

SHARP GUIDE to MICROSOFT WORD



STEP BY STEP GUIDE TO CREATING, EDITING, FORMATTING AND
MANAGING PROFESSIONAL DOCUMENTS



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SHARP GUIDE SERIES
ALSO AVAILABLE FOR



MS-WORD



EXCEL



POWERPOINT

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First Edition, 2026

Published by Obintus Academy

08060501094

Printed in Nigeria.

DEDICATION

This book is dedicated to Almighty God, whose grace, wisdom, and guidance made this work possible.

To Him be all the glory.

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1. INTRODUCTION TO MS-WORD

Microsoft Word, commonly called **MS Word**, is a popular computer program used for **creating, typing, editing, formatting, and organizing documents**.

With MS Word, you can create different types of documents such as **letters, reports, assignments, CVs, notices, application letters, and many other documents**.

MS Word was developed by **Microsoft** and the first version was released in **1983**. Today, it is one of the most widely used **word-processing programs** in the world.

In this book, you will learn the basics of MS Word step by step, starting from how to open the program and type your first document to editing, formatting, saving, and printing your work.

You do not need to be an expert to learn MS Word. If you are a complete beginner, don't worry. The lessons in this book are written in a simple and practical way to help you learn and understand each step.

2. GETTING STARTED WITH MS-WORD

To get started, you need to have **Microsoft Word** installed on your computer.

For this tutorial, we will be using **Microsoft Word 2025**

Opening Microsoft Word

Method 1: Using Search

1. Click the **Search** box near the **Start** menu.
2. Type **MS Word**.
3. Click or double-click **Microsoft Word** from the search results.

If you have opened Word documents before, they may appear under the **Recent** section.

Method 2: Using the Start Menu

1. Click the **Start** button.
2. Find **Microsoft Word** in the list of applications.
3. Click **Microsoft Word** to open it.

You are now ready to start using Microsoft Word.

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3. MS WORD ENVIRONMENT

The MS Word interface is the different parts of the Microsoft Word window that you use to work on your document.

Main Parts of the MS Word Interface

1. **Title Bar** – Shows the document name and Microsoft Word.
2. **Quick Access Toolbar** – Provides quick access to commonly used commands.
3. **Menu Tab** – Contains tabs such as Home, Insert, Design, Layout, and View.
4. **Search** – Used to search for commands, tools, and features.

5. **Account Name** – Shows the name of the signed-in Microsoft account.
6. **Window Buttons** – Used to minimize, maximize/restore, and close the Word window.
7. **Rulers** – Used to measure and adjust margins, indents, and tab positions.
8. **Ribbon** – Contains groups of related commands and tools.
9. **Dialog Box Launcher** – Opens additional options for a particular group of commands.
10. **Document Area** – The main area where you type and edit your document.
11. **Status Bar** – Shows information such as page number, word count, and document status.

- 12. Focus** – Helps you focus on the document by hiding some interface elements.
- 13. Document View Format** – Allows you to switch between different document views, such as Read Mode, Print Layout, and Web Layout.
- 14. Zoom Slider** – Used to zoom in or zoom out of the document.

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4. TYPING IN MS WORD

There are **two methods of typing in Microsoft Word**:

A. Sequential Typing

This is the normal method of typing in Word.

1. Click inside the **Document Area**.
2. Start typing your text.
3. Continue typing from **left to right**.
4. Word automatically moves the text to the next line when you reach the end of a line.

B. Typing Using a Text Box

A **Text Box** allows you to type text in a specific area of the document.

Steps to Create a Text Box

1. Click the **Insert** tab.
2. Go to the **Text** group.
3. Click **Text Box**.
4. From the dropdown menu, click **Draw Text Box**.
5. Click and **drag** your mouse on the document to draw the text box.
6. Release the mouse button.
7. Click inside the text box and **type your text**.

You can also **move, resize, and format** the text box after creating it.

