



Word Basic: Cut, Copy, Paste!

Overview: Learn skills needed to craft anything you need to type: letters, flyers, resumes, and more. Save your work where you want and use cut, copy, and paste!

Student Skill Level: Basic

Requirements: Basic mouse skills (Ability to move the mouse around the computer screen with some assistance. Ability to “click” and “double click” the mouse as instructed during class)

Objectives:

- The student will be able to understand the basics of using Microsoft Word:
 - Locate and open the program from the Desktop
 - Recognize and understand the basic functions of the Ribbon, Tabs, and Groups
 - Understand the difference between the cursor and the mouse
 - Type a name, address, and date with the keyboard and highlight/select it using the mouse
 - Understand basic concepts of computer memory and “the cloud”
 - Explore the Save As function
 - Use the Home Tab:
 - Clipboard Group
 - Font Group
 - Paragraph Group



What is Microsoft Word?

It is a standard word processing program. Word processing is the computer term for **typing**.

Word is a commonly-accepted program for resumes; you may create a resume in Word and attach it to an outgoing email. This is a customary practice for sending out resumes to prospective employers.

Word comes in various **versions**. It is important to know what version you are using because earlier ones (like Word 2003 or 2007) **generally won't open** documents created by newer ones (like Word 2013). There is also a subscription-based model called **Office 365**. If you choose to subscribe, you'll always have the newest version of Word on your device.

Open Word

Click once on the icon on the task bar

The icon will turn **white** and then a small circle will appear as the program opens.

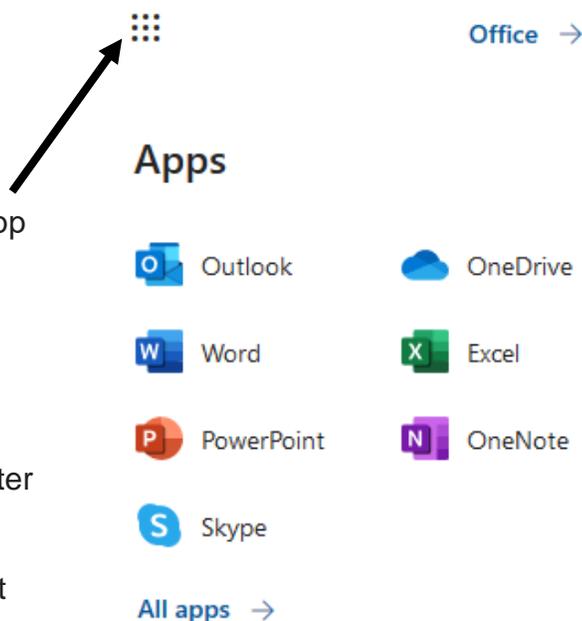


Special Note: Accessing Word Online with Microsoft Account

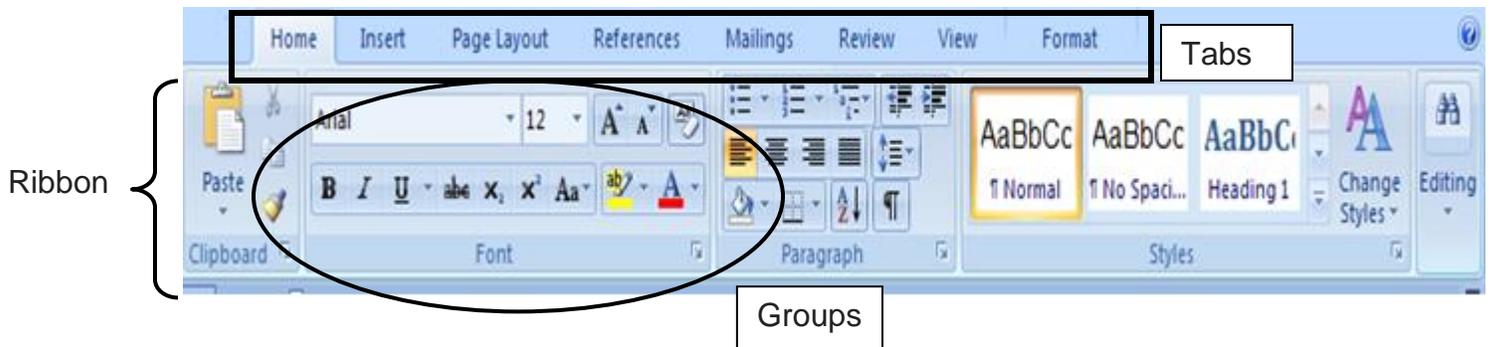
If you choose to go to www.live.com you can create a free online account with Microsoft and get access to Word, Excel, and Power Point for free (with your Internet access).

Once you create an account and sign in, the "App Drawer" (the grid) is on the left side of the web page. Click it and you'll see the list of available applications. Click the one you wish to use.

All changes made to files created online are **AUTOMATICALLY** saved to your OneDrive account and can be downloaded to your computer – but I would only download the **FINAL COPY** because, unless you're online or you pay for Office, you cannot edit the file. All changes must be done online and again, are saved to the OneDrive. (Same as Google Docs and Google Drive – different companies).



