

Shelly Cashman: Microsoft Word 2021

Module 1: Creating and Modifying a Flyer





Objectives (1 of 2)

- Start and exit Word
- Enter text in a Word document
- Adjust margins
- Check spelling and grammar as you work in a document
- Save a document
- Format text, paragraphs, and document elements
- Undo and redo commands or actions



Objectives (2 of 2)

- Insert and format a picture
- Add a page border
- Change document properties
- Open and close a document
- Correct errors and revise a document
- Cut, copy, and paste text
- Print a document
- Use Word Help



What Is Word?

- **Microsoft Word**

- A full-featured word processing app that allows you to create professional-looking documents and revise them easily
 - Flyers, research papers, letters, memos, resumes, reports, mailing labels, newsletters
- Many features designed to simplify the production of documents and add visual appeal




Project: Flyer with a Picture

WASH YOUR HANDS!

Washing your hands with soap and water can decrease outbreaks of foodborne illness because it can *prevent* spreading germs from your hands to food.

How?

1. **Wet** hands with clean, running water, and apply soap.
2. **Lather** hands (palms, backs, below nails, between fingers, around thumbs) by rubbing them together with the soap.
3. **Scrub** hands for at least 20 seconds.
4. **Rinse** soap off hands under clean, running water.
5. **Dry** hands well using a clean towel or an air dryer.



When?

- Before, during, and after preparing food
- After eating, coughing, sneezing, or using a tissue
- After using or assisting someone in the restroom
- After touching an animal, animal feed, or animal waste
- After handling dirty equipment or garbage

Visit www.foodworkers.com for additional handwashing tips.

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Starting and Using Word (1 of 4)

- **To Start Word and Create a Blank Document**
 - Click the Start button on the Windows taskbar to display the Start menu
 - Click All apps at the bottom of the left pane of the Start menu to display a list of apps installed on the computer or mobile device
 - Click, or scroll to and then click, the program name (Word 2021) in the list to run the selected program
 - Click the Blank document thumbnail on the Word start screen to create a blank Word document in the Word window



Starting and Using Word (2 of 4)

