Mankato Computer Technology University

GETTING MORE OUT OF MICROSOFT WORD

What is Microsoft Word

word proc·ess·ing

- *noun*
- the production, storage, and manipulation of text on a computer or word processor.
- "PCs used for word processing"

Word processing is
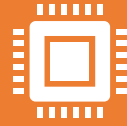
the composition, editing, and formatting of text.

Microsoft Word in addition to working with text also provide tools to insert pictures, edit photos, draw objects, and produce graphic organizers.

The range of options available within word processing programs make them versatile to the user.

What are examples of word processing?

A **word processor**, or **word processing** program, does exactly what the name implies.

It processes **words**.

It also processes paragraphs, pages, and entire papers.

Some **examples of word processing** programs include Microsoft **Word**, WordPerfect (Windows only), AppleWorks (Mac only), and OpenOffice.org.

Put your best words forward

- Write with confidence, knowing intelligent technology can help with spelling, grammar and even stylistic writing suggestions. With tools at your fingertips, easily go from pen and paper to digital inking and edit intuitively.

Description

Word helps you put your best words forward – anytime, anywhere and with anyone.

A new, modern take on the desktop application built for the creation of polished documents.

Create your best work with Office 365.

You get premium versions of Word, Excel, PowerPoint, Outlook, and more. Plus 1TB of OneDrive storage and advanced security.

Microsoft Word: Write, Edit & Share Docs on the Go

Read and edit documents attached to emails, collaborate with your team and bring the Microsoft Office features wherever you go with Microsoft Word. The Word app from Microsoft lets you create, read, edit, and share your files quickly and easily.

Word introduces a mobile PDF reader for your phone. Edit documents and read PDFs or e-books while traveling, before bedtime, or wherever you want.

Create documents, blogs, write-ups, or resumes on the go. Write letters, resumes, documents, or notes your way with robust tools that enable you to write with the best format options.

The writing app and word processor is as handy as you want it to be, whether you're a blogger, writer, journalist, columnist, student, or a project manager working on documentation. Your office moves with you when you use Microsoft Word.

Write a letter, create templates, read Word documents, edit docs and collaborate with your team wherever you are with Microsoft Word.

Microsoft Word Features:

Create Documents With Confidence

• Create docs, assignments, letters, blogs, scripts, notes, resumes and more with beautifully designed modern templates.

• Editing with rich formatting and layout.

• Document editor keeps formats and layouts pristine and looking great.

• Docs app with templates for resumes, forms and more.

Read, Write, and Edit

- Read docs, letters, PDFs, scripts, and more on your device with Reading View.

- Edit documents from PDFs by converting to and from Word documents.

- PDF file conversion: save as PDF after editing and share your PDF file with a few taps.

Collaborate and Share With Anyone, Anywhere

- Project managers can collaborate by commenting in your doc right next to the text.
- Read & edit documents as a team and stay on top of changes to the text, layout, and formatting.
- Editor version history lets you revert to view earlier drafts.

Sharing is simplified

- Share files and collaborate with a few taps.
- File & doc permission management that lets you see who is working on them.
- Copy Microsoft Word files directly into the body of an email message with its format intact or attach your PDFs and docs to an email.

Microsoft Office 365

- Microsoft Office 365 users can access premium features:
- Editing tracks and reviews changes.
- Format with page orientation, columns, custom headers and footers.
- Edit charts and modify chart elements.

Stay in the flow

- Get all the information you need as you write without leaving Word, whether it's a teammate's PowerPoint slide, cited research, or information from LinkedIn to help you craft a compelling resume.

Work better together

Wherever you are, collaborate in real time.

Share your documents with the click of a button to invite others to edit in realtime or add comments.

Plus, no matter your preferred full language or accessibility options, everyone can work together to do more.

Perfect your resume to land a dream job

RESUME ASSISTANT, POWERED BY LINKEDIN, HELPS YOU CRAFT A MORE COMPELLING RESUME.

CUSTOMIZE YOUR RESUME BASED ON MILLIONS OF LINKEDIN JOB LISTINGS, THEN APPLY OR CONTACT RECRUITERS ON LINKEDIN.

The great news is that using Microsoft Word can be fun!.

