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# Microsoft Word: Fundamentals

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For Lifelong Learners



Cochise College  
Center for Lifelong Learning

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## Expectations

This class teaches basic Word 365/2019 skills. It includes hands-on activities and step-by-step instructions that show how to create, modify, and save documents. By the end of the class, students will feel comfortable using skills like changing fonts, adjusting paragraphs, spell checking, finding/replacing text, and inserting lists. This class is a great introduction to Microsoft Word.

Note: this class covers Microsoft Word 2016, students using Word 365 will notice slight differences.

  
**George Self**

contact@georgeteaches.com  
<https://georgeteaches.com>

# Microsoft Word: Fundamentals

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## Introduction

Welcome to our Basic Word Skills Class! This course is designed to familiarize you with the basics of Microsoft Word, a powerful tool for creating and editing documents. Whether you're drafting a letter, compiling a report, or just jotting down notes, Word can make your writing process smoother and more efficient. Using these activities, we'll explore how to start a document, use the Ribbon for various formatting tasks, and perform basic editing like selecting text and applying styles. We'll also delve into more advanced features such as paragraph alignment, list creation, and even using themes to enhance the visual appeal of your documents. My aim is not just to teach you how to use Word, but to inspire confidence in your computer skills. So, let's embark on this journey together, and by the end, you'll be crafting Word documents like a pro!

## The Environment

### Create a Blank Document

#### ACTIVITY 1: START WORD

1. Begin by typing *Word* into the search box located in the lower-left corner of your Windows screen.
2. Look for the icon that represents the *Word* application and give it a click to open the program.
3. Once *Word* has started up, you'll see a *Blank document* option. Click on that to open a fresh, empty document where you can begin typing and creating your work.

## The Workspace

Let's break down the Word screen into two simple parts.

1. Ribbon (Up Top):
  - Think of the Ribbon like a tool belt worn by a professional builder. Just as a builder reaches for different tools for different tasks, you can use the tabs on the Ribbon to access the tools you need for various tasks in Word.
  - The Ribbon is divided into different tabs, and each tab has buttons and links that relate to a specific task. For instance, there's an "Insert" tab that holds buttons for adding things like pictures, comments, and equations.
  - To use the Ribbon, just click on the tab that matches what you want to do. Once you're there, you can click on the button that suits your needs.
2. Document Area (Down Below):
  - The Document Area is like a blank canvas for a painter. Just as a painter fills a canvas with colors and shapes, you fill this area with your words and ideas to create your document.

So, think of the Ribbon as your tool collection, and the Document Area as your canvas. With these two parts, you're ready to start crafting your Word masterpiece!

## Basic Editing

### Enter Text

#### ACTIVITY 2: ENTER TEXT

1. To begin typing your content, click inside the big white area of the document. It's like a blank piece of paper where you can start writing.
2. Now, go ahead and type in your message:

*Please come to our potluck luncheon this Friday.*

### Select Text

Selecting text in Word is like using a highlighter in a book. Just like you highlight important text in a book, you select text in Word to make changes to specific parts of your document. To change how the text looks, like making it bold or changing its color, follow this simple rule: Select the text first, and then make your changes.

Here are a few easy ways to select text:

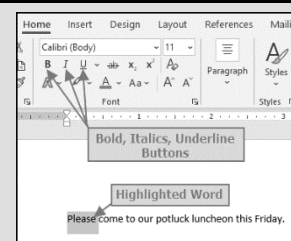
- ✓ **Click and Drag:** Use your mouse to click and drag across the text you want to select. It's like highlighting with a marker.
- ✓ **Double-Click:** If you just want to select one word, double-click on it. Word will pick it up for you.
- ✓ **Triple-Click:** To grab an entire paragraph, simply triple-click anywhere in it. Word knows what you want.
- ✓ **Click in the Margin:** To select a single line, click in the left margin next to that line. It's as easy as a single click.
- ✓ **Shift + Arrow Keys:** Start at the beginning of your text, hold down the Shift key, and use the arrow keys to highlight your selection. Think of it like holding a shift key while you move a cursor.
- ✓ **Shift + Mouse Click:** Another way to select is to start at the beginning, hold down the Shift key, and click the mouse at the end of your desired selection. It's like a mouse-powered highlighter.

