

*Employment and Productivity Training*

# Microsoft Word Beginners

## Course 201

Word screen, views, moving, selecting & editing

## Pre-requisites

You should have a certain number of skills already if you are going to progress further with any word processing program. You should know:

- a) How to start a program (Beginners 101),
- b) How to open and save a file (Beginners 102),
- c) How to move around the text in a document (Beginners 103), and
- d) How to make changes (edit) to text (Beginners 103),
- e) How to access and navigate around a website (Internet 105),

## Websites, Social Media and Online Digital Marketing Service

Get help to create, maintain, optimise your content marketing strategy for new and existing clients.  
Includes:



- Using WordPress to create and maintain landing pages and blogs.
- Create and manage social media profiles
- Generating relevant and interesting content
- Creating Pay-per-Click and Pay per impression ad campaigns
- Enter keywords, page descriptions and page titles to optimise your website for search engines like Google (SEO)
- Website analytics to measure where visitors are going, how many pages they visit and how long they stay at your site.
- Statistics to show you what your visitors are looking at

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## Marketing Academy

Learn how to do your own marketing using all the latest digital tools:



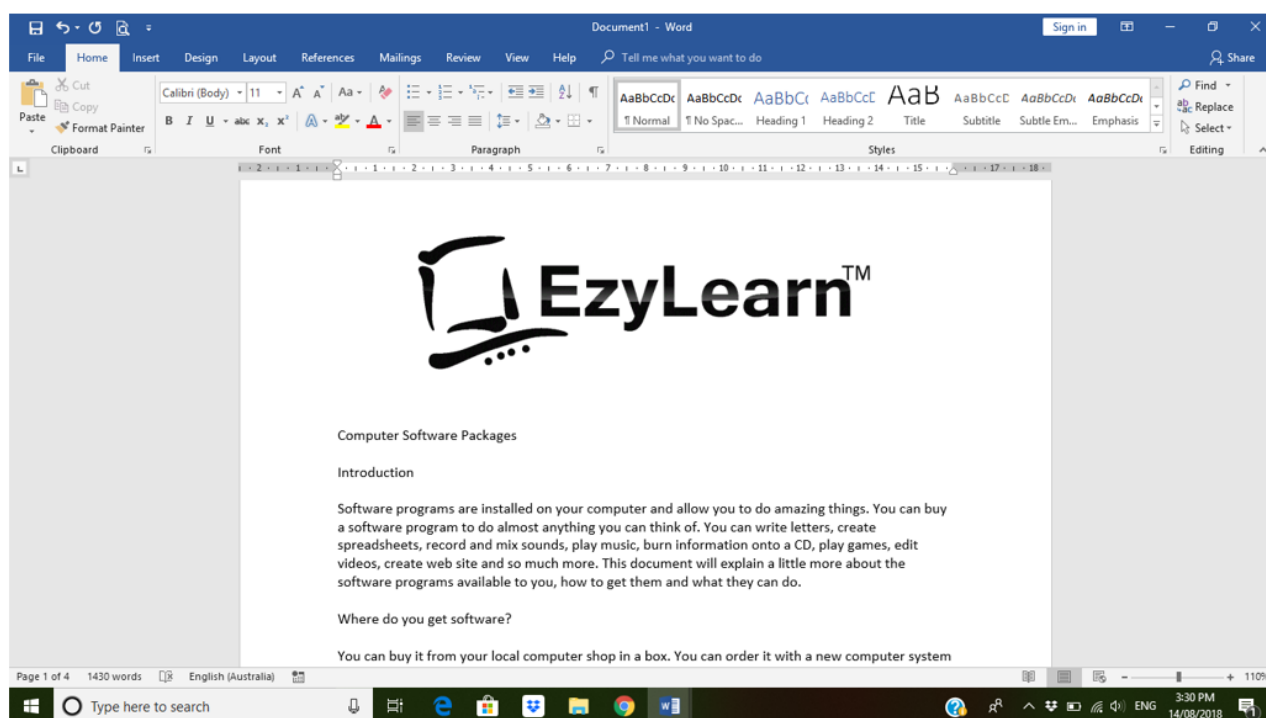
- Content Creation Strategies for Blog Posts & Micro Posts.
- How to use the leading website builder to manage your own website.
- How to distribute your marketing messages to a wider audience
- Making connections and starting conversations
- Retargeting / remarketing to stay front of mind
- Measuring your success and conversion rate optimisation

Visit [Marketing Academy](#) for more information.

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# The Word Screen



There are a lot of things to look at on the Word screen. There are buttons, rulers, scroll bars, task bar, toolbars and lots more.

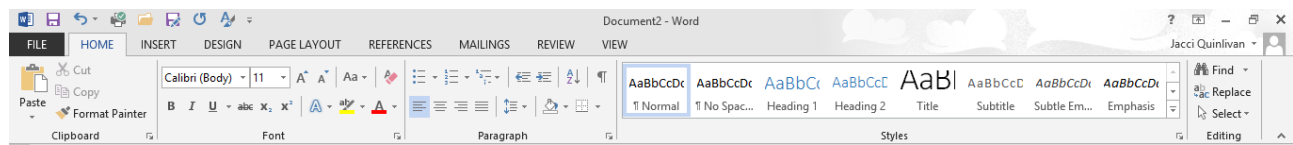
## Exercise: Get to know the Word screen

Below is a list of some things to notice on the screen. Put the corresponding number against each of them in the diagram above.

