Microsoft® Office 2013

First Course | Second Course | Third Course

Word 2013
UNIT A

Creating Documents with Word 2013

Objectives

- Understand word processing software
- Explore the Word window
- Start a document
- Save a document

Objectives (continued)

- Select text
- Format text using the Mini toolbar and the Ribbon
- Use a document template
- Navigate a document

Understand Word Processing Software

- A word processing program is software that allows you to enter, edit, and format text and graphics

- The files you create using Word are called documents

Understand Word Processing Software

Add headers to every page

Quest Specialty Travel Marketing Report — September 2016

Add lines

Insert graphics

Client Profile
A typical QST client is a 42-year-old professional with an annual household income of $84,000. He or she works in the city, owns a home in an urban or suburban area, and has no children living at home.

- 73% graduated from college.
- 32% have a graduate level degree.
- 60% earn more than $60,000 per year.
- 8% earn more than $200,000 per year.
- 45% are employed as professionals.
- 29% are retired.

Add bullets to lists

Format the size and appearance of text

QST Client Survey Results

In an effort to develop an economic profile of Quest Specialty Travel clients, the marketing department hired the market research firm Takeshita Consultants, Inc. to create and administer a survey of the QST client base. A secondary goal of the survey was to identify the areas in which QST can improve its tour offerings in each region. Over 8,600 people completed the survey, which was distributed by e-mail and mailed to everyone who has purchased a QST tour in the past five years. Surveys were also completed by people who visited the QST Web site but have not purchased a QST tour. Forty-two percent of the survey recipients responded to the survey.

Travel Preferences
Respondents report they enjoy independent domestic travel, but they prefer an organized tour when traveling abroad. Most cited guide expertise as the primary reason for selecting a QST tour.

Create columns of text

Preferred Destination

- Africa
- Asia
- Australia/NZ
- Europe
- Latin America
- North America

Create charts

Survey Methods
The survey was distributed to purchasing clients via mail and e-mail during May and June 2016. The survey was also available on the QST Web site, and was completed by over 1,800 non-clients. The table below shows the distribution of respondents by delivery mode and by sex.

Client Satisfaction
On the whole, QST clients gave the quality of QST tours a favorable review. Clients rated the expertise and professionalism of the guides as excellent, the range of tours as very good, and the accommodations and food served as excellent. Equally favorable ratings were given to the sales staff and the attractiveness of QST printed materials. Clients did express interest in a wider selection of tours in South East Asia, particularly Laos, Cambodia, and Vietnam, as well as more European offerings. The response time for tour information ordered from the Web site could also be improved.

Align text in paragraphs evenly

Create tables

| Survey Delivery Mode	Male	Female
E-mail to clients	6,657	7,801
Mail to clients	1,567	1,238
Web site clients	563	442
Web site non-clients	898	987
Other	365	122
Total	10,050	10,590
	Grand Total	**20,640**

Add page numbers in footers

▶ 1

Understand Word Processing Software

- Plan a document before you create it
- The purpose of and audience for a document determine its design

