Microsoft Word 2010 – Level 1

4 – Working with a document

CORPORATE LEARNING & DEVELOPMENT

WORKING WITH A DOCUMENT

Whenever you use Word to work with a report, letter, book or the like, you are working with what is known as a *document*.

Documents are the actual repositories of what you type: your data. There are fundamental skills that you will require to successfully work with documents.

In this booklet you will:

- ✓ gain an understanding of the *Open* dialog box
- ✓ learn how to open an existing document
- ✓ learn how to navigate a document using the keyboard
- ✓ learn how to scroll through a document
- ✓ learn how to change the zoom level for a document
- ✓ learn how to view and hide the ruler
- ✓ learn how to show or hide the paragraph marks in a document
- ✓ learn how to count the number of words in a document

THE OPEN DIALOG BOX

To access those documents that have previously been created and saved on your computer, or network (or other storage device), you will need to be able to access and use the **Open** dialog box. To access the **Open** dialog box, click on the **File** tab and click on **Open**. The options available in the dialog box are explained below.
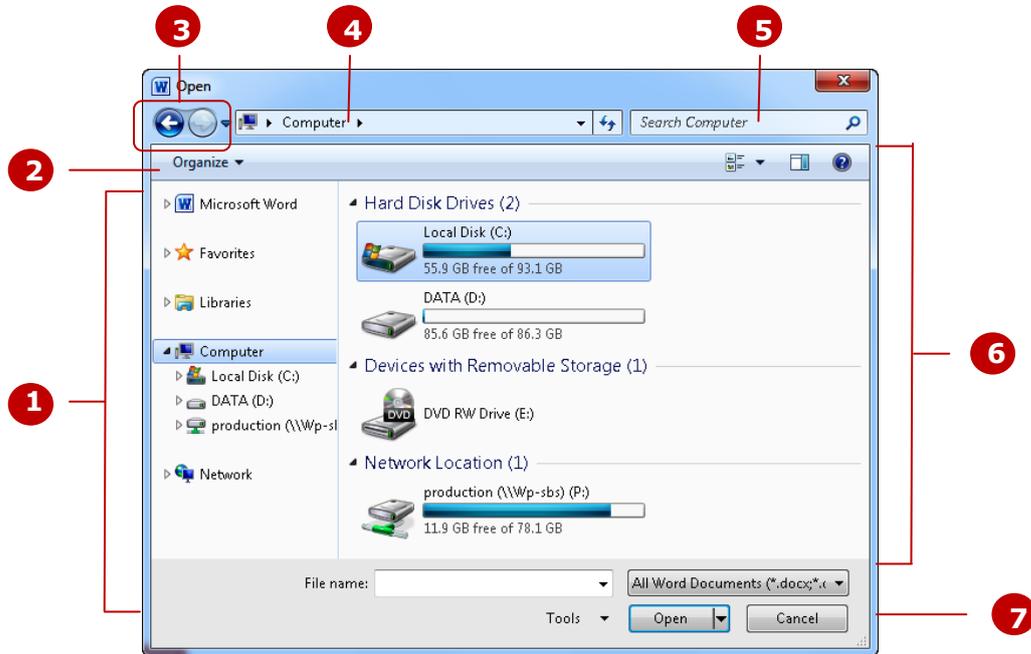
The Open Dialog Box Options

1 The **Navigation Pane** lists the storage devices available to you and displays the folders and subfolders contained within these. There are two parts to this pane; a list of **Favourite Links** and **Libraries** in the top half of the pane and a list of all **Folders** in the lower half. You can use the **Navigation Pane** to browse through the available folders and subfolders to locate the required document. Click on the arrows to expand (▷) and collapse (◢) the folder hierarchy, thereby displaying and hiding the hierarchy *within* folders. Click on a folder name to display the folder's contents in the **File List** pane (see **6** below) on the right side of the dialog box.