5. EDITING IN MS-WORD

Editing means making changes to a document after typing. In MS Word, you can **select, delete, copy, paste, cut, move, find, replace, undo, redo, zoom, check spelling and grammar, and insert special symbols and characters.**

1. Selection

Selection means highlighting text before performing an action on it.

- a. **Selecting a Word:** Double-click the word.
- b. **Selecting a Sentence:** Hold Ctrl and click anywhere inside the sentence.

- c. **Selecting a Portion of Text:** Click and drag across the text you want to select.
- d. **Selecting a Line:** Move the mouse pointer to the left side of the line until it changes to an arrow, then click once.
- e. **Selecting a Paragraph:** Triple-click anywhere inside the paragraph.
- f. **Selecting the Entire Document**
 - Home → Editing group → Select → Select All
 - Or press **Ctrl + A**.
- g. **Selecting with keyboard**

You can also use the **Shift key + Arrow keys** to select text.

- Place the cursor at the beginning or end of the text.
- Hold Shift.

- Press the Arrow key in the direction you want to select.

Examples:

- **Shift + Right Arrow** → Selects characters to the right.
- **Shift + Left Arrow** → Selects characters to the left.
- **Shift + Down Arrow** → Selects text downward.
- **Shift + Up Arrow** → Selects text upward.

2. Deleting Text

There are different ways to delete text in MS Word.

Method 1: Select and Delete

- Select the text.
- Press the **Delete** or **Backspace** key.

Method 2: (Deleting characters backwards)

- Place the cursor after the character.
- Press **Backspace**.

Method 3: (Deleting characters forward)

- Place the cursor before the character.
- Press **Delete**.

Method 4: (Deleting words backwards)

- Place the cursor at the end of the word.
- Press **Ctrl + Backspace**.

Method 5: (Deleting word forward)

- Place the cursor at the beginning of the word.
- Press **Ctrl + Delete**.

3. Copying Text

Copy creates a duplicate of selected text while keeping the original.

Method 1: Using the Ribbon

- Select the text.
- Click the **Home tab**.
- Go to the **Clipboard** group.
- Click **Copy**.

Method 2: Using the Right-Click Menu

- Select the text.
- Right-click the selected text.
- Click Copy.

Method 3: Using Keyboard Shortcut

- Select the text.
- Press **Ctrl + C**.

4. Pasting

Paste places copied or cut text in another location.

Method 1: Using the Ribbon

- Place the cursor where you want the text.
- Click the **Home** tab.
- Go to the **Clipboard** group.
- Click **Paste**.

Method 2: Using the Right-Click Menu

- Place the cursor where you want the text.
- Right-click.

- Click **Paste**.

Method 3: Using Keyboard Shortcut

- Place the cursor where you want the text.
- Press **Ctrl + V**.

5. Cutting Text

Cut removes selected text from its original position and places it on the Clipboard.

Method 1: Using the Ribbon

- Select the text.
- Click the **Home** tab.

- Go to the **Clipboard** group.
- Click **Cut**.

Method 2: Using the Right-Click Menu

- Select the text.
- Right-click.
- Click **Cut**.

Method 3: Using Keyboard Shortcut

- Select the text.
- Press **Ctrl + X**.

6. Moving Text

Moving text means changing its position from one place to another.

Method 1: Cut and Paste

- Select the text.
- Press **Ctrl + X**.
- Click where you want the text.
- Press **Ctrl + V**.

Method 2: Drag and Drop

- Select the text.
- **Click and hold** the selected text.

- Drag it to the new location.
- Release the mouse button.

7. Find and Replace

Finding Text

- Click the Home tab.
- Go to the Editing group.
- Click Find.
- Type the word or phrase you want to find.

(Shortcut: Ctrl + F)

Replacing Text

- Click the **Home tab**.
- Go to the **Editing** group.
- Click **Replace**.
- Enter the word you want to change in Find what.
- Enter the new word in Replace with.
- Click **Replace** to change one occurrence.
- Click **Replace All** to change all occurrences.

(Shortcut: Ctrl + H)

8. Undo

Undo reverses the last action performed.

