

Basic *Microsoft Word*

(Demonstrated using Windows XP)

An Introduction to Word Processing

Adapted from *Taskstream Word Tutorial* (2005) < <http://www.taskstream.com> >

Updated 4/05 by Dr. Bruce Ostertag

What can *Microsoft Word* do for teachers?

Microsoft Word is probably the most common word processing program in use today. With it, you can edit your work (e.g., spell and grammar checking), create professional looking documents (e.g., inserting graphics, pictures, tables), and save them for future reference. With a word processor, mistakes can be easily fixed, making the editing process infinitely easier for you and your students.

What's In This Tutorial?

This tutorial will guide you through:

1. Opening the *Word 2002* program on a Windows XP computer
2. Setting and Viewing Tool Bars
3. Editing text in *Word 2002*
4. Changing the appearance of text
5. Other ways to manipulate text in *Word 2002*
6. Saving your *Word 2002* document

Requirements

Hard or electronic copies of *Word* (or equivalent) documents must be submitted for partial credit to meet the word-processing technology standards set by California for educators demonstrating usage of:

1. Varying fonts, sizes, and colors
2. Text that has a variety of: Boldface, Italics, and Underlining
3. A list
4. Evidence that a **Spelling and Grammar** Checker was used (e.g., NO typos, misspellings, or grammatical errors)

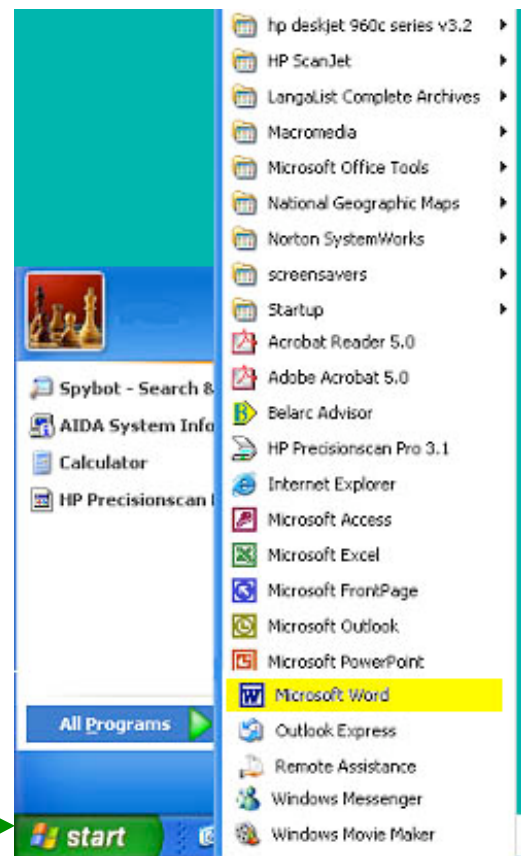
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I. Opening Word

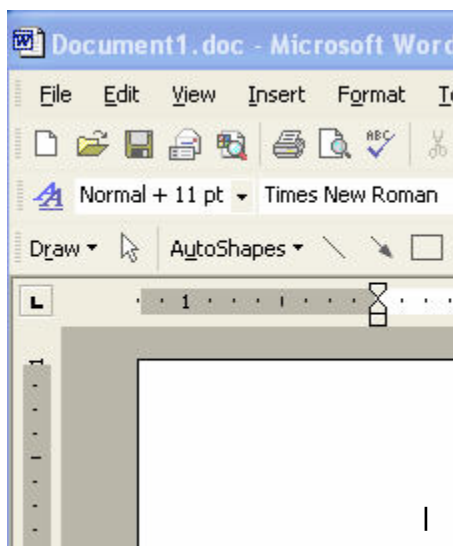
To open **Microsoft Word for Windows**, click on the “**Start**” icon, usually located on the lower left-hand corner of your screen.

Then, click on “**All Programs.**”

Locate **Microsoft Word** and click on it.



Once the program opens, a blank page is displayed that has the name **Document 1** at the top, on the blue bar. This is the default name that the program gives to a new document.



You should also see a blinking "cursor" on your screen. A "cursor" is a guide, which indicates the placement of the typed text. You can move your cursor to any location on your page, by simple moving your mouse on the page.

