Microsoft Word 2013

Chapter 1

Creating, Formatting, and Editing a Word Document with a Picture
Objectives

• Enter text in a Word document
• Check spelling as you type
• Format paragraphs
• Format text
• Undo and redo commands or actions
• Change theme colors
Objectives

- Insert digital pictures in a Word document
- Format pictures
- Add a page border
- Adjust spacing
- Change document properties
- Correct errors and revise a document
- Print and read a document
Project – Flyer with a Picture

ADVENTURE!

Explore scenic trails with breathtaking views as you travel through meadows, forests, streams, and mountains in an off-road vehicle.

- Self-guided tours available
- All vehicles and gear provided
- Open March through October

To book your adventure, call 555-8928!
Roadmap

• Enter text in a new document
• Format the text in the flyer
• Insert a picture, called Mountain Trail, in the flyer
• Format the picture in the flyer
• Enhance the page with a border and spacing
• Correct errors and revise text in the flyer
• Print or read the flyer
Typing Text

- Type the text in the Word document
- To move the insertion point to the beginning of the next line, press the ENTER key
Typing Text

Note: To help you locate screen elements that are referenced in the step instructions, such as buttons and commands, this book uses red boxes to point to these screen elements.
Displaying Formatting Marks

- If the HOME tab is not the active tab, tap or click HOME on the ribbon to display the HOME tab.
- If it is not selected already, tap or click the Show/Hide ¶ button (HOME tab | Paragraph group) to display formatting marks on the screen.
Displaying Formatting Marks

- HOME tab is active tab
- ‘Show/Hide ¶’ button selected
- Paragraph group
- Adventure! ¶
- Paragraph mark at end of line indicates ENTER key has been pressed
- Paragraph mark at end of document
Inserting a Blank Line

• Press the ENTER key to insert a blank line in the document
Zooming Page Width

• Tap or click VIEW on the ribbon to display the VIEW tab
• Tap or click the Page Width button (VIEW tab | Zoom group) to display the page the same width as the document window
Creating, Formatting, and Editing a Word Document with a Picture

Zooming Page Width

- Page Width button
- Zoom group
- Document content displays at 157%
- Edge of mock piece of paper aligned with edge of document window
- Zoom percentage automatically calculated by Word — your percentage may differ
Wordwrap

- Wordwrap allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line.
Checking Spelling and Grammar as You Type

- Type the misspelled text and then press the SPACEBAR so that a red wavy line appears below the misspelled word
- Press and hold or right-click the flagged word to display a shortcut menu that presents a list of suggested spelling corrections for the flagged word
- Tap or click the correct word on the shortcut menu
Checking Spelling and Grammar as You Type

Explore scenic trails with breathtaking views as you travel through meadows, mountains in an off-road self-guided tours.

- Insertion point
- List of suggested corrections for flagged word
- Word, tours, to be selected
- Ignore All command
- Shortcut menu
# Navigating a Document

## Table 1–1 Moving the Insertion Point with the Keyboard

<table>
<thead>
<tr>
<th>Insertion Point Direction</th>
<th>Key(s) to Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left one character</td>
<td>LEFT ARROW</td>
</tr>
<tr>
<td>Right one character</td>
<td>RIGHT ARROW</td>
</tr>
<tr>
<td>Left one word</td>
<td>CTRL+LEFT ARROW</td>
</tr>
<tr>
<td>Right one word</td>
<td>CTRL+RIGHT ARROW</td>
</tr>
<tr>
<td>Up one line</td>
<td>UP ARROW</td>
</tr>
<tr>
<td>Down one line</td>
<td>DOWN ARROW</td>
</tr>
<tr>
<td>To end of line</td>
<td>END</td>
</tr>
<tr>
<td>To beginning of line</td>
<td>HOME</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insertion Point Direction</th>
<th>Key(s) to Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up one paragraph</td>
<td>CTRL+UP ARROW</td>
</tr>
<tr>
<td>Down one paragraph</td>
<td>CTRL+DOWN ARROW</td>
</tr>
<tr>
<td>Up one screen</td>
<td>PAGE UP</td>
</tr>
<tr>
<td>Down one screen</td>
<td>PAGE DOWN</td>
</tr>
<tr>
<td>To top of document window</td>
<td>ALT+CTRL+PAGE UP</td>
</tr>
<tr>
<td>To bottom of document window</td>
<td>ALT+CTRL+PAGE DOWN</td>
</tr>
<tr>
<td>To beginning of document</td>
<td>CTRL+HOME</td>
</tr>
<tr>
<td>To end of document</td>
<td>CTRL+END</td>
</tr>
</tbody>
</table>

