

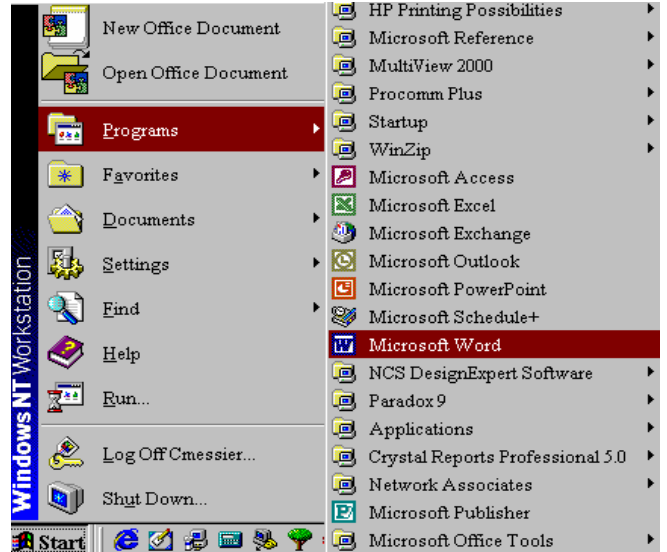
MICROSOFT WORD TUTORIAL HANDOUT



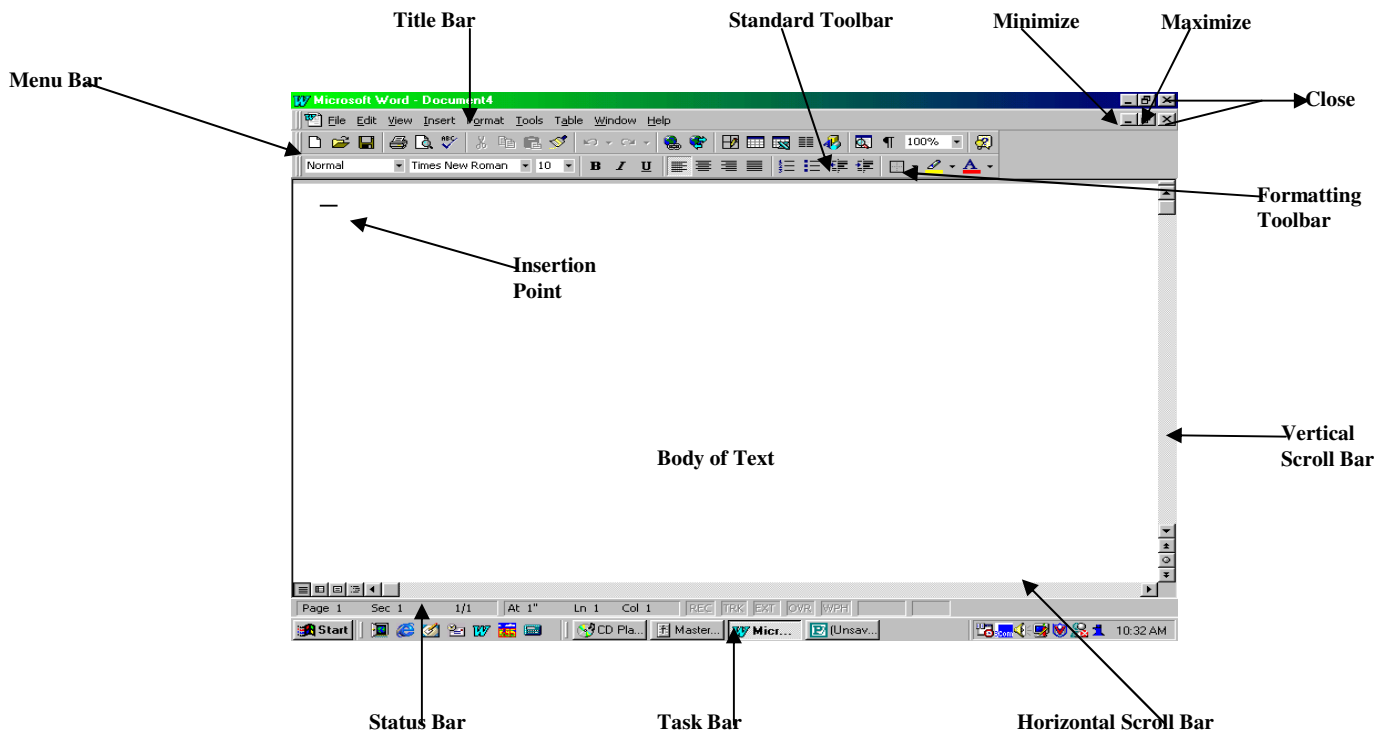
Microsoft Word is a word processing program within the Office suite. It can be used to create documents such as letters, memos and faxes.

