



Introduction to Microsoft Word For the Mac

Course Objective

In these two sessions, participants will be introduced to the basic features of Microsoft Word for the Mac. Participants will have hands-on experience with such features as highlighting, modifying text, cutting and pasting, use of spell and grammar check, and saving to a storage location.

Course Overview

Introduction to the Microsoft Word Screen	Printing
Views of the Word Screen	Formatting the Document
Formatting Text with the Toolbar	Options to Format the Document
Saving to Disk	Microsoft Word Terms
Print Preview	

Introduction to the Microsoft Word Screen

Going to a New Finder Window, click on Applications. Look for Microsoft

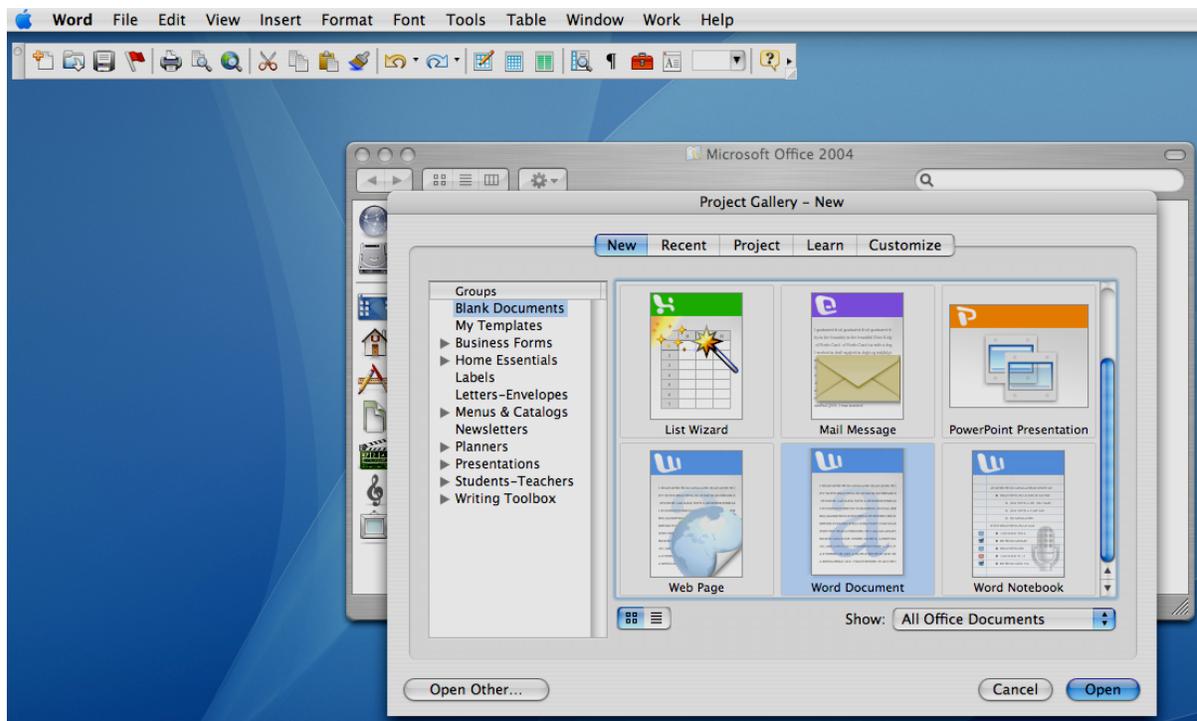


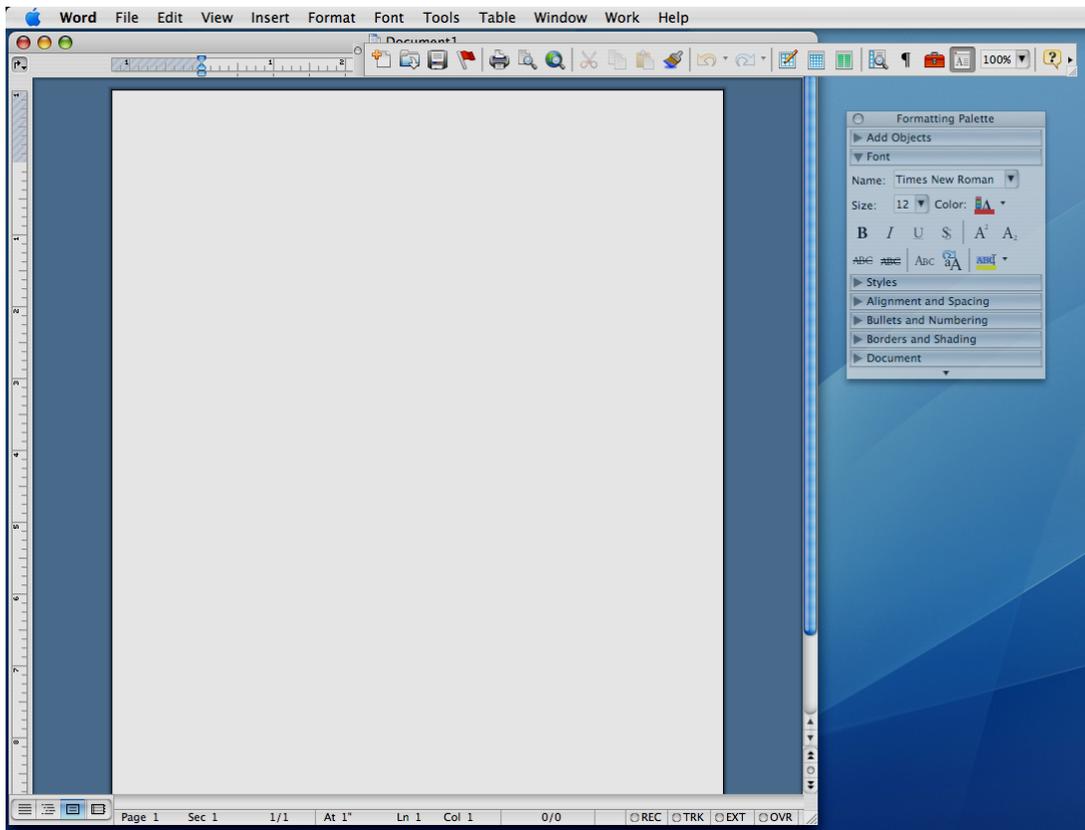
Office 2004.

Once Microsoft Office 2004 opens, click on the icon Microsoft Word.



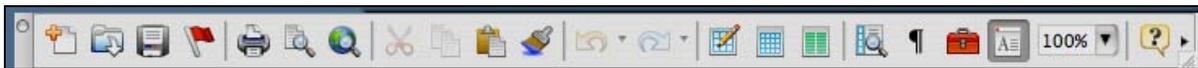
This will open the first screen in Microsoft Word. The first screen is titled the Project Gallery – New. Selections can be made from the list in the left column that has the title Groups or from the image selection in the right column such as List Wizard, Mail Message, PowerPoint, Web Page, Word Document, and Word Notebook. We will select Blank Document in the left column or Word Document from the right column.





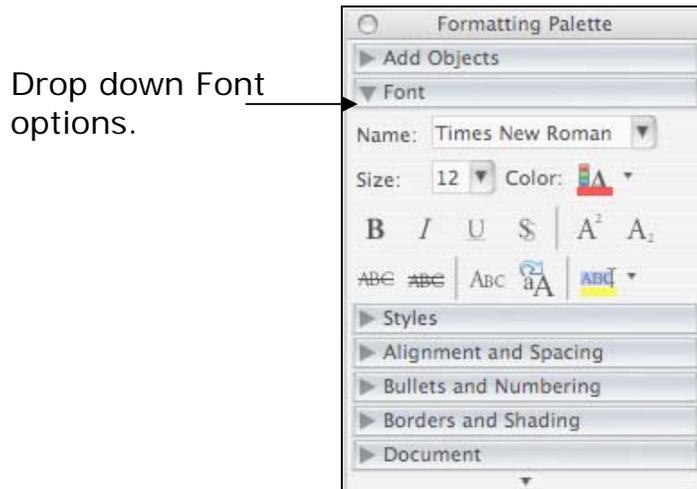
When the Microsoft Word document opens on the Mac, it is quite different from Word on the PC. The Standard toolbar and Formatting Palette seem to be floating. The Formatting Toolbar does not open automatically, but must be selected in order to use it. The Formatting Palette is the equivalent to the Formatting Toolbar.

Standard Toolbar



There are features on the Standard Toolbar that you may not be familiar with. The Standard Toolbar has features such as *Flag* for follow up, *Navigation Pane*, and *Toolbox*. When opened the Toolbox is titled *Scrapbook*.

