



Introduction To Microsoft Office Word Online

In this lesson we're going to use Microsoft word to create a simple word processing document. If you haven't already, please complete the "Creating An Email Account With Outlook" booklet before starting this booklet.

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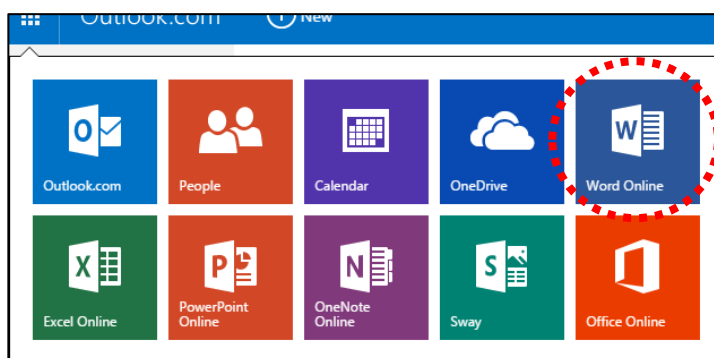
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Lesson 1: Creating A New Blank Document and Introduction To The Ribbon

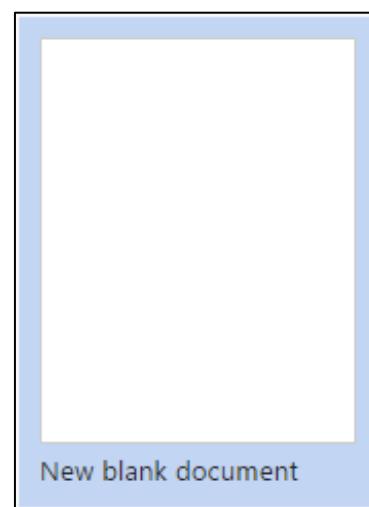
- 1) Open up your web browser and access your outlook account. At the top left of the screen you will see a box with 9 little squares in it. Click on this box



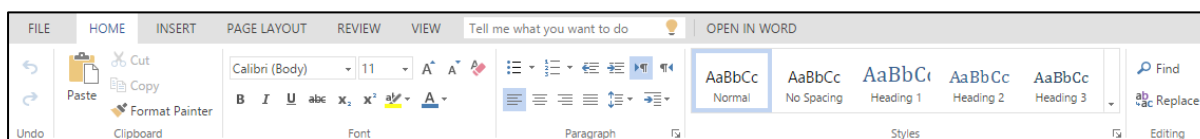
- 2) A menu will appear with various different options. Click on "Word Online"



- 3) A new tab in your browser will open and you will be given a list of recently opened files on the left hand side and a set of templates you can use. Click on "New Blank Document".



- 4) You can now see "The Ribbon" at the top of the page. In the next lesson we will take a look at how The Ribbon works.

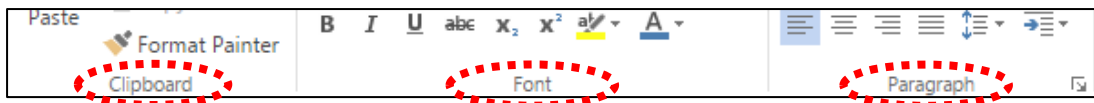


Lesson 2: Tabs

1. Look at the top of the page, you can see that the Ribbon is divided up in at least 9 headers (“File”, “Home”, “Insert” etc). Click on any of these headers; a new set of tools and options appear below it. You can tell which section you’re in as the header is **white** and the text is blue.



2. Make sure you are on the “Home” tab. You can see it is further divided into different sections such as “Clipboard”, “Font”, “Paragraph” etc.

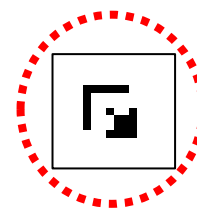


Each of these sections are logical collections of buttons that have similar functions (we will be looking at some of these buttons later).