## Table 1–2 Using the Scroll Bar to Scroll Vertically with the Mouse

<table>
<thead>
<tr>
<th>Scroll Direction</th>
<th>Mouse Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up</td>
<td>Drag the scroll box upward.</td>
</tr>
<tr>
<td>Down</td>
<td>Drag the scroll box downward.</td>
</tr>
<tr>
<td>Up one screen</td>
<td>Click anywhere above the scroll box on the vertical scroll bar.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scroll Direction</th>
<th>Mouse Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Down one screen</td>
<td>Click anywhere below the scroll box on the vertical scroll bar.</td>
</tr>
<tr>
<td>Up one line</td>
<td>Click the scroll arrow at the top of the vertical scroll bar.</td>
</tr>
<tr>
<td>Down one line</td>
<td>Click the scroll arrow at the bottom of the vertical scroll bar.</td>
</tr>
</tbody>
</table>
Centering a Paragraph

- Tap or click somewhere in the paragraph to be centered to position the insertion point in the paragraph to be formatted.
- Tap or click the Center button (HOME tab | Paragraph group) to center the paragraph containing the insertion point.

![Diagram showing the HOME tab and Center button](image)
Selecting a Line

• If you are using a touch screen, double-tap to the left of the line to be selected to select the line; if you are using a mouse, while the pointer is a right-pointing block arrow, click the mouse to select the entire line to the right of the pointer.
Changing the Font Size of Selected Text

• With the text selected, tap or click the Font Size arrow (HOME tab | Font group) to display the Font Size gallery.

• If you are using a mouse, point to the desired point size in the Font Size gallery to display a live preview of the selected text at the selected point size.

• Tap or click the desired point size to change the font size of the selected text.
Changing the Font Size of Selected Text

- HOME tab
- default font size is 11
- Font Size arrow
- current font size selected
- list of available font sizes are displayed in Font Size gallery
- text to be formatted is selected

Adventure Flyer - Word

Explore scenic trails with breathtaking views as you travel through meadows and mountains in an off-road vehicle.

Self-guided tours available

Open March through October
Changing the Font of Selected Text

• With the text selected, tap or click the Font arrow (HOME tab | Font group) to display the Font gallery
• Scroll through the Font gallery, and then if you are using a mouse, point to the desired font to display a live preview of the selected text in the selected font
• Tap or click the font to change the font of the selected text
Changing the Font of Selected Text
Changing the Case of Selected Text

- With the text selected, tap or click the Change Case button (HOME tab | Font group) to display the Change Case gallery
- Tap or click the desired case in the Change Case gallery to change the case of the selected text
Applying a Text Effect to Selected Text

- With the text selected, tap or click the Text Effects button (HOME tab | Font group) to display the Text Effects and Typography gallery.
- If you are using a mouse, point to the desired text effect to display a live preview of the selected text in the selected text effect.
- Tap or click the text effect to change the text effect of the selected text.
Applying a Text Effect to Selected Text

HOME tab

‘Text Effects and Typography’ button

Font group

predefined text effects

commands to define unique text effects

Text Effects and Typography gallery

text to be formatted is selected
Shading a Paragraph

• Tap or click somewhere in the paragraph to be shaded
• Tap or click the Shading arrow (HOME tab | Paragraph group) to display the Shading gallery
• Tap or click the desired shading color
Shading a Paragraph

HOME tab

Shading button (touch screens may not have separate Shading button and Shading arrow)

Shading arrow

Shading gallery displays list of available shading colors

‘Green, Accent 6, Darker 25%’ color to be selected

Paragraph group

text effect applied to paragraph

insertion point in paragraph to be shaded

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Selecting Multiple Lines

- If you are using a touch screen, tap to position the insertion point in the text to select; if you are using a mouse, move the pointer to the left of the first paragraph to be selected until the pointer changes to a right-pointing block arrow.

