

Basics of MS Word (2)

**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 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

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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 "Backspace Key"?
- ❖ What is the 'Delete Key'?
- ❖ How to 'Insert Text'
- ❖ How do I make the text 'Bold'?
- ❖ How do I do 'Italics'?
- ❖ How do I 'Underline'?

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



DO THIS

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.

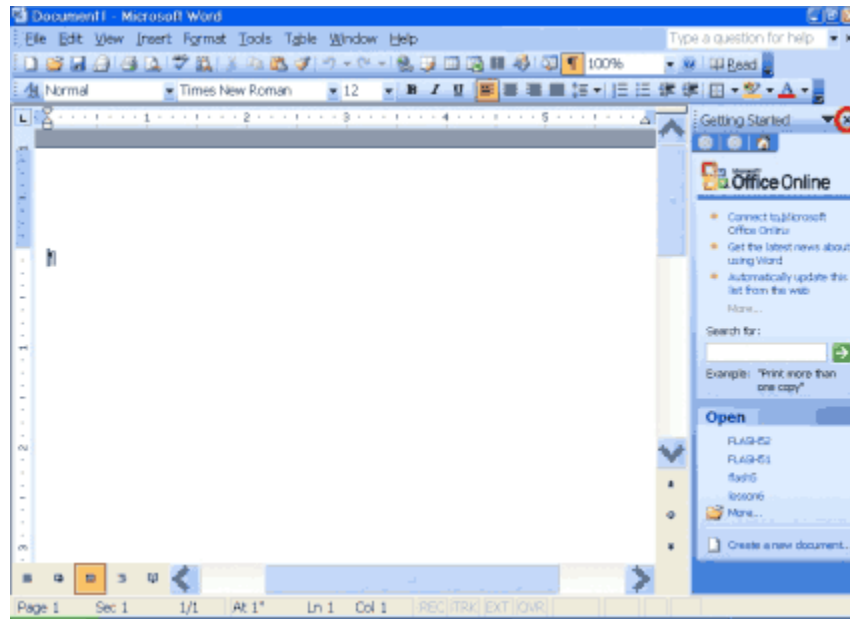
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Step-by-Step Tutorials - MW Word (2)



6. Click the lower black X (NOT the white X in a red square) in the upper right corner of the TASK PANE to close it (if it is open).

Your screen should now look like the one shown below.

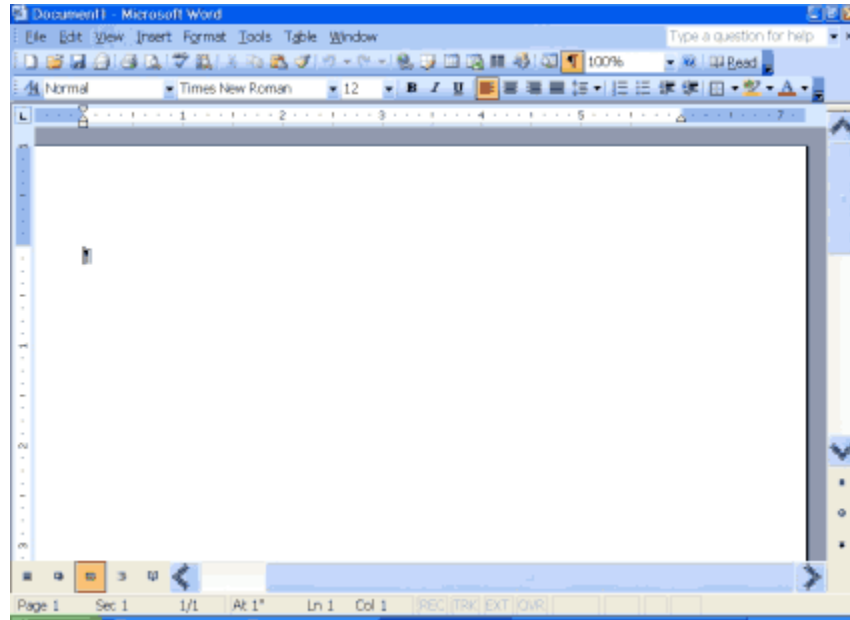
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First we are going to do some Typing and we'll get to know what the Backspace Key is all about.

Then we are going to learn what the SHIFT key does, also we will learn when to hit ENTER to start a new line or paragraph - Microsoft Word automatically wraps at the end of the line. Press Enter to start a new paragraph.



