



Microsoft Word Basics

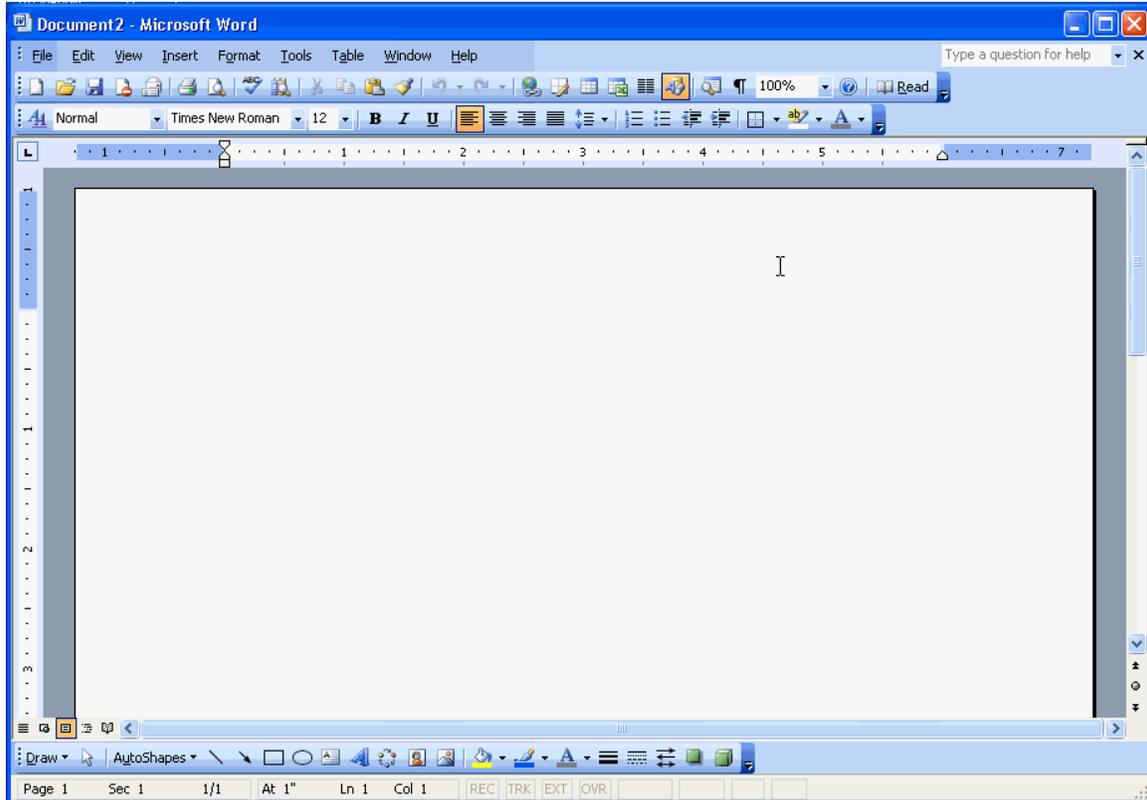
Course Objective

In these two sessions, participants will be introduced to the basic features of Microsoft Word 2003. Participants will have hands-on experience with such features as highlighting, modifying text, cutting and pasting, use of spell and grammar check, and saving to a storage location.

Course Overview

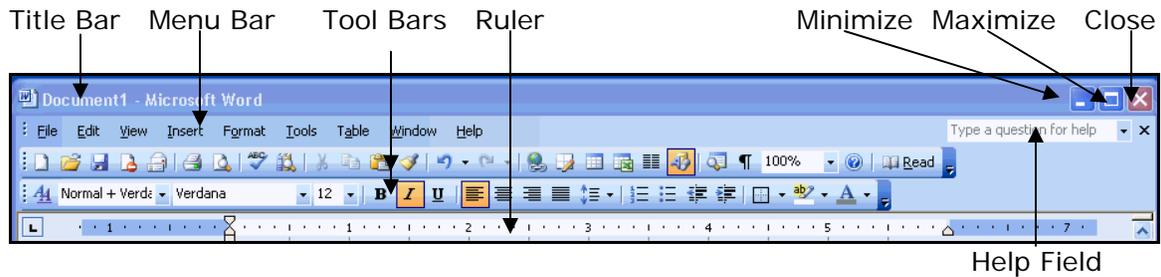
Introduction to the Microsoft Word Screen	Options To Format the Document
Typing Text and Formatting	Microsoft Word Terms
Formatting the Document	

Introduction to the Microsoft Word 2003 Screen



Views of the Microsoft Word Screen

Top of Microsoft Word Screen



Title Bar: tells you the name of the Application/Program Open.

Menu Bar: drop down Menus of Commands, Functions Buttons.

Tool Bar: most Frequently Used Commands, functions and Options.

Ruler: indicates the margins of the page and tab stops.

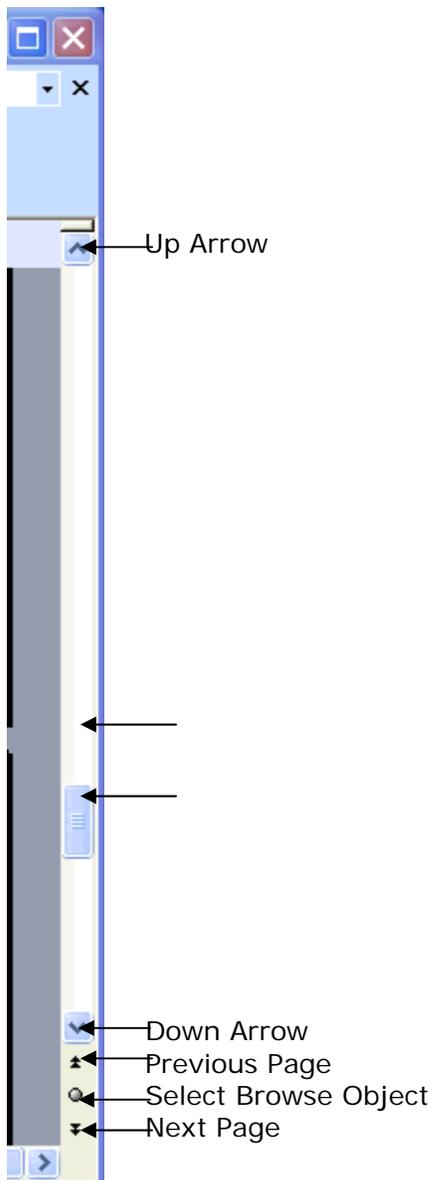
Minimize Button: places the Open Application/Program on the Windows Task Bar.

Maximize Button: enlarges the Application/Program to fit the entire desktop.

Close Box: closes the Application, Program or File that is open.

Help Field: a field to type a question by using keywords or terms to search Microsoft Word help.

Side of the Microsoft Word Screen



Up Arrow: moves the text up the page.

Scroll Bar Box: moves text up and down the page.

Scroll Bar: the bar at the right edge of the screen that allows up and down movement of text.

Down Arrow: moves the text down the page.

Previous Page: if you have more than one page in your document, the button will move you back a page.

Select Browse Object: this button allows you to choose an object, icon, file or folder for manipulation of the text or document.

Next Page: if you have more than one page in your file, the button will move you forward a page.

Bottom Half of Microsoft Word Screen

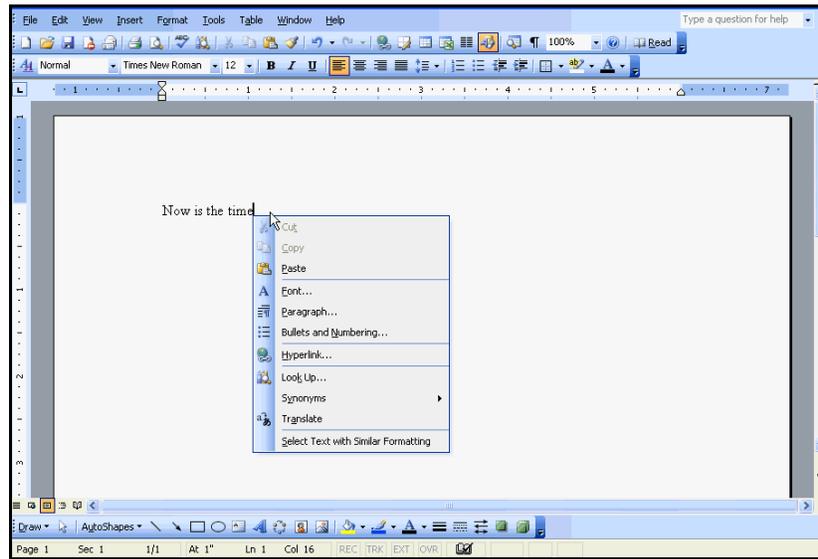


Views: Normal View  Web Layout View  Page Layout View 
Outline View  Reading Layout View  are different views in which to see the page of text.

