

Word Processing

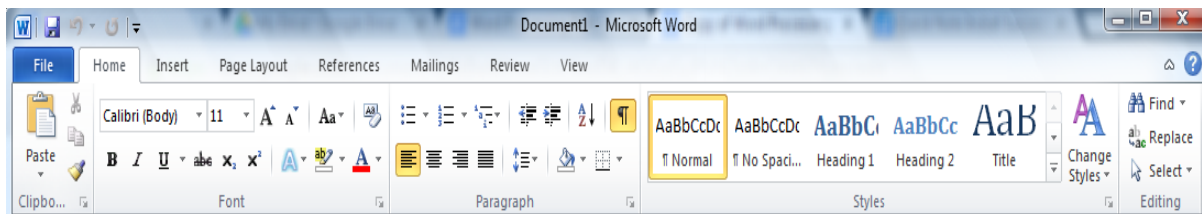
by Dick Evans (updated 2-27-2013)

Learn the basics of using a word processing app such as creating a document, saving it, and opening it to make changes. Add to that spell and grammar checking. Then formatting by changing font style and size, adding color and positioning text left, center, and right. Also will include inserting pictures, creating bulleted and numbered lists, and printing an envelope.

1. **To open Word** locate the W icon on the desktop and open it. (Double click it or single click followed by press the Enter key on the keyboard). If you do not have the Word shortcut on the desktop, Start > All Programs > Microsoft Office > Microsoft Word



Let's review resizing the working window using the mouse and the tools in the upper right of most windows--minimize, maximize/restore, and exit. Also the use of the Title bar and the status bar.



2. **To navigate** around the Word 2010 app we use the ribbons. They are as follows:

- File
- Home
- Insert
- Page Layout
- Reference
- Mailings
- Review
- View

File - Where we go to create new, open, save, and print a document

Home - Contains formatting tools and is where we are most of the time

Insert - Used to insert pictures, clip art, tables, page breaks, page numbers, and more

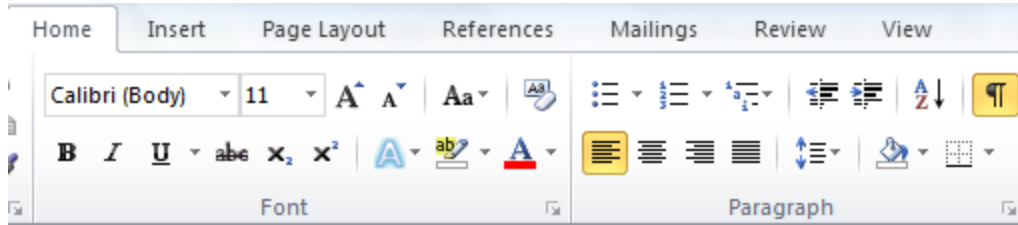
Page Layout - Set up the page layout like margins, orientation (portrait or landscape)

Reference - Create table of contents and footnotes

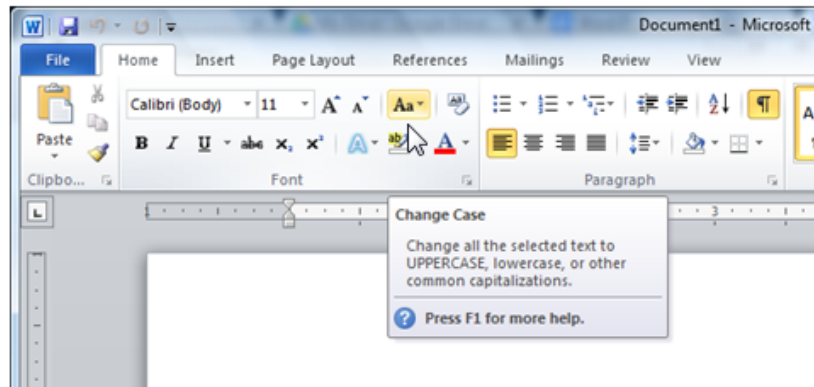
Mailings - Print envelopes and labels

Review - Locate a thesaurus, spell check, and do research

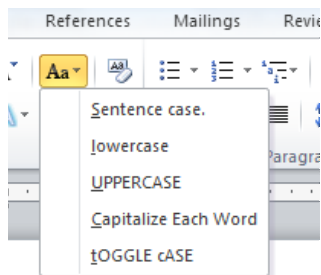
View - Switch views (Page layout is best), rulers, grid lines and more



Each ribbon contains groups and tools. The two main groups in the Home ribbon are the Font and Paragraph groups. Mouse over any of the tools to see a description.