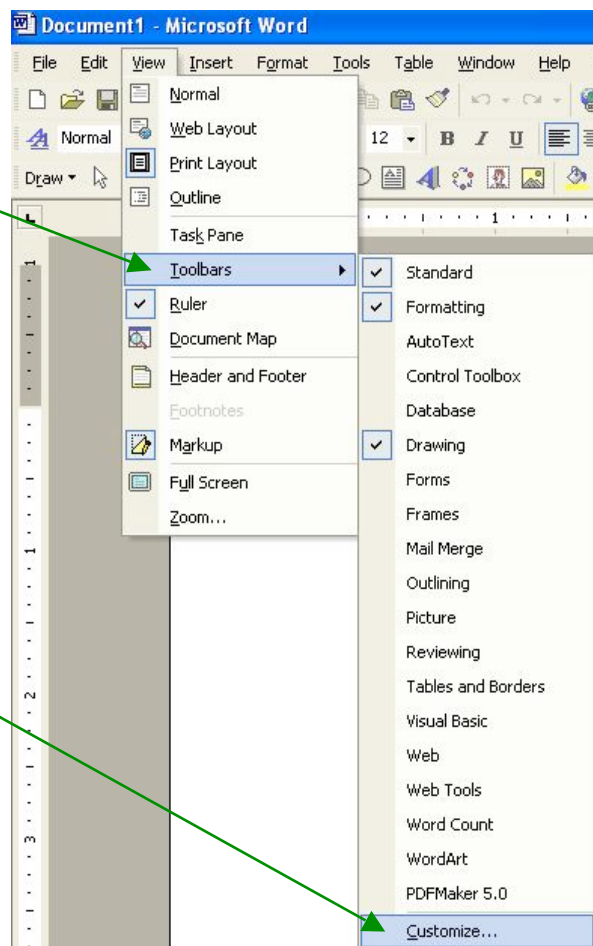
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II. Setting the Tool Bar



Look at your **Tool Bar** at the top of your page, just below the blue Microsoft *Word* border. It may look somewhat like the above. [A few additions have been added by the instructor on this sample. How to **customize** your **Tool Bar** will be a more advanced lesson.] It is possible that several of the tools you'll need to work with are not shown on your **Tool Bar**. It is recommended that you add some viewing features [you'll only have to do this once] to make **Word** more convenient for your usage.

Go to **View** on your **Menu**. Scroll down to you see **Toolbars**. When that appears, you'll have a list of viewing options appear. Check-off the minimal options of **Standard**, **Formatting**, and **Drawing**.



When that is done, you should see a **Toolbar** similar to the sample on the next page. [Remember that the instructor has customized his **Toolbar** with some additional features. This can be done by highlighting **Customize** and following the directions to add features.]

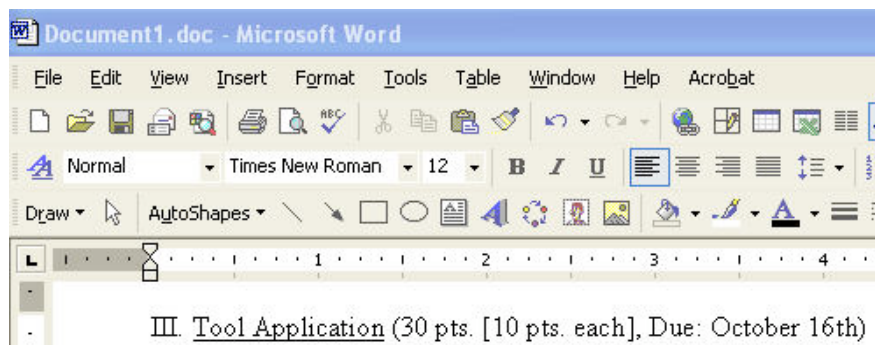
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This **Toolbar** will save you time looking for features under the **Menu**.

Now, type the following text: “III. Tool Application (30 pts. [10 pts. each], Due: October 16th).”

Note: Feel free to change this to something more relevant to your situation.



To **Underline** “Tool Applications,” highlight that text and go to the **U** on the Menu bar.

You can also Bold-face or Italicize your text by highlighting the word(s) you wish to change and selecting the **B** or **I** on the **Toolbar**. We’ll look at other options later in this lesson.

Start typing in your own text, or feel free to use the text shown in the image below.

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Complete each of the following available on our class website:

Word Processing – Provide a hard copy plus an electronic version to the instructor of the posted *Microsoft Word* lessons (Basic and Advanced). Make sure it includes an inserted graphic, weblink and table. **OPTION:** More advanced students may provide evidence of an equivalent activity that has been previously completed.

Spreadsheet – Provide a hrd copy plus an electronic version to the instructor of the posted Microsoft Excel lessons (Basic and Advanced).. Make sure it includes an inserted graphic and table. **OPTION:** More advanced students may provide evidence of an equivalent activity (class gradesheet or database) that has been previously completed.

Multimedia – Provide a hard copy plus an electronic version to the intructor of the posted *Microsoft*

Do not hit the Enter/Return key when you get to the end of a line. Let the text wrap around to the following line. Also, do not worry about typos, spelling mistakes, or any other errors. These mistakes have been included in the above sample on purpose. We will deal with those later.