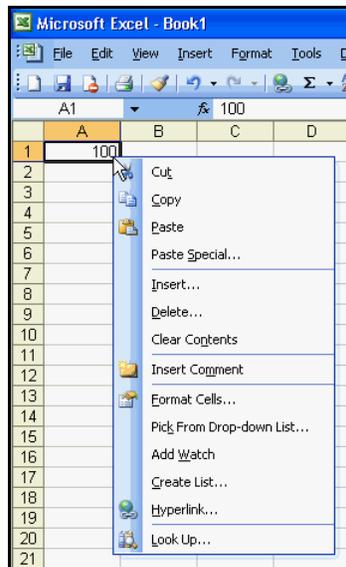
Drawing Tool Bar: adds shapes and drawings to the document. This tool bar opens at the bottom of the screen above the Status Bar.

Status Bar: indicates the length of the document in page number, number of pages, section line, and column. These change as the cursor moves on the page.

Right Mouse Button

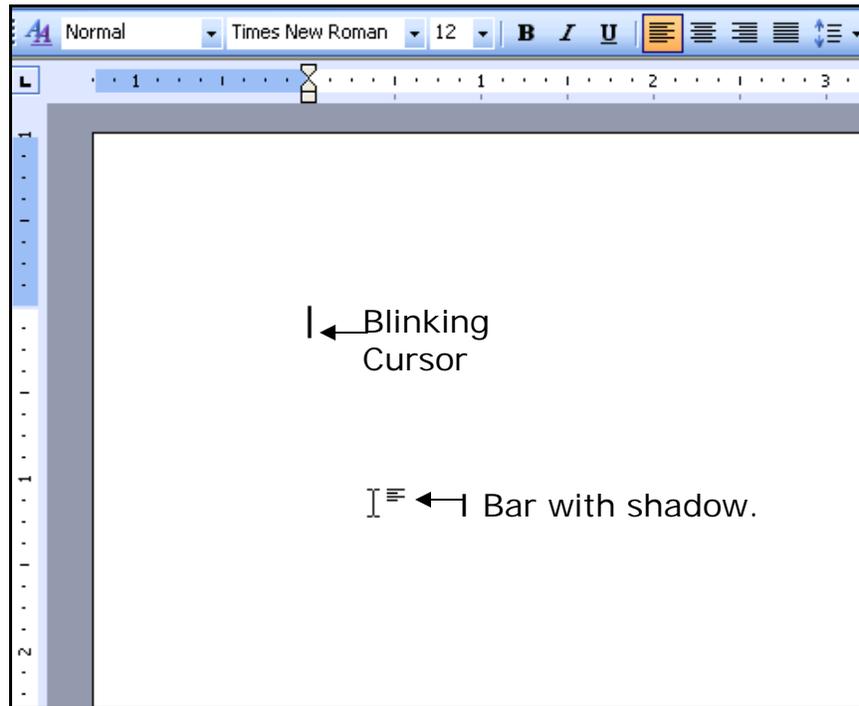


The menu on the above Microsoft Word Screen is an example of using the Right Mouse Button. Depending on the task and application you are working on, the right mouse button will offer different options. In the example above, the right hand mouse button offers text-formatting options.



In the Excel example above, the right hand mouse button offers cell-formatting options, which differ from the Microsoft text formatting options.

Visuals When Typing Text



Blinking Cursor: is the point on the document where text can be typed

Ibar: is the coworker of the Cursor. The **Ibar** is your mouse. If you move your mouse, the **Ibar** will move. The **Ibar** helps move the **Cursor** to parts of the text screen, calls the **Cursor** into a blank field, and works with the **Cursor** in text formatting, such as highlighting.

Arrow: the **Ibar** becomes an arrow if you move your mouse onto the **Tool** or **Menu Bar**.

Text and Formatting Text

- Correcting text with the Ibar and Cursor.
- Using Spell Check
- Learning to Highlight
- Making text changes with highlighting
 - centering text
 - size of font
 - type of font
- Moving text up and down on page
- Dragging Text
- Undo with edit
- Save to location
- Print preview
- Print

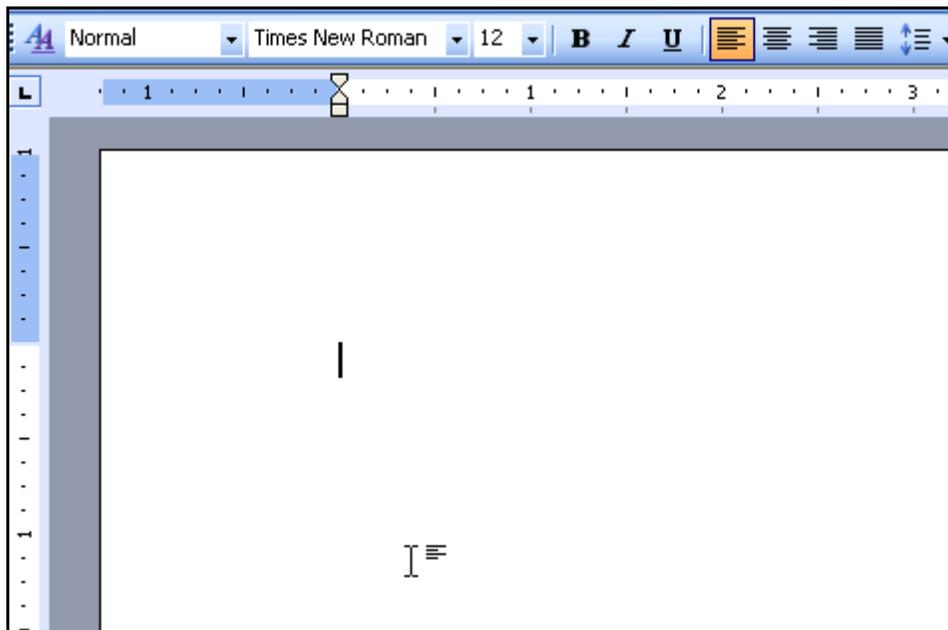
Please type:

First Part Microsoft Word

The First Part of Microsoft Word will teach us the options available in Microsoft Word to increase our skill of word processing.

This is just the beginning of the wonderful world of Microsoft Word.

Correcting text with the Ibar and Cursor

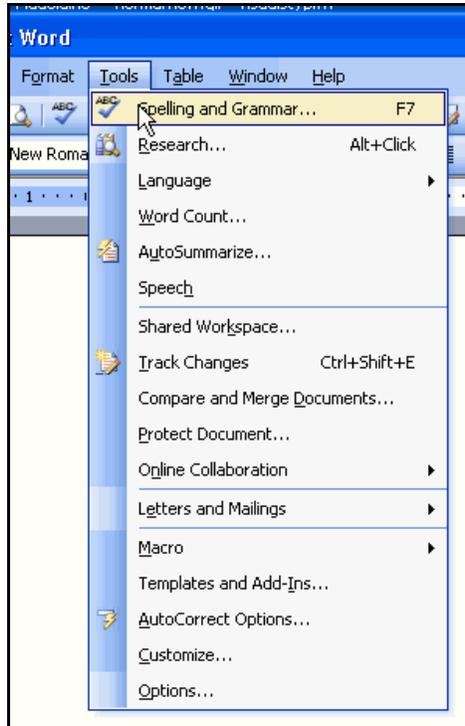


The **Ibar** is placed where the correction is to be made. It is preferred to place the **Ibar** to the *right* of the letter to be deleted and the Backspace key used instead of the delete key. The Delete key is located right below the Insert key on the keyboard. The Insert key may be turned on when the Delete key is used. This can cause a lot of problems when you are typing and it is accidentally turned on.

Move the mouse (the Ibar when in text) to the place where you want to make a change. Once the **Ibar** is in place, click the left mouse button and the **blinking cursor** moves to the same place with the **Ibar**. At this point you can move the **Ibar** (the mouse) away from the **blinking cursor** by clicking in another location with the mouse. With the **blinking cursor** in place, use the Backspace key to delete the letter or letters or a new letter can be inserted at this point.

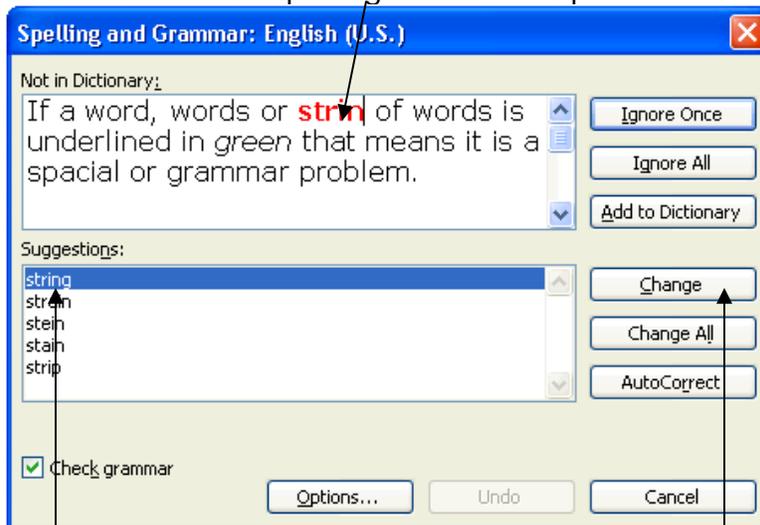
Spell Check

Spell Check is the first option under the Tools Menu.