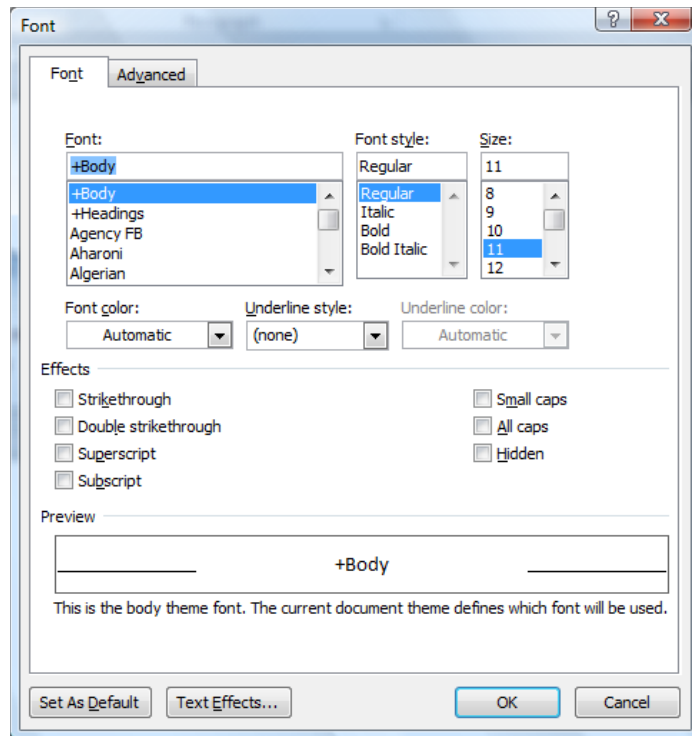


We moused over the **Aa** tool and found it to be the Change Case tool.



Click the arrow drops down a box with selections to change the case of the selected text. In the lower right corner of some groups there is a diagonal arrow. This indicates the presence of

an additional dialog box that opens up more tools for that group.



Click the arrow in the Font group opens the Font dialog box (similar to the that the menu option in older versions of Word would open)

3. The Basics of using Word

- a. The working window
- b. Turning on the ruler bar
- c. The Status bar
- d. Typing a document
 - i. Insertion point
 - ii. Mouse pointer
 - iii. Using the arrow keys or mouse pointer to move the insertion point
 - iv. Deleting
 1. Backspace to delete character to the left of the insertion point
 2. Delete to delete the character to the right of the insertion point
 3. Select a word or more and either Backspace or Delete will remove it
 - v. Undo -- back arrow in the Quick Access toolbar
- e. Selecting Text
 - i. Drag over with left mouse button down. Selection will be white on blue
 - ii. Click before the first portion to be selected and then shift + click after the

- last to select all between
- iii. Double-click a word to select it
- iv. Triple-click in a paragraph to select it
- v. In the left margin (mouse pointer is arrow not I-beam) click once to select the line, twice to select the paragraph, three times to select the entire document
- f. Formatting
 - i. Bold, Italic, Underline
 - ii. Changing Font
 - iii. Changing size
 - iv. Changing color
 - v. Left, Center, Right
- g. Spell and grammar checking automatic in Word; the squiggly lines
 - i. red squiggly means possible spelling error--right click for options
 - ii. green squiggly means possible grammatical error--right click for options
 - iii. blue squiggly means possible word usage error--right click for options
 - iv. On the review ribbon you can click Spell Check to check the entire document
- h. The three Nevers
 - i. word wrap
 - 1. never hit enter at the end of a line unless it is the end of a paragraph. If you are seeing the first word of each line capitalized, you are probably hitting enter
 - ii. line alignment
 - 1. never use the spacebar to line up text left to right; use center
 - iii. new page
 - 1. never use the enter key to get to a new page. Let word wrap get you to it automatically, or to force a new page use Insert > Page Break or press Ctrl+enter
- i. Saving
 - i. File > Save or click the picture of the diskette on the Quick Access toolbar. If the file has never been saved it will open the Save As dialog box for you to enter the filename and selected a location. My Documents should be the default. When typing a filename use letters, numbers, a space, or a minus sign. Enter a date as m-d-y and NOT m/d/y
- j. Close or exit
 - i. close the current document leaving Word open
 - ii. exit the document and shut down Word
- k. Opening
 - i. If you locate the file in Windows explorer, double click the icon of the file and it will open in the app that created it. OR open Word and File > Open to locate the file. Also see Recent list.

