Microsoft Word 2011 Basics for Mac

Word 2011 Basics for Mac Training Objective

- To introduce the new features of Microsoft Word 2011.
- To learn the tools and features to get started using Word 2011 more efficiently and effectively.

What you can expect to learn from this class:

- General Word Tips and Shortcuts
- How to navigate Word 2011's new features (Ribbon and File Menu options)
- How to use and customize Word's Quick Access Toolbar
- How to access and use the Word Help Index
- Navigating around the document
- How to insert screenshots taken with Word 2011
- How to Open, Save, Close, and Print a new or existing document
- How to Edit new and existing documents
- How to Change a document's font and apply basic formatting and styles
- How to add a Header or Footer to a document
- How to Customize Options in Word 2011
- How to access Word's Templates

Who should take this class:

Any person with a basic knowledge of computers and is interested in learning how to use Microsoft Word 2011 and it's many features and tools.

Word Tips and Shortcuts:

Command-Z to Undo.
Command-S to perform frequent Quick Saves.
Command-Home/End to go to the top/bottom of a document.
Home/End keys to get to a beginning/end of a line.
Command-C to Copy.
Command-X to Cut.
Command-V to Paste.
Command-B to Bold.
Command-I to Italicize.
Command-A to Select All.
Command-F to Find
Command-Shift-N to remove paragraph style.
Command-Q to change to the default paragraph style.
Command-Spacebar to change to the default character style.

Getting Started-The New Look of Office 2011

Before we begin looking at the functions we need to introduce the new interface of Word 2011.

Where are the menus?

In place of the familiar menus and toolbars, Word 2011 presents a simplified interface with the **Ribbon** and an enhanced **File Tab** menu. Commands and functions are organized into groups for ease of navigation.

- **The Ribbon**

The **Ribbon** contains most of the functions that used to be found as menu or toolbar items. The **Ribbon** is composed of **Tabs** containing **Galleries** where functions are organized to provide a visual palette of choices and an ease of use.

- **File Menu**

Microsoft has changed the circular Office button to the **File Tab**. It still remains mostly similar to the Office button in that it allows users to do different task of the same category.

It still has the same basic menus such as **Save, Save As, Open and Close**. What's different is that there are additional menus that allow easy access to commands such as setting permissions to command the usability of the document, view most recent work, creating new files etc.

The Standard Toolbar, Menu Bar, and the Ribbon

The Standard Toolbar provides access to common commands via an icon toolbar such as **Save**, **Undo**, and **Redo**.
The **Ribbon** is below the **Standard Toolbar** and gives you quick access to features and tools associated with the tabs.

The **Ribbon** is composed of **Tabs** containing **Galleries** where functions are organized to provide a visual palette of choices and an ease of use.

Online Help

Use the **Microsoft Office Word Help** for quick answers to **Word 2011** questions. Click on the **Help** button 🔵 in the upper right corner of the Ribbon and type in a question.

Moving around in a Document

General Shortcuts
- Use **Command-Home** to move to the **top** of the document.
- Use **Command-End** to move to the **bottom** of the document.
- Use the **Home** key (fn+ left arrow) to move to the beginning of a line.
- Use the **Command** key and the right and left arrow keys to move word to word in a line.
- Use **Command-G** to go to a specific page, section or Bookmark

Saving

Save versus Save As: use **Save** to save a previously saved document; use **Save As** to save a new document or to save another copy of the document under a different name or format.

1. Select **Save As** from the **File** tab.
2. Choose a destination for the file to be saved.
3. When the **Save As** dialog box appears, type in a name for the file in the **Save As:** text boxes. If you need to change the format of a document for someone who isn't using Excel 2011, select Excel 97-2004 in the **Format** drop down menu to save the document in a previous version of Excel.
4. Click **Save** to save the file.

Save: Click once on the **Disk** icon (or **Control-S**) in the **Standard Toolbar** to perform a quick save.

