



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Content

- 1. Introduction**
- 2. How to Open Word 2013**
- 3. Working with the Word Environment**
- 4. To Minimize and Maximize the Ribbon**
- 5. Creating and Opening Documents**
- 6. Saving Documents**
- 7. Text Basics**
- 8. Formatting Text**
- 9. To Change the Text Case**
- 10.Symbols**
- 11.Page Layout**
- 12.Printing Documents**
- 13.Indents and Tabs**
- 14.Hyperlinks**
- 15.Columns**
- 16.Headers, Footers, and Page Numbers**
- 17.Pictures and Text Wrapping**
- 18.Formatting Pictures**
- 19.Shapes**
- 20.Tables**
- 21.Summary**



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 01: Introduction

In January 2013, Microsoft released the latest version of its Office software suite, Office 2013.

History

There have been many different versions of MS Office over the years, including:

- Office 2016
- Office 2013
- Office 2010
- Office 2007
- Office 2003
- Office XP
- Office 2000
- Office 1997

Word 2013 is a **word processing** application that allows you to create a variety of **documents** like:

- Letters
- CV
- Applications
- News Papers
- Invitations
- reports
- and more



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 02: How to Open Word 2013

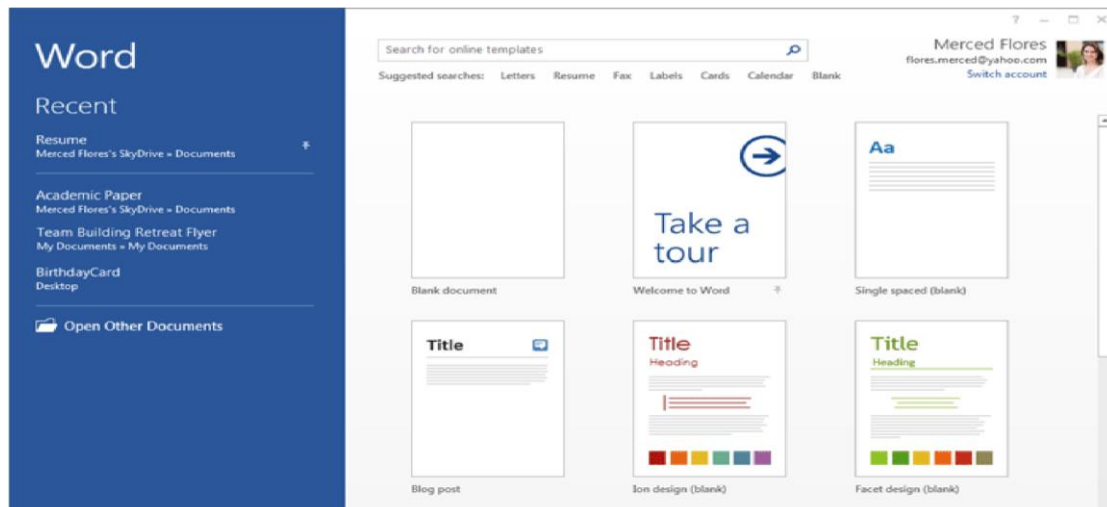
- Start screen/type Word 2013/then click
- Desktop right click/New/Microsoft Word Document

The Word Interface

When you open Word 2013 for the first time, the **Word Start Screen** will appear. From here, you'll be able to:

1. Create a new document,
2. choose a template,
3. Your recently edited documents.

From the Word Start Screen, locate and select Blank document to access the Word interface.



Word Start Screen

The



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Environment

- Title bar
- MS Help
- Word ICON
- Sign in
- Ribbon (Display/Hide)
- Control box (Minimize, Maximize and Close)
- Quick Access Toolbar (Save, Redo and Undo)
- Tabs (Home, Insert, Design)
- Rulers (Vertical and Horizontal)
- Scroll bar (Vertical and Horizontal)
- Status bar (Pages and Words)
- Document View (Read Mode, Print Layout and Web Layout)
- Zoom (+ and -)
- Body
- Header
- Footer

Lesson 03: Working with the Word Environment

If you've previously used Word 2010 or 2007, Word 2013 will feel very familiar. It continues to use features like the **Ribbon** and the **Quick Access Toolbar**, where you will find commands to perform common tasks in Word, as well as **Backstage view**.

The Ribbon

Word 2013 uses a **tabbed Ribbon system** instead of traditional menus.

The **Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Word.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Home Tab

The Home tab gives you access to some of the most commonly used commands for working with Word 2013, including copy & paste, formatting, paragraph alignment, and document styles. The Home tab is selected by default whenever you open Word.

Insert Tab

The Insert tab allows you to insert pictures, charts, tables, shapes, cover pages and more to your document, which can help you communicate information visually and add style to your document.

Design Tab

The Design tab gives you access to a variety of design tools, including document formatting, effects, and page borders, which can give your document a polished look.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Page Layout Tab

The **Page Layout** tab allows you to change the print formatting of your document, including margin width, page orientation, page breaks, and more. These commands will be especially helpful when preparing to print a document.

References Tab

The **References** tab allows you add annotations to your document such as footnotes and citations. From here, you can also add a table of contents, captions, and a bibliography. These commands are especially helpful when composing academic papers.

Mailings Tab

You can use the **Mail Merge** feature in the **Mailings** tab to quickly compose letters, address envelopes, and create labels. This is especially useful when you need to send a letter to many different recipients.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Review Tab

You can use the **Review** tab to access Word's powerful editing features, including comments and track changes. These features make it easy to share and collaborate on documents.

View Tab

The **View** tab allows you to switch between different views for your document and split the screen to view two parts of your document at once. These commands will also be helpful when preparing to print a document.

Format Tab

Contextual tabs will appear on the Ribbon when working with certain items, like tables and pictures. These tabs contain special command groups that can help you format these items as needed.



SAHALSOFTWARE

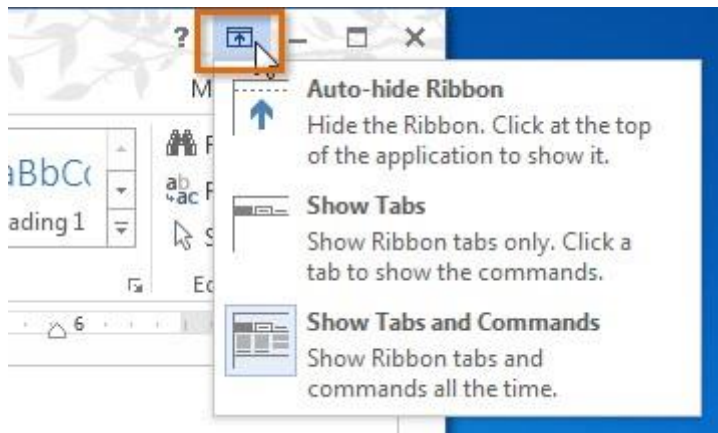
Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 04: To Minimize and Maximize the Ribbon:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** the Ribbon if you find that it takes up too much screen space. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon.



