# Microsoft 365
# Mastery Bible

## The Complete Illustrated Guide to Word, Excel, PowerPoint, Outlook & the Full Office Suite

Gally Renders

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# OVERVIEW OF OFFICE 365

Office 365 Launched in 2001 is a cloud-based, subscription version of Microsoft's popular suite Microsoft Office. Office 365 comprises the same essential applications as traditional versions of Office, including Word, Excel, Access, PowerPoint, OneNote, Outlook and others (depending on the plan purchased). Other inclusive apps are Publisher, OneDrive, SharePoint, Skype, Microsoft Teams, etc.

## Features of Office 365

**1. Explore and Integrate:** Office 365 Integrates flawlessly with Microsoft Office and other Microsoft programs. It takes just a few minutes to create a trial account that users can test and integrate with the cloud.

**2. Collaborate Anywhere and at Anytime:** With Office 365, users get web-enabled access to documents, emails, contacts, and calendars irrespective of whichever device or browser they use. This accessibility enables integrated collaboration among employees.

**3. Stay Up and Running AT ALL TIMES:** By running your applications in the cloud and storing your data thereon, this will ensure all your business documents and applications, such as emails and documents, will always be available – even if your company experiences any disaster.

**4. Flexibility:** With several options in the Office 365 suite, enterprises buy only the office solutions they need and convert CAPEX into OPEX.

**5. Single Sign-on** (SSO) – Users can store their password in the system tray of their machine to avoid having to repetitively sign in.

**6. Support:** Users receive business-class service including IT admin phone support, a financially-backed 99.9% uptime guarantee, geo-redundant data centers, robust security, disaster recovery, privacy controls, and standards and lots more.

**7. Security:** Office 365 has built-in security and constant compliance. You always know where your data is and who can access it. You can also remotely wipe all data from your mobile device if it's stolen or lost.

**8. No Licensing Issues:** Office 365 includes all licensing and it can be deployed company-wide. This means everyone has the same version of Microsoft Office, and all users receive upgrades in unison.

**9. Organization:** When you use Office 365, email, calendar and contacts are all synchronized. For example, if you update a contact on your mobile phone, it will be automatically updated across all your devices. You can also access the same data from any device or save a document on your PC and continue working on it, on your smartphone or tablet.

**10. Real-time Collaboration:** Teams can collaborate with Microsoft Word, Excel and PowerPoint. Each user can see instantaneous edits or additions their colleagues are making to a document. It also saves each version robotically, so you can return to older versions easily. This ensures a quicker and simpler collaboration between employees and departments, hence, resulting in improved productivity.

## Apps Integrated into Office 365 for Business

What's included in Office 365 for Business depends on which subscription level the user chooses, but the essential apps and services available through Office 365 are:

- Word
- Excel
- PowerPoint
- OneNote

- Outlook
- Exchange
- Publisher
- SharePoint
- Microsoft Teams
- Skype for Business
- OneDrive for Business

Some Office 365 applications also have mobile versions to help business do more on the go, including Word, Excel, PowerPoint, OneDrive for Business, Skype for Business, Yammer, and OneNote. In addition, Office 365 subscriptions also consist of 1 TB of OneDrive for Business cloud storage for individual user.

## Office 365 for Business pricing plans for Small and Medium Businesses (SMBs)

| | **Office 365 Business Essentials** | **Office 365 Business** | **Office 365 Business Premium** |
|---|---|---|---|
| Apps included | *Web versions* of Word, Excel, and PowerPoint | *Desktop versions* of Outlook, Word, Excel, PowerPoint, OneNote, Access, and Publisher<br>*Web versions* of Word, Excel, and PowerPoint | *Desktop versions* of Outlook, Word, Excel, PowerPoint, OneNote, Access, and Publisher<br>*Web versions* of Word, Excel, and PowerPoint |
| Services included | Exchange<br>SharePoint<br>Skype for Business<br>Microsoft Teams<br>1TB of OneDrive file storage and sharing<br>Microsoft Planner<br>24/7 phone and web support | 1TB of OneDrive file storage and sharing<br>24/7 phone and web support | Exchange<br>SharePoint<br>Skype for Business<br>Microsoft Teams<br>Email Hosting<br>1TB of OneDrive file storage and sharing<br>Microsoft Planner<br>Microsoft StaffHub<br>Microsoft Connections<br>Microsoft Listings<br>Outlook Customer Manager<br>Microsoft Invoicing<br>Microsoft Bookings<br>MileIQ<br>Business center<br>24/7 phone and web support |
| Email hosting | 50 GB mailbox and custom email domain address | None | 50 GB mailbox and custom email domain address |
| Device licensing | Services for use on 5 phones and 5 tablets only | Office apps and services on 5 phones, 5 tablets, and 5 PCs or Macs per user | Office apps and services on 5 phones, 5 tablets, and 5 PCs or Macs per user |

**Office 365 for Business Pricing Plans for Enterprise**

| | **Office 365: ProPlus** | **Office 365: Enterprise E1** | **Office 365: Enterprise E3** | **Office 365: Enterprise E5** |
|---|---|---|---|---|
| Apps included | *Desktop versions* of Outlook, Word, Excel, PowerPoint, OneNote, Access and Publisher<br>*Web versions* of Word, Excel, and PowerPoint | *Web versions* of Word, Excel, and PowerPoint | *Desktop versions* of Outlook, Word, Excel, PowerPoint, OneNote, Access and Publisher<br>*Web versions* of Word, Excel, and PowerPoint | *Desktop versions* of Outlook, Word, Excel, PowerPoint, OneNote, Access and Publisher<br>*Web versions* of Word, Excel, and PowerPoint |
| Services included | 1TB of OneDrive file storage and sharing<br>24/7 phone and web support | Exchange<br>SharePoint<br>Skype for Business<br>Microsoft Teams<br>Yammer<br>Microsoft StaffHub<br>Microsoft Planner<br>1TB of OneDrive file storage and sharing<br>24/7 phone and web support | Exchange<br>SharePoint<br>Skype for Business<br>Microsoft Teams<br>Yammer<br>Microsoft StaffHub<br>Microsoft Planner<br>Unlimited personal cloud storage<br>24/7 phone and web support | Exchange<br>SharePoint<br>Skype for Business<br>Microsoft Teams<br>Yammer<br>Power BI Pro<br>Microsoft StaffHub<br>Microsoft Planner<br>Office 365 Cloud App Security<br>Advanced Data Governance<br>Customer Lockbox<br>Exchange Online Advanced Threat Protection<br>Unlimited personal cloud storage<br>24/7 phone and web support |
| Email hosting | None | 50 GB mailbox and custom email domain address | 100 GB mailbox and custom email domain address | 100 GB mailbox and custom email domain address |
| Device licensing | Office apps and services on 5 phones, 5 tablets, and 5 PCs or Macs per user | Office apps and services on 5 phones, 5 tablets, and 5 PCs or Macs per user | Office apps and services on 5 phones, 5 tablets, and 5 PCs or Macs per user | Office apps and services on 5 phones, 5 tablets, and 5 PCs or Macs per user |

### Office 365 for Business Cost

| Plan | Cost per user/per month |
|---|---|
| ***Business Plans*** | |
| Office 365 Business Essentials | $5.00 |
| Office 365 Business | $8.25 |
| Office 365 Business Premium | $12.50 |
| ***Enterprise Plans*** | |
| Office 365 ProPlus | $12.00 |
| Office 365 Enterprise E1 | $8.00 |
| Office 365 Enterprise E3 | $20.00 |
| Office 365 Enterprise E5 | $35.00 |

### System Requirements for Office 365 for Business

| | |
|---|---|
| **Computer and processor** | • PC: 1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set<br>• Mac: Intel processor |
| **Memory** | • PC: 2 GB RAM<br>• Mac: 4 GB RAM |
| **Hard disk** | • PC: 3.0 GB of available disk space.<br>• Mac: 6 GB of available disk space. HFS+ hard disk format (also known as Mac OS Extended or HFS Plus). |
| **Display** | • PC: 1024 x 768 1024 by 768 screen resolution.<br>• Mac: 1280 x 800 1280 by 800 screen resolution. |
| **Graphics** | Graphics hardware acceleration requires a DirectX 10 graphics card. |
| **Operating system** | • PC: Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2. |

|  |  |
|---|---|
|  | - Mac: Mac OS X 10.10 or later. |
| **Browser** | Up-to-date version of Internet Explorer, Microsoft Edge, Safari, Chrome, or Firefox. |
| **.NET version** | .NET 3.5 required. Some features may require .NET 4.0, 4.5, or 4.6 CLR also to be installed. |

## How to Create Office 365 Account

Follow the steps below to set up a Microsoft Office 365 account.

1. Open your web browser and log on to the Microsoft Office website **www.office.com**
2. At the top-middle of the screen, click the **Buy Office 365** button.
3. Here, there are three available options: **Office 365 Home**, **Office 365 Personal**, or **Office Home and Student**. Choose the option that best suits your needs. Click **Buy now** for the option that you want.
4. A sign in window will appear. If you currently do not have an account, click on **Create one**.
5. Create an account by entering an e-mail address. If you would rather use a phone number, click **Use a phone number instead**, and then enter your phone number. Click **Next**.
6. Enter a password. *I recommend that you click the **Show password option**, so you can be sure of what you are typing*. Kindly note that the system does not ask you to type in your password twice to confirm it, so make sure you type it correctly. Click **Next**.
7. Enter your first and last name, as requested. Click **Next**.
8. Depending on the method you used to set up this account, Microsoft sends you a verification code to either the **e-mail** or **phone number** that you entered. You will need to access your e-mail or phone to get this verification code. Enter the security code in the Microsoft set up screen.
9. Select or deselect the box, asking if you want information, tips, and offers (the choice is yours). Click **Next**.
10. Enter the characters in the reCAPTCHA.
11. Select payment method. The available options are **credit card** or **debit card**, **bank account**, or PayPal. Enter your correct information accordingly and then click **Save**.
12. Select or deselect the box, asking if you want promotional e-mails from Microsoft. Click **Subscribe**.

13. Once the payment is processed successfully, you will be directed to your Office 365 dashboard. At this stage now, you can install Office on your computer. Click **Install Office** and follow the prompts on the screen to install it. Depending on the speed of your computer and Internet connection, this may take up to 10 or 15 minutes.
14. If you set this up on a computer, Microsoft then asks if you want the free apps for your phone, as well. If you select yes, Microsoft texts you a link to download the apps. Click **Next**.
15. You now have access to all programs in the Office 365 suite. Access them by clicking the Start menu.

# BOOK 1

# MICROSOFT WORD

# CHAPTER ONE

# MICROSOFT WORD AT A GLANCE

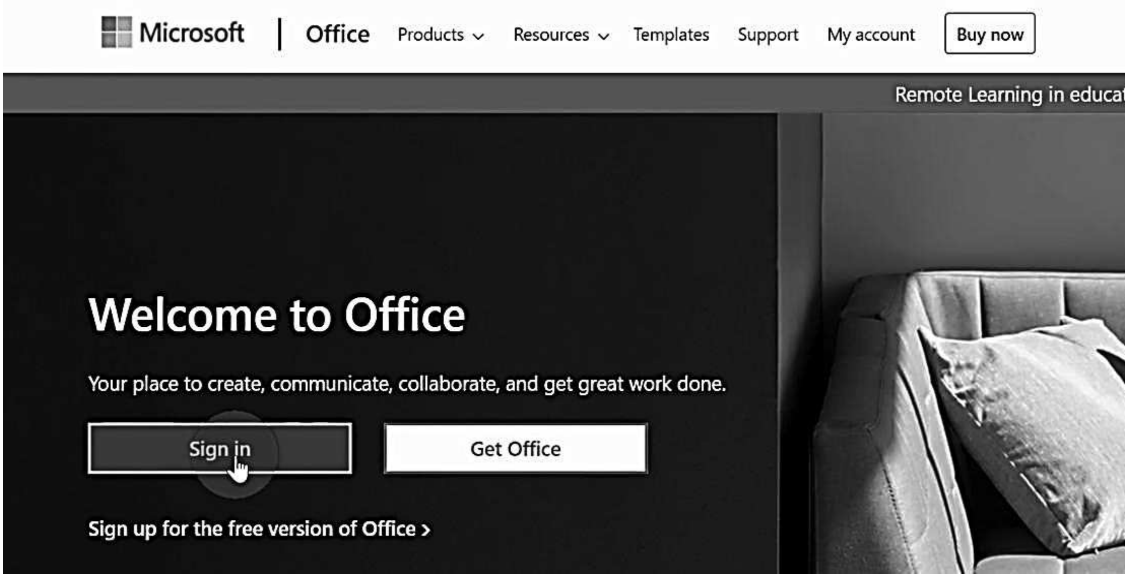
In this chapter, we'll begin by looking at the Microsoft screen, gaining an overview of everything we'll be looking at on the screen so you can begin to recognize some of the options available to you. You will get an overview of some of the features inside of Microsoft Word and grasp some of the languages we'll be using throughout the book.

## The First Step

Before you even think of getting any job done in Microsoft Word, you should know this very important part which is how you can get it up and running on your computer. Without further ado, let's see how you can get Microsoft Word entirely for free. First, you'll see how you can get Word on the web, and secondly, you'll know how to install Word on your pc also entirely for free. Well, let's jump on the PC.

## From The Web

You can get Microsoft Word for free on the web by going to the website **office.com**. Once you land on office.com there are three different options. If you already have a Microsoft account, let's say you use skype or you've used office before, chances are you already have an account and you could simply **sign in**.

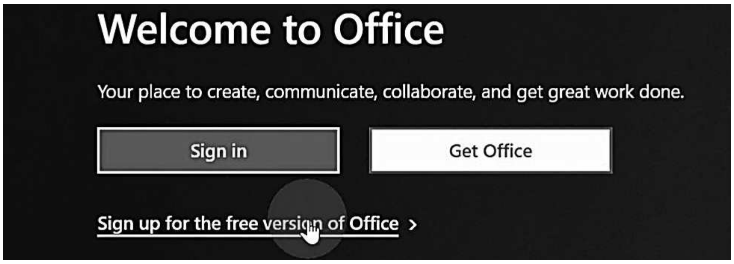


Welcome to Office

Your place to create, communicate, collaborate, and get great work done.

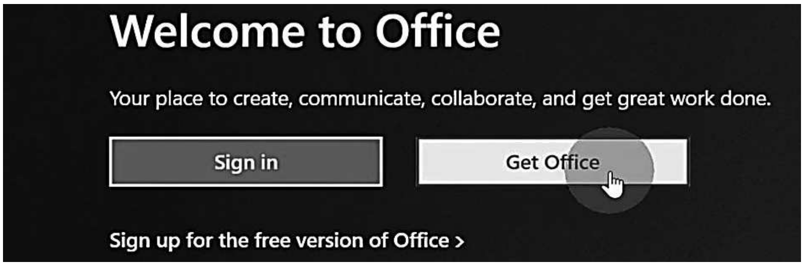
Microsoft
Office
Products
Resources
Templates
Support
My account
Buy now
Remote Learning in educa
Sign in
Get Office
Sign up for the free version of Office >

If you don't have a Microsoft account, don't worry, you can also **sign up** for the free version of Office by clicking on the **sign up for the free version of office** link as shown below and this will prompt you to set up a new Microsoft account.


Welcome to Office

Your place to create, communicate, collaborate, and get great work done.
Sign in
Get Office
Sign up for the free version of Office >

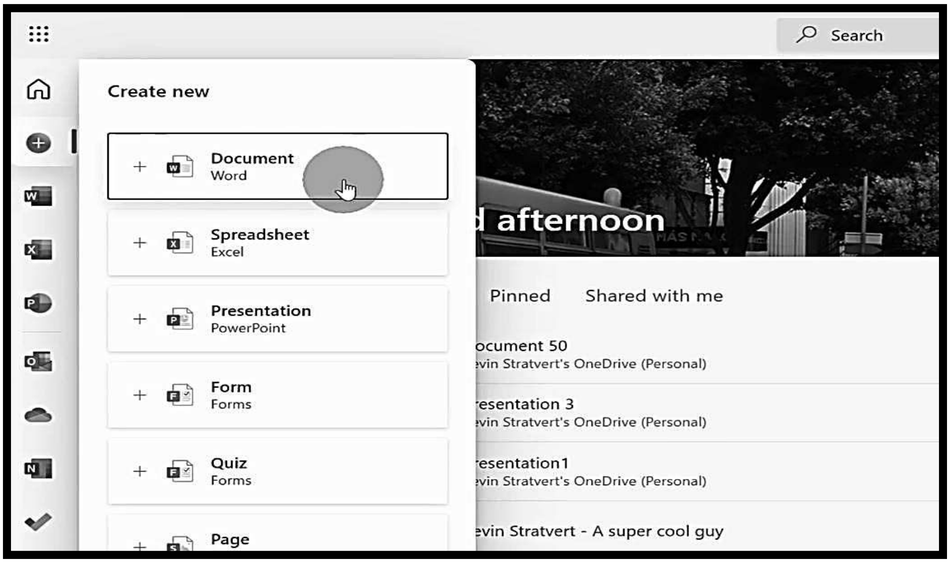
There's also a third option over here to "**Get Office**". This brings you to a marketing website where you can purchase Office.


Welcome to Office

Your place to create, communicate, collaborate, and get great work done.
Sign in
Get Office
Sign up for the free version of Office >

So, you go ahead and sign in. Once you click on sign in, **office.com** gives you free access to Microsoft word; not only do you get Microsoft Word, you can also get Excel, PowerPoint, and a whole bunch of other very powerful apps but for this book, we're focused on Word.

Over on the left-hand side to kick off a new Word document you can click on the "**Create**" icon and right up at the top you can start a new Word document.

