

1 INTRODUCTION TO *WORD*

Writing a Conference Call letter

BEFORE YOU BEGIN

Lesson 1 makes the assumption that you are already familiar with the *Windows* computing environment, though you may not be an expert in its use. If you are using a computer in a lab at school, you'll also know:

- where to find the computer lab on campus;
- how to turn the computer on;
- how to log on to the system (using your login name and password).

You also should be familiar with the **Windows, Icons, Menus, and Pointers** (the so-called **WIMP** interface) with which you interact with the computer. If not, your instructor will make this clear to you before you proceed with these tutorials.

Lesson 1 assumes that you have a copy of the set of work files that accompany these tutorials. These files should be stored on your hard drive and/or on a USB Flash drive. Whatever type of disk drive you are using, be sure it is labeled (named) appropriately.

The work files that accompany these tutorials should be stored on the drive in three folders named *Work Files*, *PowerPoint Files*, and *Access Files*. You also will need a fourth folder for the *data files* that you will be creating while working your way through the tutorials. This fourth folder will be called *Data Files*.

Ideally, you should have a second **backup** copy of the four folders mentioned above (*Work Files*, *PowerPoint Files*, *Access Files*, and *Data Files*).

If you do not have these folders and files ready, prepare them now before proceeding with this tutorial. Here are the steps to take:

If necessary (if you received a **zipped copy of the work files** with these tutorials), **unzip the set of Work Files for Office 2013** (your instructor will help you with this if you are working with a class)

Copy onto your disk (USB drive and/or hard drive) the folder titled **Work Files for Office 2013**, which includes the **three** sets of files that accompany these tutorials (**Work Files, PowerPoint Files, Access Files**)

Double click on the **Work Files for Office 2013** folder to **open** it, and, **inside** the Work Files for Office 2013 folder, **create a new, fourth, folder** called **Data**

Files (one way to do this is to click on the **Organize** menu of the **Work Files for Office 2013 folder**, select **New Folder** from the drop-down menu, and, in the sub-menu, select **Folder**. The system will create a new folder for you and then wait for you to give it a name of your choice. Call it **Data Files**.)

A caveat (warning) before you begin: You'll find it easiest to use this tutorial if you follow the directions carefully. On computers there are always other ways of doing things, but if you wander off on your own be sure you know your way back!

LEARNING OUTCOMES

Words are crucial tools of a teacher's trade. As a teacher, you owe it to yourself and to your students to use words well. The *Office 2013* word processor will help you improve your writing skills because it makes revision easy and thus encourages you—and your students—to correct errors in grammar, spelling, and style.

In this tutorial, along with some helpful hints to bear in mind when word processing, you will learn the steps required to produce a word processed document from scratch and carry out basic formatting and editing functions. These include:

- opening and naming a new word processor document
- entering and saving a document
- updating and simple formatting of a document
- checking a document for spelling and grammar errors
- printing a document
- making a backup copy of a document

It is likely you are not a beginner to word processing, so you may think you don't need to complete this tutorial. That would be a mistake. Most computer users learn no more than the minimum they think they need to know to use a program such as *Word*, without taking the trouble to learn other useful features of the software. In other words, even if you have used a word processor for a while, there's a good chance that you will still benefit from completing this beginner's tutorial.

So, with this in mind, please conscientiously work your way through the tutorial with a view to learning new things. You'll be surprised what you'll discover!

1.1 OVERVIEW OF MICROSOFT *OFFICE 2013*

If you come to *Office 2013* after having previously used *Office 2007*, you will be happy to know that the Office Button (introduced in Microsoft's *Office 2007*) is thankfully gone. It has been replaced by the restored and more familiar File menu, which, as introduced in *Office 2010*, gives the user a *Backstage* view on the document or file that the user is

developing. In the Backstage view, you do things TO a file (such as save it or open it or print it) that you do not do IN the file (such as any kind of editing of the document). The Backstage View as it appears in *Office 2013* takes some getting used to, but by the time you are done with these tutorials you will be using it like a pro.

Also, prior to *Office 2007*, users were familiar with a traditional, and by then kind of old-fashioned system of menus, toolbars, task panes, and dialog boxes to get their work done. In *Office 2013* you will continue to use menus and dialog boxes; but, as introduced with *Office 2007*, *Office 2013* also uses what Microsoft calls *Ribbons*, which have greatly simplified navigation of the many cool features of the *Office* word processor. If you are already familiar with either *Office 2007* or *Office 2010*, feel free to skip the rest of this section and proceed directly to Section 1.2 OPENING AND NAMING A NEW WORD PROCESSOR DOCUMENT.