Method 1: Quick Access Toolbar

- Click the Undo button on the Quick Access Toolbar.

Method 2: Keyboard

- Press **Ctrl + Z**.

9. Redo

Redo restores an action that has been undone.

Method 1: Quick Access Toolbar

- Click the Redo button on the Quick Access Toolbar.

Method 2: Keyboard

- Press **Ctrl + Y**.

10. Zooming

Zoom changes how large or small the document appears on your screen.

Method 1: Zoom Slider

- Go to the bottom-right corner of the Word window.
- Move the Zoom Slider right to zoom in.
- Move it left to zoom out.

Method 2: Zoom Dialog Box

- Click the **View tab**.

- Go to the **Zoom** group.
- Click **Zoom**.
- Select your preferred zoom level.
- Click **OK**.

Note: Zooming does not change the actual size of the text when printed.

11. Checking Spelling and Grammar

MS Word uses colored lines to identify possible errors in your document.

a. Red Line – Spelling Error

A red wavy line usually indicates a spelling mistake.

Example:

I am **lerning** Microsoft Word.

The word **lerning** will be underlined because it is incorrectly spelled.

b. Blue Line – Grammar or Writing Issue

A blue line may indicate a grammar or writing issue.

Green Line – Grammar Error

c. Green wavy line

This was commonly used in older versions of Word to indicate a grammar error.

Note: The colors used by Word can vary depending on the version and proofing settings.

Correcting an Error

- Right-click the underlined word or phrase.
- Check the suggestions.
- Click the correct suggestion.

Checking Spelling and Grammar

- Click the **Review tab**.
- Go to the **Proofing** group.
- Click **Editor or Spelling & Grammar**.
- Review the suggestions.

(Shortcut: F7)

12. Inserting Special Symbols and Characters

Special symbols and characters include symbols that are not directly available on the keyboard.

Examples:

© ® ™ € £ ± ° § ✓

Inserting a Symbol

- Click the **Insert tab**.
- Go to the **Symbols** group.
- Click **Symbol**.
- Select the symbol you want.

Inserting More Symbols

- Click the **Insert tab**.
- Go to the **Symbols** group.
- Click **Symbol**.
- Click **More Symbols**.
- Select the symbol you need.

- Click **Insert**.
- Click **Close**.

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6. FORMATTING IN MS-WORD

Formatting is changing the appearance of text or page in a document.

- **Text Formatting** – Changes the appearance and arrangement of text.
- **Page Formatting** – Changes the appearance and layout of the page.

A. Text Formatting

Text formatting includes changing the **font, text appearance, paragraph arrangement, spacing, lists, and styles.**

1. **Fonts:** A **font** is the design or style of the text.

Changing Font Type

- Select the text.
- Click the **Home** tab.
- Go to the **Font** group.
- Click the **Font** dropdown.
- Select the font you want.

Changing Font Size

- Select the text.
- Click the **Home** tab.

- Go to the **Font** group.
- Click **Font Size**.
- Select the desired size.

Increasing Font Size

- Select the text.
- Click the **Home** tab.
 - Go to the **Font** group.
 - Click **Increase Font Size**. (A[^])

Shortcut: Ctrl + Shift + >

Decreasing Font Size

- Select the text.

- Click the **Home** tab.
- Go to the **Font** group
- Click **Decrease Font Size (A`)**.

Shortcut: Ctrl + Shift + <

2. Text Decoration: Text decoration changes the appearance of selected text.

I. Bold: Makes text **thicker and darker**.

- **Home → Font group → B**
- **Shortcut: Ctrl + B**

II. Italic: Makes text appear **slanted**.

- **Home → Font group → Italic**
- Shortcut: **Ctrl + I**

III. Underline: Places a line underneath the text.

- **Home → Font group → Underline**
- Shortcut: **Ctrl + U**

To choose different styles:

- Click the arrow beside **Underline**.
- Select the desired underline style.

