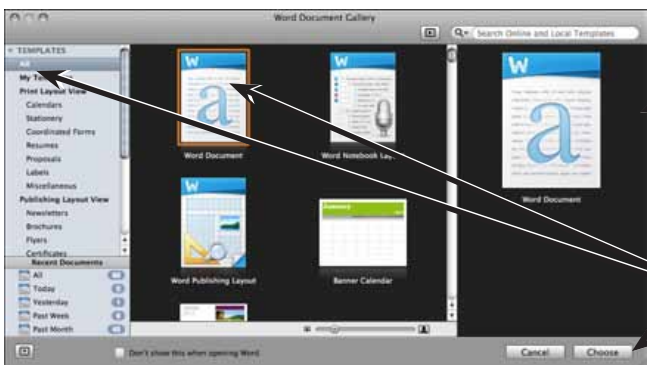


Introduction to Microsoft Word

Microsoft Word 2011 is a powerful word processing program that allows you to enter text, make changes to it, format it, save it and print it. You can use it to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects and publishing tasks.

Getting Started

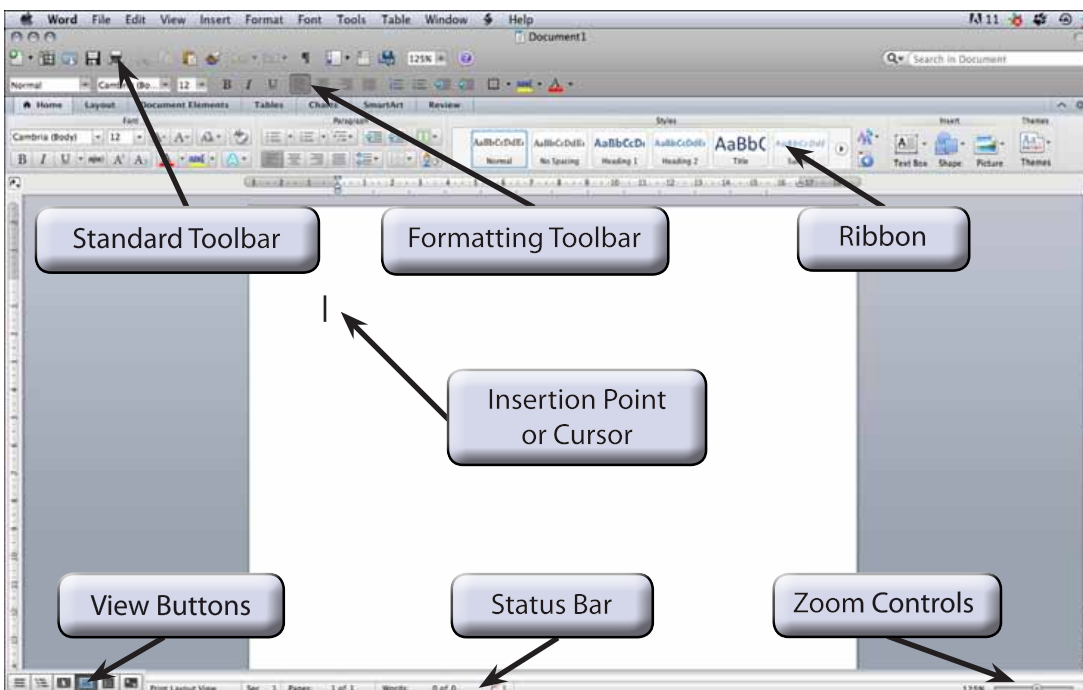
- 1 Load Microsoft Word 2011 and you will receive the WORD DOCUMENT GALLERY dialogue box.



2 The WORD GALLERY dialogue box allows you to select from prepared templates or recently used documents.

3 With ALL selected in the TEMPLATES pane, select the WORD DOCUMENT icon and select CHOOSE to start a new document.

- 4 Look at the labelled Microsoft Word screen below and refer to it until you are familiar with all the sections.

