

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 (4)



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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Course Originator and Author: Morna-Dawn Jacobs

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

All of these mean the same thing.

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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 Tab Key do?
- ❖ What is 'Bulleting and Numbering'?
- ❖ How to 'Undo and Redo'
- ❖ A little something on 'Printing'

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

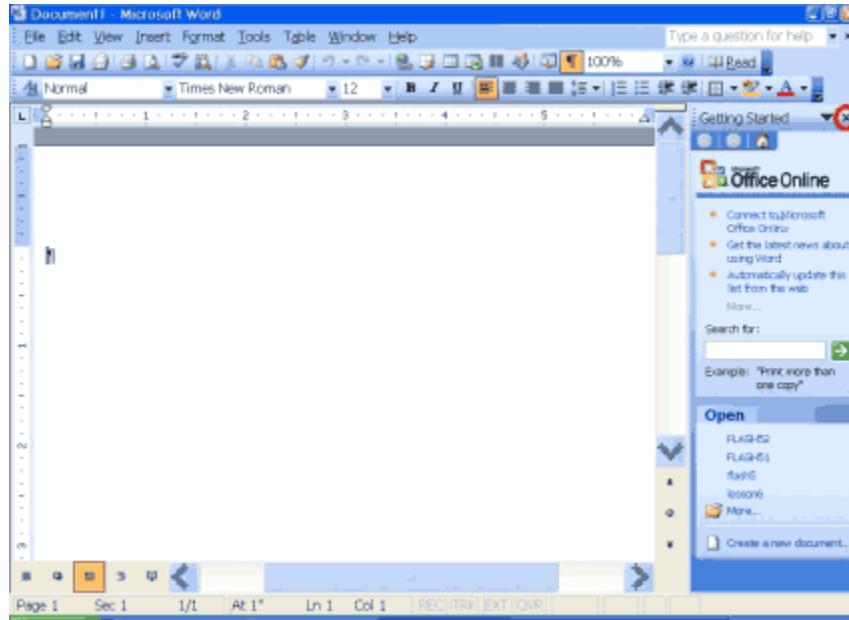


Click on **START**

1. Place mouse pointer on the word **PROGRAMS** (another menu pops up)
2. Pointer on **MICROSOFT OFFICE** (another menu pops up)
3. Click on **MICROSOFT WORD**
4. You now have a blank word processing page in front of you.

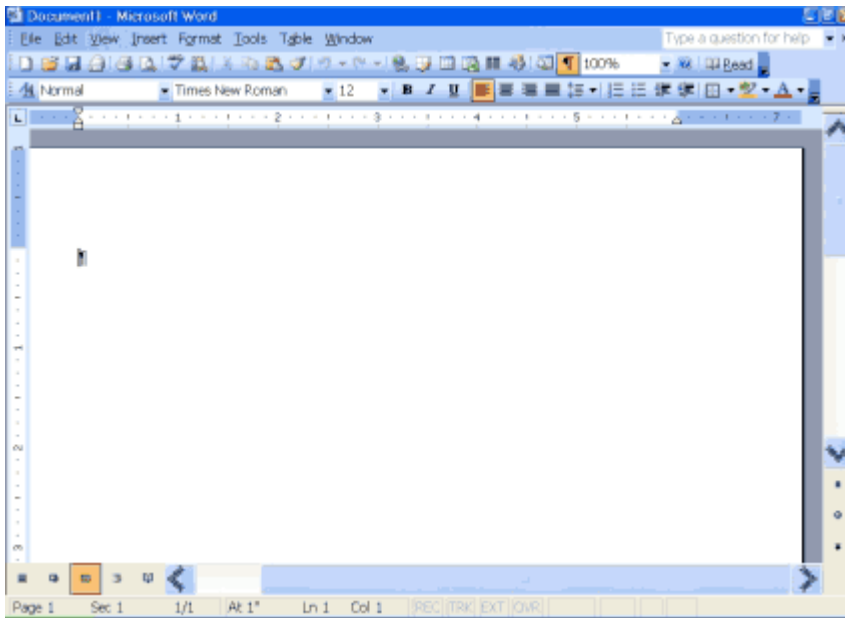


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5. Click the X in the upper right corner of the TASK PANE to close it (if it is open, sometimes it isn't).

Your screen should now look like the one shown below.



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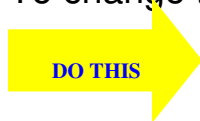
The Tab Key

Ok, let's get started. You will find the TAB key on the left side of your keyboard.

