Microsoft Word 2010 – Level 1

2 – Creating a new document

CORPORATE LEARNING & DEVELOPMENT

CREATING A NEW DOCUMENT

INFOCUS

Pivotal to working successfully within Microsoft Word is having the ability to create a new document. There are several basic skills you will need to master to achieve this and these include being able to type and edit text and to also manage proofing, printing and saving the information for future use (not necessarily in that order!).

In this booklet you will:

- ✓ gain an understanding of the process of creating a document
- ✓ learn how to create a new blank document based on the default template
- ✓ learn how to type text into a document
- ✓ gain an understanding of the **Save As** dialog box
- ✓ learn how to save a new document
- ✓ learn how to type numbers into a document
- ✓ learn how to insert the current date into a document
- ✓ gain an understanding of the importance of document proofing
- ✓ learn how to check the spelling and grammar in a document
- ✓ learn how to make basic changes to text within a document
- ✓ learn how to save an existing document
- ✓ learn how to print a document
- ✓ learn how to safely close a document

CREATING DOCUMENTS IN WORD

Creating electronic documents using Word is designed to be instinctive, based on your current experience with pen and paper. You will find that the series of steps required to create a document can be kept very simple, but as you become more experienced, you will be able to incorporate an extensive range of tools and features to create professional-looking documents.

❶ Grab A 'Sheet Of Paper'

Just like creating a paper document, the initial step for creating an electronic document (whether it is a letter, a shopping list or an annual report) is to obtain a 'sheet of paper', which is just how the new document initially appears on the screen. Every document that you create in Word is based on a template, which is essentially a proforma style sheet that contains predefined settings specifying page and text formatting and layout and so on. Templates can be used time and time again, ensuring consistency across the documents being produced – this is especially important within a business.

To keep matters simple, you can use the default Word template. This template is known as the ***Normal*** template and is automatically attached to all new documents if you do not select an alternative template. If you choose to create a new document, the ***Normal*** appears as the ***Blank document*** template option in the ***New Document*** dialog box.

As you become more experienced with Word, you can create your own templates bearing logos, customised formatting, headers and footers, and so on, and use these as the proformas for your new documents instead.

❷ Type The Document Text

Once you have a blank document open within Word, you are ready to type the text. The text will be automatically formatted according to the options specified within the template attached to the document. The look and feel of the document can be easily changed at any point.

An additional bonus of creating documents using Word is that you are able to guarantee accuracy through the Spelling and Grammar checking tools.

❸ Save The Document

Once you have typed some text, it is critical to initially save the new document to ensure that the information will not be inadvertently lost. This also enables you to store the document for later use. The process of saving a document moves the information from the computer's short-term memory (also known as ***RAM***, or ***Random Access Memory***), to a source of long-term memory. This latter form of memory might be the computer's hard disk drive, a network drive or perhaps a removable and portable drive such as a memory stick.

Just like filing a paper document in a folder in a filing cabinet in your office, you will need to locate for your Word document a suitable electronic folder in the filing system of your computer or network.

When storing a document on your computer, you are additionally required to assign a name to it. This enables you to readily search for and distinguish individual files.

Once you have completed this initial save process, you will then need to regularly save any changes that you make to the document.

USING THE BLANK DOCUMENT TEMPLATE

When you want to create a letter, shopping list, annual report or anything with words in it for that matter, you will first need to create a document. All documents created in Word are based on a template. A template defines the basic layout of a document. To create a simple document, you are able to base it on the *Blank Document* template installed with Word.

Try This Yourself:

Before you begin ensure that Microsoft Word has started…

1 Click on the *File* tab to display the *Backstage view* and then click on the *New* tab

2 Ensure that *Blank document* is selected under *Available Templates*

3 Click on **[Create]** (which is located below the preview on the right side of the screen) to create a new blank document

Notice that the document is automatically assigned a name, which is displayed in the title bar

