

## Module 20 : How to Use Microsoft Word

- How to successfully use Microsoft Word
- How to navigate around Microsoft Word
- Tips and tricks for easy use or shortcuts
- Troubleshoot simple problems in Word

### In this module you will learn:

- How to successfully use Microsoft Word
- How to navigate around Microsoft Word
- Tips and tricks for easy use or shortcuts
- How to get the most out of your experiences when word processing

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

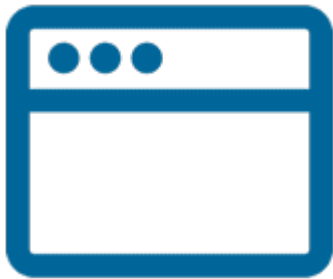


**Microsoft Word enables you to transform documents, letters, and reports into polished, error-free pieces of information.**

With its robust features, you can enhance readability, apply formatting styles, and design attractive layouts for various documents, including marketing reports, letters, and company literature.

Upon opening Microsoft Word, you'll encounter the familiar interface comprising the menu bar, toolbar, and formatting toolbar. These elements provide access to a wide range of commands and options for document creation and formatting. You can customise the interface by toggling the display of toolbars and adjusting their positioning to suit your preferences.

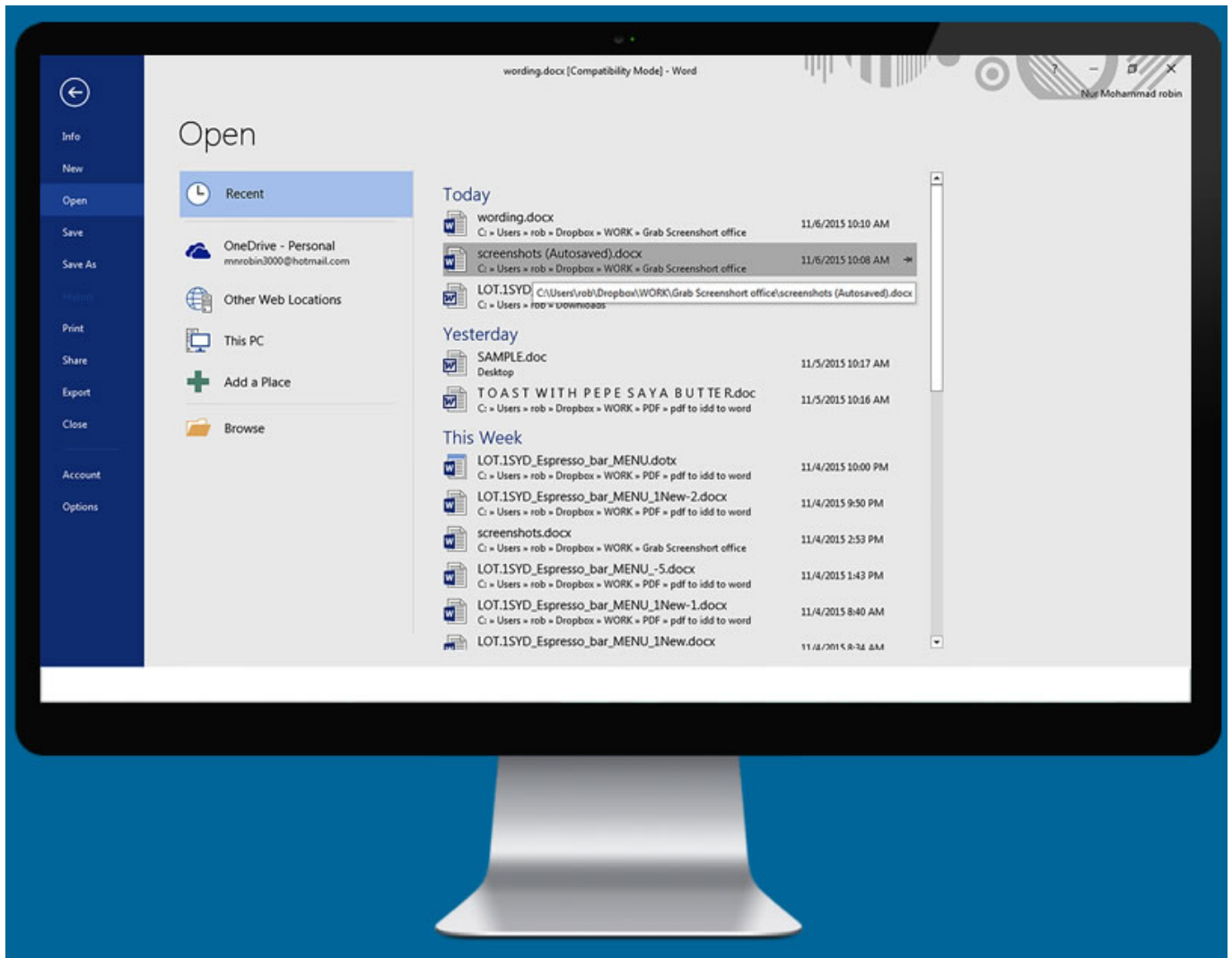
## 20.2 Task Pane



**The task pane is a Microsoft feature that was introduced to Word and some other Office components over recent years (if you use a version earlier than 2002 then they may not be accessible).**

When you first open Word, the task pane appears down the right side of the window, making the default view the new document window.

### Task Pane



**The Task Pane offers additional functionality for executing specific tasks within documents.**

While some users may prefer to disable the Task Pane, it provides quick access to features like clipboard management, search wizards, mail merge setup, and document formatting. You can customize its display settings and access it from the View menu.

