
WORD PROCESSING 1

Using a Computer for Writing

Microsoft Office 2010

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These notes are designed for you to work through at your own pace. These notes do not explain every feature of the application therefore you are expected to make use of the Help facility.



Note: This icon denotes important information – read it carefully.



Tasks This icon denotes a task which should be carried out to help you gain the skills required.

If you have any comments or queries, please contact:

Room: NH002, ground floor, Students' Association building

Email: ICTSkills@gcu.ac.uk

Tel: 0141 273 1373

WORD PROCESSING 1 – Using a Computer for Writing

When you have completed these notes you should be able to:

- Open & close a document
- Use Word's Help facility
- Enter text into a document
- Save & print a document
- Edit a document and change the format of text
- Perform a spell check and word count
- Change the alignment of paragraphs


As a student you will need to use a computer to help produce documents such as essays, reports and dissertations. The type of application used for this is a **word processor**. The word processing application most commonly used in the University is **Microsoft Word**.

The following notes will introduce the most useful features of word processing using **Microsoft Word 2010**. They do not cover all aspects of the application. For information and instructions on other features use the Help facility within the application (see below).


When/if things go wrong

Before you start using word processing software, remember that when/if an error occurs try the following to rectify the situation:


To delete a wrongly entered character:

Use either the **Backspace**  or the **Delete** key (**Backspace** removes the character to the left of the cursor; **Delete** removes the character to the right of the cursor).


To rectify other problems e.g. a wrongly entered command:

Use the **Undo** option by clicking on the **Undo** icon  on the **Quick Access Toolbar** at the top left side of the screen. You can also use the keyboard shortcut **Ctrl+Z**.

To close a dialogue box

Click on the **Close** icon  at the top right side of the box or click **Cancel**.

Help

If there is a command or feature of Word you would like to use but do not know how, use the Help facility within the application. This provides instructions and advice on using all of the features of the software. To use the Help facility simply click on the **Help** icon  at the top right of the screen (see **Figure 1**). This will open up the **Word Help** dialogue box, which gives you the option to search using search criteria defined by you, or to use the **Browse Word 2010 support** section. To search for specific criteria, type the question or relevant phrase into the **Search help** field and click the magnifier icon to start the search. You will be given a list of nearest matches to your question. Select the topic you require from the list.

Exploring the Word Screen

The Word screen is similar to any other Microsoft Office application (in terms of the ribbon, tabs and groups). **Figure 1** shows the screen which should appear when you start Word. A brief description of each of the screen elements follows.

