

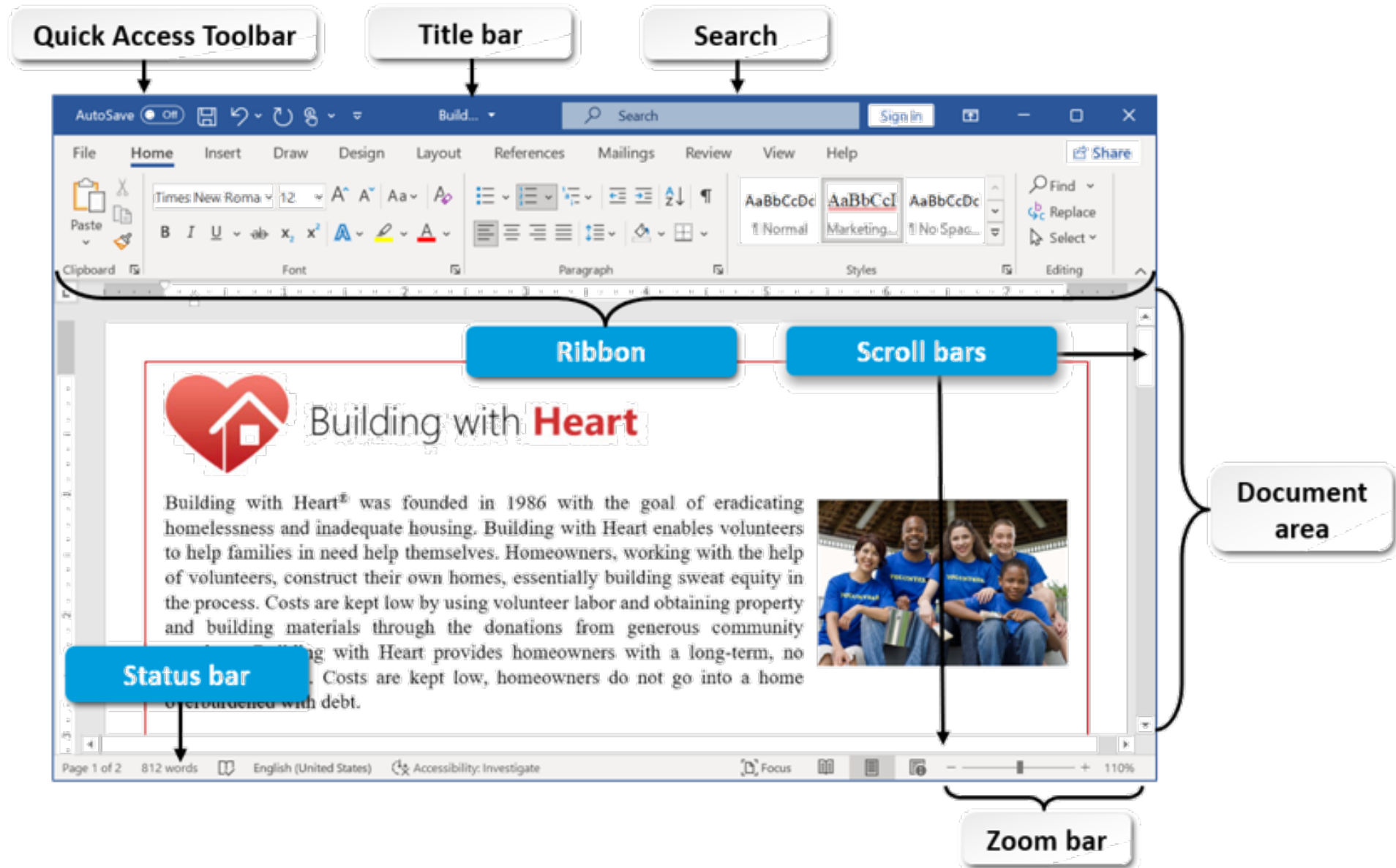
Navigate in Microsoft Word



Microsoft Office Word 2021

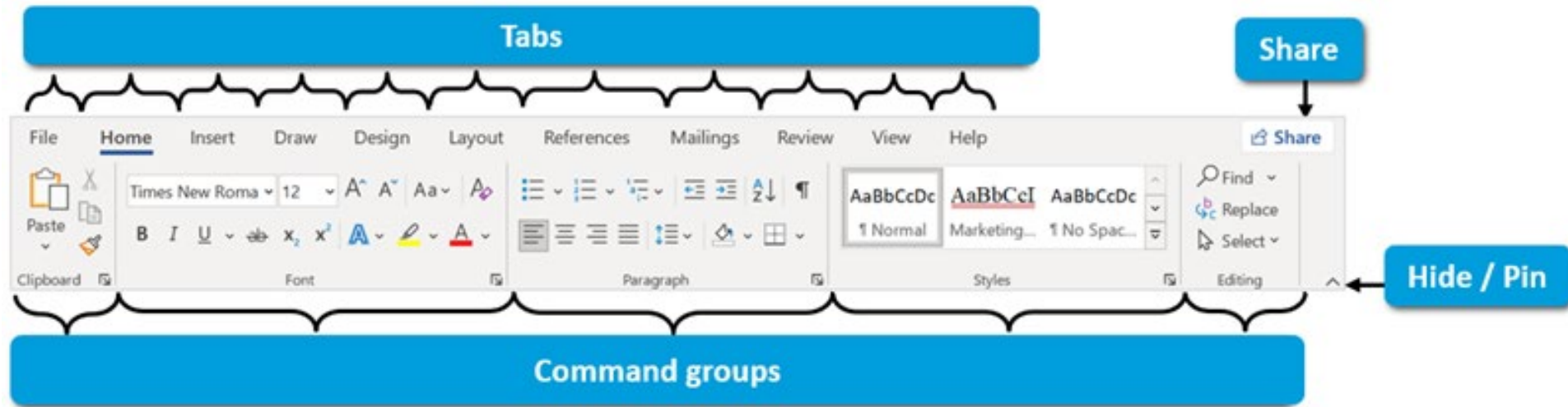
Word 2021 is part of Office 2021, a suite of applications for creating documents, spreadsheets, presentations, and databases. You can use Word to quickly and easily create and edit many different types of documents, such as reports, newsletters, résumés, posters, calendars, brochures, and blog posts. Word provides tools that help you make the most of your ideas, and will ensure that the content of your documents is not only accurate, but also readable and professional.

The Word Application Window



The Word application window contains tools you'll use to work with documents.

The Ribbon



The ribbon is a graphical menu panel that appears at the top of the application window. It was designed to provide a central location for accessing various functions of the environment without extensive navigation of the user interface. From the ribbon, you can access most, if not all, of the commands that you will need to use in the application.

The ribbon is made up of two parts: the **tabs** and the **command groups** that make up each tab. Each tab has an organisational title that references the specific functions that the command groups within that tab provide.

