

## CHAPTER 1

## InFocus

# GETTING STARTED WITH WORD

Microsoft Word is a word processing application that is usually part of a suite of Microsoft applications, known as Microsoft Office.

You can use Word to create all sorts of documents, including letters, reports, faxes, forms, emails, web pages, invitations and certificates.

Before you leap into creating anything, it is worth taking some time to become familiar with the Word window and its features.

**In this session you will:**

- ✓ gain an overview of the meaning and origins of word processing
- ✓ gain an overview of the common types of documents that can be word processed
- ✓ gain an understanding of how to choose which word processing software to use
- ✓ learn how to start **Word** from the desktop
- ✓ gain an understanding of the **Word 2016 Start Screen**
- ✓ learn how to create a new blank document
- ✓ gain an understanding of the **Word 2016** screen
- ✓ gain an understanding of how **Word 2016** works
- ✓ learn how to use the ribbon
- ✓ gain an understanding of **Backstage View** in **Word**
- ✓ learn how to use shortcut menus
- ✓ gain an understanding of how dialog boxes work
- ✓ gain an understanding of the **Quick Access Toolbar**
- ✓ gain an understanding of the status bar
- ✓ learn how to exit correctly and safely from **Word**.

# UNDERSTANDING WORD PROCESSING

Every facet of our everyday existence is controlled by the written word. We receive information, follow instructions and record events, often using documents that consist of carefully

chosen words. The ability to create these documents, to change them, to enhance the way they look, and to print them is what is now referred to as **word processing**.

## Word Processing – A Definition

Word processing refers to the ability to create, edit and store text, and to reprint it as many times as desired. Word processing is used to create a multitude of personal and business documents, such as letters, memos, faxes, reports, books, essays, brochures, flyers, price lists, and the list goes on!

## The Roots of Word Processing

The desire for humans to communicate in writing can be traced back to our cave dwelling ancestors who painted images of hunting and everyday life on cave walls. Who knows, these might even have been the first training manuals or reports on hunting expeditions!

The ancient Egyptians used writing to record commercial trading transactions. Initially using clay and stone, they then invented writing on paper, or papyrus, to speed up the process of writing.

In 1492 Johannes Gutenberg invented the world's first printing press which allowed one document to be produced and disseminated many times. Many historians attribute world-shaking events such as the English, French and American revolutions to the invention of printing and the communication of ideas.

The printing press marked the beginning of using machines to produce writing. This idea of using machines for writing was kicked on in 1873 when Christopher Latham Scholes invented the first commercially-practical typewriter. This typewriter was marketed by the Remington Arms company. Earlier experimental typewriters used an alphabetical keyboard. However, the action of the type bars in these machines was sluggish and the bars tended to jam. Scholes developed the QWERTY keyboard so that letters used in combination were further apart, therefore allowing more time for the type bars to return to their normal position and avoid jamming. In 1878 ten-finger typing was established using the QWERTY keyboard – essentially, this has meant that the QWERTY keyboard has survived to this day even on modern computers.

Typewriting gained enormous popularity in offices around the world in the first half of the twentieth century. New office procedures and jobs were created around the typewriter – many organisations had special typing pools, which consisted of teams of people (usually young women) typing documents.

In 1961 IBM introduced the Selectric typewriter. It was an electric typewriter with fewer moving parts than a manual typewriter, and was much faster to use. In 1964 IBM released the Magnetic Tape Selectric Typewriter that allowed typed information to be stored and retrieved. This machine was marketed as a word processing machine because for the first time text could be stored, replayed (typed automatically from the tape), changed and printed as many times as required.

In 1972 Lexitron and Linolex introduced the first modern word processing system which displayed documents on a screen rather than on paper. This machine stored the documents on cassettes. The screen allowed text to be entered, rearranged or deleted without the need for producing a paper copy.

In 1973 IBM released a new word processing machine that stored documents on floppy disk. Early storage systems could hold only several pages. The floppy disk allowed the storage of large, multi-page documents. The word processors were special machines designed specifically for producing documents.

In 1981 IBM released the IBM Personal Computer which used floppy disk storage technology. This was one of the few machines ever invented in history that had no specific purpose. It soon became apparent that the programs used in word processing machines could be stored on floppy disk. Once stored on floppy disk they could be used in personal computers, thus converting the personal computer to a word processing machine.

This concept has grown and is the underlying basis of modern word processing. Programs such as WordStar, DisplayWrite, WordPerfect and later, Microsoft Word, emerged, allowing the personal computer to produce documents with a size and complexity far greater than earlier machines. Today, virtually all word processing is done on personal computers using word processing programs.

# TYPES OF WORD-PROCESSED DOCUMENTS

The first word-processed documents were business documents such as letters, memos and reports. With the development of screen and print technologies, it is now possible to use word

processing software to produce a much greater variety of documents such as brochures, newspapers and newsletters, greeting and business cards, and more.