2 The **Toolbar** buttons enable you to control the display and organisation of the files displayed in the dialog box. For instance, you can move and rename files using the **Organise** tool, or you can change the **File List** to display the files as icons instead of as a list.

3 When you display the **Open** dialog box and click on a folder in the **Navigation pane** in search of a file, the folders that you click on are recorded in the background. The **Back** button enables you to backtrack through the previously visited folders and the **Forward** button then enables you to move forward through them again.

4 The **Address Bar** displays the file path location of the files that are currently displayed in the **File List** pane.

5 The **Search box** enables you to use search criteria to locate a file. This criteria can be based on file name, file type or author, for instance, and can incorporate Boolean filters (e.g. AND, NOT, OR etc) for more advanced searching.

6 The **File List** pane displays a list of files and subfolders contained within the folder currently selected in the **Navigation pane**. You can double-click on a folder or file in this list to open it.

7 In this area at the bottom of the dialog box, there are a number of options. The **File name** field displays the selected file's name. You can click on the drop arrow to display a list of files recently opened. The **Tools** option lists a selection of additional tools related to the dialog box. Click on **[Open]** to open the file displayed in **File name** or **[Cancel]** to close the dialog box without opening a file.

OPENING AN EXISTING DOCUMENT

There are a number of ways to open an existing document, such as double-clicking on the icon of the file in **Windows Explorer** or by clicking on the **Office Start** button and using the **Recent** list

which is displayed by hovering over the application name in the Office menu. But, if you have Word already open, the easiest method for opening an existing document is via the **Open** dialog box.

Try This Yourself:

Before starting ensure that Word 2010 has started…

1 Click on the **File** tab to display the **Backstage view**, then click on **Open** 📂 to open the **Open** dialog box
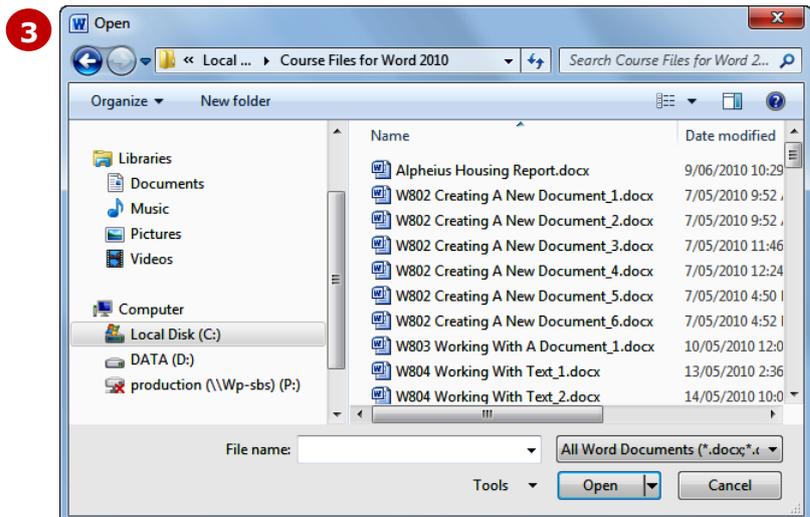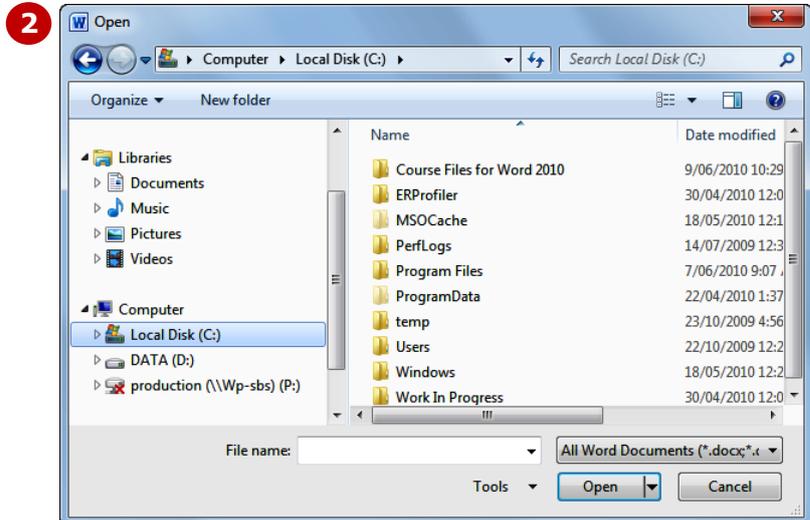
2 Double-click on **Local Disk (C:)** under **Computer** or its equivalent in the file list

