

Working with Microsoft Word



University of Kelaniya
Faculty of Medicine

Computer Centre

1

Introduction to Microsoft Office



Kelaniya
Medicine

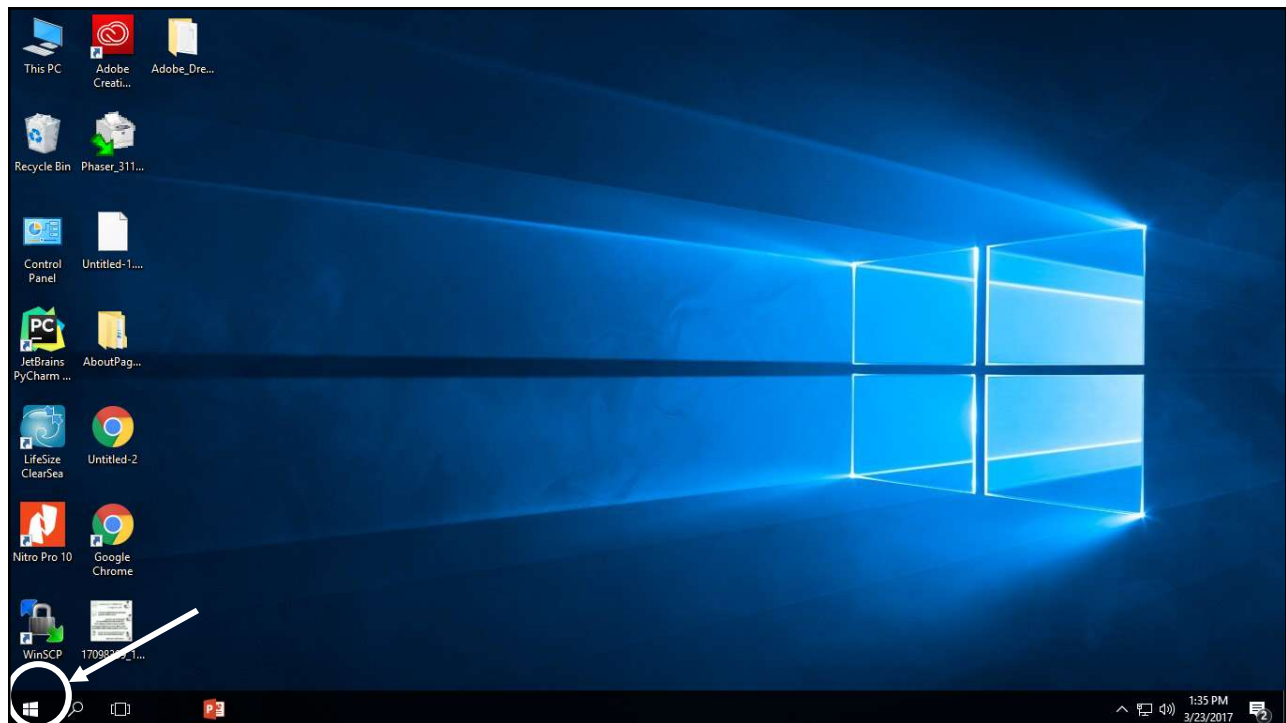
2

Introduction to Microsoft Office

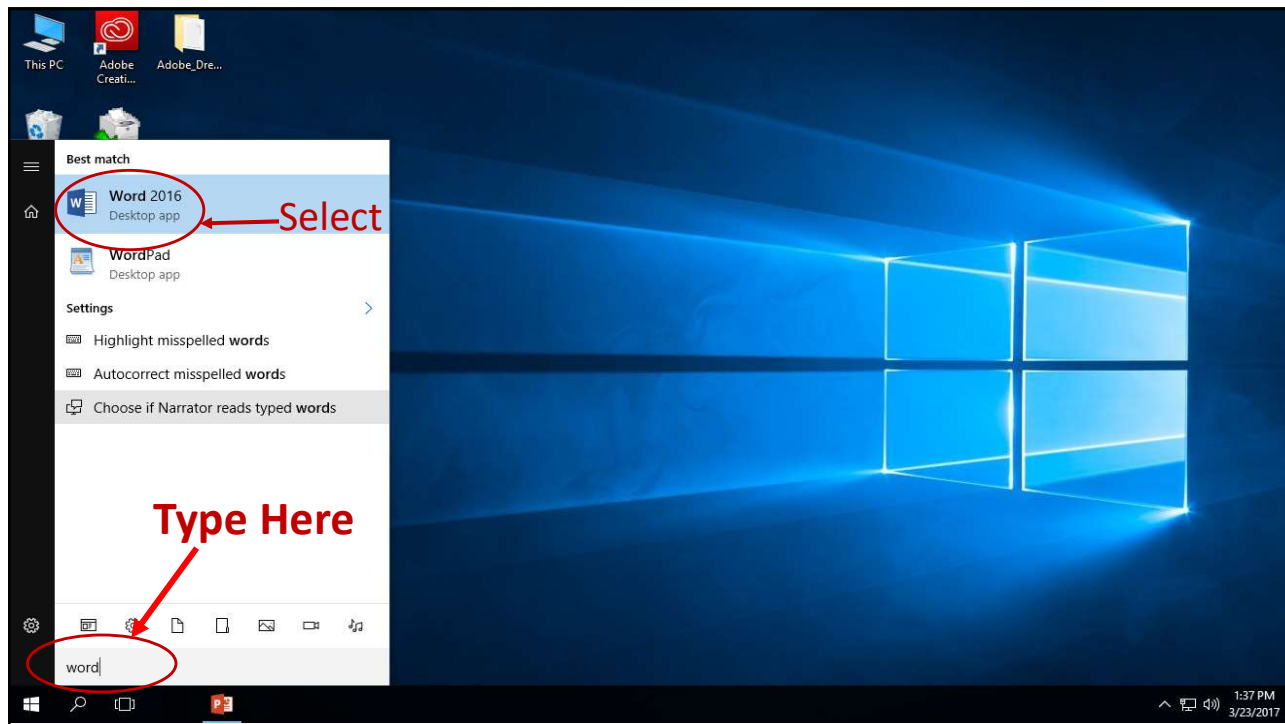
- Open New Document
- Ribbon environment
- Type text – Quick brown fox jumps over the lazy dog
- Selection Techniques



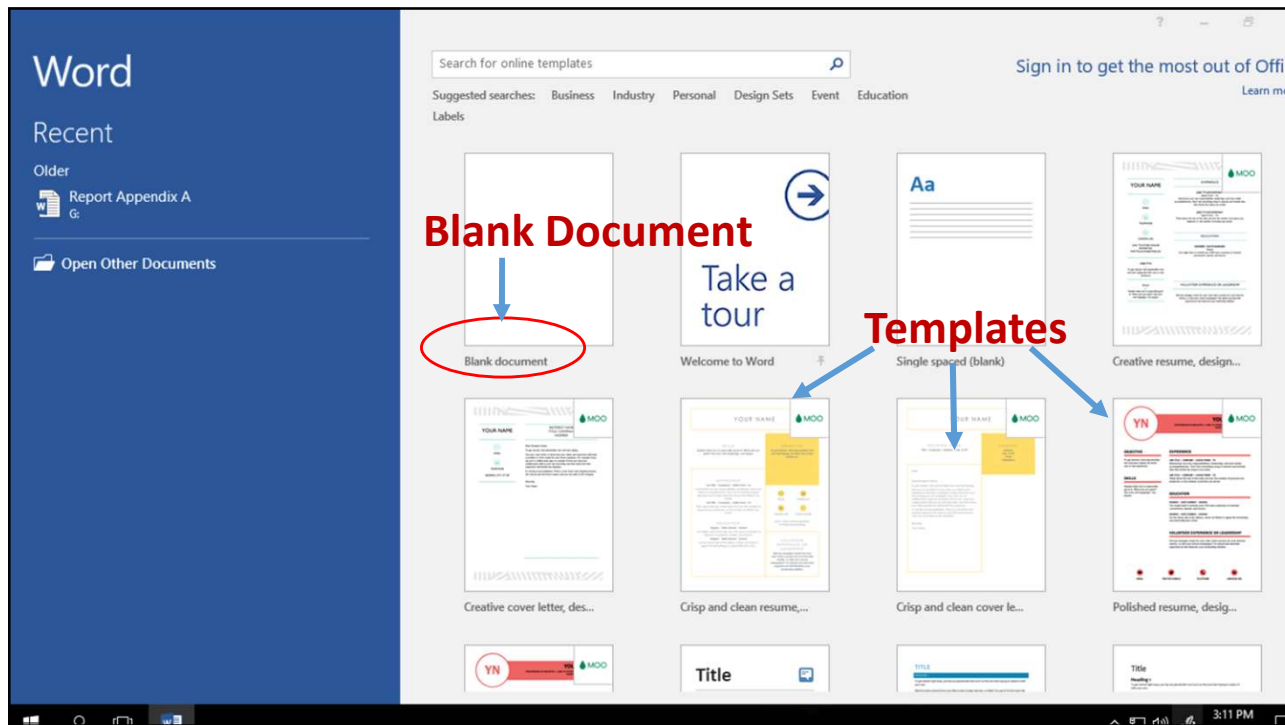
3



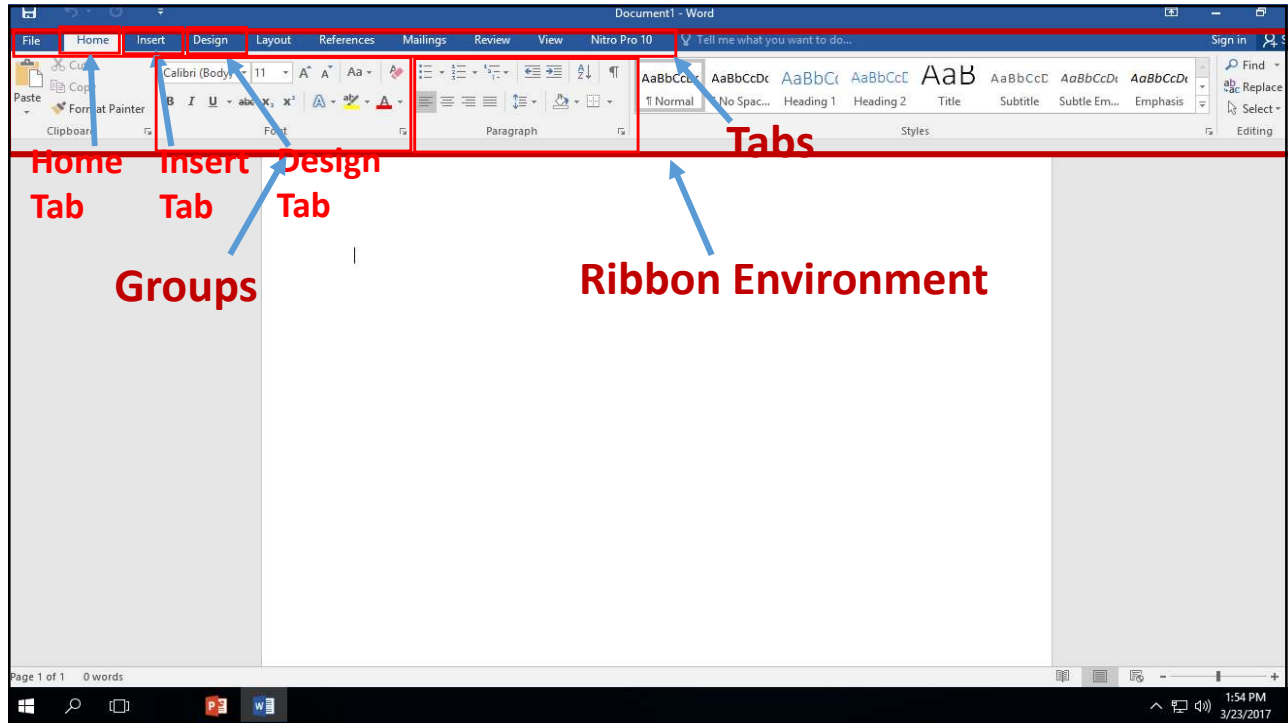
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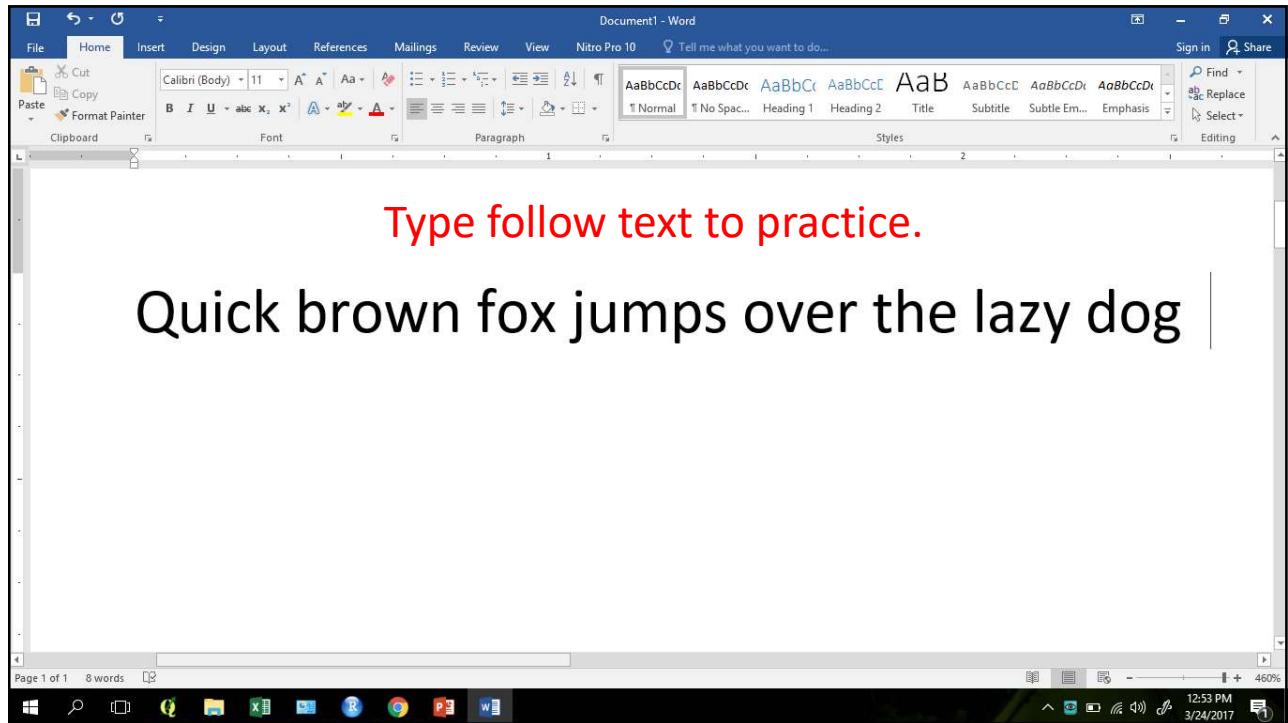
5



6



7



8

Inserting and Deleting Text

Insert Text

- When you type text in Word, any existing text will move over.