The Ribbon




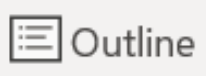
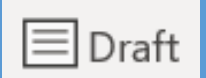
Tab	Description
File	Displays the Backstage view, where you can access commands that perform file-related tasks, such as saving and printing. On the File tab, you can also get information about a document, and configure Word customization options.
Home	Contains the frequently used commands you'll use to start working with a Word document. The command groups on this tab include Clipboard , Font , Paragraph , Styles , and Editing . They enable you to format and edit text.
Insert	Contains commands that insert different objects into your document, such as charts, tables, and pictures. Groups on this tab include Pages , Tables , Illustrations , Add-ins , Media , Links , Comments , Header & Footer , Text , and Symbols .
Draw	Contains commands that enable you to add notes, create shapes, and edit text using mouse, digital pen, or touchscreen. The groups on this tab include Input Mode , Drawing Tools , Convert , Insert , and Replay .
Design	Contains commands that enable you to make design changes to your document, including setting document themes, colors and fonts, paragraph spacing, watermarks, page color, and page borders. The groups on this tab include Document Formatting and Page Background .
Layout	Contains commands used to customize document pages, including controlling the placement of text and graphics. Groups on this tab include Page Setup , Paragraph , and Arrange .
References	Contains commands to create references to the document content, such as footnotes and indexes. Groups on this tab include Table of Contents , Footnotes , Citations & Bibliography , Captions , Index , and Table of Authorities .
Mailings	Contains commands to create mailing documents, such as envelopes, labels, and form letters (mail merge). Groups on this tab include Create , Start Mail Merge , Write & Insert Fields , Preview Results , and Finish .
Review	Contains commands to review and edit the content in a document. Groups on this tab include Proofing , Insights , Language , Comments , Tracking , Changes , Compare , Protect , and Ink .
View	Contains various commands to switch between different document views. Groups on this tab include Views , Show , Zoom , Window , and Macros .
Help	Contains commands to access help documents and videos, contact Microsoft support, and provide feedback. The one group on this tab is Help .

The Other Ribbon Components







Ribbon Component	Description
Account button	Office customizations, and documents and notebooks you use in Office, are synchronized through one or more Microsoft accounts that you link to Office. The Switch Account link enables you to connect or disconnect Office from a Microsoft account. Signing out removes your Office customizations, and documents and notebooks you use in Office will not synchronize with the server until you sign back in. If you sign out, all customizations are lost, and you will need to reconfigure them if you want them back, even if you sign back in using the same account.
Share button	Enables you to collaborate in real time with other Word users by saving the document to a cloud storage location, from which you and other users can view and edit the same document simultaneously.
Hide/Pin Ribbon	By default, the ribbon is displayed. If you want more room on your screen to view the document, you can hide the ribbon until you need it. Select the ^ at the far right of the ribbon to hide it. To display it again, select one of the tab titles. After you select the desired command from the ribbon, it will be hidden again. If you want to keep the ribbon open after hiding it, select a tab title, then select the Pin the ribbon button at the far right of the ribbon.

- A **ScreenTip** appears when you hover the mouse pointer over commands on the ribbon and certain other elements of the application window.
- **Dialog box** launchers are small buttons with downward-pointing arrows located in the bottom-right corner of some groups on the ribbon.

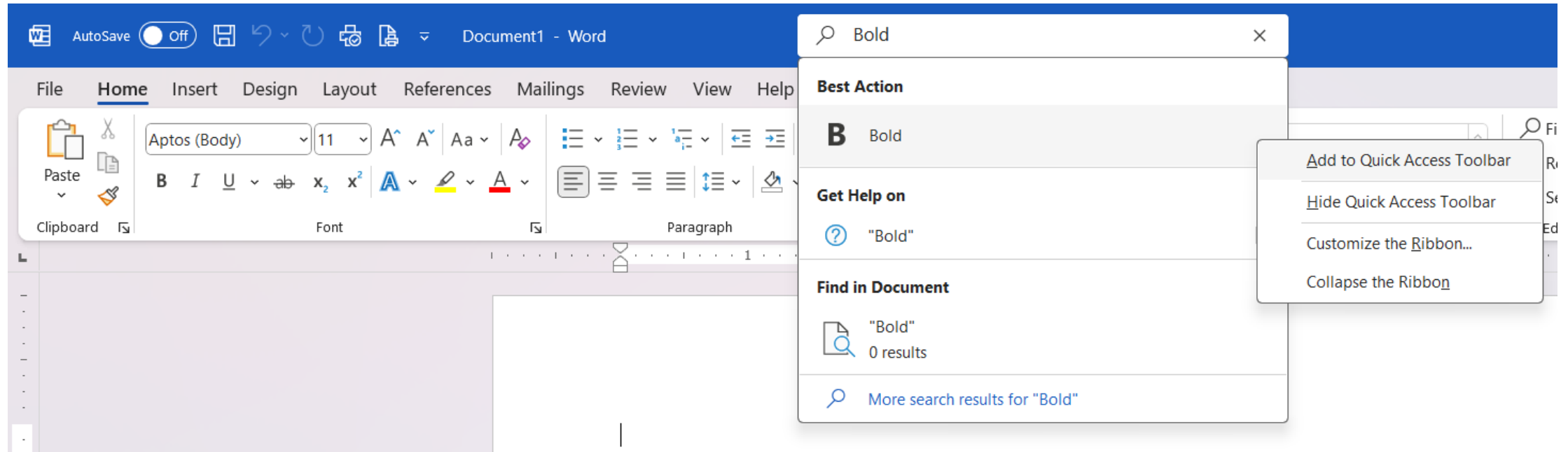
Document Views

View	Description
Read Mode  Read Mode	Shows the document in read-only, full-screen mode in which the document is scrolled side to side rather than up and down.
Print Layout  Print Layout	Shows the document as it will appear when printed.
Web Layout  Web Layout	Shows the document as it would appear in a web browser.
Outline  Outline	Shows the document data in a hierarchical mode, enabling you to insert and arrange topics and subtopics.
Draft  Draft	Shows the document without certain elements, such as graphics, or headers and footers. This view helps you quickly enter and edit text.

