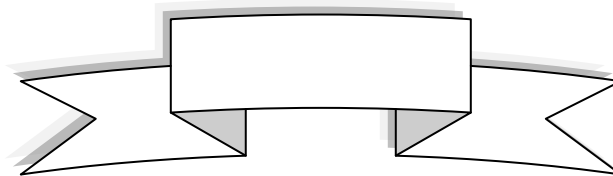


Microsoft Word Training Manual



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INTRODUCTION

Microsoft word is a word processing application. A word processor is any application that allows you to create, edit, format, store and print text. Word processors have today replaced the typewriters.

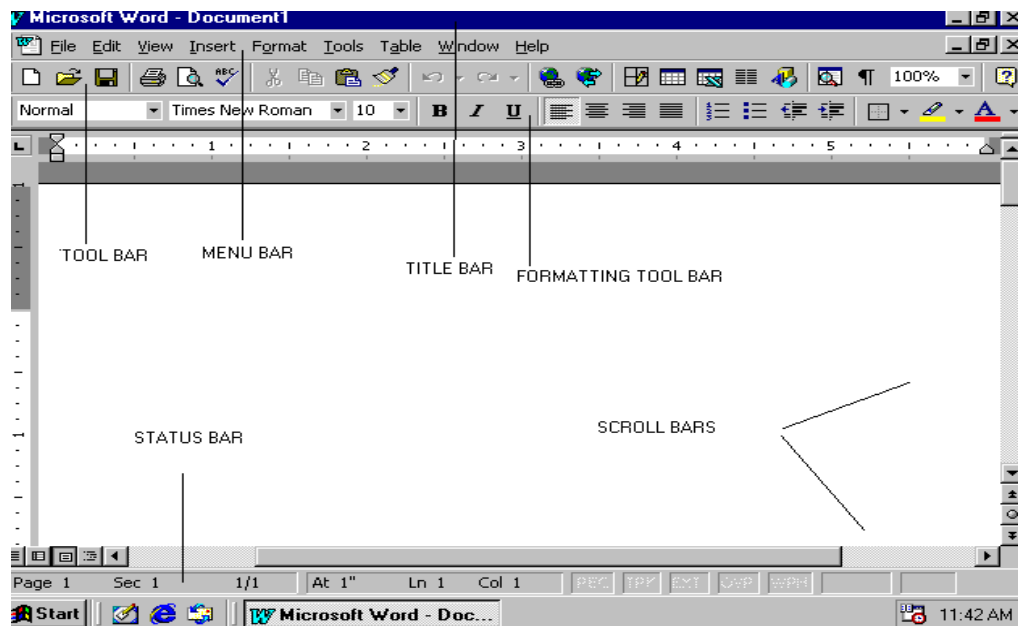
Advantages of word processors over the Type writer

- View the document on the screen before printing
- Correct mistakes
- Insert or delete words
- Move text from one part of the document to another
- Reusability of documents
- Ability to print document.

LOADING MS-WORD

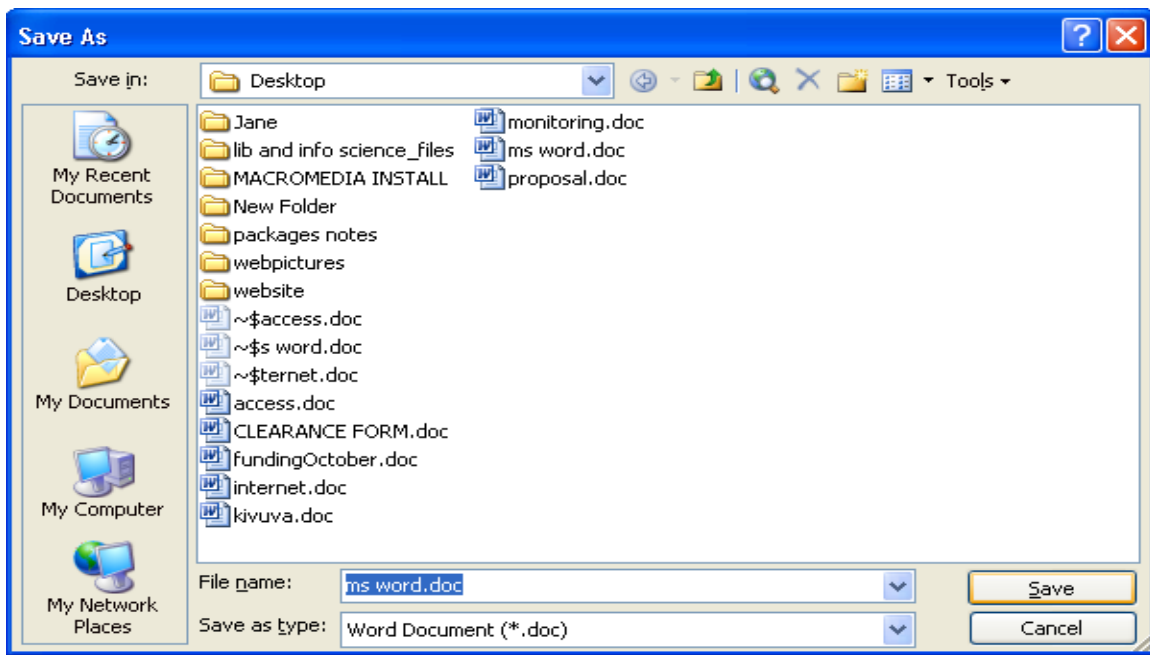
- From the desktop click the start button, and then click programs
- Select Ms-word and click

