

# Microsoft Word

(Microsoft 365 and Office 2021)

Step

by

Step

Joan Lambert



PRACTICE FILES

FREE SAMPLE CHAPTER |





# Microsoft Word

## Step by Step

(Microsoft 365 and Office 2021)

Joan Lambert

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# About the author



**Joan Lambert** is a certified expert in accessibility, training, Adobe InDesign, Intuit QuickBooks, Dynamics, Windows Server technologies, and many Microsoft applications and systems including Access, Excel, OneNote, Outlook, PowerPoint, SharePoint, Windows, and Word. A former small business owner and recovering workaholic, she has worked for over 36 years with Microsoft and Microsoft technologies and for over 26 years in the training and certification industry.

As a member of the Pearson VUE Accessibility team since 2022, Joan has gained a new perspective on computer interactions and the importance of providing equitable access to technology and content. Through her books, Joan enjoys helping people gain confidence and increase their productivity. She has written more than 50 books about Windows, Office, and SharePoint technologies, including dozens of *Step by Step* books and five generations of Microsoft Office Specialist certification study guides. Students who use the *GO! with Microsoft Office* textbook products from Pearson may overhear her cheerfully demonstrating Office features in the videos that accompany the series.

A native of the Pacific Northwest, Joan has had the good fortune to live in many parts of the world—including Germany, New Zealand, Sweden, and Denmark—and many of our United States. She currently resides with her family—one daughter, two dogs, two cats, and five chickens—in the Beehive State, where she enjoys the majestic mountain views, mostly blue skies, and occasional snowstorm.

# Introduction



Welcome! This *Step by Step* book has been designed so you can read it from the beginning to learn about Microsoft Word 365 (or Word 2021) and then build your skills as you learn to perform increasingly specialized procedures. Or, if you prefer, you can jump in wherever you need guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts. You'll also find informative graphics that support the instructional content.

## Who this book is for

*Microsoft Word Step by Step (Microsoft 365 and Office 2021)* is designed for use as a learning and reference resource by people who want to use Word to create and edit documents, and who want to make use of the many features that help users achieve an attractive and professional result. The book content is designed to be useful for people who are upgrading from earlier versions of Word and for people who are discovering Word for the first time.

## The *Step by Step* approach

This book's coverage is divided into parts representing general Word skill sets. Each part is divided into chapters representing skill set areas, and each chapter is divided into topics that group related skills. Each topic includes expository information followed by generic procedures. At the end of the chapter, you'll find a series of practice tasks that you can complete on your own by using the skills taught in the chapter. You can use the practice files available from this book's website to work through the practice tasks, or you can use your own files.

## Features and conventions

This book has been designed to lead you step by step through tasks you're likely to want to perform in Word. The topics are all self-contained, so you can start at the beginning and work your way through all the procedures or reference them independently. If you have worked with a previous version of Word, or if you complete all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents** Browse the listing of the topics, sections, and sidebars within each chapter.
- **Chapter thumb tabs and running heads** Identify the pages of each chapter by the thumb tabs on the book pages' open fore edge. Find a specific chapter by number or title by looking at the running heads at the top of even-numbered (verso) pages.
- **Topic-specific running heads** Within a chapter, quickly locate the topic you want by looking at the running heads at the top of odd-numbered (recto) pages.
- **Practice tasks page tabs** Easily locate the practice tasks at the end of each chapter by looking for the full-page stripe on the book's fore edge.
- **Detailed index** Look up coverage of specific tasks and features in the index at the back of the book.

You can save time when reading this book by understanding how the *Step by Step* series provides procedural instructions and auxiliary information and identifies on-screen and physical elements that you interact with. The following table lists content formatting conventions used in this book.

Convention	Meaning
<b>TIP</b>	This reader aid provides a helpful hint or shortcut to simplify a task.
<b>IMPORTANT</b>	This reader aid alerts you to a common problem or provides information necessary to successfully complete a procedure.
<b>SEE ALSO</b>	This reader aid directs you to more information about a topic in this book or elsewhere.
1. Numbered steps 2. 3.	Numbered steps guide you through generic procedures in each topic and hands-on practice tasks at the end of each chapter.
■ Bulleted lists	Bulleted lists indicate single-step procedures and sets of multiple alternative procedures.
<b>Interface objects</b>	In procedures and practice tasks, semibold black text indicates on-screen elements that you should select (click or tap).
<b>User input</b>	Light semibold formatting identifies specific information that you should enter when completing procedures or practice tasks.
<b>Ctrl+P</b>	A plus sign between two keys indicates that you must select those keys at the same time. For example, “press <b>Ctrl+P</b> ” directs you to hold down the <b>Ctrl</b> key while you press the <b>P</b> key.
<i>Emphasis and URLs</i>	In expository text, italic formatting identifies web addresses and words or phrases we want to emphasize.

## Download the practice files

Before you can complete the practice tasks in this book, you must download the book’s practice files to your computer from:

*MicrosoftPressStore.com/Word365SBS/downloads*

Follow the instructions on the webpage.



**IMPORTANT** Word and other Microsoft 365 apps are not available from this book’s website. You should install Word 365 from the Microsoft 365 desktop app or from [www.microsoft.com/microsoft-365](http://www.microsoft.com/microsoft-365), or install Word 2021, before working through the procedures and practice tasks in this book.



You can open the files that are supplied for the practice tasks and save the finished versions of each file. If you want to repeat practice tasks later, you can download the original practice files again.



**SEE ALSO** For information about opening and saving files, see “Open and move around in documents” in Chapter 2, “Create and manage documents.”

The following table lists the files available for use while working through the practice tasks in this book.

Chapter	Folder	File
<b>Part 1: Get started with Microsoft Word</b>		
1: Word basics	Word365SBS\Ch01	None
2: Create and manage documents	Word365SBS\Ch02	DisplayViews.docx EditProperties.docx NavigateFiles.docx
3: Enter and edit text	Word365SBS\Ch03	EditText.docx FindText.docx ImportText.docx ResearchText.docx
<b>Part 2: Create professional documents</b>		
4: Modify the structure and appearance of text	Word365SBS\Ch04	ApplyStyles.docx ChangeTheme.docx CreateLists.docx FormatCharacters.docx FormatParagraphs.docx StructureContent.docx
5: Organize information in columns and tables	Word365SBS\Ch05	AddColumns.docx CreateTabbedLists.docx CreateTables.docx FormatTables.docx

Chapter	Folder	File
6: Add simple graphic elements	Word365SBS\Ch06	AddInformation.docx Bamboo1.jpg EditPictures.docx InsertClippings.docx InsertIcons.docx InsertPictures.docx
<b>Part 3: Enhance document content</b>		
7: Insert and modify diagrams and 3D models	Word365SBS\Ch07	Astronaut.glb Chickens.jpg Create3DModels.docx CreateDiagrams.docx CreatePictograms.docx Fish.jpg Globe.glb ModifyDiagrams.docx Penguins.jpg Tiger.jpg
8: Insert and modify charts	Word365SBS\Ch08	CreateCharts.docx FormatCharts.docx ModifyCharts.docx Temperatures.xlsx
9: Format document elements	Word365SBS\Ch09	AddWatermarks.docx Clouds.jpg InsertBuildingBlocks.docx InsertHeadersFooters.docx Logo.jpeg
10: Organize and arrange content	Word365SBS\Ch10	ArrangeObjects.docx Bamboo1.jpg Bamboo2.jpg ControlLayout.docx ReorganizeOutlines.docx

Chapter	Folder	File
<b>Part 4: Review and finalize documents</b>		
11: Collaborate on documents	Word365SBS\Ch11	ControlChanges.docx MergeDocs1.docx MergeDocs2.docx ReviewComments.docx TrackChanges.docx
12: Finalize and distribute documents	Word365SBS\Ch12	ControlLayout.docx CorrectErrors.docx PrepareDocument.docx PreviewPages.docx PrintDocument.docx
<b>Part 5: Use advanced Word functions</b>		
13: Reference content and content sources	Word365SBS\Ch13	CompileBibliography.docx CreateIndexes.docx CreateTOC.docx DisplayFields.docx InsertBookmarks.docx InsertFootnotes.docx
14: Merge data with documents and labels	Word365SBS\Ch14	CreateEnvelopes.docx CustomerList.csv CustomerList.xlsx InsertFields.docx PolicyholdersList.xlsx RefineData.docx StartMerge.docx
15: Create custom document elements	Word365SBS\Ch15	ChangeTheme.docx CreateBuildingBlocks.docx CreateStyles.docx CreateTemplates.docx CreateThemes.docx
16: Customize options and the user interface	Word365SBS\Ch16	None

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- Print
- Copy and paste

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*MicrosoftPressStore.com/Word365SBS/detail*

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Let's keep the conversation going! We're on Twitter at *twitter.com/MicrosoftPress*.

## Adapt exercise steps

This book contains many images of the Word user interface elements (such as the ribbon and the app window) that you'll work with while performing tasks in Word 365 on a Windows computer. Unless we're demonstrating an alternative view of content, the screenshots shown in this book were captured on a horizontally oriented display at a screen resolution of 1920 × 1080 and a magnification of 100 percent. If your settings are different, the ribbon on your screen might not look the same as the one shown in this book. As a result, exercise instructions that involve the ribbon might require a little adaptation.

Simple procedural instructions use this format:

- On the **Insert** tab, in the **Illustrations** group, select the **Chart** button.

