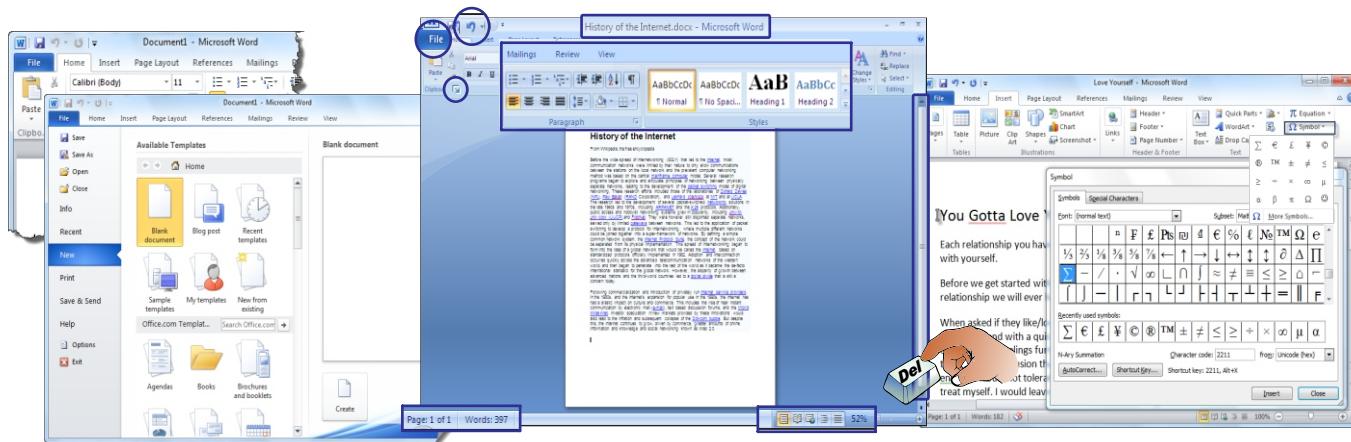


Lesson 2

Word Watch

- Office Icon
- Quick Access toolbar
- title Bar
- Ribbon
- Dialog Box Launcher
- status bar
- scroll bar
- document area



Starting with Microsoft Word

Learning Objectives

After completing this lesson, you should be able to:

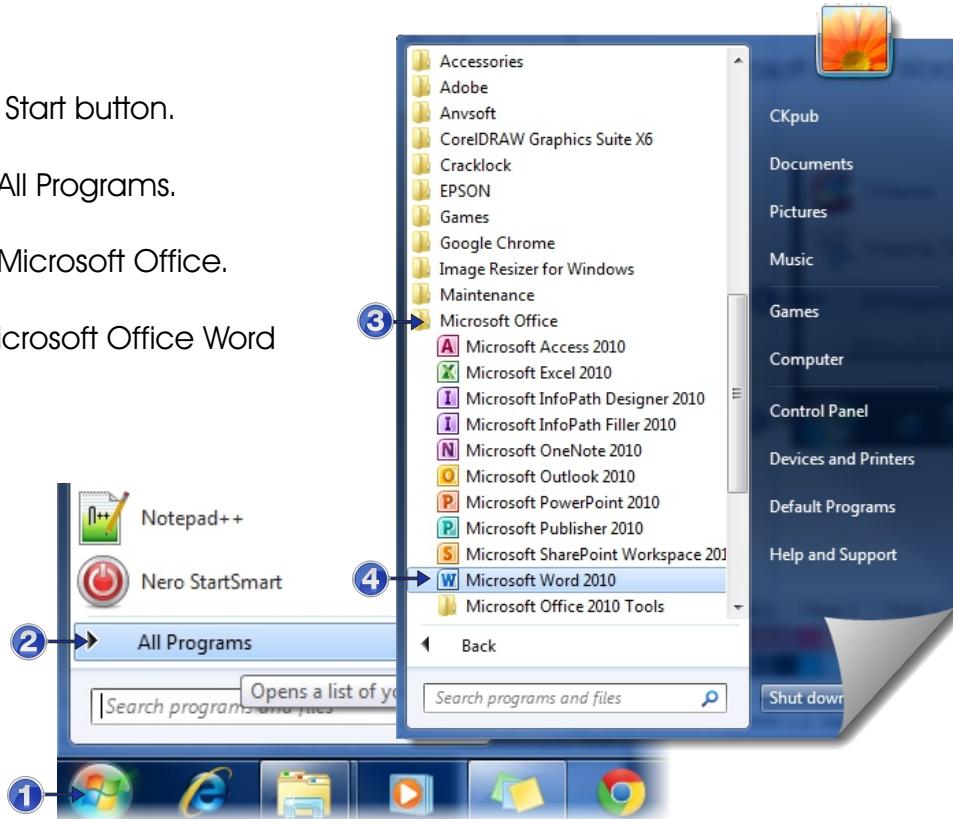
- launch the Microsoft Word application;
- distinguish each part of MS Word window;
- enter, delete, and select text;
- move around and save a document;
- insert symbol(s);
- share text & switch between open documents; and
- open & close a document.

Opening Word

There is no substitute to actual experience, so get ready to open Microsoft Word (simply "Word") yourself. You can open it in a number of ways. This section demonstrates how to open Word from the All Programs menu. Once Word is opened, a blank document where you can type your text, appears.

Open Word

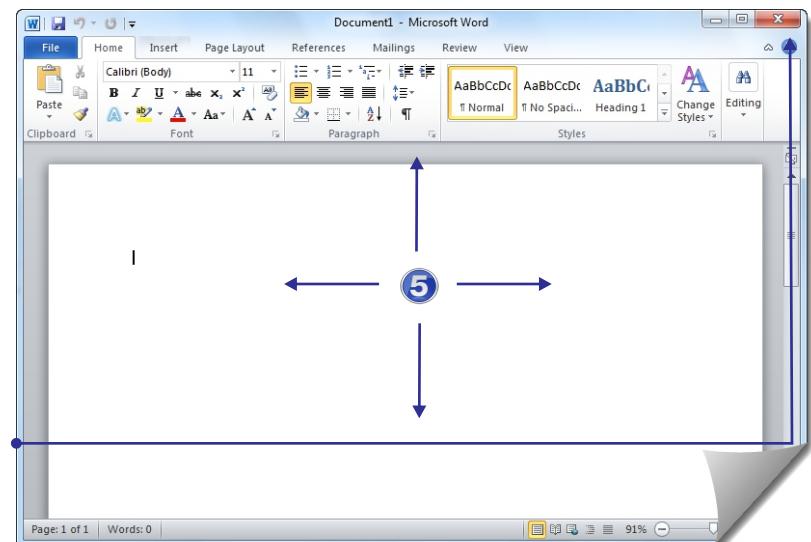
- 1 Click the Start button.
- 2 Click on All Programs.
- 3 Click on Microsoft Office.
- 4 Select Microsoft Office Word 2010 .



- 5 Wait until a blank document appears in the Word window.

