

File Tab

Click New to see a list of included Template Documents. Note more templates →

Home Tab

Basic formatting Fonts, Font Size, Underline, Bold, Italics, Change Case, Strike Through etc.

Paragraph formatting includes left/right orientation, centring, spacing, bullet points and numbering, multi-level list, indents, styles, and sorting.

Styles

What are Styles? Collection of text formatting's applied as one action. Changing the styles changes all text this style is applied to.

- Changes to Styles are saved with the document.
- Create a new Style and then change the **Style Based** on Setting.
- Reapplying a style may remove some formatting.
- Use **Update to match selection** to change the style to match the current selected section.

Other Options

- With the newer versions of word there is a dictate function.
- The editor function is new and includes spelling, grammar and stats.

Templates

- Create a folder in Documents called My_Templates and save the new template as a dotx file. Then go to **File → Options** the under Save enter the path into **Default personal templates location** box. Use the path to My_Templates **D:\Users\\Documents\My Template**
When you now select New Document you have a Personal Option which includes your custom templates.

Insert Tab

- Add Cover Page to the start of the document.
- Inserts a blank page.
- Inserts a page break at the current location.
- Insert a custom Table at the current location. Quick Tables give pre-formatted tables.
- Insert Picture from your computer, Use the Remove Background feature to edit the picture and remove the background.
- Insert various illustrations at the current location.
- Insert new Header, then click on the Header & Footer tab and insert field from the list e.g. **Document Info**.
- Inserts a floating **Text Box** at the current location.
- **Quick Parts** Feature. You can save a section of text and then re-call it using an abbreviation.
- Inserts the current Date & Time or Object into the document at the current location.

Design Tab

- Themes. Applies a theme to the current document.
- Watermark. Applies a watermark to the current page and document.

Layout Tab

- You can set the page margins.
- You can change the page orientation from portrait to landscape.
- You can change the paper page size from A4.
- You can add Breaks.
- You can add line numbering.
- Hyphenation adds a hyphen to a word if it wraps the line.
- Spacing changes the size of spaces between lines and paragraph indenting.

References Tab

- Table of Contents adds a TOC to the document using the Heading style.
- Insert footnote adds a footnote to the current page.
- Search, searches current document or all word files on the computer.
- Research allows the addition of links to online sources.
- Insert Citation from an external source such as a book.
- Insert Caption adds a caption, for example fig1. Can be added to a diagram or picture.
- You can create a Table of figures (TOF) to the document which will include the captions added.

Review Tab

- Proofing will bring up the editor screen, the same as the home page.
- You can select a section of text or the whole document and Word will Read the document aloud.
- Check Accessibility is on by default and will check things such as the contrast between colours (e.g. Yellow on White)
- Translate will translate a section of text or the whole document to a different language.
- Comments allow review comments to be added to a section of the document.
- Compare allows two documents to be compared, differences are highlighted.

View Tab

- Change the page view from print layout to another layout.
- Zoom changes the amount of text that can be seen on the screen.

Help Tab

- In the Help field type in a question, e.g. How do I create a new style.
- Show Training has several videos on how to complete certain tasks.

Status Bar at the bottom of the screen

You can change the language (i.e. spelling) by changing the language to English (United Kingdom)