The Ribbon, Tabs, and Groups

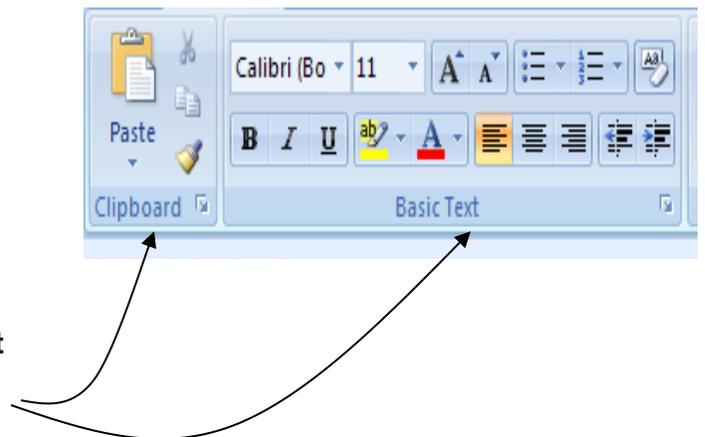


The area above the blank page is called the **Ribbon**.

To use commands and options available to you in Word, simply click the **button** on the correct **Tab**: Home, Insert, Page Layout, References, Mailings, Review, View, or Format.

Buttons are arranged in **Groups**. In general, the most used commands are in the **Home** Tab. For example, it contains the **Clipboard** and **Basic Text** Groups.

Cut, Copy, Paste, Bold, Italicize, Underline, Center, Font Type: They're all included in these two groups.



The Cursor and the Mouse

What is the cursor?

It is a blinking vertical line that tells you where text will be placed when typed.

This is a cursor: | **That is the only way a cursor looks; it never changes shape.**

Cursor: |

What is the mouse?

It is both the object held in the hand and the indicator on the screen. It's used to choose commands and options within a program.

On the **computer screen**, the mouse looks different depending upon:

Its **location** on screen
The **program or application** you are using

Mouse:



The cursor and the mouse indicator are very important because they are the "focal point" that you should watch whenever you use the computer.

Typing – The Essence of Word Processing

You type with the **Keyboard**

Keys you should know:

Shift key for capitalizing SINGLE letters (press and hold Shift key and tap the letter you want)

Caps Lock key is only used when you want ALL CAPITAL LETTERS (considered “shouting”)

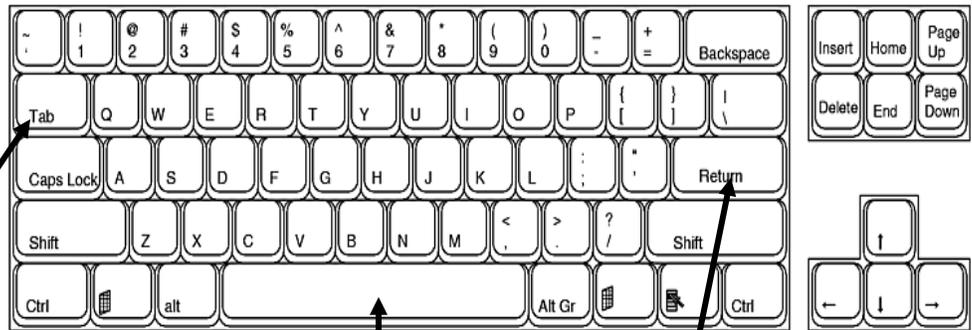
How to move the cursor
AS YOU TYPE:



Space bar – moves cursor one space to the **right** for proper word intervals

Enter key – moves the cursor one line **down**

Tab key – indents cursor in ½ inch increments



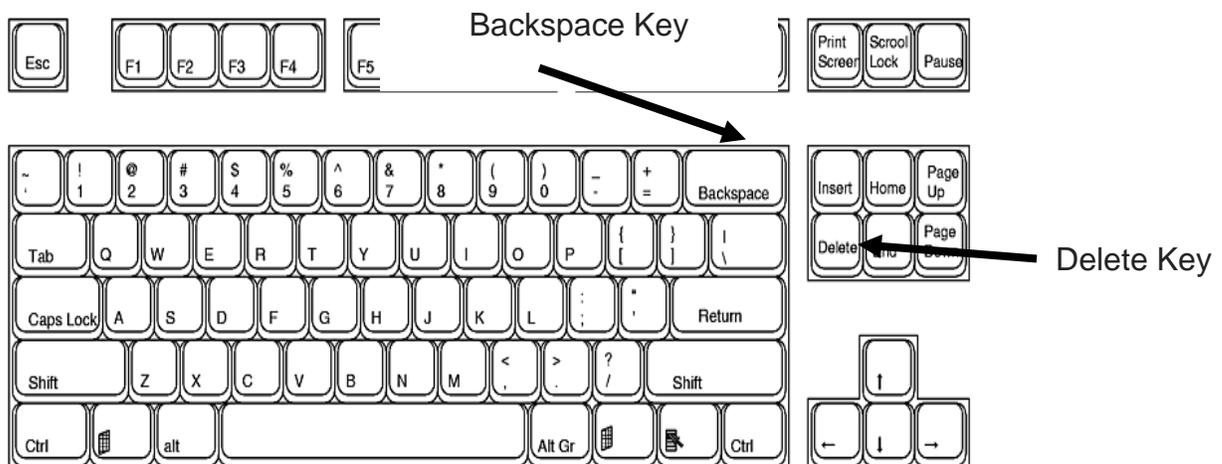
Space Bar

Enter Key

Correcting Typing Errors

Backspace key – erases one space **before** the cursor – generally used as you type when you know you’ve made an error

Delete key – erases one space **after** the cursor – generally used while editing a document



.....Practice.....