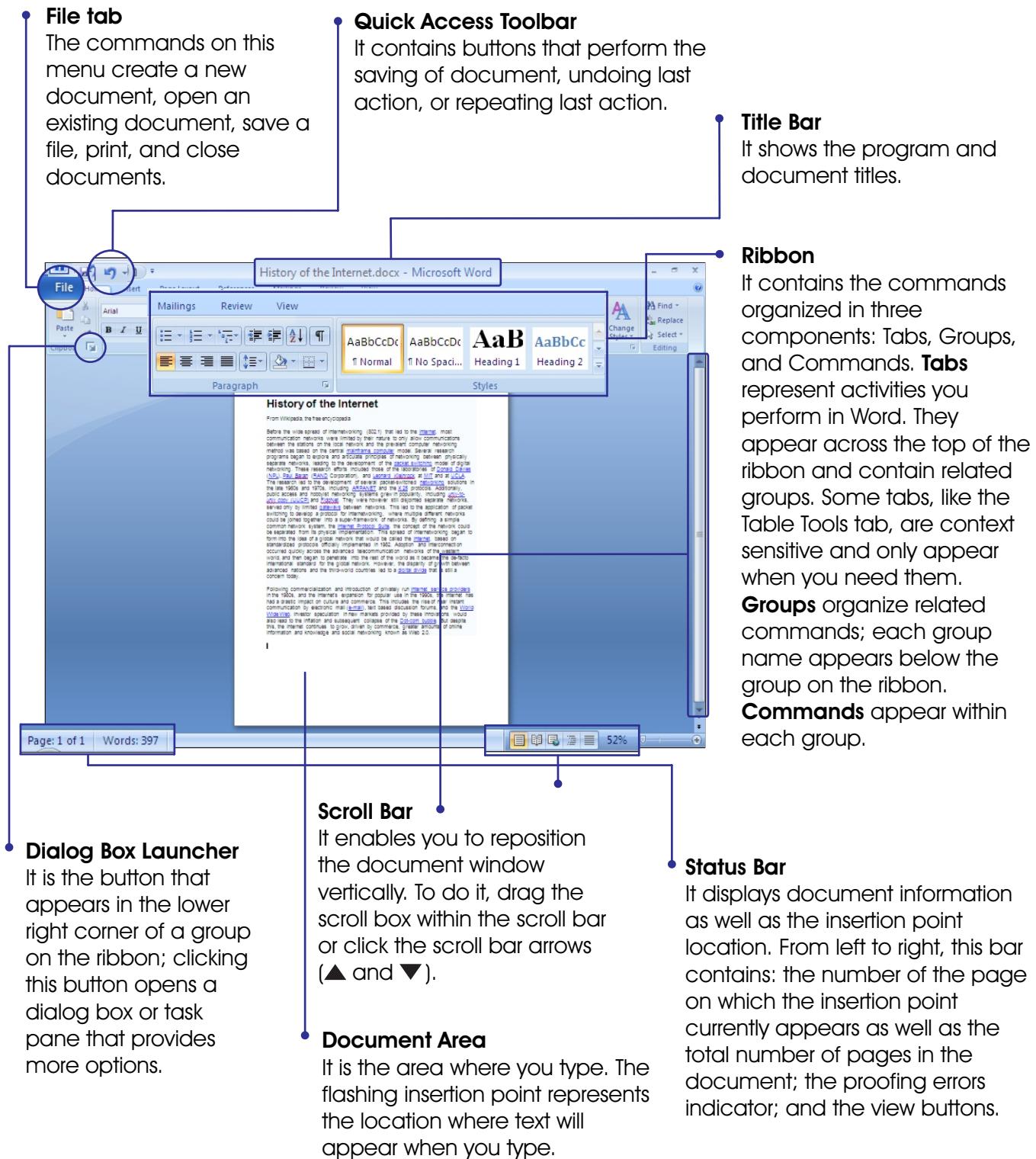
A button representing the document appears in the Windows taskbar.

- To close Word, click the **Close** icon



The Microsoft Word Window

The Word window contains tools that you can use to work quickly and efficiently while you are creating documents.



Creating a New File

Office programs work with data, in order to create one, you must create a file in which to store it. If the file you want to create is a Word document, an Excel workbook, an Access database, a PowerPoint presentation, or a Publisher publication, you create a new file using the Getting Started screen. When you do, you are given the option of creating a blank file or basing the file on an existing template.

This operation applies to all Office applications.

Create a New File

1 Click the File tab.

2 Click New.

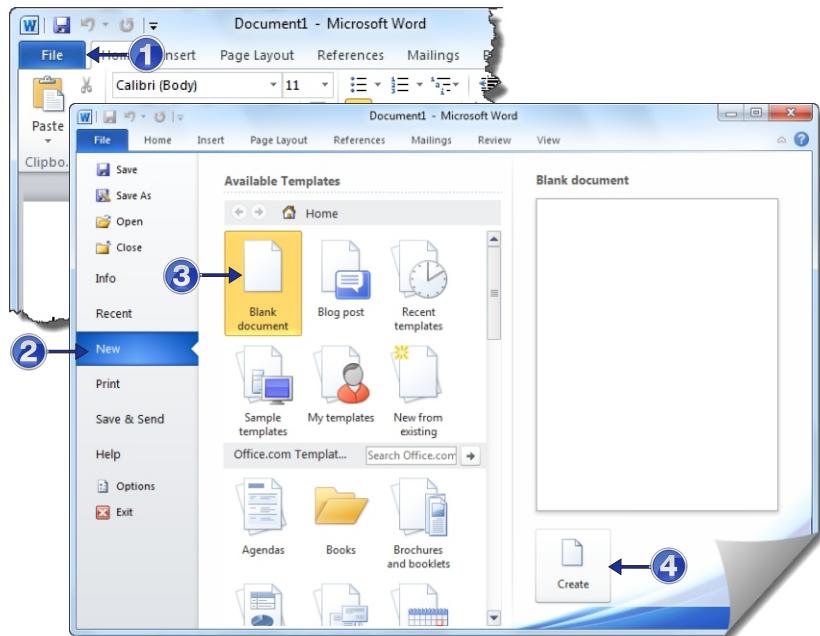
The New screen will appear.

3 Click the type of file that you want to create.

4 Click Create.

The new file opens.

*Note: Another way to create a new file is to press **Ctrl + N**. Office creates a new file using the default settings.*



Saving a File

Saving a file allows you to store data for a period of time, when your data are stored you can access to all the information stored in it. You should save the data that you are working frequently to prevent data loss during power failure or computer crash.

You can give a unique filename of your file and store it in the folder or drive of your choice when you are saving your document. You can change the type of the data and open it later after saving.

Save a File

1 Click the File tab.

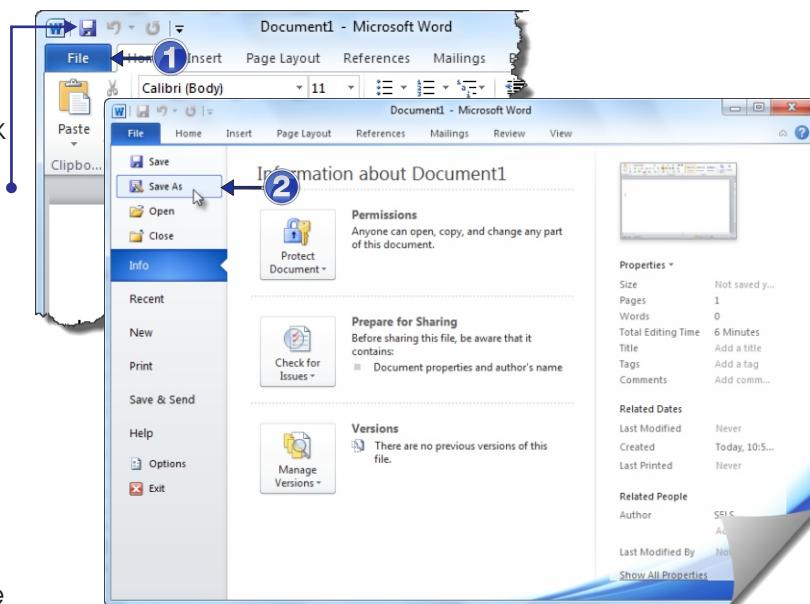
For subsequent saves, you can click the Save button on the Quick Access toolbar to quickly save the file.

