Use of the application

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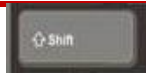We press Caps Lock key to enable/disable capital letters

We press Backspace key to erase a character before cursor

We press Delete key to erase a character after cursor

Shift Key

We press space bar to add space between two words

We use arrow keys to move the cursor

We press Enter to add a new line

Typing

Exercise

Typing

What is Microsoft Word

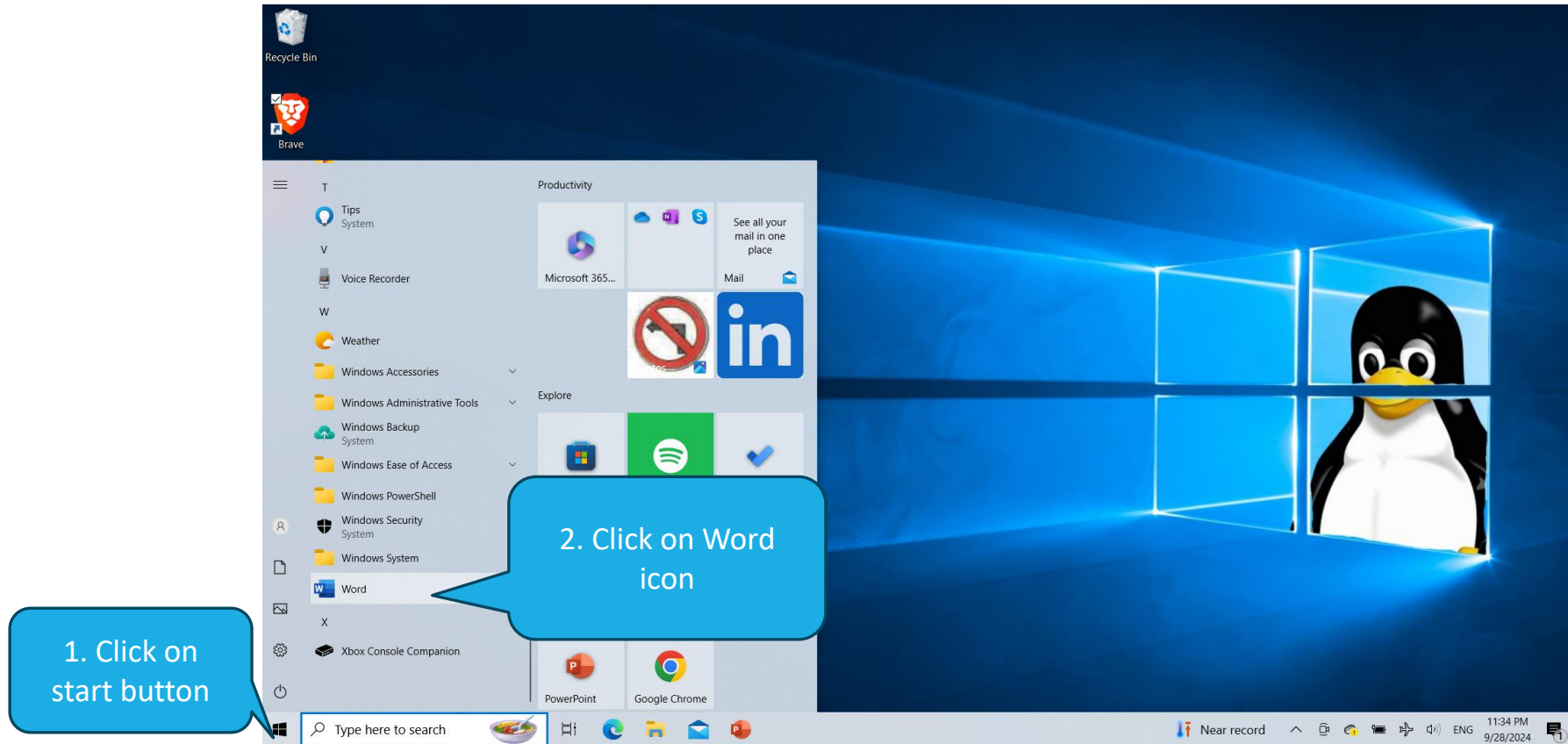It's a software we use to edit documents. For example, using Microsoft Word we can:

- ✓ School homework
- ✓ Ad Flyers
- ✓ Birthday Cards
- ✓ and many more

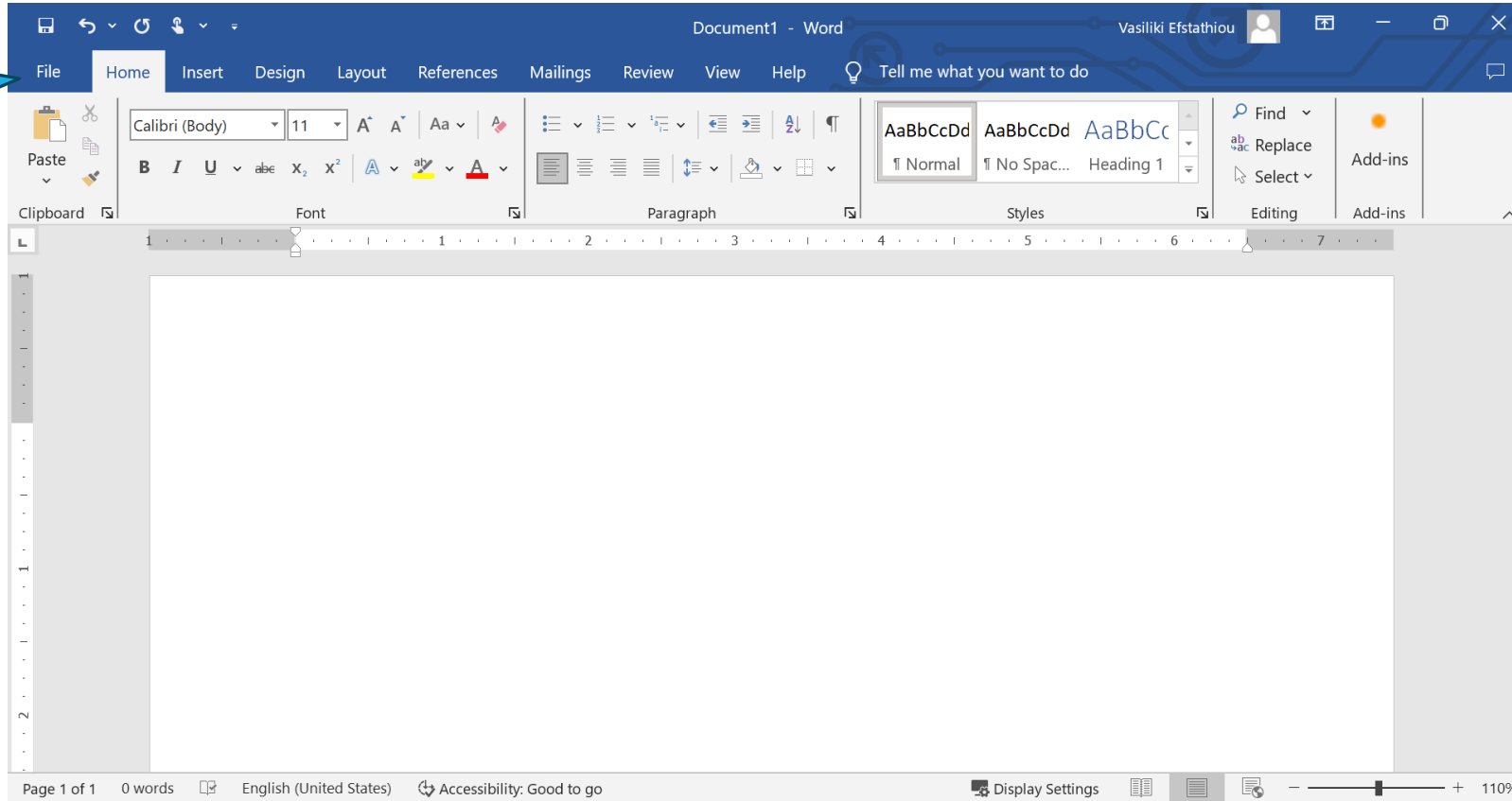# Things we can do with Microsoft Word

- ✓ We can insert images

- ✓ We can change size and color of letters

- ✓ We can create websites

- ✓ We can print a document

- ✓ We can create tables
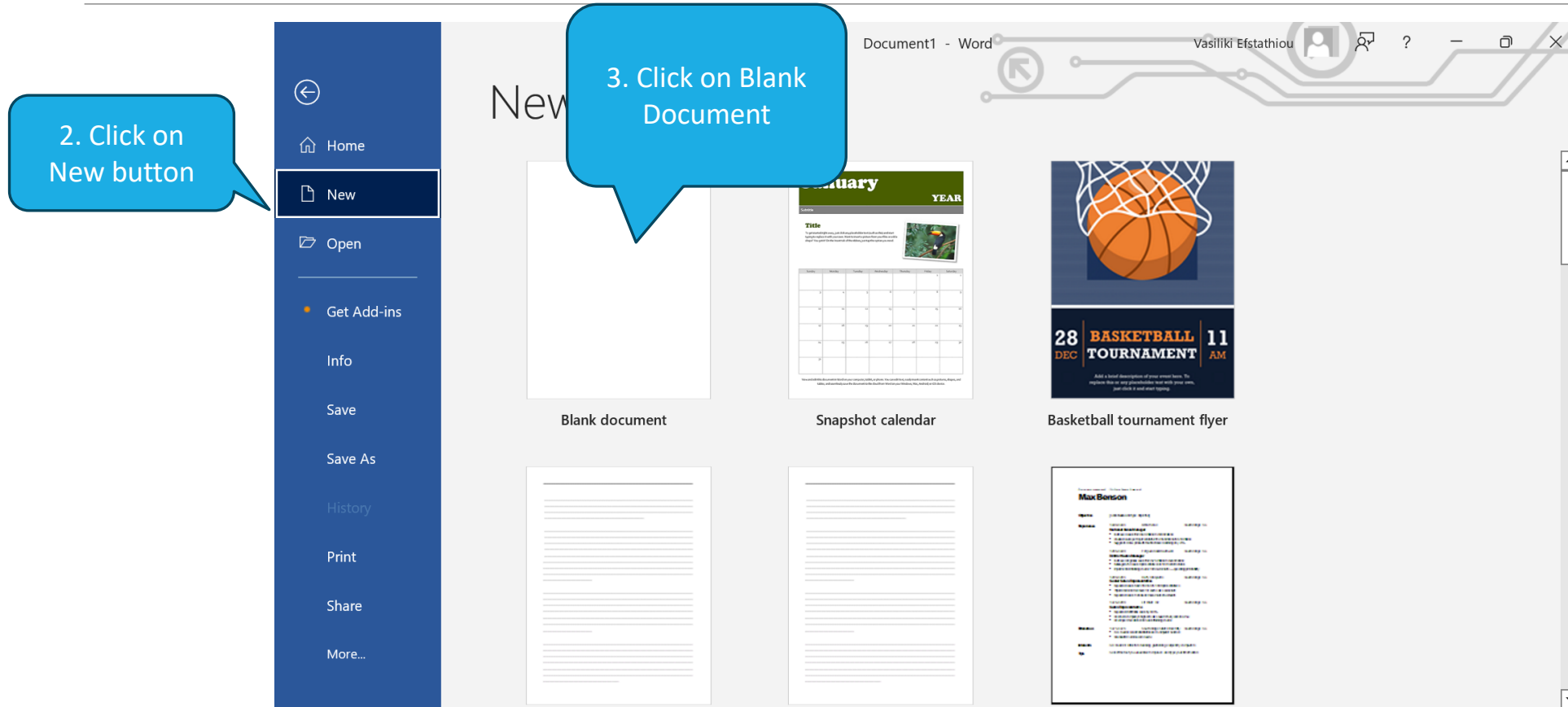
How do we open Microsoft word

Creating a new document

Click on file button

Creating a new document

Opening a document

Moving between documents

Views of a document

Print Layout – We use this form to see how a document will be printed

Views of a document

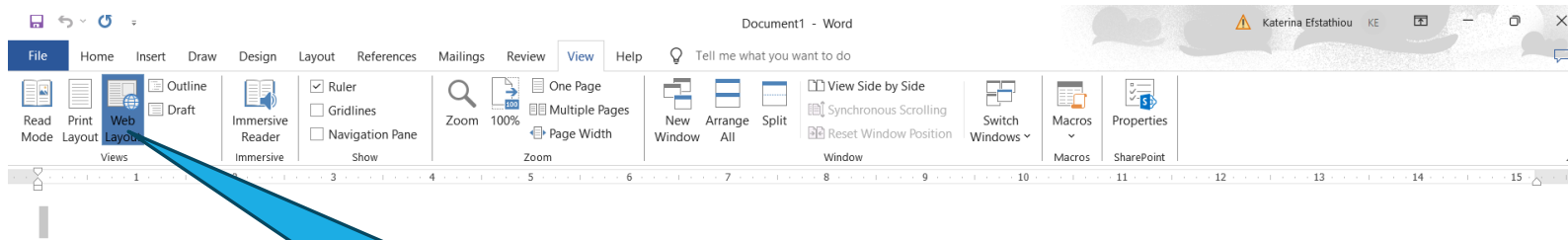**Read Mode** – We use it when we want to read a document
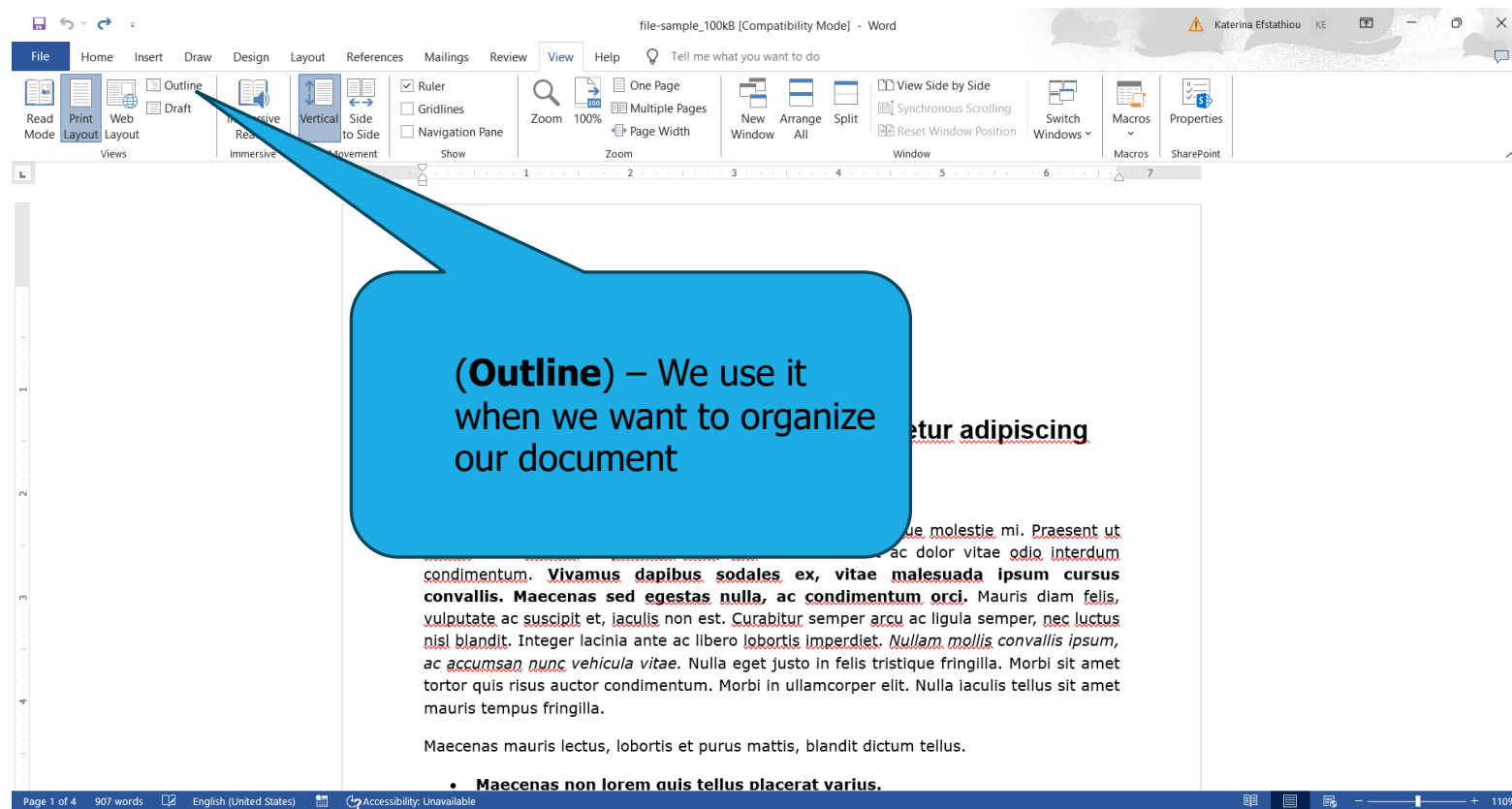
We can move from Read Mode using Esc button on our keyboard

