



# LIONS District 105M IT TRAINING

Short Introduction to Microsoft Word

Date 08/04/2001

## Why is it better than using a typewriter ?

With a word processor program your computer takes you one stage beyond the typewriter. Even good typists make mistakes but with a word processor you can have perfectly printed documents every time.

The computer keyboard takes the place of the keys on the typewriter, the monitor substitutes for the paper in the typewriter. The words you type appear instantly on the screen, just as they do on the paper in a typewriter, but there the similarities end and the power of the computer takes over.

Mistakes can be corrected instantly – on the screen. Words can be typed or removed. Even whole paragraphs can be deleted. If your thoughts could be expressed better by rearranging sentences you can do exactly that, right there on the screen. The words or sentences you want to move around the “page” are deleted and then inserted exactly where you want them.

When the document has been produced exactly the way you want. It can be printed and stored on a disk for future use.

## Simple typing

Type in the sentence ...

The British weather is very changeable and a favourite topic of conversation.

If you haven't already spelled something wrong, make sure you spell changeable incorrectly (ie. with 2 b's).

### **Red and green squiggly lines**

You may sometimes see red squiggly lines under certain words. This is the computer suggesting that you have made a spelling error. If you Right-click on the misspelled word, it will suggest some options. Click the one you really meant and it will automatically be inserted. You can correct spelling mistakes as you go or at any time when working on a document, you can carry out a spell check by clicking on the button on the toolbar with a tick and ABC on it.

If green lines appear, the computer is suggesting that you may have made a grammatical mistake eg repeated the same word twice. Have another look at what you have typed. (Neither the green or red lines appear when you print your document out.)

Now type in another sentence, leaving 1 or 2 spaces after the full stop after the word “conversation”.

At this time of year we can appear to have about three seasons all in one day and it is very

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difficult to know what to wear in the morning.

The new sentence should automatically WORD-WRAP. It knows when the margins have been reached and automatically goes onto the next line. It is clever enough to not break words in half (unless there are hyphens).

## Deleting and Inserting

Delete key, labelled with the word "Delete" - removes the character to the RIGHT of the cursor. It can also delete spaces.

Backspace key, labelled with ← removes the character to the LEFT of the cursor.

Enter or Return key, labelled with the word "Enter" or with ←

This will move the text to the right of the cursor down a line. To start a new paragraph, you just need to press Enter twice leaving a blank line.

Click with your mouse into the text you have just typed about the British weather and practice with the delete key, the backspace key and the Return key to see what is happening. Note that you can click anywhere in the text and start typing. The new text will be inserted and what was already there will be moved on.

## Moving Text Around


### *Highlighting with the Mouse*

Whenever you want to do something to a piece of text – for example to move it or change its size, you first have to highlight the text you want. You can do this in several ways:

- Click and Drag to select anything from one letter to many paragraphs
- Single click at the left margin to select one line
- Double click to select one word

### *Cut, Copy and Paste*

When a piece of text is highlighted, you need to indicate where you want to move it to. To actually move the text you use the Cut and Paste buttons on the Standard Toolbar (which can also be found in the Edit Menu).

- Cut 
- Paste 
- Copy 

If you click on Cut, the text that was highlighted will seem to disappear but it is really just being temporarily stored in the Clipboard. Move the cursor to where you would like the text

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to move to and click once with the mouse so that you can see the flashing cursor.

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Then click on Paste and the text you wanted to move will reappear in its new position.

If instead you would like to duplicate the text somewhere else on the page as well as leave it where it was you will use Copy and Paste. Highlight a piece of text as before and click on Copy. This time the highlighted text will remain where it is but a copy is also in the Clipboard. Move the cursor to where you would like to add the text and click once with the mouse so that you can see the flashing cursor. Then click on Paste and the text will appear.

To practise this for yourself, we need to open a document called Exercise 1. Choose File from the menu, then Open (this sort of instruction will often be shown as File→Open), then click on Exercise1.doc and then click on the Open button.

Highlight a piece of text and practice using Cut and Paste to move it from one place to another in the document. When you are happy with this, try Copy and Paste as well.

