

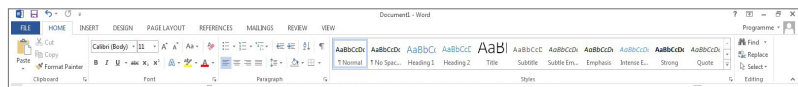
Word Processing

This quick reference is for Microsoft Word 2013 on Windows 7

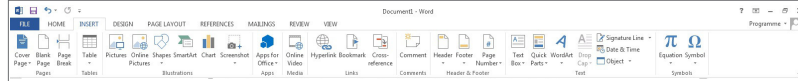
Quick Reference

Word 2013 Tabs

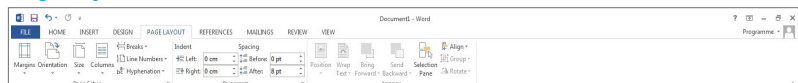
Home



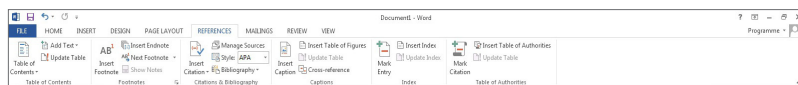
Insert



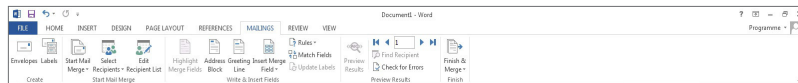
Page Layout



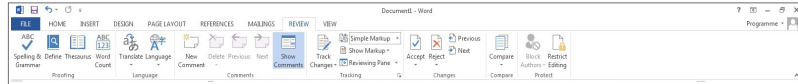
References



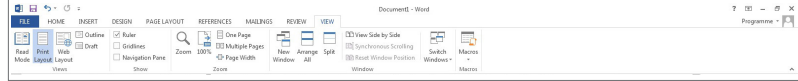
Mailings



Review



View



Certification Test Goals

This module sets out essential concepts and skills relating to the ability to use a word processing application to create everyday letters and documents.

Successful candidates will be able to:

- Work with documents and save them in different file formats.
- Choose built-in options such as the Help function to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.
- Insert tables, images and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before finally printing documents.

Keyboard Shortcuts

General

Open a document	Ctrl+O
Save a document	Ctrl+S
Print a document	Ctrl+P
Close a document	Ctrl+W
Undo	Ctrl+Z
Redo or Repeat	Ctrl+Y
Help	F1
Switch between apps	Alt+Tab

Navigation

Up one screen	Page Up
Down one screen	Page Down
Beginning of line	Home
End of line	End
Beginning of a document	Ctrl+Home
End of a document	Ctrl+End

Editing

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

Formatting

Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U

1 Using the Application

1.1 Working with Documents

- 1.1.1 **Open a word processing application.**
 - Click the **Start** button.
 - Select **All Programs**.
 - Click **Microsoft Word 2013**.
- 1.1.1 **Close a word processing application.**
 - Click the 'x' icon on the top right of the window.
- 1.1.1 **Open documents.**
 - On the **File** tab, click **Open**.
 - Click Computer if required, then click **Browse**.
 - Navigate to the document(s) to open and click **Open**.
- 1.1.1 **Close documents**
 - On the **File** tab, click **Close**.
- 1.1.2 **Create a new document based on default template.**
 - On the **File** tab, click **New**.
 - Double-click **Blank Document**.
- 1.1.2 **Create a new document based on other available template like: memo, fax, agenda.**
 - On the **File** tab, click **New**.
 - Enter **Memo** in the **Search** box.
 - Select the memo template required and double-click the template.

1.1.3 Save a document to a location on a drive.

- On the **File** tab, click **Save**.
- Click **Computer** if required, then click **Browse**.
- Enter a file name in the **File name** box and navigate to the location required.
- Click **Save**.

1.1.3 Save a document under another name to a location on a drive.

- On the **File** tab, click **Save As**.
- Click **Computer** if required, then click **Browse**.
- Enter a new file name over the existing file name and navigate to the location required.
- Click **Save**.

1.1.4 Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number

- On the **File** tab, click **Save As**.
- Click **Computer** if required, then click **Browse**.
- Click on the **Save** as type drop-down list and click a file type.
- Click **Save**.

