


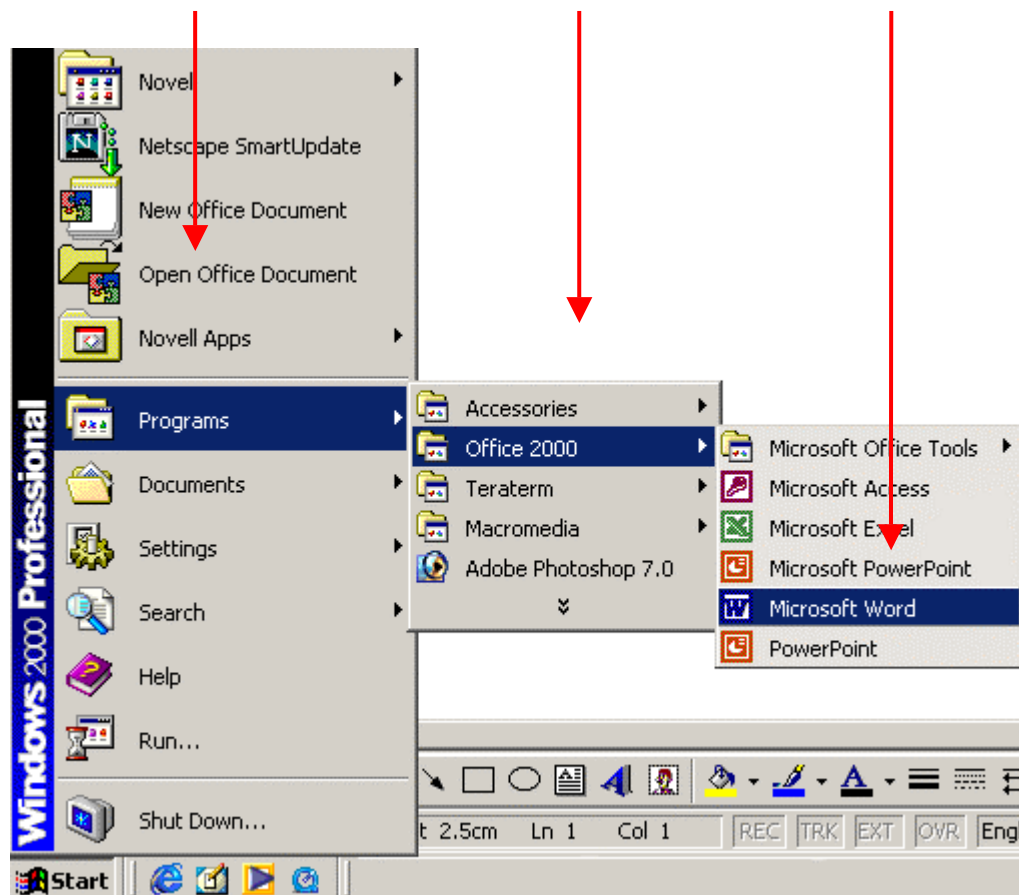
## Basic Word processing (Windows)

Word processing software allows you to create and store a wide range of documents on your computer. These documents can be easily edited and formatted. The most common word processing software available for you to use on university computers is Microsoft Word.

### Begin a new document

#### Open Microsoft Word

1. From the computer's desktop, click on the Start button   
The Start button is in the bottom left corner of your screen.
2. Click on Programs, choose office 2000, then click on the program name to open it.



3. A blank document will open ready for you to begin typing.



**Note:** Once you have used the Save As option to name your file, you can then use File > Save if you make any changes to your document. This will save the file under the same name.

**Save your document often** while you are typing. If you get into this habit of saving often, you will be less likely to lose your work if there is a problem with your computer.

