

# Shelly Cashman: Microsoft Word 2019

## Module 1: Creating and Modifying a Flyer





# Objectives (1 of 2)

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- 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)

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- 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?

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- 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](http://www.foodworkers.com) for additional handwashing tips.

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# Starting and Using Word (1 of 4)

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- 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 2019) 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



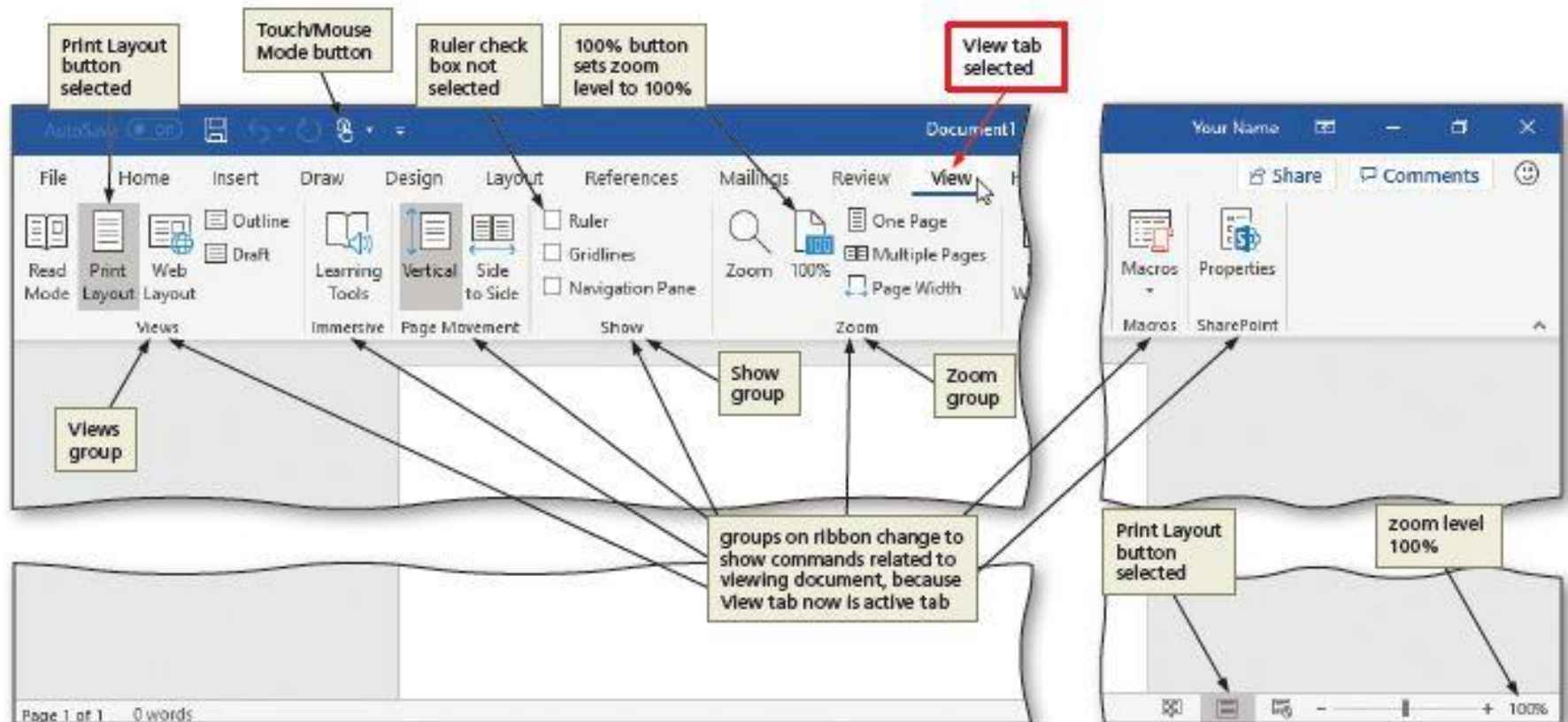
# Starting and Using Word (2 of 4)

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- 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)