Opening Microsoft Word

1. Click on the **START** button.
2. Click on **PROGRAMS**.
3. Click on **MICROSOFT WORD**.



Microsoft Word Window



Title Bar: Displays the name of the current program and document

Menu Bar: Displays the name of the Windows command menus

Standard Toolbar: Displays the buttons of the most common Windows commands

Formatting Toolbar: Displays the buttons for the most common text editing commands

Body of Text: Displays the work area where the text will be entered

Scroll Bars: Used to view different areas of the document. You can move the relative position of the document left, right and up and down

Status Bar: Displays the current page number, section number, the total number of pages, and the vertical position of the insertion point

Insertion Point: Blinking vertical line which indicates where the text will appear when you start typing

Minimize button: Minimizes the window to a button on the Windows taskbar

Maximize/Restore buttons: Toggles (switches back and forth) between displaying a window in its maximum size and restoring a window to its previous size

Tip

Move the mouse pointer over a button on the toolbar and a ToolTip will appear. This is the name of the button which gives a brief description of its purpose.

OPENING A DOCUMENT

New Document:

1. Click on the **FILE** menu.
2. Click on **NEW**.
3. Click on **BLANK DOCUMENT** and click **OK**.


OR

1. Click on the **NEW BLANK DOCUMENT** button .

Existing Document:

1. Click on the **FILE** menu.
2. Click on **OPEN**.
3. Once the Explorer window opens, select the file you wish to open.
4. Click **OPEN**.

OR

1. Click on the **OPEN** button .
2. Once the Explorer window opens, select the file you wish to open.
3. Click **OPEN**.

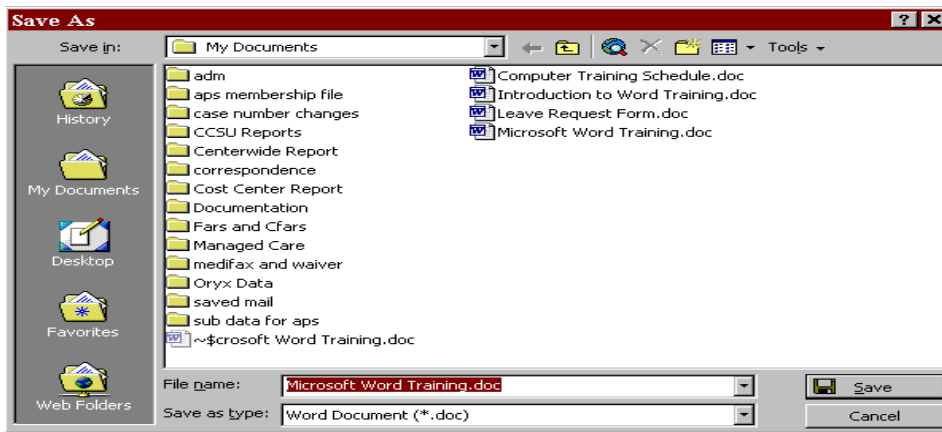
SAVING A DOCUMENT

Use **SAVE AS**: when you are saving a new document and you need to name it or if you are opening a document and saving it with a new name. This does not replace the old file.

Use **SAVE**: when you are saving changes made to an existing document. The old information will be overwritten.

Save As:

1. Click the **FILE** menu.
2. Click **SAVE AS**.



3. Click on the **SAVE IN** drop down list to select the drive and folder where you wish to save this document.
4. In the **FILE NAME** text box, type in the name you wish to give this document.
5. Select “*Word Document*” from the **FILE TYPE** text box.
6. Click **SAVE**

Save:

1. Use the **SAVE** button  or press [Ctrl] [S]

OR

1. Click on the **FILE** menu.
2. Click on **SAVE**.

NAVIGATING THROUGH A DOCUMENT

TO MOVE	PRESS
Left one character	[←]
Right one character	[→]
Left one word	[Ctrl] [←]
Right one word	[Ctrl] [→]
Beginning of line	[Home]
End of line	[End]
Up one line	[↑]
Down one line	[↓]
Up one paragraph	[Ctrl] [↑]
Down one paragraph	[Ctrl] [↓]
Up one screen	[Page Up]
Down one screen	[Page Down]
Beginning of document	[Ctrl] [Home]
End of document	[Ctrl] [End]

ENTERING AND DELETING TEXT

New Document:

The new document opens with the insertion point at the start of the document. Simply start typing and the text will appear where the insertion point is located.

Existing Document:

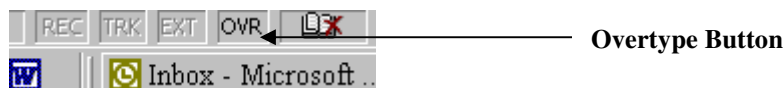
Place the insertion point where you wish to make changes.

Tip

To delete items to the left of the Insertion Point use the Backspace key. To delete items to the right of the Insertion point use the Delete key.

