

Introduction to MS Word and Word Processing

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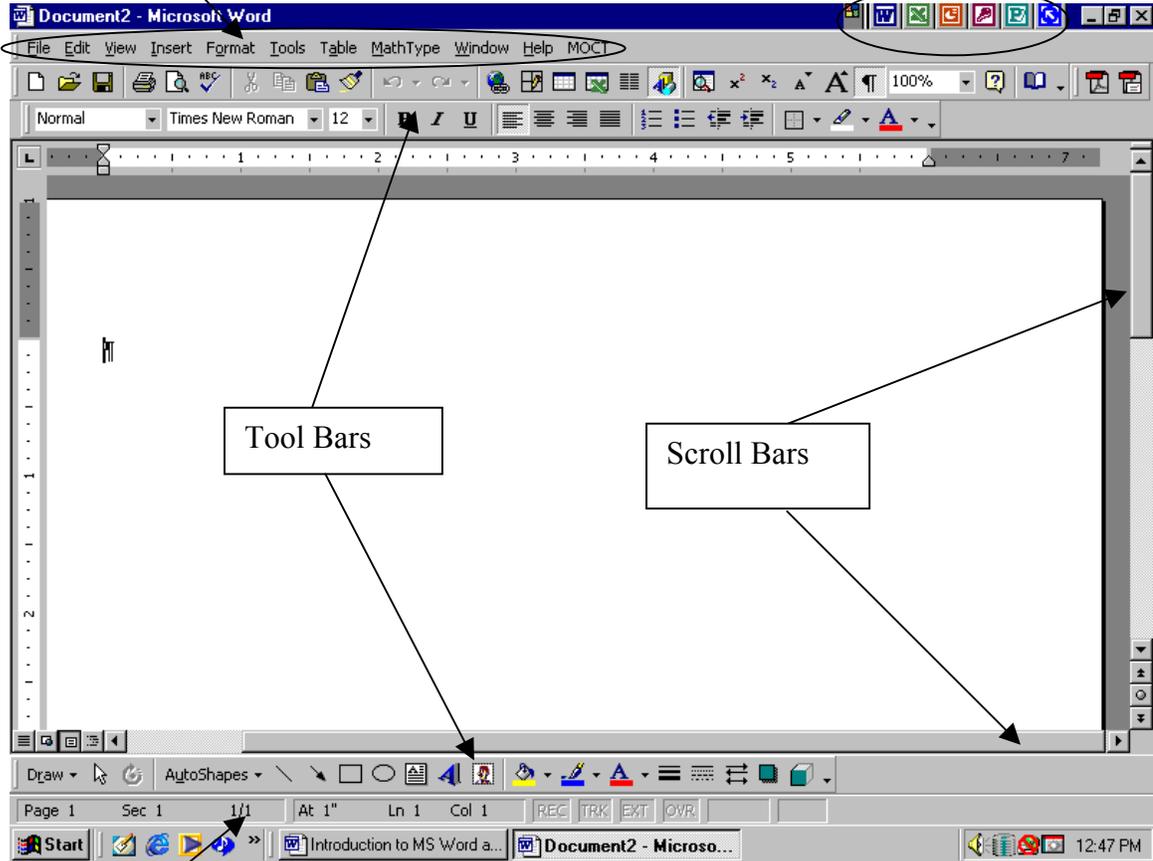
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The Word Desktop

Menu Bar

MOM Bar



Tool Bars

Scroll Bars

Status Bar

Features:

Feature	Description	Use
Tool Bar	Picture Buttons	Click button to initiate common commands
Scroll Bar	Gray area between Scroll Arrows	Allows you to move through the document
Scroll Arrows	Arrows on either side of scroll bar	Used to move view in the direction of the arrow
Document Window	Area between the toolbars and status bar	Area in which typing is done.

