

Introduction to Microsoft Word

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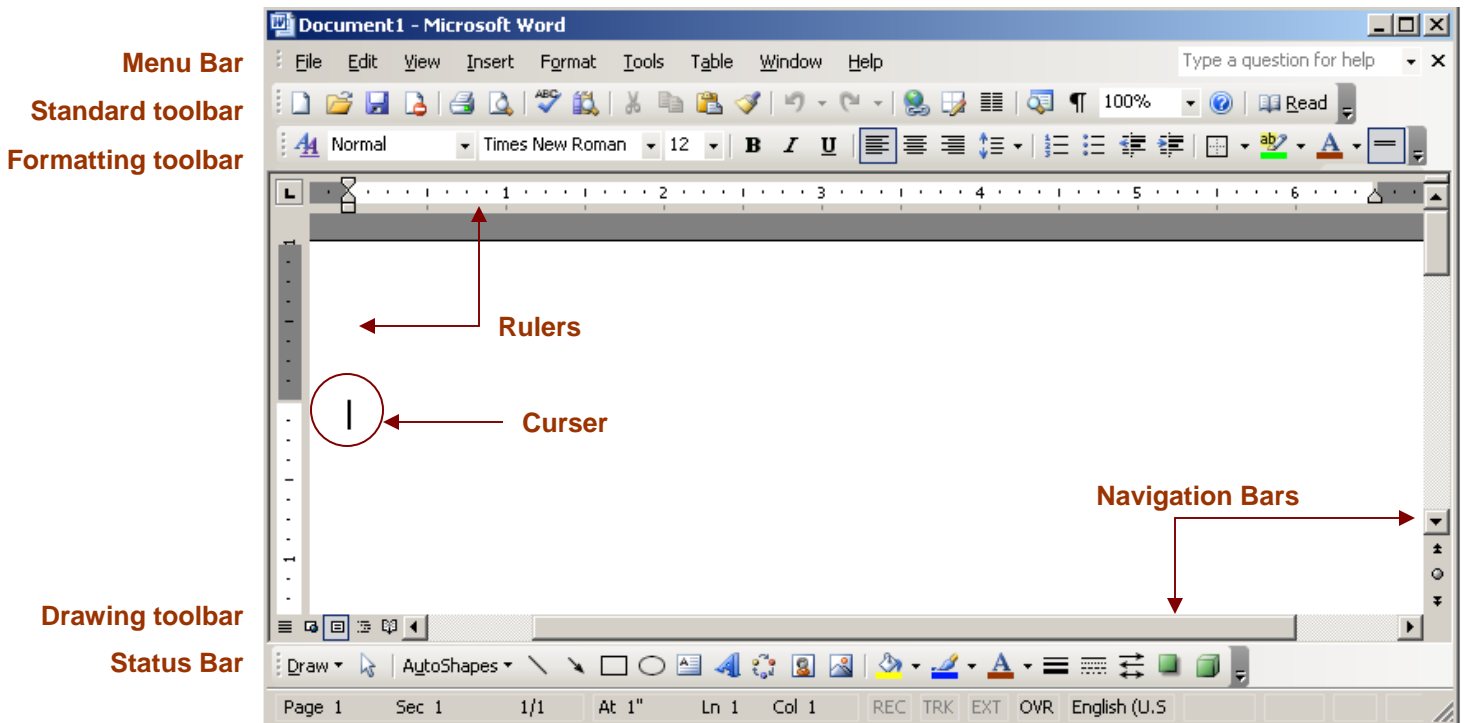
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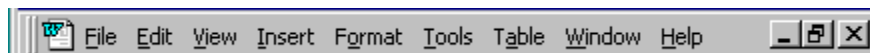
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Screen Layout