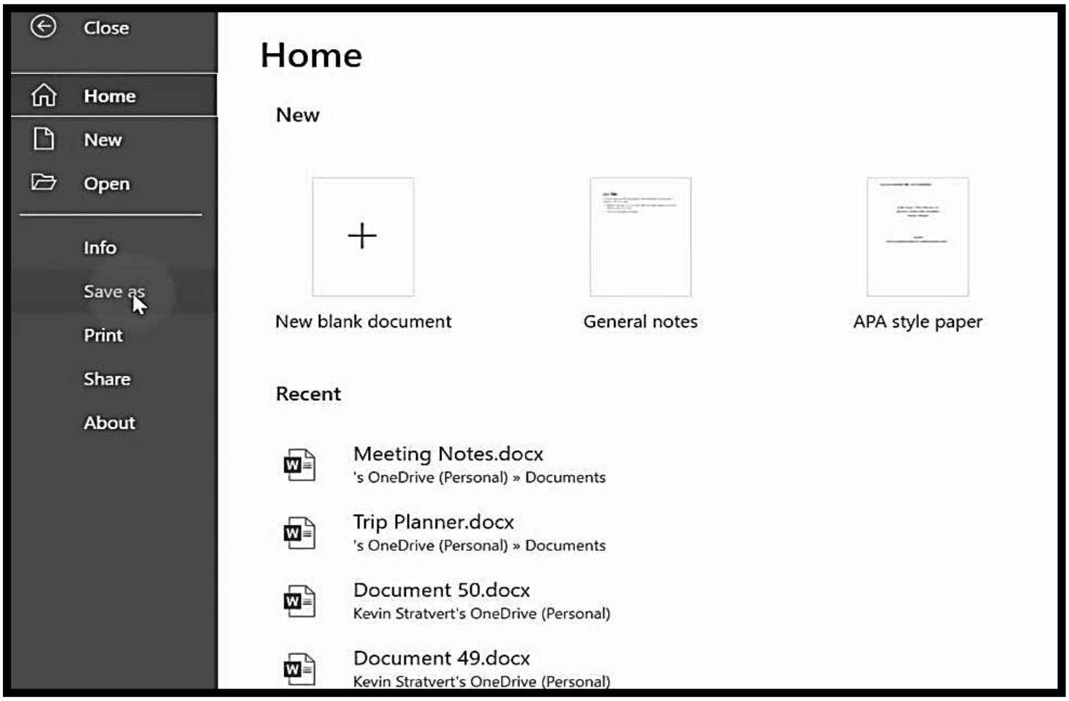

Search
Create new
Document
Word
Spreadsheet
Excel
Presentation
PowerPoint
Form
Forms
Quiz
Forms
Page
d afternoon
Pinned
Shared with me
ocument 50
evin Stratvert's OneDrive (Personal)
esentation 3
evin Stratvert's OneDrive (Personal)
esentation1
evin Stratvert's OneDrive (Personal)
evin Stratvert - A super cool guy

Also, if you go down here you can click on the Word icon and this drops you to the Word start page. Here too you can also start a new document or you could jump into one of the available templates or browse for more templates.

Once you've been using Word on the web, you'll be able to get back to all of your recent documents down below. Back on office.com, let's say that you have a Word document that you had started on your computer or you started working on it somewhere else and now you want to work on that document on the web. Well, you can easily get a document from your computer or maybe a flash drive and send this to the web. How do you do this? All you need to do is simply get your document and then drag and drop it onto office.com.

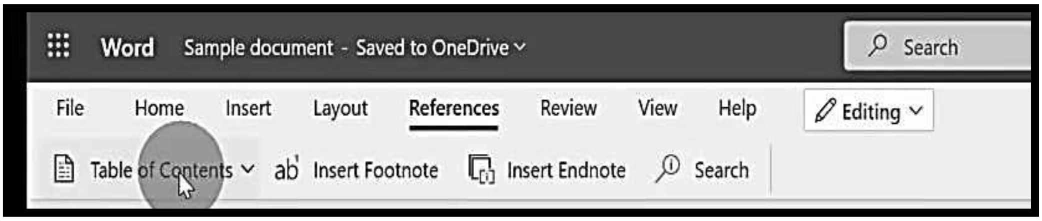
You'll see a blue highlight appear and once you release it, here you see that it automatically uploads it for you and if you wait a moment this will automatically open it in Word.

This has now opened this document in word and although you're working on a document using Word online that doesn't mean you can't take that document and get it back onto your computer. Up in the top left-hand corner under the File menu, there's the option to "**Save as**" and when you click on that, you can save a copy online under any name you want.

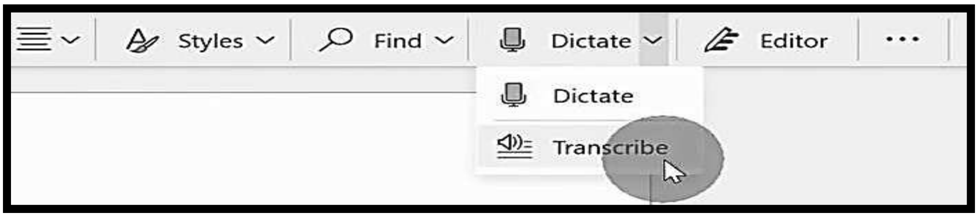

Close
Home
New
Open
Info
Save as
Print
Share
About
Home
New
New blank document
General notes
APA style paper
Recent
Meeting Notes.docx
's OneDrive (Personal) » Documents
Trip Planner.docx
's OneDrive (Personal) » Documents
Document 50.docx
Kevin Stratvert's OneDrive (Personal)
Document 49.docx
Kevin Stratvert's OneDrive (Personal)

Also, right down below there's the option to download a copy to your computer; you could take a document, upload it, work on it using Word online, and then you can download a copy again to your computer, and not only can you **download a Word document** you could also **get a PDF** and an **ODT**.

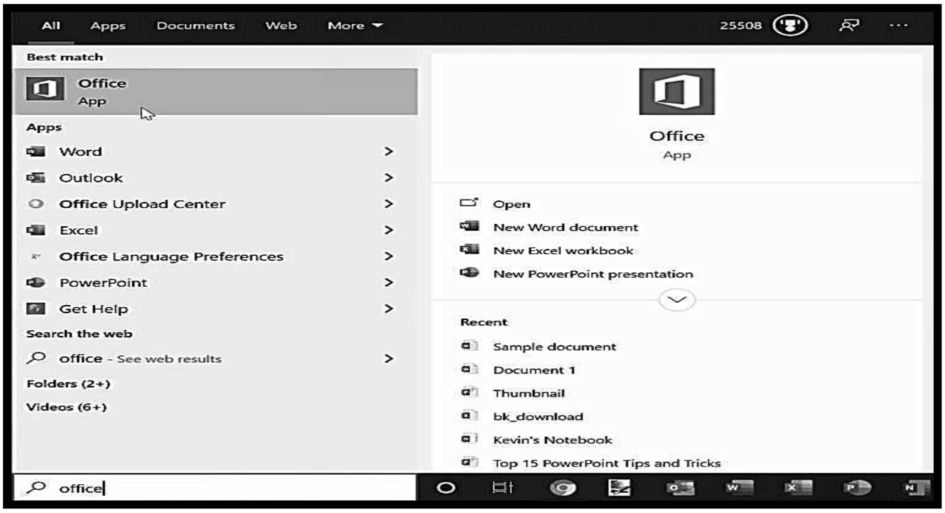
You might be wondering why you would ever want to install Office when you could use Word on the web. Well, with Word on the web you have to be online. Also, it's missing some of the functionality that you find in the desktop app but it has the functionality that you're likely going to use most often. For Example, the Table of contents is now available on the web.


Word
Sample document - Saved to OneDrive
Search
File
Home
Insert
Layout
References
Review
View
Help
Editing
Table of Contents
Insert Footnote
Insert Endnote
Search

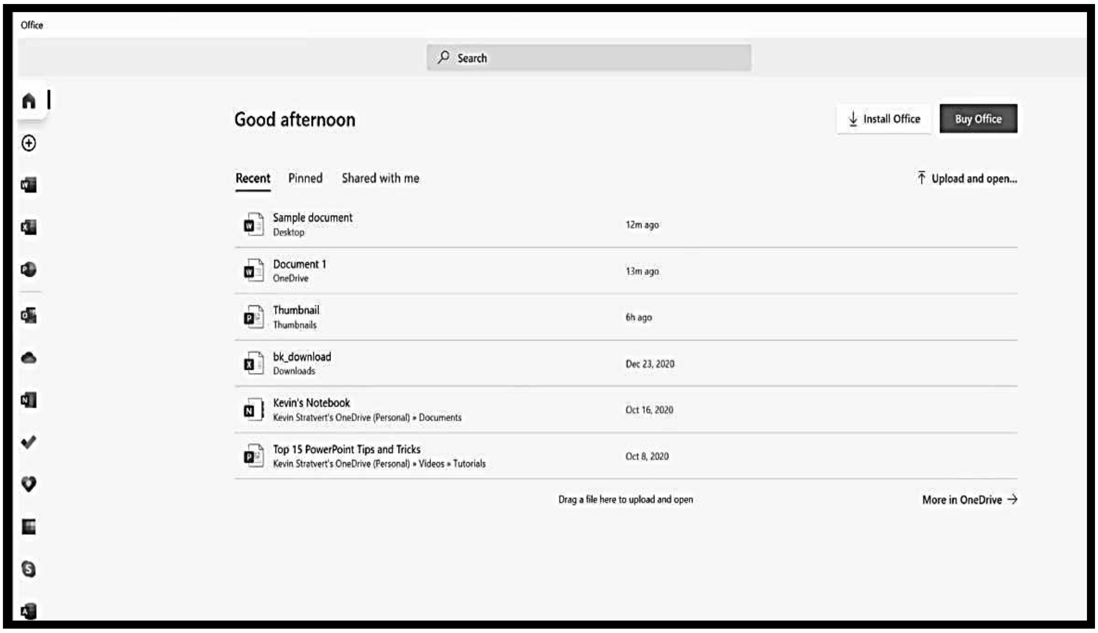
Also, one thing that might surprise you is that the web has some functionality that the desktop version of Word does not have. Here for example, under the home tab if you go over to "**Dictate**", you can take an audio file and have Word online transcribe that for you; that's not something you could do on the desktop.


Styles
Find
Dictate
Editor
Dictate
Transcribe

An even easier way that you can access Word on the web if you're on a Windows 10 or 11 computer is if you have Windows 10 or 11 and it includes an app called **Office**. To access this app simply go down to the taskbar, click on "**Search**" and then type in "**Office**".


All
Apps
Documents
Web
More
25508
Best match
Office
App
Apps
Word
Outlook
Office Upload Center
Excel
Office Language Preferences
PowerPoint
Get Help
Search the web
office - See web results
Folders (2+)
Videos (6+)
Office
App
Open
New Word document
New Excel workbook
New PowerPoint presentation
Recent
Sample document
Document 1
Thumbnail
bk_download
Kevin's Notebook
Top 15 PowerPoint Tips and Tricks
office

You'll see the best match appear for the Office app, you go ahead and click on that. This opens up the Office app and it looks very familiar to what you just saw on Office.com.

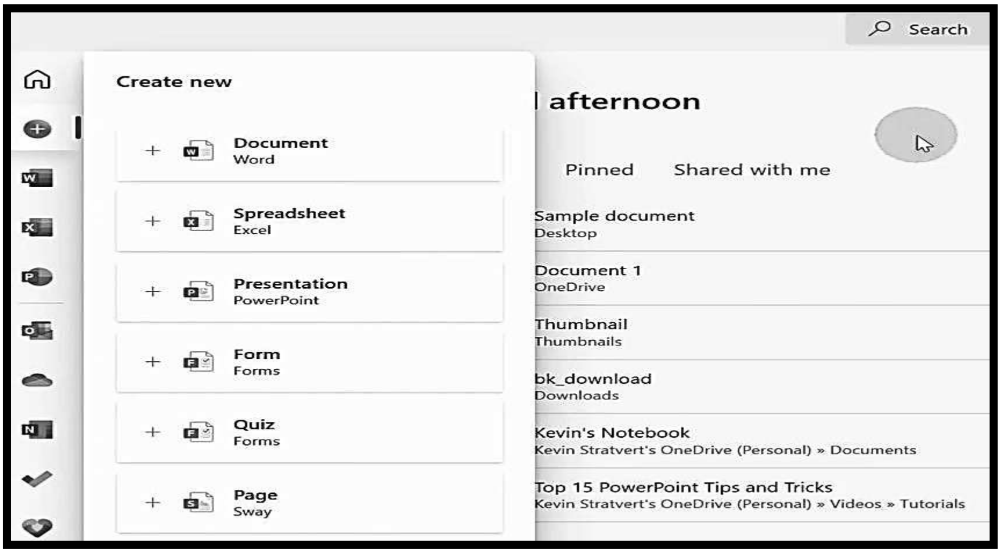

Office
Search
Install Office
Buy Office
Recent
Pinned
Shared with me
Upload and open...

Good afternoon

| | |
|---|---|
| Sample document<br>Desktop | 12m ago |
| Document 1<br>OneDrive | 13m ago |
| Thumbnail<br>Thumbnails | 6h ago |
| bk_download<br>Downloads | Dec 23, 2020 |
| Kevin's Notebook<br>Kevin Stratvert's OneDrive (Personal) » Documents | Oct 16, 2020 |
| Top 15 PowerPoint Tips and Tricks<br>Kevin Stratvert's OneDrive (Personal) » Videos » Tutorials | Oct 8, 2020 |

Drag a file here to upload and open
More in OneDrive →

Here too you can access Word the same way. In the top left-hand corner once again, you can click on the "**Create**" icon and here you could kick off a blank new Word document. Also, if you click on the Word icon on the left-hand side this will bring you to the Word start page, and just like before you could kick off a new document, jump into one of these templates and you can also get back to recent documents.

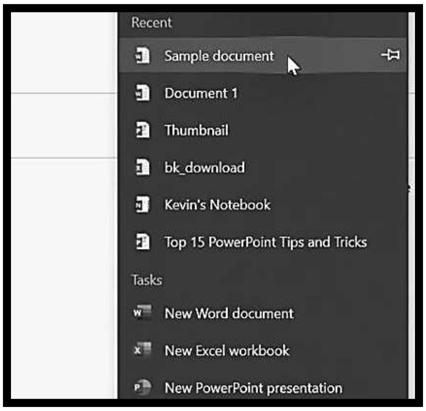

Search
afternoon
Pinned
Shared with me

Create new

- Document — Word
- Spreadsheet — Excel
- Presentation — PowerPoint
- Form — Forms
- Quiz — Forms
- Page — Sway

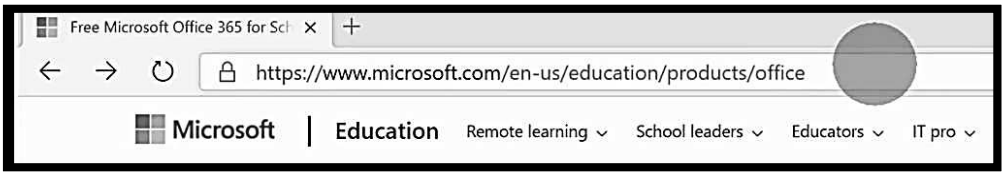
Sample document
Desktop
Document 1
OneDrive
Thumbnail
Thumbnails
bk_download
Downloads
Kevin's Notebook
Kevin Stratvert's OneDrive (Personal) » Documents
Top 15 PowerPoint Tips and Tricks
Kevin Stratvert's OneDrive (Personal) » Videos » Tutorials

This is one more way to access Word on the web. One of the very nice features is that down here on your taskbar you'll see the Office icon, if you right-click on this you can get back to recent documents, PowerPoints, Excel files, and you can also kick off a new document directly from here so you don't even have to open the app to kick off a new word document.

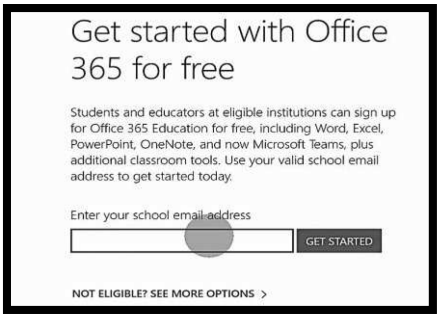

Recent
Sample document
Document 1
Thumbnail
bk_download
Kevin's Notebook
Top 15 PowerPoint Tips and Tricks
Tasks
New Word document
New Excel workbook
New PowerPoint presentation

**Switching On Your Desktop**

Now that we've looked at how you can get Word on the web entirely for free, let's see how you can **install Office** on your desktop. First, let's look at the approach that you can use if you're a student, a teacher, or an administrator at an educational institution. Head over to the URL below.


Free Microsoft Office 365 for Sc
https://www.microsoft.com/en-us/education/products/office
Microsoft
Education
Remote learning
School leaders
Educators
IT pro

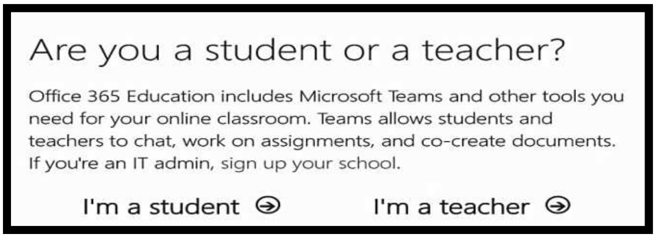
Once you land on this page, you can type in your school email address below, and once you finish typing in your email address click on "**Get started**" to see if you're eligible to download and install Office for free.


Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address
GET STARTED
NOT ELIGIBLE? SEE MORE OPTIONS >

After you type in your email address, it'll ask you if you're a student or a teacher, so select the one that you are and when you finish signing up for your account, once again you'll land on the website that we saw earlier and that's office.com.

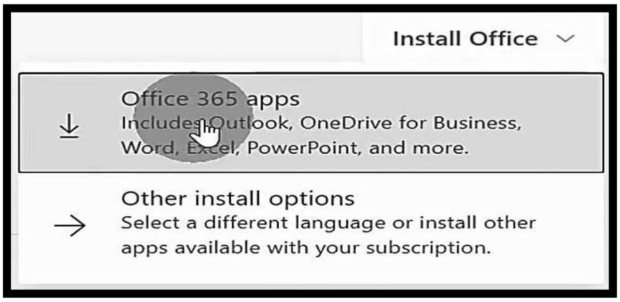


Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, sign up your school.

I'm a student ➔ I'm a teacher ➔

If you're eligible on office.com, in the top right-hand corner you'll see an option to **install Office**. When you click on this you can then install all of the Office 365 apps; it includes things like Outlook, and OneDrive for business, and here you get Microsoft Word.



Install Office ⌄

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

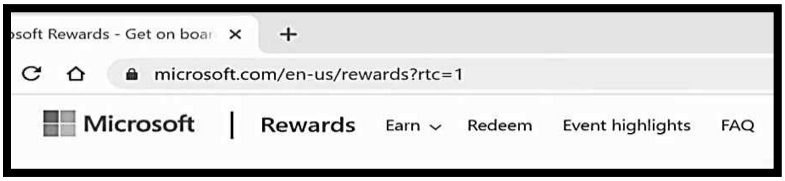
Other install options
Select a different language or install other apps available with your subscription.

Now if you don't like using Word on the web and you're not a student or a teacher (so you don't qualify for the education deal), you can still get Word on your computer entirely for free and you're going to use something called **Microsoft Rewards** to get Microsoft Word for free.

You might be wondering what Microsoft Rewards are and how this will help you get Microsoft Word.

Well, Microsoft Rewards is a program that Microsoft created to reward you for using Microsoft products, which means the more you use Microsoft products, the more points you get, and then you can redeem different things with those points. For example, you could get Microsoft Word but you could also get all sorts of other things like gift cards from many different retailers.