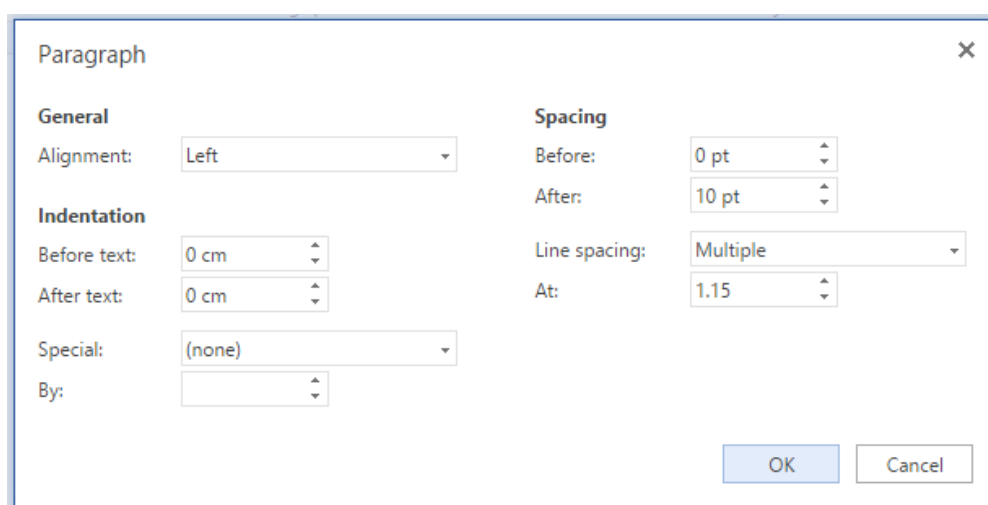
3. Take five minutes to click on each Tab and familiarise yourself with the different buttons available. If you hover your mouse over each button a little white box of text will appear confirming its name.

Lesson 3: Expanding Sections

1. Look closely and you will notice at the bottom right of some sections there is a little icon that looks like this:



2. If you click on any of these icons and a box will open up. For this lesson we will focus on the “Paragraph” section in the “Home” tab but you can open further sections once we have finished the lesson. Once you click on the icon this box should appear:



3. As you can see, this is an expanded version of the options currently available in the “Paragraph” section. If you ever find yourself struggling to find a function, it’s always a good idea to expand each section you think it’s likely to be under and look around.
4. Once you are finished click “Cancel” and move onto the next lesson.

Lesson 4: Creating and Saving a Word Processing Document

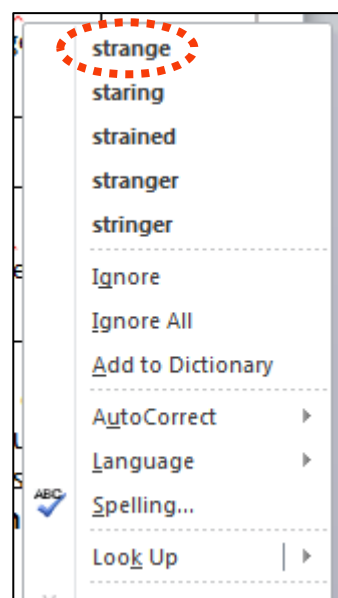
- 1) In the blank document type the small passage below for practice:

Global Warming!!

If all else fails, at least you can talk about the weather. It's always doing something strange these days, it's never just right. One day it's boiling, next day it's gales. And it seems to be getting more and more extreme. Global warming no doubt! Is there anything we can do about it?

- 2) When you are typing, you might find that some of your text has red or green squiggly lines below it. This is because Microsoft Word thinks there might be something that needs correction. This could be a mistake in spelling (red squiggly line), grammar, punctuation or even spacing (green squiggly line). Check to see if there is a mistake that you can fix. If you are unsure, you can get help from Microsoft Word. Position the mouse cursor anywhere on the text that is underlined in red or green. Press the **right-hand** mouse button and a pop-up box will appear - this is a spelling/grammar checker. If you see the correction on the list, click it with the **left-hand** mouse button. If you know that what you have written is correct, e.g. an unusual place name, then you can click **Ignore**, or **Ignore All** if you are going to be using this name frequently. If you are using your own PC you might wish to add this word to your dictionary.

