

Beginning Word Processing
with
Microsoft
Word



Computer Training Center



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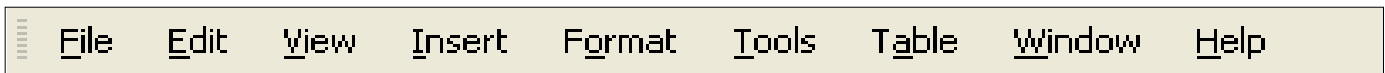
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How to Start

Word is a full-featured word processing program. Not all Windows computers come with Word. To see if you have Word, look among your desktop icons, or,

- Click Start.
- Go to All Programs or Programs.
- Click Microsoft Word.

A blank Word document will appear. The blinking cursor, also called the flashing insertion point, indicates where text you type will appear.



Menu Bar - Click on a word in the Menu Bar to open a *menu*.

- ◆ **File/ Page Setup:** This dialog window gives you the options to change margins (Margins tab) or page orientation and change the paper size (Paper tab).
- ◆ **Edit:** Options to undo, copy, cut and paste are found here. The option to Select All is on this Edit menu.
- ◆ **View:**
 - **Toolbars:** Toolbars with ✓ are turned on.
 - **Print Layout:** This view allows you to have a vertical ruler and see the margins on your page.
- ◆ **Format:**
 - **Font:** In the Font dialog window (Font tab) the options to change font, font style, and font size are available. Color, underline style and many more effects can be chosen here also. This sets the font effects for the entire page.
 - **Paragraph:** To **double space** - from the Line spacing box click on the down arrow to make a drop down box, choose **double**.



Standard Toolbar –

New - a new blank document.

Open - opens previously created documents.

Save - a short cut to saving changes made on your document.

Print - a shortcut to print.

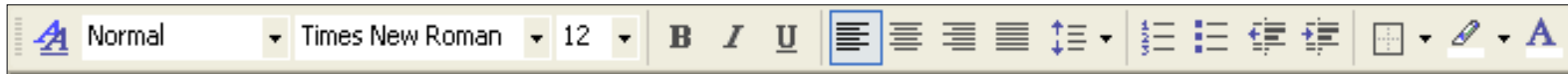
Print Preview – opens a window displaying how each page will look when printed.

Spell Check- explained on page 3.

Cut, Copy and Paste - explained on page 5.

Undo – Redo – Undo changes made to your document. You can “undo” back to when you open a document. Redo will bring back the last thing undone.

Zoom - Click down ▼ by the Zoom box to view your page in different %.



Format Bar -

- ◆ **Font** – Click the down arrow ▼ next to the font window. Click on the font you want to use.
- ◆ **Size** – Click the down arrow ▼ next to the size window. Click on a size.
- ◆ **Bold, Italic, Underline** – These buttons are toggle (orange they are on, blue they are off) buttons that let you make these changes to selected text.
- ◆ **Alignment** buttons – These are toggle buttons that allow you to align selected text to the left, center or right. The last alignment button allows you to align text fully justified. This works best in columns and will look like newspaper columns.
- ◆ **Font Color** – Click the down arrow ▼ next to the color button (A) to see the selection of font colors. Click on **More Colors...** and a dialog box appears with more colors. A Standard tab and a Custom tab give a full spectrum of colors and value ranges.

*Often the original setting in Word is to have both the Standard toolbar and Format bar together on one row. In class, we have them separated. Here is how to do that: Click **View/** point at **Toolbars/** click **Customize, Options** tab, Check **Show Standard and Formatting toolbars on two rows.***



Ruler Bar –Shows where the margins are located and where tabs and indents may be set. Word automatically sets tabs every ½ inch. To change the default tab settings, click on the ruler bar.

