Microsoft Word

Ribbon Basics

Save Undo Redo

FILE   HOME   INSERT   DESIGN   PAGE LAYOUT   REFERENCES   MAILINGS   REVIEW   VIEW   ACROBAT

library

Calibri (Body)   11

Paste

Clipboard   Font   Paragraph   Styles   Editing

AaBbCcDc   ¶ Normal
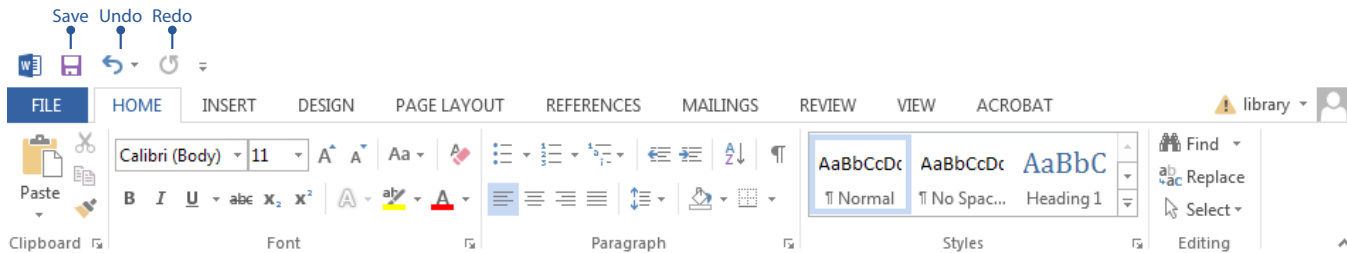AaBbCcDc   ¶ No Spac...
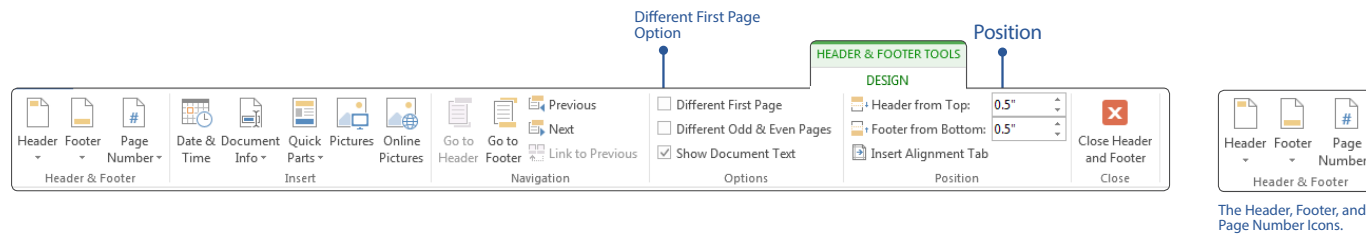AaBbC   Heading 1

Find
Replace
Select

Within the tab, the tools are organized into sections

Click the icon in the corner of a section to open additional options

Headers & Footers

Different First Page Option

Position

HEADER & FOOTER TOOLS
DESIGN

Header Footer Page Number   Date & Time Document Info   Quick Parts Pictures Online Pictures   Go to Header Go to Footer

Previous
Next
Link to Previous

Different First Page
Different Odd & Even Pages
Show Document Text

Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab

Close Header and Footer

Header & Footer   Insert   Navigation   Options   Position   Close

Header Footer Page Number

Header & Footer

The Header, Footer, and Page Number Icons.

Under the Insert tab, find the Header & Footer section. Select either the header, footer, or page number icon. A drop down menu will appear and you can choose a location for the header, footer, or page number. You can then type the desired text and format it using the text options on the Home tab and the Design tab.

Add Photos & Graphics

Select the Insert tab, there you will find the Illustration section.

Pictures
select an image from your computer.

Chart
choose a chart or graph to show trends within data

SmartArt
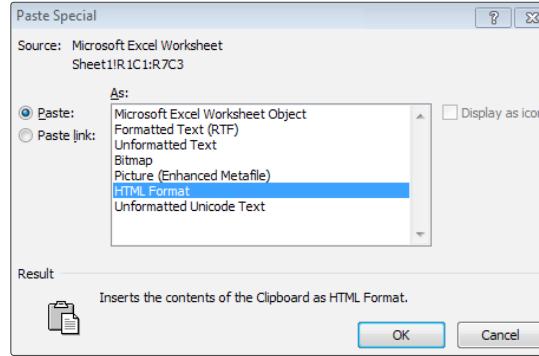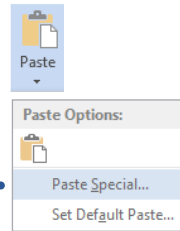add a graphic that visually communicates information.