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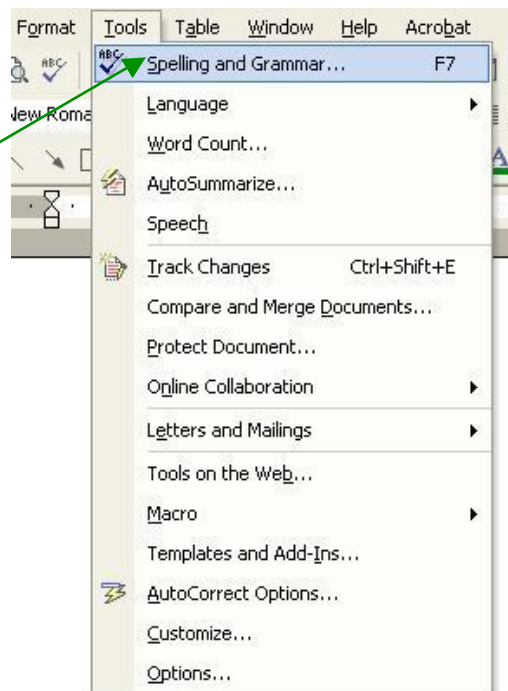
III. Editing Text

What makes using a word processor better than a typewriter is the fact that you can edit text instantly. Typos can be fixed with a minimum of retyping, saving both time and paper.

Spelling and Grammar Check

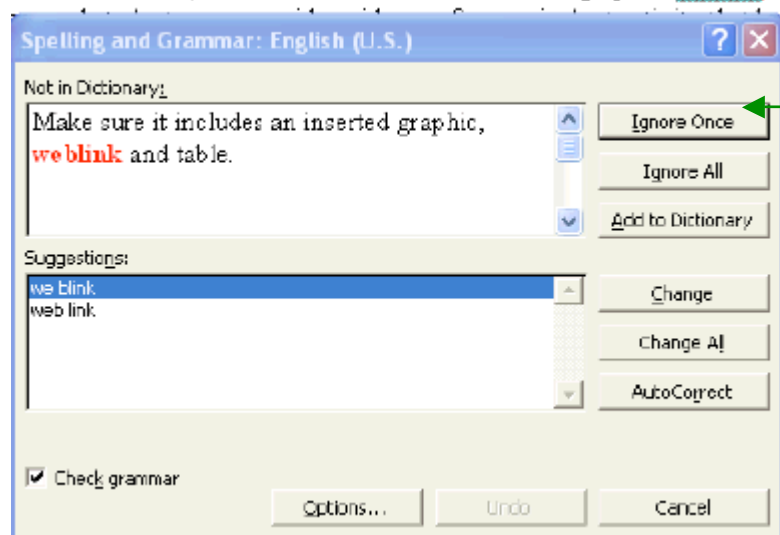
Word provides a basic spelling and grammar check.

To access the **Spelling and Grammar** check, open the **Tools** menu, and select **Spelling and Grammar**. The **Spelling and Grammar** check dialogue box will open.



This dialogue box contains two windows. The upper window shows the words/grammatical phrases in red, which the checker believes to be incorrect, and the lower window offers the suggested change(s). It also highlights the identified section where a change may be suggested. Please see the following examples.

hard copy plus an electronic version to the instructor of the posted
c and Advanced) Make sure it includes an inserted graphic, **weblink**

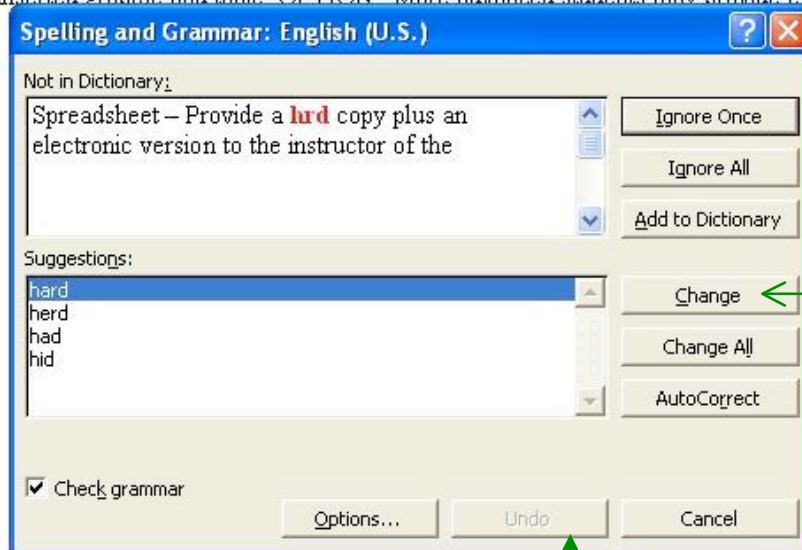


You can choose to ignore the suggestion by clicking on the **Ignore Once** button, or accept the suggestion by clicking on the **Change** button. On this side example, select **Ignore Once**.

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In this next example, you'd select **Change**.