①
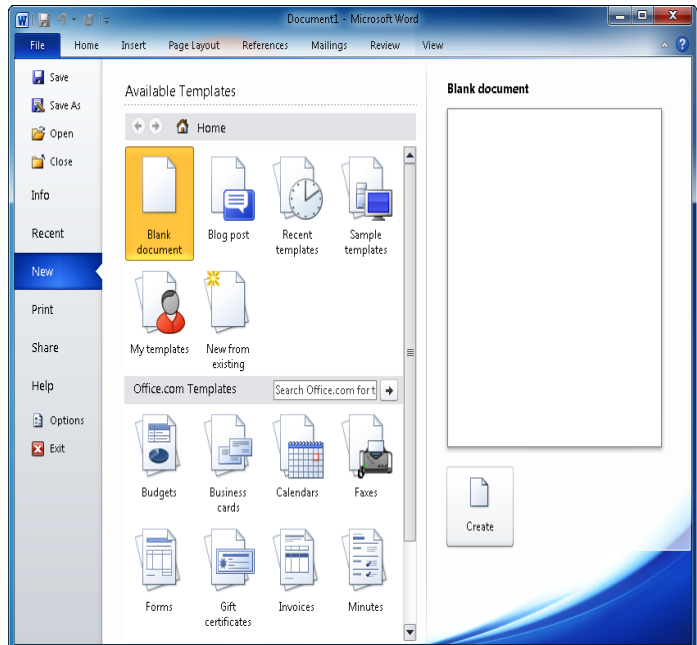
③
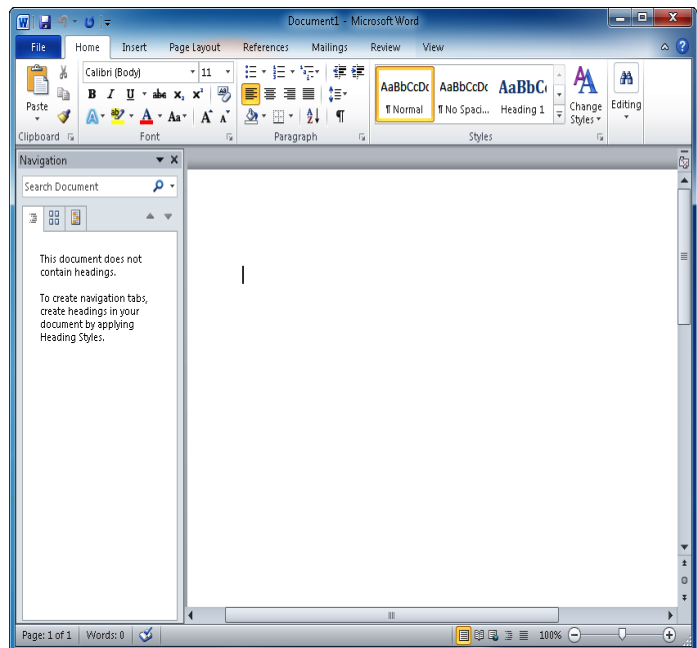
For Your Reference…

To *use* the *Blank Document template*:
1. Click on the *File* tab and then click on the *New* tab
2. Select *Blank document* in *Available Templates*
3. Click on **[Create]**

Handy to Know…

- You can also use the keyboard shortcut Ctrl + N to instantly open a new blank document based on the *Blank Document* template. This method bypasses the *Backstage view*.

TYPING TEXT

The fastest way to learn how to **type text** into a Word document is simply to start. The text will adopt the default appearance determined by the template. Changing the appearance and layout of the text can all be sorted out later. Any text that you type will appear at the **insertion point** (the small blinking black bar on your screen). So, to type, position the insertion point and type away.

Try This Yourself:

Before trying this ensure there is a blank document currently open…

1 Click in the document and then type **Housing Construction Report**

2 Press Enter to start a new line

3 Type the paragraph as shown without pressing Enter

4 Press Enter then type the second paragraph as shown

5 Press Enter to complete the paragraph and to insert a blank line at the end

1

Housing Construction Report|

2

Housing Construction Report

|

Housing Construction Report

Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last year. While the first half of the year began slowly, construction actually picked up significantly in the second half.|

3

Housing Construction Report

Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last year. While the first half of the year began slowly, construction actually picked up significantly in the second half.

Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but fine weather subsequently has allowed us to catch up.|

4

For Your Reference…

To **type text**:

1. Position the **insertion point**
2. Type the text
3. Press Enter to start a new paragraph

Handy to Know…

- The wavy red lines that might appear as you type text indicate words that are not recognised by Microsoft Word. The existence of inbuilt dictionaries enables Word to cross-reference the text that is typed into documents.

THE SAVE AS DIALOG BOX

When you have typed some text into a document, it is vital that you **save** the document if you plan to keep it. By **saving** a document, you move the information from temporary memory, to a source of more permanent memory (such as the computer's hard disk drive). To enable you to save the document, you can access and use the **Save As** dialog box, as described below.