Insert mode is the default in Word. In insert mode, existing text is pushed to the right when you type new text.

If you wish to type over the existing text, press the **INSERT** key on the keyboard or **DOUBLE** click on the **OVERTYPE** button and start typing. The new text will replace the existing text. Press the Insert key again to turn off overtype mode.



You can also select text you wish to change. While the text is highlighted simply start typing and it will replace the existing text.

SELECTING TEXT

To Select Text:

1. Click and hold down the **LEFT** mouse button.
2. Drag the insertion point over the desired text.

OR

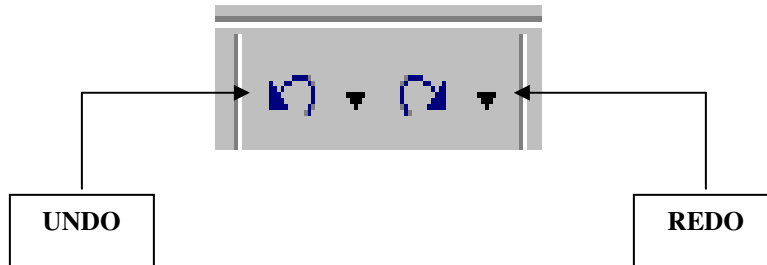
To Select:

One word:	Double-click the word.
A line	Click in the selection area to the left of the line. (The insertion point changes to a right-pointing arrow when it is in the selection area.)
A sentence	Press and hold Ctrl, and click anywhere in the sentence.
A paragraph	Double-click in the selection area to the left of any line in the paragraph, or triple-click anywhere in the paragraph.
An entire document	Press and hold Ctrl, and click anywhere in the selection area, or triple-click anywhere in the selection area.

Tip

You can also select an entire document by clicking **EDIT** on the menu bar, and clicking **SELECT ALL**, or by pressing the key combination **Ctrl+a**.

UNDO AND REDO COMMAND



Undo:


If after making a change you decide it is not what you wanted, click on the **UNDO** button on the Standard Toolbar. The last change will be restored, for it reverses the last change made.

Redo:

Once the UNDO button is clicked you can change your mind again and “undo the undo.” Click on the **REDO** button and the last change undone by the UNDO command will once again be reversed.

CREATING FOLDERS

You can create your own folders to organize your files. You can also create folders within folders.

1. Click on the **FILE** menu.
2. Click **SAVE AS**.
3. Click on the **CREATE NEW FOLDER** button .
4. Type the desired name for the folder in the space provided



FORMATTING TEXT

Change Font:

1. Select the text you wish to change.
2. Click on the drop down list in the **FONT** box to view a list of the available fonts.

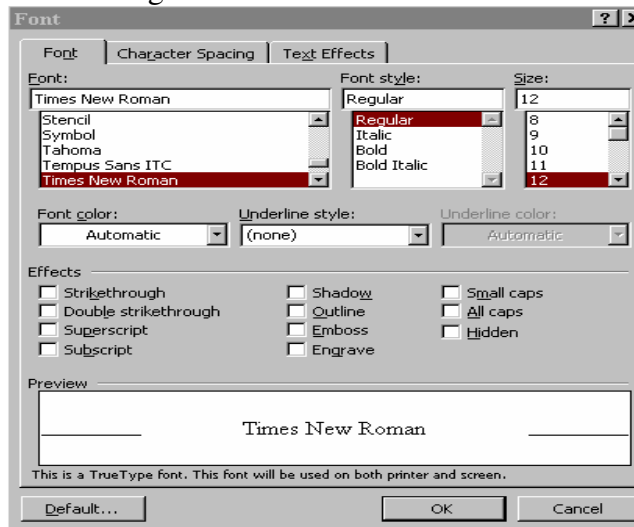


3. Click on the font you wish to select.
4. Click on the drop down list in the **SIZE** box to see a list of the available sizes
5. Click on the size you wish to select.

OR

If you need to make several changes:

1. Select the text.
2. Click on the **FORMAT** menu.
3. Click **FONT** to display a dialog box.
4. Make changes and click **OK**.



To Change Appearance and Justification of Text:

1. Select the desired text.
2. Click on one of the following buttons to get the desired effect:



Bold



Italic



Underline



Highlight



Font Color



Center



Align Left



Justify



Align Right

OR

Use the keyboard shortcuts:

Bold *Ctrl+b*
Italic *Ctrl+i*
Underline *Ctrl+u*



Changing Case

1. Select the text.
2. Shift+F3 to change to the next case option.
3. Shift+F3 again to change to the next case option.
4. Shift+F3 again to return to the original case for the selected text.

MOVING TEXT

Cut and Paste:

Cutting text deletes it from the current location in the document and places it on a virtual clipboard. You can then disregard this text or place it anywhere in the document by using the Paste command.

