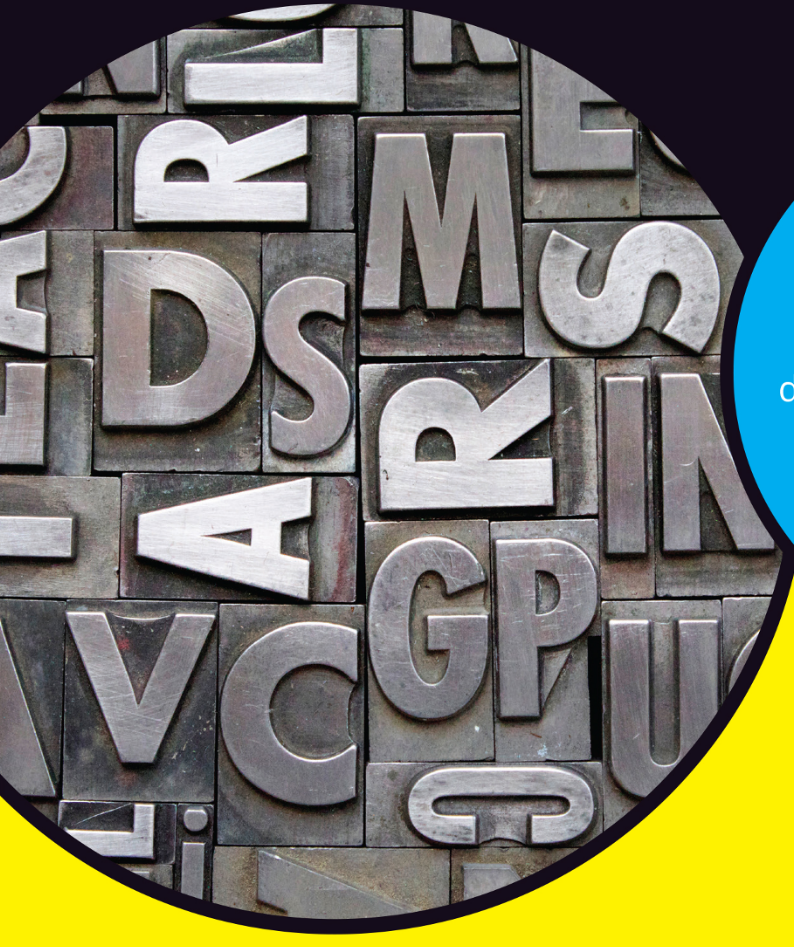
LEARNING MADE EASY

Microsoft® Word 2019

for dummies®

A Wiley Brand



Create, edit, customize and publish documents

Collaborate and share documents with other users

Learn the latest features in the new version of Word

Dan Gookin

Author of *Microsoft Word for Professionals For Dummies*

Word 2019

by Dan Gookin

for dummies®
A Wiley Brand

Word 2019 For Dummies®

Published by: **John Wiley & Sons, Inc.,** 111 River Street, Hoboken, NJ 07030-5774, `www.wiley.com`

Copyright © 2019 by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at `http://www.wiley.com/go/permissions`.

Trademarks: Wiley, For Dummies, the Dummies Man logo, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and may not be used without written permission. Microsoft is a registered trademark of Microsoft Corporation. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002. For technical support, please visit `https://hub.wiley.com/community/support/dummies`.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at `http://booksupport.wiley.com`. For more information about Wiley products, visit `www.wiley.com`.

Library of Congress Control Number: 2018956415

ISBN: 978-1-119-51406-0; ISBN: 978-1-119-51405-3 (ebk); ISBN: 978-1-119-51408-4 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Contents at a Glance

Introduction 1

Part 1: Your Introduction to Word 5

CHAPTER 1: Hello, Word! 7
CHAPTER 2: The Typing Chapter 21

Part 2: Your Basic Word 31

CHAPTER 3: To and Fro in a Document 33
CHAPTER 4: Text Editing 41
CHAPTER 5: Search for This, Replace It with That 49
CHAPTER 6: Blocks o’ Text 59
CHAPTER 7: Spell It Write 71
CHAPTER 8: Documents New, Saved, and Opened 83
CHAPTER 9: Publish Your Document 95

Part 3: Fun with Formatting 107

CHAPTER 10: Character Formatting 109
CHAPTER 11: Paragraph Formatting 121
CHAPTER 12: Tab Formatting 133
CHAPTER 13: Page Formatting 149
CHAPTER 14: More Page Formatting 163
CHAPTER 15: Style Formatting 177
CHAPTER 16: Template and Themes Formatting 191
CHAPTER 17: Random Drawer Formatting 201

Part 4: Spruce Up a Dull Document 211

CHAPTER 18: They’re Called Borders 213
CHAPTER 19: Able Tables 221
CHAPTER 20: Columns of Text 233
CHAPTER 21: Lots of Lists 241
CHAPTER 22: Here Come the Graphics 251
CHAPTER 23: Insert Tab Insanity 265

Part 5: The Rest of Word 275

CHAPTER 24: Multiple Documents, Windows, and File Formats 277
CHAPTER 25: Word for Writers 285
CHAPTER 26: Let’s Work This Out 297

