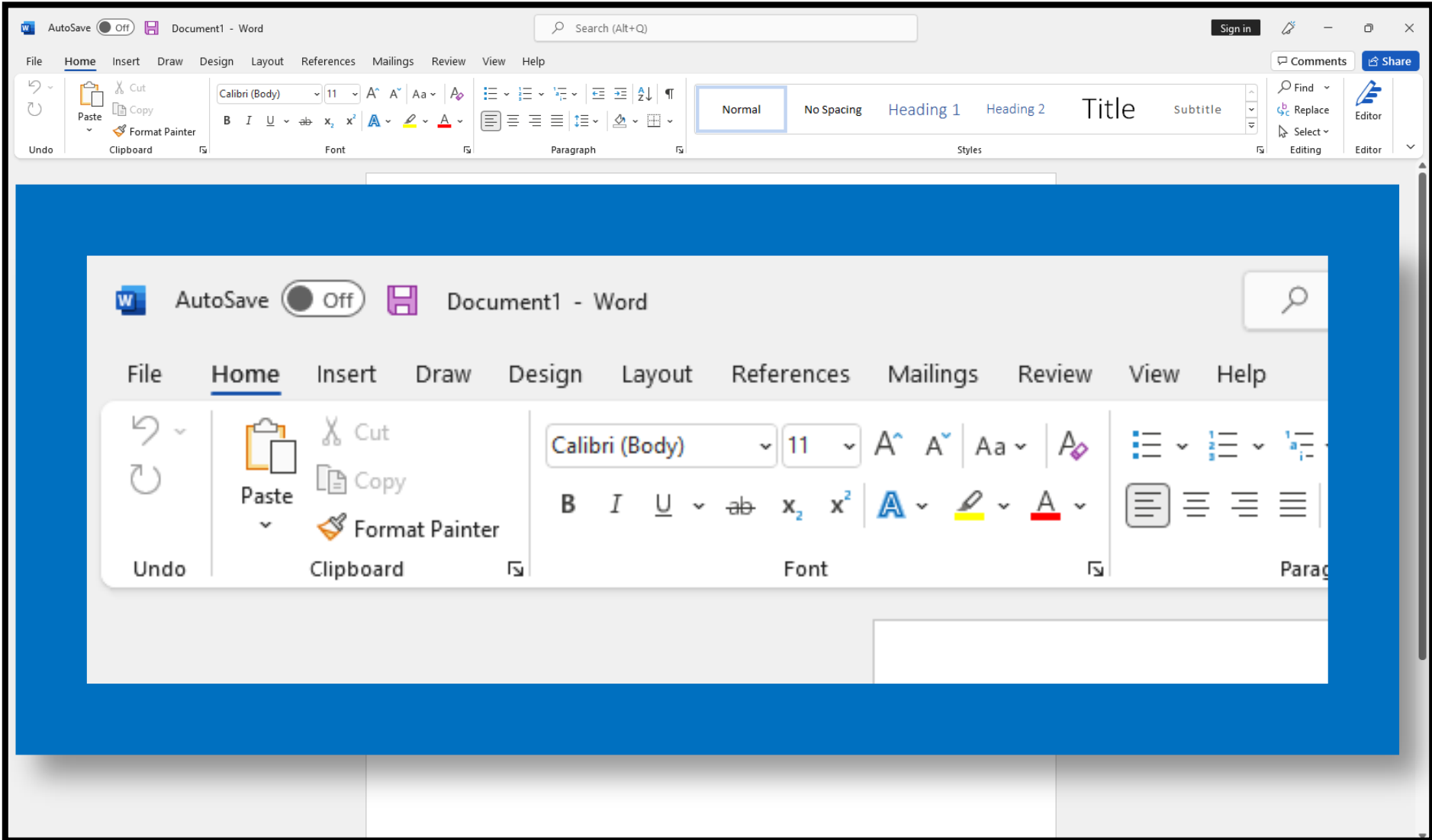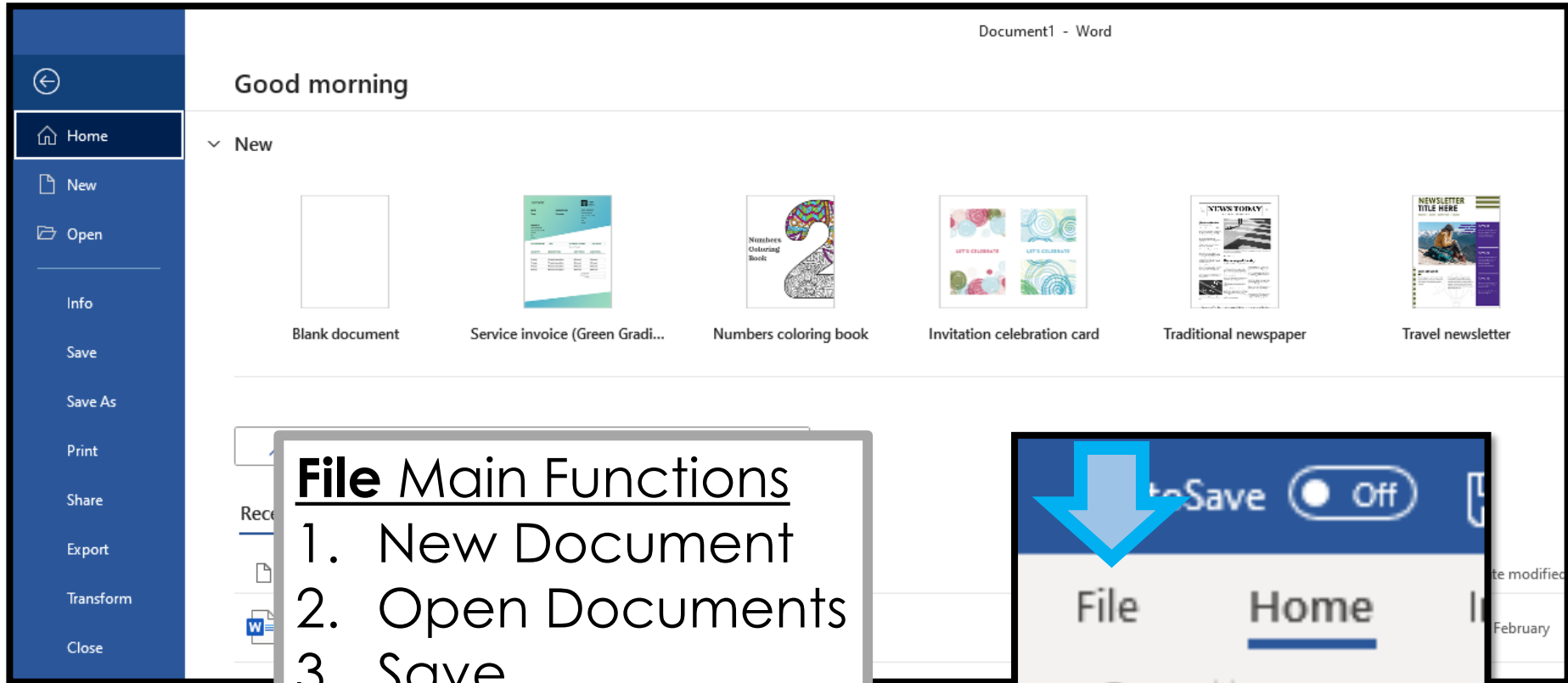# MICROSOFT WORD

- Microsoft Word is a software application that allows the user to perform word processing
- Create beautiful and engaging documents
- This lesson includes instructions along with screenshots and text bubbles to demonstrate how easy it is to create high-quality documents using Microsoft Word
- The following slides show some of the most commonly used features located under the Menu bar / Ribbon
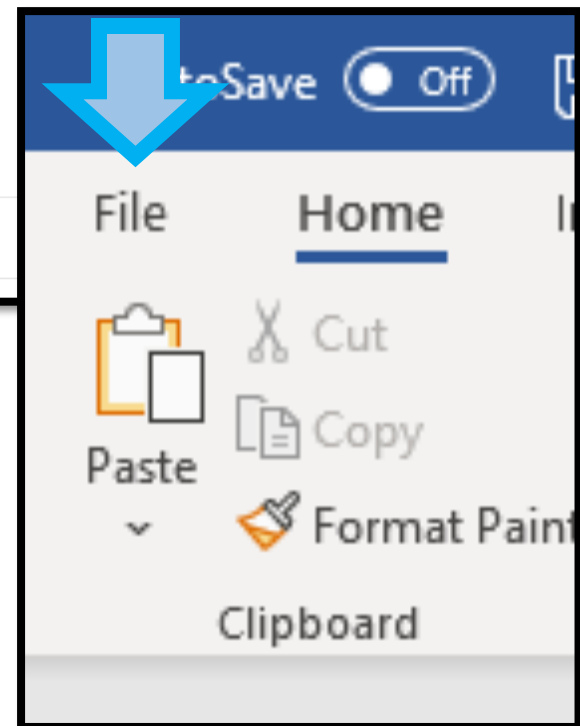
WORD

FILE

Document1 - Word

Good morning

⊕

🏠 Home

📄 New

📂 Open

Info

Save

Save As

Print

Share

Export

Transform

Close

New

Blank document

Service invoice (Green Gradi...

Numbers coloring book

Invitation celebration card

Traditional newspaper

Travel newsletter

Rece...

File <u>Main Functions</u>
1. New Document
2. Open Documents
3. Save
4. Print
5. Share
6. Export
7. Close

AutoSave ⬤ Off

File   Home

✂ Cut

📋 Copy

Paste

🖌 Format Paint

Clipboard

SAVE AS

1

2

3

4

5

PATH
1. File
2. Save As
3. Choose a save location
4. Type in a name for the document
5. Save

Save As

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

Recent

OneDrive

This PC

Add a Place

Browse

Word Document (*.docx)

More options...

Save

File

Save As

PC > Windows (C:) > Users > Gavin > Documents >

Search Documents

Organiz

OneDrive
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Windows (C:)
RECOVERY (D:)

Name	Date modified	Type	Size
Custom Office Templates	2018-03-17 6:56 AM	File folder	
My Bluetooth	2018-03-19 6:06 PM	File folder	
OLD FILES	2018-03-16 8:52 AM	File folder	
Learning Microsoft Word	2018-03-20 8:55 PM	Microsoft Word D...	13 K

File name: Learning Microsoft Word

Save as type: Word Document

Authors: Gavin   Tags: Add a tag

Save Thumbnail

Hide Folders   Tools   Save   Cancel

8-03-17 6:56 AM

8-03-19 6:06 PM

8-03-16 8:52 AM

8-03-20 8:55 PM

Date modified

AutoSave ⬤ Off | Document1 - Word | Search (Alt+Q) | Sign in

File | Home | Insert | Draw | Design | Layout | References | Mailings | Review | View | Help | Comments | Share

Calibri (Body) | 11 | Normal | No Spacing | Heading 1 | Heading 2 | Title | Subtitle

Undo | Clipboard | Font | Paragraph | Editor

Home Main Functions
1. Font (Style, Size, Color)
2. Bold, *Italics*, <u>Underline</u>
3. Justify (Left, Center, Right)
4. Line Spacing
5. Bullets and Numbering

AutoSave ⬤ Off | Document1 - Word

File | Home | Insert | Draw | Design | Layout | References | Mailings | Review | View | Help

Calibri (Body) | 11

Undo | Clipboard | Font | Paragr

Font Style and Size

Bulleted Lists
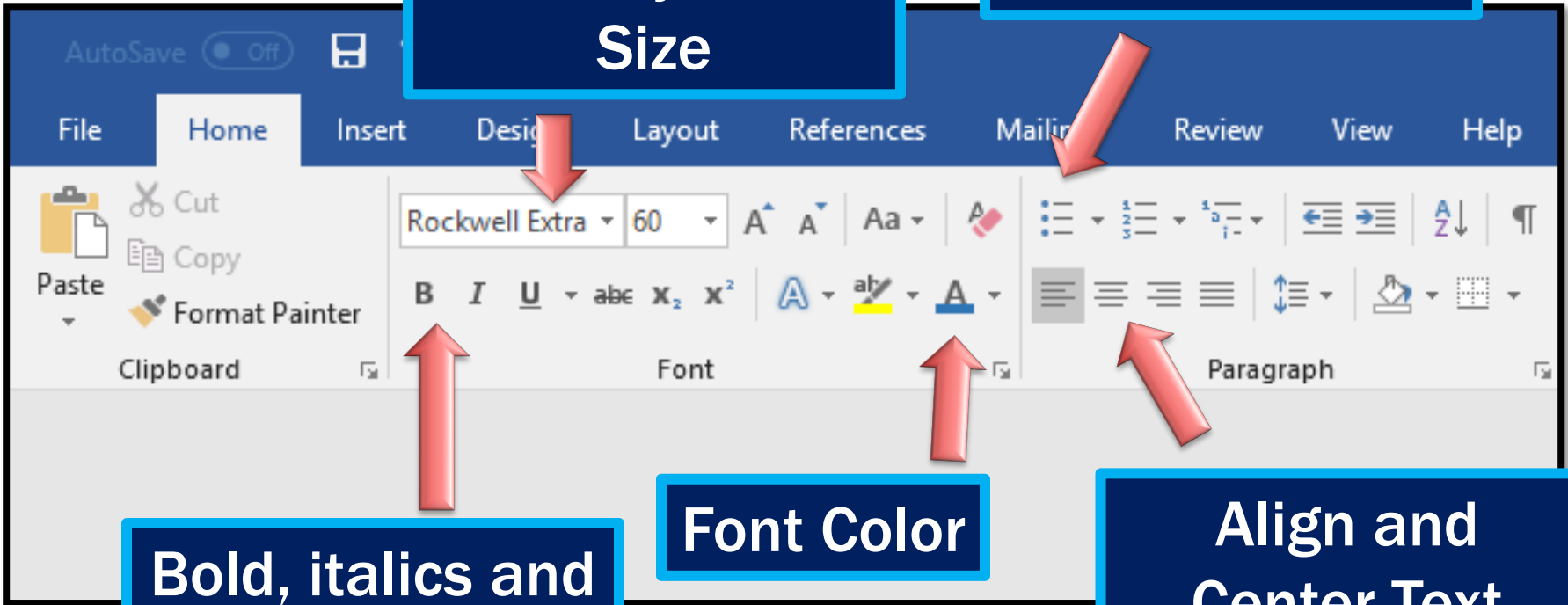
Bold, italics and underline

Font Color

Align and Center Text

HOME

FONT SIZE

1 (arrow pointing to Home tab)

2 (arrow pointing to font size drop down)

