

Word - Beginning

103-113

Tutorial 1 - Creating a Document

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Word 1: Exploring



Word 1: Correcting Errors



Word 1: Line/Paragraph Spacing



Word 1: Previewing & Printing

Notes	Activity
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Starting Word

- Icon on Desktop
- Start Menu
- Using a document
- If Word is not on the Desktop or the Start Menu
 - Using My Computer, navigate to:
C:\Program Files\Microsoft Office\Office 12\Winword.exe
 - Office 2010 files are stored in:
C:\Program Data\Microsoft Office\Office14
 - Right-drag the file to your Desktop or Start Menu and choose Create Shortcut from the popup menu

Create a new Word document

Close Word.


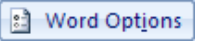
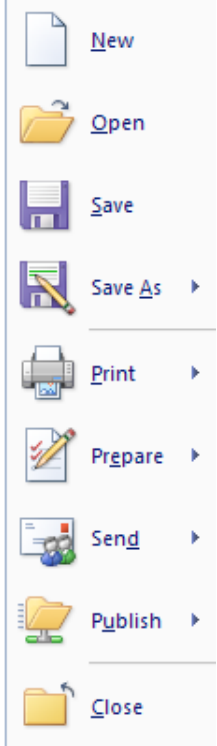
Open
Sample Document.docx



A Tour of the MS Word Screen

- Title Bar
- Office Button
 - Office 2010 has replaced the Office button with a File tab
- Quick Access Toolbar
- Ribbon
- Help Button
- Status Bar
- Document View buttons
- Zoom Controls
- Insertion point



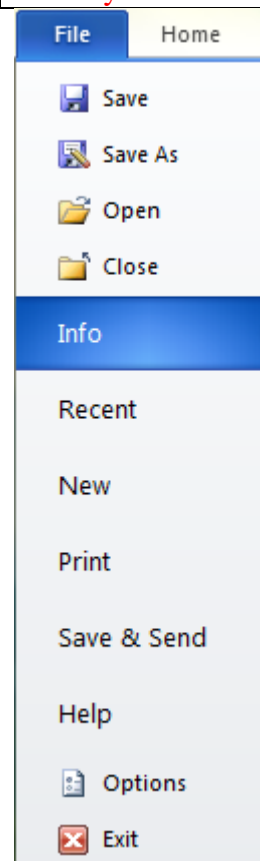
Notes	Activity
<p>Office Button </p> <ul style="list-style-type: none"> • New <ul style="list-style-type: none"> ➤ Displays the New Document dialog box. ➤ Allows you to create new Word documents of varying types • Open <ul style="list-style-type: none"> ➤ Displays the Open Document dialog box. ➤ Allows you to open an existing document. • Save <ul style="list-style-type: none"> ➤ Allows you to save changes to the existing document. ➤ There is also a Save button on the Quick Access toolbar • Save As <ul style="list-style-type: none"> ➤ Displays the Save As dialog box. ➤ Allows you to save the current document with a different name, or in a different location, or as a different file type. • Print <ul style="list-style-type: none"> ➤ Displays the Print dialog box. ➤ Allows you to print the current document or a part of that document. • Prepare <ul style="list-style-type: none"> ➤ Allows you to <i>prepare</i> the document for distribution to other people. • Send <ul style="list-style-type: none"> ➤ Allows you to send the document via email. • Publish <ul style="list-style-type: none"> ➤ Allows you to post the document to a blog. • Close <ul style="list-style-type: none"> ➤ Closes the current document. ➤ If the document has not been saved, you will be provided the opportunity to do so. • Recent Documents <ul style="list-style-type: none"> ➤ Allows you to quickly open documents you have worked on recently. • Word Options  <ul style="list-style-type: none"> ➤ Replaces Tools ► Options ➤ Allows you to customize the way Word looks and behaves 	

