

Beginning Word

Objectives:

You will-

1. Open, close, and save documents.
2. Use the help button to answer questions.
3. Enter/Delete text.
4. Set tabs manually and with page set up.
5. Navigate in a document
6. Learn methods to select, move, and copy text
7. Add basic formatting.
8. Find and replace text.
9. Add headers and footers
10. Check the spelling and grammar of a document
11. Send a word document via email.

Opening a Document-

To open a document, click the **Start** button and click on the **Microsoft Office Word 2003** shortcut.

Now you choose to either open an existing document or create a new one. (My recent documents are listed at the bottom of the file menu for you to select.)

Whenever you create a document, you want to save it after you have done some work on it.

You can save the document by clicking on File | Save as.. or the Save icon, (This icon looks like a floppy disc) or Ctrl+S.

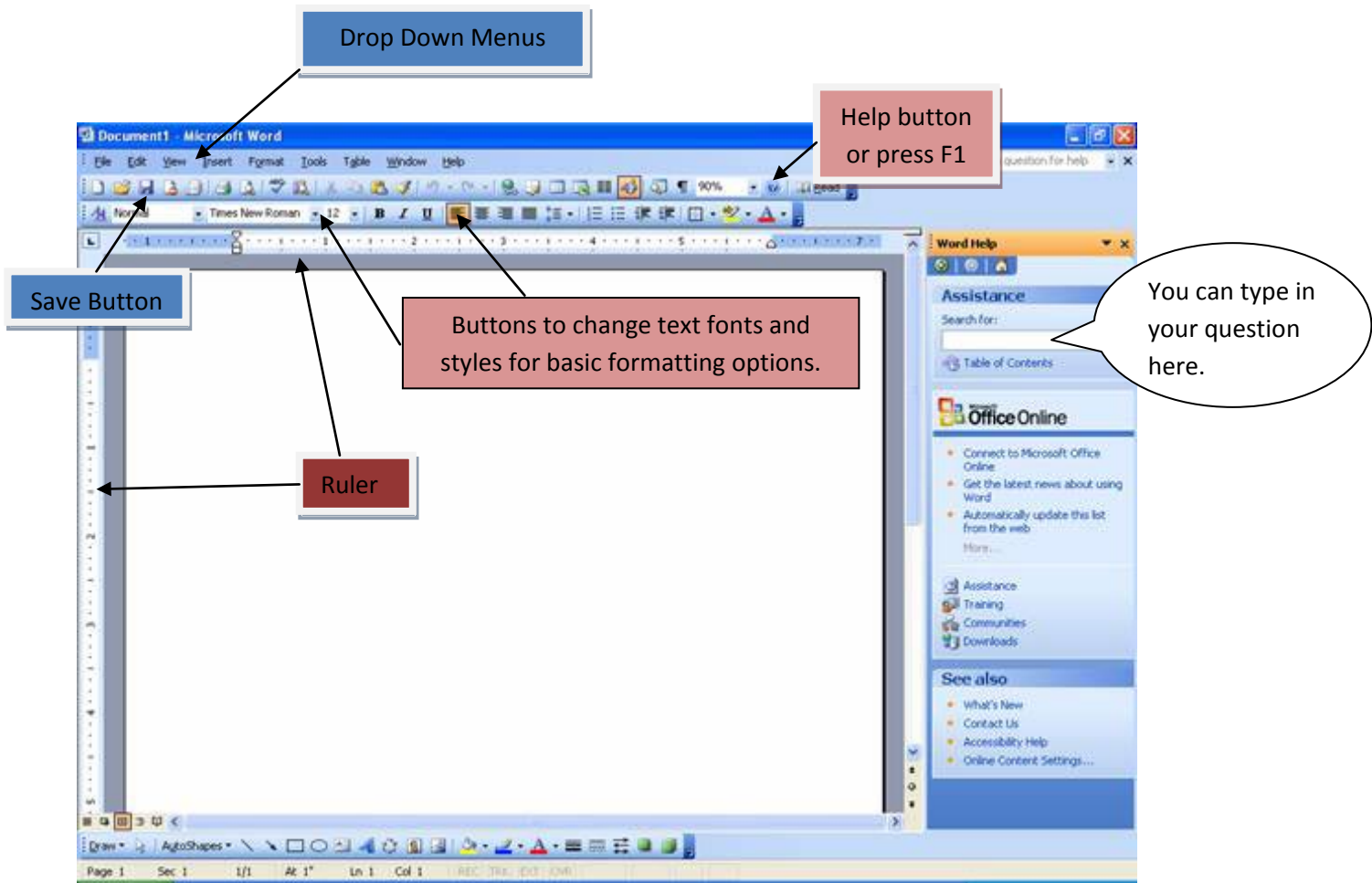


You need to know where you are saving your documents. If you save a document locally and do not back up your computer, you have the potential to lose the information. (If you save it on the server, it is backed up each night.)

One of the greatest tools in any application is the help button. You can answer most of your questions by using this option. You can type in a few words or a question and find out the way to do things in word and any other application.

