

Microsoft Word: Intermediate

by

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Workshop Outline Welcome and Introductions

Jumping into Word

Overview of Word

Screen Layout

Getting Around in Word

Using Help

Basic Editing

Basic Formatting

Proofreading Tools

Printing Documents

In Conclusion

More questions and answers
Evaluation

Introduction to Microsoft Word An Introduction

Microsoft Word 2000 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 the basic features of Word.

Overview

This workshop is divided into nine sections:

1. Jumping into Word
2. Overview of Word
3. Screen Layout
4. Getting Around in Word
5. Using Help
6. Basic Editing
7. Basic Formatting
8. Proofreading Tools
9. Printing Documents

Audience

This workshop is designed for people who have little to no experience with word processing software.

Technical Support

Microsoft provides support through the following means:

Web site: <http://support.microsoft.com>
Phone: (425) 462-9673

Class Time

This workshop is scheduled for three hours with lecture, demonstration, and hands-on practice time.

Learning Objectives

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

- ✓ Open Word.
- ✓ Enter text to create a new document.
- ✓ Use basic editing techniques to modify documents.
- ✓ Use basic formatting options including tabs, indents, margins, bold, underline, italics, and fonts to improve the appearance of a document.
- ✓ Save documents.
- ✓ Use Spell Check and QuickCorrect to proofread documents.
- ✓ Print documents.
- ✓ Use help to learn more about the features of Word.
- ✓ Exit Word.

Notes:

Section 1:
Jumping into Word

You can use word processing software without taking a class. If you know enough about a computer to use a mouse to open a software program and to use the keyboard to type text, you can type a document without reading any further.

There are seven basic components to any word processing program:

- ★ Starting the program
- ★ Entering the text
- ★ Saving the document
- ★ Checking the spelling
- ★ Editing the text
- ★ Printing the document
- ★ Exiting the program

Now try the exercise that begins on the next page.



Exercise 1: Jumping into Word

Start Word

1. The instructor will give you a diskette. Insert it in drive A:.
2. Look for the Microsoft Word icon on the desktop. Double-click on it to open Word. (If Word isn't on the desktop, click on the Start menu. Click on Programs, Microsoft Word.)

Enter Text

3. Type today's date (e.g., January 1, 2000) and press <enter> twice.
4. Type the following name and address, pressing <enter> after each line:

Jeff Bezos
Amazon.com, Inc.
P.O. Box 81226
Seattle, WA 98108-1226

5. Press <enter> again to add an extra line between the address and the salutation.
6. Type:

Dear Mr. Bezos:
7. Press <enter> twice.
8. Type the following text, mistakes and all. Don't press <enter> at the end of each line. The only time you'll need to press <enter> is at the end of the paragraph.

Amazon.com is wonderful! I now buy all of my books and videos from you. I only wish I didn't have pay for shipping. Could you look into offering free shipping?

9. Press <enter> now that you've reached the end of the paragraph.
10. Press <enter> a second time to add an extra line between the body of the letter and the closing.

-
11. Type:

Sincerely,

12. Press <enter> four times.
13. Type your name and press <enter>. For example:

Alexander Meade

Save Text

14. Save your letter by clicking on File on the menu line (at the top of the screen).
15. Click on Save.
16. In the File name: box (the insertion point is already there for you), type:

a:bezos
17. Click on Save. Notice that the Save button has a darker border around it than the other buttons. This indicates that it's the default button. So you can press <enter> instead of clicking on Save.

Once you've named your document, you can click on File, Save anytime to save any additional changes you've made to the document. Word automatically saves the document using the same filename you've already supplied.

Check Spelling

18. Click on the Tools menu.
19. Click on Spelling and Grammar. Spelling and Grammar automatically checks the whole document unless you specify something else.
20. For now, we're only going to focus on two options when Spelling and Grammar stops on a word:
 - a. If you have spelled the word correctly, but it is not in the Word dictionary, click on Ignore All to have Spell Check skip over the word every time it sees it in this document during this spell check session.
 - b. If you have spelled the word incorrectly, choose a word from the Suggestion box by double-clicking on the word.

-
21. Go through the letter, ignoring or changing words as necessary.
 22. Click on File, Save to save the document.