If the command is in a list, our instructions use this format:

- On the **Home** tab, in the **Editing** group, select the **Find** arrow and then, in the **Find** list, select **Go To**.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First select the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, select the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

Multistep procedural instructions use this format:

1. To select the paragraph that you want to format in columns, triple-click the paragraph.
2. On the **Layout** tab, in the **Page Setup** group, select the **Columns** button to display a menu of column layout options.
3. On the **Columns** menu, select **Three**.

On subsequent instances of instructions that require you to follow the same process, the instructions might be simplified in this format because the working location has already been established:

1. Select the paragraph that you want to format in columns.
2. On the **Columns** menu, select **Three**.

The instructions in this book assume that you're selecting on-screen content and user interface elements on your computer by clicking (with a mouse, touchpad, or other hardware device) or tapping a touchpad or the screen (with your finger or a stylus). Instructions refer to Word user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology used in documentation for these products.

When the instructions tell you to enter information, you can do so by typing on a connected external keyboard, tapping an on-screen keyboard, or even speaking aloud, depending on your computer setup and your personal preferences.

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# Create and manage documents

## 2

Using Microsoft Word, you can create many different types of documents, for many different purposes. Word is widely used in schools, businesses, and many kinds of organizations to create letters, newsletters, reports, résumés, and other documents that contain text. Word provides a lot of flexibility in document design, so you can also create documents that contain images and content that doesn't fit a standard sheet of paper, such as mailing labels, trifold brochures, greeting cards, business cards, certificates, and signs.

You can open and work with documents from a variety of locations. Word introduces methods of quickly accessing documents from multiple computers that can save you time and conserve storage space. When working in a Word document, you can display different views of the content and the document structure, and use different methods to move around within the document. You can also display and modify document properties, such as the name of the document author and any keywords that apply to the document.

This chapter guides you through procedures related to creating documents, opening and moving around in documents, displaying different views of documents, displaying and editing file properties, and saving and closing documents.

### In this chapter

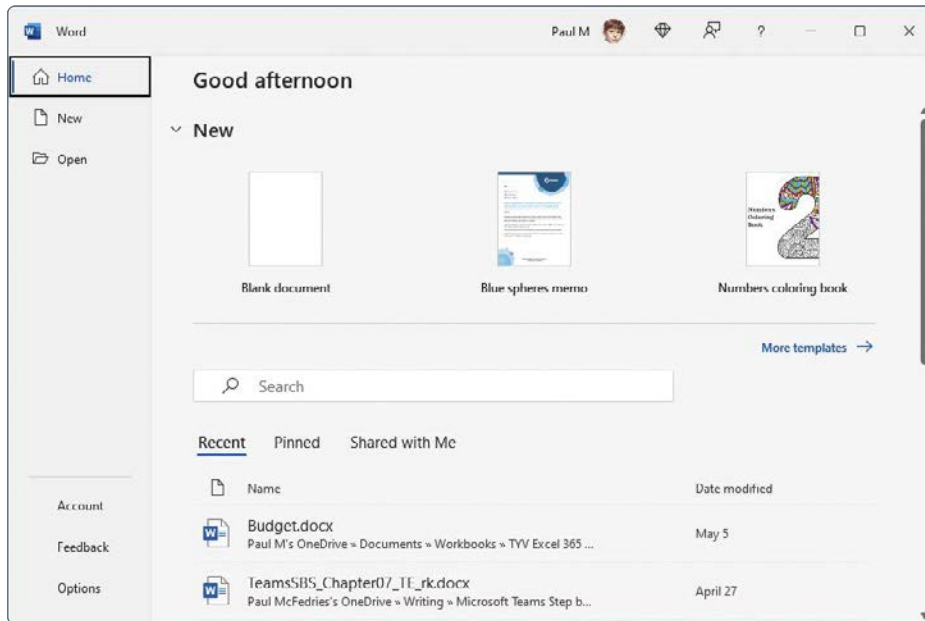
- Create documents
- Open and move around in documents
- Display different views of documents
- Display and edit file properties
- Save and close documents



## Create documents

All documents are based on *templates*. Even when you create a “blank” document, that document is based on the default Normal template in Word. You can create a blank document of the default file type or create a document with a predefined design, such as one of the other templates provided with Word. Each non-blank template incorporates specific design elements such as fonts and colors. Most non-blank templates also include typical information that you can modify or build on to create a useful document.

When you start Word, the app displays the Home page that gives you options for opening an existing file or creating a new one. In the New section, you see several templates, including **Blank document**, which creates a new, empty document based on the Normal template. In the Home page, you can select **More templates** to open the New page of the Backstage view.

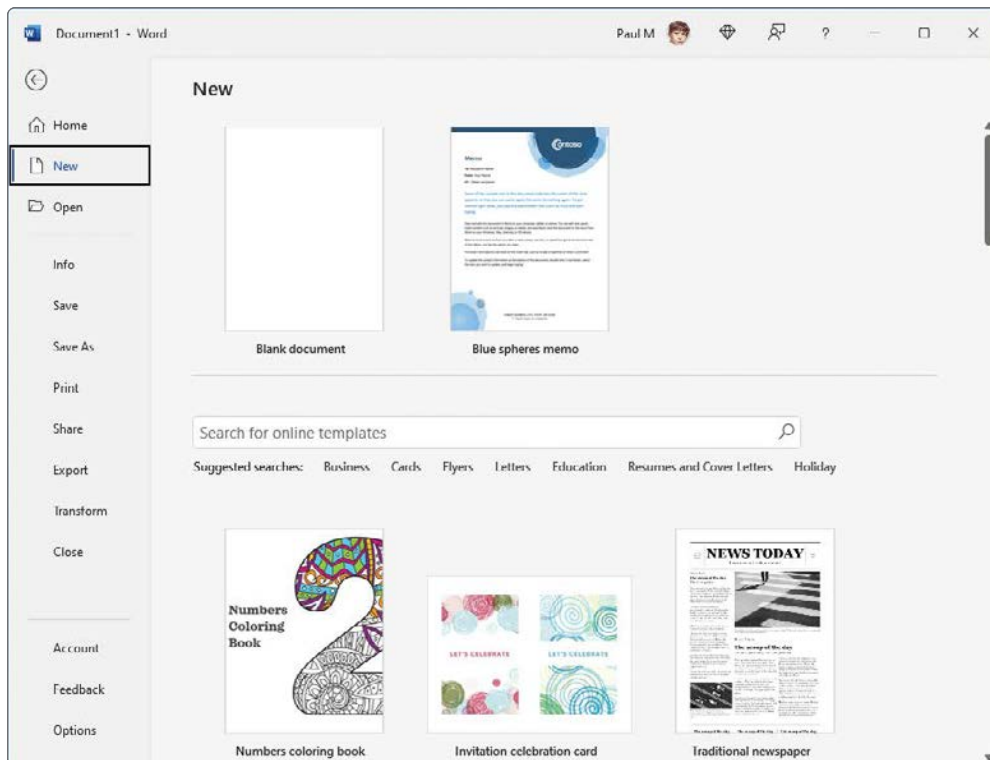


*The Home page appears by default but can be disabled*



**TIP** The document templates available in Word include standard templates that have been available for many years and featured templates that change occasionally. The templates on the New page of the Backstage view in your installation of Word might be different from those shown in images in this book.

If you're already working in Word, you can create a new document from the New page of the Backstage view. The same templates and search options are available from both the Home page and the New page.



*Word provides document templates for a wide variety of purposes*

If you create custom templates and save them in your Custom Office Templates folder, Featured and Personal links appear below the search box on the New page. You can select these links to switch between viewing app-supplied templates on the Featured page and your custom templates on the Personal page.



**SEE ALSO** For information about creating custom templates, see "Create and attach templates" in Chapter 15, "Create custom document elements."

You can start with a blank document that contains one page. You can then add content, apply structure and design elements, and make any necessary configuration changes.

New blank documents are based on the built-in Normal template by default. You can save time by basing your document on a content template and then customizing the content provided in the template to meet your needs.

Most Word templates are for specific types of documents, and many are pre-populated with text, tables, images, and other content that you can modify to fit your needs. A few of the templates are installed on your computer with Word. Many more templates are maintained on the Microsoft 365 website, but you can locate and use them directly from within Word (provided you have an internet connection).

- The available templates vary depending on whether you're working online or offline. When you're working online (that is, when your computer has an active internet connection, regardless of whether you're using it to do anything else), the New page displays thumbnails of featured templates. These vary based on the season; for example, they might include holiday-specific or season-specific templates for creating announcements, invitations, and newsletters. The search box is active; you can enter a search term to display related online templates, or select a category below the search box to display online templates in that category.
- When you're working offline, the New page displays only templates stored on your computer. These include any templates that you've already used and a selection of letter, newsletter, report, and résumé templates. The search box is unavailable; you can only search the offline templates by scrolling through the thumbnails on the New page.

Word document templates contain elements such as the following:

- **Formatting** Most templates contain formatting, which in addition to styles can include page-layout settings, backgrounds, and themes. A template that contains only formatting defines the look of the document; you add your own content.
- **Text** Templates can also contain text that you customize for your own purposes. For example, if you base a new document on an agenda template from the Microsoft 365 website, the text of the agenda is already in place; all you have to do is customize it. Sometimes, a document based on a template displays formatted text placeholders surrounded by square brackets—for example, [Company Name]—instead of actual text. You replace a placeholder with your own text by selecting the placeholder and then typing the replacement. If you don't need a placeholder, you can delete it.