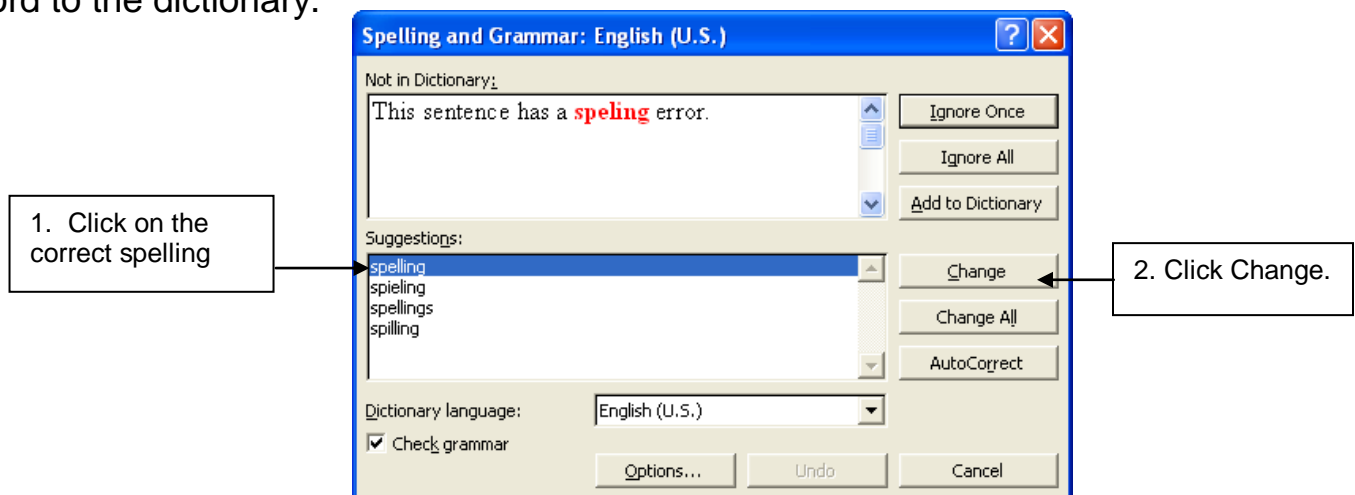
- ◆ Click on the small box to the left of the top ruler bar.
- ◆ Left Tab is Word's default setting and the one most often used. Click again to see the next tab setting.
- ◆ There are several tab settings.

- Left – Text will start after the tab.
 - Center – Text will start and center on either side of the tab
 - Right – Text will start before this tab.
 - Decimal – Numbers will align on decimal points.
 - Bar – Places a vertical bar at the tab marker.
 - First Line Indent – Indents the first line of every paragraph.
 - Hanging Indent – The first line of a paragraph is on the margin. The following lines of the paragraph are indented.
- ◆ Click the tab box until you get the type of tab or indent required.
 - Move the tip of the mouse pointer to a spot on the ruler bar, click. A tab marker will appear on the ruler bar.
 - ◆ To remove a tab, place the tip of the mouse pointer on the tab, click, hold down and drag the tab down into the page below.

Type the text of your document. Remember; press the Enter key only when you want to start a new paragraph or to add spacing between lines.

Spelling and Grammar – After typing the text in your document, check it with the spelling and grammar checker. Typing or spelling errors have a red squiggly line under the word. Grammar or spacing errors have a green squiggly line under the word.

Click on the Spelling and Grammar button (ABC ✓) in the Standard Toolbar. A dialog box appears showing the misspelled word or grammar error. The Suggestions window gives options from Word's dictionary. If the correct suggestion is listed, click on it and then click on the **Change** button. Some correctly spelled words may have a red squiggly line. To add that word to the dictionary, click on **Ignore** to skip over the word or click on **Add** to add that word to the dictionary.



New or Existing Documents

When you open Word, it opens to a new blank document with a default name of Document1. If you want to open a document that you created previously and saved,

- Click on **File**.
- Click on **Open**.
- Use the scroll bar to find and click on the file name—file names are usually in alphabetical order.
- Click on **Open** or double-click on the file name.

