

Word 2013 Basic



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The Fundamentals

Microsoft Word is a powerful word processor with a lot of features to help you create professional documents. With so many features, though, it can be pretty daunting at first.

In this module, you'll learn the fundamentals of using Microsoft Word. You'll get a feel for the interface and learn how to create, open, and save new Word documents. You'll also learn how to view and navigate documents, and how to print and share them.

Objectives

Understand the Screen Create New Documents Open a File Save a File AutoRecover Navigate a Document View Documents View Multiple Documents Print Share a Document The Quick Access Toolbar Help Document Properties Inspect a Document

Close and Exit

Understand the Screen

There are many different elements that make up the Word program screen. Review the labeled items in the images below, then refer to the tables to see what everything does.



A	Title Bar: Displays the name of the current file.	C	Display Options: This is where you can change how much of the ribbon is displayed; minimize, maximize or restore the Word window; or close Word altogether.
B	Quick Access Toolbar: Contains common commands such as Save and Undo. It can be customized to include many common commands.	D	Ribbon: This is where you'll find all the options you need to make a stellar document. The options are grouped into tabs.



•	Document Window: This is where you see your document, where you edit and format the text.	•	Status Bar and Views: Shows summary information like the number of pages and words in the document. Next to it are the buttons to change the document view.
6	Rulers: When the rulers are turned on, they appear at the top and the left of the document.	0	Zoom Slider: Use the zoom slider to change how big the document appears.
G	Scroll Bars: Use the scroll bars to move up and down or left and right in a document.	J	Microsoft Account User Info: When you're logged in with your Microsoft account, your name appears here.

Create New Documents

Creating a new document is one of the most basic commands you need in Word. You can create a new blank document, or you can create a new document based on a template.

Create a Blank Document



3

Click the File tab.

Click New.

Select Blank Document.

A new, blank document is created in a new window.

Shortcut: Press **Ctrl** + **N** to open a new blank document.

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Create a Document from a Template



Click the File tab.

Click New.

The New screen has a few ways for you to select a template.

First, several featured templates will appear, after the Blank document template.

You can also search for a template using the search field or select a template category from the suggested searches.

3 (Optional) Select or search for a template category.

Preview images of the templates will appear for the selected category, along with a Category list.

(Optional) Select an additional category.

Selecting additional categories allows you to narrow your template search even more. Only templates that fit into all the selected categories will appear.



Select a template.

A larger preview of the template appears, along with a description.

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Click Create.

A new document from the template is created. Now, just fill in the placeholders.



Open a File

Opening a file lets you resume working on a document that you have saved from earlier or that someone else has created and shared with you.

Open Existing File

While you can open a document by double-clicking its icon in Windows, you can also browse and open files from within Word.



3

Click the File tab.

Click Open.

The Open screen appears, giving you a few ways to find a document.

- Select a location.
 - Recent displays a list of documents that you've recently opened.
 - Shared with Me will show documents that others have shared with you through your Office 365 account.
 - Your OneDrive and SharePoint sites will let you browse through the files stored on those cloud servers if you have them.
 - **Computer** lets you browse through the Documents folder for files.
 - Clicking Browse opens a dialog box, where you can browse through your computer's folders, drives, and network shares.



Select the file you want to open.

The selected file opens.

Tip: From the Browse dialog box, you'll need to click the Open button after selecting the file.



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Open a PDF for Editing

In addition to opening Word's regular file formats, you can also open PDF documents for editing.



Click the File tab.

- Click Open.
- Select and open a PDF file.

A dialog box appears, explaining that opening a PDF in Word converts it to a Word document and opens it as a copy. You'll be able to edit the text, but some formatting and graphics may look different.



Click OK.

A copy of the PDF is converted into an editable document, and it opens so that you can edit the text.







Save a File

After you've created a new document or made changes to an existing document, you'll need to save it for those changes to be preserved. You can also save a copy of an existing document, using a new name, a new location, or a different file type.

Save a New Document

When you save a new document for the first time, you'll need to give it a name and tell Word where to save it.



Click the **Save** button on the Quick Access Toolbar.

Since the document doesn't have a name or location yet, the *Save As* screen will appear.



- Choose a location to save the file to:
- OneDrive, a cloud storage folder accessible to all computers and mobile devices that you've connected to your Office 365 account.
- A SharePoint site, if you're part of an organization that uses one.
- Select **Computer** to save the file locally in your Documents folder.
- Click Browse to open a dialog box, where you can browse through your computer's folders, drives, and network shares.



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The file is saved and can be safely closed for you to reopen later.

Shortcut: Press Ctrl + S to save.



Save Progress

As you continue to work in Word, you'll want to save any changes you make periodically. This way, you won't lose all of your work if there's an unexpected crash.



Click the **Save** button on the Quick Access Toolbar.

Shortcut: Press **Ctrl + S** or click the **File** tab and select **Save**.

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Save As a New File and/or Location

Sometimes you may want to make a copy of an existing document by saving it in a new location and/or with a new name.



Click Save As.

Click the File tab.

Select a location, by selecting either OneDrive, SharePoint, or Computer. Or, you can click **Browse** and navigate to the folder where you want to save your file.

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Enter a new file name.

Click Save.

The document is saved to the new location with the new name. The original file is automatically closed so you can start working in the new one right away.

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Save to Different File Formats

Word normally saves its files as Word documents, but you can save your Word projects as other file formats too.



Click the File tab.

Click Save As.

Choose where you want to save your file.

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Optional) Enter a new file name.



The drop-down list displays the different types of files you can save the document as.

- Select a file format.
- Click Save.

6

7

A copy of the file is saved in the new format.



Common Word File Formats					
Word Document (.docx)	This is the default format for Word 2013 documents.				
Word Macro-Enabled Document (.docm)	This is a version of the default Word file type that supports macros, which allow for small tasks to be automated.				
Word 97-2003 Document (.doc)	Documents in this format can be read by all previous versions of Word, but lack some advanced features. They are also larger than .docx files and are more prone to corruption.				
PDF (.pdf)	A PDF preserves a document as how it would appear when printed and can be shared electronically to be viewed on many kinds of devices.				
Web Page (.htm, .html)	This format creates pages that can be uploaded to the web and viewed in a browser.				
Rich Text (.rtf)	This basic format can be opened by nearly any text editor and preserves basic font formatting.				
Plain Text (.txt)	This simple file type saves only text with no formatting or page layout.				

AutoRecover

Computers don't always work the way they're supposed to. Nothing is more frustrating than when a program, for no apparent reason, decides to take a quick nap, locks up, and stops responding to your commands—especially if you lose the precious document that you're working on!

Fortunately, Word keeps temporary versions of your documents as you work. If it encounters a problem and stops responding, you can restart Microsoft Word or your computer and try to recover your lost documents.

Recover a Document

Restart Microsoft Word. 1 If an unsaved document can be recovered, the Recovered header will appear. **Click Show Recovered Files.** 2 The Document Recovery pane appears, listing all recovered documents that were found. Select the document from the 3 Document Recovery pane. The last AutoSaved version of the document opens. Click Close. The Document Recovery pane closes, and you can get back to work.