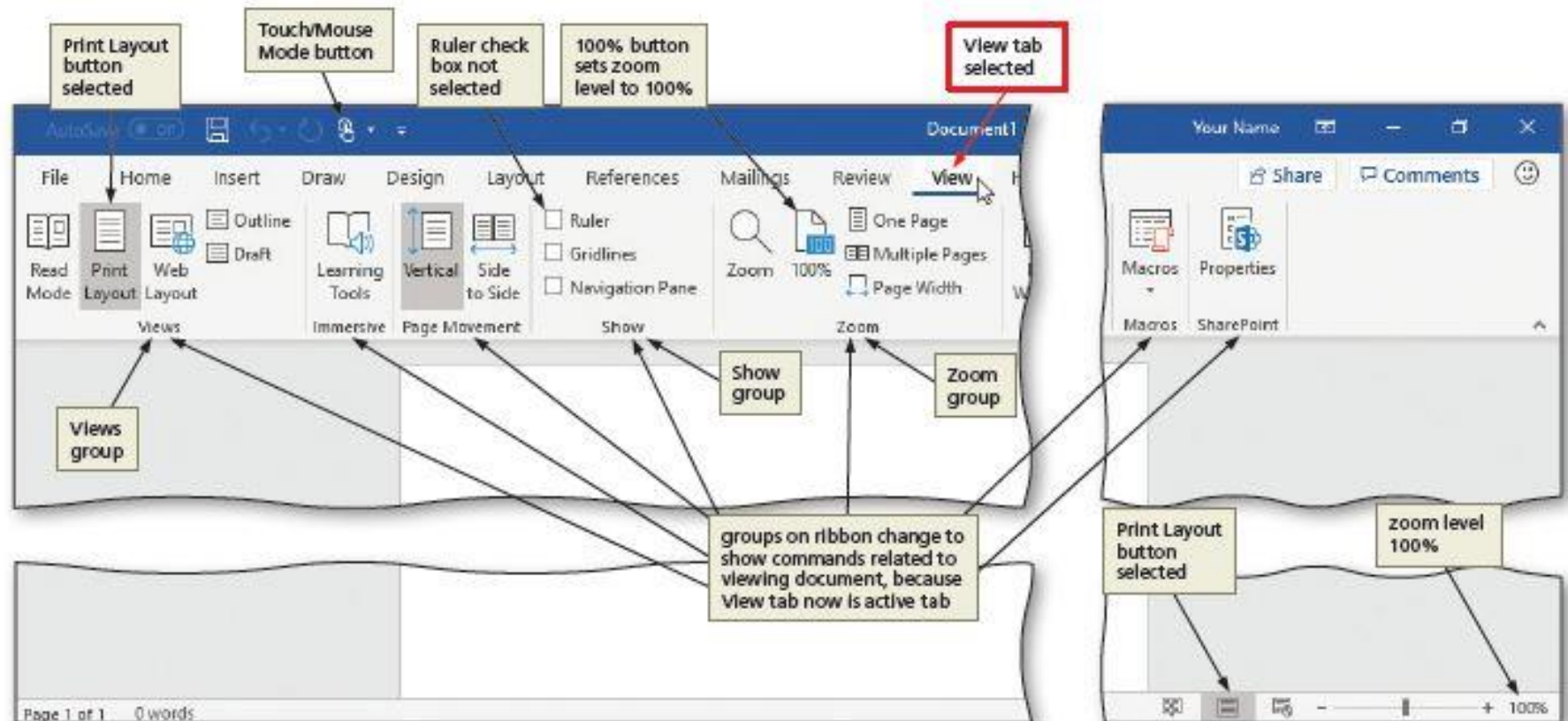
- **Components of The Word Window**

- Scroll Bar
- Status Bar
- Ribbon
- Tell Me Box
- Quick Access Toolbar
- Mini Toolbar and Shortcut Menus
- Key Tips
- Microsoft Account Area



Starting and Using Word (3 of 4)

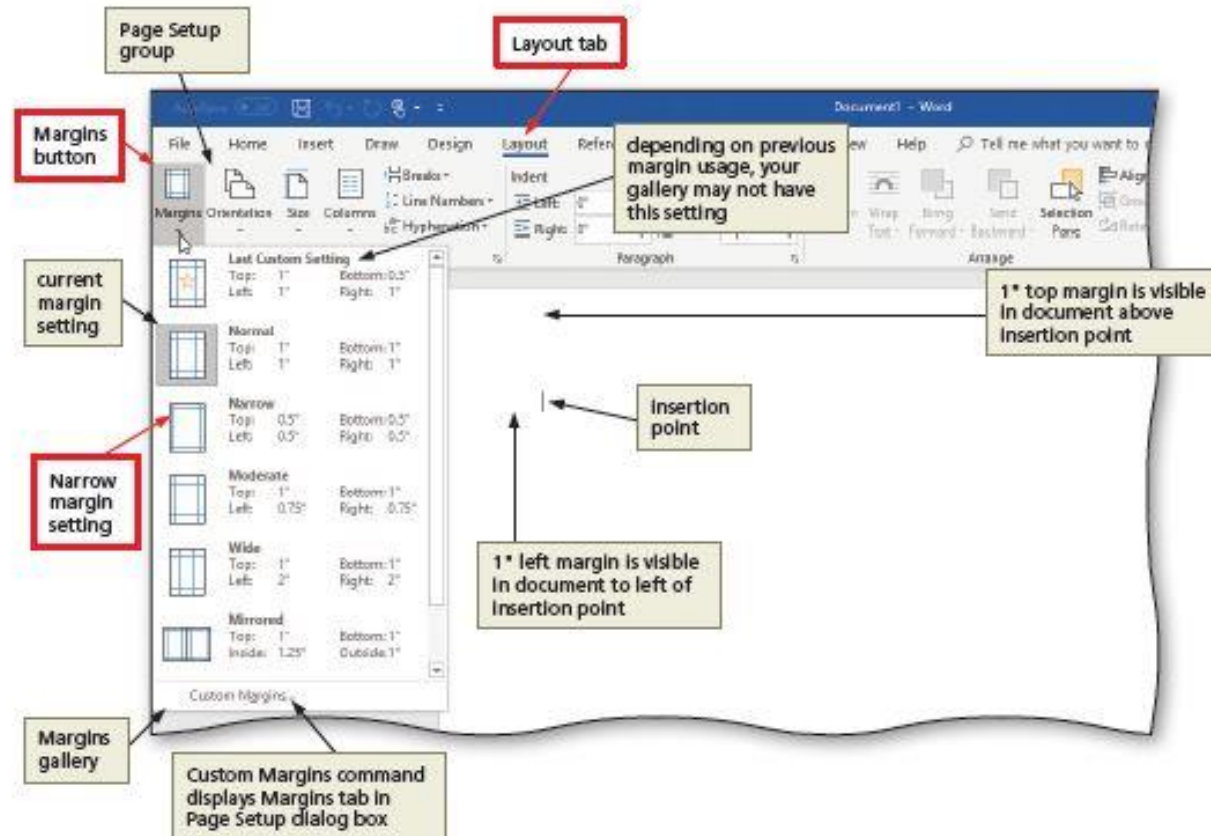
- **To Display a Different Tab on the Ribbon**
 - Click the tab on the Ribbon to display



