

Cheat Sheet Module 4

Essential Concepts

Using Word

A Word document has three main controls: the ribbon, the document, and the status bar.

- The ribbon is at the top of the window and includes the majority of the document controls including:
 - Quick access toolbar
 - Tabs
 - Currently selected tab
 - Group names
 - Dialog box
- The document is the main body where the user will edit and write.
- The status bar is at the bottom of the Word window and includes:
 - Page count
 - Word count
 - Spelling/grammar check
 - View options
 - Zoom

Word documents can be saved using the shortcut CTRL+S or Command+S. To save another copy of the document in a new location or with a different name or file extension you can use the Save As feature.

The default Microsoft Word file extension is .docx and is compatible with Microsoft Word 2007 and later. Other file extensions include

- .doc for Word 97-2003
- .txt for saving only the words with no formatting
- .rtf for saving words with basic formatting
- .pdf which converts the word document to a PDF file that cannot be edited.

Basic Text Formatting

Formatting the text on a word document can provide visual interest and make the information on the page easier to read. Text can be formatted using a variety of techniques:

- **bold** (CTRL+B, Command+B)
- underline (CTRL+U, Command+U)
- *italics* (CTRL+I, Command+I)
- font
- font size
- font colors
- alignment (left, center, right, justified)
- indentation
- line spacing
- paragraph spacing

Text can be moved on a document by clicking and dragging it across the page. It can also be moved using copy (CTRL+C, Command+C) or cut (CTRL+X, Command+X) and paste (CTRL+V, Command+V).

Documents can also be formatted using different fonts, font sizes, and font colors.

Workspace Tools

Workspace tools include spell check, dictionary, grammar checker, and find and replace. These tools are not necessary for writing a good Word document, but can be incredibly helpful.

Lists

Using lists can help you provide emphasis or visual clarity to your ideas. Lists can be bulleted or numbered and different list levels can be used to show a list within a list.

- This is a bulleted list
- Second point
 - Additional information about the second point

and

1. This is a numbered list
2. Second point
 - a. Additional information about the second point

Glossary

alignment

the arrangement of text within a document; includes left-aligned, centered, right-aligned, and justified.

bold

a text style that makes letters thicker to stand out.

centered

alignment of text that is evenly distributed from the center of a line.

copy

the command used to duplicate text or data, storing it in the clipboard without removing it from its original location.

cut

the command that removes text or data from its original location and stores it in the clipboard.

document

a file created in Microsoft Word that contains text, images, and other data.

file extension

a suffix at the end of a filename indicating the file type; for Word, commonly .docx.

font

the design of text characters in a document, including style and size.

indentation

the space added at the beginning of a paragraph to separate it visually from other paragraphs.

italics

a text style where the letters slant to the right, used for emphasis or distinction.

justified

text alignment where both sides of the text block are aligned flush with the margins.

left-aligned

text alignment where the text is aligned to the left margin.

line spacing

the distance between lines of text within a paragraph, adjustable to improve readability or fit more text on a page.

list

a formatted sequence of items, either numbered or bulleted, used to organize information in a document.

list levels

the hierarchical layers in a list, allowing for the organization of complex information in subordinated formatting.

lowercase

small letters in text, as opposed to uppercase or capital letters.

paragraph spacing

the amount of space above or below a paragraph, used to separate paragraphs visually and improve document layout.

paste

the command used to insert text or data from the clipboard into a new location in a document.

right-aligned

text alignment where the text is aligned to the right margin.

Ribbon

the strip at the top of Word that contains tabs and tools for various functions.

save

the command used to preserve the current state of a document.

save as

a command used to save a document for the first time or to save an existing document under a new name or format.

sentence case

a capitalization style where only the first letter of the first word in a sentence is capitalized.

status bar

the bar at the bottom of the Word window that displays information about the document, such as page number and zoom level.

rabs

areas on the Ribbon that are organized by task-oriented groups.

text

any characters, words, or sentences written in a document.

underline

a text style that places a line under text, often used for emphasis or titles.

uppercase

capital letters in text; often used for emphasis or headings.

zoom

a feature that allows users to change the size of the document on the screen for easier viewing.