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UNDERSTANDINGMICROSOFTWORD 2013

Методические указания к лабораторным работам по информатике

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Understanding Microsoft WORD 2013: методические указания
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Содержит теоретические сведения и задания для выполнения лабораторных работ по изучению основ технологии работы с документами средствами текстового процессора WORD 2013.

Предназначено для иностранных студентов всех направлений подготовки, обучающихся на английском языке.

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MICROSOFT WORD'S OPENING SCREEN

Before you begin working in Microsoft Word 2013, you need to acquaint yourself with the primary user interface (UI). When you open a blank document in Microsoft Word 2013, you see a screen similar to that shown in Figure 1-1.

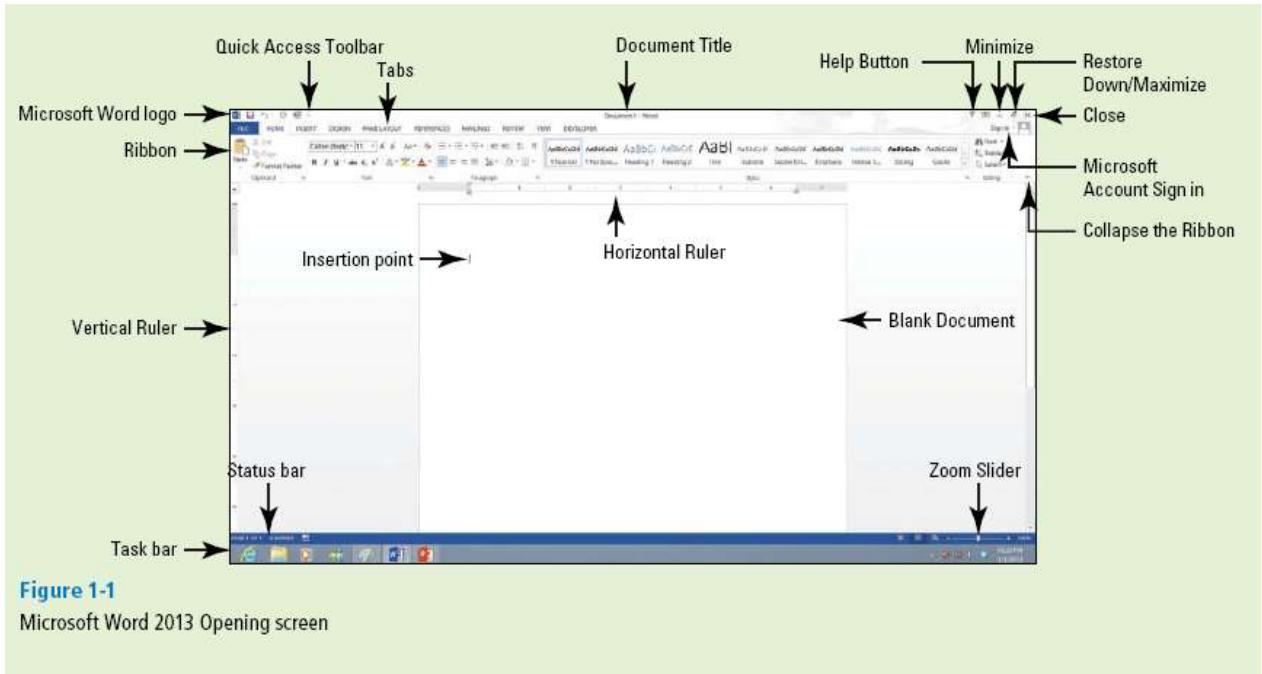


Figure 1-1.

Microsoft has designed the Word UI to provide easy access to the commands you need most often when creating and editing documents. (Note that your screen might vary somewhat from the one shown here, depending on your program's settings.) Use Figure 1-1 as a reference throughout this lesson.

STARTING WORD 2013

Microsoft Word is a word processing tool for creating different types of documents that are used in the work and school environment. The appearance of Microsoft Word 2013 is similar to Word 2010 but with more enhanced features. It contains a new look for the Word icon, a customized Office Background that appears above the Ribbon, live access to your SkyDrive account, an option to work in Read Mode, tab text that appears blue when active, the status bar displays in a blue background, and many more exciting new features. When you first launch Word, it opens with the Recent screen displayed. This screen allows you to create a new document from either a blank document or from a template. And when you exit a document and later return, Word 2013 resumes where you left off.

Starting Word

In this exercise, you learn how to start Word using Windows 8 or Windows 7.

For instructional purposes, Windows 8 will be used to begin working in Word 2013. Microsoft Windows 8 is the latest operating system that interacts with your desktop, laptop, or touch-screen devices, such as a touch-screen monitor or tablet. Steps on using Windows 7 to start Word 2013 also are discussed.

When using Windows 8, the screen you see is called the *Windows Start screen* (see Figure 1-2). You can choose which application to begin by using your mouse or, if you have a touch-screen monitor, tap the application you want to begin. The Start screen provides access to mail, SkyDrive, Internet Explorer, photos, games, music, video, and of course the latest version of the Microsoft Office applications. Tablets with Windows RT and the Office 2013 applications installed can be customized the same way as your desktop.

If you don't have Office 2013 installed on your computing device, you can still create, view, and perform simple edits on Word documents using an online Word Web App. Office Web Apps are available for Word, Excel, PowerPoint, and OneNote. Office Web Apps are launched using a web browser, such as Internet Explorer. One of the differences between the Word Web App and the Word 2013 application installed on your computer is the number of features available. The Word Web App allows

you to create, open, and edit documents with only the most basic commands.

It is a wonderful way to create a simple document and share it. The main advantage of using the Word 2013 application installed on your computer is having full access to all the features to create a professional-looking document. If you use the Word Web App, you will not be able to complete all the exercises in this book, because it does not include all the features we cover. Microsoft has an online storage space referred to as the *Cloud*. You are provided with 7 GB of free online storage space and are able to share and manage your documents with anyone. Before you can use this, you need to create a Microsoft account profile. Once you create your account, you will find it easy to share and manage your documents with others.

