

Word 2021 Basic



[Your Company Name]

© 2022 by CustomGuide, Inc. 3387 Brownlow Avenue, Suite 200; Saint Louis Park, MN 55426

This material is copyrighted and all rights are reserved by CustomGuide, Inc. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of CustomGuide, Inc.

We make a sincere effort to ensure the accuracy of the material described herein; however, CustomGuide makes no warranty, expressed or implied, with respect to the quality, correctness, reliability, accuracy, or freedom from error of this document or the products it describes. Data used in examples and sample data files are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

The names of software products referred to in this manual are claimed as trademarks of their respective companies. CustomGuide is a registered trademark of CustomGuide, Inc.

Contents

Word Fundamentals	7
Understand the Screen	
The Word Screen	8
Create New Documents	
Create a Blank Document	
Create a Document from a Template	
Open a File	
Open a Document	
Open a PDF for Editing	
Save a File	
Save a New Document	
AutoSave Documents	
Save Progress	
Save As a New File and/or Location	
Save to Different File Formats	
AutoRecover	
Recover a Document	
AutoRecover Settings	
Navigate a Document	
Move the Insertion Point	
Scroll in a Document	
Use the Navigation Pane	
View Documents	
Change Document Views	
Zoom	
Show or Hide Formatting Symbols	
View Multiple Documents	
Switch Windows	
View Documents Side by Side	
Split the Window	
Print	
Print a Document	
Share a Document	

	Share a Document	31
	Manage Access to a Document	33
	The Quick Access Toolbar	34
	Customize the Quick Access Toolbar	34
	Help	35
	The Tell Me Field	35
	The Help Pane	36
	Document Properties	37
	View and Edit Document Properties	37
	View Advanced Properties	38
	Check Accessibility and Compatibility	39
	Check Accessibility	39
	Check Compatibility	41
	Close and Exit	42
	Close a Document	42
	Close Word	43
,	Nork with and Edit Text	45
	Select and Edit Text	46
	Select Text	46
	Edit Text	47
	Cut, Copy, and Paste	48
	Copy and Paste	48
	Cut and Paste	49
	Undo, Redo, and Repeat	50
	Undo a Single Change	50
	Undo Multiple Changes	50
	Redo	51
	Repeat	51
	Check Spelling and Grammar	52
	Spelling and Grammar Errors	52
	Correct a Spelling or Grammar Error	53
	Ignore a Spelling or Grammar Error	53
	Add a Word to the Dictionary	54
	Word Count and Thesaurus	55
	Find the Word Count	55
	Use the Thesaurus	56
	Find and Replace Text	57
-		

Find Text	. 57
Advanced Find	. 58
Replace Text	. 59
Insert Symbols	. 60
Insert a Symbol	. 60
Insert Text from Another File	. 62
Insert Text from File	. 62
Use AutoCorrect	. 63
Add New AutoCorrect Entries	. 63
Format Text and Paragraphs	65
Format Fonts	. 66
Change the Font	. 66
Change the Font Size	. 67
Change the Font Color	. 67
Apply Bold, Italic, or an Underline	. 68
Change the Case	. 68
Clear Formatting	. 69
Create Lists	. 70
Numbered List	. 70
Bulleted List	. 71
Multilevel Lists	. 72
Change the List Style	. 72
Custom Numbering	. 73
Paragraph Alignment	. 74
Align a Paragraph	. 74
Borders and Shading	. 75
Add a Border	. 75
Add Shading	. 76
Additional Border and Shading Options	. 77
Line and Paragraph Spacing	. 78
Change Line Spacing	. 78
Change Paragraph Spacing	. 79
Copy Formatting	. 80
Copy Text Formatting	. 80
Indent Paragraphs	. 81
Increase or Decrease Indent	. 81
Custom Indentation Options	. 82

First Line and Hanging Indents	
Tab Stops	
Enable Formatting Marks and the Ruler	
Set a Tab Stop Using the Ruler	85
Set a Custom Tab Stop	
Move or Remove a Tab Stop	
Find and Replace Formatting	
Find and Replace Text Formatting	
Format the Page	
Adjust Margins	
Choose a Margin Size	
Set Custom Margins	
Page Size and Orientation	
Change Page Size	94
Change Page Orientation	95
Headers and Footers	96
Use a Header or Footer	
Remove a Header or Footer	
Create a Custom Header or Footer	
Page Numbers	
Add Page Numbers	
Format Page Numbers	
Remove Page Numbers	
Columns	
Format Columns	
Use a Column Break	
Page Breaks	
Insert Page Breaks	
Remove a Page Break	
Insert a Blank Page	
Use Paragraph Line and Page Breaks	
Page Background Elements	
Add a Watermark	
Add Page Color	
Add Page Borders	

Word Fundamentals

Microsoft Word is a powerful word processor with a lot of features to help you create professional documents. With so many features, though, it can be pretty daunting at first.

In this module, you'll learn the fundamentals of using Microsoft Word. You'll get a feel for the interface and learn how to create, open, and save new Word documents. You'll also learn how to view and navigate documents, and how to print and share them.