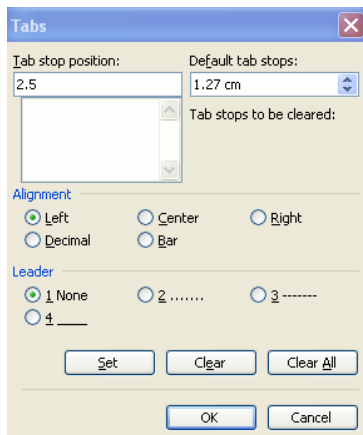
The default tab setting for Microsoft Word is 1.27 cm. When you press the **Tab** key, the **cursor** (*that's the little flashing line you see on your page*) moves 1.27 cm across the page. The flashing line is a non-printing character, when you print your document the flashing line does not print.

Press the Tab key a few times. Note how the cursor moves across the page.

To change the default tab setting:



1. Click on *Format* on the top TOOLBAR
2. Then click on *Tabs* from the menu. The **Tabs dialog box opens.**
3. Enter 2.5 in the Default Tab Stops field.
4. Click OK.
5. Press the Tab key a few times. Note how the cursor moves across the page. The cursor stops at every 2.5 cm.



You can also set up custom tab stops. To set your tab stops to 1.5, 3.5, and 6:

1. Click on *Format*
2. Click on *Tabs* from the menu. The **Tabs dialog box opens.**

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3. Enter 1.5 in the Tab Stop Position field.
4. Click Set.
5. Enter 3.5 in the Tab Stop Position field.
6. Click Set.
7. Enter 6 in the Tab Stop Position field.
8. Click OK.
9. Press the Tab key a few times. Note how the cursor moves across the page. (1.5cm to the right, then 2cm to the right and lastly 2.5cm to the right. A total of 6cm.



i.e. $(1.5 + 2 + 2.5 = 6)$

Now that wasn't difficult was it?

Ok, let's move on and try something else.

Bullets and Numbering

In Microsoft Word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You select the one you wish to use. Try the exercises to see how it works.

Examples -- Numbering (only examples – do not type this)

- | | | |
|-----------|-----------|------------|
| 1. Apple | 1) Apple | I. Apple |
| 2. Orange | 2) Orange | II. Orange |
| 3. Grape | 3) Grape | III. Grape |
| 4. Mango | 4) Mango | IV. Mango |
| 5. Cherry | 5) Cherry | V. Cherry |

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- | | | |
|-----------|-----------|------------|
| A. Apple | A) Apple | (a) Apple |
| B. Orange | B) Orange | (b) Orange |
| C. Grape | C) Grape | (c) Grape |
| D. Mango | D) Mango | (d) Mango |
| E. Cherry | E) Cherry | (e) Cherry |

Examples -- Bulleting (only examples – do not type this)

- | | | |
|----------|----------|----------|
| • Apple | ◆ Apple | ▪ Apple |
| • Orange | ◆ Orange | ▪ Orange |
| • Grape | ◆ Grape | ▪ Grape |
| • Mango | ◆ Mango | ▪ Mango |
| • Cherry | ◆ Cherry | ▪ Cherry |
| □ Apple | ❖ Apple | ➤ Apple |
| □ Orange | ❖ Orange | ➤ Orange |
| □ Grape | ❖ Grape | ➤ Grape |
| □ Mango | ❖ Mango | ➤ Mango |
| □ Cherry | ❖ Cherry | ➤ Cherry |

Ok let's get cracking with this exercise

DO THIS

1. Type the following words as shown.

Apple

Orange

Grape

Mango

Cherry

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2. **Highlight the words you just typed** (remember how? Click next to the word you want to select, hold down your left mouse button and drag it across the word).
3. **Click on *Format* on the top MENU BAR then**
4. **Click on *Bullets and Numbering* from the menu.**
5. **Choose the Numbered tab.**
6. **Several styles are available to you. Click the style you want to use.**
7. **Click OK.**



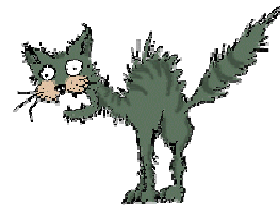
Well done! Your list is now numbered.

To remove the numbering:

DO THIS

1. **Highlight the list again.**
2. **Click on *Format* on the Menu Bar above**
3. **Click on *Bullets and Numbering* from the menu.**
4. **Click None.**
5. **Click OK.**

Your list is no longer numbered.



Alternate Method -- Numbering by Using the Icon

DO THIS

1. Highlight the list you typed.

2. Click the Numbering icon  on the Formatting toolbar above.

Your list is now numbered again.

