

ESSENTIAL MICROSOFT WORD

FOR THE WORKPLACE - CLASS I

WHERE TO BEGIN

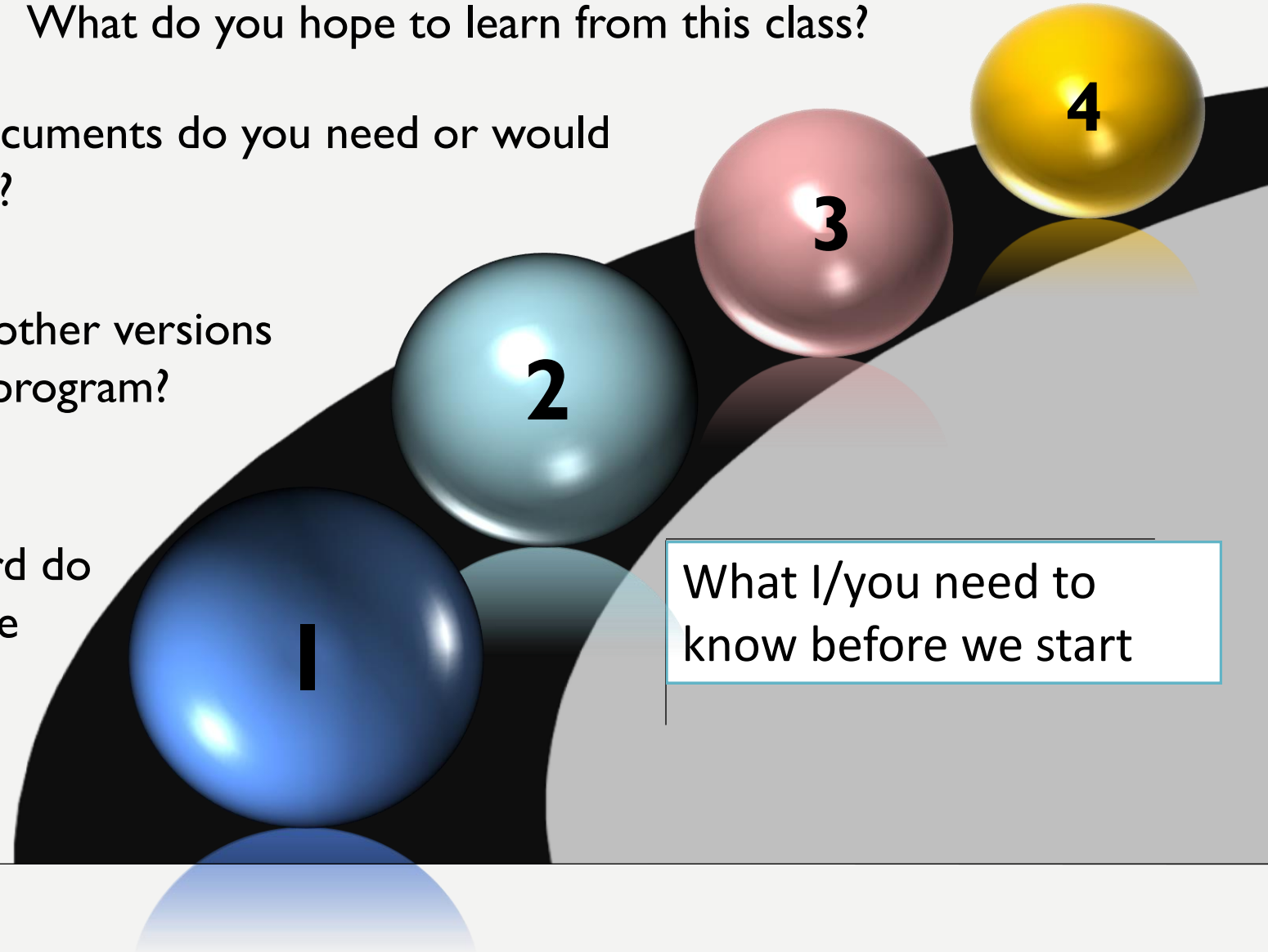
What do you hope to learn from this class?

What types of documents do you need or would you like to create?

Have you used any other versions before or a similar program?

What version of Word do you have? Work/home

What I/you need to know before we start



DID YOU KNOW

Avg. person spends 255 hours/yr *futzing* around on computer –3X more than the typical American gets in vacation time each year!

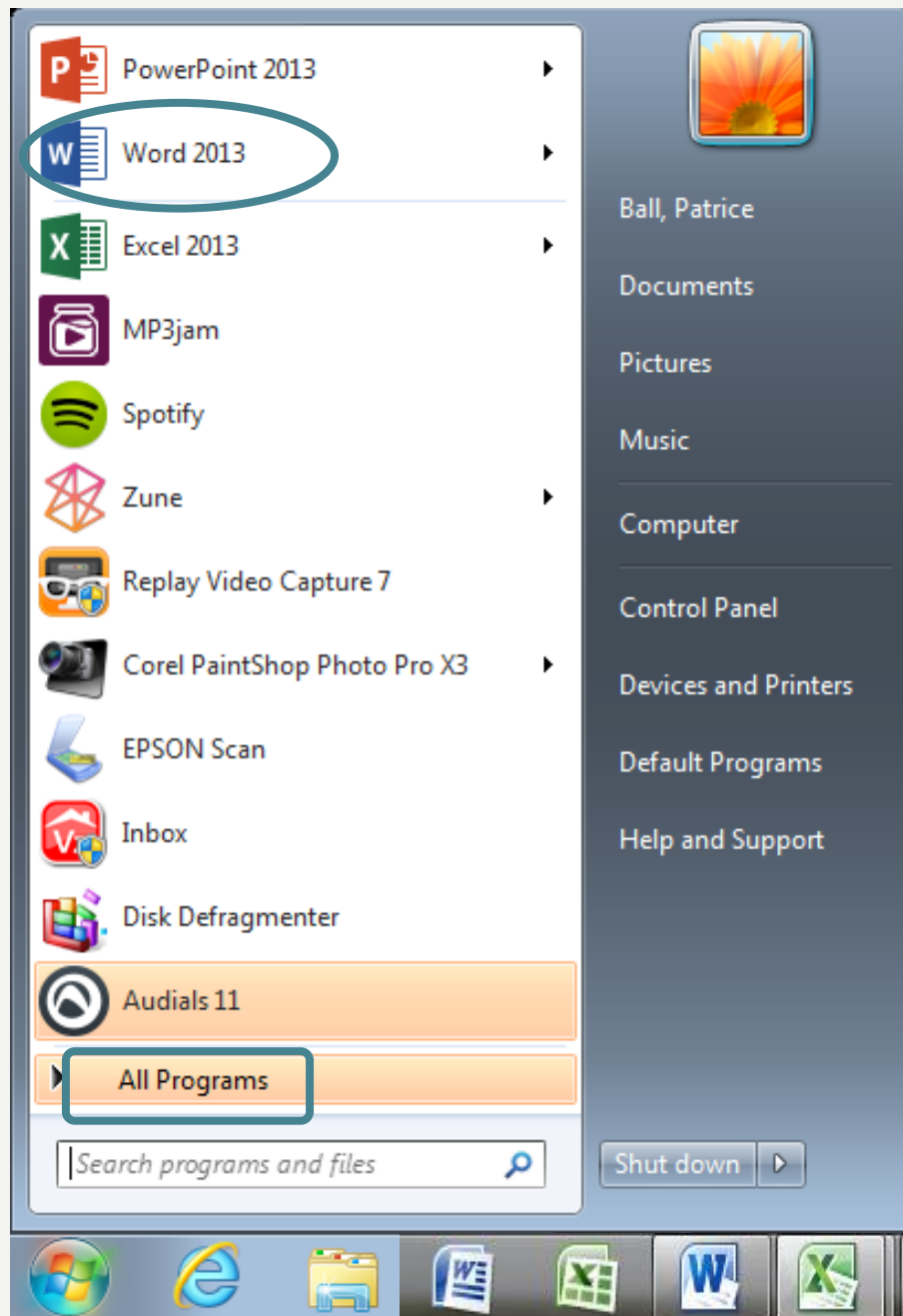
Futzing? *"time spent solving the little, mundane problems that occur as we struggle to master our machines."*

