Undo and Redo

When you are making changes to a document, you may make a change that you wish you hadn’t made. The Undo command allows you to reverse the last change you made, and the Redo command allows you to reverse the last action of the Undo command. You can reverse more than one change by using the commands more than once, but you can only reverse changes in the order that they were made.

There are several ways to use the Undo and Redo commands:

1. Click on the Undo icon (↩) or the Redo icon (↪) on the Quick Access Toolbar.
2. Select an action from the list that appears when you click on the down arrow (▼) to the right of the Undo icon.

Page Formatting

Page Breaks

If you reach the end of a page while typing, a new page will be created automatically. You can, however, use a Page Break to end one page and create a new, blank page within your document. Insert the cursor at the bottom of the page before you want the new page, then follow these steps to make a manual Page Break:

1. Click on the Page Layout Ribbon Tab.
2. Click the 'Breaks' button in the Page Setup Group.
3. Click on 'Page' in the Page Breaks Menu.
Page Setup

All pages in your document can be formatted to your specifications either before you begin or after you have been working on your document. You can change the margins, which control how close text can come to the edge of the page, select a different paper size, and change the orientation of the page. These formatting options can be found in the Page Setup Group on the Page Layout Ribbon:

Click the 'Margins' button to select a margin size. Choose from the menu that appears or click 'Custom Margins...' for more options.

Click on the 'Size' button to choose a paper size. Click on an option in the list or click on 'More Paper Sizes...' for more options.

Click the 'Orientation' button to switch between Portrait and Landscape orientations.

When you click 'Custom Margins...' or 'More Paper Sizes...' to get more page formatting options, you are opening the Page Setup dialog box. To open the Page Setup dialog box directly, click on the Dialog Box Button, as shown to the right.
Paragraph Formatting

In order to make your document easier to read or to make certain parts of your document stand out, you can change how paragraphs look by changing the alignment of text on the page (left, right, center, or justified), line spacing, and indentations. Line spacing determines how far apart lines of text are from each other on the page, while indentations determine the distance a line of text is moved into the body of a document from either the right or the left sides of the page.

Basic paragraph formatting options are found in the Home Ribbon’s Paragraph Group:

- **Decrease or increase the length of indentation on the left side of text.**
- **Align text to the left side, center, or right side of the page, or choose ‘Justify’ to align text to both sides.**
- **Choose the amount of space between lines and before and after paragraphs.**

More options are available in the Paragraph dialog box, accessed by clicking on the Paragraph Group’s Dialog Box Button ( ), and shown below.

**TIP:** You can change these paragraph formatting options before you start typing so that they apply to everything you type, or you can select a paragraph or paragraphs and change the formatting after you have typed them.
Working with Text

Spelling and Grammar

Microsoft Word has three functions to help correct spelling, grammatical, or typing errors that occur as you create and edit your document.

1. **AutoCorrect**, which automatically corrects common errors as you type, will...
   - Fix common spelling typos (ex. change ‘teh’ to ‘the’),
   - Capitalize days of the week,
   - Capitalize the first letter in a sentence,
   - Insert special symbols like arrows, copyright (©), and trademark (™),
   - Change ‘ThE’ to ‘The,’ and
   - Make a variety of other (usually) helpful changes.

To turn AutoCorrect options off, click the Office Button, click on ‘Word Options’ at the bottom of the menu, click ‘Proofing’ on the left, then click the ‘AutoCorrect Options...’ button and uncheck the boxes.

2. **Red and green wavy lines**, which are visual cues that indicate spelling and grammatical errors within the document:
   - Example ← red wavy line for a spelling error (example)
   - An example ← green wavy line for a grammatical error (fragment)

You can either go back to those words with the wavy lines underneath them and correct them manually, or you can bring up a shortcut menu and choose from a list of Microsoft Word’s suggestions. To do that, follow these steps:

1. Right-click directly on the word.

2. Choose the correct change to make from Word’s list of options.

3. If you don’t see the option you want, click on ‘Spelling...’ to get more options.

3. The **Spelling and Grammar Checker**, which you can run to check your entire document for all spelling and grammatical errors. If you only want to check a portion of your document, first select whatever text you want to check. You can access the Spelling and Grammar Checker by clicking on the ‘Spelling & Grammar’ button in the Proofing Group of the Review Ribbon (shown to the right).
This is what the Spelling and Grammar Checker looks like:

**Spelling Error**

**Grammatical Error**

The Spelling and Grammar Checker will show you the word or words it is questioning in red (for spelling) or green (for grammar) text in the first large box. In the second large box, it shows you suggestions for correction. If it thinks you have made a grammatical error, it will tell you what grammatical rule you may be breaking. Your options are:

- Ignore Once – Do not correct the potential error.
- Ignore All/Rule – Do not correct the potential error anywhere it occurs.
- Add to Dictionary – Remember the word so it won’t appear as an error again.
- Change – Replace the error with one of the suggestions.
- Change All – Replace the error with one of the suggestions anywhere it occurs.
- Explain… – Explain a grammatical rule.
- AutoCorrect – Fix all potential errors without seeing them (dangerous!).

