Step - by - Step Tutorials

A Very Warm Welcome to the Exciting World of Computers

Let's get Started – It's easy with my Step-by-Step Instructions

Basics of MS Word (3)

These Step-by-Step Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:
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This lesson is all about the basics of Microsoft Word 2003. I know we have worked in Microsoft Word in several lessons already, but I'm sure you will find this one very interesting and informative.

So what are we waiting for? Let's get started! I'll just repeat something I wrote in lesson 'Click Right – How to Write a Letter in Microsoft Word"….. Sorry, but sometimes we need to read things over and over and over again …. (Smile).

What is Microsoft Word?

Microsoft Word is also called MS Word or just Word.

We use MS Word to:

- **Create new documents**
- **Format documents**
- **Edit documents**

Word is simple to use, yet powerful enough to assist you in developing camera ready documents, newsletters, greeting cards or even books.

Microsoft Word is:

- **A word processing application**

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- A word processing program
- A word processing package
- A word processor

All of these mean the same thing.

A document can be very short or very long. Even a 100-page document can be saved as one file

Remember all that? Ok let's get on with it then … This is what you will learn in this lesson:

- What does "Cut - Copy - Paste' mean?
- What is 'Auto Text'?
- How to 'Check Spelling'
- What does the find 'Find' menu do?
- What does the 'Replace' menu do?
- How do I work with 'Fonts' and what does it mean?

What are we waiting for? Let's get started, first we need to open a document in Microsoft WORD:

DO THIS

a. Click on START
b. Place mouse pointer on the word PROGRAMS (another menu pops up)
c. Pointer on MICROSOFT OFFICE (another menu pops up)
d. Click on MICROSOFT WORD

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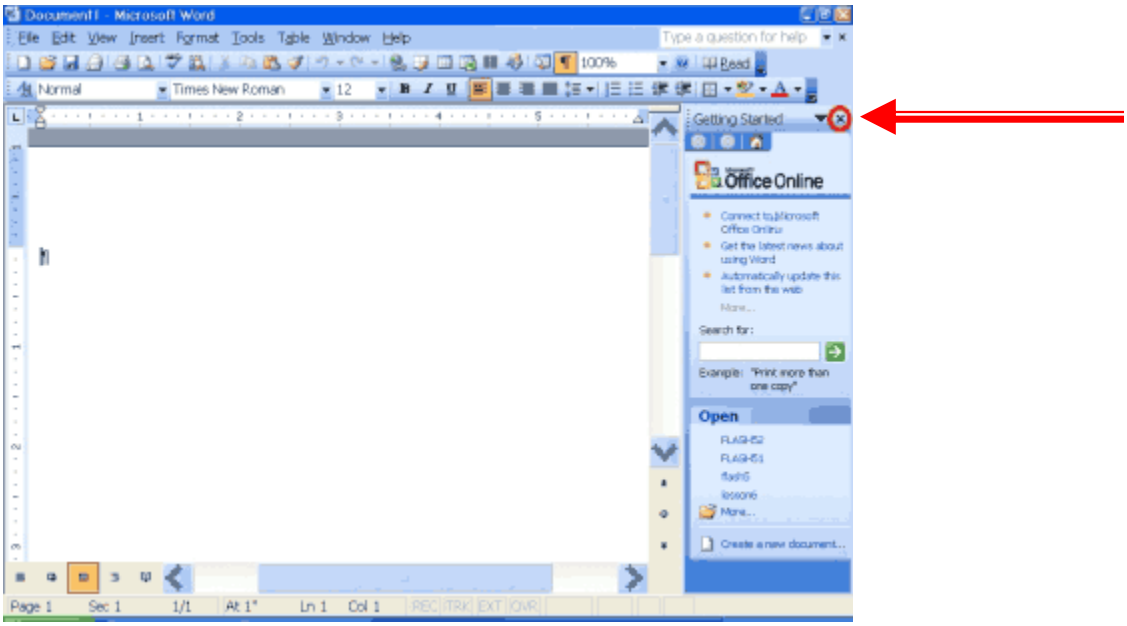
e. You now have a blank word processing page in front of you.



f. Click the X in the upper right corner of the TASK PANE to close it.

Your screen should now look like the one shown below.