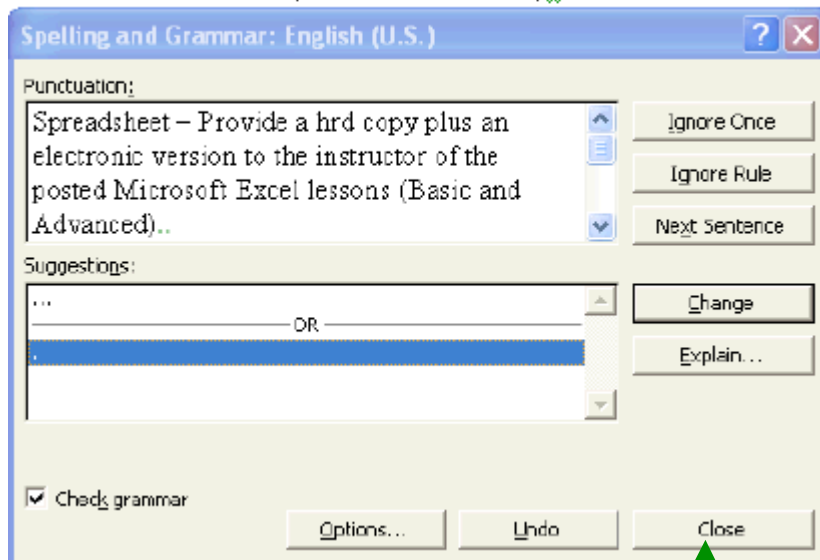
Spreadsheet – Provide a **hrd** copy plus an electronic version to the instructor of posted *Microsoft Excel* lessons (Basic and Advanced).. Make sure it includes a inserted graphic and table. OPTION: More advanced students may provide ex



When you select **Change**, you'll notice that the **Spelling and Grammar Checker** switches the mistake to whatever correction you have highlighted. If you accept a change and then change your mind, you can click on the **Undo** button.

You'll notice that this feature will automatically move you to the next spelling or error problem.

Spreadsheet – Provide a hrd copy plus an electronic version to the instr
Microsoft Excel lessons (Basic and Advanced).. Make sure it includes a



Hit the **Close** button when you have completed checking your material.

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IV. Inserting and Deleting

Reread what you have typed. Are there errors? Don't panic, errors are easy to fix.

Note: For those with no errors, try changing a word in the middle of the text.

The Arrow Keys on your Keyboard

Using the arrow keys, move the flashing cursor immediately to the right of the text you wish to delete, and then press the **Backspace** key. Notice that each time you press the **Backspace** key, a single letter/character is deleted. Or, move the flashing cursor immediately to the left of the text you wish to delete, and then press the **Delete** key. Again, you may notice that each time you press the **Delete** key a single letter or character is deleted. If you hold either key down, the deleting will continue.

The Mouse

If you need to delete large portions of text, you have to highlight the text first. To highlight text, position your cursor either to the left or right of the text, click the left mouse button once, and hold it down while moving the mouse pointer over the word or phrase. The word or phrase should now be highlighted, like the text below:

III. Tool Application (30 pts. [10 pts. each], Due: October 16th)

Complete each of the following available on our class website:

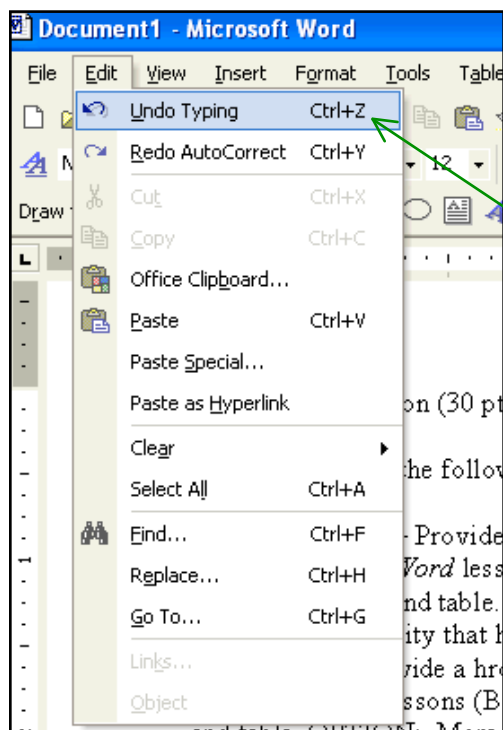
Word Processing – Provide a hard copy plus an electronic version to the instructor of the posted *Microsoft Word* lessons (Basic and Advanced). Make sure it includes an inserted graphic, weblink, and table. ~~OPTION: More advanced students may provide~~

Pressing the **Delete** key on your keyboard will delete this text. Take a moment to practice deleting text in this way. Don't worry because we will be able to get the text back after you delete it.

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Undo

If you realize that you don't really want to delete the text, don't panic! You can **Undo** the delete action. There are several options for undoing the last thing you have done. To delete the last thing you did, open the Edit menu located on the Menu bar at the very top of your screen.



Go to the **Edit** menu, and click once with the left mouse button. A menu (a set of choices) will appear. Select **Undo Typing**, the first item on the top of the list, and click on it. The text that you previously deleted will reappear.