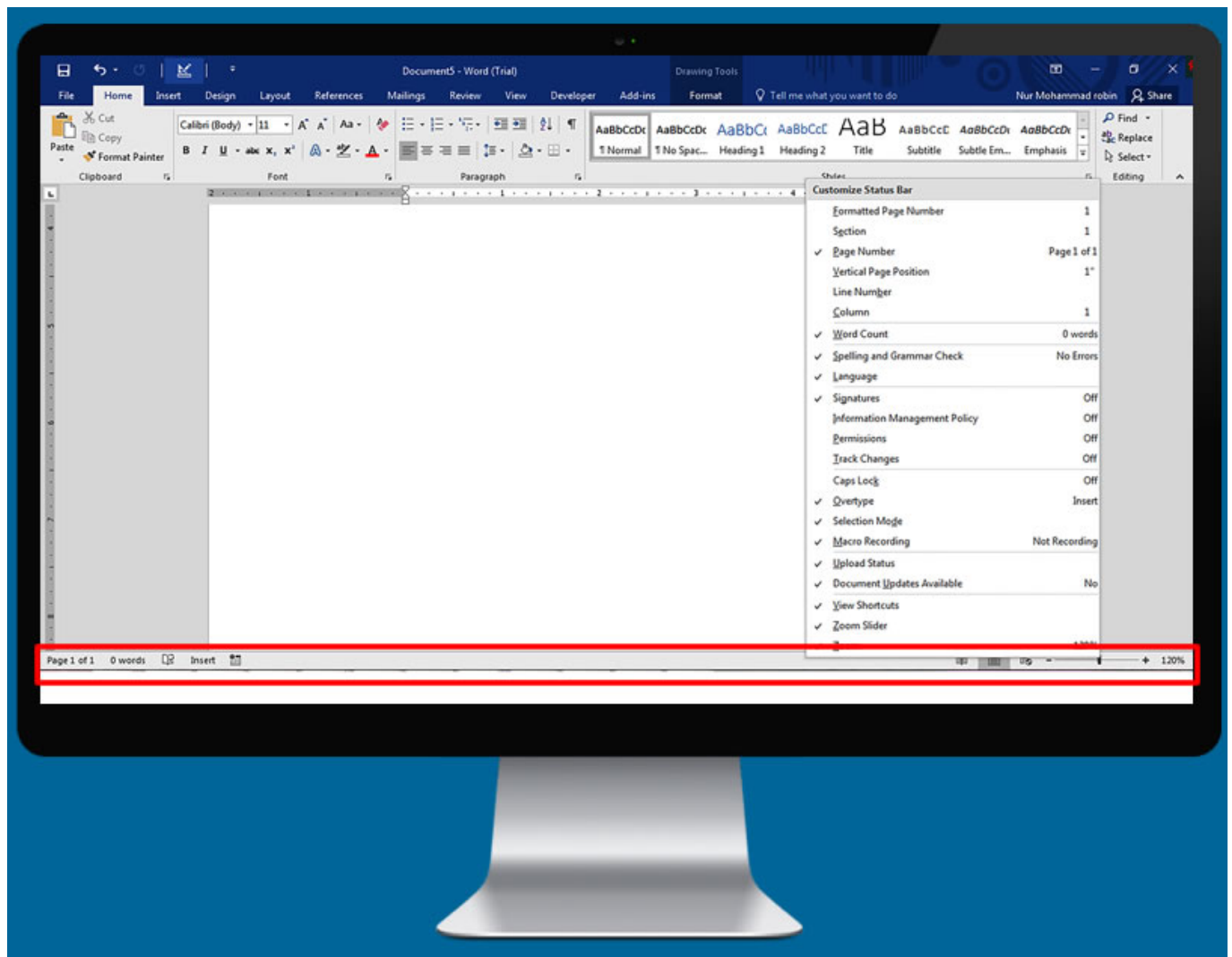
## 20.3 Status Bar



**At the bottom of the Word window is the status bar.**

Again, many people overlook this feature, but it offers several useful features. It provides important information about your document, as well as being rather functional. The far left side of the status bar shows the page number, section, word count, etc.

## The Status Bar



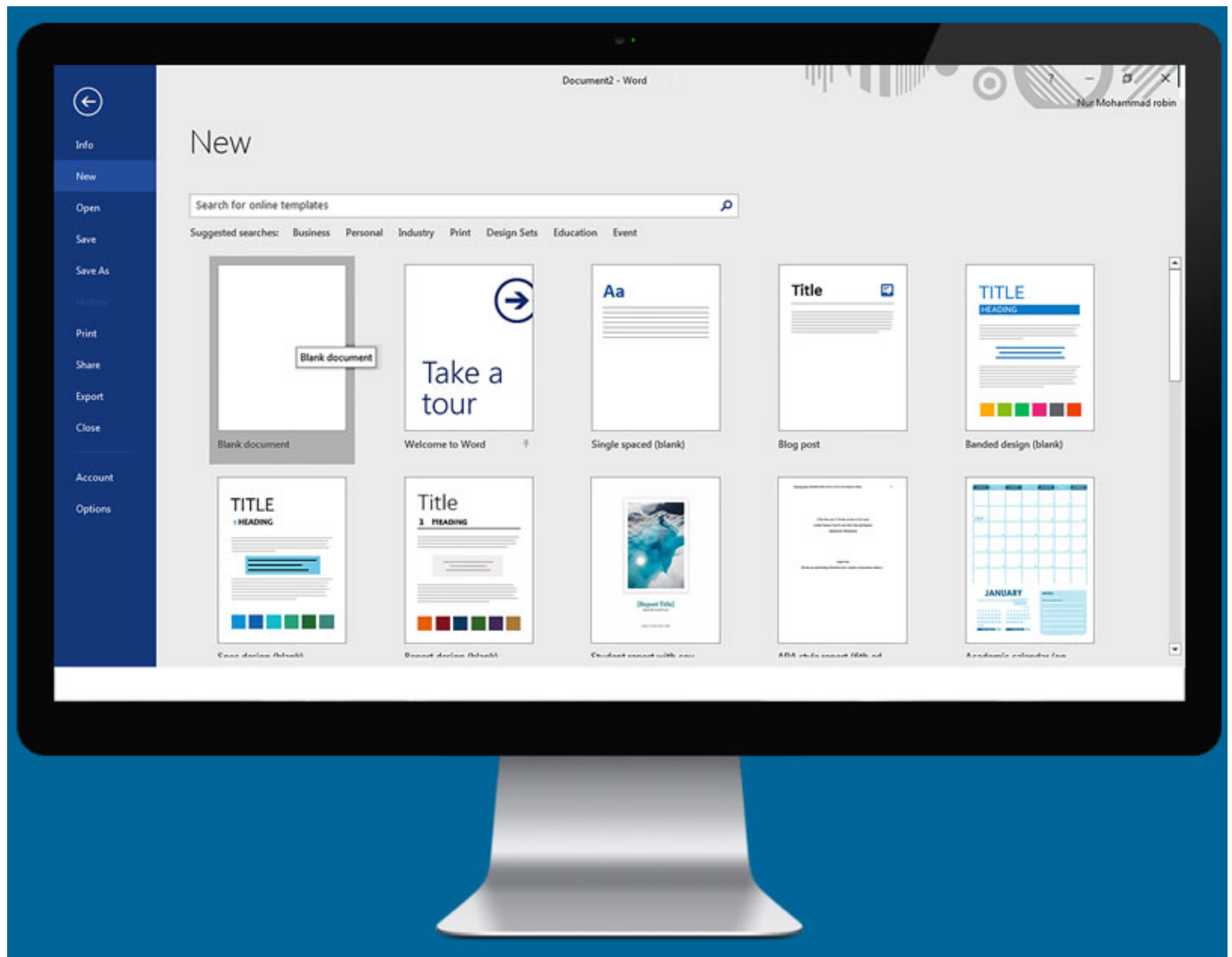
The Status Bar also provides features like macro recording, track changes, and spell check. Utilise the Status Bar to navigate through documents efficiently and access additional Word features.