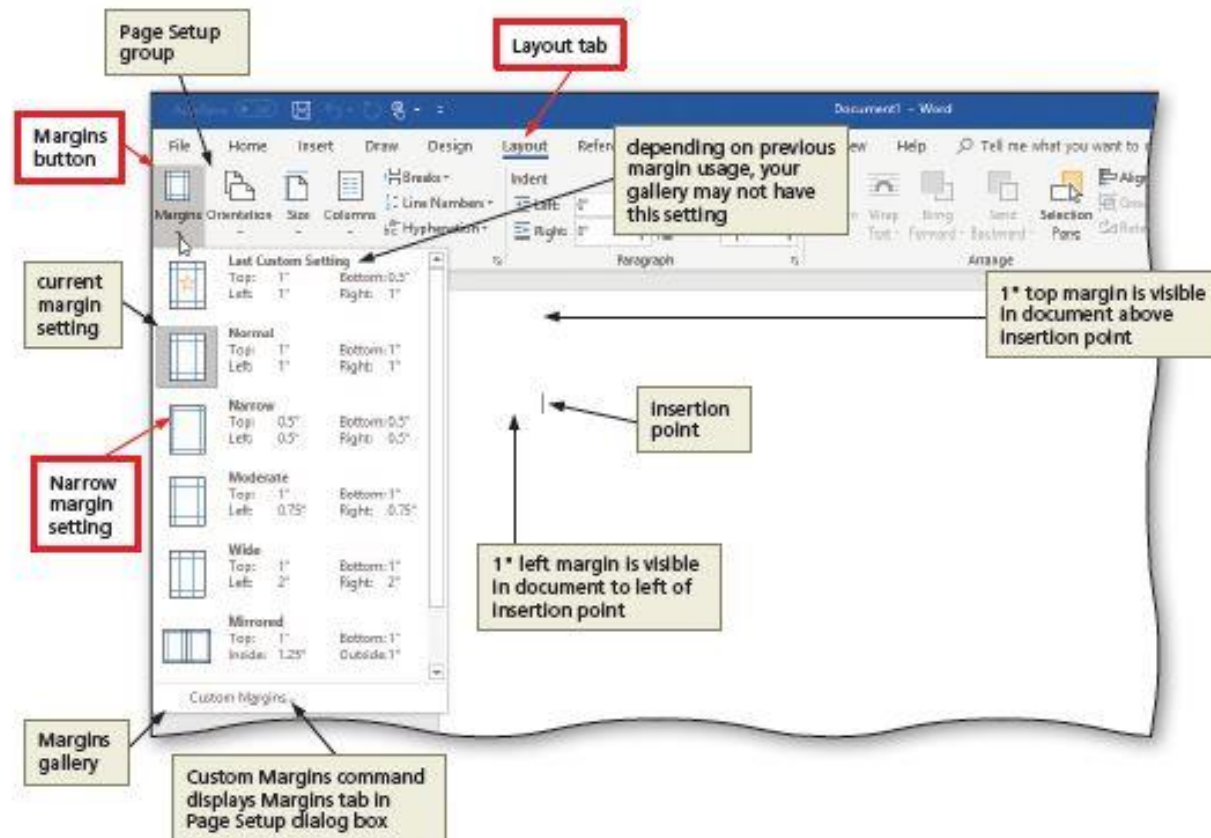
- To Display a Different Tab on the Ribbon
  - Click the tab on the Ribbon to display





# 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)

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- To Type Text
  - Type the text **(Washing Hands Flyer)** 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)

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- 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



# Entering Text in a Document (3 of 4)

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- 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
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# Entering Text in a Document (4 of 4)

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- 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)

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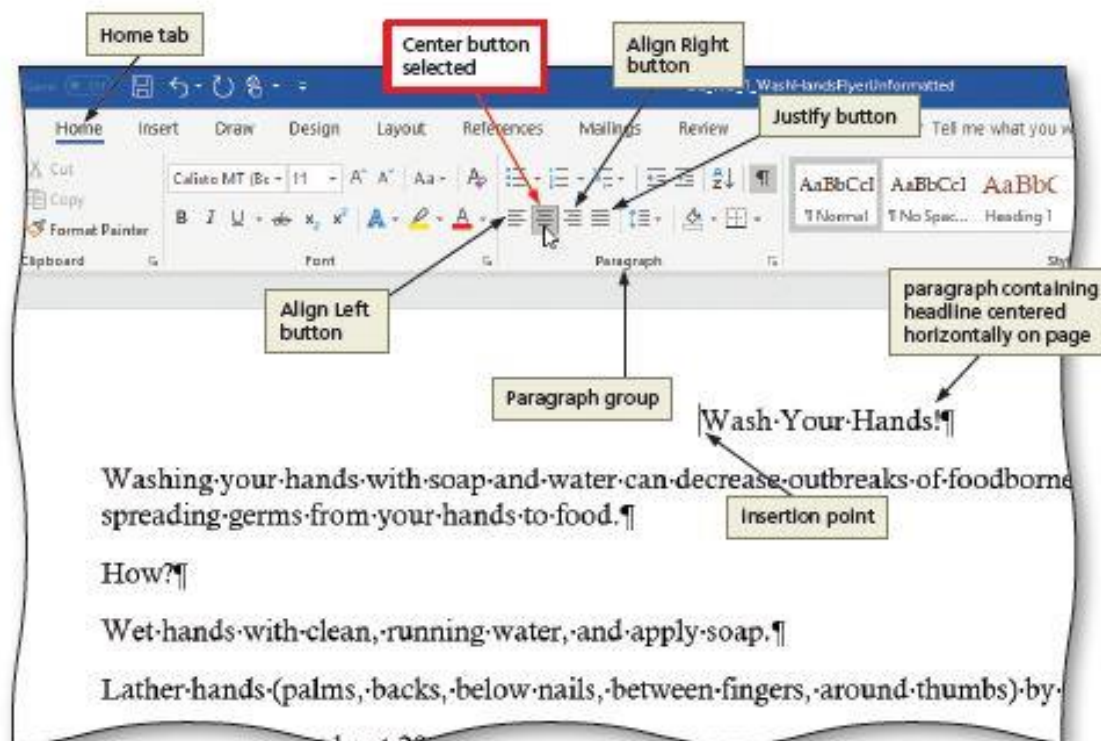
- To Change the Document Theme
  - Click Design on the ribbon to display the DESIGN tab
  - Click the Themes button to display the Themes gallery
  - Click the desired theme **(Slate Theme)** to change the document theme



