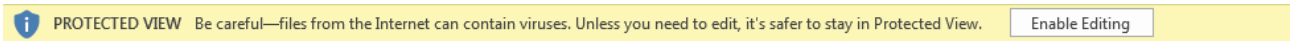
WORD 2019 • PART 2

This class revisits and expands upon concepts introduced in *Word 2019 Part 1* and assumes students are familiar with the concepts introduced in the first class. Topics covered in *Part 2* include cursor movement; cut, copy, and paste; changing margins and line spacing; creating bulleted and numbered lists; inserting page numbers, symbols, and footnotes; and password protecting a document.

Getting Started

1. Open **Microsoft Office Word 2019**
2. Open the document **silk_history** located in the **My Documents** folder
    a. If it appears, click on the yellow **Enable Editing** button at the top of the screen



Cursor Movement

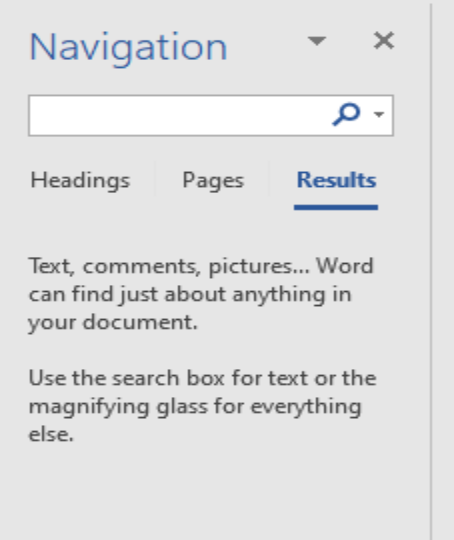
Keystroke combinations can be used to move the cursor around in the document. A keystroke combination is holding down one key on the keyboard while pushing a second key, then letting both keys up again. Most often, the **Ctrl**, **Shift**, and **Alt** keys are used in keystroke combinations, which are found on the lower portion of the keyboard near the space bar. If keystroke combinations sound foreign, remember that we all use them: holding down the Shift key down and hitting a letter capitalizes it. The same principal applies to all keystroke combinations.

Keystroke Movements/Combinations

Keystroke	Effect
Left / Right Arrows	Moves the cursor one character to the left or right
Ctrl + Left / Right Arrow	Moves the cursor left or right one word
Up / Down Arrows	Moves the cursor up or down one line
Ctrl + Up / Down Arrow	Moves the cursor up or down one paragraph
Home	Moves the cursor to the beginning of the line
Ctrl + Home	Moves the cursor to the beginning of the document
End	Moves the cursor to the end of the line
Ctrl + End	Moves the cursor to the end of the document
Page Up	Moves the cursor up one screen
Ctrl + Page Up	Moves the cursor to the top of the previous page
Page Down	Moves the cursor down one screen
Ctrl + Page Down	Moves the cursor to the top of the next page
Ctrl + Backspace	Deletes one word to the left of the cursor
Ctrl + Delete	Deletes one word to the right of the cursor

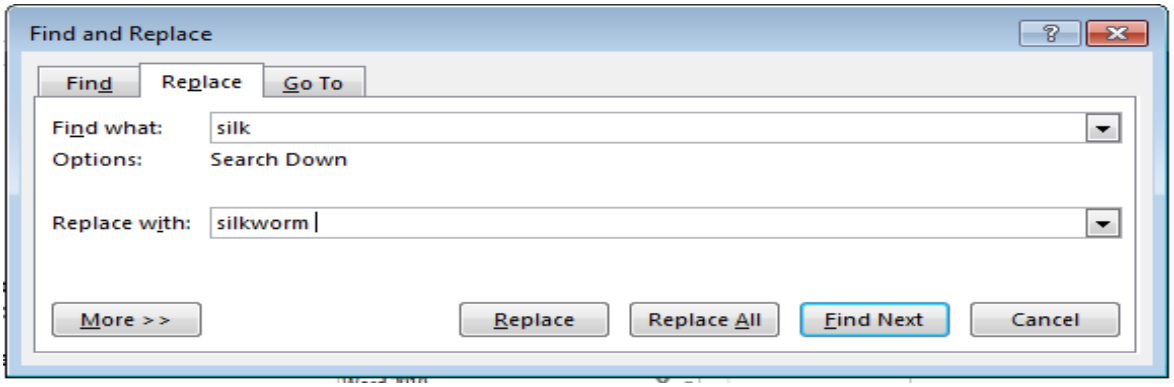
Find and Replace

To search for a particular word or phrase in a document, use the **Find** command. Go to the **Home** tab → **Editing** group → **Find** and type the word or phrase into the Navigation Pane search box. Click the downward pointing arrow to find the next occurrence of that word or phrase in the document.