1. Select text
2. Use the **CUT** button  or **[Ctrl] [X]** to cut (remove) text.
3. Move Insertion Point to place text in the desired location.
4. Paste the text by using the **PASTE** button  or **[Ctrl] [V]**



OR

Drag and Drop:

1. Select text.
2. Place mouse pointer over the selected text.
3. Click and hold the **LEFT** mouse button
4. Drag mouse to the desired location to move the text.
5. Release the mouse button.

COPYING TEXT

The copy command is used when there is text that you want to reuse elsewhere in the document.


1. Select text you wish to copy.
2. Click on the **COPY** button  or use **[Ctrl] [C]**.
3. Move the Insertion Point to the desired location to add the copied text.
4. Click on the **PASTE** button or  use **[Ctrl] [V]**.

OR

1. Select text you wish to copy.
2. Place the mouse pointer over the selected text.
3. Press and hold the **[Ctrl]** key.
4. Click and hold the **LEFT** mouse button.
5. Drag to the desired location to add the copied text.
6. Release the mouse button and the **[Ctrl]** key


Displaying Formatting Marks

Word inserts special characters-such as spaces, tabs, and paragraph marks-into your document as you type. These marks will not be seen unless you choose to display them. You may find it helpful to display them when you are moving and copying text.

1. **LEFT** click on the **Show/Hide** button  on the toolbar.
2. Click on the button again to turn off the display.

PRINTING A DOCUMENT

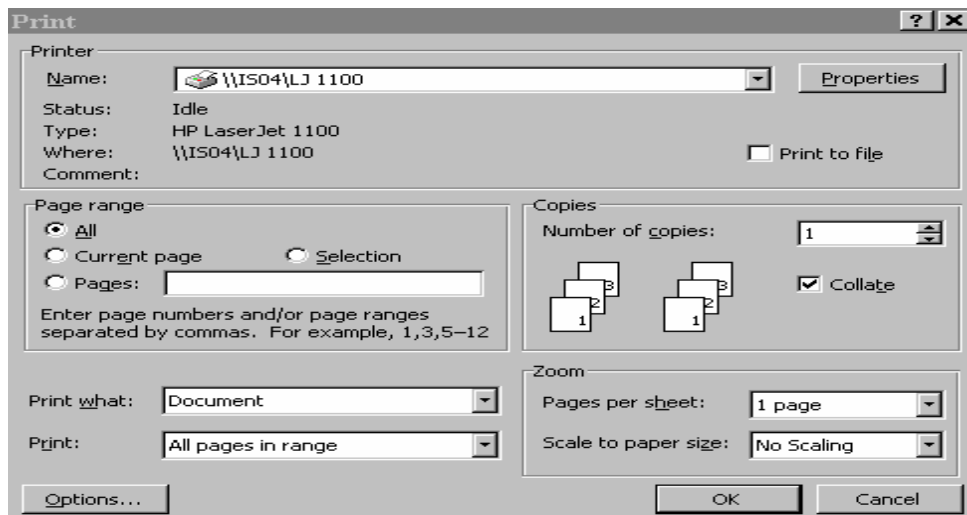
Print Preview:

To preview the document before you print it, click the **PRINT PREVIEW** button. .

To exit the Print Preview screen, click on **CLOSE**.

Printing the Document

1. Click on **FILE**.
2. Click on **PRINT**. A dialog box will appear.
3. Select the options you wish to change (page range, name of printer, etc).
4. Select number of copies.
5. Click **OK**.



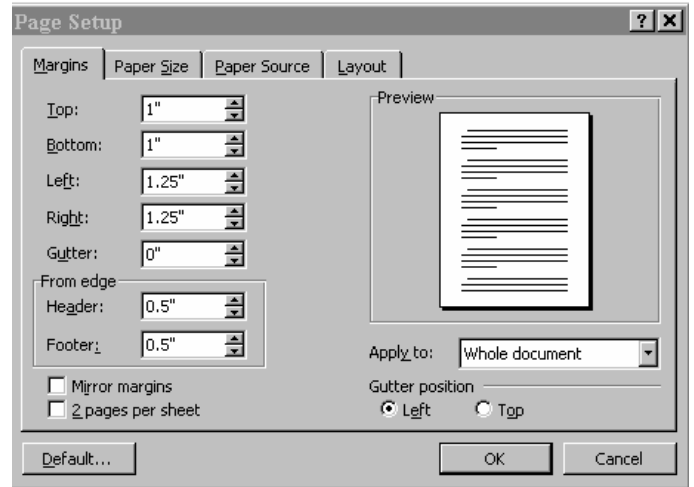
Tip

You can print parts of a document by selecting the text and clicking on **SELECTION** in the print dialog box.