## 20.4 New Document

**Creating a new document in Microsoft Word is straightforward.**

Simply open a new document and begin typing. You can customise font styles, sizes, and line spacing to suit your preferences or adhere to predefined templates.

## Creating a new Word Document



## 20.5 Editing Documents



**Editing documents in Word is intuitive.**

You can insert, delete, or modify text seamlessly. Utilise features like Undo and Redo to revert changes and maintain document integrity. Whether you're working with text, images, or tables, Word offers versatile editing capabilities.

If you wish to delete portions of the document, simply highlight the part you want to delete and

press delete! When you need to delete individual elements of a document, you have two options. Your delete key will delete objects to the right-hand side of the insertion point; and the backspace key deletes objects to the left of the insertion point.

## 20.6 Viewing documents



**You can do this from the view menu in Microsoft Word; easily switch between different views that will change the appearance of your document in the Word window.**

Each view has a specific purpose, but you can choose a view that is most suited to your specific needs, one that is comfortable and familiar to you. You can change to different views as and when required. You can use any view regardless of what you are doing.

The one catch is that the document view affects the elements that you will see when re-working; each view will not provide you with the same overall look of a document on the screen.

### **What to expect from each view:**

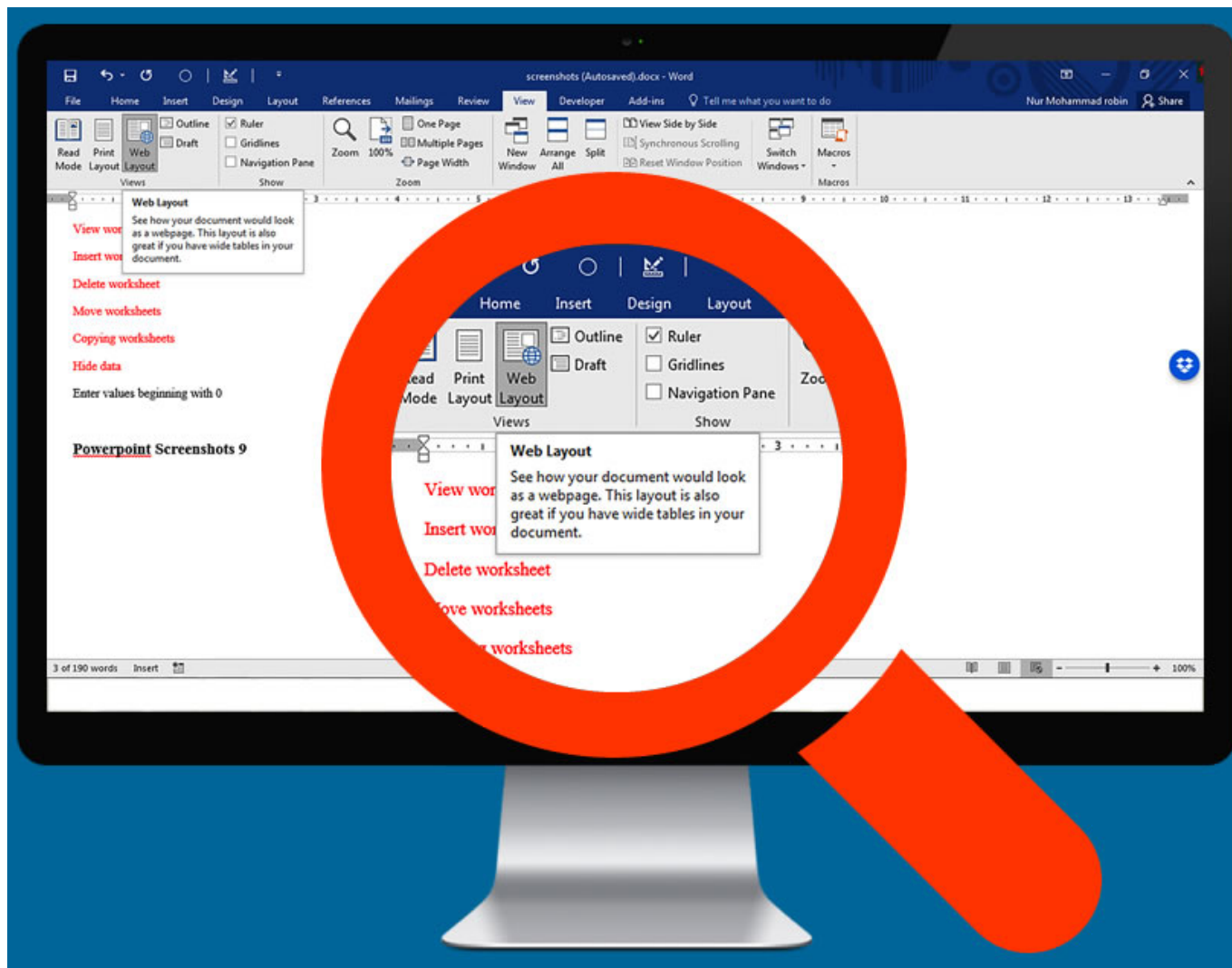
#### **Normal view**

Each document appears with a dotted line that separates the page or sections of the document. Columns, drawings, footers and headers, footnotes, endnotes and comments will not appear.

#### **Web Layout**

This is designed to show how the document would look as a web page, with text wrapping as it would in a web browser. All backgrounds or formatting will appear exactly as on the web browser.

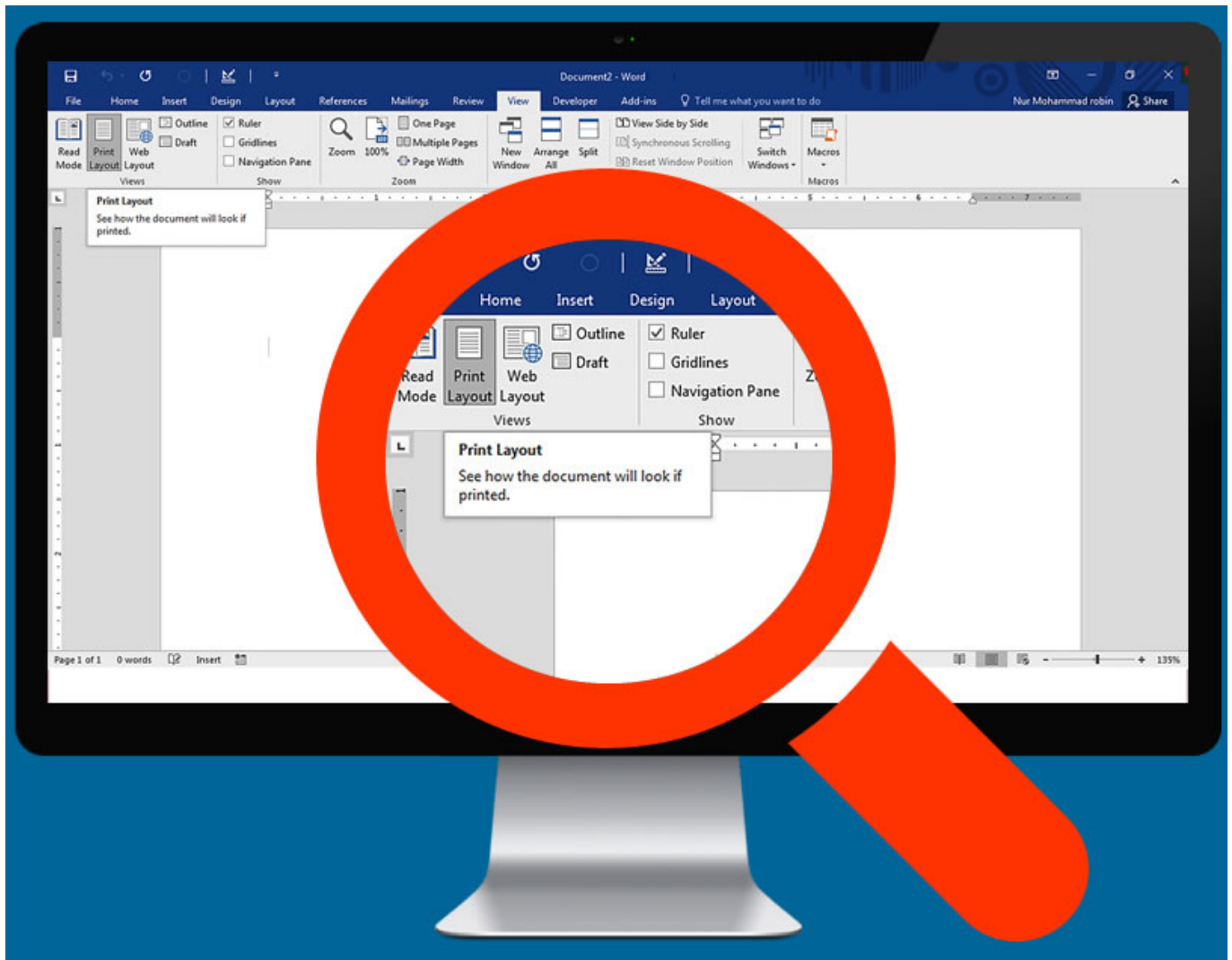
#### **Web Layout**



## Print Layout

All typed objects appear on the screen. This layout is more accurate than the other layout views. If you have problems finding or locating a specific item, use the print layout to check over your work in detail before you print.