To find specific text and replace it with other text, go to the **Home** tab → **Editing** group → **Replace**, which displays the **Find and Replace** dialog box.

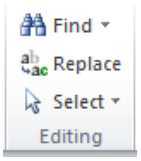
Type the word or phrase to be replaced in the **Find what** bar, and type the new text in the **Replace with** bar. The word or phrase can be replaced individually by clicking on **Replace**, or all instances of the word can be replaced simultaneously by clicking on **Replace All**.

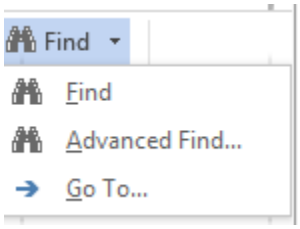


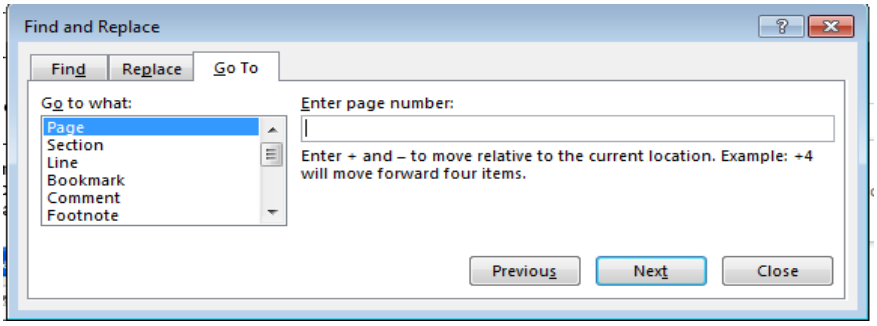
- The keyboard shortcut for the **Find** command is **Ctrl+F**
- The keyboard shortcut for the **Find and Replace** command is **Ctrl+H**

Go To

Another way to move around within in a document is with the **Go To** command. To access this command, go to the **Home** tab → **Editing** group → **Find** arrow → **Go To**. The **Find and Replace** dialog box appears; **Go To** is the third tab.







- The keyboard shortcut for the **Go To** command is **Ctrl+G**

Choose to go to a specific page, section, line, comment, footnote, etc. To go to a particular page, type the page number into the box and click **Go To** or hit **Enter** on the keyboard.

Selecting Text

Text can be selected by:

- Clicking and dragging over a portion of text
- Using the arrow in the left margin
- Going to the **Home** tab → **Editing** group → **Select** command

There are several ways to select portions of text using the mouse.

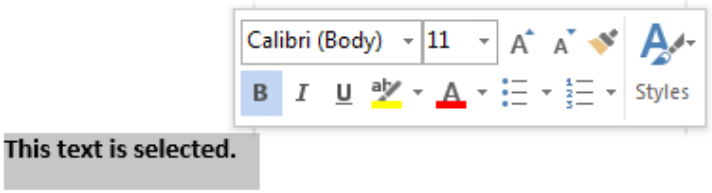
Selecting Text with the Mouse

Mouse Action	Selection Effect
Double-click on one word	Selects the entire word
Ctrl + click on a sentence	Selects the entire sentence
Triple-click on a paragraph	Selects the entire paragraph
Double-click in the left margin	Selects the entire paragraph
Triple-click in the left margin (keyboard shortcut Ctrl+A)	Selects the entire document

To select noncontiguous text (text that is in different parts of the document), select the first word or portion of text, then hold down the **Ctrl** key and select the next portion of text.