Delete Text

- **[Delete]** key will remove text to the right of the insertion point.
- **[Backspace]** key will move text to the left of the insertion point.



9

Selection Techniques

- Using a mouse

Single Word

Paragraph



10

Quick Methods for Selection

➤ **Single word**

Quickly double click on the word

➤ **A Paragraph**

Quickly triple click on the paragraph



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Quick Methods for Selection

Selecting Text using the keyboard

Shift+ Right Arrow	Selects one character at a time
Shift + Up Arrow	Selects one line at a time
Shift + Down Arrow	Selects one line at a time
CTRL+A	Selects the entire document



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Hands on Exercise 01: Highlighting text

1. In order to highlight (select) the sentence you typed, **Click and Drag** over the sentence from right to left. When the sentence is highlighted, take your finger off the mouse.
2. **Click anywhere on the page to remove the highlighting.**
3. Practice highlighting with the mouse and removing it again.
4. You can use the keyboard to do the same (highlighting). Click **before: The quick brown...** Hold down the **[Shift] key on the keyboard**. Press the **right arrow key (→)** until whole sentence is highlighted



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Hands on Exercise 02 : Highlighting text

- Open a new Word document.
- Type =rand(5,15) then press the enter key (This will insert text in two pages).
- Click at the beginning of the 1st paragraph.
- Hold down the mouse button and drag to the end of the 3rd paragraph until the whole paragraphs are selected.
- To de-select the text, click anywhere on the page.



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Hands on Exercise 03: Highlighting text

- When the document is large it is difficult to select text by dragging. Lets select the whole text of this document without dragging.
- Click at the beginning of the 1st paragraph, scroll down to the 2nd page and move your mouse (without clicking yet) to the end of the document. Hold down the [Shift] key while you click at the end of the document. Check that the whole text is selected.
- Again click at the beginning of the 1st paragraph. Move the mouse further left of the first row until the mouse pointer becomes a right pointing arrow.
- Now click and drag down until 1st three paragraphs are selected.
- Deselect the paragraphs.
- Let's check what happens when you press the following key combination from the keyboard.
- Letter A while pressing [Ctrl]



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Hands on Exercise 04 : Highlighting text

- Delete the whole paragraphs of the document that you used in the previous exercise. ([Ctrl + A and press [Delete] key)
- Type =rand() then press the enter key (This will insert 5 paragraphs of text).
- Click at the beginning of the 1st paragraph.
- Hold down the [Shift] key and press the right arrow key [→] until you select the 1st paragraph.
- Press any arrow key **without** holding down [Shift] in order to deselect text you have selected.
- Make sure that the cursor is still at the beginning of the 1st paragraph.
- Hold down [Ctrl] and [Shift] at the same time while pressing the [→] key until you select the 1st paragraph.
- What is the difference between following two selecting techniques.
 - Holding down [Shift] with [→] key
 - Holding down [Ctrl] and [Shift] at the same time with [→] key



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Basic Text Formatting



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Basic Text Formatting

- Font
- Font Size
- Font Style
- Font Color

Moving Text and Cut & Paste

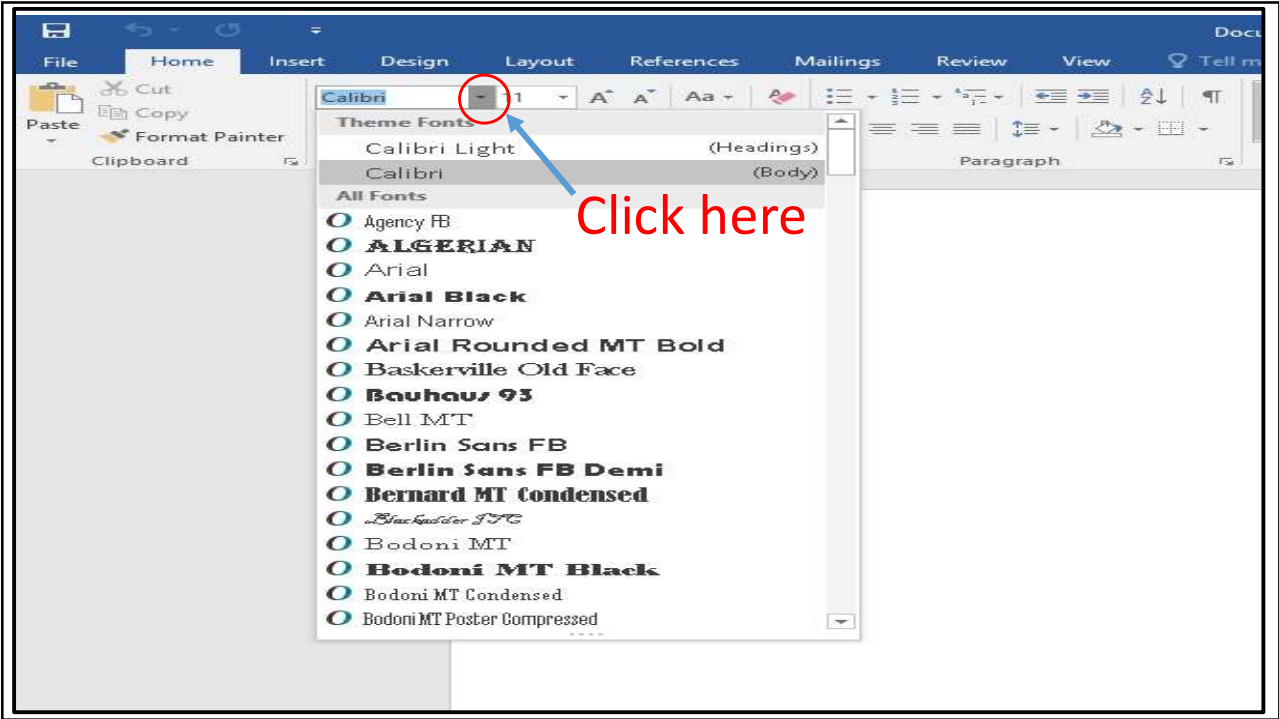


18

Change Font



19

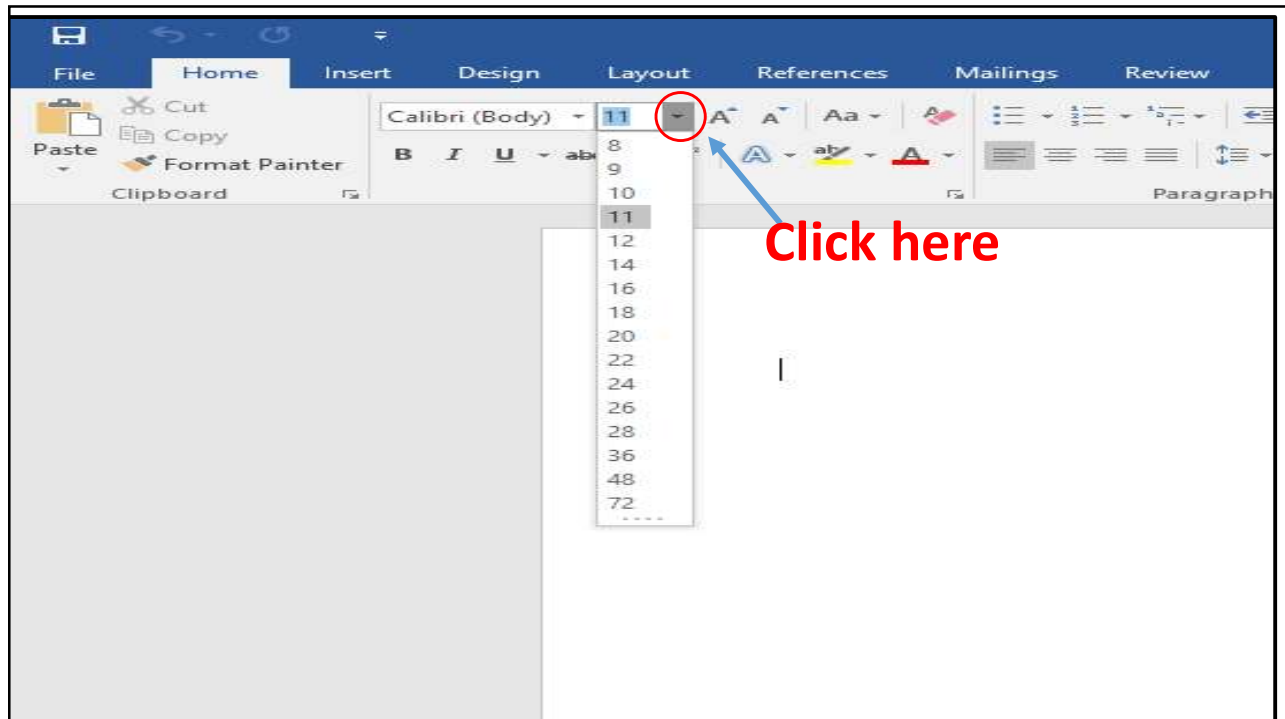


20

Change Font Size



21



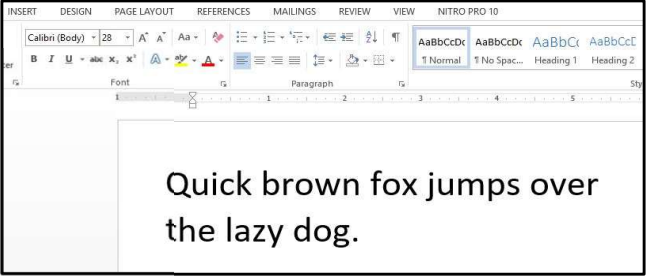
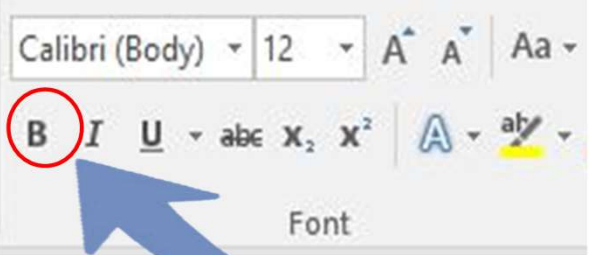
22

Font Styles



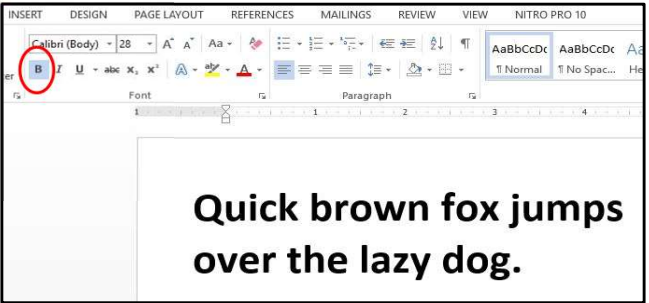
23

Bold




Quick brown fox jumps over the lazy dog.

Select the text and apply "Bold"

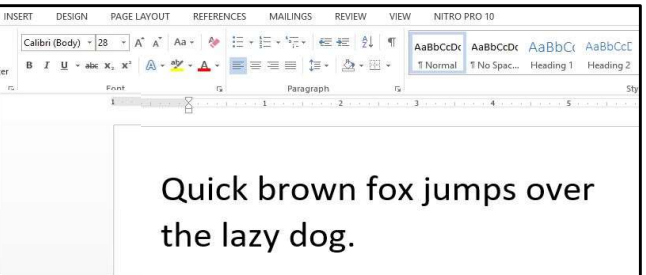
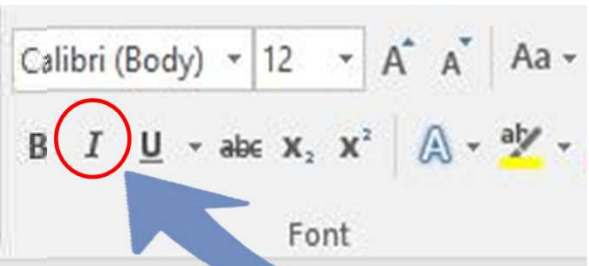


Quick brown fox jumps over the lazy dog.



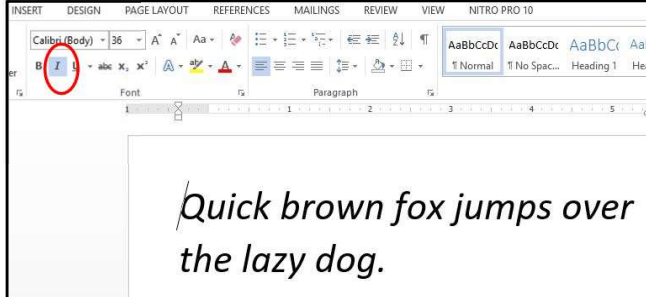
24

Italic




Quick brown fox jumps over the lazy dog.

Select the text and apply "Italic"

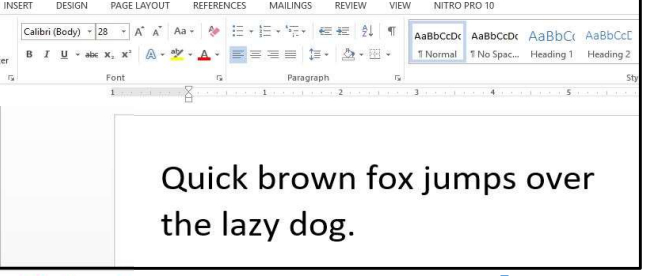
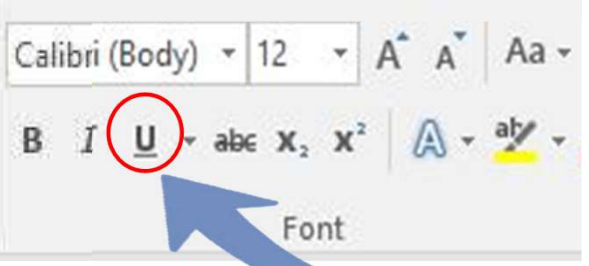


Quick brown fox jumps over the lazy dog.



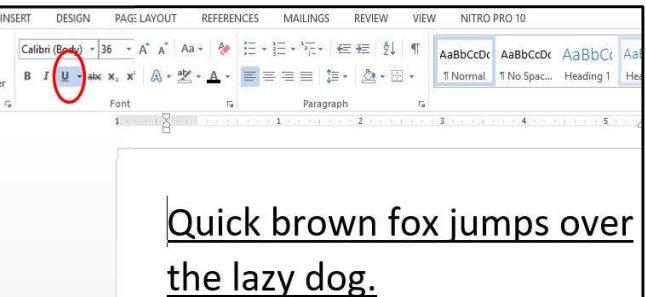
25

Underline Text




Quick brown fox jumps over the lazy dog.

