

Brookfield Public Library

Microsoft Word Basics

What can Word do for you?

- Create text documents, like papers, reports and letters
- Use the programmed templates and wizards for resumes, fax cover sheets, etc.
- Graphics (clip art and tables) can be used for flyers

What will we do today?

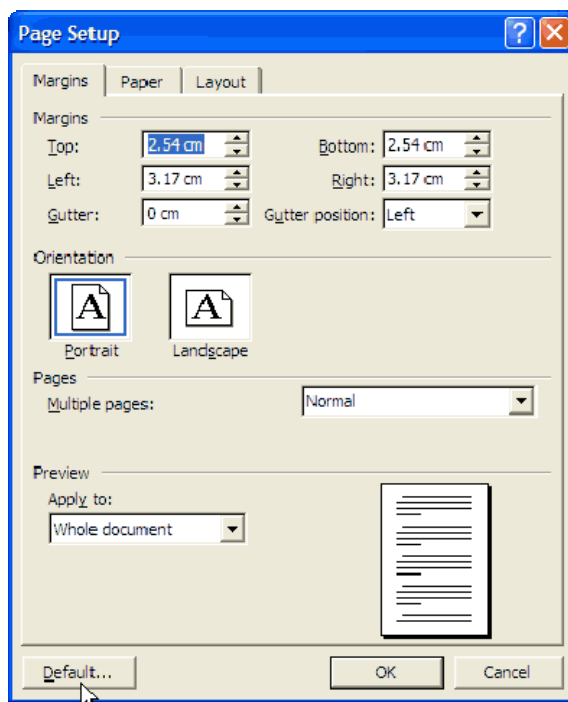
- Type and format your own document



To start word, move the pointer over the Microsoft Word icon on the desktop, and double click.



Step 1: Setting up the page

1. Click **File**
2. Select **Page Setup**. The **Page Setup** dialog box appears.
3. Make your selections, and click **OK**.



Step 2: Type!

1. Word has automatic wordwrap, so you don't need to press "enter" at the end of each line. Simply press enter when you have ended a paragraph.
2. Correcting mistakes is easy in Word. Use the mouse or the arrow keys to move the cursor to the misspelled word and use either **Backspace** or **Delete**


Two other helpful commands to fix mistakes are the Undo  and Redo  buttons on the Standard toolbar. Clicking Undo reverses the last command or deletes the last entry you typed. You can use this button to undo up to 99 of your last actions! If you'd like to undo an undo, click Redo, and the previous Undo command will be reversed.

Step 3: Format your document

Word uses the default settings for margins, font style and size, and alignment. You can change them at any time while working on the document.

Making your text **BOLD**...

...before you begin typing

1. Click the **Bold** button  on the formatting toolbar. To turn it off, push the **Bold** button again.
2. Another option is to push Ctrl+B (holding them down at the same time). To turn it off, push Ctrl+B again.
3. A third option is to click **Format** on the toolbar. Drag your mouse down and click on **Font**. There you will see several options. Under **Font Style**, click on **Bold**. Click **OK**.

...after you've typed

1. Select the text you want to change
 - a. Move the mouse pointer to the beginning of the text
 - b. Click the left mouse button, and hold it down.
 - c. Drag the mouse pointer to the end of the text, and release the mouse button.
2. Click the **Bold** button on the toolbar, use Ctrl+B, or the Format Toolbar
3. Click anywhere else in the document to cancel the text selection.

These same instructions will work for several formatting changes, including

- Font style
- Font size
- *Italics*
- Underlining
- Text alignment (text centered, text lined up on the left or right)

Line spacing

The default for Word documents is single spacing, but you can change the line spacing on a document at any time. If you want to change the line spacing of text already typed, you must select the text first (see above).

1. Click on **Format** in the menu bar
2. Drag the mouse down and click on **Paragraph**. A window will pop up.
3. In the middle of the window will be a drop-down menu for Line Spacing. Click on the arrow in the right-hand side of that drop down menu.
4. Choose the appropriate line spacing.
5. Click on **OK**.

Step 4: Editing and proofreading your document

Moving text

When you want switch the order of paragraphs, or big sections of text that you don't want to re-type, you can "cut and paste" or "copy and paste" it. This also works if you want to copy text from another document or web page and add it to your page.

1. Select the text you want to move
 - a. Move the mouse pointer to the beginning of the text
 - b. Click the left mouse button, and hold it down.
 - c. Drag the mouse pointer to the end of the text, and release the mouse button.
2. Click on **Edit** in the Menu bar.
3. Drag down and click on **Cut** if you want it permanently removed from the first location, or **Copy** if you want the text to appear in the first location and a second location. (You may need to expand the choices available by clicking on the arrows at the bottom of the sub-menu.)
4. Move your cursor to the new location.
5. Click on **Edit** in the Menu bar.
6. Select **Paste**.

**Instead of using the menu bars, after highlighting the text you can also use

Ctrl+X to cut the selected text

Ctrl+C to copy the selected text

Ctrl+V to paste the selected text


Spelling and Grammar

Microsoft Word automatically checks spelling and grammar as you type. A red wavy line will appear under misspelled words; a green wavy line will appear under words or phrases that are grammatically incorrect.

When you see a wavy line...

1. Point your mouse to the underlined word or phrase, and right-click.
2. There will be alternate choices for you to choose from at the top of the pop-up box. Click on the correct one. Word will replace the error.
3. If the word or phrase is correct, click on **Ignore**.

Step 5: Save your document


1. Click the **Save** button  on the toolbar. The **Save As** dialog box appears.
2. Click the arrow to the right of the **Save In** list box. A drop-down list with the names of all the locations where you can save a document (floppy-drive, hard drive, etc.) appears.
3. Click on the on the drive on which you want to save your document.
4. Select the file name in the **File Name** text box by clicking the left side of the box and dragging to the end of the name.
5. Type the name you want to give your new document.
6. Click **Save**, located in the lower-right corner of the dialog box, to save your document with its new name.

After you have saved a document the first time, you can simple push the **Save** button on the toolbar and it will automatically update your document.

Step 6: Print your document

To print your document, click the **Print** button  on the toolbar.

Step 7: Open your document

1. Click on the **Open** button  on the toolbar. The **Open** dialog box appears.
2. Click the arrow to the right of the **Look In** list box. A drop-down list with the names of all the locations where documents are stored appears. Click on the appropriate location.
3. Click the name of the document you want to open.
4. Click the **Open** button, located in the lower-right corner of the dialog box.