

Easy Way



Teach yourself...

Microsoft Word 2013

(Level 1)

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

A Cheryl Price Publication

Easy Way - Microsoft Word 2013 (Level 1)

This book is designed to teach beginner topics for learning Microsoft Word 2013. It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercises, both theory and practical at the end of each section.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.



It is recommended that defaults are changed according to instructions on page vii.

Retrievable exercise files are used with this book and listed on page xiii. These are available as a free download from our web site at www.cherylprice.co.nz. Instructions for downloading the exercises are included on page xiv.

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

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Introduction

Welcome to Easy Way Word 2013 Level 1.

This is a complete step-by-step beginners book which teaches the creation of documents, saving, printing, viewing, editing, moving/copying, spell checking etc. Fonts are applied and paragraph formats are used as well as page layout techniques (changing paper sizes, page numbers etc). Basic file management is also included.

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 vii to ix. 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 xiii and instructions for downloading these files from our web site are included on page xiv.

What you will learn

In this course you will learn to -

- Interpret and understand the Microsoft Word 2013 screen and options
- edit, format, manipulate, save and print documents
- manage files and apply data security procedures

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).

Consolidation exercises are included at the end of the section followed by Skills Tests. Our books include accumulation and consolidation of learning which carries across each section.

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.

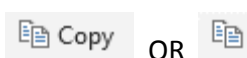
forecast
= to
calculate a
future
result

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.

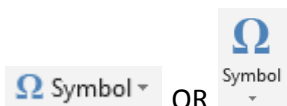
Different Word buttons

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.



Consolidation Exercises

This appears at the end of each section and contains consolidation exercises relating to features learnt in that section.



Skills Test


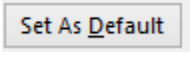
Each skills test covers consolidation of topics learnt in that section and provides further practice.

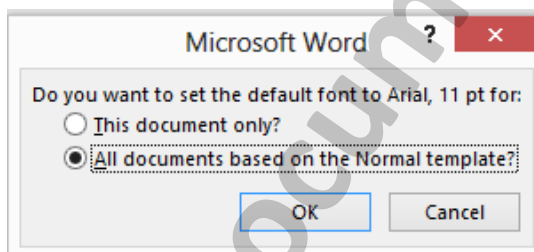
Changing Defaults

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:

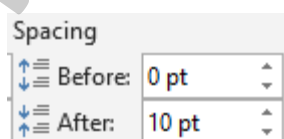
- 1 Click on the Font Dialog Box Launcher  which will display the Font dialog box.
- 2 Change the Font: to Arial and the Size: to 11 pt.
- 3 Click on .
- 4 Ensure the following option is selected for the font to be applied to *All documents based on the Normal template*.




- 5 Click on OK.

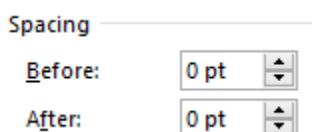
Spacing

- 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.




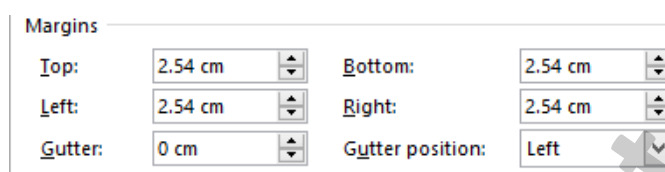
- 3 Click on .
- 4 Ensure *All documents based on the Normal template* is selected then click on OK.

Margins

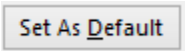
- On the **PAGE LAYOUT** tab click on the Page Setup Dialog Box Launcher  which will display the Page Setup dialog box.

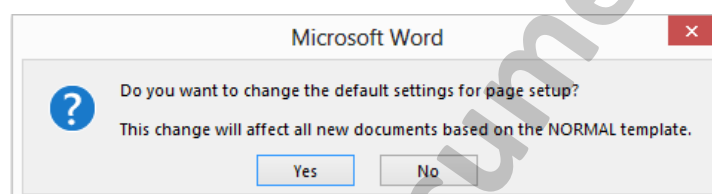
If margins are displayed as 3.17 cm change them as follows. (If they have been changed to those shown below click on Cancel.)

- 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 .




- 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  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.

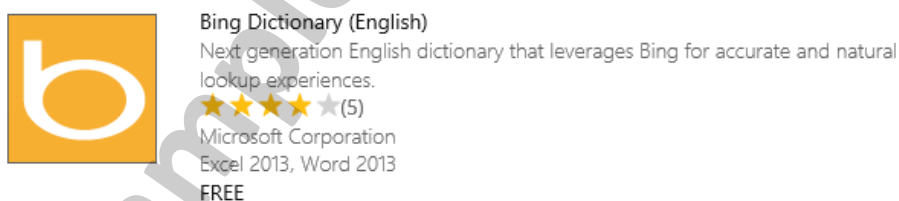
(If other apps have been installed you need to click on  .

- 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.



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

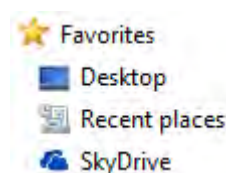
SkyDrive is a cloud storage application from Microsoft. It is one of the major online file storage options competing with Dropbox and Google Drive.