The **Navigation pane** enables you to browse through the links and folders in your computer. The links appear at the top of the Navigation pane (as shown immediately below) and the folders are listed below the links as you can see in the second example below.
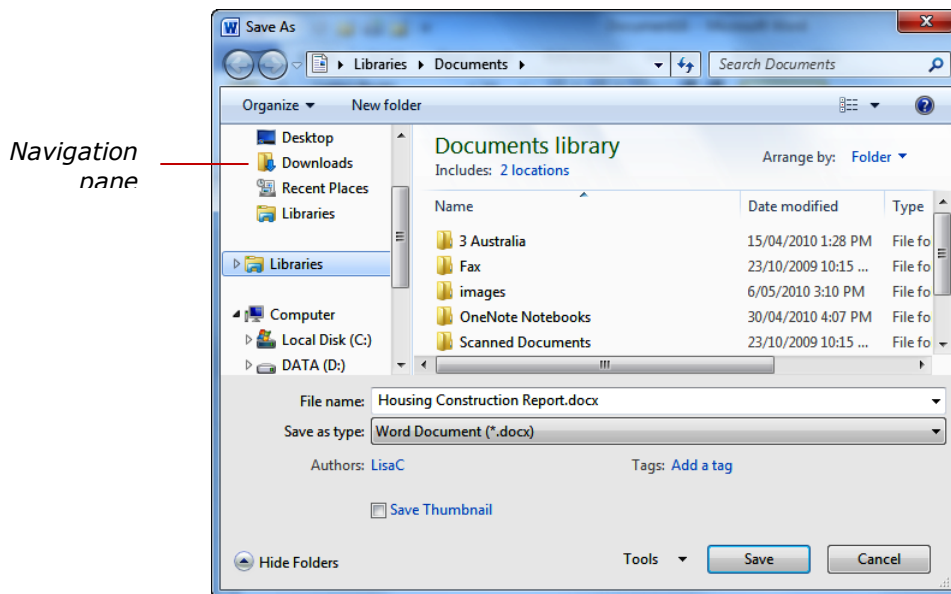
Navigation pane

When you hover over the Navigation pane, some folders will display a small white right-pointing arrow ▷ – this indicates that the folder contains subfolders. When you click on the white arrow, the folder will expand to display a hierarchy of subfolders. The arrow will change to a small black arrow ◢.

Click on a link or a folder in the Navigation pane to identify the folder in which you want to save the file. The current contents of the folder will display in the pane to the right of the dialog box.

You can also use the **Address Bar** list at the top of the dialog box to move up or down one or more levels in the folder structure if desired.

Address bar

Contents of the selected folder
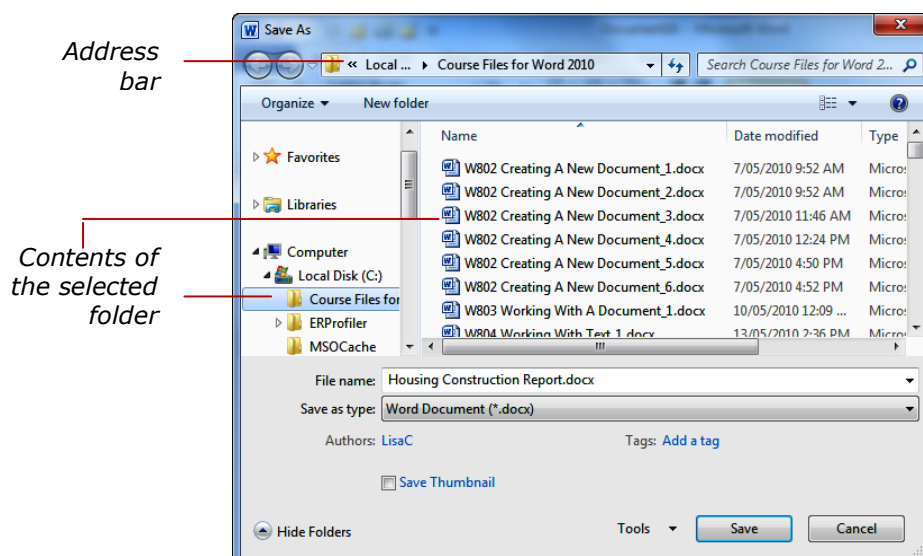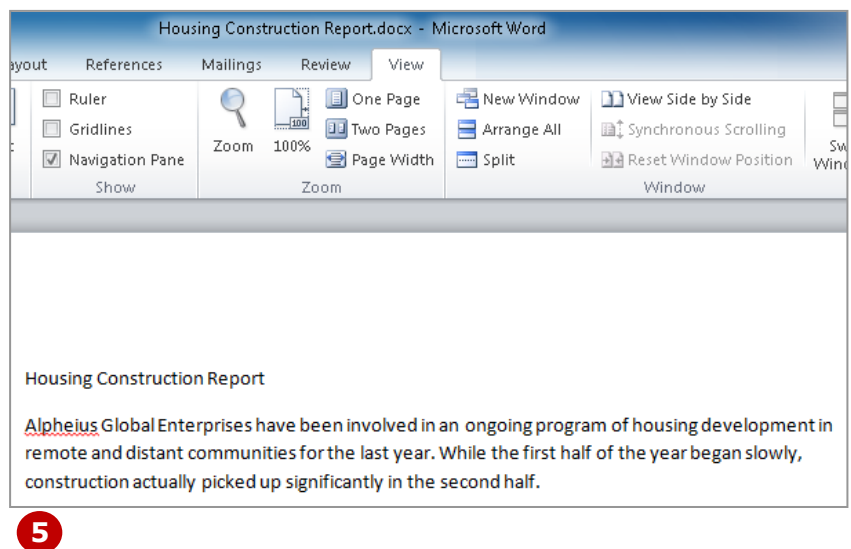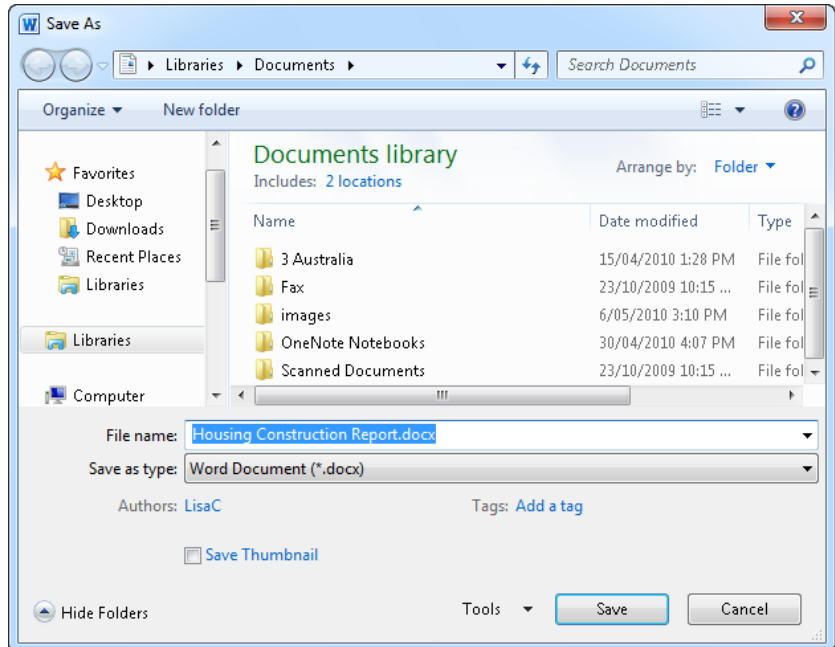
SAVING A NEW DOCUMENT

