

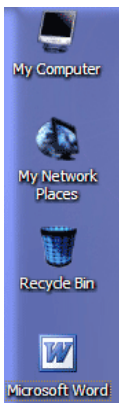
# Using Microsoft Word

## Getting Started With Word

### Starting the Program

There are several ways to start a program in Microsoft Windows and they may include the following:

1. Clicking an icon on the desktop.



2. Clicking an icon in the **quickstart** bar, next to the start button.




3. Clicking the **Start** button and then using the **Start Menu** to launch the program.



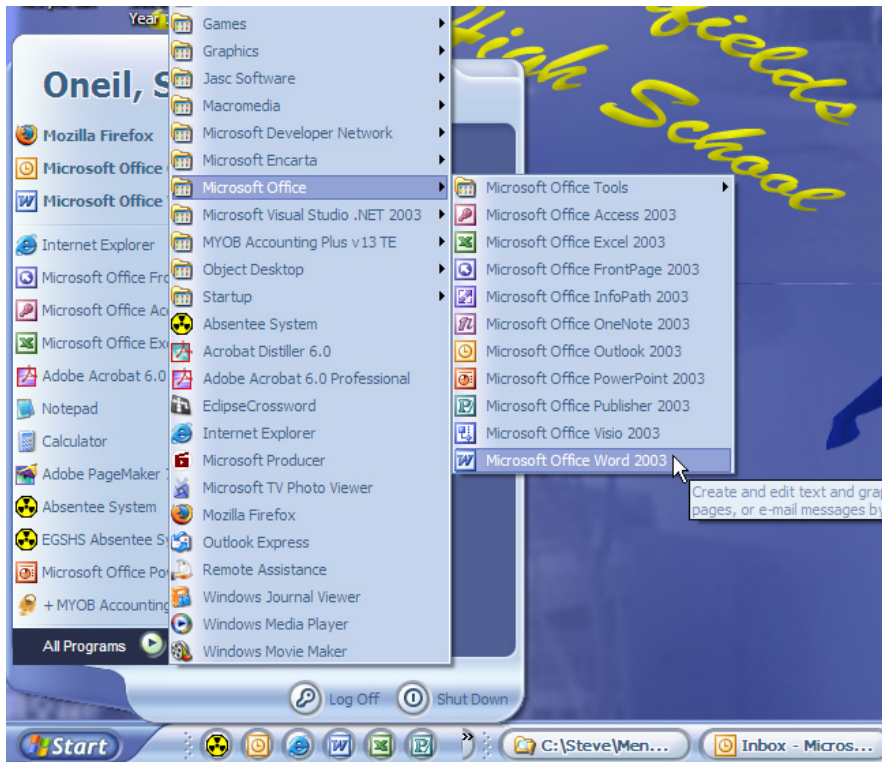
4. Some computers may also be customised so that a program such as Word can be started using a keyboard command.

## Exercise 1. Starting Word with the Start Menu

- 1) Click the **Start** button in the bottom-left corner of your screen. The **Start Menu** will appear. (you can also press the  key on your keyboard to make the start menu appear)

