

# Word Basics Tutorial

## 1. Word Processing Using Word

Word processing programmes are generally considered as a replacement for the traditional typewriter, because word processing programmes are used to enter texts into a computer and print them on paper by means of a printer.

### 1.1 Advantages of Word Processing

#### 1.1.2 No interruption of the typing process

As line and page breaks are inserted automatically, you can fully concentrate on typing your text. You do not need to take care of the line and page breaks.

#### 1.1.3 Correct or modify text later without trouble

If single words or whole sentences are inserted into, or delete from, a paragraph at a later time, the word processing programme will automatically reset all line breaks of the paragraph. Once you have entered the changes, the text automatically realigns on the basis of the margins set.

Various formatting options

When using a word processing programme, numerous formatting options are available to you. As you may use these options at any time, even **after having entered the text**, there is no need to worry about what the finished text should look like before or in the course of entering the text.

#### 1.1.4 Reuse texts

Once you have entered a text, you can reuse it as often as you like. If you have created an invitation letter for a birthday party, for instance, you only need to slightly modify this letter to quickly create an invitation for any other occasion.

#### 1.1.5 Many useful tools

A word processing programme offers you a variety of different tools to enter, edit, and format text and to quickly carry out these tasks.

#### 1.1.6 Tools to quickly enter and edit text

- ✍ Automatic spell checking
- ✍ Automatic hyphenation
- ✍ Save and insert frequently needed text passages (so-called AutoTexts)
- ✍ Templates to quickly create texts with similar content or layout
- ✍ Thesaurus to find synonyms
- ✍ Mail-merge feature to create letters of the same content but with different addressees in the address field
- ✍ Features used on large texts and reports, e.g. automatic creation of tables of contents or indexes.

#### 1.1.7 Text formatting tools

- ✍ Use of templates to format texts, lists and tables consistently
- ✍ Tables to create clearly structured lists
- ✍ Bulleted and numbered lists to present information
- ✍ Graphics that can be integrated to improve the appearance of your document
- ✍ Column printing to create text columns, similar to newspaper texts

## 2. What are Document Templates?

Advantages of document templates

Document templates may be useful in two respects: First, they are **basic documents** which can be used to create new documents. For example, document templates can contain fixed texts such as headers and footers or company logos, but also certain layouts, form fields and AutoTexts.

Second, document templates allow you to **adapt** Word to **specific working requirements**. This can be achieved by changing the toolbars, menus or the keyboard settings. Whenever you create or edit a document, the respective document template's adequate user options will be available to you.



Document templates are created and edited exactly like normal documents. The file name extension is: .dot for document template.

Document templates can contain the following elements:

- ✍ Texts
- ✍ Layouts
- ✍ AutoTexts
- ✍ Page formats
- ✍ Toolbars
- ✍ Menu settings
- ✍ Keyboard settings
- ✍ Macros

Create a document or a template

Every Word document is based on a document template. Even if you do not expressly activate a certain template, the settings of a document template will automatically be used, i.e. the Normal.dot document template.



In principle, it is not possible to open and edit a document template directly from the Windows Explorer because, as a standard, the application data folder is hidden.

## 3. Short Overview of Frequently Used Shortcut Keys<sup>\*</sup>

**NB:** To adjust the Help window to full screen size press ALT + SPACE BAR and then X. Press ALT + SPACE BAR and then W to restore the previous size and position. If you want to print this topic, press CTRL + P.

<b>(Shortcut) Key</b>	<b>Purpose</b>
CTRL + SHIFT + SPACE BAR	Create a non-breaking space
CTRL + HYPHEN	Create a non-breaking hyphen
CTRL + SHIFT + F	Apply bold formatting
CTRL + SHIFT + K	Apply italic formatting
CTRL + SHIFT + U	Apply an underline
CTRL + SHIFT + <	Decrease the font size
CTRL + SHIFT + >	Increase the font size
CTRL + Q	Remove paragraph formatting
CTRL + SPACE BAR	Remove character formatting
CTRL + C	Copy selected text or object
CTRL + X	Cut selected text or object
CTRL + V	Insert text or object
CTRL + Z	Undo last action
CTRL + Y	Repeat last action

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<sup>\*</sup> Note of the Translator: The shortcut keys indicated below, refer to German keyboard settings.

## 3.1 Function Keys

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### Which shortcuts involving function keys do you want to use?

Function Key

SHIFT + Function Key

CTRL + Function Key

CTRL + SHIFT + Function Key

ALT + Function Key

ALT + SHIFT + Function Key

CTRL + ALT + Function Key

### Function Keys

Key	Purpose
F1	Get online Help or the Office Assistant
F2	Move text or graphics
F3	Insert an AutoText entry (after Word has displayed the entry)
F4	Repeat the last action
F5	<b>Go To</b> command ( <b>Edit</b> menu)
F6	Go to next pane
F7	<b>Spelling</b> command ( <b>Tools</b> menu)
F8	Extend a selection
F9	Up-date the selected fields
F10	Activates the menu bar
F11	Go to next field
F12	<b>Save as</b> command ( <b>File</b> menu)