Formatting Palette

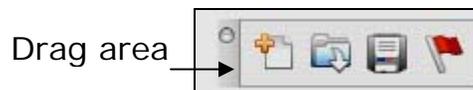


The Formatting Palette is unique to the Mac. Once you become comfortable using the Palette, it is a very useful floating toolbar. By clicking on the various arrows, such as *Styles*, *Font*, *Add Objects*, the Palette selection will drop down with more options and the arrow will point downward. Clicking on the arrow again will close the options menu and the arrow will point to the right.

You do have the option of closing out of the Palette and just use the Formatting Toolbar.

Both the Formatting Palette and Formatting Toolbar can be found by going to View. The Formatting Palette can be clicked on or off. The Formatting Toolbar is found under View to Toolbars. The Formatting Toolbar can be clicked on or off.

The Standard Toolbar can be moved into the same area you would find the toolbars on the PC by dragging the toolbar on the left end of the bar. There is a darker gray area with a circle. This is the area that drags the toolbar. The circle will close the toolbar.



The Formatting Palette is easily used keeping it where it appears or it can be closed and the Formatting toolbar inserted next to the Standard Toolbar by going to View and slide to Toolbar and click on the Formatting toolbar.

Formatting Toolbar



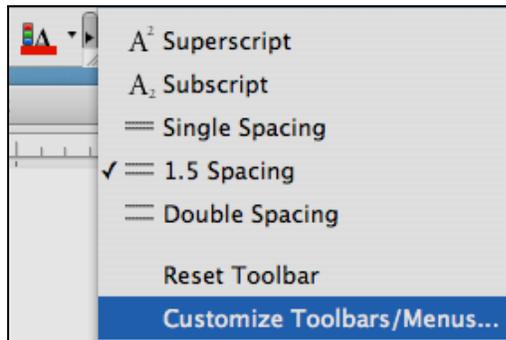
To remove and add a button from a toolbar takes a different method from the PC.

To add a button, click on the very end of the toolbar where the arrow indicates more buttons.



Arrows indicate more buttons.

At the end of the list of buttons that can be added is the option to Customize Toolbars/Menus.



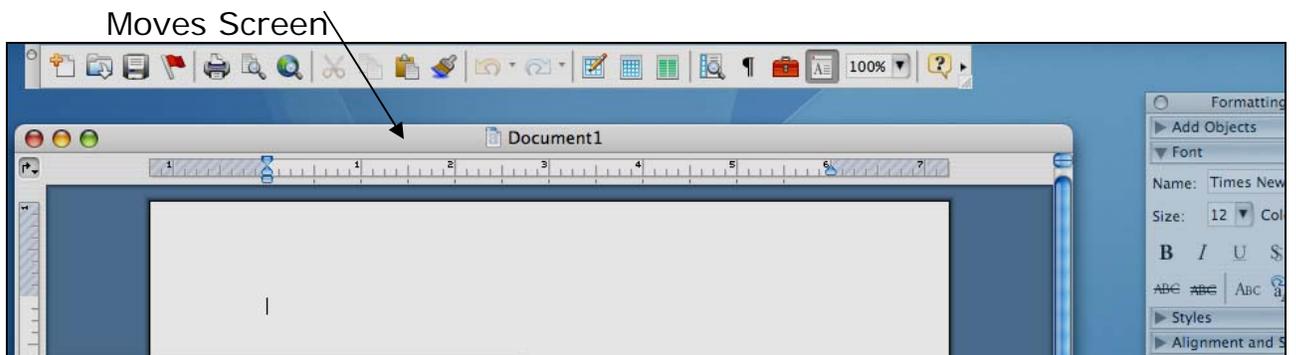
Clicking on the options will bring up the Customize Toolbar Menu.



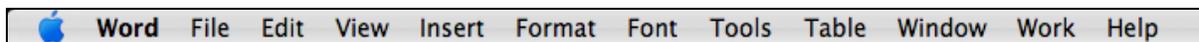
You can check or uncheck the desired Toolbars. On the Commands menu, find the buttons to be added by selecting the Categories. Selecting the Categories will bring up the buttons under that Category. Drag the button you would like to add to the Toolbar.

Views of the Microsoft Word Screen

The Word screen is separate from the Standard, Formatting toolbars or the Formatting Palette. Holding down the mouse button on the Title Bar can move the Word screen. The Title Bar is the area of the Word screen that says Document 1 or the name of the file.



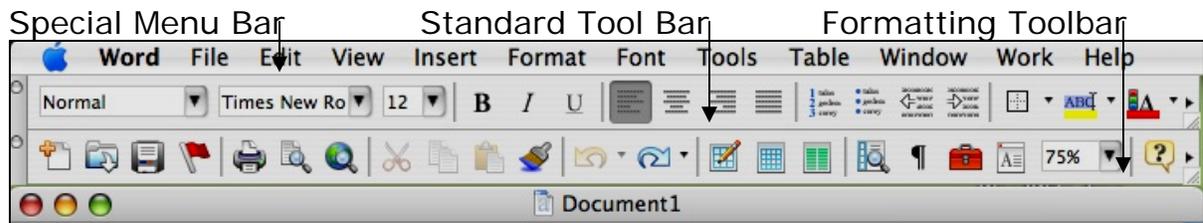
On the Mac, when you open a program, a Special Menu bar always appears at the top of the screen. The Special Menu bar will stay open until you close the program. The Special Menu bar is not a moveable item.



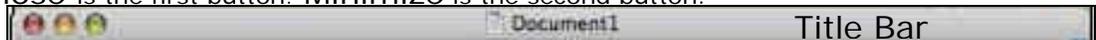
In fact, the best way to close a program is to use the Special Menu bar. To close the program, you would go up to Word that is in bold (or the name of the program) and slide down to Quit.



Once the screen has been arranged to make using the toolbars and working in the document easy, the work can begin.



Close is the first button. Minimize is the second button.



Maximize is the third button.

Underneath the title bar, you can select to have a ruler. The ruler can be found by going to View and either clicking the ruler on or off. The ruler indicates the margins of the page and tab stops.



Scroll Bar Box

Up and Down Arrows

Previous Page

Select Browse Object

Next Page



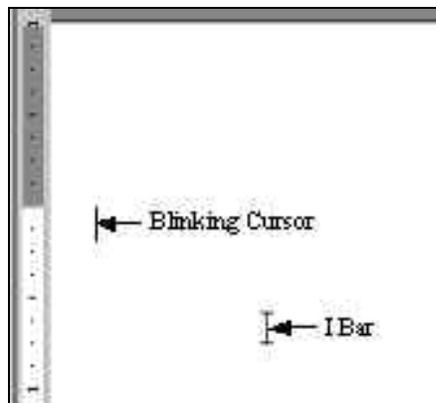
Stripes resize the Word window. Holding down and moving the mouse over the stripes will resize the Word Window.

The last section of the Word screen is known as the Status Bar. The Status Bar indicates the length of the document in pages, the page that is active, the placement of the cursor by section, line, and column.



The four icons indicate Normal view, Outline view, Page Layout and Notebook Layout view.

Visuals When Typing Text



Blinking Cursor – is the point on the document where text can be typed.

Ibar – is the coworker of the Cursor. The Ibar is your mouse. If you move your mouse, the Ibar will move. The Ibar helps move the Cursor to parts of the text screen. The Ibar calls the Cursor into a blank field (example Save As field). The Ibar works with the Cursor in text formatting such as highlighting.

Arrow – the Ibar becomes an arrow if you move your mouse onto the Toolbar or Menu Bar. The Ibar becomes an arrow for selection of options.

Formatting Text with the Toolbar

- ❖ Correcting text with the Ibar and Cursor.
- ❖ Using Spell Check
- ❖ Learning to Highlight
- ❖ Making text changes with highlighting
 - centering text
 - size of font
 - type of font
- ❖ Dragging Text
- ❖ Undo with edit
- ❖ Save to location
- ❖ Print Preview
- ❖ Print

Please type:

Microsoft Word and Formatting

We will learn how the Ibar and cursor work together to format the text that has been typed. The text must be highlighted before formatting. Formatting means a change in the size, font, or placement of the text.

Correcting text with the Ibar and Cursor

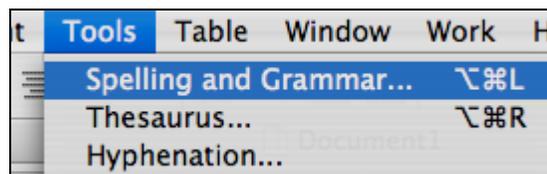
The Ibar is placed where the correction is to be made. On a Mac if you are on a desktop computer, the deletion of a letter can be made with the delete key under the help button, or the delete key at the right end of the number row. Placement of the cursor does depend on which delete key is used. If you use the delete key under the help key, the cursor is placed to right of the letter. If you use the delete key at the end of the number row, the cursor is placed to the left of the letter.