Examples include:

- Single underline
- Double underline
- Dotted underline
- Dashed underline
- Wavy underline

IV. Strikethrough: Places a line through the middle of the text.

- **Home → Font group → Strikethrough**

V. Subscript: Places text slightly **below** the normal text line.

- **Home → Font group → Subscript**
- **Shortcut: Ctrl + =**
- Example: H₂O

VI. Superscript: Places text slightly **above** the normal text line.

- **Home → Font group → Superscript**
- **Shortcut: Ctrl + Shift + +**
- Example: X^2

VII. Text Effects: Adds effects such as **outline, shadow, reflection, and glow** to text.

- Select the text.
- Click **Text Effects and Typography**.
- Select the desired effect.

VIII. Text Highlight Color: Highlights text with a background color.

- Select the text.
- Click the **Home** tab
- Go to the **Font** group
- Click **Text Highlight Color**.
- Select a color.

IX. Font Color: Changes the color of the text.

- Select the text.
- Click the **Home** tab
- Go to the **Font** group.

- Click the arrow beside **Font Color**.
- Select a color.

X. Text Shading: Adds a background color behind selected text or a paragraph.

- Select the text or paragraph.
- Click the **Home** tab.
 - Go to the **Paragraph** group.
 - Click **Shading**.
 - Select a color.

XI. Change Text Case

Text Case changes the capitalization of selected text.

- Select the text.
- Click the **Home** tab.
- Go to the **Font** group.
- Click **Change Case**.
- Select the desired case.

Available options include:

- Sentence case
- lowercase
- UPPERCASE
- Capitalize Each Word

- tOGGLE cASE

3. Paragraph Alignment: Alignment controls the position of text between the left and right margins.

Home → Paragraph group → Alignment

Types of alignment:

- **Align Left** – Text starts from the left margin.
- **Center** – Text is placed in the center.
- **Align Right** – Text moves to the right margin.
- **Justify** – Text is aligned evenly on both sides.

Shortcuts

- **Ctrl + L** → Align Left
- **Ctrl + E** → Center
- **Ctrl + R** → Align Right
- **Ctrl + J** → Justify

4. **Bullets:** Bullets are used to create a list without numbering. Place the cursor where you want the list.

- Click the **Home** tab.
- Go to the **Paragraph** group.
- Click **Bullets**.
- Select a bullet style.
- Type your list.

5. Numbering

- Place the cursor where you want the list.
- Click the **Home** tab.
- Go to the **Paragraph** group.
- Click **Numbering**.
- Select a numbering style.
- Type your list.

6. **Multilevel List:** A multilevel list creates lists with different levels.

Example:

1. Computer
 - 1.1 Hardware
 - 1.2 Software

1. Click the **Home** tab
2. Go to the **Paragraph** group
3. Click **Multilevel List**.
4. Select a list style.
5. Type your list.
6. Use **Tab** to move to a lower level.
7. Use **Shift + Tab** to move back to a higher level.

7. **Line and Paragraph Spacing:** Spacing controls the amount of space between lines and paragraphs.

Line Spacing

- Select the paragraph.
- Click the **Home** tab.
- Go to the **Paragraph** group.
- Click **Line and Paragraph Spacing**.
- Select the desired spacing.

Paragraph Spacing

- Home → Paragraph group → Line and Paragraph Spacing
- Use **Add Space Before Paragraph** or **Add Space After Paragraph**.

8. Indentation: Indentation moves text away from the left or right margin.

Increase Indent

- Select the paragraph.
- Click on the **Home** tab.
- Go to the **Paragraph** group.
- Click **Increase Indent**.

Decrease Indent

- Select the paragraph.
- Click on the **Home** tab.
- Go to the **Paragraph** group.
- Click **Increase Indent**.

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Using the Tab Key

- Place the cursor at the beginning of the paragraph.
- Press **Tab** to create an indent.

9. Using the Space Bar: The **Space Bar** creates spaces between words.

- **Note:** Avoid using many spaces to move text across a page. Use **Tab, Indentation, or Alignment** instead.

