

## Chapter 9

# Up and Running with Word Web App

### *In This Chapter*

- ▶ Creating a new document
- ▶ Looking at the differences between Word Web App and Word 2010
- ▶ Exploring the Word Web App screen
- ▶ Navigating in a document
- ▶ Getting a different view of your work

**E**lsewhere in this book, I lament how the Office Web Apps aren't nearly as useful as their namesakes in Office 2010. I'm sorry to report that Word Web App, of all the Office Web Apps, has the most shortcomings. If you have even a brushing acquaintance with Word 2010 (or earlier editions of Word), you will be disappointed by Word Web App. I thought of calling this chapter "Word Web App: Making the Best of It."

To make the best of it, this chapter introduces you to Word Web App, examines the differences between it and Word 2010, and takes you on a tour of the Word Web App screen. You also find out how to switch between Editing and Reading View. (Tools that Word Web App has in common with the other Office Web Apps are described in Chapter 4.)

## *Creating Documents with Word Web App*

Chapter 2 describes how to create new files with Word Web App and the other Office Web Apps. It also describes how to open and close files. For readers who don't care to make the long, arduous journey to Chapter 2, here are short, to-the-point instructions for creating a document with Word Web App:

1. Click the **New** link and choose **Word Document** on the drop-down list.

The New Microsoft Word Document window opens.

2. Enter a name for your document.

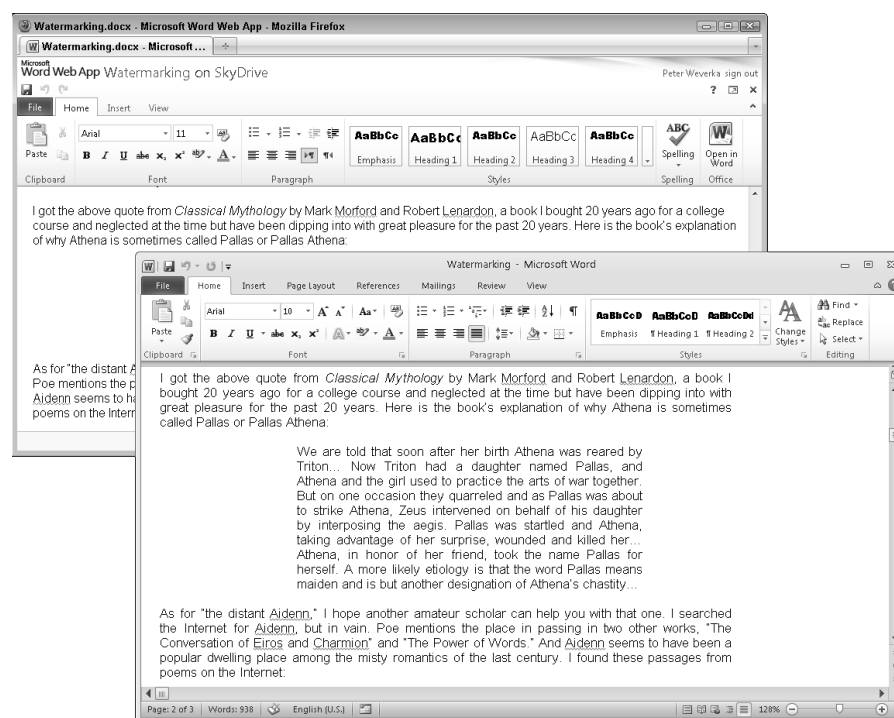
3. Click the **Save** button.

A pristine, new document opens just for you.

## Comparing Word Web App to Word 2010

Word Web App doesn't offer anywhere near the number of features as Word 2010, as a glance at Figure 9-1 shows. In the figure, you can see the same document in Word Web App (top) and Word 2010 (bottom). Notice that Word Web App offers a mere four tabs on its Ribbon, whereas Word 2010 offers eight.

So that you know what you're missing, Table 9-1 lists features in Word 2010 that aren't available in Word Web App. Except by clicking the **Open In Word** button in Word Web App and opening your document in Word 2010, you can't use any of the features listed in Table 9-1 to edit a Word document.



**Figure 9-1:**  
Word Web  
App (top)  
and Word  
2010  
(bottom).

**Table 9-1 Word 2010 Features Not Available in Word Web App**

<i>Feature</i>	<i>Description</i>
<b>Home tab</b>	
Line Spacing	Change the amount of space between lines of text
Sort	Sort lists in alphabetical or numeric order
Show/Hide	Display hidden formatting symbols
Replace	Find words or phrases and replace them with other words or phrases
Selection Pane	Select items in the Selection and Visibility pane
<b>Insert tab</b>	
Pages	Create cover, blank pages, and page breaks
Shapes	Draw lines, arrows, rectangles, ovals, and other shapes
SmartArt	Create diagrams
Charts	Create a chart for displaying data
Screenshot	Take a picture of a screen or a portion of a screen
Bookmark	Mark parts of a document with bookmarks
Cross-reference	Create cross-references to headings, pages, and text
Headers and Footers	Create header and footer text for pages
Page Number	Number the pages in documents
Text Box	Draw a text box for framing text
Quick Parts	Enter document properties, fields, and building-block text
WordArt	Display a WordArt image on a page
Drop Cap	Create a drop capital letter
Date & Time	Enter the current date and time
Object	Create OLE links
Equation	Draw an equation with the Equation Editor tools
Symbol	Enter a symbol or foreign character in text
<b>Page Layout</b>	
Themes	Choose an all-encompassing look for a document
Page Setup	Establish the margin size, page size, and page orientation
Breaks	Insert page breaks
Line Numbers	Number the lines on the page
Hyphenation	Hyphenate words
Page Background	Create watermarks, choose background colors for pages, and put borders on pages