Font size dropdown list:
8
9
10
11
12
14
16
18
20
22
24
26
28
36
48
72

TEXT
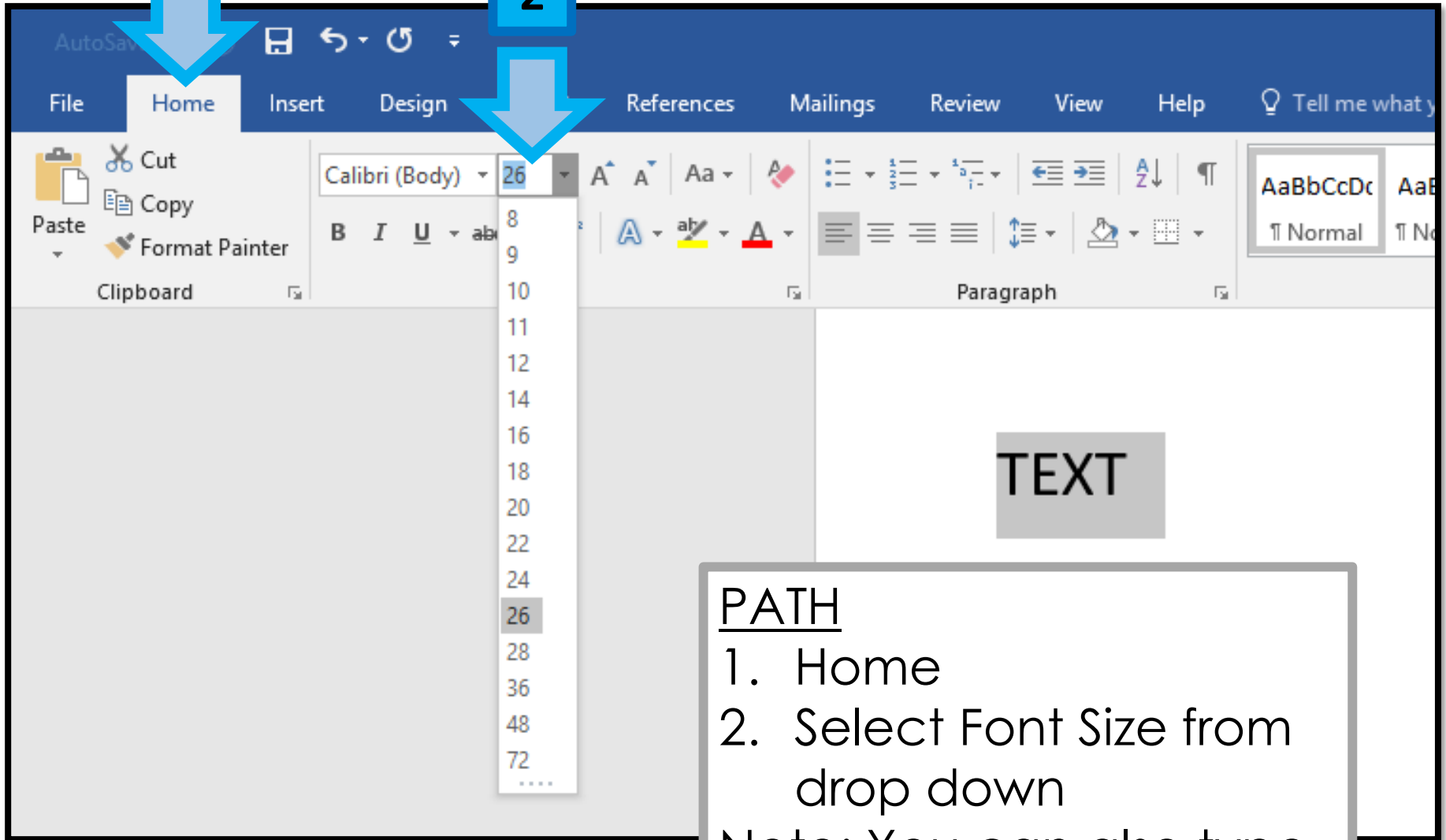
PATH
1. Home
2. Select Font Size from drop down

Note: You can also type in any number you wish

FONT STYLES
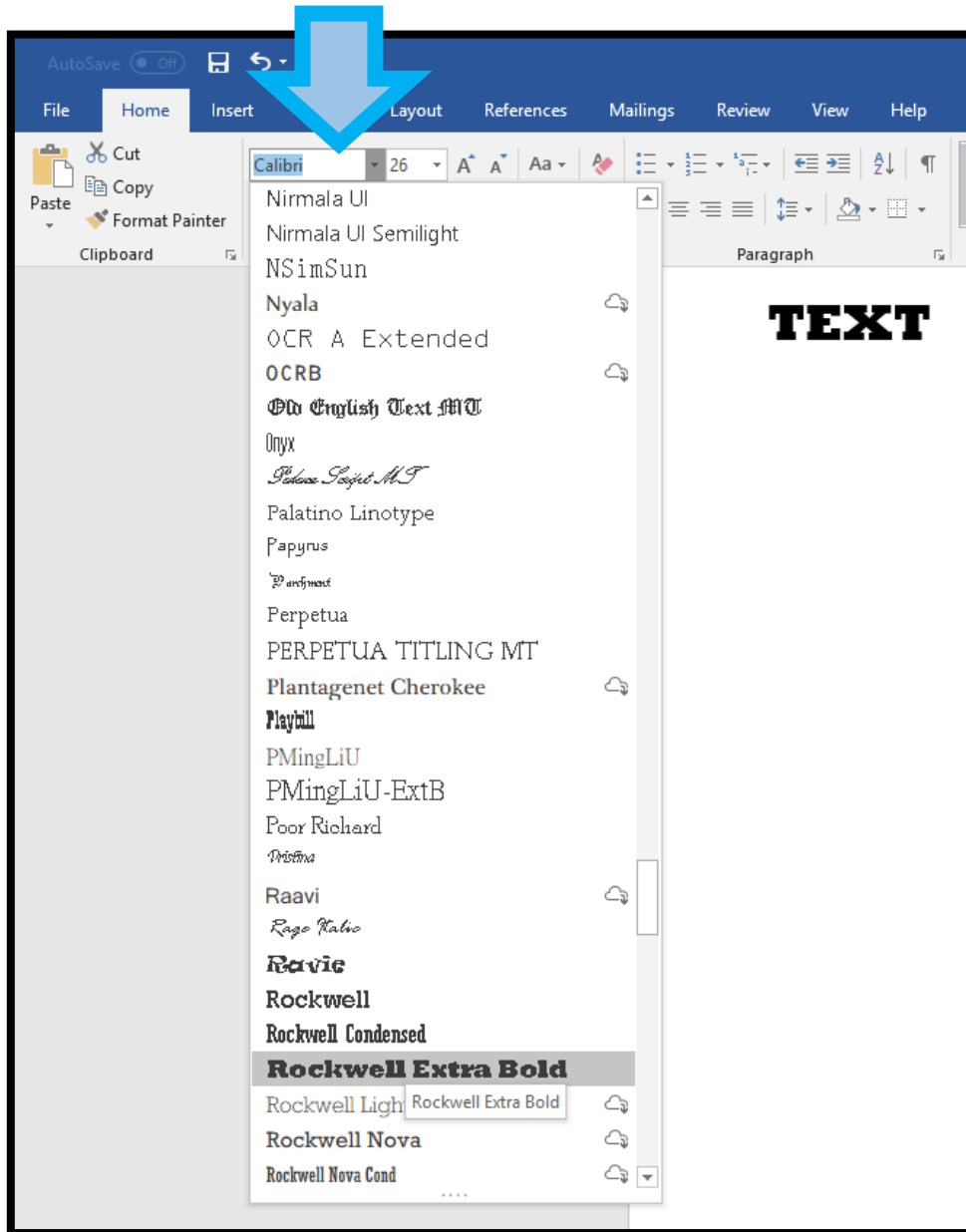
FONT COLOR
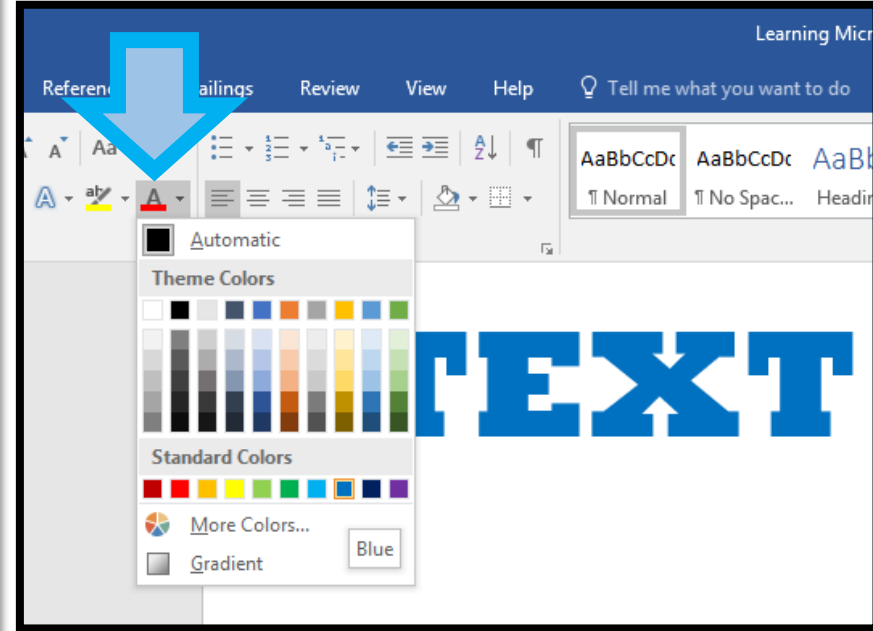
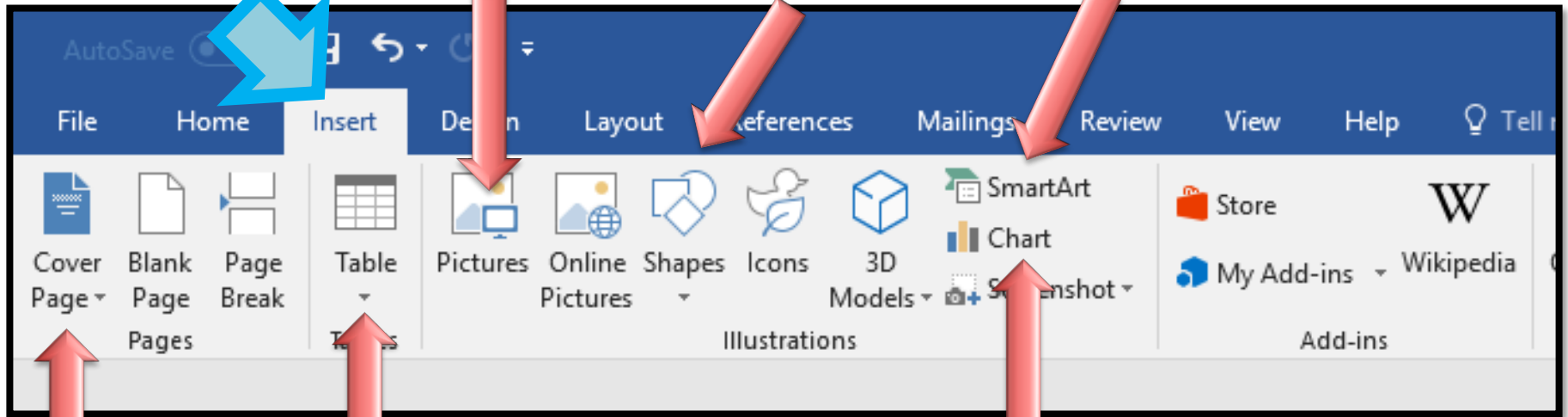Choose from a variety of Font / Lettering Styles and Colors

INSERT
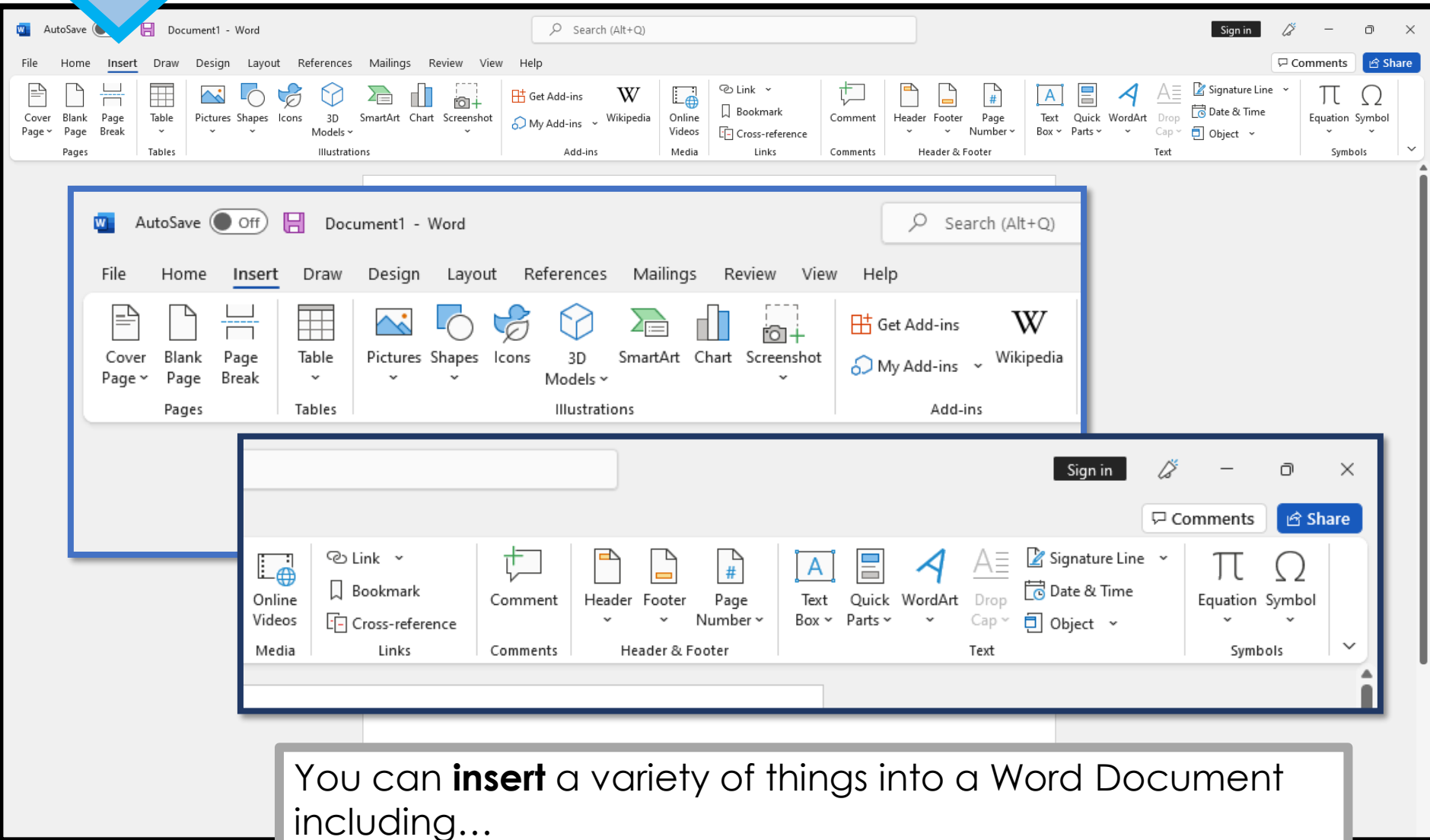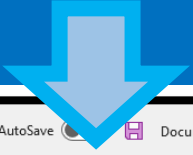
You can **insert** a variety of things into a Word Document including...
Cover Page, Tables, Pictures, Shapes, Icons, Charts, Header/Footer, Page Numbers, Text Box and WordArt

Pictures

Shapes

SmartArt

Cover Page

Table

Chart

INSERT

TABLE
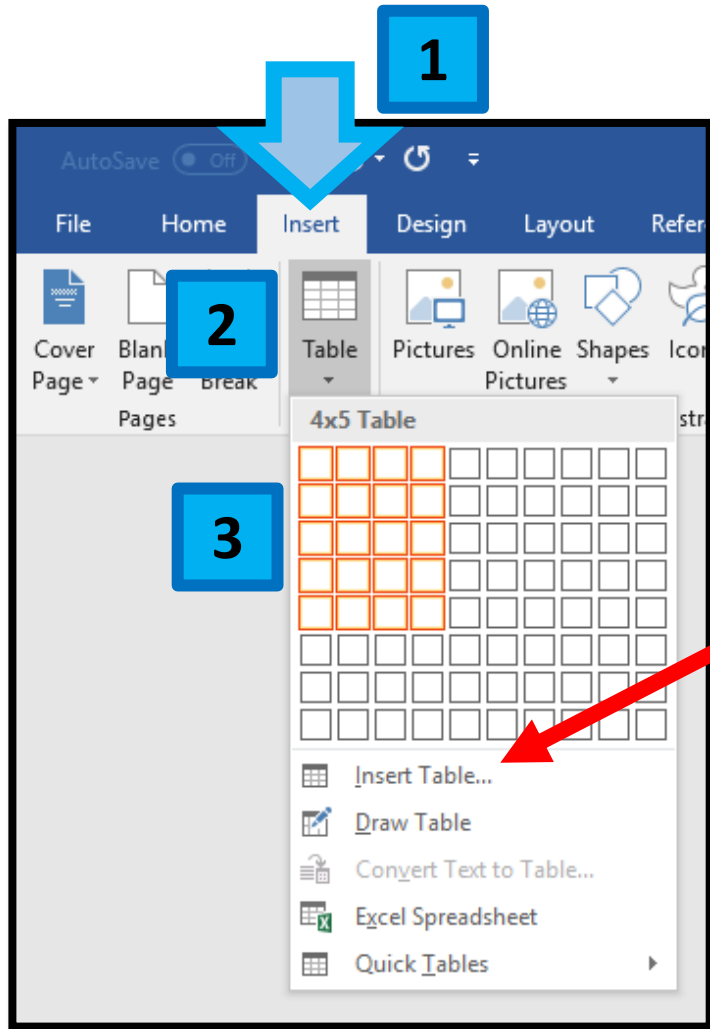
PATH
1. Insert
2. Table
3. Select the appropriate number of columns and rows
4. The Table will automatically be inserted on your document

Note: You can also go to Insert Table and type in the number of rows and columns you need
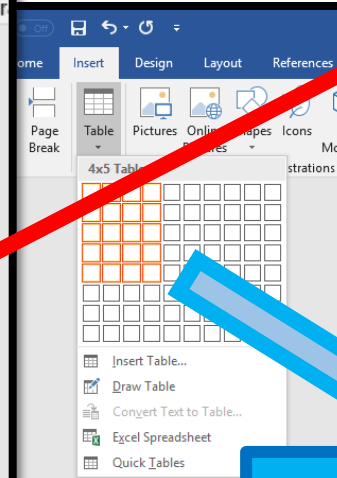
1

2

3

4

4x5 Table

Insert Table...