FORMATTING A PAGE

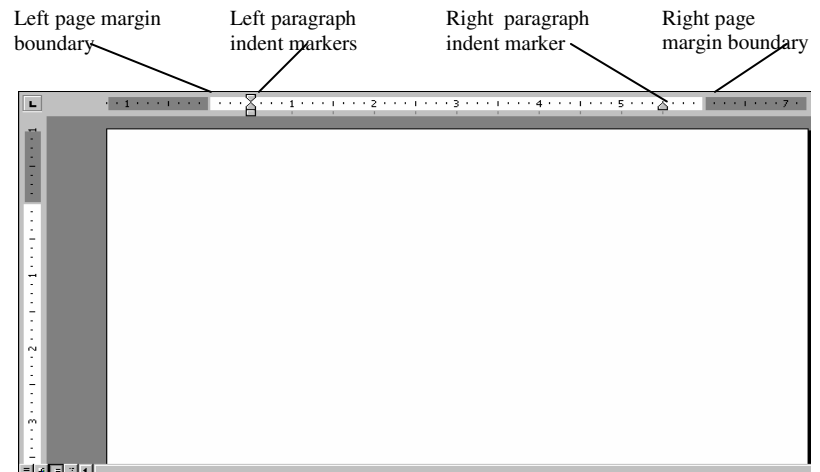
Set Margins:

1. Click on the **FILE** menu
2. Click on **PAGE SETUP**.
A dialog box opens with the available page settings.
3. Click on the **MARGINS** tab.
4. Enter in the desired margin size.
5. Click **OK**.



OR

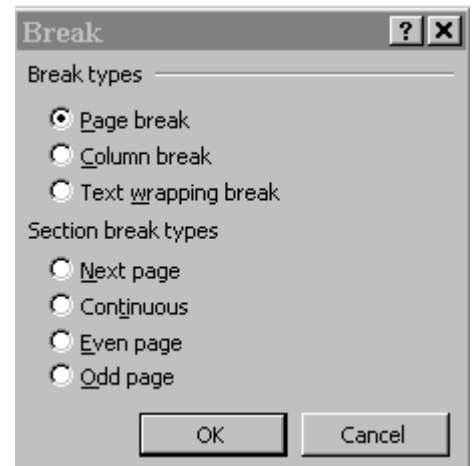
1. Click on the **VIEW** menu
2. Click **PRINT LAYOUT**
3. Move the insertion point over the margin boundary marker
4. Drag the marker to the new location



Inserting a Page Break:

Word automatically inserts a **soft page break** when text wraps to a line below the bottom page margin. Soft page breaks are shown as a dotted line and are adjusted automatically as you type. If you need to begin a new page before you have reached the bottom margin, you can force a break to a new page. This is called a **hard page break**.

1. Select the desired location to insert a page break.
2. Click on the **INSERT** menu.
3. Click on **BREAK**.
4. Select **PAGE BREAK** from the list in the dialog box.
5. Click **OK**.



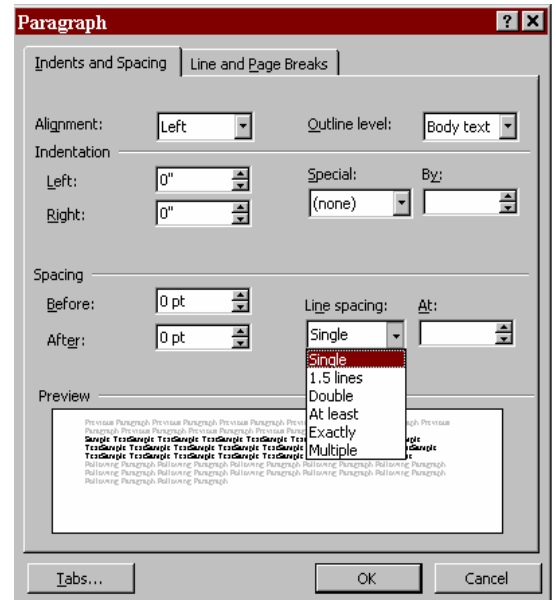
Tip

You can delete a hard page break by first clicking the Show/Hide button, then clicking where you see the words Page Break, and pressing the Delete key.