- If you are using a touch screen, drag the selection handle(s) as necessary to select the text that will be formatted; if you are using a mouse, while the pointer is a right-pointing block arrow, drag downward to select all lines that will be formatted.
Selecting Multiple Lines

Explore scenic trails with breathtaking views as you travel through meadows, forests, streams, and mountains in an off-road vehicle.

Self-guided tours available

All vehicles and gear provided

To book your adventure, call 555-8928!
Bulleting a List of Paragraphs

- Select the paragraphs to be formatted
- Tap or click the Bullets button (HOME tab | Paragraph group) to place a bullet character at the beginning of each selected paragraph
Italicizing Text

- Tap or click somewhere in the word to be italicized to position the insertion point in the word to be formatted.
- Tap or click the Italic button (HOME tab | Font group) to italicize the word containing the insertion point.
Coloring Text

• With the insertion point in the word to format, tap or click the Font Color arrow (HOME tab | Font group) to display the Font Color gallery
• Tap or click the font color to change the color of the text
Coloring Text

- **HOME tab**
- **Font Color button** (touch screens may not have a separate Font Color button and Font Color arrow)
- **Font group**
- **Font Color arrow**
- **Font Color gallery** displays a list of available font colors
- **Color of word containing insertion point to be changed to ‘Orange, Accent 2, Darker 25%’**

Explore scenic trails with breathtaking views, you travel and mountain bike in a comfortable vehicle.

- Self-guided tours available
- Open March through October
- All vehicles and gear provided
Using the Mini Toolbar to Format Text

• Select the text to format to display the mini toolbar

```
Explore scenic trails with breathtaking views as you travel through meadows, forests, streams and mountains in an off-road vehicle.

• Self-guided tours available
• Open March through October

To book your adventure, call 555-8928!
```
Underlining Text

- With the text selected, tap or click the Underline button (HOME tab | Font group) to underline the selected text.
Bolding Text

• With the text selected, tap or click the Bold button (HOME tab | Font group) to bold the selected text
Zooming One Page

- Tap or click VIEW on the ribbon to display the VIEW tab.
- Tap or click the One Page button (VIEW tab | Zoom group) to display the entire page in the document window as large as possible.

[Diagram showing the VIEW tab and One Page button selected, with a screenshot of a Word document with an image of an adventure.]
Changing Theme Colors

• Tap or click DESIGN on the ribbon to display the DESIGN tab
• Tap or click the Theme Colors button (DESIGN tab | Document Formatting group) to display the Theme Colors gallery
• Tap or click the desired theme color to change the document theme colors
Changing Theme Colors