Objectives

Understand the Screen Create New Documents Open a File Save a File AutoRecover Navigate a Document View Documents View Multiple Documents Print Share a Document The Quick Access Toolbar Help Document Properties Check Accessibility and Compatibility Close and Exit

Understand the Screen

There are many different elements that make up the Word program screen.

The Word Screen

Review the labeled items in the images below, then refer to the tables to see what everything does.



A	Title Bar: Displays the name of the current file.	G	AutoSave Switch: If the current document is saved to a cloud storage location, like OneDrive or SharePoint, you can toggle whether changes are automatically saved.
B	Quick Access Toolbar: Contains common commands such as Save and Undo. It can be customized to include many common commands.	D	Display Options: This is where you can change how much of the ribbon is displayed; minimize, maximize or restore the Word window; or close Word altogether.



E	Ribbon: This is where you'll find all the options you need to make a stellar document. The options are grouped into tabs.	0	Rulers: When the rulers are turned on, they appear at the top and the left of the document.
F	Tell Me Search Box: Allows you to search for commands by typing out keywords.	J	Scroll Bars: Use the scroll bars to move up and down or left and right in a document.
G	Microsoft Account User Info: When you're logged in with your Microsoft account, your name appears here.	K	Status Bar and Views: Shows summary information like the number of pages and words in the document. Next to it are the buttons to change the document view.
H	Document Window: This is where you see your document, where you edit and format the text.	L	Zoom Slider: Use the zoom slider to change how big the document appears.

Create New Documents

Creating a new document is one of the most basic commands you need in Word. You can create a new blank document, or you can create a new document based on a template.

Create a Blank Document

- Click the File tab.
- 2 Click New.
- **3** Select Blank Document.

A new, blank document is created in a new window.

Shortcut: Press **Ctrl** + **N** to open a new blank document.





Create a Document from a Template



Click the File tab.

Click New.

The New screen has a few ways for you to select a template.

First, several featured templates will appear, after the Blank document template.

You can also search for a template using the search field or select a template category from the suggested searches.

(Optional) Select or search for a template category.

Preview images of the templates will appear for the selected category, along with a Category list.

(Optional) Select an additional category.

Selecting additional categories allows you to narrow your template search even more. Only templates that fit into all the selected categories will appear.

Select a template.

A larger preview of the template appears, along with a description.

AutoSave 🔍 🗇 🖞 🔻	Document1	Kayla Claypool	A –	o x
File Home Insert Draw Design Layout χ Calibri (Body) \cdot 11 \cdot $=$ \cdot \cdot \cdot $=$ \cdot	References Mailings Review $\downarrow \equiv \downarrow = \downarrow = \downarrow$ $\blacksquare \equiv \equiv = \downarrow \equiv \downarrow$ $\blacksquare = \equiv = \downarrow \equiv \downarrow$ $\equiv \equiv \equiv = \downarrow \equiv \downarrow$ $\blacksquare = \downarrow \equiv \downarrow$ $\blacksquare \downarrow$ $\downarrow \equiv \downarrow = \downarrow = \downarrow$ $\blacksquare \downarrow \equiv \downarrow$ $\blacksquare \downarrow \equiv \downarrow$ $\downarrow \equiv \downarrow = \downarrow = \downarrow = \downarrow$ $\blacksquare \downarrow \equiv \downarrow$ $\blacksquare \downarrow \equiv \downarrow$	ew View Help Editing Totate Totate		9 P
Clipboard 🕞 Font 🕞	Paragraph 🗔 Styles 🖓	Voice		~







Click Create.

A new document from the template is created. Now, just fill in the placeholders.



Open a File

Opening a file lets you resume working on a document that you have saved from earlier or that someone else has created and shared with you.

Open a Document

While you can open a document by double-clicking its icon in Windows, you can also browse and open files from within Word.



Click the File tab.



Click Open.

The Open screen appears, giving you a few ways to find a document.



- Select a location.
 - Recent displays a list of documents that you've recently opened.
 - Shared with Me will show documents that others have shared with you through your Office 365 account.
 - Your **OneDrive** and SharePoint sites will let you browse through the files stored on those cloud servers, if you have them.
 - This PC lets you browse through the Documents folder for files.
 - Clicking Browse opens a dialog box, where you can browse through your computer's folders, drives, and network shares.



Select the file you want to open.

The selected file opens.

Tip: From the Browse dialog box, you'll need to click the Open button after selecting the file.



	Document	Kayla Claypool ? — 🗆 🗙
e	Open	<u> </u>
☆ Home ♪ New	L Recent	Documents Folders
₽ Open 2	2 Shared with Me	Pinned Pin files you want to easily find later. Click the p that appears when you hover over a file.
Info Save	OneDrive - CustomGuide kaylaclaypool@customguide.com	O3-open-a-fil 1/22/2019 12:13 Documents » CG 1/22/2019 12:13
Save As	Sites - CustomGuide kaylaclaypool@customguide.com	D3-open-a-fil 1/22/2019 10:11 PDF Documents
Print	This PC	4
Export	Add a Place	
Transform	Browse	
Close		
Account		• • • • • • • • • • • • • • • • • • •

Open a PDF for Editing

In addition to opening Word's regular file formats, you can also open PDF documents for editing.

