

# Easy Steps



## **Unit 107 (v6)**

**Apply text processing skills to produce communications in a business or organisational context**

*with*

**Microsoft Word 2013**

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

*A Cheryl Price Publication*

## **Unit Standard 107 (Version 6)**

**Apply text processing skills to produce communications in a business or organisational context - Word 2013**

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 107 - BUSINESS INFORMATION PROCESSING (Level 2, Credit 5)  
Apply text processing skills to produce communications in a business or organisational context (Version 6)



Please note that the version 5 performance criteria is also covered in this book.

All topics in this Unit Standard are included in this book.

Retrievable exercise files are used with this book and listed on page xiv. These are available as a free download from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz). Instructions for downloading the exercises are included on page xv.

This book has been written using Microsoft Word 2013 with Windows 8.

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**ISBN 978-1-877562-24-2**

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**Published in New Zealand**

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# Introduction

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Welcome to Unit Standard 107 v6 Apply text processing skills to produce communications in a business or organisational context with Microsoft Word 2013.

This book has been written using Microsoft Word 2013 with Windows 8. (The Windows 7 operating system can be used. However screen shots will differ slightly from those shown in this book.)

## Default Settings

Before commencing this course you will need to check (and amend if necessary) the default settings for Word 2013 as described on pages viii to x. This will ensure that all exercises and instructions in this book will work exactly as they should.

## Retrievable Exercise Files

Some exercise files have been created for you to prevent time in keying in many exercises. You can then open these files and use the features of Word to manipulate and format text.

A list of these files is shown on page xiv and instructions for downloading these files from our web site are included on page xv.

## What you will learn

In this course you will learn how to -

- apply text processing skills to produce communications in a business or organisational context
- edit, format and display documents attractively
- produce a variety of documents including essays, assignments, memoranda, correspondence, newsletters, reports, notices, advertisements, forms, email
- compose documents from drafts and notes

## How you will learn

This book is divided into sections. Each section page lists the learning outcomes for that section. You will work through each section and do all exercises (or those instructed by your tutor).

A Practice Assessment included at the end of the section. Our books include accumulation and consolidation of learning which carries across each section.

After you have completed the book your tutor will give you the actual Unit Standard Assessment.

## Word meaning boxes

Sometimes you will see a box at the left side of the page of a line that has dotted underlining. This box will contain information to help you understand the meaning of the underlined word (or how that word is formed). An example is shown below.

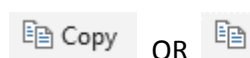
**forecast**  
= to  
calculate a  
future  
result

Data can therefore be altered to re-calculate budgets and to forecast results using different sales figures. Worksheets can be saved, opened and printed as required.

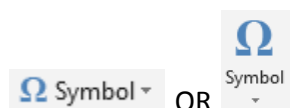
## Different Word buttons

Depending on the size of your Word screen buttons on the ribbon may vary to those shown in this book. The icon with the word of that feature may show, or the icon only.

For example, the Copy button in the Clipboard group on the Home tab may be displayed in either of the following ways.




The Symbol button can show as either -



## Shortcut keys

Shortcut keys are indicated in the left margin, usually the first time they are used. An example follows.

Ctrl S

- 1 Click on the Save button  on the Quick Access Toolbar .
- 2 Type a file name for your document then click on Save.

## Glossary

Generally when a word(s) is first used that is a technical term or a word that you may not know that relates to an exercise, or a particular Word 2013 feature, a description is given. You will also see that such words are in **bold**.

These terms are listed on each section page, an example is shown below. Explanations are also included in the Glossary at the end of the book.



*In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.*

**AutoCorrect**  
**Clipboard**  
**Correction Signs**  
**Cut**  
**Drag and Drop**  
**Find**

**Format**  
**Microsoft Office Help**  
**Move Text**  
**Navigation Pane**  
**Proof-reading**  
**Redo**

**Replace**  
**Selecting Text**  
**Synonyms and Thesaurus**  
**Typing Replaces Selection**  
**Undo**



## Icons used in this book

---

This book contains icons to help guide you in your learning.

The following list shows the icon and its meaning.



### **Learning Outcomes**

Learning Outcomes are displayed on the section page and describe what you will learn in that section.



### **EXERCISE 1**

These are the exercises that you are required to do. Often there will be an introduction sentence to tell you what you will be doing in that exercise.



These are notes for your information.



### **Practice Assessment**

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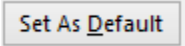
Each practice assessment covers consolidation of topics learnt in that section and provides practice for students prior to sitting the actual Unit Standard Assessment.

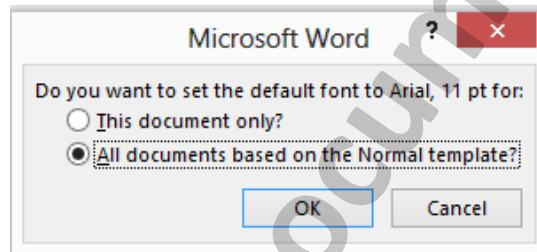
## Changing Defaults

Default settings may have already been changed in your Word 2013 program. If not, you can use the following instructions to change these.

### Font and Font Size

You can check if the font and font size have been changed by looking at the Font box on the **HOME** tab. If it shows **Calibri (Body)** **10** then it has not been altered. Change the default font to Arial 11 pt as follows:

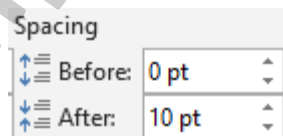
- 1 Click on the Font Dialog Box Launcher  which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on .
- 4 Ensure the following option is selected for the font to be applied to *All documents based on the Normal template*.




- 5 Click on OK.

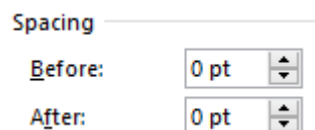
### Spacing

- Click on the **PAGE LAYOUT** tab and if 10 pt Spacing After is displayed as shown below then this has not been altered. (Use the instructions below also if 8 pt After is displayed.)




Remove 10 pt spacing as follows.

- 1 Click on the Paragraph Dialog Box Launcher  which will display the Paragraph dialog box.
- 2 Change the Spacing After: to 0 pt as shown below.