THE WORD SCREEN



SAVING A DOCUMENT

- Click 'save as' from the file menu
- The save as dialog box shown below appears.
- Type the file name and open the folder where you want to save the document
- Then click on the save button



Or



- Click on the save button from the tool bar
- From the dialog box type the name of the document and open the folder where you want to save
- Click on the save button

OPENING A DOCUMENT

- From the menu bar click on file menu
- Select open
- The open dialog box appears
- Open the folder where you saved the file from the look in box by double clicking on it
- Click the file and then click the open button

or



- From the toolbar click the open button
- Follow the procedures above.

CLOSING A DOCUMENT

- Click on the close button 

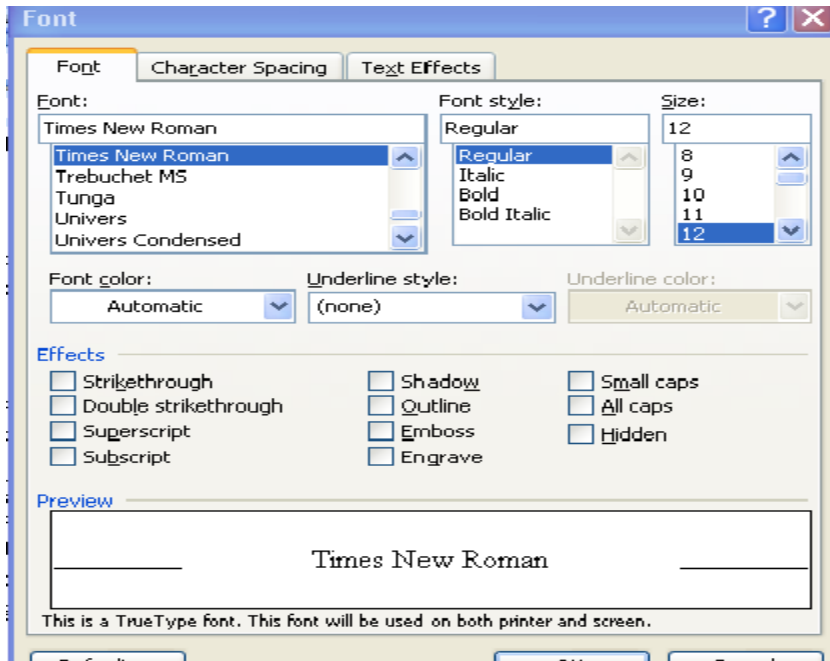
Or

- Click on the file menu then select close

TEXT FORMATTING.

Bolding text

- Highlight your text
- Click format on menu bar and select font



- The dialog box above appears
- Under font style select bold
- Click OK

Or

- Highlight your text
- From the formatting tool bar click on the bold button 

Underlining text

- Highlight your text
- Click format on menu bar and select font
- A dialog box appears
- Under underline style, select the type of underline you want and click OK.

Or

- Highlight the text
- From the formatting tool bar, click the underline button 

Italics.

- Highlight your text.

- Click format on menu bar and select font
- On the dialog box under font style select Italics
- Click OK.