- **Graphics, tables, charts, and diagrams** Templates can contain ready-made graphic elements, either for use as is or as placeholders for elements tailored to the specific document.
- **Building blocks** Some templates make custom building blocks, such as headers and footers or a cover page, available for use with a particular type of document. They might also include AutoText, such as contact information or standard copyright or privacy policies.



**SEE ALSO** For information about working with building blocks, see “Insert preformatted document parts” in Chapter 9, “Format document elements,” and “Create custom building blocks” in Chapter 15.

- **Custom tabs, commands, and macros** Sophisticated templates might include custom ribbon tabs or toolbars with commands and macros specific to the purposes of the template. A *macro* is a recorded series of commands that helps a user perform a process with minimal effort. The topic of macros is beyond the scope of this book; for information, refer to Word Help.



**TIP** Current Word template files have one of two file name extensions, depending on their content. Those that contain macros have the .dotm file name extension; those that don't contain macros have the .dotx extension.

When you base a new document on a template, that template is *attached* to the document. The styles defined in the attached template appear in the Styles pane so that you can quickly apply them to any content you add to the document. You can change the document template by attaching a different one.



**SEE ALSO** For information about attaching templates to existing documents, see “Create and attach templates” in Chapter 15.

### To create a new blank document

1. Start Word.

Word automatically creates a blank document and displays the Home page of the Backstage view.

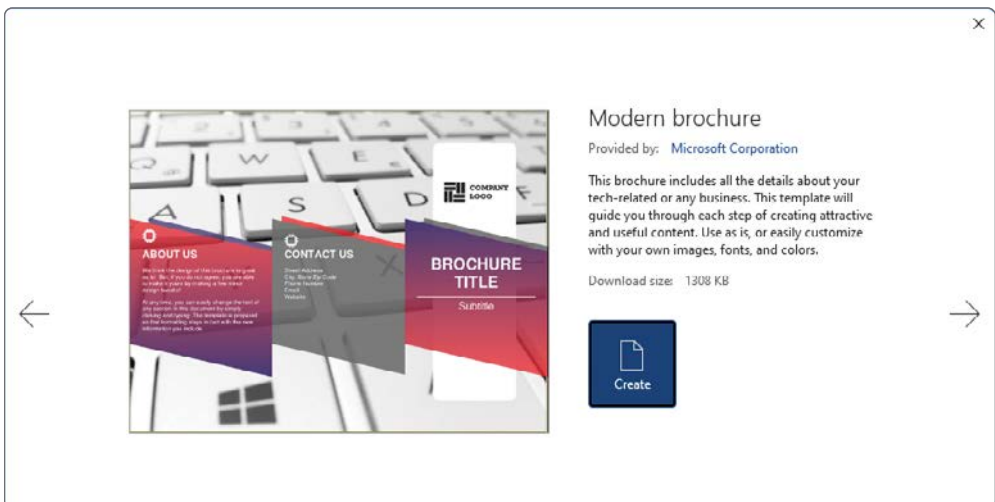
2. Press the **Esc** key to close the Backstage view.

Or

1. If Word is already running, select the **File** tab to display the Backstage view.
2. Do either of the following:
  - In the **New** section at the top of the Home page of the Backstage view, select the **Blank document** thumbnail.
  - In the left pane of the Backstage view, select **New**. Then on the **New** page of the Backstage view, select the **Blank document** thumbnail.

### To preview design templates

1. Display the **New** page of the Backstage view.
2. On the **New** page, scroll through the pane to view the design templates that were installed with Word.
3. Select any thumbnail to open a preview window that displays a sample document page. Then do any of the following:
  - To create a document based on the template that is active in the preview window, select the **Create** button.
  - To view the next or previous template, select the arrow to the right or left of the preview window.
  - To close the preview window without creating a document, select the **Close** button in the upper-right corner of the preview window or click or tap outside the preview window.



When you select a template thumbnail, Word displays a preview of the template

**To create a document based on an installed template**

1. Display the **New** page of the Backstage view.
2. Scroll through the pane to locate the design you want to use.
3. Double-click the thumbnail to create the document.

**To create a document based on an online template**

1. Display the **New** page of the Backstage view.
2. Do either of the following to display templates related to a specific topic:
  - In the search box, enter a term related to the template content or design you're looking for, and then select the **Search** button or press **Enter**.
  - Below the search box, select one of the suggested searches.
3. Scroll through the pane to locate a design that fits your needs.
4. Double-click any thumbnail to create a file based on the template.

**To clear a template search**

- To the left of the search box, select **Back**.

## Open and move around in documents

In addition to templates, the Home page displays documents you've worked in recently, documents you've pinned to the page so they're always available, and documents other people have shared with you.

### Open existing documents

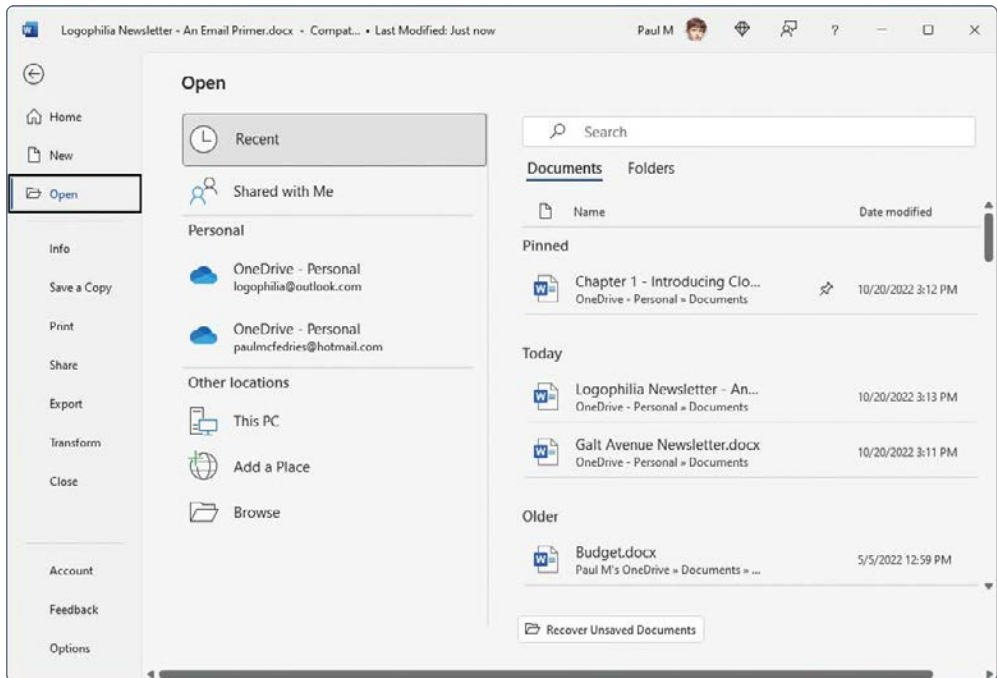
If the document you want to open appears on the Home page, you can open it directly from there. Otherwise, you can open documents stored locally on your computer or in a remote storage location such as a Microsoft OneDrive folder or a Microsoft SharePoint document library, either from within Word or from the document storage location.



**TIP** If you receive a Word document as an attachment to an email message, you can open the attached document and start Word, if it isn't already running, from within Outlook, or you can preview the document content directly in the Outlook Reading pane without starting Word.



**IMPORTANT** Never open a Word document attached to an email message if you do not know the sender because malicious users can embed malware within Word files. Even if you know the sender, if you weren't expecting the Word document, it's best to check with the sender to make sure the file was sent legitimately (and not, say, by a malicious user having hijacked or spoofed that person's email). For more information, see the sidebar "Open documents in Protected View" later in this chapter.



*The Open page includes all the locations you've linked to from Microsoft 365 apps*

The Open page displays only documents saved in the Word-specific file formats (.docx and .doc) and templates created for those standards. For more information about file formats, see "Save and close documents" later in this chapter.

The Recent list in the right pane of the Open page provides quick access to the documents you've worked with recently. The Recent list includes locally stored documents and documents that you've worked with while signed in with your current account on any computer, tablet, or other device, if the documents are stored in a shared location. This is one of the tremendous benefits of the Microsoft 365 subscription model and the cloud storage that comes with it: you can be up and running on a new computer in minutes, without having to move files or configure settings and preferences. If you use multiple computers, you can use this very convenient feature to seamlessly transition between computers without having to transport files (on a USB flash drive or hard drive) or maintain multiple copies of files in different locations.



**SEE ALSO** For more information about Microsoft 365 apps, see the sidebar "About Microsoft 365 Apps" in Chapter 1, "Word basics."

To ensure that you can find a specific document quickly regardless of whether you've worked with it recently, you can pin it to your document list. On the Open page, pinned files appear in the Pinned section at the top of the list and are indicated by a thumbtack. On the Home page, they appear on the Pinned tab.

### To open a recent document

1. Start Word.
2. On the **Home** page, in the **Recent** list, select the file name of the file you want to open.

*Or*

1. With Word running, select the **File** tab to display the Backstage view.
2. In the left pane of the Backstage view, select **Open** to display the Open page.
3. With **Recent** selected at the top of the left pane of the Open page, scroll through the file list in the right pane if necessary to locate the document you want to open. Then select the file name to open it.



