

Desired Outcomes

- Student can start the application program Microsoft Word
- Student can identify and use the MS Word menu bar
- Student understands how to open, create and save a new document in MS Word
- Student understands and is able to set up the basic elements of a Word document such as:
 - orientation
 - margins
 - font
 - paragraphs
- Student can identify and use the ruler
- Student is familiar with the different toolbars in Word and understands the commonly used icons
- Student can use the check Spelling tool
- Student can save, edit, close, open and print Word Documents
- Student can Exit/Close the MS Word application program

Word Processors

Computers are not very useful without software programs to run on them. The three main categories of software are: system, applications, and utilities. Word processors fall into the category of applications. The two most popular word processors used on PCs are Corel WordPerfect and Microsoft Word. This course will cover the basic of using Microsoft Word, but most of the information applies to all word processors, regardless of the company who wrote it.

Word Processing

Anyone can sit down, start a word processing program, and type. This is not word processing. A person with word processing skills can: identify the important components that make up a word processing document, format and style the document to given specifications, and explain how they created the document to a friend or colleague. They should even be able to repeat the above over and over again without getting frustrated. If you choose to avoid the steps to learning to be a skilled word processor, it won't be long before you are either pulling out your hair, taking three times longer to accomplish the task, or paying someone else to do your work. Taking the time to learn a few of the basic mechanics of a word processing document can increase your efficiency and productivity, and help you to create professional looking documents.

Microsoft Word

Microsoft Word is a powerful word processing program that allows you to create documents such as letters, articles, term papers, and reports; and revise them easily. Word is much more powerful than WordPad because of the many built-in tools such as spell checking and text auto-correcting. Word makes creating a document easy and fun especially if you try out the latest Microsoft Word Wizards. Wizards are useful for creating documents that are complex, such as a Resume, without having advanced word processing skills. Even Wizards can be difficult to handle if your word processing skills are minimal. This unit will help you gain the basic knowledge and skills for creating documents using Word.

Starting Microsoft Word

To Start Word:

1. Click on the Start button on the taskbar. Point to Programs on the Start menu, Point to Microsoft Word on the Programs submenu and click on it.

Office starts Word. While a program is loading in Windows 95 the mouse pointer changes to an hourglass. After a few seconds, an empty document titled Document1 displays in the Word application window. Microsoft Windows consists of two different types of windows: application windows and document windows. Programs run in application windows and document windows run in application windows. When Word is running it is identified by the application window title, **W Microsoft Word** located on the title bar. Usually only one Word application window can be seen on the screen, however, multiple document windows can be open or running at the same time in the Word window. Each window, application and document, has its own set of window control buttons.



Figure 5-1. Microsoft Word application window.

The Word Screen

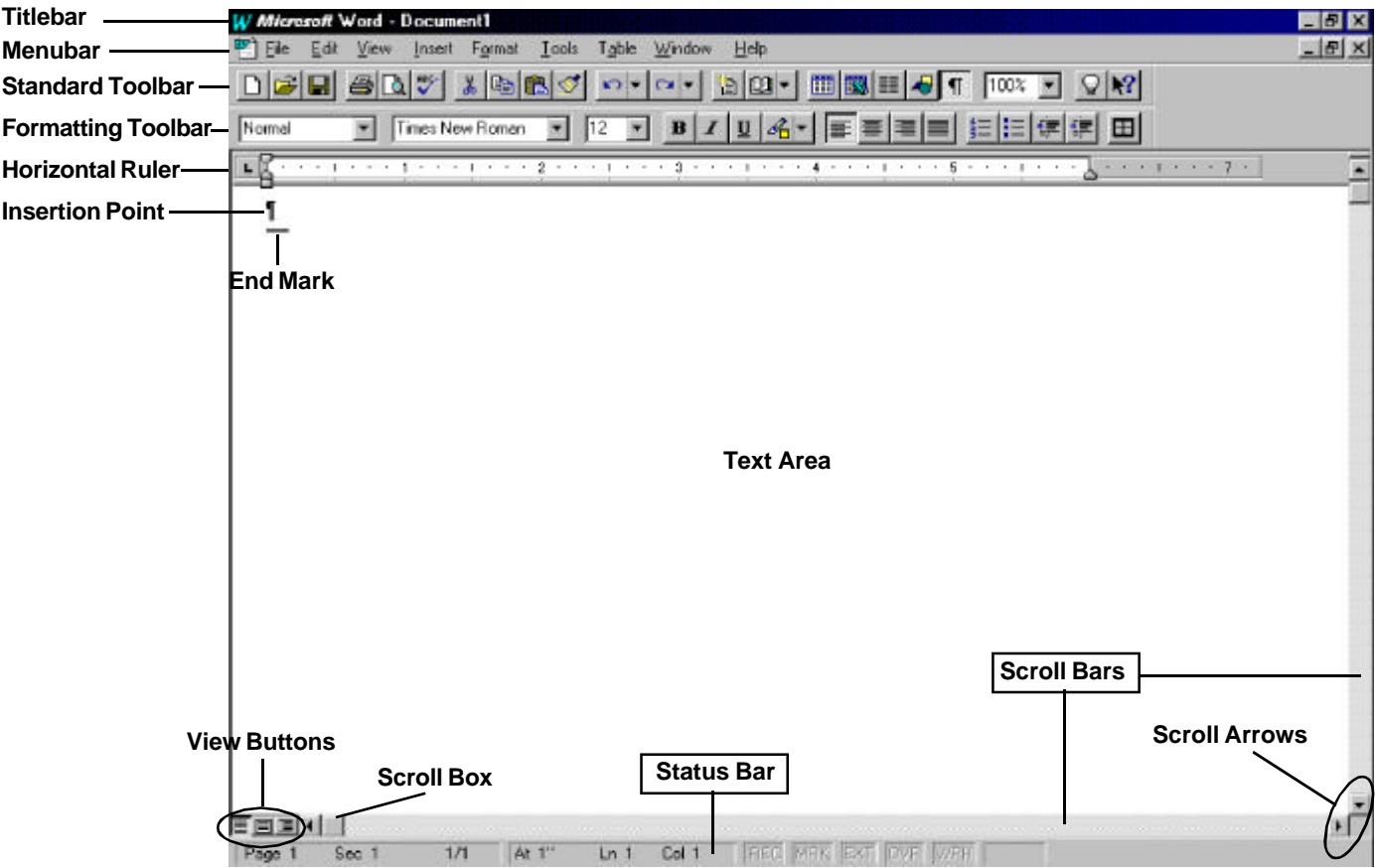
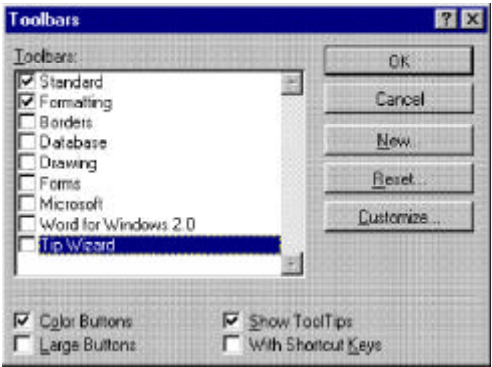