The document's Info screen appears.

2 Click Save or Save As.

The Save As dialog box appears.

*Note: Another way to save a file is to press **Ctrl + S**. If this is the first time the file has been saved, Office launches the Save As dialog box.*



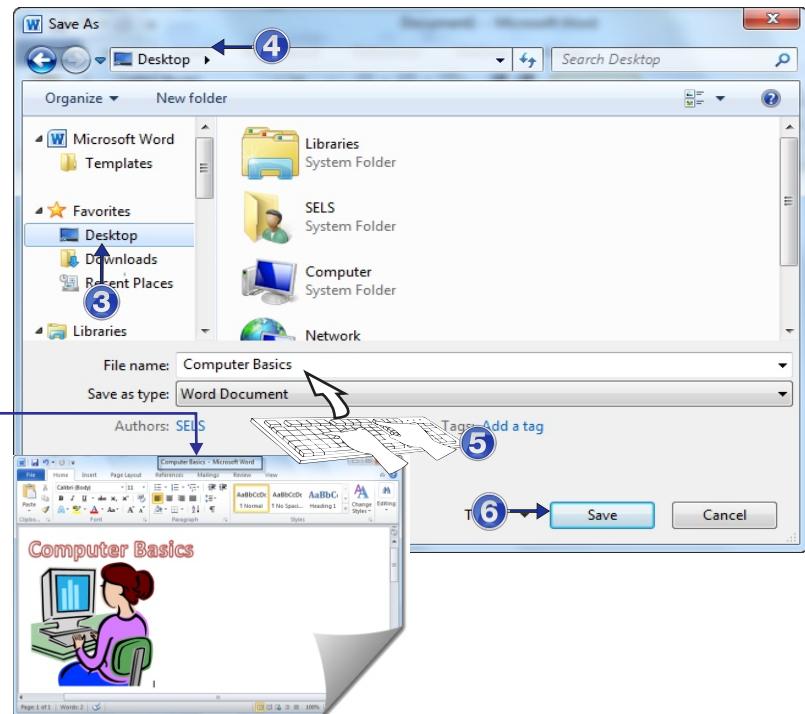
3 In the Navigation pane, click the library in which you want to save the file (in the illustration, it is the Desktop).

4 In the file list, navigate to the folder in which you want to save the file.

5 Type a name for the file in the File name field.

6 Click Save.

The Office program saves the file and the new filename appears on the program window's title bar.



Opening a File

In addition to creating new files, you can open files that you have created and saved previously in order to continue adding data or to edit existing data. Regardless of whether you store a file in a folder of your computer's hard drive, or on a CD, you can easily access files using the Open dialog box. If you're not sure where you saved a file, you can use the Open dialog box's Search function to locate it. When you finished using a file, you should close it, because the unnecessary files and programs frees up processing power of your computer.

Open a File

1 Click the File tab.

If the file you want to open is listed under Recent Documents, you can click it so that it will open.

2 Click Open.

The Open dialog box will appear.

Note: Another way to launch the Open dialog box is to press **Ctrl + O**.

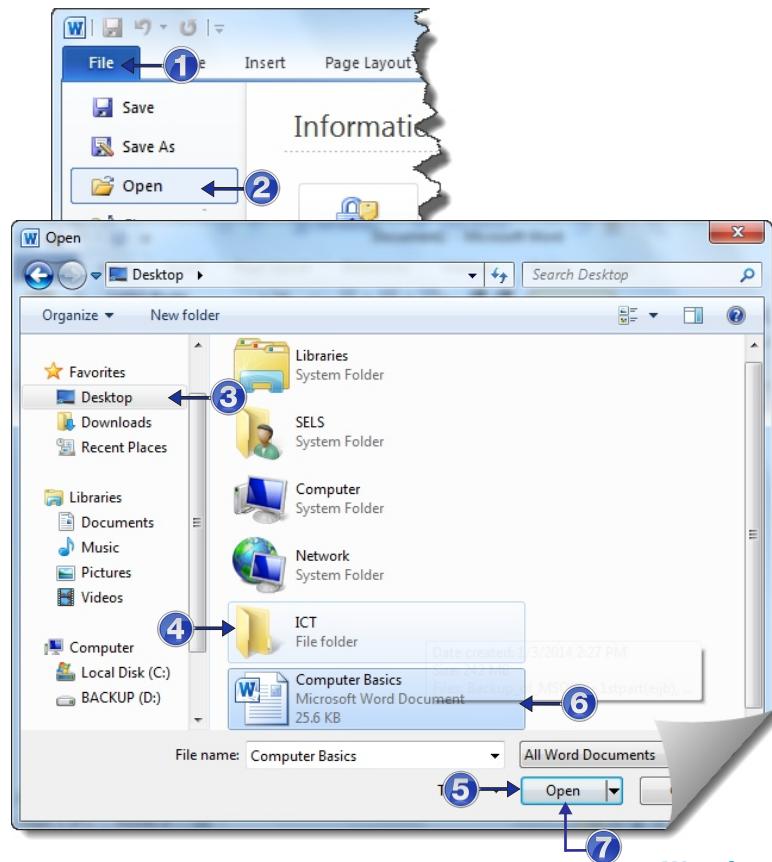
3 In the Navigation pane, click the library in which the file you want to open has been saved (in the illustration, it is saved in the desktop).

4 In the file list, locate and click the folder in which the file you want to open has been saved.

5 Click Open.

6 Click the name of the file that you want to open.

7 Click Open. The file opens in the program window.



Selecting Text

Performing different operations on data, such as deleting it, changing its font or alignment, applying a border around it, formatting it as a list, or copying and pasting it elsewhere in a file or in a different file altogether, you must select the data. The selected data appears highlighted. Depending on what program you are using, Office offers several techniques for selecting data.

Select Text

Click and Drag to Select Text

- 1 Click to one side of the word or character that you want to select.
- 2 Drag the cursor across the text that you want to select. Word selects any characters that you drag across. You can use this technique to select characters, words, sentences, and paragraphs. To deselect a selected text, simply click anywhere outside the text or press any arrow key on your keyboard.

Note: This technique also works for selecting images in your Office files. In addition, you can select images by simply clicking them.