Edit Text

23. Spell Check cannot fix all the mistakes that you make. For example, if you spell the word correctly, but it is the wrong word, Spell Check will not alert you to the mistake. Spell Check is not a substitute for proofreading your document. Take a moment to review the text of your letter.
24. To is missing in the third sentence between have and pay. Move the mouse pointer (which looks like an uppercase I) so that it is before pay. Click the left mouse button. The insertion point (the flashing vertical line) is displayed at the point where you click the mouse.
25. Type the word to. You may have to put a space before it or use <delete> or <backspace> to remove a space after it. <Delete> removes a space that is after your insertion point. <Backspace> removes a space that is in front of your insertion point.
26. Don't forget to save your document.

Print Document

27. Before printing, check with the instructor for any special instructions concerning printing in the computer lab you're using.
28. Click on File.
29. Click on Print.
30. Notice the black dot next to All in the Page Range section. For now, click on OK which will print the entire letter.

Exit Word

31. Once your letter has printed, click on File.
32. Click on Exit. If you haven't made any changes to the letter since you last saved the letter, Word will close and you'll be back to your Windows desktop. If you did make changes, you'll see a dialog box asking you whether the changes should be saved. Click on Yes. Word will close, and you'll be back to the Windows desktop.

Restarting Word

33. Open Word again the same way you did in Step 2.

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

Section 2: Overview of Word

Mouse Basics

The following is a reminder of some of the basic actions you can take with the computer's mouse:

Point	Move the mouse pointer (usually an arrow) to a particular spot.
Click	Press down on the left or right mouse button. If no directions are provided, press the left button.
Double-click	Press down on the button (left unless directed otherwise) twice in rapid succession.
Drag	Point at an item, and hold down the mouse button (left unless directed otherwise) while moving the mouse to the new location. When the object you're dragging is where you want it, release the mouse button.

Use the left button of your mouse to place the insertion point and to select menu items. Use the right button to display a floating menu.

When typing text, it can be important to understand the difference between the mouse cursor and the insertion point. The cursor is generally shaped like an arrow. The insertion point is a flashing "I-beam" prompt. Place the insertion point by clicking before you type text. In addition to moving the insertion point by clicking, you can hold down the <ctrl> key and press the left or right arrow to move one word at a time. Pressing the up or down arrow while holding down the <ctrl> key will move the insertion point one paragraph at a time.

There are at least three ways to issue Word commands:

- ★ Use the mouse to select an item from a tool bar.
- ★ Use the mouse to select an item from a pull-down menu.
- ★ Use the keyboard to type keystroke equivalents of common commands.

WYSIWYG – What You See Is What You Get

In Word, you may choose from three views:

Normal This view is best for typing and editing text. Headers, footers, and some graphic images are not visible. When Word does not display these items, you can type and edit more quickly.

Web Layout The web layout is useful when you are designing web pages and you want to see how they will look in your browser software.

Print Layout This view allows you to see how your document will look on the printed page. You may use Zoom to view the entire page so that you can see how the text fits on the page.



Quiz 2: Overview of Word

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 move an icon, picture, or window from one place on the screen to another, you would:
 - a. Click the left button of the mouse.
 - b. Press <alt/tab> on the keyboard.
 - c. Use the mouse to point and drag the item.

2. To open a floating menu, you would:
 - a. Double click
 - b. Left click
 - c. Right click

3. To print a document, you would:
 - a. Click on File menu and click on Print.
 - b. Click on the Print icon on the tool bar.
 - c. Press <ctrl/p>.
 - d. All of the above.

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

Section 3: Screen Layout

Word looks like most other Windows software and has the following features as part of its standard screen layout.

Title Bar

- ★ Top of the window.
- ★ Displays the document name after you've saved your document for the first time.

Menu Bar

- ★ Under the title bar.
- ★ Includes only the most common options at first.
- ★ Menus are customized based on the additional options you select.
- ★ Use the mouse or <alt/<letter>> to display a menu.
- ★ ... (ellipsis) indicates a dialog box.
- ★ ▶ indicates a cascading menu.
- ★ ✓ indicates a toggle.
- ★ Gray choices are unavailable.

Tool Bar

- ★ Under the menu bar.
- ★ Shortcuts to items on the menus.
- ★ To toggle the tool bar off/on, click on View, Toolbars, Standard.
- ★ Point to button and hold for one second to view description.
- ★ Click once to activate or to view options.
- ★ Grey buttons are unavailable.
- ★ Once you use a button from the More Buttons option, Word will add it to your tool bar.