Notes

Activity

**File Tab**

- Office 2010 has replaced the Office button with the File tab.
 - Many of the features have been retained
- Save
 - Allows you to save changes to the existing document.
 - There is also a Save button on the Quick Access toolbar
- Save As
 - Displays the Save As dialog box.
 - Allows you to save the current document with a different name, or in a different location, or as a different file type.
- Open
 - Displays the Open Document dialog box.
 - Allows you to open an existing document.
- Close
 - Closes the current document.
 - If the document has not been saved, you will be provided the opportunity to do so.
- Info
 - This group includes a button that converts a document saved in an older Word format into Word 2010 format.
 - The group also includes buttons to lock a document so only people with a password can open it.
 - The other handy button in this group is the Manage Versions button, that allows you to return to previous versions of a document.
- Recent
 - Allows you to quickly open documents you have worked on recently.
- New
 - Allows you to create new Word documents of varying types
- Print
 - Displays the Print dialog box.
 - Allows you to print the current document or a part of that document.
- Save & Send
 - More options for saving a document
 - Can save and immediately send as an Email attachment
 - PDF format has moved here



Notes	Activity
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- Help
 - Another way to get to the Word Help system.
- Options
 - Replaces the Word Options button
 - Is now part of the File menu
- Exit
 - An alternate way to close MS Word

Quick Access Toolbar



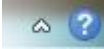

- Provides quickest access to commonly used commands
- Initially includes:
 - Save
 - Undo
 - Redo
- Can be customized using the dropdown arrow on the right

The Ribbon

- Replaces menus from previous versions of Word
- Provides toolbars to access most of the program's features.
- Divided into groups using tabs
 - With experience, you'll learn which tabs contain which features
 - Simply click a tab to see the features it provides
 - Home tab contains the most commonly used features



- A big plus, Office 2010 allows you to create and customize your own Ribbon tabs
 - Search for *2010 customize ribbon* on the Internet

Notes	Activity
<ul style="list-style-type: none"> Click a button icon to implement that feature Some buttons include a <i>button arrow</i> that displays a list of choices Most tabs include groups of related features. Most groups include a <i>dialog box launcher</i>  that provides all the features for that group including some that aren't on the ribbon <ul style="list-style-type: none"> ➤ Small button  located to the right of the group name at the bottom of the ribbon. You'll get a lot of experience using the Ribbon throughout the course. 	<p>Click button arrow next to font color</p> <p>Click the Font dialog box launcher</p>
<ul style="list-style-type: none"> Power Tip: To increase the amount of workspace in a Word document, you can temporarily collapse or minimize the Ribbon. <ul style="list-style-type: none"> ➤ Double-click any Ribbon tab ➤ Then simply click any Ribbon tab to display its groups. ➤ When you click a Ribbon button, the Ribbon automatically hides again. ➤ Double-click any tab to permanently display the Ribbon again. ➤ You can also minimize the Ribbon by right-clicking it and choosing Minimize Ribbon from the popup menu ➤ Office 2010 includes a simple button to minimize and restore the Ribbon. <ul style="list-style-type: none"> –  The ^ button collapses the Ribbon. – Appears on the far right side of the Ribbon, next to the Help button – When the Ribbon is collapsed the button inverts  . Click this button to restore the Ribbon (or click any tab to open it and see its groups of buttons). 	<p>Minimize and restore the Ribbon</p>



Notes	Activity
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Status Bar

- The status bar shows the status of many features related to the current document.
 - Word count
 - Current page number
 - Whether spelling errors exist in the document
- Other status indicators appear only when appropriate
- To add or remove items from the status bar, right-click it and select or remove the item you want.

Remove the spelling indicator

Add the Vertical Page Position

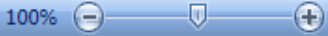


Document View Buttons



- Word has the ability to display a document in many different *views*.
- Each view allows you to show or hide parts of a document based on your needs
- Normally, we'll use Print Layout view
- Print Layout displays the document exactly as it will print includes all blank page margins
- Full Screen Reading allows you to easily proofread your document.
 - All toolbars, rulers, etc. are hidden to show as much of the document as possible
 - No editing is allowed in this mode
 - Click the View Options to adjust how the document displays
 - Click the Close button to return to Print Layout view
- Web Layout allows to view the document as it would appear in a web browsers
- Outline view collapses your document to an outline.
 - You must use advanced techniques for this view to be effective.
- Draft view hides all the document's excess white space so you can see and work with as much text as possible.
 - Headers and footers are also hidden
 - Today's large, clear monitors have all but eliminated the need for this view

Which between the various views.