Spell Check and Grammar are on the same menu. As you type text, if a word becomes underlined in *red* that means the word is misspelled. If a word, words or string of words is underlined in *green* that means it is a spatial or grammar problem.

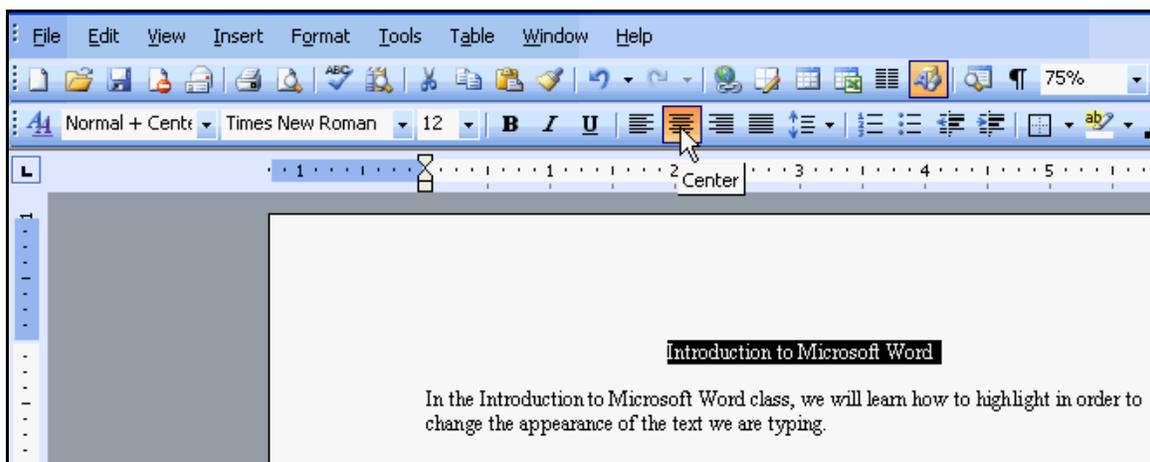
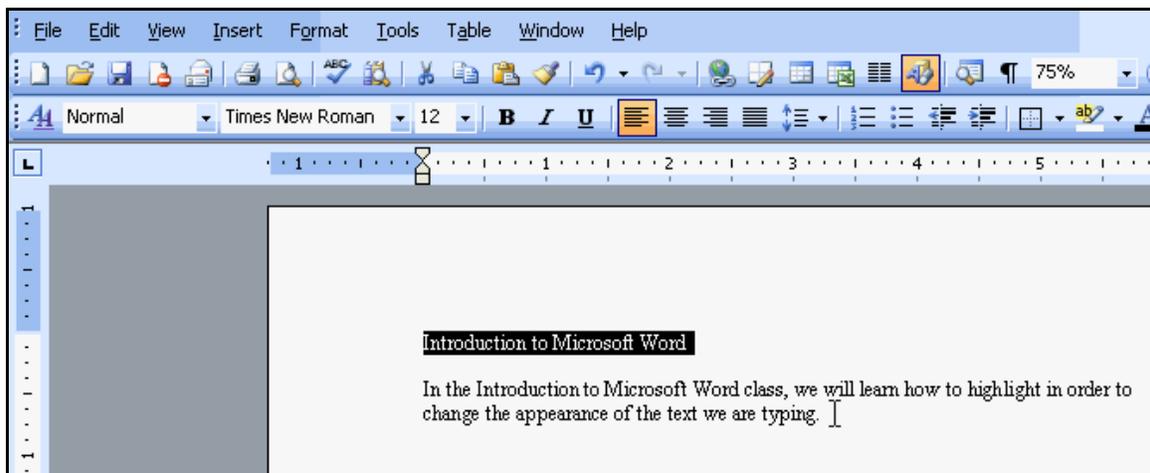
Spelling and Grammar menu spelling error in red print.



Highlight the correct suggestion and click on the Change button.

Highlighting

- **Highlight** by making the cursor active after the text you would like to highlight.
- Keep the **blinking cursor** and the **I bar** together.
- Keeping the mouse button pressed, slide to the left over all of the words and then let go of the mouse. All the words should be highlighted in a black shadow. Remember use your left hand mouse button only.



The text was centered on the page by highlighting and clicking on the **Center Button** located on the Tool Bar.

Clicking on any button on the Tool Bar can change highlighted text.

Moving text up and down on the page.

Place your blinking cursor (not the Ibar) in **front** of the text that will be moved down the page.

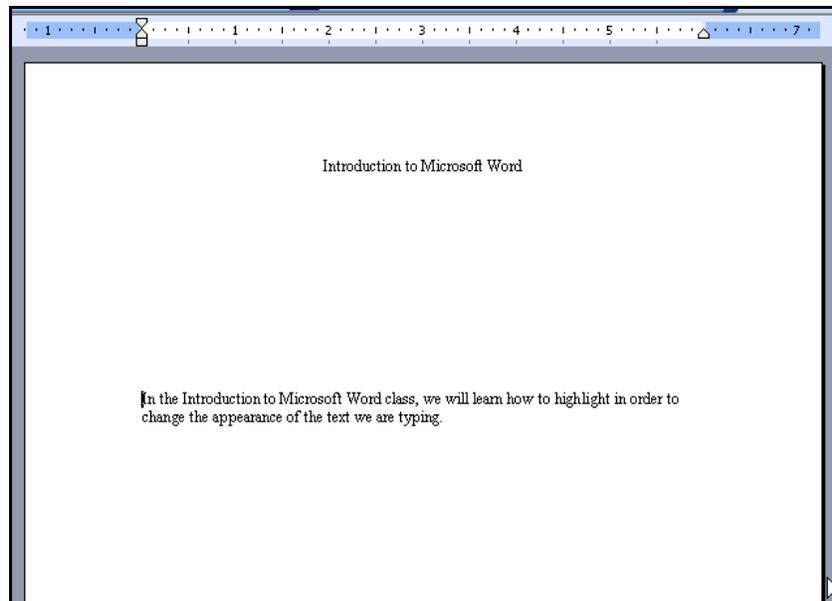
Introduction to Microsoft Word

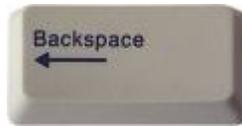
In the Introduction to Microsoft Word class, we will learn how to highlight in order to change the appearance of the text we are typing.

Using the enter key on the keyboard...

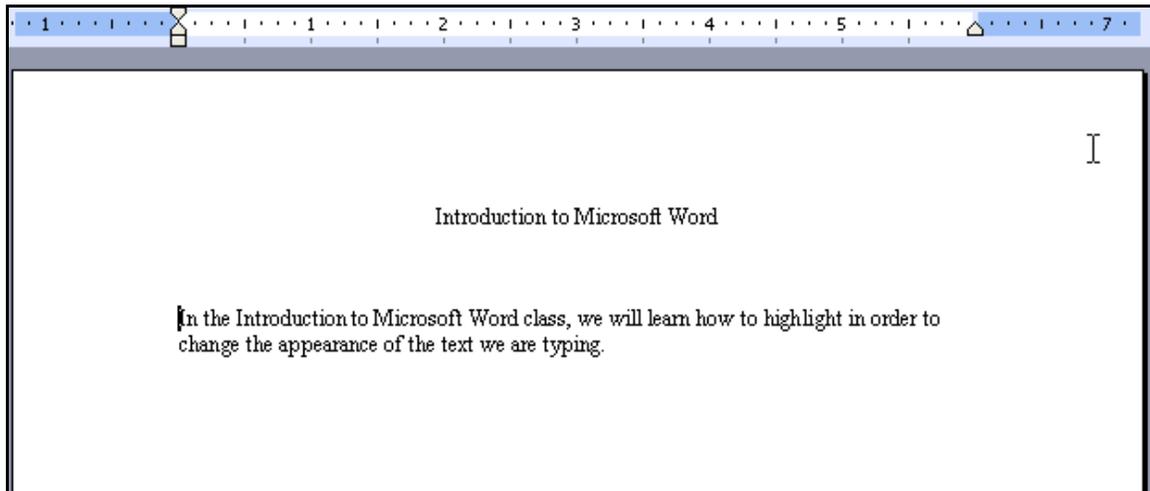


enter several times and the text will move down the paper.

