

Introduction to MS Word

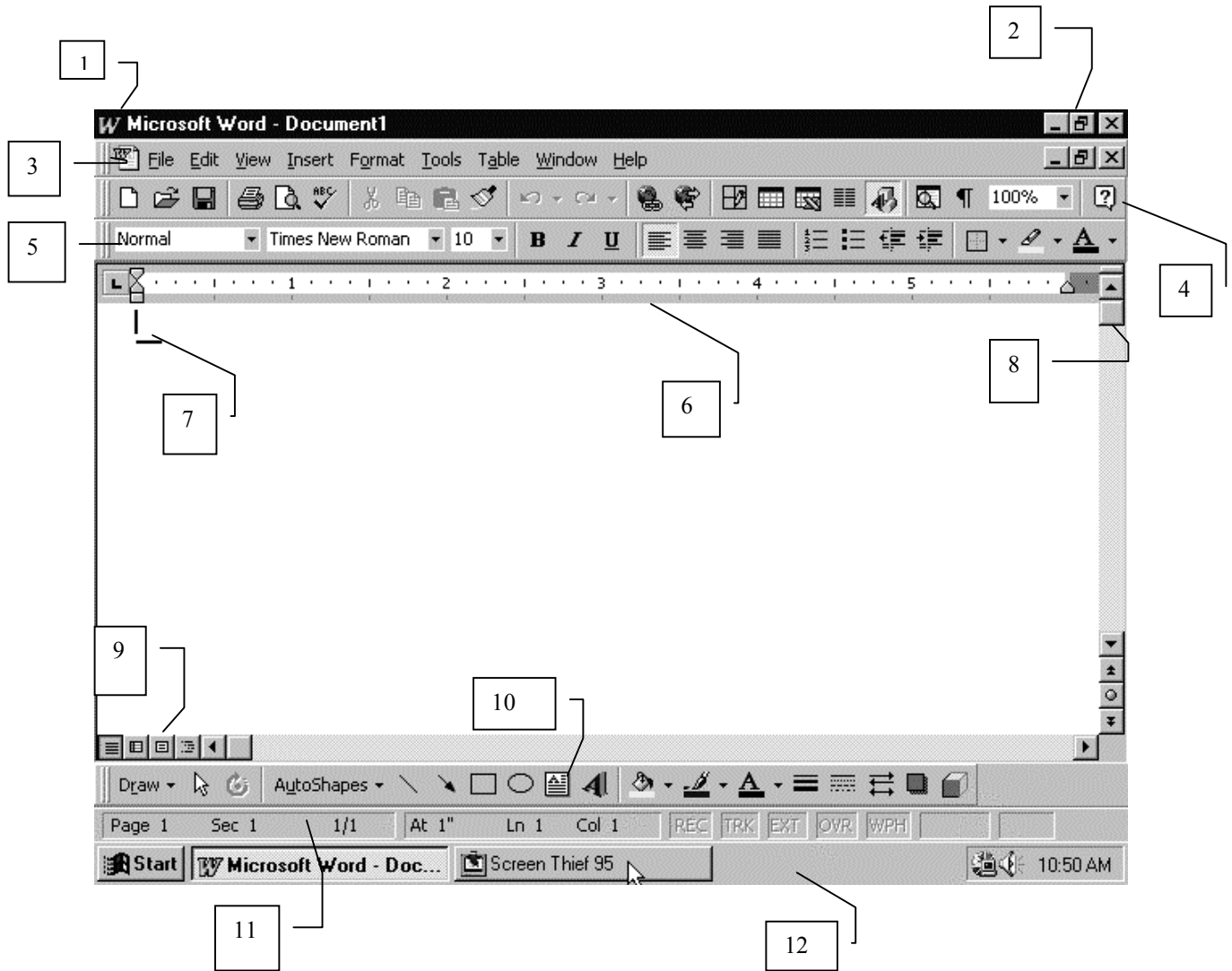
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Modified by D. Baker 10/2000


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Chapter 1

Orientation to the MS Word Screen




1. The blue **Title bar** at the top of the screen tells you the name of the document. Until you save the document and give it a name, MS Word names it "Document 1".