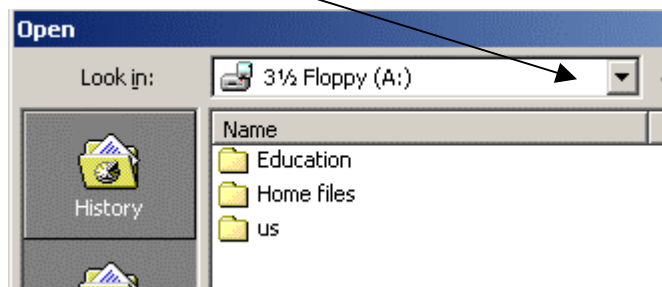
## Close a document



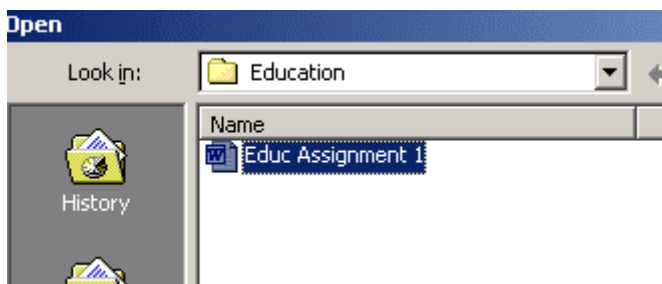
To Close a document – click on the **X** in the top right hand corner of your screen.

## Open a document

1. From your computer's desktop, click on Start > Programs > Microsoft Office > Microsoft Word.
2. From the menu bar in Microsoft Word click on File > Open.
3. Click in the Look in box to choose where your document is kept.



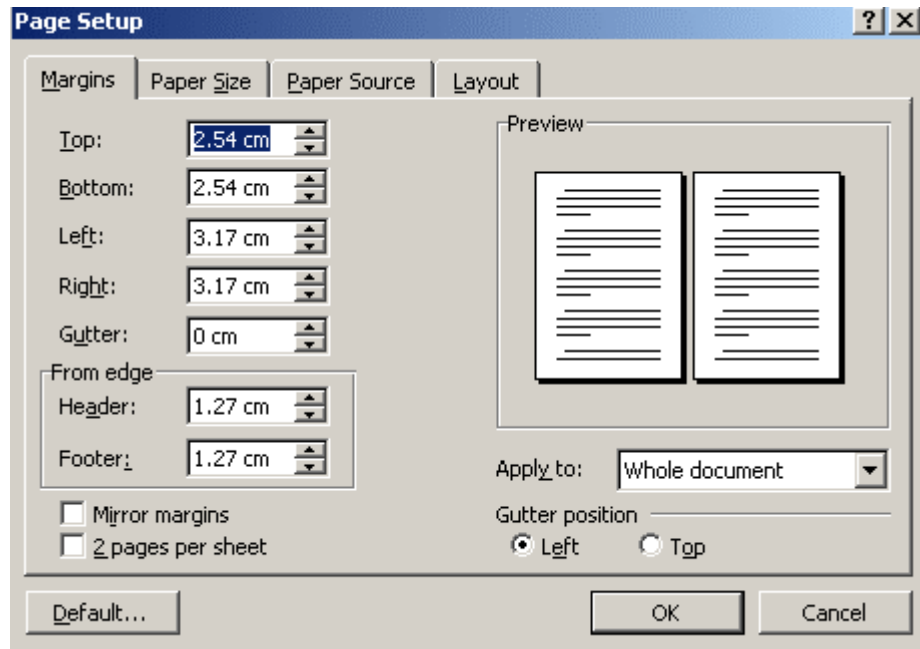
4. If the document you want to open is in a folder, then double click on the folder to open.