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:

C:\Users\Cheryl\SkyDrive\

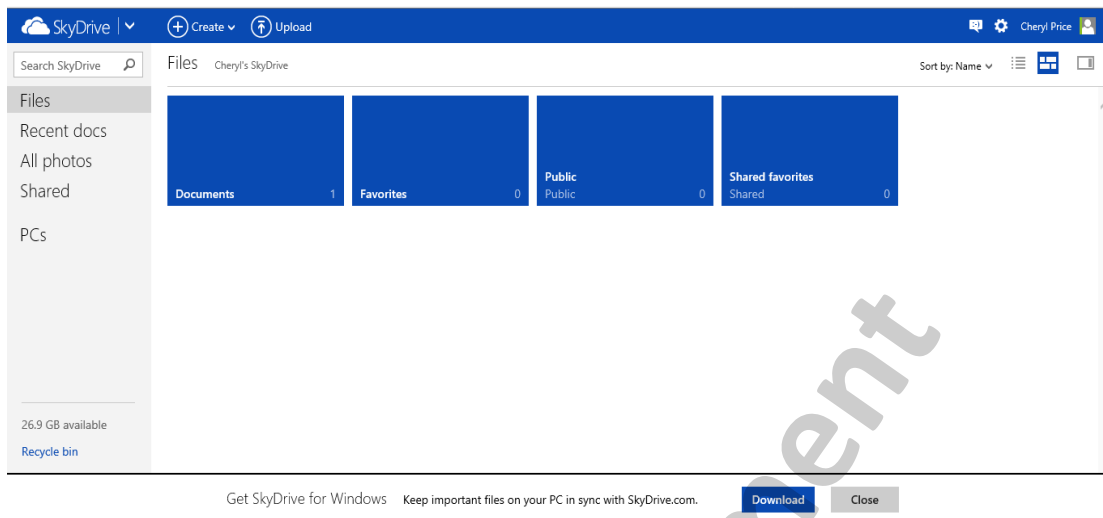
Browse...

- 7 Click on OK.

SkyDrive Website

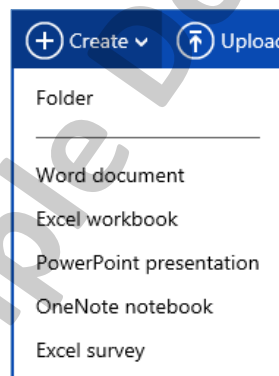
You can log in to the SkyDrive website using your web browser with your login name and password.

The website is www.skydrive.live.com.



You can upload photos and use files and share files.

New files can be created through SkyDrive by clicking on the **Create** button 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

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



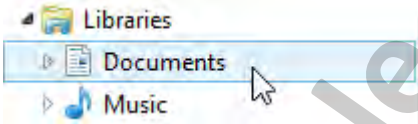
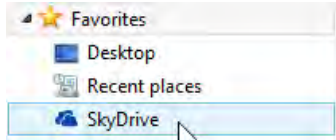
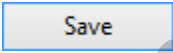

Names of files	
Africa	History and Rules of Tennis
Africa-1	Jacob and Sons – Sales Personnel
Appliances	Macroworks
Appliances-1	Mobile Phone Specialists
Balloon Gifts	Owning a Cat
Brick Bay Sculpture Trail	Owning a Dog
Buying a Boat	Package Prices
China	Pohutukawa Retreat and Sanctuary
Computer Wizz Limited	Scuba Diving
Cookery Book	Suzannah's Cookery Book
Cruises	Tour de France
Cruising the Murray River	Training Requirements-1
Educational Systems	Travelers
Fabric Wholesalers	TRIATHLON-1
Fiji Retrievable	What is an iPod
Health	

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: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click on the Resources tab as shown at the right. 
4	Click on Easy Way – Microsoft Word 2013
5	Under the Exercise Files heading click on the underlined blue hyperlink, ie Word 2013, Level 1 Free Download The File Download dialog box will display.
6	<p>a Click on  Save as then click on the Documents folder shown below at the left OR on SkyDrive shown below at the right.</p> <div style="display: flex; justify-content: space-around;">   </div> <p>b Click on .</p>
7	<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>

The Word 2013 Screen

Create, Save, Open and Print Documents

Cursor Movements

Zoom and Document Views



Learning Outcomes

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

- ☐ Start and exit Word 2013
- ☐ Identify parts of the Word 2013 screen
- ☐ Understand the ribbon and groups
- ☐ Create, save, open, print and close documents
- ☐ Practise cursor movements
- ☐ Use the Zoom feature and Document View options
- ☐ Minimize, Restore Down and Maximize a document



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.