CHAPTER 27: Mail Merge Mania 307
CHAPTER 28: Labels and Envelopes. 325
CHAPTER 29: A More Custom Word. 333

Part 6: The Part of Tens 339
CHAPTER 30: The Ten Commandments of Word 341
CHAPTER 31: Ten Cool Tricks 345
CHAPTER 32: Ten Bizarre Things 355
CHAPTER 33: Ten Automatic Features Worthy of Deactivation 361

Index 367

Table of Contents

INTRODUCTION 1
About This Book. 1
How to Use This Book. 2
Foolish Assumptions. 3
What's Not Here. 3
Icons Used in This Book 4
Where to Go from Here 4

PART 1: YOUR INTRODUCTION TO WORD. 5

CHAPTER 1: **Hello, Word!** 7
Start Your Word Day 7
  Starting Word the traditional way 8
  Starting Word the best way 8
  Opening a document to start Word 9
Behold the Word Program 9
  Working the Word Start screen 10
  Examining Word's main screen 11
  Working the Ribbon 11
  Showing and hiding the Ribbon 13
  Working with Word on a tablet 14
  Changing the document view 14
  Making text look larger or smaller 15
End Your Word Day 16
  Quitting Word. 17
  Closing a document without quitting Word. 17
  Setting Word aside 19

CHAPTER 2: **The Typing Chapter** 21
Input Devices Galore. 21
  Using the PC keyboard 21
  Working an onscreen keyboard 23
  Understanding the mouse pointer 24
Keyboard Do's and Don'ts 24
  Following the insertion pointer 24
  Whacking the spacebar 25
  Backing up and erasing 26
  Pressing the Enter key 26
Stuff That Happens While You Type 26
  Watching the status bar 26
  Observing page breaks. 27

Working collapsible headers 28
Dealing with spots and clutter in the text 28
Understanding colorful underlines. 29

PART 2: YOUR BASIC WORD 31

CHAPTER 3: **To and Fro in a Document** 33
Document Scrolling 33
Working the vertical scroll bar 33
Using the horizontal scroll bar. 35
Using the mouse wheel to scroll 35
Move the Insertion Pointer 36
Commanding the insertion pointer 36
Moving in small increments 36
Moving from beginning to end 37
Return to the Previous Edit 38
Go to Wherever with the Go To Command 39

CHAPTER 4: **Text Editing** 41
Remove Text You Don't Want 41
Deleting single characters 42
Deleting a word 42
Deleting more than a word 43
Split and Join Paragraphs 45
Making two paragraphs from one 45
Making one paragraph from two 46
Soft and Hard Returns 46
Undo Mistakes with Undo Haste. 47
Undoing the Undo command with Redo 48
Using the Repeat command. 48

CHAPTER 5: **Search for This, Replace It with That** 49
Text Happily Found 49
Finding a tidbit o' text 50
Scouring your document with Advanced Find 51
Finding stuff you can't type 53
Replace Found Text. 56

CHAPTER 6: **Blocks o' Text** 59
Meet Mr. Block. 59
Mark a Block of Text 61
Using the keyboard to select text 61
Marking a block with the mouse 62

Using the F8 key to mark a block 64
Blocking the whole dang-doodle document 64
Deselecting a block 65
Manipulate a Block of Text. 65
Copying a block 66
Moving a block. 66
Setting the pasted text format. 67
Using the mouse to copy or move a block. .68
Viewing the Clipboard. 69

CHAPTER 7: **Spell It Write** 71

Check Your Spelling. 71
Fixing a misspelled word 72
Dealing with incorrectly flagged words 73
AutoCorrect in Action 74
Undoing an AutoCorrect correction 75
Adding a new AutoCorrect entry. 75
Adjusting AutoCorrect settings 76
Grammar Be Good 77
All-at-Once Document Proofing 78
Reviewing all those errors 78
Rechecking a document 79
Document Proofing Settings 80
Customizing the custom dictionary 80
Disabling automatic proofing 81
Curtailing grammar checking. 81
Hiding all proofing errors in a document. 82

CHAPTER 8: **Documents New, Saved, and Opened** 83

Some Terms to Get Out of the Way 83
Behold! A New Document 84
Save Your Stuff! 85
Saving a document for the first time 86
Dealing with document-save errors 88
Saving or updating a document 89
Saving automatically on OneDrive 90
Forgetting to save before you quit 90
Open a Document. 90
Using the Open command. 91
Opening one document inside another. 93
Recover a Draft 94

CHAPTER 9: Publish Your Document . . . 95

Your Document on Paper . . . 95
  Previewing before printing . . . 96
  Printing the entire document . . . 97
  Printing a specific page . . . 98
  Printing a range of pages . . . 100
  Printing on both sides of the page . . . 100
  Printing odd and even pages . . . 101
  Printing a block . . . 102
  Printing more than one copy of something . . . 102
  Choosing another printer . . . 102
  Canceling a print job . . . 103
Electronically Publishing Your Document . . . 104
  Preparing a document for publishing . . . 104
  Making a PDF . . . 105
  Exporting your document . . . 106