Where the blinking cursor is placed, a letter can be inserted or deleted from the text.

Spell Check

Spell Check is found under the Tools Menu.



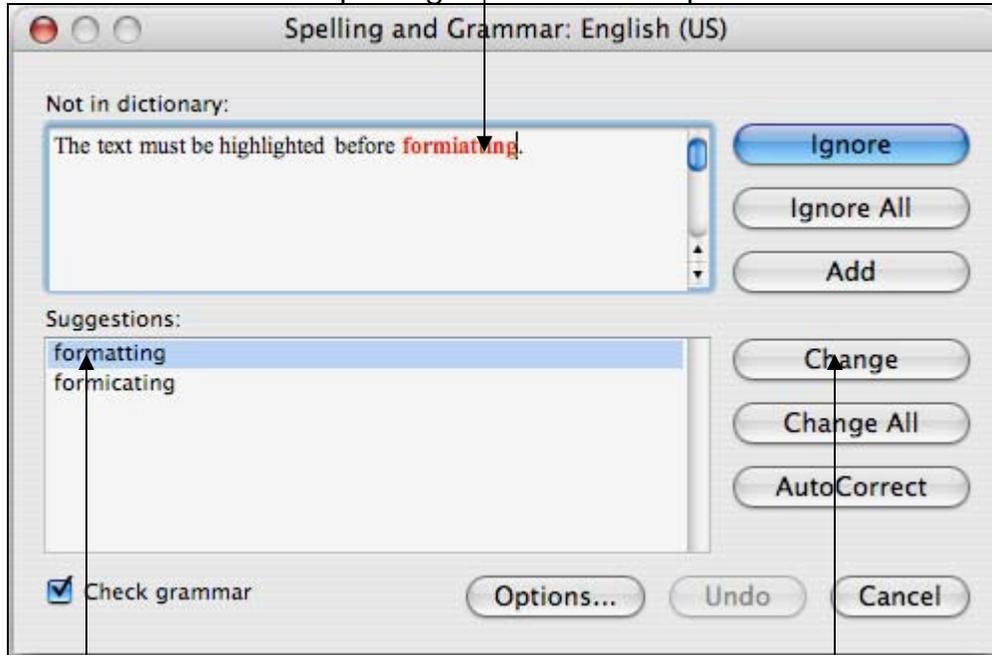
Spell Check and Grammar are in the same menu. As you type text, if a word becomes underlined in *red*, that means the word is misspelled. If a word, words or string of words is underlined in *green* that means it is a spacial or grammar problem.

When using the spell check menu, the spelling errors will be in red. There will be a list of suggestions. You have to highlight the suggestion that is correct. Once you highlight the suggestion, you must click the Change button in order to the spelling error to be changed.

The same procedure is followed when dealing with errors that are in green. Although there may be times you are not in agreement with the green error.

Spell Check Menu

The spelling error is in red print.



Highlight the correct suggestion and click on the Change button.

Highlighting

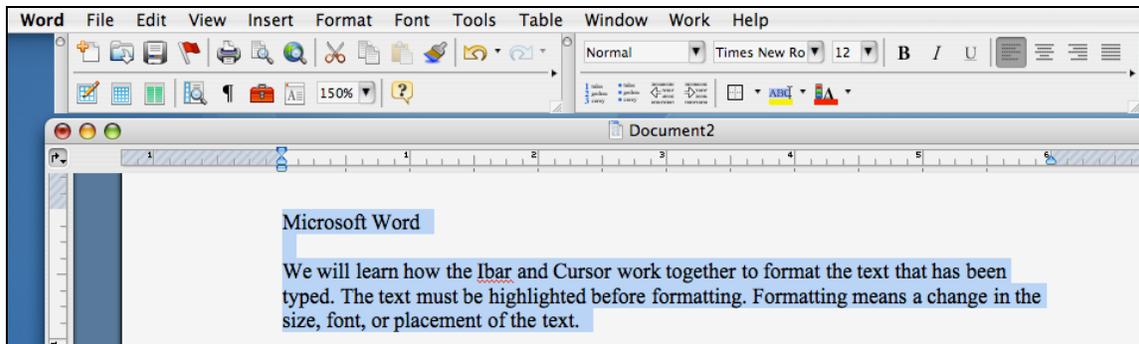
Highlighting covers the text that you want to change in a blue shadow. No change will occur to the parts of the text that were not highlighted. The cursor and Ibar work together to shadow the text.

When working on the PC (not a Mac), the shadow is black and the words become white under the black shadow. On the Mac the words do not become white under the black shadow. The Mac's shadow is blue and the words do not change color and the text is seen as black text.

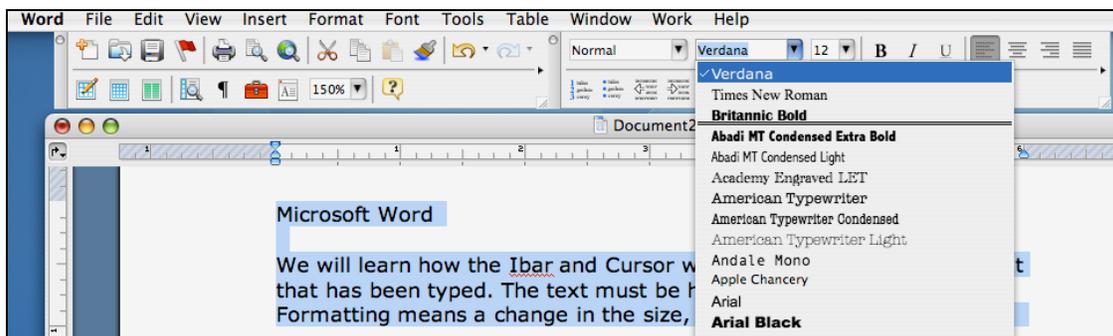
How to Highlight

- ❖ **Highlight** by making the cursor active after the text you would like to highlight.
- ❖ Keep the **blinking cursor** and the **Ibar** together.
- ❖ Keeping the mouse button pressed, slide to the left over all of the words and then let go of the mouse. All the words should be highlighted in a blue shadow.

Once text is highlighted, using the different options on the Toolbar changes can be made.

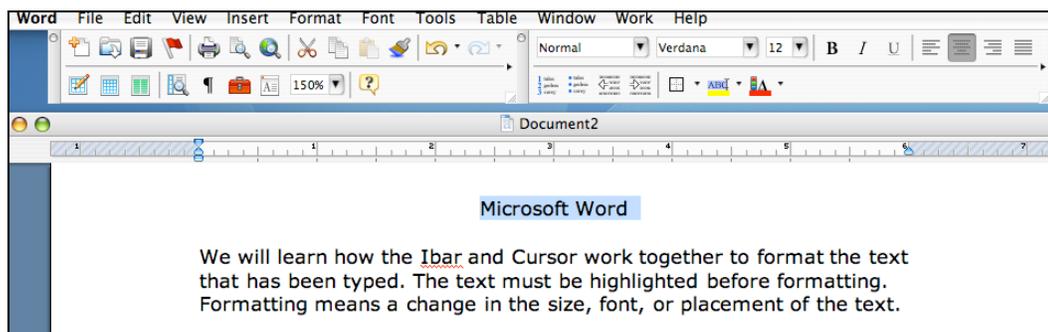


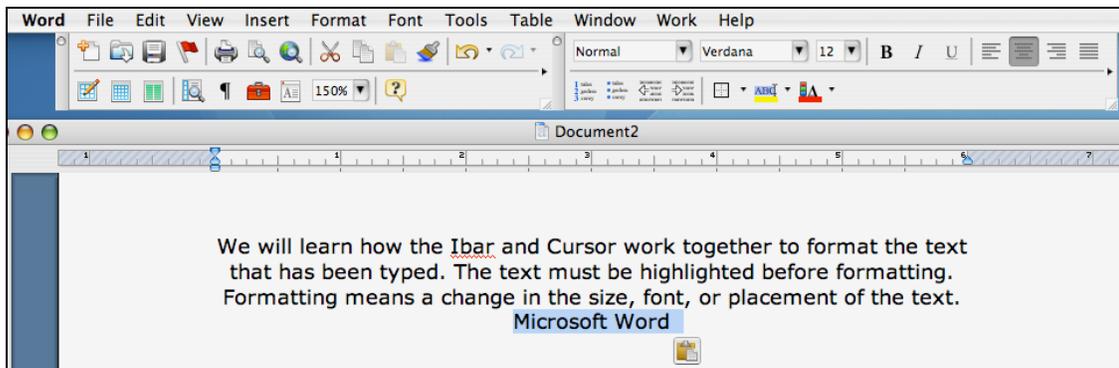
Once part of or all of the text is highlighted a change can be made. In this case the font will be changed from Times New Roman to Verdana.