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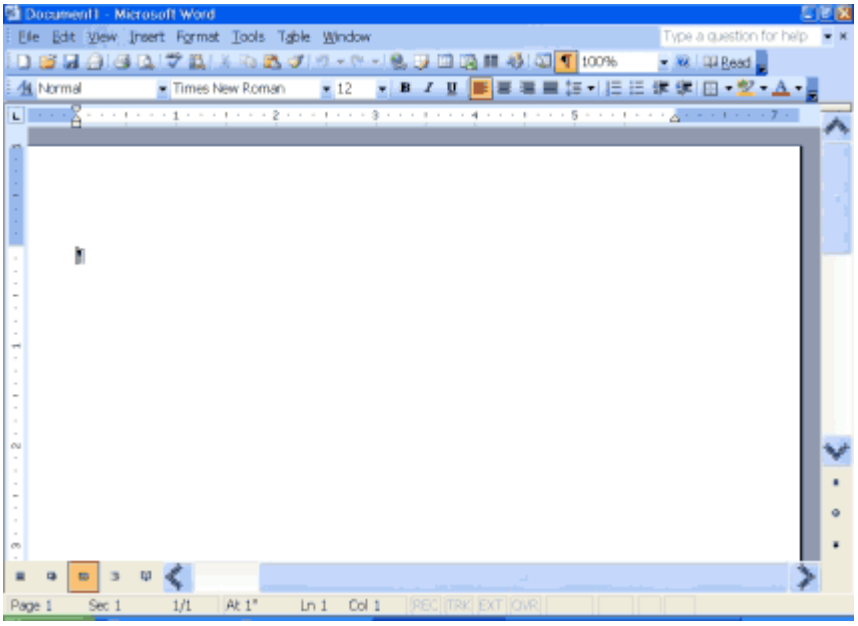

Ok, as I said above, this lesson covers Cut, Copy, Paste, AutoText, Spell Check, Find, Replace, and Fonts. So what are we waiting for, let's get started and have some fun?

Cut and Paste

First let me explain what the terms '**cut**' and '**paste**' mean. In Microsoft Word, you can cut (delete) text from one area of a document and save that text so it can be pasted elsewhere in the document.

When you **cut** text, it is stored on the **Clipboard**.

You can also **copy** text. This saves you having to type something over and over again! When you **copy** text, it is also stored on the **Clipboard**. More about that later ….

Cut - Using the Menu

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DO THIS

1. Click on your new page and type the following:
   I don't want to move. I am content where I am.
2. Click on the page just after the word 'move.' hold the left mouse button down and drag the mouse to the left until the words "I don't want to move" are highlighted

3. Click on *Edit* on the TOOLBAR at the top of your screen
4. Click on *Cut* from the menu.
5. Your text should now read:
   "I am content where I am."

Paste - Using the Menu

1. Place the cursor after the period (full stop) in the sentence "I am content where I am." Click your mouse button, you will see the cursor flashing
2. Press the spacebar to leave a space.
3. Click on *Edit* on the TOOLBAR at the top of your screen
4. Click on *Paste*
5. Your text should now read
   "I am content where I am. I don't want to move."

Well done! Now let's try another way, remember what I said before? There are many ways to skin the cat (smile)

Alternate Method -- Cut by Using the Icon

1. Click your mouse button after the full stop in the

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sentence 'I don't want to move.' Hit the ENTER key three times then type the following:
I don't want to move. I am content where I am.

2. Highlight "**I don't want to move.**" (Remember how to highlight?)
3. Click the Cut icon on the TOOLBAR at the top of your screen. **Magic!** It disappeared!
4. Your text should now read:
   " ***I am content where I am.***"

Alternate Method -- Paste by Using the Icon

1. Place the cursor after the period in the sentence "**I am content where I am.**" Don't forget to click the mouse!
2. Press the spacebar to leave a space.
3. Click the Paste icon on the TOOLBAR at the top of your screen.
4. Your text should now read:
   "***I am content where I am. I don't want to move.***"

Alternate Method -- Cut by Using Keys

1. Click your mouse button after the full stop in the sentence 'I want to move.' Hit the ENTER key three times then type the following:
   I don't want to move. I am content where I am.
2. Highlight "**I don't want to move.**" (Remember how to highlight?)
3. Hold down the Ctrl key and hit the X key on your keyboard (Ctrl-x is the 'cut' shortcut key).
4. Your text should now read.
   "**I am content where I am.**"

