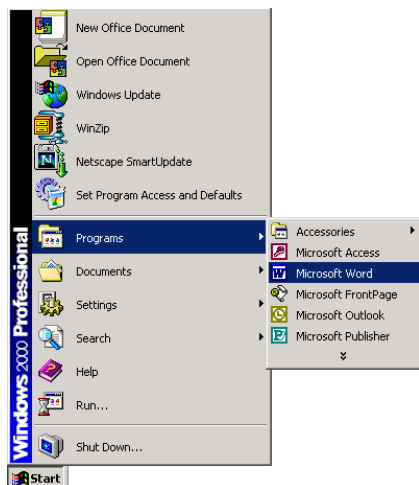


Microsoft Word is part of Microsoft Office, an integrated group of programs. Microsoft Word is an advanced word processing application that lets you create letters, flyers, resumes, etc.

**Creating a New Document** - Open up Microsoft Word by going into **Start > Programs > Microsoft Word** (depending on your computer, you may get to work by going to **Start > Programs > Microsoft Office > Microsoft Word**)




Select Microsoft Word from the "Programs" folder

- Microsoft Word automatically opens up a file that will create a new 8 1/2" x 11" with 1.25" margins at the sides and 1" margins at the top and bottom that's setup to print in portrait layout
- Word automatically names the file "Document 1" until you've saved it.
- 

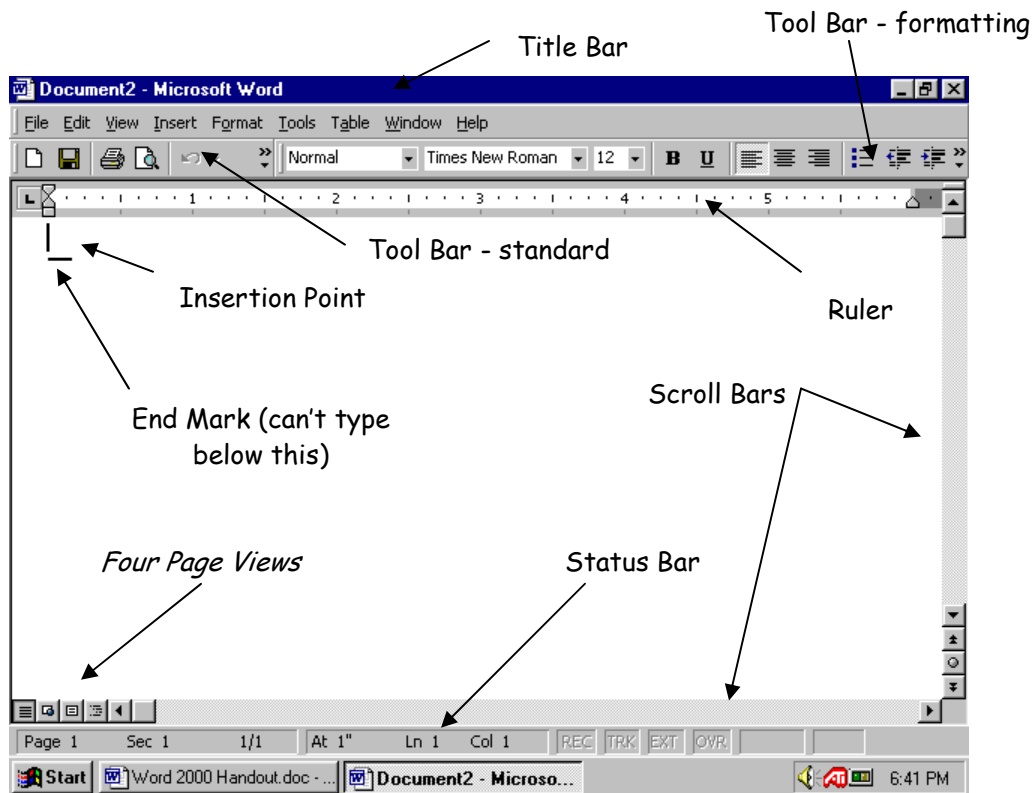


The Office Assistant, a help feature may pop-up in the bottom corner of the screen.









### Using the Assistant













Click the assistant and type a few words that represent your search. For example, type "bolding text" and click search. Click on the statement that best represents what you want to do. The help then opens on the right in a split screen layout. Click the  in the top right corner of the help screen to close it.


