

Word® 2021 & 365 Introduction

Quick Reference Guide

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the Start Screen to open an existing file or create a new document. The Start Screen launches when starting Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The Ribbon is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.



Interface Basics

Using the Ribbon

1. To hide and show the contents in the Ribbon, double-click the active tab in the Ribbon.
2. To change button groups shown in the Ribbon, click the tabs at the top of the Ribbon.
3. To show or hide "Contextual" tabs, click to select or click away to de-select the object.
4. To access commands, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To access advanced options, click the "Dialog Box Launcher" button in a button group, if available.

Using the File Tab & Backstage View

1. To open "Backstage View" and perform file management, click the "File" tab at the left end of the Ribbon.
2. To see additional options for a command, click on a command in the left section of "Backstage View".

Using the Quick Access Toolbar

1. To show or hide the Quick Access Toolbar, click the "Ribbon Display Options" button in the Ribbon and select "Show (or Hide) Quick Access Toolbar".
2. To change the location of the Quick Access Toolbar, click the "Customize Quick Access Toolbar" button and select either "Show (below the Ribbon)" or "Show (above the Ribbon)".
3. To add a button, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
4. To remove a button, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
5. To access advanced customization, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To add a command, select it on the left, click the "Add" button and then "OK". To remove a command, select it on the right, click the "Remove" button and then "OK".

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch".

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To customize the Status Bar, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any unavailable features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views" group.
2. To use the "Zoom Slider," click and drag the slider control at the far-right end of the Status Bar.
3. To use a preset magnification, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK".

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To create a new document, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To find online templates, click a "Suggested searches" link or type in the "Search for online template" text box and press "Enter" or click the "Start searching" button.
3. To view custom templates, click the "Personal" link.
4. To pin templates to the "Featured" list, hover over the template and click the "Pin to list" button.

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Saving Documents

To overwrite a file that has already been saved, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To save a document for the first time or to save a document with a different name or in a different location:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To save a file as a PDF or XPS:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

Opening Documents

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View, if necessary. To pin a recent document to the "Pinned" list for easy access later, hover over the file and click the "Pin this item to the list" push pin. To un-pin, click it again.

To open a document, click to select a "Recent" or "Pinned" file, or:

1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file and click the "Open" button.

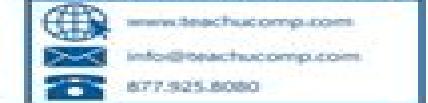
Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Click the "Recover Unsaved Documents" button at the bottom of the "Recent" pane.
4. Select the file in the "Open" dialog box in the unsaved files folder.
5. Click the "Open" button.

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Ms Word Guide

Kevin Wilson

Ms Word Guide:

The Compact Guide to Microsoft Office Ron Mansfield,1994 An all in one one stop guide to Microsoft s popular program suite It explores the essentials of Word for Windows Excel PowerPoint and Mail Both an illustrated tutorial and reference the guide introduces readers to each of the component products and offers information on everything from working in the Windows environment to producing integrated documents that combine spreadsheets graphics and text Integrated Software

The Basic Guide to Word Processing Siobhan Hawkins,Mairead Wynne,2012-05-11 The essential basic guide on how to use Microsoft Word 2007 and Microsoft Word 2010 Presented in three distinct sections Unit 1 deals with both Microsoft Word 2007 and 2010 Unit 2 contains key pointers for text production Unit 3 deals with Microsoft Word 2003

Screen shots clearly indicate which button to press and what each screen should look like Layout helps familiarise students with menus and toolbars as well as tasks such as inserting modifying and deleting text Advanced features such as formatting text working with tabs and indents and adding a table to the document are also included Practical questions are included throughout the text Facilitates easy progression for the student from Microsoft Word 2003 to Microsoft Word 2007 and 2010 Unit 2 on text production includes Accepted rules for spacing before and after punctuation Use of correct abbreviations for measurements weights money and time Application of block indented and hanging paragraphs to text Use of main headings sub headings side shoulder and paragraph headings in text Standard correction signs for amending text ange and selection of paper sizes Accessible logical and extremely readable this book has been student tested and approved Presented in four distinct units Unit 1 Microsoft Word 2010 Unit 2 Microsoft Word 2007 Unit 3 Top Tips for Text Production Unit 4 Exercises