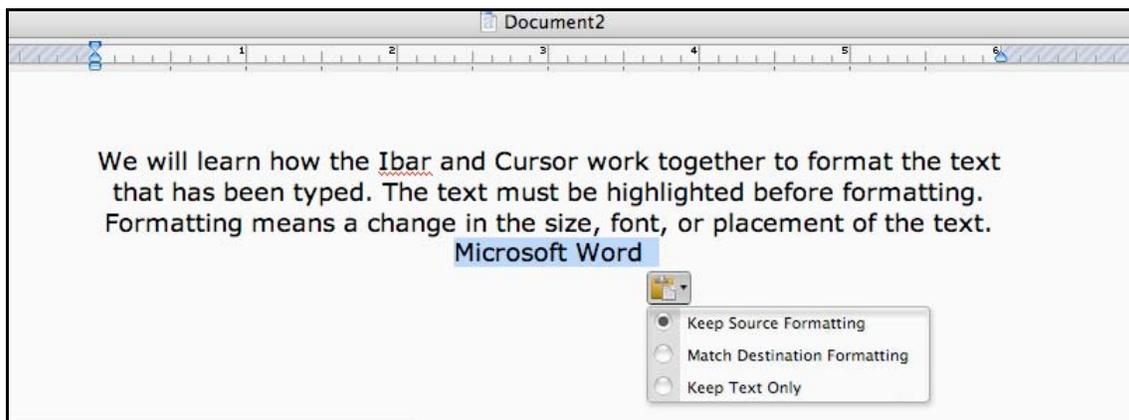
Dragging Text

Sometimes when highlighting, the mouse goes into the mode to drag text. When dragging text you can see the text move as you move the mouse. When the mouse is in the *drag text mode*, text can be moved to another part of the screen.

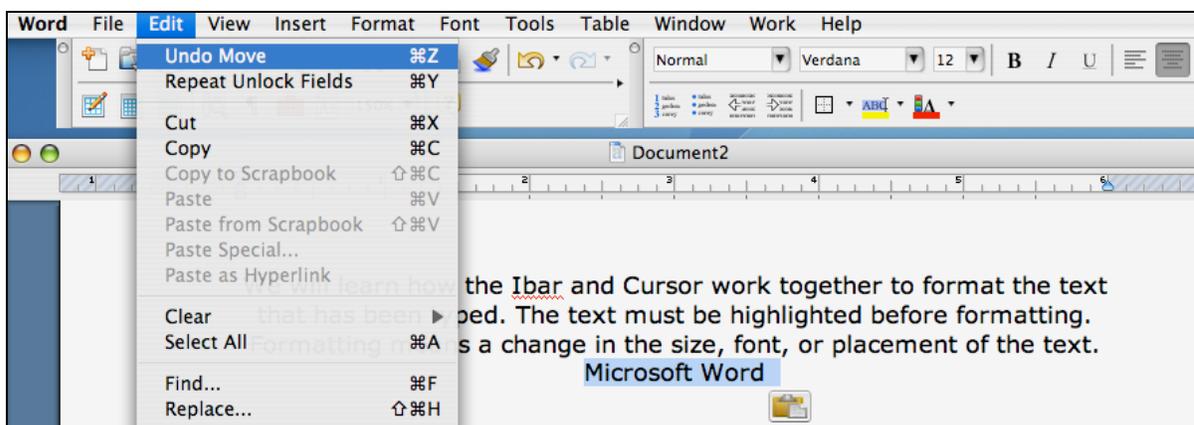




Once the text has moved a small icon representing a clipboard appears. The clipboard offers three choices. By selecting "Keep Source Formatting", a word formatted to be centered, will carry the centered formatting to the whole text.



By selecting Edit and clicking on Undo (the very first option under Edit), the text will return to its original position.



Edit Undo

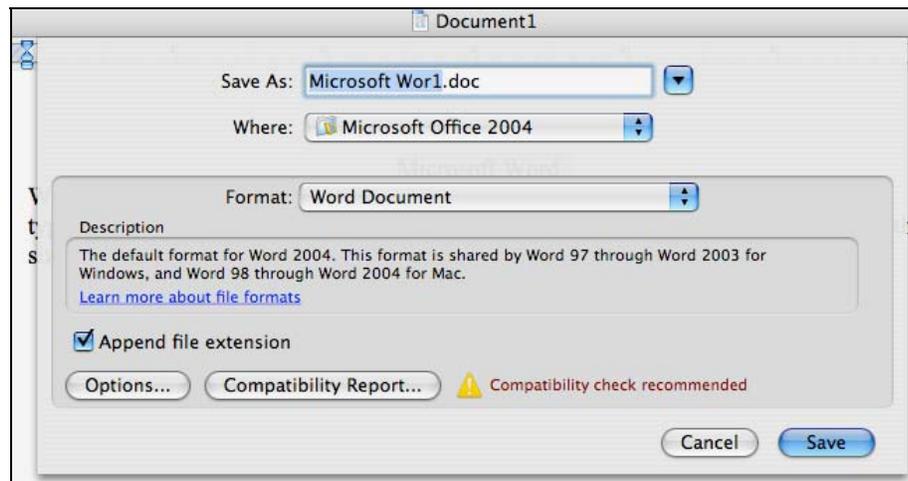
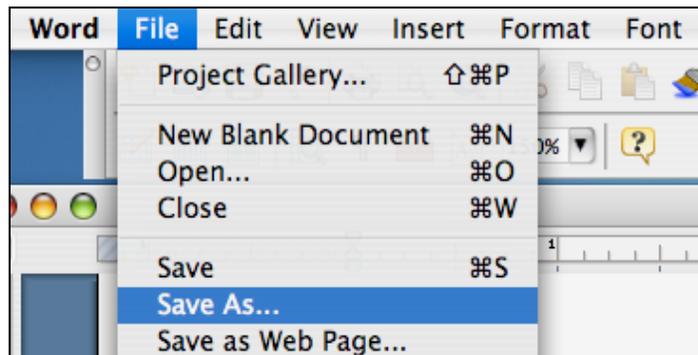
Edit *Undo* is a great option to undo any mistakes or change that you made. The *Undo* button can remember all of the actions that you have taken while typing text. Be careful when choose Undo as Undo could undo all of your actions. But, of course, there is always ***Redo***.

Saving Your Work To Disk

It is a good idea to save your work before you have completed all of it. It is best to start working on the document, stop and save, and then continue working. It is important after you save for the first time to continually stop as you are working and save again. The additional saves will save your new work to your document.

Save As

Save As is found under File on the Special Menu Bar.



When you are saving a file for the first time, you must tell the computer the *name* of the document, *where* you want the document saved, and the *format* the document will be saved as.

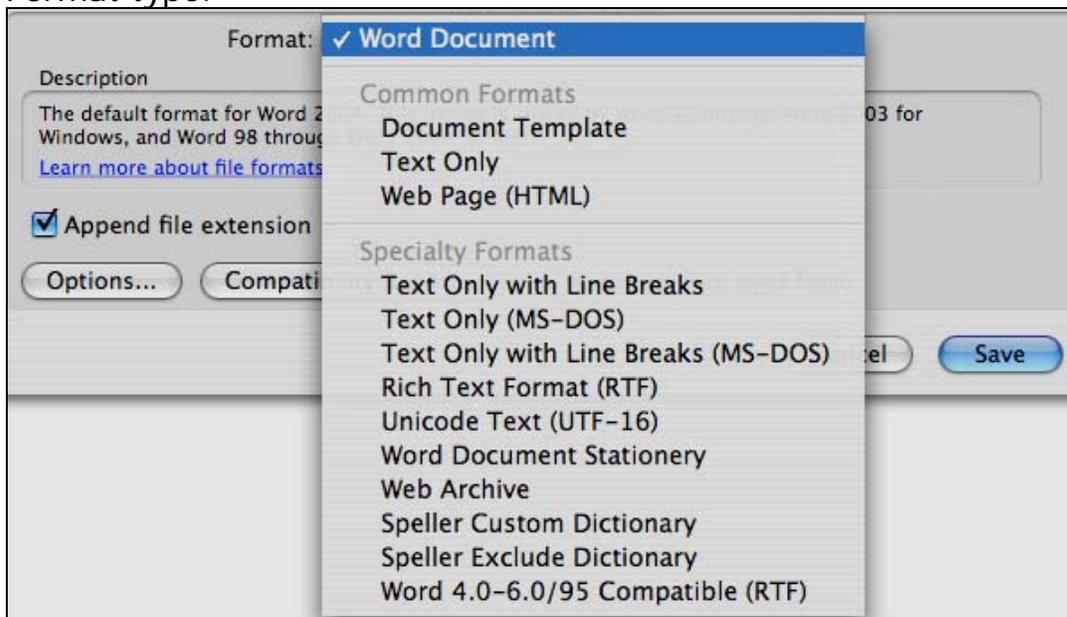
Name the file.