Close
Cursor Movements
Customising Formats
Document Creation
Document View Buttons
Draft View
Editing
Formatting
Hard Copy Keyboard
Shortcut
Manipulating Text
Minimize
Mouse Options

Mouse Pointer
Naming
Outline View
Previewing
Print Layout
Print Preview
Printing
Quick Access Toolbar
Read Mode
Restore Down
Retrieval
Ribbon
Save

Save As
Soft Copy
Storing
Taskbar
Vertical Scroll Bar
Vertical Scroll Box
Web Layout
Zoom
Zoom In
Zoom Out
Zoom Slider

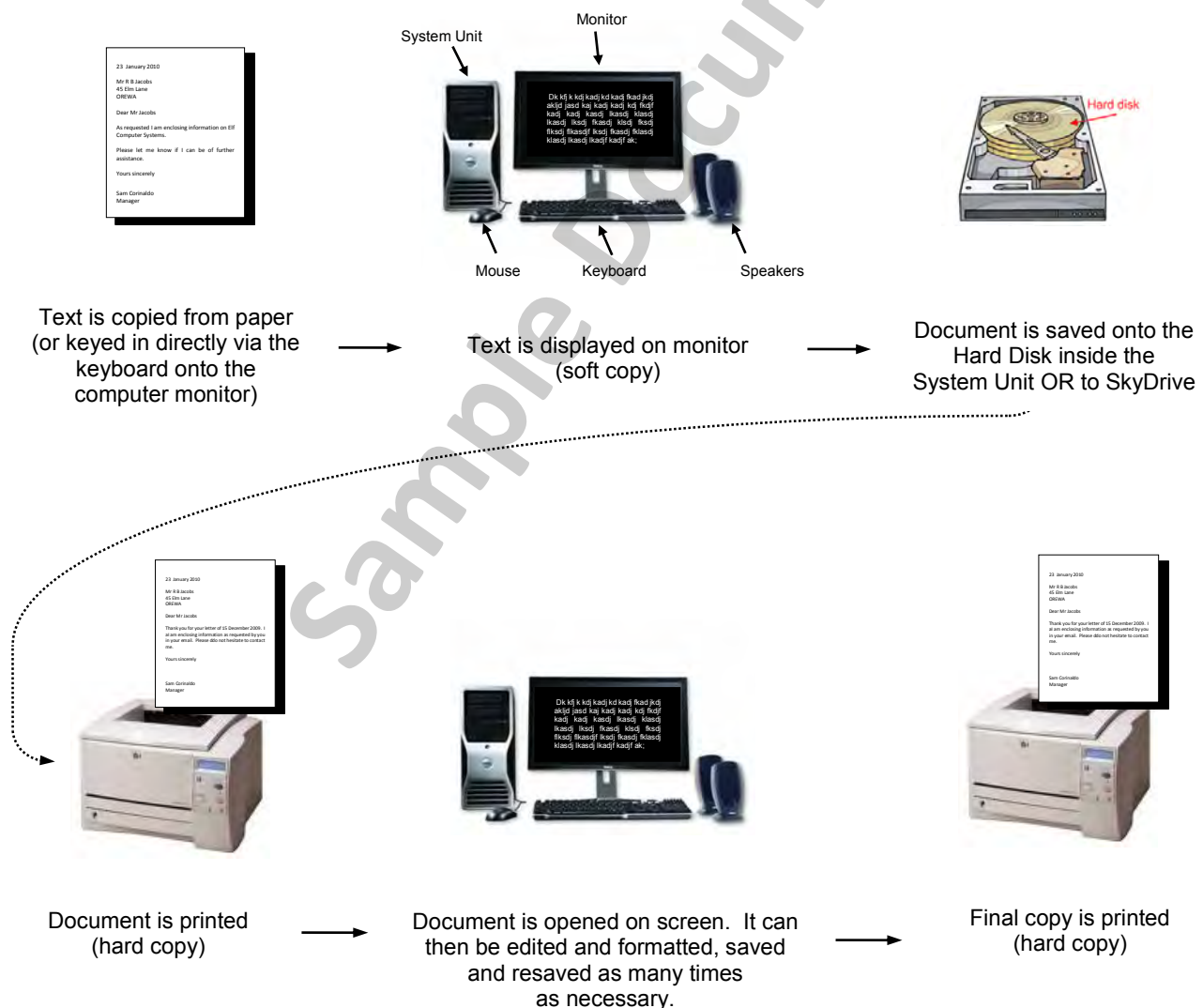
What is Microsoft Word?

Microsoft Word is a word processing program that allows you to create text and/or graphics using a keyboard which is displayed on screen (referred to as “**soft copy**”). The document is then saved onto the hard disk in your computer system. A document can be opened on screen and edited and formatted (as many times as necessary). A “**hard copy**” can be produced by sending the document to the printer.

A word processing program generally includes the creation of -

- General correspondence, eg letters, memos, faxes
- Reports, travel documents, minutes of meetings, financial documents
- Advertisements, flyers, brochures
- Mail merges (ie direct mail), labels, tables
- Manuals, other documentation


The Process of a Word Processed Document



Starting Microsoft Word




EXERCISE 1

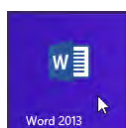
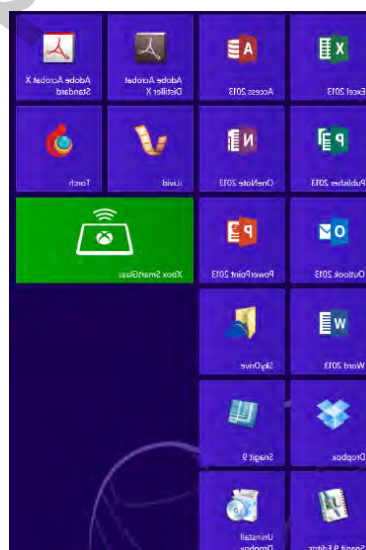
- 1 If the Start screen shown below is not displayed click on the Windows key  on your keyboard OR move your mouse pointer to the very bottom left of the window where the Start button shown at the right is displayed.



