WORD 365 TRAINING

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Write and Edit

What is Word?

With Word on your PC, Mac, or mobile device, you can:

- Create and format your document with Themes.
- Review work with Track Changes.
- Polish your words with proofing tools like Editor.
- Save to OneDrive, to get your documents from your computer, tablet, or phone.
- Share your work to chat, comment, and collaborate with others, wherever they are.

Create a document

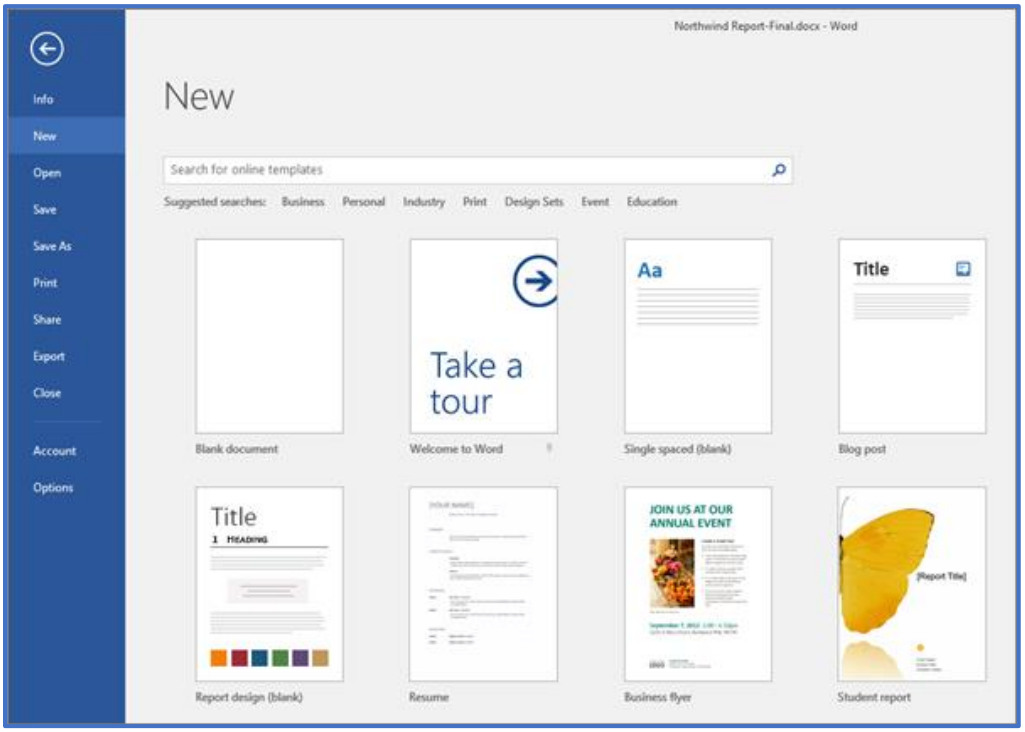
To create a document, simply open Word, select a blank document or template, and start typing. Word offers many professionally designed templates to help you create letters, resumes, reports, and more.

Create a blank document

1. Open Word. Or, if Word is already open, select **File** > **New**.
2. Select **Blank document**.

Create a document using a template

1. Open Word. Or, if Word is already open, select **File** > **New**.

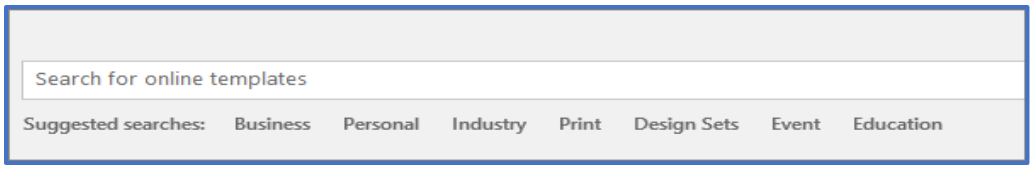


2. Double-click a template to open it.

Tip: Pin templates you like, so you always see them when you start Word. Select the template and then select the pin icon that appears next to the name of the template.

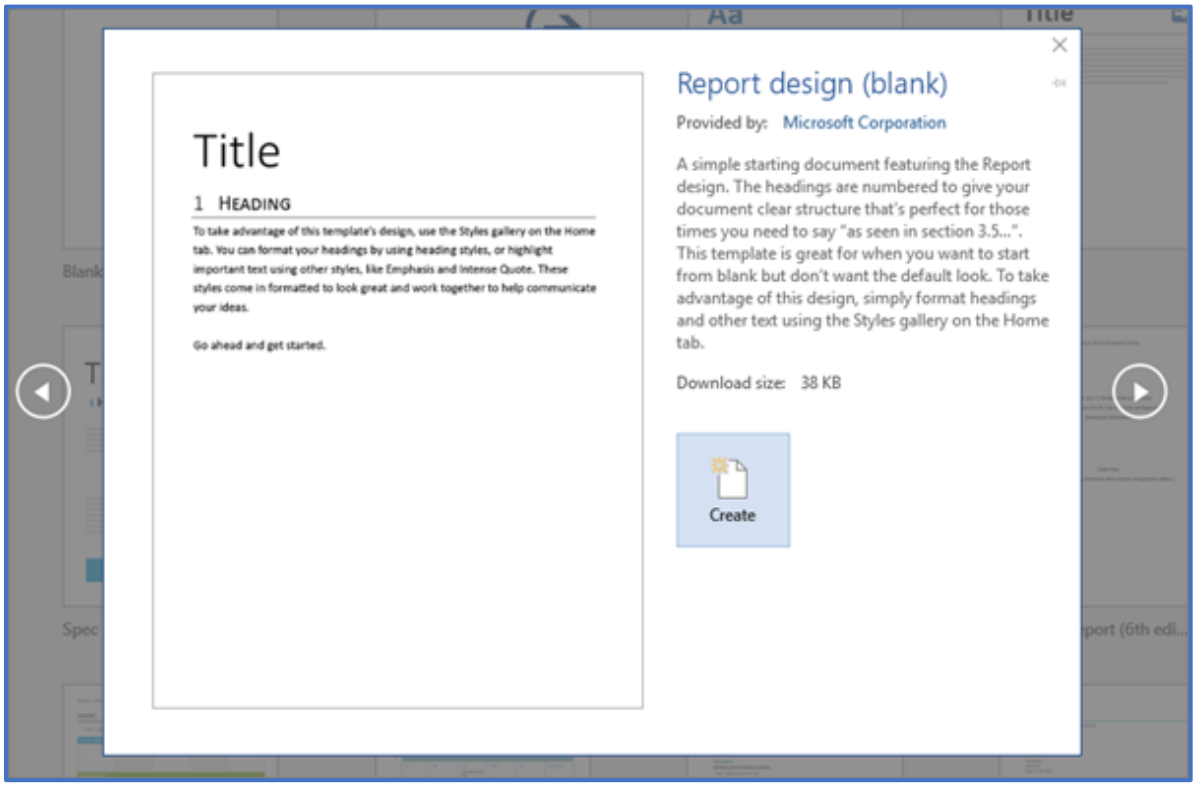
Search for a template

1. Open Word. Or, if Word is already open, select **File** > **New**.
2. In the **Search for online templates** box, enter a search word like **letter**, **resume**, or **invoice**.



   Or, select a category under the search box like **Business**, **Personal**, or **Education**.

3. Click a template to see a preview. Click the arrows on the side of the preview to see more templates.



4. Select **Create**.

Add and edit text

Add text

1. Place the cursor where you want to add the text.
2. Start typing.

Replace text

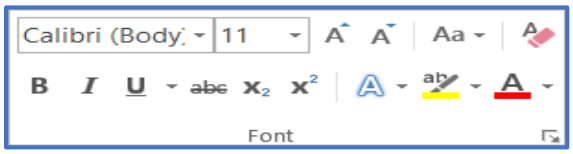
1. Select the text you want to replace.

- To select a single word, double-click it.
- To select a line, click to the left of it.

2. Start typing.

Format text

1. Select the text you want to format.
2. Select an option to change the font, font size, font color, or make the text bold, italics, or underline.



Copy formatting

1. Select the text with the formatting you want to copy.
2. Click **Format painter**, and then select the text you want to copy the formatting to.

Tip: Double-click **Format painter** if you want to copy the formatting in more than one place.

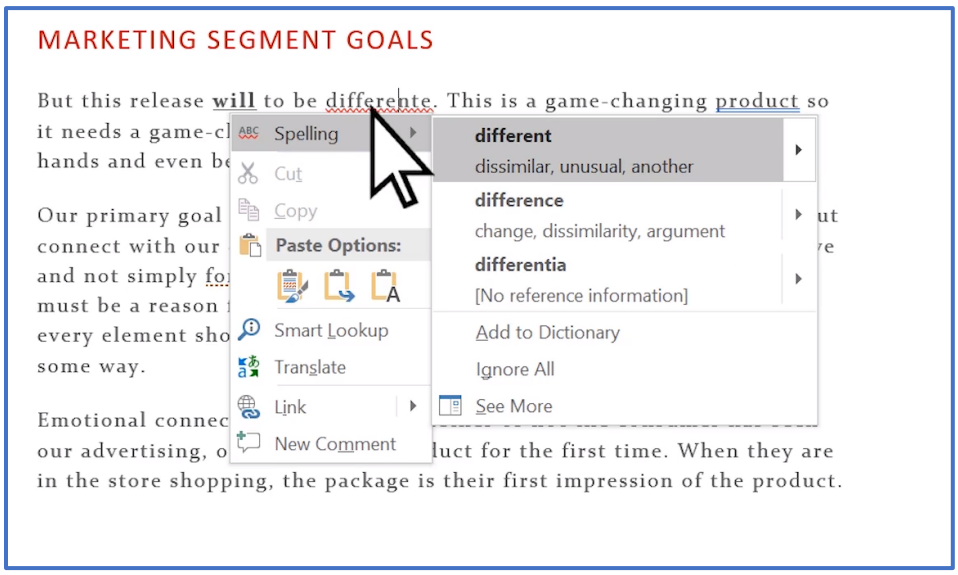
Check spelling, grammar, and clarity

Word autocorrects a lot of mistakes for you, and if it's not autocorrected, you'll see a squiggly line appear under misspelled words, a double underline for grammar, and a dotted line appear for issues with clarity.

Note: This feature is only available for Office 365 subscribers.

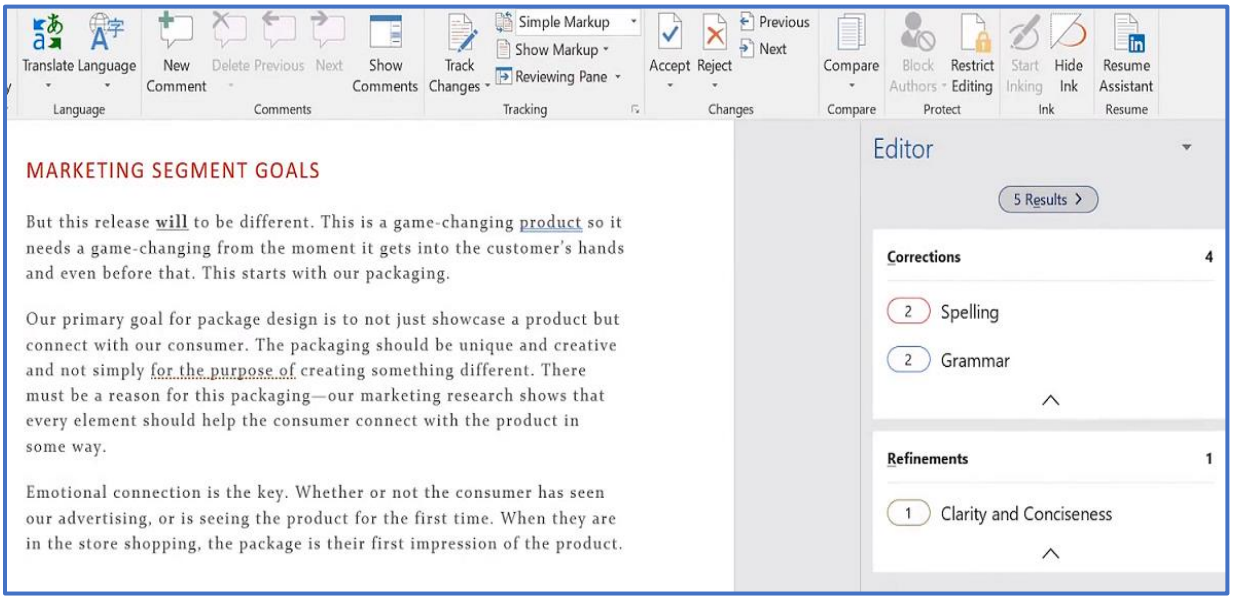
Fix spelling and grammar as you work

1. Right-click text with a squiggly line or a double underline underneath.
2. Select the correct spelling from the list of suggestions.



Check your entire document

1. Select **Review** > **Check Document**.
2. In the **Editor** pane, you'll see Corrections and Refinements to help improve your writing with each task broken down by category.
3. Select a category to review, and Word shows a suggestion for each issue it finds.



Select the drop-down arrow to see why Word suggests this advice.

4. Select a change if you'd like to keep it, and Word moves to the next issue.
5. You also have other options for working through document issues:
    - **Ignore Once**: Word skips this item once in your document.
    - **Don't check for this issue**: Word skips all instances of this issue in your document.

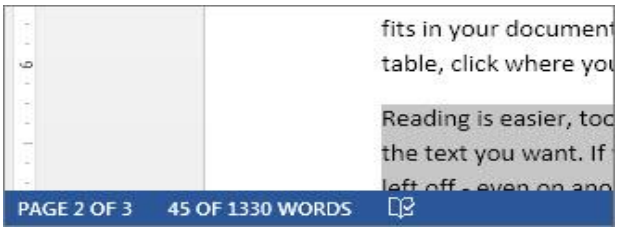
Show word count

When you need to know how many words, pages, characters, paragraphs, or lines are in a document, check the status bar.

Check the number of words in a document

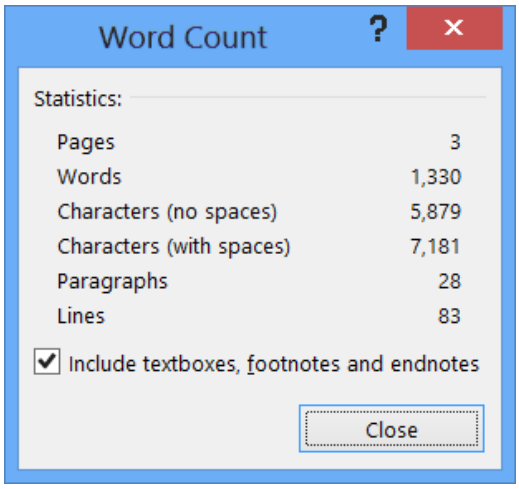
- Check the status bar to see the number of words of your document.

- For a partial word count, select the words you want to count. The status bar shows the word count for that selection and for the entire document.



Find the number of Characters, Paragraphs, and Lines

- Click on the word count in the status bar.