<b>Type</b>	<b>Characteristics</b>	<b>Intended Audience</b>
<b>Letters</b>	Letters are usually one or two pages in length and consist mostly of text	Business associates, customers, suppliers, friends, relatives, etc
<b>Memos</b>	Memorandums are internal business documents that usually consist of one or two pages of text	Fellow employees, management, subordinates
<b>Faxes</b>	Faxes are documents transmitted over telephone lines. They are usually brief and are used to convey information quickly and succinctly. Faxes can be printed and sent from a fax machine or they can be sent in electronic format directly from a computer connected to a telephone line	Business associates, customers, suppliers
<b>Reports</b>	Reports are normally multi-page documents providing information or findings of an investigation or survey to the reader. They usually consist of text. Long reports may also have a table of contents and an index	Business associates, clients, management, creditors, shareholders, general public, community groups, etc
<b>Briefing Papers</b>	Briefing papers are documents that provide background and useful information regarding an historical or upcoming event	Sales people, managers, committee members, company board members, etc
<b>Minutes</b>	Minutes records what officially went on in a meeting. They can be informal or formal and basically describe what was discussed, what decisions were made, what actions need to be taken, and who is responsible for carrying out those actions	Attendees and other interested parties
<b>Essays and Assignments</b>	Essays and assignments are normally multi-page documents conveying ideas, opinions or research findings. They mostly consist of text	Teachers, lecturers, mentors
<b>Training Manuals</b>	Training manuals are normally multi-page documents designed to instruct and inform. They range from mostly text to highly structured documents. (Note: this publication was produced using Microsoft Word)	Course attendees, people wishing to acquire new skills and knowledge, people wishing to gain a qualification or accreditation
<b>Books</b>	Books are multi-page documents consisting mostly of text. They have a table of contents and usually an index	People seeking information and/or entertainment
<b>Brochures</b>	Brochures are mostly laid out with graphics and text. They are often no more than several pages in length. Increasingly, these are transmitted electronically via the internet	Clients, potential customers
<b>Newsletters</b>	Newsletters are used to convey news, updates and activities for clubs, groups, organisations, products, and the like. They are organised into columns and consist mostly of text	Clients, customers, general public, club members, etc
<b>Flyers</b>	Flyers are normally one-page information sheets that are highly graphical and structured advertising a product or event	Clients, potential customers, club members, etc
<b>Emails</b>	Emails are usually short letters sent via the internet or through a computer network	Anyone with an email connection

# CHOOSING WORD PROCESSING SOFTWARE

Word processing software allows you to work with text in order to create documents. This usually involves functions such as creating, formatting and deleting text and working with

other elements associated with text documents such as tables. These days there are a range of software options for working with text and it's important to consider which one works best for you.

## Microsoft Word

Microsoft Word is a word processing software program created by Microsoft and is part of a suite of products known as Microsoft Office. It was originally launched in the early 1980s and today is one of, if not the most popular word processing software program as it contains a large variety of tools and features for creating a variety of text-based documents. You can use Microsoft Word to create and save text-based documents, spell check existing text, apply font formatting, insert pictures and much more. While Microsoft Word is primarily used as a desktop application (meaning it is installed and run on your desktop computer), Microsoft also provides Word Online and the Word mobile app. Word Online can be accessed and used from the browser window of any device connected to the internet, while the Word mobile app can be downloaded and used on any mobile device such as a mobile phone or a tablet.

## Web Based Word Processing Apps

There are a number of different word processing apps that can be used online. For example;

**Google Docs** – Google Docs is used in conjunction with Google Drive which is Google's cloud file storage service. You can sign up for Google Drive for free and you will receive 15 GB of storage allowance which is used across Google Drive, Gmail and Google Photos. If you require more storage you can pay an annual or monthly fee to receive more storage. Google Docs is a free word processing app available to use online or as a downloadable app on your mobile device. It is part of Google's office suite. If you wish to use Google Docs you must first sign up using a Gmail account. Once you have signed up and signed in you are ready to start creating and working on documents. Google Docs contains less advanced features and tools than Microsoft Word, however it does allow you to get Add-ons which are apps that you can use in conjunction with the program in order to increase functionality. For example, if you wish to add a table of contents, this functionality is not available in Google Docs but if you get an add-on for creating a table of contents you can create and work with a table of contents in Google Docs.

**DropBox Paper** - DropBox Paper is used in conjunction with DropBox, a cloud file storage service. DropBox Paper has a much more minimal interface than Microsoft Word and Google Docs and has less functionality for working with advanced word processing features. However, there is an emphasis on working collaboratively and there are many tools for commenting and sharing your files. You can export DropBox Paper files to a PDF so that you can open them in PDF viewers such as Acrobat or you can export as a Microsoft Word file so that you can open and work on the file in Microsoft Word. You can also import files of a range of different file types, including Microsoft Word.

## Device Specific Word Processing Apps

Apple devices usually come with a word processing app that can only be used on Apple devices. Currently, Apple Mac computers come with the **TextEdit** app which you can use for creating and editing text files. If you are using an iPhone or iPad the **Pages** app may be included on your device by default. You can use this app to convert existing text documents to other formats, create and edit HTML documents and the like. Mobile android devices (any mobile device, laptop or desktop computer not created by Apple) may also contain word processing apps by default. For example, Samsung phones come with the Polaris office suite which can be used to work with Microsoft Word files among other file types from the Microsoft suite.