Select the text and apply "Underline Text"

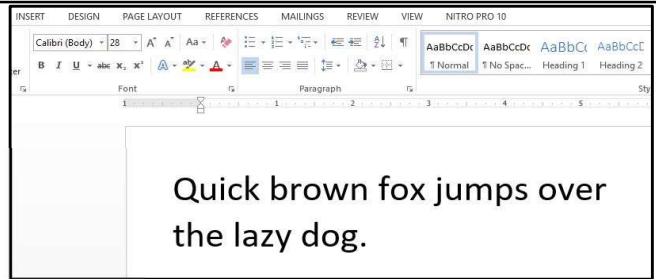
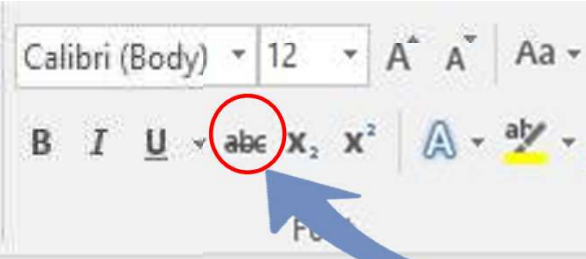


Quick brown fox jumps over the lazy dog.

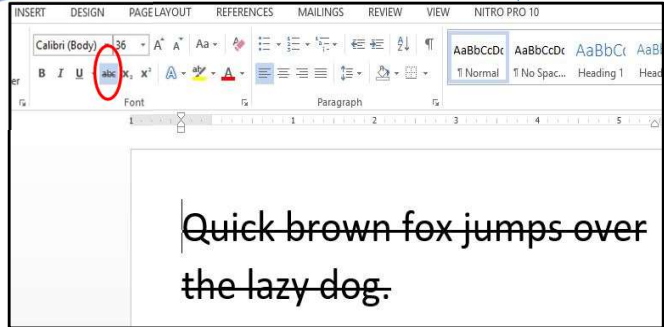


26

Strikethrough

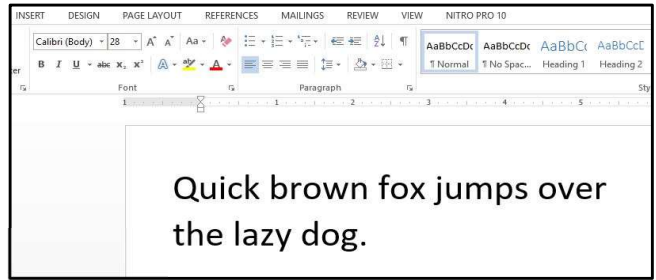
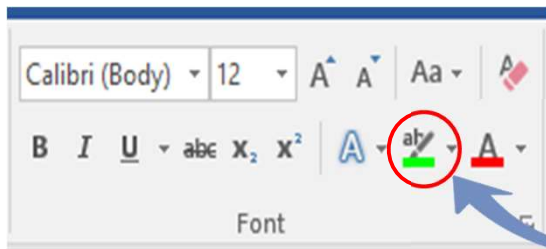


Select the text and apply "Strikethrough"

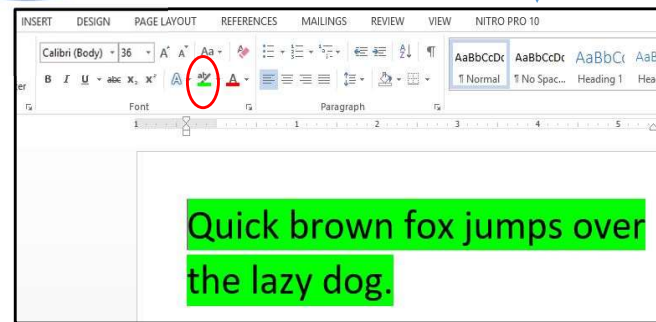


27

Highlight Text

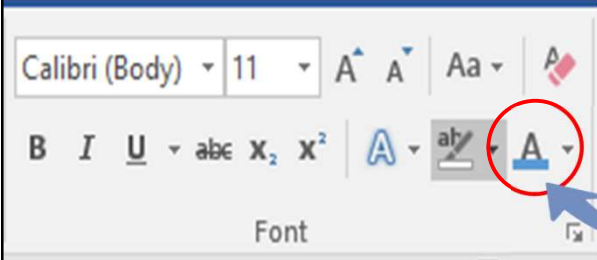


Select the text and apply "Highlight Text"

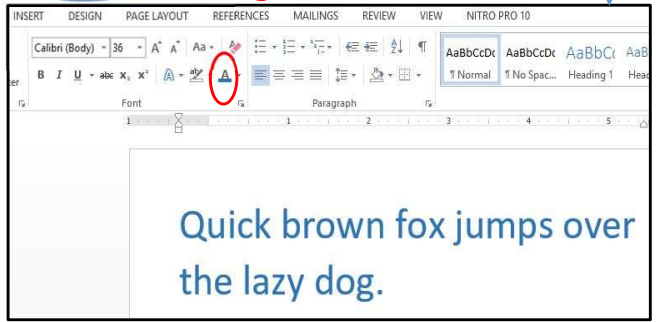


28

Text Colour

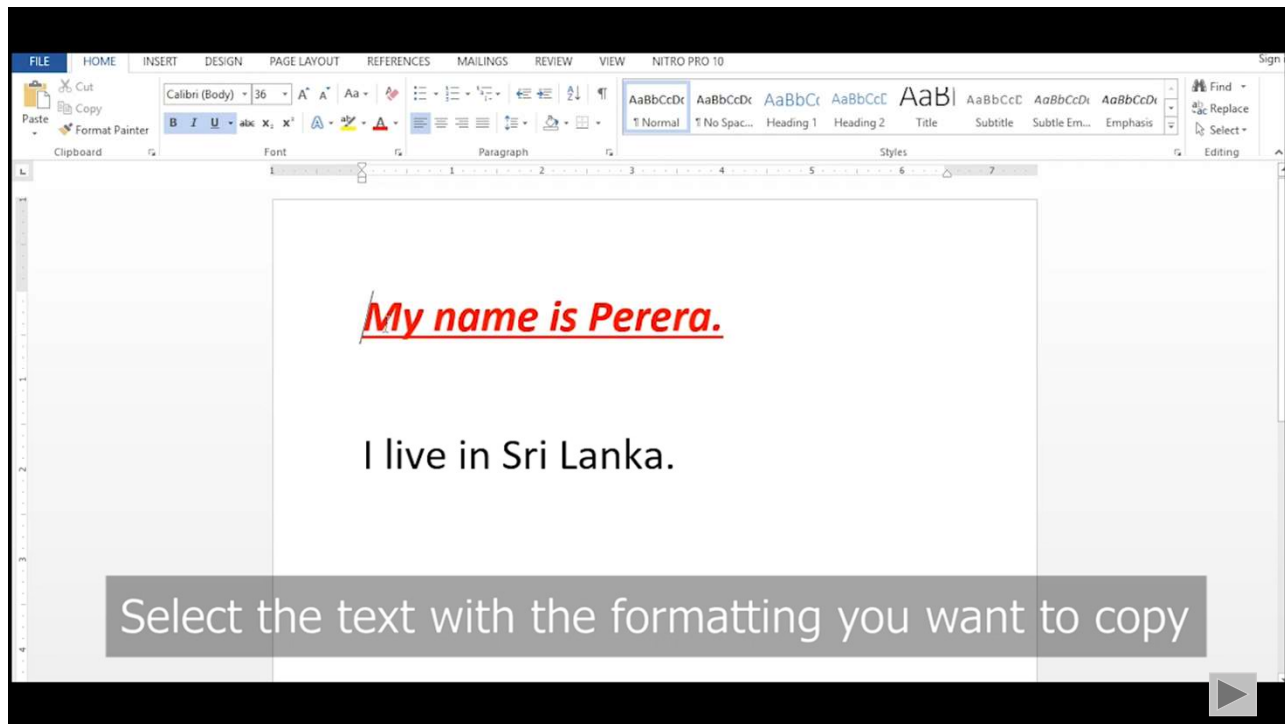


Select the text and apply "change text colour"



Format Painter



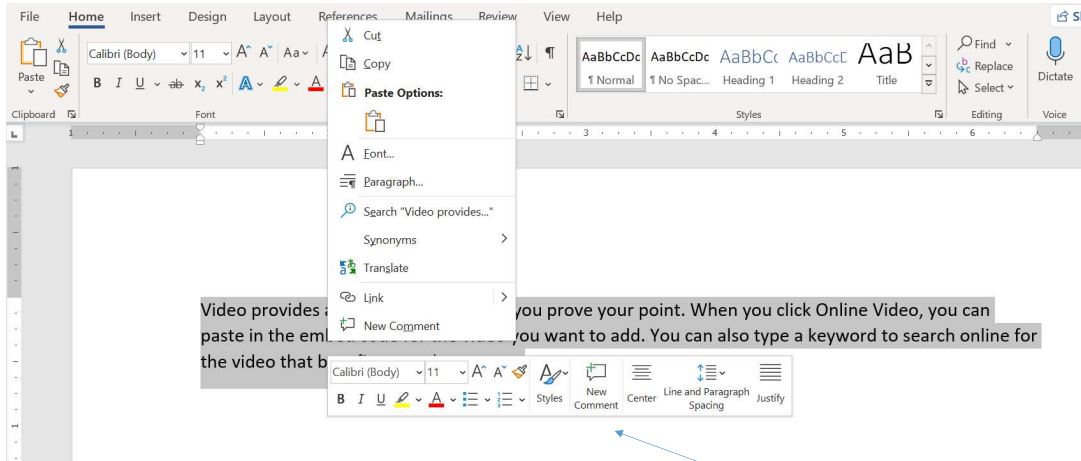


31



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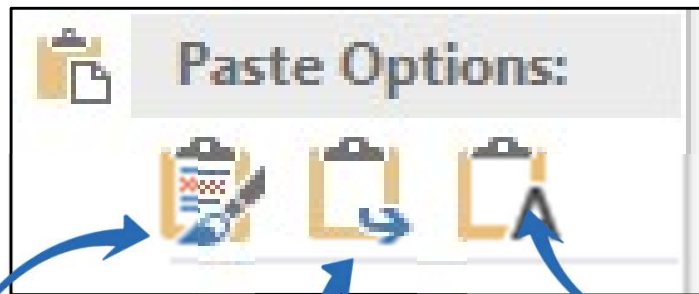
Right click option to copy text



Mini Toolbar

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Paste Options



• Keep source formatting

• Keep text only

• Merge Formatting



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Keyboard shortcuts

[Ctrl] + C - Copy

[Ctrl] + X - Cut

[Ctrl] + V - Paste



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Hands on Exercise 05: Moving Text, Cut & Paste

- Delete the whole paragraphs of the document that you used in the previous exercise. ((Ctrl + A and press [Delete] key)
- Type =rand() then press the enter key (This will insert 5 paragraphs of text).
- Use the following method to move the 1st paragraph to the end of the document.
 - Highlight the 1st paragraph and make sure that the mouse pointer is over the text highlighted area.
 - Right click and select **Cut** from the menu.
 - Right click at the end of the document and select **Paste** from the menu
- **Undo** the changes
- Use the following method to move the 1st paragraph to the end of the document.
 - Highlight the 1st paragraph and make sure that the mouse is over the text highlighted area.
 - Click and move the Insertion point to the end of the document.
- **Undo** the changes
- Use the following method to move the 1st paragraph to the end of the document.
 - Highlight the 1st paragraph and press **[Ctrl] + X** from the keyboard
 - Click at the end of the document and press **[Ctrl] + V** from the keyboard



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Paragraph formatting



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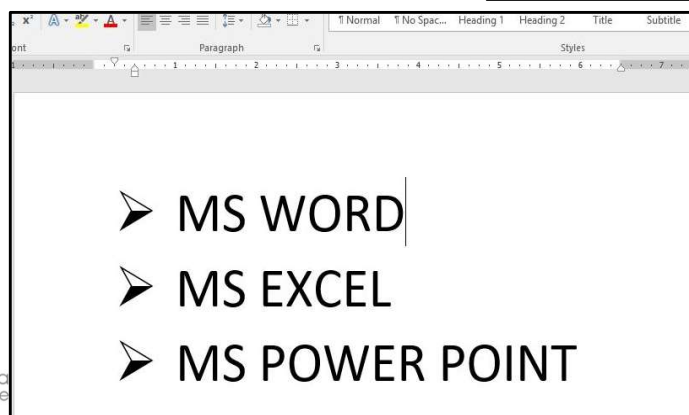
- Paragraph formatting
 - Bullets & numbering
 - Justification
 - Line spacing