Ribbon Display options

Select the desired **minimizing** option from the drop-down menu:

Auto-hide Ribbon: Auto-hide displays your document in full-screen mode and completely hides the Ribbon from view. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.



Auto-hiding the Ribbon

Show Tabs: This option hides all command groups when not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

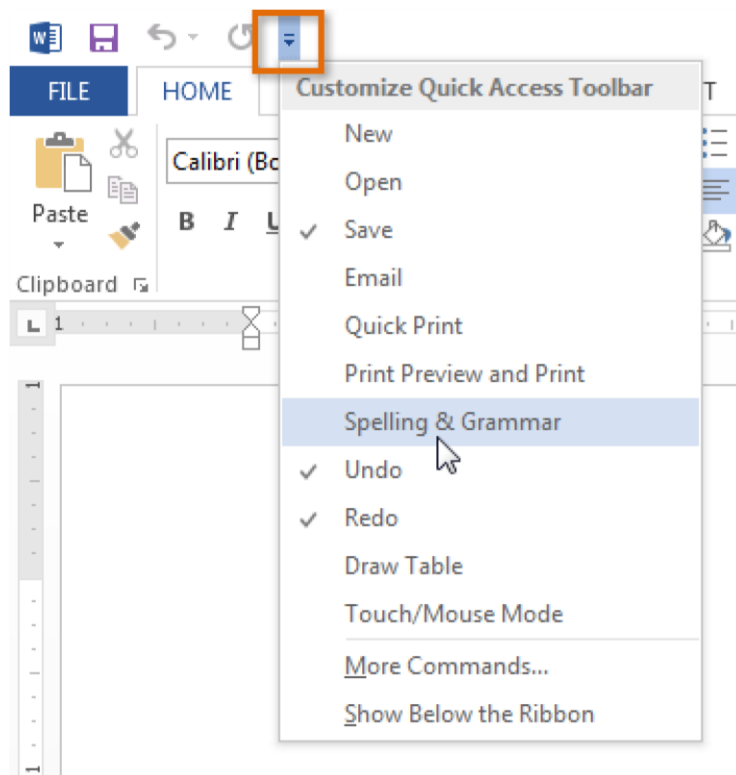
The Quick Access Toolbar

Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands depending on your preference.

To Add Commands to the Quick Access Toolbar:

Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.

Select the **command** you wish to add from the drop-down menu. To choose from more commands, select **More Commands**.



Adding a command to the Quick

Access Toolbar

The command will be **added** to the Quick Access Toolbar.

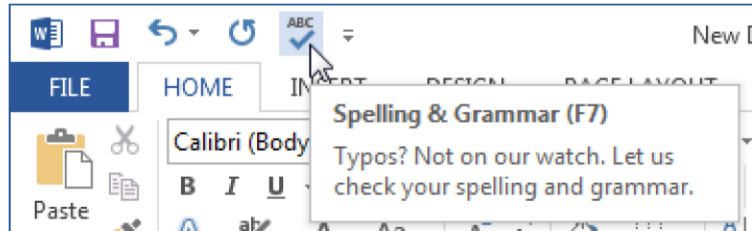


SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

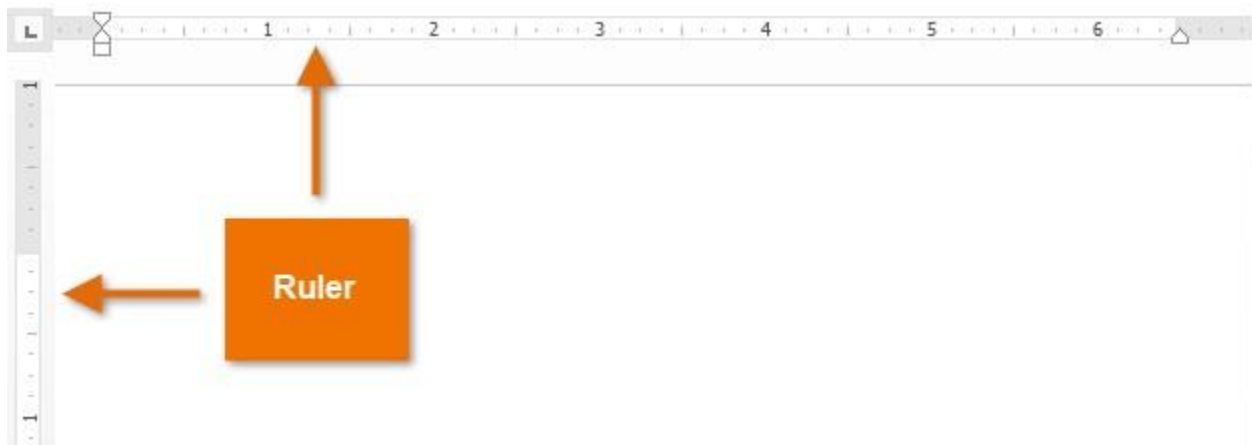
Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com



The added command

The Ruler

The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

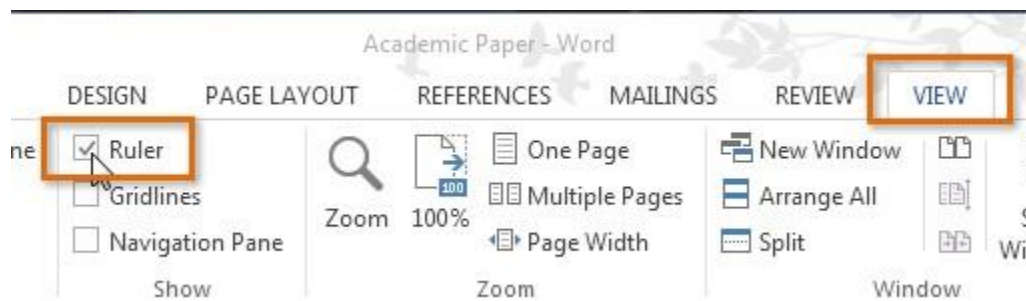


The Ruler

To Show or Hide the Ruler:

Click the **View** tab.

Click the checkbox next to Ruler to **show** or **hide** the ruler.



Hiding the

Ruler



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Backstage View

Backstage view gives you various options for saving, opening a file, printing, or sharing your document.

To Access Backstage View:

Click the **File** tab on the **Ribbon**. **Backstage view** will appear.

New Document - Word

Merced Flores

Info

New Document

H: » Office 2013

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:
■ Document properties and author's name

Versions
There are no previous versions of this file.

