

Microsoft Word

by: Ali A. Hussein

Document tab

Quick Access toolbar

Minimize, Restore, Close buttons

File tab

The Ribbon

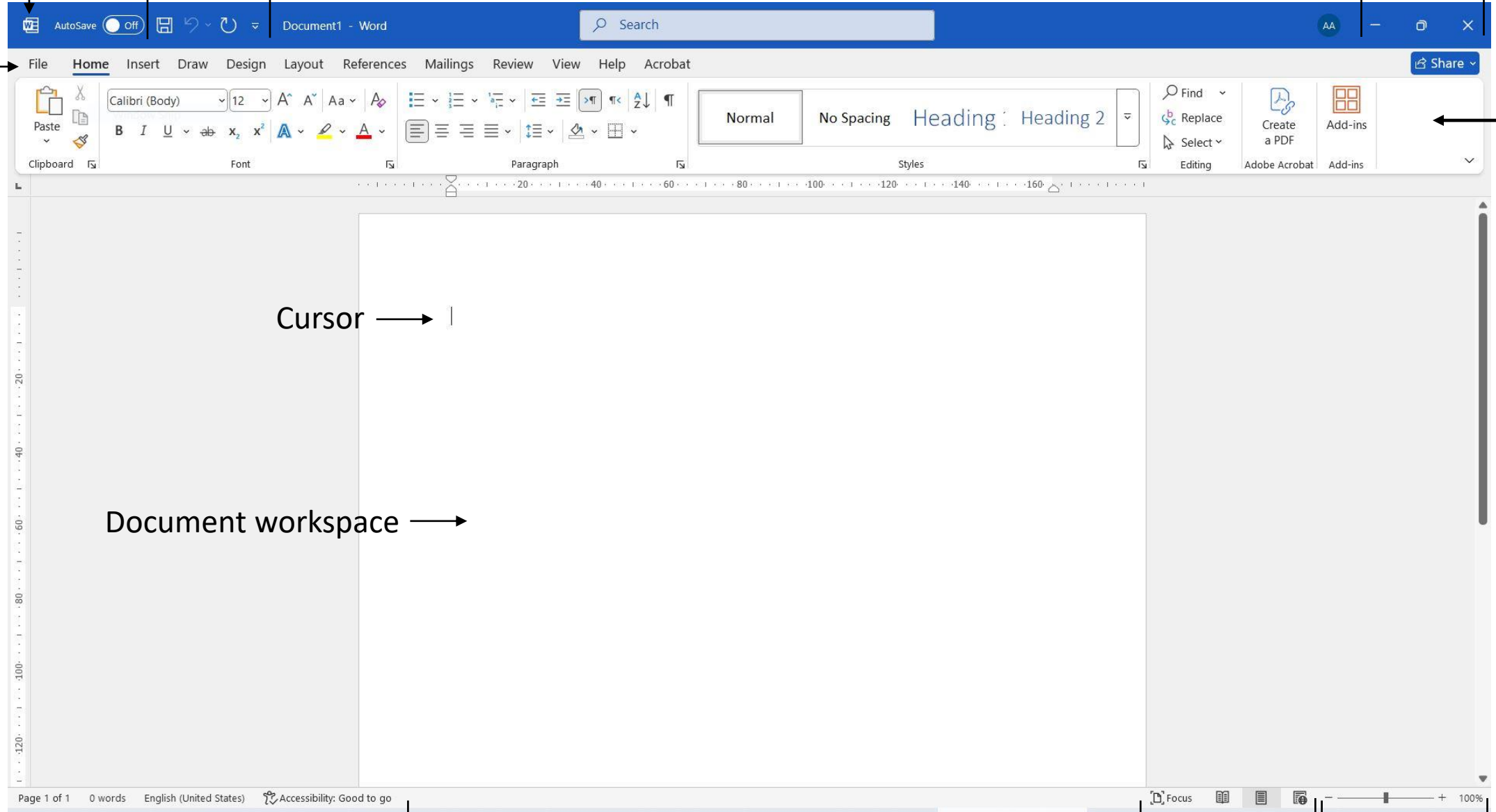
Cursor →

Document workspace →

Status bar

View buttons

Zoom controls

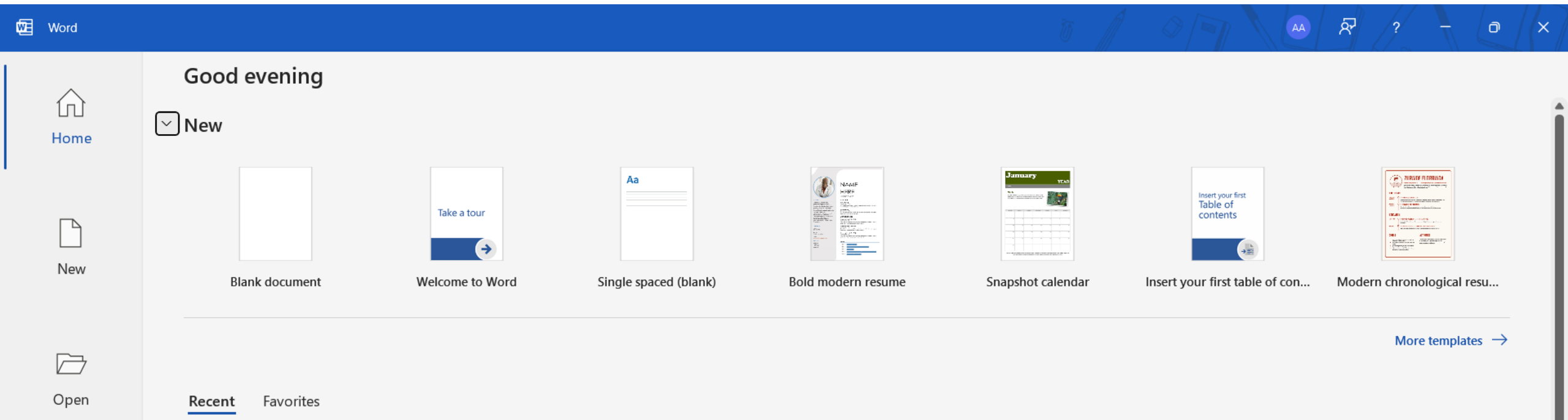


Introducing the Word Screen

- The figure shows you the different parts of the screen. Here are shorthand descriptions of these screen parts:
- **Quick Access toolbar:** This toolbar offers the Save, Undo, Repeat, and Customize buttons (and on touchscreens, the Touch/Mouse mode button).
Wherever you go in Word, you see the Quick Access toolbar.
- **Minimize, Restore, Close buttons:** These three magic buttons make it very easy to shrink, enlarge, and close the window you are working in.
- **File tab:** Go to the File tab to do file-management tasks.
- **The Ribbon:** Select a tab on the Ribbon to undertake a new task.
- **Status bar:** The status bar gives you basic information about where you are and what you're doing in a document. It tells you what page and what section you're in, and the total number of pages and words in your document.
- **View buttons:** Click one of these buttons — Read Mode, Print Layout, or Web Layout — to change your view of a document.
- **Zoom controls:** Use these controls to zoom in and out on your work.

Creating a New Document

- **Document** is just a :letter, report, announcement, or proclamation that you create with MS Word. All documents are created using a special kind of file called a template.
- The template provides the formats — the fonts, styles, margin specifications, layouts and other stuff — that give a document its appearance.



Creating a New Document

