

Microsoft Word

Lesson 2

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| *For Busy People Learn Computer Skills Fast* |
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Microsoft Word

**1.1 Start Microsoft Word**

* Click on the **Start** button in the bottom left hand corner of your computer screen.
* The Start button should be clicked once with the left mouse button.
* When the menu pops up, move your mouse up to **Programs** or **All Programs**.
* A sub menu will appear showing you all the software you have on your machine. Locate Microsoft Word
* Then click once with your left hand mouse button. Microsoft Word will start up

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|  | The first thing to notice is the big white area dominating the screen. This is your page. Think of it as a blank piece of paper just waiting to be written on.  The most important thing on the big white area is that short vertical line at the top. Yours will probably be blinking on and off. The line is called a cursor (or caret) and this blinking is normal behavior for a cursor. |

**1.2 Saving Your MSWord Document**

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|  | * To save the work you have just done, you'll need to use the menu bar that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word "File". This menu will drop down * Move your mouse pointer to Save As and then click once with the left mouse button. You'll get the Save as dialogue box popping up. The Save As dialogue box will look like this: | |

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|  | There are three main areas to the Save As dialogue box:  i).Where do you want to save your document?  ii).What do you want to call it?  iii).What type of document do you want to save it as? |

**Where do you want to save your document?**

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| As you can see, the Save in box says **My Documents**. This is the folder called "My Documents" that is on your C drive. In other words, if you clicked the "Save" button now, you'll be saving your work in your "My Documents" folder. |

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|  | But you can save your work to anywhere you like on your computer. To see a list of places where you can save your work, click the little black down-pointing arrow just to the right of where it says "My Documents". You should get this |

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|  | We can create a new folder in which to save our letter. To create a new folder, click on the New Folder icon, as shown in the image |

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|  | You will get yet another dialogue popping up. Just go ahead and type in a name for your folder, Then click OK. You are taken inside of your new folder. Your new folder inside the selected folder or drive. |

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### 1.3 Opening Microsoft Word Documents

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|  | We'll learn how to open a file. After all, you might have closed down Microsoft Word, or your computer might have crashed. The result being that you no longer have your library letter loaded into Word. So here's how to open a file you have saved, and want to work on again.  From the File menu, click **Open**  The Open dialogue box appears, and looks like the image below: | |
|  | | The Open dialogue box looks very similar to the Save As dialogue box. "Save in", "File name", and "Files of type" work in exactly the same way as the Save As dialogue box. Notice, though that the File name text box is blank, and the Open button is not available. It has been grayed out. The reason that the Open button is grayed out, and therefore not available, is that text box is empty. Once you select a file, the Open button will be ready for us. But the text box is empty because no file has been selected. A file is selected from the larger white area in the middle. Clicking on the file once with the left hand mouse button will select a file. |
|

The file we want, EmployeeList, has been clicked on. As a result, the Open button is no longer grayed out. We can go ahead and click it. When we do, our letter will open in Microsoft Word.

To recap then on how to open a file. Do the following

* Navigate to the folder where the file was saved
* Click on the file to select it
* Click the Open button

OK, now that you know how to **open** a file

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### 1.4 Creating a New Word Documents

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| new | * Locate your menu bar, and click with your left mouse button on the word "File". This menu will drop down * Move your mouse pointer to “New” and then click once with the left mouse button. You'll get the New Document popping up. The New Document box will look like this: | |

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| newd | The new document will open like this.  Here the same document that can do word processing as previous.  The text area given & you can create that document as your wish. |

### 1.5 Formatting Text

* Highlight the text that you want to format by dragging your mouse over while holding down the left mouse button
* Change the text to your desire

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| tolbr Bold/Italic and Underline |

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Alignment

Font name

Change font size

Zoom

Highlight

Bullets and Numbering

Font color

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| bulnoBullet and Numbering | Bulleted lists have been used throughout this site. To create one of your own, do the following.   * Highlight the last three lines in your Crime Statistics document * Click on **Format** from the menu bar * From the drop down list, select “Bullets and Numbering” * The following dialogue box appears |
| numbr | bullet |
| As you can see, there are 7 different bullet styles to choose from. Click on any one of them that takes your fancy. When you click on one, the customize button becomes available. You don't need to click this customize button. If you prefer, just click OK to see your bulleted list. | |
| **Font**  There are three main areas to concentrate on: Font, Font style, and Size. The Font that is highlighted is Times New Roman. This is because it is the font we are currently using. For the same reason, the regular Font style is highlighted and Size 12.  fontWe want to change the Font from Times to Arial.  fontp | |

### 1.6 Insert Picture, Word Art, Header and Footer, Page number

**Insert Pictures**

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| pic | * To add the picture you need to use the menu bar that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word **"Insert".** This menu will drop down * Move your mouse pointer to “Picture” from that you can choose “**ClipArt”** or **“From File”** then click once with the left mouse button. You'll get the **ClipArt** or **From File** popping up. The Clip Art Window will look like this: | | | |
| 1. The Clip art window will open like this in the right side.  You can Enter the word you want to add then that picture will search and then you can add.  clip | | 2. The Insert Picture window will open like.  You can select the picture you want & then press insert button.  pics | |

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**Insert Word Art**

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| WRDART | * To add the Word Art you need to use the menu bar that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word "**Insert**". This menu will drop down * Move your mouse pointer to Picture from that you can choose WordArt from **File** then click once with the left mouse button. You'll get the WordArt popping up. The **WordArt** Window will look like this: | | |
| wrdartd | | The WordArt Gallery window will open like this.  **You can select the appropriate design & press ok** | |