## Choosing The Right Software For You

Before you begin creating and working with text documents, it's important to decide which software program is most appropriate for your needs. If you want to create a professional or long document it is best to use a program like Microsoft Word that contains more advanced formatting and editing features. If you want to create a short document that doesn't require much formatting, a program like GoogleDocs or DropBox Paper may be more suitable. If you don't have access to a laptop or desktop computer, you can use one of the many mobile text editing apps as discussed above. Remember that most text editing software can be used in conjunction with each other. For example, you may begin creating a file in DropBox paper before exporting it to Microsoft Word where you can use more advanced formatting and editing features before importing it again to DropBox for sharing with others.



# STARTING WORD FROM THE DESKTOP

To create or edit a workbook, the first thing you must do is start Word. The first time you use Word you will need to open it from the taskbar **Search the web and Windows** bar or the **All**

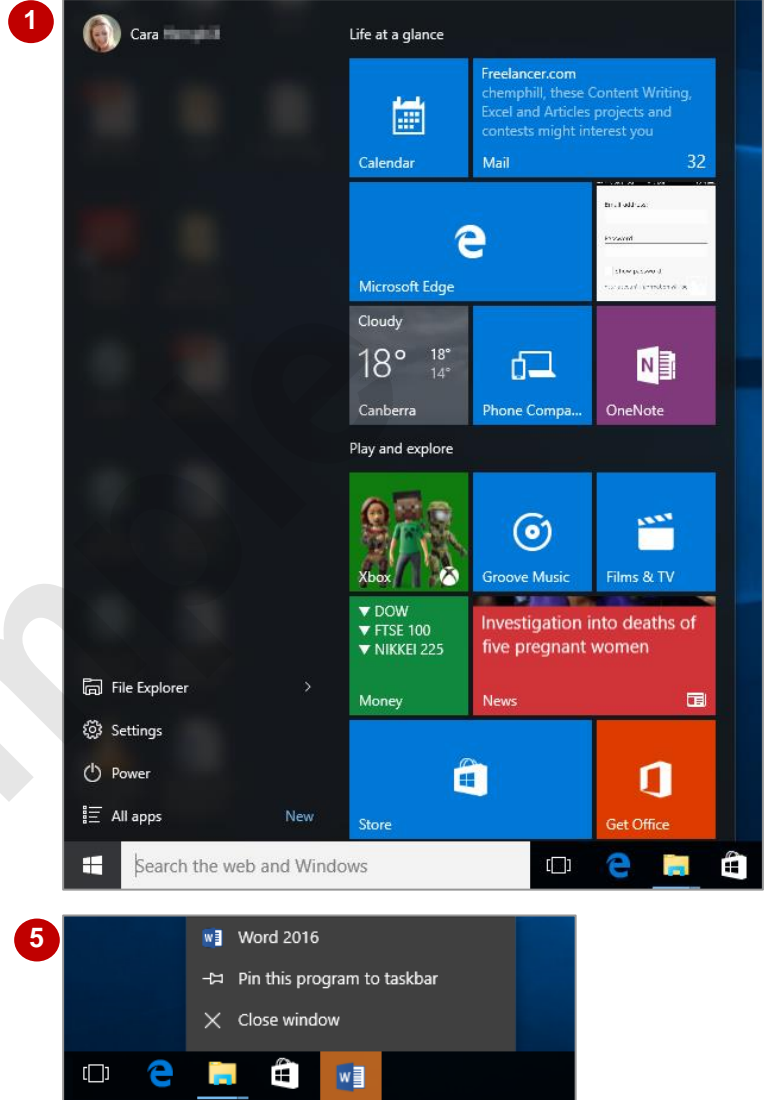
**apps** list in the **Start** menu. You can then choose to pin it to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

## Try This Yourself:

**Open File**

*Before starting this exercise ensure the computer is switched on...*

- 1 If there is no **Word** icon in the taskbar at the bottom of the desktop, click on the **Windows** icon in the taskbar, as shown, to display the **Start** menu
- 2 Click on **All apps** to display a list of all the apps on your computer
- 3 Scroll down to the **W** section *Word 2016 is listed here...*
- 4 Click on **Word 2016** to start Word
- 5 Right-click on the Word icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**  
*You can now click on this icon to open Word from the desktop. This icon will remain in the taskbar unless you remove it...*
- 6 Repeat step 5 to select **Close window** to close Word
- 7 Click on the Word icon in the taskbar to open **Word** again



## For Your Reference...

To **add** a **Word icon** to the **desktop taskbar**:

1. Display the **Start** menu, then click on **All apps**
2. Right-click on **Word 2016**
3. Select **Pin to taskbar**

## Handy to Know...

- You can start Word by clicking in the taskbar **Search...** bar, typing **word**, then clicking on Word in the list of search results.
- You can pin Word to the **Start** menu by displaying the **All apps** list, right-clicking on **Word 2016** and selecting **Pin to Start**.