PART 3: FUN WITH FORMATTING . . . 107

CHAPTER 10: Character Formatting . . . 109

Text-Formatting Techniques . . . 109
Basic Text Formats . . . 110
  Selecting a font . . . 110
  Applying character formats . . . 112
Text Transcending Teensy to Titanic . . . 114
  Setting the text size . . . 114
  Nudging text size . . . 115
More Colorful Text . . . 115
  Coloring the text . . . 116
  Shading the background . . . 116
Change Text Case . . . 117
Clear Character Formatting . . . 118
Behold the Font Dialog Box . . . 118

CHAPTER 11: Paragraph Formatting . . . 121

Paragraph-Formatting Rules and Regulations . . . 121
  Formatting a paragraph . . . 122
  Locating the paragraph-formatting commands . . . 123
Justification and Alignment . . . 124
  Line up on the left! . . . 124
  Everyone center! . . . 124
  Line up on the right! . . . 125
  Line up on both sides! . . . 125

Make Room Before, After, or Inside Paragraphs 126
  Setting the line spacing. 126
  Making space between paragraphs 127
Paragraph Indentation Madness 128
  Indenting the first line of a paragraph 128
  Making a hanging indent (an outdent). 129
  Indenting a whole paragraph 130
  Using the ruler to adjust indents. 131

CHAPTER 12: **Tab Formatting**. 133

Once Upon a Tab. 133
  Seeing tab characters 134
  Seeing tab stops. 135
  Using the ruler to set tab stops. 136
  Using the Tabs dialog box to set tabs. 136
The Standard Left Tab Stop 138
  Creating a basic tabbed list 138
  Creating a 2-tab paragraph thing 140
The Center Tab Stop 141
The Right Tab Stop 142
  Making a right-stop, left-stop list. 142
  Building a 2-column right-stop list 144
The Decimal Tab 145
The Bar Tab 146
Fearless Leader Tabs 147
Tab Stop, Be Gone! 148

CHAPTER 13: **Page Formatting**. 149

Describe That Page 149
  Setting page size 149
  Changing orientation (landscape or portrait) 150
  Setting the page margins 151
  Using the Page Setup dialog box. 152
Page Numbering 155
  Adding an automatic page number 155
  Starting with a different page number. 156
  Numbering with Roman numerals 157
  Removing page numbers 158
New Pages from Nowhere 158
  Starting text on a new page 158
  Inserting a blank page. 159
Page Background Froufrou 160
  Coloring pages 160
  Printing colored pages 161
  Adding a watermark 161

CHAPTER 14: **More Page Formatting** 163
Slice Your Document into Sections 163
  Understanding sections 164
  Creating a section 165
  Using sections 166
  Removing a section break 167
That First Page 167
  Adding a cover page 168
  Inserting a cover page manually 168
Headers and Footers 169
  Using a preset header or footer 170
  Creating a custom header or footer 170
  Working with multiple headers and footers 173
  Removing a header or a footer 175

CHAPTER 15: **Style Formatting** 177
The Big Style Overview 177
  Finding the styles 178
  Using a style 179
  Discovering the current style 180
  Removing style formatting 181
Make Your Own Styles 181
  Creating a style 182
  Using the Create New Style from Formatting dialog box 182
  Modifying a style 184
  Assigning a shortcut key to a style 185
  Deleting a style 186
Style Tips and Tricks 187
  Changing the Normal style 187
  Creating heading styles 188
  Customizing the Style Gallery 189

CHAPTER 16: **Template and Themes Formatting** 191
Instant Documents with Templates 191
  Using a template to start a new document 192
  Changing a document’s associated template 194
Templates of Your Own 195
  Creating a template based on a document you already have . . . 195
  Making a new template from scratch 196
  Modifying a template 196
The Theme of Things 197
  Applying a document theme 198
  Modifying or creating a theme 199

CHAPTER 17: **Random Drawer Formatting** 201
Weird and Fun Text Effects 201
Steal This Format! 203
Automatic Formatting 204
Enjoying automagical text 204
Formatting tricks for paragraphs 207
Undoing an AutoFormat 208
Center a Page, Top to Bottom 208

PART 4: SPRUCE UP A DULL DOCUMENT 211

CHAPTER 18: **They're Called Borders** 213
The Basics of Borders 214
Putting borders around a paragraph 215
Boxing multiple paragraphs 216
Removing borders 216
The Borders and Shading Dialog Box 216
Creating a fancy title 217
Boxing text 218
Applying a page border 219
Stick a thick line between paragraphs 220

CHAPTER 19: **Able Tables** 221
Put a Table in Your Document 221
Working with tables in Word 222
Creating a table 222
Un-creating a table 226
Deleting a table 226
Text in Tables 227
Typing text in a table 227
Selecting in a table 228
Aligning text in a cell 228
Table Modification 229
Adding or removing rows or columns 229
Adjusting row and column size 230
Merging cells 230
Splitting cells 231
Making the table pretty 231
Adding a table caption 232

CHAPTER 20: **Columns of Text** 233
All about Columns 233
Making 2-column text 235
Building a trifold brochure 236
Giving up on columns 237

