




Introduction to Word

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Introduction to Word

View a Document

- The Word screen is made up of both a program window and a document window.
- Setting the Document View
You can view your document in four different ways - normal, online, page or outline view. Page layout allows you to see a page's design and format. You will usually want to use normal view.

Display the Toolbars and Ruler


- Click View...Toolbars
 - Click View...Ruler
- Toolbars may be "docked" or stationary or floating

Set the Default Font

A font is a set of characters that has a certain design, shape, and appearance. Each font has a name and size.

- Click Format...Font
- In the Font list box choose Arial.
- In the Size list box, click 12.
- Click the Default button in the bottom, left corner of this window.

Display Nonprinting Characters

- Click the Show/Hide  button on the Standard toolbar.
- Using this button can help you see where you have formatting in your document like centering and extra space
- In general, do not use extra spaces – use tabs or a table whenever possible
- Start a New Document

Use Word Template

- There are many pre-formatted documents to choose from in Word like letters, memos and resumes.
- Click File...New...Templates


Use AutoText Tips

- Type Febr. An Auto Text tip appears above the line.
- Press the Enter key.

Save a Document

The letter on which you are working is stored only in the computer's memory, not on any permanent storage. If you were to exit Word, turn off your computer, or experience an accidental power failure, any unsaved work will be lost. Get in the habit of frequently saving your documents.

Save a Document for the First Time

- Click the Save  button on the Standard toolbar.
- In the File name text box, type the filename.
- If necessary, change the folder and drive information – save to your H drive on campus.
- Click the Save button (or press the Enter key).
- Other options in this window are to create a new folder.

Correct Errors

Type the following exactly as shown:

word corects teh common typing misTakes you make.

TIP: If you don't want to accept a change press Ctrl + Z immediately after the change is made. This is the shortcut for Undo.

Other AutoCorrect options may be modified in Tools...AutoCorrect

To delete the practice sentence:

- Click between the period and the paragraph mark at the end of the sentence.
- Press and hold the Backspace key until the entire sentence is deleted. Then press the Delete key to delete the extra paragraph mark.
- Click the **Undo button** to bring back the sentence.
- Place your mouse in the left margin beside the line of text until it turns into a right-facing arrow.
- Click to select the line of text.
- Press the Delete key.


Preview and Print a Document

The current document window displays the text, but you cannot see an entire page without scrolling. To see how the page will look when printed, you need to

use the Print Preview window. This is helpful when trying to conserve printing, too, since you are given 100 free copies each semester.

- Click the Print Preview button on the Standard toolbar.
- Use the magnifying glass to see a specific area better.
- Click the Close button on the Print Preview toolbar to return to normal view.
- Click File...Print
- Explore all text fields in this window
- Click the Print button on the Standard toolbar...this prints exactly like your last print job

Open a Document

- Look first at the bottom of the File menu for your recently edited document list. Or...
- Click the Open button  on the Standard toolbar to display the Open dialog box.
- Click the Look In list arrow.
- Select different ways to view your files.
- Click the Window menu item to see all open documents.

Using Select, Then Do

One of the most powerful editing features in Word is the "select, then do" feature.

To Select	Do This
A word	Double-click the word
A line	Click in the selection bar next to the line
A sentence	Press and hold down the Ctrl key and click within the sentence
Multiple lines	Click and drag in the selection bar next to the lines
A paragraph	Double-click in the selection bar next to the paragraph, or triple-click within the paragraph
Multiple paragraphs	Click and drag in the selection bar next to the paragraphs, or triple-click and drag
The entire document	Press and hold down the Ctrl key and click in the selection bar, triple-click in the selection bar or use Ctrl + A
A block of text	Click at the beginning of a block, press and hold down the shift key and click at the end of the block; highlights all the words in the block

Moving Text Within a Document

One of the most important uses of "select, then do" is moving text.

With **drag and drop**, you select text you want to move, press and hold down the left mouse button while you drag the pointer to a new location, and then release the mouse button.

