

The Basics of MS Word (1)

**A Very
Warm
Welcome
to the
Exciting
World of
Computers**



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

Step - by - Step Tutorials



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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 it 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 is the "Title Bar"?
- ❖ What is the 'Menu Bar'?
- ❖ About the Word Toolbars
- ❖ What is the purpose of the Ruler?
- ❖ What are the different Views?
- ❖ What is a 'Text Area'?
- ❖ Saving your work and exiting

1. Click on **START**
2. Place mouse pointer on the word **PROGRAMS** (another menu pops up)
3. Pointer on **MICROSOFT OFFICE 2003** (another menu pops up)
4. Click on **MICROSOFT WORD**
5. You now have a blank word processing page in front of you.

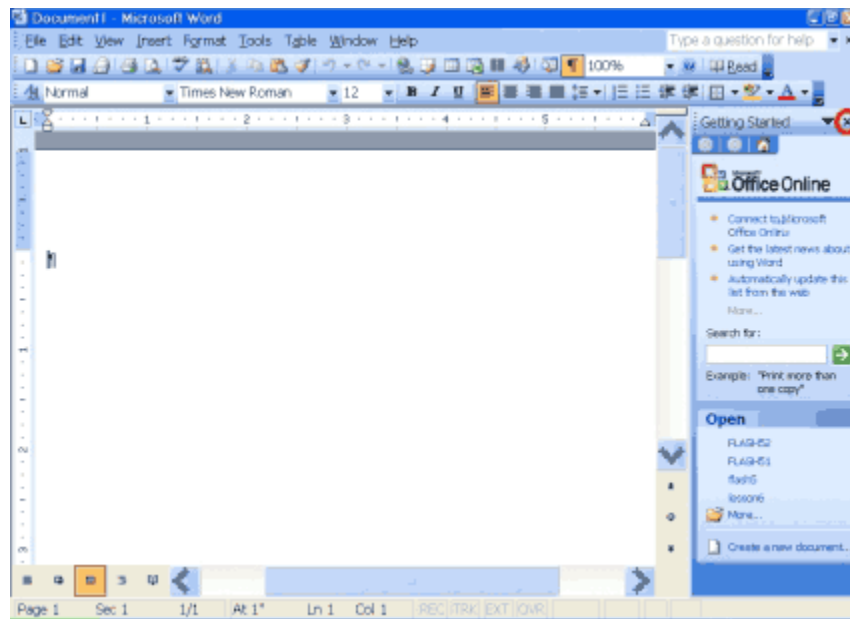
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6. Click the X in the upper right corner of the TASK PANE to close it.

Your screen should now look like the one shown below.

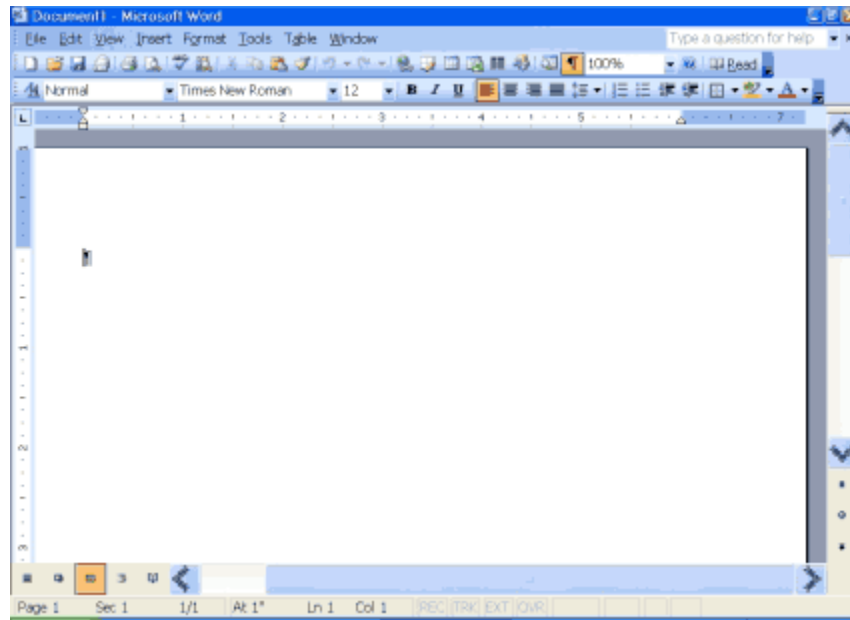
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THE TITLE BAR



