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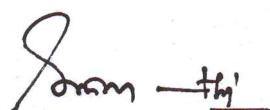
Forward

This book is self-supporting and are written in easy to follow language and have been blended with large number of examples. The material is provided in a pleasing-to-eye format so as to retain and enhance the interest of the learners. We are sure the learners would find these texts by useful.

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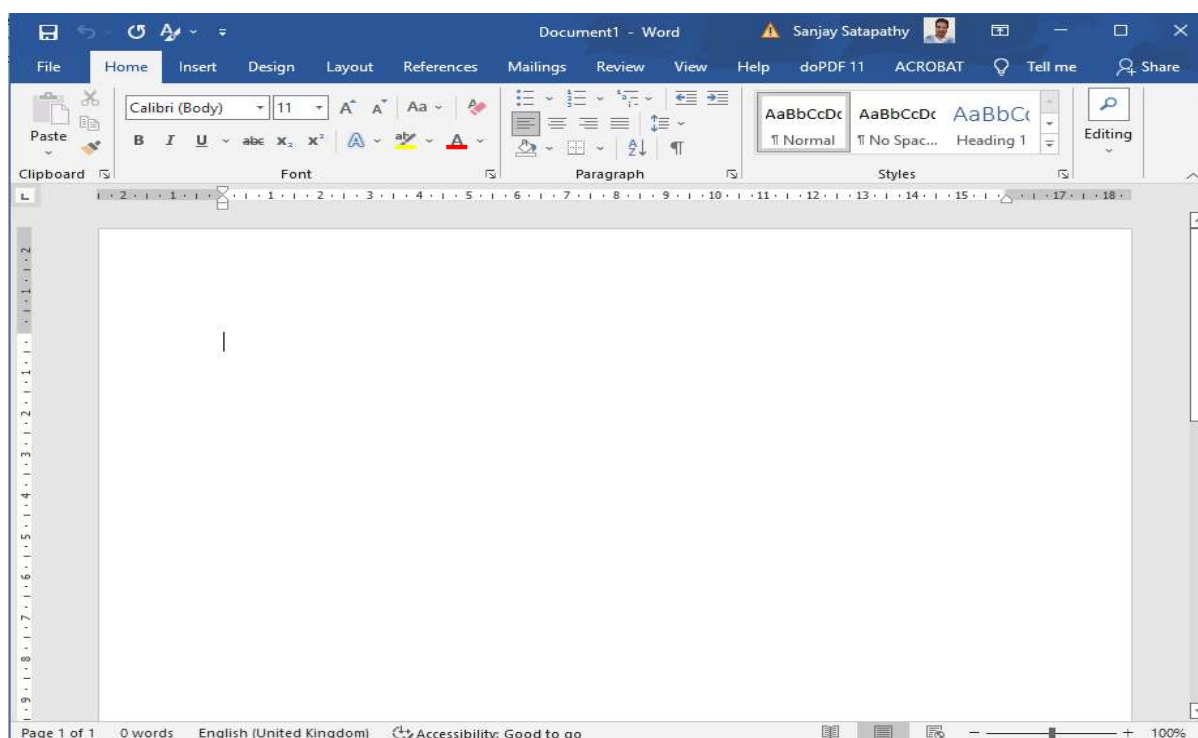
1. Getting Started with Word

Microsoft Word is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.

Word is similar to Word 2013 and Word 2010. If you've previously used either version, then Word should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the **Word interface**.

The Word Interface

When you open Word for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new document**, choose a **template**, and access your **recently edited documents**. From the **Start Screen**, locate and select **Blank document** to access the Word interface.

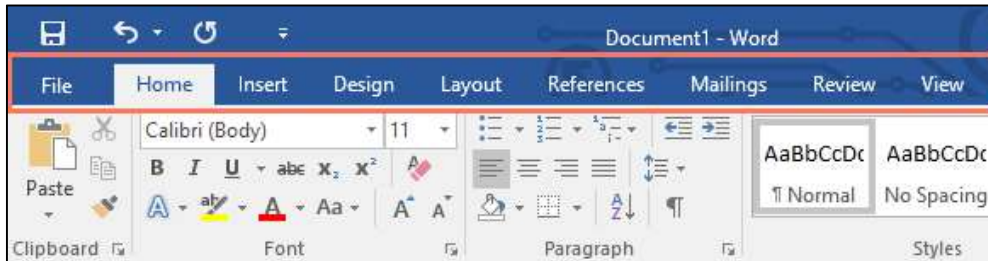


1.1. Working with the Word environment

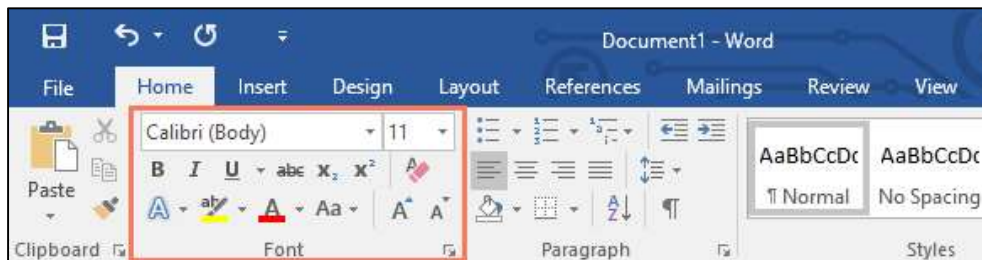
Like other recent versions, Word continues to use features like the **Ribbon** and the **Quick Access Toolbar**—where you will find commands to perform common tasks in Word—as well as **Backstage view**.

