

# Microsoft Word



# OPENING MICROSOFT WORD

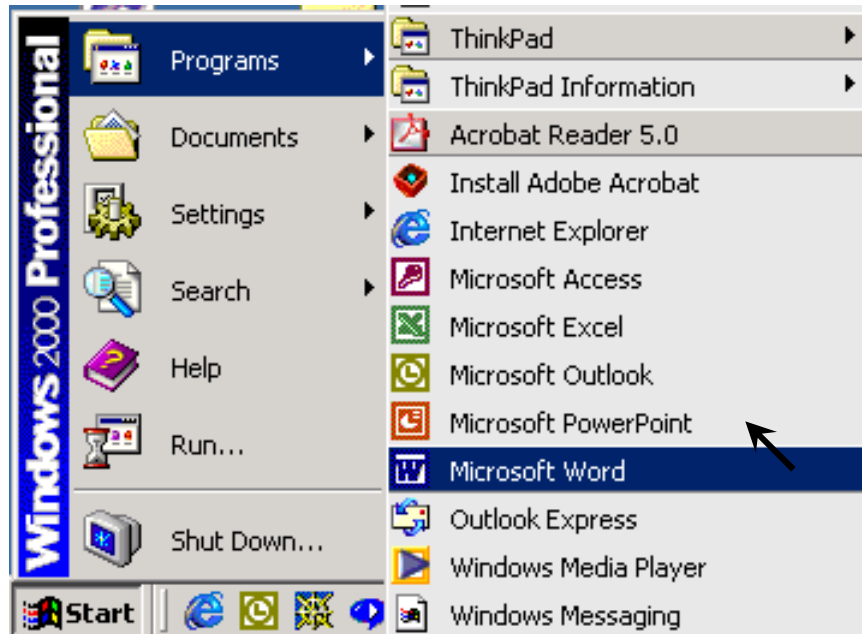
Open Microsoft Word by either:

- Click on the Word shortcut button on the Microsoft Office Shortcut bar.



