CHAPTER 1 GETTING STARTED WITH WORD

INFOCUS

Microsoft Word is a word processing application that is usually part of a suite of Microsoft applications, known as Microsoft Office.

You can use Word to create all sorts of documents, including letters, reports, faxes, forms, emails, web pages, invitations and certificates.

Before you leap into creating anything, it is worth taking some time to become familiar with the Word window and its features.

In this session you will:

- ✓ learn how to start **Word** from the desktop
- ✓ gain an understanding of the **Word 2016 Start Screen**
- ✓ learn how to create a new blank document
- ✓ gain an understanding of the **Word 2016** screen
- ✓ gain an understanding of how **Word 2016** works
- ✓ learn how to use the ribbon
- ✓ learn how to minimise the ribbon
- ✓ gain an understanding of **Backstage View** in **Word**
- ✓ learn how to access the **Backstage View**
- ✓ learn how to use shortcut menus
- ✓ gain an understanding of how dialog boxes work
- ✓ learn how to launch a dialog box
- ✓ gain an understanding of the **Quick Access Toolbar**
- ✓ learn how to add commands to the **Quick Access Toolbar**
- ✓ gain an understanding of the status bar
- ✓ learn how to exit correctly and safely from **Word**.

STARTING WORD FROM THE DESKTOP

To create or edit a workbook, the first thing you must do is start Word. The first time you use Word you will need to open it from the taskbar *Search the web and Windows* bar or the *All*

apps list in the *Start* menu. You can then choose to pin it to the *Start* menu or the taskbar so that you can access it more quickly and easily the next time you use it.

Try This Yourself:

Open File

Before starting this exercise ensure the computer is switched on…

1 If there is no *Word* icon in the taskbar at the bottom of the desktop, click on the *Windows* icon in the taskbar, as shown, to display the *Start* menu

2 Click on *All apps* to display a list of all the apps on your computer

3 Scroll down to the *W* section

Word 2016 is listed here…

4 Click on *Word 2016* to start Word

5 Right-click on the Word icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**

You can now click on this icon to open Word from the desktop. This icon will remain in the taskbar unless you remove it…

6 Repeat step *5* to select **Close window** to close Word

7 Click on the Word icon in the taskbar to open *Word* again
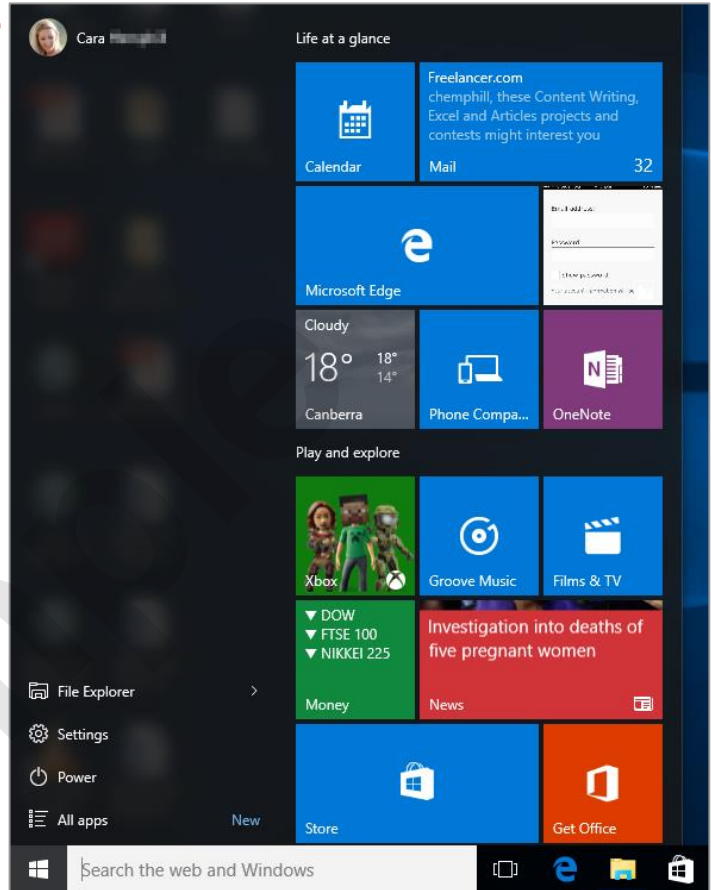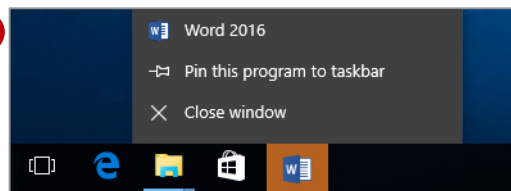
For Your Reference…

To *add* a *Word icon* to the *desktop taskbar*:

1. Display the *Start* menu, then click on *All apps*
2. Right-click on *Word 2016*
3. Select **Pin to taskbar**

Handy to Know…

- You can start Word by clicking in the taskbar *Search…* bar, typing **word**, then clicking on Word in the list of search results.

- You can pin Word to the *Start* menu by displaying the *All apps* list, right-clicking on *Word 2016* and selecting **Pin to Start**.