## Open documents in Protected View

When you open a document from an online location (such as a cloud storage location or email message) or from a location that has been deemed unsafe, Word opens the file in Protected View, with most editing functions disabled. This prevents any malicious code from gaining access to your computer. If you're uncertain about the origin of a file that you're opening, you can choose to open the file in Protected View.

In Protected View, the title bar displays *[Read-Only]* to the right of the file name, and a yellow banner at the top of the content pane provides information about why the file has been opened in Protected View. If you know that the document is from a safe location or sender, and you want to edit the file content, you can choose to enable editing. If you don't intend to modify the file content, you can hide the banner by selecting the Close button (the X) at its right end.

If you want to open documents from a specific online storage folder without going into Protected View, you can add that folder (and its subfolders, if you want) to your Trusted Locations list. For information about trusted locations and other Trust Center settings, see "Manage add-ins and security options" in Chapter 16, "Customize options and the user interface."

### To pin a document to the Recent file list

1. Display the **Recent** list on the **Open** page of the Backstage view.
2. If necessary, scroll through the list to locate the file you want to pin.
3. Point to the file name, and then select the **Pin** button that appears to the right of the file name to add the file to the Pinned area at the top of the Recent list on the Open page and to the Pinned tab on the Home page.

### To open any existing document from within Word

1. Do either of the following to display the **Open** page of the Backstage view:
  - Start Word, and then select **Open**.
  - With Word running, display the Backstage view, and then select **Open**.
2. In the location list, select the local or network storage location where the file is stored.

3. Navigate to the file storage folder you want by using one of the following methods:
  - In the right pane, select **Folders**. Then select pinned or recently accessed folders until you reach the folder you want.
  - In the left pane, select **Browse** to display the Open dialog. Then select folders in the **Navigation** pane, double-click folders in the file pane, or enter the folder location in the **Address** bar.
4. Double-click the document you want to open.



**TIP** In the Open dialog, selecting a file name and then selecting the Open arrow displays a list of alternative ways to open the selected document. To look through a document without making any inadvertent changes, you can open the document as read-only, open a copy of the document, or open it in Protected View. You can also open the document in a web browser. In the event of a computer crash or other similar incident, you can instruct the app to open the document and try to repair any damage.

## Open and edit PDF files in Word

A useful feature of Word is the ability to open PDF files and edit them by using all the standard Word features. When you finish, you can save the file as a document or as a PDF.

To open a PDF file in Word, do either of the following:

- In File Explorer, right-click or long-press (tap and hold) the PDF file, select **Open with**, and then select **Word**. If you don't see Word in the list of apps, select **Choose another app**, select **Word**, and then select **Just once**.
- In Word, display the **Open** page of the Backstage view, navigate to the file location, select the file, and then select **Open**. (In the Open dialog, PDF files fall into the category of Word Documents.)

Word converts the file to an editable Word document. If the file contains complicated formatting and layout, the Word version of the document might not be a perfect replica of the PDF, but most simple files convert cleanly.

### To open a file directly from a OneDrive storage site

1. In your web browser, navigate to the OneDrive folder.
2. Browse to and select the file you want to open.
3. If prompted to do so, enter the Microsoft account credentials associated with your OneDrive, and then select **Sign in**.

Or

1. In File Explorer, navigate to the OneDrive folder.
2. Browse to and double-click the file you want to open.
3. If prompted to do so, enter the Microsoft account credentials associated with your OneDrive, and then select **Sign in**.

## Move around in documents

If you open a document that is too long or too wide to fit in the content pane, you can bring off-screen content into view without changing the location of the cursor by using the vertical and horizontal scroll bars. The scroll bars appear only when the document is longer or wider than the content pane. To remove distractions, the scroll bars and pointer fade from sight when you're not using the mouse. You can make them reappear by moving the mouse.

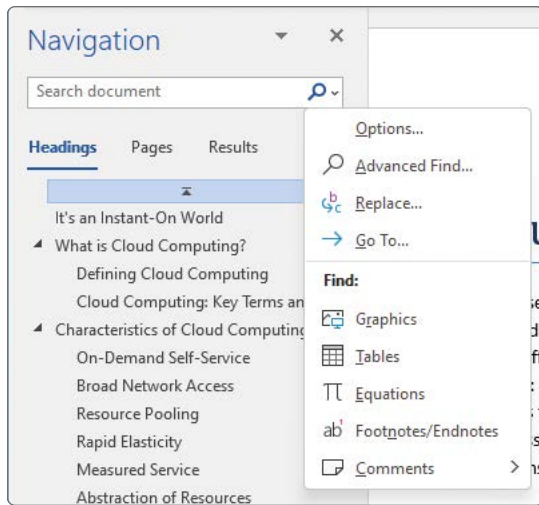
You can also move around in a document by moving the cursor. You can place the cursor in a specific location by clicking or tapping there, or you can move the cursor different distances and in different directions and by pressing keyboard keys.

The cursor location is displayed on the status bar. By default, the status bar displays the page the cursor is on, but you can also display the cursor's location by section, line number, and column, and in inches from the top of the page.



**SEE ALSO** For information about displaying information on the status bar, see “Work with the ribbon and status bar” in Chapter 1.

In a long document, you might want to move quickly among elements of a certain type—for example, from heading to heading, from page to page, or from graphic to graphic. You can do this from the Navigation pane.

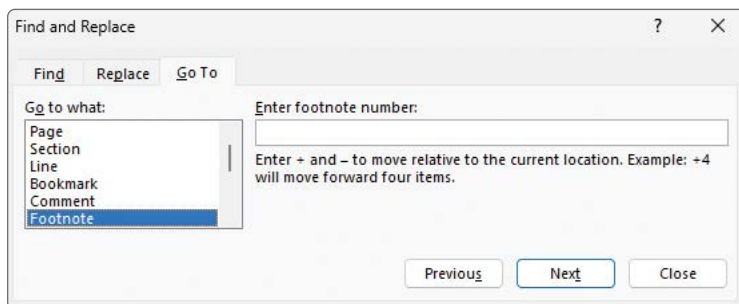


In the Navigation pane, you can move to the next object of a specific type



**SEE ALSO** For information about working in the Navigation pane, see “Display different views of documents,” later in this chapter. For information about using the Navigation pane to search for specific content in a document, see “Find and replace text” in Chapter 3, “Enter and edit text.”

A greater variety of browsing options is available from the Go To tab of the Find and Replace dialog. From this tab, you can locate pages, sections, lines, bookmarks, comments, footnotes, endnotes, fields, tables, graphics, equations, objects, or headings. You can jump directly to a specific object if you know its position within the sequence of that type of object in the document (for example, if it is the fifth equation), move forward or backward a specific number of objects, or browse from one object to the next.



From the Go To tab of the Find and Replace dialog, you can move to a specific object

### To change the area of a document that is displayed in the content pane

- On the vertical scroll bar, do any of the following:
  - Click or tap the scroll arrows to move up or down one line.
  - Click or tap above or below the scroll box to move up or down by the height of one screen.
  - Drag the scroll box on the scroll bar to display the part of the document corresponding to the location of the scroll box. For example, dragging the scroll box to the middle of the scroll bar displays the middle of the document.
- On the horizontal scroll bar, do any of the following to move side to side:
  - Click or tap the scroll arrows.
  - Click or tap to the left or right of the scroll box.
  - Drag the scroll box on the scroll bar to display the part of the document corresponding to the location of the scroll box.

### To move the cursor by using the keyboard keys

- Move the cursor by pressing the key or key combination described in the following table.

To move the cursor	Press
Left one character	Left Arrow
Right one character	Right Arrow
Up one line	Up Arrow
Down one line	Down Arrow
Left one word	Ctrl+Left Arrow
Right one word	Ctrl+Right Arrow
Up one paragraph	Ctrl+Up Arrow
Down one paragraph	Ctrl+Down Arrow
To the beginning of the current line	Home
To the end of the current line	End
To the beginning of the document	Ctrl+Home
To the end of the document	Ctrl+End

To the beginning of the previous page	Ctrl+Page Up
To the beginning of the next page	Ctrl+Page Down
Up one screen	Page Up
Down one screen	Page Down

### To show or hide the Navigation pane in a document

- On the **View** tab, in the **Show** group, select the **Navigation Pane** checkbox.

### To browse by object from the Navigation pane

- Open the **Navigation** pane, and then do any of the following:
  - At the top of the **Navigation** pane, select **Headings**. Then select any heading to move directly to that location in the document.
  - At the top of the **Navigation** pane, select **Pages**. Then select any thumbnail to move directly to that page of the document.
  - At the right end of the search box, select the arrow. In the **Find** list, select the type of object you want to browse by. Then select the **Next** and **Previous** arrows to move among those objects.

### To display the Go To tab of the Find and Replace dialog

- On the **Home** tab, in the **Editing** group, select the **Find** arrow, and then **Go To**.
- In the **Navigation** pane, select the **Search** arrow, and then in the **Search for more things** list, select **Go To**.
- Press **Ctrl+G**.

### To browse by object from the Go To What list

1. Display the **Go To** tab of the Find and Replace dialog.
2. In the **Go to what** list, select the type of object you want to search for. Then do any of the following:
  - Select the **Next** button to move to the next object of that type.
  - Select the **Previous** button to move to the previous object of that type.


- In the text box (the name of which varies depending on what you select in the **Go to what** list), enter either of the following, and then select the **Go To** button:
  - Enter a number identifying the position of the object within the total objects of that type in the document. (For example, if you select **Footnote** in the **Go to what** list, enter 4 to move to the fourth footnote in the document.)
  - Enter + (plus sign) or – (minus sign) and then a number to move forward or backward by that many objects of the selected type.

