

Beginning Word for Windows

Academic
Computing
Support



Information Technology Services
Tennessee Technological University
February 2002

Version: 2000

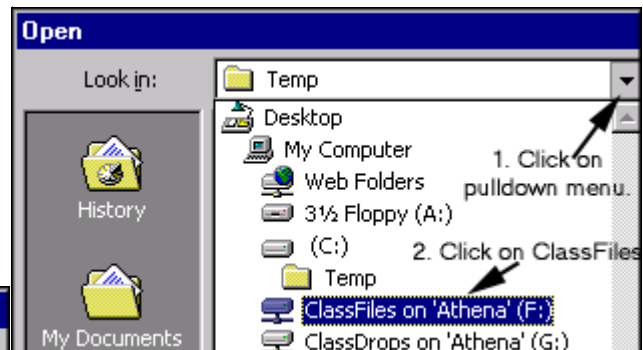
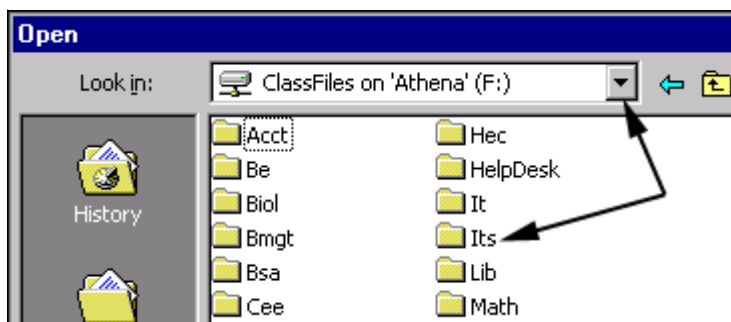
1. Opening Word for Windows

In the PC labs, click on the **Microsoft Word icon** on the desktop or under the **Start** menu, select **Programs → MSOffice 2000 → Microsoft Word**. Otherwise, under the **Start** menu, select **Programs → Microsoft Word**.

2. Creating a Document

The Word program opens with a blank document. Close this and for this class, **open an existing file in the PC lab:** (See the last page of this handout for the text of the file.)

- Select **File → Open**.
- From the pulldown menu, select **ClassFiles on 'Athena' (F:)**.
- Select the subdirectory **Its → Word Class → begword.doc**.
- Click the **Open** button.



You will see a letter that has been started, but not completed.

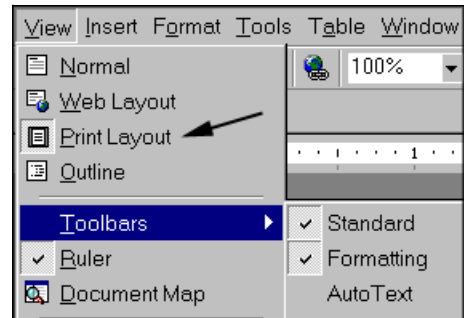
3. Setting Your Preferred View

Before beginning to work on a document, it is helpful to check the settings under **View** in the menu.

- You are in **Print Layout View**. Use this view when arranging graphics or clip art.
- Select **Normal** view and compare. This is a typical view for typing text.
- Return to **Print Layout** view.

3. Setting Your Preferred View (cont.)

- Under **Toolbars**, note that the **Standard** and **Formatting** toolbars are checked. If you don't see the toolbars you prefer to use, select them here.
- Note that the **Ruler** is checked and is displayed above the document. This shows your margins and tab settings.
- At home or in your office, under **Tools → Customize → Options tab** you may find that the *Menus show recently used commands first* is checked.
- If you prefer to see *all* menu commands, **deselect** Menus show recently used commands first

