

Microsoft Word: Intermediate

by

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Workshop Outline Welcome and Introductions

Intermediate Editing

- Find
- Replace
- Undo
- Redo
- Cut, Copy, Paste

Intermediate Formatting

- Symbols
- Page Numbers
- Header and Footer
- Bullets and Numbering
- Line Spacing

Working with Multiple Documents

Managing Files

In Conclusion

- More questions and answers
- Evaluation

Introduction to *Microsoft Word* *Intermediate*

Microsoft Word is word processing software that you can use alone or with other Word office software such as Excel (spreadsheets), Access (databases) and Power Point (slide shows).

Purpose

This workshop is a half-day session that introduces participants to intermediate features of Microsoft Word.

Overview

This workshop is divided into four sections:

1. Intermediate Editing
2. Intermediate Formatting
3. Working with Multiple Documents
4. Managing Files

Audience

This workshop is designed for people who have basic familiarity with Microsoft Word. The instructor assumes knowledge of basic editing and formatting techniques at the level presented in Microsoft Word: An Introduction.

Technical Support

Microsoft provides support through its web site at <http://support.microsoft.com>. Hundreds of books are also available that teach the features of Microsoft Work.

Learning Objectives

By the end of this session, participants will be able to complete the following objectives.

- T** Use intermediate editing techniques including undo, redo, find and replace to modify a document.
- T** Select text and cut, copy, and paste it elsewhere within the same document and within a different document.
- T** Use intermediate formatting options including symbols, bullets, page numbering, line spacing, headers, and footers to improve the appearance of a document.
- T** Have more than one document open at a time and move between them.
- T** Copy, rename and delete documents.

Notes:

Section 1: Editing

Find

Use Find to locate words or phrases throughout a document.

- Click on Edit, Find.
- Type the text you want to locate in the Find: box.
- Click on the More button to view additional options.
- Click on Match Case to limit the search (e.g., find North Dakota but not “turn north at the stop sign”).
- Click on Find Whole Words Only Match to limit the search (e.g., find “cot” but not “cottage”).
- Click on Special to find a code (such as a paragraph mark or a tab) instead of text. Highlight the code.
- Click on Find Next.

Replace

Use Replace to substitute new text.

- Click on Edit, Replace.
- Type the text you want to locate in the Find What: box.
- <Tab> to the Replace With: box and type the text you want to substitute.
- Click on the More button to view additional options.
- Click on Find Next.
- Click on Replace to replace this one occurrence and find the next occurrence.
- Click on Replace All to replace every occurrence to the end of the document without stopping.

Undo

When you edit a document, Word keeps track of the changes you make. Undo reverses the last editing change.

- Click on Edit, Undo.
- To display the last six actions you performed, click on the down arrow to the right of the Undo button on the standard toolbar. Selecting an earlier action automatically undoes all of the intervening actions as well. Other than the most recent action, you cannot undo a single action.

Redo

- ❖ Click on Edit, Redo.
- ❖ To display the last six actions you undid, click on the down arrow to the right of the Redo button on the standard toolbar. Selecting an earlier action automatically redoes all of the intervening actions as well. Other than the most recent action, you cannot redo a single action.

Cut, Copy, Paste

You can select text using the mouse:

- ❖ Hold down left mouse button, drag the mouse across the text you want to select.
- ❖ Release the mouse button.

This technique is imprecise, and it requires good mouse skills.

Mouse shortcuts:

Select a word	Double-click
Select a paragraph	Triple-click

Mouse/keyboard shortcut:

- ❖ Place your insertion point at the beginning of the selection.
- ❖ Move your mouse pointed to the end of the selection.
- ❖ Hold down <shift> while you click the left mouse button.
- ❖ Extend the selected area by moving the mouse pointer to another location and clicking while holding down <shift>.
- ❖ To decrease the selected area, hold down <shift> while pressing <left arrow> or <up arrow>.