Or

- Click on **Start**, **Programs** and **Microsoft Word**

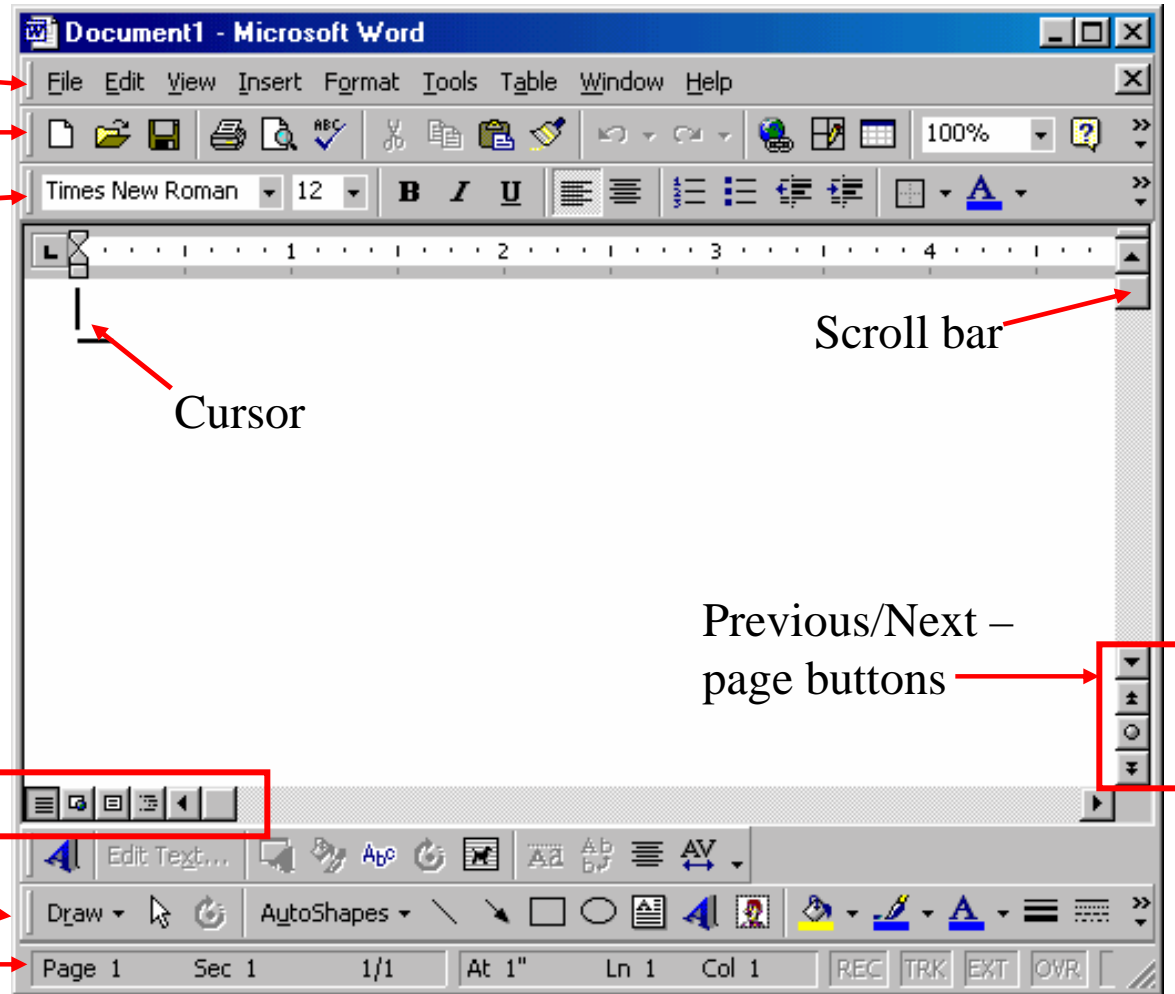


# SCREEN LAYOUT

Menu bar

Standard toolbar

Formatting toolbar



Scroll bar

Cursor

Previous/Next –  
page buttons

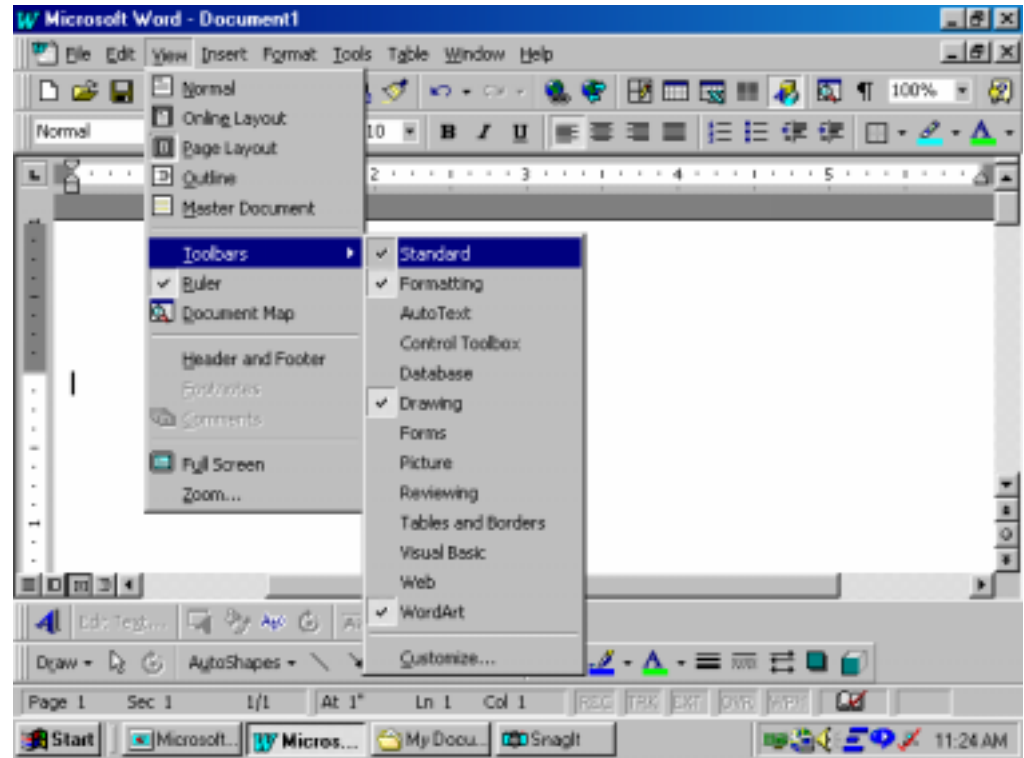
View choices

Drawing toolbar

Status bar

# TOOL BARS

- The Standard, Formatting, Word Art, and Drawing toolbars are selected (checked) by default.
- These defaults may be changed as needed by either clicking **Tools** then **Customize** or **View**, then **Toolbars**.



**Standard Tool Bar**



**Formatting Toolbar**



**Drawing Toolbar**



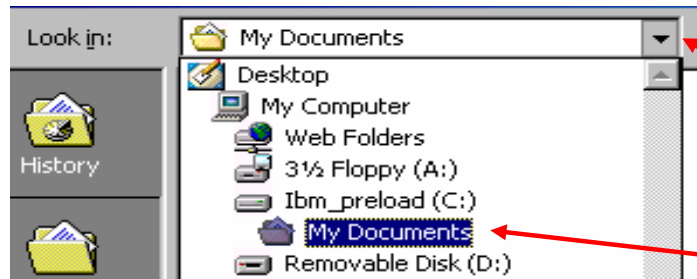
# OPENING DOCUMENTS

## Create a New Document

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

## Open an Existing Document

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

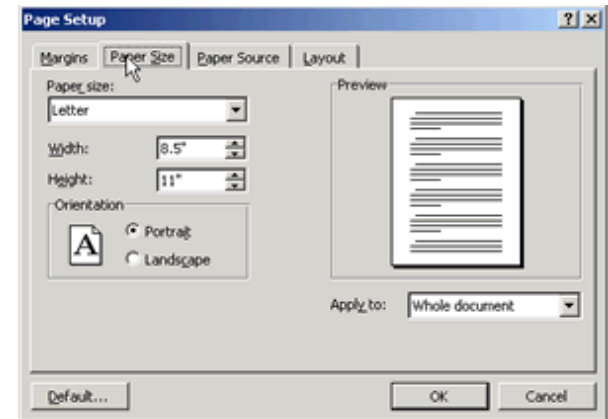
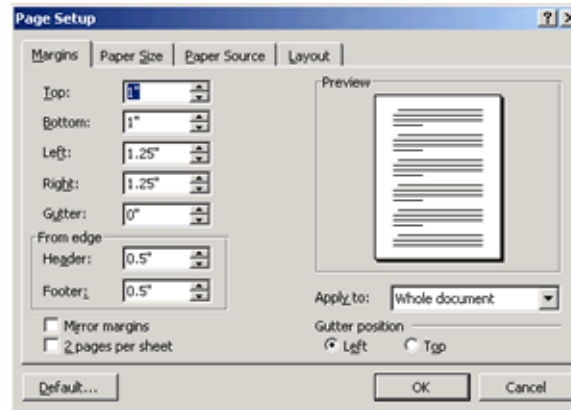
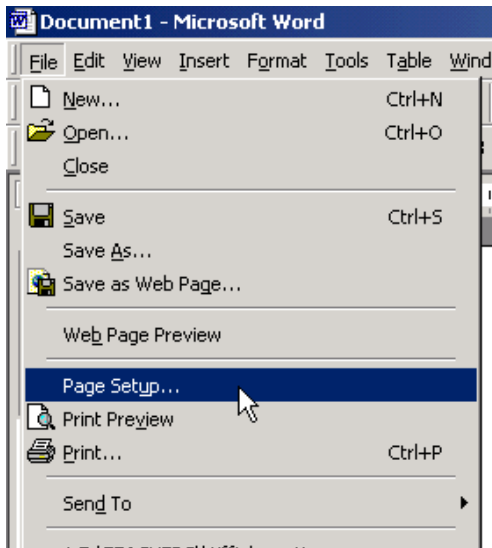


### Select the Existing Document

1. Click on the down arrow in the "Look in" box
  2. Double click the file or drive where your document resides
  3. Double click your document to open it or click on your document, then click Open in the lower right hand corner of the dialog box
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# PAGE SETUP – Margins & Paper Size/Orientation

