

## Contents

Open Microsoft Word and Type the following (using Word's default font etc. settings): .....	2
The Ribbon .....	2
The Ruler .....	2
Exercise: Turn on/off the ruler.....	3
The Text Area .....	3
The Vertical and Horizontal and Vertical Scroll Bars .....	4
The Status Bar .....	4
Exercise: Changing the Status Bar Views .....	5
Understanding Document Views .....	5
Exercise: Changing your document view .....	6
Understanding Nonprinting Characters.....	7
Selecting data.....	8
Create Sample Data and Select Text.....	8
EXERCISE: Create Sample Data .....	8
Select with the Shift and Arrow Keys.....	8
Select with the Mouse .....	8
EXERCISE: The Arrow Keys .....	8
Execute Commands with Keyboard Shortcuts.....	8
Exercise: Using Shortcuts .....	9
EXERCISE: Close and Save—Windows.....	10

## Open Microsoft Word and Type the following (using Word's default font etc. settings):

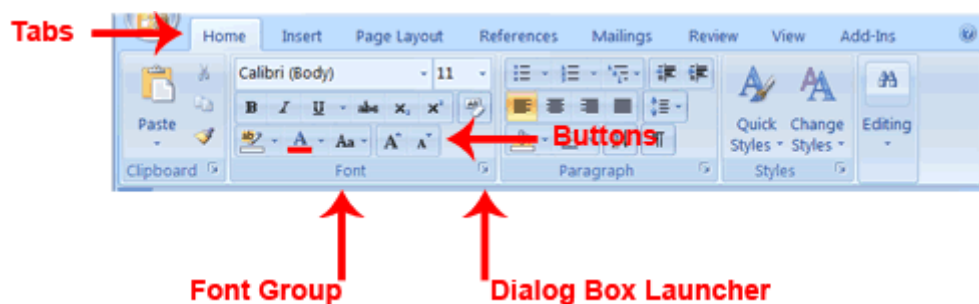
Every WIT student has access to their own personal Gmail account.

This gives you easy access to your emails, collaborate more effectively with shared calendar and documents, all without having to download any software to your device.

You can access your data from anywhere, even from mobile devices

## The Ribbon

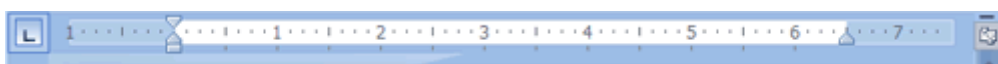
You use commands to tell Microsoft Word what to do. In Microsoft Word 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.



**EXER:** Format the font to Cambria size 11

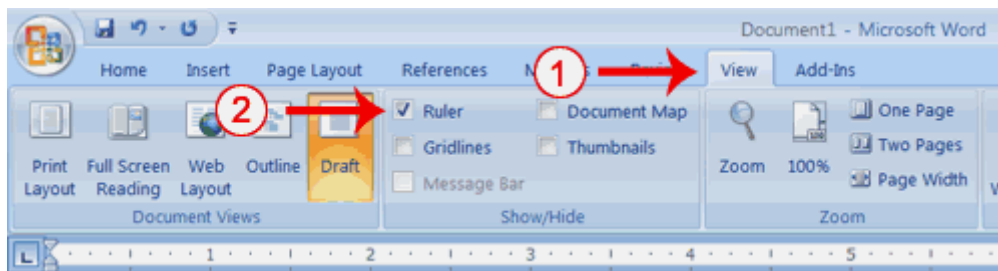
## The Ruler

The ruler is found below the Ribbon.



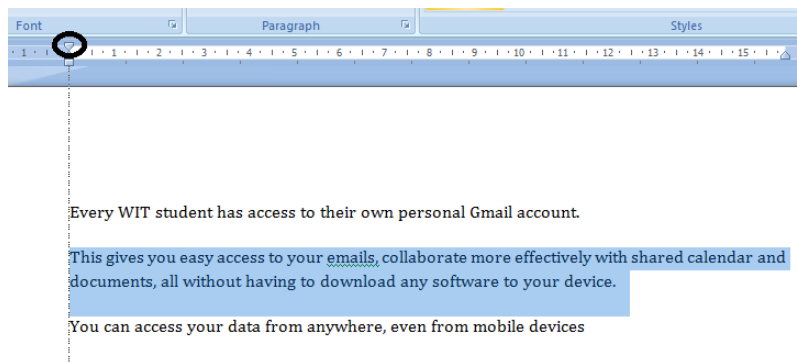
You can use the ruler to change the format of your document quickly.