Starting and Using Word (4 of 4)

- **To Adjust the Margin**

- Click Layout on the ribbon to display the Layout tab
- Click the MARGINS button to display the Margins gallery



**Choose
Narrow
Margin**



Entering Text in a Document (1 of 4)

- **To Type Text**

- Type the text **(Wash Your Hands!)** in the Word document
- To move the insertion point to the beginning of the next line, press the ENTER key

- **To Change the Zoom to Page Width**

- Click VIEW on the ribbon to display the VIEW tab
- Click the Page Width button to display the page the same width as the document window



Entering Text in a Document (2 of 4)

- **To Display Formatting Marks**

- If the HOME tab is not the active tab, click HOME on the ribbon to display the HOME tab
- If it is not selected already, click the Show/Hide ¶ button to display formatting marks on the screen

- **To Wordwrap Text as You Type**

- Wordwrap allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line
- (Type or copy all remaining text)



Entering Text in a Document (3 of 4)

- **To Check Spelling and Grammar as You Type**
 - Type the misspelled text and then press the SPACEBAR so that a red wavy line appears below the misspelled word
 - Right-click the flagged word to display a shortcut menu that presents a list of suggested spelling corrections for the flagged word
 - Click the correct word on the shortcut menu
- **To Insert a Blank Line**
 - Press the ENTER key to insert a blank line in the document



Entering Text in a Document (4 of 4)

- **To Save a Document for the First Time**
 - Click FILE on the ribbon to open the Backstage view
 - Click Save As in the Backstage view to display the Save As screen
 - Click This PC in the Save screen to display the default save location on the computer or mobile device
 - Click the Save As screen to display the Save As dialog box
 - Click Save to save the file



Formatting Paragraphs and Characters (1 of 14)

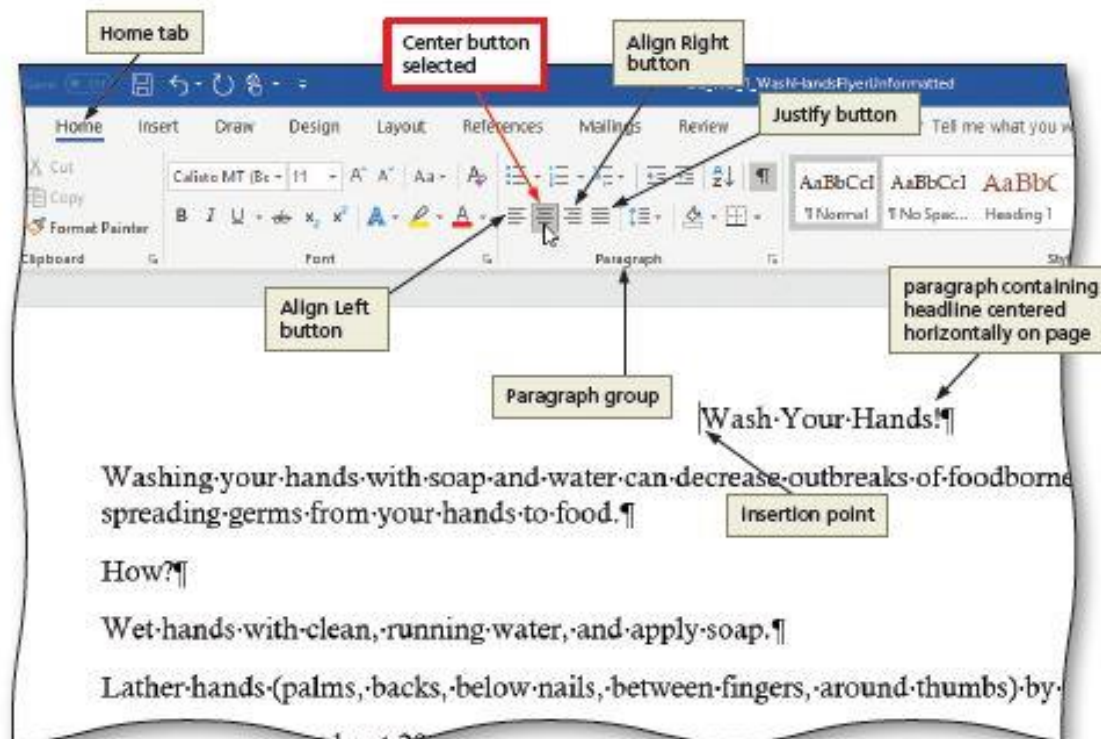
- **To Change the Document Theme**
 - Click Design on the ribbon to display the DESIGN tab
 - Click the Themes button to display the Themes gallery
 - Click the desired theme **(Slate Theme)** to change the document theme