## 3.2 SHIFT + Function Key

Shortcut	Purpose
SHIFT + F1	Context-sensitive Help or reveal the formatting
SHIFT + F2	Copy text
SHIFT + F3	Change the case of the letters
SHIFT + F4	Repeat a <b>Find</b> or <b>Go To</b> action
SHIFT + F5	Move to a previous revision
SHIFT + F6	Go to previous pane
SHIFT + F7	<b>Thesaurus</b> command ( <b>Language</b> submenu on the <b>Tools</b> menu)
SHIFT + F8	Shrink a selection
SHIFT + F9	Switch between field code and its result
SHIFT + F10	Show the context menu
SHIFT + F11	Go to previous field
SHIFT + F12	<b>Save</b> command ( <b>File</b> menu)

### 3.3. CTRL + Function Key

Shortcut	Purpose
CTRL + F2	<b>Print Preview</b> command ( <b>File</b> menu)
CTRL + F3	Cut to the spike
CTRL + F4	Close the window
CTRL + F5	Restore document window size
CTRL + F6	Go to next window
CTRL + F7	<b>Move</b> command ( <b>Control</b> menu)
CTRL + F8	<b>Size</b> command (document <b>control</b> menu)
CTRL + F9	Insert an empty field
CTRL + F10	Maximise the document window
CTRL + F11	Lock a field
CTRL + F12	<b>Open</b> command ( <b>File</b> menu)

### 3.4 CTRL + SHIFT + Function Key

Shortcut	Purpose
CTRL + SHIFT + F3	Insert the contents of the spike
CTRL + SHIFT + F5	Edit a bookmark
CTRL + SHIFT + F6	Go to the previous window
CTRL + SHIFT + F7	Up-date linked information in a Word source document
CTRL + SHIFT + F8	Extend a selection or block (press arrow keys in the latter case)
CTRL + SHIFT + F9	Unlink a field
CTRL + SHIFT + F10	Activate the ruler
CTRL + SHIFT + F11	Unlock a field
CTRL + SHIFT + F12	<b>Print</b> command ( <b>File</b> menu)

### 3.5 ALT + Function Key

Shortcut	Purpose
ALT + F1	Go to next field
ALT + F3	Create an AutoText entry
ALT + F4	Quit Word
ALT + F5	Restore programme window size
ALT + F7	Find next spelling or grammar error. Activate <b>Check spelling as you type</b> tick box (Select <b>Tools/Options/Spelling and Grammar</b> ).
ALT + F8	Run a Macro
ALT + F9	Switch between all field codes and their results
ALT + F10	Maximise the programme window
ALT + F11	Display Visual Basic Code

### 3.6 ALT + SHIFT + Function Key

Shortcut	Purpose
ALT + SHIFT + F1	Go to previous field
ALT + SHIFT + F2	<b>Save</b> command ( <b>File</b> menu)
ALT + SHIFT + F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
ALT + SHIFT + F11	Display Microsoft Visual Studio Code

## 3.7 CTRL + ALT + Function Key

Shortcut	Purpose
CTRL + ALT + F1	Display Microsoft system information
CTRL + ALT + F2	<b>Open</b> command ( <b>File</b> menu)

### Insert an AutoText Entry

1. Move the cursor to the position in the document where you want to insert the AutoText entry.
2. On the **Insert** menu, point to **AutoText**.

To see a list of all the available AutoText entries, hold down SHIFT as you point to **AutoText**.

3. If the submenu contains a list of paragraph styles, such as **Normal** or **Salutation**, point to the style that is linked to your AutoText entry.
4. Click the name of the AutoText entry you want.

### Tips

- ? You can also use a shortcut to insert an AutoText entry more quickly: First, turn on AutoComplete: In your document, type the first few characters in the AutoText entry's name. When Word suggests the complete AutoText entry, press ENTER or F3 to accept the entry. To reject the AutoText entry, just keep typing.
- ? If you have activated the automatic language recognition, the entries listed in the **AutoText** submenu and those on the **AutoText** toolbar will be the same language as the text section in which the cursor is placed. If, for instance, you enter a French text in an English version of Word, all AutoText entries displayed in the list of the submenu and the toolbar are French, while the AutoText entries of the **AutoText** tab are displayed in English. To insert AutoText entries in the language of the text you have typed, you have to use either the **AutoText** submenu or the **AutoText** toolbar. If you want to insert AutoText entries corresponding to the language of the version of Word you are using, you have to use the **AutoText** tab.

Please be aware that, similar to the AutoText tab, it is the language of the version of Word you are using and not the language of the text you have typed that will appear if you insert AutoText fields by using the **Field Options** dialog box (Select **Insert/Field/Options**).

## 4. Use AutoTexts

### 4.1 Quick use of AutoTexts

Speed up your typing by using AutoTexts

AutoTexts are text passages or graphics which are saved together with their font and paragraph formatting, if any, under a short name. Whenever you want to insert a text saved as an AutoText, you only need to type the short name and have it replaced by the AutoText. This feature helps you to enter your text more rapidly and more efficiently.

The creation of AutoTexts is a valuable feature, in particular for text passages which are required frequently, such as company or product names, hints to general terms and conditions or graphics, such as the company logo or your own signature. The Word standard already makes available many AutoTexts.