**To get to Microsoft Rewards head to the URL below.**

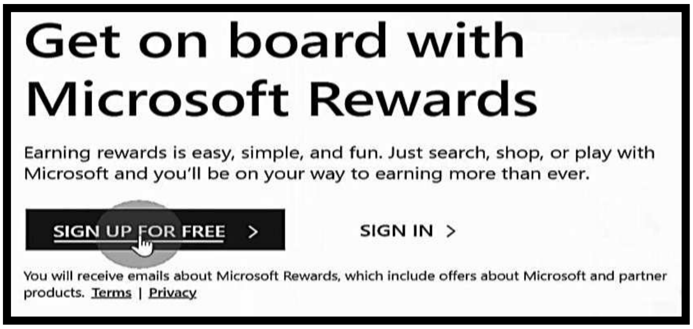


soft Rewards - Get on boa ✕ +

microsoft.com/en-us/rewards?rtc=1

Microsoft | Rewards Earn ⌄ Redeem Event highlights FAQ

Here you could either sign up for free (if you don't yet have a Microsoft account), but if you already have a Microsoft account you can go ahead and click on sign in.

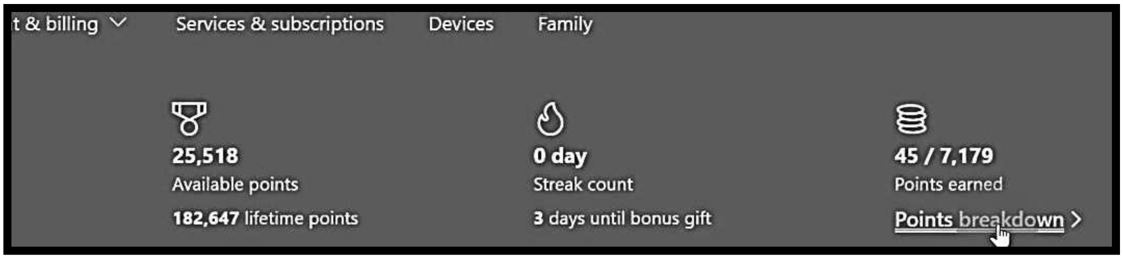


Get on board with Microsoft Rewards

Earning rewards is easy, simple, and fun. Just search, shop, or play with Microsoft and you'll be on your way to earning more than ever.

You will receive emails about Microsoft Rewards, which include offers about Microsoft and partner products. Terms | Privacy

After you've signed in you might be wondering how you earn points. There are three different ways that you can earn points. The first way to earn points is to search on **Microsoft Bing**; simply head to **bing.com** and then you can type in your search query. The second way to earn points is to search using Bing on your phone; here you're going to type in a word, click on search, and once again you just earned even more points. The third way to earn points is to use the **Edge** browser when you're searching on bing.com. Those are the three different ways that you could earn points and if you want a quick reminder of how you could earn points on the Bing rewards homepage, over on the right-hand side you can click on the option that says Points breakdown.

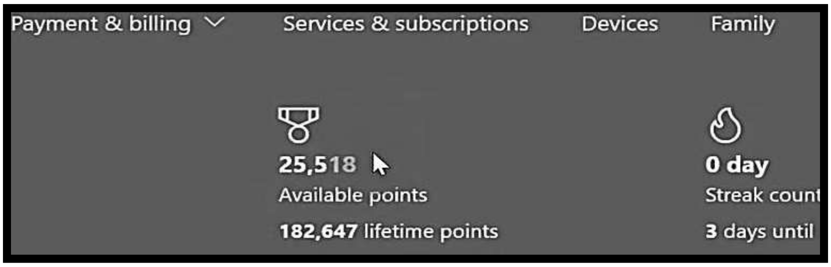


25,518
Available points
182,647 lifetime points

0 day
Streak count
3 days until bonus gift

45 / 7,179
Points earned
Points breakdown >

Here you'll see how many points you've earned daily and how many potential points you can earn. You can earn up to 270 points per day or about 120 per year and that's more than enough to buy Microsoft Word.

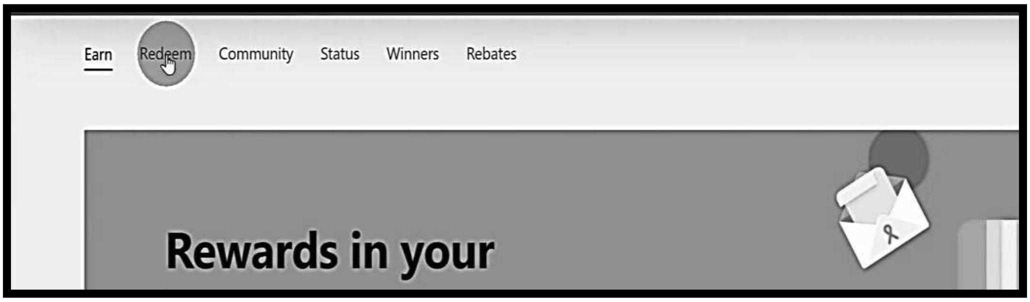


25,518
Available points
182,647 lifetime points

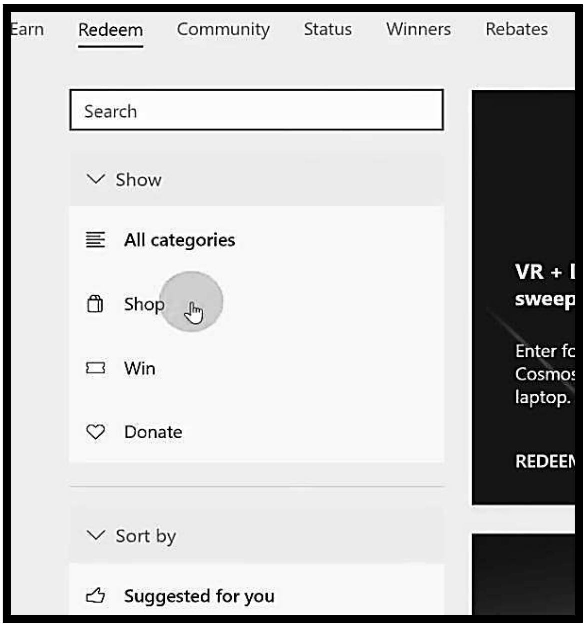
0 day
Streak count
3 days until

If it feels painful to have to earn all of these points, think of it this way: you likely already search on the web anyway and so if you just make Bing part of your daily habit of searching on your pc and searching on your phone, you're going to start accruing points very quickly and you're going to get word and lots of other things entirely for free.

After accumulating your points over some time, you can redeem your points. On the left-hand side, you'll see a tab that says "**Redeem**".


Earn
Redeem
Community
Status
Winners
Rebates
Rewards in your

Click on that and within this page, on the left-hand side, click on **Shop**.

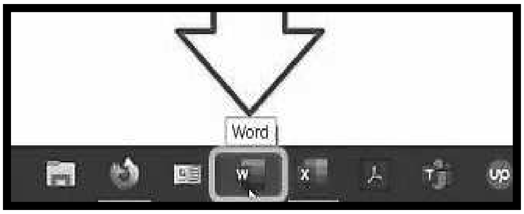

Earn
Redeem
Community
Status
Winners
Rebates
Search
Show
All categories
Shop
Win
Donate
Sort by
Suggested for you
VR + I
sweep
Enter fc
Cosmos
laptop.
REDEEI

Within Shop you'll see all different types of gift cards that you can redeem with your Microsoft points. Here, for example, you can get an Xbox gift card, you can get Skype credit, and below that, you can shop with different retailers. To get Microsoft word for free you're going to redeem either a gift card at Target or Walmart.

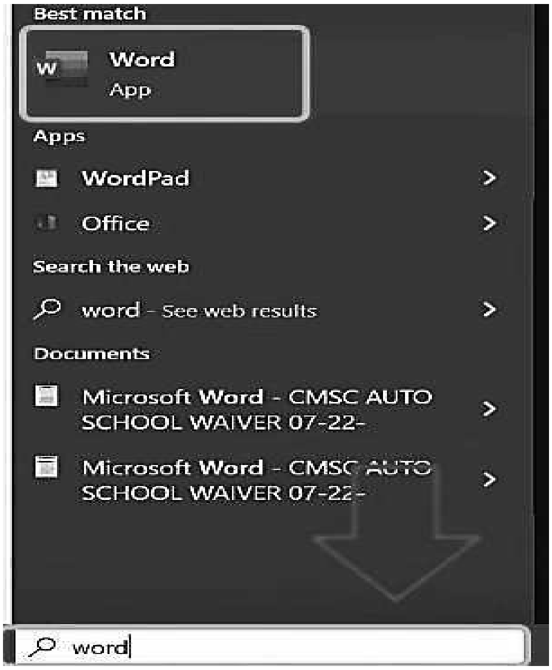
If you're in a market where there is no Walmart and there is no target, there should be local retailers in your market where you can get a gift card, and then you can use that gift card to purchase Office. Once you pick up your gift card with either Walmart, Target, or whoever the retailer is in your local market, you can search for Microsoft 365, and here you can get a personal version of Microsoft 365. This gives you access to Word along with all of the other Microsoft 365 applications. The only downside with Microsoft Rewards is that it's currently not available in all markets. If you're in a market that doesn't support Microsoft Rewards, well, unfortunately, this technique won't work for you but hopefully, some of the other techniques will work and you'll be able to use Word entirely for free.

**Starting Word**

So how do you start Word on your computer? Well, there are a couple of options. First, if you have the icon already pinned to your taskbar, you can click on that button.



If you don't see this down there, you can go over here to the search bar and type "**Word**", it should appear up there, and you can click on that icon.



Best match

Word
App

Apps

WordPad

Office

Search the web

word - See web results

Documents

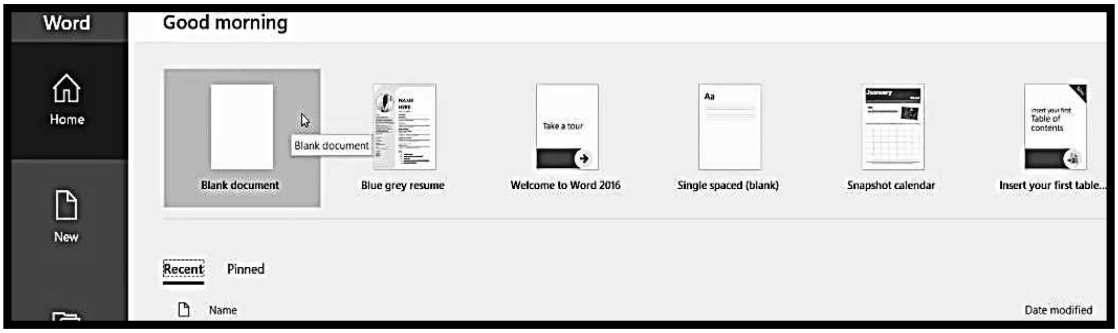
Microsoft Word - CMSC AUTO SCHOOL WAIVER 07-22-

Microsoft Word - CMSC AUTO SCHOOL WAIVER 07-22-

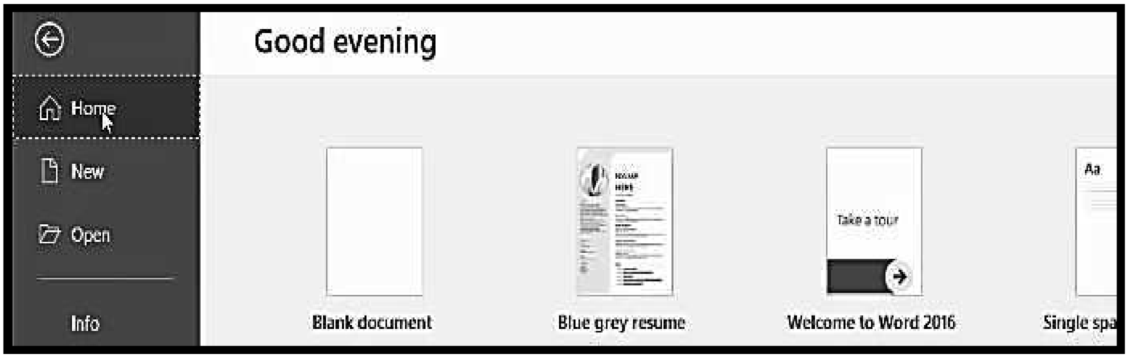
word

### A Blank Document

When you first launch Word, you'll be confronted with the home page, which displays a list of recent documents in the main body of the screen. They're all displayed under here, you can just double-click on any of them to open that document.

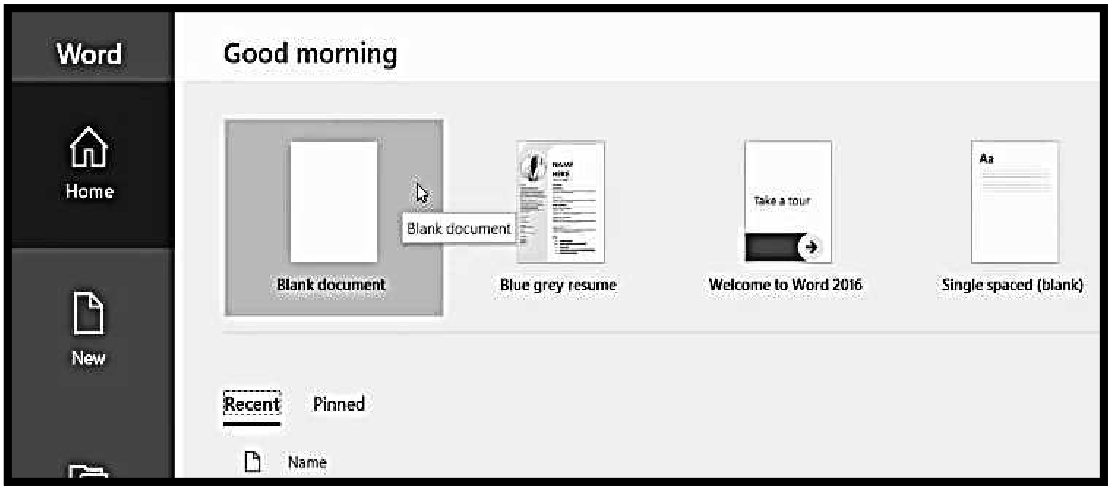

Word
Good morning
Home
New
Blank document
Blank document
Blue grey resume
Take a tour
Welcome to Word 2016
Aa
Single spaced (blank)
Snapshot calendar
Insert your first Table of contents
Insert your first table...
Recent
Pinned
Name
Date modified

This is a convenient way to quickly access files you've recently worked on. So that's a little bit of information on how to access recent documents, but what we want to focus on here is how to create a blank document, and if you look just above that Recent list, the first thing you'll see is a Blank document. It's quite simple; just choose "**Blank document**" to make a new one. But before we do that, let's have a look at some of the other options you have in this area for creating new documents. If you don't want a blank document, you may create one based on a template, and Word provides a variety of different templates to choose from.

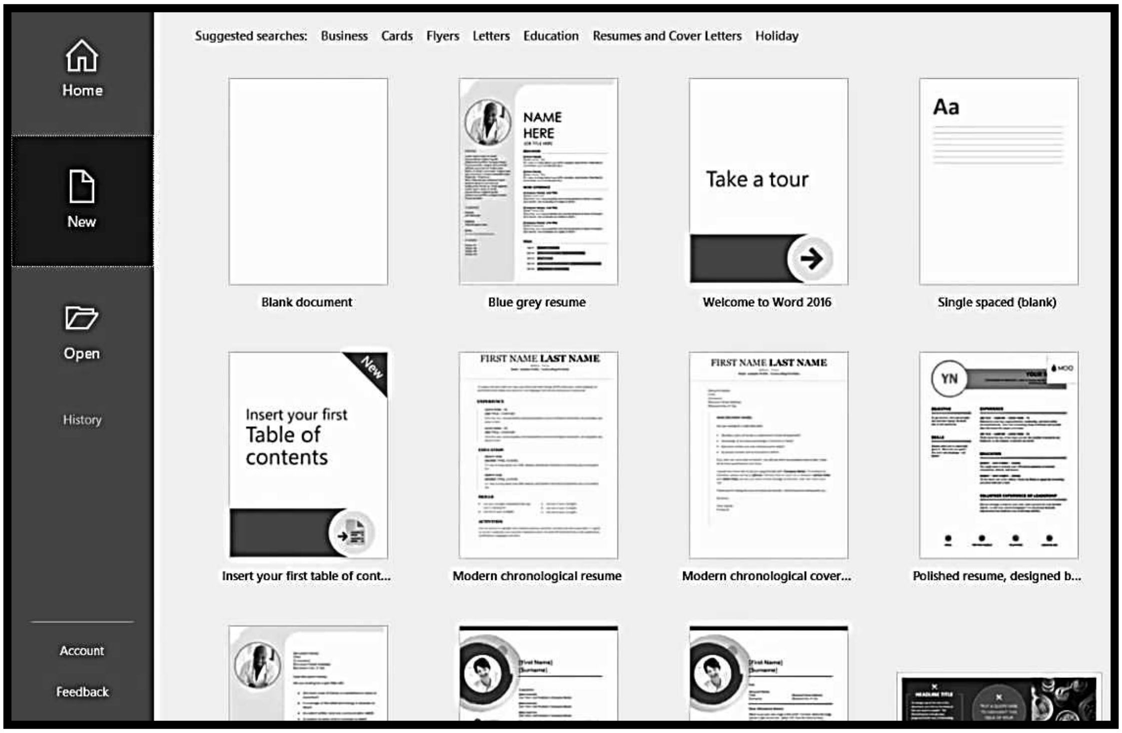

Good evening
Home
New
Open
Info
Blank document
Blue grey resume
Take a tour
Welcome to Word 2016
Aa
Single spa

Now, if you've never used a template before and aren't sure what they are, it's just a good starting point; for example, if you know you need to create a resume or some meeting notes, you can search for a specific template related to a resume or meeting notes, and it will already have a lot of the information or layout that you need for that particular document. You can see some templates at the top here, and if you click on the "**More templates**" link, you can go through and take a look at some of the templates that are available for you to use.

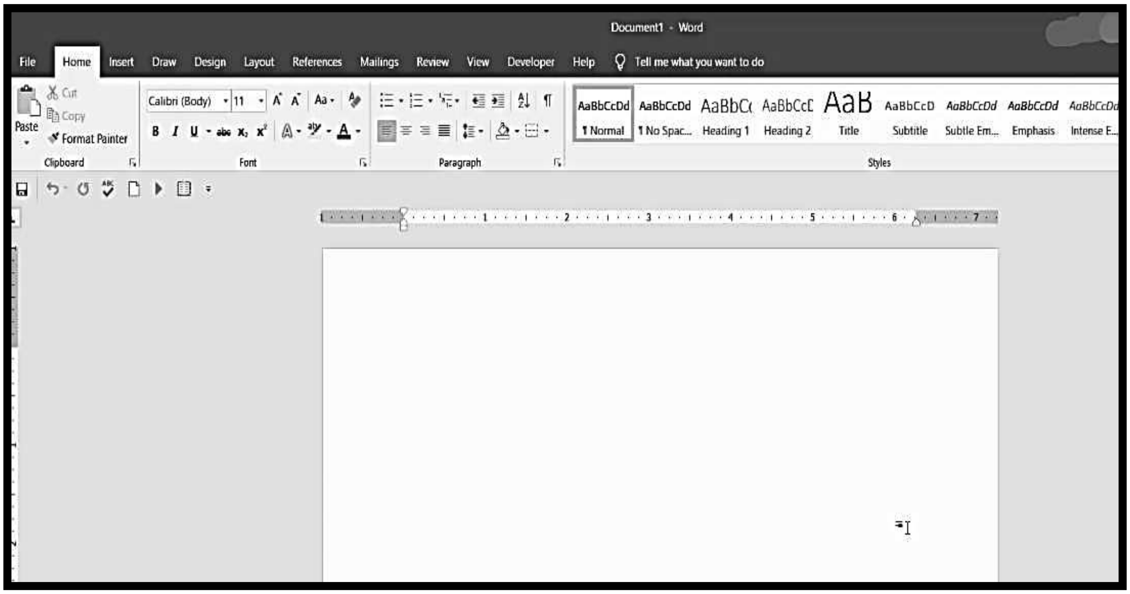
There are a lot of them in here, and they're worth checking out if you've never been into this section before.