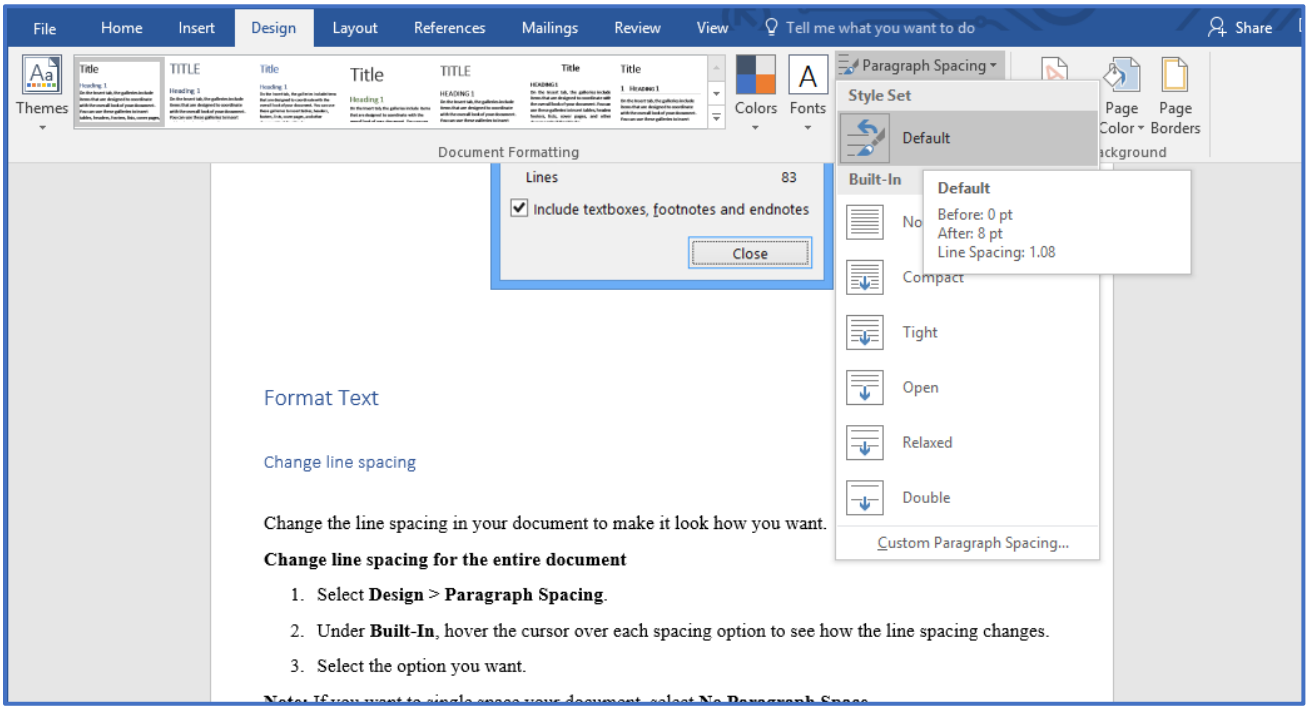
Format Text

Change line spacing

Change the line spacing in your document to make it look how you want.

Change line spacing for the entire document

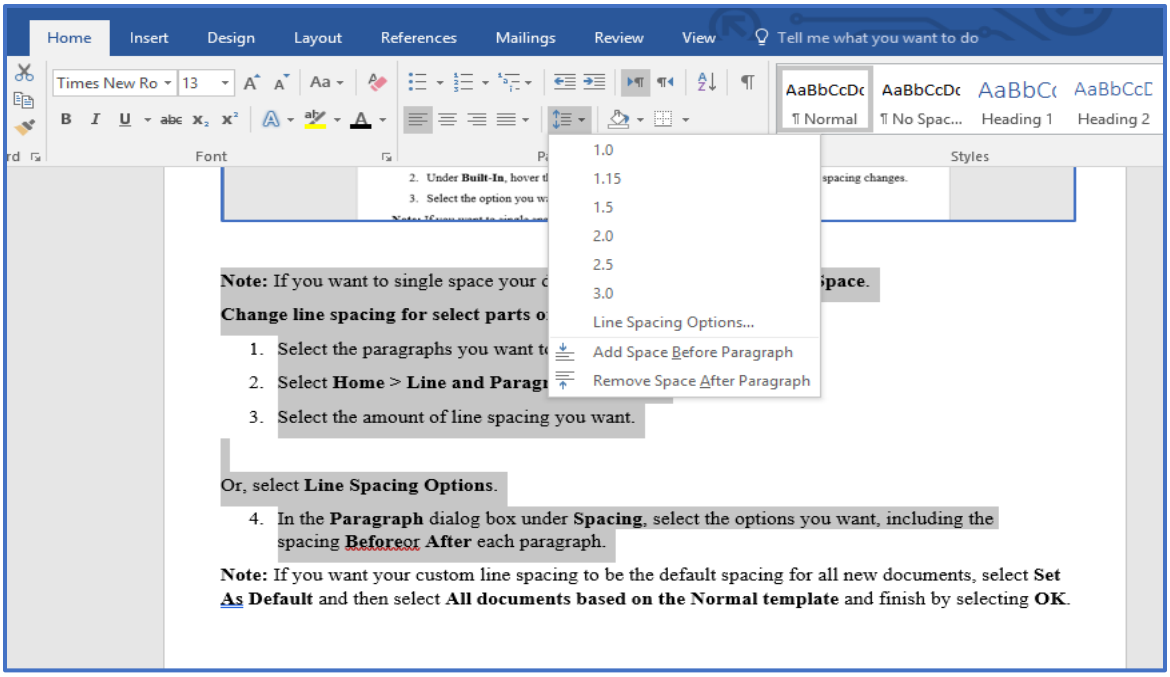
1. Select **Design** > **Paragraph Spacing**.
2. Under **Built-In**, hover the cursor over each spacing option to see how the line spacing changes.
3. Select the option you want.



Note: If you want to single space your document, select **No Paragraph Space**.

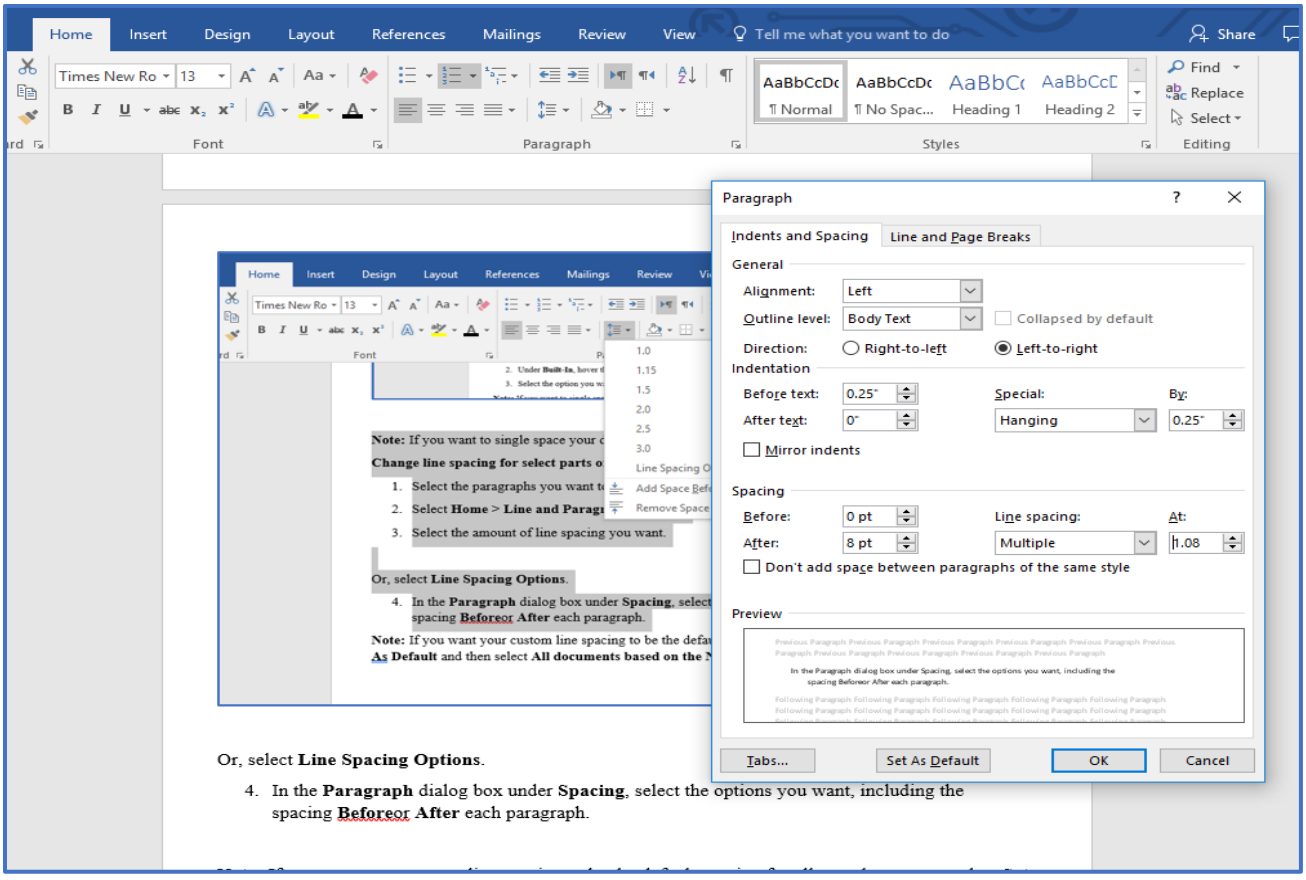
Change line spacing for select parts of your document

1. Select the paragraphs you want to change.
2. Select **Home** > **Line and Paragraph Spacing**.
3. Select the amount of line spacing you want.



Or, select **Line Spacing Options**.

4. In the **Paragraph** dialog box under **Spacing**, select the options you want, including the spacing **Before**or **After** each paragraph.



Note: If you want your custom line spacing to be the default spacing for all new documents, select **Set As Default** and then select **All documents based on the Normal template** and finish by selecting **OK**.

Apply styles

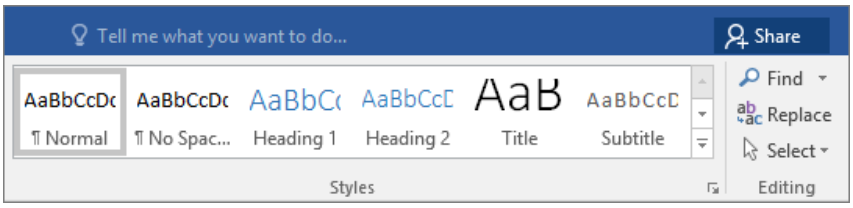
Apply styles to text to give your document a consistent, professional look. Word offers many styles to choose from.

Apply a style

1. Select the text you want to format.

Tip: If you place the pointer in a paragraph, the style is applied to the whole paragraph. If you select specific text, only the selected text is formatted.

2. Point to a style to preview how the selected text would look with that style, and select the style you want.



Apply themes

Apply a theme to quickly format an entire document and give it a modern, professional look.

Choose a theme

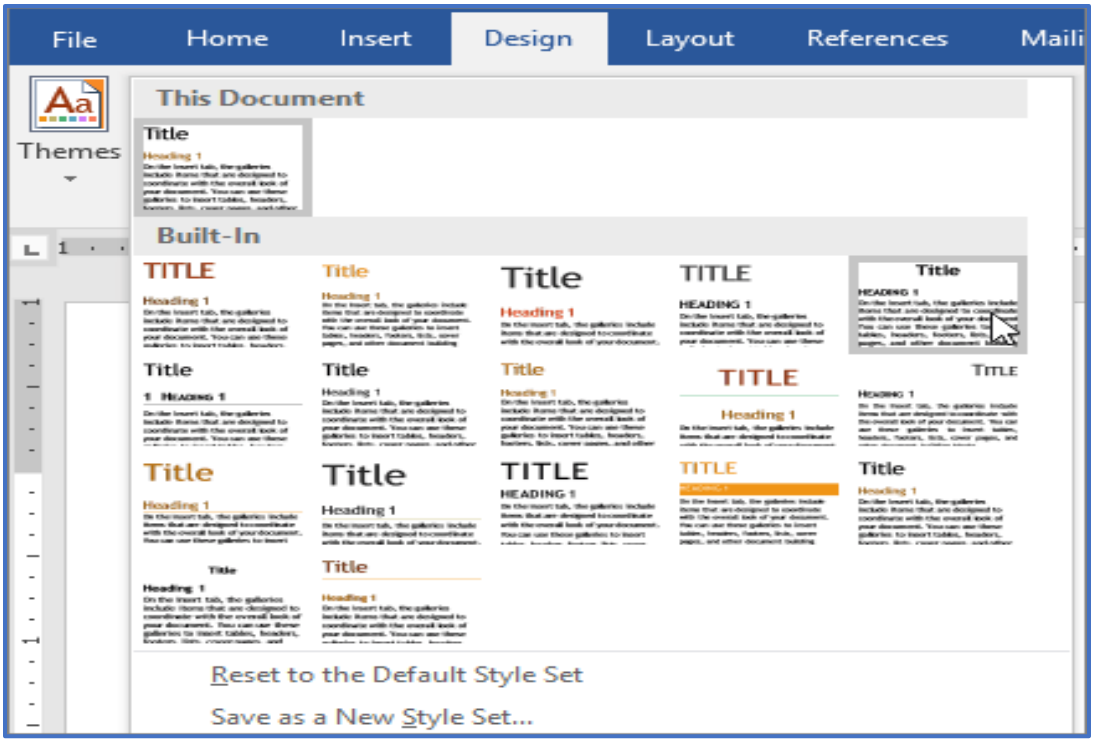
1. Select **Design** > **Themes**.

2. Hover over a theme to see how it would look in your document, and select the theme you want.

Choose a style

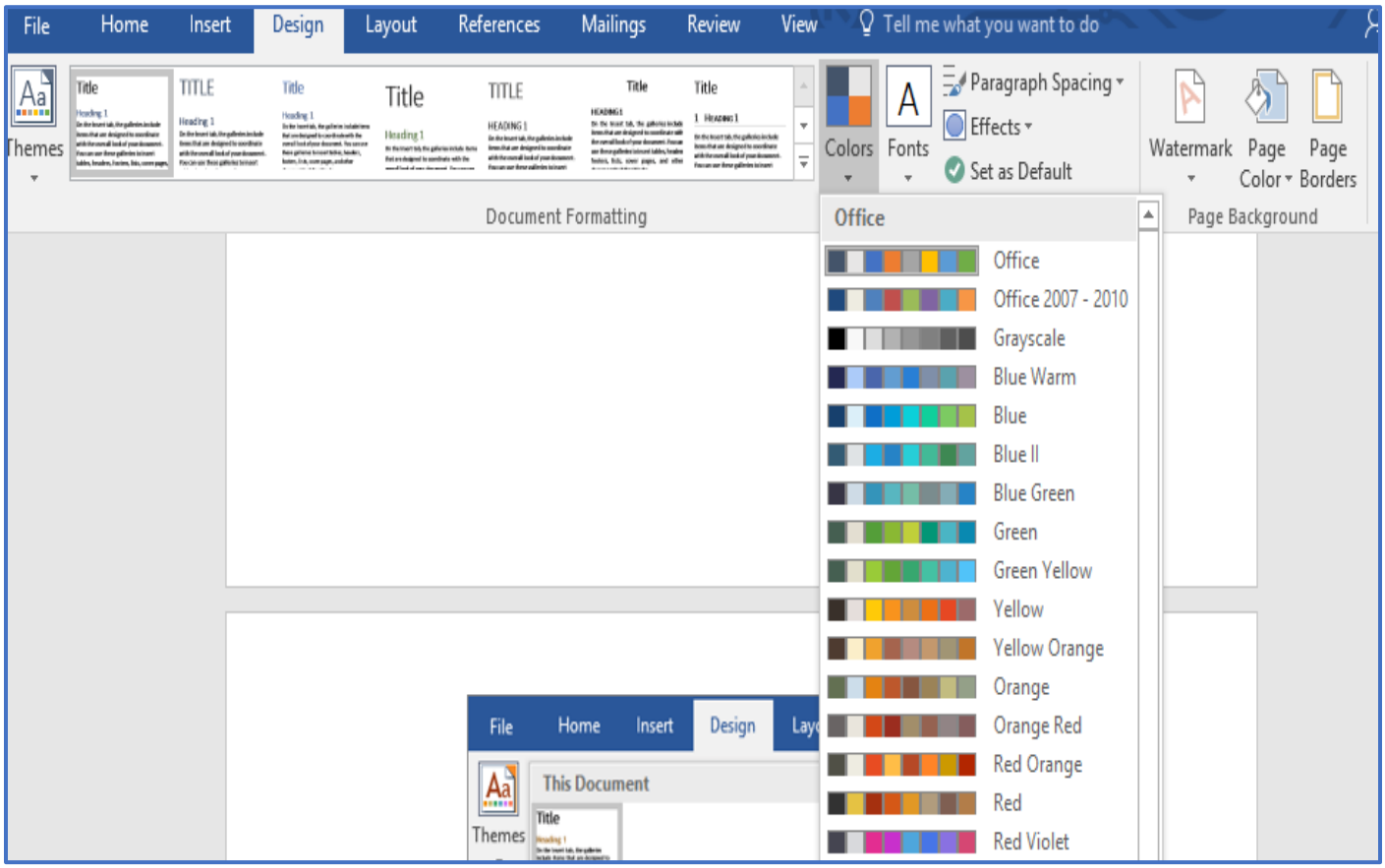
You can also choose a new style if you want.

