# Fundamentals

You will learn how to:

* Get around the Word interface
* Create and save a new document
* View documents in different ways

Learning time: 60 minutes

## Module A: Getting around

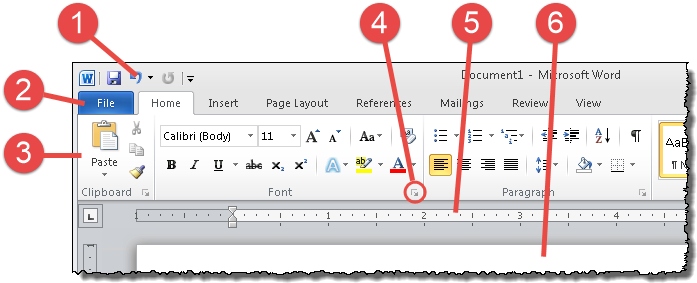
First thing you'll need to do is start Word. Once you're in, at the top of the screen you'll see a set of tools called the ribbon. You'll use commands and buttons on the ribbon and elsewhere to create documents.

You will learn:

* The layout of the Word interface and the ribbon
* About Backstage view
* How to open and close documents

### The Word interface

The most prominent feature of the Word 2010 interface is the ribbon. Other features include the Quick Access toolbar, rulers, and the status bar.



|  | The Quick Access toolbar holds a few of the commands that you use most. You can change what's displayed on this toolbar by clicking the drop-down arrow  at the right of the toolbar. |
| --- | --- |
|  | The ribbon tabs divide ribbon commands into general categories. Some tabs appear only in certain contexts. For instance, if the cursor is in a table, then table Design and Layout tabs will appear. |
|  | Ribbon groups further divide commands on a tab into logical groupings, like Font and Paragraph. You can hide groups by clicking the Minimize the Ribbon button  over the right end of the ribbon. The groups will be hidden until you click a tab, and will be hidden again when you go back to the document. |
|  | Some ribbon groups have a dialog box launcher  in the lower-right corner. This opens a window with the same name as the group, showing more options. |
|  | The ruler shows the dimensions of the page, as well as the locations of margins, indents, and tab stops. To show or hide the ruler, click the View Ruler button  over the right scrollbar. |
|  | The document window is where you create your documents. |

Along the bottom of the Word window you'll see the status bar, which shows information such as page number and word count, and the current document view and zoom percentage.

The Word status bar, shortened for display



#### Starting Microsoft Word 2010

In Windows 7, you can start Word from the Start menu, or you can add icons to the desktop or the taskbar.

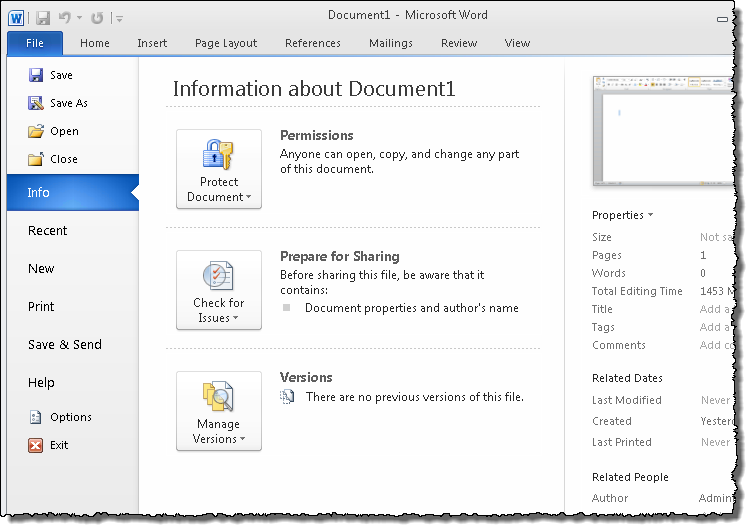
1. Click Start > All Programs > Microsoft Office > Microsoft Word 2010.