🗁 Open

Save

Save As

Share

Export



4

Click the File tab.

Click <mark>Open</mark>.

Click OK.

Select and open a PDF file.

A dialog box appears, explaining that opening a PDF in Word converts it to a Word document and opens it as a copy. You'll be able to edit the text, but some formatting and graphics may look different.

A copy of the PDF is converted into an editable document, and it opens so that you can edit the text.

AutoSave 💽 Off	3 り・ひ ・	03-open-a-file-01	Kayla Claypool	m –	
File Home Ins	ert Draw Design Lay	out References Mailings Revi	ew View Help	♀ Tell me	r d
Calibri (B Paste	$\begin{array}{c c} \operatorname{ody} & \bullet & 11 & \bullet \\ \hline U & \bullet & \operatorname{sz}_2 & \operatorname{xz}^2 & A_{\varphi} \end{array}$		Editing		
- 🔇 🗛 - 🛩	· A · Aa · A A Font ⊡	Paragraph 5 Styles 5	v v Voice		~
		03-open-a-file-01	Kayla Claypool	? –	
Θ	Open				
斺 Home					
🕒 New	L Recent		1 🗁 Doc	uments	

Name ↑

Sales Report

03-open-a-fil...

PDF 03-open-a-fil...

Date modified

10/10/2018 11:1

2/13/2018 1:29

2/13/2018 1:29

Shared with Me

OneDrive - CustomGuide kaylaclaypool@customguide.com

Sites - CustomGuide

This PC

Browse

Add a Place

kavlaclavpool@customquide.com



Save a File

After you've created a new document or made changes to an existing document, you'll need to save it for those changes to be preserved. You can also save a copy of an existing document, using a new name, a new location, or a different file type.

Save a New Document

When you save a new document for the first time, you'll need to give it a name and tell Word where to save it.



Click the **Save** button on the Quick Access Toolbar.

Since the document doesn't have a name or location yet, the *Save As* screen will appear.

- Choose a location to save the file to:
 - **OneDrive**, a cloud storage folder accessible to all computers and mobile devices that you've connected to your Office 365 account.
- A SharePoint site, if you're part of an organization that uses one.
- Select **This PC** to save the file locally in your Documents folder.
- Click Browse to open a dialog box, where you can browse through your computer's folders, drives, and network shares.
- Enter a file name. Click Save.

The file is saved and can be safely closed for you to reopen later.

Shortcut: Press Ctrl + S to save.





AutoSave Documents

If you've saved a document to an online location, you'll have the option to automatically save changes.



Click the AutoSave toggle button to turn the feature on or off.



Save Progress

As you continue to work in Word, you'll want to save any changes you make periodically. This way, you won't lose all of your work if there's an unexpected crash.



Click the Save button on the Quick Access Toolbar.

Shortcut: Press Ctrl + S or click the File tab and select Save.



Save As a New File and/or Location

Sometimes you may want to make a copy of an existing document by saving it in a new location and/or with a new name.

1 2 3 Click the File tab.

Click Save As.

Select a location, by selecting either OneDrive, SharePoint, or This PC. Or, you can click **Browse** and navigate to the folder where you want to save your file.





The document is saved to the new location with the new name. The original file is automatically closed so you can start working in the new one

Click Save.

right away.

Enter a new file name.

Save As				>	
$\leftarrow \rightarrow \checkmark \uparrow$		~ 0	Search Desktop	م	
Organize 🔻 New folder				••• •	
 Quick access Desktop Downloads Music Videos Microsoft Word ConeDrive This PC 					
> 🧼 Network > 📲 Homegroup					
File name: New Document 4				`	4
Save as type: Word Document				`	-
Authors: Kayla Claypool	Tags: Add a tag		Title: Add a title		
Save Thumbnail			5		
∧ Hide Folders		Tools 🔻	Save	Cancel	

Save to Different File Formats

Word normally saves its files as Word documents, but you can save your Word projects as other file formats too.





This PC

New Document

View Help

XPS Document (*.xps)

Plain Text (*.txt)

Web Page (*.htm, *.html)

Single File Web Page (*.mht, *.mhtml)

Web Page, Filtered (*.htm, *.html) Rich Text Format (*.rtf)

trict Open XML Document (*.docx) cument Text (*.odt) 6

Word XML Document (*.xml) Nord 2003 XML Document (*.xml) 6 🖓

8 9:21 AM

18 10:55 AM

9 9:59 AM

Common word File Format	common word rife ronnats			
Word Document (.docx)	This is the default format for Word documents.			
Word Macro-Enabled Document (.docm)	This is a version of the default Word file type that supports macros, which allow for small tasks to be automated.			
Word 97-2003 Document (.doc)	Documents in this format can be read by all previous versions of Word, but lack some advanced features. They are also larger than .docx files and are more prone to corruption.			
PDF (.pdf)	A PDF preserves a document as how it would appear when printed and can be shared electronically to be viewed on many kinds of devices.			
Web Page (.htm, .html)	This format creates pages that can be uploaded to the web and viewed in a browser.			
Rich Text (.rtf)	This basic format can be opened by nearly any text editor and preserves basic font formatting.			
Plain Text (.txt)	This simple file type saves only text with no formatting or page layout.			
_				

Transfo

AutoRecover

Computers don't always work the way they're supposed to. Nothing is more frustrating than when a program, for no apparent reason, decides to take a quick nap, locks up, and stops responding to your commands—especially if you lose the precious document that you're working on!