## Print Layout

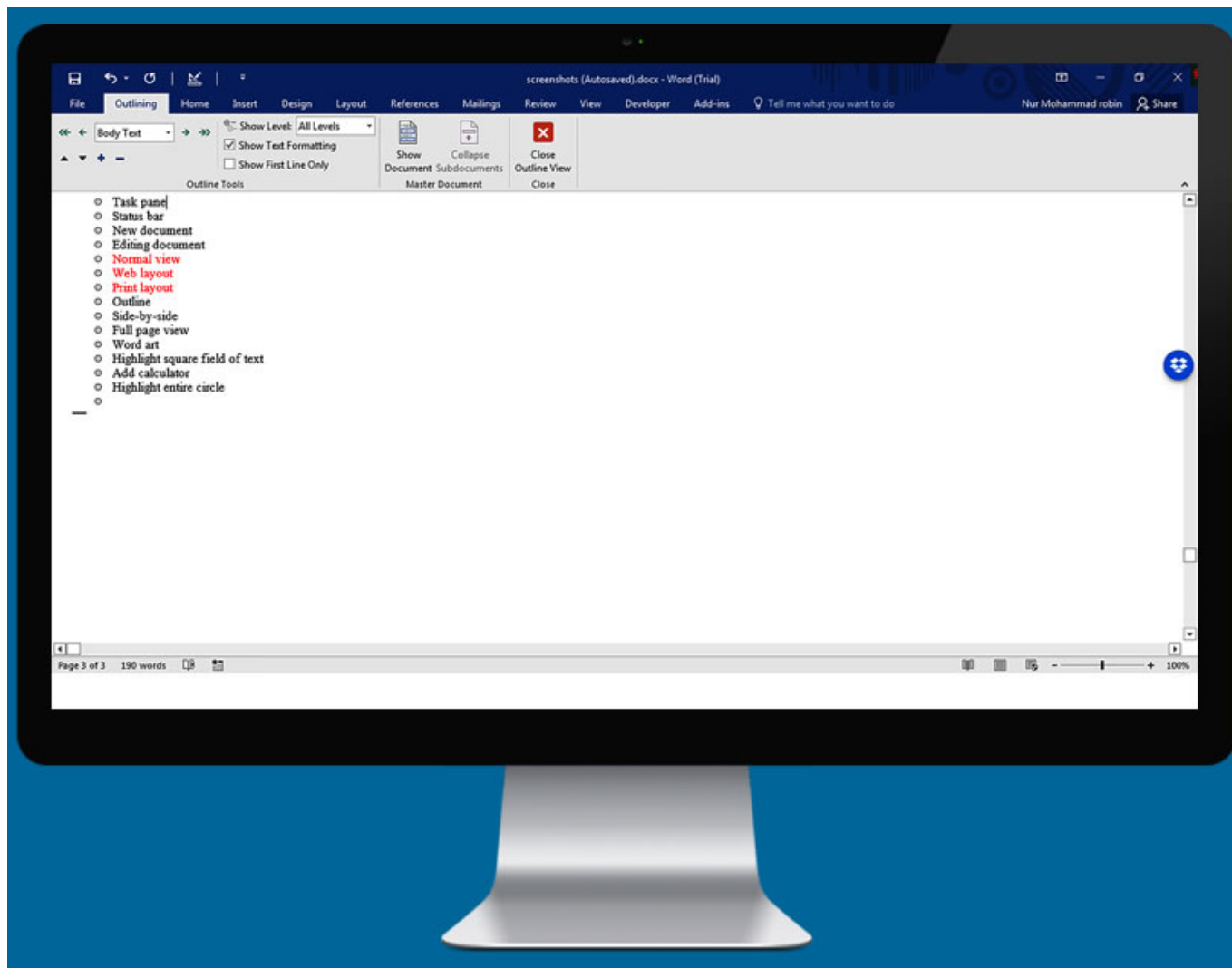


## Outline

This view shows headings and subheadings in the Word document. It also allows you to reorganise sections of a document or delete sections. This view is usually not recommended for general editing purposes.