The Word window opens to a blank document.

If you want to pin the Word icon to the taskbar, right-click the icon and click Pin this program to taskbar.

#### Backstage view

Most ribbon tabs have a set of related tools and commands. The File tab, though, opens the Backstage view. This view gives you access to saving and printing, document information and protection, program options, and more. To return to your document, click the File tab again, or click any other tab.



#### Opening a document

When you start Word, it opens to a blank document. If you open another document before you write anything, this blank document will close without being saved.

Exam Objective: MOS 77-881 1.1.6

1. On the File tab, click Open.

The Open window opens.

1. Navigate to the file you want to open, and select it.
2. Click Open.

You can instead double-click the file.

After you've opened files, they will appear in the Recent section on the File tab. You can re-open files from there without browsing for them. If you open a document when you already have another document open, it will open in a new window. One exception is if you open a document when you first start Word; in that case, the new document will replace the blank document that opens with Word.

#### Closing documents

Each document in Word opens in its own window. There are several ways to close documents. If you have not saved the document that you are trying to close, you'll be asked if you want to do so.

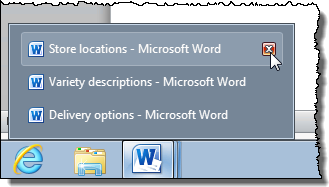
* On the File tab, click Close.

If more than one document is open, the Word window will close as well. If it is the only document open, the blank Word window will remain open.

* Click the close button  in the upper-right corner of the Word window.

If this is the only document open, Word will close as well.

* To close one of multiple open documents, click the Word taskbar icon, hover over the document, and click its close button.



Depending on your graphics settings, you might see thumbnail pictures instead of document names.

* To close all open documents, right-click the Word taskbar icon, and click Close all windows.

Whichever way you choose to close a document, you'll be prompted to save any unsaved changes.

#### Exercise: Getting around Word

| Do This | How & Why |
| --- | --- |
| 1. Click Start > All Programs > Microsoft Office > Microsoft Word 2010. | The Word window opens to a blank document with the Home tab active. |
| 1. Observe the commands on the Home tab. |  |
| 1. Observe the Font window. |  |
| 1. In the Font group, in the lower-right, click the dialog box launcher. | To open the Font window. |
| 1. Observe the font options. |  |
| 1. Click the Advanced tab. | To see more font options. |
| 1. Close the Font window. | Click the Close button or click Cancel. |
| 1. Click the View Ruler button  . | Over the right-side scroll bar. To show the ruler. |
| 1. Click the File tab. | To show the Backstage view. |
| 1. Open About Us from the Fundamentals folder. |  |
| 1. On the File tab, click Open. |  |
| 1. Navigate to the Fundamentals folder. |  |
| 1. Select about us. |  |
| 1. Click Open. |  |
| 1. On the File tab, click Close. | To close the document. Word remains open. |

### Assessment: Getting around

Which toolbar holds a few common commands and can be customized?

* Ribbon
* Group
* Quick Access
* Ruler

Which view gives you access to saving and printing, document information and protection, and other options?

* Outline
* Backstage
* Info
* Options

If you click Save in a document you haven't saved before, the Save As window will open instead. True or false?

* True.
* False.

## Module B: Creating documents

Creating a document in Word is as simple as starting the program and beginning to type. Much of what you'll do, besides typing, involves cutting and pasting text, and the very important ability to undo an action.

You will learn how to:

* Create a new blank document
* Cut, copy, and paste text
* Undo actions
* Save a document

### Creating a new blank document

When you start Word, it opens to a new blank document. You can also create a new blank document after Word is open.

1. On the File tab, click New.
2. Select Blank document, and then click Create.

You can also double-click Blank document.

A new blank document opens in a new Word window.