1. On the **Design** tab, choose a new **Style**. Click **More** to see all options.



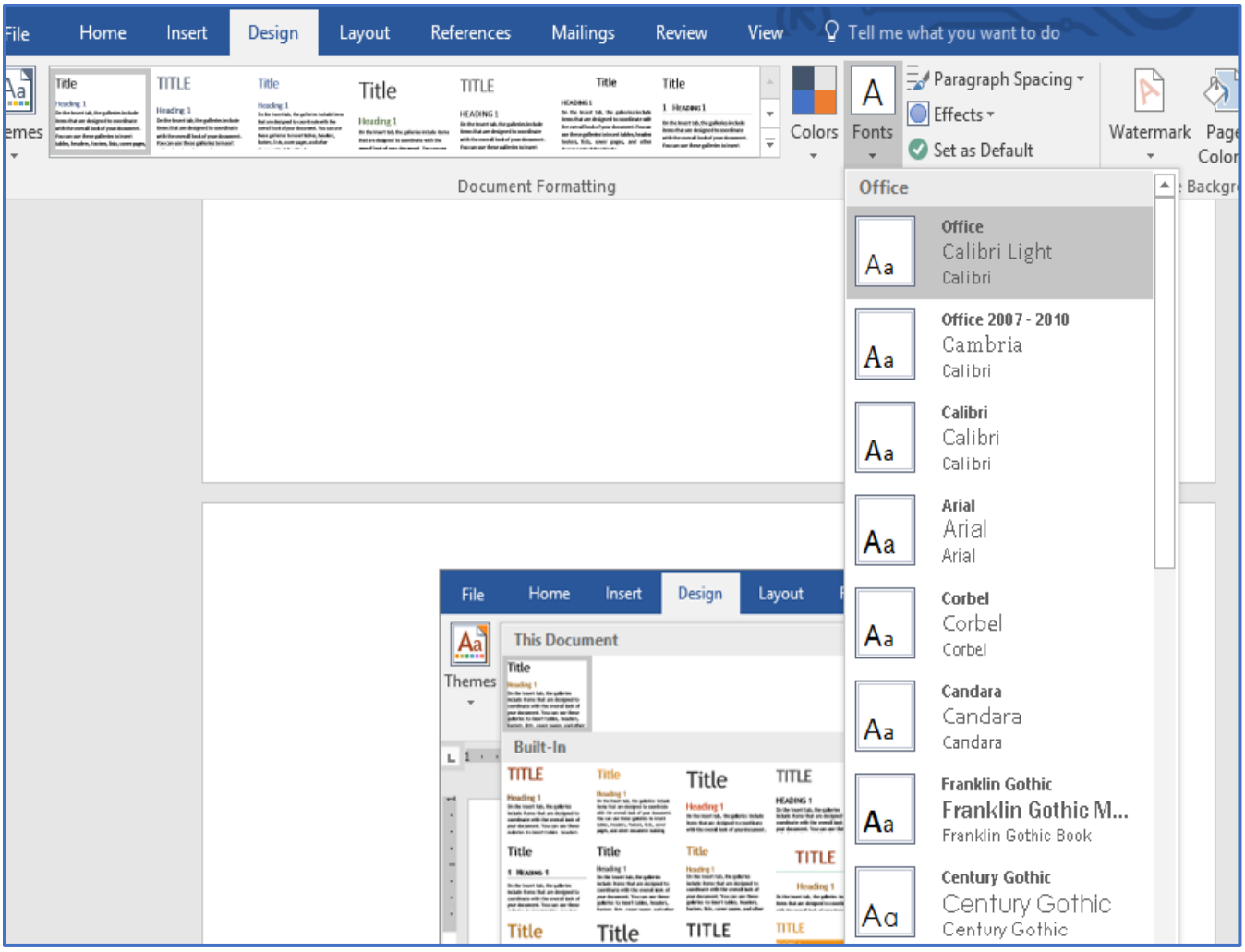
Change the theme colors

1. Select **Design** > **Colors**.
2. Point to a color to see how it will look in your document, and select a color scheme.



Change the theme fonts

1. Select **Design** > **Fonts**.
2. Point to a font to see how it will look in your document, and select a font.



Insert tables, pictures and watermarks

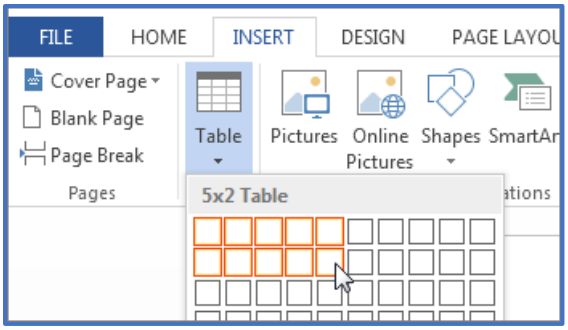
Insert tables

In Word, you can insert a table, convert text to a table, and even draw a table.

Insert a table

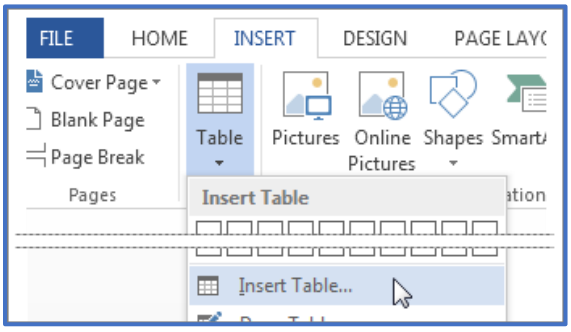
To quickly insert a table:

- Select **Insert** > **Table** and move the cursor over the grid until you highlight the number of columns and rows you want.

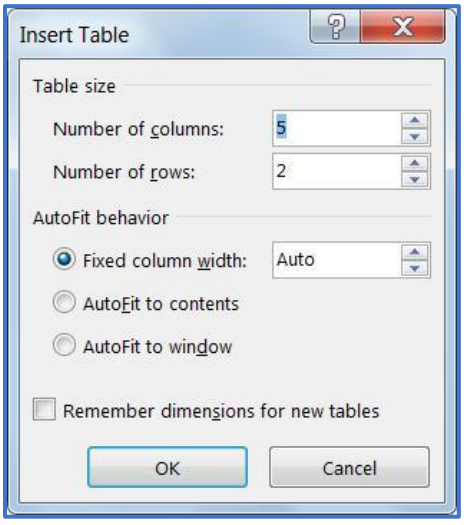


For larger tables, or to customize the table:

1. Select **Insert** > **Table** > **Insert Table**.



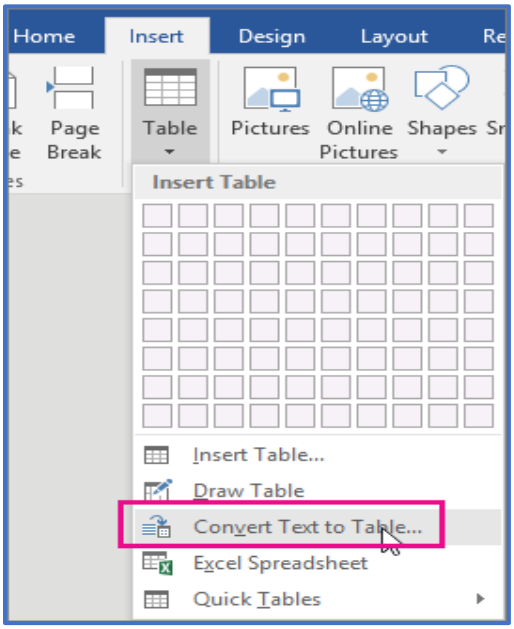
2. Select the number of columns and rows, AutoFit behavior, and then select **OK**.



Tip: Check **Remember dimensions for new tables** if you want all new tables to look like this.

Convert text to a table

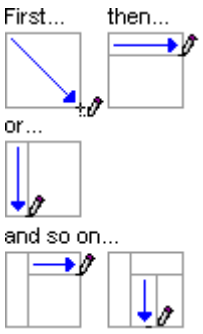
1. Separate the text you want to convert to a table with paragraphs, commas, tabs, or a special character. Then select the text.
2. Select **Insert** > **Table**, and then select **Convert Text to Table**.



3. Select the table size, AutoFit behavior, and how you separated the text: paragraphs, commas, tabs, or a special character.
4. Select **OK**.

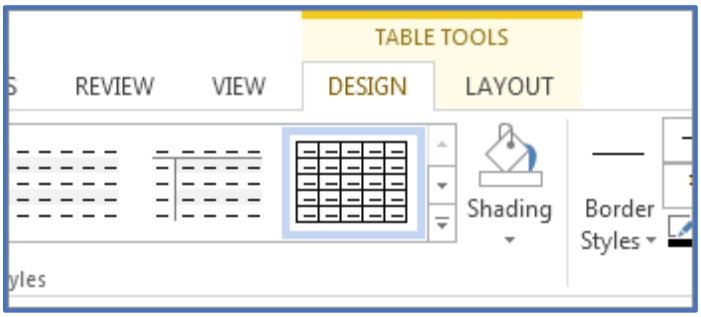
Draw a table

1. Select **Insert** > **Table** > **Draw Table**.
2. Draw a rectangle to make the table's borders. Then draw lines for columns and rows inside the rectangle.



Select a style

1. Click anywhere in the table to select the table.
2. On the **Table Tools** > **Design** tab, select a style.

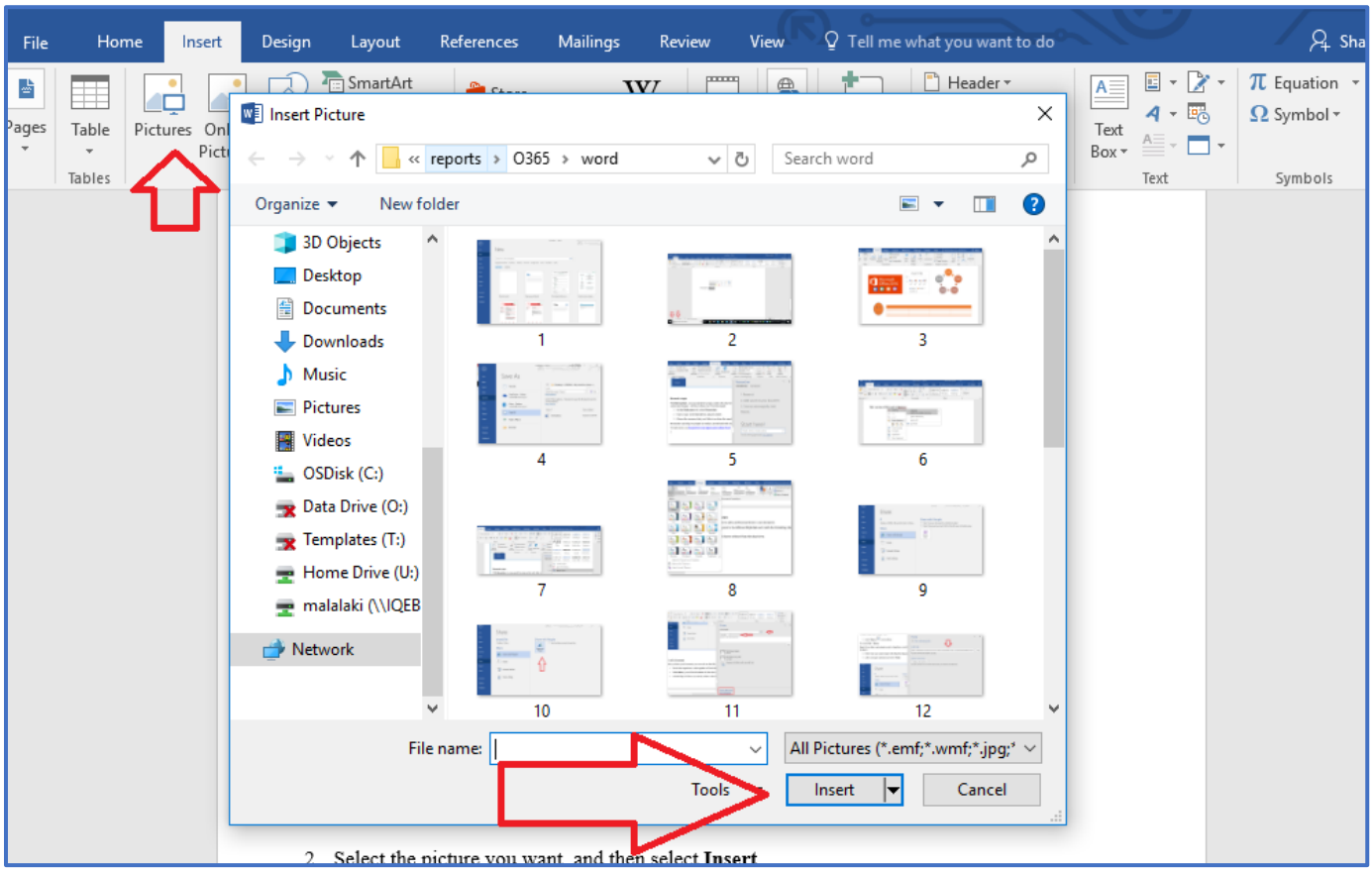


Insert pictures

Get your point across visually – with pictures.

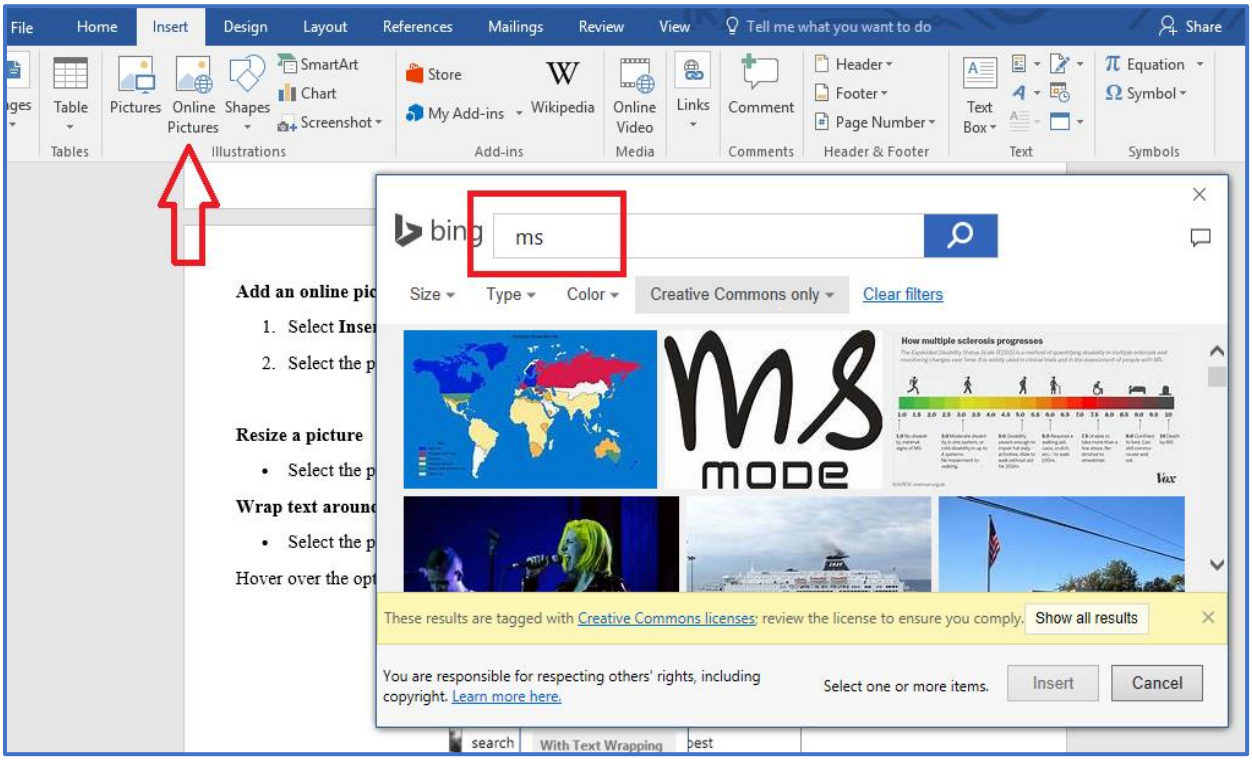
Add a picture from your computer

1. Select **Insert** > **Pictures**.
2. Select the picture you want, and then select **Insert**.



Add an online picture

1. Select **Insert** > **Online Pictures**.
2. Select the picture you want, and then select **Insert**.



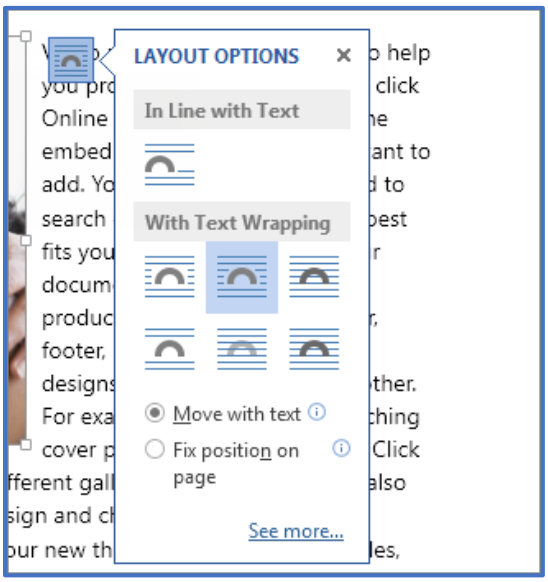
Resize a picture

- Select the picture and drag a corner handle to resize it.