**Synonyms and Thesaurus**

Microsoft Word has a thesaurus that helps you find synonyms for words. To use it:

1. Right-click directly on the word.
2. Click on 'Synonyms.'
3. Choose the word you want to use to replace the original word.
4. Click 'Thesaurus...' for more options.
Find and Replace

The Find and Replace commands allow you to search for specific words within your document and to replace them with other words if desired. For example, you could replace “dog” with “canine” every time it occurs in your document.

In the Home Ribbon’s Editing Group, click the ‘Find’ button if you want to find certain text.

Click on ‘Replace’ if you want to find text and replace it with other text.

Type the word you want to find.
Click for more options, like finding all forms of a word.

Click to find each place the word appears in the document or selected text.

Replace just once or replace in every instance.

Word Count

See how many pages your document is and how many words it contains using the Word Count tool. If you want to check just a portion of your document, select that text before running Word Count.

In the Review Ribbon’s Proofing Group, click on the ‘Word Count’ icon.

See the number of pages, words, characters, and more in your document or selection.

TIP: You can also keep track of how many words and pages are in your document by looking at the Status Bar in the lower left-hand corner of the Word window:

Page: 6 of 11  Words: 2,069

Prepared by Sarah Hartman, Adult Services Librarian, Middleton Public Library.
Bullets and Numbering

If you want to create an easy-to-read list of items within your document, you can do so using the Bullets and Numbering function. You can choose either a numbered list or a list separated by bullets, which are distinguishing characters, often black dots, placed in front of the lines in a list. (Square bullets were used on the fifth page of this handout.)

While creating or editing your document, you can begin a numbered or bulleted list by clicking on the icons for either Bullets (□) or Numbering (●) in the Paragraph Group of the Home Ribbon. If you want more options, click on the down arrow (▼) to the right of each icon (see the options menu for Bullets to the right). If you plan to create a list with multiple levels, you can click the Multilevel List icon to choose styles for all levels (□ □ □).

After choosing a list style, type the first item in your list. To move to a new line to type the next item in a list, press Enter on the keyboard. Press Enter twice to end the list.

Some other icons in the Home Ribbon’s Paragraph Group are useful when creating bulleted or numbered lists:

- Decrease/Increase Indent – Use to change the levels in a multilevel list.
- Sort – Use to alphabetize your list from A to Z.
- Line Spacing – Set the spacing between items in a list.

If you wish to change the appearance and format of an already existing numbered or bulleted list, make sure to highlight the section you wish to change first.

Numbered Lists

When you create a numbered list, you may wish to have the list start with a number other than 1. You can change the number a list starts with by right-clicking on the first item and choosing ‘Set Numbering Value...’ from the shortcut menu that appears.

In the Set Numbering Value dialog box (shown to the right), you can choose to start a new list with any number you would like. You can also continue a numbered list from another section of your document. Word will start numbering the new list where the last list left off.
Header and Footer

You can use the Header and Footer function to place text within the top and bottom page margins. This is used for text you want to appear on each page, such as titles and dates or page numbers. To create a header or footer, follow these steps:

1. Switch to the Insert Ribbon by clicking on its tab, then click on either the Header or Footer icons.

2. Choose a style, or click on 'Edit Header' or 'Edit Footer' to create a blank header or footer.

3. Type text into the Header or Footer box that appears.

4. When you have finished editing the header or footer, click on 'Close Header and Footer' in the Design Ribbon.

You will only see the Header & Footer Tools Design Ribbon when you create a header or footer. It provides special options for working with headers and footers:

Use different headers or footers on the first page or every other page.

Add images or the current date/time.

Set the position of a header or footer in the page margins.

Page Numbers

To add page numbers to your document, click on the Page Numbers icon in the Insert Ribbon’s Header & Footer Group, as shown to the right. Choose a location for the page numbers, then a style. The pages will be numbered automatically. Click on ‘Format Page Numbers...’ to choose the number with which page numbering will start.
Glossary of Terms

**Alignment**
The position of text on the page. Text can be aligned to the right-hand side of the page or the left-hand side of the page or both (justified), as well as centered in the middle of the page.