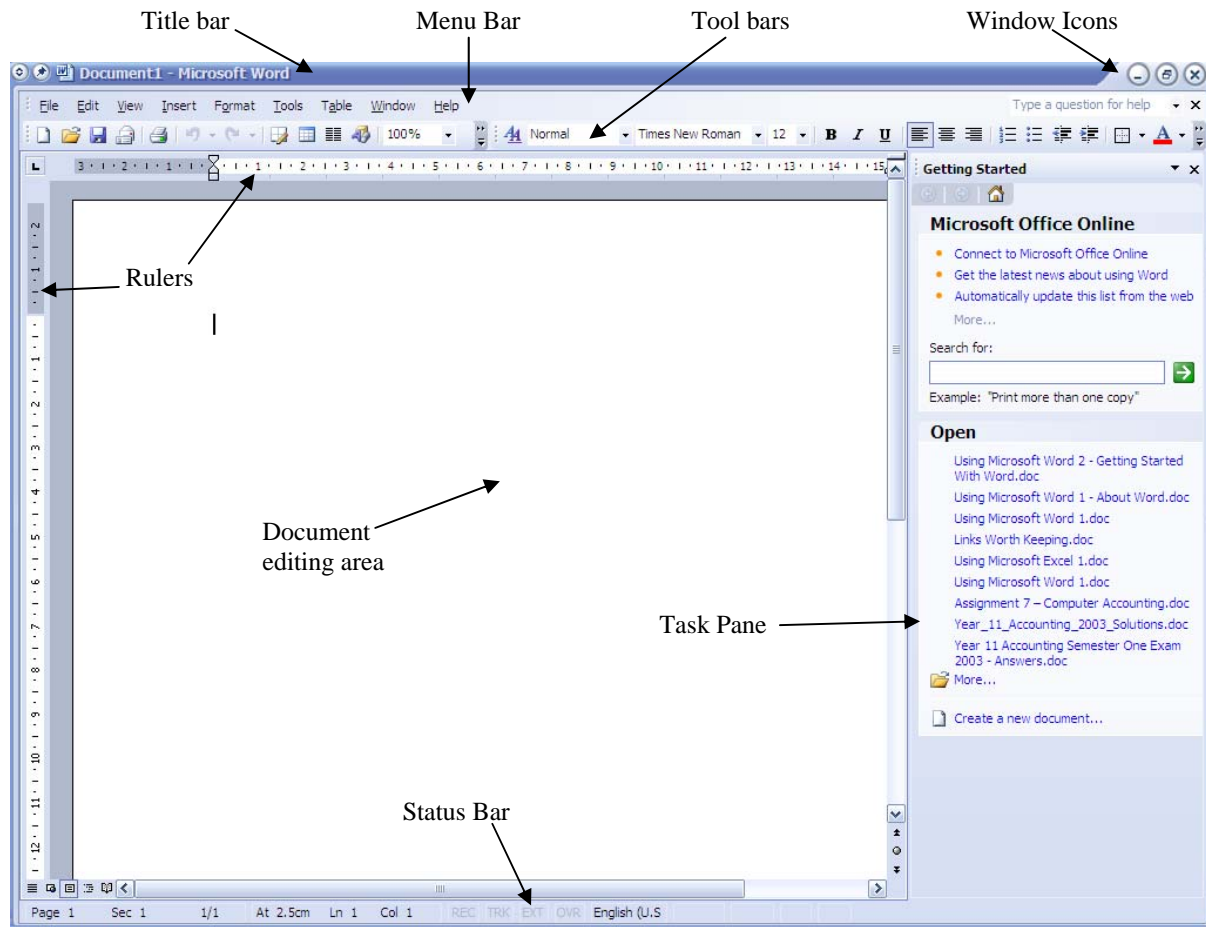


- 2) When the Start Menu appears, move your mouse on to the **All Programs** option. This will display a list of programs. If Microsoft Word does not appear in that list you may need to move to a sub-menu as shown in the example below.



- 3) When you have located Microsoft Word in the start menu, click on it to launch the program. When the program starts, it will look similar to the example on the following page with a blank document provided.

## The Word Interface



All of this may seem a little confusing at first but it will become clearer as you begin to use the program. A lot of what you see can also be customised to suit the way you like to work. Each of the items labelled in the picture above is briefly explained in the following page.

**Title Bar** – This is common to all programs in Windows. It shows the name of the program currently being used and in the case of some programs like Word, also shows the name of the document currently being edited.

**Menu Bar** – Most Windows programs have a row of menus along the top of the screen which can be used to access the program's functions. There are several ways of using the menus as you will see later.

**Windows Icons** – These standard windows icons provide quick ways to close a window or change the position of a window. The first icon will minimise a window (Shrinking it to a button at the bottom of your screen). The second one switches between maximising the window (so it fills the screen) and restoring the window to its normal size. Programs like Word are usually best used in their maximised state. The third icon closes a window when clicked.