## Screen Layout



## Most Commonly Used Toolbar Functions

Name	Icon	Description
New Blank Document		Creates a new, blank file based on the default template.
Open (File menu)		Opens or finds a file.
Save (File menu)		Saves the active file with its current file name, location, and file format.
Print (File menu)		Prints the active file or selected items. To select print options, on the File menu, click Print.
Print Preview (File menu)		Shows how a file will look when you print it.
Spelling and Grammar (Tools menu)		Checks the active document for possible spelling, grammar, and writing style errors, and displays suggestions for correcting them. To set spelling and grammar checking options, click Options on the Tools menu, and then click the Spelling and Grammar tab.
Cut (Edit menu)		Removes the selection from the active document and places it on the Clipboard.
Copy (Edit menu)		Copies the selection to the Clipboard.

Paste (Edit menu)		Inserts the contents of the Clipboard at the insertion point, and replaces any selection. This command is available only if you have cut or copied an object, text, or contents of a cell.
Format Painter (Standard toolbar)		Copies the format from a selected object or text and applies it to the object or text you click. To copy the formatting to more than one item, double-click  , and then click each item you want to format. When you are finished, press ESC or click  again to turn off the Format Painter.
Undo (Edit menu)		Reverses the last command or deletes the last entry you typed.
Redo (Edit menu)		Reverses the action of the Undo command.
Tables and Borders		Displays the Tables and Borders toolbar, which contains tools for creating, editing, and sorting a table and for adding or changing borders to selected text, paragraphs, cells, or objects.
Office Assistant		The Office Assistant provides Help topics and tips to help you accomplish your tasks.
Font Type	Comic Sans MS ▾	Click this “drop-down” box for font style
Font Size	10 ▾	Average size is 10 pt or 12 pt
Bold	<b>B</b>	Emboldens text
Italics	<i>I</i>	Italicizes text
Underline	<u>U</u>	For underlining text
Left Justified		Use to align lines of text or pictures to the left margin
Center		Use to center text or pictures on the page
Right Justified		Use to align text or pictures to the right margin
Text Color		Use this function to change the color of the text; the default is usually black

If you want to remove or add buttons from the toolbars, click the “more  buttons” function at the end of the standard and formatting toolbars.

If you would like to see the other toolbars that Word has, click “view” and then point the mouse cursor at the word “toolbars.” You will notice that there are many to explore. The drawing toolbar is probably the next useful one after the standard and formatting toolbars.

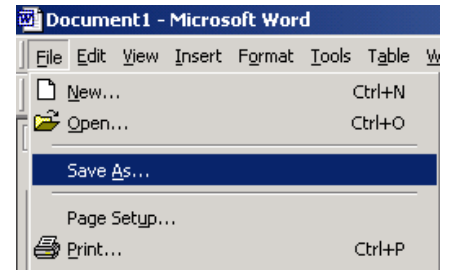
## *Saving your Document*

**“Save As” vs. “Save”** – The most important part of working with any application is saving your work. You should save often. Until you save your file is only in the memory which is not permanent. Once you save the first time, your file is on the hard drive (disk), is permanent and can be retrieved later.

**SAVE AS** – the first time you save a document, Windows forces you to do a “save as”

- Must indicate what folder/location the file will go
- Must name the file

**SAVE** – after you’ve done a “save as” use this if you are not changing place or name. This will **OVERWRITE** your original file.

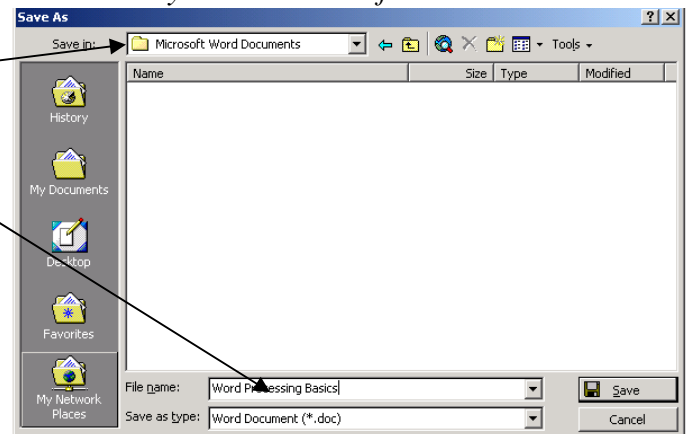


### **Try it! Saving a Document the First Time**

1. Type a few words
2. Click File on the menu bar and then click Save
3. Click the Save In box and select My Documents.
4. Click in the File Name box and change the file name to something that is meaningful to you.
5. Click the Save button

*Word saves the document. You will know that the document has been saved correctly if you see the title bar display “Word Processing Basics.”*

6. Click the upper-most Close button to close the application.



**Opening a Document** - You can open a document from within Microsoft Word or by clicking on the file.

### **Try it! Open your Document from My Documents**

1. Go to My Documents from the Start Menu or from My Computer
2. Find the Word file in My Documents
3. Double-click on the file

*Your file should open up in Microsoft Word.*

Now click on the X to shut down the open file.

