Training
Practice

Return to course

The Ribbon, the Mini toolbar, and the Quick Access Toolbar

In this practice you'll get the hang of using the new Ribbon, and you'll also master the use of the helpful companion tools, the Mini toolbar and the Quick Access Toolbar. At the end, you'll go over keyboard shortcuts that start with ALT.

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

- To move this window, click the title bar of the window (as shown below) and drag it to a new location:

- To resize this window, drag the resize handle in the lower-right corner.

Exercise 1: Use the Ribbon

Now you'll see how the Ribbon works, and how great it is that everything is more organized and easily accessible to you.

1. Notice how, when the document opens, the **Home** tab is the active tab. It contains many frequently used commands for working with text, such as formatting.
2. Now click the **Insert** tab. Notice how the groups and commands change. This tab is all about inserting things into your document, like pictures. You'll get into the details of this tab later.
3. Click the **Page Layout** tab. Notice the groups and commands change again. This tab is for working with the document in a larger sense, not with individual words or pictures but with overarching things like margins, background, and so on.

   If you want to look at all the tabs, please do. When you've seen enough for now, you can get some work done on this document.

4. Click the **Home** tab. First off, you'll cut the second line of text, and paste it at the top of the document.

   Here's how Select the second line of text. For now, ignore the Mini toolbar that appears. In the **Clipboard** group, click the **Cut** button . Then position your pointer at the top of the document. To paste, click the **Paste** button in the **Clipboard** group.

   Note If you click the arrow at the bottom of the **Paste** button, you may see two additional commands (**Paste** or **Paste Special**). Click **Paste** for now. We'll explain why this happens later in the practice.

5. Now, let's say you want to underline the text you just pasted at the top. But you want *two* lines underneath that text, not just one.
6. Select the text "CONTOSO PHARMACEUTICALS," and click the **Underline** button on the **Font** group. Note that button adds only one line.
7. Since there isn't a double underline button anywhere immediately available, click the dialog box launcher. It's the small diagonal arrow in the lower-right corner of the **Font** group.

   Note You could also have clicked the arrow next to the **Underline** button to see other underline types.

8. Now you see a lot more options for font formatting. Sticking to underlining, under **Underline Style**, click the arrow to show the list, then select the option for two lines under the text. Click **OK**.

   Note If you are having trouble seeing the double underline because of a red mark under the text, this is because the spelling dictionary does not recognize "Contoso" as a valid word. Click inside the word "CONTOSO." Then right-click the red mark and click **Add to Dictionary**.

9. Now select the text "Annual Report" and make it bold by clicking the **Bold** button on the **Font** group.
10. Now center all of the text on the page. On the **Home** tab, locate the **Editing** group. It's all the way to the right. In the **Editing** group, click **Select**, and then click **Select All**.
11. Then in the **Paragraph** group, click the **Center** button. There it goes.

Exercise 2: Make additional tabs appear

Now you'll see how additional tabs can pop up on the Ribbon — tabs that aren't there right now. You'll start by inserting a picture to work with.

Part 1: Insert a picture

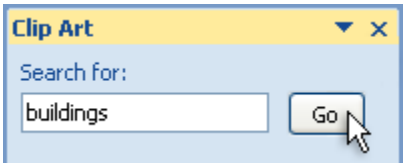
1. Click just above "by David Wright" so that your insertion point is in the empty line. In the Ribbon, click the **Insert** tab.
2. In the **Illustrations** group, click the **Picture** button.

   The **Insert Picture** dialog box opens. This dialog box lets you find a picture on your computer. But you're going to use a different type of image.

3. Click **Cancel** to close this dialog box.
4. Now click the **Clip Art** button.

   The **Clip Art** task pane appears.

5. In the task pane, search for buildings. In the **Search for** box, type **buildings**, make sure the **Results should be** box includes clip art, and then click the **Go** button.



   If Word asks you whether you want to include thousands of clip art from Microsoft Office Online, the choice is up to you. If you click **Yes**, Word will use your internet connection to search Office Online for more clips. If you click **No**, it won't use your internet connection, but you won't get as many clips. Either choice will work for

this practice session.