Wrap text around picture

- Select the picture, and then select an option to wrap the text around the picture.

Hover over the options for a preview.



Move a picture

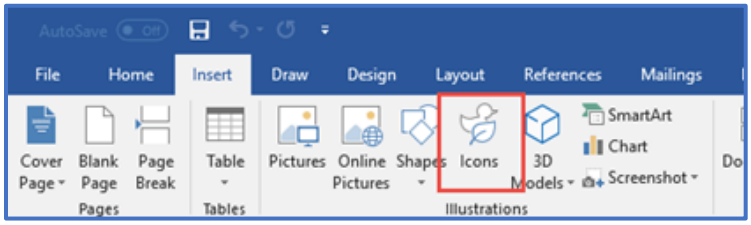
- Select the border of the picture, and drag it to the new location.

Insert Icon

Communicate your ideas with icons.

Insert an icon

1. Select **Insert** > **Icons**.



Don't see this feature? Inserting icons and SVG files are only available to Office 365 subscribers on Windows, Mac, Android, or Windows Mobile.

2. Select the icon you want, and then select **Insert**.

3. Select an option to wrap text around the icon, and move it where you want it.

Change the icon color

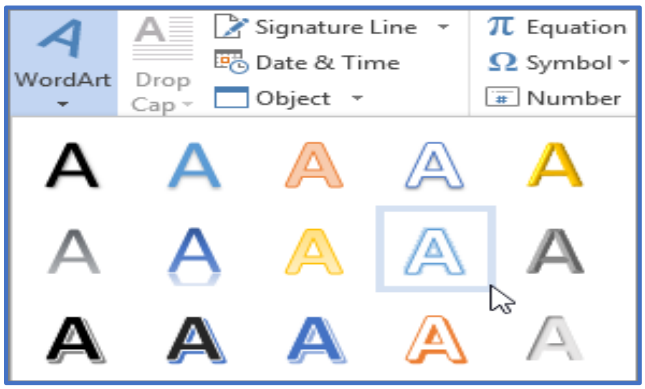
- Right-click the icon and select a color from the **Fill** drop-down.

Insert WordArt

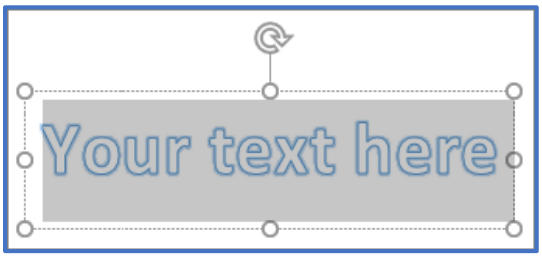
When you want text to really stand out on a page, use WordArt to add outlines, shading, and other effects to your words.

Add WordArt

1. Select **Insert** > **WordArt** and select the option you want.



2. Enter your text.

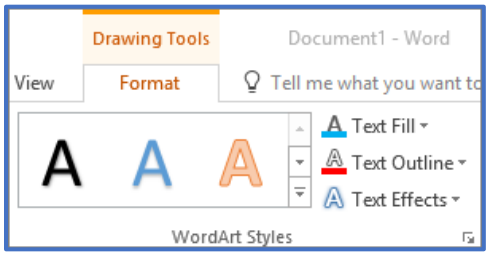


Convert existing text to WordArt

1. Select the text.
2. Select **WordArt** and select the option you want.

Customize your WordArt

1. Select the WordArt.
2. Select **Text Fill** and select an option.

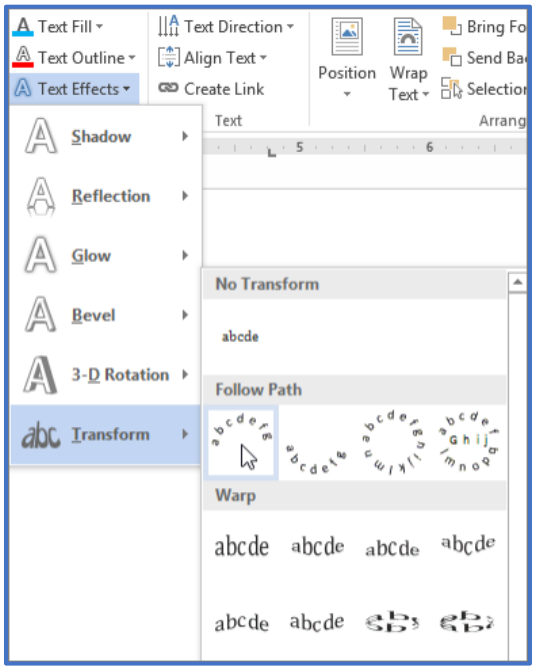


3. Select **Text Outline** and select an option.

Add Text Effects

1. Select the WordArt.
2. Select **Text Effects** and select an option:
    - **Shadow**

- **Reflection**
- **Glow**
- **Bevel**
- **3-D Rotation**
- **Transform**



Rotate your WordArt

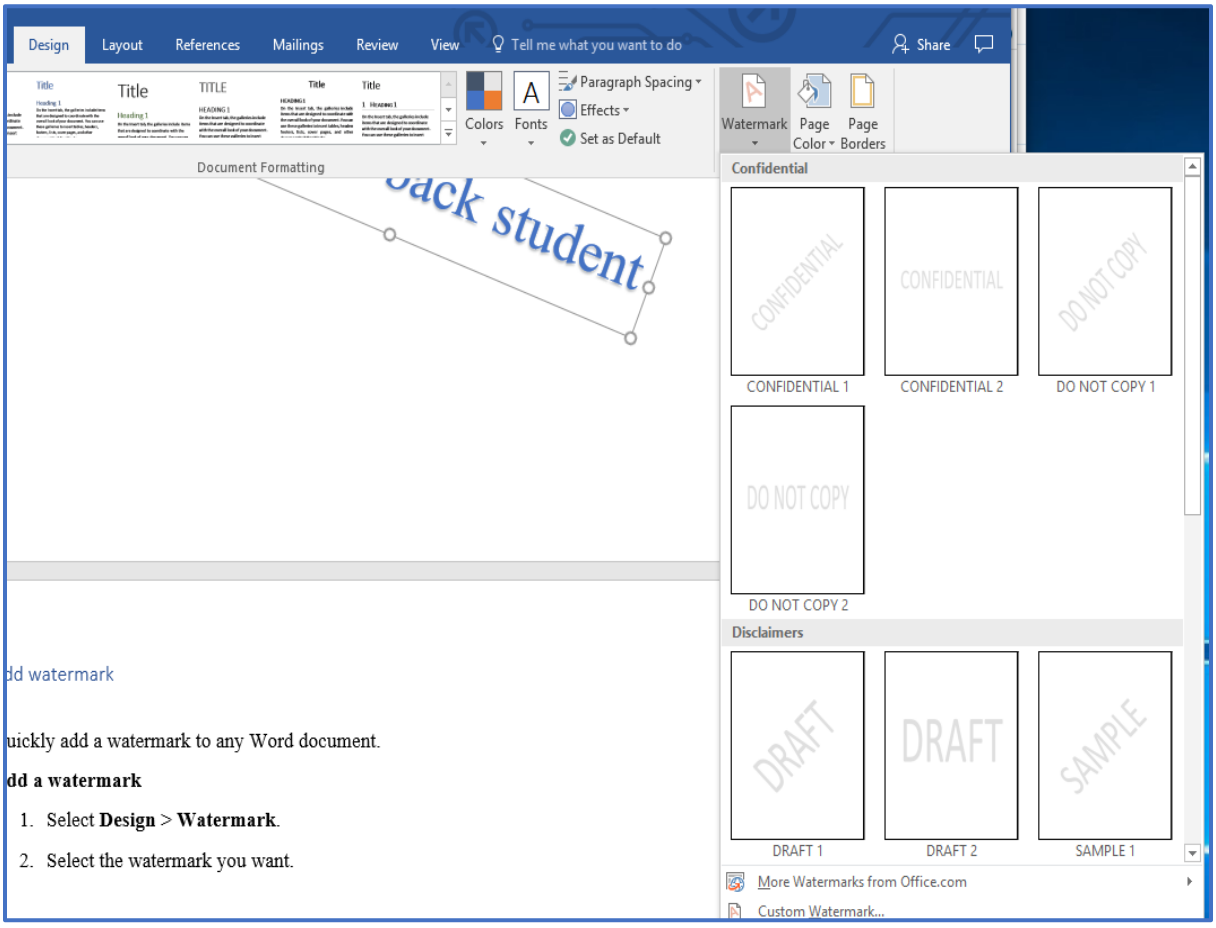
1. Select the WordArt.
2. Select the rotation handle and drag it to rotate the text

Add watermark

Quickly add a watermark to any Word document.

Add a watermark

1. Select **Design** > **Watermark**.
2. Select the watermark you want.



Add a custom watermark

1. Select **Design** > **Watermark**.
2. Select **Custom Watermark**.
3. Select **Picture** or **Text**.
4. Add the logo or text you want.

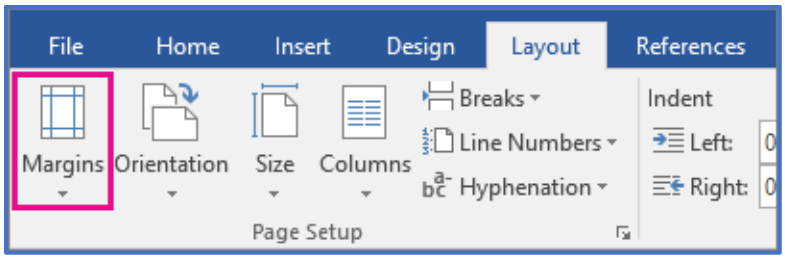
Layout Margins

Change margins

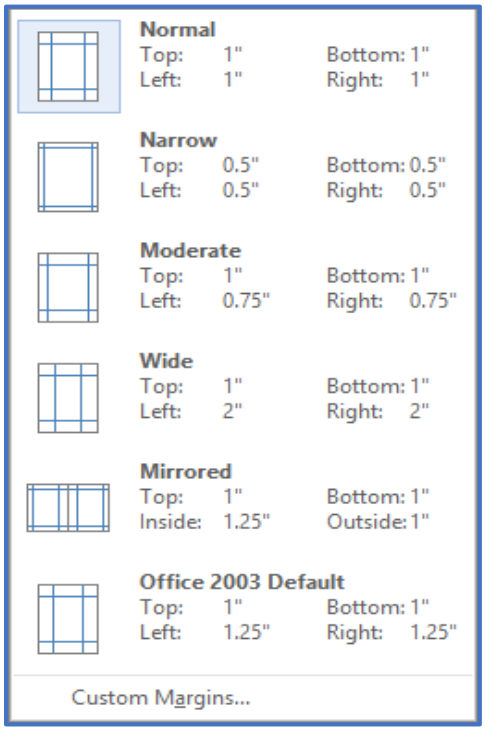
Change margins in your document to change the layout and make sure everything fits.

Apply a predefined margin setting

1. Select **Layout** > **Margins**.



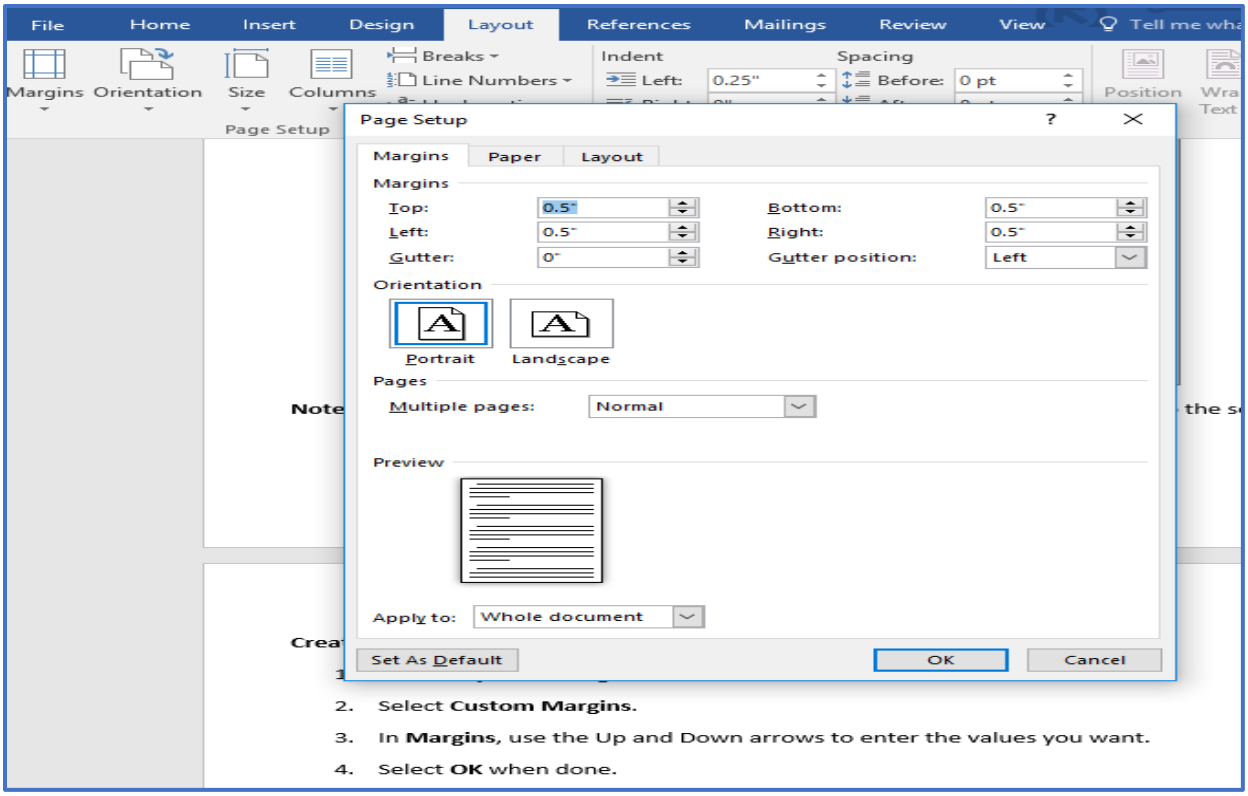
2. Select the margin measurements you want.



Note: If your document contains multiple sections, the new margins apply only to the selected sections.

Create a custom margin

1. Select **Layout** > **Margins**.
2. Select **Custom Margins**.
3. In **Margins**, use the Up and Down arrows to enter the values you want.
4. Select **OK** when done.

