

## Basic file Competency

### File types/extension

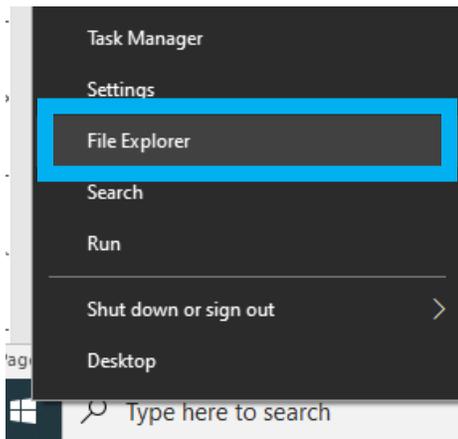
Programs such as Notepad, Wordpad, and Microsoft Word all have what is called a default file type, or extension. This extension tells Windows which program the file was designed to work with... often this file type is hidden in Windows.

To view the full file name in Windows 10, including the extension, open File Explorer

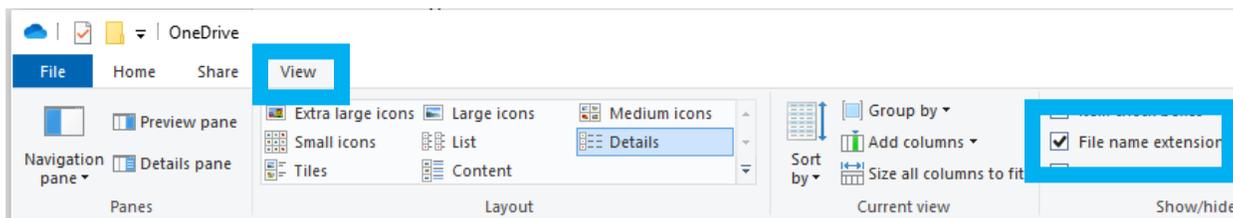
This is done by either searching for File Explorer, or clicking the File folder icon on the Task bar, or



right clicking on the Windows start icon  and selecting File Explorer



Once File Explorer has loaded, select the View tab, and select the File name extensions box.



### Common file types

- txt Notepad a plain text editor, meaning you cannot save any formatting... no bold, italic, colored text, or images
- rtf Wordpad and Microsoft Word, can save files as rtf, Rich Text Format, a basic format that can be read by almost any word processor. However advanced features in Word are not supported.
- docx Microsoft Word's native, default extension. Word can also save as
- docm Word macro-enabled document; same as docx, but may contain macros and scripts
- dotx Word template
- dotm Word macro-enabled template; same as dotx, but may contain macros and scripts
- xlsx Microsoft Excel
- pptx Microsoft PowerPoint
- pdf Adobe Acrobat

