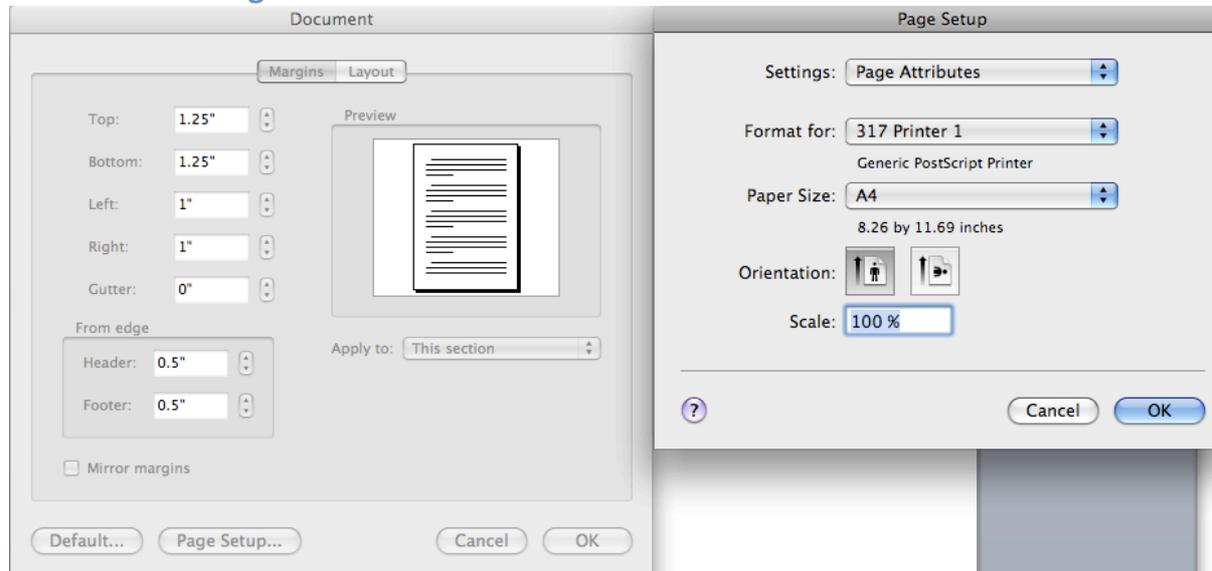# Microsoft Word For Mac

Before using word, there are a few settings that should be changed. These settings provide a better interface, more usability and the ability to work faster.

Document Settings

The first setting that needs to be changed is the paper size. You can get to the Document Settings menu by choosing Format>Document or by double clicking in the ruler section of any page. Press the Page Setup button and change the paper size to A4. Press OK. When everything is correct press the Default button on the Document Setting menu. This will bring up a dialog box letting you know that you are changing the default settings. Press Yes to accept the changes. Now whenever you open a new document the new settings will be used. This will not, however, change any of the documents that you have previously made.

Spelling and Grammar Preferences

The next step is to set up the rules for checking your spelling and grammar. There are two options that need to be set in the Preferences Panel. Select Word>Preferences **(⌘,)** then select the Spelling and Grammar option. Make sure the grammar check box is selected and then change the writing style from Standard to Formal. Go back to the Preferences panel by choosing the Show All button at the top of the panel. Now select the AutoCorrect button to modify any options there. I usually turn the Capitalize First Letter of Sentence option off, because you will often get auto corrects where you do not need them.

An important thing to remember when doing spelling and grammar checks is that the computer will not catch everything that could be wrong with a document. You must read over your finished document and proof read it yourself.

The Toolbar
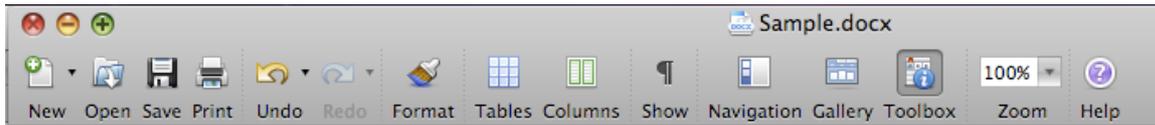
New: (⌘ N) Pressing this icon opens up a new document.
Open: (⌘ O) Allows you to open a document that you have already created.
Save: (⌘ S) Saves the current document.
Print: (⌘ P) Quick print sends off the document without allowing for adjustments.
Undo: (⌘ Z) Allows you to step backwards through the changes that you have made.
Redo: (⌘ Y) The reverse of Undo.
Format: Allows you to paint a new format on existing text by dragging to select.
Tables: Inserts a table.
Columns: Allows you to format the document with columns.
Show: Shows the hidden non-printing characters.
Navigation: Opens the Navigation pane on the left side of your document.
Gallery: Opens up the gallery options pane at the top of your document.
Toolbox: Opens all of the palettes on the right side of the workspace.
Zoom: Allows you to select the zoom level of your current view.
Help: (⌘ ?) Opens up the Help window to answer questions about Word.