The contents of the hard drive will be displayed in the File list...

3 Double-click on **Course Files for Word 2010** to display its contents

This is the folder where the files for this course are found…

4 Click on **W803 Working With A Document_1.docx**, then click on **[Open]** to open it

For Your Reference…

To **open** an **existing document**:
1. Click on the **File** tab, then click on **Open** 📂
2. Locate the required folder in the **Folder list**
3. Click on the required file in the **File list**
4. Click on **[Open]**

Handy to Know…

- You can also use the keyboard shortcut `Ctrl` + `O` to display the **Open** dialog box.
- To open a document that you have used recently from within Microsoft Word, click on the **Recent** tab in the **Backstage view** and select the document from the **Recent Documents** list.

NAVIGATING WITH THE KEYBOARD

There are a number of different methods that you can use to navigate a Word document. For example, you can use the mouse, scroll bars and the **Navigation pane**. But one of the quickest methods that you can use is **keyboard shortcuts**. Using a set of keyboard shortcuts you can move all around a document as you will see in this exercise.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W803 Working With A Document_1.docx...

1 Hold down `Ctrl` and press `End` to move to the end of the document

2 Press `Ctrl` + `Home` to move to the start of the document

3 Press `Ctrl` + `Pg Dn` to move to the next page

4 Press `Ctrl` + `Pg Up` to move to the previous page

5 Press `Ctrl` + `↓` five times to move down five paragraphs

6 Press `End` to move to the end of the current line

7 Press `Home` to move to the start of the current line

8 Press `Ctrl` + `→` to move the insertion point right to the next word

9 Press `Ctrl` + `Home` to move to the start of the document again

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1 geographic boundaries and that could operate in a truly global race, religion or creed.

And Enterprises is used to bring home the point that the compa interest, ranging from manufacturing, through to the provision

2 Alpheius Global Enterprises

Life is for one generation; a good name is forever – Japanese pr

3 All three founders share remarkably similar backgrounds.

They were all nominally born on Tuesday, February 29, 1972. W was the day that all three were left as very tiny, new-born babi run by the Holy Sisters of Divine Benevolence. The very peculia the steps of the orphanage in Clonmel, Ireland, Aaron on the st

5 The company began out of the desire to offer eco-friendly prod a responsible, corporate way.

The company is neither fully private, nor public. It has been floa where employees, suppliers, and customers, can elect to purch on June 30, a dividend is paid to internal company shareholder

6 re to offer eco-friendly products and services, and to do so in

e, nor public. It has been floated on its own intra-exchange, ustomers, can elect to purchase company shares. Each year, ernal company shareholders based on company profits for

8 The company began out of the desire to offer eco-friendly prod a responsible, corporate way.

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For Your Reference...

To **navigate** with the **keyboard**, press:

- `Ctrl` + `Home` or `Ctrl` + `End` to move to the start or end of the document, respectively
- `End` or `Home` to move to the start or end of the current line, respectively
- `Ctrl` + `Pg Dn` or `Ctrl` + `Pg Up` to move to the next or previous page, respectively

Handy to Know...

- To obtain a list of keyboard shortcuts available in Word, click on **Help** in the upper right corner of the ribbon, then type **keyboard shortcuts** in **Search** and press `Enter`.

