Highline College

Busn 216: Computer Applications for Business

M365 Video 04:
Introduction to Word, Ribbons, QAT, Navigation Tricks, Selection Tricks

1. **Word**
   Word is:
   o Program that is used when you are creating written documents like Business Letters, Research Papers. It is also used for documents that contain words and images like Flyers.

2. **Title Bar, from left to right:**
   1) QAT
   2) File name and Extension
   3) Program Name
   4) Help button
   5) Ribbon Toggle button
   6) Minimize button
   7) Maximize/Restore Down button
   8) Close button

3. **Alt + Tab**
   1) Keyboard: Alt + Tab jumps between Windows
   2) If you hold Alt and "tap" the Tab key several times, you will toggle between the various available windows.

4. **Ribbons**
   1) Contain buttons, drop-downs, textboxes, dialog launchers and more
   2) Toggle to show and hide ribbon = Ctrl + F1
   3) Modify Ribbon (Right-click ribbon)
   4) Context Sensitive Ribbons show up when you select objects such as pictures and clip art

5. **QAT**
   1) Toolbar that can be shown above or below the ribbon (right-click QAT)
   2) Add buttons from the Ribbon to the QAT (Right-click button in Ribbon)
   3) Add any button, even ones that are not in the Ribbon:
      a. Right-click QAT and point to Customize
      b. Under "Choose commands from" drop-down, select "All commands", select from list, click Add button, Click OK

6. **Typing with RAND Trick**
   1) If you type "=rand()" and then hit Enter, a few paragraphs of text will appear

7. **Non-printing characters provide good information**

1) Button in Paragraph group on Home ribbon tab
2) Keyboard toggle = Ctrl + Shift + 8
3) Non-printing characters are the KEY to understand how a Word Document is constructed!!!
4) Non-printing characters provide good information about how the file is constructed. Things like:
   a. Tabs
   b. Spaces
   c. Tables
   d. Page Breaks
   e. Section Breaks
   f. Column Breaks

8. Wordwrap
1) If you do not hit the Enter key, words in a paragraph will automatically wrap in accordance with the Margins you set (Page Setup dialog box)
2) Enter creates a new paragraph

9. Page Break
1) Page Break Jumps cursor to next page and retains the text on the new page at the top of the page, no
2) matter what is added or deleted to the document above the Page Break.
3) Keyboard = Ctrl + Enter

10. Backspace and Delete
1) Backspace deletes character to left of flashing cursor
2) Delete deletes character to right of flashing cursor

11. Navigation
1) Move One Character = Left / Right Arrow keys
2) Move One Line = Up / Down Arrow keys
3) To End of Line = End
4) To Beginning of Line = Home
5) All the way to the top = Ctrl + Home
6) All the way to the bottom = Ctrl + End

12. Selection Tricks:
1) Double-click word selects word (Triple does whole paragraph)
2) Selecting using the Selection Bar
3) Selecting nonadjacent (noncontiguous) items Keyboard = Hold Ctrl + Mouse
4) Selecting adjacent items Keyboard = Click on first, Hold Shift, Click on last
5) To select a few characters, you can hold the Shift key and tap your arrow key as many times as desired.
6) Select All Keyboard = Ctrl + A

13. Clipboard
1) Clipboard dialog launcher
2) Keyboard = Ctrl + C + C
3) You can collect items in clip board and then paste them in any order or all at once.
4) Paste All & Clear All buttons in Clipboard

14. **Paste Ctrl Smart Tags**
    1) When you Paste something, a Ctrl Smart Tag will appear that gives you options about how you want to paste. The most useful one is to "Keep Text Only". "Keep Text Only" is great when you are pasting something from the internet or Excel.

15. **Mini Toolbar**
    1) It appears when right-click. This Mini Toolbar brings some of the features from the Ribbon Tab down, closer to your cursor. In this way, if you use the Mini Toolbar, it can be faster to access features than to use the Ribbon Tab.