Immersive Reader

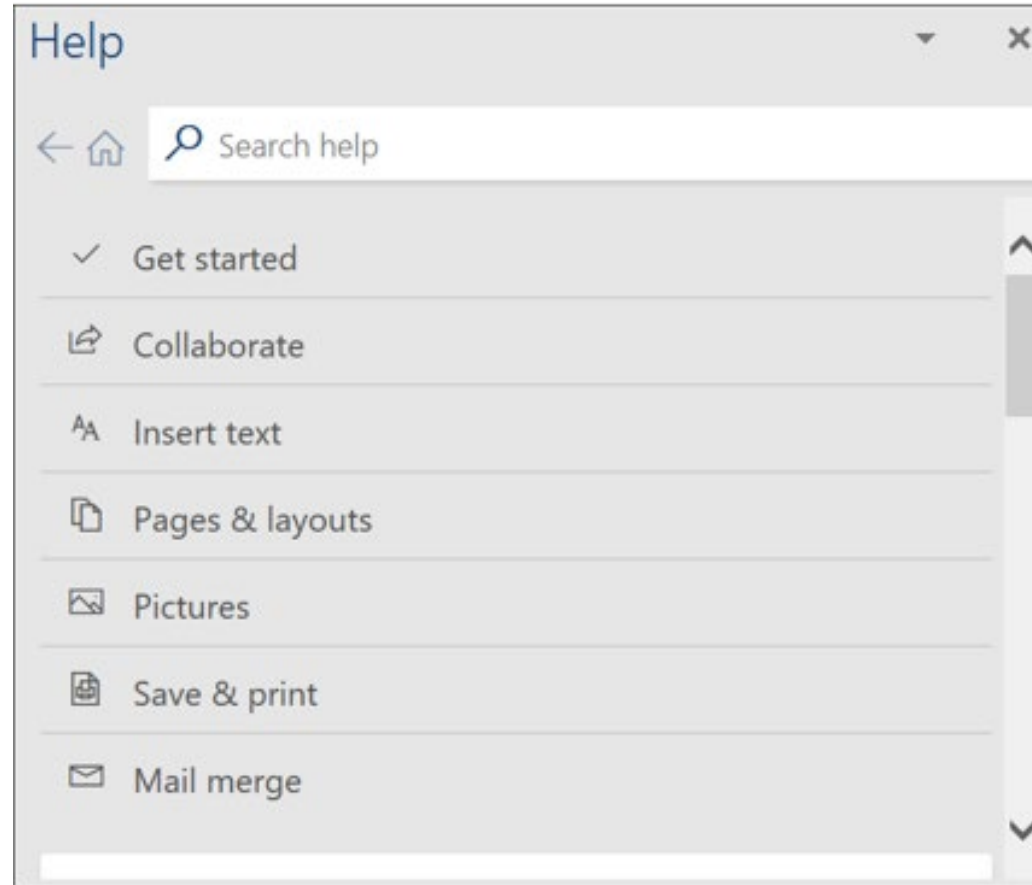
Option	Functionality
Column Width  Column Width ▾	Changes the length of lines into narrow, moderate, or wide to provide focus and better comprehension.
Page Color  Page Color ▾	Changes the background color of the page, making it easy to read the text with less eye strain.
Line Focus  Line Focus ▾	Removes distractions enabling readers to move through a document line by line. The focus can be adjusted to display one, three, or five lines in view at a time.
Text Spacing  Text Spacing	Increases the amount of space between the successive letters, words, and lines.
Syllables  Syllables	Displays breaks between syllables, thereby improving word recognition and pronunciation.
Read Aloud  Read Aloud	Narrates the text in the document as each word is highlighted.

Microsoft Search



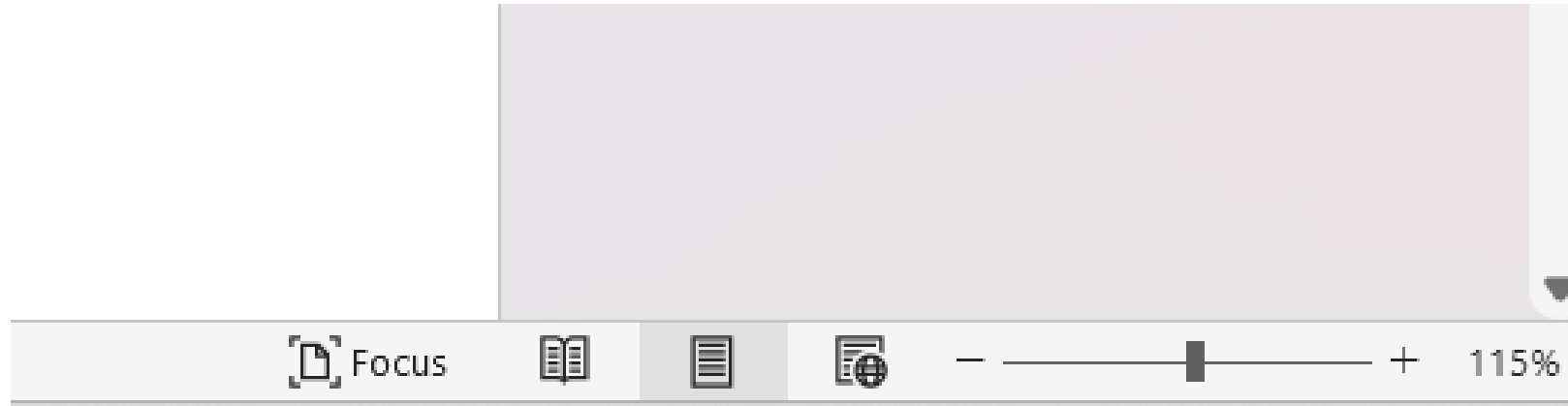
- The **Microsoft Search** feature helps you quickly find specific commands on the ribbon. When you type what you're looking for in the **Search** text box, Word provides a menu of matching commands beneath the text box.
- You can select a command to perform it immediately, or you can add it to the **Quick Access Toolbar**. The **Search** menu also provides options to open Word Help on the topic you typed in.

The Help Pane



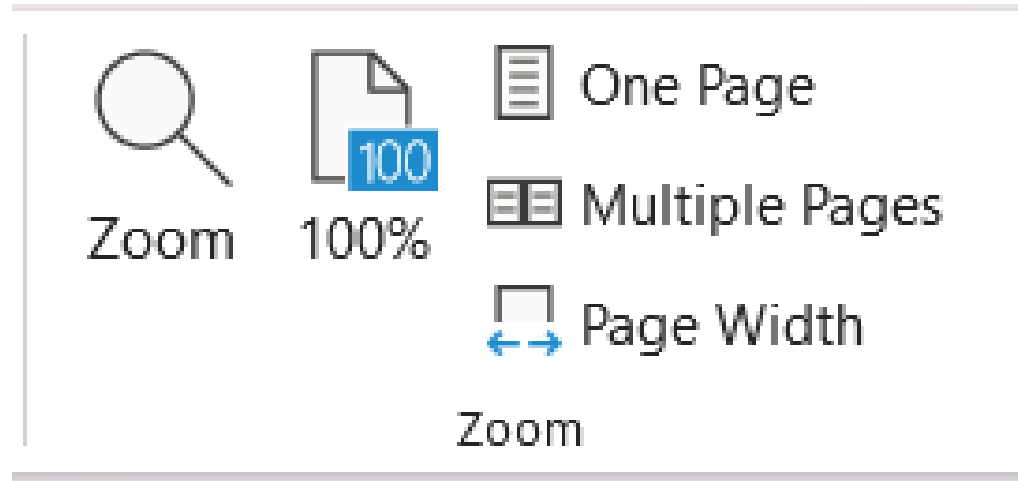
With Word Help, you can find answers to Word-related questions quickly and easily. The **Help** pane is your starting point for getting help about topics and features in Word.