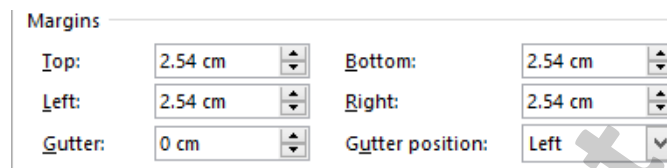
- 3 Click on .
- 4 Ensure *All documents based on the Normal template* is selected then click on OK.

## Margins

- On the **PAGE LAYOUT** tab click on the Page Setup Dialog Box Launcher  which will display the Page Setup dialog box.

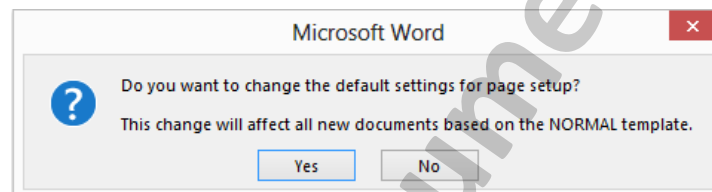
If margins are displayed as 3.17 cm change them as follows. (If they have been changed to those shown below click on Cancel.)

- 1 The Top: margin will be selected, ie **Top:** . Type: **2.54** then press the Tab key. Repeat this until the margins are displayed as shown below.



Margins	
Top:	2.54 cm
Bottom:	2.54 cm
Left:	2.54 cm
Right:	2.54 cm
Gutter:	0 cm
Gutter position:	Left

- 2 Click on **Set As Default**.



- 3 Click on Yes.

## Bullets and Numbering

When bullets and/or numbering are inserted in Word 2013 a style is applied to these features. This can prevent spacing before and after, or spacing options to be used with the Line and Paragraph Spacing button.

You will therefore change bullets and numbering to be applied using the Normal style as follows:

- 1 Click on the **FILE** tab and select **Options**.
- 2 Click on **Advanced** at the left.
- 3 Ensure a tick is displayed in the following ☒ **Use Normal style for bulleted or numbered lists**.
- 4 Click on OK.

## Dictionary

Microsoft Office 2013 does not have an inbuilt dictionary. We recommend that you download the Bing Dictionary as instructed below.

(If another dictionary has already been added captures in our Word 2013 books will be very similar but may not be exactly the same.)

You will need to be connected to the Internet to be able to download the dictionary and to use it.


- 1 Click on the **INSERT** tab then click on .

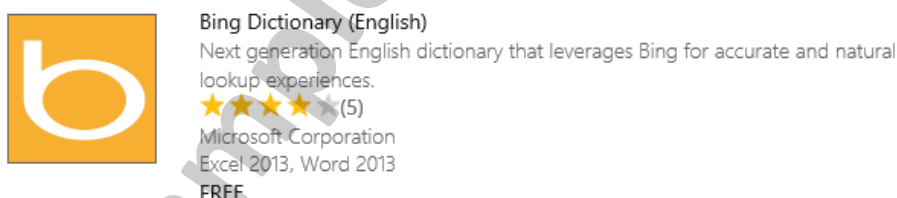
- 2 In the Apps for Office dialog box click on  which will take you to the Microsoft Apps Store.

(If other apps have been installed you need to click on  .

- 3 In the Search box at the top of the window type **dictionary** as shown below.




- 4 Click on the Search button .
- 5 Click on the following dictionary which we have selected because it is FREE and has the highest star rating. It can also be used in Excel 2013.



- 6 Click on  then on .



The Bing Dictionary will now show on the  button and will be used for spelling and grammar checking, synonyms and thesaurus.

## Save Options

When a document is saved you will be requested to select the location, ie Computer then click on the Browse button and select the folder required. You can eliminate this procedure by selecting the location and saving directly to the Save dialog box and therefore bypass Backstage view.

For the purposes of this book we have used My Documents folder as the default folder. This means that files you open and save will be on your hard drive.



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If you wish to open and save files to SkyDrive (ie the cloud) use instructions on the next page.

---

Use the following instructions to specify My Documents as the default file location:

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required*.

- ☒ Don't show the Backstage when opening or saving files
- ☐ Show additional places for saving, even if sign-in may be required.
- ☐ Save to Computer by default

Default local file location:

C:\Users\Cheryl\Documents\

Browse...

- 6 Click on OK.

## SkyDrive

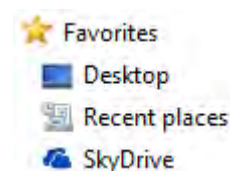
SkyDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



Because files are stored “in the cloud” it means that you can access those files from anywhere in the world because you will always have access to the SkyDrive application and your files. You do however need an Internet connection to be able to update those files.



### Saving to SkyDrive


SkyDrive is automatically set up when Microsoft Office 2013 (ie Office 365) is installed on your computer. A SkyDrive folder will be displayed on the Navigation Pane in Windows Explorer as shown at the right.



Files can be saved manually by clicking on the Save button  on the Quick Address Toolbar, specifying a name for your file then clicking on the  SkyDrive icon (you may wish to double click on Documents and save to that folder).

### SkyDrive as the Default File Location

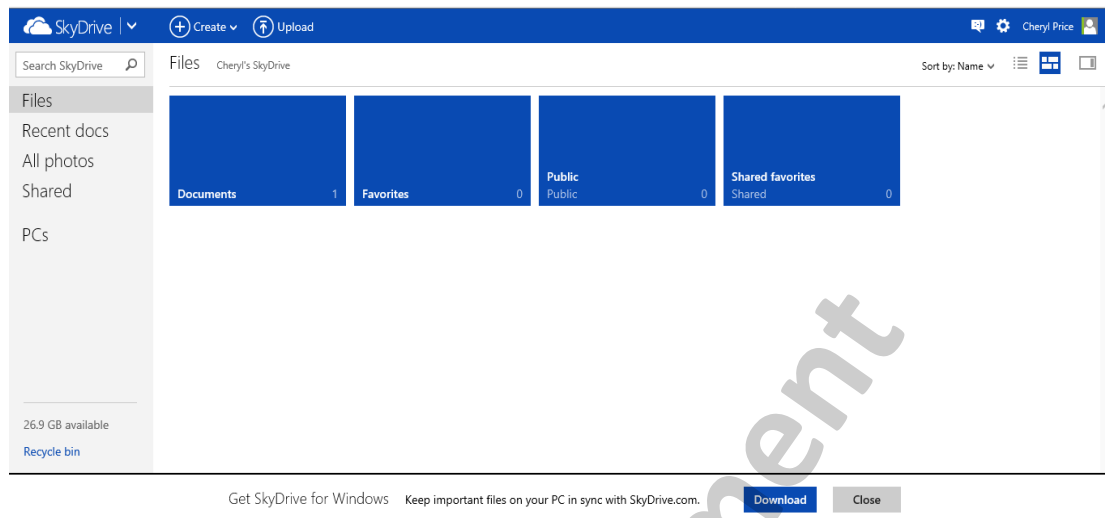
Use the following instructions if you wish to specify SkyDrive as your default file location.

