Chapter 1

Hello, Word!

*Y*ou can't do squat with a computer until you start the thing. Likewise, you can't even write the word *squat* until you start a word processing program. Because you bought *this* book and not *Pencils For Dummies,* the program you need to start is Microsoft Word. This chapter tells you how to get Word started and begin your word processing day. Let me also mention that reading this chapter is a far more enriching experience than reading *Pencils For Dummies,* which is barely a pamphlet, albeit one that's charmingly illustrated.

Get into Word

The Windows operating system is rife with various and sundry ways of getting things done. One victim of that variety is the way to start a program. Rather than bore you by listing all those ways, I figure that you simply want to know the best way to start Word. This section offers three solid choices.

✔ Before you can use Word, your computer must be on and toasty. Log in to Windows. Start your computer day. There's no need to put bread into your computer.

✔ Make sure that you're seated, with a nice, upright, firm posture as you write. They tell me that your wrists should be even with your elbows and that you shouldn't have to tilt your head forward. Shoulders are back and relaxed.

✔ Don't freak out because you're using a computer. You are in charge! Keep that in mind. Chant silently, over and over: "I am the master."

✔ If you need help starting your computer, refer to my book *PCs For Dummies* for quick and accurate turning-on-the-computer instructions.

✔ You can stop chanting "I am the master" now.

Starting Word the boring way

Without fail, the place to start any program in Windows is at the fabled Start button or, in Windows 8, on the Start screen.
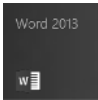
In Windows 8, look for the Word 2013 tile on the Start screen. You may have to scroll the screen to the left to find the tile, as shown in the margin. Click or touch the tile to start the Word program.

In Windows 7, click the Start button, which is often found on the left side of the taskbar and at the bottom of the screen, adorned with the Windows logo. Choose Microsoft Word 2013 from the Start menu's list of programs.

When Word isn't found on the Start menu's list of programs, choose the All Programs menu to look for it. Sometimes, it may be lurking on a Microsoft Office or Microsoft Office 2013 submenu.

After choosing the tile or icon to start Word, you can watch in amazement as the program unfurls its sails on your computer's monitor.

✔ Don't let Word's appearance overwhelm you! Later in this chapter, I describe what you're looking at, in the section "Examining Word's main screen."

✔ If you can't find Word's tile or icon, it may not be installed on your computer. This book is specific to Microsoft Word, not to the Microsoft Works word processor or any other word processor. (See the section "Foolish Assumptions" in this book's Introduction.)

✔ I refer to the program as *Word,* though its icon may be labeled *Microsoft Word, Microsoft Office Word, Microsoft Word 2013,* or another variation.

Starting Word the best way

The *best* way to start Word, and the way I do it every day, is to pin the Word icon to the taskbar. That way, you can start Word directly from the Desktop.

What is a word processor?

At its core, a word processor is computer software —a program — that lets you create documents. That's really the key word — *documents*. A document includes formatted text, margins, maybe even a bit of artwork. The word processor contains all the tools to make that happen; this book explains how those tools work.

In Windows 8, you can pin the icon to the taskbar by following these steps:

1. **Right-click the Word tile on the Start screen.**

2. **Choose the command Pin to Taskbar.**

   The Pin to Taskbar command is found at the bottom of the screen.

To confirm that the icon is properly pinned, press the Win+D keyboard shortcut to see the desktop.

In Windows 7, follow these steps to pin the Word icon to the taskbar:

1. **Find the Word icon on the Start button's All Programs menu.**

   Don't click the Word icon — just find it!

2. **Right-click the Word icon on the All Programs menu.**

3. **Choose the command Pin to Taskbar.**

   The Word icon is *pinned* (permanently added) to the taskbar.

To start Word, you merely click the Word icon that's placed on the taskbar. *Click!* And then Word starts. That's the fastest and bestest way to begin your word processing day.

Opening a document to start Word

You use the Word program to create *documents,* which are stored on your computer in much the same way as people pile junk into boxes and store them in their garages. But that's not important. What is important is that you can use those documents to start Word: Opening a Word document causes Word to start *and* to display that document for editing, printing, or giving others the impression that you're doing something.

What's your point, Dan?

My point is that you can also start Word by opening a Word document. Simply locate the Word document icon (shown in the margin) in a folder window. Double-click to open the document, and Word starts up on the screen, instantly (more or less) displaying the document for editing, reading, modifying, perusing, cussing, mangling, and potentially fouling up beyond all recognition.