1.1.5 Switch between open documents.

- On the **View** tab, in the **Window** group, click the **Switch Windows** button.
- Click the name of the document to switch to.

1.2 Enhancing Productivity

1.2.1 Set basic options/preferences in the application: user name.

- On the **File** tab, click **Options**.
- On the **General** tab, enter a user name in the **User name** box.
- Click **OK**.

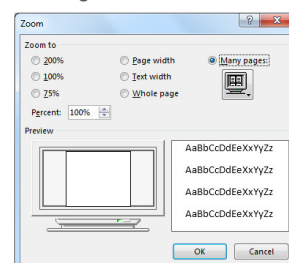
1.2.1 Set basic options/preferences in the application: default folder to open, save documents.

- On the **File** tab, click **Options**.
- On the **Save** tab, enter a default file location in the **Default file location** box.
- Click **OK**.

1.2.2 Use available Help functions.

- Click the **Help** button ? on the top right of the ribbon.

1.2.3 Use magnification/zoom tools.



- On the **View** tab, in the **Zoom** group, click the **Zoom** button.
- Check the required magnification check box or click the **Percent** box and enter the magnification required.
- Click **OK**.

1.2.4 Restore, minimize the ribbon.

- Double-click any tab to minimise the ribbon.
- Double-click any tab again to restore the ribbon.

2 Document Creation

2.1 Enter Text

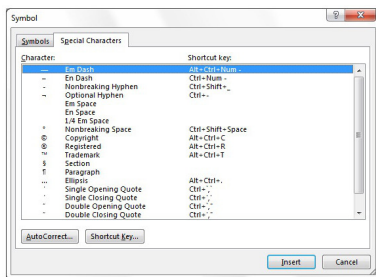
2.1.1 Switch between page view modes.

- On the **View** tab, in the **Views** group, click a view mode.
- Print Layout** view shows how a document will look when printed.
- Read Mode** view shows the document at a size that is suitable for reading.
- Web Layout** view shows how a document will look in a web browser.
- Outline** view shows the structure of the document as nested levels of headings and body text.
- Draft** view shows the content of a document with a simplified layout

2.1.2 Enter text into a document.

- Click the document window.
- Enter the text.

2.1.3 Insert symbols or special characters like: ©, ®, TM.



- On the **Insert** tab, in the **Symbols** group, click the **Symbol** button.
- Click from list given or click **More Symbols**.
- On the **Special Characters** tab, select a special character, like ©, ®, or TM, and click **Insert**

2.2 Select, Edit

2.2.1 Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide** button.

2.2.2 Select character, word, line, sentence, paragraph, entire body text.

Select	Action
Character	Move the cursor to the left of the character and press the Shift key and Right arrow.
Word	Double-click the word
Line	Click the Selection bar to the left of the line
Sentence	Ctrl + click in the sentence
Paragraph	Triple-click the paragraph
Entire Body text	Triple-click in the Selection Bar

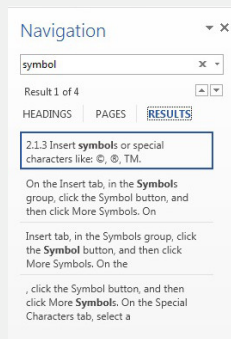
2.2.3 Edit content by entering, removing characters, words within existing text.

- Select the text for editing in the document window.
- Edit text as required.

2.2.3 Edit content by over-typing to replace existing text.

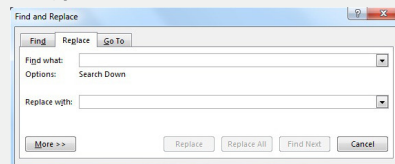
- On the **File** tab, click **Options**.
- On the **Advanced** tab, check the **Use over-type mode** checkbox.
- Click **OK**.
- Click immediately before the text to replace.
- Enter new text.

2.2.4 Use a simple search command for a specific word, phrase.



- On the **Home** tab, in the **Editing** group, click the **Find** button.
- Enter the word or phrase to find into the **Search Text** box.
- As text is entered, matching text is highlighted in the **Navigation** pane and the document.
- Navigate through the search results as required.