Where to save the file.



Format type.

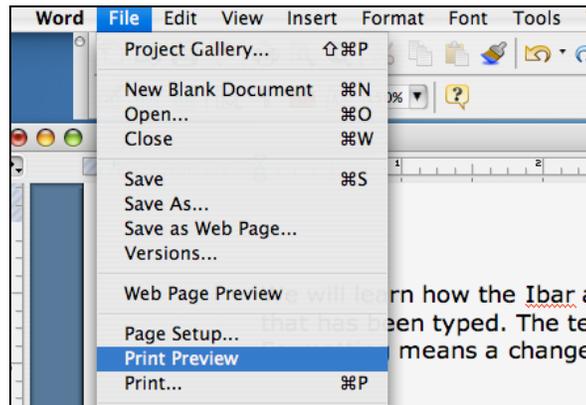




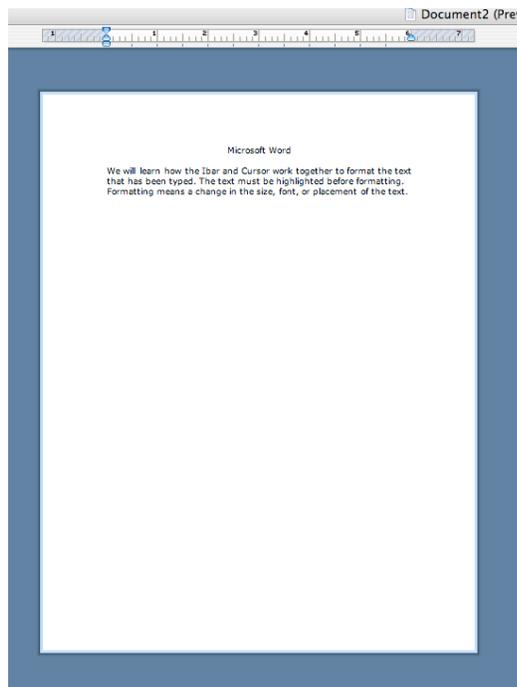
The title bar on your document has now changed from document 1 to the name of the saved file.

Print Preview

Print Preview is found under File.

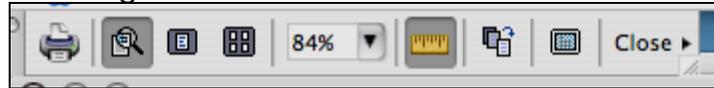


Print Preview takes your document and puts it at a view that the whole layout can be seen.



When you are in Print Preview, you can see how your document is laid out on the paper. There is a magnifier on the toolbar of Print Preview that will enlarge the document. If you click the magnifier off, the cursor will become active on your document. At this point you can add, delete or move text. You cannot format in Print Preview.

Magnifier



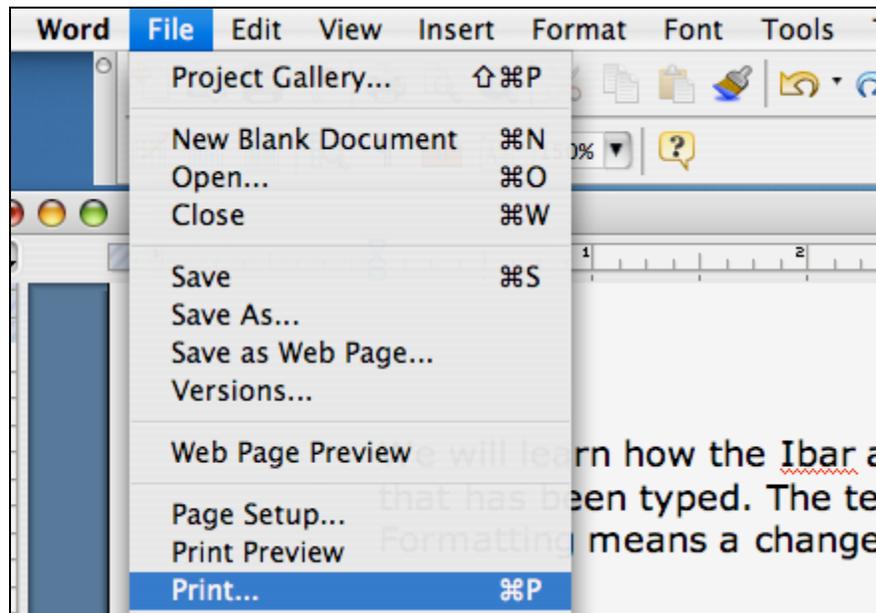
The Close Button on the Print Preview toolbar will close Print Preview and go back to the document.

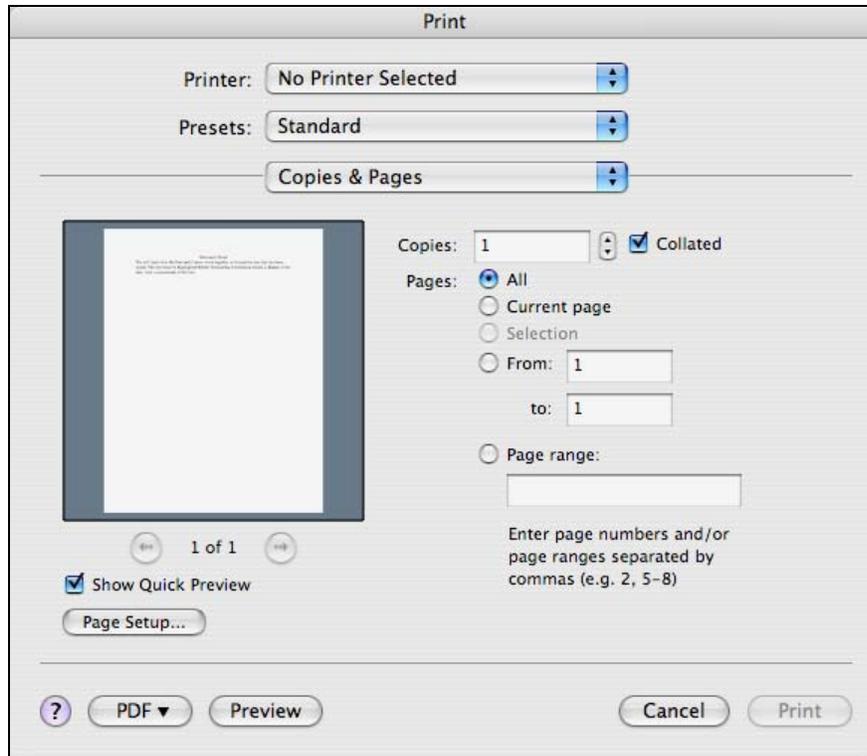
Close button



Printing

Printing is found under the File Menu on the Special Toolbar.





The print menu offers options that may be new to you. There are three fields with different options.

- ❖ The *first* field provides options to add or change printers.
- ❖ The *second* field gives options to save, rename or delete the document.
- ❖ The *third* field deals with the printing of the paper.

The lower part of the print menu deals with the fields for the printing of page ranges.

There is an option to select Page Setup. The Page Setup option provides fields for *Settings*, *Format for Printer*, *Page Size*, option for *Orientation* and *Scale*.

The bottom area of the print menu offers the options of saving the document as a *PDF file*. *Preview* the document before printing, and *Cancel* or *Print*.

A PDF is a file format that was developed by Adobe Systems. This file format can capture formatting from different types of desktop publishing applications such as WordPerfect, Works, and Microsoft Word. When

saved as a PDF, the file sent to a computer without the same word processing software will not be altered. The file will still contain the original formatting regardless if a Microsoft Word document is sent to a computer that only has WordPerfect.

Mac, unlike the PC, offers the Adobe software as part of Mac applications. PC users have to download Adobe in order to save a file as a PDF.