Est. that this costs U.S. economy about \$350 billion/yr in lost GDP, more than 3X what U.S. spent on education in 2015!

Men are 19% more likely to waste time *futzing* than women. Why? Because women typically **just ask for help.**

2. Start Menu

1. Start Button



3. Task Bar

Let's Begin

Word

Recent

NECC payroll sept oct.docx
My Documents » Personal

Microsoft Word course agenda.docx
F: » Word 2010 Class

Pball Resume 2014.docx
My Documents » Personal

NAP library research.docx
E: » Education » Research

Getting to know email.docx
E: » Presentations » NSCC courses » Outlook

email etiquette.docx
E: » Presentations » NSCC courses » Outlook

Patty Ball final presentation sloan rem...
My Documents » Personal

Mouth Watering Super Chocolate Mu...
My Documents » Recipes

income 2014 from state.docx
My Documents » Personal

Constant Contact.docx
G: » Patty » Resumes and evals

bitly box net URL.doc
E: » Word 2010 Class

PowerPoint description.docx
My Documents » Personal

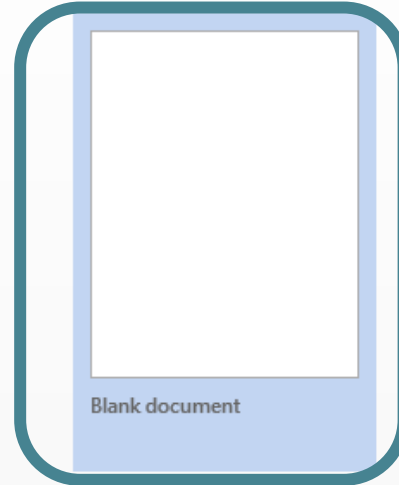
Replay Registration Code Information...
My Documents » Personal

 Open Other Documents

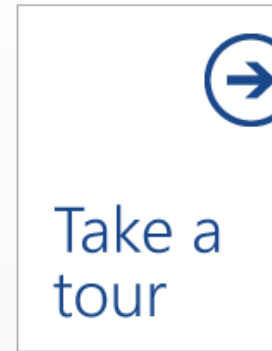
Search for online templates



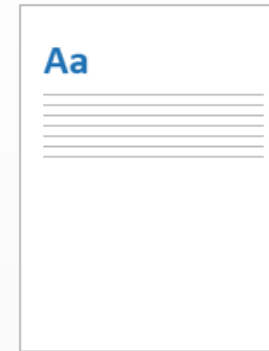
Suggested searches: Letters Resume Fax Labels Cards Calendar Blank



Blank document



Welcome to Word



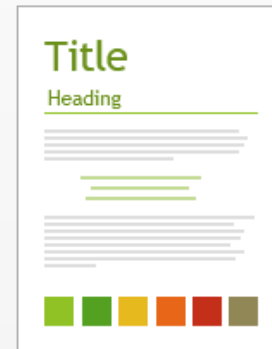
Single spaced (blank)



Blog post



Ion design (blank)



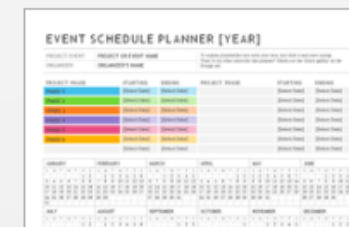
Facet design (blank)



Report design (blank)