Online Pictures
find and insert an image from the internet.

Shapes
insert ready-made shapes, such as circles, squares, arrows.

Screenshot
select a screenshot from your computer

Include an Excel Sheet

1 Open both the Word document and the Excel worksheet

2 In Excel, select the content that you want

3 From the tool bar choose Copy

4 In the Word document,click where you want the information to appear

5 From the menu tool bar choose Paste Special

6 In the dialogue box select Microsoft Office Worksheet Excel Object

7 Choose between the two check boxes on the left: Paste or Paste Link

Paste Special

Source: Microsoft Excel Worksheet
Sheet1!R1C1:R7C3

○ Paste:
○ Paste link:

As:
Microsoft Excel Worksheet Object
Formatted Text (RTF)
Unformatted Text
Bitmap
Picture (Enhanced Metafile)
HTML Format
Unformatted Unicode Text

☐ Display as icon

Result
Inserts the contents of the Clipboard as HTML Format.

[OK] [Cancel]

Paste
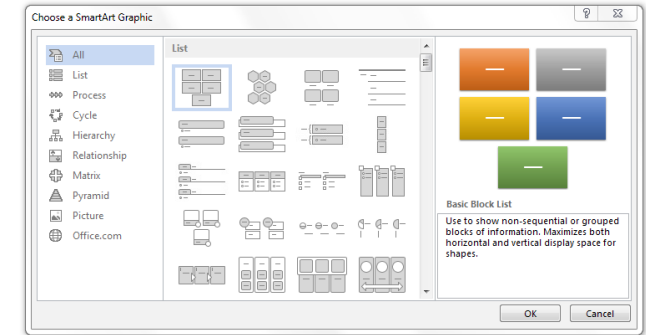**Paste Options:**
Paste Special...
Set Default Paste...

Paste
Will embed your worksheet. As a copy, the content will remain unchanged in Word even when you update the content in Excel.

Paste Link
Will link your worksheet. As a link, the content pasted into Word will update as it is updated in original Excel Worksheet.
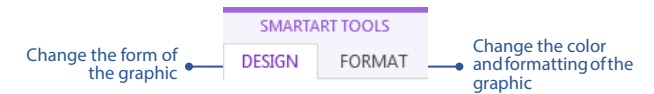
SmartArt
Insert>SmartArt

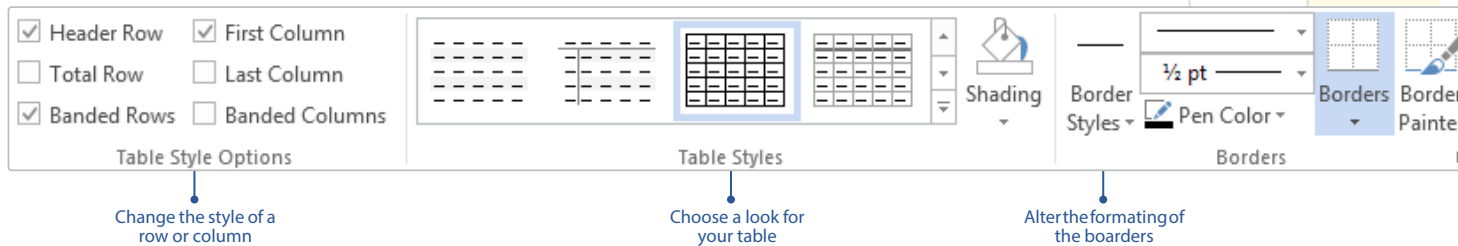A SmartArt graphic is a visual representation of your information and ideas.

Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com

Basic Block List
Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.

[OK] [Cancel]

SmartArt
In the Insert tab click the SmartArt Icon to add a graphic. After choosing a graphic, manage it's color and other options under the SmartArt Toolbar that appears when you click on the graphic.