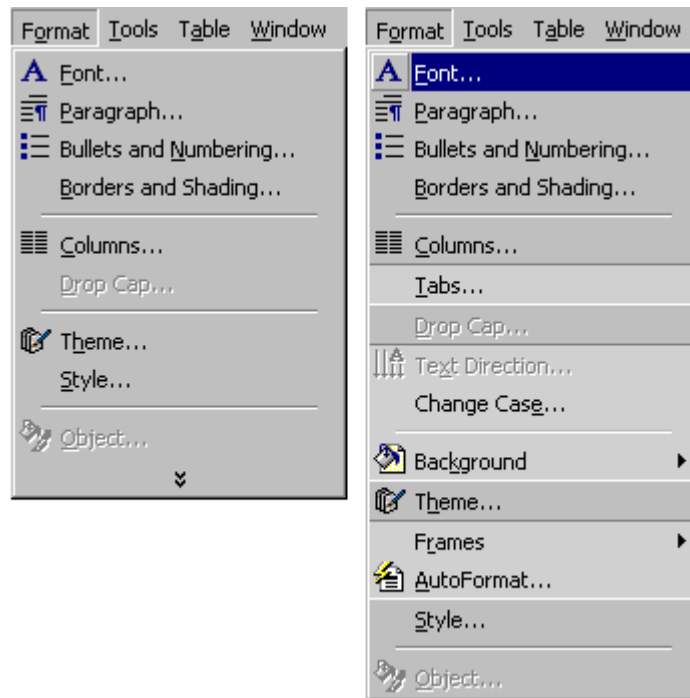


Menu Bar



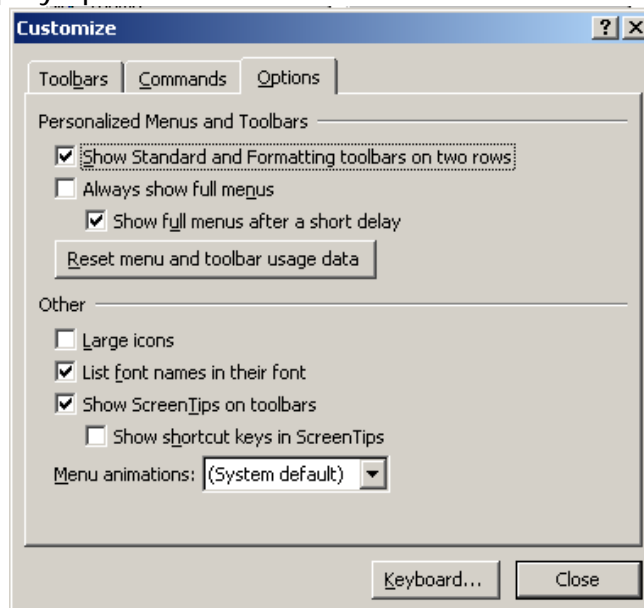
The menu bar organizes the many software functions into nine categories: *File*, *Edit*, *View*, *Insert*, *Format*, *Tools*, *Table*, *Window*, and *Help*. You either use the mouse or the arrow keys on your keyboard to navigate through the menu bar options. Point the mouse on a menu option and left-click the mouse to open a drop-down menu. To select an option from the menu bar, highlight the item on the drop-down menu and either press Enter or left-click with the mouse. If you see a truncated arrow after a menu item, it signifies additional options.

In Word 2000 and above, the menu structure will commonly only display the commands recently. To view hidden options, click the double arrows at the bottom of the menu. The images below show the Format menu collapsed (left) and expanded (right) after the double arrows at the bottom of the menu were clicked:



Follow the steps below to change the menu display:

1. Select View | Toolbars | Customize from the menu bar.
2. Open the Options tab.
3. Personalize your display options.



Toolbars

Toolbars provide shortcuts to menu commands. The Standard and Formatting toolbars are usually located just below the Menu bar or above the Status bar. If they are not visible follow these steps:

1. Choose View from the Menu toolbar.
2. Next, choose toolbars and then you will see formatting and standard. if there is not a check mark next to them left click to put a check mark next to each.