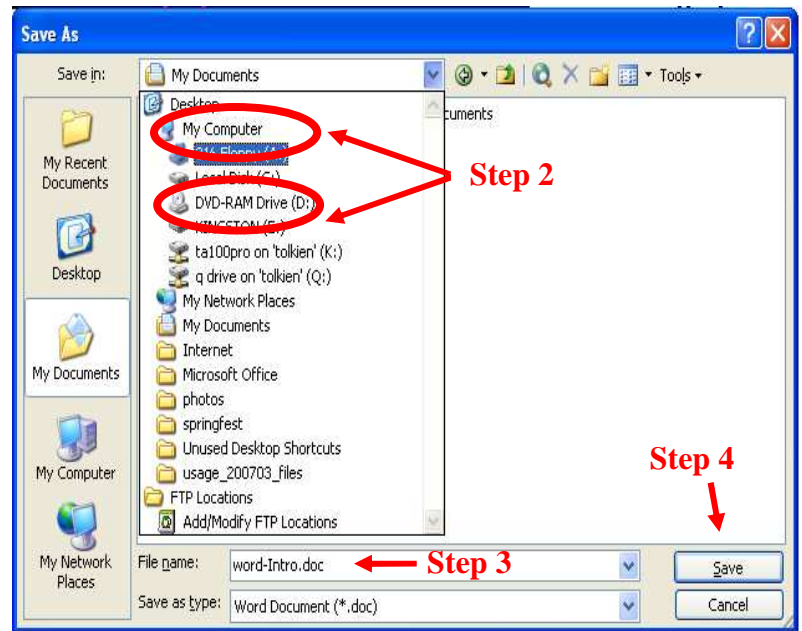
### **Try it! Open your Document from Microsoft Word**

1. Open up Word
2. Click on File.
3. Click on Open
4. Click on My Documents (in the left side bar)
5. Find and click on the file you want to open
6. Click on Open

**Saving a Backup Copy or a Different Version to Floppy Disk** – You can save a copy of your original to a different place or under a different name. This will give you a backup copy and/or several versions of your original file.

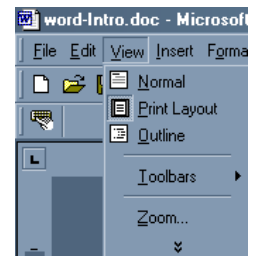
### Try it! Saving a Copy of your File to Diskette

1. Click **File** on the menu bar and then click **Save As**
2. Click the drop down arrow to the right of the **Save In** box and select **3 ½ Floppy (A:)** or your **USB drive (often called by the manufacturer or “Removable Disk (SOME LETTER:)”).** It will have different letters next to it depending on how the computer is setup.
3. Click in the File Name box and change the file name to a different name.
4. Click the Save button  
*Word Saves the document on to the Floppy Disk and saved it as a different copy. This is now the version we’ll be working on.*



**Document View** – You can view your document in several ways. The three most useful are Normal View, Print Layout View and Zoom. To switch between views, go to the Menu Bar, choose View, and choose Normal or Print Layout.

- **Normal View** allows you to see more of the page at once.
- **Print Layout** allows you to see where the page breaks are and where the margins will be in relation to the printed page.
- **Zoom** allows you to change the percentage of page you can see on the screen. It does not effect printing options.

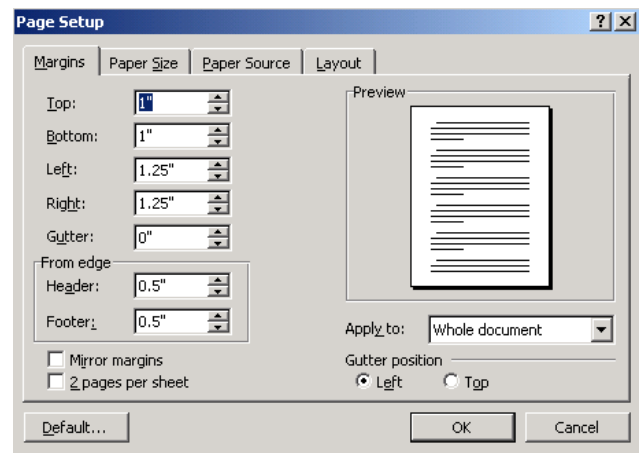


### Try it! Explore the various Document Views and Choose a Favorite

1. Go to the Menu Bar, click on **View**
2. Click between **Normal**, **Print Layout** and **Zoom/Options**
3. Choose a View that you like.