# Formatting Paragraphs and Characters (2 of 14)

## • To Center a Paragraph

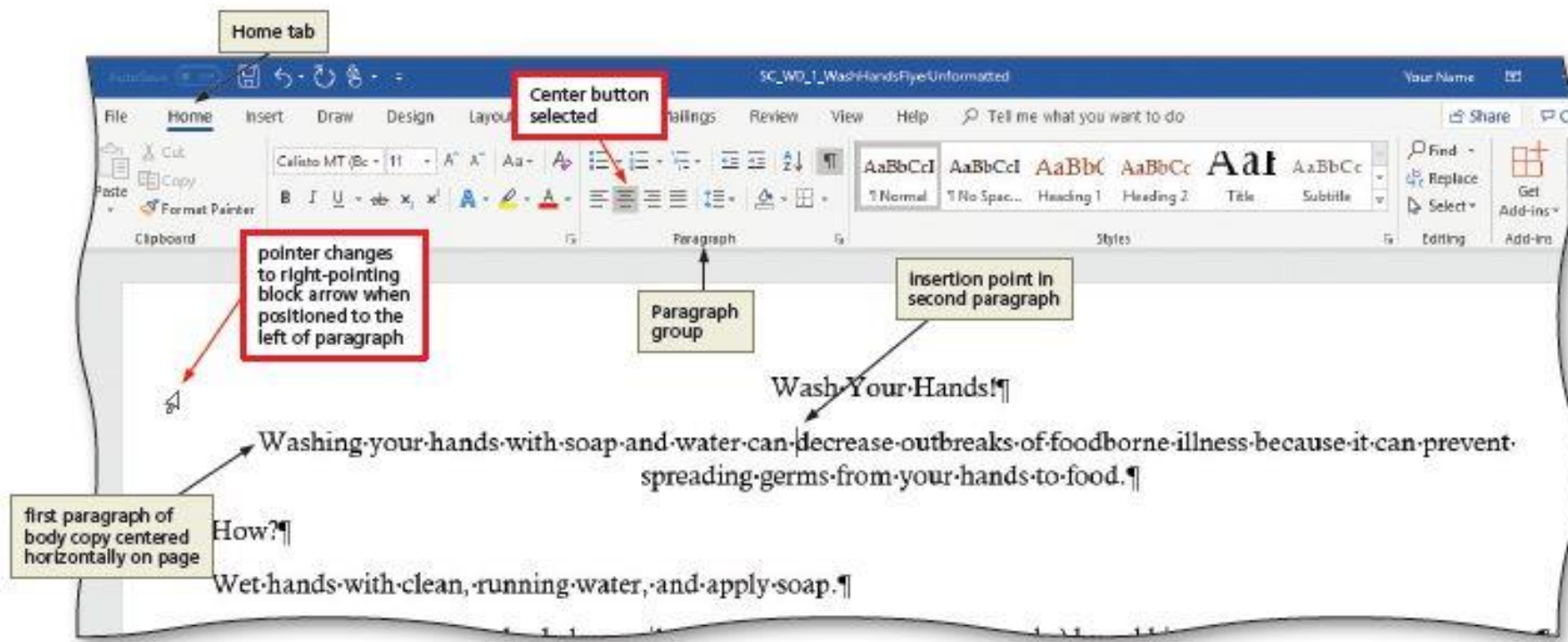
- Click somewhere in the paragraph to be centered to position the insertion point in the paragraph to be formatted
- Click the Center button to center the paragraph containing the insertion point **(headline, 1<sup>st</sup> paragraph & signature line)**