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Word	Kayla Claypool kayla@customguide.com Switch account
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AutoRecover Settings

You can further protect your work by adjusting the AutoRecover settings. You can change the AutoRecover save interval so that it saves more frequently than the default setting of every 10 minutes.

1 2 3

Click the File tab.

Select Options.

Click Save.

Make sure the Save AutoRecover information check box is checked and

adjust the time interval.

Tip: You can't specify the interval if the check box is not selected.

Click OK.

The AutoRecover settings are updated.

Tip: Even with Word's document recovery features, the best way to ensure that you don't lose much information if your computer freezes up is to save your work frequently.





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	OK Cancel

Navigate a Document

While working on a document, you'll often need to move the text cursor around to change where you're typing.

Move the Insertion Point

The insertion point is the blinking vertical bar that represents where text will be inserted as you type.



Click anywhere inside the document.

The insertion point moves to where you clicked—or, at least, as close as possible. If you click in a margin, or after the end of the text toward the bottom of the page, the insertion point moves to the closest point it can.

You can also move the insertion point around using the keyboard. This method is described in the table below.



Press	To Move the Insertion Point
Arrows ($\uparrow \downarrow \leftarrow \rightarrow$)	Up or down one line; or left or right one character.
Ноте	To the beginning of the current line.
End	To the end of the current line.
Page Up	Up one screen, while also scrolling the page the same distance.
Page Down	Down one screen, while also scrolling the page the same distance.
Ctrl + Arrows (↑↓←→)	Up or down one paragraph; or left or right one word.
Ctrl + Home	To the beginning of the document.
Ctrl + End	To the end of the document.

Scroll in a Document

When a document gets long enough, it can be tough to navigate through the whole thing with just the keyboard. You can use the scroll bars on the right and bottom sides of the window to move through the document quickly.

- Click the arrow buttons at the top, bottom, and sides of the scroll bar to scroll one line at a time.
- Click and drag a scroll bar to move quickly though a document, releasing it when you've reached the page you want.



Use the Navigation Pane

If you have a longer document with multiple pages, or you've set up your document into sections with headings, you can use the Navigation Pane to move quickly through sections and pages.



Word navigates right to the selecte page.

View Documents

There are several ways to change how a document's contents are displayed on the screen using the preset document views. You can also zoom in or out to view more or less of the page at a time and view multiple documents at once.

Change Document Views

12

Select a view.

Click the View tab.

- Read Mode only shows necessary toolbars, making room for enlarged text and navigational tools. This view is read-only, so you won't be able to make edits.
- Print Layout view displays your document as it will appear when printed. It's best for working in documents with advanced formatting.
- Web Layout view shows backgrounds, wraps text to fit inside the window, and positions graphics just as they are in a web browser.
- **Outline view** displays your document in classic outline form.
- Draft view works well for most simple word-processing tasks, such as typing, editing, and simple formatting. Does not display advanced formatting, such as page boundaries, headers and footers, or floating pictures.

Tip: You can quickly access Read Mode, Print Layout, and Web Layout views from the View buttons in the status bar.



Zoom

Sometimes it is helpful to make a document appear larger on the computer's screen, especially if you have a small monitor or poor eyesight. It can also be helpful to zoom out so that you can see how the whole document looks.



2

3

Click the Zoom In or Zoom Out buttons on the status bar.

The page zooms in or out.

Click and drag the zoom slider to adjust the zoom level.

Using the zoom slider is a more precise way to adjust the zoom on your document.

- Click one of the options in the Zoom group on the View tab of the ribbon to control the zoom level further.
 - Click the **Zoom** button to open the Zoom dialog box, where you can specify a zoom level.
 - Click the 100% button on the View tab to return your document to viewing at 100%.
 - Click the **One Page** button to zoom the document out so that one entire page is visible in the window.
 - Click the Multiple Pages button to see multiple full pages side by side.
 - Click the Page Width button to automatically zoom the document in so that the page fills the window side-to-side.

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Board of Directors Meeting: May 6th		3				
New Communications Director Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications. Kerry has four years of experience as an office manager at Luna Sea, Inc. and has degrees in both marketing and communications Kerry's responsibilities will include: Client correspondence Internal communication Press releases Updating the website						
Month in Review April turned out to be a very bu New business: Up 34% Flight delays: Minimal Customer complaints: 1	sy and productive mon	th for Bon Voyage.				
Classic Las Vegas Excursion Next month Bon Voyage will intr yesterday. Accommodations wil	oduce our new 7-day ' I be in the famous Gold	"Classic Las Vegas" Exc I Nugget hotel, located	ursion. Guests will get to experier I on historic Fremont Street.	nce the Las Vegas of		
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Show or Hide Formatting Symbols

Every document is filled with hidden formatting symbols that help control how the text is laid out on the page. New paragraphs, carriage returns, tabs, spaces, and page breaks can be seen, selected, moved, and deleted.

Viewing these formatting symbols lets you see where you may have added extra spaces between words, for example, or whether spaces or tab stops were used to indent text.

129 WORDS

ENGLISH (UNITED STATES)

Click the Home tab.

Click the **Show/Hide** ¶ icon.

The hidden formatting symbols are now shown. These symbols represent spaces, new paragraphs, page breaks, and other bits of text and page formatting.

Click the **Show/Hide** ¶ button again.

The symbols are hidden once again.

3

Shortcut: Press **Ctrl** + * to display or hide the formatting symbols.

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View Multiple Documents

Switch Windows

If you have several documents open in Word, you can switch between them while they are all open.



2

Click the View tab on the ribbon.

Click the <mark>Switch Windows</mark> button.

> All the documents currently open are listed, with a check next to the active one.



Select another document.

The other document comes to the front.

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View Documents Side by Side

If you need to compare the contents of two documents to each other, you can also view them side by side.

With two documents open at the same time, click the View Side by Side button.

> The windows are resized so that they'll both fit on the screen, and they're arranged side by side.

While viewing documents side by side, the **Synchronous Scrolling** feature is enabled. When you scroll one document up or down, the other document will scroll at the same speed. You can turn this feature off by clicking the **Synchronous Scrolling** button.



Click the View Side by Side button again.

The windows return to normal.

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Split the Window

You can also split a Word document window in two, with two panes each showing part of the same document.



Click the **Split Window** button on the View tab.

The window is split into two panes, one on top and one on the bottom. Both panes show the current document but can be scrolled independently. This lets you keep an eye on one part of the document while typing and editing another.

Tip: Click and drag the border between the panes to adjust the size of the panes.



Click the Remove Split button.

The split is removed, and you're back to viewing the document in a single pane.

Tip: Clicking the **New Window** button on the View tab does something similar, opening a second window of the current document. This lets you arrange the two windows however you want, viewing two different parts of the document at once.





Print

When you're ready to print a document, and if you have a printer connected to your computer, you can preview a document and print it.