- Select the text to be moved.
- Move your mouse into the sentence until the pointer is left-facing.
- Press and hold down the mouse button until the drag-and-drop pointer appears
- Drag the selected text to its new location

Moving Around in a Document

- Click the insertion point.
- Use Ctrl + Home
- Use Ctrl + End
- On the Status Bar double-click the page number (Go To box)

Cut or Copy and Paste Text

To **cut** means to remove text from the document and place it on the Windows Clipboard.

The Clipboard stores only one item at a time; when you cut a new piece of text or a graphic, it replaces what was on the Clipboard.

To **paste** means to transfer a copy of the text from the clipboard into the document at the insertion point.

- Click and drag the mouse to highlight a sentence.
- Click the Cut button on the Standard toolbar.
- Move the insertion point where you want to move the text.
- Click the Paste button on the Standard toolbar.

Find and Replace Text

- Click the Select Browse Object button on the vertical scroll bar.
- Click the Find button on the Select Browse Object menu. The Find and replace dialog box appears.
- Click the Replace tab.
- Type **the** in the Find what text box, press the Tab key.
- Type **thee** in the Replace with text box.
- Click the Replace All button to replace all occurrences of the search text.

Change the Margins

- Make sure no text is selected. (click once anywhere)
- Click File on the menu bar, and then click Page Setup.
- Click the Margins tab.

- Increase the top margin either by typing or by clicking the up arrow.
- Make sure the Whole document option is selected in the Apply to list box.
- Click OK to return to the document.

Align Text

- Word defines a paragraph as any text that ends with a paragraph mark symbol.
- Click anywhere in any sentence.
- Click the Center button on the formatting toolbar.

Indent a Paragraph

When you become a more experienced Word user, you might want to use some special forms of paragraph formatting, such as a hanging indent (where the first line of the paragraph extends into the left margin) or a right indent (where all lines of the paragraph are indented from the right margin).




Click anywhere in the above paragraph and click the Increase Indent button.

Use the Format Painter

The Format Painter makes it easy to copy all the formatting features of one paragraph to one or more other paragraphs. You'll use the Format Painter now to copy the formatting of the title of this section to the other section titles.


- Drag through the title "Use the Format Painter" to select the text.
- Double-click the Format Painter button on the Standard toolbar.
- Scroll up to each title and drag through to copy the formatting.
- Click the Format Painter button to de-select it.

Add Bullets and Numbers

- Select the four items that appear below.
- Click the Bullets  button on the Formatting toolbar to activate the Bullets feature.
- Click Undo

medical expenses that exceed 7.5% of your annual salary

purchase *excluding mortgage payments) of a principal residence
tuition for post-secondary education for you or your dependents
other circumstances as regulated by the Internal Revenue Service

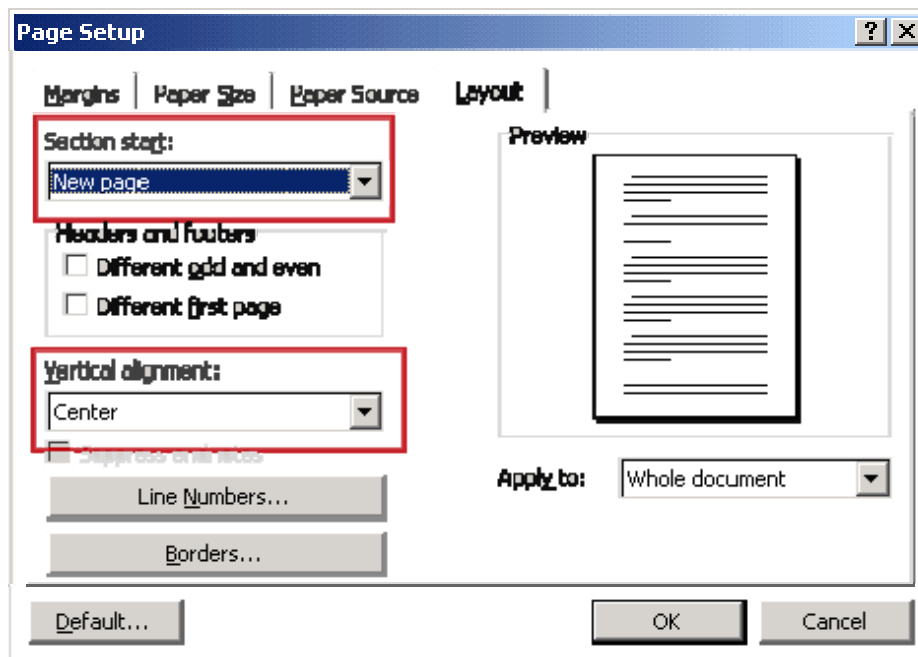
- Select the four items again.
- Click the Numbering button  on the Formatting toolbar

