

# 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**

## Saving Your Work



Tutorials are being taught at several High Schools, Community Centers, Retirement Villages and Public Libraries in Western Australia. They can now be downloaded from:

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

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## Step-by-Step Tutorials



It is vitally important to know how to save and retrieve your masterpiece. In this lesson I will show you a few keyboard shortcuts, a bit more about copying, pasting and moving graphics. Also, I will show you how to check your spelling.


This is a very easy tutorial - just follow the step-by-step instructions.

**Let's get started and have some fun while we learn.**

**First we are going to open a new blank document in Microsoft Word.**

**Move your mouse pointer over to the START icon in the bottom left hand corner of your screen.**

DO  
THIS

1. Click on **START** 
2. Hold the mouse pointer over the word **PROGRAMS**  
(another menu will pop up)
3. Move the pointer until it is hovering over the words  
**MICROSOFT OFFICE** (another menu will pop up)
4. Slowly move the mouse pointer down along that menu and  
then click on **WORD**
5. You should now have a blank page in **WORD**.

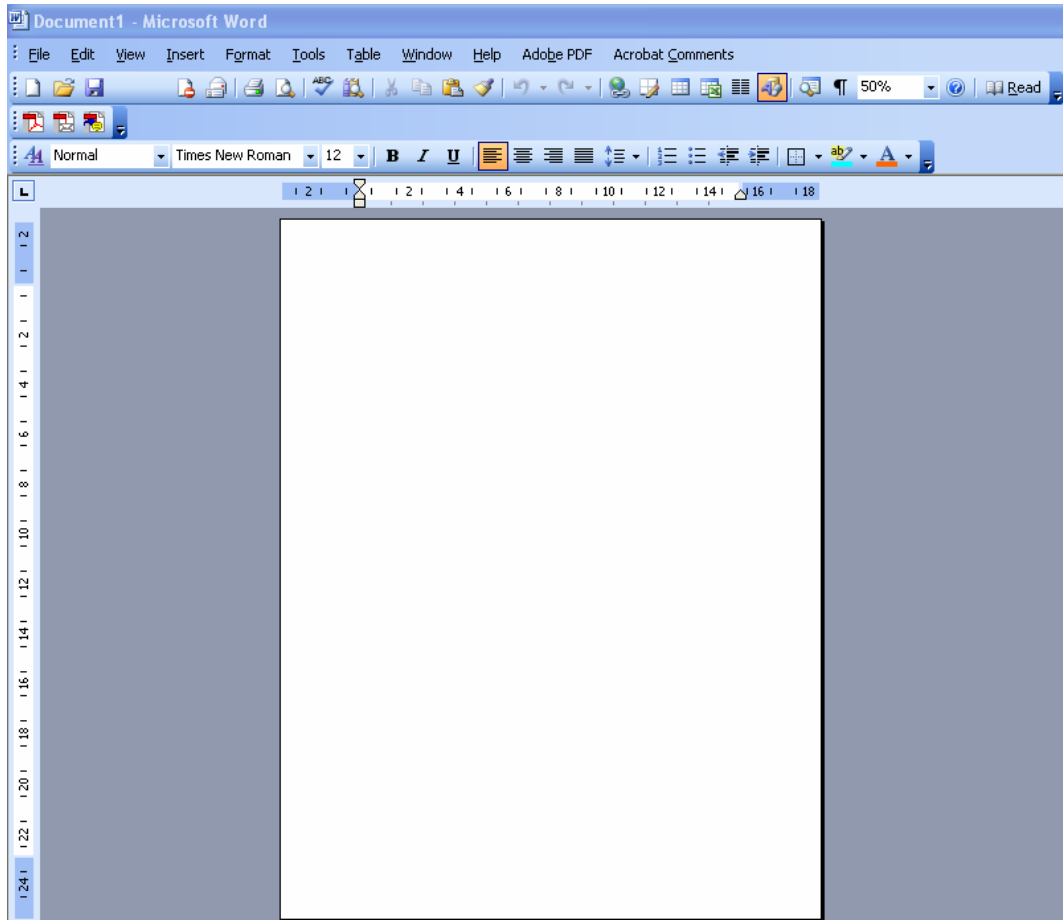
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**6. Click anywhere on your new blank Word page.**

We are going to practice our typing, but before we carry on, let us save this document.

For this exercise we are going to call the document **YOUR NAME & COMPUTER PRAYER** then we will save it in MY DOCUMENTS.

