

# Proicere, Inc.

## MS Word: Basics

Lesson Notes

Author: Pamela Schmidt

### Overview

A word processor allows the entry and editing of text, graphics, and other objects. It allows the document to be saved and then retrieved at a later date for additional editing and or printing.

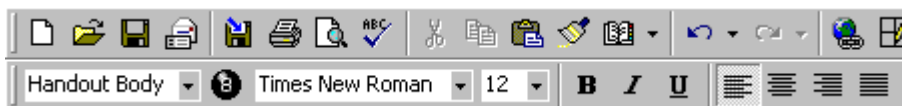
### Toolbars

Toolbars can be turned on in two ways.

From the menu choose, View, Toolbars

Use the right mouse button on any existing toolbar.

Toolbars can be made floating by grabbing the toolbar in the gray area and dragging it to the center of the screen.



### Help

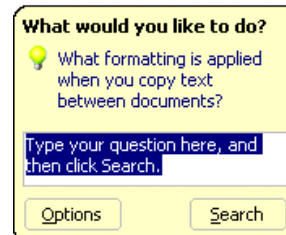
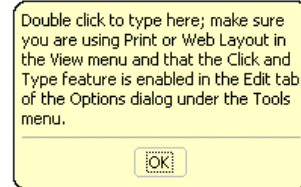
Office Assistant

The office Assistant can be activated from the standard toolbar by clicking on the yellow call out button with the question mark.

The Office Assistant watches the user's keystrokes. If it thinks it has a better way of doing the procedure, a light bulb will appear. Click on the light bulb to see the tip.

Clicking on the Office Assistant will bring up a search dialog box.

Key in a question then click on the search button to have the Office Assistant search the help files for the appropriate help article.



## Enter/Edit Text

Insert Text

Key in desired text

Do not hit enter except at the end of a paragraph.

To add text, place the cursor at the desired location and start entering new text.

To place the cursor with the mouse, place the I-beam at desired location and click with the left mouse button.

The Insert key on the keyboard is a toggle button to turn Overtyping on and off. The status bar displays the status of this button. If Overtyping is on, the OVR will be visible. Double clicking on the OVR will also toggle it on and off.

Insert – allows the insertion of text with the text to the right of the insertion point to move to the right.

Overtyping – allows the replacing of text to the right of the cursor.



## Open a Document/File

From the menu choose File - Open

On the toolbar choose the Yellow Folder button



Folder

## Change View

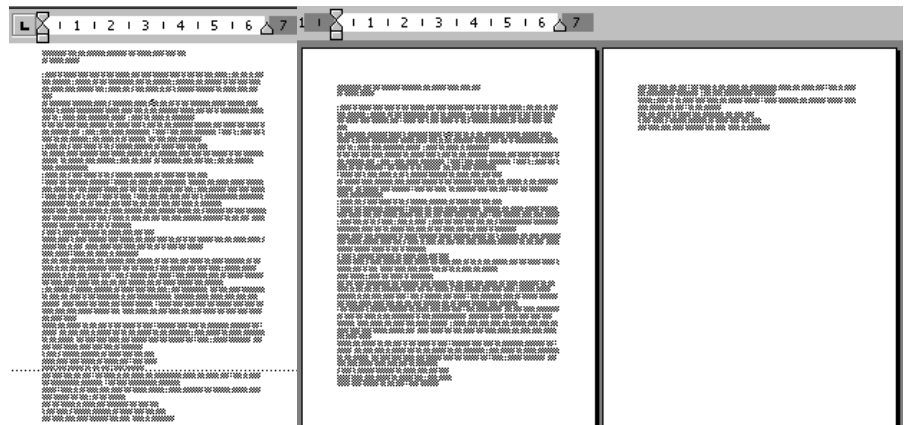
To change how the document is viewed, from the Drop Down Menu choose view then one of the following:

**Normal** - quickest for scrolling, does not show the relation of the text to the edge of the paper. Page breaks show as dotted lines.

**Outline** - used when making outlines

**Print Layout** shows how the page will look, shows the relation of the text to the edge of the paper. Page breaks show as separate pages.