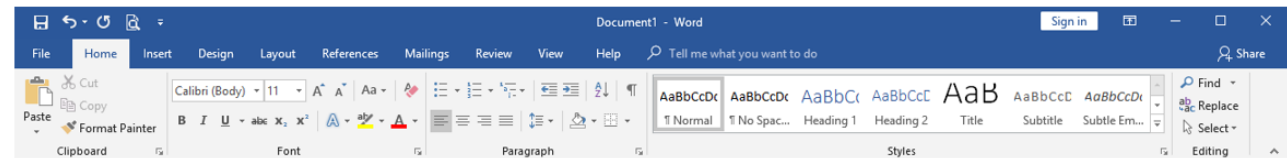
- |                          |                     |
|--------------------------|---------------------|
| 1 – Title Bar            | 7 – Ruler           |
| 2 – Menu Ribbon          | 8 – File name       |
| 3 – Minimise Word button | 9 – Toolbars        |
| 4 – Maximise Word button | 10 – Page indicator |
| 5 – Close Word button    | 11 – Text           |
| 6 – Status Bar           | 12 – Selection Bar  |

# The Menu System

## Ribbons



Microsoft Word 2013 Home Ribbon



Microsoft Word Home Ribbon

Microsoft Office programs come with a ribbon menu system. You can click on each of the words at the top of the screen to reveal a ribbon of menu options beneath. If you move your mouse over a button (and keep the mouse still) you will see that the computer tells you what that button does.

## Ribbon Sections

Each ribbon is divided into sections. For example, the Home ribbon contains Clipboard, Font, Paragraph, Styles etc. You can click on the small Expand button to the bottom right of each of these sections to see more detailed information about that Section.

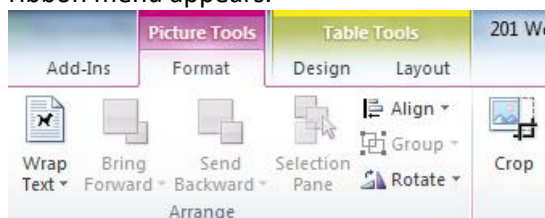
When you click on the Font section expand button, you see a dialog box just like in previous versions of Microsoft Office applications.



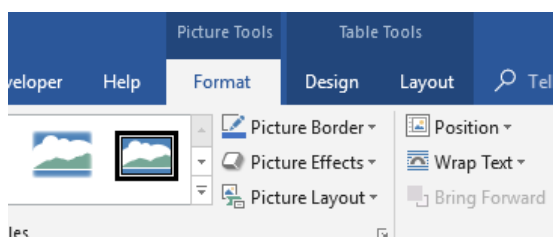
Ribbon section, Font Expand

## Extra Menus

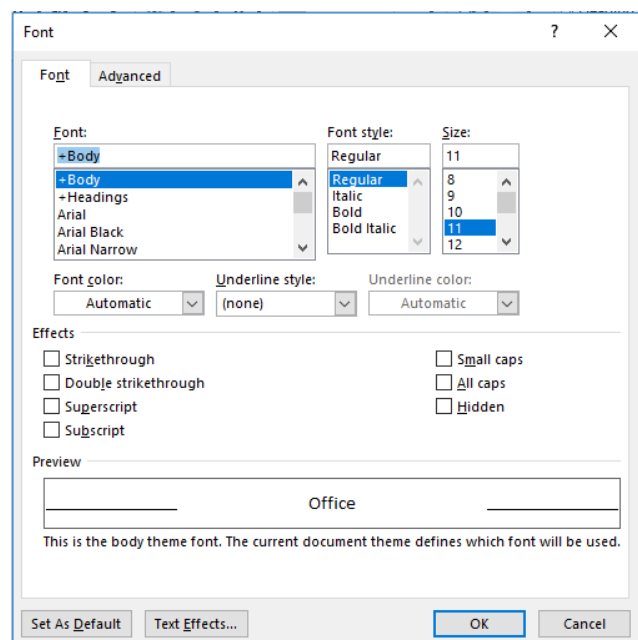
When an image or a table is selected, an extra ribbon menu appears.



Word 2013



Word

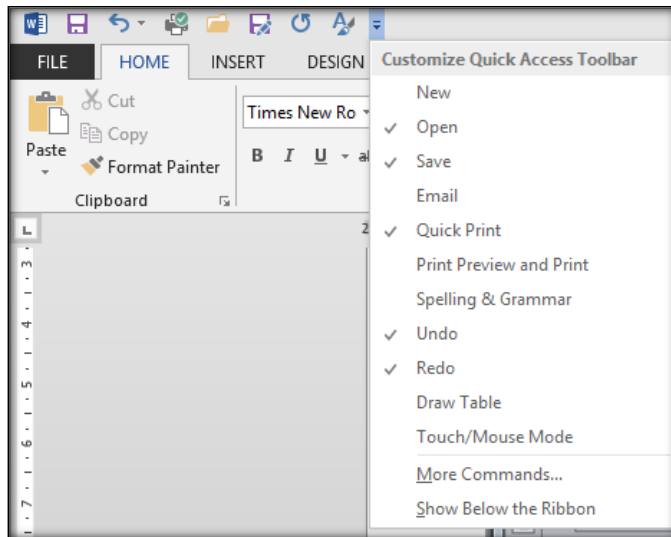


Font properties dialog box

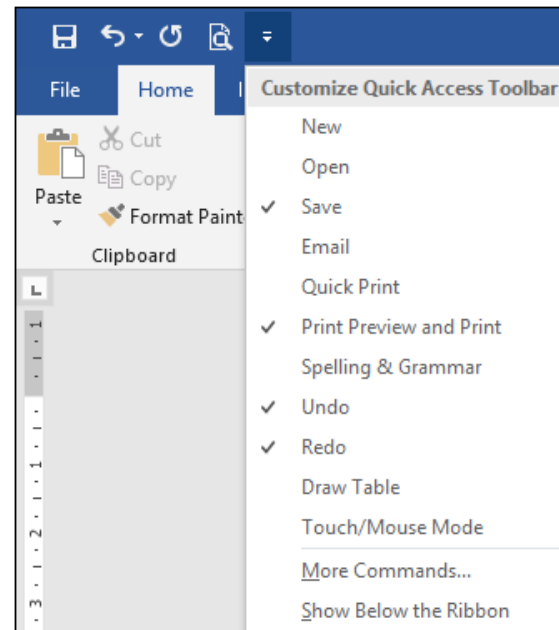
The images on the left show what the ribbon menu system looks like when an image within a table is selected. Two extra menus appear.