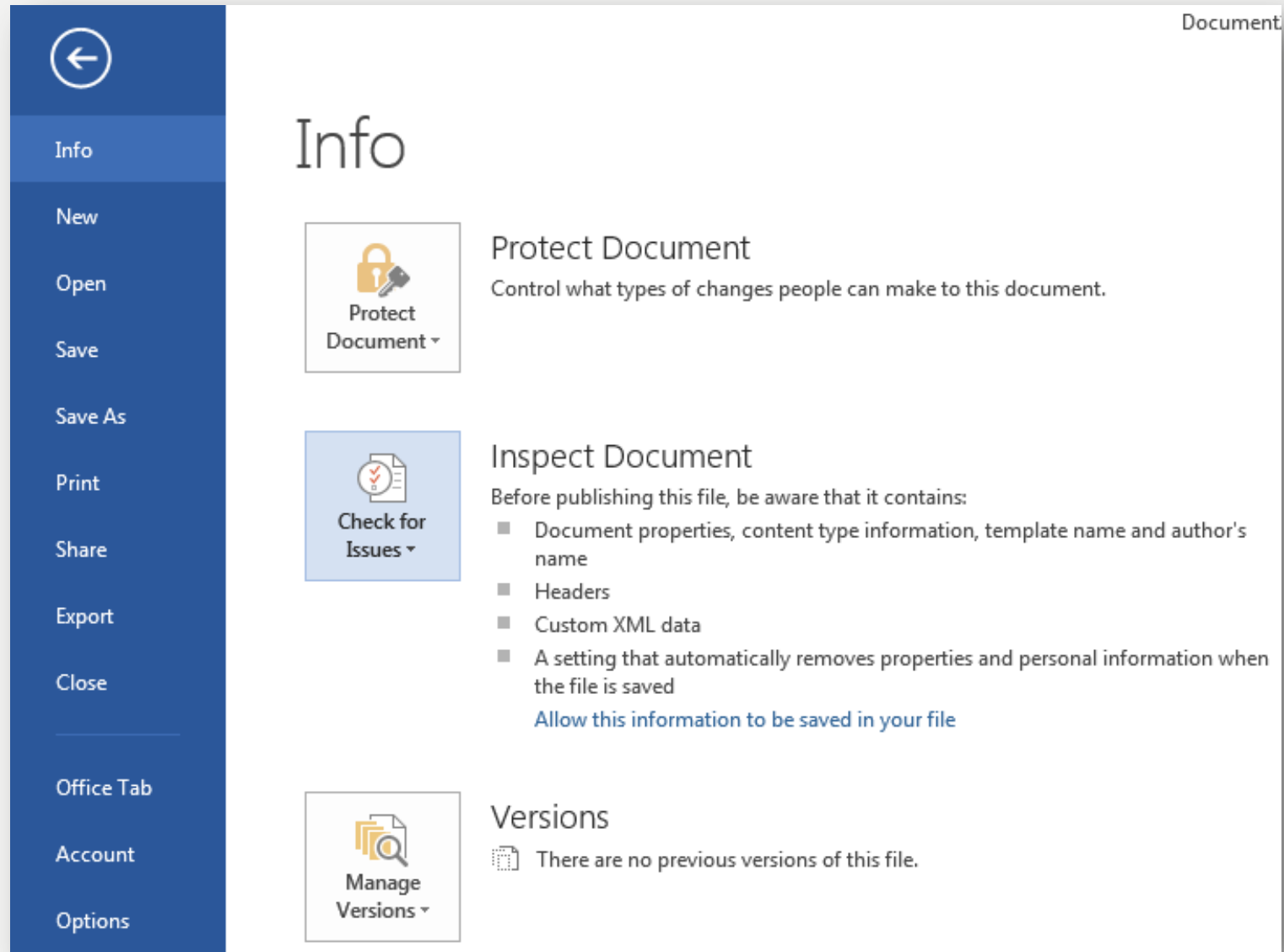
Resume



Patty Ball
pksun24@comcast.net
[Switch account](#)



(IN WORD) FROM THE FILE TAB



Create your first Word 2013 document

[Closed captions](#) 

[Summary](#)



[Help](#)