Print a Document



- Click the File tab.
- Click Print.
- Examine the print preview on the right side of the screen to ensure the document appears correct.
- 4 Select the correct printer by clicking the **Printer** list arrow and selecting it from the list.
- 5 Adjust the printer settings using the options below the printer, described in the following table.
- 6 Set the number of copies in the Copies text field.
 - Click Print.

The document is sent to the printer.

Shortcut: Press Ctrl + P.

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Print Settings	
Print Range	Print the whole document, a certain page range, a single section, or just even or odd pages.
Print One Sided / Both Sides	Print the document one-sided, enable a printer's two-sided printing function, or manually flip the pages during printing.
Collate	Collating prints multiple copies of the document all the way through (1, 2, 3, 1, 2, 3), while printing uncollated prints multiple copies of each page together (1, 1, 2, 2, 3, 3).
Orientation	Select Portrait (taller) or Landscape (wider).
Page Size	Select the size of paper you're printing on.
Page Margins	Adjust the margins between the edge of the page and the text.
Pages Per Sheet	Arrange multiple pages on a single sheet.

Share a Document

It's easy to share a document with other people from within Word. For example, you can send a sharing invitation to co-workers that gives them access to view or edit the file. To easily share your document, make sure it's saved to an online location, such as your OneDrive or your organization's SharePoint server.

Share a Document

- Save your document in an online location, such as OneDrive or SharePoint.
 Click the File tab.
 Click Share.
 Enter an email address, or select one from the address book.
 Click the Permissions list arrow.
 Select a permission level for the document
 - **Can edit:** Anyone who has been invited to the document can make edits.
 - Can view: Anyone who has been invited is only able to view the document, not make changes.



(Optional) Include a message.

This message will be included in the email that's sent, informing the recipients that you're sharing a document with them.



Click Share.

Anyone who has been granted access to the document shows up in the Share pane, along with their permission level.

Tip: You can always revoke or modify a person's sharing permissions by right-clicking their name in the Share pane.

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Share with a Link

You can also create a sharing link to a document, which you can send out any way you want (email, instant message, etc.) to invite more people.



Click Get a sharing link.

- Select the type of sharing link you want to generate.
- Create an edit link: Anyone with this link can edit the documents you share.
- Create a view-only link: Anyone with this link can see the documents you share but can't edit them.

A link is generated, and you can copy and paste it anywhere to share with others.



The Quick Access Toolbar

The Quick Access Toolbar holds a few buttons for commands that you'll use often, such as save, undo, redo, and repeat. They'll always be available, no matter which ribbon tab you're on.

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Customize the Quick Access Toolbar

If the Quick Access Toolbar doesn't contain enough of your frequently used commands, you can customize it by adding or deleting commands.

Click the Customize Quick Access Toolbar button.

A list appears and displays some commands you can add.

Select the command you want to add.

The button is added to the toolbar.

Tip: You can find all the available commands you can add by selecting **More Commands**, which opens the Word Options dialog box.

Tip: To remove a command, select a command with a checkmark to deselect it.



Help

When you don't know how to do something in Word, look up your question with Help. Help can answer your questions, offer tips, and provide help for all of Word's features.

The Help Window

You can also open the Help window to browse topics and read the Help files.



Click the Help icon. Select a topic or click in the

Search button.

A web browser window opens automatically to the Office Help site.

- 3 Type a help topic in the Search field at the top and click the Search button.
 - Select a help topic.

The topic page opens for you to read.

Shortcut: Press **F1** to quickly open the Help pane.


Document Properties

Document properties are bits of information that describe and identify a document, such as a title, author name, and subject.

View and Edit Document Properties

The basic document properties are easy to find and update.



Click the File tab.

The Info screen here will show the basic document properties in a column on the right.

Tip: The Info screen is the default when the File tab is opened. If another screen appears instead, click **Info**.



Fill in the property field, then click outside of the field.

The property is saved.

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View Advanced Properties

There are additional advanced property fields that you can fill out beyond the basic fields on the Info screen.

- 1
- From the Info screen, click the **Properties** button.
- Select Advanced Properties.

The Document Properties dialog box opens to the Summary tab, where there are a few more properties to fill out.

B Edit the document properties.

Tip: In addition to the fields on the Summary tab, there are even more advanced properties available on the Custom tab.

4

The advanced properties are saved.

Click OK.





Inspect a Document

If your document has a lot of advanced effects, graphics, tables, or videos, you may run into trouble opening it in older versions of Word. It may also be difficult for people with disabilities to read. Word can automatically check your document to find potential compatibility and accessibility problems.

Check Accessibility

The accessibility checker examines your document for anything that would make it difficult for people with disabilities to read.

- 1
- Click the File tab.
- Click the Check for Issues button.
- Select Check Accessibility.

The Accessibility pane appears on the right, listing anything in the document that would make it less accessible.

Some common problems include the lack of alternative text on images or meaningful hyperlink text, color-coding without additional context, and headings that aren't in a logical order for a screen reader to parse.



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Share	Check for Document properties and author's name	Comments
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Close	Check the document for hidden properties or personal information.	Created
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Select a result.

Additional information appears underneath the results, letting you know why this result is a problem and how to fix it.

5 Click the Close button when you've finished looking over the results and have made the appropriate changes.

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Check Compatibility

You can also check a document for compatibility problems with previous versions of Word.



- Click the File tab.
- Click the Check for Issues button.
- Select Check Compatibility.

The Compatibility Checker window appears, listing anything in the document that's not compatible with earlier versions of Word.

- 4 Click the Select versions to show button.
 - Toggle which versions of Word to check compatibility for.

By turning off the versions of Word that you don't need to worry about, you can get a better sense of what incompatibilities are important to you.

Click <mark>OK</mark>.

6

The window closes, and now you have a better idea of accessibility issues and incompatibilities in your document.







Close and Exit

When you're done working with a file, it's a good idea to close it so you don't bog down your computer with unused programs.

Close a Document

Each document window must be closed individually. If you only have one file open, you can close it from the File menu and keep Word running.



Click the File tab.



Click Close.

The file is closed, but Word is still running. You can still browse for a file to open, create a new document from a template, and access Word's options.

Shortcut: If you have multiple Word documents open, clicking the **Close** button on the title bar will close each document individually.

Tip: If you have not saved the document since making changes, a dialog box will appear asking if you want to save the changes to the document. Click **Save** if you wish to save your changes, click **Don't Save** if you do not want to save your changes, and click **Cancel** if you do not want to close the document.

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Close Word

If you only have one Word document open, closing the document window will also quit Word entirely.



Click the Close button.

Word quits as the window closes.

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Work with and Edit Text

While Word has plenty of additional features, its main function is to be a word processor. This means that inserting and editing text is its primary focus.

In this module, you'll learn the basics of inserting and editing text. You'll learn how to select text, as well as how to cut, copy, and paste text. You'll also learn how to check spelling and grammar, view your word count, find and replace text, and insert symbols and outside text into your documents.