Word
Good morning
Home
New
Blank document
Blank document
Blue grey resume
Take a tour
Welcome to Word 2016
Aa
Single spaced (blank)
Recent
Pinned
Name

If you're looking for something extremely particular, such as a resume, you can enter it in, click the magnifying glass, and it will search the templates, bringing up a list of all of those Resume templates. If you find one you like, you can just click on it and begin working on it.


Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday
Home
New
Open
History
Account
Feedback
Blank document
NAME HERE
Blue grey resume
Take a tour
Welcome to Word 2016
Aa
Single spaced (blank)
New
Insert your first Table of contents
Insert your first table of cont...
FIRST NAME LAST NAME
Modern chronological resume
FIRST NAME LAST NAME
Modern chronological cover...
YN
Polished resume, designed b...

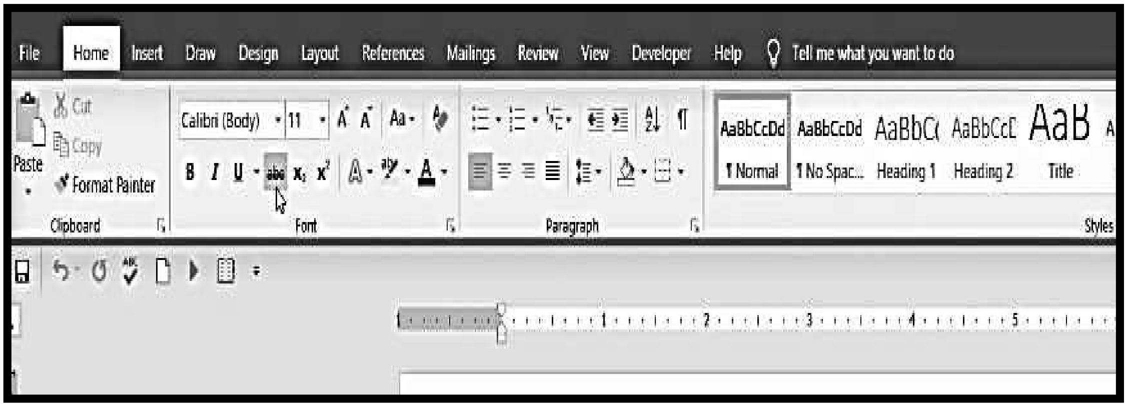
You can just pick a Blank document if you don't want to utilize a template. So now we've generated a blank document, the first thing you should notice is that if you look up to the top of the screen, you'll see what we refer to as the **Title bar**, which currently states Document 1, indicating that this document hasn't been saved yet.


Document1 - Word
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDd
¶ Normal
¶ No Spac...
Heading 1
Heading 2
Title
Subtitle
Subtle Em...
Emphasis
Intense E...
Styles

You'll see that when you create a new blank document, the default name is document 1, 2, or 3, and so on, just be aware of that since you'll notice this change when we save this document later.

**Ribbons and Tabs**

**Home**, **Insert**, **Layout**, **View**, **Draw**, **Mailings**, **Review**, **Developer**, and **Help** are some of the tabs on this screen.


File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDd
¶ Normal
¶ No Spac...
Heading 1
Heading 2
Title
Styles

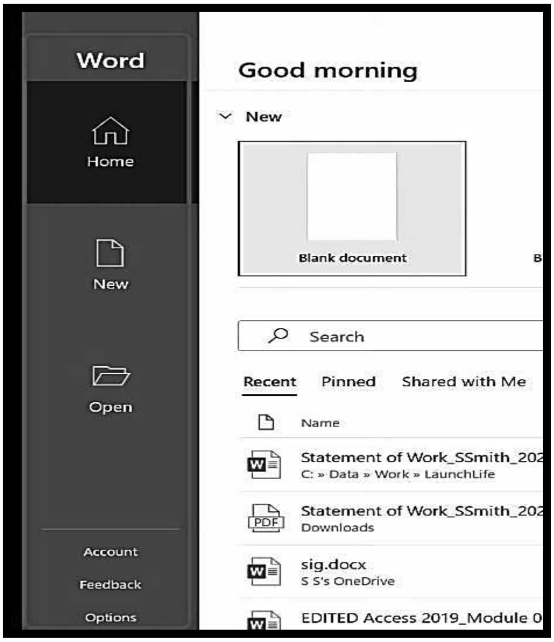
What you see on your computer may alter somewhat from what we have here, depending on which of these tabs you have selected, but in general, you will see these tabs running across the top, and what these tabs contain or what we refer to as **Ribbons,** which contain all of the commands that you require. If you click on the home tab, for example, you'll see the home ribbon, which has all of the commands that run across the top of the screen, and these commands are generally organized into their appropriate ribbons. The commands that you use the most are found on the home ribbon, and we'll go over some of them later in this chapter, but just know that they're ordered logically with their respective commands.

Before we go any further with these ribbons, it's worth noting that if you're on the home ribbon, you'll notice that the commands are organized into groups; for example, we have **Clipboard**, **Font**, **Paragraph**, and **Styles**. At the bottom of each of those groups, you'll see a little downward arrow, and if you click that, you'll find more advanced options or more options related to that group, so just be aware that you're not limited. If it has a drop-down arrow, you'll most likely discover some more complex commands in there if you click on it.

**Inside Word**

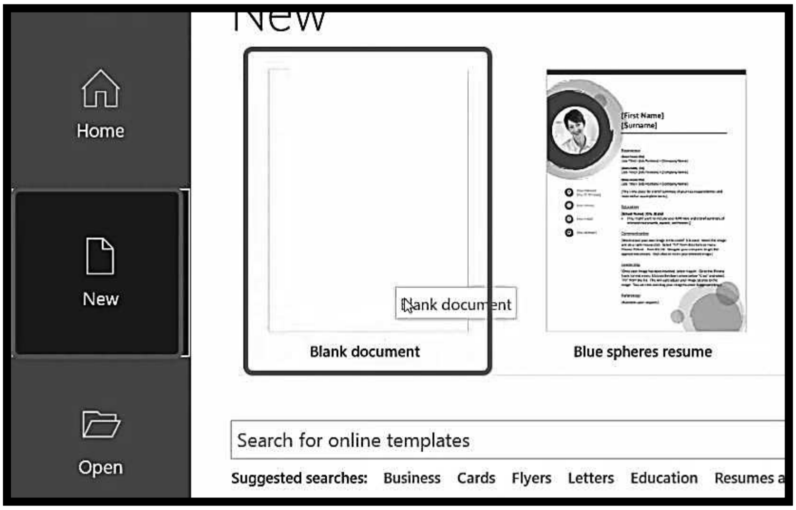
Once you're inside Microsoft Word, you have a lot of options here. The first option is to start with a blank document, which is most likely what you want to do.

You also have several options over here on the left. You have the **home screen**, **New**, **Open**, **Account**, **Feedback**, and **Options**.

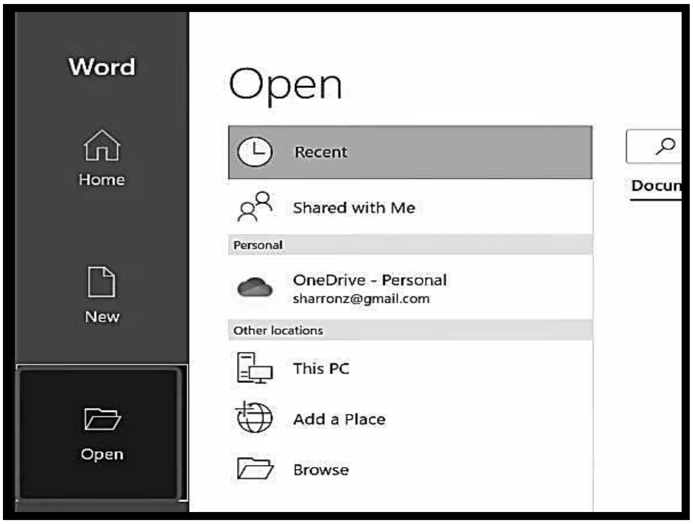

Word
Home
New
Open
Account
Feedback
Options
Good morning
New
Blank document
Search
Recent
Pinned
Shared with Me
Name
Statement of Work_SSmith_202
C: » Data » Work » LaunchLife
Statement of Work_SSmith_202
Downloads
sig.docx
S S's OneDrive
EDITED Access 2019_Module 0

Home is selected by default. Under the "**Recent**" tab are recent documents that have been opened. Under the "**Pinned**" tab is any document that you want to open often, these will be very frequently used files, and the way you get them in the pinned list is by going to "**Recent**" and clicking on the pin icon right there, then when you go back to the home button, go back to the Pinned tab and you will see that document now resides under the Pinned list. "**Shared with me**" will be any documents that have been shared with you over OneDrive.

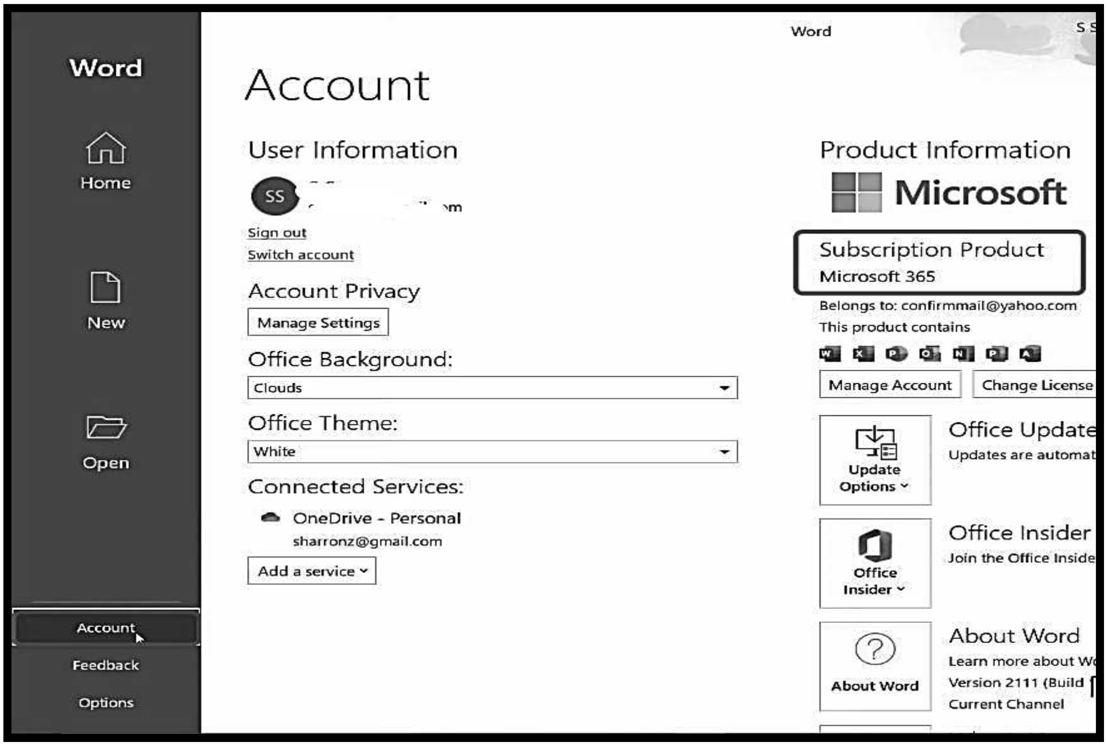
If you go to "**New**", you can either select a blank document or you can look through all of the templates down here that Microsoft Word has provided for you. These templates allow you to quickly begin a resume, a calendar, or a lot of other frequently used documents such as brochures and reports.


New
Home
New
Open
Blank document
Blank document
[First Name]
[Surname]
Blue spheres resume
Search for online templates
Suggested searches: Business Cards Flyers Letters Education Resumes a

If you go to the **Open** menu, you can see a lot of files that you have opened recently, more so than you can see on the home screen. If you go to **Browse**, you'll be able to find a document on your computer. And if you go to **OneDrive**, you'll be able to see any kind of documents that you've shared with everyone else, or people have shared with you.


Word
Home
New
Open
Open
Recent
Shared with Me
Personal
OneDrive - Personal
sharronz@gmail.com
Other locations
This PC
Add a Place
Browse
Docun

The **Account** menu tells you information about your Microsoft Office subscription and gives you different options for setting defaults for Microsoft Word


Word
Home
New
Open
Account
Feedback
Options
Word
Account
User Information
SS
Sign out
Switch account
Account Privacy
Manage Settings
Connected Services:
Add a service
Product Information
Microsoft
This product contains
Manage Account
Change License
Update Options
Office Update
Updates are automat
Office Insider
Office Insider
Join the Office Inside
About Word
About Word
Learn more about W
Version 2111 (Build
Current Channel

Office Background: Clouds

Office Theme: White

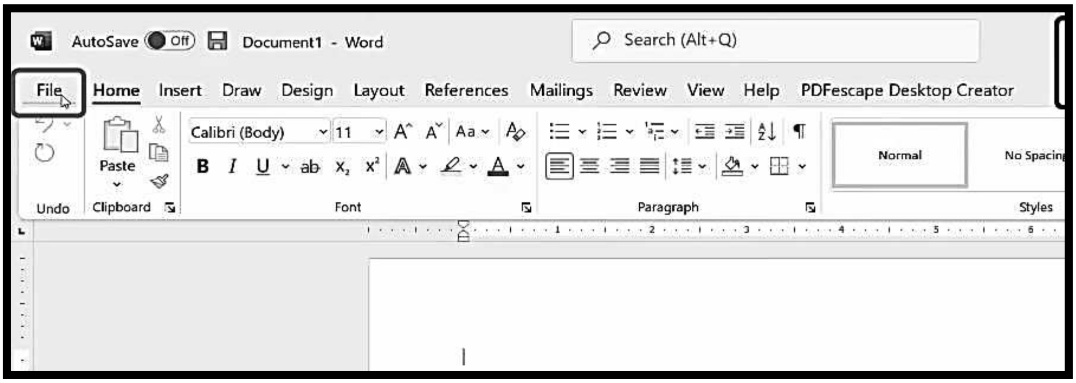
OneDrive - Personal
sharronz@gmail.com

Subscription Product
Microsoft 365

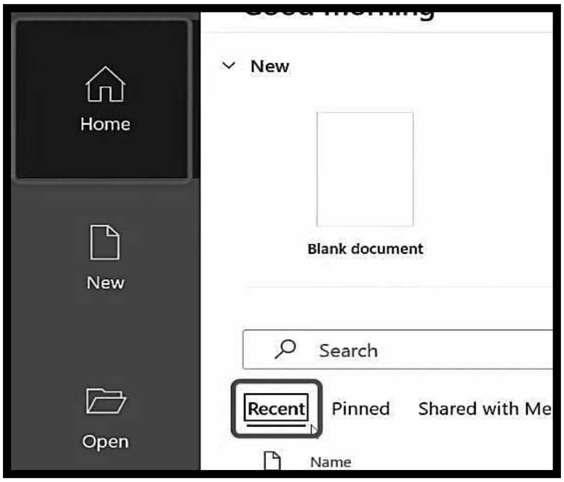
Belongs to: confirmmail@yahoo.com

### The Backstage View

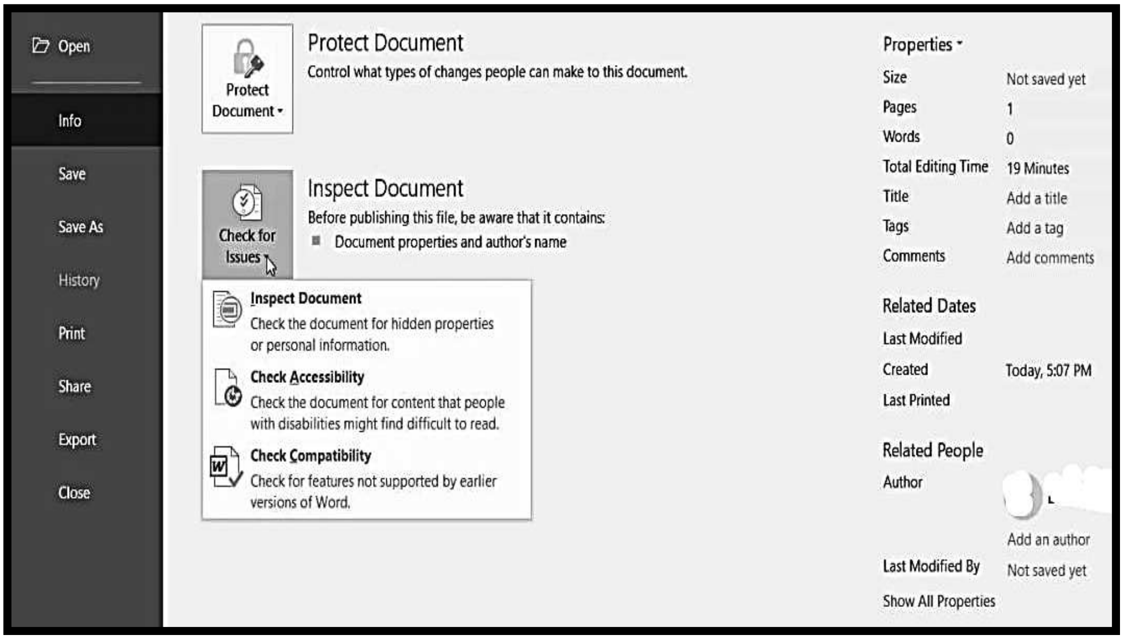
It's worth mentioning that the **backstage view** is available in all Microsoft Office programs; for example, if you're using PowerPoint, Excel, or even Outlook, you'll see a backstage view. You might be curious as to where it is and how to get to it. To put it simply, it's the **File** tab at the top.


AutoSave Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
PDFescape Desktop Creator
Paste
Calibri (Body)
11
Normal
No Spacing
Undo
Clipboard
Font
Paragraph
Styles

If you go to **File**, you'll see the backstage view, which is where you'll see all of your document's mini-tasks. So, starting with the menu that runs along the left-hand side, we can see that it's divided into a few divisions. We have three icons in the top section: Home, New, and Open. If you click on “**Home**,” you'll be sent to the home screen, which we'll discuss in more detail later.