- 1 Click on the **FILE** tab then click on **Options**.
- 2 Click on **Save** at the left.
- 3 Ensure that the Documents folder is displayed as the Default local file location as shown below.
- 4 Also ensure that *Don't show the Backstage when opening or saving files* option displays a tick.
- 5 Remove the tick from the next option *Show additional places for saving, even if sign-in may be required*.
- 6 Click on **Browse...** at the right of *Default local file location:* and select  SkyDrive .  
☒ Don't show the Backstage when opening or saving files  
☐ Show additional places for saving, even if sign-in may be required.  
☐ Save to Computer by default  
Default local file location:  **Browse...**
- 7 Click on OK.

## SkyDrive Website

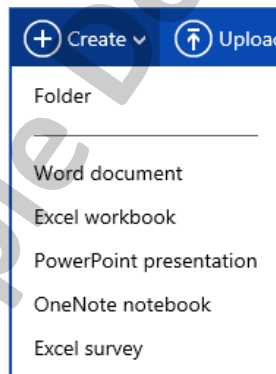
You can log in to the SkyDrive website using your web browser with your login name and password.

The website is [www.skydrive.live.com](http://www.skydrive.live.com).



You can upload photos and use files and share files.

New files can be created through SkyDrive by clicking on **Create** and selecting the program you wish to use, eg Word (web applications in SkyDrive are slightly cut-down versions of Office 2013 programs).



## Sharing Files

From within Word 2013 you can save files to SkyDrive (usually to the Documents folder). You can then click on the **FILE** tab, on **Share** and invite people to share files in SkyDrive. (For further information click on the Help button **?** in the Share screen.)

Alternatively, you can right click on a file in the SkyDrive website (see above) and select Sharing.

Use Google in your web browser to search for additional information on SkyDrive.

## Exercise Files used in this book

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(Instructions are included on the following page for downloading retrievable files from our web site at [www.cherylprice.co.nz](http://www.cherylprice.co.nz))

Names of files	
Advertisements	Maori
Body Shape	Planting
Email	Retention Rates
Freezers	Second-hand Shops
Garden Designs	Supreme Property Service
Hire Purchase	William
Jan Jasmine	Windows 8
Layout Exercise	Words and Figures



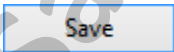



## Downloading Exercise Files

The exercise files listed on the previous page can be downloaded from the Cheryl Price web site using the instructions below.



Exercise files can be downloaded to My Documents folder OR SkyDrive. However, for the purposes of this book we have specified My Documents as the folder for saving and opening files. If you are using SkyDrive simply use the SkyDrive folder instead.

1	In your web browser, type: <b>www.cherylprice.co.nz</b>
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1056 669 1362 853" data-label="Image"> </div>
4	Click on 
5	Click on <a href="#">US 107</a>
6	Under the <b>Exercise Files</b> heading click on the underlined blue hyperlink, ie Book Exercise Files – V6 Word 2013 <a href="#">Free Download</a> The File Download dialog box will display.
7	<p>a Click on  <a href="#">Save as</a> then click on the Documents folder shown below at the left OR on SkyDrive shown below at the right.</p> <div data-bbox="352 1330 770 1464" data-label="Image"> </div> <div data-bbox="888 1323 1227 1464" data-label="Image"> </div> <p>b Click on .</p>
8	<p>a Click on .</p> <p>b Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.</p> <p>c Delete the Compressed (zipped) Folder.</p>

# NZQA Outcomes and Evidence Requirements

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## Unit Standard 107 Version 6

<b>Title</b>	<b>Apply text processing skills to produce communications in a business or organisational context</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to apply text processing skills to produce communications in a business or organisational context.
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<b>Classification</b>	Business Administration > Business Information Processing
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 All activities associated with this unit standard must comply with occupational health and safety guidelines and recommendations in relation to working environment and work practices. Reference for this unit standard includes OSH 3211 AFC: 1996 *Approved Code of Practice for the use of Visual Display Units in the Place Of Work*. Occupational Safety and Health Service: Department of Labour, available at <http://www.osh.govt.nz/order/catalogue/pdf/vdu-ac.pdf>.
- 2 Definition  
*Text processing conventions* refer to accepted practices of display for page layout, use of white space, consistency, and spacing. Conventions used must produce documents that are fit for their intended use and meet organisational style requirements.
- 3 Evidence of text processing skills and editing must include the following features, which may be demonstrated once over all five communications rather than in each – amended text, deleted text, copied text, moved text, use of additional information, use of page and paragraph numbering.
- 4 Spelling, grammar, vocabulary, and punctuation in the documents must be consistent with the nature and purpose of the business or organisational information required. Candidates must be given the opportunity to proofread their work prior to submission.

---

## Outcomes and evidence requirements

### Outcome 1

Apply text processing skills to produce communications in a business or organisational context.

Range        communications may include but are not limited to – essays, assignments, memoranda, correspondence, newsletters, reports, notices, advertisements, forms, email;  
evidence is required for five different types of communication.

### Evidence requirements

- 1.1        Spelling, grammar, vocabulary, and punctuation are consistent with the nature and purpose of the communications required.
- 1.2        Page layout, format and display of communications are consistent with the output required, and meet organisational style requirements.
- 1.3        Communications are composed from drafts and notes in accordance with information provided and output required.
- 1.4        Use of words and figures is consistent with the nature and purpose of the communications required.
- 1.5        Communications are produced in accordance with text processing conventions.