The Zoom Bar



The zoom bar provides a slider control that you can use to control the scaling of the current document. By sliding the bar to the left or selecting the minus button, you zoom out, making the document appear smaller. You'll be able to see more of the document, but smaller and with less detail. By sliding the bar to the right or selecting the plus button, you zoom in, showing less of the document, but larger and in more detail.

Zoom Options



Word provides options to increase or decrease the magnification of your documents. You can access these options from the **Zoom** group on the **View** tab, or from the status bar.

Option	Description
Zoom	Opens the Zoom dialog box, where you can select a preset or custom magnification level.
100%	Sets the magnification level to 100%.
One Page	Shows an entire page in the window.
Multiple Pages	Shows two or more pages side by side.
Page Width	Fits the page width to the width of the window.

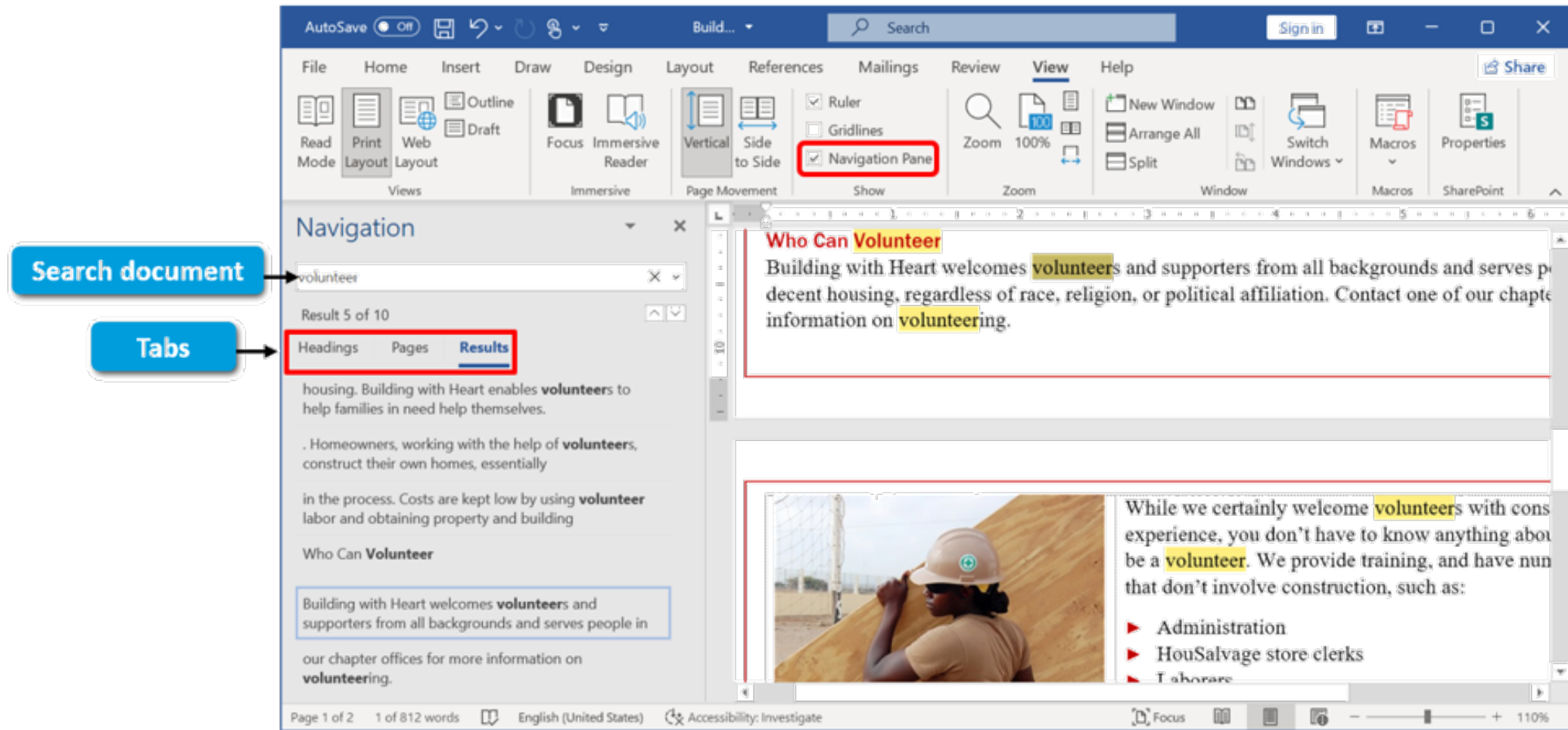
Scroll Bars

You can use the scroll bars in the Word application window to navigate through a document. The horizontal scroll bar appears at the bottom of the window, just above the status bar, and enables you to scroll from left to right. The vertical scroll bar is located to the right of the document area, and enables you to move up or down within the document. You can use the arrows at the ends of either scroll bar to scroll incrementally through the document, or you can drag the slider within the scroll bar to navigate the document more quickly.

In addition to using the scroll bars, you can move through a document using navigation keys on the keyboard. You can use navigation keys to move the insertion point by one character, a word, a line, a paragraph, or to the beginning or end of a document.