Click here to display the Start button

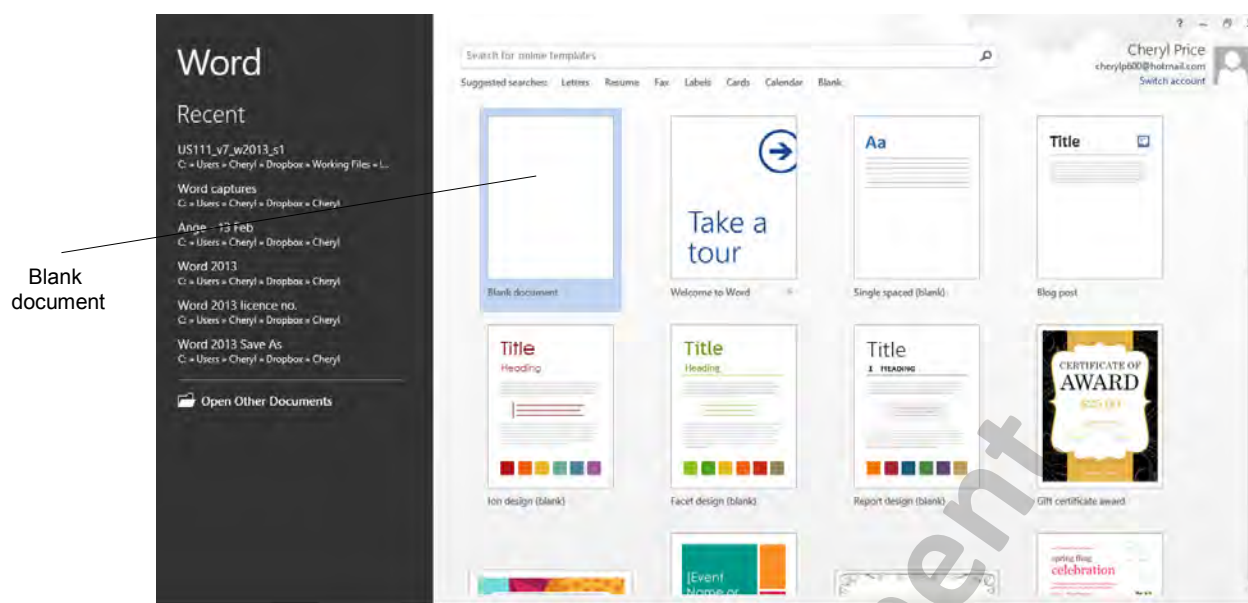
Click here to scroll across the screen

- 2 Click on  at the bottom right of the screen which will display program options, an example is shown below. (Yours will be slightly different and may have more, or less programs displayed.)