Remember, it's all about selecting the text first, then making your changes. Easy peasy!

### Bold/Italics/Underline

#### ACTIVITY 3: BOLD/ITALICS/UNDERLINE

1. Start by double-clicking on the word *Please* in the sentence to select the word.
2. Now, change the way it looks. Look in the Ribbon:
  - a. For **Bold**, click **HOME → FONT → B**.
  - b. For *Italics*, click **HOME → FONT → I**.
  - c. To Underline, click **HOME → FONT → U**.
3. If you ever want to remove any of these styles, just click the button again. It's like turning a switch on and off.



4. For this exercise, let's leave the word *Please* in bold font, but no italics or underline.

## Open a New Document

### ACTIVITY 4: OPEN A NEW DOCUMENT

1. To start a new document, click **FILE** in the top menu.
2. Close the file you just created by clicking **CLOSE**.
3. Click **DON'T SAVE**.
4. Now, click **FILE**, then **OPEN** on the left-side menu.
5. Click **BROWSE** and find the *Student Files* folder.
6. Click **CHARLESTON01**, then click **OPEN**.
7. We don't want to damage this document, so let's save it with a different name:
  - a. Click **FILE** in the top menu.
  - b. Choose **SAVE AS** on the left-side menu.
  - c. Click **BROWSE** to find the Student Files folder.
  - d. Rename the file to *Charleston-Fundamentals*.
  - e. Click **SAVE**.
8. Line numbers make it easier to navigate the document. Click **LAYOUT → PAGE SETUP → LINE NUMBERS → CONTINUOUS**.

### ACTIVITY 5: UNDO

1. On *Line 5*, click and drag your mouse over the words *Tombstone Mining District*.
2. Make it fancy! Click **HOME → FONT → ITALIC**.
3. Zoom over to *Line 6* and double-click on the word **MINED**.
4. Press the **DEL** key on your keyboard.
5. Skip down to *Line 12* and double-click on *Charleston*.
6. Let's make it stand out! Click **HOME → FONT → BOLD**.
7. Oops! Made a boo-boo? No worries! Press **CTRL** + **Z** to undo your last edit.

## Copy/Move Text

Copying and pasting text in Word is like making a photocopy of a document and pasting it into a scrapbook, whereas cutting and pasting is more like taking a photo out of one album and gluing it into another. This activity practices these skills.

### ACTIVITY 6: COPY/MOVE TEXT

1. On *Line 42*, give those three asterisks a double-click.
2. Now, let's copy them: Click **HOME → CLIPBOARD → COPY**.
3. Hop over to *Line 43*, and click your mouse at the start of the line (before "The Epitaph...") to set the insertion point.
4. Ready to paste? Click **HOME → CLIPBOARD → PASTE**.
5. Oops, if you made a mistake, don't fret! Press **CTRL** + **Z** to undo the last edit.
6. Now, let's practice moving text. Triple-click on *Line 60* to select the entire line.
7. Time to cut it! Click **HOME → CLIPBOARD → CUT**.
8. Move down to *Line 91* and click at the beginning to set the insertion point.

9. Paste it back in: Click **HOME → CLIPBOARD → PASTE**.
10. If you need a time machine, don't worry! Press **CTRL** + **Z** two times.

## Paragraph Alignment

Aligning paragraphs in Word can be compared to arranging furniture in a room. Just like you can align furniture to the left, right, center, or spread it evenly across the room, you can align your text in similar ways to make your document visually appealing.

### ACTIVITY 7: PARAGRAPH ALIGNMENT

1. Click anywhere in *Line 5*.
2. Click **HOME → PARAGRAPH → RIGHT ALIGN** to align this paragraph to the right.
3. Click **HOME → PARAGRAPH → JUSTIFY** making both the left and right edges straight.
4. Click **HOME → PARAGRAPH → CENTER** to center the text on the page.
5. Back to basics! Click **HOME → PARAGRAPH → LEFT ALIGN** to return to its normal display.

Remember, while right-aligning, justifying, or centering text can look nice for special bits like poetry, it can make longer paragraphs harder to read. So, use these styles thoughtfully!