10. Sorting Text: Sorting arranges text or lists in a specific order.

- Select the list or text.
- Click the **Home** tab.
- Go to the **Paragraph** group.
- Click **Sort**.
- Choose the sorting options.

- Click **OK**.

You can sort items in:

- **Ascending order (A–Z / 0–9)**
- **Descending order (Z–A / 9–0)**

11. Paragraph Marks: Paragraph marks show where a paragraph ends and where certain formatting marks occur.

- Click the **Home** tab.
- Go to the **Paragraph** group.
- Click **Show/Hide ¶**.

The ¶ symbol represents the end of a paragraph.

12. Clear Formatting: Clear Formatting removes formatting from selected text and returns it to the default text formatting.

- Select the formatted text.
- Click the **Home** tab.
- Go to the **Font** group.
- Click **Clear All Formatting**.

13. Styles: These are ready-made combinations of formatting that can be applied to text quickly.

Examples:

- Normal
- No Spacing
- Title

- Heading 1
- Heading 2
- Subtitle

Applying a Style

- Select the text.
 - Click the **Home** tab.
 - Go to the **Styles** group.
 - Select the style you want.

B. Page Formatting

Page formatting include: **Margins, Orientation, Page Size, Columns, Breaks, Line Numbers, Watermark, Page Color, Page Borders**

1. Margins: are the spaces around the edges of a page.

- Click the **Layout** tab.
- Go to the **Page Setup** group.
- Click **Margins**.
- Select the margin you want.

Common options include:

- Normal

- Narrow
- Moderate
- Wide

2. Orientation: changes the direction of the page.

There are two types:

- **Portrait** – Vertical page
 - **Landscape** – Horizontal page
-
- Click the **Layout** tab.
 - Go to the **Page Setup** group.
 - Click **Orientation**.
 - Select **Portrait** or **Landscape**.

3. Page Size: determines the size of the paper used for the document.

- Click the **Layout** tab.
- Go to the **Page Setup** group.
- Click **Size**.
- Select the required paper size.

Common paper sizes include:

- A4
- Letter
- Legal

4. Columns: divide text into two or more vertical sections on a page.

- Select the text if you want only part of the document in columns.
- Click the **Layout** tab.
- Go to the **Page Setup** group.
- Click **Columns**.
- Select the number of columns.

Options include:

- One
- Two
- Three
- Left
- Right
- More Columns

5. Breaks: are used to control where a new page, section, or column begins.

- Place the cursor where you want the break.
- Click the **Layout** tab.
- Go to the **Page Setup** group.
- Click **Breaks**.
- Select the type of break you need.

Common types include:

- Page Break
- Column Break
- Section Break

6. Line Numbers: add numbers beside the lines of text in a document.

- Click the **Layout** tab.
- Go to the **Page Setup** group.
- Click **Line Numbers**.
- Select the numbering option you want.

Options include:

- None
- Continuous
- Restart Each Page
- Restart Each Section
- Suppress for Current Paragraph

7. **Watermark:** is a light text or image that appears behind the main content of a document.

Examples:

- CONFIDENTIAL
- DRAFT
- SAMPLE

1. Click the **Design** tab.
2. Go to the **Page Background** group.
3. Click **Watermark**.
4. Select a watermark.

Creating a Custom Watermark

- Click the **Design** tab.
- Go to the **Page Background** group
- Click **Watermark**.
- Click **Custom Watermark**.
- Choose **Text watermark** or **Picture watermark**.
- Enter or select the required content.
- Click **Apply** or **OK**.

8. **Page Color:** is the color of the page.

- Click the **Design** tab.
- Go to the **Page Background** group.

- Click **Page Color**.
- Select the color you want.

9. Page Borders: is the line around the content of the page.

- Click the **Design** tab.
- Go to the **Page Background** group.
- Click **Page Borders**.
- Select the border style.
- Choose the **color** and **width** if needed.
- Click **OK**.