5. Then double click on the document you want to open.

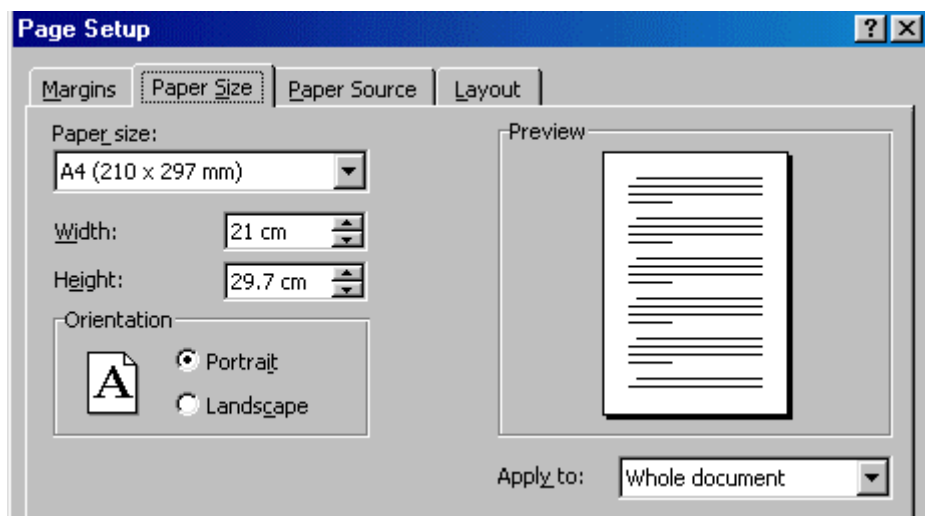
## Set page margins

1. From the menu bar in Microsoft Word, choose File > Page Setup. The Page Setup dialogue box will appear displaying the current page margins.



2. Click in the box that displays the measurement, delete the numbers and type in your required measurement.
3. Click on OK.
4. There is also a tab in the Page Setup dialogue box which allows you to change the paper size and orientation.

Paper Size

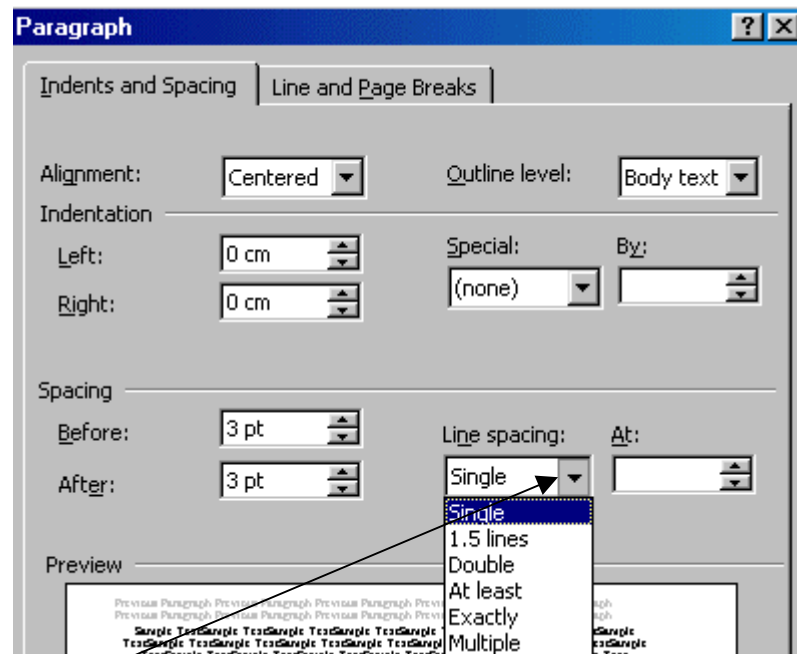


5. Click on the arrow beside the heading 'Paper size' to choose the size, and click on the orientation you require.

## Change line spacing

A new document's line spacing will be automatically set to single line spacing. You may want to change the line spacing to allow more space between lines for some assignments.

1. From the menu bar, choose **Format > Paragraph**. The paragraph dialogue box will appear.



2. Click on the arrow below the heading 'Line spacing'.
3. Make your choice by clicking on one of the options in the drop-down box.
4. Click on OK.

## Align text

Using Microsoft Word's Tool bar you can easily change the alignment of your paragraphs. For example, you may want to centre a heading or right align the date.