The Open File Dialog
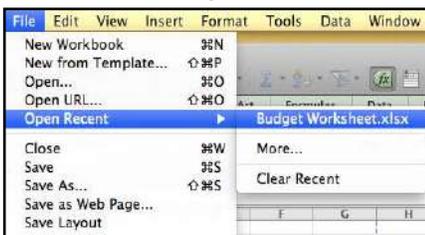
Quickly open any previous documents used by selecting them from the **Recent Documents** pane when you click on **File Tab** menu.
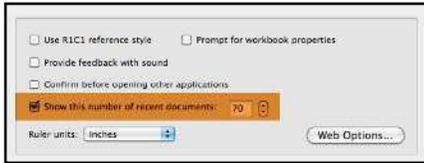
Tip: Change the Recent Documents setting from Excel Preferences in the Excel Tab menu. Select General, and in the Authoring section, increase or decrease the number in Show this number of Recent Documents up to 99 documents.

The Word Window

Menu Bar

Standard Toolbar

Title Bar/ Ribbon

Search Box

Document Views

Magnify Scroll

Status Bar
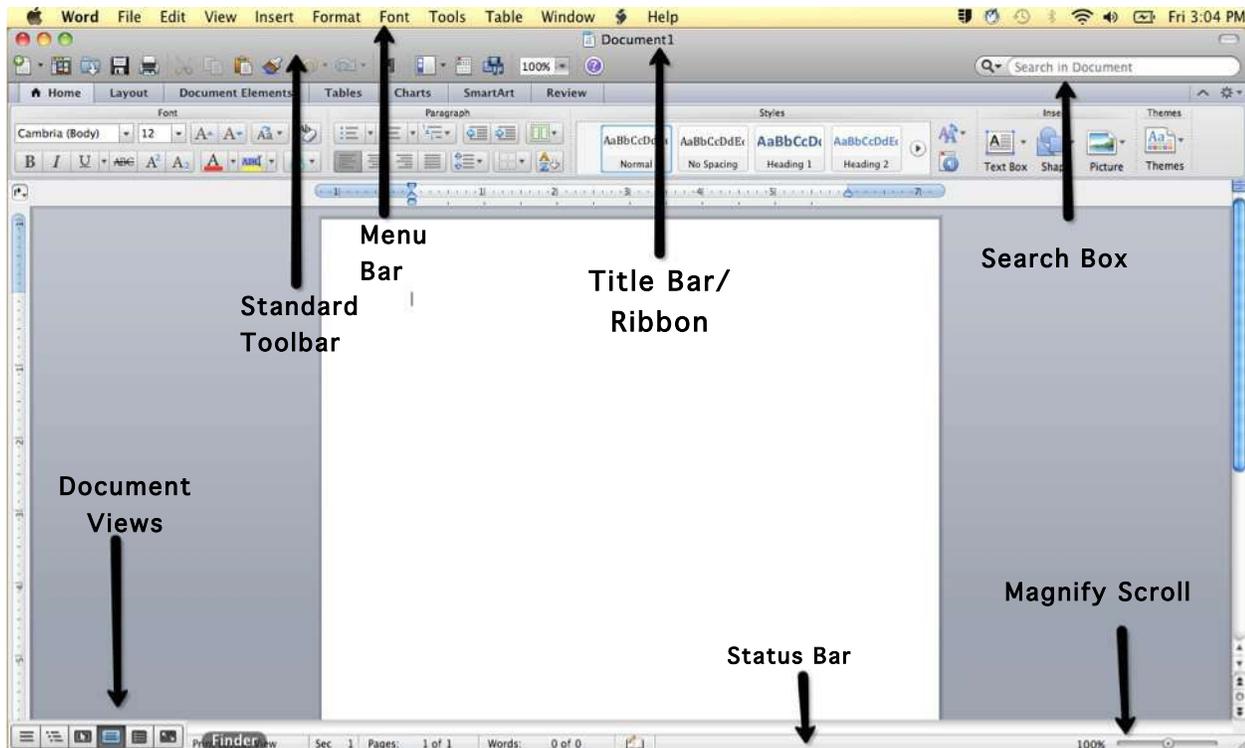
1. Draft: Shows text formatting in a simplified page layout that lends itself well to most standard writing tasks.
2. Outline: Shows the document's structure and allows you to rearrange text by dragging headings.
3. Publishing Layout: Allows you to use layout tools to create complex documents, such as newsletters, brochures, and flyers.
4. Print Layout: Shows the document as it will look when printed, including the page borders, margins, headers and footers,

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columns, and frames that contain images.