Draw Table

Convert Text to Table...

Excel Spreadsheet

Quick Tables

TABLE

TABLE TOOLS

Learning Microsoft Word · Table Tools

Layout | References | Mailings | Review | View | Help | Design | Layout | ♀ Tell me what you want to do

Table Styles

Grid Table 4 - Accent 6

TABLE

- Once you create or select your table, **Table Tools** will open
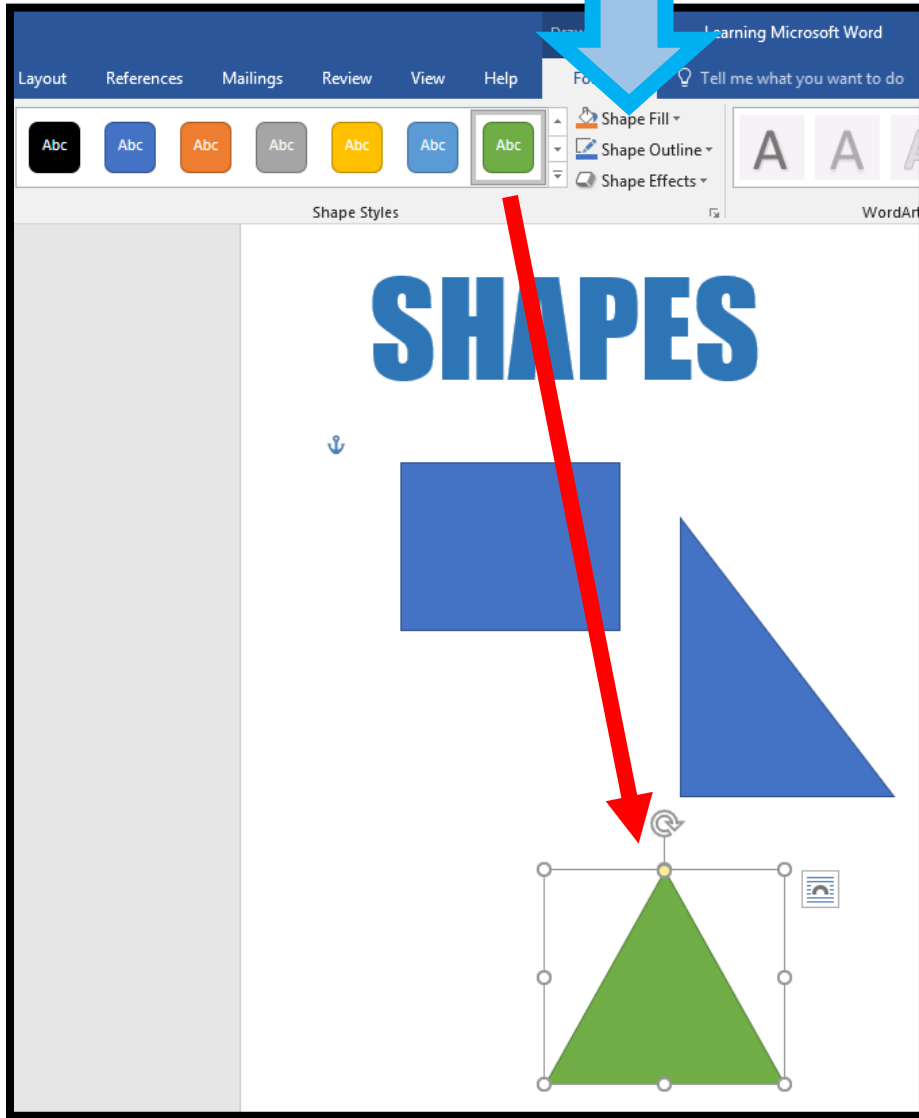- You can choose from a variety of color designs

SHAPES

1

2
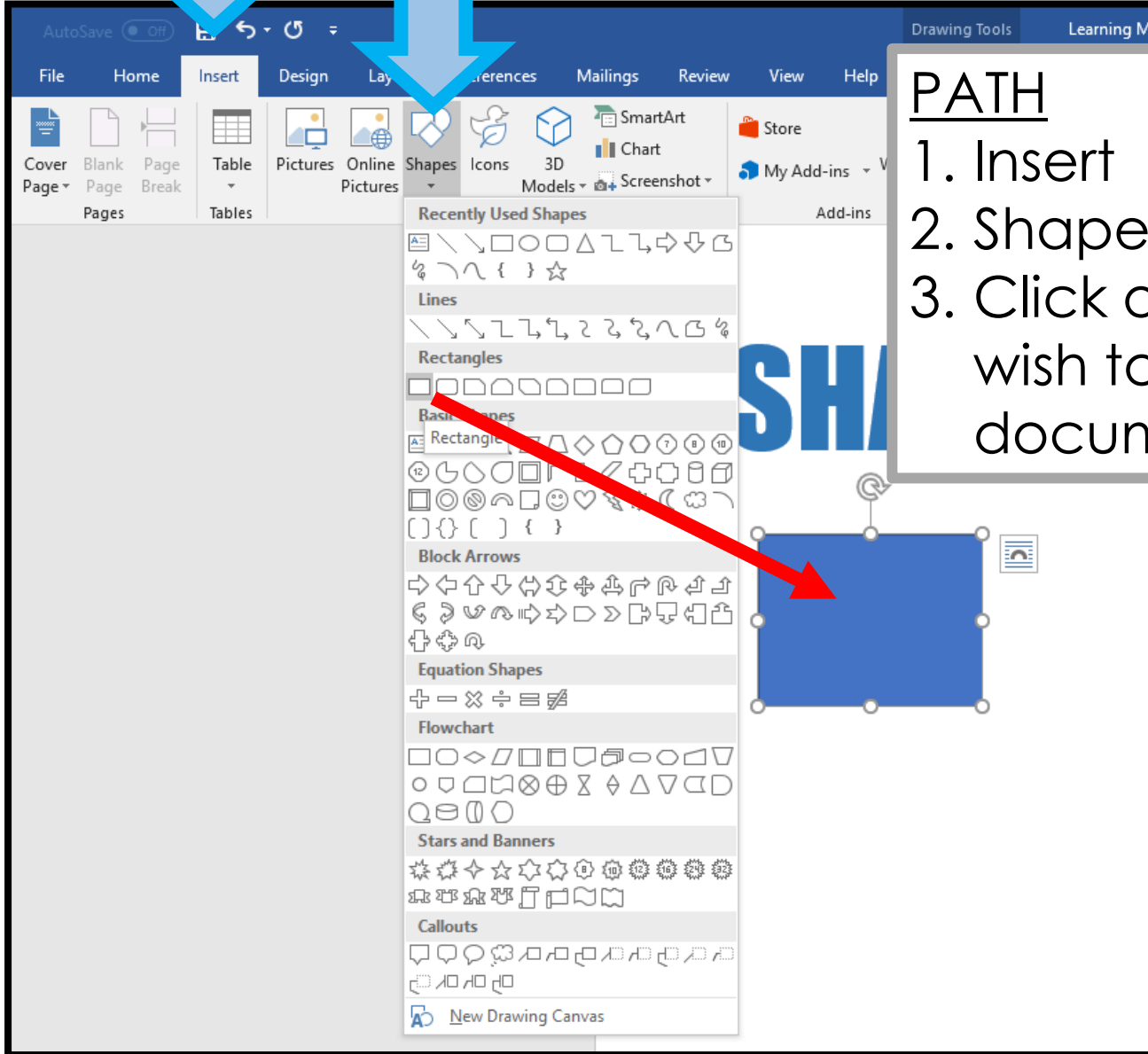
PATH
1. Insert
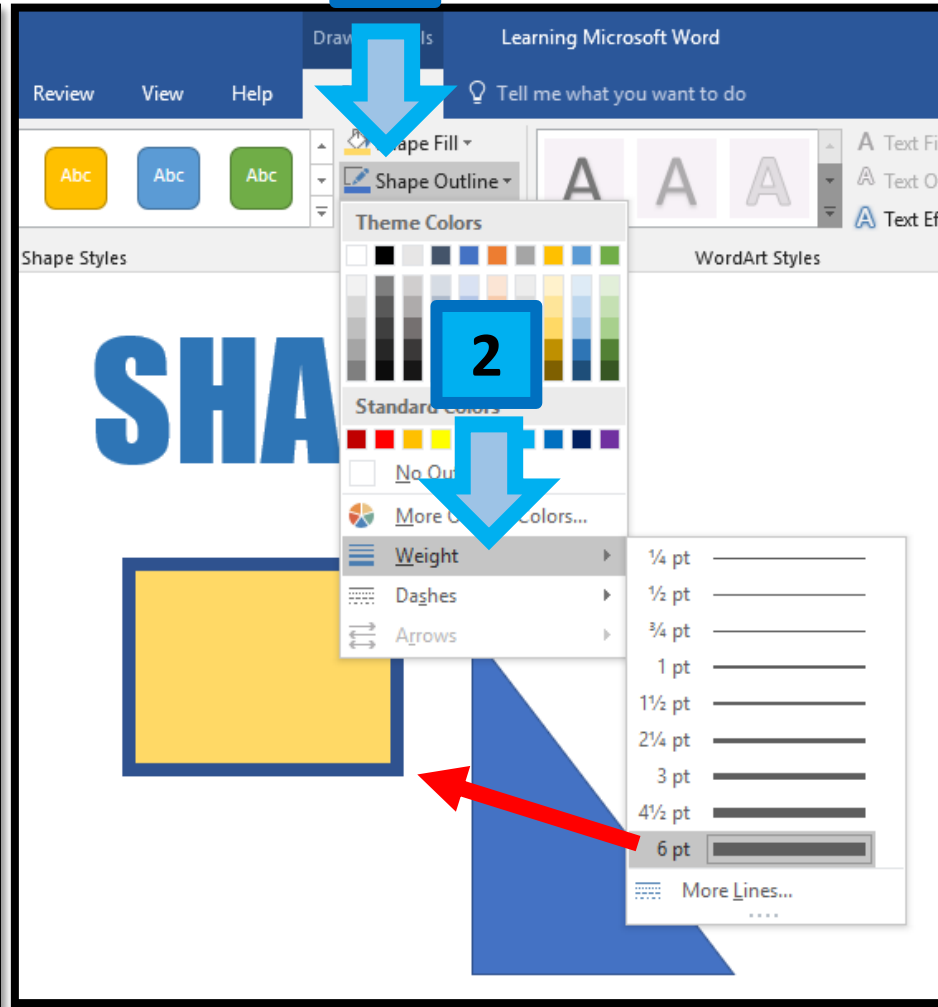2. Shapes
3. Click on the shape you wish to add to the document
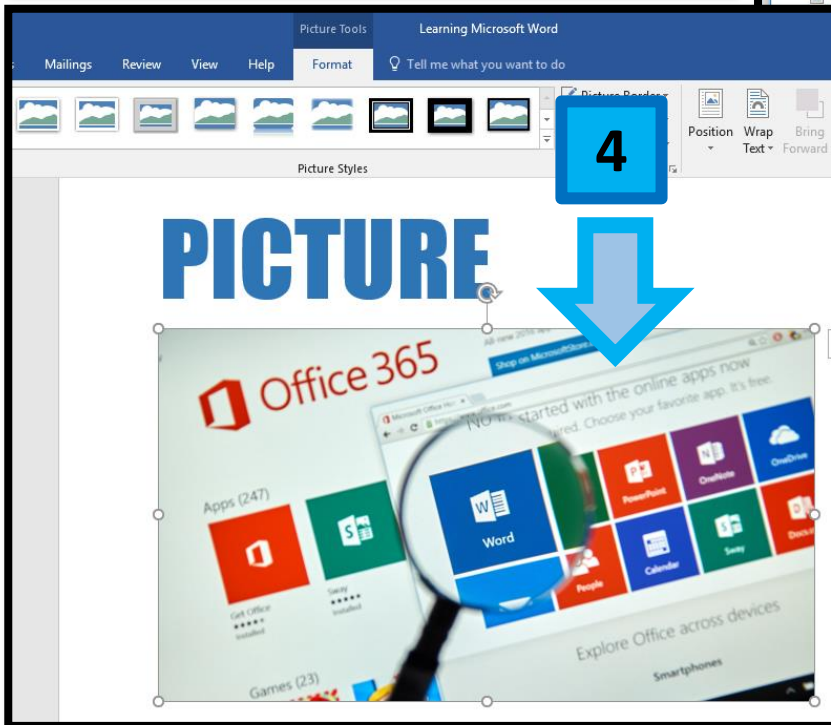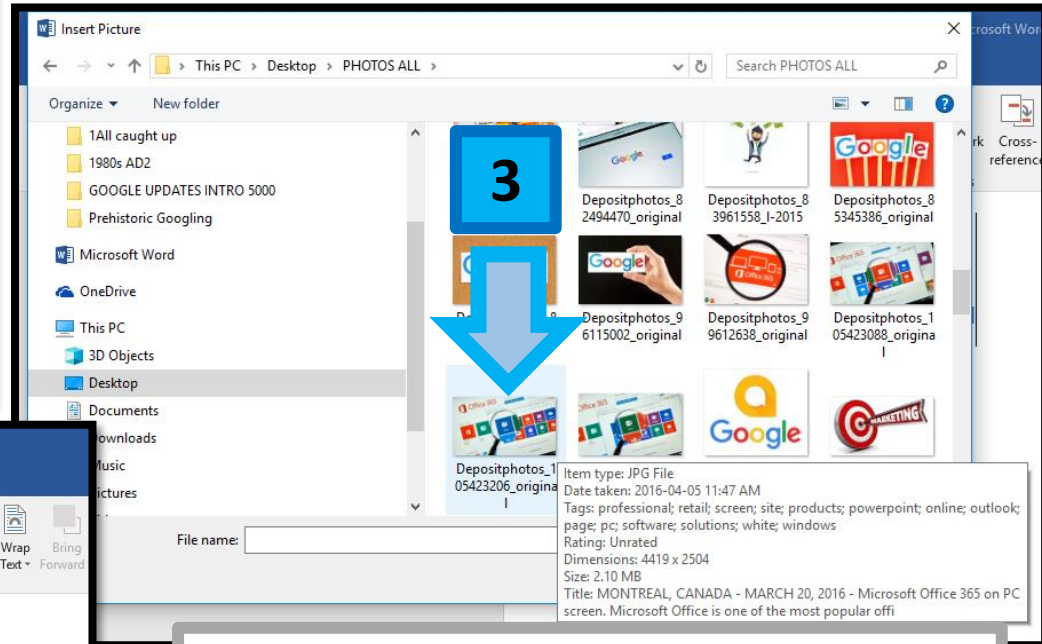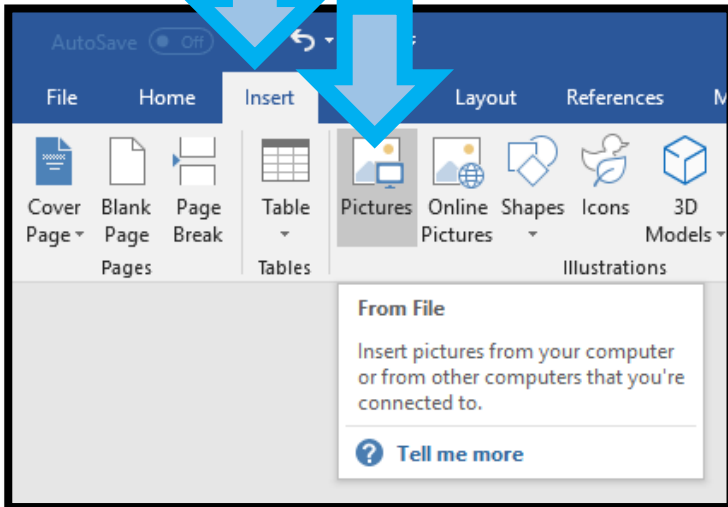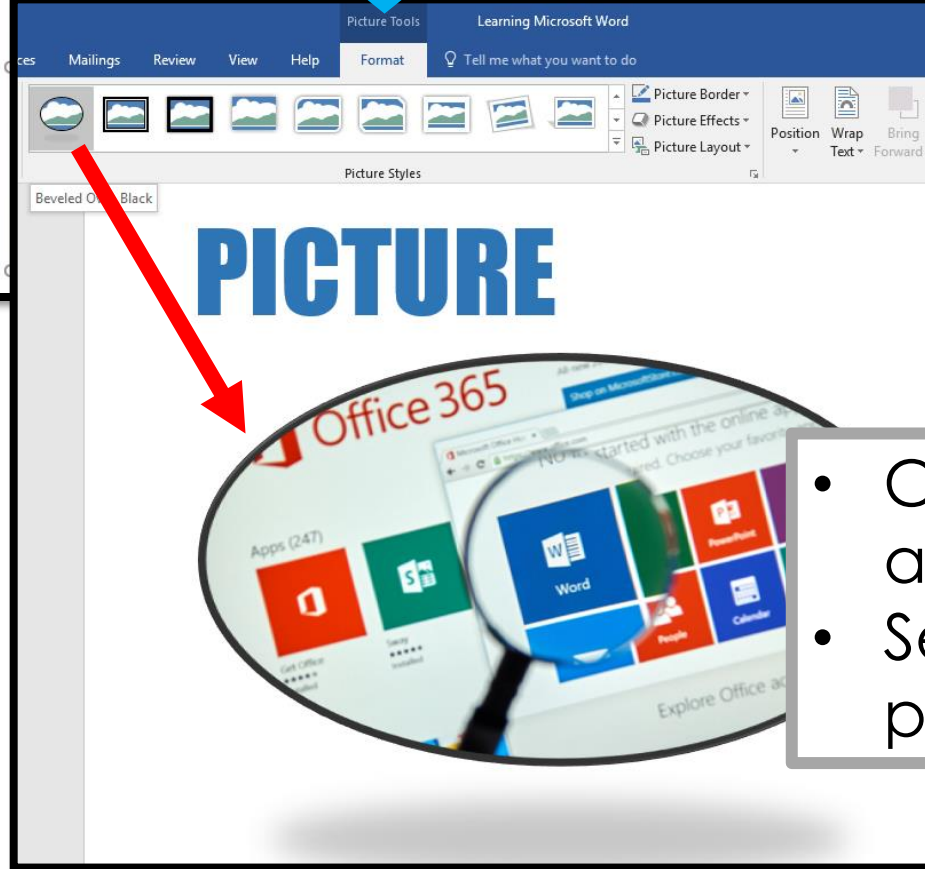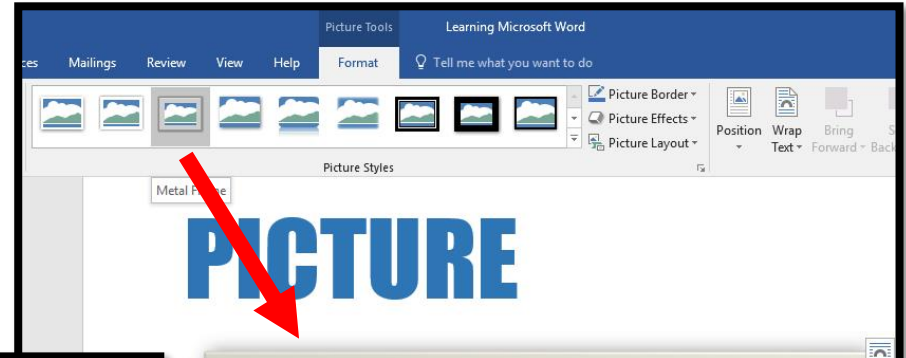
SHAPE FILL