6. Click this thumbnail to insert it into the document.

   You are now done with the Clip Art task pane on the right. Go ahead and close it by clicking the **Close** button ☒ in the upper-right corner of the task pane.

   There, the picture is in the document. Now how do you work with it? For example, you often need to crop pictures, change their text wrapping settings, and so on.

Part 2: Work with the picture tools

1. If it's not already selected, click the picture to select it.
2. Notice the **Picture Tools** tab at the top of the Ribbon. That tab wasn't there before. It appeared because you are ready to work with it. Notice all the new groups on the **Picture Tools** tab. These groups are specific to working with pictures.
3. Right now have some fun by adding a shadow next to the picture. In the **Picture Styles** group, click the **Picture Effects** button, point to **Shadow**, and then choose any shadow option you like.

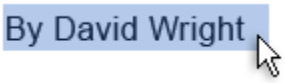
Exercise 3: Work with the Mini toolbar

Now we'll show you how to work with the Mini toolbar. The Mini toolbar is good to use when you are not on the **Home** tab but you still need to work with formatting text.

1. In the Ribbon, click the **Page Layout** tab.
2. On the **Page Layout** tab, in the **Page Background** group, click the **Page Color** button.
3. Click any color you want, to give the page a background color. We recommend a green or a blue.

   There. Your background color has been added to the page.

4. But what if you want to format the text, *right now*? You can go to the **Home** tab, but suppose you want to stay on the **Page Layout** tab to make more changes to the background.
5. Here's how to change the formatting without leaving this tab: Select the "by David Wright" text.
6. Point at the selection like this:

7. Notice the Mini toolbar that appears in a faded fashion.
8. Move your pointer over the Mini toolbar and click the **Grow Font** button .
9. Did the Mini toolbar disappear on you? To get it back, select the text and point at it again — or you can always right-click the selection to get that Mini toolbar to appear.

Exercise 4: Use the Quick Access Toolbar

Another quick way to use a command that's on another tab is to have that command on your Quick Access Toolbar. (How

do you think it got the name?)

1. In the upper-left portion of your screen, find the Quick Access Toolbar.

2. Notice that you've already got three crucial commands there now: **Save**, **Undo**, and **Repeat**.
3. Now add one of your own favorite commands. For example, let's say you use tables a lot, and you want the **Table** button to be on the Quick Access Toolbar. That way it's always available, no matter which tab you are on. To do this, first click the **Insert** tab.
4. Then find the **Table** command on it.
5. Now right-click the **Table** button and click **Add to Quick Access Toolbar**.
6. Notice that the Quick Access Toolbar now has *four* commands: **Save**, **Undo**, **Repeat**, and **Table**.
7. Now remove the command you just added, so you know how. On the Quick Access Toolbar, right-click the **Table** button and click **Remove from Quick Access Toolbar**.

   Tip If you become an avid fan of the Quick Access Toolbar, you may find yourself adding too many buttons to fit. What will happen in this situation is that some buttons will drop off the end of the toolbar and you'll have to click a **More commands** button to see the hidden buttons. If this happens, you can right-click the toolbar and choose **Show Quick Access Toolbar Below the Ribbon**. Word will then put the toolbar under the Ribbon, so that you have a little more room for it. You can return it to its original position with another right-click.

Exercise 5: Hide the groups and commands

If you need more room for your document, you can always hide the groups and commands temporarily. Here's how:

1. Double-click the **Page Layout** tab (or whichever other tab is the active tab).
2. There, the groups and commands disappear.
3. Now bring them back. Double-click the active tab.

   Note Keep this hide-and-show behavior in mind as you work on your documents. There may come a time where you inadvertently double-click a tab and wonder where everything went.

Exercise 6: Use keyboard shortcuts

In this exercise you'll practice using the new keyboard shortcuts.