Fortunately, Word keeps temporary versions of your documents as you work. If it encounters a problem and stops responding, you can restart Microsoft Word or your computer and try to recover your lost documents.

Recover a Document

Restart Microsoft Word.

If an unsaved document can be recovered, the Recovered header will appear.

Click Recover unsaved documents.

The Document Recovery pane appears, listing all recovered documents that were found.

Select the document from the Document Recovery pane.

The last AutoSaved version of the document opens.

Click Close.

The Document Recovery pane closes, and you can get back to work.





AutoRecover Settings

You can further protect your work by adjusting the AutoRecover settings. You can change the AutoRecover save interval so that it saves more frequently than the default setting of every 10 minutes.

1 2 3

Select Options.

Click the File tab.

Click Save.

Make sure the Save AutoRecover information check box is checked and adjust the time interval.

Tip: You can't specify the interval if the check box is not selected.

Click OK.

The AutoRecover settings are updated.

Tip: Even with Word's document recovery features, the best way to ensure that you don't lose much information if your computer freezes up is to save your work frequently.

	AutoSave 💽 Off 🖁	ヨットワ・	Document	Kayla Claypool 🛛 🖻	I – D	
F	ile Home Ins	ert Draw Design Lay	out References Mailings F	Review View Help 🔎	Tell me 🛛 🖻	P
Pa	Calibri (B B Ste Ste Ste Ste Ste Ste Ste Ste Ste Ste	$\begin{array}{c} \operatorname{ody} & \bullet & 11 & \bullet \\ \underline{U} & \bullet & \operatorname{abs} & \mathbf{x}_2 & \mathbf{x}^2 & & A_{\mathcal{O}} \\ \underline{U} & \bullet & \operatorname{Abs} & \mathbf{x}_2 & \mathbf{x}^2 & & A_{\mathcal{O}} \\ \underline{V} & \bullet & \mathbf{A} & \bullet & & A^{\wedge} & \mathbf{A}^{\vee} \\ \hline & & & & & & & & & & & \\ & & & & & &$	E + Ξ + ¹ /Ξ + Ξ = Ξ E = Ξ = J ≡ + Δ + ⊡ + Δ ↓ ¶ Paragraph 5 Style	Vies 5 5 Voice		^
			Document	Kayla Claypool ?	- 🗆	×
(Ð	Info				
ť	☆ Home					
[🖹 New	Document Desktop				
E	🗁 Open	G Upload	Share Copy path	➔ Open file location		
-	Info					
	Save		Protect Document	Properties	*	
	Save As	Protect	Control what types of changes peop	ole Size	15.2KB	
		Document -	an make to this document.	Pages	1	
	Print			Words	143	
	Share		nspect Document	Title	Add a title	
			Before publishing this file, be aware	Tags	Add a tag	
	Export	Check for t Issues *	hat it contains: Document properties and	Comments	Add comm	ients
	Transform		author's name	Related Da	ites	
	Close		Vanage Document	Last Modified		
	Options 2	Manage	There are no unsaved changes.	Created Last Printed		Ŧ
I		Decument				Þ

Word Options		?	×
General Display	Customize how documents are saved.		^
Proofing	Save documents		
Language	Save files in this format: Word Document (*.docx)		
Ease of Access	✓ Save AutoRecover information every <u>∎</u> minutes ✓ Keep the last AutoRecovered version if I close without saving		
Customize Ribbon Quick Access Toolbar	Auto&ecover file location: C:\Users\Kayla Claypool\AppData\Roaming\Microsoft\ Don't show the Backstage when opening or saving files with keyboard shortcuts C:\users\Kayla Claypool\AppData\Roaming\Microsoft\ Don't show the Backstage when opening or saving files with keyboard shortcuts	<u>B</u> rowse]
Add-ins	Show additional places for saving, even if gign-in may be required. Save to <u>Computer by default</u>		,
Trust Center	Default local file location: \\Mac\Home\Documents\ Default personal templates location:	<u>B</u> rowse]
	Offline editing options for document management server files		
	Saving checked out files to server drafts is no longer supported. Checked out files are now saved Document Cache.	to the Office	
	Learn more Seryer drafts location: \\\Mac\Home\Documents\SharePoint Drafts\]
	Preserve fidelity when sharing this document:		
	Embed fonts in the file 0		Ŧ
	OK	Can	cel

Navigate a Document

While working on a document, you'll often need to move the text cursor around to change where you're typing.

Move the Insertion Point

The insertion point is the blinking vertical bar that represents where text will be inserted as you type.

Click anywhere inside the document.

1

The insertion point moves to where you clicked—or, at least, as close as possible. If you click in a margin, or after the end of the text toward the bottom of the page, the insertion point moves to the closest point it can.