- The  on the Title bar control opening and closing the Word application itself.

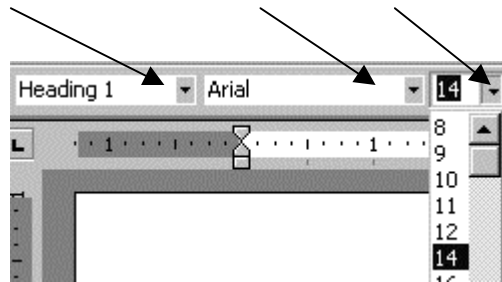


Minimizes the Word application and is helpful in switching between apps.



Changes the size of the Word application. When the application is smaller, the button will look like this: 

- The **Menu Bar** contains every option available in MS Word. To select a menu option, move your mouse so that the cursor is over the menu choice. Click on the left mouse button, and a menu will drop down. Click on the item from the menu you would like to use.
- The **button bar** offers you the most popular menu choices. If you want anything beyond the basics, you will have to use the Menu Bar. If you hover your cursor over a Button, MS Word will display text to tell you what the button is used for. To use a button, simply click on it.
- The **Formatting Bar** displays the most common choices for formatting text. It works identically to the button bar described above. If you see a little downward pointing arrow to the right of a button, it means that there is a menu. Click on the arrow to display the menu.



- The ruler shows margins and tabstops. There are better places to change these attributes so it is recommended that you do not change them from here.
- This is the body of the document. The blinking vertical line is called the **Insertion point** and shows where text will start when you begin to type.
- These buttons are called “Thumb Bars.” They change your orientation on the page. To use them, place your cursor on one, click and drag them up or down.
- These buttons show you what “view” you are currently in. The first (from left to right) is **Normal View**, the second is **Online Layout View**, the third is **Layout View** and the last is **Outline View**. You will always be put in Layout view when you are working with graphics in your document.

10. This is the **Drawing Tool Bar**. You can use this bar to insert shapes, lines, and word art into your document. Any additional tool bars you have asked MS Word to display will be shown here.
11. Below the **View Buttons** is a line that shows you where you are: the page, section and column of your current document.
12. The bottom most bar shows you any applications that are open, the time, if you are connected to the network and if the sound is turned on.

Chapter 2:

Entering Text in MS Word

Entering text in Microsoft Word is easy to do! To begin:

1. Click on the New document button in the button bar or click on **File, New**.



2. Begin typing. Type will appear at the insertion point.
3. You don't have to press the Enter key when you reach the end of the line. MS Word will automatically go to the next line. **Only press the Enter key if you wish to insert a blank line in your text.**
4. Holding the **Shift Key** down as you type a letter creates capital letters. A space is inserted by pressing the long **Space Bar** at the bottom of your keyboard.

Power Hint: Type all your text then make corrections and formatting changes!

Exercise One: Typing Text

Instructions: Open a new document and type the following.
Remember to let the computer go to a new line when you reach the end of the line.

2356 Maple Avenue
Garland, TX 75040
May 15, 1998

Dear Louise,

Well, the Boss is downtown making his deposits, so I am going to sneak a few minutes and write you a letter. Lucky you!

How are things in Tyler? Garland is the same old boring sleepy place we both know and love. We did have a bit of excitement last week though. It seems that Mable Jackson was getting out of her car when she noticed something on the dash. Somehow, when she leaned back into the car to get whatever it was, she got her head caught in the between the seatbelt, the sunvisor and the windshield. She was captured! It took the fire department 20 minutes and the Jaws of Life to get her loose! Poor Mable! She hasn't been very agile since that unfortunate episode at the Texas – OU game last year.

Old Grumpy will be back shortly so I had better get back to the salt mines. Hope Rodg and the kids are good. Can you believe Marty and I will have been married for 23 years this June? And they said it would never last. Ha!

Your friend,

Jen

Exercise Two: Typing Text

Here is another letter for you to try.

The All-Tite Handcuff Company
14 Green Street
Mercury, IL 90887

July 16, 1998

Mr. Brian Strongheart
3488 Bluebird Lane
Honeyville, NY 13356

Dear Mr. Strongheart:

Enclosed is a refund check in the amount of \$14.95. We are sorry that you were disappointed with the "Big Boss Handcuffs" you purchased. It is the policy of our company to make every customer 100% satisfied with our product.

