

## Terminology

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### Ribbon:

The top set of tabs and options for various features.

“The ribbon is a set of toolbars at the top of the window in Office programs designed to help you quickly find the commands that you need to complete a task.”

Hover over buttons for more details.

### Font:

Font styles, font size, bold, italics, underline, color.

“Customize your text using advanced font and character options to give it the exact look you want.

You can add a variety of styles and colors to your text, as well as visual effects, like strikethrough, superscript, and all caps.”

### Paragraph/Format:

Text alignment, bullets, numbers, line spacing, etc.

“Fine-tune the layout of the current paragraph, including spacing, indentation, and more.”

### Justify:

Evenly distributes text between margins.

### Line Spacing:

Adjusts the measurement between lines of texts, like single and double.

### Bullet:

Several options and styles of bullets. “Creates a bulleted list.”

### Format Painter:

Copies the format of one area to another.

## Shortcuts & Tips

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Copy:           Ctrl + C

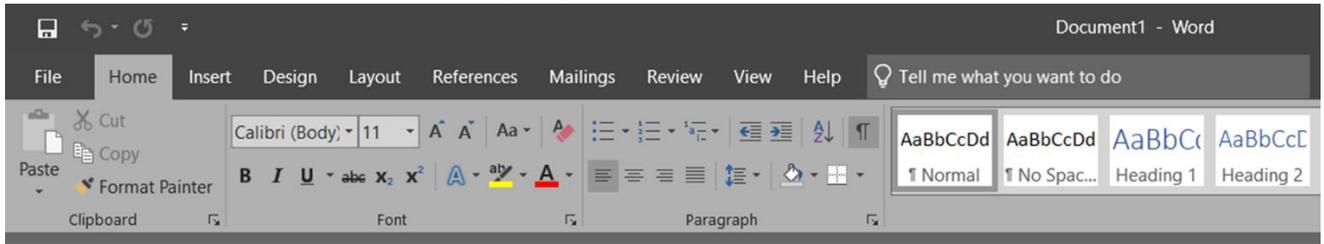
Paste:           Ctrl + V

Undo:           Ctrl + Z

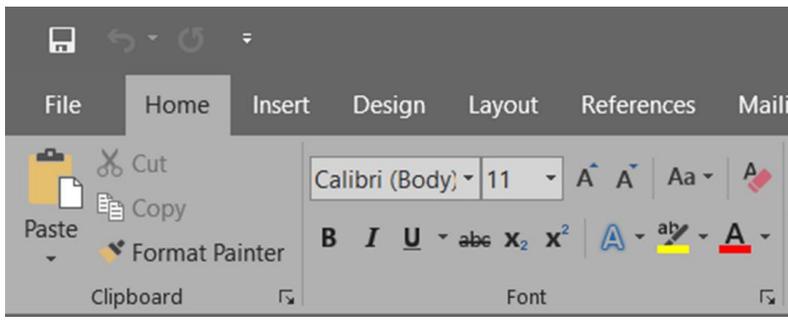
Hover over buttons on the ribbon to find descriptions of what it does.

# Ribbon

Locate features to edit, format, and adjust your document on the ribbon.



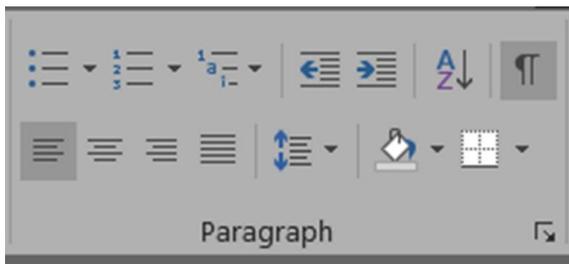
# Font



On the Font section of the Home Tab you can change and implement several features:

- Font style
- Font size
- Font color
- Highlight
- Bold
- Italics
- Underline
- Strikethrough

# Formatting/Paragraph



Align text left, center, right, or justify (even on both sides).

Adjust line spacing and indents.

Show Paragraph marks, like spaces, tabs, and new paragraphs, to help fix and finalize your formatting.

Bullets help set apart lists.

## **Copying & Pasting:**

Duplicate or move data from one area to another in your document.

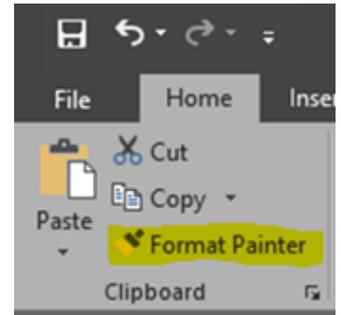
- Highlight, Right Click and copy then select where you want the data to be placed and Right Click to paste or insert. You can also relocate text by highlighting and dragging text to a new location in the document.

If you make a mistake, don't forget to click the undo arrow at the top left. Or, use ctrl + z.

## **Format Painter**

Copy existing formats to another area of your document.

- Select an area with the desired format.
- Click "Format Painter" under the Home tab on the top left.
- Highlight the area that you want to match the format.



## **Review (Spell Check)**

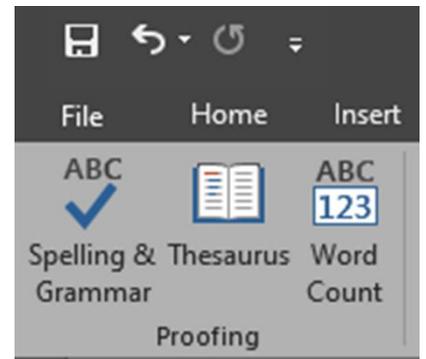
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- Red squiggly line is a flag for potential misspellings.
- Blue squiggly line is a flag for grammar issues (duplicate words, extra spaces, fragments, etc.)

Right clicking on either of these will show you suggested options.

For longer documents, it's more efficient to go to the Review tab and click Spelling & Grammar to check the entire document.

Note: sometimes the flags are incorrect, so pay attention and double check everything. Proper names and technical jargon are often not in the dictionary that Word uses.



## **Saving**

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Save As when you first start your document.

Save often after that, so you do not lose your hard work.

You can also Save As other document types like a PDF (it's best to wait until you're finished editing before you Save As a PDF).

# Printing

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Print from the File tab, take the opportunity to view the Print Preview to see the look of your document for any potential issues (like blank pages). You can adjust Margins to affect the page length of the document (Layout tab and Margins).

## Additional Resources

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### Microsoft Help Feature

Located at the top of Word or go online to <https://support.microsoft.com/en-us/word> (make sure that you are looking at articles for the version of Word that you are using. Don't know the version? Open a Word document all the way to a page (not just the application). Click File, then click Account. On the right it will tell you the version, so Word 2016, Word 2019, Word 365, etc.

### GCF Learn Free

<https://edu.gcfglobal.org/en/>

An online learning platform.

“For almost 20 years, the GCFLearnFree.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century. From Microsoft Office and email, to reading, math, and more—GCFLearnFree.org offers more than 200 topics, including more than 2,000 lessons, more than 1,000 videos, and more than 50 interactives and games, completely free.”

Video on Word: <https://www.youtube.com/watch?v=j-ZAVHk5SaU>

### LinkedIn Learning

[www.orpl.org](http://www.orpl.org)

Available with your Oak Ridge Public library card. Online, self-paced video tutorials