<b>Planned review date</b>	31 December 2015
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	December 2011
Review	2	27 June 1996	December 2011
Review	3	28 April 1997	December 2011
Review	4	28 June 1999	December 2011
Review	5	26 September 2005	December 2012
Review	6	17 December 2010	N/A

<b>Accreditation and Moderation Action Plan (AMAP) reference</b>	0113
--	------

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Sample Document

# Section 1

## Introduction to Word 2013 Ergonomics



### Learning Outcomes

*At the end of this section you should be able to -*

- ☐ Start and Exit Word 2013
- ☐ Understand the basics of Word 2013
  - Live Preview
  - Screen Tips
  - Mini Toolbar
  - The Ribbon
  - Dialog Box Launchers
- ☐ Check your workstation for ergonomic layout
- ☐ Take appropriate exercises and breaks when using a computer



*In this section you will come across the following words highlighted in bold. This indicates that the word is included in the Glossary at the end of the book together with a description of that word.*

**Contextual Commands**  
**Copy-Holder**  
**Defaults**  
**Dialog Box Launcher**  
**Ergonomics**  
**Foot-rest**  
**Live Preview**  
**Maximize**

**Micropause**  
**Mini Toolbar**  
**Minimised**  
**Minimize**  
**OOS**  
**Quick Access Toolbar**  
**Restore Down**  
**Ribbon**

**Screen Tip**  
**Scrolling**  
**Tabs**  
**Taskbar**  
**Workstation**  
**Wrist Rest**

# Introduction

---

Unit Standard 107 is about producing text processed communications in a business or organisational context (eg emails, letters, faxes, etc) that are fit for their purpose:

- Spelling, grammar, vocabulary and punctuation must be consistent with the nature and purpose of the business or organisational information required,
- the text should be displayed appropriately in terms of formatting, page layout and consistency,
- the communications should meet organisational style requirements.

You will be using Microsoft Office Word 2013 to create and edit text, including copying, moving and deleting. You will also create documents based on instructions and notes given to you.

There are exercises that allow you to practise these skills, including an assignment at the end of each section where you should show consistency and proficiency in layout of each of the documents.

***This book uses Word 2013 running on the Windows 8 operating system.***

This section mostly follows a step by step format to help you with learning Word 2013; the following sections will present you with tasks to complete and general instructions.



# Word 2013

Microsoft Office Word 2013 is the word processing program in the Microsoft Office 2013 suite of programs. It looks and works in a similar way to Word 2010.

Many of the changes are intended to make it easier to use, so if you are new to Microsoft Word you should find it an easy program to learn.




For the rest of this book the program will be referred to as Word 2013.

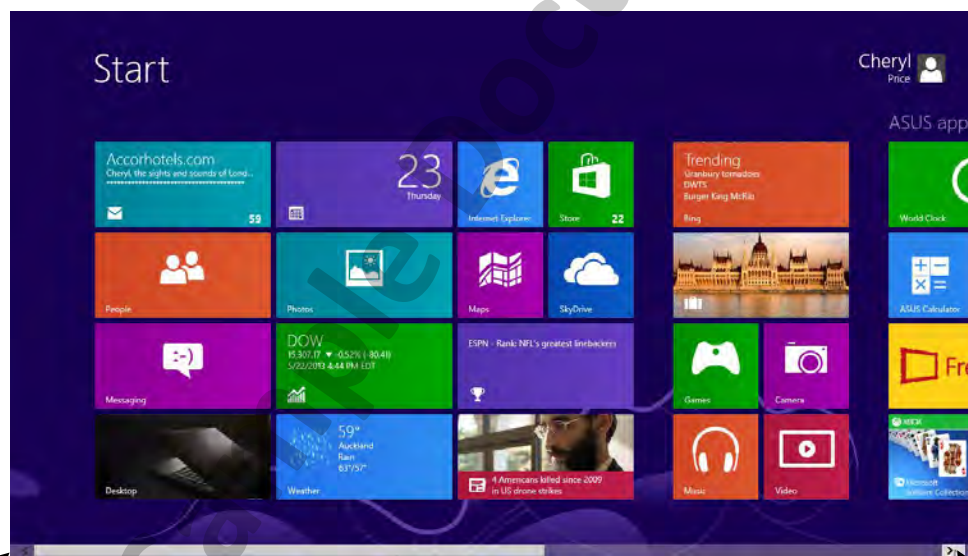
## Starting Word 2013



### EXERCISE 1


- 1 If the Start screen shown below is not displayed click on the Windows key  on your keyboard.

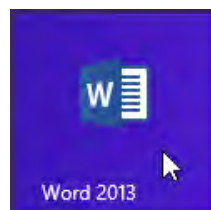
OR move your mouse pointer to the very bottom left of the window where the Start button shown at the right is displayed.