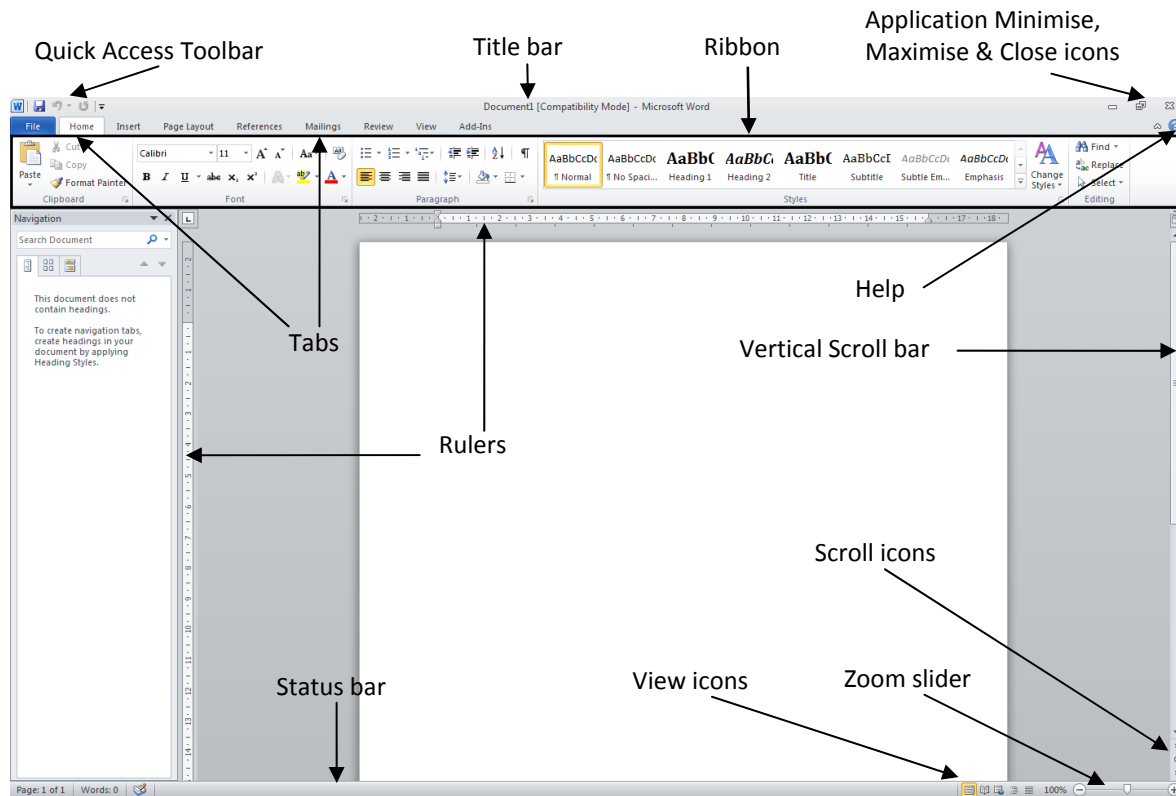





Figure 1: The Microsoft Word 2010 Screen





Title bar

Shows the name of the active document followed by the application (Microsoft Word). Documents are named Document1, Document2, etc until they are saved with the name of your choice.

Quick Access Toolbar

The Quick Access Toolbar is a customisable toolbar that displays common commands. By default the **Save** , **Undo**  and **Repeat**  icons appear on the toolbar. Icons can be added quickly and easily to the Quick Access Toolbar by right clicking on the icon on the Ribbon and selecting **Add to Quick Access Toolbar**. To remove an icon, simply right click the icon on the Quick Access Toolbar and select **Remove from Quick Access Toolbar**.

Word's minimise, maximise and close icons

Used to Minimise , Maximise /Restore  and Close  the Word window. Maximise/Restore is used to switch between a full screen application and a window size application.

Ribbon

The Ribbon stretches across the top of the application and is divided in to **Tabs** for specific activities.

Tabs

Tabs contain icons which are separated in to specific groups according to their function. For example within the **Home** tab is the **Font** group which contains text formatting icons.

File Tab

The main options accessible from the File tab are: Save, Save as, Open, Close, Info, Recent, New, Print as well as other document settings. It enables a “Backstage view” of the document. The Backstage view is used to manage files and the data about the files, such as creating, saving, printing files and setting file options. The File tab replaces the Microsoft Office Button and File menu that were used in earlier version of Microsoft Office.

Vertical/horizontal scroll bar

Used to move up and down or left or right in a document.

Scroll icons

Used to move quickly through a document, for example by a page at a time. These are located directly under the Vertical Scroll Bar.

Status bar

Displays information such as the current page number, the number of words in the document. The status bar can be customised to display preferential information. This can be done by right clicking on the status bar and selecting the required option from the customise status bar list.

View icons

Used to switch between different view modes for a document: **Print Layout, Full Screen Reading, Web Layout, Outline and Draft**. The view shown in **Figure 1** is **Print Layout** view. You will most commonly use this when working with your documents.

Zoom slider

Allows you to zoom in and out of a document to view it at a selected zoom level.

Rulers

Rulers show the positions of margins, tabs, indents and table columns on the page.

Starting Word & entering text

Microsoft Word can be opened from the **Start** menu (displayed on the left side of the Taskbar at the bottom of the screen). After clicking the **Start** button, click on **All Programs**, then **Microsoft Office** and then **Microsoft Word 2010**. This will open and display a blank document, ready for text to be entered (see **Figure 1**).

When using word processing software, there is no need to press **ENTER** ↵ at the end of every line. The software will automatically continue with the text on a new line. This is known as **word-wrap**. Similarly, it will automatically start a new page when required. However, **ENTER** ↵ must be pressed whenever text is required to start on a new line e.g. to start a new paragraph or when entering an address.



Task 1

Using Word, write a few paragraphs about yourself. Put your name at the top of the document and include paragraphs on:

What you did before coming to University


What subjects you are studying

What the future holds for your career, etc

Use the various Delete and Undo icons, if needed, to correct your work.