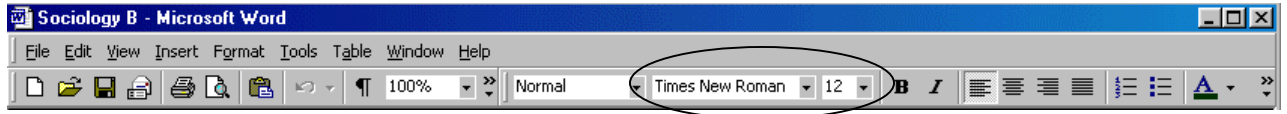
Tool bar



1. To align text — select (highlight) the text and click on the required alignment button in the Tool bar.

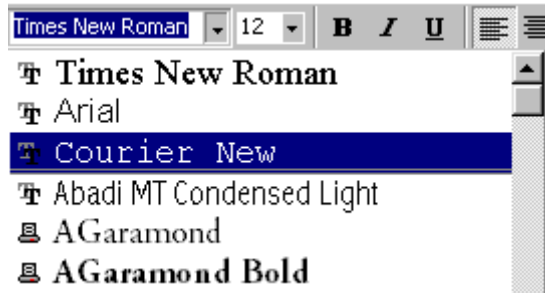


## Change the typeface and size of text



### Typeface

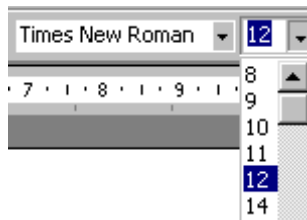
1. Select (highlight) the text and from the Tool bar click on the arrow beside the name of the current typeface. A drop-down list will appear.



2. Click on the name of the typeface you would like to use. The drop-down list will disappear and your selected text will change to the new typeface.

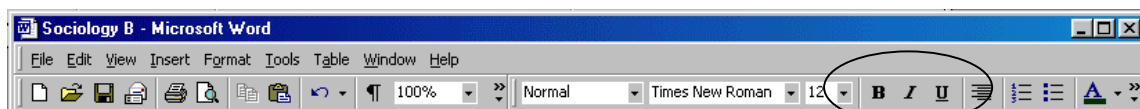
### Size

1. Select (highlight) the text and from the Tool bar click on the arrow beside the current size of the text. A drop-down list will appear.



2. Click on the typeface size that you would like to use. The drop-down list will disappear and your selected text will change to the new size.

## Change text to bold, italic or underline

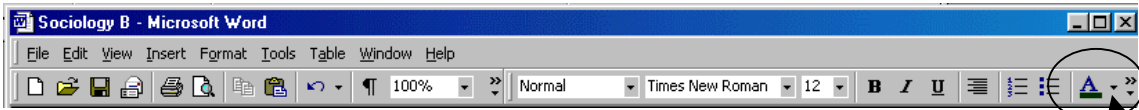


1. To change text to bold, underline or italic — select (highlight) the text and click on the **B** (bold) *I* (italic) or U (underline) button in the Tool bar.

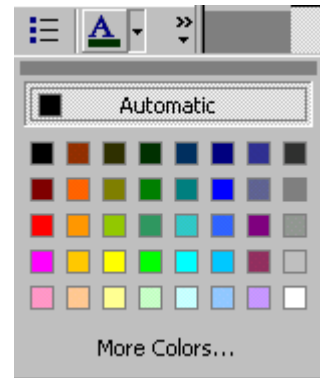
**B** bold      *I* italic      U underline

Keyboard shortcuts are: bold (ctrl b), italic (ctrl i), underline (ctrl u).

## Change the colour of text



1. To change the colour of text — select (highlight) the text and click on the arrow beside the colour button in the Tool bar.
2. Click on a colour from the drop-down colour chart. The chart will then disappear and the colour of your selected text will change.



## Add a numbered list or dot points to your text

When you are typing a document you often have a list of items that you want to stand out from your normal paragraphs. These lists can be either numbered or as dot points (bullets).

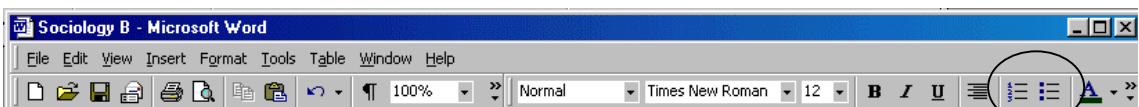
For example:

My interests are:

1. surfing
2. reading

The units I am studying are:

- Sociology A
- History



1. To add a numbered list or dot points to your text — select (highlight) the text and click on the type of list you require in the Tool bar.