**Tool Bar** – The tool bar contains icons that give quick access to commonly used features.

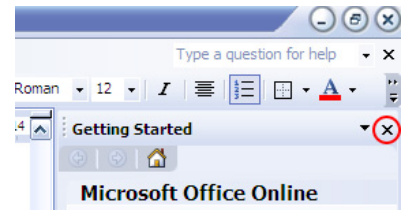
**Rulers** – The two rules can be used not only for measurements but can also be used to assist in adjusting tabs and margins.

**Task Pane** – This area has a number of functions. It will automatically appear when you are working on certain tasks and will display shortcuts to common functions.

**Status Bar** – Displays information about the current document and also provides quick access to some functions.

## Exercise 2. Basic Text Editing

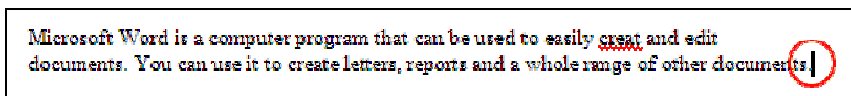
- 1) Close the **Task Pane** by clicking its close icon (shown with a circle around it). This will give you more room for editing your document. If you need it again, you can select it from the **View** menu or use the **[Ctrl][F1]** shortcut to turn it on or off.
- 2) Type the following text, including the mistakes. Don't worry about pressing the **[Enter]** key at the end of a line. When you reach the end of a line, the remaining text will automatically continue on a new line.



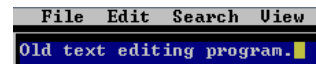
*Microsoft Word is a computer program that can be used to easily creat and edit documents. You can use it to create letters, reports and a whole range of other documents.*

If you type it as shown then you will see a wavy red line under the word *create* and any other word you may have typed incorrectly. Microsoft Word has a built in dictionary with a spelling check feature and the red line indicates that Word doesn't recognise the indicated word and it is possibly an error. We'll look at how to use the spell checker later but for now, we'll edit it manually.

At the end of the text you type, you will see a small vertical line as shown below (with a circle around it).



This vertical line is called the **insertion point** as it indicates where anything you type will be inserted. It is also often referred to as the cursor since many older programs, such as the one shown to the right, used a rectangular shaped symbol called a cursor to indicate where text would appear.



If you want to edit text in a different place you can move the insertion point in a number of different ways. The first method that most people learn is to use the mouse.

- 3) Click your mouse just after the incorrect word '*creat*' right before the space. Type a letter '*e*' to complete the word.

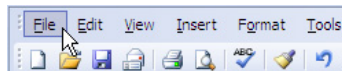
You can also use the arrow keys on your keyboard to move the insertion point around the text. If you are typing, then using your keyboard is much quicker than constantly taking your hands off the keyboard to reach for the mouse. Avoid the common trap of relying too much on your mouse since keyboard methods are often far quicker.

- 4) Practice using your arrow keys **↑ ↓ ← →** to move around the text.
- 5) Press the **[Enter]** key on your keyboard to start a new paragraph. Type your name on the new paragraph.

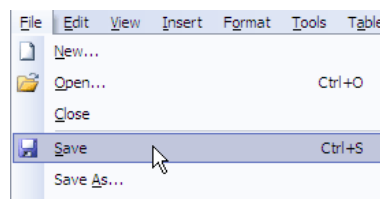
### Exercise 3. Saving a Document

When you are working in Microsoft Word, any text you type and any changes you make are stored in the computer's RAM (Random Access Memory). RAM is a temporary form of storage and will only retain information as long as the computer is switched on. If you want to keep your work, you need to save it to a long term storage device such as a floppy disk, a location on a computer network or your computer's internal hard drive. Also, it is a good idea to save regularly in case your computer loses the work from a power failure or computer problem.