## Display different views of documents

You can display a document in different views that provide different types of information and make it easier to interact with specific document elements. For a closer look at the document content, you can increase the magnification of the content pane. If you want a high-level view of the content—for example, to quickly review all the pages of a document for length—you can decrease the magnification and view multiple pages at the same time.

Word has five views in which you can create, organize, and preview documents. Each view is suited to a specific purpose. The views are:

- **Print Layout** This view displays a document on the screen the way it will look when printed. You can review elements such as margins, page breaks, headers and footers, and watermarks. This is the default view and the view you'll use most frequently (or perhaps the only view you'll use) when developing content.
- **Read Mode** This view displays as much document content as will fit on the screen at a comfortable size for reading. In this view, the ribbon is replaced by one toolbar at the top of the screen with buttons for searching and navigating in the document. You can display comments, but you can't edit the document in this view.
- **Web Layout** This view displays the document the way it will look when viewed in a web browser so that you can review the way that text wraps to fit the window and the positioning of graphics. Web Layout view also displays page backgrounds and effects.
- **Outline** This view displays the structure of a document as nested levels of headings and body text and provides tools for viewing and changing the hierarchy.

 **SEE ALSO** For information about displaying and modifying a document in Outline view, see “Reorganize document outlines” in Chapter 10, “Organize and arrange content.”

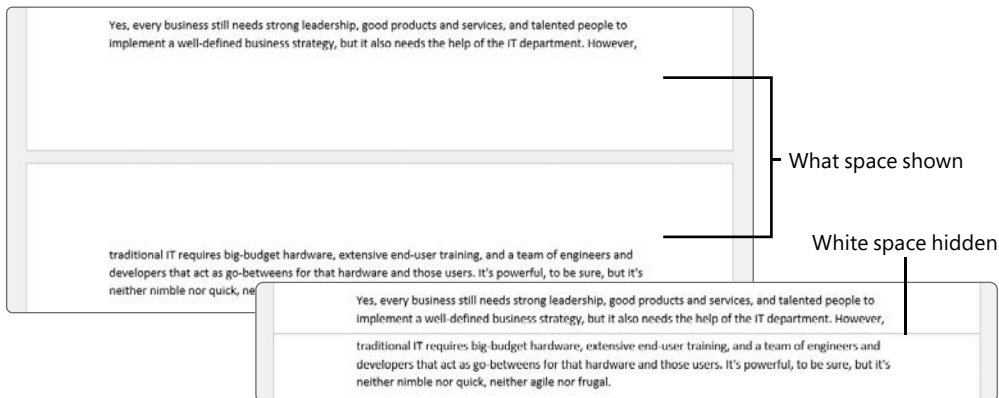
- **Draft** This view displays the content of a document with a simplified layout so that you can quickly enter and edit text. Draft view doesn’t display images or layout elements such as headers and footers.

You manage the display of views and of window elements from the View tab of the ribbon. Three of the views are also available from the View Shortcuts toolbar near the right end of the status bar.



*In the Views group on the View tab, the active view is shaded*

While you’re developing a document in Print Layout view, the content pane displays the content of the document you’re working in. Each page is represented at the size specified in the document layout settings, with margins and other white space represented as they will appear when the document is printed. As you scroll through a multipage document, spaces appear between the pages. If you want to fit more content on the screen, you can hide the white space between pages and the margin content—including page headers and footers if the document has them—at the top and bottom of each page.

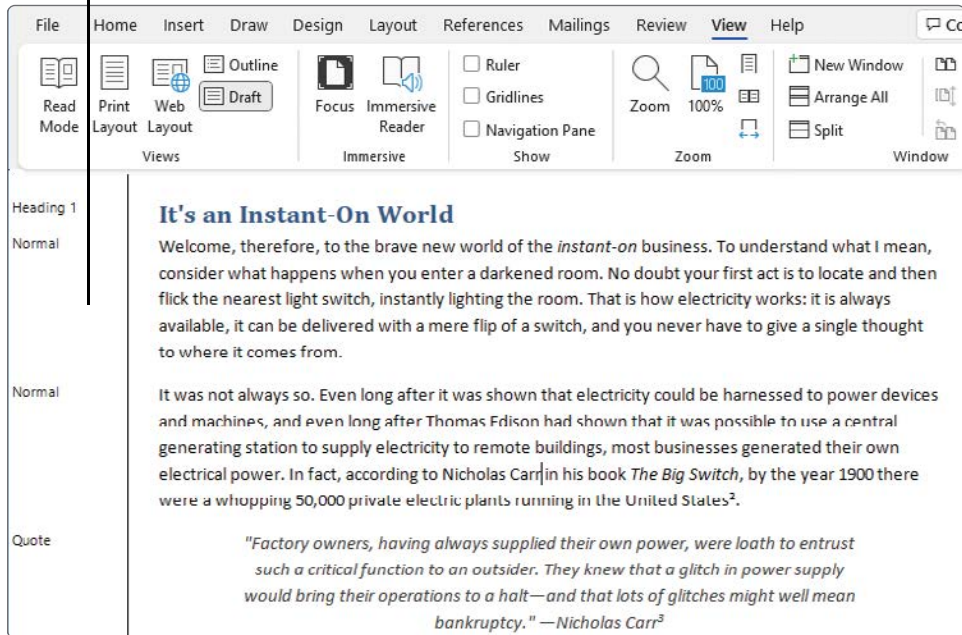


*The bottom of one page and the top of the next page with and without white space*



When working in Outline view or Draft view, you can display the paragraph style of each paragraph in the left margin, in an area called the style area pane. (It's not a pane, though; it's just a marginal area of the page.) By default, the style area pane width is set to zero inches wide, so it is effectively closed. If you want to display it, you can increase the width.

Style area pane set to 1" width



*The style area pane is available only in Draft view and Outline view*

If your document uses styles to control the appearance and hierarchy of the content, you can display the headings in the Navigation pane and styles in the style area pane so that you can more quickly access and work with styles and styled content. You can also use the Navigation pane to display and move among page thumbnails or search results, as described in the previous topic.

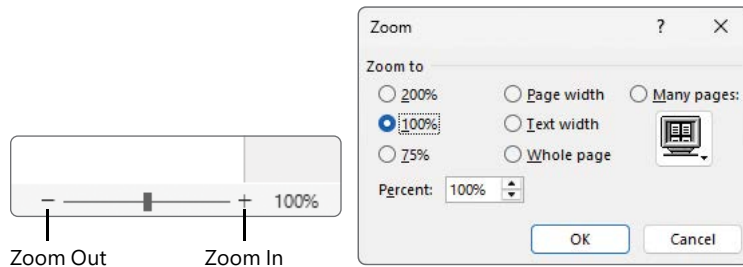
Word has many other task-specific panes in which you can, for example, display Clipboard content, research terminology, review spelling, and format graphics. These panes usually appear to the right or left of the content pane and span its full height. Some of them can float within or outside the Word window or be docked to other sides of the window. Other chapters discuss these panes in the context of their functionality. Regardless of the purpose of the pane, however, you use the same methods to resize or move it.

You can change the space available for document content and app window elements by resizing the window, adjusting the relative sizes of the panes, or collapsing or hiding the ribbon. You can entirely hide not only the ribbon content but also the ribbon tabs and the app window title bar.



**SEE ALSO** For information about hiding, collapsing, and displaying the ribbon, see “Work with the ribbon and status bar” in Chapter 1.

When you want to focus on the layout of a document, you can display rulers and grid-lines to help you position and align elements. You can also adjust the magnification of the content area by using the tools available in the Zoom group on the View tab and at the right end of the status bar.



Change the content area magnification by using either the Zoom slider or the Zoom dialog



**SEE ALSO** For information about controlling paragraph formatting from the ruler, see “Apply paragraph formatting” in Chapter 4, “Modify the structure and appearance of text.”

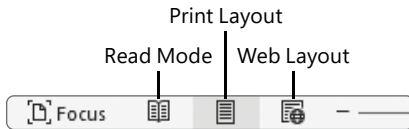
If you want to work with different parts of a document at the same time, you can open the same document in a second window and scroll through each window separately, or you can split the current window into two panes and scroll through each pane independently.

You’re not limited to working with one document at a time. You can quickly switch among multiple open documents. If you want to compare or work with the content of multiple documents, you can simplify the process by displaying the documents next to each other.

A feature that can be invaluable when you’re fine-tuning the layout of a document in Word is the display of nonprinting characters (such as tabs, paragraph marks, and section breaks) that control the layout of your document. You can control the display of these characters for each window.

### To switch among views of a document

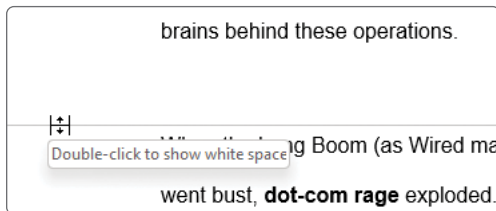
- On the **View** tab, in the **Views** group, select the view you want.
- On the **View Shortcuts** section of the status bar, select the view button you want.



Switch views by using these buttons on Word's status bar

### To hide or display the top and bottom page margins in Print Layout view

1. Point to the page break indicator between the end of one page and the start of the next page.
  - When the margins are displayed, including the page headers and footers, a gap between the pages indicates the page break.
  - When the margins are hidden, a horizontal line indicates the page break.
2. When the pointer changes to a representation of the page break with two arrows pointing away from the break when the margins are hidden or toward the break when the margins are displayed), double-click.