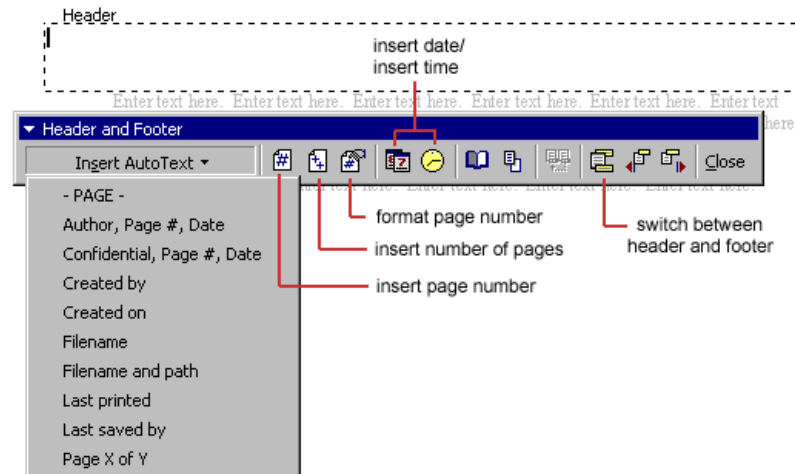
- Click **File** then **Page Setup**.
- Enter **margin values** in the Top, Bottom, Left, and Right boxes. The Preview window will reflect the changes.
- If the document has Headers and/or Footers, the distance this text appears from the edge of the page can be changed.
- Click **OK** when finished.
- Click on the **Paper Size** tab to change the paper size or orientation (portrait or landscape) of your page.



# PAGE SETUP - Headers & Footers

A header is text that is added to the top margin of every page such as a document title or page number and a footer is text added to the bottom margin. Follow these steps to add or edit headers and footers in the document:

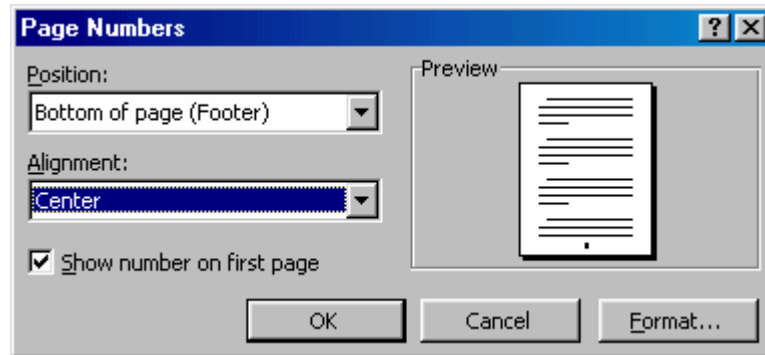
- Select **View|Header and Footer** from the menu bar. The Header and Footer toolbar will appear and the top of the page will be highlighted as shown below.



- Type the heading in the **Header** box. You may use many of the standard text formatting options such as font face, size, bold, italics, etc.
- Click the **Insert AutoText** button to view a list of quick options available.
- Use the other options on the toolbar to add page numbers, the current date and time.
- To edit the footer, click the **Switch Between Header and Footer button** on the toolbar.
- When you are finished adding headers and footers, click the **Close button** on the toolbar.

# PAGE NUMBERS

- Select **Insert|Page Numbers** from the menu bar and the following dialog box will appear.



- Select the position of the page numbers by choosing "Top of page" or "Bottom of page" from the **Position** drop-down menu.
- Select the alignment of the page numbers in the **Alignment** drop-down menu.
- If you do not want the page number to show on the first page (if it is a title page, for example), uncheck the **Show number of first page** box.
- Click **OK** when finished.

# WORKING WITH TEXT

## Typing and Inserting Text

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

## Selecting Text

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the SHIFT key on the keyboard while using the arrow buttons to highlight the text. The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down <b>SHIFT</b> while using the arrow keys
Entire document	choose <b>Edit Select All</b> from the menu bar, or press <b>CTRL+A</b>

# WORKING WITH TEXT

## Deleting Text

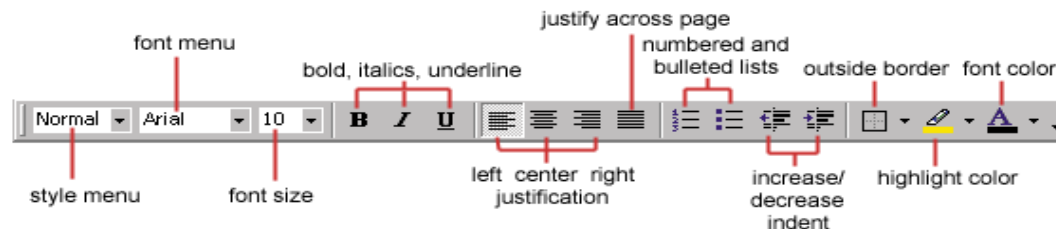
Use the **BACKSPACE** and **DELETE** keys on the keyboard to delete text.

- Backspace will delete text to the left of the cursor and Delete will erase text to the right.
- To delete a large selection of text, highlight it using any of the methods outlined above and press the **DELETE** key.

## Formatting Text

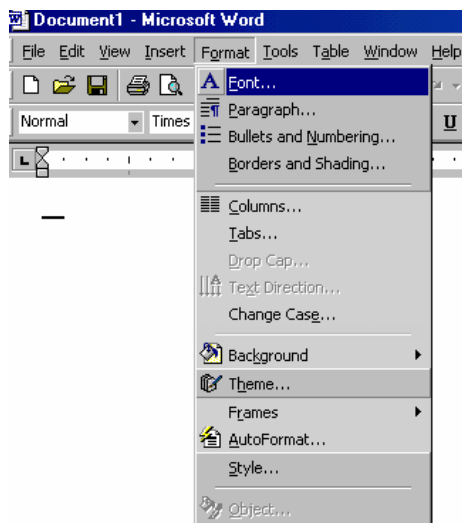
The formatting toolbar is the easiest way to change many attributes of text.

If the toolbar as shown below isn't displayed on the screen, select **View|Toolbars** and choose **Formatting**.