1. Type the following sentence:

Joe has a very large house.

2. Now delete the word "house." Using either the arrow keys or the mouse, place the cursor between the period and the "e" in "house."

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3. Press the Backspace key until the word "house" is deleted.

4. Now type in the word boat. The sentence should now read:
"Joe has a very large boat."

How did you go? Play around, delete a few more words and type in something else. The only way to retain what you learn here is to repeat, repeat and repeat again.

Ok, let's move on to the Delete Key, but first delete all the changes you made and just leave the sentence, "Joe has a very large boat."



Remember I told you several lessons ago; there are many ways to skin a cat? Well that applies here too.

You can also delete text by using the Delete key. First, highlight the text you wish to delete; then press the Delete key.

To delete the word "very" from the sentence you just typed.

DO THIS

1. To highlight the word "very." Place the cursor before the "v" in the word "very" and press the F8 key. Then press the right arrow key until the word "very" is highlighted. (Now that's a new trick for you!)

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2. Press the Delete key. The sentence should now read: "Joe has a large boat."



Ok, now we are going to learn about Inserting Text and also what is the 'Overtyping' mode.

You can insert text. To insert text, you must be in the INSERT mode. To check to see whether you are in the Insert mode, look at the Status bar, located at the very bottom of the screen. Look at the right side of the Status bar. If the letters "OVR" are gray, you are in the Insert mode. If the letters "OVR" are black, you are in the Overtyping mode.



Insert Mode



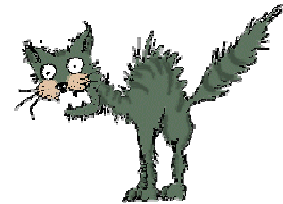
Overtyping Mode

DO THIS

To change to the Insert mode if you are in the overtyping mode:

1. Double-click the letters "OVR."
2. The letters "OVR" are now gray.

(The other way to skin the cat) Alternate Method -- Setting Options by Using the Menu



You can also use the menu to change to the Insert mode.

1. Click on **Tools** on the top **Menu Bar**, and then click on **Options** from the menu. The Options dialog box opens.
2. Click the **Edit tab**.

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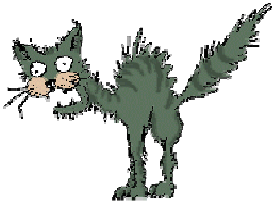
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3. The **Overtyping Mode** box should be blank. If the box is blank, then you are in Insert mode. Click **OK** to close the Menu.
4. If the Overtyping Mode box is not blank, click the box to remove the check mark. Then click **OK**.

Yet ANOTHER Method -- Setting Options by Using Key



You can use the keyboard to change to the Overtyping mode.

1. Hold down the **Alt** key and 't' key together, then when the menu appears let go the keys, then press the 'o' key.
2. Click on **Edit tab**.
3. By pressing the Alt key and the 'v' you will toggle (switch) between overtype and insert – do that and watch what happens on the screen.
4. Press **Enter**.

Ok, let's try this, make sure the letters "OVR" are GRAY before proceeding. You are going to insert the word "blue" between the words "large" and "boat."

DO THIS

1. Place the cursor after the dot between the words "large" and "boat."
2. Type the word **blue**.
3. Press the spacebar to add a space.
4. The sentence should now read:
"Joe has a large blue boat."

Let's see what Overtyping mode will do

You can type over the current text (replace the current text with new text). However, you must be in the OVERTYPING MODE. Do the following to change to the Overtyping mode.

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Step-by-Step Tutorials - MW Word (2)

DO THIS

1. Double-Click "OVR" on the Status bar.
2. The letters "OVR" should now be black.

Make sure the letters "OVR" are black before proceeding to the following exercise.

Now we are going to change the word "blue" to "gray."

DO THIS

1. Place the cursor before the letter "b" in "blue."
2. Type the word **gray**.
3. The sentence should now read:
"Joe has a large gray boat."

Ready for some more?

Or, do you feel like the 'lady in pink' - smile.

Just a little more then you can practice on your own.



What do these terms actually mean?
Bold, Underline, and Italicize

You can **bold**, underline, or *italicize* when using Word.