The Word 2000 toolbar displays only a few of the icons that are available. To customize the toolbar:

- ★ Click on a More Buttons arrow (middle of toolbar, right side of toolbar).
- ★ Click on Add or Remove Buttons.
- ★ Click on the button you want to add or remove.

-
- ★ Click anywhere in the document window to close the Add or Remove Buttons menu.

To reset the toolbar to the default settings:

- ★ Click on a More Buttons arrow (middle of toolbar, right side of toolbar).
- ★ Click on Add or Remove Buttons.
- ★ Click on the down arrow to view more of the menu.
- ★ Click on Reset Toolbar.

Ruler

- ★ Under the tool bar and along left side of window.
- ★ Graphically depicts the tabs and margins.
- ★ Click on View, Ruler to toggle display off/on.

Scroll Bars

- ★ Move up, down, left, and right throughout document.
- ★ Insertion point determine where text appears when you type, not the area you've scrolled to.
- ★ To change insertion point, scroll to new area, position cursor and click.

By default, the double arrows at the bottom of the vertical scroll bar allow you to move through a document page by page. You may move through a document in several other ways, including by:

- ★ Graphic
- ★ Table
- ★ Footnote
- ★ Comment

To select a browse object:

- ★ Click on the round button between the double arrows at the bottom of the vertical scroll bar.
- ★ Click on the object you want to use for browsing.

You may also use this option to access the Go To and Find features.

Status Bar

- ★ At the bottom of the document window.
- ★ Displays information about a command or toolbar button, an operation in progress, or the location of the insertion point.
- ★ To see a ScreenTip for an item on the status bar, rest the mouse pointer over the item for a moment.
- ★ Double-click the name of a key or mode to turn it on or off.

Floating Menus

- ★ Narrow down the possible choices to those that relate to the specific feature or document area.
- ★ To use a floating menu:
 - ★ Point to a particular area.
 - ★ Click the right mouse button.
 - ★ Highlight selection.
 - ★ Click the left mouse button.



Quiz 3: Screen Layout

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. The tool bar has commands that are not available on the pull-down menus.
 - a. True
 - b. False

2. The status bar can be found:
 - a. At the bottom of the window
 - b. Right below the title bar
 - c. Right below the tool bar

3. To turn off the ruler:
 - a. Click on View, Ruler.
 - b. Double-click on the ruler.
 - c. Drag the ruler out of the window.

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

Section 4: Getting Around

You will move around more smoothly in Word if you understand how to respond to the choices Word offers.

Dialog boxes

- ★ Ellipsis (...) after name means a dialog box will open upon selection.
- ★ Can be moved and sized.
- ★ Choose one of the Command buttons:
 - OK executes the command after you've entered required information
 - Cancel closes dialog box without executing command
 - Help opens context-sensitive Help window

Check boxes

- ★ Click on box to place x in box.
- ★ Click on box to remove x in box.
- ★ Can have x in more than one box at a time.

Text boxes

- ★ Area in dialog box which allows you to type information.
- ★ When text is highlighted, press any key to delete the text.

List boxes

- ★ A box with choices that you can click on to select.
- ★ Scroll bars will be present when all of the choices don't fit in the list box.

Pop-up lists

- ★ Up and down arrows indicate a pop-up list will appear when you choose this option.
- ★ Click and drag the highlight bar to your selection.

Increment buttons

- ★ Up and down arrows next to text boxes that let you increase or decrease number in box.

Drop-down lists

- ★ Down arrow next to box.
- ★ Click on down arrow to get a list of choices.

Radio buttons

- ★ Only one choice can be selected at a time.
- ★ Clicking on one choice deselects other choice.

Exit Word

- ★ Click on File, Exit.
- ★ Word will prompt you if you have any documents to save.



Quiz 4: Getting Around in Word

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. What is another name for the Print window?
 - a. Dialog box
 - b. Pop-up list
 - c. Text box

2. The choices under Page Range are an example of:
 - a. Check boxes
 - b. Increment buttons
 - c. Radio buttons

3. Number of Copies is an example of a:
 - a. Check box
 - b. Increment button
 - c. Text box

Close the Print Window by clicking on Cancel.

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

Section 5: Using Help

The days of written documentation accompanying the software we purchase are long behind us. We must now rely on

getting help from within the software, from Microsoft's web site, or from a third-party book.

To view the help menu:

- ★ Click on File, Help.