We do feel compelled to point out, Mr. Strongheart, that the "Big Boss Handcuffs" you ordered are not intended for use on poultry. May we recommend the "Hold-em Tite Chicken Cuffs" next time.

Thank you for your interest, and we hope next time you are looking for handcuffs, you will turn to "All-Tite".

Sincerely,

Jason Blackwell
Customer Service

Chapter 3:

Correcting Errors

I. Spelling Errors

Method One: Backspacing

1. When you make a spelling mistake, Word will underline the word with a red squiggly line.

...company to make every customer happy wth our product.

2. Move the cursor to just after the mistake and click the left mouse button.
3. Press the backspace key until the cursor is to the left of the mistake.
4. Type the correct letter.

Method Two: Delete Key

1. Insert the cursor to the left of the mistake.

company to make every customer 100 % satisfied wit | f our product.

2. Press the Delete Key to remove the mistake.

company to make every customer 100 % satisfied wit || our product.

3. Type in the correct information.

company to make every customer 100 % satisfied with|| our product.

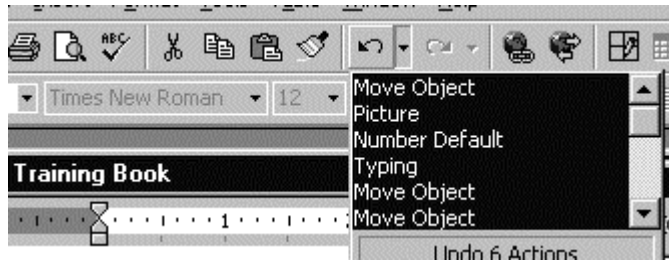
Method 3: Using the Right Mouse button

1. When you see a misspelled word, hover your cursor over the word and click with your **right** mouse button.
2. A menu of correctly spelled words will pop up.
3. Highlight the correct word and click with your **left** mouse button.

Method Four: Using the Undo and Redo Buttons

Sometimes you do something that seems like a good idea right up to the millisecond when you do it. Then you wish you could turn back time. Good news! In MS Word, you can.

The **Undo Button** is on the **Button Bar**. Several steps back into time are saved, and you may either click it backwards one step at a time or click on the downward pointing arrow to the right of the button to view and select one of several steps back.

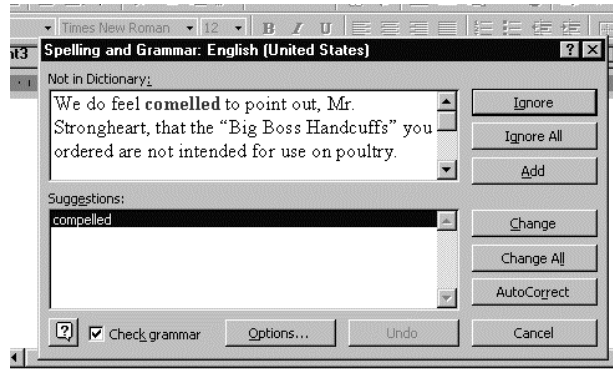


Once you have used the **Undo Button**, you may go forward by using the **Redo Button**. It works the same as the Undo, just a different direction in time.



Method Five: Using the Spell Check Button

1. Click on the **Spell Check** button 
2. The **Spell Checker Dialog Box** will appear in your document with the first error.



3. If you would like to correct the mistake as the Spell Checker recommends, click “**Change**”. If you know you have made this mistake more than once, click “Change All”. If you don’t want to change the mistake, click “**Ignore**” or “**Ignore All.**”
4. You may also add a word to MS Word’s dictionary. Simply click on the “**Add**” button. But use this option with care!

Exercise Three: Correcting Spelling Errors

Step One: Click the **New** button to open a new document.

Step Two: Type the errors below.

Step Three: Use the Correction Method listed to the right of the error to make the correction.

