Using Microsoft Word

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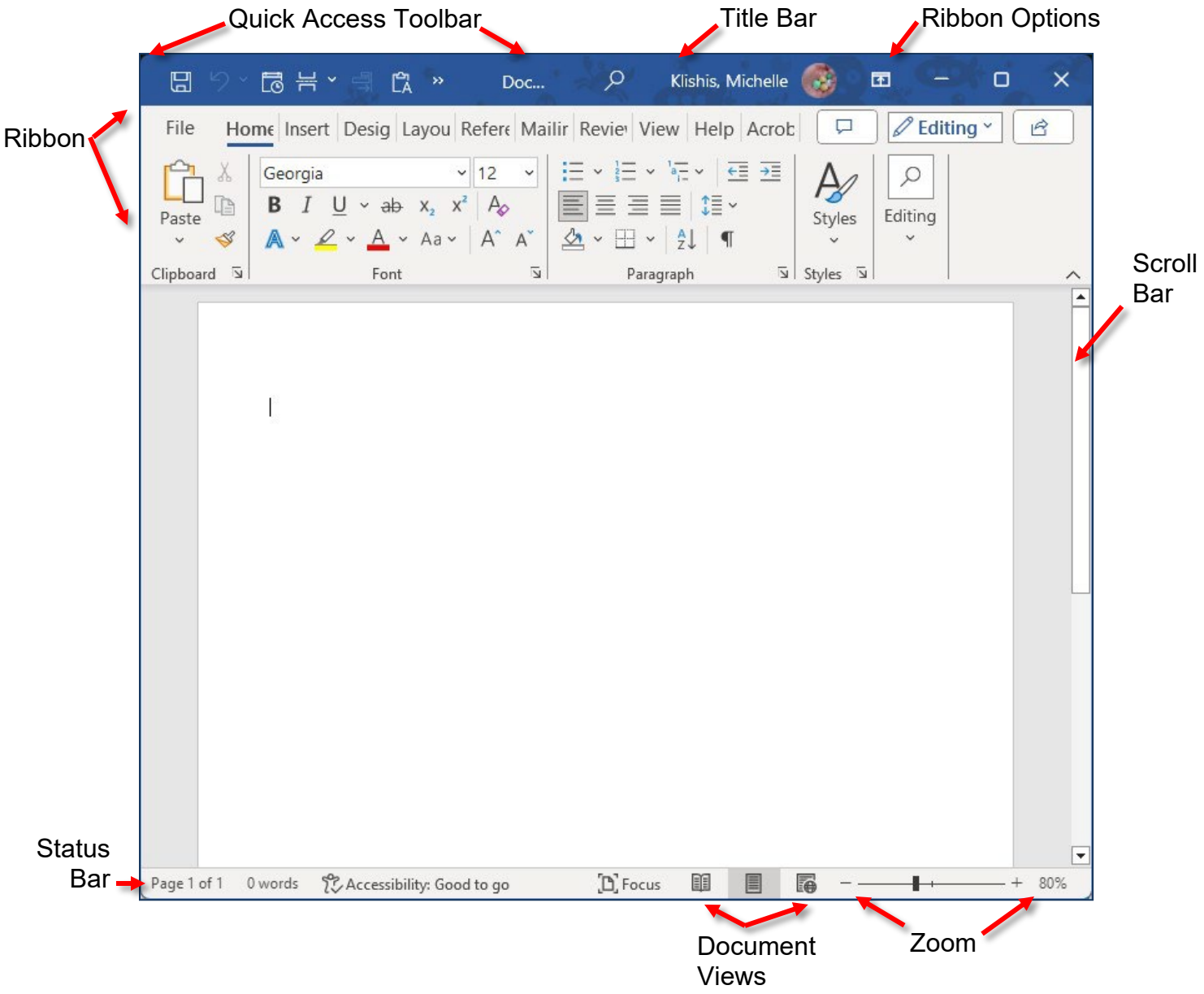
Updated: March 13, 2025

As with most computer software programs, there are usually multiple ways to do the same thing.

Don't let anyone tell you that you are doing something "wrong" if it works and you can remember it.

The Word Screen

All programs in the Office suite have a similar layout. We'll use Word here as an example, but the basics are the same across all the programs, as well as across most of the Windows OS.



Quick Access Toolbar	Personalized frequently used commands
Ribbon	The collection of commands; Each tab contains related commands
Ribbon Options	Changes the display of the ribbon
Scroll	Move through the document
Status Bar	Information about the document
Title Bar	The name of the document
Zoom	Changes the size of the displayed document

Document View Buttons

The Status Bar contains buttons that allow you to switch between the different document views. These view options are also accessible from the View tab of the ribbon.

The document view buttons are Read Mode, Print Layout, and Web Layout. You will probably spend most of your time in Print layout view.

Selecting Text

You will often need to select chunks of text to change their formatting or location. There are multiple ways to select text.

Selecting with the Arrow Keys

Selecting Characters

- Place the cursor at the beginning of the text to be selected.
- Press and hold the **Shift** key.
- Press the **right** or **left arrow** key to highlight text one character at a time.
- Press the **up** or **down arrow** key to select one line of text at a time.

Selecting Whole Words

1. Use the keyboard command **Ctrl + Shift + left/right arrow**.

Selecting Whole Paragraphs

1. Use the keyboard command **Ctrl + Shift + up/down arrow**.

Selecting with the Mouse

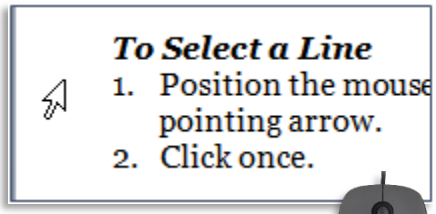
Selecting a Whole Word

1. **Double click** in the word to be selected.

Selecting a Paragraph

1. Position the mouse in the **left** margin beside the paragraph to be selected. The cursor changes to a right pointing arrow.
2. **Double click**.

Selecting a Line



1. Position the mouse in the **left** margin beside the line to be selected. The cursor changes to a right pointing arrow.
2. **Left click** once.

Selecting a Sentence

1. Hold the **Ctrl** key and click in the sentence to be selected.

Selecting the Entire Document

1. Select the **Home** tab. At the far right of the ribbon, in the **Editing** section, choose **Select** and then **Select All**.

   OR

   Use the keyboard command **Ctrl + A**.