numbered list

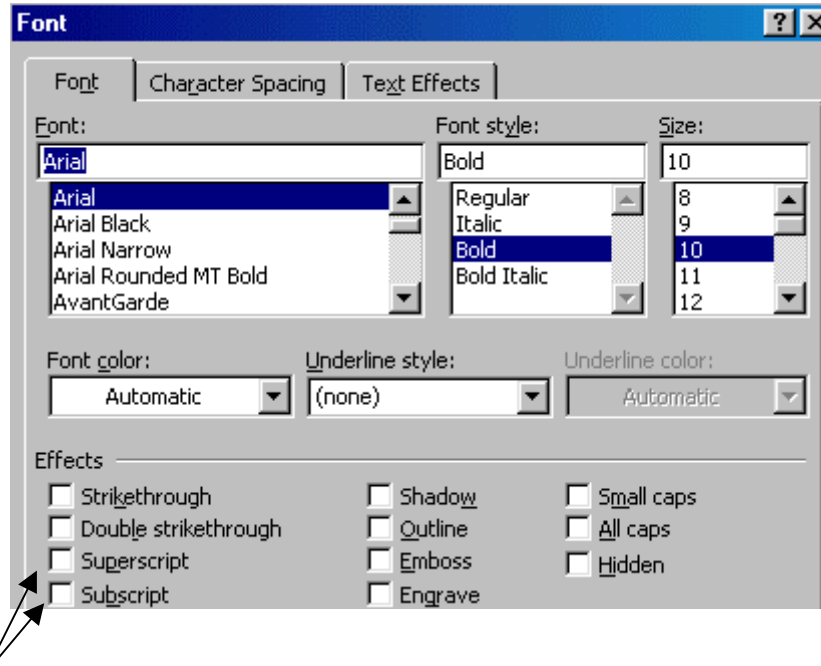


bulleted list

## Change text to superscript or subscript

When typing technical documents you may need to use superscript or subscript formatting in your text. For example,  $10^2$  or  $H_2O$

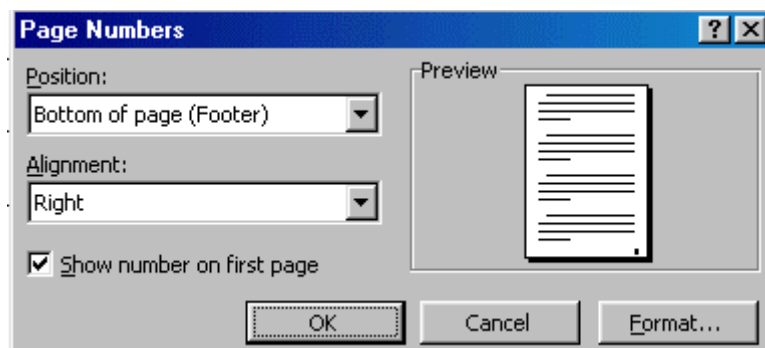
1. To change text to superscript or subscript – select (highlight) the character and click on **Format > Font** from the menu bar.



2. Click on your choice in the **Effects** section of the **Font** dialogue box and click on **OK**.

## Add page numbers to your document

1. To add page numbers to your document – from the menu bar click on **Insert > Page Numbers**. The page numbers dialogue box will appear.

