



University Information
Technology Services

Using Word 2011® at Kennesaw State University

Getting Started

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word*®, *Excel*®, and *PowerPoint*®. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you get started with *Word 2011*.

Learning Objectives

The learning objectives in this document include:

- Having the ability to access *Word 2011* on the computer
- Being able to create documents using the ribbon
- Knowing how to insert a table
- Understanding how to insert clipart
- Having the ability to place headers and footers
- Knowing how to insert page numbers
- Being aware of the *Standard* and *Formatting* toolbars
- Knowing the location and function of the *Undo* button
- Understanding how to use the *Spell Checker*
- Having the ability to print
- Being able to convert a document to PDF
- Knowing how to save

Opening Word 2011

The following instructions explain how to open *Word 2011* on your *Mac*.

1. Double-click the *Finder* icon on the dock.
2. In the *Macintosh* window that appears, double-click the *Applications* folder.
3. In the *Applications* folder that appears, double-click the *Microsoft Office 2011* folder.
4. In the *Microsoft Office 2011* window, double-click the icon for *Microsoft Word 2011* and the software package will open.

Creating a New Document

To create a new document in *Word 2011*, follow the steps below.

1. Open *Microsoft Word 2011* and make certain that it is the active program on your desktop.
2. From the menu options in the upper-left corner of the screen, select *File*.
3. Then, select *New Blank Document*.

Formatting Options on the Home Tab

Word 2011 has a variety of formatting options on the *Home* tab (see *Figure 1*).

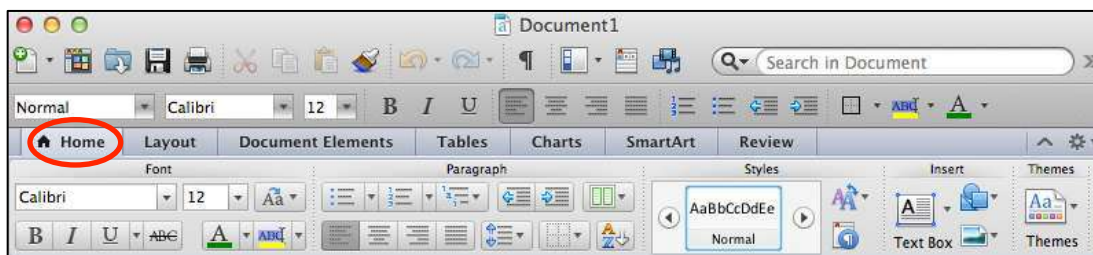


Figure 1 – Home Tab

Some of the commonly used categories include the following:

Font Options – This area of the ribbon allows you to change the font; increase the size of the text; apply colors to the text; and make the text bold, italicized, and underlined (see *Figure 2*).



Figure 2 – Font

Alignment – This area of the ribbon allows you to determine left, center, or right placement for text and graphics (see *Figure 3*).

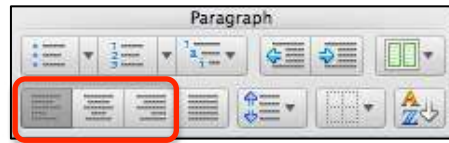


Figure 3 – Paragraph

Bullets and Numbering - Click the arrow next to *Bulleted List* and *Numbered List* to create lists with bullets and numbers (see *Figure 4*).

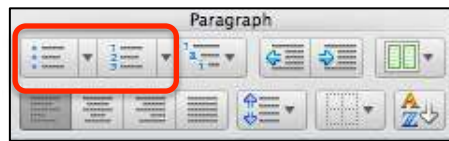


Figure 4 – Bullets and Numbers

Line Spacing – Click the arrow next to *Line Spacing* to adjust the spacing in the document (see *Figure 5*).

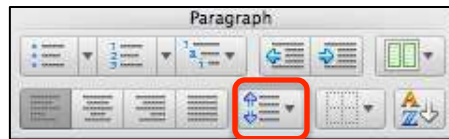


Figure 5 – Line Spacing

Formatting Options on the Layout Tab

Word 2011 also has a variety of formatting options on the *Layout* tab (see *Figure 6*).