SCROLLING THROUGH A DOCUMENT

Another easy method for scrolling through a longer document is to use the mouse and the **scroll bar**. The scroll bar, which is located on the right side of the document window, comprises several buttons: a long grey **slider** button, an **up** and **down** **scrolling arrow**, and a **next** and **previous** **page** button.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file W803 Working With A Document_1.docx...

1   Ensure the insertion point is at the top of the document – the status bar shows you are on page 1 of 4

2   Click on **Select Browse Object** ⊙ at the bottom of the scroll bar and select **Browse by Page** 🗋

3   Click once on the **Next Page** button ⊽ to move to the next page – notice the page number indicator in the status bar has changed

4   Click once on the **Previous Page** button ⊼ to move back a page

5   Click several times on the **down arrow** ▼ at the base of the scroll bar – notice that you can no longer see the insertion point, as it remains at the top of the document

6   Click on the **up arrow** ▲ until the screen stops scrolling – you should now see the top of the document

7   Move the mouse pointer onto the **slider** button 🮠, hold down the left mouse button – a tip box indicates the current page

8   Continue to hold down the left mouse button and drag the **slider** button down until you get to the bottom of the scroll bar – this is the bottom of the document

9   Drag the slider button up, until you get to the top of the document
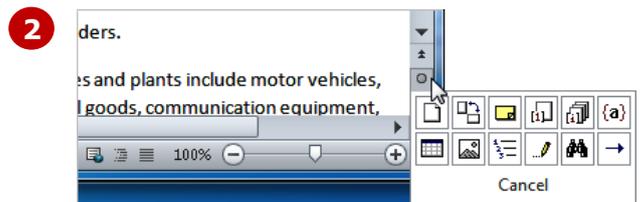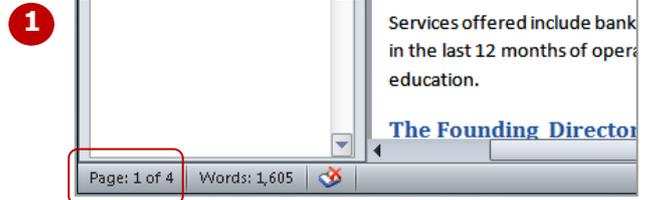
If you don't select Browse by Page, the Next and Previous Page buttons may browse to a different object type, such as Next Graphic or Next Table
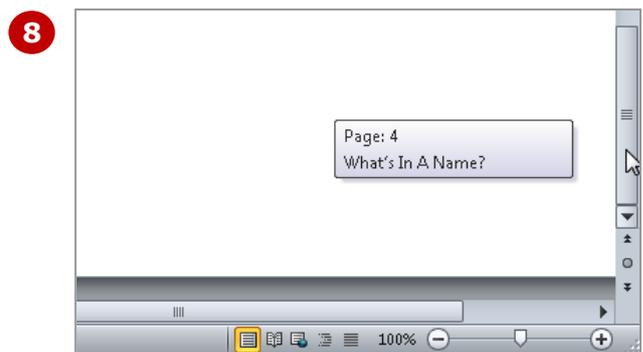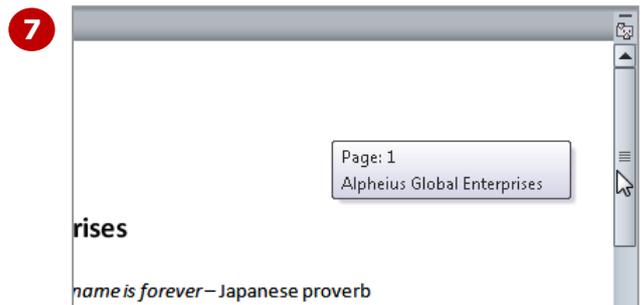
For Your Reference...

To **scroll**:
- **Up** and **down** – use the up and down arrows on the **vertical scroll bar**
- **Page by page** – use the **Scroll Down** and **Scroll Up** buttons at the base of the scroll bar
- **Quickly**: drag the **slider** button up or down

Handy to Know...

