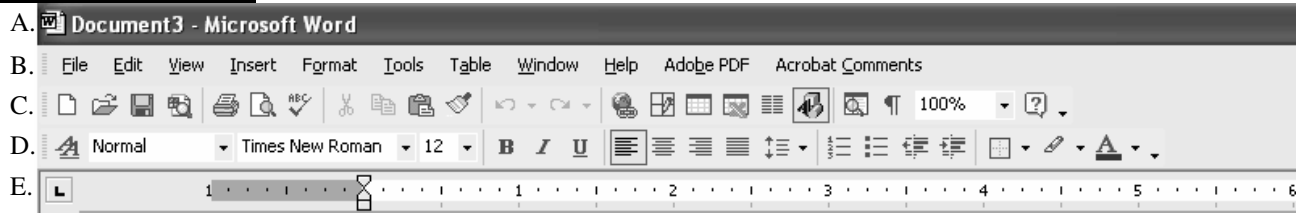




A Guide to Microsoft Word

SCREEN LAYOUT




- A. **Title Bar** – Shows the name of the currently displayed document. *Document1, 2, 3*, etc. is the generic name Word gives to documents that have not been saved.
- B. **Menu Bar** – Provides access to every command and function available in Word.
- C. **Standard Toolbar** – the buttons on this bar are common to many programs, and include New, Open, Save, Print, Cut, Copy, and Paste.
- D. **Formatting Toolbar** – the buttons on this bar change the appearance of your text, and include font size and face, bold, underline, center, and spacing.
- E. **Ruler** – shows the approximate amount of space used. You may set tabs and change indentations in the ruler as well.


CREATING NEW DOCUMENTS, OPENING AND CLOSING FILES


- To create a **New** document/file when the program is already open, or if you would like to create something while another file is still in use:
 - **Easiest:** Use the Standard Toolbar icon 
 - OR, use the Hot Key, **Ctrl-N**
 - OR, Go to **File → New**
- To **Open** a document/file that you created previously:
 - **Easiest:** Use the Standard Toolbar icon 
 - OR, use the Hot Key, **Ctrl-O**
 - OR, Go to **File → Open**
- To **Close** a Document:
 - **Easiest:** Click on the X in the top, right corner of the screen
 - OR, Go to **File → Close**

(NOTE: If you want to close the whole MS Word application, click the X in the far top right. If you want to close one file, but continue to work with Word, click on the X directly underneath it.)

PRINTING AND SAVING

- To **Print** a Document:
 - Easiest: Use the Standard Toolbar icon 
 - (NOTE: Using this button prints your document immediately. For printer or page selection, or number of copies, use Print Preview, or File → Print)
 - OR, use the Hot Key, **Ctrl-P**
 - OR, Go to **File → Print**

- To **Preview** a Document before Printing:
 - Easiest: Use the Standard Toolbar icon 
 - OR, Go to **File → Print Preview**


- To **Save** a Document:
 - Easiest: Use the Standard Toolbar icon 
 - OR, use the Hot Key, **Ctrl-S**
 - OR, Go to **File → Save**

(NOTE: The first time you save a document, you will see a window that gives you an opportunity to designate a name and a location. However, every subsequent Save, you will *not* see this window.)


FORMATTING – THE BASICS

Font Face and Size

Face:


- To change the Font Face (aka typeface), use the Formatting Toolbar . Click on the down-pointed arrow, and then scroll through the choices until you find an appealing font.
 - A few example font faces include *American Text*, *Mordred*, **Ransom**, **DomBold**, and *Tempus*.

Size:

- Changing the size of the font can emphasize your text. Font sizes are measured in points (1/72 inch = 1 point). Standard is about 12 pt. To change the size, use the Formatting Toolbar .

- A few example font sizes include: 12 pt., 20 pt., **36 pt.**

Bold, *Italics*, Underline

- Easiest: Use the Formatting Toolbar icons .
- OR, Use the Hot Keys: **Ctrl-B**, **Ctrl-I**, **Ctrl-U**

Alignment

Left Aligned:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Right Aligned:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Centered:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Full:

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

- Easiest: Use the Formatting Toolbar icons .
- OR, Go to **Format** → **Paragraph**, then change the alignment.



Spacing: single-space, 1 ½ space, or double-space your paper.

- Easiest: Use the Formatting Toolbar icon .
- OR, Go to **Format** → **Paragraph**, then click on the text box under **Line Spacing** to change the format.