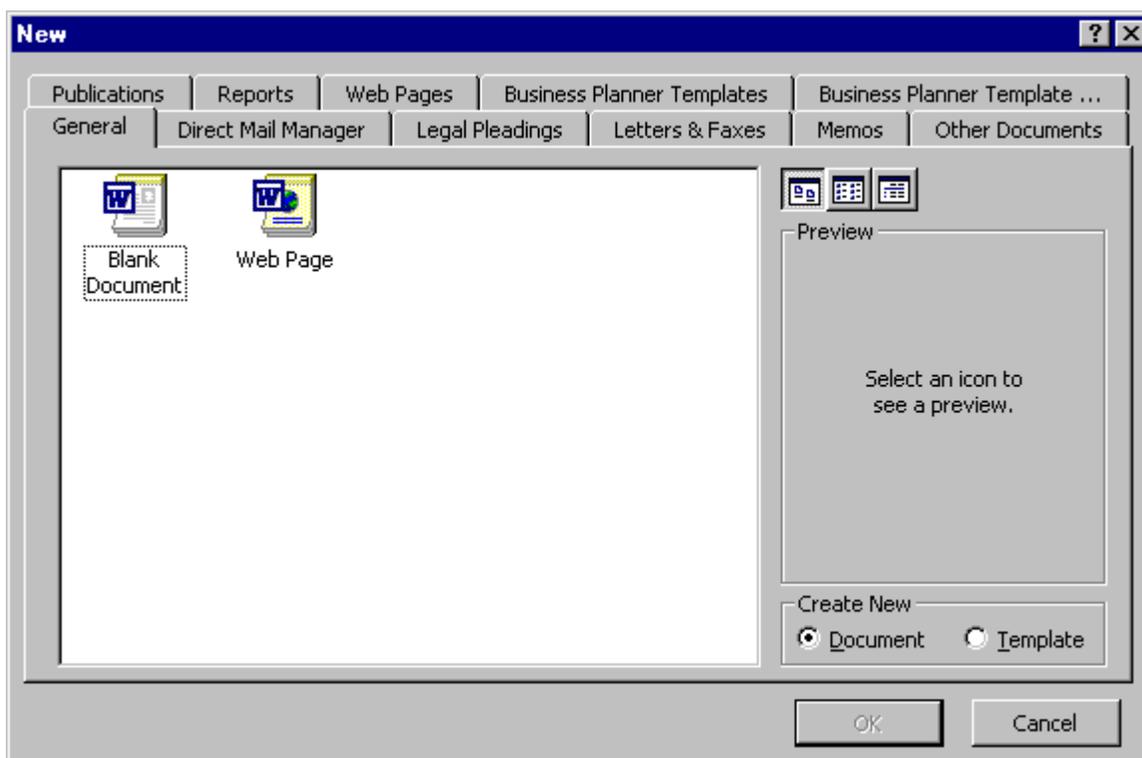
Tool Bars

Tool Bar	Buttons	
Standard Tool Bar	New document Open File Save File Print Spell Checker	Cut Copy Paste Undo Redo
Formatting Tool Bar	Template Font Font Size Bold Italic Underscore	Left Center Right Bullets & Numbering Text Color Highlight Color
Drawing Tool Bar	Word Art Lines Circles Rectangles Arrows	Shadows Auto Shapes Grouping Ordering Transposing

Start a New File	
Click on the New File Button 	Click on the File Menu and select New
Open an existing File	
Click on the File Open Button 	Click on the File Menu and Select Open

New Documents

Each time you start Word a blank document screen appears, labeled Document 1. It is on this screen that you start your word processing. If you are working on a document and need to start a new document you can click on the File Menu and Select New. If you do the following appears:



There are many choices for the kind of document you might wish to start. Click on some of the tabs and check out the choices. If you just want to type on a blank spot choose blank document under the General Tab.

Entering Text

The *Insertion Point*—It's the flashing bar that lets you know where the next letter to be typed will appear. The insertion point always stays within the margins, if you click outside the margins, the insertion point will be placed next to the nearest text.

Type the word *birdhouse*. Place the insertion point between the *d* and *h* by using the arrow keys on the keyboard. To delete a letter before (to the left of) the insertion point press the backspace key. To delete a letter after (to the right of) the insertion point press the delete key.

There are some keys on the keyboard that move the insertion point around. Here is brief list.