Explore the Word Window

- The Word program window opens and displays a blank document in Print Layout view
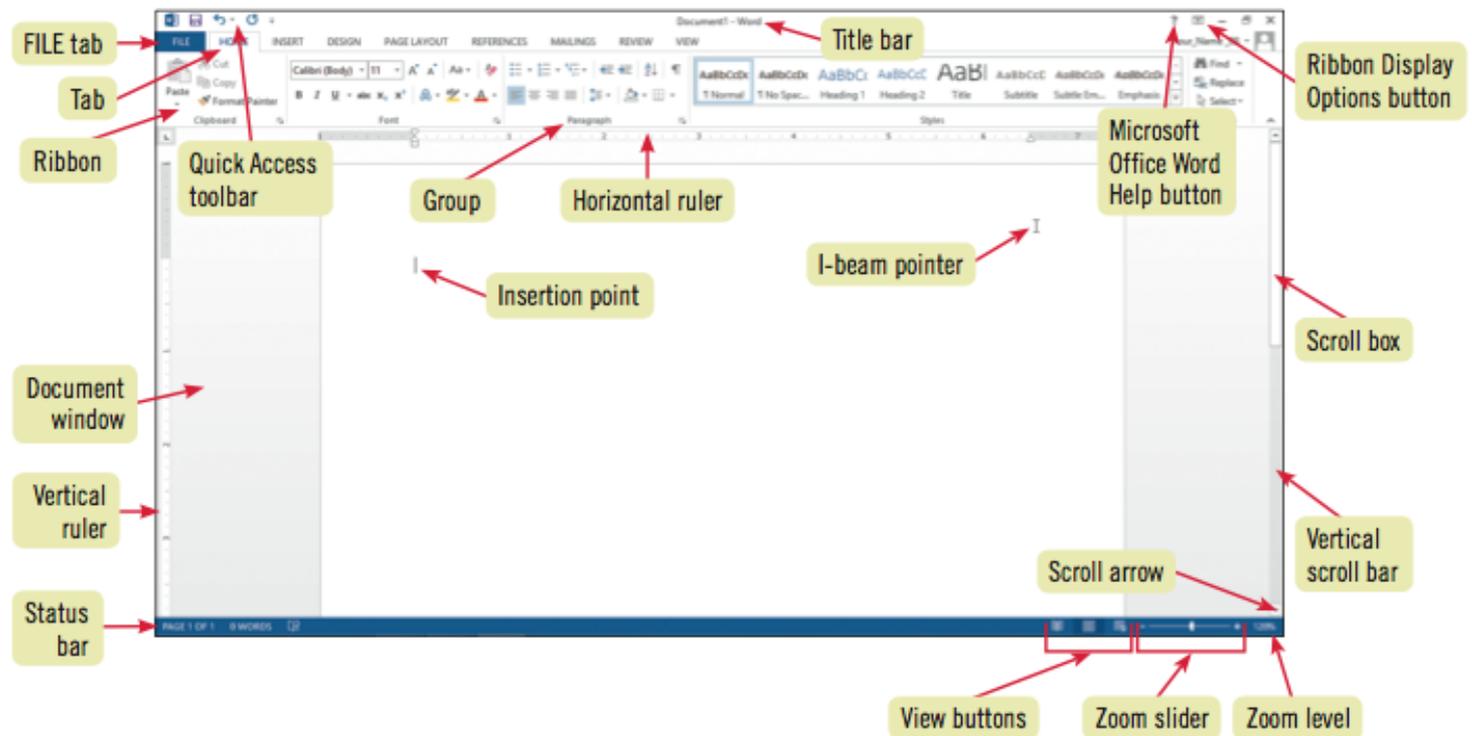
Explore the Word Window

- The insertion point indicates where text appears when you type

- The mouse pointer changes shape depending on its location in the Word program window

- Each pointer is used for a different purpose

Explore the Word Window

- A ScreenTip appears when you point to a button or element in the Word program window

- Quick Access toolbar contains frequently used commands and is customizable

- The Ribbon contains tabs

- Tabs include buttons for commands related to editing and formatting documents

  - Commands are organized in groups

Explore the Word Window

- The Word program window
  - Title bar displays the program and document names
  - File tab provides access to Backstage view, which contains commands related to managing and sharing documents:
    - Create, open, save, and print a document
    - Share a document
    - Access Word Options dialog box
  - Microsoft Word Help button provides access to the Word Help system

Explore the Word Window

- The Word program window (cont.)
  - Document window displays the current document
  - Rulers show margin, tab, and indent settings
  - Scroll bars are used to display different parts of the document in the document window

