



Word 1

Module 1

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Getting Started with Word

Performance Objectives:

- Open Word from the Start Menu
- Describe the basic screen layout of a Word 2010 screen (the title bar, status bar, ribbon, icons).
- Locate and open a document
- Minimize and maximize windows
- Close a document.

Overview

Microsoft Office is an office suite of applications which includes Word, Excel and PowerPoint, among others. These applications have a similar look and feel. The status bar, title bar, icons, and mouse are all used in similar ways. The commands for Word (and the other Microsoft Office applications) are on a Ribbon. The most used commands are on the *Quick Access Toolbar*.

Some of the modules do have optional homework exercises if the student would like more practice. These exercises can be found in the same module folder as the class exercises.

Navigating the File System

The instructor will walkthrough how to find exercise files used in class. All exercises for this class are in the Word 1 folder. Each week's exercise files are in that week's folder. For instance, the ***Master Walkthrough*** file used below in week 1 is in the:

Shared Drive (S:)/Training Resources/Word 1/Week1.



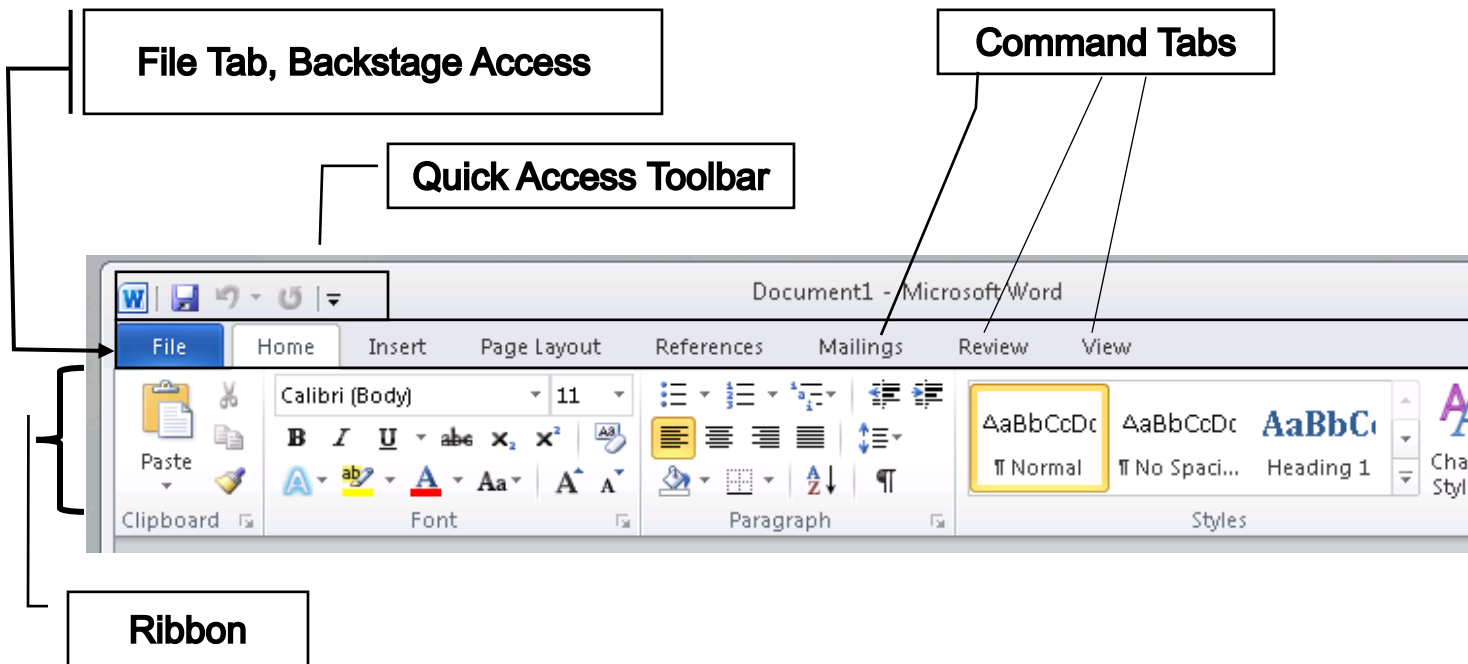
Note It is important to understand how to move through the file structure. The instructor will walk through moving up and down through the file folders using the arrows while noting the Address bar at the top of the screen.