Mini Toolbar

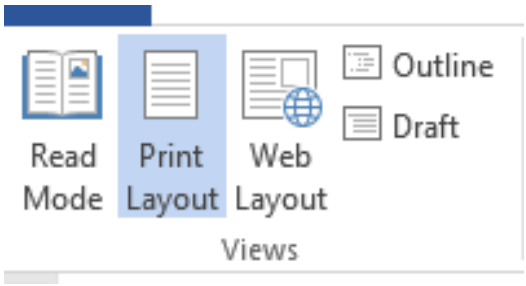
When text is selected in Word 2019, the **mini toolbar** appears right above the selection, providing several options for editing text without having return to the Ribbon.



Page View

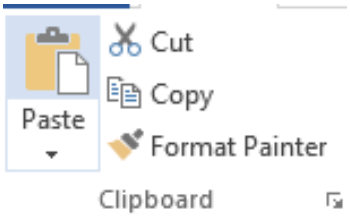
The **View** buttons are on the bottom right part of the status bar. The view can also be changed through the **View** tab → **Document Views** group. Only the three most used views are seen on the status bar.

- The first icon is for **Read Mode View**, which displays the document two pages at a time so it can be scanned like a book.
- The second icon is the **Print Layout View**, which allows the user to see the rulers at the top and left side as well as the margins. Print Layout is the default view.
- The third icon is the **Web Layout View**, which is used for creating a web page in Word.



- The fourth icon is the **Outline View**, which displays of the document in outline format, including the location of tabs, hard line breaks, and headings.
- The last icon is the **Draft View,** which enlarges the text portion of the document to fill the monitor space. In older versions of Word, this was known as **Normal View**.

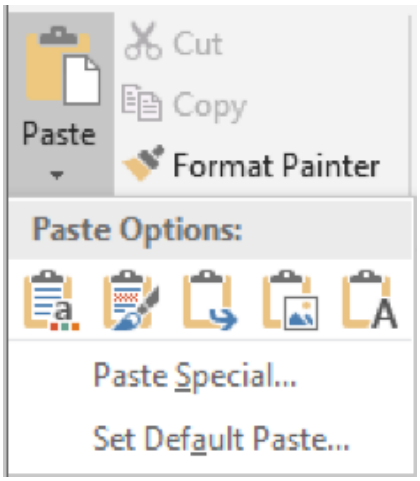
Cut, Copy, and Paste



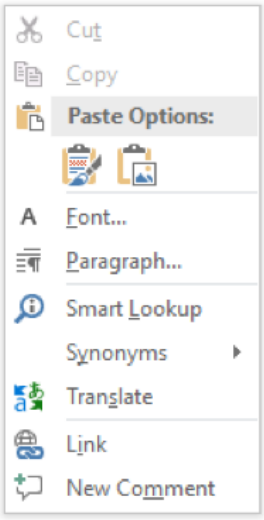
The *Part 1* class covers how to cut, copy, and paste text to different places in the same document. Cut, copy, and paste can also be used to move sections of text from one document to another.

To move or copy text between documents:

1. Select the text
2. Go to the **Home** tab → **Clipboard** group → **Cut** or **Copy** icon
3. Open another document or create a new document
4. Click on the new location for the text
5. Click the **Paste** icon in the Clipboard group.
6. When you select text from a different location other than word or from a document that has different formatting than your current document you have Paste options. By clicking on the drop down arrow under the Past Icon you can
   a. Use Destination Theme
   b. Keep Source Formatting
   c. Merge Formatting
   d. Picture
   e. Keep Text Only



Using Shortcut Menus



Shortcut menus (also called **context menus**) are specialized menus that appear when **right-clicking** the mouse. Shortcut menus contain different commands depending on the program being used.