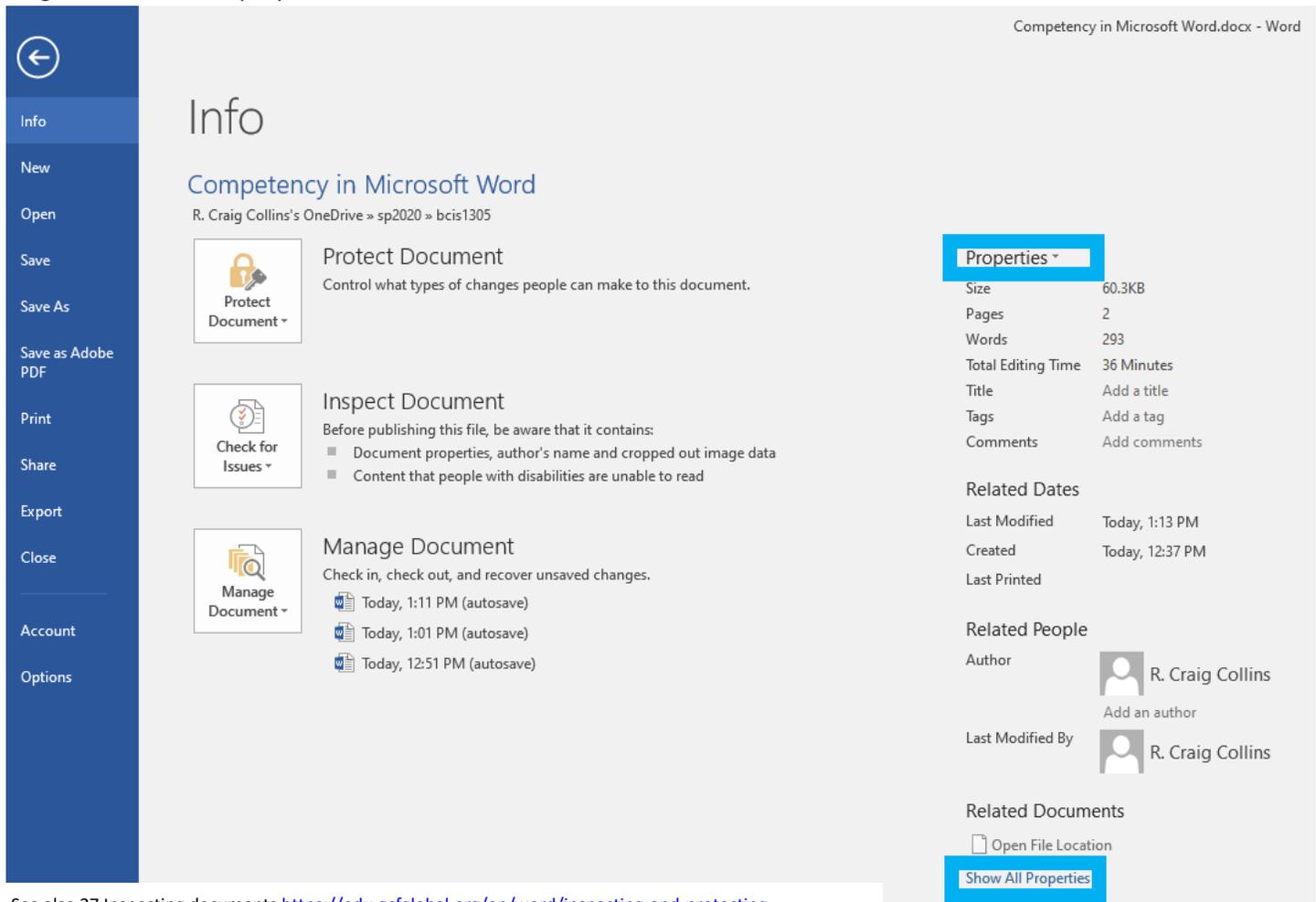
When renaming files, you cannot simply change the extension. You must open the file, and then select Save As to indicate where the new file will be saved, the name of the file, and select from available file types.

"Save" replaces an old version of a file with an updated version. "Save As" creates a new file.

## Competencies in Microsoft Word (Note: images may differ slightly from your version)

Every Word document has **Document properties**, information on who created a file, who edited the file, when it was edited, etc. These properties can be edited, to an extent.

To get the document properties in Word, select the File tab on the ribbon



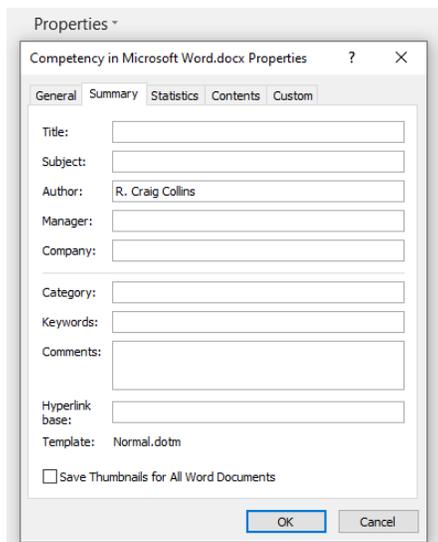
The screenshot shows the Microsoft Word interface with the File tab selected. The ribbon displays options like Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Export, Close, Account, and Options. The main area shows the document title 'Competency in Microsoft Word' and its location. Three main sections are visible: 'Protect Document' (Control what types of changes people can make to this document), 'Inspect Document' (Before publishing this file, be aware that it contains: Document properties, author's name and cropped out image data; Content that people with disabilities are unable to read), and 'Manage Document' (Check in, check out, and recover unsaved changes). On the right, the 'Properties' dropdown menu is open, showing details: Size (60.3KB), Pages (2), Words (293), Total Editing Time (36 Minutes), Title (Add a title), Tags (Add a tag), and Comments (Add comments). Below this, 'Related Dates' shows Last Modified (Today, 1:13 PM) and Created (Today, 12:37 PM). 'Related People' lists the Author (R. Craig Collins) and Last Modified By (R. Craig Collins). At the bottom, 'Related Documents' has an 'Open File Location' button and a 'Show All Properties' button.