Windows 8 works seamlessly with Office 2013. In the upper-right corner of the Windows 8 screen, it displays your Microsoft account profile once your account is activated. If you are logged on to your Microsoft account, it appears in the same location in each of the Office 2013 applications.

Microsoft has made it easier for you to continue working on your documents at any computer and reminds you where you left off.

To begin using Word 2013, locate the Word icon and click the left mouse button or, if you are using a touch-screen monitor, tap the icon.

If your school is operating on Windows 7, launch Word 2013 by double-clicking the Word program icon on your desktop or by choosing Microsoft Word 2013 from the Start menu.

STEP BY STEP

Start Word

1. From the Start screen of Windows 8 (see Figure 1-2), locate Word 2013 and click the icon. For Windows 7 users, locate the Windows task bar, click the **Start** button, and then click **All Programs**. A menu of installed programs appears. Click the **Microsoft Office** folder. Next click **Microsoft Word 2013**. The new Word 2013 screen opens.



Figure 1-2. Windows Start screen

2. The new Word 2013 screen appears (see Figure 1-3). On the left side of the screen, you see the recent documents that have been accessed, and the right side displays the blank document page and templates.

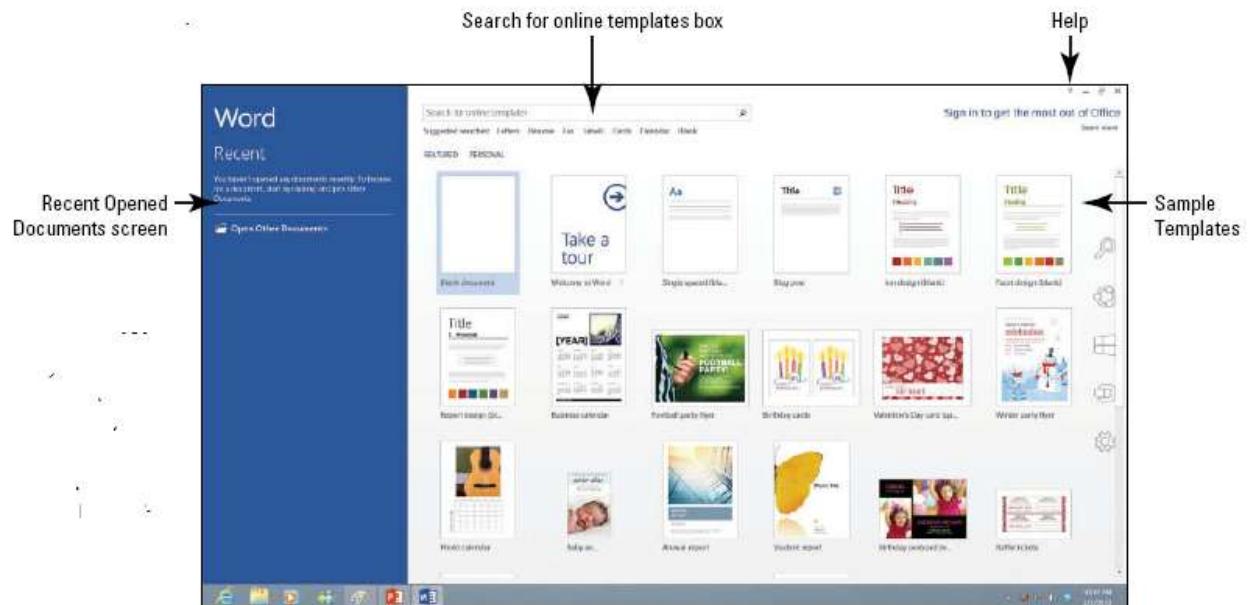


Figure 1-3. Word 2013 screen

WORKING WITH TOOLS

The Word 2013 window has many onscreen tools to help you create and edit documents quickly and efficiently. In this section, you learn how to locate and use the Ribbon, the Mini toolbar, and the Quick Access Toolbar to access Word commands. A **command** is an instruction based on the action that you give to Word by clicking a button or entering information into a command box. You also learn how to use **Access keys**, a tool that enhances the keyboard shortcuts and appears as small letters on the Ribbon. Access keys are also known as **KeyTips**.

Using the Ribbon

In Word 2013, the **Ribbon** contains multiple commands separated by **tabs**. Microsoft has represented each of its Office application with a color. Word is symbolized with the color blue and active tab text is blue—this is one of the new features in Word 2013. In turn, each tab contains several **groups**, or collections of related Word commands. For example, in the Home tab, the grouping levels consist of Clipboard, Font, Paragraph, Styles, and Editing. Each group contains one or more command boxes that have a drop-down **menu**, or list of options, associated with them; you click the drop-down arrow to produce this menu. Some groups have a **dialog box launcher**—a small arrow in the lower-right corner of the group—that you click to launch a **dialog box** that displays additional options or information you can use to execute a command.

In this exercise, you learn to use the Ribbon by making tabs active, hiding and displaying command groups, and using the dialog box launcher and drop-down arrows.

In the Office 2013 programs, the Ribbon is contextual, which means it displays commands related to the type of document or object that you have open and onscreen.

Use the Ribbon

GET READY. Start with the File > New screen open.

1. Click the Blank document icon. The Ribbon is located at the top of the Word screen. In your newly opened document, the Home tab is the

default tab on the Ribbon, as shown in Figure 1-4. Note how the Ribbon is divided into groups: Clipboard, Font, Paragraph, Styles, and Editing.