UNDERSTANDING THE START SCREEN

Most times you open Word, a *start* screen will display. From this initial screen, you can choose what kind of document you want to work with. You can choose to work with one of your most recently accessed files, open a document which has been saved to *Computer* or *OneDrive* or create a new document using the available templates.

Microsoft Word 2016 Start Screen

The Microsoft Word 2016 *Start* screen is very helpful if you want to quickly access files you have worked on recently or create a new document based on one of the available templates (including the default *Blank* document template).

If you have already worked on a document or several documents in Word, a list of recent files will display below *Recent* in the blue pane to the left of the screen. If you haven't worked on any documents yet, you can still open existing documents by clicking on the link, *Open Other Documents*, located below *Recent.* This lets you open an existing file from your computer or OneDrive.

The main pane of the *start* screen displays available templates you can use to create a new document and a search box you can use to search the internet for additional templates. Templates are simply layouts that have already been created which you can customise to suit your needs and then enter relevant content. If you want to start with a clean slate you can choose the *Blank* document template – you'll probably find this is the one you will use the most.

In the top right corner of the screen you'll see information about the account you've used to sign into *Windows* as well as *help*, *minimise*, *restore down*, and *close* tools.
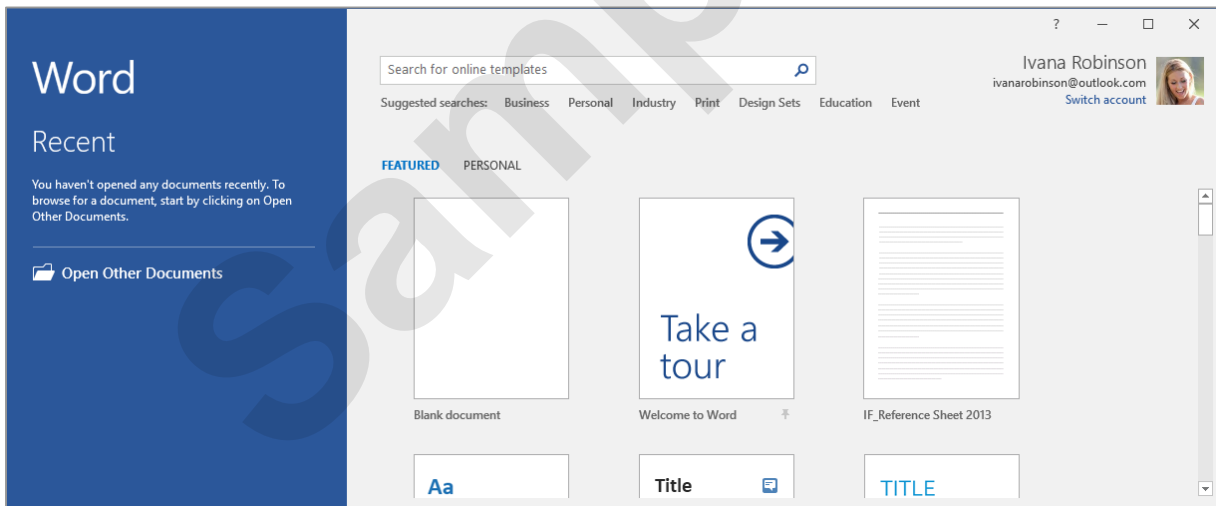
The *start* screen will only display when you launch the *Word 2016* application directly – that is, by clicking on the Word tile on the *Windows 10 Start* screen, clicking on the application on the *Apps* screen or under search results, or clicking on the taskbar icon if the application has been pinned to the desktop *Taskbar*.

Word 2016 can also be started in *Windows 10* by double-clicking on a Word document in *File Explorer*. When this occurs *Word 2016* will start with the document open on the screen and the *start* screen shown above will be bypassed.

CREATING A NEW BLANK DOCUMENT

When you want to create a letter, shopping list, annual report or anything with words in it for that matter, you will first need to create a document. All documents created in Word are based on a template. A template defines the basic layout of a document. To create a simple document, you are able to base it on the *Blank document* template installed with Word.
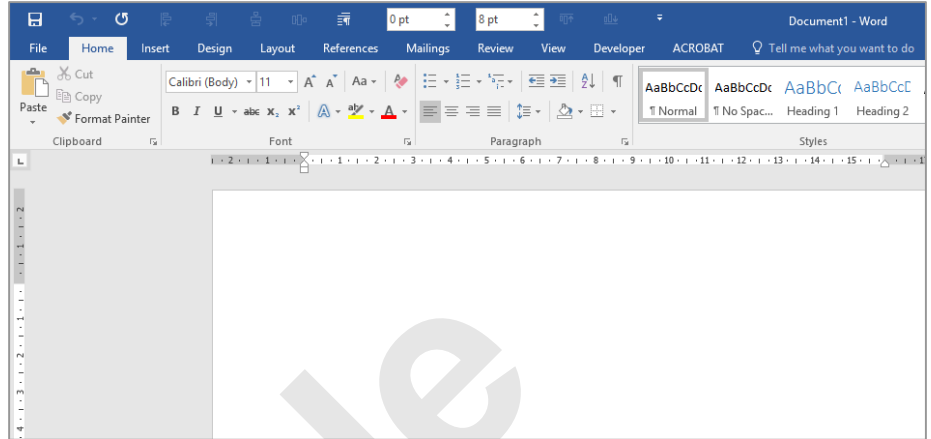
Try This Yourself:

Open File

Before starting this exercise you MUST ensure the Microsoft Word Start screen is displayed…

1 Click on *Blank document* (the first option beneath the title, *Featured*)

A new blank document will open. Notice that the document is automatically assigned a temporary name, which is displayed in the Title bar

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For Your Reference…

To *create* a *Blank document*:

1. Open *Word* so that the *start* screen is displayed
2. Click on *Blank document* in the list of templates

Handy to Know…

- If you already have a document open and want to create a new one, click on the *File* tab to open *Backstage view*, click on the *New* tab and then select *Blank document*.

- You can also use the keyboard shortcut Ctrl + N to instantly open a new document based on the *Blank document* template.

THE WORD SCREEN

The *Microsoft Word* screen is made up of several key components which are described on this page. Some of these components, such as the *ribbon* and *Backstage view*, are common to all other

Office 2016 applications so once you know how they work you won't have to relearn them when you use other applications.
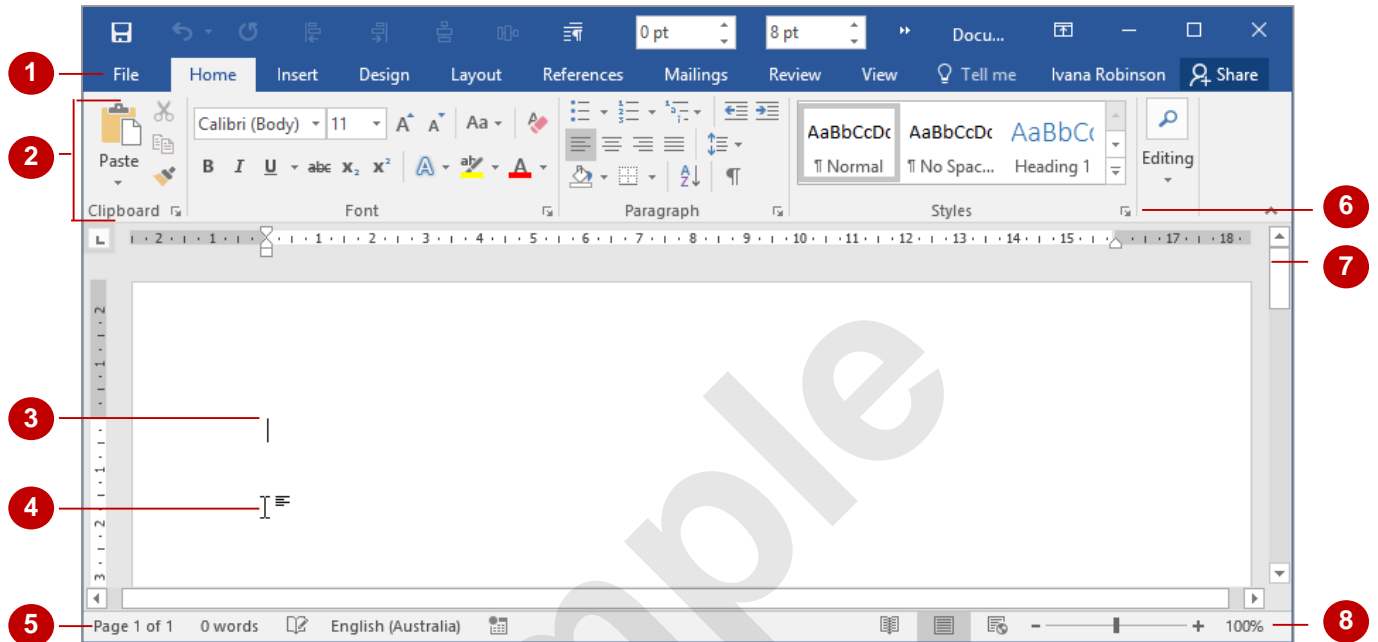
1 The *File* tab is used to access the *Backstage view* which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document *Properties*. *Options* are also available so that you can set your working preferences for Word.

2 The *ribbon* is the tabbed band that appears across the top of the window. It is the control centre of Word. You use the *tabs* on the ribbon to access the *commands* that are categorised into *groups*. The commands include *galleries* of formatting options you can select from, such as the *Styles* gallery shown above.

3 The *Insertion point* shows where the text will appear if you start typing.

4 The *Mouse Pointer* is used, amongst other things, to move the insertion point to different locations in the document. It may appear as a pointer or an I-bar, as in this example, or any number of other forms, depending upon its function at that position on the screen.

5 The *Status bar* appears across the bottom of the window and displays the current location of the insertion point, page number and word count. You can access additional information such as *Section* number, *Column* number, and so on, by right clicking on the *Status bar*.

6 *Dialog box launchers* are positioned in the bottom right corner of some groups of commands on the ribbon. Clicking on a *dialog box launcher* opens a dialog box with additional options relating to that group of commands.