Few things are more frustrating in the world of computers than doing an hour's work and then losing it all because the computer crashes. This is one reason why it is important to save your work regularly.

Saving your work moves the information from the computer's short-term memory (known as RAM), to its long-term memory (the hard disk drive) so that you can access it again later.

Try This Yourself:

Continue using the previous file with this exercise…

1 Click on the *File* tab on the ribbon, then click on the *Save* tab to open the *Save As* dialog box

Notice how Word automatically proposes a name for the document, based on the text typed in the first line…

2 Type **Alpheius Housing Report** in *File name*

3 Click on *Local Disk (C:)* under *Computer* in the *Navigation pane* to display the folders on drive *C*

The list of folders will appear in the pane on the right…

4 Double-click on *Course Files for Word 2010* in the right pane

5 Click on **[Save]** to save the document

Notice that the new name appears in the title bar at the top of the screen

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For Your Reference…

To *save* a *new document*:
1. Click on the *File* tab and click on the *Save* tab
2. Locate the storage folder in the *Navigation pane*
3. Type a *File name* and click on **[Save]**

Handy to Know…

- You can also press the keyboard shortcut Ctrl + S or click on *Save* in the *Quick Access Toolbar* to quickly save a document.

TYPING NUMBERS

**Typing numbers** into a document is a little different to typing text because most standard keyboards offer more than one way of doing it. To enter numbers you can use either the row of **number keys** above the alphabet keys or the **numeric keypad**. If you have a lot of numbers to enter, it is usually faster to use the numeric keypad.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W802 Creating A New Document_2.docx...

1 Ensure that the insertion point is positioned at the end of the document, then type **Country** and press Tab twice

2 Type **Q1** and press Tab twice

3 Type the information as shown, pressing Tab twice between each entry to align the figures

4 Press Enter to start a new paragraph, then type the information as shown

Try using both sets of number keys on your keyboard...

5 Press Enter at the end of the last line

Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but fine weather subsequently has allowed us to catch up.

Country

1

Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but fine weather subsequently has allowed us to catch up.

Country   Q1

2

Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but fine weather subsequently has allowed us to catch up.

Country   Q1   Q2   Q3   Q4

3

Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but fine weather subsequently has allowed us to catch up.

Country	Q1	Q2	Q3	Q4
Ethiopia	167	215	310	462
Mauritania	102	136	177	255
Paraguay	117	145	188	212
Ecuador	112	177	213	277
Hungary	113	159	138	197

4

## For Your Reference...

To **type numbers**:
1. Position the insertion point
2. Type using either the alpha numeric keypad or the dedicated numeric keypad
3. Press Enter to start a new line

Handy to Know...