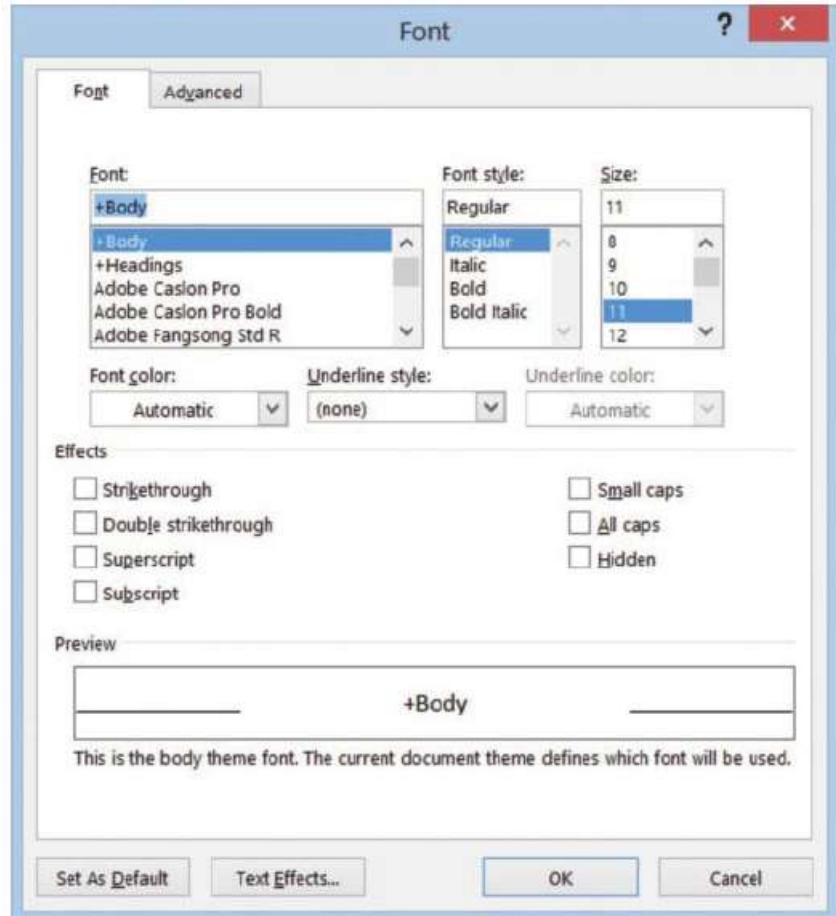
T2. Review the other tabs on the Ribbon and review each group associated with the tab, and identify the arrows that launch a dialog box (if present).

3. Click the **Page Layout** tab to make it the active tab. Notice that the groups of commands change. The Page Layout tab contains three groups: Page Setup, Paragraph, and

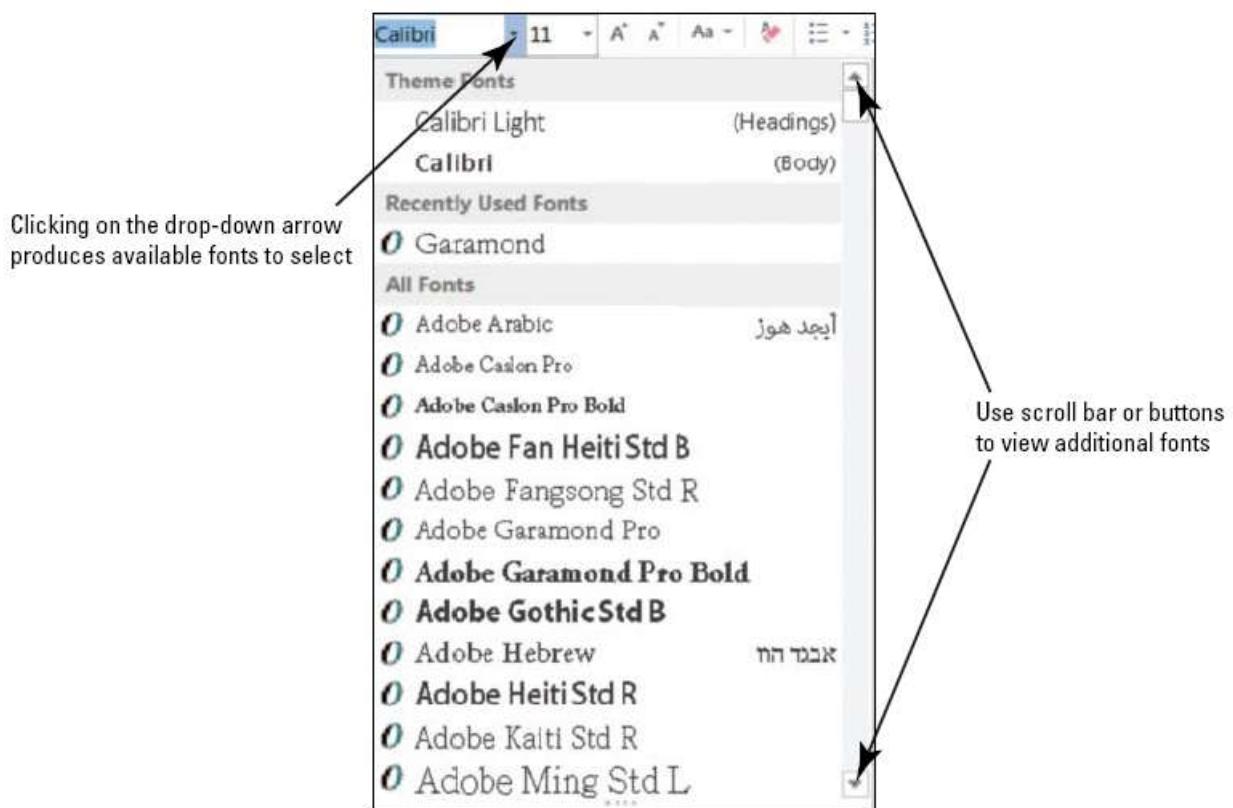
Arrange. Notice that in the Page Setup and Paragraph group a small arrow appears in the lower-right corner. Clicking on the arrow opens the dialog box with more options to select or complete a command.

4. Click the **Home** tab.

5. Click the **dialog box launcher** in the lower-right corner of the Font group. The Font dialog box, as shown in Figure 1-5, appears. The Font dialog box contains two tabs with the Font tab being the active tab. There are many options to select within the Font dialog box. Click **Cancel** to close the dialog box.



6. Click the drop-down arrow on the Font command box in the Font group to produce a menu of available fonts, as shown in Figure 1-6.



7. Click the arrow again to close the menu.
8. Double-click the **Home** tab. Notice the command groups are hidden to give you more screen space to work on your document.
9. Double-click **Home** again to redisplay the groups.

