options' button
main tabs
ribbon
groups
'Collapse the Ribbon' button
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Share
Comments
Clipboard
Font
Paragraph
Styles
Editing
Voice
Editor

Figure 1–6a

BTW

Pointer

If you are using a touch screen, the pointer may not appear on the screen as you perform touch gestures. The pointer will reappear when you begin using the mouse.

When you start Word, the ribbon displays several main tabs, also called default or top-level tabs (i.e., File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, and Help). (Note that depending on the type of computer or device you are using, the Draw tab may not appear.) The **Home tab**, also called the primary tab, contains the more frequently used commands. The tab currently displayed is called the **active tab**.

To display more of the document in the document window, some users prefer to minimize the ribbon, which hides the groups on the ribbon and displays only the main tabs (Figure 1–6b). To minimize the ribbon, click the 'Collapse the Ribbon' button or click the 'Ribbon Display Options' button on the title bar and then click Show Tabs on the menu. To use commands on a minimized ribbon, sometimes called a simplified ribbon, click the tab

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that you wish to expand. To expand the ribbon, double-click a tab, click the 'Pin the ribbon' button on an expanded tab, or click the 'Ribbon Display Options' button on the title bar and then click 'Show Tabs and Commands' on the menu.

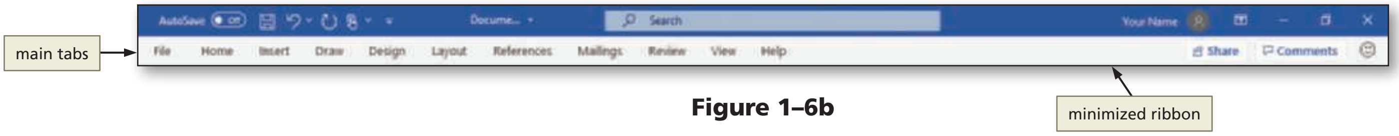

main tabs
minimized ribbon
AutoSave
Docume...
Search
Your Name
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Share
Comments

Figure 1–6b

Each time you start Word, the ribbon appears the same way it did the last time you used Word. The modules in this book, however, begin with the ribbon appearing as it did at the initial installation of the software.

In addition to the main tabs, Word displays other tabs, called **contextual tabs**, when you perform certain tasks or work with objects such as pictures or tables. If you insert a picture in the document, for example, the Picture Format tab appears (Figure 1–7). When you are finished working with the picture, the Picture Format tab disappears from the ribbon. Word determines when contextual tabs should appear and disappear based on tasks you perform. Some tasks involve more than one contextual tab. For example, when you work with tables, the Table Design tab and the Layout tab appear.

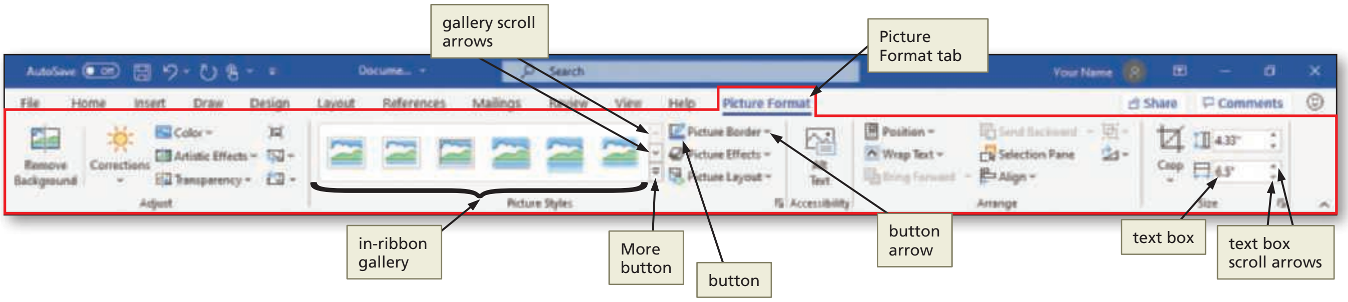
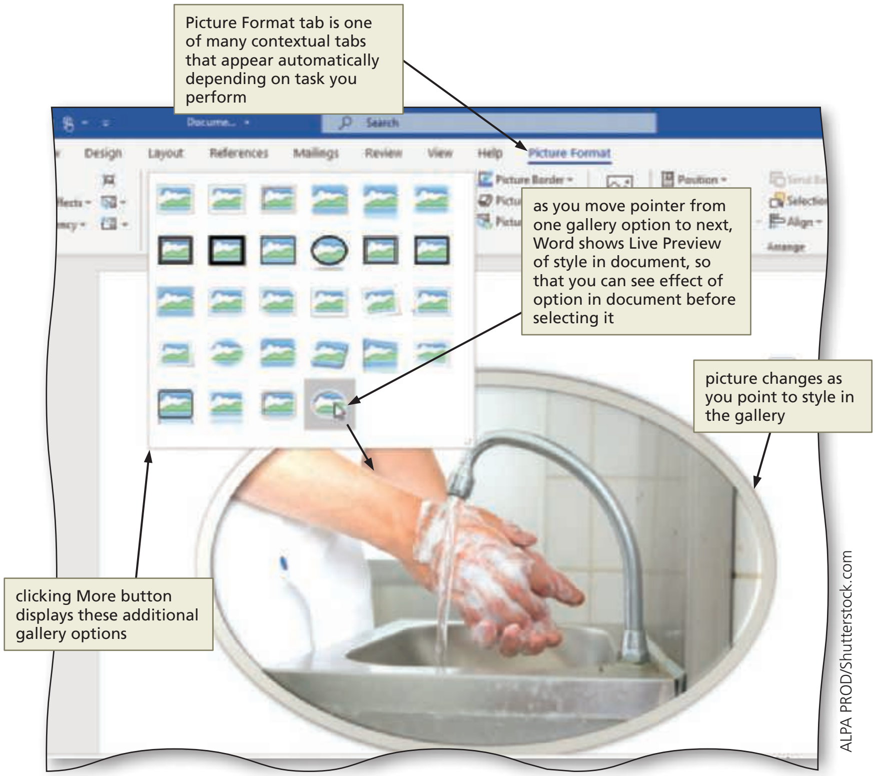