- The numeric keypad at the right of the keyboard is used to navigate through the document or to type numbers. The Num Lock key is used to toggle between arrows and numbers on the keypad.

INSERTING A DATE

Most documents and letters that you send are dated. To spare you the need to type the date every time you send a letter, Word has a facility for *inserting dates*. If you choose to, you can set an *inserted date* to update automatically every time you open the document. This can be a time saver if you use the same document regularly.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W802 Creating A New Document_2.docx...

1 Ensure that the cursor is positioned at the end of the document (use Ctrl and End to move there if necessary), then type **Report compiled on** and press Space

2 Click on the *Insert* tab on the ribbon

3 Click on *Date & Time* in the *Text* group to open the *Date and Time* dialog box

4 Click on the second format that includes the name of the day

5 Ensure that *Update automatically* appears without a tick

This will ensure that the date is not updated the next time this document is opened...

6 Click on **[OK]** to insert the date into the document

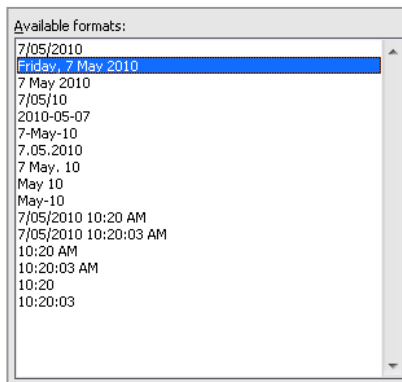**7** Type a fullstop (**.**) to complete the sentence

1

Ecuador	112	177	213	277
Hungary	113	159	138	197
Report compiled on				

3
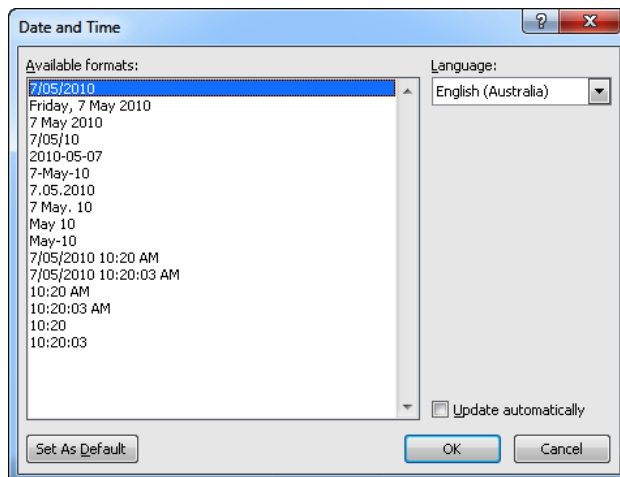
4

6

Ecuador	112	177	213	277
Hungary	113	159	138	197
Report compiled on Friday, 7 May 2010				

For Your Reference...

To *insert* a *date* into a document:
1. Position the insertion point
2. Click on the *Insert* tab then click on *Date & Time* in the *Text* group
3. Select the date format and other settings
4. Click on **[OK]**

Handy to Know...

- If you want to insert a date that always updates when you open the document, ensure that *Update automatically* is ticked in the *Date and Time* dialog box.

DOCUMENT PROOFING

Proofing a document involves checking the spelling, grammar and overall appearance of the document prior to sending or printing the information. There are several ways to proof a document, which can include doing it manually or allowing Word to check the accuracy automatically. Obviously for checking style and appearance, the old fashioned way remains the best.

Reasons For Document Proofing

The first and most obvious reason for proofing your work is an environmental one: saving paper. It is an issue that is close to all of our hearts and so is a very persuasive reason to be thorough in checking that what we print is correct. You really do not want to be printing a 100 page document, only to find that there is a spelling error in the footer on every page.

Another important reason is public perception of you and/or your company: your thoroughness and professionalism. We've all experienced reading literature that was obviously not very thoroughly proofed and contained spelling errors, missing text or erroneous information. Think about your perception, in these situations, of that company or individual. Everything you create and present is assessed by the reader, even if only subconsciously.

Methods For Document Proofing

Luckily for us, we can use technology to proof our electronic documents. This takes the hard yards and tedium out of the bulk of the work and quickly pinpoints the majority of errors.

However, technology is not bullet-proof and you should never underestimate the ability of the human eye (and brain) to proof information. For instance, consider situations where the misspelled word is still, in fact, a valid word. This may be a simple oversight involving such words as "their" and "there" which would not be detected by a computer. BUT, consider also the awful reality of incorporating the word "pubic" instead of "public" in an Annual Report and then disseminating this information corporation wide – scary, right?