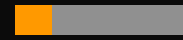


Create your first Word 2013 document

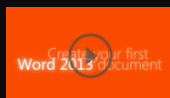


Press F5 to start, Esc to stop

1/5 videos



1



2



Get started

3



Save and print

4



Add formatting

5



Insert things

6



Headers

7



Summary

8



Feedback

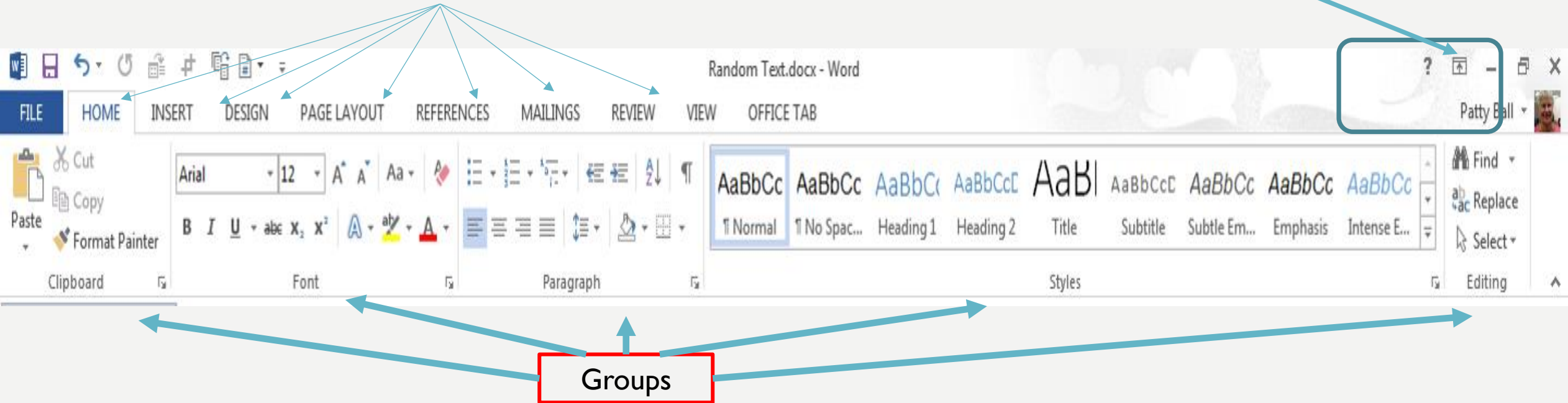


Help



THE RIBBON

Tabs



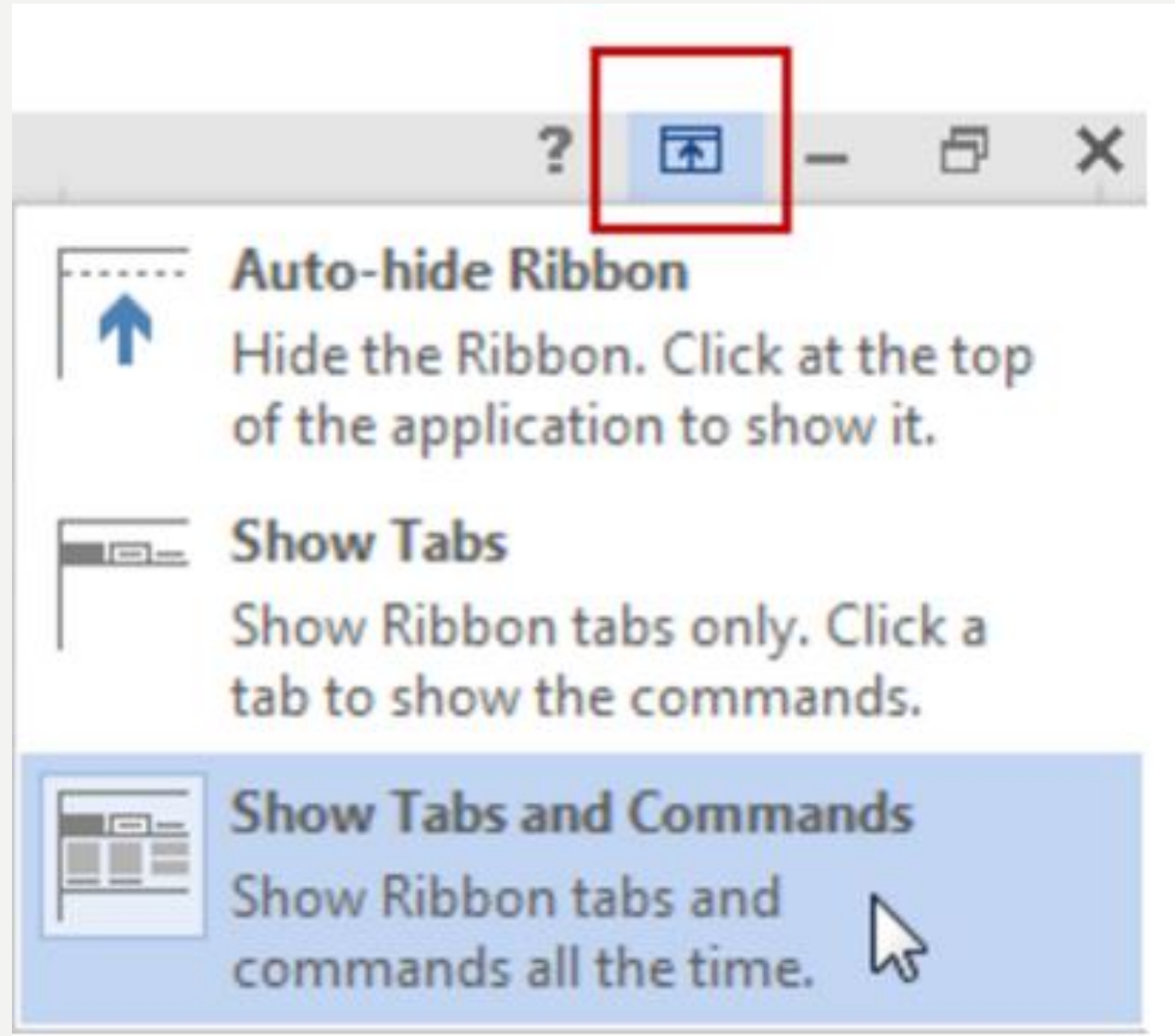
The image shows the Microsoft Word ribbon interface for 'Document1'. The 'Home' tab is active, displaying the 'Clipboard' group on the left and the 'Font' and 'Paragraph' groups on the right. Orange arrows point from four instructional callouts to specific elements in the ribbon:

- An arrow points from the first callout to the 'B' (Bold) button in the Font group.
- An arrow points from the second callout to the 'Font' group label.
- An arrow points from the third callout to the 'Aa' (Font Style) button in the Font group.
- An arrow points from the fourth callout to the 'More Options' arrow (a small square with a diagonal line) in the Paragraph group.

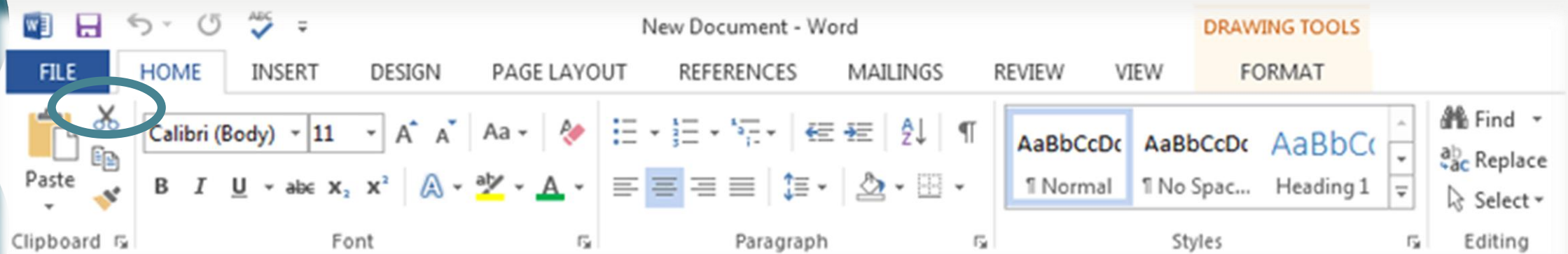
Below the ribbon, four blue callout boxes provide instructions:

- Click on a command to do something.
- Each tab will have one or more groups.
- Click on a tab to see more commands.
- Some groups will have an arrow that you can click for more options.

RIBBON – SHOW/HIDE

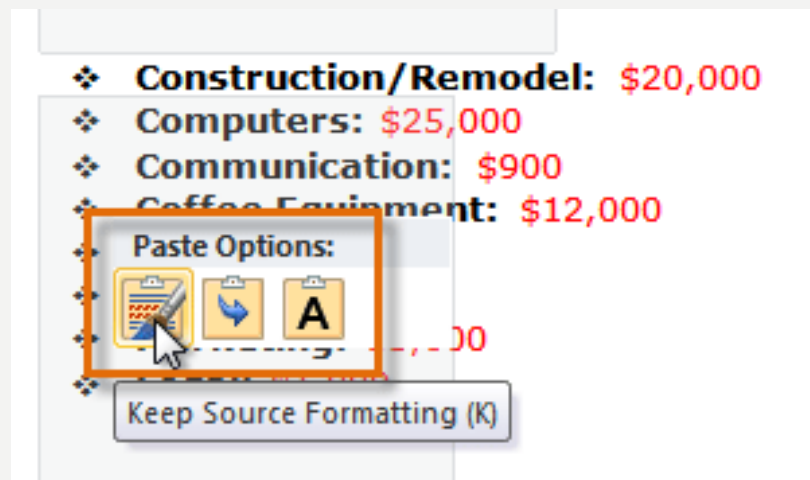
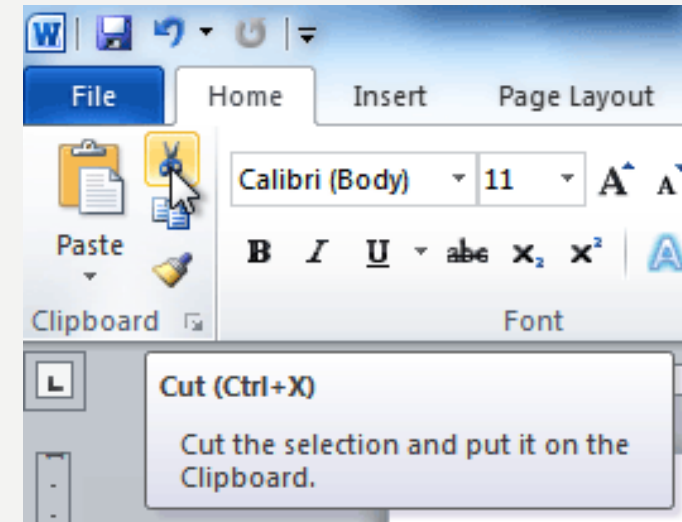
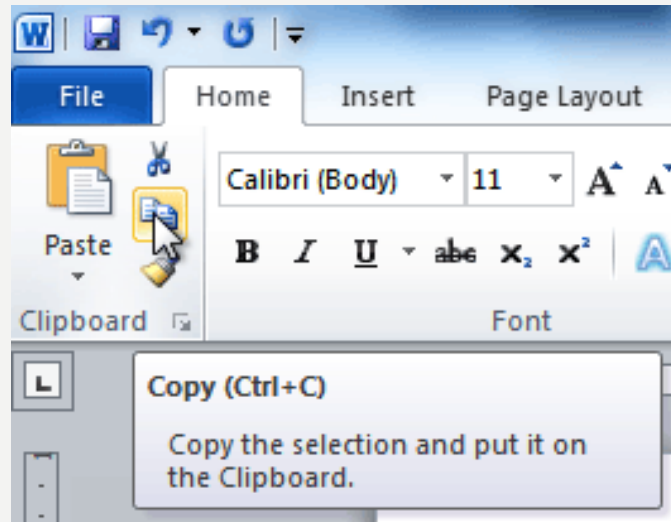