Ok let's look around the screen, it pays to take your time and become familiar with all the little details. They may seem unimportant, but I promise you will feel more confident when you understand what is in front of you.



Let's start right at the top of the screen, in the top left hand corner you will see the **TITLE BAR**. At the moment the title of this document is **DOCUMENT 1**

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MICROSOFT WORD. When you decide to **SAVE** this document, you will give it your own unique title, then you will see your own title in the **TITLE BAR** more on saving documents later.

Next thing to observe:

THE MENU BAR



The **MENU BAR** is generally found directly below the **TITLE BAR**. Yes, that is *really* what it is, a menu of everything you have in Word and everything you can do in Word.

So just observe, the Menu bar begins with the word **FILE**, next is **EDIT** then **VIEW**, **INSERT**, **FORMAT**, **TOOLS**, **TABLE**, **WINDOW**, and **HELP**.

You use the menus to give instructions to the computer (software).



Sick of reading? Ok ok don't leave, let's try some action.

7. Point with your mouse to a menu option (any one – e.g. **FILE**, **FORMAT** etc.) and click the left mouse button to open a drop-down menu.

Did you know you can now use the left and right arrow keys on your keyboard to

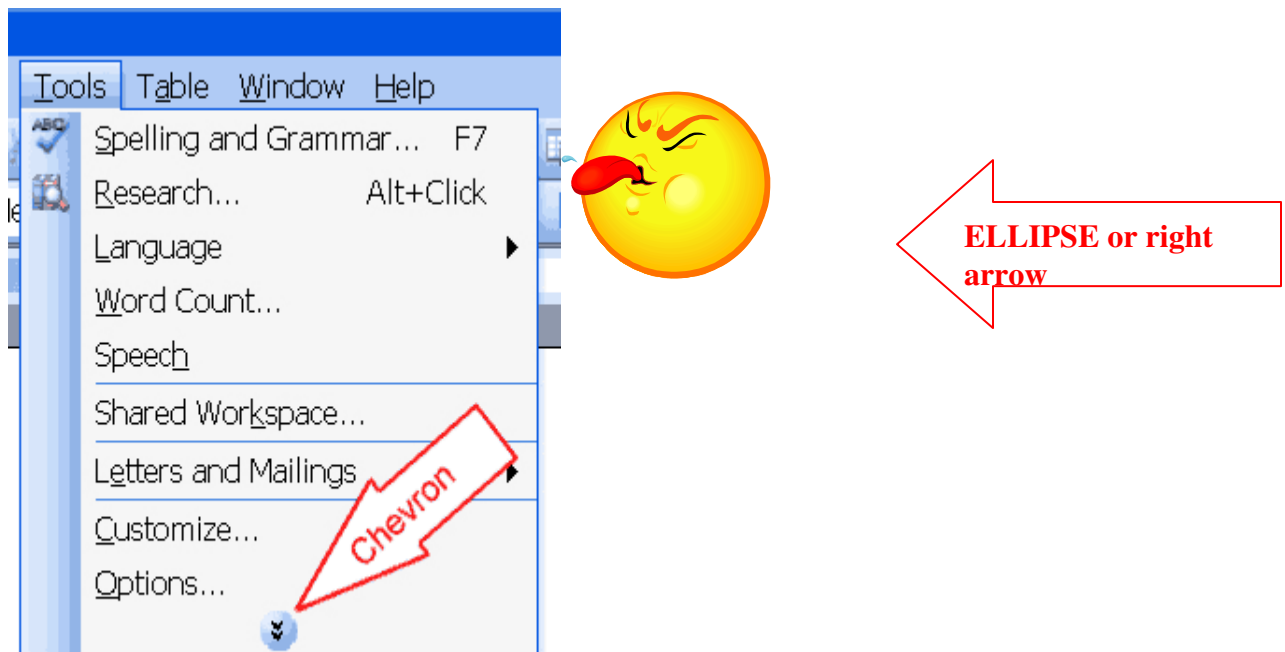
move left and right across the Menu bar options?