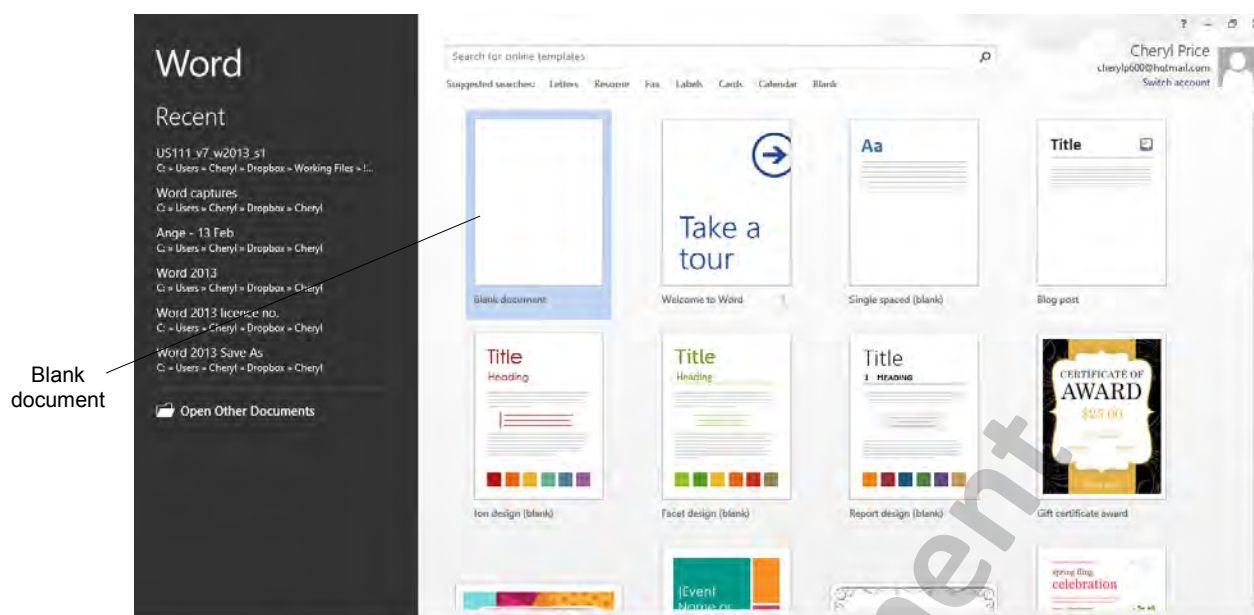
Click here to display the Start button

Click here to scroll across the screen

- 2 Click on the  as shown above to scroll across the screen.
- 3 Click on the Word 2013 program icon shown below.

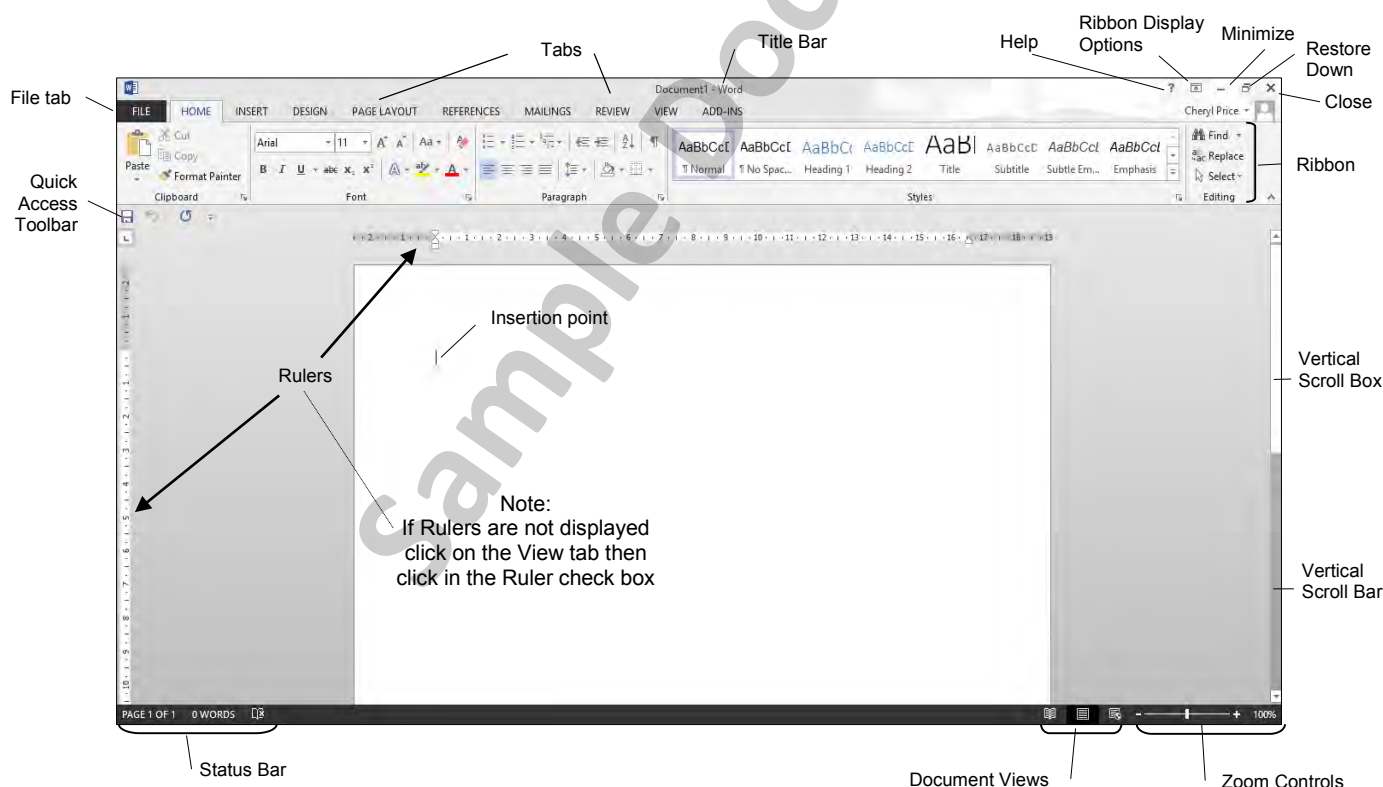


Microsoft Word will open. If Word 2013 has been used previously then Backstage View will be displayed as shown below. (Recent documents are shown at the left.)



- 4 Click on Blank document as shown above.

The screen will display with a new document, ready for you to enter text.



The **FILE** tab contains all basic tasks such as opening, saving and printing a document.




# Opening a Document




## EXERCISE 2


Ctrl O 1 Click on **FILE** at the top left of the screen.