**7. Click on FILE on the top MENU BAR**

**8. Click on SAVE AS – another little window will appear**

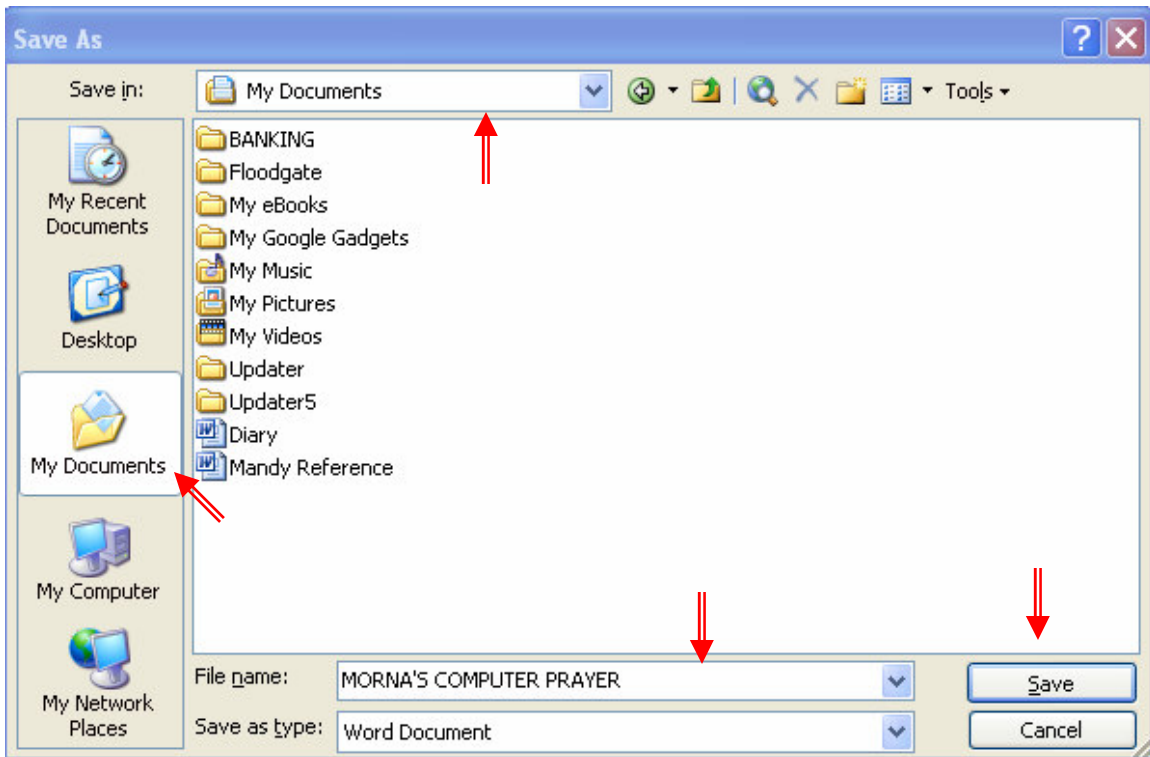
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9. Click on **MY DOCUMENTS** – it should now appear in the ‘Save in:’ **box**.
10. Where it says ‘File name:’ **highlight and delete whatever is showing there, then type in your name and the words **COMPUTER PRAYER****.
11. Click on **SAVE**. The file name will now appear at the top-left corner of your screen. Look for it. See it there?
12. Now click on the little white X in the red box in the top right  hand corner of your screen. This will close your document.

1. To **FIND** that document again all you have to do is click on

**START.** 

2. Click on **MY DOCUMENTS**

3. Double click on the **MY COMPUTER PRAYER** document.

Again look for the file name in the top-left corner of your screen. See it there?

4. Now we are going to practice some typing. Type the following Computer Prayer. Try to copy it exactly as you see it.



Dear Lord,  
Every single evening  
As I'm lying here in bed,  
This tiny little Prayer  
Keeps running through my head:



God bless all my family  
Wherever they may be,  
Keep them warm and safe from harm  
For they're so close to me.

And God, there is one more thing  
I wish that you could do;  
Hope you don't mind me asking,  
Please bless my computer too.

Now I know that it's unusual  
To bless a motherboard,  
But listen just a second  
While I explain it to you, Lord.

## Step-by-Step Tutorials



You see, that little metal box  
Holds more than odds and ends;  
Inside those small compartments  
Rest so many of my friends.



I know so much about them  
By the kindness that they give,  
And this little scrap of metal  
Takes me in to where they live.