1.1.1. The Ribbon

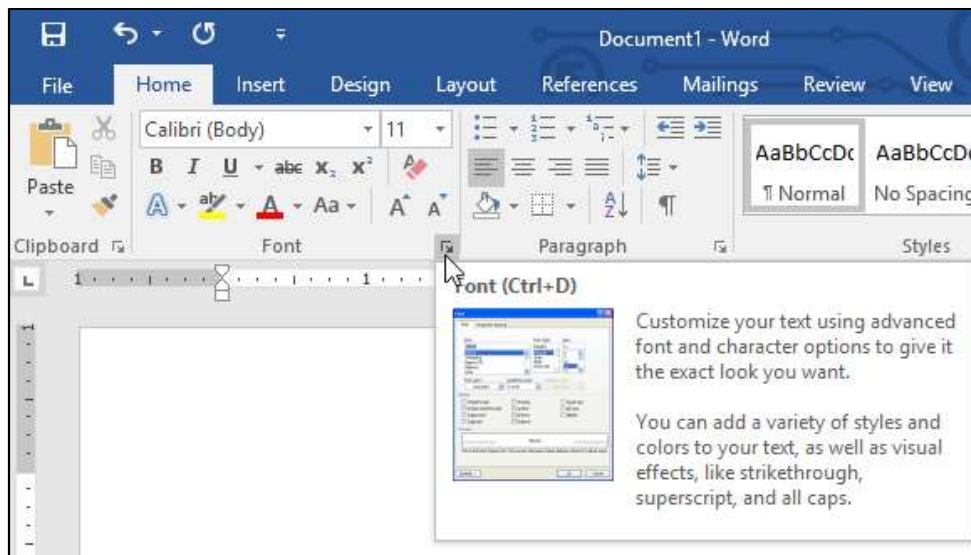
Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.



Each tab contains several **groups of related commands**. For example, the Font group on the Home tab contains commands for formatting text in your document.

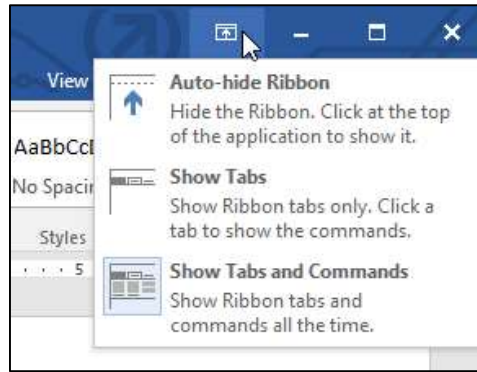


Some groups also have a **small arrow** in the bottom-right corner that you can click for even more options.



1.1.2. Showing and hiding the Ribbon

If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon, then select the desired 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.

Show Tabs:

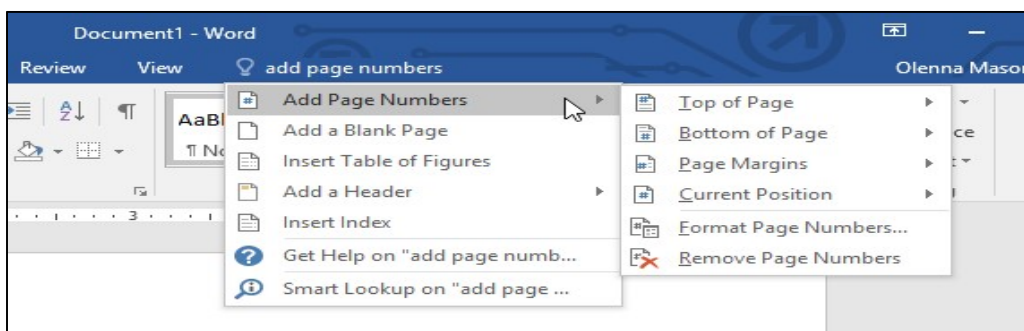
This option hides all command groups when they're not in use, but tabs will remain visible. To show the Ribbon, simply click a tab.

Show Tabs and Commands:

This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open Word for the first time.

1.1.3. Using the Tell me feature

If you're having trouble finding command you want, the **Tell Me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.



1.2. 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,**

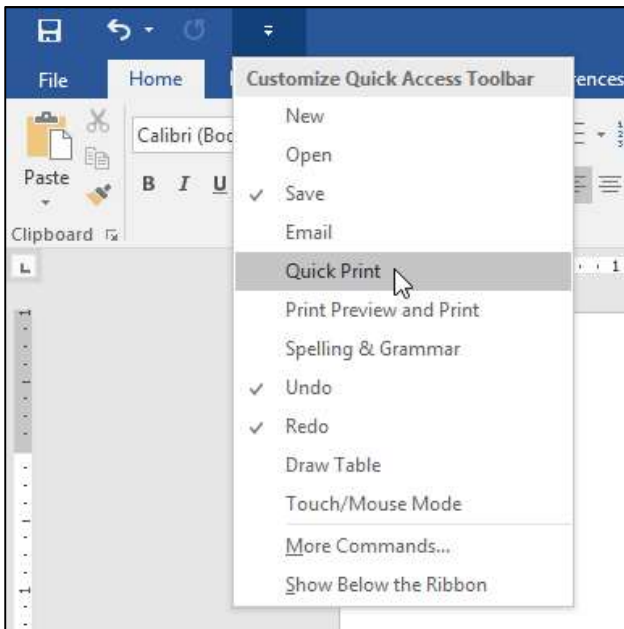
and **Redo** commands, but you can add other commands depending on your needs.

To add commands to the Quick Access Toolbar:

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



2. Select the **command** you want to add from the menu.



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

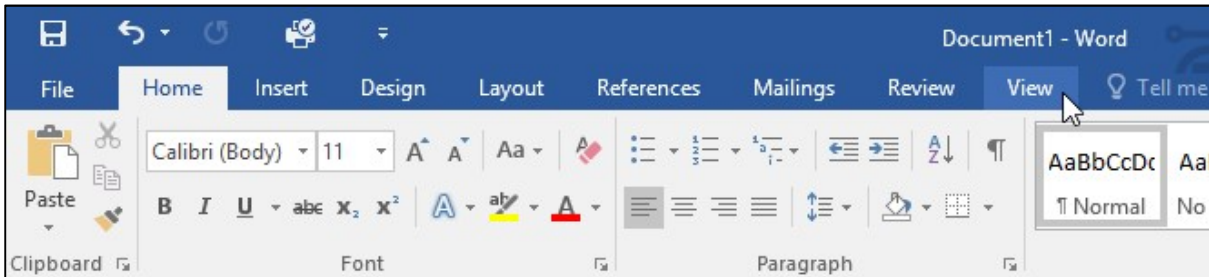


1.2.1. The Ruler

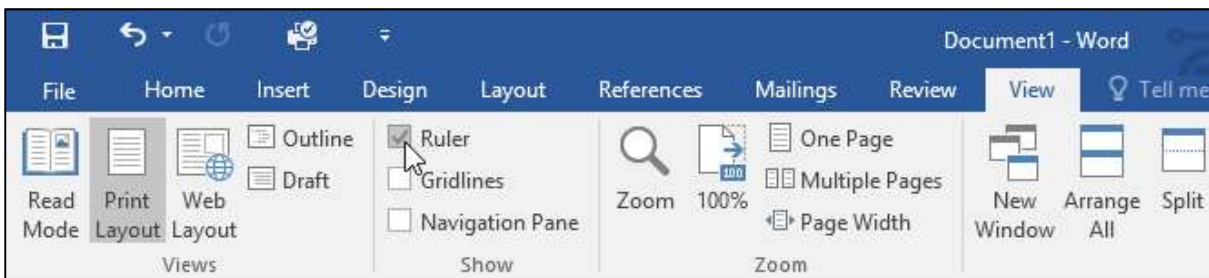
The **Ruler** is located at the top and to the left of your document. It makes it easier to **adjust** your document with precision. If you want, you can hide the Ruler to create more screen space.

To Show or Hide the Ruler:

1. Click the **View** tab.



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

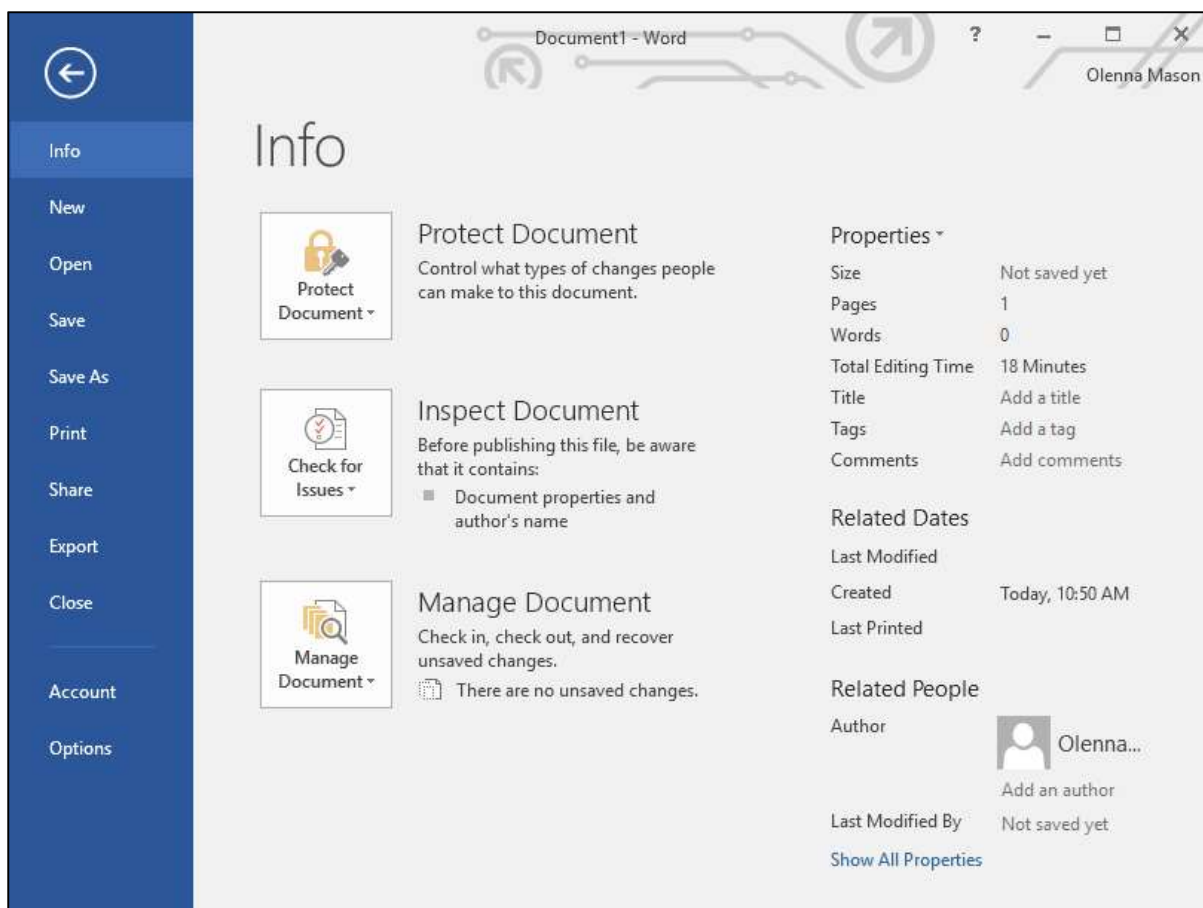


1.2.3. Backstage view

Backstage view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.



Click the buttons in the interactive below to learn more about using Backstage view.