Return to Print Layout view

Notes	Activity
<p>Zoom Controls </p> <ul style="list-style-type: none"> The zoom controls allow you to zoom in to enlarge the text (all document objects actually) or zoom out to shrink the document objects so you can see more of the document (including multiple pages) at once. To change zoom <ul style="list-style-type: none"> ➤ Click the + or – button. Each click changes the zoom by 10% ➤ Drag the zoom arrow left or right ➤ Click anywhere on the zoom line to move the zoom arrow to that position <ul style="list-style-type: none"> – This is a quick way to return to 100% zoom ➤ Click the percentage indicator (the number) to open the Zoom dialog box Power Tip: You can also change the zoom by moving the mouse wheel while holding down the Ctrl key. 	<p>Experiment with the various zoom techniques</p>
<p>The Ruler</p> <ul style="list-style-type: none"> MS Word has the ability to display rulers above the document and to the left of the document Rulers take up little screen space Valuable for adjusting margins and setting tabs I recommend always displaying the rulers To display the ruler: <ul style="list-style-type: none"> ➤ Click the Ribbon's View tab ➤ In the Show/Hide group, click in the box next to Ruler (a checkmark should appear) ➤ Power Tip: Alternatively, you can simply click the View Ruler button  which appears above the vertical scroll bar, on the right side of the screen, just below the Help button  To hide the rulers, use the same techniques you used to display them. The ruler measurements are in inches, with a marker every eighth of an inch. The ruler measurements are <i>relative</i> to the left and top margin—they do not include the margin <ul style="list-style-type: none"> ➤ 1 on the horizontal ruler designates one inch from the left margin. If the margin is ½ inch, the insertion point is actually 1½" from the top edge of the paper ($\frac{1}{2} + 1$) 	<p>Display rulers.</p> <p>Note measurements related to margin</p>

Notes	Activity
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Insertion Point

- Word designates where new text will be entered by displaying a blinking vertical bar (|) called the *insertion point* or sometimes *the cursor*.
- You'll frequently want to move the insertion point to another location in the document. There are many shortcuts that allow you move the insert point quickly.
 - The easiest way to move the insertion is to use the mouse. Position the mouse cursor where you want the insert point to go and simply click.
 - The left and right arrow keys move the insertion point one character to the left or right
 - The up and down arrow keys move the insertion point one line up or down
 - Ctrl-← or Ctrl-→ moves the insertion point one word to the left or right
 - Ctrl-↑ or Ctrl-↓ moves the insertion point one paragraph up or down
 - Ctrl-Home moves the insertion point to the very beginning of the document.
 - Ctrl-End moves the insertion point to the very end of the document
 - Home moves the insertion point to the beginning of the line that contains the insertion point
 - End moves the insertion point to the end of the line that contains the insertion point
 - Page Up or Page Down moves the insertion one screen up or down. How much text this moves depends on the size of your monitor and the current zoom level.
 - Alt-Ctrl-Page Up or Alt-Ctrl-Page Down moves the insertion point to the top or bottom of the screen
- Memorizing these shortcut keys can make you much more efficient using Word.

Experiment with all cursor movement commands.

Notes	Activity
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Scrolling a Document

- Most documents are longer than one screen, so you'll have to *scroll* through the document to see and work on different parts.
- One way to scroll through a document is to [move the insertion point](#)
- The scrollbar on the right side of the screen also makes scrolling easy.
 - Click the arrows at the top or bottom of the scrollbar to scroll in that direction
 - You can click **and hold** on the button to continuously scroll
 - Drag the *scroll box* up or down to quickly move to a new location. The screen will scroll as you drag.
 - Click above or below the scroll box to move up or down one screen of information.
- **NOTE:** Scrolling the screen DOES NOT move the insertion point.
 - After you scroll to the appropriate location in the document, you still need to click where you want the insertion point to go.
 - If you don't click, as soon as you start typing, the screen will scroll to display the location of the insertion point.



Practice scrolling. Note the insertion point does not move.