Create a Title Page

In this tutorial, you will format the report's title page so that it has a different layout from the rest of the report.

Change the Vertical Alignment of the Title Page

- Click File on the menu bar.
- Click Page Setup.
- Click the Layout tab if necessary.
- In the Section start list, click New Page.
- Click the Vertical alignment list arrow...Click Center...click OK.



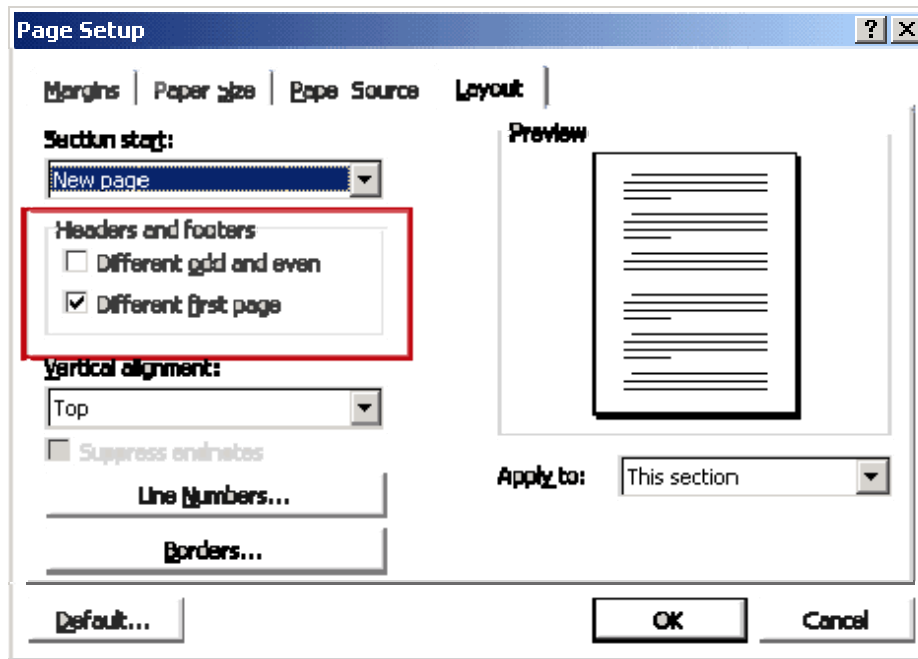
Click Control plus Enter to start a new page.

Suppress page Numbering on the Title Page

- Click any where on the Title Page
- Click Insert...Page Number
- Uncheck "Show Number on First Page"

Suppress Footer on Title Page

Click anywhere on the Title Page
Go to File ... Page Setup ...



Insert a Footer for Page Numbering

You can create headers and footers that include text or graphics — for example, page numbers, the date, a company logo, the document's title or file name, or the author's name — that are usually printed at the top or bottom of each page in a document. A header is printed in the top margin; a footer is printed in the bottom margin.

- Click View...click Header and Footer. Click the 4th button from the right to switch to a Header view.
- Press the Tab key twice to move the insertion point to the right margin of the footer area.
- Type the word Page and press the spacebar once.
- Click the Insert Page Number button on the Header and Footer toolbar (first one that looks like a sheet of white paper with a number sign).

Always inserts the correct page number no matter how you move, add or delete text.

You are unable to see Header/Footer in Normal View.