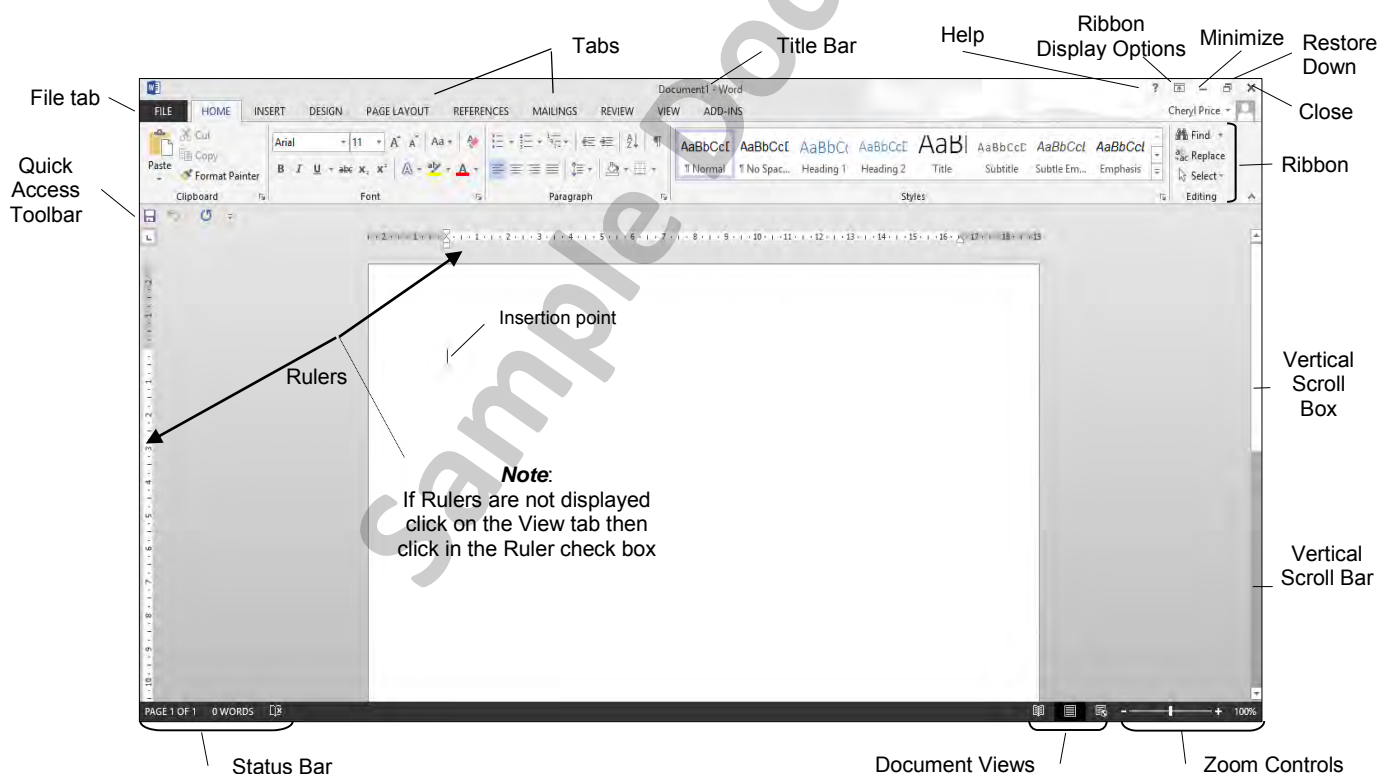
- 3 Click on the Word 2013 program icon

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 indicated above.

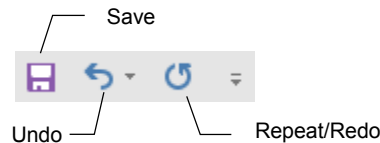
The screen will display with a new document, ready for you to enter text as shown below.



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

Quick Access Toolbar

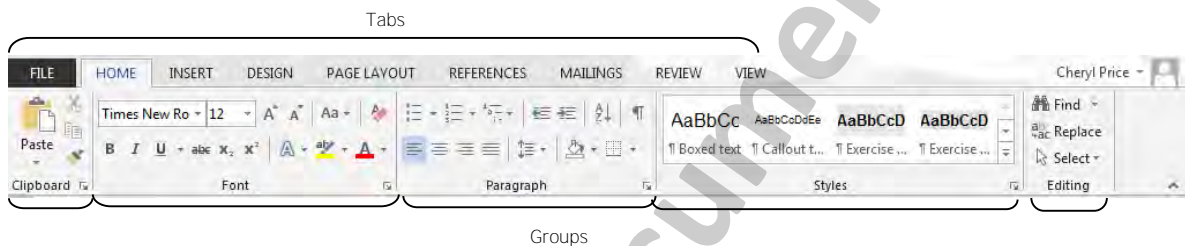
The **Quick Access Toolbar** contains commands to Save, Undo and Repeat/Redo. Other frequently used commands can be added to this toolbar.






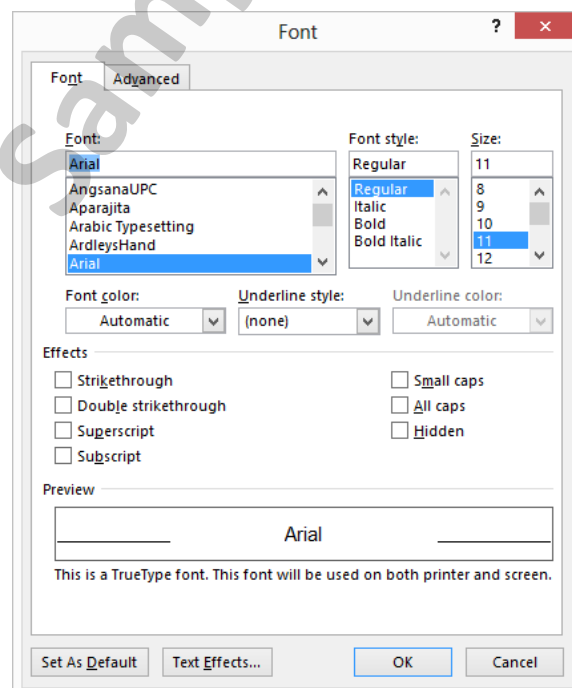
The Ribbon

The **ribbon** in Microsoft Word 2013 is divided into groups and used as described below.

- (a) When you click on a tab, groups will be displayed relating to that particular feature, eg the **HOME** tab displays the groups shown below, ie Clipboard, Font, Paragraph, Styles, Editing.






- (b) Clicking on a down arrow  displays options for that feature, eg when you click on the down arrow at the right of Underline button in the Font group underlining options are displayed as shown at the right.
- (c) Clicking on the Dialog Box Launcher  to the right of the group name displays the relevant dialog box, from which you can also select the same, and additional options, eg when you click on the Font Dialog Box Launcher  the dialog box for that group is displayed as shown below. (Click on Cancel to remove the dialog box.)





EXERCISE 2

- 1 On the **PAGE LAYOUT** tab click on  in the Page Setup group.
 - 2 Write down the two options that are displayed
.....
 - 3 Click to remove options.
 - 4 Click on the Page Setup Dialog Box Launcher  to display
.....
 - 5 Ensure the Margins tab is displayed
- (You will notice there is an Orientation section with the same options as the  button in the Page Setup group on the ribbon.)
- 6 Click on Cancel.
 - 7 Click on the **HOME** tab.