SMARTART TOOLS
Change the form of the graphic ← DESIGN | FORMAT → Change the color and formatting of the graphic

Tables
Insert>Table

TABLE TOOLS
DESIGN | LAYOUT

Use the Design subtab to choose table styles and other formatting options.

☑ Header Row   ☑ First Column
☐ Total Row   ☐ Last Column
☑ Banded Rows   ☐ Banded Columns

Table Style Options | Table Styles | Shading | Border Styles | ½ pt | Pen Color | Borders | Border Painter | Borders

Change the style of a row or column | Choose a look for your table | Alter the formating of the boarders

INSERT
Table

7x5 Table

Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

Under the Insert tab click the Table icon. Using the grid that appears below, choose the number of rows and columns you want your table to have.

TABLE TOOLS
DESIGN | LAYOUT

Use the Layout subtab to alter the table's number of rows and columns, cell size, text alignment, and data.

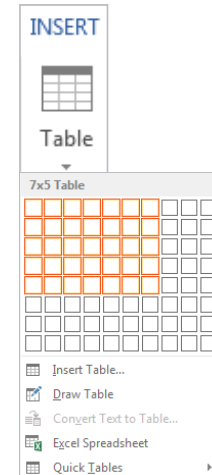Select | Draw Table | Insert Below | Merge Cells | 0.19" | Text Direction | Cell Margins | Data
View Gridlines | Eraser | Delete | Insert Above | Insert Left | Insert Right | Split Cells | 0.83" | Split Table | AutoFit

Table | Draw | Rows & Columns | Merge | Cell Size | Alignment
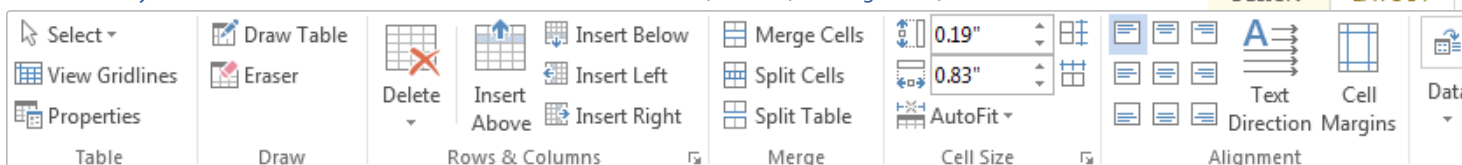
Add or subtract rows and columns | Combine or separate cells | Cell height and width | Cell text alignment

PC Computer | MAC Computer

Print

Copies: 1

Print

Number
of Copies

Printer

Color Printer 4th Floor on OI...
Driver Update Needed: 210 d...

Printer Properties

Choose a
Printer

Settings

Print All Pages
The whole thing

Pages:

Pages to
Print

Print One Sided
Only print on one side of th...

Double
Sided

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

Page
Orientation

Letter
8.5" x 11"

Page Size

Normal Margins
Left: 1"   Right: 1"

Margin Sizes

1 Page Per Sheet

Pages Per
Sheet

Page Setup

Print

Printer: Alden_BWOnly_Popup
Presets: Last Used Settings

Copies & Pages

Copies: 1
☑ Collated

Pages:
● All
○ Current Page
○ Selection
○ From: 1
    to: 1
○ Page Range

Enter page numbers and/
or page ranges separated
by commas (e.g. 2, 5-8)

1 of 1

☑ Show Quick Preview

? PDF ▾   Cancel   Print

Choose a printer
Color or Black and
White

Number of copies

Pick a range for the
page numbers

Print

Printer: Alden_BWOnly_Popup
Presets: Last Used Settings

Layout

Pages per Sheet: 1

1

Layout Direction:

Border: None

Two-Sided: ✓ Off
            Long-Edge binding
            Short-Edge binding
            Flip horizontally

? PDF ▾   Cancel   Print

For double-sided pages,
be sure to click on copies
& Pages and switch it to
layout. There where it says
Two-sided make sure long-
edge binding is selected.

If you are **printing from the library**, click ***Print***, then enter your Ohio User Name *(ex. AL180417)* or if your
a community member, enter the number on the bottom right of your printer card. Click ***Yes*** on next window
and swipe your OU card/Printer card at the designated printer. Press ***Print*** on the touch screen.