## Quick Commands

For common commands like Save, Print Preview and Print, there is a Quick Access toolbar at the top in the title bar. You can click the drop-down arrow at the right to reveal your choices and then click which ones you want to appear permanently. (This is called Customising your Quick Access Toolbar).



Word 2013 Quick Access Toolbar



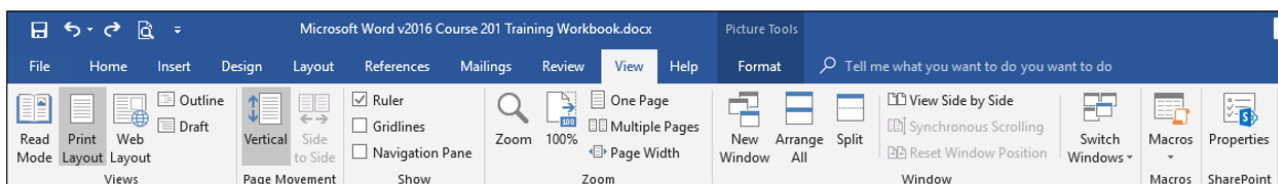
Word Quick Access Toolbar

## Exercise: Customise The Quick Access Toolbar

1. Select the Open command from the drop-down menu and notice the icon for Open is now added to the toolbar.
2. Next, select the Spelling and Grammar command.
3. Click the Show Below the Ribbon option and notice where the Quick Access Toolbar goes

## Exercise: Turn Show options on/off using View menu

1. Click on the View ribbon and notice the Show options  
Putting a tick in the box next to Ruler, Gridlines and Navigation Pane will show these items.



2. Check all three boxes. *Notice that as you check the box that option will show on the screen.*
3. Now uncheck all Show options to turn these items off.

## Exercise: Collapse the ribbon

1. Click on the little arrow to the bottom right on a ribbon.
2. Notice the ribbon is minimized and you have more space to view your Word document.
3. Right-click any of the tabs at the top of the page.
4. Deselect Collapse the Ribbon.

## Default Settings

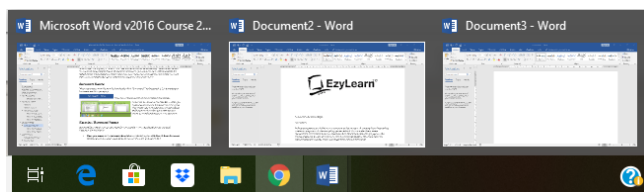
When you first launch Word, you can choose to start a new document or open an existing file. A new document is based on what is called the Normal Template (templates are covered more later) and has a default paper size (e.g. A4), a “default” text style and size and other default settings. When we say default, it is not a bad thing. Imagine if you had 2 printers attached to your computer. One of them would be the default printer. This is the printer that is most often used. If you wanted to use the other printer you could choose it from the print dialog box. Default is like saying the “automatic choice”.

## Document Names

When you create a New File, Word automatically calls it “Document 1” (or Document 2, 3, 4 depending on how many new files you open).



The name of the File and Program is located in the title bar.



Names are also shown in the Task Bar or when you hover your mouse over the Word icon. It is a good idea to save your work soon after you start typing and frequently thereafter, just in case you lose power or something happens to your computer.

## Exercise: Document Names

*You should have Word running and a blank document on the screen. You should also see the word Document 1 in the title bar.*

1. Move your mouse to the left most ribbon tab and click on File. Click New → Blank Document and now you have created a New Blank Document.
2. What does it say in the Title Bar? .....
3. What is the name on the new button in the Task bar? .....
4. Click the File tab, New > Blank Document again
5. What is the name of this file? .....
6. The button that looks like it is indented is the Active window. Look at the Title Bar and they will match.

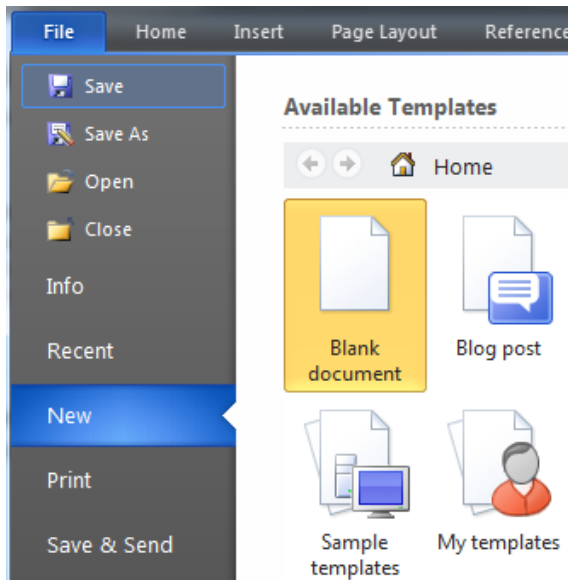
## Exercise: Closing programs using Right-click

1. Right-click on the button in the Taskbar that says Document 3 and from the shortcut menu that appears, click on Close Window.
2. Repeat step 1 with the button that says Document 2.