Deselecting Text

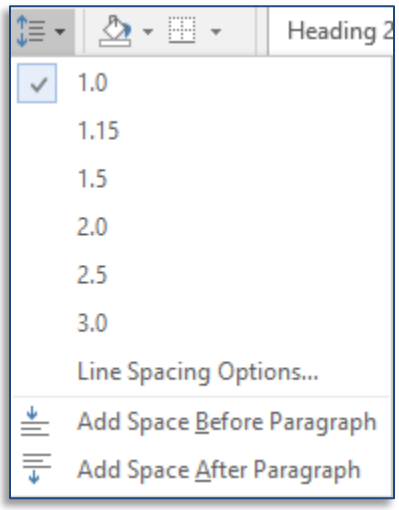
1. Press one of the **arrow** keys.

OR

1. Click the left mouse button outside of the selected area.

Line Spacing

Line spacing is the distance between lines in your document. Most formal documents use single line spacing. School papers and drafts of articles often use double line spacing, so comments can be written between the lines.



Changing Line Spacing

1. Select the text to be modified. If the line spacing for the entire document is to be changed, select the entire document.
2. In the Paragraph section of the Home tab, click the **Line Spacing** button, then select the desired line spacing. If the option you want is not available, select **Line Spacing Options**.

Paragraph Alignment

Alignment reflects how the paragraphs are laid out on the page and how they fit along the margins.

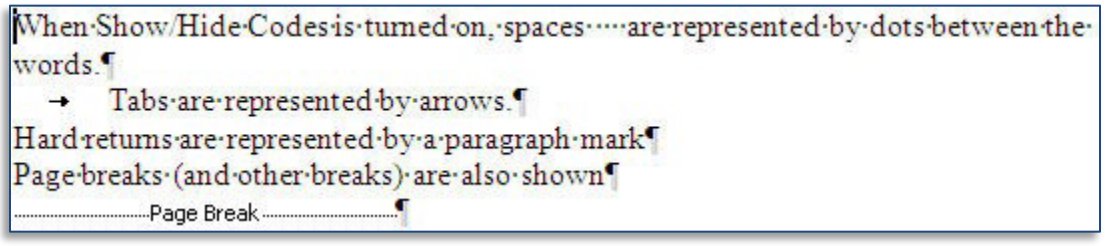
Changing Paragraph Alignment

1. Select the text to be modified. If the alignment of the whole document is to be changed, select the entire document. (Ctrl + A)
2. In the Paragraph section of the **Home** tab, select one of the Alignment buttons:

   Left, **Center**, **Right**, or **Justify**.

Show/Hide Codes

The Show/Hide Codes button toggles whether formatting marks are visible on the screen. These marks represent spaces, tabs, hard returns, and other formatting.

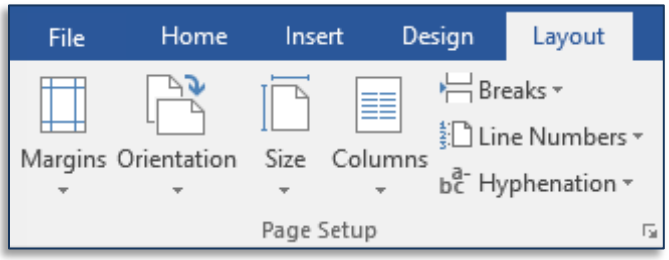


These codes are turned off and on with the Show/Hide Codes button on the Home tab of the ribbon.

Page Layout

Document layout and formatting commands are available from the Page Layout tab.

Setting the Page Orientation



1. On the Page Layout tab click the **Orientation** button and then select **Portrait** or **Landscape**.

Modifying the Margin Settings

1. On the Page Layout tab, click the **Margins** button, then select one of the options, or choose **Custom Margins**.

Setting the Paper Size

1. On the Page Layout tab, select the **Size** button, then select the desired paper size, or choose **More Paper Sizes**.

Page Breaks

There will often be times when you want a section of text to start at the top of the page. In Word, the command to force text onto a new page is called a page break.

To Create a Page Break

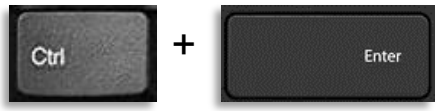
1. From the Insert tab, click the **Page Break** button.

OR

From the Page Layout tab, click the **Breaks** button and select **Page**.

OR

Use the keyboard command **Ctrl + Enter**.



Bullets and Numbering

Bullets and numbering are used to emphasize points in your document or to format brief lists. Lists can be created as you type, or list formatting can be applied to already existing text.

Creating a List from Existing Text

1. Select the text that is to be formatted as a list.
2. In the Home tab, click the **Bullets** or **Numbering** button.

Creating a List as You Type

1. In the Home tab, click the **Bullets** or **Numbering** button.

OR

1. For a numbered list, type in the number **1.** and press the **Tab** key or space bar.
2. Type in the first item on the list.
3. Press the **Enter** key on the keyboard. The next number or bullet is added.
4. To end the list, press the **Enter** key again.

Stopping Word from Creating a List from a Numbered Item

1. Type in your number and press **Tab**. Word realigns your line.
2. Press the **Undo** button.

OR

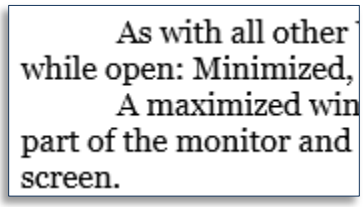
Use the keyboard command **Ctrl + Z**. Word will undo the automatic formatting.

Indents

An indent is the distance between the text and the margins. There are four types of indents: first line indents, hanging indents, left indents, and right indents.

First Line Indent

When you press the tab key to indent your first paragraph, Word automatically indents subsequent paragraphs.



Creating a First Line Indent from the Ribbon

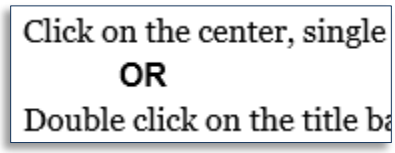
1. In the Paragraph section of the Home tab, click the arrow in the lower right corner.
2. The Paragraph dialog box opens. In the Indentation section, under **Special**, select **First line**.
3. Click **OK**.

Left and Right Indents

Left and right indents place distance between the text and the left and/or right margins.

Creating an Indent from the Ribbon

1. In the Paragraph section of the Home tab, click the arrow in the lower right corner.
2. In the Indenting section, in the spin box beside **Left** or **Right** select or type in the desired distance.
3. Click **OK**.



Using the Indent Icon

1. Select the text to be indented.
2. In the Paragraph section of the **Home** tab, click the **Increase / Decrease Indent** button.

Hanging Indents

A hanging indent keeps the first line of text flush with the margin and moves the remaining lines of text to the right.

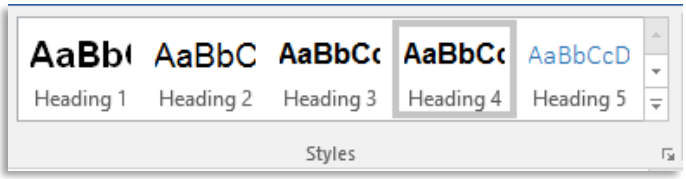
Creating a Hanging Indent with the Ribbon

1. In the Paragraph section of the Home tab, click the arrow in the lower right corner.
2. In the Paragraph dialog box, in the Indentation section, select **Hanging**.
3. Click **OK**.