**Master** - used for combined documents



## Zoom

Changes the size of the characters on the screen, but has no effect on printing

Zoom can be accessed from the menu

View-Zoom -or- from the toolbar



## Show Marks

Shows the non-printing characters such as paragraph marks, tabs, indents, & spaces

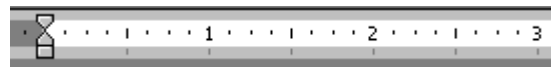
Activate from the toolbar



## Ruler Bar

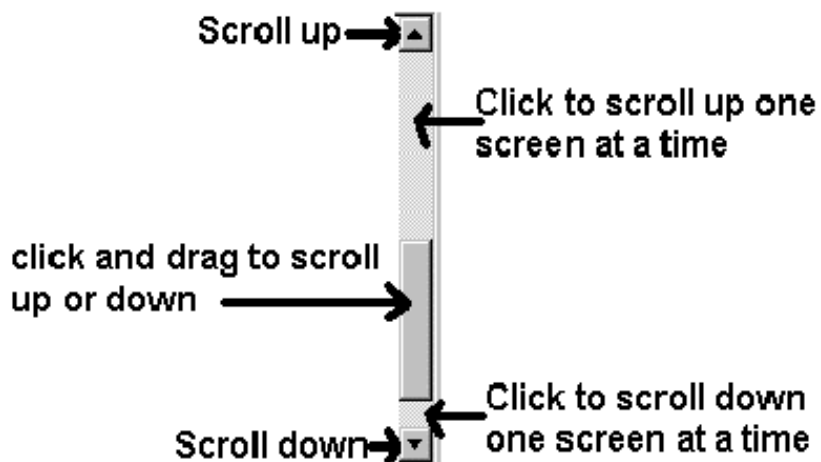
Shows margins & tabs

To turn the ruler on or off, from the menu choose View-Ruler



## Scroll Bars

If a window is too small for the computer to display the whole document or list on the screen at one time, scroll bars will appear. The scroll bars may appear on the bottom, on the right, or both.



## Keyboard Insertion Point Movement

Control & Arrows will move one word at a time  
Ctrl Home will go back to the beginning of the document  
Home will go back to the beginning of the line  
End will go to the end of the line  
Ctrl End will go to the end of the document  
Page Down - down one screen  
Page Up - up one screen  
F5 - Go to  
Ctrl G - Go to

## Select Text

### MOUSE :

Click at the beginning of the desired text and holding the left mouse button, drag across the text.  
Click at the beginning of the desired text then hold down the shift key and click at the end of the desired text.  
Double clicking will select the word.  
Triple clicking will select the paragraph.  
With the control key held down, click into a sentence to select the sentence.  
With the selection arrow to the left of the line, click once to select the line.  
With the selection arrow to the left of the line, double click to select the paragraph.  
With the selection arrow to the left of the line, triple click to select the document

### KEYBOARD:

Place cursor at the beginning of the desired text, and while holding down the shift key; use any keyboard movement keys.  
CTRL A selects the whole document

## Save a Document/File

From the menu choose File - Save or File - Save As  
On the toolbar choose the Diskette button  
All three give you the Save As dialogue box the first time a document is saved  
A document name can be 255 characters with spaces



## Set Tabs

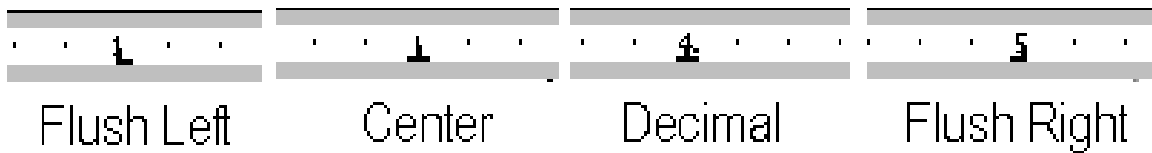
From the menu choose Format Tabs

-or-

Click on the tab type indicator



then click on the Ruler Bar



*Note: Using Shift Enter at the end of a line will create a new line without creating a new paragraph.*

## Indent/Hanging Indents

From the menu choose Format Paragraph

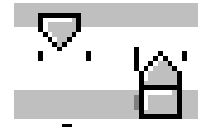
-or-

Adjust on Ruler Bar

Top half of the hourglass controls the first line.

Bottom half of the hour glass controls the rest of the paragraph.

The box under the hourglass moves both pieces of the hourglass at the same time.