16. **Formatting Characters (Character Level Formatting)**
    1) Font Dialog Box shows most Character Level Formatting
        a. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
    2) Formatting is stored in the characters.
    3) Some Examples: Bold, Font, Font Size
    4) Font Size:
        a. 1 point equals about 1/72 of an inch
        b. Change Font Size 1 point Keyboard = Ctrl + [(down) or Ctrl +] (up)
    5) Change Case Keyboard = Shift + F3

17. **Formatting Paragraphs (Paragraph Level Formatting)**
    1) Paragraph Dialog Box shows most Paragraph Level Formatting (Also Bullets and Numbering)
        a. Paragraph Dialog Box Keyboard = Alt + H + P + G
    2) Formatting is stored in non-printing charter (paragraph mark). If you delete the paragraph mark or "clear the formatting" in the paragraph mark, the paragraph level formatting will go away.
    3) Some examples: Paragraph alignment Center, First Line Indent, Line Spacing, Numbering or bullets.
    4) Paragraph Formatting done to the paragraph affects the whole paragraph – therefore you do not need to highlight a whole paragraph to apply paragraph level formatting.
    5) Paragraph Level Alignment Center Keyboard = Ctrl + E

18. **Formatting Sections**
    1) You must set a section before you can apply section level formatting.
    2) To set a section: Page Layout Ribbon Tab, Page Setup group, Breaks drop-down.
    3) Examples of section level formatting: Margins, Columns, Orientation.

19. **Status Bar**
    1) Shows things like number of pages and the count of words, the zoom buttons, and the layout view.

20. **Alt Keyboard Shortcuts**
    1) In Excel, Word, PowerPoint, when you hit the Alt key, ScreenTips or "KeyTips" show up that allow you to create a keyboard shortcut form almost any action.
    2) The idea is to memorize the Alt keyboard shortcuts for actions that you do in your job every day.
    3) With most Alt keyboard shortcuts, you "tap" each key in succession. The notation that we will use in this class for an Alt keyboard shortcut is:
        i. Alt, P, S, P (Opens Page Setup dialog box)

KEYBOARD SHORTCUTS:

1. Alt + Tab
   i. Jumps between Windows
   ii. If you hold Alt and "tap" the Tab key several times, you will toggle between the various available windows.
2. Undo = Ctrl + Z
3. Re-do (Undo an Undo) = Ctrl + Y
4. Page Break = Ctrl + Enter
5. Keyboard toggle for non-printing Characters= Ctrl + Shift + 8
6. Delete character to left of flashing cursor = Backspace
7. Delete character to right of flashing cursor = Delete
8. Move One Character = Left / Right Arrow keys
9. Move One Line = Up / Down Arrow keys
10. To End of Line = End
11. To Beginning of Line = Home
12. All the way to the top = Ctrl + Home
13. All the way to the bottom = Ctrl + End
14. Selecting nonadjacent (noncontiguous) items Keyboard = Hold Ctrl + Mouse
15. Selecting adjacent items Keyboard = Click on first, Hold Shift, Click on last
16. Select All Keyboard = Ctrl + A
17. Bold = Ctrl + B
18. Underline = Ctrl + U
19. Italic = Ctrl + I
20. Insert Todays Date: Alt, N, D, Down Arrow, Enter
21. Open Page Setup dialog box = Alt, P, S, P

Keyboards not seen in video but may be useful:

22. Show Clipboard = Ctrl + C + C
23. Font Dialog Box Keyboard = Ctrl + Shift + F or Ctrl + D
24. Change Font Size 1 point Keyboard = Ctrl + [(down) or Ctrl +] (up) (Works only in Word and PowerPoint)
25. Change Case Keyboard = Shift + F3 (Works only in Word and PowerPoint)
26. Paragraph Dialog Box Keyboard = Alt + H + P + G (Works only in Word and PowerPoint)
27. Paragraph Level Alignment Center Keyboard = Ctrl + E (Works only in Word and PowerPoint)
28. Toggle to show and hide ribbon = Ctrl + F1
29. Copy Formatting Only = Ctrl + Shift + C (Works only in Word and PowerPoint)
30. Paste Formatting Only = Ctrl + Shift + V (Works only in Word and PowerPoint)