1. Select the words "David Wright" and then press CTRL+B. That text is now bold. Keyboard shortcuts that start with CTRL aren't different in this version of Word.
2. Key combinations with the ALT key, however, are different in this version. You'll see how now. Suppose you want to make "David Wright" larger.

   Press the ALT key, and then let go.

3. Notice the keyboard letter indicators that show up on the Ribbon. These are called Key Tips and tell you exactly what letter to use to select a tab, a group, or a command.
4. Press H to select the **Home** tab.
5. Press F, then S, to select the **Font Size** box.

6. Using your arrow keys, select **18** for the size, and then press ENTER.

Note All that worked, but you saw that all the formatting took a while. For a faster and more effective way to change fonts, font sizes, and formatting, use **Quick Styles**. The next lesson will explain what they are.

To continue the course

When you have completed the practice, click **Return to course** to continue.

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Work with a Word document

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

- To move this window, click the title bar of the window (as shown below) and drag it to a new location:

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Part 1: Work with text and formatting on the Home tab

Exercise 1: Add a bulleted list

1. Find the three lines of text that all start with: "A significant..."
2. Select those three lines.
3. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button.
4. Notice the other commands available in the **Paragraph** group for numbering, multilevel list (outlining), indenting, sorting, aligning, and more.

Exercise 2: Apply Quick Styles

1. If necessary, scroll to the top of the document. Then, click anywhere inside the line of text at the top that says "Press Release."

   Note Click within the text so that the result is a blinking insertion point. Do not drag to select the words.

2. On the **Home** tab, in the **Styles** group, click **Heading 1**. Quick change, isn't it?

   Note If any of the styles you need in this exercise, like **Heading 1**, or **Heading 2**, aren't visible in the **Styles** group, click the **More** arrow at the right side of the other styles to find it. Plus you won't be able to find **Heading 3** until you've used **Heading 2**.

3. Now click anywhere in the line that says "Contoso Announces Quarterly Earnings Results." Remember, click within the text so that the result is a blinking insertion point. Do not drag to select the words.

4. On the **Home** tab, in the **Styles** group, click **Heading 2**.
5. Click anywhere in the line that says "Earnings stronger than last year," and assign **Heading 3** to it. You see how easy this is.
6. Assign **Heading 3** to the text "Success due to many factors."
7. Now this is a bit different. Click within the line that begins, "Contoso continues to improve..."
8. On the **Home** tab, in the **Styles** group, click the **More** arrow , and then point to — but don't click — **Intense Quote**. Look at the selected text for a preview of how it will look. Now click the style to select it.

Exercise 3: Zoom out to see all text

Now you're ready to see the special advantage that Quick Styles give you. When you apply Quick Styles consistently throughout your document, as you just did, you can then change all those styles at once, in a snap.

You'll do that in a second, but first you need to zoom back a little so you can see the effects of that change.

- In the lower-right corner of the program window, drag the slider to the left to zoom back so that you can see the entire document. Zooming to a number between 50% and 66% will do just fine.

Exercise 4: Change the Quick Style set

1. Now with the whole document in view, you'll change the entire look of this document. On the **Home** tab, in the **Styles** group, click the **Change Styles** button.
2. Point at the **Style Set** command to see a list of styles. In that list, point at **Fancy**. Notice in the preview how the entire look of the document changes to a more fancy style.
3. Point at some of the style sets, like **Modern** and **Simple**, to see what they look like.
4. Finally, choose the set you like best. You see the advantage over doing this item by item?
5. Use the zoom control to go back to a zoom level you're happy working at. **100%** is good.

Exercise 5: Use the Format Painter

When you do want to change individual items in your text, turn to the ever-reliable Format Painter.

1. Find these three headlines that aren't formatted: "Management visions," "More financial information," and "More product information." (You may have to scroll to the next page to see the last one.)

   These three headlines need the same formatting as the headline above them that says, "Success due to many factors." A perfect job for Format Painter.

2. Select the headline that says, "Success due to many factors."
3. To capture the formatting of this headline, on the **Home** tab, in the **Clipboard** group, double-click the **Format Painter** button .