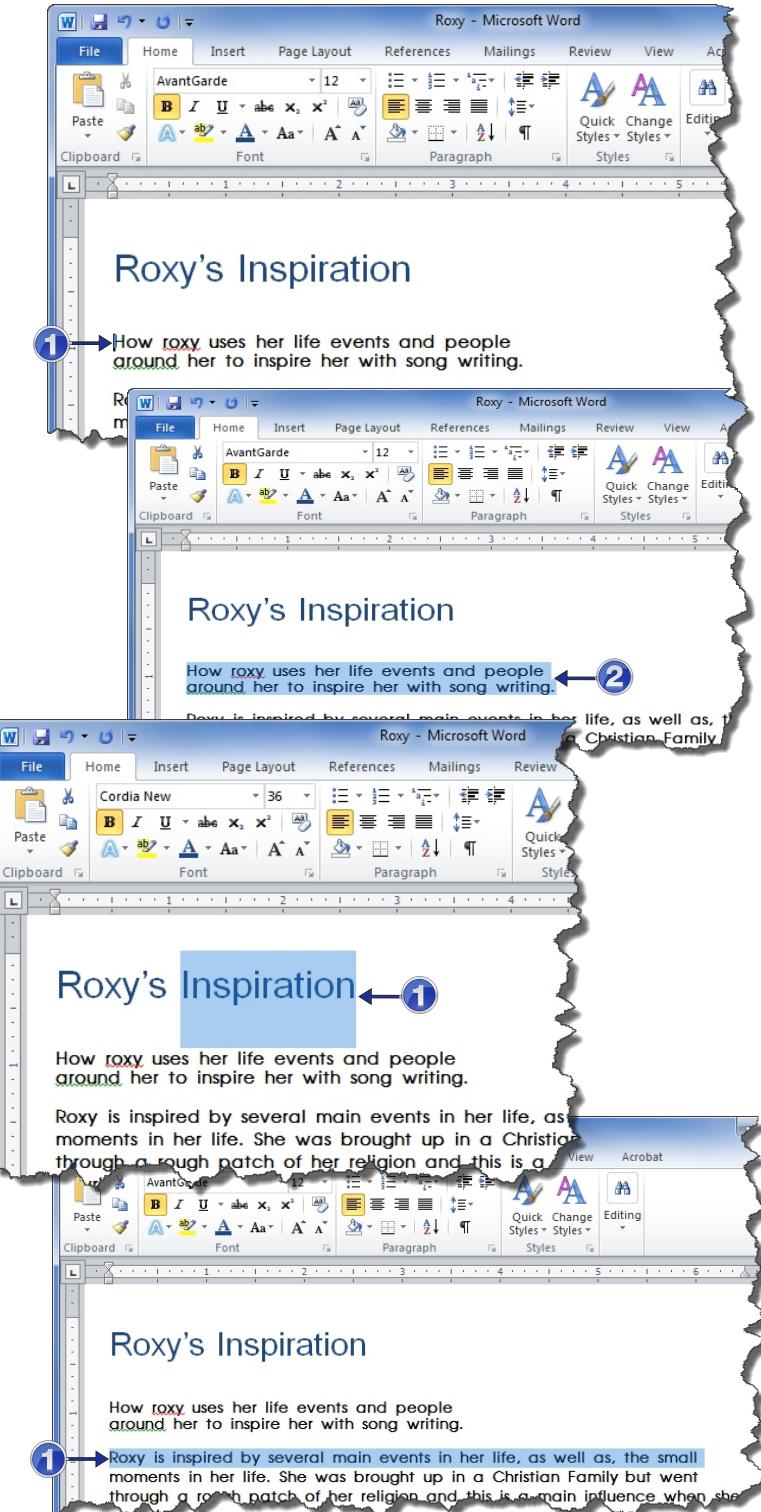
Select Text with a Mouse

- 1 Double-click the word that you want to select. Word selects the text. You can triple-click a paragraph to select it.

Select Text from the Margin

Note: This technique works only in Word.

- 1 Click in the left margin. Word selects the entire line of text next to where you clicked. You can double-click inside the left margin to select a paragraph. You can triple-click inside the left margin to select all the text in the document.



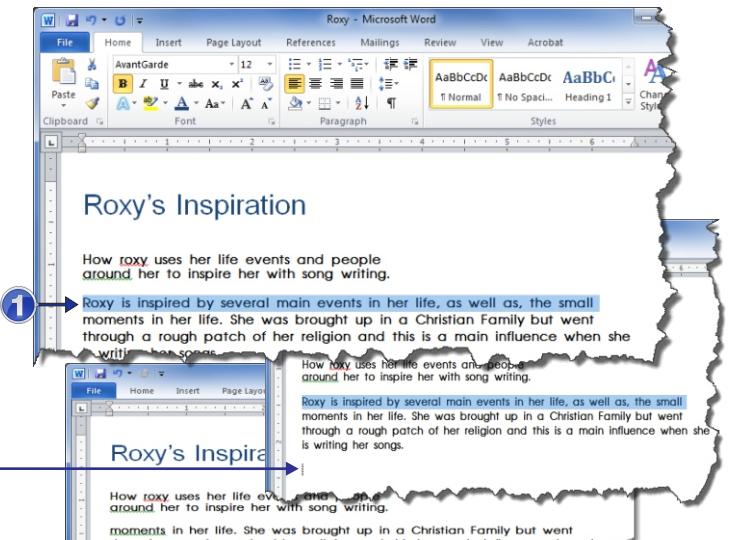
Cutting, Copying, and Pasting a Text

Use the Cut, Copy, and Paste commands to move or copy data. For example, you will cut or copy a picture from a Word document and paste it elsewhere in the same Word document, in another Word document, or in a PowerPoint slide or a Publisher file. When you cut data, it is removed from its original location; when you copy data, Office makes a duplicate of the selected data, leaving it in its original location. Another alternative method is to use the drag-and-drop method, this also moves data.

Cut, Copy, and Paste a Text

Drag and Drop Text

- 1 Select the text that you want to cut or copy.
- 2 Click and drag the text to a new location.
The changes to . To copy the data as you drag it, you can press **Ctrl** and hold .
- 3 Release the mouse to drop the text in place. The text appears in the new location.



Cut and Copy a text

- 1 Select the data that you want to cut or copy.
- 2 Click the Home tab.
- 3 Click the Cut button () to move text or the Copy button() to copy data.

Note: You can also press **(Ctrl)+(X)** to cut ab text or **(Ctrl)+(C)** to copy data.

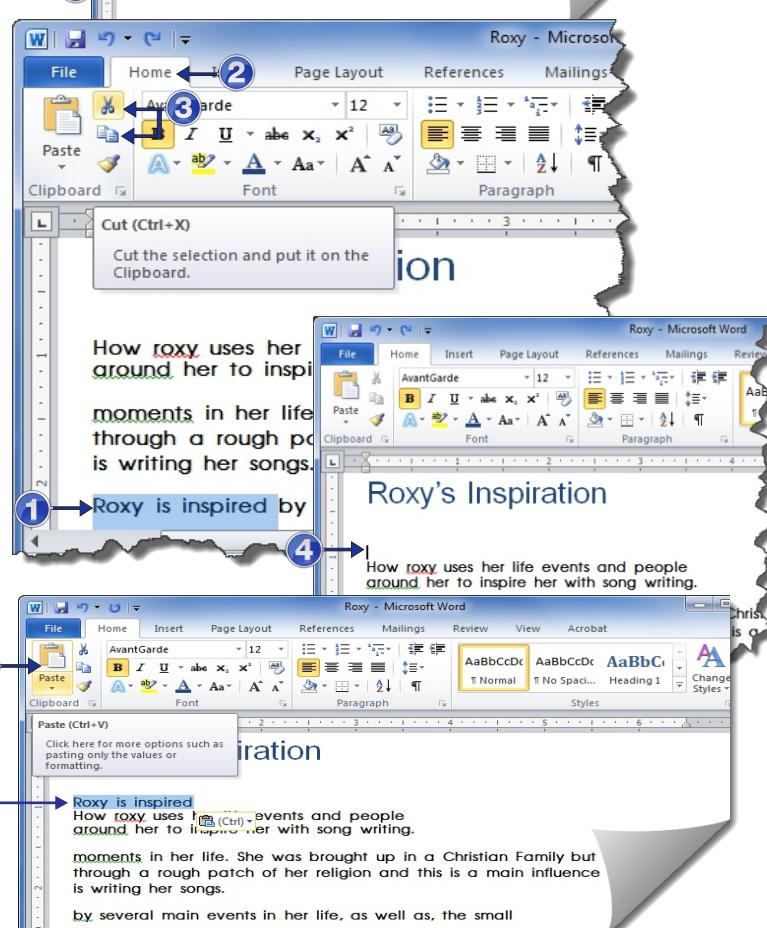
The data is stored in the Windows Clipboard.

- 4 Click the point where you want to insert the cut or copied a text. You can open another file where you can paste the text.
- 5 On the Home tab, click the Paste button.

Note: You can press **(Ctrl)+(V)** to paste a text.