**AutoCorrect**
A function of Microsoft Word that automatically corrects common spelling mistakes as you type. This function can be turned on and off as needed.

**Bold**
A style of text that appears darker and thicker than normal text.

**Border**
A line or design that goes around the edge of the page, certain text on the page, or tables or images.

**Bullet**
A distinguishing character placed in front of items in a list.

**Character**
A single letter, number, or symbol.

**Clipboard**
A place where text and objects are temporarily placed after being cut or copied so that they can then be pasted where desired.

**Copy**
A command that allows you to make an exact copy of selected text to be placed at another location within the same document or at any location within another document.

**Cursor**
The place at which you are in a document and at which text will appear when typed, usually represented by a blinking, vertical line. Also called the “insertion point.”

**Cut**
A command that allows you to remove selected text from a document so that you can place it at a different location within the same document or at any location within another document.

**Default**
A predefined setting that is built into a program and will be present each time that program is run unless an alternative setting is specified.

**Edit**
To add, delete, or change information (text, images, tables, etc.) within a document.

**File Name**
The name assigned to a document either automatically by the computer or by the user when saved.
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>The visual design of characters. Also called a “typeface.”</td>
</tr>
<tr>
<td>Footer</td>
<td>Text printed at the bottom of one or more pages of a document, often used for numbering pages.</td>
</tr>
<tr>
<td>Format</td>
<td>The way text appears on a page.</td>
</tr>
<tr>
<td>Header</td>
<td>Text printed at the top of one or more pages of a document.</td>
</tr>
<tr>
<td>Indent</td>
<td>The distance text is moved into the body of a document from the document’s margin, usually referring to the first line of a paragraph.</td>
</tr>
<tr>
<td>Italic</td>
<td>A style of text that is slanted to the right.</td>
</tr>
<tr>
<td>Landscape</td>
<td>A page setting that allows for text to be printed sideways across the widest part of the page.</td>
</tr>
<tr>
<td>Margin</td>
<td>A boundary that controls how close text can come to the edge of a page.</td>
</tr>
<tr>
<td>Orientation</td>
<td>Tells which way text will be printed on a page, such as landscape or portrait.</td>
</tr>
<tr>
<td>Page Break</td>
<td>Determines the end of one page and the beginning of the next page. Can be automatically created by the program based on the margins or manually inserted by the user.</td>
</tr>
<tr>
<td>Paste</td>
<td>A command that allows you to insert cut or copied text into a document.</td>
</tr>
<tr>
<td>Point Size</td>
<td>The height of a character. 72 points = 1 inch.</td>
</tr>
<tr>
<td>Portrait</td>
<td>A page setting that allows for text to be printed across the narrow part of a page.</td>
</tr>
<tr>
<td>Rename</td>
<td>To change the name of a saved document.</td>
</tr>
<tr>
<td>Shortcut Keys</td>
<td>Key combinations you can use in place of using the mouse and menus to give the computer commands.</td>
</tr>
<tr>
<td>Shortcut Menus</td>
<td>Menus that appear when an object or text is right-clicked with the mouse and allow you to perform common functions more quickly.</td>
</tr>
</tbody>
</table>
Template  A special kind of document that provides a basic format and set of guidelines for a certain type of document.

Thesaurus  A tool that allows you to look up synonyms and antonyms for words in a document.

Toggle  To give the computer the same command once to turn a feature on, then again to turn that feature off.

Word Wrap  A feature of Microsoft Word that automatically moves you to the next line when you reach the end of the line you are on.

Further Reading Suggestions

These books, available from the library, will help you learn more about the various versions of Microsoft Word and how to use them. The versions of Word used at the library, Microsoft Word 2002 and Microsoft Word 2007, may be different than the version you use on other computers at home, work, or school.

**Microsoft Word 2000**
*Word 2000 for Windows for Dummies* by Dan Gookin  
*How to Use Microsoft Word 2000 Visually in Full Color* by Sherry Kinkoph

**Microsoft Word 2002**
*Word 2002 for Dummies* by Dan Gookin  

**Microsoft Word 2003**
*Microsoft Word 2003: Top 100 Simplified Tips & Tricks* by Jinjer Simon  
*Microsoft Word 2003 for Seniors: Getting Familiar with Word Processing* by Addo Stuur

**Microsoft Word 2007**
*How to Do Everything with Microsoft Office Word 2007* by Guy Hart-Davis  
*Special Edition Using Microsoft Office Word 2007* by Faithe Wempen

Also check out the four-level DVD series *Discover Word 2007.*