# UNDERSTANDING THE START SCREEN

Most times you open Word, a **start** screen will display. From this initial screen, you can choose what kind of document you want to work with. You can choose to work with one of your most

recently accessed files, open a document which has been saved to **Computer** or **OneDrive** or create a new document using the available templates.

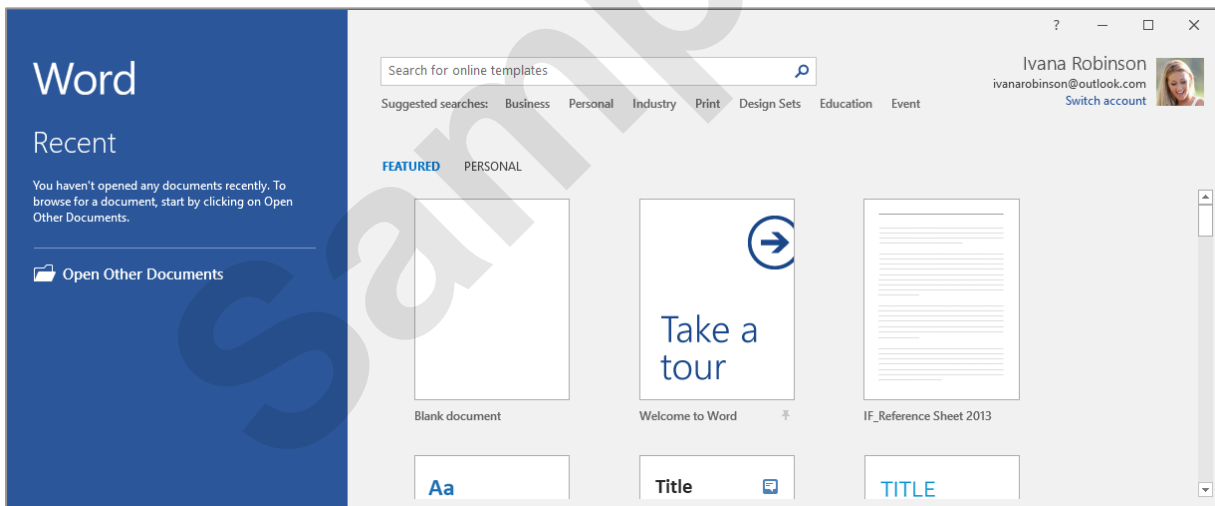
## Microsoft Word 2016 Start Screen

The Microsoft Word 2016 **Start** screen is very helpful if you want to quickly access files you have worked on recently or create a new document based on one of the available templates (including the default **Blank** document template).

If you have already worked on a document or several documents in Word, a list of recent files will display below **Recent** in the blue pane to the left of the screen. If you haven't worked on any documents yet, you can still open existing documents by clicking on the link, **Open Other Documents**, located below **Recent**. This lets you open an existing file from your computer or OneDrive.

The main pane of the **start** screen displays available templates you can use to create a new document and a search box you can use to search the internet for additional templates. Templates are simply layouts that have already been created which you can customise to suit your needs and then enter relevant content. If you want to start with a clean slate you can choose the **Blank** document template – you'll probably find this is the one you will use the most.

In the top right corner of the screen you'll see information about the account you've used to sign into **Windows** as well as **help**, **minimise**, **restore down**, and **close** tools.



The **start** screen will only display when you launch the **Word 2016** application directly – that is, by clicking on the Word tile on the **Windows 10 Start** screen, clicking on the application on the **Apps** screen or under search results, or clicking on the taskbar icon if the application has been pinned to the desktop **Taskbar**.

**Word 2016** can also be started in **Windows 10** by double-clicking on a Word document in **File Explorer**. When this occurs **Word 2016** will start with the document open on the screen and the **start** screen shown above will be bypassed.

# CREATING A NEW BLANK DOCUMENT

When you want to create a letter, shopping list, annual report or anything with words in it for that matter, you will first need to create a document. All documents created in Word are based on a

template. A template defines the basic layout of a document. To create a simple document, you are able to base it on the **Blank document** template installed with Word.

## Try This Yourself:

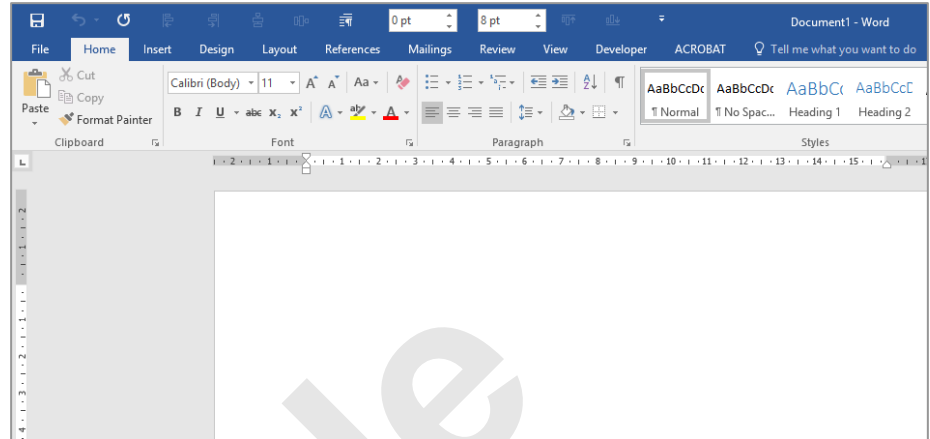
Open File

*Before starting this exercise you MUST ensure the Microsoft Word Start screen is displayed...*

