

Computers 101



Presented by:

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The Word Processing Program Window

To make the best use Microsoft Word or any Microsoft application, you should be familiar with the components of the application's window. Following is a brief explanation of each part of the window, starting at top left, and working across and down.

Application Window - The frame or box (window) where the program runs.

Title Bar - Displays the program name and document filename. At the top of the Window

Minimize Button - In upper Right corner - Shrinks the window to the taskbar. It is the button that looks like an underline in the top right of the window.

Maximize Button - In upper Right corner - Enlarges the window to a full screen. It is the button with the square in the top right of a window. When maximized, the button changes to show two squares and becomes the Restore button.

Close Button - In upper Right corner - Closes the window or dialog box. It is the button with the X in the top right of the window.

Ribbon/Menu Bar - Top of the window under the Title - Displays items that can be selected to execute commands. When a menu item is selected, a group of sub items appears in a dropdown menu. It is used to access all the commands in the program.

Rulers - Along top and left side - Measures the horizontal and vertical size of the page. Rulers are used to change tabs, indents and margins quickly.

Document Text Area The blank space for typing text which is called the Workspace.

Mouse Pointer - Arrow that moves as the mouse is moved. It is helpful in selecting words, menu items, or toolbar buttons.

Insertion Point aka Cursor - Blinking vertical black line that indicates where the next character to be keyed will appear.

Scroll Bars - Appear along the right side of the screen (vertical scroll bar) and across the bottom of the screen (horizontal scroll bar). Scroll bars are used to display areas of the workbook that are not in view.

Status Bar - Located below the text area at the bottom of the screen, displays information about the document.

If an eight-year-old gives you a computer tip, take it.

Saving Files and Filenames

Saving a file is storing your document in a permanent storage device. If a file is saved, you can use it again, whenever you need it: tomorrow, next week, next month, or in 5 years.

To save a file, the computer needs to be told two pieces of information: 1) where to store the file, which usually means a folder on the hard drive or any removable storage device and 2) what to name the file.

Every file has to have a unique filename. The filename can have up to 255 characters. Get into the habit of giving your files descriptive filenames, so you can find them easily. Don't use names like Letter1, Letter2, Memo4, Paper6, Paper7; you'll have to look at each file to find the one you want. Use names like SmithLetter, Baked Ziti Recipe, Johnson Memo, English Comp Paper.

Save a File

Click **File** on the menu bar. Click **Save** (you can also click on the Save icon on the quick access toolbar)

The Save Dialog Box :

Here's where you complete the two pieces of information:

1) Where you want to save the file – once you click Save the next screen will ask you where on your computer to save the file. You can choose a recent location that is listed or click Browse – then choose folder on left side of the window to choose your location.

2) What you want to name the file - that's called **File name**.

Once you determine where you are saving the file, then click in the File name field located toward the bottom - you must remove anything that may already be typed in the file name textbox. Click on the text box and use the delete and backspace keys on the keyboard to erase what's there, then type the filename you want in the textbox. You cannot use symbols in a filename. When you're all done, click the **Save** button at the bottom right of the dialog box. There are many ways to save a file.

Close a Document

Make sure to close documents when you're done with them. Click **File** on the menu bar, then Close. Don't worry! If you haven't saved the file yet, the computer will remind you to save.

New Document

After you close a document, you must tell the computer to start a *new* document if you want to create another one. This gives you a blank page to start a brand new document. To create a blank new document, click **File** on the menu bar, then click **New** (you can also click the **Blank New Document** icon on the quick access toolbar). The **New** dialog box appears; then click on New Blank Document. (You will also see choices for some Word Templates such as Letterhead, Resumes, Business letters and you can click on one of those instead of using a blank document)

Editing

Inserting Text

To make corrections, move the insertion point (the vertical blinking line) to the point of correction (use the arrow keys on the keyboard or point the mouse and click the left mouse button.)

Text is inserted immediately before the insertion point. When you type, the existing text moves to the right. When you insert a word, you must also insert the space following the word. Use the Enter key to move the insertion point to the next line. If you would like to type a paragraph, hit the enter key twice to create a blank line in-between the two paragraphs.

When a file is opened and revisions are made, the revised or updated version must be resaved or “replaced.” When a document is resaved, the old version is replaced with the new version. If you select Save from the File menu, your document is saved without confirmation and you can continue working; if you close the file or exit, Word asks if you wish to save your changes. If no changes were made, Word closes the file.

Erasing Text

The erase text from your document you can use either the Backspace or Delete key.

Place insertion point immediately to the left of the text, character or space to be erased. Press the Delete key.

OR Place insertion point immediately to the right of the text, character or space to be erased and press the Backspace key.

“Delete erases what is in front of the blinking cursor and Backspace erases what is behind the blinking cursor”

To delete a block of text (characters, words, sentences or paragraphs), text must first be highlighted or selected. Once text is selected, it may be deleted using the delete or backspace key. While there are numerous methods to select and delete text, the methods below represent the most efficient way to accomplish the task. You should use whichever method you find most comfortable.

Selecting Text aka Highlighting

Position the insertion point at either end of the text to select. Hold left mouse button down and drag over text. Release mouse button. The text selected appears ‘highlighted’ when it is selected. Once selected you can change many things, such as font size, font color etc.

Changing Fonts

A Font is the style of the typeface. To change the Font of selected text, click the down pointing arrow next to the Font box in the Formatting toolbar (it is set to Times New Roman or Calibri by default in MS Word). Click your mouse on the desired font. Change other formatting toolbar choices the same way (like Font size).

Opening a Document

Occasionally, a previously created and saved document will need to be used again, or corrections and changes may be necessary. The document, which was saved, can be brought back on the screen. Changes or corrections can be made, and the document can be saved again.

To Open a Document, click File on the menu bar, and then click Open (you can also click the **Open** icon on the quick access toolbar). In the Open dialog box, choose from recent locations or browse your computers files. Locate your file, and click the filename of the file to be opened then click the Open button.