## Exercise: Turn on/off the ruler



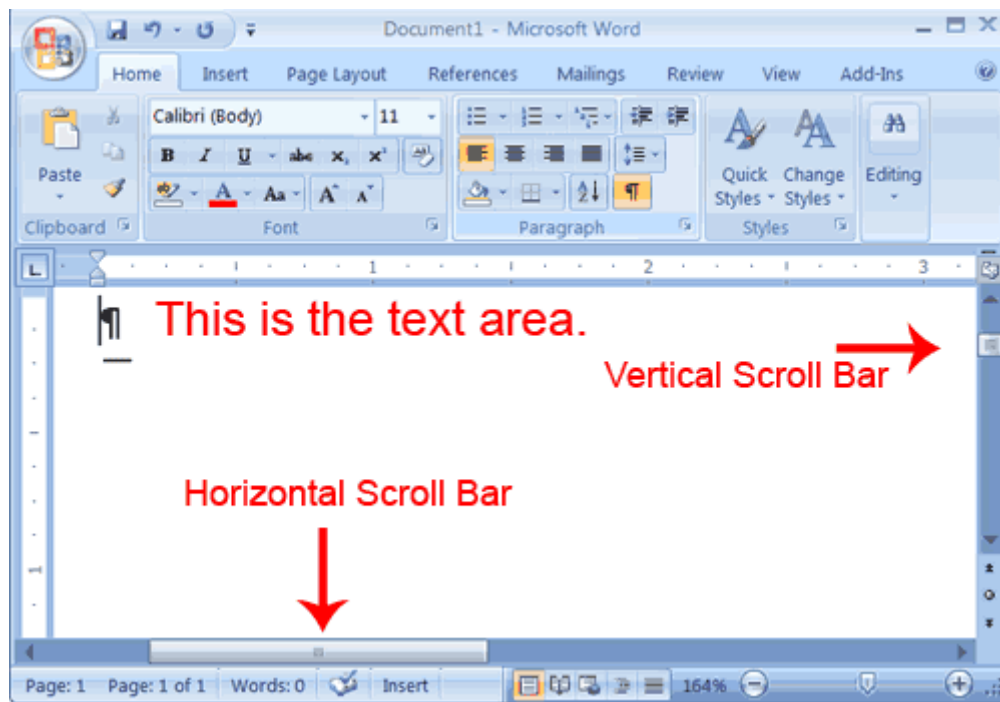
1. Click the View tab to choose it.
2. Click the check box next to Ruler in the Show/Hide group. The ruler appears below the Ribbon.

**EXER:** Use the ruler to increase the first line indent of the second paragraph only to 2cm (approx if your mouse is not accurate)



## The Text Area

Just below the ruler is a large area called the text area. You type your document in the text area. The blinking vertical line in the upper-left corner of the text area is the cursor. It marks the insertion point. As you type, your text displays at the cursor location. The horizontal line next to the cursor marks the end of the document.