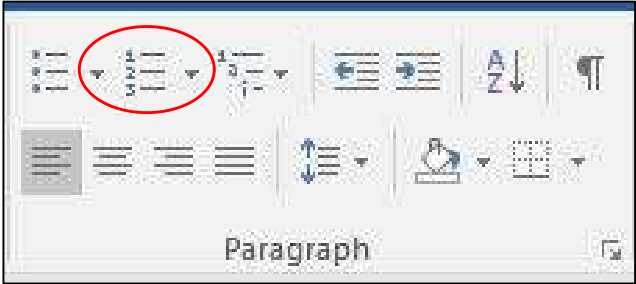
38

Bullets & Numbering


Bullets



Numbering




1. MS WORD
2. MS EXCEL
3. MS POWER POINT



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Text Alignment



Sample text

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

← Align Left

← Center

← Align Right

← Justify

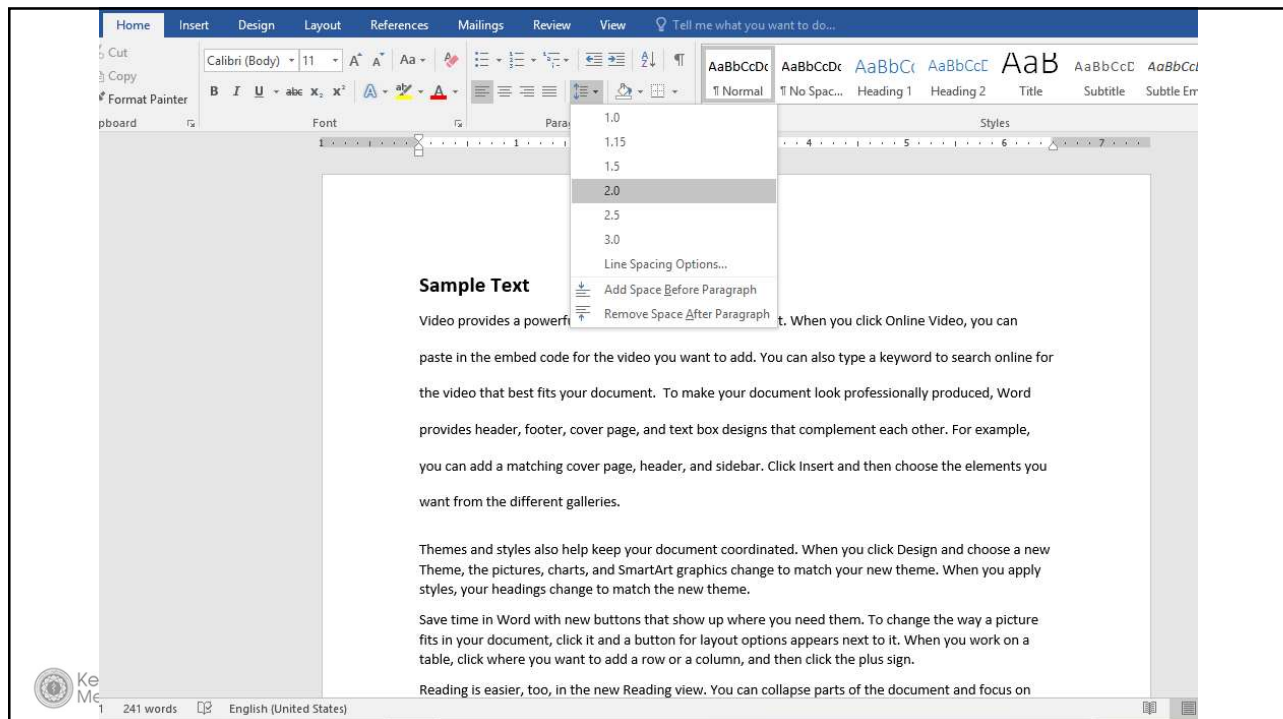
42

Line Spacing

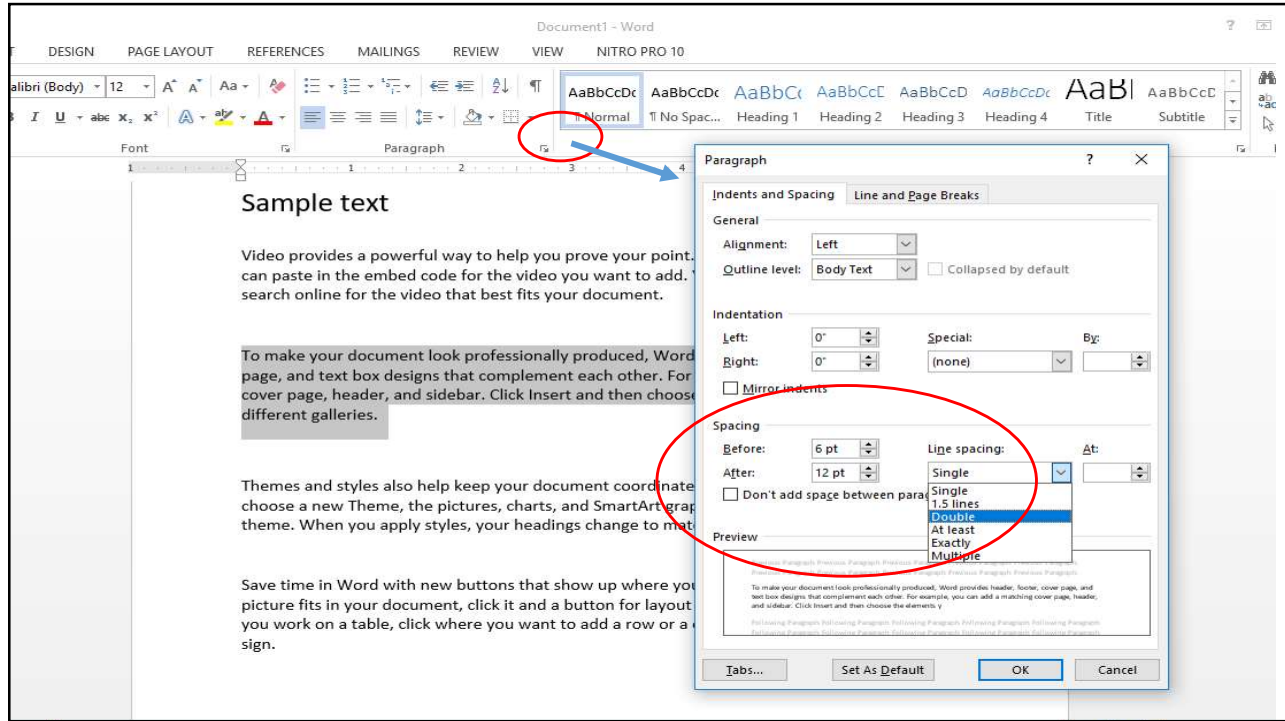
- Spacing between lines in the para
- Spacing before & after para



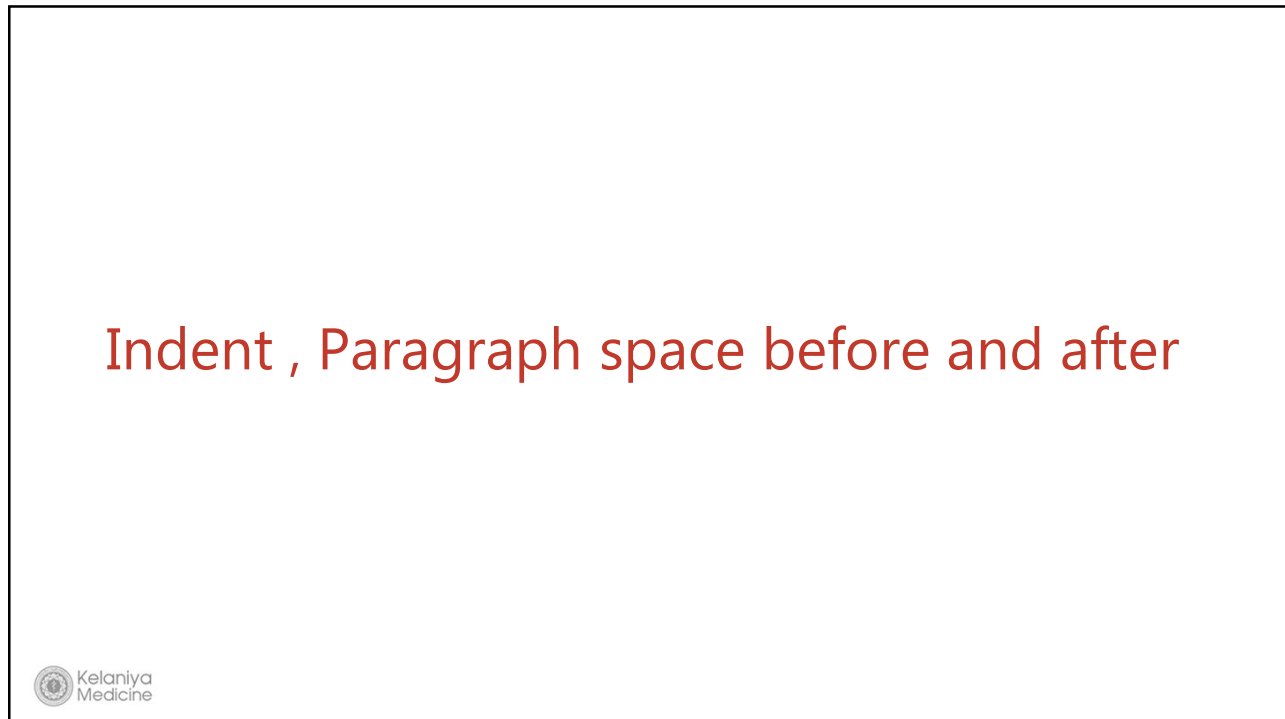
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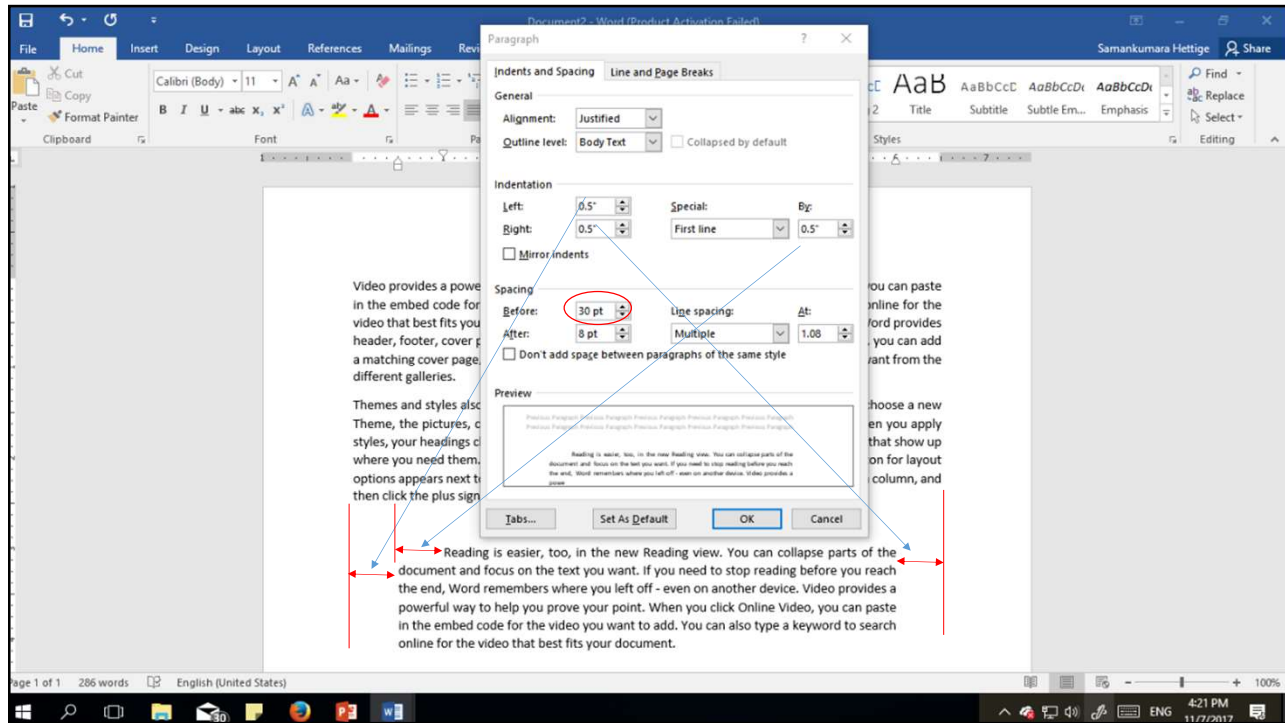
44



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46



47

- Introduction to working with Pictures
 - Inserting Pictures to Word documents
 - Inserting Text wrapping options
 - Applying picture styles (Style gallery)

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➤ Insert Tables

- Different options – insert tables
- Select table
- Add, Delete, Merge columns & rows
- Table formatting



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Go to the webpage :

<https://medicine.kln.ac.lk/index.php/hdci-reading-materials.html>

and do the **Word activities 1-4.**



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Heading Styles

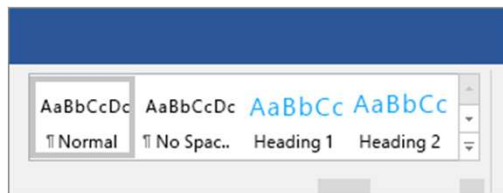
-To have a consistent, professional look



51

Heading Styles

1. Select the text you want to format.
2. On the Home tab, point to a style to preview how the text will look with that style.



3. Select a style.



52

dy) 20 A* A Aa Font Paragraph Styles

Normal No Spac... Heading 1 Heading 2 Heading 3 Heading 4 Title Subtitle

SAMPLE TEXT ← **Heading 1**

Video ← **Heading 2**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Themes
Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

53

A video from Microsoft

- [Apply styles](#)

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SH4 professional document with a title , heading 1 and heading 2
Samankumara Hettige, 8/28/2017

- Margin, Orientation, Page size (Page Layout)
- Add the ruler
- Header & Footer
- Insert page numbers
- Themes gallery
 - Formatting
 - Color change

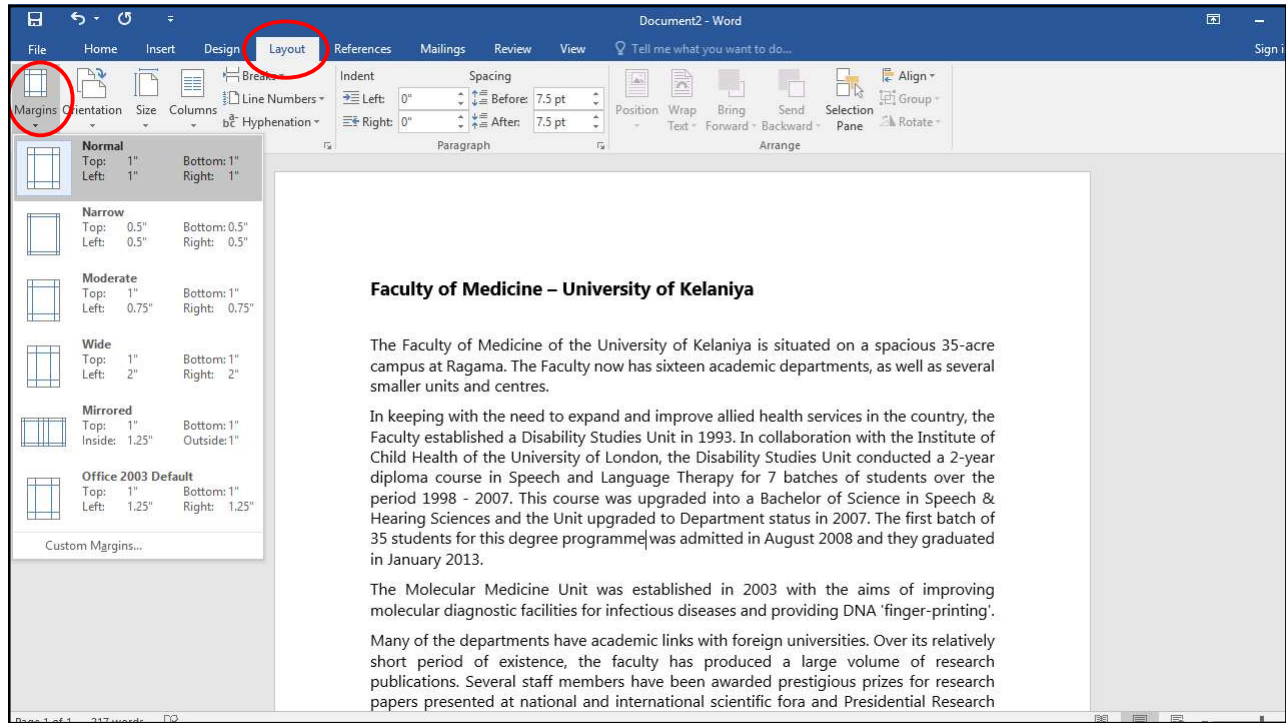


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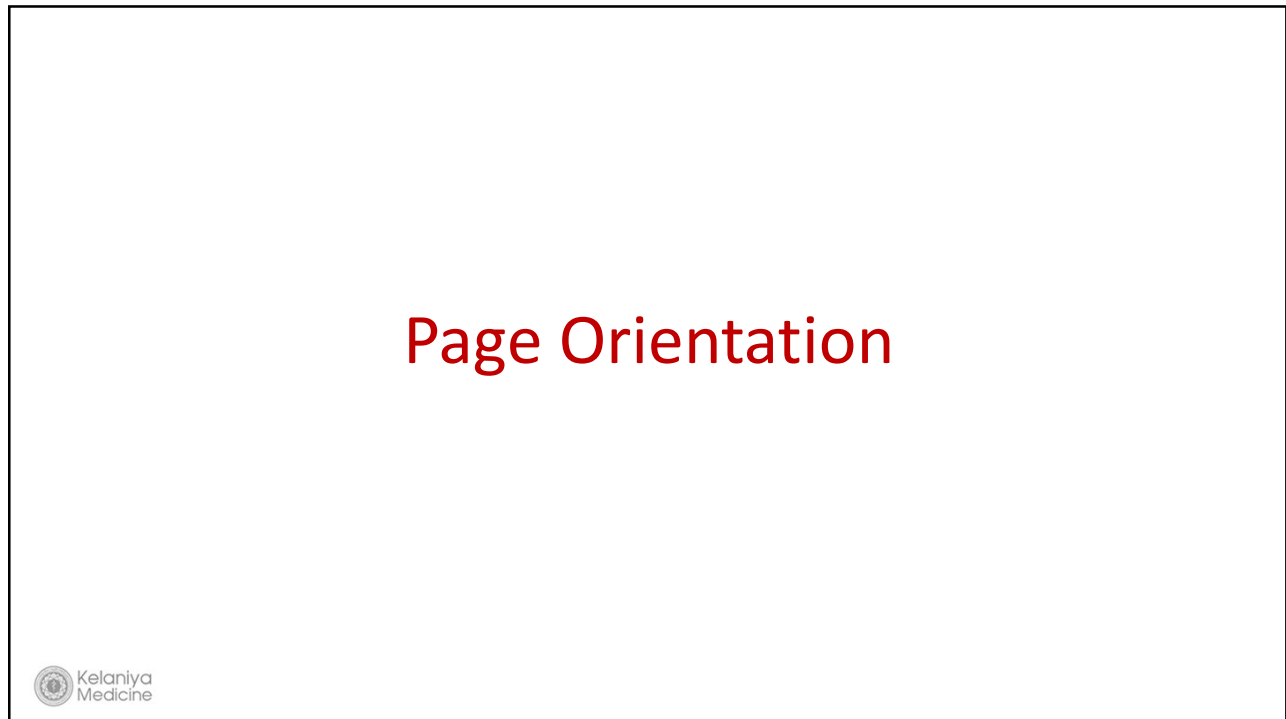
Margins