#### Saving a document

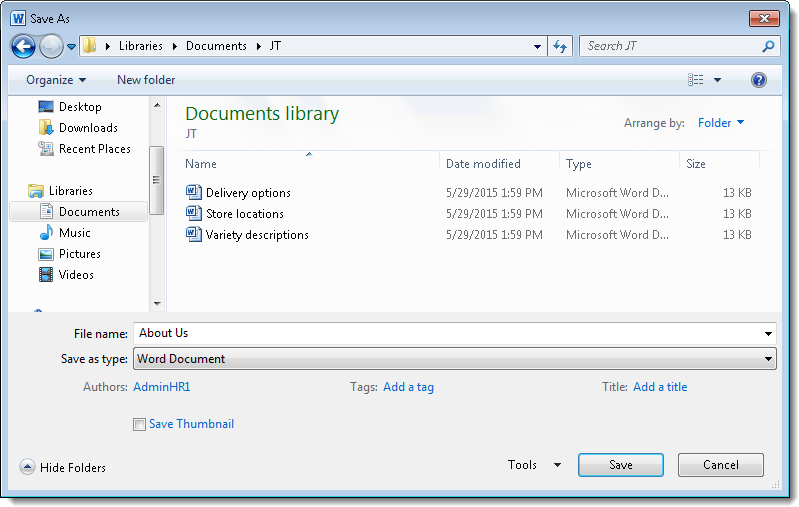
There are several ways to save an open document.

* Click the Save icon  in the Quick Access toolbar.
* Use the Ctrl+S keyboard shortcut.
* On the File tab, click Save or Save As.
* When you close Word, you'll be prompted to save any unsaved documents that are open.

Regardless of which method you use, the first time you save a document, you'll see the Save As window, which prompts you for a name and location for the file, and offers access to other options. After that, the Save command will update the saved file with no further prompting.

If you want to change the name or location of a previously saved file, click Save As on the File tab.

The Save As window



#### Selecting text

There are many ways to select text so that you can then format, copy, or delete it.

* Double-click a word to select it.
* Triple-click in a paragraph to select it.
* Drag over text to select multiple words or paragraphs.
* Hold down Shift and use the arrow keys.

You can also use Home, End, Page Up, and Page Down keys.

* Click or drag in the left margin to select lines.
* Press Ctrl + A to "select all" in a document.

#### Cutting and copying text

Deleting text removes the text without saving it. Cutting text removes the text but keeps a copy of it on the clipboard for further use. Copying text leaves the text in place and saves a copy to the clipboard.

* To delete selected text, press Delete or Backspace on the keyboard.

Pressing either of these keys with no text selected will delete one character at a time at the location of the cursor.

* There are three ways to cut selected text:
* Press Ctrl + X on the keyboard.
* Right-click the selected text, and click Cut.
* On the Home tab, click Cut  .
* There are three ways to copy selected text:
* Press Ctrl + C on the keyboard.
* Right-click the selected tex,t and click Copy.
* On the Home tab, click Copy  .

#### Pasting text

There are several methods and options for pasting text from the clipboard.

* Right-click where you want to paste, and click one of these paste options:
*  Keep source formatting

*  Merge formatting
*  Keep text only (adopt destination formatting)
* On the Home tab, click Paste.

This uses the current default paste options. Click the drop-down arrow under the button for more options.

* Press Ctrl + V on the keyboard.

This uses the current default paste option.

* Another way to cut and paste in one move is to drag selected text to it's new location.

#### Using undo

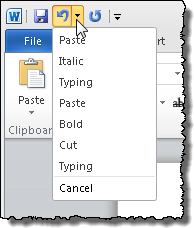
You can undo almost any number of actions while you have a document open. However, once you close and reopen a document, the undo stack for that document is cleared. There are two common ways to undo actions.

* Press Ctrl+Z.

To undo the most recent action. Hold down Ctrl and press Z multiple times to step back through actions.

* Click the Undo button  near the upper-left corner of the Word window.