The Navigation Pane

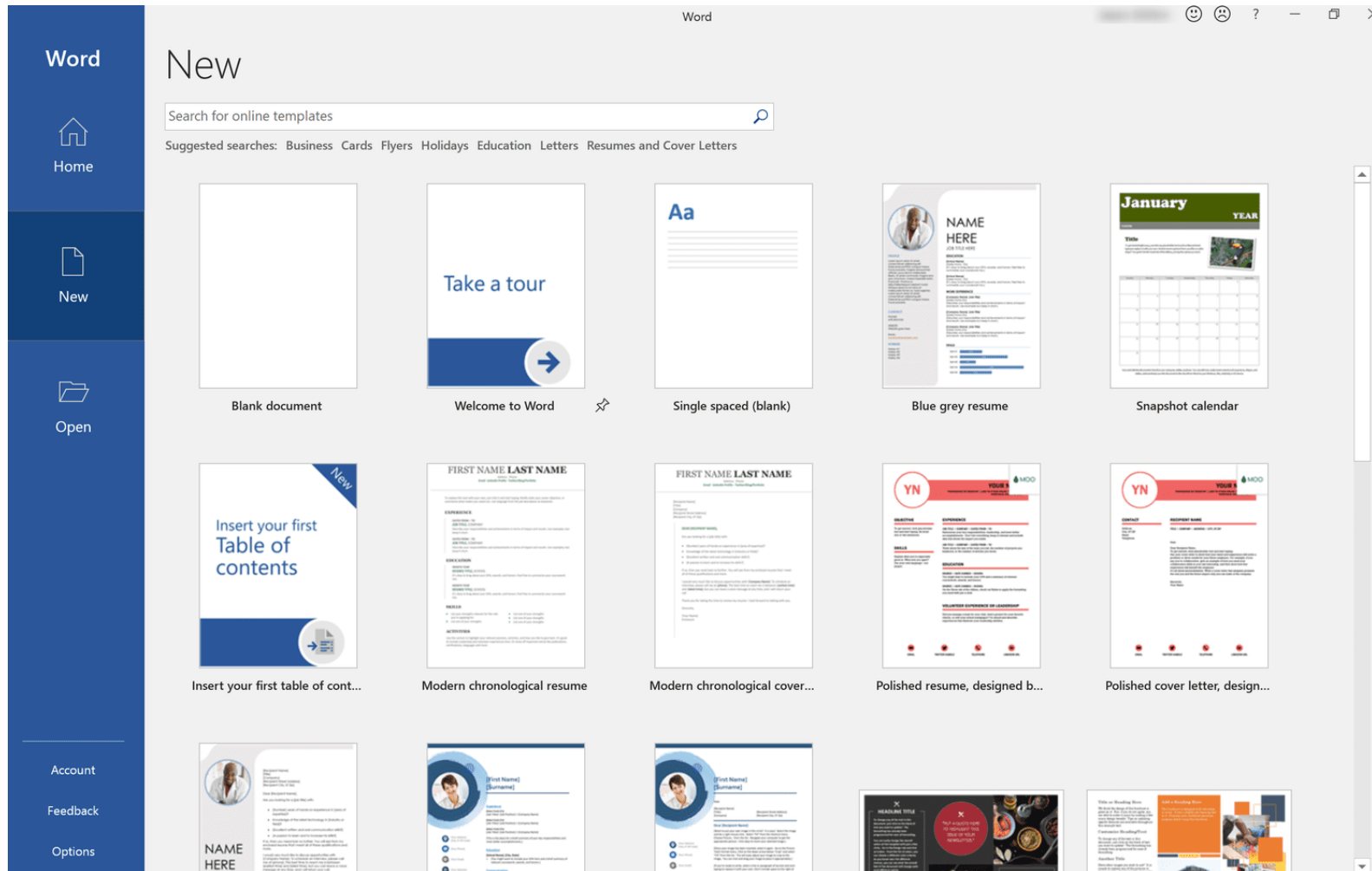


- ❖ You can also start a search by using the **Home → Find** command, or pressing **Ctrl + F**. This command also opens the **Navigation** pane, if it's not already displayed.

Create and Save Word Documents



New Document



Templates include a variety of predefined styles and formatting options that are optimised for a particular type of document. You can always add your own styles and formatting to a document, but starting with a template may save you time and effort in getting a new document started.

The Backstage View

The screenshot shows the Microsoft Word Backstage View for a document titled "Building with Heart". The window title bar indicates the document is "Saved to this PC". The interface is divided into a left-hand navigation pane and a main content area.

Navigation Pane (Left):

- Home
- New
- Open
- Info** (Selected)
- Save
- Save As
- History
- Print
- Share
- Export
- Close
- More...

Main Content Area:

Info

Building with Heart
Desktop > Brochure Project > Getting Started with Word 2021

Upload | Share | Copy path | Open file location

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:

- Document properties, author's name and cropped out image data
- Content that people with disabilities are unable to read

Manage Document
There are no unsaved changes.

Properties

Size	226KB
Pages	2
Words	812
Total Editing Time	101 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 11:07 AM
Created	Today, 11:07 AM
Last Printed	

Related People

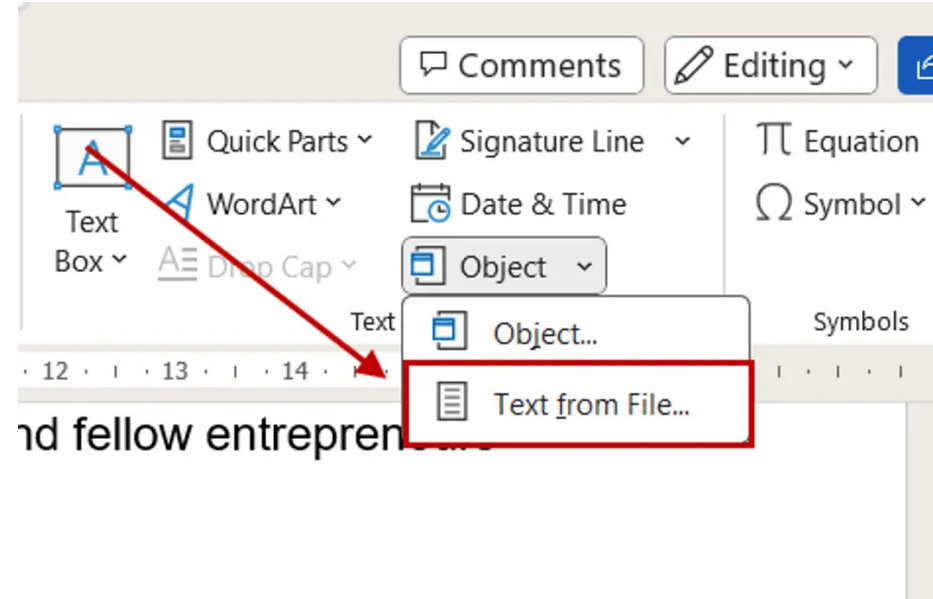
Author

Add an author

Text Entry

- When you type text in Word, the application automatically wraps text to fit the available space. Text you type is added at the insertion point, the blinking bar that shows where text will be inserted.
- In Word, a paragraph is considered to be any text that you terminate by pressing **Enter**, regardless of how many words or sentences it contains.

Text from File



- If you have text in another file - such as a text file, another Word document, and so forth-you can import that text directly into your document by using the **Text from File** command on the **Insert** tab.

AutoCorrect

- As its name implies, Word's AutoCorrect feature automatically corrects typos and misspelled words as you type. The feature also inserts symbols and other pieces of text.
- For example, if you type ***teh*** or ***adn***, Word recognises these common errors, and automatically changes them to ***the*** and ***and***. If you type ***(c)***, Word will automatically change it to **©**

Save Options

The two basic options for saving a Word document are **Save** and **Save As**. You can access these options from the **File** tab. Additionally, the **Save** command appears as a button on the **Quick Access Toolbar**. 

Save As

Saves your document to a file, enabling you to provide a file name, storage location, and file type. You are prompted for this information in the **Save As** dialog box. The default file type of a Word 2021 document is .docx.

Save

Saves your document to a file, using the file name, storage location, and file type you provided in a previous Save As operation. If you select **Save** for a newly created document (one you never saved before), then Word treats it as though you selected **Save As**, since you must have a file name, storage location, and file type to save a document.

AutoSave

Word also provides the **AutoSave** feature, which operates in the background to automatically save your document at regular intervals. The default **AutoSave** interval is 10 minutes. You can configure **AutoSave** options in the **Word Options** dialog box.

Storage Locations

You can save your document to the local hard drive, a removable drive, a network drive, or to OneDrive.

Text Formatting Marks

Formatting marks are non-printing characters that you enter within your text to control the document structure, such as spaces, tabs, and paragraph and line breaks. It's generally helpful to see these marks as you create a document, but at times they can be distracting. You can turn the display of formatting marks on or off by selecting the **Show/Hide ¶** button on the **Home** tab.