Use the View icons on the status bar to switch between the different views of the document. Return to Print Layout view.

Saving a Document

To save a document, click on the **File** tab and select **Save** from the list of option or click the **Save** icon  from the **Quick Access Toolbar**. When saving a document for the first time the **Save As** dialogue box will appear where a document name and location (i.e. the drive and folder) must be given. Further saves will use the same document name and 'overwrite' the previously saved version. The **Save As** command allows the document to be saved with a new or different name, leaving the original document unchanged. This is useful for keeping different versions of a document or simply saving the same file in a different location. **Save As** also provides the ability to save documents in previous versions of word, as a template or in other file formats. The **Save As** command is accessed from the **File** tab.



Note: Microsoft Word automatically adds the **.docx** suffix to the document name. This is used by the computer to recognise what type of file this is.

We recommend that students save in their user workspace (**H:** drive) or at the very least have a back-up there. When saving any document, a back-up copy should also be saved to a different disk, drive or folder. Therefore if one version of the file or disk is faulty, the back-up copy of the file can be used.



Note: It is important to get into the habit of saving work regularly.




Task 2

Save the document created in Task 1 to your user workspace (H: drive) calling it **My Details.docx**

Use the Help facility to find the best way to search within Help. In the search box type **Guidelines for using help** and search.

Read about the different ways of using Help.

Close the Word Help dialogue box by clicking on close  at the top-right of the Help dialogue box.

Printing a Document

To print a document click on the **File** tab, and then on **Print**. This will display the **Print** options (see **Figure 2**) where you can select which printer you want to use, what pages to print, double or single sided as well as the number of copies by clicking on the down arrow ▼ next to the option. Once you have chosen your settings click on the **Print** button to print the document.

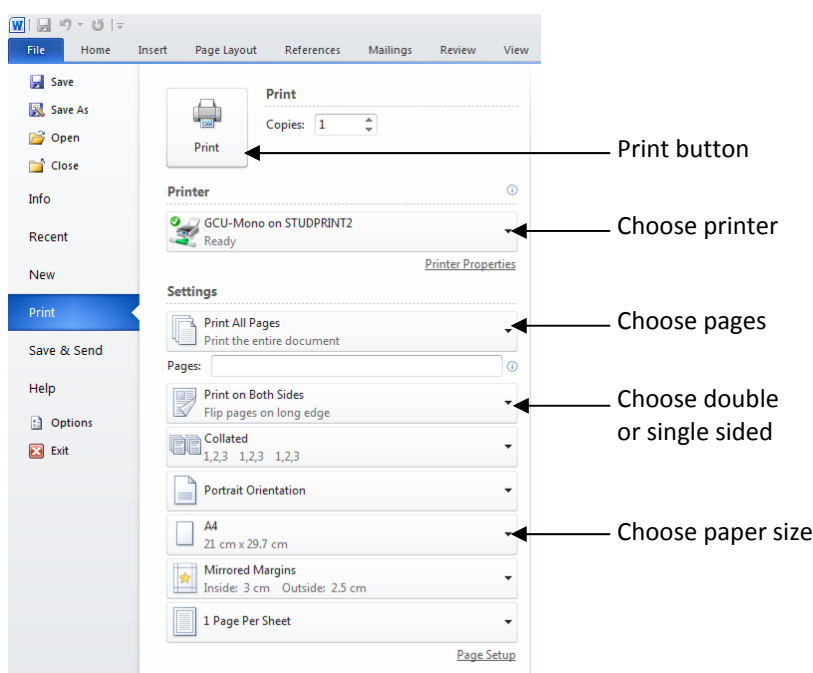


Figure 2: Print options

To the right of the print options you can see a print preview of your document which allows you to see what a document will look like before printing it (i.e. to see its layout).


To go back to your document simply click on the **Home** tab.



Task 3

Go to the File tab to see the print preview of My Details.docx. Click on the Home tab to go back to edit the document.

Closing a Document


After saving a document, it will still be displayed on the screen. To close a document, click on the **File** tab and on **Close** from the list of options. This closes the document but not **Microsoft Word** that you are using. You can select the **Close** icon  at the top right of the window to close both the document and the Microsoft Word.



Task 4

Close the document.

