

Word® 2021 & 365 Introduction

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Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new document. The Start Screen launches when starting Word without a document. If a document is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.



Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View"** and perform file management, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

1. To **show or hide the Quick Access Toolbar**, click the "Ribbon Display Options" button in the Ribbon and select "Show (or Hide) Quick Access Toolbar."
2. To **change the location of the Quick Access Toolbar**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon."
3. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
4. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
5. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right, click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch."

Using the Status Bar

The Status Bar runs along the bottom of the program window. By default, it contains document view buttons and the Zoom Slider.

To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Document Views

1. Click one of the three "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Documents

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new document**, click either the BLANK document thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for online templates" text box and press "Enter" or click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Documents

To **overwrite a file that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a document for the first time or to save a document with a different name or in a different location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Documents as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the file in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "Save as type" drop-down, and click the "Publish" button.

Opening Documents

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View, if necessary. To **pin a recent document to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin. To **un-pin**, click it again.

To **open a document**, click to select a "Recent" or "Pinned" file. Or,

1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file and click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but **can** contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Documents

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Click the "Recover Unsaved Documents" button at the bottom of the "Recent" pane.
4. Select the file in the "Open" dialog box in the unsaved files folder.
5. Click the "Open" button.

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James W. McCord



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Word 5 for the Mac Bryan Pfaffenberger, 1992 The most complete command reference for Microsoft's Mac based word processor Alphabetical listing makes commands easy to find Entries include basic functions to advanced features

Microsoft Word 5 Mac William Moore, 1993-01-01 **Guide to Microsoft Word 5** Jim Heid, 1992 **Using Excel 4 for the Mac** Christopher Van Buren, Chris Van Buren, 1992 Covers all the aspects of creating a worksheet entering data editing formatting using functions using multiple worksheets and printing Also covers chart creation and customization draw databases and macros

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Excel 4 for Windows QuickStart Sharel McVey, 1992 A step by step tutorial that helps beginning users of Excel learn the basics of the software quickly so that they can start to create and modify Excel worksheets

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Introduction to Hard Disk Management Jackie Fox, 1992 Designed to help users to better manage their hard disk This book will aid in the selection of a hard disk discussing the different types available The book also discusses how DOS interacts with a disk how graphical user interfaces are used to manage directories and files and how to manage a hard disk using different software programs

Using Microsoft C/C++ 7 Lee Atkinson, Mark Atkinson, Ed Mitchell, 1992 The complete tutorial for beginning to advanced programmers Provides detailed information on all the features in the most recent version of Microsoft C Includes numerous programming examples and discusses techniques that will simplify debugging and code optimization

The Big Mac Book Neil J. Salkind, 1989 A complete reference for Macintosh users packed with QuickStart tutorials a troubleshooting section user group and bulletin board directories system error codes and a vendor guide

Turbo Pascal by Example Greg M. Perry, 1992 Uses Turbo Pascal 6.0

Upgrading to MS-DOS 5 Brian Underdahl, 1991

Paradox 4 QuickStart Jeffry Byrne, 1992 Features chapter summaries to review major commands and procedures Includes numerous illustrations to support the text Provides instructions on developing a database querying data and creating reports

Using the Macintosh with System 7 Lavona S. Rann, 1992

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web the higher certificate archives and records management will provide learners with an entry level qualification in the archival and recording keeping field with the necessary

higher certificate in archives and records management at unisa - Jul 27 2022

web bachelor of arts honours in archives and records management closing date for applications for admission to honours degrees and postgraduate diplomas for the 2024

workshop in basic archives and records management barm - Oct 10 2023

registry staff records clerks filing clerks records managers archivists manuscript librarians and other knowledge and information management practitioners see more

workshop in advanced archives and records management - Jun 06 2023

the purpose of this module is to equip students with a sound understanding of the different concepts and principles in archives and records see more

higher certificate in archives and records management - Apr 04 2023

web any person with a national diploma or degree interested in archives and records management admission requirements candidates in possession of any degree or any

higher certificate in archives and records management at unisa - Jun 25 2022

web this qualification will have a significant impact on the competency of practitioners in archives and records management in south africa and beyond it will also strengthen

workshop in advanced archives and records management - Dec 20 2021

web higher certificate in archives and records management closing date for applications to undergraduate qualifications for the 2024 academic year extended to 17 november 2023

new qualification ba archives and records management - Feb 19 2022

web jan 13 2022 qualification code 98577 nqf level 5 total credits 120 saqa id 86446 aps as 15 purpose statement the purpose of this qualification will provide learners

unisa higher certificate in archives and records management - May 25 2022

web home study graduate diploma in information management archives and records management graduate diploma in information management archives and records

higher certificate in archives and records management - Apr 23 2022

web the functions of information and records management in all types of organisations and the main techniques and processes for managing information and records including