Column Termination 237
  Changing column formats 237
  Placing a column break 238

CHAPTER 21: **Lots of Lists** 241
Lists with Bullets and Numbers 241
  Making a bulleted list 242
  Numbering a list 242
  Creating a multilevel numbered list 243
  Numbering lines on a page 244
Document Content Lists 245
  Creating a table of contents 245
  Building an index 246
  Adding a list of figures 248
Footnotes and Endnotes 248

CHAPTER 22: **Here Come the Graphics** 251
Graphical Goobers in the Text 251
  Copying and pasting an image 253
  Plopping down a picture 253
  Slapping down a shape 254
  Sticking things into a shape 255
  Using WordArt 255
Image Layout 256
  Wrapping text around an image 257
  Floating an image 258
  Keeping an image with text 258
Image Editing 258
  Resizing an image 259
  Cropping an image 259
  Rotating an image 260
  Changing an image's appearance 260
Image Arrangement 261
  Moving an image hither and thither 261
  Aligning graphics 262
  Shuffling images front or back 262
  Grouping images 263

CHAPTER 23: **Insert Tab Insanity** 265
Characters Foreign and Funky 265
  Nonbreaking spaces and hyphens 266
  Typing characters such as Ü, Ç, and Ñ 266
  Inserting special characters and symbols 267

Spice Up a Document with a Text Box 268
Fun with Fields 269
  Understanding fields 269
  Adding some useful fields 271
  Updating a field 272
  Changing a field 272
  Viewing a field’s raw data 272
  Deleting fields 273
The Date and Time 273
  Adding the current date or time 274
  Using the PrintDate field 274

PART 5: THE REST OF WORD 275

CHAPTER 24: **Multiple Documents, Windows, and File Formats** 277
Multiple Document Mania 277
  Arranging open document windows 278
  Comparing two documents side by side 279
  Viewing one document in multiple windows 279
  Using the old split-screen trick 280
Many, Many Document Types 281
  Understanding document formats 281
  Opening a non-Word document 282
  Updating an older Word document 284

CHAPTER 25: **Word for Writers** 285
Organize Your Thoughts 285
  Entering Outline view 286
  Typing topics in the outline 287
  Rearranging topics 288
  Demoting and promoting topics 288
  Expanding and collapsing topics 289
  Adding a text topic 290
  Printing an outline 290
Large Documents 291
  Creating a master document 292
  Splitting a document 294
Dan’s Writing Tips 294
  Choosing the best word 295
  Counting every word 295
  Writing for writers 296

CHAPTER 26: **Let's Work This Out** 297
Comments on Your Text 297
Adding a comment 297
Replying to a comment 298
Showing or hiding comments 299
Perusing comments one at a time 299
Printing comments (or not) 300
Deleting comments 300
The Yellow Highlighter 301
Look What They've Done to My Text, Ma 302
Comparing two versions of a document 302
Tracking changes as they're made 303
Reviewing changes 304
Collaborate on the Internet 305
Sharing a document 305
Checking updates 306

CHAPTER 27: **Mail Merge Mania** 307
About Mail Merge 307
Understanding Word's mail merge jargon 308
Reviewing the mail merge process 309
Using the Mail Merge Wizard 310
The Main Document 310
Creating a mail merge form letter 311
Creating mail merge email messages 311
Creating mail merge envelopes 312
The Recipient List 313
Building a new recipient list 313
Using an already created recipient list 318
Grabbing a recipient list from Outlook 318
Editing a recipient list 319
Fold in the Fields 320
Preview the Merged Documents 320
Mail Merge, Ho! 321
Merging to a new set of documents 321
Merging to the printer 322
Merging to email 322

CHAPTER 28: **Labels and Envelopes** 325
Labels Everywhere 325
Printing sheets of identical labels 326
Printing an address list 327
Instant Envelope 329

CHAPTER 29: **A More Custom Word** 333
A Better Status Bar 333
The Quick Access Toolbar 335
Adding buttons to the Quick Access toolbar 336
Editing the Quick Access toolbar 336
Removing items from the Quick Access toolbar 338
Customize the Ribbon. 338

PART 6: THE PART OF TENS 339

CHAPTER 30: **The Ten Commandments of Word** 341
Thou Shalt Remember to Save Thy Work 342
Thou Shalt Not Use Spaces Unnecessarily. 342
Thou Shalt Not Abuse the Enter Key 342
Thou Shalt Not Neglect Keyboard Shortcuts. 342
Thou Shalt Not Manually Number Thy Pages 343
Thou Shalt Not Force a New Page. 343
Thou Shalt Not Forget Thy Undo Command 343
Honor Thy Printer 344
Thou Shalt Have Multiple Document Windows Before Thee 344
Neglecteth Not Windows 344

CHAPTER 31: **Ten Cool Tricks** 345
Side-to-Side Page Movement. 345
Automatic Save with AutoRecover 346
Accelerate the Ribbon. 347
Ancient Word Keyboard Shortcuts 348
Build Your Own Fractions. 348
Electronic Bookmarks 349
Lock Your Document. 350
The Drop Cap 350
Map Your Document. 351
Sort Your Text 352