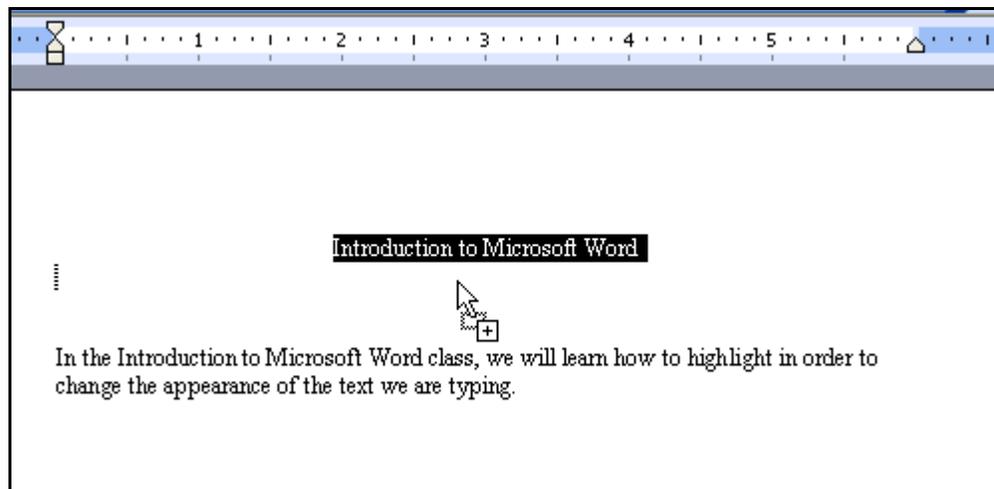




Now using the backspace key press a few times and the text will move up the page. The backspace key will stop working when the text has moved up to the top line of the paper.



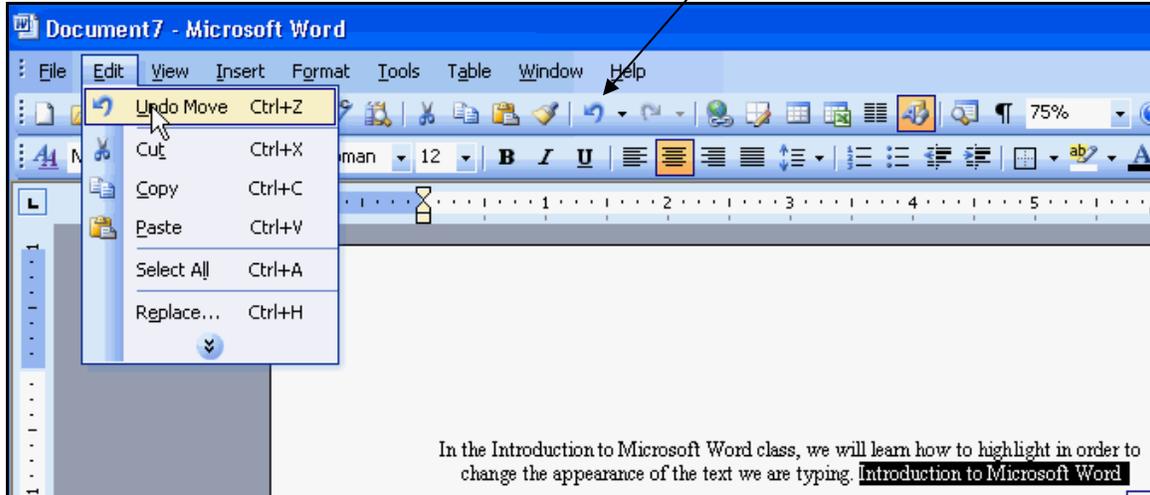
Dragging Text



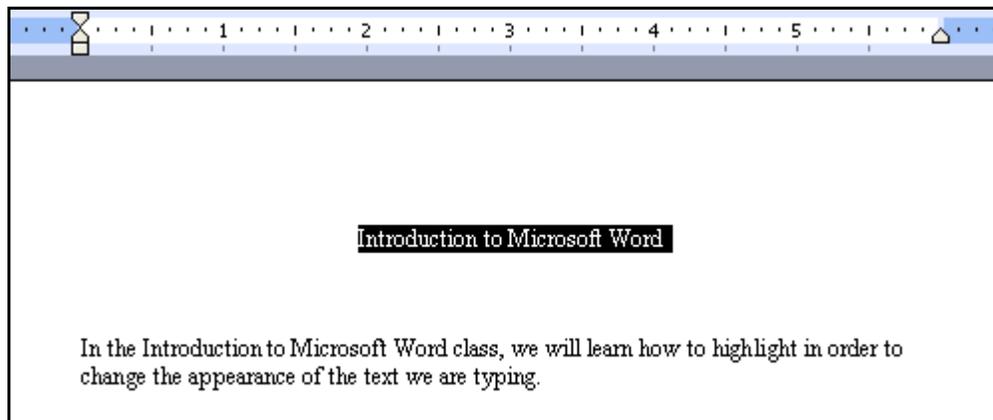
Sometimes when highlighting, the mouse goes into the mode to **drag text**. The mouse becomes an arrow with a small box attached that indicates the **drag text** mode. When the mouse is in the **drag text mode**, text can be moved to another part of the screen.

Undo

UNDO is found under the Edit menu or by the back arrow located on the Tool Bar.



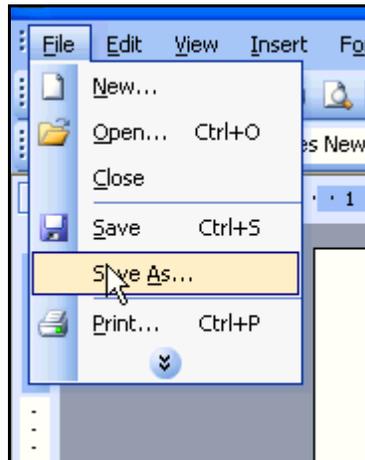
By selecting either option the text will return to its original position.



UNDO under Edit will undo the last action made. When using the arrow on the toolbar a small down arrow is next to the arrow icon . The down arrow will show a list of the most recent actions you can undo. When you undo an action, all actions in the list can be undone.

Saving Work to a storage device.

Work can be saved to a storage device, 3½ floppy disk, flash drive, CD, or the C:\ of the computer. Save As can be found under File on the Menu Bar.

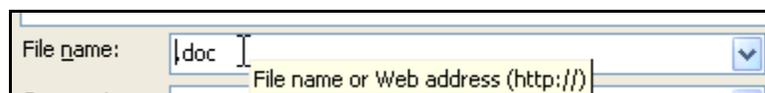


Once the Save As menu is opened the computer has to be directed to the location where it should be saved.

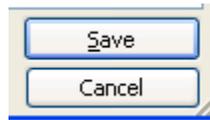
1. The Save In field shows the location where to save. If it does not show where the file should be saved the small down arrow will bring up other locations which can then be selected.



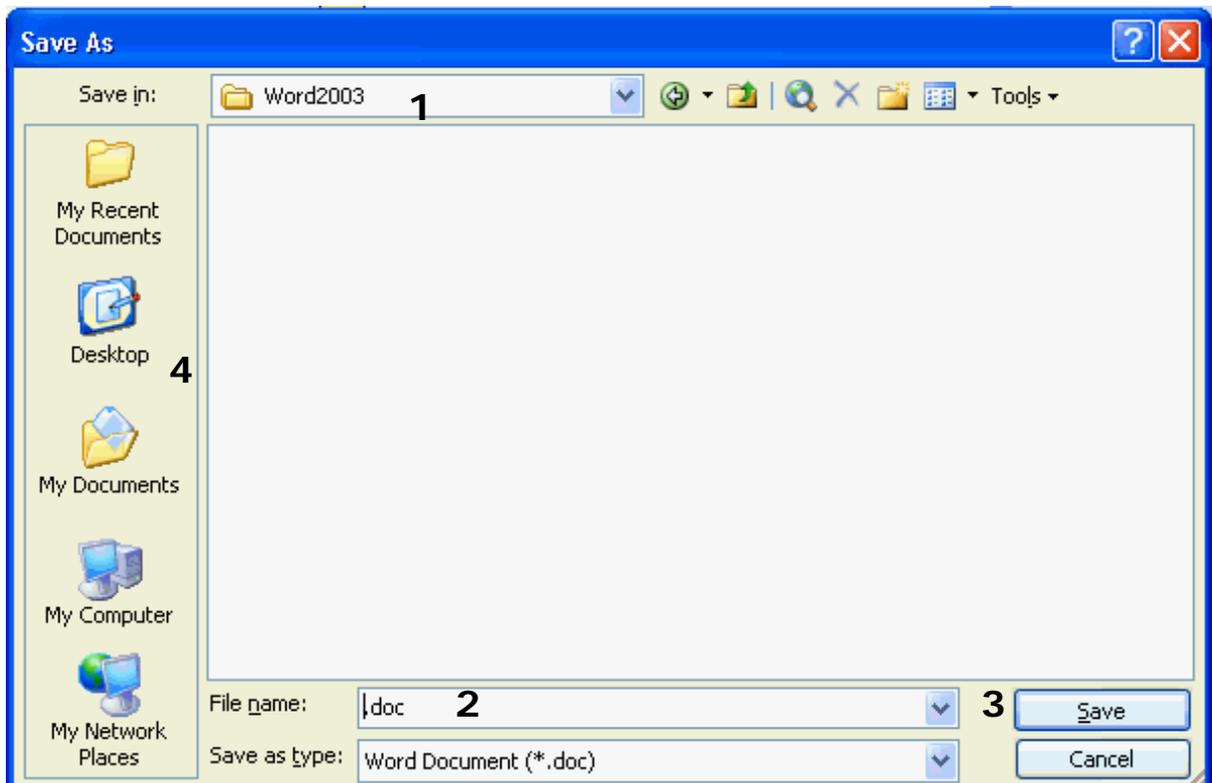
2. A file name has to be given to the document.