New Word Document:

This diagram shows some of the most commonly used buttons and commands:



To start entering text you will start typing. The text will start at the flashing line (insertion point). If you want to delete the text, you can swipe through it and hit delete or backspace.

If you want to show the paragraph markings, you would click the ¶ button from the tool bar.

Change page margins

On the File menu, click Page Settings. Then click on the Margins tab. Enter Settings in the Top, Bottom, Left or Right boxes. You can also change the settings by moving the markers on the top of the page if the ruler is visible.

Move around the document and select text

Here are some of the ways to move around a document.

Press	To
Ctrl+ HOME	Move to the top of the document
Ctrl + DOWN ARROW	Move down one paragraph at a time
End HOME	Move to the end of the line, move to the beginning
Ctrl+Shift+DOWN	Select a paragraph
Ctrl + Shift+ RIGHT	Select a sentence

Mouse Click	To select a
Double-click	Word
Click in the left margin once	Line
Double-click in the left margin	Paragraph
Triple-click in a paragraph	Paragraph
Press CTRL, click in a sentence	sentence

Cut, Copy and Paste Text

To copy text select the text, click **Copy** on the standard toolbar or press Ctrl+C.

To move text or to delete the text, select the text. Then click **Cut** on the Standard toolbar, or press Ctrl+X.

To paste the text in another location place the insertion point where you want the text to go and then click **Paste** or press Ctrl+V.

To undo an action click **Undo** on the Standard toolbar or press Ctrl+Z.

To redo an action click **Redo** on the Standard toolbar or press Ctrl+Y.

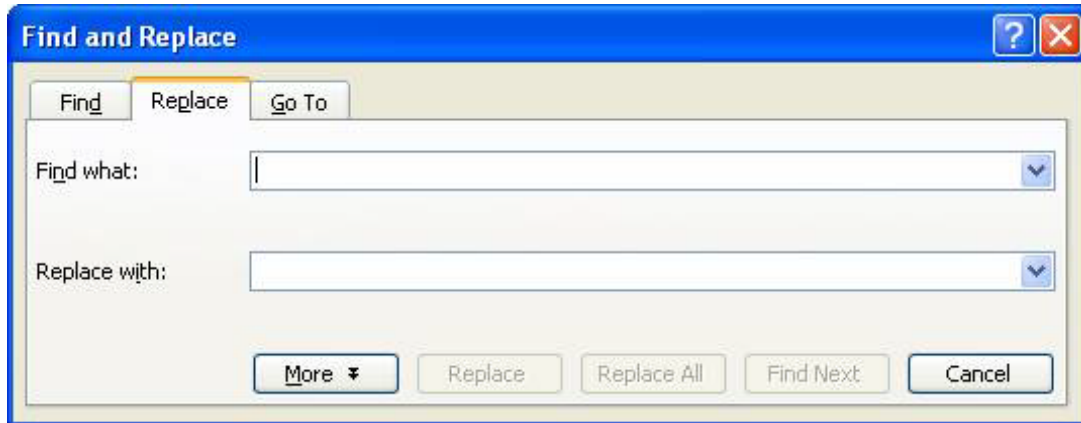
Add Basic Formatting

To add bold, italic, or underline select the text, then on the Formatting toolbar click Bold (or press Ctrl+B), Italic (or Ctrl+I), or Underline (or press Ctrl+U) buttons. To undo the formatting, select the text and click the button, or press the keyboard shortcuts again.

Finding and Replacing Text-

Sometimes you may want to make a change in a document but do not want to change every instance of the word in the document. You can accomplish this by using the Edit drop down menu and select Find.

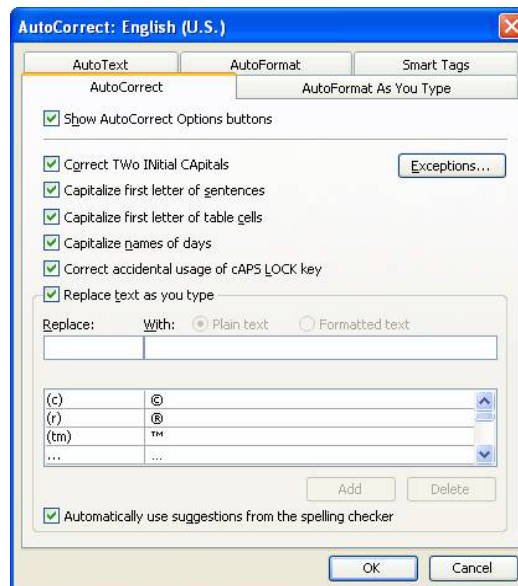
You will click on the replace tab and fill in Find what: and Replace with. You can then decide to replace it just once or replace all.



Adding Headers and Footers

You can edit or create a header and /or footer and it will appear on every page of the document.

If you go to the Drop down Menu under Tools, you can select Spelling and Grammar (or F7). This will check the entire document. Another thing you can do under tools is to select autocorrect.



You can send word documents via email. You can create an email message and attach a word document or you can select send to email recipient and determine if you want to send the document embedded in a message or as an attachment. One thing to remember is to save the document after you have sent it. If you send it and then close the document without saving it, it is gone.