CHAPTER 32: **Ten Bizarre Things** 355
Equations 355
Video in Your Document 356
Hidden Text 356
The Developer Tab 357
Hyphenation. 357
Document Properties 358
Document Version History. 358
Collect-and-Paste. 358
Click-and-Type 359
Translations 359

CHAPTER 33: **Ten Automatic Features Worthy of Deactivation** 361
- Bye-Bye, Start Screen 362
- Restore the Traditional Open and Save Dialog Boxes 362
- Turn Off the Mini Toolbar 363
- Select Text by Letter 363
- Disable Click-and-Type 364
- Paste Plain Text Only 364
- Disable AutoFormat Features (×4) 365

INDEX 367

Introduction

The only thing standing between you and your writing is your word processor. Yeah, I know: It's supposed to be helpful. Well, it tries. Computers can do only so much. But you, as a smart person, are capable of so much more, which is why I'm guessing you opened this book.

Welcome to *Word 2019 For Dummies,* which removes the pain from using Microsoft's latest, greatest, most confusing word processing software ever! This book is your friendly, informative, and entertaining guide to getting the most from Word 2019.

Be warned: I'm not out to force you to love Word. This book won't make you enjoy the program. Use it, yes. Tolerate it, of course. The only promise I'm offering is to ease the pain that most people feel from using Microsoft Word. Along the way, I kick Word in the butt, and I hope you enjoy reading about it.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a political space opera with an antihero and a princess fighting corrupt elected officials who are in cahoots with an evil intergalactic urban renewal development corporation. The ending would be extremely satisfying.

This book is a reference. Each chapter covers a specific topic or task you can accomplish by using Word 2019. Within each chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample topics you encounter in this book include

- Moving a block
- Check your spelling
- Save your stuff!
- Text-formatting techniques
- Working with tables in Word

- Plopping down a picture
- Mail merge, ho!

I give you no codes to memorize, no secret incantations, no tricks, no presentations to sleep through, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to master anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2019. All you need to do is find the topic that interests you and then read.

Word uses the mouse and keyboard to get things done, but mostly the keyboard.

I use the word *click* to describe the action of clicking the mouse's main (left) button.

This is a keyboard shortcut: Ctrl+P. Press and hold down the Ctrl (Control) key and type the letter *P*, just as you would press Shift+P to create a capital *P*.

Sometimes, you must press more than two keys at the same time, such as Ctrl+Shift+T. Press Ctrl and Shift together and then press the T key. Release all three keys.

Commands in Word 2019 exist as *command buttons* on the Ribbon interface. I may refer to the tab, the command group, and then the button itself to help you locate that command button.

Menu commands are listed like this: Table⇨Insert Table. This direction tells you to click the Table command button and then choose the Insert Table item from the menu that appears.

Some of Word's key commands are kept on the File screen. To access that screen, click the File tab on the Ribbon. To return to the document, click the Back button, found in the upper left corner of the File screen and shown in the margin. Or you can press the Esc key.

When I describe a message or something else you see onscreen, it looks like this:

```
Why should I bother to love Evelyn when robots will
eventually destroy the human race?
```

If you need further help with operating your computer, I can recommend my book *PCs For Dummies*, 14th Edition (Wiley). It contains lots of useful information to supplement what you find in this book.

Foolish Assumptions

This book was written with the beginner in mind, but I still make a few assumptions. Foremost, I assume that you're a human being, though you might also be an alien from another planet. If so, welcome to Earth. When you conquer our planet, please do Idaho last. Thanks.

Another foolish assumption I make is that you use Windows as the computer's operating system. For Word 2019, you must use Windows 10. The Office 365 version of Word is similar to Word 2019 and it runs on older versions of Windows, though it's not the same. Differences between Word 2019 and Office 265 Word are mentioned in the text. This book doesn't specifically address the Macintosh version of Word, which is different.

This book doesn't cover using Windows. Word is a program (software) that runs under the Windows operating system. You must understand both to get the most from your PC.

Throughout this book, I use the term *Word* to refer to the Microsoft Word program. The program may also be called Word 2019 or even Microsoft Office Word 2019. It's all Word as far as this book is concerned. Word 2019 is part of the Microsoft Office 2019 suite of programs. This book doesn't cover any other part of Microsoft Office, though I mention Excel and Outlook wherever they encroach on Word's turf.

What's Not Here

This book covers using Word for anyone from a bare beginner to a modestly sophisticated scrivener. More advanced material is covered in its companion book, *Word 2016 For Professionals For Dummies*. I recommend that book if you really want to dig into advanced topics such as manuscript preparation, using Word in a legal office, programming macros, and other "professional" word processing duties. The title covers Word 2016 specifically, but nearly all of it also applies to Word 2019.

Icons Used in This Book

TIP This icon flags useful, helpful tips or shortcuts.

REMEMBER This icon marks a friendly reminder to do something.

WARNING This icon marks a friendly reminder *not* to do something.

TECHNICAL STUFF This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

Where to Go from Here

Start reading! Behold the table of contents and find something that interests you. Or look up your puzzle in the index.