Moving Around: Know where your cursor is!

- **Arrow keys** – Move the cursor up, down, left, or right only where there is text.
- **Home key** -- Moves the cursor to the beginning of the current line
- **Ctrl Home** – Moves the cursor to the beginning of your document
- **End key** -- Moves the cursor to the end of the current line
- **Ctrl End** – Moves the cursor to the end of your document
- **Mouse** -- Click the mouse once in the text and the cursor will be located where you click.

Edit Text: Add or delete text. Cut, copy or paste text. Change the font, font size, font color. You can change just about anything if you select the text!

Selecting text is the key to successful editing. Selecting text is so important, we put the instructions in a box!

Ways to Select (Highlight) Text

Mouse -- Hold the left button down as you drag the mouse across the words you want to select.

Double-click in a word to select that word.

Triple-click in a paragraph to select the current paragraph

Click in the left margin to select the current line.

Double-click in the left margin to select the current paragraph.

Triple-click in the left margin to select the entire document.

[Shift] + arrow keys -- Position cursor at start or end of text. Hold down the [Shift] key while you use the arrow keys to select the text.

[Ctrl] + Mouse - Hold down [Ctrl] and click in a sentence

Edit Menu—Choose **Select All** to select the entire document, or

[Ctrl] + A -- Hold down the [Ctrl] key while you press [A].

Note: To deselect text, click outside the highlighted text or press an arrow key.

Copy and Paste

After you select the text that you wish to copy by using one of the methods listed above, click on **Edit** (On the Menu Bar) → Click on **Copy**. Click where you want the copy to go—the blinking cursor will be in the spot. You can copy to the same document or another document or program.

Click on **Edit** → Click on **Paste**.

Ways to copy or paste:

- **Menu Bar:** Click on **Edit** → Click on **Copy** or Click on **Paste**
- **Tool Bar:** Use the **Copy** or **Paste** buttons on the Tool Bar.
- **Keyboard:** Use **[Ctrl] C** to copy; **[Ctrl] V** to paste.
- **Mouse:** Right click on the selection → Left click on Copy;
Right click on where you want to place the copy →
Left click on Paste.

Cut Text - For any text you want to move to another place in a document. Select the text. Click Cut ✂ and click where you want to reposition the text. Click Paste. This works the same as copy except the text is gone from the first position.

Add text: Position the cursor at the place where you want to insert text and start typing. Move your cursor to the next place where you want to change text. Be sure to **Save** when you finish editing.

Delete text: Position the cursor at the place where you want to delete text. There are several ways to delete text:

- The **Delete** key erases the character to the **right** of the cursor.
- The **Backspace** key erases the character to the **left** of the cursor.
- Select the text and press the Delete key to erase a large amount of text.

SAVE: The first time you save a document, click on **File**. Click on **Save As**. Name the file or save it with a different name or save it to a different directory. Click the **Save** button.

Hint: Click on the “diskette” button on the Standard toolbar to do quick saves every 5-10 minutes after you save your file the first time. If a power outage or other problem causes your computer to freeze, you’ll only lose 5-10 minutes of work not hours.

Reminder: Use **File...Print Preview** before you print to see what your document will look like when it prints. Make any changes to margins, spacing etc. before printing. You’ll save paper, ink and time.

Some Keyboard Shortcuts in Word

Ctrl + N	New file
Ctrl + O	Open file
Ctrl + S	Save file
Ctrl + P	Print file
Ctrl + A	Select all
Ctrl + X	Cut selection
Ctrl + C	Copy selection to the clipboard
Ctrl + V	Paste selection from the clipboard
Ctrl + Z	Undo
Ctrl + Y	Redo

The following shortcuts work like "on/off" switches. Press to start that formatting command and press again to stop that formatting command.

Ctrl + B	Bold
Ctrl + I	<i>Italic</i>
Ctrl + U	<u>Underline</u>