It's always doing something strange next day it's gales. And it seems to be getting there anything we can do about it?

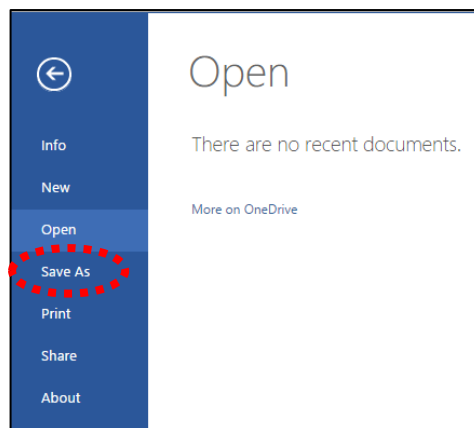


- 3) When you create a file using a computer application such as Microsoft Word it's usually necessary to **Save** the file. Unless you tell the computer to save a file it will not be stored for future use.

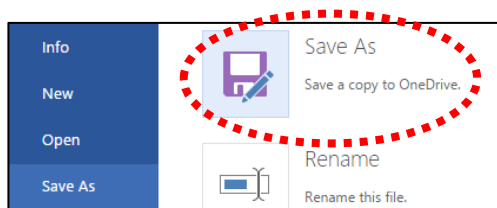
Click the **File** tab *at the top left of the screen*



4) When the menu appears click on “Save As”



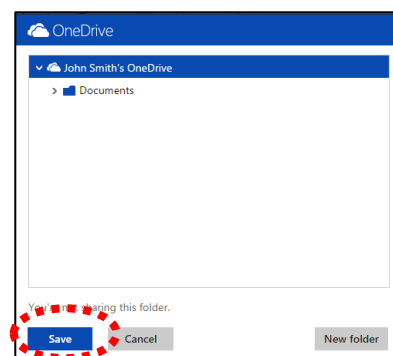
5) Then click on “Save As. Save a copy to OneDrive”.



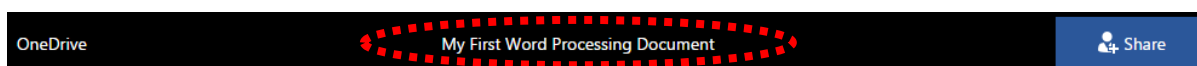
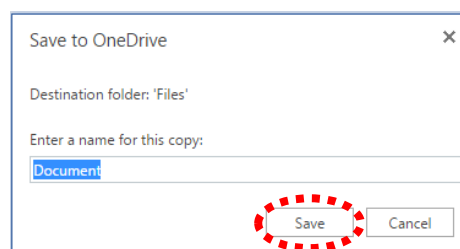
This will save the file to your own personal OneDrive account which you can access from your Outlook account.

Please read the “Using Microsoft OneDrive” booklet for further information.

6) A box will appear with “Your Name’s OneDrive”. Click on “Save”



7) A new box will appear. Click into the box below where it says “Enter A Name For This Copy”. We’re going to type what we want to call the file into this box. At the moment the text is highlighted in blue, this means that when you start to type the name it will immediately delete the current text and replace it with whatever you type. Let’s call this document “My First Word Processing Document”. Once you’ve finished typing the name click on “Save” at the bottom right. Once complete you will notice that the document title at the middle centre of the screen reflects what we called the file.




Lesson 5: Highlighting Text

When you are first starting out on the computer this is one of the more difficult tasks, so don't worry if you don't get it right first time around! Highlighting (also known as selecting or blacking out) is simply a way of marking a piece of text which you want to change in some way.