*Note: If you have made a series of mistakes, selecting **Undo** several times will take you back one step at a time through the last things you've done.*

Cutting and Pasting

The “**cut and paste**” technique is used, to move large blocks of text around. Like most actions in **Word**, there are several ways to do this. To become comfortable with cutting and pasting, you will practice two ways. Feel free to experiment with either method.

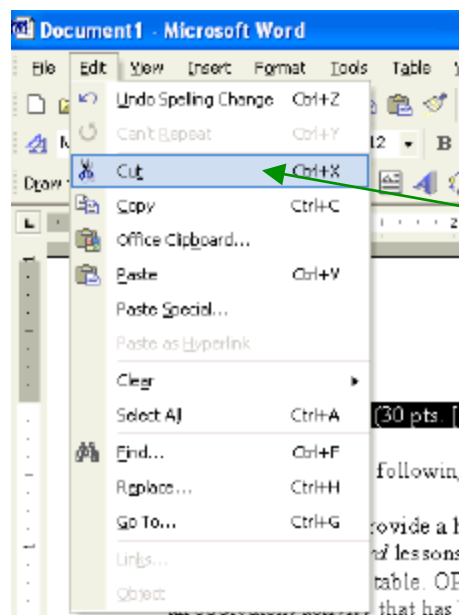
To cut a piece of text and place it somewhere else in the document, you must first select (highlight) the text you want to move. Let's try this with the title on your document. Highlight your text “(III. Tool Applications)”

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Word Processing – Provide a hard copy plus an electronic version to the

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To cut this text, go to the **Edit** menu bar and select **Cut**. Next, move your cursor to the bottom of the page.

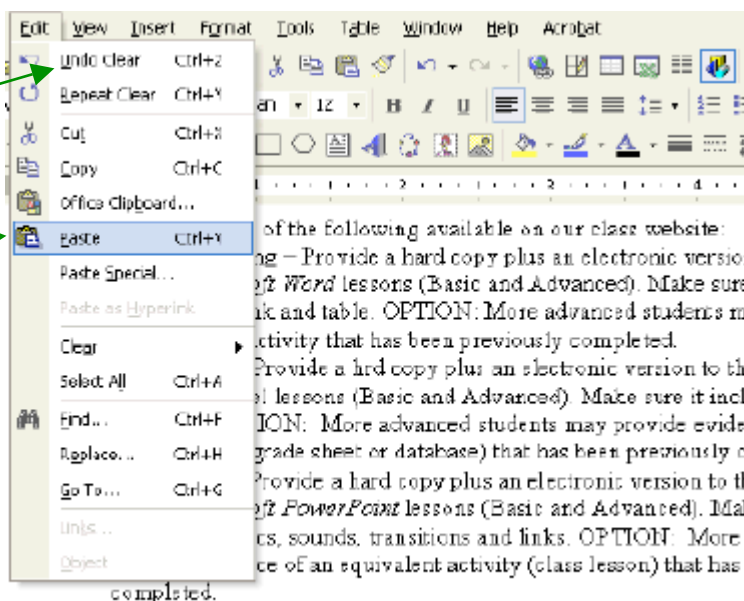
You may also use the scissors on the Toolbar. 

If you are using your mouse, move your pointer to the end of the last sentence in your document and click the mouse to insert the blinking cursor.

Now go to the **Edit** menu and select **Paste** and you should see your title at the bottom of the page.

You may also use the Paste button on your toolbar. 

To undo this you can open the **Edit** menu and select **Undo**, or you can click on the **Undo** button located on the standard toolbar at the top of the window. 



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*Note: If you wish to simply copy a piece of text and insert it somewhere else, highlight the text, then go to the **Edit** menu and select **Copy**. Then **Paste** it where you want it to go. A copy of the text will appear in this new location.*

Practice this by moving your title to the top of the page.

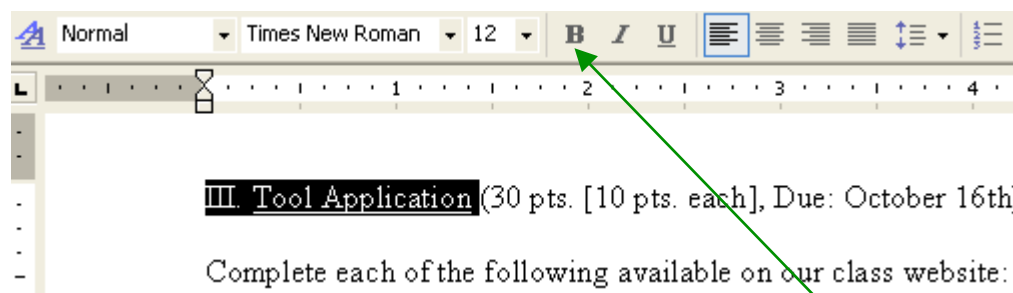
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V. Formatting Text

You may have noticed that in some parts of this tutorial the words are different sizes. In addition, some words are **bolded** and some are in plain type. Size and bolding are two important ways to emphasize text and draw the eye to certain items.