7 The *Scroll bar* indicates your current position in the document and lets you move to other positions in the document by clicking or dragging the bar. The arrows can also be used to move through the document.

8 The *View* buttons and the *Zoom slider* are used to change the view and to increase or decrease the zoom ratio for your document.

HOW MICROSOFT WORD 2016 WORKS

The Word 2016 screen has three key areas. The data you type is placed on a *page*. The data can be manipulated using commands on the *ribbon*. The page is part of a larger entity known as a document or file, and changes to the file are controlled in *Backstage view*. These key components are described on this page.

The Page

If you create a new blank document, it will appear as a blank *page* in the document window with a blinking insertion point. When you start typing, the text will appear at this location. You can also create a new document from a template, such as this resume shown to the right, where specific information will appear by default on the page, and you can edit it and add your own data as desired.
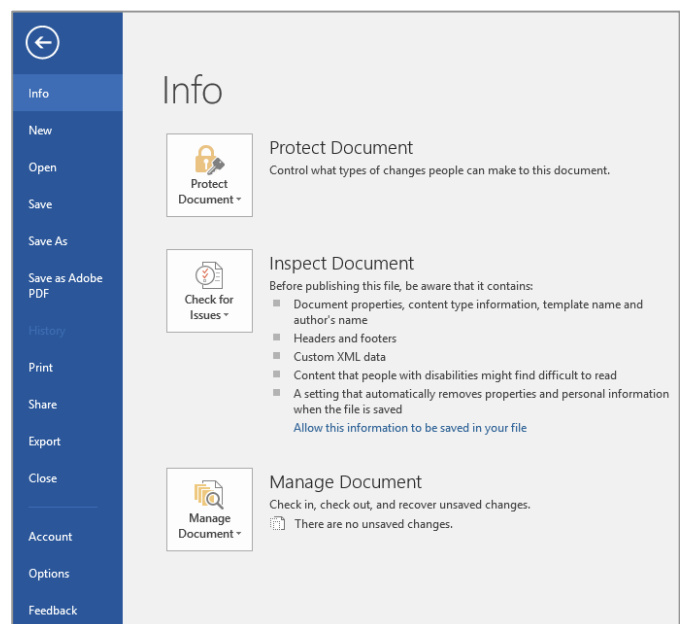
The Ribbon

When you need to do something with the data on a page, such as format it, colour it, move it, copy it, and much more, you'll find all of the relevant commands on the *ribbon*. The *ribbon* has the commands organised thematically using a series of tabs across the top.
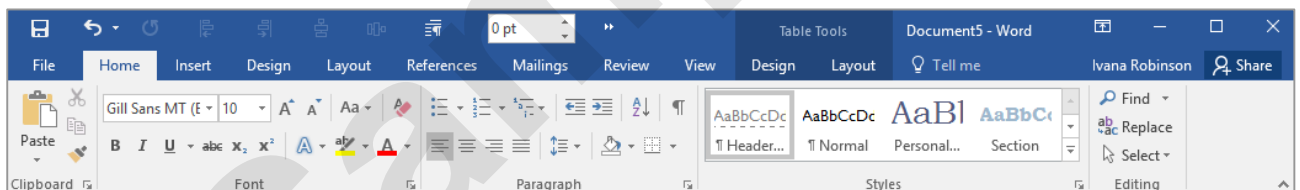
Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, or whatever, you will need to access the *Microsoft Office Backstage view* of Microsoft Word. *Backstage view* is accessed using the *File* tab on the *ribbon*. Rather than displaying commands on a *ribbon*, *Backstage* occupies the entire screen and has a series of tabs down the left side which allow you to perform a number of operations. In our sample to the right, the *Print* tab is active, and that is why you can see a preview of the document and a number of print-related options on the screen.

USING THE RIBBON

The *ribbon* is the command centre for Word. It provides a series of *commands* organised into *groups* that are placed on relevant *tabs*. Tabs are activated by clicking on their name to display the command groups. *Commands* are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Word will be found somewhere on this ribbon.

Try This Yourself:

*Before starting this exercise, you MUST ensure that Word has started and a new document is displayed…*

1. Examine the *groups* on the *Home* tab

   These are the most commonly used commands...

2. Click on the *Insert* tab

   The commands on this tab are used to create pages, tables, illustrations, comments, headers and footers, text objects and equations and to add things such as apps and media to your document...

3. Click on *Shapes* in the *Illustrations* group to display the *Shapes gallery*

   This gallery includes a huge range of shapes as well as the menu option New Drawing Canvas...

4. Click on each of the *tabs* and examine the *commands*

   Some of these open 'dialog boxes'...