Displaying / Hiding Non-Printing Characters

- For some users, having the non-printing characters displayed helps them create and manipulate documents.
 - As you gain more experience, the non-printing characters may become more of an annoyance than a help.
 - The book recommends displaying them.
- To display or hide the non-printing characters
 - Click the Ribbon's Home tab
 - Click the ¶ button in the Paragraph group
- When the non-printing characters are displayed, you'll be able to see where every paragraph ends (¶), every space between words (·), every tab key, every page break, etc.
 - Being able to see these characters can help you move or delete them.
- Word remembers whether you were displaying non-printing characters even after you exit the program and re-enter it at a later time.

Display the non-printing characters.

Notes	Activity
<p>Creating a New Document</p> <ul style="list-style-type: none"> • There are a couple of ways to create a new document. <ul style="list-style-type: none"> ➤ Start Word. Word automatically opens with a new, blank document. ➤ If Word is already running <ul style="list-style-type: none"> – Click the Office Button <ul style="list-style-type: none"> ▪ File tab in Office 2010 – Click New – Click Blank Document • Note, if you have more than one Word document open, each has its own button on the Taskbar (on the bottom of the screen). <ul style="list-style-type: none"> ➤ You can quickly switch between the documents by clicking the appropriate Taskbar button. 	<p>Without leaving Word, create a new document.</p> <p>Click the Sample Document button on the Taskbar and close it.</p>
<p>Adding Blank Lines</p> <ul style="list-style-type: none"> • The easiest way to add blank lines to a document is to simply press the Enter key. <ul style="list-style-type: none"> ➤ Each time you press the Enter key, Word inserts an end-of-paragraph marker (¶) into the document. • Word automatically adds extra white space after a paragraph marker (to separate paragraphs with about one line's worth of white space—<i>double-space between paragraphs</i>). • To remove (<i>delete</i>) a blank line, simply place the insertion point after the paragraph marker and press the Backspace key. <ul style="list-style-type: none"> ➤ Alternatively, you place the cursor before the paragraph marker and press the Delete key. ➤ You can do this even if the non-printing characters are not displayed (use the Backspace technique) 	<p>Add blank lines until the insertion point is at approximately 1½" on the vertical ruler. Note this is 2½" from the top edge of the paper.</p>



Notes	Activity
<p>Entering Text</p> <ul style="list-style-type: none"> • If necessary, move the insertion point to the appropriate place. • Simply type the text. • Cardinal Rule of Word Processing <p>NEVER press Enter in the middle of paragraph. Let <i>word wrap</i> do its stuff.</p> <ul style="list-style-type: none"> • Word automatically moves the insertion point to the next line when the current word you're typing doesn't fit on the current line. <ul style="list-style-type: none"> ➤ If you manually break the line in the middle of paragraph <ul style="list-style-type: none"> – Word automatically enters extra space – The paragraph won't adjust properly if you change margins or add clipart • To end a paragraph (start a new paragraph), press the Enter key <ul style="list-style-type: none"> ➤ Remember, Word automatically adds extra space between paragraphs. ➤ You'll learn how to remove the extra space later. 	<p>Enter the letter's inside address, text, and closing. Don't bother correcting errors.</p>
<p>Saving A Document</p> <ul style="list-style-type: none"> • The easiest way to save a document is to click the  on the Quick Access toolbar. <ul style="list-style-type: none"> ➤ If this is a new document that has never been saved before, you'll have to designate the file location (Save In), file name and (optionally) file type. ➤ If this document has been previously saved, clicking the  button will simply replace the old version of the document with the new one (<i>no questions asked</i>) • You should save your document and its updates frequently. My general rule of thumb is "<i>If you don't want to type it over, save it.</i>" • Saving a second (or third or fourth) copy of a document. <ul style="list-style-type: none"> ➤ If you want to save changes but also keep the original version of the document you'll have to do a <i>Save As</i> ➤ Click the Office Button, then click Save As ➤ You'll be allowed to specify a new location, file name and type. 	<p>Save the document as Tutorial 1 Sample.docx</p>