Margins: The Top and Bottom Margins are automatically set to 1". The Left and Right Margins are usually set to 1.25". The minimum margin size is determined by your printer.



- Go to **File** → **Page Setup**. Under the Margins Tab, make the margins larger or smaller.

Bulleted and Numbered Lists: All of the small, black circles on this handout are called bullets. They are used to emphasize text, or to create lists.

- Bulleted List: Use the Formatting Toolbar icon , then type your text. Press enter to get another bullet.
- Numbered List: Use the Formatting Toolbar icon , then follow above directions.
- To finish a list, either press enter twice, or click the toolbar icon a second time.

CUT, COPY AND PASTE

One advantage to word processing over typing is maneuverability. If you want to change the location of the text, you can move it without having to re-type. This is called cutting and pasting.

1. First, highlight the desired block of text.
2. Go to **Edit** → **Cut**, or use the Standard Toolbar icon . This should remove the text.
3. Now you need to tell the computer where you would like to put the text. Do this by clicking the mouse where you would like the text to appear.
4. Go to **Edit** → **Paste**, or use the Standard Toolbar icon .

Copy and Paste works along the same principles. However, the highlighted text is duplicated, not removed from the document. To practice, follow the above instructions, but go to **Edit** → **Copy** for step 2.


FIXING YOUR MISTAKES:

Undo: Oops! You made the whole document 18 pt. type or worse yet, you deleted everything. What now? The Undo Button will remove your formatting changes one at a time.

- Easiest: Use the Standard Toolbar icon .
- OR, Go to **Edit** → **Undo**.

Spelling:

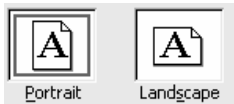
Microsoft Word automatically underlines in red squiggles words it thinks you have spelled incorrectly. Green squiggles indicate a grammar error. NOTE: these show up on the screen, but not on the printed version of your document.

- **SpellCheck:** When you click the Spelling and Grammar icon , Word scans your entire document for misspelled words. It provides suggestions for correct spelling, in addition to the option to add new words, such as your name, to the built-in dictionary.
- **Grammar:** The Grammar check suggests ways to improve your writing. While technically accurate, it is also very proper, and therefore not for colloquial writers. (To turn off the Grammar check, go to **Tools → Spelling and Grammar**, then uncheck the box that says **Check Grammar**.)
- **AutoCorrect:** Another little nifty tool, AutoCorrect *knows* when you've misspelled a word, and corrects it for you. It doesn't work for everything, but it will change common errors such as **teh** for **the**, or **becasue** for **because**. This function has almost unlimited benefits, for you can add to the list of words you would like to correct. This might include words that you commonly misspell, or long phrases that you frequently type (e.g. typing *wpl* becomes *Wheaton Public Library*).
 - To add or change features of AutoCorrect, go to **Tools → AutoCorrect**

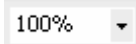
APPEARANCE AND LAYOUT OF THE PAGE

Landscape and Portrait: you may change the way a page is turned when it comes out of the printer.

- To Use: Go to **File → Page Setup**.
- Word is automatically set to choose Portrait. Choose Landscape to change the orientation.



Percent: allows you to change the relative size of the page that appears on the screen. For example, if you would like to see how your text appears overall, you might want to make the page smaller – so that it fits on the screen.

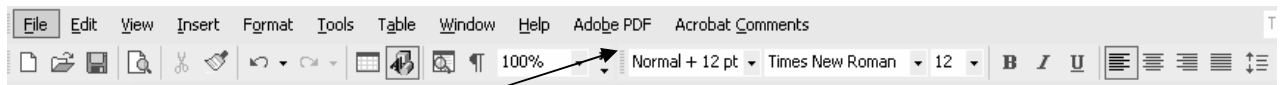
- **Easiest:** use the Standard Toolbar icon 
- OR, Go to **View → Zoom**, then choose the Percent at which you would like to view the screen.

Views: customizes how your page looks. Most commonly, people choose **Normal** or **Page Layout**.

- To Use: Go to **View →** then choose the layout that most appeals to you.

Toolbars: Generally, the toolbars provide the quickest and easiest access to word processing features.

- To activate or deactivate a particular toolbar, go to **View → Toolbars**.
- Occasionally, the toolbar is activated but still invisible. Check to make sure the toolbars are not combined on one line.



If that has occurred, find the small vertical bar between the toolbars, then click and drag down and to the left to create two toolbars instead of one.