



QUICK OVERVIEW: ACCESS TO MICROSOFT OFFICE

Microsoft Office is a suite of productivity software that includes:

- Word
- Excel
- PowerPoint

... And others, depending on the package you own or access. These three tend to be the most common.

If you've purchased a Windows or Macintosh desktop or laptop computer recently, these programs are usually **not** included and must be purchased separately (in the form of a one-time/one-device download or a subscription-based access).

Luckily, the library has a suite of Office products for you to access on any of our devices.

WHAT CAN YOU DO IN MICROSOFT WORD?

Word 2013 is a word processing application, which allows you to compose and edit text-based documents.

- Build a document from scratch (more common)
- Utilize built in templates, which structure and theme much of the document for you (you would then fill in the blanks)

Word has many capabilities that range from simple to complex. Don't let the interface intimidate you: the bones are really quite simple!

OPENING THE PROGRAM

When you open Word for the first time, the **Start Screen** will appear.

From here, you'll be able to create a **new document**, choose a **template**, and **access** your recently edited documents.

To start, locate and select **blank document** from the **start screen** to access the Word interface.

USER INTERFACE OF MS WORD

Word features:

- Tabbed-based navigation (including file, home, insert, design, page layout, references, mailings, review and view.)
- Content blocks in each tab that are separated by tool/function (such as clipboard, font, paragraph, styles and editing in the home tab)

BASIC KNOWLEDGE REQUIRED:

To compose a basic, text-based document such as a cover letter, you will need to know how to do the following:

- Formatting text (font type and size)



- Understanding and utilizing line breaks and appropriate spacing (such as tab)
- Erasing and inserting text as needed (select, cut, copy, paste)
- Utilizing text alignment options
- Performing spelling and grammar checks and making appropriate corrections.
- Saving and accessing the document.

USING THE KEYBOARD TO FORMAT TEXT

Space bar: to insert a single space between words.

Tab: inserts a total of 8 spaces (used to start a paragraph)

Shift: Hold shift while typing a letter to capitalize it.

Caps lock: will capitalize ALL text while activated.*

Enter: inserts a blank line between text (line break)

Backspace: erases text behind the cursor

Delete key: erases text after the cursor

Directional Arrows: to move the cursor around letters (left, right, up or down)

DEFAULT FORMATTING

Word will default to the font titled **Calibri (Body)**, with a **font size of 11**.

As you type, it will begin at the top of the page and will align the text to the **left-hand side**.

Note that there are automatically **1-inch margins (white space)** around the entire document.

BASIC FORMATTING YOUR DOCUMENT

With a blank document open you may first want to select your font and font size for the document.

These items are on the **home tab**, within the block that says **Font**.

To access the available fonts, click the **arrow** on the drop-down box. Click on the scroll bar on the right to scroll up and down. You can also find your font by directly **typing it in**.

Fonts are listed **alphabetically** to make it easy to locate the one you would like.

The name of the **font is displayed using that font**, so you'll have an idea of what it will look like when applied.

Once you've applied basic formatting to start, you can begin to compose your document.

Click in the **white space** of the document. You should see the cursor blinking. This indicates that your text will appear on that line when you begin typing.

Begin to compose your document. Remember that you can start a new paragraph by pressing **enter** and can **move down just one line by pressing shift and enter**.

CORRECTING SPELLING AND GRAMMAR



A misspelled word in your document will appear with a red, squiggly underline beneath it. To correct a misspelled word, **move your cursor over the word and right click**. This will generate a list of suggestions. **Left click on the correct word** and it will be fixed.

Note that Word might correct the word for you automatically while you are typing. Proper nouns, such as your name, may be marked as misspelled by the software because they are not in the dictionary.

Word will alert you when there are **grammatical errors** in your text by underlining the word or sentence in blue. Examples of grammatical errors include incomplete sentence, lack of/improper punctuation, missing words, or an improper use of a word.

Right click the word and look at the suggestions to get an idea of where you went wrong. Sometimes, however, the right suggestion may not be listed.

The technology for detecting grammatical errors is okay, but not perfect. It is **limited to what it assumes you were trying to say**.