Properties

Size	11.0KB
Pages	1
Words	0
Total Editing Time	90 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 4:08 PM
Created	Today, 2:35 PM
Last Printed	

Related People

Author	Merced Flores Add an author
Last Modified By	Merced Flores

Related Documents

Open File Location

[Show All Properties](#)



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

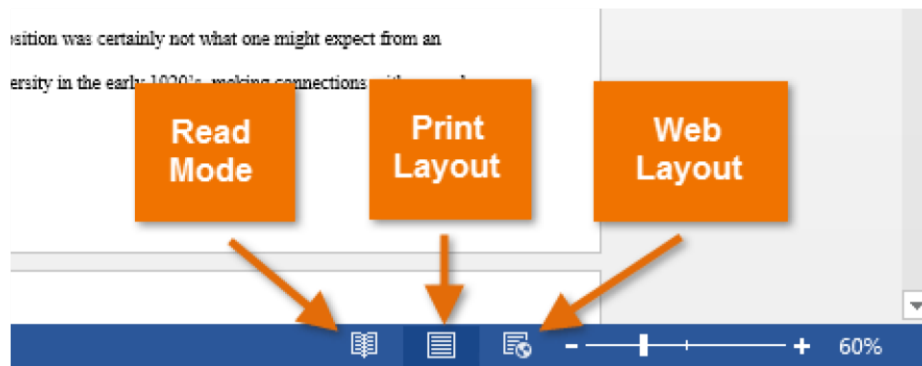
Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

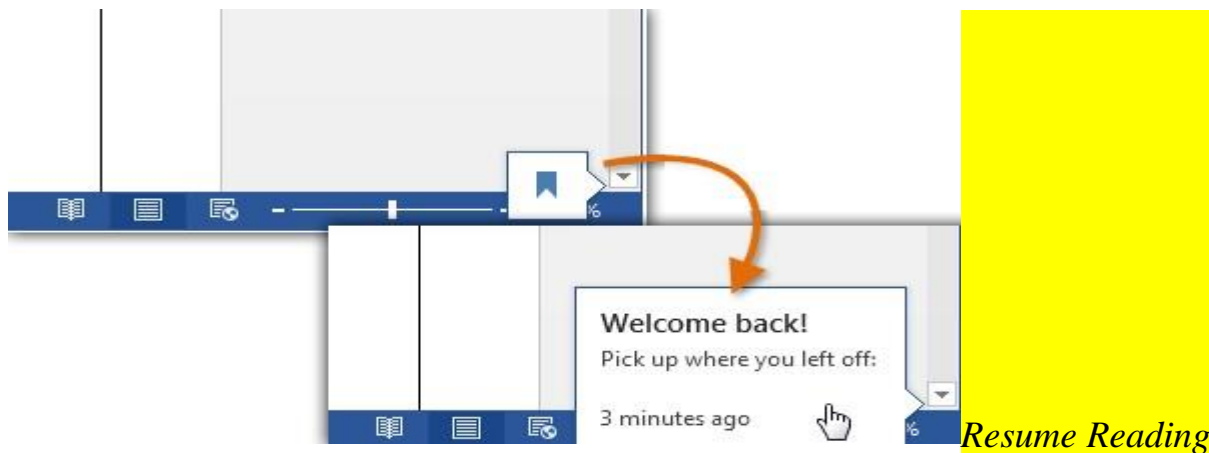
Document Views .

Word 2013 has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document.

To change document views, locate and select the desired document view command in the **bottom-right corner of the Word window**.



If your document has many pages, Word 2013 has a handy new feature called **Resume Reading** that allows you to open your document to the last page you were viewing. When opening a saved document, look for the bookmark icon to appear on the screen. Hover the mouse over the bookmark, and Word will ask if you want to pick up where you left off.





SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 05: Creating and Opening Documents

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

To Create a New, Blank Document:

When beginning a new project in Word, you'll often want to start with a new, blank document.

- ✓ Select the **File** tab. **Backstage view** will appear.
- ✓ Select **New** and then click **Blank document**. ✓ A new, blank document will appear.

Shortcut: CTRL+N

To Open an Existing Document:

An **existing document** is a document that has been previously saved

Navigate to **Backstage view** and then click **Open**.

- ✓ Select a location option:
- ✓ **Computer** gives you access to the files you've saved locally on your computer. In our example, we will select this option and then click **Browse**.
- ✓ The **Open** dialog box appears. Locate and select your **document** and then click **Open**.

Shortcut: CTRL+O



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483


Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Note: Word 2013 also allows you to open existing PDF files as editable documents. This is useful when you want to modify a PDF file.

To Pin a Document:

If you frequently work with the same document, you can pin it to Backstage view for quick access.

- ✓ Navigate to Backstage view.
- ✓ Click Open. Your recently edited documents will appear.
- ✓ Hover the mouse over the document you wish to pin. A pushpin icon  will appear next to the document.
- ✓ Click the pushpin icon.
- ✓ The document will appear in Recent Documents until it is **unpinned**.

Note:

To **unpin** a document, simply click the pushpin icon again.

You can also **pin folders** to Backstage view for quick access. From Backstage view, click **Open** and then locate the **folder** you wish to pin, then click the **pushpin icon**.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Using Templates

A template is a pre-designed document you can use to create a new document quickly. Templates often include custom formatting, and designs, so they can save you a lot of time and effort when starting a new project.

- ✓ To Create a New Document from a Template:
- ✓ Click the File tab to access Backstage view.
- ✓ Select New. Several templates will appear below the Blank document option.
- ✓ Select a template to review it.
- ✓ A preview of the template will appear, along with additional information about how the template can be used.
- ✓ Click Create to use the selected template.
- ✓ A new workbook will appear with the selected template.
- ✓ You can also browse templates by category or use the search bar to find something more specific.

Note:

It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 06: Saving Documents

Whenever you create a new document in Word, you'll need to know how to **save** in order to access and edit it later. As in previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **SkyDrive**. You can even **export** and **share** documents directly from Word.

Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- ✓ **Save:** When you create or edit a document, you'll use the Save command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- ✓ **Save As:** You'll use this command to create a copy of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

To Save a Document:

It's important to save your document whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to where you save the document so it will be easy to find later.

- ✓ Locate and select the Save command on the Quick Access Toolbar.
- ✓ If you're saving the file for the first time, the Save As pane will appear in Backstage view.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

- ✓ You'll then need to choose where to save the file and give it a file name. To save the document to your computer, select Computer and then click Browse. Alternatively, you can click SkyDrive to save the file to your SkyDrive.
- ✓ The Save As dialog box will appear. Select the location where you wish to save the document.
- ✓ Enter a file name for the document and click Save.
- ✓ *Saving a document*
- ✓ The document will be saved. You can click the Save command again to save your changes as you modify the document.

You can also access the Save command by pressing **Ctrl+S** on your keyboard.

Using Save As to Make a Copy

If you want to save a different version of a document while keeping the original, you can create a copy. For example, if you have a file named "Sales Report" you could save it as "Sales Report 2" so that you'll be able to edit the new file and still refer back to the original version.