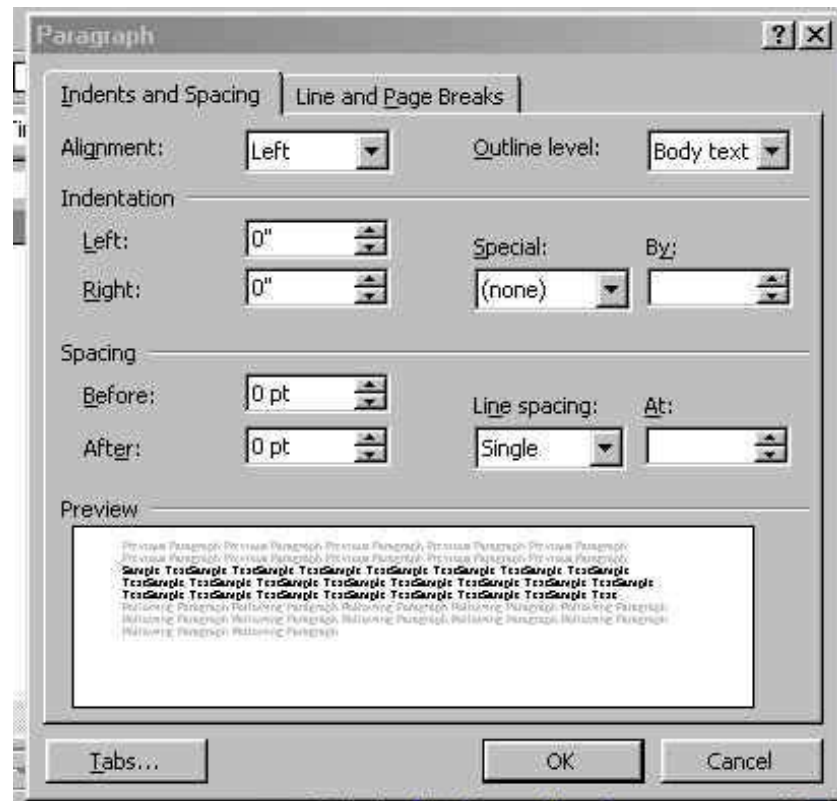
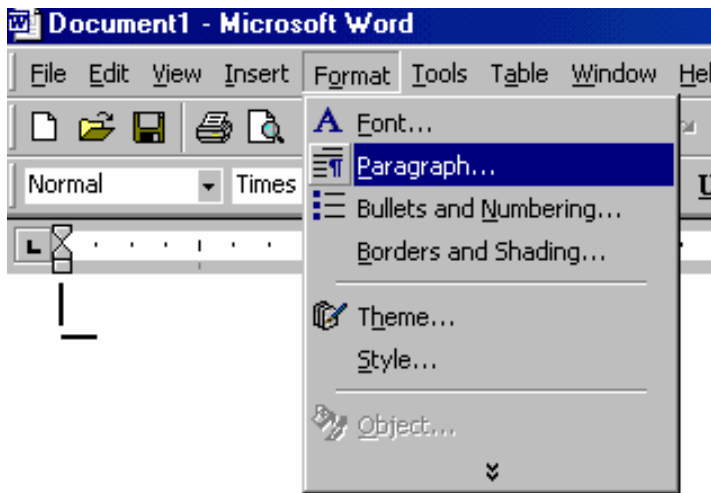
## WORKING WITH TEXT – Selecting Fonts

- Click **Format** then click **Font**.
- Select and click the desired font, style, size, and other options you prefer, then click **OK**.




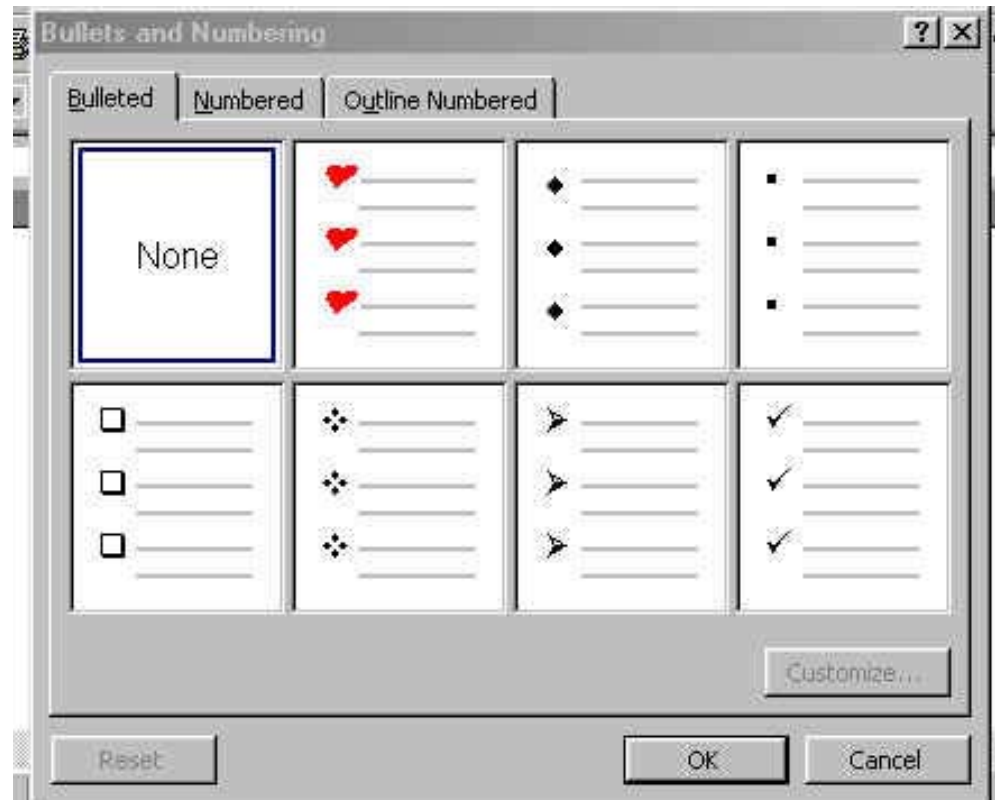
# FORMATTING PARAGRAPHS

- Click **Format**.
- Click **Paragraph**.
- Adjust the Alignment, Indentation, and Spacing as desired.