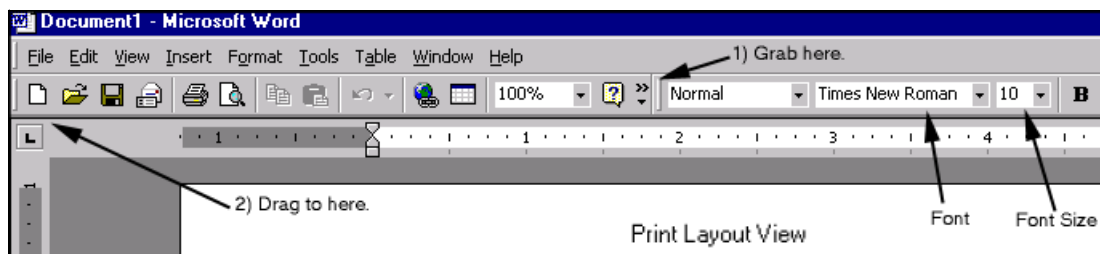
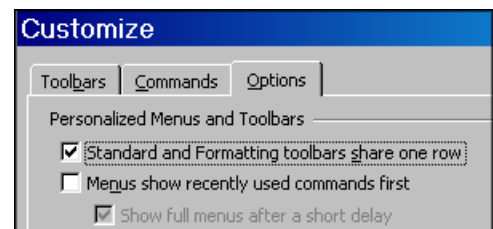


Note that these settings will be in effect for all of your Office 2000 programs.

4. Using the Toolbar

In the PC Labs, the **Standard** and **Formatting** toolbars are set to share one row. If you prefer to have them one above the other, you may either:

- **Click and drag** the formatting toolbar below the standard toolbar,
- **or** from the menu, select **Tools → Customize → Options tab** and **uncheck** *Standard and Formatting toolbars share one row*.



Before you begin to add to this letter, note that the font is set to **Times New Roman** and the font size is **12 point**. The style of the paragraph is **left aligned**. The default tab stops are every $\frac{1}{2}$ inch.

5. Entering Text

- Move to the end of the letter by pressing **Ctrl + End** or by scrolling down and clicking at the end of the document with your mouse.
- **Type** in the rest of the message shown below.
- Press **Enter only** between paragraphs or to create a blank line.



6. Saving a Document

- Select **File → Save As**.
- To save this temporarily in the PC labs, type **c:\temp\gonzales** in the **File name** box. The document type is Word and ends in **.doc**

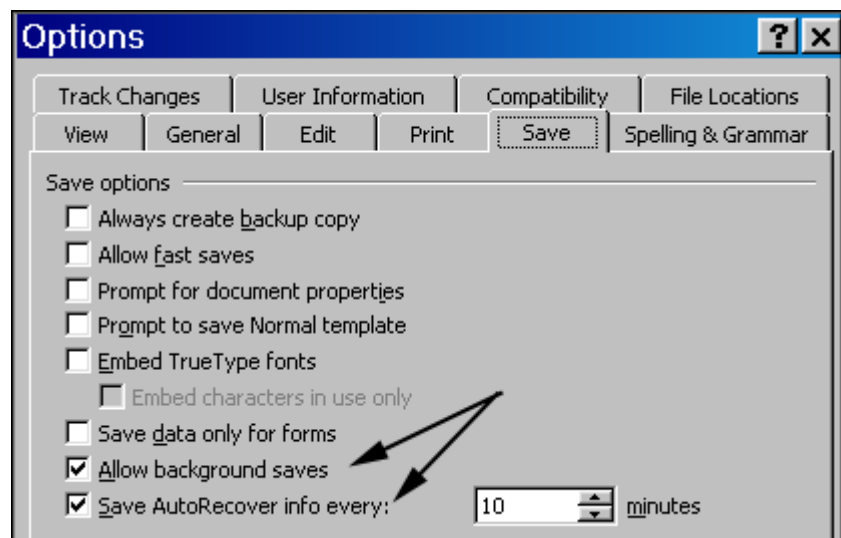
File name:	C:\temp\gonzales
Save as type:	Word Document (*.doc)

*Note: If you are sharing files with others using Word 97, your sharing problems should be minimal. However, if you are sharing with others using Word 95, you may wish to save the files in **Word 6.0/95** format rather than Word 97 & 2000 format.*

Word will automatically save your document as you work.





















To set this in your office:

- Select **Tools → Options → Save** tab
- Allow background saves
- Save Autorecovery info every: **10** minutes.



7. Keyboard Shortcuts

To move the insertion point in a document, you may use the mouse or these shortcuts:

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

8. Editing a Document

To insert text into an existing document, use the mouse to point to where you wish to make an insertion, then single click the left mouse button to move the cursor. Begin typing.