Styles

Styles are a way of applying a set format to a line of text, and are available on the Home tab.

Applying Styles from the Ribbon

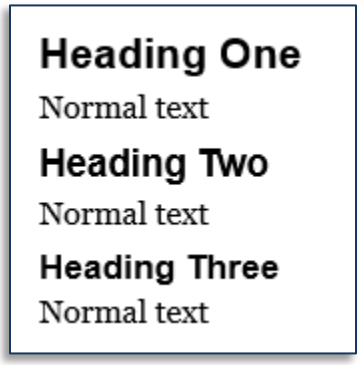


1. Select the text to be formatted.
2. In the **Styles** section of the Home tab, choose one of the Styles.

OR

1. Use the keyboard commands:

Heading 1	Alt + Ctrl + 1
Heading 2	Alt + Ctrl + 2
Heading 3	Alt + Ctrl + 3
Normal	Ctrl + Shift +N



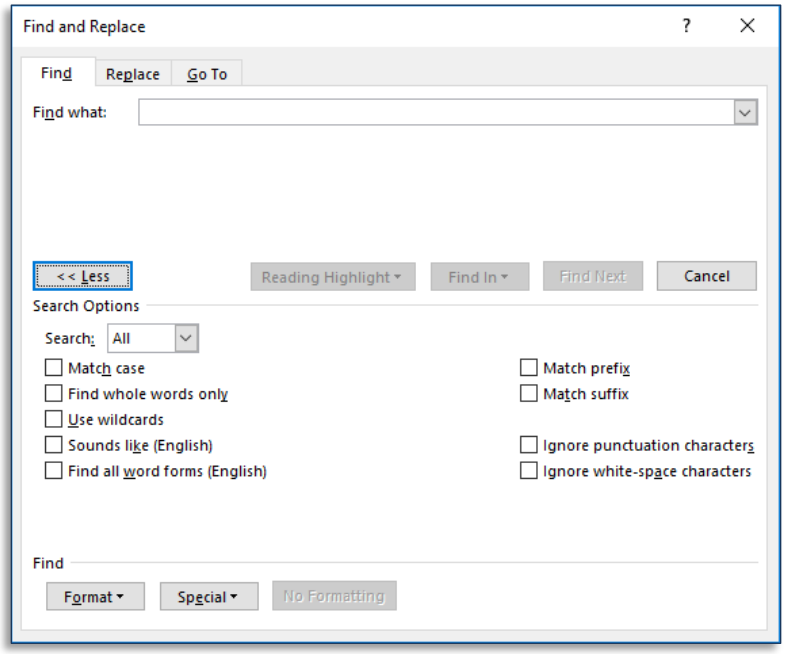
Find / Replace

If you are looking for anything beyond a word or phrase, or want to use the replace options, open Advanced Find.

1. Click the **Find** button or use the keyboard command **Ctrl +F**.
2. The Navigation pane opens to the left. Beside the text box click the triangle.
3. From the menu select **Advanced Find**.

OR

1. Use the keyboard command **Ctrl + H**.
2. The Find and Replace dialog box opens. Click the **More** button to see further options.



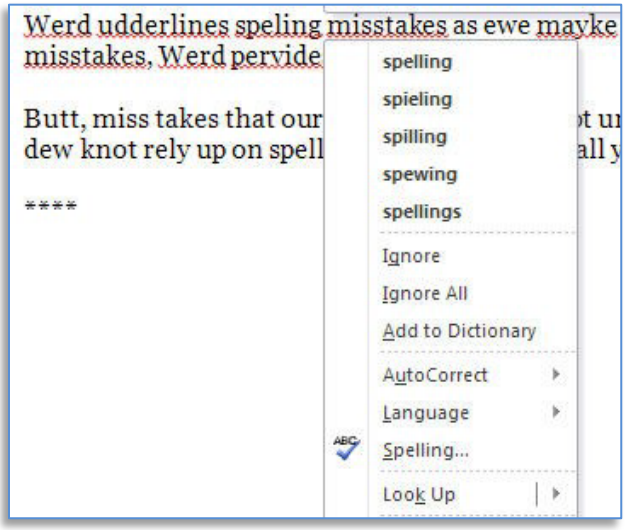
Match case	Looks for text exactly as it is typed into the **Find What** box, including capitalization.
Find whole words only	Searches for complete words. The option for find whole words only should almost always be selected when using find & replace.
Use wildcards	Allows you to search for parts of words or characters within a word, using the characters **?**, *, **[]**, and **[-]**.
Sounds like (English)	Searches for words that sound like the word in the Find what box.
Find all word forms	Searches for all forms of the word, such as bag, bagged, baggie, and bagging.
Match prefix	Match the prefix of the word.
Match suffix	Match the suffix of the word.
Ignore punctuation characters	Ignores punctuation when searching for a word or phrase.
Ignore white space characters	Ignores spaces between words and letters when searching for a word.
Format	Selects based on formatting, such as **Bold** or Highlighting
Special	Selects special characters such as Tabs or Paragraph breaks

Spell Check

Word automatically checks your document for errors as you type, and underlines duplicated and unrecognized words in red. You can then fix these mistakes as you write your document.

Correcting Mistakes as You Type

1. **Right click** on any word underlined in red.
2. From the context menu, select the correct spelling, if it is listed.
3. If the word is spelled correctly, you can choose **Ignore All** to ignore the word in the current document or **Add to Dictionary** to add the word to your custom dictionary.



Pictures

Pictures are placed into documents to clarify a section of text, to present data in graphical form, to entertain, etc. For instructions on how to add images to your document, please see the Office basics handout.

Formatting Pictures

By default, pictures are inserted "in line with text." This makes the image part of the sentence, and often makes it difficult to move images in the document. Word allows you to change the layout style so you can place images more precisely on the screen.

In line with text	Images appear in the same line as the text. Text does not wrap around the image. The image may be difficult to move in the document.
Square	Text wraps around the image; the image can be moved in the document with relative ease.
Tight	Text wraps around, with a smaller margin.
Behind text	Places the image behind the text.
In front of text	Places the image in front of the text.