Formatting Paragraphs and Characters (2 of 14)

- **To Center a Paragraph**

- Click somewhere in the paragraph to be centered to position the insertion point in the paragraph to be formatted
- Click the Center button to center the paragraph containing the insertion point **(headline, 1st paragraph & signature line)**

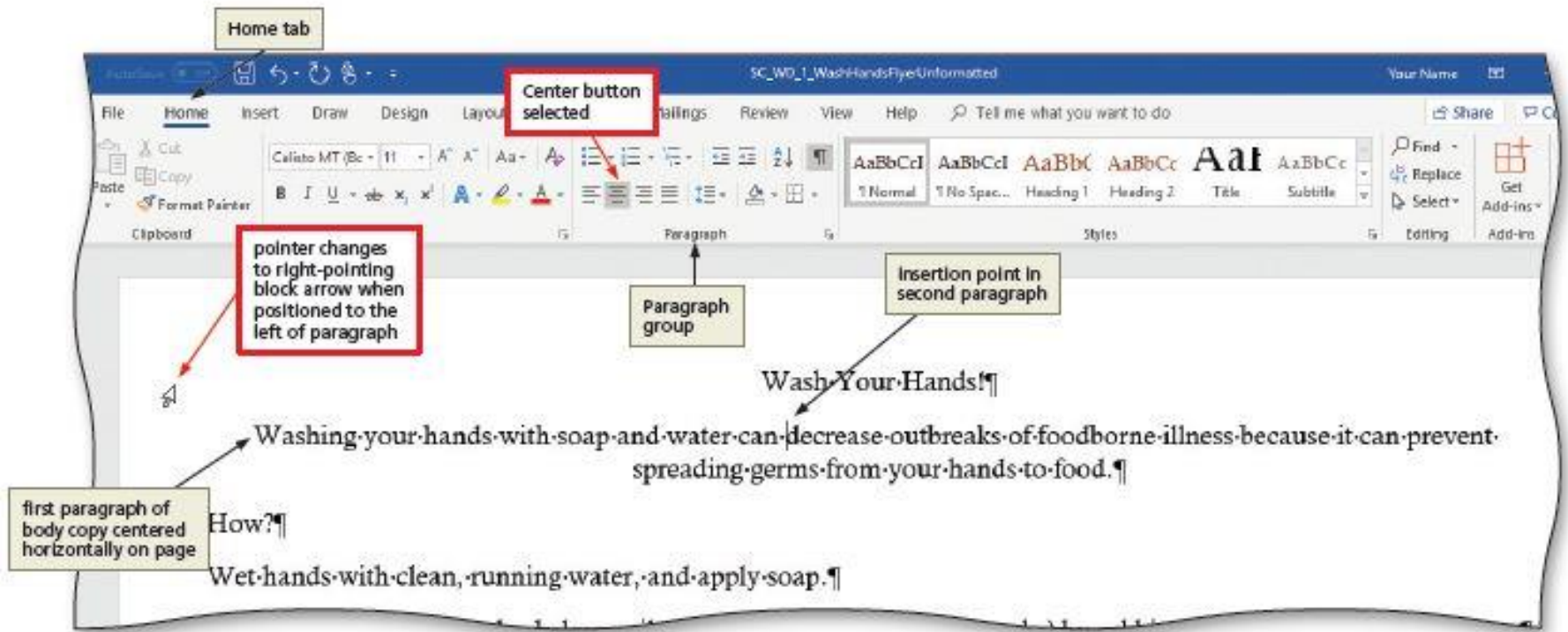




Formatting Paragraphs and Characters (3 of 14)