This reason alone presents a strong argument for reading a document through to check the accuracy of the text. Also a good idea is to ask another person to proof-read the document – it's amazing what a fresh set of eyes will pick up.

Microsoft Word Tools For Proofing

Microsoft Word comes equipped with a comprehensive spelling and grammar checking tool. You have the option of Word highlighting spelling and grammatical issues as you type, or you might prefer to simply run a check of the document when you are finished.

Checking errors as you type enables you to save time later. Running a check at the end enables you to deal with all the spelling and grammatical issues in one hit. It's a personal choice and you can set the option to suit you.

Word is equipped with dictionaries that you can customise, or you can create your own personal dictionary. The dictionaries enable Word to crosscheck the text and in instances of detecting an 'error', Word offers you a list of suggestions generated from the dictionaries. This makes proofing and correcting your work much quicker than tediously retyping each mistake.

CHECKING SPELLING AND GRAMMAR

One of the most powerful tools in Word is the ***spelling checker*** and using it regularly before you print is an excellent work practice to get into. In this manner, you will save a lot of paper. When the spelling check is run, it highlights each instance of a misspelt word or bad grammar and usually suggests a correction. You can then accept the suggestion or make a correction of your own.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W802 Creating A New Document_3.docx...

1 Press Ctrl + Home to position the insertion point at the beginning of the document

2 Click on the ***Review*** tab on the ribbon

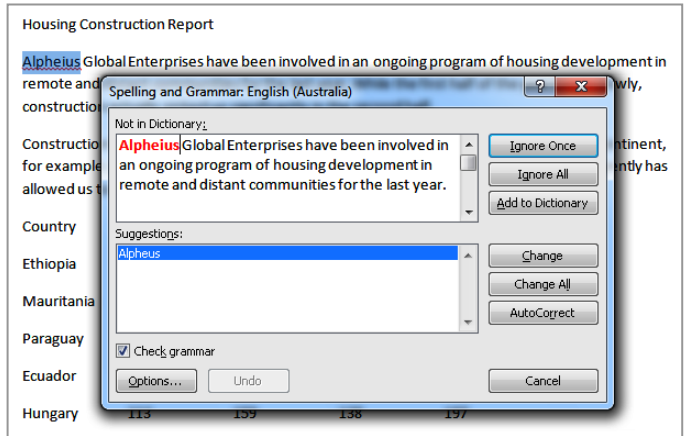**3** Click on ***Spelling & Grammar*** in the ***Proofing*** group

The Spelling and Grammar dialog box will open, displaying the first instance that Word detects as a spelling or grammatical error. In the example shown here, the company name Alpheius is not recognised by Word...

4 Click on **[Add to dictionary]**

This ensures that the word is recognised in future. If there are more errors, the next error will be displayed – the word "poor" has been misspelled...
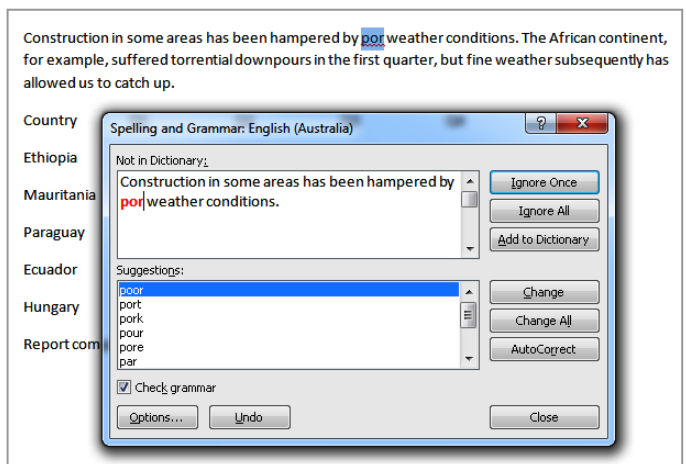
5 Click on **[Change]** to accept the highlighted suggestion

When all the errors have been reviewed, Word will advise that the spelling and grammar check is complete...

6 Click on **[OK]**

For Your Reference...

To *check* the *spelling and grammar*:

1. Click on the ***Review*** tab in the ribbon
2. Click on ***Spelling & Grammar*** in the ***Proofing*** group
3. Click on **[Add to dictionary]**, **[Change]** or **[Ignore]** to each instance then click on **[OK]**

Handy to Know...

- Word will normally also check your spelling and grammar as you type. Misspelt words will be underlined with a wavy red line and grammatical errors are highlighted with a wavy green line (you might also see a wavy blue line; this is not a spelling or grammar issue but rather an inconsistency in style).

MAKING BASIC CHANGES

It is a rare event, and truly a reason to celebrate, if you are able to type out an entire document and not make a single mistake! Luckily, **basic changes** are almost as easy to accomplish as using an eraser. Typically, as long as the insertion point is positioned in the correct place within the document, you should have no problems making basic changes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W802 Creating A New Document_4.docx...