Office Assistant

By default, Word displays an animated Office Assistant to answer your questions and to offer tips for making more effective use of Word's features. To ask the Office Assistant for help:

- ★ Click on the Office Assistant.
- ★ Type your question in the text box that appears.
- ★ Click on Search.

The Office Assistant automatically provides Help topics and tips on tasks as you perform them. If the Assistant has advice on how you could use Word more effectively, a light bulb will appear. Click on the light bulb to view the Office Assistant's advice.

To select a different Office Assistant:

- ★ Right click on the Office Assistant.
- ★ Left click on Choose Assistant.
- ★ Click on Back or Next to move through the gallery of Office Assistants.
- ★ When you find the one you want to use, click on OK.

To close the office assistant:

- ★ Right click on the Office Assistant.
- ★ Click on Hide Assistant.

To display the office assistant:

- ★ Click on Help.
- ★ Click on Show the Office Assistant.

To ask for assistance:

- ★ Click on the Office Assistant.

-
- ★ Type your question in the text box.
 - ★ Click on Search or press <enter>.
 - ★ Click on one of the choices your assistant offers.
 - ★ Read through the help document.
 - ★ Click on the X in the upper-right corner of the help window to close it.

Help Window

When the Office Assistant is turned off and you ask for help, you will see the Help window. You have three tabs to choose from:

Answer Wizard	Type a question
Contents	Scroll through a table of contents for help topics.
Index	Type a keyword or phrase

What's This?

To see a ScreenTip for a menu command, toolbar button, or screen region:

- ◆ Click on Help, What's This?
- ◆ Click on the item you want information about.

Office on the Web

The Office on the Web options lets you connect to the Microsoft Office Update Web site. From Microsoft's web site, you can download free product enhancements and access additional technical resources.

WordPerfect Help

Microsoft includes a help section specifically for users of WordPerfect. You can search for features by their WordPerfect names and learn how to accomplish the same task in Word. You can also ask Word to demonstrate how a feature works in Word.

Detect and Repair

Detect and Repair will look for errors in the installation of Word. It may require you to supply the discs you used to install Word originally.

About Microsoft Word

The About Microsoft Word option displays the version of Word you are using and displays your Product ID number. You will need to know this number if you call Microsoft for technical support.



Exercise 5: Using Help

Turn Off the Office Assistant

1. Right click on the Office Assistant.
2. Click on Hide.

Turn On the Office Assistant

3. Click on Help, Show the Office Assistant.

Change Office Assistants

4. Right click on the Office Assistant.
5. Click on Choose Assistant.
6. Click on Next several times to scroll through the available assistants. Find one you want to use. You may have to click on back to return to a previous selection.
7. Click on OK.

Ask the Office Assistant for Help

8. Click on the Office Assistant.
9. In the text box, type:

Leave me alone

and press <enter>
10. When the Office Assistant displays your options, choose Hide, Show, or Turn off the Office Assistant.
11. Read through the Help that the Office Assistant shows you. When you've read it, close the help window by clicking on the X in the upper right corner.

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



Section 6: Basic Editing

Opening a Document

Word automatically opens a blank document every time you open the software. From there, you may:

- ★ Use this blank document to type your text.
- ★ Click on File, New to use a template.
- ★ Click on File, Open to edit an existing document.

In addition to using the File menu to open a document, you will note that Word lists the none most recently used documents at the bottom of the file menu.

Moving Around a Document With the Mouse

Remember to point and click to place your insertion point before you begin editing your document. If you can't see a portion of the document, use the scroll bars to bring the text into view. Scroll bars do not move the insertion point until you point and click.

Moving Around a Document with the Keyboard

Some people prefer to use keystrokes to move through a document. Most of these keystrokes will also work in any other Windows-based software.

<ctrl/end>	End of document
<ctrl/home>	Top of document
<right arrow>	One character to the right
<left arrow>	One character to the left
<ctrl/right arrow>	Next word
<ctrl/left arrow>	Previous word
<home>	Beginning of current line
<end>	End of current line
<up arrow>	Up one line
<down arrow>	Down one line
<ctrl/down arrow>	Next paragraph
<ctrl/up arrow>	Previous paragraph
<page up>	Top of current screen
<page down>	Bottom of current screen
<alt/page up>	First line of previous page
<alt/page down>	First line of next page

Adding Text

By default, the keyboard is in insert mode when you begin typing text. In insert mode, characters move to the right to accommodate new text. In typeover mode, characters are replaced by the text you type. Press <insert> to toggle between insert and typeover. Look at the status bar to determine current mode. OVR will be darkened when you're in overstrike mode.