HOME TAB



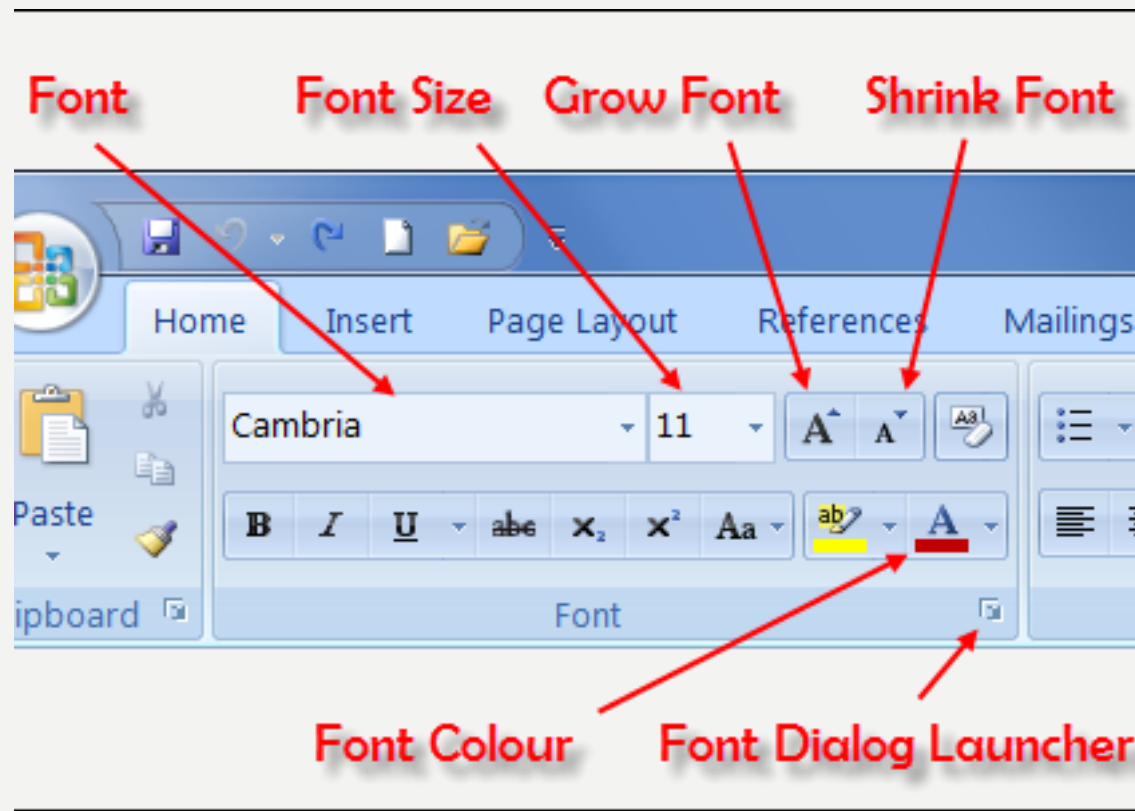
The **Home** tab gives you access to some of the most commonly used commands for working with Word 2013, including **copying and pasting**, **formatting**, **aligning paragraphs**, and **choosing document styles**. The Home tab is selected by default whenever you open Word.

CLIPBOARD



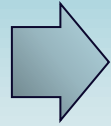
As the popularity of the Internet continues to grow, affordable access is becoming a necessity. WebDen provides people with the ability to access the Internet in a social environment. People of all ages and backgrounds are welcome to enjoy the quirky, upscale, and innovative environment that only WebDen provides. Coffee, entertainment, and the Internet together form an engaging social scene.

WHAT IS IN THE Font Group

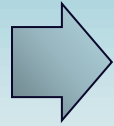


FORMAT TEXT

Select,
then
Format



Click and
Drag.



OR
Double-
Click



Release mouse
- **highlighted
box** appears
over selected
text.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

