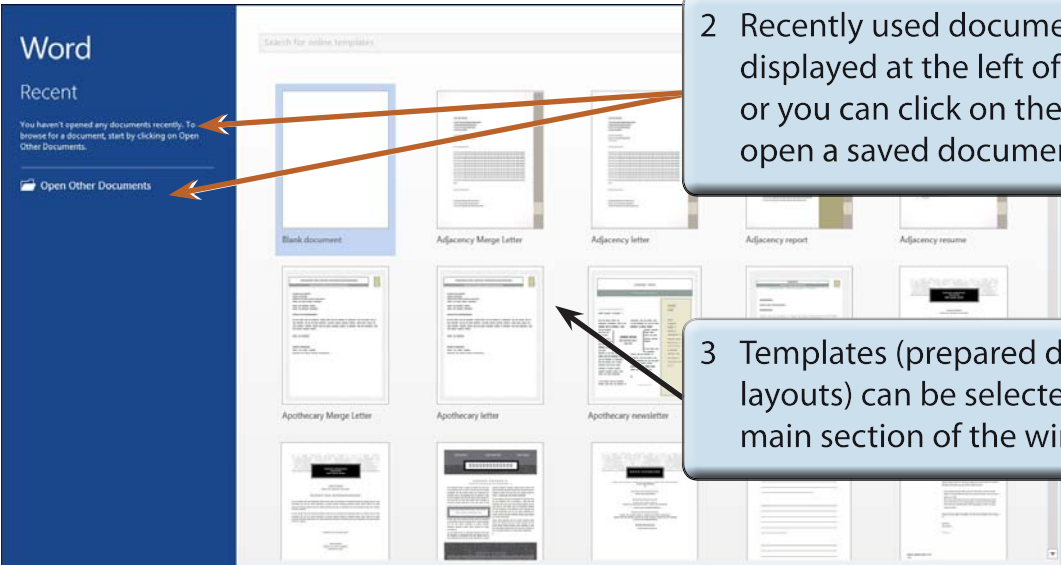


# Introduction to Microsoft Word

Microsoft Word 2013 is a powerful word processing program that allows you to enter text, make changes to it, format it, record it and print it. You can use Word to produce professional business letters, reports, job applications, personal resumes, curriculum vitae, essays, class projects, etc.

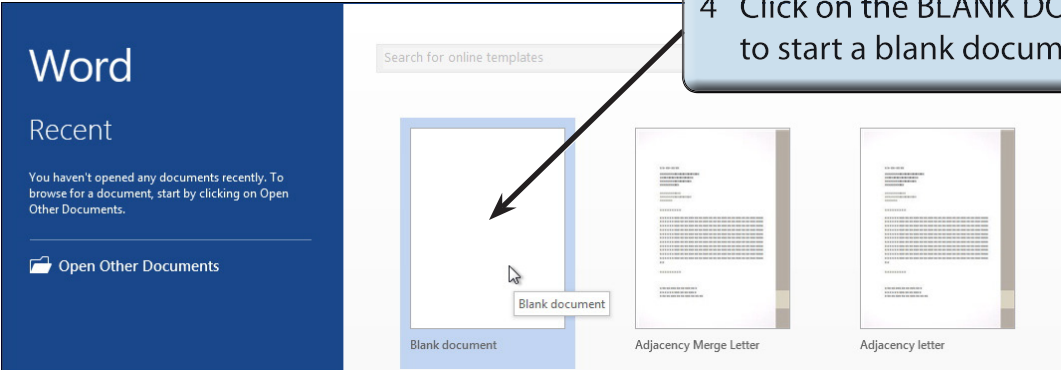
## Loading Microsoft Word

- 1 Load Microsoft Word and you should receive the following WELCOME window.



The screenshot shows the Microsoft Word welcome screen. On the left is a blue sidebar with the 'Word' logo, the word 'Recent', and a message: 'You haven't opened any documents recently. To browse for a document, start by clicking on Open Other Documents.' Below this is an 'Open Other Documents' button with a folder icon. The main area is a grid of document templates. The first template is a 'Blank document' icon, which is highlighted with a blue border. Other templates include 'Adjacency Merge Letter', 'Adjacency letter', 'Adjacency report', 'Adjacency resume', 'Apothecary Merge Letter', 'Apothecary letter', and 'Apothecary newsletter'. A search bar at the top says 'Search for online templates'. Two callout boxes with arrows point to the 'Open Other Documents' button and the 'Blank document' icon.

