Sun City Summerlin Computer Club Seminar

Getting to Know
Microsoft Word

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Seminar Agenda

- **Introduction**
- **How to Get Microsoft Word**
- **The Word Ribbon**
- **Basic Word Processing Actions**
- **Using Styles**
- **Inserting Images and Clip Art**
- **Saving in Various Formats**
- **Printing**
- **Word Options**

Introduction

- **MS Word has been around a long time.**
- **Has evolved into a very rich word-processor, desktop publishing tool.**
- **Word 2013 is the latest version, successor to Word 2010, 2007, 2003, 2002, 97, 95, 6, …**
- **This seminar will focus on most useful features for "mere mortals".**
- **Ask questions as we go.**

How to Get Word / Office

- **Purchase the suite online or at a retail store**
  - **Office 2013 Home and Student ~ $110 (1 user)**
  - **Office 2013 Home and Business ~ $165 (1 user)**
  - **Office 2013 Professional ~ 330 (1 user)**
  - **The above are "download" prices, DVD media costs more.**

- **Purchase an Office 365 Home Premium Subscription**
  - **Word, Excel, PowerPoint, Outlook, Publisher, One-Note, Access**
  - **$99 / year ($9.99 / month) for 5 PCs or Macs + 5 mobile devices**
  - **Includes 20 GB of SkyDrive storage and 60 minutes of Skype calls / mo**

- **Use the free SkyDrive web apps**

- **Consider getting the (FREE) *Libre Office* suite instead.**

- **For basic word processing, *WordPad* (FREE) is also fine.**

The Word Ribbon
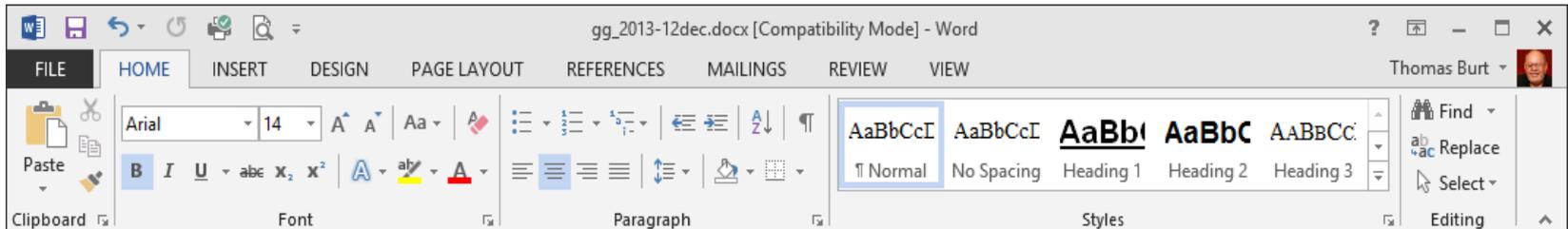
- Replaces Word 2003's old menus and toolbar interface.
- Puts related functions together under a set of tabs.
- Within each tab are panels that group functions (e.g. font).
- Note the "Quick Access" toolbar at the upper left. It can be customized.
- Note the small diagonal arrow icons at the lower right of most panels. These open detail dialogs (e.g. Paragraph, Styles).
- The ribbon can be minimized to increase screen real estate.
- Let's explore the ribbon further … (demo).

Basic Word Processing Actions

- **Most basic actions are on the "Home" tab.**

- **Typing text.**

- **Formatting and highlighting text.**
    - **Bold, underline, italics, other effects.**
    - **Choice of font: face, size.**
    - **Choice of font color, highlight color.**

- **Paragraph options.**
    - **Indents.**
    - **Spacing before and after.**
    - **Line and   page breaks.**

- **Let's explore further… (demo).**

Using Styles

- **A Style is a named set of formatting options.**
  - **Examples: Normal, Body text, Heading 1, Heading 2**
  - **Makes it easy to repetitively assign same formatting to different parts of the document.**
  - **Helps with consistency, saves clicks and time.**
- **Formatting for a specific style can be changed.**
  - **A change to a style is immediately reflected throughout the document.**
- **Styles can be derived from other Styles.**
  - **Normal is the base Style for all others.**
  - **A change to Normal is reflected in all derived Styles.**
- **Let's Explore Styles further… (demo).**

Inserting Images, Clip Art and Word Art

- **Place the cursor where you want the inserted item to be placed.**

- **Use the "Insert" tab (see previous slide).**

- **Click on "Picture", "Clip Art" or "Word Art".**
  - **For Pictures, browse to find the desired image file.**
  - **For Clip Art, set up the desired search and then choose from the listed results.**
  - **For Word Art, choose one of the basic styles, then customize and enter the desired text.**

- **Let's explore inserting further… (demo).**

Saving in Various Formats

- **Click the File tab.**
  - A list of action choices will appear in the left pane.
  - Clicking on each choice will display detailed information and choices in the right pane.
- **Click "Save As".**
  - This will open a classic "Save As" dialog.
  - You can choose the file name, folder and file type.
  - Common types include Word 2003, RTF
  - When you have the Save settings defined, click the "Save" button.
- **To Create a PDF file, use the Export function.**
- **Let's explore Saving further… (demo).**

Printing

- **The Quick Access toolbar (top left) has a printer icon that you can click.**
  - **This will print 1 copy of the document to the default printer using the default preferences.**
- **For more precise control, click the File tab.**
  - **Click the Print choice in the left hand pane.**
  - **This will display a dialog the shows actions and settings in the left pane and a preview pane on the right.**
  - **You can select the printer, number of copies, preferences, scaling and so forth.**
- **Let's explore Printing further… (demo).**

Word Options

- **Click the File tab, then click "Options".**

- **The "Word Options" dialog will appear.**
  - **The left hand pane shows a set of options categories.**
  - **Clicking on each shows a dialog of options for that specific category of settings.**

- **Among the categories is "Quick Access Toolbar".**
  - **Use this to add common, high usage functions to the Quick Access Toolbar.**

- **When you're finished adjusting options, click OK.**

- **Lets explore "Options"… (demo).**

Final Q and A

Final Questions and Answers

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