2.2.5 Use a simple replace command for a specific word, phrase.



- On the **Home** tab, in the **Editing** group, click the **Replace** button.
- Enter the word or phrase to find into the **Find what** box.
- Enter the word or phrase to replace into the **Replace with** box.
- Click **Replace** or **Replace All**.
- Click **OK** if prompted.

2.2.6 Copy text within a document, between open documents.

- Select the text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the document or within another open document.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.6 Move text within a document, between open documents.

- Select the text to move.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the document or within another open document.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

2.2.7 Delete text.

- Select the text to delete.
- Press the **Delete** Key.

2.2.8 Use the undo, redo command.

- On the **Quick Access Toolbar**, click the **Undo** or **Redo** button.

3 Formatting

3.1 Text

3.1.1 Change text formatting: font sizes.



- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font Size** arrow.
- Select a size from the list or enter a size into the **Font Size** box.

3.1.1 Change text formatting: font types.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Font** arrow.
- Select a font from the list or enter a font name into the **Font** box.

3.1.2 Apply text formatting: bold, italic, underline.

- Select the text to format.
- To embolden the text, on the **Home** tab, in the **Font** group, click the **Bold** button.
- To italicise the text, on the **Home** tab, in the **Font** group, click the **Italic** button.
- To underline the text, on the **Home** tab, in the **Font** group, click the **Underline** button.

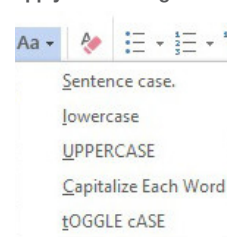
3.1.3 Apply text formatting: subscript, superscript.

- Select the text to format.
- On the **Home** tab, in the **Font** group, click the **Superscript** or **Subscript** button.

3.1.4 Apply different colours to text.

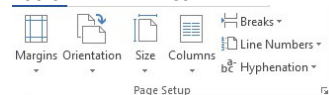
- Select the text to colour.
- On the **Home** tab, in the **Font** group, click the **Font Color** arrow.
- Click on a colour.

3.1.5 Apply case changes to text.



- Select the text to change case.
- On the **Home** tab, in the **Font** group, click the **Change Case** button.
- To capitalise the first letter of a sentence, click **Sentence case**.
- To make all letters lowercase, click **lowercase**.
- To capitalise all of the letters, click **UPPERCASE**.
- To capitalise the first letter of each word, click **Capitalize Each Word**.
- To shift between two case views, click **TOGGLE cASE**.

3.1.6 Apply automatic hyphenation.



- Ensure that no text is selected.
- On the **Page Layout** tab, in the **Page Setup** group, click the **Hyphenation** button.
- Click **Automatic**.

3.2 Paragraphs

3.2.1 Create, merge paragraph(s).

- To create a paragraph, press the **Return** key.
- To merge paragraphs, click directly before the first paragraph mark and press the **Delete** key.

3.2.2 Insert, remove soft carriage return (line break).

- To insert a line break, press the **Shift** + **Return** keys.
- To delete the line break, select the line break and press the **Delete** key.

3.2.3 Recognize good practice in aligning text.

- Use align, indent, tab tools rather than inserting spaces.

3.2.4 Align text left, right.

- Select the text to align.
- On the **Home** tab, in the **Paragraph** group, click the **Align Text Left** or **Align Text Right** button.

3.2.4 Align text centre.

- Select the text to centre.
- On the **Home** tab, in the **Paragraph** group, click the **Center** button.

3.2.4 Align text justified.

- Select the text to justify.
- On the **Home** tab, in the **Paragraph** group, click the **Justify** button.

3.2.5 Indent paragraphs: left, right

- Select the paragraph.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- On the **Indents and Spacing** tab, under **Indentation** enter the indent required in the **Left** or the **Right** box.
- Click **OK**.

3.2.5 Indent paragraphs: first line.

- Click in front of the line to indent.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- On the **Indents and Spacing** tab, under **Indentation**, click the **Special** box and click **First line**.
- Click **OK**.

3.2.6 Set and use tabs: left, centre, right, decimal.

- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- On the **Indents and Spacing** tab, click **Tabs**.
- A **Left** Tab stop sets the start position of text; the text entered moves to the right.
- A **Center** Tab stop sets the position of the middle of the text; the text entered centers on this position.
- A **Right** Tab stop sets the right end of the text; the text entered moves to the left.
- A **Decimal** Tab stop aligns numbers around a decimal point.
- Check the required **Alignment** checkbox and enter the stop position required.
- Click **Set**.
- Click **OK**.

