

Basic Microsoft Word

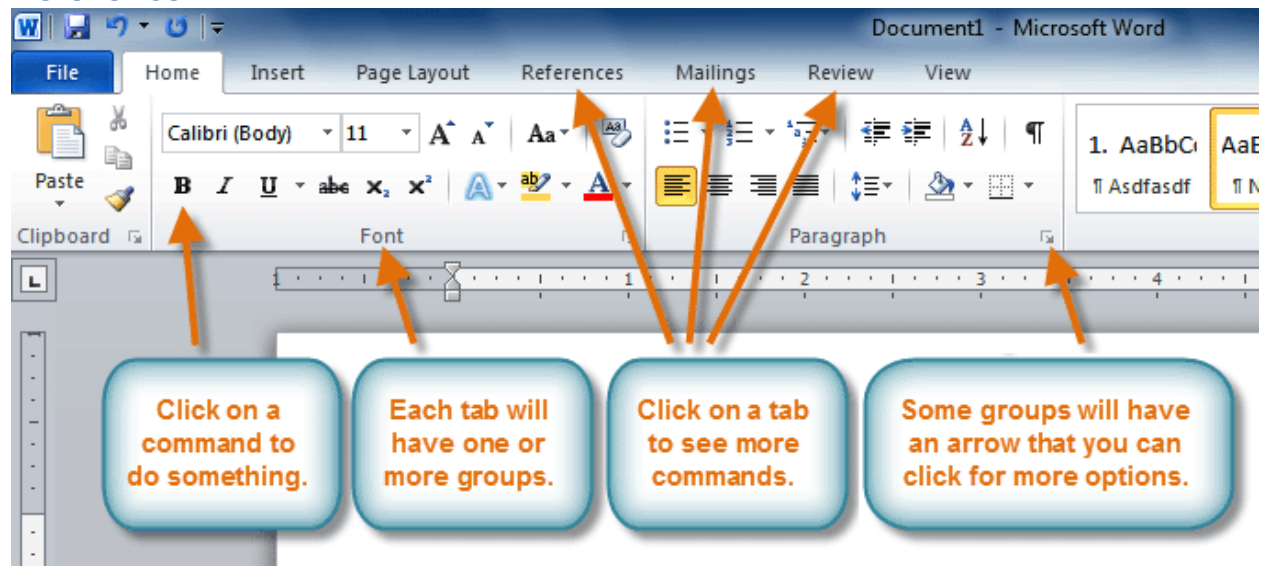
Ferguson Library
Instructed by Frank Skornia

Welcome to Basic Microsoft Word

By the end of this class you will be able to complete the following skills in Microsoft Word 2016 or Microsoft Word 365:

- Open, save, and create new MS Word documents
- Be familiar with the backstage view in Microsoft Word
- Copy and paste into a Word document
- Basic text formatting and keyboard shortcuts

Reference



Keyboard Shortcuts

CTRL + B = Bold	CTRL + P = Print
CTRL + I = <i>Italics</i>	CTRL + A = Select All
CTRL + U = <u>Underline</u>	CTRL + Z = Undo
CTRL + C = Copy	F8 twice = Highlight word
CTRL + X = Cut	F8 3x = Highlight sentence
CTRL + V = Paste	F8 4x = Highlight paragraph
CTRL + F1 = Show or Hide the Ribbon	F8 5x = Highlight all

Exercises

1. Open a new Word document
2. Type *The quick brown fox jumped over the lazy dog.*
3. Save the document onto the desktop
4. Highlight the sentence
 - a. Click and drag over the sentence from right to left to highlight it.
 - b. Click anywhere on the page to remove the highlighting
 - c. Highlight using the keyboard
 - i. Click at the start of the sentence
 - ii. Hold down the Shift key
 - iii. Use the Right Arrow key to move the cursor to the end of the sentence
5. Copy and paste the sentence a few times
 - a. Use the Copy and Paste Buttons on the Ribbon
 - b. Use the keyboard shortcuts for copy and paste
 - c. Use CTRL + A to select all the copies of the sentence
 - d. Copy and paste everything
6. Delete using the Backspace and Delete keys
 - a. Click at the end of one of the sentences
 - b. Tap the Backspace key until the sentence is deleted
 - i. Backspace will delete text to the **LEFT** of the cursor
 - c. Use CTRL + Z to **Undo** your deleted sentence
 - d. Click at the start of the sentence
 - e. Tap the Delete or Del key until the sentence is deleted
 - i. Delete will delete text to the **RIGHT** of the cursor
7. Make one of the sentences **Bold**
 - a. Highlight one of the sentences using the mouse or keyboard
 - b. Click the **Bold** button on the Ribbon
 - c. Use CTRL + B to turn to un-bold the sentence. Use CTRL + B to bold the sentence again
8. Make one of the sentences *Italicized*
 - a. Highlight one of the sentences using the mouse or keyboard
 - b. Click the *Italics* button on the Ribbon
 - c. Use CTRL + I to turn to un-italicize the sentence. Use CTRL + I to italicize the sentence again
9. Underline one of the sentences
 - a. Highlight one of the sentences using the mouse or keyboard
 - b. Click the Underline button on the Ribbon
 - c. Use CTRL + U to turn to remove the underline. Use CTRL + U to underline the sentence again
10. Change the font of one of the sentences
 - a. Highlight one of the sentences using the mouse or keyboard
 - b. Click on the **Font** drop-down menu on the Ribbon and select a new font
 - c. Click on the **Font Size** drop-down menu on the Ribbon and change the size of the text
 - d. Click on the **Font Size Up** and **Font Size Down** buttons to quickly change font sizes

11. Change the justification of one of the sentences
 - a. Highlight one of the sentences using the mouse or keyboard
 - b. Click the **Center Justified** button to align the text in the center of the page
 - c. Click the **Right Justified** button to align the text on the right side of the page
 - d. Click the **Left Justified** button to align the text on the left side of the page again
12. Change the color and highlighting of a couple of the sentences
 - a. Highlight one of the sentences using the mouse or keyboard
 - b. Click the little triangle on the **Highlight** button on the Ribbon and choose a color
 - c. Highlight another sentence
 - d. Click the little triangle on the **Text Color** button on the Ribbon and choose a color
13. Copy and paste text from the Internet
 - a. Visit **<http://www.wikipedia.org>** and search for a topic of your choice
 - b. Highlight the introduction text (everything before the Table of Contents)
 - c. Use CTRL + C to copy the highlighted text.
 - d. Go back to your Word document and paste the text at the bottom
14. Change the line spacing in one of the paragraphs
 - a. Highlight the paragraph you want to change
 - b. Click on the notch at the bottom right of the Paragraph group on the Ribbon
 - c. Use the Line Spacing drop-down menu to change the line spacing

Further Study and Practice



The Ferguson Library provides access to the Udemy learning site for all its members. To access Udemy please visit:

https://infotrac.gale.com/itweb/stampl_main?db=UDEMYY

Suggested Course:

- Learn Microsoft Word 2016 for Beginners – Basics to Advanced