- The slider button changes length depending on the number of pages in the document and the zoom factor that you are working at – the more pages and the greater the zoom, the smaller the slider button.
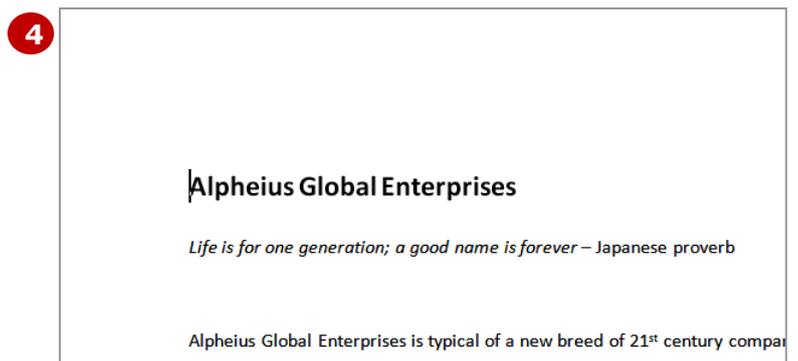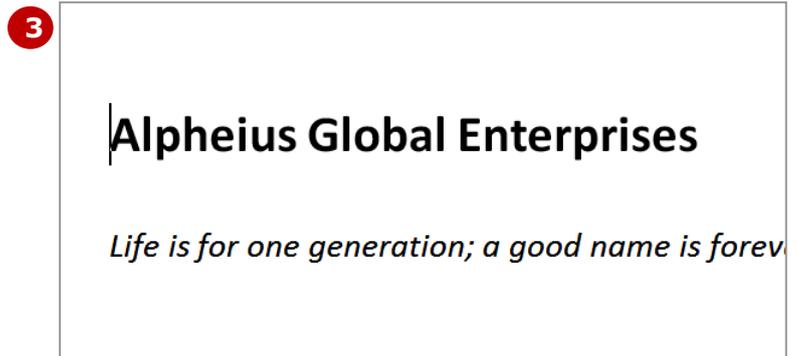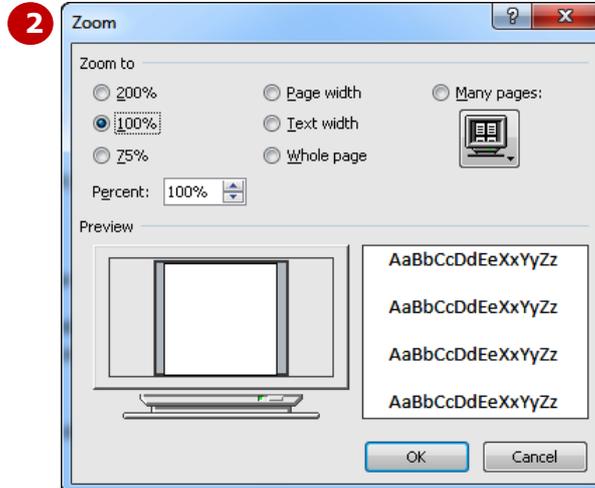
PAGE ZOOMING

In Word it is possible to *zoom* a document – zooming simply means making the document larger or smaller on the screen. When you *zoom in* on a page, you increase the size of the contents of the page – text, images, tables etc. When you *zoom out*, you reduce the size of the pages, thereby enabling you to see more of the document on the screen, but not as detailed.

Try This Yourself:

Open File | *Before starting this exercise you MUST open the file W803 Working With A Document_1.docx...*

1 Ensure that you are at the top of the document and that the *View* tab on the ribbon is selected

2 Click on *Zoom* 🔍 in the *Zoom* group to display the *Zoom* dialog box

3 Click on *200%* in *Zoom to* then click on **[OK]**

The document will be magnified to 200%...