## Set Margins

From the menu choose File - Page Setup -or- Adjust on Ruler Bar

*Note: Adjusting on the Ruler Bar works only in the Print Layout View.*



Page Setup – Margins tab dialog box

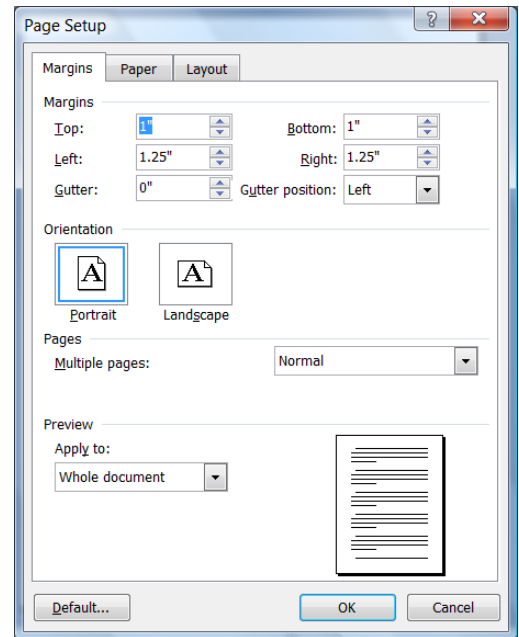
**Margins** - distance from the edge of the paper

**Gutter** – allows for binding

Mirror margins – allows for different margins on odd and even pages for two-sided printing.

*Note: When Mirror margins is selected, the left and right margins turn to outside and inside margins.*

**Orientation** – direction of the paper



## Change Paper Size and Source

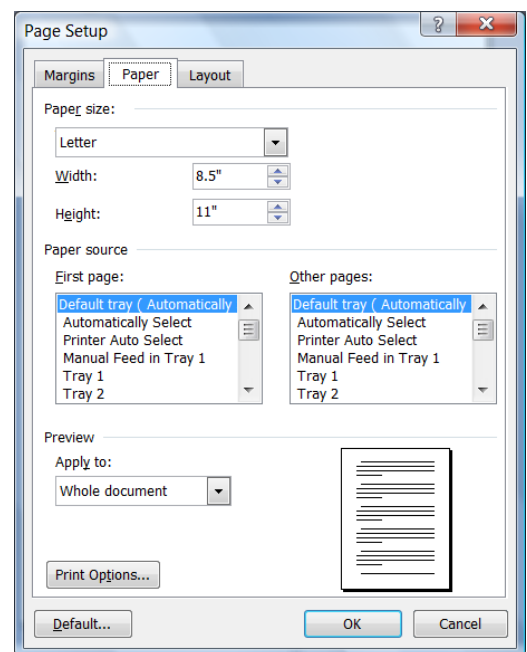
From the menu choose File - Page Setup

Page Setup – Paper tab dialog box

**Paper size** can be chosen from the drop down list, or customized using width and height.

**Paper Source**

The choices in Paper Source is dependent on the type of printer. Some printers have several trays.



## Move/Copy Text/Delete Text

Select items to be moved, copied, or deleted

### Move

from the menu choose Move - Edit Cut,  
or Ctrl X, or the Scissors on the toolbar



### Copy:

from the menu choose Copy - Edit Copy,  
or Ctrl C, or the 2 Papers on the toolbar



### Paste:

After the cut or copy, use paste to place in document  
Place cursor at your destination then  
from the menu choose Paste - Edit Paste,  
or Ctrl V, or the Clipboard on the toolbar,



### Delete:

Select text to be deleted then from the menu choose Edit Delete,  
or the Delete button the keyboard

### Replace:

select text to be replaced then key in new text.

