

# Introduction to Microsoft Word

At the Monroe Township Public Library

Revised November 2006

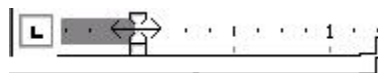
Microsoft Word is a word processing program that allows you to type letters, papers, and lists just as you would using a typewriter. One of the benefits of typing on a computer is that it is very easy to correct mistakes and you can start a document, save it, and make changes to it at a later date. You can also save the document on a disk and take it to another computer and work on it there.

***Before you start using Microsoft Word, we want to familiarize you with the most important parts of the screen.***

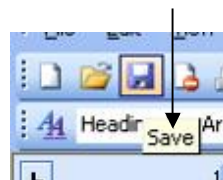
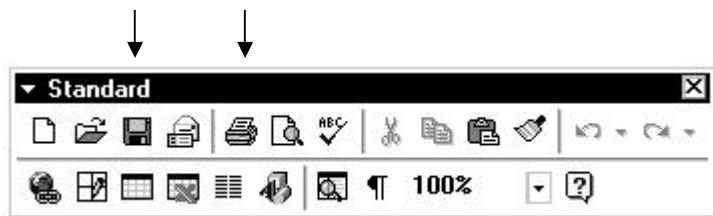
**1. I-Beam Pointer** - a vertical line that looks like the letter “I” indicates the position of the mouse on the screen. Move your mouse around the screen and you will see the I-Beam Pointer moving.

**2. Insertion Point** - a flashing line on the screen. Text will appear at the Insertion Point when you start typing. You can change the location of your Insertion Point by moving your I-Beam Pointer to any part of your typed document and clicking once with your Left Mouse Button. This new location is the point where text will now appear when you start to type.

**3. Ruler**- Use the Ruler to view and change Margins and Tab Settings. (Using the ruler is not covered in this introductory class.)



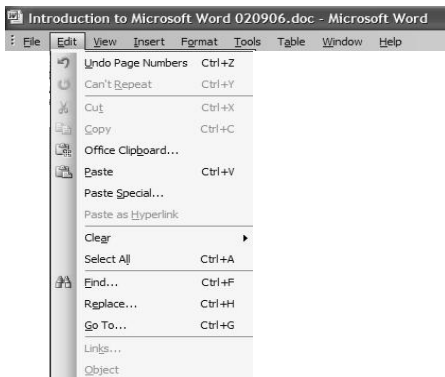
**4. Standard Toolbar** - contains icons (pictures representing shortcuts) that allow you to perform basic commands such as Saving and Printing. If you hold your mouse over an icon for a second or two, a description of its function will appear on the screen.



**5. Menu Bar** – displays menu categories across the top of your screen:

File- Edit- View- Insert- Format- Tools- Table- Window- Help

Left click on any of these items to show a drop down menu of command choices. For example, click on Edit and the following menu drops down on the screen: *(Only the commands that you are currently able to use will appear in black, the options that are not available are grayed out.)*



**6. Formatting Toolbar** - contains icons (shortcuts) that help you to perform basic formatting (layout and design) options such as making text **Bold**, *Italic* or Underlined, and changing **Font Style** and **Font Size**.



These options are also available by clicking on the Menu Bar heading entitled "Format".

**NOTE:**

*There are usually several ways to perform the same task in Microsoft Word. Shortcuts to commands are available by clicking icons in the Standard and Formatting Toolbars at the top of the page. These same commands are also accessible within headings listed in the Menu Bar. In addition, there are shortcuts to commands by using combinations of keys on the keyboard. (For example, the following are three different options that allow you to save: click "File" in the Menu Bar to scroll down and select "Save;" click the image of a floppy disk in the Format Bar; or hold down the Ctrl button and hit the "S" key on the keyboard.)*

## Using Microsoft Word

Used in conjunction with a single page handout – an example of a letter written in Word

### 1. Tabs (Indenting)

The Tab Key is located on the left side of your Keyboard. It is used to indent text; the default tab is set to indent 1/2" every time you press Tab.

*You can also preset Tabs by clicking on the ruler at the top of the page where you want tabs, but they can be difficult to change once they are set.*

### 2. Making a change in a document

If you want to make a change in a document such as changing the spelling of a word or deleting a sentence, you have to first move your Insertion Point to that part of the document. This can be done by clicking your Mouse where you want to make your change; the Insertion Point will now flash at this new location in the document.

### 3. Highlighting Text

Highlight a word by using your Mouse to position your I-Beam Pointer in the middle of a word. Double-click and that one word will become highlighted. Highlight an entire paragraph by positioning your I-Beam Pointer anywhere in the paragraph and rapidly clicking **three** times. The text will become white with a **black background**. The highlighted text can now be edited to make it **Bold**, *Italic*, Underlined, etc. Click again to remove the highlighting to view your changes.