Go ahead, try it.

You can use the mouse or the up and down arrow keys to move up and down the drop-down menu.

Go ahead, try it.

Another handy thing to know is when you see the little black CHEVRON displayed don't ignore it! It is there for a reason. Just hold your mouse pointer over the CHEVRON and BINGO!!! The menu drops down with more options. If you find this an irritation on your home computer I'll show you how to change this, but you will have to keep reading to find out how (smile).



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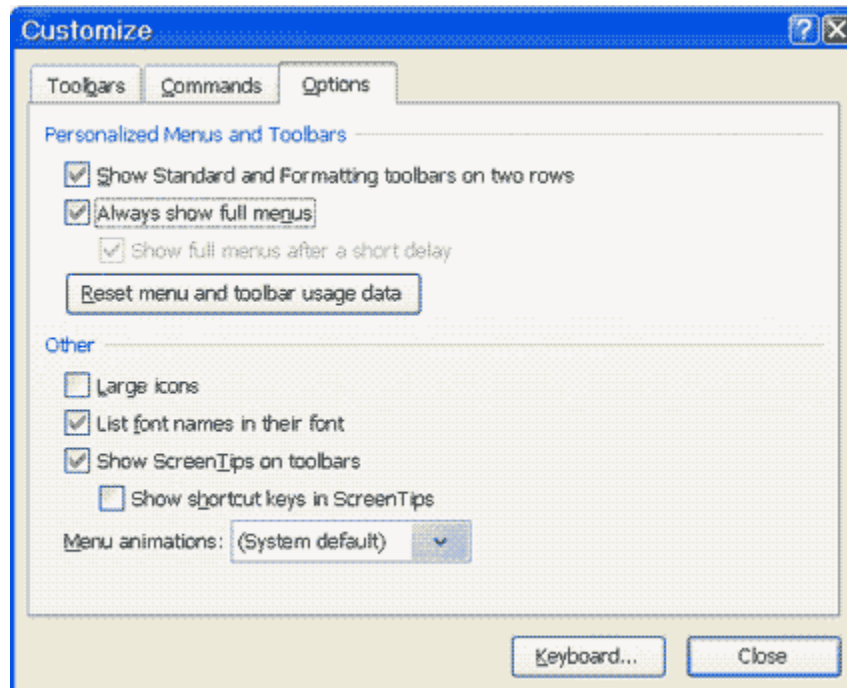
To select an option, click the option or use the arrow keys to move to the option on the drop-down menu and press the ENTER key on the KEYBOARD.

An ELLIPSE or a RIGHT ARROW after a menu item signifies additional options; if you select that menu item, a dialog box appears.

Items in gray (they look faded) are not available.

Ok I did say I would show you how you can customize your screen so that all of the menu options display when you click a menu item? This is what you do:

8. Click **TOOLS** on the **MENU BAR**.
9. Click **CUSTOMIZE** on the **DROP DOWN MENU**. The **Customize** dialog box opens.
10. Click the **OPTIONS** tab.
11. Click in the check box to select **ALWAYS SHOW FULL MENUS**.



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12. **Click Close.**



Piece of cake!! Perhaps write it down so that you can try it on another computer some time in the future.

Try the following little exercise just to keep your eye in and to keep you awake (whoops am I being too cheeky?)

Exercise 1

Do the following exercise. It demonstrates using the Microsoft Word menu.

