

**A little bit of  
Microsoft Windows 10  
& Microsoft WORD**

**Lesson the 4th...**  
**Intro to Microsoft 365/Word ... Continued**

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## Tabs and Tables

Typing **tabs** are a way of moving across a line using one key—the **tab** key—to specific spots on that line. In order to set up tabs you must have the RULER visible (lesson 1).

The default setting for **tab** stops in Word is every ½ inch. If no tab stops are manually set, then tapping the tab key will advance the cursor ½ inch or to the next ½ inch mark on the ruler.

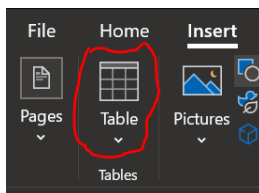
Can you find the tab key?



Note that the tab key has arrows in both directions. That's because in certain situations—as seen previously—you can tab in either horizontal direction.

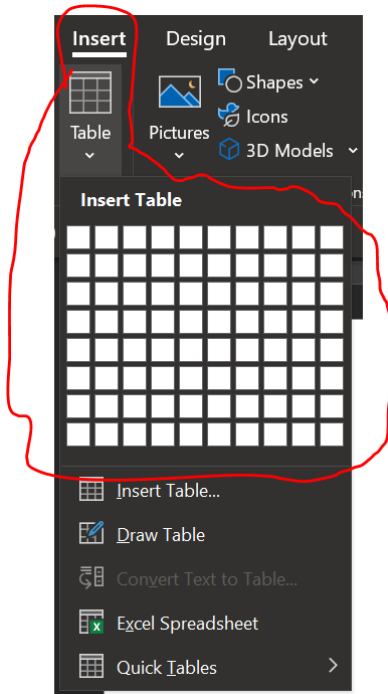
In the interests of time, please use this [link](#) for a short video on tabs and tab stops. This [search](#) will bring up a longer list of resources for learning about tabs.

**Tables** can be used to make *multiple-column-lists* look good or to provide them with organization. You will find the **Tables** tool on the **Tables mini-menu** of the **Insert** **tab**. You can design your own table or use a preconfigured one. To use the preconfigured ones, just drop the menu below the **TABLE** command **icon** and you will find many ways to lay out tables.



## A little bit of Microsoft Windows & a little bit of Microsoft Word

### Lesson 4—Intro to Microsoft 365 / Word...Continued



Demo table:



Name	Email
Fred	<a href="mailto:fred@isp1.net">fred@isp1.net</a>
Joan	<a href="mailto:joan@isp2.net">joan@isp2.net</a>
Susan	<a href="mailto:Susan34@isp3.net">Susan34@isp3.net</a>

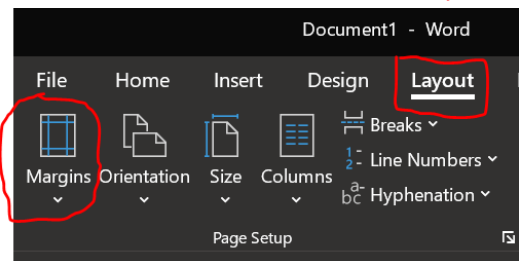
It is best to set up a table before it needs to be filled, otherwise you have to do a lot of cutting and pasting—it's no fun! 😞 However, tables can be modified after they are set up. You may have to play with the table to see what can be done with one. If you have some time to kill, start experimenting with tables.

