

PLEASE SILENCE ALL CELL PHONES

Getting Started: Word Processing

Before we begin with Word:

-Mouse:

1. Left-click: to press down on and release the left button a single time.
This is commonly used for selection and choosing items from a menu.
2. Right-click: to press down on and release the right button a single time. This is used to display information about an object or to open a menu.
3. Double-click: to Left-click twice quickly. This is used to open a file or run a program (like starting Microsoft Word)

-Other terms:

1. Window: section of screen which contains the project you are currently working on.
2. Icon: small image which represents a program or file (such as the little blue 'W' that represents Microsoft Word)

Getting Started:

Starting Microsoft Word:

1. Find the icon on your screen that looks like a blue square containing a blue 'W', it should be labeled "Microsoft Word".

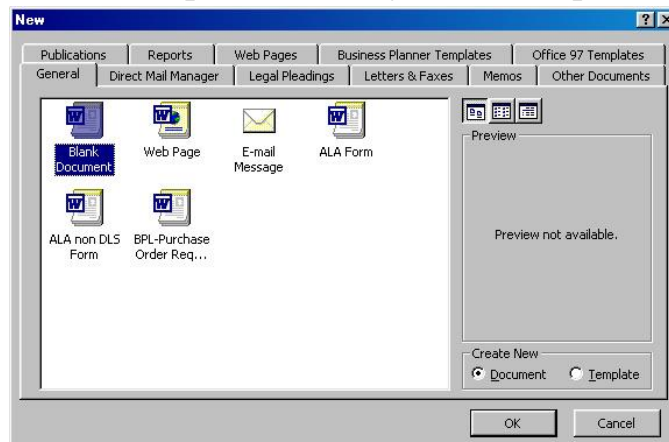


2. Double click this icon.

Creating a new document file:

If you wish to begin a new paper, resume, shopping list, or anything else you might want to write out it's necessary to open a new file. This is done by:

1. Left-click on file
2. A menu should have opened up on the screen
3. Place the mouse cursor on top of the option "New...."
4. Left-click
5. There is now a window open with many different options



6. Double-click "Blank Document" → NOTE: feel free to try opening these other options to see the difference.

Basic Skills:

Highlighting: This is a very important skill because it is necessary to perform any editing or make any other changes quickly. Though it's possible to get by without highlighting it's very time consuming and not proper use of the tools Microsoft Word gives us. To highlight the section of text we wish to change:

1. Place the cursor at the start of the text.
2. Next, hold down either "shift" key
3. Then press the arrow keys in the direction you wish the highlighting to go
4. When everything you want highlighted has been selected first release the arrow key then release the shift key.
5. Now the selection is ready to be edited

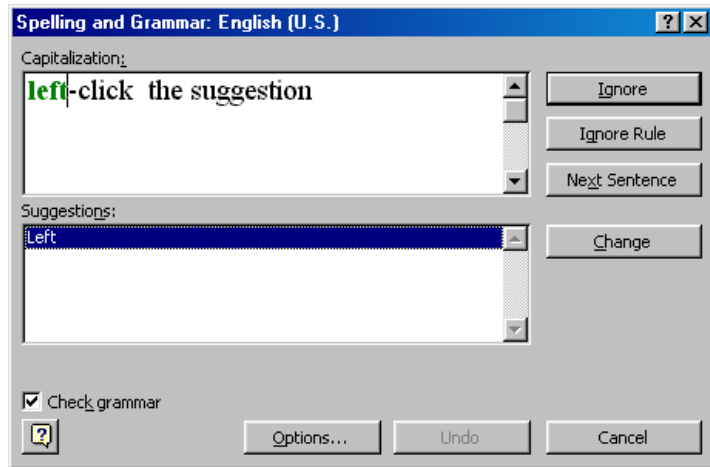
Editing: To edit means to change. When a section of text(a word or a sentence or even just a letter or two, however much you highlight) has been selected whatever commands you give Word will be performed on that text. So, if you have a word highlighted and you press the delete key, the whole word will be deleted, if you have a whole paragraph highlighted and you

press the letter 's', the whole paragraph will be replaced by the letter 's'.

This also works if you have something highlighted and make a format change (underlining, making it bold, centering it, etc.), but we'll cover that in a moment.

Using the spelling and grammar checks:

To check for spelling or grammar mistakes simply press the 'F7' button on the top of your keyboard, this will check the document for any



mistakes you might have. When mistakes are found a window will open up showing you your mistakes and offering it's suggested fixes. If one of these suggestions is what you want then:

1. left-click the suggestion
2. left-click the "change" button

Otherwise you can left-click the "Ignore" button and Word will move on to the next error.

A shortcut technique to using the spelling checks is to notice when word places squiggly red or green lines underneath something. The red line represents a spelling error and the green line represents a grammar error. To

see Word's suggested fixes for these errors simply right-click on the word that's underlined. This will bring up a menu with possible corrections, if one of these corrections is what you want then left-click on it and it will automatically replace the error.

More advanced skills:

-Cutting and Pasting:

To cut (remove a section of text to put it somewhere else in the document) a portion of your document you must follow a few quick steps:

1. Highlight the section you wish to move
2. Left-click the word "Edit" at the top of the page
3. Find the word "Cut" in the menu that appears
4. Left-click on "Cut"

Following these same steps will also allow you to copy (just like cutting only the original text doesn't get deleted).

To Paste (placing the section of text you either cut or copied back into the document) you must left click at the spot in the document where you want the text to appear then Left-click the word "Edit" again, bringing open the editing menu. This time you should find and left-click on the word "Paste".

This will make the text you most recently copied or cut appear in the document. You can paste the same text as often as you like.

A quick look at formatting:

Using the formatting options available is best learned by experimenting on your own. However, we'll do a quick listing of where all the changes can be found. All of these changes are performed in the same manner, highlight the text you wish to change, then choose the option you want to use.

-Underlining, **Boldface**, and *Italics*:

These three commonly used options are found in the toolbar at the top of the window. Next to one another are a **B**, *I*, and a U, representing Boldface, Italics and Underlining. When the desired text has been highlighted simply left-click on as many of these as you want and the effect will automatically occur. If you decide you don't want a section of text to have the effect any more simply highlight it again and click on the effect you wish to remove.

Spacing and Alignment:

If you wish, as people often do, to make your document double-spaced to make it easier to read. Simply follow these steps:

1. Place cursor at the top of the document
2. Left-click on "Format" which can be found at the top of the window
(alongside Edit and File)
3. A menu will open up, from this menu select "Paragraph"
4. This will open up a new window
5. One of the options we see here is "Line spacing"
6. To change the spacing of your document left-click on the word in the
white rectangle underneath "Line spacing"
7. Left-click on the spacing option you want from the short list that
opens up.
8. Left-click the button labeled "OK" at the bottom of the new window.

Now your spacing is changed.

The alignment is what determines if what you type out starts at the left of the screen (normal), the right of the screen (you might use this when typing a return address on a business letter), or in the center of the screen (for when you want something centered, like the title of a paper or resume). To change the alignment you follow the same steps as changing the spacing, However, when the new window opens up you should left-click on the white rectangle to the right of the word "Alignment:" instead of underneath "Line spacing".

Save it and print it:

To either save the document or print the document left-click on the word "File" at the top of the screen then select the operation you want to perform ("Save" if you want to save the file, "Print" if you want to print it) the details regarding saving are discussed in some detail below.