

Beginning Word for Windows

Academic
Computing
Support



D.W. Mattson Computer Center
Tennessee Technological University
Revised July 1998

Version: 97

1. Creating a Document

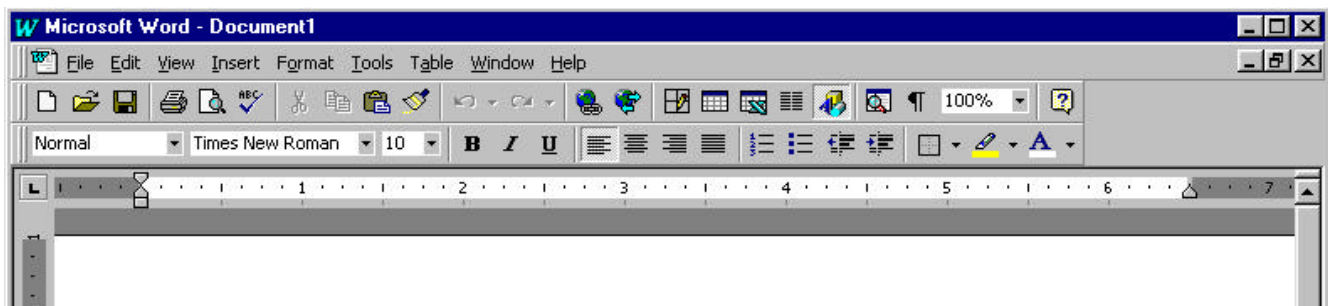
1.1 Check view settings

1. Select **View**
Note the current settings for page view, toolbars, and ruler

1.2 Retrieve a partially completed document

1. Select **File** → **Open**
2. Select drive **h:**, subdirectory **Ttu**, subdirectory **Word Class**
3. Select **begword.doc** and click **Open**

2. Using the Ruler Bar



2.1 Entering text

1. Press CTRL + END to move the insertion point to the end of the document.
2. Type in the text as shown below.
3. Remember to press ENTER only between paragraphs or to create a blank line.

Note: The image on your screen will not be identical to the one shown below.

The compact disc players are very very popular items with our students so we must be assured of a quick response when we place an order. Please send me descriptions of any products that meet our specifications, along with a bid proposal, by October 30. I look forward to hearing from you soon.

Sincerely yours,



























Denise Hill, Assistant Director
Library Services

3. Saving a Document

1. Select **File** → **Save As**
2. Type `c:\temp\gonzales.doc` in the **File name** box

4. Editing a Document

4.1 Use the keyboard to move the insertion point

Left or right one character	 
Up or down one line	 
Left or right one word	 +  OR  + 
Up or down one paragraph	 +  OR  + 
Previous screen	
Next screen	
Top of next page	 +  + 
Top of preceding page	 +  + 
End of current line	
Beginning of current line	
Top of document	 + 
Bottom of document	 + 

4.2 Insert new text into the document

1. Place the mouse pointer immediately after the **a** in “identify a...” of the last sentence of the first paragraph and *single-click* the left mouse button; note the cursor appears
2. Type **n alternate**

4.3 Correcting text

1. Place the insertion point after **The** at the beginning of the second paragraph.
2. Press CTRL + BACKSPACE to remove the word **The**
3. Type **our**
4. Double-click on the word **player** to select it
5. Type **CD-ROM**


4.4 Use the undo feature to reverse an editing action

1. Select **Edit** → **Undo** to restore the word **player**
2. Select **Edit** → **Redo** to restore **CD-ROM**

4.5 Update the file after making changes

1. Click on the **Save** icon  in the button bar
-

5. Checking the Spelling in a Document





1. Press CTRL + HOME to move to the top of the document
2. Select **Tools** → **Spelling** or click on the **Spelling and Grammar** icon  in the button bar
3. Make necessary changes to correct the spelling in the document
4. Click on **OK** to return to the document

6. Using the Thesaurus


1. *Double-click* on **assured** in the first sentence of the third paragraph
2. Select **Tools** → **Language** → **Thesaurus**
3. Select **confident** from the Replace with Synonym suggestions
4. Click **Replace**

7. Formatting a Document


7.1 Apply a type style to a block of text

1. *Double-click* on **not** in the line “600ms access time is not an...” in the second sentence of the second paragraph to select it
2. Select the **Italic** icon  in the button bar
3. *Double-click* on **very** in the first sentence of the third paragraph to select it
4. Select the **Bold** icon  in the button bar
5. Place the cursor in front of the **b** in **bid proposal**
6. Press and hold the SHIFT key, and press the right arrow key until **bid proposal** in the next-to-last sentence of the same paragraph is selected
7. Select the **Underline** icon  in the button bar
8. Place the cursor in front of the **O** in **October 30**
Press and hold the SHIFT key, and press the right arrow key until **October 30** is selected
9. Select the **Bold** icon  in the button bar



7.2 Apply more than one type of style to a block of text

1. *Double-click* on **not** in the line “600ms access time is not an...” to select it
2. Select the **Bold** icon  in the button bar
3. Deselect **not** by *single-clicking* on an area of the desktop that does not contain text.