You can also move the insertion point around using the keyboard. This method is described in the table below.



Press	To Move the Insertion Point
Arrows (↑↓←→)	Up or down one line; or left or right one character.
Home	To the beginning of the current line.
End	To the end of the current line.
Page Up	Up one screen, while also scrolling the page the same distance.
Page Down	Down one screen, while also scrolling the page the same distance.
Ctrl + Arrows (个↓←→)	Up or down one paragraph; or left or right one word.
Ctrl + Home	To the beginning of the document.
Ctrl + End	To the end of the document.

Scroll in a Document

When a document gets long enough, it can be tough to navigate through the whole thing with just the keyboard. You can use the scroll bars on the right and bottom sides of the window to move through the document quickly.

- Click the arrow buttons at the top, bottom, and sides of the scroll bar to scroll one line at a time.
- Click and drag a scroll bar to move quickly though a document, releasing it when you've reached the page you want.



ß

5

Switch

Use the Navigation Pane

If you have a longer document with multiple pages, or you've set up your document into sections with headings, you can use the Navigation Pane to move quickly through sections and pages.



View Documents

There are several ways to change how a document's contents are displayed on the screen using the preset document views. You can also zoom in or out to view more or less of the page at a time and view multiple documents at once.

Change Document Views

- 1
- Click the View tab. Select a view.
- Read Mode only shows necessary toolbars, making room for enlarged text and navigational tools. This view is read-only, so you won't be able to make edits.
- Print Layout view displays your document as it will appear when printed. It's best for working in documents with advanced formatting.
- Web Layout view shows backgrounds, wraps text to fit inside the window, and positions graphics just as they are in a web browser.
- **Outline view** displays your document in classic outline form.
- Draft view works well for most simple word-processing tasks, such as typing, editing, and simple formatting. Does not display advanced formatting, such as page boundaries, headers and footers, or floating pictures.

Tip: You can quickly access Read Mode, Print Layout, and Web Layout views from the View buttons in the status bar.

AutoSave 🦲	জ 🗄 २• (∍ (07-view	-documents	Kayla	Claypool	· • • •	- 🗆	×
File Hor	ne Insert Draw	Design La	yout Reference	es Mailings	Review Vie	<u>- 1</u>	ר ⊂ ⊂	ie 🖻	P
Read Print Mode Layout	Web Cayout	Learning Tools	Vertical Side	Con Show Zoom		Harran Arran	Window 🖸 ge All 🗰	Switch Window	5 *
,	Views	Immersive F	Page Movement		Zoom		Window		~
	2 B Te	chn	BON VOYAG OOOS	e excursions	орс	osa			

Zoom

Sometimes it is helpful to make a document appear larger on the computer's screen, especially if you have a small monitor or poor eyesight. It can also be helpful to zoom out so that you can see how the whole document looks.

1

Click the **Zoom In** or **Zoom Out** buttons on the status bar.

The page zooms in or out.

Click and drag the zoom slider to adjust the zoom level.

Using the zoom slider is a more precise way to adjust the zoom on your document.

- 3 Click one of the options in the Zoom group on the View tab of the ribbon to control the zoom level further.
 - Click the Zoom button to open the Zoom dialog box, where you can specify a zoom level.
 - Click the 100% button on the View tab to return your document to viewing at 100%.
 - Click the One Page button to zoom the document out so that one entire page is visible in the window.
 - Click the **Multiple Pages** button to see multiple full pages side by side.
 - Click the **Page Width** button to automatically zoom the document in so that the page fills the window side-to-side.



Show or Hide Formatting Symbols

Every document is filled with hidden formatting symbols that help control how the text is laid out on the page. New paragraphs, carriage returns, tabs, spaces, and page breaks can be seen, selected, moved, and deleted.

Viewing these formatting symbols lets you see where you may have added extra spaces between words, for example, or whether spaces or tab stops were used to indent text.



Click the Home tab.

Click the **Show/Hide** ¶ icon.

The hidden formatting symbols are now shown. These symbols represent spaces, new paragraphs, page breaks, and other bits of text and page formatting.

Click the Show/Hide ¶ button again.

The symbols are hidden once again.

Shortcut: Press **Ctrl** + * to display or hide the formatting symbols.



View Multiple Documents

Switch Windows

If you have several documents open in Word, you can switch between them while they are all open.



2

- Click the View tab on the ribbon.
- Click the Switch Windows button.

All the documents currently open are listed, with a check next to the active one.



Select another document.

The other document comes to the front.

AutoSave 💽 🗄 🤌	÷ ∪ ÷	08-view-multiple-documer	nts-01 Kayla Clay	vpool 🖻	- 6	×
File Home Insert D	raw Design La	yout References Mailing	s 1 View	Help 🔎 Te	ell me	P
Read Print Web Mode Layout Layout	ne ()) Learning () Tools	Vertical Side Show Z	oom 100%	New Window Arrange All Split	CC Swit	T T tch pws ▼
Views	Immersive P	Page Movement	3 m v 108-vi	iew-multiple-do	ocuments-01	~
Đ		BON VOYAGE EXCURSION	45			
Technology Proposal						
		1/11/2019				
Page 1 of 6 877 words Engli	sh (United States)			Fo	-	+ 90%

View Documents Side by Side

If you need to compare the contents of two documents to each other, you can also view them side by side.