Objectives

Select and Edit Text Cut, Copy, and Paste Undo, Redo, and Repeat Check Spelling and Grammar Word Count and Thesaurus Find and Replace Text Insert Symbols Insert Text from Another File Customize AutoCorrect

Select and Edit Text

The greatest advantage of using a word processor is how easy it is to edit text throughout a document. One quick and easy way to edit text is by selecting it and then typing over it to replace it.

Select Text

Selecting text is a very important skill in Word. Whenever you want to edit or format text, you first need to select it. There are multiple ways to select text, letting you select a small amount to entire paragraphs at once.



Click and drag across the text you want to select.

You can select any amount of text with this method, from a single character to your entire document.

Here are some other ways to select text you'll find useful:

- Press and hold down the Shift key, and move the insertion point either with your mouse or the arrow keys to select text.
- Double-click a single word to select it.
- Triple-click in a paragraph, or double-click in the left margin next to a paragraph, to select it.
- Click in the left margin to select an entire line, or click and drag in the left margin to select multiple lines.
- Press **Ctrl** + **A** to select everything in the document.



Replace Text



Select the text you want to replace, then start typing the new text.



Cut, Copy, and Paste

You can move or copy text in a Word document by cutting or copying a selection and then pasting the text in a new location. You can cut, copy, and paste any item—like pictures, shapes, or tables—not just text.

Cutting or copying an item places it in a special area called the Clipboard, which stores data temporarily until it can be placed somewhere else.

Copy and Paste

Copying text lets you duplicate the selected text so it can be used somewhere else.



- Select the text you want to copy.
- Click the Copy button on the Home tab.

A copy of the selected text is placed in the Clipboard.

Shortcut: Press **Ctrl** + **C** to copy.

3 Click where you want to paste the text.

Tip: You can copy, cut, and paste text or other items within a document, between documents, or between programs.



Click the Paste button.

Shortcut: Press **Ctrl** + **V** to paste.

The text you copied is duplicated in the new location.



Cut and Paste

When you cut text, it is removed from its original location and placed in the Clipboard.



Select the text you want to cut.

Click the Cut button.

Shortcut: Press Ctrl + X.

Click where you want to paste the text.

Click the Paste button.

Shortcut: Select the text you want to move, then click and drag the selected text to where you want to place it. (Pressing Ctrl while moving will copy it.)



Undo, Redo, and Repeat

You don't need to be afraid of making a mistake in Word, because you can use the Undo feature to erase your actions. The undo, redo, and repeat commands are very useful for working with text in a document.

Undo a Single Change



Click the Undo button.

Shortcut: Press Ctrl + Z.

Your last action is undone. For example, if you had deleted an item and then decided you wanted to keep it after all, undo would make it reappear.



Undo Multiple Changes

Click the Undo list arrow. A list of recently-performed actions appears. To undo multiple actions, select the oldest command you want to undo. For example, to undo the last three actions, select the third action in the list.



Select a change to undo everything since that point.

The command you select and all subsequent actions are undone.

Tip: You can undo a nearly-unlimited number of actions in Word, even after saving the document. The undo history is cleared when the document is closed.

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Redo

Redo is the opposite of undo: it redoes an action you have undone. For example, if you decide that you do, after all, want to delete an item that you have just brought back with undo, you can redo the action.

The Redo button is only available right after you've undone something. When Redo isn't available, the button is replaced by the Repeat button.



Click the Redo button.

Shortcut: Press Ctrl + Y.

The last action you undid is redone.

Tip: Click the **Redo** button multiple times to redo multiple actions.



Repeat

Repeat is different from redo; repeat applies the last command to any selected text. For example, rather than applying bold formatting to multiple instances of text by clicking the Bold button repeatedly, you can repeat the bold command with the Repeat button or keystroke.



Click the Repeat button.

Shortcut: Press Ctrl + Y.

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Check Spelling and Grammar

Part of editing your documents is making sure that everything is spelled and assembled correctly. Word is a great help in this regard because it can identify spelling and grammar errors in your documents.

Spelling and Grammar Errors

As you type, Word will automatically check your spelling and grammar. Word's AutoCorrect feature will fix small errors and common misspellings, while less-common problems will be highlighted with a colored underline.

- Potential spelling errors are given a wavy underline in red.
- Potential grammar errors are given a double-underline in blue.

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Correct a Spelling or Grammar Error

Once a spelling or grammar error has been highlighted, you could always correct it manually by deleting and retyping it, or you can see some suggested corrections.



Right-click the error.

The Spelling (or Grammar) contextual menu appears, showing some suggestions for the misspelled word (or grammatical error), along with definitions for the suggested words.



Select the suggestion you want to use, if it appears.

The misspelled word (or grammatical error) is automatically updated.

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Ignore a Spelling or Grammar Error

Not all misspellings and grammar mistakes that Word identifies will be actual mistakes. For example, names will often be marked as misspelled words, even when they're properly spelled. You can ignore these errors so that they'll no longer be underlined and won't appear in spelling and grammar checks.



Right-click the error.

Depending on whether it's a spelling error or grammatical error, you'll be able to ignore all instances of the misspelled word, or this single instance of a grammatical error.



The selected word (or grammatical errors).



Add a Word to the Dictionary

If a word gets marked as misspelled, but it's a correctly spelled word that just isn't in Word's dictionary such as a person's name or a company name—you can add it to the dictionary so that it doesn't get marked as misspelled in the future.



Right-click the error.

Select Add to Dictionary.

The word is added to the dictionary.

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Word Count and Thesaurus

Find the Word Count

The Word Count feature is useful if you have a writing assignment that is limited to a specific number of words.

The word count is always displayed in the status bar at the bottom of the screen, next to the page number. If you need to see a more detailed count of words, open the Word Count dialog box.



- Click the **Review** tab on the ribbon.
- Click the Word Count button in the proofing group.

Shortcut: You can also click the word count in the status bar to open the Word Count dialog box.

Here you can see not only the word count, but also a character count (both with and without spaces), a paragraph count, and a line count.

Click Close when you're done.

The Word Count dialog box closes.



Use the Thesaurus

Use Word's built-in thesaurus to help you find synonyms of a word. For example, you can use the thesaurus to replace the ho-hum word "good" with one of its synonyms, such as "beneficial," "capable," or "excellent."

- 1
- Select the word you want to replace.
- On the Review tab, click Thesaurus.

The Thesaurus pane at the right shows a list of words with similar meanings to your selection. If a word has multiple meanings, each meaning will have its own list of synonyms.

3 Hover over a new word and click the menu arrow.



Your selection is replaced with the new word.

5 Close the Thesaurus pane when you're done.

Shortcut: Right-click a word. Select **Synonyms** and then select a new word from the list.



Find and Replace Text

Don't waste time scanning through your document to find text and replace it with something new. The find and replace commands can do this for you with just a few clicks of your mouse.

Find Text

You can use the Navigation pane to search for specific words or phrases in a document.





box in the Navigation pane and type the text you want to find. The search runs automatically.

Results are highlighted in the document, and the Navigation pane lists all instances of the word.

Click a search result to jump to it in the document.

