1. Creating and Editing Text

Word is a versatile text editing program that contains many functions and options. In this chapter, we handle all of the basic tasks. It is essential to master these tasks in order to be prepared for the more advanced options that are covered later on this book. If you are studying for the exam and have worked with *Word* before, it is still a good idea to quickly read through this chapter and review these basic tasks.

In this chapter you will learn how to:

- open *Word*;
- use the Ribbon;
- type a text;
- use the automatic spell checker and AutoCorrect;
- insert symbols and special characters;
- adjust the line spacing and paragraph spacing;
- save and close a document;
- open a practice text;
- select words, lines, sentences, and paragraphs;
- view hidden formatting symbols or marks;
- edit the fonts;
- undo actions;
- highlight text;
- copy, cut, and paste;
- use the *Clipboard* pane;
- insert text from another document;
- insert hyperlinks;
- open a new, blank document.

Please note:

In order to perform all the exercises in this book, you will need to download the corresponding practice files from the website accompanying this book, **www.visualstepsmosbooks.com/word2016-practicefiles.php** and save them to your computer. Instructions on how to do this are also available on this web page.

It is possible that your instructor has already downloaded the practice files on the computer you are using. They may have been saved in another folder. If you cannot locate the files, then kindly ask your instructor where the practice files have been saved.

1.3 Opening Word

This is how you open *Microsoft Word* in *Windows 10*. At the bottom of the screen:

⬭ **Click** ◉

⌨ **In the search box, type:** `word`

⬭ **Click** Word 2016 Desktop app

This is how you open *Word* in *Windows 8.1*:

⬭ **Click** ⊞

⌨ **Type:** `word`
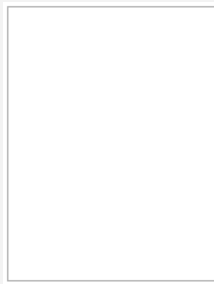
⬭ **Click** Word 2013

In *Windows 7*:

⬭ **Click** ⊛, ▸ All Programs, Microsoft Office, W Microsoft Word

When *Word* is opened, you will see this window:
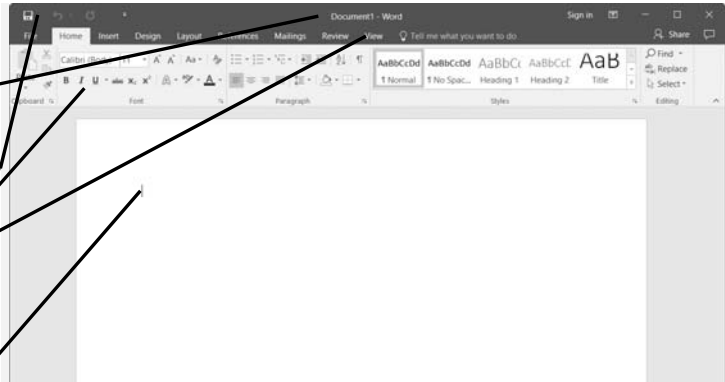
Open a blank document:

⬭ **Click** Blank document
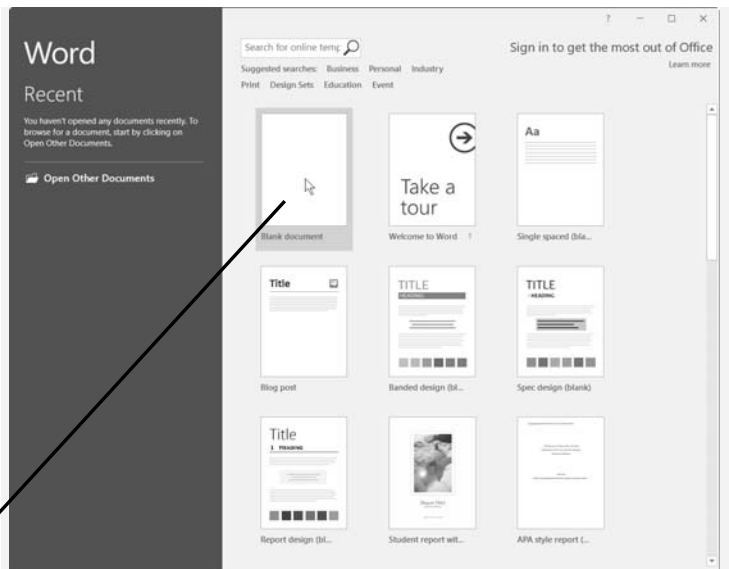
A new, blank document is opened in *Word*.

The title bar contains the name of the document:

You also see:
- the *Quick Access* toolbar
- the Ribbon
- the tabs

The main part of your screen shows a blank page, where you can type your text:

The top of the window looks a bit different in *Word 2013*:

This will not affect the work you will be doing with this book. If there is a noticeable difference between versions of *Word*, it will be mentioned in the steps accompanying a particular task.
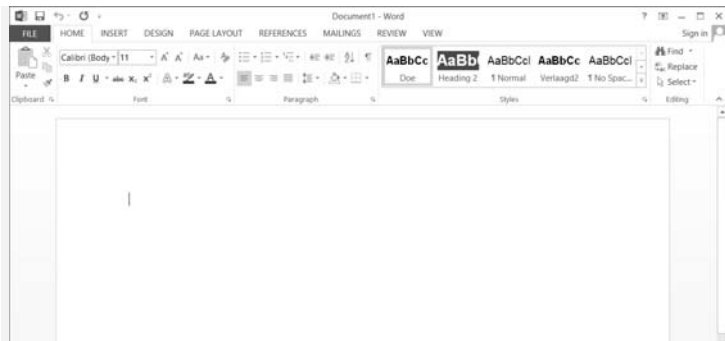
HELP! I see different windows.