Class Walkthrough

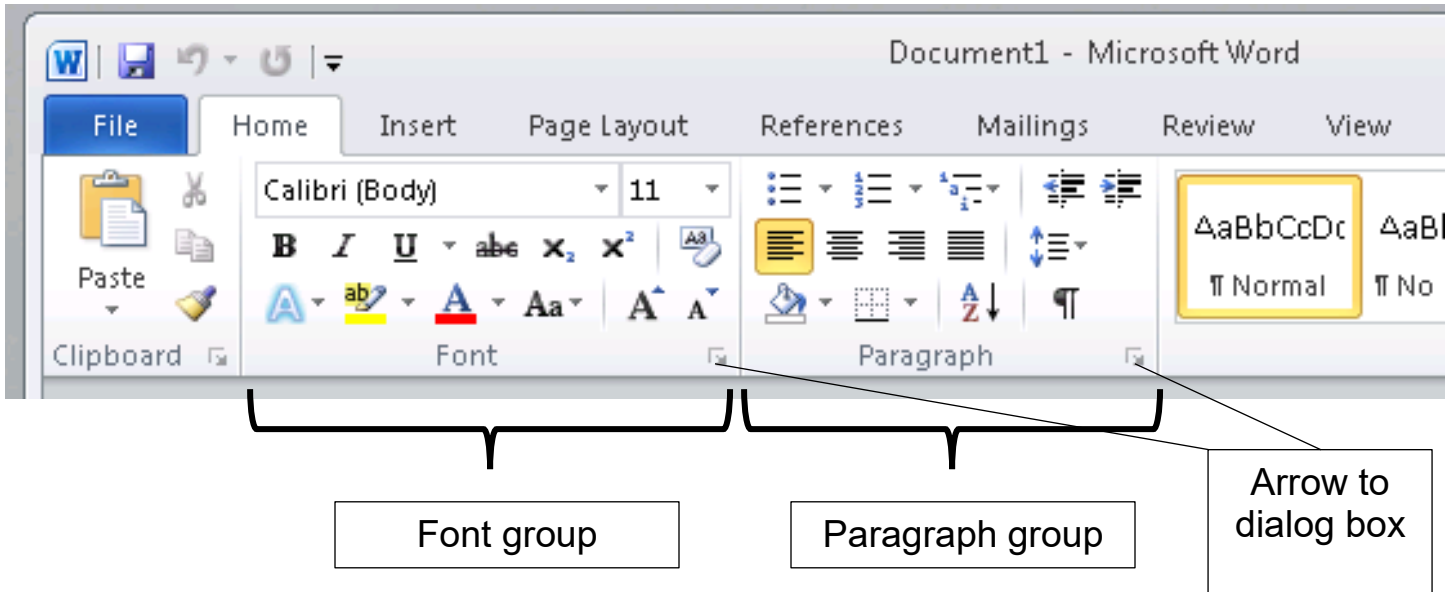
1. Launch MS Word from the START/Programs menu. A blank new document screen displays. You can begin to type or open a file.
2. Instructor will walkthrough opening the following Word file: **Master Walkthrough**
3. Walkthrough how to use the title bar, status bar, ribbon, icons, scroll bar, and other areas of the Word screen layout.
4. Place the mouse on an icon to get a description of the function. This is referred to a tool tip or a screen tip.
5. Minimize and maximize the window
6. Close the document.
7. Close Word

Word Ribbon

The ribbon has a series of Tabs (*Home*, etc.). If you click on any Tab and look at the detail of the ribbon, you will see that it is divided into groups such as the *Font Group* and *Paragraph Group* in the case of the *Home* tab.

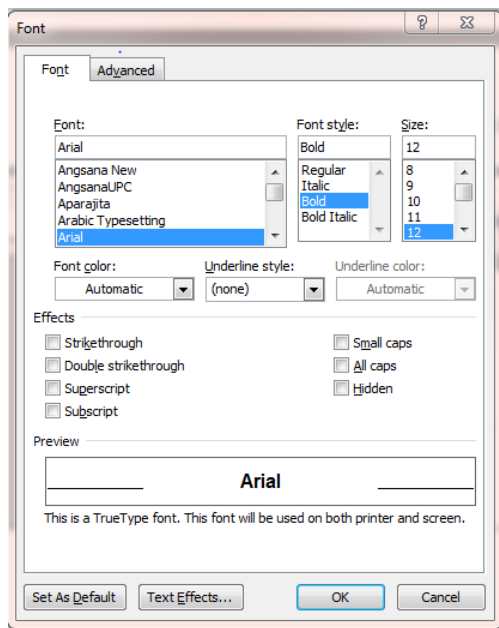


Detail of the Home Tab on the Ribbon



Some groups have arrows at the bottom, right. When one of these is clicked, a dialog box appears with more options

Example Dialog Box for the Font Group in the Home command tab



Student Practice 1.2

1. Launch Word.
2. Open the document: **Master Walkthrough**. Click on the *File* Command Tab. Is Print an option? _____
3. Click on the *Insert* Command Tab. Is *Picture* an option? _____
4. Scroll up and down the document using the scroll bar.
5. Go back to the *Home* Command Tab. What is the function of the *I* icon?
6. Minimize the document.
7. Maximize it from the task bar.
8. Close the document and Word. You should be back on the Desktop.