

Word 2008 for Mac: Basics

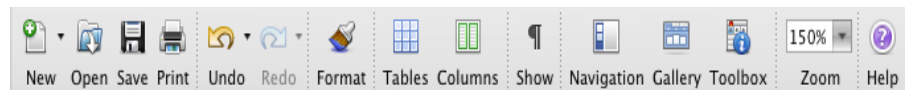
Learning Guide

Exploring Word

Using toolbars

Word's toolbars provide an easy way to perform many of the simple tasks you complete over and over again when composing your documents.

The **Standard Toolbar** will appear at the top of the Word window when Word is launched. If this toolbar does not appear, simply select it from the **View** menu, under **Toolbars**.



Using menus

Word makes all of its commands available through its menu bar at the top of the screen. Clicking any of the words in this bar will display a menu with a group of related commands. *Sometimes Word displays only the most frequently used commands when a menu is first selected. If you do not see the command you are looking for, place your cursor on the arrow at the bottom of the menu window to reveal additional hidden commands.*

Menu...	Allows users...
File	To manage documents using commands.
Edit	To make changes and revisions to the document and Undo the most recent change made.
View	To look at the document in a different way and has additional toolbars which give many different options, such as formatting.

Insert	To put images into the document.
Format	To customize text and paragraph formats within the document.
Font	To choose from many different font styles.
Tools	To use tools such as the thesaurus, spelling check, and grammar check.
Table	To insert tables into the document.
Window	To use commands for changing the size of the window.
Work	To store documents that you want to work on.
Help	To use the Office Assistant.

Composing and Editing Documents

Opening a new document

Before you can begin, you must create a new blank document.

- If Word is not yet open on your Mac, click on **Finder**, go to Applications > Microsoft Office 2008 > Microsoft Word



- Word will open up right to a Blank Document.
 - If you would like to open another blank document, click on the button labeled New:



- You can also create a blank document by selecting **New Blank Document** from the **File** menu.

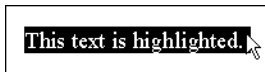
Composing text

Now that you've opened a new blank document, you can begin to compose text to fill your new document.

- By default, Word will place a flashing insertion point cursor at the upper left corner of your new document window.
- As you type, your text will appear to the left of the insertion point.
- To insert new text within a paragraph you've already composed:
 - Click inside the paragraph at the point where you'd like to insert your text.
 - Type your new text, which will appear to the left of the flashing insertion point.

Selecting text

Whenever you change the text of your document or apply formatting, you'll first need to select the text that you wish to change or format. Once you've selected your text, it will be highlighted (just like the text in the screen image below) and ready to accept your change.



There are several ways to select text in your document.

- To select a **whole word**, double-click on the text.
- To select a **whole paragraph**, triple-click anywhere in the paragraph.
- To select a **long block of text**:
 - Place your cursor at the beginning of the text block.
 - Hold down the **shift key**.
 - Click at the end of the text block.Or
 - Click and drag your cursor over the block of text.

Removing text that you've already composed

There are several ways to remove or replace text that is already part of your document.

- To remove text using the **delete** key on your keyboard:
 - Place the insertion point to the right of the text you wish to delete.
 - Press the **delete** key on your keyboard to delete characters to the left of your insertion point.

- To **select and replace** existing text:
 - Drag your cursor to select text that you wish to replace.
 - Type new text to replace the text you selected.

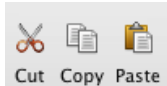
Moving and Copying Text

Sometimes, you'll want to move some text you've already composed to a new location in your document. Word's **Cut**, **Copy**, and **Paste** buttons allow you to move blocks of text (of any length) within in your document. However, they are not on the **Standard Toolbar** by default. To add these buttons, hold down the **Control** button and click on the toolbar you wish to add them to, then click **Customize Toolbars and Menus...** A toolbar should appear in the upper left corner.