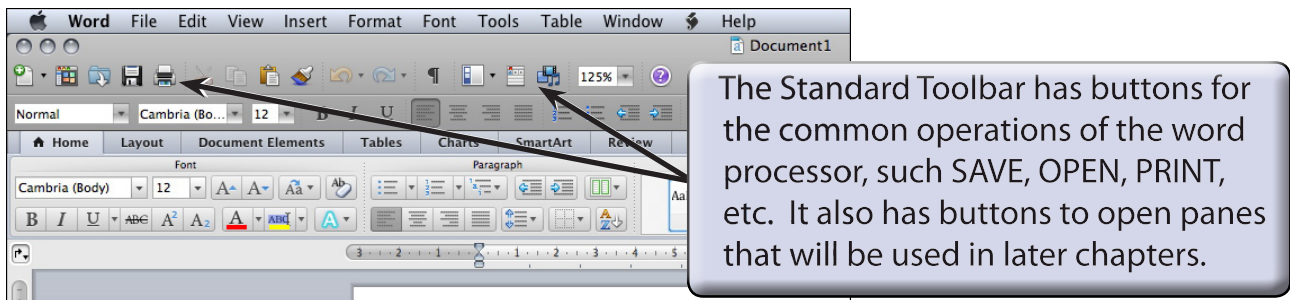


The Microsoft Word Screen

The following sections will highlight the different components of the Microsoft Word screen.

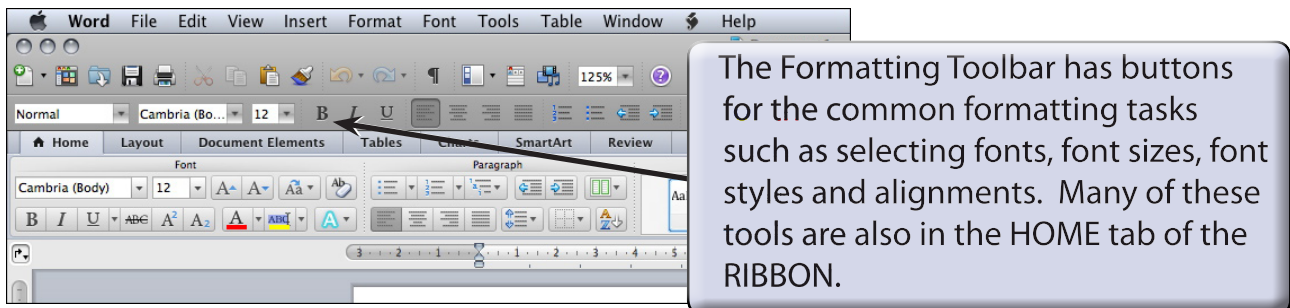
A The Standard Toolbar

The STANDARD TOOLBAR is just below the menu bar.



B The Formatting Toolbar

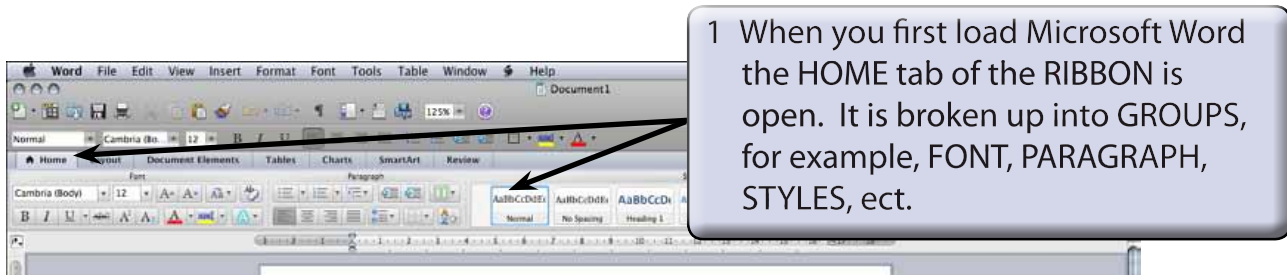
The FORMATTING TOOLBAR is just below the STANDARD TOOLBAR.



NOTE: If either of the STANDARD TOOLBAR or the FORMATTING TOOLBAR are not on the screen, they can be turned on by displaying the VIEW menu, highlighting TOOLBARS and selecting the appropriate toolbar.

C The Ribbon

The RIBBON across the top of the screen contains most of the Word commands in a variety of command TABS.



- 2 Click on each command TAB in turn to see what groups of commands they contain. The following table summarises each tab in the RIBBON.

Home Tab: Contains the most common commands for formatting and editing text.

Layout Tab: Contains tools that control how pages look on the screen or when printed. These include margins, columns, paper size, etc.

Document Elements tab: Contains tools adding page elements, such as page breaks, headers and footers, bibliographies, equations, etc.

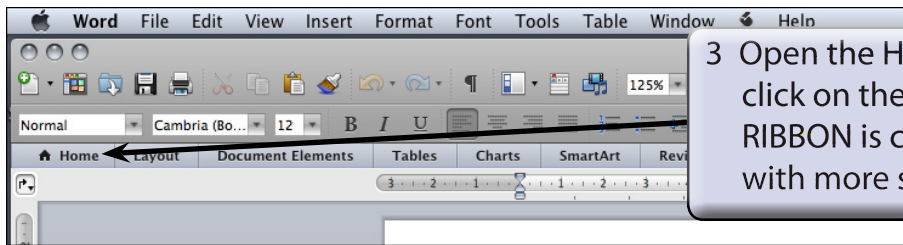
Tables Tab: Contains tools to insert and format tables in documents.