1 With two documents open at the same time, click the View Side by Side button.

> The windows are resized so that they'll both fit on the screen, and they're arranged side by side.

While viewing documents side by side, the **Synchronous Scrolling** feature is enabled. When you scroll one document up or down, the other document will scroll at the same speed. You can turn this feature off by clicking the **Synchronous Scrolling** button.



Click the View Side by Side button again.

The windows return to normal.

	AutoSave 💽 🗄 り・さ) = 08-	view-multiple-docun	nents-02 Kay	la Claypool	m –	o x
	File Home Insert Draw	Design Layout	References Mail	lings Review <mark>Vi</mark> e	ew Help		6 🖓
	Read Print Web Mode Layout Layout	Learning Tools	Side Show	Zoom 100%	Harrang	/indow CD	2
	Views	Immersive Page M	ovement	Zoom		Window	~
:	Board of Direc May 6 New Commun Kerry Oki was formal interna an office manu communicatio - Client co - Internal	ctors Meeting nications Director named communi il and client comm ager at Luna Sea, ns. Kerry's respon orrespondence communication	cations director a nunications. Kerr Inc. and has degr nsibilities will inc	and will coordina y has four years rees in both mark lude:	ate and dire of experier keting and	ect all ince as	
	Press reUpdatin	leases g the website					

Split the Window

You can also split a Word document window in two, with two panes each showing part of the same document.



Click the Split Window button on the View tab.

The window is split into two panes, one on top and one on the bottom. Both panes show the current document but can be scrolled independently. This lets you keep an eye on one part of the document while typing and editing another.

Tip: Click and drag the border between the panes to adjust the size of the panes.

Click the Remove Split button.

The split is removed, and you're back to viewing the document in a single pane.

Tip: Clicking the New Window button on the View tab does something similar, opening a second window of the current document. This lets you arrange the two windows however you want, viewing two different parts of the document at once.



08-view-multiple-documents-02

Kayla Claypool

New Communications Director

Kerry Oki was named communications director and will coordinate and direct all formal internal and client communications. Kerry has four years of experience as an office manager at Luna Sea, Inc. and has degrees in both marketing and communications. Kerry's responsibilities will include: Client correspondence Internal communication Page 1 of 1 143 words English (United States) ŧ.

+ 100%

Print

When you're ready to print a document, and if you have a printer connected to your computer, you can preview a document and print it.

Print a Document



6

- Click the File tab.
- Click Print.
 - Examine the print preview on the right side of the screen to ensure the document appears correct.
- 4 Select the correct printer by clicking the Printer list arrow and selecting it from the list.
- 5 Adjust the printer settings using the options below the printer, described in the following table.
 - Set the number of copies in the Copies text field.
 - Click Print.

The document is sent to the printer.

Shortcut: Press Ctrl + P.



	09-print	t	Kayla Claypool	? —	\Box \times
©	Print				
斺 Home	Copies: 1				
New					
🗁 Open	Print			3	
Info	[®]		Board of Directors Meeting		
Save	ABS PDF Driver v400 Ready	4	New Communications Director New Yorki was named communications d formalisticmal and client communications	inector and will coordinate and direct. m. Kerty has four years of experience	a.
	Printer Properties		an office manager at Luna Sea, Inc. and communications. Kerry's responsibilities Client correspondence Internal communication	us degrees in both marketing and will include:	
Save As	Settings		 Press releases Updating the website 		
Print 2	Print All Pages The whole thing		Month in Review April turned out to be a very busy and pr business was up 34 percent from last Ap Voyage received only one customer com	roductive month for Bon Voyage. New rB. Flight delays serve minimal—Bon plaint because of a delay.	
Share	Pages:		Classic Las Vegas Escursion Next month Eon Voyage will introduce to Escursion, Gassia will get to experience it	ur new 7-day "Classic Las Vegas" the Las Vegas of yesterday.	
Export	Print One Sided Only print on one side of	6	Freemant Street.	ann raighe fore, annsa an failte.	
Transform	Collated 1,2,3 1,2,3 1,2,3				
Close	Portrait Orientation -				
Account	Letter				



Print Settings	
Print Range	Print the whole document, a certain page range, a single section, or just even or odd pages.
Print One Sided / Both Sides	Print the document one-sided, enable a printer's two-sided printing function, or manually flip the pages during printing.
Collate	Collating prints multiple copies of the document all the way through (1, 2, 3, 1, 2, 3), while printing uncollated prints multiple copies of each page together (1, 1, 2, 2, 3, 3).
Orientation	Select Portrait (taller) or Landscape (wider).
Page Size	Select the size of paper you're printing on.
Page Margins	Adjust the margins between the edge of the page and the text.
Pages Per Sheet	Arrange multiple pages on a single sheet.

