

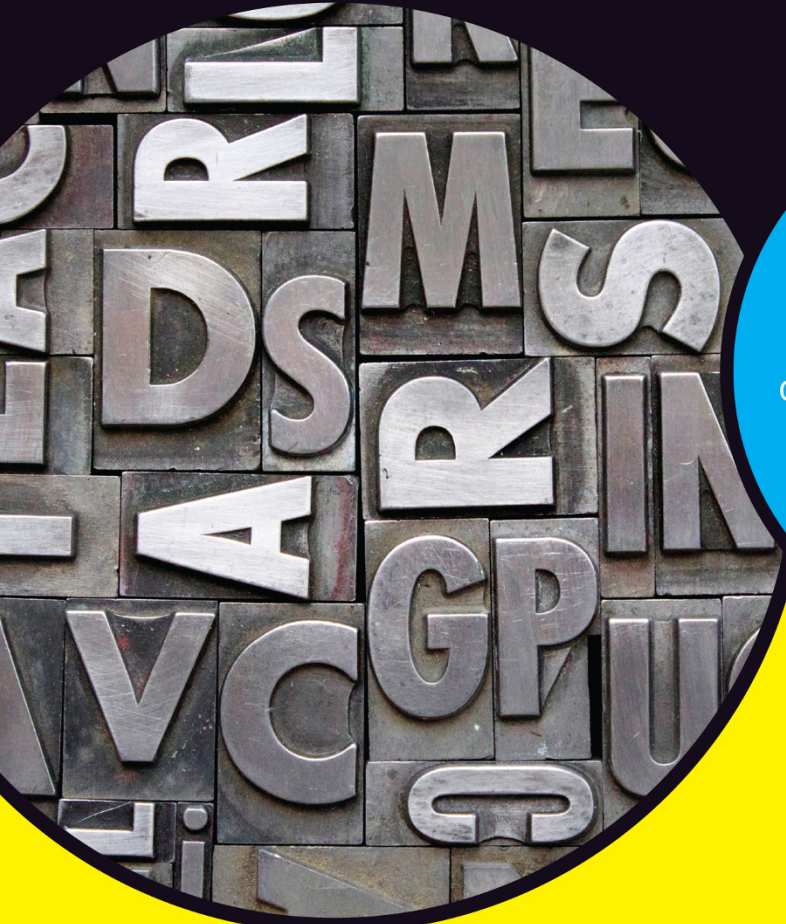
LEARNING MADE EASY



Microsoft®

Word 2019

for
dummies®
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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[®]
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Word 2019 For Dummies®

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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.

- » 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.



REMEMBER



TECHNICAL
STUFF

- » Do not attempt to make toast in your computer.
- » 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.
- » 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.

- » 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.



TECHNICAL
STUFF

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.

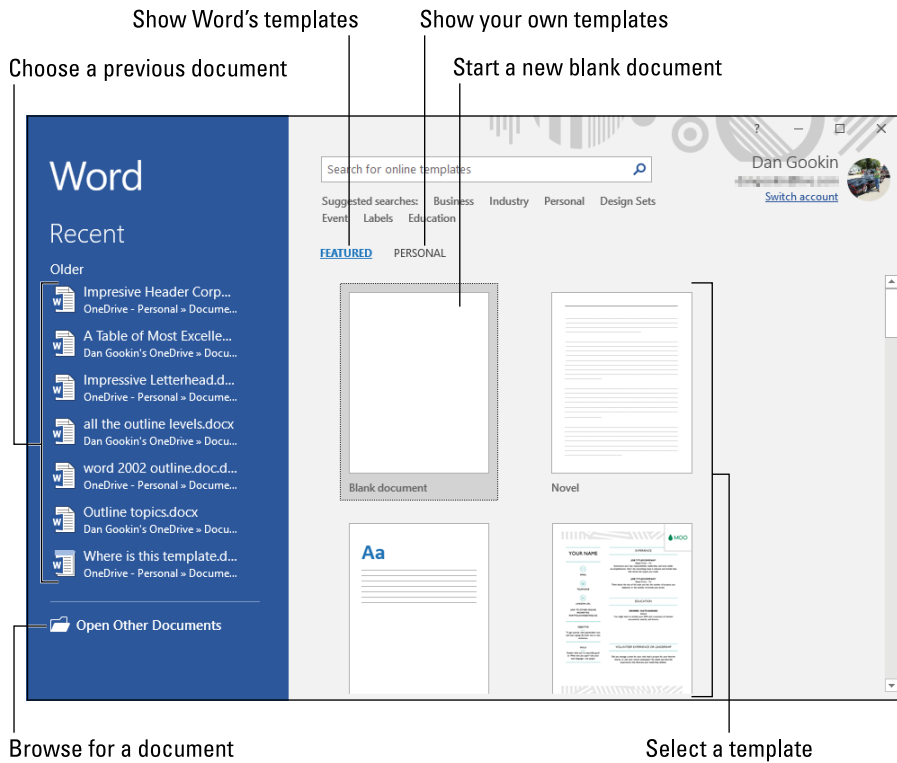


FIGURE 1-1:
The Word Start screen.