Type your name, location, and date on three different lines. Use the **Shift** key, **Space Bar**, and the **Enter** key. Also, create a short list to use for bullet points, covered later in class

Jane Doe
Main Street Library
January 4, 2030

Remember, if you make a typing mistake, use the BACKSPACE key to erase it and re-type!

Jane Doeel ←

Milk
Eggs
Bread

Use the backspace key to erase the extra “e.” Any misspelled words will appear with a red “zig-zag” underline on the screen. This “underline” will not print on paper.

You may also use your mouse to move the **cursor** around your typing and correct errors:

Jane Doe
Main Street Library
January 4, 2020

Instead of backspacing across all the words and re-typing “street,” I can simply take my mouse and click in between the misspelled word. (I click with the mouse to get the cursor in the correct position!) Then I may use the backspace (or delete) key to correct the typo.

Position the mouse between the extra “e’s” in the word “street.” **Click once** – that’s what brings the cursor into the correct position.

Once the cursor is “inside” the word, you may use the backspace or delete key on the keyboard to correct the typo!

Main Street

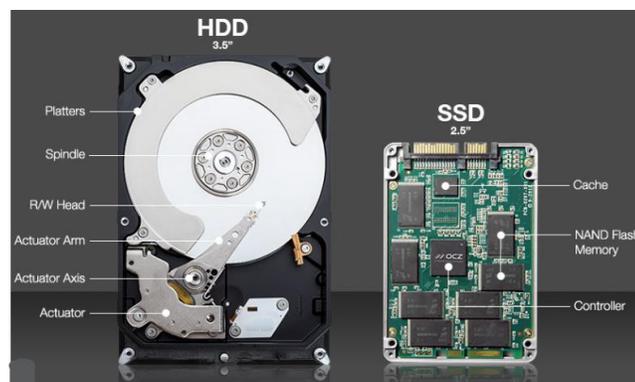
Computer Memory – Where does the file go when I save it?

It’s important to save files often as you work on a computer. There are several different places within the computer that you may “put” a file for later use:

Hard Disk (C: drive, Hard Drive or Local Disk or Solid State Drive) – AKA the “local drive.” This is located inside the computer itself. This is the location of choice for **home** computers. It’s the largest and most easily-accessible place on the computer.

Documents, Music, Pictures, and Videos and the **Desktop** are on the hard drive – more on this under **Save As...**

Inside a hard drive and solid state drive



Flash drives (a.k.a. USB, thumb, jump drive, or memory stick) plug into any available **USB** (Universal Serial Bus) **port** on the computer. They range in size from 64 to 512 Gb (64Gb costs \$10 or less. 512Gb costs about \$50)



USB plug
and port

Most computers come equipped with 2 to 4 built-in USB ports. If you have a PC/desktop, some are built into the front for easy access. **USB symbol:** all universal serial bus ports and plugs are identified with this symbol:



Flash Drive

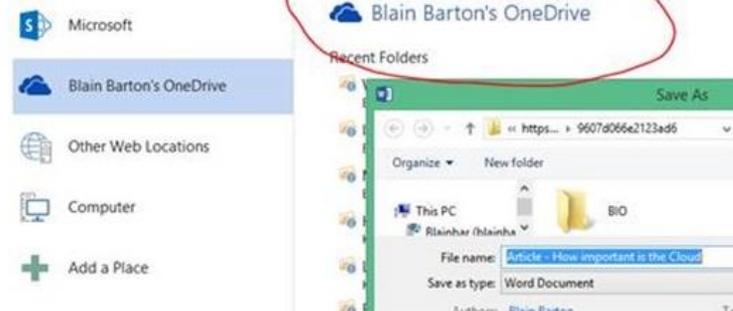
Flash drives are an excellent way to save and back up your personal computer files. One flash drive is usually sufficient to save everything you need (pictures, text files, etc). You should own a flash drive if possible.

Onedrive – The Cloud

This started as a new and important addition to Office 2013 and Windows. It is essentially an online backup storage place that gives you **5GB of space** for free on Microsoft Servers (note that you must have Internet access to get your items from Onedrive).



Save As



It is a component of the Microsoft Office release, giving users the option to save documents locally or to the cloud. (Webopedia, 2013).