Figure 5-2. MS Word Screen.

Toolbars

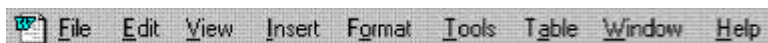
When Word starts the Standard and Formatting toolbar should display below the menubar. If they are not visible click on the View menu and then click on Toolbars.

Select the toolbars you want to display in the Word screen by placing a check in the corresponding check box.



MS Word Menu Bar

The menu bar displays the Word menu names. Each menu name contains a list of commands you can use to retrieve, save, print, and format data in your document and various other tasks. To display a menu, such as the File menu, click the menu name on the menu bar.



Elements of a Word Processing Document

Templates

Templates are a foundation, or a place to start from. Using templates is similar to recycling documents that you use repeatedly. When you first start Word it opens a new document with the default settings determined by the template, normal.dot.

The basic document defaults are:

Page Size: Letter (8.5"x 11")

Orientation: Portrait 

Margins

Top: 1.0"

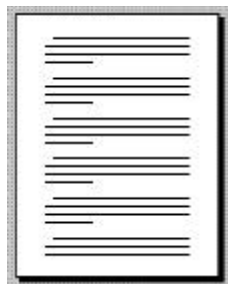
Bottom: 1.0"

Left: 1.25"

Right: 1.25"

Header: 0.5"

Footer: 0.5"



Font: Times New Roman

Point Size: 10 pt (or 12 pt)

Alignment: Left justified, no indention, single space between each line, no space before or after a paragraph.

Tab Stops: 0.5"

Every new document begins with these defaults (or similar ones). These are the most common set up values used for the majority of word processing documents.

To change the settings use the menus. For example, to change the default margins you would click on the **File** menu and then click on the **Page Setup** command.

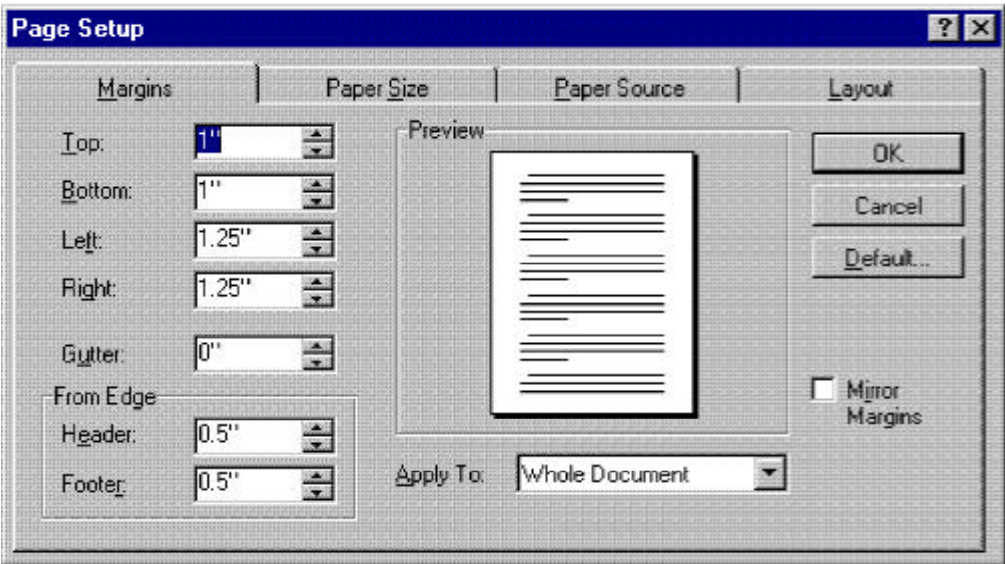


Figure 5-3. The Page Setup dialog box contains the Margins, Paper Size, Paper Source, and Layout Tabs.