You can use the arrows under the search box to jump to the Previous or Next search result.



Click Close when you're finished.

The Navigation pane closes.

Advanced Find

To search your documents for more specific items, such as certain capitalization or only whole words, use Advanced Find.

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The Find and Replace dialog box closes.

Replace Text

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If you've spelled something incorrectly in multiple places, Word can fix them all with just a few steps.



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Insert Symbols

Your keyboard doesn't contain all the characters you might want to include in your documents. Word lets you insert these special symbols and equations separately.

Common symbols that you can insert include copyright ([©]) and trademark ([™]) symbols, additional punctuation marks (?), foreign currency symbols (¥), mathematical symbols (÷), and accented characters (ä).

Insert a Symbol

- Click where you want to insert the symbol.
- Click the Insert tab.
 - Click Symbol.

This menu shows recently used symbols. If you need to use a symbol repeatedly, it will be found here after you've used it the first time.

Click More Symbols. 4

The Symbol dialog box opens to the Symbols tab. This lets you browse all the characters contained by the font you're using. If you're looking for a common symbol, the Special Characters tab has a shorter list that may have what you need.

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Click Special Characters.

This list includes common punctuation characters and the shortcut keys you can use to insert them using your keyboard.



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Select a symbol.

Click Insert.

The symbol is inserted, even though it may be hard to tell with the dialog box still open.



Click Close when you're done.

The Symbol dialog box closes.

Tip: Inserting an equation works similarly. Just click the **Equation** button list arrow on the **Insert** tab and select an option from the menu.

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Insert Text from Another File

If you have some text saved in another file that you want to use in your current document, you can insert it directly without having to open it.

Insert Text from File

- Click where you want to insert the file's text.
- Click the Insert tab.
- Expand the Text group (if necessary).
- 4 Click the Object button list arrow.
- 5 Select Text from File.

6 Select a file.

If the Word document you're inserting has bookmarks set, you can click the Range button to select a bookmark range. Otherwise, the entire document will be inserted.

Click Insert.

The text from that file is placed in the document.





Customize AutoCorrect

AutoCorrect is a feature that automatically corrects commonly misspelled words and replaces certain symbols and abbreviations with specific text. As you type, instead of being highlighted as misspelled, words in the AutoCorrect list will automatically be replaced with the correct spelling.

Add New AutoCorrect Entries

You can customize AutoCorrect by adding new words to the list of replacements.



Click the File tab.

Select Options.

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Click the **Proofing** tab.



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Click the AutoCorrect Options button.

The AutoCorrect options window opens.

At the top, there are a few options for fixing capitalization errors that can be turned on or off.

At the bottom is the AutoCorrect word list. When text from the left column is typed, it will be automatically replaced with the text from the right column.

Enter text in the **Replace** field.

When you type this text, AutoCorrect will trigger and this word will be replaced.

Enter text in the With field.

This text is what will replace the previous field when AutoCorrect is triggered.



The AutoCorrect entry is created.

Tip: You could also delete entries here by selecting an entry and clicking **Delete**. You can disable AutoCorrect entirely by clearing the **Replace text as you type** check box.





Click OK to close the Word Options dialog box.

The AutoCorrect entry is created, and will be automatically inserted from now on.

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Format Text and Paragraphs

Once you understand the basics of entering text, it's time to move on to learning how to format that text in a way that looks nice and is very functional on the page.

In this module, you'll learn how to format text by changing font, size, color, and other effects. You'll also learn ways to format paragraphs, including alignment, indenting, spacing, borders, and shading. This module also shows how to format text and paragraphs as different types of lists, how to copy formatting, and how to find and replace formatting.

Objectives

Format Fonts Create Lists Paragraph Alignment Borders and Shading Line and Paragraph Spacing Copy Formatting

Indent Paragraphs

Tab Stops

Find and Replace Formatting

Format Fonts

One way to change the appearance of text in a document is by changing its font type. A font is a set of letters, numbers, and punctuation symbols designed around a shared appearance. A font will have variations for size and styles, such as bold and italics.

Change the Font

Changing a font itself will have the greatest effect on the appearance of text.

- 1
- Select the text you want to change.
- 2 Click the Font list arrow on the Home tab.

Tip: You can also click the **Font** list arrow on the Mini Toolbar that appears when text is selected.



Select a new font from the list.

The text is now sent in the selected font.

When changing fonts, be sure to choose the right font for the tone of your document. Don't use casual script fonts in a professional document, and also avoid using too many fonts at once.



Font Type	Examples	Description
Serif	Times New Roman, Garamond, Cambria, Georgia, Palatino	Serifs are small details at the ends of some letter strokes, meant to improve legibility. Suitable for both header and body text.
Sans Serif	Arial, Calibri, Helvetica, Verdana, Trebuchet MS	Sans serif fonts lack the small details at ends of letter strokes, leading to a plainer look. Suitable for both header and body text.
Script	Brush Script, Zapfino, Lucida Handwriting	These fonts are meant to mimic handwriting, either calligraphic or casual. Useful in very specific designs, but unsuitable for body text and most headers.
Monospace	Courier New, Consolas, American Typewriter	All letters and symbols use the exact same amount of space. Useful when displaying computer code, or when precise horizontal alignment between lines is important.

Change the Font Size

Changing the font size helps differentiate between titles, headers, and body text.



Select the text.

Click the Font Size list arrow.

Tip: You can also click the **Font** Size list arrow on the Mini Toolbar.



Select a font size.

The font size changes.

Tip: Click the **Increase Font Size** (^A) or **Decrease Font Size** (^A) buttons to increase or decrease by one point at a time.

Note: Font size is measured in points (pt) that are 1/72 of an inch. The larger the number of points, the larger the font.

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Change the Font Color

You may need to change font color to make text stand out, comply with brand standards, or add visual appeal.



Apply Bold, Italic, or an Underline

In addition to changing font type, size, and color, you can also enhance the text further by using other features in the Font group like bold, italic, or underline.



Select the text you want to format.

Select Bold, Italic, or Underline.

Shortcuts:

- To bold, Ctrl + B.
- To italicize, Ctrl + I.
- To underline, **Ctrl** + **U**.

The effect is applied.



Change the Case

If you want to change the case of a block of text, you don't need to retype the whole thing. You can easily change the case of selected text with the Change Case menu.



Clear Formatting

If you change your mind and want to remove all formatting from text, you can easily clear all formatting at once.



With the text selected, click Clear All Formatting.

The extra formatting is removed, and the text is reset to the default style.



Create Lists

When you have a list of items to include in a document, you can format it as either a bulleted list or a numbered list. Adding a new item to a list will automatically insert a bullet, or a sequential number, in front of the item.

Numbered List

A numbered list will automatically number each line of the list in sequence. This is helpful for a list of steps that must be done in order.



Select the text you want to use to make a numbered list.

2 Click the Numbering button.

The selected items are turned into a

numbered list.

You can remove the list formatting by clicking the **Numbering** button again.



Bulleted List

Use bulleted lists when the order of items in a list doesn't matter, such as listing items you need to buy.