gallery scroll arrows
Picture Format tab
in-ribbon gallery
More button
button
button arrow
text box
text box scroll arrows
Remove Background
Corrections
Color
Artistic Effects
Transparency
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Alt Text
Accessibility
Position
Wrap Text
Bring Forward
Send Backward
Selection Pane
Align
Arrange
Crop
Size

Figure 1–7

Items on the ribbon include buttons, boxes (text boxes, check boxes, etc.), and galleries (shown in Figure 1–7). A **gallery** is a set of choices, often graphical, arranged in a grid or in a list that you can browse through before making a selection. You can scroll through choices in an in-ribbon gallery by clicking the gallery's scroll arrows. Or, you can click a gallery's More button to view more gallery options on the screen at a time.

Some buttons and boxes have arrows that, when clicked, also display a gallery; others always cause a gallery to be displayed when clicked. Most galleries support **Live Preview**, which is a feature that allows you to point to a gallery choice and see its effect in the document — without actually selecting the choice (Figure 1–8).


Picture Format tab is one of many contextual tabs that appear automatically depending on task you perform
as you move pointer from one gallery option to next, Word shows Live Preview of style in document, so that you can see effect of option in document before selecting it
picture changes as you point to style in the gallery
clicking More button displays these additional gallery options
Picture Format

ALPA PROD/Shutterstock.com

Figure 1–8

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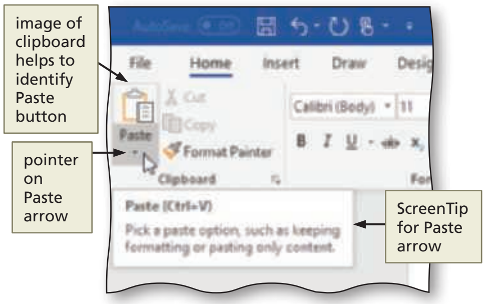
image of clipboard helps to identify Paste button
pointer on Paste arrow
ScreenTip for Paste arrow
Paste (Ctrl+V)
Pick a paste option, such as keeping formatting or pasting only content.

Figure 1–9

Some commands on the ribbon display an image to help you remember their function. When you point to a command on the ribbon, all or part of the command glows in shades of gray, and a ScreenTip appears on the screen. A **ScreenTip** is a label that appears when you point to a button or other on-screen object, which may include the name, purpose, or keyboard shortcut for the object and a link to associated help topics, if any exist (Figure 1–9).

Some groups on the ribbon have a small arrow in the lower-right corner, called a **Dialog Box Launcher**, that when clicked, displays a dialog box or opens a pane with additional options for the group (Figure 1–10). When presented with a dialog box, you make selections and must close the dialog box before returning to the document. A **pane**, in contrast to a dialog box, is a window that can remain open and visible while you work in the document and provides additional options.

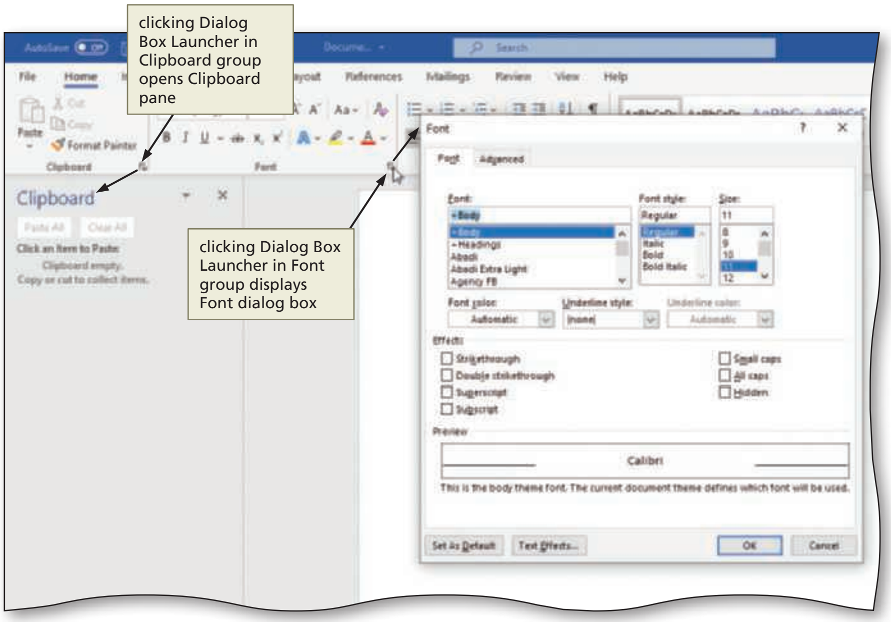
clicking Dialog Box Launcher in Clipboard group opens Clipboard pane
clicking Dialog Box Launcher in Font group displays Font dialog box
Clipboard
Font