Alternate Method -- Paste by Using Keys

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1. Place the cursor after the period in the sentence: "**I am content where I am.**" Click your mouse button.
2. Press the spacebar to leave a space.
3. Now hold down the Ctrl key and hit the 'V' key. (Ctrl-v is the 'paste' shortcut key).
4. Your text should now read.
   "**I am content where I am. I don't want to move.**"

Copy and Paste

In Microsoft Word, you can copy text, photos, clipart or graphics from one area of the document and place it elsewhere in this document, another document, an email in fact in almost any of the Microsoft programs. As with cut data, copied data is stored on the Clipboard. To see what's on the Clipboard, just hold down the Ctrl key and hit the 'c' key twice. You will see the clipboard on the right hand side of your screen.

Copy - Using the Menu

1. Click your mouse button after the full stop in the sentence 'I don't want to move.' Hit the ENTER key three times then type the following:
   You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."
3. Click on *Edit*
4. Click on *Copy* from the menu.

Paste - Using the Menu

1. Place the cursor after the period in the sentence,: "One of me is all you need." click the mouse
2. Press the spacebar to leave a space.
3. Click on *Edit*
4. *Click on Paste* from the menu.

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5. Your text should now read:
   "You will want to copy me. One of me is all you need. You will want to copy me."

Alternate Method -- Copy by Using the Icon

1. Click your mouse button after the full stop in the sentence 'You will want to copy me.' Hit the ENTER key three times then type the following:
   You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."
3. Click the Copy icon .

Alternate Method -- Paste by Using the Icon

1. Place the cursor after the period in the sentence: "One of me is all you need." Don't forget to click your mouse!
2. Press the spacebar to leave a space.
3. Click the Paste icon on the top TOOLBAR.
4. Your text should now read:
   "You will want to copy me. One of me is all you need. You will want to copy me."

You are doing so well!!

Don't give up now .....

Alternate Method -- Copy by Using Keys

1. Type the following:

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You will want to copy me. One of me is all you need.

2. Highlight "You will want to copy me."

3. Hold down the Ctrl key and hit the 'c' key (Ctrl-c is the copy shortcut key – did you remember that from before? Excellent!).

Alternate Method -- Paste by Using Keys

DO THIS

1. Place the cursor after the full stop in the sentence – don't forget to click the mouse …. "One of me is all you need."
2. Press the spacebar to leave a space.
3. Remember the shortcut for *paste*? Hold down the Ctrl key and then hit the 'v' key (Ctrl-v).
4. Your text should now read:

"You will want to copy me. One of me is all you need. You will want to copy me."

AutoText - Now this is really interesting. Let's give it a go .....

Both, Cut and Copy store information on the Clipboard. Each time you store new information on the Clipboard, the old information is lost when you close your document. If you wish to store text permanently so you can use it repeatedly, use AutoText.

DO THIS

1. Type the following:

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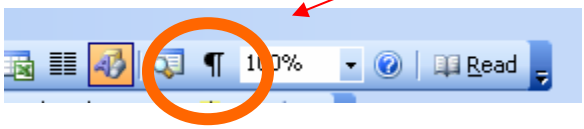
AutoText information is stored permanently.

2. Highlight "AutoText information is stored permanently."
3. Click on ***Insert*** on the above Menu Bar
4. *Click on* ***AutoText***
5. *Click on* ***New*** from the menu.
6. Microsoft Word suggests a name. The suggestion displays in the dialog box. Change the name by typing **AT** in the **Please Name Your AutoText** Entry field.
7. Click **OK**.
8. Click anywhere in the text area to remove the highlighting.
9. Now look on the above TOOLBAR for this little paragraph marker … see it? Just click on it once. You will now see these little markers all over your page.



10. Place the cursor between the full stop in the sentence you just typed and the paragraph marker **(¶) click your mouse.**
11. Press the spacebar twice to leave two blank spaces.
12. Type the word **AT**.
13. Press F3. (You may need to press the **F Lock** button first)
14. Click the paragraph marker **(¶)** again.
15. Your text should now read:

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"AutoText information is stored permanently. AutoText information is stored permanently."

Note: Whenever you need the text, simply type the name and press F3. This is now on your computer permanently so you can use this in any program – even in your emails!

Ah the wonderful Spell & Grammar Check!

Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error.