Figure 6 – Layout tab

Margins – Enter the desired numbers to specify the top, bottom, left, and right margins (see *Figure 7*).

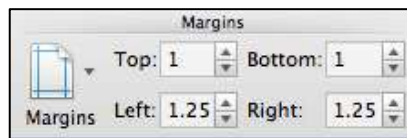


Figure 7 – Margins tab

Orientation – Click *Orientation* to select whether you want your paper to be portrait or landscape (see *Figure 8*).

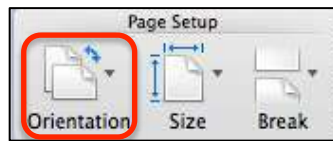


Figure 8 – Orientation

Tables

The following explains how to place a table into your document.

1. Click *Tables* on the Ribbon (see *Figure 9*).



Figure 9 - Tables

2. Click the *New* button (see *Figure 10*).



Figure 10 - New Button

3. In the grid that appears, drag your mouse down and across to display the dimensions for the desired table (for example, *Figure 11* shows a 3 x 3 table). When you click your mouse, the table will appear in the document.

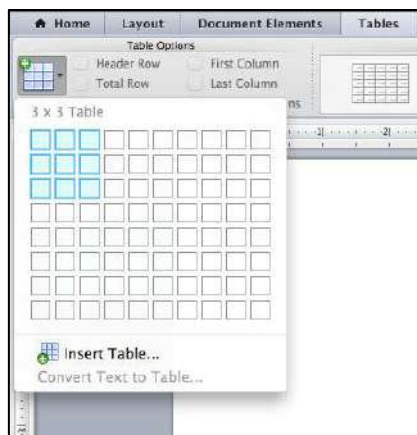


Figure 11 - Tables

The following steps explain how to adjust the alignment of the table in your document.

1. Place your cursor in one of the table's cells.
2. Click the *Table Layout* button on the Ribbon (see *Figure 12*).

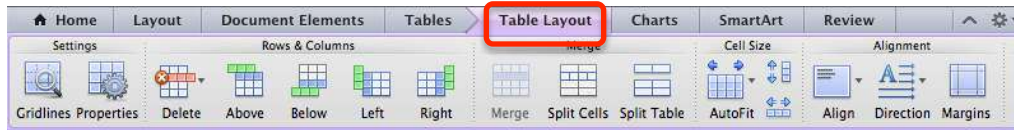


Figure 12 – Table Layout

3. Click the *Properties* button on the Ribbon (see *Figure 13*).

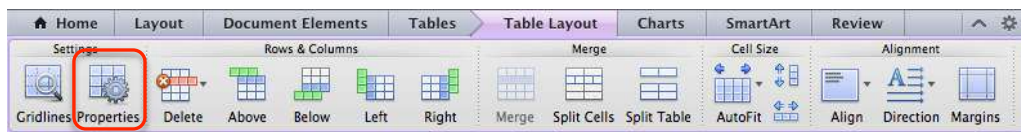


Figure 13 – Properties button

4. Click the *Left*, *Center*, or *Right* button to place the table within your document (see *Figure 14*). Then, click the *OK* button.

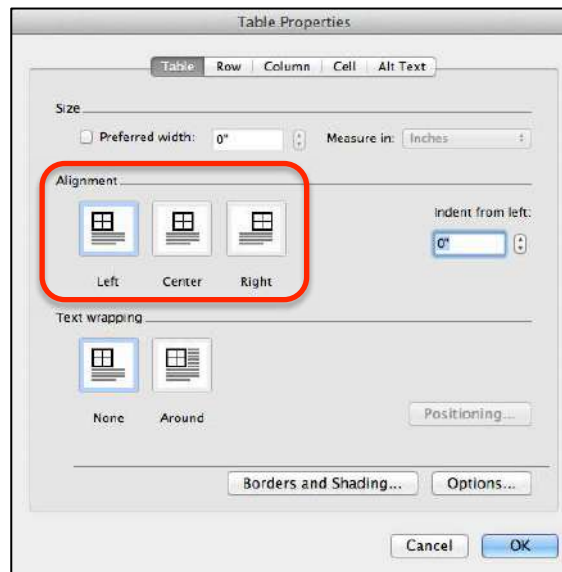


Figure 14 – Table Alignment Buttons

Clip Art

To add clip art to your document, follow the steps below.