Screen shots clearly show how to use Microsoft Word 2007 and Microsoft Word 2010 Takes a step by step approach to learning the Microsoft Word package Deals with areas such as formatting text tabs tables layout and mail merge Top Tips for Text Production deals with spacing punctuation paragraphing headings and correction signs It is a practical beginners guide for Microsoft Word 2007 Includes a comprehensive exercise section for practice learning Accessible logical and extremely readable this book has been student tested and approved WRITTEN FOR FETAC Level 5 Word Processing FETAC Level 5 Text Production VTOS courses

Basic and Advanced MS-Word Daizye Kulkarni,2017-11-07 Basic Advanced MS Word book is a comprehensive guide to learn about Computer functioning Operating System and Microsoft Word in detail which has been written in an interesting and engaging style that makes it easy for you to understand and learn MS Word This classic book has revolutionized the way amateur as well as professional experts approach MS Word from a Beginner to an Advanced Level This book is one of the best practical guides to study MS Word Capturing the body of knowledge from academia research and everyday commercial practice the author Dr Daizye Kulkarni has synthesized the most effectual techniques and the must know principles of the Computer Systems Probing beyond superficial features the author offers valuable insights to educate you on how things really work inside the machine Important features and relevant segments are discussed which

explain the theoretical and practical underpinnings of why MS Word does things the way it does. No matter what your level of experience knowledge age development environment or acquaintance understanding is this book will enlighten and stimulate your thinking. Each of the chapter has a section of Let's Revise and Test Your Understanding which helps you to recapitulate and check what you comprehend to know. This book will acquaint you with all the inner workings of Windows more than just an academic exercise. You'll learn what conditions bring out Computer's best performance and how it meets the challenge of providing good system response during file access process scheduling and memory management in a wide variety of environments. We all know that Computer is at the center of many challenges in today's competitive world. This book helps you to navigate through diverse system landscapes by examining the pros and cons of various technologies. The versions of MS Office word, Excel and PowerPoint keep changing but the fundamental principles remain the same. With this book you will be trained to apply your learning in practice and make full use of Computer in modern applications. Thus if you have to work on any version of MS Word or future versions which would be invented then you will easily be able to work on it because your foundation becomes strong through this book. The topics covered in this book will help you build the highest quality code. You will discover the timeless techniques and strategies which will change your mind set. The topics are given below:

I. UNDERSTANDING COMPUTER SYSTEM
Introduction to Computer
Misconceptions about Computer System
Functioning of Computer
Computer System its input and output devices
Abbreviations
II. OPERATING SYSTEM
GUI
Introduction to Operating Systems
Various Operating Systems
Types of Operating Systems
Functions of Operating Systems
Introduction to GUI
GUI basis of Operating Systems
Linux
Windows
III. MS WORD
BASIC
Introduction to Microsoft Word
Versions of MS Word
Word Processor
Starting with MS Word
User Interface of MS Word
Templates
Working with Text
Working with Documents
IV. MS WORD ADVANCED
Introduction to Microsoft Word Advanced Level
Editing text
Inserting Graphics
Working with Graphics
Images
Editing Graphics
Images
Editing Documents
Document Page Settings
Applying Styles
Effects to text in document
Make Formatting Changes in document
Working with Table
Insert Page number
Header
Footer
Checking Document
Display Symbols
WordArt
Using Mail Merge
Print Preview
documents
Printing documents
Shot cut keys in MS Word

