



# Word

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**Intro to Microsoft**

# Intro to Microsoft Word

Microsoft Word has been around for years and is well known by millions of people. According to Microsoft, Word includes “smart writing assistance, helpful document designs, and easy collaboration tools...” Yes, Microsoft Word was one of the first document processors, but there are many additional features that have been added over the years. From mail merges to tables to the ability to collaborate on documents in real time, Microsoft Word has grown into an indispensable app. During this course, you will watch a live demonstration of introductory Word functions and tools to create professional documents efficiently. You will then have lab time to practice these functions and tools while the instructor is there to provide guidance and answer questions.

The learning objectives for our course are:

- Discover how to create well-designed, professional documents;
- Learn how to change multiple page style options, insert tables and pictures, and manipulate formatting to fit exactly what you need in your documents;
- Implement Microsoft Word tools - including mail merge, tracking changes, and various shortcuts - to be more efficient with your document creation.



# Microsoft Word Overview



- What is Word typically used for?
- Common Word verbiage:
  - Margins \_\_\_\_\_
  - Tab stops \_\_\_\_\_
  - Page breaks \_\_\_\_\_
  - Mail Merge \_\_\_\_\_
- Document Views

## ***Ribbon and Quick Access:***

How to customize the ribbon

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How to customize Quick Access

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Additional Notes:

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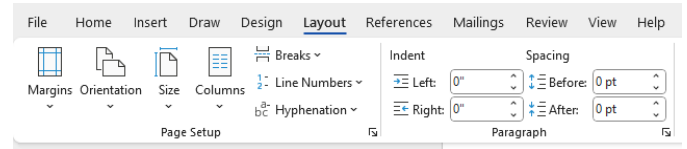
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# Microsoft Word Page Setup

- Margins –
- Orientation –
- Columns -
- Styles -
- Page breaks -
- Tab stops -
- Add header/footer -



Additional Notes:

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# Microsoft Word Lab and Q & A

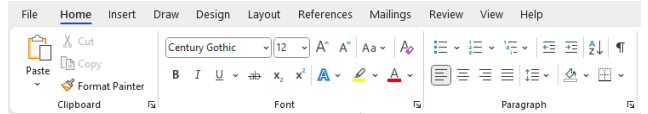
## Page Setup

### *Exercises:*

- Download the Word Lab Exercise document and open it on your computer.
  - This can be found in the email you received and/or the instructor will put a copy in the Zoom chat.
- Familiarize yourself with the Quick Access toolbar and add any commands you use frequently.
- Make the document portrait orientation.
- Give the document moderate margins.
- Create 2 columns from the list of signers.
- Insert a page break between the signers and the actual document.
- Insert page numbers in the bottom right corner, including the first page.
- Insert a centered header that says "History 101" in a bold 16-point font of your choice.



# Microsoft Word Tips & Tools



Line Spacing:

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Bullets and Numbering:

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Format Painter:

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Ruler:

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Tables:

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Insert photos:

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# Microsoft Tips and Tools

Mail Merge:

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Tracking Changes:

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Find and Replace:

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Real-time Collaboration:

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Additional Notes:

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# Microsoft Word Lab and Q & A

## Tips and Tools

*Exercises (Continue in your Word Lab Exercise document):*

- Give the first 13 “He has” statements bullets.
- Change the spacing for the final paragraph to 2.5.
- Find all instances of the word “separation” and replace them with “dissolution”.
- Insert a photo of the American flag before the title “Declaration of Independence.” You can find one using the ‘Online Pictures’ option when inserting.
  - Make changes to the image using the ‘Picture Format’ ribbon that appears once you have inserted the picture. You can change the colors, transparency, borders or shadow and position on the page.
- Turn on “Track Changes” for everyone.
- Make a few additional changes to the document to see the tracking in action.
- Explore the Share options in the upper right corner.





### 3 - 5 Takeaways:

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### 1 - 2 Action Steps:

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