Using the keyboard:

<shift/right arrow>	Selects one character to the right
<shift/left arrow>	Selects one character to the left
<shift/ctrl/right arrow>	Selects one word to the right
<shift/ctrl/left arrow>	Selects one word to the left

<shift/down arrow>	Selects from insertion point down one line
<shift/up arrow>	Selects from insertion point up one line
<shift/end>	Selects from insertion point to end of the current line
<shift/home>	Selects from insertion point to beginning of the current line
<shift/ctrl/down arrow>	Selects from insertion point to end of the current paragraph
<shift/ctrl/up arrow>	Selects from insertion point to beginning of the current paragraph
<shift/ctrl/end>	Selects from insertion point to end of the document
<shift/ctrl/home>	Selects from insertion point to beginning of the document

Deselect text by clicking anywhere outside the selected area.

After selecting text, you can:

- i** Save
- i** Check spelling
- i** Delete
- i** Cut
- i** Copy
- i** Paste
- i** Change formatting
- i** Print
- i** Convert case to upper, lower, or initial caps

The Clipboard stores last selection that was cut or copied. Windows programs share a clipboard which allows you to paste into other programs. While you can use the Office Clipboard to store more than one piece of information, only the most recent selection can be copied or pasted into non-Office programs.

To cut a selection:

- i** Click on Edit, Cut.

The selected text is removed from the document and placed on the Clipboard.

You can also drag and drop to move text:

- Select text.
- Hold down the left mouse button while dragging text to the new location.
- Release the mouse button to place text after insertion point.

To copy a selection:

- Click on Edit, Copy.

A copy of the selected text is placed on the Clipboard. Selected text remains in the document.

You can also drag and drop to copy text:

- Select text.
- Hold down <ctrl> key and left mouse button while dragging text to the new location.
- Release the mouse button to paste copy of text after insertion point.

To paste text:

- Click on Edit, Paste.

This action places text from the Clipboard after the insertion point. You may paste the same text and unlimited number of times.



Exercise 1: Editing


Find and Replace

1. Locate the folder Microsoft Word Intermediate on the computer's desktop.
2. Open the file Recipes.
3. From the top of the document, click on Edit, Replace.
4. Type c. in the Find What: text box.
5. Click on More.
6. Click on Match Case to limit the search to a lowercase c.
7. Click in the Replace With text box. Type cup(s).
8. Click on Replace All.
9. When Word has replaced all occurrences of c. with cup(s), click on OK to confirm replacements.
10. Close the Find and Replace dialog box.

Undo and Redo

11. Find and replace tsp. with teaspoon(s).
12. Click on Edit, Undo to return teaspoon(s) to tsp.
13. Click on Edit, Redo to change it back.
14. Click on File, Save As. Name your document My Recipes and save it to the Microsoft Word Intermediate folder on the desktop.

Cut, Copy, Paste

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15. Highlight the Ingredients section for the Rice Krispies Peanut Butter Bars.
 16. Click on Edit, Cut.
 17. Click at the beginning of the Directions section to place the insertion point.
 18. Click on Edit, Paste. You may need to delete or insert blank lines to maintain proper spacing between the paragraphs.
 19. Move the entire "Ingredients" section before the "Preparation" section of each of the other recipes.
 20. Save the document.
 21. Highlight the Ingredients section for the Rice Krispies Peanut Butter Bars.
 22. Click on Edit, Copy.
 23. Click two lines below the Preparation section to relocate the insertion point.
 24. Click on File, Paste so that the Ingredients section is both before and after the Preparation section.
 25. Click on Edit, Undo to clear the paste action.
 26. Save the document.
 27. Close the document.
 28. Go on to the quiz on the next page.



Quiz 1: Editing

Read each of the following statements and select the response that best completes it. You may look back through these materials and any notes you took. You may also consult with your classmates.

1. To replace president with President fifteen times in your document, you would:
 - a. Click on Edit, Replace and choose the search option, Match Case.
 - b. Click on File, Replace and choose the search option, Find Whole Words Only.
 - c. Click on Format, Change Case and choose Title Case.

2. To undo a change in your document, you would:
 - a. Click on Edit, Undo.
 - b. Close the document without saving changes.
 - c. Save the document.