7.3 Remove type styles from selected text

1. Select the bolded and italicized word **not** in the same line
 2. Select the **Italic** icon  in the button bar
 3. Deselect **not** by pressing on an arrow key
-


7.4 Move blocks of text using Edit

1. Select the first sentence of the third paragraph
2. Select **Edit** → **Cut**
3. Move the insertion point to the end of the first paragraph; press SPACEBAR
4. Select the **Paste** icon  in the button bar
5. Click on the **Save** icon  in the button bar to update your file

TO SELECT	DO THIS
A word	<i>Double-click</i> on the word to be selected
A sentence	Hold down CTRL and click anywhere in the sentence
A line	Click in the margin to the left of the line (sentence) when the arrow appears
Multiple lines	Drag in the margin to the left of the lines when the arrow appears
A paragraph	<i>Double-click</i> in the margin next to the paragraph OR <i>triple-click</i> anywhere in the paragraph
Multiple paragraphs	<i>Double-click</i> and drag in the margin next to the paragraphs
Entire document	<i>Triple-click</i> in the margin
A vertical block of text	Hold down ALT and drag

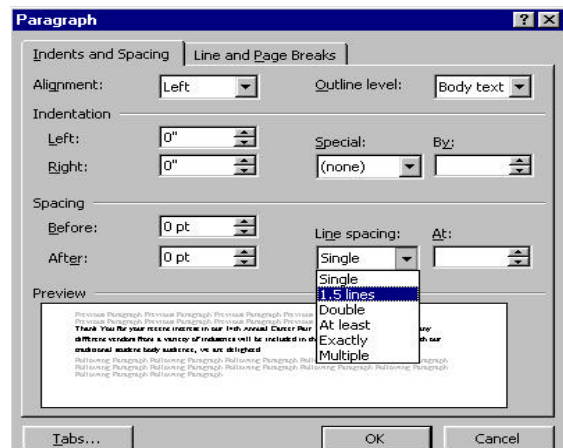
8. Adding Special Features

8.1 Changing justification

1. Select **Edit** → **Select All** to select the entire document
2. Select the **Justify** icon  in the button bar

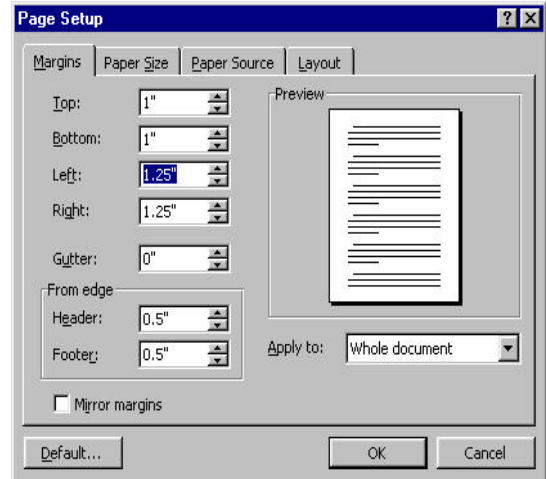
8.2 Changing line spacing

1. Select the first paragraph by *double-clicking* in the margin
2. Select **Format** → **paragraph**
3. Select **1.5 lines** from the **Line Spacing** drop-down box
4. Click **OK**




8.3 Changing left and right margins

1. Select the entire document by *triple-clicking* in the margin to the left of the text
2. Select **File**→ **Page Setup**
3. Press TAB two times to move to the setting box for the left margin
4. Type 1.5
5. Click **OK**



9. Printing and Exiting

9.1 Print the document

1. Click on the **Save** icon  in the button bar to update your file
2. Select **File**→ **Print**
3. Select **OK** from the dialog box

Or click on the **Print** icon  in the button bar

Note: When you print by choosing **File** → **Print** it will bring up a box to prompt you before printing the document. If you click on the **Print** icon it will begin printing immediately.

9.2 Exit the program

1. Select **File** → **Exit**

Note: If you make a change and do not save it before you choose to exit, a prompt will ask you if you would like to save your changes.