Memory Space Measurements:

Name	Abbreviation	Size
Bit	b	1 bit (on or off, 1 or 0, electricity or no electricity – it's the lowest unit of measure – everything else is based on this)
Byte	B or b	8 bits – one typed letter ("F")
Kilobyte	Kb	1000 bytes – about 1/2 page of typed text, 2KB is 1 page
Megabyte	Mb	1000 kilobytes – 1Mb is about 500 pages; about 2 ebooks. 4Mb is about one digital photo or a song
Gigabyte	Gb	1000 megabytes – 1Gb equals about 250 photos, or about 2,000 ebooks. 5Gb is about one DVD (Hollywood movie with extra features) A Blu-ray is about 27Gb.
Terabyte	Tb	1000 gigabytes – about 225,000 digital photos or about 450 DVD movies

Above table based on the HowStuffWorks Web site (2009). DVD and Blu-ray info: Watson, 2010.

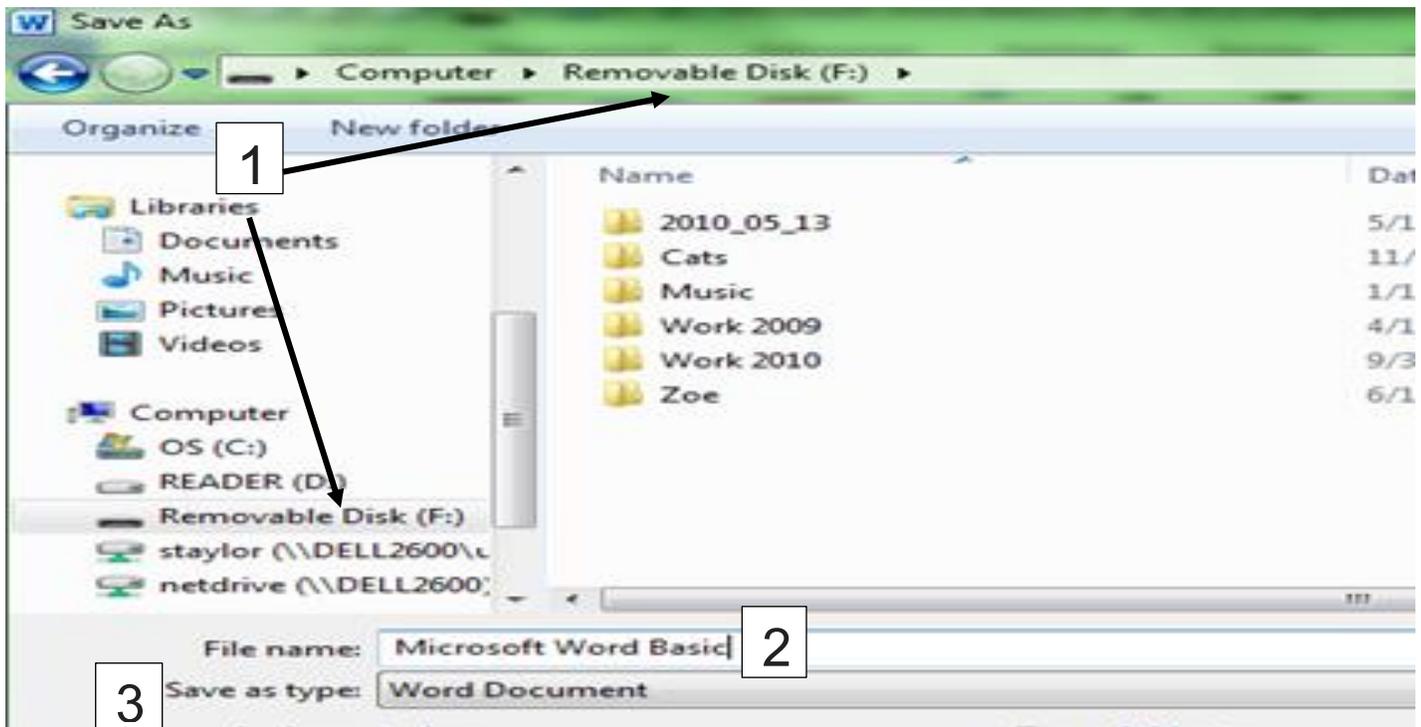
Saving a Document – Save Early and Save Often!

The easiest way to save a document is to use the **Quick Access Toolbar** located directly **above the File Tab** at the top of the window.



Click the **Save Button**
(You may also click the **File Tab** and then click **Save**)

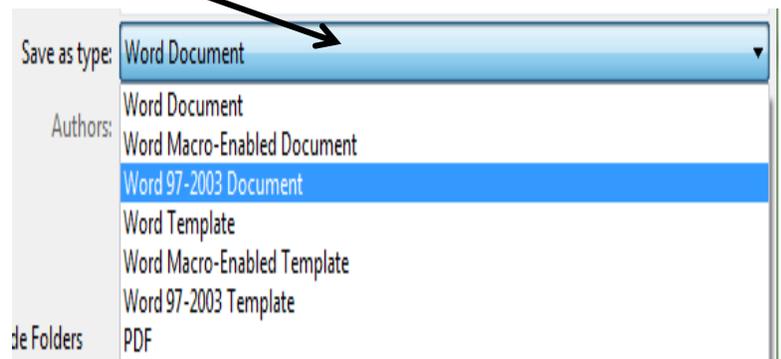
If this is the first time you are saving a document, the **Save As** dialog box will appear on the screen



You need to tell the computer the following information:

1. Where to **Save**: choose a location from the **left** side of the dialog box (remember that the location can be the hard drive – **Libraries** – or a removable disk – **flash drive**)
2. **File name**: type in your own file name and remember this so you can find the document again!
3. **Save as type**: generally leave this as the default, though sometimes it needs to be changed. If you find this to be the case because of compatibility issues (using older and newer versions of the software) click the drop-down menu and choose a type:

Once you have completed the **Save As** dialog box once you don't need to repeat. When you click the Save command (either from the **Quick Access Toolbar** or the **File Tab**) you will automatically overwrite changes to the original document.