The text appears in the new location.

Note: You can click the Paste Options smart tag () that appears when you paste, cut, or copy a text to view various paste-related options.



Viewing Multiple Files

Displaying different views of a file or view multiple files at once is one useful feature in Office applications. For example, you want to view two versions of a Word document side by side to compare their contents or view two Excel workbooks to compare data. If the files you want to compare are particularly long, you can enable the Synchronous Scrolling option to scroll both files at the same time. In addition to viewing multiple files at once, you can split a long file into two scrollable panes to view different portions of it. For example, you will split a document to compare how portions of it are formatted.

View Multiple Files

- ① Open two or more files.
- ② Click the View tab.
- ③ Click the Arrange All.

Note: In Word, the Arrange Windows dialog box opens, and you can select how you want to display multiple files.

Both files will appear on-screen.

- ④ Click the View Side by Side button (□) on the View menu to switch between viewing the open files side by side and stacked one on top of the other.

You can click the Synchronous Scrolling button (□) to scroll both files at the same time.

The files will appear side by side.

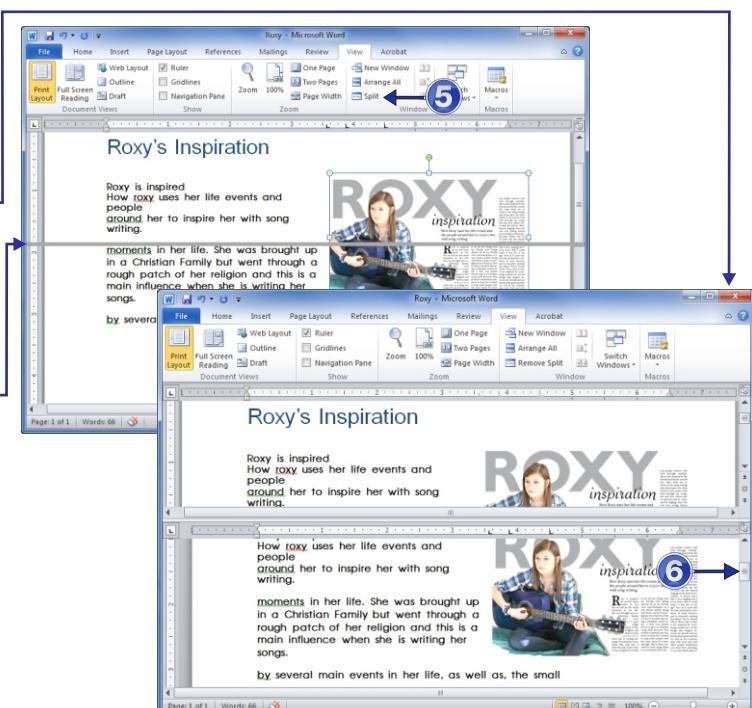
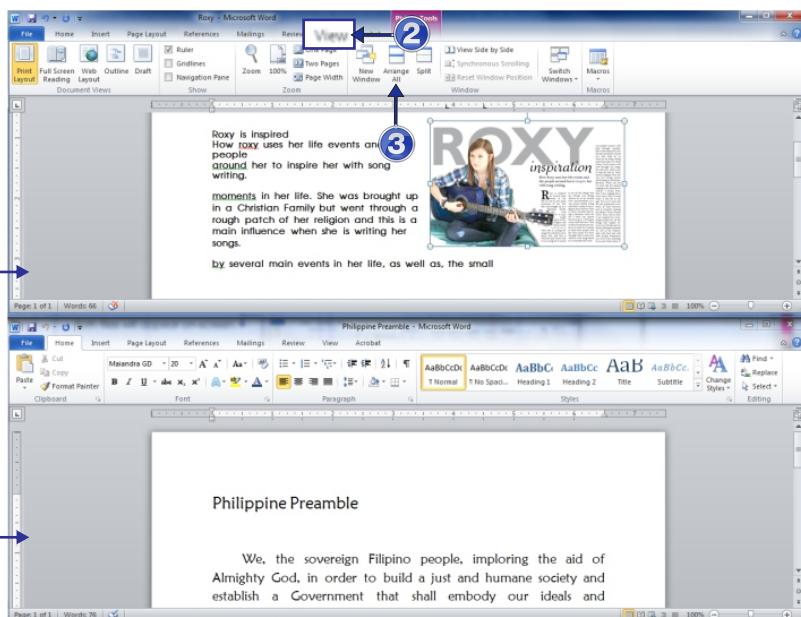
You can click the Close button (✖) to close a file.

- ⑤ To split a single file into scrollable panes, click the Split button.

A horizontal bar will appear over the file.

- ⑥ Drag the bar up or down to resize the panes, and click to set the bar in place when the panes are in desired size.

Note: To return the page to a full document again, click the Split button again.



Entering Text

To enter text, start typing using your keyboard! Word makes typing easy. The text will appear where the blinking cursor is located. You don't need to press the Enter key to start a new line. Word knows you have run out of space and will wrap your words automatically to the next line.

Type Text

- 1 Type the text that you want to appear in your document.

The text appears to the left of the insertion point as you type. As the insertion point reaches the end of the line, Word automatically starts a new one. Press **Enter** only to start a new paragraph.

Journalism is essentially the reporting of timely facts.

Journalists inform about the who, what, when, where, why trends, issues and people and their significance.

Journalism is sometimes described as "first rough draft of" and afflict the comfortable." | ← 1

Separate Information

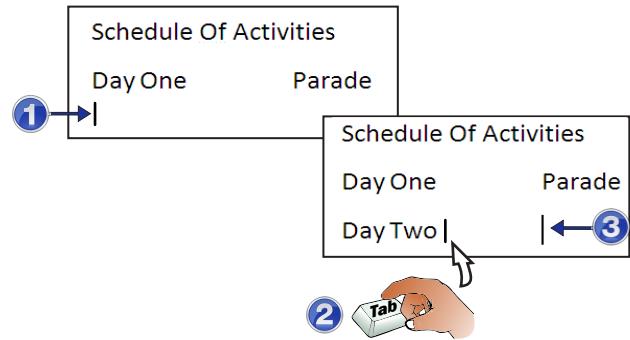
- 1 Type a word or phrase.

- 2 Press **Tab**.

Several spaces appear between the last letter you typed and the insertion point.

To align text properly, press **Tab** to include more than one space between words.

- 3 Type another word or phrase.



Enter Text Automatically

- 1 Begin typing a common word, phrase, or date.

The AutoComplete feature suggests common words and phrases based on what you type.

Word suggests the rest of the word, phrase, or month.



Deleting Text

You can easily remove text from a document using either the Delete or Backspace key of your keyboard. Backspace key will delete text to the left of the cursor while Delete key will erase text to the right.

Use The Delete Key

- 1 Click to the left of the location where you want to delete text.

The insertion point flashes where you clicked.

- You can press **→**, **←**, **↓**, or **↑** to move the insertion point with one character or line.
- You can press **Control+→** or **Control+←** to move the insertion point with one word at a time to the right or left.

- 2 Press **Delete** on your keyboard.

Word deletes the character to the right of the insertion point immediately.

- You can hold **Delete** to repeatedly delete characters to the right of the insertion point.
- You can press **Control+Delete** to delete the word to the right of the insertion point.

Use The Backspace Key

- 1 Click to the right of the location where you want to delete text.

The insertion point flashes where you clicked.

- 2 Press **Backspace** on your keyboard.

Word deletes the character to the left of the insertion point immediately.

- You can hold **Backspace** to repeatedly delete characters to the left of the insertion point.
- You can press **Control+Backspace** to delete the word to the left of the insertion point.