   Tips

   - Double-clicking the **Format Painter** button means that it will stay on until you switch it off by pressing ESC or click the button again. This is really useful if, as in the present situation, you want to format more than one piece of text.
   - The **Format Painter** button is also available on the Mini toolbar.

4. You can see that the Format Painter is turned on, when your pointer goes to the text, by the paintbrush that

follows your pointer around. Now apply the formatting to the "Management visions" headline by highlighting that headline.

5. When you let go, the **Format Painter** is still on.
6. Now apply that same formatting to the other two headlines.
7. Press ESC or click the **Format Painter** button again to turn it off.

Part 2: Insert a chart with the Insert tab

The **Insert** tab is the home of features that let you insert things into your document. The example for this practice is a chart.

1. Click at the start of the line that reads, "The company's sales division reported..."
2. Press ENTER to insert a new paragraph.
3. Click at the start of the new blank line. This is where you will put the chart.
4. On the **Insert** tab, in the **Illustrations** group, click the **Chart** button. The **Insert Chart** dialog box opens.
5. On the left, click **Line**.
6. On the right, click any line chart that looks good to you.
7. Click **OK**.
8. Microsoft Excel opens. Normally this is where you would type your column headings and data for the chart. For now press CTRL+W to close Excel.

   The chart of sample data is now on the page, but it is a little too large.

9. Click the chart to select it. You will see a pale blue border around the chart with three dots in the corners.
10. Point at one of those groups of three dots at one of the corners of the chart until you see the cursor with double-headed arrow. Then drag to resize the chart to be smaller. As you drag the arrow changes to a cross.
11. Click outside the chart area. The border disappears.

Part 3: Make overall changes with the Page Layout tab

The **Page Layout** tab is very handy because it brings to the forefront many helpful options that were previously not so visible. Let's take a quick look at it now.

1. Click the **Page Layout** tab.
2. In the **Page Setup** group, notice the commands for changing the page size and margins. In earlier versions of Word you had to open up the **Page Setup** dialog box to make these changes — and that dialog box pretty much covered up your document. With all these commands right here, it's easy to make changes and see them at the same time. Which is what you want to do.
3. For example, click the **Margins** button, and then click **Wide**.

   And presto! There's your change.

4. If you ever need the **Page Setup** dialog box back, you know where to go: Click that small diagonal arrow in the lower-right corner of the group. All of your options are still there.

Part 4: Try more tabs

There are four other tabs on the "Ribbon" which we encourage you to explore.

- Click the **References** tab. This is where you insert a table of contents, footnotes, endnotes, an index, and other helpful information.
- Click the **Mailings** tab. This is where you start a mail merge, and create your envelopes and labels.
- Click the **Review** tab. Here's where you track changes and accept or reject them. And before you print, here's where to make your final checks. Look in the **Proofing** group to see the **Spelling & Grammar** command.
- Click the **View** tab. This is another place to change the zoom level of your document, and the different document views, as well as other things you might like on screen like the ruler or document map.

Part 5: Printing in all sorts of ways

There are now several ways to go about printing in Word, so let's look at them.

1. Click the **Microsoft Office Button** .
2. On the menu, point at the arrow on the right of the **Print** command.
3. Three commands appear: **Print**, **Quick Print** and **Print Preview**.

   Print will open the old familiar **Print** dialog box. **Quick Print** sends your document right to the printer.

4. For now, however, click **Print Preview**. The document opens in print preview. Print preview shows you what the printed document will look like.
5. Notice that the "Ribbon," in this view, shows only one tab: **Print Preview**. This tab contains the commands used for printing preparation.
6. If you like, print this document now by clicking **Print**. Or click **Close Print Preview** button to close print preview.
7. If you need to change printers, open the **Print** dialog box familiar from earlier versions of Word by clicking the **Microsoft Office Button** , and then, on the menu, click the **Print** command.

To continue the course

When you have completed the practice, click **Return to course** to continue.

Return to course