Formatting Toolbar

This toolbar is not visible by default. You can turn it on by choosing
View>Toolbars>Formatting

Normal: Allows you to select the style of the text.
Font: Allows you to select the font.
Font Size: Allows you to select the size of the font.
B: (⌘ B) Bolds the text.
I: (⌘ I) *italicizes* the text.
U: (⌘ U) <u>Underlines</u> the text.
Alignment Choices: Can choose Left, Center, Right, or Justified.
Numbering and Bullets: Quick buttons to make selection a list.
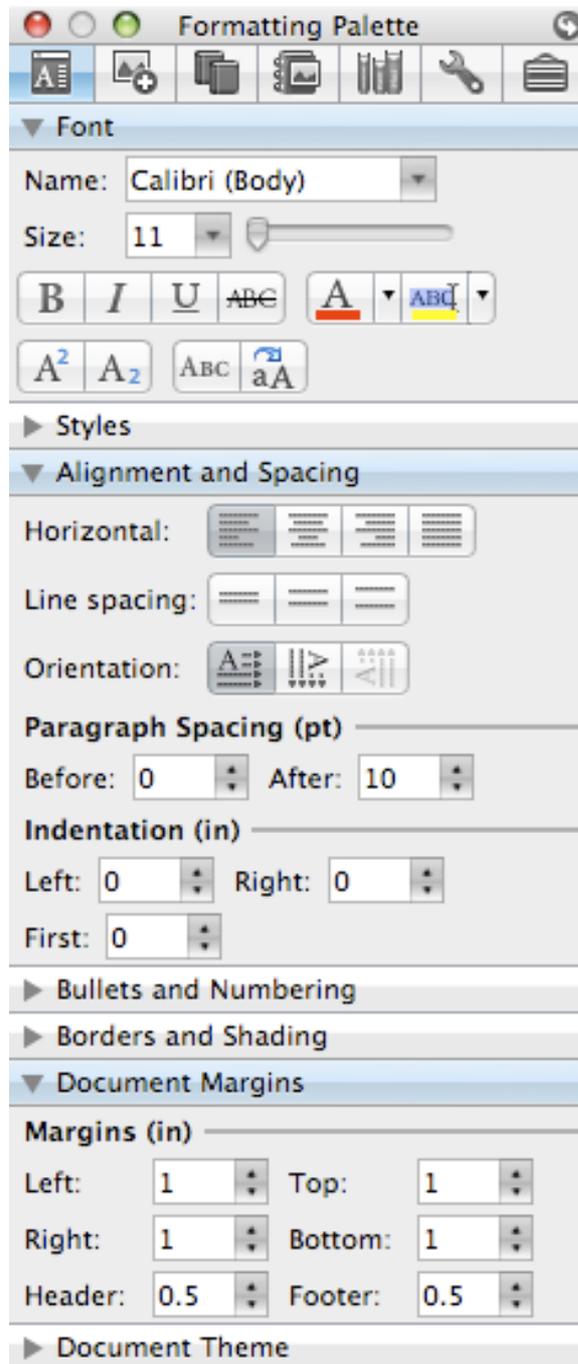**Indent:** Increase or Decrease the indent level.
Borders: Quick select to create borders around selected text.
Highlight: Highlights selection or allows for dragging around text.
Font Color: Allows you to change the color of the font.

Formatting Palette

The Formatting Palette is similar to the Formatting Toolbar, but it allows for more detailed control of all of the options. You can hide/show the whole toolbox section by pressing the Toolbox button on the main Toolbar. Most of the time you will not need these extra options, so hiding allows for more space for your document.

**Font:** Allows more control over the look of the text.

Alignment and Spacing: Allows for options for alignment, line and paragraph spacing, and indent options.

The option that will be used most often will be the Line Spacing. You can select Single, 1.5 Space, or Double Space.

It is also a good habit to use the paragraph spacing options instead of hitting an extra return at end of paragraphs. The extra return can cause problems when laying out a designed document. There is also more flexibility to change things later when you use the paragraph spacing from the beginning.

Document Margins: Allows you to set margins for the document.