FORMATTING PARAGRAPHS

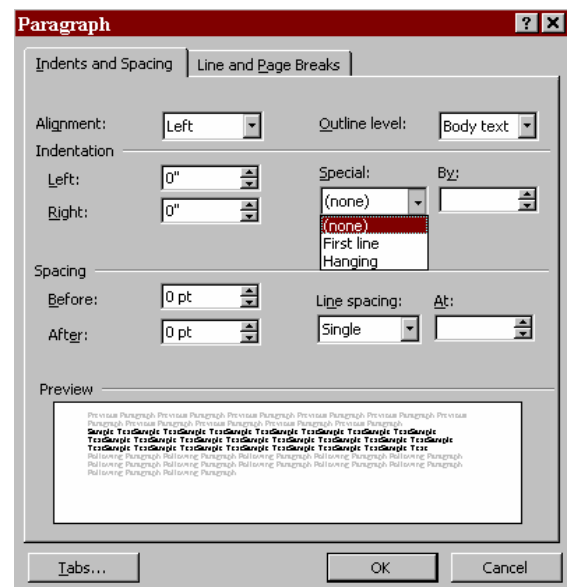
Line Spacing:

1. If you wish to change the spacing of the entire document press **[Ctrl] [A]** to select the entire document or select the desired paragraph(s) you wish to change.
2. Click on the **FORMAT** menu.
3. Click on **PARAGRAPH**.
4. From the dialog box that opens, select the **INDENTS AND SPACING** tab.
5. From the **LINE SPACING** text box click on the drop down list.
6. From the list select the desired spacing setting.
7. Click **OK**



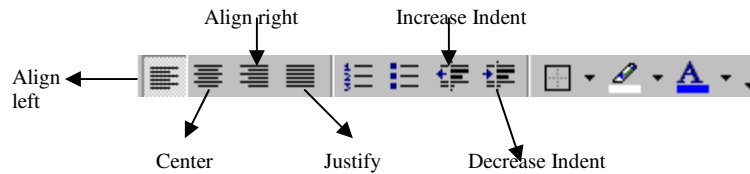
Indentation

1. Click on the **FORMAT** menu.
2. Click on **PARAGRAPH**.
3. From the dialog box that opens select the **INDENTS AND SPACING** tab.
4. From the **SPECIAL** text box click on the drop down list.
5. Select the **FIRST LINE** or **HANGING** option from the list.



Changing the Alignment:

1. Select the text.
2. Click on one of the following buttons on the formatting toolbar:



OR

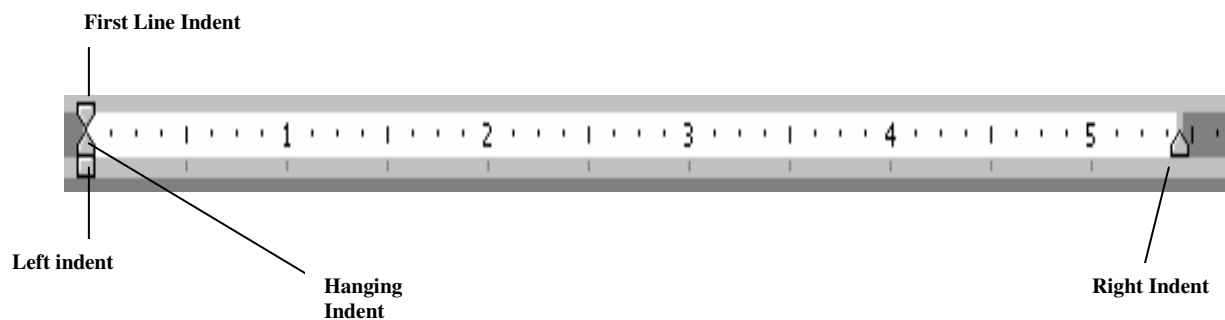
1. Select the text.
2. Click on the **LEFT INDENT** marker on the ruler and move it to the desired position to fully indent the section.

OR

Click and move the **FIRST LINE INDENT** marker to indent only the first line.

OR

Click and move the **HANGING INDENT** marker to create a hanging indent.

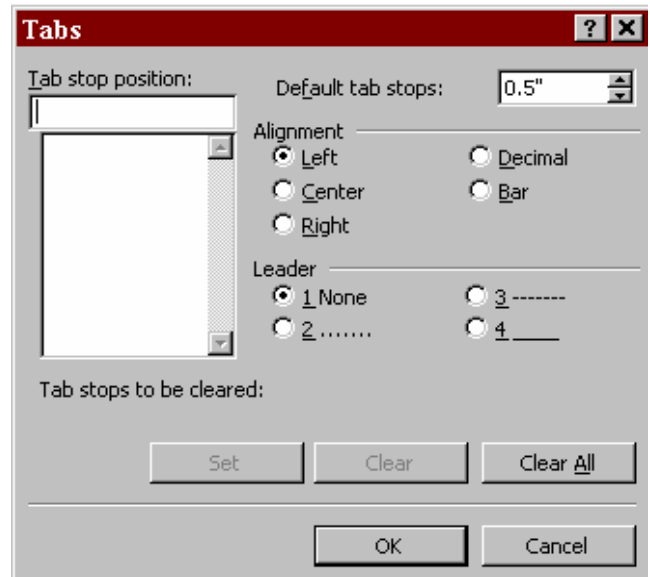


Tip

You will be able to see the measurement that you want to set if you hold down the ALT key when you move the markers.