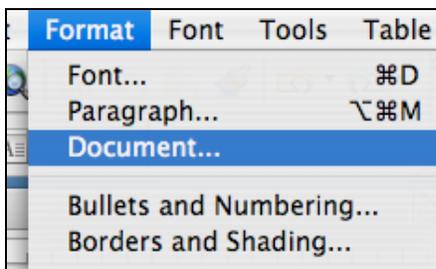
Formatting the Document

Open Microsoft Word

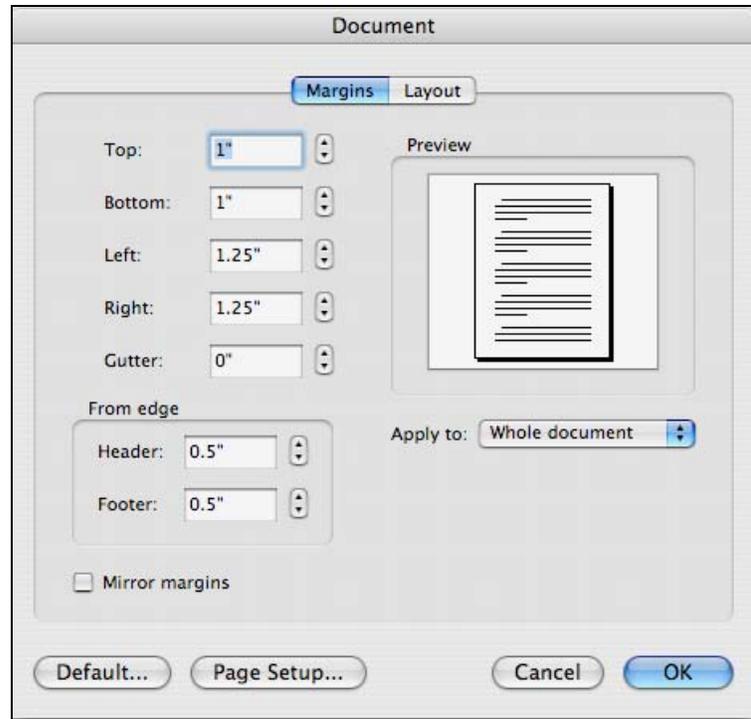
From the Microsoft Word Screen

- ❖ Open the file from the location where it was saved.
- ❖ Go to File and slide down to Page Setup
- ❖ Change the left and right margins from 1.25" to 3.00"
- ❖ Preview the changes
- ❖ Close out of the file.
- ❖ Open a new document.

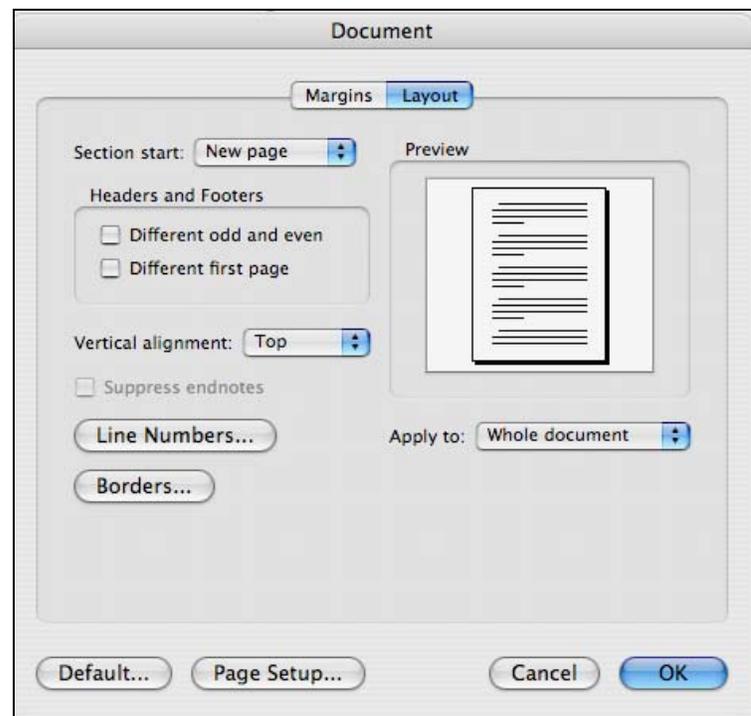
The left and right margins will be changed once the file is opened. In order to make changes to the margins, go to Format and slide down to Document.



Selecting document will bring up a menu.



Before making changes to the margins, let's take a look at the Layout Menu.



Going back to the Margins menu, change the left and right margins from 1.25" to 3.00". After making changes to the margins, take a look at your document through Print Preview. Remember Print Preview is under the File menu.

Close the document, open a new one and type the text below. We will now learn some of the options that are available to change how are text looks. We will be looking at line spacing, use of numbers and bullets, cut and paste and page breaks.

Type:

Second Part Microsoft Word

The Second Part of Microsoft Word will teach us the skills of:

**Cut and paste
Spell check
Formatting**

First we must learn about:

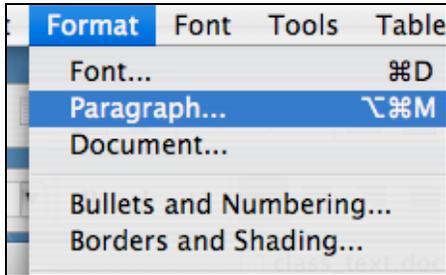
**The cursor and pointer
Where text begins
Highlighting**

Options To Format the Document

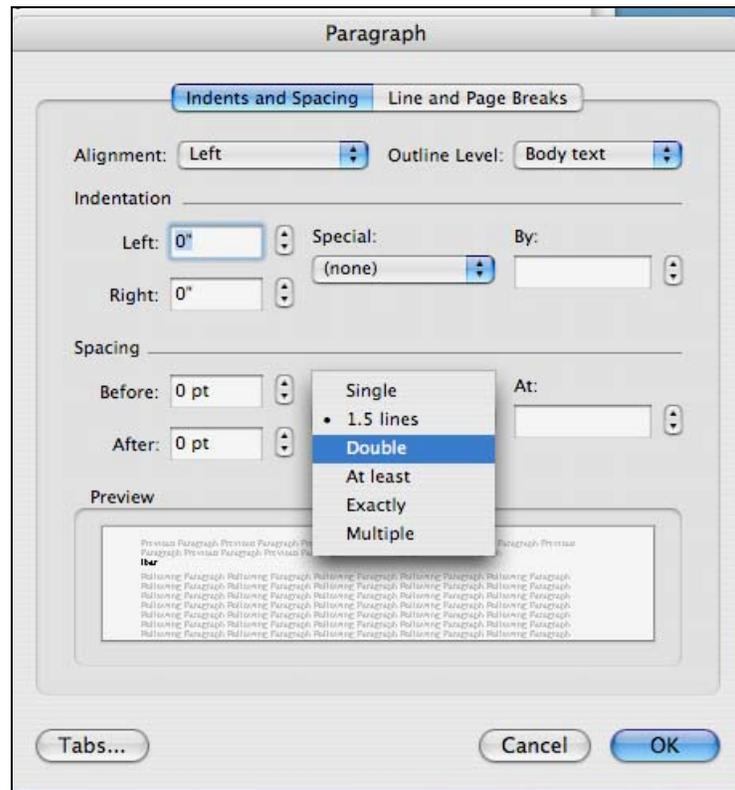
- ❖ Paragraph Options
- ❖ Cut and Paste (move the two paragraphs)
- ❖ Bullets and Numbered Lists
- ❖ Page Breaks
- ❖ Draw (only if time permits)

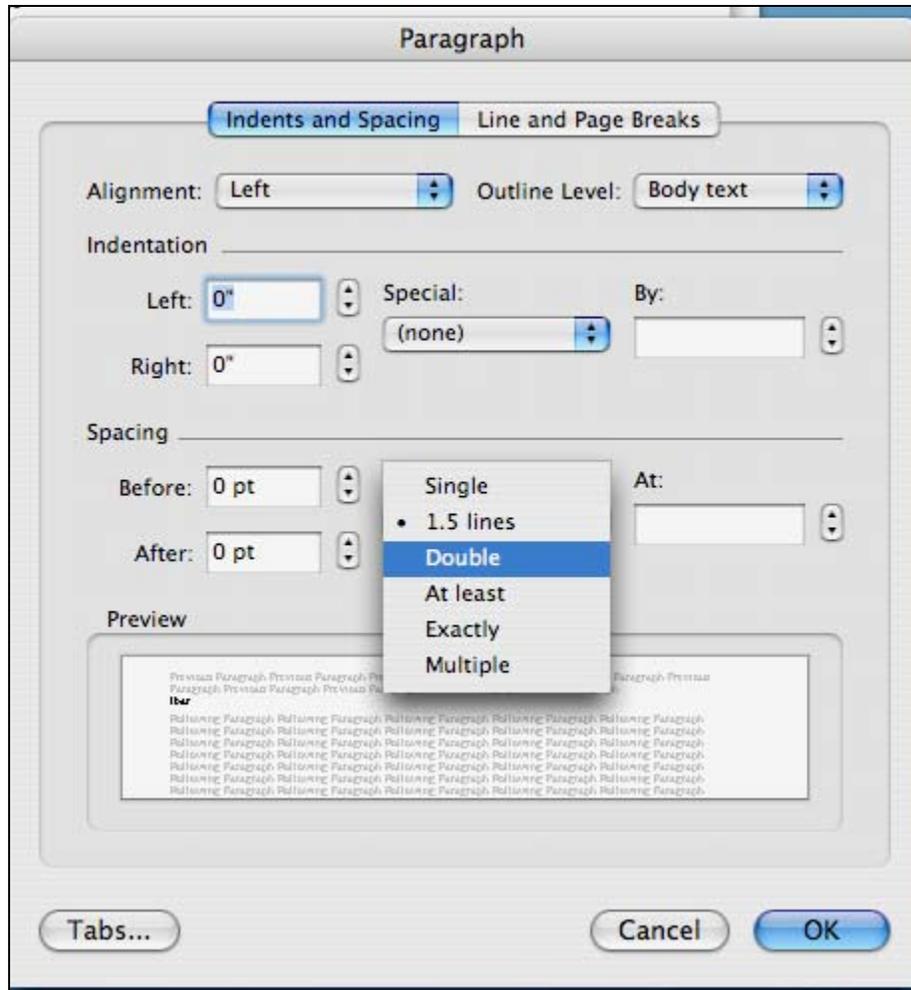
Paragraph Options

Paragraph Options can be found under the Format menu.