Views of a document

Web Layout – We use this layout when we want to see the document as a website

Views of a document
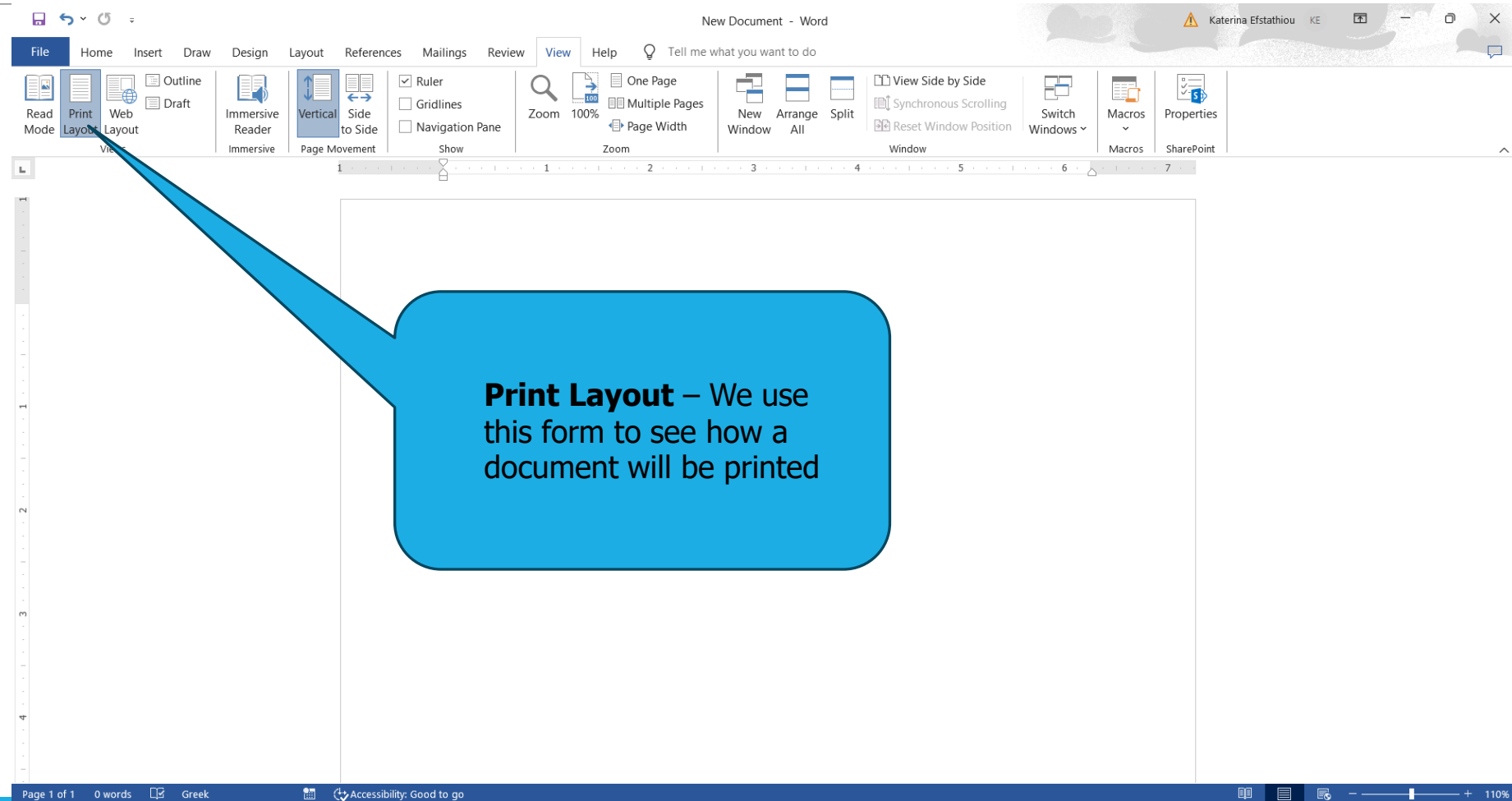
(**Outline**) – We use it when we want to organize our document

Views of a document

To move back to normal View we click on Close outline vew

Views of a document
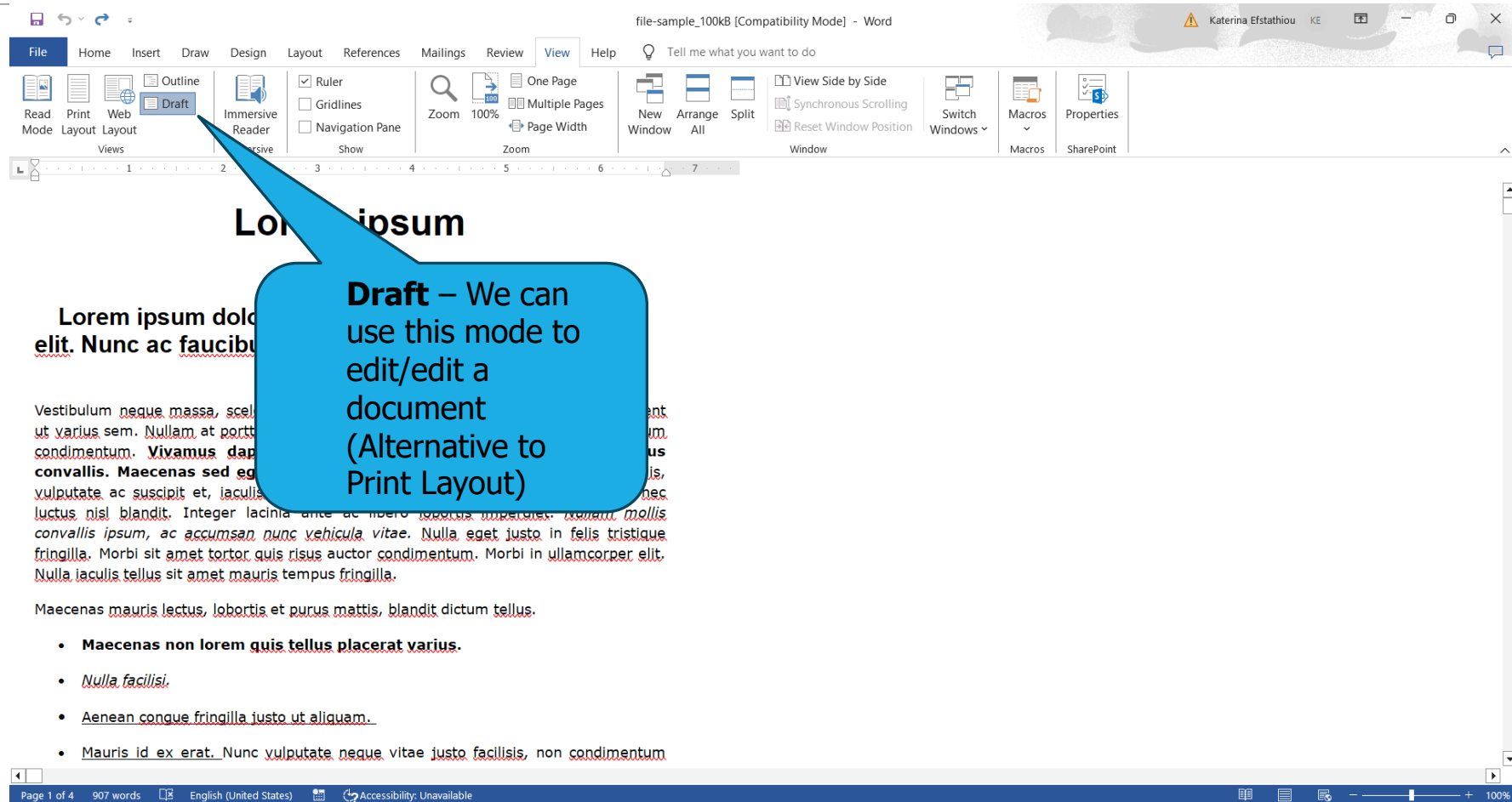
Draft – We can use this mode to edit/edit a document (Alternative to Print Layout)