Changing Image Layout

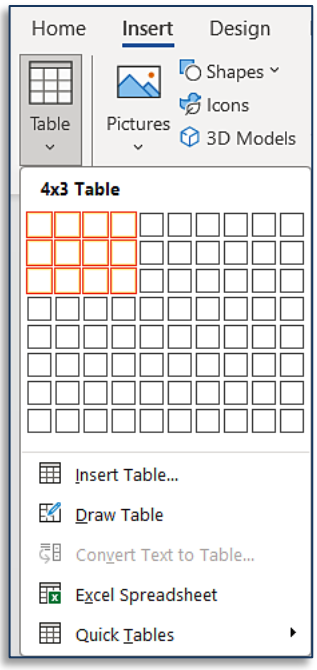
1. Click once on the image to select it. Select the **Picture Tools Format** tab.

   OR

   Double click on an image to bring up the Picture Tools Format tab in the ribbon.
   In the Arrange portion of the Format Pictures Tools tab, click the triangle beside **Wrap Text** and select the desired text wrapping. **Square** is typically the best choice if you need to move your image.

Tables

A table is an element composed of individual cells that have been arranged into rows and columns. Rows are the horizontal elements of a table, columns are the vertical elements of a table. Tables are most frequently used to present data in an easy to read manner.



To Create a Table

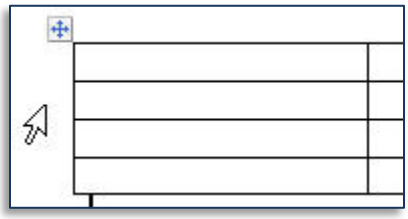
1. Select the **Insert** tab.
2. Click the **Table** button. A drop down menu appears. Highlight the desired number of rows and columns for your table and then click.

To Move in a Table

1. Press the **Tab** key to move to the right.
2. Press **Shift + Tab** to move to the left.
3. Press the **arrow keys** to move in the indicated direction.

Table Rows

To Select a Row



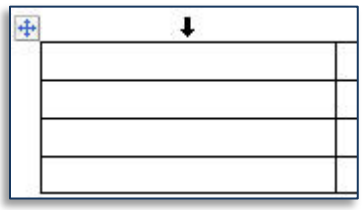
1. Place the cursor to the left of the table. When the cursor changes to a right pointing arrow, click to select the row to the right.

   OR

   Click and drag to select all the cells in a single row.

Table Columns

To Select a Column



1. Place your cursor directly over the column until the cursor changes to a small, black arrow. Click the left mouse button.

   OR

   Click and drag to select every cell in the column.

Table Tools Design Tab

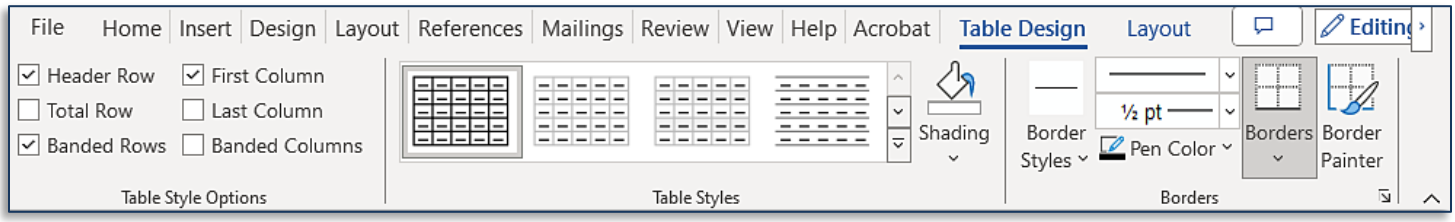
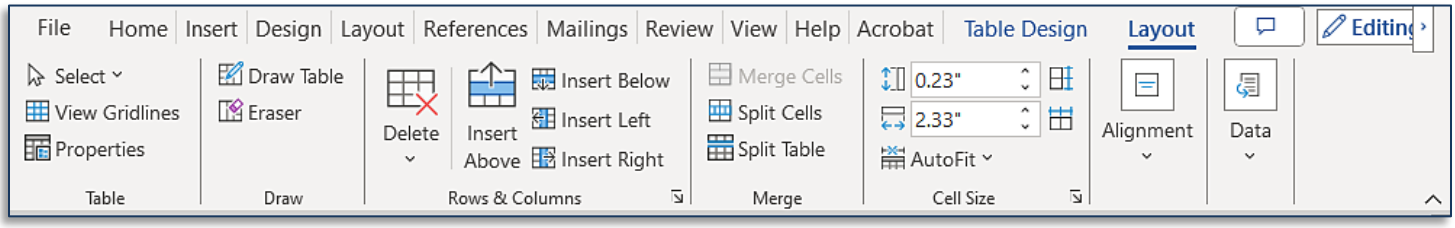


Table Tools Layout Tab



To Add Rows/Columns to a Table

1. When you have reached the last cell of the table, press the **Tab** key to create a new row.

OR

1. **Right click** in the row above or below which you want the new row to appear or select the column to the left or right of where the new column should appear. To insert multiples, highlight a number equal to the number to be inserted.
2. From the drop down menu select **Insert**, then **Insert Rows Above / Below** or **Insert Columns to the Right / Left**.

OR

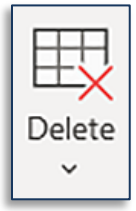
1. Highlight the row above or below/column to the left or right of which you want the new row to appear. To insert multiple rows, highlight a number of row equal to the number of rows to be inserted.
2. In the ribbon select the **Table Tools Layout** tab.
3. In the Rows & Columns section, select the desired option.

To Delete Rows/Columns from a Table

1. Select the rows/columns to be deleted.
2. **Right click** and choose **Delete Row(s)/Column(s)**.

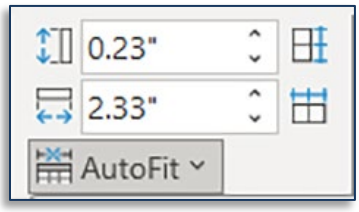
OR

1. Select the rows/columns to be deleted.
2. In the ribbon choose the **Table Tools Layout** tab.
3. Click the **Delete** button.
4. Select the desired option from the drop down menu.



Row Height and Column Width

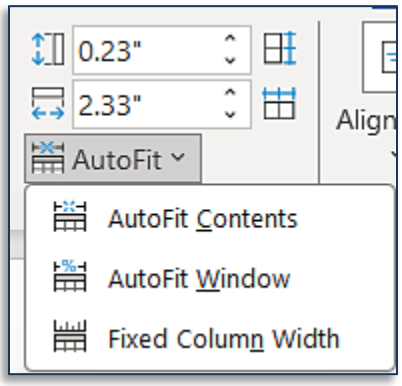
To Set Row and Column Size



1. Select the row or column (or entire table) to be formatted.
2. In the ribbon select the **Table Tools Layout** tab.
3. In the Cell Size section, change the height and width to meet your needs, or press the **AutoFit** button.

AutoFit

AutoFit automatically resizes the table to your specifications. There are three choices for AutoFit.