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Font ▾ Tools ▾ Table ▾ Window ▾ Work ▾ Help ▾

Click Edit to see the list of available buttons. Add any of the **Cut**, **Copy**, or **Paste** buttons by moving the cursor over the button, clicking and holding the left pointer on the mouse, and dragging the button to the desired area of the target toolbar.

- Moving these buttons to the **Standard Toolbar** will show the text of the button, as seen below:



To move a block of text:

- Select the text to be moved.
- Click on the button labeled **Cut** located on the standard toolbar.
- Click on the location in your document where you wish to insert the block of text. *Your pasted text, like newly typed text, will be inserted to the left of the insertion point.*
- Click on the button labeled **Paste** to insert the text.

To copy a block of text:

- Select the text you wish to copy.
- Click on the button labeled **Copy** located on the standard toolbar.
- Click on the location in your document where you want to insert the copied block of text. *Your pasted text will be inserted to the left of the insertion point.*
- Click on the button labeled **Paste**.

Fixing Mistakes

For every document that you create, you will make at least a few mistakes. Thankfully, it's easy to use the **Undo** and **Redo** buttons to fix any errors.

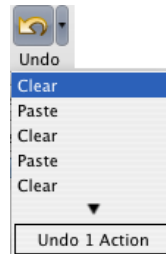


Undoing a mistake

- From the standard toolbar, click on the button labeled **Undo** once to undo the most recent action you completed.
- Click the button labeled **Undo** again to undo the second most recent action.
- To undo even more action, click on the downward-facing arrow

Undoing multiple mistakes at once

- Click on the down-facing arrow located next to the **Undo** button.
- From the menu that appears, move your mouse (without clicking) to select the actions that you wish to undo.
 - Only five actions appear when you first display the **Undo** menu.
 - To view additional actions, use the scroll bar at the left of the menu.
- Click on the first action that you wish to undo. Word will undo all of the actions highlighted in blue.



Redoing an action you've already undone

Do you wish you did not just undo an action? The Redo button can restore the action for you.

- From the standard toolbar, click on the button labeled **Redo** to restore your previous content.
- To Redo multiple actions at once:
 - Click on the down-facing arrow located next to the **Redo** button.
 - Select the actions that you wish to restore.

Tip: You can only reverse an action immediately after it's been undone. Once you make further changes to you can no longer redo previous action.

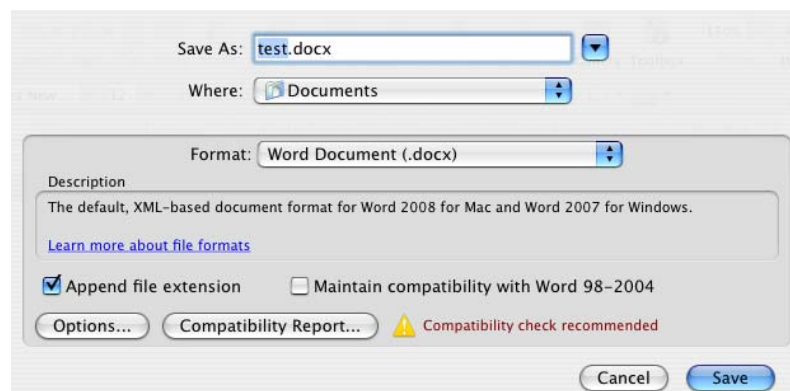
Saving your document

Most people save a document only after they've completed some substantial work on it. When you delay saving your document, you risk losing some of your work if you encounter computer problems or a power outage. For the best results, save your document early and often. Here are some good habits to practice:

- Save frequently.
- Be sure you know where you are saving your document.
- Save whenever you complete a thought, not just when you complete a major section of your document.
- Save a backup copy, perhaps to a USB flash drive, when working on a mission-critical document.

Saving a document for the first time

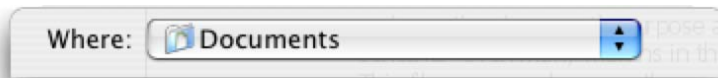
- From the **File** menu, select **Save**.
- Word will display the **Save As** window, which will let you select a location in which your document will be saved and give your document a unique name.