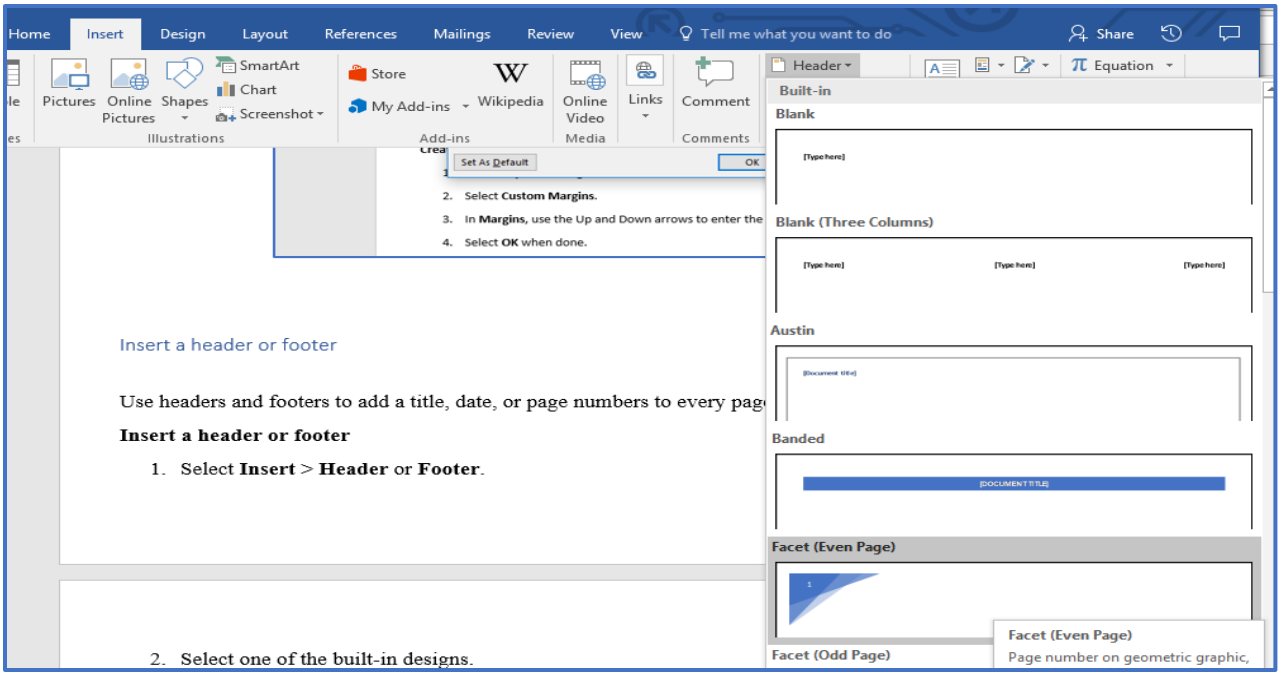


Insert a header or footer

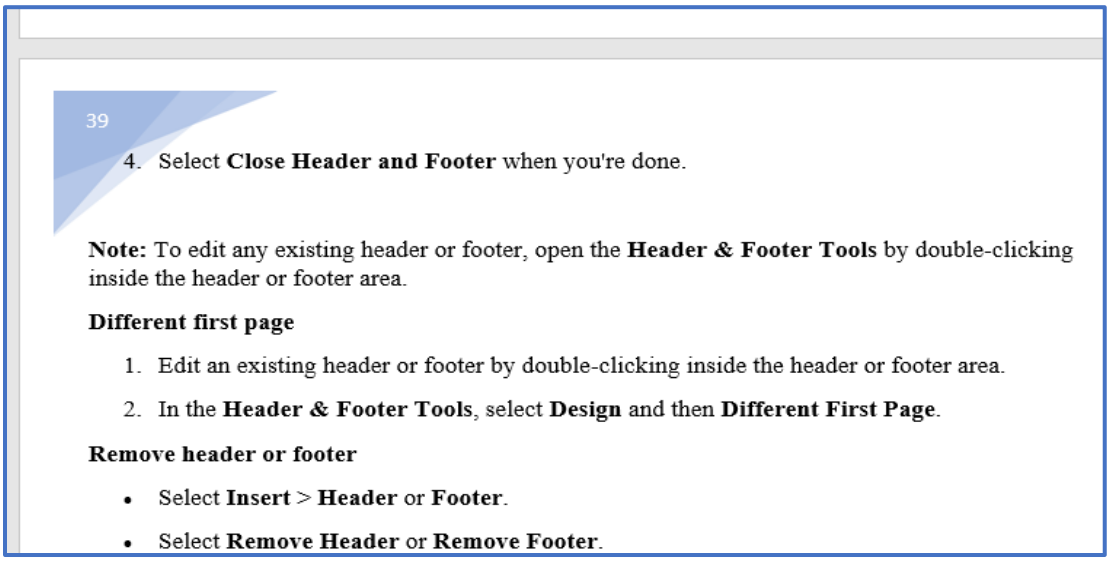
Use headers and footers to add a title, date, or page numbers to every page in a document.

Insert a header or footer

1. Select **Insert** > **Header** or **Footer**.
2. Select one of the built-in designs.



3. Type the text you want in the header or footer.
4. Select **Close Header and Footer** when you're done.



Note: To edit any existing header or footer, open the **Header & Footer Tools** by double-clicking inside the header or footer area.

Different first page

1. Edit an existing header or footer by double-clicking inside the header or footer area.
2. In the **Header & Footer Tools**, select **Design** and then **Different First Page**.

Remove header or footer

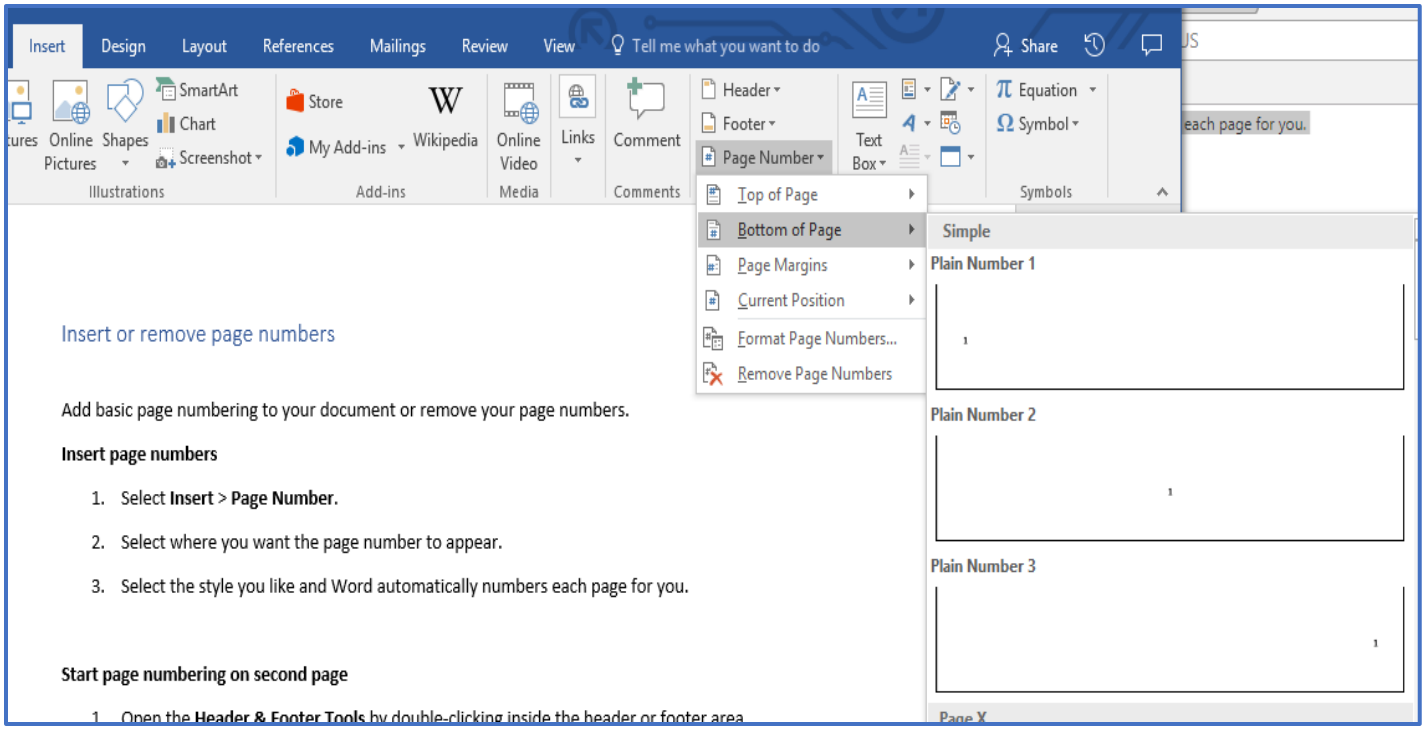
- Select **Insert** > **Header** or **Footer**.
- Select **Remove Header** or **Remove Footer**.

Insert or remove page numbers

Add basic page numbering to your document or remove your page numbers.

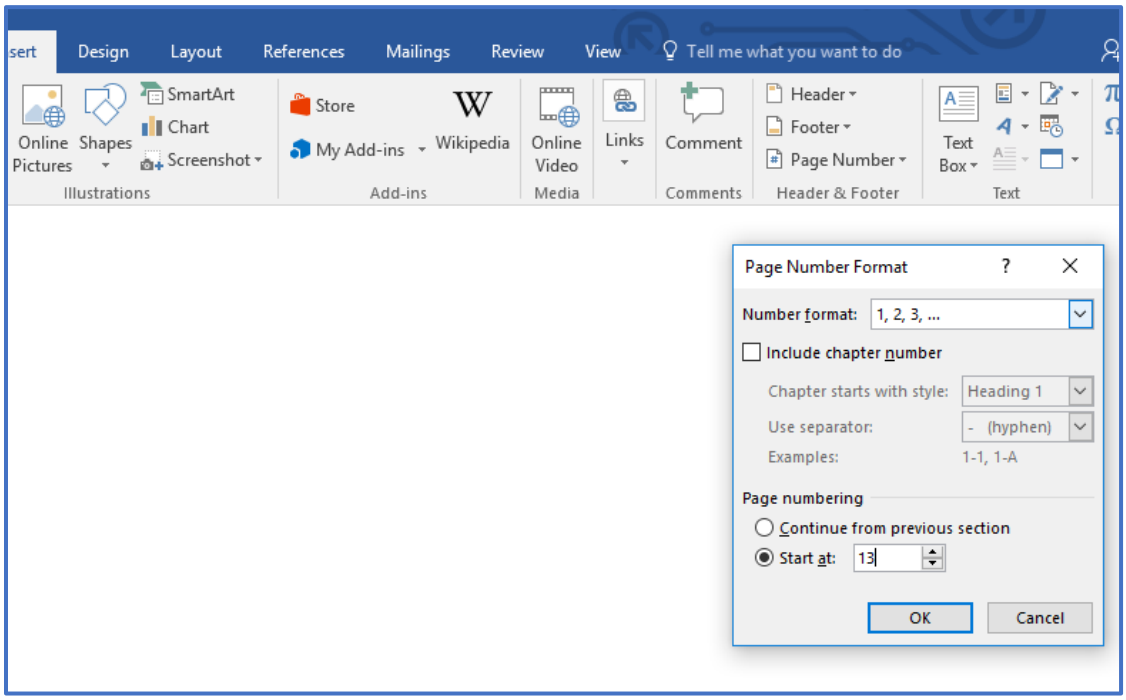
Insert page numbers

1. Select **Insert** > **Page Number**.
2. Select where you want the page number to appear.
3. Select the style you like and Word automatically numbers each page for you.



Start page numbering on second page

1. Open the **Header & Footer Tools** by double-clicking inside the header or footer area.
2. Select **Design** > **Page Number** > **Format Page Numbers**.
3. Set **Start at** to 0 and select **OK**.
4. Select **Different First Page**.
5. Select **Close Header and Footer**.



Remove page numbers

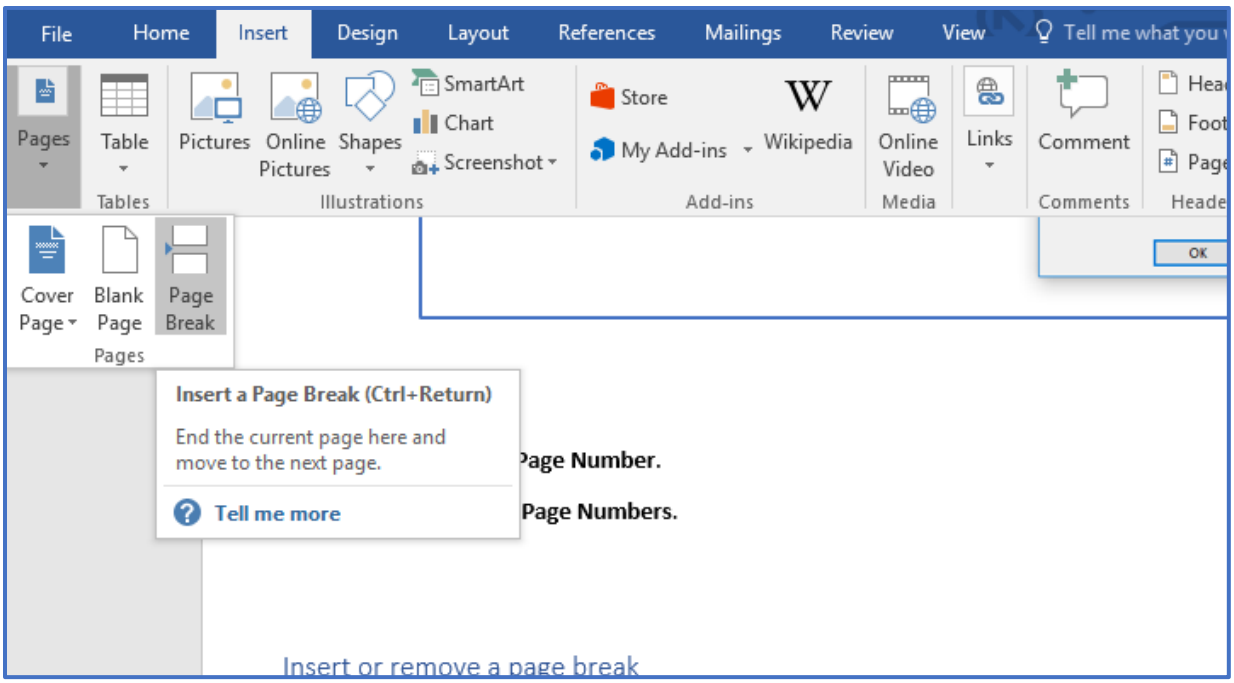
1. Select **Insert** > **Page Number**.
2. Select **Remove Page Numbers**.

Insert or remove a page break

Use page breaks to control where a page ends and where a new page begins.

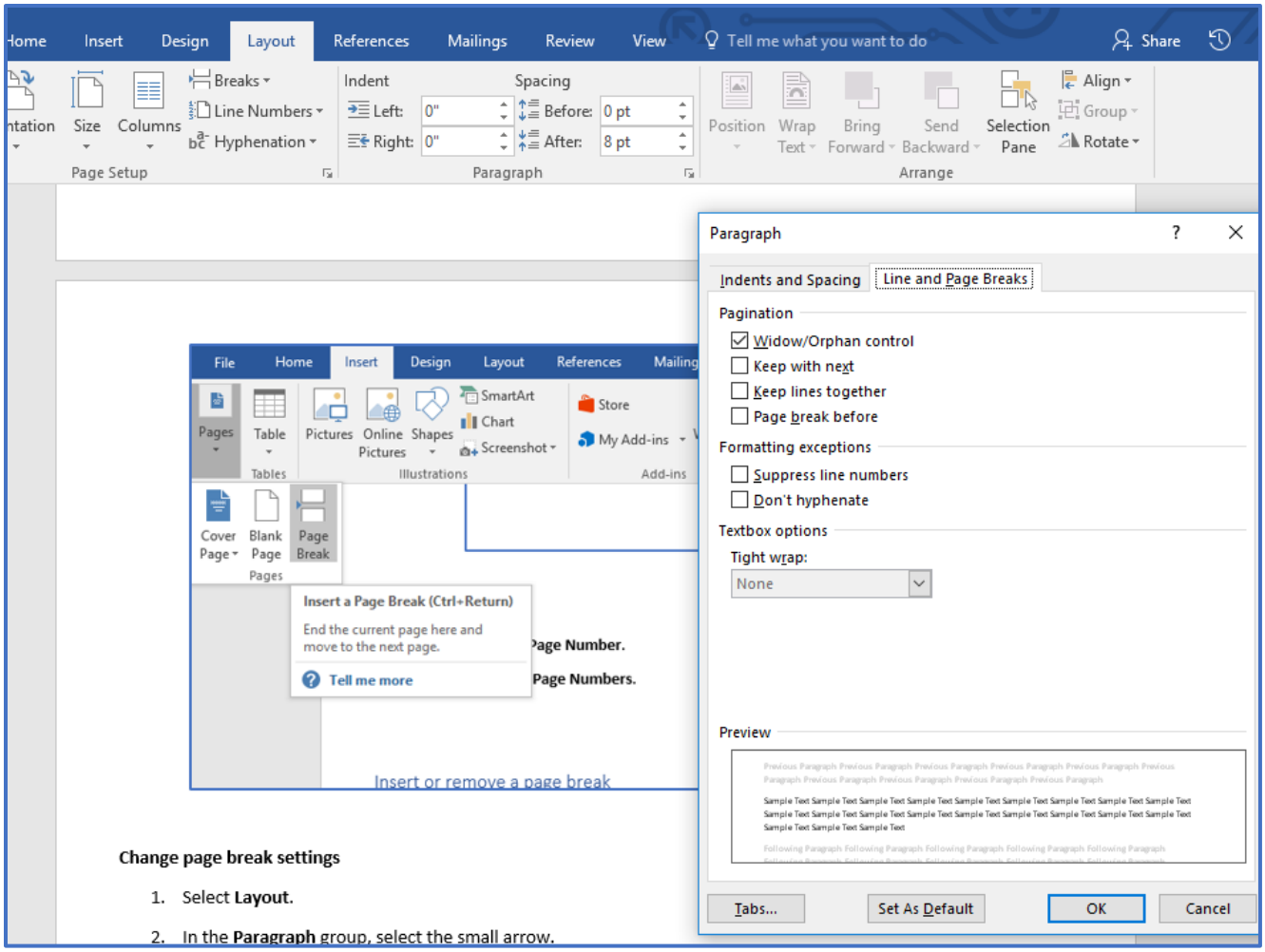
Insert a page break

1. Place the cursor where you want to start a new page.
2. Select **Insert** > **Page Break**.



Change page break settings

1. Select **Layout**.
2. In the **Paragraph** group, select the small arrow.
3. In the **Paragraph** dialog box, select **Line and Page Breaks**.
4. Under Pagination, choose the option that works best for you:
    - **Widow/Orphan control**
    - **Keep with next**
    - **Keep lines together**
    - **Page break before**



Remove a page break

1. Click **Home** > **Show/Hide ¶**.

This will display non-printing characters—paragraph markers, section breaks, page breaks, etc.—that you may want to see while you're working on your document.

