

Introduction to Microsoft Word Part One

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I. Word

Word for Macintosh is a word processing application that allows users to compose documents using a computer with the abilities to edit, reformat, save, and print documents with maximum flexibility.

II. Highlighting Text with the Mouse

In this class we will be using the mouse extensively to highlight text we want to underline, bold or cut and paste. The trick to doing this is:

1. Position your mouse pointer before the first letter of the text you want to highlight.
2. Click the mouse button down and hold.
3. Drag the mouse across the entire word or line of text you want to highlight.
4. Then release the mouse button. The entire word, line or paragraph you selected should be highlighted.
5. Now execute the command or effect you want on the text.

III. The Word Screen

Menu Bar:

The bar at the very top of the screen is called the menu bar, which contains the various pull down menus. By clicking on the word "File" for example, you will open a pull down menu that contains commands associated with files

Standard Tool Bar:

Next is the Standard Tool bar, which contains several icons that act as shortcuts to executing certain commands. All of these commands can also be found in the pull down menus on the menu bar. By slowly moving your mouse over these icons, you should see a little box appear with a description of what each icon does.

Formatting Tool Bar:

The next bar, below the Standard Tool Bar, is the Formatting Tool Bar. This bar contains different document settings in which to choose from (e.g. fonts, point size, line spacing, etc.). Again, this bar is to provide a visual shortcut for changing the look of your document. Highlight the text that you wish to manipulate, then click on the portion of the bar you are interested in, or click on the option on the bar that you are interested in, and begin typing. Then

click the option again to turn it off. It's as easy as that.

Title Bar:

The next bar, below the Formatting Tool Bar, is called the title bar, which contains the name of the file currently opened. On the right side of this bar are the control buttons (zoom, and collapse window) and on the left side of this bar is the close box.

Other Tool Bars:

The **Formatting Toolbar** is an optional tool bar that may not be automatically displayed when you start Word. There are several other toolbars that can be put to use, but the aforementioned toolbars are most commonly used. If you would like to access/use other toolbars, or if your **Formatting Toolbar** is not displayed, then do the following:

1. Click on **View** on the Menu bar.
2. Position mouse pointer over **Toolbars**. (The little black arrows mean that is another menu out to the side.)
3. Click next to the title of the bar that you wish to display.

Scroll Bars:

Next, on the right side of your document's window and along the bottom are two Scroll bars. These bars have arrows at each end with a box in between them. By clicking on an arrow, you move through a document line by line; however, by clicking on, holding and moving the box, you move through the document *much* quicker.

Also located on the right-hand scroll bar at the bottom, are two double-arrow icons. One has up arrows, and the other has down arrows. These are the browse buttons. By clicking on these buttons, you can scroll through a multi-paged document a page at a time.

Between the double-arrow icons there is an icon with a circle. This is the Browse Mode icon. When you click on this icon, you will be able to set the browse mode for the double-arrow feature. By default, these double-arrow icons are black, and will cause Word to browse a page at a time. When the browse mode is changed, however, the double-arrows will be blue and will cause Word to browse in the specified manner.

Take another look at the bottom scroll bar. On far left-hand side of the scroll bar, you will notice four icons. If used, these icons will quickly change the

layout of your document. These choices can also be located under the **View** menu heading.

Status Bar:

The last gray bar at the very bottom of the Word screen is called the Status Bar. This gives you the status of such things like: the line and page position.

IV. Hands On

1. Open your web browser.
2. Go to <http://www.tamucc.edu/~comperv/training/handouts/testdoc.doc>

The first thing we will do is change the **MARGINS**:

1. Click on **File** on the menu bar.
2. Click on **Page Setup**.
3. Click on the arrows on the **Page Attributes** box, and select **Microsoft Word**.
4. Click on the **Margins** box.
5. You may now click the up and down arrows to set the margins as follows: **Top=.8"**, **Bottom=.8"**, **Left=1"**, and **Right=1"**. **NOTE:** *These settings can **Apply** to the whole document or a part of the document as specified.*
6. When you are finished, click **OK**.

-----✎testdoc.doc✎-----

This is a file we will edit in Word for Windows.

1. Make this line **BOLD**.
*[Hint: **Highlight** the above line and click the **bold icon** on the formatting toolbar - or - **Highlight** the above line, position cursor so that it is touching the highlighted text and do a control-click, click **Font...** click **Bold** under Font Styles, then click **OK**.]*
2. Make this line **ITALICIZED**.
*[Hint: **Highlight** the above line and click on the **italics icon** on the formatting toolbar - or - **Highlight** the above line, position cursor so that it is touching the highlighted text and do a control-click, click **Font...** click **Italic** under **Font style**, then click **OK**.]*
3. **UNDERLINE** this line.
*[Hint: **Highlight** the above line and click the **underline icon** on the formatting*