You also can combine these features -- in other words, you can bold, underline, **and** italicize a single piece of text. In the exercise that follows, you will learn three different methods for bolding, italicizing, or underlining when using Word. You will learn to bold, italicize, or underline by using the menu, an icon, or the keys. (Oh that poor cat!!)



DO THIS

Type the following, from the word 'Menu...' exactly as shown. (Remember, pressing the Enter key starts a new

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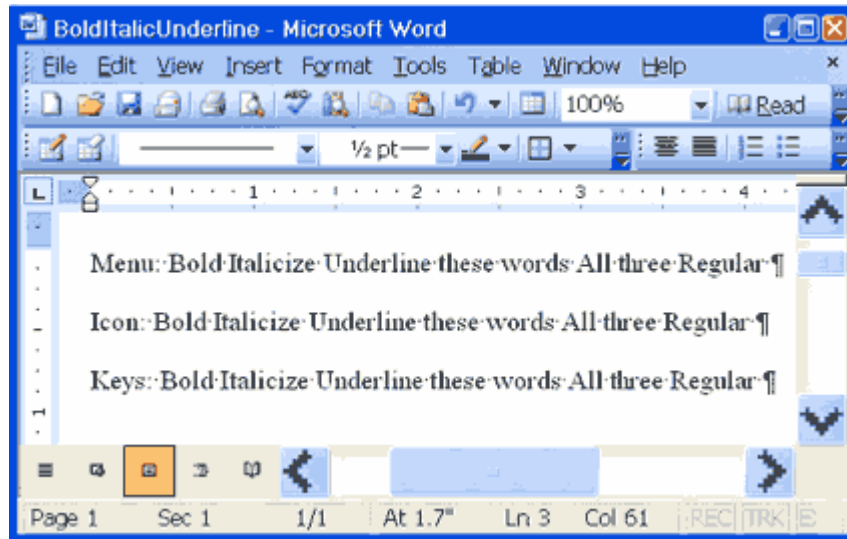
Step-by-Step Tutorials - MW Word (2)

paragraph. Press the Enter key at the end of each of the following lines to start a new paragraph).

Menu: Bold Italicize Underline these words All three Regular

Icon: Bold Italicize Underline these words All three Regular

Keys: Bold Italicize Underline these words All three Regular



Your screen should look similar to the one shown here.

Bold - Using the Menu

DO THIS

1. On the line that begins with Menu, highlight the word Bold. To do so, place the cursor before the letter "B" in "Bold." Press the F8 key; then press the right arrow key until the entire word is highlighted.
2. Click on **Format**, then on **Font** from the menu. The Font Dialog box opens.
3. Click **Bold** in the **Font Style box**.
Note: You can see the effect of your selection in the Preview window. To turn off the bold, click **Regular**.
4. Click **OK** to close the dialog box.

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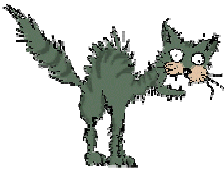
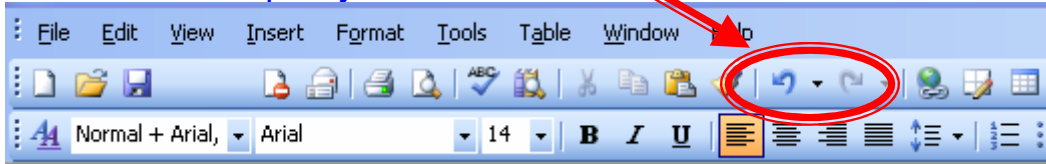
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5. Click anywhere in the text area to remove the highlighting. You have bolded the word bold.

Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:

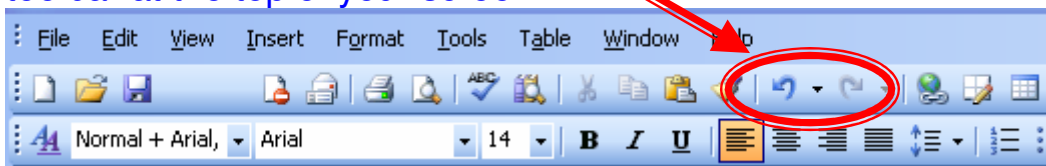


Alternate Method -- Bold by Using an Icon

DO THIS

1. On the line that begins with "Icon," highlight the word "Bold." To do so, place the cursor before the letter "B" in "Bold." Press the F8 key; then press the right arrow key until the entire word is highlighted.
2. Click the Bold icon  on the toolbar.
Note: To turn off bold, highlight the text and press the Bold icon again.
3. Click anywhere in the Text area to remove the highlighting.

Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:

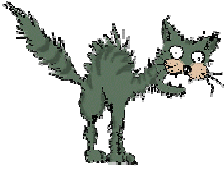


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Alternate Method -- Bold by Using the Keys

DO THIS

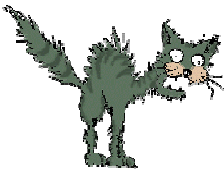
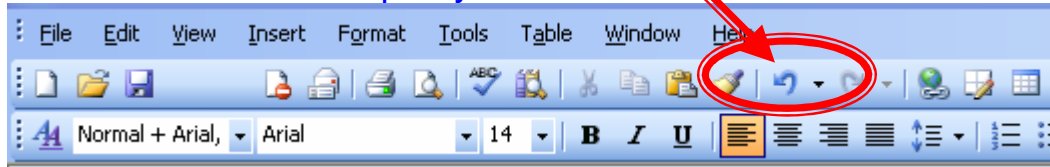
1. On the line that begins with "Keys," highlight the word "Bold." To do so, place the cursor before the letter "B" in "Bold." Press the F8 key; then press the right arrow key until the entire word is highlighted.
2. Press Ctrl-b (hold down the Ctrl key while pressing b).
Note: To turn off Bold, press Ctrl-b again. You can also remove formatting by pressing Ctrl-spacebar.
3. Click anywhere in the Text area to remove the highlighting.

Good work!! Now we are going to learn about italics - Italicize - Using the Menu


1. On the line that begins with "Menu," highlight the word "Italicize." To do so, place the cursor before the letter "I" in "Italicize." Press the F8 key; then press the right arrow key until the entire word is highlighted.
2. Click on **Format**, and then click on Font from the menu.
3. Click ITALIC in the Font Style box.
Note: You can see the effect of your selection in the Preview window. To turn off the italics, click Regular.
4. Click **OK** to close the dialog box.
5. Click anywhere in the Text area to remove the highlighting.

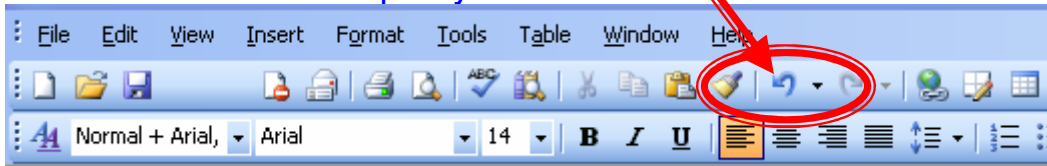
Step-by-Step Tutorials - MW Word (2)

6. Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:



Alternate Method -- Italicize by Using an Icon

1. On the line that begins with "Icon," highlight the word "Italicize." To do so, place the cursor before the letter "I" in "Italicize." Press the F8 key; then press the right arrow key until the entire word is highlighted.
2. Click the Italic icon  on the toolbar.
Note: To turn off italics, highlight the text and press the Italic icon again.
3. Click anywhere in the Text area to remove the highlighting.
4. Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:



Alternate Method -- Italicize by Using Keys

1. On the line that begins with "Keys," highlight the word "Italicize." Place the cursor before the letter "I" in "Italicize." Press the F8 key; then press the right arrow key until the entire word is highlighted.

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Step-by-Step Tutorials - MW Word (2)

2. Press Ctrl-i (hold down the Ctrl key while pressing i).
Note: To toggle Italic off, press Ctrl-i again. You can also remove formatting by pressing Ctrl-spacebar.
3. Click anywhere in the Text area to remove the highlighting.

Let's underline - Using the Menu

You can underline when using Word. The following are some of the underlines that are available if you use the menu:

This is a single underline.

This is a words only underline.

This is a double underline.

.. This is a dotted underline.

— This is a thick underline.

- This is a dash underline.

.- This is a dot dash underline.

.-.- This is a dot dot dash underline.

~ This is a wave underline.



Fancy hey???

The following illustrates underlining by using the **MENU**:

- DO THIS** →
1. On the line that begins with "Menu," highlight the words "Underline these words."
 2. Click on **Format**, and then click on **Font** from the menu.
 3. In the **Underline Style box**, click to open the pull-down menu. Click the type of underline you wish to use.