Reference Palette
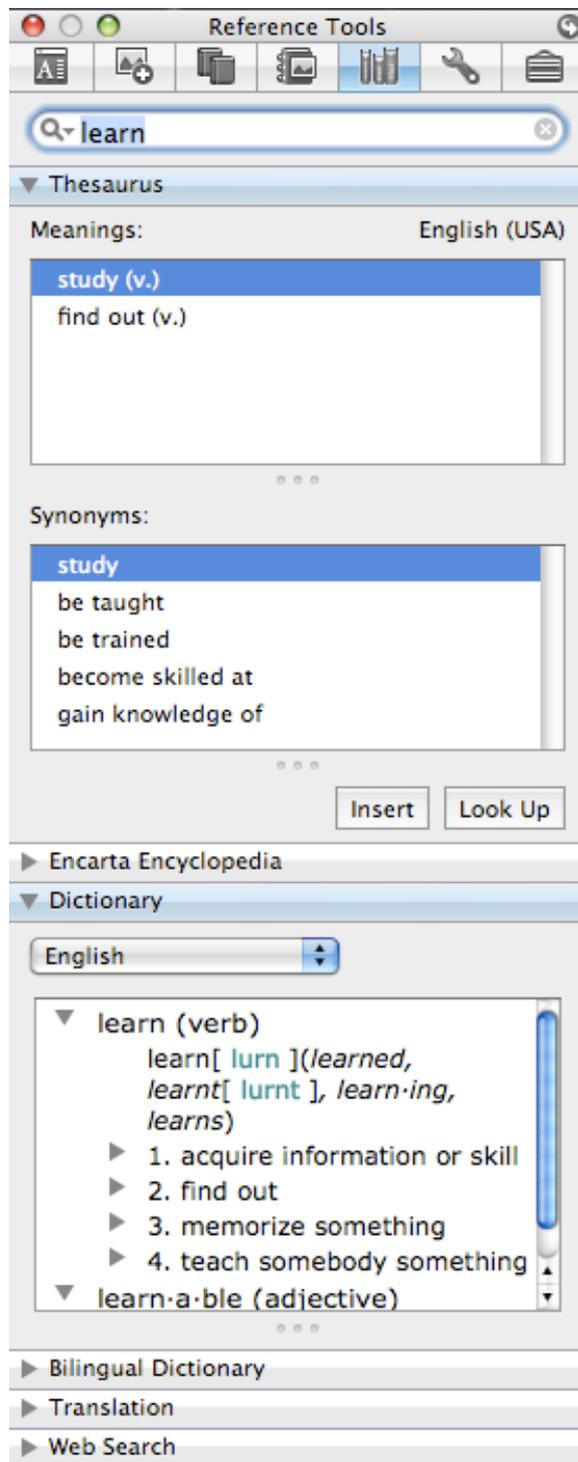
The Reference Palette is a good resource for checking definitions and alternate words when you are writing.

You can access the palette directly by selecting the correct palette on the toolbox grouping, and then typing in your inquiry and doing a search.

You can also access the panel by selecting a word and then ctrl clicking to get a contextual menu and selecting on of the options for look up.

Each section provides different information about the word that you are searching for.

Thesaurus: Suggest alternative words that can mean the same/similar thing. You can also select a word from the synonyms list and press the Look Up button to choose that word for a new search. When you have found a good replacement word press the Insert button to replace the selected text or insert the word at the location of the cursor.

Dictionary: Shows full definitions, pronunciation, and usage. Clicking on the side arrows allows you to see more information about each definition. You can also click the arrows to hide any items that you do not find helpful.

Using Microsoft Word

Tabs: Tabs are used for first line indents and for aligning text. By default, tabs are set up every .5 inches. So pressing the tab button once will move the cursor .5 inches to the right. This is the correct way to indent first lines. Using multiple spaces waste time and can make for formatting problems when you are later proofing the document. You should use the indent options if you want to indent all of the lines in a paragraph, not just the first one.

Line Spacing: The correct way to double space your document is use the line spacing options under the Format>Paragraph panel or in the Alignment and Spacing section of the Formatting Palette in the Toolbox. The worst way to double space is to use double returns at the end of lines. This will create a mess if you need to do any editing.

Page Breaks: If you get to a point in your document where you would like to have your next information start on a new page, you should insert a Page Break. This can be done by going to the menu Insert>Break>Page Break. That will then take you to the next page where you can continue typing. Adding multiple returns will only cause layout problems if you have to go back and edit any previous pages.

Text Alignment: Text can be aligned on the left, right or center, or justified to fill the entire line from margin to margin. Newspapers will sometimes use justification on their column views. It is not used often in regular text documents.

Using Shortcuts

Many of the often-used commands have a keyboard shortcut. Instead of using the mouse to navigate through the menus, you can keep your hands on the keyboard and increase your productivity. The symbols next to the menu items display the keyboard shortcut for that item.

Shift ⇧: This key is used for capitalization and also for modifying other commands.

Control (ctrl) ⌃: This key is used to get to contextual menus and sometimes as a modifier to other commands. If you are using your mouse in single button configuration, you can press control and click to get the equivalent of at right click on the mouse.

Command (cmd) ⌘: This is the primary key that is used for shortcuts. Using this key and a letter will get you to most of the items that you will need.

Option (alt)⌥: This is a secondary modifier key. Usually it is used in conjunction with the command key to perform alternative task.

View Bar

The View Bar is located at the bottom of the document window. You can change viewing options, see the number of pages, and get a word count. The most common view layouts are Draft and Print Layout View.

Saving Your Document

You can save your document by selecting the Save (⌘S) or Save As commands from the File menu or by pressing the save icon in the menu bar. Always remember to save your document often. Word seems to be very prone to unexpectedly quitting, so it is better to be safe so you don't lose much work if something goes wrong.