4 Click on *Zoom* 🔍 in the *Zoom* group to display the *Zoom* dialog box again

5 Click on *Page Width* in *Zoom to* then click on **[OK]**

Now the document is sized so that each page is as wide as the screen...

6 Repeat steps *4* and *5* to change the zoom to *100%*

2 Zoom dialog box
3 Alpheius Global Enterprises — *Life is for one generation; a good name is forev*
4 Alpheius Global Enterprises — *Life is for one generation; a good name is forever – Japanese proverb* — Alpheius Global Enterprises is typical of a new breed of 21st century compan

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For Your Reference…

To *zoom in* and *out* of a page:
1. Click on the *View* tab on the ribbon
2. Click on *Zoom* in the *Zoom* group
3. Click on the scale required
4. Click on **[OK]**

Handy to Know…

- To quickly zoom, you can use the *Zoom* options in the bottom right corner of the screen. Either drag the *Zoom* slider 🔽 or click on *Zoom Out* ⊖ or *Zoom In* ⊕ to adjust the scale. Alternatively, click on the current zoom level 100% to display the *Zoom* dialog box.

VIEWING THE RULER

The Microsoft Word *ruler* can be displayed both along the top and down the left side of the document window. The *ruler* can be used to set tabs, indents and margins within the document and it is also a useful visual aid for lining up objects, such as graphics, within the document. However, you do not necessarily have to *display the ruler* and it is easily switched on and off.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W803 Working With A Document_1.docx...

1 Ensure that the *View* tab on the ribbon is selected

By default the rulers are not displayed...

2 Click on *Ruler* in the *Show* group until it appears with a tick

The horizontal and vertical rulers will appear on the screen. You can also use the View Ruler tool to quickly show and hide the rulers...
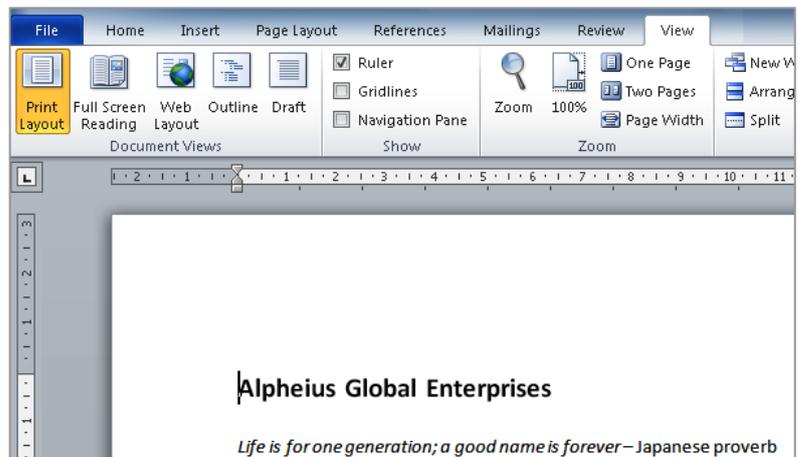
3 Click on the *View Ruler* tool 🖼, which is located at the top of the vertical scroll bar

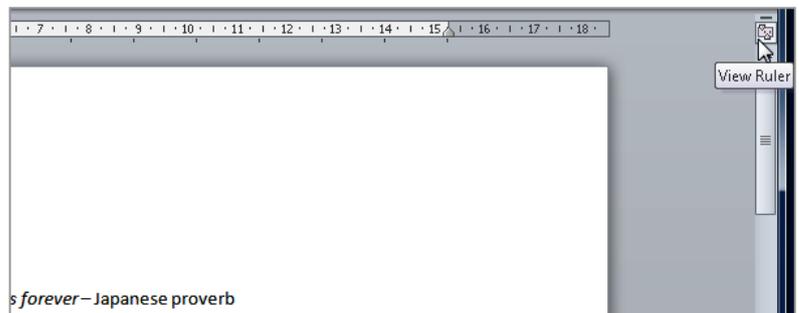*The rulers will no longer appear on the screen. Clicking will alternate between hiding and showing the rulers…*