Home
New
Open
New
Blank document
Search
Recent
Pinned
Shared with Me
Name

Then there's "**New**," which is where you'd go if you wanted to make a new document, either a blank one or one based on an existing template.


Open
Info
Save
Save As
History
Print
Share
Export
Close
Protect Document
Check for Issues
Properties
Related Dates
Related People
Show All Properties

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

Inspect Document

Check the document for hidden properties or personal information.

Check Accessibility

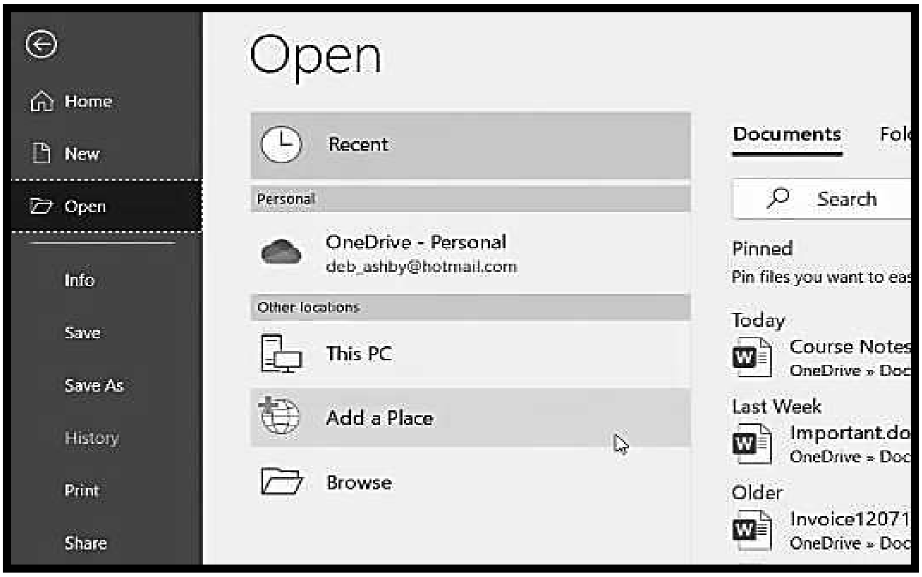
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility

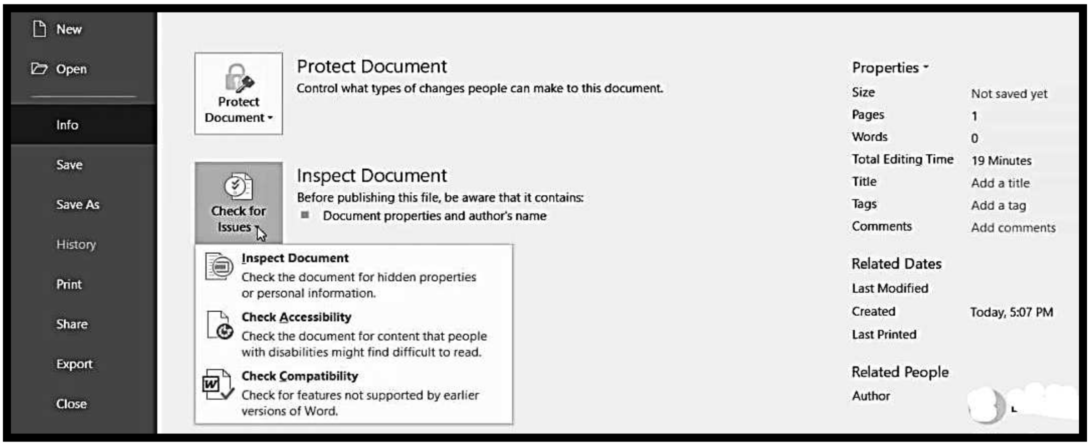
Check for features not supported by earlier versions of Word.

Size Not saved yet
Pages 1
Words 0
Total Editing Time 19 Minutes
Title Add a title
Tags Add a tag
Comments Add comments
Last Modified
Created Today, 5:07 PM
Last Printed
Author
Add an author
Last Modified By Not saved yet

There's also "**Open**," which is where you'd go if you wanted to open a fresh file or one, you'd saved somewhere.


Home
New
Open
Info
Save
Save As
History
Print
Share
Open
Recent
Personal
OneDrive - Personal
deb_ashby@hotmail.com
Other locations
This PC
Add a Place
Browse
Documents
Fol
Search
Pinned
Pin files you want to eas
Today
Course Notes
OneDrive » Doc
Last Week
Important.do
OneDrive » Doc
Older
Invoice12071
OneDrive » Doc

In the "**Info**" section, you'll find all of the details about the document you're now working on. If you haven't saved your document or it doesn't have any content in it yet, there isn't much information to show you about it in this section. You'll discover all the attributes on the right-hand side, and you'll see that these will alter if you start doing some of those things.


New
Open
Info
Save
Save As
History
Print
Share
Export
Close
Protect Document
Check for Issues
Properties

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

Inspect Document
Check the document for hidden properties or personal information.

Check Accessibility
Check the document for content that people with disabilities might find difficult to read.

Check Compatibility
Check for features not supported by earlier versions of Word.

| | |
|---|---|
| Size | Not saved yet |
| Pages | 1 |
| Words | 0 |
| Total Editing Time | 19 Minutes |
| Title | Add a title |
| Tags | Add a tag |
| Comments | Add comments |

Related Dates

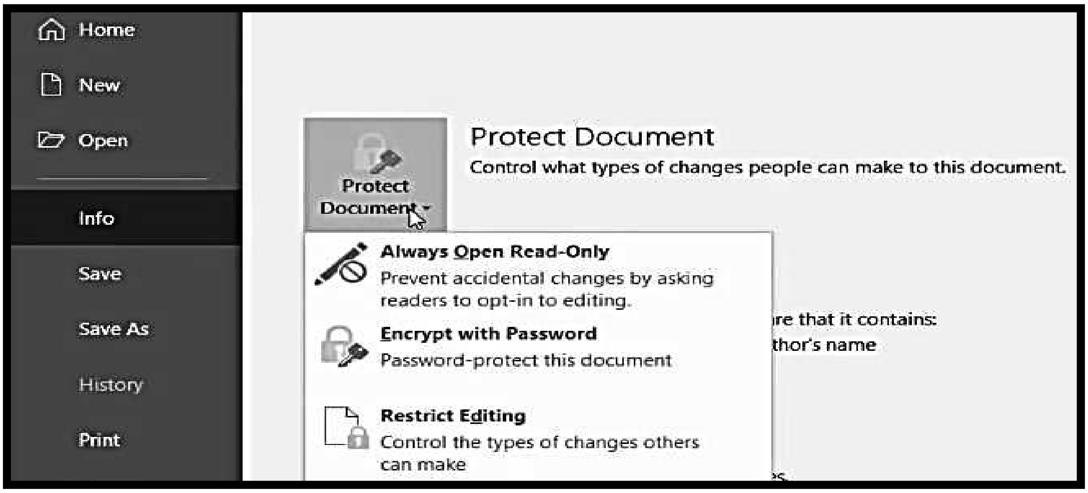
| | |
|---|---|
| Last Modified | |
| Created | Today, 5:07 PM |
| Last Printed | |

Related People

Author

For the document above, you can see that it now says the document isn't saved, that it has one page and zero words, and that it tells us how long we've been in that file. We could go through and add a title and tags to help with searching. So just keep in mind that if you're seeking information regarding the file you're currently working on, this is a good place to start.

If we return to the left-hand side, we'll find some more items that we may utilize in our document. The first option is "**Protect Document**," which allows you to limit the types of changes that others can make to your document. So, if you're sharing this document with others, say, if you've sent it to a client, a coworker, or someone else on your team, you can have some control over what they can do with it; for example, you can apply some editing restrictions if you want, and that's where you'll find all of those kinds of options, which we'll go over in more detail later.


Home
New
Open
Info
Save
Save As
History
Print
Protect Document
Always Open Read-Only
Encrypt with Password
Restrict Editing

Protect Document

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

**Always Open Read-Only**

Prevent accidental changes by asking readers to opt-in to editing.

**Encrypt with Password**

Password-protect this document

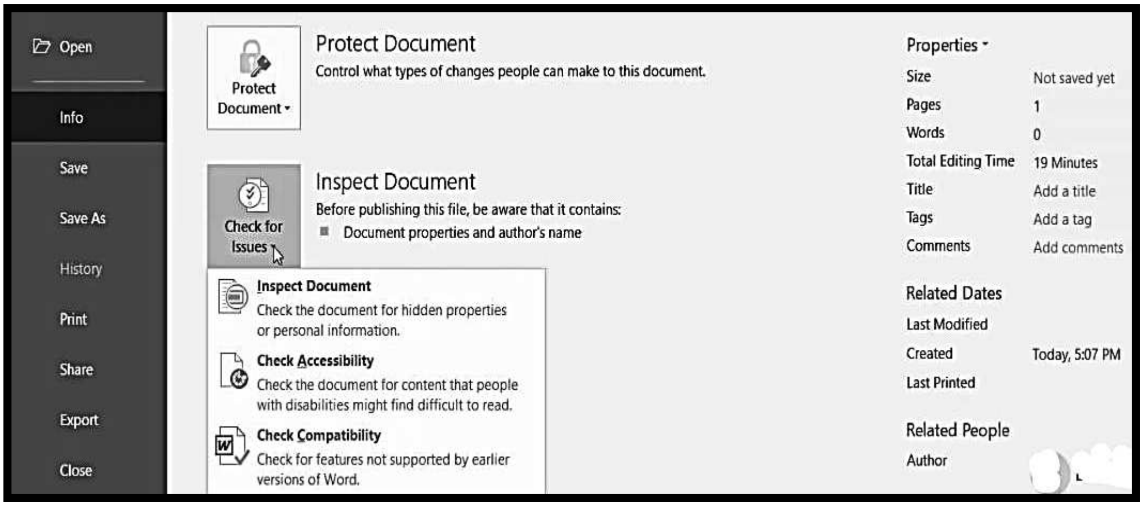
**Restrict Editing**

Control the types of changes others can make

re that it contains:

thor's name

We then have an "**Inspect Document**" option, which allows you to inspect or conduct a quick check on your document once you've done it to ensure that it has some features that make it available to others and that there are no incompatibility issues. This means that if you're using Word 2025, you should be aware that someone you're sharing the document with might be using an older version of Word, so it's worth pointing out or highlighting in your document or figuring out which elements they won't be able to see because some functionality in 2025 isn't available in older versions.


Open
Info
Save
Save As
History
Print
Share
Export
Close
Protect Document
Check for Issues
Inspect Document
Check Accessibility
Check Compatibility
Properties
Related Dates
Related People

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

**Inspect Document**

Check the document for hidden properties or personal information.

**Check Accessibility**

Check the document for content that people with disabilities might find difficult to read.

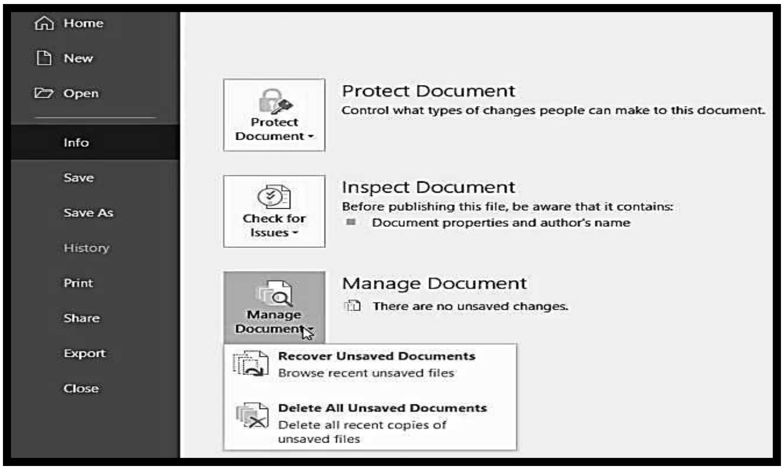
**Check Compatibility**

Check for features not supported by earlier versions of Word.

| | |
|---|---|
| Size | Not saved yet |
| Pages | 1 |
| Words | 0 |
| Total Editing Time | 19 Minutes |
| Title | Add a title |
| Tags | Add a tag |
| Comments | Add comments |
| Last Modified | |
| Created | Today, 5:07 PM |
| Last Printed | |
| Author | |

Let's imagine a new typeface was released in 2025, and you used it in your document; if you shared it with someone who doesn't have that version of Word, they might not be able to see the font you chose, and the same is true for other things. It's always a good idea to check if your document is compliant and make any necessary adjustments before sending it out, and you can do that by clicking the "**Inspect Document**" option.

We also have a section called "**Manage Document**," where you may go back and recover unsaved versions of your document. We've probably all done it at some point: begun typing forgot to save, and then quit the program, believing we'd lost everything. One of the nice things about Word 2025 is that it saves your documents automatically. If you had prior versions, they will appear on this "Manage Document" screen, and you may click to restore them. This is a lifesaver, so make a mental note of where that button is located.


Home
New
Open
Info
Save
Save As
History
Print
Share
Export
Close
Protect Document ▾
Check for Issues ▾
Manage Document ▾

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

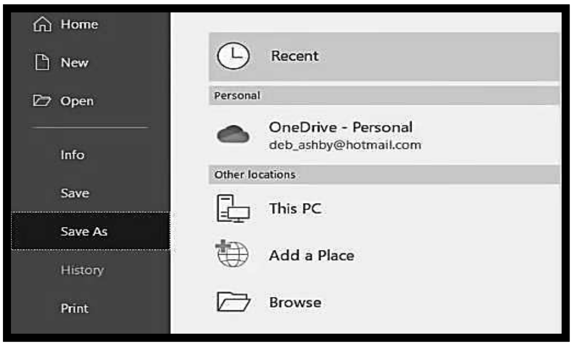
Inspect Document
Before publishing this file, be aware that it contains:
- Document properties and author's name

Manage Document
There are no unsaved changes.

**Recover Unsaved Documents**
Browse recent unsaved files

**Delete All Unsaved Documents**
Delete all recent copies of unsaved files

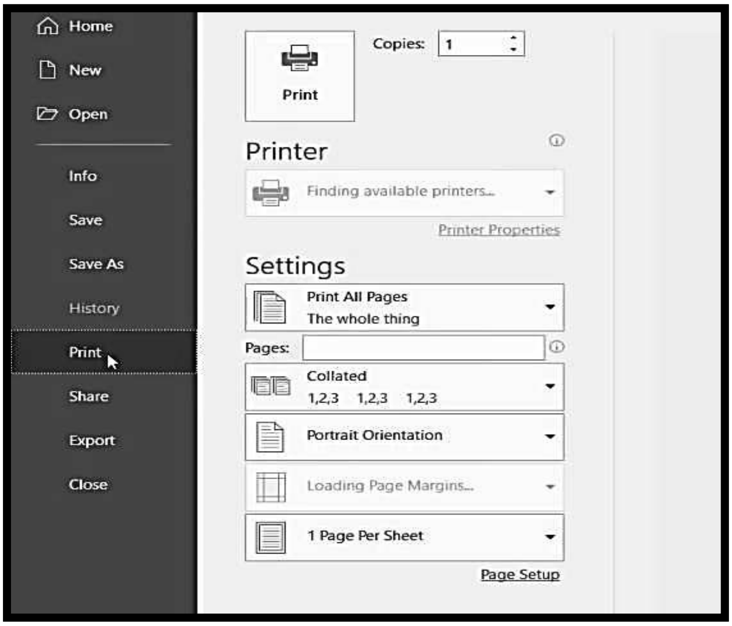
Then there's "**Save**" and "**Save As**" beneath that. These two operate in a somewhat different manner. You'll notice that when you click "**Save**," you must first save your document before you can use it. If you click "**Save**" right now, it will take you to the "**Save As**" region and ask you where you want to save your document because you haven't done so yet. If you'd already saved your work and merely wanted to save some modifications, you could just click the "**Save**" button, which will appear to do nothing but save the changes to the file name.


Home
New
Open
Info
Save
Save As
History
Print
Recent
Personal
OneDrive - Personal
deb_ashby@hotmail.com
Other locations
This PC
Add a Place
Browse

The difference between the two is that one is used to save a document that has previously been saved as a name, while the other is used to pick a folder and save a document for the first time.

You'll now be able to find past revisions of your work in the "**History**" section.

Then there's "**Print**," which does exactly what it says on the tin. If you've written a beautiful document and want to print it, you can come in here, choose your printer, and see all of your printing options.


Home
New
Open
Info
Save
Save As
History
Print
Share
Export
Close
Print
Printer
Printer Properties
Settings
Page Setup

Copies: 1

Finding available printers...

Print All Pages
The whole thing

Pages:

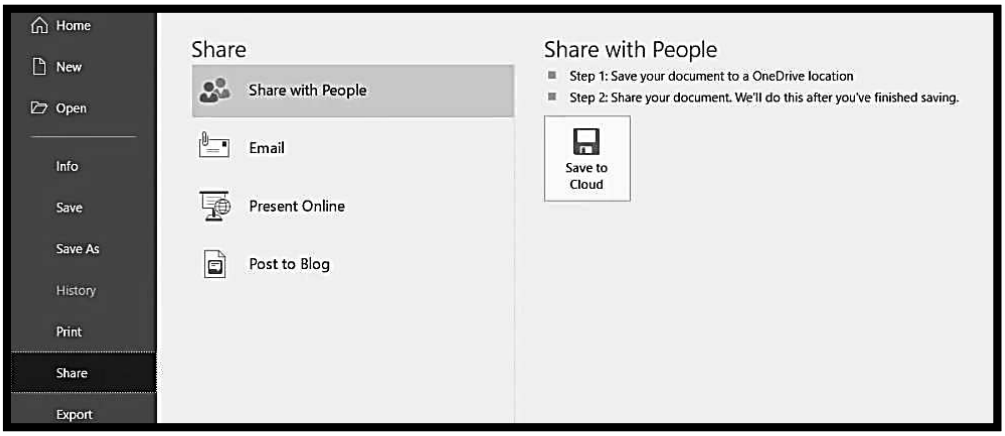
Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Loading Page Margins...

1 Page Per Sheet

There is a "**Share**" option in this section that will allow you to share your document in a variety of ways. You have the option of emailing it, saving it to the cloud and sending a link to individuals, presenting it online, or even posting it to a blog. When it comes to sharing, there are numerous alternatives.