3.2.6 Remove tabs: left, centre, right, decimal.

- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- On the **Indents and Spacing** tab, click **Tabs**.
- Select the tab to remove.
- Click **Clear**.

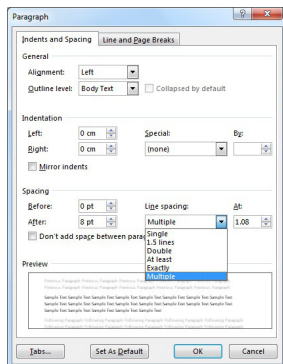
3.2.7 Recognize good practice in paragraph spacing.

- Apply spacing between paragraphs rather than use the **Return** key.

3.2.8 Apply spacing above, below paragraphs.

- Select the paragraph to change.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.
- To adjust the spacing before the paragraph, click the **Before** arrow up or down.
- To adjust the spacing after the paragraph, click the **After** arrow up or down.

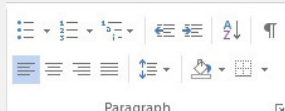
3.2.8 Apply single, 1.5 lines, double line spacing within paragraphs.



- Select the paragraph to change.
- On the **Page Layout** tab, in the **Paragraph** group, click the **Paragraph** group arrow.

- On the **Indents and Spacing** tab, click the **Line spacing** arrow and select **Single**, **1.5 lines**, or **Double**.
- Click **OK**.

3.2.9 Add bullets, numbers in a single level list.

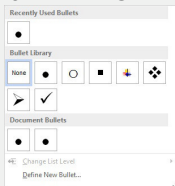


- Select the list to bullet or number.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** button or **Numbering** button.

3.2.9 Remove bullets, numbers in a single level list.

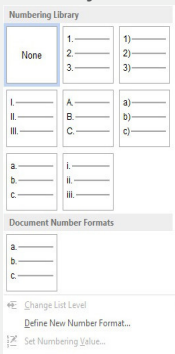
- Select the bulleted or numbered list.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow or **Numbering** arrow.
- Under **Bullet Library** or **Numbering Library**, click **None**.

3.2.9 Switch between different standard bullet styles in a single level list.



- Select the bulleted list.
- On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow.
- Click the bullet style required from the **Bullet Library**.

3.2.9 Switch between different standard number styles in a single level list.



- Select the numbered list.
- On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow.
- Click the number style required from the **Numbering Library**.

3.2.10 Add a box border to a paragraph.

- Select a paragraph.
- On the **Home** tab, in the **Paragraph** group, click the **Border** arrow.
- Click **Borders and Shading**.
- On the **Borders** tab, under **Setting**, click **Box**.
- Click **OK**.

3.2.10 Add shading/background colour to a paragraph.

- Select a paragraph.
- On the **Home** tab, in the **Paragraph** group, click the **Border** arrow.
- Click **Borders and Shading**.
- On the **Shading** tab, click the **Fill** box.
- Click the colour required.
- Click **OK**.

3.3 Styles

3.3.1 Apply an existing character style to selected text.

- Select the word to format.
- On the **Home** tab, in the **Styles** group, click the **Quick Styles More** arrow.
- Click the required character style.

3.3.2 Apply an existing paragraph style to one or more paragraphs.

- Select the paragraph to format.
- On the **Home** tab, in the **Styles** group, click the **Quick Styles More** arrow.
- Click the required paragraph style.

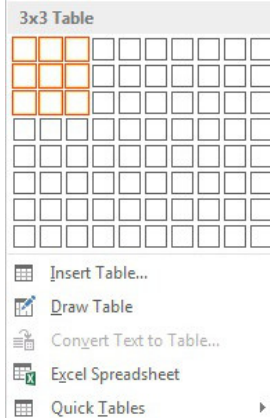
3.3.3 Use copy format tool.

- Select the formatted text to copy.
- On the **Home** tab, in the **Clipboard** group, click the **Format Painter** button.
- Select the text to apply the format to and click.