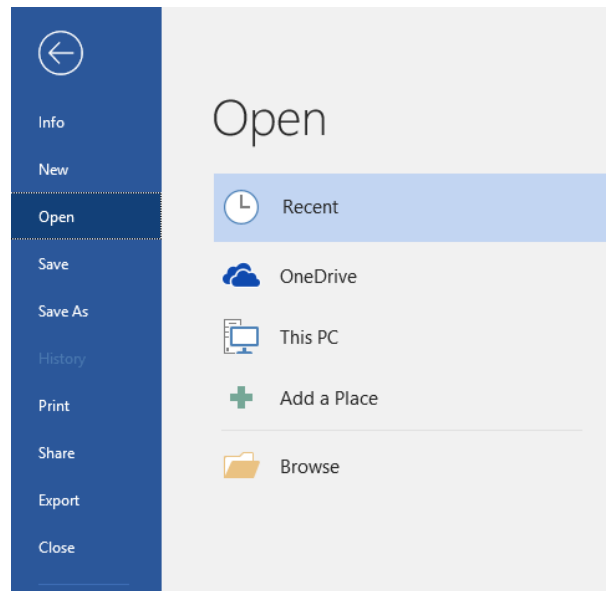
## Opening Files

If you have completed the Beginners Series, you'd know that there are several ways to activate the Open command. For example:

- Click on File, then choose Open from the menu list
- Use the Keyboard shortcut (Ctrl + O)



Microsoft Word 2013

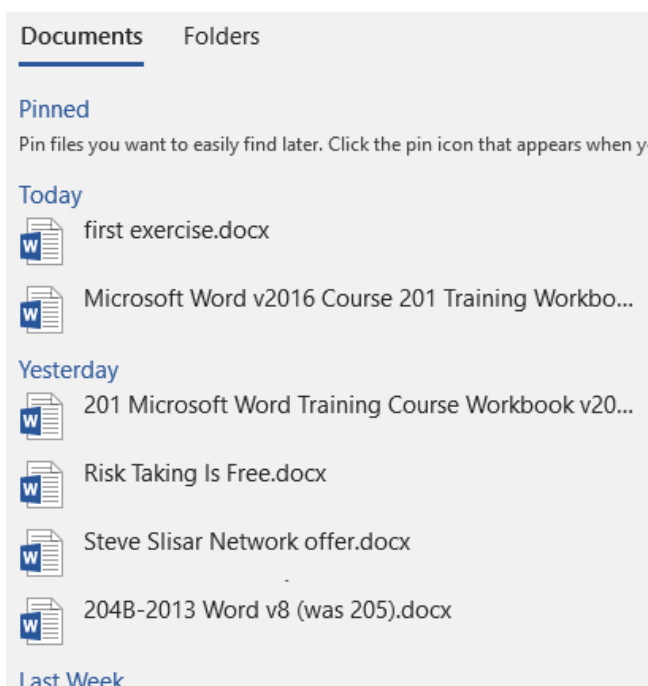


Microsoft Word

## Keyboard Shortcuts

For many commands in Microsoft Word that you will use regularly, there are keyboard shortcuts, like Ctrl+S. This means press and hold the Control button down and while it is down, press and release "s", then take your finger off the Control button. Doing this will Save your file.

## Recently used file list



- At the top of the Open command in the File menu list is a Recent option. This shows the most recently used files.
- They are listed in the order by which you most recently opened them from documents opened today, to yesterday, then last week and so on. (You can increase this to many more recent files).
- A pushpin icon appears when you hover your mouse on a recent item.
- Clicking on a pushpin will pin it to your recent list so it doesn't disappear as you work with more and more documents



## Exercise Files

Exercise files are included with most of our courses to provide you with documents that have already been created for you to look through and see how the Word tools are used. The exercise files are also included to give you a file to practise on without having to create one from scratch.

In this course, we've included a document that shows you various Word tools that you will learn when you go through all of our Microsoft Word courses (Beginners, Intermediate and Advanced).

## Where are files stored

You can access the Microsoft Word Beginners course 201 exercise files at our Learning Management System or from the site where we offer our free Microsoft Word Beginners Course demonstrations.

When you open these files they may be stored in your Temporary Files folder or Downloaded Files folder so it is ALWAYS a good idea to save each file in a place you are familiar with – for most people that is the My Documents folder on their hard drive.

## Exercise Files Included:

1. First exercise
2. Risk Taking Is Free
3. Content Marketing for Real Estate Agents

### *Real Estate Agent Case Study*

*Centred Heading (course 203) and italicised text (course 202)*

The purpose of this document is to show you the **various different tools** that are used in documents using Microsoft Word and we like to use real world scenarios to help students relate to our training materials. For this course our case study is SellingYourProperty.com.au, a lead generation website for property owners who want to sell their property and find a good agent - or even do it all themselves!

You'll notice spelling mistakes, grammatical errors and some features which are taught in our different Microsoft Word training courses.

*The above text needed to be highlighted (course 201) before formatting could be applied (course 202)*

#### **Many Real Estate Sales Agents run their own business**

*Heading has bold formatting and larger font formatting (course 202)*

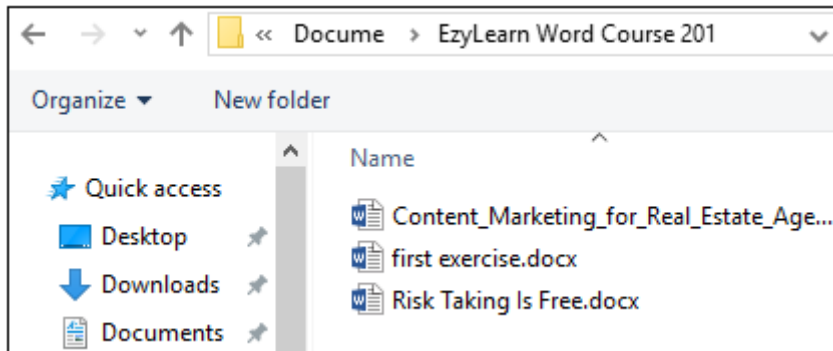
Websites are associated with businesses, but more and more businesses are independent contractors working from home or shared offices.