Format, Font

To change the style of the font click on the **Format** menu and then click on the the **Font** command.

Font is used to describe the style of the text.
Times New Roman is a popular font that is easy to read.

This is Times New Roman
This is Arial
This is Brush Script MT

Point size is how large the font is. Too small makes it difficult to read. A point size of 12 will be appreciated by readers who find it difficult to read tiny text.

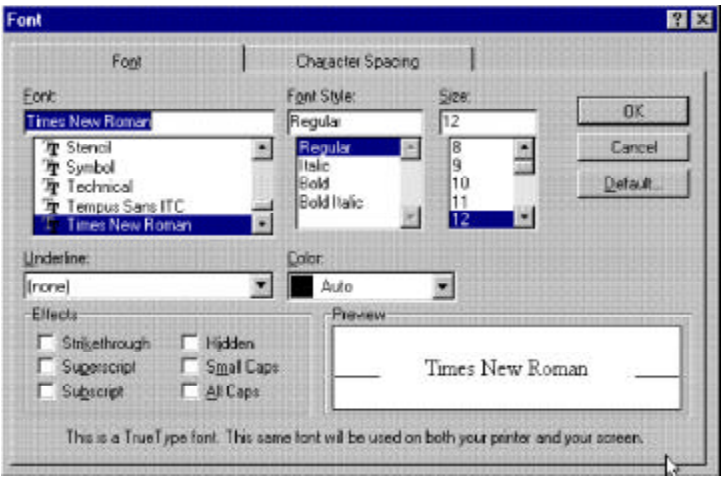


Figure 5-4. Format, Font dialog box.

Times New Roman

This is 12 point
This is 14 point
This is 16 point
This is 18 point
This is 20 point

Arial

This is 12 point
This is 14 point
This is 16 point
This is 18 point
This is 20 point

Brush Script MT

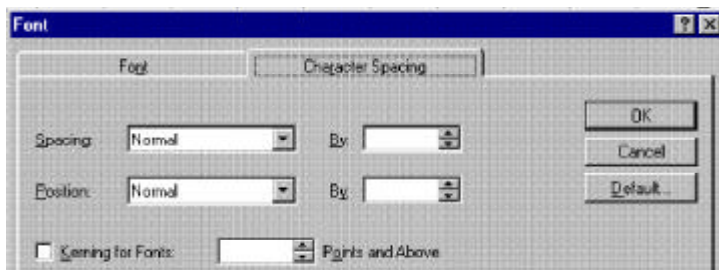
*This is 12 point
This is 14 point
This is 16 point
This is 18 point
This is 20 point*

72pts = 1"

Go ahead,
Measure me!

Character Spacing

Every font is designed to include a certain amount of space between characters. Character spacing is a setting that lets you put more space between the letters.



This is normal spacing for Times New Roman.
This is condensed by 1pt.¶
This is expanded by 2pt.¶
This is expanded by 4pt.

Other Character Attributes

Super/subscript

This is an example of superscript: $A^2 + B^2 = C^2$
This is an example of subscript: H_2O is water.

Character Styles

This is bold

This is ITALIC.

This is underlined

~~This is strikethrough~~

THIS IS SMALL CAPS.

THIS IS ALL CAPS.



Format, Paragraph

To change a paragraph's attributes use the **Format** menu and select the **Paragraph** command. Paragraphs are indicated by the symbol ¶. To see the paragraph symbol you need to turn on the **Show/Hide** feature. To do this locate the paragraph symbol on the standard toolbar, point to it with your mouse and click on it to turn it on. To turn the Show/Hide feature back off click on the icon again.

Note: If you leave your mouse pointer resting on top of an icon on a toolbar a box will drop down indicating what the tool is for.

In a word processing document the simplest element is a character. Characters are used together to form words and words are put together to form a paragraph. Every single character can have a different style applied to it. Every paragraph in a word processing document can be formatted differently. This can cause headaches for the users if they don't understand how to set up or change character styles and paragraph styles. Of course, you could just type in your text using all default settings and never worry about style changes, but that would be dull!