4 Use either method above to display the rulers again

1

2

Alpheius Global Enterprises

Life is for one generation; a good name is forever – Japanese proverb

3

View Ruler

s forever – Japanese proverb

For Your Reference…

To *view* the *rulers*:
1. Click on the *View* tab of the ribbon
2. Click on *Ruler* in the *Show* group until it appears with a tick

Handy to Know…

- It is also possible to deactivate the vertical ruler, thereby overriding the above options. To de/reactivate the vertical ruler, click on the *File* tab to display the *Backstage* and then click on *Options*. Select *Advanced* and then click on *Show vertical ruler in Print Layout view* under *Display*.

SHOWING PARAGRAPH MARKS

Word documents contain special *marks*, or *symbols*, which define the different keyboard buttons used to create that document's layout. For instance, every time you press [Enter], you are instructing Word to begin a new paragraph. Word indicates this action by inserting a *paragraph end mark*: ¶. You can choose to display or hide these formatting marks as you work.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file **W803 Working With A Document_1.docx**...

1 Click on the *Home* tab on the ribbon

When paragraph marks are not being shown, the Show/Hide tool is not highlighted...

2 Click on *Show/Hide* [Enter] in the *Paragraph* group to display the formatting symbols

Notice that the end of each paragraph is indicated by a ¶ symbol, whereas the spaces in the document (inserted when you press [¶]) are indicated with a dot...
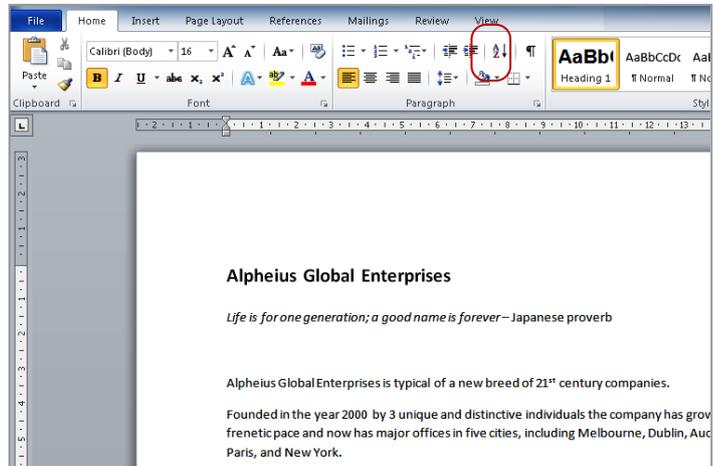

3 Click on *Show/Hide* [¶] in the *Paragraph* group again to hide the paragraph marks

You can also use a keyboard shortcut to display and hide paragraph marks...
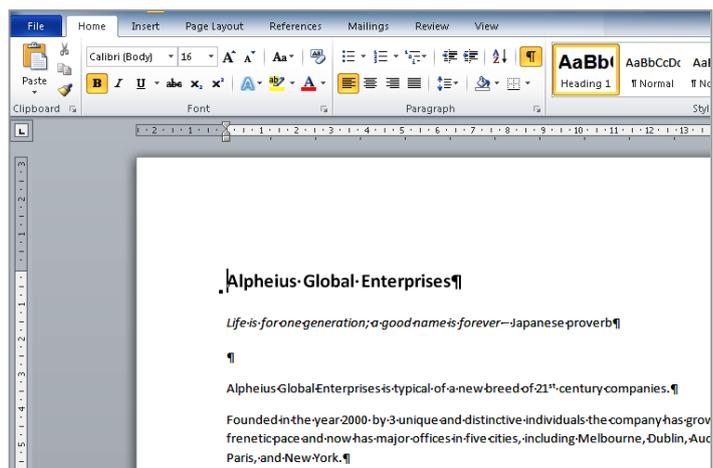
4 Press [Space] + [¶] + [Ctrl] to display the paragraph marks

5 Repeat step *4* to hide the marks again

For Your Reference...