- 1. Click File on the Menu bar.**
- 2. Press the right arrow key until Help is highlighted.**
- 3. Press the left arrow key until Format is highlighted.**
- 4. Press the down arrow key until Styles and Formatting are highlighted.**
- 5. Press the up arrow key until Paragraph is highlighted.**
- 6. Press Enter to select the Paragraph menu option.**
- 7. Click Cancel to close the dialog box.**

Ok let's move on ...

TOOLBARS



THE STANDARD TOOLBAR

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THE FORMATTING TOOLBAR

Can you see them at the top of your screen? These TOOLBARS provide shortcuts to the menu commands listed under FILE, EDIT, VIEW etc ...

If you cannot see the above TOOLBARS on your screen, carry out the following steps::

13. Click **VIEW** on the **MENU BAR**.
14. Highlight **TOOLBARS**.
15. **STANDARD** and **FORMATTING** should have check marks next to them. If both Standard and Formatting have check marks next to them, press the Esc (Escape) key on your keyboard three times to close the menu. (Do this slowly and keep your eye on the screen and observe what happens).
16. If they do not both have check marks, click **CUSTOMIZE**.
17. Click the **TOOLBARS TAB**.
18. Point to the box next to the unchecked option and click the left mouse button to make a check mark appear.

Note: You turn the check mark on and off by clicking the left mouse button.

19. Click Close to close the dialog box.

THE RULER



The ruler is generally found below the main toolbars. The ruler can be used to change the format of your document quickly. To display the ruler:



20. Click **View** on the **Menu Bar**.
21. The option **Ruler** should have a check mark next to it. If it has a check mark next to it, press

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Esc to close the menu. If it does not have a check mark next to it, continue to the next step.

22. Click Ruler. The ruler now appears below the toolbars.

DOCUMENT VIEW

This is important to know especially if you do a lot of typing in Word. Also, if you make a mistake and click on one of the views you have not seen before, you need to know what has happened and where to go to correct it.

In Word, you can display your document in **ONE OF FIVE VIEWS: Normal, Web Layout, Print Layout, Reading Layout, or Online Layout.**

NORMAL VIEW

Normal view shows formatting such as line spacing, font, point size, and italics. Word displays multiple-column text in one continuous column.

WEB LAYOUT

Web layout view enables you to view your document as it would appear in a browser such as Internet Explorer.

PRINT LAYOUT

The Print Layout view shows the document as it will look when it is printed.

READING LAYOUT

Reading Layout view formats your screen to make reading your document more comfortable.

OUTLINE VIEW

Outline view displays the document in outline form. Headings can be displayed without the text. If you move a heading, the accompanying text moves with it.

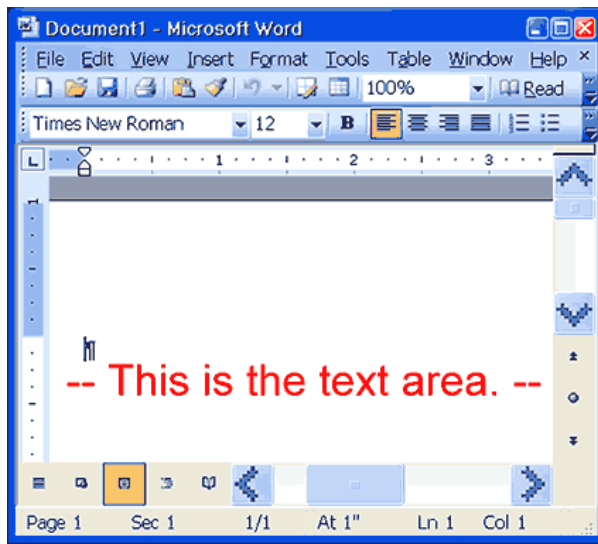
Have a look at all the Views. Before moving ahead, check to make sure you are in PRINT view:



PRINT LAYOUT view.