## Undo

From the menu choose Edit - Undo

-or-

use the toolbar button (an Arrow curved to Left)



## Bold/Italics/Underline

Block text to be changed

From the menu choose Format - Font

-or-

### Bold

use the B on toolbar



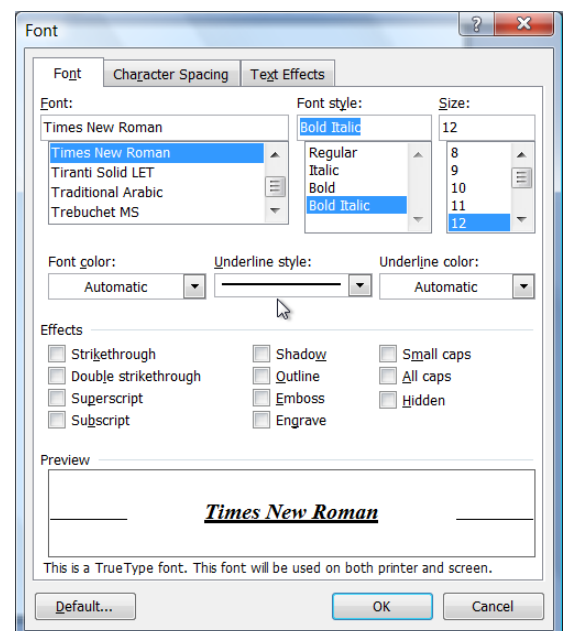
### Italics

use the I on toolbar



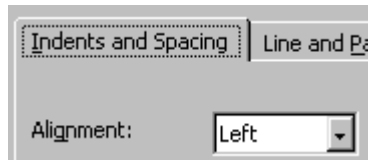
### Underline

use the U on toolbar



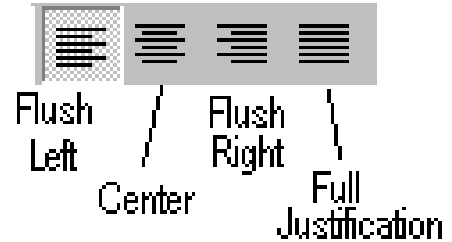
## Justification

From the menu choose Format-Paragraph



-or-

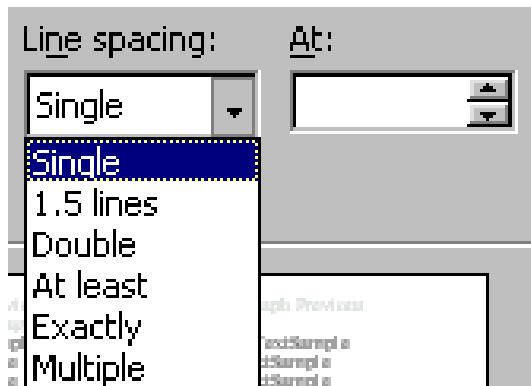
On the Toolbar choose the buttons with lines



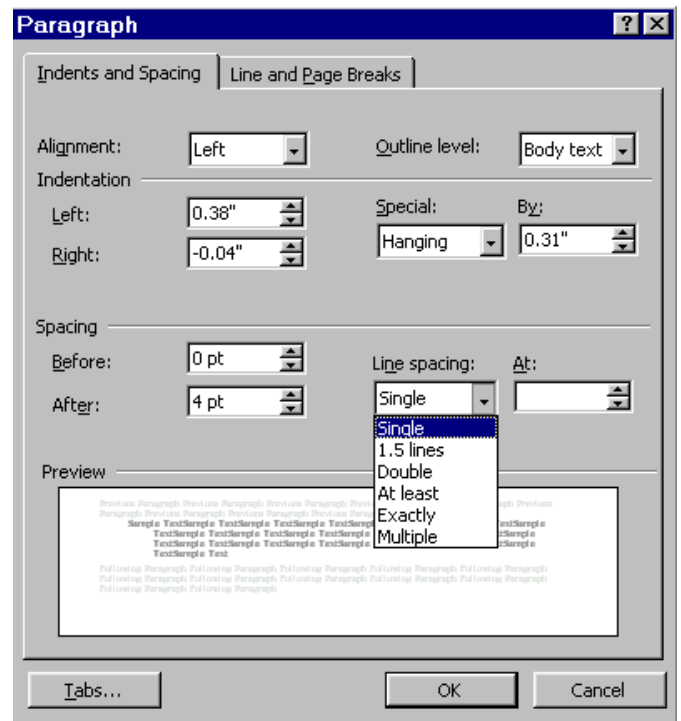
## Line Spacing

From the menu choose Format, Paragraph

In the dialog box, choose the desired spacing from the drop down box.