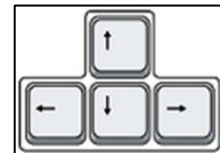
- 1) Part of the text below has been highlighted - as you can see the background to the highlighted text has become light grey:

Global Warming!!

If all else fails, at least you can talk about the weather. It's always doing something strange these days, it's never just right. One day it's boiling, next day it's gales. And it seems to be getting more and more extreme. Global warming no doubt! Is there anything we can do about it?

- 2) To highlight text place the  mouse pointer at the start of the text you to want to highlight
- 3) Click and **hold down** the left mouse button. Drag the mouse over the text until you reach the end of the bit which you want to highlight. (If you find that you have highlighted too much or too little simply click anywhere where there is white space and start again.)
- 4) Release the mouse button
- 5) The text should now be grey (as above)
- 6) To remove the highlighting, click on a white part of the page.

- 7) An alternative and maybe slight easier way to highlight is to use the cursor keys on your keyboard (see the image to the right)



- 8) Using the mouse, place the pointer at the start of the text you want to highlight and click the left mouse button.
- 9) Press and hold the "Shift" key on your keyboard
- 10) Press the **RIGHT** cursor key - as you can see it has highlighted the first letter. The more you press the cursor the more text is highlighted



- 11) Press the **LEFT** cursor key and you will see that the text becomes un-highlighted one letter at a time.
- 12) If you press the **DOWN** cursor you will see that the whole sentence is highlighted.
- 13) If you press the **UP** cursor you will see that the sentence is un-highlighted

Now you can practice on the paragraph that you have typed out. If you're unsure ask your tutor to give you a quick demonstration.

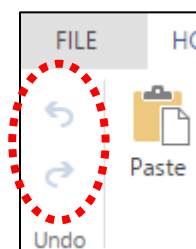
Lesson 6: Editing Text

You need to change the word *boiling* to the word *hot*.

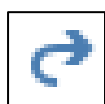
1. Click at the end of the word ***boiling***, so that the cursor is flashing after it.
2. Now press **Backspace** until the word is erased (You can also use the **Delete** key if you click at the start of the word)
3. Type the word *hot*.
4. The *boiling* should now have been replaced by the word *hot*

Lesson 7: Undo/Redo

These are two of the most important buttons you'll find in Microsoft Word (and most programs that you use in fact). They are near the top left of the screen just below where it says "File":



Undo: Undoes the last action. If you've just deleted half your document by accident, this button will put it back!



Redo: Re-does anything that you have undone; you can only redo something that you have undone (if that makes sense!)

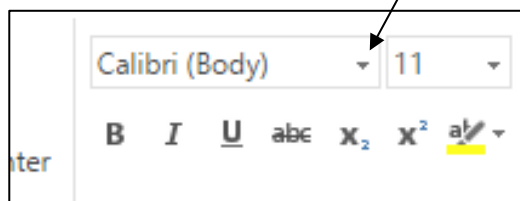
The best way to see how it works is to give it a try, so feel free!

Lesson 8: Changing the Font, Font Size and Colour

To make text look a bit nicer you can change the font (the way the text looks), the size and the colour.

1. When you want to change any text in Microsoft Word the very first thing you need to do is **highlight** it (see lesson 3)! Highlight the header, "Global Warming!" of your document.

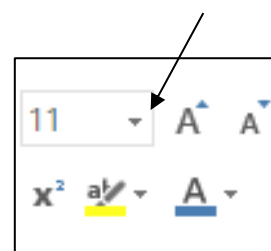
2. Once the text is highlighted, click on the wee black arrow to the right of where it says the Font name on the toolbar. A list of fonts will be displayed in alphabetical order with a scroll bar to the right; scroll down the list until you find one that you like,



then click on the Font name to change the font. **NOTE: The highlighted text will temporarily change to the font you hover over with your mouse**

3. Now you need to change the size of the font; to do this, firstly make sure that the first sentence of the text is highlighted.