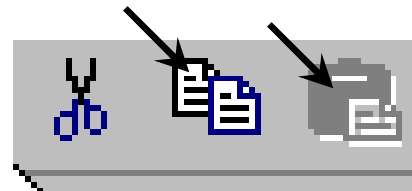
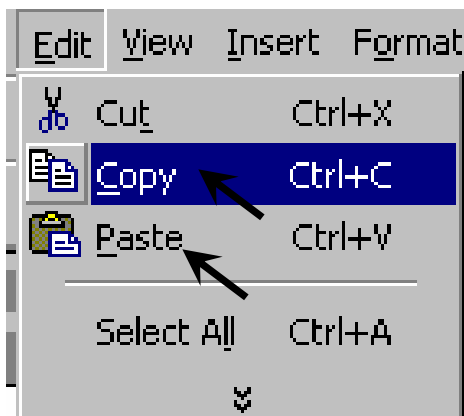
# BULLETS

- Click **Format** then select **Bullets and Numbering** or on the toolbar click the bullet icon. 
- Select the desired Bullet format then click **Ok**.



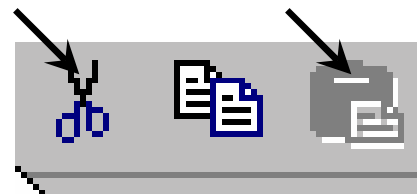
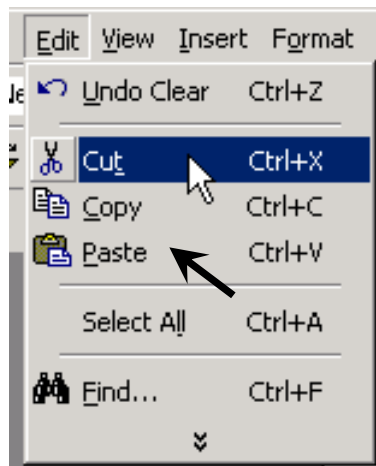
# COPYING AND PASTING

- Highlight the desired text.
- Click **Edit** then **Copy**  
or
- Choose the copy shortcut icon from the Standard Toolbar.
- Click to the location that you want the text to appear. You should see a blinking cursor at this location.
- Click **Edit** then **Paste**  
or
- Choose the paste shortcut icon from the Standard Toolbar.



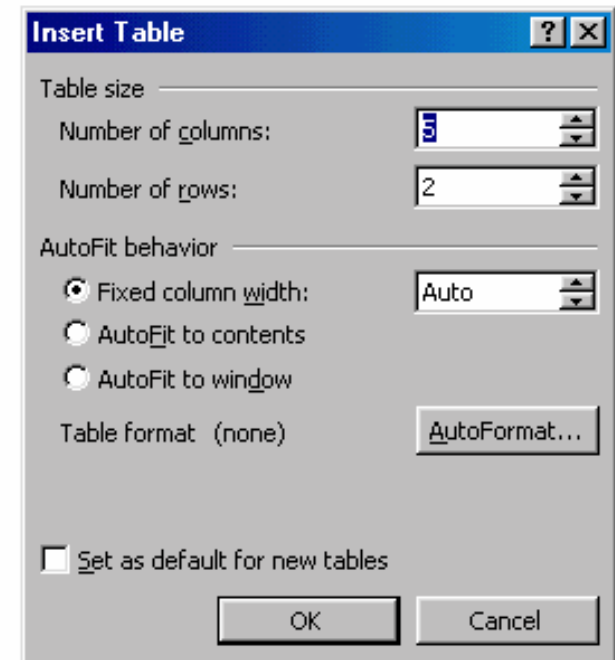
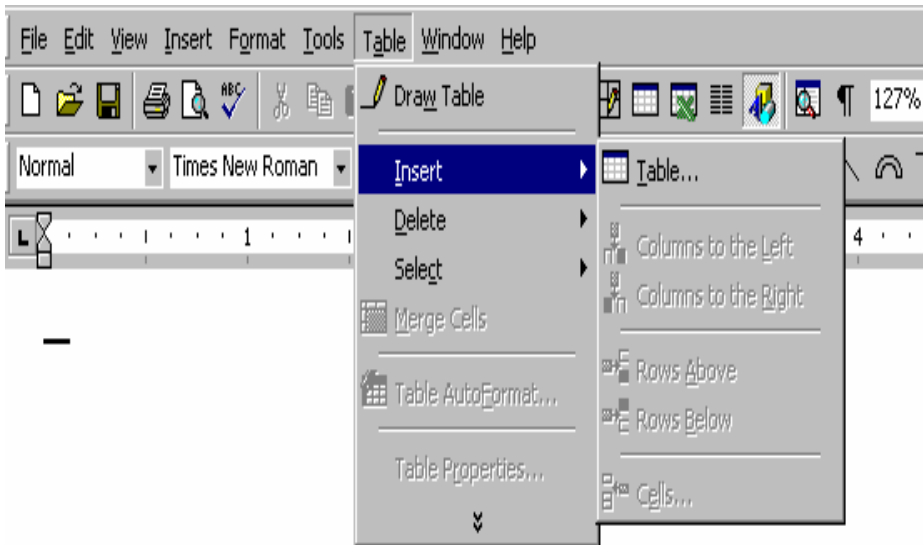
# CUTTING AND PASTING

- Highlight the desired text.
- Click **Edit** then **Cut**  
or
- Choose the copy shortcut icon from the Standard Toolbar.
- Click to the location that you want the text to appear. You should see a blinking cursor at this location.
- Click **Edit** then **Paste**  
or
- Choose the paste shortcut icon from the Standard Toolbar.



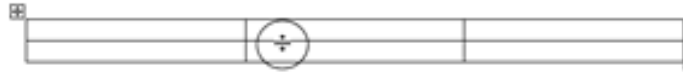
# CREATING TABLES

- Click **Table**.
- Click **Insert Table**.
- Select the desired number of rows and columns and click **OK**.



## TABLES - Resizing Column Widths

- You may resize your column widths by moving the mouse cursor to the column border. Your cursor will change to a double line and an arrow when in position.
- Click and drag the column border to resize it.