Examples of remote contractors are bookkeepers, website designers, virtual assistants and even real estate agents. All these people are spending time each day to build their own brand.

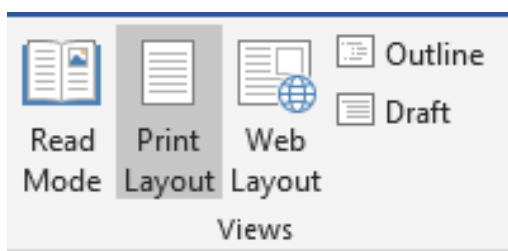
**It is important for these people to work on their brand because that is how they personally can get noticed by Google and other online indexing sites.**

## Exercise: Opening a file

1. Create a folder on your computer called EzyLearn Word Course 201
2. Download each exercise file and save it into your exercise files folder.
3. You should have Word running. Click on File, then click Open.
4. Click on Browse and navigate to your EzyLearn Word Course 201 folder
5. Double-click the **first exercise** file.

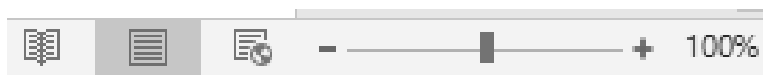


## View Icons



Click on the View ribbon to see the Document Views icons to see what they do.

- ◆ **Print Layout** view is the one we prefer working in.
- ◆ **Read Mode** allows you to view the document in full screen.
- ◆ **Web Layout** view is what your document would look like if you published it on the Internet.
- ◆ **Outline** view shows the structure of the headings in relation to each other. That's covered more in Styles (Level 3).
- ◆ **Draft** view allows a view to quickly edit text.



These buttons can also be found at the bottom-right of the Word screen. Here you can quickly the icons to change to a different view.

## Zoom



The **Zoom** slider is on the bottom right of your Word document. You can see the Zoom percentage to the left of the slider. You can click and drag the slider button in the middle to Zoom in/out, or press the plus/minus icons. You also have a few more Zoom options from the View ribbon.

Zoom only affects how close you look at your document. It has nothing to do with how large the document will be when you print it. Consider it like a magnifying glass.

## Exercise: Change between Views

1. Click on the View ribbon (menu bar). what is the current view?
2. Click on Draft. Notice that you can no longer see the edge of the white page
3. Click on the Print Layout icon.

## Exercise: Using Zoom

1. Open the file **first exercise** (if not already open) and click on the zoom slider.
2. Click the plus sign until you to get to 150%  
*Notice that you are much closer to the text. You now have to scroll to get to the left or right or up and down. This does not mean that the text is bigger when you actually print it*
3. Click on the minus sign to get to 50% Zoom  
*Notice this time it is like pushing the page further away from you so that you can get a better perspective of what it looks like*
4. Click on the Zoom percentage and in the window that opens, under Percentage type the number 83 and press Enter (keyboard). Notice that you can get exactly the zoom you want.
5. Click the Zoom percentage and from the window that opens, select Text Width  
*This is the largest you'll be able to see all your text on the screen without having to scroll left and right*
6. Click on the zoom drop down arrow and click on Page Width  
*This will give you the best idea of how your document will look when it is printed because you can see how large the margins are and where the text stops compared to the end of the page.*

## Moving around your document using the keyboard

There are several ways to move around a document. Most of us know about the mouse and scroll bars but there are some other ways of using the keyboard.

Which Keys to use	Result
→ & ←	Moves one character at a time
↑ & ↓	Moves one row at a time
Ctrl + Home	Beginning of a document
Ctrl + End	End of the document
F5, Ctrl + G, or Home (menu bar), Find, Go To	Brings up the Find and Replace dialog box
Page Down	Top of the next screen
Page Up	Top of the previous screen
Home	Beginning of a line
End	End of a line
Ctrl + →, Ctrl + ←	Right or left one word
Ctrl + ↑, Ctrl + ↓	Up or down one paragraph
Ctrl + Page Up, Ctrl + Page Down	Up or down one page (top of page)

### SPECIAL NOTE:

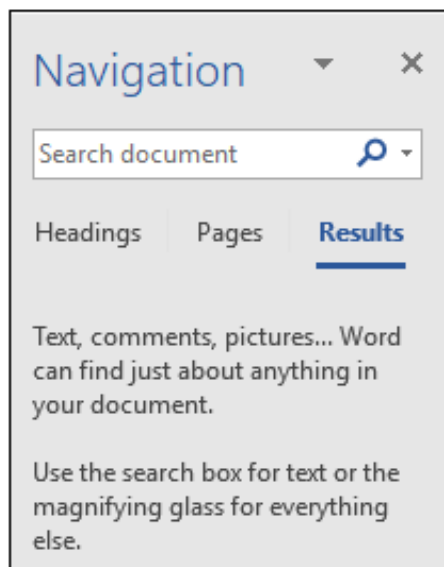
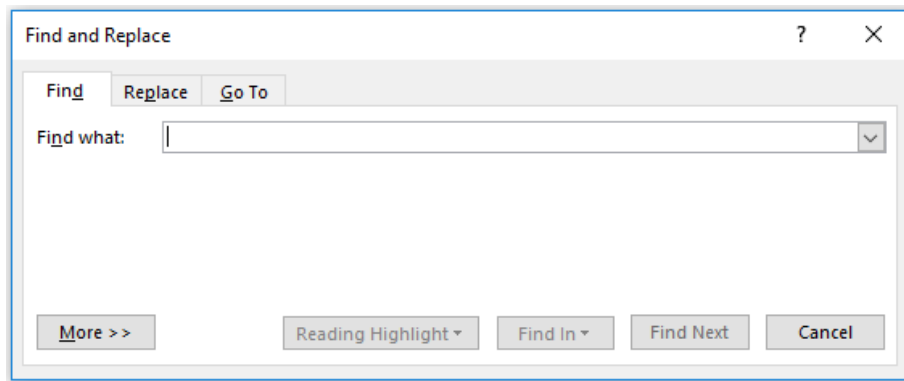
Remember when you see Ctrl + →, the + means that you keep your Ctrl key pressed down while you press and release the second button. The other example we used earlier was Ctrl + O as a quick way to activate the Open command.