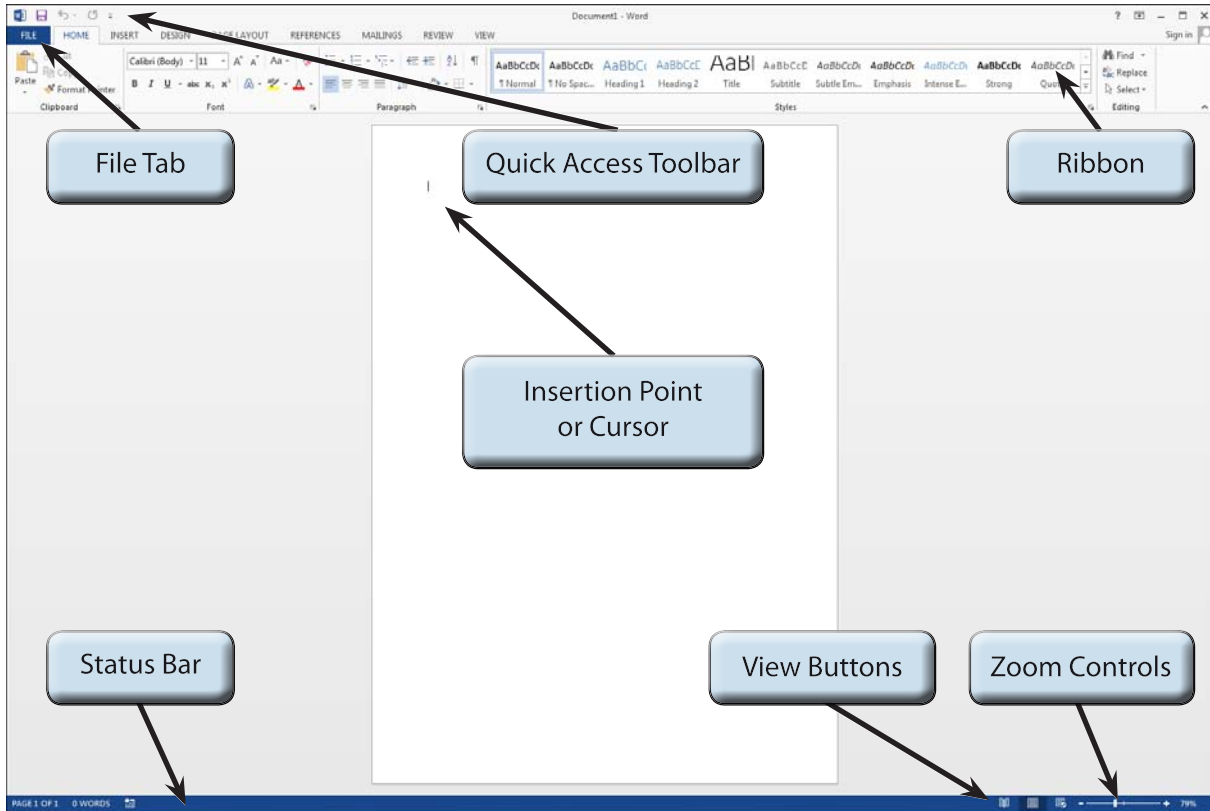
- 2 Recently used documents are displayed at the left of the window or you can click on the OPEN icon to open a saved document.
- 3 Templates (prepared document layouts) can be selected from the main section of the window.



This is a close-up of the Microsoft Word welcome screen, focusing on the 'Blank document' icon. The blue sidebar is visible on the left. The main area shows the 'Blank document' icon, which is highlighted with a blue border and has a mouse cursor hovering over it. A callout box with an arrow points to this icon.

- 4 Click on the BLANK DOCUMENT icon to start a blank document.

- 5 Look at the following labelled Microsoft Word screen and refer to it until you are familiar with all the components.