## Margins

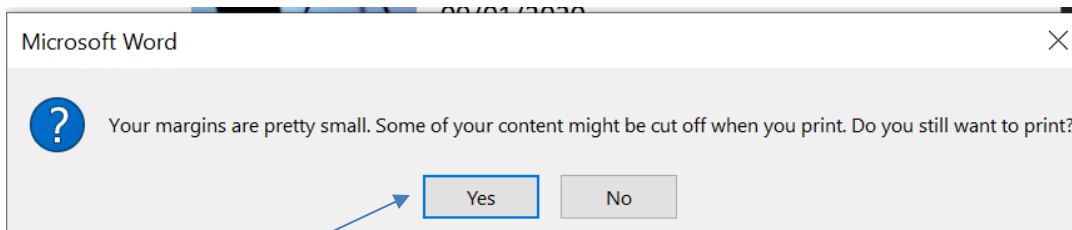
Margins are controlled from the Layout tab:



The default margin in the drop down menu is labelled **normal** and is one inch on all four sides of the document. Once you drop the menu, you will see that there are many options, including “Custom Margins”, where you can change the margins to anything you want.



**Margins are dependent on your printer.** Not all printers are alike in their ability to print a page. Depending on your margins, when you print, you might get a warning like this:



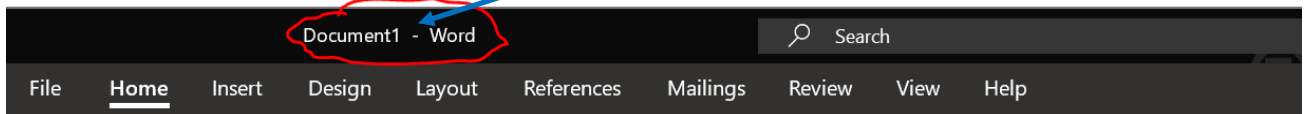
[Notice that the **Yes** has a heavy blue line around it. That is the default button and if you simply tap **Enter**, it is the button that will get “pressed”. The default button in

any situation will have a heavy line around it. Don't reach for the mouse, simply tap **Enter** if that's what you want to do.] Depending on how your page is configured, you could also get almost-the-same warning telling you the page is too big. If you haven't printed the document previously, testing would be a good idea to make sure it prints correctly. There's no need to print the entire document, but you can print **1 or 2** test page(s) to see what it looks like. Understand that you may have to adjust your margins a bit to fit what the printer can do.

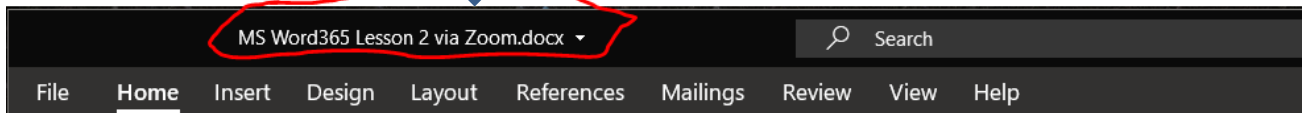
## Saving Files

To save any **Microsoft 365** document, whether it's in Word or some other application:

**NOTE:** If the file has no name other than "Document#" where # is some number, like this:



then it's **new** and **never been** saved **by you**. If the file has a name other than Document#, like this:



then skip down to **#6**, on page 7.

**WARNING:** For those with experience in previous versions of Office, the "Save As" dialog box looks considerably different in **Microsoft 365**. Almost everything is there, but things may be in different places. Take a look around until you find what you are looking for...and don't forget to drop menus that have a down arrow at the end of the line:



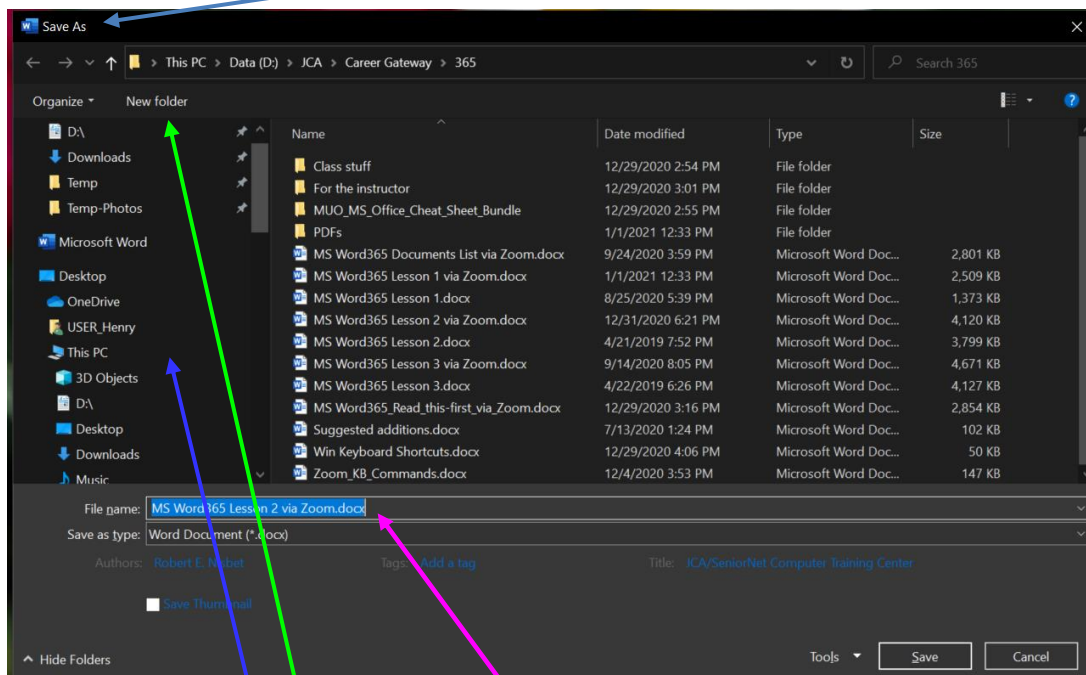
## A little bit of Microsoft Windows & a little bit of Microsoft Word

### Lesson 4—Intro to Microsoft 365 / Word...Continued

There are two ways to **save** a file: the **hard** way and the **easy** way!

1. When saving a file for the **first time** or **saving to a different location** one must use **SAVE AS**. There are several different ways. The **hard** way is to select the **File** Tab and then **Save As**.

That will bring up the **Save As** dialog box. It even says “**Save As**” right at the top left of the window (in the window’s title bar)!



2. Enter a name for the file in the **file name** field (do not add the extension, Word will do that),
3. Navigate to the **folder** where you want the file to be saved. You may have to “drill down”, by clicking on the folder name/icon, to get to the correct location or you can create a **new folder** by clicking the button, beside “organize” above the folder list.
4. There are different places to **save to** and you might have to “look around” using the folder arrows/icon to the left of the Location bar, circled in **red**.
5. The folder(s) to the right, shows where the folder/file will be saved.