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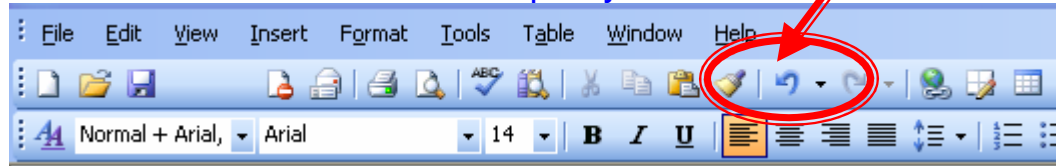
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Note: To remove an underline, you select None from the pull-down menu.

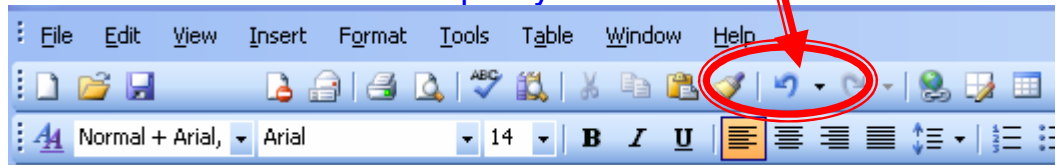
4. Click OK to close the dialog box.
5. Click anywhere in the Text area to remove the highlighting.
6. Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:



Alternate Method -- Underline by Using the Icon

DO THIS

1. On the line that begins with "Icon," highlight the words "Underline these words."
2. Click the Underline icon  on the toolbar. You will get a single underline.
Note: To turn off underlining, press the Underline icon again.
3. Click anywhere in the Text area to remove the highlighting.
4. Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:



Alternate Method -- Underline by Using the Keys

DO THIS

1. On the line that begins with "Keys," highlight the words "Underline these words."

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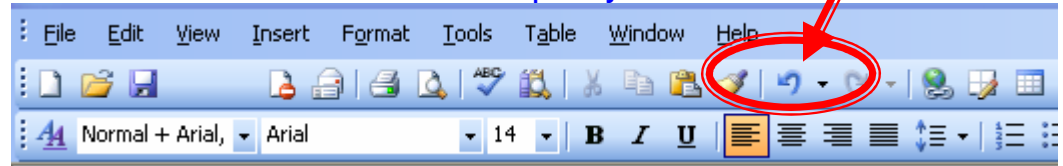
Step-by-Step Tutorials - MW Word (2)

2. Press Ctrl-u (hold down the Ctrl key while pressing u). You will get a single underline.

Note: To turn off underlining, press Ctrl-u again.

3. Click anywhere in the Text area to remove the highlighting.

4. Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:



All Three - Using the Menu

DO THIS

1. On the line that begins with "Menu," highlight the words "All three."

2. Click on **Format**, and then click on **Font** from the menu.

3. In the Font Style box, click **Bold Italic**.

Note: You can see the effect of your selection in the preview window. To turn off the Bold Italic, click Regular.

4. In the Underline box, click to open the pull-down menu. Click the type of underline you want to use.

Note: To remove an underline, select None from the pull-down menu.

5. Click **OK** to close the dialog box.

6. Click anywhere in the Text area to remove the highlighting.

7. Now UNDO what you have just done, simply click on this icon on the toolbar at the top of your screen:



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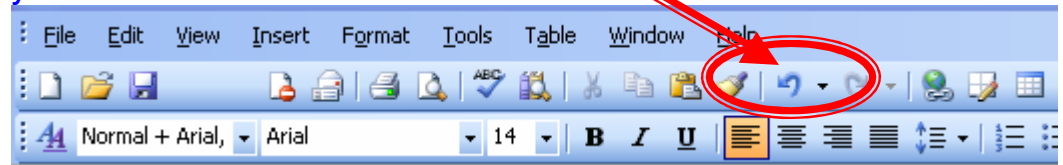
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Alternate Method -- All Three by Using Icons

DO THIS

1. On the line that begins with "Icon," highlight the words "All three."
2. Click the Bold icon on the toolbar.
3. Click the Italic icon on the toolbar.
4. Click the Underline icon on the toolbar.
5. Click anywhere in the Text area to remove the highlighting.
6. Now UNDO what you have just done, simply click three times on this icon on the toolbar at the top of your screen:



Alternate Method -- All Three by Using the Keys

DO THIS

1. On the line that begins with "Keys," highlight the words "All three."
 2. Press Ctrl+b keys together (**bold**).
 3. Press Ctrl+i keys together (*italicize*).
 4. Press Ctrl+u keys together (underline).
- Note:** You can remove formatting by highlighting the text and pressing Ctrl-spacebar.
5. Click anywhere in the Text area to remove the highlighting.