The shortcut menu can be used to cut, copy, and paste:

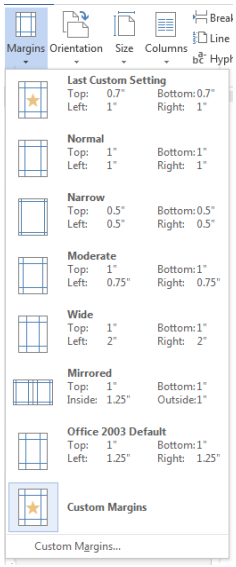
1. Select a portion of text
2. Place the cursor directly on top of the selection
3. Right-click the mouse; a shortcut menu appears
   NOTE: The mini toolbar with text formatting options also appears
4. Choose **Cut** or **Copy** from the menu
5. Click on the new location for the text, either within the document or in another document
6. Right-click the mouse to display the shortcut menu again
7. Choose **Paste** to insert the text

Margins

To change the **margins** of a document (the white space surrounding the text on each page):

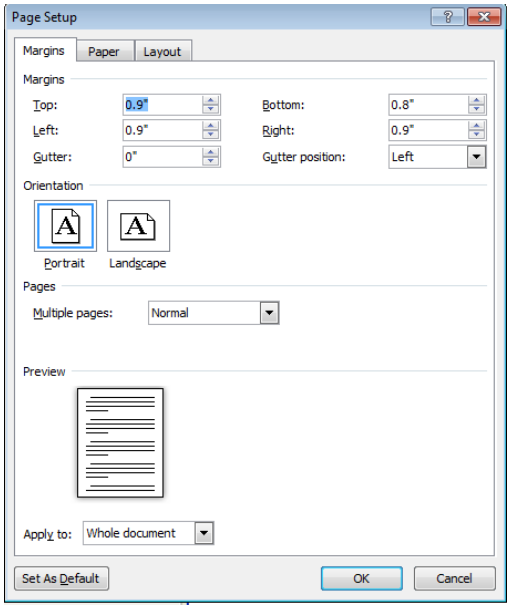
1. Go to the **Page Layout** tab → **Page Setup** group → **Margins** command, which provides a drop-down menu containing various standard margins

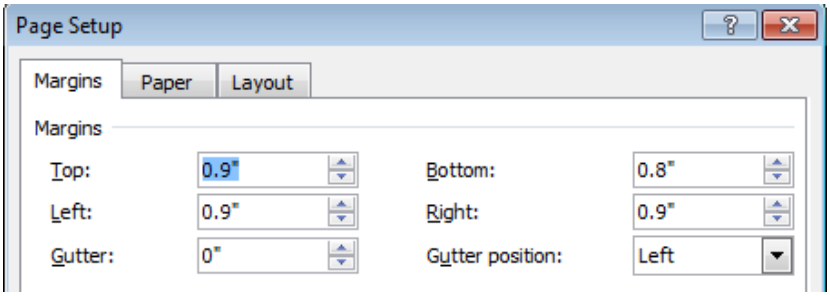
2. Choose a margin setting from the list



By default, all margins in Word 2019 are set at 1".

To customize the margins, click on **Custom Margins** at the bottom of the list and use the up and down arrows to the right of the margin boxes to increase or decrease the margins, or highlight the numbers and enter a new number.





Line Spacing

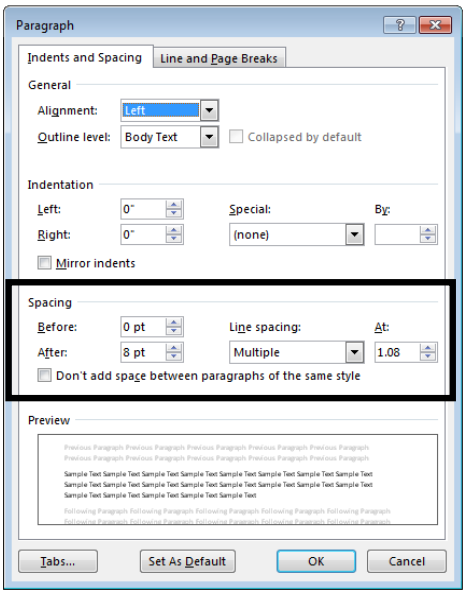
Word 2019 has an unusual line spacing default of 1.08, and a 8-point space is left after any paragraph (when the **Enter** key is hit).

There are two ways to change the line spacing to **Single**.