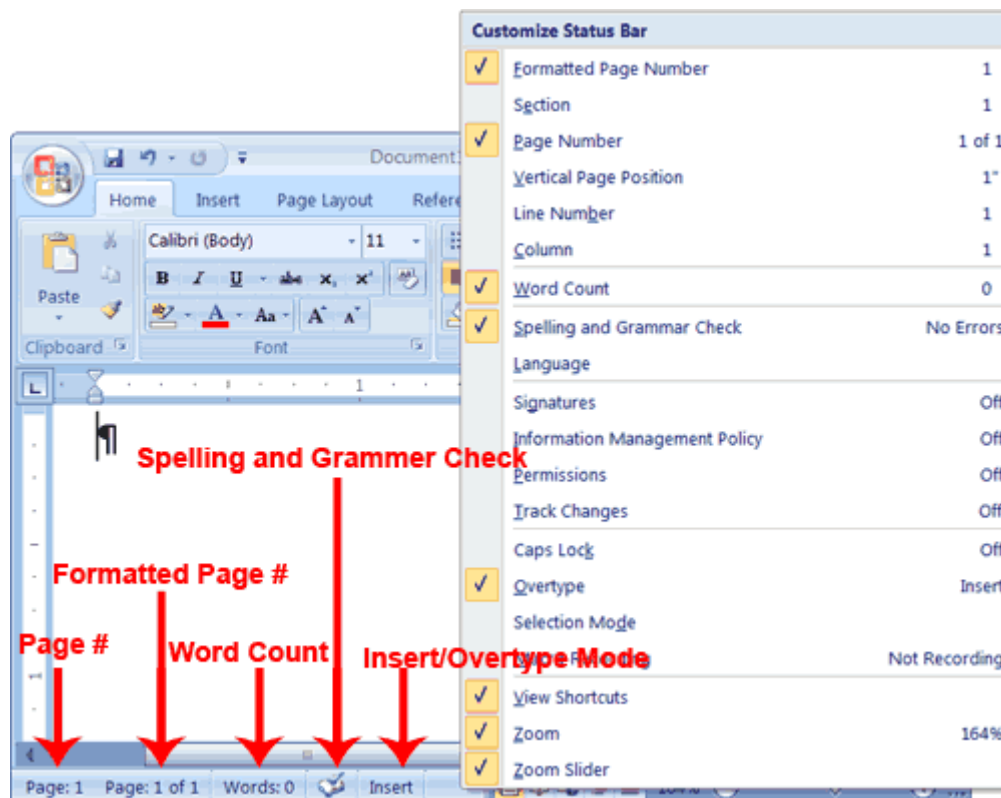
## The Vertical and Horizontal and Vertical Scroll Bars

The vertical and horizontal scroll bars enable you to move up, down, and across your window simply by dragging the icon located on the scroll bar. The vertical scroll bar is located along the right side of the screen. The horizontal scroll bar is located just above the status bar. To move up and down your document, click and drag the vertical scroll bar up and down. To move back and forth across your document, click and drag the horizontal scroll bar back and forth. **You won't see a horizontal scroll bar if** \_\_\_\_\_

---

## The Status Bar

The Status bar appears at the very bottom of your window and provides such information as the \_\_\_\_\_ and the number of \_\_\_\_\_ in your document. You can change what displays on the Status bar by right-clicking on the Status bar and selecting the options you want from the Customize Status Bar menu. You click a menu item to select it. You click it again to deselect it. A check mark next to an item means it is selected.



### Exercise: Changing the Status Bar Views

1. Use the Zoom slider to change the document to (*approx*) 125% (WIT might have some wobbly mice!)
2. Remove the Zoom slider from the Status bar
3. Use the Zoom percentage and view the document at *exactly* 108%
4. Remove the Zoom level from the Status bar
5. Turn both the zoom slider and percentage back on
6. On the Status bar, remove the shortcut that allows you to view the document in different views.
7. Turn it back on

### Understanding Document Views

In Word, you can display your document in one of five views: Draft, Web Layout, Print Layout, Full Screen Reading, or Online Layout.

#### *Draft View*

Draft view is the most frequently used view. You use Draft view to quickly edit your document.

#### *Web Layout*

Web Layout view enables you to see your document as it would appear in a browser such as Mozilla \_\_\_\_\_, or Google \_\_\_\_\_

#### *Print Layout*

The Print Layout view shows the document as it will look when it is printed.

*Reading Layout*

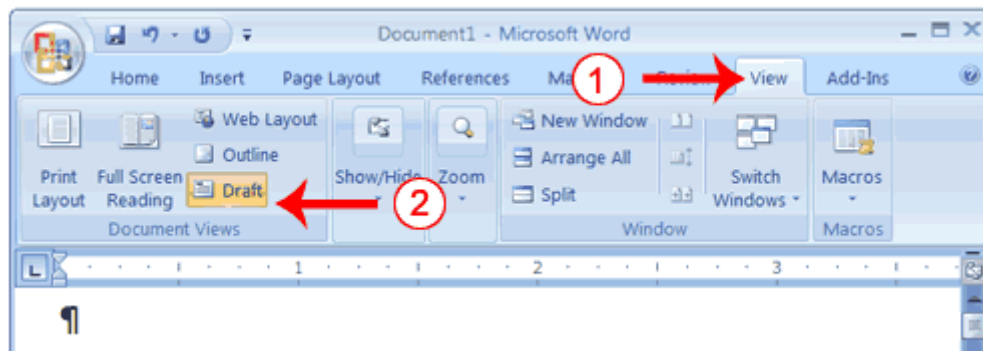
Reading Layout view formats your screen to make reading your document more comfortable.