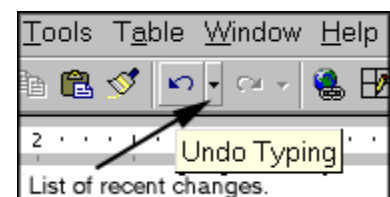
- Move to the beginning of the letter, type today's date (e.g. *February 11, 2002*) and **Enter**.
- Under **General Session**, place the mouse pointer immediately after the **a** in "Please prepare a..." and **single click** the left mouse button to move the cursor to this point.
- Type **n engaging**

To correct text:

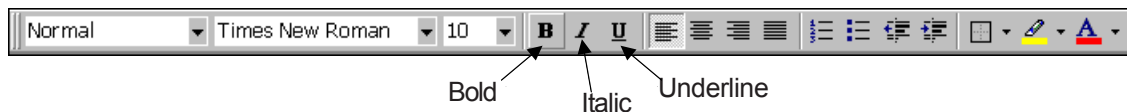
- At the beginning of the second paragraph, place the insertion point after **The**
- Press **Ctrl + Backspace** to remove the word **The** and type **Your** instead.
- **At the end of the second paragraph**, double click the word **Pass** to select it and type **Permit** to replace it.

9. Undoing a Change

- From the menu, select **Edit → Undo Typing** (This will restore the word **Pass**.)
- Or from the toolbar, click on the **Undo** button.
Note if you click on the down arrow, you will get a pulldown menu of choices you may wish to undo.
- Use **Redo** to restore the correction of the word **Pass** to **Permit**



10. Formatting Text



In the sample letter:

- **Double-click** on **Monday** in the second paragraph.
- Click on the **italics** icon in the toolbar. Then click on **bold** to get **bold and italics**.
- Select **Academic Computing Specialist** in the first sentence
- Click on the **italics** icon in the toolbar.
- Select the phrase **Directions to Campus**
- Click on the **underline** icon in the toolbar.

To remove a style:

- **Double-click** on **Monday** in the second paragraph.
- Select the **italics** icon in the toolbar. This deselects the italics style.
- Deselect **Monday** by **single clicking** on an area of the desktop that does not contain text or by using the right arrow key.

11. Selecting Text

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

12. Alignment and Spacing

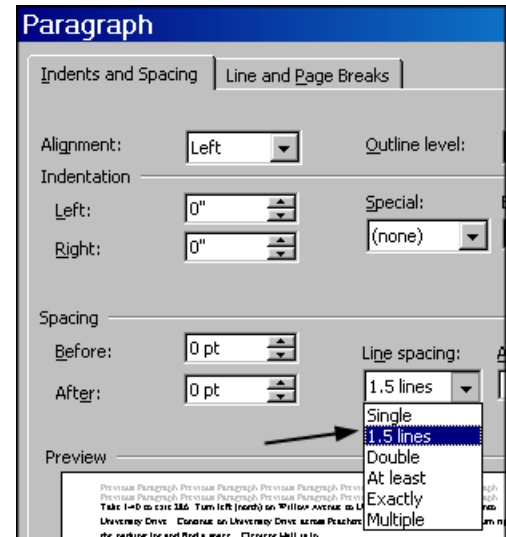
To set the alignment for the entire letter to justified:

- Select **Edit** → **Select All** to select the entire document or **triple click** in the margin.
- Click on the **justify** icon in the toolbar to format the alignment.



To change the line spacing of the last paragraph to a line and a half:

- Select the last paragraph by **double clicking** in the margin.
- Select **Format** → **Paragraph** from the menu.
- Select **1.5 lines** from the **Line spacing** pulldown menu.
- Click **OK**.



13. Moving Text

To move text, you cut it from one location and paste it into another.

- Select the second sentence of the second paragraph, “Please come to ...” by holding down **Ctrl** and clicking anywhere in the sentence.
- Select **Edit** → **Cut** or in the toolbar click on the **Cut** (scissors) icon.
- Move the insertion point to the beginning of the second paragraph.
- Select **Edit** → **Paste** or in the toolbar click on the **Paste** (clipboard) icon.
- Click on **Undo** to undo this change.