When you open an *Office* suite program for the first time, you will see a number of different windows. For example, you may need to decide whether information is sent:

☞ **Click the radio button** ⦿ **by** No thanks

☞ **Click** Accept

Choose the default file type:

☞ **Click the radio button** ⦿ **by** Office Open XML formats

☞ **Click** OK

If necessary, close the Welcome window that appears:

☞ **If necessary, click** ✕

1.2 The Ribbon

The Ribbon is designed to quickly help you find the commands you need while editing your documents. Take a good look at the Ribbon on your computer screen:

The Ribbon consists of a
number of tabs:

Each tab is subdivided into
logical groups. A group
contains commands that
belong to each other:

By clicking a tab, the
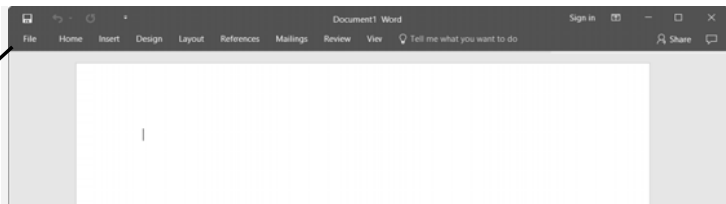matching groups of
commands are displayed.
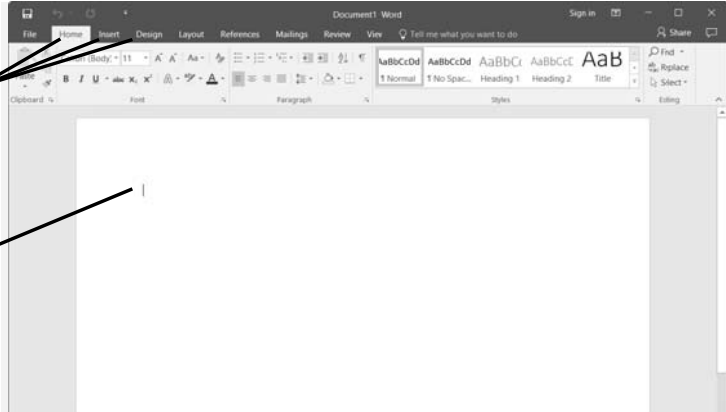
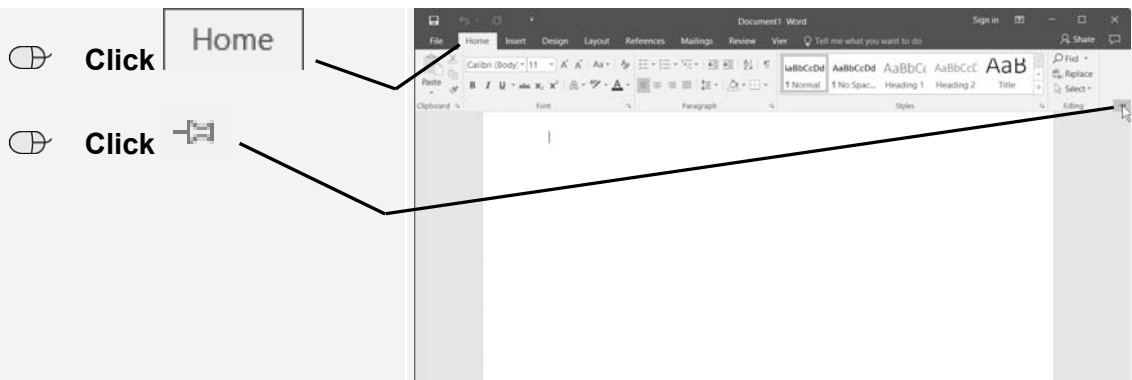If you need more workspace, you can collapse (minimize) the Ribbon temporarily:

☞ **Click** ⌃
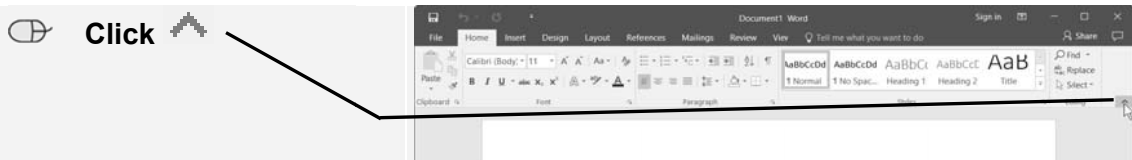
Here you see that the Ribbon
has almost vanished:

You can only see the names
of the tabs.

You can show the full Ribbon again:

☞ **Click** Home

☞ **Click** 📌

🩹 HELP! The Ribbon looks different on my own screen.

The manner in which the groups in the Ribbon are displayed also depends on the size of your screen. The Ribbon adapts automatically to the resolution you have set up, and to the size of the *Word* window. The bigger your screen and the higher the resolution, the more information the Ribbon can contain.

On a high-resolution monitor – starting at a width of 1600 pixels – the Ribbon will be fully displayed:
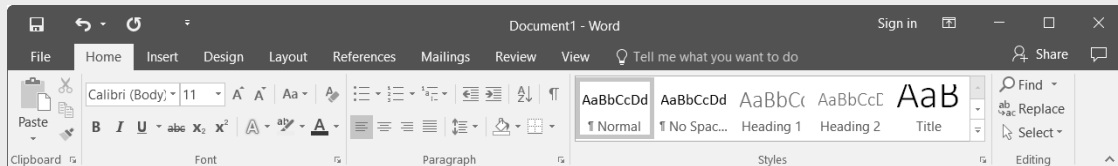
On a monitor with a low resolution – 1024 pixels wide – the Ribbon looks a bit different:
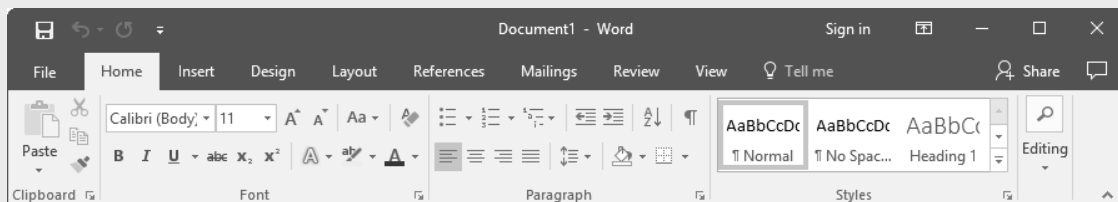
You can see that all the groups are still there, but some of the options are hidden.