Standard toolbar



Formatting toolbar



The Drawing toolbar allows you to insert and create graphics. This toolbar is usually found at the bottom, right above the Status bar.



Rulers

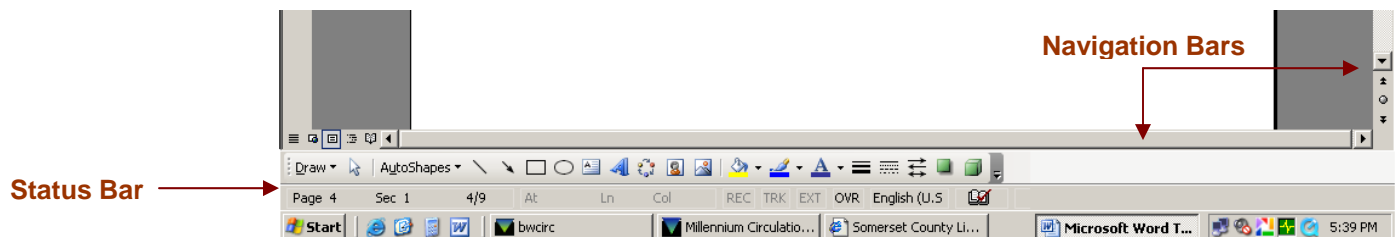


The rulers are generally located below the main toolbars and on the far left of the screen. The rulers can be used to change the format of your document quickly. To display the ruler:

1. Point to View on the Menu bar.
2. Click your left mouse button.
3. The option Ruler should have a checkmark next to it. If it has a checkmark next to it, left click in the text area. If it does not have a checkmark next to it, continue to the next step.
4. Left click on the word ruler in the menu and a check mark will appear.
5. The ruler should display below the toolbars.

Status and Navigation bars

The Status bar is located on the far bottom of the screen. It displays page locations information: what page you are on, formatting section, total number of pages, line and character column.



The Navigation bar allows you to move through your entire document quickly by scrolling down the screen or jumping to other pages.

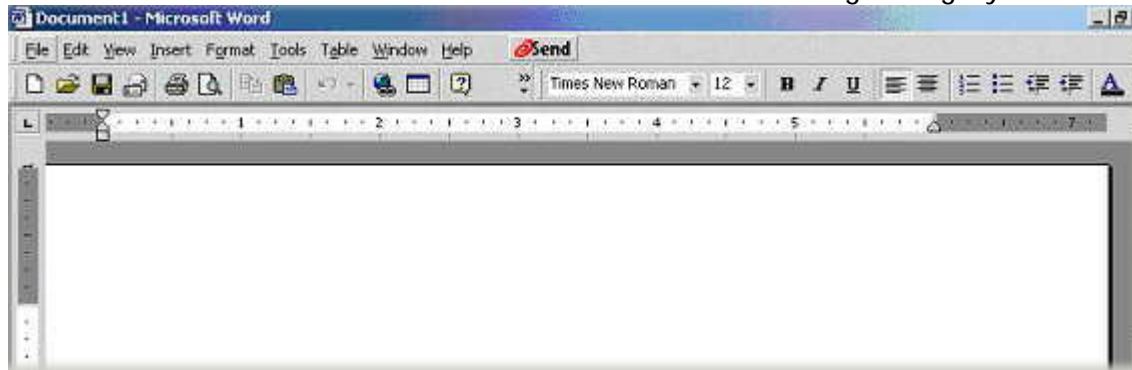
Page Formatting

Page Margins

The page margins of the document can be changed using the rulers on the page or the Page Setup window.