Notes	Activity
<ul style="list-style-type: none"> • Saving a document that is compatible with older versions of Word <ul style="list-style-type: none"> ➤ Word 2007 saves documents in a format that older versions of Word can't decipher ➤ Word 2007 has many new features that older versions of Word can't handle (SmartArt for instance) ➤ You can instruct Word 2007 to save the current document in a format that is recognizable by older versions of Word. <ul style="list-style-type: none"> – Any <i>new</i> features will not be saved ➤ Click the Office Button, point to (but don't click) Save As ➤ In the submenu that appears, click Word 97-2003 document. ➤ Designate the location and name of the file. <ul style="list-style-type: none"> – Note the Save As type has changed ➤ Alternatively, you could simply open the Save As dialog box and change the Save As Type box to Word 97-2003 Document • Word 2010 includes features that Word 2007 (and previous versions) doesn't have. <ul style="list-style-type: none"> ➤ These options are disabled and Word 2010 saves in Word 2007 format by default (silly if you ask me) ➤ To use these features and save in Word 2010 format <ul style="list-style-type: none"> – Click the File tab – Click Info (if necessary) – Click the Convert button ➤ Most Word 2010 are compatible (can be opened in) Word 2007 • The techniques for saving in an older version of Word (described above) still work in Word 2010 <ul style="list-style-type: none"> ➤ Located in the File tab 	



Notes	Activity
<ul style="list-style-type: none"> • Saving a document as a Web Page <ul style="list-style-type: none"> ➤ Word makes it easy to convert a document to a web page that can be displayed in any web browser ➤ Click the Office Button, click Save As <ul style="list-style-type: none"> – File tab in Office 2010 ➤ Change the Save As Type to Web Page ➤ Any clipart in your document will be saved in a separate folder that has the same name as the document. ➤ Caution: Many advanced features of Word do not transfer well when saved as a web page. 	<p>Activity</p> <p>No demo. Information only</p>


Selecting Text

Practice highlighting text.

- After you've entered some text, you'll often want to modify that text (change font, change color, delete)
- To modify existing text, you'll first have to select the text.
- The most common way to select text is to simply *drag* over the text using your mouse.
 - Position the mouse cursor before the first character to be selected and drag the mouse after the last character to be selected. The text you drag over will be highlighted—*selected*.
- The *selection bar* allows you to quickly highlight lines and paragraphs.
 - The *selection bar* is located in the left margin of the document. When you place your mouse cursor there, it changes to a white arrow that points up and to the right.
 - Place the mouse cursor (now the white arrow) to the left of the line (or paragraph) you want to highlight.
 - Click to select just that line
 - Drag up or down to select multiple lines
 - Double-click to the left of any line of a paragraph to select the whole paragraph.

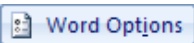
Practice using the selection bar.

Notes	Activity
<ul style="list-style-type: none"> • Other Selection Shortcuts <ul style="list-style-type: none"> ➤ Double-click text to select a word ➤ Ctrl-click text to select a sentence ➤ Triple-click text to select a paragraph ➤ Ctrl-A to select the entire document <ul style="list-style-type: none"> – Alternatively, you can Ctrl-Click in the selection bar ➤ Hold the Ctrl key down to create multiple selections of text that are not next to each other. ➤ Click at the beginning of the desired text, then Shift-Click the end of the desired text. All the text in between will be selected. <ul style="list-style-type: none"> – This is particularly handy when the text to be selected encompasses more than one page. • Using the keyboard to select text <ul style="list-style-type: none"> ➤ You can select text using the keyboard by adding the Shift key to cursor movement keys. <ul style="list-style-type: none"> – Shift-arrows highlights to the right, left, up or down – Shift-End highlights from the cursor position to the end of the line – Shift-Home highlights from the cursor position to the beginning of the line – Ctrl-Shift-End highlights from the cursor position to the end of the document – Ctrl-Shift-Home highlights from the cursor position to the beginning of the document. ➤ Basically, holding the Shift key down while moving the cursor, highlights on the way. ➤ Using the keyboard with the Shift key is the only way to extend and selection. <ul style="list-style-type: none"> – If you highlight text using the mouse and miss a few characters or lines, you can extend the selection by using the cursor movement keys and the Shift key. – There is another way to extend a selection, but that's beyond the scope of this course. • The more of these techniques you can master, the more efficient you'll be using Word. 	<p>Practice these techniques.</p> <p>Practice using the keyboard to select text.</p> <p>Practice extending a selection.</p>