5. On the *View* tab, click on *Zoom* in the *Zoom* group to open the *Zoom* dialog box

6. Click on **[Cancel]** then click on the *Home* tab
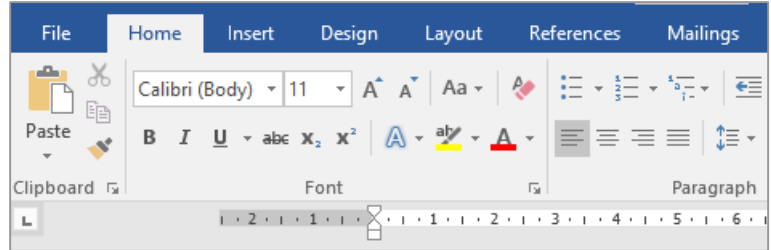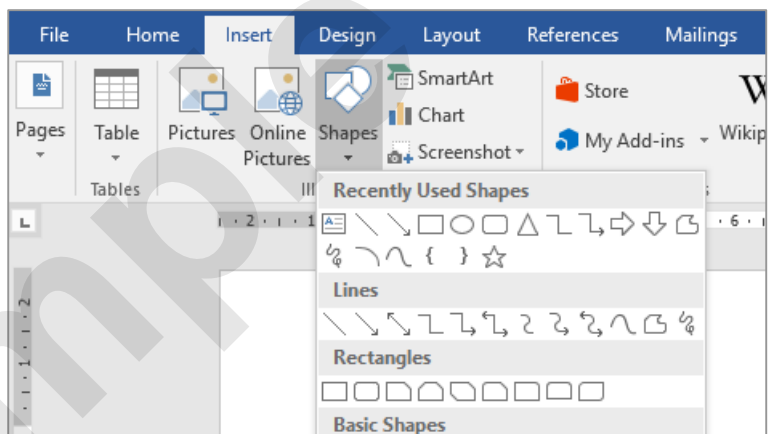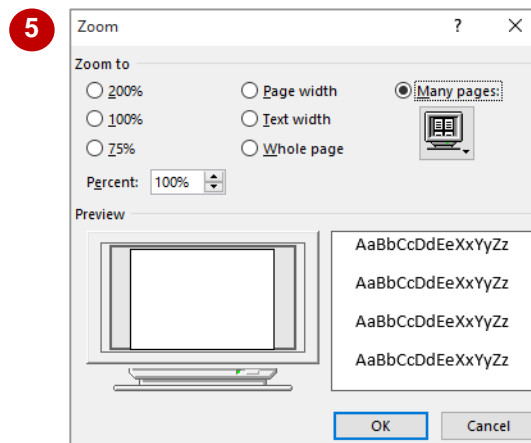
For Your Reference…

To *use* the *ribbon*:

1. Click on a *tab* to display the *commands*
2. Click on a *button* to activate a *command*, display a *gallery* or display a *dialog box*

Handy to Know…

- Additional tabs known as *Contextual tabs* appear in specific circumstances. For example, if you insert a picture, the *Picture Tools: Format* tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.


SHOWING AND COLLAPSING THE RIBBON

The *ribbon*, valuable as it is, does occupy a reasonable amount of space. To maximise your working space you can minimise the *ribbon* so only the tabs are visible, minimise it as a once-off operation or have it constantly minimised and display full commands only briefly when a tab is clicked. You can do all this by using *Ribbon Display Options* button.

Try This Yourself:

Before starting this exercise, you MUST ensure a blank document is displayed…

1 Click on *Ribbon Display Options* in the top right corner of the window to display a menu of options

Notice Show Tabs and Commands is selected. Let's hide the ribbon…

2 Select **Auto-Hide Ribbon**

The ribbon, Quick Access toolbar and title bar will disappear completely…

3 Point to the top of the window so that a blue bar appears, then click on the bar

The ribbon will open temporarily…

4 Click anywhere in the document to hide the ribbon

Now let's display the tabs…

5 Repeat step **3** then steps **1** and **2** to select **Show Tabs**

6 Click on the **Insert** tab to open it temporarily, then click anywhere in the document to hide it again

This view is a good compromise as it provides more screen space but you only need to click once to display the desired tab rather than twice as you do with Auto-hide Ribbon mode…

7 Repeat steps **1** and **2** to select *Show Tabs and Commands* again to show both tabs and commands

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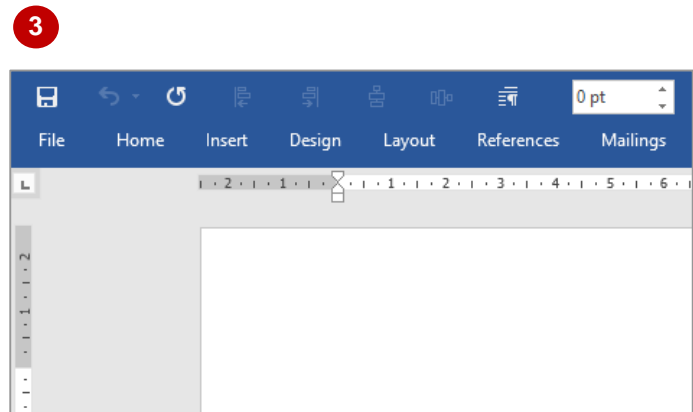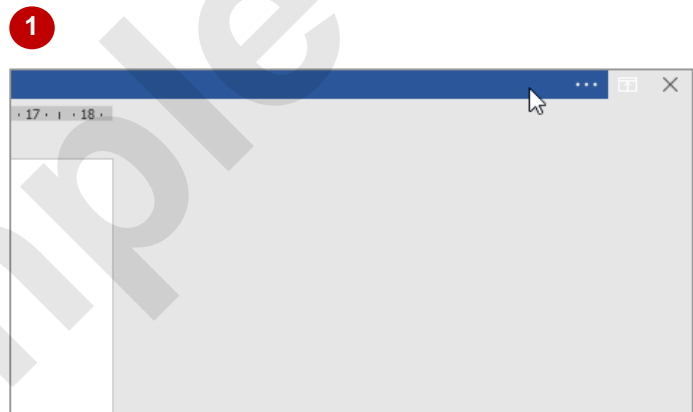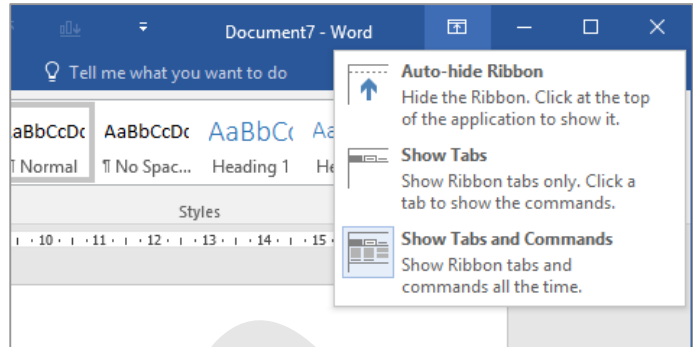
For Your Reference…

