Cochise College Center for Lifelong Learning

Word: Fundamentals

For Lifelong Learners

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Introduction

Welcome to **Word: Fundamentals**! This class is designed for lifelong learners who want to feel more confident using Microsoft Word. Whether you're brand new to computers or just need a refresher, you're in the right place.

We'll take it step by step, starting with the basics, like opening a document, making simple changes, and using helpful tools like Undo and Spell Check. As we go, you'll learn how to format text, adjust paragraphs, create lists, and even find and replace words. By the end of this class, you'll be able to open and edit a Word document with ease, and maybe even impress your friends and family!

There's no need to worry if you haven't done this before. Just follow along with each activity, ask questions if you get stuck, and have fun learning something new.

Let's get started!

What You Need

For this class, you'll need:

- A computer with Microsoft Word installed
- The provided student files folder
- A willingness to learn and experiment

Learning Goals

By the end of this session, you will be able to:

- Open Word and work with templates
- Navigate the Word interface with confidence
- Use basic text formatting (bold, italic, highlighting)
- Apply paragraph formatting (alignment, spacing, indentation)
- Create and format bulleted lists
- Use Find and Replace to locate and change text
- Save documents and prepare them for printing

Module 1: Getting Started with Word

In this module, we'll take our very first steps into Microsoft Word. If you've never used Word before, don't worry—this is the perfect place to begin.

You'll learn how to open Word, find the file we'll use in class, and save your own copy so you don't accidentally change the original. Then, we'll explore some basic but very handy tools like Undo, Highlighting, Bold and Italic, and even how to copy and move text. These tools help you fix mistakes, make your work look better, and move things around when needed.

Think of this module as your walking tour of Word: where everything is, what it's called, and how to start using it with confidence.

Let's begin our journey!

Activity 1.1: Using Templates

Templates are pre-designed documents that save you time and give you professional-looking results. Let's explore how Word's templates work.

1. Click in the Windows search bar at the bottom of the screen
2. Type `Word` and press ***Enter***
3. When the search dialog appears, click the ***Word app*** link
4. In the search box at the top, type `newsletter` and press ***Enter***
5. Browse through the available newsletter templates. Notice how each one is designed for a specific purpose
6. Click a school newsletter template
7. Read the description, then click ***Create*** to open a new document based on this template
8. Take a moment to explore the template:
   - Notice how the formatting is already done
   - Click in any text area to replace the sample text with your own content
9. Close this document without saving it

What to Notice

Templates provide structure and professional design without requiring advanced formatting skills. They're especially helpful for newsletters, resumes, flyers, and reports.

Activity 1.2: Word Tour

Now let's open our practice document and get familiar with Word's interface.

1. Click in the Windows search bar at the bottom of the screen
2. Type `Word` and press ***Enter***
3. When the search dialog appears, click the ***Word app*** link
4. Click ***Open*** on the left-side menu
5. Click ***Browse*** and find the *Student Files* folder
6. Click `Charleston01`, then click ***Open***
7. We don't want to damage this document, so let's save it with a different name:
   - Click `File` in the top menu
   - Choose ***Save As*** (***Save a Copy*** on Office 365) on the left-side menu
   - Click ***Browse*** to find the *Student Files* folder
   - Rename the file to `Charleston-Fnd`
   - Click ***Save***
8. Line numbers make it easier to navigate the document. Click `Layout → Page Setup → Line Numbers → Continuous`
9. Take a few minutes to look around the Word environment

Pro Tip

Always save practice files with new names to protect the original documents. This way, you can experiment freely without worrying about making permanent changes.

Activity 1.3: Undo

One of Word's most helpful features is the ability to undo changes. Let's practice making changes and then undoing them.

1. On Line 5, click and drag your mouse over the words *Tombstone Mining District*

2. Make it fancy! Click `Home → Font → Italic` (shortcut: `Ctrl + I`)
3. On Line 6, double-click the word *mined*
4. Press the `Delete` key on your keyboard
5. On Line 12, double-click the word *Charleston*
6. Let's make it stand out! Click `Home → Font → Bold` (shortcut: `Ctrl + B`)
7. Oops! Made a mistake? No worries! Press `Ctrl + Z` to undo your last edit
8. Save the document by pressing `Ctrl + S`

Important Note

The Undo command (`Ctrl + Z`) is your safety net. It can reverse multiple actions, so don't be afraid to experiment—you can always undo changes!