## Changing the Look of Text

### ***Bold, italic and underline***

Carry on working on Exercise 1 and highlight with the mouse the text you want to work with. Then one of these buttons which can be found on the Formatting Toolbar. Once you have made the change, click away somewhere in a clear part of the document to remove the highlight and you will see the result of your changes. Try each of the following.

- **Bold** makes the text look thicker **like this**
- **Italic** makes the text lean to the right *like this*
- **Underline** puts an underline beneath words and the spaces between the words like this

Note that if you highlight a piece of text which is already bold, the Bold button on the toolbar appears to be pressed in. If you now click on the Bold button, the bold instruction is cancelled. The same applies to italic and underline.

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## **Font**

You can also change the style of the characters and the size of text.

A set of alphabet characters that have the same style is called a **Font**.

This is Times New Roman

This is Arial

Towards the left hand end of the Formatting toolbar you will see this:



Again, highlight a piece of text, and to change the font, click on the small black arrow on the right. You will then be offered a choice of alternative formats. Try a few out to see what they look like.

While the text is still highlighted, you can make the text bigger or smaller by increasing or decreasing the **point size**. Again click on the small black arrow on the right and select a new size. As you can see, it is very easy to change the entire look of a document.

## **Changing the Layout of Text**

For most documents, text is normally lined up with a left margin and this is known as **Align Left**. You will notice that the text nearest the right margin does not line up straight with the margin and this is called a Ragged Right margin.

There are three other text formats available on the tool bar:

### **Align Centre**

The text is centred in the middle of the page

### **Align Right**

The LEFT margin is ragged and the right margin is straight

### **Fully justified**

Both left and right margins are straight

To practice with these, highlight a paragraph of text and click on each of the four buttons on the Formatting Toolbar to the right of the underline button. If you hover with the mouse before you click, it will tell you which button is which.

## **Moving around in a document**

Either: use the scroll bar on the right hand side, clicking on the top arrow to go up or the bottom arrow to go down. The strip in the middle of the scroll bar shows you how far down the document you are at any time.

Or: use the arrow keys to go up and down.

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To go quickly to the top of the document, hold down Control and press Home.

To go quickly to the left hand side of a line press Home

To go quickly to the bottom of a document hold down Control and press End

To go quickly to the right hand side / end of a line press End.

Look at the bottom left of the screen to see what page number you are on at any time.

## Undo

Quite often, you will be typing away and by mistake press something which you didn't mean to do.

Don't panic.

Don't type anything else in case you make it worse.

Instead look for the curly arrow on the Standard toolbar which is called Undo. Press this once and the thing you did last will be undone. You can continue to click it a few more times and watch carefully to see what has happened.

Sometimes you may have highlighted some text and by mistake, type the letter x. The text will all disappear, but click on Undo and it will come back.

Sometimes Word tries to help you too much

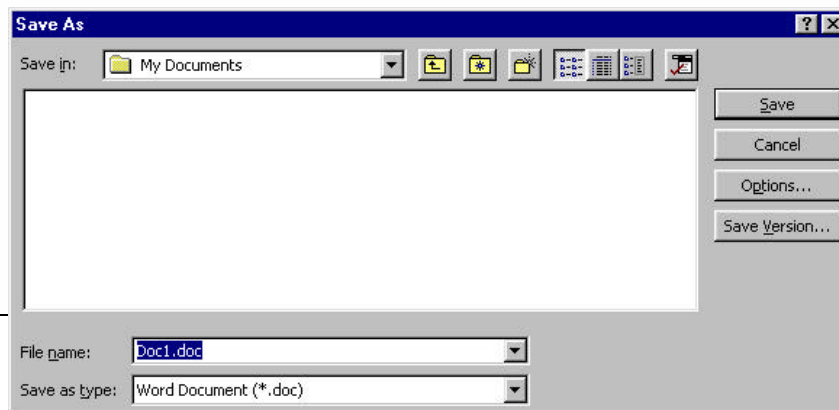
It can turn 1. fred <return> into a list or turn abc into Abc. If you don't want what has appeared on the screen, try using Undo. A useful shortcut for Undo is CTRL-Z.

## Saving a document

When you have finished working on a document and you want to keep it for later use, you must remember to save it before exiting from Word. It is also good practice to save your documents at intervals when you are working on them in case you suffer a power cut or your computer crashes.