2 Click on **Open**.

3 Click on  **Computer** then click on **Browse** to search for your file.

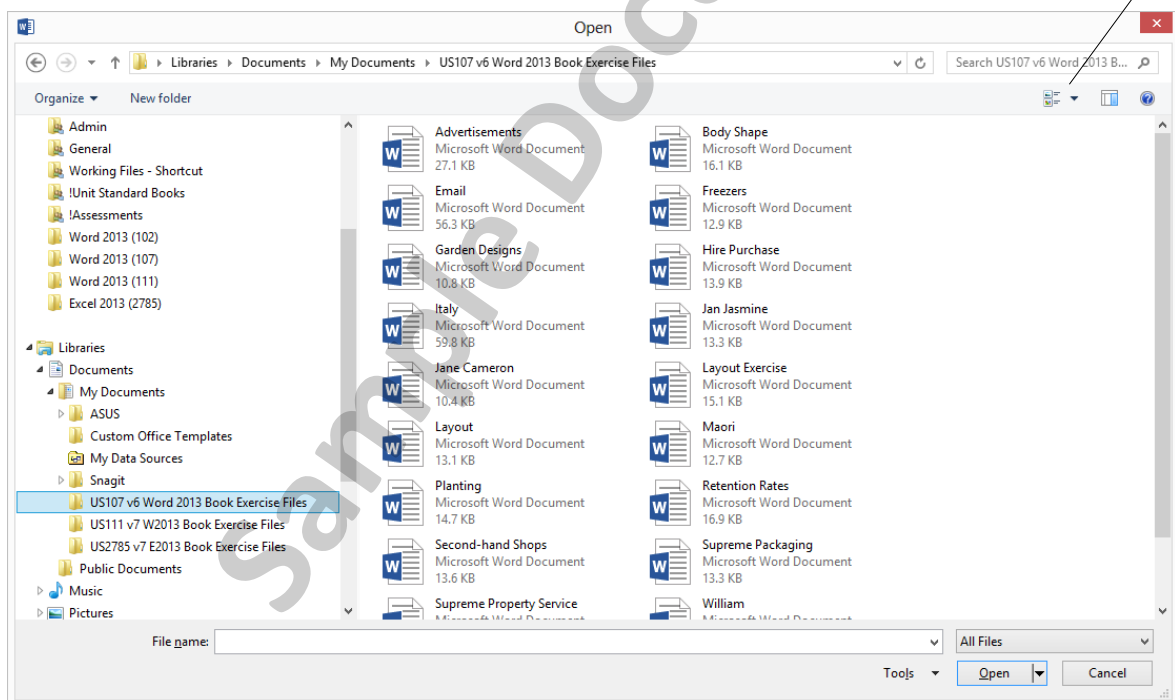
Your files will be saved to the My Documents folder as shown at the right (OR to  **SkyDrive** under Favorites).

The Open dialog box will display the exercise files that are included with this book. The display of your files may be different.

The view of your files can be changed by clicking on the  of the Change your view button shown below.

(The following view is .)

Change your view button



3 Look at the different views that are available.

4 Click on the file called **Windows 8**.

5 Click on **Open**.

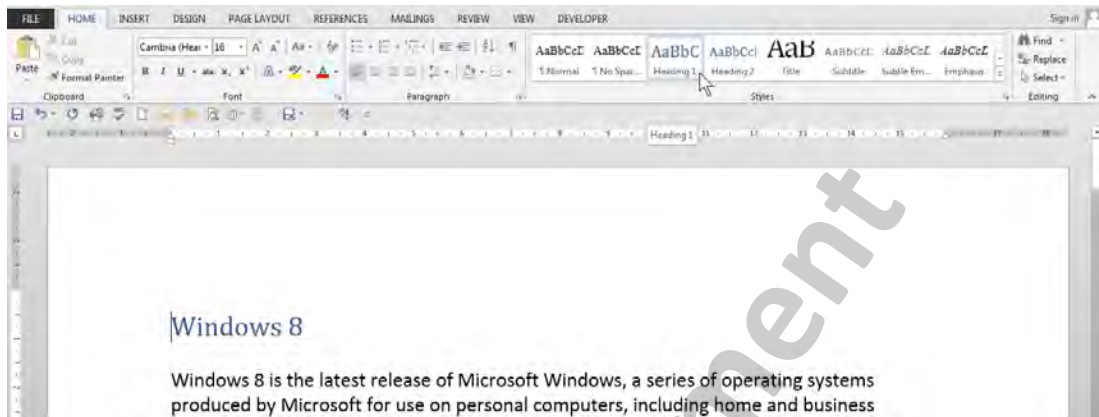
# Live Preview, Screen Tips and the Mini Toolbar



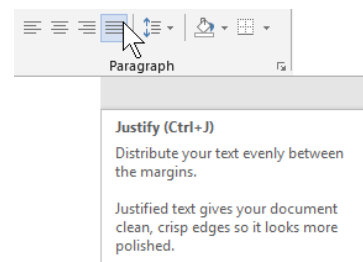
## EXERCISE 3

- 1 Ensure that the insertion point (flashing cursor) is in the heading **Windows 8** and move your mouse cursor over Heading 1 in the Styles gallery – *do not click on the style*.

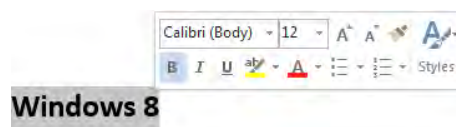
**Live Preview** will show you how the heading will look with Heading 1 style applied.



- 2 Move your cursor away from the Styles gallery and the preview will disappear.
- 3 Move your cursor over the Heading 2 style to view the Live Preview (again, do not click on the style). Move the cursor onto the Subtitle style.
- 4 On the **HOME** tab, move your cursor over the Justify command in the Paragraph group. A detailed **screen tip** will display.
- 5 Move your cursor over other commands to view their screen tips.
- 6 Click and drag your cursor over the heading *Windows 8* to highlight it.



The **Mini Toolbar** will display just above the text, with commands for the quick formatting of the selected text. The toolbar will become fainter and disappear if you move your cursor away from it.



- 7 Click on the Italic button *I*
- 8 Click anywhere else in the document to deselect the text. The Mini Toolbar will disappear.
- 9 Keep the file open for the next exercise.

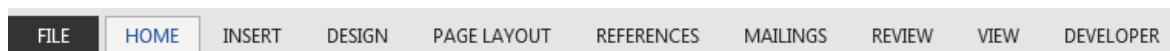


The Mini Toolbar will also display above or below the shortcut menu if you right click on text.

# The Ribbon

## Tabs

The **tabs** are used to display different sets of commands.



### EXERCISE 4

- 1 Click on the **INSERT** tab to view the commands on that tab. The ribbon will display a totally new set of commands.



- 2 Click on the other tabs to view their relative commands on the ribbon.
- 3 Click on the **HOME** tab.

## Contextual Commands

Some commands only appear when you need them, or in certain views.