DO THIS

To remove the numbering:

1. Highlight the list again.

2. Click again on the Numbering icon .

Your list is no longer numbered.



Ok, now let's try *Bulleting* (No no Not with the shotgun!)

DO THIS

1. Highlight the list you typed.

2. Click on *Format* on the above Menu Bar

3. Click on *Bullets and Numbering* from the menu.

4. Choose the Bulleted tab.

5. Several styles are available to you. Click the style you want to use.
6. Click OK.

Your list is now bulleted – want to remove the bulleting?

DO THIS

To remove bulleting:

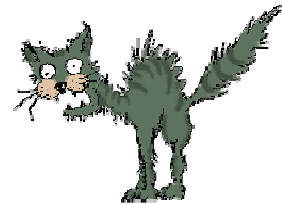
1. Highlight the list again.
2. Choose *Format > Bullets and Numbering* from the menu.
3. Click None.
4. Click OK.

Your list is no longer bulleted.

Alternate Method -- Bulleting by Using the Icon

DO THIS

1. Highlight the list you typed.
2. Click the Bullets icon  on the Formatting toolbar. Your list is now bulleted.



To remove the bulleting:

DO THIS

1. Highlight the list again.
2. Click the Bullets icon  again. Your list is no longer bulleted.



Ah the MAGICAL Undo & Redo button

You can quickly reverse most commands or mistakes you make by using **Undo**. If you then change your mind,

you can use **Redo**.

Let's give it a try

DO THIS

1. Type the words “**Undo example 1.**”
2. Click on *Edit* on the above Menu bar
3. Click on *Undo Typing* from the menu.

The typing disappears.

4. Again click on *Edit* on the Menu bar
5. Click on *Redo Typing* from the menu.

The typing reappears.

6. Highlight “**Undo example 1.**”
7. Hold down the Ctrl key and at the same time hit the ‘b’ key on the keyboard (this is shortcut method “Ctrl-b” to make the text bold).
8. Click on *Edit* on the Menu Bar
9. Click on *Undo Bold* from the menu.

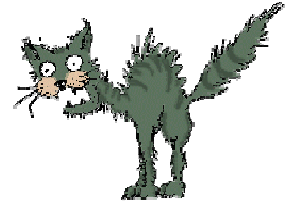
Magic! No more bold.

10. Click on *Edit* on the Menu bar

11. Now click on *Redo Bold* from the menu.



More magic! Your text is bold again.



Alternate Method – yes there are many ways to skin a cat! -- Undo & Redo by Using Keys



1. Type the words: “Undo example 2.”
2. Hold down the Ctrl key and at the same time hit the ‘z’ key (Ctrl-z).

Did your typing disappear? Good. Let’s get it back.

3. Hold down the Ctrl key and hit the ‘y’ key (Ctrl-y).

Did the typing reappear? If not, try again. Read the steps carefully and follow them one at a time.

4. Highlight "Undo example 2."
5. Hold down the Ctrl key and hit the ‘u’ key this time. (Ctrl-u is the shortcut to underline).
6. Now hold down the Ctrl key and hit the ‘z’ key (Ctrl-z).

The underline has been removed.

7. Hold down the Ctrl key again; hit the ‘y’ key this time (Ctrl-y).

The underline reappears.

Save File

Save your file by following these instructions:

DO THIS

1. Click on *File* on the Menu Bar above
2. Click on *Save As* from the menu.
3. Specify **MY DOCUMENTS** in the Look In field.
4. Name your file by typing **YOUR NAME.doc** in the File Name field.
5. Click Save.



Printing

(Only do this part if you are at home using your own printer).

After you have finished typing your document, you will want to print it. While preparing to print, you can specify the number of copies you want and the pages you want to print.

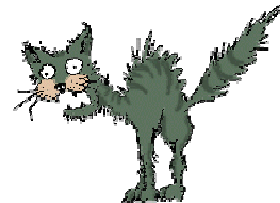
Print Your Document

1. Click on *File* on the above Menu bar
2. Click on *Print* from the menu.
3. Click OK.

Alternate Method - Printing by Using the Icon



Click the Print icon on the STANDARD TOOLBAR. (Sometimes you may have to click on FILE, and then PRINT PREVIEW for this icon to appear on the TOOLBAR)



File Close

1. Click on *File* on the Menu bar above
2. Click on *Close* from the menu.

Or simply click on the (red box)



icon in the above right hand corner of your screen.

Excellent Work!!!

Repeat this lesson from time to time. It's amazing how quickly we forget the little shortcuts!!



Perhaps make a few notes to keep next to your computer.

Hope you enjoyed the lesson

*

Morna-Dawn

END