To do this:

- ✓ You'll click the Save As command in Backstage View.
- ✓ Just like when saving a file for the first time,
- ✓ You'll need to choose where to save the file and give it a new file name.
- ✓ To Change the Default Save Location:
- ✓ Click the File tab to access Backstage view.
- ✓ Click Options.
- ✓ The Word Options dialog box will appear.
- ✓ Select Save, check the box next to Save to Computer by default, ✓ and then click OK.
- ✓ The default save location will be changed.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Exporting Documents

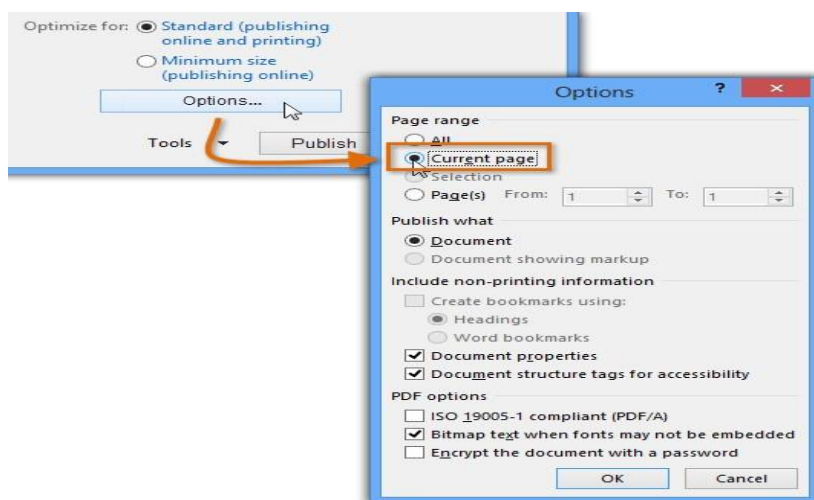
By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use another file type, such as a **PDF or Word 97-2003** document. It's easy to export your document from Word in a variety of file types.

To Export a Document as a PDF File:

Exporting your document as an Adobe Acrobat Document, commonly known as a PDF file, can be especially useful if sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view, but not edit, the content of your document.

- Click the **File** tab to access **Backstage** view.
- Click **Export** and then select Create **PDF/XPS**.
- The Save As dialog box will appear. Select the location where you wish to export the document, enter a **file name**, and then click **Publish**.

By default, Word will export all of the pages in the document. If you wish to export only the current page, click Options in the Save as dialog box. The Options dialog box will appear. Select Current page and then click OK.



Exporting the current page



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Note:

If you need to edit a PDF file, Word allows you to convert a PDF file into an editable document. Read our guide on [Editing PDF Files](#) for more information.

To Export a Document in Other File Types:

You may also find it helpful to export your document in other file types, such as a Word **97-2003** Document if you need to share with people using an older version of Word, or a .rtf file if you need a plain-text version of your document.

- Click the File tab to access Backstage view.
- Click Export and then select Change File Type.
- Select a file type and then click Save As.
- The Save As dialog box will appear. Select the location where you wish to export the document, enter a file name, and then click Save.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

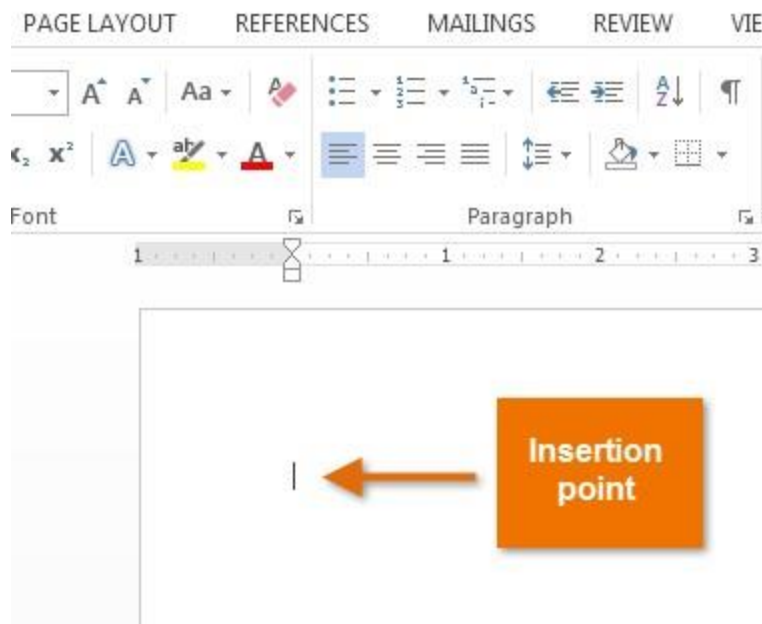
Lesson 07: Text Basics

If you're new to Microsoft Word, you'll need to learn the **basics of working with text** so that you can type, reorganize, and edit text. Basic tasks include the ability to **add, delete, and move text**, as well as how to **find and replace** specific words or phrases.

Using the Insertion Point to Add Text - cursor

The insertion point is the **blinking vertical line in your document**. It indicates where you can enter text on the page. You can use the insertion point in a variety of ways:

Blank document: When a new, blank document opens, the insertion point is **located in the top left corner of the page**. If you wish, you can begin typing from this location.



Adding spaces: Press the space bar to add spaces after a word or in between text.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

New paragraph line: Press **Enter** on your keyboard to move the insertion point to the next paragraph line.

Manual placement: After you've started typing, you can use the mouse to move the insertion point to a specific place in your document. Simply click the **location** in the text where you wish to place it.

To Select Text:

- Before applying formatting to text, you'll first need to select it.
- Place the insertion point next to the text you wish to select.
- Click the mouse, and while holding it down, drag your mouse over the text to select it.
- Release the mouse button. You have selected the text. A highlighted box will appear over the selected text.

Note:

When you select text or images in Word, a hover toolbar with command shortcuts appears. If the toolbar does not appear at first, try moving the mouse over the selection.

Other shortcuts include double-clicking a word to select it and triple-clicking to select a sentence or paragraph. You can also select all of the text in the document by pressing **Ctrl+A** on your keyboard.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

To Delete Text:

There are several ways to delete, or remove, text:

To delete text to the **left of the insertion point**, press the Backspace key on your keyboard.

To delete text to the **right of the insertion** point, press the Delete key on your keyboard.

Select the text that you wish to remove and press the Delete key.

Note:

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

Copying and Moving Text

Word allows you to copy text that is already in your document and paste it to other areas of the document, which can save you time. If there is text that you wish to move from one area of the document to another, you can cut and paste or drag and drop the text.

To Copy and Paste Text:

Copying text creates a duplicate of the text.

- Select the text you wish to copy.
- Click the Copy. You can also **right-click the** selected text and select Copy.
- Place the insertion point where you wish the text to appear. ➤ *Choosing the destination for copied text* ➤ Click the Paste command on the Home tab.
- The text will appear.