Figure 1–10

Search Box The **Search box**, which appears on the title bar, is a text box that helps you to find a command in Word or access the Word Help system (Figure 1–11). As you enter text in the Search box, the word-wheeling feature displays search results that are refined as you type. For example, if you want to insert a picture in a document, you can type the text "insert picture" in the Search box and then select the appropriate command.

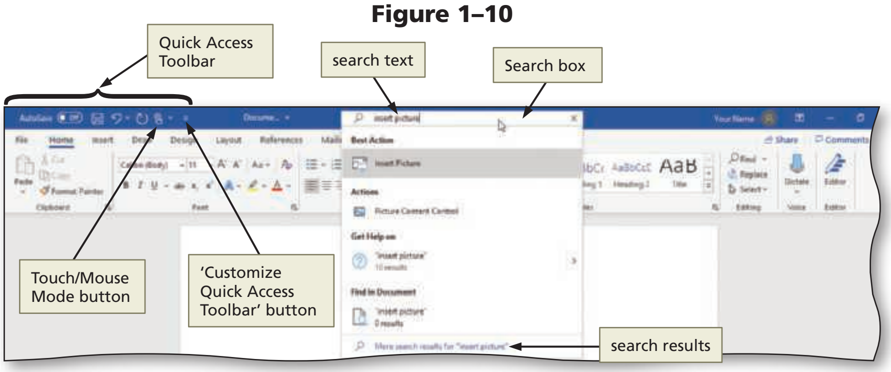
Quick Access Toolbar
search text
Search box
Touch/Mouse Mode button
'Customize Quick Access Toolbar' button
search results

Figure 1–11

Quick Access Toolbar The **Quick Access Toolbar**, located initially (by default) above the ribbon at the left edge of the title bar, is a customizable toolbar that contains buttons you can click to perform frequently used commands (shown in Figure 1–11). The commands on the Quick Access Toolbar always are available, regardless of the task you are performing. The Touch/Mouse Mode button on the Quick Access Toolbar allows you to switch between Touch mode and Mouse mode. If you primarily are using touch gestures, Touch mode will add more space between commands on menus and on the ribbon so that they are easier to tap. While touch gestures are convenient ways to interact with Word, not all features are supported when you are using Touch mode. If you are using a mouse, Mouse mode will not add the extra space between buttons and commands. The modules in this book show the screens in Mouse mode.

BTW

Mouse Mode

The figures in this book use Mouse mode. To switch to Mouse mode, click the 'Touch/Mouse Mode' button on the Quick Access Toolbar and then click Mouse on the Touch/Mouse Mode menu. If you are using Touch mode, you might notice that the function or appearance of your touch screen in Word differs slightly from this module's presentation.

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You can add other commands to or delete commands from the Quick Access Toolbar so that it contains the commands you use most often. To do this, click the 'Customize Quick Access Toolbar' button on the Quick Access Toolbar and then select the commands you want to add or remove. As you add commands to the Quick Access Toolbar, its length may interfere with the document title on the title bar. For this reason, Word provides an option of displaying the Quick Access Toolbar below the ribbon on the Quick Access Toolbar menu.

Each time you start Word, the Quick Access Toolbar appears the same way it did the last time you used Word. The modules in this book, however, begin with the Quick Access Toolbar appearing as it did at the initial installation of the software.

BTW

Turning Off the Mini Toolbar

If you do not want the Mini toolbar to appear, click File on the ribbon to open Backstage view, click Options in Backstage view, if necessary, click General (Options dialog box), remove the check mark from the 'Show Mini Toolbar on selection' check box, and then click OK.

Mini Toolbar and Shortcut Menus The **Mini toolbar**, which appears next to selected text, contains the most frequently used text formatting commands (which are those commands related to changing the appearance of text in a document). If you do not use the Mini toolbar, it disappears from the screen. The buttons, arrows, and boxes on the Mini toolbar vary, depending on whether you are using Touch mode or Mouse mode. To use the Mini toolbar, move the pointer into the Mini toolbar.

All commands on the Mini toolbar also exist on the ribbon. The purpose of the Mini toolbar is to minimize hand or mouse movement. For example, if you want to use a command that currently is not displayed on the active tab, you can use the command on the Mini toolbar — instead of switching to a different tab to use the command.