The Office Clipboard allows you to copy and paste multiple items. You can gather items from other Office programs and then copy each item into your Word document.

From the menu, **View** → **Toolbars** **Clipboard**

- Click the **copy** icon on the Clipboard to copy an item to it.
- To select an item to paste, **click** on the icon for that item.



14. Saving After Update to the File

To quickly save your file after making several changes: Click on the **Save** icon in the toolbar.

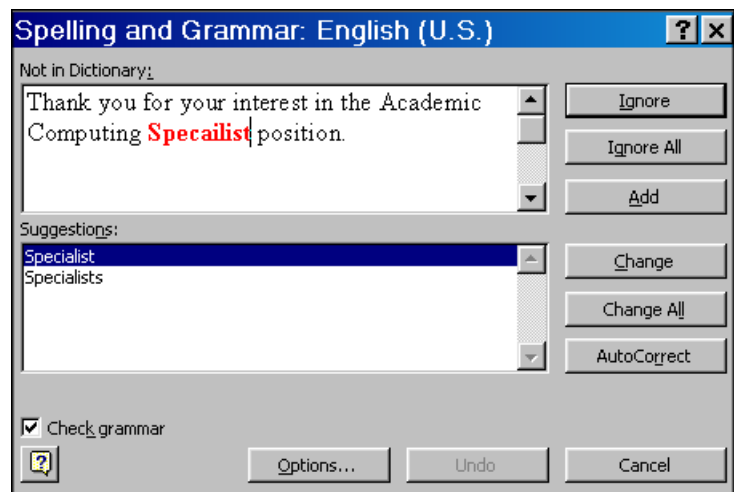
15. Spelling and Grammar Check

Words which this program considers to be misspelled are marked with a **wavy red underline**. Sentences which may be ungrammatical are marked by a **wavy green underline**. You can make corrections as you go along or you can run the spell check program which will provide you with suggested spellings.

- Right click on the word **Specailist** in the first sentence.
- Note that you may select the correct spelling from the pop-up menu.

To check your entire document:

- Select **Tools → Spelling and Grammar**
- Or click on the **Spelling and Grammar icon** in the toolbar.
- Click **Ignore** to keep words that are not actually misspelled,
- Or **select a spelling** from the list of suggestions,
- Or **type your edit** into the top box.



- After completing the spelling check, any words or phrases will no longer show in your document with a wavy red or green underline if you selected **Ignore** (indicating that the word was correctly spelled or the phrase was grammatical).

16. Using the Thesaurus

Word includes a thesaurus to help you find words with similar or opposite meanings.

In the sample letter:

- Select **qualifications** under General Session.
- Select **Tools → Language → Thesaurus**
- Select a synonym, such as **credentials**, from the suggestions.
- Click the **Replace** button.

17. Setting the Margins

To set the margins, paper size and general characteristics of your document:

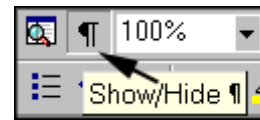
- Select **File → Page Setup**.
- Click into the box for the **left** margin.
- Type **1.5** or use the arrows to increase the size to 1.5 inches.
- Click on the **Paper Size** tab
- Note that the paper orientation is set to **Portrait**
- Click **OK**.

18. Setting Options

Word allows you to set several different options that may help you in your work.

Formatting Marks

- Select **Tools → Options → View** tab.
- Under **Formatting marks**, you may elect to see some or all of these by checking the appropriate box.
- Or you may show and hide these marks by using the **Show/Hide formatting button** on the toolbar.



Editing Options

- Under the **Edit** tab, you may turn off the box "**When selecting, automatically select entire word**". If this is off, you can more easily use dragging to select parts of words to correct.
- Explore each tab to see what choices are available.

You may also want to change some of the settings under **Autocorrect**.

- From the menu, select **Tools → Autocorrect**
- Several options are selected such as *Capitalize the first letter of sentences*.
- In addition, a list is provided of automatic replacements for common typing errors, such as replacing *about* with *about*. You may add to the list if you know specific typos you are prone to make.