- Follow these basic steps to create a document:
- 1. On the **File** tab, choose **New**.
- The New window shown in Figure appears.
- 2. Click to **select a template**.
- A preview window appears with a description of the template you chose, Click the Create button in the preview window.
- Your new Word document opens.

Document1 - Word

Document1 - Word

Peter Weverka

New

Search for online templates

Suggested searches: Business Event Education Holiday Letters Cards Labels

Blank document

Welcome to Word

Single spaced (blank)

Chronological Resume (...)

Creative resume, design...

Creative cover letter, de...

Polished resume, desig...

Polish...

Title

YN

YOUR NAME

MOO

COVER LETTER

RECIPIENT NAME

DATE

TO: [REDACTED]

FROM: [REDACTED]

SUBJECT: [REDACTED]

Dear [REDACTED],

I am writing to you to express my interest in the [REDACTED] position at [REDACTED]. I am a [REDACTED] with [REDACTED] years of experience in [REDACTED]. I am confident that my skills and experience make me a strong candidate for this role. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications further. Thank you for your time and consideration. Sincerely, [REDACTED]

COVER LETTER

RECIPIENT NAME

DATE

TO: [REDACTED]

FROM: [REDACTED]

SUBJECT: [REDACTED]

Dear [REDACTED],

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Polished cover letter, designed by MOO

Provided by: [Microsoft Corporation](#)

Created in partnership with digital print and design company, MOO, this cover letter is a modern template that will showcase professionalism - with flair. Remember, this accessible template is customizable to your needs! You can change the color scheme in the Design tab of the ribbon.