### EXERCISE 5

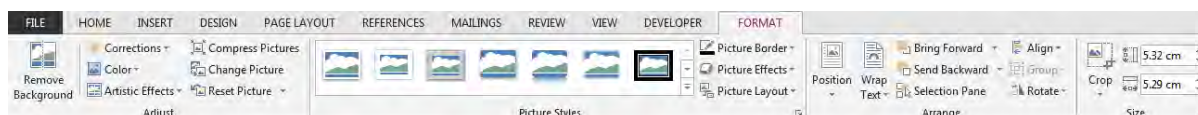
- 1 With the **Windows 8** document open, click on the picture of the computer to select it.



A new heading will display at the right end of the ribbon, highlighted pink, with a new tab underneath it, as shown at the right.



- 2 Click on the **FORMAT** tab. A set of commands for formatting the selected picture will display.



- 3 Return to the **HOME** tab.
- 4 Click anywhere in the document to deselect the picture. The contextual tab will disappear. Keep the file open.



If you had inserted the picture yourself (using commands from the **INSERT** tab), the commands on the Format tab would have displayed automatically without having to click on the tab.

## Dialog Box Launcher

A **Dialog Box Launcher** is located at the bottom of some groups on the ribbon. It is used to display dialog boxes that have further commands.

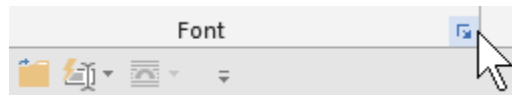


### EXERCISE 6

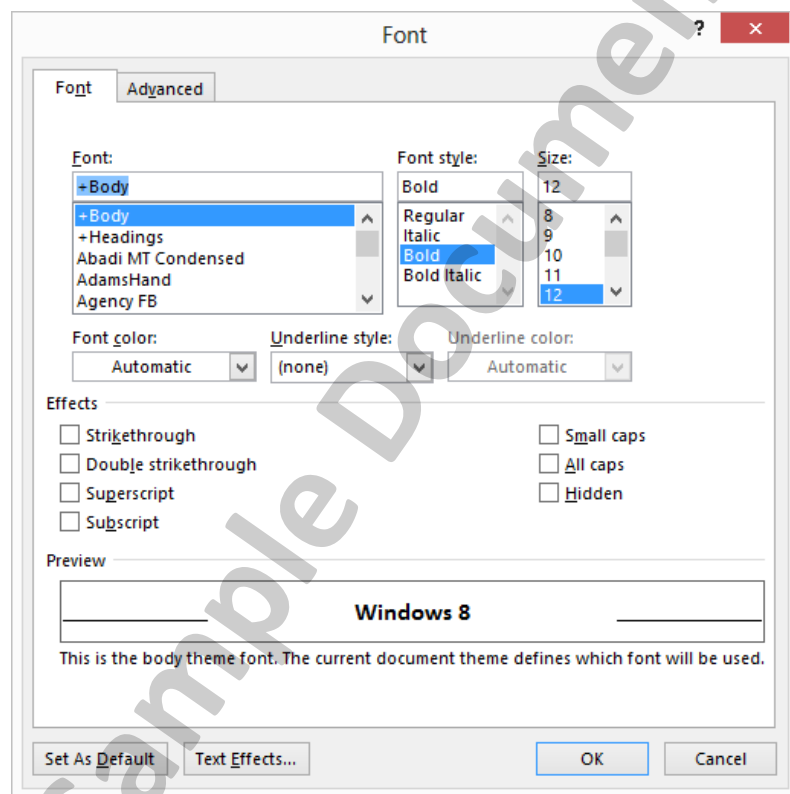
1 Select the heading *Windows 8*.

Ctrl D

2 On the **HOME** tab, click on the Font Dialog Box Launcher at the bottom right of the Font group.



The Font dialog box will display as shown below.



The Font dialog box can be used to apply many formatting commands to selected text in one go. It has many additional options that are not in the Font group on the ribbon.


- 3 Click on the ▼ of the Font: list to view more of the list of fonts that are available.
- 4 Drag the scroll box downwards. (This action is known as **scrolling** and can also be applied to the scroll bar at the right of the screen to view different parts of your document.)
- 5 Try some of the options in the Font dialog box - the Preview section will display the text sample with those options applied.
- 6 Click on **Cancel** to close the dialog box.
- 7 Keep the file open.

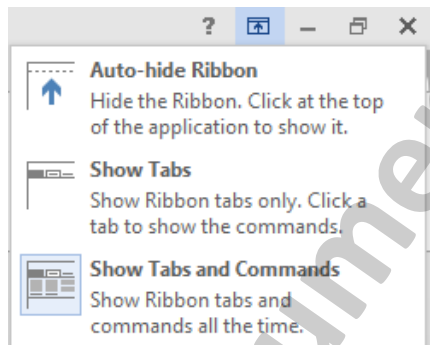
## Minimising and Restoring the Ribbon

To give you more space for typing or viewing your document, the ribbon can be **minimised** so that only the names of the tabs are displayed.




### EXERCISE 7

- 1 Ensure that the **HOME** tab is displayed and the insertion point is in the heading *Windows 8*.
- 2 Click on the Ribbon Display Options button  at the top right of your screen. This will display the following options for hiding/displaying ribbon options.



- 3 Click on Show Tabs which will display the ribbon minimised as shown below.



- 4 Try each of the other two options on the Ribbon Display Options button.
- 5 With Show Tabs and Commands selected click on the Center button  in the Paragraph group. The heading will be centred on the page.
- 6 Click on **FILE** then click on **Close**.
- 7 Click on **Don't Save** when asked if you want to save the changes.




If you double click on a tab the ribbon will show tabs only. Double clicking a second time will display the tabs, commands and ruler.

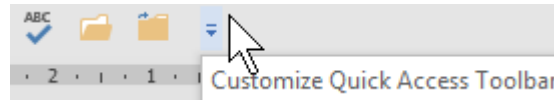
## Customising the Quick Access Toolbar

The Quick Access Toolbar is a useful feature for keeping all of your most frequently used commands in easy reach. Commands from previous versions of Microsoft Word can also be added. The toolbar itself can be positioned either above or below the ribbon.