3. To move text in a document you would:
 - a. Delete the text and retype it in the new location.
 - b. Select the text, copy it, and paste it at the new location.
 - c. Select the text, cut it, and paste it at the new location.

Review the previous sections until everyone else is ready to move on.

Section 2: Formatting

Symbols

Word contains symbols from several character sets including Latin-1, Extended-A, and Latin Extended-B. To insert a symbol:

- Click to place insertion point where you want to insert the symbol.
- Click on Insert, Symbol.
- Click on the Symbols tab if it isn't already the top layer.
- In the Font box, click the font that you want.
- Highlight the symbol that you want to insert.
- Click on Insert.
- Click on Close.

Note that Word has assigned shortcut keys for some symbols. You may create your own shortcut key for any symbol you use frequently.

- Click on Insert, Symbol.
- Click on the Symbols or Special Characters tab.
- Click on the symbol or character you want.
- Click on Shortcut Key.
- In the Press New Shortcut Key box, type the new combination you want to use.
- Click on Assign.

Page Numbers

Word includes the page number in the header or footer. You may choose to place the page number to the right or left of each page or in the center.

In a lengthy document, you may want to explore more advanced options for page numbering. For example, you may choose to have preliminary pages for the preface, the table of contents, etc. You may also choose secondary numbering so that each chapter begins back at number 1. For example, you might use 1:1 for Chapter One, Page 1 and 2:1 for Chapter Two, Page 1.

To set preliminary paging:

- Move the insertion point to the first preliminary page.
- Click on Insert, Page Numbers, Format.

-
- Click on the appropriate Number Format.
 - Type a number in the Start At text box to set the number to 1 if this page is not first page in your document (if, for example, your document begins with a title page).
 - Click on OK.
 - Click on OK.

When the document's text begins, reset the format to Arabic numbers and reset the page number.

To create secondary paging:

- Move the insertion point to the first page of the first chapter.
- Click on Insert, Page Numbers, Format.
- Click on the appropriate Number Format.
- Click on include Chapter Number.
- Choose a separator, e.g., a colon (:) for 1:1.
- Click on Start At.
- Type 1 to reset the page number for each chapter.
- Click on OK.
- Click on OK.

Header and Footer

Use headers and footers to repeat information on multiple pages. Headers and footers enable you to avoid repositioning this information as you expand or reduce your document text. To create a header or a footer:

- Click on View, Header and Footer. Word will open a Header and Footer toolbar and place the insertion point in the Header.
- To move to the Footer, click on the Switch Between Header and Footer button on the toolbar.
- Use the Header and Footer toolbar to:
 - Insert automatic text (e.g., the filename)
 - Insert page numbering
 - Insert the date or time
 - Open Page Setup to set placement of the header/footer
 - Move to previous or next header/footer

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- Type the text of the header/footer.
 - When finished, click on the Close button on the Header/Footer toolbar to return to the document text area.

To discontinue the header/footer, you must first divide a document into sections. Sectioning a document allows you to apply different formatting options to different areas.

To create a section:

- Move the insertion point to the start of the new section.
- Click on Insert, Break.
- If you want the section to stay on the same page, click the Continuous button and click on OK.
- If you want the section to move to a new page, click the Next Page button and click on OK.

To discontinue or change the header/footer for the new section:

- Click in the section where you want to delete or change the header/footer.
- Click on View, Header and Footer.
- If necessary, click on the Switch Between Header and Footer button to move to the header or footer you want to change or delete.
- To delete the header/footer, highlight the text and press <delete>.
- To change the header/footer, toggle off the Same as Previous button on the Header/Footer toolbar.
- Type the text of the new header/footer.

Bullets and Numbering

You may use Word's Bullets and Numbering feature for several purposes:

- Create an outline with consistent lettering or numbering for the various levels.
- Create a numbered list. Word will automatically renumber if you insert or delete an item.
- Add bullets to offset a list.