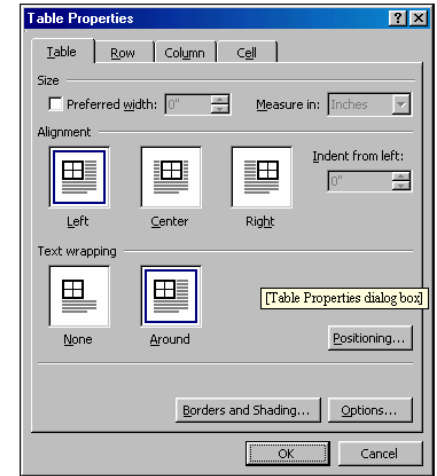




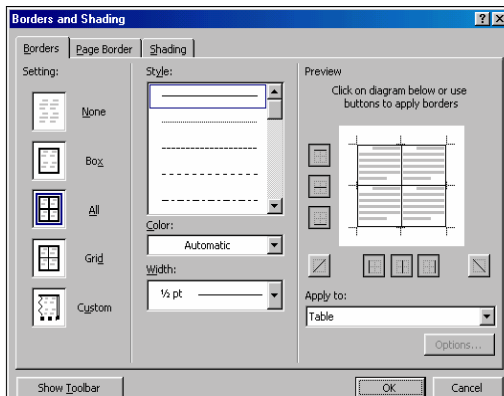
# TABLE PROPERTIES

Use the **Table Properties** dialog box to modify the alignment of the table with the body text and the text within the table.

- Access the box by selecting **Tables|Table Properties**.



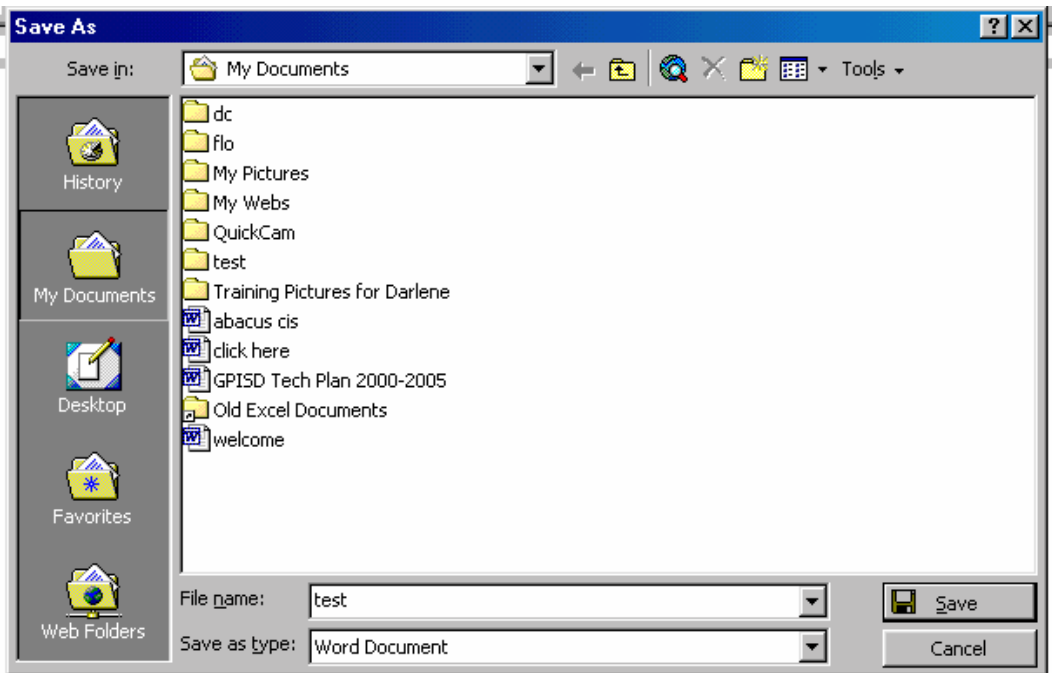
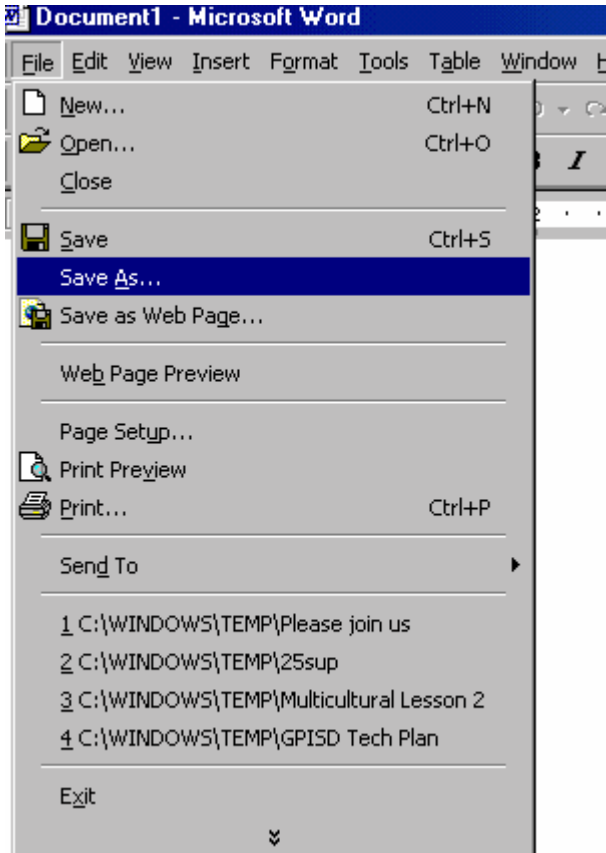
- **Size** - Check the **Preferred width** box and enter a value if the table should be an exact width.
- **Alignment** - Highlight the illustration that represents the alignment of the table in relation to the text of the document.
- **Text wrapping** - Highlight "None" if the table should appear on a separate line from the text or choose "Around" if the text should wrap around the table.
- **Borders and Shading** - Select from a number of border styles, colors, and widths.  
Click the **Shading** tab to change the background color and pattern.