## Paragraph Indentation


### ACTIVITY 8: PARAGRAPH INDENTATION

1. Click anywhere in *Line 45* to set the insertion point.
2. Ready to make it stand out? Click **HOME → PARAGRAPH → INCREASE INDENT** to increase the indent of this whole paragraph.
3. Now, let's go big! Click at the start of *Line 61* and drag your mouse down to *Line 92* to select that entire section of the document.
4. Time to increase the indent for this entire section! Click **HOME → PARAGRAPH → INCREASE INDENT**.
5. Take a moment to save the document by clicking the **SAVE** button at the top of the screen.

Remember, you can also use the "Decrease Indent" button to move things back to the left, but we won't practice that in this tutorial.

## Line and Paragraph Spacing

### ACTIVITY 9: LINE SPACING

1. Click anywhere in *Line 2* to set the insertion point.
2. We're going to open the paragraph options, so look for a button in the bottom right corner of the *Paragraph* section of the Ribbon that looks like this: . Click it.
3. Now, click the down arrow next to *Line spacing* to reveal the options.
4. Choose **1.5 LINES**.
5. Your paragraph now has one and a half lines of space between each line.
6. Click **OK** to apply the changes.
7. Click anywhere in *Line 1*.

8. Let's select the entire document: **CLICK HOME → EDITING → SELECT → SELECT ALL.**
9. Now, use paragraph options to set the line spacing to **1.5 LINES** for the document.
10. Click anywhere in the document to cancel the selection.

## ACTIVITY 10: PARAGRAPH SPACING

1. Click anywhere in *Line 95*.
2. Click the paragraph option button on the ribbon.
3. Set the *After* spacing to 18 points.
4. Click **OK**.
5. For *Line 56*, set the *After* spacing to 18 points like *Line 95*.
6. Take a moment to save the document, just in case...

## Lists

Creating lists in Word is like organizing groceries on shelves. Just like items are grouped and lined up for easy viewing and access in a store, lists in Word help organize your points in a neat, easy-to-read format.

## ACTIVITY 11: LISTS

1. On *Line 7*, add a colon after the word *Company*, then press **ENTER**.
2. On *Line 8*, click after the close parenthesis (before the comma) and press **ENTER**.
3. Delete the open and close parentheses on *Line 8*.
4. On *Line 8*, press **HOME** to move the cursor to the start of the line.
5. Start a bulleted list by clicking **HOME → PARAGRAPH → BULLETS** on *Line 8*.
6. Delete the comma and space after the word *Toughnut* on *Line 8*.
7. Press **ENTER** to create a new bulleted line for *Goodenough*, which becomes *Line 9*.
8. For *Line 9*, delete each comma and space, and press **ENTER** to create separate bulleted lines for *Lucky Cuss*, *Westside*, and *Defense*.
9. Remove the word *mines* in *Line 12*. Also, remove the word *and* if it is in *Line 12*.
10. Change the start of *Line 13* to: "The larger mill was for..."
11. Create a list for the four mines on *Lines 13-14* using the same technique as *Lines 8-12*. When completed, the *Tribute* mine should be *Line 17*. Don't forget the colon at the end of *Line 13* and correct the beginning of *Line 18*.
12. Click and drag from *Line 8* to *Line 11* to select these lines. Lists look better with single spacing. Click **HOME → PARAGRAPH → LINE AND PARAGRAPH SPACING → 1.0**. Don't change the spacing for the last item in the list on *Line 12*.
13. For *Lines 14-16*, change the line spacing to **1.0**. Do not change the spacing for the last item in the list on.
14. Save the file again, just to be sure.

## Make Text Pretty

### Use Fonts

Before we dive into font styles, remember two important tips:

- Don't go overboard with font styles; it can get distracting. Stick with one style for consistency. Too many styles can make a document look like a ransom note!

**R a N s o M**

- The default Word fonts are Calibri for body text and Calibri Light for headings. In Office 365, the default fonts were changed to Aptos for the body text and Aptos Display for headings. These fonts are usually the easiest to read on screens and in print, so, unless you have a strong reason to use something else, it's best to stick with these fonts.