SHAPE OUTLINE

PICTURES

PATH
1. Insert
2. Pictures
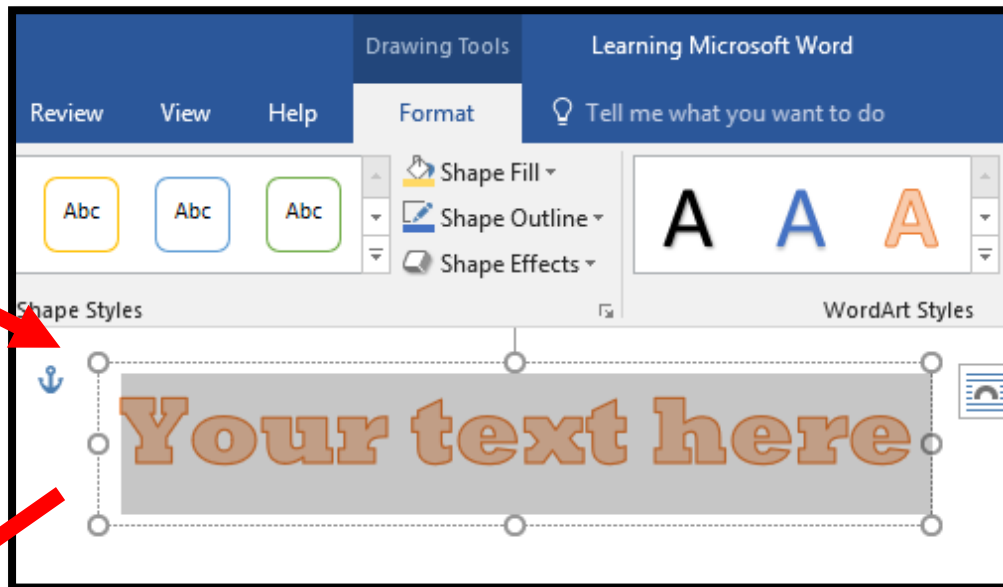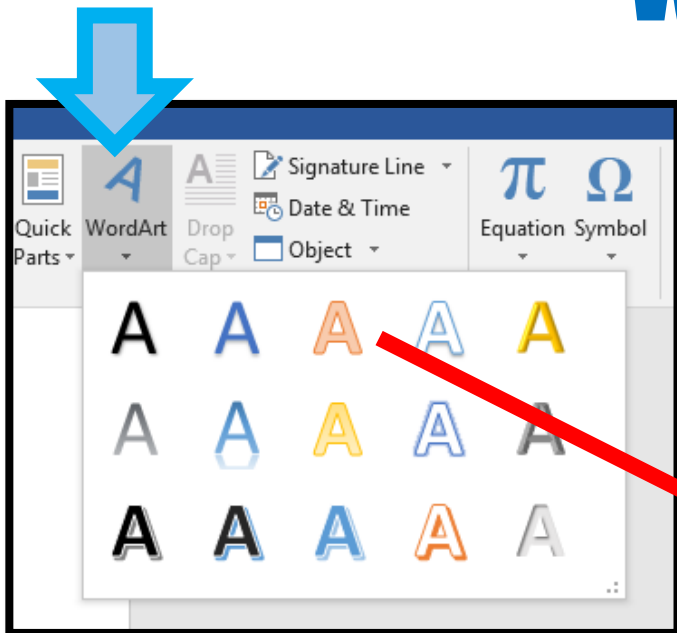3. Locate your picture on your computer
4. Insert

PICTURE TOOLS

- Click on your picture to access the **Picture Tools**
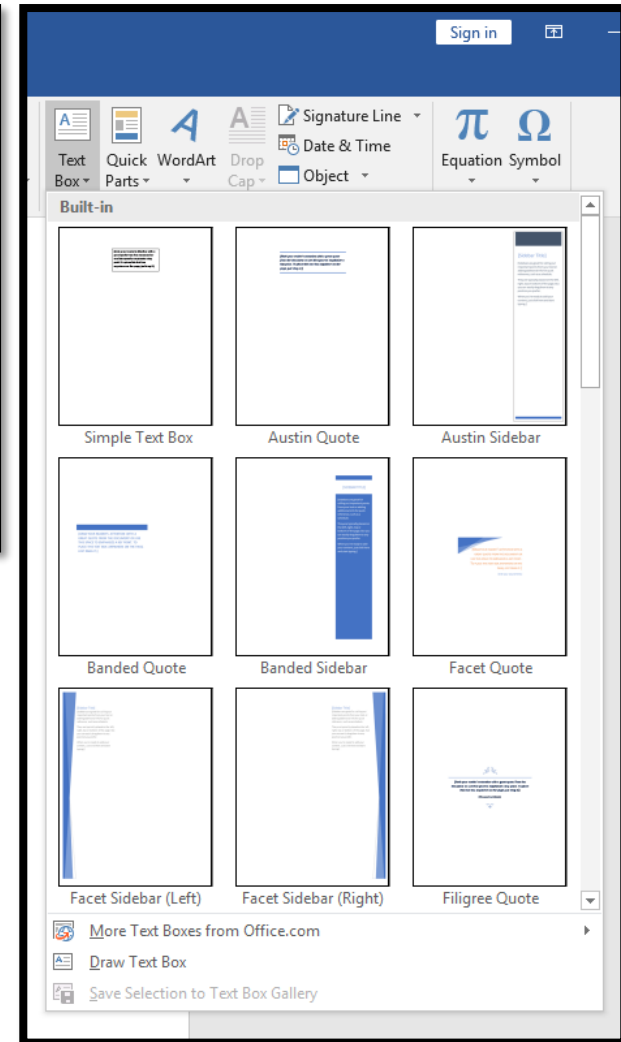- Select from a variety of photo options
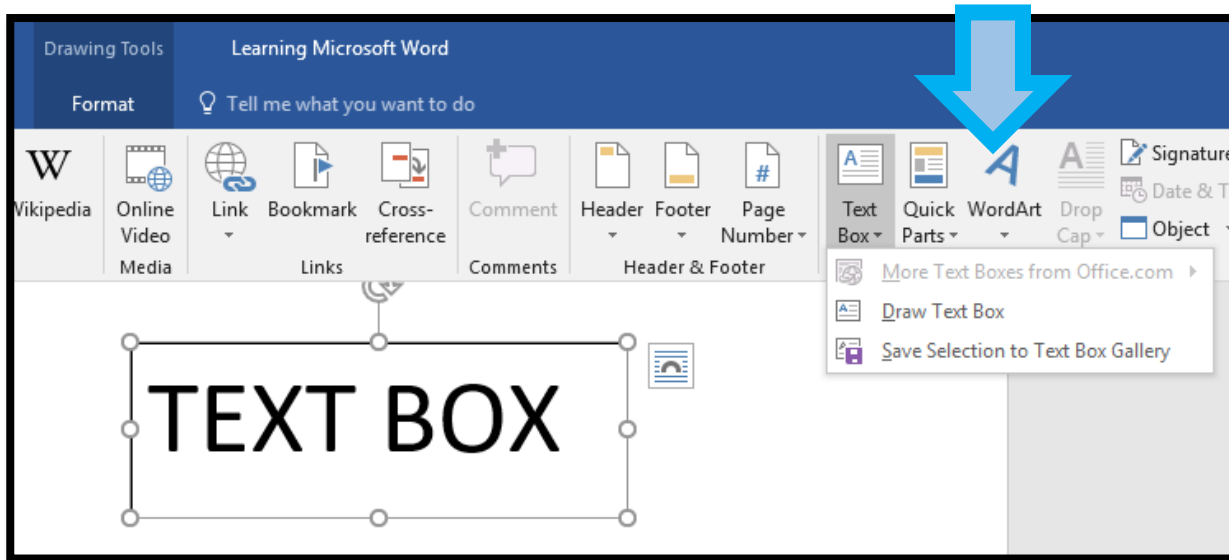
WORDART

PATH
1. Insert
2. WordArt
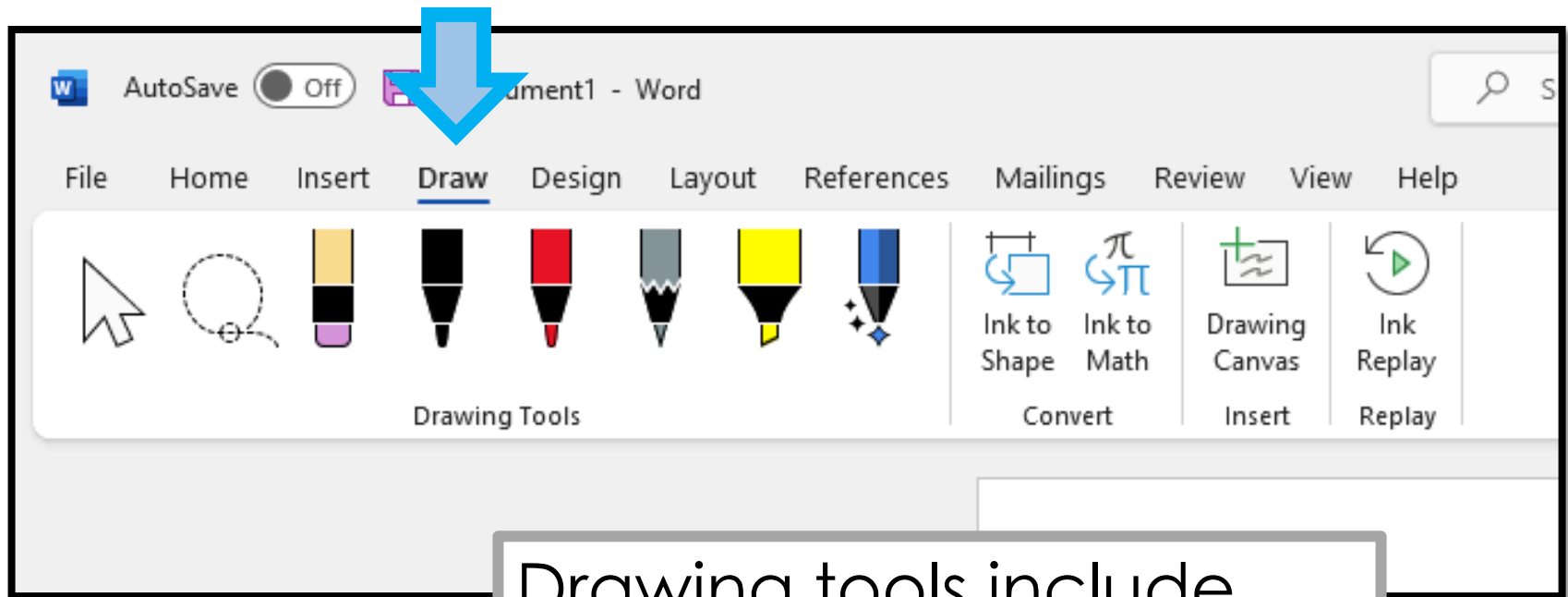3. Select a WordArt Style
4. Type in your text

TEXT BOX

PATH
1. Insert
2. Text Box
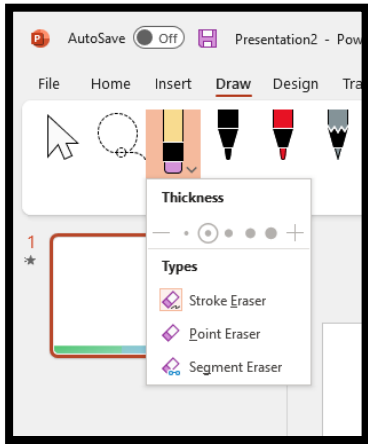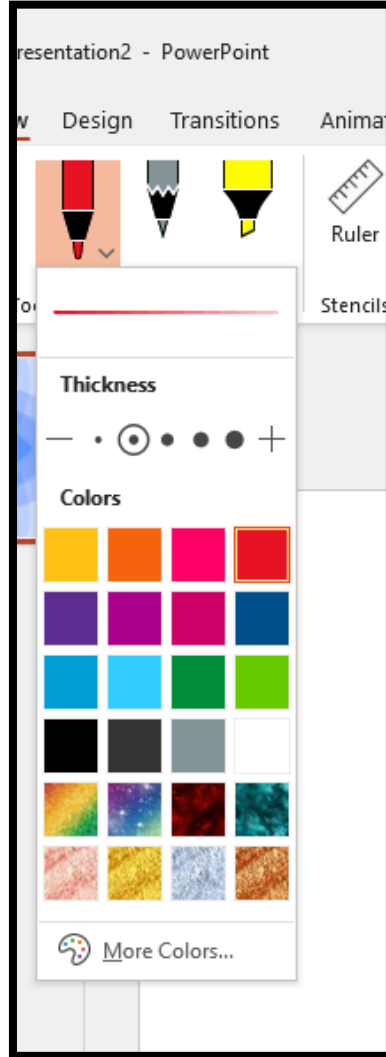3. Type in your text into the box

DRAW

Drawing tools include Pens, Pencils, Highlighters and erasers.