See also 27 Inspecting documents <https://edu.gcfglobal.org/en/word/inspecting-and-protecting->

Arrows, such as → or > or v indicates there are more options available. Note printing is also on the File menu.

See also 13 Printing <https://edu.gcfglobal.org/en/word/printing-documents/1/>

Click the v next to Properties to see what can be changed, or select [Show All Properties](#)



The screenshot shows the 'Properties' dialog box for 'Competency in Microsoft Word.docx'. It has tabs for General, Summary, Statistics, Contents, and Custom. The 'General' tab is active, showing fields for Title, Subject, Author (R. Craig Collins), Manager, Company, Category, Keywords, Comments, and Hyperlink base. The Template is set to 'Normal.dotm'. There is a checkbox for 'Save Thumbnails for All Word Documents' which is currently unchecked. 'OK' and 'Cancel' buttons are at the bottom.

### Other Information on text basic, editing, and formatting

05 Text Basics <https://edu.gcfglobal.org/en/word/text-basics/1/>

07 Find and Replace <https://edu.gcfglobal.org/en/word/using-find-and-replace/1/>

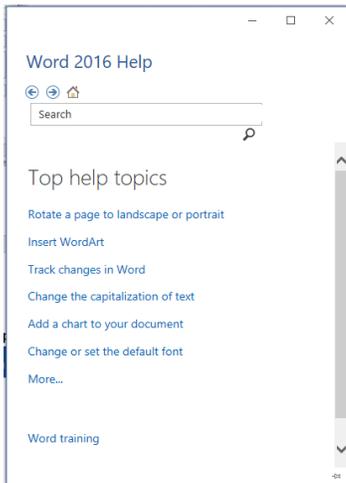
06 Formatting Text <https://edu.gcfglobal.org/en/word/formatting-text/1/>

14 Breaks <https://edu.gcfglobal.org/en/word/breaks/1/>

## Getting help in Microsoft Word

There are several ways to get help in Word.

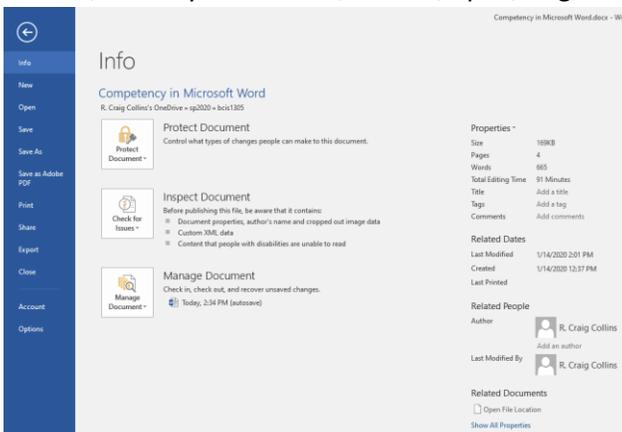
One is to click  on the Ribbon and type in what you are trying to accomplish. Another way to get help in Word is to press [F1] and then type in what you are trying to accomplish.