Method 1:

1. Go to the **Home** tab → **Paragraph** group

2. Click on the dialog box expander in the lower right corner of the group, which opens the **Paragraph dialog box**



3. In the **Spacing** section, change both the **Before** and **After** settings to **0 pt** and the **Line spacing** setting to **Single**

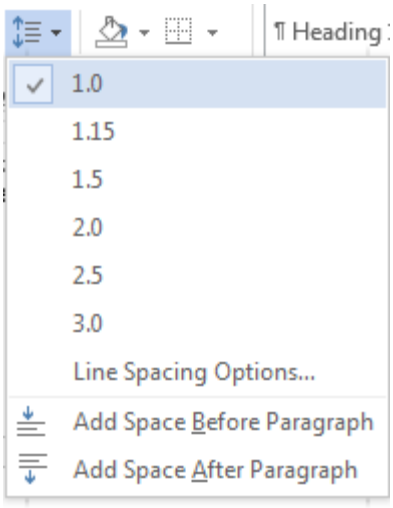
4. Click **OK**

NOTE: If text has already been typed into the document, highlight it (**Ctrl+A**) before changing these settings in order to apply the formatting to the existing text.

Method 2:

1. Go to the **Home** tab → **Paragraph** group → **Line Spacing** command

2. Scroll down the list and select the desired spacing



If there is currently space between paragraphs, the list contains the options **Remove Space Before Paragraph** and **Remove Space After Paragraph** at the bottom. If there is no space between paragraphs, the list contains the opposite choices: **Add Space before Paragraph** and **Add Space After Paragraph**

3. If necessary, click to **Remove** the space before or after paragraphs

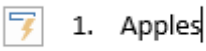
NOTE: If text has already been typed into the document, highlight it (**Ctrl+A**) before changing these settings in order to apply the formatting to the existing text.

Bullets and Numbering

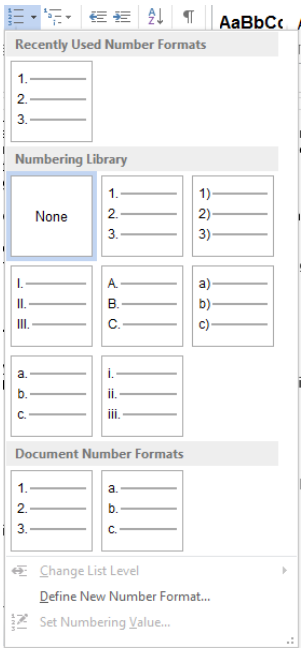
Word offers several ways to make orderly lists and outlines. Typically, Word automatically begins formatting a list when **1.** and then a space is typed.

Numbered List

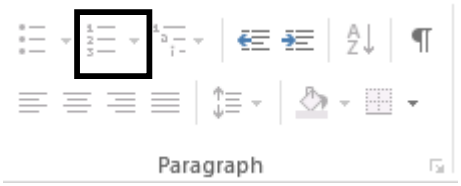
Word has a feature called Automatic Numbering. When you type 1. and hit the space bar Automatic Numbering starts.



To control numbering options, go to the **Home** tab → **Paragraph** group → **Numbering** command.



Type one entry on the list and hit **Enter** to go to the next line.



1) Apples
2) Oranges
3)

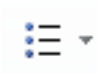
Numbering options can be changed by clicking on the downward pointing arrow next to the **Numbering** icon, which displays the **Numbering Library** where several formats are available (click **Define New Number Format** to create a new format).

To create a list or outline with several levels, click on the **Multilevel List** command next to the Numbering command. Choose a different list style by clicking on the downward pointing arrow next to the icon to open the **Multilevel List Library**.

Even in a regular list, a second tier of numbering in the system can be created by hitting the **Tab** key, which creates a list like this:

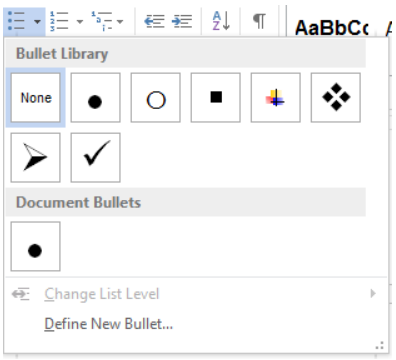
1) Apples
2) Oranges
    a. Clementines
    b.

Bulleted List



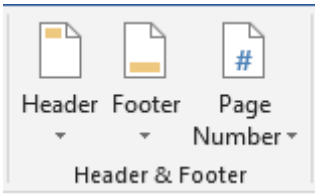
Bullets are also used for lists, but they are small symbols instead of numbers. To start a bulleted list, click on the **Bullets** icon in the Paragraph group and begin typing the list.