Charts Tab: Contains tools to insert and format charts in documents.

SmartArt Tab: Contains tools to insert and format SmartArt charts in documents.

Review Tab: Contains tools for checking documents and securing documents using passwords.

NOTE: Other tabs are added to the RIBBON when you select or add items to a document.



3 Open the HOME tab of the RIBBON, click on the HOME tab label and the RIBBON is collapsed providing you with more screen space.

4 Click on a TAB and the RIBBON is expanded.

Document Views

Microsoft Word has six different screen views which are set using the buttons at the bottom left of the STATUS BAR or from the options in the VIEW menu. The following table summarises the views.



Draft: removes most of the formatting and headers and footers so that editing is easier.

Outline: shows the structure of your document under the headings that you have used. It allows for the movement of sections of text in a document.

Publishing Layout: provides desktop publishing tools to allow for more detailed documents such as newsletters and brochures to be created.

Print Layout: shows how your page will print. It is used when you are working with graphics, columns, tables, headers and footers, etc.

Notebook Layout: provides tools for taking notes, flagging items and recording audio notes.

Full Screen: optimises the screen for reading documents on screen. It hides all unnecessary toolbars so that the maximum screen area is provided.

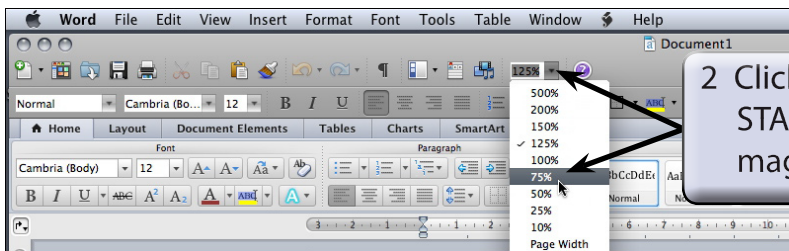
For this module you will be working in PRINT LAYOUT VIEW.

Zoom Controls

Microsoft Word provides extensive ways to quickly increase or decrease the zoom (or magnification) of the screen. The ZOOM CONTROLS are in the STANDARD TOOLBAR and at the bottom right of the STATUS BAR.



1 Use the SLIDER bar in the ZOOM CONTROLS at the bottom right of the screen to increase and decrease the screen magnification.

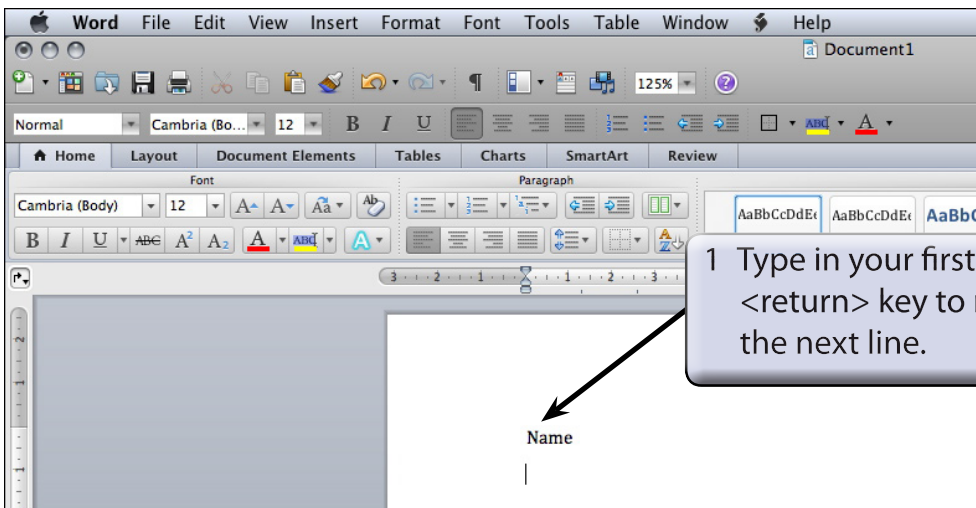


2 Click on the ZOOM box arrow in the STANDARD TOOLBAR and select a magnification.

3 Set the magnification to 125%.

Entering Text

Some text will be entered and formatted.



1 Type in your first name and press the <return> key to move the cursor to the next line.