To *show paragraph marks*:
1. Click on the *Home* tab on the ribbon
2. Click on *Show/Hide* [Shift] in the *Paragraph* group

Handy to Know...

- You can choose to always display paragraph marks on your screen, overriding the above instructions. Click on the *File* tab to display the *Backstage* and then click on *Options*. Select *Display* and then tick *Paragraph marks* under *Always show these formatting marks on the screen*.

COUNTING WORDS

If you need to know how many words are in your document, for instance if you need to write a 10,000 word essay, Microsoft Word can **count the words** for you. Word can also **count** the number of pages, paragraphs and lines in your document, as well as the number of characters; including spaces or not including spaces.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W803 Working With A Document_1.docx...

1 Click on the **Review** tab on the ribbon

2 Click on **Word Count** in the **Proofing** group to display the **Word Count** dialog box

There are 1,605 words in this document. You can also track the words as you type...

3 Click on **[Close]** to close the **Word Count** dialog box

4 Look at the left side of the status bar – you will see that the number of words is displayed here

Let's add some words...

5 Press Ctrl + End to move to the end of the document and type **Any project would be considered.**

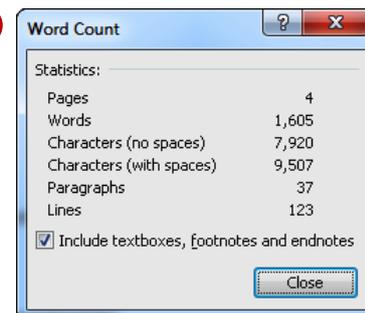*The word count has adjusted to display the new tally. You can also count selected words...*

6 Click and drag over the last sentence to select it – the word count now displays: **5/1,610**

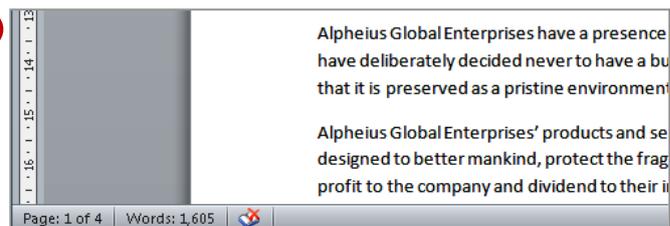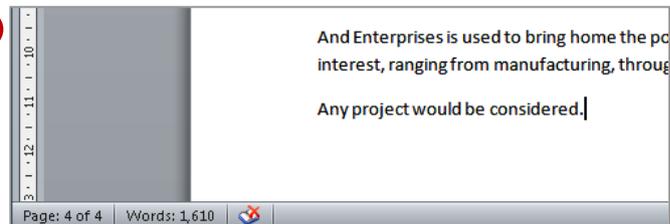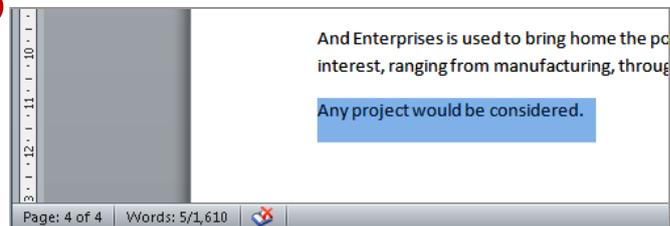*This means that you have selected five of the 1610 words in the document*

For Your Reference...

To **perform** a **word count**:
1. Click on the **Review** tab on the ribbon
2. Click on **Word Count** in the **Proofing** group

Handy to Know...

- To count the number of words in a text box, you will need to select them and then check the word count displayed in the status bar.
- Click on **Include textboxes, footnotes and endnotes** in the **Word Count** dialog box for an extended count of words.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with a 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**