The screenshots in this book have been made with a resolution of 1280 pixels wide. If you are using a different resolution, the Ribbon may look different on your own computer. In some cases, you may need to click the small bottom arrow by a particular group to see the additional options.

1.3 Typing a Text

In this book, we assume that you are somewhat familiar with the keyboard, and are able to do the following things:

Type letters, blank spaces, and numbers.	
Type capital letters and punctuation marks.	Shift
Delete a typed error.	Backspace ⟵ or Delete
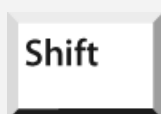
Extra Exercises

Foreword

This workbook is essential in preparing for the Microsoft Office Specialist® exam (MOS).

Once you have worked through the first chapters of this book, you will know how to perform the necessary actions in *Word*. However, this does not mean that all actions have been mastered. The many exercises in this book allow you to practice even further with various types of assignments or tasks.

This additional training will ensure that you have the best possible preparation for the exam!

We wish you a lot of success with the exercises in this book and with the exam.

Studio Visual Steps

How to Use This Book

This book contains exercises to prepare you for the MOS exam *Word*. The exercises are subdivided into footsteps exercises, do-it-yourself exercises and MOS exam exercises.

Footsteps Exercise

In this type of exercise all actions are marked by a footstep icon $\mathcal{O}\!\mathcal{O}^{1}$. This means the actions have already been handled earlier in the textbook. If you do not know how to perform an action, you can learn how to do so by looking for the corresponding number written next to the footstep icon in the appendix *How Do I Do That Again?* at the end of the book.
At the end of each exercise, reference is made to a file to compare the result with the program window, so you will see if you have done the exercise correctly. The final result files can be found in the practice files folder.

Do-It-Yourself Exercise
In this type of exercise, the required actions are not accompanied by the footstep icons. It is now expected that you can perform the necessary actions without the need of the footsteps. At the end of each exercise, reference is made to a file to compare the result with the program window. This will help you to see if you have done the exercise correctly.

MOS Exam Exercise
This exercise trains you through a simulation that is set on your PC. In this way, you get acquainted with how a MOS test will look like and be prepared for the test environment. At the end of the exercise, reference is made to a file to compare the result with the program window. You will be able to see right away if you have done the exercise correctly. On page 292 you can read how to do these exercises step by step.

The Website and Supplementary Materials

This book is accompanied by the website
www.visualstepsmosbooks.com/word2016.php. The website features practice files
and supplementary materials that you can download. Check the website often to see if
there are any additions or errata published for this book.

Practice files
The practice files used in this book can be downloaded from
www.visualstepsmosbooks.com/word2016-practicefiles.php. If these practice
files are not yet on your computer, you will need to copy them first to your *(My)
Documents* folder. A PDF file on the website explains how to do this. Carefully follow
the instructions in the PDF file! If you do not do this, the practice files may end up in
the wrong folder.
If you are working through this book at a school or other educational facility, then
kindly ask your instructor where the practice files are located on the computer you are
working on.

Results
The exercises in this books are accompanied by result files. You can use these files
to check if you have done the exercises correctly. The result files are located in the
practice files folder which can be downloaded from the web page listed above.
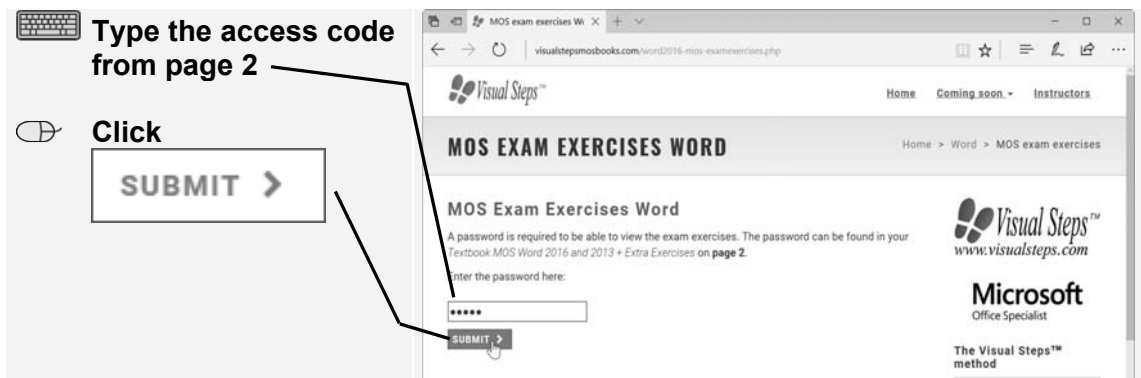
The MOS Exam Exercises

You can open the MOS exam exercises on the website for this book as follows:

☞ **Open the browser *Edge* or *Internet Explorer* on your desktop**

☞ **Open the web page**
www.visualstepsmosbooks.com/word2016-mos-examexercises.php

You will need to fill in the access code in order to open the MOS exam exercises:

⌨ **Type the access code**
from page 2

⟳ **Click**

SUBMIT >

You see the web page with the MOS exam exercises. Open an exercise:

⊖ Click
MOS exam exercise 1:
Working with Text
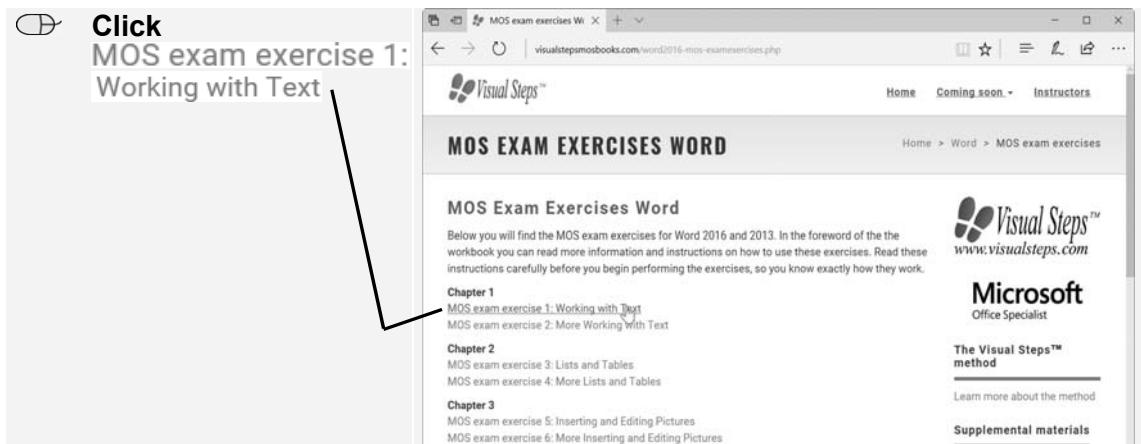
A new web page opens. This page contains links to the source files:

- ⓘ Instructions: opens a web page with instructions for the exercise.

- 🖼 Final result: Opens a web page with an image of the final result of the exercise. You can compare the picture on this page with your own result at the end of the exercise.

- 📄 Geography_and_climate_New_York.docx: This will open the *Word* file needed for the exercise. You may also see links to additional files such as images and text files.

We recommend that you open each of these pages in a new window. Then you can place them on your computer screen in the following way:

⌨ Press Shift

⊖ Click ⓘ Instructions

⌨ Release Shift
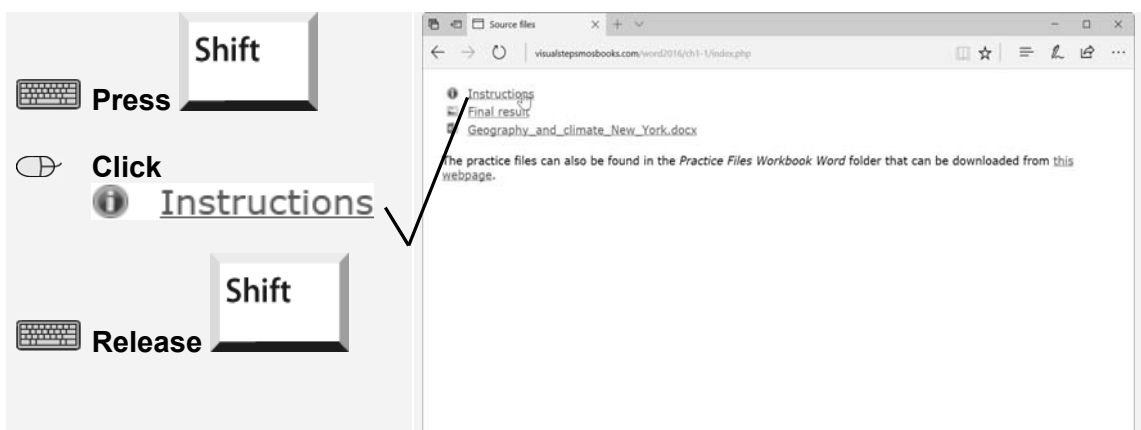
The new window with the instructions for the exercise opens on top of the current window. Drag this window down to the left corner of your screen:

🖐 **Drag the window down to the left corner of your screen**	

Reduce the size of the window:

🖐 **Place the pointer on the top right corner of the window**	

The pointer changes in ⤢ :
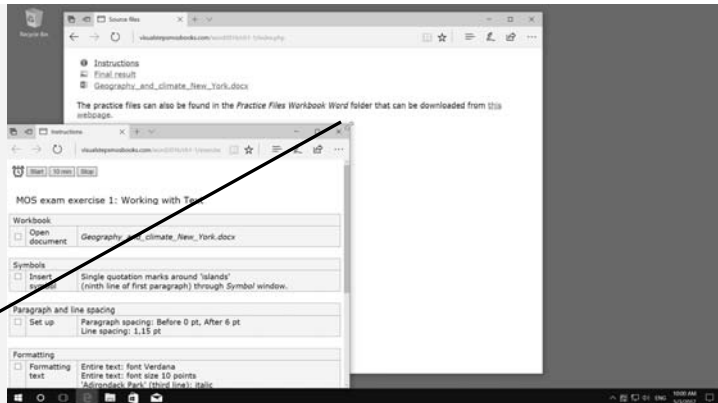
🖱 **Press the mouse button**	
🖱 **Drag the corner of the window downwards and to the left until it is as about a quarter or less of your screen's width**	
🖱 **Release the mouse button**	
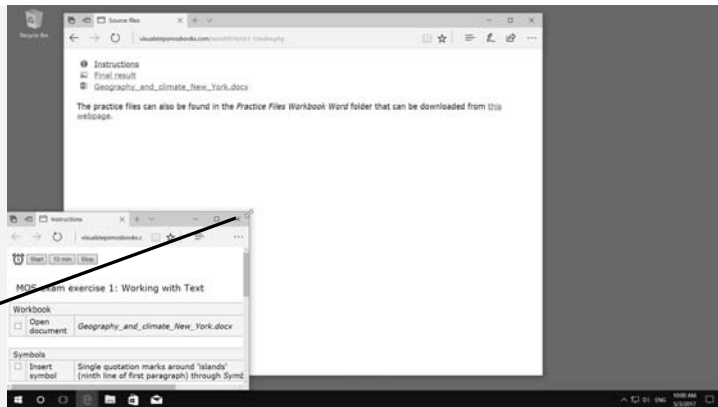
Open another window:

🖱 **Click the bottom window**	
⌨ **Press** Shift	
🖱 **Click** Final result	
⌨ **Release** Shift	
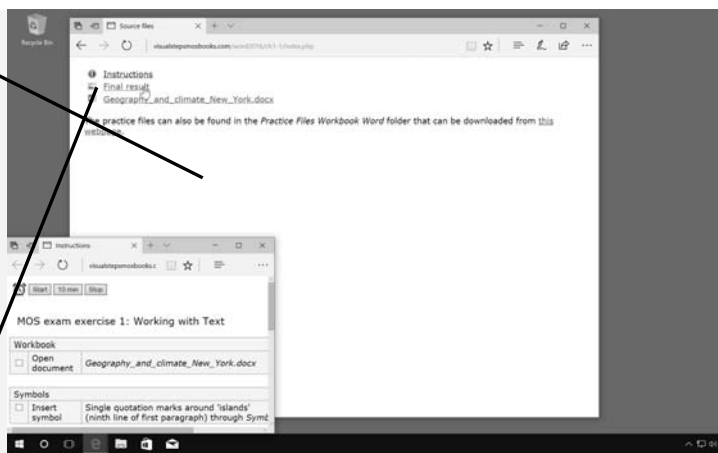
You see the window with a picture of the final result of the exercise. Place this window at the bottom center of your screen:

⊕ **Reduce this window**

⊕ **Place the window at the bottom center of your screen**

Now you can open the exercise file:

⊕ **Click the large window**

⊕ **Click**
   Geography_and_climate_New_York.docx
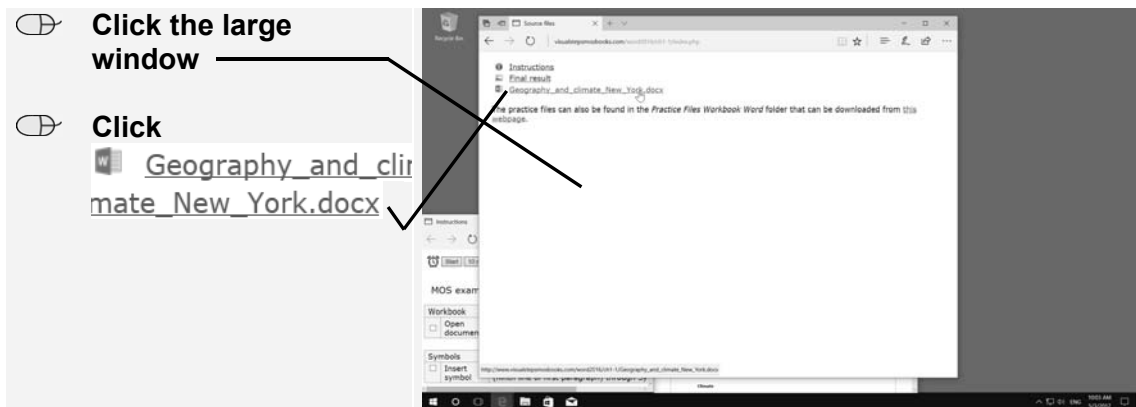
The file is downloaded from the Internet. This may take a while. At the bottom of the window a bar appears:

⊕ **Click**

   Open

You may first see a button with save. If so, click

   Save
.
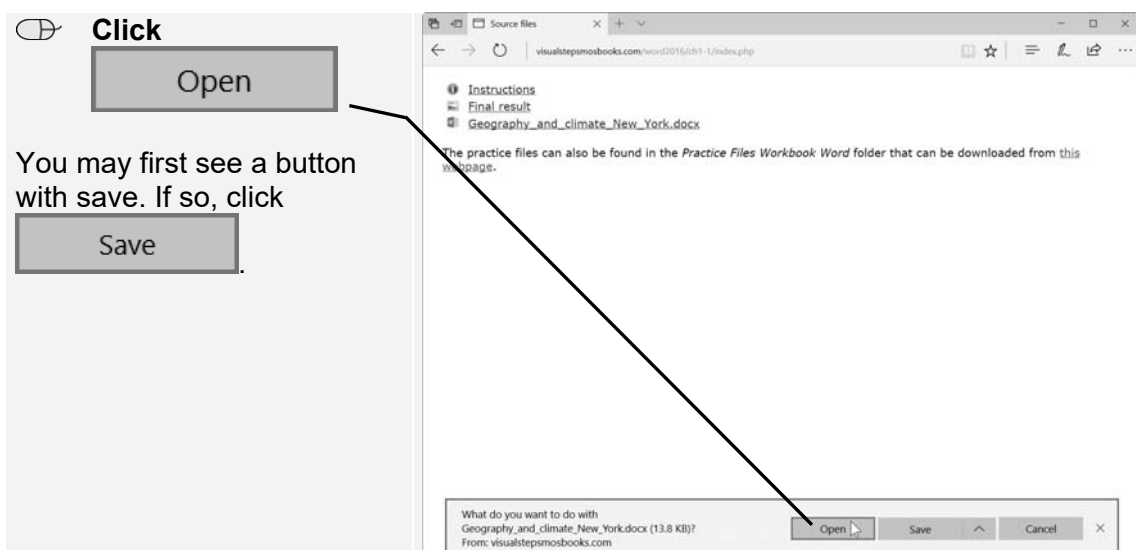
The *Word* window opens. The file appears in Protected View because you have downloaded it from the Internet. You can turn the protected view off:

⬭ **Click**

Enable Editing
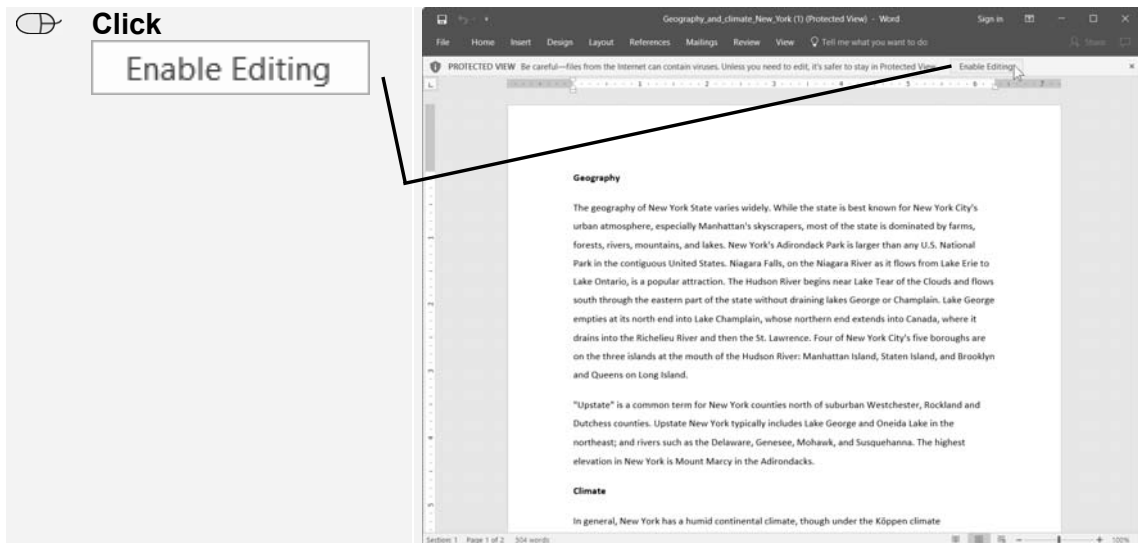
Allow the *Word* window to fill the entire width of the top of your screen:

⬭ **Resize the window**

⬭ **Move the window to the top of the screen**
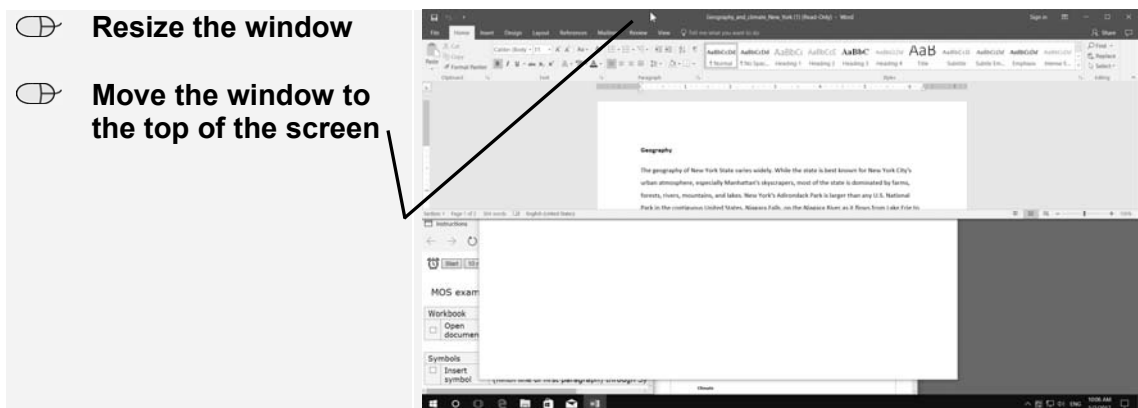
Place the window with the source files at the bottom right of your screen:

⬭ **Click the window**

⬭ **Reduce the size of the window**

⬭ **Move the window to the bottom right of the screen**
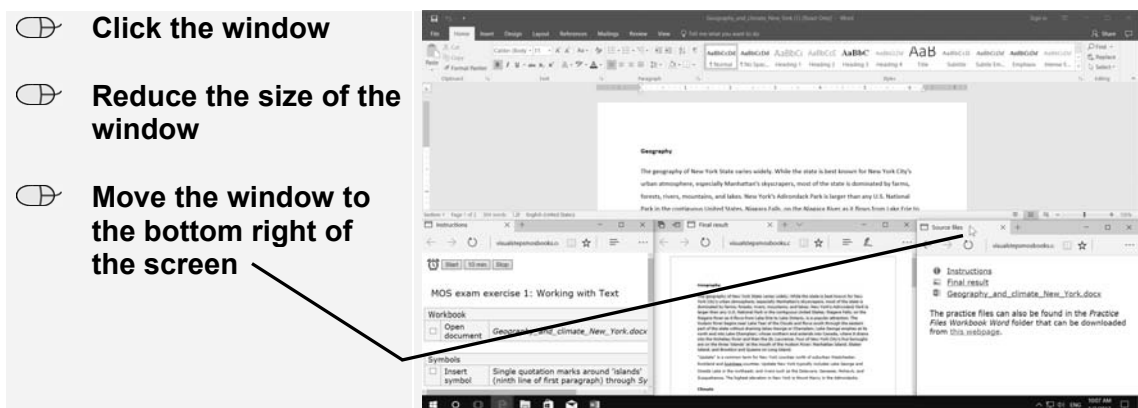
Now your screen looks almost the same as during the MOS exam. During the exam you will be expected to do the following:

1. Perform the actions described in the window at the bottom left side of the screen in the *Word* window at the top.

2. If you have finished the exercise, you can compare your *Word* window with the final results shown in the small window in the center of your screen.

3. When you are completely done you can close all windows by clicking the ✕ in the top right corner of each window.

✚ HELP! I have a small screen.