Line Breaks

A line break is used to end a line before it wraps to the following line, but without starting a new paragraph. The advantage of using a line break in a paragraph is that the new line that follows the line break remains part of that paragraph and shares its properties. You can insert a line break by pressing **Shift + Enter**.

Remove Blank Paragraphs

To make it easier to find blank paragraphs in your document that you want to remove, you can enable the **Show/Hide** feature to show the formatting marks. Select the ¶ and then press **Delete** to remove the blank paragraph.

Manage Your Workspace

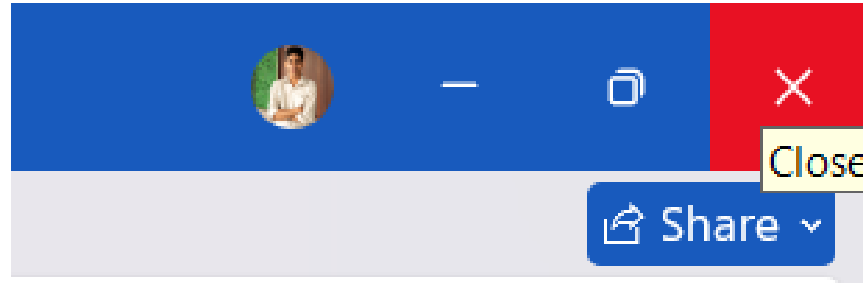


Window Views

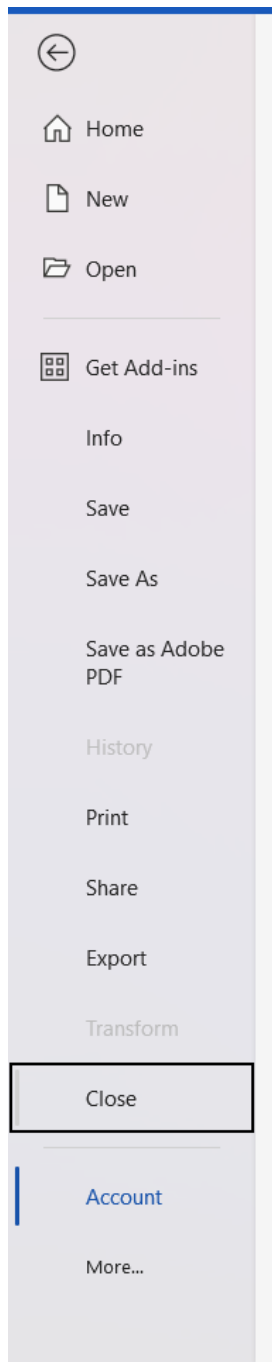
Option	Description
New Window	Opens the current document in a new window.
Arrange All	Tiles all open documents side by side on the screen.
Split	Splits the current window into two sections, enabling you to view different parts of the document at once.
View Side by Side	Displays two documents side by side.
Synchronous Scrolling	Enables you to scroll through side-by-side documents simultaneously.
Reset Window Position	Resets the position of the two documents being compared, so that each shares the screen equally.
Switch Windows	Switches between open documents.



Text Selection Techniques



- You can close a document by selecting **File** → **Close** or by selecting the **Close** button in the title bar. If you select **File** → **Close** when closing the last document window, Word will remain running, and you can use the **File** menu to open or create a new document. If you use the **Close** button to close the last document window, you will exit the Word application.
- If you have multiple documents open and want to close them all at once, you can right-click the **Word** icon on the taskbar and select **Close all windows** to close all Word documents with one command (effectively exiting the Word application).



