



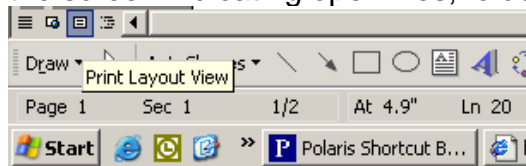
Beginning Word Processing (using MS Word) *There's always more than one way to do something...*

Mouse Basics

A single click of the left mouse button will select, activate, or open item. A rapid, double click of the left mouse button will open item, such as a file. Clicking the right mouse button opens a Context Menu (also known as Shortcut Menu), with possible choices such as: cut, copy, paste, font. When turned, the Scroll Wheel moves the page up or down. (Note: school mice do not have wheels).

Word/Windows Features

The Title Bar is at the very top of the screen. It shows the file and program name. The Menu Bar is located right beneath the Title Bar. It has headings such as: File, Edit, View, Insert, Format... One click of the left mouse button on a heading opens a drop-down list of choices. The Toolbar lies beneath the Menu Bar and has icons on it. One click of an icon will either perform a task or open the subject for further choices. Note: Menu Bar items are words and Toolbar items are icons, just two methods of doing the same thing. The Scroll Bar is located on the right side of the screen. Clicking on the up/down arrow or dragging the scroll bar (hold down left mouse button while pointer is on bar) will move Word page up or down (conversely: bottom scroll bar will move page left or right). Page View choices are toward the bottom left corner: Normal, Web Layout, Print Layout and Outline (also located under the View menu). The Task Bar (visible on a home PC) is located at the bottom of the screen indicating open files, folders, and/or programs.



Cursor: |, **Mouse Insertion Point Tool:** I, **Mouse Pointer Arrow:** 

The cursor is a blinking, vertical, black line. It shows where text will next be located in Word. The Mouse Insertion Point Tool allows the user to choose where their next characters will be placed. It looks like a capital I. The Mouse Pointer Arrow will show up when the insertion tool is moved off of the Word page, allowing the user to select an icon or scroll bar, etc.

File/New & File/Open: Word automatically opens with a blank document. To open another new blank document, click on File/New or Blank Document on the right side of the screen (Task Pane). To open a pre-existing document, click on File/Open. A Dialogue Box appears. The user can then make their selection by typing in the drive letter followed by a colon.

Save & Save As:



(not to scale)

Floppy, Flash/Pen/Thumb/Jump, CD, Hard Drive are all examples of where documents may be saved to. If the user clicks File/Save within a brand new (unsaved) document, Word will automatically name and place the file in: My Documents. All the user needs to do is agree or click Save. To designate where and under what file name (or folder) click Save As and type, for example: A:\WordHandout. This would cause the file to be saved onto a floppy disk in the A drive. If any additional changes are made to the document the user may then just select Save. (Note: save often as a power surge, computer malfunction, and/or user error could cause loss of data.)

Editing

To select text for editing: place the insertion point in front of (or behind) text, hold down left mouse button, and drag over the text. This will highlight the text so that changes may be made to it. The user can also double-click on a word which then will highlight it. To Undo a step (go back) click on the left, blue arrow on the toolbar:



By right-clicking, and choosing from the menu of a highlighted word or paragraph, the user can then cut (delete) or copy the word/paragraph and paste it elsewhere. The Edit menu or icons on the toolbar can be used to accomplish the same tasks. Also useful, are the Backspace and Delete buttons on the keyboard. Spelling and Grammar check can be found on the Tools menu. Word will suggest spelling errors with a squiggly red underline and grammar errors with a squiggly green line. Right click on/in the word and alternate suggestions will be presented in a pop-up window. A word of caution: Word is not always correct.

Formatting – Fun Stuff

Again, to use the formatting tools, highlight the text needing change and then select drop-down menu or tool needed. Font style, font size, bold, italic, underline, justification, colored highlighter, and font color are all available as toolbar icons or they can be found on the Format menu.

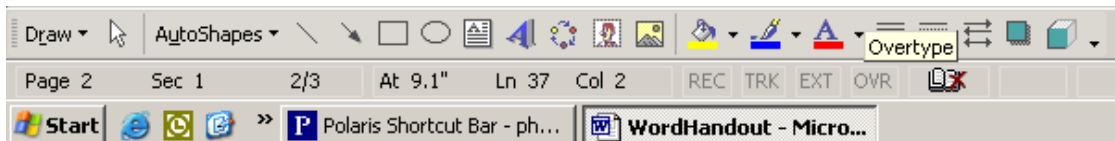


Page Setup...

Page Setup, Print Preview, and Print are located on the File Menu. Word defaults to 1¼ inch side margins, 1 inch top and bottom, and a portrait paper layout. Before printing, the user can Preview the document to get a better idea of its appearance and also to find out how many pages it is in length.

Miscellaneous

To enable typing in all capital letters touch Caps Lock on the keyboard. To revert to normal case touch Caps Lock again. Num Lock is also a toggle (on/off) switch with the ability to type numbers or use as directional keys to move the cursor. The Overtyping toggle is located at the bottom of the Word screen/window: OVR .



When OVR is activated Word will type over other words rather than insert between existing words. Insert/Ins on the keyboard performs the same action as Overtyping. Ctrl-Alt-Delete reboots a "frozen" computer, however, unsaved data may be lost. Windows/Word Help is an invaluable resource located on the far right side of the Menu Bar.

Exit Word

When the user has finished their task, saved and/or printed their document, and would like to Exit Word: click on the bottom of the drop-down list on the File Menu or the X in the upper right hand corner of the screen.