SAHAL SOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

To Cut and Paste Text:

- Select the text you wish to cut.
- Click the Cut command on the Home tab. You can also right-click the selected text and select Cut.
- Place your insertion point where you wish the text to appear.
- *Choosing the destination for cut text*
- Click the Paste command on the Home tab. The text will appear.

Note:

You can access the cut, copy, and paste commands by using keyboard shortcuts:


Press Ctrl+X to cut

Ctrl+C to copy

Ctrl+V to paste.

You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted: **Keep Source Formatting**, **Merge Formatting** and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you click on it.

To Drag and Drop Text:

- Dragging and dropping text allows you to use the mouse to move the text.
- Select the text you wish to move.
- Click and drag the text to the location you wish for it to appear. The cursor will have a rectangle  under it to indicate that you are moving text.
- Release the mouse button and the text will appear.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Find and Replace

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the Find feature, and it allows you to quickly change words or phrases using replace.

To Find Text:

- From the Home tab, click the Find command.
- The Navigation pane will appear on the left side of the screen.
- Type the text you wish to find in the field at the top of the Navigation pane.
- If the text is found in the document, it will be highlighted in yellow, and a preview of the results will appear in the Navigation pane.

Note:

You can also access the Find command by pressing Ctrl+F on your keyboard.

To Replace Text:

At times, you may discover that you've made a mistake repeatedly throughout your document (such as misspelling a person's name), or that you need to exchange a particular word or phrase for another. You can use Word's Find and Replace feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so that it is abbreviated.

- From the Home tab, click the Replace command.
- The Find and Replace dialog box will appear.
- Type the text you wish to find in the Find what: field.
- Type the text you wish to replace it with in the Replace with: field. Then click Find Next.

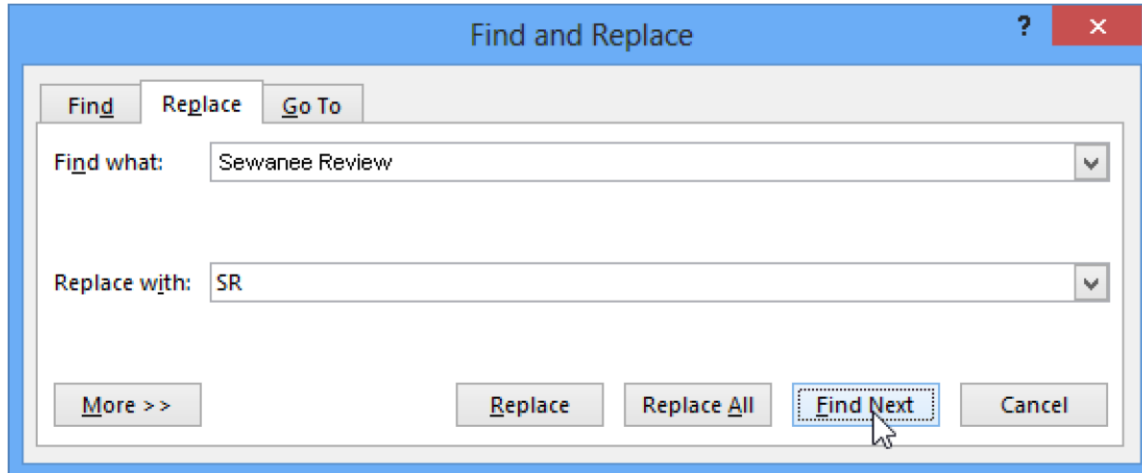


SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com



Clicking Find Next

Note:

You can also access the Find and Replace command by pressing **Ctrl+H** on your keyboard.

Lesson 08: Formatting Text

Formatted text can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have many options for adjusting the **font** of your text including **size**, **color**, and inserting special **symbols**. You can also adjust the **alignment** of the text to change how it is displayed on the page.

To Change the Font:

By default, the font of each new document is set to **Calibri**. However, Word provides a wide variety of other fonts that you can use to customize text and titles.

- Select the text you wish to modify.
 - *Selecting text to modify*



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

- On the Home tab, click the drop-down arrow next to the Font box. A menu of font styles will appear.
- Move the mouse over the various font styles. A live preview of the font will appear in the document. Select the font style you wish to use.

To Change the Font Size:

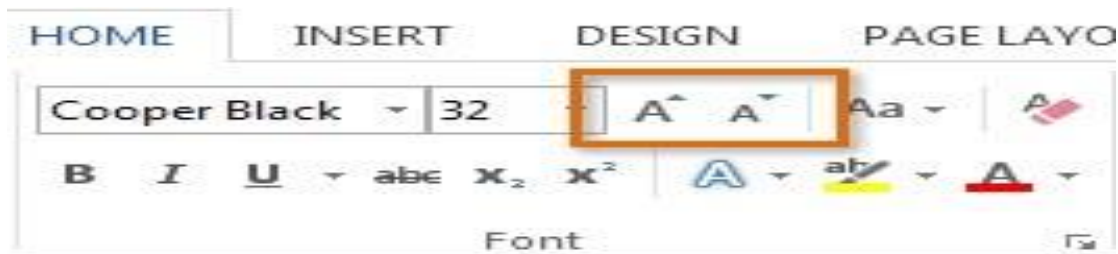
Select the text you wish to modify.

Select the desired font size formatting option:

- Font Size drop-down arrow: On the Home tab, click the Font Size dropdown arrow. A menu of font sizes will appear. When you move the mouse over the various font sizes, a live preview of the font size will appear in the document.

Grow and Shrink Font commands:

- Click the Grow Font or Shrink Font commands to change the font size.
- *The Grow Font and Shrink Font commands* The font size will change in the document.





SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

To Change the Font Color:

Select the text you wish to modify.

- On the Home tab, click the Font Color drop-down arrow. The Font Color menu appears.
- Move the mouse over the various font colors. A live preview of the color will appear in the document.
- Select the font color you wish to use. The font color will change in the document.

To Highlight Text:

- Highlighting can be a useful tool for marking important text in your document.
- Select the text you wish to highlight.
- From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.
- Select the desired highlight color. The selected text will then be highlighted in the document.

To Use the Bold, Italic, and Underline Commands:

- The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.
- Select the text you wish to modify.
On the Home tab, click the Bold (B), Italic (I), or Underline (U) command in the Font group. In our example, we'll click Bold.
- The selected text will be modified in the document.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

- Note:
- Ctrl+B = Bold
- Ctrl+I = Italic
- Ctrl+U = Underline

Lesson 09: To Change The Text Case:

When you need to quickly change text case, you can use the Change Case command instead of deleting and retyping the text.