## Outline View

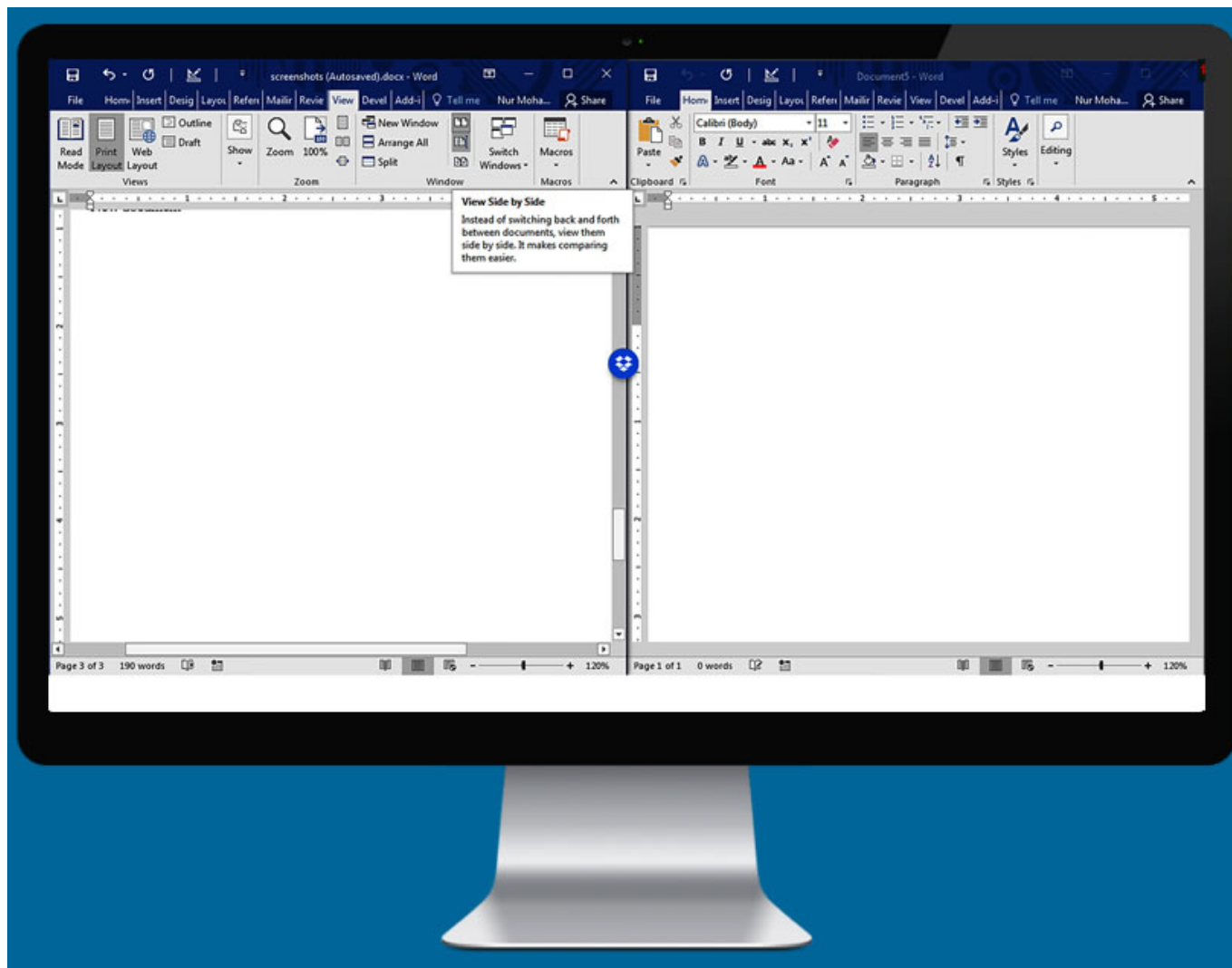




## Side-by-side

This allows you to view all your documents laid out side-by-side. This allows for easier switching between documents.

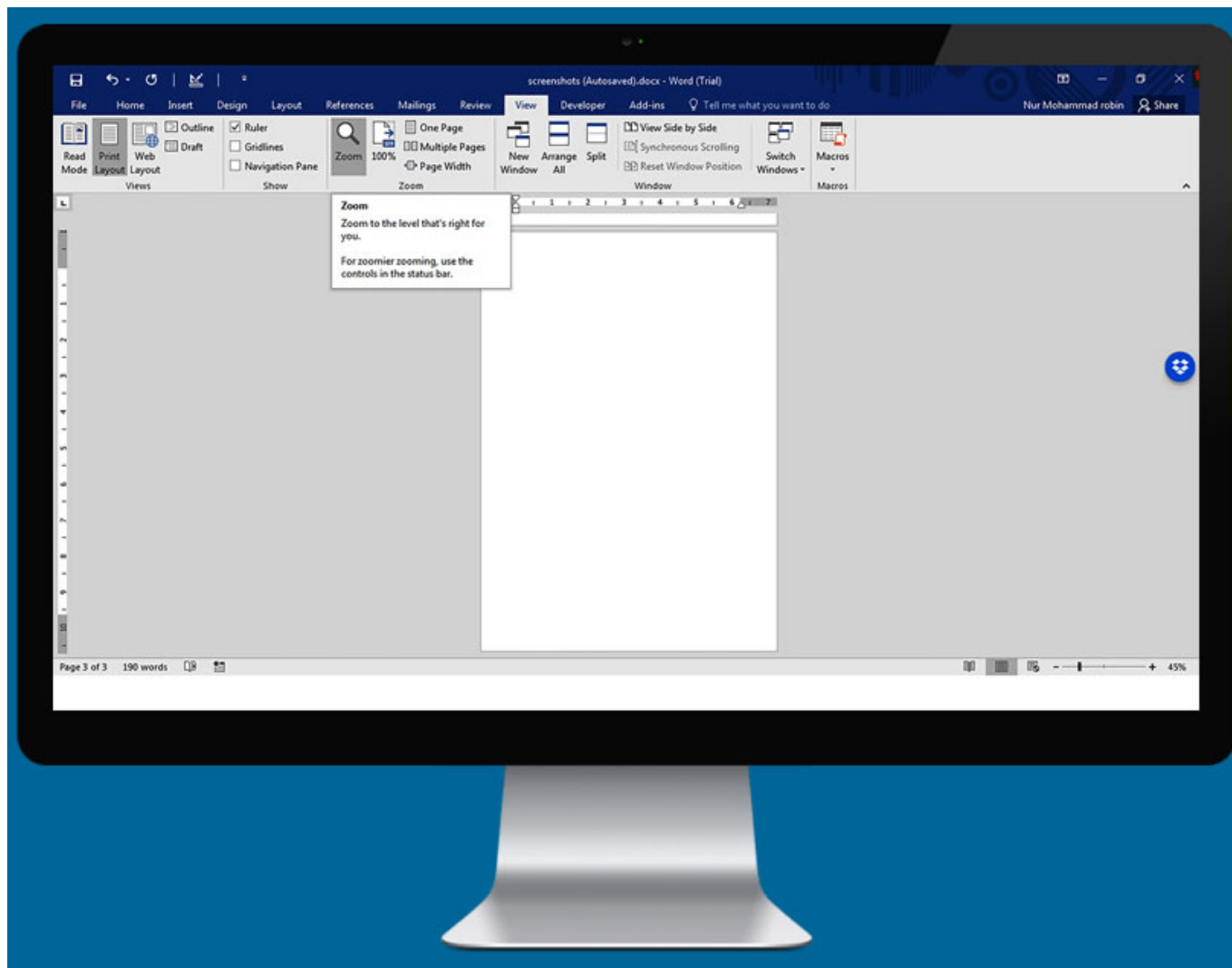
## Side-by-side View



## Full Page View

This allows a full-page view of text. While this is not recommended for editing and reading text, it is very useful to spot blank pages and get an idea of chapter lengths. Full page view is also good for spotting formatting errors.

## Full Page View



## Activity 1 - Sharpening your Word Skills

*Estimated time: 10-15 minutes*

This module covers the importance of using Word processing and how you should harness that skill in your career as a personal assistant. As you know, you can create and edit a variety of documents and letters with Word.

So, you should ensure that you have a firm grasp of your skills. Begin this activity by opening a new Word document. Once you have a new document open, click anywhere within the document and start typing. How can you change the font style, size and line spacing? Spend some time applying customisations to your document.

