



Intermediate Word for Windows

Retrieve a file

Select **File-Open**

Select drive **h:**, subdirectory **TTU**, subdirectory **WPCLASS**

Select **intword.doc**

Click **Open**

Add heading information

Move the cursor to the end of "To:"

Press the **[TAB]** key

Type **Barbara Randolph**

Move the cursor to the end of "From:"

Press the **[TAB]** key

Type your name

Automatically insert the current date

Move the cursor to the end of "Date:"

Press the **[TAB]** key

Select **Insert-Date and Time**

Select the format *month, day year*

Move the cursor to the end of "Subject:"

Press the **[TAB]** key

Type **Meeting Reminder and Agenda**

Insert a hard page break

Move the cursor to the beginning of the line "Agenda"

Press **[CTRL]+[ENTER]**

Note the line appears, and note that the status line changes

Changing attributes

Select "Memorandum"

From the toolbar, select the justification icon for center

Select **Bold** from the toolbar



Select the heading “To:”
Select **Edit/Redo**
Note the shortcut key for Redo is CTRL-Y



Select the heading “From:”
Press **CTRL-Y** to redo bold

Select the heading “Date:”
Press **CTRL-Y** to redo bold

Select the heading “Subject:”
Press **CTRL-Y** to redo bold

Select the four heading lines “To:”, “From:”, “Date:”, and “Subject:”
Select **Format-Paragraph**
Select **Line Spacing – Double**
Click **OK**

Change the margins

Move the cursor to the beginning of the document
Select **File-Page Setup**
Type 2 . 0 for the top margin
Type 1 . 5 for the left margin
Click **OK**

Changing tab settings

Select the four heading lines “To:”, “From:”, “Date:”, and “Subject:”
Select a right-justified tab icon from the toolbar
Click on the **2.0”** mark to place a right-justified tab
Select a left-justified tab icon from the toolbar
Click on the **2.25”** mark

Indenting paragraphs

Move the cursor to the beginning of the second paragraph
Select **Format-Paragraph-Left 1”** and **Right 1”**
Note that this indents the paragraph from both the left and right side
Also note the Indent icons on the toolbar





Insert special characters

Move to the beginning of the indented paragraph
Select **Insert–Symbol**
Select **Wingdings** as the character set
Select the arrow pointing right
Click **Insert**
Click **Close**

Update the file

Select the **Save As** icon from the toolbar
Select drive **C:**, subdirectory **temp**
For the file name, type **agenda.doc**
Click **Save**

Drawing graphic lines

Move the cursor to the blank line after the “Subject:” line
Select **View–Toolbars**
Click **Drawing**
Click **OK**
Select **View–Page Layout**
Select the line tool
Draw a horizontal line separating the headings from the text

Create a header

Move the cursor to the beginning of the document
Select **View–Header/Footer**
Select the **Page Setup** icon
Select **Different First page** and click **OK**
Move to the second header
Type **Memorandum [ENTER]**
Type your name **[ENTER]**
Select the **Date** icon
Press **[ENTER]**
Type **Page** and press the spacebar
Select the **Page Number** icon
Select all four lines
Change the justification to **Right**
Draw another horizontal line across the bottom of the header
Click **Close**



Click **Save** on the toolbar to update the file



Create a style

Move to the top of page 2
Select the line "Agenda"
Select **Center** justification from the toolbar
Select **Format-Paragraph-Line Spacing 1.5**
Select **Bold** from the toolbar

With the "Agenda" line still selected, select **Format-Styles**
Select **New**
Type My Heading
Click **Apply**

Select the lines "Board Meeting", "Thursday, June 23, 1996", and
"7:00pm"
Select **My Heading** from Styles on the toolbar

Move the cursor to the beginning of the line "Call To Order"
Press **[CTRL]+[SHIFT]+[END]** to select the remainder of the document
Select **Format-Paragraph-Line Spacing 1.5**

Changing tab settings

Make sure all the agenda text is still selected from the previous step
Set a left-justified tab at the **2"** mark
Set a right-justified tab at the **4"** mark
Double-click on a tab setting
Select the **4"** tab setting
Select **Leader-2**
Click **OK**
Click **Save** on the Toolbar to update the file

Add a footnote

Move the cursor to the end of "Committee Chairs"
Select **Insert-Footer-OK**
Type Each committee chair should be prepared to
give a brief report on their committee's ac-
tivities.
Select all the text
Select **Italic** from the toolbar

