

Intro To Office 2013 Video Project 4: Introduction to Word, Ribbons, QAT, Navigation Tricks, Selection Tricks

1) Word

1. Program that is used when you are creating written documents like Business Letters, Research Papers. It is also used for documents that contain words and images like Flyers.

2) Ribbons

1. Replace menus that existed in versions 2003 and earlier
2. Contain buttons, drop-downs, textboxes, dialog launchers and more
3. Toggle to show and hide ribbon = Ctrl + F1
4. Modify Ribbon (Right-click ribbon)
5. Context Sensitive Ribbons show up when you select objects such as pictures and clip art

3) File Backstage View Tab

1. Features and operations that affect the whole document
2. Features like: Print, Open Recent Files and Locations

4) QAT

1. Toolbar that can be shown above or below the ribbon (right-click QAT)
2. Add buttons from the Ribbon to the QAT (Right-click button in Ribbon)
3. Add any button, even ones that are not in the Ribbon:
 - i. Right-click QAT and point to Customize
 - ii. Under "Choose commands from" drop-down, select "All commands", select from list, click Add button, Click OK

5) Title Bar, from left to right:

1. QAT
2. File name and Extension
3. Program Name
4. Help button
5. Ribbon Toggle button
6. Minimize button
7. Maximize/Restore Down button
8. Close button

6) Type: =rand(), Enter

1. Creates a few paragraphs of automatic text

7) Non-printing characters provide good information

1. Button in Paragraph group on Home ribbon tab
2. Keyboard toggle = Ctrl + Shift + 8
3. Non-printing characters provide good information about how the file is constructed. Things like:
 - i. Hard Returns

- ii. Tabs
- iii. Spaces
- iv. Tables
- v. Page Breaks

8) Word-wrap

1. As long as you do not hit the Enter key, words in a paragraph will automatically wrap in accordance with the Margins you set (Page Setup dialog box)
2. Enter creates new paragraph

9) Backspace and Delete

1. Backspace deletes character to left of flashing cursor
2. Delete deletes character to right of flashing cursor

10) Alt Keyboard Shortcuts

1. In Excel, Word, PowerPoint, when you hit the Alt key, ScreenTips or “KeyTips” show up that allow you to create a keyboard shortcut for almost any action.
2. The idea is to memorize the Alt keyboard shortcuts for actions that you do in your job every day.
3. With most Alt keyboard shortcuts, you “tap” each key in succession. The notation that we will use in this class for an Alt keyboard shortcut is:
 - i. Alt, P, S, P (Opens Page Setup dialog box)

11) Navigation

1. Move One Character = Left / Right Arrow keys
2. Move One Line = Up / Down Arrow keys
3. To End of Line = End
4. To Beginning of Line = Home
5. All the way to the top = Ctrl + Home
6. All the way to the bottom = Ctrl + End

12) Selection Tricks:

1. Selecting using the Selection Bar
2. Selecting nonadjacent (noncontiguous) items Keyboard = Hold Ctrl + Mouse
3. Selecting adjacent items Keyboard = Click on first, Hold Shift, Click on last
4. Double-click word selects word
5. Triple click does whole paragraph
6. To select a number of characters you can hold the Shift key and tap your arrow key as many times as desired.
7. Select All Keyboard = Ctrl + A

13) Clipboard

1. Clipboard dialog launcher
2. Keyboard = Ctrl + C + C
3. You can collect items in clip board and then paste them in any order or all at once.
4. Paste All & Clear All buttons in Clipboard

14) Ctrl Paste “Smart Tags”

1. After you paste an item, you can open the Ctrl Paste “Smart Tag” by using the Ctrl key or by using the Mouse.

15) Mini toolbar

1. After you select some text, it pops up with some formatting options.

16) Formatting Characters (Character Level Formatting)

1. Font Dialog Box shows most Character Level Formatting
 - i. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
2. Formatting is stored in the characters.
3. Some Examples: Bold, Font, Font Size
4. Font Size:
 - i. 1 point equal about 1/72 of an inch
 - ii. Change Font Size 1 point Keyboard = Ctrl + [(down) or Ctrl +] (up)
5. Change Case Keyboard = Shift + F3

17) Formatting Paragraphs (Paragraph Level Formatting)

1. Paragraph Dialog Box shows most Paragraph Level Formatting (Also Bullets and Numbering)
 - i. Paragraph Dialog Box Keyboard = Alt + H + P + G
2. Formatting is stored in non-printing character (paragraph mark). If you delete the paragraph mark or “clear the formatting” in the paragraph mark, the paragraph level formatting will go away.
3. Some examples: Paragraph alignment Center, First Line Indent, Line Spacing, Numbering or bullets.
4. Paragraph Formatting done to the paragraph affects the whole paragraph – this is why you do not need to highlight a whole paragraph to apply paragraph level formatting.
5. Paragraph Level Alignment Center Keyboard = Ctrl + E

18) Status Bar

1. Shows things like number of pages and words, and View

NEW Keyboard Shortcuts:

2. Keyboard toggle For non-printing Characters= Ctrl + Shift + 8
3. Open Page Setup dialog box = Alt, P, S, P
4. Show Clipboard = Ctrl + C + C
5. Undo = Ctrl + Z
6. Re-do (Undo an Undo) = Ctrl + Y
7. Delete character to left of flashing cursor = Backspace
8. Delete character to right of flashing cursor = Delete
9. Move One Character = Left / Right Arrow keys
10. Move One Line = Up / Down Arrow keys

11. To End of Line = End
12. To Beginning of Line = Home
13. All the way to the top = Ctrl + Home
14. All the way to the bottom = Ctrl + End
15. Selecting nonadjacent (noncontiguous) items Keyboard = Hold Ctrl + Mouse
16. Selecting adjacent items Keyboard = Click on first, Hold Shift, Click on last
17. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
18. Change Font Size 1 point Keyboard = Ctrl + [(down) or Ctrl +] (up)
19. Change Case Keyboard = Shift + F3
20. Paragraph Dialog Box Keyboard = Alt + H + P + G
21. Paragraph Level Alignment Center Keyboard = Ctrl + E