4 Objects

4.1 Table Creation

4.1.1 Create a table ready for data insertion.



- Click the document where the table is required.
- On the **Insert** tab, in the **Tables** group, click the **Table** button.
- Move the mouse cursor to the upper left cell.
- Move the mouse cursor across to determine the number of columns and down to determine the number of rows.
- Click the mouse to insert the table in the document.

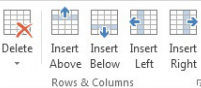
4.1.2 Insert, edit data in a table.

- Click any cell and enter or edit text as required.

4.1.3 Select rows, columns, cells, entire table.

- Click any cell in the table.
- On the **Layout** tab, in the **Table** group, click the **Select** arrow.
- Click **Select Cell**, **Select Column**, **Select Row**, or **Select Table** as required.

4.1.4 Insert rows.



- Click any cell in the table.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button.

4.1.4 Insert columns.

- Click any cell in the table.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Insert Left** or **Insert Right** button.

4.1.4 Delete rows and columns.

- Select the row or column to delete.
- On the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button.
- Click **Delete Rows** or **Delete Columns**.

4.2 Table Formatting

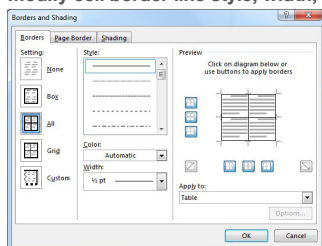
4.2.1 Modify column width.

- Select a column.
- On the **Layout** tab, in the **Table** group, click the **Properties** button.
- On the **Column** tab, enter the required width in the **Preferred width** box.
- Click the **Measure in** box and click **Centimeters** or **Percent**.
- Click **OK**.

4.2.1 Modify row height.

- Select a row.
- On the **Layout** tab, in the **Table** group, click the **Properties** button.
- On the **Row** tab, check the **Specify height** check box, then click the **Specify height** box and enter the required height.
- Click the **Row height is** box and click **At least** or **Exactly**.
- Click **OK**.

4.2.2 Modify cell border line style, width, colour.



- Select the table.
- On the **Layout** tab, in the **Table** group, click the **Properties** button.
- On the **Table** tab, click the **Borders and Shading** button.
- On the **Borders** tab, click the **Style** box arrow to select a line style, click the **Color** arrow to select a colour and the **Width** arrow to select a line width as required.
- Click **OK**.
- Click **OK** again.

4.2.3 Add shading/background colour to cells.

- Select cells.
- On the **Layout** tab, in the **Table** group, click the **Properties** button.
- On the **Table** tab, click the **Borders and Shading** button.
- On the **Shading** tab, click the **Fill** button and click a colour.
- Click **OK**.
- Click **OK** again.

4.3 Graphical Objects

4.3.1 Insert an object (picture, image, chart, drawn object) to a specified location in a document.

- Click the location to insert image.
- On the **Insert** tab, in the **Illustrations** group, click the **Picture**, **Shapes** or **Chart** button.
- Navigate to the object, select the object and click **Insert** if required.

4.3.2 Select an object.

- Click the picture, image, chart or drawn object.

4.3.3 Copy an object within a document, between open documents.

- Select the object.
- On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
- Click a new location within the document or within another open document.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

4.3.3 Move an object within a document, between open documents.

- Select the object.
- On the **Home** tab, in the **Clipboard** group, click the **Cut** button.
- Click a new location within the document or within another open document.
- On the **Home** tab, in the **Clipboard** group, click the **Paste** button.

4.3.4 Resize an object.

- Select the object.
- Drag the object's sizing handles to the required size.

4.3.4 Delete an object.

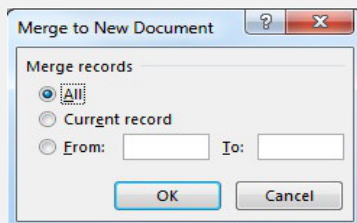
- Select the object.
- Press the **Delete** key.

5 Mail Merge

5.1 Preparation

- On the **Mailings** tab, in the **Start Mail Merge** group, click the **Start Mail Merge** button.
- Click **Step by Step Mail Merge Wizard**.
- Ensure **Letters** is selected.
- Click **Next: Starting document**.
- Ensure **Use the current document** is selected. Click **Next: Select recipients**.
- Ensure **Use an existing list** is selected.
- Click **Browse**.
- Navigate to the file required.
- Click **Open**.
- All records contained in the data source are displayed. Click **OK**.
- Click **Next: Write your letter**.
- Click **Address block**.