You may add either bullets or numbers as you go, or add them afterward. To create bullets as you go:

-
- Place the insertion point where you want to begin the list.
 - Click on Format, Bullets and Numbering.
 - Click on the Bulleted, Numbered or Outline Numbered tab.
 - Click on the style of numbering or bullets that you prefer.
 - Click on OK.
 - Type the text of the first item in your list.
 - When you press <enter>, a second bullet or number will appear.
 - When you're finished with the list, press <backspace> to remove the last bullet.

To add bullets or numbers after you've typed the list:

- Highlight the list.
- Click on Format, Bullets and Numbering.
- Click on the Bulleted, Numbered, or Outline Numbered tab.
- Click on the style of numbering or bullets that you prefer.
- Click on OK.

Line Spacing

The default line space is single-spaced. You can increase or decrease the space between the lines of text:

- Move insertion point to the top of document or section.
- Click on Format, Paragraph.
- In the Line Spacing area, click on the down arrow to choose 1.5 or double. Use At Least or Exactly to specify spacing in points (e.g., 12 points). Use Multiple and specify a number to separate each line of text by 2 or more blank lines.
- Click on OK.



Exercise 2: Formatting

Symbols

1. Open My Recipes.
2. Find 350 degrees in the Cinnamon Sweet Puffs recipe.
3. Place your insertion point after 350.
4. Click on Insert, Symbol.
5. Click on the degree sign (°).
6. Click on Insert.
7. Click on Close.
8. Delete degrees from the text.
9. Repeat this process replacing degrees in the Chocolate Mayonnaise Cake recipe.

Page Numbers

10. Click on the first page to place insertion point.
11. Click on Insert, Page Numbers.
12. In the Position: box, choose Bottom of Page (Footer)
13. In the Alignment: box, choose Center.
14. Click to remove the checkbox from Show Number on First Page.
15. Click on OK.
16. Go to page 2 to see your page numbering. If the page numbering isn't visible, click on View, Print Layout.



Header and Footer

17. Move the insertion point to the second page.
18. Click on View, Header and Footer.
19. Click Switch Between Header and Footer on the Header and Footer toolbar.
20. You are going to create a footer that contains the filename of the document. The insertion point should be at the left margin of the header.
21. Change the font style to Verdana.
22. Change the font size to 10.
23. Click on Insert AutoText.
24. Click on Filename
25. Click on the Close button on the Header and Footer toolbar.
26. Go to page one and observe that the footer does not appear there. This is because you opted not to display the page number on the first page. Check pages two and three, and you should see the filename as part of the footer.
27. Save the changes to your document.

Bullets and Numbering

28. Highlight the list of ingredients in the Rice Krispies Peanut Butter Bars recipe.
29. Click on Format, Bullets and Numbering.
30. Choose a bullet style.
31. Click on OK.
32. Repeat for the list of ingredients in the other recipes.
33. Save your document.

Line Spacing

34. Triple-click to select the entire Directions paragraph in the Rice Krispies Peanut Butter Bars.
35. Click on Format, Paragraph.
36. Click on the down arrow to the right of Line Spacing:.
37. Choose Double.
38. Click on OK.
39. Repeat this process for the Directions paragraphs in the other recipes.
40. Save your document.
41. Close your document.
42. Go on to the quiz on the next page.



Quiz 2: Formatting

Read each of the following statements and select the response that best completes it. You may look back through these materials and any notes you took. You may also consult with your classmates.

1. To insert # (less than or equal to) into your document, you would:
 - a. Click on Insert, Symbol, find # , and click on Insert.
 - b. Cut the symbol out of a math book and paste it on the printed document.
 - c. Print the document and write it in by hand.
2. To start the page numbering at 5 (instead of 1), you would
 - a. Click on Insert, Page Numbers, Format and type 5 in the Start At: text box.
 - b. Go without page numbering
 - c. Start the document with four blank pages
3. Headers and footers may include the following:
 - a. Filename
 - b. Date
 - c. Page number
 - d. A and C
 - e. All of the above
4. The only bullet style available in Word is solid black circles.
 - a. True
 - b. False
5. The most effective way to double space a document is to :
 - a. Click on Format, Paragraph and choose double under Line Spacing.
 - b. Click on Insert, Line to insert a blank line between each line of text.
 - c. Press <enter> twice at the end of each line.