Saving to the C drive or hard disk is probably what you will do most often. When you start a new document, Word does not know what to call it or where to save it, so it offers to call it Document 1 and you can see this on the blue title bar at the top of the screen.

When you want to save the work you have been doing, choose File from the menu, and then Save As (File → Save As). You will see a dialogue box like this:



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If you click Save at this point, the document would be saved with the name Doc1 in the folder My Documents (the default directory on most computers). It is better to save it with a more informative name and you may want to save it in a different folder. As the suggested File Name is highlighted in blue, you can just type in a new file name and it will replace Doc1 immediately. If you then click on the Save button, it will be saved with the new name you have just typed in and in the My Documents folder.

Alternatively you may want to save it to floppy disk or the A drive, so that you can give it to someone else, or use it on another computer. To do this, again choose File→Save As. When you see the dialogue box rename the document as before, but this time in the Save In box at the top where it says My Documents, click on the arrow and choose 3.5 Floppy (A:) Once the A: drive is showing in the box, you can click the Save button and it will be saved with its new name and onto the floppy disk.

When you are working on a document which you have already named and saved, you can quickly save the latest changes you have made, by clicking on the Save icon which looks like a floppy disk on the Standard Toolbar. This instantly saves the revised version of the document for you.

To find out more about creating new folders, see the Windows Explorer section of this course.

### **To close a document**

Once you have saved a document and no longer wish to work on it, choose File→Close from the menu. This will close that document you were working on but leaves Word open. Alternatively if you want to leave Word, choose File→Exit from the menu.

### **To open a document**

When you first open Word, you should see a blank white document on the screen. To open a document you have previously saved, choose File→Open from the menu. You will see that next to the word Open, there is a yellow folder icon. This also appears on the Standard Toolbar and you may prefer to click on this to open your documents.

Either way, an Open dialogue box will then appear listing the documents. The default will be to show you the documents saved in the My Documents folder but you can change this to look at the A drive or at another folder that you have created.

Once you can see the document you want, single click with the mouse so that the document is highlighted and click on the Open button, or double click on the name of the document. This will load up your document and you can continue to work on it.

If you have just saved and closed a document and chosen not to exit from Word, you will see the toolbars but just see a blank grey space below. From this position, to open a document you follow the above instructions. If instead, you would like to start work on a new document, choose File→New from the menu. Choose Blank document and OK. A quicker way is to click on the white icon which looks like a blank sheet of paper on the Standard Toolbar.

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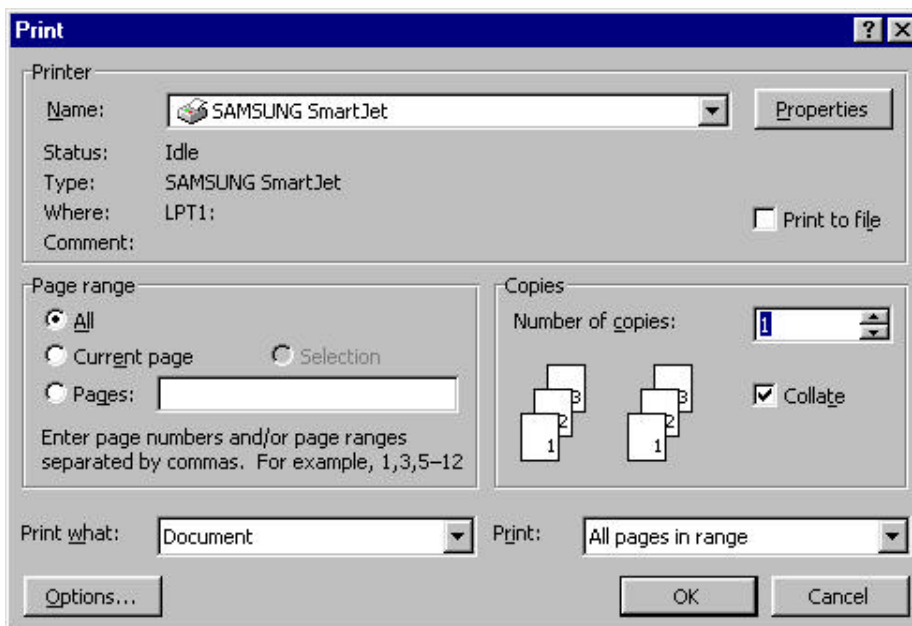
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### Printing a document

When you are in a document and ready to print it out, you may wish to see what the document would look like first. You can do this by choosing File → Print Preview from the menu. You can use the page up and page down keys to move around. Once you have finished click the Close button at the top to go back to your document.