  ✔ The Word document you open can be on the desktop, in the My Documents folder, or in any other folder or location where a Word document icon can lurk.

  ✔ The document name appears beneath or to the right of the icon. You can use the name to determine the document's contents — as long as the document was properly named when it was saved to disk. (More on that elsewhere in this book.)

  ✔ You can see a Jump List of recently opened documents by right-clicking the Word icon on the taskbar. Choose a document from the list to start Word and open that document.

  ✔ Word is capable of opening other types of documents, including documents from previous versions of Word, Rich Text Format documents, and others. Each of these documents has its own icon, though the icon looks similar to the standard Word document icon. See Chapter 24 for more information on opening alien documents in Word.

Behold the Word Program

Like all programs in Windows, Word offers its visage in a program window. It's the place where you get your word processing work done.

Using the Word Start screen

The first thing you may see after starting Word is something called the Word Start screen, as shown in Figure 1-1. This screen appears only when you initially start Word and it works to help you get started by opening a recent document, browsing for a document file to open, or choosing a new type of document to start.

Select an option, as illustrated in Figure 1-1, to get working. Or if you're waiting for your muse, choose the Blank Document item and you'll be on your way.

Choose a previous document.

Start a new blank document.
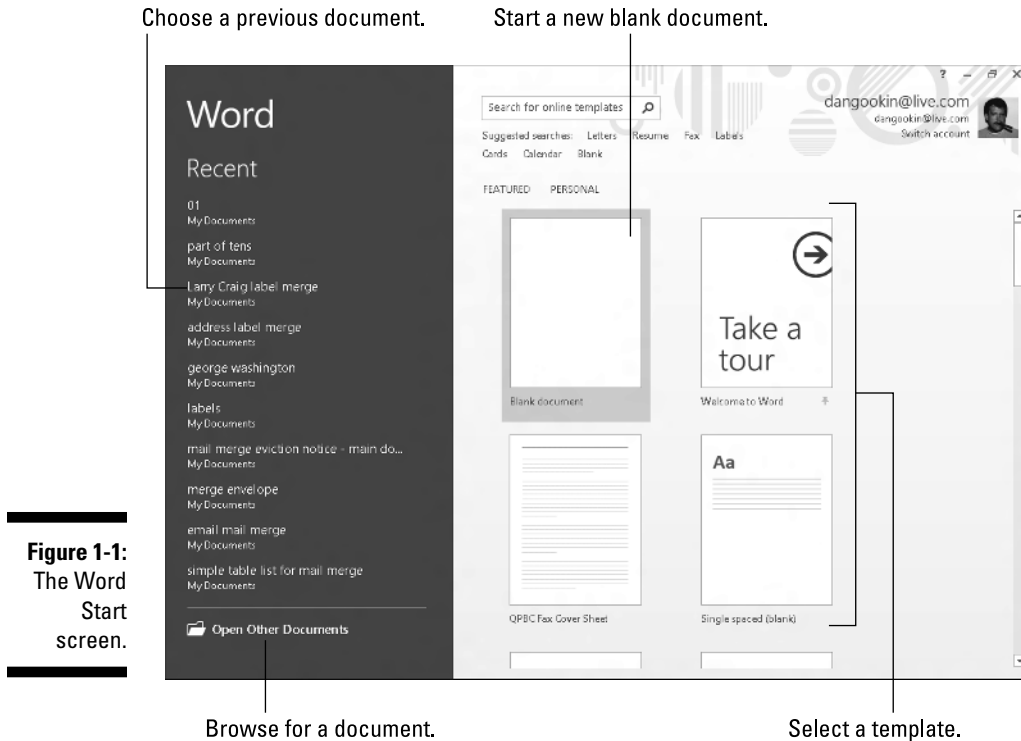
Figure 1-1:
The Word
Start
screen.

Browse for a document.

Select a template.

If you're an old hand at Word, you probably desire to get rid of the Word Start screen. Follow these blessed steps:

1. **In Word, click the File tab on the Ribbon.**

   If you're still staring at the Word Start screen, choose the Blank Document item to get into Word. The File tab is the blue button that says *File,* found near the upper-left corner of the screen.

2. **Choose Options from the list of menu items on the left side of the screen.**

3. **Ensure that the General category is chosen from the left side of the Word Options window.**

4. **Remove the check mark by the item Show the Start Screen When This Application Starts.**

5. **Click the OK button.**

You can repeat these steps and restore the check mark in Step 4 if you want to resurrect the Word Start screen.

✔ The Word Start screen appears only when you first start Word.