## ACTIVITY 12: FONT COLOR

1. On *Line 21*, double-click the word *Charleston* to select it.
2. Highlight it by clicking **HOME → FONT → TEXT HIGHLIGHT COLOR** to make it yellow.
3. For *Line 25*, click and drag to highlight the entire sentence starting with *In general*.
4. Click **HOME → FONT → FONT COLOR DOWN ARROW**. Choose a dark blue color to give the sentence a new color.
5. Made a mistake? No worries! Press **CTRL** + **Z** two times to undo the last two edits.

## Apply Themes and Styles

Using themes and styles in Word is like creating a dress code for a party. It ensures that all elements of your document are consistently and appropriately dressed to make a good impression.

## ACTIVITY 13: THEMES AND STYLES

1. To start, press **CTRL** + **HOME** to move the cursor to the start of the document.
2. Click **HOME → STYLES → HEADING 1**.
3. For *Line 4*, replace the three asterisks with the word *Introduction*.
4. Click anywhere in *Line 4*, then click **HOME → STYLES → HEADING 2**.
5. Replace the three asterisks on *Line 51* with the words *Newspaper Articles*.
6. Click anywhere in *Line 51*, and then click **HOME → STYLES → HEADING 2**.
7. Press **CTRL** + **HOME** to go back to the start of the document.
8. Click **DESIGN → DOCUMENT FORMATTING → THEMES DOWN ARROW**.
9. Select the **LINES SIMPLE** theme to apply it to the entire document.
10. There are more themes to explore! Hover your mouse over each one to see how they change the document.
11. Click **DESIGN → DOCUMENT FORMATTING → COLORS**.
12. Hover your mouse over each color scheme to see how they change the headings.
13. Select **ORANGE RED** to apply those colors to the document.
14. For *Line 49*, double-click the three asterisks and press **DEL**.
15. Triple-click the word *Yesterday* on *Line 49* to select the entire paragraph.
16. Click **HOME → STYLES → SUBTLE EMPHASIS**.
17. On *Line 60*, triple-click the word *Tombstone* to select the entire paragraph.
18. Click **HOME → STYLES → SUBTLE REFERENCE**.
19. For *Line 62*, click anywhere in this line.
20. Click **HOME → PARAGRAPH → BORDERS → BOTTOM BORDER**.
21. On *Line 63*, double-click the three asterisks and press **DEL**.

22. Click and drag to select *Lines 63-95*.
23. Click **HOME → STYLES → SUBTLE EMPHASIS**.
24. On *Line 96*, triple-click the word *Tombstone* to select the entire paragraph.
25. Click **HOME → STYLES → SUBTLE REFERENCE**.
26. Save the document.

## File Operations

### Spell Check and Dictionaries

#### ACTIVITY 14: SPELL CHECK

1. On *Line 17*, delete the letter "k" in the word *known*.
2. You'll notice that "nown" is underlined with a red, squiggly line.
3. Right-click on "nown" and select the first suggested word, "known," to correct the typo. Word may also offer other possible corrections.

#### ACTIVITY 15: LANGUAGES

1. Click **FILE** in the top menu.
2. Select **OPTIONS**.
3. In the options panel, click **LANGUAGE**.
4. There are two language options:
  - a. At the top, you can change the language for menus, windows, and other elements in Word. Usually, Word uses the language set for Windows, which is usually best.
  - b. Near the bottom, you can choose the language for proofing tools.
5. Click **CANCEL** to return to your document without making changes.

## Find and Replace

#### ACTIVITY 16: SIMPLE FIND

1. To start, press **CTRL** and tap **HOME** to go to the beginning of the document.
2. Click **HOME → EDITING → FIND** to open the Navigation panel on the left.
3. In the search box, type *mill* to find every instance of that word in the document.
4. Click the **RESULTS** tab below the search box.
5. Word will list the results. You can scroll through all of them using the up/down arrows at the top of the results panel or click on a specific result.
6. To close the Navigation panel, click the **X** in its top right corner.

#### ACTIVITY 17: ADVANCED FIND

1. Press **CTRL** + **HOME** to return to the start of the document.
2. Click **HOME → EDITING → FIND DOWN ARROW → ADVANCED FIND**.
3. Enter *mill* to search for that word.
4. Click **MORE** to access advanced search options.
5. Check **FIND WHOLE WORDS ONLY** to exclude "mills" from the results.