To *hide/display* the *ribbon*:

1. Click on *Ribbon Display Options* in the top right corner of the window
2. Select the desired mode

Handy to Know…

- If you wish to quickly collapse the ribbon to display only the tab names, you can click on *Collapse the Ribbon*, located in the top right corner of the ribbon or press Ctrl + F1. You can quickly expand it again by double-clicking on a tab.

UNDERSTANDING THE BACKSTAGE VIEW

The *ribbon* lets you work on the content in a document so that you can add more content, format it, insert pictures into it, copy it, and much more. The *Backstage view*, which is accessed using the

File tab, lets you do something with the content you create. You can save it for later use, print it on paper, send it via email, and more by using the options found in *Backstage*

The Backstage View

The *File* tab on the *ribbon* is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the *File* tab launches a mini-program within Microsoft Word known as *Backstage view*. *Backstage*, as it's known for short, occupies the entire screen.

At the left of the *Backstage* is a navigation pane which is made up of *tabs*. These tabs provide you with access to various operations, such as printing, saving and sharing. They can also provide you with information about your document such as the file size.

Clicking on one of these tabs brings up a range of options associated with the particular operation.

The whole underlying purpose of *Backstage* is to let you protect your data, share it with others, and provide you with valuable information about your document. Depending on what type of document it is and what has been done to it, different information may display when the *Info* tab is selected.

Backstage Tabs

The *Backstage tabs* provide more options for working with a document

|	
Info	Provides status information about the current document and lets you manage versions and permissions.
New	Lets you create a new document and provides access to a gallery of inbuilt templates as well as ready access to a range of online templates.
Open	Provides a list of recent documents as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for.
Save	Saves your current document (if already saved to a location) or prompts you to save to a location.
Save As	Allows you to name your document and save it to a location.
Save as Adobe PDF	Allows you to save a Word document in the format of a PDF for viewing in Word or PDF readers.
History	When this option is greyed out as in the example to the right, it is unavailable. However when it appears white you can select it to view the version history of the file you are working on.
Print	Lets you print the current document and preview it.
Share	Lets you share your document with other people via email, online presentation, blog or Cloud (OneDrive).
Export	Allows you to create a PDF/XPS document or change the file type of your document.
Close	Closes your current document.
Account	Contains product and user information.
Options	Presents you with a range of options which assist in the creation and editing of your document.
Feedback	Allows you to send feedback on Word to Microsoft.
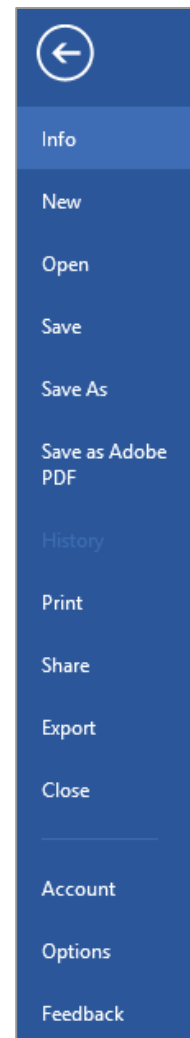
ACCESSING THE BACKSTAGE VIEW

The **Backstage** provides you with options for working on your documents and key information about the status of Microsoft Word 2016. It is usually accessed by clicking on the **File** tab to the left of the **ribbon**, but it can also appear when keyboard shortcuts for specific commands are used.