Read! Write! Let your brilliance shine!

My email address is dgookin@wambooli.com. Yes, that's my real address. I reply to all email I receive, and you'll get a quick reply if you keep your question short and specific to this book or to Word itself. Although I enjoy saying "Hi," I cannot answer technical support questions or help you troubleshoot your computer. Thanks for understanding.

You can also visit my web page for more information or as a diversion: `www.wambooli.com`. This book's specific support page can be found at `www.wambooli.com/help/word`. I place errata and updates on that page, as well as write frequent blog posts with Word information, tips, and tricks.

To find this book's online Cheat Sheet, simply go to `www.dummies.com` and search for *Word 2019 Cheat Sheet* in the Search box.

Enjoy this book. And enjoy Word. Or at least tolerate it.

1

Your Introduction to Word

IN THIS PART . . .

Learn how to start Word 2019 and decipher the Word screen.

Familiarize yourself with how to quit and minimize Word 2019.

Get to know the PC keyboard and the touchscreen.

Learn how to read the status bar and discover secret symbols representing special characters in your text.

IN THIS CHAPTER

- **Starting Word**
- **Deciphering the Word screen**
- **Understanding the Ribbon**
- **Zooming in and out**
- **Quitting Word**
- **Minimizing Word**

Chapter 1

Hello, Word!

According to the popular book *Pencils For Dummies*, the pencil is the ultimate word processing tool. It's easy to use, it's wireless, and it features the original Undo command, in the form of an eraser. And that's about as funny as *Pencils For Dummies* gets.

As a writing tool, the pencil remains popular and easy to figure out, but it's not that technologically advanced. Your typical Ticonderoga #2 lacks many of the powerful capabilities you find in a sophisticated application like Microsoft Word, which is why Word requires a more formal introduction.

Start Your Word Day

As a digital resident of your PC, Microsoft Word serves as a loyal subject to the king of computer realm, Windows. To get work done in Word, you must contend with the multitudinous ways available in Windows to start the Word program. These methods can vary from the obvious to the obnoxiously cryptic, so instead I present you with the three most common ways to start your Word day:

> » Before you can use Word, your computer must be on and ready to work. So turn on your PC, laptop, or tablet if it's not already on and toasty. Log in to Windows.

- Do not attempt to make toast in your computer.

REMEMBER

- Ensure that you sport a proper posture as you write. Your wrists should be even with your elbows. Your head should tilt down only slightly, though it's best to look straight ahead. Keep your shoulders back and relaxed. Have a minion gently massage your feet.

TECHNICAL STUFF

- Other nerdy terms for starting a program: Run. Launch. Open. Fire up. Beg. Thrash. Whimper.

Starting Word the traditional way

Propriety demands that I show the traditional, boring way to start Word. I'll be quick:

1. **Press the Windows key on the keyboard.**

   The Windows key is adorned with the Windows logo icon, which I won't illustrate here because it changes more frequently than teenage fashion. The key is nestled between the Ctrl and Alt keys to the left of the spacebar. A duplicate is found on the right side of the spacebar on desktop computers. Use either key.

2. **Look for Microsoft Word on the Start menu.**

   The item might be titled Word or Word 2019 or something similar.

   If you don't find Word right away in Windows 10, click the All Apps button to hunt it down. In Windows 7, click the All Programs button.

   Sometimes Word is found on a Microsoft Office or Office 2019 folder or submenu.

3. **Click the Word icon or button to start the program.**

Watch in amazement as the program unfurls on the screen.

Starting Word the best way

The *best* way to start Word, and the way I do it every day, is to click the Word icon on the taskbar. Word starts simply and quickly.

The issue, of course, is how to get the Word icon on the taskbar. If the icon doesn't appear on the taskbar, follow these steps to add it:

1. **Find the Word icon on the Start menu.**

   See the preceding section, Steps 1 and 2.

2. **Right-click the Word icon.**
3. **Choose the command More, Pin to Taskbar.**

   The Pin to Taskbar command might appear directly on the right-click menu; otherwise, you find it on the More submenu.

The Word icon is *pinned* (permanently added) to the taskbar. From there you need click it only once to start the program.

Opening a document to start Word

You use the Word program to create *documents*, which are stored on your computer in much the same way as people pile junk into boxes and store them in their garages. To start Word, open a Word document. Follow these steps:

1. **Locate the Document icon.**

   Use your Windows kung fu to open the proper folders and hunt down a Word document icon, similar to the one shown in the margin.

2. **Double-click the icon.**

   This step is a standard Windows operation: Double-click an icon to open a program. In this case, opening a Word document starts the Word program.

The document is opened and presented on the screen, ready for whatever.

TECHNICAL STUFF

- You use Word to create documents. They're saved to storage on your computer or in the cloud. Details are offered in Chapter 8.
- The document name is assigned when it's originally saved. Use the name to determine the document's contents — providing that it was properly named when first saved.
- Documents are files. As such, they are managed by Windows. If you need to find a lost document or rename it or organize your documents into a folder, you use Windows, not Word.

Behold the Word Program

Like all programs in Windows, Word offers its visage in a program window. It's the place where you get your word processing work done.