### EXERCISE 8

- 1 Create a new document.
- 2 Click on the Customize Quick Access Toolbar button  to the right of the Quick Access Toolbar as shown below.



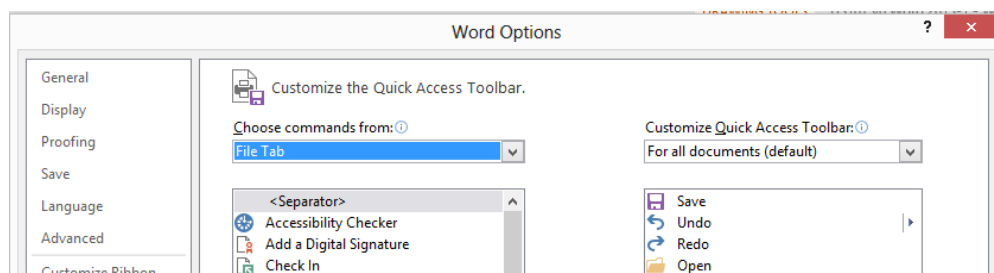
- 3 Ensure all the commands shown below are selected.



- 4 Click on the Customize Quick Access Toolbar button  again and select More Commands...

The Word Options dialog box will display with Customize the Quick Access Toolbar option selected.

- 5 Click on the  of the Choose commands from: box and select File Tab as shown below.




- 6 Click on  **Close** from the left hand list then click on .

The command will be added to the Quick Access Toolbar list at the right.

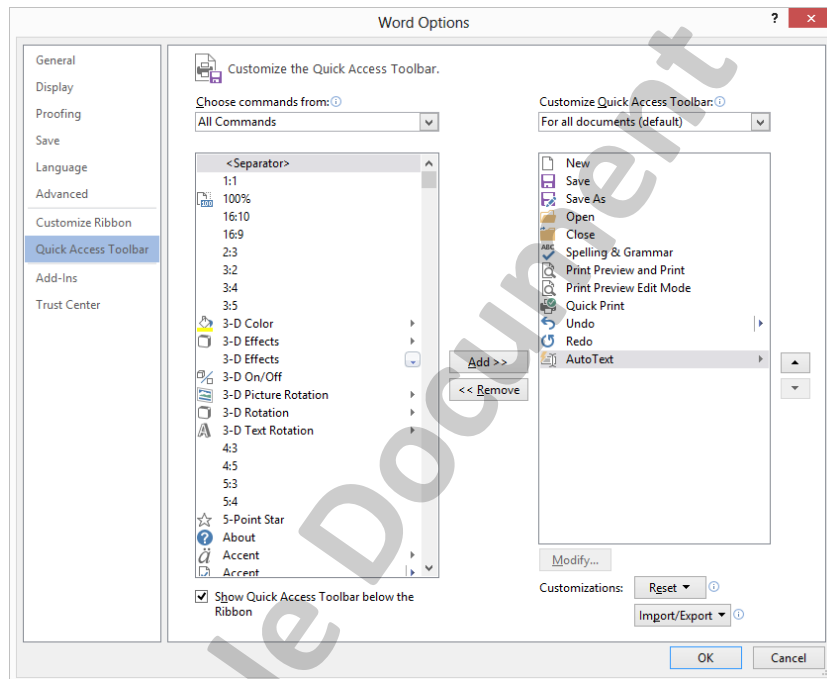
- 7 Add the following commands in the same way:

Print Preview Edit Mode

Save As

- 8 Click on the  at the right of File Tab and select All Commands. Add any other commands that you use often. (I have added AutoText and Wrap Text.)

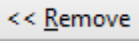
- 9 The Move Up and Move Down buttons shown at the right of the dialog box can be used to rearrange the display of buttons on the Quick Access Toolbar. Rearrange the buttons so they are in a logical order – an example is shown below.

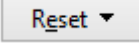


- 10 Ensure a tick is displayed in the option shown below.

☒ **Show Quick Access Toolbar below the Ribbon**


The toolbar will display below the ribbon, just above the document. The position that you display your Quick Access Toolbar is entirely up to you.

To remove a command from the toolbar list click on it then click on .

You can click on  to quickly revert back to the original set of commands (Save, Undo and Redo).

- 11 Add any other commands that you find useful – you can progressively add commands as you work through this book.

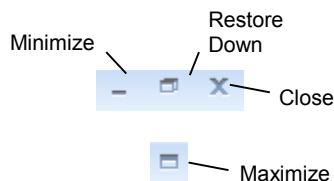
- 12 Click on OK.

(From your typing screen you can click on the  of the Quick Access Toolbar and select Show Above the Ribbon or Show Below the Ribbon as required.)

The commands that you have added in this exercise will be used throughout the remainder of this book. You can continually add commands that you find useful.

## Minimize, Maximize/Restore Down, Close

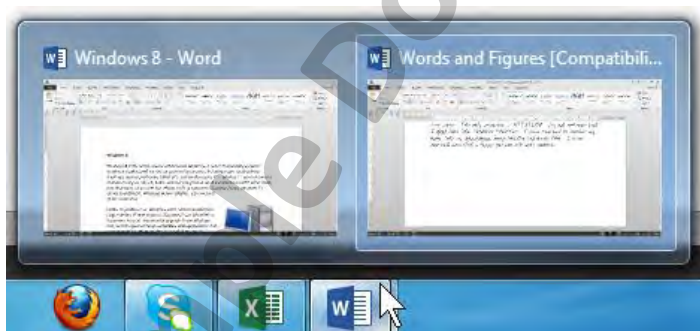
The three buttons at the top right of the window are used to control the display of the entire window.



The **Minimize** button places the current Word document within the Word icon on the **Taskbar** as shown below.




If more than one document is open then a miniature of each document will be displayed as shown below (or just the filename(s) depending on your setup).



When the window is maximised (ie fits all the available screen) the **Maximize** button will display as the **Restore Down** button. Clicking on Restore Down will reduce the size of the window.

**revert**  
= return  
as it was  
before

When the window is reduced in size and does not fit the entire screen, the Restore Down button becomes the Maximize button – click on this button to revert to the full screen view.

Clicking on the Close button  at the top right of the screen will close the document and exit from Word 2013 if only one document is displayed – you will be prompted to save any changes that have not been saved.