

Introduction to Microsoft Word Basics for job seekers

Caveat

You're not going to become proficient in Word after only a single class, but we'll help you start a foundation that you can build on with further learning and practice. Before the end of this class, we'll provide you with information about other free resources if you wish to learn more.





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We'll start with a brief overview of the how to navigate the various tools and features in Word.

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The details may vary depending on what version of Office you use, but all versions from 2007 onward have roughly the same layout.

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You can customize the quick access toolbar using the drop-down menu.









The ribbon is composed of *tabs* like *File*, *Home*, *Insert*, and so on.







And each tab is composed of *groups*. Here, for example, you can see the *font group* on the *home tab*.





Several groups on the ribbon also have a button that opens a window with more advanced options, referred to as a *dialog box*.



Your turn!

On the *ribbon*, find the *Page Setup group* on the *Page Layout tab*, and open the *Page Setup dialog box*.



YOUR TURN!

Is this what you have? If so, congratulations!

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Understanding what that means will enable you to follow most instructions you might encounter online or in a book.

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One of the more frequently used groups is the *Font group* on the *Home tab*...

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...where you can customize the typeface...





...the size...





... and the color of the text...





...or make text **bold**, *italicized*, or <u>underlined</u>



The *Paragraph group* on the *Home tab* is where...







...you can create bulleted or numbered lists and outlines...





... or change the alignment of text...





... the indentation of paragraphs...





...and the spacing between lines and paragraphs



The Page Setup group on the Page Layout tab is where...







...you can alter the margins of your document...





...toggle the orientation of your document between portrait and landscape...





...set up a document for different size paper...





... or set up a document with multiple columns of text.



And the *File tab* is where you go to print, save, and create new documents.


Finding Your Way Around



There's a lot more, obviously, but you can always hold your mouse over an item and an informational window, called a *tooltip*, will appear.



Finding Your Way Around

Your turn!

Go to the *Font group* of the *Home tab*, and hover your mouse over the blue letter "A" circled below. What is that tool called?





Finding Your Way Around

Your turn!



If you said "Text Effects," you're right!





Click on the File tab and then on New.







The New menu will give you the options of creating a new blank document or creating a document from an existing template.



Templates are pre-formatted documents for a variety of purposes.







Click in the search box and type *bill of lading*.



Press the button with the arrow icon or click enter to search.





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Double click on "Bill of lading" in your results to create a new document.



Many templates contain fields for easily inputting relevant information.

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Click on the [Name] field, for example, and type in a name.



That's all there is to it! Businesses will frequently have their own templates for common forms, and many of these will be as simple as clicking in the relevant area and typing.





Image Credit: Takashi Toyooka, CC BY-NC 2.0





Microsoft Word has templates for everything from business cards to party invitations, but **many career experts suggest that you don't use the résumé templates**.







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 Most Word résumé templates are based on something called *tables*, which can be difficult and frustrating for novice users to work with.





Microsoft Word has templates for everything from business cards to party invitations, but many career experts suggest that you don't use the résumé templates.

- Most Word résumé templates are based on something called *tables*, which can be difficult and frustrating for novice users to work with.
- Larger employers may use specialized software to process résumés submitted online, and those software applications frequently fail to process tables correctly.





Let's try creating a document from scratch instead. We're going to create a simple business letter, in this case, a cover letter for a résumé submission.



Click on the File tab, and double click on the Blank document icon.

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This is the general format we're going to try to emulate, but feel free to substitute your own information or just make something up.



456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | william.grognard@gmail.com

20 August 2014

Mr. John Noakes, Creative Director Dread Gazebo Games 1974 Park Avenue North, Suite D20 Renton, WA 98057

Dear Mr. Noakes,

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am forwarding a copy of my résumé and a few samples of my work. After our conversation, I believe that my artistic style would strongly complement your own design philosophy and your aesthetic vision for Dread Gazebo Games. My résumé provides a comprehensive history of my experience and accomplishments, but here are a few highlights:

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First, let's create the header. Word documents have two invisible areas separate from the main body of the document: the header above the body, and the footer below.





To edit the header or the footer, you can double click at the very top or very bottom of a page respectively. Go ahead and double click in the header area.





Go ahead and type your name and contact details in the header.





Let's customize the appearance of the text. Click and drag to select the text you wish to change. Then use the *Font group* on the *Home tab* to customize the size and typeface.



You'll generally want to choose a simple, unornamented typeface for professional correspondence, rather than a script or decorative typeface.



You can center the text by highlighting it, and then clicking the *center* tool in the *Paragraph group* on the *Home tab*.





When you're done, exit the header by double clicking anywhere in the main body of the document.