Setting Tabs:

1. Click on the **FORMAT** menu.
2. Click **TABS**.
3. Enter the first tab stop in the **TAB STOP POSITION** text box.
4. Select the desired alignment.
5. Click **OK**.

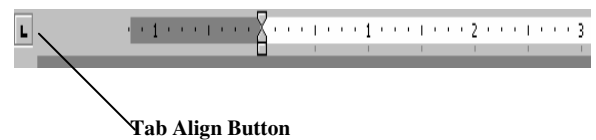


OR

1. Select the text.
2. Click the **TAB ALIGN** button on the ruler to choose tab type and place the tab stop marker by clicking on the ruler.

Tab Type

<i>Left</i>		Aligns text to the right of the tab
<i>Right</i>		Aligns text to the left of the tab
<i>Center</i>		Centers text around the tab
<i>Decimal</i>		Aligns numbers along a common decimal position
<i>Bar</i>		Inserts a vertical bar along the tab

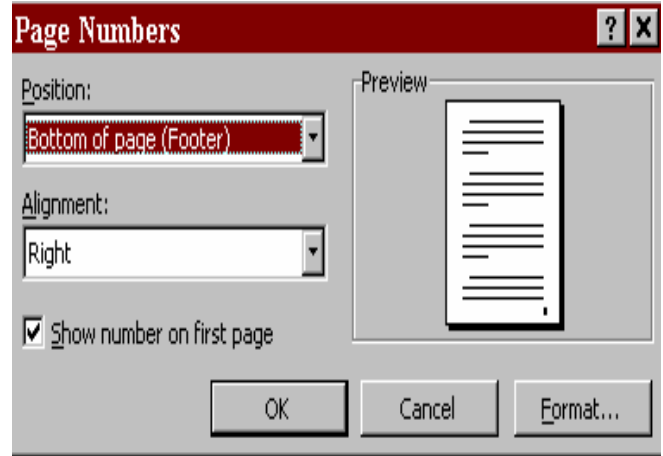


Clearing a Tab Stop

1. Click on the tab stop marker and move it off the ruler.

Adding Page Numbers:

1. Click on the **INSERT** menu.
2. Click on **PAGE NUMBERS**.
3. Click on the drop down list in the **POSITION** box to view a list of positions.
4. Click on the position you wish to select.
5. Click **OK**.



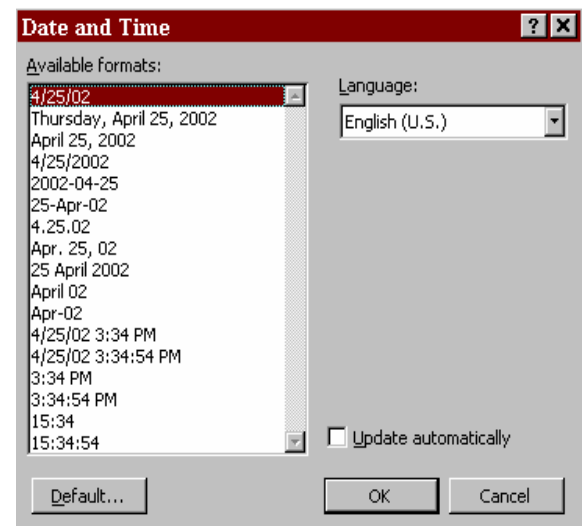
Adding Headers and Footers:

1. Click on the **VIEW** menu.
2. Click on **HEADER AND FOOTER**.
A toolbar will be displayed.
3. Move to the **HEADER** or **FOOTER** in the document.
4. Choose the desired options on the toolbar.
5. Click the **CLOSE** button.



Inserting the Date:

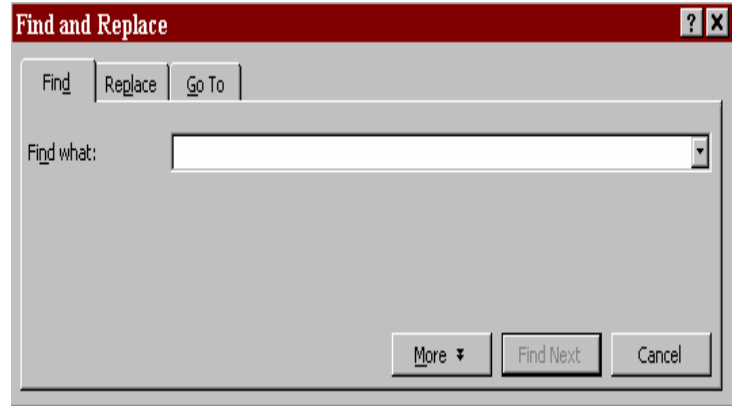
1. Place Insertion Point where the date is to be inserted.
2. Click on the **INSERT** menu.
3. Click on **DATE** and **TIME**.
4. Select desired date format.
5. Click **OK**.