- select the text you wish to modify.
- *Selecting text to modify*
- On the Home tab, click the Change Case command in the Font group.
- A drop-down menu will appear. Select the desired case option from the menu.
- *Changing the text case*
- The text case will be changed in the document.

To Change Text Alignment:

By default, Word aligns text to **the left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

- Select the text you wish to modify.
On the Home tab, select one of the four alignment options from the Paragraph group.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Left

Align Text Left: Aligns all the selected text to the left margin. The Align Text Left command is the most common alignment and is selected by default when a new document is created.



Center

Center: Aligns text an equal distance from the left and right margins.

Right

Align Text Right: Aligns all the selected text to the right margin.

Justify

Justify: Justified text is equal on both sides. It lines up equally to the right and left margins. Many newspapers and magazines use full justification.

Note:

Ctrl+L = Left

Ctrl+R = Right

Ctrl+E = Center

Ctrl+J = Justify



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 10: Symbols

Sometimes you may find that you need to add a symbol to your text, such as the Copyright symbol, ©. Word offers a large collection of symbols for currency, languages, mathematics, and more.

Symbols Special Characters

Font: (normal text) Subset: Latin-1 Supplement

Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß	à
á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï	ö
ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ	Ā
ā	Ă	ă	Ą	ą	Ć	ć	Ĉ	ĉ	Ċ	ċ	Č	č	Ď	d'	Đ

Recently used symbols:

€	£	¥	©	®	™	±	≠	≤	≥	÷	×	∞	μ	α	β
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Symbols

collection

To Insert a Symbol:

- Place the insertion point in the location where you want to insert a symbol.
- On the Insert tab, click the Symbol drop-down arrow. A menu of symbols will appear.
- Select the desired symbol.
- The symbol will appear in your document.

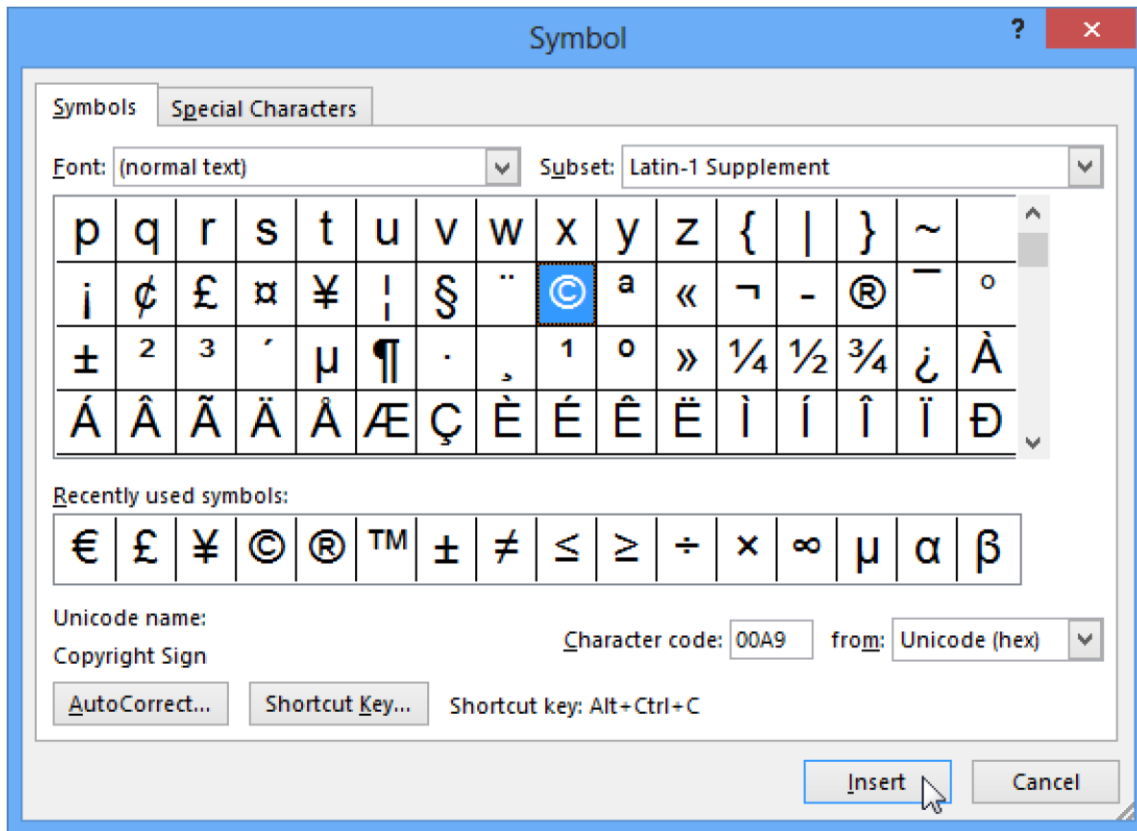


SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com



Symbol dialog box

Show/Hide

command

Word can display hidden formatting symbols such as the space. To show hidden formatting symbols:

- Select the **Home** tab
- Click the **Show/Hide** command.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 11: Page Layout

One formatting aspect you'll need to consider as you create your document is whether to make adjustments to the **layout of the page**. The page layout affects how content appears and includes the page's **orientation, margins, and size**.

Page Orientation

Word offers two page orientation options: **landscape** and **portrait**. Landscape means that the page is oriented **horizontally**, and portrait format is oriented **vertically**.

To Change Page Orientation:

- Select the Page Layout tab.
- Click the Orientation command in the Page Setup group.
- A drop-down menu will appear. Click either Portrait or Landscape to change the page orientation.
- The page orientation of the document will be changed.

Page Margins

A margin is the space between the text and the edge of your document. By default, a new document's margins are set to Normal, which means it has a **one-inch space** between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

To Format Page Margins:

Word has a variety of predefined margin sizes to choose from.

- Select the Page Layout tab and click the Margins command.
- A drop-down menu will appear. Click the predefined margin size you desire.
- *Changing the page margins*
- The margins of the document will be changed.
- To Use Custom Margins:
- Word also allows you to customize the size of your margins in the Page Setup dialog box.
- From the Page Layout tab, click Margins. Select Custom Margins... from the drop-down menu.
- The Page Setup dialog box will appear.
- Adjust the values for each margin and click OK. ➤ The margins of the document will be changed.

Page Size

By default, the page size of a new document is **8.5 inches x 11 inches**. Depending on your project, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check to see which page sizes your printer can accommodate.

To Change the Page Size:

Word has a variety of predefined page sizes to choose from. Normally we use **A4**

- Select the Page Layout tab and then click the Size command. **8.27x11.69inc**
- A drop-down menu will appear. The current page size is highlighted. Click the desired predefined page size. The page size of the document will be changed



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

. Lesson 12: Printing Documents

Once you've created your document, you may want to **print** it to view and share your work **offline**. It's easy to preview and print a document in Word using the **Print** pane.

- To Access the Print Pane:
- Select the File tab. Backstage view will appear. ➤ Select Print. The Print pane will appear.