3. Once the file is named, click on the Save button.



4. A side frame gives options that can be clicked on to direct the computer.



It is best the name of the file should be short and without spaces. Numbers can be used, but not punctuation marks. The computer will automatically add a period (.) and the proper extension. Microsoft Word uses the doc extension.

If saving to a floppy disk the a:\ drive should be identified. If the computer has a CD drive, that needs to be identified. Usually the letter is d or e:\ 

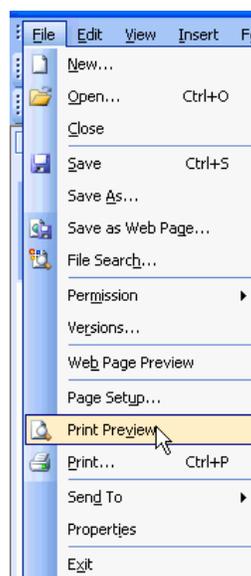
The other most common storage device is the thumb or flash drive.



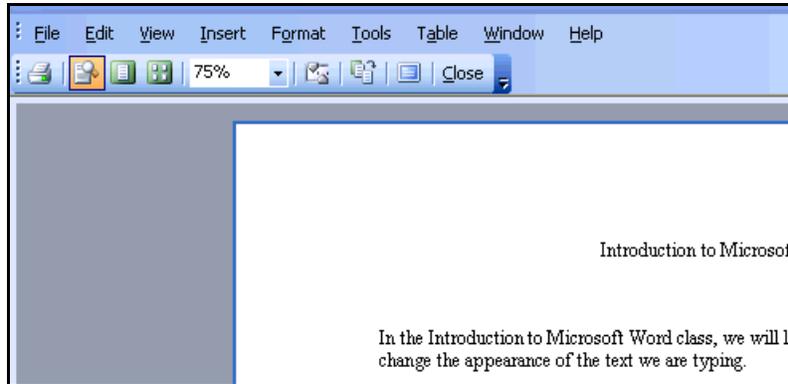
The thumb drive (also known as jump drive or flash drive) is inserted into the **USB port** of the computer. When using the thumb drive, when the SAVE AS menu comes up, instead of identifying the A:/ drive in the SAVE IN field, you will identify the USB port. The computer will recognize a device has been inserted into the USB port. You will also give the file a name in the FILE NAME field and click the SAVE button to complete the save.

Print Preview

Print Preview is a way of looking at your document as it is laid out. Print Preview gives the option of looking at the document as it will be printed before printing. Print Preview is found under the File on the Menu Bar.

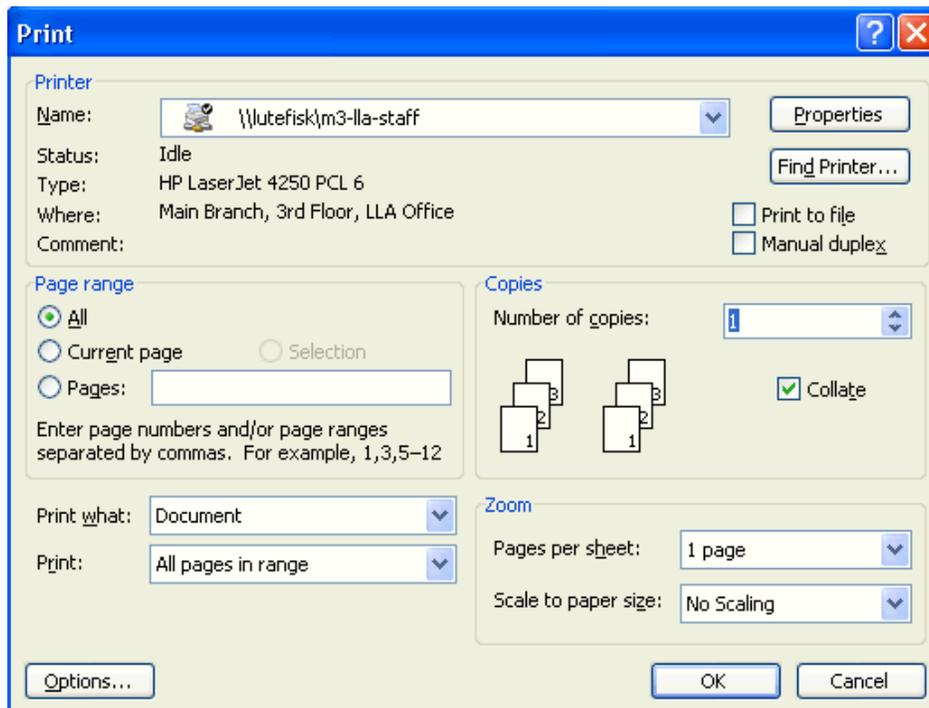
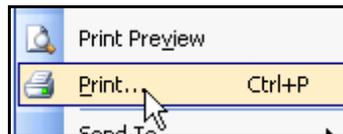


Print Preview opens a window showing your document and a toolbar that has options for working with the preview. One of the options is to **Close** out of the preview window.



Printing

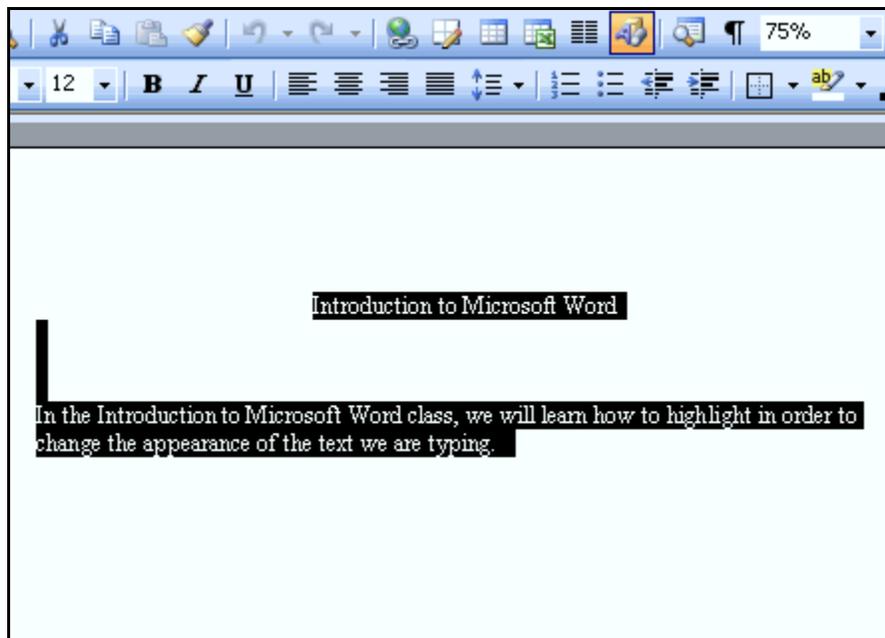
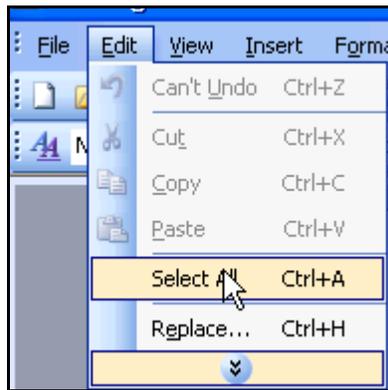
Usually the next step after Print Preview is printing the document. Print is found under File on the Menu Bar under the Print Preview option.



On the Print window there are the options of printing all of a file, current page, and individual pages. If more than one copy is made, there is also the option to collate the pages according to page numbers. The final step is to click the **OK** button to have the printing begin.

Select All

Select All is found under EDIT on the Menu Bar. Select All highlights all the text with one click.



Once all of the text is selected the text can be edited, deleted or reformatted. If you have all of the text selected and a keystroke is made, the entire text will be deleted. Remember UNDO will bring back the last action that was made.