Bolding

To bold, first highlight the text to be **bolded**, you may choose to bold your title.



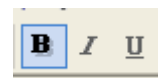
Go to the toolbar located on the top of your screen and click on the 'B' icon. You will notice that your selected text has been bolded.

Italicizing

Select the first word in your sentence. With this word highlighted, click the button with the "I" directly to the right of the **B**. This will *italicize* the selected text. The button to the right of the "I" underlines words.

Keep in mind that you can use all three options at the same time.

Here, the **Bold** button is depressed. The **Italics** and **Underline** buttons are not.



To un-bold, un-italicize, or un-underline text, highlight the text and click on the button again. For example, if you want the text to be un-bolded, highlight the text and then click on the **B** button. The text should return to a plain text style. As you experiment try to underline or italicize the book titles you typed into your paragraph.

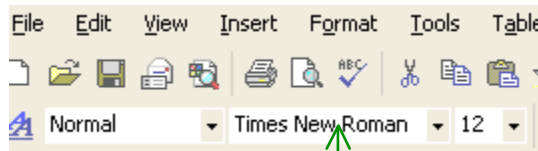
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Changing the Font

Changing the **font** (type face) can change the mood of a text, and is also fun to experiment with. This tutorial is written in **Times New Roman**.

To identify the **font** you are using, look up at the left side of your toolbar again.

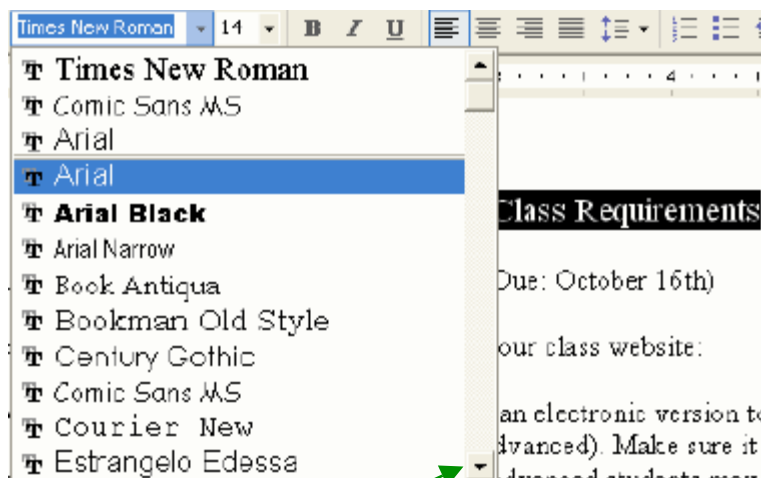
You will see the name of your **font** in the second of three pull down menus.



Your computer may be setup to default to a different **font**.

Select the title once again by highlighting it.

Click on the little down arrow to the right of the **font name**. A menu will appear, with **font** choices.



Scroll by clicking on the down arrow in the column to the bottom right of the list down to see all of your options. There should be quite a few.

Select a new **font** by clicking on one of the names in the **font** list, in the picture above the selected font is **Arial**. The selected font should now appear in the font field on the toolbar.

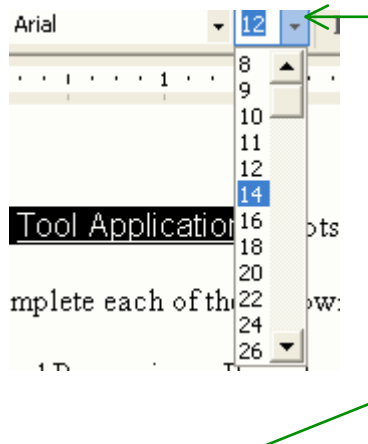
Look at the title. It should have been modified to look like this: III. Tool Applications

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Changing the Size of the Text

We have changed the style and font of the text, but we can also change the size of the text. Remember, the title should still be highlighted.

Adjacent to the font field is another field that displays a number. This is the size of the text (this number is referred to as point size). This tutorial is written in 11 and 12-point size.



Click on the down arrow to the right of the number **12** on your screen. A menu will appear with many different numbers. Scroll down to see the choices of size you have. Choose **14 point**.

Now the title should look something like this: **III. Tool Application**

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VI. Other Formatting Options

Once you feel comfortable with basic text manipulation, you are ready to look at some additional features of **Word** that can make your document better looking.

Changing the Alignment of Text

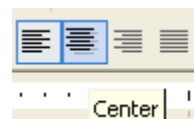
Right now, the text of this tutorial is aligned so that the first letter of every line is flush against the left margin. This is called left justified. Notice that the right margin is not justified. Depending on the type of document you are creating, you may wish to change the alignment to center selected text on the page, align it to the right, or justify on both sides.

Look at your toolbar again.

You should see that the **left alignment** button is depressed because of the blue shade.