Or

- Highlight your text
- From the formatting tool bar, click the Italics button 

To change the font size

- Highlight your text
- From the menu bar, click on format and select font.
- Under size ,select the size you want and click OK

Or

- From the formatting tool bar, use the icon below to increase or decrease the size



To change the font style

- Highlight the text
- From the menu bar, click on format then select font
- Under font select the font type you like
- Click ok

Font color

- Highlight the text
- From the menu bar, click on format then select font
- Under font color select the color you like
- Click ok

PARAGRAPH FORMATTING

Bulleting

- Highlight the text
- Click format on the menu bar
- Select bullets and numbering from the drop down menu
- Click on the bulleted tab
- Choose the type of bullets you want
- Click ok.

Indenting

- Position the cursor before the text you want indented
- Click on format menu from the menu bar
- Select paragraph
- In the paragraph dialog box move to the indents section
- Set the indent you want and click ok.

Or

- Place the cursor before the text you want to indent

- Tap the tab key

Note: The following keys found on the formatting toolbar will be used to increase or decrease an indent



Decrease indent



Increase indent

Line spacing

- Highlight the text
- Click on format menu from the menu bar
- Select paragraph
- Click indent and spacing tab
- Under spacing choose the spacing you require under line spacing e.g. double, single etc.

Columns

Select the text

From the format menu select columns

In the columns dialog box select the preset you want

Click ok.

PAGE FORMATTING

Numbering

- Select the text.
- Click on format menu and select bullets and numbering
- Click the numbered tab
- Select the required style of numbering
- Click ok.

Margins

- Click on the file menu from the menu bar
- Select page setup
- Click on the margins tab
- Set the margins to your liking i.e. you can choose the left, right, top etc

NB

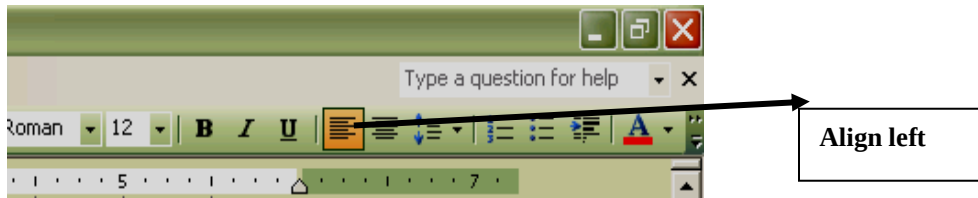
Click on the print preview button  on the standard toolbar to check the changes. In print preview you will also see how the document looks when it is printed.

ALIGNMENT

Left alignment

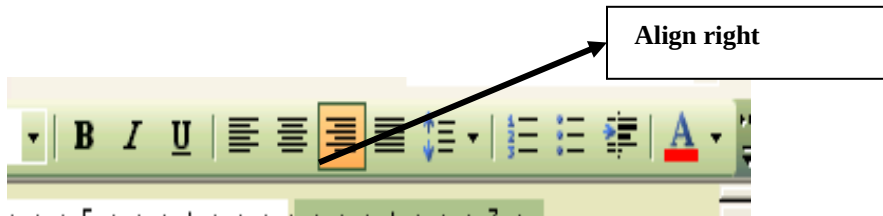
- Select the text you want to align
- Click on the left align button from the formatting toolbar.