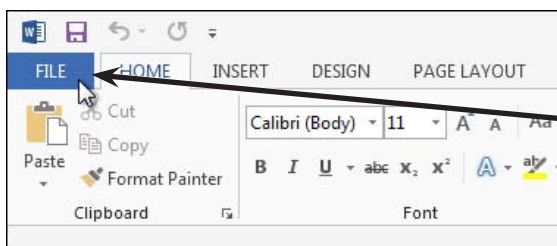


## The Microsoft Word Screen

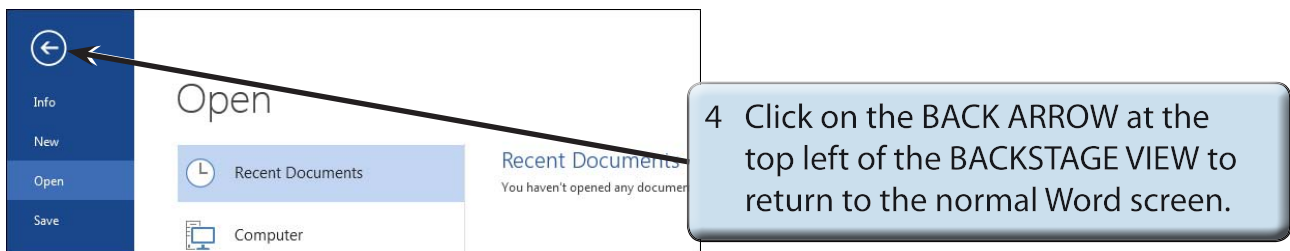
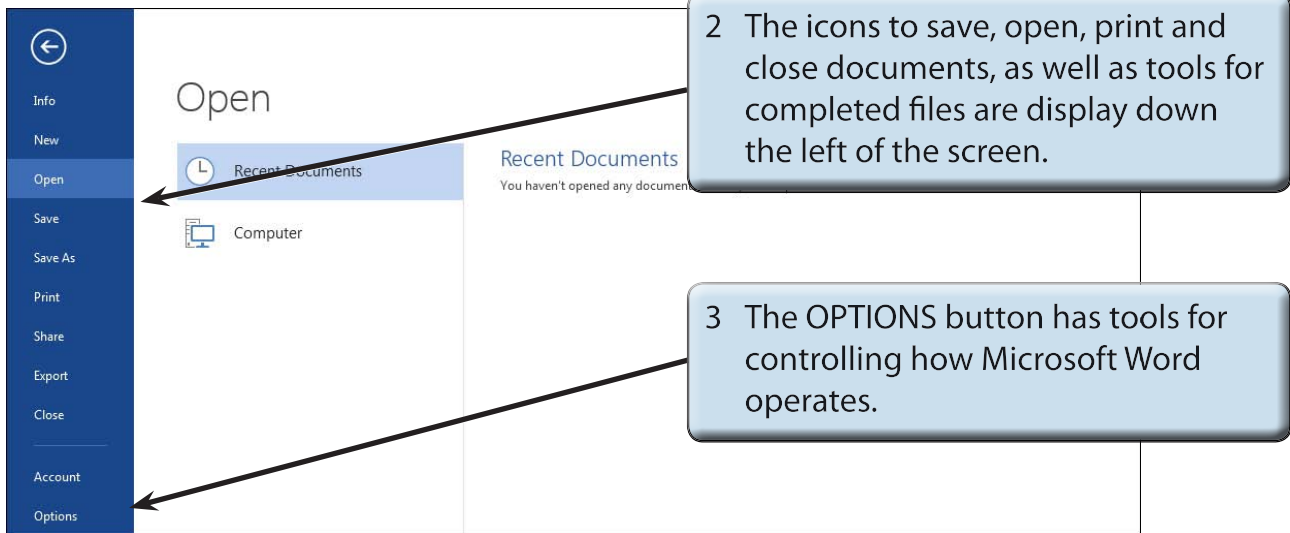
The Microsoft Word 2013 screen has a number of different sections.

### A The Backstage View

The BACKSTAGE VIEW provides tools to save, open, print and close documents, as well as tools for completed files.