1. Click **View** on the Menu Bar.
2. The icon next to **Print** should have a box around it. If the icon next to **Print Layout** has a box around it, press **Esc** to close the menu. If the icon next to **Print** does not have a box around it, continue on to the next step.
3. Click **Print Layout**. You are now in

TEXT AREA



Just below the ruler is a large area called the "text area." You type your document in the text area. The blinking vertical line in the upper left corner of the text area is the **CURSOR**. It marks the insertion point. As you type, your work shows at the cursor location. The horizontal line next to the cursor marks the end of the document.



Let's practice a little typing here, just
copy type the following:

One for the ladies – apologies to the men

....

One day my housework-challenged husband decided to wash his Sweatshirt. Seconds after he stepped into the laundry room, he shouted to me, "What setting do I use on the washing machine?"

"It depends," I replied, "What does it say on your shirt?"



He yelled back, "University of Kentucky."
And they say blondes are dumb...

"It's just too hot to wear clothes today," Jack says as he stepped out of the shower, "honey, what do you think the neighbors would think if I cleaned the drive like this?"

"Probably that I married you for your money," she replied.

A PRAYER....

Dear Lord,
I pray for Wisdom to understand my man;
Love to forgive him;
And Patience for his moods.
Because, Lord, if I pray for Strength,
I'll beat him to death. AMEN

Q: Why do little boys whine?

A: They are practicing to be men.

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Q: What is the difference between men and women?

A: A woman wants one man to satisfy her every need. A man wants every woman to satisfy his one need.

Ok, enough giggling ladies
Sorry gents! (smile)

SAVING YOUR WORK AND EXITING WORD

First let's save your masterpiece:

- 1. Click File on the Menu Bar, if the menu does not drop down immediately hold your mouse pointer over the CHEVRON and the menu will drop down to reveal all!**
- 2. Click on SAVE AS**

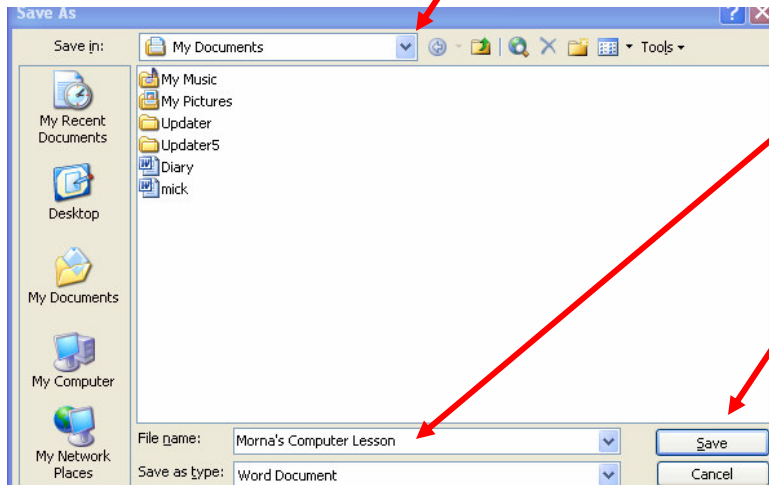
Usually the default on most computers is to save your work in a file called 'MY DOCUMENTS'. See the graphic on the next page. But you can save your work wherever you want. I have a separate lesson on how to create folders and keep a good filing system on you computer so that you will always be able find your work (smile).

If you are doing this tutorial at a school or public library, you may need to ask the tutor where is the best place to save your work. It will differ on all computers on a network. I will pretend, for this lesson that you are working on your home computer.

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Let's continue:

3. In the **SAVE IN** box, click on the little **RIGHT ARROW** to see the **DROP DOWN** box, click on **DESKTOP** or **MY DOCUMENTS**, whichever one you prefer.



4. In the **FILE NAME** box, type in your name and the words Computer

Lesson.

5. Click on **SAVE**
6. Now click on **FILE**
7. Click on **EXIT** in the **DROP DOWN** box

8. You may be prompted with “Do you want to save changes to” If so, click on **YES**.



Hope you enjoyed the lesson

END

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