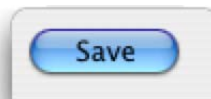
- Type a descriptive name for your document in the box labeled **Save As**, located at the top of the window.
 - This name should allow you to remember at a glance the document's purpose and contents- even many months in the future.
 - This filename can be more than one word long, and can contain spaces and numbers.
- Allow Word to save the document in its default Microsoft Word document format.



- Click on the name of the drive (your hard drive or department network drive) to which you wish to save your document.



- Click once to open the folder in which you want to save your document.
 - Remember that folders can be saved within other folders.
 - If the folder you want is not at the base level of your hard drive, you may need to navigate through several levels of folders before arriving at your destination folder and saving your document.
- Click on the button labeled **Save** located at the bottom right of the window to save your document.



Saving changes to a document

To save changes that you've made to your document:

- From the **File menu** select **Save**.
- Or
- Click on the button labeled **Save**, located on the standard toolbar.



- To save a copy of your file under a new name:
 - From the **File menu** select **Save As**.
 - Save this renamed document as if you were saving the document for the first time.

Fixing Spelling Errors

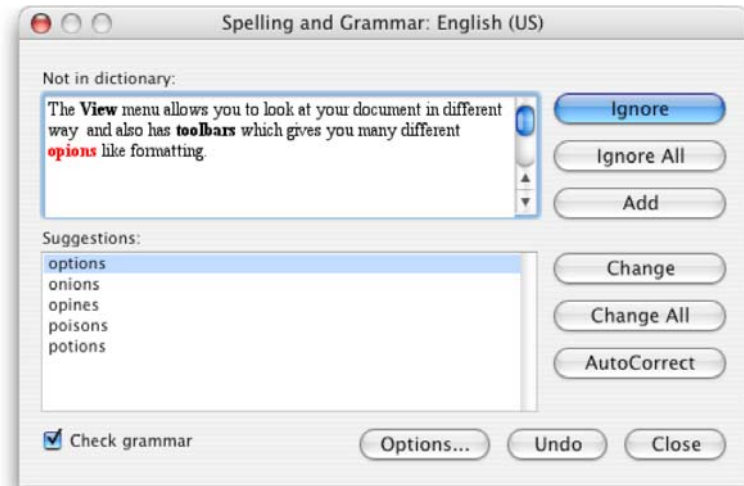
Word provides visual cues to indicate spelling and grammar errors. Misspelled words are underlined in red, while grammatical errors are underlined in green. These annotations do not appear when you print your document.

This sentence has a spelling error.

This phrase has a grammatical errors.

Although you can correct spelling errors using techniques for removing text (found on p.3 of this guide), Word can also suggest appropriate spelling and grammar corrections:

- From the **Tools menu** select **Spelling and Grammar**.
- The **Spelling and Grammar** window will appear.
 - Any misspelled words, along with the sentences they are found in, will appear with suggestions for their correction in this window.
 - Grammatical errors will also be addressed in this same window.



- From the **Spelling and Grammar** box, select the correct spelling of the word.
- Click on the button labeled **Change**.
- Word will automatically make the correction in your document.

Tip: Another way to correct your misspelled words:

- When a misspelled word is underlined in your document, find suggestions immediately through a pull-down menu.
 - Press **Control** on your keyboard while clicking on the misspelled word
 - From the pull-down menu that appears select the appropriate correction.

Formatting Text

Once you've composed text in your document, a little formatting can highlight your ideas and make your document easy to read. You can format text using the Formatting Toolbar.








Displaying the Formatting Toolbar (ONLY if it's not already showing)

- Open up the **View** menu.
- From the options presented, point your mouse at **Toolbars**, and then select **Formatting** from the menu that appears.
- The **Formatting Toolbar** will be added under the standard toolbar in your Word document.