### Exercise: Using the keyboard to move around text

1. Open the file **first exercise** if it is not already open
2. Move to the end of the document by pressing Ctrl + End
3. Move to the beginning of the document by pressing Ctrl + Home
4. Move to the 3<sup>rd</sup> page by pressing Ctrl + Page Down two times
5. Move back to page 2 by pressing Ctrl + Page Up
6. Move to the title "Microsoft Excel" in the current page by pressing Ctrl + ↓ as many times as you need to
7. Move to the end of the current line, by pressing the End key
8. Move back to the beginning of the line by pressing Home
9. Move to the beginning of the word Excel by pressing Ctrl + →
10. Move to the beginning of the document by pressing Page Up several times
11. Press the → key 5 times
12. Press the Home key to get back to the beginning of the line
13. Keep the file open for the next exercise. Well done!

## Find and Replace dialog box

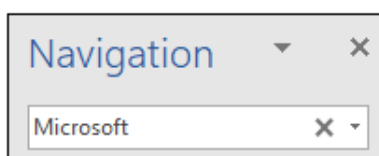
Notice that some of the shortcuts we talked about activate the Find and Replace dialog box with different tabs.



Another way to search a document is by clicking on the Find command in the Home ribbon, or pressing Ctrl + F to open up the Navigation panel on the left.

### TASK: Find and Replace text

1. Use the Find command in the Navigation panel to see how many times the word “Microsoft” appears in the document **first exercise**



2. Replace the word Microsoft with MS
3. Close the Find & Replace dialog box and use the up and down arrows to look at each occurrence of the word MS.

## Selecting (or highlighting) Text

Now that you know how to move around a document we will cover selecting text. You need to select text if you want to:

1. **make changes to it**
2. move it somewhere or
3. *change the way it looks (formatting).*

Like most things on the computer, you can select text using your keyboard and/or your mouse.

### Using the Mouse

It is important to know that there is a selection bar in Word that can be used (and is often used by mistake) when highlighting text. It is the area in the document to the left of the left margin. (We pointed it out when we had a look at the different parts of the screen).

Mouse Action	Result
Double-click on a word	Highlights that word
Triple-click on a word	Highlights that paragraph
Click and Drag along selected words.	Highlights the words chosen
Ctrl + Click	Highlights that sentence
Click at the beginning of a block of text and press Shift (hold it down) and then click at the end of the block of text.	Highlights from where you clicked first to where you clicked last.
Click on Edit of the Home ribbon, Select, then Select All	Highlights all the text in the document
Click in the selection bar	Highlights the text in one line
Double-click in the selection bar	Highlights that paragraph
Triple-click in the selection bar	Highlights all text in the document

❖ After highlighting, click anywhere in the document and the highlighting will go away.

### Using the Keyboard

Here are some keyboard shortcuts you can use to highlight text.

Which Keys to use	Result
Shift + → or ←	Highlights one character to the left or right
Shift + ↓ or ↑	Highlights one line down or up
Ctrl + Shift + → or ←	One word to the right or left
Shift + End	From text cursor to the end of the line
Shift + Home	From text cursor to beginning of the line
Ctrl + Shift + ↓ or ↑	Selects a paragraph up or down
Ctrl + Shift + Home	Selects to beginning of document
Ctrl + Shift + End	Selects to end of document
Ctrl + A	Selects entire document

❖ If text is highlighted and you start typing, the highlighted text will disappear. The easiest way to fix the problem is to use **UNDO** on the Quick Access toolbar.

## Exercise: Highlight text using mouse & keyboard

You should have the **first exercise** file on the screen. Notice that when your mouse is over text it becomes an I-beam.

1. Double-click the word "Computer" to select it
2. Click on any text that is not highlighted and notice that the word computer is no longer highlighted
3. Move your mouse cursor at the beginning of the word "installed" and click and drag your mouse over the words "installed on your computer"
4. Click in an area where no text is highlighted to un-highlight the text and this time move your mouse to the middle of the word "installed" and click and drag to the middle of the word "computer". Notice that the same text was highlighted?
5. Click in any other line of that paragraph
6. Press the Ctrl key and hold it down and then click on the word "record" (halfway down the paragraph). Notice that the entire "sentence" was highlighted
7. Click in a blank part of the screen to un-highlight the text
8. Press Ctrl + A and all the text in your entire document is highlighted.

## Exercise: Highlight text using the selection bar

Notice that if you move your mouse to the left of the left margin your mouse cursor changes to an arrow pointing in.