1. From the *Home* tab, click the *Insert a Picture* button (see *Figure 15*).



Figure 15 – Insert a Picture button

2. In the menu that appears, click *Clip Art Gallery*.
3. At the top of the *Clip Gallery* window, you will see a text box with the label *Search* (see *Figure 16*). Type the name of the item that you want to search for in the clip art library. For example, if you want to insert a picture of a bird, type the following in the text box: *bird*
4. Click the *Search* button located to the right of the text box.
5. All of the images that are located in the hard drive's clip gallery will appear in the large window.
6. Click on the image that you want to appear in your document so that it is highlighted.
7. Click the *Insert* button located at the bottom of the *Clip Gallery* window and the graphic will appear in your document.



Figure 16 – Clip Gallery

Headers and Footers

The following explains how to add headers and footers to your document.

1. Click the *Document Elements* tab (see *Figure 17*).

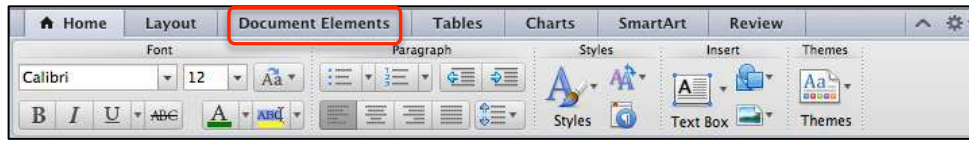


Figure 17 – Document Elements tab

2. Click either the *Header* or *Footer* button (see *Figure 18*).

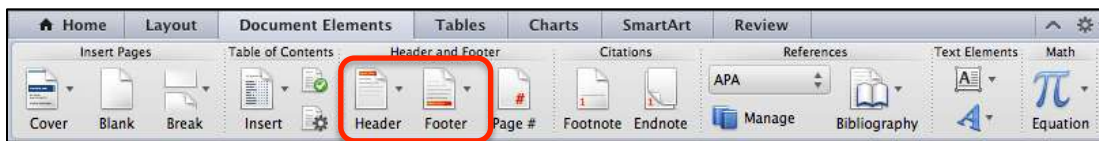


Figure 18 – Header and Footer button

3. A variety of headers and footers will appear on the screen. Select the first option in the list, *Basic (All Pages)*, as shown in *Figure 19*.

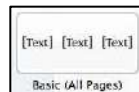


Figure 19 – Basic (All Pages)

4. Three text boxes will appear in the header or footer (see *Figure 20*). Click on the text box of your choice and you can then type the necessary words.

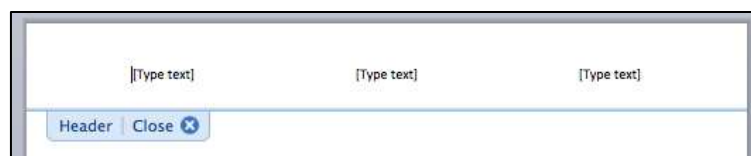


Figure 20 – Text Boxes

NOTE: Be certain to delete any text box where you did not enter text. To do this, click to select the text box and then press the *Delete* key.

5. When you are done, you will find a *Close* button in the header and footer area. Simply click the *Close* button to return to the main area of your document.

Page Numbers

If you need page numbers in your document, follow the steps below.

1. Click the *Document Elements* tab (see *Figure 21*).



Figure 21 – Document Elements tab

2. Click the *Page #* button (see *Figure 22*).

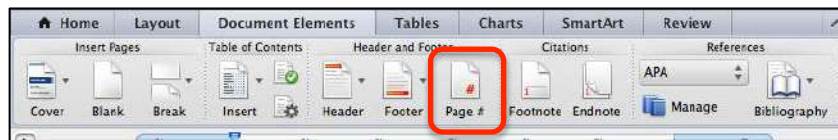


Figure 22 – Page # Button

3. The *Page Numbers* dialogue box will appear on your screen (see *Figure 23*).
 - a. For the *Position*, select whether you want the page number to appear in the header or footer.
 - b. For the *Alignment*, select left, center, or right.
 - c. If you want the page number to appear on the first page, make certain that the check-mark appears in the indicated box.
 - d. When done, click the *OK* button.