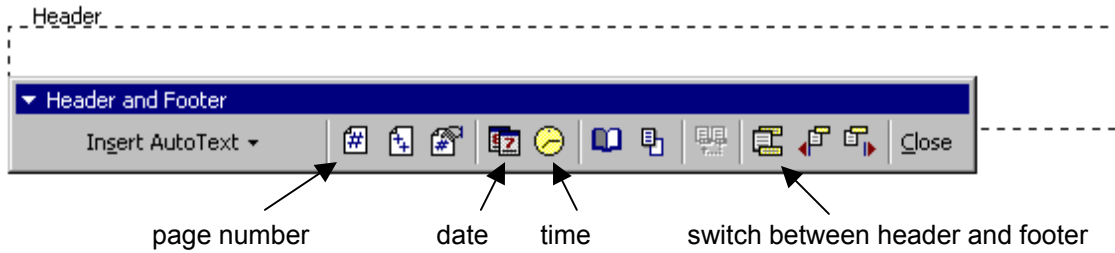


2. Choose the position and alignment you prefer and click on **OK**.

## Add headers or footers to your document

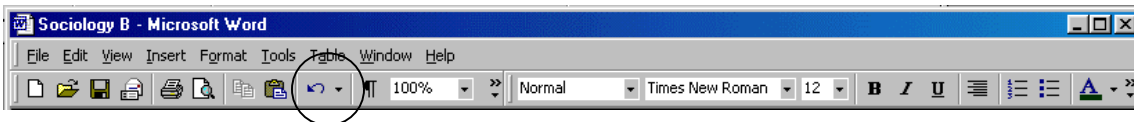
Headers and footers are lines of text located at the top and bottom of your document. Headers and footers usually contain the name of the document and the page number and sometimes the author and date.

1. To add a header or footer to your document – from the menu bar click on **View > Header and Footer**. The Header and Footer tool bar will appear.




2. If you require a header for your document, type in the text, then click on the button to switch to the footer. If you don't require a header, switch straight to the footer.
3. When you are finished adding your text to the header and footer, click on **Close**.

## Undo

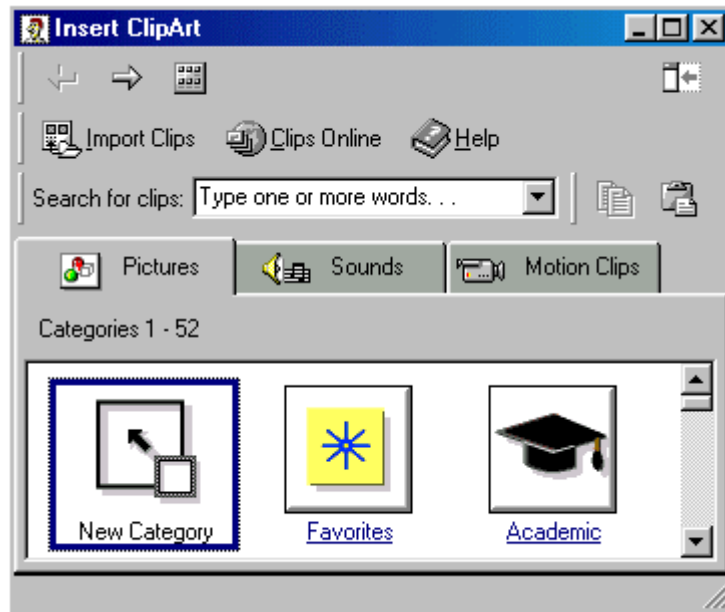


When using the word processor you may perform a task, then find that it is incorrect, for example, you may make your page heading bold and underlined, when it should have been bold and italic.

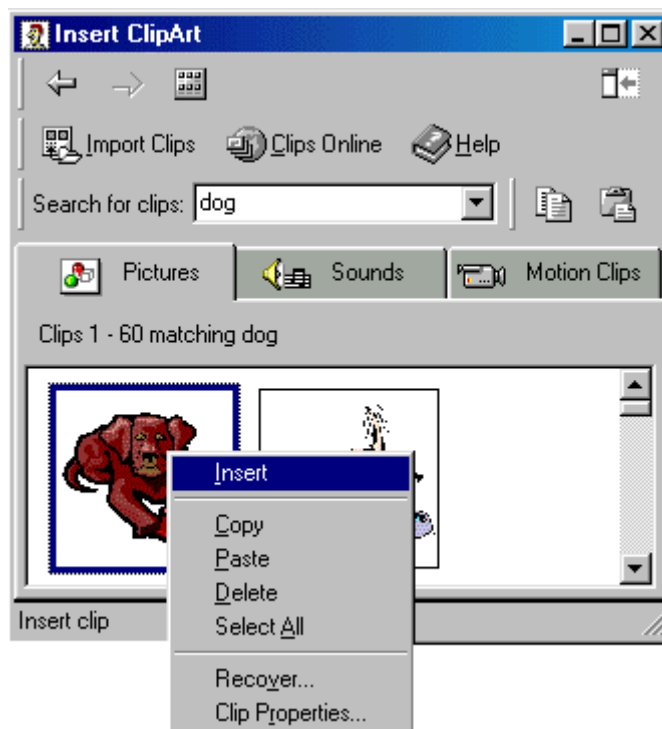
1. To undo your mistake — click on the undo button  which will delete the last task that you performed.
2. Keep clicking the undo button until you have removed all of the error.