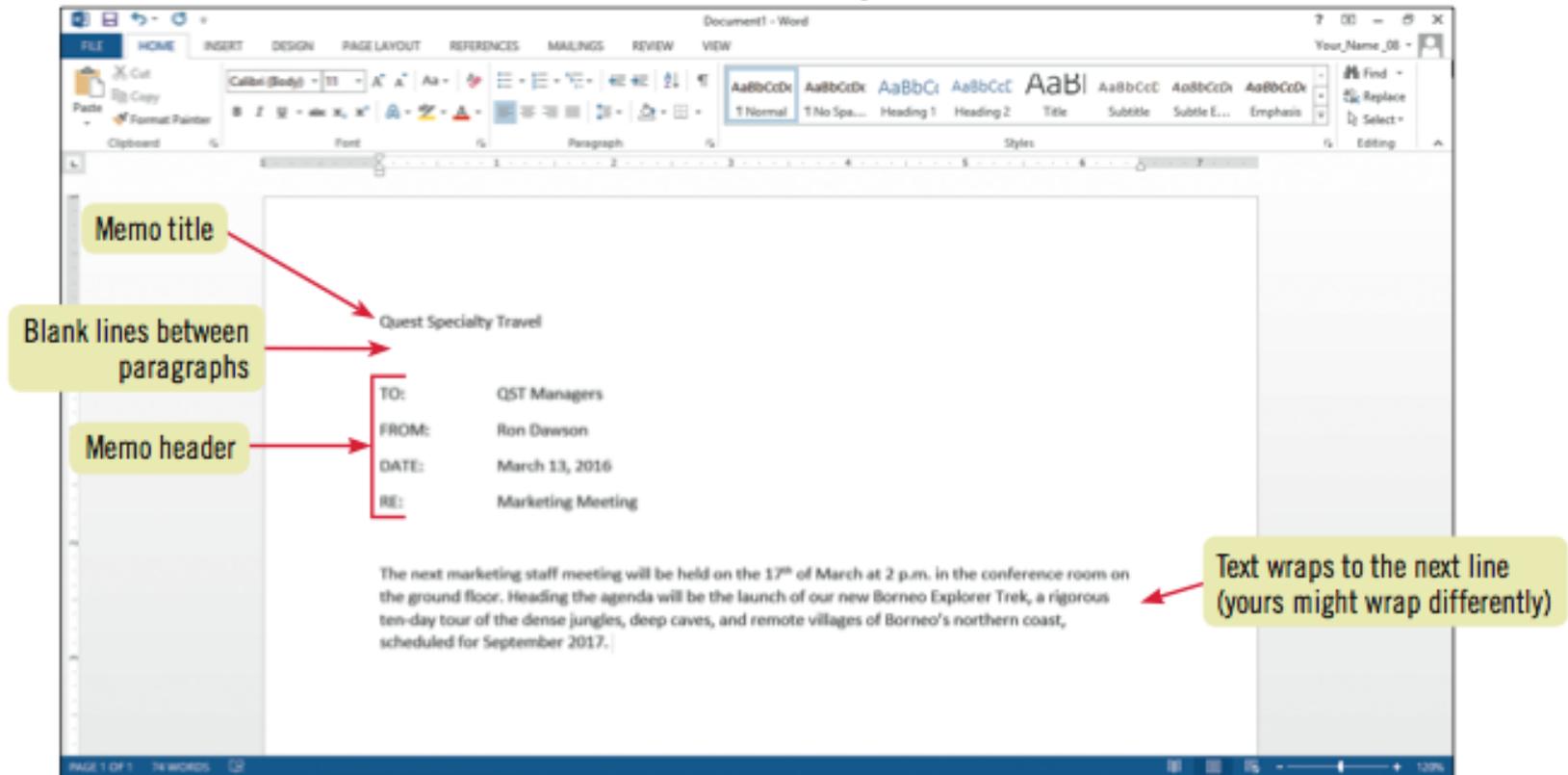Microsoft Office Word 2013 - Illustrated Complete

Explore the Word Window

- The Word program window (cont.)
  - Status bar shows page information, the location of the insertion point, and the on/off status of several Word features
  - Status bar includes:
    - View buttons
    - Zoom level button and Zoom slider

Explore the Word Window

name	pointer	use to
I-beam pointer		Move the insertion point in a document or to select text
Click and Type pointers, including left-align and center-align		Move the insertion point to a blank area of a document in Print Layout or Web Layout view; double-clicking with a Click and Type pointer automatically applies the paragraph formatting (alignment and indentation) required to position text or a graphic at that location in the document
Selection pointer		Click a button or other element of the Word program window; appears when you point to elements of the Word program window
Right-pointing arrow pointer		Select a line or lines of text; appears when you point to the left edge of a line of text in the document window
Hand pointer		Open a hyperlink; appears when you point to a hyperlink in a task pane or when you press [Ctrl] and point to a hyperlink in a document
Hide white space pointer		Hide the white space in the top and bottom margins of a document in Print Layout view
Show white space pointer		Show the white space in the top and bottom margins of a document in Print Layout view