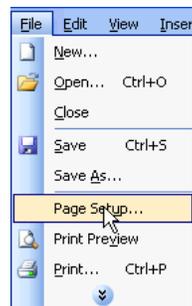
Formatting the Document

Open the Application
From the Word Screen

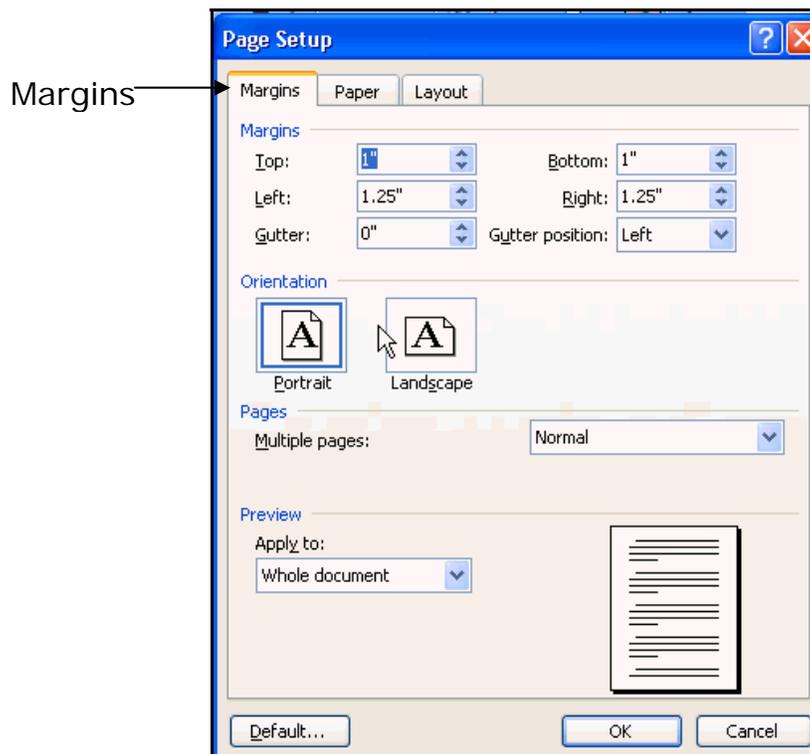
- Open up msword from the saved location
- Go to Page Setup

Page Setup

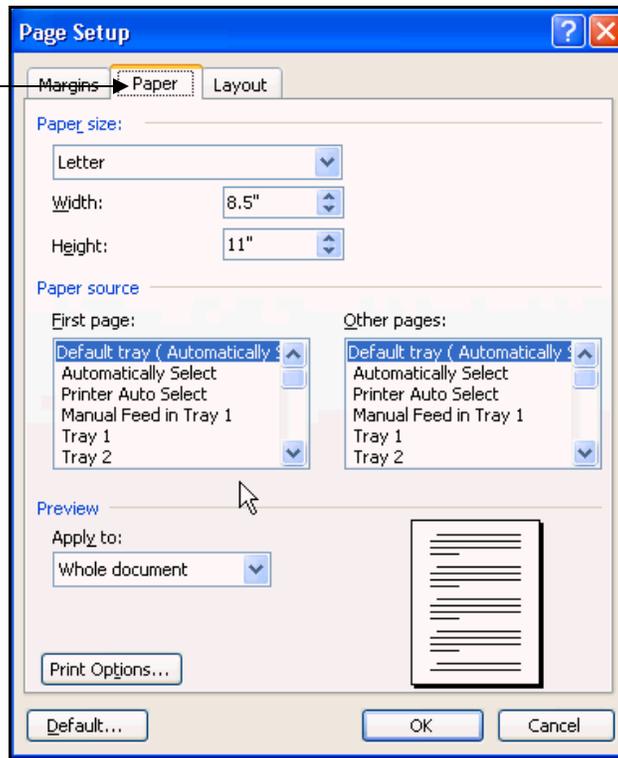
PAGE SETUP through the use of tabs allows margin changes, selection of papers size, paper source and layout, The text and page will automatically adjust to the changes made. However, when Microsoft Word opens as a new document, it opens with all the default settings.



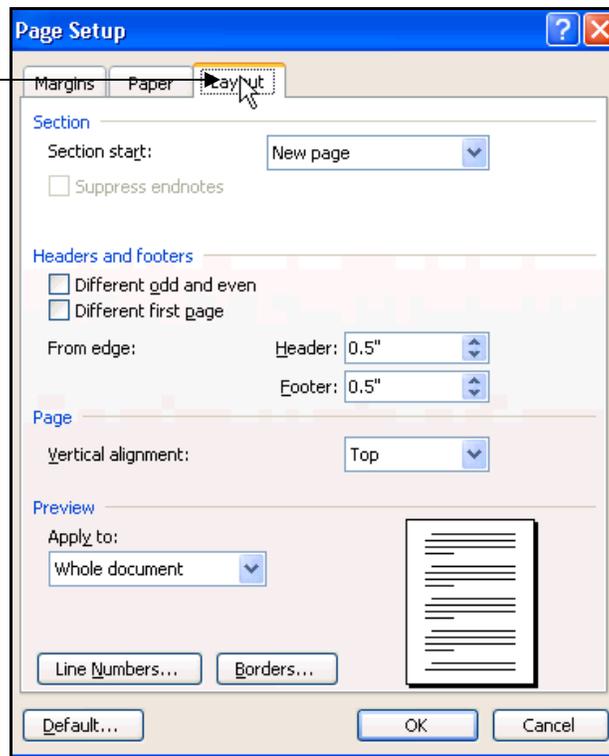
Page Setup will bring up a window with three tabs.



Paper



Layout



Using the Page Setup menu, let's make changes to the document.

- Change left and right margins from 1.25" to 3.00"
- Preview the changes
- Close out of the file
- Open a new document

Let's type:

The Second Part of Microsoft Word will teach us the skills of:

Cut and paste

Spell check

Formatting

First we must learn about:

The cursor and pointer

Where text begins

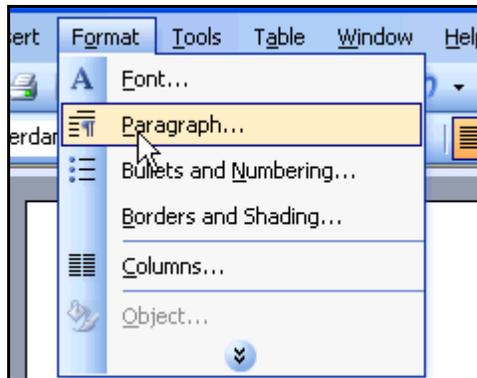
Highlighting

Options to Format the Document

- Paragraph Options
- Cut and Paste (move the two paragraphs)
- Bullets and Numbered Lists
- Page Breaks
- Draw (only if time permits)

Paragraph Options

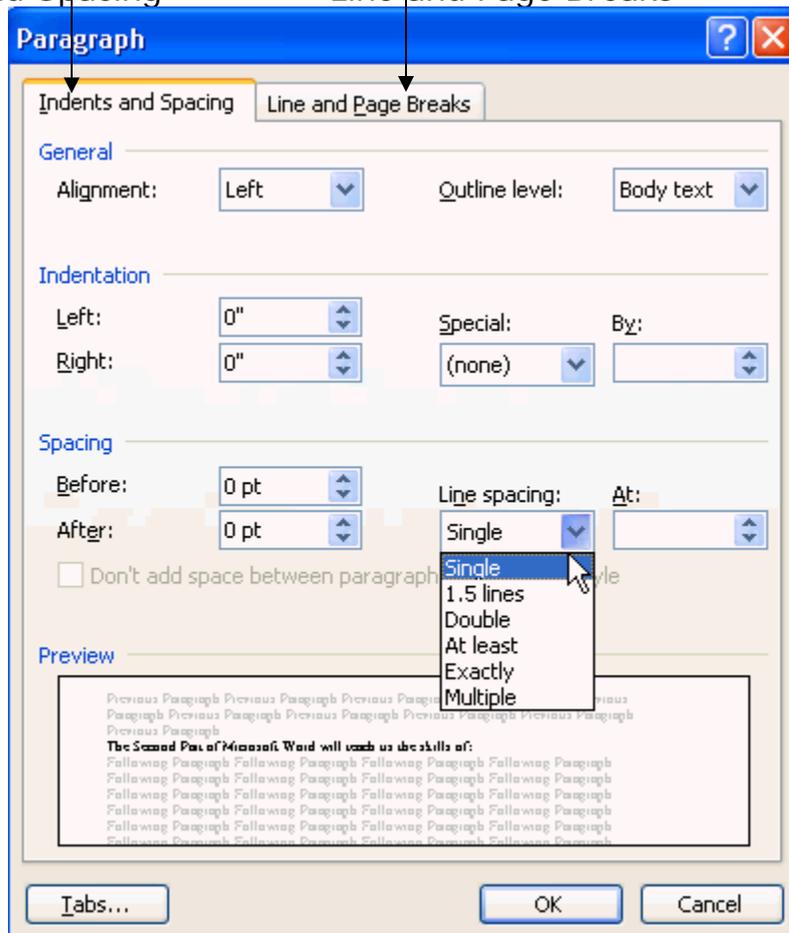
The **PARAGRAPH OPTIONS** can be found under the menu **FORMAT**



The two tabs under **PAGRAPH OPTIONS** allow Indents, Line Spacing and inserting Page Breaks. Page Breaks can also be found under the Insert Menu.