56

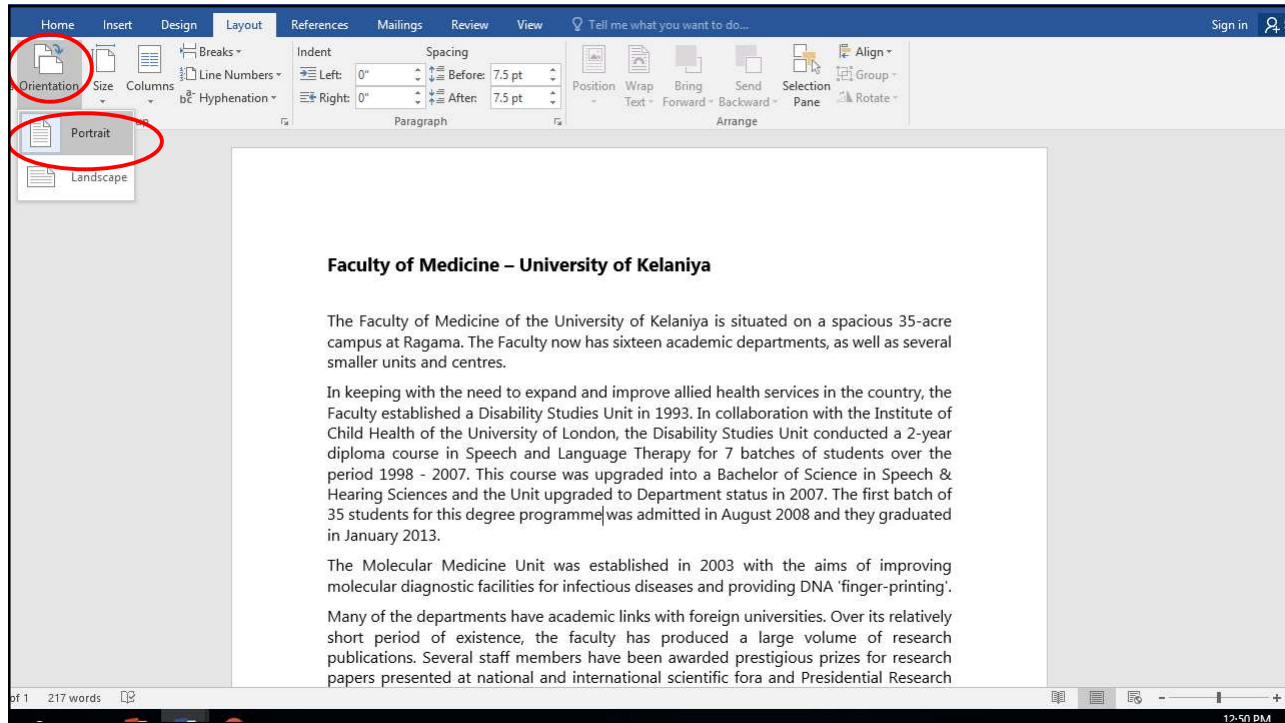


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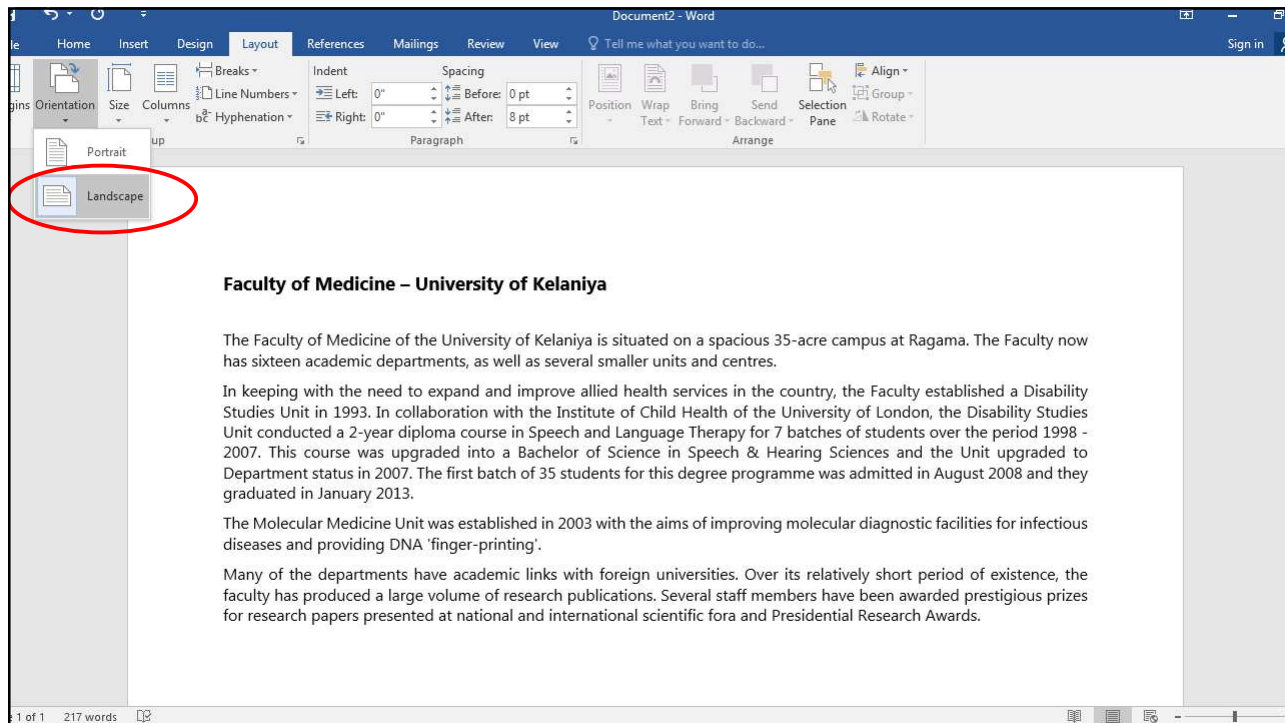


Page Orientation

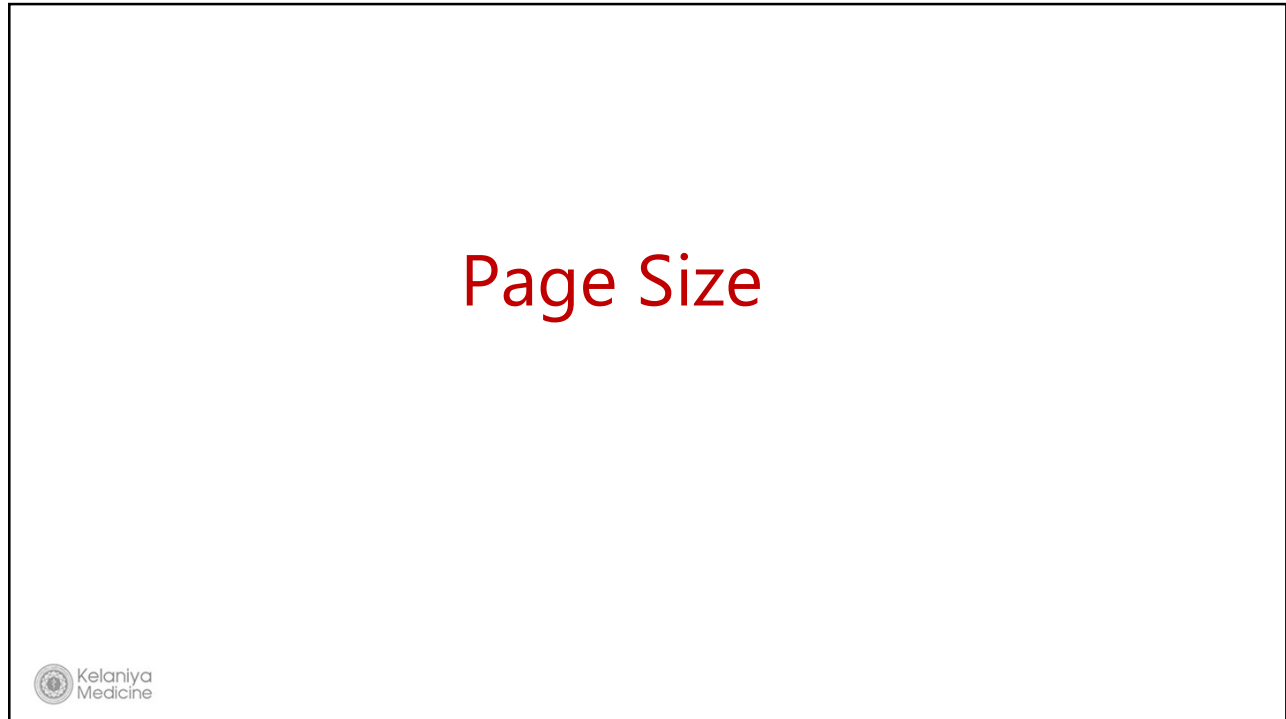
58



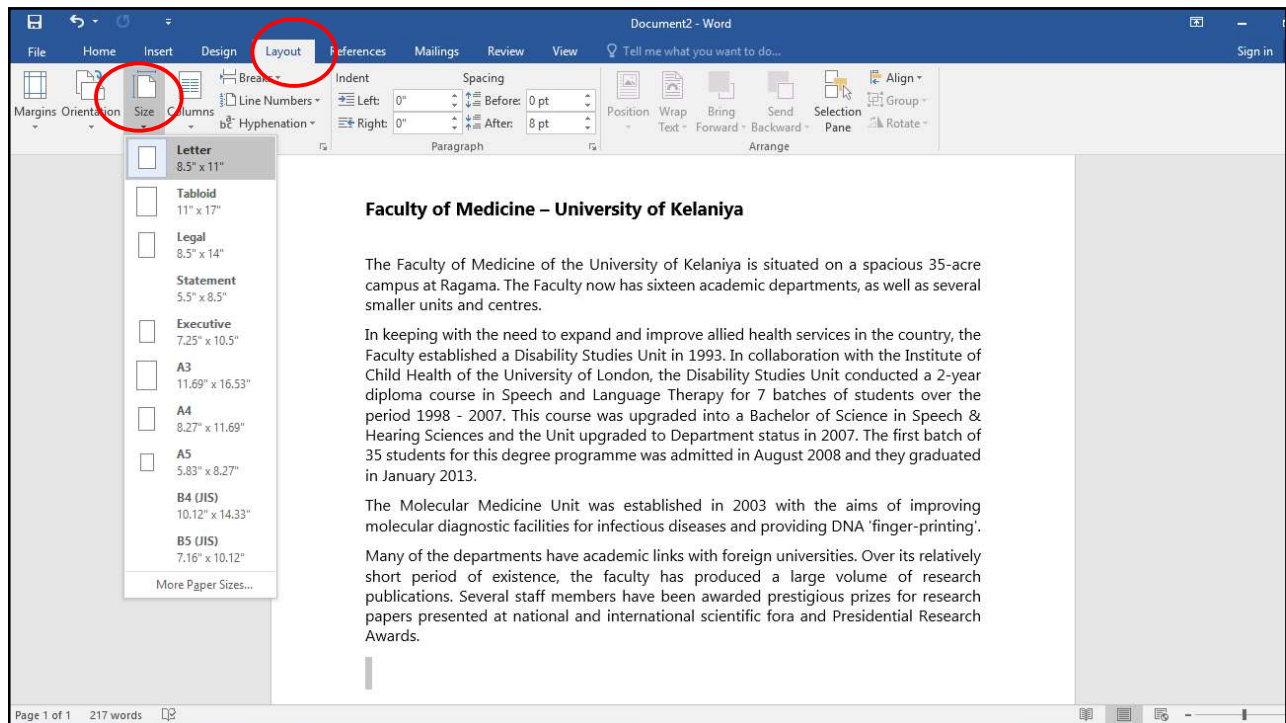
59



60



61

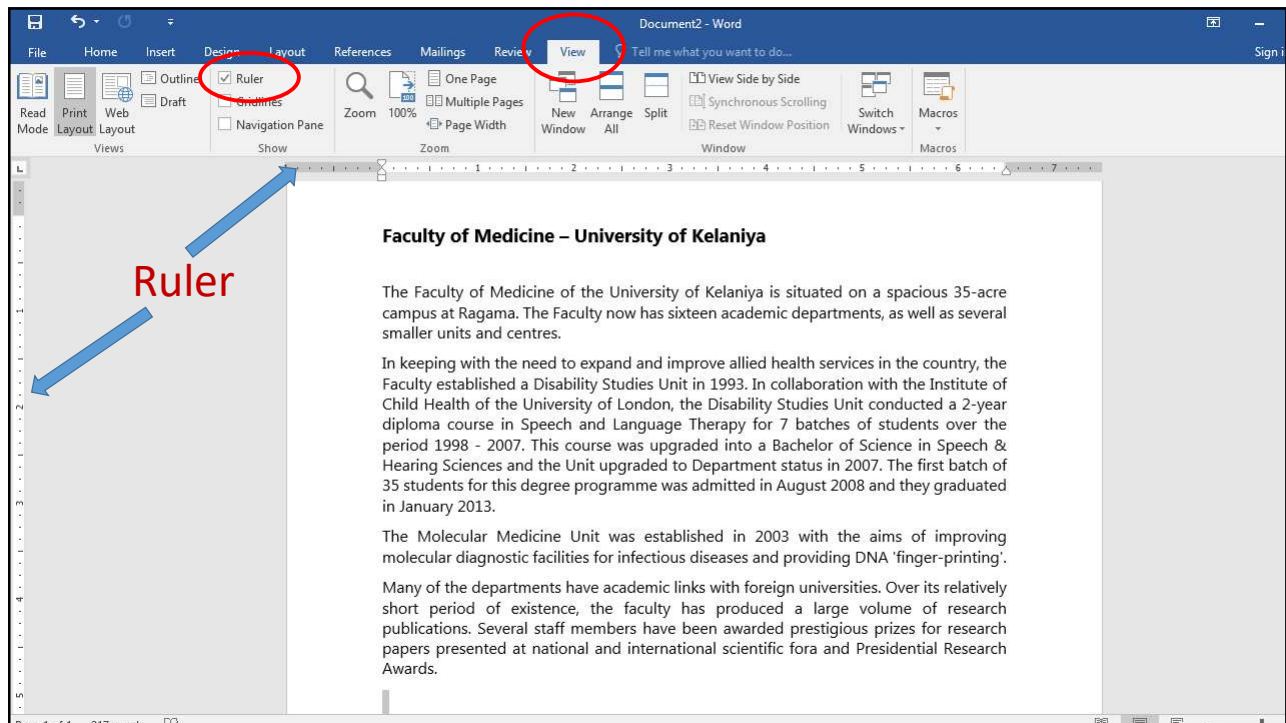


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Add the Ruler



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Header & Footer



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The screenshot shows the Microsoft Word interface with the 'Header & Footer' gallery open. The 'Header' button in the ribbon is circled in red. The gallery displays several header styles, including 'Blank', 'Blank (Three Columns)', 'Austin', and 'Banded'. The main document content is visible in the background, showing the title 'Faculty of Medicine – University of Kelaniya' and several paragraphs of text.