Working the Word Start screen

After starting Word, you may first see something called the Word Start screen, as shown in Figure 1-1. It's friendlier than that ominous empty page that has intimidated writers since the dawn of paper.

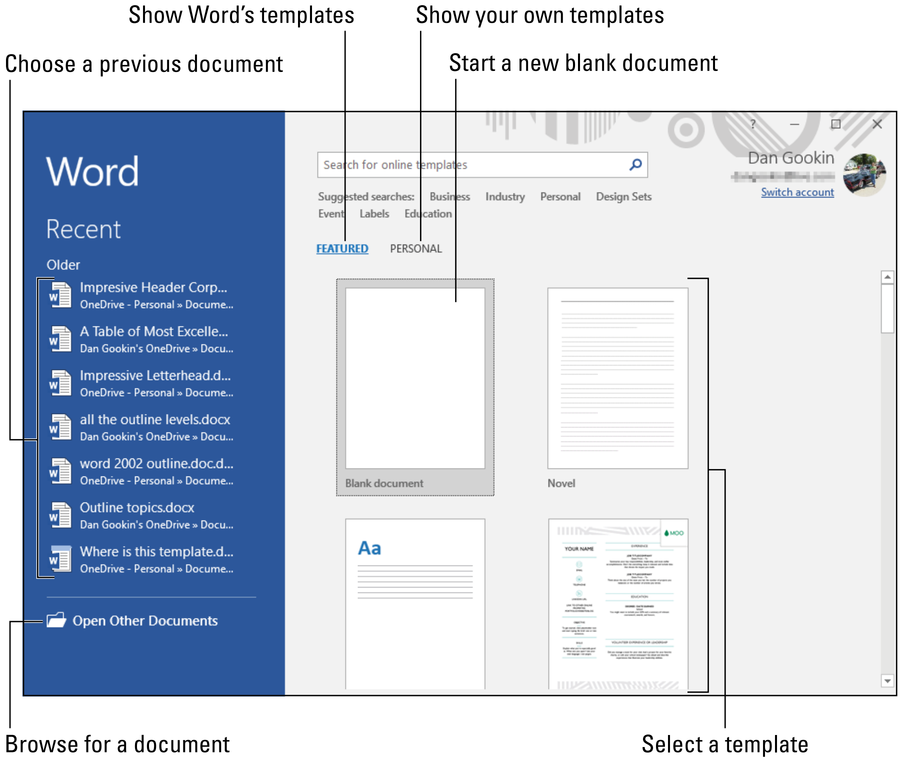

Show Word's templates
Show your own templates
Choose a previous document
Start a new blank document
Word
Recent
Older
Impresive Header Corp...
OneDrive - Personal » Docume...
A Table of Most Excelle...
Dan Gookin's OneDrive » Docu...
Impressive Letterhead.d...
OneDrive - Personal » Docume...
all the outline levels.docx
Dan Gookin's OneDrive » Docu...
word 2002 outline.doc.d...
OneDrive - Personal » Docume...
Outline topics.docx
Dan Gookin's OneDrive » Docu...
Where is this template.d...
OneDrive - Personal » Docume...
Open Other Documents
Search for online templates
Suggested searches: Business Industry Personal Design Sets
Event Labels Education
FEATURED
PERSONAL
Dan Gookin
Switch account
Blank document
Novel
Aa
Browse for a document
Select a template

FIGURE 1-1: The Word Start screen.

You can use the Start screen to open a previously opened document, start a new document based on a template, or start with a blank document.

Previously opened documents are listed on the left side of the window, as illustrated in Figure 1-1. Word's templates are found under the Featured heading. Templates you've created appear under the Personal heading. Click a template thumbnail to create a new document based on that template.

To start on a blank document, click the Blank Document template. Then you see the ominous empty page, which I wrote about earlier.

Once you've made your choice, Word is ready for you to start writing. Word is also equally content if you just stare at the screen and await inspiration.

- The Word Start screen doesn’t appear when you open a document to start Word. Refer to the earlier section “Opening a document to start Word.”
- You can disable the Start screen so that Word always opens with a blank document. See Chapter 33.
- A *template* is a document that contains preset elements, such as formatting, styles, text, and possibly graphics. You use a template to help you start a common type of document, such as a résumé, a report, or an angry letter to the editor.

REMEMBER

- The Word Start screen appears only when you first start the Word program. It doesn’t appear when you start a new document while the Word program window is already open.

Examining Word’s main screen

Writing is scary enough when you first see that blank page. With a computer, the level of terror increases because Word festoons its program window with all kinds of controls and doodads. I recommend that you refer to Figure 1-2 to get an idea of some basic terms. Ignore them at your peril.

The details of how all these gizmos work, and the terms to describe them, are covered throughout this book. The good news is that the basic task of typing text is straightforward. See Chapter 2 to get started.

TIP

- To get the most from Word’s window, adjust its size: Use the mouse to drag the window’s edges outward. You can also click the window’s Maximize button (refer to Figure 1-2) to have the window fill the screen.
- The largest portion of Word’s screen is used for composing text. It looks like a fresh sheet of paper. If you choose to use a template to start a new document, this area may contain some preset text.