Note:

You can also access the Print pane by pressing Ctrl+P on your keyboard.

To Print a Document:

- Navigate to the Print pane and select the desired printer.
- Enter the number of copies you wish to print.
- Select any additional settings, if needed. ➤ Click Print.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 13: Indents and Tabs

Indenting text adds structure to your document by allowing you to separate information. Whether you'd like to move a single line or a whole paragraph, you can use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**.

To Indent Using the Tab Key:

- A quick way to indent is to use the Tab key. This will create a first line indent of 1/2 inch.
- Place the insertion point at the very beginning of the paragraph you wish to indent.
- Press the Tab key. On the ruler, you should see the First Line Indent marker move to the right by 1/2 inch.
- The first line of the paragraph will be indented.

Note:

You can also use a Ruler.

Line and Paragraph Spacing

As you design your document and make formatting decisions, you will need to consider the **line and paragraph spacing**. You can **increase** spacing to improve readability, or **reduce** it to fit more text on the page.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

About Line Spacing

Line spacing is the **space between each line in a paragraph**. Microsoft Word allows you to customize the line spacing to be **single-spaced** (one line high), **double-spaced** (two lines high), or any other amount that you want. **The default spacing in Word 2013 is 1.08 lines**, which is a little bit larger than singlespaced.

To Format Line Spacing:

- Select the text you wish to format.
- On the Home tab, click the Line and Paragraph Spacing command. A dropdown menu will appear.
- Move the mouse over the various options. A live preview of the line spacing will appear in the document. Select the line spacing you wish to use.
- The line spacing will change in the document.

Lists .

Bulleted and numbered lists can be used in your documents to outline, arrange and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

To Create a Bulleted List:

- Select the text you wish to format as a list.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

- On the Home tab, click the drop-down arrow next to the Bullets command. A menu of bullet styles will appear.
- Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you wish to use. ➤ The text will be formatted as a bulleted list.

To Create a Numbered List:

When you need to organize text into a numbered list, Word offers several numbering options. You can format your list with numbers, letters, or Roman Numerals.

- Select the text you wish to format as a list.
- On the Home tab, click the drop-down arrow next to the Numbering command. A menu of numbering styles will appear.
- Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you wish to use.
- The text will format as a numbered list.

Note:

To Restart a Numbered List:

If you want to restart the numbering of a list, Word has a Restart at 1 option. It can be applied to numeric and alphabetical lists.

Right-click on the list item that you would like to restart the numbering for, and then select Restart at 1 from the menu that appears.

The list numbering will restart.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Customizing Bullets

Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols**, different **colors**, or even upload a **picture** as a bullet.

To Use a Symbol as a Bullet:

- Select an existing list that you wish to format.
- On the **Home tab**, click the **drop-down arrow** next to the **Bullets command**. Select **Define New Bullet...** from the drop-down menu.
- The **Define New Bullet** dialog box will appear. Click the **Symbol...** button.
- The **Symbol** dialog box will appear.
- Click the **Font** drop-down box and select a font.
The **Wingdings** and **Symbol** fonts are good choices as they have a large number of useful symbols.
- Select the desired symbol and click **OK**.
- The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.
- The symbol will appear in the list.

To Change the Bullet Color:

- Select an existing list that you wish to format.
- On the **Home tab**, click the **drop-down arrow** next to the **Bullets command**. Select **Define New Bullet...** from the drop-down menu.
- The **Define New Bullet** dialog box will appear. Click the **Font** button.
- The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.
- Select the desired color and click **OK**.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

- The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.
- The bullet color will change in the list.

Lesson 14: Hyperlinks

Adding **hyperlinks** to text can provide access to **websites** and **email addresses** directly from your document. There are a couple of ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text into a link**

Understanding Hyperlinks in Word

Hyperlinks have **two basic parts**: the address (URL) of the web page and the **display text**. For example, **the address** could be **http://www.sahalsoftware.com** and the **display text** could be **"Hoyga Aqoonta Computer-ka."** When you create a hyperlink in Word, you'll be able to choose both the address and the display text.

Word often recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press **Enter** or the **spacebar**.

To Format Text with a Hyperlink:

- Select the text you would like to format as a hyperlink.
- Select the **Insert tab** and then click the **Hyperlink** command.
- The **Insert Hyperlink** dialog box will appear.
- The selected text will appear in the **Text to display:** field at the top. You can change this text if you wish.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

- In the **Address:** field, type the address you would like to link to and click **OK**.
- The text will then be formatted as a hyperlink.

Note:

To remove a hyperlink, right-click the hyperlink and select **Remove Hyperlink** from the menu that appears.

Lesson 15: Columns

Sometimes the information you include in your document is best displayed in **columns**. Not only can columns help improve readability, but some types of documents (like newspaper articles, newsletters, and flyers) are often written in column format. Word also allows you to adjust your columns by adding **column breaks**.

To Add Columns to a Document:

- Select the text you wish to format.
- Select the **Page Layout** tab and click the **Columns** command. A drop-down menu will appear.
- Select the number of columns you want to create.
- ➤ The text will format into columns.

Note:

You can also add a column **More Columns**.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

To Remove:

To remove column formatting, place the insertion point anywhere in the columns and click the **Columns** command on the **Page Layout** tab. Then select **One** from the drop-down menu that appears.

Lesson 16: Headers, Footers, and Page Numbers

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page number**, **date**, **author's name**, **footnotes**, and more, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

To Create a Header or Footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

- Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click on the top margin.
- The header or footer will open and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.
- Type the **desired information** into the header or footer. In our example, we'll type the Sahalsoftware
- When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.
- The header or footer text will appear.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Note: Another Option

Select the **Insert tab** and click the **Header** or **Footer** command. In our example, we'll click the **Header** command.

The header or footer will appear. Preset headers and footers contain placeholders for information such as the title or date, and these are known as **Content Control** fields.

To edit a Content Control field, click it and type the **desired information**.

When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

Adding Page Numbers

Word can automatically label each page with a page number and place it in a **header**, a **footer** or in the **side margin**. When you need to number some pages differently, Word allows you to **restart page numbering**.

To Add Page Numbers to a Document:

In our example, we'll add page numbering to our document's footer.

- Double-click anywhere on the **header** or **footer** to **unlock** it. If you don't already have a header or footer, you can double-click near the **top or bottom of the page**. The **Design** tab will appear on the right side of the Ribbon.
- Click the **Page Number** command. In the menu that appears, hover the mouse over **Current Position** and select the desired **page numbering style**.
- Page numbering will appear.
- When you're finished, press the **Esc** key. The page numbering will be formatted.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com



Lesson 17: Pictures and Text Wrapping

To Insert a Picture From a File:

If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer.