Point to the break between any two pages and then double-click

### To show or hide the Navigation pane

- On the **View** tab, in the **Show** group, select or clear the **Navigation Pane** checkbox.

### To adjust the size of the Navigation pane

- Point to the right border of the **Navigation** pane. When the pointer changes to a double-headed arrow, drag to the right or left.



**TIP** The Navigation pane is available in all views except Read Mode. When you adjust the width of the Navigation pane, the pane content changes accordingly. For example, the Navigation pane displays fewer page thumbnails in a narrow pane and more page thumbnails in a wide pane.

### To display the style area pane in Draft view or Outline view

1. In the Backstage view, select the **Options** page tab to open the Word Options dialog.
2. In the **Word Options** dialog, select the **Advanced** page tab.
3. On the **Advanced** page, scroll to the **Display** area (about halfway down the page) and change the **Style area pane width in Draft and Outline views** setting to any number greater than 0. Then select **OK**.

### To resize the style area pane in Draft view or Outline view

1. Point to the right border of the style area pane.
2. When the pointer changes to a double-headed arrow, drag the border to the left or right.

### To change the magnification of document content

1. Do either of the following to open the Zoom dialog:
  - On the **View** tab, in the **Zoom** group, select **Zoom**.
  - At the right end of the status bar, select the **Zoom Level** button.
2. In the **Zoom** dialog, select a **Zoom to** option or enter a specific percentage in the **Percent** box, and then select **OK**.

Or

- In the zoom controls at the right end of the status bar, do any of the following:
  - Drag the slider to the left to decrease the magnification or to the right to increase the magnification.
  - At the left end of the slider, select the **Zoom Out** button to decrease the magnification in 10-percent increments.
  - At the right end of the slider, select the **Zoom In** button to increase the magnification in 10-percent increments.

### To display or hide rulers or gridlines in a document

- On the **View** tab, in the **Show** group, do either of the following:
  - Select or clear the **Ruler** checkbox.
  - Select or clear the **Gridlines** checkbox.



**SEE ALSO** For information about controlling document gridlines, see “Arrange objects on a page” in Chapter 10.

### To display or hide nonprinting characters and formatting marks in a document

- On the **Home** tab, in the **Paragraph** group, select the **Show/Hide ¶** button.
- Press **Ctrl+\*** (asterisk).



**TIP** When entering an asterisk (\*) on a standard keyboard rather than a numeric keypad, you must hold down the Shift key and then press the number 8 to enter an asterisk. So, in effect, you are pressing Ctrl+Shift+8.

### To open a second window displaying the current document

- On the **View** tab, in the **Window** group, select **New Window**.

### To split a window into two panes

- On the **View** tab, in the **Window** group, select **Split**.

### To display a different open document

- On the **View** tab, in the **Window** group, select **Switch Windows**, and then select the file you want to view.
- Point to the **Word** icon on the Windows taskbar, and then select the thumbnail of the document you want to display.

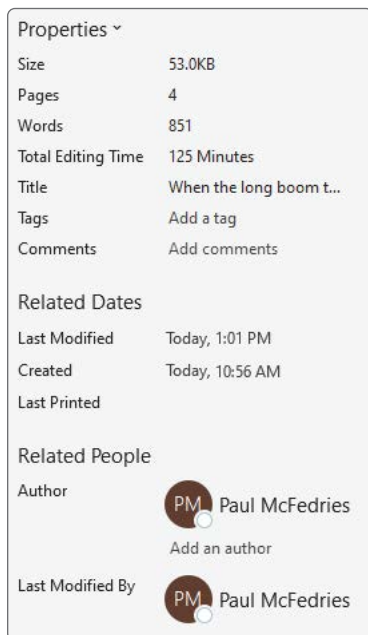
### To display multiple open documents at the same time

- On the **View** tab, in the **Window** group, select **Arrange All**.

## Display and edit file properties

*Properties* are file attributes or settings, such as the file name, size, creation date, author, and read-only status. Some properties exist to provide information to computer operating systems and apps. You can display properties within the content of a document (for example, you can display the page number on the document pages). Word automatically tracks some of the file properties for you, and you can set others.

You can examine the properties attached to a file from the Info page of the Backstage view.



*Some of the properties stored with a typical Word document*

You can change or remove basic properties in the default Properties list or expand the list to make more properties available. You can also display the Properties dialog to access even more properties.

### To display file properties

1. Display the **Info** page of the Backstage view. The Properties section in the right pane displays the standard properties associated with the document.
2. At the bottom of the **Properties** section, select **Show All Properties** to expand the section.
3. At the top of the **Properties** section, select **Properties**, and then select **Advanced Properties** to open the Properties dialog.

### To edit file properties

1. In the **Properties** section of the **Info** page, select the value for the property you want to edit to activate the content box.
2. Enter or replace the property value, and then press **Enter**.

*Or*

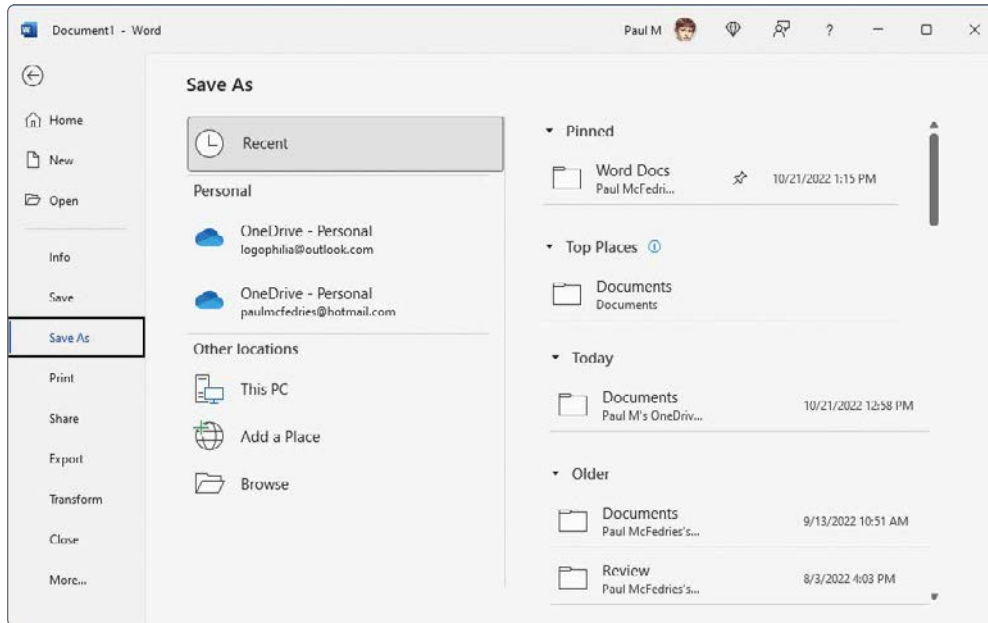
- In the **Properties** dialog, do either of the following:
  - On the **Summary** tab, select the box to the right of the property you want to modify, and then enter or replace the property value.
  - On the **Custom** tab, select the property you want to modify in the **Name** list, and then enter or replace the property value in the **Value** box.

## Save and close documents

When you save a document in Word, it is saved in the default .docx file format, but you can also select a different format from many other choices. For example, if you plan to distribute the document electronically to people who use a different word-processing program, you can choose a compatible format, or if you want to protect the document content, you can save it as a PDF file.

## Manually save documents

You save a document the first time by selecting the Save button on the title bar or by displaying the Backstage view and then selecting Save As. Both actions open the Save As page, where you can select a storage location.



*Save your document in an online location to access it from anywhere*

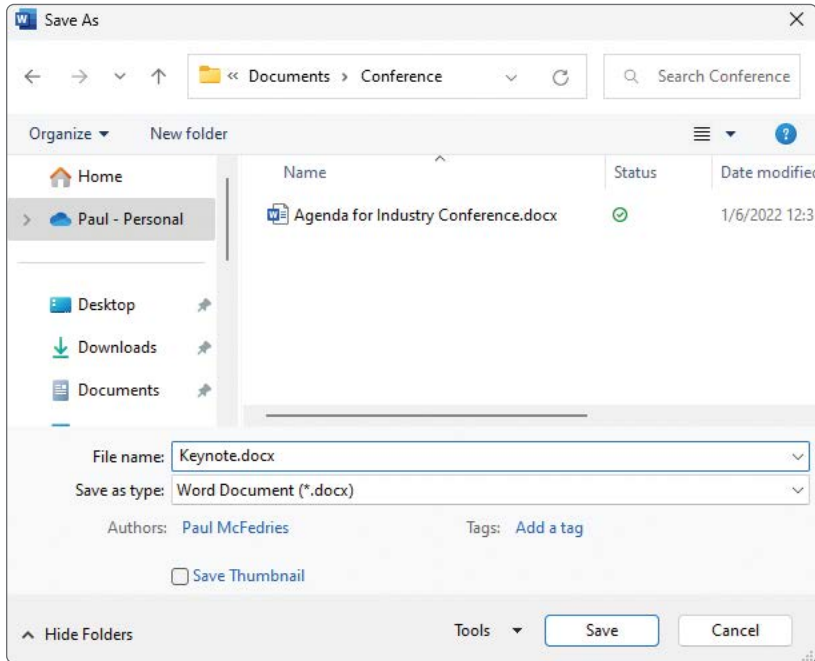
You can save the document in a folder on your computer or, if you have an internet connection, in a folder on your OneDrive. If your company uses SharePoint, you can add a SharePoint site so that it is available from the location list on the Save As page, just like any other folder.