1.2.4. Document Views and Zooming

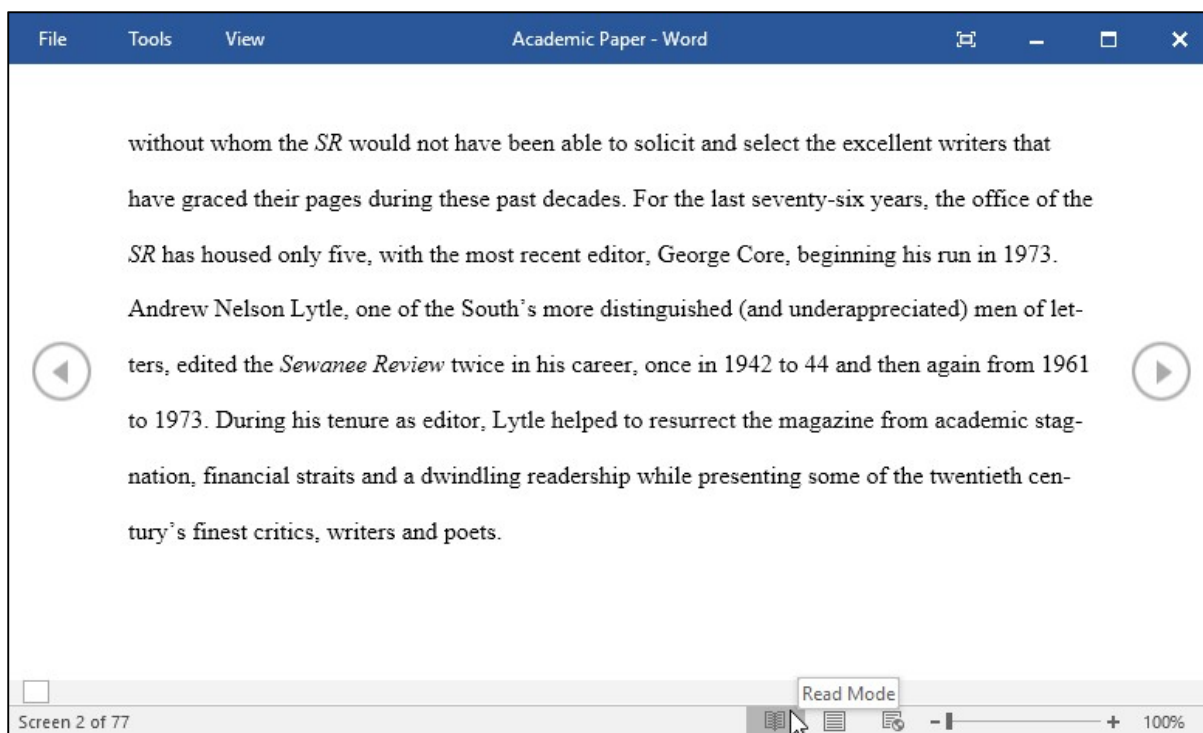
Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and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

1.2.4.1. Switching Document Views

Switching between different document views is easy. Just locate and select the desired **document view command** in the bottom-right corner of the Word window.

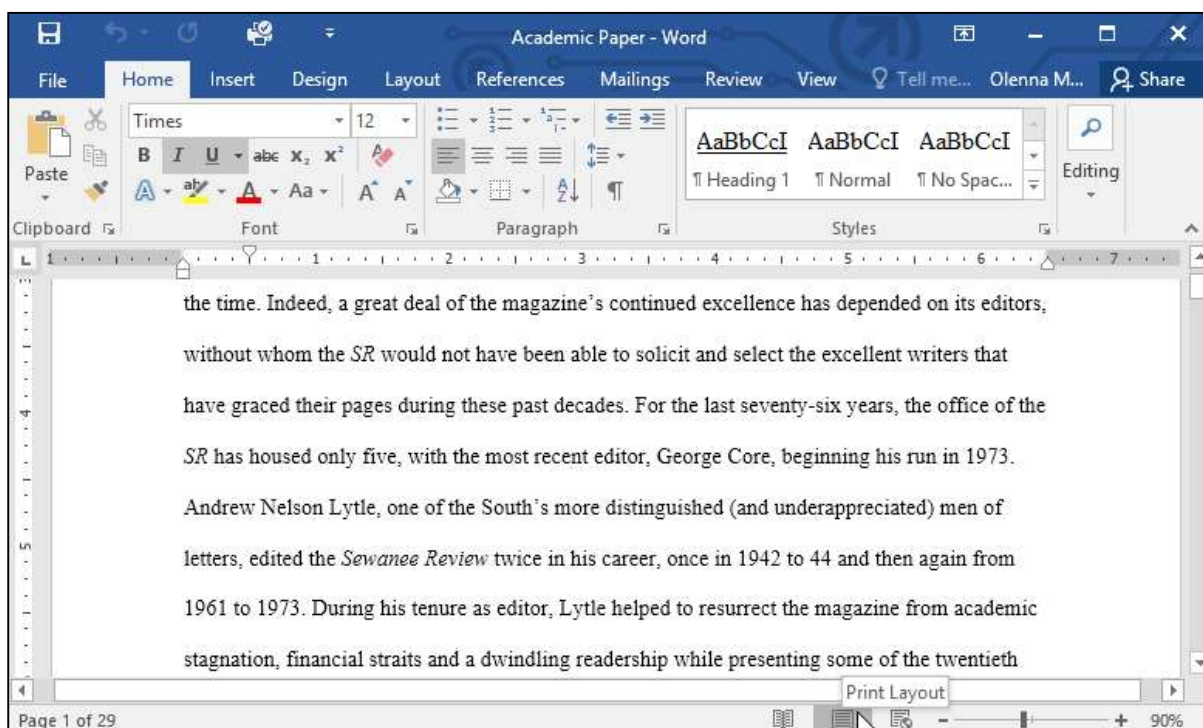
Read Mode:

This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.



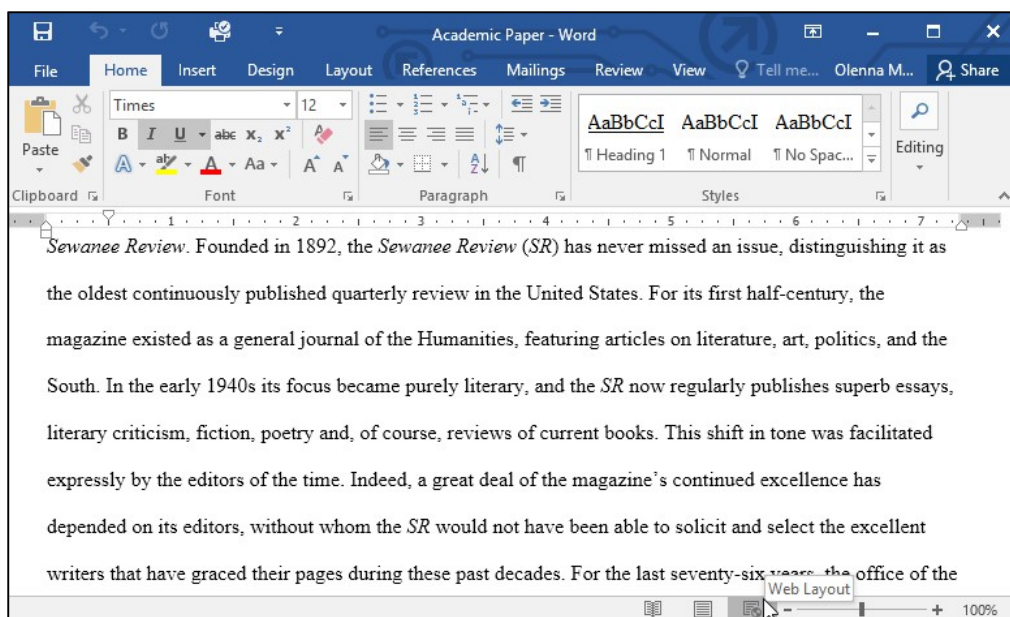
Print Layout:

This is the default document view in Word. It shows what the document will look like on the printed page.