1. From View we click on zoom button

2. We set the size we want to zoom into

Attention! When we zoom a document the print format is not changed

Show/Hide Ribbon

Saving a document
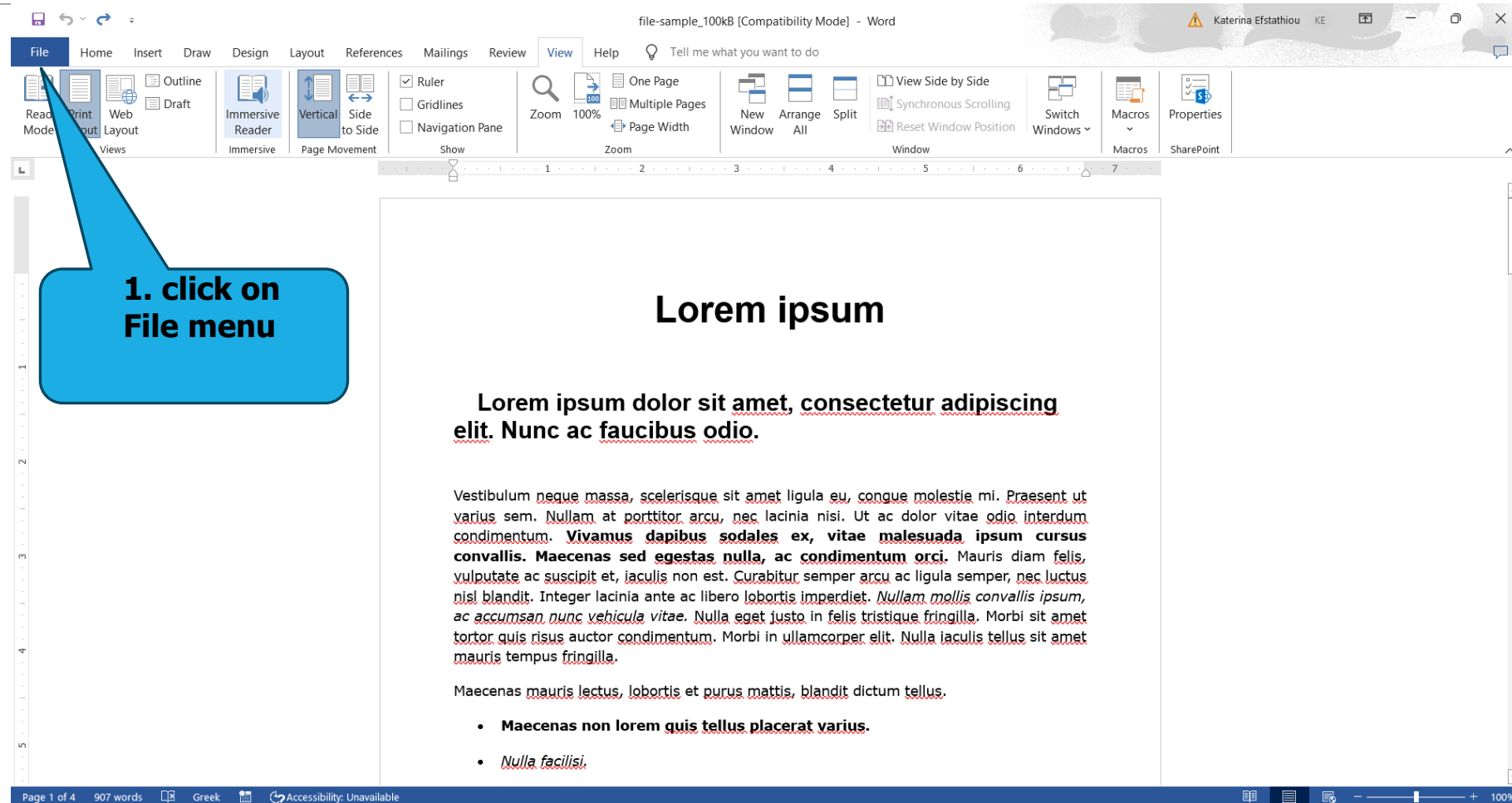
1. click on File menu
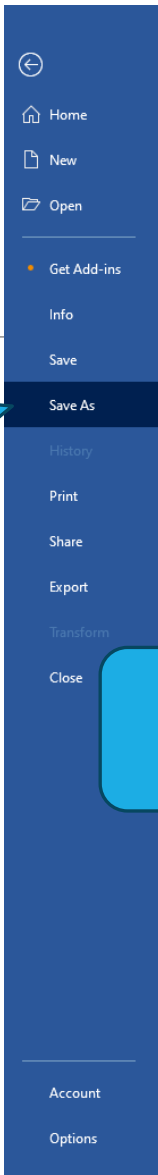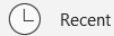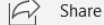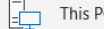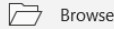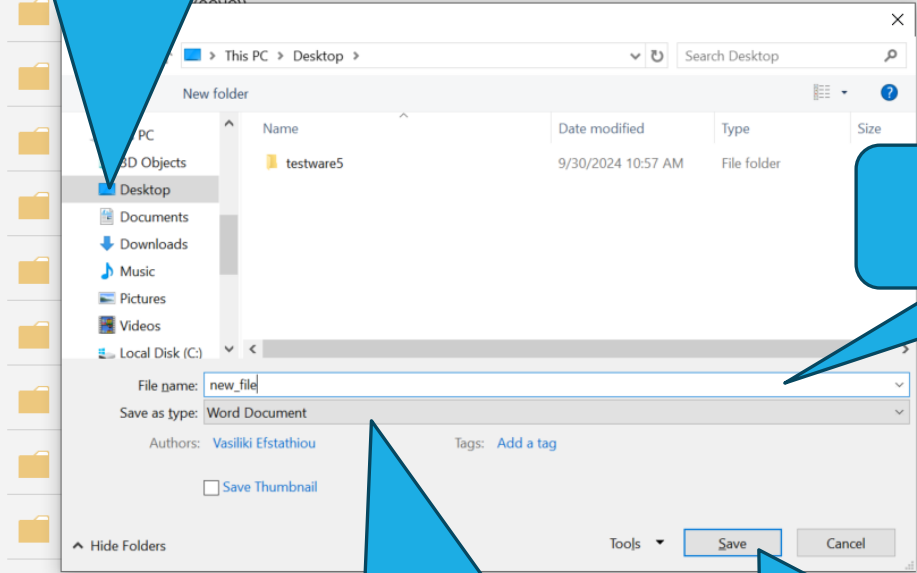
Saving a document
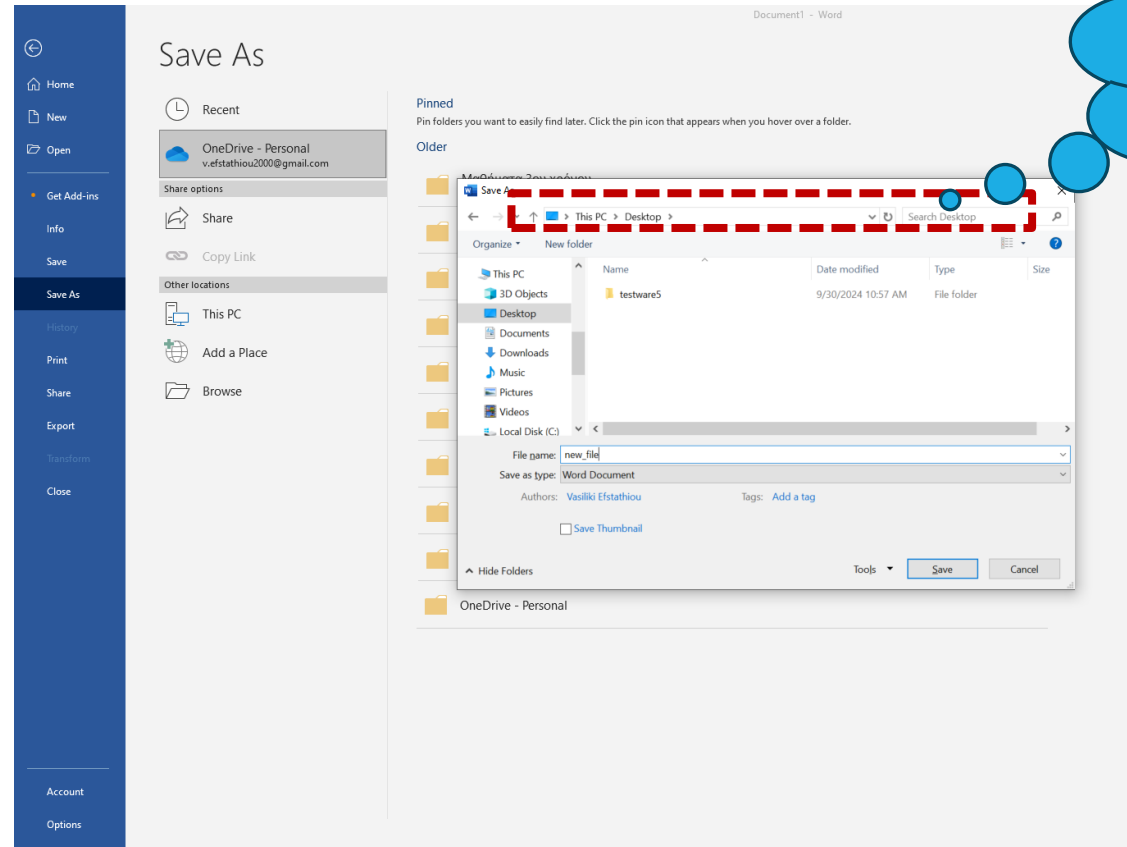
Here we can see our folder