To Use AutoFit

1. Select the row or column (or entire table) to be formatted.
2. In the ribbon select the **Table Tools Layout** tab.
3. Press the **AutoFit** button.
4. From the drop down menu select the desired option.

OR

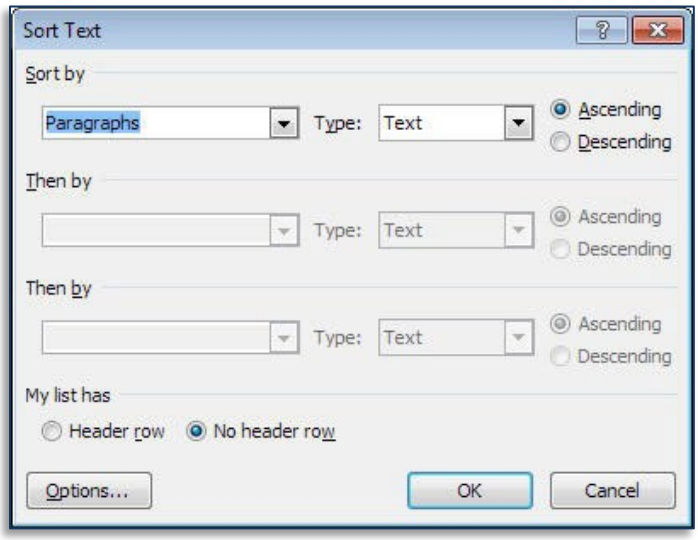
1. Select the row, column, or entire table to be formatted.
2. **Right click** and choose **AutoFit**.
3. From the drop down menu select the desired option.

Sort

Word allows you to sort both text and numbers.

To Sort a List

1. Select the terms to be sorted.
2. Select the **Home** tab.
3. Click the **Sort** button.
4. In the Sort Text dialog box, choose whether the data should be sorted as text or numbers, and then select Ascending or Descending.
5. Click **OK**.



Columns

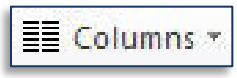
Newspaper style columns allow text to flow from the bottom of one column to the top of the next. Columns are useful when creating newsletters and brochures, or when working with long lists of short items in a document.
For example, the following text is divided into three columns:

Word I Word II Mail Merge	Excel I Excel II Pivot Tables	PowerPoint I PowerPoint II

Columns can be created for an entire document, or for selected portions of a document. Different sections of your document can have different numbers of columns. If only a portion of the document will be formatted with multiple columns, it may be easier to add the text that is to be placed in columns and then select and format that text.

Creating Columns from the Ribbon

1. Select the text that is to be formatted into columns, or place the cursor where the columns will begin.
2. Select the **Page Layout** tab.
3. In the Page Setup section, click the **Columns** button and select the desired number of columns.

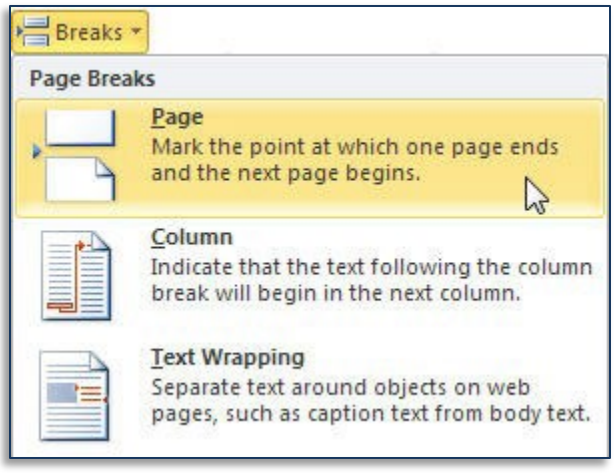


Column Breaks

Column breaks allow you to force text to appear at the top of the next column. This allows you to add text and images to later columns, without filling previous columns.

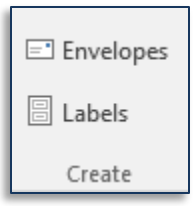
Creating a Column Break

1. Place the cursor where the new column should begin.
2. Select the **Page Layout** tab.
3. In the Page Layout section, click the **Breaks** button, then from the drop down menu choose **Column**.



Envelopes

Word allows you to print the delivery address and return address on an envelope. If you want to print multiple envelopes at one time, please see the Mail Merge documentation.

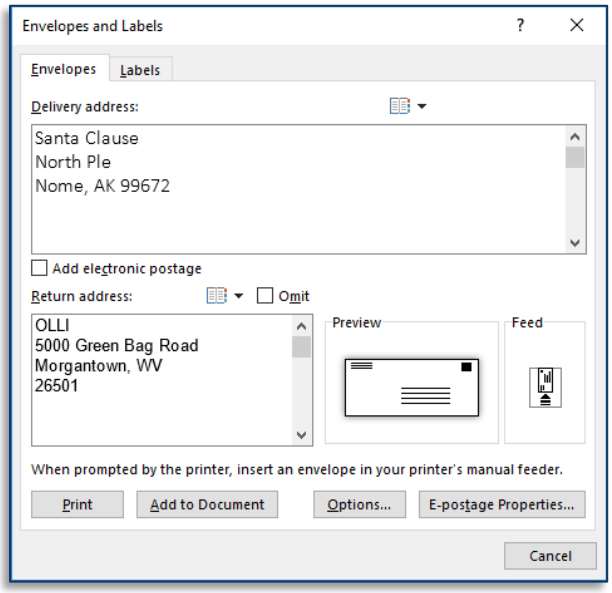


Creating and Printing an Envelope

1. Select the **Mailings** tab.
2. In the Create section click the **Envelopes** button.
3. In the Envelopes and Labels dialog box, type in the
4. **Delivery address** and the **Return address**.
5. To print a single envelope, press **Print**.

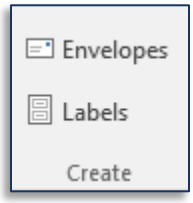
   OR

   To create a new document that can be saved and printed at a later time, press **Add to Document**.



Return Address Labels

Word allows you to create a full sheet of return address labels. To create labels for multiple addresses, please see the Mail Merge handout.