- *Reorganize*

- *Edit*

- *Cut*

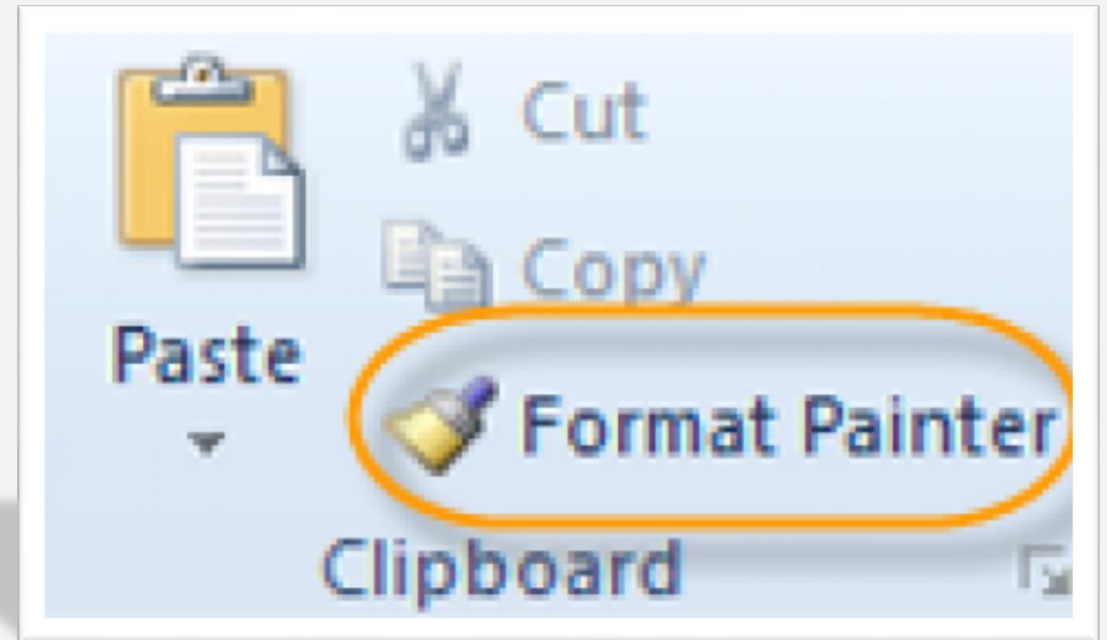
- *Copy*

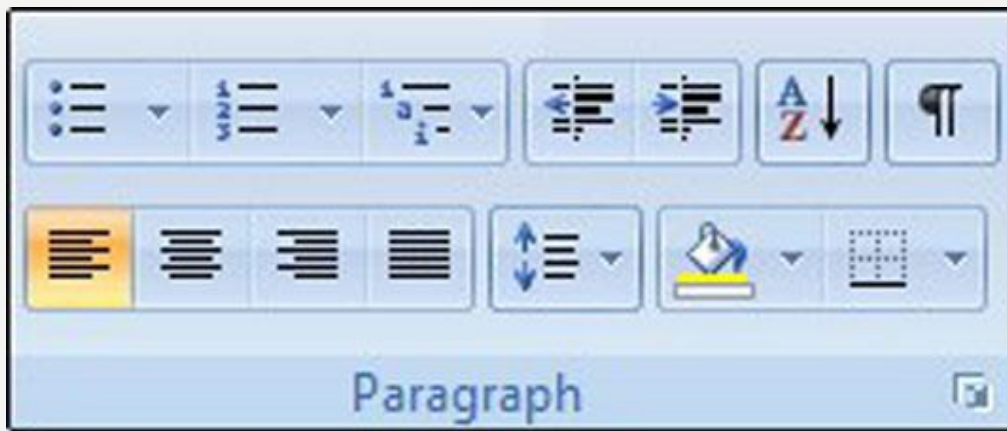
- *Paste*

WORKING WITH TEXT

Clipboard

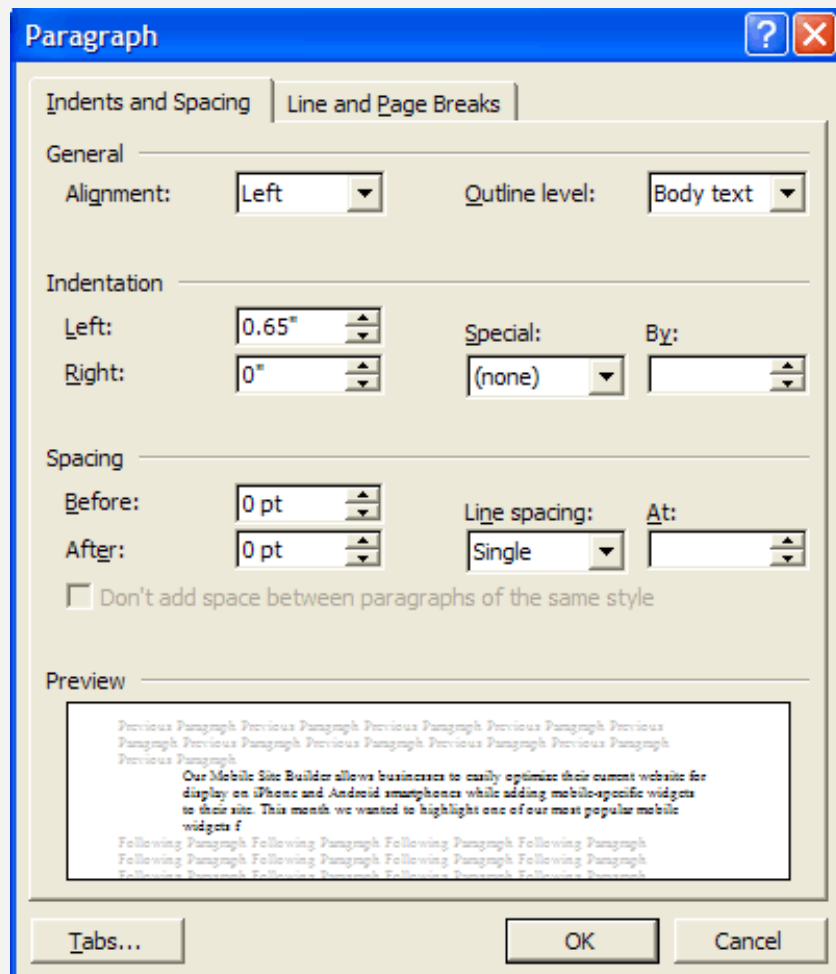
FORMAT PAINTER





PARAGRAPH GROUP (HOME TAB)

- Bullets, Numbering, Outline
- Alignment
- Indent
- Paragraph Spacing
- Sort
- Fill
- Borders
- Show/Hide
- Paragraph Dialog Box
 - Tabs (later)



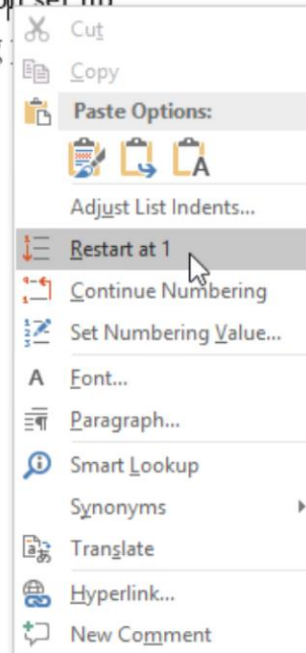
BULLETS, LISTS NUMBERING

Farewell dinner preparation

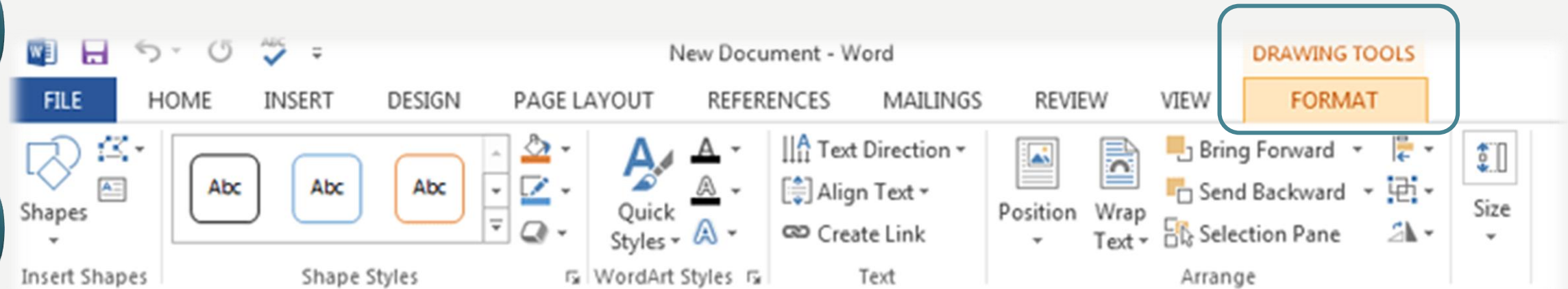
1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