A **shortcut menu**, which appears when you right-click an object, is a list of frequently used commands that relate to the right-clicked object. When you right-click selected text, for example, a shortcut menu appears with commands related to text. If you right-click an item in the document window, Word displays both the Mini toolbar and a shortcut menu (Figure 1–12).

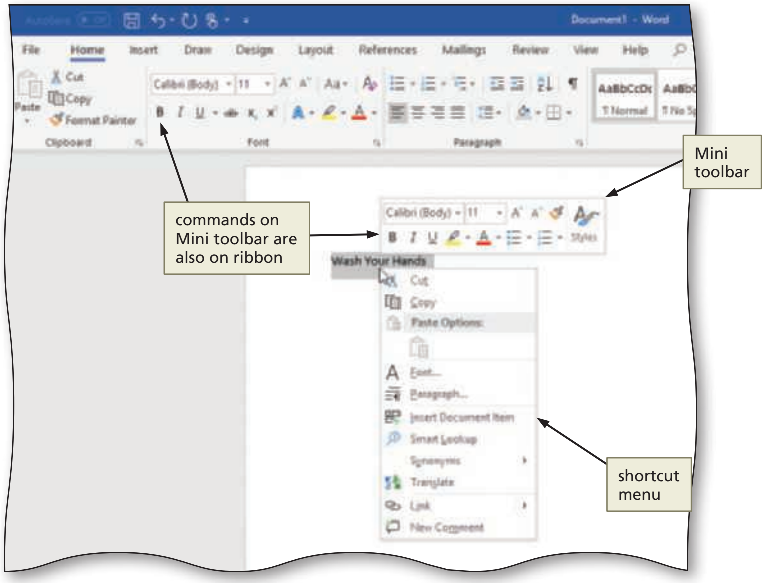

Figure 1–12

KeyTips If you prefer using the keyboard instead of the mouse, you can press ALT on the keyboard to display **KeyTips**, which are labels that appear over each tab and command on the ribbon (Figure 1–13). To select a tab or command using the keyboard, press the letter or number displayed in the KeyTip, which may cause additional KeyTips related to the selected command to appear. For example, to select the Bold button on the Home tab, press ALT, then press H, and then press 1. To remove the KeyTips from the screen, press ALT or ESC until all KeyTips disappear, or click anywhere in the Word window.

Microsoft Account Area In the Microsoft Account Area (shown in Figure 1–13), you can use the Sign in link to sign in to your Microsoft account. Once signed in, you will see your account information.

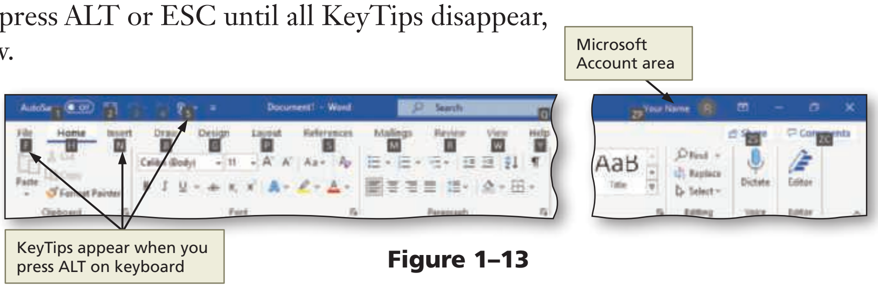

Figure 1–13

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To Display a Different Tab on the Ribbon

When you start Word, the ribbon displays 11 main tabs: File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, and Help. (Note that depending on the type of computer or device you are using, the Draw tab may not appear.) The tab currently displayed is called the active tab. To display a different tab on the ribbon, you click the tab. The following step displays the View tab, that is, makes it the active tab. **Why?** When working with Word, you may need to switch tabs to access other options for working with a document or to verify settings.

1

- Click View on the ribbon to display the View tab (Figure 1–14).

Q&A **Why did the groups on the ribbon change?**
When you switch from one tab to another on the ribbon, the groups on the ribbon change to show commands related to the selected tab.