Working the Ribbon

An important part of Word’s interface is the Ribbon. It’s where a majority of Word’s commands dwell and where settings are made. These items appear as buttons, input boxes, and menus.

The Ribbon is divided into tabs, as shown in Figure 1-3. Each tab holds separate groups. Within the groups, you find the command buttons and doodads that carry out various word processing duties.

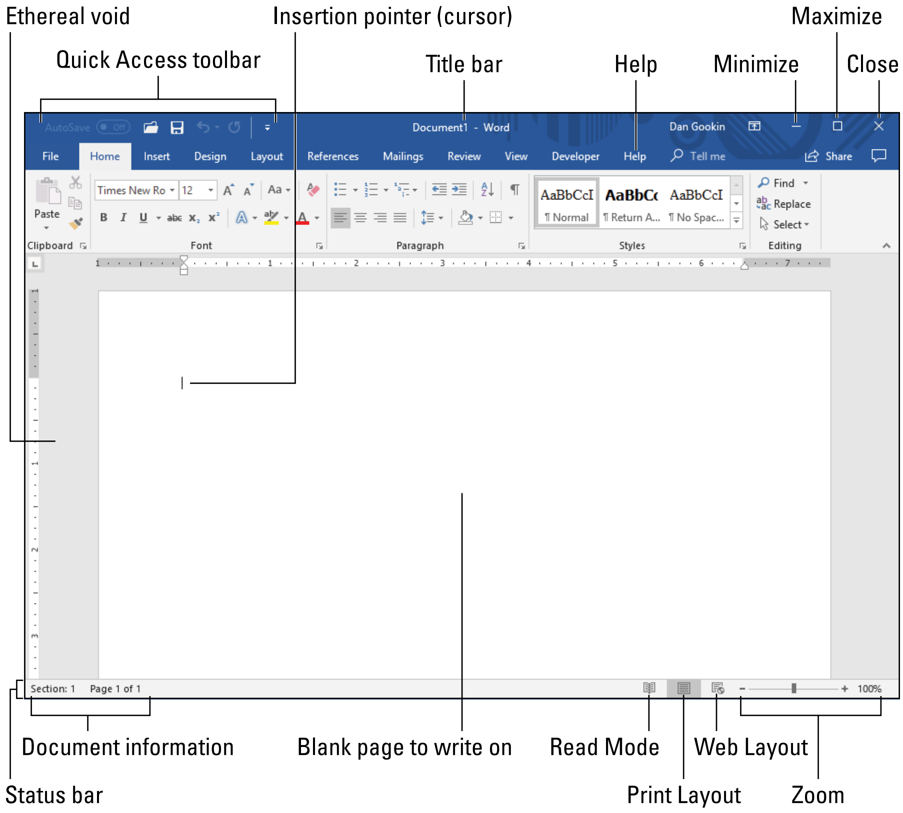

Ethereal void
Insertion pointer (cursor)
Maximize
Quick Access toolbar
Title bar
Help
Minimize
Close
Document1 - Word
Dan Gookin
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Help
Tell me
Share
Clipboard
Font
Paragraph
Styles
Editing
Section: 1
Page 1 of 1
100%
Document information
Blank page to write on
Read Mode
Web Layout
Status bar
Print Layout
Zoom

FIGURE 1-2: Word's visage.

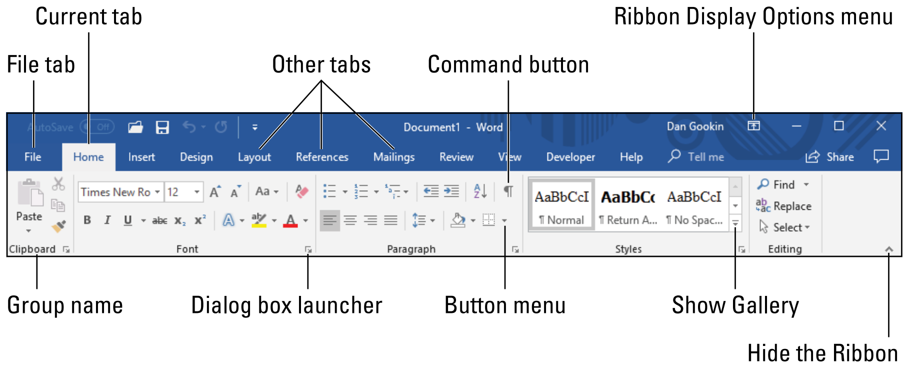

Current tab
Ribbon Display Options menu
File tab
Other tabs
Command button
Document1 - Word
Dan Gookin
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Developer
Help
Tell me
Share
Clipboard
Font
Paragraph
Styles
Editing
Group name
Dialog box launcher
Button menu
Show Gallery
Hide the Ribbon

FIGURE 1-3: The Ribbon.

To use the Ribbon, first click a tab. Then scan the group names to locate the command you need. Finally, click the button to activate the command or to display a menu from which you can choose a command. This book describes finding commands on the Ribbon in exactly this manner: *tab, group, command button.*