Activity 1.4: Text Operations

Let's explore highlighting, changing text colors, and moving text around—essential skills for any Word user.

🖌️ Step 1: Highlighting Text

1. On Line 18, double-click the word *Charleston* to select it
2. Highlight it by clicking `Home → Font → Text Highlight Color` to make it yellow
3. For Line 16, click and drag to select the entire sentence starting with *In general*
4. Click `Home → Font → Font Color` down arrow. Choose a dark blue color to give the sentence a new color
5. Made a mistake? No worries! Press `Ctrl + Z` two times to undo the last two edits
6. Save the document

📋 Step 2: Copy and Paste

1. On Line 42, double-click those three asterisks to select them
2. Now, let's copy them: Click `Home → Clipboard → Copy` (or press `Ctrl + C`)

3. Go to Line 43, and click your mouse at the start of the line (before *The Epitaph...*) to set the insertion point
4. Click `Home → Clipboard → Paste` (or press `Ctrl + V`)
5. Press `Ctrl + Z` to undo the last edit

✂ Step 3: Cut and Move Text

1. Now, let's practice moving text. Triple-click on Line 60 to select the entire line
2. Time to cut it! Click `Home → Clipboard → Cut` (or press `Ctrl + X`)
3. Move down to Line 91 and click at the beginning to set the insertion point
4. Paste it back in: Click `Home → Clipboard → Paste` (or press `Ctrl + V`)
5. Press `Ctrl + Z` two times to return the cut line to its original location
6. Save the document

AB✓ Step 4: Spell and Grammar Check

1. On Line 3, delete the letter *m* in the word *important*
2. You'll notice that *iportant* is underlined with a red, squiggly line
3. Right-click on *iportant* and select the suggested word, *important*, to correct the typo
4. On Line 3, add a comma after the word *important*
5. You'll notice that *important* is underlined with a double blue line (grammar suggestion)
6. Right-click on *important* and select the suggested correction
7. Save the document

Key Concept

Word uses different colored underlines to help you:

- Red squiggly lines = spelling errors
- Blue double lines = grammar suggestions
- Right-click on any underlined word to see suggested corrections

Module 1 Checklist

At this point, your document should have:

1. A newsletter template opened and explored (not saved)
2. A new file name: **Charleston-Fnd**
3. Line numbers turned on for easy navigation
4. Some text that has been **bolded** and *italicized*
5. At least one word highlighted in yellow, then returned to normal
6. A sentence in a different font color (like dark blue), then returned to normal
7. A corrected spelling mistake using right-click spell check
8. Several edits that were **undone** using `Ctrl + Z`
9. Text that was **copied**, **moved**, and **pasted** to different locations

Module 2: Paragraph Operations

Now that you've had some practice working with text, it's time to take control of how your paragraphs look on the page.

In this module, you'll learn how to adjust the alignment of a paragraph (like centering or right-aligning), change the spacing between lines and paragraphs, and add indents to make certain parts stand out. These tools help your documents look more polished and easier to read.

Don't worry—each task is simple, and we'll walk through them together. With a few clicks, you'll see just how much difference paragraph formatting can make.

Let's shape up those paragraphs!

Activity 2.1: Paragraph Alignment and Indentation

Proper alignment and indentation make your documents look professional and help organize information clearly.

Step 1: Paragraph Alignment

1. Click anywhere in Line 5 to place your cursor in that paragraph
2. Click `Home → Paragraph → Align Right` to align this paragraph to the right
3. Click `Home → Paragraph → Justify` making both the left and right edges straight
4. Click `Home → Paragraph → Center` to center the text on the page

5. Click `Home → Paragraph → Align Left` to return to its normal display
6. Save the document

Step 2: Paragraph Indentation

1. Click anywhere in Line 45 to set the insertion point
2. Click `Home → Paragraph → Increase Indent` to increase the indent of this whole paragraph
3. Now, click at the start of Line 61 and drag your mouse down to Line 92 to select that entire section
4. Click `Home → Paragraph → Increase Indent` to indent the entire selected section
5. Save the document

Key Concept

Different alignments serve different purposes:

- **Left align** = standard for most text
- **Center** = great for titles and headings
- **Right align** = useful for dates and signatures
- **Justify** = creates clean edges, common in books and magazines

Activity 2.2: Line and Paragraph Spacing

Controlling spacing between lines makes your document easier to read and more visually appealing.