The ruler method:

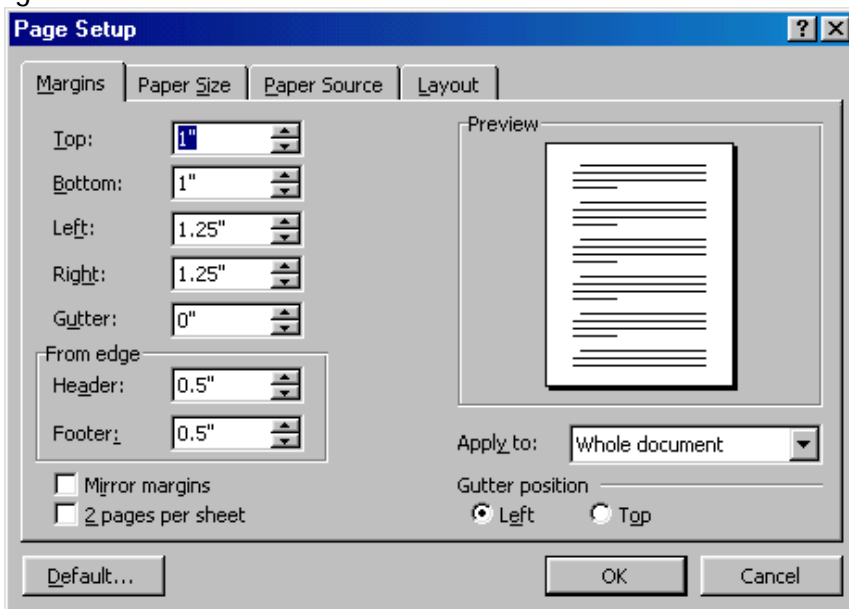
1. Move the mouse over the area where the white ruler changes to gray.



2. When the cursor becomes a double-ended arrow, click with the mouse and drag the margin indicator to the desired location.
3. Release the mouse button and the margin is set.

The margins can also be changed using the Page Setup dialog box:

1. Select File | Page Setup
2. Open the Margins tab in the dialog box.
3. Enter margin values in the Top, Bottom, Left, and Right boxes. The Preview window will reflect the changes.