# SAVING A FILE TO THE DEFAULT LOCATION

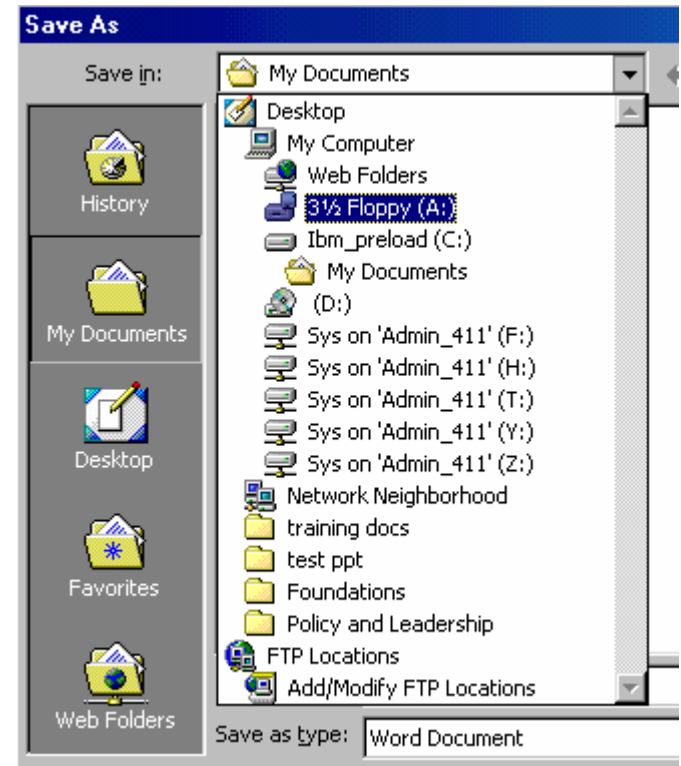
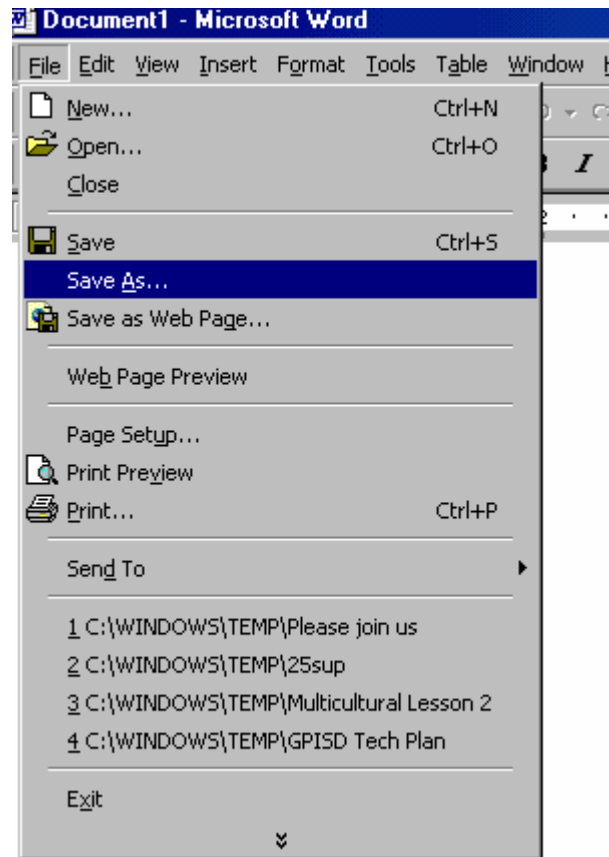
To Save your work in a file:

- Click **File**.
- Click **Save** to save the in the default location (usually the My Documents folder on drive C).



# SAVING TO A DIFFERENT LOCATION

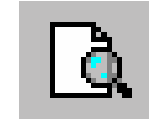
- Click **File**.
- Click **Save As**
- Click in the Save in: box to drop down the list of drive locations.
- Select the desired drive and location.
- Click the **Save** button.



# PRINTING

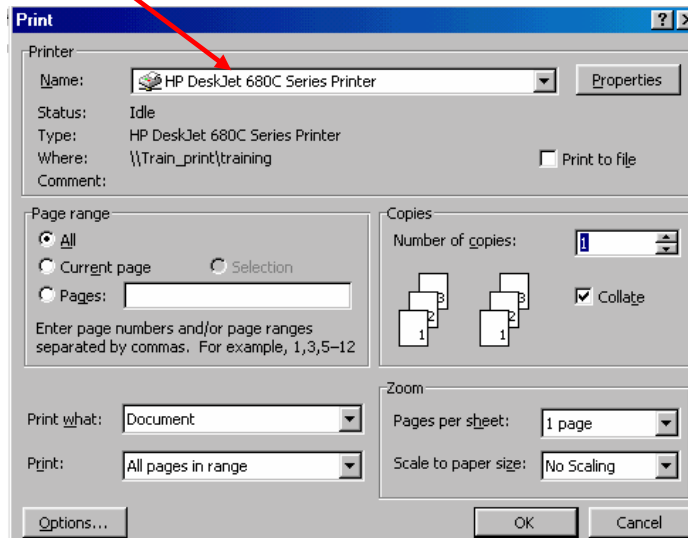
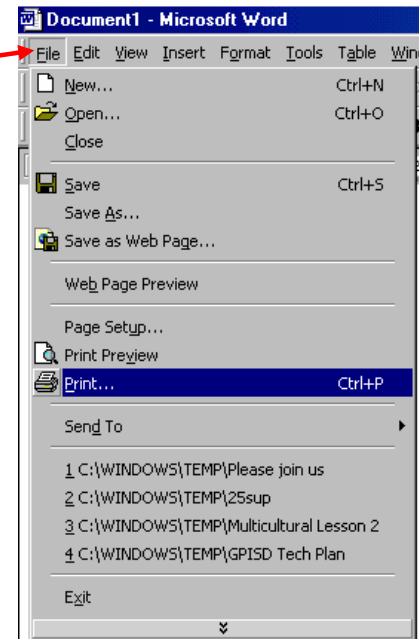
Preview your document before printing:

- Click the **Preview button** on the standard toolbar, or
- Select **File / Print Preview**



To print a document:

- Click **File**.
- Click **Print**.
- Make sure that the correct printer driver is selected.
- Click **OK**.