**Page Setup** – Is where you setup several print options:

- **Margin Tab**
  - Margin defaults are measured by the inch.  
Don't make less than .5 inch for most printers.
  - Change to portrait or landscape layout
- **Paper Tab** - Change paper size. Size options are limited by ability of printer.
- **Layout Tab** - Change headers/footers for specific pages, change page alignment



### Try it! Changing Margins

1. Go to **File > Page Setup**
2. Click on **Margins Tab**
3. Change top, bottom, right and left margins to .5”

NOTE: If you want this to be your default margins, click on **Default** at the bottom of the screen.

### Inserting Text -

- New text is inserted at the point of the cursor.
- New text usually has certain default characteristics such as default font and size.
- Automatically wraps when it gets to end of line. Use “Enter” to make a new line/paragraph

### Try it! Insert More Text

1. Put your cursor in the middle of the text you’ve already typed.
2. Start typing a new word.
3. See how it inserts it right where the cursor was?

**Formatting Text** – Specific text can have different fonts, sizes, colors or have the characteristics of bold, italic, or underline and justification options. To change the format of text you must first select the text you want to format then select the button in the button Formatting Toolbar to apply a format.

### Formatting Toolbar:



Preformatted Styles      Font Types      Font Size      Bold Italics      Underline      Right Center Left Justified Page Alignment      Numbering      Borders Tab Left/right      Highlight      Font Color

### Try it! Selecting Text to Format and Applying Font Type

You must highlight (select) any text that you want to change then choose your formatting options

- **To select all text and apply a different font to the entire document:**

1. Click on **Edit** in the Menu Bar >
2. Select **All**

*This will highlight your entire document.*

3. Click on the **drop down arrow** next to Font Types and select the **Arial** font for your document.
4. Click on an empty spot in your document to un-highlight the text.

- **To select a specific section of text:**

1. Place your cursor either at the beginning or the end of the title of your document
2. Hold your left mouse button down while you move your mouse over the text you want to select.

*This will highlight only the area that you want to change. Highlighted text will be the reverse of the original text (black text will look white).*

3. Click on **Bold** to make your title bold
4. Click on the **drop down arrow** next to the size. Choose 16 to make your font larger.
5. Click on the Font Types to choose a different font for the title.
6. Click on **Center Alignment** to center your title.

## Moving Text

- **Copying and Pasting** allows you to take text from a document and, while leaving the original text intact, paste a copy of the text into another document or another place in the same document.
- **Cutting and Pasting** allows you to cut selected text completely out of a document and paste it into another document or another place in the same document.
- You can copy/cut and paste any text or picture from one place to another.


### Try it! Copy and Paste

1. **Copy** text from your document by highlighting the text that you want to put in new document by:

Go to **Edit > Copy** *OR* Click on **Copy button**  in toolbar *OR* use **CTRL + C** keys

2. Scroll to the end of your document and hit **Enter** a couple times to make some space

3. **Paste** the copied text into a new place by placing the cursor where you want text copied by:

Go to **Edit > Paste** *OR* Click on **Paste button**  in tool bar *OR* use **CTRL + V** keys  
*Your document should have the copied text in the original location and at the end of your document.*

4. Use the Undo key to undo the copy and paste.

### Try it! Cut and Paste

1. **Cut** the text by highlighting the text that you want to move by:

Go to **Edit > Cut** *OR* Click on **Cut**  **button** in toolbar *OR* use **CTRL + X** keys

2. Scroll to the end of your document and hit **Enter** a couple times to make some space

3. **Paste** the copied text into a new place by placing the cursor where you want text copied by:

Go to **Edit > Paste** *OR* Click on **Paste button**  in tool bar *OR* use **CTRL + V** keys



## Spell Check/Grammar Check




The spelling and grammar check function can be used to check all or part of a document. By default, Word checks both spelling and grammar together. A word that is misspelled will have a red squiggly underline; a sentence with “improper” grammar will have a green squiggly underline.

- a) Run the spell check function from the standard toolbar. If a word or grammatical construction is ok, click the “ignore” button. If you want to change the word with a suggested word, click the “change” button.
- b) Notice that the spell check will not identify problems with words that are spelled correctly but are obviously improper – e.g. “When you when to capitalize...” This means you still have to manually check the document.

## Print Preview

- a) Prior to printing, use the “print preview” tool on the “standard” toolbar. 
- b) Check that the formatting is correct, etc.
- c) Use the  button in the “print preview” screen.

## Printing

- For controlled printing (where you want to specify the printer and the pages) use the menu bar:
  - “File,” “Print”.
- Here you can choose the printer you want, the number of copies and page range for printing.
- The “print preview” button is also useful because it will give you a bird’s eye view of your document first.
- The print button on standard toolbar will send the entire document to the default printer. The default printer is the printer that you set as the primary printer (in your Windows printer settings). 

Printing options are dependent on your printer. These options are always available:

- What to print (all, specific pages, selected text)
- # of copies to print
- Collating copies
- Color vs. black and white
- Quality of printing