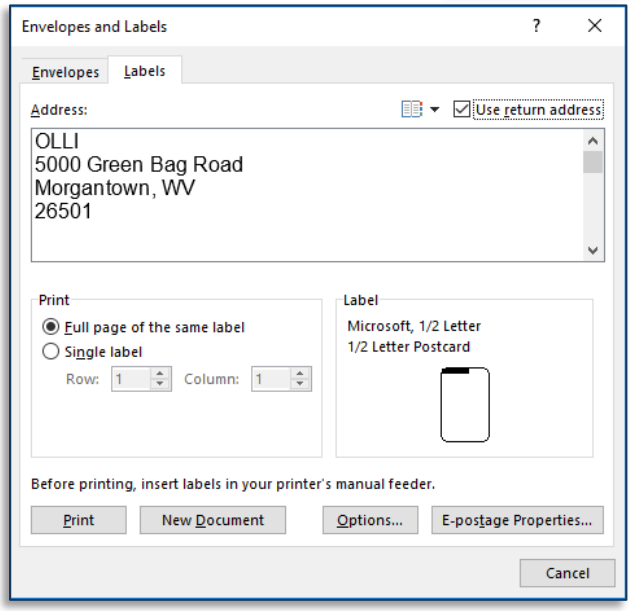


Creating Return Address Labels

1. Select the **Mailings** tab.
2. In the Create section click the **Labels** button.
3. In the Envelopes and Labels dialog box, type in the return address.
4. To change the label type, click once on the label. Then select a new label type from the list.
5. To print the labels immediately, press **Print**.

   OR

   To save the document to print later, click **New Document**.



Page Numbering

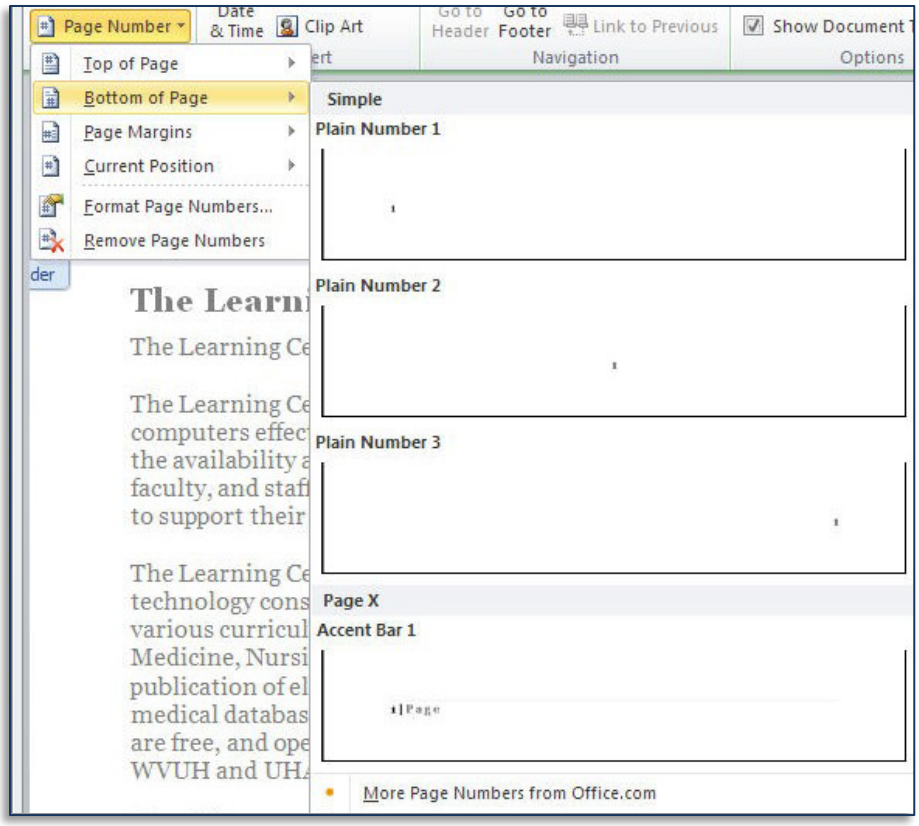
In Word, page numbering lives in the header/footer of the document.

To Create Page Numbering

1. In the Header and Footer tab

   OR

   In the Insert tab, click the **Page Number** button.
2. Select a location for the page number.
3. Choose a format for the page number.
4. The page number appears in the footer.
5. To return to the document, press the **Close Header and Footer** button on the ribbon.