*tool bar - or - **Highlight** the above line, position cursor so that it is touching the highlighted text and do a control-click, choose **Font...** click on the arrows for the **Underline** box, click on the type of line that you want to use, then click **OK.**]*

4. Change the Font and Point size of this line.
*[Hint: **Highlight** the above line and click on the **font list** down arrow (for font) or the font size list down arrow (for font size). These are both located side-by-side on the formatting toolbar. Once the drop down menu appears you may click on the font type/font size that you would like to use.]*

5. CUT this line and PASTE it on the next line. (#6)
*[Hint: **Highlight** the above line and click the **scissor icon** on the standard toolbar. Now **move your cursor to the position you wish to insert the text** (the #6 just below this line) and click the **paste icon** on the standard toolbar.*

-or-

***Highlight** the above line (#5), position cursor so that it is touching the highlighted text and do a control-click, choose **Cut**. Now position cursor next to #6, control-click again, and click on **Paste.**]*

6.

7. COPY this line and PASTE it on the next line. (#8)
*[Hint: **Highlight** the above line and click on the **copy icon** on the standard tool bar. Now **move your cursor to the position you wish to insert the text** (the #8 just below this paragraph) and click the **paste icon** (clipboard), also on the formatting tool bar. -or- **Highlight** the above line, position cursor so that it is touching the highlighted text and do a control-click, click **Copy**, position cursor next to #8, control-click again, and click **Paste.**]*

8.

9. Spell check this document.
*[Hint: Click on the **Spelling and Grammar icon** (the ABC with a blue check mark) on the standard toolbar.]*

10. Delete this line by **highlighting** it with your mouse and then **pressing the DELETE key on your keyboard** or by **clicking on the scissor icon** on the standard toolbar.

11. Keep your cursor on line #10 and click on the **Undo icon** (backward arrow)

from the standard toolbar. The above line should reappear.

12. Keep your cursor on line #10 and click on the **Redo icon** (forward arrow) on the standard toolbar. Line #10 should disappear again.
13. Click on the **Save icon** (diskette) on the standard tool bar. This document should be automatically saved with the same name (testdoc.doc).
14. Highlight and center this line using the Standard Toolbar.
*[Hint: **Highlight this line**, then **click on the part of the formatting toolbar that lists the different justifications you can apply to text**. Find “center” and click on it.]*
15. Click on **File**, then click on **Save As....** and give this document the name "sample", and click on **OK**.
16. Click on **File**, then click on **Print Preview**. This will allow you to view your document before printing. Remember, what you get is what you see. If changes need to be made, now is the time to do it. When you are through previewing your document, click on **Close** on the Standard Toolbar.

----- “testdoc.doc” -----

V. **Printing in Word**

1. Click on **File** on the menu bar.
2. Click on **Print...**
NOTE: Another way to do STEPS 1 and 2 is to simply click on the **Print icon** (printer) on the standard toolbar.
3. In the Print window, you can specify such things as print current page, multiple pages, number of copies, etc.
4. When you are through with the printing specifics, click on **Print**.
5. Then click on **OK**.

VI. **Creating Tables**

1. Click on **Table** on the menu bar.
2. Click on **Insert Table**.
3. You will be asked to type the **number of columns** and **rows** you will want in your table. After specifying number of columns/rows, then click on **OK**.
4. You should now see your table. To choose between the different table formats:
 - a. Click on **Table** on the menu bar.
 - b. Click on **Table AutoFormat**.

5. From the Table AutoFormat box you may view the different formats before applying. Just click on the first selection in the **Formats** box and view the style in the **Preview** box. You may also choose **Borders, Shading, Font, Color,** and **AutoFit**. Then, in the **Apply special formats to** area, you may choose what part or parts of your table that you want these attributes to apply to.
6. When you have selected the style you want, click **OK**.

***NOTE:** To move around in a table, use keyboard arrows, tab, or SHFT + tab to back-tab.*

VII. Help Section

A. The Office Assistant

1. Click on **Help**
2. Click on **Microsoft Word Help**.
3. This is the built-in Office Assistant. You may also get help from the assistant by clicking on the question mark icon on the right hand side of the standard tool bar. To use the office assistant, simply type in the question that you need to ask and click the **Search** button. Word's Office Assistant will then provide a list of topics to choose from. Use your mouse pointer to click on the buttons next to the topic that you want to view.

B. Contents and Index Guide

1. Click on **Help**.
2. Click on **Contents and Index**.
3. From here, you may click on the **Contents** tab to look up broad topics, the **Index** tab to look for help by typing in the first few letters of the word/topic you are looking for.

C. Show Balloons

1. Click on **Help**.
2. Click **Show Balloons**.
3. If you place your cursor on something, Word will display the info it has about the item you have selected.

D. Online Help

1. Click on **Help**.
2. Click on **Help on the Web**.
3. This is where you can find out how to get help directly from

Microsoft via the Web.