Day of the dinner

6. Approve location setup
7. Arrange seating
8. Setup podium



CONTEXTUAL TABS

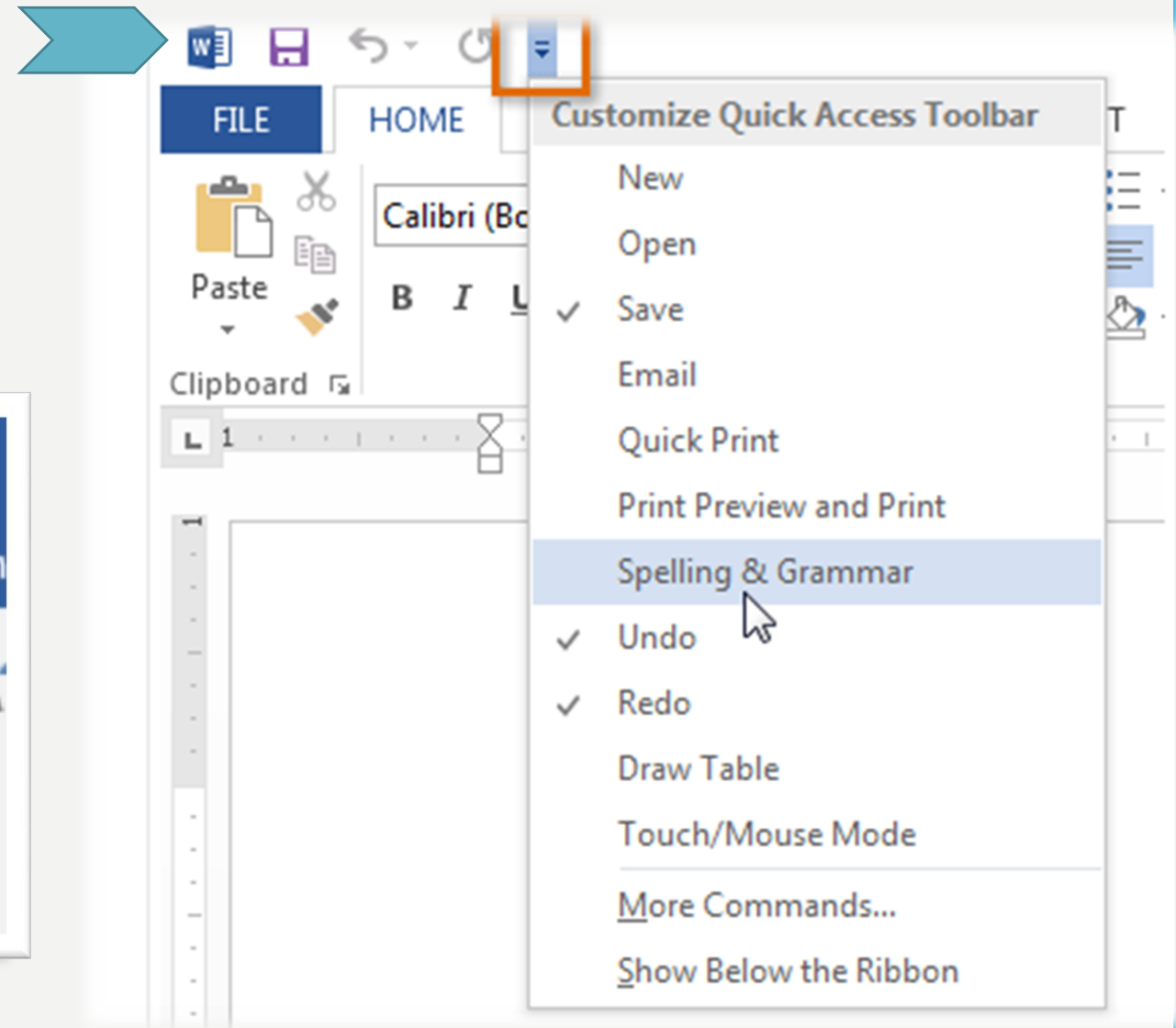
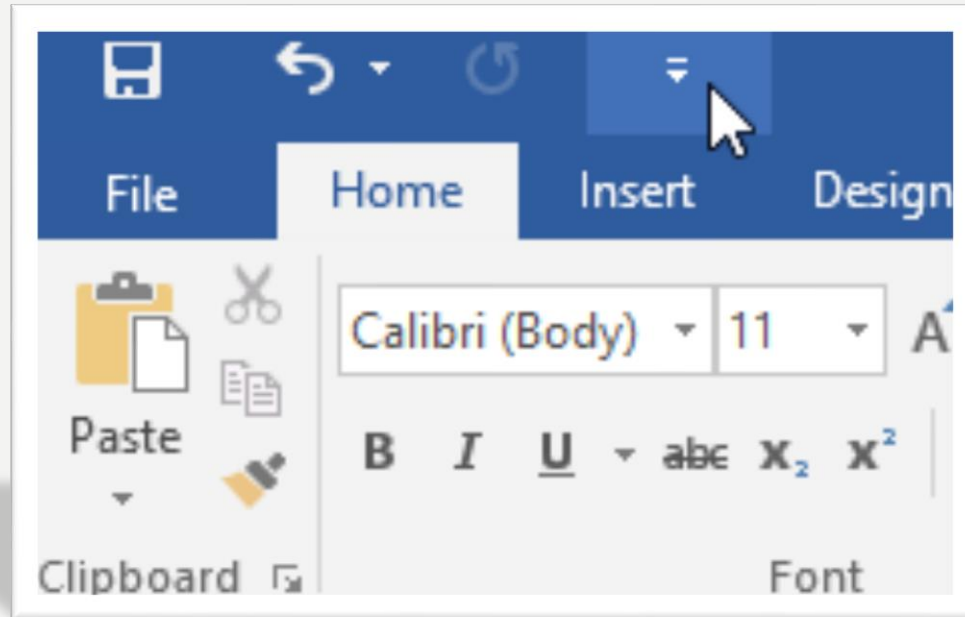


Contextual tabs will appear on the Ribbon when working with certain items, such as **tables** and **pictures**. These tabs contain special command groups that can help you format these items as needed.