It is more fun to add **your** own **style** to your **documents**. ☺

Format, Paragraph

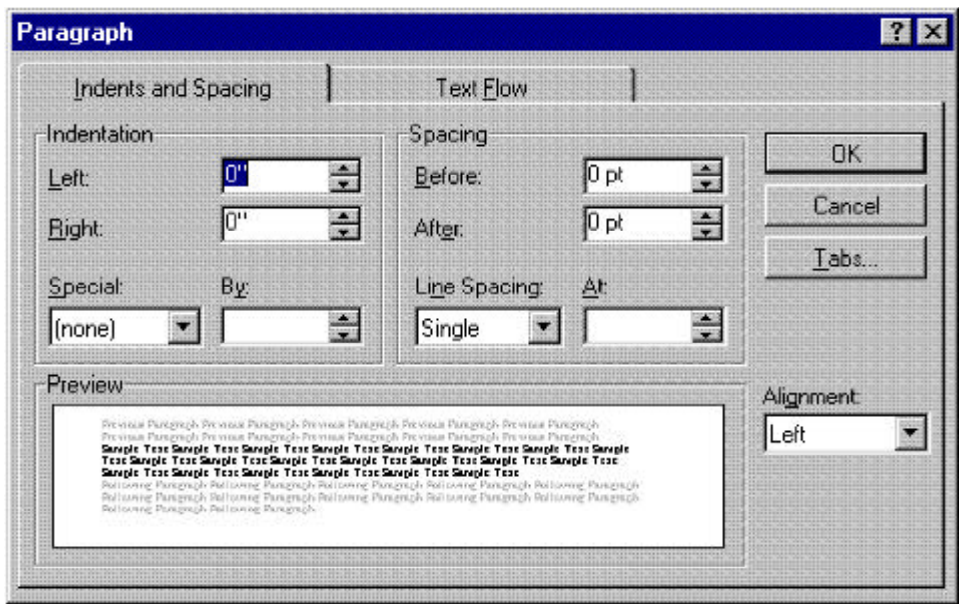


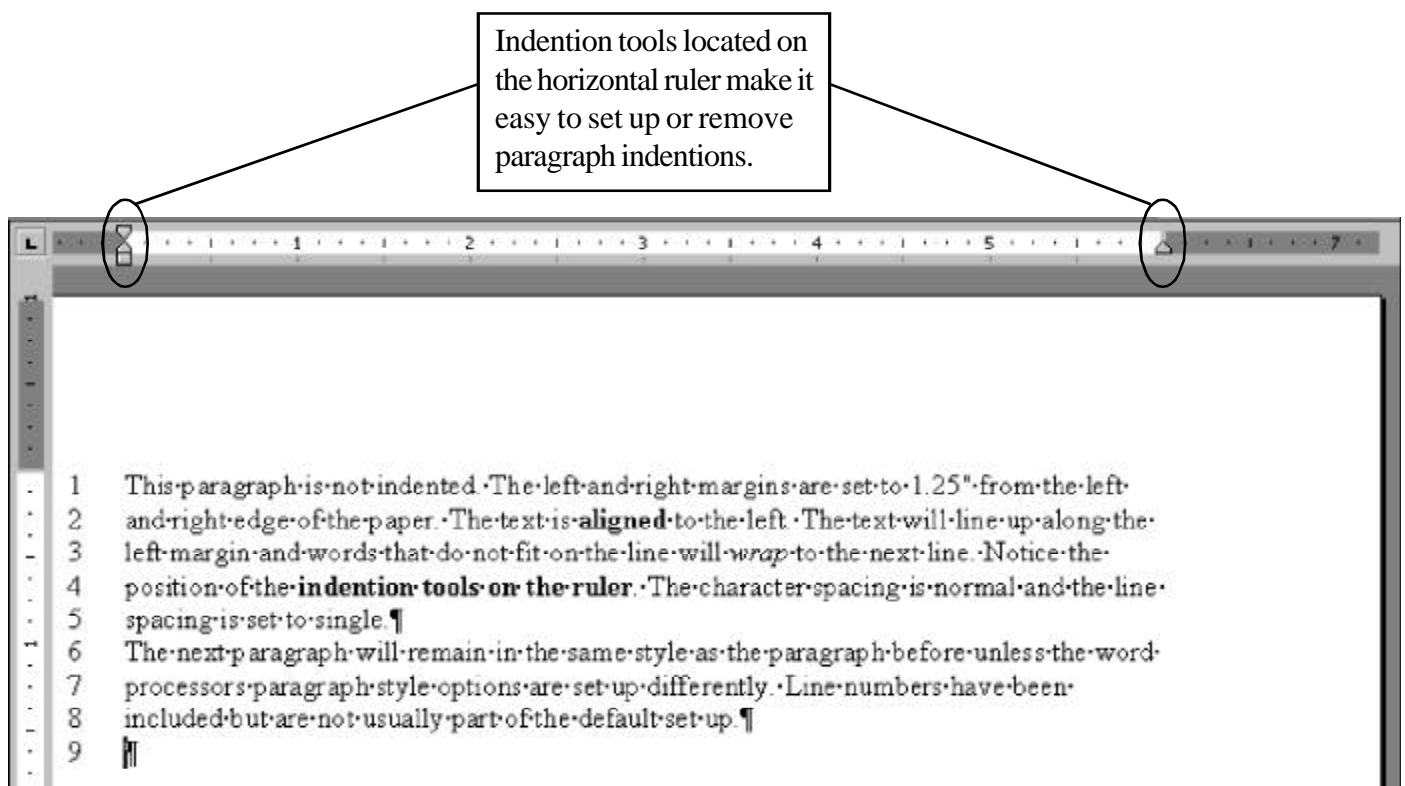
Figure 5-5. Format, Paragraph dialog box.