DRAW TOOLS

Eraser Tool

Pen Tool

Pencil Tool
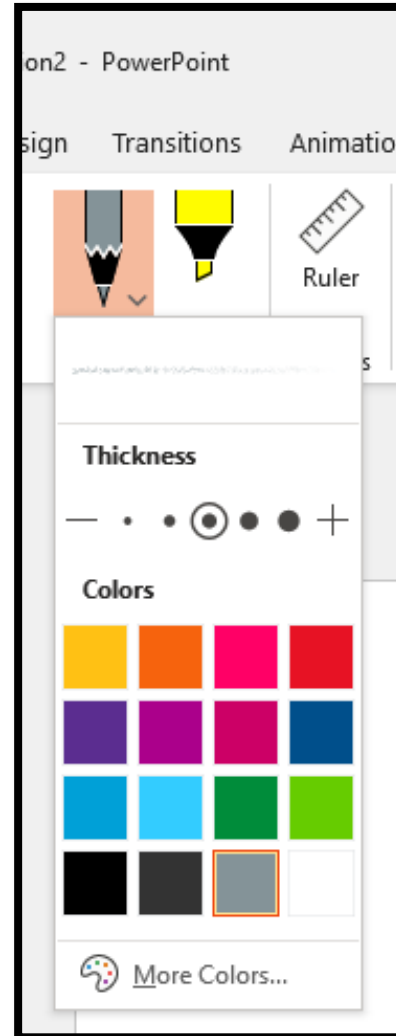
Highlighter Tool
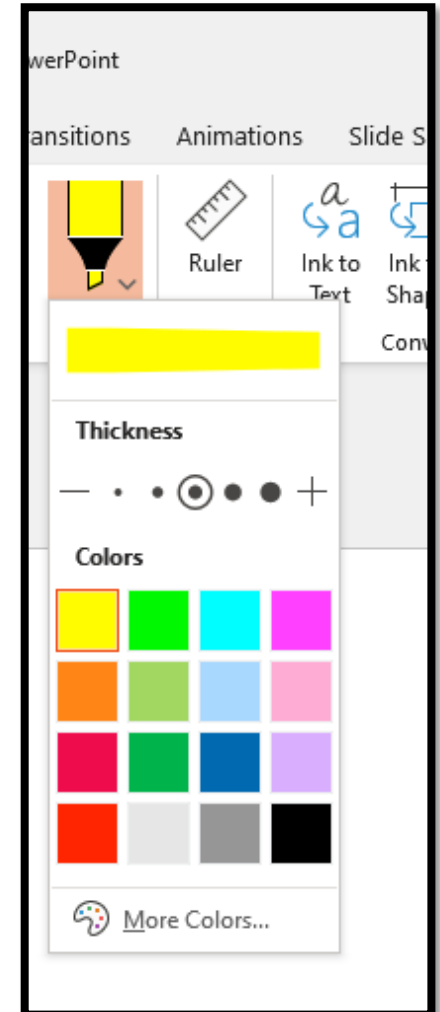
DESIGN

DESIGN

Choose from a variety of **Themes** and **Color Schemes**

PAGE COLOR

THEMES
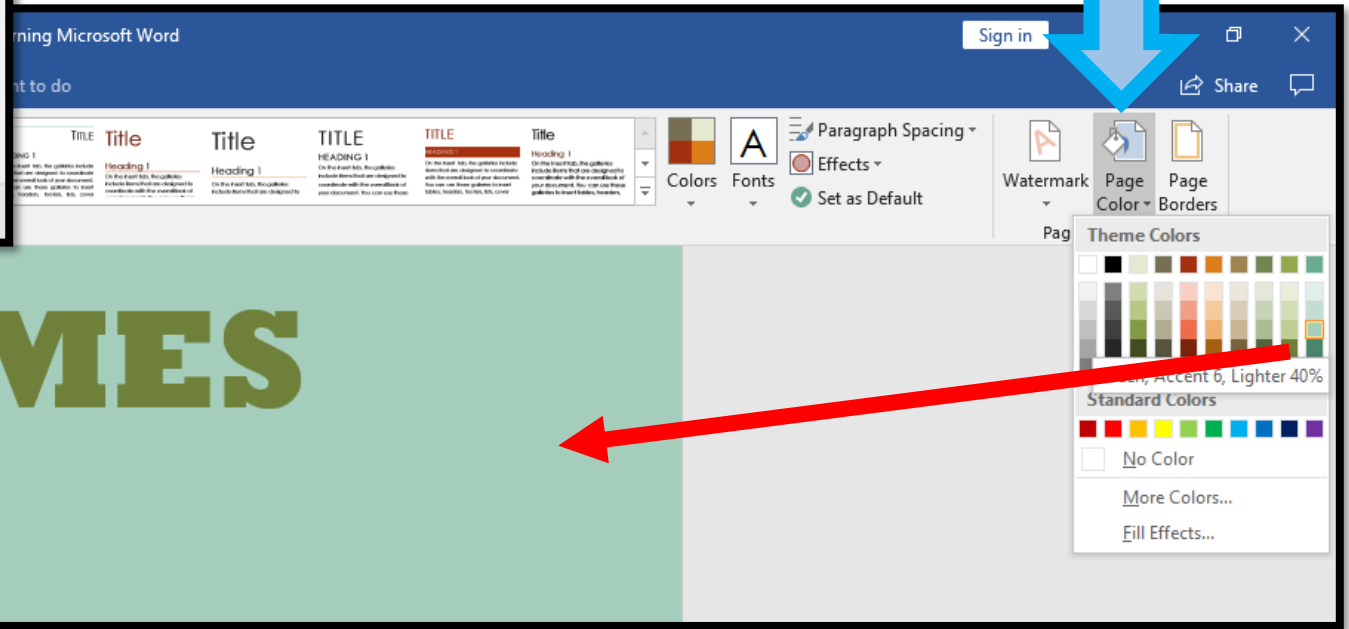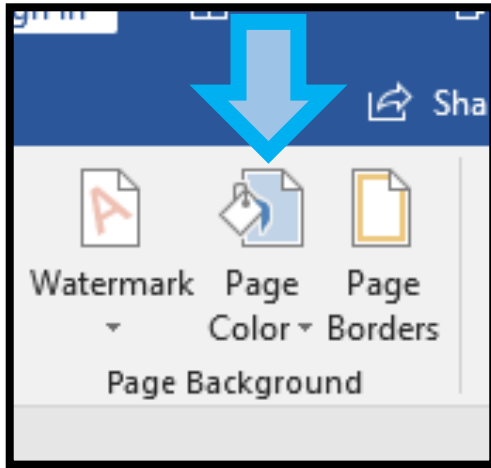
PATH
1. Insert
2. Page Color

WATERMARK

Watermark Page Color Page Borders

Page Background

THEMES

Colors Fonts

Paragraph Spacing
Effects
Set as Default

Watermark Page Color Page Borders

Confidential

CONFIDENTIAL 1   CONFIDENTIAL 2   DO NOT COPY 1

DO NOT COPY 2

Disclaimers

DRAFT 1   DRAFT 2   SAMPLE 1

More Watermarks from Office.com
Custom Watermark...
Remove Watermark
Save Selection to Watermark Gallery...

Learning Microsoft Word

Tell me what you want to do

Document Formatting

Share

PATH
1. Insert
2. Watermark

BORDERS AND SHADING
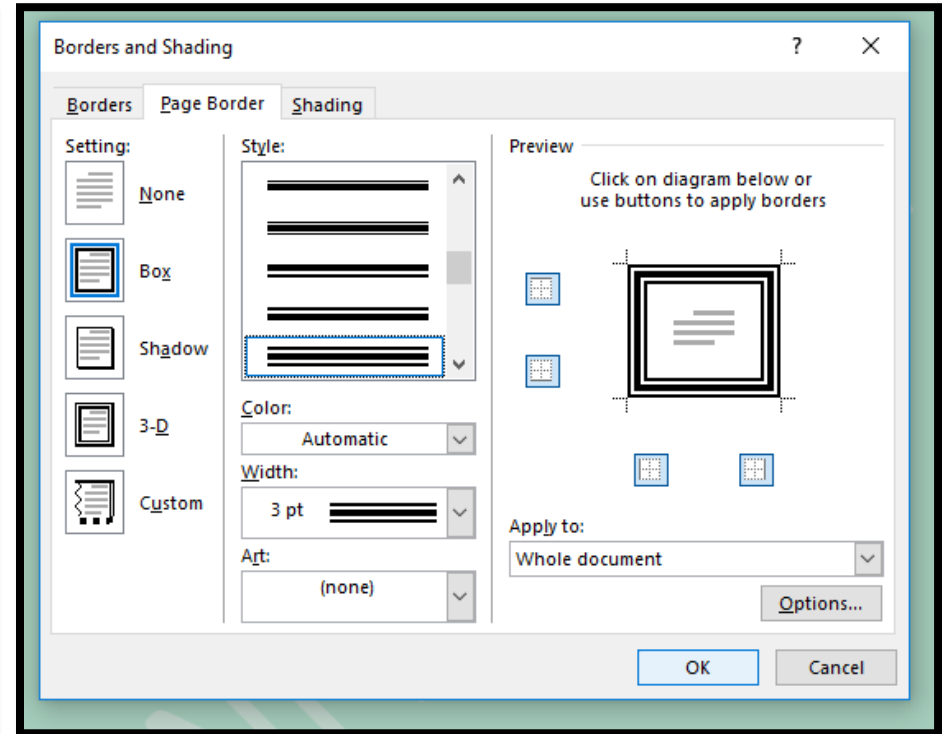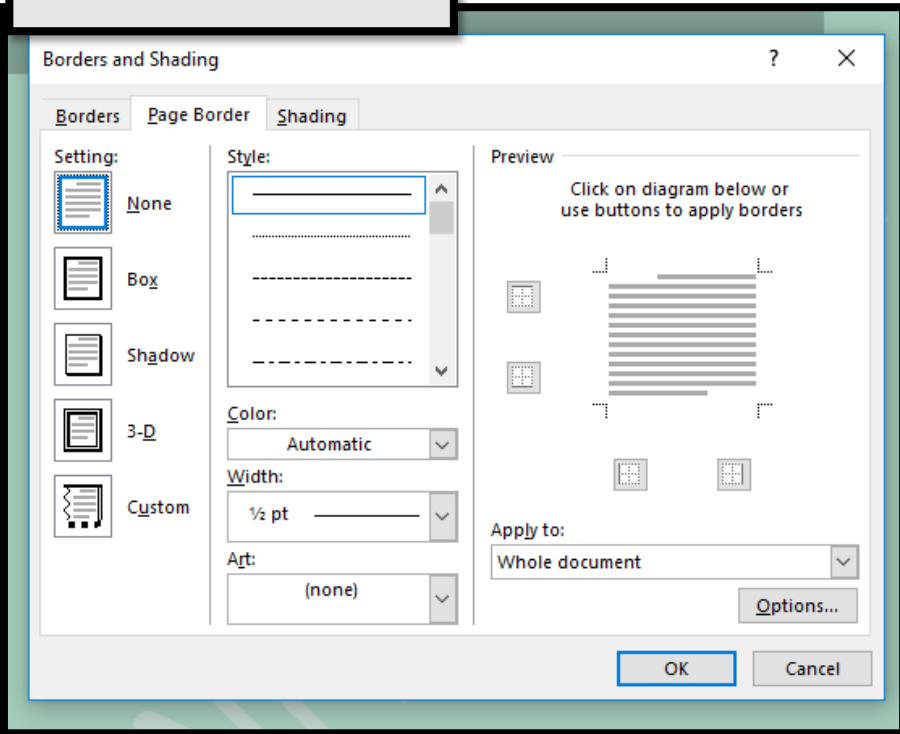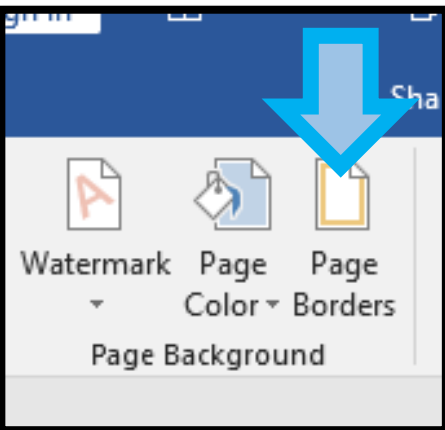
- You can choose from a variety of border and shading options for your document
- Options include double lines, dashed lines, shadow and colors etc.