Select the text you want to use to make a bulleted list.

Click the Bullets button.

The selected items are formatted as a bulleted list.

Like with a numbered list, clicking the **Bullets** button again will turn off the list formatting.



Multilevel Lists

Both numbered and bulleted lists can have multiple levels, letting you put together an outline of topics and subtopics. Any list can be turned into a multilevel list by demoting list items.



Select the list item you want to demote.

Click the Increase Indent button.

The list item is indented, and depending on the list style, the bullet or number may change.

You can indent a list item multiple times to create additional levels.

To promote a list item back to a higher level, just click the **Decrease Indent** button.



Change the List Style

While both bulleted and numbered lists have a default style, you can change the bullet style or numbering style for your lists.



The list style is updated.
Custom Numbering

Numbered lists automatically number each list item in order, but you can change it if you need to.



Right-click a list number.

Select Set Numbering Value.

Shortcut: To reset your list back to "1," select **Restart at 1** from the contextual menu.

- Make your adjustments:
 - Start new list: This is the default, and it starts your list at "1."
 - Continue from previous list: Start numbering where the numbered list prior to it left off. If you check Advance value, you can skip numbers.
 - Set value to: Allows you to manually enter a number other than "1" to start your list.



Click OK when you're done.

The list numbering is updated.



Paragraph Alignment

The text in your paragraphs is aligned to the left margin by default, but you can easily align it to the right margin, center it between the margins, or justify it to spread evenly between the margins on a page.

Align a Paragraph

- Click anywhere in a paragraph you want to align, or select multiple paragraphs.
- Click an alignment option in the Paragraph group.

Shortcuts:

- To align left, press Ctrl + L.
- To align right, press Ctrl +R.
- To center, press Ctrl + E.
- To justify, press Ctrl + J.

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Examples:

Board of Directors Meeting

New Communications Director Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications.

Left Aligned

Board of Directors Meeting

New Communications Director Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications.

Center Aligned

Board of Directors Meeting

New Communications Director Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications.

Right Aligned



Justified

Borders and Shading

Adding borders and shading to paragraphs can make them more attractive, organized, and easy to read.

Add a Border

Borders are lines that you can add to the top, bottom, left, or right of paragraphs. They are especially useful for emphasizing headings.



Click in the paragraph where you want to add a border.

If you want to add the same kind of border to several paragraphs, select them all at once.

Click the Borders list arrow.



Select a border type.

The border is applied to the selected sides of the paragraph.

To remove a border, select the **No Border** option in the Borders menu.



Add Shading

Change the background color of a paragraph by adding shading.

1

3

Select the paragraph or paragraphs you want to add shading to.

Click the Shading list arrow.

Select a shading color.

The color is applied behind the text.

If the color you want to use does not appear in the list, select **More Colors** to choose from a larger array of colors.



Additional Border and Shading Options

If the options available on the ribbon don't have what you're looking for, open the Borders and Shading dialog box to see more options.

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Click the **Borders** list arrow.

Select **Borders and Shading** at the bottom of the menu.

Use the options in the dialog box to adjust the border and shading:

To apply a border: Click the Borders tab and select your border style, color, and width. Then, click the side(s) of the paragraph in the Preview diagram where you want to apply the borders.

To apply shading: Click the Shading tab. Click the Fill list arrow and select the color you want to use. You can also click the Style list arrow in the Patterns group and select a pattern.

Click **OK** when you're done.

The border and shading settings are applied.

Tip: You can also add a border or shading to just some of the text rather than an entire paragraph. Select the text and open the Borders and Shading dialog box. Click the Apply to list arrow, and select Text. Then, specify the border and shading options you want to use.

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Line and Paragraph Spacing

You can change the amount of space between your lines and paragraphs to give documents structure and improve readability.

Change Line Spacing

- Select the paragraph or paragraphs you want to adjust.
- 2 Click the Line and Paragraph Spacing button.

A list of line spacing options appears. The options here range from **1.0**, which adds no extra space between lines, to **3.0**, where the spacing for each line is triple that of a singlespaced line.



Select a spacing option.

The spacing between the selected lines is changed.

Tip: For more spacing options, select **Line Spacing Options** to open the Paragraph group dialog box.



Change Paragraph Spacing

If you want to add space above or below the paragraph, adjust the paragraph spacing.

- Click the Paragraph dialog box launcher.
 - Adjust the settings in the Spacing group.
 - **Before:** Adds space above the paragraph.
 - After: Adds space below the paragraph.



Additional space will be added before or after the selected paragraph.

Note: You can quickly add or remove 12 pts of spacing before or after the selected paragraph by clicking the Line and Paragraph Spacing button on the Home tab, then selecting Add/Remove Space Before Paragraph or Add/Remove Space After Paragraph.





Copy Formatting

Once you get some text formatted just right, save yourself time applying the formats elsewhere by copying the formatting to other parts of the document. The format painter copies the character formatting (like bolding, font color, or italics) and paragraph formatting (like line spacing or indentation) of the selected text so that you can quickly apply it somewhere else.

Copy Text Formatting

- 1
- Select the formatted text you want to copy.

Tip: To copy paragraph formatting (such as line or paragraph spacing) as well as text formatting, select the entire paragraph you want to copy.

Click the Format Painter button on the Home tab.

The cursor changes to a paintbrush, indicating that the format painter is ready.

3 Select the text you want to apply the copied formatting to.

To apply copied formatting to multiple areas, keep the format painter turned on by double-clicking the **Format Painter** button, and then select each area you want to apply the formatting to. Click the **Format Painter** button again or press **Esc** to turn the Format Painter off when you're done.



Indent Paragraphs

Indenting adds blank space between the page margin and the paragraph text. Long quotations, lists, and bibliographies are a few examples of paragraphs that are often indented.

Increase or Decrease Indent Using the Ribbon

The most common type of indent is a left indent, where text is indented in half-inch increments from the left margin. You can quickly add or remove this type of indent from the Home tab.



Click anywhere in the paragraph you want to indent.



Click the **Increase Indent** button on the Home tab.

The paragraph is indented 0.5" from the left margin.



Custom Indentation Options

You can easily set a custom indent, specifying the exact amount of space between the text and margins on both the left and right sides.

- 1
- Click the Paragraph dialog box launcher.
- Adjust the indentation settings.

You can adjust the indentation on both the left and right sides of the paragraph.



Click **OK** when you're done to close the dialog box.

Tip: Click and drag the **Left Indent** marker or the **Right Indent** marker on the Ruler to adjust where the text will start and end on a line.

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First Line and Hanging Indents

Besides the left and right indents, two special indents can be used in your paragraphs: hanging and first line indents. A first line indentation lets you indent the first line of a paragraph independently of the other lines. In hanging indentation, the first line of the paragraph remains against the left margin while the other lines in the paragraph are indented. Hanging indentations are often used in bibliographies or lists.

- Click the Paragraph dialog box launcher.
- Click the Special list arrow.