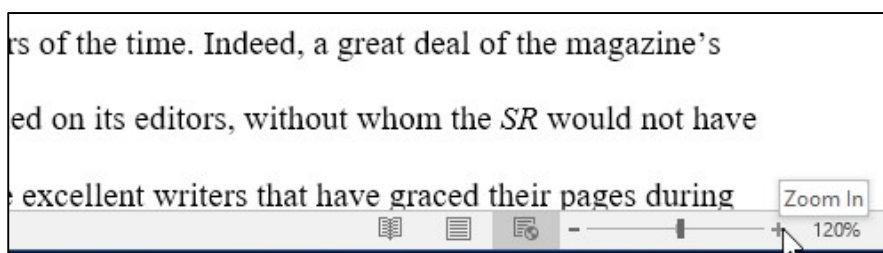
Web Layout:

This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.



1.2.4.2. Zooming in and out

To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+** or **-** **commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.



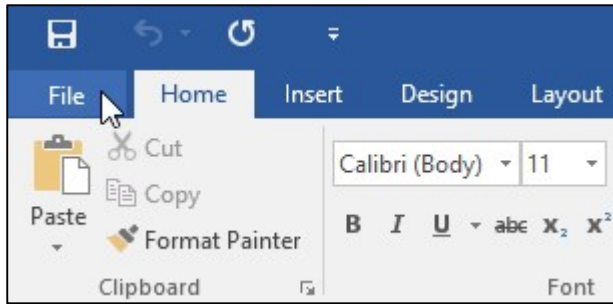
2. Creating and Opening Documents

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**.

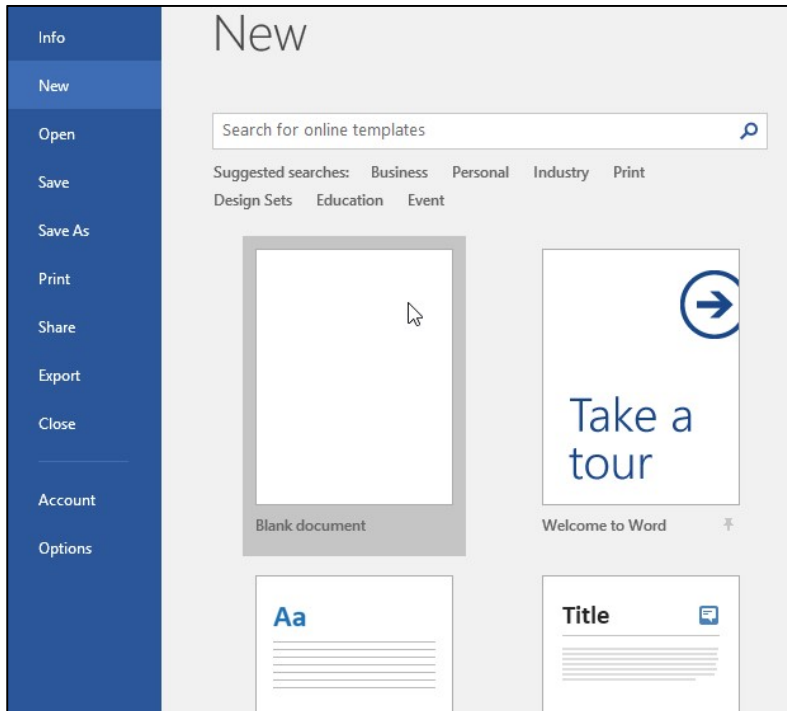
2.1. To create a new blank document:

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

1. Select the **File** tab to access **Backstage view**.



2. Select **New**, then click **Blank document**.

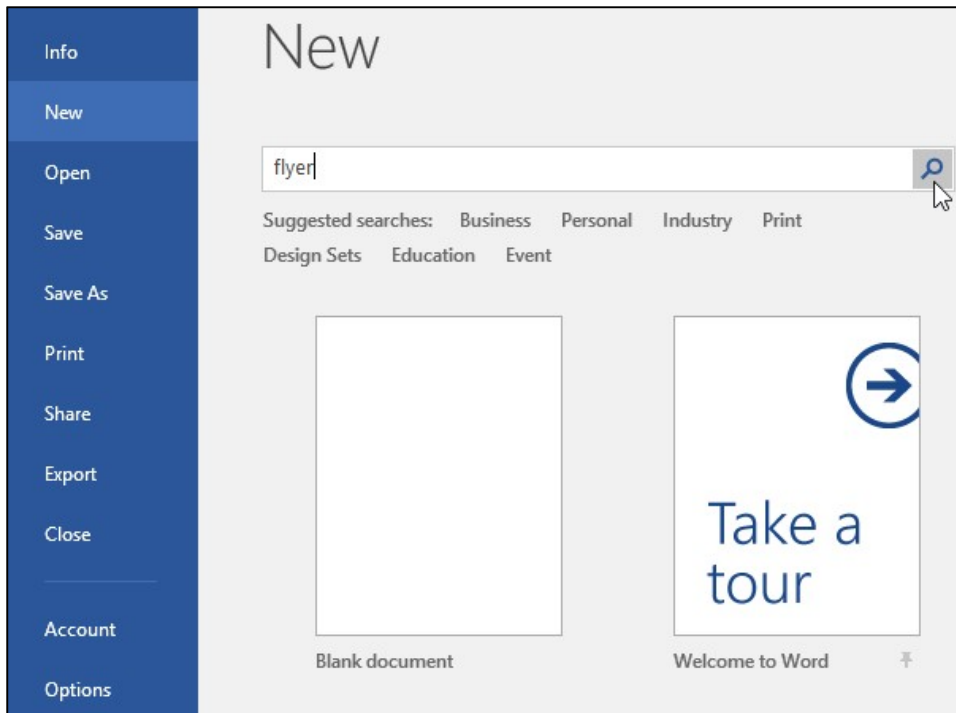


3. A new blank document will appear.

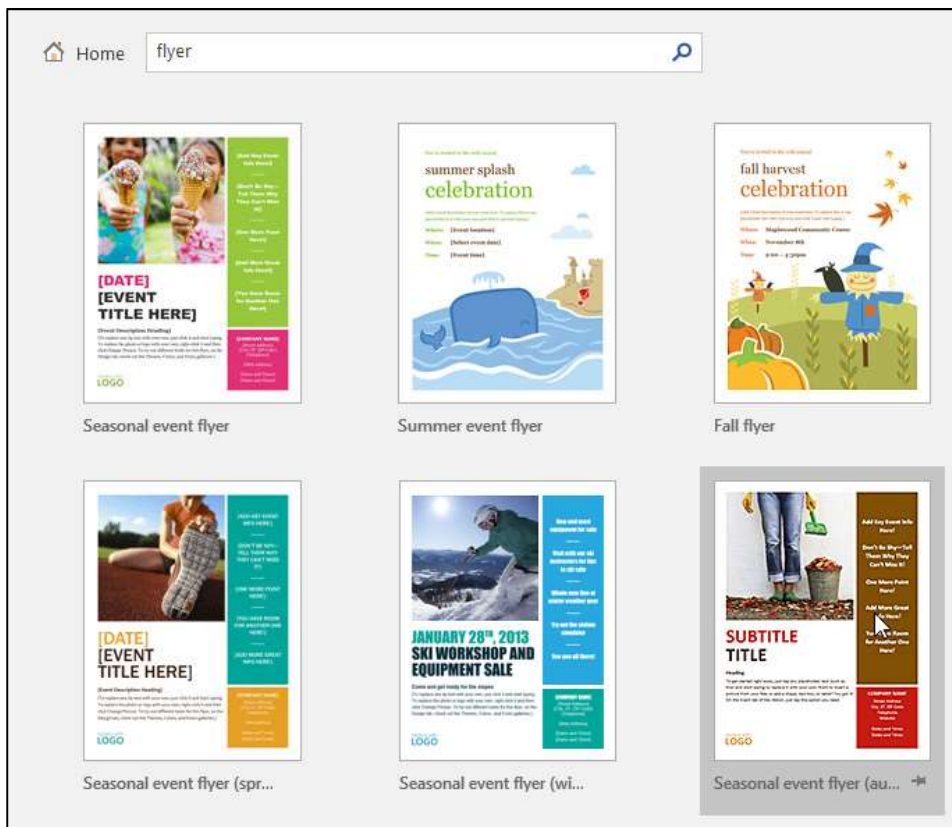
2.2. To create a new document from a template:

A **template** is a **predesigned 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.

1. Click the **File** tab to access **Backstage view**, then select **New**.
2. Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific. In our example, we'll search for a **flyer** template.



3. When you find something you like, select a template to preview it.



4. A **preview** of the template will appear. Click **Create** to use the selected template.



5. A new document will appear with the **selected template**.

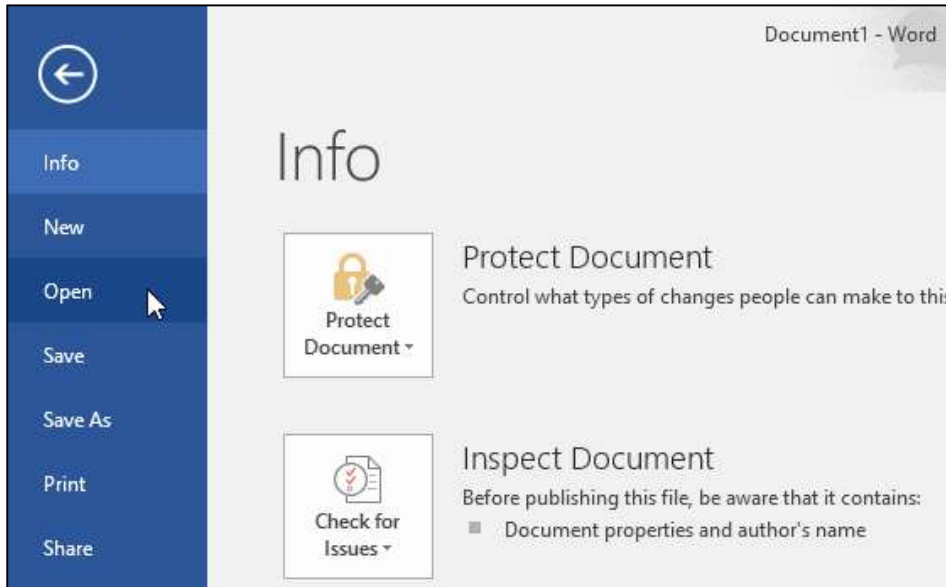
You can also browse templates by category after performing a search.