On the toolbar bar to the right of the Font name there is a number, probably 12; click on the arrow to the right of the number. A drop-down list with a scroll bar will be displayed. Click on 16. The header on the document will now be bigger.

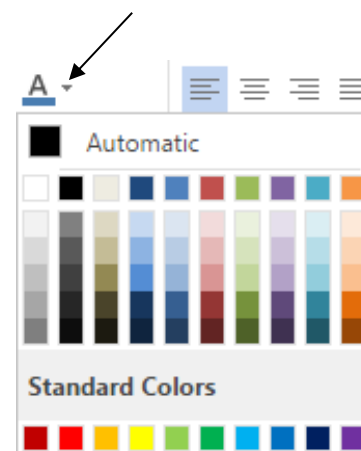


4. The third thing in this section is to change the colour of the text. Again, remember to highlight the sentence first.

The icon shown on the right will be on your toolbar. Click on this icon and the text will change to the colour underneath the **A**.



5. To select another colour, click on the arrow to the right of the **A**. A number of different colours will be displayed, click on the one which you like and it will be applied to the highlighted text.

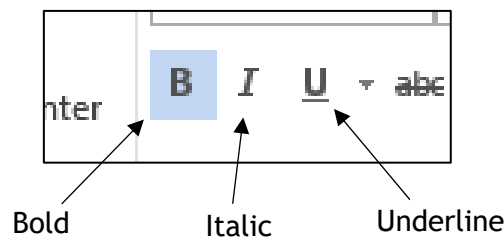


6. Click anywhere in a black part of the page to remove the highlighting.

Lesson 9: Bold, Italic & Underline

Sometimes you will want to emphasise or draw attention to some text within a document so that it stands out to the reader. This can be just one word or even an entire sentence. One good way to do this is to apply the Bold, Italic or Underline formats.

1. In the “Font” section of the “Home” tab of the ribbon you will see these three buttons:



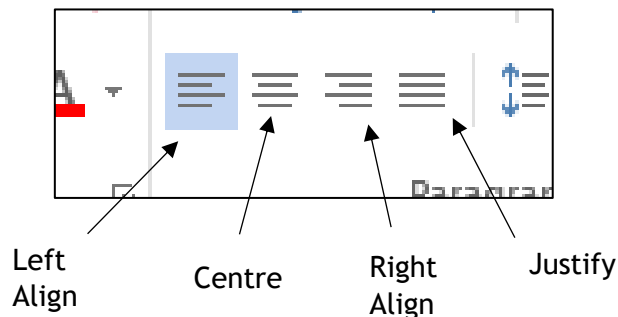
2. To apply any of these formats, highlight the text and then click on the format you want to apply.
3. To remove the format it is exactly the same - highlight the text then click on the button of the format that you want to remove.
4. Highlight the “Global Warming!!” text and make it both Bold and Underlined

Have a bit of a play at changing the formatting of the text.

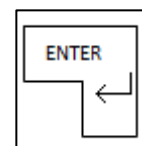
Lesson 10: Alignment

You can use word to automatically position text within a document for things such as headers or address blocks in a letter.

1. In the “Paragraph” section of the “Home” tab you will see these buttons:



2. Highlight the sentence “Global Warming!!” and press the “Centre” button. You’ll see that the sentence automatically jumps to the centre of the page.
3. With the mouse, click your pointer at the end of the last sentence of the paragraph you typed out in Lesson 1. Press the “Enter” key on the keyboard twice to create a blank line at the end of the text and then type the following:



Today’s Date
Your Name
Your Address
Your Phone Number

4. Highlight the text that you have just written and click on the “Right Align” button. You will see that the text has jumped to the right of the page as if it were the address block of a letter.