- | | |
|--|-------------|
| I lobe technology. | Backspace |
| Is Jack at hode? | Delete Key |
| Do you want choclit or vanilla? | Right Click |
| We have sevin cats. | Right Click |
| My parants are buying me a Volkswagen. | Spell Check |
| Margret is such a pretty gril. | Spell Check |

II. Moving Text

MS Word features a technique known as "drag and drop" editing. This means that at any time, you can highlight a section of text and "drag" it to another point on the page. To do:

1. Type your text as you normally would.
2. Highlight one sentence.
3. With your left mouse button, click on the beginning of the highlighted text and drag it to another point within your paragraph. Watch for the insertion point, a light gray box with a corresponding line.
4. Place the insertion point where you want to insert your text and lift up on the mouse button.

III. Cut and Paste

Another way to move large amounts of text is by cutting and pasting. To do:

1. Highlight a section of text that you want to move.

Dear Mr. Strongheart:

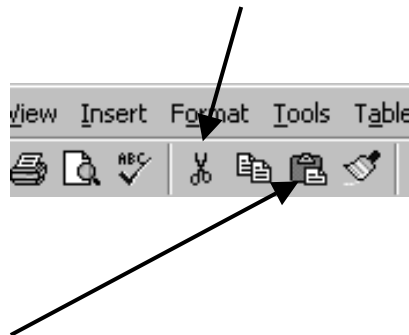
Enclosed is a refund check in the amount of \$14.95. We are sorry that you were disappointed with the "Big Boss Handcuffs" you purchased. It is the policy of our company to make every customer 100% satisfied with our product.

We do feel compelled to point out, Mr. Strongheart, that the "Big Boss Handcuffs" you ordered are not intended for use on poultry. May we recommend the "Hold-em Tite Chicken Cuffs" next time.

Thank you for your interest, and we hope next time you are looking for handcuffs, you will turn to "All-Tite".

Sincerely,

2. Click **Edit**, **Cut** or click on the **Cut button** on the tool bar. Your text will go to the "virtual clipboard".



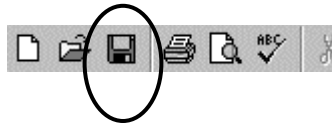
3. Move your cursor to the point where you want your text to be. Click **Edit, Paste**, or click on the **Paste button** on the tool bar.

Chapter 4:

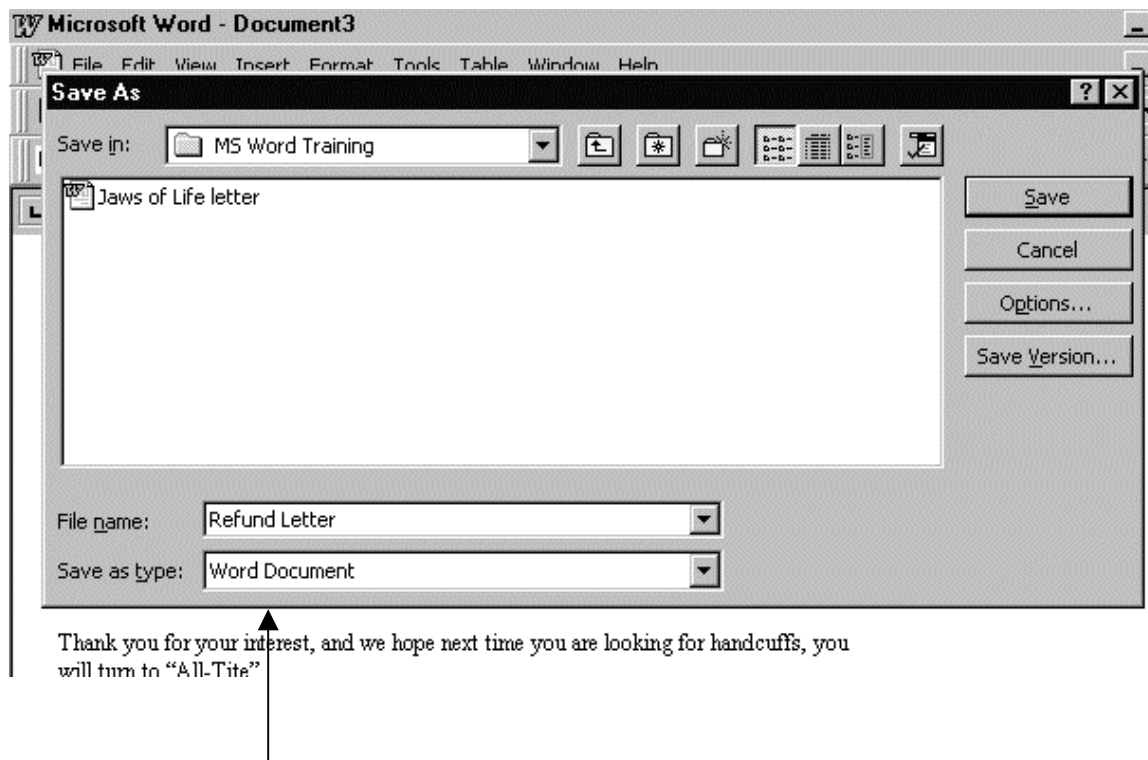
Saving Your Work

Saving your work is very important and can't be done enough. Any time you make a change to your document, you should save it. You should also save your document before you make any kind of a universal or sweeping change. If you are unhappy with the result, you will be able to return to an earlier version of your document.

1. Click on the **Save Button** on the button bar.

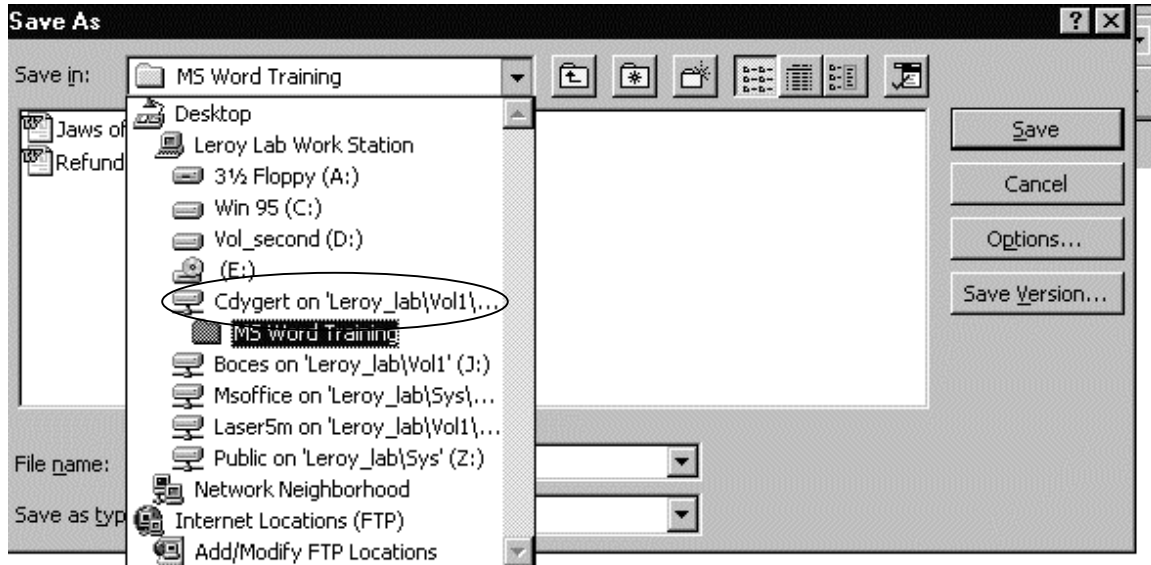


2. The first time you save a document, a dialog box will appear.



3. Notice the **File Name** box. Type the name of the file here. *(Note: Win95 files can be named long and descriptive names. If you are going to use this file on both Win95 and Win3.1 machines, restrict your file name to 8 letters and/or numbers.)*