Using the Mini Toolbar

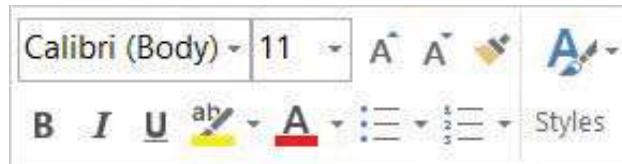
In this exercise, you learn to use the **Mini toolbar**, a small toolbar with popular commands that appears when you point to selected text. The Mini toolbar displays after text has been selected.

You also learn to display the **shortcut menu**, which contains a list of useful commands. To display the shortcut menu, right-click on selected text. If you are familiar with the Mini toolbar, you will notice that new commands have been added to the Mini toolbar.

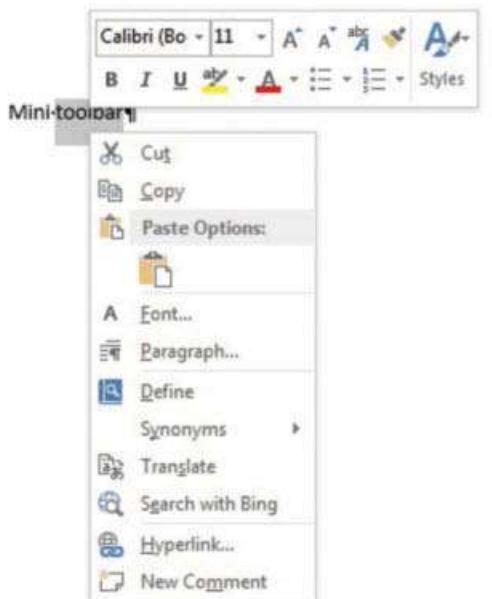
STEP BY STEP Use the Mini Toolbar

USE the document that is open from the previous exercise.

- Type the term **mini toolbar** into your blank document. Drag the mouse pointer over the word “toolbar” to select it. The Mini toolbar appears once the word is selected, as shown in Figure 1-7.



- Point to the Font command on the Mini toolbar.
- Click the drop-down arrow on the Font command box. A font menu appears. Press **Esc** once or click the drop-down arrow again to exit the command box. To close the Mini toolbar, click anywhere in a blank area within the document.
- Now, position the insertion point on the selected text and right-click; the Mini toolbar appears, accompanied by a shortcut menu that displays a variety of commonly used commands (see Figure 1-8).
- Click anywhere in a blank area of the document to close the Mini toolbar. Drag your mouse over the text you typed at the beginning of this exercise to select the text. Press the **Delete** key to remove the text.



Using the Quick Access Toolbar

The **Quick Access Toolbar** is located above the Ribbon and contains commands that users' access most often, such as Save, Undo, and Redo—by default, the Save, Undo, and Redo commands display when you launch Word 2013. You can customize the contents of the Quick Access Toolbar by clicking the drop-down arrow on the right side of the toolbar and choosing options from the menu that appears. Microsoft has added the option Touch/Mouse Mode to the Quick Access Toolbar for Word 2013. If you have a touch-capable device, you can use Touch Mode.

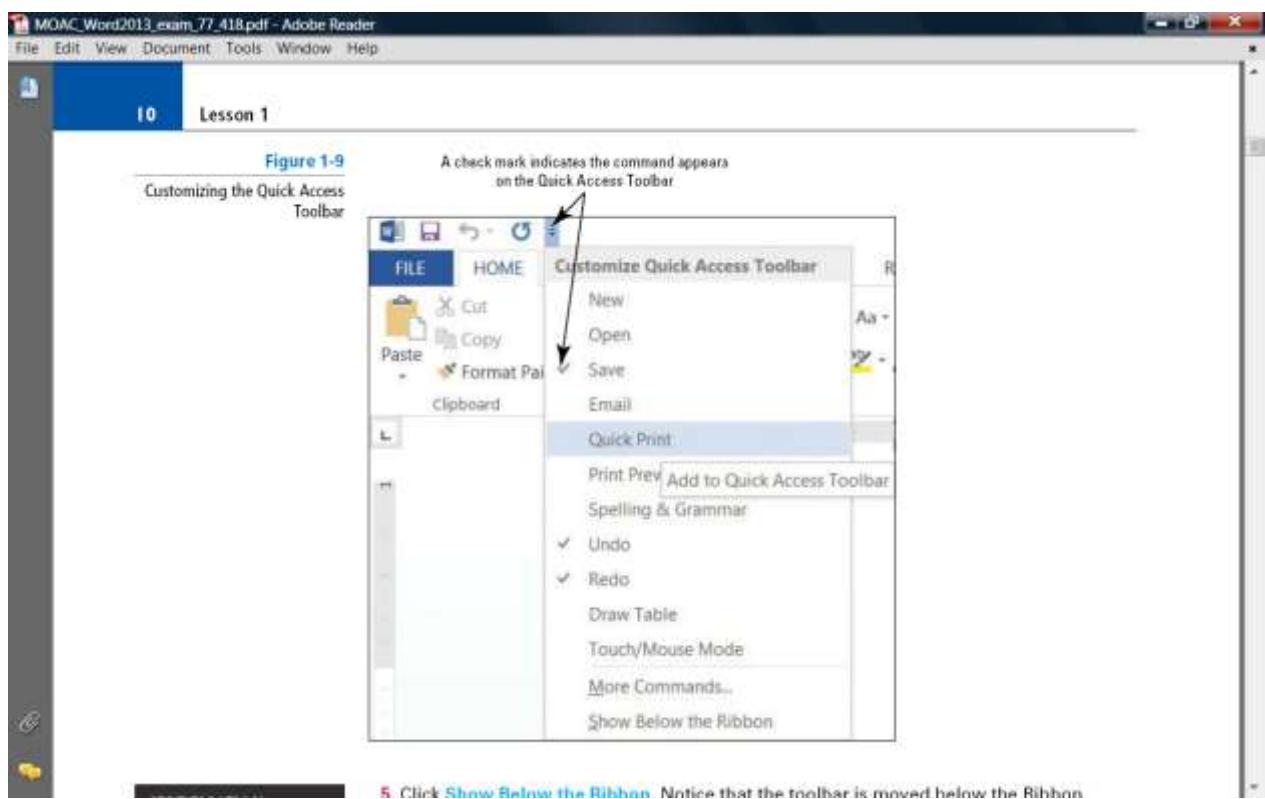
TouchMode provides more space between buttons and icons to prevent you from accidentally pressing one with your finger or stylus. In this exercise, you learn to customize the Quick Access Toolbar. You also learn to change its position in relation to the Ribbon.