To see other bullet options, including bullet styles, click on the downward pointing arrow next to the icon and choose from the **Bullet Library**.



To change a numbered or bulleted level, place the cursor on that level and click on the **Decrease Indent** or **Increase Indent** icon in the Paragraph group.

Headers and Footers



Items such as page numbers, a title, or a date can be placed in a document's **header** or **footer**. Headers are located in the top margin and footers are located in the bottom margin. Items placed in the header or footer appear on every page of the document or every page within a designated section.

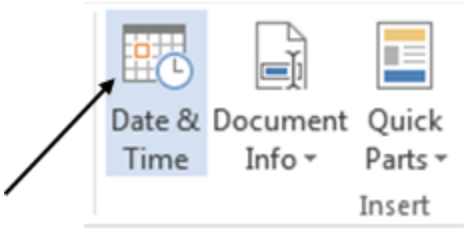
Word 2019 offers several more options for working with headers and footers. Just as with the **Page Number** icon, clicking on the **Header** or **Footer** icon displays a drop-down selection of previews. Click one of the style previews to apply it to the header/footer.

NOTE: Footnotes are not footers, and they appear at the bottom of the main document.

1. Go to **Insert** tab → **Header & Footer** group → **Header** command → **Edit**

Header OR double-click inside the top margin

2. With the cursor in the left margin of the footer, go to **Header & Footer Tools** contextual tab → **Insert** group → **Date & Time** command



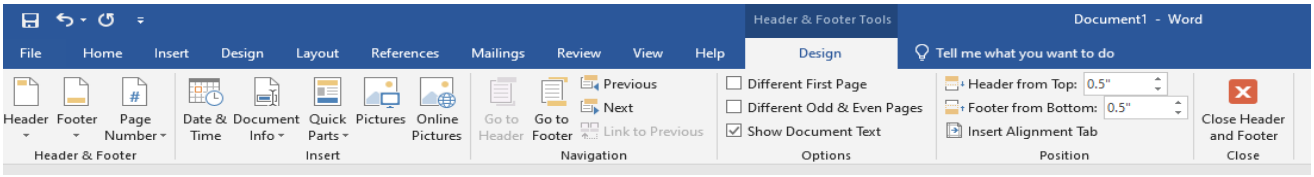
3. Choose a format for the date and click **OK**

4. Press **Tab** to move the cursor to the center of the header

5. Type **The History of Silk**

6. Go to **Header & Footer Tools** contextual tab → **Close** group → **Close Header and Footer** command OR double-click in the main document

The date and title are now in the top margin on every page.
When working in either the header or the footer, Word supplies a **contextual tab** with more options.



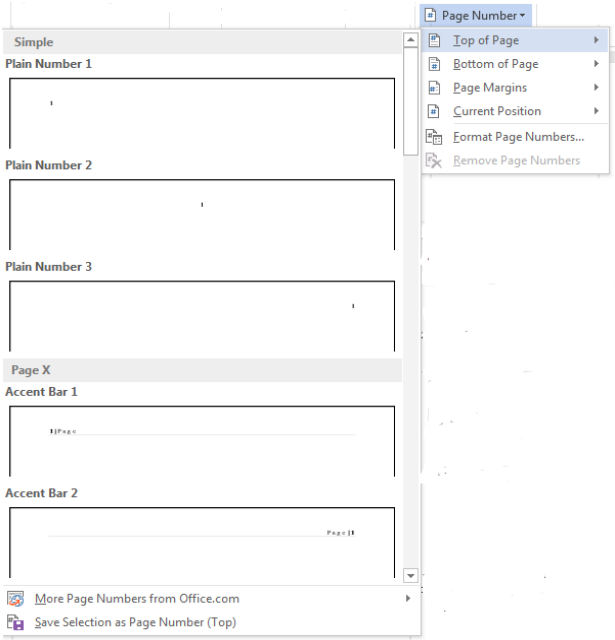
Page Numbers

To insert page numbers, go to the **Insert** tab → **Header & Footer** group → **Page Number** command.