Border Options

- None

- Box
- Shadow
- 3-D
- Custom

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7. GRAPHIC, DRAWING AND TABLES

MS Word allows you to insert and work with **pictures, screenshots, shapes, SmartArt, charts, icons, 3D models, tables, and equations.**

These objects can be **inserted, formatted, resized, moved, and arranged** in a document.

A. Pictures

1. Inserting a Picture

- Click the **Insert** tab.
- Go to the **Illustrations** group.
- Click **Pictures**.

- Select where you want to get the picture from.
- Select the picture.
- Click **Insert**.

2. Formatting a Picture

After selecting a picture, the **Picture Format** tab appears.

You can use it to:

- Change the picture **size**
- Crop the picture
- Add picture styles
- Add borders
- Apply picture effects
- Change picture position

- Wrap text around the picture
- Rotate the picture

3. Resizing a Picture

- Click the picture.
- Move the pointer to a **corner handle**.
- Click and drag to make the picture larger or smaller.

B. Screenshot

A **Screenshot** allows you to capture an open window or part of your computer screen and

1. Open the window you want to capture.
2. Return to Word.
3. Click the **Insert** tab.
4. Go to the **Illustrations** group.
5. Click **Screenshot**.
6. Select the available window.

Screen Clipping

Insert → Illustrations group → Screenshot → Screen Clipping

Use this to select a specific part of the screen.

C. Shapes

Shapes are ready-made drawing objects such as **lines, arrows, rectangles, circles, and other shapes.**

1. Click the **Insert** tab.
2. Go to the **Illustrations** group.
3. Click **Shapes**.
4. Select a shape.
5. Click and drag on the document to draw it.

Formatting a Shape

Select the shape to display the **Shape Format** tab.

You can change:

- Shape Fill
- Shape Outline
- Shape Effects
- Shape Size
- Shape Position
- Shape Rotation

D. SmartArt

SmartArt is used to create visual diagrams for presenting information.

Examples include:

- Processes

- Lists
- Cycles
- Hierarchies
- Relationships

1. Click the **Insert** tab.
2. Go to the **Illustrations** group.
3. Click **SmartArt**.
4. Select a category.
5. Select a SmartArt design.
6. Click **OK**.
7. Enter your text.

E. Charts

Charts are used to present information visually using graphs.

Examples include:

- Column charts
- Bar charts
- Pie charts
- Line charts
 1. Click the **Insert** tab.
 2. Go to the **Illustrations** group.
 3. Click **Chart**.
 4. Select a chart type.
 5. Select a chart style.

6. Click **OK**.
7. Enter or edit the data in the spreadsheet that appears.

F. Icons

Icons are simple graphic symbols that can be added to a document.

1. Click the **Insert** tab.
2. Go to the **Illustrations** group.
3. Click **Icons**.
4. Search for an icon.
5. Select the icon.
6. Click **Insert**.

You can resize, move, and format the icon after inserting it.

G. 3D Models

3D Models allow you to insert three-dimensional objects into a document.

1. Click the **Insert** tab.
2. Go to the **Illustrations** group.
3. Click **3D Models**.
4. Select the source.
5. Choose a 3D model.
6. Click **Insert**.

You can **rotate, resize, and position** the model.

H. Tables

A **table** organizes information into **rows** and **columns**.

Method 1: Using the Table Grid

1. Click the **Insert** tab.
2. Go to the **Tables** group.
3. Click **Table**.
4. Move your mouse over the grid.
5. Select the number of rows and columns.
6. Click to insert the table.

Method 2: Using Insert Table

1. Click the **Insert** tab.
2. Go to the **Tables** group
3. Click **Table**.
4. Click **Insert Table**.
5. Enter the number of **columns**.
6. Enter the number of **rows**.
7. Click **OK**.

Method 3: Draw Table

1. Click the **Insert** tab.
2. Click **Table**.
3. Select **Draw Table**.

4. Click and drag to draw the table.
5. Draw the rows and columns.

Formatting a Table

Click inside the table to display the **Table Design** and **Layout** tabs.