Clicking the **Save** button in the Quick Access Toolbar for the first time opens the Save As screen. **Save As** also appears as a command listed in Backstage view when you click the File tab. When saving a document for the first time, you need to specify the filename and location where the document will be saved. You can save a document to your flash drive, SkyDrive, computer, or any other portable device. After you select a save location, such as your computer, the Save As dialog box lets you select a file format. The **Undo** command lets you cancel or undo your last command or action. You can click the Undo command as many times as necessary to undo previously executed commands. Also, if you click the arrow beside the Undo command, a history of actions you can undo appears. Clicking the **Redo** command repeats your last action. Note that commands on the Quick Access Toolbar are not available if their button is dimmed.

Use the Quick Access Toolbar

USE the document that is open from the previous exercise.

1. Click the **Save** button on the Quick Access Toolbar.
2. If this is the first time you've attempted to save this document, the new Save As opens in Backstage. You have three options for where to save your work: SkyDrive, Computer, or 1 Add a Place. For now, you are just exploring the Save command on the QuickAccess Toolbar. Later in the lesson, you learn to save a document using the Save As command.
3. Click the **Return to Document** icon, which is a circled left arrow located in the upper-left corner or press the **Esc** key to return to the document screen.
4. Click the drop-down arrow on the right side of the Quick Access Toolbar. A menu appears as shown in Figure 1-9. Selecting one of the commands automatically places the command on the Quick Access Toolbar or moves the Quick Access Toolbar to a new location.

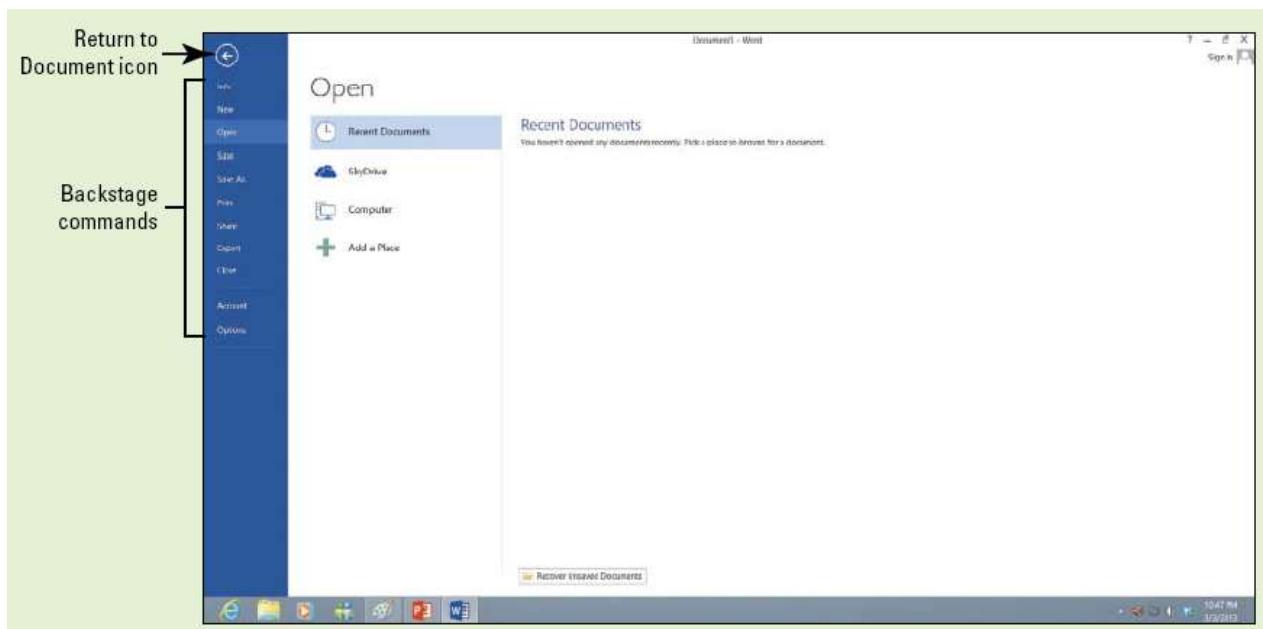


- 5.** Click **Show Below the Ribbon**. Notice that the toolbar is moved below the Ribbon.
 - 6.** Click the drop-down arrow on the right side of the Quick Access Toolbar again. Click **Show Above the Ribbon** to return the toolbar to its original position.
PAUSE. LEAVE the document open to use in the next exercise.

SOFTWARE ORIENTATION

Backstage Screen

Before you begin working in Backstage, you need to be familiar with Microsoft's Office newUI. When you first launch Microsoft Word 2013, open a document, and click the File tab, you should see a screen similar to that shown in Figure 1-11. This is what is known as *Backstage view*.



OPENING BACKSTAGE

Backstage view offers quick access to commands for performing many file management tasks—such as opening, closing, saving, printing, and sharing Word documents.

The new appearance for Backstage displays the command pane on the left side. These commands allow you to open, save, print, share, and export documents; to display accounts; and to customize options within Word 2013.

Here is a brief overview of the commands that appear in the Backstage of Word 2013:

- **Info:** The options in this group prepares and mark documents as final so that no changes can be made to them; protects documents with a password or restricted permissions; protects integrity of the document by adding a digital signature; checks the document for sensitive information; checks document accessibility and compatibility; and manages different versions of a document.

The Document Properties can also be opened from this command.