*Outline View*

Outline view displays the document in outline form. You can display headings without the text. If you move a heading, the accompanying text moves with it.

**Exercise: Changing your document view**

You should use Print Layout view for these lessons. Before moving ahead, make sure you are in **Print Layout** view:



1. Click the View tab.
2. Click **Print Layout** in the Document Views group. When the **Print Layout** option is selected it appears in a contrasting colour.

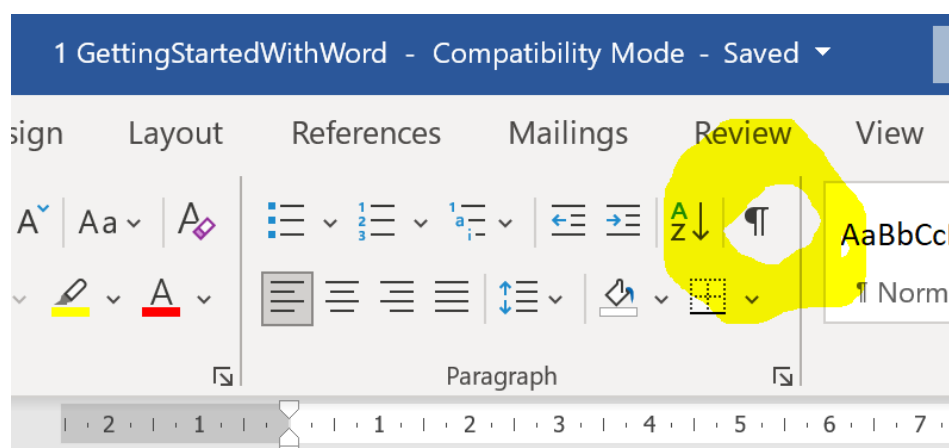
**NOTE:** The corresponding shortcut area on the Status Bar

## Understanding Nonprinting Characters

Certain characters, called nonprinting characters, do not print and will not appear in your printed document but **do affect your document layout**. You can elect to see these characters on the screen as you type or you can elect to have them remain invisible. For now, opt to see them onscreen. This table describes some of them:

Character	Denotes	WHERE
→	A tab	The Tab key is above the _____ button
.	A space	spacebar
¶	The end of a paragraph	Press _____ to move to a new paragraph
-----Page Break-----	The beginning of a new page	Press <u>Ctrl+Enter</u> to move to a new line
----Section Break----	The beginning of a new section	Layout/Breaks/Section Break use will allow you create different headers and/or footers

To view nonprinting characters:



1. Choose the Home tab.
2. Click the Show/Hide button ¶ in the Paragraph group. The Show/Hide button appears in a contrasting color, when it is selected.

## Selecting data

You can select by using the arrow keys or by clicking and dragging. When using the arrow keys, use the up arrow to move up, the down arrow to move down, the left arrow to move left, and the right arrow to move right. When using the mouse, press the left mouse button and then drag in the direction you want to move.

## Create Sample Data and Select Text

If you type **=rand()** in your Word document and then press Enter, Word creates three practice paragraphs.

### EXERCISE: Create Sample Data

Replace your existing text with this sample data:

1. Select all of your data
2. Type **=rand()**
3. Press Enter. Three paragraphs appear in your document.

## Select with the Shift and Arrow Keys

1. Place your cursor before the word "On" in the first paragraph.
2. Press and hold down the Shift key, which serves as an "anchor" showing where text you wish to select begins or ends.
3. Press the right arrow key until the first line of text is highlighted.
4. Press the down arrow key until the first paragraph is highlighted.
5. Click anywhere outside the highlighted area to remove the highlighting.

## Select with the Mouse

1. Place your cursor before the word "You" in the second paragraph.
2. Press and hold down the left mouse button.
3. Drag the mouse until you have highlighted the second paragraph.
4. Click anywhere outside the highlighted area to remove the highlighting.

### EXERCISE: The Arrow Keys

1. Use the down arrow key to move down your document.
2. Use the right arrow key to move to the right.
3. Use the up arrow key to move up.
4. Use the left arrow key to move to the left.