Home
New
Open
Info
Save
Save As
History
Print
Share
Export
Share
Share with People
Email
Present Online
Post to Blog
Save to Cloud

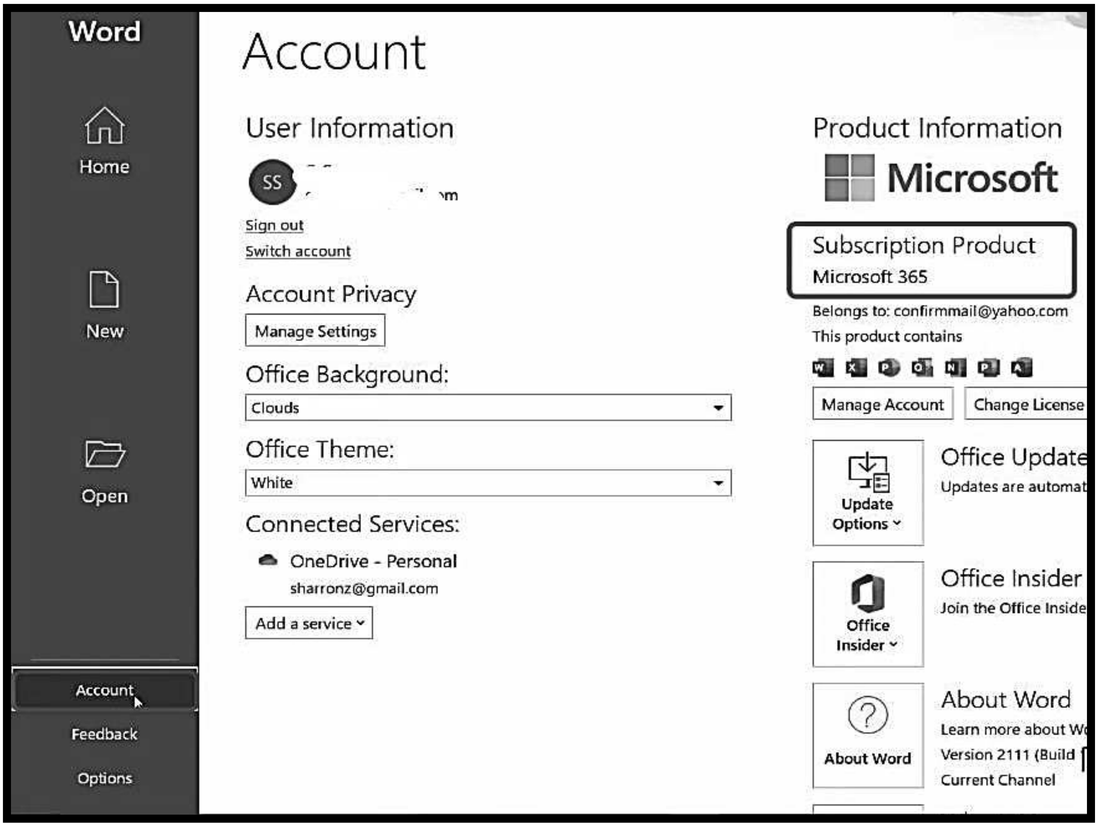
Share with People

- Step 1: Save your document to a OneDrive location
- Step 2: Share your document. We'll do this after you've finished saving.

You should use "**Export**" primarily if you want to **create a PDF file**. If you've never used a PDF before, it's essentially a version of your document that's very difficult to modify, so if you want to secure your document or don't want people to be able to simply go in and alter it, it's always worth saving or producing a PDF of it before sending it. There is a lot of software available these days that allows users to alter PDF files, but in general, if you want to add an extra layer of security, producing a PDF is a good option, and this is where you would go.

Finally, at the bottom of the page, there is a "**Close**" button that will close your document.

Our third and final piece is at the bottom. We have the "**Account**," which simply displays information about your account, including personal information and the Office version you're using.


Word
Home
New
Open
Account
Feedback
Options
Account
User Information
SS
Sign out
Switch account
Account Privacy
Manage Settings
Connected Services:
Add a service
Product Information
Microsoft
Manage Account
Change License
Update Options
Office Update
Office Insider
Office Insider
About Word
About Word

[redacted]

Office Background: Clouds

Office Theme: White

OneDrive - Personal

sharronz@gmail.com

Subscription Product

Microsoft 365

Belongs to: confirmmail@yahoo.com

This product contains

Updates are automat

Join the Office Inside

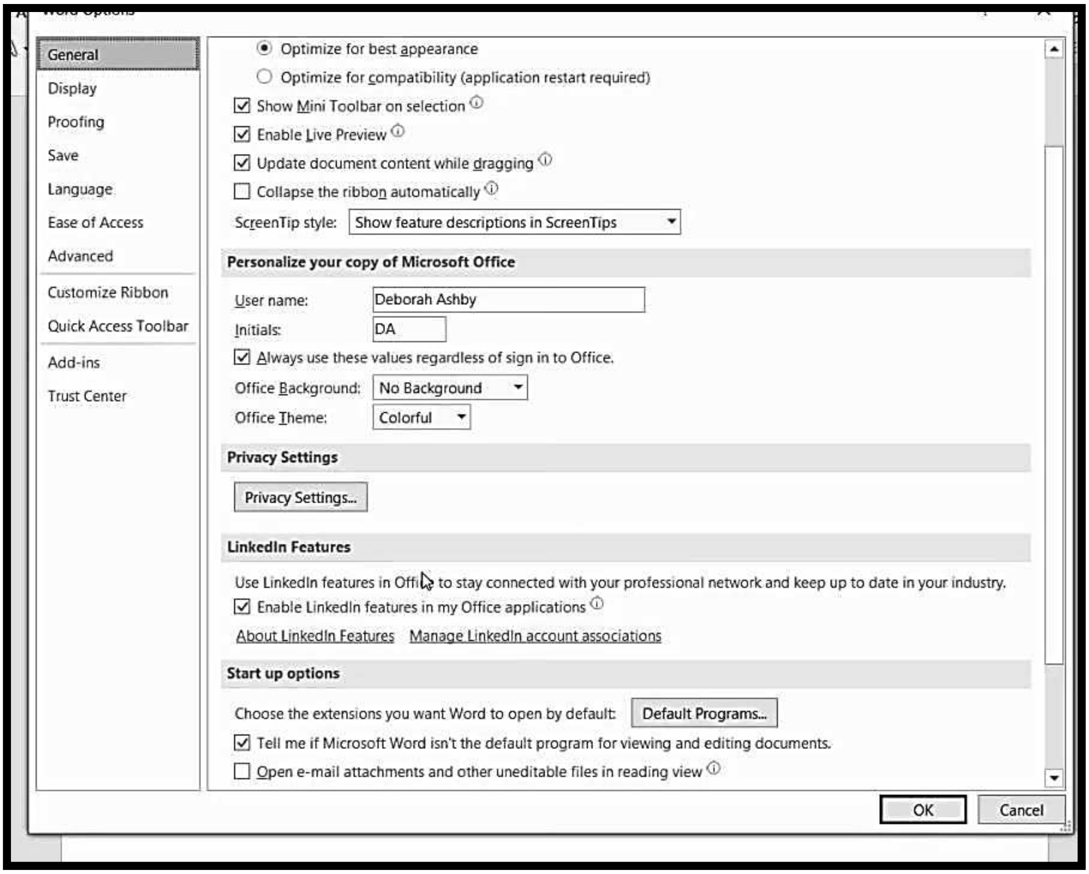
Learn more about W

Version 2111 (Build

Current Channel

We have a "**Feedback**" button, if you want to be helpful and provide Microsoft with some useful feedback, you can utilize it.

Finally, there's the "**Options**" section, which we'll go over in-depth later, but it's where you'll find all of the little things you can set as defaults and small modifications you can make to how Word works in general for you and how it is specific to use. This will allow you to personalize the way your Word version functions, and there are a lot of options here.


General
Display
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

● Optimize for best appearance
○ Optimize for compatibility (application restart required)
☑ Show Mini Toolbar on selection
☑ Enable Live Preview
☑ Update document content while dragging
☐ Collapse the ribbon automatically
ScreenTip style: Show feature descriptions in ScreenTips

**Personalize your copy of Microsoft Office**

User name: Deborah Ashby
Initials: DA
☑ Always use these values regardless of sign in to Office.
Office Background: No Background
Office Theme: Colorful

**Privacy Settings**

Privacy Settings...

**LinkedIn Features**

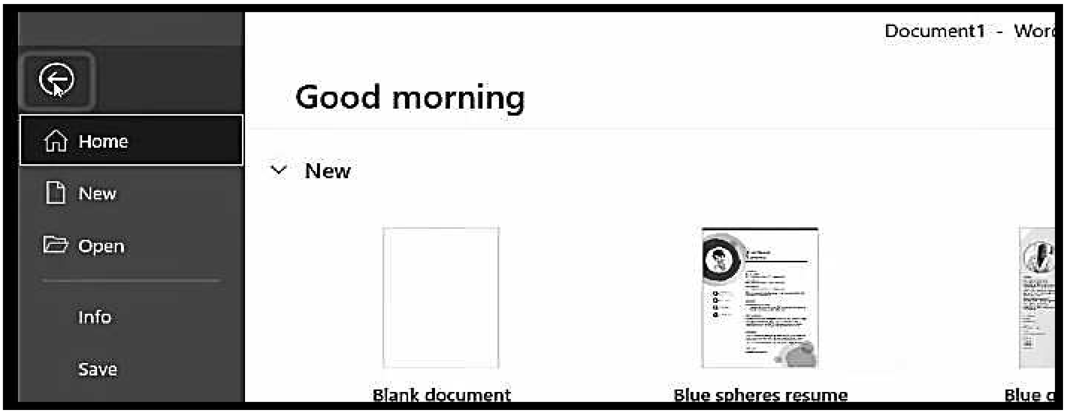
Use LinkedIn features in Office to stay connected with your professional network and keep up to date in your industry.
☑ Enable LinkedIn features in my Office applications
About LinkedIn Features Manage LinkedIn account associations

**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

OK Cancel

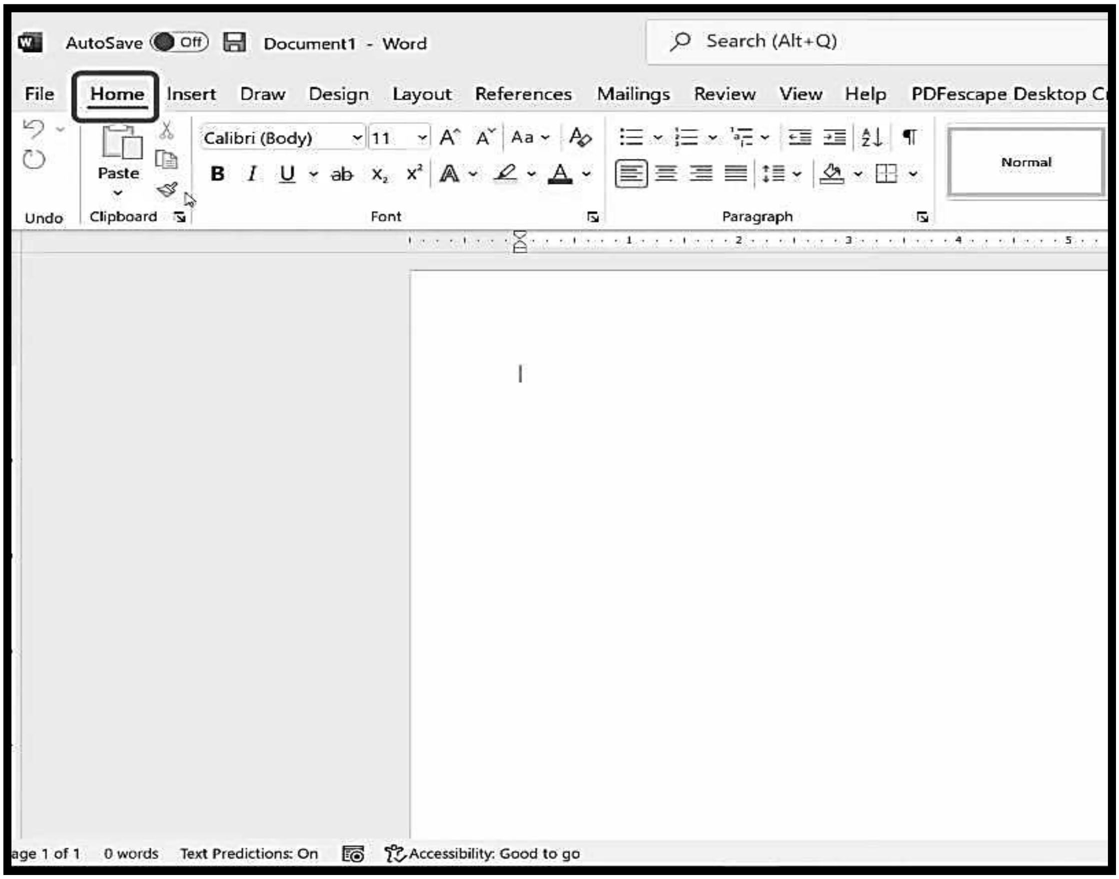
One other thing you'll notice in this backstage view is the **back arrow** at the top, which does exactly what you'd expect it to do: it returns you to the document you were in.


Document1 - Word
Home
New
Open
Info
Save
Good morning
New
Blank document
Blue spheres resume

**Now, let's go back to Microsoft Word.**

**The Home Tab**

If you click the home tab, you will see that the **home ribbon** comes up, and you have a lot of options here. Now if you have some text in your Word document and you would like to be able to see this closer up, you can go to **View**, **Zoom**, and change this so that you can see closer up what you are doing with all of these options on the home tab.

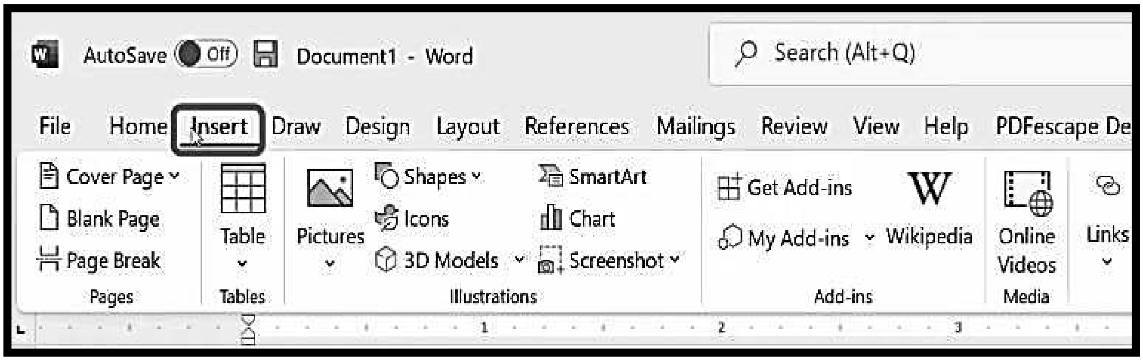

AutoSave
Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
PDFescape Desktop C
Calibri (Body)
11
Aa
Paste
Normal
Undo
Clipboard
Font
Paragraph
age 1 of 1
0 words
Text Predictions: On
Accessibility: Good to go

Back to the Home tab, if you double click with your mouse on any word, you will select the entire word. Here you can **bold**, **italicize**, or **underline** your text.

You can also use the **strike-through** option. If you're editing someone else's paper but you want to leave what they had originally put in the text, you can use the strike-through. You can also **change the color** of your font, you can **highlight** all of your text and **center** it, **right-justify** or **left-justify** it. You can also **change the spacing** when you have **paragraphs** right here. You can **add bulleted points**, and **number points** and you can even make this an **outline** if you have multiple lines on here. With the **Indent** button, you can indent or you can out-dent. You can also **highlight** your text. Over here on the right side, you can **dictate** a new sentence if you would like. These are some of the options in the home ribbon.

**The Insert Ribbon**

In this tab, there are a couple of options we should review. First of all, in Word, you can **insert a table** of information so that all of your rows and columns are lined up and are formatted well.


AutoSave
Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
PDFescape De
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Pictures
Shapes
Icons
3D Models
SmartArt
Chart
Screenshot
Illustrations
Get Add-ins
My Add-ins
Wikipedia
Add-ins
Online Videos
Media
Links

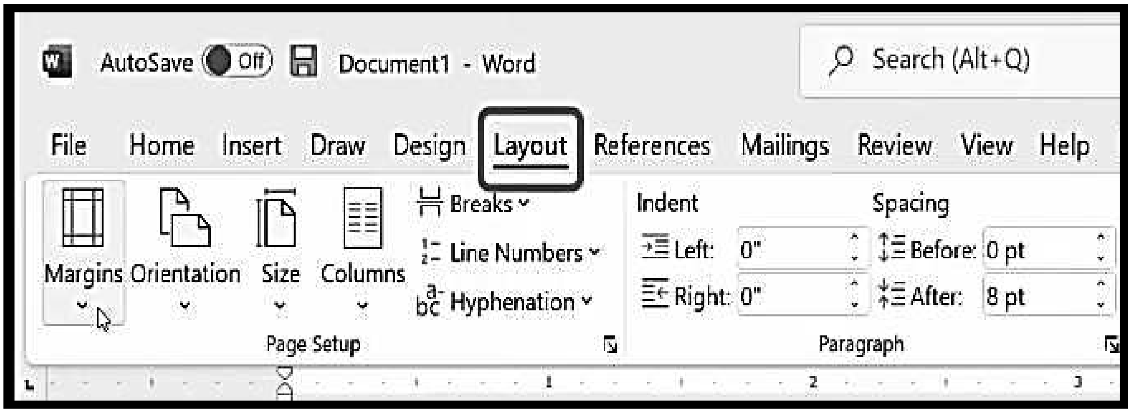
Clicking on the **Pictures** tab allows you to **insert a picture**. You can insert pictures from your device, you can use stock images, or even get pictures online and into your document.

There are a couple of other things you can insert including **Shapes**, **Icons**, **Screenshots**, **Online videos**, **Links**, **Symbols**, and **Equations**, among others.

You can also **insert the page number** on your document by going to the button on top of the page, whatever your preferences are for page number, and then you can make your page number be on the left, center, or right.

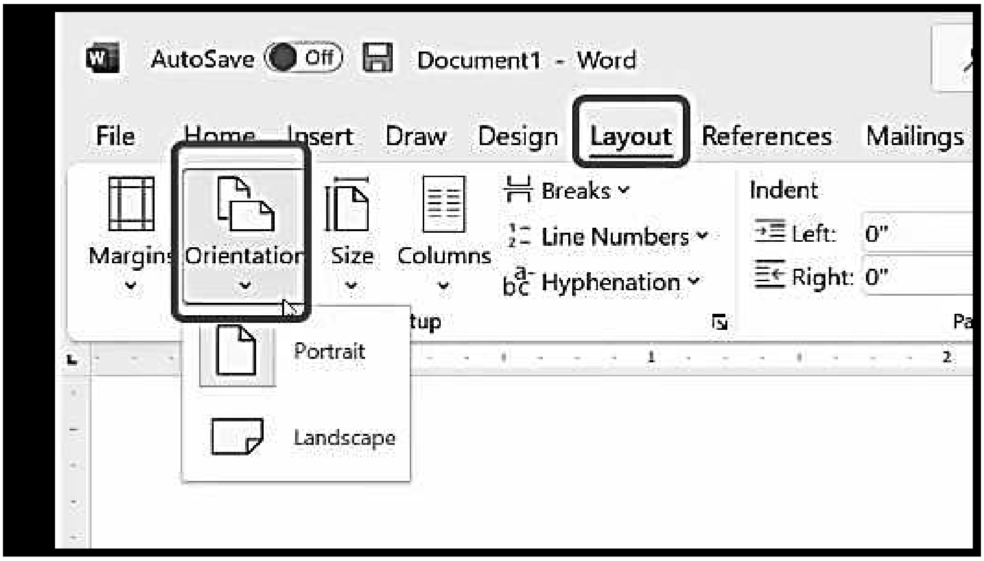
**The Layout Ribbon**

On the Layout, you can **change the margins of your page**. The normal setting is 1inch all around but you can also customize those margins and make them whatever size you would like by hitting "**Customize**".