Select an option:

- First line: Indents the first line of a paragraph independently of the other lines.
- Hanging: The first line of a paragraph will remain against the left margin, while the other lines in the paragraph are indented.
- Enter the indent amount or use the arrows to increase or decrease the indent.

Click OK when you're done.

The selected paragraph will be set with the special indent.

Tip: Click and drag the **First Line Indent** marker on the ruler to adjust the first line indent or drag the **Hanging Indent** marker to adjust that indent.

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Tab Stops

By using tab stops in your document, you can create uniformly spaced text. And, unlike if you were to just enter a bunch of spaces to separate text, tabs ensure your text remains properly aligned. Each time you press the Tab key, the cursor moves to the next tab stop. By default, Word has left tab stops set at every half-inch, but you can create your own tab stops in a specific position or change the location of the existing tab stops.

Enable Formatting Marks and the Ruler

Before you start adjusting tab stops, make sure to turn on both formatting marks and the ruler. The formatting marks make it easy to see what's going on in your document, especially when it comes to tabs. The ruler is necessary to easily add, move, and remove tab stops.



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Set a Tab Stop Using the Ruler



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Select the text you want to align.

Select the type of tab stop you want to use.

The tab icon at the upper-left shows the type of tab that's active. If you want something else, click the icon to cycle through the available options.



Click on the ruler where you want to place the tab stop.

The tab stop is added and everything after the tab is aligned to it.

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Types of Tab Stops				
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Aligns the left side of text with the tab stop.	Aligns the text so that it's centered under the tab stop.	Aligns the right side of text with the tab stop.	Aligns text and numbers by decimal point.	A vertical line character is inserted at the bar tab.

Set a Custom Tab Stop

If you want to create an additional tab at an exact location, you can use a custom tab stop.



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Click the Home tab.

- Click the Paragraph dialog box launcher.
- Click Tabs.
- Type a tab stop position.
- Select the type of tab stop you want to use in the Alignment section.

You can set a tab leader here, which is a series of dots, dashes, or line that extends across the empty space added by a tab. These are very helpful when you need to line up information across multiple lines, like in a directory or table of contents.



Click OK.

The tab stop is added. You can repeat the process to add more tab stops.

The tab stops you set are added to the selected paragraph.

Tip: Click the Clear button in the Tabs dialog box to remove a single tab stop or click the Clear All button to remove all tab stops.





Move or Remove a Tab Stop

You can adjust a tab stop directly from the ruler, moving it to a new position or removing it entirely.

 Click and drag a tab stop along the ruler to reposition it.

> As you drag a tab stop to a new position on the ruler, the text affected by that tab stop will move with it.



Click and drag a tab stop off the ruler to remove it.

Removing a tab stop will shift the text over to the next tab stop. If another tab stop isn't set, the text will instead use the default half-inch tab spacing.





Find and Replace Formatting

If you have a lot of text throughout a document with the same formatting and it all needs to be updated, save yourself some time by using the find and replace formatting feature.

Find and Replace Text Formatting



Click the Format button.

A list of different formatting types appears. You can search by font, paragraph, tab, language, frame, style, or highlight formatting.

Select the type of formatting you want to replace.

A dialog box opens, showing all the formatting options available to search for in that category.

For example, the Find Font dialog box is basically a copy of the Font Formatting dialog box, with all the same formatting options available.

Specify the formatting you want to replace and click OK.

You can repeat these steps to find additional types of formatting. For instance, you can search for text with both specific font formatting and paragraph formatting at once.

Once you've specified all the formatting you want to find, repeat these steps for the formatting to replace it with.

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Click in the **Replace With** field.

Click the Format button again.

Select the type of formatting you want to replace.

Specify the formatting options you want to apply and click OK.

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Select a replacement option.

- **Replace:** Replace just the first item found. Continue clicking Replace to keep replacing instances of formatting.
- **Replace All:** Replace all instances at once.
- Find Next: Skip to the next item found without replacing the currently selected one.

Once you have either replaced or skipped all the instances of the formatting you searched for, Word will show a dialog box, informing you that the search is complete.

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Click the Close button.

Click OK.

The Find and Replace dialog box closes.

Format the Page

Once you've filled a page with text, it's time to step back and think about how that text appears on the page. When you format a page, you change how much of the page is covered in text as well as how that text flows through the page.

In this module, you'll learn how to adjust a page's margins, size, and orientation. You'll also learn how to add content to the header and footer of a page, including page numbers. Finally, you'll learn how to break text into columns, how to manually break between pages, and format what, if anything, appears on the page's background.

Objectives

Adjust Margins Page Size and Orientation Headers and Footers Page Numbers Columns

- Page Breaks
- Page Background Elements

Adjust Margins

A margin is the empty space between a document's contents and the edges of the page. Word's default margins are 1 inch on each side of the page, but you can change the margins to accommodate the needs of your document.

Choose a Margin Size

Word includes several built-in margin settings that you can choose from.

1

Click the Page Layout tab.

2

Click the Margins button.

Select a new margin setting.

Word adjusts the size of the margins and automatically redistributes your content to fit.



Set Custom Margins

If the common margin settings don't meet your needs, you can create custom ones.

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2

- Click the Margins button on the Layout tab.
- Select Custom Margins.

Adjust your margin settings in the dialog box.

Click OK.

Tip: Another way to adjust margins is to click and drag the Left Margin, Right Margin, Top Margin, or Bottom Margin line on the Ruler.

Tip: If you intend to bind a document and require extra space for the bindings, use the Gutter setting on the Margins tab in the Page Setup dialog box.

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Page Size and Orientation

The page size and orientation are two of the most noticeable page layout properties of a document.

Change Page Size

Word can lay out the page for any paper size that your computer's printer supports. This means that you can use Word not only to print letters, but also legal documents, postcards, tickets, flyers, and any other documents that use a non-standard paper size.

1

3

Click the Page Layout tab. Click the Size button.

A list of common page sizes appears.

Select the size you want to use.

The document preview on the screen adjusts to use the selected paper size.

Tip: If the size you want to use doesn't appear in the list, select **More Paper Sizes**. The Paper tab of the Page Setup dialog box appears, where you can enter a custom paper size.



Change Page Orientation

Every document uses one of two different types of page orientations: Portrait and Landscape.

- 1
- From the Layout tab, click **Orientation**.
- Select a page orientation:
 - **Portrait:** The paper is taller than it is wide—like a portrait painting. This is the default orientation setting.
 - Landscape: The paper is wider than it is tall—like a landscape painting.





Portrait

Landscape

Headers and Footers

Documents with several pages often have information—such as the page number, the document's title, or the date—located at the top or bottom of every page. Text that appears at the top of every page in a document is called a header, while text appearing at the bottom of every page is called a footer.

Use a Header or Footer

- 1
- Click the Insert tab.
- Click the Header or Footer button.

A list of built-in header or footer designs appears. Each option will include one or more placeholders for information such as document title, date, or page number.

Hover over a built-in header or footer option to view its attributes and a description of how it might be used best.

3

Select a built-in header or footer design.