PAGE BORDERS

THEMES

CONFIDENTIAL
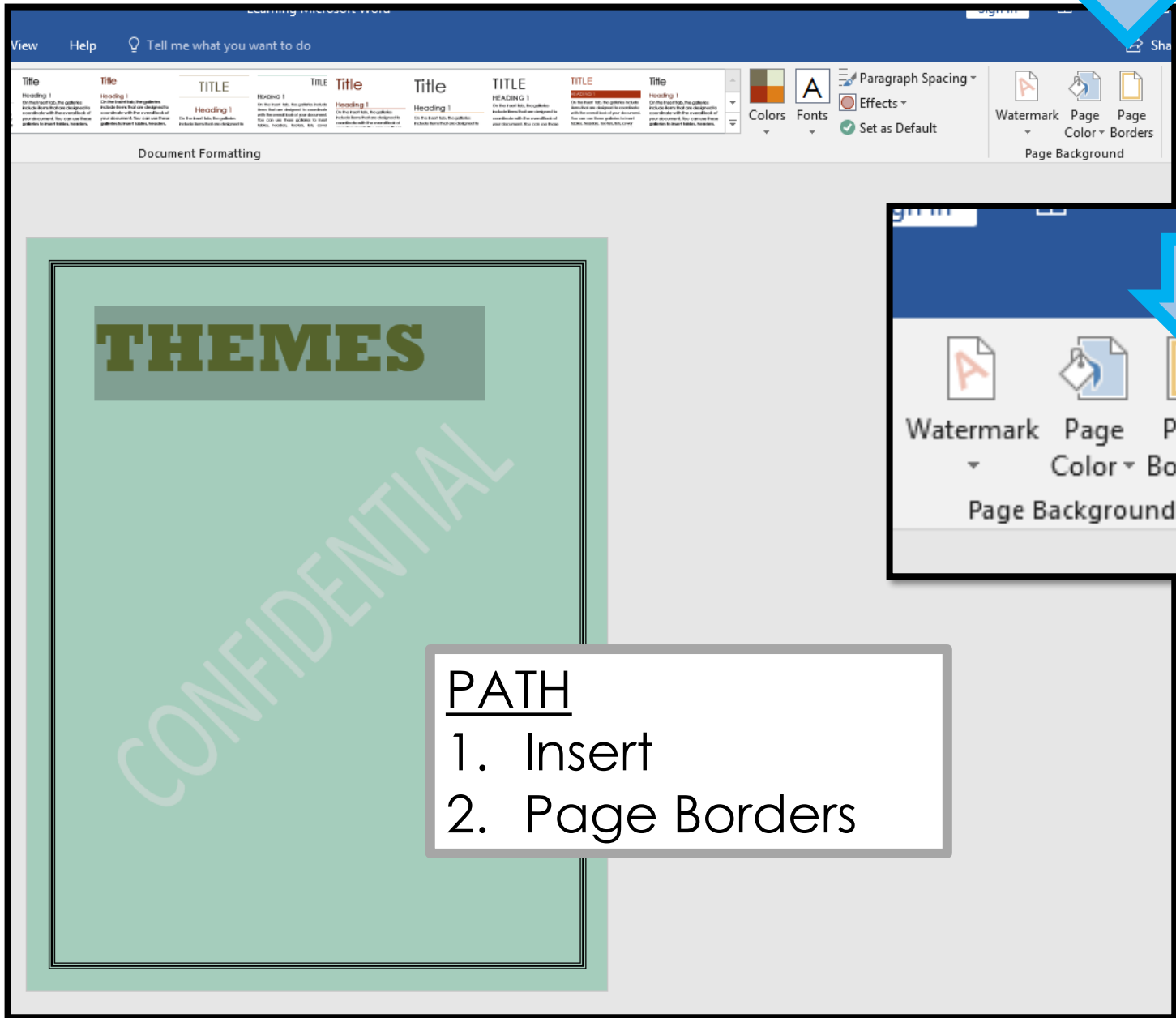
PATH
1. Insert
2. Page Borders

LAYOUT
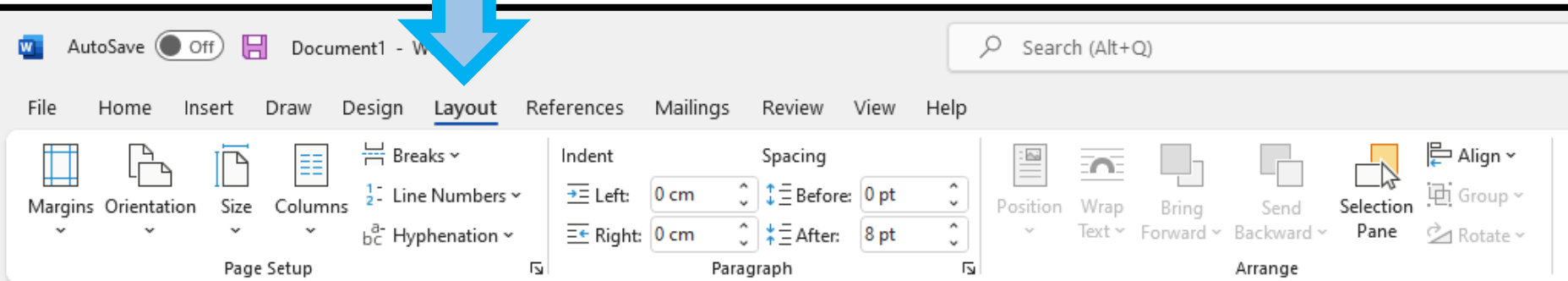
Layout Main Functions
1. Margins
2. Orientation
3. Size
4. Columns
5. Indent
6. Spacing
7. Align

MARGINS

PATH
1. Insert
2. Margins

Margins dropdown options

Normal
Top: 2.54 cm   Bottom: 2.54 cm
Left: 2.54 cm   Right: 2.54 cm

Narrow
Top: 1.27 cm   Bottom: 1.27 cm
Left: 1.27 cm   Right: 1.27 cm

Moderate
Top: 2.54 cm   Bottom: 2.54 cm
Left: 1.91 cm   Right: 1.91 cm

Wide
Top: 2.54 cm   Bottom: 2.54 cm
Left: 5.08 cm   Right: 5.08 cm

Mirrored
Top: 2.54 cm   Bottom: 2.54 cm
Inside: 3.18 cm   Outside: 2.54 cm

Custom Margins...

LAYOUT

CCCCC
CCCCC
CCCCC
CCCCC
CCCCC

LAYOUT

CCCCCCCCC
CCCCCCCCC
CCCCCCCCC
CCCCCCCCC
CCCC

PAGE ORIENTATION

LAYOUT

CCCCCCCCC
CCCCCCCCC
CCCCCCCCC
CCCCCCCCC
CCCC

LAYOUT

CCCCCCCCCCCC
CCCCCCCCCCCC
CCCCCCCCCCCC
CCCC

PAGE SIZE

ALIGN

COLUMNS
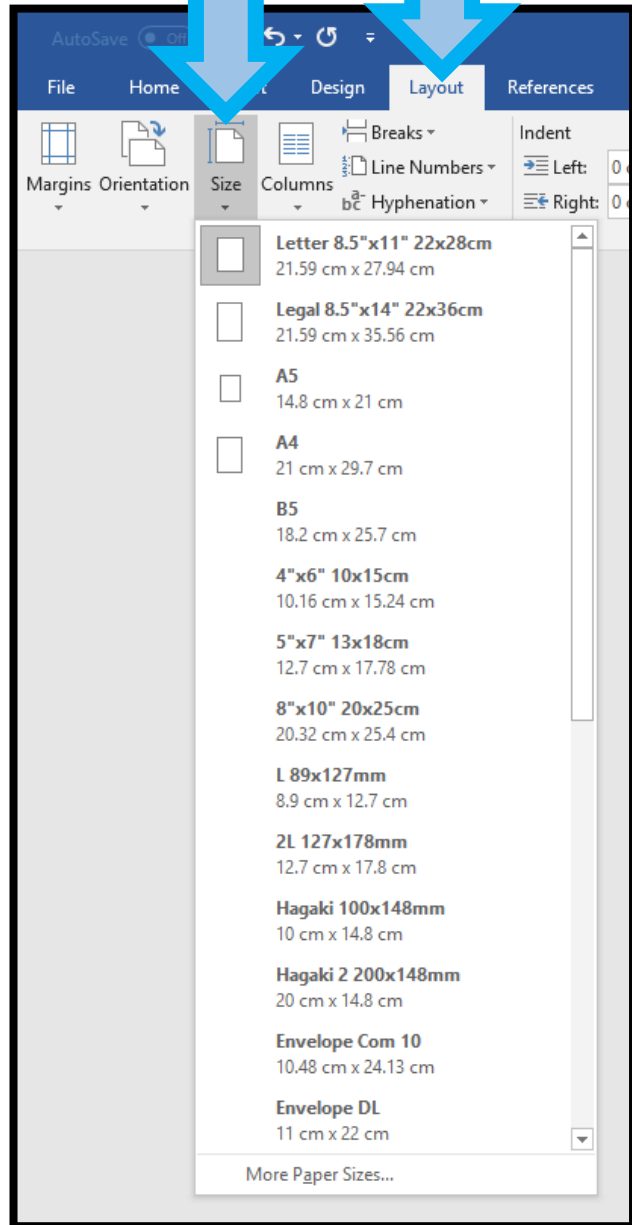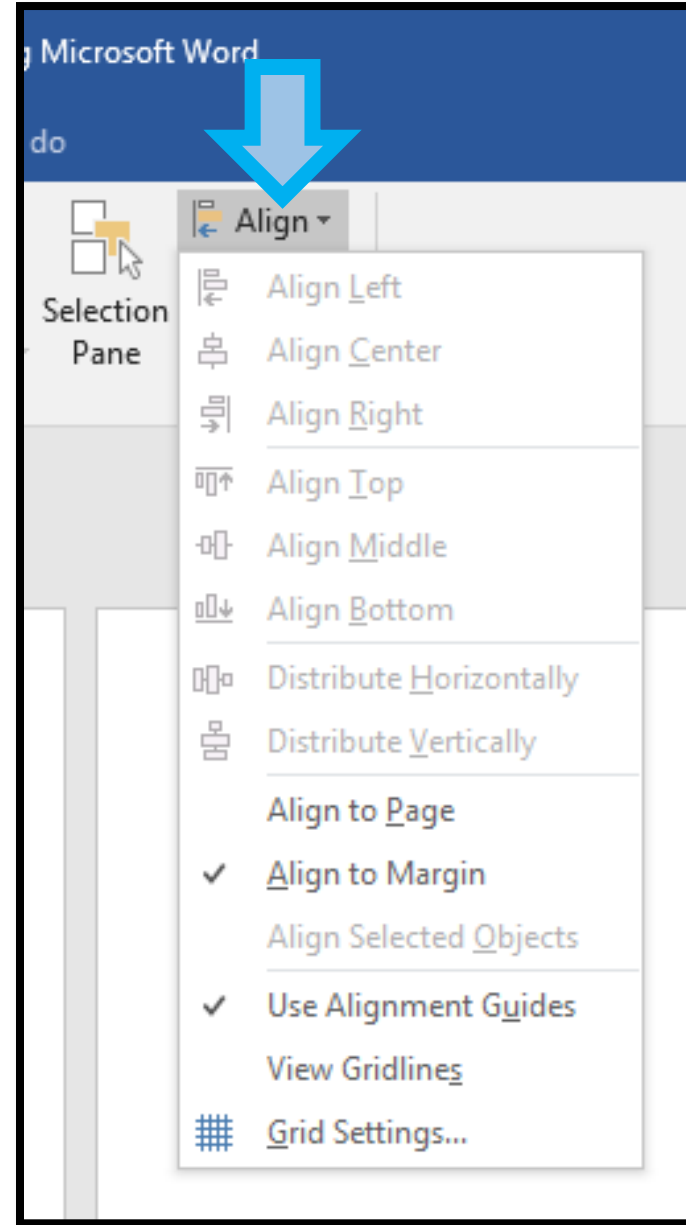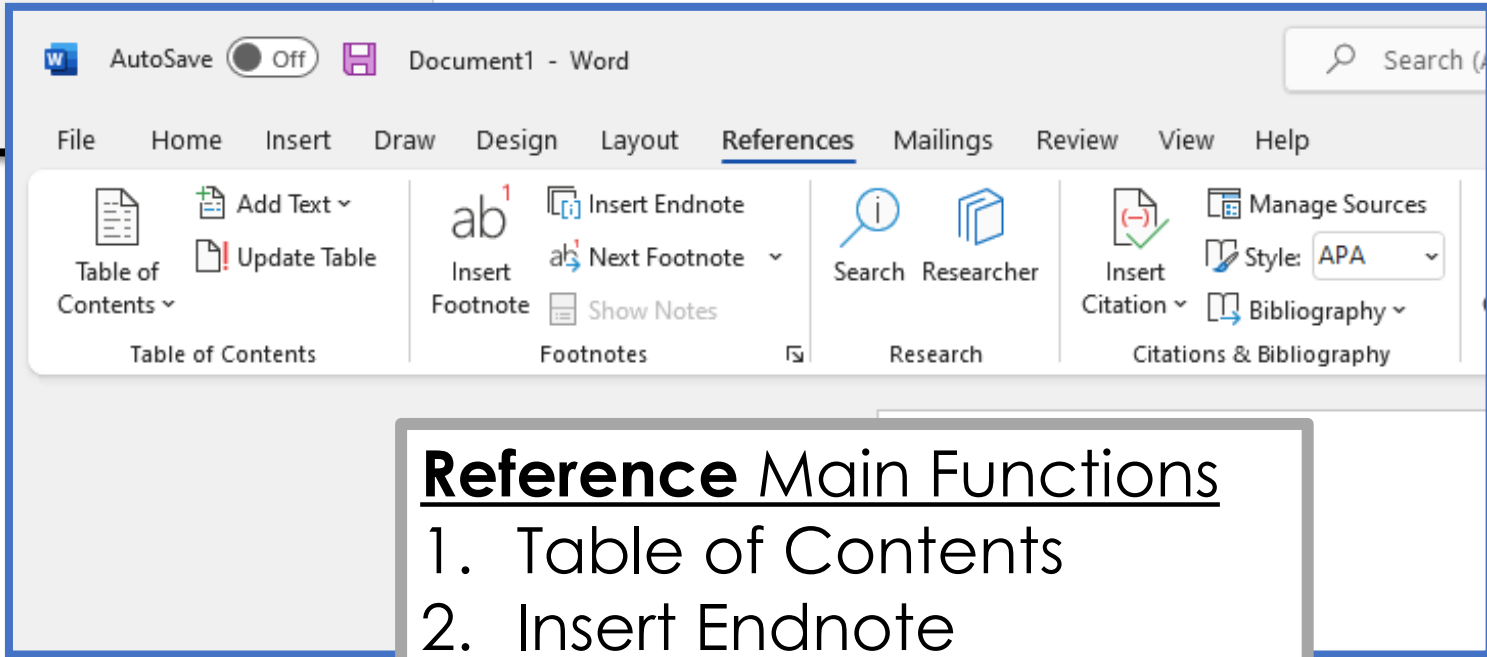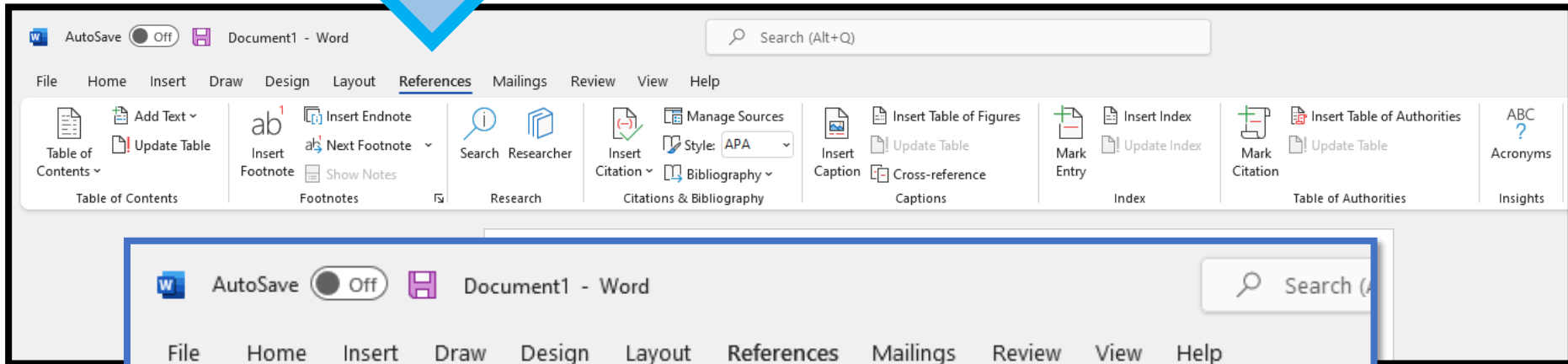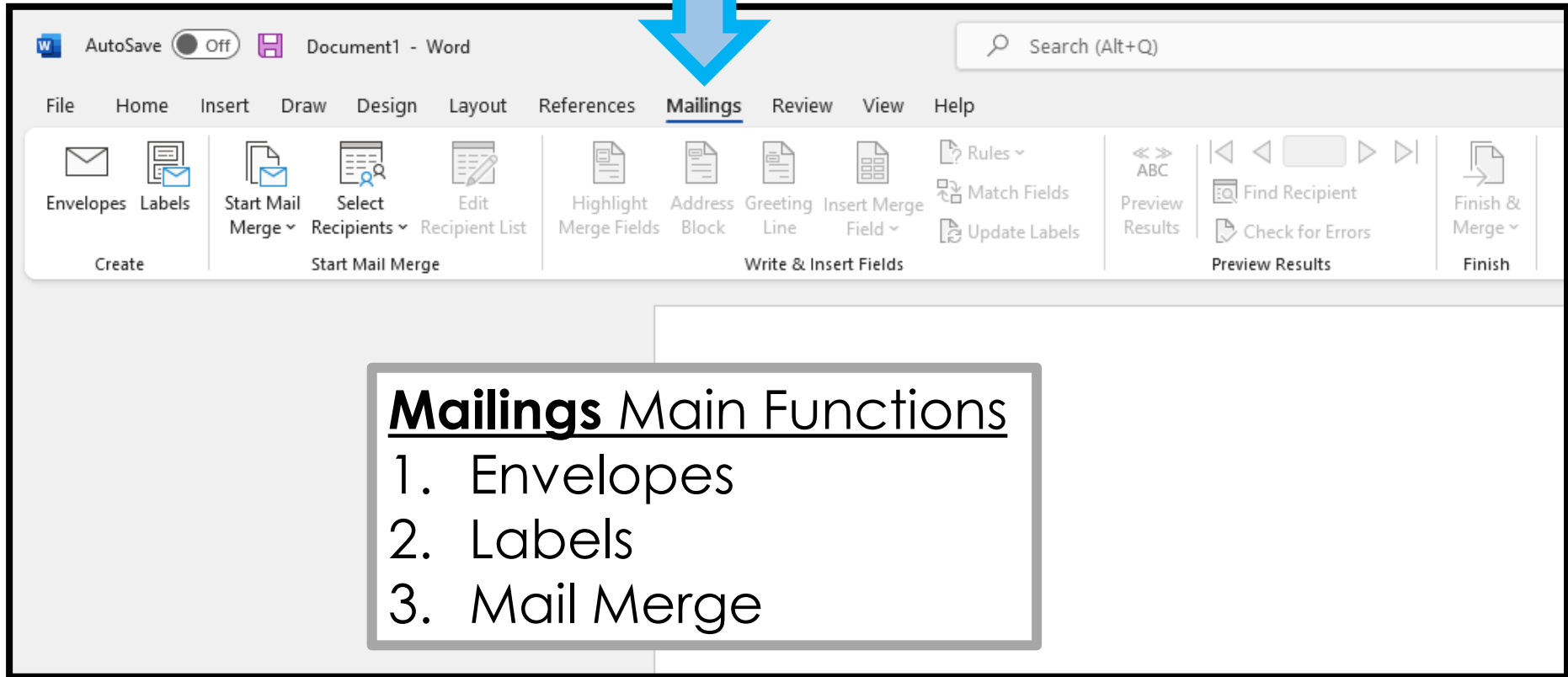
REFERENCES