Deleting Text with the Keyboard

Use <delete> to get rid of characters to the right of the insertion point. The <backspace> key deletes characters to the left of the insertion point. Use <ctrl/backspace> to delete an entire word.

Deleting Text with the Mouse

To delete text using the mouse:

- ★ Click and drag across the text to highlight it.
- ★ Press <delete>.

Undo

One of the best features of Word is the ability to undo whatever you've done to your document. To undo:

- ★ Click on Edit, Undo

Undo will reverse your last editing change. To undo more than one change, keep clicking on Edit, Undo until the document is the way you want it.

Redo

If you change your mind about undo, click on Edit, Redo to reverse the undo.

Closing a Document Without Saving

To close a document:

-
- ★ Click on File, Close.

Word will prompt you to save the changes. If you want to restore the document to the way it looked before this editing session, click on No.

Saving a Document

One of the most important lessons you can learn in this class is to save your document frequently. Always save before trying a new feature. Always save before spell checking or printing. Always save before taking a break. Even though you can undo changes, if your computer locks up and you haven't saved your document, all of your work may be lost.

To save a document:

- ★ Click on File, Save

Each document you save must have a unique name. The name can be one to 256 alphanumeric characters long. By default, Word will assign your document the file extension "doc." Generally, you should not change this file extension. By using "doc" as the file extension, you will make it easier for yourself, Windows, and other people you may share your document with to identify it as a Word document.

Filenames can include the following special characters:

~ - _ ! @ # \$ % ^ & () { }

While you can use upper and lower case letters in your filename, and Word will display them as you typed them, filenames are not case sensitive. That is, you can retrieve a file by typing its name in all upper or lower case (or a combination thereof) regardless of how you typed it when you named it.

Saving an Existing Document

Click on File, Save to save a document using the same filename.

Saving a Document With a Different Name

Sometimes it is helpful to use one document as a starting point for another document. For example, you may have already written a letter similar to one you plan to send someone else. You may want to keep both the original letter and the new letter in your Word documents folder, however, so you do not want to save the changes to the new letter using the old filename.

You can use File, Save As to save a document with a new name.



Exercise 6: Basic Editing

1. Type the following text exactly as written, pressing <enter> after each line or paragraph as indicated.

Goey Cinnamon Rolls <enter>
<enter>
<enter>
Preparation: <enter>
<enter>
Preheat the oven to 350 degrees. <enter>
<enter>
Grease a muffin tin. <enter>
<enter>
Melt the butter and set it aside. <enter>
<enter>
Stir the cinnamon and sugar together and set it aside.<enter>
<enter>
Open the can of rolls. Lay each triangle flat on your counter top. <enter>
<enter>
Dip one marshmallow in the butter. Place the marshmallow on the crescent roll triangle. Pull up the sides of the crescent roll around the marshmallow and pinch it closed, sealing the marshmallow inside the roll. Place the roll seam side down in a muffin tin. <enter>
<enter>
Repeat this process for each of the marshmallows. When finished, fill any empty muffin tin cups with water. Bake the cinnamon rolls for ten to fifteen minutes until the marshmallows have melted and the rolls are lightly brown. <enter>
<enter>
While the rolls are baking, boil water. Pour a small amount of boiling water into the powdered sugar and stir. Add the vanilla extract. Add more water until the mixture is the right consistency for icing. <enter>
<enter>
Remove the rolls from the oven and spread the icing.<enter>
2. Save the document using the filename a:recipe. You will be saving this document to the diskette the instructor gave you earlier.
3. Insert the following line of text after "Dip one marshmallow in the butter":

Then roll it in the cinnamon sugar mixture.

-
4. Delete the text, "Add more water until the mixture is the right consistency for icing."
 5. Save the revised document under the filename a:recipe2.

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

Section 7: Basic Formatting

Tabs

Press <tab> to move insertion point to next tab stop. <Tab> indents the text for the current line only. By default, Word has tab stops every 1/2 inch.

Never use the <spacebar> to indent text. Most fonts are proportional, meaning each character does not occupy the same amount of space. You cannot line the margins of the text neatly using the <spacebar> when the font is proportional. You should only use the <spacebar> to add one or two spaces between words and sentences.