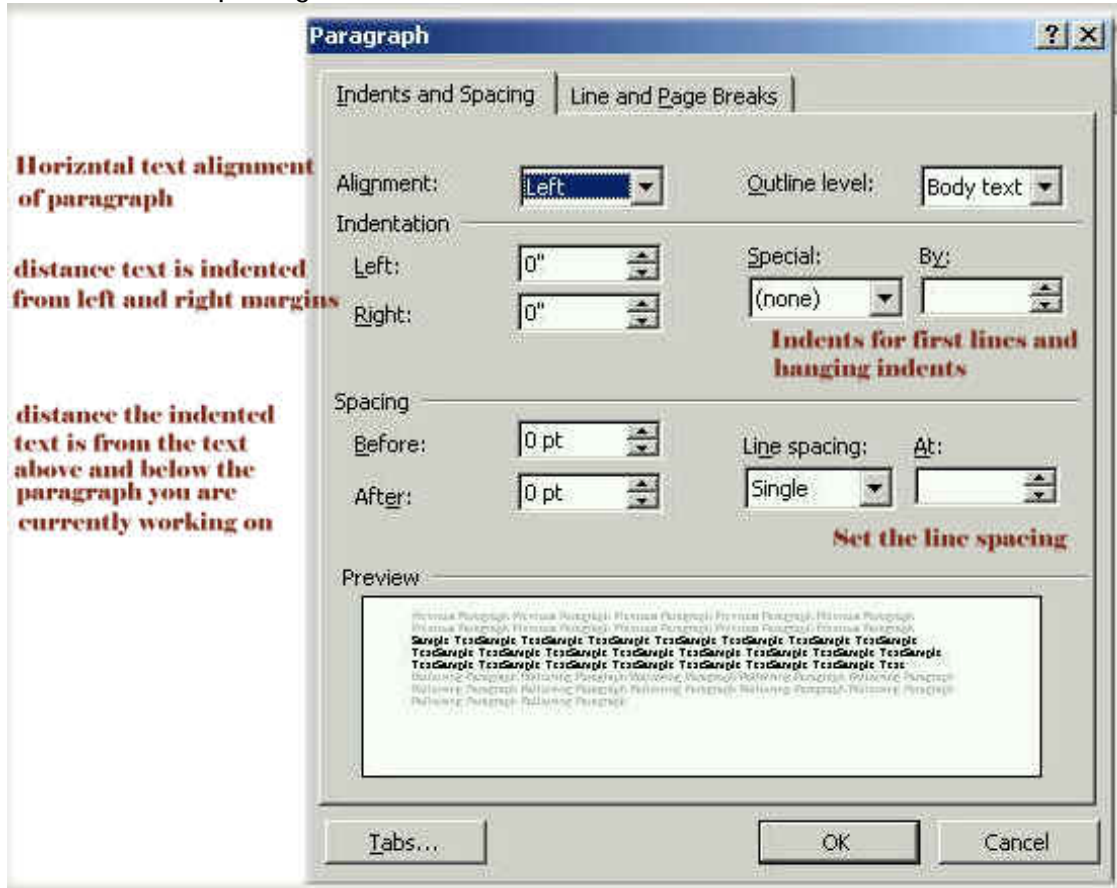


4. Click OK when finished.

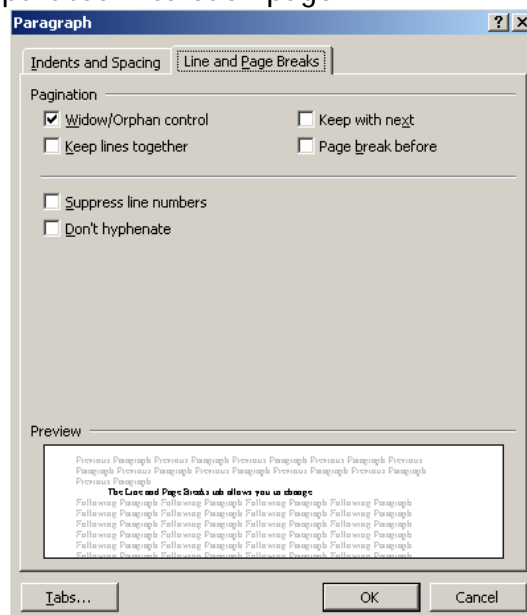
Paragraphs Attributes

To change paragraph setting select Format | Paragraph:

- The Indents and Spacing tabs allows you to make changes to paragraph alignment, indent, and line spacing.



- The Line and Page Breaks tab allows you to change pagination setting -- How the individual pages are separated into each page.



Inserting Text

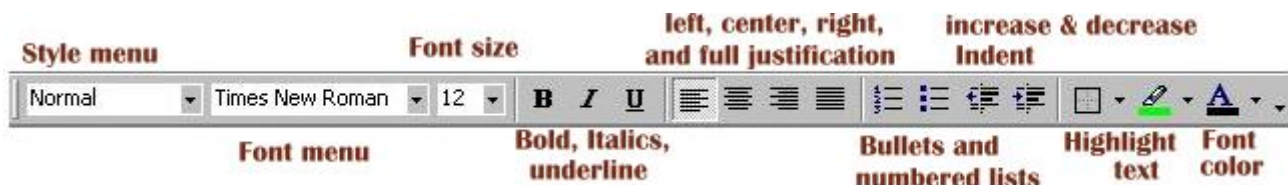
Text will be inserted where the blinking cursor is located. You can move the cursor either with the arrow buttons on the keyboard or with the mouse. Just click on the screen where you want to begin then start typing!

Selecting text

To change any attributes of text it must be **selected** first. Click and drag the mouse over the desired text, being sure to keep the left mouse button depressed. Alternatively, you can hold down the SHIFT key on the keyboard while using the arrow buttons to select the text.

Formatting Text

The formatting toolbar is the easiest way to change attributes of text. If the toolbar as shown below isn't displayed on the screen, select View | Toolbars and choose Formatting.