If you want to spell check your entire document, press F7 or click the spelling icon or Click on *Tools* on the top TOOLBAR *then* on *Spelling and Grammar* from the menu. If you want to spell check only part of your document, just highlight the area you want to spell check.

Then press F7 or click the spelling icon or click on *Tools* on the top TOOLBAR then on *Spelling and Grammar* from the menu.

Whew!!! Read all that? Ok, let's put it into practice ... (smile)

1. Type the following **exactly** as shown. **Include all errors**.

DO THIS

Open thr door for Mayrala. She is a teacher from the town of Ridgemont.

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2. Highlight: "Open thr door for Mayrala. She is a teacher from the town of Ridgemont."
3. Press F7 or click the Spelling icon on the above
4. "The" is misspelled, so it is highlighted on the screen and noted in the *Not in Dictionary* box.
5. **Word suggests correct spellings. These suggestions are found in the Suggestions box.**
6. To change the word to the correct spelling, make sure "the" is highlighted in the Suggestions box. Click Change.

   Note: If the word is misspelled in several places in the document, click Change All to correct all misspellings.
7. The name "Mayrala" is not in the dictionary, but it is correct. **Click Ignore Once** to leave "Mayrala" in the document with its current spelling.

   Note: If a word appears in several places in the document, click Ignore All so you are not prompted to correct the spelling for each occurrence.
8. "Ridgemont" is not found in the dictionary. **If you frequently use a word not found in the dictionary, you should add that word to the dictionary by pressing the Add to Dictionary button. Word will then recognize the word the next time it encounters it. Click Add to Dictionary.**
9. The following should appear on your screen: "Word finished

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checking the selection. Do you want to continue checking the remainder of the document?"

10. Click 'No.' **If you want Word to spell-check the entire document, you must click on 'Yes.'**

Ok, now that wasn't so difficult was it? If you need a break, stand up stretch or walk around. Give the brain a break (smile)

Let's do the last lap, this is quite a handy little menu when you need to do a lot of changes ...

Find and Replace

If you need to find a particular word or piece of text, you can use the Find command.

If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, highlight that area and then execute the Find command.

After you have found the word or piece of text you are searching for, you can replace it with new text by executing the Replace command.

Quite simple .... Let's give it a try ....

Find - Using the Menu –

Read each instruction slowly and follow it step-by-step

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DO THIS

1. Type the following:

   Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School.

2. Highlight: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
3. Click on ***Edit*** on the above TOOLBAR
4. Click on ***Find*** from the menu.
5. Type **east** in the **Find What field**.
6. Click **Find Next**.

   Note that the "East" in Easton is highlighted.
7. Click **Find Next**.

   Note that "east" is highlighted.
8. Click **Find Next**.

   Note that the "East" in Eastern is highlighted.
9. Click **Find Next**. **The following message should appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"**

10. Click **No.**
11. Click **Cancel**.

Alternate Method -- Find by Using Shortcut Keys

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1. Highlight: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Hold down the Ctrl key and hit the 'f' key (Ctrl-f).
3. Follow steps 5 through 11 in the preceding section.

Ok, almost finished!!! Let's try the *Replace* trick - *Using the Menu*

1. Highlight "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Click on *Edit* on the TOOLBAR
3. Click on *Replace* from the menu.
4. Type "east" in the **Find What** box.
5. Click **Find Next**. **Do not replace the "East" in "Easton."**
6. Click **Find Next.**
7. In the **Replace With** box, type **west**.
8. Click **Replace**. Word replaces east with west.
9. The "East" in Eastern is highlighted.
10. Click **Replace**. **Eastern becomes Western.**
11. The following message will appear: "**Word has finished searching the selection. Do you want to search the remainder of the document?"**
12. Click **No**.
13. Click **Close**.
14. Your text should now read,

"**Monica is from Easton. She lives on the west side of town.**

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Her daughter attends Western High School."

Did you get that right? Not to worry if you didn't.
Try this method instead ....

Alternate Method -- Replace by Using Keys

1. Highlight "Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."
2. Press Ctrl-h.
3. Follow steps 4 through 14 in the preceding section, but type **West** in the Find What box and **East** in the Replace With box if you got the above method right.

I promise this really is the last lap!
Let's play around with the fonts

Font Size

In Microsoft Word, you can change the size of your font (text). Let's give it a try.