Undoing Changes

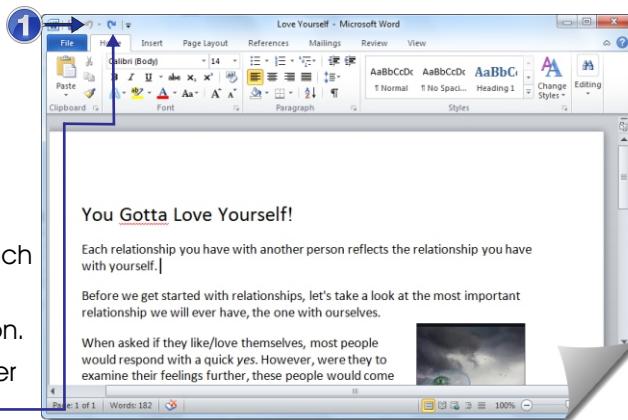
You can use the Undo feature to reverse actions you take while working in a document, such as deleting or formatting text. The Undo feature is particularly useful if you mistakenly delete text. Using the Undo feature will let you recover the text.

Undo Changes

- 1 Click the **Undo** icon .

Word reverses the effects of the last change you made.

- You can repeatedly click  to reverse each action you have taken, from last to first.
- You can press **Ctrl+Z** to reverse an action.
- If you decide not to reverse an action after clicking , click the Redo icon .



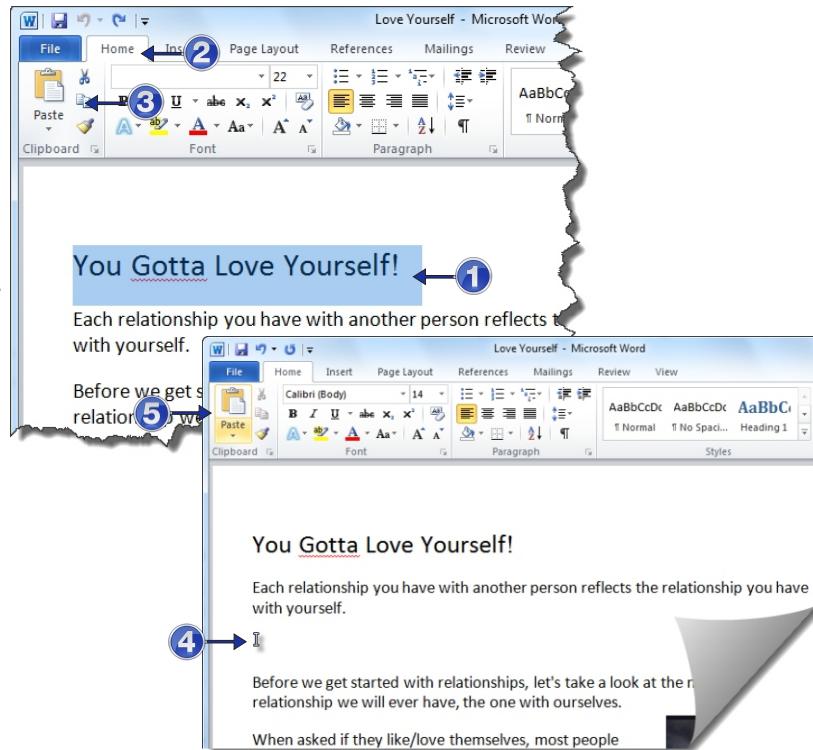
Moving or Copying Text

You can reposition text in your document by cutting and then pasting it. Also, you can repeat text by copying and then pasting it in another location. When you move text by cutting and pasting it, the text disappears from the original location and appears in a new one. When you copy and paste text, the text remains in the original location and appears in a new one.

Use Toolbar Buttons

- ① Select the text that you want to move or copy.
- ② Click the Home tab.
- ③ To move or copy text, click either the Cut icon or the Copy icon .
- ④ Click to place the insertion point at the location where you want the text to appear.
- ⑤ Click the Paste icon .

The text appears at the new location.



Dragging and Dropping

You can move the text in your document by dragging and dropping it to its new location. To do it, simply hold down the mouse button while moving the pointer on the screen.

Drag and Drop

- ① Select the text that you want to move or copy.
- ② Position the mouse pointer over the selected text (changes to).
- ③ Move or copy the text.
The text appears at the new location.
 - To move text, drag the mouse (changes to).
 - To copy text, press and hold and drag the mouse (changes to).

The diagram illustrates the drag-and-drop process. It shows a box containing the text 'Journalism is essentially the reporting of timely facts.' with a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points to the mouse cursor, which is shown dragging the text. Below the text, there is explanatory text about journalism. In the bottom right corner of the box, a blue arrow labeled '3' points to the text 'Journalism is essentially the reporting of timely facts.' in its new location.

Zooming In and Out

You can change the size of the document's text according to your personal preferences with the Zoom feature. Zooming in enlarges text while zooming out reduces text, thus providing more overview of your document.

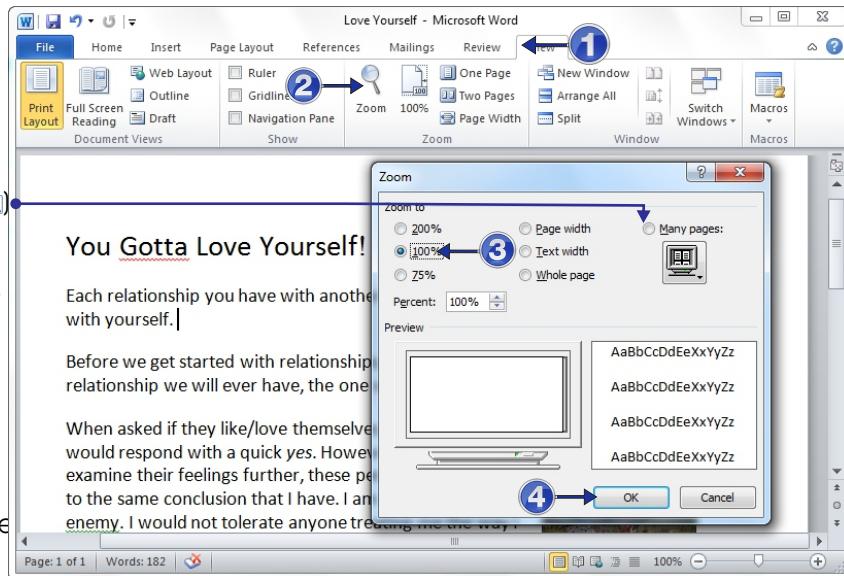
Zoom In and Out

- 1 Click the View tab.
- 2 Click Zoom button.
- The Zoom dialog box appears.
- 3 Click a zoom setting.

- You can click the Many pages icon () and select to display multiple pages.

Note: The number of pages you can view depends on the resolution set for your monitor.

- 4 Click OK.
- The document appears on-screen using the new zoom setting.
Zoom settings do not affect the arrangement of text when you print the document.