- **To Select a Line**

- While the pointer is a right-pointing block arrow, click the mouse to select the entire line to the right of the pointer





Formatting Paragraphs and Characters (4 of 14)

- **To Change the Font Size of Selected Text**

- With the text **(headline)** selected, click the Font Size arrow to display the Font Size gallery
- Point to the desired point size in the Font Size gallery to display a Live Preview of the selected text at the selected point size
- Click the desired point size **(36 pts)** to change the font size of the selected text

- **To Change the Font of Selected Text**

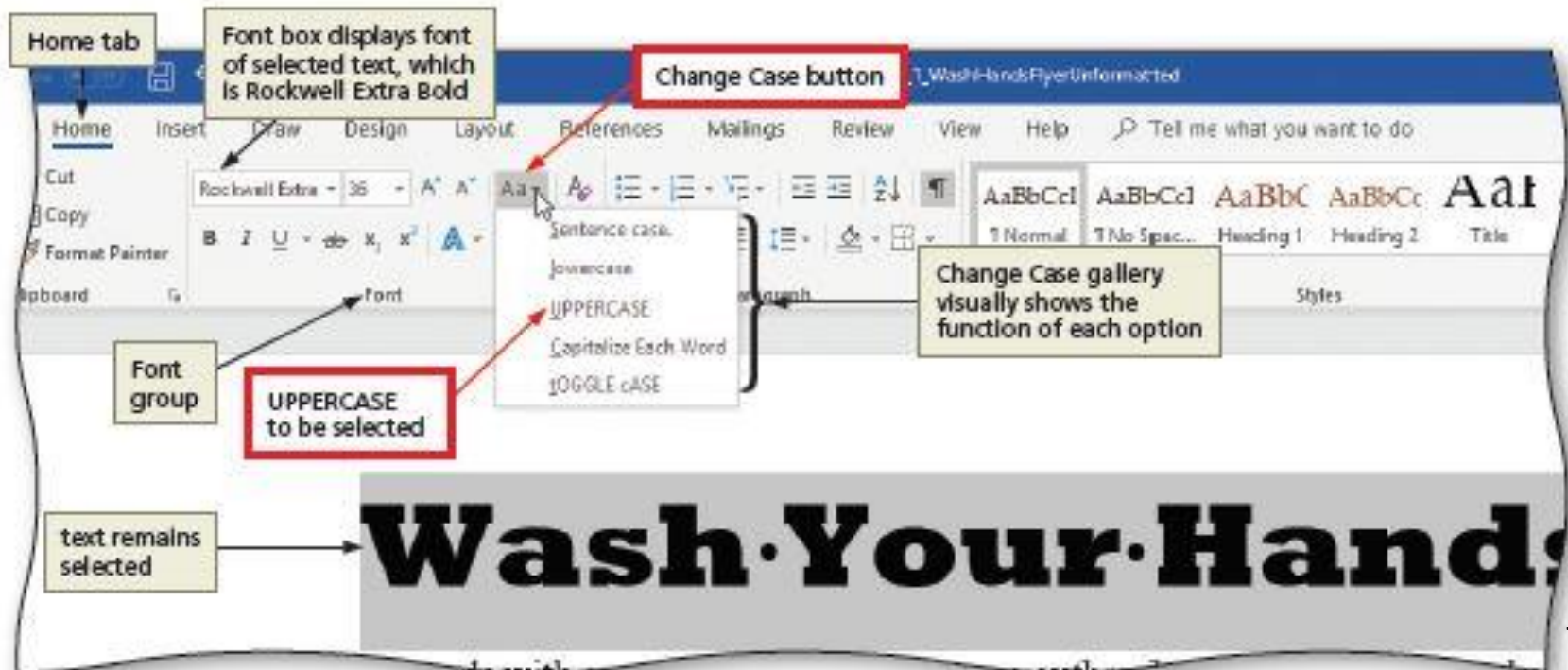
- With the text selected, click the Font arrow to display the Font gallery
 - Scroll through the Font gallery, and then point to the desired font to display a Live Preview of the selected text in the selected font
 - Click the font **(Rockwell Extra Bold)** to change the font of the selected text **(headline)**
-