Action	Keystroke
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Document actions	
Open a file	CTRL+O
New file	CTRL+N
Close a file	CTRL+W
Save As	F12
Save	CTRL+S or SHIFT+F12
Print Preview	CTRL+F2
Print	CTRL+P
Show/Hide paragraph symbols	CTRL+*
Spelling and grammar	F7
Help	F1
Find	CTRL+F
Replace	CTRL+H
Go To	CTRL+G

Formatting	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Format painter	CTRL+SHIFT+C
Left alignment	CTRL+L
Center alignment	CTRL+E
Right alignment	CTRL+R
Justified	CTRL+J
Delete previous word	CTRL+Backspace
Apply bulleted list	CTRL+SHIFT+L
Indent	CTRL+M
Page break	CTRL+Enter

# KEYBOARD SHORTCUTS

Action	Keystroke
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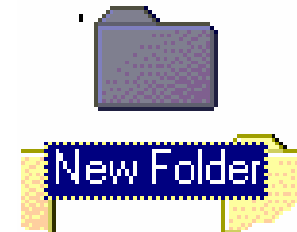
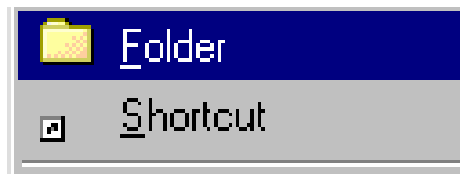
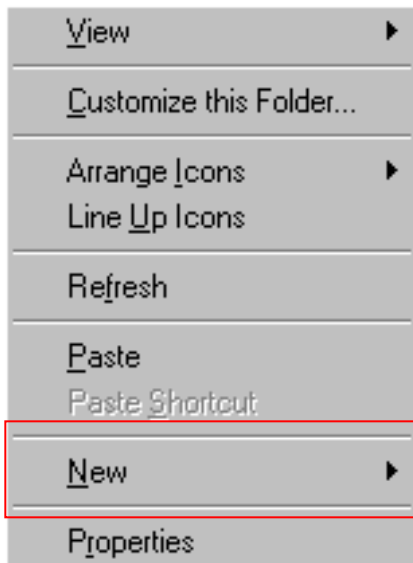
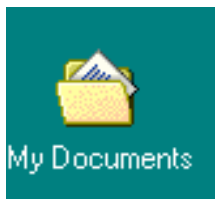
Text Style	
Font face	CTRL+SHIFT+F
Font size	CTRL+SHIFT+P
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Double underline	CTRL+SHIFT+D
Word underline	CTRL+SHIFT+W
All caps	CTRL+SHIFT+A
Change case	SHIFT+F3
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Make web hyperlink	CTRL+K

## **CREATING A NEW FOLDER**

In order to manage the files that you have saved it is often desirable to create new folders in the My Documents folder in which to store files containing similar information. The next slide contains directions for creating a new folder.

## CREATING A NEW FOLDER

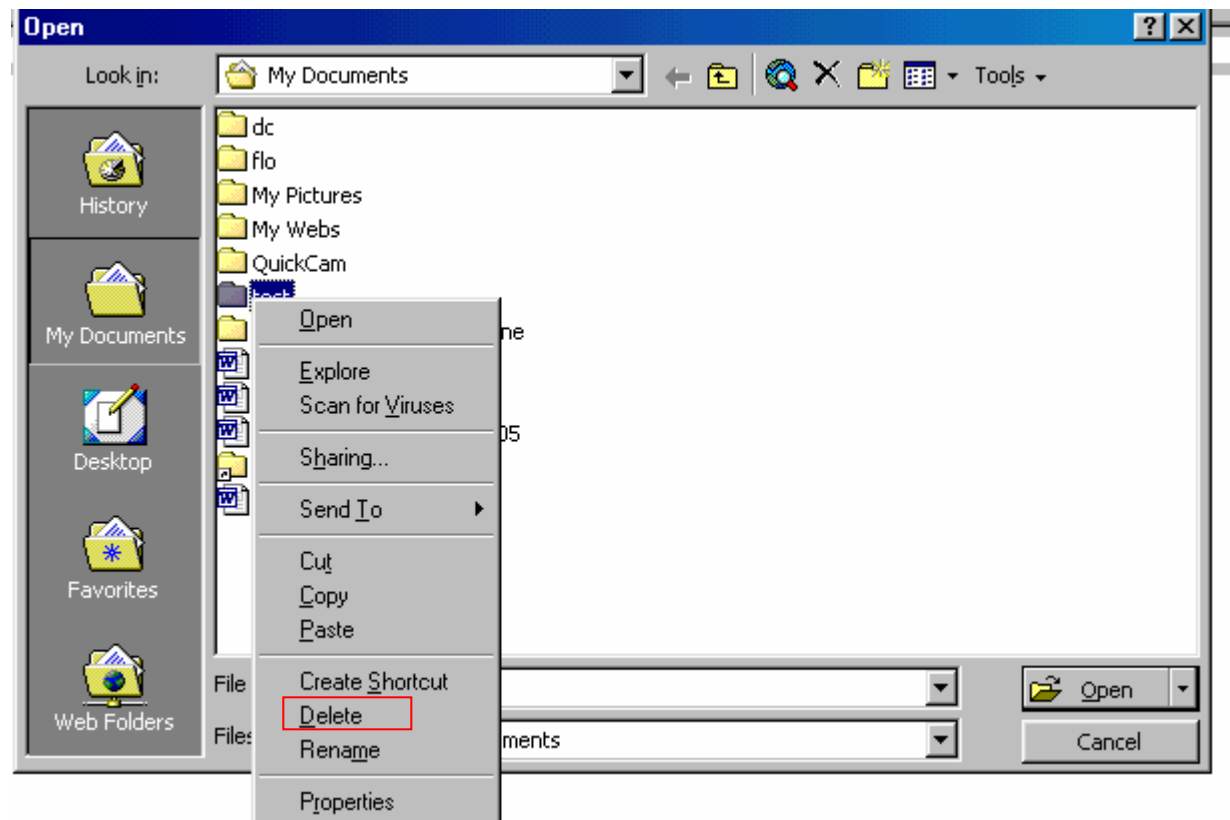
1. From the desktop, double click on the “My Documents” Folder to open it.
2. Right click in an empty area of the screen
3. Click **New**
4. Click **Folder**
5. Name the newly created folder and press the **Enter** key on the keyboard.



# DELETING A FOLDER

To delete a folder:

- From the desktop, double click on the “My Documents” Folder to open it.
- Right click in an empty area of the screen
- Right click on the folder to be deleted.
- Click **Delete**.
- Click **Yes**.



**You can find this manual on-line at the following website:**

**<http://galenaparkisd.com/training/word/index.htm>**

**A special thanks to FGCU for allowing GPISD to use bits and pieces of their on-line training tutorial in our Microsoft Word Manual.**

**Florida Gulf Coast University:**

**<http://www.fgcu.edu/support/office2000/word/>**

***September 11, 2002***