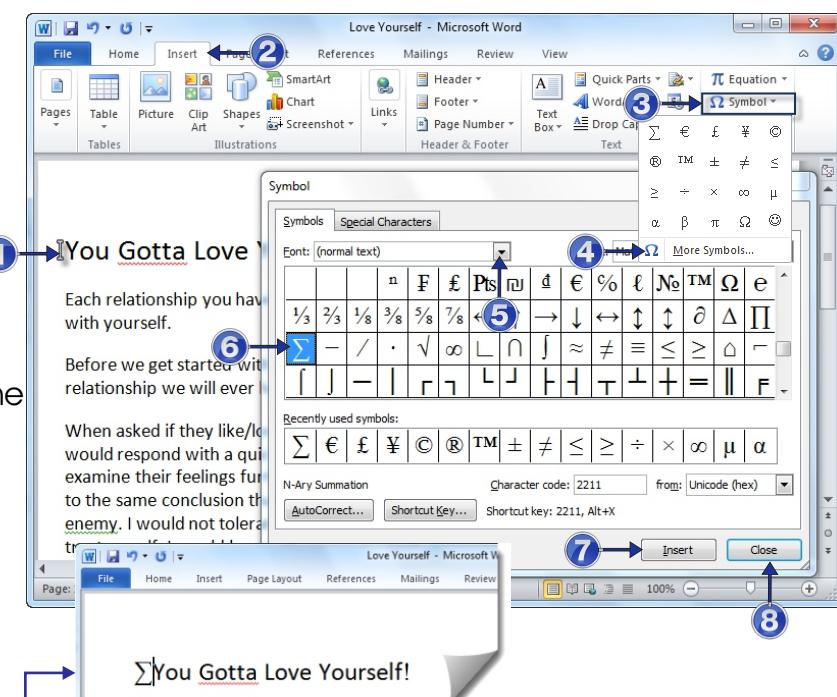
Inserting Symbol

If you are looking for characters or symbol that you cannot find in your keyboard, Symbol feature is the answer. Using the Symbol feature, you can insert characters that do not appear on your keyboard into your documents.

Insert Symbol

- 1 Click the location in the document where you want the symbol to appear.
 - 2 Click Insert tab.
 - 3 Click Symbol.
- A list of commonly used symbols will appear.
- 4 Click More Symbols.
- The Symbol dialog box will appear.
- 5 Click the Font field and select the symbol's font.
- The available symbols change to match the font you selected.
- 6 Click a symbol.
 - 7 Click Insert.
 - 8 Click Close to close the Symbol dialog box.

The symbol will appear in the document.

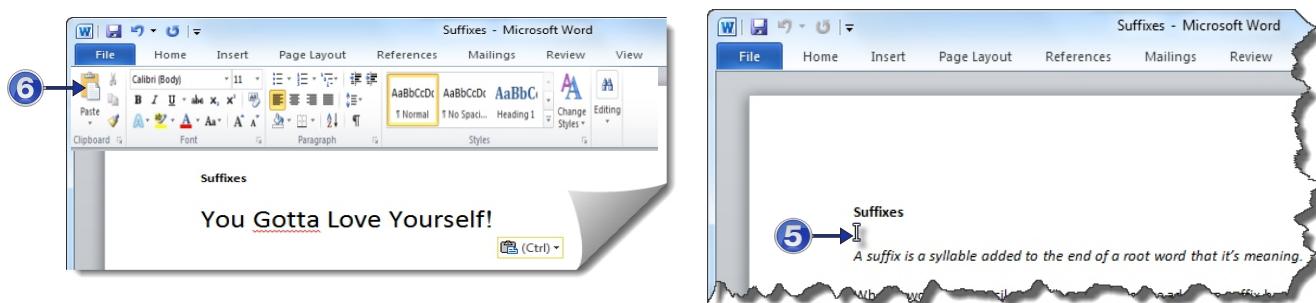
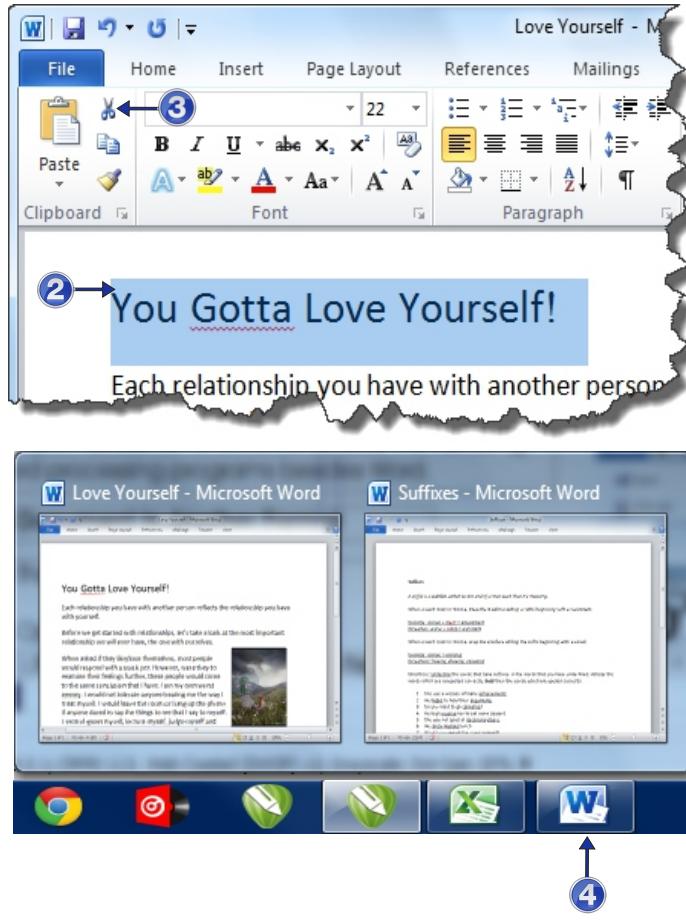


Sharing Text Between Documents

When you cut, copy, and paste text, you are not limited of using the text in a single document. You can move or copy text from one document to another. Any text that you cut disappears from its original location. The text that you copy continues to appear in its original location.

Share Text Between Documents

- 1 Open the two documents that you want to use to share text.
- 2 Select the text that you want to move or copy.
- 3 Click to move text or to copy text.
- 4 Switch to the other document by clicking its button in the Windows taskbar.
The other document will appear.
- 5 Place the insertion point to the location where the text you are moving or copying should appear.
- 6 Click the Paste icon .
The text appears in the new location.



Closing a Document

When you finish working a particular document, you can close it anytime. If you made some changes that you have not saved, Word prompts you to save them before closing the document.

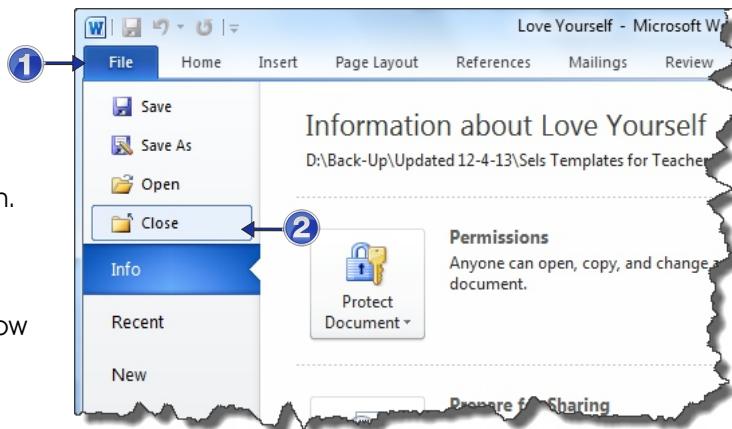
Close a Document

① Click the Office icon .

② Click Close.

Word removes the document from your screen.

- If you had other open documents, Word displays the last document you used. Otherwise, you can see a blank Word window only.



Shortcut Keys

Shortcut keys makes your work to finish faster, most touch typist use keyboard shortcuts in order to type faster. Below are list of shortcut keys that you can use. Note that this is based on the standard keyboard.