Beginner's Guide to Microsoft Word Brian Smith, 2021-06-16
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include Getting Started Creating Document Navigation Document Formatting Working with Images Working with lines shapes and wordart Editing your document Page break Section break and Page numbering And many other topics Welcome to Beginners Guide to Microsoft Word and welcome to Microsoft Word [The Unofficial Guide to Microsoft Office Word 2007](#) David J. Clark, 2008-02-11 The inside scoop for when you want more than the official line Microsoft Office Word 2007 may be the top word processor but to use it with confidence you'll need to know its quirks and shortcuts Find out what the manual doesn't always tell you in this insider's guide to using Word in the real world How do you use the new Ribbon What's the best way to add pictures From deciphering fonts to doing mass mailings first get the official way then the best way from an expert Unbiased coverage on how to get the most out of Word 2007 from applying templates and styles to using new collaboration tools Savvy real world advice on creating document for the Web saving time with macros and punching up docs with SmartArt Time saving techniques and practical guidance on working around Word quirks avoiding pitfalls and increasing your productivity Tips and hacks on how to customize keyboard shortcuts how to embed fonts and quick ways to get to Help Sidebars and tables on TrueType versus Printer fonts World 2007 View modes and tabs in Word 2007 Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out the Inside Scoops for practical insights from the author It's like having your own expert at your side

[The Complete Idiot's Guide to Microsoft Word 97](#) Daniel T.

Bobola, 1996 Guide to using the word processing program Microsoft Word 97 with information on installing and formatting options basic editing and text formatting proofing tools saving printing adding multimedia features creating tables and graphics using templates and getting around the Internet [Word 2013 Absolute Beginner's Guide](#) Sherry Kinkoph Gunter, 2013-07-05 Make the most of Word 2013 without becoming a technical expert This book is the fastest way to learn Word and use it quickly to prepare powerfully effective documents Even if you've never used Word before you'll learn how to do what you want one clear and easy step at a time Word has never ever been this simple Who knew how simple Word 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Word 2013 word processing program simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Navigate Word 2013's updated interface and make the most of the Ribbon Quick Access toolbar and other handy tools Quickly develop any document from reports to resumes brochures to calendars even web pages Control margins indents alignment columns and spacing Improve document appearance with themes and style sets Organize and present data attractively with Word tables and charts Build professional quality visuals with SmartArt and WordArt Use images from multiple sources including screen captures and Bing Image Search Master long documents tables of contents cross references and footnotes Collaborate with others using Word's tracking and revision tools Easily create personalized mailings

and email And much more **Microsoft Word 2002** Joseph W. Habraken,2002 Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Word this 10 Minute Guide focuses on the most often used features covering them in lessons designed to take 10 minutes or less to complete In addition this guide teaches the user how to use Word without relying on technical jargon By providing straightforward easy to follow explanations and lists of numbered steps that tell the user which keys to press and which options to select

The Compact Guide to Microsoft Office

Professional Ron Mansfield,1994 An all in one one stop guide to Microsoft's popular program suite this book explores the essentials of Word 6 for Windows Excel 5 PowerPoint 4 Access 2 and Mail and provides detailed information on integrating these applications Written in a relaxed entertaining style the book is chock full of practical real world examples

Word 2000 ,2000 **Microsoft Word Essentials the Step-By-Step Guide** C. J. Benton,2017-03-15 Learn Microsoft Word in just a few short hours This book is tailored for beginners and will quickly and easily guide you through the most useful features of Microsoft Word All examples include step by step instructions with screenshots demonstrating how to Create professional looking documents Format and Highlight Text Insert and Format Tables including a Table of Contents Create Bulleted and Numbered Lists Insert Page Breaks Headers and Footers Use SmartArt Shapes Screenshots Use Watermarks to convey a document is Confidential or in Draft form Create Mail Merge Form letters Create Mail Merge Mailing labels

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Guide to Microsoft Word 5 Jim Heid,1992 **Microsoft Word** ,1984