File types

Plain Text (.txt files): Only text is save. Images colors e.t.c are not saved

Rich Text Format (.rtf files).

Word Templates (.dotx files)

PDF (.pdf)

(Older versions of Microsoft word - Word 97-2003 (.doc) : This can be very useful when we want to move files to a much older PC

Save vs save as

SAVE

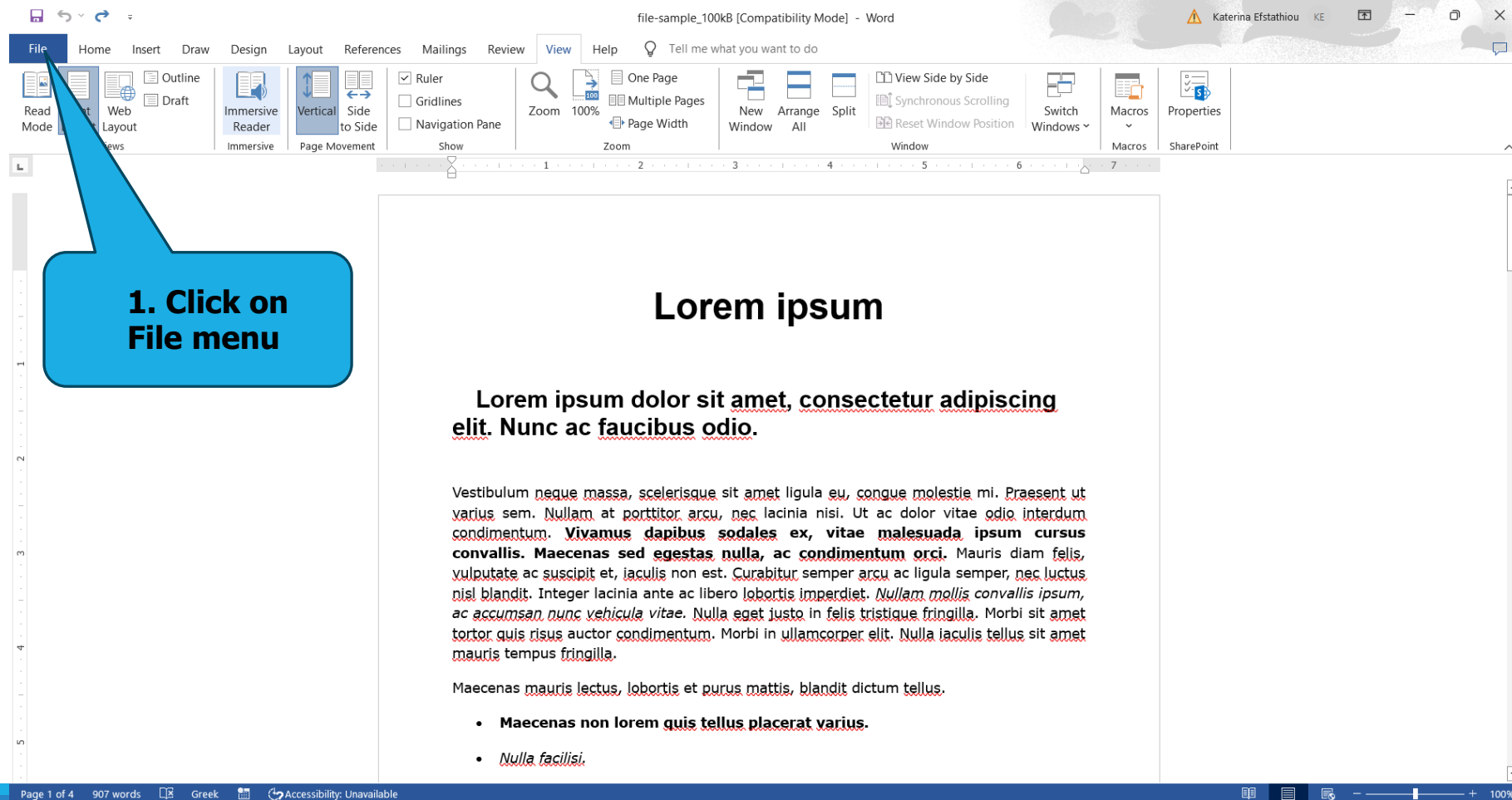If a document already exists and we want to edit it