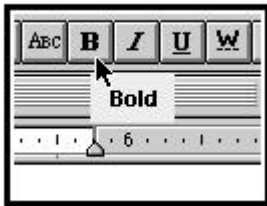
You can also highlight text by positioning the I-Beam Pointer and clicking the mouse once at the beginning or end of the word/section you want to highlight. Then hold down the Shift key and position the I-Beam Pointer at the end of the word/section you want to highlight. Click the mouse once and the text will become highlighted.

Another way to highlight text is to click, hold down the mouse, and drag over the text you wish to select. *Do not let up the mouse button until the mouse is exactly where you want it or you will end up shifting text instead of selecting it.*

#### 4. Bold

To make a word or sentence **Bold**, first highlight it and choose “Format” from the Menu Bar; then choose “Font” from the Drop-down List. Choose “Bold” under the heading entitled “Font Style” and then click on “OK.”

The **Bold** option is also available on the Formatting Toolbar. Highlight the text you would like to make bold and click on the Bold Button. (OR, highlight the text you want to make bold and then hold down the CTRL key and click the letter B on the keyboard.) Ctrl-B



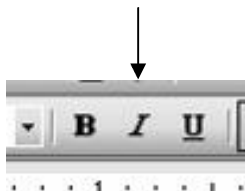
**5. Underlining-** Make text Underlined by selecting (highlighting) it and choosing “Format” from the Menu Bar. Choose “Font” from the Drop Down List. Click on the Down Arrow under the heading “Underline Style,” highlight the underline option you wish to use and click on the box that says “OK.”

A shortcut to Underline is available on the Formatting Toolbar. Highlight the text you wish to underline and click on the Underline Button.

#### 6. Italics

Highlight the text you would like to *italicize* and click on “Format” on the Menu Bar. Choose “Font” from the Drop Down Menu. Under the heading “Font Style” choose “Italic” and then click on the box that says “OK.” You can also choose to make an item **bold** and ***bold italic*** from this box.

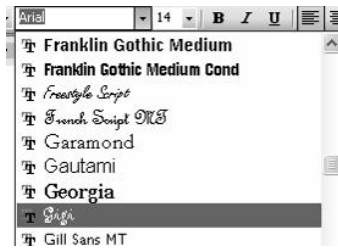
A shortcut to *Italics* is also available on the Formatting Toolbar. Highlight the text you want to display in *italics* and click on the Italics Button on the Formatting Toolbar.



## 7. Changing Font Style

To change Font Style, highlight the text you want to change and choose “Format” from the Menu Bar and then select “Font” from the Drop Down Menu. Under the heading “Font”, scroll down and select the font style that appeals to you and then click on the box that says “OK.”

There is also a shortcut to Font Style on the Formatting Toolbar. Highlight the text you want to change and select the new *font style*.



## 8. Changing Font Size

To change Font Size, highlight the text you want to change and choose “Format” from the Menu Bar and then select “Font” from the Drop Down Menu. Under the heading “Size”, scroll down and select the font size that appeals to you and then click on the box that says “OK.”

There is also a shortcut to Font Size on the Formatting Toolbar. Highlight the text you want to change and select a new **font size** from the drop down menu.



## 9. Saving

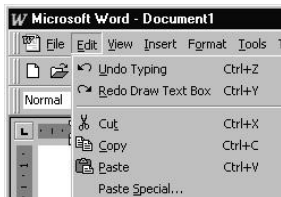
When saving a document for the first time, choose “Save As” from the “File” Drop Down Menu. A box will open up entitled “Save As.” Click on the Down Arrow next to the words “Save In.” When you are at home, you may choose to save your file to your Hard Drive or (C:) drive but at the library, we only allow you to save to a disk. Highlight 3 1/2 floppy (A:). After the “Save In” box changes to “3 1/2 floppy (A:)” click into the File Name box, choose a name for your document and type that name into the box. Click on the gray “Save” Button on the lower right-hand side of the box and the file will be saved to your Floppy Disk. You will know that it is being saved when you see a pattern of blue dashes appearing at the bottom of the Word screen. A green light will appear next to the disk drive and you may hear a mechanical noise as the computer saves your document.

After you have saved the file once, you can use the “Save” option by clicking on Save from the File Drop Down Menu. You can also click on the “Save” Icon (a Floppy Disk) on the Standard Toolbar.