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.



REMEMBER

- » 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.
- » 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.

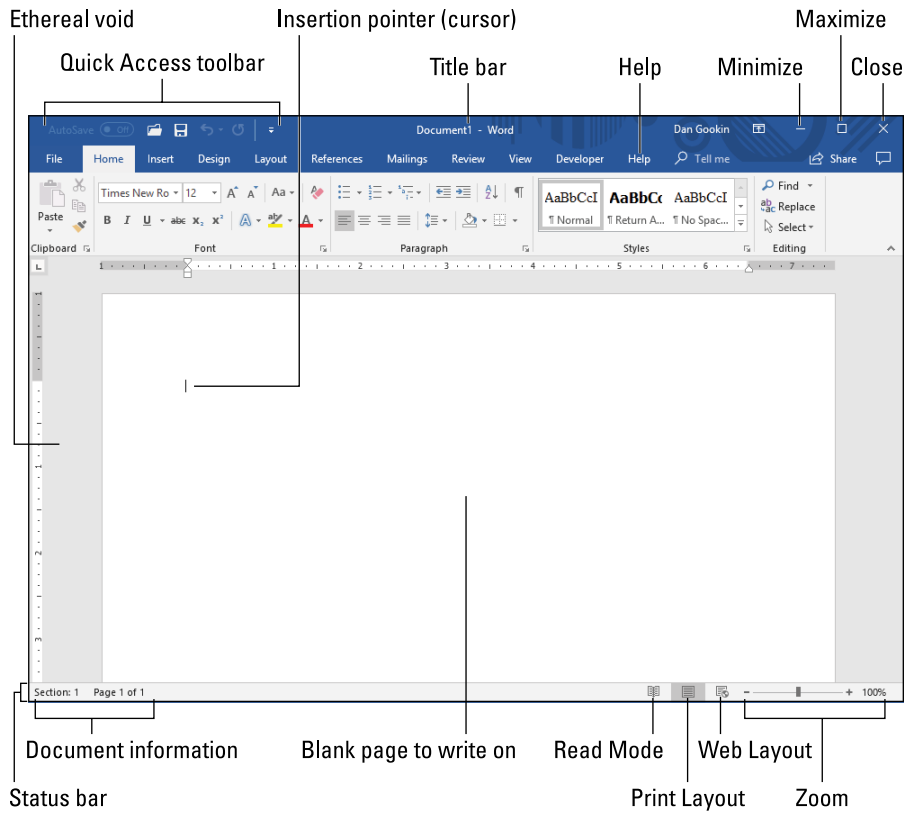


FIGURE 1-2:
Word's visage.

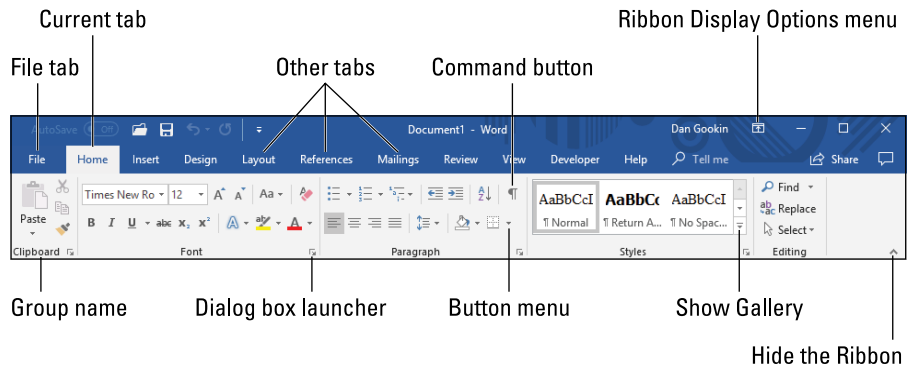


FIGURE 1-3:
The Ribbon.

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*.