Notes	Activity
<p>Correcting Errors</p> <ul style="list-style-type: none"> Word includes a feature called AutoCorrect that automatically corrects common typing/spelling errors <ul style="list-style-type: none"> ➤ Automatically capitalizes the first letter of a sentence ➤ Automatically capitalizes common, proper nouns like Monday ➤ Corrects common misspellings (like <i>misspelling</i> or <i>teh</i>) ➤ Corrections are made after you type a space or comma ➤ Word remembers what text was changed by AutoCorrect. <ul style="list-style-type: none"> – If you place the insertion point over the text that was corrected, a small blue box appears. <p style="text-align: center;">I like Friday</p> <ul style="list-style-type: none"> – When you touch the blue box, the AutoCorrect Options button appears <p style="text-align: center;">I like Friday </p> <ul style="list-style-type: none"> – Click the button to display the options list ➤ If AutoCorrect makes a change you don't like, you can tell it to restore the original text by pressing the Undo key (Ctrl-Z), but you must do this <u>immediately</u> after the AutoCorrect occurs <ul style="list-style-type: none"> Some errors Word can't correct automatically. You'll have to correct those yourself. <ul style="list-style-type: none"> ➤ Place cursor to the right of the error and press Backspace. ➤ Place cursor to the left of the error and press Delete ➤ Highlight the error and press Backspace or Delete 	<p>i like friday</p> <p>Check out the AutoCorrect options.</p>

Notes	Activity
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Correct Spelling and Grammar Errors.

- Instead of correcting errors yourself, you can use the Word Spell Checker (and Grammar Checker) to have Word help you correct errors.
- Word automatically *marks* words it thinks are misspelled with a red, wavy line.
- Word automatically *marks* words it thinks are misused with blue wavy lines.
 - Example: I can not come today.
- Word automatically *marks* phrases or sentences it thinks are grammatically incorrect using a green, wavy line.
- If you right-click on a misspelled word, Word will show you a list of suggested replacements
 - Simply click the correct replacement and Word will replace the incorrect word in the document with the replacement.
- If a word has a red, wavy line but is spelled correctly, right click it and choose **Ignore All** from the pop-up menu.
- Use the same technique to review potential grammar errors.
 - I find Word does a lousy job catching grammar errors. It marks way too much text as potential errors when they aren't and it often misses grammatical errors that do exist.
 - You can tell Word to stop showing potential grammar errors (don't show green, wavy lines)
 - Office Button
 - Word Options 
 - Click the Proofing tab (on the left)
 - Turn off **Mark grammar errors as you type**
 - You can still check grammar manually using Spelling and Grammar in the Ribbon's Review tab
 - In Word 2010, select the File tab and then Option (not a button)
 - Then follow the instructions above to turn off automatic grammar checking





Notes	Activity
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
- Proofreading
 - Even Word can't catch all errors. Word cannot tell if you use the wrong version of the following words for example:


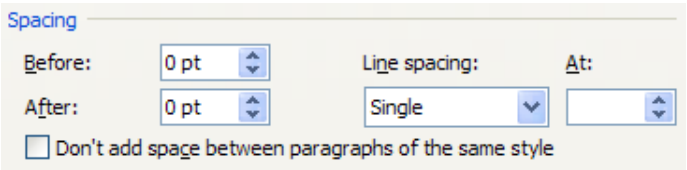
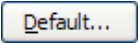
so/sew there/their/they're wear/where/ware
 - Often, the Grammar Checker won't catch omitted words
 - Proofreading is the only way to catch these types of errors.
 - Read the document slowly looking for undiscovered errors.
 - Proofreading Tips
 - Put the a document aside for a day or two (or at least a couple of hours) and then proofread it again
 - Have someone else proofread the document.


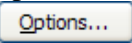
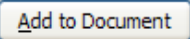
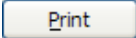
Undo and Redo

Highlight a sentence (Ctrl-click). Delete, undo, redo

- Word has multiple levels of undo
 - Most everything you do can be undone
 - Print and Save are a couple of exceptions
 - Word remembers all changes you have made and allows you *rewind* to undo those changes.
 - You must undo changes sequentially. You cannot undo a change made 15 minutes ago without first undoing all the other changes you've made since then.
 - Caution: once you close a document, Word forgets the changes you made previously.
 - If you save without closing, you can still undo.
 - To undo, click the Undo button  on the Quick Access toolbar
 - Alternatively, you can use my favorite shortcut key: Ctrl-Z
- If you accidentally undo (rewind) too many changes, you can redo the change (undo the undo)
 - To redo, click the Redo button  on the Quick Access toolbar.
 - I find I use Redo a lot less than Undo