## 10. Cutting and pasting

When working on a document, you may want to switch the position of paragraphs or sentences. If you had used a typewriter, this would be impossible to do but with Microsoft Word, it can be done pretty easily. Highlight the text that you want to move and choose “Edit” from the Menu Bar and then “Cut” from the Drop Down Menu. Move your Insertion Point to the place in the document you would like the text moved to and choose “Paste” from the Drop Down Menu. Select “Copy” if you want to make an exact copy of the text and place it in another part of the document or even into a different document.



*Ex:*

**Highlight the text ...**  
**Highlight the text ...**

Click Copy, then click Paste:

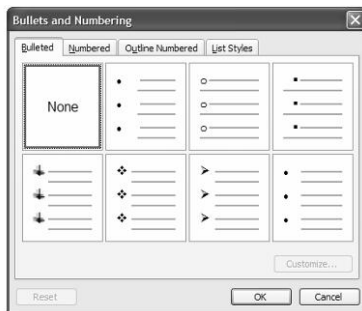
A shortcut to cutting, copying, and pasting is also available on the Standard Toolbar. Highlight the text you would like to move and click on the Cut Icon (scissors) or the Copy (duplicate image) Icon. Move the Insertion Point to the place in the document to which you would like your text moved, click, and then click on the Paste (a clipboard) Icon.

Cut Icon      Copy Icon      Paste Icon

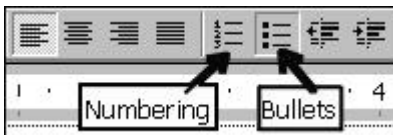


## 11. Bullets and Numbering

Bullets are used to mark items in a list. Create a Bulleted List by clicking on “Format” on the Menu Bar and choosing “Bullets and Numbering” from the Drop Down List. You can choose different types of bullets or numbers from this screen by choosing “Bulleted” or “Numbered.” Select the format that you would like to use for your Bulleted or Numbered List and click on “OK.”



*A shortcut to Bullets and Numbering is available on the Formatting Toolbar, but you can only access the bullet style that was last used. To change the style of the bullet, you need to choose “Bullets and Numbering” from the Menu Bar and proceed as above to select the bullet style that you want.*



## 12. Spelling and Grammar Check

Microsoft Word automatically underlines spelling mistakes in red and grammar mistakes in green. It may underline words such as last names that are spelled correctly but not in the Microsoft Word dictionary. The underlining will not show up in your printed document.

To correct spelling and grammar, move your Insertion Point to the beginning of your document and select “Tools” and then “Spelling and Grammar” from the drop-down menu. A list of corrections will show up under the heading “Suggestions.” Highlight the word you would like to use to correct you document and choose “Change.” If you want to leave the word alone, click on “Ignore.”

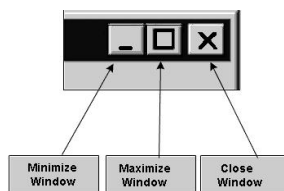
### **13. Opening a Document**

Choose “File” from the Menu Bar and choose “open” from the Drop Down List. A box will open up entitled “Open.” Click on the Down Arrow next to the words “Look In.” You will get a list of choices. We are going to open up the file that we saved to the Floppy Disk. Highlight the choice for the Floppy Disk (3 1/2 floppy A) Highlight the name of the file that you want to open and click on the gray “open” button on the bottom right part of the box.

### **14. Printing**

Print a document by selecting “File” from the Menu Bar and then “Print” from the drop down list. Specify the page numbers and number of copies of the document you would like printed and then click on the box that says “OK.” A shortcut to the print option is also available on the Standard Toolbar. Just click on the icon that looks like a printer to print your document. This option is for basic printing and does not let you specify the number of pages or page numbers to print.

### **15. Minimizing, Maximizing, and Closing the Screen**



## Basic Shortcut Keys for Microsoft Word

CTRL + B	BOLD HIGHLIGHTED SELECTION
Ctrl + C	Copy selection text
Ctrl + X	Cut selected text
Ctrl + I	Italic highlighted section
Ctrl + U	Underline highlighted selection
Ctrl + V <i>or</i> Shift + Insert	Paste
Ctrl + Z	Undo last action
Ctrl + A	Selects (highlights) the entire contents
Ctrl + M	Indent the paragraph
Ctrl + <rt arrow>	Moves one word to the right
Ctrl + <left arrow>	Moves one word to the left
Ctrl + <up arrow>	Moves to the beginning of the paragraph
Ctrl + Del	Deletes word to right of cursor
Ctrl + Backspace	Deletes word to left of cursor
Ctrl + End	Moves the cursor to the end of the document
Ctrl + Home	Moves the cursor to the beginning of the document
Shift + F3	Change the case of the selected text
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Shift + F12	Save