The button is indicated below



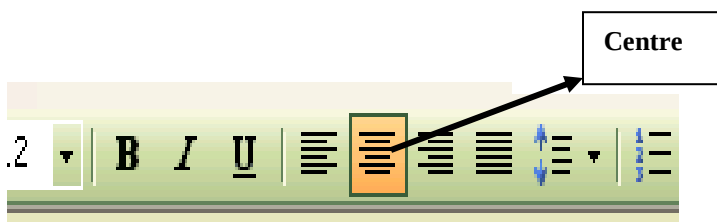
Right alignment

- Select the text
- Click the button shown below



Centre alignment

- Select the text
- Click the button indicated below from the formatting toolbar



Justification

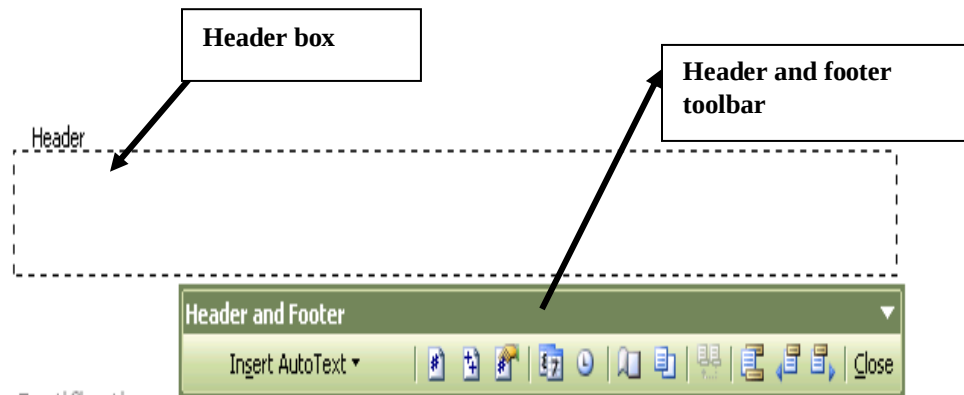
- Select the text
- Click on the justification button from the formatting toolbar



HEADERS AND FOOTERS

A header is a text that appears at the top of every page on a document and footer appears at the bottom of every page in a document.

- Click on view menu
- Select header and footer
- In the header box enter the text you want to appear at the top of your document



- Click on the 'switch between header and footer' button from the toolbar to move to the footer box
- Enter the required text in the footer
- Click on the close button from the header and footer toolbar.

NB

To view header and footer switch to page layout view

FOOTNOTES

Used for reference

- Click on insert menu from the menu bar
- Select footnote
- In the footnote and endnote dialog box click on footnote
- Click ok.
- The footnote appears at the bottom of the page. Type the reference where the cursor is at the bottom of the page.

ENDNOTES

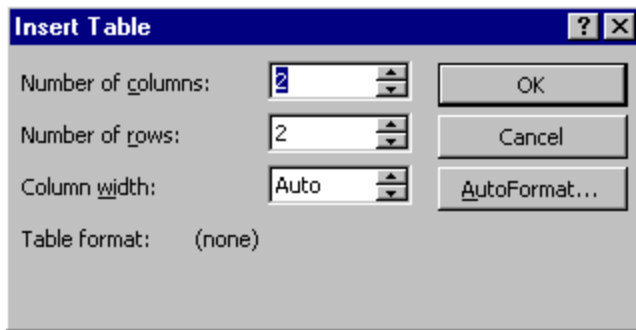
- Click on insert menu from the menu bar
- Select footnote
- In the footnote and endnote dialog box click on endnote
- Click ok.

The cursor moves to the bottom of the page. Enter the text where the cursor is.

TABLES:

Creating tables

- From the menu bar, click on table and select insert table
- The insert table dialog box appears



- Specify the number of rows and columns then click OK

Inserting rows/columns

- Highlight the row below or the column left where you want the row/column to appear.
- Click on table menu and select insert row/column.

Deleting rows/columns

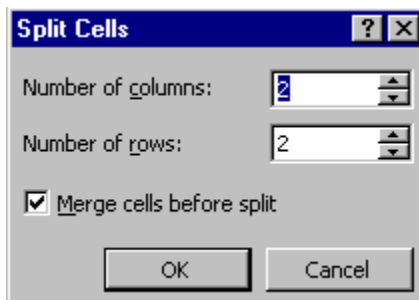
- Select the row/column to delete
- Click on Table menu and select delete row or column

Merging cells

- Highlight the cells to merge
- Click on table menu and select merge.

Splitting cells

- Highlight the cells to split
- Click on table menu and select split
- The dialog box below appears



- Select the number of rows and columns you need the cells to be splitted into.
- Click OK.

INSERTING PICTURES

You can insert pictures from the clipart or from file

Clipart

- Place the cursor where you want to insert the picture
- From the insert menu point at picture then select clipart
- From the subsequent dialog box select a category that you like
- Click on the picture and select insert

From file

- Place the cursor where you want to insert the picture
- From the insert menu point at picture then click from file
- Open the folder that contains the picture from the dialog box
- Select the picture then click the insert button or ok

INSERTING WORD ART

- Click the word art button  from the drawing toolbar

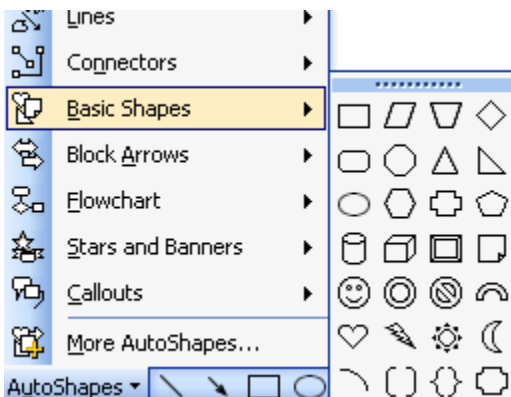
Or

- From the insert menu select picture then clipart
- The word art gallery screen appears for you to select the required style
- Choose a style and click ok
- Enter your text in the subsequent dialog box and click ok
- You can then format your word art text to your liking by using the word art toolbar, which appears when the text is selected