Download size: 162 KB

Create

Creating a New Document

- >>>> **Choose the Blank Document template:** Choose Blank Document to create a bare-bones document with few styles. Blank Document is the default template for creating documents. (By pressing Ctrl+N, you can create a new document without opening the New window.)
- >>>>**Search online for a template:** Enter a search term in the Search box and click the Start Searching button (or click a suggested search term). Templates appear in the New window. You can click a template to examine it closely in a preview window. Click the Create button to create a document from the template.
- >>>>**Choose a template:** Select a template to examine it in a preview window. Click the Create button in the preview window to create a document from the template.
- >>>>**Choose a personal template:** On the Personal tab, click to select a template and create a document. A personal template is one that you created or copied to your computer or network. The Personal tab appears in the New window only if you've created templates or copied them to your computer.

Viewing documents in different ways

- In word processing, you want to focus sometimes on the writing, sometimes on the layout, and sometimes on the organization of your work. To help you stay in focus, Word offers different ways of viewing a document.

1) **Print Layout view**

- Switch to Print Layout view to see the big picture. In this view, you can see what your document will look like when you print it. You can see graphics, headers, footers, and even page borders in Print Layout view. You can also see clearly where page breaks occur (where one page ends and the next begins). In Print Layout view, you can click the One Page, Multiple Pages, or Page Width button on the View tab to display more or fewer pages on your screen.

Viewing documents in different ways

- **Read mode**
- Switch to Read mode to focus on the text itself and proofread your documents. You can't enter or edit text in Read mode. Everything is stripped away — the Ribbon, scroll bars, status bar, and all. All you see are the text and artwork in your documents. Read mode is designed for reading documents on tablet computers.

Viewing documents in different ways

- **Web Layout view**
- Switch to Web Layout view to see what your document would look like as a web page. Background colors appear (if you chose a theme or background color for your document). Text is wrapped to the window rather than around the artwork in the document.

Viewing documents in different ways

- **Focus mode**
- Word's focus mode is the best feature to use when writing. Using Focus removes everything but the ruler and the text you are writing from the screen. Instead of being distracted by formatting and document extras, you can concentrate on writing. The focus mode was new in Word for Microsoft 365 or Word 2019.