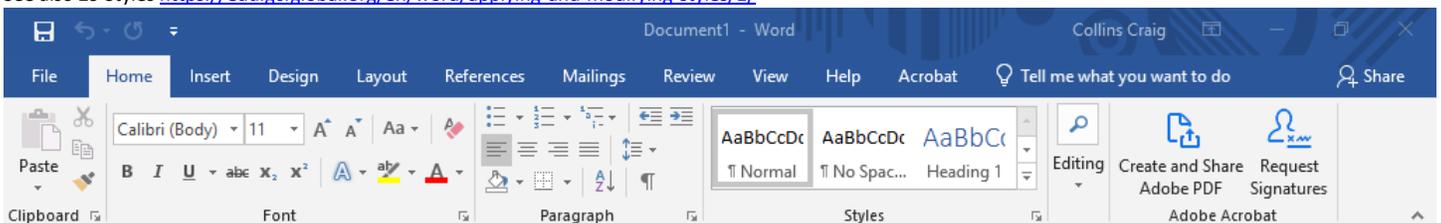
## Intro to the Ribbon

The Ribbon replaced the old menu system, making it easier to see more tools at once. Items on the Tabs of the Ribbon are typically organized with frequently used items from the left to less frequently used items toward the right. In addition to click on the different tabs, you may also place your mouse in the middle of the Ribbon, and use the wheel on the mouse to advance through the Tabs. See also <https://edu.gcfglobal.org/en/word/getting-started-with-word/1/>

File tab, where you can save, save as, open, or get document properties as discussed earlier

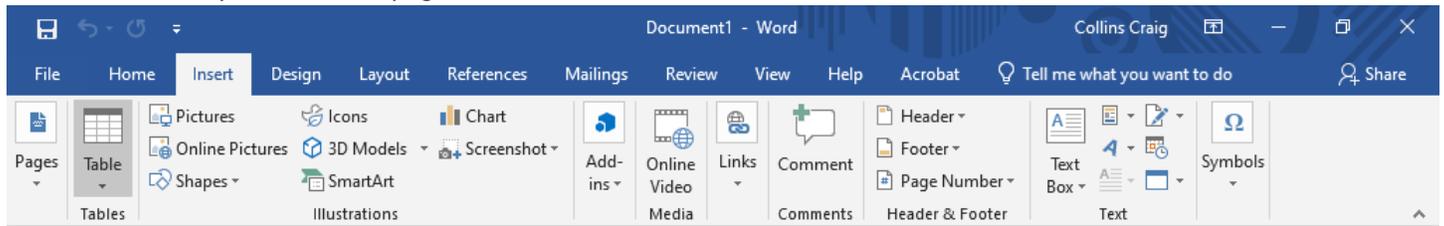


Home tab, the default; where basic formatting is done, and access to Styles. A style is a group of formatting options that are combined. You can hover over a style to see how it changes the font face, color, spacing, etc. To see more styles, See also 29 Styles <https://edu.gcfglobal.org/en/word/applying-and-modifying-styles/1/>



To see more styles, click the  arrow.

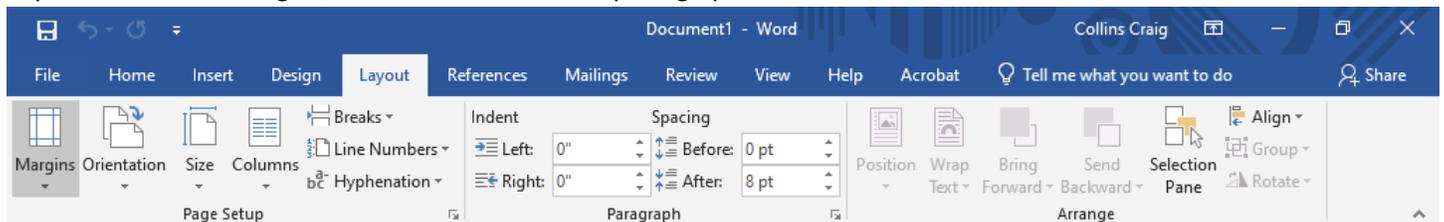
Insert tab, where you add cover pages, tables, text boxes, headers, etc. More to come, on each of these items.



Design tab, basically a style applied to a whole document... used to be on the Layout tab



Layout tab, where margins, orientation, and basic spacing options are.