Edit Documents

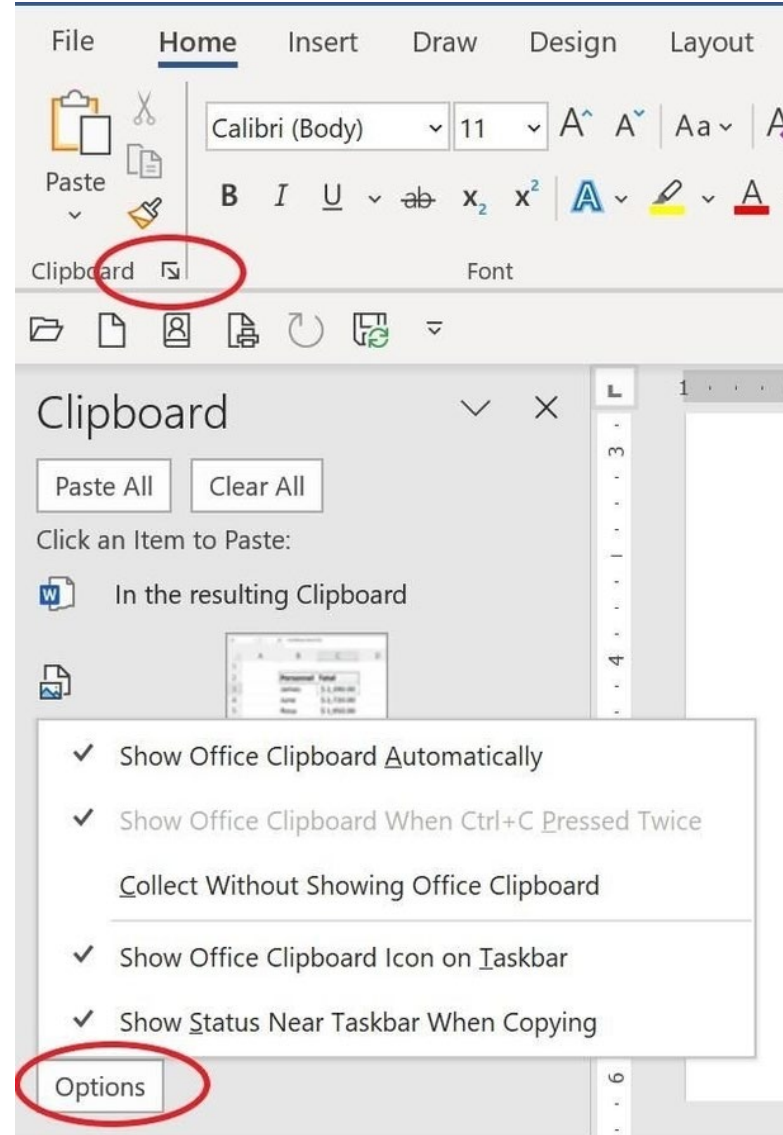


Text Selection Techniques

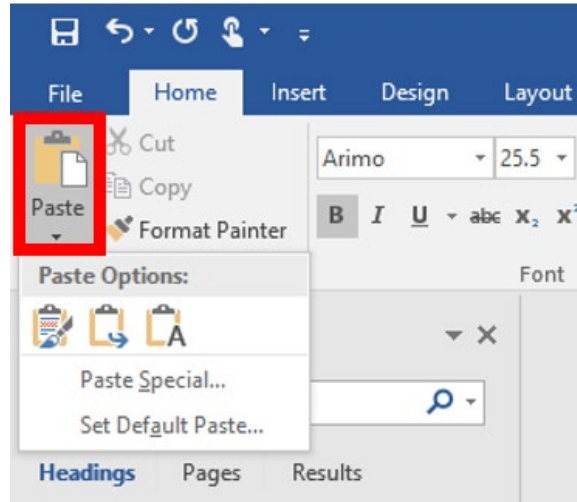
Selection Technique	Description
Drag	Select any amount of text from a single character to multiple paragraphs by dragging across them with the mouse to highlight them.
Click the selection bar	<ul style="list-style-type: none">•The selection bar is a region on the left margin of a document. When you position the mouse pointer in the selection bar, the pointer changes from an I-beam to a right-pointing arrow. With the mouse pointer in the selection bar, you can then: Click to select and highlight a line.•Double-click to select and highlight a paragraph.•Triple-click to select and highlight all content in the document.
Drag the selection bar	Drag down the selection bar to select multiple lines.
Click and Shift-click	Click to position the insertion point where you want to start your selection. Then, locate the end of your selection area, scrolling if necessary. (Be careful not to click in the document area, or you'll move the insertion point.) Hold the Shift key while clicking where you want to end your selection. Everything in between will be selected.
Double-click in a word	Select the entire word.
Ctrl-click in a word	Select the entire sentence that contains the word.
Triple-click in a word	Select the entire paragraph that contains the word.

The Clipboard Task Pane

Option	Description
Show Office Clipboard Automatically	Displays the Clipboard task pane whenever you open a document.
Show Office Clipboard When Ctrl+C Pressed Twice	Opens the task pane using the keyboard.
Collect Without Showing Office Clipboard	Collects items to the clipboard without displaying the task pane.
Show Office Clipboard Icon on Taskbar	Displays the Office Clipboard icon on the taskbar.
Show Status Near Taskbar When Copying	Displays an informational message above the Office Clipboard icon about the item being copied.
Option	Description
Show Office Clipboard Automatically	Displays the Clipboard task pane whenever you open a document.



Paste Options





Option	Description
Keep Source Formatting	Preserves the original formatting of the text.
Merge Formatting	Uses the formatting of the new location.
Picture	Pastes as a picture object that can be formatted like any other object.
Keep Text Only:	Discard the formatting from both source and destination, and paste the selection as plain text.
Paste Special	Opens the Paste Special dialog box, where you can specify the format of the pasted text.
Set Default Paste	Opens the Word Options dialog box, where you can change the default pasting options, such as how to format the pasted text.

Drag and Drop

Word supports the use of drag and drop techniques to copy or move a selection. You must first select the passage you want to copy or move, then position the mouse pointer over a word or image within the selection, and drag it to its destination. By default, when you drag a selection, you move it, but if you hold the **Ctrl** key, you will copy it instead.

Undo and Repeat/Redo

Item	Description
<p data-bbox="53 261 369 361">Undo (Ctrl + Z)</p> 	<ul data-bbox="369 261 2491 479" style="list-style-type: none"><li data-bbox="369 261 2491 361">• The Undo command corrects unintended or erroneous actions, such as text pasted in the wrong location, or mistakenly deleted text.<li data-bbox="369 375 2491 479">• You can undo multiple actions. For example, press Ctrl + Z five times to undo the last five actions you performed. Undo also provides a drop-down list, so you can undo several steps at once
<p data-bbox="53 501 369 601">Repeat/Redo (Ctrl + Y)</p> 	<ul data-bbox="369 501 2491 836" style="list-style-type: none"><li data-bbox="369 501 2491 601">• The Repeat command enables you to repeat an action that you just executed, such as a paste operation or even a sentence you typed.<li data-bbox="369 615 2491 715">• To determine what action will be repeated, you can point at the command on the Quick Access Toolbar, and after a moment, a ScreenTip will appear, showing you what will be repeated (e.g., "Repeat Bold").<li data-bbox="369 729 2491 836">• Repeat is not specific to a particular document. For example, you can perform a task in one document, switch to another document window, and repeat the command. <p data-bbox="369 908 1747 951">There are various situations in which the Repeat command is disabled:</p> <ul data-bbox="369 965 2491 1350" style="list-style-type: none"><li data-bbox="369 965 2491 1065">• When there is nothing to repeat—for example, when you have just launched Word and opened a document. The action list is empty when you launch Word.<li data-bbox="369 1079 2491 1236">• When you select Undo, the Redo command takes the place of the Repeat command. For example, if you select Undo inadvertently, you could then select Redo to recover the action. Like Undo, you can issue the Redo command repetitively to recover from multiple Undo commands.<li data-bbox="369 1250 2491 1350">• After you perform certain actions, such as saving a document. The command is disabled, and its ScreenTip caption is changed to Can't Repeat.

Paragraph Structure

- Paragraph marks signal the end of a paragraph. You start a new paragraph by pressing **Enter**. Many Word templates provide paragraph formatting that includes extra white space between paragraphs. Sometimes you may want to force text to wrap to a new line, but for formatting purposes, you want the line to be treated as though it is part of the same paragraph. You can do this by pressing **Shift+Enter** to create a "soft return."
- Paragraph marks and soft returns create paragraph breaks and line breaks in a document. You can see the effects of these characters in the document's white space. But you can see the characters themselves by selecting **Show/Hide ¶**.
- As you would expect, deleting these marks has the opposite effect on a document's appearance. They eliminate the breaks that cause extra white space in the paragraph structure.

Text Deletion

- You can delete text one character at a time by pressing the **Backspace** or **Delete** key. **Backspace** deletes the character to the left of the insertion point, and **Delete** deletes the character to the right of the insertion point. These keys can be useful for making small corrections while typing, without having to take your hands off the keyboard.
- Other times, you may need to delete multiple characters, such as a word, sentence, paragraphs, or even entire pages of content. For a large passage, it's faster to select the entire passage and then press **Backspace** or **Delete** to delete the entire selection in one keystroke.
- If you need to replace text, select the text you want to replace, and start typing. As soon as you type the first character of your new text, the old text will be deleted, and you will start inserting text at the location where the old text used to be.

Preview and Print Documents



Preview and Print Options

The screenshot shows a software window titled "My Solicitation Letter" with a standard Windows-style title bar (Sign in, smiley, frowny, question mark, minimize, maximize, close). On the left is a dark blue navigation sidebar with icons and text for Home, New, Open, Info, Save, Save As, History, Print (highlighted), Share, Export, Close, Account, and More... The main area is titled "Print" and contains several sections:

- Print:** A printer icon, a "Print" button, and a "Copies: 1" dropdown.
- Printer:** A dropdown menu showing "Microsoft Print to PDF" and "Ready", with a "Printer Properties" link below it.
- Settings:** A series of dropdown menus for:
 - Print All Pages: "The whole thing"
 - Pages: (empty input field)
 - Print One Sided: "Only print on one side of..."
 - Collated: "1,2,3 1,2,3 1,2,3"
 - Portrait Orientation
 - Letter: "8.5" x 11"
 - Normal Margins: "Top: 1" Bottom: 1" Left: 1..."