Review the previous sections until everyone else is ready to move on.

Section 3: Working with Multiple Documents

Multiple Documents

Having multiple documents open lets you:

- Check information in one document while entering text in another.
- Interrupt work on one document to print or edit another document.
- Move or copy text between documents.

Use the title bar to determine which document is currently being displayed.

To switch between document windows:

- Click on Windows and select document to move to another window.
Or
- Press <ctrl/F6> to cycle forward through all open documents or <ctrl/shift/F6> to cycle backwards.
Or
- Click on document name on the taskbar.
Or
- Press <alt/tab> to cycle forward through all open applications.

The default display is a maximized window.

- Click on the Minimize button to make the document window small.
- Click on Window, Arrange All to display two or more documents horizontally.
- Click on Window, Compare Side by Side to display two documents vertically.
- Click on Window, Split to view two sections of the same document simultaneously.

You can size document windows:

- If window is maximized, click on Restore Down button first.
- Move mouse pointer over one of the window borders until the pointer becomes a double-headed arrow.
- Drag the mouse in the direction you want to size the window.
- Release the mouse button when the window is the size you want it to be.

To cut and paste between documents:

- Follow the procedures described earlier for copying or cutting text to the Clipboard in the first document.
- Click on the second document to activate it.
- Place your insertion point by clicking where text is to be pasted.
- Click on Edit, Paste.
- Use Edit, Paste Special, Unformatted Text to paste text without any formatting. This is especially useful when pasting text from a web site as you can omit the HTML coding.



Exercise 3: Working with Multiple Documents

1. Open My Recipes.
2. Open Chocolate Peanut Butter Chip Cookies.
3. Click on Window, Compare Side by Side to see both documents.
4. Click in the Chocolate Peanut Butter Chip Cookies window.
5. Click on Edit, Select All to highlight the entire recipe.
6. Click on Edit, Copy to copy the text to the Clipboard.
7. Click in the My Recipes window.
8. Press <ctrl/end> to go to the bottom of the document.
9. Press <ctrl/enter> to add a new page to the document.
10. Press Edit, Paste to add the Chocolate Peanut Butter Chip Cookies recipe to the My Recipes document.
11. Save My Recipes.
12. Click on Close Side by Side.
13. Close Chocolate Peanut Butter Chip Cookies without saving changes.
14. Close My Recipes.
15. Go on to the quiz on the next page.



Quiz 3: Working with Multiple Documents

Read each of the following statements and select the best response. You may look back through these materials and any notes you took. You may also consult with your classmates.

1. I can only have one document open in Word at a time.
 - a. True
 - b. False

2. To copy text from one document to another, I would:
 - a. Open both documents. Copy the text from one document and paste it into the other.
 - b. Open one document, copy the text, and close that document. Open a second document, and paste the text.
 - c. Print the text of the first document, and type it into the second document.

3. To view two documents side by side, I would:
 - a. Click on Window, Compare Side by Side.
 - b. Print one document and look at the other on the monitor.
 - c. Purchase two monitors.

Review the previous sections until everyone else is ready to move on.

Section 4: Managing Files

Managing Files

A document is also called a file. In Windows, filenames can be up to 256 characters long.

The filename extension can be one to three characters long. Most applications have their own filename extensions, such as .doc for Word documents. This extension enables Windows to recognize the file type and open the file in the appropriate application.

A folder is also called a directory. It is a location on the disk that allows you to group similar documents.

A drive is a hard (or fixed) disk or diskette (removable media).

A path is the directions to the location of the document.

Examples:

recipes.doc
My Documents\recipes.doc
C:\My Documents\recipes.doc

Word has a built-in "file manager." You can also double-click on My Documents on the Windows desktop to manage your files.

■ Click on File, Open.

By default, Word displays only those documents with the extension .doc. If you want to view all documents:

■ Click on File, Open.