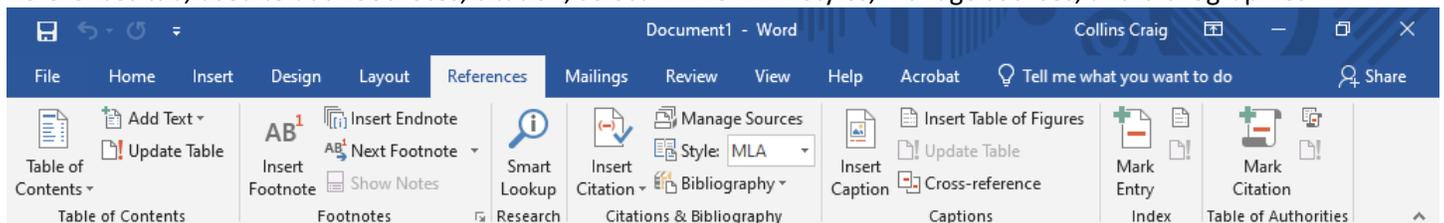


More spacing options are available by clicking the arrow to the right of the Paragraph topic.



See also 09 Line Spacing <https://edu.gcfglobal.org/en/word/line-and-paragraph-spacing/1/>

References tab, used to add footnotes, citation, select MLA or APA styles, manage sources, and bibliographies



## Less frequently used tabs

Mailings tab, to merge a form letter and populate it with different names on each page. Covered in preparation to discuss databases.

Review Ribbon, spell checking, thesaurus, word count, and group tools.

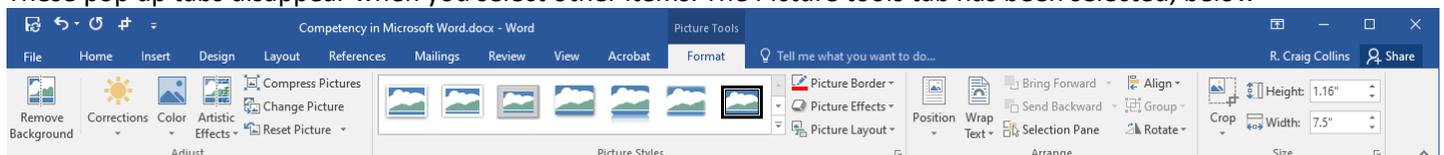
I use keyboard shortcuts for spell checking ([F7]) and the Thesaurus ([Shift]+[F7]), and word count is always available at the bottom left of the screen. I rarely go to the Review tab.

View Ribbon, where you can turn on a ruler to change views of your document.

I go to the View tab once, to turn on the ruler, and then rarely return, as display views and zoom are always at the bottom right of the window.

## Important note on the Ribbon

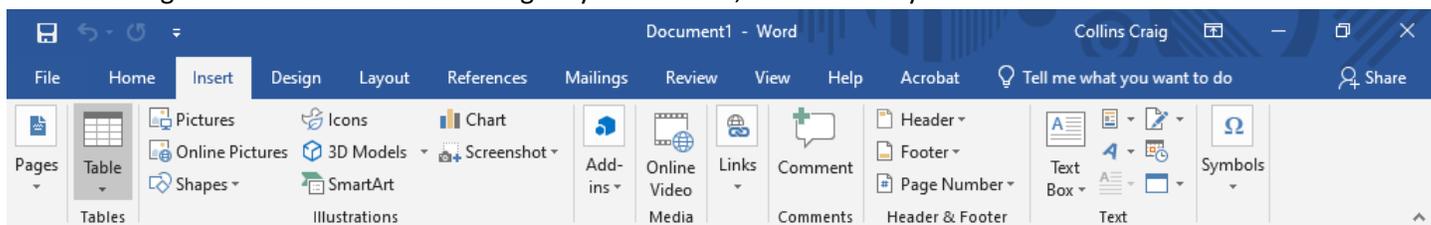
When you select a graphic, or a table, additional tabs will appear. Select the tab to see these context sensitive icons. These pop up tabs disappear when you select other items. The Picture tools tab has been selected, below