**SEE ALSO** For information about OneDrive, see the sidebar “Save files to OneDrive” later in this chapter.



Selecting Browse at the bottom of the left pane displays the Save As dialog, in which you assign a name to the document and specify the folder in which you want to save it.



The Save As dialog shows other files of the same type that are saved in the current folder

 **TIP** If you want to create a new folder in which to store the document, select New Folder on the Save As dialog toolbar.

After you save a document for the first time, you save changes by selecting the Save button on the title bar. A new version of the document then overwrites the previous version.

### To save a document for the first time

1. Select the **File** tab to display the Backstage view.
2. In the left pane of the Backstage view, select **Save As**.

3. On the **Save As** page of the Backstage view, select a storage location, and then select a recently accessed folder in the right pane, or select **Browse**.
4. In the **Save As** dialog, browse to the folder you want to save the document in.
5. In the **File name** box, enter a name for the document.
6. If you want to save the document in a format other than the one shown in the **Save As Type** box, select the **Save as type** arrow and then select the file format you want.
7. In the **Save As** dialog, select **Save**.

#### To add a cloud storage location

1. On the **Save As** page of the Backstage view, select **Add a Place**.
2. In the **Add a Place** list, select a place, such as **OneDrive**.
3. In the **Add a service** dialog, enter the email address you use to sign in to the cloud storage service, and then select **Next**.
4. In the **Sign in** dialog, enter the password associated with the account, and then select **Sign In** to add the cloud storage location associated with that account to the **Places** list.

#### To save a copy of a document

1. Display the **Save As** page of the Backstage view.
2. Save the document with a different name in the same location or with any name in a different location. (You can't store two documents with the same name in the same folder.)

#### To save a document without changing its name or location

- On the title bar, select the **Save** button.
- In the Backstage view, select **Save**.
- Press **Ctrl+S**.

## Save files to OneDrive

When you save a document to OneDrive, you and other people with whom you share the document can work on it by using a local installation of Word or by using Word Online, which is available in the OneDrive environment. If you're new to the world of OneDrive, here's a quick tutorial to help you get started.

OneDrive is a cloud-based storage solution. The purpose of OneDrive is to provide a single place for you to store and access all your files. Although this might seem like a simple concept, it provides major value for people who use Word or other Microsoft 365 Apps on multiple devices, including Windows computers, Mac computers, iPads and other tablets, and Windows, iPhone, and Android smartphones.

For example, you can create a document on your desktop computer at work, edit it on your laptop at home, and review it on your smartphone while you're waiting for your lunch to be served at a restaurant. If you use the full suite of Microsoft 365 Apps within your organization, you can even present the document in a Microsoft Teams meeting from your tablet PC, all while the document is stored in the same central location.

There are currently two types of OneDrive—one for personal use and one for business use:

- **OneDrive** This *personal* OneDrive storage site is provided free with every Microsoft account. Each OneDrive is linked to a specific account.
- **OneDrive for Business** An *organizational* OneDrive storage site is provided with every business-level Microsoft 365 subscription license. These storage locations are part of an organization's Microsoft 365 online infrastructure.

You might have both types of OneDrive available to you. If you do, you can connect to both from within Word (or any Microsoft 365 app).

In this book, the personal and organizational versions are referred to generically as *OneDrive* sites.

To make OneDrive a realistic one-stop storage solution, Microsoft has chosen to support the storage of very large files (up to 10 gigabytes [GB] each) and to provide a significant amount of storage—from 5 GB to 1 terabyte (TB) per user, depending on your account type.

By default, documents that you store on your OneDrive site are password-protected and available only to you. You can share specific files or folders with other people by sending a personalized invitation or a generic link that allows recipients to view or edit files. You can access documents stored on your OneDrive in several ways:

- From within Word when opening or saving a file.
- Through File Explorer, when you synchronize your OneDrive site contents with the computer.
- Through a web browser. Personal OneDrive sites are available at <https://onedrive.live.com>; organizational OneDrive for Business sites have addresses linked to your Microsoft 365 business account, such as [https://contoso-my.sharepoint.com/personal/joan\\_contoso\\_com](https://contoso-my.sharepoint.com/personal/joan_contoso_com).

Because OneDrive and OneDrive for Business file storage locations are easy to add to any version of Word, OneDrive is a simple and useful cloud storage option.

## Automatically save documents

Word automatically saves new versions of documents stored on SharePoint or OneDrive; these files have an AutoSave button on the title bar that you can use to toggle the function off and on.

When the AutoSave function is turned on:

- If you're working in a new, unnamed file, the app saves a temporary copy of the file to your default storage location.
- If you're working in a previously saved file, the app saves a copy of the file to the location in which you opened or last saved it.

You can turn off the automatic file-saving function if you prefer to save changes manually (although this is not advisable).

### To toggle AutoSave on or off

- In the title bar, select the AutoSave button.



**SEE ALSO** For information about working with document versions, see "Compare and combine documents" in Chapter 11, "Collaborate on documents." For information about configuring other Word options, see "Change default Word options" in Chapter 16.

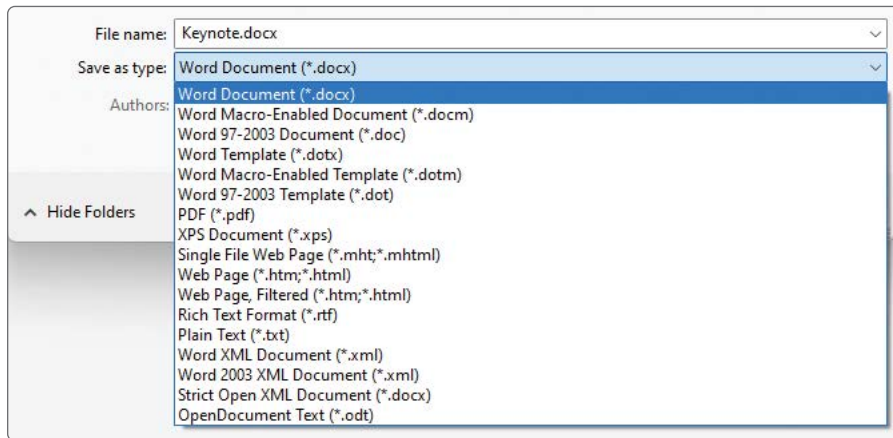
## Save documents in other formats

Word uses file formats based on a markup language called *Extensible Markup Language* or, more commonly, *XML*. These file formats, called the *Microsoft Office Open XML Formats*, were introduced with Microsoft Office 2007.

Word offers a selection of file formats intended to provide specific benefits. Each file format has a file name extension that identifies the file type to the system. The file formats and file name extensions for Word files include the following:

- Word Document (.docx)
- Word Macro-Enabled Document (.docm)
- Word Template (.dotx)
- Word Macro-Enabled Template (.dotm)
- Word XML Document (.xml)

Older Word document types and other file types not specific to Word, such as text files, webpages, PDF files, and XPS files, are available from the Save As dialog.



*Save a document in any of these file formats*

The default file format for files created in Word is the .docx format, which provides the following benefits over the previous default .doc file format:


- **Decreased file size** Files are compressed when saved, decreasing the amount of disk space and bandwidth needed to store and transmit files.
- **Simpler retrieval and editing of content** XML files can be opened in text-editing apps such as Notepad.
- **Increased security** Personal data can be located and removed from the document, and files can't store macros. (The .docm file format is designed for documents that contain macros.)

If you want to save a Word document in a format that can be opened by the widest variety of programs (including text editors that are installed with most operating systems), use one of these two formats:

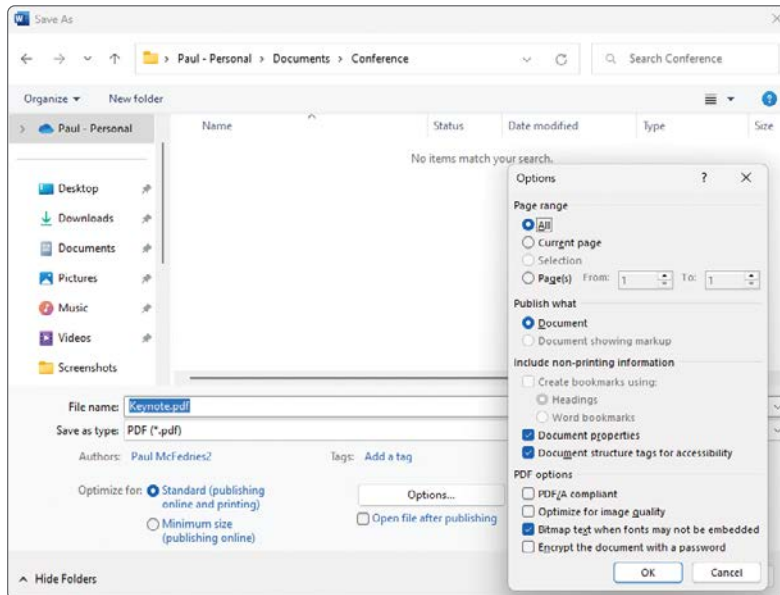
- **Rich Text Format (\*.rtf)** This format preserves the document's formatting.
- **Plain Text (\*.txt)** This format preserves only the document's text.

