



WORD Basics Part 1

Objectives:

- Create, edit, and save a document to a USB drive.
- Learn basic Word 2003 functions.
- Use Formatting Toolbar features.

What can I use Word to do?

Word is a word processor that you can use to create and print any type of document – for example, letters, resumes, and school



Introduction to Word - Tips

1. Typing takes place at the Insertion Point (flashing line), NOT at the cursor.
2. Click once to locate the Insertion Point where you want it. Note that the Insertion Point can live only within existing text. You can also move the Insertion Point within text using the **← → ↑ ↓** keys.
3. Use the key to end a paragraph and drop down to the next line. Allow long sentences to automatically word-wrap down to the next line.
4. To view up and down the document, use the **Scroll Bars** and **Arrows** at the right edge of the window, or rotate the **Mouse Wheel**.
5. The **Backspace** key deletes to the Left of the Insertion Point. The **Delete** key deletes to the Right of the Insertion Point.
6. Use **Edit → Undo** to remove your last action.
7. Selecting:
 - Drag over text while holding down left mouse button to select several words at once. Note that you can drag the mouse up or down to select other lines.
 - Double-click within a word to select the entire word.
 - Move cursor into left margin until it turns into an arrow pointing up and to the right, and then click to select entire line. You can drag up or down to select several lines at once.
 - To select a LONG area of text, first select a little bit at one end. Then hold down the **Shift** key while you click at the other end.
 - Select ALL the text with **CTRL + A**, or menu items **Edit → Select All**.
 - To Unselect an area, just click once anywhere in the document.
8. If you have an area selected, then your next action will act only upon the selected area. If you type something, the new typing will replace the selected text.
9. To show all toolbar items, use **Tools → Customize** and check the box for “Standard and Formatting toolbars share two rows” then click on Close.
10. To show Invisible characters, click on the **Show/Hide ¶** toolbar icon.
11. Use **File → Save** to update an existing file with the same name and in the same location. Use **File → Save As** to create a NEW file with a different name and/or a different location.
12. Every page has a blank area of Margin at the Top, Bottom, and Sides. Adjust the Margins using **File → Page Setup**.
13. Why are there green and red lines in my document? The Spelling and Grammar Check is alerting you: A wavy red line underneath indicates a spelling error. A wavy green line shows a grammatical error.

Always run an antivirus program scan on any removable media: floppy disks, CDs, DVDs, USB drives.

For Word help/tutorials online: <http://office.microsoft.com/en-us/help>. Also, tutorials are available on the Library website: library.scottsdaleaz.gov under Events & Programs/Events & Activities/Computer Tutorials. Specific questions may be googled at www.google.com.

Party Invitation

Follow the directions below to create an invitation. It is recommended that you read through each individual direction before performing it.

Remember that text is entered (typed in) or pasted wherever the insertion point is blinking. Always make sure the insertion point is where you want the text to be entered. To move the location of the insertion point, move the mouse and click.

Remember, too, that there is usually more than one way to accomplish tasks. If a different way to do something occurs to you, go ahead and try it! If it doesn't work, you can always click the Undo button.

If you can't remember what a button does, move the mouse cursor over it and pause. A yellow ToolTip will appear describing the button's function.

In the instructions, the following terms will be used:

Click—single left mouse click
Button—on screen in the toolbar
Key—on the keyboard

TEXT ENTRY

1. Open Word (double click the Word icon on the desktop), if it is not already open. If Word is already open, single-click the **New Document** button in the upper left corner of the standard toolbar.
2. On the **Formatting** toolbar, change the **font size** to 18. (Click the downward-pointing arrow to the right of the 10, and select 18 from the drop-down menu.)
3. Press the **ENTER** key two times.
4. Type the word: **Invitation**
5. Press the **ENTER** key five times.
6. Type the words: **Please come to our Open House!**
7. Press the **ENTER** key once.
8. Type the words: **Steve and Jane Mann**
9. Press the **ENTER** key four times.
10. Type the words: **We've moved into our new home and we are having a party to celebrate!**
11. Press the **ENTER** key five times.
12. Type the words: **Saturday, May 17, 1998**
13. Press the **ENTER** key once.

14. Type the words: **5:00–9:00 PM**
15. Press the **ENTER** key five times.
16. Type the word: **Address:**
17. Press the **TAB** key (not the **ENTER** key) once.
18. Scroll up the screen by clicking the vertical scroll bar at the right of the screen.
19. Select **Steve and Jane Mann** by moving the mouse pointer to the left of that phrase and clicking just before the S.
20. Click the **Copy** button on the toolbar.
21. Scroll back down to the word **Address:** and click so the insertion point appears to the right of the word.
22. Click the **PASTE** button on the toolbar.
23. Press the **ENTER** key once.
24. Press the **TAB** key twice.
25. Type the words **1596 Howard St.**
26. Press the **ENTER** key once.
27. Press the **TAB** key twice.
28. Type the words **Seattle, WA 98115**
29. Press the **ENTER** key twice.
30. Type the word: **Telephone:**
31. Press the **TAB** key once.
32. Type the words **(206) 329-9996 (Regrets only)**
33. Press the **ENTER** key once.

FORMATTING

1. Scroll to the top of the document, and select the word Invitation. (You can select it either by double-clicking the word or by moving the mouse pointer to the left side of the screen until it becomes a right-pointing cursor and clicking.)
2. On the **Font** drop-down list, select Verdana. On the **Font Size** drop-down list, select 36.
3. Select underline (click **U** button). Select italics (click **I** button). Select bold (click **B** button).

4. Click away from the word **Invitation** to deselect it.
5. Select the first mention of **Steve and Jane Mann** by moving the mouse pointer to the left side of the screen until it becomes a right-pointing arrow and click.
6. Select **font style** Verdana.
7. Click away from the phrase Steve and Jane Mann to deselect it.
8. Scroll down to 5:00–9:00 PM. Click to the right of PM, and drag to the top of the document, selecting everything from Invitation to 5:00-9:00 PM.
9. On the **Formatting** toolbar, click the **Center** Alignment button.
10. Click away from the selected text to deselect it.
11. Select everything from Address: through (Regrets only) by following the same process as in Step 8. Choose **font size** 14.
12. Click away from the selected text to deselect it.
13. Scroll to the middle section of the document. Move the mouse pointer to just before the word **and** in the phrase **and we are having a party to celebrate**. Click so the insertion point appears there. Press the **ENTER** key.

FINALIZING AND SAVING

1. Click the **Print Preview** button on the standard toolbar.
2. Does the document look as you intended it? If it does, click the **Close** button and proceed to save the document (see below). If not, click the **Close** button and see if you can make the necessary changes. Ask your instructor for assistance if you need help.
3. To save the document, insert a USB drive (Kingston) into the USB port on the front of computer.
4. On the **File** menu, select **Save As**.
5. If Kingston (E:) does not appear in the **Save in** Box, click the downward-pointing arrow to the right of the **Save in** Box. Select Kingston (E:) from the list.
6. The **File Name** Box will say **Invitation**.
7. Click the **Save** button.
8. Your work is now saved. Close the Word program by clicking the Close (**X**) button in the upper right corner of the screen.
9. Please give your feedback on the usefulness of this exercise to the instructors.

Invitation

Please come to our Open House!
Steve and Jane Mann

We've moved into our new home
and we are having a party to celebrate!

Saturday, May 17, 1998
5:00-9:00 PM

Address: Steve and Jane Mann
1596 Howard St.
Seattle, WA 98115

Telephone: (206) 329-9996 (Regrets only)