



## Chapter Summary

### 1.1 Create, save, and open a Word document (p. W1-3).

- New Word documents are based on the **Normal template** (*Normal.dotm*).
- Save documents with the existing file name or with a different file name.
- **AutoSave** automatically saves documents saved in *OneDrive*.
- A **Word document** (*.docx*) is the standard file format. Word documents can be saved in a variety of file formats.
- Open, edit, and save existing Word documents.

### 1.2 Customize a document by entering and selecting text, using word wrap, and using *AutoComplete*, *AutoCorrect*, and *AutoFormat* features (p. W1-7).

- **Word wrap** automatically wraps text to the next line as you reach the right margin of the document.
- The **Show/Hide** button displays formatting characters in the document to ensure properly and consistently formatted documents.
- Select text in a variety of ways: select individual words, an entire line, multiple lines of text, a sentence, a paragraph, multiple paragraphs, or the entire document.
- **AutoComplete** automatically completes a day, month, or date when entering text.
- **AutoCorrect** automatically corrects commonly misspelled words and capitalization errors.
- **AutoFormat** automatically controls the formatting of items such as numbered and bulleted lists.
- Add, delete, and edit *AutoCorrect* entries and customize *AutoCorrect* options in Word.
- **Text prediction** anticipates the next word a user will type and displays a suggestion.

### 1.3 Format a document using paragraph breaks, line breaks, spaces, and non-breaking spaces (p. W1-10).

- The **Enter** key on the keyboard inserts a **paragraph break**. Click the *Show/Hide* button to display the **paragraph symbol**.
- **Line breaks** control breaks between lines or sentences to retain paragraph formatting between lines.
- **Non-breaking spaces** keep related words together.

### 1.4 Edit a document using cut, copy, paste, the *Clipboard*, and the undo, redo, and repeat features (p. W1-15).

- Word provides a variety of methods to **cut**, **copy**, and **paste** text in a document.
- The **Clipboard** stores cut or copied text. Use the *Clipboard* to paste text into a document.
- Use **Undo**, **Redo**, and **Repeat** when working on a document. These features are available on the **Quick Access toolbar**.

### 1.5 Customize a document using different fonts, font sizes, and attributes (p. W1-18).

- **Serif** and **sans serif** are the two main categories of **fonts**.
- Fonts are measured in **points** (pt.). Most documents use between 10 and 12 pt. font size.
- Change fonts and font size for specific text or the entire document.
- **Bold**, **Italic**, and **Underline** are font styles.
- Font effects include **Strikethrough**, **Subscript**, **Superscript**, **Small caps**, and **All caps**.
- Change the case of text in Word using the **Change Case** button or the **Font** dialog box.
- The **Font dialog box** provides many **font**, **size**, **style**, and **effect options**.
- Modify the **scale**, **spacing**, **position**, and  **Kerning** of selected text using the **Advanced** tab in the **Font** dialog box.
- The **Format Painter** applies formatting from selected text to other text.
- The **Clear Formatting** feature removes all formatting applied to selected text.
- Change the **default** font and font size in Word by opening the **Font** dialog box.

### 1.6 Format a document using text alignment and line and paragraph spacing (p. W1-28).

- **Paragraph alignment** describes how text is aligned horizontally between the margins of a document: **Left**, **Center**, **Right**, or **Justified**.
- **Line spacing** refers to the amount of space between lines of text in a paragraph.



- **Paragraph spacing** is the amount of space between paragraphs. Paragraph spacing is measured in points.
- Modify alignment, line spacing, and paragraph spacing on the *Home* or *Layout* tab or in the **Paragraph dialog box**.
- Change the default line and paragraph spacing in Word by opening the **Paragraph** dialog box.

#### 1.7 Finalize a document using Word's research, proofing, and learning tools (p. W1-32).

- **Search** (formerly *Smart Lookup*) is used to research selected word(s) without leaving Word. Research results display in the **Search pane**.
- Word automatically checks documents for **spelling** and **grammatical errors**.
- Word marks potential spelling, incorrect word, or grammatical errors with a colored line under the words. Correct errors by selecting options in the context menu.
- Manually spell and grammar check a document using the **Editor** pane. The *Editor* pane also suggests *Refinements* to improve your writing.
- Customize the **Word dictionary** by adding, deleting, or modifying words in the word list.
- Use the **Thesaurus** to find synonyms for words in your document.
- **Rewrite Suggestions** displays alternate wording for a word, phrase, or sentence and displays suggestions display in the *Editor* pane.
- The **Acronym** feature searches for the meanings of acronyms in your document and displays potential definitions in the *Acronyms* pane.
- Word includes a **Word Count** feature.
- The **Read Aloud** feature reads text in a document.
- **Immersive Reader** enables users to change page width, page color, line focus, and text spacing; view spaces between syllables in words; and use the *Read Aloud* feature.
- **Focus Mode** provides an environment that is free from distractions where the reader can more fully focus on the document.

#### 1.8 Apply custom document properties to a document (p. W1-39).

- Add **document properties**, such as *Title*, *Author*, *Company*, *Subject*, *Created*, and *Last Modified*.
- Add document properties in the *Info* area on the *Backstage* view or in the *Properties* dialog box.