- Click **OK** to accept the default settings.
- Click **Next: Preview your letters**.
- Under **Preview your letters**, click the arrows next to the **Recipient** button to preview the letters.
- Click **Next: Complete the merge**.
- Click **Edit individual letters**.
- Select **All** in the **Merge to New Document** dialog box.



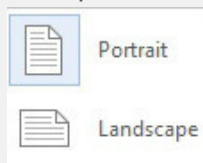
5.2 Outputs

- On the **Quick Access Toolbar**, click the **Save** button.
- The document is saved as **Letter1**.
- To print the merged document, on the **File** tab, click **Print**.

6 Prepare Outputs

6.1 Setup

6.1.1 Change document orientation: portrait, landscape.



- On the **Page Layout** tab, in the **Page Setup** group, click the **Orientation** button.
- Click **Portrait** or **Landscape**.

6.1.1 Change paper size.

- On the **Page Layout** tab, in the **Page Setup** group, click the **Size** button.
- Click the paper size required.

6.1.2 Change margins of entire document: top, bottom, left, right.

- On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button.
- Click **Custom Margins**.
- On the **Margins** tab, enter the required numbers in the **Top**, **Bottom**, **Left** and **Right** boxes.
- Click **OK**.

6.1.3 Recognize good practice in adding new pages:

- Insert a page break rather than using the **Return** key.

6.1.4 Insert a page break in a document.

- Click the document where the page break should be inserted.
- On the **Insert** tab, in the **Pages** group, click the **Page Break** button.

6.1.4 Delete a page break in a document.

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide** button.
- In the document, click before the page break code.
- Press the **Delete** key.

6.1.5 Add text in headers.

- On the **Insert** tab, in the **Header & Footer** group, click the **Header** button.
- Click a header design.
- Enter text in the header as required.

6.1.5 Edit text in headers.

- Double-click the header area and edit text as required.

6.1.5 Add text in footers.

- On the **Insert** tab, in the **Header & Footer** group, click the **Footer** button.
- Click a footer design.
- Enter text in the footer as required.

6.1.5 Edit text in footers.

- Double-click the footer area and edit text as required.

6.1.6 Add fields in headers, footers: date

- Click the header or footer.
- On the **Design** tab, in the **Insert** group, click the **Date & Time** button.
- Click a format from the **Available formats** list.
- Click **OK**.

6.1.6 Add fields in headers, footers: page number information.

- Double-click the header or footer.
- On the **Design** tab, in the **Header & Footer** group, click the **Page Number** button.
- Select **Current Position**.
- Click a page number design.

6.1.6 Add fields in headers, footers: file name.

- Double-click the header or footer.
- On the **Design** tab, in the **Insert** group, click the **Quick Parts** button.
- Click **Field**.
- Select **FileName** from the **Field names** box.
- Click **OK**.

6.1.7 Apply automatic page numbering to a document.

- Double-click the header or footer.
- On the **Design** tab, in the **Header & Footer** group, click the **Page Number** button.
- Select **Current Position**.
- Click a page number design.

6.2 Check and Print

6.2.1 Spell-check a document and make changes like: correcting spelling errors, deleting repeated words.

- On the **Review** tab, in the **Proofing** group, click the **Spelling & Grammar** button.
- When an incorrect spelling is found, select a correct spelling from the list and click **Change**.
- When a repeated word is found, click **Delete**.

6.2.2 Add words to a built-in custom dictionary using a spell-checker.

- On the **Review** tab, in the **Proofing** group, click the **Spelling & Grammar** button.
- When the spelling checker finds a word it does not recognise, click **Add to Dictionary**.

6.2.3 Preview a document.

- On the **File** tab, click **Print**.
- The document is displayed in the **Preview** pane.

6.2.4 Print a document from an installed printer using output options like: entire document, specific pages.

- On the **File** tab, click **Print**.
- Under **Settings**, click **Print All Pages** or click the **Pages** box and enter the specific pages to print.
- Click **Print**.

6.2.4 Print a document from an installed printer using output options like: number of copies.

- On the **File** tab, click **Print**.
- In the **Copies** box, click or enter the number of copies to print.
- Click **Print**.

For more information, visit: www.icdl.org