# Basic Word skills: Tables, Graphics, Lists, and Spell Check

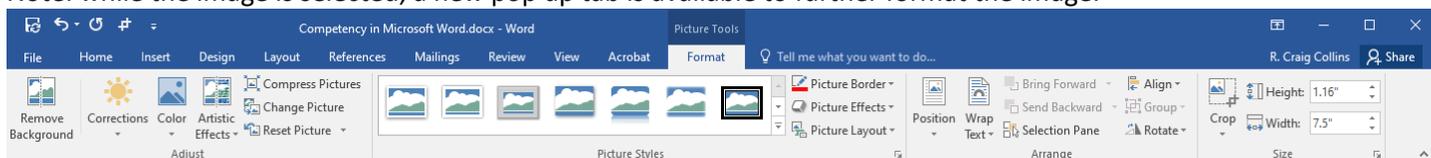
## Insert Graphics

Select the Insert tab, and click Pictures if you have an image saved, or Online pictures if you wish to search for an image. You can also grab a screenshot of something on your monitor, and add it to your document.



Once the image is inserted in your document, there will be dots on the edges and corners, these 'handles' allow you to resize the image. Hold the Shift key and drag a handle if you wish the image to stay in proportion. The arrow at the top of the image will allow you to rotate the image. See also 28 Smart Graphics <https://edu.gcfglobal.org/en/word/smartart-graphics/1/>  
See also 22 Aligning objects <https://edu.gcfglobal.org/en/word/aligning-ordering-and-grouping-objects/1/>

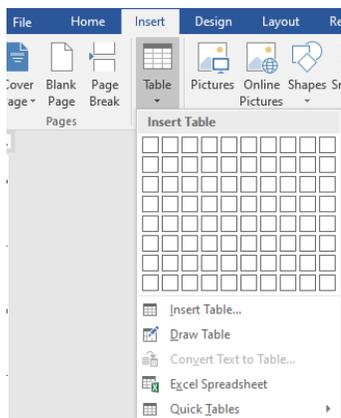
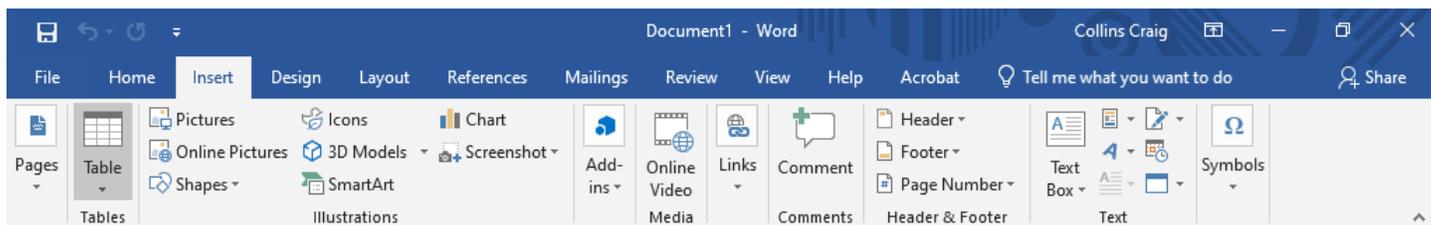
Note: while the image is selected, a new pop up tab is available to further format the image.



See also 19 Format pictures <https://edu.gcfglobal.org/en/word/formatting-pictures/1/>,  
18 Pictures/Text wrapping <https://edu.gcfglobal.org/en/word/pictures-and-text-wrapping/1/>, 20 Shapes <https://edu.gcfglobal.org/en/word/shapes/1/>

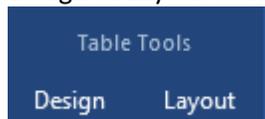
## Insert Tables

Tables are to organize content into rows and columns. The intersection of a row and column is called a cell. You main insert text and images into a table. Select the Insert tab, and click Tables.



You can drag your mouse across the boxes to indicate how many rows and columns you want to insert, or you can also click Insert Table... (the ... indicates a dialog box will open to help you insert the table) or Draw Table. And pen tool will let you create boxes and draw lines to subdivide into rows and columns.

Note: when your table is selected, additional pop up tabs become available, select Design or Layout to format your tables.