Formatting selected text

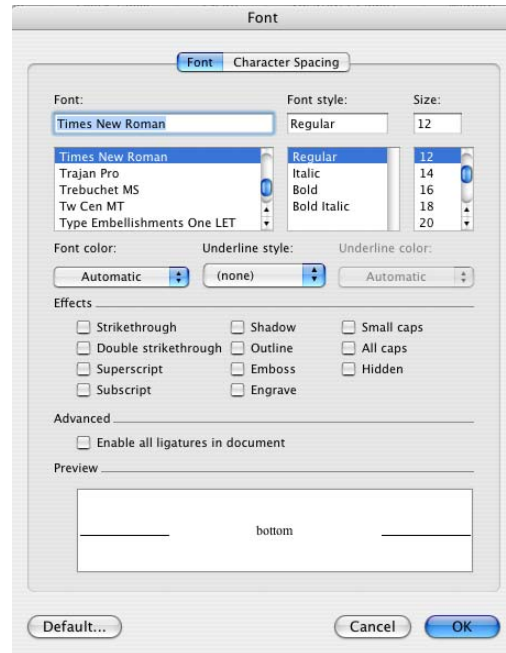
- Select the text that you wish to be formatted.
- Click one or more of the buttons below to format your selected text.

If you want to...	Click on...
Change the font of the selected text	
Change the size of the selected text	
Bold the selected text	
Italicize the selected text	
Underline the selected text	

Applying advanced text formatting

Text can also be formatted using the Font window:

- Select the text to be formatted.
- From the **Format** menu, select **Font**.
- The **Font** window will appear.
 - You can choose the font, font style, and text size.
 - You can apply underlining, color, and other effects to your text.







- The **Preview** box located at the bottom of the **Font** window allows you to see the immediate effect of your changes.
- Click on the button labeled **OK** to apply this formatting to your text

Formatting Paragraphs

Just as text formatting makes your content easier to read, paragraph formatting creates a visual structure that greatly improves the appearance of your document.



Aligning text

- Select the paragraph(s) you wish to format.
- From the **Formatting Toolbar**, choose one of the following buttons below to align the selected text.

If you want to ...	Click on ...
Left-align the current paragraph or selected text.	
Center the current paragraph or selected text.	
Right-align the current paragraph or selected text.	
Justify the current paragraph or selected text.	

Indenting text




- Select the text you wish to format.
- Click on the following buttons below to adjust the indent of your selection.

If you want to ...	Click on ...
Increase the indent of one or more selected paragraphs.	
Decrease the indent of the selected paragraph or paragraphs.	

Line spacing

When composing a document, you may want to change the line spacing to include room for future editing.

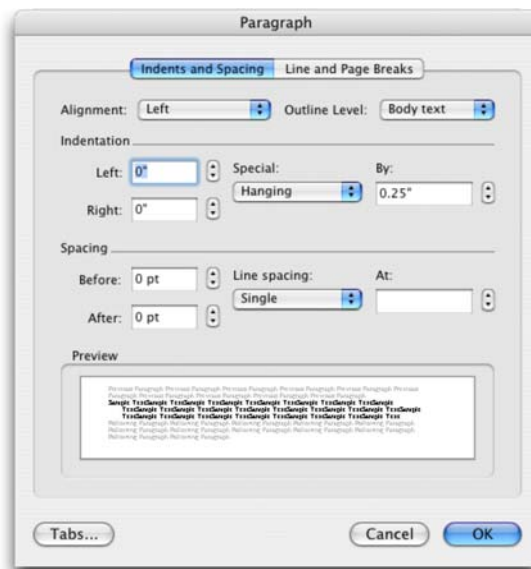
- Select the paragraph(s) you wish to format.
- Navigate to the right side of the **Formatting Toolbar** (if toolbar not shown, see “Displaying the Formatting Toolbar” on p. 10)
- Choose the desired spacing

Spacing	Click on...
Double Space	
1.5 Space	
Single Space	

Applying advanced paragraph formatting

Paragraphs can also be formatted using the **Paragraph** window.

- Select the paragraph(s) you wish to format.
- From the **Format** menu, select **Paragraph**.
- The **Paragraph** window will appear.