Start a Document

- Begin a new document by typing in a blank document in the document window

- Word includes a word-wrap feature

Start a Document

- Automatic features that appear as you type:

| feature	what appears	to use
AutoComplete	A ScreenTip suggesting text to insert appears as you type	Press [Enter] to insert the text suggested by the ScreenTip; continue typing to reject the suggestion
AutoCorrect	A small blue box appears when you place the pointer over text corrected by AutoCorrect; an AutoCorrect Options button appears when you point to the blue box	Word automatically corrects typos, minor spelling errors, and capitalization, and adds typographical symbols (such as © and ™) as you type; to reverse an AutoCorrect adjustment, click the AutoCorrect Options list arrow, then click the option that will undo the action
Spelling and Grammar	A red wavy line under a word indicates a possible misspelling or a repeated word; a blue wavy line under text indicates a possible grammar error	Right-click red- or blue-underlined text to display a shortcut menu of correction options; click a correction option to accept it and remove the wavy underline

Save a Document

- To store a document permanently, you must save it as a file

- When you save a file you give it a name, called a filename, and indicate the location to store the file

- Saving a file allows you to close the file and open it later for editing or printing

Save a Document

- Save a file for the first time using the Save button on the Quick Access toolbar or the Save command on the File tab
- Assign a filename and a file location to a document using the Save As dialog box
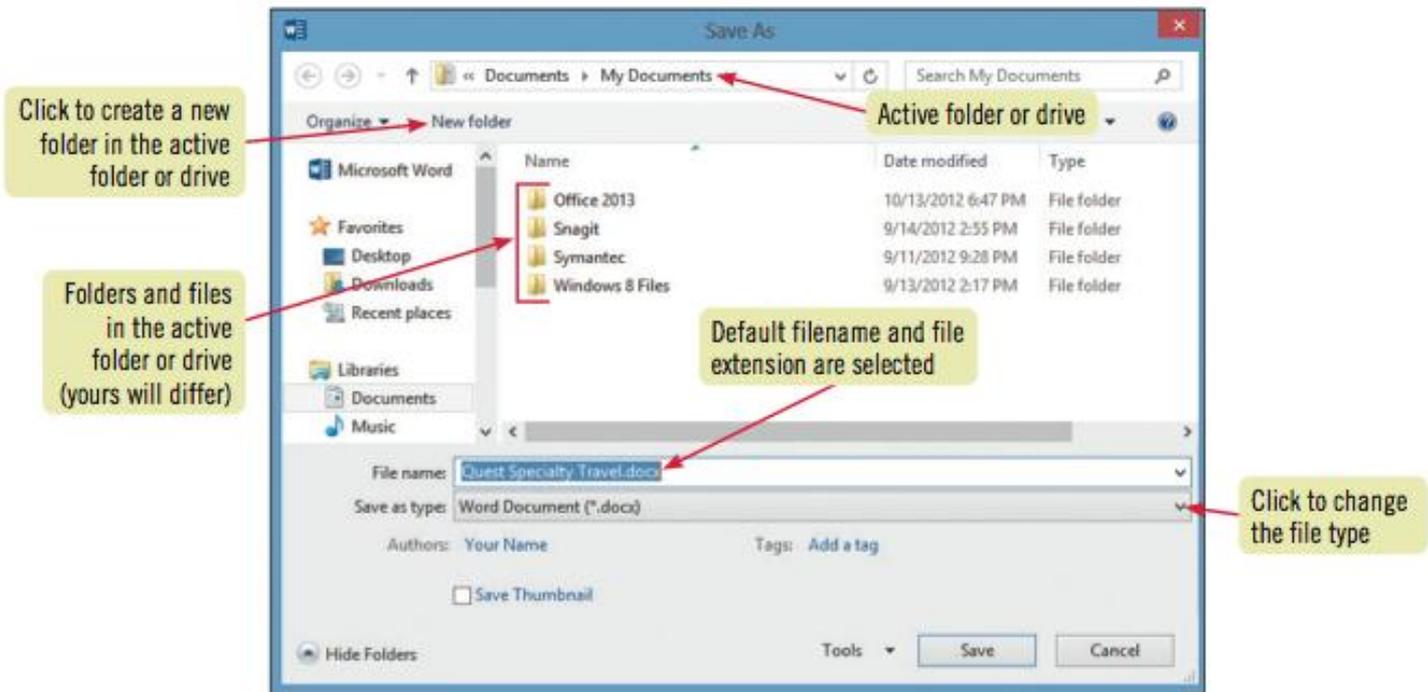
# Save a Document