Change Font Size - Using the Menu

DO THIS

1. Type the following:

I am the smallest. I am a little bigger. I am the

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biggest.

2. Highlight "I am the smallest."
3. Click ***Format*** on the TOOLBAR at the top of the screen
   Click on ***Font*** from the menu.
4. Choose the **Font tab.**
5. Type **8** in the **Size field**, **or** click **8** in the box below the **Size field.**
6. Click **OK**.
7. Highlight "I am a little bigger."
8. Click on ***Format*** on the TOOLBAR, click on ***Font*** from the menu.
9. Choose the **Font** tab.
10. Type **14** in the Size field, **or** click **14** in the box below the Size field.
11. Click **OK**.
12. Highlight "I am the biggest."
13. Click on ***Format*** on the TOOLBAR, then click on ***Font*** from the menu.
14. Choose the **Font** tab.
15. Type **24** in the Size field, **or** click **24** in the box below the Size field.
16. Click **OK**.

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17. Your text should now look similar to the following:

"I am the smallest. **I am a little bigger.** I am the biggest."

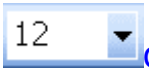
Alternate Method -- Change Font Size by Using the Toolbar

DO THIS

1. Highlight: "I am the smallest. I am a little bigger. I am the biggest."

2. Press Ctrl key and the spacebar at the same time to set the formatting back to the default.
3. Highlight "I am the smallest."
4. In the Font Size box

on the toolbar, type **10**.

5. Press the Enter key.
6. Highlight "I am a little bigger."
7. In the Font Size box 

on the toolbar, type **18**.
8. Press Enter.
9. Highlight "I am the biggest."

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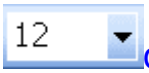
10. In the Font Size box 

on the toolbar, type **26**.
11. Press Enter.

Just a little more ...

Fonts

In Microsoft Word, you can change the font (the "family" of type you use for your text). Let me show you how:

DO THIS

Change the Font - Using the Menu

1. Type the following:
   Arial Black Lucida Bright Times New Roman
2. Highlight the word "Arial Black."
3. Click on ***Format*** on the TOOLBAR, and then click on ***Font*** from the menu.
4. Choose the **Font tab**.
5. In the box below the Font field, click "**Arial Black**."
6. Click **OK**.
7. Next, highlight the word "**Lucida Bright**."
8. Click on ***Format*** on the TOOLBAR and then click on ***Font*** from the menu.
9. Choose the **Font** tab.
10. In the box below the Font field, click "**Lucida Bright**."
11. Click **OK**.

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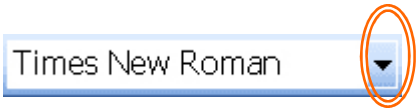
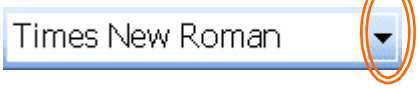
12. Now highlight the words "**Times New Roman**."
13. Click on ***Format*** on the TOOLBAR and then click on ***Font*** from the menu.
14. Choose the **Font tab**.
15. In the box below the Font field, click "**Times New Roman**."
16. Click **OK**.

17. Your text should now look similar to the following:

"**Arial Black** Lucida Bright **Times New Roman**"

Alternate Method -- Change the Font by Using the Formatting Toolbar

1. Highlight "**Arial Black** Lucida Bright Times New Roman."
2. Press Ctrl-spacebar. Ctrl-spacebar sets the formatting back to the default.
3. Highlight "**Arial Black.**"
4. Click to open the Font pull-down menu 

on the Formatting toolbar at the top of your screen.
5. Click "**Arial Black**."
6. Next, highlight "**Lucida Bright.**"
7. Click to open the Font pull-down menu 

on the Formatting toolbar.
8. Click "Lucida Bright."

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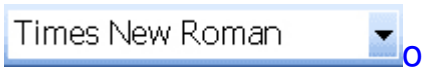
9. Next, highlight "**Times New Roman.**"
10. Click to open the Font pull-down menu



on the Formatting toolbar.

11. Click "**Times New Roman.**"
12. Your text should now look similar to the following:

"**Arial Black** Lucida Bright **Times New Roman**"

Excellent Work!!!

Hope you enjoyed the lesson .....
Repeat it from time to time. It's amazing how quickly we forget the little shortcuts!!

You are now ready to move on to Microsoft Word 4.

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