Opening a Document

To open a previously saved document ensure that the **Word** application is open. Select the **File** tab then **Open**  from the list of option. The **Open** dialogue box will appear. Select the location and name of the stored file (i.e. the drive/folder). Once the desired document has been located, select it and click the **Open** button.

Editing and Formatting

The contents and the appearance of a document can be changed very easily using a few simple commands. To edit the content of a document the cursor must firstly be moved to the appropriate position.

Moving within a document

The main ways to move around a document are to use the mouse or the arrow keys on the keyboard. When using the mouse the **scroll bars** may be used (see **Figure 1**). Click on the single arrows at the end of the bars (horizontal or vertical), or move the grey scroll bar by clicking and dragging it in the desired direction.

Useful keyboard commands include:

Page Up and **Page Down** – used to scroll up or down a document (one screen at a time)

Home and **End** – moves the cursor to the start or the end of a line of text

Ctrl + Home and **Ctrl + End** – moves the cursor to the start or the end of the document

Ctrl + ↓ or **↑** - moves the cursor to the start or the end of the paragraph

Ctrl + → or **←** - moves the cursor one word to the right or left




Task 5

Open the document My Details.docx

Using both the keyboard and the mouse experiment moving around the document using the various methods mentioned above.

Use the Help facility to find out what keyboard shortcuts can be used to Create, View and Save documents. Hint: search for **keyboard shortcuts**


Use the space below to make notes.

Close Help by clicking on  at the top-right of the Word Help window.

Selecting text

Before performing operations on text (e.g. deleting, changing font size, etc) it usually has to be selected first. When text is selected, it will be appear highlighted on screen. Text can be selected using the mouse to click and drag, or using the following:

To select a word – double-click on the word


To select a line – click in the left-hand margin at the start of the line (the cursor changes to a north-east pointing arrow )


To select a paragraph – double-click in the left-hand margin beside the paragraph or triple-click anywhere within the paragraph



Note: When double or triple-clicking, you must click quite quickly – it is a skill you will master.

Deleting text



To delete a few characters, the **Backspace**  or **Delete** keys can be used (see section **When/If Things Go Wrong** on page 3).




To delete a large amount of text, the text must firstly be selected using one of the ways described previously (text will now appear in negative). Then either press the **Delete** key, or the **Backspace**  key.

Inserting text

Text can be inserted by clicking at the appropriate point in the document and simply using the keyboard to enter the new text.


Moving and copying text

Text can be moved by cutting it from one area and inserting (or pasting) it into another. This is a 2-stage operation known as **Cut** and **Paste**. To move text, firstly select the text (it will appear in negative) and then select the **Cut** icon  which is located on the **Home** tab in the **Clipboard** group. This removes the text from the document and places it on the clipboard (area of the computer's memory). To **Paste** the text, click where the text is to be inserted and click on the **Paste** icon  from the **Clipboard** group on the **Home** tab.

Similarly, to copy text, follow the above commands but instead of selecting the **Cut** icon , select the **Copy** icon  and then **Paste** . With this option, the text remains in its original location, and a copy is inserted in the new location.

Formatting text

Formatting text includes the use of **bold**, *italics* and underline as well as changing the font, its size, and colour. To format text it must firstly be selected, then:

- To use bold, italics or underline, click on the appropriate icon **B** *I* U from the **Font** group on the **Home** tab.
- To change the font, font size and font colour use the drop-down menus within the **Font** group on the **Home** tab.
- Alternatively, select the **Font** dialogue box launcher  at the bottom right corner of the group to display the font dialogue box and make your selections from there.

Formatting can also be carried out while entering text. To carry out formatting this way select the formatting command first (e.g. Bold) then enter text. Select the command again to switch it off.



Task 6

Open the file My Details.docx

Move to the beginning of the document and add a main heading **My Details**. Change it to bold and the font size to 16 pts.

Add subheadings to each of the 3 paragraphs suggested in Task 1. Name them

Before University

Subjects Being Studied


Future Career

Underline each and change the font size to 14 pts. Move the paragraph 'Future Career' (including the paragraph heading) to before 'Subjects Being Studied'.

Re-save the document.

SpellCheck

Word processing software can automatically check the spelling and grammar within a document.