You can choose the function before you start to type. If you want to change the format of text you have already typed, select and highlight the desired text then use the mouse to select a function on the toolbar. Then click on the appropriate function.

Deleting Text

Use the BACKSPACE key to erase text behind the cursor. Use the DELETE key to erase text after the cursor. To delete a large selection of text, highlight it and press the DELETE key.

Moving (Cutting) Text

This method will save text to a clip board that can be used to paste the text elsewhere in this or another file. Highlight the text that will be moved. Then either:

- Select Edit | Cut from the menu bar.
- Press CTRL+X
- Right click and choose cut. (

To move a small amount of text a short distance the drag-and-drop method may be easier. Highlight the text you want to move. Then click the highlighted text with the mouse and drag the cursor to the new location. Release the mouse button to paste the text in.

Copying Text

To copy text to the clipboard, highlight text then either:

- Choose Edit | Copy.
- Click the Copy button on the standard toolbar
- Press CTRL+C
- Right click and choose paste

Pasting Text

To paste cut or copied text, move the cursor to the desired location and either:

- Select Edit | Paste from the menu bar
- Click the Paste button on the standard toolbar
- Press CTRL+V
- Right click and choose paste

The Clipboard

The last 12 elements that were cut or copied are placed onto Word's clipboard. You can view the elements on the clipboard by selecting View | Toolbars | Clipboard from the menu bar.

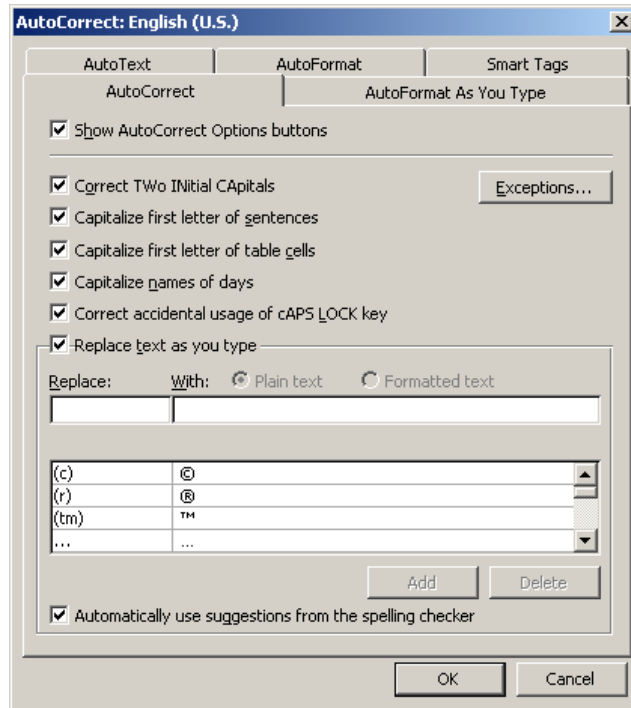


Place the mouse arrow over each element in the clipboard to view the contents of each item and click on an element to add its contents to the document. Click Paste All to add all of the items to the document at once. Click the Clear Clipboard button (the icon with an "X" over the clipboard image) to clear the contents of the clipboard.

Spell Check

MSWord will automatically correct some common typing errors as you type. For example: type teh followed by a space, and AutoCorrect will replace your text with "the". You can change Autocorrect options by opening *Tools | Autocorrect Options* then simply select or un-select your


preferences.



Spell Check is a feature designed to find and help correct possible typos. It cannot detect meaning, and should be used as a suggestion aid only. Take for example "Bear" vs. "Bare" -- Spell Check does not know which one you intended to type. Because both are spelled correctly it will not catch this type of mistake.

File Maintenance


Creating a new document

1. Click the New Document button on the standard toolbar. 
2. Choose File | New from the menu bar.
3. Press CTRL+N (depress the CTRL key while pressing "N") on the keyboard.