Once you are ready to print, choose File → Print from the menu. This brings up the Print dialogue box shown below:



The default is for it to print all pages of your document and just 1 copy. To make it print, simply click OK.

If you have a choice of printers eg on a network at work, you may need to note which printer you are sending it to – this is displayed at the top of the dialogue box and you may need to change it.

If you are working on a 20 page document and only want page 1, ensure that your cursor is on page 1 before you choose File → Print and then click on Current Page. Then click OK.

If you want pages 2, 7, 9-13, click on Pages: and insert the numbers in the white box as they are typed here. Then click OK.

If you want to print multiple copies, change the number of copies by clicking on the up or

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down arrow or typing in the number you require.

Finally, as you might expect, there are icons on the Standard Toolbar for Print and Print Preview which you can use instead of the menu. Be careful, if you use the Print icon, you will automatically get 1 copy of the whole document.

## Margins and page layout

If you want to change the margins on your document, choose File→Page Setup. Make sure the Margins tab is selected. You can change your left, right, top and bottom margins by using the arrows or typing in a number and finally click on OK.

If you want to produce a document in landscape rather than portrait layout (usually the default), again choose File→Page Setup from the menu. This time, choose Paper Size tab and click on landscape, then on OK.

## Tabs and tables

You may want to display text in simple columns or in a table format eg

Type out the text that you see below, and use the Tab key (with 2 arrows next the Q) to jump between columns. The tab key takes your cursor across the line in pre-set jumps – you may need to press it once or twice.

Names	Colours	Shapes
Christopher	Yellow	Triangle
Jonathan	Blue	Square
Rupert	Red	Circle

To make this look better you could make the headings of the columns bold and you could leave a line after the headings so it looks like this:

<b>Names</b>	<b>Colours</b>	<b>Shapes</b>
Christopher	Yellow	Triangle
Jonathan	Blue	Square
Rupert	Red	Circle

Or you may want to try setting up a simple table instead. To do this, choose Table→Insert Table from the menu. In the dialogue box, choose 3 columns and 4 rows and then click OK. If you prefer, click on the Insert Table icon from the Standard Toolbar.

Once you have your table type in the same information as before. To jump from one cell of the table to the next, use the tab key.

You may want to make the headings bold, Arial font and centre them. To do this, highlight the row and then you will only have to make the changes once. Your table should look something like this.

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Names	Colours	Shapes
Christopher	Yellow	Triangle
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You can do lots more with the Tables menu and make them look very professional but we don't have time to cover all this in the introductory course.

### Find and Replace

Sometimes, it is useful to be able to go through a document quickly and find a word which you might have spelled wrongly or want to change to upper case for example.

To Find each occurrence of the word choose Edit→Find from the menu and then the dialogue box allows you to type in the word you are looking for. Then click on Find Next and it will highlight each use of that word. If you wish to change any of them you can click into the Word document and make the change. When you want to resume searching, click on Find Next again. Once you have finished, a dialogue box will tell you that it has completed the task or you can stop at any time by clicking on Cancel or click on the X in the top right corner.

To find words and replace them automatically, choose Edit→Replace. Type in the word you want it to find and the word you want to replace the first word with. You can either replace all occurrences of the word automatically or choose to look at each one and replace only when appropriate. You can stop in the same way as above.

### Paragraph Styles

Once you are more familiar with Word and used to formatting your documents, you may want to use something called paragraph styles. This allows you to use pre-set styles for your heading 1, heading 2 and normal text with certain fonts, sizes and perhaps bold. It saves time in the long run and helps if you need to re-format long documents but is not covered in this introductory course. The toolbar tells you what style the current paragraph is written in (usually Normal). If you want to write a Level 2 Heading you would just choose the style called Heading 2. The Style remembers how you like your Headings (leave space before and after them, make them Bold, indent them etc) so using styles ensures that you always use the same style for all level 2 headings.