Lesson 11: Bullets and Numbering

On occasions you may want to emphasise a list of points or items in a document. The best way to do this is to use bullets and numbering. In this lesson we will show you the basics

1. In a new document type the following list (using the “Enter” button to create a new line after each item):

Red
Green
Blue
Yellow
Purple
Orange

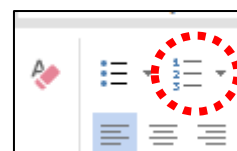
2. Now highlight the text you’ve just typed and then click on the “Bullets” button in the “Paragraph” section of the “Home” tab.



The list should then look like this:

- Red
- Green
- Blue
- Yellow
- Purple
- Orange

3. As you can see the list is now more pronounced by black dots before each item. Hit the “Undo” button (Lesson 5) and then click on the “Numbering” button in the “Paragraph” section of the “Home” tab.



4. The list should then look like this:

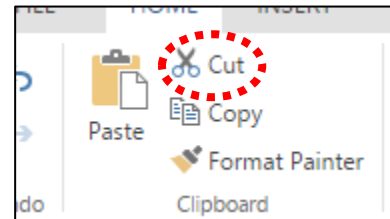
1. Red
2. Green
3. Blue
4. Yellow
5. Purple
6. Orange

Lesson 12: Cutting, Copying and Pasting

Sometimes you may need to change the location of some text in a document. A quick and easy way to do this is to use the “Cut” and “Paste” buttons.

1. Highlight the address block that you created in Lesson 8.

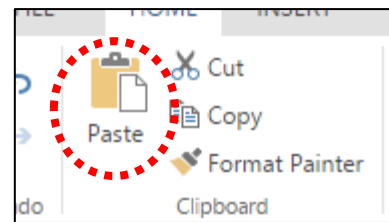
2. Click on the “Cut” button from the “Clipboard” section of the “Home” tab. You will notice that the text has disappeared. Don’t panic, it hasn’t been lost, your computer has removed the information BUT saved it until it is “Pasted” into its new location, almost as if it has used scissors to cut the section from the page.



3. With the mouse click your pointer at the start of the header “Global Warming!!” at the top of the page.

4. Click on the “Paste” button from the “Clipboard” section of the “Home” tab.

5. You will notice that the text has appeared at the top.



6. If you were to use the “Copy” button it will leave the text that you highlighted and will create a copy wherever you decide to “Paste” it.

Lesson 13: Inserting An Image

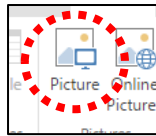
Sometimes you may want to enhance your documents with images. We can either have these sitting within the text or even in the background.

1. With the mouse click with your pointer at the end of the paragraph you typed out in Lesson 1.

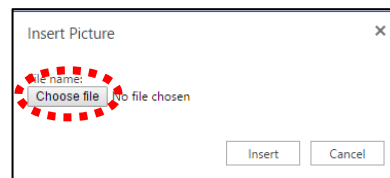
2. Go to the “Insert” tab of the ribbon.



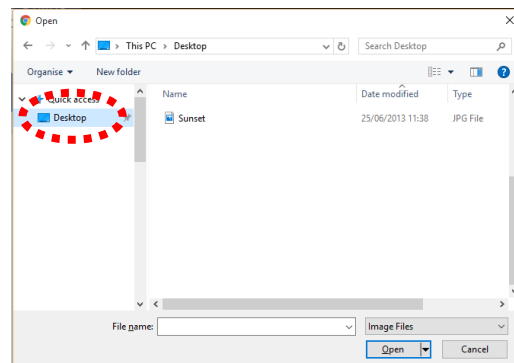
3. Click on “Picture”



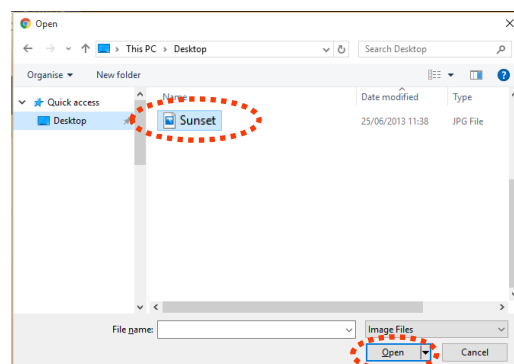
4. A box will appear, click on “Choose File”.