Share a Document

It's easy to share a document with other people from within Word. For example, you can send a sharing invitation to co-workers that gives them access to view or edit the file. To easily share your document, make sure it's saved to an online location, such as your OneDrive or your organization's SharePoint server.

Share a Document









10

(Optional) Include a message.

This message will be included in the email that's sent, informing the recipients that you're sharing a document with them.



Click Close.

Anyone who has been granted access to the document shows up in the Share pane, along with their permission level.

Tip: You can always revoke or modify a person's sharing permissions by right-clicking their name in the Share pane.





Manage Access to a Document

After you've started sharing things with others, it may be tricky to remember who has access to what.

 Click the Share button.
 Click the More Options (···) button.

Select Manage Access.

Now, you can see who has access to this document, and whether they have editing or view-only permissions.

Click a permissions list arrow.

4

Select a permissions level.

- Can edit: Anyone who has been invited to the document can make edits.
- Can view: Anyone who has been invited is only able to view the document, not make changes.



Click Close.

The permissions are updated.





The Quick Access Toolbar

The Quick Access Toolbar holds a few buttons for commands that you'll use often, such as save, undo, redo, and repeat. They'll always be available, no matter which ribbon tab you're on.

AutoSave	💿 🗄 り・ひ 🕫	11-the-quick-access-too	Ibar Kayla Cla	ypool 🖪		
File H	ome Insert Draw Des	gn Layout References Mailing	s Review View	Help 🔎	Tell me	B P
Paste 🗳	Calibri (Body) \cdot 1 B $I \cup \cdot$ ab $\mathbf{x}_2 \mathbf{x}^2$ $\mathbf{A} \cdot \mathbf{P} \cdot \mathbf{A} \cdot \mathbf{Aa} \cdot$	↓ ↓	Styles	Dictate		
Clipboard 🕞	Font	ra Paragraph ra	Styles 🕞	Voice		

Customize the Quick Access Toolbar

If the Quick Access Toolbar doesn't contain enough of your frequently used commands, you can customize it by adding or deleting commands.



A list appears and displays some commands you can add.

Select the command you want to add.

The button is added to the toolbar.

2

Tip: You can find all the available commands you can add by selecting **More Commands**, which opens the Word Options dialog box.

Tip: To remove a command, select a command with a checkmark to deselect it.

AutoSave 💽 🗄 り・ 🥲	₹ 1 11-the-quick-ac	cess-toolbar Kayla (Claypool 🖻	- 0	×
File Home Insert Draw	Customize Quick Access Toolbar	Mailings Review View	Help 🔎 Tell	me 🖻	P
$ \begin{array}{c c} & & \\ & & \\ & & \\ Paste \\ & & \\ $	 ✓ Automatically Save New Open ✓ Save 	E →E Styles 5 Styles 5	Dictate Voice		^
L 1 · · · · · · · · · · · · · · · · · · ·	Email	4 5 .		<u>\</u> 7	-
	Quick Print Print Preview and Print				
	Editor (F7)				
	Read Aloud				
: Board of Dire	C Undo				
- May 6	Redu				
New Commu	n Touch/Mouse Mode				
Kerry Oki was formal intern an office man	5 <u>M</u> ore Commands a <u>S</u> how Below the Ribbon	ector and will coordina . Kerry has four years o s degrees in both mark	te and direct all of experience as keting and		
communicatio	ons. Kerry's responsibilities w	rill include:	_		
• Client o	correspondence				
• Interna	al communication				
Press re	eleases				
• Updati	ng the website				-
		PiP			•
Page 1 of 1 143 words English (Un	lited States)			++	90%

When you don't know how to do something in Word, look up your question with Help. Help can answer your questions, offer tips, and provide help for all of Word's features.

The Tell Me Field

The Tell Me field is a text field above the ribbon, where you can search for commands and get quick access to them.



The Help Pane

You can also open the Help window to browse topics and read the Help files.

4



Click the Help tab.

Click the Help button.

The Help pane appears, listing several common help topic categories.



Type a help topic in the Search field at the top and click the Search button.

Select a help topic.

The topic page opens for you to read.

Shortcut: Press F1 to quickly open the Help pane.



Delete a table of contents

Delete a table of contents. Word for Office 365 Word 2019 Word 2016 Word 2013 Word 2010 Word 2007 More... Less. To remove a table of contents, click References > Table of Contents > Remove ГÌ

Document Properties

Document properties are bits of information that describe and identify a document, such as a title, author name, and subject.

View and Edit Document Properties

The basic document properties are easy to find and update.

- 1
- Click the File tab.

The Info screen here will show the basic document properties in a column on the right.

Tip: The Info screen is the default when the File tab is opened. If another screen appears instead, click **Info**.

Click a property field.

Fill in the property field, then click outside of the field.

The property is saved.





View Advanced Properties

There are additional advanced property fields that you can fill out beyond the basic fields on the Info screen.

- 1
- From the Info screen, click the **Properties** button.
- Select Advanced Properties.

The Document Properties dialog box opens to the Summary tab, where there are a few more properties to fill out.

Bedit the document properties.

Tip: In addition to the fields on the Summary tab, there are even more advanced properties available on the Custom tab.