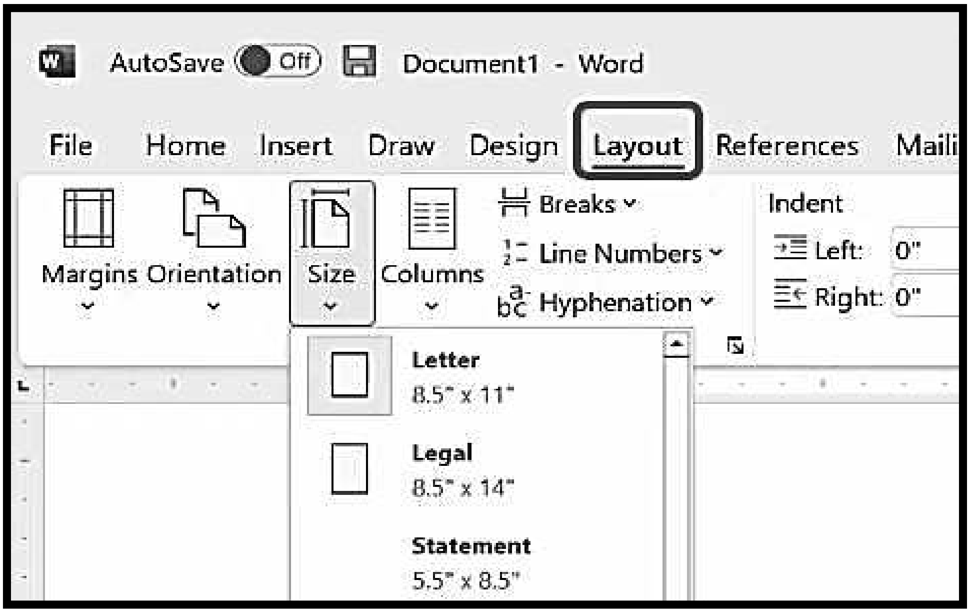

AutoSave
Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Page Setup
Indent
Spacing
Paragraph

Left: 0"
Right: 0"
Before: 0 pt
After: 8 pt

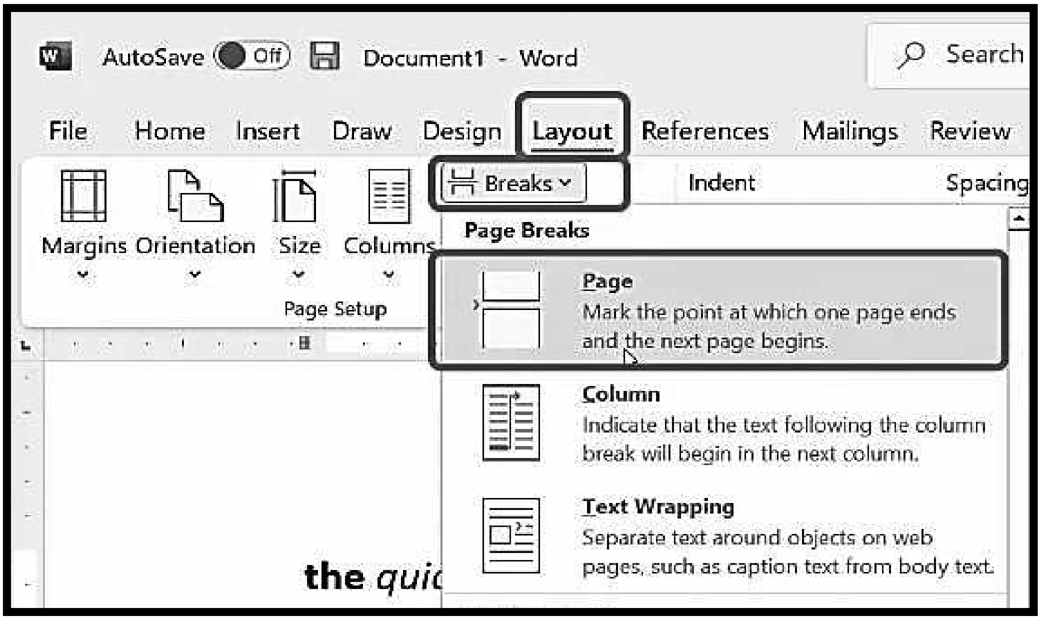
You can **change the orientation of your page** from Portrait to landscape.


AutoSave
Off
Document1 - Word
File
Home
Insert
Draw
Design
Layout
References
Mailings
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Portrait
Landscape

You can also **change the size of your paper** here.


AutoSave
Off
Document1 - Word
File
Home
Insert
Draw
Design
Layout
References
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Letter
8.5" x 11"
Legal
8.5" x 14"
Statement
5.5" x 8.5"

Here's one that is used often; sometimes you may want to **insert a page break** and have information print on a different page. What you would do is go to "**Breaks**" and hit “**Page**”.


AutoSave Off
Document1 - Word
Search
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
Breaks
Indent
Spacing
Margins
Orientation
Size
Columns
Page Setup
the quic

Page Breaks

**Page**
Mark the point at which one page ends and the next page begins.

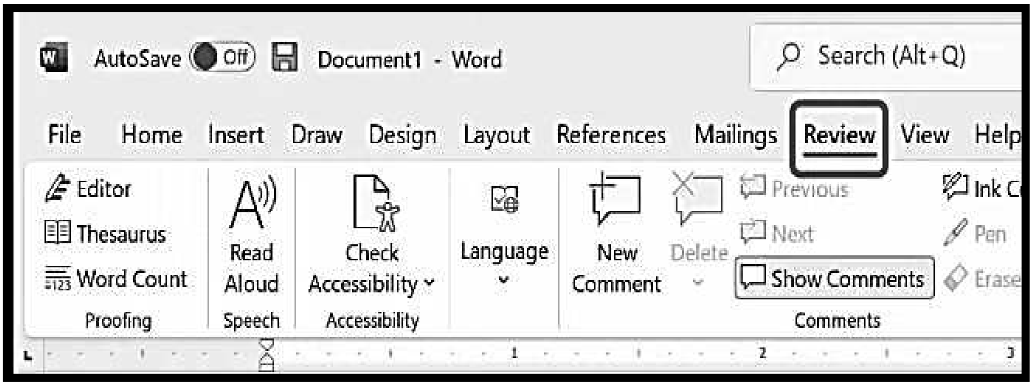
**Column**
Indicate that the text following the column break will begin in the next column.

**Text Wrapping**
Separate text around objects on web pages, such as caption text from body text.

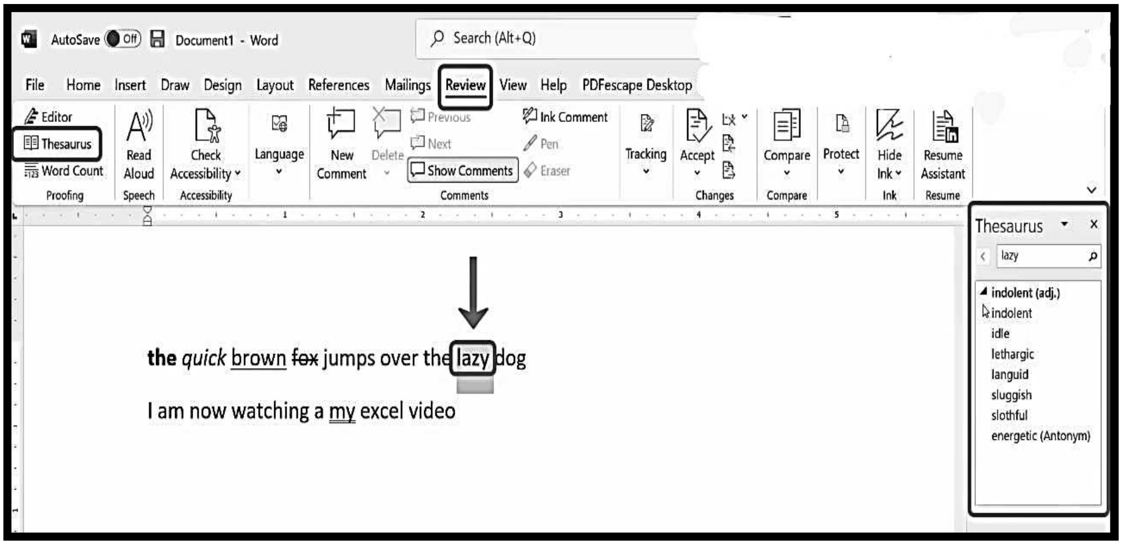
If you scroll down, you will see that the page break is right there. Sometimes that's very useful when you have one sentence appearing at the bottom of a document that you would prefer for it to go onto the next page. But be careful with that because, as you add words to your page, the page break will remain in place, and your text may spill over onto another page, yet leave the page break and it might not look right.

**The Review Ribbon**

There are some options here that are very useful when you are working with Microsoft Word. Let's say you want to make your paper a little more exciting and you have a word in your document that you don't like and you would like to use something more emphatic. if you double-click on the word and go up to "**Thesaurus**", you can now see different words that could be used to replace that word.


AutoSave Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
Editor
Thesaurus
Word Count
Proofing
Read Aloud
Speech
Check Accessibility
Accessibility
Language
New Comment
Delete
Previous
Next
Show Comments
Comments
Ink
Pen
Erase

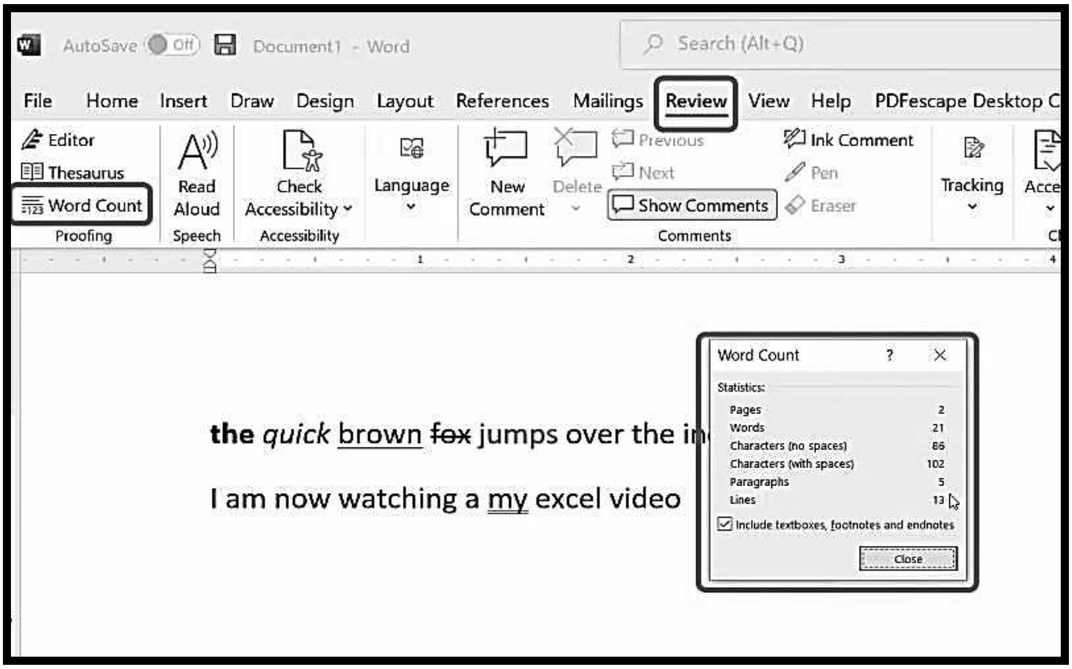
If you click on the new words and insert any of them, you can see that you have now replaced the synonym with the initial word.


AutoSave Off Document1 - Word
Search (Alt+Q)
File Home Insert Draw Design Layout References Mailings Review View Help PDFescape Desktop
Editor
Thesaurus
Word Count
Proofing
Read Aloud
Speech
Check Accessibility
Accessibility
Language
New Comment
Delete
Previous
Next
Show Comments
Comments
Ink Comment
Pen
Eraser
Tracking
Accept
Changes
Compare
Compare
Protect
Hide Ink
Ink
Resume Assistant
Resume
Thesaurus
lazy
indolent (adj.)
indolent
idle
lethargic
languid
sluggish
slothful
energetic (Antonym)

**the** *quick* brown ~~fox~~ jumps over the lazy dog

I am now watching a my excel video

You can also click on "**Word count**" and see how many words you have on this page. In the Status bar, you can see how many words you have on your page as well.


AutoSave Off Document1 - Word
Search (Alt+Q)
File Home Insert Draw Design Layout References Mailings Review View Help PDFescape Desktop
Editor
Thesaurus
Word Count
Proofing
Read Aloud
Speech
Check Accessibility
Accessibility
Language
New Comment
Delete
Previous
Next
Show Comments
Comments
Ink Comment
Pen
Eraser
Tracking
Word Count
?
Close

**the** *quick* brown ~~fox~~ jumps over the i

I am now watching a my excel video

Word Count

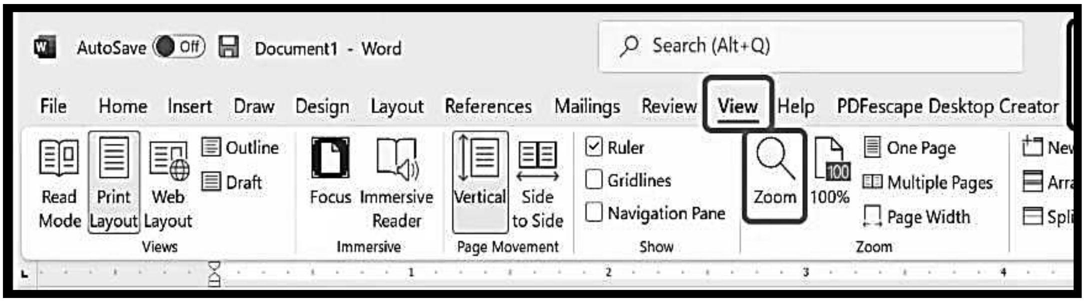
Statistics:

| | |
|---|---|
| Pages | 2 |
| Words | 21 |
| Characters (no spaces) | 86 |
| Characters (with spaces) | 102 |
| Paragraphs | 5 |
| Lines | 13 |

☑ Include textboxes, footnotes and endnotes

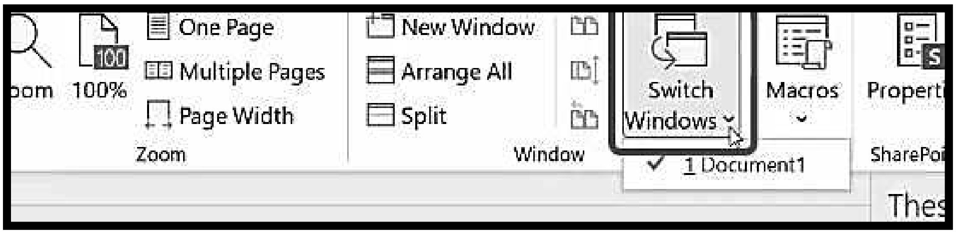
**The View tabs**

On the View tab, you can **zoom** in and out of the document that you are working with.


AutoSave Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
PDFescape Desktop Creator
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
Focus
Immersive Reader
Immersive
Vertical
Side to Side
Page Movement
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom

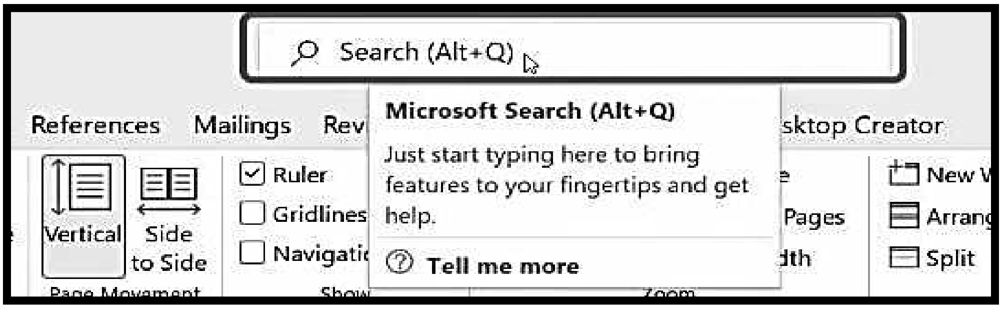
You can also pick "**Multiple**" to see how many pages you have within your document and get a rough idea of what it's going to look like when you print it out.

You can also **switch windows** to any other document you may have opened at this time, or for a shortcut on that you can press **Alt + Tab** on your keyboard and switch between word documents as well. To go back to the regular view that you've been working with, click "**One Page**", click on **zoom**, and go back to your regular view.


100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All
Split
Window
Switch Windows
Macros
SharePoi
✓ 1 Document1

**What if You Can't Remember All of These?**

One more thing you should note is up there in the "**Search**" **bar**. This is true for all Microsoft Office applications.


Search (Alt+Q)
References
Mailings
Vertical
Side to Side
☑ Ruler
☐ Gridlines
☐ Navigatio
New W
Arrang
Split

**Microsoft Search (Alt+Q)**

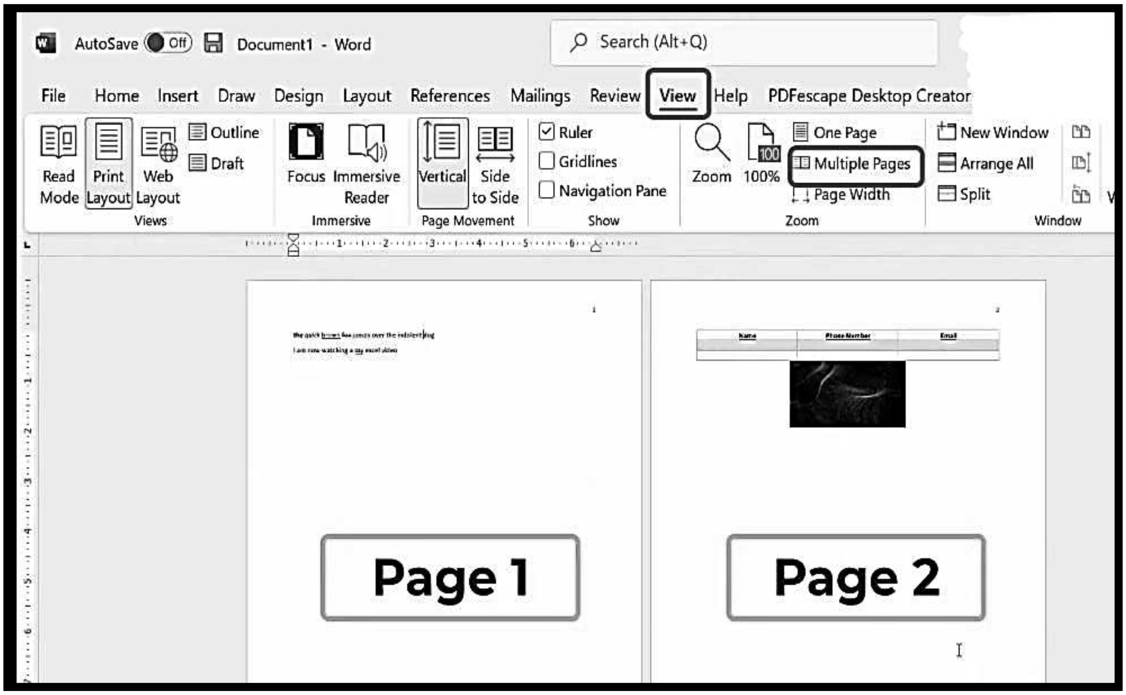
Just start typing here to bring features to your fingertips and get help.