Saving a document

1. Chose File | Save from the menu bar.
2. Press CTRL key + S

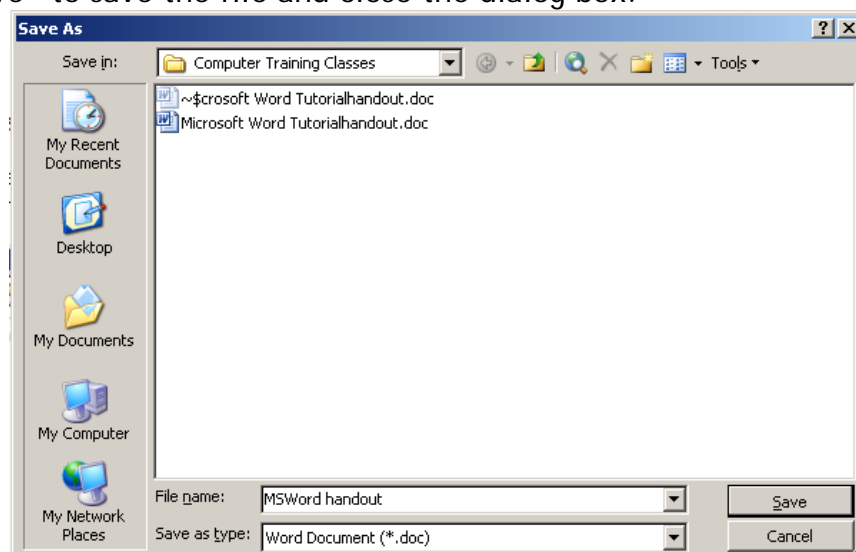
Opening a saved file

1. Click the Open File button on the standard toolbar. 
2. Choose File | Open from the menu bar.
3. Press CTRL+O on the keyboard.

Each method will open a dialog box. Choose the file and click the Open button.

Renaming a saved file (Save As)

1. Chose File | Save As from the menu bar.
 - This will open a dialog box.
 - You can use the pull down menu under "Save in" to change where the file is saved on the computer or to a disc.
 - To change the file name, in the space labeled "File name" type in the new name for your document.
 - Click "Save" to save the file and close the dialog box.



The Keyboard

The keys

Describe below are several useful keys found on your keyboard and what they do:

Tab	=	Used to advance the cursor to the next "tab stop"
Caps lock	=	Will set a keyboard mode in which typed letters are capitalized by default
Shift	=	Modifier key, used to change letter case and use alternate "upper" characters
Ctrl (control)	=	Modifier key, when pressed in conjunction with another key, will perform a special operation
Alt	=	Modifier key, used to change (alternate) the function of other pressed keys
Backspace	=	Moves the cursor one position backwards and deletes the preceding character
Enter	=	When typing, this key will insert a line break
Insert	=	Will allow text to be inserted between characters rather than overwriting existing text
Delete	=	Will erase text to the right of the cursor
Home	=	Moves cursor to the beginning of current line.
End	=	Moves cursor to the end of the line
Page up	=	Used to scroll up a document
Page down	=	Used to scroll down a document
Arrows	=	Can be used to move the cursor 1 space either up, down, left or right

Shortcuts

Shortcuts help provide an alternate (usually quicker) method of navigating and using computer programs. In addition to the shortcuts listed on this page, users can find the shortcut keys to their most popular program by looking in their menus.

Ctrl + S	=	save	Ctrl + N	=	open a new document
Ctrl + C	=	copy	Ctrl + P	=	print
Ctrl + X	=	cut	Ctrl + Z	=	undo
Ctrl + V	=	paste	Ctrl + A	=	select all
Ctrl + B	=	bold	Ctrl + Left arrow	=	moves one word to the left
Ctrl + I	=	italics	Ctrl + Right arrow	=	moves one word to the right
Ctrl + U	=	underline	"F1"	=	Help