Indents and Spacing

Line and Page Breaks

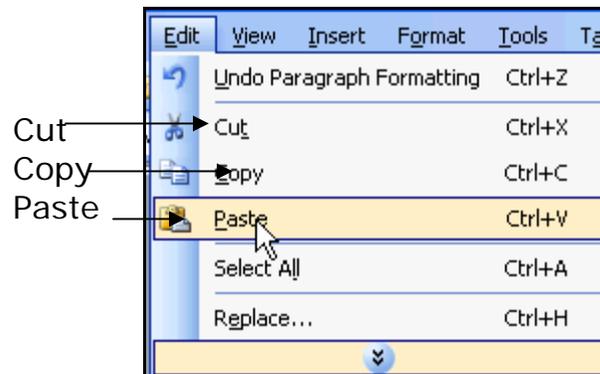


Single, double or 1.5 line spacing can be found under the Indents and Spacing tab. Highlight the text to be spaced and select **line spacing**.

Lines can also be spaced by keyboard shortcuts. The keyboard shortcuts are: Ctrl+1 for single space; Ctrl+2 for double spacing; and Ctrl+5 for 1.5 line spacing. Leave the cursor active in the text and use the shortcuts.

Cut, Copy and Paste

CUT, COPY AND PASTE can all be found under **EDIT**



Once the text is highlighted and COPIED, it can either be PASTED to another document or PASTED to another part of the same document.

Once the text is highlighted it can be CUT from the document entirely and PASTED to another document or to another part of the same document.

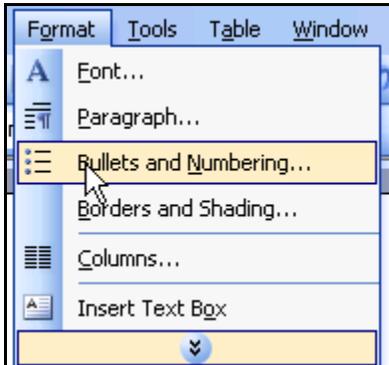
There is a difference between CUT and COPY. If you highlight text and CUT, the **original text is gone** and on the clipboard of the computer to be PASTED. If you highlight text and COPY, the **original text is still in place** and also on the clipboard of the computer to be PASTED.

To CUT, COPY or PASTE

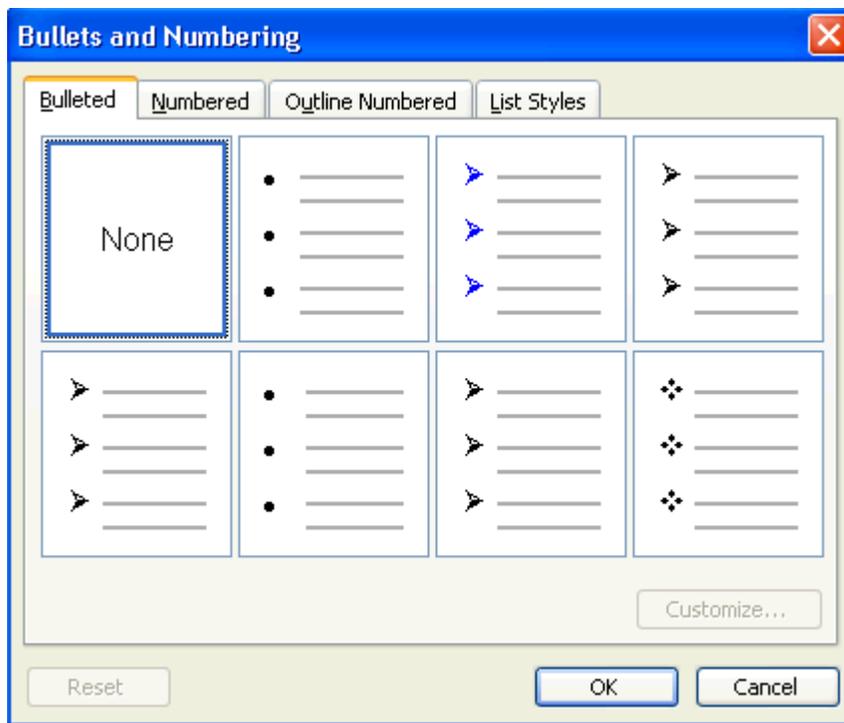
- highlight the text to be copied or pasted
- go up to File on the Menu bar.
- slide down to COPY or CUT (at this point Paste is grayed out)
- place your cursor where you want the text to be (either in the same document or another document)
- go up to File on the same document or File of the other document
- at this point, PASTE will be your only option.
- click on PASTE

Bullets and Numbering

BULLETS AND NUMBERING is found under the **FORMAT** Menu



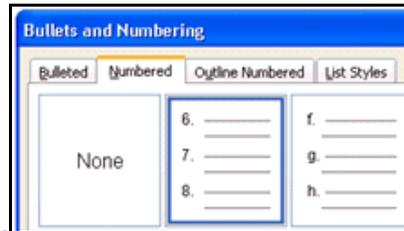
When the Bullets and Numbering menu comes up there are several options available.



Adding bullets or numbering to a document can be done in several ways. You can type the text that you would like to add the formatting to, highlight the text and click on either the Bullets or Numbering menu or click on the formatting first by selecting from the Bullets or Numbering menu or the icons on the Tool Bar and then add the text.

Once the formatting has been applied the bullets or numbering will continue until the option is turned off. The option can be taken off by clicking on:

Click on the None option on the Bullets and Formatting menu.



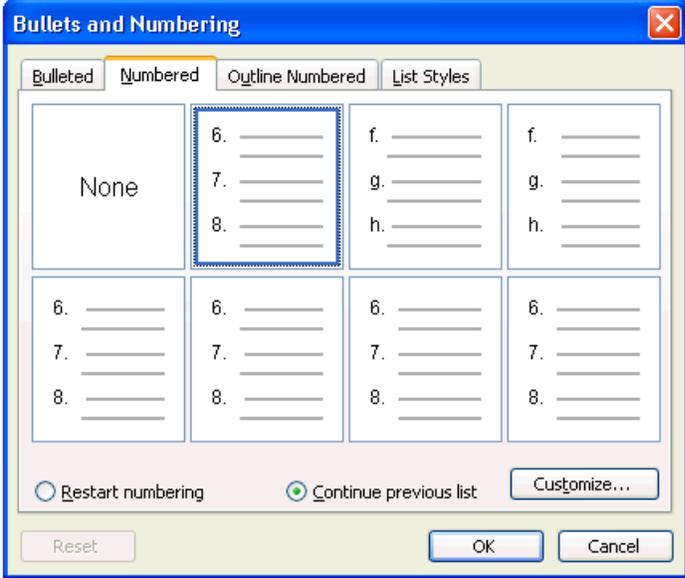
Click off the icons on the Tool Bar.  or



entering two returns.

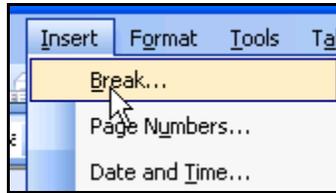
If more than one list is made in a document, the second list can be a continuation of the first list or can be renumbered from one.

1. font
2. computer
3. drawing
4. bold
5. centering
6. underline
7. undo
8. save
9. save as

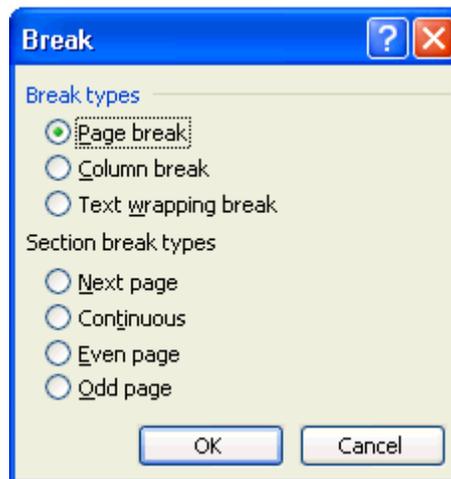


Page Breaks

PAGE BREAKS can be found under the **INSERT MENU**.

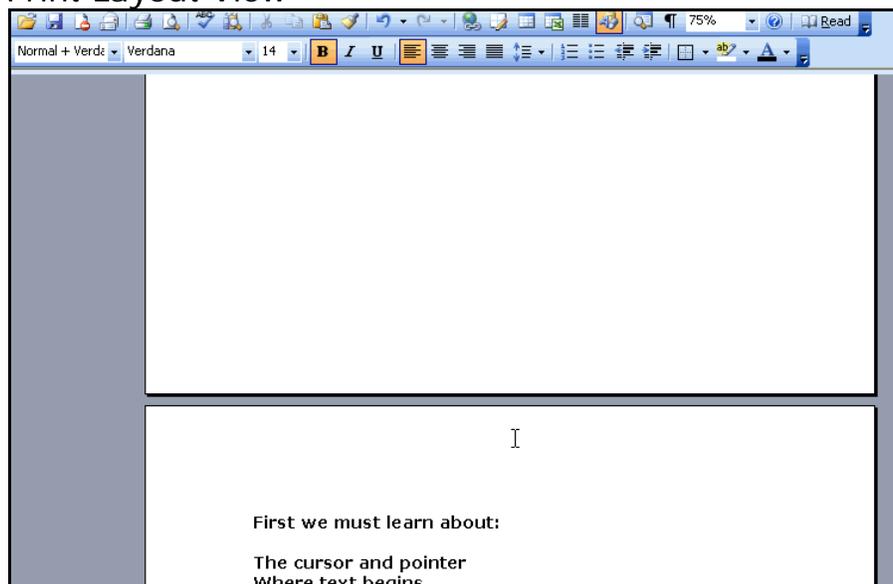


A dialogue box comes up to select the type of break.