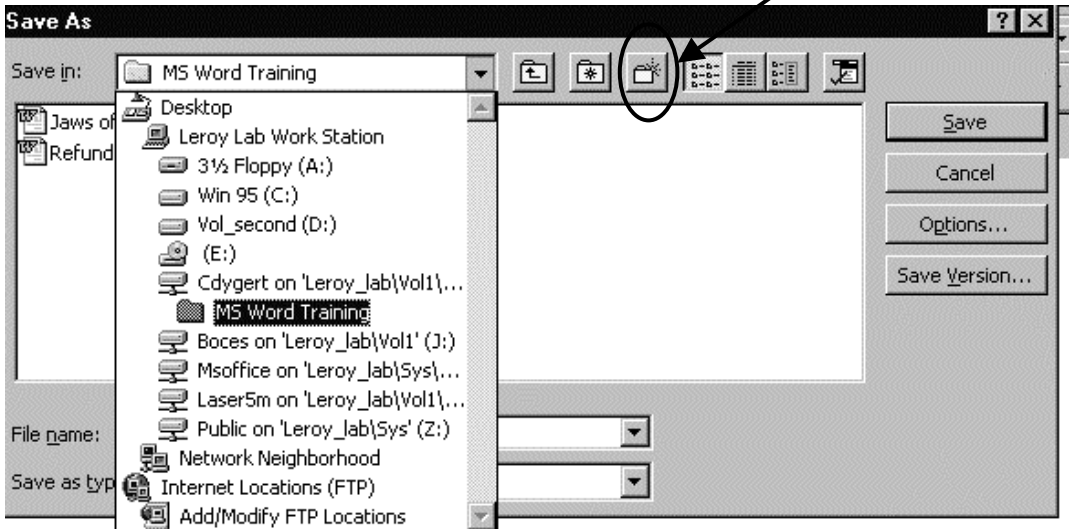
4. Save the file to the correct directory.



Thank you for your interest, and we hope next time you are looking for handouts, you

Usually you will want to save it to your Home Directory (The H:\ drive). You can also save it to a floppy diskette. **Please don't save files to the C:\ unless directed to do so by a Computer Lab Aid. Your files are not safe there.**

If you need to do so, you may create a folder for your work when you are saving it. Click the **Create a New Folder** button in the **Save Dialogue Box**.



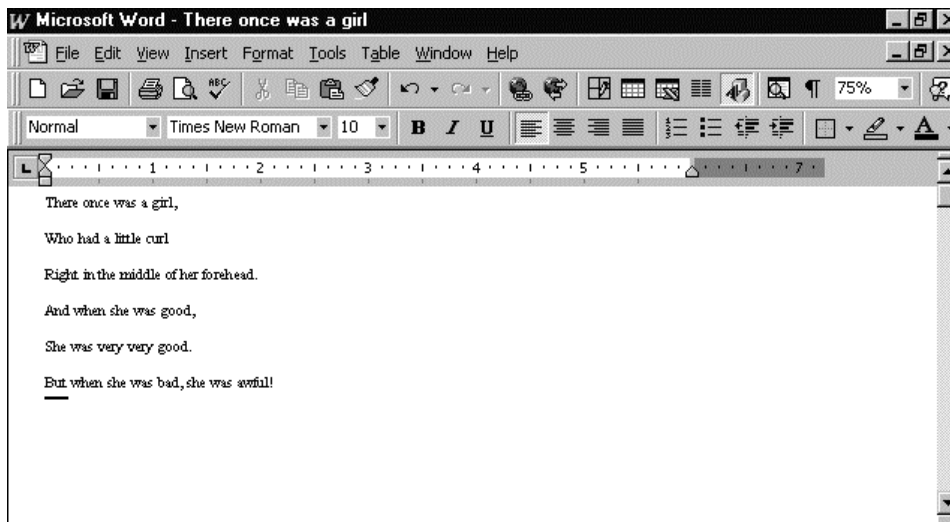
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Chapter 5: *Formatting Text*