SAVE AS

When we want to change the name of the file

When we want to change the folder of the file
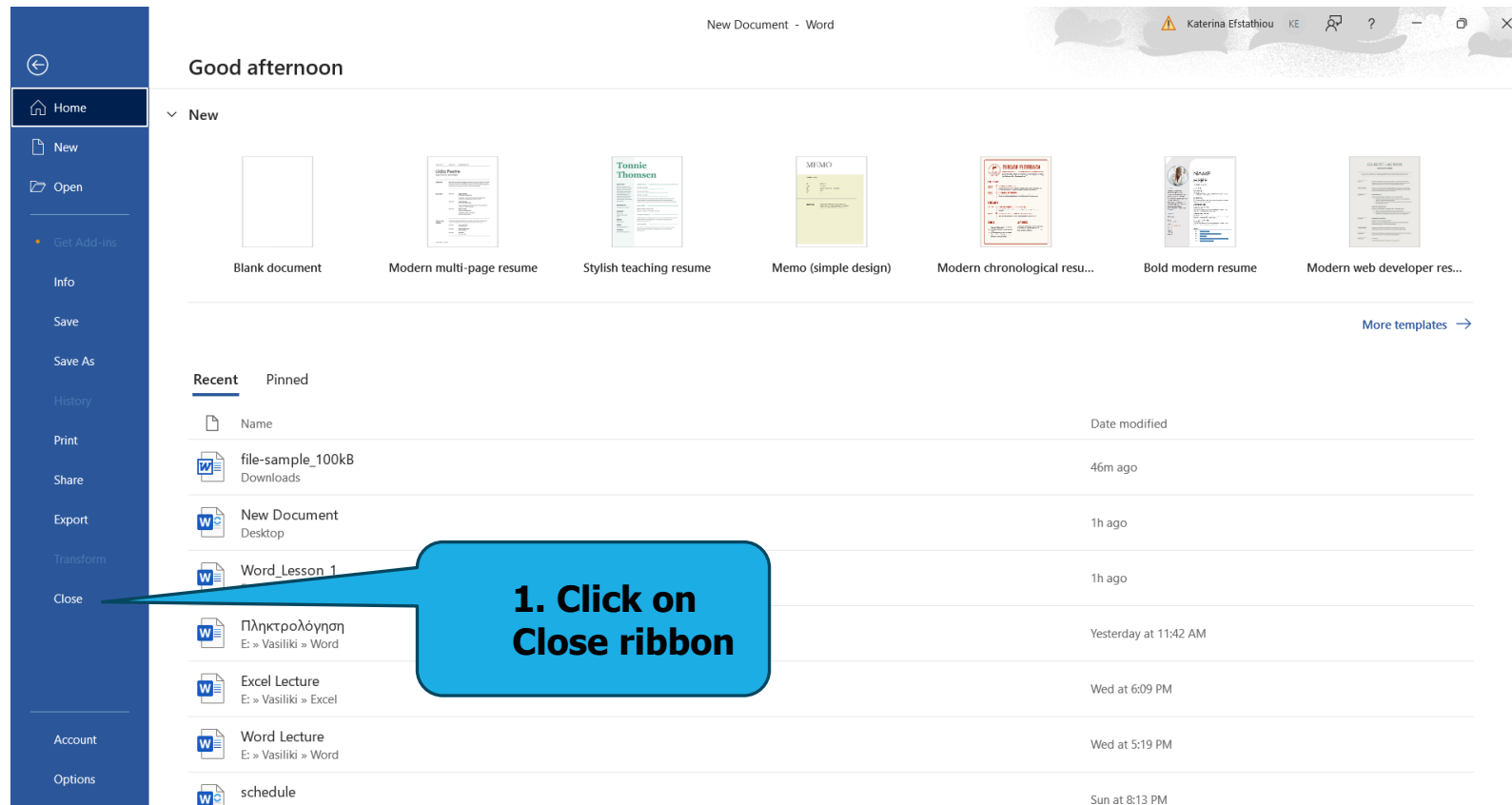
When we want to change file type

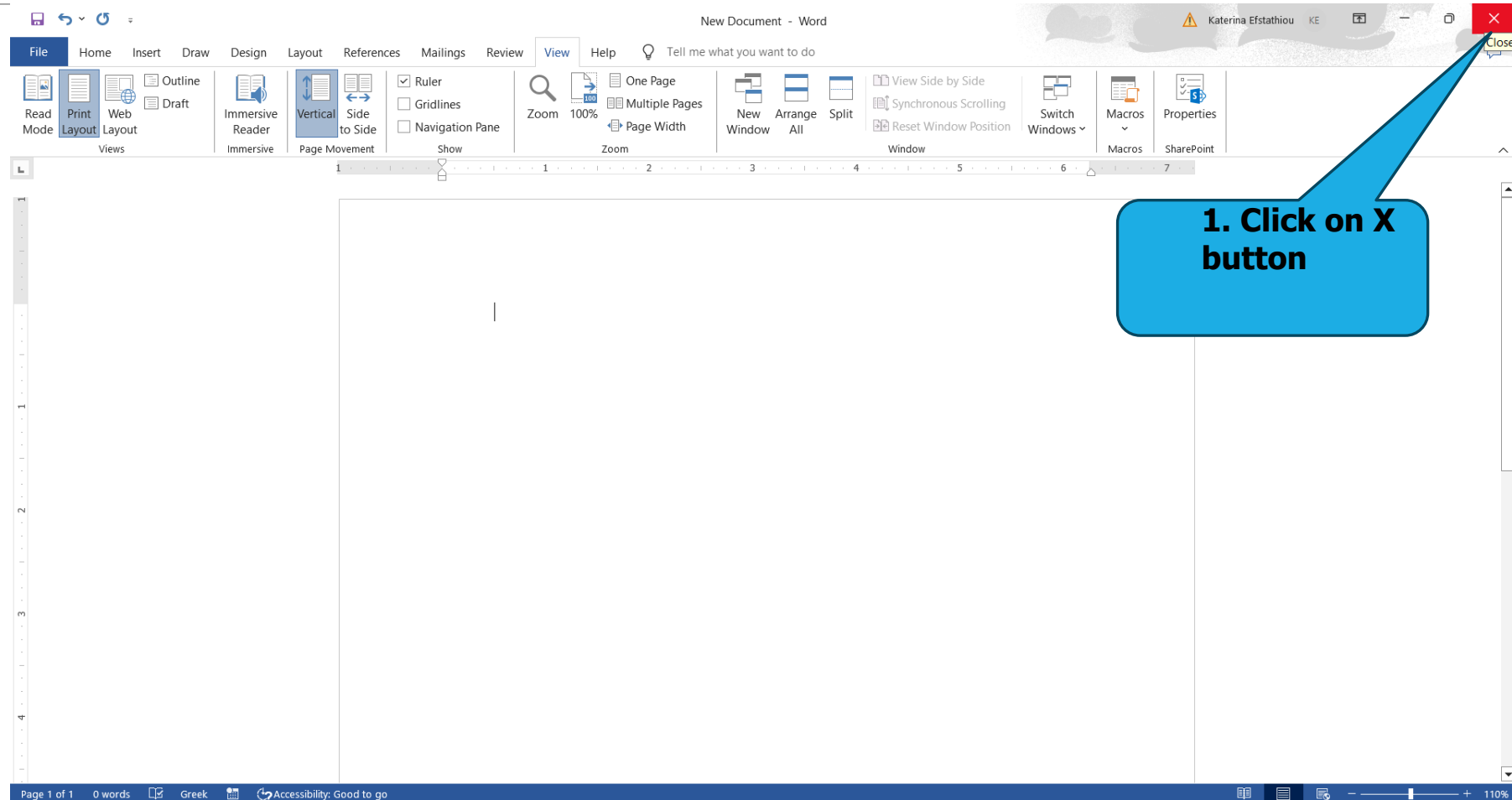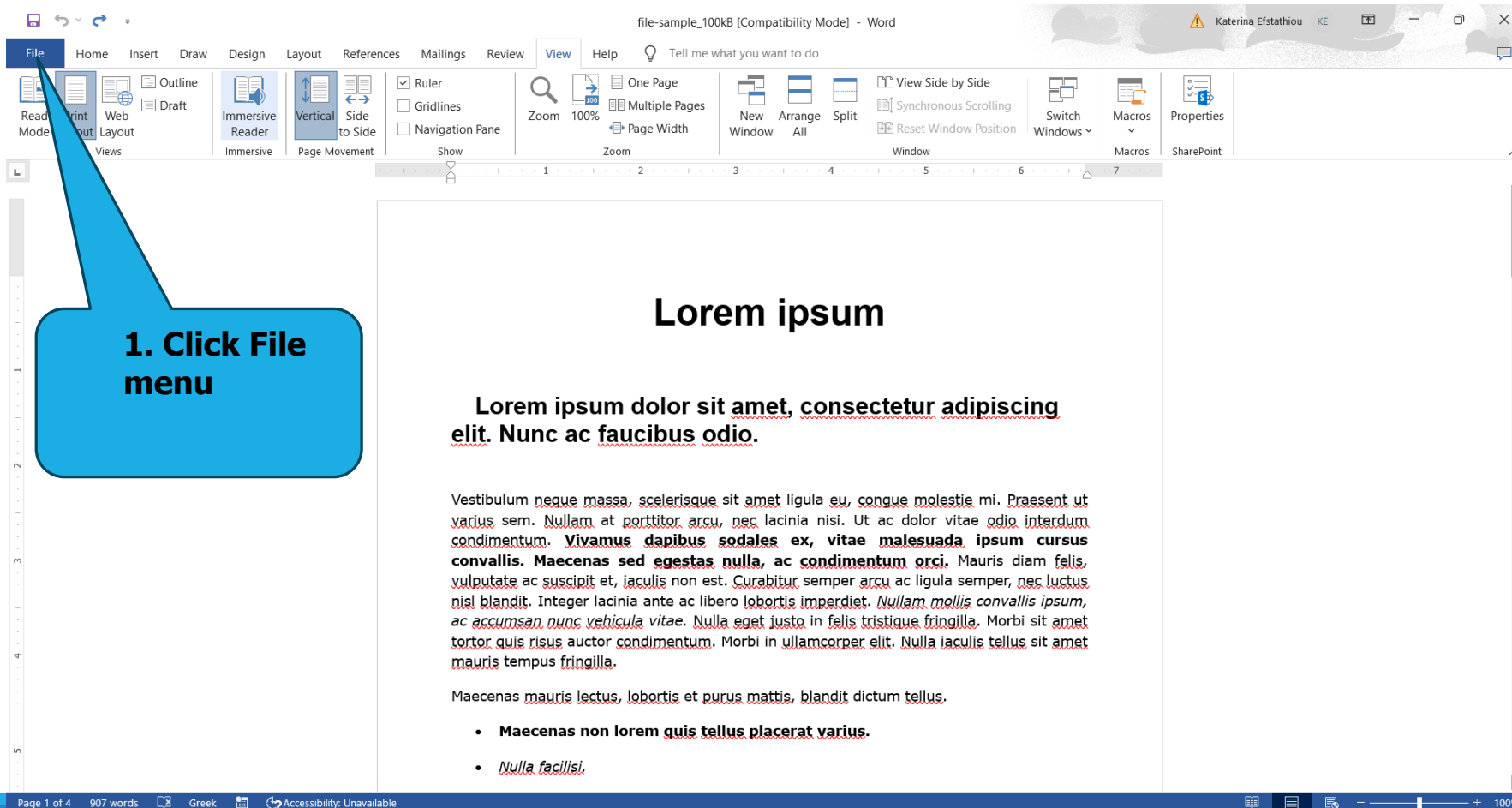When first creating a file