- **New:** Creates a new document from a blank page or template.
- **Open:** Displays recently opened locations where documents were saved for quick access.
- **Save:** Saves the current document using the Word format and location you chose when you last used the Save As command.
- **Save As:** Enables you to save a document in multiple locations, such as your computer, flashdrive, SkyDrive, or desktop area. This command also saves a document in a different file format(e.g., .pdf, .txt, .rtf, .htm, and so on).
- **Print:** Offers several sets of options—the **Print** options enable you to send documents straight to a default printer and choose the number of copies to be printed; the **Printer** options enable you to choose a printer and set printer properties; the **Settings** options enable you to change the settings for a page, and the **Preview** screen enables you to visually check your document for • **Share:** Allows documents to be shared with family, friends, and colleagues by using SkyDrive,e-mail, presenting online, or publishing links on a blog post or social networking page.
- **Export:** Documents are saved in a PDF, XPS, or another type of format.

- **Close:** Closes an open document (the program remains open).
- **Account:** Displays how you can access your documents from any account and how information is shared via Flickr, Facebook, LinkedIn, and Twitter. Accounts must be activated to be viewed.
- **Options:** Includes the default Word document and setting options. The settings for Word can be changed in general options, document proofing options, save options, language preferences, editing options, and options for managing add-ins and templates and for keeping documents secure.

Use Backstage View

As you begin this exercise, you should acquaint yourself with the new appearance toBackstage. In this exercise, you access Backstage by clicking the File tab. To return to yourdocument screen, click the Return to Document icon circled left arrow or press the **Esc** key.

USE the document that is open from the previous exercise.

- 1.** Click the **File** tab (see Figure 1-11).
- 2.** The default setting Info screen is automatically displayed.
- 3.** Click each of the other commands in the left pane to view the options of each one.
- 4.** Click **Return to Document**, which is a circled left arrow icon or press the **Esc** key toexit Backstage. This action returns you to the document screen.

PAUSE. LEAVE the document open to use in the next exercise.

USING THE MICROSOFT WORD HELP BUTTON

Microsoft Word 2013 has options for accessing the Help features by pressing *F1* or clicking the question mark in the upper-right corner of the screen. You can access help from Office.com or from your computer.

When you hover over a command on the Ribbon, a **ScreenTip** appears displaying the name of the command and additional information about the command. You also can click the Help button to get more information and advice.

Using the Help Button

Microsoft Word Help works much like an Internet browser and has many of the same buttons, such as Back, Forward, Home, Print, and Use Large Text for easier reading. To access Help, press *F1* or click the question mark located in the upper-right corner of the screen. A quick way to find Help information is to type a word or words into the search box and then click the *Search* button.

Word displays a list of popular searches as links—to access that topic click the link. Under Getting Started are more links to videos, training, tips for tablets, and more. In this exercise, you learn to open Word Help and to use Help by typing in search words.

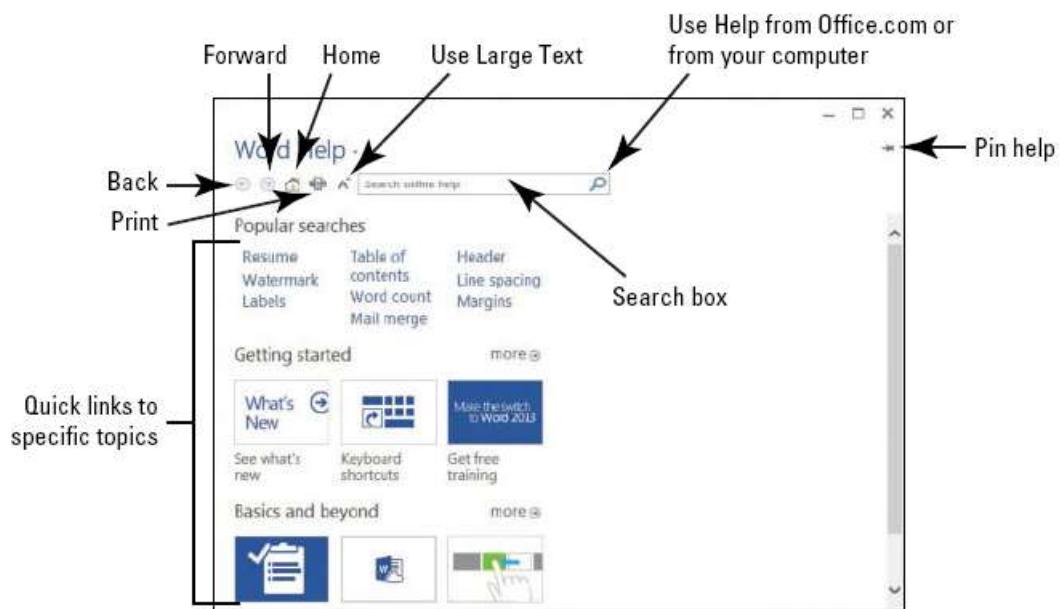
The Help screen displays content available online (you must be connected to the Internet to access this content, which is located on Office.com). The advantage of being connected to the Internet is that you will have access to the latest articles, videos, and training when using the Help command.

You can print Help information within the Word Help main window by clicking the Print button and pin the information to the Help screen to refer back to it quickly.

Use the Help Button

USE the document that is open from the previous exercise.

1. Make sure you are connected to the Internet.
2. Click the **Microsoft Word Help** button in the upper-right corner of the screen or press **F1**. The *Word Help* window appears, as shown in Figure 1-12.



3. Under the section, “Getting started,” click the tile **See what’s new** and review the content. Then click the back arrow to return to the Help menu.
 4. Click the tile **Keyboard shortcuts**, and then click **1 Show All** and review the information displayed.
 5. Click the **Home** button to return to the main Help screen.
 6. Click the **Close** button to close Microsoft Word Help.
- PAUSE. LEAVE** the document open to use in the next exercise.

CREATING A DOCUMENT

You can create a document from a blank page or use a template that is already formatted. When you start typing text at the insertion point in a blank document, you have begun to create a Word document.