1

Click on **Blank document** (the first option beneath the title, **Featured**)

*A new blank document will open. Notice that the document is automatically assigned a temporary name, which is displayed in the Title bar*



1

## For Your Reference...

To **create** a **Blank document**:

1. Open **Word** so that the **start** screen is displayed
2. Click on **Blank document** in the list of templates

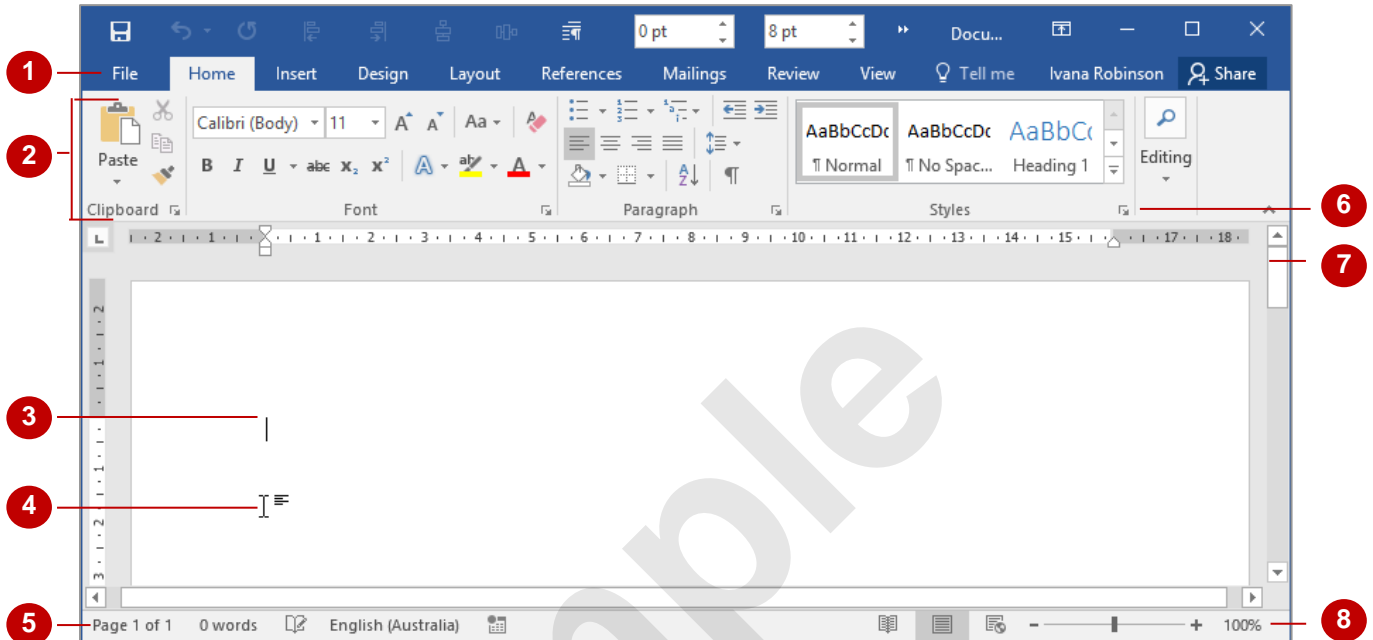
## Handy to Know...

- If you already have a document open and want to create a new one, click on the **File** tab to open **Backstage view**, click on the **New** tab and then select **Blank document**.
- You can also use the keyboard shortcut **Ctrl + N** to instantly open a new document based on the **Blank document** template.

# THE WORD SCREEN

The **Microsoft Word** screen is made up of several key components which are described on this page. Some of these components, such as the **ribbon** and **Backstage view**, are common to all other

Office 2016 applications so once you know how they work you won't have to relearn them when you use other applications.



- 1 The **File** tab is used to access the **Backstage view** which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences for Word.
- 2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Word. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**. The commands include **galleries** of formatting options you can select from, such as the **Styles** gallery shown above.
- 3 The **Insertion point** shows where the text will appear if you start typing.
- 4 The **Mouse Pointer** is used, amongst other things, to move the insertion point to different locations in the document. It may appear as a pointer or an I-bar, as in this example, or any number of other forms, depending upon its function at that position on the screen.
- 5 The **Status bar** appears across the bottom of the window and displays the current location of the insertion point, page number and word count. You can access additional information such as **Section** number, **Column** number, and so on, by right clicking on the **Status bar**.
- 6 **Dialog box launchers** are positioned in the bottom right corner of some groups of commands on the ribbon. Clicking on a **dialog box launcher** opens a dialog box with additional options relating to that group of commands.
- 7 The **Scroll bar** indicates your current position in the document and lets you move to other positions in the document by clicking or dragging the bar. The arrows can also be used to move through the document.
- 8 The **View** buttons and the **Zoom slider** are used to change the view and to increase or decrease the zoom ratio for your document.