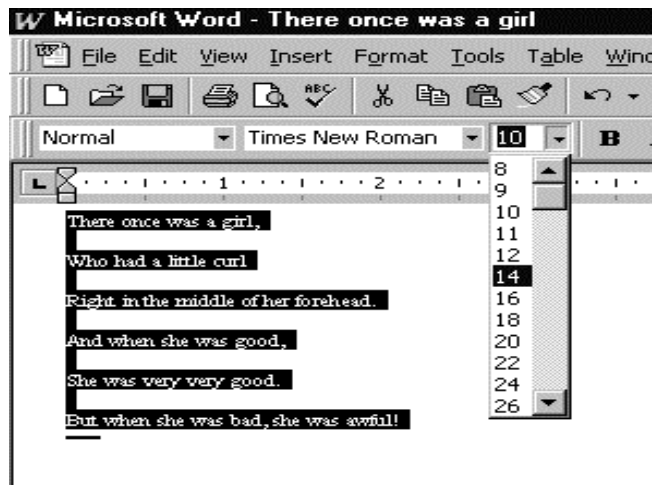
I. General Formatting

Simple text formatting can be done easily in MS Word.

1. Type the text.

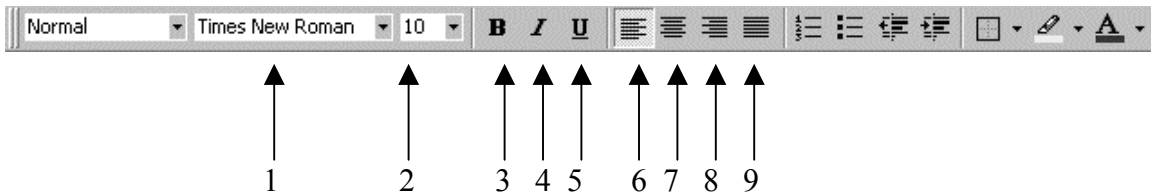


2. **Highlight** the text. Either click and drag over the text to select it or move the mouse to the right of the text until the pointer points at the line and then click.

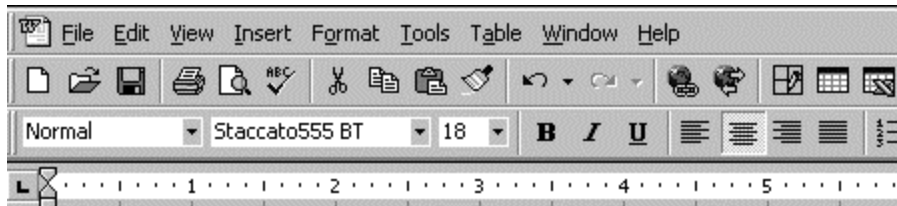


- Click on the desired formatting buttons. If the button has a downward pointing arrow to the right of it that means there is a drop down menu with many options to choose from.

Hint: More than one formatting change can be made while the text is highlighted. It is not necessary to re-highlight the text for each formatting change you wish to make.



- Changes the type style of formatted text.
- Changes the font size of formatted text.
- Bolds formatted text
- Italicizes formatted text.
- Underlines formatted text.
- Left justifies formatted text.
- Centers the text.
- Right justifies formatted text
- Block justifies formatted text.



*There once was a girl,
 Who had a little oval
 Right in the middle of her forehead.
 And when she was good,
 She was very very good.
 But when she was bad, she was awful!*

II. Numbering and Bullets

Some times you want to number your lines of text or begin each line with a bullet. MS Word allows you to do this conveniently. You can do it either before you type your text, or after you have finished. To do:

After you type:

1. Type each line of text, hitting the **Enter** button between each line.
2. Highlight all of your text.
3. Click on the **numbering or bullet button** to set the numbers.



Before you type:

1. Click on the numbering or bullet button.
2. Begin typing.
3. Hit **enter** at the end of each line. Your lines will be numbered (or bulleted) for you.

*Note: You can change the style of the numbers or bullets by clicking on the **Format, Bullets and Numbering** menu.*

Exercise Five: Formatting Text

1. Open a new document.
2. Type this text:

There once was a girl
Who had a little curl
Right in the middle of her forehead.
And when she was good, she was very very good.
And when she was bad she was HORRID!
3. Spell Check your typing.
4. Save your document to your home directory.
5. Center and bold the text. Change the font size to 20 and the type style to something different.

6. Save your file again.

Exercise Six: Formatting Text

Directions:

Type the following lines as they are shown. Then make the changes directed by the lines.

Make this line bold.

Make this line italics

Make this line underlined.

Make this line 16 point type.

Make this line a different typeface.