To undo the most recent action. Click it multiple times to step back through actions. You can also use the drop-down list to select an action. All actions since the one you've selected will be undone.



#### Exercise: Creating a new document

Word should be open with no documents open.

| Do This | How & Why |
| --- | --- |
| 1. Start a new blank document: |  |
| 1. On the File tab, click New. |  |
| 1. Select Blank document. |  |
| 1. Click Create. |  |
| 1. Observe the title bar. | It shows a generic document name. |
| 1. Enter some information:  * Your occupation * Your name * Your address * Your phone number * Your email address | Press Enter after each line. If you don't want to use your own information, make up something. |

| Do This | How & Why |
| --- | --- |
| 1. Save the document: | The document is saved and you return to the document window. |
| 1. On the File tab, click Save. | Because this document has never been saved, the Save As window will open. |
| 1. Navigate to the folder in which you want to save the document. |  |
| 1. In the File name box, type Contact info. |  |
| 1. Click Save. |  |
| 1. Observe the title bar. | It shows the file name you entered. |
| 1. Move the occupation under the name. |  |
| 1. Click in the margin to the left of the occupation line. | To select it. |
| 1. Press Ctrl+X. | To cut the line and save a copy. |
| 1. Place the cursor at the start of the address line. |  |
| 1. Press Ctrl+V. | To paste the occupation in the new place. |
| 1. Switch the email and phone  number lines. | Use any selection technique you want. |
| 1. Undo the previous action in one of two ways:  * Press Ctrl+Z twice. * Click the Undo button on the Quick Access toolbar  twice. |  |
| 1. Update the document in one of these ways:  * Click the Save button on the Quick Access toolbar  . * On the File tab, click Save. * Press Ctrl+S. |  |
| 1. Close the document. |  |

### 

### Assessment: Creating documents

When you start Word, it automatically opens a new blank document. True or false?

* True
* False

What is the keyboard shortcut for selecting everything in a document?

* Ctrl+A
* Ctrl+E
* Ctrl+S
* Alt+E

What is the keyboard shortcut to paste text?

* Ctrl+P
* Alt+P
* Alt+V
* Ctrl+V

## Module C: Document views

Word offers several ways to view a document, and the ability to zoom in and out. You can also switch between multiple documents or view them side by side.

You will learn:

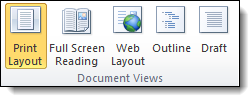
* About different document views
* How to split a document window
* How to view and switch between multiple open documents
* How to use Zoom features

### Document views

There are five document views. You select which to use, either on the status bar or on the View tab.

Exam Objective: MOS 77-881 1.1.4.4, 1.1.4.5

Document views on the View tab



| Print Layout | Shows how the document will look printed on the page. |
| --- | --- |
| Full Screen Reading | Maximizes area for reading and commenting. Provides tools to research, translate, highlight, and comment. |
| Web Layout | Shows what the document will look like saved as a web page. |
| Outline | Shows the document in outline form and provides outline tools. |
| Draft | Used mainly for editing content. Headers, footers, and print layout are not visible. |

Besides different document views, Word allows you to split the document window, to view two documents side by side, to switch between any number of open documents, and to zoom in and out while viewing a document.

#### Splitting a document window

You can split the document window so you can see and edit different parts of the same document.

Exam Objective: MOS 77-881 1.1.2

1. On the View tab, in the Window group, click Split.

A gray bar appears, controlled by the mouse pointer. The Split command changes to Remove Split.

1. Move the pointer until the split is where you want it to be, then click.

The document window splits into two windows, each with its own scroll bar. You can edit in either window.

1. To resize the windows, drag the dividing bar up or down.
2. To remove the split: on the View tab, in the Windows Group, click Remove Split; or just double-click the bar dividing the windows.

#### Viewing documents side by side

You can view two documents side by side, and if you want, synchronize scrolling between them. You need to have at least two documents open to use this feature.