By faith is how I know them  
Much the same as you  
We share in what life brings us  
And from that our friendships grew.

Please take an extra minute  
From your duties up above,  
To bless those in my address book  
That's filled with so much love.  
Wherever else this prayer may reach


To each and every friend,  
Bless each e-mail inbox  
And each person who hits "send".  
When you update your Heavenly list  
On your own Great CD-ROM,

**Bless everyone who says this prayer**

**Amen**

**DO  
THIS**



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.

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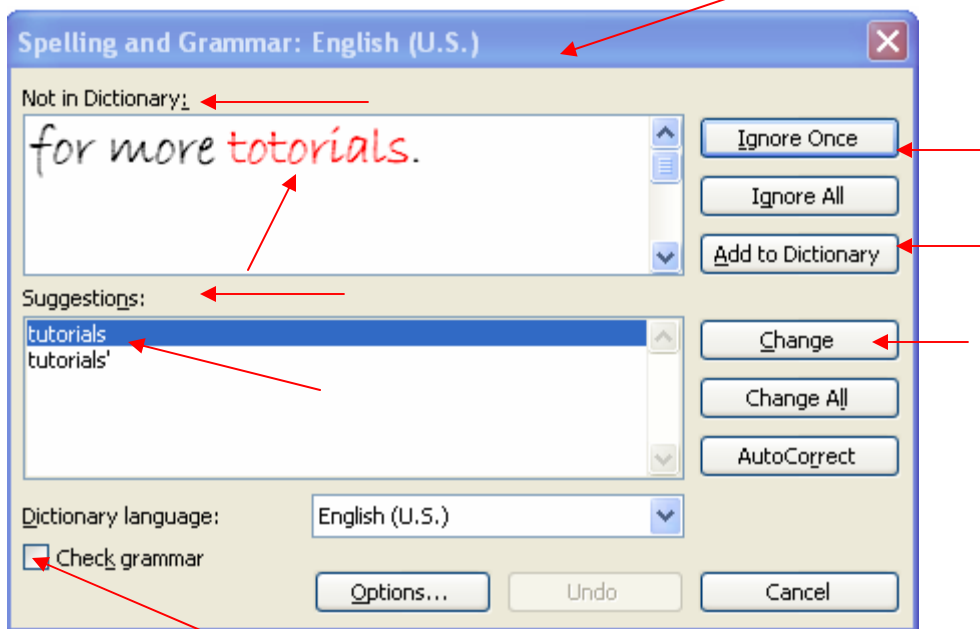


Then **press F7** or click the spelling icon  or click on **Tools** on the top **TOOLBAR** then on **Spelling and Grammar** from the menu.

Whew!!! Understood all that? Ok, let's put it into practice ... (smile), I'll go through just the one method and leave you to experiment with the other two.

**DO THIS**

1. Just hit F7 (the very top 'F' keys at the top of your keyboard).
2. Do you now see the spell check dialogue box?



As you can see in the above graphic the word 'totorials' is not correct. To correct it, all you do is to click on the word 'tutorials' in the **SUGGESTIONS** portion of the box. Then click on the word **CHANGE**. See how easy that was?

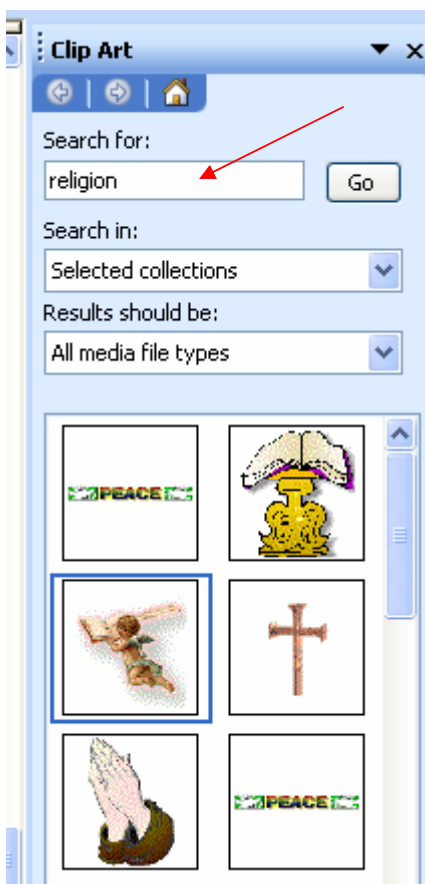
Always read your options and then make your choices, it really is quite easy. Give it a try.