✔ The Word Start screen doesn't appear if you start Word by opening a document. See the earlier section, "Opening a document to start Word."

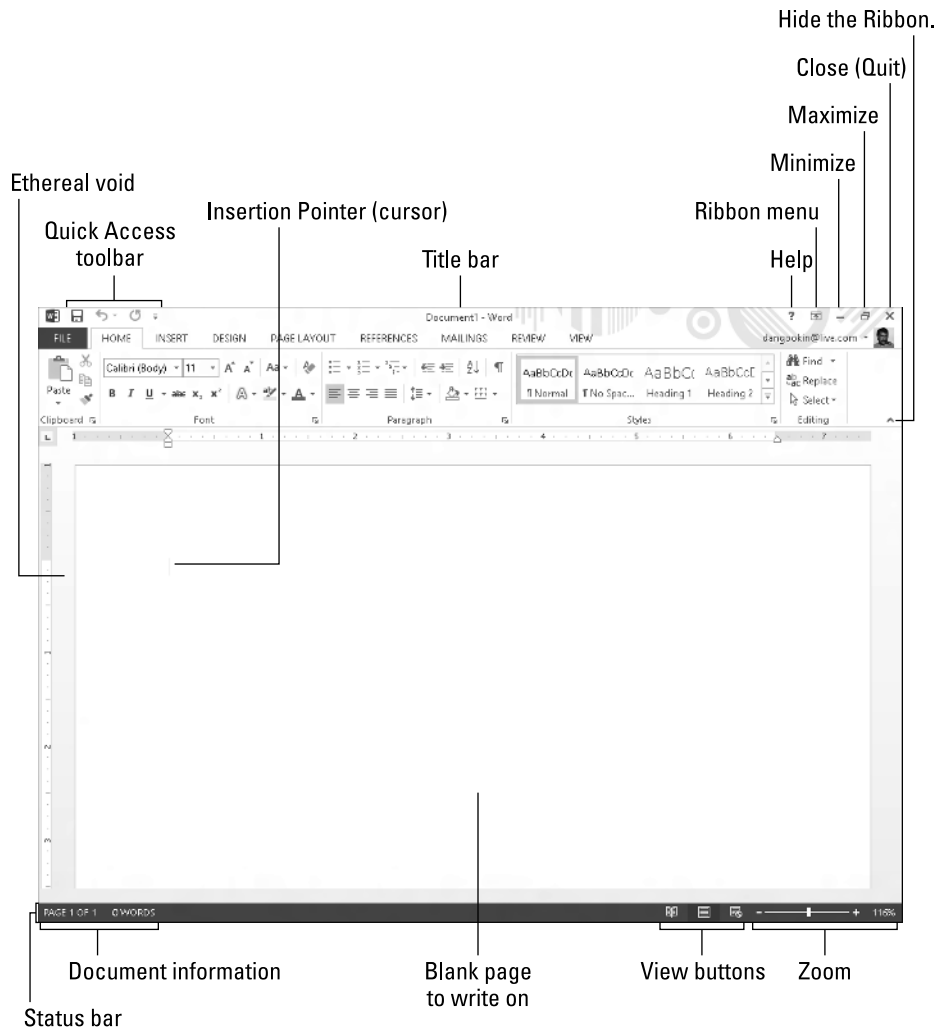# Examining Word's main screen

It's the electronic version of a blank sheet of paper — and more. It's the *more* part that you might find daunting. The dee-dads and goo-bobs that surround the Word program window all have specific names that you need to know to get the most from the program. Figure 1-2 shows the big picture.

Figure 1-3 highlights the gizmos at the top of the Word window, showcasing the Ribbon interface.
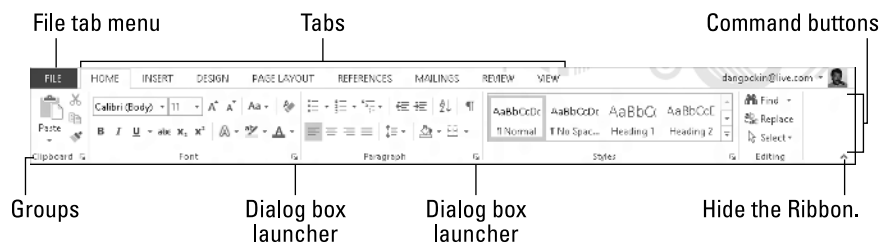
The details of how all the dee-dads and goo-bobs in the Word window work are covered elsewhere in this book. Use this book's index to help you find topics you might be curious about.