## Insert clip art into your document

1. To insert clip art into your document – from the menu bar click on Insert > picture > clip art.



2. Click on the category of picture you require or type the word in the search box and press Enter on your keyboard.
3. When you have found the picture you want to use, click with your right mouse button on the picture and choose insert.

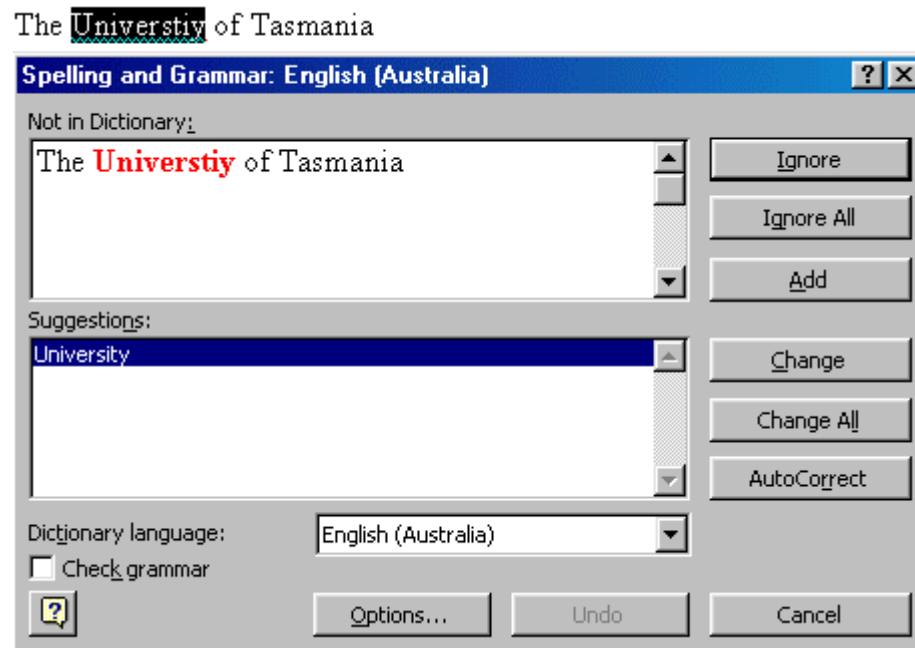


## Spell-check your document

Word processors have a function which allows you to check the spelling of your document. This is a very useful tool which allows you to check for simple spelling or keyboard mistakes.

**Note:** this doesn't replace the need for you to read through your work to check for errors. The spell-check will only check if a word is spelt correctly, not if it is used correctly.

1. **To spell-check your document — from the menu bar, click on Tools > Spelling and Grammar.** The Spelling and Grammar dialogue box will appear and will begin to check the spelling. If you would also like to check the grammar click on Options.