6. Click **FIND NEXT** to scroll through the results.
7. Click **MATCH CASE** to find only lowercase occurrences.
8. Click **FIND NEXT** to scroll through the results.
9. Clear the *Find what* box and uncheck both *Find whole words only* and *Match case*.
10. Click **FORMAT → STYLE**.
11. Select **HEADING 2** and click **OK**.
12. Click **FIND NEXT** to find all instances of a *Heading 2* style.
13. Close the *Find and Replace* dialog.

## ACTIVITY 18: REPLACE

1. Press **CTRL** + **HOME** to go to the beginning of the document.
2. Click **HOME → EDITING → REPLACE** to open the Replace window.
3. The dialog box may still have *Heading 2* from the previous exercise. Click **FORMAT → STYLE → (NO STYLE)**.
4. In the *Find what* text box, enter spot.
5. In the *Replace with* text box, enter place.
6. Click **FIND NEXT**.
7. When the word *spot* is highlighted in *Line 2*, click **REPLACE**.
8. Close the dialog box.

## Save Files

### ACTIVITY 19: SAVE FILES

1. Click **FILE** in the top menu.
2. Select **SAVE** on the left-side menu.
3. You can also use the *Save* icon on the *Quick Access* menu at the top of the screen.

## Print Documents

### ACTIVITY 20: PRINT DOCUMENTS

1. Click **FILE** in the top menu.
2. Select **PRINT** on the left panel.
3. Near the top of the print panel on the left side, choose the printer you want to use.
4. Set various options like specific pages to print, layout, and paper size.
5. Click the **PRINT** button at the top of the panel to send the file to the printer. (Note: Do not print this document unless directed by your instructor.)
6. To continue editing, click the left-arrow at the top left corner of the *Print* screen.

## Word Options

### ACTIVITY 21: WORD OPTIONS

1. Click **FILE** in the top menu.

2. Select **OPTIONS** on the left panel. There are many options, but here are some common adjustments:
  - a. In the *General* tab, enter your user name and initials.
  - b. In the *Proofing* tab, decide which types of spelling errors to ignore, like words with numbers.
  - c. In the *Proofing* tab, toggle spell check and grammar check on/off.
3. In the *Ease of Access* tab, set features to make Word more user-friendly for those with visual difficulties.

## Summary

Congratulations on completing our Fundamental Word Skills Class! You've learned valuable skills like creating documents, formatting text, and organizing content, thus, setting a solid foundation for your journey with Microsoft Word. But there's so much more to discover! In our upcoming Intermediate class, we'll dive into advanced features that will elevate your documents to new heights. You'll learn how to modify page layouts for a professional look, create columns for easy reading, use text boxes for emphasis, insert and format tables for clear data presentation, add images to bring your documents to life, and insert hyperlinks<sup>10</sup> for seamless navigation. Join us to unlock these exciting capabilities and continue to grow your Word expertise!



## Appendix A: Keyboard Shortcuts

Keyboard shortcuts can be a real time-saver. Here are some commonly used Word keyboard shortcuts that will speed up your work in Word.

Shortcut	Meaning
<b>Ctrl + s</b>	Save your document
<b>Ctrl + c</b>	Copy selected text
<b>Ctrl + x</b>	Cut selected text
<b>Ctrl + v</b>	Paste copied or cut text
<b>Ctrl + z</b>	Undo the last action
<b>Ctrl + y</b>	Redo the last undone action
<b>Ctrl + b</b>	Bold the selected text
<b>Ctrl + i</b>	Italicize the selected text
<b>Ctrl + u</b>	Underline the selected text
<b>Ctrl + p</b>	Print the document
<b>Ctrl + f</b>	Find text within the document
<b>Ctrl + h</b>	Replace text within the document
<b>Ctrl + a</b>	Select all text in the document
<b>Ctrl + Home</b>	Move to the beginning of the document
<b>Ctrl + End</b>	Move to the end of the document
<b>Ctrl + Left Arrow</b>	Move one word to the left
<b>Ctrl + Right Arrow</b>	Move one word to the right
<b>Ctrl + Up Arrow</b>	Move one paragraph up
<b>Ctrl + Down Arrow</b>	Move one paragraph down