Formatting Paragraphs and Characters (5 of 14)

- **To Change the Case of Selected Text**

- With the text **(headline)** selected, click the Change Case button to display the Change Case gallery
- Click the desired case **(UPPERCASE)** in the Change Case gallery to change the case of the selected text





Formatting Paragraphs and Characters (6 of 14)

- **To Apply a Preset Text Effect to Selected Text**
 - With the text **(headline)** selected, click the Text Effects button to display the Text Effects and Typography gallery
 - Point to the desired text effect to display a Live Preview of the selected text with the selected text effect
 - Click the text effect **(Fill: White; Outline: Brown, Accent color 1; ...)** to change the text effect of the selected text
- **To Shade (Applying a Background Color to) a Paragraph **(headline)****
 - Click somewhere in the paragraph to be shaded
 - Click the Shading arrow [Home tab | Paragraph group] to display the Shading gallery
 - Click the desired shading color **(row #5, col #8: Brown, Accent 4, Darker 25%)**



Formatting Paragraphs and Characters (7 of 14)

- **To Change the Font Color of Selected Text**
 - With the text **(1st paragraph, signature line)** selected, click the Font Color arrow to display the Font Color gallery
 - Click the desired font color **(row #5, col #9: Red, Accent 5, Darker25%)**





Formatting Paragraphs and Characters (8 of 14)

- **To Change the Font Size of Selected Text**

- With the text **(1st paragraph)** selected, click the Font Size arrow to display the Font Size gallery
- Click the desired font size **(22 pts)**
- Click anywhere in the document window to remove the selection from the text

- **To Change the Zoom Percentage**

- Repeatedly click the Zoom Out and Zoom In buttons on the status bar until the desired percentage is achieved



Formatting Paragraphs and Characters (9 of 14)

- **To Select Multiple Lines**

- Move the pointer to the left of the first paragraph to be selected until the pointer changes to a right-pointing block arrow
- While the pointer is a right-pointing block arrow, drag downward to select all lines **(all lists)** that will be formatted

- **To Change the Font Size of Selected Text**

- With the text selected **(all lists)** , click the Font Size arrow to display the Font Size gallery
 - Click the desired font size **(20 pts)**
 - Click anywhere in the document window to remove the selection from the text
-



Formatting Paragraphs and Characters (10 of 14)

- **To Number a List of Paragraphs**

- Select the paragraphs **(How lists)** to be formatted
- Click the Numbering button to place a number followed by a period at the beginning of each selected paragraph

- **To Undo and Redo an Action**

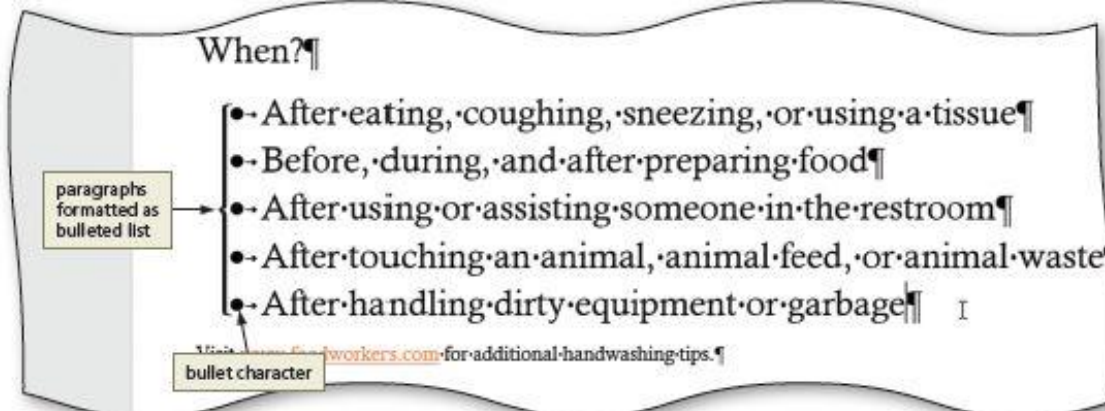
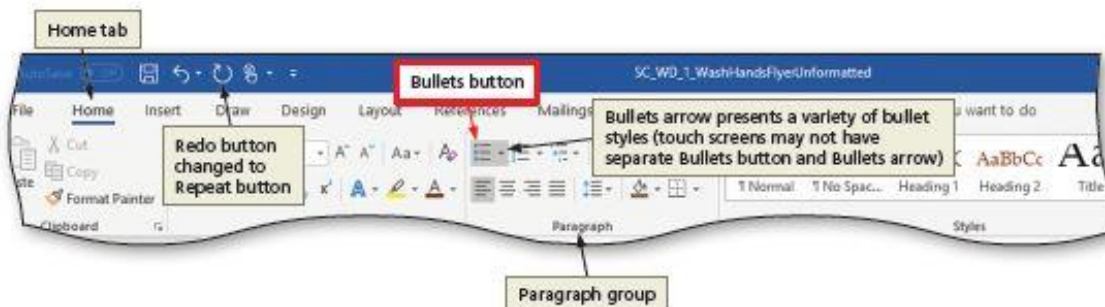
- Click the Undo button on the Quick Access Toolbar to reverse your most recent action
- Click the Redo button on the Quick Access Toolbar to reverse your most recent undo