****If you'd like to save multiple copies of the same document, you may choose the **File Tab > Save As** and rename the document as often as you wish. You may want to save your FINAL COPY of a Word document as a **PDF** (Portable Document Format). This format is readable by any computer with a free copy of Adobe Reader. Most computers have this program; **I consider the PDF the "safest" format for resumes.** Even if a company doesn't have your version of Word, they probably have Adobe Reader, so they can see your resume attachment. Last, but not least, PDFs are not changeable. Without the Adobe Acrobat program, no one can edit a PDF. This means that you will **need to save twice** for a PDF: Once as a Word document, and once as a PDF.**

Selecting (using the mouse) – The key to using MS Word special features!

Also known as **highlighting**

Used on text already typed – tells the computer "Pay attention to this!"

Use mouse several different ways to highlight:

Press and hold mouse button, **drag** across **all** text you want to highlight

Double click a word

Move mouse to left side of screen (paper), click once to highlight whole line of text

Keep mouse on left side of screen (paper) and click 3 times to highlight entire document

To remove highlighting, click on any **blank area** of your screen

Please note: whenever you select text or objects, the cursor will "disappear" from your screen. The cursor is incorporated into the highlighted/selected item (you won't see it blinking on the screen any more).

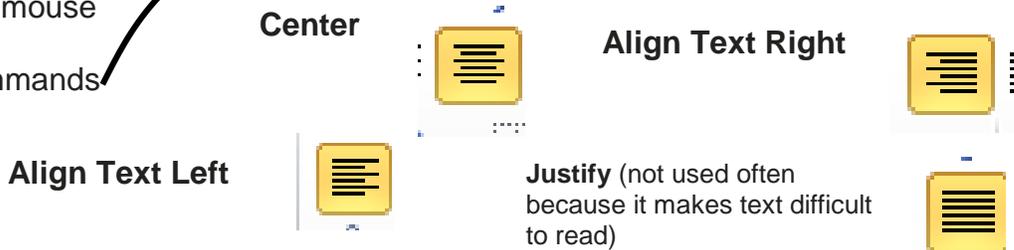
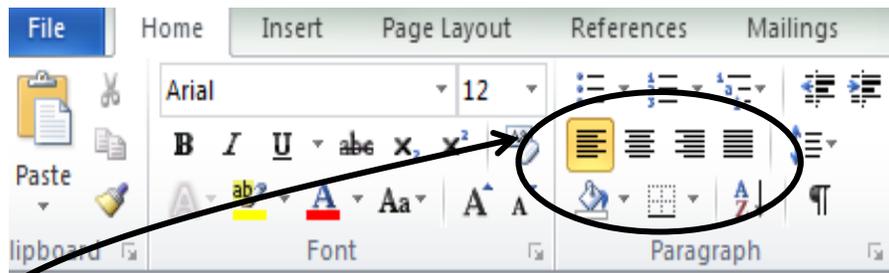
Paragraph Group

Remember, the Home tab has many common commands located on it for ease of use. If you'd like to center your name and address (like on a resume) then follow these steps:

Type in the information

Select the text with the mouse

Click on one of the commands

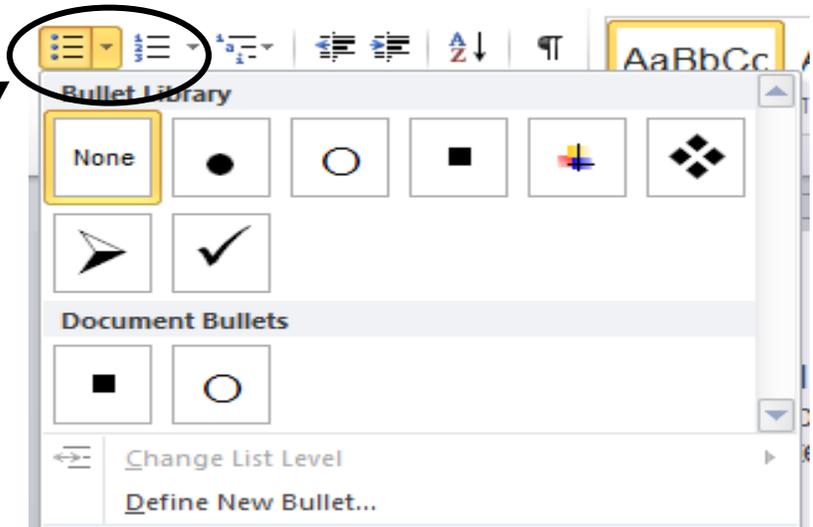


Bulleted and Numbered Lists are also in the Paragraph group. Notice the drop down menu next to both: there are many more choices for you!