1. Move your mouse (in the selection bar) to the left of the word Software in the first large paragraph and click once. What does it do?.....
2. Double-click (in the selection bar) and the entire paragraph will highlight
3. Click and drag (in the selection bar) to select more than one paragraph
4. Triple-click (in the selection bar) and the entire document will be selected
5. Click anywhere to un-highlight the text.

## Exercise: Highlighting text using the shift key

1. Click your text cursor to the left of the heading "Where do you get software"
2. Press and Hold the Shift key down and while it is down press and release the End key  
*This will highlight to the end of that line*
3. Press the down arrow twice to get to the beginning of the paragraph beneath this heading. You may need to press the Home key to get to the beginning of the line
4. Press and hold the shift key and press and release the right-arrow key 7 times  
*Notice that this highlights one character at a time?*
5. Press the right-arrow key and no more text is highlighted
6. Press Ctrl + → to move to the right one word at a time. Get to the beginning of the word "local"
7. Press and hold the Ctrl and Shift Key down and while they are down press the → key three times  
*Notice that it highlights one word at a time? You should have three words highlighted. Highlighting text always depends on where your text cursor is.*

## Exercise: Drag & Drop

1. In the file **first exercise**, double-click the word Computer (in the heading)
2. Move your mouse to the middle of the word (notice your mouse is an arrow?)
3. Click and Drag (while your mouse is an arrow) until your mouse is between the words Software & Packages. You will see a small vertical line when you are between the words. Release the mouse.
4. See how you moved the word Computer. That's drag and drop.



## Editing Text

### Deleting Text

There are two keys that take text away. Delete and Backspace. There are some other methods:

Action	Result
Ctrl + Backspace	Deletes the word to the left of your text cursor
Ctrl + Delete	Deletes the word to the right of your text cursor
Highlight some text and press Delete	Deletes the text you have highlighted

### Inserting Text

If you want to add some text between two words all you have to do is

- a) position your text cursor in between the two words and
- b) start typing what you want to type.

The text to the right will automatically be pushed along (unless the Insert button has been turned on). Don't forget to press the Space Bar when spaces are needed.

### Overtyping Text

When the word processor is in Overtyping mode, existing text will be replaced as you type, rather than be pushed along to the right.

To turn this feature on, first ensure that it is displayed on the status bar. This can be done by right-clicking on the status bar and selecting Overtyping on the menu that appears. When this is done, there should be tick next to Overtyping and the status bar should show Insert. To use Overtyping, press the Insert key and it should now read Overtyping. Insert is a toggle switch; Overtyping is now turned on. Press it again and the feature is turned off. Always make sure that it is turned off when you have finished with it.

You will see these following in the status bar:

**Insert** Overtyping is turned off      **Overtyping** Overtyping is turned on

### Exercise: Editing text

1. Open (click File in the menu bar) the file called **first exercise** if not already opened
2. Look at the first line in the third paragraph (which starts with, Software programs are installed...) and you'll see the word "computer"
3. Move your text cursor to the beginning of the word computer
4. Press the Delete key until the word computer is deleted and type in PC
5. In the fifth paragraph (which starts "You can buy it from...") you'll see the words a box. Highlight these words using click and drag and replace it with the words retail packaging. (After the text is highlighted you can simply start typing)
6. Move your text cursor (not just your mouse cursor) to the blank line above the heading The End and press Enter
7. Type the following sentence:

**A popular web site for downloading software programs is [www.download.com](http://www.download.com) This is a web site where you can search for programs and download them to trial for free.**

8. Press Enter that you have a line beneath it.

### Exercise: Deleting a line

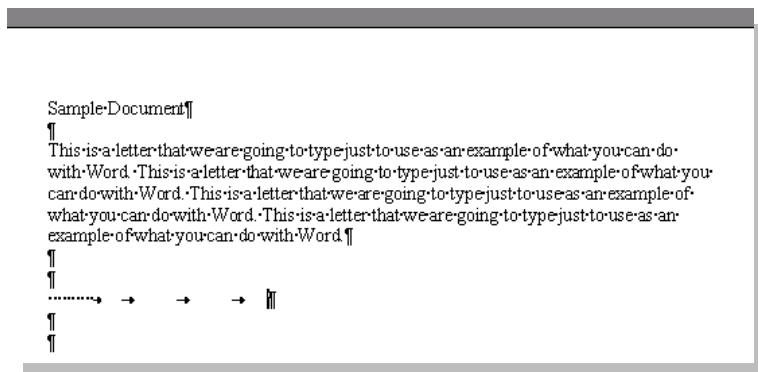
1. Position your text cursor in the blank line between the heading "Where you get software" and the paragraph beneath it and press the delete key (keyboard). This deletes the Enter in that line and you don't have a gap between the heading and the paragraph now
2. Close the file; do not save the changes and leave Word running.

## Non-Printing Characters / Show Hide Button



The Show/Hide button in the Standard Toolbar, when clicked, shows you all non-printing characters and formatting.

There are some keys on the keyboard that will put a character in your Word document but it won't print out. The most obvious examples of this are: Space Bar, Enter Key, and Tab Key. Less obvious commands include Page Breaks and Section Breaks and Picture Anchors.



The Show/Hide button is turned on in this diagram and you can see where the space bar, enter and tab keys have been pressed in the document. If the Show/Hide button was off, you wouldn't see anything after the actual text.

Many people press Enter to go all the way to the bottom of the page when they first use a Word Processor. They want to see what happens. After they have done this,

they move back up to the top of the page using the

- arrow keys or
- mouse wheel or
- scroll bar and then

start typing their letter. What they don't realise is that although they can't see the "Enters" they have placed on the page, the computer thinks that they need to be printed. This is the biggest cause of a blank piece of paper printing at the end of a document. The "Enters" end up making the document go onto page. Remember that each non-printing characters is just like any other letter or number; it can be created as well as **deleted**.