1. Click anywhere in Line 5 to set the insertion point
2. Look for the small dialog launcher button in the bottom right corner of the *Paragraph* section of the ribbon (it looks like a small arrow in a box)
3. Click the dialog launcher to open the Paragraph dialog box
4. Click the down arrow next to *Line spacing* to reveal the options
5. Choose ***1.5 lines***
6. Click ***OK*** to apply the changes

7. Your paragraph now has one and a half lines of space between each line
8. Select the entire document using `Home → Editing → Select → Select All` (shortcut: `Ctrl + A`)
9. Now, use `Home → Paragraph → Line and Paragraph Spacing → 1.5` to set the line spacing to 1.5 lines for the entire document
10. Click anywhere in the document to cancel the selection
11. Save the document

Pro Tip

Line spacing of 1.5 is often easier to read than single spacing, especially for longer documents. Many schools and businesses prefer this spacing for reports and letters.

Activity 2.3: Paragraph Spacing

Adding space after paragraphs helps separate ideas and makes your document easier to scan.

1. Click anywhere in Line 95
2. Click the paragraph dialog launcher button in the *Paragraph* section of the ribbon
3. In the *Spacing* section, find the *After* field
4. Set the *After* spacing to `18` points
5. Click ***OK***
6. For Line 56, repeat the process to set the *After* spacing to `18` points
7. Save the document

What to Notice

Adding space after paragraphs (like 18 points) creates visual breaks that help readers follow your ideas. This is especially helpful in longer documents where paragraphs might otherwise run together.

Module 2 Checklist

At this point, your document should have:

1. A paragraph that was **right-aligned**, **centered**, **justified**, and then returned to **left alignment**
2. A paragraph with an **increased indent**
3. A large section (Lines 61–92) that has been **indented as a group**
4. **Line spacing** changed to **1.5 lines** for the entire document
5. **Paragraph spacing** set to **18 points after** on at least two paragraphs (Lines 56 and 95)
6. Understanding of when to use different alignment types
7. Experience using both ribbon buttons and dialog boxes for formatting

Module 3: Tabs, Lists, and Documents

In this module, you'll learn how to organize your document so it's easier to read and more professional-looking.

We'll explore how **tabs** work, including how to line things up neatly using the ruler. Then you'll create **bulleted lists**—a great way to organize ideas or break up long blocks of text. You'll also learn how to **find and replace** words quickly, and how to **print** your document when you're ready.

These tools may seem small, but they save time and help make your writing clearer. You're well on your way to becoming a Word pro!

Activity 3.1: Tabs

Tabs help you align text precisely and create professional-looking documents. Let's explore how they work.

⚙ Step 1: Introduction to Tabs

1. Click anywhere on Line 18 and then tap `Home` to move to the beginning
2. Tap `Tab` and the first line of the paragraph is indented
3. There are two common ways to signal the start of a new paragraph: indenting the first line or leaving a space between paragraphs. Fiction authors often use indentation while non-fiction authors prefer spacing
4. Tap `Backspace` to remove that first-line indentation
5. Save the document

📏 Step 2: The Tab Ruler

1. Click on Line 17 and tap `End` to move to the end of the line
2. Tap `Enter` to create a new line
3. Type `Tab Test 1.0`—we'll use this text to test various types of tabs
4. Tap `Home` to bring your insertion point back to the start of the line
5. Tap `Tab` one time and watch as your text moves to the right
6. If the ruler is not visible at the top of the document, click `View → Show → Ruler`
7. To set a tab, click and hold the left mouse button in the gray area at the bottom of the ruler. Your cursor will show an **L** shape (indicating a left tab)
8. While still holding the mouse button, slide the tab marker to about the 2-inch mark, then release
9. Notice that the text aligns itself at the 2-inch tab
10. Click and drag the tab mark to the 3-inch position—the text will follow
11. To remove a tab, click and drag the tab mark down until it vanishes from the ruler
12. Save the document