Reference Main Functions
1. Table of Contents
2. Insert Endnote
3. Insert Citation
4. Bibliography
5. Mark Citation

MAILINGS

Mailings Main Functions
1. Envelopes
2. Labels
3. Mail Merge

REVIEW
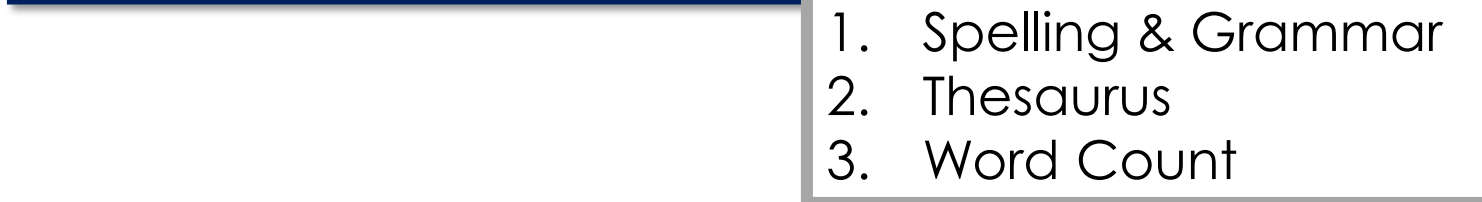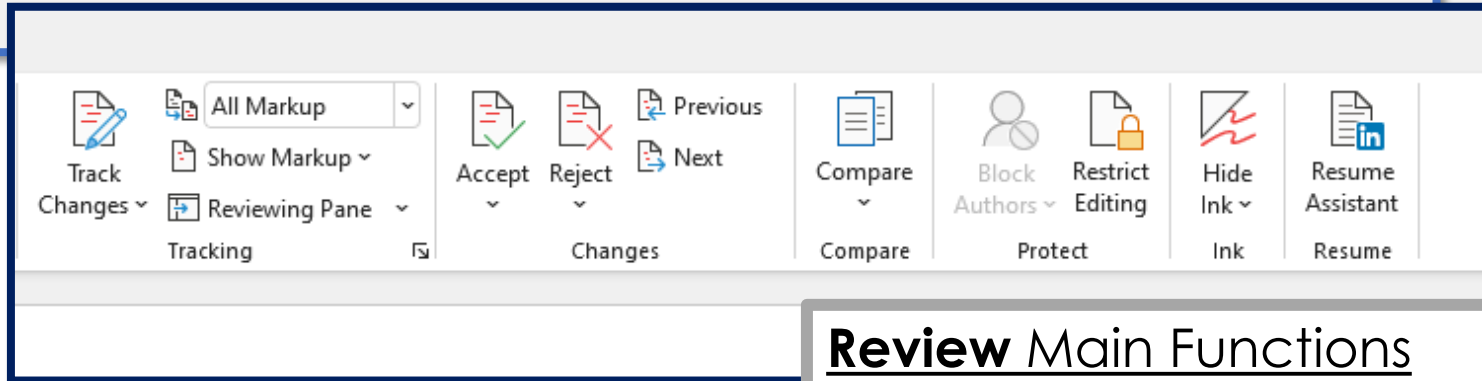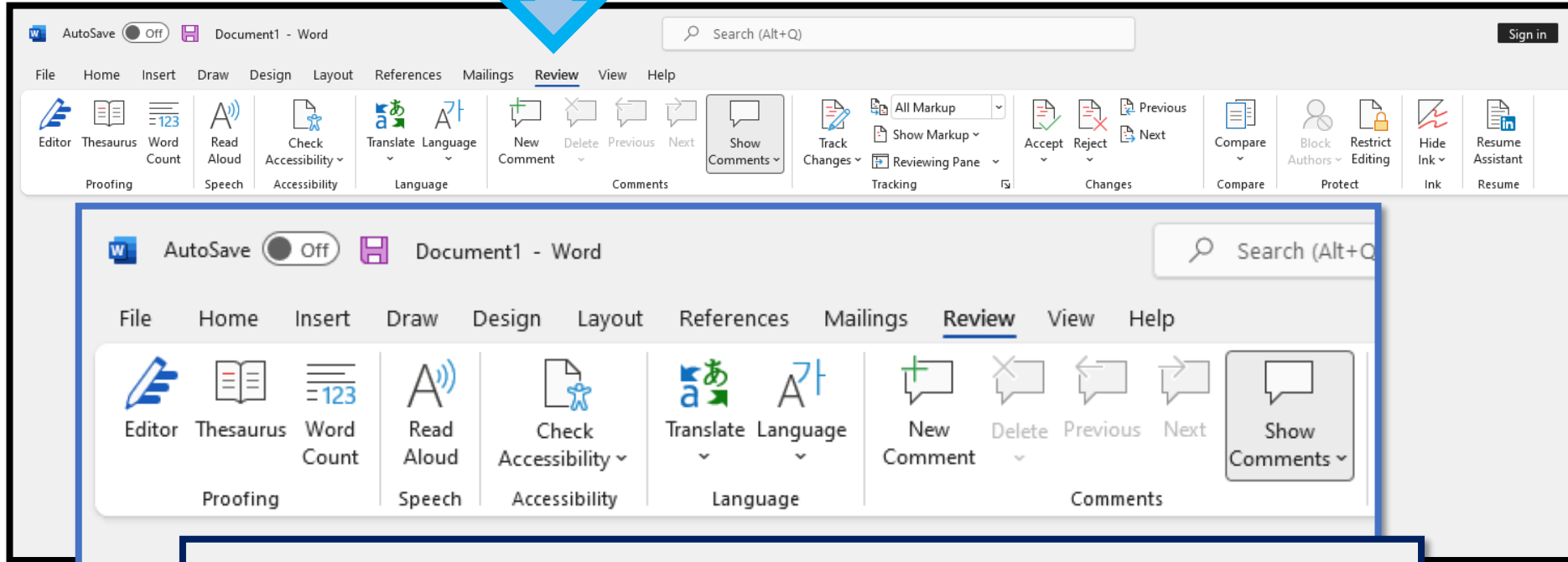
Review Main Functions
1. Spelling & Grammar
2. Thesaurus
3. Word Count

CHECK SPELLING

AutoSave ● Off

File Home

ABC ✓
Spelling & Grammar

Thesaurus

Proofing

AutoSave ● Off 🔒 ↻ ⟳ ⇄ ▾ Learning Microsoft Word

File Home Insert Design Layout References Mailings Review View Help ⏼ Tell me what you want to do

ABC ✓ Spelling & Grammar | Thesaurus | ABC 123 Word Count | A⫱ Read Aloud | 🌐 Check Accessibility | 🗛 Translate | 🗛 Language | ⟲ New Comment | Delete | Previous | Next | Show Comments | Track Changes | Simple Markup | Show Markup | Reviewing Pane | Accept | Reject | Prev Next

Proofing   Speech   Accessibility   Language   Comments   Tracking   Changes

REVIEW

Microsoft Word   ✕

ⓘ   Spelling and grammar check is complete.

OK

Sign in   ⬆   — ⧉ ✕

🖉 Share   💬

Thesaurus ▾   ✕

< REVIEW   🔍

▲ APPRAISAL (n.)
  APPRAISAL
  EVALUATION
  ASSESSMENT
  EXAMINATION
  ANALYSIS
  CRITICISM
▲ JOURNAL (n.)
  JOURNAL
  PERIODICAL
  PUBLICATION
  MAGAZINE
▲ RECONSIDERATION (n.)
  RECONSIDERATION
  REASSESSMENT
  CHECK
  REVISION
  RE-EXAMINATION
  RE-EVALUATION
▲ STUDY (v.)
  STUDY
  REREAD
  REVISE
  SWOT
  GO OVER (Dictionary For
  GO THROUGH (Dictionar
  LOOK OVER (Dictionary F

WORD COUNT

AutoSave ● Off 🖫 Document1 - Word

File   Home   Insert   Draw   Design   Layout   References   Mailings   Review   View   Help

Search (Alt+Q)

Read Mode   Print Layout   Web Layout   ☐ Outline   ☐ Draft | Focus   Immersive Reader | Vertical   Side to Side | ☐ Ruler   ☐ Gridlines   ☐ Navigation Pane | Zoom   100%   ☐ One Page   ☐ Multiple Pages   ☐ Page Width | New Window   Arrange All   Split | ☐ View Side by Side   ☐ Synchronous Scrolling   ☐ Reset Window Position | Switch Windows | Macros | Properties

Views   Immersive   Page Movement   Show   Zoom   Window   Macros   SharePoint

AutoSave ● Off   🖫   ↩

File   Home   Insert

Read Mode   Print Layout   Web Layout   ☐ Outline   ☐ Draft

Views

- **Zoom-In** to an area of the document to view and adjust fine details
- **Zoom Out** to view the whole document

View Options
1. Read Mode
2. Print Layout
3. Web Layout

HELP
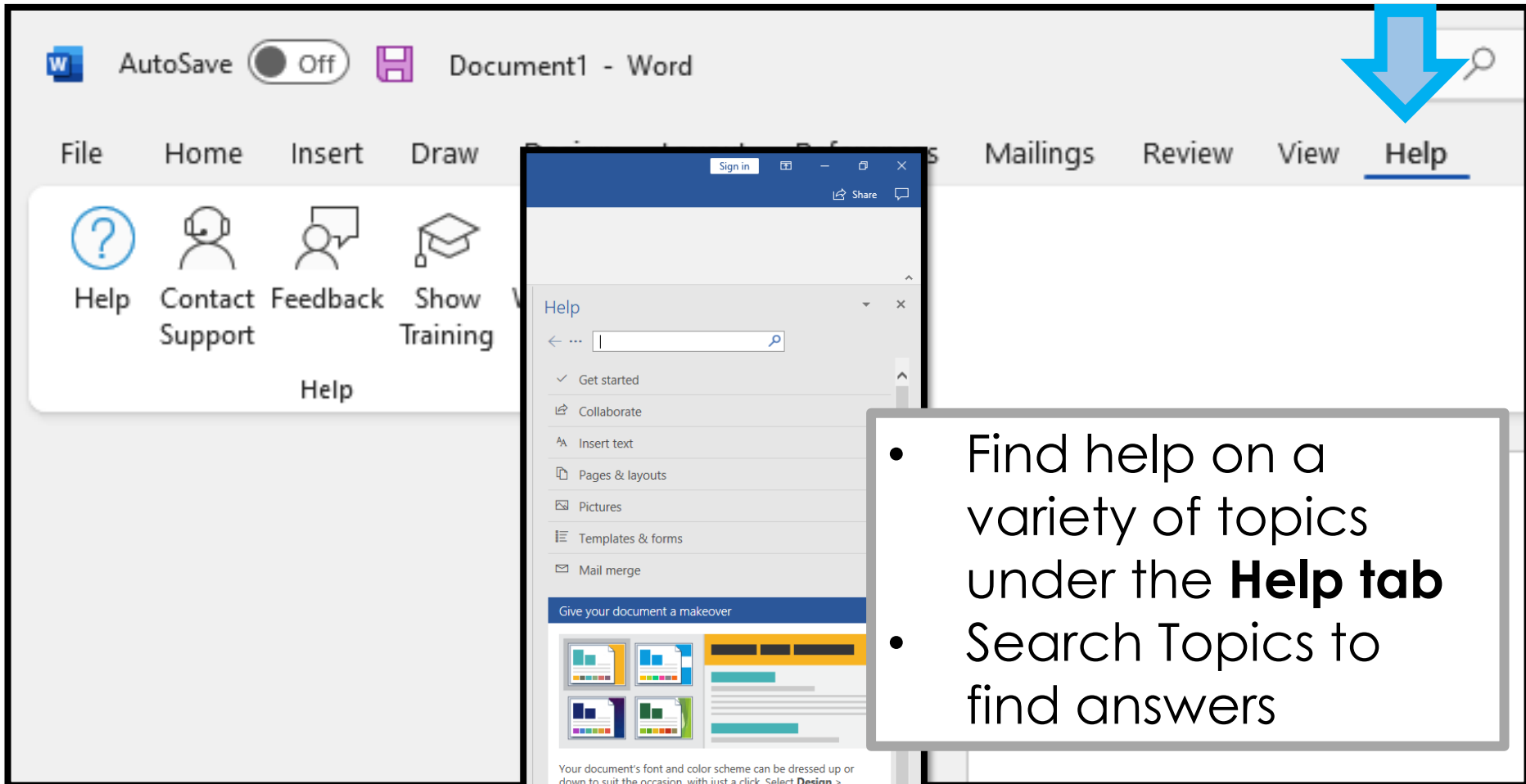
- Find help on a variety of topics under the **Help tab**
- Search Topics to find answers

Microsoft Word Activity

1. Create the title **BTT Word Processing** in 20pt Gill Sans Ultra Bold font at the top of the document

2. Type your first and last name in 14pt **Comic Sans** font below the title

3. Center and **Bold** the title and your name

4 Create a table that is 2 Columns and 4 Rows

5. Merge the top row of this table and shade this top row in light grey

6. Enter information and pictures about **Google**, **Computer Crime** or **Web Design** into the cells of this table. (Use the top row as your title)

7. Change the font inside the table to 12pt Corbel

8. Below the table create a subtitle **Pause Before You Post**

9. Below this title type the following…

Before I make a post, I pledge to ask myself:

•*Who will be able to see what I post?*

•*Will anyone be embarrassed or hurt by it?*

•*Am I proud of what I'm posting?*

•*How would I feel if someone posted it about me?*

10. Create bullets for each of the bulleted points above

11. Use spell-check and correct any errors

12. Change the page margins to 1.5" or all the way around (Top, Bottom, Left and Right)

BTT Word Processing
Your Name

Google	
The look of the Google **homepage** has to be clean and easy. There are no ads cluttering the site.	Google
Their name was chosen because it sounds fun and it means 1 followed by 100 zeros.	2/3 of internet searches are done on Google.
The employees are playing with marbles, exercising and having expensive gourmet lunches (all free).	Google will do your laundry and drive you to work.

Pause Before You Post

Before I make a post, I pledge to ask myself:
- Who will be able to see what I post?
- Will anyone be embarrassed or hurt by it?
- Am I proud of what I'm posting?
- How would I feel if someone posted it about me?