Using Microsoft Word - 2023 Edition Kevin Wilson,2023-11-07 Unlock the full potential of Microsoft Word with this comprehensive guide written by best selling technology author and trainer Kevin Wilson Whether you're a beginner or experienced user this guide is updated to cover the latest features and will help you navigate and master Microsoft Word quickly and easily Using Microsoft Word is packed with easy to follow instructions full color illustrative photos screenshots and helpful tips including video demos for a hands on learning experience In this guide you'll learn Easy Navigation Start by opening Microsoft Word mastering the ribbon menu and user interface for a streamlined workflow Text Formatting Learn to apply styles such as bold italic and underline for impactful text presentation as well as applying font sizes colors and paragraph styles Document Editing Skills Gain proficiency with cut copy and paste and effective clipboard use in Microsoft Word Professional Document Design Implement advanced design elements such as headers footers and watermarks in Microsoft Word Structured Documents Organize your work with page numbers page breaks tables of contents and indexes Visual Enhancements Improve the readability of your Microsoft Word documents with page borders line spacing text alignment and tab adjustments List Management Create bullet and numbered lists for clear content presentation Team Collaboration Utilize Microsoft Word's collaboration tools for effective teamwork on documents Incorporate Graphics and Charts Enrich your documents with Equations WordArt SmartArt charts shapes and images Templates Use pre designed

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Desktop Publishing with Microsoft Word for Windows Corey Sandler, 1992 Shows the experienced word processor user how to make the transition into the graphical user interface arena and carefully describes the difference between Microsoft Word for Windows and other products

Microsoft Word for Windows 2 Pamela S. Beason, Stephen

Guild, 1992 A guide to this word processing package which provides beginners with a tutorial that takes them slowly and gradually through each programme Self check exercises and practice sessions are used throughout the text

Field Guide

to Microsoft Word 6 for Windows Stephen L. Nelson, 1994 This new design and lighthearted approach to command references will revolutionize the market for quick reference books The guide to Word for Windows presents information in a task oriented format with easy to use easy to remember sections and rich cross referencing for easy lookup Word Processing

Running Word 6 for Windows Russell Borland, 1994 An updated edition of the bestselling guide for intermediate and advanced Word users Written by a former member of the Word for Windows development team this example rich book contains scores of insights and power tips not found in the documentation [How to Use Microsoft Word 2010](#) HowExpert HowExpert Press, Abdul Salam, 2016-09-05 If you want to learn how to use Word documents then get the How To Use Microsoft Word 2010 step by step guide The tactics and techniques in this single guide are scripted to aid the user in documenting their text material easily by using Microsoft Word 2010 With the handy step by step guidelines of this guide it is easier to meet the diversified textual file documentation requirement Undoubtedly this study guide will assist you to make standardized formatting and content scheduling of documents in minimum possible time This study guide offers the following substantial benefits to its booklovers This guide will assist you in using pre defined and built in document themes and templates You will learn standard documentation from scratch to highly professional and featured document files Microsoft Word 2010 equips the user with the powerful set of editing tools and commands for outlining the document Microsoft Word 2010 will also guide how to format a small portion of text a whole paragraph a full document and or an entire long document file You will also learn to add several illustration types such as shapes charts tables etc to organize different text contents and therefore making the document convey its main theme to the audience visually The guide will also help you to change the preface and formatting of your documents by employing a simple step by step process You will also learn how pictures are formatted by using the new and cool tools of Microsoft Word 2010 such as background removal artistic effect etc

Microsoft Word 2010 also offers tools to customize the document file such as built in styles columns and the creation of section and page breaks You can use header and footer to display main ideas document titles page numbers etc on each document page Lastly you can also measure the length of your document file by using the Count Characters and words tool This guide is organized into different chapters which present all inclusive details of different tools commands features and functions of Microsoft Word 2010 It is unquestionably a valuable service package for those who want to learn Microsoft Word 2010 and make use of it in their practical life to meet their documentation requirements Click Buy Now to get it now

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