2. Double-click the page break so that it's selected, and then press Delete

Save and print

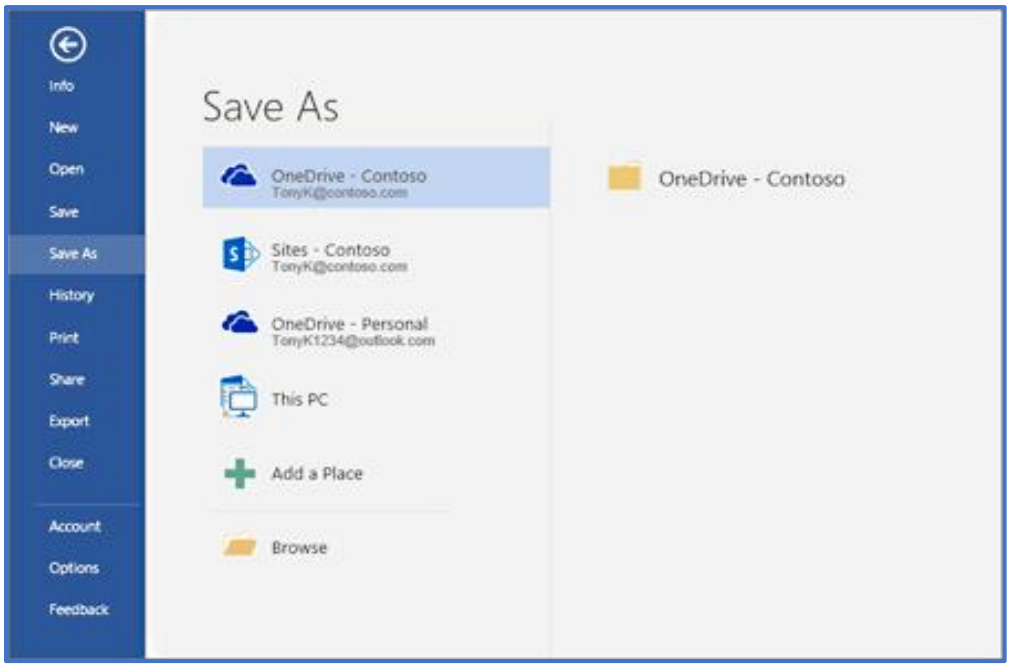
Save a document

Save your document to OneDrive so you can get to it from anywhere – at work, at home, or on the go.

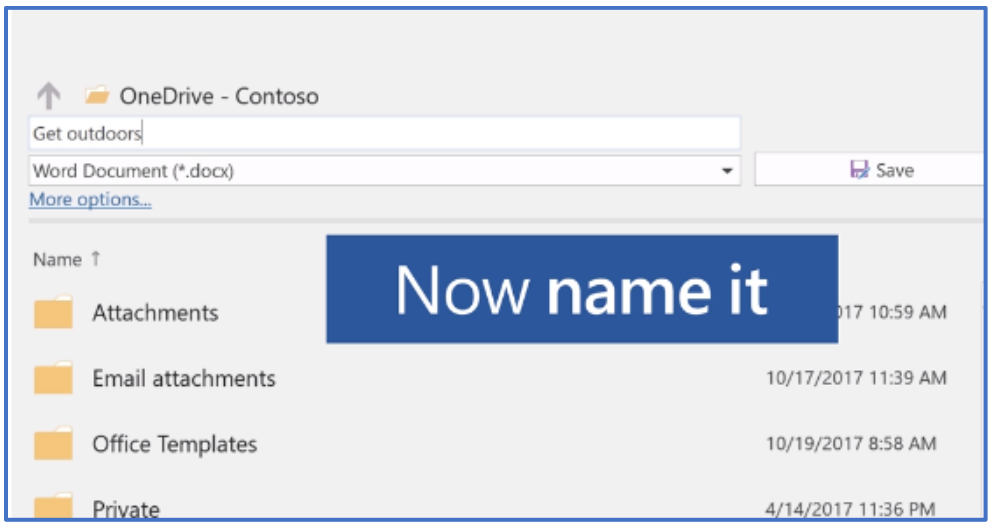
Save a document

1. Select **File** > **Save As**.
2. Select **OneDrive** so you can get to your document from anywhere.

Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location in the list like **This PC**, or **Add a Place**.



3. Enter a descriptive name for the file, and select **Save**.



Create labels with a mail merge

With your mailing addresses set up in an Excel spreadsheet, use a mail merge in Word to create labels.

Create your address labels

1. In Word, click **Mailings** > **Start Mail Merge** > **Step-by-Step Mail Merge Wizard** to start the mail merge wizard.
2. Choose **Labels**, and then click **Next: Starting document**.
3. Choose **Label options**, select your label vendor and product number, and then click **OK**.
4. Click **Next: Select recipients**.
5. Click **Browse**, select your Excel mailing list, and then click **Open**.
6. Make sure the **First row of data contains column headers** box is selected and click **OK**.
7. Check your list. Drag the bottom right corner to make the dialog box bigger. Then click **OK**.
8. Click **Next: Arrange your labels**.
9. To add the address block, click **Address block** and click **OK**.
10. Click **Update all labels**.
11. Click **Next: Preview your labels**.
12. If the text doesn't fit, press Ctrl + A to select all, right-click and select **Paragraph**, select the **Don't add space between paragraphs of the same style** box, and click **OK**.
13. Click **Next: Complete the merge**.
14. Click **Print**, click **OK**, and click **OK** again

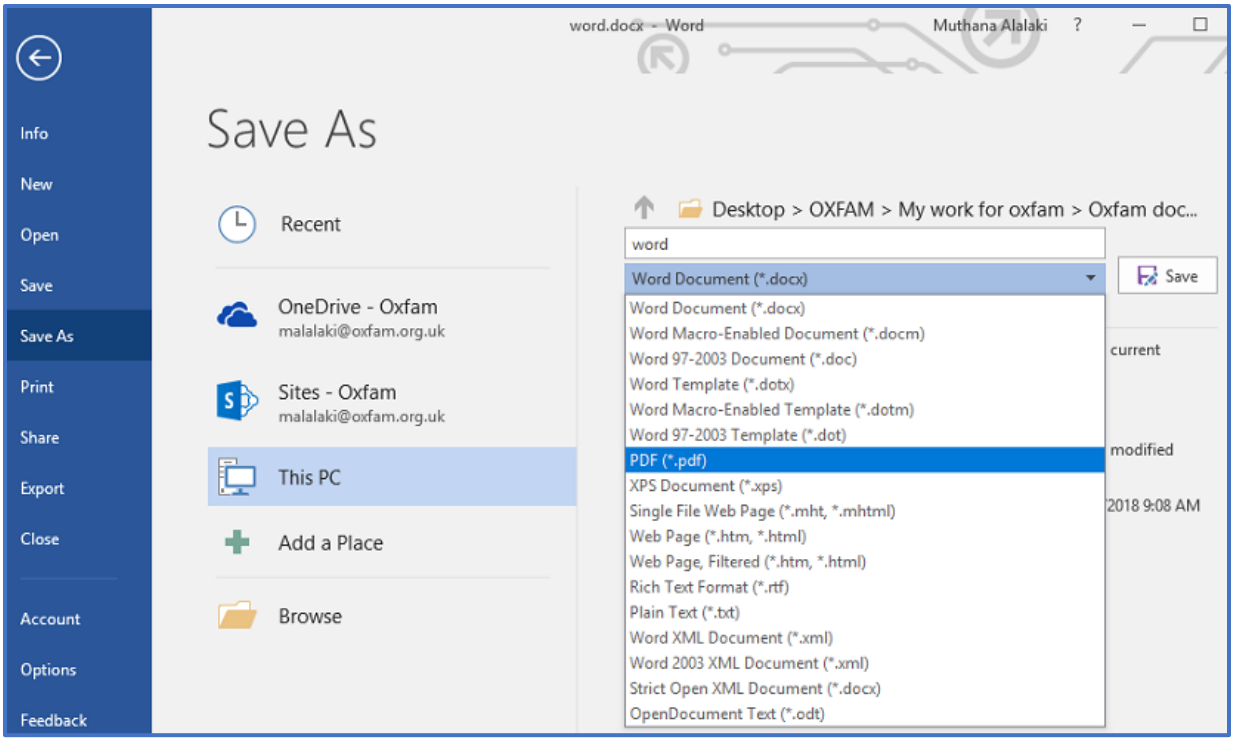
Convert or save to PDF

With Word, you can easily convert or save a document to PDF format.

Note: If you're using tablet or phone, see Save a PDF of your file on your mobile device.

Save your document as a PDF

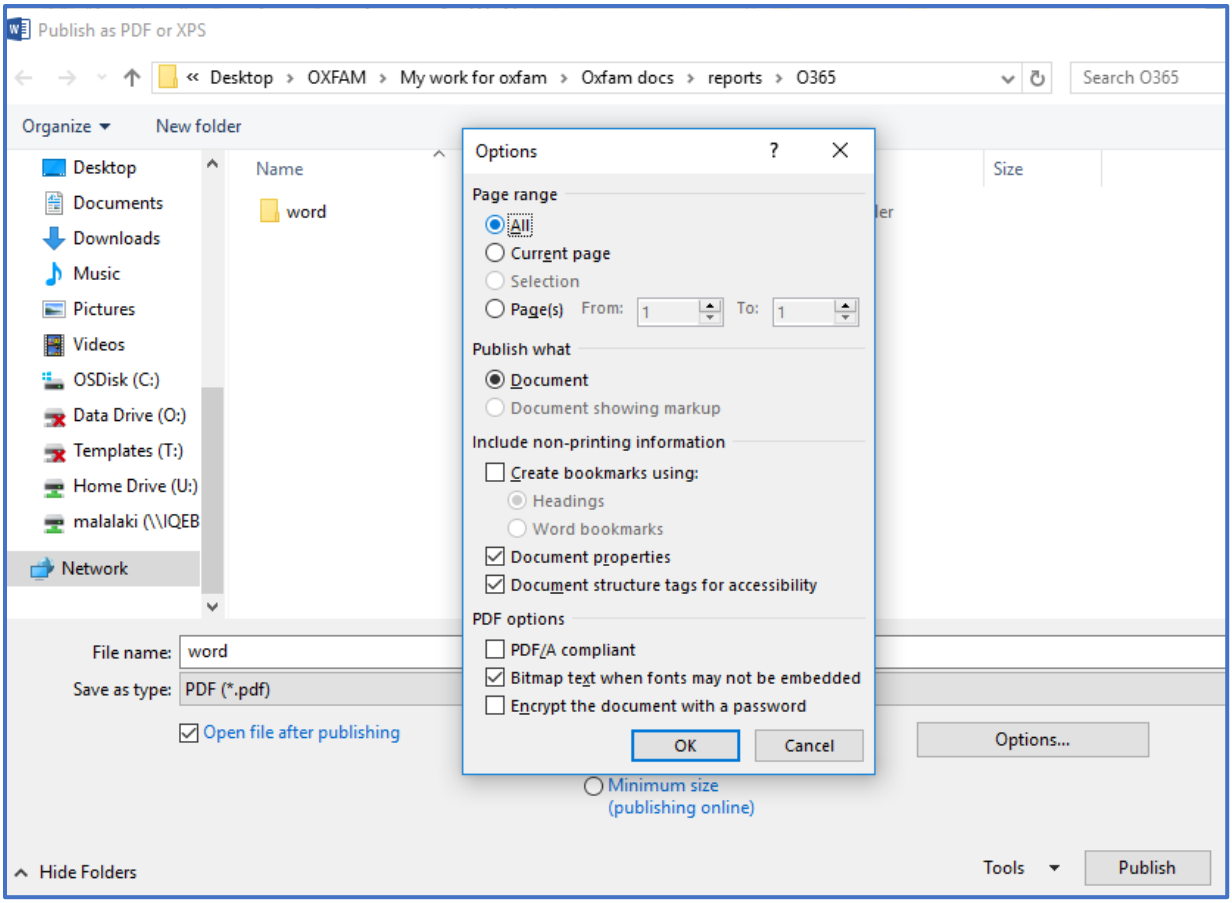
1. Select **File** > **Save As**.
2. Select where you want to save your document, like OneDrive.
3. Select **PDF** for the file extension.
4. Select **Save**.



Create a PDF/XPS file

If your document has properties that you don't want to include in the PDF:

1. Select **File** > **Export**.
2. Select **Create PDF/XPS**.
3. Select **Options**.
4. Select **Document** and clear the **Document properties** checkbox.
5. Select **OK**.
6. Name the file and then select **Publish**.



Edit a PDF

To edit a PDF, simply open it in Word.

Convert a PDF to a Word document

1. Select **File** > **Open**.
2. Select the PDF file you want to convert, and then select **OK**.

Note: This converts the PDF to a Word document, so the formatting may change a little. The PDF-to-Word conversion works best with documents that are mostly text.

Now you can edit the file in Word.

Share and coauthor

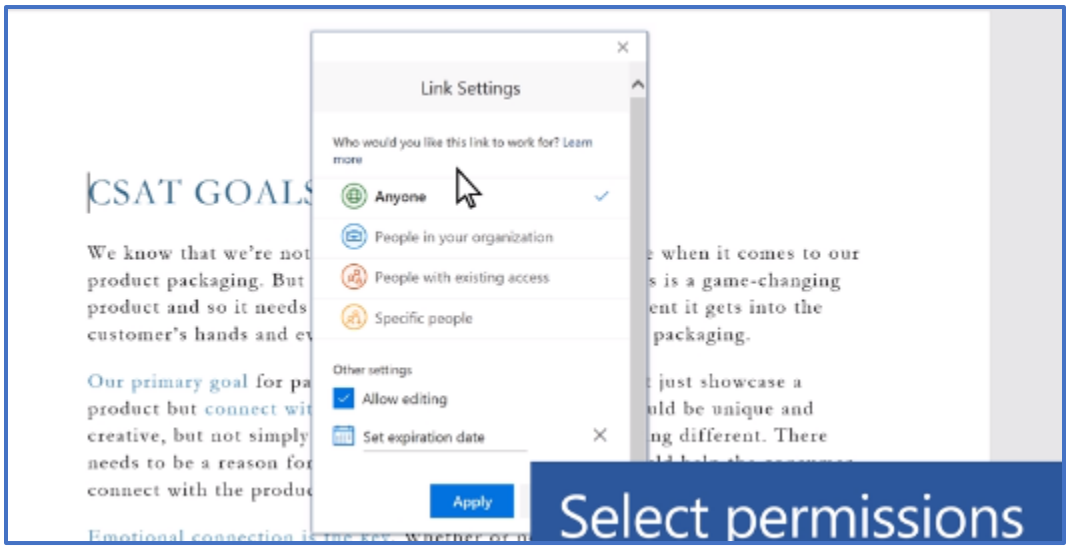
Share a document

Share a document with a co-worker or friend so you can collaborate together.