As you type, Word inserts the text to the left of the insertion point and uses the program's defaults for margins and line spacing. Word also has a number of tools and automatic features to make creating a document easier, including nonprinting characters, AutoComplete, and Word Wrap. When you begin typing text into a document, it is inserted to the left of the insertion point and the document is created using the Word defaults for margins and line spacing. The margin defaults are set to one-inch top, bottom, left, and right margins; the line spacing is set to 1.08; and the spacing after each paragraph is set to 8 points. Later you learn to begin a new document by selecting the single-spaced document with the margins set to one inch.

Displaying Nonprinting Characters

When documents are created, Word inserts **nonprinting characters**, which are symbols for certain formatting commands, such as paragraphs (¶), indents and tabs (→), and spaces (•) between words. These symbols can help you create and edit your document. By default, these symbols are hidden. To display them, click the Show/Hide (¶) button in the Paragraph group of the Home tab.

When you print your document, these hidden symbols do not appear. In this exercise, you learn to display nonprinting characters in Word.

Exercise. Display Nonprinting Characters

USE the document that is open from the previous exercise.

1. On the Home tab, in the Paragraph group, click the **Show/Hide (¶)** button to display the nonprinting characters in the document.
2. Click the **Show/Hide (¶)** button again to hide the nonprinting characters.
3. Press **Ctrl + Shift + *** to once again display the nonprinting characters. This time, leave Show/Hide on.

PAUSE. LEAVE the document open to use in the next exercise.

After you create your first document, you see the filename on the document title bar, which displays as *Document1*. Word assigns chronological numbers to all subsequent files that you open in that session. When you save and name your documents, the name you assign replaces the document number name originally assigned by Word. When you close and reopen Word, the program begins its chronological numbering at number 1 again.

Entering Document Text

Entering document text is easy in Word. Word sets default margins and line-spacing measurements for newly created documents, and **Word Wrap** automatically wraps text to the next line as it reaches the right margin. To separate paragraphs and create blank lines, press Enter. In this lesson, you create a letter using the Block Style format with mixed punctuation. Be sure to type the document text exactly as shown in the steps that follow—in a later lesson, you learn to format the document.

When sending professional correspondence to customers, it is good business practice to ensure the document is in an acceptable format and error free. The Block Style letter format has open or mixed punctuation and is common to many business documents.

Block Style format aligns text along the left margin, including the date, inside address, salutation, body of the letter, closing, and signature.

Open punctuation requires no punctuation after the salutation or the closing, whereas **mixed punctuation** requires a colon after the salutation and a comma after the closing.

Enter Document Text

USE the document that is open from the previous exercise.

1. The insertion point should be positioned at the end of the year. Press **Enter** twice.

2. Type the delivery address as shown:

Ms. Miriam Lockhart (Press **Enter** once .)

764 Crimson Avenue (Press **Enter** once .)

Boston, MA 02136 (Press **Enter** twice .)

3. Type **Dear Ms. Lockhart:**

4. Press **Enter** once .

5. Type the following text and press **Enter** once after each paragraph.

We are pleased that you have chosen to list your home with Tech Terrace Real Estate. Our Office has bought, sold, renovated, appraised, leased, and managed more homes in the Tech Terrace neighborhood than anyone and now we will be putting that experience to work for you.

Our goal is to sell your house quick for the best possible price.

The enclosed packet contains a competitive market analysis, complete listing data, a

copy of the contracts, and a customized house brochure. Your home has been input

into the MLS listing and an Internet ad is on our website. We will be contacting you

soon to determine the best time for an open house.

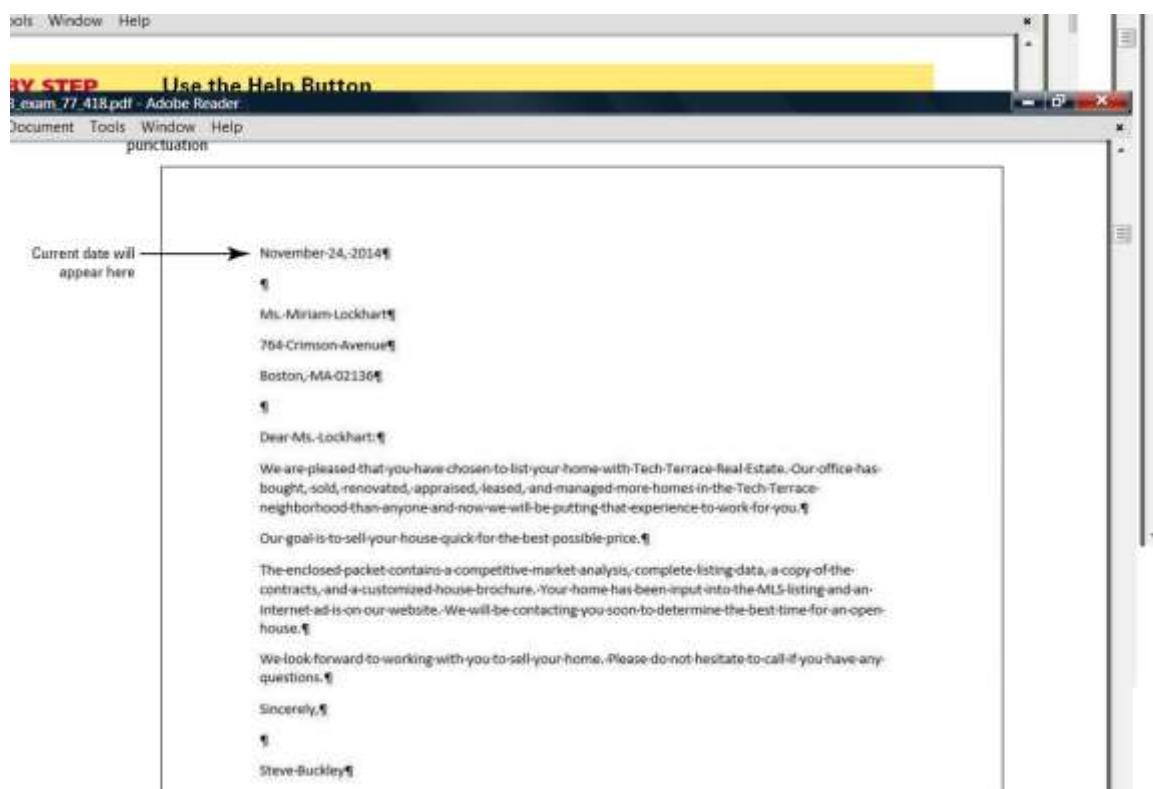
We look forward to working with you to sell your home. Please do not hesitate to call if you have any questions.