Design tab

Theme Colors button

Document Formatting group

Colors in document changed to Green theme

Office color scheme is default

Green color scheme to be selected

Theme Colors gallery
# Selecting Text

<table>
<thead>
<tr>
<th>Item to Select</th>
<th>Touch</th>
<th>Mouse</th>
<th>Keyboard (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block of text</td>
<td>Tap to position insertion point in text to select and then drag selection handle(s) to select text.</td>
<td>Click at beginning of selection, scroll to end of selection, position pointer at end of selection, hold down SHIFT key, and then click; or drag through text.</td>
<td></td>
</tr>
<tr>
<td>Character(s)</td>
<td>Tap to position insertion point in text to select and then drag selection handle(s) to select text.</td>
<td>Drag through character(s).</td>
<td>SHIFT+RIGHT ARROW OR SHIFT+LEFT ARROW</td>
</tr>
<tr>
<td>Document</td>
<td>Move pointer to left of text until pointer changes to right-pointing block arrow and then triple-click.</td>
<td></td>
<td>CTRL+A</td>
</tr>
<tr>
<td>Graphic</td>
<td>Tap the graphic.</td>
<td>Click the graphic.</td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>Double-tap to left of line to be selected.</td>
<td>Move pointer to left of line until pointer changes to right-pointing block arrow and then click.</td>
<td>HOME, then SHIFT+END or END, then SHIFT+HOME</td>
</tr>
<tr>
<td>Lines</td>
<td>Tap to position insertion point in text to select and then drag selection handle(s) to select text.</td>
<td>Move pointer to left of first line until pointer changes to right-pointing block arrow and then drag up or down.</td>
<td>HOME, then SHIFT+DOWN ARROW or END, then SHIFT+UP ARROW</td>
</tr>
<tr>
<td>Paragraph</td>
<td>Tap to position insertion point in text to select and then drag selection handle(s) to select text.</td>
<td>Triple-click paragraph; or move pointer to left of paragraph until pointer changes to right-pointing block arrow and then double-click.</td>
<td>CTRL+SHIFT+DOWN ARROW OR CTRL+SHIFT+UP ARROW</td>
</tr>
<tr>
<td>Paragraphs</td>
<td>Tap to position insertion point in text to select and then drag selection handle(s) to select text.</td>
<td>Move pointer to left of paragraph until pointer changes to right-pointing block arrow, double-click, and then drag up or down.</td>
<td>CTRL+SHIFT+DOWN ARROW OR CTRL+SHIFT+UP ARROW repeatedly</td>
</tr>
<tr>
<td>Sentence</td>
<td>Tap to position insertion point in text to select and then drag selection handle(s) to select text.</td>
<td>Press and hold down CTRL key and then click sentence.</td>
<td></td>
</tr>
<tr>
<td>Word</td>
<td>Double-tap word.</td>
<td>Double-click word.</td>
<td>CTRL+SHIFT+RIGHT ARROW OR CTRL+SHIFT+LEFT ARROW</td>
</tr>
<tr>
<td>Words</td>
<td>Tap to position insertion point in text to select and then drag selection handle(s) to select text.</td>
<td>Drag through words.</td>
<td>CTRL+SHIFT+RIGHT ARROW OR CTRL+SHIFT+LEFT ARROW repeatedly</td>
</tr>
</tbody>
</table>
Inserting a Picture

• Position the insertion point where you want to insert the picture
• Tap or click INSERT on the ribbon to display the INSERT tab
• Tap or click the From File button to display the Insert Picture dialog box
• Navigate to the picture location
• Select the picture you wish to insert
• Tap or click the Insert button to insert the picture at the location of the insertion point in the document
Inserting a Picture

Insert Picture dialog box

Chapter 01 folder in Word folder in Data Files for Students folder selected

Data Files for Students folder

icons show pictures from Data Files for Students (your list may differ)

selected picture file

Insert button

Creating, Formatting, and Editing a Word Document with a Picture
Pinch and stretch or click the Zoom Out or Zoom In button as many times as necessary until the Zoom button on the status bar displays the desired value.
Resizing a Graphic

• Drag one of the sizing handles to increase or decrease the size of the graphic
Zooming 100%

- Tap or click VIEW on the ribbon to display the VIEW tab.
- Tap or click the 100% button (VIEW tab | Zoom group) to display the page at 100% in the document window.
Applying a Picture Style

- Tap or click PICTURE TOOLS FORMAT on the ribbon to display the PICTURE TOOLS FORMAT tab
- Be sure the graphic still is selected
- Tap or click the More button in the Picture Styles gallery (PICTURE TOOLS FORMAT tab | Picture Styles group) to expand the gallery
- Tap or click the desired style in the Picture Styles gallery to apply the style to the selected picture
Applying a Picture Style

- Expanded gallery shows more options—your list may be arranged differently.
- Pointer on ‘Drop Shadow Rectangle’ picture style.
- Picture format changes to Drop Shadow Rectangle, showing live preview of style to which you are pointing in expanded gallery.