Table Design

You can:

- Apply table styles
- Change shading
- Change borders
- Change border styles

Table Layout

You can:

- Insert rows
- Insert columns
- Delete rows or columns
- Adjust row height
- Adjust column width
- Merge cells
- Split cells
- Align text in cells

Resizing a Table

1. Click the table.

2. Move to the **bottom-right corner** of the table.
3. Drag the resize handle.

Adjust Column Width

- Place the mouse pointer on the border between columns.
- Click and drag left or right.

Adjust Row Height

- Place the mouse pointer on the border between rows.
- Click and drag up or down.

I. Equations

MS Word allows you to insert mathematical equations and formulas.

1. Click the **Insert** tab.
2. Go to the **Symbols** group.
3. Click **Equation**.
4. Select an equation or choose **Insert New Equation**.
5. Enter your equation.

You can use tools for:

- Fractions
- Scripts
- Radicals
- Integrals

- Symbols
- Brackets
- Mathematical operators

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8. SAVING AND PRINTING DOCUMENTS

After creating and formatting a document, you need to **save it**, check how it will appear when printed, and then print it

A. Saving a Document

There are two main saving options: Save and Save As

Save: Used to save a new document or save changes made to an existing document.

- **File → Save**
- **Shortcut: Ctrl + S**

Save As: used to save the document as a **new file**, with a different name, location, or file type.

- **File → Save As**
- Shortcut: **F12**

Example: If you already have: **Computer Training.docx** and want another copy called: **Computer Training Final.docx**, Use **Save As**.

B. Print Preview

Print Preview allows you to see how your document will look before printing.

Steps

1. Click **File**.
2. Click **Print**.
3. The **Print Preview** will be displayed.

Use the preview to check:

- Page arrangement
- Text and pictures
- Margins
- Page breaks

- Number of pages
- Overall appearance

You can move between pages using the **Previous Page** and **Next Page** controls.

C. Printing a Document

After checking the Print Preview:

1. Click **File**.
2. Click **Print**.
3. Select your **Printer**.
4. Choose the number of **Copies**.

5. Select the pages you want to print.
6. Check the Print Preview.
7. Click **Print**. **Shortcut:** Ctrl + P

Before Clicking Print - Make sure:

- The correct printer is selected.
- The correct number of copies is entered.
- The correct pages are selected.
- The document looks correct in Print Preview.

9. MS-WORD SHORTCUT KEYS

Shortcut keys are combinations of keyboard keys used to perform tasks quickly in Microsoft Word.

Function	Shortcut Key
Align Center	Ctrl + E
Align Left	Ctrl + L
Align Right	Ctrl + R
Apply Heading 1	Ctrl + Alt + 1

Apply Heading 2	Ctrl + Alt + 2
Apply Heading 3	Ctrl + Alt + 3
Bold	Ctrl + B
Change Case	Shift + F3
Close Document	Ctrl + W
Copy	Ctrl + C
Cut	Ctrl + X
Delete Word to the Left	Ctrl + Backspace

Delete Word to the Right	Ctrl + Delete
Decrease Font Size	Ctrl + Shift + <
Find	Ctrl + F
Font Dialog Box	Ctrl + D
Go to Beginning of Document	Ctrl + Home
Go to End of Document	Ctrl + End
Go to Previous Word	Ctrl + Left Arrow

Go to Next Word	Ctrl + Right Arrow
Hanging Indent	Ctrl + T
Increase Font Size	Ctrl + Shift + >
Insert Hyperlink	Ctrl + K
Insert Page Break	Ctrl + Enter
Insert Nonbreaking Space	Ctrl + Shift + Spacebar
Italic	Ctrl + I
Justify	Ctrl + J

Move to Previous Paragraph	Ctrl + Up Arrow
Move to Next Paragraph	Ctrl + Down Arrow
New Document	Ctrl + N
Open Document	Ctrl + O
Paste	Ctrl + V
Print	Ctrl + P
Redo / Repeat	Ctrl + Y
Save	Ctrl + S