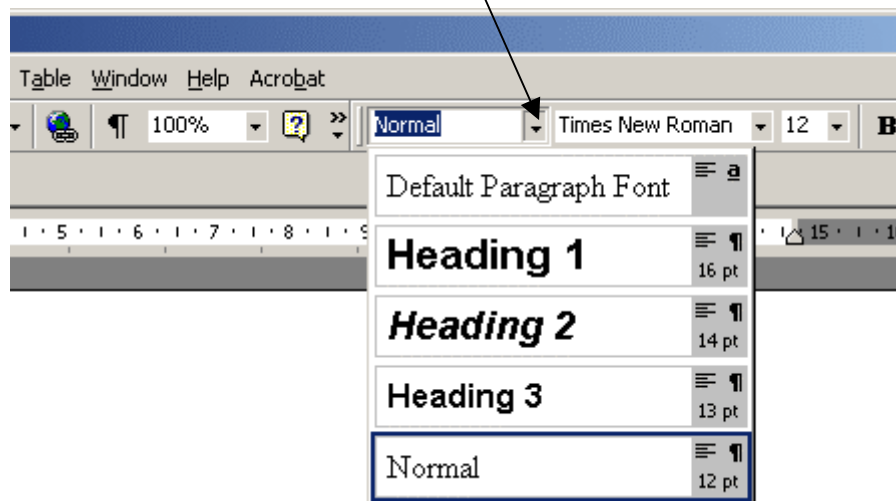
3. **If a word is spelt incorrectly, the spell checker will suggest an alternative spelling. To accept the alternative click on Change. To ignore the suggestion click on Ignore.**

**Note:** Be careful when accepting the suggested spelling, some spell-checkers are set up to accept American spelling.

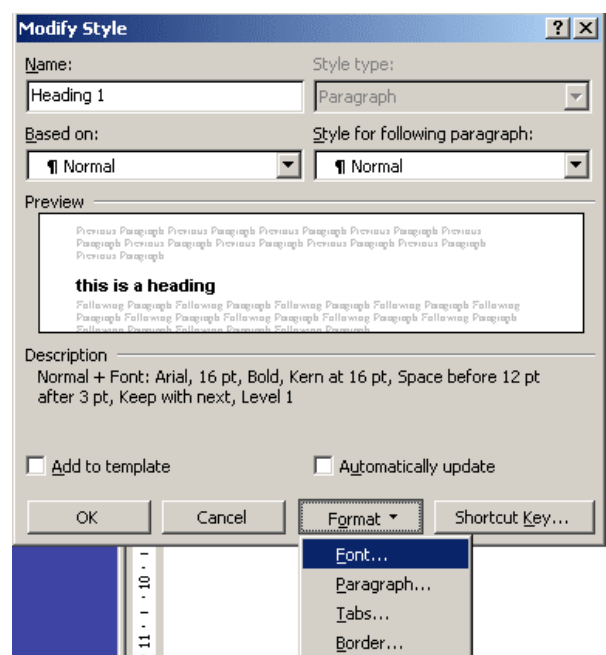
## Apply a style to headings

If your document has several headings it is often convenient to use a heading style to ensure the size, font etc. are consistent for all headings.

1. To apply a style to headings — type the text for your heading and select (highlight) the text.
2. From the Toolbar click on the arrow beside the style. A drop-down list will appear.
3. Choose a style for your heading from the list, by clicking on it.

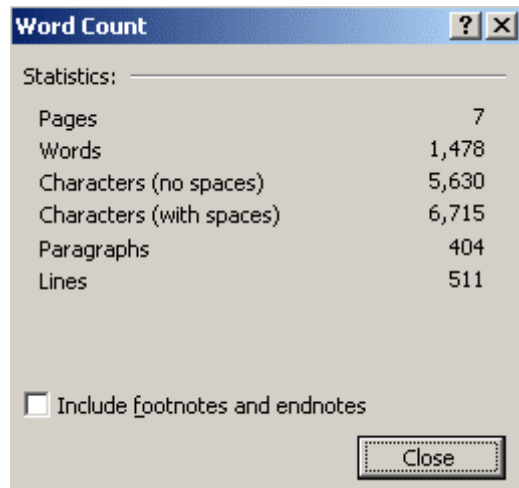


4. Repeat these steps for each heading.
5. You can change the style if it is not exactly as you would like it; for example, you may want the text for Heading 1 to be bigger.
6. To change the style— from the menu bar, click on Format > Style > Modify > Format.
7. Click on Font.
8. Make the changes you require and click OK.



## Count words and lines in a document

1. From the menu bar click on Tools > Word Count.
2. The Word Count dialogue box will appear displaying the number of pages, words, characters etc. in your document.



## Print a document

1. To print — from the menu bar click on File > Print. Ensure the correct printer is selected, then click on OK.

Read the help sheet *Printing with Windows PUPS* for information about the University's print charging system.