FIND AND REPLACE

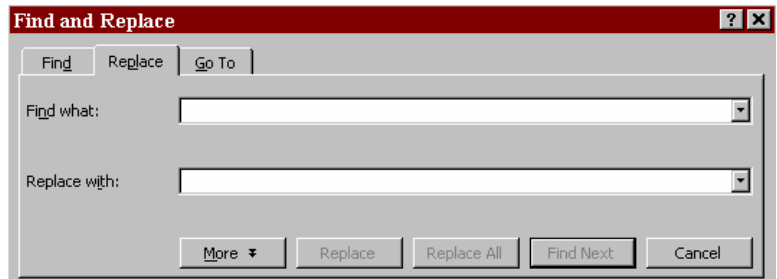
Find:

1. Go to the beginning of the document by pressing **[Ctrl] [Home]**.
2. Click on the **EDIT** menu.
3. Click on **FIND**.
4. Click on the **FIND** tab in the dialog box that opens.
5. Enter the word you wish to find in the **“FIND WHAT”** text box
6. Click on **FIND NEXT**.
7. Click **OK** when finished.



Replace:

1. Repeat steps 1 thru 3 from above.
2. Click on the **REPLACE** tab in the dialog box that opens.
3. Enter what word you wish to find in the **“FIND WHAT”** text box.
6. Enter the word you wish to replace it with in the **“REPLACE WITH”** text box.
7. Click on **FIND NEXT**.
8. If you wish to replace it, click on **REPLACE**.
9. If you wish to replace all occurrences of the word click on **REPLACE ALL**.
10. Click **OK** when finished



CHECK SPELLING AND GRAMMAR

Within the document, words that are underlined in RED are misspelled and words that are underlined in GREEN are grammatically incorrect

1. Click on the **TOOLS** menu.
2. Click on **SPELLING AND GRAMMAR**.
3. In the dialog box that opens, check the list of suggestions for the correct word or phrase.
4. Select the desired word or phrase from the list and click **CHANGE**.
5. If you do not see the correct word or the word is the way you want it in the document click **IGNORE**.

OR

1. **RIGHT** click on the misspelled word.
2. A shortcut menu appears with suggested spellings.
3. If correct spelling appears **LEFT** click that word. Word will automatically make the change for you.

Thesaurus:

1. Select the word you would like to change.
2. Click **TOOLS** from the MENU bar.
3. Click on **LANGUAGE**.
4. Click on **THEASURUS**.
5. Select the desired word from the list.
6. Click **REPLACE**.

HELP

Getting Help:

There are two types of help within Word. One is the Screen Tips and the other is the Office Assistant.


Screen Tip: A brief explanation about an item on the screen. It is used when you are unsure about what an item is or what it does..

To Activate Screen Tips:

1. Click on **HELP** on the Menu bar.
2. Click on **WHAT'S THIS?**
3. Click on the item you want to know about.

OFFICE ASSISTANT

Office Assistant: An animated icon displayed on the screen. When activated, it offers tips on how to use Word's features or you can search a topic for step-by-step instructions for completing a specific task.

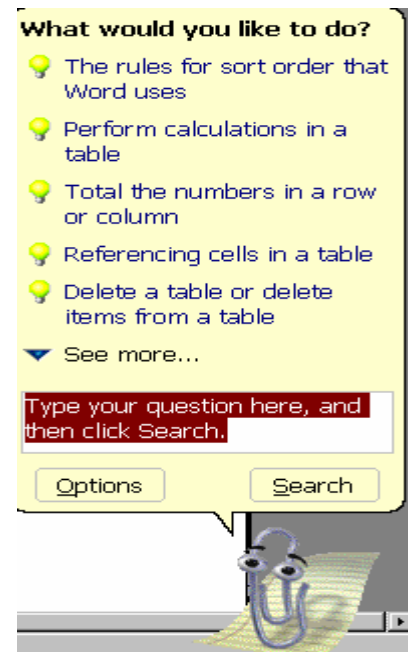
*If the Office Assistant is not visible, click on the **OFFICE ASSISTANT** button  on the **MENU** bar.*

To Activate Office Assistant:

1. Click on the **ASSISTANT**. A window opens asking "What Would You Like To Do?"
2. The assistant automatically tries to guess what you need help on. If you do not see the topic you are looking for, type your question in the text box and click on the **SEARCH** button.
3. To view topic instructions click on the bullet of that topic.

To Deactivate Office Assistant:

1. Right click on the **ASSISTANT** and click **HIDE**.



USING TEMPLATES

A template is a file that can be used as a pattern to format similar documents. Word has many “built-in” templates, such as fax sheets, memos, resumes, and letters.

1. Click on the **FILE** menu.
2. Click **NEW** to display the dialog box.
3. Click the desired tab.
4. Click on the desired template.