Exam Objective: MOS 77-881 1.1.1.3, 1.1.3.2

1. On the View tab, in the Window group, click View Side by Side.
2. If more than two documents are open, select the other document you want to view, and click OK.

The two documents appear side by side, taking up the whole screen. By default, synchronized scrolling is enabled. That is, when you scroll in one window, the other will scroll also.

1. To toggle synchronized scrolling, on the View tab, click the Synchronized Scrolling button.
2. If the windows get moved or misaligned, click Reset Window Position to return them to full-screen, side-by-side view.

#### Switching between open documents

If you have more than one Word document open, there are at least four ways you can switch between them.

Exam Objective: MOS 77-881 1.1.5

* Click any part of the window to which you want to switch, if it's visible.
* Click or hover over the Word icon on the taskbar. When a list of open documents appears, click the desired document.

Depending on the graphics options you've set, this will be either a list of documents titles or thumbnails of each window, with titles.

* Hold down Alt and press Tab repeatedly until you select the document you want, then release Alt.

Doing so will flip through all open programs, not just Word documents. Exactly what this looks like varies, depending on your graphics settings.

* On the View tab, in the Window group, click Switch Windows, and select the document you'd like.

#### Selecting Zoom options

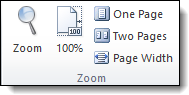
There are three options for using the Zoom feature.

Exam Objective: 1.1.1

* Press and hold down the Ctrl key, and roll the mouse wheel forward or backward to zoom in and out to effectively enlarge and reduce the document elements, respectively.
* Use the Zoom control at the right end of the status bar. Click the plus or minus buttons, or drag the slider.



* Use the commands in the Zoom group on the View tab.



#### Exercise: Changing document views

| Do This | How & Why |
| --- | --- |
| 1. Open the documents About Us, Our Services, and Our Blends. | From the Fundamentals folder. |
| 1. Observe the Word icon in the taskbar. | It shows several documents open. |
| 1. Point to the Word icon. | Depending on your graphics settings, you'll see a list of file names or thumbnail images of open files. |
| 1. Click on one of the open files. | One that isn't currently active in Word. To switch to that file. |
| 1. Switch to About Us. | If necessary. |
| 1. On the View tab, click Split. | A dividing line appears in the document window. |
| 1. Click in the middle of the document window. | To split the window. You can now scroll separately in each window, viewing different parts of the same document at the same time. |
| 1. Remove the split using one of these methods:  * On the View tab, click Remove Split. * Double-click the split line. |  |
| 1. Try different Zoom features:  * Hold down the Ctrl key and scroll the mouse wheel. * On the right of the status bar, use the slider. * On the View tab, use the Zoom group options. |  |
| 1. On the View tab, in the Zoom group, click 100%. |  |
| 1. On the View tab, click View Side by Side. |  |
| 1. Select one of the other documents, and click OK. | The documents each take up half of the screen. |
| 1. Close all open documents. |  |
| 1. Close Word. |  |

### Assessment: Document views

If you click View Side by Side with more than two documents open, what happens?

* You have to choose which other document to view.
* Documents will be arranged in columns.
* Nothing happens.
* You can't; the option is grayed out.

Which of these will zoom in?

* Ctrl+I
* Alt+Z
* Ctrl+Up Arrow
* Ctrl+Mouse wheel forward

## Summary: Fundamentals

You should now know:

* About the Word interface, Backstage view, and opening and closing documents
* How to create blank documents, save, cut and paste text, and undo actions
* How to change the documents view, split the document window, view documents side by side, zoom in and out, and switch between open documents

### Synthesis: Fundamentals

1. Start Word.
2. Open Lunch Menu and About Us.

From the Fundamentals folder.

1. View the documents side by side.
2. Split the document window in the About Us document.
3. Zoom in and out on the menu.

Try different methods: keyboard, status bar, and Zoom group.

1. Close the menu.
2. Try different document views for About Us.
3. Close the document.

Leave Word open.