If you want people to be able to view a document exactly as it appears on your screen, use one of these two formats:

- **PDF (\*.pdf)** This format is preferred by commercial printing facilities. Recipients can display the file in the Microsoft Edge browser or the free Microsoft Reader or Adobe Reader apps and can display and edit the file in Word or Adobe Acrobat.
- **XPS (\*.xps)** This format precisely renders all fonts, images, and colors. Recipients can display the file in the free Windows XPS Viewer app.

 **TIP** Another way to create a PDF file or XPS file is by selecting that option when sending the document by email. For more information, see “Print and send documents” in Chapter 12, “Finalize and distribute documents.”

The PDF (Portable Document Format) and XPS (XML Paper Specification) formats are designed to deliver documents as electronic representations of the way they appear when printed. Both types of files can easily be sent by email to many recipients and can be made available on a webpage for downloading by anyone who wants them. However, the files are no longer Word documents. A PDF file can be converted to the editable Word format; an XPS file, however, cannot be opened, viewed, or edited in Word.



Create a PDF file from all or part of a document

When you save a Word document in PDF or XPS format, you can optimize the file size of the document for your intended distribution method—the larger Standard file size is better for printing, whereas the Minimum file size is suitable for online publishing.

## Maintain compatibility with earlier versions of Word

Word 2003 and earlier versions of Word used the .doc file format. You can open .doc files in Word 365, but some modern Word features will be unavailable.

When you open a file created in Word 2010 or an earlier version of Word, the title bar displays *[Compatibility Mode]* to the right of the document name. You can work in Compatibility mode, or you can convert the document to the current format by selecting the Convert button on the Info page of the Backstage view, or by saving a copy of the document with Word Document (\*.docx) as the file type.

If you work with people who are using a version of Word earlier than Word 2007, you can save your documents in a format that they will be able to use by choosing the *Word 97-2003* file format in the Save As Type list, or they can install the free Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats from the Microsoft Download Center (located at [download.microsoft.com](http://download.microsoft.com)). The Compatibility Pack doesn't provide additional functionality in the older versions of the apps, but it does enable users of those earlier versions to open current documents, workbooks, and presentations.

### To save all or part of a document in PDF format

1. Open the **Save As** dialog.
2. In the **Save as type** list, select **PDF**. The dialog content changes to provide additional options.
3. If you want to create a PDF file that has a smaller file size (but lower quality), select **Minimum size (publishing online)**.



4. To modify any of the default settings, select the **Options** button, do any of the following, and then select **OK**:
  - Specify the pages to include in the file.
  - Include or exclude comments and tracked changes.
  - Include or exclude nonprinting elements such as bookmarks and properties.
  - Select compliance, font embedding, and encryption options.
5. If you don't want to automatically open the new PDF file in your default PDF viewer, clear the **Open file after publishing** checkbox.
6. In the **Save As** dialog, select **Save**.

## Close documents

Every time you open a document, a new instance of Word starts. When you close the file, you can exit that instance of Word. If you have only one document open, you can close the file and exit Word, or you can close the file but leave Word running.

### To close a document

- At the right end of the title bar, select the **Close** button to close the document and the Word window.
- Display the Backstage view, and then select **Close** to close the document without exiting Word.
- On the Windows taskbar, point to the Word button to display thumbnails of all open documents. Point to the thumbnail of the document you want to close, and then select the **Close** button that appears in its upper-right corner.

## Key points

- You can create simple and complex Word documents by starting with a template.
- You can open more than one Word document, and you can view more than one document at a time, but only one document can be active at a time.
- You can move the cursor by clicking or tapping in the text or by pressing keys and keyboard shortcuts.
- Information about a Word document is saved with the document as file properties that are available from the Info page of the Backstage view and from the document's Properties dialog. Some properties are created and managed by Word, and others are customizable.
- Word 365 documents use the.docx file format. When you save a Word document, you specify its location on the Save As page of the Backstage view, and its name and file format in the Save As dialog. You can save a Word document as a different file type if necessary.
- You can display a variety of views of documents, depending on your needs as you create the document and the purpose for which you are creating it.



## Practice tasks

Before you can complete these tasks, you must copy the book's practice files to your computer. The practice files for these tasks are in the **Word365SBS\Ch02** folder. You can save the task results in the same folder.

The Introduction includes a complete list of practice files and download instructions.

### Create documents

Perform the following tasks:

1. Start Word and create a new, blank document.
2. Display the available templates for new documents. Scroll through the list of featured templates and note the types of documents you can create from them.
3. Search for a template that's related to something you're interested in. For example, you could use a search term such as **food**, **school**, **children**, or **customers**.
4. Preview a template from the search results. If the template preview includes multiple images, preview each of those by selecting the arrows below the image.
5. Without closing the preview window, preview the next or previous template by selecting the arrows to the sides of the preview window.
6. From the preview window, create a document based on the currently displayed template. Notice that the unsaved blank document remains open.
7. Close the blank document without saving it. Leave the template-based document open for use in a later set of practice tasks.

## Open and move around in documents

In Word, perform the following tasks:

1. Display the **Open** page of the **Backstage** view.
2. If there are files in the **Recent** list, notice the groups they're divided into, their file storage locations, and whether any are pinned to the list.
3. From the **Open** page, browse to the practice files folder, and open the **NavigateFiles** document.
4. In the second line of the document title, click or tap at the right end of the paragraph to position the cursor.
5. Use a keyboard method to move the cursor to the beginning of the line.
6. Use a keyboard method to move the cursor to the beginning of the word *Regulations*.
7. Use a keyboard method to move the cursor to the end of the document.
8. Use the scroll bar to move to the middle of the document.
9. Use the scroll bar to change the view of the document by one screen.
10. Open the **Navigation** pane.
11. In the **Navigation** pane, select the *Landscaping* heading to move the cursor directly to the selected heading.
12. At the top of the **Navigation** pane, select **Pages**. On the **Pages** page, scroll through the thumbnails to review the amount of visible detail, and then select the thumbnail for page 5 to move the cursor directly to the top of the selected page.
13. At the right end of the **Navigation** pane title bar, select the **Close** button (the X) to close the pane.
14. On the **Open** page of the Backstage view, pin the **NavigateFiles** document to the **Recent** list.
15. Close the document without saving it.

## Display different views of documents

Open the **DisplayViews** document in Word, and then perform the following tasks:

1. If the document is not already in Print Layout view, display it in that view.
2. Switch to Web Layout view and scroll through the document to the end. Notice that the lines break differently and that there are no longer any page breaks.
3. Move the cursor back to the beginning of the document, and switch to Read Mode view.
4. On the Read Mode toolbar, select **Tools** to review the commands on the menu, and then select **View** to review the commands on that menu. Then, on the **View** menu, select **Edit Document** to return to Print Layout view.
5. In Print Layout view, hide the white space between pages. Scroll through the document and notice the change in the page lengths when the white space is hidden.
6. Open the **Navigation** pane and display the document headings. Adjust the pane width to the minimum necessary to display the headings.
7. Close the **Navigation** pane.
8. In the **Word Options** dialog, set the width of the style area pane to **2"**. Then select **OK** to return to the document.
9. Display the document in Draft view. Notice that the style area pane is visible along the left side of the document, but it is wider than necessary.
10. Drag the style area pane's right border to the left until it takes up about half the original amount of space.
11. Display the document in Print Layout view, and use any method described in this chapter to change the magnification to **75%**.
12. Split the window into two panes, position the cursor in the top pane, and then change the magnification to **100%**. Notice that only the active pane changes. Then remove the split.
13. Use commands on the **View** tab to arrange the **DisplayViews** document and the document you created in the first set of practice tasks side by side on the screen.
14. In the **DisplayViews** document, display the gridlines. Notice that they appear in both open documents.

15. Switch to the document you created in the first set of practice tasks. Display the rulers. Notice the effect of this action in the other open document.
16. Save and close both documents.

## Display and edit file properties

Open the **EditProperties** document in Word, and then perform the following tasks:

1. On the **Info** page of the Backstage view, do the following:
  - Review the information in the **Properties** list. Notice the types of information that have been saved with the document.
  - Point to each of the property values and notice the values that you can edit.
  - Set the **Title** property to **Welcome to Word**.
2. Expand the **Properties** list to display all properties, and then do the following:
  - Notice the additional properties that were not previously visible. (If necessary, select **Show Fewer Properties** to switch back to the original list for comparison purposes.)
  - Point to the **Manager** and **Author** property values and notice that Check Names and Address Books buttons appear. Experiment with adding a Manager property from your address book.
3. Select the **Properties** header, and then display the advanced properties. In the **EditProperties Properties** dialog, do the following:
  - Compare the properties on the **Summary** tab with those in the **Properties** list. Notice the properties that you added in steps 1 and 2.
  - In the **Author** box, enter your name.
  - In the **Keywords** box, enter **Word 365 new features**.
  - Review the information on the **General**, **Statistics**, **Contents**, and **Custom** tabs. Notice the information that is available only in the Properties dialog.
  - Select **OK**.
4. Verify that the information you entered in the **Properties** dialog appears in the **Properties** list. If it doesn't, save, close, and reopen the document to update the properties.

## Save and close documents

In Word, perform the following tasks:

1. Save a copy of the **EditProperties** document in the practice file folder as **MyDocument**. Close the document and this instance of Word.
2. Close the document you created in the first task without exiting Word.
3. Close the remaining open documents and exit Word.

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