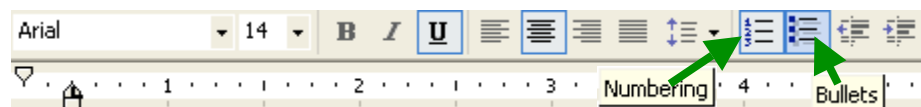


You will now **center** the title. First highlight the title and then click on the **center alignment** button (note: darker blue indicates selection; it will change to the lighter blue once released). The title should now be centered on the page. Practice aligning text using various options.



Bullets and Numbering

Bullets and numbering can help to make points more concise and easy to read. To bullet or number a list, highlight the text, and then click on the bullet or numbering button on your toolbar.



Bulleted and numbered lists might look like this:

1. Ruth Less
2. Lee Kage
3. Walter Wall
4. Ann Arkee
5. Warren Pease
6. Dee Motion

Or like this:

- ☐ Ruth Less
- ☐ Lee Kage
- ☐ Walter Wall
- ☐ Ann Arkee
- ☐ Warren Pease
- ☐ Dee Motion

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Before creating a List

Highlight the text you wish listed

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Spreadsheet – Provide a hard copy plus an electronic version to the instructor of the posted *Microsoft Excel* lessons (Basic and Advanced). Make sure it includes an inserted graphic and table. OPTION: More advanced students may provide evidence of an equivalent activity (class gradesheet or database) that has been previously completed.

Multimedia – Provide a hard copy plus an electronic version to the instructor of the posted *Microsoft PowerPoint* lessons (Basic and Advanced). Make sure it includes inserted graphics, sounds, transitions and links. OPTION: More advanced students may provide evidence of an equivalent activity (class lesson) that has been previously completed.

On bottom of your document list one new thing you've learned today.

Hit the **Enter** key and list a second item.

Hit the **Enter** key again and type a third thing you learned.

Select all three lines and click on either the bullet or numbering icon.

After Creating a List

Click here for a Bulleted List

Click here for a Numbered or Alphabetized List

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- Spreadsheet – Provide a hard copy plus an electronic version to the instructor of the posted *Microsoft Excel* lessons (Basic and Advanced). Make sure it includes an inserted graphic and table. OPTION: More advanced students may provide evidence of an equivalent activity (class gradesheet or database) that has been previously completed.
- Multimedia – Provide a hard copy plus an electronic version to the instructor of the posted *Microsoft PowerPoint* lessons (Basic and Advanced). Make sure it includes inserted graphics, sounds, transitions and links. OPTION: More advanced students may provide evidence of an equivalent activity (class lesson) that has been previously completed.

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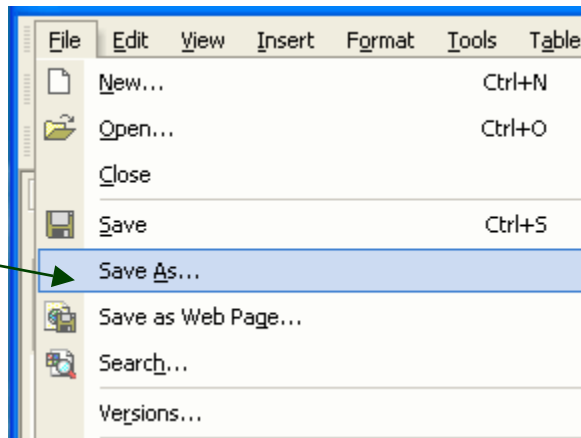
VII. Saving a Document

Let's save this document.

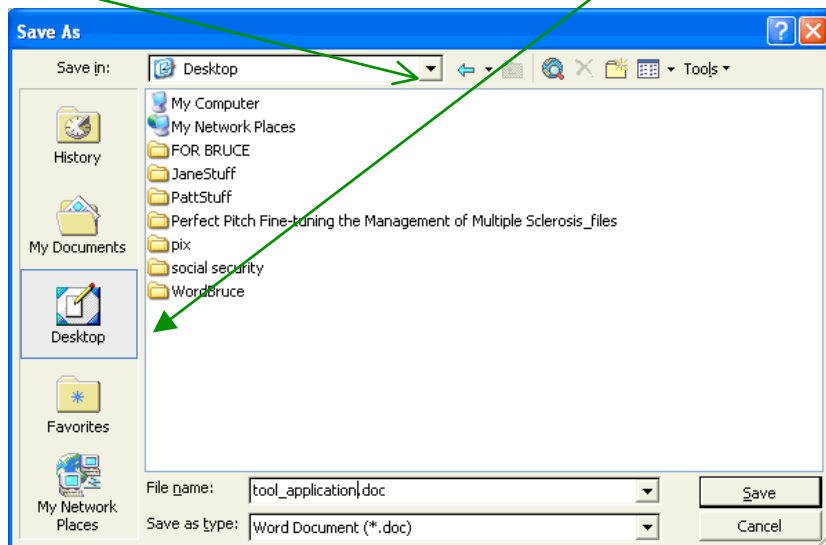
Using your mouse, open the **File** menu, and then select **Save As**.