The two options under Paragraph Options allow Indents, Line Spacing and inserting Page Breaks. Page Breaks can also be found under the Insert Menu.





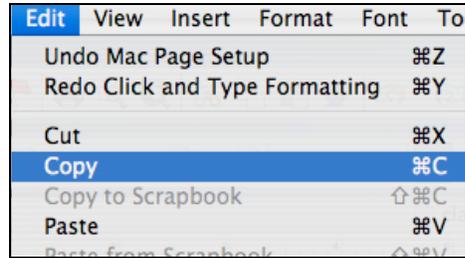
Under the Spacing section of the menu, single, double or 1.5 line spacing can be selected. Highlight the text to be spaced and select the type of line spacing.

Lines can also be spaced by keyboard shortcuts.

- ❖ Apple key+1 for single spacing.
- ❖ Apple key+2 for double spacing.
- ❖ Apple key+5 for 1.5 line spacing.
- ❖ For At Least, Exactly and Multiple see Word Help.

Cut, Copy and Paste

Cut, Copy and Paste can be found under the Edit.



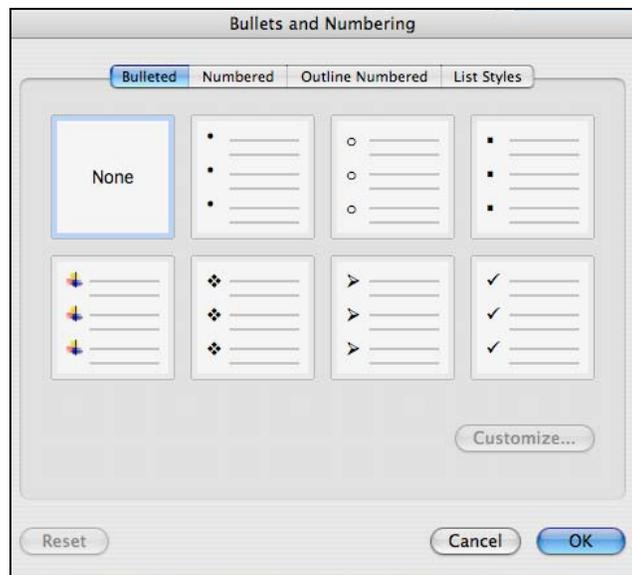
Once the text is highlighted and COPIED, it can either be PASTED to another document or PASTED to another part of the text page.

Once the text is highlighted it can be CUT from the document entirely or CUT and PASTED to another document or to another part of the text page.

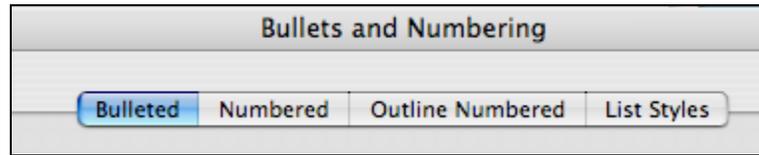
There is a difference between CUT and COPY. If you highlight text and CUT, the **original text is gone** and still in the memory of the computer to be PASTED. If you highlight text and COPY, the **original text is still in place** and also in the memory of the computer to be PASTED.

Bullets and Numbering

Bullets and Numbering is found under the Format Menu.

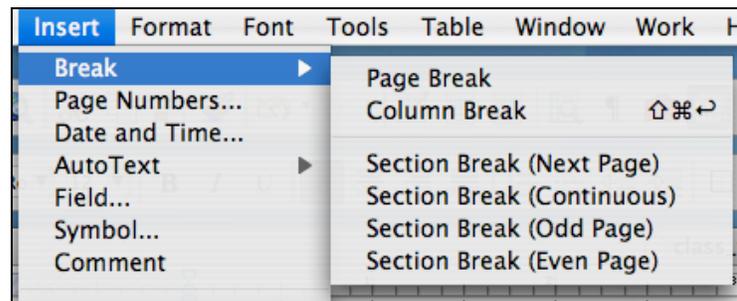


The options available under the Bullets and Number menu are types of Bullets, Numbers, Outline Numbers, and List Styles.



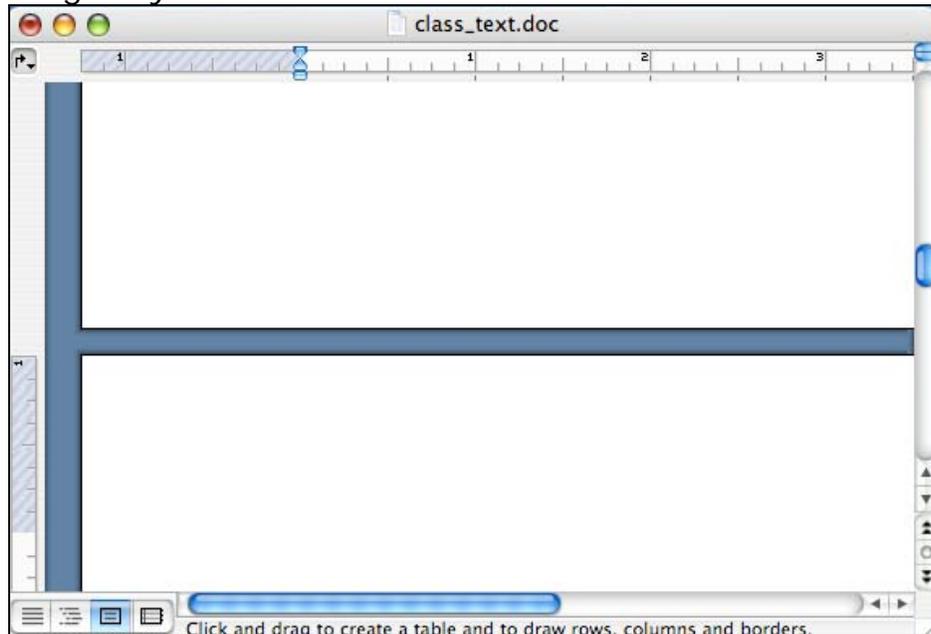
Page Breaks

Page Breaks can be found under the Insert Menu

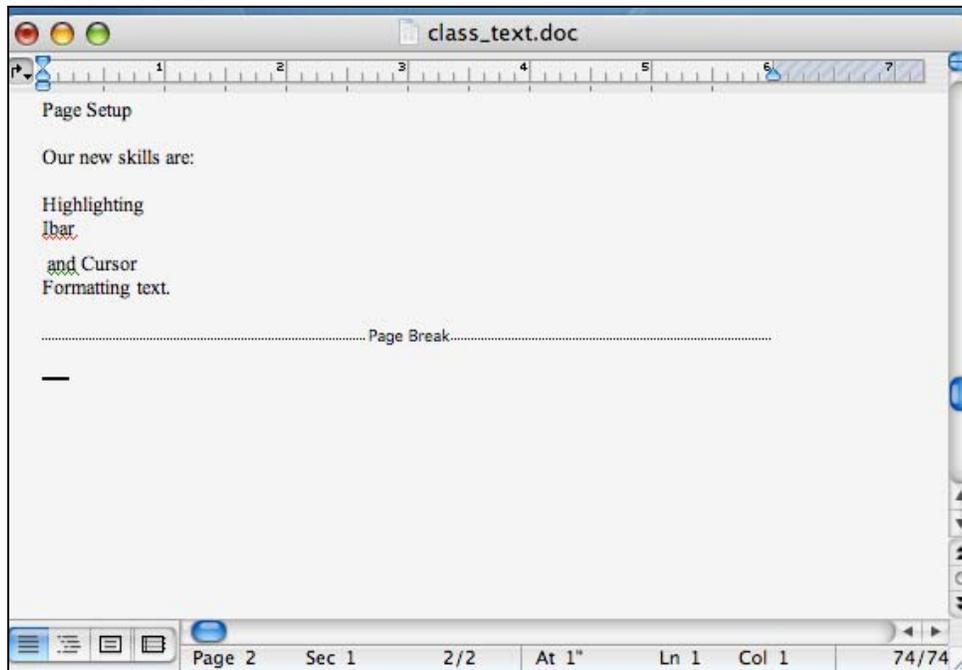


Page Breaks offer quite a few choices from Page Break, Column Break, and Section Break. These types of breaks can be seen in an entirely different way depending on the View of the document.