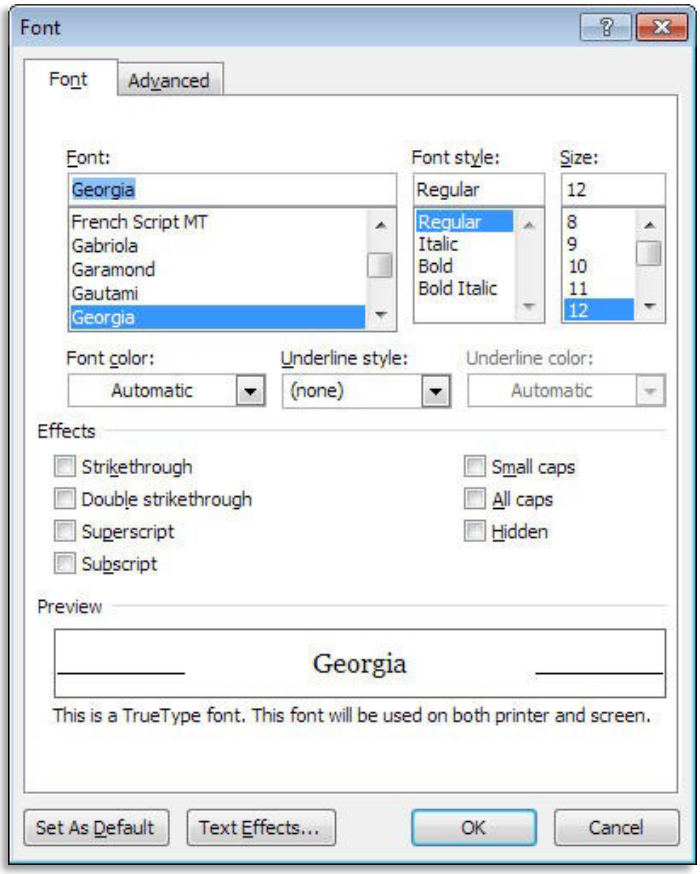


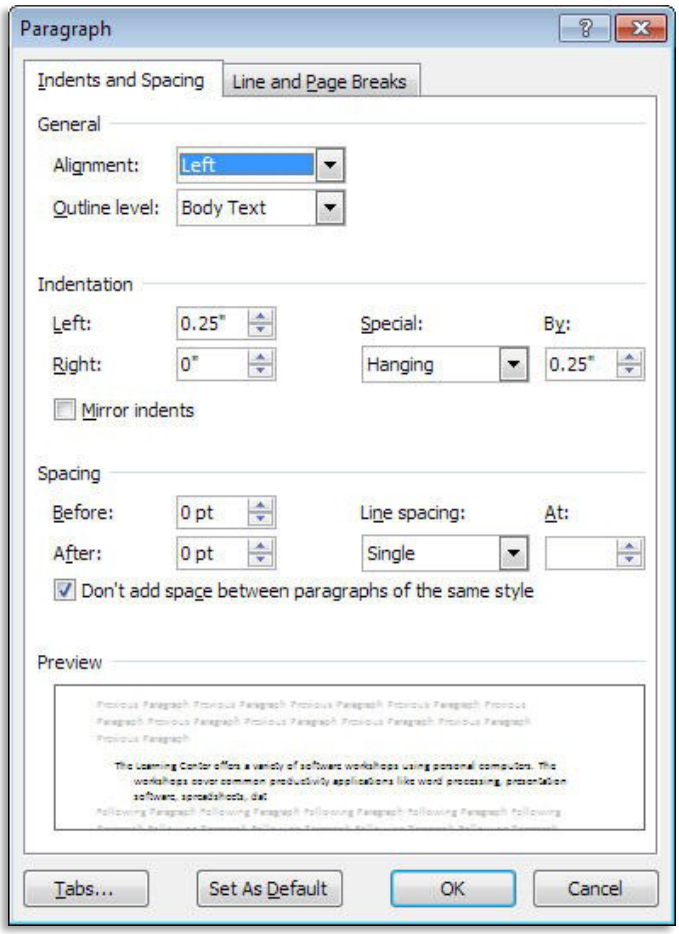
Default Settings

Microsoft has default settings for some options that may be different from your default settings. For instance, you may prefer to use a different font, or different margin settings. In Word, these things can be changed from the Page Setup dialog box and the Font dialog box.

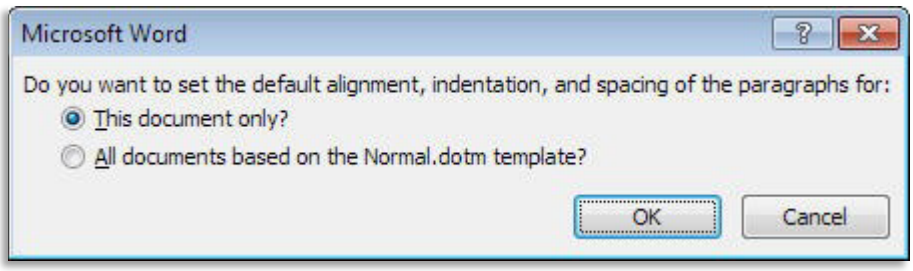
Changing a Default Setting

1. Open a new document.
2. Change the settings as desired.
3. Open the Font or Page Setup dialog box.
4. Click the **Default** button in the lower right corner.





5. A dialog box appears asking whether you want to change your default settings. Click **OK**.



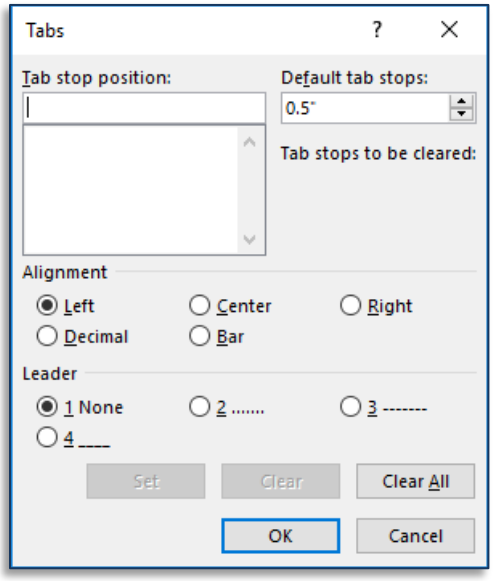
Tabs

Tabs are used to offset text. Pressing the tab key automatically moves the cursor to the next 1/2 inch measurement in the document. Word provides multiple tab styles: left, center, right, and decimal.

Left Tab	Center Tab	Decimal.Tab	Right Tab
Malcolm Reynolds	male	72.5	Captain
Zoe Washburn	female	71.75	First Mate
Jayne Cobb	male	75.75	Second Mate
Hoban Washburn	male	7	Pilot
Kaylee Frye	female	68.045	Mechanic

Setting Tabs

1. In the **Paragraph** section of the Home tab, click the arrow in the lower right corner.
2. In the lower left corner of the Paragraph dialog box, click the **Tabs** button.
3. In the Tabs dialog box, enter in the distance from the left margin where the first tab should be placed.
4. Under **Alignment**, select a tab style.
5. Click **Set**.
6. Click **OK**.



Deleting Tabs

1. **Highlight** the text containing the tabs to be deleted.
2. Open the Tabs dialog box.
3. Select the tab to be deleted and press the clear button.

   OR

   Press the **Clear All** button to delete all tabs in the highlighted section.

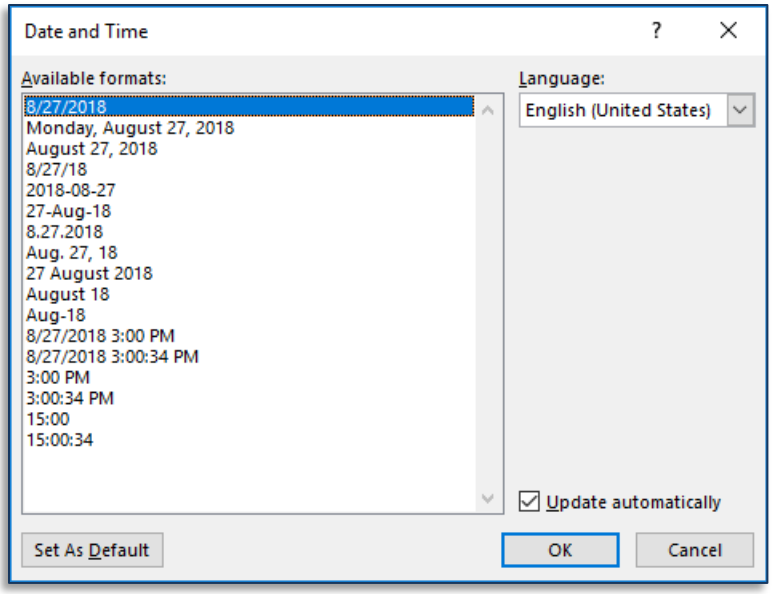
Updating Date and Time

Word provides an option that allows you to automatically update the date and/or time every time you save a document.

Adding a Date/Time Stamp

1. Select the **Insert** tab.
2. In the Text section, click the **Insert Date & Time** button.

3. In the Date and Time dialog box, select the desired format.
4. If desired, place a check beside **Update Automatically** in the lower right corner.
5. Click **OK**.