Default font

- From the menu, select **Format → Font → Font** tab.
- Select the font name, size and style you prefer from the pulldown menus.
- Click on the **Default button** near the bottom of the popup window.
- Click **Yes** to apply your choice.

18. Setting Options (cont.)

Office Assistant

- To set your preferences, select **Help → Hide the Office Assistant**
or **Help → Show the Office Assistant**



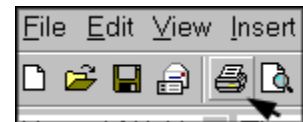
To turn the Office Assistant off for an entire session:


- Select **Help → Show the Office Assistant**,
- Click on **Options**
- Select the **Options tab**,
- Deselect* **Use the Office Assistant**
- Click **OK**.

19. Printing and Exiting

To print a document:

- Select **File → Print**.
- Click on **OK** in the dialog box.
OR click on the **Print** button in the toolbar. *Note that this will cause printing to occur immediately.*



To exit the program: Select **File → Close** or use the close box  in the upper right corner.

Note: *If you have made a change and have not yet saved, when you exit a prompt will ask if you would like to save your changes.*

20. Creating New Documents

Word 2000 allows you to create several types of documents. These include a **blank document** page, an **email message** (sent in HTML format), and a **web page** (HTML format). You also have a choice of several designed formats for memos, faxes, etc.

From the menu, select **File → New** and choose the style you desire.

Note: *In general, it is preferable to create web pages in a program such as FrontPage, rather than Word, due to the kind of HTML code Word creates.*

21. Getting Help

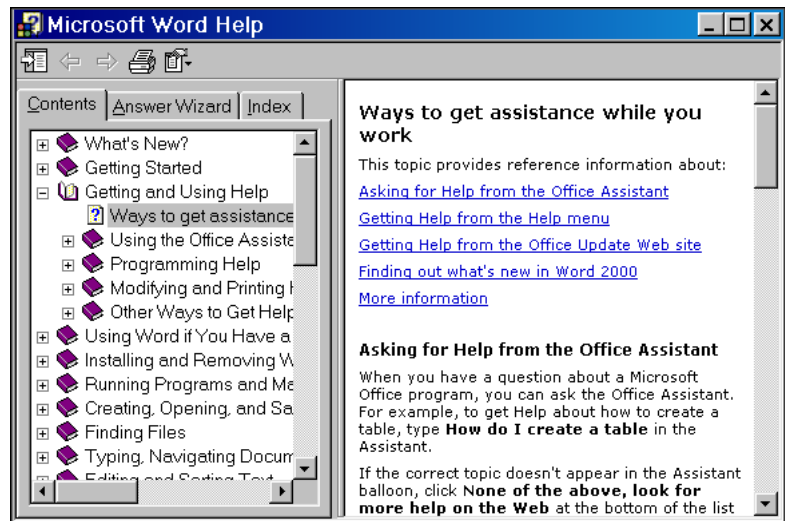
- One of the easiest ways to get help with Microsoft Word is the comprehensive online help included with it.

Help → Microsoft Word Help.

- You can also learn more about Word at the Microsoft web site:

<http://office.microsoft.com/>

- Should you have a question that the online help does not address, please contact the Microcomputer Support Office at 372-6315 or your college contact.



- Students may call the Help Desk at 372-3975 or get assistance in the PC labs in person.
- Handouts on using Word and other programs are available on the web from the **TTU home page** under **Computing → Documentation** (at <http://www.tntech.edu/its/pubs/>).

22. Beginning of the Sample Letter

Mr. Mike Gonzales
 Super Computer Company
 1540 North Vista Street
 Cookeville, TN 38501

Dear Mr. Gonzales:

Thank you for your interest in the Academic Computing Specialist position.

The interview has been scheduled for next Monday beginning at 1:00 p.m. Please come to Clement Hall, Room 220 where you can pick up a a Guest Parking Pass.

The schedule is as follows:

1:00 p.m.	Orientation and overview
1:30 p.m.	General Session
	Please prepare a 15 minute presentation on how your qualifications fit this position and what assets you bring to the position.
2:00 p.m.	Academic Computing Support Staff
2:30 p.m.	Closing