Did you make many typing errors?

Ok, lets insert a graphic, then I'll show you how to copy and paste that same graphic on your document so that you will have two of them as shown above.

1. Click on **INSERT** on the top **MENU BAR**

2. Click on **PICTURE**



3. Click on **CLIP ART**

4. In the 'Search for' box type in the word **religion**

5. Click on **GO**

6. Click on the graphic you like

7. Then **RIGHT CLICK** on the graphic when it appears on your page

8. Click on **FORMAT PICTURE**

9. Then Click on **SIZE** and reduce the size of the graphic by clicking on the little down arrow

10. Now click on the **LAYOUT** tab

11. Click on **SQUARE**

12. Click in the **LEFT** circle

13. Click **OK**

14. Again **RIGHT CLICK** on your graphic

15. Click on **COPY**



16. Click somewhere else on your page
17. RIGHT CLICK again
18. Click on PASTE
19. Once more RIGHT CLICK on your second graphic
20. Click on the LAYOUT tab
21. Click on SQUARE
22. Click in the RIGHT circle this time.
23. If the graphic is not where you want it, just click on it and hold down the left mouse button and just drag it to where you want it.

Now that was a piece of cake wasn't it? (smile).

DO  
THIS



**QUICK SAVE** - Because you have already given the document a File Name, there is now a very quick and easy way to save your typing effort – simply hold down a Ctrl (Control) key with one finger and hit the letter 'S' with another finger. Presto! Your document is saved!

**IMPORTANT:**

Do this regularly, save and re-save periodically as you type to prevent data being lost if you have a power failure or your computer shuts down for some other reason (smile).

## Now the Keyboard Shortcuts I promised you:

- CTRL+C  
(Copy)
- CTRL+X  
(Cut)
- CTRL+V  
(Paste)
- CTRL+Z  
(Undo)
- DELETE  
(Delete)
- SHIFT+DELETE  
(Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item  
(Copy the selected item)
- CTRL+SHIFT while dragging an item  
(Create a shortcut to the selected item)
- F2 key  
(Rename the selected item)
- CTRL+RIGHT ARROW  
(Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW  
(Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW  
(Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW  
(Move the insertion point to the beginning of the previous paragraph)
- CTRL+SHIFT with any of the arrow keys  
(Highlight a block of text)
- SHIFT with any of the arrow keys  
(Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A  
(Select all)

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- F3 key  
(Search for a file or a folder)
- ALT+ENTER  
(View the properties for the selected item)
- ALT+F4  
(Close the active item, or quit the active program)
- ALT+ENTER  
(Display the properties of the selected object)
- ALT+SPACEBAR  
(Open the shortcut menu for the active window)
- CTRL+F4  
(Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB  
(Switch between the open items)
- ALT+ESC  
(Cycle through items in the order that they had been opened)
- F6 key  
(Cycle through the screen elements in a window or on the desktop)
- F4 key  
(Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10  
(Display the shortcut menu for the selected item)
- ALT+SPACEBAR  
(Display the System menu for the active window)
- CTRL+ESC  
(Display the Start menu)
- ALT+Underlined letter in a menu name  
(Display the corresponding menu)
- Underlined letter in a command name on an open menu  
(Perform the corresponding command)
- F10 key  
(Activate the menu bar in the active program)
- RIGHT ARROW  
(Open the next menu to the right, or open a submenu)
- LEFT ARROW  
(Open the next menu to the left, or close a submenu)

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- F5 key  
(Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- SHIFT when you insert a CD-ROM into the CD-ROM drive  
(Prevent the CD-ROM from automatically playing)
- CTRL+SHIFT+ESC  
(Open Task Manager)



Let's recap what you have learnt in this lesson:

- 😊 You learnt to open a blank document in Microsoft Word
- 😊 You learnt to save that document and then retrieve it again.
- 😊 You have had some typing practice
- 😊 Also you have learnt to find a graphic in Clip Art
- 😊 Then you have learnt how to format that graphic and move it around
- 😊 Not only that, but you also learnt how to copy that graphic and paste it elsewhere on your document.

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😊 To add to your computer knowledge you have learnt to do a spelling check – that is invaluable! (smile)

😊 Lastly I have included many keyboard shortcuts. Some you will use regularly and others will be interesting to experiment with, you never know, you may enjoy using them!

That's all for now folks, hope you enjoyed the lesson.

Don't forget to check out this website

<http://www.a-to-z-of-manners-and-etiquette.com/computer-tutorials.html>

for more tutorials.

**END**