■ Click on the down arrow to the right of the Files of Type: text box.

■ Highlight All Files.

The default view is Icons, a pictorial representation of files and folders. The details view includes file size, type, and date modified. To change the default view:

■ Click on File, Open.

■ On the toolbar, click on the down arrow to the right of Views.

■ Highlight Details.

To add a new folder:

- ❖ Click on File, Open.
- ❖ On the toolbar, click on Create a New Folder.
- ❖ Type a name for the folder.
- ❖ Click on OK.

Folders allow you to group files by subject area. They also enable you to divide your files into more manageable groups so that you can scan the filenames more easily.

To copy a file:

- ❖ Click on File, Open.
- ❖ Highlight the file to be copied.
- ❖ Right click and select Copy.
- ❖ Double-click on the destination folder to open it.
- ❖ Right click and select Paste.

To move (cut and paste) a file:

- ❖ Click on File, Open.
- ❖ Highlight the file to be moved. You can cut multiple files by holding down the <ctrl> key as you select them.
- ❖ Right click and select Cut.
- ❖ Double-click on the destination folder to open it.
- ❖ Right click and select Paste.

To move (drag and drop) a file:

- ❖ Click on File, Open.
- ❖ Highlight the file to be moved. You can drag multiple files by holding down the <ctrl> key as you select them.
- ❖ Hold down the left mouse button and drag the file to the destination folder.
- ❖ Release the left mouse button.

To rename a file or folder:

- ❖ Click on File, Open.
- ❖ Highlight the file or folder to be renamed.
- ❖ Right click and select Rename.
- ❖ Type the new name.
- ❖ Press <enter>.

To delete a file or folder:

- ❖ Click on File, Open.
- ❖ Highlight the file or folder to be deleted. Remember, when you delete a folder, you delete its contents as well.
- ❖ Right click and select Delete.
- ❖ Click on Yes to confirm deletion. Windows will move the file to the Recycle Bin.



Exercise 4: Managing Files

Create Folder

1. Make sure all of your documents are closed.
2. Click on File, Open. If you're not viewing the contents of the Microsoft Word Intermediate folder, click on the down arrow to the right of the Look in: box and locate Desktop.
3. Click on Views on the toolbar.
4. Click on Details to see size, type, and date modified for each file.
5. Click on the down arrow to the right of Files of type:.
6. Click on All Files.
7. Click on Create New Folder on the toolbar.
8. Name the folder Workshop and press <enter>.
9. Click on Up One Level on the toolbar to return to the main folder.

Copy File

10. Highlight My Recipes.
11. Right click and select Copy.
12. Double-click on the Workshop folder.
13. Right click in the white space of this folder.
14. Click on Paste.



Move File

15. Click on Up One Level to return to the main folder.
16. Drag Chocolate Peanut Butter Chip Cookies to the Workshop Folder.
17. Double-click to open the Workshop folder. Verify that the move was successful.

Delete File

18. Click on Up One Level to return to the main folder.
19. Highlight My Recipes.
20. Right click and click on Delete.
21. Click on Yes to move the file to the Recycle Bin.

Rename File

22. Double-click to open the Workshop folder.
23. Right click on My Recipes.
24. Click on Rename.
25. Type Desserts and press <enter>.
26. Click on Cancel to return to the Word document window.
27. Go on to the quiz on the next page.



Quiz 4: Managing Files

Each of the following questions or statements refers to the Print Window. In order to complete the quiz, click on File, Print so that you are viewing the Print Window. Then, read each of the following statements or questions and select the best response. You may look back through these materials and any notes you took. You may also consult with your classmates.

1. To manage Word files, you can:
 - a. Click on File, Open in Word
 - b. Double-click on My Documents on the Windows desktop
 - c. A and B

2. Each folder may contain only ten documents:
 - a. True
 - b. False

3. The My Documents folder cannot have subfolders:
 - a. True
 - b. False

4. When you delete a document, you can never get it back.
 - a. True
 - b. False

When you're finished, you may want to start filling out the evaluation form until everyone is ready to go over the quiz.