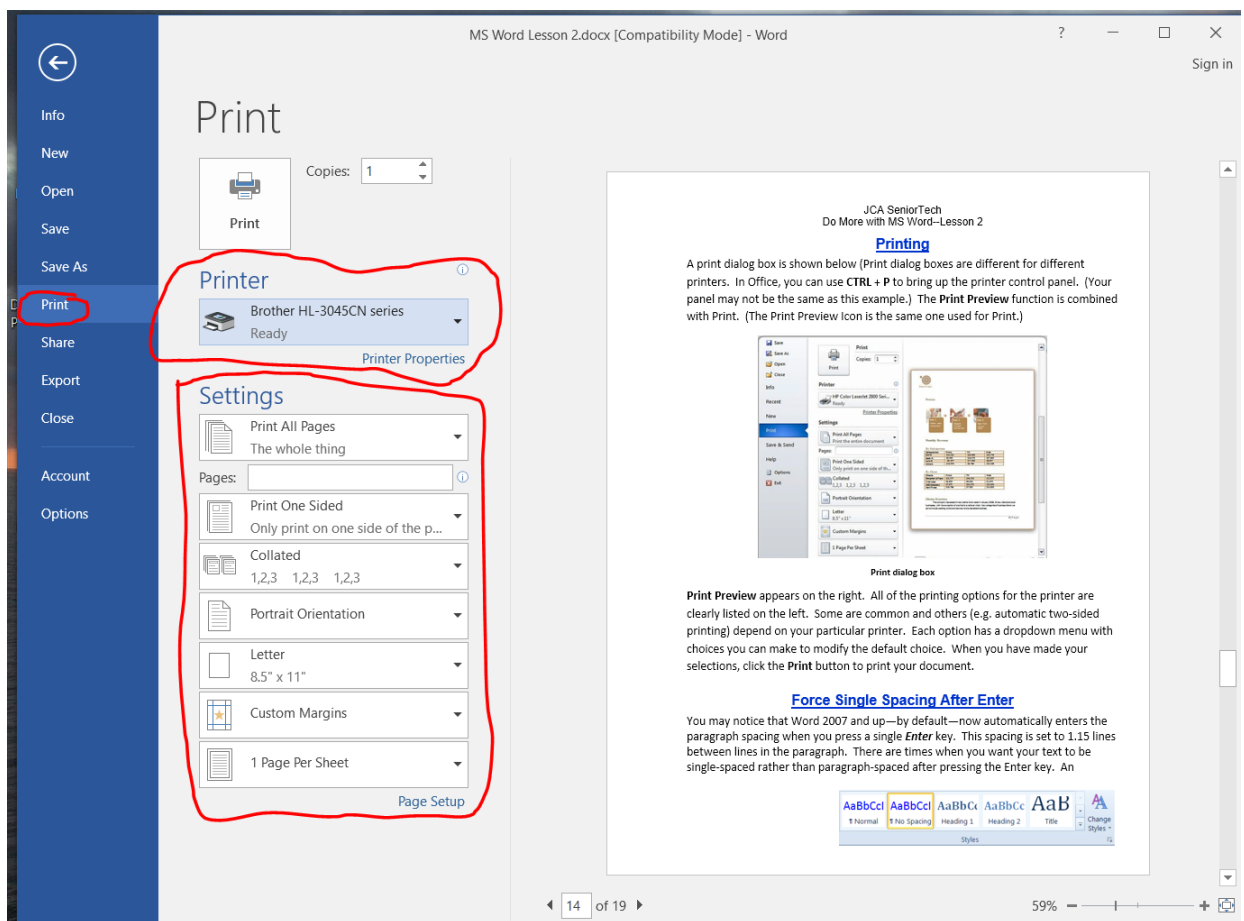
**OR** the *easy* way:

Bring up the **SAVE AS** dialog box with 1 or 2 keystrokes (depends on keyboard type: laptop or desktop). Use the *keyboard shortcut F12 (Function key 12)*. You will still have to go through the steps to name & save the file, as illustrated in the graphic on page 6.

6. Use the **Save** command (**CTRL + S**) when *keeping the same name and location*. **Save overwrites the previously saved file** with whatever is **on-screen**.

## Printing

A print dialog box is shown below (**printer dialog** boxes are different for different printers). In **Office** (and generally, Windows), you can use **CTRL + P** to bring up the print dialog box in almost any app.



**Print dialog box**

When a **Print Dialog box** is active, normally one can see the **Print Preview** in the right pane so you can see what the file will look like when it's printed. While this is true for most Windows apps, it's not a universal feature. You can page through all of the pages using your mouse to click on the arrow keys at the bottom of the **PRINT** page:



All of the printing options for the printer are clearly listed in the left pane. Some are common and others (e.g. automatic two-sided printing, aka “duplexing”) depend on the particular printer. Each option has a dropdown menu with choices you can make to modify the default choice. When you have made your selections, click the **Print** button at the top left of the window to print your document with your selected printer options. This is not the place to change the margins. That should be done within the document.