Try This Yourself:

Before starting this exercise you MUST ensure Word has started and a blank document is displayed…

1 Click on the **File** tab on the **ribbon** to display the **Backstage**

2 Ensure **Info** is selected in the left blue pane to view information relating to your document such as the **Properties**

3 Click on **Print** to see the printing options

A preview of how the document will print will appear…

4 Click on **Account** to see the account options and product licensing information

5 Click on the **Back** arrow at the top of the blue panel to close **Backstage** and return to the document

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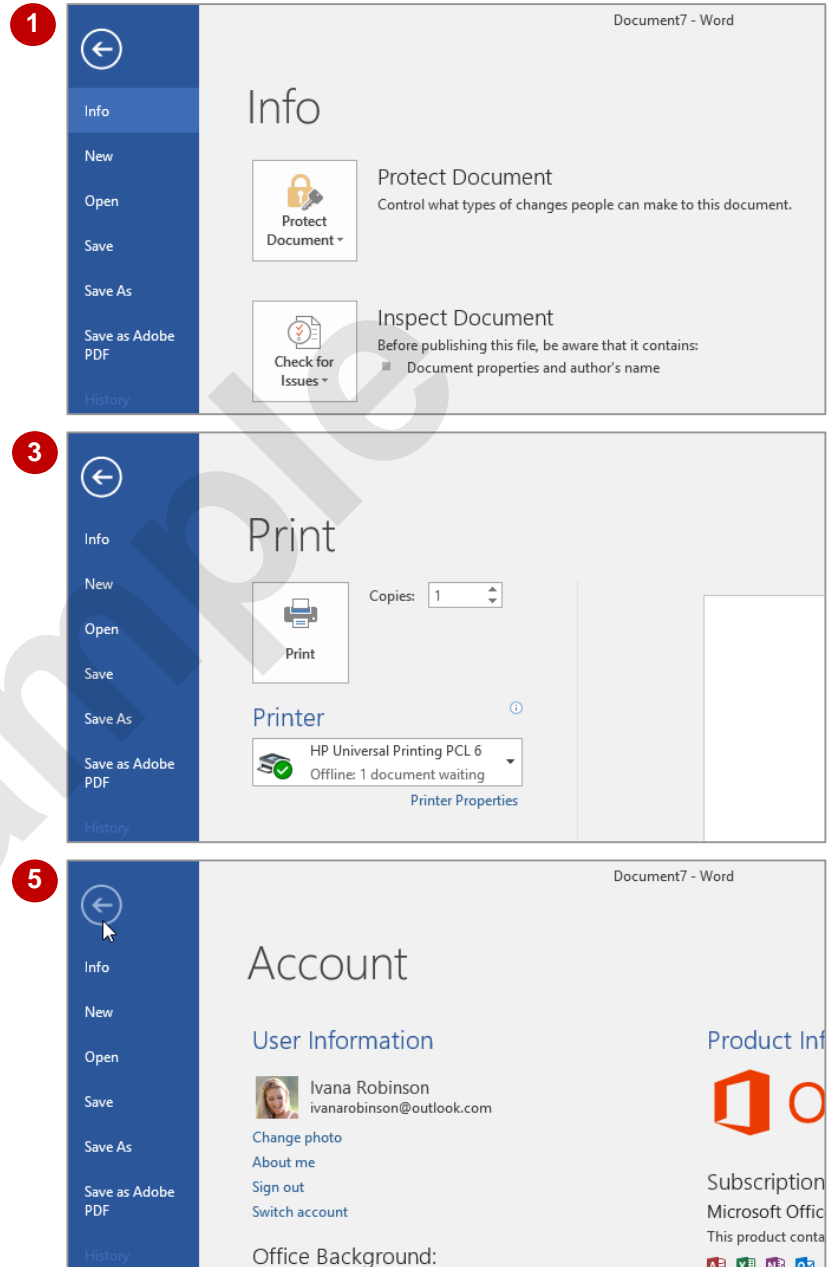
For Your Reference…

To **access** the **Backstage**:

1. Click on the **File** tab on the **ribbon**
2. Click on the desired tab in the blue pane to the left of the screen

Handy to Know…

- You can close the **Backstage** by pressing Esc.

USING SHORTCUT MENUS

In addition to the *ribbon*, Word also features *shortcut menus* that appear when you right-click in an area on the screen or on an object. The content of the menu will vary depending on where you click. *Shortcut menus* provide an alternative (and usually quicker) way to searching through the ribbon to find a specific operation or command.

Try This Yourself:

Before starting this exercise ensure you have a blank document open…

1 Point to the middle of the document and click with the *right* mouse button to display a *shortcut* or *contextual menu*

Because you have clicked in the body of the document, the menu includes Font and Paragraph options. As no text is actually selected the Cut, Copy and Paste options are greyed out as they are unavailable…

2 Click anywhere on the page with the *left* mouse button to close the shortcut menu

3 Point to any of the *tabs* on the ribbon

4 Right-click on a *tab* to display a shortcut menu

This menu differs from the previous one and displays toolbar and ribbon options instead of text options. Word has made an educated guess about what you want to do based upon what you have clicked...