4

The advanced properties are saved.

Click OK.



		13-document-properties Kayla Claypool	?	- 🗆	\times
Θ	Info		_		
ሰ Home		Document Properties ? X			
🕒 New	Docume Desktop	General Summary Statistics Contents Custom			
🗁 Open	ሱ Upload	Subject:			
Info	3	Author: Kayla Claypool Manager:			
Save		Company: CustomGuide	es -		
Save As	Protect	Category:		17.0KB 1	
Print		Comments:		140	
Share Export	Check for	Hyperlink base:	ng Time	27 Minutes Board Meeting Add a tag	I No
Transform	Issues *	Save Thumbnails for All Word Documents	s Dates	Add comment	s
Close	Manage	OK Cancel Created Last Print	fied		T
(

Check Accessibility and Compatibility

If your document has a lot of advanced effects, graphics, tables, or videos, you may run into trouble opening it in older versions of Word. It may also be difficult for people with disabilities to read. Word can automatically check your document to find potential compatibility and accessibility problems.

Check Accessibility

The accessibility checker examines your document for anything that would make it difficult for people with disabilities to read.

- 1
- Click the File tab.
- Click the Check for Issues button.
- Select Check Accessibility.

The Accessibility pane appears on the right, listing anything in the document that would make it less accessible.

Some common problems include the lack of alternative text on images or meaningful hyperlink text, color-coding without additional context, and headings that aren't in a logical order for a screen reader to parse.



	1.	4-check-accessibility-and-compatibility	Kayla Claypool ?	- 0	×
(\leftarrow)	Info				
🕅 Home	Document				
🗅 New	Desktop				
🗁 Open	ሱ Upload	🖻 Share 🕲 Copy path 🖻	Open file location		
linfo	Check t	Document he document for hidden properties onal information.			
Save	Check /	Accessibility	Properties *		
Sava As	Check t with dis	he document for content that people abilities might find difficult to read.	Size	15.2KB	
Save AS	Check (Compatibility	Pages	1	
Print	Check f	or features not supported by earlier	Words	143	
	versions	s of Word.	Total Editing Time		
Share	5	Inspect Document	Title	Add a title	
	Church for	Before publishing this file, be aware	Tags	Add a tag	
Export	Issues *	that it contains: Document properties and	Comments	Add comments	
Transform		author's name	Related Dates		
Close			Last Modified		
		Manage Document	Created		
	Manage	There are no unsaved changes.	Last Printed		-
1	Decument				►



Select a result.

Additional information appears underneath the results, letting you know why this result is a problem and how to fix it.

5 Click the Close button when you've finished looking over the results and have made the appropriate changes.

Check Compatibility

You can also check a document for compatibility problems with previous versions of Word.



- Click the File tab.
- Click the Check for Issues button.
- Select Check Compatibility.

The Compatibility Checker window appears, listing anything in the document that's not compatible with earlier versions of Word.

- 4 Click the Select versions to show button.
 - Toggle which versions of Word to check compatibility for.

By turning off the versions of Word that you don't need to worry about, you can get a better sense of what incompatibilities are important to you.

Click OK.

6

The window closes, and now you have a better idea of accessibility issues and incompatibilities in your document.





Close and Exit

When you're done working with a file, it's a good idea to close it so you don't bog down your computer with unused programs.

Close a Document

Each document window must be closed individually. If you only have one file open, you can close it from the File menu and keep Word running.



Click the File tab.

Click Close.

The file is closed, but Word is still running. You can still browse for a file to open, create a new document from a template, and access Word's options.

Shortcut: If you have multiple Word documents open, clicking the **Close** button on the title bar will close each document individually.

Tip: If you have not saved the document since making changes, a dialog box will appear asking if you want to save the changes to the document. Click **Save** if you wish to save your changes, click **Don't Save** if you do not want to save your changes, and click **Cancel** if you do not want to close the document.

AutoSave 💽 Off 📙	ちょう・	15-close-and-exit	Kayla Claypool	- 11	
File Home Insert	Draw Design Layout y) \cdot 11 \cdot \cdot ab x_2 x^2 A_2 $\underline{A} \cdot Aa \cdot A^2$ \underline{A}^2	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Review View Help	P Tell me	
Clipboard 🗔	Font 🕠	Paragraph 🗔 Style	es 🖓 Voice		~

 Info New Popen Info Desktop Pesktop Protect Protect Document Protect Document Protect Document Protect Document Save As Protect Document Protect Document Protect Document Size 15.2KB can make to this document. Pages 1 Words 143
Info Save Save As Protect Document Protect Document V Vords 143
Save Save As Protect Document Protect Pr
Save As Protect Document* Control what types of changes people can make to this document. Pages 1 Words 143
Print Pages 1 Words 143
Print Words 143
Total Editing Time
Inspect Document Title Add a title
Export Check for that it contains:
Issues Document properties and Comments Add comments Add comments
Transform author's name Related Dates
Close Last Modified
Manage Document Created
Manage

Close Word

If you only have one Word document open, closing the document window will also quit Word entirely.



Click the Close button.

Word quits as the window closes.