A Ribbon is a strip that runs across the top of a window which presents word processing options organized into a set of *Tabs* (Fig. 1.1). For each Tab there is a different *Ribbon*, such as the Home Ribbon illustrated in Fig. 1.1, in which you will find *Groups* of options.

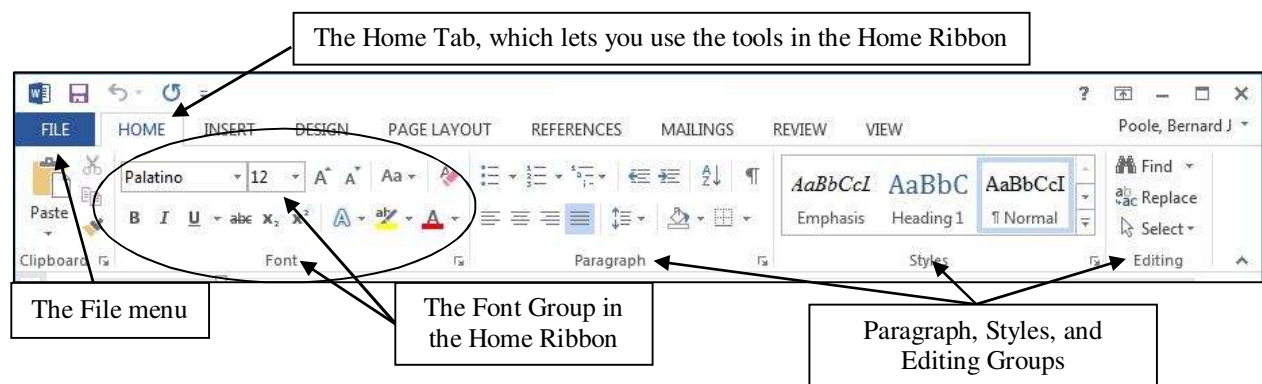


Fig. 1.1 The features of the *Office 2013* User Interface

Ribbons have *Tabs*; each Tab contains *Groups* of word processing tools that are closely related from the point of view of functionality. For example, in the *Home* Ribbon (see Figure 1.1 above) you will find the most basic, and therefore the most frequently used word processing functions. The Groups in the Home Ribbon also include the tools you would tend to use when you first open a Word document and need to set it up with fonts and style and spacing and so forth before proceeding to add text.

These Home Ribbon Groups include the *Font* Group, which has all the tools you need that deal with fonts and text sizes and styles and colors and so forth. Then in the *Paragraph* Group are all the tools for line spacing, text alignment, bullets and numbering, indentation, and borders. Next is the *Styles* Group if you want to use a predefined style layout for your document. Finally in the Home Ribbon you have the *Editing* Group, which has tools that you would be likely to use on an ad hoc basis while developing a document. Also, notice the Clipboard Group over to the left of the Home Ribbon, very useful when you are cutting and pasting text within a document or from one document to another.

Many of the tools in the various Office Ribbons can still be accessed using a key sequence at the keyboard. Later in these lessons you will be introduced to many of these

so-called Quick Keyboard Commands. For this reason, the author has prepared a chart that breaks down the most used *Office Word 2013* quick keyboard commands. The chart is available as a separate download at the end of the list of contents on the download site for these [Office 2013 tutorials](#).

1.2 OPENING AND NAMING A NEW WORD DOCUMENT

Before you can use Microsoft *Word 2013*, you must first open the program. If this is your first time using *Word* for *Windows*¹, here is what you need to do:

Click on the **Start** button in the **lower left** corner of the screen, then, from the **All Programs** menu, locate (scroll to find) the **Microsoft Office** submenu, then in the sub menu select **Microsoft Office Word 2013**

If you can find Microsoft *Word* by yourself, **open** the program now; otherwise get help from a friend, or your instructor, or from the lab supervisor

After you have opened *Word*, you will be presented with the following *Office 2013* Backstage window on your computer (Fig. 1.2).