EXERCISE 3

- 1 Type the text shown below onto your screen using the following instructions:
 - a To type the heading in uppercase first press the Caps Lock key.
 - b Type: ONLINE AUCTIONS
 - c Press the Caps Lock key to turn off uppercase typing.
 - d Press Enter twice to insert a blank line.
 - e For an initial uppercase letter, eg the A of An, hold down the Shift key on the opposite side of the keyboard to the letter you are going to type, ie hold down the right Shift key, type A then release the Shift key. Continue typing the remainder of the word.
(The Shift key is also used to type the top symbols on the keys showing two symbols.)
 - f Type the remaining text. Leave any typing errors; you will correct these in Exercise 7. Do not press Enter at the end of each line as the text will automatically wrap to the next line. (Enter is pressed once for a new line or twice for a new paragraph.)

uppercase
= capital
letters

ONLINE AUCTIONS



An online auction business is a web site where participants bid for products and services over the Internet. The process of buying and selling in an auction format is made possible through auction software which regulates the various processes involved.

Saving a document

Generally you will **save** every document you create with a unique name (called the “file name”) so you can recall it to the screen for **editing, formatting** or printing at a later time. (Keep file names simple and relevant to the document. You can use letters and numbers, hyphen and underscore.)



EXERCISE 4




- Ctrl S 1 Click on the Save button  on the Quick Access Toolbar  at the top left of your screen.

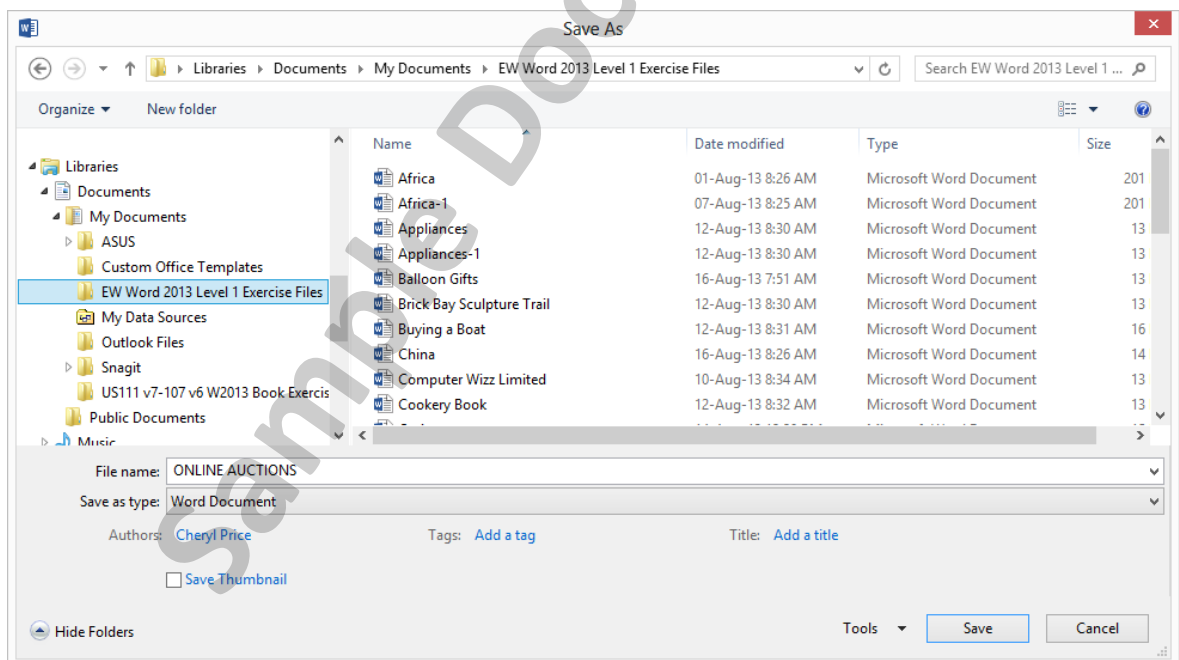


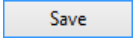
The Quick Access toolbar may be displayed under the ribbon.

Alternatively you can click on the **FILE** tab then on **Save**.

The heading becomes the file name for your document, ie ONLINE AUCTIONS (OR you can type another file name on top of the given file name).

- 2 Click on the *EW Word 2013 Level 1 Exercise Files* folder, ie.  **EW Word 2013 Level 1 Exercise Files** (You may need to click on  **Documents** then on  **My Documents** first.)



- 3 Click on . The file name is now displayed at the top of the screen, ie ONLINE AUCTIONS – Word.



Once your workbook has been saved pressing Ctrl S will save an updated version of the file.

Naming Files

You will find it useful to use a system for naming files so you can locate them easily at a later time. The name should describe the file without being too long.

Your company or organisation may already have a naming procedure in place, for example you may be required to add the date the document was created to the start or end of the file name.

Microsoft Office allows up to 255 characters in a file name, and spaces can be included. You cannot use the following characters in a file name: / \ < > * ; : " ?

Closing a document

When you have finished with a document you need to **close** it. This is done as follows.