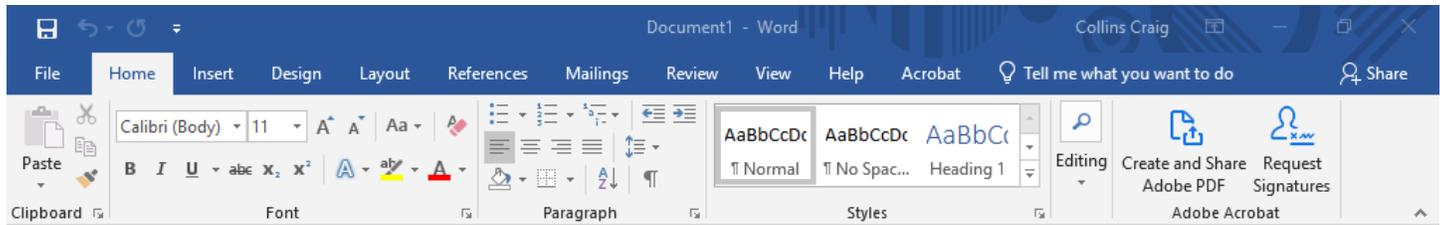


You may also adjust the borders on the home tab, instead of the pop ups, using the Borders tool. Columns are another way of placing items vertically on a page.

See also 24 Charts <https://edu.gcfglobal.org/en/word/charts/1/>,  
23 Tables <https://edu.gcfglobal.org/en/word/tables/1/>  
or 15 Columns <https://edu.gcfglobal.org/en/word/columns/1/>

## Formatting a paragraph as a list

If you wish to convert a paragraph to a list, on the Home tab select Bulleted, Numbered, or Multilevel list icons.

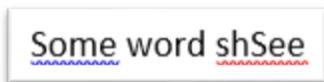


To make a line a new number or bullet, place your cursor in front of the line, and press the Enter key.

See also 10 Lists <https://edu.gcfglobal.org/en/word/lists/1/>

## Spell Check Grammar

Some words may be flagged when you finish typing a word and press the space or period.



Blue indicates the word is spelled correctly, but you may be using the case, or the wrong word, such as to, two, or too. Red indicates a typo.

Green indicates a potential grammar error.

Right click the word for spelling options and to be able to make corrections.

See also 25 Spelling and grammar <https://edu.gcfglobal.org/en/word/checking-spelling-and-grammar/1/>

## Preview of a few select topics needed to create a Research paper.

More information on Research papers will be presented shortly, this is a quick peek.

## Outlines

There are two ways to create an outline.

One is to use a multilevel list. Highlight your items, and select the multilevel list button, on the home tab.

Press [Tab] to indent, or use the Increase Indent button.

Press [Shift]+[Tab] to decrease the indent, or use the decrease indent button.

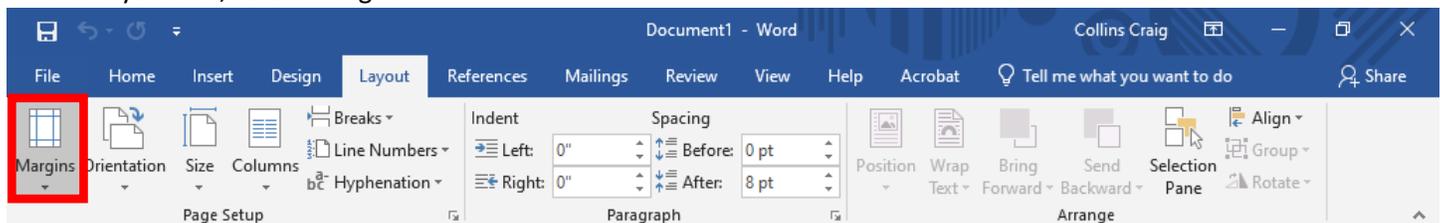
Another way to create an outline, perhaps one that you might want to import into PowerPoint is to use styles...

Apply Heading 1 for the highest level item, Apply Heading 2 for the the next highest level items, and so on.