Closing a document

1. Click on File menu

Closing a document

1. Click on Close ribbon

Closing Microsoft word

1. Click on X button
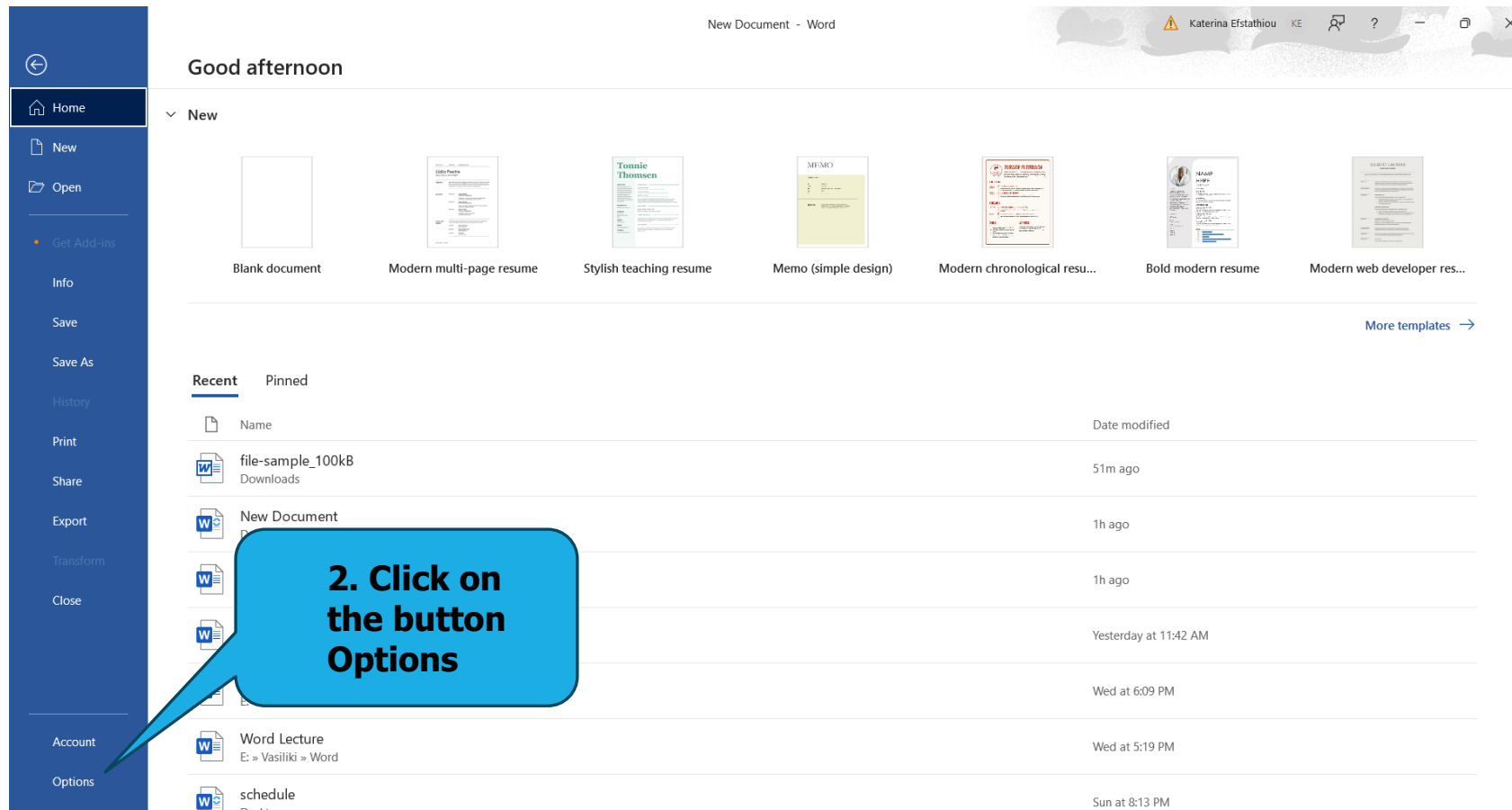
Set basic options/preferences in the application: user name, default folder to open

Set basic options/preferences in the application: user name, default folder to open