Marking Scheme

Title 20pt Font	/2
Name 14 pt. Comic Sans	/2
Center and bold	/2
Table (2 columns x 4 rows)	/2
Merge and Shade top row	/2
Information about Google etc.	/2
Font 12pt. Corbel	/2
Pause Before Post subtitle	/2
Pledge	/2
Bullets	/2
Spell Check	/2
Margins	/2
TOTAL	/24

Table in Microsoft Word

Summer Camp Agenda							
Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00	Games	Tug of War	Free Time	Fishing	Games	Fishing	Free Time
11:00	Swimming	Tennis	Swimming	Tug of War	Swimming	Diving	Swimming
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	Canoeing	Chess	Canoeing	Tennis	Chess	Sailing	Canoeing
2:00		Swimming		Swimming	Diving	Swimming	
3:00	Games	Fishing	Games	Sailing	Tug of War	Chess	Fishing
4:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner

Note: the next slide includes instructions for creating this table

Instructions for creating the Summer Camp Table

1. Construct a table that is **8** Columns and **10** Rows by selecting **Table** along the top toolbar and pressing **New Table**.
2. Type in all the required information into the cells
3. **Merge** the top title cells and the Canoeing cells. (You do this by selecting the cells that you want to merge and then press the Merge button under the table tab)
4. The title should be Centered, 20pt Franklin Gothic Book
5. All the other information should be in 12pt Arial Font
6. Change the Fill of the appropriate cells to <u>orange</u>
7. Outline the cells in <u>orange</u>

Table Rubric

Category	Marks
Table	/2
Information	/2
Merge	/2
Title (20pt Centered Franklin Gothic)	/2
Body (12pt Arial Font)	/2
Orange Fill and Outline	/2
TOTAL	/12

Shapes using Microsoft Word

Path –> Insert – Shapes
Task: Put together a group of shapes and create an object or picture
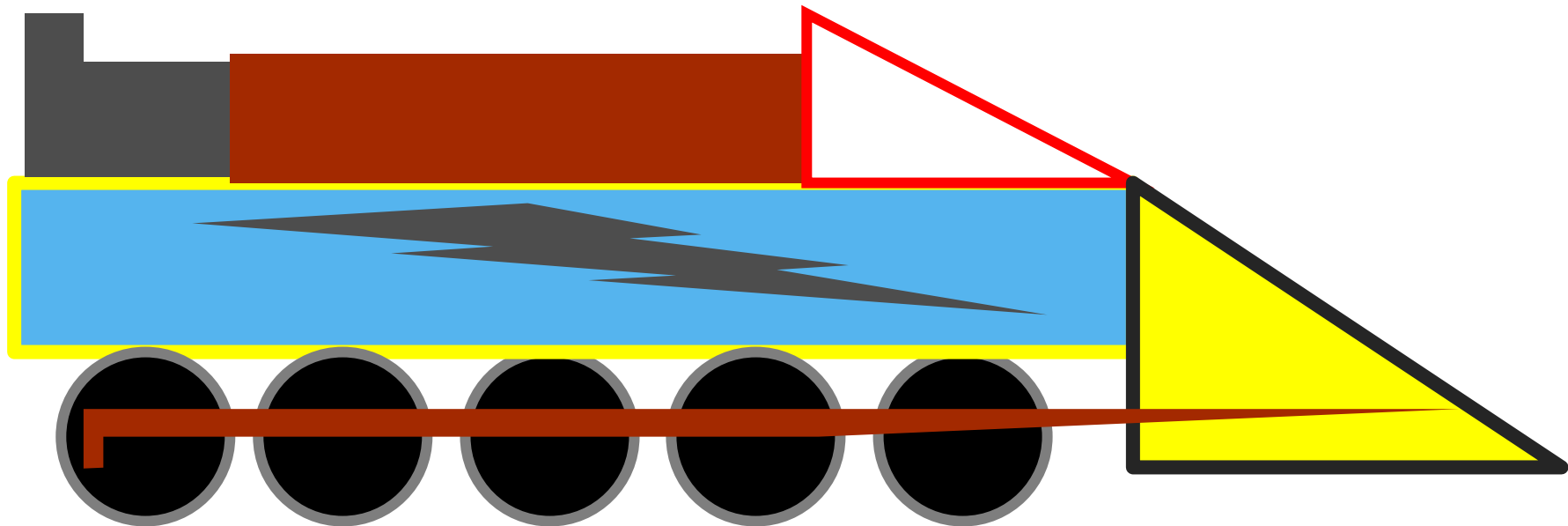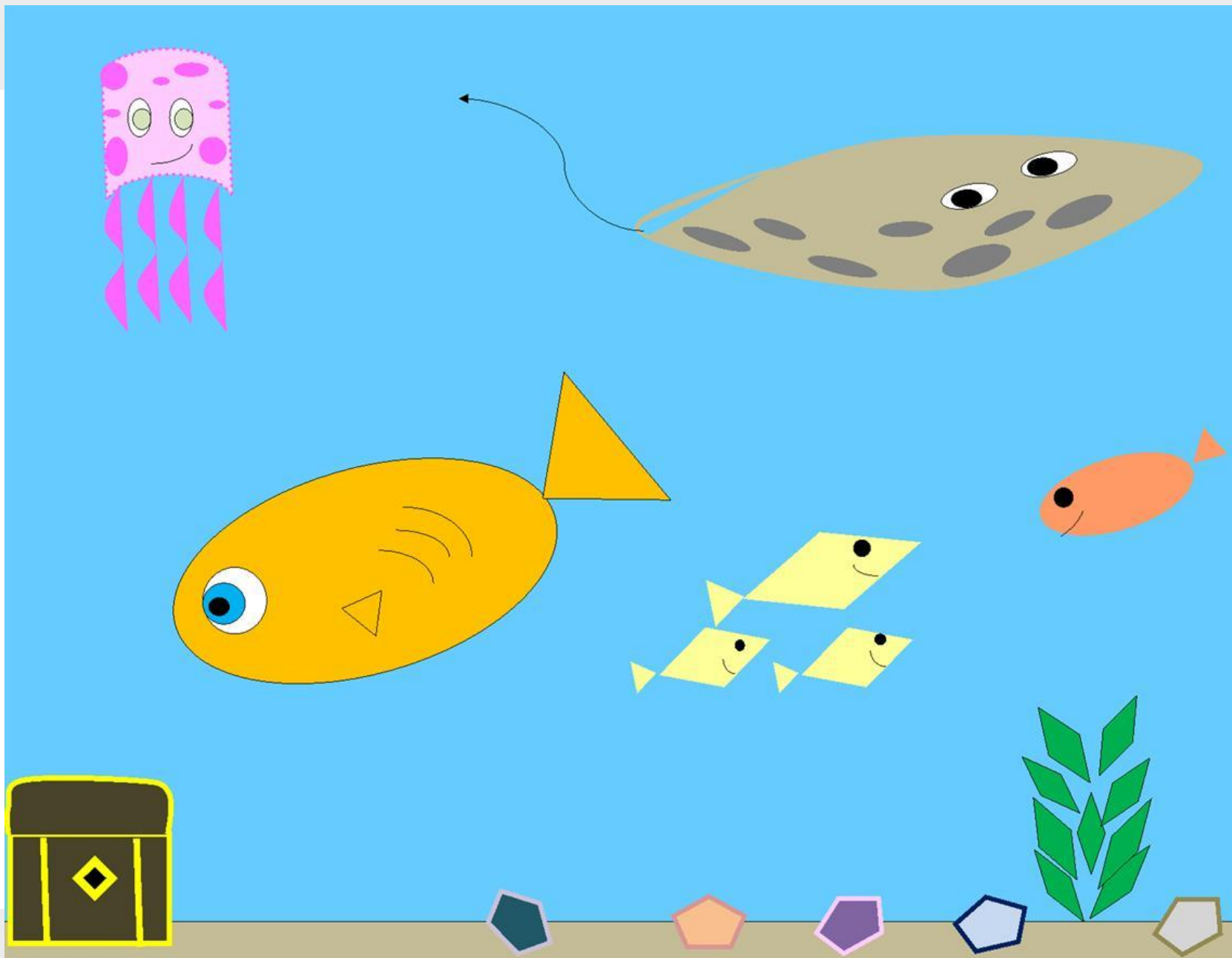
Adding an Image

- These screen shots and instructions will show you how to add images to Microsoft Word documents using the **Picture Tool** feature

- It is difficult to move an image around on a Word document without using the Picture Tool feature

- There are a variety of Picture Tool effects including *In line with Text, Square, Tight, Top and Bottom, Behind Text, In Front of Text, Edit Wrap Points*

- This tutorial will demonstrate several of these features

- You will then perform an activity to experiment with these features on a document

Picture Tools

The next few slides will demonstrate several picture tool effects…

Steps
1. Copy/Paste the image onto a page in word
2. Click on the image
3. Select **Picture Tools**
4. Choose **Wrap Text**
5. Choose your picture tool effect
6. Move the image around on the page to the desired position

Picture Tools

Behind Text

In Front of Text

Activity

- Copy and Paste the information on the following slide about Google onto a Word Document
- Find **3** images by doing a Google image search to add to this document
- Add the 3 images to the document using **Text Wrap**. *Note: you may need to reduce the size of the images so that they fit within this document.*
- Each image should have a different text wrap option

Google

Copy this into a Word document to perform the activity on the previous slide…

They chose to name the company 'Google' because it sounded cool. Also, the word Google means a very large number (1 followed by 100 zeros). This is appropriate for a website that generates a large number of search results.

The Google homepage is extremely clean. The homepage features only the logo and the search box. Unlike other search engines, Google does not have links cluttering its homepage. Back in the early 90s, people testing Google were not familiar with such a clean look. When they would open up the homepage they would wait for all of the links to load. However, no matter how long they waited, the links would not appear.

Google AdWords is an online advertising program created by Google. It allows you to advertise to a large range of people to expand your business. You can personalize your ad by choosing where it appears, the cost for the ad, and even the impact of the ad. You are charged every time someone clicks on your ad. Your ad is attached to a keyword, so when someone searches the keyword your ad can appear.

Working for Google appears very luxurious, as the company provides the employees with many perks. There is a volleyball game very day at lunch, a workout room and massages. Google wants their employees to spend a lot of time at the company. Therefore the company provides them with free meals, transportation and will even do their laundry. They want their employees to be as comfortable and focused as possible.

The Google campus is like a playground. There is so much to do, whether you want to play volleyball or go on a bike ride. It also has a beautiful campus with many bright colors from Google's logo. Everyone is welcoming and happy.   Interns at Google are treated just like everyone else. They are given opportunities to create products and be involved just like any of the regular paid employees. Goggle is a place filled with geniuses, who all respect the ideas of each other, regardless of their title.

Instead of "don't be afraid to fail", at Google they suggest "don't be afraid to succeed".   I think this advice is given because even though people can say, "don't be afraid to fail", failure will always be peoples biggest fear. When rephrasing the sentence to, "don't be afraid to succeed", people imagine success and are more motivated. Also Google's workplace really stresses on positivity and energy, using motivating words helps to maintain this positive, motivated workplace.

Imagination is very important for an employee at Google. This is because everything new in technology is created through imagination. New technology is created by people who are willing to dream. At Google they're always trying to improve and create new technology. They need staff with strong imaginations that can make their dreams a reality.

Document1 - Word

New

Search for online templates

Suggested searches: Business   Personal   Industry   Print   Design Sets   Education   Event

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Resume

APA style report (6th...

Academic calendar (one...

Weekly assignment...

Lesson plan calendar

[Your Name]

Resume (color)

Provided by: Microsoft Corporation

Use this functional resume template to highlight your skills. This is a good template for someone with limited job experience. Get a professional look by using the built-in matching cover letter. You will find it by clicking on the Insert tab of the ribbon. Change the colors by using built-in themes.
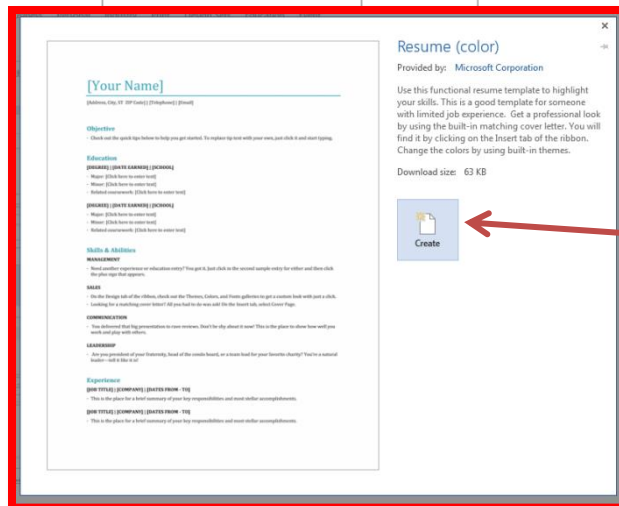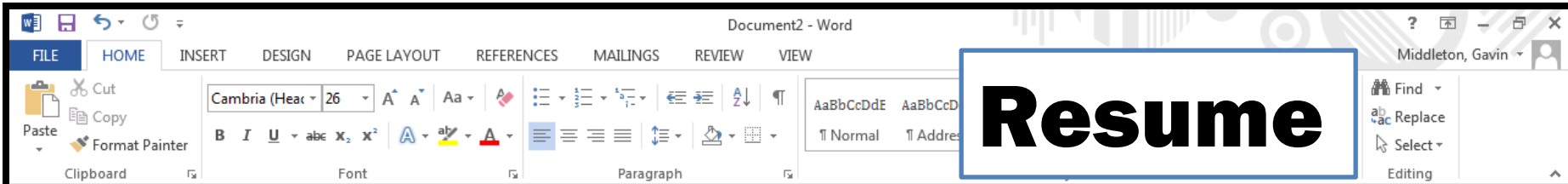
Download size: 63 KB

Create

Steps
1. Click on **New**
2. Scroll down through the options to **Resume**
3. Click on it to open
4. Select **Create**

[DATE]
[EVENT TITLE HERE]

Event flyer

Tri-fold brochure (blue)

Resume

Middleton, Gavin

[Address, City, ST ZIP Code] | [Telephone] | [Email]

Objective

· Check out the quick tips below to help you get started. To replace tip text with your own, just click it and start typing.

Education

[DEGREE] | [DATE EARNED] | [SCHOOL]

· Major: [Click here to enter text]
· Minor: [Click here to enter text]
· Related coursework: [Click here to enter text]

[DEGREE] | [DATE EARNED] | [SCHOOL]

· Major: [Click here to enter text]
· Minor: [Click here to enter text]
· Related coursework: [Click here to enter text]

Skills & Abilities

MANAGEMENT

· Need another experience or education entry? You got it. Just click in the second sample entry for either and then click the plus sign that appears.

SALES

· On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.
· Looking for a matching cover letter? All you had to do was ask! On the Insert tab, select Cover Page.

COMMUNICATION

· You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

LEADERSHIP

· Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

Middleton, Gavin

[Address, City, ST ZIP Code] | [Telephone] | [Email]

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Experience

[JOB TITLE] | [COMPANY] | [DATES FROM - TO]

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

[JOB TITLE] | [COMPANY] | [DATES FROM - TO]

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

Edit this resume template with your own information…
1. Type your name at the top of the page
2. Put your address, telephone and email
3. Fill in your Objective, Education, Skills and Experience

Middleton, Gavin

260 King Road, Thorold, ON L0S 1C0 | 905-555-5555 | name@gmail.com

Objective

· To obtain a part time job to further my hospitality and customer service skills

Education

CURRENTLY COMPLETING GRADE 11 | E.L CROSSLEY SECONDARY SCHOOL

· Honor Roll 2015

GRADE 1-8 | GLYNN A GREEN PUBLIC SCHOOL

Experience

SERVER | MOSSIMO'S PIZZA AND SUBS | 2014-2015

· Operated cash register, answered phones, took orders, cleaned work station

CUSTOMER SERVICE | SUBWAY RESTAURANT | 2013-2014

· Assisted customers, created sandwiches, cleaned restaurant

Thank you for your purchase!

I hope that you and your students enjoyed it!

If you provide **Positive Feedback** and **Follow Me**, I will send you a Free Lesson of your choice ($5 or less value).

E-mail me at **teachwithtech1@gmail.com** to receive your free lesson.

Link to store

http://www.teacherspayteachers.com/Store/Gavin-Middleton