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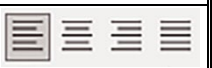
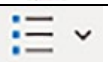
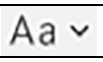
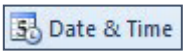
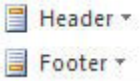
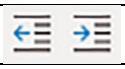
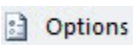
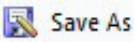
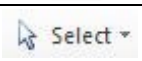
Keyboard Commands

Command	Tab Location	Other Location	Keyboard	Reference
Align Image	Picture Tools Format > Arrange			
Align Text Center	Home > Paragraph	Mini Toolbar	Ctrl + E	
Align Text Left	Home > Paragraph		Ctrl + L	
Align Text Right	Home > Paragraph		Ctrl + R	
Arrange Windows	View > Arrange All			
Arrows	Insert > Shapes > Block Arrows			
AutoCorrect Options	File > Options > Proofing			
AutoFit	Table Tools > Layout > Cell Size	Right click		
Backstage View	File		Alt + F	
Bold	Home > Font	Mini Toolbar	Ctrl + B	
Bookmarks	Insert > Links			
Bullets	Home > Paragraph	Mini Toolbar	Ctrl+Shift+L	
Caption	References > Caption			
Change Case	Home > Font		Shift + F3	
Clear Formatting			Ctrl + Spacebar	
Close	File > Exit button	Title bar	Ctrl + W	
Column Break	Page Layout > Breaks button > Column		Ctrl + Shift + Enter	
Columns	Page Layout > Page Setup			
Compress Pictures	Picture Tools Format > Adjust			
Copy	Home > Clipboard	Right click	Ctrl + C	
Crop Image	Picture Tools Format > Size			
Cross Reference	References > Captions **OR** Insert > Links			
Cut	Home > Clipboard	Right click	Ctrl + X	

Command	Tab Location	Other Location	Keyboard	Reference
Date	Insert > Insert Date & Time			
Document Views	View > Document Views	Status Bar		
Envelopes	Mailings > Create			
Find	Home > Editing		Ctrl + F	
Font	Home > Font	Mini Toolbar	Ctrl + D	
Footnote	References > Footnote		Alt+Ctrl+F	
Form Controls	Developer * > Controls			
Format Object	Drawing Tools Format tab	Right click		
Format Painter	Home > Clipboard	Mini Toolbar	Ctrl+Shift+C Ctrl+Shift+V	
Headers/ Footers	Insert > Header & Footer			
Headings	Home > Styles	Right click	Alt + Ctrl + 1 Alt + Ctrl + 2 Alt + Ctrl + 3 Ctrl+Shift+N	
Hide the Ribbon	Double click on any tab		Ctrl + F1	
Hyperlink	Insert > Links	Right click	Ctrl + K	
Image Border	Picture Tools Format > Picture Styles			
Images	Insert > Illustrations			
Import Chart	Insert > Text > Insert Object button			
Indent	Home > Paragraph	Mini Toolbar	Ctrl + M	
Insert Caption	References > Caption			
Italic	Home > Font	Mini Toolbar	Ctrl + I	
Labels	Mailings > Create			
Landscape /Portrait	Page Layout > Page Setup			
Layout View	View > Document Views	Status Bar		

Command	Tab Location	Other Location	Keyboard	Reference
Line Spacing	Home > Paragraph		Ctrl + 1 Ctrl + 2	
Macros	View > Macros			
Mail Merge	Mailings > Start Mail Merge			
Margins	Page Layout > Page Setup			
Merge Cells	Table Tools Layout > Merge	Right click		
New Document	File > New tab		Ctrl + N	
Non-Keyboard Characters	Insert > Symbols			
Numbering	Home > Paragraph	Right click		
Open	File > Open		Ctrl + Open	
Open Recent File	File > Recent tab	Quick Access Toolbar		
Orientation	Page Layout > Page Setup			
Page Break	Page Layout > Breaks **OR** Insert > Page Break		Ctrl + Enter	
Page Numbering	Insert > Header & Footer			
Paper Size	Page Layout > Page Setup			
Paragraph Formatting	Home > Paragraph	Right click		
Paste	Home > Clipboard	Right click	Ctrl + V	
Paste Special	Home > Clipboard	Right click	Ctrl+Alt+V	
Picture	Insert > Illustrations			
Picture Border	Picture Tools Format > Picture Styles			
Print	File > Print		Ctrl + P	
ProgramOptions	File > Options button			

Command	Tab Location	Other Location	Keyboard	Reference
Recent Files	File > Recent tab	Quick Access toolbar		
Redo		Quick Access Toolbar	Ctrl + Y	
Replace	Home > Editing		Ctrl + H	
Restrict Editing	Developer * > Protect			
Ruler	View > Show	Scroll Bar > View Ruler Button		
Save	File > Save or Save As	Quick Access Toolbar	Ctrl + S	
Save As	File > Save As button		F12	
Screen Clipping	Insert > Illustrations			
Screenshots	Insert > Illustrations			
Section Break	Page Layout > Page Setup > Breaks button			
Select All	Home > Editing		Ctrl + A	
Shapes	Insert > Illustrations			
Show / Hide Codes	Home > Paragraph		Ctrl+Shift+8 (Ctrl + *)	
Sort	Home > Paragraph			
Spell Check	Review > Proofing	Right click	F7	
Spell Check Options	File > Options > Proofing			
Styles	Home > Styles	Right click	Alt + Ctrl + 1 Alt + Ctrl + 2 Alt + Ctrl + 3 Ctrl+Shift+N	
Subscript	Home > Font		Ctrl + =	
Superscript	Home > Font		Ctrl + Shift + =	
Switch Windows	View > Window	Windows Taskbar	Alt + Tab	
Symbols	Insert > Symbols			
Table	Insert > Tables			

Command	Tab Location	Other Location	Keyboard	Reference
Table Border	Home > Paragraph **OR** Table Tools Design tab > Table styles			
Table of Contents	References > Table of Contents			
Table: Add Row / Column	Table Tools Layout > Rows & Columns			
Table: Deleting	Table Tools Layout > Rows & Column			
Tabs	Home > Paragraph > Paragraph dialog box > Tabs			
Text Box	Insert > Text			
Text Size	Home > Font	Mini Toolbar	Ctrl+Shift+P	
Text Wrap	Picture Tools Format > Arrange			
Thesaurus	Review > Proofing	Right click		
Time	Insert > Insert Date & Time			
Track Changes	Review > Tracking		Ctrl+Shift+E	
Underline	Home > Font	Mini Toolbar	Ctrl + U	
Undo		Quick Access Toolbar	Ctrl + Z	
Update Selected Fields		Right click	F9	
Update Table of Contents	References > Table of Contents	Right click		
View	View > Document Views	Status Bar		
View Table Gridlines	Table Tools Layout > Table			
View Two Pages	View > Zoom			
Word Art	Insert > Text			
Word Count	Review > Proofing		Ctrl+Shift+G	
Zoom	View > Zoom	Status Bar		

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