Notes	Activity
<p>AutoComplete</p> <ul style="list-style-type: none"> • In addition to AutoCorrect, Word has another feature called AutoComplete • AutoComplete offers to automatically complete days of the week and month names before you finish typing them. • After typing the first four letters of the month name or day of week, a small screen tip will appear that contains the entire month or day of the week name. <ul style="list-style-type: none"> ➤ You don't even have to capitalize what you type ➤ To insert the rest of the name, press Enter ➤ If you don't want to insert the rest of the name, simply keep typing. The screen tip will disappear after a few more characters. • Any months whose name is less than 4 letters long will not activate AutoComplete • AutoComplete can also insert the <u>current</u> date. <ul style="list-style-type: none"> ➤ Enter the current month (using AutoComplete if appropriate) ➤ After you press the space bar, the screen tip with the current date will appear. ➤ Press Enter. ➤ Again, this only works for the <u>current</u> date. 	<p>Enter the current date using AutoComplete.</p> <p>Enter any of the days of the week.</p>
<p>Line and Paragraph Spacing</p> <ul style="list-style-type: none"> • By default, Word automatically single spaces within a paragraph and double spaces between paragraphs. • You can easily remove this extra spacing. <ul style="list-style-type: none"> ➤ <u>Select</u> the paragraphs that shouldn't have extra spacing <ul style="list-style-type: none"> – Select carefully ➤ Click the Line Spacing button  on the Home tab, in the Paragraph group ➤ In the list that appears, choose Remove Space After Paragraph • Actually, Word doesn't single space within a paragraph it uses 1.15 line spacing (why, only Bill Gates knows for sure). • To use single spacing throughout the document <ul style="list-style-type: none"> ➤ <u>Select</u> the entire document (Ctrl-A) ➤ Click the Line Spacing button  on the Home tab, in the Paragraph group ➤ In the list that appears, choose 1.0 	<p>Remove the extra space after the paragraphs in the inside address</p> <p>Set the entire document to single spacing.</p>

Notes	Activity
<ul style="list-style-type: none">• There is a way to tell Word to permanently use single spacing (instead of 1.15) and to <u>not</u> put extra space after any paragraph.<ul style="list-style-type: none">➤ In the Home tab, click the <i>dialog box launcher</i>  for the Paragraph group.➤ In the Spacing section of the dialog box<ul style="list-style-type: none">– Set the Before: value to 0 pt (0 <i>points</i>)– Set the After: value to 0 pt– Set Line Spacing to Single  <ul style="list-style-type: none">➤ Click the Default button <ul style="list-style-type: none">– A warning dialog box will appear.– Click the Yes button to make all <u>future</u> documents use single spacing without extra paragraph spacing.– Existing documents are NOT affected by this change.➤ <i>Deep Freeze</i> overrides this change in the lab (starting the next day) <ul style="list-style-type: none">• Power Tip: To start a new line <u>without</u> starting a new paragraph, press Shift-Enter.	<p>For information only.</p> <p>Demonstrate the Power Tip</p>

Notes	Activity
<p>Adding an Envelope to a Document</p> <ul style="list-style-type: none">• Word allows you to add an envelope to a document so that when you print it, the envelope is automatically printed as well.<ul style="list-style-type: none">➤ Your printer must be able to print envelopes for this to be of any value.• In the Mailings tab, click the Envelopes button  in the Create group.<ul style="list-style-type: none">➤ The Envelopes and Labels dialog box will appear• If Word finds an address block in your document, it will copy the address to the Delivery Address in the dialog box.<ul style="list-style-type: none">➤ If not, you'll have to type the Delivery Address yourself.• There is also an area for you to enter the Return Address<ul style="list-style-type: none">➤ This is optional➤ If you have entered a Return Address, Word will offer to <i>remember</i> the address to use on future envelopes.• Click the  to change the envelope size, orientation or font.• Click the  button to add the envelope to your document.• Alternatively, you can click the  button to immediately print the envelope without adding it to your document.	<p>Add an envelope to the document.</p>