- Save As dialog box buttons

button	use to
Back	Navigate back to the last location shown in the Address bar
Forward	Navigate to the location that was previously shown in the Address bar
Up to	Navigate to the location above the current location in the folder hierarchy (Windows 8 only)
Organize	Open a menu of commands related to organizing the selected file or folder, including Cut, Copy, Delete, Rename, and Properties
New folder	Create a new folder in the current folder or drive
Change your view	Change the way folder and file information is shown in the folder window in the Save As dialog box; click the Change your view button to toggle between views, or click the list arrow to open a menu of view options

Select Text

- You must select text before deleting, editing, or formatting it

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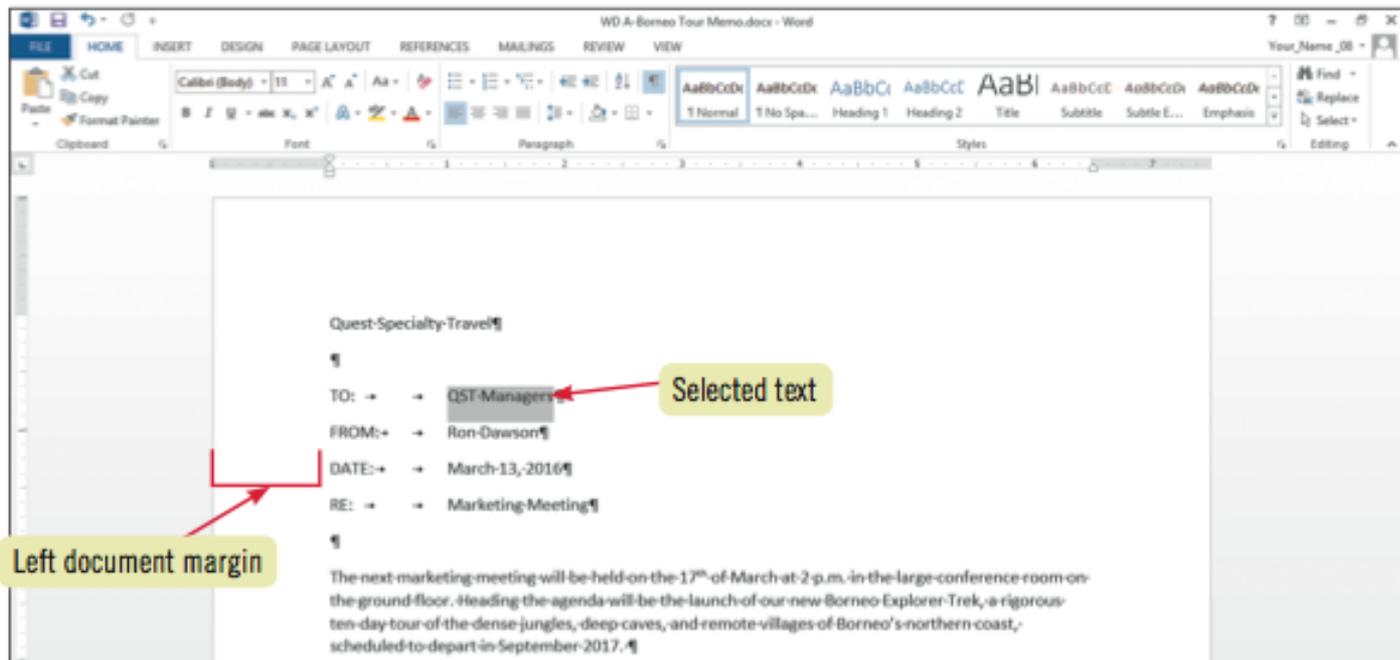
Select Text

- ## Methods for selecting text

to select	use the pointer to
Any amount of text	Drag over the text
A word	Double-click the word
A line of text	Move the pointer to the left of the line, then click
A sentence	Press and hold [Ctrl], then click the sentence
A paragraph	Triple-click the paragraph or double-click with the pointer to the left of the paragraph
A large block of text	Click at the beginning of the selection, press and hold [Shift], then click at the end of the selection
Multiple nonconsecutive selections	Select the first selection, then press and hold [Ctrl] as you select each additional selection
An entire document	Triple-click with the pointer to the left of any text; press [Ctrl][A]; or click the Select button in the Editing group on the HOME tab, and then click Select All