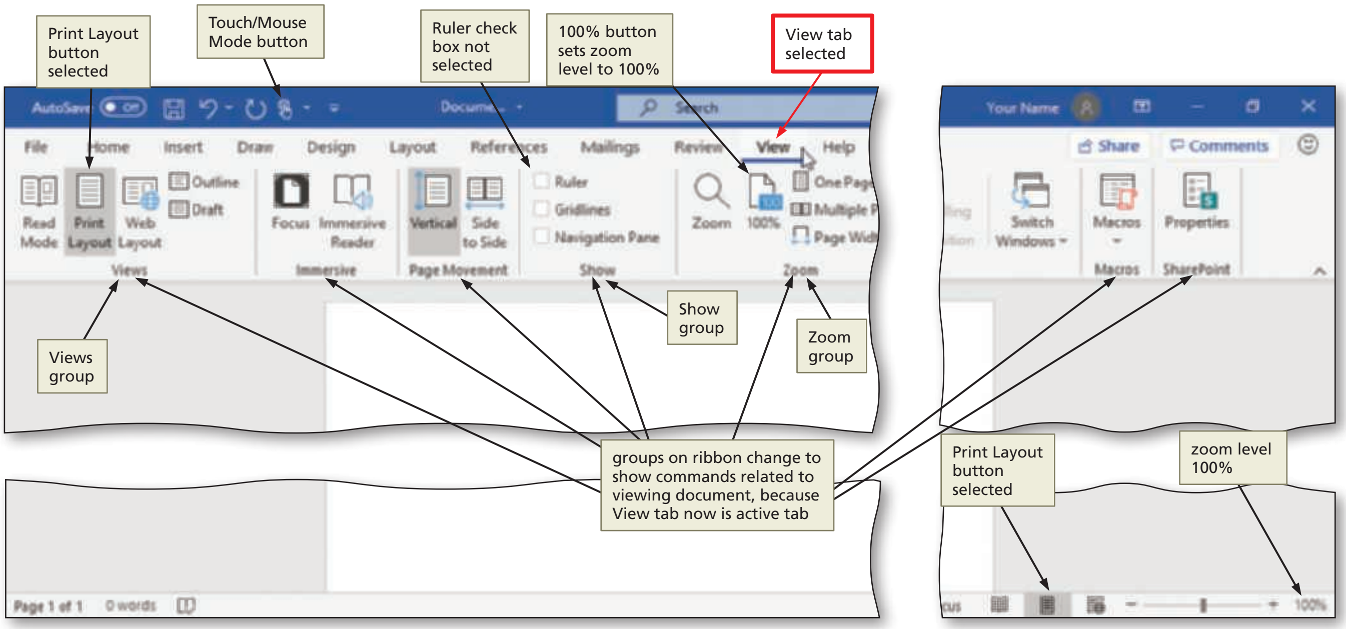
Print Layout button selected
Touch/Mouse Mode button
Ruler check box not selected
100% button sets zoom level to 100%
View tab selected
Views group
Show group
Zoom group
groups on ribbon change to show commands related to viewing document, because View tab now is active tab
Print Layout button selected
zoom level 100%

Figure 1–14

2

- Verify that the Print Layout button (View tab | Views group) is selected. (If it is not selected, click it to ensure the screen is in Print Layout view.)
- Verify that the zoom level is 100% on the status bar. (If it is not, click the 100% button (View tab | Zoom group) to set the zoom level to 100%.)
- Verify that the Ruler check box (View tab | Show group) is not selected. (If it is selected, click it to remove the selection because you do not want the rulers to appear on the screen.)

Experiment

- Click the other tabs on the ribbon to view their contents. When you are finished, click Home on the ribbon to display the Home tab.
- Verify that Normal (Home tab | Styles group) is selected in the Styles gallery (shown in Figure 1–5). (If it is not selected, click it so that your document uses the Normal style.)

Q&A **What is the Normal style?**
When you create a document, Word formats the text using a particular style. The **Normal style** is the default style that is applied to all text when you start Word.

- If you are using a mouse, verify that you are using Mouse mode so that your screens match the figures in this book by clicking the Touch/Mouse Mode button on the Quick Access Toolbar (shown in Figure 1–5) and then, if necessary,

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clicking Mouse on the menu (if your Quick Access Toolbar does not display the Touch/Mouse Mode button, click the Customize Quick Access Toolbar button on the Quick Access Toolbar and then click Touch/Mouse Mode on the menu to add the button to the Quick Access Toolbar).

To Adjust the Margins

Word is preset to use standard 8.5-by-11-inch paper, with 1-inch top, bottom, left, and right margins. The flyer in this module uses .5-inch top, bottom, left, and right margins. **Why?** You would like more text to fit from left to right and top to bottom on the page.

When you change the default (preset) margin settings, the new margin settings affect every page in the document. If you wanted the margins to affect just a portion of the document, you would divide the document into sections (discussed in a later module), which enables you to specify different margin settings for each section. The following steps change margin settings.

1

- Click Layout on the ribbon to display the Layout tab.
- Click the Margins button (Layout tab | Page Setup group) to display the Margins gallery (Figure 1–15).