Indent

Indent moves an entire paragraph one tab stop. To indent text in Word, press the Increase Indent button on the right end of the tool bar. Word will continue to indent each paragraph. To stop indenting text, press the decrease indent button on the tool bar.

Center Text Between Margins

By default, Word left justifies text. This means that the left margin of the text is straight and that each time you press enter, Word begins the new line or paragraph even with the left margin. You can also have Word center the text evenly between the left and right margins.

To center text:

- ★ Press the center text button on the tool bar.

To center text after you've typed it:

- ★ Highlight the text
- ★ Press the center text button on the tool bar.

Flush Right

Word can also make your text flush with the right margin. The

right justify button is not visible on the Word tool bar. Use the right More Buttons option on the tool bar to select the right justify button. Just like with centering text, you can right justify text either before you type it or afterwards.

Bold, Underline, Italic

Press the appropriate button on the tool bar and then type your text. Press the appropriate button again to turn it off. You can bold, underline, or italicize text you've already typed by selecting the text and then pressing the appropriate button.

Date and Time

Word will add today's date and/or the current time to your document:

- ★ Place your insertion point.
- ★ Click on Insert, Date and Time.
- ★ Select the format you prefer.
- ★ Click on Update Automatically if you want Word to keep the date and time current each time you print or view the document.
- ★ Click on OK.

Change Case

Word can reformat text in several ways:

- ★ Sentence case where the first word begins with a capital letter
- ★ Lowercase where all letters are lowercase
- ★ Uppercase where all letters are uppercase
- ★ Title case where the first letter of each word (including insignificant words) in uppercase
- ★ Toggle case where each letter is changed to the opposite case (in instances where you've unknowingly HAD cAPS LOCK tURNED oN).

To change case:

-
- ★ Highlight text.
 - ★ Click on Format, Change Case.
 - ★ Click on the format you prefer.
 - ★ Click on OK.

Page Setup

Use Page Setup to make adjustments to the margin and to change the orientation of the document from portrait to landscape.

To change the margins:

- ★ Click on File, Page Setup.
- ★ Click on the Margins tab.
- ★ Make the appropriate adjustments.
- ★ Click on OK.

Under margins, you also have the option of setting new defaults for all future documents. Note that in Word, the default left and right margins are 1.25". You may prefer to set these margins at 1".

To change the orientation of the document from portrait to landscape:

- ★ Click on File, Page Setup.
- ★ Click on the Paper Size tab.
- ★ Click on Landscape.
- ★ Click on OK.

Fonts

Fonts determine the size and style of the text. The point size determines the height of the font. One point equals 1/72 inch. Therefore, the bigger the number, the bigger the text. Ten to twelve points is considered the typical range for font size.

You may use either Format, Font or the Font and Font Size buttons on the tool bar to change the font. Under Format, Font you may permanently change the default font for your documents by selecting the font face and size you want and clicking on Default.

To alter the font of existing text, highlight the text and select a new font or font size.

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.

To insert page numbers in your document:

- ★ Click on Insert, Page Numbers.
- ★ Choose the position of the page number at either the top or bottom of the page.
- ★ Choose the alignment of the page number
 - ★ Right margin
 - ★ Left margin
 - ★ Center of the page
 - ★ Inside or outside – for double-sided documents the page numbers will print alternately either at the inside margin or the outside margin
- ★ If you don't want a number to print on the first page, uncheck the Show Number on First Page box.
- ★ Click on OK.

Page numbers are only viewable in Print Layout. They appear in grey to remind you that the numbers have been added through Page Numbering rather than manually.



Exercise 7: Basic Formatting

- ★ Open the document a:recipe2 if it isn't already in the document window.
- ★ Type the following text before the Preparation section, indenting the list of ingredients one tab stop in from the left margin.

Ingredients: <enter>
<enter>
 1 can refrigerated crescent rolls (eight rolls) <enter>
 8 marshmallows <enter>
 1/2 cup sugar <enter>
 1 T. cinnamon <enter>
 1/2 c. butter <enter>
 1 c. powdered sugar <enter>
 1 tsp. vanilla extract <enter>
<enter>

- ★ Center the title of the recipe, "Goey Cinnamon Rolls," between the left and right margin.
- ★ Boldface the title, "Goey Cinnamon Rolls."
- ★ Underline "Ingredients" and "Preparation."
- ★ Italicize "refrigerated."
- ★ Convert "Goey Cinnamon Rolls" to uppercase letters.
- ★ Change the left and right margins to 2".
- ★ Make the top margin 3".
- ★ Change the font size to 14 point.
- ★ Change the font face to Arial.
- ★ Add page numbers to the bottom center of your document.
- ★ Save the changes to your document.