INSERTING AUTOSHAPES

- Click on the auto shapes button from the drawing toolbar



- From the pop up menu select the category of auto shapes you want e.g. basic shapes
- From the resulting box click the shape you want e.g. a rectangle
- The pointer changes to a plus sign
- Draw the auto shape by clicking first then dragging the mouse

INSERTING PAGE BORDERS

- Click on the format menu
- Click on borders and shading
- Click the page border tab
- Select the setting, style and color you want
- Click on the apply button.

COPYING AND MOVING TEXT

To copy text you use the copy and paste buttons

- Select the text you want to copy
- From the toolbars click on the copy button 
- Place the cursor where you want to duplicate the text
- Click on the paste button 

To move text (also referred to as cutting) you use the cut and paste buttons

- Select the text you want to cut
- From the toolbars click on the cut button 
- Place the cursor where you want to move the text
- Click the paste button

PRINTING

- Click on the print button from the toolbar



Or

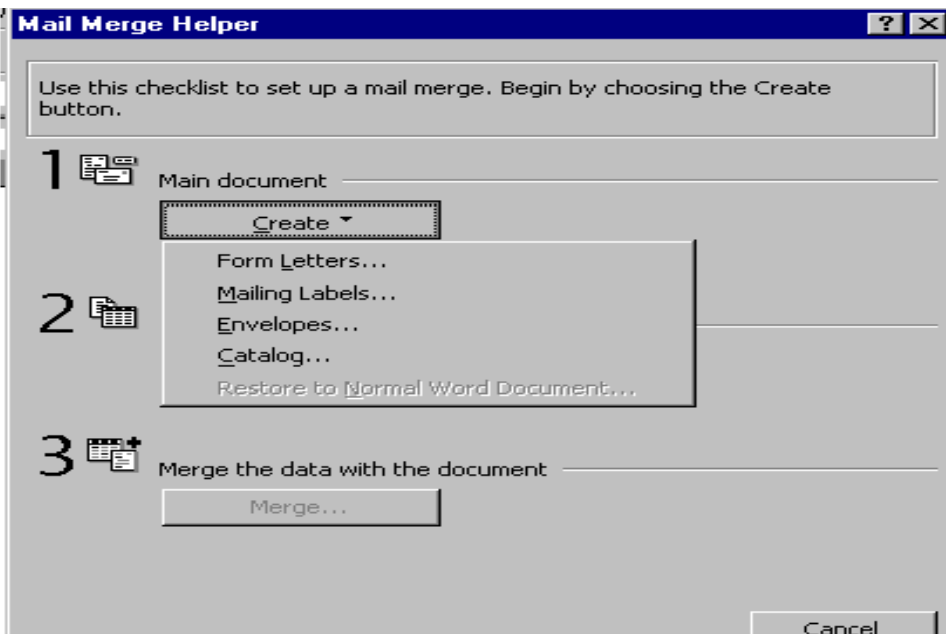
- Click on file menu
- Select print

MAIL MERGE

Used in production of multiple documents especially when you want to copy a letter to many recipients.

Steps

- Open the document that you want to make copies from(main document)
- Click on tools and select mail merge. The window below appears



- Under the first step click create and select “form letters”
- From the message displayed, click “active window”
- Under the second step “data source” click get data then select “create data source”
- Click the field names you don’t need and click the remove button
- You can also add the fields that are not included by entering them in the add field box
- Then click OK.
- From the message that appears select edit data source
- The data form window appears

- Enter the records you require in the relevant fields
- After entering a record click on the add new button
- After entering all the records, click ok
- From the next window type the name you would like to save your addresses under and click save..
- You are then taken back to the main document.

- Position the cursor where you want to insert the addresses
- Click the “insert merge field” button from the mail merge tool bar.

This displays the fields you had created.

- Insert the fields into the document

Combining the two documents(merging)

- Click tools menu and select mail merge
- Click mail merge
- Then click merge

Or

- Click the merge to new document button from the mail merge toolbar
- You have now created a form letter
- Save your work.