

Introduction to MS Word



Sharper Training Solutions Inc

Sharper Training Solutions, Inc. offers free, unlimited support by email to all participants in our computer classes. If you have any questions or problems with your computer, or any suggestions or comments on the class or this manual, please email info@stsico.com.

Award-Winning Email Newsletter

As part of the fee paid by you and/or the organization sponsoring this program, you are entitled to a free subscription to our STSI Newsletter, an informative publication delivered monthly to your email. Our newsletter includes our upcoming class schedule and articles on computer topics, the Internet, email, programs, Windows, scam and hoax warning, websites of interest and a wide variety of computer subjects.

To subscribe to the newsletter, send an email to info@computerkindergarten.com or visit <https://stsico.com/newsletter/>
Important: You can unsubscribe from this newsletter at any time; each edition of the newsletter has instructions on how to unsubscribe. Your email address is completely confidential and will never be sold or released under any circumstances. We would love to hear your opinion of this class. We strive for excellence in all of our classes and your feedback will help. Please email your comments and suggestions to info@stsico.com and include the name, date and location of the class.

Computer Kindergarten® for Grownups™ is a registered trademark of Sharper Training Solutions, Inc. © Sharper Training Solutions, Inc. All Rights Reserved. Under no circumstances can this manual be reproduced or used in part or whole without express written permission of Sharper Training Solutions, Inc.

**For a list of upcoming classes please visit :
<https://stsico.com/upcoming-classes/>
or send a stamped, self-addressed envelope to:
STSI - Class Schedule,
9 Simmons Drive, East Islip NY 11730**

The Word Application Window

In order to make the best use of an application, you should be familiar with the components of the application's window.

Application Window ,Title Bar (Caption), Minimize Button, Maximize Button, Close Button, Ribbon, Rulers, Document Text Area, Mouse Pointer, Insertion Point, Scroll Bars, View Buttons, Status Bar

Saving Files and Filenames

Saving a file is taking the document you just created and putting it away in permanent storage – the disk. If a file is saved, you can use it again, whenever you need. The Save command is found in the Office button or File menu or the Quick Access Toolbar.

Closing Files

When you're all done with a document, it's completed, saved, printed, it should be immediately removed from the desktop. The Close command is found in the Office button menu.

New Document

After you close a document, you must tell the computer to start up a new document. This gives you a blank page to start a new document. To create a new document, click the **Office Button or File Menu** and click **New**. The **New Document** dialog box appears; make sure Blank Document is selected. Click **Create**.

Editing

Inserting Text

To make corrections, move the insertion point (the vertical 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 (the vertical line). When you type, the existing text moves to the right. 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 Office Button or 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 just closes the file.

Inserting Text: Place the mouse pointer one character to the left of where text is to be inserted and click once. Type Text.

Resave a File: ☞ Click the Office Button or File menu. Click Save

Erasing Text

The erase feature allows you to remove text from a document. 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.

Selecting Text:

Position insertion point at the start of the text to select. Hold left mouse button down and drag over text. Release mouse button.

To Erase a Character:

Place insertion point immediately to the left of the character or space to be deleted. Press the Delete key. *OR* Place insertion point immediately to the right of the character or space to be deleted. Press the Backspace key.

To Delete a Block of Text

Select block of text to be deleted. Press Delete or Backspace.

Opening a Document

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

To Open a Document:, Click Office Button or File menu and then click Open. The Open Dialog Box will appear.

Spell Check

The Word Spell Check feature checks your document for general spelling errors, double words, words containing numbers, and irregular capitalization by comparing the words in your document with the words in the Word dictionary. A word, a sentence, a section of a page, an entire page or an entire document can be checked for spelling errors. When a misspelled or unrecognized word is found, Spell Check offers possible alternatives so you can replace the error. Words may be added to the supplementary dictionary before, after or during the

Spell Check session. To avoid having proper names flagged as incorrect spellings during the Spell Check session, add them to the dictionary. Spell check does not find errors in word usage (e.g., using their instead of there).

Spell check is found on the Review tab in the Ribbon and then click Spelling & Grammar. However, Spell check will flag words not found in the dictionary with a jagged red underline. These words can be corrected immediately by pointing to the word, right clicking, and then choosing the correct spelling from the menu that pops up.

Cut, Copy and Paste

Whenever you write something, you may want to rearrange the words or change the order of what you've written. You can reorganize the contents of your document by using the Cut and Copy functions. Copying refers to duplicating a section of a document. The term cut refers to actually removing a section of a document. After cutting or copying, you can move the contents of the clipboard by pasting it somewhere else in the document or to a different document.

Cut and Paste

Cut and Paste - moves a block of text, a sentence, paragraph, page or column to another location in the same document or another document.

Cut - used to cut or delete selected text from the screen and temporarily place it on the Clipboard.

Copy & Paste - Leaves text in original location while placing a duplicate in a different location in the same document or another document.

Paste - used to retrieve text from the Clipboard and place it in a desired location in the document.

Clipboard - an area of memory reserved for temporary storage of text or graphics being transferred within the same file, between files in the same application program, or between applications.

Cut/Copy and Paste

1. Select text to be moved or copied
2. Click Cut symbol (for moving) or Copy symbol (for copying) on the Home tab/ Clipboard group
3. Move insertion point to location text is to be moved or copied to
- 4) Click Paste symbol on the Home tab/ Clipboard group.

Formatting

Page Layout

Click the Page Layout tab on the Ribbon. Change Margins by clicking Margins, and click on the any of the pre-sized margins from the drop down menu or click Custom Margins on the button of the drop down menu to set your margins. Orientation, or the direction, of the paper can be changed. Click Orientation and choose either portrait or landscape from the drop down menu. Paper size can be customized by clicking on Size on the Page Layout tab and choosing a size from the drop down menu that appears.

Fonts

Font - a complete set of characters in a specific face, style, and size.

Font Face - also called typeface or font. The design of the character.

Script - a font face that looks like handwriting. *Coronet is an example of a Script font face.*

Font Style - the slant and weight of letters, such as **bold** and *italic*.

Font Size - the height of the font, measured in points. There are 72 points to an inch, therefore, an 18 point font is ¼ of an inch high (these measurements are approximate, based on printer capabilities)

You can choose a font directly from the Home tab on the Ribbon. If you already have some data typed on the page, a feature of Word is that it will automatically preview the new font right on the page as you bring your mouse over each font in the drop down menu. (Live preview)

Alignment

Alignment - The placement of text within a column; aligned to the left margin, right margin, centered in the column, or left and right justified between both column margins.

Justification The addition of spaces between words so that each line is exactly the same length, making the left and right margins of a block of text align vertically

Left-justification - The vertical alignment of a block of text to the left margin, leaving a ragged right margin. This is the default.

Right justification - The vertical alignment of the right margin of a block of text, leaving a ragged left margin.

Alignment tools are on the Paragraph group on the Home Tab.

Envelopes

Word can print an address on an envelope. After typing a letter which includes an inside address, Mailings tab, click Envelopes to create an envelope. The inside address from the letter will be in the delivery address box. If necessary type a return address, or click the Omit box to remove the return address (use the feature for letterhead envelopes). Click Print.