Notes

Activity

Previewing and Printing Documents

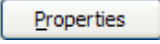
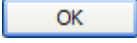
- Print documents only when absolutely necessary. Today most documents can be sent electronically via email or file sharing.
- Before printing a document, you should *preview* it to ensure the pages are laid out properly.
 - Click the Office Button
 - Point to, **but do not click**, the Print button (or click the arrow next to the Print button)
 - Click Print Preview
 - The Print Preview screen will replace the normal Word screen.
 - This screen includes a Ribbon that has many options for changing the way the preview appears and even for changing the document
 - You cannot however change the text of the document in Print Preview
 - Print Preview includes a Print button that allows you to immediately print the document without having to return to the normal Word window and clicking the Office Button again.
 - Clicking the Print button in Print Preview mode **will** display the Print dialog box.
 - If you want to exit Print Preview (return to normal Word view) without printing the




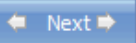
document, click the button.













- Office 2010 changes the way Print Preview is done (simplifies it).
 - Click the File tab
 - Click Print
 - The preview of the document automatically appears to the right of the Print menu options
 - Below the preview are options to view other pages and change the zoom level

Notes	Activity
<ul style="list-style-type: none"> The Print dialog box appears when <ul style="list-style-type: none"> ➤ you click the Print button in the Office Button menu ➤ you click the Print button in Print Preview ➤ you click the Print option in the Print menu (submenu of the Office Button menu) It does NOT appear when you click the Quick Print option in the Print menu (submenu of the Office Button menu). <ul style="list-style-type: none"> ➤ This option prints the entire document, <i>no questions asked</i>. The Print dialog box allows you to designate: <ul style="list-style-type: none"> ➤ Which printer the document should be printed to ➤ Which pages you want printed ➤ How many copies to print ➤ Printer properties (click ) <ul style="list-style-type: none"> – These properties vary with every printer ➤ Other more advanced options ➤ After selecting the appropriate options, click the  button to actually print the document (hope you previewed first) 	<p>Demo, but don't print</p>
<div data-bbox="126 1031 207 1136" data-label="Image"> </div> <ul style="list-style-type: none"> Office 2010 no longer displays a print dialog box. <ul style="list-style-type: none"> ➤ All the print options appear in the Print window (click File ▶ Print) 	

Getting Help

- Office 2007 (not just Word) comes with extensive Help
 - This Help system is maintained, *on-line*, by Microsoft so you always have the most current information available.
 - If you're not connected to the Internet, Word still provides help, but it is not as extensive.
- Click the  button (upper right corner of the Word window)
 - Alternatively, you can press the F1 key.
- The most useful feature of the Help system is the Search box.
 - Enter a short phrase or just a word
 - Click the Search button
 - Click the blue text of any of the listed results for detailed information.
 - Note the Previous/Next arrows  that allow you step through multiple pages of results

Notes	Activity
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- Help Toolbar buttons
 -  go *back* to the previous Help screen(s)
 -  go *forward* to a previously viewed Help screen
 - Only available after clicking Back
 -  cancel the loading of this Help screen
 - Rarely needed
 -  *Refresh* (reload) this Help screen
 - Rarely needed
 -  Return to the *Home* (main) Help screen
 -  Print this Help screen
 - Use sparingly—Help is always available
 -  Change the size of the font used in the Help screen
 -  Display or hide the Help Table of Contents
 -  in Office 2010
 -  *Pin* this Help screen—always keep it on top of other windows.
 - Click again to *unpin* the screen.



Exiting Word

- Click the Close Window button in the upper right corner of the screen
 - Or, Office Button, Exit Word
 - File, Exit in Word 2010
- Don't need to close document(s) first
- If document not saved, Word will give you a chance to save it.



Opening an Existing Document

- Once you've saved a document, you can open it again at a later time for editing
- There are a number of equally effective ways to do this.
 - Use My Computer, locate the document file, double-click its icon
 - Click the Windows Start button, choose My Recent Documents, click the document (if it's on the list)
 - Open Word. Click the Office Button (File in 2010), select the document from the Recent Documents list (if it's on the list)
 - Open Word. Click the Office Button (File in 2010). Click Open. Locate the file using the Open dialog box.