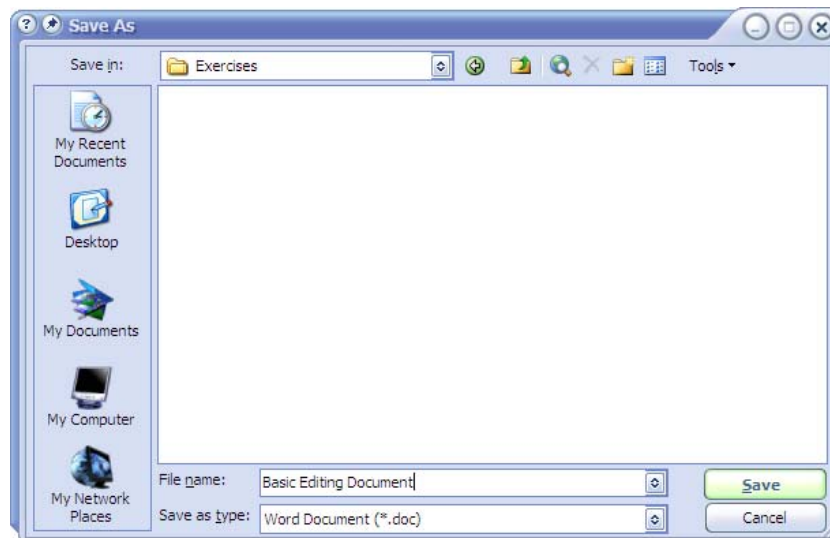
- 1) Move your mouse to the menu bar at the top of your screen and click on **File**.




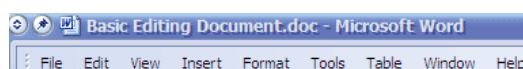
- 2) When the file menu appears, click on **Save**.



Since this is the first time you are saving the document, you will be prompted for a file name and a file location.



- 3) Use the **Save in:** list at the top to choose where you want to save the file. You can click on the New Folder icon  to create a new folder if necessary.
- 4) In the **File name:** box at the bottom, type Basic Editing Document as shown above. Word will add '.doc' on the end of the filename. The .doc part is the **file extension** and is used to identify the file within Windows as a Word document.
- 5) When you have specified the file location and file name, click the **Save** button to save the file.




When the file is saved, the name of the file will appear in the title bar.


Once a file is saved, you can use the save command again and it will update the file with any new changes. You won't be asked for the file name again unless you use the **Save As** option, which is generally used for saving a copy of a document under a different name or in a different location. Below are some other ways to choose the save command. Try each method.

- 6) Hold down the **[Alt]** key on your keyboard. The menu bar will become active. You will notice that each menu has a letter underlined. Once the menu is active, you can press the underlined letter to activate that menu.
- 7) Press **[F]** on your keyboard to activate the File menu.
- 8) Press **[S]** to activate the Save option from within the file menu. The file will be saved again without asking for the filename.

When the **File** menu is open, you will notice that many of the options have a picture to the left of the menu command and some letters to the right of the menu command. The picture shows that there is an icon on the **toolbar** that can be clicked to activate the command, while the letters indicate a keyboard shortcut for that command.




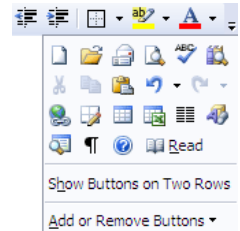
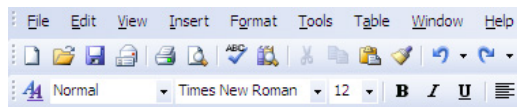
- 9) To the left of the **Save** command in the **File** menu is a picture of a small floppy disk. Find the icon (button) on the toolbar that looks the same  and click it to save the file.
- 10) To the right of the **Save** command in the menu are the letters '*Ctrl + S*'. This indicates that a keyboard shortcut may be used to access the command. Hold down the **[Ctrl]** key and while it is still held down, press the **[S]** key to save the file. In the remainder of these exercises, shortcut keys such as this will be shown as **[Ctrl] [S]**. If you want the **Save As** command, you can use the **[F12]** shortcut key.

**Note** When you select a menu in Word, it will often show only the most recently used menu items. If the menu command you want is not visible, you can either wait a few seconds for the full menu to appear or click on the arrow  at the bottom of the menu. You can also make a full menu display immediately by double-clicking the menu.