If you have a small screen, the setup as described above is not very convenient. In that case, it is better to place the *Word* window on the left side of the screen and the instructions window on the right or vice versa. The windows will then be displayed larger.
You can minimalize the windows with the final result and the source files. They will still remain open and you just need to click the taskbar button to view them again. You can set up your screen as follows:

☞ **Click — in the center window**

Do the same for the window on the right:

☞ **Click — in the right window**
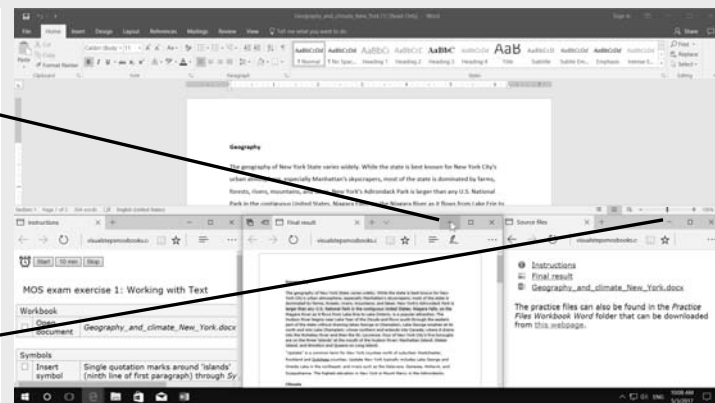
Now place the window with the instructions on the right hand side of your screen, as shown here:

☞ **Resize the instruction window**

☞ **Place the window on the right hand side of your screen**
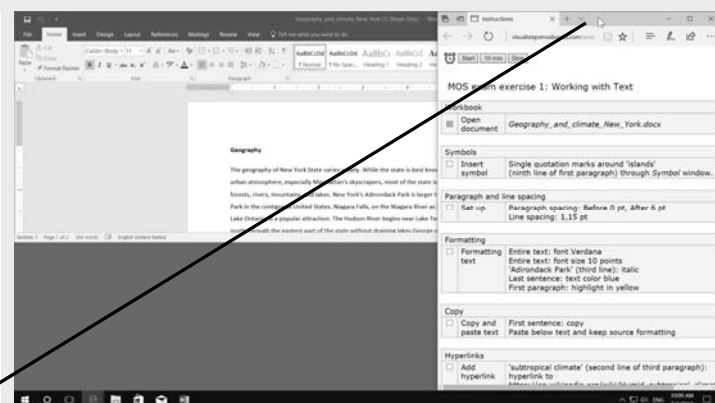
- Continue on the next page -

Place the *Word* window on the left hand side of your screen, as shown here:

⊕ **Click the *Word* window**

⊕ **Resize the window**

⊕ **Place the window on the left side of your screen**
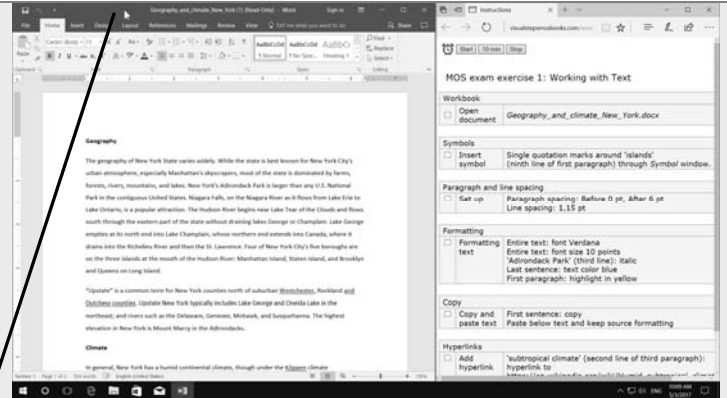
You can now carry out the instructions from the window on the right into the *Word* window on the left. When you have finished the exercise, click on the taskbar and then on the window with the result. Compare the result window with your own *Word* window.

When you are completely done you can close all windows by clicking the ✕ in the top right corner of each window.

➡ Please note:

You can open the necessary *Word* files by clicking the hyperlink on the web page with the source files, such as Geography_and_climate_New_York.docx. But you can also find these files in the practice files folder which can be downloaded from the website **www.visualstepsmosbook.com/word2016-practicefiles.php**. It will save you some time performing the exercises, if you have these files already downloaded to your computer. For example, some exercises require insertion of an image or the retrieval of data from a text (.CSV) file. It also takes a little more time to download an *Word* file from the Internet than to open one from your computer.

1. Creating and Editing Text

In Chapter 1 of the Textbook, we covered most of the basic tasks that can be done in *Word*, such as entering and editing text. You can test and increase your expertise a little further by performing the following exercises.

Footsteps Exercise 1: Working with Text

🕐 15 minutes

☞ Open *Word* 🐾[9] and open a new, blank document. 🐾[10]

☞ Open the *Paragraph* window. 🐾[19]

☞ Increase the paragraph spacing to 12 points 🐾[20] and the line spacing to 1.5 points. 🐾[21]

☞ Type the following text:

The City of New York, often called New York City or simply New York, is the most populous city in the United States. Located at the southern tip of the state of New York, the city is the center of the New York metropolitan area, one of the most populous urban agglomerations in the world. A global power city, New York City exerts a significant impact upon commerce, finance, media, art, fashion, research, technology, education, and entertainment, its fast pace defining the term New York minute.

☞ Begin a new paragraph 🐾[14] and type the following text:

New York has been described as the cultural and financial capital of the world. The city's securities industry, continues to form the largest segment of the city's financial sector and an important economic engine, accounting in 2012 for 5 percent of the city's private sector jobs.

☞ Delete the word 'percent'. 🐾[43]

☞ Insert the '%' symbol 🐾[44] and type a blank space.