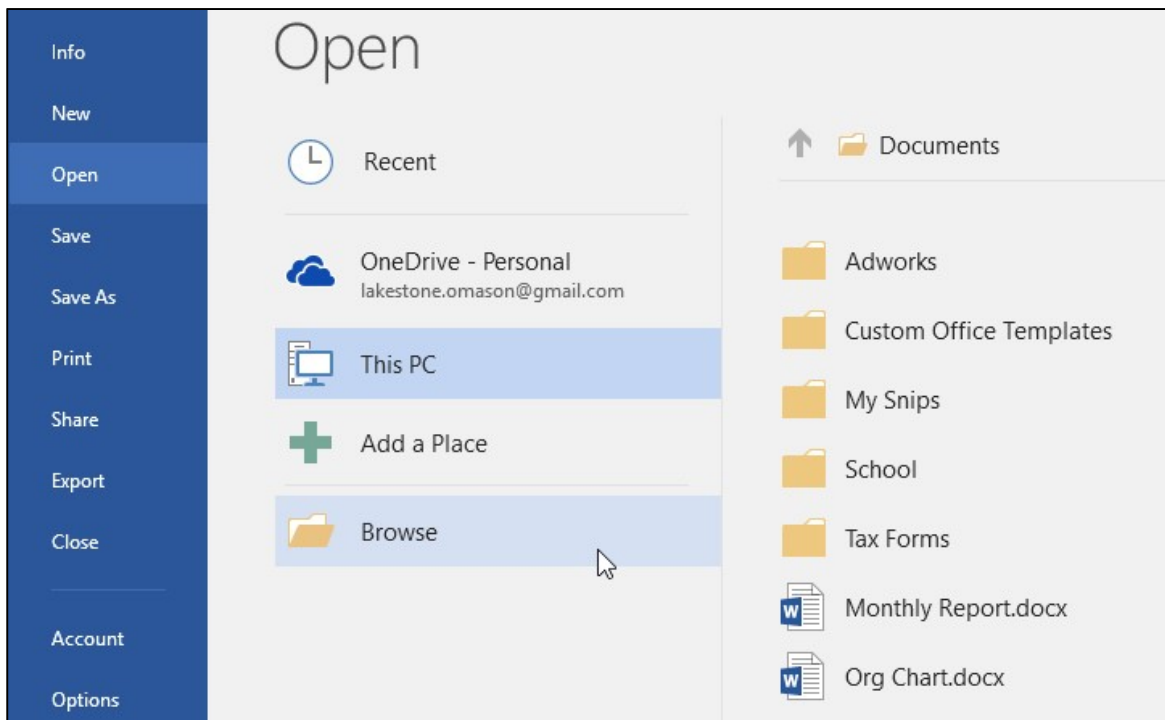
2.3. To open an existing document:

In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving documents, visit our lesson on [Saving and Sharing Documents](#).

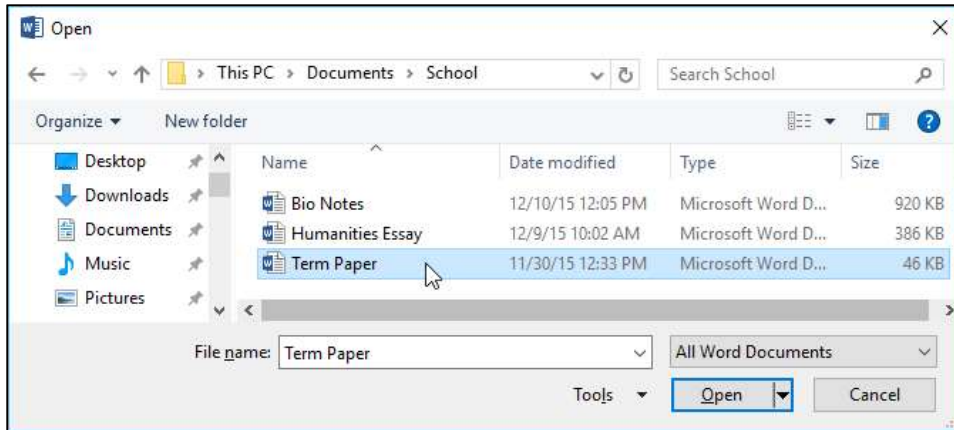
1. Navigate to **Backstage view**, then click **Open**.



2. Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



3. The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.

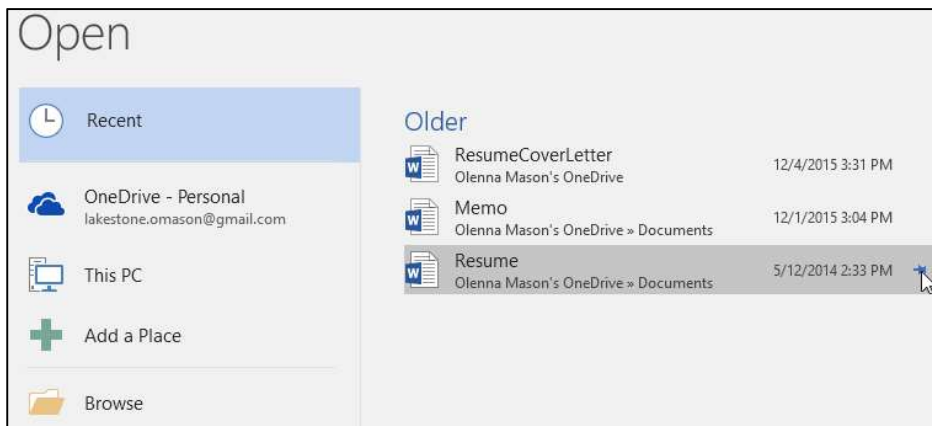


4. The selected document will appear.

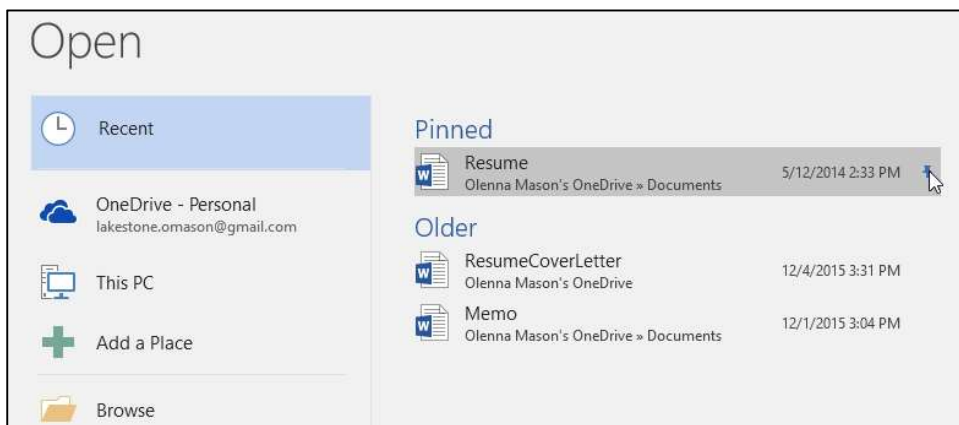
2.4. To pin a document:

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

1. Navigate to **Backstage view**, click **Open**, then select **Recent**.
2. A list of recently edited documents will appear. Hover the mouse over the **document** you want to pin, then click the **pushpin icon**.