- There are so many products you can create using word processing software:

- story
- journal
- poem
- poster
- title page

- report
- news article
- script
- essay
- outline

- magazine
- web page
- calendar
- questionnaire
- resume

- letter
- newspaper
- mailing labels
- catalog
- flow chart

Basic Word Processing Skills:

- add text
- enter text
- format text: font, style, size, and color
- adjust line spacing
- insert and format WordArt
- insert and format clip art or picture file
- modify the text wrap of an object
- draw and format shapes
- scale, move, and rotate objects
- insert a simple page border
- spell check a document
- print preview
- print a document
- cut, copy, and paste a selection
- copy formatting from a selection

Advanced Word Processing Skills

- create graphic organizer
- insert headers and footers
- insert date and page numbers
- adjust character and paragraph spacing
- format text into columns
- insert and format tables
- bookmark a location in a document
- create hyperlink to bookmarked location
- group and align objects
- adjust page setup: margins, section breaks
- use, modify, and create styles
- use mail merge to create a form or letter
- generate mailing labels
- create a table of contents
- import chart data into Microsoft Word

Other Features

Templates

Image Formats

WordArt

Macros

Bullets and Numbering

Autosummarize

Office Shortcuts

Download more cheat sheets at: **www.nhireland.ie**

New Horizons®
Computer Learning Centres
www.NewHorizonsIreland.ie

Word

Delete previous word	Capitalisation options	Repeat most recent action	Vertical text selection	Copy selected text / object	Spell check	Insert Date	Apply normal paragraph style	Copy formatting of selected text
Ctrl Backspace	Shift F3	F4	Ctrl Drag	Ctrl Drag	F7	Ctrl Shift D	Ctrl Shift N	Ctrl Shift C

Excel

Create default chart	Insert blank cells	Auto complete options	Select entire table	Copy cell value from cell above	Minimise ribbon	Autosum - End of range or Selected range	Format cells dialog box	Next cell	Spell Check
F11	Ctrl Shift +	Alt ↓	Ctrl Shift space	Ctrl '	Ctrl F1	Alt =	Ctrl 1	Tab	F7

Outlook

Switch to Mail	Reply to Mail	Forward mail	Next message	Previous message	Create task	Create appointment	Create meeting request	Check for new mail
Ctrl 1	Ctrl R	Ctrl F	Ctrl .	Ctrl ,	Ctrl Shift K	Ctrl Shift A	Ctrl Shift Q	F5

PowerPoint

Insert slide	Select next object on slide	Move object pixel by pixel	Group object / Ungroup	Start presentation from first slide	Previous slide	Jump to a particular slide	Jump to first slide	Jump to last slide	Black out screen/ resume slide show
Ctrl M	Shift Tab	Ctrl ← ↓ →	Ctrl Shift G / H	F5	Backspace	Type the slide number and press Enter	Home	End	B

Shortcuts for editing slides | Slideshow shortcuts

Universal

Select All	Copy Cut Paste	Undo	Redo	Print	Save	Switch between open windows	Help	Find
Ctrl A	Ctrl C X V	Ctrl Z	Ctrl Y	Ctrl P	Ctrl S	Alt Tab	F1	Ctrl F

Fold along the lines and glue here.

*Please note that some shortcuts are specific to certain versions of Office.

Popular Office Shortcuts

lifehacker

The 20 Most **Common Keyboard Shortcuts** Everyone Should Know

Shortcut Description	Windows	Mac
Select the entire page	Ctrl + A	Cmd + A
Copy selected information	Ctrl + C	Cmd + C
Cut selected information	Ctrl + X	Cmd + X
Paste copied information	Ctrl + V	Cmd + V
Open a file	Ctrl + O	Cmd + O
Save a file	Ctrl + S	Cmd + S
Undo the last operation	Ctrl + Z	Cmd + Z
Redo the last operation	Ctrl + Y	Shift + Cmd + Z
Find text in the current document/page	Ctrl + F	Cmd + F
Task Manager	Ctrl + Shift + Esc	Alt + Cmd + Esc
Application Switcher	Alt + Tab	Cmd + Tab
Run an Application	Win + R	Cmd + Space
Minimize the current window	Win + ↓	Cmd + M
Minimize all windows	Win + M	Alt + Cmd + M
Jump to the application's menubar	F10	Shift + Cmd + /
Take a screenshot	Print Screen	Shift + Cmd + 3
Open a new browser tab	Ctrl + T	Cmd + T
Close the current browser tab	Ctrl + W	Cmd + W
Open a previously closed tab	Ctrl + Shift + T	Shift + Cmd + T
Focus and select web browser's address bar	Ctrl + L	Cmd + L

Microsoft Word

#1 SAVE YOUR CUSTOM FORMATTING

- You needn't spend time applying custom formatting to every document you create. Instead, save your preferred document formatting using the Quick Styles function and make it available every time you start a document. [There are step-by-step instructions here.](#)

#2 TURN TRACK CHANGES ON AND OFF

- Perhaps you're editing a document, and you want your substantive changes to appear tracked, but to simply enable your formatting changes. There's good news; you can quickly turn track changes on and off by using the keyboard shortcut CTRL+SHIFT+E.

#3 TURN HIGHLIGHTED TEXT INTO A LINK

- Interesting hyperlinks can be fiddly if you go the long route. Even worse, formatting can be sent haywire if you paste a long web link directly into a doc. Instead, highlight the text you'd like to become the link and press CTRL+K. The insert hyperlink dialog box will immediately open up.