Formatting Paragraphs and Characters (11 of 14)

• To Bullet a List of Paragraphs

- Select the paragraphs **(When lists)** to be formatted
- Click the Bullets button to place a bullet character at the beginning of each selected paragraph





Formatting Paragraphs and Characters (12 of 14)

- **To Remove a Hyperlink**

- Right-click the hyperlink **(in signature line)** to display a shortcut menu
- Click Remove Hyperlink on the shortcut menu to remove the hyperlink format from the text

- **To Use the Mini Toolbar to Format Text (signature)**

- Select the text to format to display the mini toolbar
- Make selections to font size (**18 pts**), color (**row #5, col #9: Red, Accent 5, Darker 25%**), or other attribute

- **To Select a Group of Words**

- Position the pointer to the left of the first character of the text **(additional handwashing tips)** to be selected
 - Drag the pointer through the last character in the text to be selected
-



Formatting Paragraphs and Characters (13 of 14)

- **To Underline Text**

- With the text selected **(in the end of last slide)**, click the Underline button to underline the selected text

- **To Italicize Text**

- Click somewhere in the word to be italicized to position the insertion point in the word to be formatted
- Click the Italic button to italicize the word **(1st paragraph: prevent)** containing the insertion point

- **To Select Nonadjacent Text**

- Select the first word to format, hold down CTRL select the next word (**the first words of the numbered list**)



Formatting Paragraphs and Characters (14 of 14)

- **To Bold Text**

- With the text selected **(end of last slide)**, click the Bold button to bold the selected text

- **To Save an Existing Document with a Different File Name**

- Click File on the ribbon to open Backstage view
- Click Save As in Backstage view to display the Save As
- Type the new file name
- Click the Save button



Inserting and Formatting a Picture in a Word Document (1 of 3)

- **To Insert a Picture from a File**

- Position the insertion point where you want to insert the picture **(between the How and When lists)**
- Click INSERT on the ribbon to display the INSERT tab
- Click the PICTURES button to display the Insert Picture dialog box
- Navigate to the picture location
- Select the picture you wish to insert
- Click the Insert button to insert the picture at the location of the insertion point in the document



Inserting and Formatting a Picture in a Word Document (2 of 3)

- **To Change the Zoom to One Page**
 - Click View on the ribbon to display the View tab
 - Click the ONE PAGE button to change the zoom to one page
- **To Resize an Object Proportionally**
 - Drag one of the sizing handles to increase or decrease the size of the graphic until the flyer fits the whole page



Inserting and Formatting a Picture in a Word Document (3 of 3)

- **To Apply a Picture Style**

- Be sure the picture still is selected
- Click PICTURE TOOLS FORMAT tab on the ribbon
- Click the MORE button in the Picture Styles gallery to expand the gallery
- Click the desired style (**#15, Snip Diagonal Corner, White**) in the Picture Styles gallery to apply the style to the selected picture