Format Text Using the Mini Toolbar

- Includes the most commonly used text and paragraph formatting commands

- Appears faintly above selected text
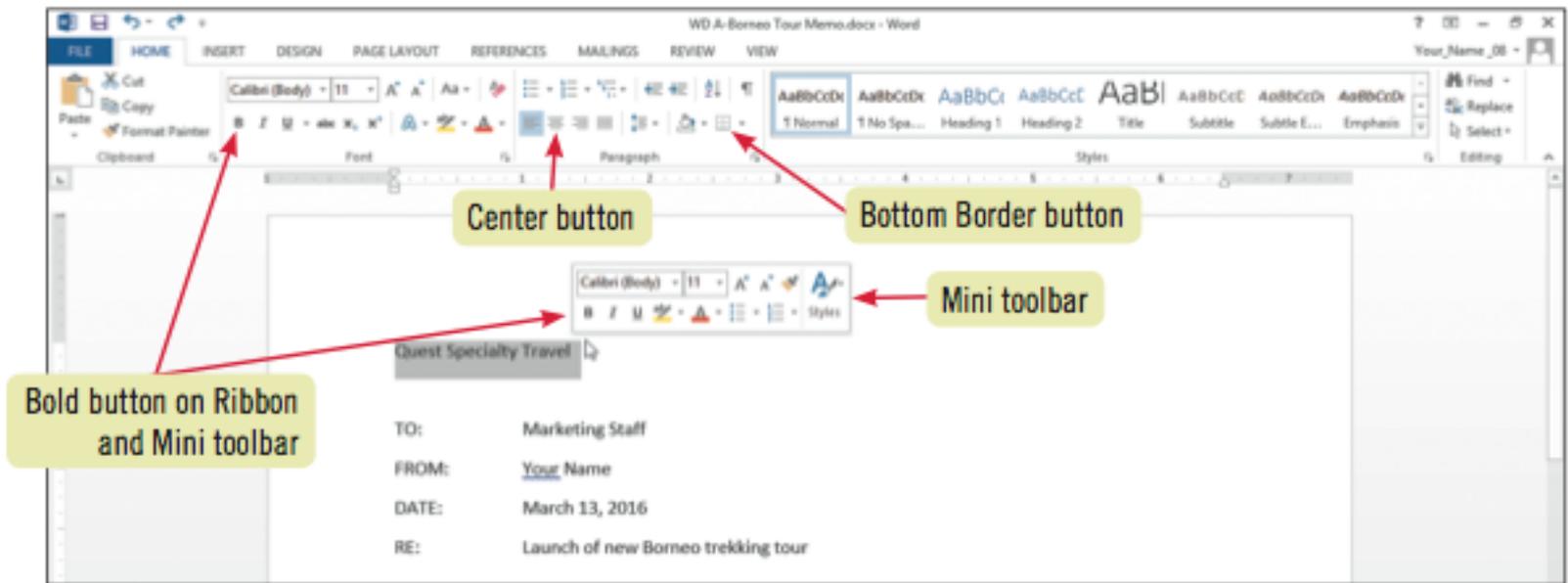
Format Text Using the Mini Toolbar

- Buttons on the Mini toolbar

| button	use to	button	use to
Calibri (Body)	Change the font of text	B	Apply bold to text
11	Change the font size of text	I	Italicize text
A	Make text larger	U	Underline text
A	Make text smaller		Apply colored highlighting to text
	Copy the formats applied to selected text to other text	A	Change the color of text
A Styles	Apply a style to text		Apply bullets to paragraphs
			Apply numbering to paragraphs

Use a Document Template

- A template helps you create a formatted document quickly
  - A template is a formatted document that contains placeholder text
  - You replace the placeholder text with your own text and save the file with a new filename
  - Word includes templates for faxes, letters, reports, brochures, and other types of documents