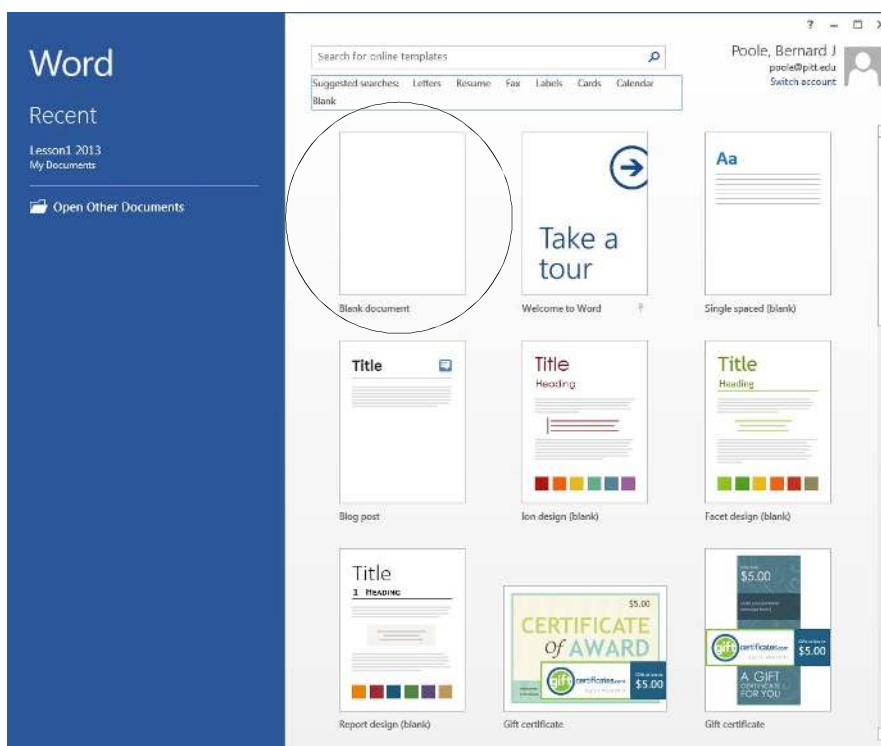


Fig. 1.2 Initial *Word* Backstage View

¹ For the purposes of this book, all illustrations are created using Microsoft *Windows 7* running *Office 2013*

As you can see, you have the option to open a Blank Document (a new document), or you can open any one of several word processing templates. Templates are useful because they save you having to create professional-looking documents, such as gift certificates and so on. But for our purpose here, you want a new blank document open on your screen.

Click **once** on **Blank document** (Fig. 1.2 above)

You should see a blank word processor document on your screen. If you are already familiar with either *Office 2007* or *Office 2010*, feel free to skip to page 10.

Now take a moment to take a look at each of the **Ribbons** for *Office Word 2013*—starting with the Groups of the **HOME Ribbon** (Fig. 1.1 on previous page).

Next click on the tab for the **INSERT Ribbon** and check out the various Groups of tools available (Fig. 1.4)

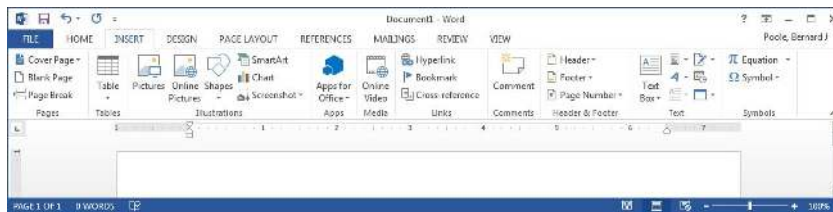


Fig. 1.4 The Groups in the INSERT Ribbon

At this stage do not worry about all the details; the features of Word can be overwhelming at first. Spend a couple of minutes clicking on each of the Group names and scanning the many options available to you.

Click on the tab for the **DESIGN Ribbon** and check out the various Groups of tools available (Fig. 1.5)

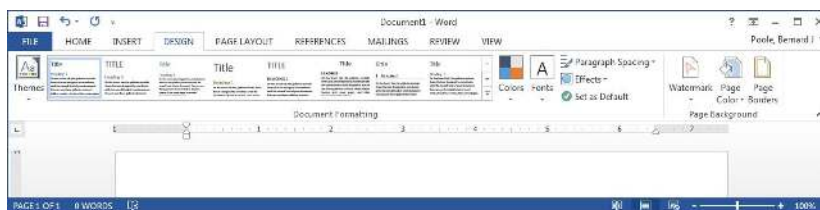


Fig. 1.5 The Groups in the DESIGN Ribbon

Click on the tab for the **PAGE LAYOUT Ribbon** and check out the various Groups of tools available (Fig. 1.6)

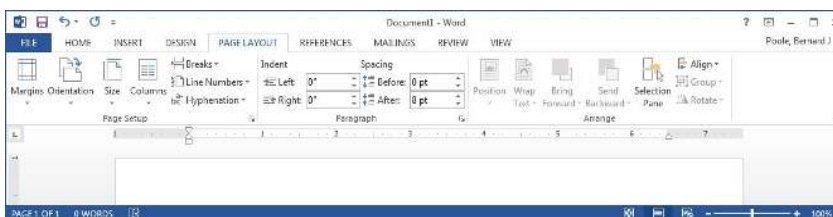


Fig. 1.6 The Groups in the PAGE LAYOUT Ribbon

[Click here to download full PDF material](#)