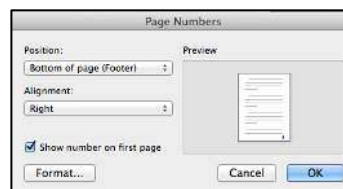


Figure 23 – Page Numbers

The Standard and Formatting Toolbars

Word 2011 provides you with the ability to add and remove toolbars across the top of your window. The following explains how to add the *Standard* and *Formatting* toolbars, which are both very useful because they provide you quick access to tools as you use the various tabs on the ribbon.

1. From the menu options in the upper-left corner of your screen, click *View*.
2. Next, allow your mouse to hover over the option *Toolbars*.
3. In the next menu that appears, make certain that there are check-marks next to the following options: *Standard* and *Formatting*.

NOTE: If you do not see check-marks next to *Standard* and/or *Formatting*, allow your mouse to hover over one of the options and click with your mouse once. This will add the toolbar for that option to the top of your window.

Figure 24 shows the buttons that are available with the *Standard* toolbar. *Figure 25* shows the buttons that are available with the *Formatting* toolbar.



Figure 24 – The Standard Toolbar



Figure 25 – The Formatting Toolbar

The Undo Button

The undo button is a great tool to use if you make a mistake when working with *Word 2011*. This button will undo the last action that was done to the document. See *Figure 26* to find the undo button, which is found on the *Standard Toolbar*.



Figure 26 – The Undo Button

The following explains how to find this option in the menu:

1. In the upper-left corner of your screen, click *Edit*.
2. Click the top option in the *Edit* menu to undo the last action that was done to the document.

Spell Checker

To check the spelling of your document, you can use the *Spell Checker* that is provided with *Word 2011*. The steps below explain how to start the *Spell Checker*.

1. In the upper-left corner of your screen, click *Tools*.
2. Next, click *Spelling and Grammar*.
3. If *Spell Checker* finds no errors, a window will appear indicating that the spell checking is complete.
4. If *Spell Checker* does find errors, a window will appear (see *Figure 27*) that has many buttons, including *Change* and *Ignore*. The misspelled word will appear in red in this window.
 - a. If you want *Spell Checker* to ignore this word, simply click the *Ignore* button.
 - b. If you want *Spell Checker* to change this word, you will see a list of suggested words in the *Suggestions* window. Highlight the word that you want to replace the misspelled word with and click the *Change* button. If you do not see the word in the list with the correct spelling, cancel the *Spell Checker* and type the correct word in the document.



Figure 27 – Spelling and Grammar

Printing a Document

The following steps explain how to print a document.

1. In the upper-left corner of the screen, click *File*.
2. Next, click *Print*.
3. The *Print* window will appear on your screen.
4. Click the *Print* button in the lower-right area of this window to send your document to the printer.

Converting a Document to PDF Format

To convert your document to PDF format, follow the steps below.

1. In the upper-left corner of the screen, click *File*.
2. Next, click *Print*.
3. The *Print* window will appear on your screen.
4. Click the button in the lower-left area of the window with the label *PDF*.
5. In the next menu that appears, click *Save as PDF*.
6. Next, the *Save* window will appear.
 - a. In this window, you will see the *Save As* text box. Here, type the filename.
 - b. You will also see the *Where* text box in this window. Here, using your mouse, click once inside of this text box to see a list of places where the document can be saved.
7. Click the *Save* button to save your document.

Saving a Document

The steps below explain how to save your document.

1. In the upper-left corner of the screen, click *File*.
2. Next, click *Save As*.
3. In the next window that appears, you will see the *Save As* text box. Here, type the filename.
4. You will also see the *Where* text box in this window. Here, using your mouse, click once inside of this text box to see a list of places where the document can be saved.
5. Click the *Save* button to save your document.