Key	Does
Arrow keys	One character at a time in the direction of the arrow
Page Up/ Page Down	Move up or down one page
Ctrl & left or right arrow	Moves to the beginning or end of a word.
Home/End	Moves to beginning or end of a line
Ctrl & Home or End	Moves to the beginning or end of a document
Ctrl Page Up or Page Down	Top or bottom of the screen

Open the document in your folder called: Test

Start a new document

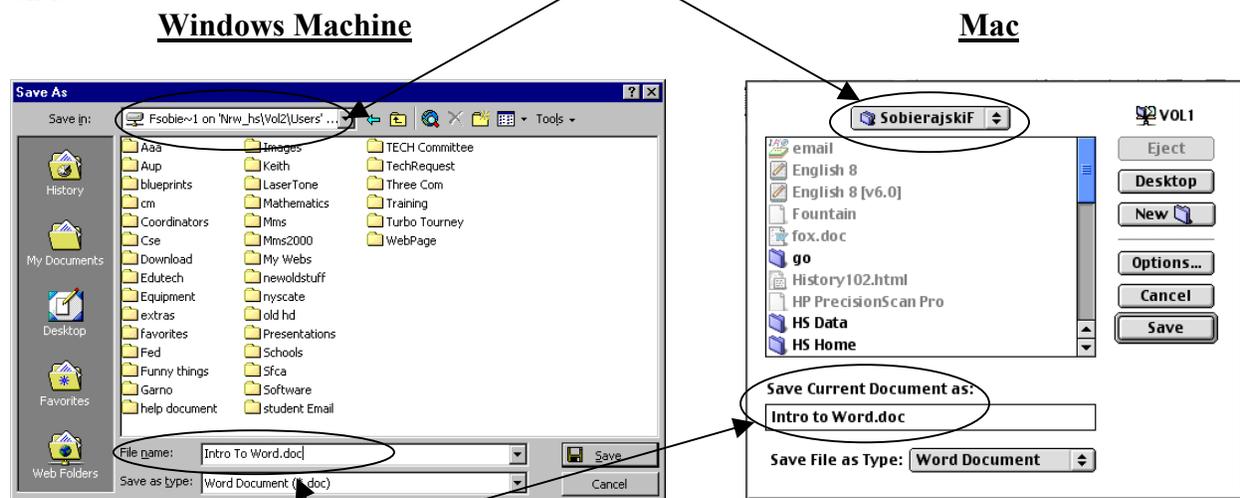
Type a sentence or two.

To Save a File

Before you save a file there are always three things that you need to know:

1. Know **where** you are going to save it.
2. Know what you are going to **name** it.
3. What **file type** you want it saved as.

The best place to save anything is in your home space on the server. It should have your name on it.



You need to give it a file name. The server does not like for you to use punctuation marks. You must especially avoid the following: commas(,) , periods (.) , slashes (/ \) and colons (:).

The file type most of the time will be a Document. (DOC) Mac users should add period doc to the end of their file name, e.g., **my spelling list** would become **my spelling list.doc**, this will allow both Mac users and Windows users to edit this file.

Selecting text

To select only given words or characters in a line:

Move the mouse cursor to the first character of the text, then press and hold the left mouse button. Drag the mouse to the end of the text you want then release the mouse button.

To select a single word:

Double click over the word.

To select a line or lines of text:

Click on the far left margin once.

If you want more than just one line, drag the mouse over the lines you want.

To select a paragraph:

Triple click anywhere in the paragraph.

To select a single sentence:

Hold down the *Control Key* and click anywhere in the sentence.

To de-select text:

Click anywhere in the document or press an arrow key.

The Best Button!

On the Standard Toolbar is the UNDO button.  Pressing it once undoes the last thing that you did. Pressing it again undoes the previous thing, etc. The redo button is adjacent to the Undo button.

Moving and Copying Text

To move, cut or copy text you must first select it.

Move:

Highlight a sentence.

Click the cut button. 

Move the insertion point to a place you would like to place this text.

Click on the Clipboard (Paste) button. 

Copy:

Select another line.

Click the copy button. 

Move the insertion point to another area.

Click the paste button.