That is why it is important for you to proofread your document for errors, rather than solely relying on the software to check for you.

ADDING HEADERS AND FOOTERS

The header and footer are regions at the **top and bottom** of your document. To add text, page numbers, or any other text, you must **double click on the header or footer region** of the page.

You can confirm that you can type in this section when you see the section outlined, a box that says either "header" or "footer," and notice the blinking text cursor.

Once you finish adding your content into the header or footer, double click anywhere outside of that region to exit.

Note that Word will display the text inside the header and footer text as a lightened version of the text when you these regions are not selected. When your document prints, it will print in the color you selected.

TEXT ALIGNMENT OPTIONS

Word allows us to choose whether we want our content to align to the **left, right or the center** of the page/margin. You can also choose to have your text **justify** or distribute evenly across the page.

The default value for Word is **align left**.

To adjust these settings, you'll need to make sure you have the **home tab** toggled and check the **"paragraph" content block**. From there, you can click on one of the four icons with the lines indicating the alignment style.



If you can't tell by looking, you can also hover over each of these four options to see what they're called and what they do.

SAVING YOUR DOCUMENT

There are many ways to save your document to access it later.

The most basic method is clicking the **disk icon** in the top right-hand side of the screen.

If you have not yet saved the document, it will open the **save as** menu, which will ask **where you want to save the file on your computer, and what you want to call it.**

If you have already named your document and have it saved in a folder, clicking the disk icon will simply save your changes to that file in that spot. (note that this action will **override previous changes.**)

LOCAL STORAGE VS. CLOUD STORAGE

Local storage is saving your document to a hard drive—either an internal or external drive (such as a USB flash drive).

When you save a file locally, this means you **must have that device to be able to retrieve your file.**

Save your file locally if:

- It is your personal device
- You will send or upload the file somewhere accessible by the time you are finished using the device.

Cloud storage is **accessed online through an account login** (usually through an email account) and stores your documents in the hosts' servers.

This means that you can **access your file wherever you can access the internet.**

Save your file to the Cloud using an online Drive Service if:

- You have an account, or have time to make an account to use for that service (such as a Gmail account for Google Drive)
- You will need to access the document from different devices.



Most options for saving will include saving a local copy for storage first.

When you are using the library and are working on a document you'll need to access later, you'll either need a flash drive, or will need to upload that document to something that can be accessed via the internet (either a cloud service or email).

* Note that you can save a file to the hard drive of a library desktop or laptop computer but once your session ends, you will be unable to retrieve that document.

When using a **library device**, here are some options you might consider:

- Save a copy locally and upload a copy to Google Drive, or another Cloud service.
- Save a copy locally then attach it in an email to yourself
- Save a copy to a USB flash drive
 - If you don't have one, the library sells flash drives for \$5

TROUBLESHOOTING

My screen is so small I can't read it!/My screen is very zoomed in!

→ Word allows us to adjust the view of the page. You likely have accidentally zoomed in or out. To adjust the view, look in the bottom right corner of your window. Drag the solid line to the right to zoom out, and to the left to zoom in. Note that this changes the display only on the device and will not change the size of the text while printing or sending the document. 100% is the default value.

Where did my text go? It's gone!

→ Try hitting the **undo** button, you can click the arrow beside the back button in the top left corner to see recent changes that were made to your document. It's possible you may have had some text highlighted and accidentally typed over it.

If you have typed a lot of text before you notice your mistake, try **copying** your text before you hit undo, to avoid having to type all your text again.

I can't get this text to change size/color/etc. What's going on?

→ It's possible that you have pasted some text with formatting already applied. Some formatting can be easily overridden as normal, just by highlighting and applying the new changes. Other times, you may need to strip the formatting of the text to be able to apply changes. Try highlighting the stubborn text (and even the line before and after it) then clicking on the **erase formatting** button, found on the home tab in the font content block.

I turned on bold/italic/bullets and now I can't turn it off!

→ You can toggle any selection, such as bold, italic, underline and bulleted and numbered lists by clicking that same selection again. To fix the text affected, highlight that text, then click the icon again.

For example, if I highlight bolded text and select "bold" again, it will take away the bold formatting.