## Exercise 4. Customising the Toolbar

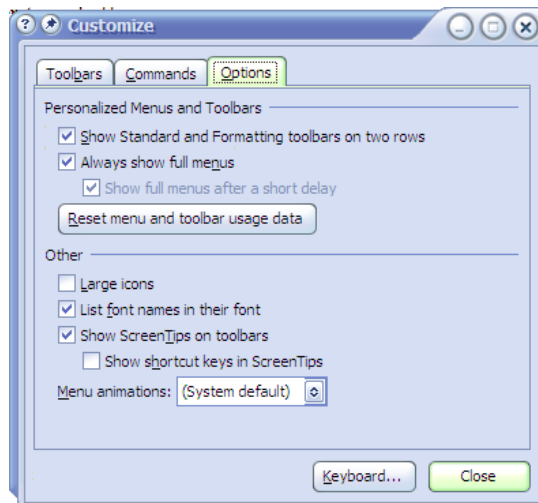
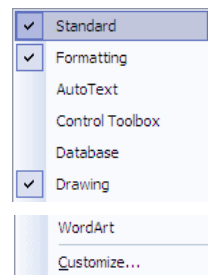
In older versions of Word, there were generally two toolbars displayed on two rows. The Standard toolbar contained shortcuts for general commands such as saving and printing. The Formatting toolbar below that contained shortcuts for common formatting options such as changing font style and size. In recent versions of Word these two toolbars generally share the same row and only show the most recently use commands.

- 1) Click on the arrow on the right edge of the tool bar  to display a list of the icons that aren't displayed on the main toolbar. If you prefer to see all of the icons, you can click on the Show Buttons on Two Rows option. The complete Standard and Formatting toolbars will then show on separate rows.



Many additional toolbars are available in Word. Often additional toolbars will appear when you are working on a certain task (for example placing a picture in your document). Any toolbar can be turned on or off manually. This can be useful if you are working on a computer where one of the main toolbars that you need has been turned off.

- 2) From the **View** menu, select **Toolbars** to see a list of available toolbars. Another way you can see a list of toolbars is to move your mouse over any visible toolbar and click your **right** mouse button. The toolbars that are currently visible will be ticked. You can use this list to turn toolbars on and off.
- 3) Click on the **Customize** option at the bottom of the list.



- 4) Make sure the **Options** tab is selected along the top.

The first option allows you to specify whether the main toolbars will show on one row or not. If the second option is selected, menus will display all commands instead of only the most recently used commands. Other options under the other tables allow you to customise the options that appear in toolbars and menus.

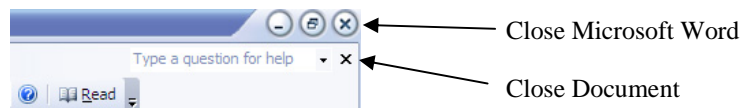
- 5) Click the **Close** button to close the **Customize** toolbar options.



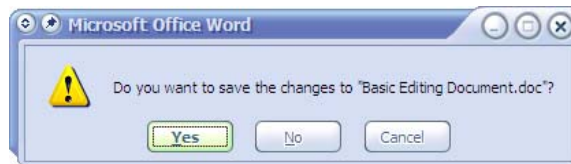
## Exercise 5. Closing a Document

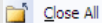
Like most operations in Word, there is more than one way to close a file.

- Select the **C**lose command from the **F**ile menu.
  - Use the keyboard shortcut **[Ctrl][F4]**.
  - Click the close document button in the top-right corner of the window.
- 1) Close the current document by clicking the Close Document icon in the top-right corner of the document. Don't confuse it with the icon above it which closes Microsoft Word.



If you have made any changes since you last saved the document, you will be asked if you want to save those changes.



**Tip** If you have several documents open at once and you want to close or save them all at the same time, hold down the **[Shift]** key while you click on the **F**ile menu. The **C**lose command will change to **C**lose All and the **S**ave command will be changed to **S**ave All. 

**Note** as of 2006 Microsoft are working on a new version of Word. **Word 2007** will have a more streamlined and easy to learn interface as seen below, though many of the shortcuts and techniques from older versions will still work just as well so experienced users won't be disadvantaged.