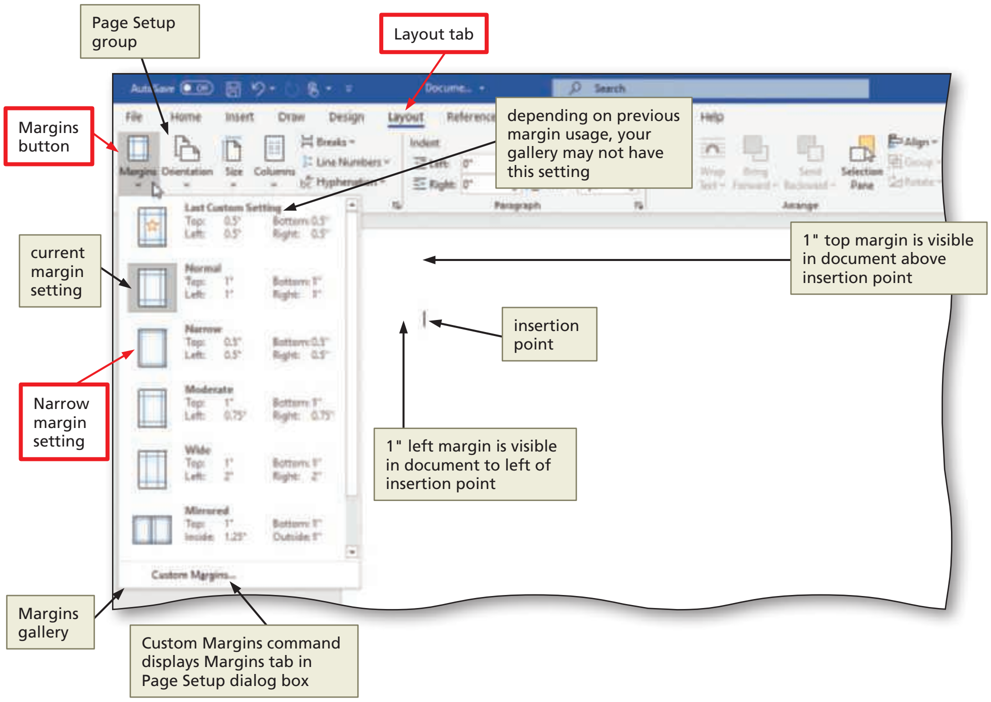
Page Setup group
Layout tab
Margins button
depending on previous margin usage, your gallery may not have this setting
current margin setting
1" top margin is visible in document above insertion point
insertion point
Narrow margin setting
1" left margin is visible in document to left of insertion point
Margins gallery
Custom Margins command displays Margins tab in Page Setup dialog box
Last Custom Setting
Normal
Narrow
Moderate
Wide
Mirrored
Custom Margins...

Figure 1–15

2

- Click Narrow in the Margins gallery to change the margins to the specified settings (Figure 1–16).

Q&A **What if the margin settings I want are not in the Margins gallery?**
You can click Custom Margins in the Margins gallery and then enter your desired margin values in the top, bottom, left, and right boxes in the Page Setup dialog box.

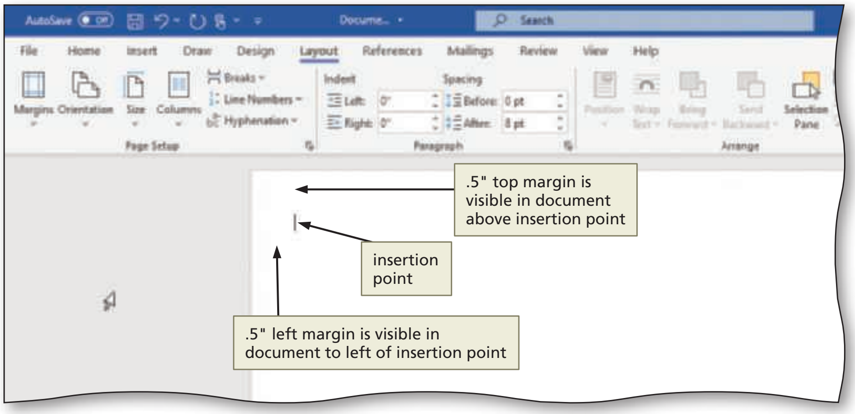
.5" top margin is visible in document above insertion point
insertion point
.5" left margin is visible in document to left of insertion point

Figure 1–16

Other Ways

1. Position pointer on margin boundary on ruler; when pointer changes to two-headed arrow, drag margin boundary on ruler

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BTW

Character Widths

Many word processing documents use variable character fonts, where some characters are wider than others; for example, the letter w is wider than the letter i.

Entering Text in a Document

The first step in creating a document is to enter its text. With the projects in this book, you enter text by typing on the keyboard. By default, Word positions text you type at the left margin. In a later section of this module, you will learn how to format, or change the appearance of, the entered text.

To Type Text

To begin creating the flyer in this module, type the headline in the document window. **Why?** The headline is the first line of text in the flyer. The following steps type the first line of text in the document.

1

- Type `Wash Your Hands!` as the headline (Figure 1–17).

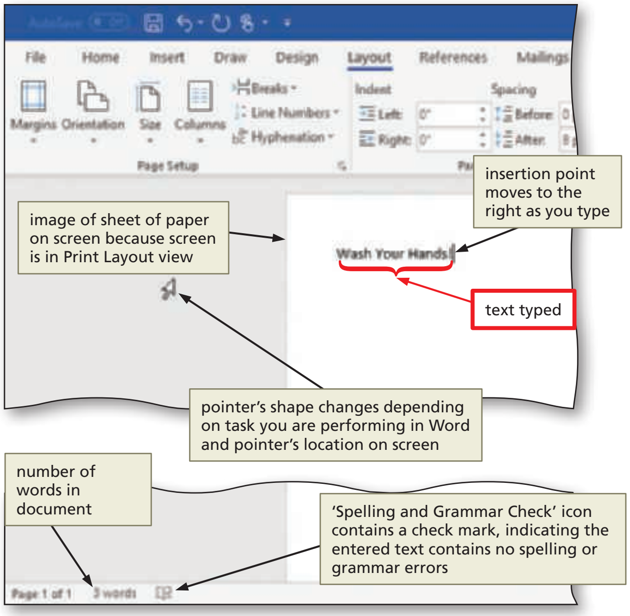
Q&A

What if I make an error while typing?