The basic attributes of a paragraph are: indentation, spacing, line spacing, and alignment.

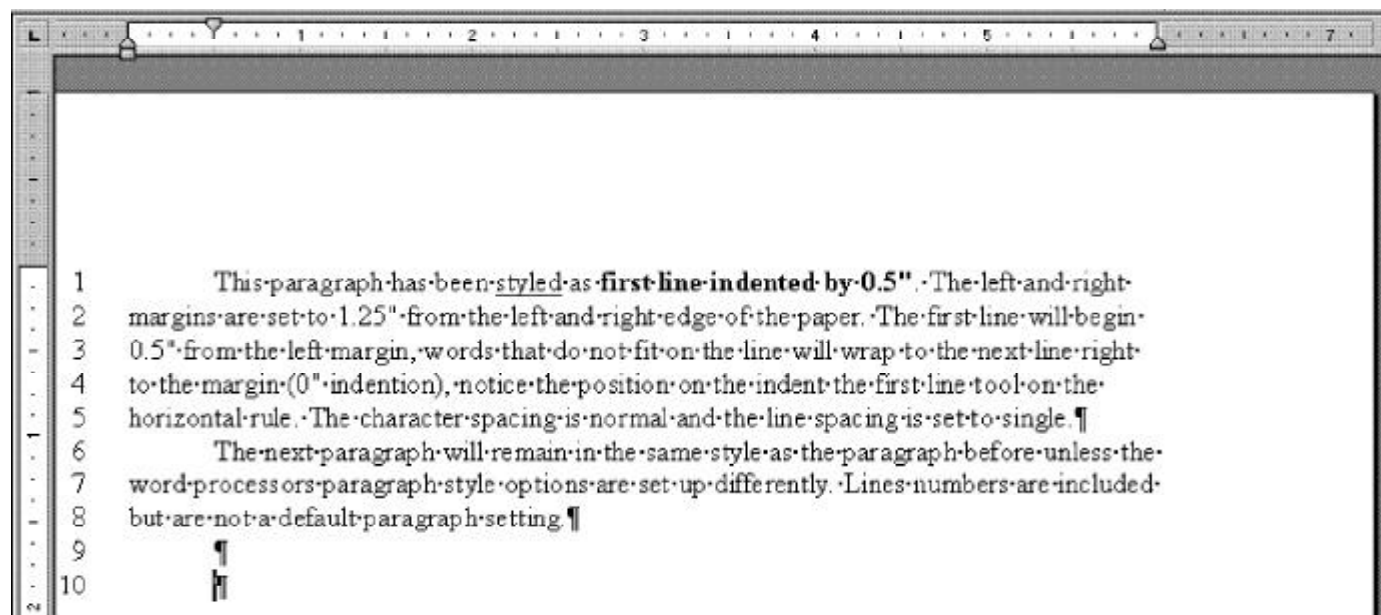
Indentation is a setting used to place text in a document to the right or left of the margins. Margins remain fixed in most word processing documents. Once the document's margins have been set up they don't change throughout the entire document. To move text away from the margin indentation is used. Left indentation moves the text away from the left margin and right indentation moves the text away from the right margin. Text can be positioned either inside of a margin or outside of the margin. Indentation is useful for drawing attention to specific paragraphs in a document. A special indentation called, First Line, is used to begin the first line in a paragraph away from the margin and keep the remaining lines in that paragraph at the default margin setting. This is the most common indentation used for typing term papers or reports. This indentation **replaces** the old typewriter method of pressing the spacebar five times to indent the first line. The TAB key should **never** be used to indent the first line because if the default tab setting is changed it will affect all TAB key entries in your document. It is better to learn the indentation tools and to use them.

Default paragraph settings are shown in Figure 5-4.