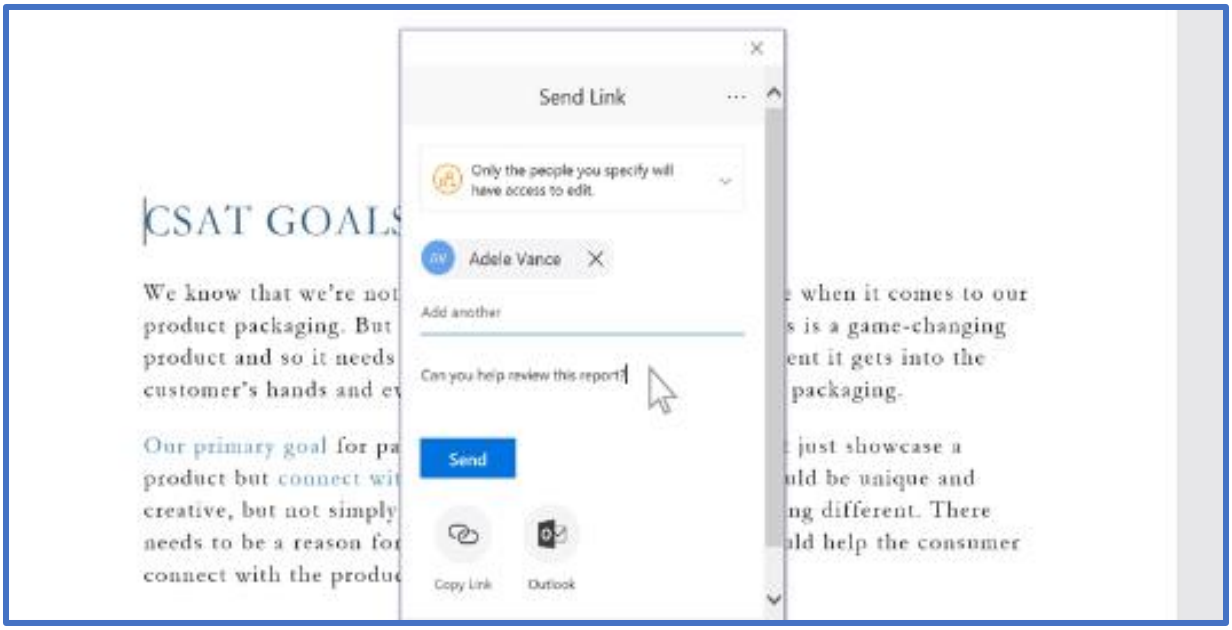
Share a document

1. Select **Share**.
2. Save it to **OneDrive**.

3. Give the file a name.
4. Select permissions to decide who has access to the file and if they can edit it.



5. Add names or email addresses for the people you want to share with.
6. Type an optional message if you want.



7. Select **Send**.

Track changes and show markup

Turn on Track Changes to show edits made in a document, and use Show Markup to show the types of revisions you'd like to display.

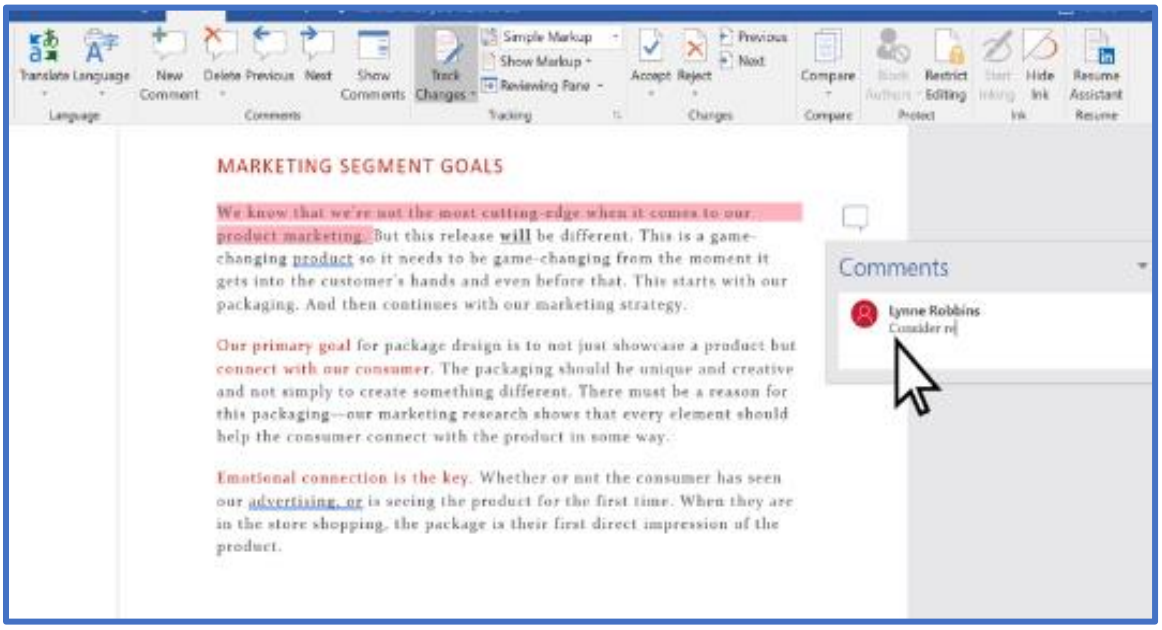
Use Track Changes

- Select **Review** > **Track Changes** to turn it on.

Make edits in your document and Word captures any edits you make.

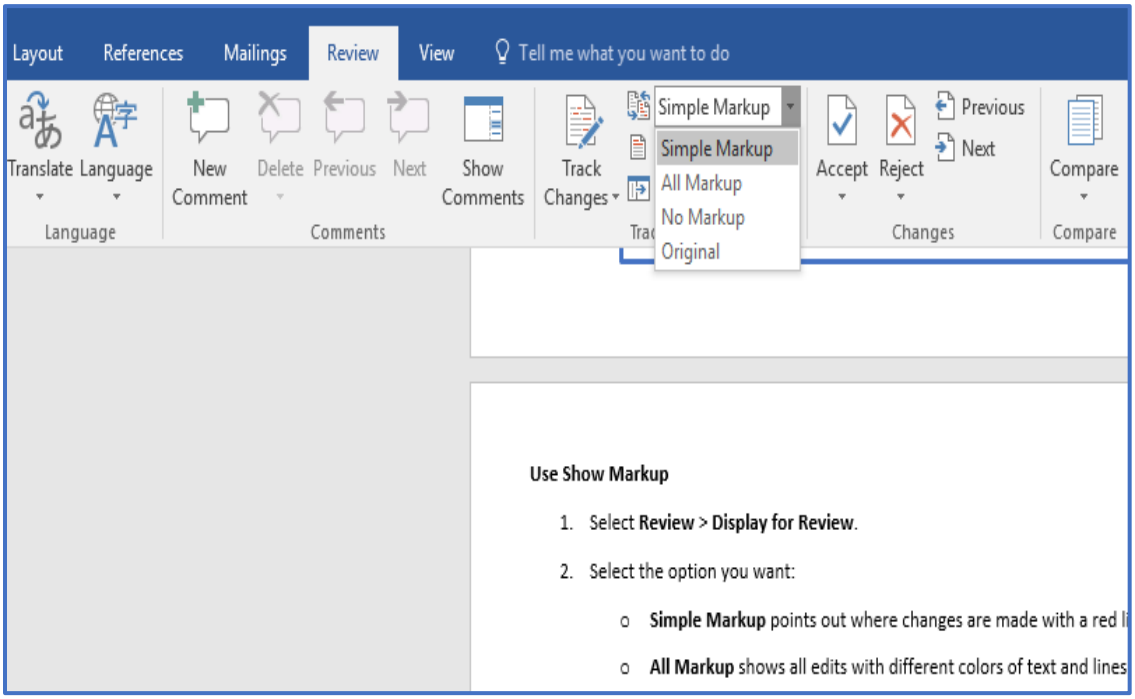
- Select **Review** > **Track Changes** to turn it off.

Word stops making new edits, and any made stay in the document.

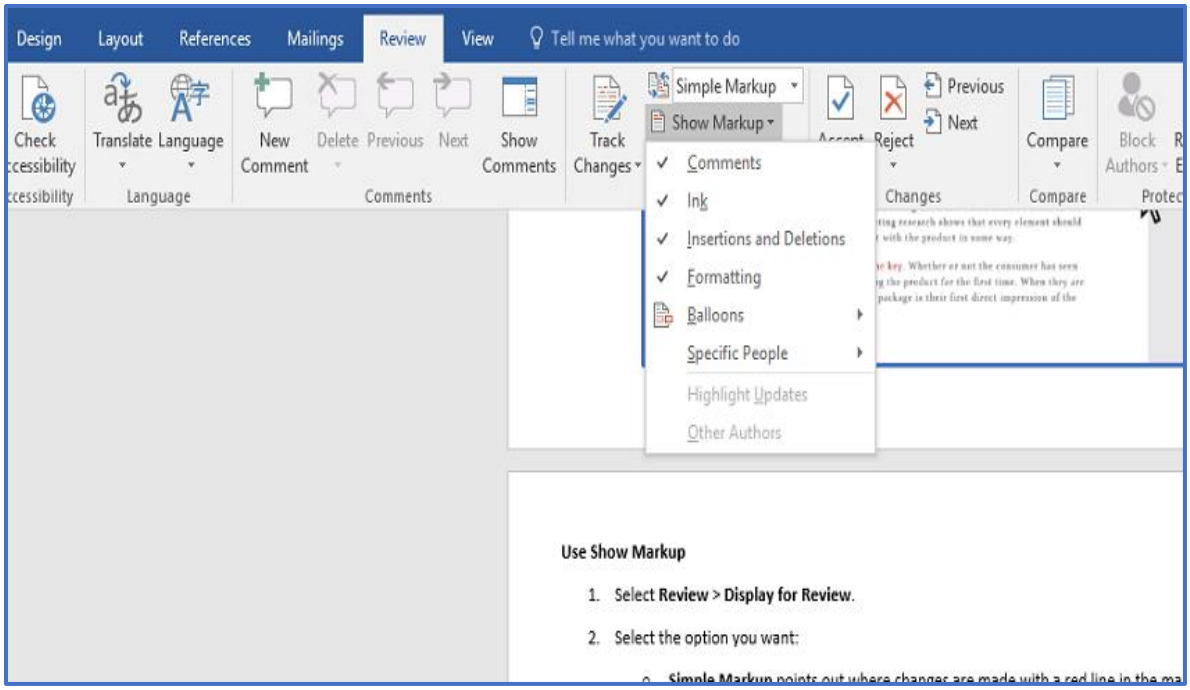


Use Show Markup

1. Select **Review** > **Display for Review**.
2. Select the option you want:
    - **Simple Markup** points out where changes are made with a red line in the margin.
    - **All Markup** shows all edits with different colors of text and lines.
    - **No Markup** hides markup to show what the incorporated changes will look like.
    - **Original** shows the document in its original form.



3. In the **Show Markup** list, select the types of revisions you'd like to see:
    - **Comments**
    - **Insertions and Deletions**
    - **Formatting**
    - **Balloons**
    - **Specific People**

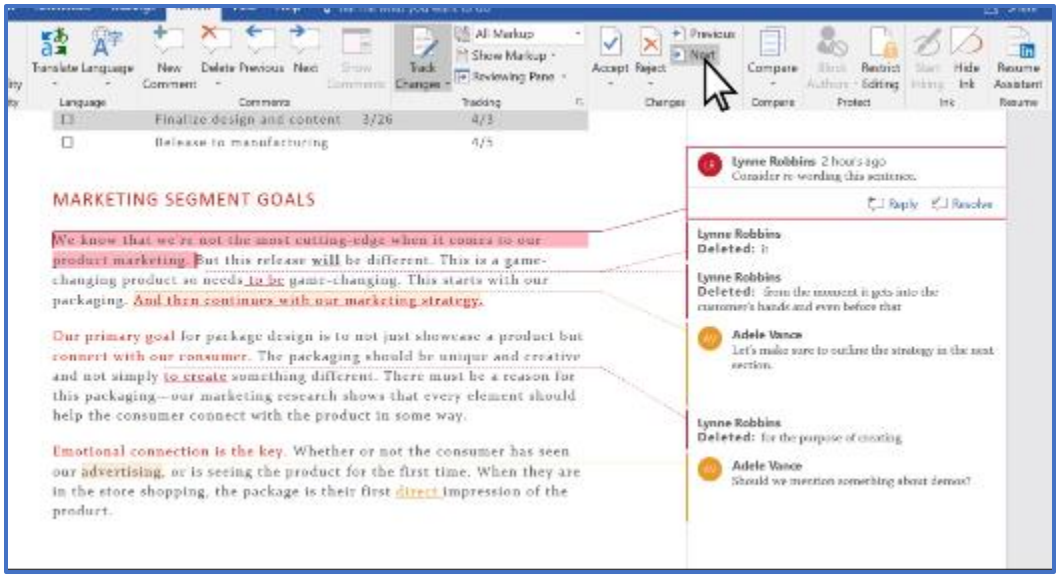


Accept or reject changes

Before you share your document, accept or reject tracked changes to remove any markup for a clean look.

Accept or reject changes one at a time

1. Place the pointer at the beginning of the document.
2. Select **Review** > **Next** to see the first tracked change.



3. To keep the change, select **Accept**.

To remove the change, select **Reject**.

Repeat this until you've reviewed all tracked changes in the document.

Accept or reject all changes at once

1. Place the pointer at the beginning of the document.
2. To accept all changes, select **Review**, select the arrow below **Accept**, and then select **Accept All Changes**.

To reject all changes, select **Review**, select the arrow below **Reject**, and then select **Reject All Changes**.

Delete comments

- To remove a comment, select **Review** > **Delete**.

Or, right-click the comment and select **Delete Comment**.

- To remove all comments, select **Review**, select the arrow below **Delete**, and then select **Delete All Comments in Document**.

Use Word on a mobile device

Edit or create documents from just about anywhere using the Word mobile app on your mobile device.

Install Word on your mobile device

1. Go to the download site for your device:
    - To install Word on a Windows device, go to the **Microsoft Store**.
    - To install Word on an Android device, go to the **Play Store**.
    - To install Word on an iPhone or iPad, go to the **App Store**.
2. Search for the Word mobile app.
3. Tap Microsoft Word or Word mobile.
4. Tap **Install**, **Get** or **Download**.

Open the Word mobile app for the first time

1. On your device, tap the Word app.
2. Sign in with the account you use with Office 365.

Be productive on the go

- Create and save your documents on your device or in OneDrive.
- Edit and format text, even using **Styles**. Tap the ribbon to see all of your options.
- Word saves changes you make automatically so you don't have to worry about losing your work.
- Share files with your coworkers by sending a link or attachment.
- Open attached documents from your email and edit or comment on documents directly in the Word mobile app.

Use word for school

Research a paper

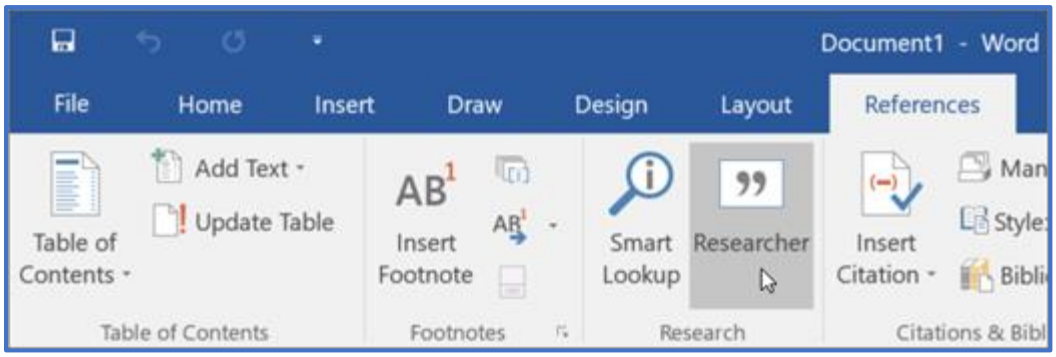
Researcher in Word helps you research topics, find reliable sources, and add content with citations all within Word.

Note: Researcher for Word is only available if you have an Office 365 subscription in the following languages: English, French, Italian, German, Spanish, and Japanese.