You can press BACKSPACE until you have deleted the text in error and then retype the text correctly.

What is the purpose of the 'Spelling and Grammar Check' icon on the status bar?

The 'Spelling and Grammar Check' icon displays either a check mark to indicate the entered text contains no spelling or grammar errors, or an X to indicate that it found potential errors. Word flags potential errors in the document with squiggly, dotted, or double underlines that appear in a variety of colors. Later in this module, you will learn how to fix or ignore flagged errors.



File
Home
Insert
Draw
Design
Layout
References
Mailings
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Indent
Left: 0"
Right: 0"
Spacing
Before: 0
After: 8
insertion point moves to the right as you type
image of sheet of paper on screen because screen is in Print Layout view
Wash Your Hands!
text typed
pointer's shape changes depending on task you are performing in Word and pointer's location on screen
number of words in document
'Spelling and Grammar Check' icon contains a check mark, indicating the entered text contains no spelling or grammar errors
Page 1 of 1
3 words

Figure 1–17

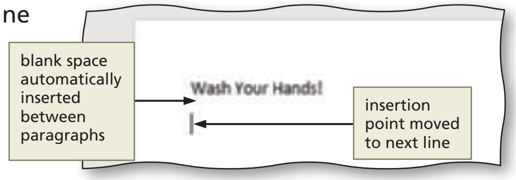
2

- Press ENTER to move the insertion point to the beginning of the next line (Figure 1–18).

Q&A

Why did blank space appear between the headline and the insertion point?

Each time you press ENTER, Word creates a new paragraph and inserts blank space between the two paragraphs. Later in this module, you will learn how to increase and decrease the spacing between paragraphs.



blank space automatically inserted between paragraphs
Wash Your Hands!
insertion point moved to next line

Figure 1–18

Consider This

How do you use the touch keyboard with a touch screen?

To display the on-screen touch keyboard, tap the Touch Keyboard button on the Windows taskbar. When finished using the touch keyboard, tap the X button on the touch keyboard to close the keyboard.

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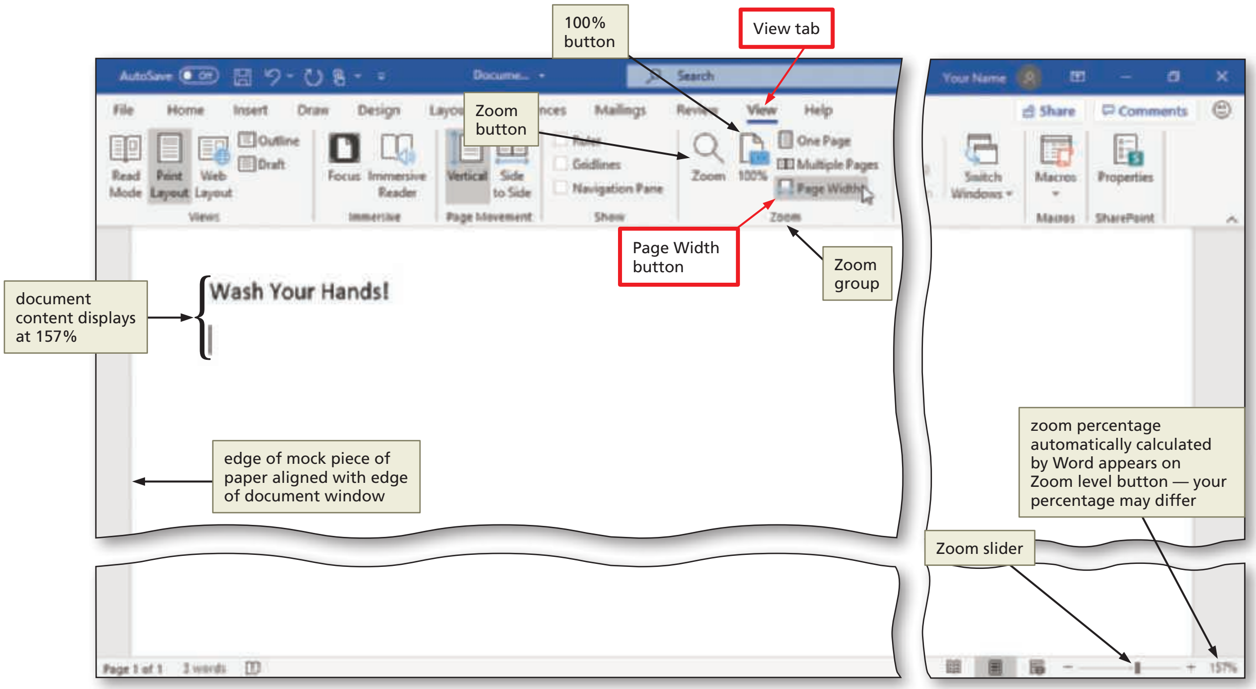
To Change the Zoom to Page Width

The next step in creating this flyer is to enlarge the contents that appear on the screen. **Why?** You would like the text on the screen to be larger so that it is easier to read. The document currently displays at a zoom level of 100% (shown in Figure 1–14). With Word, you can change the zoom to page width, which zooms (enlarges or shrinks) the image of the sheet of paper on the screen so that it is the width of the Word window. The following step changes the zoom to page width.