See also 08 Indents and Tabs <https://edu.gcfglobal.org/en/word/indents-and-tabs/1/>

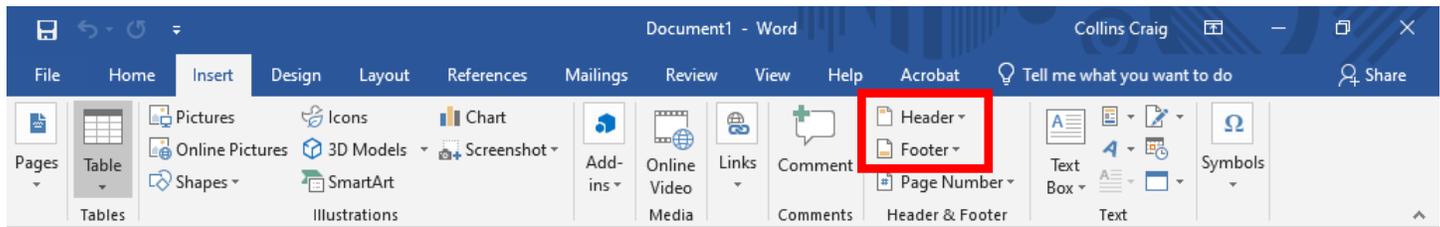
## Adjust Margins

On the Layout tab, select Margins



See also 12 Page Layout <https://edu.gcfglobal.org/en/word/page-layout/1/>

## A little about headers

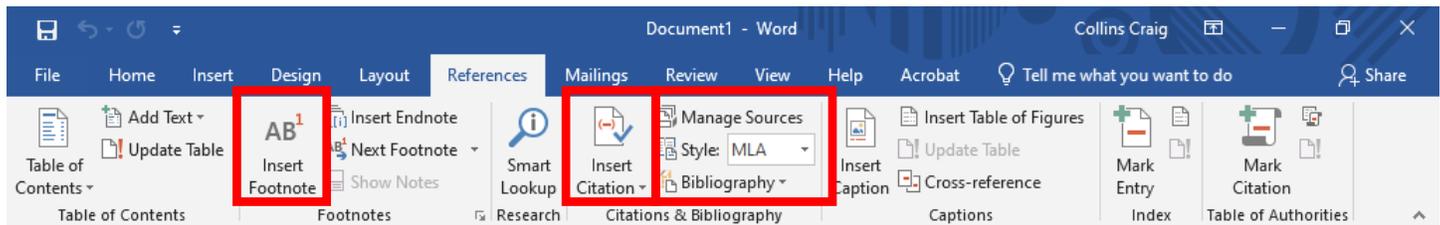


Headers are not really part of the “body” of the document; headers are automatically added to the top of each page to hold items such as the title of the paper, or automatically sequenced page numbers in some paper formatting options. Footers also are not really part of the “body” of the document; footers are automatically added to the bottom of each page to hold items such as automatically sequenced page numbers in some book formatting options.

Don’t confuse Footers, and Footnotes. Footnotes are used to hold citations, which give credit for quotes. The next section introduces Footnotes and citations.

See also 16 Headers and Footers <https://edu.gcfglobal.org/en/word/headers-and-footers/1/>  
and  
17 Page Numbers <https://edu.gcfglobal.org/en/word/page-numbers/1/>

## A little about Footnotes and citations



Again, a footnote is used to give credit to an author for a quote, at the bottom of the page the quote is one. Many research paper formats have a specific way of citing the author’s name. If you add your reference materials into Word on the References page, using the Manage Sources icon, you can later easily add a footnote place holder at the bottom of the page, and then use Insert Citation to add the author’s name.

More information on headers, footers, and footnotes, will follow.

### Text boxes

Occasionally, you may want to add text and place it, much as you might place an image. A text box is one way off adding text that can float above other items on the page, or to add emphasis to text, such as has been done here.

See also 21 Text boxes <https://edu.gcfglobal.org/en/word/text-boxes/1/>

## Additional concepts and terms to be covered shortly

A Template is a method of starting a file, such as a résumé; the document will include place holders for your information, and may already have some formatting. Information about creating a Résumé follows.

Annotations tools allow users to add notes to a document, perhaps to share comments with the author.

Links are automatically inserted if you type in a web address or email address, but you may remove these automatic links, or create links to other spots within you document.

See also 11 Links <https://edu.gcfglobal.org/en/word/links/1/>

Groups may Track Changes within a document, to see who added what items, and approve or remove the change.

See also 26 Track changes <https://edu.gcfglobal.org/en/word/track-changes-and-comments/1/>