1 Click to the left of the word **year** in the first sentence, to position the insertion point at the front of the word

> Housing Construction Report
>
> Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last year. While the first half of the year began slowly, construction actually picked up significantly in the second half.

1

2 Type **two** and press [Space]

3 Press [→] four times to move to the end of the word **year** and type the letter **s**

> Housing Construction Report
>
> Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first half of the year began slowly, construction actually picked up significantly in the second half.

3

You can also easily delete words...

4 Move the mouse pointer to the left of the word **half** in the next sentence, then click and drag across the words **half of the** to select them

> Housing Construction Report
>
> Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first half of the year began slowly, construction actually picked up significantly in the second half.

4

5 Press [Del] to delete the words

> Housing Construction Report
>
> Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second half.

5

Now let's replace a word with another...

6 Double-click on the last word in the first paragraph: **half**

> Housing Construction Report
>
> Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second half.

6

This will select the word...

7 Type **year** to replace the word

> Housing Construction Report
>
> Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second year

7

New typing will replace selected text.

For Your Reference...

To **make basic changes**:
1. Position the insertion point
2. Select or delete text if necessary
3. Type in new text if necessary

Handy to Know...

- Pressing [Del] deletes text to the right of the insertion point, while pressing [Back Space] deletes text to the left of the insertion point.

SAVING AN EXISTING DOCUMENT

Once a document has been named and saved for the first time, you can then open and close it at will and work in full confidence that, unless it is deleted, it is reasonably safe from computer crashes.

However, you must still **save** the document regularly when you are working on it, to ensure that you do not lose information that has been added in the interim.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W802 Creating A New Document_5.docx...

1 Click at the end of the heading **Housing Construction Report** to position the insertion point

2 Press `Space` and type **– 2010**

3 Click on the **File** tab to open the **Backstage view** and then click on **Save** 💾 to save the changes made up to this point

As an alternative to using the Backstage view, you can also use the Save tool on the Quick Access Toolbar. So let's make another change...

4 Double-click on the value in **Q4** for **Hungary** to select it, then type **256**

5 Click on **Save** 💾 on the **Quick Access Toolbar** to save the document again

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Housing Construction Report

Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second year.

1

Housing Construction Report – 2010

Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second year.

2

Housing Construction Report – 2010

Alpheius Global Enterprises have been involved in an ongoing program of housing development in remote and distant communities for the last two years. While the first year began slowly, construction actually picked up significantly in the second year.

Construction in some areas has been hampered by poor weather conditions. The African continent, for example, suffered torrential downpours in the first quarter, but fine weather subsequently has allowed us to catch up.

Country	Q1	Q2	Q3	Q4
Ethiopia	167	215	310	462
Mauritania	102	136	177	255
Paraguay	117	145	188	212
Ecuador	112	177	213	277
Hungary	113	159	138	256

Report compiled on Friday, 7 May 2010.

4

For Your Reference...

To **save an existing document**:
1. Click on the **File** tab and then click on **Save**
   or
   Click on **Save** 💾 in the **Quick Access Toolbar**

Handy to Know...

- You can also use the keyboard shortcut `Ctrl` + `S` to save your changes quickly.

PRINTING A DOCUMENT

Word gives you a lot of control over what and how much to print, as well as enabling you to select the printer to use. But, before you print your document, ensure you thoroughly check the preview of your document – which is conveniently included to the right of the print options in the *Backstage view* – to make sure the content, layout, grammar and spelling are all correct.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W802 Creating A New Document_6.docx...

1 Click on the *File* tab to display *Backstage view*, then click on the *Print* tab to see the printing options

The available print options will depend on the make and model of printer that you are using...