3. The document will stay in Recent documents list until it is unpinned. To **unpin** a document, click the pushpin icon again.



3. Saving and Sharing Documents

When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **Export** and **Share** documents directly from Word.

3.1. 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 click the Save command to save it with the same name and location.

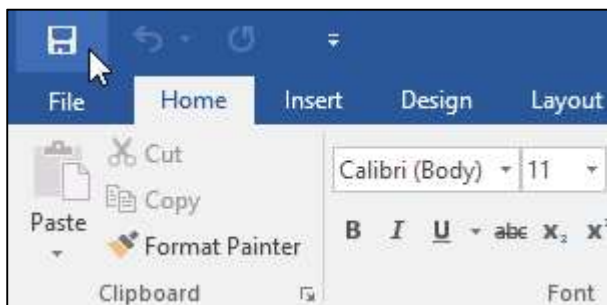
Save As:

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.

3.1.1. To save a document:

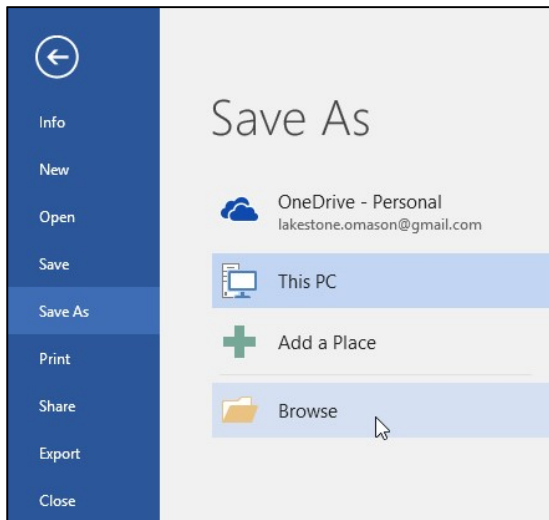
It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access Toolbar**.



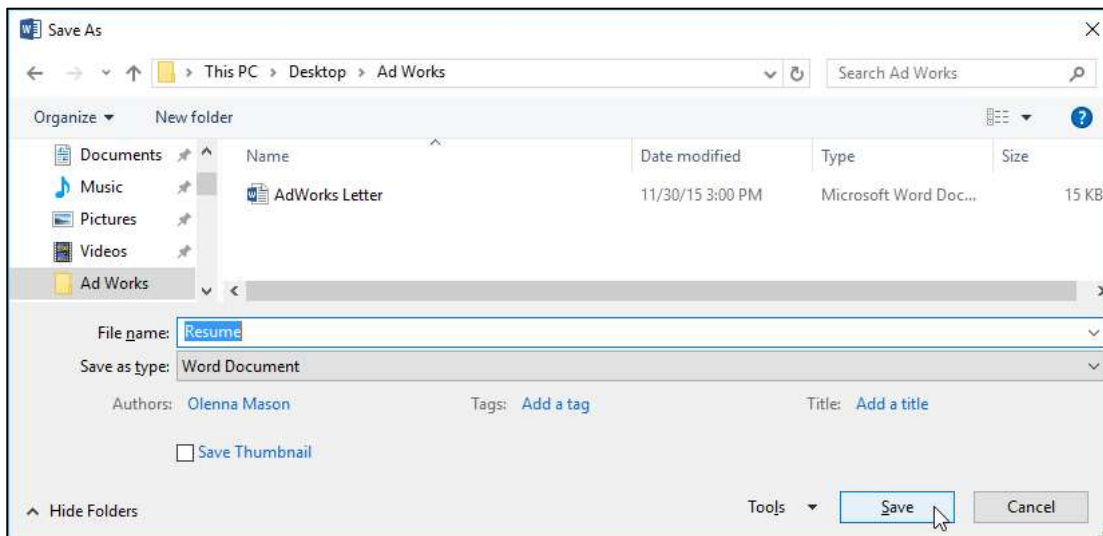
2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.

3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.

5. Enter a **file name** for the document, then click **Save**.



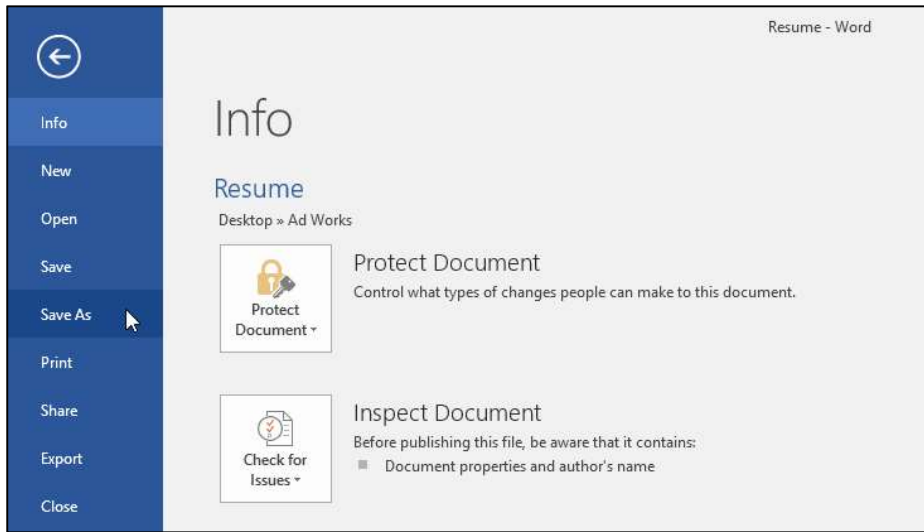
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

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

3.1.2. 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 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**.



3.1.3. Auto Recover

Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

The image shows the cover of the 'Microsoft Word Expert' e-book. It features the Microsoft Word logo, the title 'Microsoft Word EXPERT', the author's name 'Sanjay Satapathy', and a price tag of ₹.150. The cover also includes the TallyPrimeBook.Com logo and a small 'EBookDownload' icon.	<p style="text-align: center;">Enjoying the Sample!</p> <p style="text-align: center;">Buy the e-Book Online to continue the Full E-Book.</p> <p style="text-align: center;"><u>www.TallyPrimeBook.Com</u></p>
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