- Eggs
- Milk
- Bread

To STOP a bulleted or numbered list, just press the **Enter** key twice

1. Eggs
2. Milk
3. Bread



Font Group

Bold, Italic, and Underline

NOTE: FIRST **SELECT/HIGHLIGHT** WHAT YOU WANT TO WORK WITH! Use the **mouse**.

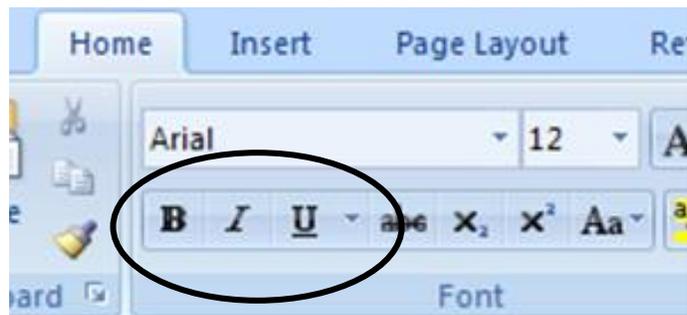
Once you have highlighted your text or object, the easiest way to complete **any** of these functions is:

Click on the **Home Tab**

Click the proper **button** in the **Font Group**

The button will turn **orange** when activated.

You can use these commands in any combination you choose.



Bold Bold Italic Bold Italic Underlined

To remove any of these formatting items, simply select the text and click the button(s) again.

Change Font Type and Size

Again, remember to **select** what you want to change!

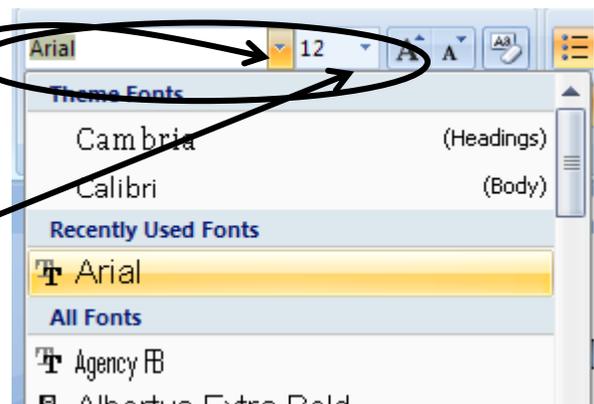
Font type and **size** commands are located in the same group as the commands above – the **Font Group** on the **Home Tab**.

Click on the upside-down arrow next to the font type and multiple choices appear.

Font size is right next to the type and works the same way.

Examples of different font types and sizes:

HELLO!



I'm so glad you're in class today!

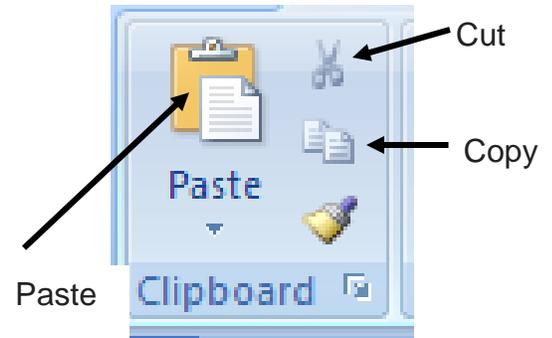
Hope you have learned a lot.

Clipboard Group: Cut, Copy, Paste

Since these commands are so popular, they have their own **Clipboard Group** on the **Home Tab**.

Select the text you want then **click** either **cut** or **copy**.

Double click your mouse to move the cursor to the place you want the text to appear. For example, you may double click your mouse under your current text towards the center of the paper. If you do this correctly, you will see your cursor blinking **near** the place you double clicked on the page.



Click **paste**.

You may also copy and paste using the **submenu**:

Select the text/object

Move the mouse over the selected area

Right click the mouse

Move the mouse indicator over the word “copy” or “cut”

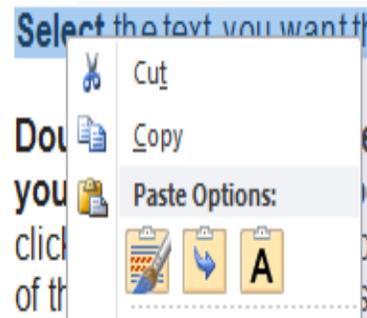
Left click the mouse on the command

Move the cursor where you'd like to **paste**

Right click the mouse

Move the mouse indicator over the word “paste”

Left click the mouse on the paste command



The **submenu** instructions are especially useful if you'd like to copy and paste something from the Internet to Word – like a recipe.

You may also use keyboard shortcuts:

CTRL + C = Copy

CTRL + X = Cut

CTRL + V = Paste



.....Practice.....

Center all of your text

Bold your name

Underline your telephone number

Cut the telephone number

Paste it on another line (Remember to **use the mouse to move the cursor first** – you will paste exactly where the cursor's located!)