On the right is a large "Preview pane" showing a document page. The document text includes a header, an address, a date, an "INSIDE ADDRESS" section, a "Dear Recipient:" paragraph, a "Please consider a donation..." paragraph, a "The enclosed fact sheet..." paragraph, a "Sincerely," signature, and the name "Brian Wilson".

At the bottom of the preview pane are navigation controls: "1 of 1" page indicators and a "48%" zoom slider.

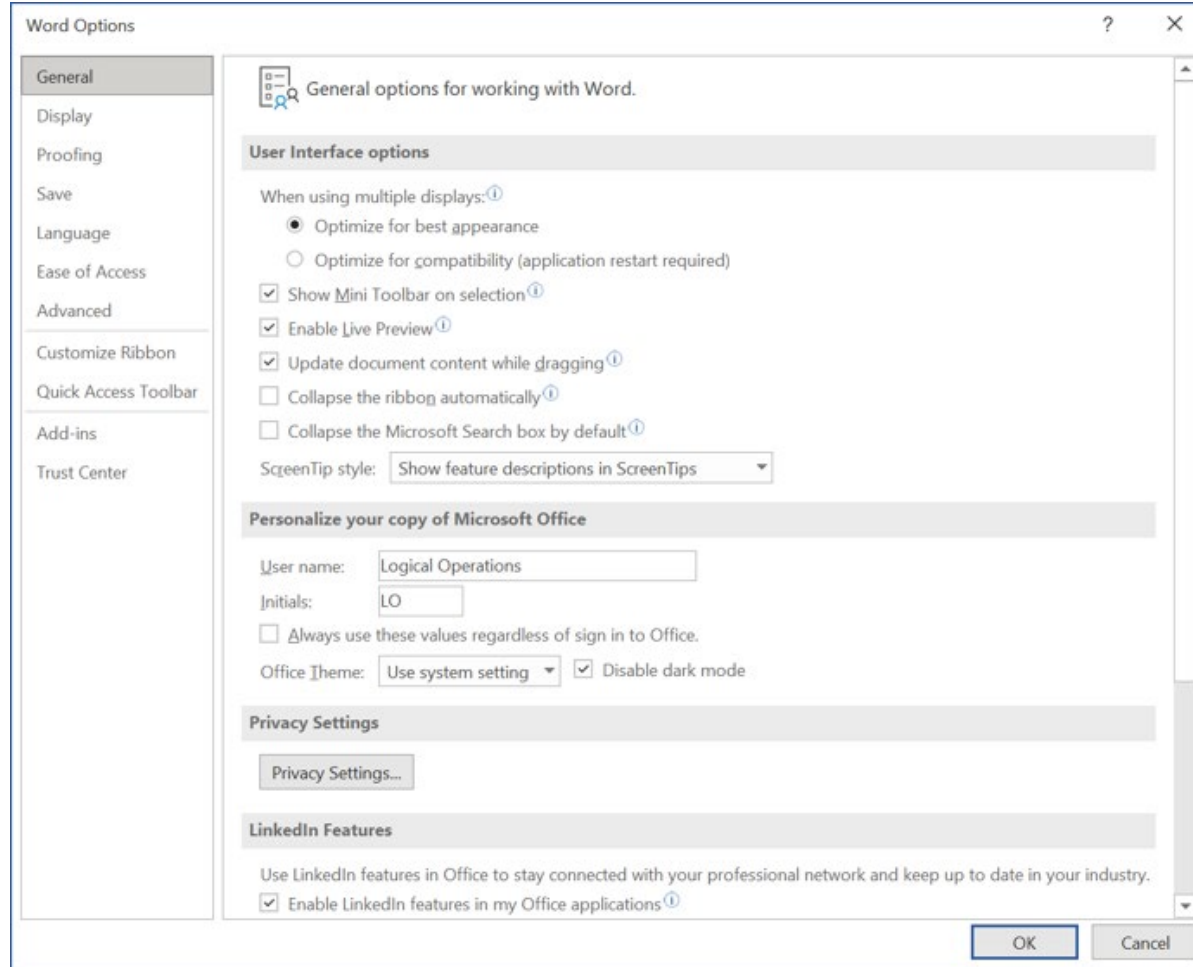
Four blue callout boxes with white text are overlaid on the interface:

- "Preview pane" points to the document preview area.
- "Print options" points to the Settings section.
- "Navigate through pages" points to the "1 of 1" page indicator.
- "Zoom slider" points to the "48%" zoom control.

Customize the Word Environment



Word Options



- The **Word Options** dialog box contains various commands that help you customize the Word environment to suit your particular needs. Select **File → Options** to open this dialog box.

Word Options

Tab	Contains Commands To
General	Personalize the work environment by setting the color scheme, user name, and start-up options. You can also enable or disable the Mini toolbar and Live Preview features.
Display	Modify how text content is displayed on screen and when printed. You can opt to show or hide certain page elements such as highlighter and formatting marks.
Proofing	Specify how Word should correct and format text that you type. You can set the auto-correction settings and ensure that Word corrects all spelling and grammatical errors. You can also ensure that Word ignores certain words or errors in a document, and turn off AutoCorrect .
Save	Specify the customization options for saving documents. Depending on how often you want to save the backup information of your documents, you can specify the frequency at which a document will be auto-saved. You can also change the default location of where documents will be saved.
Language	Modify the Word language preferences.
Ease of Access	Configure settings to make Word more accessible, such as enabling audio cues, displaying descriptions of ScreenTips, and using alt text to provide descriptions of pictures for the visually impaired.
Advanced	Specify options for editing, copying, pasting, displaying, printing, saving, and writing content. It also provides advanced options needed to work with Word.
Customize Ribbon	Customize the ribbon. Using the options on this tab, you can select the additional tabs, groups, and commands that you want to display on the ribbon.
Quick Access Toolbar	Customize the Quick Access Toolbar . Using the options on this tab, you can select the commands that you want to add to the Quick Access Toolbar . You can also opt to position the Quick Access Toolbar below the ribbon.
Add-Ins	Manage any extensions you are using to enhance Office applications. Extensions are add-ins that introduce new functionality to an application. Add-ins are installed periodically as part of the software updates.
Trust Center	Secure the system and documents. Using the Advanced Trust Center Settings button on this tab, you can set the security measures that are needed to secure a document.

Office Themes

- The **General** tab of the **Word Options** dialog box provides an **Office Theme** setting that enables you to change the colors used to provide the "trim" and background details of your application windows. Options provided include **Colorful**, **Dark Gray**, **Black**, and **White**. While the purpose of this setting may seem purely decorative, it can be useful for other purposes.
- For example, the **Colorful** theme may provide improved contrast to help you perceive the edges of buttons, windows, and other screen controls. This can be helpful if you frequently use Word with a tablet or notebook computer in touch mode. The dark theme will consume less battery power than the brighter-colored themes, which is helpful if you run long periods of time on battery power.