Use a Document Template

- ## New screen in Backstage view
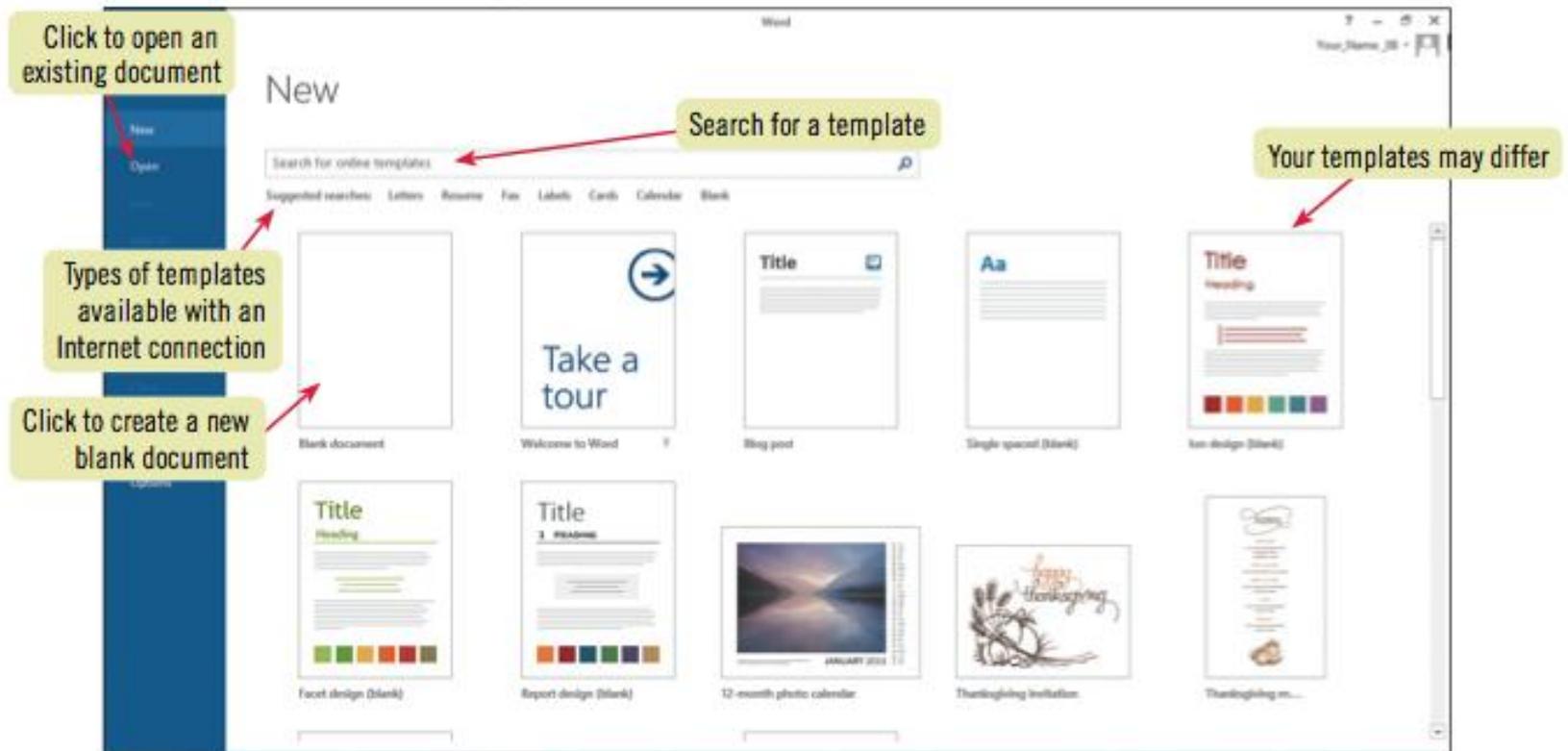
Use a Document Template