# 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)

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- **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)**
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# 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

Home tab

Font box displays font of selected text, which is Rockwell Extra Bold

Change Case button

Font group

UPPERCASE to be selected

Change Case gallery visually shows the function of each option

text remains selected

**Wash Your Hands**



# Formatting Paragraphs and Characters (6 of 14)

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- 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 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 paragraph **(1<sup>st</sup> paragraph)** 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)

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- To Change the Font Size of Selected Text
  - With the text **(1<sup>st</sup> 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)

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- 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
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# Formatting Paragraphs and Characters (10 of 14)

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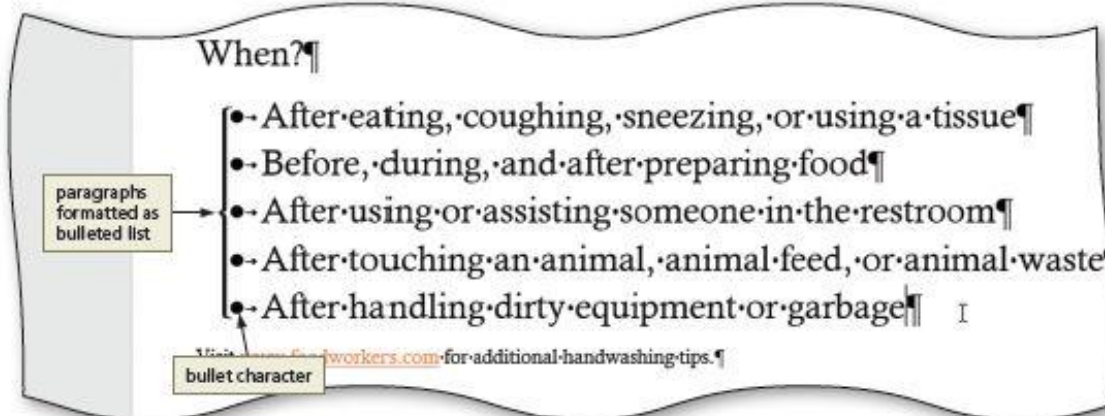
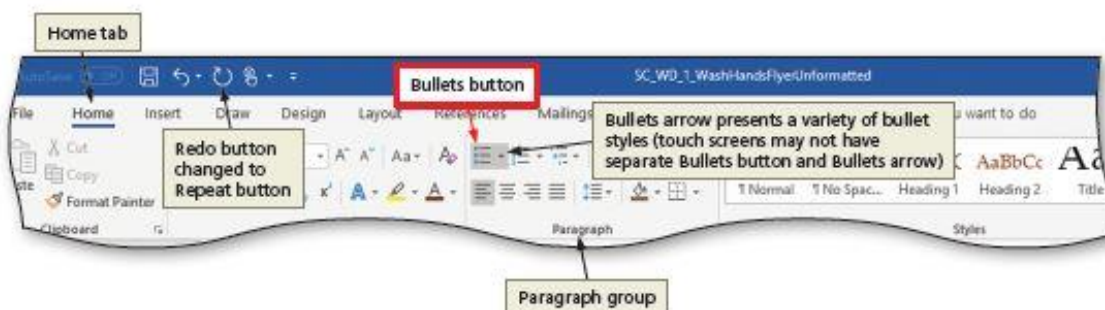
- To Number a List of Paragraphs
  - Select the paragraphs **(How lists)** to be formatted
  - Click the Numbering button to place a number followed by a period at the beginning of each selected paragraph
- To Undo and Redo an Action
  - Click the Undo button on the Quick Access Toolbar to reverse your 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)

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- **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
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# Formatting Paragraphs and Characters (13 of 14)

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- 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 **(1<sup>st</sup> 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)

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- 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)

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- 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)

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- 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)

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- **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)

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- To Change Theme Colors
  - Click DESIGN on the ribbon to display the DESIGN tab
  - Click the COLORS button to display the Colors gallery
  - Click the desired color to change the document theme colors (**Blue II**)



# Enhancing the Page (2 of 5)

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- To Add a Page Border
  - Click the PAGE BORDERS button to display the Borders and Shading dialog box
  - Click the desired border setting (**Box**)
  - Click the desired border style (**the 3<sup>rd</sup> 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)

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- 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)

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- 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)

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- **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)

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- 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
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# Correcting Errors and Revising a Document (3 of 6)

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- 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)

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- 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)

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- 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