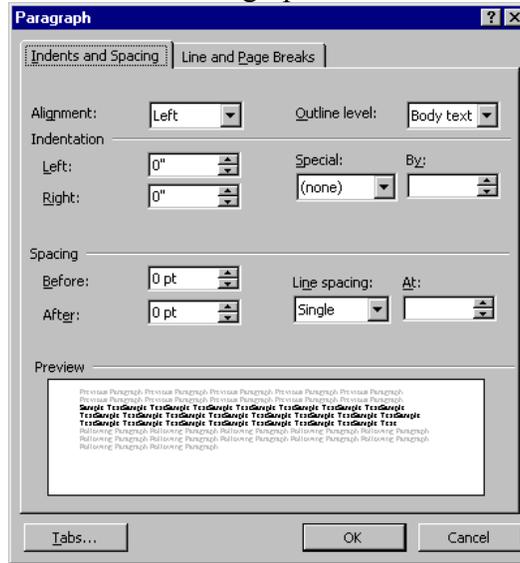
Formatting Characters & Paragraphs

Word provides many options for formatting your text.

You can use the Menu Method or use the buttons on the Formatting Toolbar.

Paragraph formats:

Go to Format on the Menu Bar and select Paragraph. This screen should appear:



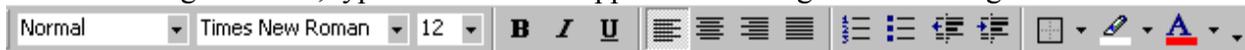
Change the line spacing to 1.5 and set the indentation to .5\"/>

Click OK when you are done.

Font Appearance:

Select a sentence (highlight with the mouse.)

You can change the font, type size and other appearances using the formatting tool bar.

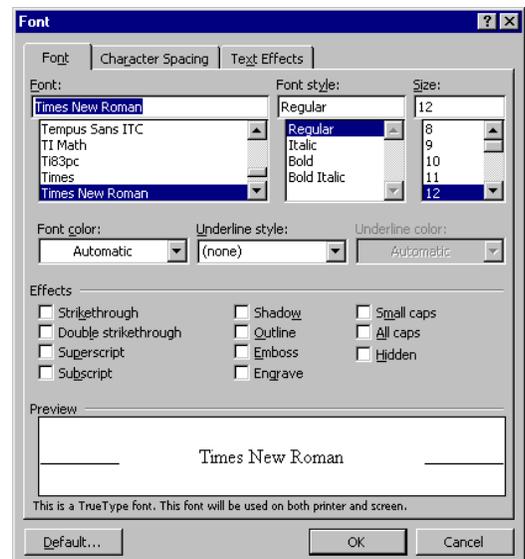


It allows you to bold, italicize, or underline text. You can center, left or right justify a paragraph.

You can also highlight text or change the color of your text.

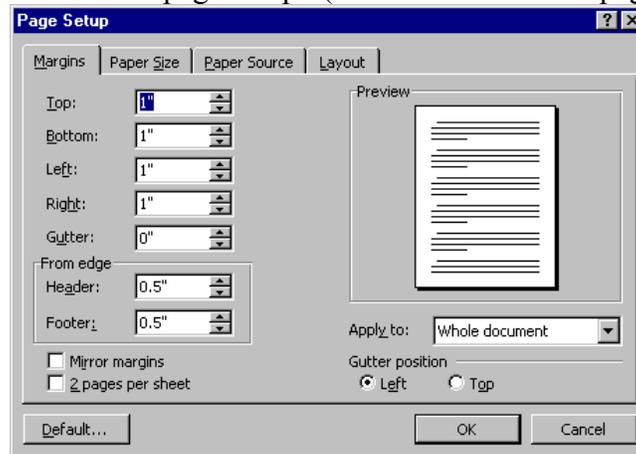
You can also use the Menu Bar to access these and other format choices. Click format and click font. This box will appear:

Check out the effects options.



Margins:

Formatting the page includes changing the page size, orientation, margins and layout. For this process we will use page setup. (Click File then click page setup.)



Note the four tabs at the top.

Margins Paper Size Paper Source Layout

Click on Margins and look at the choices available to you. Do the same with the other tabs.

The button

This toggles between on and off. When this button is on and you can see the format characters be assured that they do not print—unless you ask for them to be printed.

Bullets

Type a list of about five items.

E.g.,
 Gloves
 Hat
 Shirt
 Coat
 Shoes

Highlight these items and click the  on the formatting toolbar. Highlight them again and click the  button. Note the changes.