# HOW MICROSOFT WORD 2016 WORKS

The Word 2016 screen has three key areas. The data you type is placed on a **page**. The data can be manipulated using commands on the **ribbon**. The page is part of a larger entity known as a document

or file, and changes to the file are controlled in **Backstage view**. These key components are described on this page.

## The Page

If you create a new blank document, it will appear as a blank **page** in the document window with a blinking insertion point. When you start typing, the text will appear at this location. You can also create a new document from a template, such as this resume shown to the right, where specific information will appear by default on the page, and you can edit it and add your own data as desired.

**Bob Evans**

[Type your address]  
Phone: [Type your phone number]  
E-mail: [Type your e-mail address]  
Website: [Type your website]

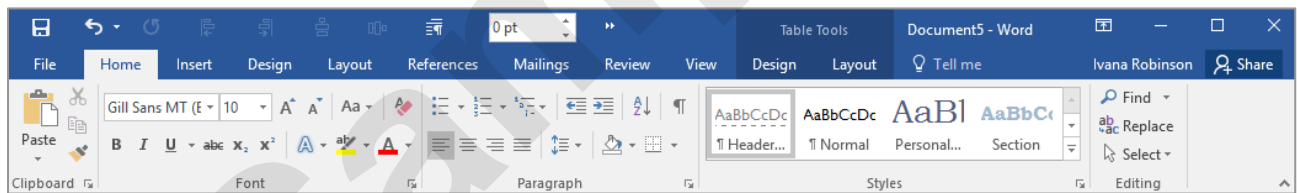
**Objectives**  
[Type the objectives]

**Education**  
[Type the degree] ([Type the completion date])  
[Type list of accomplishments]

**Experience**  
[Type the job title] ([Type the start date] - [Type the end date])  
[Type the company name] ([Type the company address])  
[Type job responsibilities]

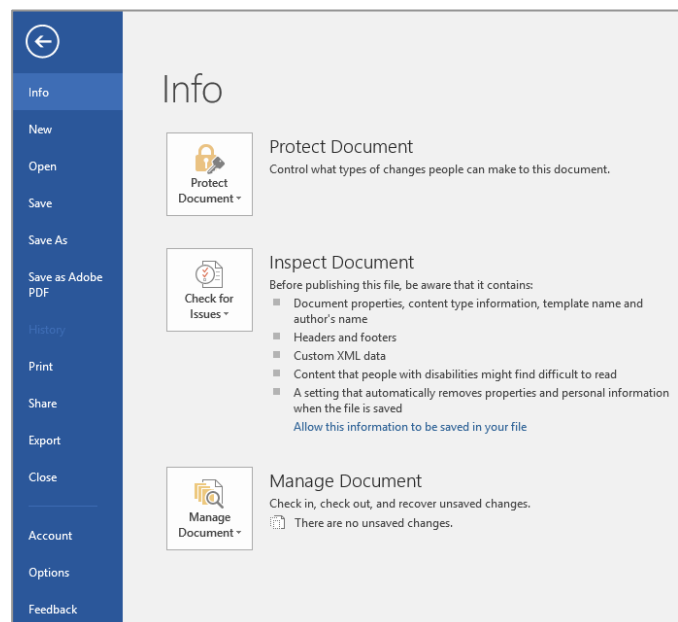
## The Ribbon

When you need to do something with the data on a page, such as format it, colour it, move it, copy it, and much more, you'll find all of the relevant commands on the **ribbon**. The **ribbon** has the commands organised thematically using a series of tabs across the top.



## Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, or whatever, you will need to access the **Microsoft Office Backstage view** of Microsoft Word. **Backstage view** is accessed using the **File** tab on the **ribbon**. Rather than displaying commands on a **ribbon**, **Backstage** occupies the entire screen and has a series of tabs down the left side which allow you to perform a number of operations. In our sample to the right, the **Print** tab is active, and that is why you can see a preview of the document and a number of print-related options on the screen.





# USING THE RIBBON

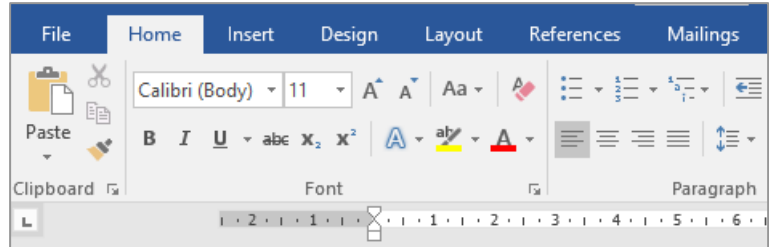
The **ribbon** is the command centre for Word. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display

the command groups. **Commands** are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Word will be found somewhere on this ribbon.