Copy your name

Paste it right next to itself

Copy and **paste** your address to another place on the paper

References

HowStuffWorks. (2009). How Bits and Bytes Work. Retrieved from:
<http://computer.howstuffworks.com/bytes3.htm>.

Watson, S. (2004). How Blu-ray Discs Work. Retrieved from:
<http://electronics.howstuffworks.com/blu-ray.htm>.

Webopedia. (2013). SkyDrive Definition. Retrieved from:
<http://www.webopedia.com/TERM/S/skydrive.html>.

Resources

Author	Title
Foulkes, L.	Learn Microsoft Office 2019 : a comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook
Gookin, D.	Microsoft Word
Rose, Angela	Microsoft Word in 30 minutes : how to make a bigger impact with your documents and master Word's writing, formatting, and collaboration tools

Edited 2024

Computer Training Program is provided by:



NIOGA
Library System
Knowledge Within Reach

NIOGA LIBRARY SYSTEM
 6575 Wheeler Road - Lockport, NY 14094
 Phone - (716) 434-6167 Fax - (716) 434-8231

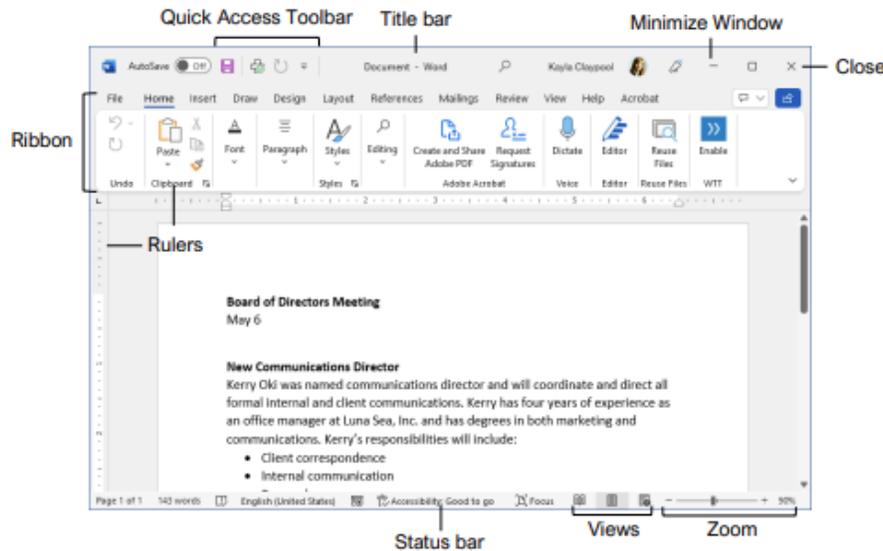




Microsoft® Word 2021 Basic Quick Reference Guide



The Word 2021 Program Screen



Keyboard Shortcuts

General

Open a document.....	Ctrl + O
Create a new document.....	Ctrl + N
Save a document	Ctrl + S
Print a document	Ctrl + P
Close a document	Ctrl + W

Navigation

Move the text cursor.....	↑, ↓, ←, →
Up one screen.....	Page Up
Down one screen	Page Down
Beginning of a line	Home
End of a line	End
Beginning of a document	Ctrl + Home
End of a document	Ctrl + End
Open Go To dialog box.....	Ctrl + G

Editing

Cut	Ctrl + X
Copy.....	Ctrl + C
Paste	Ctrl + V
Undo.....	Ctrl + Z
Redo.....	Ctrl + Y
Find	Ctrl + F
Replace.....	Ctrl + H
Select All.....	Ctrl + A
Check Spelling and Grammar	F7

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Align Left.....	Ctrl + L
Align Center	Ctrl + E
Align Right.....	Ctrl + R
Justify	Ctrl + J
Indent a paragraph	Ctrl + M
Remove an indent.....	Ctrl + Shift + M
Increase font size.....	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Increase font size 1pt.....	Ctrl +]
Decrease font size 1pt	Ctrl + [
Copy formatting.....	Ctrl + Shift + C
Paste formatting	Ctrl + Shift + V
Show/Hide Formatting Marks	Ctrl + Shift + *

Word Fundamentals

Create a Blank Document: Click the **File** tab, select **New**, and click **Blank document**; or, press **Ctrl + N**.

Open a Document: Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

Save a Document: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Recover an Unsaved Document: Restart Word after a crash. If a document can be recovered, the **Recover unsaved documents** link will appear on the start screen. Click the link to open the Document Recovery pane, then select an autorecovered document.

Change Document Views: Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.

- Reading View**
- Print Layout View**
- Web Layout View**

Print: Click the **File** tab, select **Print**, specify print settings, and click **Print**.

Select and Edit Text

Select a Block of Text: Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

Select a Sentence: Press the **Ctrl** key and click in a sentence.

Select a Line of Text: Click in the left margin for the line you want to select.

Select a Paragraph: Double-click in the left margin for the paragraph you want to select.

Select Everything: Click the **Select** button on the Home tab and click **Select All**, or press **Ctrl + A**.

Edit Text: Select the text you want to replace and type new text.

Cut, Copy and Paste: Select the text you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste the text, and click the **Paste** button.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

Select and Edit Text

[Spelling and Grammar Errors](#): Potential spelling errors are underlined in red and potential grammar errors are underlined in blue.