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

Section 8: Proofreading Tools

Spelling and Grammar

Word checks your document against a built-in set of rules for grammar and writing style. By default, Word checks the entire document at a Casual level. You may alter the Casual level to one of the following:

Standard Formal Technical Custom

To check your spelling and grammar:

- ★ Click on Tools, Spelling and Grammar.

When Word prompts you, choose:

- ★ Ignore to ignore the word once.
- ★ Ignore All to ignore all instances of the word in this document.
- ★ Change to accept Word's suggested change.
- ★ Change all to alter every occurrence of this misspelling in this document.
- ★ Add to add the word to the dictionary.

When Word's suggested change is not accurate, you may either choose from another suggestion or type your own correction. If this is a word you frequently misspell in this manner, you may click on AutoCorrect so that Word will automatically correct the error from now on.

To change the default Spelling and Grammar options:

- ★ Click on Tools, Options.
- ★ Click on the Spelling & Grammar tab.
- ★ Make the appropriate changes.
- ★ Click on OK.

Word will not correct every error. Do not use its spelling and grammar tools as a substitute for proofreading your work or having someone proofread it for you.

AutoCorrect

You can use the AutoCorrect feature to detect and correct typos, misspelled words, grammatical errors, and incorrect capitalization automatically. For example, if you type the plus a space, then AutoCorrect replaces what you have typed with "the." You can also use AutoCorrect to quickly insert text, graphics, or symbols. For example, type (c) to insert ©, or type isu to insert "Iowa State University."

You can add or edit AutoCorrect entries. The procedure varies slightly, depending on whether you want the entry to correct a typing error or to insert text or graphics. If you plan to use AutoCorrect entries to correct spelling errors, then Word also provides a quick way to add such entries during a spelling check.

Section 9: Printing Documents

Print

Printing is one feature where the tool bar print icon and the File menu print option do not work identically. When you click on the Printer icon on the Word toolbar, your document automatically begins printing, using default settings. If you want to print only a single page, a range of pages, or to a different printer, you must click on File, Print to change the settings before printing.

Print Preview

Print Preview allows you to view your document as it will look when you print it. You can click on Shrink to Fit on the preview toolbar to reduce the font size of your document so that a few lines of text will not spill on to an additional page. Shrink to Fit only reduces the font size and does not make other adjustments to a document to get it to fit on fewer pages.



Exercise 9: Proofreading and Printing

1. Open a:recipe2 if it isn't already open.
2. Check your spelling. Change any misspelled words. Ignore any words that are spelled correctly but are not in the dictionary.
3. Save your document.
4. Experiment with Auto Correct by typing the following at the bottom of the recipe. Watch the screen closely. Remember that Auto Correct doesn't make the correction until you press <spacebar> or <enter>.

1/2
tuesday
equiped
teh

5. Close the document without saving the changes.
6. Open the document again.
7. Print the entire document.
8. Close the document.

Additional Practice

9. Open the letter you created in Exercise 1.
10. Delete the date you typed at the beginning of the letter. Insert a date that will automatically update.
11. Add a second paragraph to the body of the letter:

By the way, I love the Alerts service. It's great knowing when my favorite authors have published another book.
12. Place a <tab> at the beginning of each paragraph.

-
13. Align the closing with the right margin.
 14. Boldface "love" in the second paragraph.
 15. Change the top margin to 2 inches.
 16. Change the font style and size. Experiment with several options until you find one that you like.
 17. Check for spelling errors.
 18. Save the document.
 19. Print the document.
 20. Exit Word.

Notes for Workshop Sponsors Regarding Duplication of Workshop Materials

Workshop Title: Microsoft Word 2000: An Introduction
Length (in hours): 3
Workshop Format: Lecture, demonstration, and hands-on exercises
Prerequisites: None

Include in confirmation letters:

This workshop participants to the basic features of Word and is designed for people who have little or no experience with word processing software.

Preparation necessary before each class:

The instructor and the students will need access to Microsoft Word 2000. The instructor will bring a diskette for each workstation.

Notice of permission to copy materials:

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Double-side on white paper and spiral bind or staple.



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