## 20.7 A Note on File Extensions in Word



**Files can be saved under different document types such as .doc, .docx, .pdf, .rtf and .txt, and so on.**

Among these, .rtf files retain most of the formatting, while .txt files will retain the content without the formatting. The difference between .doc and .docx is that the .doc extension is much older and was in use until Word version 2003.

The next update occurred during Word 2007 and since XML was used to code the document file extensions, .doc got converted to .docx. Most Word versions come with a 'compatibility pack' that makes any conversions easier.

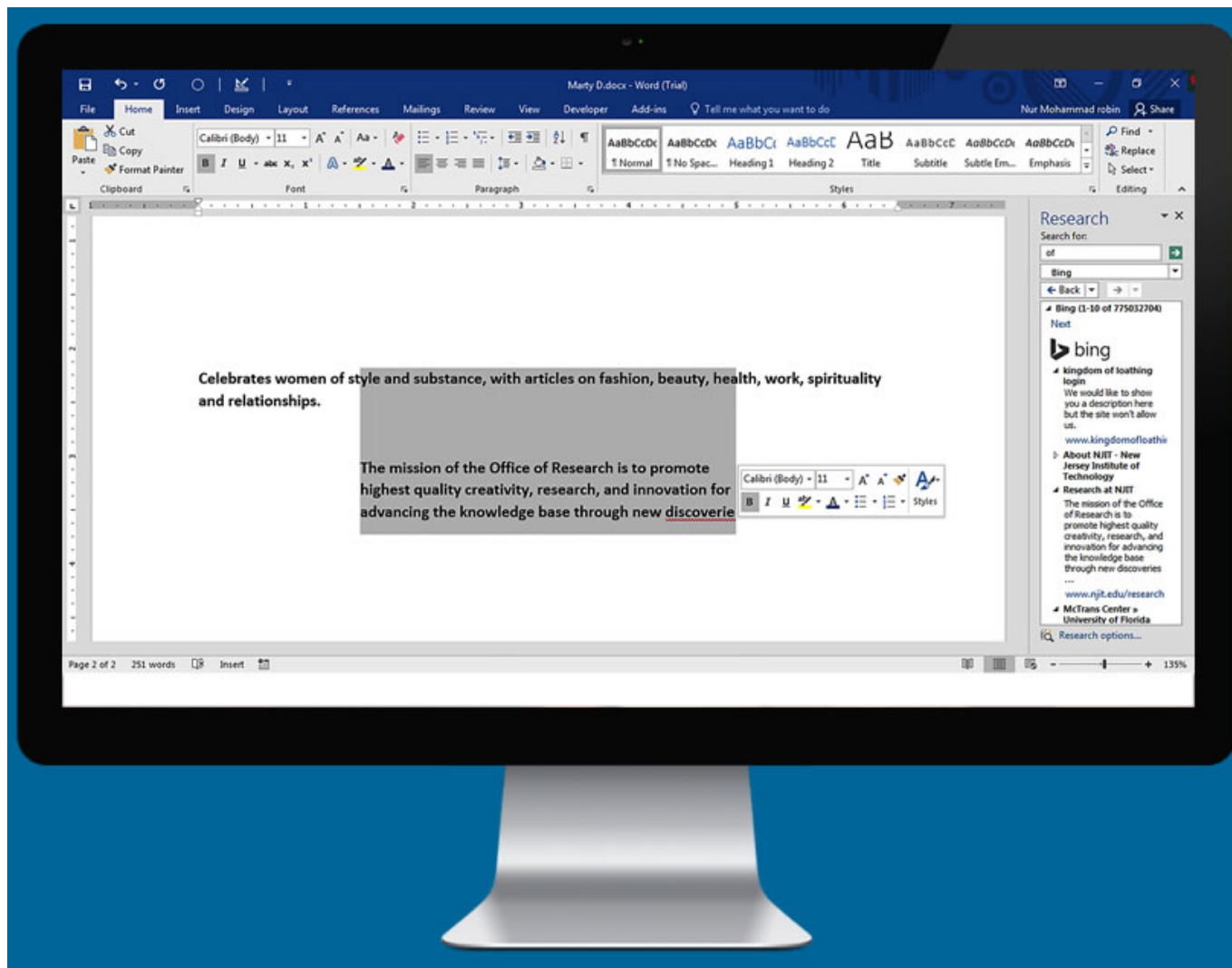
## **20.8 How to Highlight a Square Field of Text**



**You can only use this feature in special cases.**

Hold down the Alt key, then click and drag your mouse. You will be able to draw a box within the document that highlights all characters in the box. If you want to create a perfect square of red text in the middle of a block of text, this is how you would do it.