[Correct a Spelling or Grammar Error](#): Manually make the correction, or right-click the error and select a suggestion you want to use.

[Ignore a Spelling or Grammar Error](#): Right-click the error and select **Ignore All**.

[Check Spelling and Grammar](#): Click the **Review** tab and click the **Spelling & Grammar** button.

[Find the Word Count](#): Click the word count in the lower-left corner; or click the **Review** tab and click the **Word Count** button.

[Use the Thesaurus](#): Click the word you want to replace, click the **Thesaurus** button on the Review tab, click a word's list arrow, and select **Insert**; or, right-click the word you want to replace, select **Synonyms**, and select a word from the menu.

[Find Text](#): Click the **Find** button on the Home tab, type the text you want to find in the **Search** box, and click an item to jump to it in the document.

[Replace Text](#): Click the **Replace** button on the Home tab. Enter the word you want to find in the **Find What** field, then enter the text that will replace it in the **Replace With** field. Click **Replace** or **Replace All**. Click **OK** when finished.

[Insert a Symbol](#): Click where you want to insert the symbol. Click the **Insert** tab and click the **Symbol** button. Either select a symbol from the menu or select **More Symbols**, select a symbol, and click **Insert**.

[Insert Text from Another File](#): Place the cursor where you want to insert the text. Click the **Insert** tab, click the **Object** button list arrow, and select **Text from File**. Select the file containing the text you want to insert, then click the **Insert** button.

Format Text and Paragraphs

[Change the Font](#): Select the text you want to change, click the **Font** list arrow, and select a new font.

[Change the Font Size](#): Select the text you want to change, click the **Font Size** list arrow, and select a new font size.

[Change the Font Color](#): Select the text you want to change, click the **Font Color** button list arrow, and select a new color.

[Apply Bold, Italic, or an Underline](#): Click the **Bold B**, **Italic I** or **Underline U** button in the Font group on the Home tab.

[Clear Formatting](#): Select the text you want to clear formatting from, then click the **Clear All Formatting** button.

Format Text and Paragraphs

[Create a Bulleted List](#): Select the text you want to make into a bulleted list, and click the **Bullets** button.

[Change a Bulleted List Style](#): Select a bulleted list, click the **Bullets** button list arrow, and select a bullet symbol.

[Create a Numbered List](#): Select the text you want to make into a numbered list, and click the **Numbering** button.

[Change a Numbered List Style](#): Select a numbered list, click the **Numbering** button list arrow, and select a numbered list style.

[Align a Paragraph](#): Click anywhere in the paragraph you want to align and click an alignment option in the Paragraph group on the Home tab.

 Left aligned

 Center aligned

 Right aligned

[Add a Border](#): Click in the paragraph where you want to add a border, click the **Borders** button list arrow, and select a border.

[Add Shading](#): Click in the paragraph where you want to add shading, click the **Shading** button list arrow, and select a shading color.

[Change Line Spacing](#): Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

[Change Paragraph Spacing](#): Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

[Copy Formatting](#): Select the formatted text you want to copy, click the **Format Painter** button, and select the text you want to apply formatting to.

[Indent Paragraphs](#): Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.

[Set Custom Indents](#): Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.

[Enable the Ruler](#): Click the **View** tab, then check the **Ruler** check box.

[Set a Tab Stop](#): Click anywhere in the paragraph you want to add a tab stop to, then click a spot on the ruler. Or, click the Paragraph group's dialog box launcher, click the **Tabs** button, enter a tab stop position in the text field, and then click **Set**. Click **OK** when you're finished adding tab stops.

Format Text and Paragraphs

[Types of Tab Stops](#): Pressing the **Tab** key will advance the cursor to the next tab stop and align the text at that point, depending on the type of tab stop.

 **Left aligned** will align the left side of the text with the tab stop.

 **Center aligned** will align the text so that it's centered under the tab stop.

 **Right aligned** will align the right side of the text with the tab stop.

 **Decimal aligned** will align text and numbers by a decimal point.

[Remove a Tab Stop](#): Click and drag a tab stop off of the ruler.

Format the Page

[Choose a Margin Size](#): Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

[Change Paper Size](#): Click the **Layout** tab, click the **Size** button, and select the size you want to use.

[Change Paper Orientation](#): Click the **Layout** tab, click the **Orientation** button, and select **Portrait** or **Landscape**.

[Use a Header or Footer](#): Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

[Add Page Numbers](#): Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

[Format Columns](#): Click the **Layout** tab, click the **Columns** button, and select a column option.

[Insert Column Breaks](#): Place your cursor where you want to start a new column, click the **Layout** tab, click the **Breaks** button, then select **Column**.

[Insert Page Breaks](#): Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

[Add a Watermark](#): Click the **Design** tab, click the **Watermark** button, and select a watermark style.

[Add Page Color](#): Click the **Design** tab, click the **Page Color** button, and select a page color.

[Add Page Borders](#): Click the **Design** tab, then click the **Page Borders** button. In the Borders and Shading dialog box, customize the border style, color, and width, as well as which sides the border will appear on, and then click **OK**.