Faculty of Medicine – University of Kelaniya

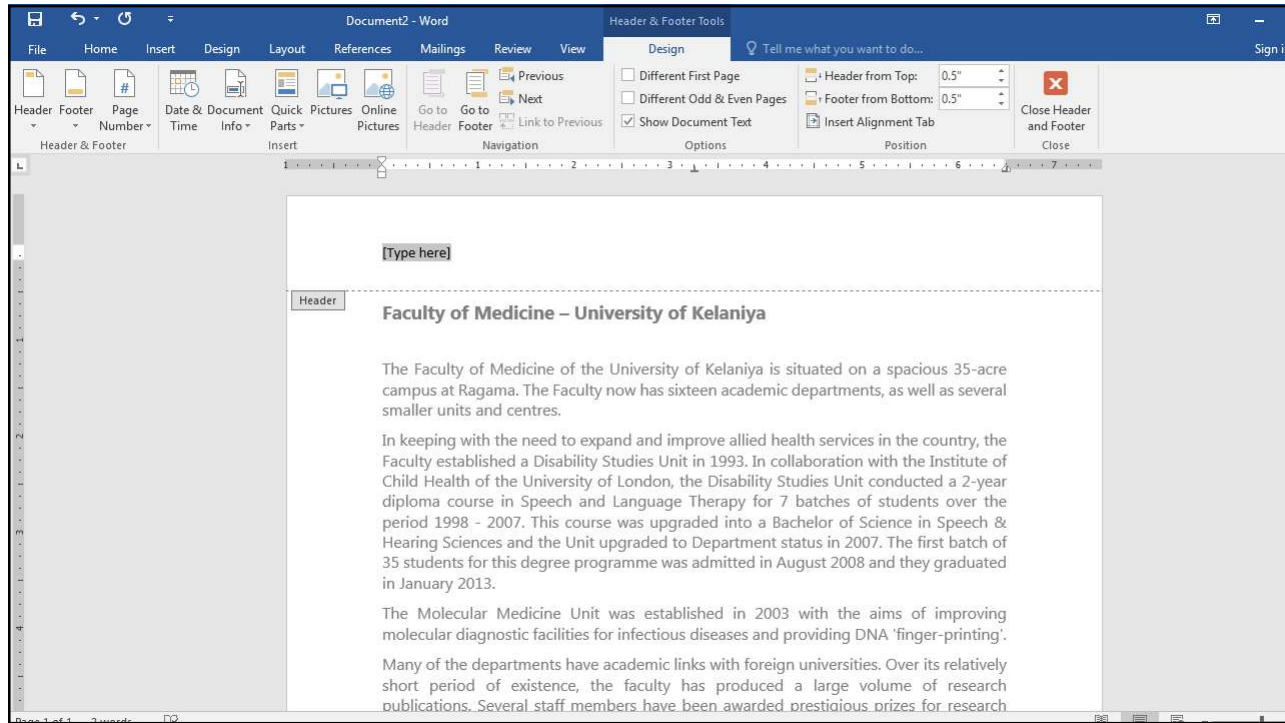
The Faculty of Medicine of the University of Kelaniya is situated on the Ragama campus. The Faculty now has sixteen academic departments and smaller units and centres.

In keeping with the need to expand and improve allied health services, the Faculty established a Disability Studies Unit in 1993. In collaboration with the Child Health of the University of London, the Disability Studies Unit offered a diploma course in Speech and Language Therapy for 7 batches during the period 1998 - 2007. This course was upgraded into a Bachelor's degree in Hearing Sciences and the Unit upgraded to Department status in 2007. 35 students for this degree programme were admitted in August 2007 and in January 2013.

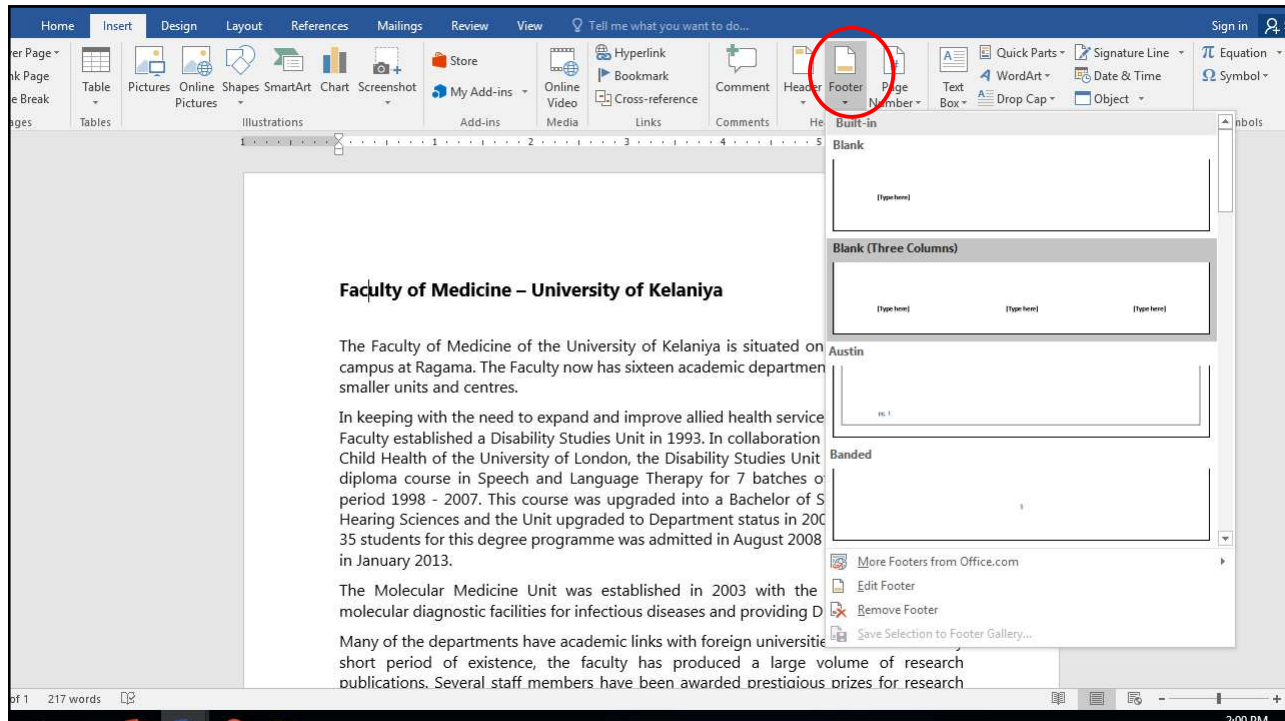
The Molecular Medicine Unit was established in 2003 with state-of-the-art molecular diagnostic facilities for infectious diseases and providing services to the community.

Many of the departments have academic links with foreign universities. In a short period of existence, the faculty has produced a large number of publications. Several staff members have been awarded prestigious awards presented at national and international scientific forums.