----- Covered if time permits -----

I. Pictures

- i. To insert an image into your document
- ii. Insert > Picture (or Clip Art)
- iii. Locate the image
- iv. Insert it into your document at the insertion point
- v. Click the inserted image to select it (little squares and circles appear in the corners).
- vi. To resize, drag one of the circles or squares
- vii. To align left, center, right on the page use the tools on the Home ribbon

----- Covered if time permits -----

m. Lists

- i. To create a numbered or bulleted list
- ii. Type type the list of items each in their own paragraph
- iii. Select all of item
- iv. On the formatting toolbar, click either the numbered or bulleted list tool
- v. Use the Increase or Decrease indent tools to move the list left or right

----- Covered if time permits -----

n. Templates

- i. these are pre-done documents where you only have to fill in the blanks
- ii. File > New > From Template on my computer and choose the one you would like to use like one of the Fax templates. Then make sure the document radio button is selected
- iii. You can create your own template by selecting a blank page and clicking the template radio button in the lower right

----- Covered if time permits -----

o. Envelopes and labels

- i. when typing a letter, the name and address lines are used to allow you to create an envelope or a label.
- ii. mailings > envelope will bring the address block to the dialog box
- iii. the box gives you a picture of how to insert the envelope in the printer for your computer

p. Shortcuts

- i. Instead of clicking a toolbar button, many shortcuts are available from the keyboard. When typing a shortcut, hold down all but the last key and then tap the last key and then release the other key(s).
 1. Ctrl+B to bold
 2. Ctrl+I to italicize

3. Ctrl+U to underline
 4. Ctrl+S to save
 5. Ctrl+L to left align
 6. Ctrl+E to center align
 7. Ctrl+R to right align
 8. Ctrl+Z to undo the previous action
 9. Ctrl+Y to redo the last undo
 10. Shift+F3 to toggle case between UPPER, lower, and Sentence
 11. Ctrl+A to select all information in the document
 12. Ctrl+Home to go to the top of the document
 13. Ctrl+End to go to the end of the document
 14. Alt+F4 to close the open Window
- q. Printing / preview
- i. File > Print or Ctrl+P

4. **Cloud solutions**

- r. Windows Skydrive
 - i. free 6 gb of storage space. online versions of Word, Excel, and more for you use without installing any apps on your computer. Download at skydrive.live.com. If you have a Windows live or Hotmail account already, you have a skydrive account.
- a. Google Drive
 - i. free storage for your documents. Can download in office format, as PDFs, and in other formats as well
 - ii. works like Word 2003
 - iii. can download backups to your machine easily
 - iv. access it at drive.google.com. If you do not have a Google account, you can register for a free gmail account or use one of your existing email accounts

5. **Security**

- b. I am often asked what I use to keep my computer safe and running fast. This is what I use, but I am not guaranteeing them. I have never had a problem using them, but I cannot be held responsible if running them causes an issue with your computer.
 - i. FREE Microsoft Security Essentials for my AntiVirus
 1. <http://windows.microsoft.com/mse>
 2. runs and updates automatically
 - ii. FREE cleaner which remove junk from the computer and cleans up the registry file
 1. www.ccleaner.com
 2. I run it periodically and whenever my machine seems to be slowing down

- iii. FREE defragger which brings segmented pieces of file together
 - 1. <http://www.piriform.com/defraggler>
 - 2. run automatically keeping file defragged
- iv. FREE malware checker
 - 1. <http://www.malwarebytes.org/>
 - 2. I run it periodically and whenever my machine seems to be slowing down

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