



## **Module 20 : How to Use Microsoft Word**

- How to successfully use Microsoft Word
- How to navigate around Microsoft Word
- Tips and shortcuts for efficient use
- How to get the most out of word processing

### **In this module you will learn:**

- How to successfully use Microsoft Word
- How to navigate around Microsoft Word
- Tips and shortcuts for efficient use
- How to get the most out of word processing

### **20.1 Why it is Important to be Familiar with Microsoft Word**

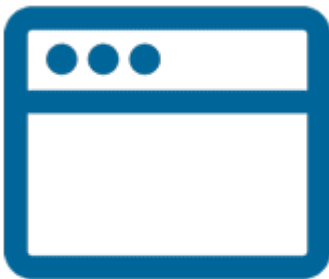


**Microsoft Word enables you to create professional documents such as letters, reports and business communications.**

With its formatting tools, styles and layout options, Word helps improve readability and presentation quality. It is widely used in workplaces for creating structured and polished documents.

Modern versions of Word use the **Ribbon interface**, which organises tools into tabs such as Home, Insert, Layout and Review. You can also customise the Quick Access Toolbar to keep frequently used commands easily accessible.

## 20.2 Navigation and Panes



**Word provides several panels to help you navigate and manage documents efficiently.**

The **Navigation Pane** (View → Navigation Pane) allows you to:

- Search for text
- Jump between headings
- View document structure

Other useful panes include:

- Styles Pane - manage formatting styles
- Clipboard Pane - manage copied items

## 20.3 Status Bar



**The status bar is located at the bottom of the Word window.**

It displays useful information such as:

- Page number
- Word count
- Language
- View settings

You can customise the status bar to show additional information by right-clicking on it.

## 20.4 Creating a New Document

**Creating a new document in Word is simple.**

You can:

- Open a blank document
- Use a template for structured layouts

Templates are useful for letters, reports and professional documents.

## 20.5 Editing Documents



**Editing text in Word is quick and flexible.**

- Type directly into the document
- Use Backspace to delete left, Delete to remove right
- Use Undo and Redo to correct mistakes

Word also allows you to edit images, tables and formatting elements easily.

## **20.6 Viewing Documents**



**Word provides different views depending on your task.**

### **Print Layout**

The default view showing how your document will appear when printed.

### **Web Layout**

Displays the document as it would appear in a web browser.

### **Read Mode**

Optimised for reading with minimal editing tools.

## Outline View

Displays headings and allows easy restructuring of documents.

## Multiple Page View

Allows viewing multiple pages at once using zoom settings.

## Activity 1 - Sharpening your Word Skills

*Estimated time: 10-15 minutes*

Create a new document and practise formatting text, adjusting layout and using styles.

## 20.7 File Formats in Word



**Word documents can be saved in different formats.**

- .docx - standard format
- .pdf - fixed format for sharing
- .rtf - basic formatting compatibility
- .txt - plain text only

Older formats such as .doc may still be used for compatibility with legacy systems.

## 20.8 Selecting Blocks of Text



**You can select rectangular blocks of text for specific formatting tasks.**

Hold **Alt** and drag your mouse to select a vertical block of text.

## 20.9 Adding a Calculator Tool



**You can add a basic calculation tool to the Quick Access Toolbar.**

Go to:

- File → Options → Quick Access Toolbar
- Select “All Commands”
- Add “Calculate”

This allows simple calculations directly within a document.

**Tip:** You can insert a date that updates automatically via Insert → Date & Time.

## 20.10 Tips to Maximise the Use of Microsoft Word

### Heading Styles

Use styles to organise documents and apply consistent formatting.

### **Navigation Pane**

Quickly move through large documents using headings.

### **Table of Contents**

Automatically generate a table of contents using headings.

### **Track Changes**

Review edits and collaborate effectively with others.

### **Comments**

Add notes for feedback or collaboration.

### **Spellcheck and Grammar**

Improve accuracy using built-in writing tools.

## **Activity 2 - Document Review**

*Estimated time: 10-15 minutes*

Review your document and improve it using Word's editing and proofreading tools.

## **Module Summary**

Microsoft Word is a powerful tool for creating and editing professional documents. By using formatting tools, navigation features and collaboration options, users can improve productivity and document quality in the workplace.

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