## Execute Commands with Keyboard Shortcuts

There are many methods you can use to accomplish tasks when using Word. Generally, you choose an option by clicking the option on the Ribbon. However, you can also use shortcut



keys. A key name followed by a plus and a letter means to hold down the key while pressing the letter. For example, Ctrl+b means you should hold down the Ctrl key while pressing "b." A shorthand notation of the above would read as follows:

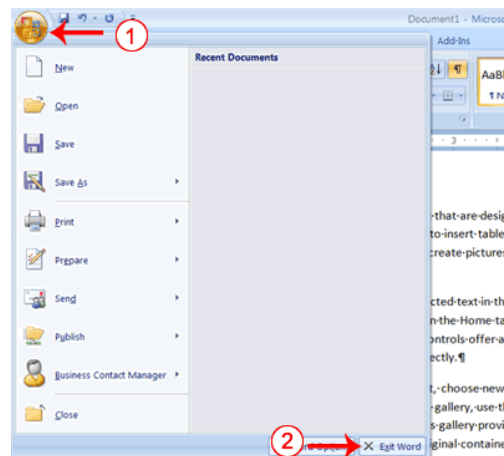
### Exercise: Using Shortcuts

\* Write your full name                      \* select it                      \* Press Ctrl+b

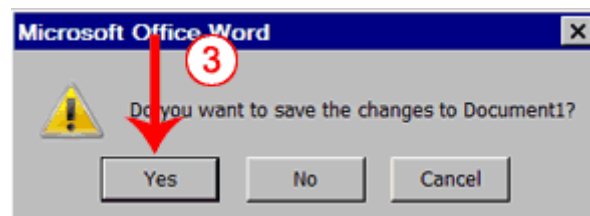
Typists who are slowed down by using a mouse usually prefer using keys.

Keyboard Shortcut Keys	Action
	Bold text
	Italics text
	Cut
	Copy
	Paste
	Copy formatting
	Start a new paragraph
	Start a new page
	Move to beginning of a line
	Move to beginning of a document
	Move to end of a line
	Move to end of a document
	Quick Save
	CAPITALISE only small no. of characters
	Add a € sign
	Add a special char i.e. Siobhán. Seán
	Show Ruler on top
	Minimise all windows
	Open Windows Explorer

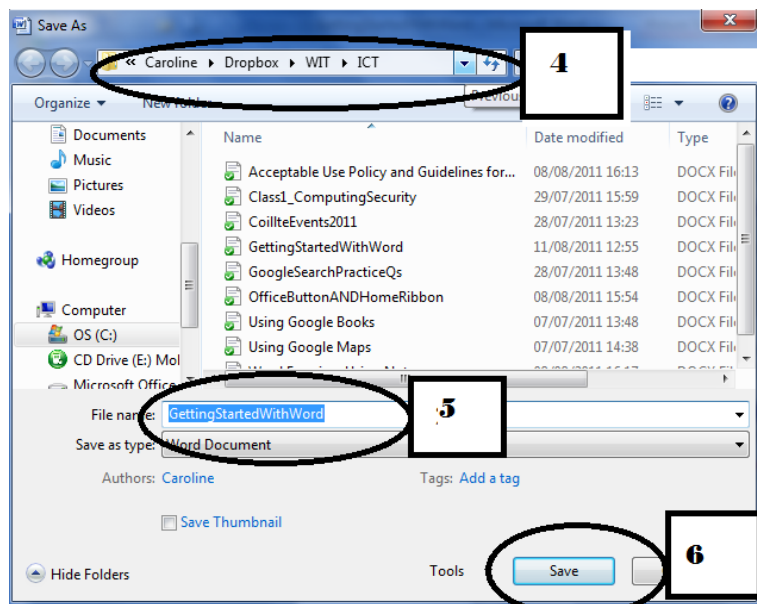
## EXERCISE: Close and Save—Windows



1. Click the Microsoft Office button. A menu appears.
2. Click Exit Word, which you can find in the bottom-right corner.



3. You are prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No. If you click Yes, the Save As dialog box appears.



4. Move to the correct folder.
5. Name your file by typing **Lesson One** in the File Name field.
6. Click Save. Word saves your file.

# **VERY IMPORTANT: WHEN SAVING DOCUMENTS**

## **ON CAMPUS COMPUTERS:**

**DO NOT SAVE TO “MY DOCUMENTS”**

**as this is on the physical machines C drive**

The C drive will be reset to the original settings once you log-off on shared machines

**EXER:** Now that you’ve the above lesson saved, open Windows Explorer

Click the Windows button



& press the letter \_\_\_\_\_