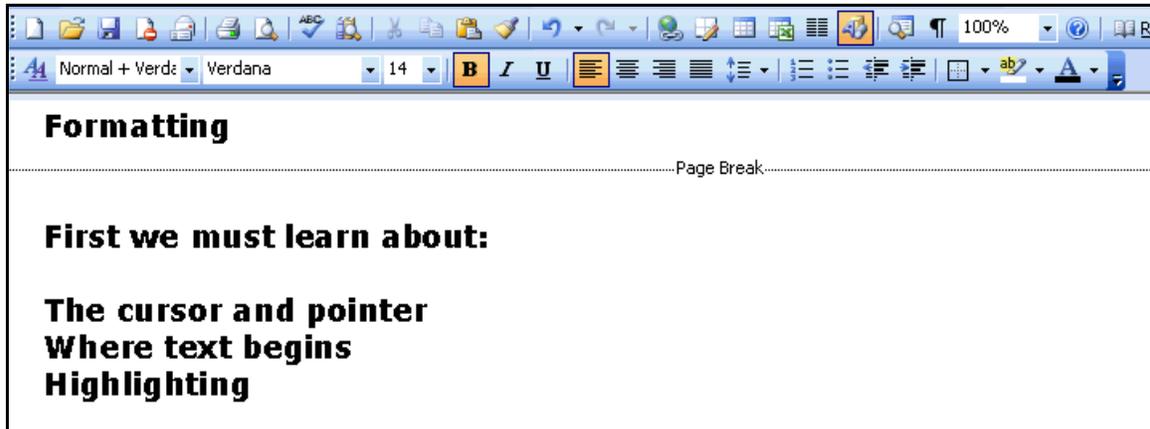


When the break is selected the view of the document will change depending whether you are in Normal or Print Layout view.

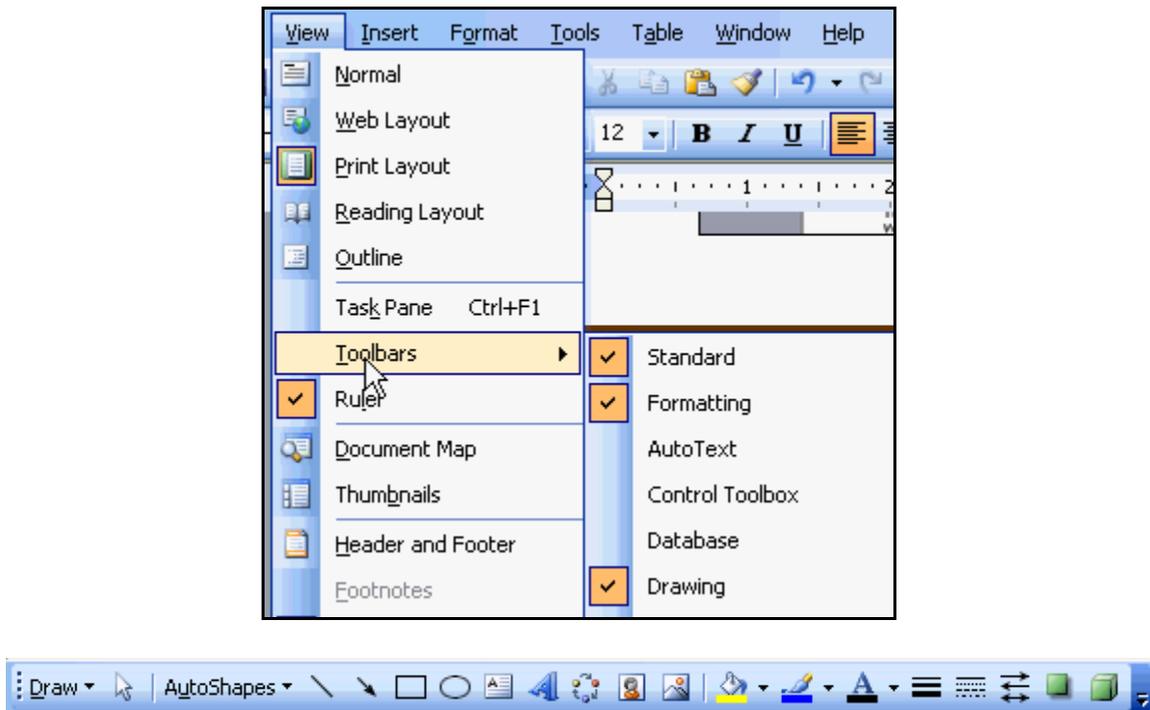
Print Layout View



Normal View



Drawing Toolbar



When the Drawing Toolbar is selected, the toolbar usually appears at the bottom of the Microsoft Word screen. To use the tools, click on the tool you want to use, move to the text area of the Word screen. The mouse turns into cross (+), instead of an arrow or an I Bar. Holding down the left mouse button, the selected image can be drawn.

Microsoft Word Terms

Blinking Cursor: is the point on the document where text can be typed.

Close Button: closes the Application, Program or File that is open. The Close Button is found on the right side of the Title Bar with the

Minimize and Maximize Buttons.  Close Button

Copy: text that is highlighted can be copied and placed in another part of the document or in an entirely different document. The Copy function is found under Edit.

Cut: text that is highlighted can be cut and placed in another part of the document or in an entirely different document. The Cut function is found under Edit.

Dragging Text: when text is highlighted, clicking on the left button of the mouse while moving the mouse will drag the text to a different part of the document. A small box attached to the cursor indicates the dragging text mode. The text is dropped where the cursor is when you release the mouse button.

Highlighting: is done by placing the cursor near the text that needs to be formatted, and sliding over the text with the IBar. Once highlighted, the text appears against a black background, and formatting such as changing the letter size and style can be applied.

IBar: is the coworker of the Cursor. The IBar helps move the Cursor throughout the text screen, calls the Cursor into a blank field for typing, and works with the Cursor when highlighting.

Menu Bar: contains all of the Commands and Options that are available in Microsoft Word.

Maximize Button: enlarges the open window to cover the desktop. It is located in between the Minimize and Close Button.  Maximize Button

Minimize Button: places the open Application/Program window on the Windows Task Bar. The Windows Task bar is at the bottom of the

screen where the Start button is located. The Minimize Button is found on the right side of the Title Bar with the Maximize and Close Buttons.



Paste: the text that has been copied is held in the memory of the computer, called the clipboard. The clipboard holds the text and allows the Paste command to place the text where indicated.

Previous Page, Select Browse Object and Next Page: are buttons that can be found below the Scroll Bar on the right side of the screen. The *Previous Page* and *Next Page* allows for the movement from one page to the next in a large document or file. The *Select Browse Object* allows you to choose an object, icon, file or folder for manipulation of the text or document.

Print Preview: takes the document and displays it at a distance so the layout of the document can be seen before printing. The Close box will take you back to the text for any changes that need to be made.

Ruler: the Ruler, located below the Menu and Toolbar, indicates the margins of the page and the tab stops.

Title Bar: the Title Bar displays the names of the Application/Program that is Open. The Title Bar is located at the very top of the Microsoft Screen and is blue. The Minimize, Maximize and Close button are also located on the right hand side of the Title Bar.

Tool Bar: shows small icons of the most frequently used commands, function or options. This bar can be customized to display the buttons that are used most often.

Scroll Bar: the Scroll Bar is located on the right side of the Microsoft Word screen. The Scroll Bar has Up and Down Arrows and a Scroll Bar Box. The Arrows and Scroll Bar Box allow for the up and down movement of text on a page. Most software screens have a right side scroll bar.

Select All: highlights all of the text with one click for editing purposes. Select All is found under the Edit Menu.

Status Bar: indicates the length of the document in pages, the page, section, line, and column the cursor is on.

Undo and Redo: the *Undo* and *Redo* options are found under the Edit Menu. They may also be found on the Tool Bar, as icons displaying curved arrows. The *Undo* button will bring back any formatting changes that were made. For example, if you changed a font and wanted the original font again, the *Undo* button will change the font back. If the second font turns out to be better, the *Redo* button will change the font again.

Views: there are three different ways the Microsoft Screen can be seen. *Normal Views* brings you the whole screen without showing the gray areas of the margins. The *Online/Web Layout* shows the screen as it would with the parameters of the Internet. The *Page /Print Layout* shows the screen with the margins in gray, showing how the page would look when printed.

8/08