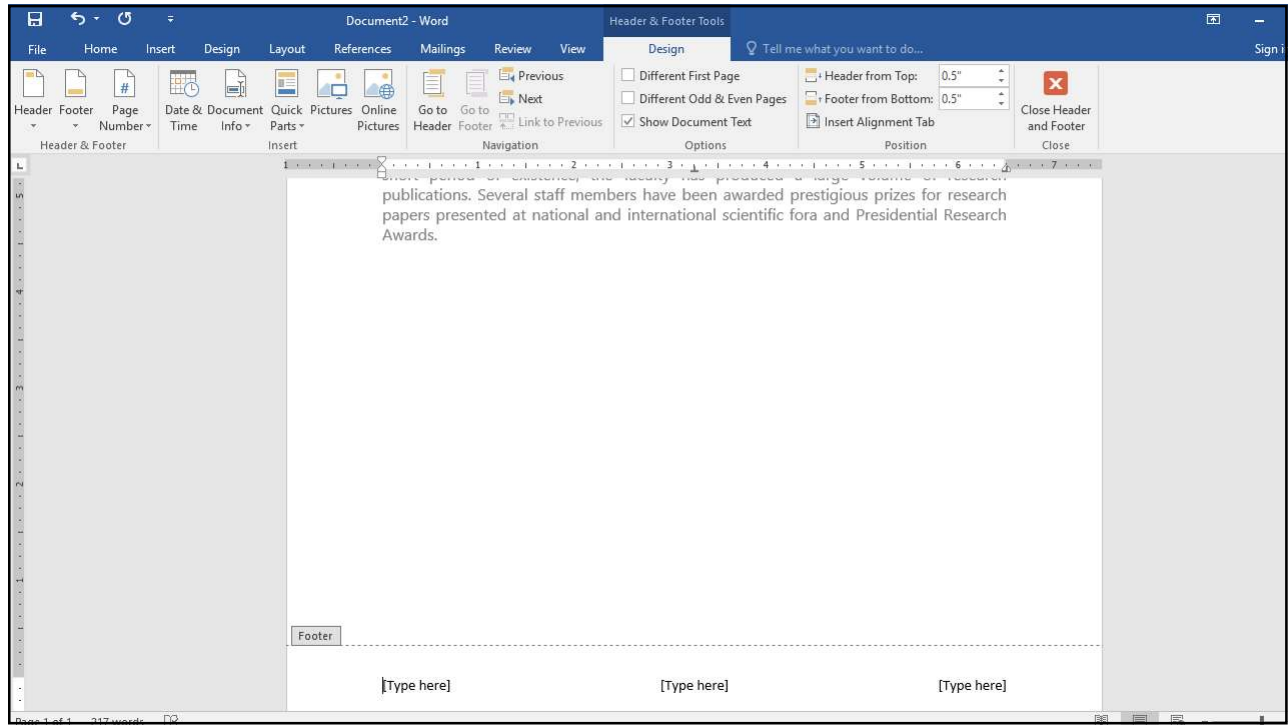
66



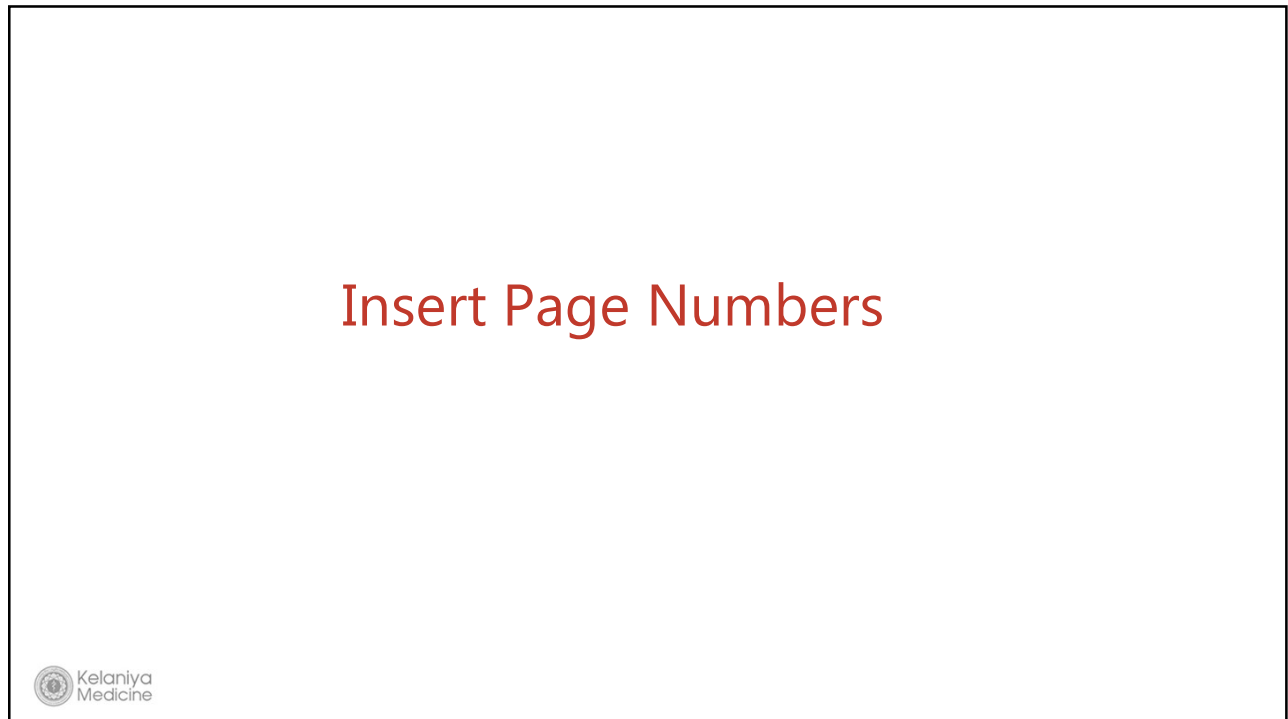
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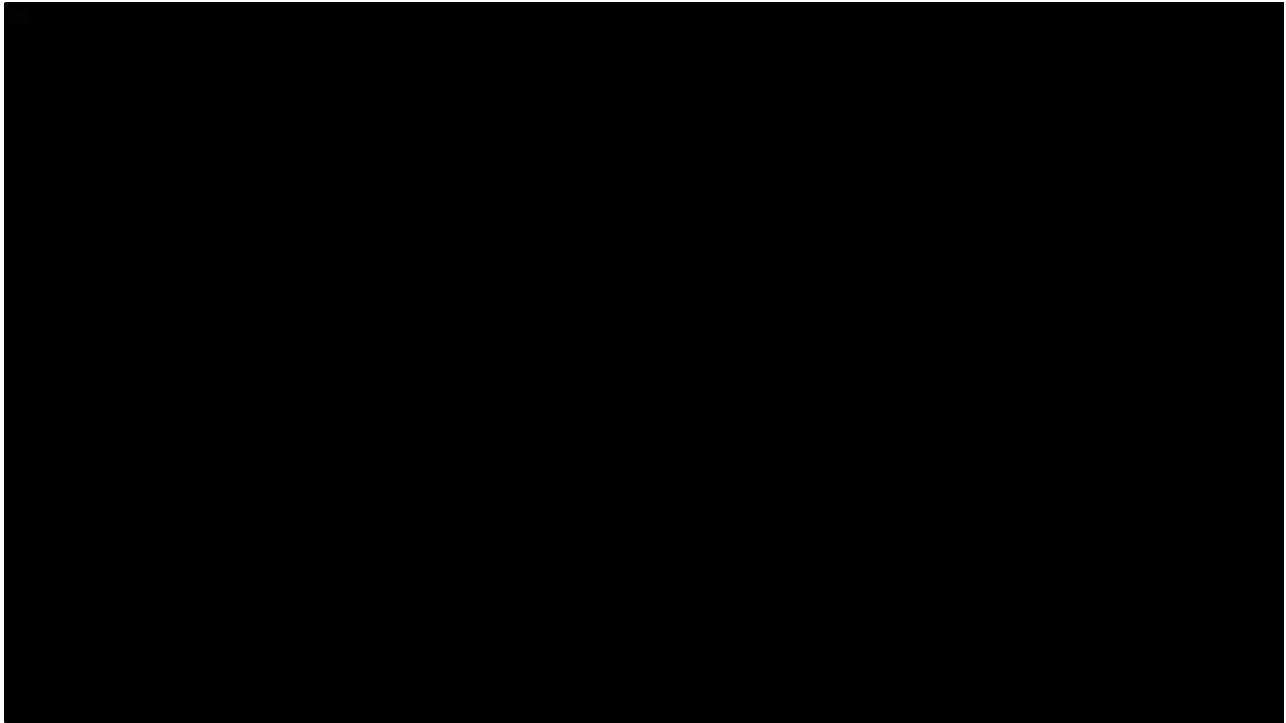
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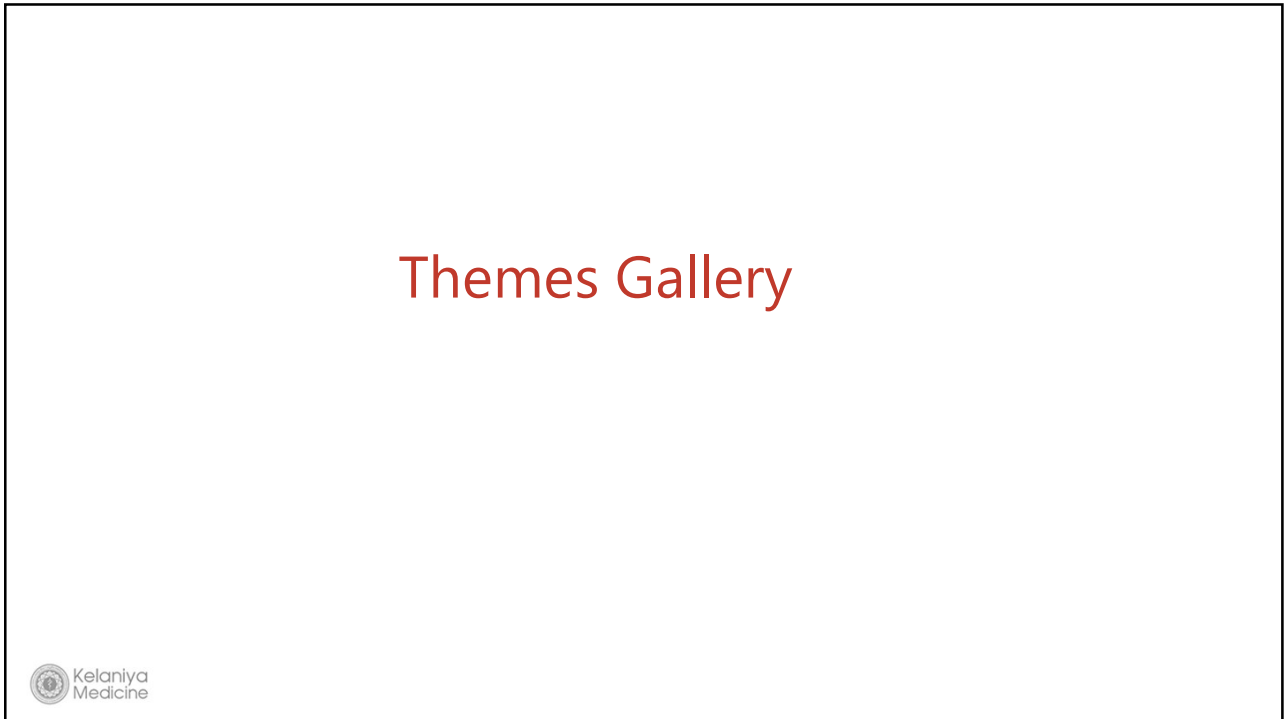
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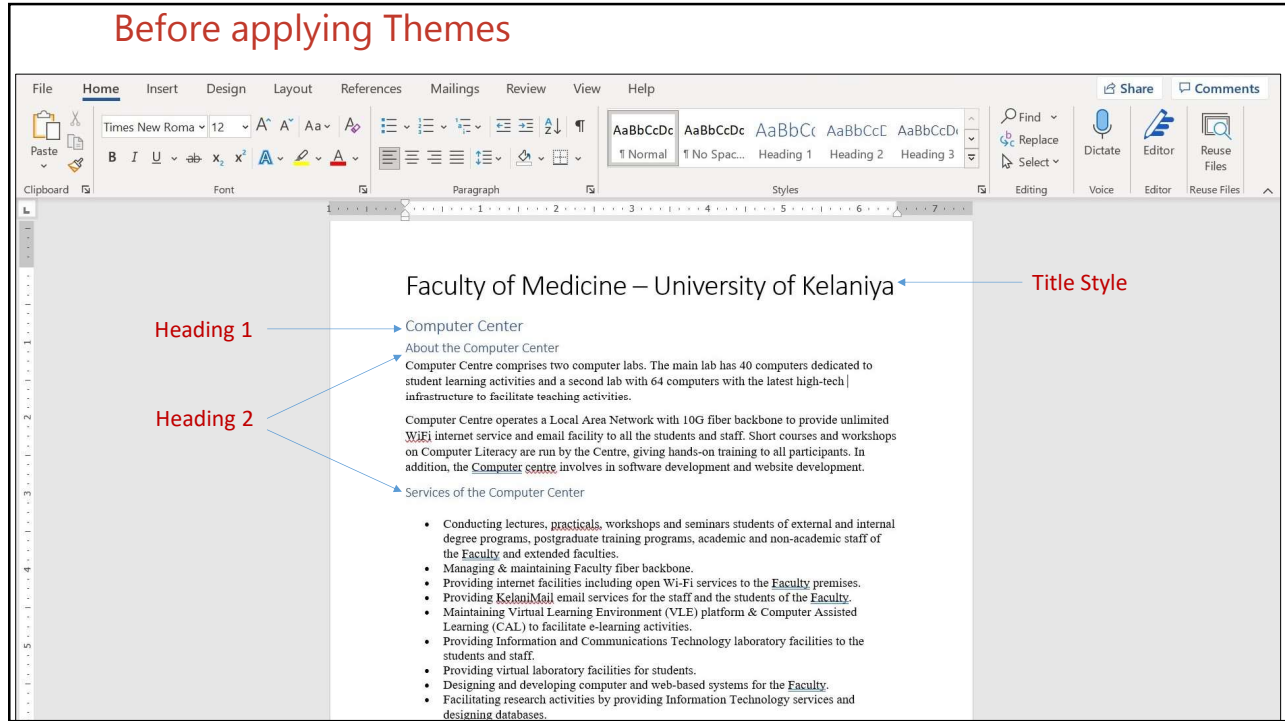
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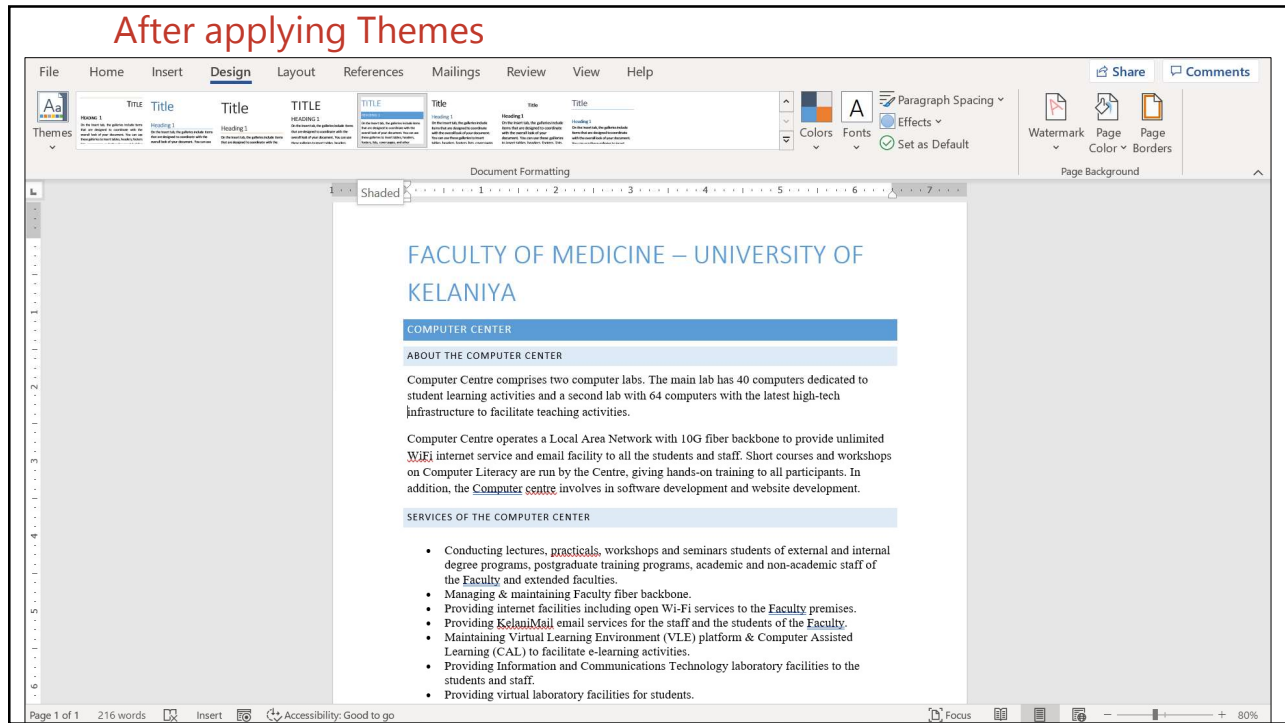
71




72




73



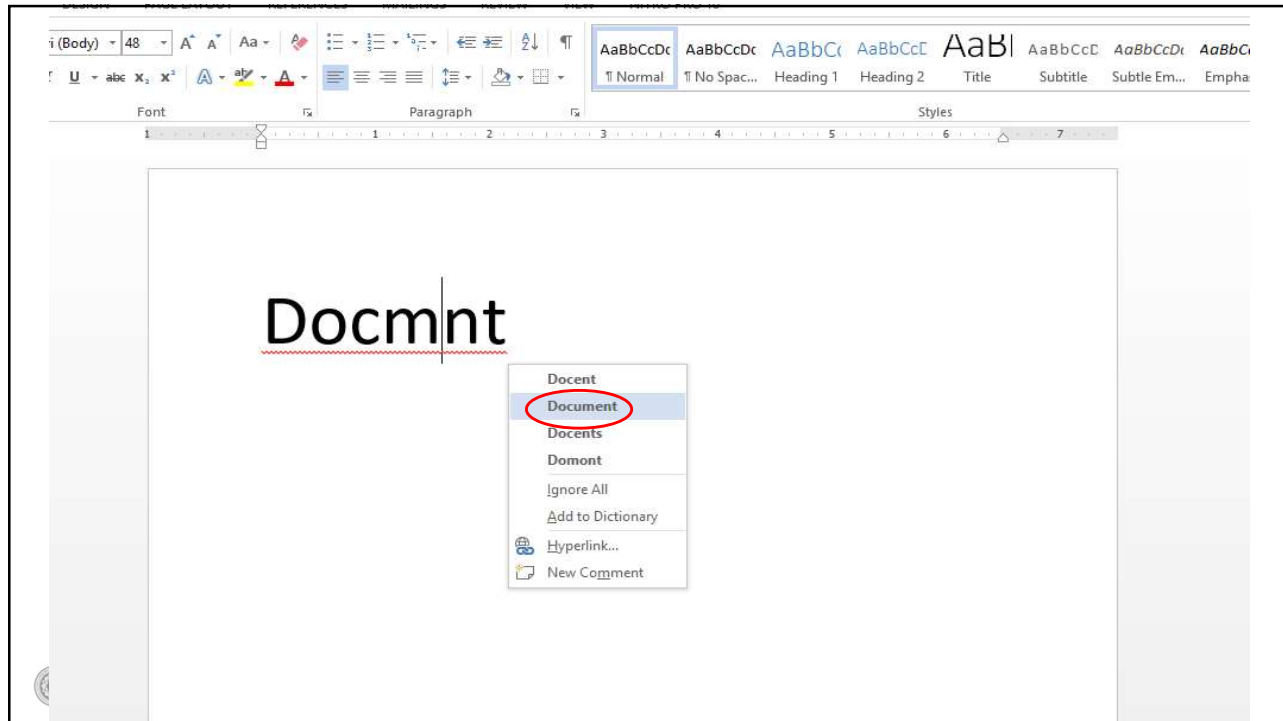
74

Before	After
<p style="text-align: center;">Faculty of Medicine – University of Kelaniya</p> <p>Computer Center</p> <p>About the Computer Center</p> <p>Computer Centre comprises two computer labs. The main lab has 40 computers dedicated to student learning activities and a second lab with 64 computers with the latest high-tech infrastructure to facilitate teaching activities.</p> <p>Computer Centre operates a Local Area Network with 10G fiber backbone to provide unlimited WiFi internet service and email facility to all the students and staff. Short courses and workshops on Computer Literacy are run by the Centre, giving hands-on training to all participants. In addition, the <u>Computer centre</u> involves in software development and website development.</p> <p>Services of the Computer Center</p> <ul style="list-style-type: none"> • Conducting lectures, practicals, workshops and seminars students of external and internal degree programs, postgraduate training programs, academic and non-academic staff of the Faculty and extended facilities. • Managing & maintaining Faculty fiber backbone. • Providing internet facilities including open Wi-Fi services to the Faculty premises. • Providing KelaniMail email services for the staff and the students of the Faculty. • Maintaining Virtual Learning Environment (VLE) platform & Computer Assisted Learning (CAL) to facilitate e-learning activities. • Providing Information and Communications Technology laboratory facilities to the students and staff. 	<p style="text-align: center;">FACULTY OF MEDICINE – UNIVERSITY OF KELANIYA</p> <p style="text-align: center;">COMPUTER CENTER</p> <p style="text-align: center;">ABOUT THE COMPUTER CENTER</p> <p>Computer Centre comprises two computer labs. The main lab has 40 computers dedicated to student learning activities and a second lab with 64 computers with the latest high-tech infrastructure to facilitate teaching activities.</p> <p>Computer Centre operates a Local Area Network with 10G fiber backbone to provide unlimited WiFi internet service and email facility to all the students and staff. Short courses and workshops on Computer Literacy are run by the Centre, giving hands-on training to all participants. In addition, the <u>Computer centre</u> involves in software development and website development.</p> <p style="text-align: center;">SERVICES OF THE COMPUTER CENTER</p> <ul style="list-style-type: none"> • Conducting lectures, practicals, workshops and seminars students of external and internal degree programs, postgraduate training programs, academic and non-academic staff of the Faculty and extended facilities. • Managing & maintaining Faculty fiber backbone. • Providing internet facilities including open Wi-Fi services to the Faculty premises. • Providing KelaniMail email services for the staff and the students of the Faculty. • Maintaining Virtual Learning Environment (VLE) platform & Computer Assisted Learning (CAL) to facilitate e-learning activities. • Providing Information and Communications Technology laboratory facilities to the students and staff.
	