*(continued)*

**Table 9-1 (continued)**

<b>Feature</b>	<b>Description</b>
<b>Page Layout</b>	
Paragraph	Indent and determine the space between paragraphs
Arrange	Position, wrap, align, group, and rotate objects
<b>References</b>	
Table of Contents	Create a table of contents
Footnotes	Insert footnotes
Citations & Bibliography	Create a bibliography
Captions	Caption figures and other objects
Index	Create an index
Table of Authorities	Mark citations for tables
<b>Mailings</b>	
Envelopes and Labels	Print addresses on envelopes and labels
Mail Merge	Print addresses and greetings for mass mailings on documents, envelopes, and labels
<b>Review and Edit</b>	
Research	Use the Research task pane services — the dictionaries, thesauruses, and search engines
Thesaurus	Find a synonym for a word
Translate	Translate text from one language to another
Word Count	Count the words in a document or text selection
Comments*	Enter comments in text
Tracking	Track editorial changes to documents
Changes	Accept and reject editorial changes
Compare	Examine and compare edits made by different people to the same document
Protect document	Prevent edits from being made
<b>View</b>	
Web Layout view	See how a document looks in a Web browser
Outline view	See headings only
Show/Hide	Display and hide the ruler, gridlines, and document map
Window	Open secondary windows or split the screen as you work on a presentation
Macros	Record and play macros

*\* Comments don't appear in Word Web App under any circumstances, even if the comments were created first in Word 2010.*

## Introducing the Word Web App Screen

Figure 9-2 shows you the different parts of the Word Web App screen. Here are descriptions of these screen parts:

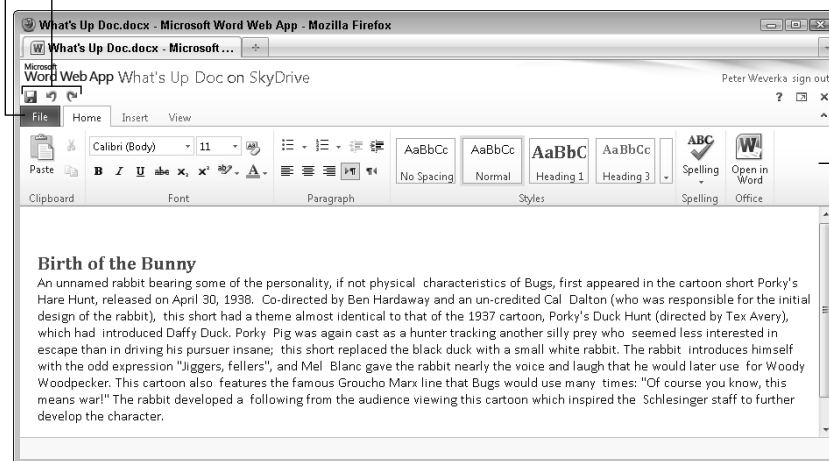
- ✓ **Quick Access toolbar:** This toolbar offers the Save, Undo, and Redo buttons. Wherever you go in Word Web App, you see the Quick Access toolbar. Word Web App is the only Office Web App that has a Save button and requires you to click the Save button to save your work.
- ✓ **File tab:** Go to the File tab to take care of file-management tasks.
- ✓ **The Ribbon:** Select a tab on the Ribbon — Home, Insert, View — to undertake a new task.
- ✓ **Scroll bars:** The scroll bars help you get from place to place in a document.

File

File tab

Quick Access toolbar

The Ribbon



**Figure 9-2:**  
The Word  
Web App  
screen.

## Getting Around in Documents

To get from place to place in a document, use the scrollbars, turn the mouse wheel (if your mouse has a mouse wheel), or press these keyboard shortcuts:

**Key to Press**

PgUp

PgDn

Ctrl+Home

Ctrl+End

**Where It Takes You**

Up the length of one screen

Down the length of one screen

To the top of the document

To the bottom of the document

## Changing Views

On the View tab, Word Web App offers two views, one for editing and one for seeing a document with all its data intact, including images, tables, charts, and the like. Figure 9-3 demonstrates the differences between the two views. Switch views early and often as you work on your document to see how it is shaping up:



**Figure 9-3:**  
Change  
views on  
the View  
tab: Editing  
View (left)  
and Reading  
View (right).



✓ **Editing View:** Click the Editing View button (or the Edit in Browser button if you're starting in Reading View). The Ribbon appears and you can make edits. Vector graphics such as drawings and shapes don't appear but are instead indicated by placeholders — that is, by words enclosed by brackets, such as [Drawing] or [Shape].



✓ **Reading View:** Click the Reading View button to proofread your document. The document appears as it looks when printed; you see drawings, pictures, and objects as well as the text. The Ribbon doesn't appear and you can't make any edits. To return to Editing View, click the Edit in Browser button.