5. A new window will open which you can use to locate a picture to add into your document. Click on “Desktop”. Use the scroll bars to locate the file called “Sunset”.



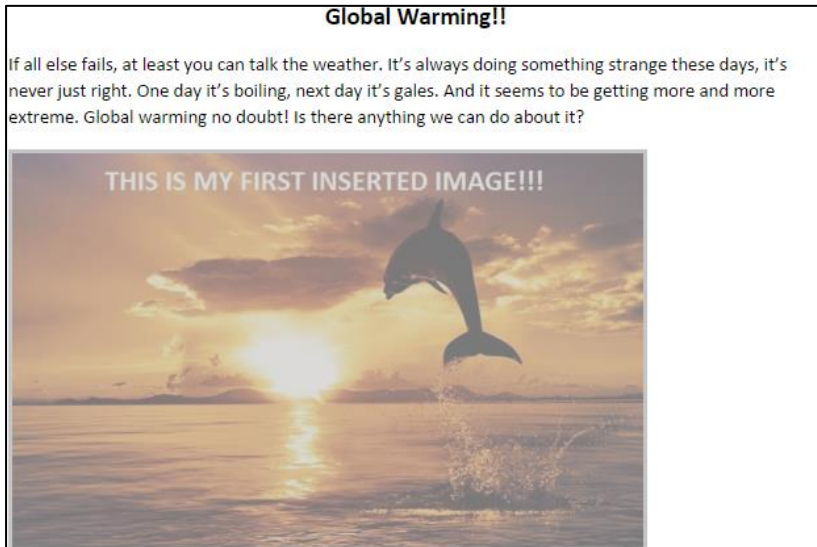
6. Click on the file and then click “Open”.



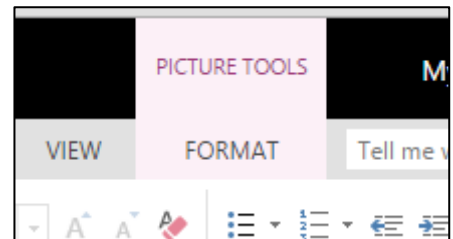
7. Back at the previous box click on “Insert”



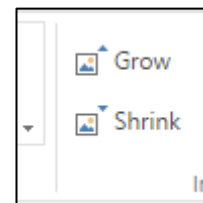
8. The image should appear at the bottom of the text like so:



9. You will notice that at the top of the page a new tab has appeared in the ribbon called “Picture Tools Format”. This will appear every time you click anywhere on the inserted image. Click on the “Picture Tools Format” tab.



10. From here you can either “Grow” or “Shrink” the image. Have a go pressing these buttons.



11. You can also change alter the size of the picture by changing the scale percentage in the box to the right of the grow and shrink buttons. Click into this box, type “30” and press the enter key.

We will examine more functions with images in the “Images In Microsoft Word” document.

Lesson 14: Exercise

1. Create a new blank document as outlined in Lesson 1. Create a letter with the same formatting as shown below.

TIP: Type everything first THEN apply the formatting you'll find it MUCH easier!

John Smith
1 Learning Street
Edinburgh
EH1 1OP
07712345678

Dear John,

Today we have been learning how to use Microsoft Office Word. It is a really useful programme for writing letters or creating documents.

We can align text so that is:

Centred

Or Right Aligned

We can also have text in **Bold**, *Italics*, or Underlined.

We can also have use different fonts like *COMIC SANS* or ~~ALGERIAN~~ to emphasise text.

You can also increase the size of text if you want to make it into a **Header**.

What's even more fun is that you can change the colour of text to be **BLUE**, **RED**, **GREEN** or **PURPLE**

Yours Sincerely

James