### **Highlighting a Square Field of Text**



## 20.9 How to Add a Calculator to Word

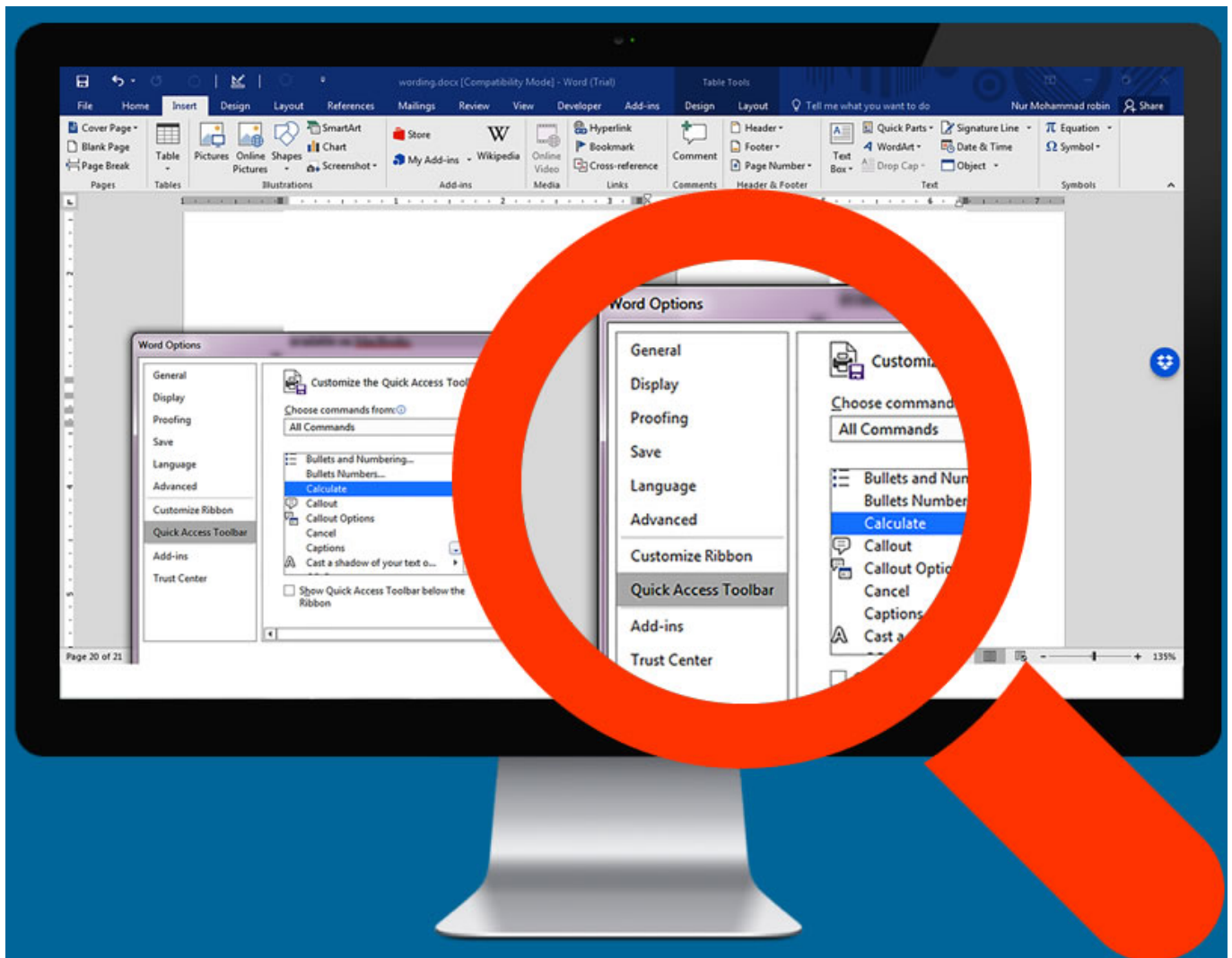


**There will be a time in your career when you need to calculate a few things without using the calc. that is built into your hard drive.**

Separate calculators are also traditional, so here is how to add one to Word.

On your PC go to File > Options > Quick Access Toolbar then switch to All Commands and click Calculate Command to add this to the Quick Access Toolbar. After saving, you will see a grey circle at the top of the Word window. Highlight an equation in the document and click the circle. This will display an answer to the calculation at the bottom of the window. The function will not be available on MacBooks.

## Adding a Calculator



**Fun tip!** Auto update your date and time. Sometimes there are documents that you will use again and again. You may only update a few key details. If you are doing this with a letter or other common document, then the best approach is to use this trick to automatically update your Word program. Click the Date and Time button under the Insert tab and a pop-up window will appear. Click the date format that you want, but be sure to click the 'update automatically' box in the bottom right corner. This will make the date automatically update every time one opens the document.

## 20.10 Tips to Maximise the Use of Microsoft Word

### Heading Styles

By using the 'Heading' feature, you can make changes in one place and impact all the headings in

the document. You can try keeping content as 'NORMAL' and titles as 'HEADING'. The options are available on the HOME page at the top of the screen.

### **Navigation Pane**

You can use the navigation pane feature to get a quick overall idea of the structure of the document. This is a very useful feature to help you navigate lengthy and complex documents in seconds. You can find it under 'VIEW'.

### **Table of Contents**

It can be a time-consuming and tedious task to have to create a Table of Contents manually. Keep in mind that you will have to keep updating it as you add chapters to the document. Inserting an automatic Table of Contents (found under "References") is a good option. The feature will automatically update the table of contents by using headings and page numbers.

### **Track Changes**

If you wish to edit a document while retaining the old content, then 'Track Changes' under 'Review' is an excellent option. This allows you to track any revisions, deletions and additions and it highlights the relevant text in red. If you don't want the red colour, then you can consider clicking 'Final'. This allows you to see the final edited document without the red text.<

### **Comments**

The Comments option under 'REVIEW' is very useful when you wish to pencil in notes or ideas at the side of the documents for future reference. This feature is also useful if you need to critique a colleague's or subordinate's work.

### **Spellcheck, Grammar, and Thesaurus**

These are essential tools designed to assist users in improving the accuracy, clarity, and professionalism of their written documents. Each of these features serves a distinct purpose and collectively enhances the overall quality of writing within the application. These features are accessible through right-clicking on words in your document or via the "Review" tab in the ribbon for more comprehensive checks and suggestions.

### **Take a Quick Recap Test**

[viralQuiz id=87]

## **Activity 2 - Document Review**

*Estimated time: 10-15 minutes*

Review the document you created in Activity 1 and check for any errors or areas that could be

improved. Utilise Microsoft Word's Spellcheck and Grammar features to identify and correct errors.

Select a word from your document that you feel could be improved or enriched and use the Thesaurus to find other words that best fit the context and meaning of your word.

## **Module Summary**

Microsoft Word remains the preferred word processor for its user-friendly interface and versatile features. Whether you're creating documents, collaborating with colleagues, or polishing your writing, Word offers a comprehensive toolkit to streamline your workflow and enhance productivity. With features such as a thesaurus, dictionary and grammar checker, you can now create documents with minimal errors.

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