- Place the **insertion point** where you want the image to appear.
- Select the **Insert** tab on the **Ribbon** and click the **Pictures** command.
- The **Insert Picture** dialog box will appear. Select the desired image file and click **Insert**.
- The image will appear in the document

Resize:

- To resize an image, click and drag one of the **corner sizing handles** .
- The image will change size while keeping the same proportions.
- If you want to stretch it horizontally or vertically, you can use the **side sizing handles** .



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 18: Formatting Pictures

There are a variety of ways to **format** the pictures in your document. Depending on how the images are used and where they are placed, you can use Word's **picture tools** to **personalize** and **modify** them in interesting ways.

To Crop an Image:

When you crop an image, a part of the picture is removed. Cropping may be helpful when a picture has a lot of content and you want to focus on only part of it.

- Select the image you want to crop. The Format tab appears.
- On the Format tab, click the Crop command.
- Cropping handles will appear around the image. Click, hold and drag a handle to crop the image.
- Click the Crop command again. The image will be cropped.
- To Crop an Image to a Shape:
- Select the image you want to crop and click the Format tab.
- Click the Crop drop-down arrow. Hover the mouse over Crop to Shape and select the desired shape from the drop-down menu that appears. ➤ The image will appear formatted as the shape.

To Add a Border to a Picture:

- Select the picture you want to add border to and click the Format tab.
- Click the Picture Border command. A drop-down menu will appear.
- From here, you can select a color, weight (thickness), and whether or not the line is dashed.
- The border will appear around the image.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 19: Shapes

You can add a **variety of shapes** to your document including arrows, callouts, squares, stars, flowchart shapes, and more. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use the flowchart shapes. While you may not need shapes in every document you create, they can add **visual appeal and clarity**.

To Insert a Shape:

Select the Insert tab and click the Shapes command. A drop-down menu of shapes will appear.

- Select the desired shape.
- Click, hold and drag in the desired location to add the shape to your document.

Text Boxes and WordArt

Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them as **WordArt**.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

To Insert a Text box:

Select the Insert tab and click the Text Box command in the Text group.

- A drop-down menu will appear. Select Draw Text Box.
- Click, hold and drag to create the text box.
- The insertion point will appear inside the text box. You can now type to create text inside the text box.
- If desired, you can select the text and then change the font, color, and size by using the commands on the Home tab.
- Click anywhere outside of the text box to return to your document.
- You can also select one of the built-in text boxes that have pre-defined colors, fonts, positions and sizes. If you choose this option, the text box will appear automatically, so you will not need to draw it.

To Move a Text Box:

Click the text box you want to move.

- Hover the mouse over one of the edges of the text box. The mouse will

change into a cross with arrows .

- Click, hold and drag the text box to the desired location.

To Resize a Text Box:

- Click the text box you want to resize.
- Click, hold and drag any of the sizing handles on the corners or sides of the text box until it is the desired size.



SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

Lesson 20: Tables

A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a **blank** table, **convert text** to a table, and apply a variety of **styles and formats** to existing tables.

To Insert a Blank Table:

- Place your insertion point where you want the table to appear, then select the Insert tab.
- Click the Table command.
- A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of columns and rows in the table.
- Click the mouse and the table will appear in the document.
- You can now place the insertion point anywhere in the table to add text.

Note:

To move the insertion point to the next cell, press the Tab key while typing. If the insertion point is in the last cell, pressing the Tab key will automatically create a new row.

To Convert Existing Text to a Table:

In this example, each row of information contains an item name and price, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.



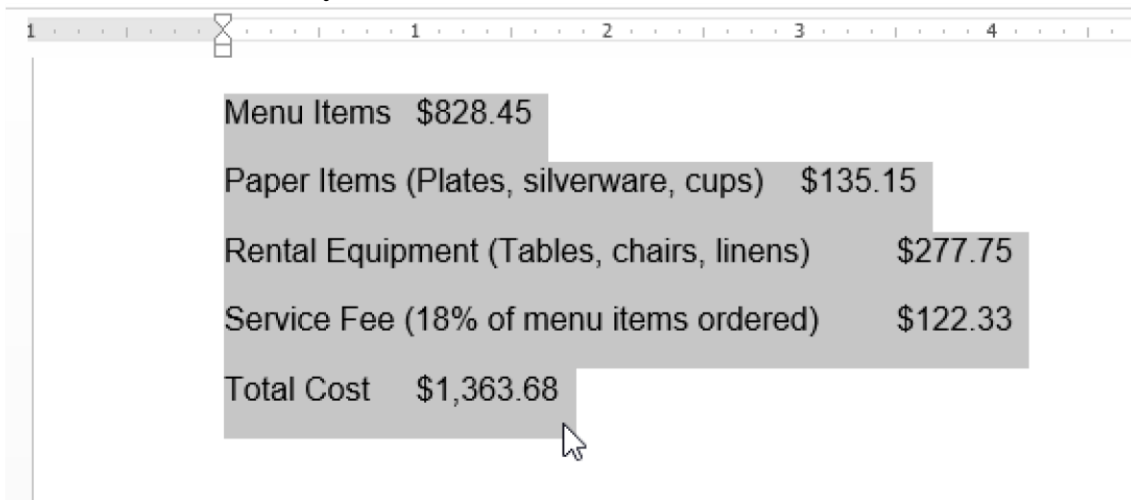
SAHALSOFTWARE

Mobile:0634496857/0615316299/0634497279/0634494483

Website:www.sahalsoftware.com / www.facebook.com/sahalsoftware

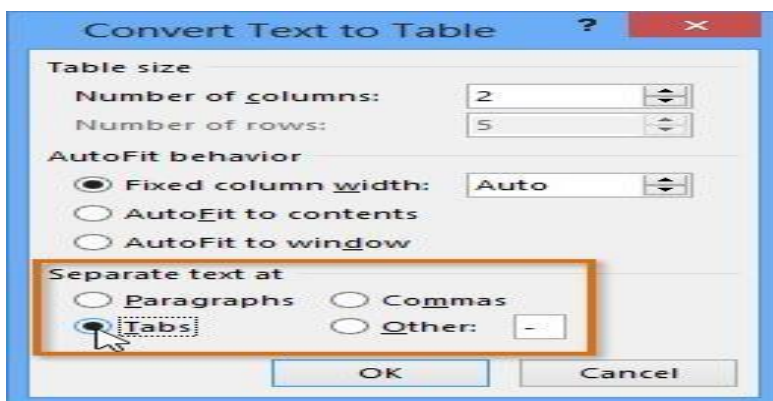
Youtube:sahalsoftware.com - E-mail: support@sahalsoftware.com

- Select the text you wish to convert.



Selecting text to convert

- From the Insert tab, click the Table command.
- Select Convert Text to Table from the drop-down menu.
- A dialog box will appear. Choose one of the options in the Separate text at: section. This is how Word knows what text to put in each column.



Separating text at Tabs □ Click OK. The text appears in a table.