Tell me more

If you can't remember one of the commands we went over and you click in here and type a word, you will see it right up here. With that, instead of having to search for the ribbon, you can type in the command of what you would want to do until you get a little more familiar with the environment inside of Microsoft word

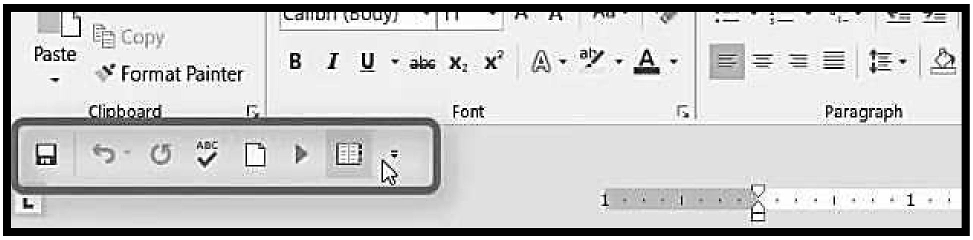
### Changing the View of your Document

This is where we'll find our views, all the way over on the right-hand side. This is just a quick way of switching between views, and these buttons correspond to how you're now looking at your document. As you can see, the first one is Read Mode, and switching to it provides you with a fresh perspective on your paper. It removes almost everything on the screen except your document, allowing you to see more clearly what you're looking at. This is useful if you're trying to read a document. The Print Layout view is the next one we have; it's the one you'll be in by default, and it's the one you'll be in most of the time when you're working on your papers. The Web Layout view is the next one. So, if you're creating something for the web, or if you want to incorporate things like HTML code, you'd go into this Web Layout view and create your document that way.

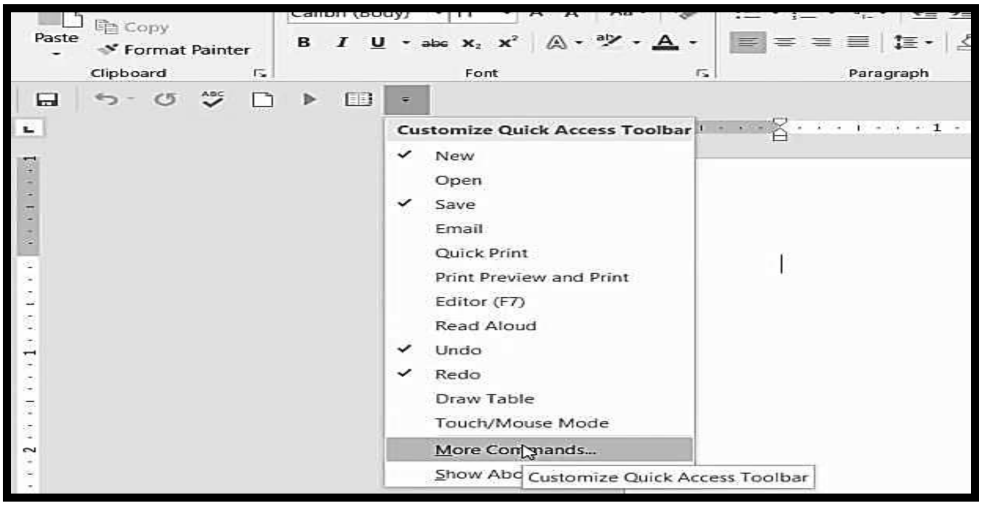

AutoSave Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
PDFescape Desktop Creator
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
Focus
Immersive Reader
Immersive
Vertical
Side to Side
Page Movement
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
New Window
Arrange All
Split
Window
Page 1
Page 2

### That's Not All

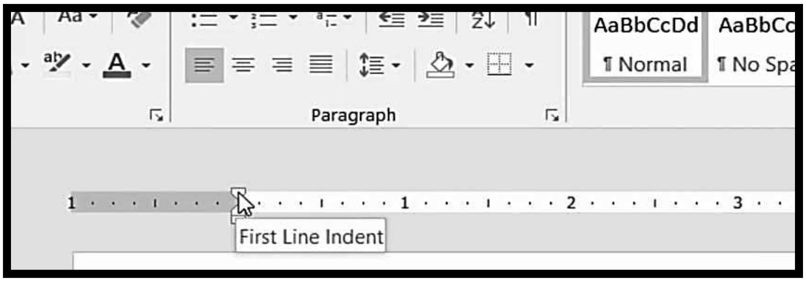
We have what we term the **Quick Access Toolbar** found directly beneath the ribbons, and this toolbar contains a few different commands that you can configure. Its entire purpose is to provide you with quick access to the commands that you use the most frequently, which will differ widely from person to person based on what you do in your everyday work.


Paste
Copy
Format Painter
Clipboard
Font
Paragraph

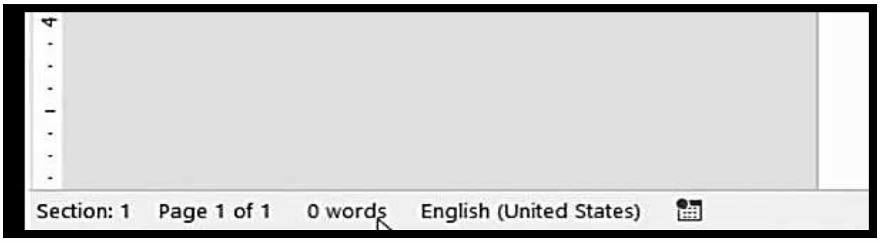
If you click the drop-down at the bottom, you'll notice that you have a lot of alternatives for adding to that fast access toolbar. The ones that are currently checked are already in the toolbar, but you can add any of the ones listed here if you want. Alternatively, if you want a command that isn't mentioned here, you can browse for **more commands** and choose something to add to the Quick Access Toolbar from there.


Paste
Copy
Format Painter
Clipboard
Font
Paragraph
Customize Quick Access Toolbar
✓ New
Open
✓ Save
Email
Quick Print
Print Preview and Print
Editor (F7)
Read Aloud
✓ Undo
✓ Redo
Draw Table
Touch/Mouse Mode
More Commands...
Show Abo
Customize Quick Access Toolbar

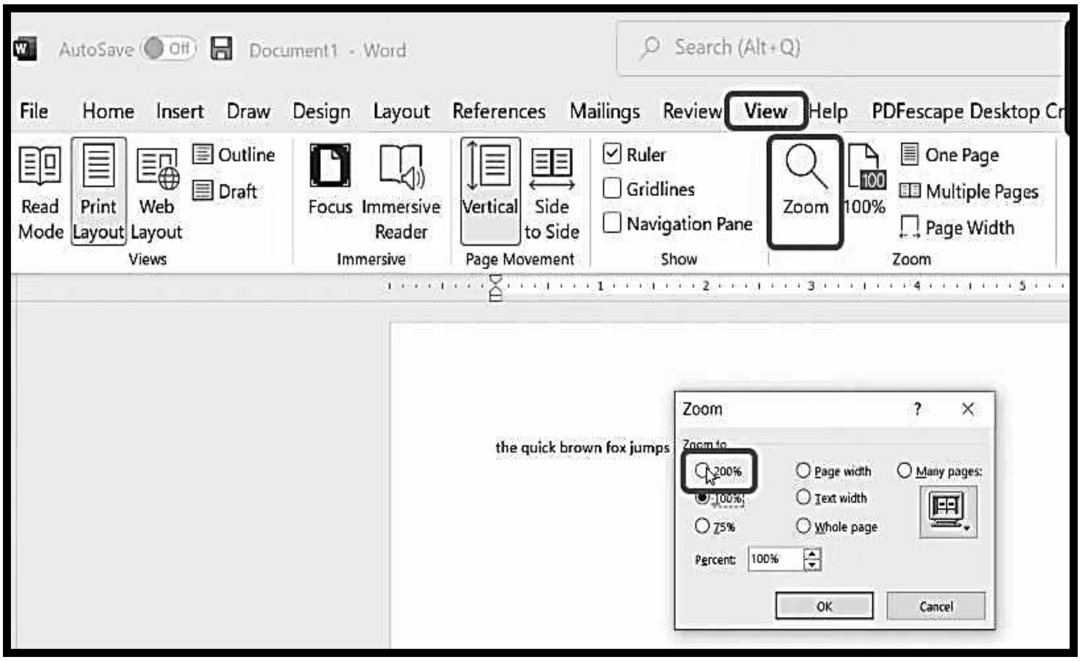
Moving to the top of your document, you'll notice a **ruler** running across the top and a ruler running down the side. On this top ruler, you might notice some small triangles in the little block at the bottom. It says Left indent, Hanging Indent, and First Line Indent when you hover over it, and this helps you align the text in your document; so be aware of the ruler and the Indent functionality in there.


AaBbCcDd
¶ Normal
AaBbCc
¶ No Spa
Paragraph
First Line Indent

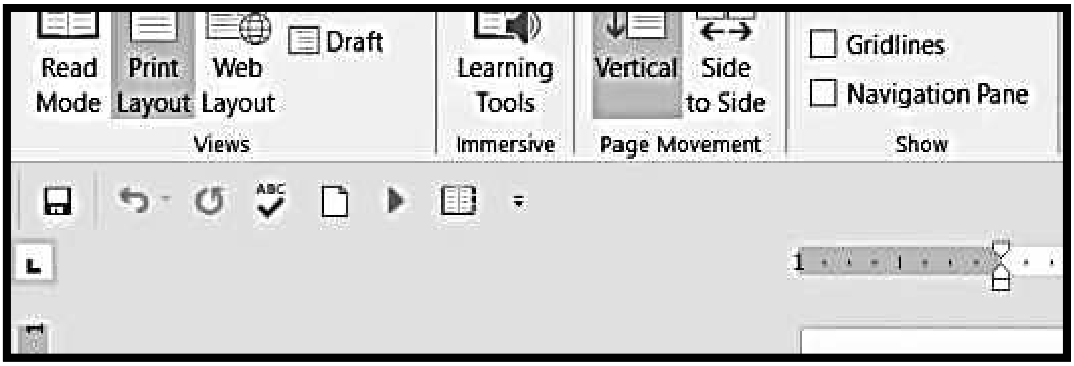
The **Status bar** is located at the bottom of the screen, and on the left-hand side of the status bar is some general information about our documents. You can see from the image above that we're in section 1 and on page 1 of 1. We presently have no words in the document, and it also indicates that our language is set to English (United States), but these will undoubtedly alter as we begin to add content.


Section: 1
Page 1 of 1
0 words
English (United States)

It's also worth mentioning that the View ribbon at the top can also be used to access various options, such as **views** and **zoom**. You can see in the first group that we have our layouts, as well as a couple of extra views and some zoom possibilities.


AutoSave Off
Document1 - Word
Search (Alt+Q)
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Help
PDFescape Desktop Cr
Read Mode
Print Layout
Web Layout
Outline
Draft
Views
Focus
Immersive Reader
Immersive
Vertical
Side to Side
Page Movement
☑ Ruler
☐ Gridlines
☐ Navigation Pane
Show
Zoom
100%
One Page
Multiple Pages
Page Width
Zoom
the quick brown fox jumps
Zoom
Zoom to
○ 200%
● 100%
○ 75%
○ Page width
○ Text width
○ Whole page
○ Many pages:
Percent: 100%
OK
Cancel

The **Scroll bar** on the side of the Word screen is the last thing to mention. So, you can go up and down, and if you have more pages, you'll be able to scroll through all of them.


Read Mode
Print Layout
Web Layout
Draft
Views
Learning Tools
Immersive
Vertical
Side to Side
Page Movement
☐ Gridlines
☐ Navigation Pane
Show

So that's a summary of what you're looking at on your Word screen right now, and hopefully, that's gotten you a little bit more familiar with the terminology we'll be using throughout this book, and it's a nice foundation for us to leap off into our following chapters.

# CHAPTER TWO

# TYPING MASTERY

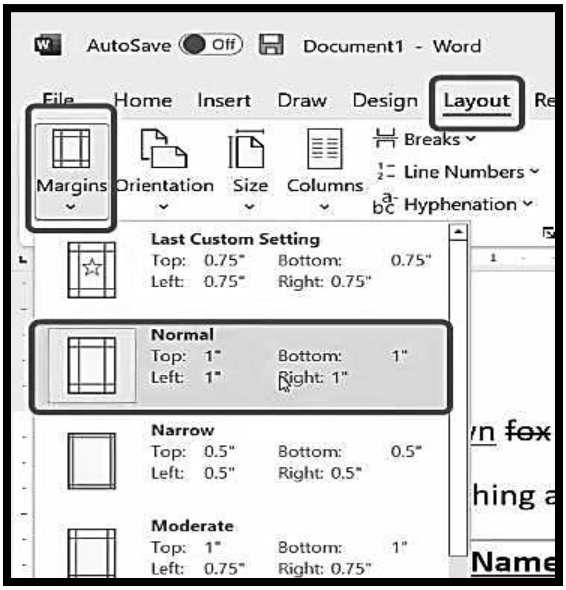
In this chapter, we'll look at how to get started typing, some of the minor things you'll notice when you start typing your first documents, and several keyboard shortcuts that will help you out while you're typing.

## What Happens When You Type?

There are a few things to keep in mind when typing your first document. We'll look at these things to familiarize you with the typing interface, which will help you prevent mistakes and make typing easier and more enjoyable.

## The Margins

You'll notice that the cursor is flashing, but it isn't flashing directly at the page's left-hand edge. This is because there is a left margin of approximately an inch in there, and you can see that as you start typing, all of your text will start coming out there.


AutoSave Off
Document1 - Word
File
Home
Insert
Draw
Design
Layout
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Last Custom Setting
Top: 0.75" Bottom: 0.75"
Left: 0.75" Right: 0.75"
Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"
Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"
Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"

So, after typing a basic line, if you continue typing when you reach the end of a row, you won't need to hit the enter key to move on to the next line; it will automatically wrap as you type, you can just keep typing and it will wrap itself around, eliminating the need to hit enter at the end of a line.

If you want to force a line break, for example, if you were on a line and wanted to do anything on the following line, you can hit the enter key, which will take you down to the next line and allow you to continue typing.

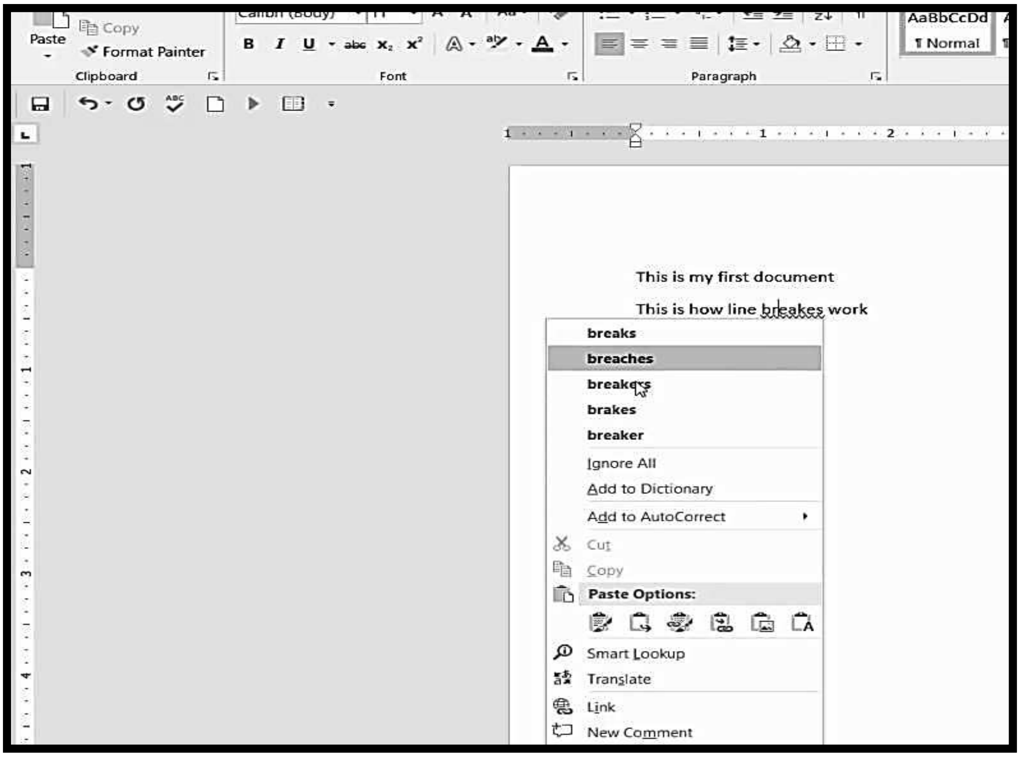
**Capitalizing the First Letter**

Another thing to keep in mind is that if you start typing a sentence at the beginning of a line and don't capitalize the initial letter, Word will capitalize it for you. So, if you just start typing, you'll notice that it has capitalized it for you without you having to go back and change it. This is because of Word's autocorrect feature, which recognizes certain words and changes them for you, making your life much easier. In the following chapters, we'll go over a lot of the autocorrect settings.

**Colorful Underlines Explained**

**There are a few more things to keep in mind.**

If you misspell a word, you'll notice a red squiggly underline, which indicates that you've made a mistake with that word. So, you can hover over the word and right-click your mouse to bring up a menu of possibilities, and more often than not, the term you're looking for will be among them. If it isn't, you'll have to go in and manually make the change.



This is my first document

This is how line breakes work

Paste
Copy
Format Painter
Clipboard
Font
Paragraph
AaBbCcDd
¶ Normal
breaks
breaches
breakers
brakes
breaker
Ignore All
Add to Dictionary
Add to AutoCorrect
Cut
Copy
Paste Options:
Smart Lookup
Translate
Link
New Comment

If you add a comma and/or a double space to a sentence, Words will detect a problem. There's a grammatical issue, and this type of error is fairly common, especially when you're working quickly. You might accidentally type a comma, or hit the spacebar twice, but you can see now with the double underline that if you right-click it tells you how to rectify it.