### Exercise: Non-printing characters

1. Open the file called **Risk Taking is Free**
2. Go to the end of the document by pressing Ctrl + End
3. Press the Enter key 15 times. What happened? .....
4. How many pages are there in this document now? (Look at the status bar) .....
5. Press the Tab key 5 times and the space bar 10 times
6. Click the Show/Hide button and notice what happens
7. Press the Backspace key until you only have one page
8. Close the file. Don't save changes, but leave Word running.

### Highlighting carriage returns

Remember, when you highlight a paragraph of text, you highlighted the carriage return (the enter at the end of the line).

### Keys which do not put a character on the screen

These keys move you around text which you have already put on the screen. They do not alter what you have typed.

- Arrow Keys, Home, End, Page Up, Page Down

## Task: Learning more about Microsoft Word Tools

Open the file **Content Marketing for Real Estate Agents 2023** and click on every area of text of image that has a description in green beneath it and see if you can see the ribbons change or various areas of a ribbon change to reflect the formatting used in that area.

Here are some examples:

1. Click an image to see the Image ribbon header appear
2. Double-click in the header to see the header and footer options
3. Click on a hyperlink and see what happens
4. Delete the red text and make sure there is still a blank line where the red text was

### Real Estate Agent Case Study

*Centred Heading (course 203) and italicised text (course 202)*

The purpose of this document is to show you the **various different tools** that are used in documents using Microsoft Word and we like to use real world scenarios to help students relate to our training materials. For this course our case study is [SellingYourProperty.com.au](http://SellingYourProperty.com.au), a lead generation website for property owners who want to sell their property and find a good agent - or even do it all themselves!

You'll notice spelling mistakes, grammatical errors and some features which are taught in our different Microsoft Word training courses.

*The above text needed to be highlighted (course 201) before formatting could be applied (course 202)*

#### Many Real Estate Sales Agents run their own business

*Heading has bold formatting and larger font formatting (course 202)*

Websites are associated with businesses, but more and more businesses are independent contractors working from home or shared offices.

Examples of remote contractors are bookkeepers, website designers, virtual assistants and even real estate agents. All these people are spending time each day to build their own brand.

**It is important for these people to work on their brand because that is how they personally can get noticed by Google and other online indexing sites.**

## Work from home

Are you a good writer and want to run your own business working from home writing for real estate agents in your area (or even around the country)? Contact our StartUp Academy and begin the journey to a worthwhile business with the freedom of working from home?

[Click here](#)

**123 ezy**

*Logo inserted in header and replicated on each page (Word Course 205 and 206)*

### Earn money writing from home for local or remote real estate sales agents

The Internet and Google has made now the right time for people to run their own business from home writing relevant and targeted content (words) for people like real estate agents who need to demonstrate their capabilities and establish and build their own brands at their own websites.

When real estate agents build credibility they become an automatic choice for property owners to become willing vendors to list their properties for sale with these agents.

If you are interested or know someone who would be ideal for this work, get them to [visit this link](#) begin the journey.



## **What next**

You now understand how to turn selected tools on and off, how to work with text to select (highlight), edit and delete characters (including Non-printing characters) and how to see the different characters that are entered using the keyboard, but not necessarily shown on your screen (show/hide button).

### ***Word 202***

The next logical step is to understand more about the formatting options that are available to you in Microsoft Word. You'll learn how to work with the Spell Checker, how to apply font formatting, and use keyboard shortcuts to perform your tasks much quicker and look very knowledgeable in front of your peers.

You'll also learn that there are several ways to get the job done, toolbars, menu bar options, keyboard "shortcut" options, right-clicking and other options.

You'll learn about Cut, Copy and Paste, and more advanced examples of these features like Collect and Paste and how to change your page printing options.

### ***Excel 301***

If you want to learn about two of the most popular Microsoft "Desktop" application programs at the same time, you may want to take a look at Excel basics. There are many similarities between the software programs but they perform completely separate tasks.

Excel 301 is the first of several courses in Microsoft Excel, the spreadsheet program from Microsoft.

**Word Shortcut Index**

<b>Key</b>	<b>Result</b>
CTRL + SHIFT + A	Converts the selected text to all capital letters or all lower-case letters
CTRL + D	Displays the Font dialog box
CTRL + SHIFT + G	Displays the Word Count dialog box
CTRL+ SHIFT + S	Displays the Apply Styles task pane
ALT + R	Displays the Review ribbon
CTRL + SHIFT + L	Applies Bullets
CTRL + SHIFT + F5	Bookmark
CTRL + B	Bold Text
CTRL + I	Italic Text
CTRL + U	Underline Text
CTRL + PAGE DOWN	Browse Next
CTRL + E	Center a paragraph
CTRL + SHIFT + ENTER	Column Break
CTRL + SHIFT + C	Copy Formatting
ALT + CTRL + S	Splits the Document
CTRL + END	End of Document
END	End of line
SHIFT + F5 or ALT + CTRL + Z	Go Back to previous state
CTRL + SHIFT + >	Increase Font
CTRL + SHIFT + <	Increase Font
CTRL+]	Increase Font one point
CTRL+[	Decrease Font one point
CTRL + K	Hyperlink
CTRL + M	Indentation
CTRL + SHIFT + M	Unindent
CTRL + J	Justifies Paragraph
ALT + F8	Inserts Macros
ALT + SHIFT + K	Mail Merge Check
F10	Menu Mode
CTRL + H	Replace
CTRL + P	Print
F12	Save As
CTRL + SHIFT + K	Small Caps
SHIFT + F7	Thesaurus