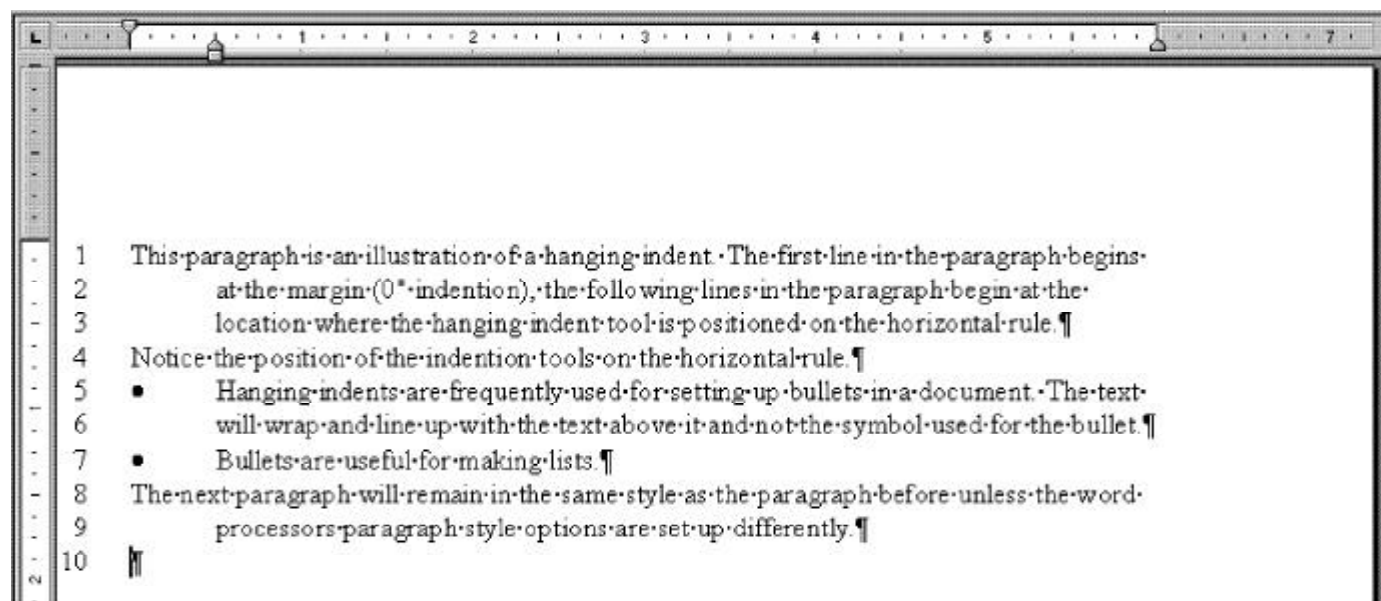
Examples



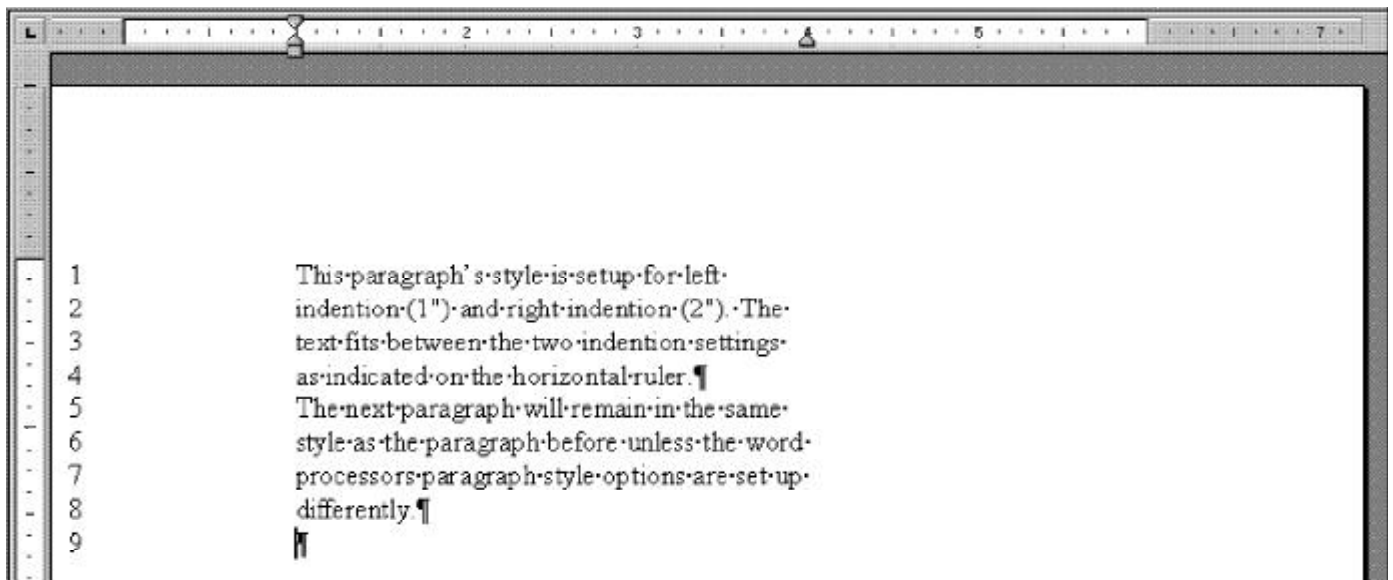
First Line Indentation



Hanging Indent



Left and Right Indentation



Checking a Paragraph's Current Settings

A paragraph's current style settings can be checked by clicking the text insertion pointer anywhere in the paragraph, clicking on the Format menu and selecting the Paragraph command. The current settings will display in the Paragraph dialog box.