To do this	Press
Opens a new document	CTRL+O
Create a new document	CTRL+N
Save the current document	CTRL+S
Copy the highlighted or selected object or text	CTRL+C
Paste the copied text or object to the cursor location	CTRL+V
Undo or restore the last deleted object or text	CTRL+Z
Redo the last action	CTRL+Y
Close the active window or document	CTRL+W
Restore the last size of the active window or document	ALT+F5

2

Laboratory



**Word
Processing**
VISUALLESSONGUIDE

Manual

LABORATORY MANUAL

Lesson 2 Starting with Microsoft Word

Microsoft Word is the word processor component of Microsoft Office that allows users the ability to create and save documents. A word document can be a letter, report, or even a web page.

Objectives

After completing this Laboratory, you should be able to:

- manipulate MS Word through Creating a new file, Opening a file, Selecting data, Saving a File, Cutting, Copying and Pasting Data and Viewing Multiple Files;
- distinguish each part of MS Word Window and perform the process of opening and closing the MS Word Application; and
- modify a document through Entering or Deleting a text, Inserting symbols, and Sharing text between documents

Lab 2.1 Newbie to WP

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch Word and create a new document.
2. Type the paragraphs on your right.

Note: When typing paragraphs, you don't need to press the Enter key after each sentence unless you start with a new paragraph.

3. Save the activity as **All About Word Processing**.

Preview:



Word Processing

Word processing is one of the most widely used applications installed on the computer for the purpose of writing, editing and creating certain reports or documents. It had been providing the users with many benefits, and this is found to be one of the most famous computer applications, which is used by the people regularly. Different sort of functions can also be performed in the word processing unit. For the working of the word processing, it must be ensured by the users that they have the word processor installed in the computer, where they would be able to write the text and apart from this, the computer is another important thing that must be possessed by the users. In most of the cases in word processing, the users can also use a printer as well for taking the prints so that the entire document that was created can be easily read by the user.

On the other hand, the document which was created with the help of the word processor can be easily saved on the hard disk of the computer and unless and until it is removed, until then it can't be removed at all. The user can give his own desired name to the document which had been created, and for this certain command in the form of text needs to be entered by the user, so that it can be used further. It also was found out that the word processing unit is providing the user with many advantages as well. The first advantage is that the user can easily make changes in the entire document that was created, and those changes can either be regarding the addition of the deletion of the text. Generally, word processing is used by people on a greater scale.

A screenshot of the Microsoft Word application window. The ribbon at the top includes tabs for File, Home, Insert, Page Layout, References, Mailings, Review, and View. The Home tab is selected, showing options for font (Times New Roman, size 12), bold, italic, underline, and various alignment and spacing tools. The Paragraph group on the right shows styles like AaBbCc, AaBbCc, AaBbCc, AaBbCc, AaBbCc, and AaBbCc. Below the ribbon, there's a toolbar with icons for Cut, Copy, Paste, and Format Painter. The main area of the window is currently blank, showing the text "Word Processing". At the bottom, there's a status bar with "Page 1 of 1 | Words: 300" and a zoom level of "100%".

Score**Lab 2.2 Earth Savers****Estimated Completion time: 5 - 10 Minutes**

Directions:

1. Launch Word and open the **Earth Savers** activity document file.
2. Add the following commandments on top, after the fourth and before the last commandment of the current document.

Thou shalt love and honor the Earth for it blesses thy life and governs thy survival.

Thou shalt give thanks for thy food to the creatures and plants that nourish thee.

Thou shalt not steal from future generations by impoverishing or poisoning the Earth.

Preview:

The screenshot shows a Microsoft Word document titled "Earth's Ten Commandments". The document contains ten commandments, each preceded by a small icon. The icons include a globe, a heart, a tree, a person, a sun, a mountain, a river, a bird, a flower, and a leaf. The text of the commandments is as follows:

- Thou shalt keep each day sacred to the Earth and celebrate the turning of its seasons.
- Thou shalt not hold thyself above other living things nor drive them to extinction.
- Thou shalt limit thy offspring for multitudes of people are a burden unto the Earth.
- Thou shalt not kill nor waste Earth's riches upon weapons of war.
- Thou shalt not pursue profit at the Earth's expense but strive to restore its damaged majesty.
- Thou shalt not hide from thyself or others the consequences of thy actions upon the Earth.
- Thou shalt consume material goods in moderation so all may share Earth's bounty.

3. Save the activity with a new filename as **Earth Savers Commands**.

Lab 2.3 Proof Read**Estimated Completion time: 5 - 10 Minutes**

Directions:

1. Launch Word and open the **For Proofreading** activity document file.
2. Arrange the paragraphs according to the sequence summary on your right. Use the cut, copy, paste and mouse manipulation to arrange the document.
3. Be sure not to mix up the pictures to its paragraph.
4. Save the activity document with a new filename as **Proofreading Done**.

Preview:

The screenshot shows a Microsoft Word document titled "Proofreading Outline". The document contains two main sections: "MUSCLES" and "BONES AND SKELETON". Each section has a list of questions. To the right of the "MUSCLES" section is an illustration of three cartoon figures running. To the right of the "BONES AND SKELETON" section is an illustration of a skeleton.

MUSCLES

HOW DO MUSCLES WORK?
WHAT ARE MUSCLES MADE OF?
ARE THERE DIFFERENT KINDS OF MUSCLES?
WHAT MAKES MUSCLES STRONG?

BONES AND SKELETON

WHAT DO BONES DO?
WHAT ARE BONES MADE OF?
WHAT ARE JOINTS?
HOW DO BONES GROW?
WHAT HAPPENS TO BROKEN BONES?

Score**Lab 2.4 Verse of the Day*****Estimated Completion time: 5 - 10 Minutes***

Directions:

1. Launch Word and open the document **Verse of the Day**.
2. Add the paragraph below.

My Prayer...

Holy and almighty God, I praise you for your love and holiness. Thank you for demonstrating both by sending Jesus to save me. I regret the times that I saw your desire for holiness to be too demanding or harsh. I thank you for loving me enough to not only save me in Jesus, but also to call me to a holy life under your protection and care. In Jesus' name I pray. Amen.

3. Save the activity as **Verse of the Day Updated**.

Lab 2.5 Mix It All Up!***Estimated Completion time: 5 - 10 Minutes***

Directions:

1. Launch Microsoft Word.
2. Open the following document files:
 - a. Why Do Happy Things Makes Me Cry
 - b. You've Been Breathing Wrong Your Entire Life
 - c. 10 facts about our eyes
 - d. Drinking Water On Empty Stomachs
3. Specifically do the following:
 - a. Open a new Word document.
 - b. Copy and paste the contents of all the documents that you have opened in the following order:
 - 10 facts about our eyes
 - Drinking Water On Empty Stomachs
 - You've Been Breathing Wrong Your Entire Life
 - Why Do Happy Things Makes Me Cry
 - c. Give emphasis in every document content to identify its distinction
4. Save the new file as **Mixing Up** and save it to your folder

Preview:

Verse of the Day

Once you were alienated from God and were enemies in your minds because of your evil behavior.

[Colossians 1:21](#)

Thoughts on Today's Verse...

So many people reject God because of the things they do not want to give up for him. They may couch it in an intellectual argument, but quite often they do not want to surrender their will to God because it will mean giving up something they love that is in conflict with the character of God. Many evangelists know that intellectual arguments seldom will win this kind of person to the truth. Instead, they must come to know Jesus and his sacrificial love for them before they are able to realize that God's demand for holiness in them is because he is their ally, not their enemy.

Score**Preview:**

Until the late 1800s, most people went to bed soon after sunset. They used candles and oil or gas lamps for light. American inventor Thomas Edison changed the way

BONES AND SKELETONS

Squeeze your arm. The outside of your arm is a bone. There are bones in your arms.

Benjamin Franklin

Benjamin Franklin was one of the most respectable men in America.

Health Tips

People exercise to keep healthy. They exercise to lose weight.