The software will detect spelling and grammar errors and offer possible corrections. Spelling errors will appear underlined in red and grammatical errors underlined in green. To perform a spell check, click on the **Review** tab and select **Spelling & Grammar**  from the **Proofing** group. This will display the **Spelling and Grammar** dialogue box with the spelling or grammatical errors and suggestions that can be applied to correct the errors. Options can be selected including automatically changing the spelling of a word to one of the alternatives offered, to ignore the detected word, or to change every occurrence of the word within the document. If the SpellCheker underlines a word in red that show that it has found a potential spelling error. If it underlines in green it signifies a possible grammatical problem.



Task 7

Carry out a SpellCheck on My Details.docx and correct any errors. Re-save it.

Word Count

Word processing software can also count the number of words within a document. This is a useful feature if you have to write essays and reports of a specified length. The word count feature also offers other statistics such as the number of pages, characters, paragraphs and lines.

Word count is displayed by default on the status bar at the bottom of the window, and updates the count automatically. If you would like to see the word count for a specific section or paragraph simply select the text and the word count will be given for that selected part of the document. To select sections of text that are not next to each other, select the first section, and then hold down **CTRL** key and select additional sections. By clicking on **Words:** on the status bar, the **Word Count** dialogue box will open with further statistics related to the characters, paragraphs and lines within the document.



Note: The number of words can not be automatically inserted into the document, you must enter this manually.







Task 8


Using the word count information from the status bar, enter a line at the end of the document which sates the number of words it contains.

Paragraph Alignment (Justification)

The text you type into a document will automatically start at the left-hand margin and is left-aligned. In most cases, text will be uneven at the right-hand side of the page. Text alignment can be altered very easily to change the appearance of the document. Options include:

- **Left-alignment:** Text is aligned straight to the left-hand margin and is ragged at the right-hand side 

- **Right-alignment:** Text is aligned straight to the right-hand margin and is ragged at the left-hand side 
- **Centred:** Text is automatically centred within each line and will be uneven at both the left and right margins 
- **Justified:** Text is aligned straight to the left and right margins of the page 

Alignment commands are **paragraph commands** i.e. they alter the appearance of an entire paragraph. To change the alignment of a paragraph, click anywhere on the paragraph (or select multiple paragraphs) and, either click on the appropriate icon in the **Paragraph** group on the **Home** tab or click on the **Paragraph** dialogue box launcher  from the **Home** tab and choose the alignment option required.



Task 9

Open My Details.docx and experiment with the different alignment options. See how they can radically alter the appearance of your document. Use the Undo icon from the Quick Access Toolbar to reverse the alignment.

Re-save and close My Details.docx



Supplementary Exercise 1

Create a new document and enter the following text:

The first step towards creating a document using a word processor is to type in text. As the text is typed, characters are inserted at the cursor or insertion point. When text reaches the end of a line, it automatically continues to the next line. This is called word wrapping. When the end of a paragraph is reached and text has to start on a new line, the ENTER key should be pressed.

Word processing programs allow the user to control the appearance and layout of the document, to rearrange text, change font sizes and styles, as well as changing the alignment of paragraphs. They also come with spelling and grammar-checking features.

When finished typing a document, it can be saved as a file and printed.

- Now perform the following tasks:
- Spell check the document and edit any errors.
- Save the document to your user workspace (H: drive), calling it **Word Processing**.
- At the beginning of the document add the heading: **Word Processing**. Centre and Underline this heading and change the font size to 14 points.
- Change the text 'word wrapping' (in the first paragraph) to bold.
- Change the alignment of the paragraphs to fully justified.
- Delete the last sentence of the document.
- Using the word count facility check the word count and then add the number of words to the bottom of the document.

Save again the document to your user workspace (H: drive).



Supplementary Exercise 2

Create a new document and enter the following text:

The first computers used in the business world were strictly designed for working with numbers and large lists of information. The task of using a computer to manipulate numbers and data was called data processing. These early computers were quite complicated and difficult to use. They required large numbers of staff to operate them, and they frequently broke down causing many problems with secretaries and peripheral staff. Computers and data processing therefore had a bad reputation with those who worked with them.

Now perform the following tasks:

- Spell check the document and edit any errors.
- Save the document to your user workspace (H: drive), calling it **Early Computers**.
- At the beginning of the document, add a heading **Early Computers**. Centre, bold and underline this heading and change the font size to 14 points.
- Change the text 'data processing' to italic.
- Create a new paragraph at the sentence starting 'These early computers...'

Save again the document to your user workspace (H: drive).