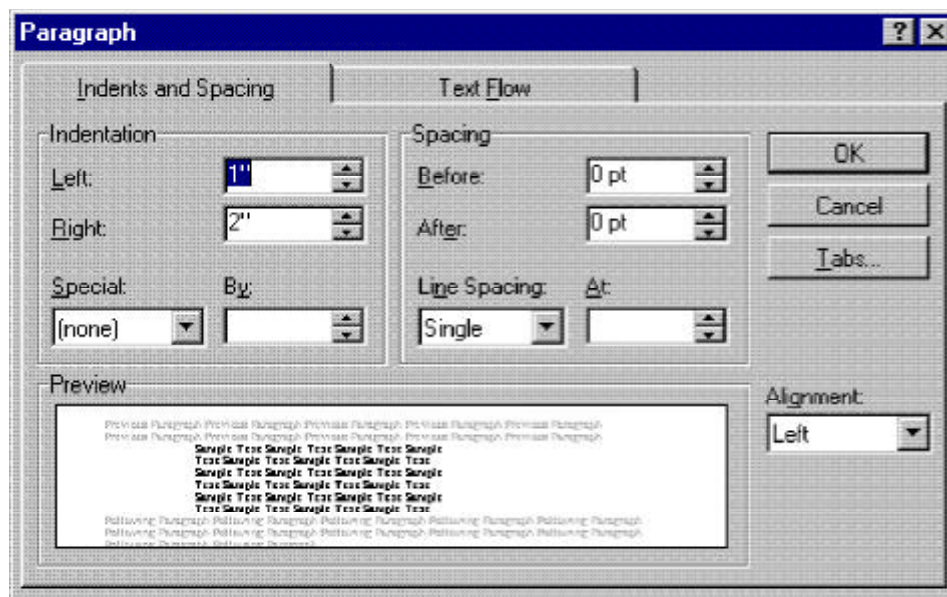


Figure 5-6. Paragraph dialog box.

Making Changes to Paragraph Indentation Settings

If the formatting of a paragraph is not right the quickest way to correct it is to click anywhere in the paragraph, then look at the ruler and make sure each of the indentation tools (triangles located on the left and right of the ruler) are positioned correctly. If not, click on the indentation tool you wish to change position of and drag it to the correct location on the ruler. You may need to repeat this procedure for different paragraphs in your document. To save even more time you can give each paragraph formatted differently a name and apply the same style to every paragraph you want formatted with the same attributes. See, the Word Help menu and select **Microsoft Word Help Topics**, click on the Index tab to select it and type in **Styles** in the search for text box. There are several examples and explanations for defining and applying paragraph styles.

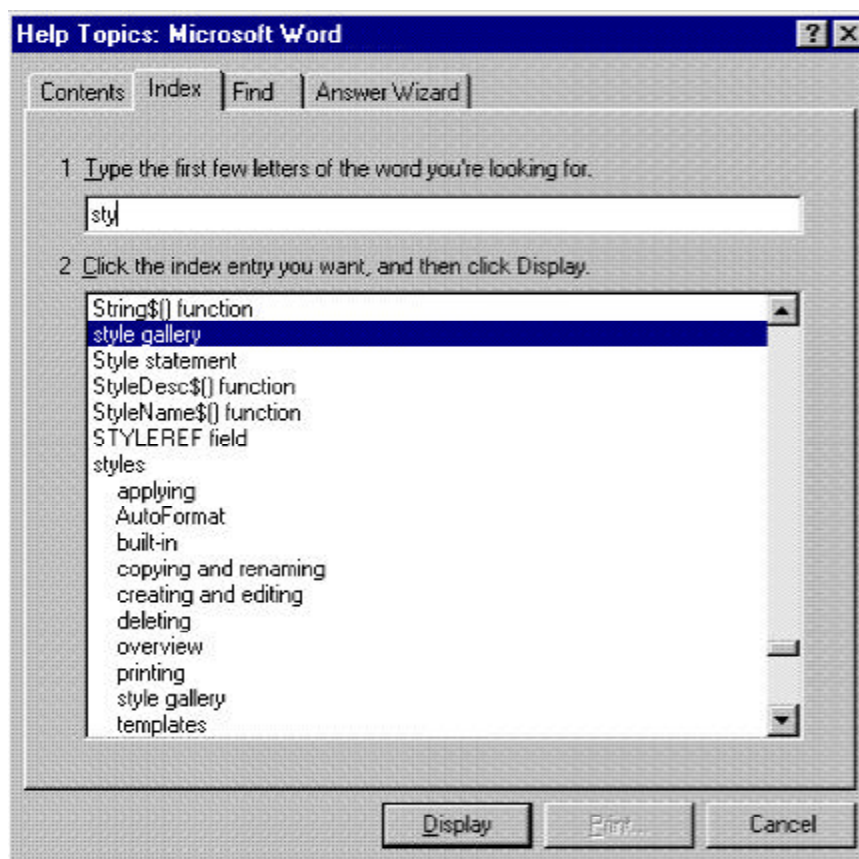


Figure 5-7. Word Help is useful for answering formatting questions.

Note: When using Word Help you only need to start typing in the keyword and the program begins searching alphabetically through the Help database.

Rulers and Text Boundary

The horizontal ruler is used to indicate a paragraph's indentation settings and the document's text boundary. The text boundary is determined by the document's margin settings. Text is usually kept inside of the text boundary. Text is rarely typed outside of the margins except for unusual circumstances requirer a special indentation set up for that document. The margin settings are indicated by the white color on the ruler. The typing space is determined by the paper size and the margin settings. For default margin settings there are six inches of typing space across and nine inches down.