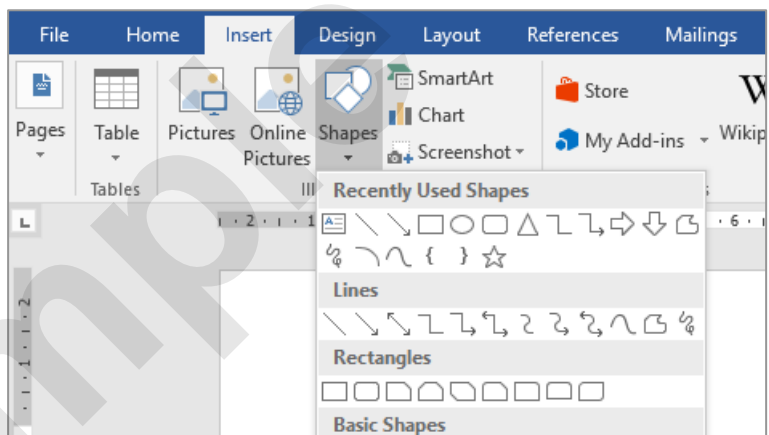
## Try This Yourself:

*Before starting this exercise, you MUST ensure that Word has started and a new document is displayed...*

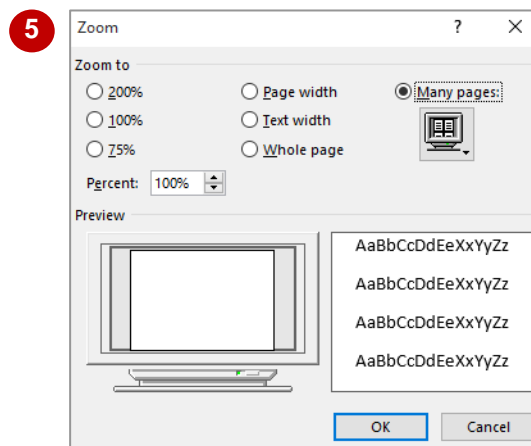
- 1 Examine the **groups** on the **Home** tab  
*These are the most commonly used commands...*
- 2 Click on the **Insert** tab  
*The commands on this tab are used to create pages, tables, illustrations, comments, headers and footers, text objects and equations and to add things such as apps and media to your document...*
- 3 Click on **Shapes** in the **Illustrations** group to display the **Shapes gallery**  
*This gallery includes a huge range of shapes as well as the menu option New Drawing Canvas...*
- 4 Click on each of the **tabs** and examine the **commands**  
*Some of these open 'dialog boxes'...*
- 5 On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box
- 6 Click on **[Cancel]** then click on the **Home** tab



1



3



5

## For Your Reference...

To **use** the **ribbon**:

1. Click on a **tab** to display the **commands**
2. Click on a **button** to activate a **command**, display a **gallery** or display a **dialog box**

## Handy to Know...

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.

# UNDERSTANDING THE BACKSTAGE VIEW

The **ribbon** lets you work on the content in a document so that you can add more content, format it, insert pictures into it, copy it, and much more. The **Backstage view**, which is accessed using the

**File** tab, lets you do something with the content you create. You can save it for later use, print it on paper, send it via email, and more by using the options found in **Backstage**

## The Backstage View

The **File** tab on the **ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within Microsoft Word known as **Backstage view**. **Backstage**, as it's known for short, occupies the entire screen.

At the left of the **Backstage** is a navigation pane which is made up of **tabs**. These tabs provide you with access to various operations, such as printing, saving and sharing. They can also provide you with information about your document such as the file size.

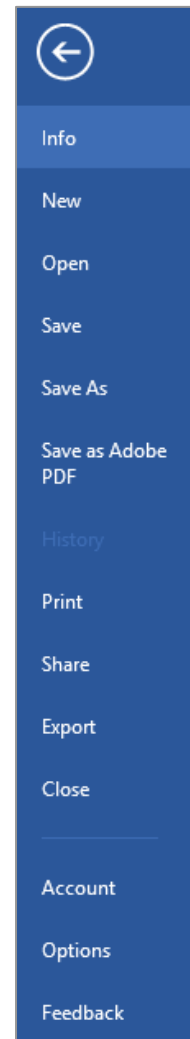
Clicking on one of these tabs brings up a range of options associated with the particular operation.

The whole underlying purpose of **Backstage** is to let you protect your data, share it with others, and provide you with valuable information about your document. Depending on what type of document it is and what has been done to it, different information may display when the **Info** tab is selected.