A new header or footer is inserted, and the **Header and Footer Design** tab also appears on the ribbon.



Click the Close Header and Footer button when you're done.

The Header and Footer Design tab closes, and the header and footer are set.

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PAGE 1 OF 1 145 WORDS	Save Selection to Header Gallery



Remove a Header or Footer

Once you've added a header or footer, you can easily remove it if you find that it isn't what you want.



Click the **Header** or **Footer** button on the Insert tab.

Select Remove Header or Remove Footer.

The header or footer is removed.

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Create a Custom Header or Footer

Once you've added a header or footer, you can use the Header and Footer Design tab to customize its appearance. Or, if you'd prefer to start from scratch, you can customize the header or footer without using one of the built-in presets.



Click the **Header** or **Footer** button on the Insert tab.

Select Edit Header or Edit Footer.

The Header and Footer Design tab appears, and you can now add text, graphics, and placeholders to the header or footer.

Tip: You can also display the Header and Footer Design tab and edit the header or footer by double-clicking in the top or bottom margins of the document, or by right-clicking in the top or bottom margins and selecting **Edit Header** or **Edit Footer**.

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Make selections using the Header and Footer Design tab tools on the ribbon.

The Insert group contains options for inserting document info placeholders, which are fields that automatically fill in information, such as page number, the current date, the file name and path, or the author's name.

In the Options group, you can also choose to use a different header or footer on the first page of a document, or to use different headers or footers on odd and even pages.

Click Close Header and Footer when you're done.

The custom header or footer is applied.







Page Numbers

Add Page Numbers

If you have a longer document, you can add automatic page numbering to make it easier to know your place in the document.



Click the Insert tab.

Click the Page Number button.

Next, choose where you want the page number to appear. You can choose either the header or footer, in the side margins, or where the text cursor is currently placed.



Select a part of the page.

There are plenty of built-in designs available, from plain numbers to more stylized numbers and shapes.

Select a page number style.

The page number is added as a new page header or footer. The page number will increment automatically for each page, while the other text and decoration will stay the same.

Click the Close Header and 5 Footer button.

The page number is added.

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	Client correspondence internal communication Press releases				
PAGE 1 OF 1 145	words []?		II - R	+ 90%	

Format Page Numbers

Once you've added page numbers, you can customize the number format, enable chapter numbers, and adjust how the numbering starts.



Click the Insert tab.

Click the Page Number button.

Select Format Page Numbers.

The Page Number Format dialog box opens, with a few ways to customize how page numbers appear.

4

5

6

(Optional) Choose a number format.

In addition to numbers, you could also use letters or roman numerals.

(Optional) Include chapter numbers.

If your document is set up with chapter numbers, you can have those appear with the page numbers.

(Optional) Modify page numbering.

If the document you're working on is a continuation of another document, you can also specify a number that the page numbers will start at.



Click OK.

The number format has changed.





Remove Page Numbers

If your document no longer needs page numbers, they're easy to remove.



Click the Page Number button. Select Remove Page Numbers.

The page numbers are removed.

Tip: You can also remove page numbers manually by editing the header or footer to remove the page number placeholders.

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Columns

If you have a document that is pretty text-heavy, like a newsletter or magazine, you can format it in columns to make it a little easier to read. When using columns, you can also control where a new column begins using column breaks.

Use Columns



Click the Page Layout tab. Click the Columns button.

A short list of a few column options appears. You can select one, two, or three columns, or a special two-column layout with either the left or right column narrower than the other.



Select a column option.

The column layout is applied.

Tip: Select **More Columns** to manually configure your column layout from the Columns dialog box.



Use a Column Break

Inserting a column break ends the current column, moving the text cursor and any text after it to the top of the next column.



- Click where you want to insert the column break.
- 2 Click the Breaks button on the Layout tab.
- 3 Select Column.

The column break is inserted, and the cursor moves to the beginning of the next column.

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Page Breaks

While Word automatically manages when text flows to a new page in a document, you can also manually choose where a new page starts.

Insert Page Breaks

A page break is a special marker that will end the current page and start a new one.

- Click to place your cursor where you want to start a new page.
- 2

4

- Click the Insert tab.
- If necessary, expand the Pages group by clicking it.
- Click the Page Break button.

A page break is inserted, and any text after that point is moved to a new page.

Shortcut: You can also insert a page break by pressing **Ctrl + Enter**.

Tip: If you'd rather insert an entire blank page at the break, select **Blank** Page in the Pages group.

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Remove a Page Break

If you decide later that you don't want the page break where you inserted it, you can remove it.

Page breaks are inserted as special hidden formatting marks, so to easily find and remove them, first show formatting marks.



Insert a Blank Page

You can also insert an entire blank page at any point in the text.





Select Blank Page.

Two page-breaks are inserted, creating a full blank page before the text continues.



Use Paragraph Line and Page Breaks

You can also control breaks with paragraph formatting. For example, you can make sure an entire paragraph stays together on one page, or make sure a paragraph always starts on a new page.

- Select the paragraph(s) that you want to format.
 - Click the Page Layout tab.
 - Click the Paragraph group's dialog box launcher.
 - Click the Line and Page Breaks tab.
- Use the options to set your formatting.

There are several options here that control how a paragraph will break across pages.

- Widow/Orphan control prevents the last line of a paragraph (widow), or the first line of a paragraph (orphan) from appearing by themselves on a page. An additional line will be moved up or down with the widow or orphan.
- Keep with next will prevent the page from breaking between the selected paragraph and the following one.
- Keep lines together will prevent the page from breaking within the selected paragraph.
- Page break before will add a page break before the selected paragraph.



Click OK.

The line and page break options are applied to the selected paragraph(s).





Page Background Elements

You can dress up pages in a document with page borders and background settings. You can line the margins of your pages with borders to give them finished edges or to make certain pages stand out, and you can even create your own page designs using colors and watermarks.

Add a Watermark

A watermark is a faint message or image that indicates a document should be specially treated. It does not obscure text on the page.

- 1
- Click the Design tab.
- ă
- Click the Watermark button.

You can choose a built-in watermark from a category such as Confidential, Disclaimers, or Urgent, or you can create a custom watermark.



Select a watermark.

It's applied to every page in the document, set behind the text.

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Add Page Color

You can also add a background color to your document. This color will only appear in digital copies of the document—Word will not print the page color.



On the Design tab, click the **Page Color** button.

Select a color.

Page color won't be printed; it will only appear when viewed digitally—as a Word document, PDF, or web page.



Add Page Borders

Finally, you can add page borders along the margins to give it a finished look.



On the Design tab, click the Page Borders button.

Using the Borders and Shading dialog box, customize how you want the border to look.

2 Select a border style from the Style list.

You can choose from a variety of solid lines, dotted and dashed lines, and patterns.

Select a border color.



Choose which sides of the page will have a border by clicking the top, bottom, and/or sides of the preview.

6 Choose which sections of the document will have the border.

You can choose the whole document, just this section, just the first page in this section, or every page in the section but the first page.



Click OK.

The border is added to the selected pages.





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