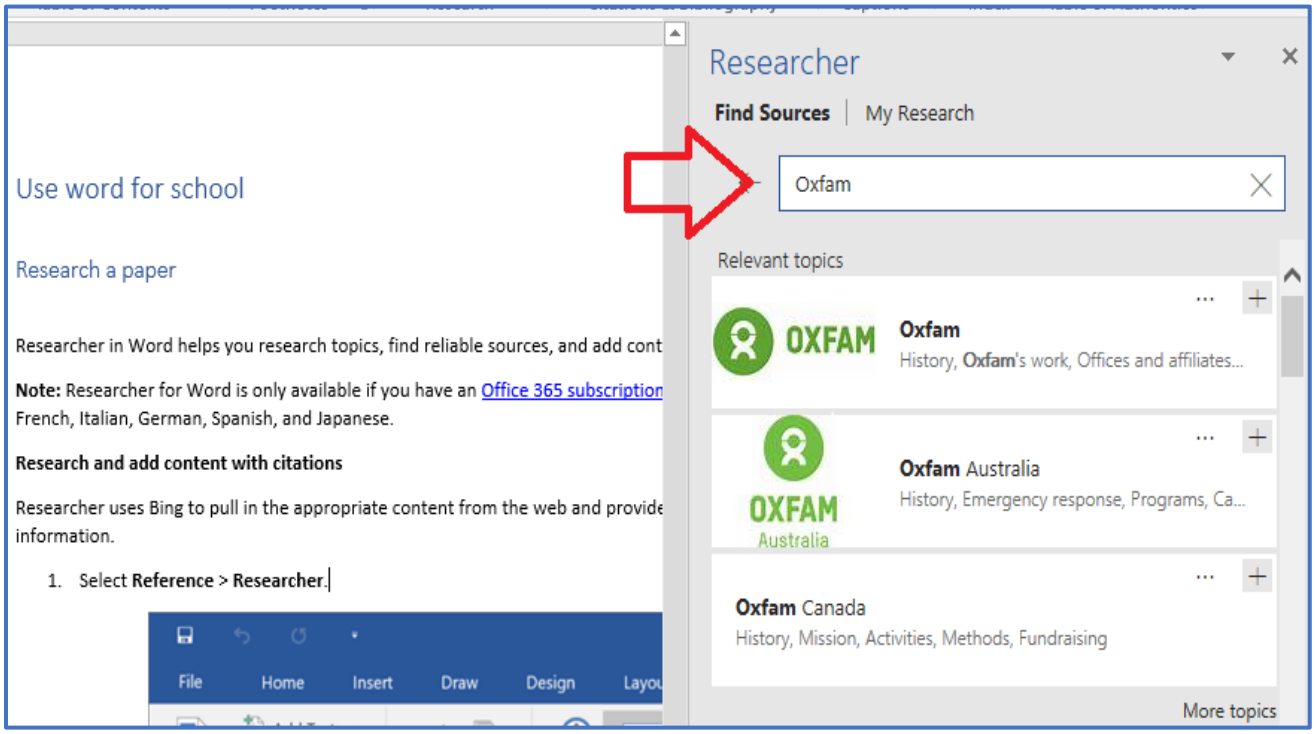
Research and add content with citations

Researcher uses Bing to pull in the appropriate content from the web and provide structured, safe and credible information.

1. Select **Reference** > **Researcher**.

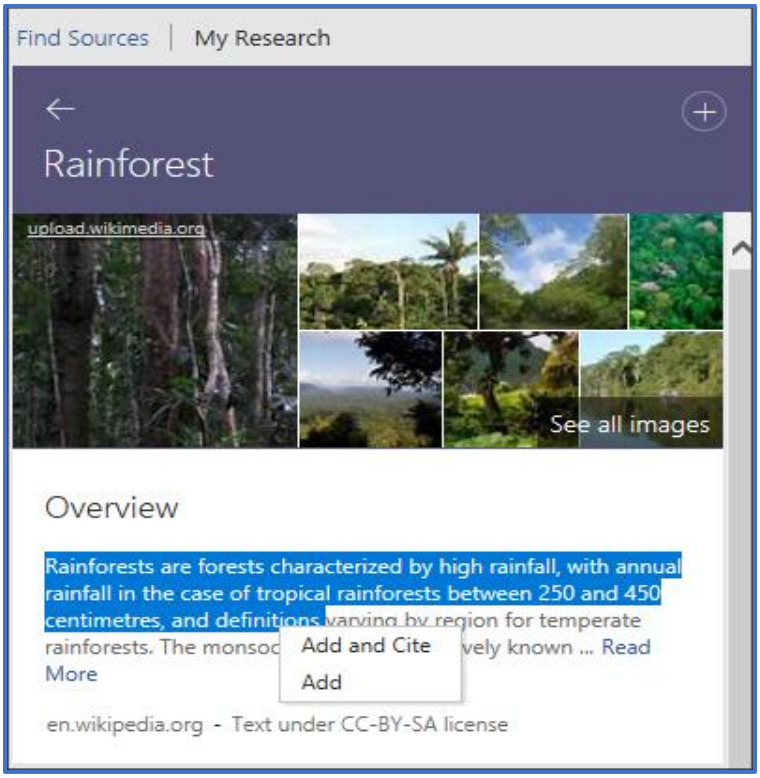


2. In the search box, type a keyword for the topic you're researching, and press Enter.
3. Choose a topic in the **Results** pane.



Or, select the plus sign in the upper right hand corner of on any result to begin an outline, add the result as a topic heading, and save a link to the result in a comment.

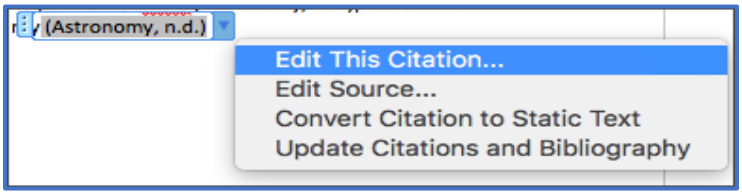
4. Explore the text in the **Results** pane and select one of the following:
    - **Add** - to add only text to your document.
    - **Add and Cite** - to add text and also include a citation for the source.
    - **See all images** - to open the image gallery. Choose the plus sign to add the image to your document.



5. After you add text or image, you are prompted to update your bibliography. Select **Update** to automatically create or update your existing bibliography.

Edit citations

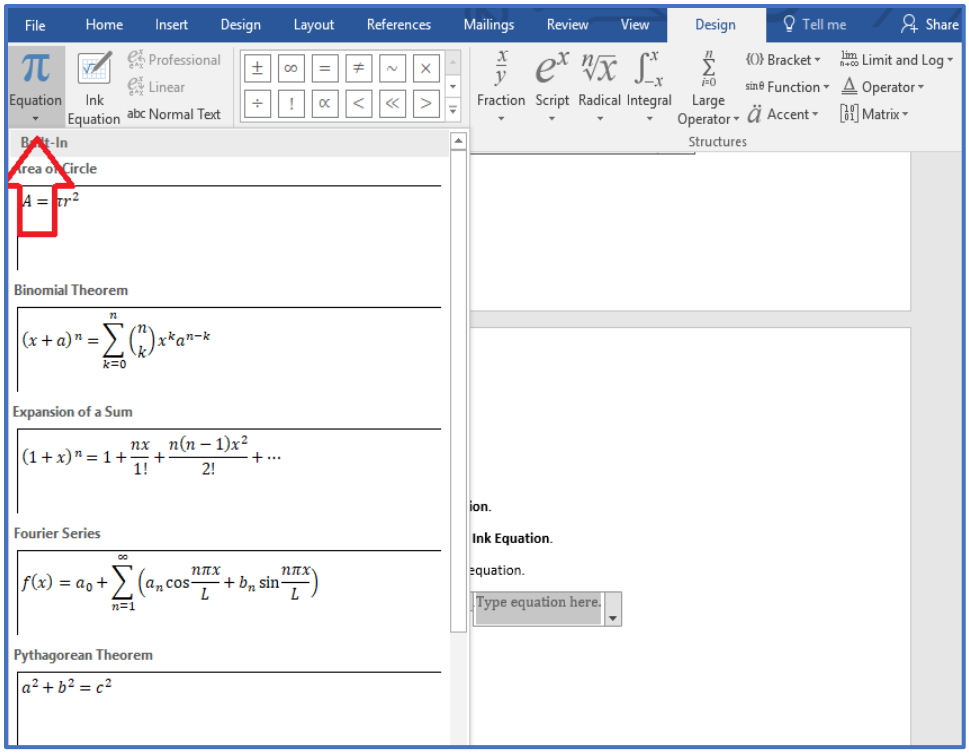
- Select the citation and select **Edit Citation** from the drop-down..



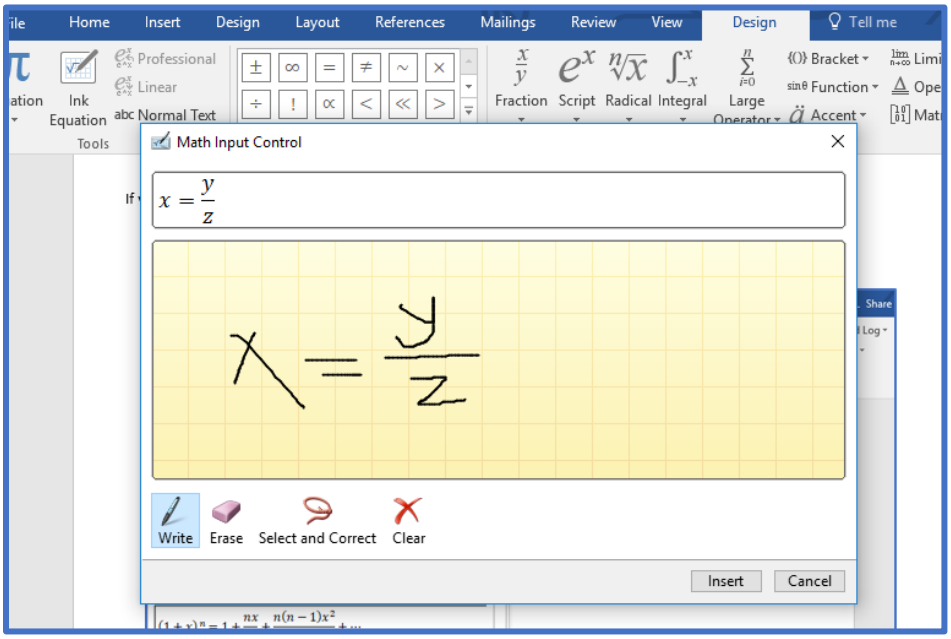
Write an equation or formula

If you need to use an equation, add or write it in Word.

1. Select **Insert** > **Equation** or press Alt + =.
2. To use a built-in formula, select **Design** > **Equation**.



3. To create your own, select **Design** > **Equation** > **Ink Equation**.
4. Use your finger, stylus, or mouse to write your equation.



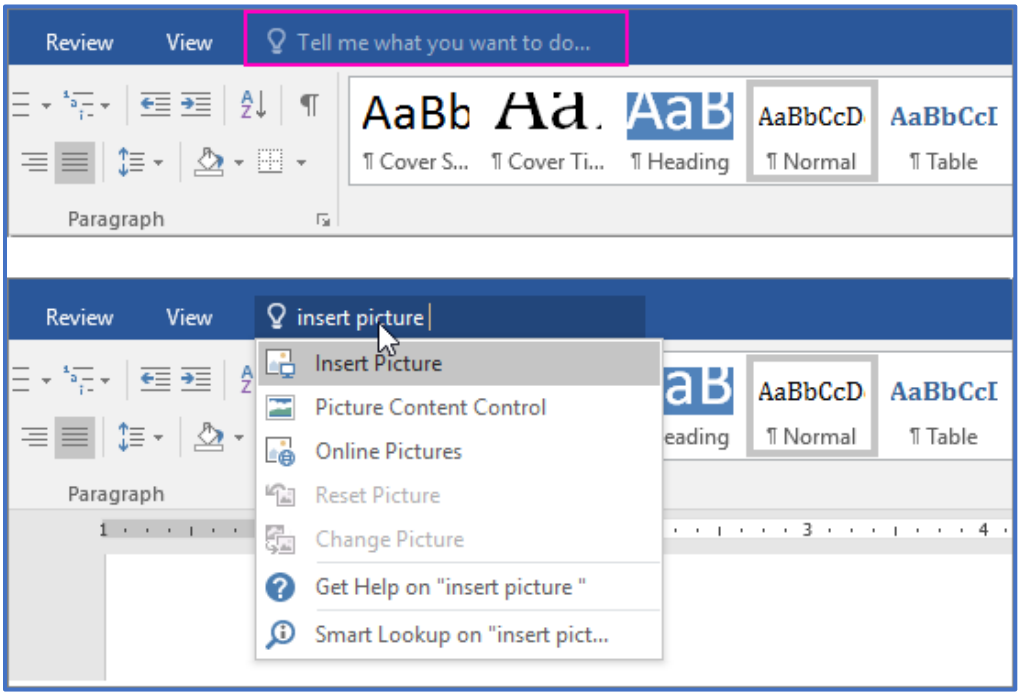
5. Select **Insert** to bring your equation into the file.

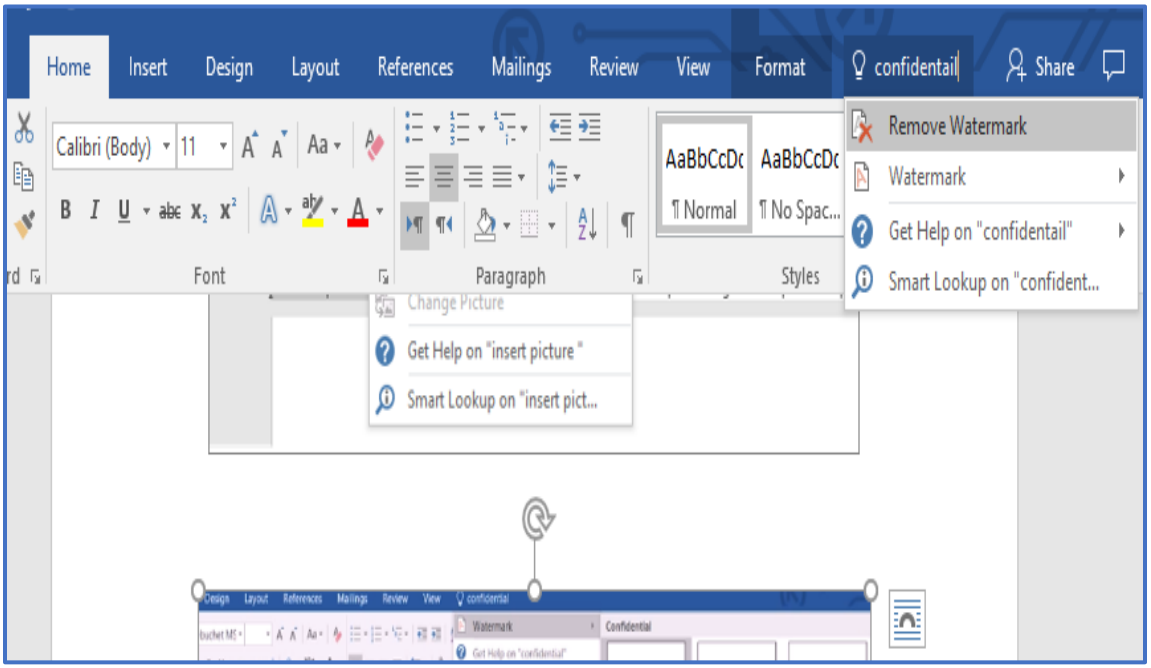
Improve accessibility and ease of use

Do things quickly with Tell Me

Use the **Tell me what you want to do** text box to enter search words to find what you want to do, get to feature, or perform an action.

You can also use Tell Me to find help articles, or to use Smart Lookup to research or define the term you entered.





Improve your reading skills with Learning Tools

Learning Tools helps you improve your reading skills, by boosting your ability to pronounce words correctly, read quickly and accurately, and understand what you read.

Note: This feature is only available if you have an Office 365 subscription. If you are an Office 365 subscriber, make sure you have the latest version of Office.

Use Learning Tools to help with reading fluency and comprehension

Select **View** > **Learning Tools**, and then select an option:

- **Column Width** can be used to change the width of the line length, to reduce visual crowding and improve focus and comprehension on words and characters in a text-rich document.
- **Page Color** can be set to be **Sepia** (pale yellow page with print feel), **Inverse** (black background with white text) to make text easy to scan and consume, or left at **None**.
- **Text Spacing** increases the spacing between words, characters, and lines, to easily scan text and aid reading fluency.
- **Syllables** shows the breaks between syllables of words in your content, to improve word recognition and pronunciation.
- **Read Aloud** lets you hear your document and see each word highlighted simultaneously in your document.

Reference

https://support.office.com/en-us/article/word-for-windows-video-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?ui=en-US&rs=en-US&ad=US