6. Press **Enter** once.

7. Type **Sincerely,**

8. Press **Enter** twice.

9. Type **Steve Buckley** . Your document should appear as shown in Figure 1-13. This letter still needs to be formatted in an accepted mailable format and this is discussed in a later lesson.



SAVING A DOCUMENT

By default, newly created documents are saved with a specific filename closely related to the content of the document so that you can locate the file quickly. After editing an existing document, you can choose to save that document with a new filename, file format, or in another location. When saving a document to the Cloud, such as SkyDrive, you have access to your documents at any computer or tablet and can share them with others. In some cases, you might want to save the original and edited documents in the same place but with different filenames. Keeping the original document allows you to reference it at a future date on any computer.

Saving a Document for the First Time

When saving a document for the first time, you must specify a filename, the file type, and a place where you can access the document. The filename should help users find and identify the file, and the file location should be convenient for the file's future users. You can save files to portable storage devices such as a flash drive, to your computer's desktop or hard drive, to a network location, or to SkyDrive. Word 2013 enhanced the Save As command, which allows users to save their work to the cloud and access the document quickly from any computer or tablet. In Lesson 13, you learn to save documents to SkyDrive. In this exercise, you learn to save a document with a specific filename to your flash drive.

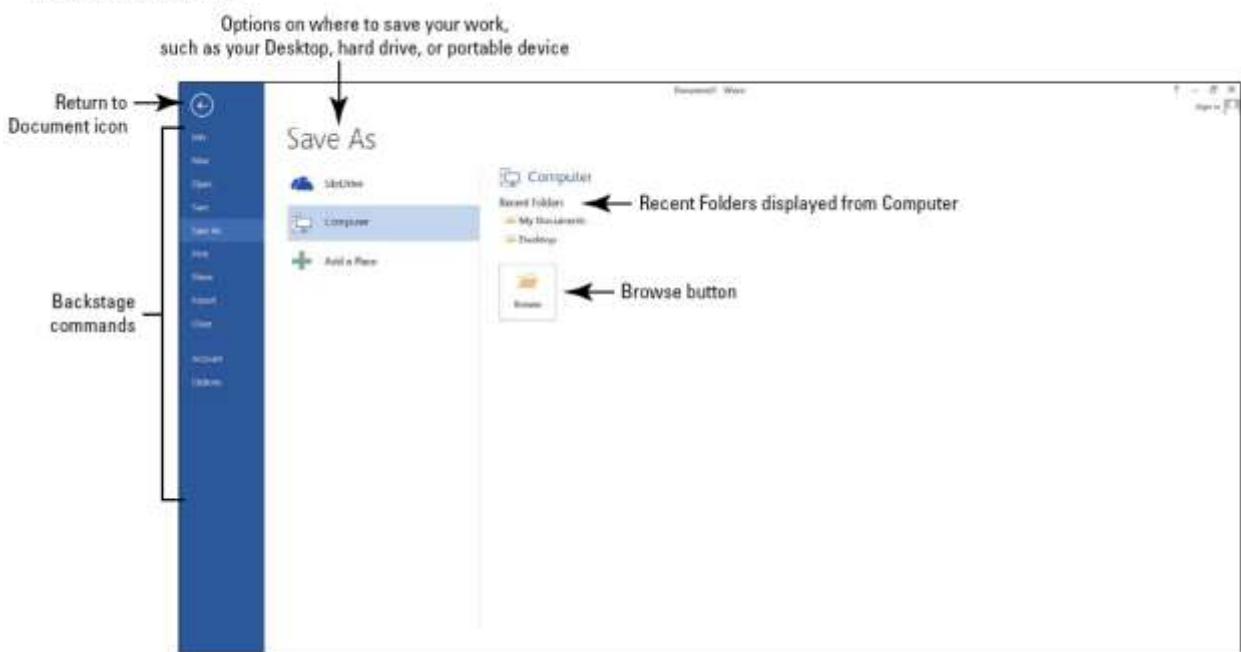
Save a Document for the First Time

USE the document that is open from the previous exercise.

1. If necessary, connect your flash drive to one of the USB ports on your computer.
2. Click the **File** tab, and then click the **Save As** command. The new Save As screen is shown in Figure 1-14. There are three options available to save your document: SkyDrive, Computer, and 1 Add a Place. Click **Computer**. The right side of the screen changes and displays Recent

Folders that have been opened.

The New Save As screen



3. Click **Browse**. The Save As dialog box opens. In the Windows 8 environment, the Documents Library is the default location for saving new files. Change the location from the default to your flash drive by using the vertical scroll bar and scrolling down until you see your flash drive. Storage devices are given a specific letter identified by the operating system. For example, your flash drive might be labeled as **TravelDrive (I:)**.

- 4.** Click the **flash drive** to open that location to save your document.
- 5.** Type **Tech Terrace Letter** in the File name box and click **Save**. By default, the first few characters that you typed in your document appear in the File name box. Drag the mouse over the text and press **Delete** or begin typing over the highlighted text.
- 6.** If a prompt appears to upgrade to the newest format click the **OK** button. This action allows you to use the new features in Word 2013. Saving a Document in a Folder Folders help you organize the documents you create in Word. The documents that you open for Word 2013 are organized in folders by lesson. To help you manage documents for this lesson, you create a folder in your flash drive. You can also create a folder within a folder, and the new folder is called a *subfolder*. Always remember to check the full location path listed in the Save As address bar to be certain that you have identified the right location. In this exercise, you create a new folder on your flash drive and save the document in that folder with its original filename.**tom Line**