**Header and Footer**

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| hdrftr | * To set the page header & footer you need to use the **menu bar** that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word "**View**". This menu will drop down * Move your mouse pointer to **Header & Footer** and then click once with the left mouse button. You'll get the Header & Footer popping up. The Header & Footer box will look like this: | | |
| hdr | | The Header footer window will open like this.  You can Enter the heading or appropriate words to the header & footer that word will automatically add on the whole document | |

**Page Number**

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| pgnum | * To set the page number you need to use the menu bar that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word "Insert". This menu will drop down * Move your mouse pointer to Page Numbers and then click once with the left mouse button. You'll get the Page Numbers popping up. The Page Numbers box will look like this: | | |
| pgnumbr | | The Page Number window will open like this.  You can Enter the Position you want to add from here then page numbers wiill automatically add on the whole document | |

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### 1.7 Insert Table

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| tablrttablewin | On the menu at the top of the screen select the option labeled **"Table".** Click the submenu option labeled **"Insert".**  Click the submenu option labeled "Table".  You should now see the "Insert Table" window. For now leave the defaults to see how it works, but on this screen you can alter the number of columns and rows you would like your table to have. In our example we are going to have 5 columns and 2 rows. Click the "Ok" button. |

### 1.8 Spelling and Grammar Checking

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| splgmrTo launch the spell checker you can either click on **Tools**, then select **Spelling and Grammar**   * You can have Word check the entire document for spelling mistakes, or you can check the spelling for selected areas. To check the spelling of a selected area, you first have to highlight the text you want Word to check. | * splgmrwYou'll get the following dialogue box:   There are two main areas of the dialogue box: **Not in dictionary**, and **Suggestions**. The text box below the words "Not in dictionary" shows part of your text, and one spelling mistake at a time. The spelling mistake is in red. |

### 1.9 Page Setup Microsoft Word Documents

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| PGSET | * To Setup the page you'll need to use the menu bar that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word "File". This menu will drop down * Move your mouse pointer to Page Setup and then click once with the left mouse button. You'll get the Page Setup dialogue box popping up. The Page Setup dialogue box will look like this: | |

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| pgsetw | There are three main areas to the Page setup dialogue box under Margins Tab:  i).What is the Margin length of the document?  ii).What is the Orientation of the document (Portrait or landscape)?  iii).How many pages do you want for one page? |

### Print Preview and Printing Microsoft Word Documents

### Print Preview

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|  | Before print the document we should want to check that document is best fit to the as our wish. | |
| prprw | * To save the work you have just done, you'll need to use the menu bar that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word "File". This menu will drop down * Move your mouse pointer to **Print Preview** and then click once with the left mouse button. You'll get the PrintPreview dialogue boxpopping up. The Print Preview dialogue box will look like this: | |
| preveiw | | There are many areas in the Print Preview dialogue box:  i).Whether Columns are Fit to the document?  **Then we can print the document by pressing Print Button or in the following way** |

### Printing

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| print | * To save the work you have just done, you'll need to use the **menu bar** that runs right across the top. * Locate your menu bar, and click with your left mouse button on the word "File". This menu will drop down * Move your mouse pointer to Print and then click once with the left mouse button. You'll get the Print dialogue box popping up. The Print dialogue box will look like this: | |
| printdia | | There are three main areas to the Print dialogue box:  i).Which printer do you want to use print your document?  ii).What pages do you want to print?  iii).How many Copies do you want?  iv) How it should print?  Then press ok Button. Printout will come |

### 2.1 Edit Document (Cut, Copy And Paste...)

### Cut, Copy and Past

### There are a number of ways to cut text, and you'll learn three techniques in this part using the menu, using the right click menus, and using the keyboard.

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| Highlight the text you want to cut**Technique 1** - Menu Cutting   * Highlight the text you want to cut. In the image below, the word "Dear" is highlighted. This is the word we want to cut | * cutFrom the menu bar, click **Edit > Cut** * The text has been cutYour highlighted text has gone | |
| **Technique 2** - Right Click Cutting   * Highlight the text firstHighlight the text you want to cut | **Technique 3** - Keyboard Cutting   * Highlight the word or words you want to cut * Hold down the **Ctrl** key on your keyboard * Keep the **Ctrl** key held down * Press the letter “**X**” on your keyboard * Your highlighted text is cut from your document | |
| **Past**   * The cursor is now before the C of ConstableMove your cursor to the place where you want to paste your text * The text is now pasted to the new positionYour text is pasted to the new position: | | * From the menu bar, click   **Edit > Paste** paste |
| CopyTechnique 1 - Copy and Paste with the Menu bar  * Highlight the words "will not"Highlight the text you want to Copy and Paste. In our case, the words "will not". As in the image below: | | * copyClick **Edit > Copy** from the menu bar |
| * The text is now copiedYour text is copied to the new location | | |

### 2.2 Viewing Toolbars

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| tool | The toolbars in Microsoft Word provide easy access and functionality to the user. There are many shortcuts that can be taken by using the toolbar. First, make sure that the proper toolbars are visible on the screen.   1. Click **View** 2. Select **Toolbars** 3. Select **Standard, Formatting, and Drawing** 4. Other toolbars can be selected if you wish |

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