Creating, Formatting, and Editing a Word Document with a Picture
Applying Picture Effects

- With the picture still selected, tap or click the Picture Effects button (PICTURE TOOLS FORMAT tab | Picture Styles group) to display the Picture Effects menu
- Tap or point to the desired effect category
- Tap or click the desired picture effect in the gallery to apply the selected picture effect
Adding a Page Border

- Tap or click DESIGN on the ribbon to display the DESIGN tab
- Tap or click the ‘Borders and Shading’ button (DESIGN tab | Page Background group) to display the Borders and Shading dialog box
- Tap or click the desired border style
- Tap or click the Color arrow to display a Color palette
- Tap or click the desired color
- Tap or click the Width arrow to display the Width list
- Tap or click the desired width
- Tap or click the OK button to add the border to the page
Adding a Page Border

1. Click on the "Design" tab in the ribbon.
2. Click on the "Borders and Shading" button.
3. In the "Borders and Shading" dialog box, select the "Page Border" tab.
4. Choose the type of border you want to add: plain, dotted, double, etc.
5. Customize the border style, color, and width as needed.
6. Click "OK" to apply the border to your document.
Changing Spacing Before and After a Paragraph

• Position the insertion point in the paragraph to be adjusted
• Tap or click PAGE LAYOUT on the ribbon to display the PAGE LAYOUT tab
• Change the values in the Spacing Before and Spacing After boxes
Changing Spacing Before and After a Paragraph

- **PAGE LAYOUT tab**
- **Spacing After up arrow**
- **Spacing Before and After a paragraph**
- **Paragraph group**
- **space increased**
- **border added to flyer**
- **ADVENTURE!**
- **Explore scenic trails with breathtaking views as you travel through meadows, forests, streams, and mountains in an off-road vehicle.**
  - Self-guided tours available
  - Open: March through October
  - All vehicles and gear provided

To book your adventure, call 555-8928.
Centering Page Contents Vertically

- If necessary, tap or click PAGE LAYOUT on the ribbon to display the PAGE LAYOUT tab
- Tap or click the Page Setup Dialog Box Launcher (PAGE LAYOUT tab | Page Setup group) to display the Page Setup dialog box
- Tap or click the Layout tab (Page Setup dialog box) to display the Layout sheet
- Tap or click the Vertical alignment arrow to display the list of alignment options and then tap or click Center in the list
- Tap or click the OK button to center the page contents vertically on the screen
Creating, Formatting, and Editing a Word Document with a Picture

Centering Page Contents Vertically

- Alignment changed to Center
- Vertical alignment arrow
- OK button
Deleting Text

• Select the text to be deleted
• With the text selected, press the DELETE key to delete the selected text
Moving Text

• Select the text to be moved
• If you are using a mouse, with the pointer in the selected text, press and hold down the mouse button, which displays a small dotted box with the pointer
• If you are using a mouse, drag the insertion point to the location where the selected text is to be moved
• If you are using a mouse, release the mouse button to move the selected text to the location of the dotted insertion point
• Tap or click anywhere in the document window to remove the selection
Moving Text

Explore scenic trails with breathtaking views as you travel through meadows, forests, streams, and mountains in an off-road vehicle.

- Self-guided tours available
- All vehicles and gear provided
- Open March through October

To book your adventure, call 555-8928!
Printing a Document

• Tap or click FILE on the ribbon to open the Backstage view
• Tap or click the Print tab in the Backstage view to display the Print gallery
• Verify the printer name that appears on the Printer Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer
• Tap or click the Print button in the Print gallery to print the document on the currently selected printer
Printing a Document
Switching to Read Mode

• Tap or click the Read Mode button on the status bar to switch to Read mode

travel through meadows, forests, streams, and mountains in an off-road vehicle

• Self-guided tours available
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Chapter Summary

• Enter text in a Word document
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Microsoft Word 2013

Chapter 1 Complete