SPOKANE COUNTY LIBRARY DISTRICT

Select a font (preferably one that matches your header) and start typing the date, the inside address, and the salutation.

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | william.grognard@gmail.com

20 August 2014

Mr. John Noakes, Creative Director

Dread Gazebo Games

1974 Park Avenue North, Suite D20

Renton, WA 98057

Dear Mr. Noakes,



You'll notice that, by default, Word adds space between paragraphs. This usually aids readability, but in some cases, like the inside address here, it looks a bit odd.

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | william.grognard@gmail.com

20 August 2014

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Dread Gazebo Games

1974 Park Avenue North, Suite D20

Renton, WA 98057

Dear Mr. Noakes,



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Now, open the **Paragraph** group dialog box.

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Your inside address should now appear without any additional space between lines.

William A. Grognard

456 West Main Avenue | Spokane, WA 99201 | 509-555-0123 | william.grognard@gmail.com

20 August 2014

Mr. John Noakes, Creative Director Dread Gazebo Games 1974 Park Avenue North, Suite D20 Renton, WA 98057

Dear Mr. Noakes,



Now, go ahead and type something in the body of your document. Don't worry too much about the length or content, just get some text down for practice.

Mr. John Noakes, Creative Director Dread Gazebo Games 1974 Park Avenue North, Suite D20 Renton, WA 98057

Dear Mr. Noakes,

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am forwarding a copy of my résumé and a few samples of my work. After our conversation, I believe that my artistic style would strongly complement your own design philosophy and your aesthetic vision for Dread Gazebo Games. My résumé provides a comprehensive history of my experience and accomplishments, but here are a few highlights:



Next, we're going to add a bulleted list. Bulleted lists are often used on résumés and cover letters to highlight the most important points.

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Hit enter after your body paragraph so that your cursor is on a new line. Then click the *bullets* tool in the *Paragraph group* on the *Home tab*.



William A. Grognar

SPOKANE COU

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• |

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Type a sentence and hit enter. You'll notice that Word automatically adds a new bullet.

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When you're finished with your list, hit the enter key one more time and then click the **bullets** tool once more to exit the list.

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Creating Documents

Now, go ahead and type another paragraph and your closing. You can leave room for a signature by hitting the enter key a couple times before your name.

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Sincerely,

William A. Grognard



Creating Documents

That's it! Now, we're going to give our document a quick onceover and save it.

William A. Grognard

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1974 Park Avenue North, Suite D20 Renton, WA 98057

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Sincerely,				



You probably have some words in your document underlined with a wavy red line.

This line indicates that Word could not find that particular word in its internal dictionary. That means the word *may* be misspelled.

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Find a word in your document that's underlined and right click on the word.

Word will provide you some spelling suggestions which you can click to replace the existing word with the suggested correction.

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If you're sure a word is correct, you can click *Ignore* to ignore a single instance or *Ignore All* to ignore the same word throughout a document.

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The underlining *will* appear, however, if the electronic version is viewed on another computer, even if you've previously "ignored" the words on your own computer.

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If we're going to submit a document electronically, say, for an online job application, we'll probably want to turn the underlining off entirely.





Go to the *Review tab*, and in the *Proofing group*, click on *Spelling & Grammar*.





On the window that comes up, click on the **Options button**.





At the bottom of the next window, check the options to *Hide spelling errors* and *Hide grammar errors in this document only* and click the *OK button*.

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All the underlining should now be gone, on any computer used to view the document. Now, let's go ahead and save it.

20 August 2014

Mr. John Noakes, Creative Director Dread Gazebo Games 1974 Park Avenue North, Suite D20 Renton, WA 98057

Dear Mr. Noakes,

It was a pleasure to chat with you after your presentation on game design at SpoCon last weekend, and as requested, I am forwarding a copy of my résumé and a few samples of my work. After our conversation, I believe that my artistic style would strongly complement your own design philosophy and your aesthetic vision for Dread Gazebo Games. My résumé provides a comprehensive history of my experience and accomplishments, but here are a few highlights:

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In the window that appears, give the file a name in the *File name* area.





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You can also use the **Save as type** menu to select a file format.





"Word Document (*.docx)" is the default, but there are times you might want to choose something else.





"Word Document (*.docx)" is the default, but there are times you might want to choose something else.

If you're submitting a résumé electronically, for example, you may want to select "Word 97-2003 Document (*.doc)".





The older "doc" format is more likely to be compatible with the Applicant Tracking Systems that many large employers use.





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More Help

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- The SCLD Digital Library offers six-week online courses through Gale Courses and self-paced courses through Microsoft IT Academy: <u>http://www.scld.org/digital-</u> <u>library/</u>



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