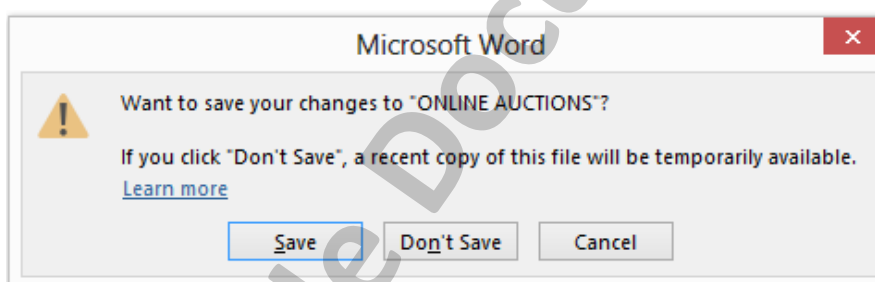


EXERCISE 5

1 Click on the **FILE** tab.

Ctrl W 2 Click on **Close**.

If you haven't saved any changes, you will be prompted to do so (as shown below).



You would normally then click on **Save**.

Creating a new document

Each time you want to create a new document you need to create a Blank document.

In the following exercise you will create a new document, type text and correct basic spelling and grammatical errors.



EXERCISE 6

Ctrl N

1 Click on the **FILE** tab, on **New** then Blank document.

2 Type the following text carefully, and exactly as shown below.

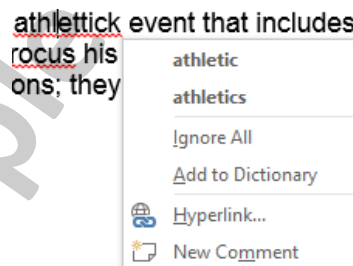
2 Notice when you type *The* that it is corrected automatically.

You will correct errors in steps 3-7 underneath.

WHAT IS A TRIATHLON?

A triathlon is an athlettick event that includes swimming, running, and cycling. Teh triathlete therefore must frocus his or her training on all three parts. Their are actually five different lengths of triathlons; they range from short and doable to crazy long. (press Enter)

3 Position the mouse pointer in the middle of the word *athlettick* (which is displayed with a red wiggly line underneath) and click the right mouse button (referred to as “right-clicking”) which displays the shortcut menu shown below.



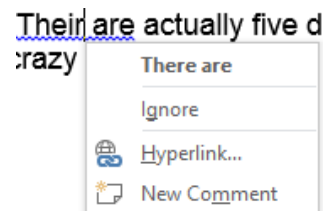
4 Click on the first option.

5 Right-click on *froculus* and select the correct option.

Notice that *Teh* has been corrected automatically.

6 Correct any other errors you may have made.

7 Correct *Their are* by right-clicking and selecting the correct option, ie *There are* (the blue wiggly line underneath was not displayed until you pressed Enter at the end of the paragraph.)



8 Save the document with the file name **Triathlon**. (In the Save As dialog box simply type the file name **Triathlon** over the text displayed in the File name: box, ie WHAT IS A TRIATHLON? then click on Save.)

9 Close the document by clicking on the **FILE** tab and selecting **Close**.

Opening a document

A document is “opened” when you need to recall it to the screen, eg for editing.

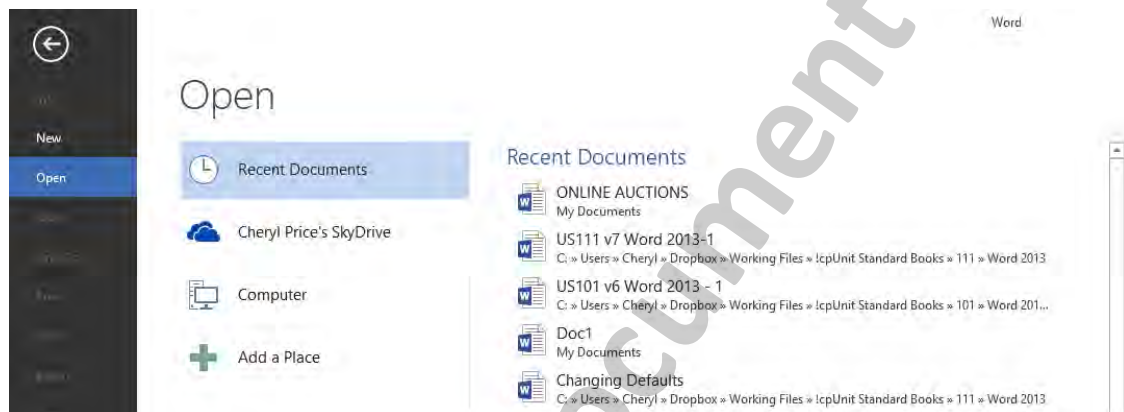
In the following exercise you will open the document called **ONLINE AUCTIONS** that you created on page 6.



EXERCISE 7

- 1 Click on **FILE** then on **Open**.

A list of Recent documents is displayed in Backstage view as shown below. (Your files will differ from mine.)



- 2 Click on the file name of the document required, ie **ONLINE AUCTIONS**

Ctrl O

(If the required document is not displayed on the Recent list click on **Open** or on **Open Other Documents** if you have just started Word. Locate the folder where the document is stored. Click on the file name of the document required then click on **Open**.)



In the Open dialog box you can double click on a document to open it.