三 Step 3: Tab Types

1. Click the tab setting button (at the left end of the ruler) until you've selected the **Center Tab**
2. Click on the 3-inch mark on the ruler to set a center tab
3. Press `Tab`—notice how the text is centered on that tab
4. Click and drag the center tab down off the ruler to remove it
5. Click the tab setting button until you've chosen the **Right Tab**
6. Click on the 3-inch mark to set a right tab. Notice how the right edge of the text aligns with that tab
7. Click and drag the right tab down off the ruler
8. Click the tab setting button until you've chosen the **Decimal Tab**
9. Click on the 3-inch mark to set a decimal tab. Notice how the decimal point in *1.0* aligns with that tab

10. Click and drag the decimal tab down off the ruler
11. Click the tab setting button to return to the left tab
12. Triple-click Line 18 and tap `Delete` to remove the test line from your document
13. Save the document

Step 4: Paragraph Indents

1. Click anywhere in Line 18
2. Click and drag the **left indent** slider (the square slider at the bottom left of the ruler) to the 1-inch mark
3. Click and drag the **first line indent** (the triangle above the ruler) to the 1.5-inch mark
4. Click and drag the **first line indent** back to the 0.5-inch mark
5. Click and drag all the indent marks back to 0 inches
6. Save the document

Key Concept

Different tab types serve different purposes:

- **Left tab** = text starts at the tab position (most common)
- **Center tab** = text centers on the tab position (good for headings)
- **Right tab** = text ends at the tab position (useful for page numbers)
- **Decimal tab** = numbers align at the decimal point (perfect for prices or statistics)

Activity 3.2: Lists

Lists help organize information and make it easier to read. Let's convert some existing text into professional-looking bulleted lists.

Step 1: Creating the First List

1. Create a list for the *Tombstone Mill and Mining Company*:
   - On Line 7, add a colon after the word *Company*, then press `Enter`

- On Line 8, click after the close parenthesis (before the comma) and press `Enter`
- Delete the open and close parentheses on Line 8. If there is a space at the start of Line 8, delete it
- On Line 8, press `Home` to move to the start of the line
- Start a bulleted list by clicking `Home → Paragraph → Bullets` on Line 8
- Delete the comma and space after the word *Toughnut* on Line 8
- Press `Enter` to create a new bulleted line for *Goodenough*
- Continue this process: delete each comma and space, then press `Enter` to create separate bulleted lines for *Lucky Cuss*, *Westside*, and *Defense*
- Remove the word *mines* from Line 12, and also remove the word *and* if present
- Change the start of Line 13 to: `The larger mill was for`

2. Create a list for the four mines of the *Corbin Mill and Mining Company* on Lines 13–14 using the same technique. When completed, the *Tribute* mine should be Line 17
3. Don't forget to add a colon at the end of Line 13 and correct the beginning of Line 18
4. Save the document

↕ Step 2: Adjusting List Spacing

1. Lists look better with single spacing. Click and drag from Line 8 to Line 11 to select these lines
2. Click `Home → Paragraph → Line and Paragraph Spacing → 1.0`
3. Don't change the spacing for the last item in the list on Line 12
4. For Lines 14–16, change the line spacing to **1.0**
5. Do not change the spacing for the last item in the list
6. Save the document

Pro Tip

Lists are most effective when each item is roughly the same length and follows parallel structure. Single spacing within lists makes them easier to scan quickly.

Activity 3.3: Find and Replace

As your documents grow, finding specific words or phrases becomes essential. Word's Find and Replace tools help you search efficiently and make changes quickly.

🔍 Step 1: Simple Find

1. Press `Ctrl + Home` to go to the beginning of the document
2. Click `Home → Editing → Find` to open the Navigation panel on the left
3. In the search box, type `mill` to find every instance of that word
4. Click the ***Results*** tab below the search box
5. Word will list all results. You can scroll through them using the up/down arrows or click on a specific result
6. To close the Navigation panel, click the ***X*** in its top right corner
7. Save the document

⚙ Step 2: Advanced Find

1. Press `Ctrl + Home` to return to the start of the document
2. Click `Home → Editing → Find` down arrow, then choose ***Advanced Find***
3. Enter `mill` to search for that word
4. Click ***More*** to access advanced search options
5. Check ***Find whole words only*** to exclude *mills* from the results
6. Click ***Find Next*** to scroll through the results
7. Check ***Match case*** to find only lowercase occurrences
8. Click ***Find Next*** to see the difference
9. Clear the *Find what* box and uncheck both options
10. Close the Find and Replace dialog

11. Save the document

🔁 Step 3: Replace

1. Press `Ctrl + Home` to go to the beginning
2. Click `Home → Editing → Replace` to open the Replace window
3. In the *Find what* text box, enter `spot`
4. In the *Replace with* text box, enter `place`
5. Click ***Find Next***
6. When the word *spot* is selected in Line 2, click ***Replace***
7. Close the dialog box
8. Save the document

Important Note

When using Replace, always click ***Replace*** for each instance rather than ***Replace All***. This prevents accidental changes to words that shouldn't be modified.