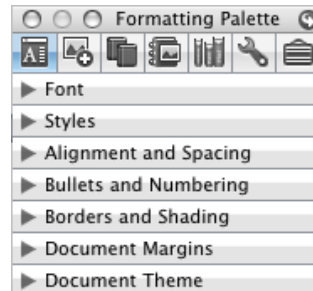


- From the **Indents and Spacing** tab at the top of the window:
 - You can change alignment, indentation, paragraph spacing and line spacing.
- In the **Preview** box you can view the formatting you have selected.
- Click on the button labeled **OK** to apply the formatting changes to your paragraph(s).

The Formatting Palette

The Formatting Palette contains options such as **Borders, Shading,** and **Document**, as well as some of the formatting already discussed in this guide, including **Font, Alignment,** and **Spacing**. To use the formatting palette:

- From the **View** menu, select **Formatting Palette**.

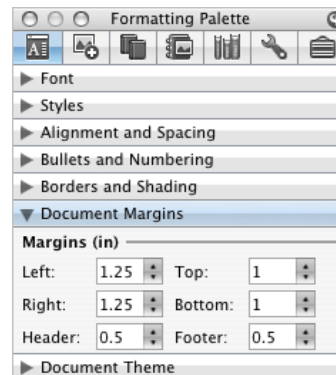


- From the **Formatting Palette**, click on any of the options for additional material.

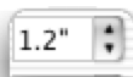
Formatting page margins

By default, Word sets margins of 1.25” to the right and to the left of the document and 1.0” to the top and bottom. If you wish, you can change the margins of your document to better accommodate your content. To alter the margins of your document:

- On the **Formatting Palette**, click the arrow next to the **Document Margins** tab.



- Click on the arrows next to the margins you want to change.
 - The upward facing arrow increases the indentation.
 - The downward facing arrow decreases the indentation.



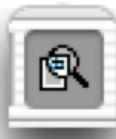
- Once you click on the arrow buttons, Word will automatically apply the indentation changes to your document.

Previewing and Printing your Document

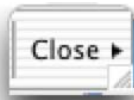
Before printing, you may want to preview your document on the screen to make sure that it will print out in the way you intended.

Previewing your Document

- From the **File** menu, select **Print Preview**.
- Word will display a copy of your document, as it will look when it is printed.
- You can only edit your document in this mode if you press the **Magnifier**.



- To view your document at a higher magnification:
 - Click on the area of the document you wish to see.
 - Clicking the document a second time will return you to the original magnification.
- Click on the button labeled **Close** located on the **Print Preview** toolbar to close the print preview mode.



Printing your Document

- Click on the **Print** button located on the standard toolbar.



- The document will automatically print.

Another way to print your Document:

- From the **File** menu, select **Print**.
- The **Print** window will appear.
- Click on the button labeled **Print**.

Getting Help In Word

Word's Help index is a very good place to start when trying to use an unfamiliar feature, or when trying to assess Word's capabilities for undertaking a new project.

The Help Menu

- To access the Help menu, click on the **Help** button in the upper right corner of the **Standard Toolbar**.

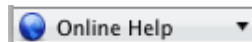


Another way to access the Help menu:

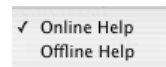
- From the **Help** menu, click on **Word Help**.



- There are two different sources for answers in **Help**, an **Online Help** and an **Offline Help**. By default, Word will try to connect to the **Online Help** source first. You must be connected to the internet to access this source.
- If you are not connected to the internet or Word is having trouble accessing the online source, you can toggle to **Offline Help**. Navigate to the lower left corner to **Online Help**:



- Click the drop-down menu and select **Offline Help**:



Using Word Help

- Type in a few keywords describing your question in the upper right hand search bar



- For example, if you wish to know how to add a picture to your document, type in "add picture" (without quotes) and browse the entries returned on the left-hand pane.

- Alternatively, if you are not sure how to describe your question, click on the **Topics** button in the upper left corner and browse through the **Contents** tab to locate an answer to your query.