Ctrl End

- 3 Click at the end of the document.
- 4 Press Enter twice to start a new paragraph.
- 5 Correct any errors you may have made then type the following:

The most common online auction web site in Australia is EBay and in New Zealand it is TradeMe.

- 6 Click on the Save button on the Quick Access Toolbar to save and replace the document.

Print Preview and Print

Print Preview allows you to view your document before printing. If you wish to return to your document for any reason, eg to make editing changes click on the Back button shown at the top left (see below).



EXERCISE 8

- 1 Click on **FILE** then click on **Print**.

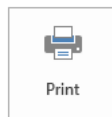
A preview of how your document will appear when printed is shown to the right in Backstage view. This area is called Print Preview.

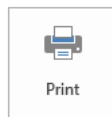


Print

Ctrl P
Enter

The Print option sends the document directly to the default printer which prints out a paper copy (ie **“hard copy”**) of your document. (When your document is displayed on screen it is referred to as **“soft copy”**.)



- 2 Click on . The document will be sent to the printer.
- 3 Close the document.

Open Dialog Box

The Open dialog box is used to retrieve a document that is not displayed on the Recent list. The contents of a particular folder/drive are displayed and the appropriate document (file) can be selected. You can then edit, print and format the document as required.



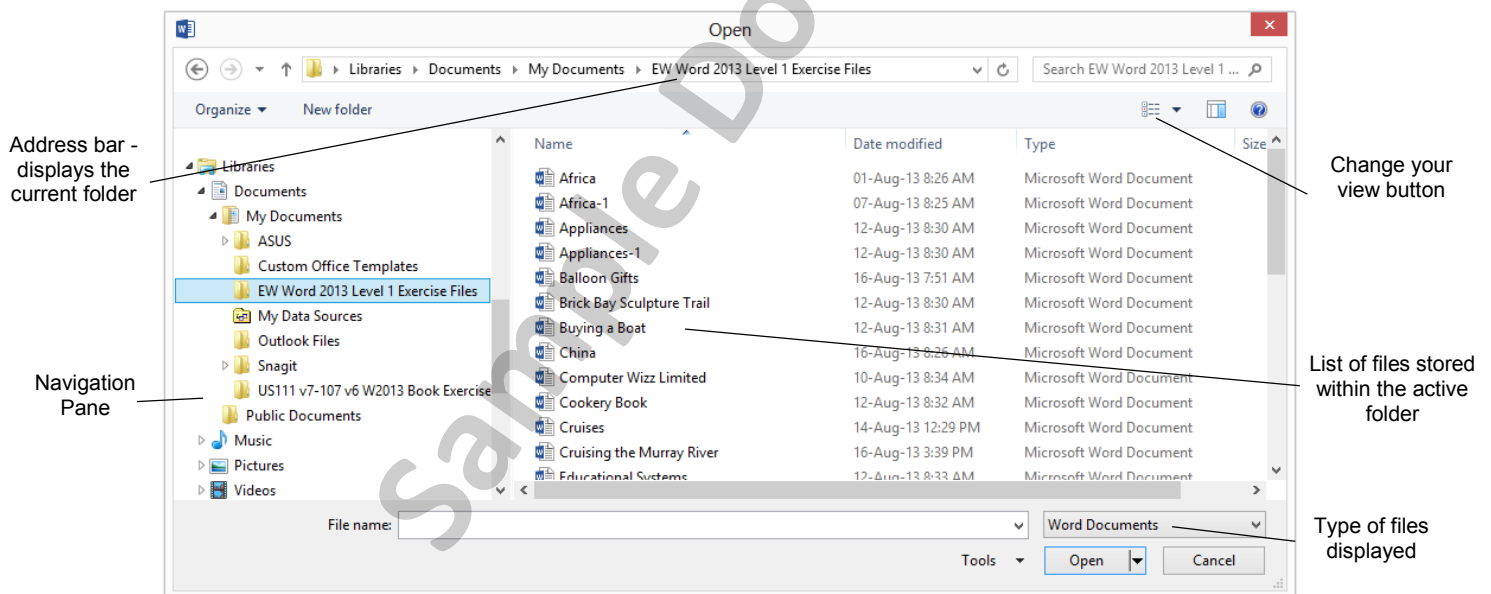
EXERCISE 9

- 1 Click on **FILE** then click on **Open**.
- 2 Click on **Computer** then on **EW Word 2013 Level 1 Exercise Files** **My Documents » EW Word 2013 Level 1 Exercise Files**.

The *EW Word 2013 Level 1 Exercise Files* folder displays all the retrievable Word documents as well as documents that you create.

If this folder is not displayed do the following:

- a Click on the next to **Documents** under Libraries in the Navigation Pane. A list of folders displayed in the Documents library will appear.
 - b Click on the next to **My Documents** then on **EW Word 2013 Level 1 Exercise Files**.
- 2 Click on from the Change your view button at the top of the dialog box and select **Details**.



The dialog box displays:

- The name of the active folder - currently *EW Word 2013 Level 1 Exercise Files*.
- A list of files stored within the *EW Word 2013 Level 1 Exercise Files* folder.
- The type of files currently selected, ie Word Documents.

- 3 Click on the file name **Africa** then click on **Open**. (To quickly open a file from the Open dialog box you can double click on the file name.)