5. **Notebook Layout:** Used to quickly record notes and ideas (both in text and audio form).

6. **Full Screen View:** Dedicates the full screen to reading or editing the current Word document.

Templates

Create a template to improve the consistency and accuracy of a worksheet. Format a worksheet and save it as a template to protect the format/formulas from future changes.

1. Create the worksheet you want to save as a template.
2. Select **Save As** from the **File Tab**.
3. Choose **Excel Template** from the **Format** pull-down menu. The **Where** location changes to the **Templates** folder on your hard drive.
4. **Name** and **Save** the template file in the **Templates** folder.
5. To use the template, select **New** from the **File Tab**.
6. Select **My Templates** from the list.
7. Double click on a template to open it.
8. When you attempt to save the template file, you will be forced to save it under a new name, protecting the original template.

Tip: To modify the original template file, choose Open from the File Tab and open the template file in the Templates folder. Close and Save the Template file after making changes.

Customizing the Ribbon

Select **Customize Ribbon Tab Order** to add or remove tabs by clicking the puzzle icon below the **Search This Sheet** search bar. The tabs will expand and have a delete icon (circle with an "x") to their left. Select **Done** when finished.
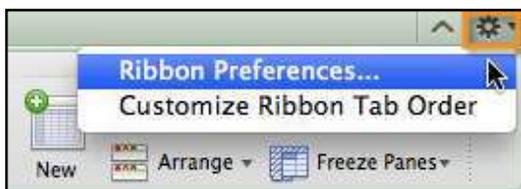

You can also select Ribbon Preferences to turn the ribbon on or off, expand the ribbon, or hide group titles in the General section. In the Customize section you can show or hide tabs, or drag them into the order you prefer.

AutoFormat

The **AutoFormat** feature allows you to change the **color, font and display format** of a worksheet instantly. You can also create a format for a worksheet before entering the data. Begin by selecting the range to format by clicking and dragging your mouse over the area. From the **Format tab**, select **Style…**, choose a style property and select the **Format…** button. Select OK twice to exit.

Previewing and Printing

Go to the File Tab to find these three options:
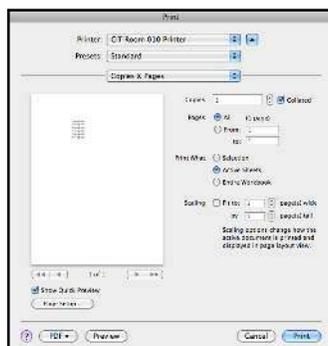
Page Setup: Allows you to customize the **Page, Margins, Header/Footer,** and **Sheet** settings. (See following section.)

Print Area: select a range of cells to print, then from the **File Tab,** choose **Print Area**.

Print Preview: from the **File Tab,** choose **Print…** to view your worksheet before printing. **Print Preview** will preview your document in PDF format in another window.

Printing: from the **File Tab,** choose **Print,** and **Print** again to send one copy directly to the printer.

Page Setup:

Select the **Layout tab** and choose from the **Page Setup group** any of the desired tools: **Orientation (landscape, portrait), Size, Breaks, Margins,**

Document Elements:

Under **Document Elements** you have **Insert Pages, Table of Contents, Header and Footer, Citations, References, Text Elements, and Math.**
Header/Footer: headers appear on the top of every page. A **Tab** (sheet #) code is automatically inserted. Use the **Custom Header** button to enter a **Header** dialog for creating a **TITLE** for your worksheet in the **center section**. Click and drag over the text and click on the **A** icon to bold, change the font or enlarge the type.

Footers appear on the bottom of each page. A **[Page]** number code is automatically inserted. Use the **Customize Footer** button to enter a **Footer** dialog. Create a footer

in the **Right Section** window which identifies the name of the Excel file. Highlight the text, then click on the **A** icon and **shrink** the font size. It's also a good idea to include the **[date]** code in the footer of you worksheet.

Custom Header and Footer Icon Description (in the order in which they appear):

- **A** opens the **Font** dialog
- **&[Page]** inserts the current page number
- **&[Pages]** the total number of pages in a file
- **&[Date]** inserts the date
- **&[Time]** the time
- **&[Path]&[File]** inserts
- **&[File]** inserts the file name.
- **&[Tab]** inserts the worksheet's name