The **Save As** dialog box will open. At the top of the **Save As** dialog box, there is a pull down menu displaying a variety of locations available for saving your documents.

You can choose to save your document to the **Desktop** or to a folder you previously created.

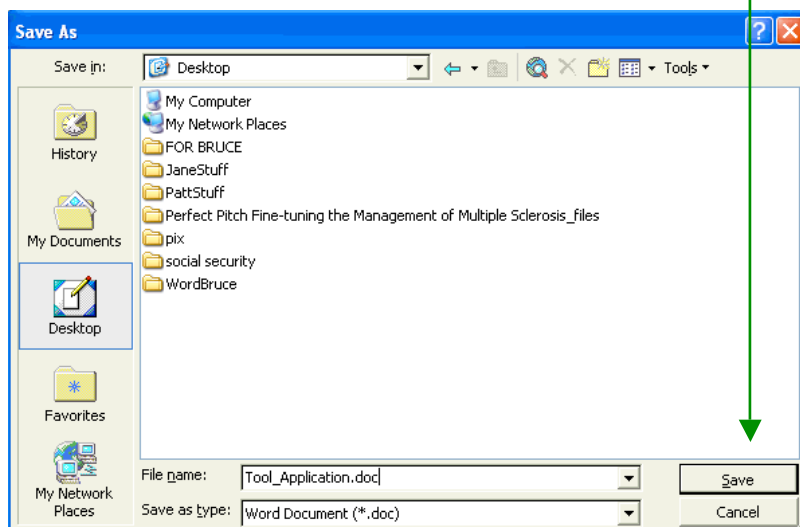


Since we will be saving this document to the desktop, either select **Desktop** from the pull down menu at the top of the window or click on the **Desktop** button located in the left-hand portion of the window.



Once the **Desktop** is selected, you now have to name your file. Notice that we have chosen the title of your document for a filename. If you want to change it you can.

For now let's change the filename to include capitals (see below). To complete the save process you have to click on the **Save** button.



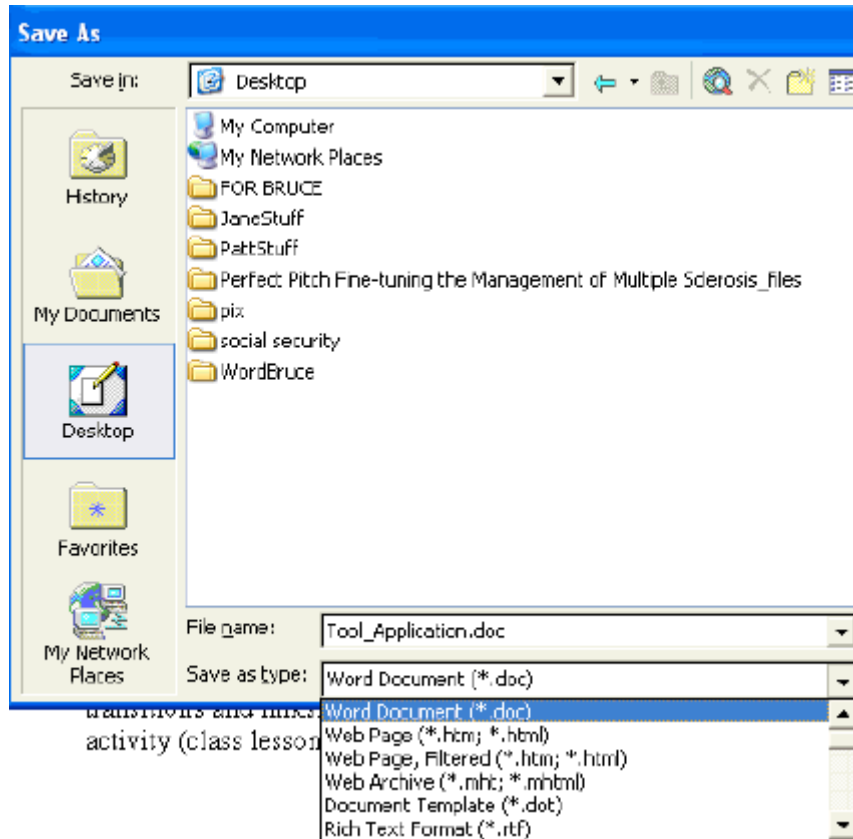
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Also in the **Save As** box, you will see a section entitled **Save as Type**.

When you click on the down arrow, the current save type is highlighted (in this case, **Word document**) and other

saving options appear below. Depending what one wishes to do with the document, it should be saved accordingly by selecting a choice. In most cases, saving it as a **Word document** allows a file to be opened up in either a Macintosh or Windows environment.

We'll discuss what saving a document as a **Web Page** will do in a more advanced lesson.



Closing Microsoft Word

Click on the **File** menu and select **Exit**.