✔ To get the most from Word's window, change the window size: As with any window, you can use the mouse to drag the window's edges in or out or click the window's Maximize button (the middle button in the window's upper right corner) to have the window fill the screen.

✔ Word's window size affects what you see in the Ribbon command groups. When the Word window is smaller, fewer buttons show up, or they may show up in three rows. When the window is larger, you see more buttons, usually in two rows.

✔ The largest portion of Word's screen is for composing text. It's blank and white, just like a fresh sheet of paper. (Refer to Figure 1-2.) That's where you compose and format your text, and I cover that area specifically in the next section.

✔ Clicking the File tab replaces the contents of the Word window with a screen full of commands and their descriptions. To return to the Word window, click the Back button (shown in the margin) or press the Esc key.

✔ The Ribbon contains all Word commands, which appear as buttons, input boxes, and menus. The Ribbon is divided into tabs (refer to Figure 1-3). The commands on the Ribbon are separated into groups. Some tabs may appear and disappear, depending on what you're doing in Word. And the commands in groups change as you change the window's size.

Hide the Ribbon.

Close (Quit)

Maximize

Minimize

Ethereal void

Insertion Pointer (cursor)

Ribbon menu

Quick Access toolbar

Title bar

Help

Figure 1-2: Word's visage.

Document information

Blank page to write on

View buttons

Zoom

Status bar

File tab menu

Tabs

Command buttons

Figure 1-3: The Ribbon.

Groups

Dialog box launcher

Dialog box launcher

Hide the Ribbon.

✔ The Ribbon can be shown or hidden by using commands on the Ribbon menu in the upper-right corner of the Word window (refer to Figure 1-2). You can also hide the Ribbon by clicking the Hide Ribbon button shown in Figure 1-3. This book assumes that the Ribbon is visible, and I recommend that you keep it that way as you discover the wonders of Word.

✔ The Windows taskbar, located at the bottom of the screen, is a part of Windows itself and not Word. However, as you open documents in Word, buttons representing those documents appear on the Windows taskbar.

✔ You can customize the Quick Access Toolbar (refer to Figure 1-2) to add your own commands, groups, and tabs. It's a topic I cover in Chapter 29.

Working with Word on a tablet

If you're using Word on a tablet, you can adjust the spacing between buttons on the Ribbon by activating Touch mode. Follow these steps:

1. **Click or touch the Customize Quick Access Toolbar button.**

   The button is shown in the margin and found near the upper-left corner of the screen.

2. **Choose Touch/Mouse Mode.**

   The Touch/Mouse Mode button appears on the Quick Access toolbar, as shown in the margin.

3. **Touch the Touch/Mouse Mode button and choose the command Touch.**

   The space between items on the Ribbon increases.

Hopefully, the extra space helps forgive how large your fingers are as you attempt to use Word on your mobile computing device or on a computer with a touchscreen monitor.

✔ Choose the Mouse command from the Touch/Mouse mode button to diminish (restore) the space between the buttons on the Ribbon.

✔ To remove the Touch Mode button, repeat Steps 1 and 2 in this section.

Writing in Word

Word's equivalent of the mind-numbing, writer's-block-inducing blank page can be found in the center part of the Word program window (refer to Figure 1-2). That's where the text you write, edit, and format appears. Unlike with a sheet of paper, however, the text you create in Word can be viewed in a number of different ways.

The most common way to view your document is to use Print Layout view, as shown in Figure 1-2. In this view, the entire page of text is displayed on the screen, looking just the way it prints. Print Layout view shows graphical images, columns, and all sorts of other fancy effects. You even see the blank space between pages, described as the ethereal void in the figure.

The other views are:

> **Read Mode:** Use this mode to read a document like an eBook.
>
> **Web Layout:** Use this mode when you undertake the dreadful possibility of using Word as a web page editor or to examine web pages you've saved.
>
> **Outline:** This mode helps you organize your thoughts, as covered in Chapter 25.
>
> **Draft.** I prefer using Word in Draft view, which shows only basic text and not all the fancy features and formatting. Without that stuff on the screen, I can more easily concentrate on writing.

Switch between Read Mode, Print Layout, and Web Layout views by using the View buttons, found in the lower-right corner of the Word program window (refer to Figure 1-2). Clicking a button with the mouse changes the view.

To get to Outline and Draft views, click the Views tab and choose those views from the Views group.