#4 PICK UP WHERE YOU LEFT OFF

- Back in the office to put the finishing touches to that document you were working on yesterday? Don't waste valuable seconds scrolling to find the section you were working on. Just open the document and press SHIFT+5; Word will take you directly to the last place you edited.
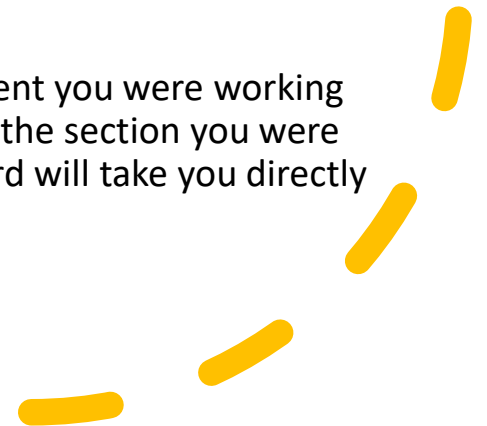
#5 SAVE AS PDF
There's absolutely no need to print and scan documents to create a PDF. The quickest route by far is to save your Word document directly as a PDF. Just click File > Save As, then select PDF in the format drop down list. Saving as a PDF is possible in Office 2007 and later.
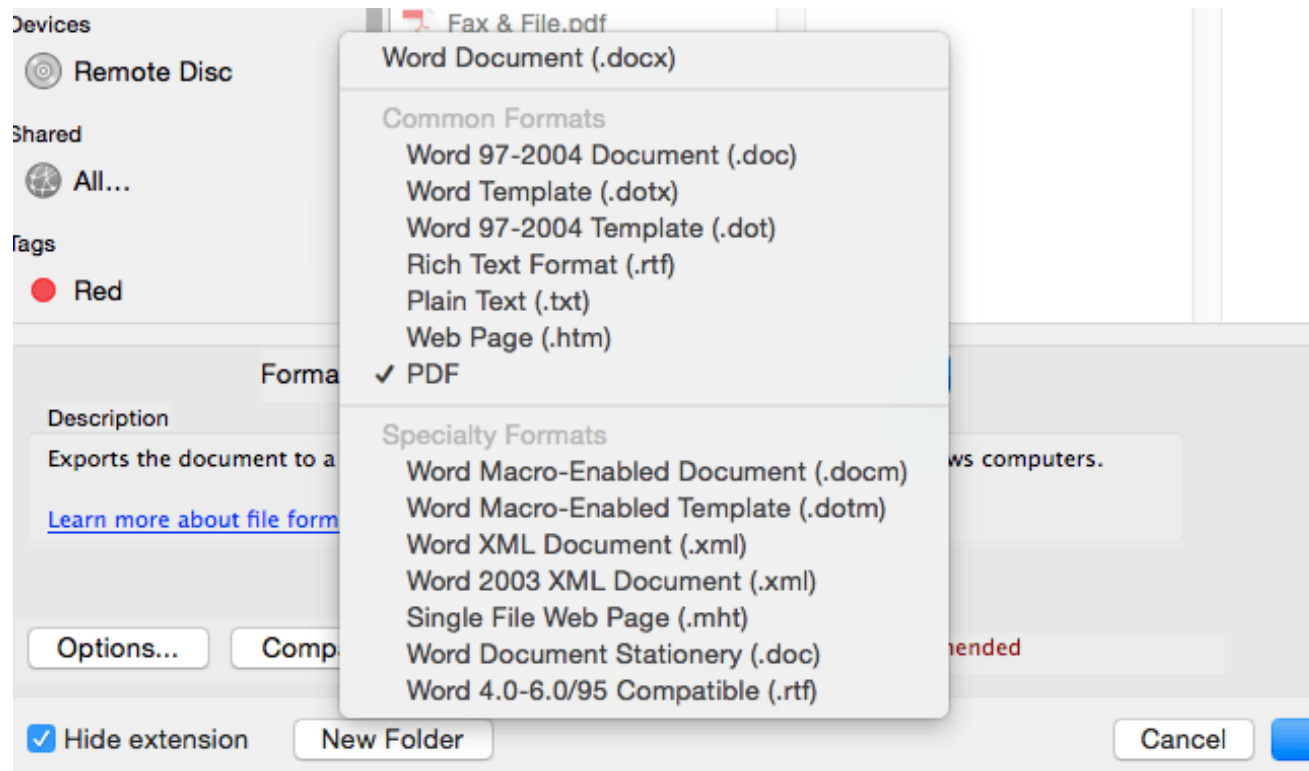
How to insert images into a word document table

Save a document in Microsoft Word