1

- Click View on the ribbon to display the View tab.
- Click the Page Width button (View tab | Zoom group) to display the page the same width as the document window (Figure 1–19).


AutoSave
Off
Docume...
Search
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
Focus
Immersive Reader
Immersive
Vertical
Side to Side
Page Movement
Ruler
Gridlines
Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
Your Name
Share
Comments
Switch Windows
Macros
Properties
Macros
SharePoint
Wash Your Hands!
Page 1 of 1
3 words
157%

100% button

View tab

Zoom button

Page Width button

Zoom group

document content displays at 157%

edge of mock piece of paper aligned with edge of document window

zoom percentage automatically calculated by Word appears on Zoom level button — your percentage may differ

Zoom slider

Figure 1–19

Q&A

If I change the zoom, will the document print differently?
Changing the zoom has no effect on the printed document.

What are the other predefined zoom options?
Through the View tab | Zoom group or the Zoom dialog box (Zoom button in Zoom group), you can zoom to one page (an entire single page appears in the document window), many pages (multiple pages appear at once in the document window), page width, text width, and a variety of set percentages. Whereas changing the zoom to page width places the edges of the page at the edges of the document window, changing the zoom to text width places the document contents at the edges of the document window.

What if I wanted to change the Zoom back to 100%?
You could click the 100% button (View tab | Zoom group) or drag the zoom slider until 100% appears on Zoom level button.

Other Ways

1. Click Zoom button (View tab | Zoom group), click Page width (Zoom dialog box), click OK

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To Display Formatting Marks

You may find it helpful to display formatting marks while working in a document. **Why?** Formatting marks indicate where in a document you pressed ENTER, SPACEBAR, and other nonprinting characters. A **formatting mark** is a nonprinting character that appears on the screen to indicate the ends of paragraphs, tabs, and other formatting elements. For example, the paragraph mark (¶) is a formatting mark that indicates where you pressed ENTER. A raised dot (·) shows where you pressed SPACEBAR. Formatting marks are discussed as they appear on the screen.

Depending on settings made during previous Word sessions, your Word screen already may display formatting marks (shown in Figure 1–20). The following step displays formatting marks, if they do not show already on the screen.

1

- Click Home on the ribbon to display the Home tab.
- If it is not selected already, click the 'Show/Hide ¶' button (Home tab | Paragraph group) to display formatting marks on the screen (Figure 1–20).

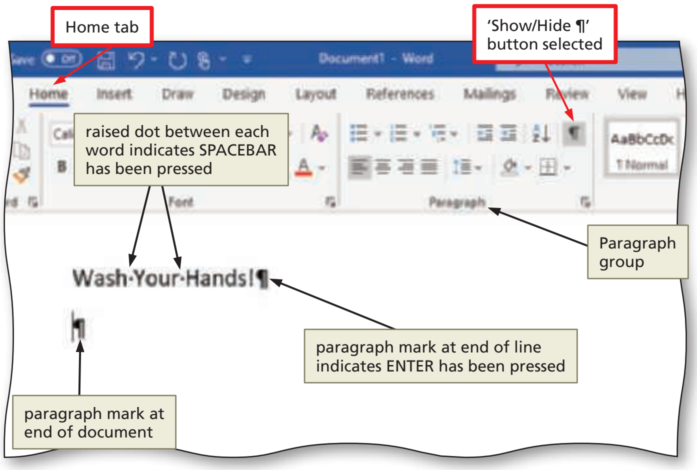
Home tab
'Show/Hide ¶' button selected
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Font
Paragraph
raised dot between each word indicates SPACEBAR has been pressed
Paragraph group
Wash·Your·Hands!¶
¶
paragraph mark at end of line indicates ENTER has been pressed
paragraph mark at end of document

Figure 1–20

Q&A

What if I do not want formatting marks to show on the screen?

You can hide them by clicking the 'Show/Hide ¶' button (Home tab | Paragraph group) again. It is recommended that you display formatting marks so that you visually can identify when you press ENTER, SPACEBAR, and other keys associated with nonprinting characters. Most of the document windows presented in this book, therefore, show formatting marks.

Other Ways

1. Press CTRL+SHIFT+*

BTW

Formatting Marks

With some fonts, the formatting marks will not be displayed properly on the screen. For example, the raised dot that signifies a blank space between words may be displayed behind a character instead of in the blank space, causing the characters to look incorrect.

Wordwrap

Wordwrap allows you to type words in a paragraph continually without pressing ENTER at the end of each line. As you type, if a word extends beyond the right margin, Word also automatically positions that word on the next line along with the insertion point.

Word creates a new paragraph each time you press ENTER. Thus, as you type text in the document window, do not press ENTER when the insertion point reaches the right margin. Instead, press ENTER only in these circumstances:

1. To insert a blank line(s) in a document (as shown in a later set of steps)
2. To begin a new paragraph
3. To terminate a short line of text and advance to the next line
4. To respond to questions or prompts in Word dialog boxes, panes, and other on-screen objects

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