Save File & End this Lesson

DO THIS

You must save your files if you wish to recall them later. Before you can save, you must give your file a name. To save your file and close Word, follow the instructions given here:

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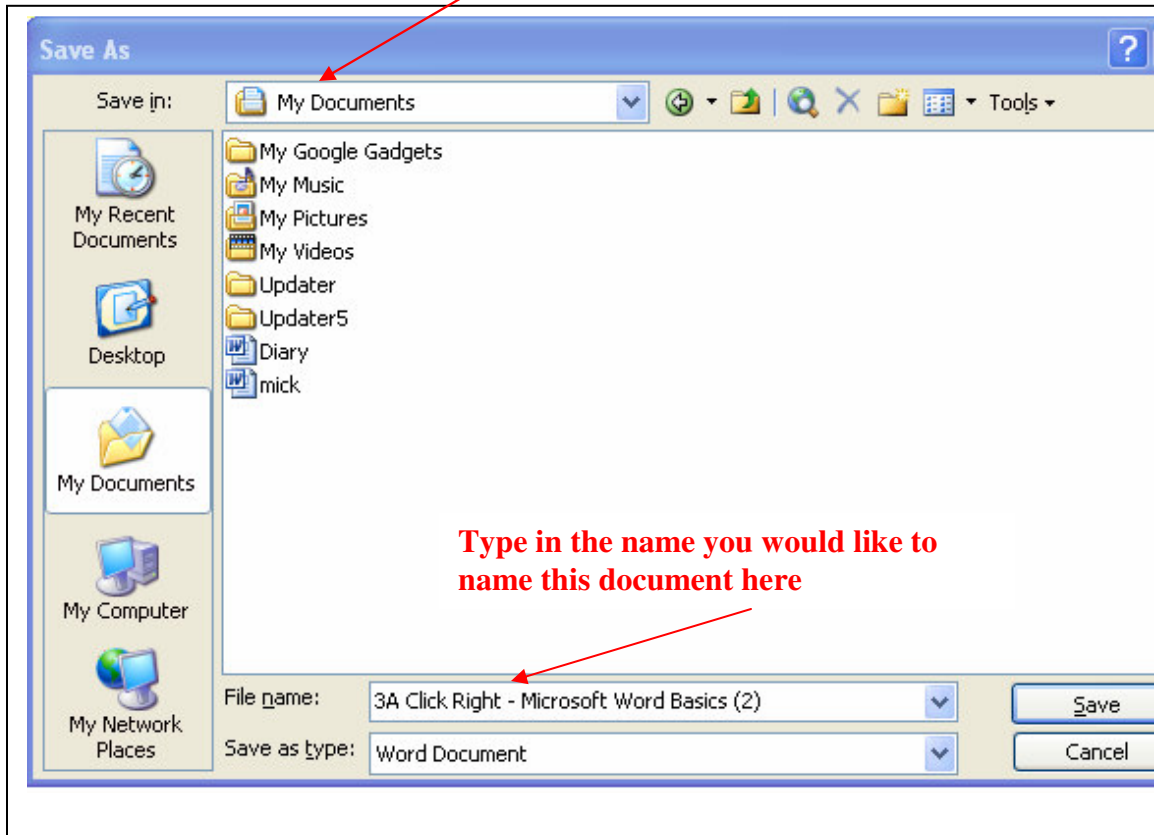
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1. Click on **File** on the above Menu Bar – then click on **Save As** from the menu.
2. Specify the correct folder in the Save In box.
3. Name your file by typing **Your Full Name.doc** in the File Name box.
4. Click **Save**.
5. Click on **File** on the above Menu Bar



6. Then click on **Exit** from the menu.

That it! End of lesson.

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Repeat this lesson from time to time.
It's amazing how quickly we forget

Are you ready to move on to Microsoft
Word 3? It's even more informative
and fun than this lesson

END

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