2. Click on the button Options

Set user name
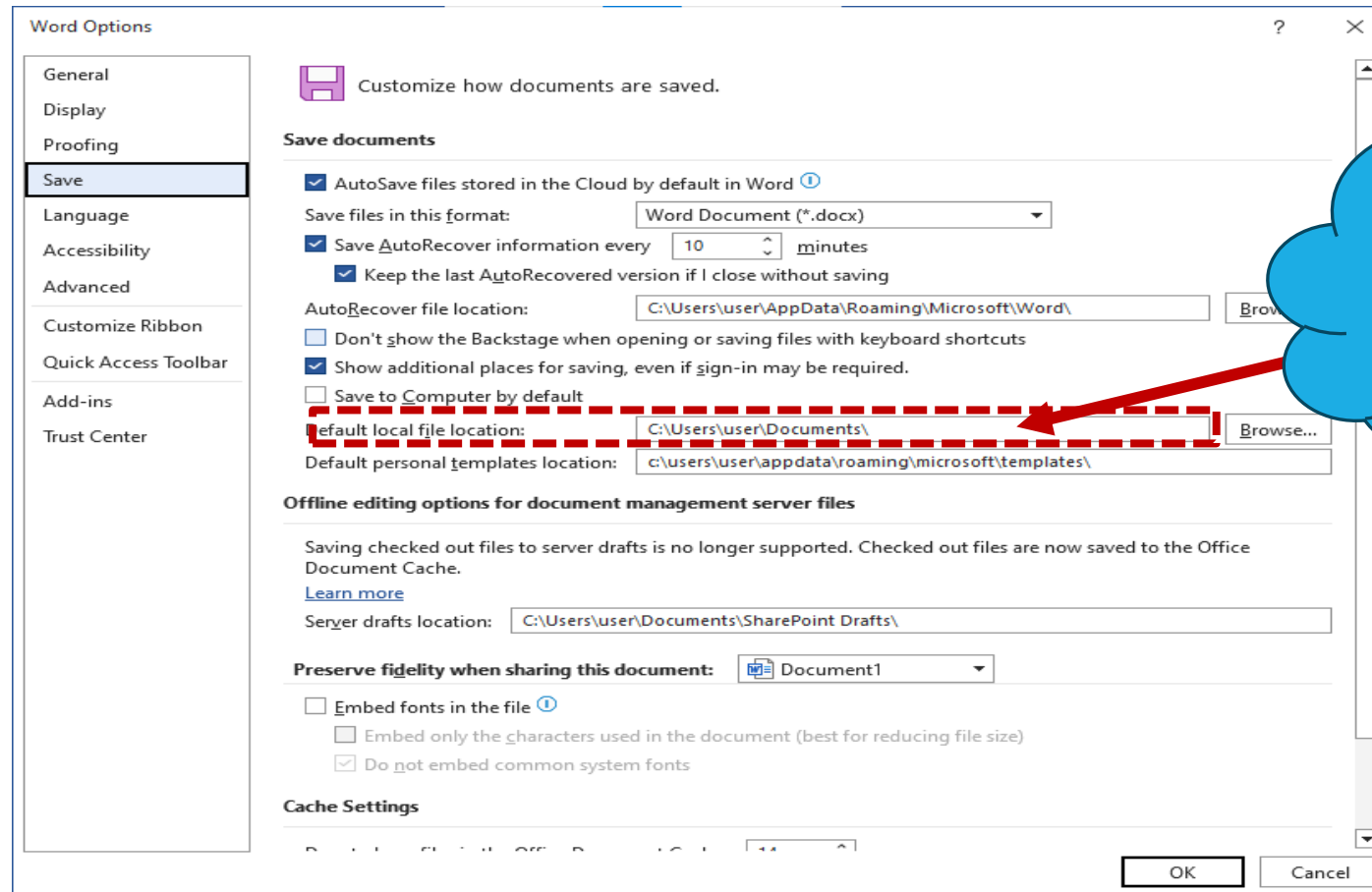
Set default folder

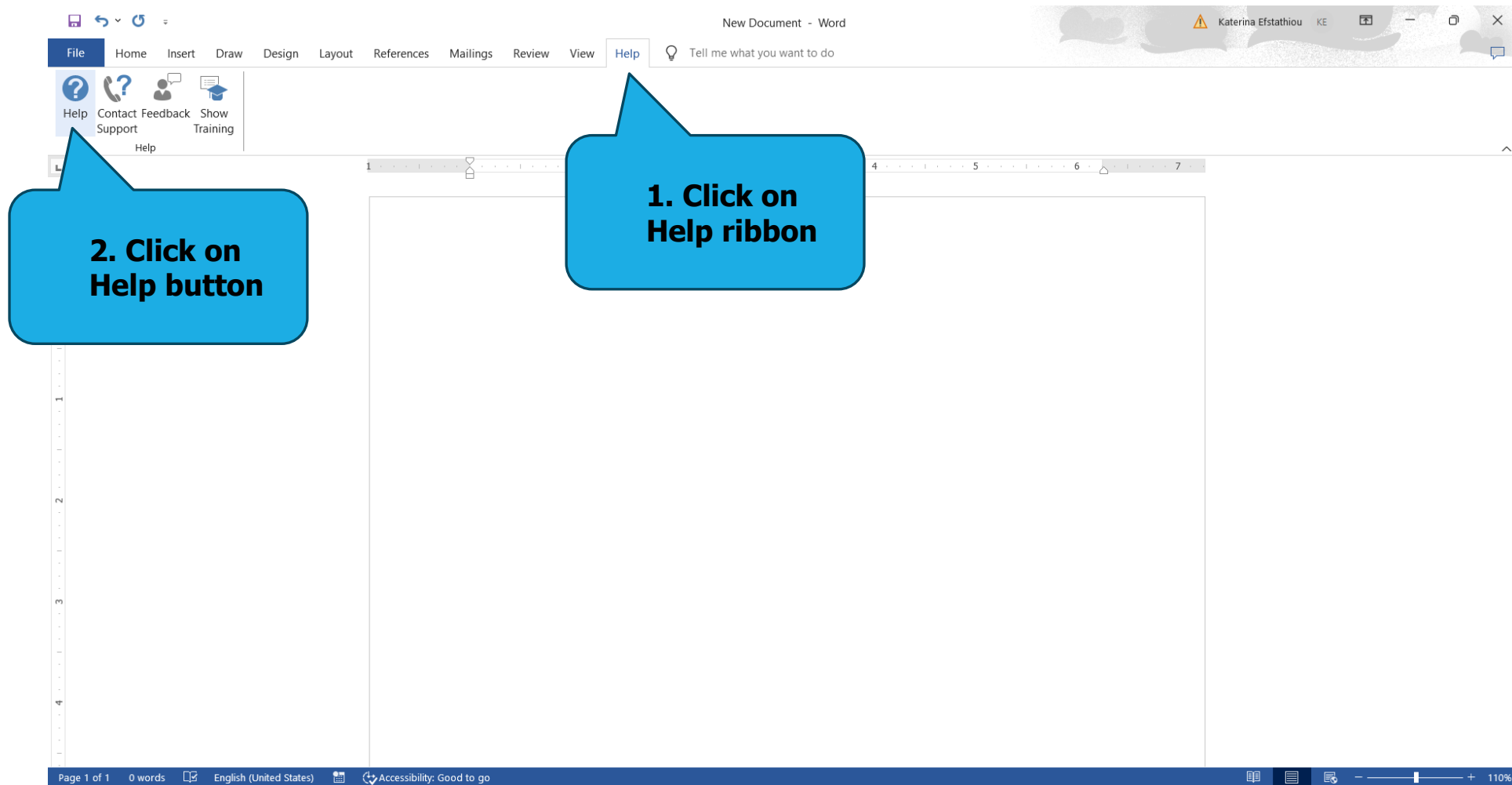# Using the Help function inside Microsoft word

EXERCISE

1. Exercise Document 1.1 – Basic Functions of Text Editing

2. Exercise Document 1.2 – Basic Functions of Text Editing