- Using the Undo, Redo, and Repeat commands
  - Reverse the last action with the Undo button
  - Restore a change that you reversed with the Redo button
  - Repeat a change with the Repeat command on the Edit menu
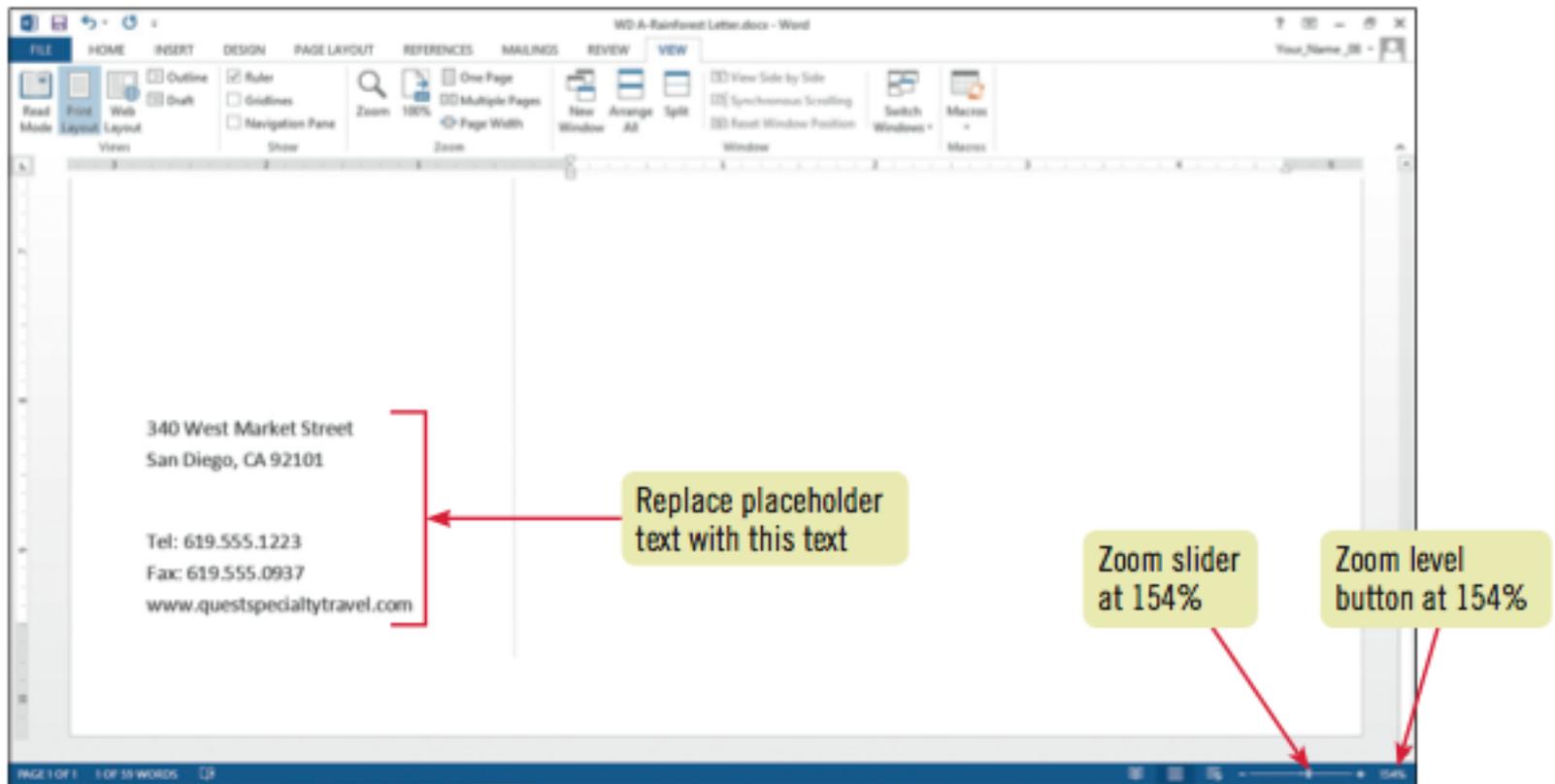
Navigate a Document

- Word Zoom feature
  - Enlarge document for a close-up view
  - Reduce document for an overview of the layout
- Use tools in the Zoom group on the VIEW tab

Navigate a Document

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Navigate a Document

- Zoom slider

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Replace placeholder
text with this text

Zoom slider
at 154%

Zoom level
button at 154%

Navigate a Document

- Word includes different views, or ways of displaying a document
  - Print Layout view
  - Read Mode view
  - Web Layout view
  - Outline view
  - Draft view

Summary

- When you start Word, a blank document opens in the document window

- To create a new document, begin typing in the blank document

- Save the new document with a descriptive filename

- As you edit the document, save your changes to it often

Summary

- Select text as you work

- Format text using the Mini toolbar

- Create documents based on templates

- Use the Word Zoom feature to enlarge or reduce the size of a document

- Display your document using different Word views

Summary

- Preview a document in Backstage view before printing

- Save, print, and then close the document

- When you are finished editing and creating documents, close all open files, and then close Word