5 Click anywhere on the page with the *left* mouse button to close the shortcut menu
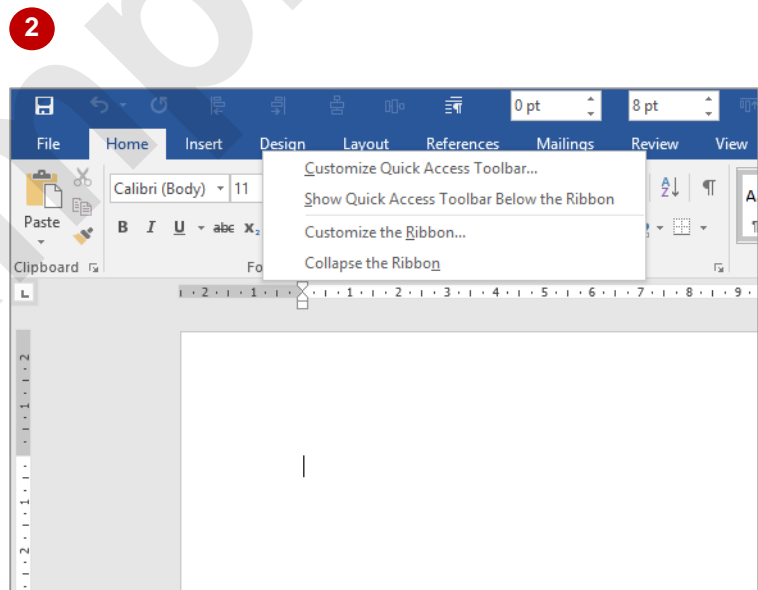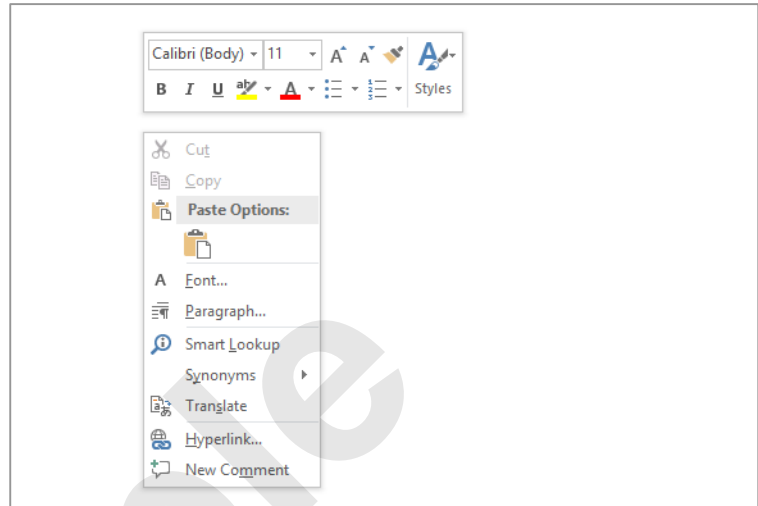
For Your Reference…

To *display* a *shortcut menu*:

1. Point to the object or area of the screen on which you want to perform an operation
2. *Right-click* to display the shortcut menu

Handy to Know…

- Once a *shortcut menu* appears, the options in it are selected by clicking on them with the left mouse button.

UNDERSTANDING DIALOG BOXES

Dialog boxes contain a series of controls that are used to adjust settings for a particular aspect of a document. They appear either w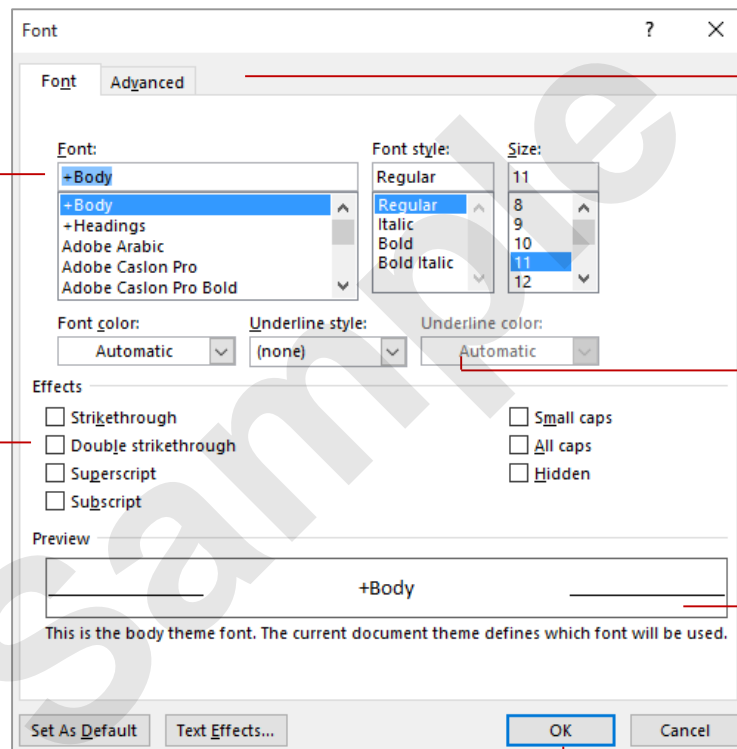hen you click on a ***dialog box launcher*** at the bottom right corner of a group on the ribbon, or when you click on a command that displays a dialog box. ***Dialog boxes*** are often used for adjusting some of the more advanced aspects of a document.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as ***controls*** and some typical ones are shown below.

Text boxes *are used to enter text such as font or size.*

Tabs *are used to provide more settings on the one dialog box.*

Check boxes *turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.*

Drop arrows *provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.*

Preview boxes *provide a preview of what the selected settings will look like.*

Command buttons *provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].*