

Microsoft Word Word Processing

Starting a new file:

- In the Microsoft Office Application, click on Microsoft Word.
- Word opens with a blank document for you to begin working with.

Toolbars:

- Choose **Toolbars** from the **View Menu**, and select the following toolbars by placing a check next to them: **Standard, Formatting, and Drawing**.
- If you place your arrow on each button on the toolbars, it will tell you what it is used for.

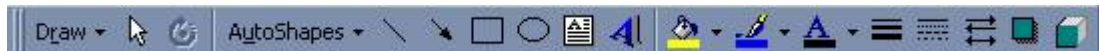
Standard Toolbar



Formatting Toolbar



Drawing Toolbar



Using the screen toolbar

Minimize Button: Click on this button to shrink the window.



- If you minimize the program window (the very top minimize button on screen), you can bring it back up by clicking on its button in the bottom taskbar.
- If you minimize a document window (the minimize button at the top of the document not at the top of the screen), you can bring it back up by selecting the Window menu on the top toolbar, and then selecting the filename.

Maximize Button: Clicking on this button enlarges the window so that it fills the entire screen.



Restore Button: This button only appears when a window is maximized, and restores the window to the size it was before you maximized it.



Close Button: This button closes the Word program or an individual document window.



Tips for Using Microsoft Word:

To control cursor movement through text:

- The arrows to the right of the keyboard control movements right, left, up and down.
- Press the **Home** key above the arrows to go to the beginning of a line. **CTRL + Home** will take you to the beginning of the document.
- Press the **End** key to go to the end of a line. **CTRL + End** will take you to the end of the document.

To insert a blank line between a line of text:

- Click at the beginning of the line that you want to insert a blank line and press **Enter**.

To erase:

- The **Delete** key deletes the letter to the right of the cursor.
- The **Backspace** key deletes the letter to the left of the cursor.

To Edit Text:

- Select (highlight) the block of text to be edited.
- Click anywhere on the screen to “deselect” the text if you make a mistake.
- To copy text, highlight and select **Edit** and then **Copy**.
- To cut text, select **Edit** and then **Cut**.
- To paste text, place the cursor where you want the text to appear, select **Edit** and then **Paste**.
- To delete text, select the **Delete** key.
- To correct an error, select **Edit** and then **Undo** or click on the **Undo** arrow on the toolbar.

To highlight text:

- Click and drag over it.
- Double click to select a word.
- Triple click to select an entire line.
- Click **Edit** and then **Select All** to highlight the entire text.

To change the appearance of fonts:

- Highlight text to be changed.
- Select **Format** then **Font, Size or Style** from the menu bar and make your choices. Or, make these choices from the **Format Toolbar**.

To align text:

- Click in the area that you want to align.
- Click on the alignment buttons-**right, centered, left, or full justification** on the **Format Toolbar**

To alter line spacing:

- Highlight the text area you are changing.
- Select **Format/Paragraphs/Indents & Spacing/Line Spacing**. Choose how many lines you want spaced and then click OK.

To change margins:

- Select **File/Page Setup/Margins**
- Change settings

To spell check:

- Click **Tools/Spelling and Grammar** or click the **Spell check button** (ABC check) on the **Format toolbar**

To save a document:

- Click **File/Save As** the first time you save a document.
- Choose the drive or folder you would like to save the document in.
- Name the document in the line that says **File Name**:
- Click **Save**
- After this, any time you make modifications to the document you only have to click on the **Save button** on the toolbar (the picture of a floppy disk).

To open a saved document:

- Click **File** then **Open** or click the **Open folder** on the **Standard toolbar** (the file folder to the left with the arrow).
- Locate your folder in the correct folder and drive and click **Open**.

To print a document:

- Select **Print Preview** from the **File** menu or **Format toolbar** (paper with magnifying glass) to preview your document.
- To continue editing the document, select **Close**.
- To print the document, select **Print** from the file menu and enter the number of copies you would like and then select **OK**.
- To print one copy of a document, select the **Printer icon** on the toolbar (picture of printer).

To get help:

- Click the **Help icon** (the question mark) at the far right of the **Standard toolbar**.
- To see an index of topics, select **Contents and Index** from the **Help** menu, and click on the **Index** tab.

To close a document:

- Select **Close** from the **File** menu to close the document you have been working on without exiting **Word**.
- **Word** prompts you to save the changes if there have been changes to the document since the last save. Click **Yes**, **No** or **Cancel**.
- Another document window becomes active if you have other documents to open.
- A gray space will appear in the document window if no other document window is open.
- Click the Toolbar's **New** button to start a new document (black piece of white paper).

To add clip art from Microsoft Word:

- Click on **Insert**, then **Picture** and then **Clip Art**.
- Choose the category or picture you want to use, or click on **Find** and type in the picture you are searching for. Then click **Insert** or **OK**.
- To size the picture, move the arrow to a handle. When the arrow turns to a 2-sides arrow, click and drag the handle. To move the picture, look for the crossed arrows and click and drag.



Using Microsoft Office Templates:

- Open File and then New
- You will see a filing system
- Click on the tab to preview the template.
- Click OK and your desired template will appear in your document.
- Begin typing your document.