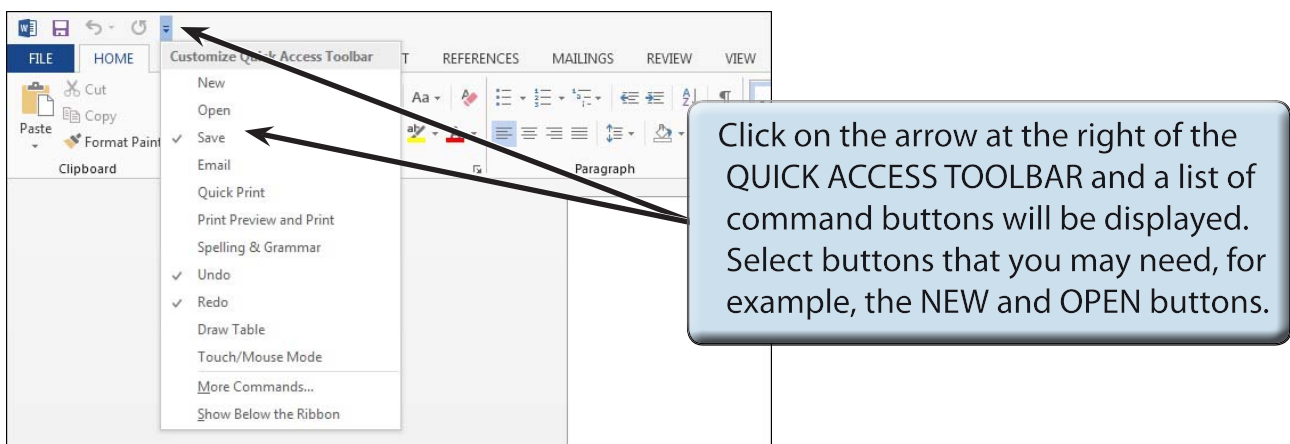


1 Click on the FILE tab at the left of the RIBBON to open the BACKSTAGE VIEW.



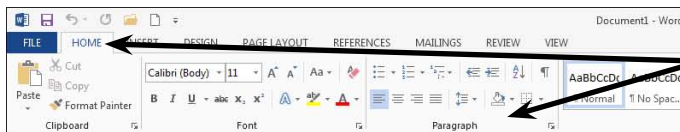
## B The Quick Access Toolbar

The QUICK ACCESS TOOLBAR is above the RIBBON. It has buttons to save or undo steps. You can also add common command buttons to it.



## C The Ribbon

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



1 When you first load Microsoft Word the HOME tab of the RIBBON is open. It is broken up into GROUPS.

2 Click on each command TAB in turn to see what groups of commands they contain.

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

**Insert Tab:** Contains commands for adding items to documents, for example, pages, breaks, graphics, headers and footers, etc.

**Design Tab:** Contains commands for page design, for example, page themes, page colours, page borders, etc.

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

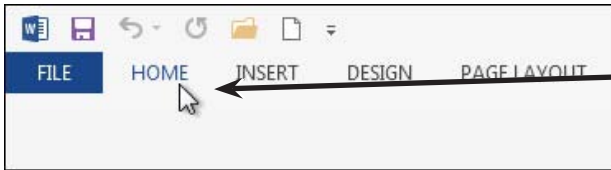
**References Tab:** Contains tools for highlighting or referring to sections of a document. These include footnotes, table of contents, bibliographies, etc,

**Mailings Tab:** Contains tools to carry out mail-merging of data into letters, envelopes or labels.

**Review Tab:** Contains tools for checking documents. These include spell checking and thesaurus.

**View Tab:** Contains tools to view documents on screen. These include zoom and document view commands.

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



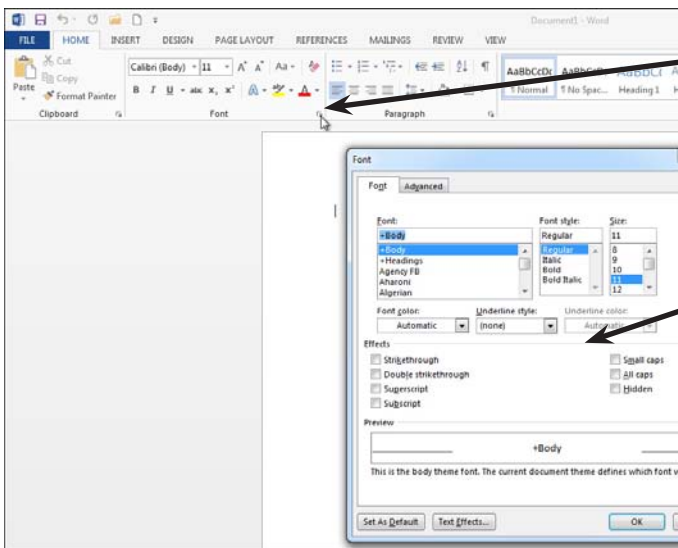
3 Click on the HOME tab of the RIBBON then double click on it. The RIBBON is collapsed providing you with more screen space.

4 Double click on a TAB and the RIBBON is expanded.

**NOTE:**

- i There is also a COLLAPSE RIBBON icon (^) at the right of the RIBBON.
- ii If you click once on a tab of a collapsed RIBBON, the RIBBON will expand until a command is selected then collapse again.

5 There are more commands in the RIBBON than those displayed as icons.



6 Click on the arrow at the right of the FONT group in the HOME group of the RIBBON.

7 The FONT dialogue box is opened providing more detailed FONT commands than those displayed in the FONT group.

8 Select CANCEL to return to the document.

9 Look at the dialogue boxes available from the arrows next to the other group in the HOME tab of the RIBBON.