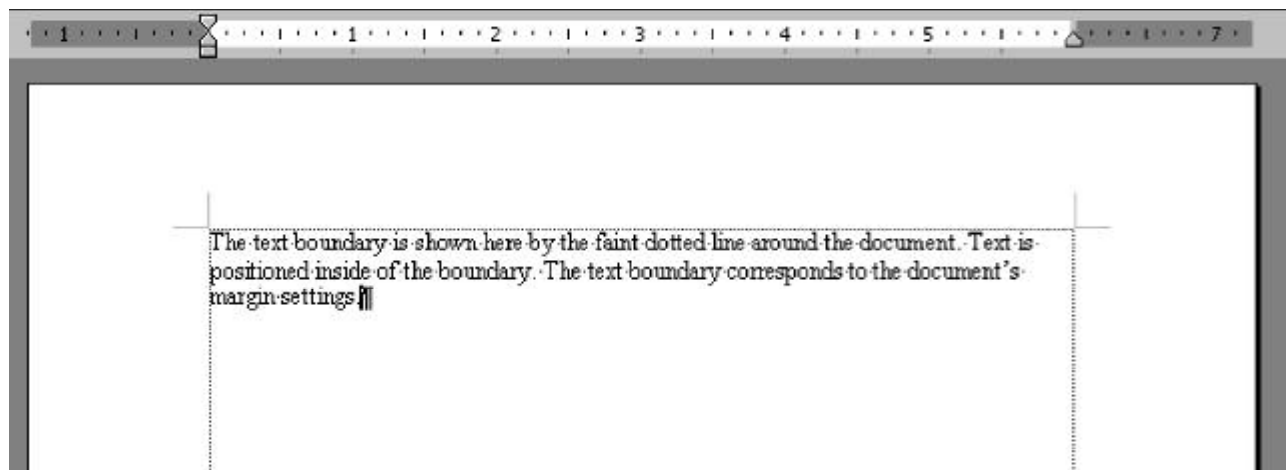


Figure 5-8. Text boundary.

The vertical ruler is used when the view is set to **Page Layout**. Page Layout displays the document as a sheet of paper and gives you a good idea of exactly what they document will look like when printed. The top and bottom margin settings are indicated by the white color on the ruler.



Figure 5-9. Vertical ruler displays in Page Layout view.

Creating a Document Using Word

After Word has started a blank document should appear in the Word screen. The text insertion location is indicated by a small flashing vertical line. The new document will be set up using the default document settings as defined by the normal template. If a document window is not present, click on the new document icon located on the standard toolbar.

It is good practice to maximize the application and document windows to take advantage of viewing your work in as much of the screen as possible. If the application window is not already maximized, point to the maximize button for the application window and click on Repeat this procedure for the document window using the document windows maximize button.

Next, choose the view you prefer to work in. The choices are normal view or page layout. In normal view the background is solid white and you can't tell where the edge of the paper is. In page layout, the background looks like a sheet of white paper. You can tell where your text is positioned relative to the edge of the paper. Either view is fine for typing a letter or a paper. However, certain advanced features, such as footers or headers, will only display in the page layout view.

To change the document's default page setup values select the Page Setup command from the File menu. Enter any changes to the paper size, orientation, margins, etc. and select the OK button.

Most experienced word processors will encourage users to type in the document text without trying to format the characters and paragraphs as you type. You can save hours of frustration by typing in your text and then applying the various character styles and paragraph styles later. Whatever way you choose to work, remember, every character can be formatted differently and every paragraph can have a different style. Also, pay attention to the ruler if the style of the paragraph is incorrectly formatted. A paragraph may be set for left indentation when you want it to line up on the margin without being indented. It is easy to remove unwanted paragraph styles or to add a style to a paragraph by using the Format menu and the Paragraph command. Advanced features, such as footnotes, can be added to a document by utilizing the extensive Help program that is included with Microsoft Word to learn how to use them.

Don't forget to SAVE, SAVE, and SAVE again as you are working on your document. Hours of work can be lost by not saving your document to your own disk. Take your disk when you leave the computer lab!

MS Word Useful Shortcut Keys

F4	Repeats the last command
Ctrl + Spacebar	Resets the selected text to the default text style
Ctrl + Shift + N	Resets the selected paragraph to the default or Normal paragraph style
Ctrl + C	Copy selected text or graphic
Ctrl + Shift + C	Copy selected formats
Ctrl + V	Paste copied text or graphics
Ctrl + Shift + V	Paste copied formats
Ctrl + HOME	Move cursor to the beginning of the document
Ctrl + END	Move cursor to the end of the document
Ctrl + P	Print the document

Word Processing Rules to Live By:

Never double-space after a punctuation mark such as a period, comma, quotation, semi-colon, colon, question mark, exclamation, etc. A Word Processing program KNOWS you used a punctuation mark and the correct space for this character is built in to the font spacing.

Try to use symmetry.

i.e. If you single space after a bracket on the left then single space before the bracket on the right.

Examples:

“When will you ever learn to use this program correctly?”, exclaimed the teacher.

The correct value (for those of you who care) is forty.

Select the text “Tip:” near the bottom of the page.

ALWAYS check your spelling using the SPELLING tool.

Use the Tab Stop to align text. **NEVER** try to align text in columns by using the spacebar. In fact, if you need to use the space bar more than two times consecutively then, “now it is time to use a Tab Stop instead.”

Leave the Show/Hide character feature on. This allows you to see where you used a Tab, Spacebar, Enter or other formatting in your document. The symbols used to display these formats are called nonprinting characters and will not be part of your printed document.

Learn to use the indentation tools. Check the ruler to see how the indentation is set up for a given paragraph. Remember, every paragraph in a document can be set up with a different paragraph style.