## [Changing Default Fonts and Spacing](#)

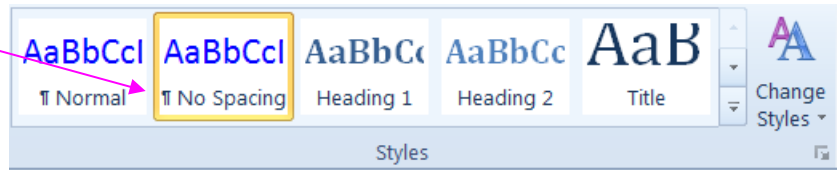
When you get to the end of a line, all word processors automatically wrap (advance) to the next line, so there's no need to tap “enter” or do a carriage return—unless you are working with certain features, notably lists.

If you don't actually get to the end of a line and you press the Enter key once, that's known as a “hard return” and the cursor moves to the next lower line.

You may notice that **Word**—(since **Word 2007**)—*by default*, uses what is called **Normal spacing** or **paragraph spacing**. This spacing is set to 1.15 lines between lines in the paragraph—supposedly for readability. There are times when you want your text to be single-spaced rather than “paragraph-spaced”. An example might be the address block of a letter. There is a handy “correction” for this feature located in the **Styles** gallery of the **Home** tab.

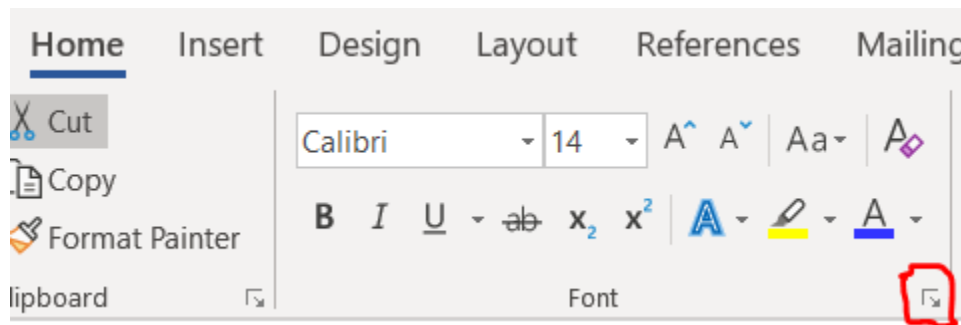


It is called “¶ No Spacing”, though what it actually means is *single spacing*. If you enter your text normally, using default “¶ Normal spacing”, and you want to change to single spacing, select the text, and click the “¶ No spacing” option in the Styles gallery and the selected text will be single spaced.



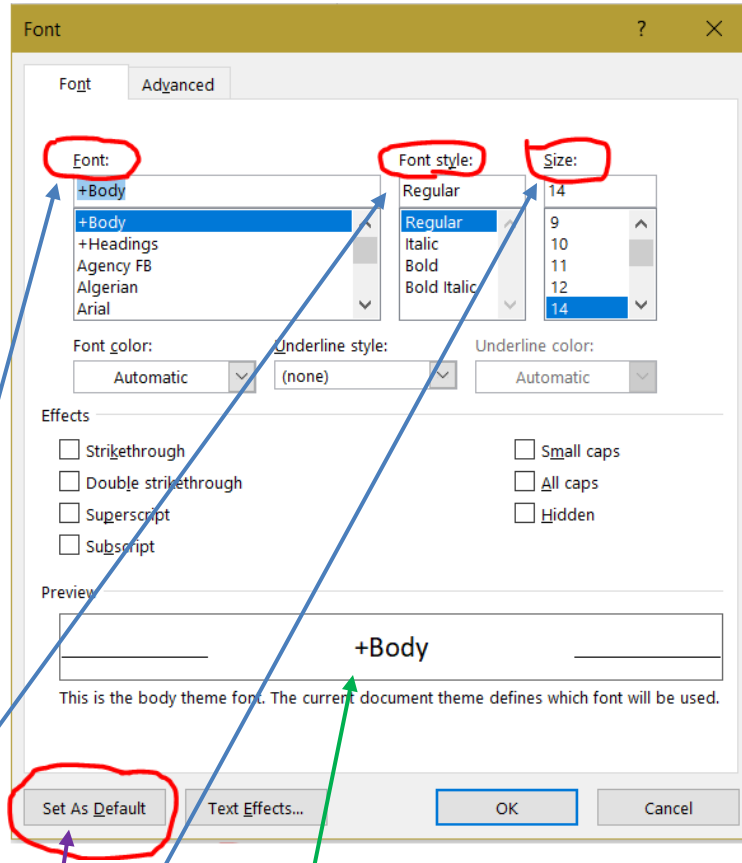
**But suppose you want to change your default paragraph- and font- spacing options to something else *permanently*?** For this exercise, we'll use 14 point Calibri and single spacing. There are two steps. Here's how:

**Step 1:** This can be done in an open document or a new one. To change the default **FONT**: On the **Home Tab**, drop the FONT **mini-menu** selector (as circled in RED below):



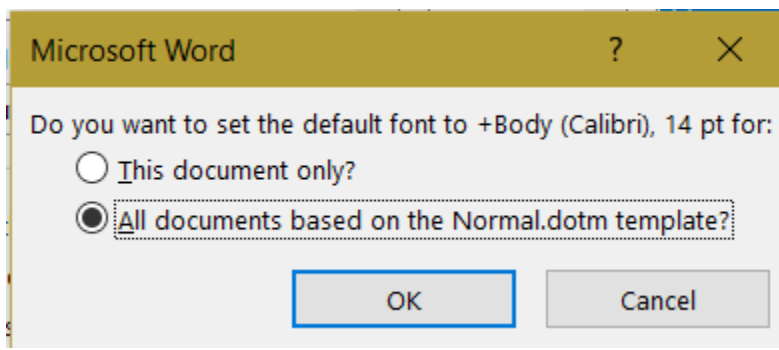
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And you'll get this dialog box, where you'll need to reset 3 values:



In the **Font** section of the **Font** tab, select the **FONT** you want to use, In **Font Style** section, select the style you want. **REGULAR** is suggested. Then select the font **SIZE**. In the **Preview** field, below the **Font** and **Effects** windows, you can see what your *proposed changes* look like.

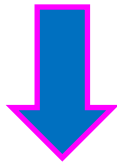
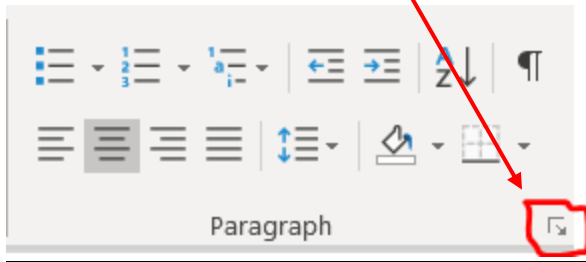
Click on the **SET AS DEFAULT** button in the lower left corner (circled in the graphic above) and you'll get this dialog:



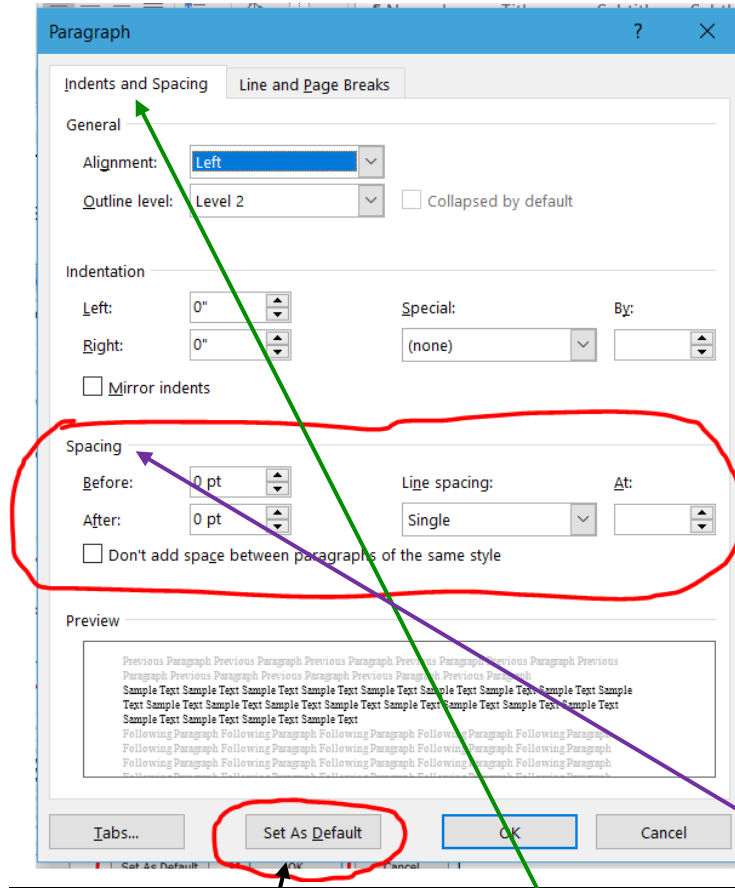
If you want **all documents from now on**, select the 2<sup>nd</sup> radio button (as above) and either tap the **ENTER** key or click on **OK**. **Do notice** that the **OK** button has a blue line around it and is the *default* entry and taping **ENTER** will “click” it. It’s another way of saving time. Don’t reach for the mouse, simply tap the **ENTER** key.

**Step #2**, change the paragraph spacing:

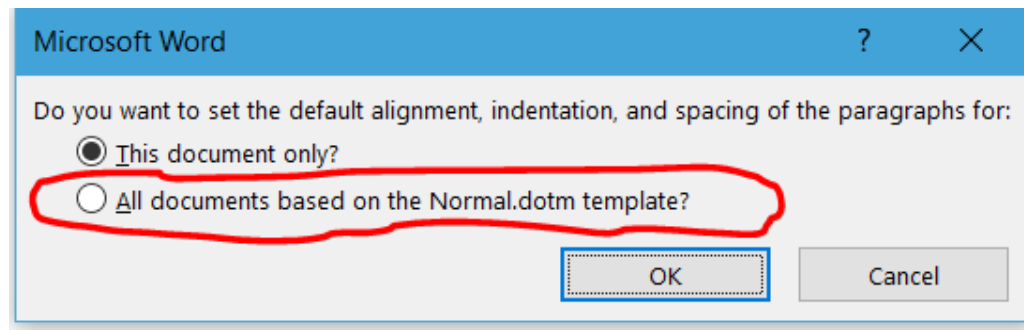
Using the same document, also on the **Home** tab, drop the Paragraph mini-menu down arrow (circled in red in the graphic):



Which brings up the **Paragraph dialog box**:



Make sure you are on the **Indents and Spacing Tab**. In the **Spacing** section, select your spacing as it is set above. Be sure that **Before:** and **After:** are set to **zero (0)**, *not auto*; **Line spacing:** is set to **Single**, and the **At:** box is empty. Click on **SET AS DEFAULT** (to the left of the **OK** button and you'll get this dialog box:



asking if the change should be made to this document ONLY or all documents **from now on**. **Make your choice**. Tap **ENTER**. You will be returned to the dialog box seen on the previous page. Either click **OK** or tap the **ENTER** key *again*.

NOW this document and any **new** document, will have your new selected default font and the default line spacing will be set to single spacing. The change stays until it is changed again.

## [Learning to Use Microsoft Office and 365—Online](#)

If you are not familiar with the **Microsoft Office** web site (of which **Word** is just one part), it's time to visit! Point your browser to the following address: [www.office.com](http://www.office.com) This site contains a wealth of tutorials, demonstrations, templates, tips, and how-to's for and about **Word** and all the other Office applications. Everything is free. Put it on your favorites/bookmarks list.