*Note: Exactly does not let the line change height with the changing of the font size.*



## Printing a Document

Printer button on toolbar



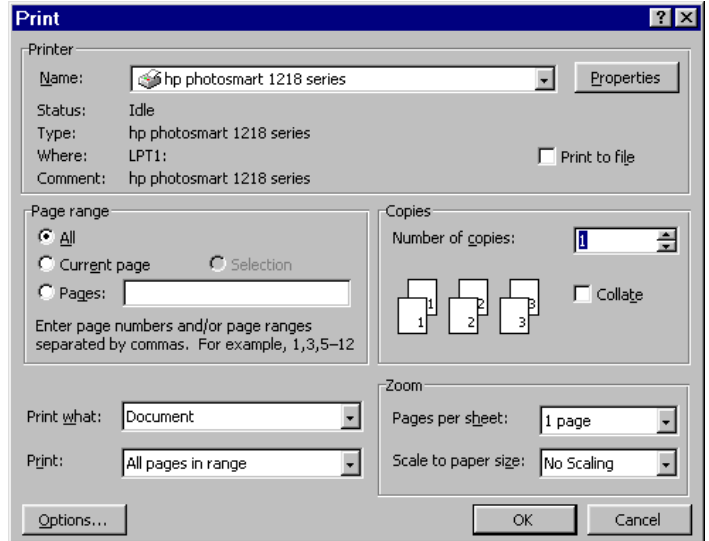
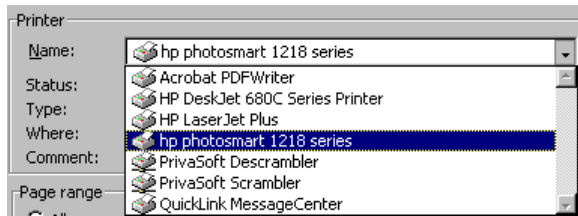
*Note: The print button on the toolbar sends the default number of copies (usually the default in one) of the whole document to the default printer.*

-or-

From the menu choose File - Print

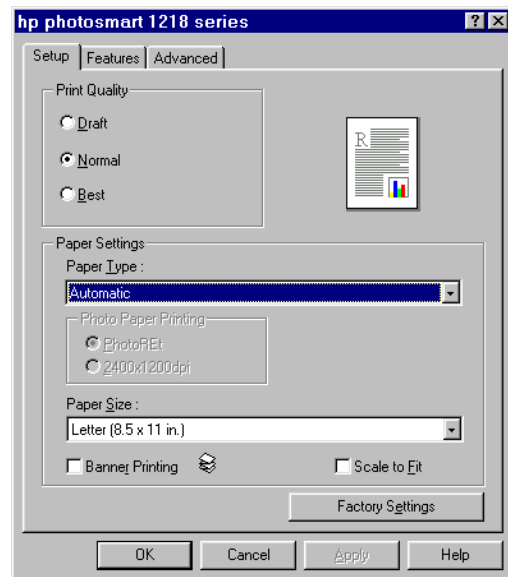
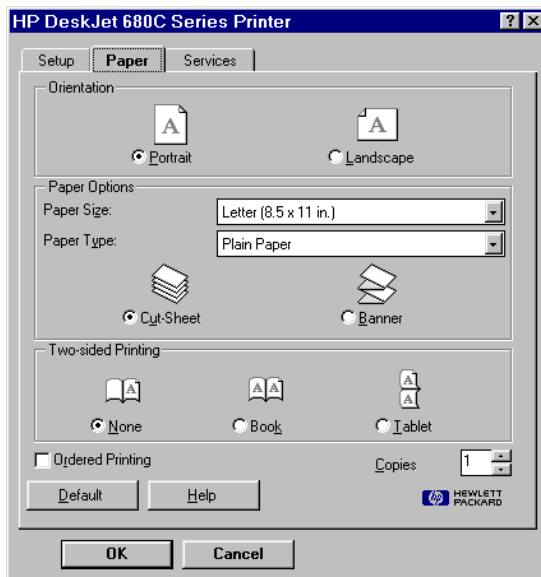
In the dialog box that appears select the printer, the page range, the number of copies, etc.

The name drop down list will display any printers available.



### Properties of the printer

The printer properties dialog box is dependent on the printer. An inkjet or bubble jet will have a drop down list of the type of paper being used.



*Note: paper size is not usually selected in the printer dialog box. The paper size should be chosen through the software application.*