☞ Save the document with the name *New York* in the (*My*) *Documents* folder. 🐾[17]

☞ Place the cursor at the end of the text and begin a new paragraph. 🐾[14]

☞ Insert the text from the practice file *Geography_and_climate_New_York.docx* from the *Practice Files Workbook Word* folder. 🐾[40]

☞ Select the entire text $\mathscr{Q}^{18}$ and change the font to *Verdana*. $\mathscr{Q}^{22}$

☞ Change the font size to 9 points. $\mathscr{Q}^{23}$

☞ Undo the selection. $\mathscr{Q}^{45}$

☞ Select the heading 'Geography' $\mathscr{Q}^{3}$ and change the font size to 10 points. $\mathscr{Q}^{23}$

☞ Select the heading 'Climate' $\mathscr{Q}^{3}$ and change the font size to 10 points. $\mathscr{Q}^{23}$

☞ Select the words 'Niagara Falls' $\mathscr{Q}^{7}$ and change the font type to italic. $\mathscr{Q}^{24}$

☞ Select the first line $\mathscr{Q}^{1}$ and change the font type to bold. $\mathscr{Q}^{25}$

☞ Select the last sentence of the second paragraph $\mathscr{Q}^{4}$ and change the text color to green. $\mathscr{Q}^{27}$

☞ Select the third paragraph $\mathscr{Q}^{2}$ and highlight the text in green. $\mathscr{Q}^{6}$

☞ Select the last two lines of the first paragraph $\mathscr{Q}^{28}$ and underline the text. $\mathscr{Q}^{26}$

☞ Undo the last two actions $\mathscr{Q}^{5}$ and save the changes. $\mathscr{Q}^{29}$

☞ Select the first sentence $\mathscr{Q}^{4}$ and copy the selection. $\mathscr{Q}^{30}$

☞ Place the cursor at the end of the text and start a new paragraph. $\mathscr{Q}^{14}$

☞ Paste the selection and preserve the source formatting. $\mathscr{Q}^{31}$

☞ Use the *Paste Options* window to change the pasting method to *Keep Text Only*. $\mathscr{Q}^{36}$

☞ Open the *Clipboard* pane. $\mathscr{Q}^{34}$

☞ Select the words 'New York' in 'New York City' on the first line $\mathscr{Q}^{7}$ and cut the selection. $\mathscr{Q}^{33}$

☞ Select the second line $\mathscr{Q}^{1}$ and copy the selection. $\mathscr{Q}^{30}$

☞ Place the cursor in the first line and paste the element you have cut with the option *Keep Source Formatting*. $\mathscr{Q}^{31}$

☞ Close the *Clipboard* pane. $\mathscr{Q}^{37}$

☞ Select the words 'Niagara Falls' $\mathscr{Q}^{7}$ and insert a hyperlink to
https://en.wikipedia.org/wiki/Niagara_Falls,_New_York $\mathscr{Q}^{38}$

☞ Open the document *Result Footsteps Exercise 1* 🐾**47** and compare this to your own document.

☞ Close the *Result Footsteps Exercise 1* document. 🐾**48**

☞ Close the *New York* document and save the changes. 🐾**46**

☞ Close *Word*. 🐾**42**

Do-It-Yourself Exercise 1: Working with Text

🕐 10 minutes

☞ Open *Word* and open a new, blank document.

☞ Type the following text:

Kruger National Park is one of the largest game reserves in Africa. It covers an area of 19,485 square kilometers (7,523 sq mi) in the provinces of Limpopo and Mpumalanga in northeastern South Africa, and extends 360 kilometers (220 mi) from north to south and 65 kilometers (40 mi) from east to west.

☞ Begin a new paragraph and type the following text, including the typos:

This park is not only known for its siize, but also for its great variety of animal species. Of these, the so-called 'Big Five' are the most famous: the lion, the buffalo, the leopard, the rhinoceros, and the african elephant.

☞ View the spelling suggestions for 'siize' and 'african' and select the correct spelling.

☞ Select the entire text and use the ribbon to decrease the line spacing to 1.0 points.

☞ Open the *Paragraph* window and increase the paragraph spacing to 14 points.

☞ Select the words 'South Africa' in the first paragraph and insert a hyperlink to **https://en.wikipedia.org/wiki/South_Africa**

☞ Open the hyperlink and then close the Internet browser.

☞ Save the document with the name *Kruger Park* in the (*My*) *Documents* folder.

☞ Display the hidden symbols.

☞ Place the cursor at the end of the text and begin a new paragraph.

☞ Insert the text of the practice file *History_Kruger_National_Park.docx*.

☞ Hide the hidden symbols.

☞ Select the entire text and change the font to *Arial*.

☞ Change the font size to 10 points.

☞ Select the words 'Kruger National Park' on the first line and copy it.

☞ Place the cursor at the beginning of the text and begin a new paragraph.

☞ Place the cursor in the new paragraph and paste the selection.

☞ Select the first words 'Kruger National Park' and change the font type to bold.

☞ Select the first sentence of the first paragraph and change the font type to italic.

☞ Select the word 'animal species' in the second paragraph and underline the text.

☞ Select the second paragraph and highlight the text in red.

☞ Undo the last action.

☞ Select the second line of the second paragraph and change the text color to red.

☞ Select the last paragraph and cut the selection.

☞ Place the cursor at the end of the second paragraph and begin a new paragraph.

☞ Paste the selection with the option *Keep Source Formatting*.

☞ Use the *Paste Options* window to change the pasting method to *Merge formatting.*

☞ Open the *Result Do-It-Yourself Exercise 1* document and compare this to your own document.

☞ Close the *Result Do-It-Yourself Exercise 1* document.

☞ Close the document *Kruger Park* and save the changes*.*

☞ Close *Word.*

Do-It-Yourself Exercise 2: More Working with Text

🕑 10 minutes

☞ Open *Word* and open a new, blank document.

☞ Hide the ribbon for a moment, then show the ribbon again.

☞ Type the word: `Mars`

☞ Begin a new paragraph and type the following text:

```
Mars is the fourth planet from the Sun and the second smallest
planet in the Solar System, after Mercury. Named after the
Roman god of war, it is often referred to as the "Red Planet"
because the iron oxide prevalent on its surface gives it a
reddish appearance.
```

☞ Select the first word 'Mars' and change the font type to bold.

☞ Select the first paragraph and change the font type to italic.