**2** Click on the *up spinner arrow* ▲ for *Copies* to change it to *2*

3 Click on the drop arrow ▼ for *Printer* to see a list of devices

4 Select a printer from the list

5 Click on *Collated*

Notice that Collated is selected by default. This option is useful when you print several copies of a multiple paged document…
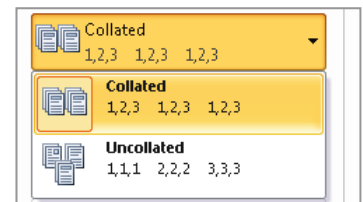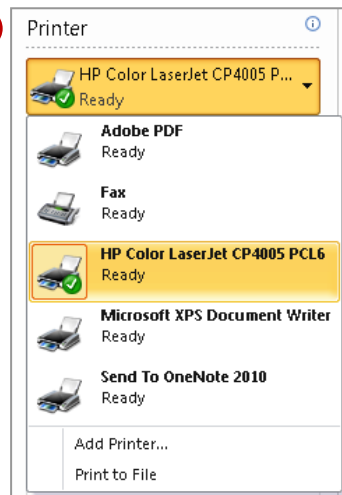
6 Click on *[Print]* to print the pages or click on the *Home* tab to return to the document if you want to conserve paper ☺
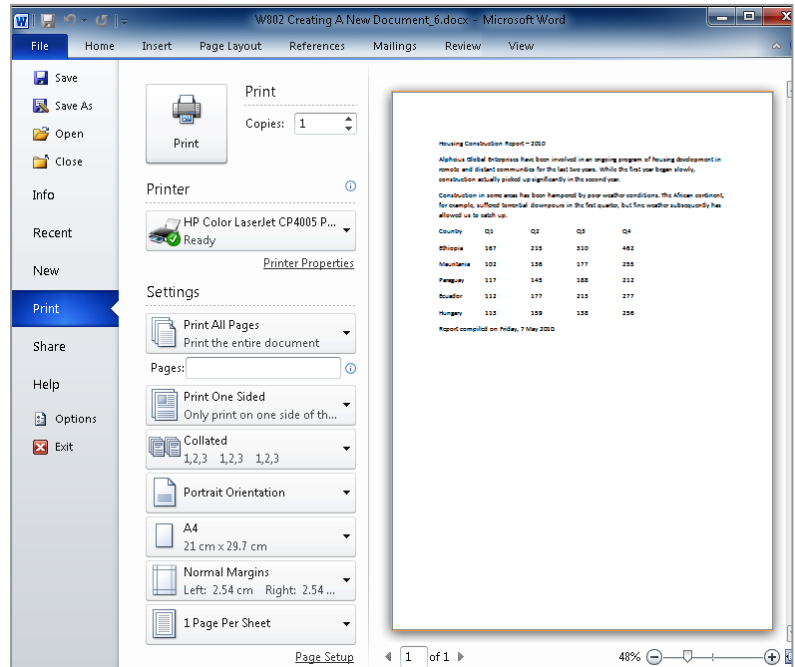
① ③ ⑤

You can quickly display the Print tab of the Backstage by pressing the keyboard shortcut Ctrl + P.

For Your Reference…

To *print* a *document*:

1. Click on the *File* tab, then click on the *Print* tab
2. Select a printer
3. Nominate the *Pages* to print and the number of *Copies*
4. Click on *[Print]*

Handy to Know…

• You can preview each page in a multi-page document by clicking on *Next Page* ▶ which is located beneath the preview pane. You can change the magnification of the preview pane by dragging the zoom slider. If you see a change you need to make before you print, click on the *Home* tab to exit the *Backstage*.

SAFELY CLOSING A DOCUMENT

When you have finished working on a document, it should be *safely closed*. Exiting Word is not a safe method for closing documents. It is strongly recommended that you close each file independently and then exit Word if you have finished with the application.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W802 Creating A New Document_6.docx...

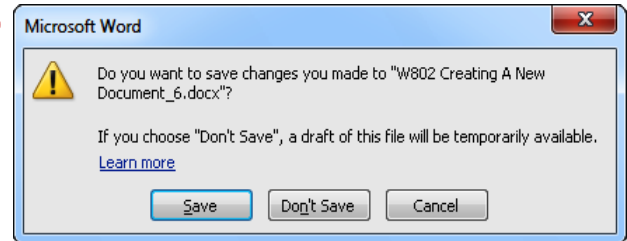**1** Click on the *File* tab to display *Backstage view*, then click on *Close* 📁

If you have not saved your work, you will be prompted to do so. And here you have a choice…

2 If you want to save the changes that you've made to the file, click on **[Save]** to close the document

If you want to close the document without saving your changes, click on **[Don't Save]**

Although you elected to not save your changes, Microsoft Word will retain the latest autosaved version of the file in case you change your mind. This is no substitute for saving your work, however, as Word only creates autosave versions at the intervals specified in the Options and the latest autosaved files are only retained for a maximum of four days

1

Microsoft Word

Do you want to save changes you made to "W802 Creating A New Document_6.docx"?

If you choose "Don't Save", a draft of this file will be temporarily available.

Learn more

[Save] [Don't Save] [Cancel]

For Your Reference…

To *close* a *document*:
1. Click on the *File* tab to display *Backstage view*, then click on *Close* 📁
2. Save changes as desired

Handy to Know…

- You can access the last autosaved draft of your document under *Versions* in the *Info* tab of the *Backstage View*. Autosaved drafts are kept for *four* days only after creation or until you next modify the file, whichever is earlier.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Creating a new document** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.

- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet

- read computer magazines - there are often useful articles about specific techniques

- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt

- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others

- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way

- and of course, there are also more courses and booklets for you to work through

- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**