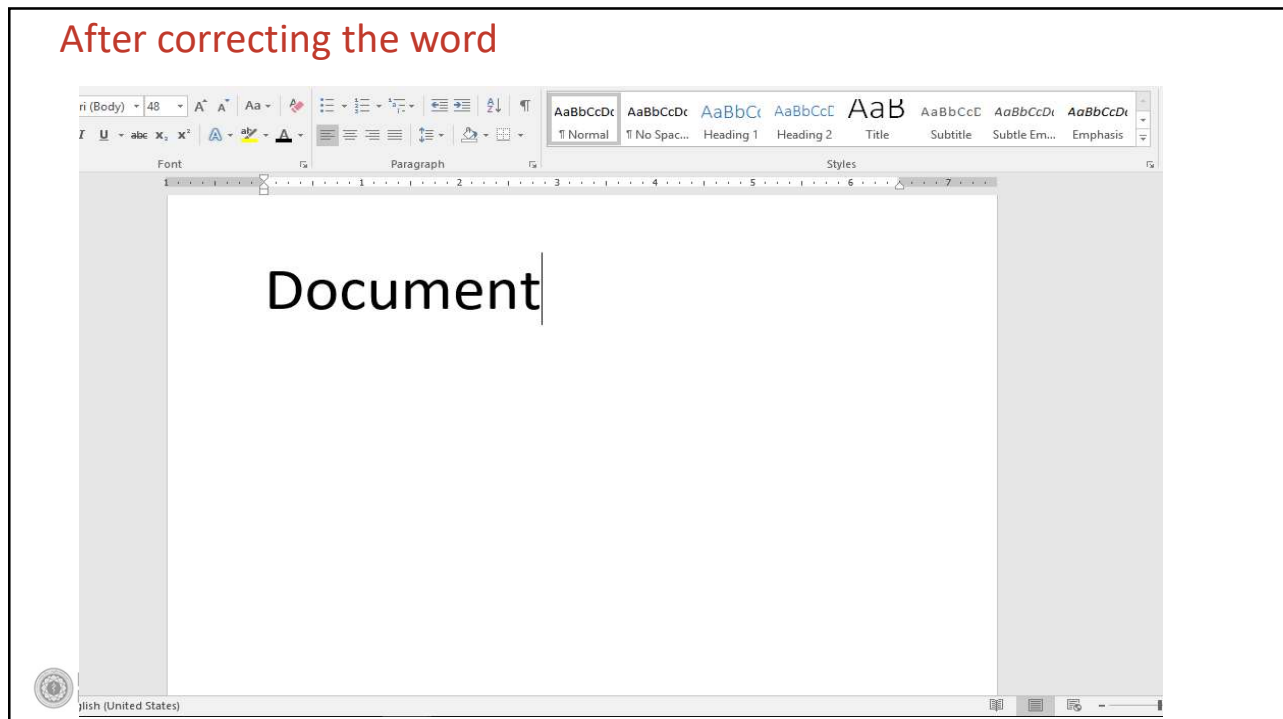
75

<p>➤ Spell-Checker</p> <ul style="list-style-type: none"> • Spell errors in red • Auto correct • Ignore all • Add to Dictionary • Grammar errors in blue • Turn on/off the checkers 

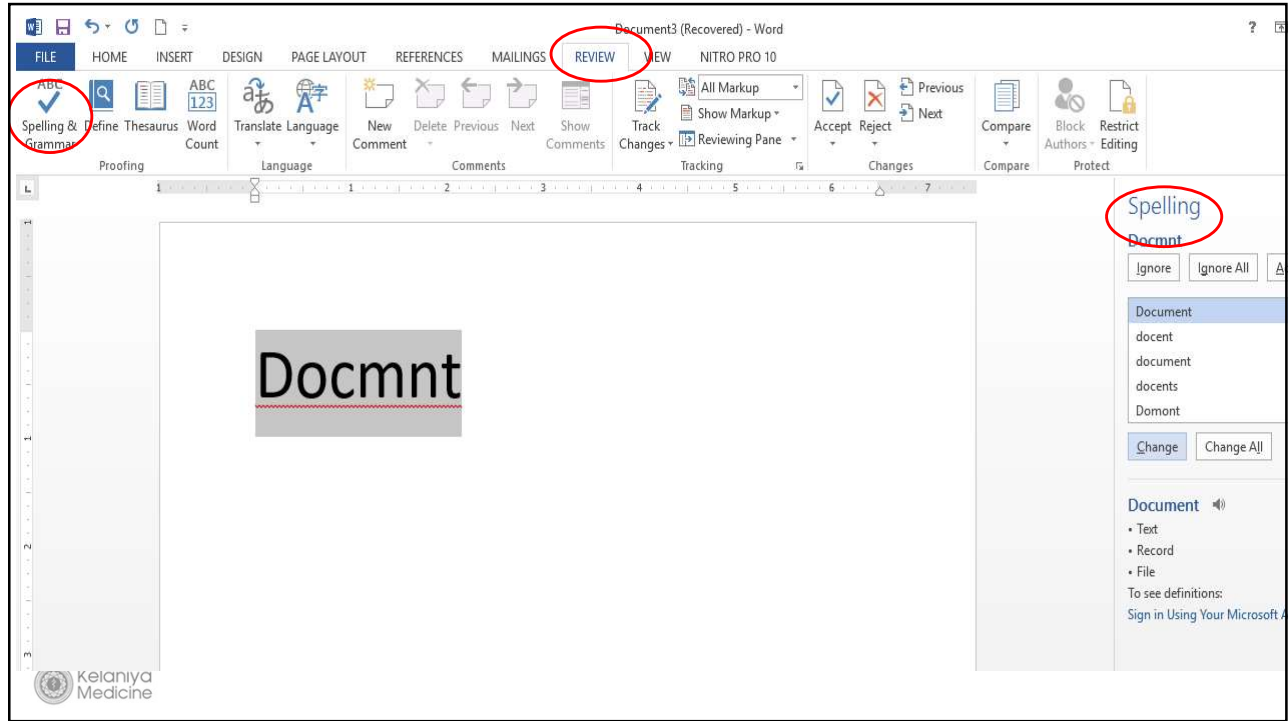
76



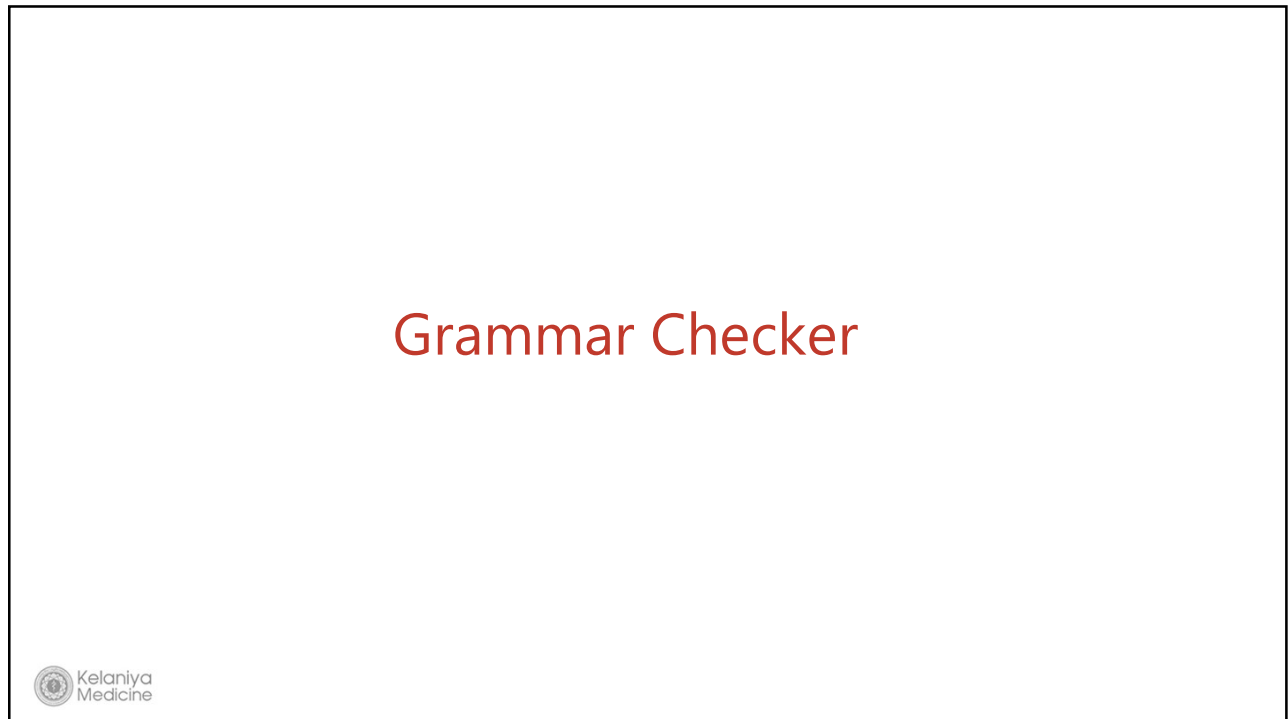
77



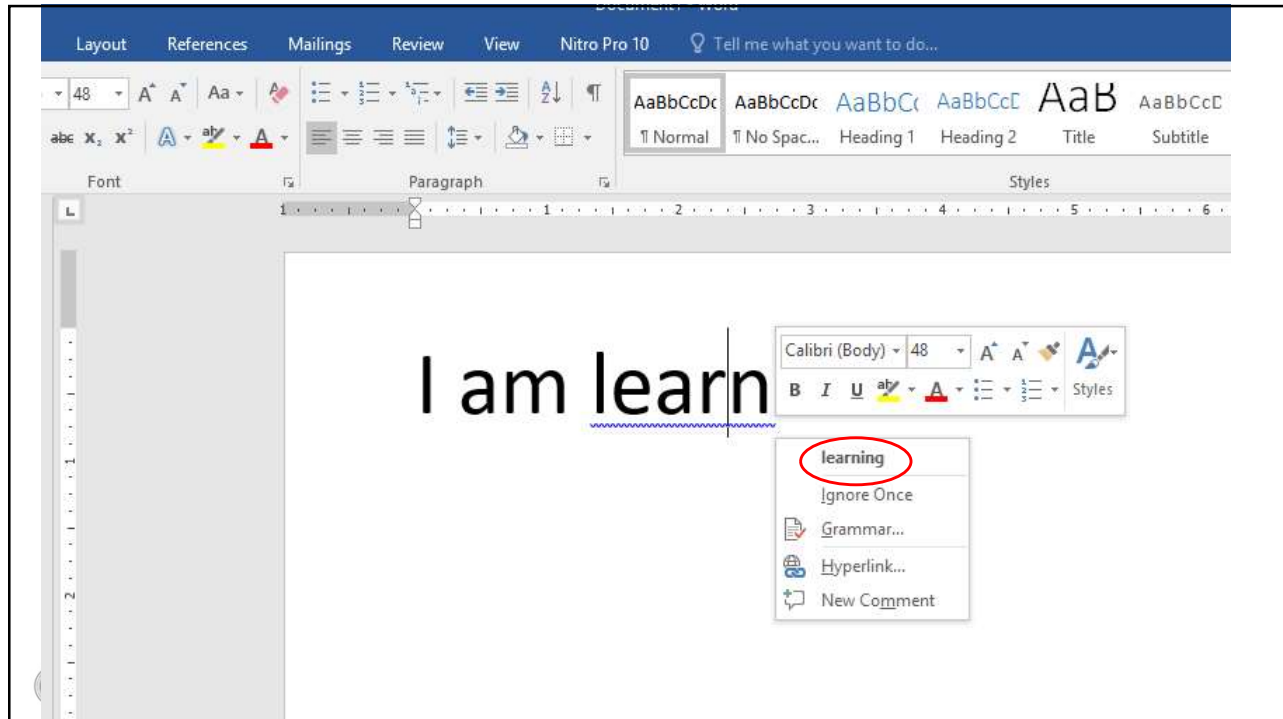
78



79



80



81

➤ Word Count

- Word count on status bar
- More details – word count
- Word count on selected text

82

Word Count of a whole Document



83

The screenshot shows the Microsoft Word interface with the **Review** tab selected. The **Word Count** dialog box is open, displaying the following statistics:

Statistics:	
Pages	1
Words	239
Characters (no spaces)	1,063
Characters (with spaces)	1,297
Paragraphs	5
Lines	15

The dialog box also includes a checkbox for "Include textboxes, footnotes and endnotes" which is checked, and a "Close" button.

The background text in the document includes:

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

The status bar at the bottom of the window shows: Page 1 of 1 | 239 words | English (United States) | Text Predictions: On | Insert | Accessibility: Good to go | 130%

SH3

84

Slide 84

SH3 Remove the selection of word in this slide
Samankumara Hettige, 8/28/2017

Word Count of a Paragraph



85

The screenshot shows the Microsoft Word interface with the 'Review' tab selected. The ribbon includes options like 'Spelling and Grammar', 'Read Aloud', 'Check Accessibility', 'Language', 'New Comment', 'Delete', 'Previous', 'Next', 'Tracking', 'Accept', 'Compare', 'Protect', 'Hide Ink', 'CV Assistant', and 'Linked Notes'. The document text is as follows:

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

The status bar at the bottom indicates 'Page 1 of 1', '47 of 239 words', 'English (United States)', 'Text Predictions: On', 'Insert', 'Accessibility: Good to go', 'Focus', and '130%' zoom.

86

Go to the webpage :

<https://medicine.kln.ac.lk/index.php/hdci-reading-materials.html>

and do the **Word activities 5.**



87

Thank you



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