

Intermediate Word for Windows

Academic
Computing
Support



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1. Retrieve a File

1. Select **File** → **Open**
2. Select drive **h:**, subdirectory **Ttu**, subdirectory **Word Class**
3. Select *intword.doc*
4. Click **Open**

2. Add Heading Information

1. Move the cursor to the end of **To:**
2. Press the TAB key
3. Type **Barbara Randolph**
4. Move the cursor to the end of **From:**
5. Press the TAB key
6. Type your name



3. Automatically Insert the Current Date

1. Move the cursor to the end of **Date:**
2. Press the TAB key
3. Select **Insert** → **Date and Time**
4. Select the format *month day, year*
5. Move the cursor to the end of **Subject:**
6. Press the TAB key
7. Type **Meeting Reminder and Agenda**

4. Insert a Hard Page Break

1. Move the cursor to the beginning of the line **Agenda** below Attachments at the bottom of the page
2. Press CTRL + ENTER
Note the line appears, and note that the status line changes

5. Changing Attributes



1. Press CTRL + HOME
 2. Select **Memorandum** by just placing the cursor anywhere within the word
 3. Select the **Center** justification icon  in the button bar
 4. Select the **Bold** icon  in the button bar
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5. Select the heading **To:**
6. Select **Edit → Repeat**
Note the shortcut key for Repeat is CTRL + Y
7. Select the heading **From:**
8. Press CTRL + Y to repeat bold
9. Select the heading **Date:**
10. Press CTRL + Y to repeat bold
11. Select the heading **Subject:**
12. Press CTRL + Y to repeat bold
13. Select the four heading lines **To:, From:, Date:, and Subject:**
14. Select **Format → Paragraph**
15. Select **Double** from the Line Spacing drop-down box
16. Click **OK**

6. Change the Margins

1. Move the cursor to the beginning of the document
2. Select **File → Page Setup**
3. Type **2.0** for the top margin
4. Press TAB two times
5. Type **1.5** for the left margin
6. Click **OK**

7. Changing Tab Settings

1. Select the four heading lines **To:, From:, Date:, and Subject:**
2. Select the **Right** justification icon  in the button bar
3. Click on the **2.0"** mark in the ruler
4. Select **Format → Tabs**
5. Select the **2"** tab
6. Click **Right** under Alignment
7. Click **OK**
8. Select the **Left** justification icon  in the button bar
9. Click on the **2.25"** mark

8. Indenting Paragraphs

1. Move the cursor to the beginning of the second paragraph
2. Select **Format → Paragraph**
3. Under **Indentation**, in the boxes next to **Left** and **Right** either type **1"** or use the up arrow to enter **1"**
4. Click **OK**
Note that this indents the paragraph from both the left and right sides

Also note the Indent icons   in the button bar


9. Insert Special Characters

1. Move to the beginning of the indented paragraph
2. Select **Insert** → **Symbol**
3. Select **wingdings** in the **Font:** drop-down box
4. Select the arrow pointing right (→)
5. Click **Insert**
6. Click **Close**

10. Update the File





1. Select **File** → **Save As**
2. Select drive **C:**, subdirectory **Temp**
3. For the file name, type **agenda.doc**
4. Click **Save**

11. Drawing graphic lines

1. Move the cursor to the blank line after the **Subject:** line
2. Select **View** → **Toolbars**
3. Click **Drawing**
4. Select the **Line** icon  in the Drawing toolbar
5. Draw a horizontal line separating the headings from the text

Note: To draw a straight line, hold down the SHIFT key then begin drawing your line, while holding down the SHIFT key.

12. Create a Header

1. Move the cursor to the beginning of the document
 2. Select **View** → **Header and Footer**
 3. Select the **Page Setup** icon  in the floating Header and Footer toolbar
 4. Under Header and Footer select **Different first page**
 5. Click **OK**
 6. Move to the second header
 7. Type **Memorandum**, press ENTER
 8. Type your name, press ENTER
 9. Select the **Date** icon,  press ENTER
 10. Type **Page** and press SPACEBAR
 11. Select the **Insert Page Number** icon 
 12. Select all four lines
 13. Change the justification to the **Right**
 14. Draw another horizontal line across the bottom of the header
 15. Click **Close** in the Header and Footer toolbar
 16. Click the **Save** icon  in the button bar to update the file
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13. Create a Style

1. Move to the top of page 2
2. Select the line **Agenda**
3. Select **Format** → **Paragraph**
4. Select **Centered** from the Alignment drop-down box
5. Select **1.5 lines** from the Line Spacing drop-down box
6. Click **OK**
7. Select the **Bold** icon from the button bar

8. With the Agenda line still selected, select **Format** → **Style**
9. Select **New**
10. Type **My Heading**
11. Click **OK**
12. Click **Apply**

13. Select the lines **Board Meeting, Thursday, June 23, 1996, and 7:00**
14. Select **Format** → **Style**
15. Select **My Heading**

16. Move the cursor to the beginning of the line **Call To Order**
17. Press CTRL + SHIFT + END to select the remainder of the document
18. Select **Format** → **Paragraph**
19. Select **1.5 lines** from the Line Spacing drop-down box
20. Click **OK**

14. Changing Tab Settings

1. Make sure all the agenda text is still selected from the previous step
2. Set a tab at the **2"** mark
3. Set a tab at the **4"** mark
4. Select **Format** → **Tabs**
5. Select the **2"** tab and under Alignment click on **Right**
6. Select the **4"** tab and under Alignment click on **Left**
7. Click **OK**

8. *Double right-click* on the **4"** tab setting in the ruler bar
9. Select the **4"** tab setting
10. Select **2** under Leader
11. Click **OK**

15. Add a Footnote

1. Move the cursor to the end of **Committee Chairs**
 2. Select **Insert** → **Footnote**
 3. Click **OK**
 4. Type **Each committee chair should be prepared to give a brief report on their committee's activities.**
 5. Select the text you entered
 6. Select the **Italic** icon in the button bar

 7. Select the **Save** icon in the button bar to update the file
 8. Click the **Print** icon to print your document
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