Save As	F12
Select All	Ctrl + A
Select Previous Word	Ctrl + Shift + Left Arrow
Select Next Word	Ctrl + Shift + Right Arrow
Select to Beginning of Line	Shift + Home
Select to End of Line	Shift + End
Show/Hide Formatting Marks	Ctrl + Shift + 8

Single Line Spacing	Ctrl + 1
1.5 Line Spacing	Ctrl + 5
Double Line Spacing	Ctrl + 2
Subscript	Ctrl + =
Superscript	Ctrl + Shift + =
Underline	Ctrl + U
Undo	Ctrl + Z

More Useful Keyboard Shortcuts

Function	Shortcut Key
Apply Normal Style	Ctrl + Shift + N
Decrease Indent	Ctrl + Shift + M
Increase Indent	Ctrl + M
Insert Comment	Ctrl + Alt + M
Open Navigation Pane / Find	Ctrl + F
Open Thesaurus	Shift + F7

Repeat Last Action	F4
Refresh Fields	F9
Spelling & Grammar / Editor	F7
Switch Between Open Documents	Ctrl + F6
Update Table of Contents/Fields	F9

Function Keys

Key	Common Function in Word
F1	Help
F4	Repeat last action
F5	Go To
F7	Spelling & Grammar / Editor
F9	Update selected fields
F10	Activate KeyTips
F12	Save As

Selection Shortcuts

Shortcut	Function
Shift + Left Arrow	Select one character to the left
Shift + Right Arrow	Select one character to the right
Shift + Up Arrow	Extend selection upward
Shift + Down Arrow	Extend selection downward
Shift + Home	Select to beginning of line

Shift + End	Select to end of line
Ctrl + Shift + Left Arrow	Select previous word
Ctrl + Shift + Right Arrow	Select next word
Ctrl + A	Select entire document



ABOUT THE AUTHOR

I am Daniel Uchenna, an Information Technology educator, trainer, and entrepreneur dedicated to simplifying technology education for learners from all backgrounds.

As the Chief Executive Officer (C.E.O.) of Obintus Academy, I train students and professionals in Computer Appreciation, Microsoft Office Applications, Web Design, and other digital skills.

I studied Computer Science at the Federal University of Technology, Owerri (FUTO), Imo State, Nigeria, and have developed several educational

resources aimed at helping beginners acquire practical computer knowledge quickly and effectively.

I am the author of the *Sharp Guide Series*, which includes guides on Computer Appreciation, Microsoft Word, Excel, PowerPoint, HTML, CSS, and other technology-related subjects.

My mission is to empower individuals with the digital skills needed to succeed in today's technology-driven world.

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Thank you for reading *Sharp Guide to Microsoft Word*.

YOUR COMPLETE GUIDE TO MICROSOFT WORD.

Microsoft Word is one of the most widely used word-processing programs in the world. This book is designed to help you learn and master Microsoft Word step by step, even if you are a complete beginner. With simple explanations and practical examples, you will gain the skills to create, edit, format, and organize professional documents with confidence.

Whether you are a student, job seeker, professional, or simply curious about technology, this book will give you the knowledge and hands-on skills you need to work efficiently with Microsoft Word and boost your productivity.



WHAT YOU WILL LEARN

- ✓ Introduction to Microsoft Word and getting started
- ✓ Understanding the Word environment
- ✓ Typing, editing and formatting text
- ✓ Graphics, drawings, tables and equations
- ✓ Page formatting, saving and printing documents
- ✓ Microsoft Word shortcut keys and more

WHO THIS BOOK IS FOR



Students & Beginners
who are just starting
their tech journey.



Job Seekers
who want to improve
their computer skills
and job opportunities.



Professionals
who want to boost
productivity at work.



Anyone
who wants to build
a solid digital foundation.

KEY TOPICS INCLUDE



Introduction to
Microsoft Word



Getting Started with
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MS Word Environment



Typing and Editing



Text and Page Formatting



Graphics, Drawings and Tables



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