Page Layout View



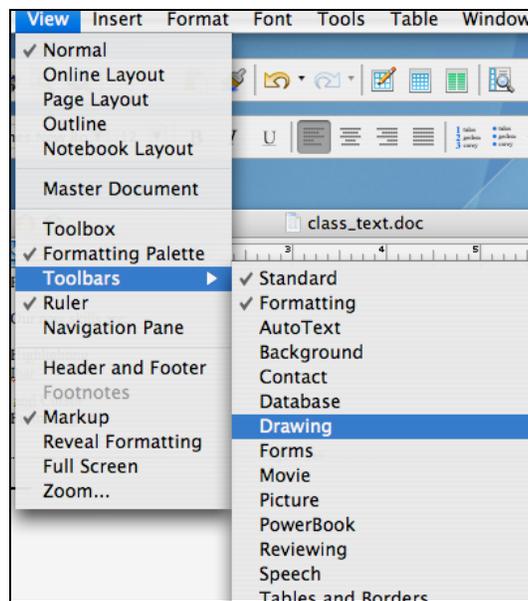
Normal View



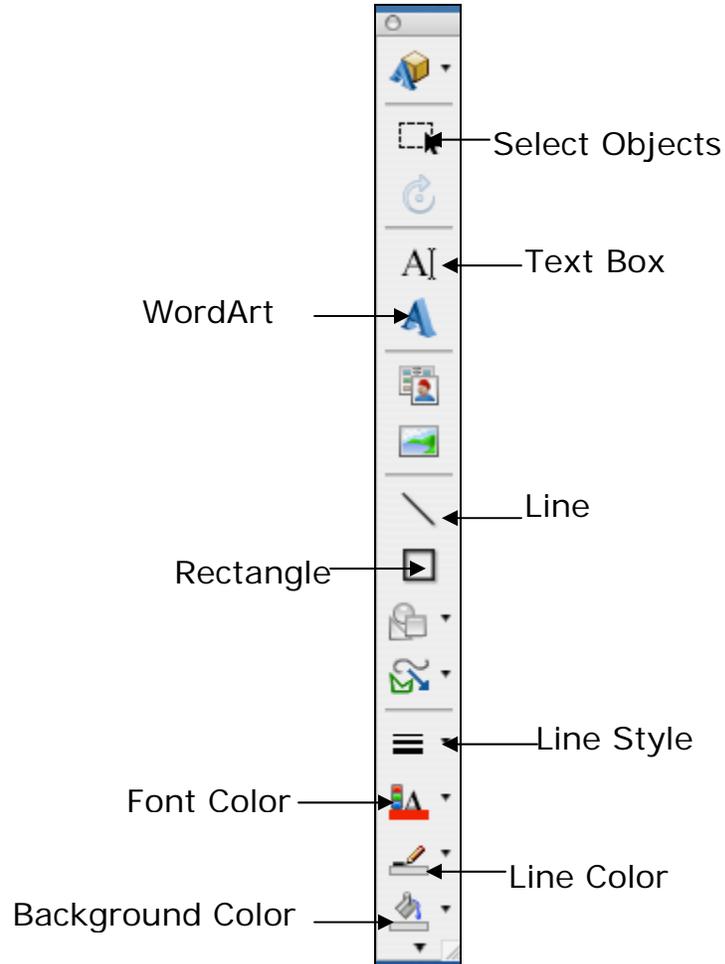
It is up to the individual to decide what view works the best for them while they are working.

Drawing Toolbar

The Drawing Toolbar has to be added to the Word screen by going to View and add the Drawing Toolbar.



Once the Toolbar Drawing is selected a new floating toolbar will appear on the screen. Remember if a toolbar or menu is floating, that means you can move to the most convenient part of the screen for you to work.



In Microsoft Word for Mac, the drawing toolbar appears vertically to the right of the screen. To use the tools, click on the tool you want to use, move to the text area of the Word screen. The mouse turns into cross (+), instead of an arrow or an I Bar. Holding down the left mouse button, the selected image can be drawn. If the object selected has an arrow to the right, that indicates more options and a menu will appear. Selection can be made from the menu.

Microsoft Word Terms

Blinking Cursor: is the point on the document where text can be typed.

Close Button: closes the Application, Program or File that is open. The Close Button is found on the left side of the Title Bar with the Minimize and Maximize Buttons.

Close Button



Copy: text that is highlighted can be copied and placed in another part of the document or in an entirely different document. The Copy function is found under Edit.

Cut: text that is highlighted can be cut and placed in another part of the document or in an entirely different document. The Cut function is found under Edit.

Dragging Text: when text is highlighted, holding down the button of the mouse while moving the mouse will drag the text to a different location. As you are dragging, you can see the text move. The text is dropped where the cursor is when you release the mouse button.

Highlighting: highlighting is done by placing the cursor near the text that needs to be formatted, and sliding over the text with the IBar. Once highlighted, the text appears against a black background, and formatting such as changing the letter size and style can be applied.

IBar: is the coworker of the Cursor. The IBar helps move the Cursor throughout the text screen, calls the Cursor into a blank field for typing, and works with the Cursor when highlighting.

Menu Bar: contains all of the Commands and Options that are available in Microsoft Word. The Menu Bar is also known as the Special Menu Bar. The Special Menu Bar has different commands depending on the application be used.

Maximize Button: this button enlarges the open Application/Program window to cover a larger area of desktop. The Maximize Button is found on the left side of the Title Bar with the Minimize and Close Buttons.

Maximize Button



Minimize Button: places the open Application/Program window on the Dock. The Dock can be placed at the Bottom, Left, or Right of the Mac screen. The Minimize Button is found on the left side of the Title Bar with the Maximize and Close Buttons.

Minimize



Paste: the text that has been copied is held in the memory of the computer, called the clipboard. The clipboard holds the text and allows the Paste command to place the text where indicated.

Previous Page, Select Browse Object and Next Page: are buttons that can be found below the Scroll Bar on the right side of the screen. The *Previous Page* and *Next Page* allows for the movement from one page to the next in a large document or file. The *Select Browse Object* allows you to choose an object, icon, file or folder for manipulation of the text or document.

Print Preview: takes the document and displays it at a distance so the layout of the document can be seen before printing. The Close button will take you back to the original document.



Ruler: the Ruler, located below the Menu and Toolbar, indicates the margins of the page and the tab stops.

Title Bar: the Title Bar displays the names of the Application/Program that is Open. The Title Bar is located at the very top of the Word Screen and is gray in color. The Minimize, Maximize and Close button are also located on the left hand side of the Title Bar.

Tool Bar: shows small icons of the most frequently used commands, function or options. This bar can be customized to display the buttons that are used most often.

Scroll Bar: the Scroll Bar is located on the right side of the Microsoft Word screen. The Scroll Bar has Up and Down Arrows and a Scroll Bar Box. The Arrows and Scroll Bar Box allow for the up and down movement of text on a page.

Select All: highlights all of the text with one click for editing purposes. Select All is found under the Edit Menu.

Special Menu Bar – is at the very top of the Mac screen. The Special Menu bar has the name of the application open, the commands available in the application and to the very right may contain date and time. The Special Menu Bar is not a movable item on the Mac screen.

Status Bar: indicates the length of the document in pages, the page, section, line, and column the cursor is on.

Undo and Redo: the *Undo* and *Redo* options are found under the Edit Menu. They may also be found on the Tool Bar, as icons displaying curved arrows. The *Undo* button will bring back any formatting changes that were made. For example, if you changed a font and wanted the original font again, the *Undo* button will change the font back. If the second font turns out to be better, the *Redo* button will change the font again.

Views: there are several different ways the Microsoft Screen can be seen. *Normal Views* brings you the whole screen without showing the gray areas of the margins. The *Online Layout* shows the screen as it would with the parameters of the Internet. The *Page Layout* shows the screen with the margins in gray, showing how the page would look when printed. The *Outline* view sets up the document to with levels or headers to organize the written text. The *Notebook Layout* structures the document as if the text was written in a lined notebook.

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