Activity 3.4: Print Documents

When your document is ready, you'll want to print it or save it as a PDF. Let's explore the printing options.

1. Click `File` in the top menu
2. Select ***Print*** on the left panel
3. Near the top of the print panel, choose the printer you want to use
4. Set various options like specific *pages to print*, *layout*, and *paper size*
5. Review your document in the preview pane on the right
6. Click the ***Print*** button at the top to send the file to the printer (**Note: Do not print this document in class unless directed by your instructor**)
7. To continue editing, click the left arrow at the top left corner of the Print screen
8. Save the document

Pro Tip

Always preview your document before printing. The preview shows exactly how it will look on paper and can help you catch formatting issues before wasting paper and ink.

Module 3 Checklist

At this point, your document should have:

1. Experience with different types of tabs (left, center, right, decimal)
2. Understanding of how to set and remove tabs using the ruler
3. Practice with paragraph indents using ruler markers
4. At least **two bulleted lists** created from existing text
5. **Line spacing** set to 1.0 for list items
6. A word (like “mill”) found using both **Simple Find** and **Advanced Find**
7. A word (like “spot”) **replaced** with another word using Find and Replace
8. The document opened in **Print Preview** to explore printing options
9. Confidence using Word’s organizational and formatting tools

Final Words

Congratulations on completing **Word: Fundamentals**! You’ve taken a big step forward in your computer skills, and I hope you feel more confident working with Word. Remember, even small improvements can lead to big progress over time, so keep practicing!

If you enjoyed this class, consider signing up for **Word: Intermediate**. In that class, we’ll dive into even more powerful tools like margins, themes, styles, columns, hyperlinks, text boxes, and tables. It’s a great way to build on what you’ve already learned and continue your journey.

Keep Learning

Practice makes perfect! Try using Word for:

- Writing letters to family and friends
- Creating shopping lists or to-do lists

- Making simple flyers or announcements
- Organizing your favorite recipes

Be proud of what you've accomplished today—keep going!

Appendix A: Useful Keyboard Shortcuts in Word

These keyboard shortcuts can help you work faster and more efficiently. Don't worry about memorizing them all—just try a few and see which ones you like!

Shortcut	What It Does
`Ctrl + O`	Open a document
`Ctrl + S`	Save your document
`Ctrl + Z`	Undo the last change
`Ctrl + Y`	Redo something you just undid
`Ctrl + C`	Copy selected text
`Ctrl + X`	Cut selected text
`Ctrl + V`	Paste what you copied or cut
`Ctrl + A`	Select the entire document
`Ctrl + B`	Make text **bold**
`Ctrl + I`	Make text *italic*
`Ctrl + U`	Make text underlined
`Ctrl + F`	Find a word or phrase
`Ctrl + P`	Print the document

Appendix B: Quick Reference: Common Tasks

To make text bold: Select the text, then press `Ctrl + B` or click `Home → Font → Bold`

To center a paragraph: Click in the paragraph, then click `Home → Paragraph → Center`

To create a bulleted list: Click `Home → Paragraph → Bullets`, then type your list items

To change line spacing: Select text, then click `Home → Paragraph → Line and Paragraph Spacing`

To find and replace text: Press `Ctrl + H` or click `Home → Editing → Replace`

To undo a mistake: Press `Ctrl + Z` immediately after making the error

Appendix C: Troubleshooting Common Issues

Can't see the ruler: Click `View → Show → Ruler` to display it

Text looks different than expected: Check if you accidentally applied formatting. Select the text and use `Home → Font → Clear All Formatting`

Spell check isn't working: Make sure you're right-clicking on the underlined word, not just clicking once

Can't find a file: Remember to look in the correct folder and check the file name spelling

Accidentally deleted text: Press `Ctrl + Z` immediately to undo the deletion