- **To Apply Picture Effect**

- With the picture still selected, click the PICTURE EFFECTS button to display the Picture Effects menu
- Point to the desired effect category (**Shadow**)
- Click the desired picture effect in the gallery to apply the selected picture effect (**Perspective: Upper Left**)



Enhancing the Page (1 of 5)

- **To Change Theme Colors**

- Click DESIGN on the ribbon to display the DESIGN tab
- Click the COLORS button [Design tab | Document Formatting grp] to display the Colors gallery
- Click the desired color to change the document theme colors (**Blue II**)



Enhancing the Page (2 of 5)

- **To Add a Page Border**

- Click the PAGE BORDERS button [Design tab | Page Background grp] to display the Borders and Shading dialog box
 - Click the desired border setting **(Box)**
 - Click the desired border style **(the 3rd from the bottom)**
 - Click the Color arrow to display a color palette
 - Click the desired color (**row #5, col #7: Turquoise, Accent 3, Darker 25%**)
 - Click Width arrow to change width of page border **(3 pt)**
 - Click the OK button to add the border to the page
-



Enhancing the Page (3 of 5)

- **To Change Spacing before and after Paragraphs**
 - Position the insertion point in the paragraph to be adjusted **(How? ; When? ; signature line)**
 - Click LAYOUT on the ribbon to display the Layout tab
 - Change the values in the Spacing Before and Spacing After boxes **(0 pt & 0 pt; 0 pt & 0 pt; 12 pt & 8 pt)**



Enhancing the Page (4 of 5)

- **To Change the Document Properties**

- Click File on the ribbon to open the Backstage view and then click the Info tab
- Click to the right of the Comments property **(add info)**
- Click the Back button in the upper-left corner of the Backstage view to return to the document window

- **To Save an Existing Document with the Same File Name**

- Click the SAVE button on the Quick Access Toolbar to overwrite the previously saved file in the same location it was saved previously



Enhancing the Page (5 of 5)

- **To Close a Document**

- Click FILE on the ribbon to open Backstage view
- Click CLOSE in Backstage view to close the currently open document





Correcting Errors and Revising a Document (1 of 6)

- **To Open a Document**

- Click FILE on the ribbon to open the Backstage view and then click Open in the Backstage view to display the Open screen
- Click the Browse to display the Open dialog box
- If necessary, navigate to the location of the file to open
- Click the file to open
- Click the Open button to open the file

- **To Insert Text in an Existing Document**

- Scroll through the document and then click to the left of the location of text to be inserted to position the insertion point **(apply soap)**
 - Type the new text **(then)**
-



Correcting Errors and Revising a Document (2 of 6)

- **To Delete or Cut Text**

- Double-click the word to be selected
- Click the CUT button

- **To Copy and Paste**

- Select the item to be copied
- Click the COPY button to copy the selected item in the document to the Office Clipboard
- Position the insertion point at the location where the item should be pasted
- Click the PASTE button to paste the copied item in the document at the location of the insertion point



Correcting Errors and Revising a Document (3 of 6)

- **To Display the Paste Options Menu**

- Click the PASTE OPTIONS Button to display the Paste Options menu

- **To Move Text**

- Select the text to be moved
 - With the pointer in the selected text, press and hold down the mouse button, which displays a small dotted box with the pointer
 - Drag the insertion point to the location where the selected text is to be moved
 - Release the mouse button to move the selected text to the location of the dotted insertion point
 - Click anywhere in the document window to remove the selection
-



Correcting Errors and Revising a Document (4 of 6)

- **To Switch to Read Mode**

- Click the READ MODE button on the status bar to switch to Read mode

- **To Switch to Print Layout View**

- Click the PRINT LAYOUT button on the status bar to switch to Print Layout

- **To Print the Document**

- Click Print in the Backstage view to display the Print screen and a preview of the document
- Verify the printer, and click print



Correcting Errors and Revising a Document (5 of 6)

- **To Use the Search Box**

- Type the search text (“**margins**”) in the Search box
- Point to the desired submenu to display the various option
- Click an empty area of the document window to close the search results

- **To Use the Help Pane**

- Click HELP on the ribbon to display the Help tab
- Click the HELP button to display the Help pane
- When you are finished, click CLOSE



Correcting Errors and Revising a Document (6 of 6)

- **To Exit Word**

- Click the CLOSE button in the upper-right corner of Word window