Understanding the mouse pointer

Though word processing is a keyboard thing, you'll find that the computer mouse comes in handy. You use the mouse to choose commands, move around the document you're editing, and select text. This book explains all these topics elsewhere. For now, it helps to understand how the mouse pointer changes its look as you work in Word:

For editing text, the mouse pointer becomes the I-beam.

For choosing items, the standard 11 o'clock mouse pointer is used.

For selecting lines of text, a 1 o'clock mouse pointer is used.

The mouse pointer may change its look when *click-and-type* mode is active: Lines appear to the left and right of, and below, the I-beam mouse pointer. Refer to Chapter 32 for more information on using click-and-type.

You can use the mouse to see what some of the little buttons and items with pictures on them do in Word. Just hover the mouse pointer over the button, and — voilà! — it's like Folgers instant information crystals.

Cajoling Word to help you

Like most programs in Windows, a Help system is available in Word. You can summon it by pressing the F1 key, which displays the Word Help window. There you can type a topic, a command name, or even a question into the box to search for help.

The F1 key also works any time you're deep in the bowels of Word and doing something specific. The Help information that's displayed tends to be specific to whatever you're doing in Word. Little buttons that look like question marks also summon Word Help.

End Your Word Processing Day

It's the pinnacle of etiquette to know when and how to excuse oneself. Leaving can be done well or poorly. For example, the phrase "Well, I must be off," works lots better than "Something more interesting must be happening somewhere else" — especially at Thanksgiving.

It's entirely possible to quit Word without hurting its feelings or bothering with etiquette. This section covers the many ways to end your word processing day.
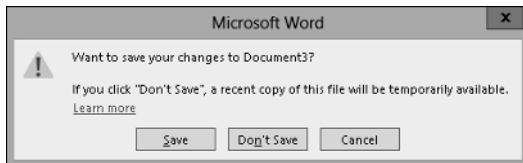
Quitting Word

When you're done word processing and you don't expect to return to it anytime soon, you quit the Word program. Quitting a computer program is like putting away a book on a shelf. In the electronic world of the computer, you click the X button in the upper-right corner of the Word program window (refer to Figure 1-2).

The catch? You have to close each and every Word document window that's open before you can say that you've completely quit Word.

The other catch? Word won't quit during that shameful circumstance when you have unsaved documents. If so, you're prompted to save the document, as shown in Figure 1-4. My advice is to click the Save button to save your work.

Figure 1-4: Better click that Save button!

Microsoft Word

Want to save your changes to Document3?

If you click "Don't Save", a recent copy of this file will be temporarily available.
Learn more

Save   Don't Save   Cancel

If you click the Don't Save button, your work isn't saved and Word quits. If you click the Cancel button, Word doesn't quit and you can continue working.

✔ See Chapter 8 for more information on saving documents.

✔ Also see Chapter 8 on how to recover drafts of documents you failed to save.

✔ You don't have to quit Word just to start editing another document. Refer to the next couple of sections for helpful, timesaving information!

✔ After quitting Word, you can continue to use Windows by starting up any other program, such as Spider Solitaire or perhaps something more calming, like *Call Of Duty*.

Closing a document without quitting Word

You don't always have to quit Word. For example, if you're merely stopping work on one document to work on another, quitting Word is a waste of time. Instead, you can *close* the document.

To close a document in Word, click the File tab and choose the Close command. Word banishes the document from its window, but then the program sits there and waits for you to do something else, such as start working on a new document or open a document you previously saved.

Bottom line: There's no point in quitting Word when all you want to do is start editing a new document.

✔ When you try to close a document before it has been saved, Word displays a warning dialog box (refer to Figure 1-4). Click the Save button to save your document. If you want to continue editing, click the Cancel button and get back to work.

✔ There's no need to close a document, really. In fact, I work on a document over a period of days and keep it open (and my PC turned on) the entire time — doesn't hurt a thing. (I occasionally save it to disk, which *is* important.)

✔ See Chapter 8 for more information about starting a new document.

✔ The keyboard shortcut for the Close command is Ctrl+W. This command may seem weird, but it's used to close documents in many programs.

✔ To swiftly start up a new, blank document in Word, press Ctrl+N.

Setting Word aside

There's no need to quit Word if you know that you will use it again soon. In fact, I've been known to keep Word open and running on my computer for *weeks* at a time. The secret is to use the Minimize button, found in the upper-right corner of the screen (refer to Figure 1-2).

Clicking the Minimize button shrinks the Word window to the taskbar, where it exists as a button. With the Word program window out of the way, you can do other things with your computer. Then when you're ready to word-process again, click the Word button on the taskbar to restore the Word window to the screen.