## Backstage Tabs

The **Backstage tabs** provide more options for working with a document

<b>Info</b>	Provides status information about the current document and lets you manage versions and permissions.
<b>New</b>	Lets you create a new document and provides access to a gallery of inbuilt templates as well as ready access to a range of online templates.
<b>Open</b>	Provides a list of recent documents as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for.
<b>Save</b>	Saves your current document (if already saved to a location) or prompts you to save to a location.
<b>Save As</b>	Allows you to name your document and save it to a location.
<b>Save as Adobe PDF</b>	Allows you to save a Word document in the format of a PDF for viewing in Word or PDF readers.
<b>History</b>	When this option is greyed out as in the example to the right, it is unavailable. However when it appears white you can select it to view the version history of the file you are working on.
<b>Print</b>	Lets you print the current document and preview it.
<b>Share</b>	Lets you share your document with other people via email, online presentation, blog or Cloud (OneDrive).
<b>Export</b>	Allows you to create a PDF/XPS document or change the file type of your document.
<b>Close</b>	Closes your current document.
<b>Account</b>	Contains product and user information.
<b>Options</b>	Presents you with a range of options which assist in the creation and editing of your document.
<b>Feedback</b>	Allows you to send feedback on Word to Microsoft.



# USING SHORTCUT MENUS

In addition to the **ribbon**, Word also features **shortcut menus** that appear when you right-click in an area on the screen or on an object. The content of the menu will vary depending on

where you click. **Shortcut menus** provide an alternative (and usually quicker) way to searching through the ribbon to find a specific operation or command.

## Try This Yourself:

*Before starting this exercise ensure you have a blank document open...*

- 1 Point to the middle of the document and click with the **right** mouse button to display a **shortcut** or **contextual menu**

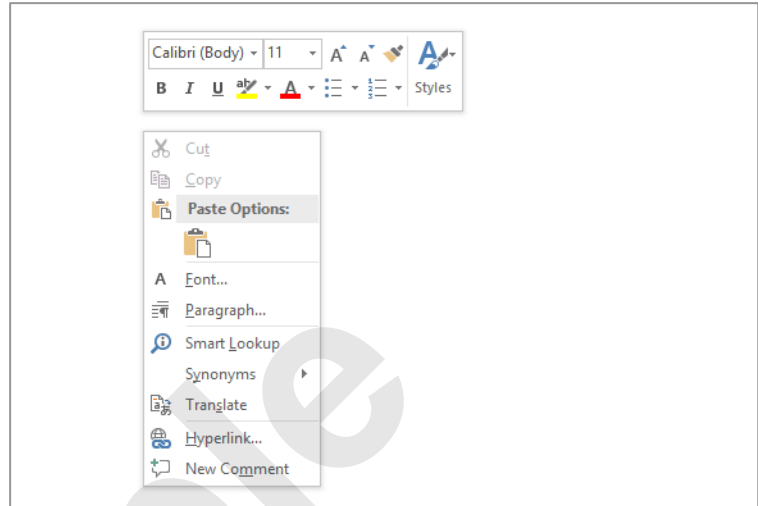
*Because you have clicked in the body of the document, the menu includes Font and Paragraph options. As no text is actually selected the Cut, Copy and Paste options are greyed out as they are unavailable...*

- 2 Click anywhere on the page with the **left** mouse button to close the shortcut menu
- 3 Point to any of the **tabs** on the ribbon

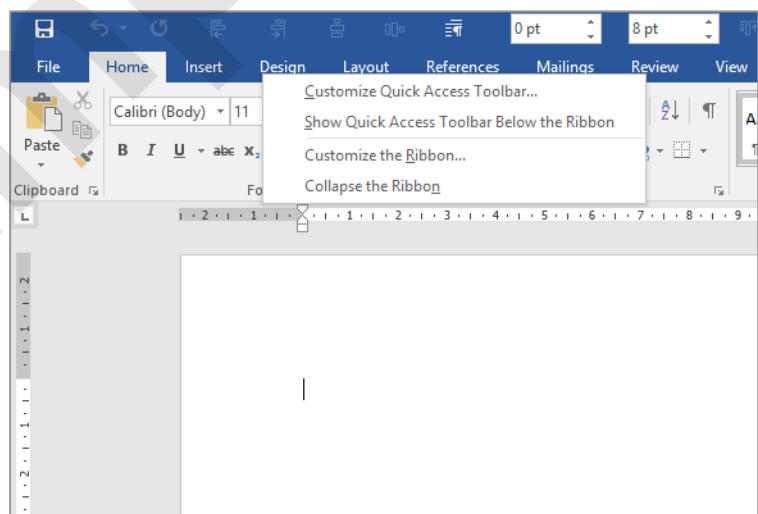
- 4 Right-click on a **tab** to display a shortcut menu

*This menu differs from the previous one and displays toolbar and ribbon options instead of text options. Word has made an educated guess about what you want to do based upon what you have clicked...*

- 5 Click anywhere on the page with the **left** mouse button to close the shortcut menu



2



4

## For Your Reference...

To **display a shortcut menu**:

1. Point to the object or area of the screen on which you want to perform an operation
2. **Right-click** to display the shortcut menu

## Handy to Know...

- Once a **shortcut menu** appears, the options in it are selected by clicking on them with the left mouse button.