A drop-down menu appears with various number positioning options. Position the mouse over any of the choices to see a preview. Click on an option to choose it.

To return to the main part of the document, double-click on it.

To **delete** page numbers, double-click inside the header or footer and delete one of the page numbers—all of the page numbers are deleted.



Inserting Footnotes

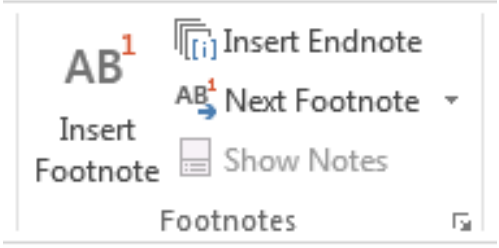
For academic documents, **footnotes** or **endnotes** may be required.

To insert a footnote:

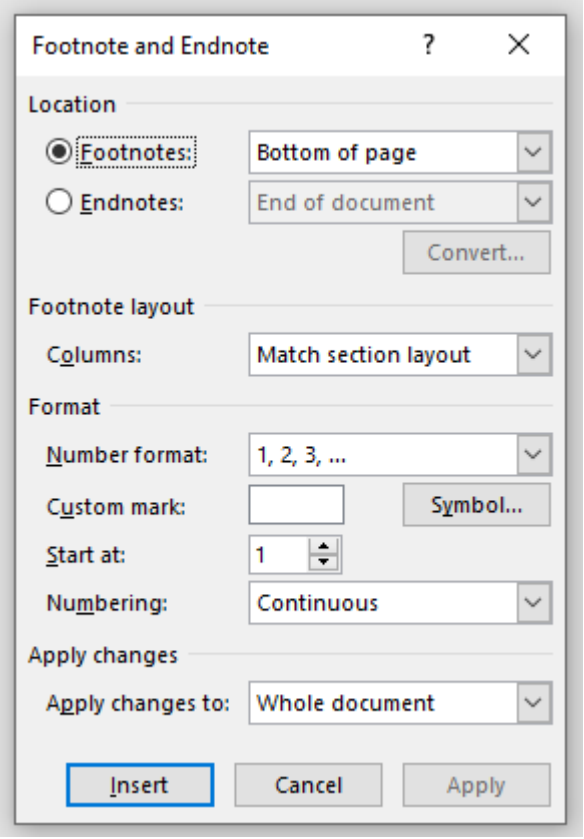
1. Click immediately after the word to be annotated

2. Go to the **References** tab → **Footnotes** group

3. Click **Insert Footnote** or **Insert Endnote**

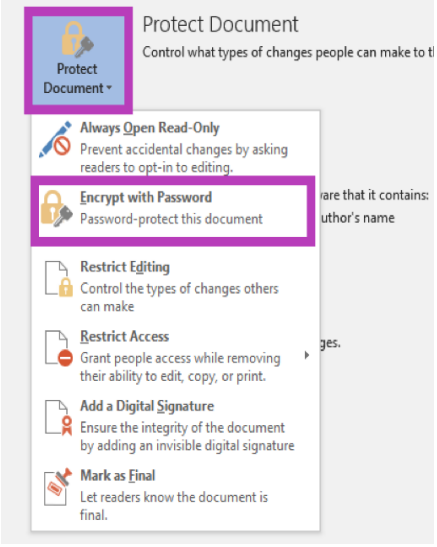


4. Scroll down to the bottom of the page and enter the annotation next to the number



To format footnotes/endnotes, click on the dialog expander in the Footnotes group to open the **Footnote and Endnote** dialog box, which contains formatting options such as how footnotes/endnotes are numbered and where they appear on the page.

Password Protecting a Document



You can protect a sensitive or confidential document by using a password to help prevent anyone from being able to change or even access it.

1. Click **File**>**Info**>**Protect Document**> **Encrypt with Password**.
2. In the **Encrypt Document** box, type a password, and then click **OK**.
3. In the **Confirm Password** box, type the password again, and then click **OK**.

You can always change or remove your password.

Important

- Passwords are case-sensitive. Make sure that the CAPS LOCK key is turned off when you enter a password for the first time.
- If you lose or forget a password, Word can't recover your information so it might be a good idea to keep a copy of your password in a safe place or create a strong password that you'll remember.