

Lecture 2

WORD

To access Microsoft Word, from START, find icon for **New Office document** and double click. Initially you will see a screen with many icons. Select the new blank document icon (double click). We could just begin typing, but let's look at the information and icons available for us to use first.

At the top of the screen is the program name and name of the file used—document 1 is the default starting name.

Below that is the menu bar which has pull down menus. We will look at these individually later. The next line down contains a row of icons. This row and the one below it are called toolbars. Word comes with over a dozen toolbars; the ones initially shown are the standard toolbar and the formatting toolbar. Each icon represents a command such as open file or save file.

To see what each icon does, point to the icon and a small descriptor will appear.

While we are on toolbars, we may as well see what each does. To view all the toolbars, VIEW TOOLBARS – a list with the toolbars checked appears.

STANDARD	- file management and editing
FORMATTING	- font and paragraph formatting
AUTO TEXT	- insertion of boiler plate
CONTROL TOOLBOX	- insertion of Active X controls
DATABASE	- control of database tables
DRAWING	- graphics, text boxes, etc.
FORMS	- electronic forms
PICTURES	- clip art
REVIEWING	- tracking reviewer's changes
TABLES & BORDERS	- table and cell creation
VISUAL BASIC	- running macros
WEB	- accessing web resources
WORD ART	- text based graphics

Some toolbars (headers and footers) automatically appear when you need to use them, but not at any other time.

Below the FORMATTING toolbar is the ruler to set margins, tab stops, indents.

The toolbars may float around if you desire it on the screen—grab the left side of the bar and just move it. < demonstrate >

The rule may be turned on or off from VIEW RULER.

At the right top of the screen are the **minimize**, **restore** and **close** buttons. Note you have a set for the documents as well as the Word program.

The white center section of the screen is the text or typing area with a blinking bar

to indicate current position and a horizontal bar to indicate the end of the file.

Somewhere on the screen you may find the office assistant which provides a pathway to help topics. It anticipates what you are doing and can bring up pertinent topics. If it is on and you find it distracting, press **X**. If off, pressing **?** in the std. ruler turns it on.

Scroll bars allow you to move up and down a document as well as from R ↔L if necessary (if for example, you are in landscape mode).

At the bottom of the vertical scroll bars, there are the document browser icons which allow you to move quickly around in the document.

Previous page

-select object-press for object table

next page

In normal view (screen all white) on the left side of the scroll bars are the view layout buttons—also in VIEW.

- | | | |
|---------------|---|--|
| Normal View | - | default -- document appears mostly as will be printed—no images and only single column if multiple |
| Page Layout | - | exactly as will be printed—slower including headers, footers, etc. |
| OnLine Layout | - | easier on screen reading; auto wrap if line too long, enlarge of font if smaller than 12 point |
| Outline View | - | displays outline structure—only use if you are Using Word Heading styles or Outline Levels |

The Document map can be seen in OnLine View if you used various elements in Word (headings, etc.) --- acts as hyperlink—allows quick movement.

At the bottom of the screen is the STATUS bar which shows you exactly where you are in the document.

First info is the page number within the current section (section is 2nd item). Normally you have only one section, but you can have numerous sections each starting with page #1 {ex. binder w/dividers}. The third item is the current and total pages in a document.

The second grouping in the status bar gives the location within a page. First in the vertical location from the top of the page, the current line # and the current column

number (each character is a column).

If you wish to go quickly to a new location, double left click in location area and get the GO TO dialog box. < **demonstrate example**>

The last section on the status bar is the mode indicator. Normally, we work in editing mode, the default. Others are:

REC	-	recording a macro
TRK	-	track revisions
EXT	-	extend text
OVR	-	overtyping rather than insert
WPH	-	WP help for people transitioning

Before we actually begin typing a document, we should check the Auto Correct and Auto Format settings as well as the spelling and grammar settings.

Word checks your work as you go along and will automatically correct some typos and misspelling or will underline words it thinks are wrong. It will also check the grammar.

To access:

TOOLS
AUTO CORRECT

AUTO CORRECT TAB } **demonstrate**
AUTO FORMAT TAB }

Inputting text -- < **handout for students**>

As you are typing in the words Word checks for grammar and spelling. Incorrect or unknown words have a red wavy line under them. Grammar errors will have a green wavy line. Ignore any wavy lines for now.

Once the paragraph is typed in, we will want to edit it.

To move insertion point back to beginning of any line—press HOME or single left click mouse in correct position

Word Wrap—done automatically. Only use enter to end a paragraph or a special case or line which you need to have a hard return. (blank lines)

For correcting mistakes while typing, use DELETE and BACKSPACE—show differences.

Now let's look at the wavy lines. The reds are words that do not appear in the dictionary in Word. Some word usage (i.e. English vs American) and some words and names are obscure enough not to be in it, but are still correct. Generally, you will be able to tell what is misspelled.

To correct the word, right click on the wavy red line. A small box will appear with a suggestion as to the word—left clicking will replace the misspelled word with the suggestion.

If the word is a common one for you, and you know it is spelled correctly, you may add it to the dictionary by pressing the ADD key.

Right clicking on a green wavy line will give you a suggested grammar correction (last line in ¶).

You can choose to accept the suggestion, ignore the sentence, (wavy green line goes away) or press grammar...to see what the problem is—in this case use of the passive voice.

Saving a Document

When you create a document, it only exists in the computer's RAM which is volatile. To store your work, you need to save it to the hard or floppy disk.

Click SAVE button — If first save then dialog box appears with suggested filename. Can be up to 255 characters—including spaces. Do not use / \ : * ? " < > |

Use SAVE AS to save later under new name

SHOW OPTIONS

(password)

(auto recovery)

Printing a Document

Before printing, you may wish to see what the document will look like. Use PRINT PREVIEW—5th icon on STD TOOLBAR

Notice a new toolbar comes up.

1st icon -- print

CLOSE -- close print preview

For this time just choose quick print if OK