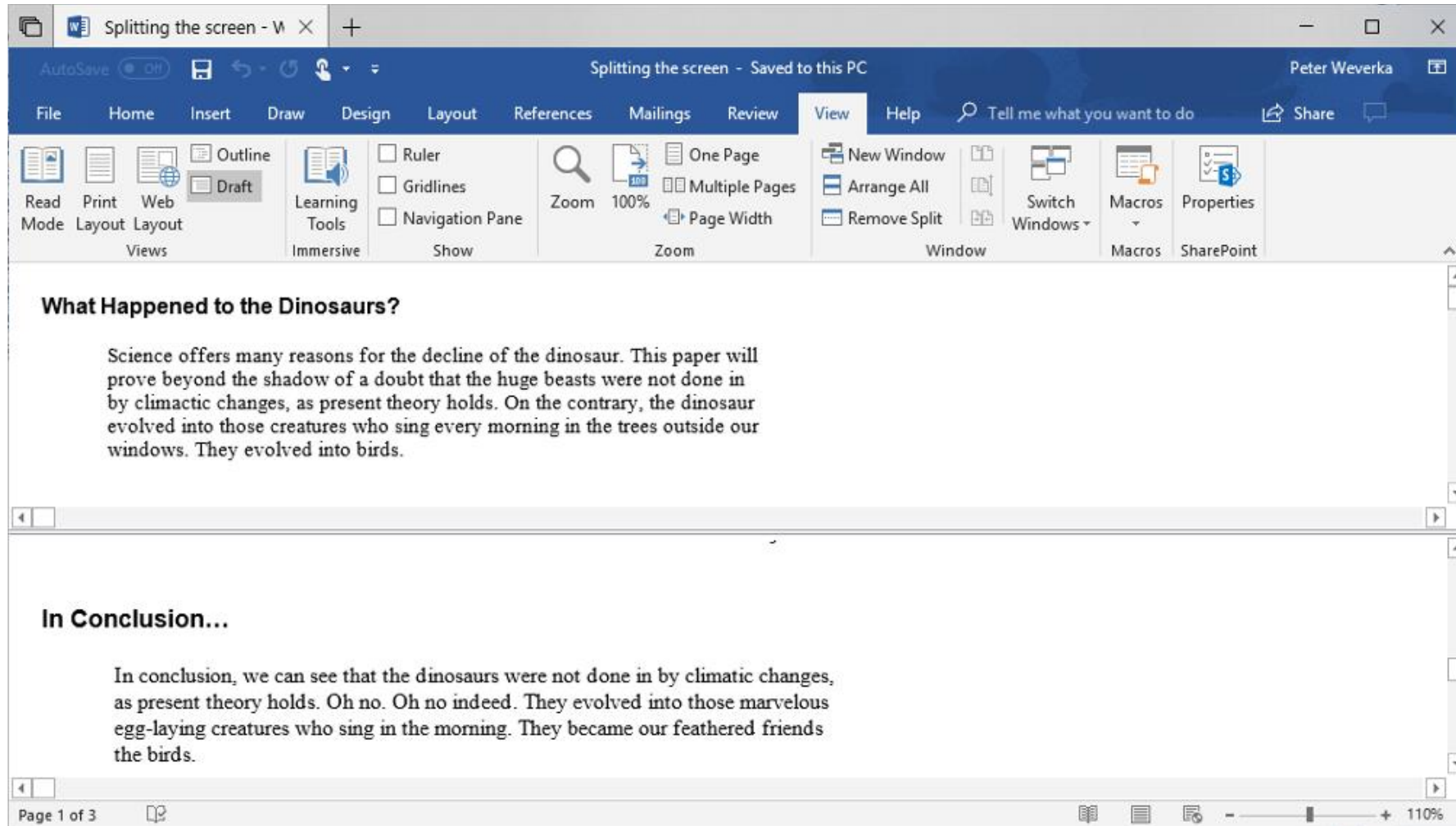
Viewing documents in different ways

- **Outline view**
- Switch to Outline view to see how your work is organized. In this view, you can see only the headings in a document. You can get a sense of how your document unfolds and easily move sections of text backward and forward in a document.
- **Draft view**
- Switch to Draft view when you're writing a document and you want to focus on the words. Pictures, shapes, and other distractions don't appear in this view, nor do page breaks (although you can clearly see section breaks). Draft view is best for writing first drafts.

Splitting the screen

- Besides opening a second window on a document, you can be two places at one time in a Word document by splitting the screen. One reason you might do this: You're writing a long report and want the introduction to support the conclusion, plus you want the conclusion to fulfill all promises made by the introduction. Achieving both goals can be difficult to do sometimes, but you can make it easier by splitting the screen so that you can be two places at one time as you write your introduction and conclusion.
- Splitting a window means to divide it into north and south halves, as shown in Figure. In a split screen, two sets of scroll bars appear so that you can travel in one half of the screen without disturbing the other half. Follow these steps to split the screen:

Splitting the screen



Splitting the screen

- 1) **On the View tab, click the Split button.**
- A gray line appears onscreen.
- 2) **Drag the gray line until the gray line is where you want the split to be.**
- You get two screens split down the middle. You can also split the screen by pressing Ctrl+Alt+S.

Saving a file

- To save a file:
- »»»Click the Save button (you'll find it on the Quick Access toolbar).
- »»»Press Ctrl+S.
- »»»Go to the File tab and choose Save.
- Saving a file for the first time
- The first time you save a file, the Save As window opens. It invites you to give the file a name and choose a folder in which to store it. Enter a descriptive name in the File Name text box. To locate a folder for storing your presentation,

Opening Files

- **Opening a file**
- Follow these steps to open a file:
 - 1. On the File tab, choose Open (or press Ctrl+O). You see the Open window. It lists files you recently opened (and files you pinned to the Recent list).
 - 2. If the name of the file you want to open is on the Recent list, click the name to open the file.
 - 3. Click the location — This PC, OneDrive, a network folder — where the file is located. Click This PC if the file is located on your computer.
 - 4. Select the folder where the file you want to open is stored; if the folder isn't listed in the Open window, click the Browse button and select the folder in the Open dialog box. The Open dialog box appears.
 - 5. Select the file.
 - 6. Click the Open button. Your file opens. You can also double-click a filename in the Open dialog box to open a file.

Closing a file

- Closing a file is certainly easier than opening one. To close a file, save your file and use one of these techniques:
 - >>>On the **File** tab, choose **Close**. The program remains open although the file is closed.
 - >>>Click the **Close** button — the X in the upper-right corner of the window. The program is closed
 - >>>Press **Alt+F4**.

Printing a file

- Printing a word file on a laser or inkjet printer:

>>>On the **File** tab, choose **Print**. A dialogue will opened showing the printing settings.

>>>Press **Ctrl + P**.