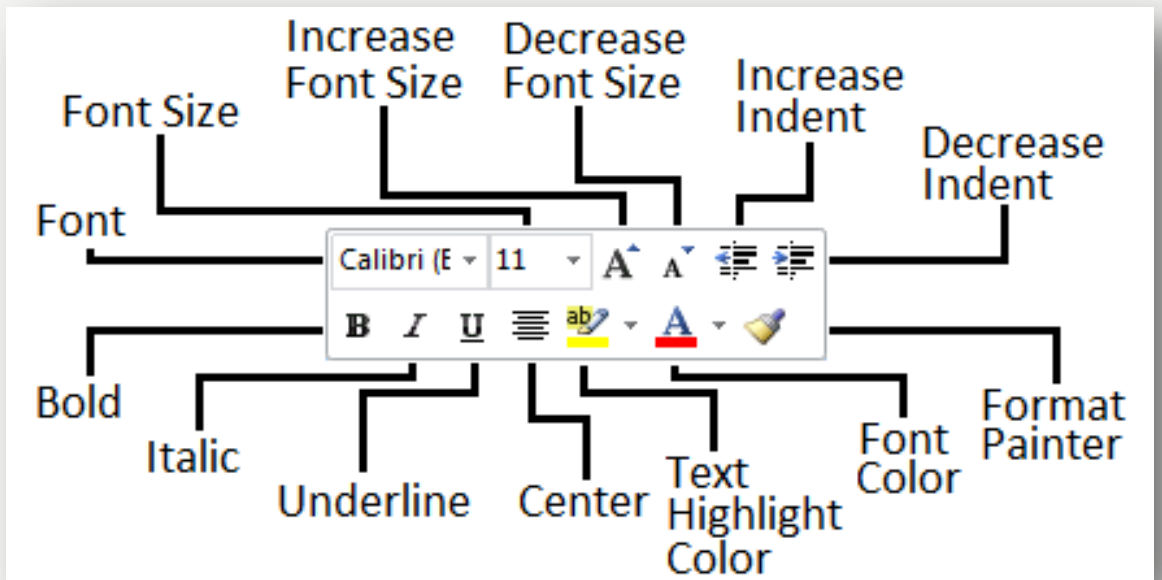
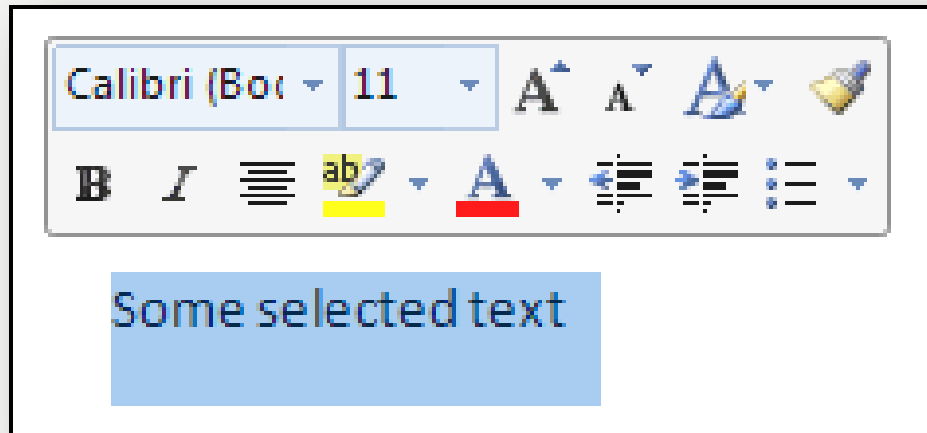
Useful contextual tab commands

Action	Word 2013 Ribbon location	Keyboard shortcut
Select a picture style	Picture Tools/Format tab --> Picture Styles group	Alt-JP, K
Sharpen, soften or change the brightness/contrast of a photo	Picture Tools/Format tab --> Adjust group --> Corrections	Alt-JP, R
Change the color saturation or tone of a photo, or re-color it	Picture Tools/Format tab --> Adjust group --> Color	Alt-JP, I
Select a table style	Table Tools/Design tab --> Table Styles group	Alt-JT, S
Select a chart style	Chart Tools/Design tab --> Chart Styles group	Alt-JC, S

QUICK ACCESS TOOLBAR



MINI TOOLBAR

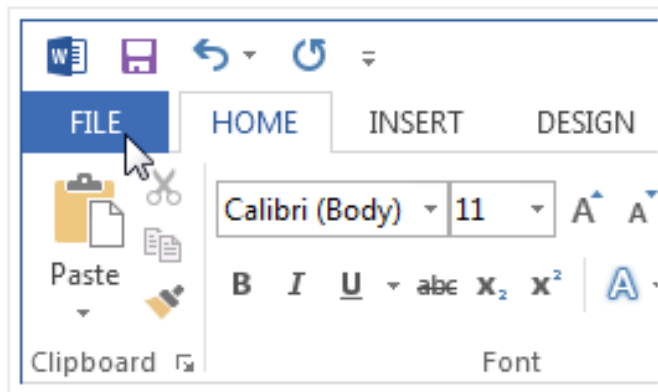


BACKSTAGE VIEW

Backstage view gives you various options for saving, opening a file, printing, and sharing your document.

To access Backstage view:

1. Click the **File** tab on the **Ribbon**. **Backstage view** will appear.



- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Close
- Account
- Options

Info



Protect Document

Control what types of changes people can make to this document.



Inspect Document

Before publishing this file, be aware that it contains:

- Document properties and author's name



Versions

There are no previous versions of this file.

Properties ▾

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	
Created	Today, 12:19 PM
Last Printed	

Related People

Author	 Patrice Ball
	Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

OPTIONS

Make Word Your Own
Customize

Word Options

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

General options for working with Word.

User Interface options

- ☐ Show Mini Toolbar on selection ⓘ
- ☒ Enable Live Preview ⓘ
- ☒ Update document content while dragging ⓘ

ScreenTip style: Show feature descriptions in ScreenTips ▼

Personalize your copy of Microsoft Office

User name: Patrice Ball

Initials: PB

☐ Always use these values regardless of sign in to Office.

Office Background: No Background ▼

Office Theme: White ▼

Start up options

Choose the extensions you want Word to open by default: Default Programs...

- ☒ Tell me if Microsoft Word isn't the default program for viewing and editing documents.
- ☒ Open e-mail attachments and other uneditable files in reading view ⓘ
- ☒ Show the Start screen when this application starts

PRACTICE

- Tables
- Pictures
- Shapes
- SmartArt
- Shapes
- Charts
- Screenshots/Screen Clippings
- WordArt
- Headers, footers, page numbers, text boxes
- Quick parts
- Other