Here are web addresses to the Microsoft Office Online Tutorials showing how to use **Word** (in descending order) for various tasks.

**Microsoft365**: <https://support.microsoft.com/en-us/training>

**Word 2019**: <https://support.office.com/en-us/article/What-s-new-in-Word-2019-for-Windows-d3d31e5e-2bb8-4433-80bb-08279beef4b3>

**Word 2016**: <https://support.office.com/en-us/article/Word-for-Windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73>

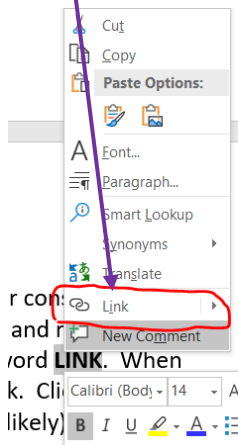
**Word 2013**: [https://support.office.com/en-us/article/word-2013-videos-and-tutorials-14807f76-d2b5-44d6-af11-9c880c44e551?wt.mc\\_id=otc\\_word](https://support.office.com/en-us/article/word-2013-videos-and-tutorials-14807f76-d2b5-44d6-af11-9c880c44e551?wt.mc_id=otc_word)

**Word 2010**: Office 2010 is now out of support. It is strongly recommended that you upgrade to a newer version, unless the machine is not connected to the internet.

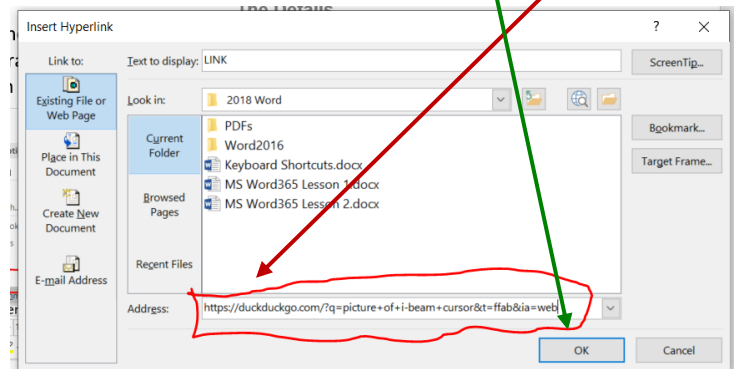
The above addresses may change. I do not monitor them constantly but try to check them before class. They were checked on 2021/03/04.

## Shortened URLs

Shortened (for example, [www.TinyURL.com](http://www.TinyURL.com)) URLs are, in my opinion, dangerous, as you cannot see where they point. In today's environment, not knowing where the URL goes is a recipe for disaster. You can copy a Tiny URL to <https://dnslytics.com/reverse-tinyurl> to “decode” it and see what it really is pointing to. Safer, but it's such a waste of time. If you simply copy the entire URL into the document, it's fully seen. You can also attach a “link” to a grammar construct (word, phrase, sentence, paragraph, image, etc.) by selecting the construct, and **right clicking** on it. You will get a menu and near the bottom is the word **LINK**.



When you click on **LINK** you will get an **Insert Hyperlink** window where you can place the **link**. When done click **OK** or tap **Enter**.



When you get back to your document, the link will be underlined in a [color](#). To see where the link points, simply place the mouse pointer on it (without clicking on it).

## Online Tutorials

Additionally, there are a number of “third party” (not Microsoft) developed tutorials online. These can help you get started or get more in-depth help using your version of **Word**. You can search “**Word ####** (where # is the version number) tutorials,” or check out the tutorials located at <http://www.gcflearnfree.org/>. There you find lessons, interactive tutorials, and videos to help you master techniques you need for your work.

If you are a visual learner, one of the best sites for free lessons is **Youtube** ([www.youtube.com](http://www.youtube.com)). There are likely to be hundreds, if not thousands, of videos offering to show you the way. Find some that you like and watch, listen, and learn!

**That's all for today folks!**