



# ASPIRA

Community Technology Center

## Introduction to Microsoft Word

Part I



### Objectives

---

When you complete this workshop you will be able to:

- Type in MS Word;
- Perform basic formatting of text;
- Know font basics;
- Know how to open, close and save documents;



### 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 or even books.

Microsoft Word is:

- A word processing application
- A word processing program
- A word processing package
- A word processor

All of these mean the same thing.

Each Word document is saved in a file<sup>1</sup> on the computer's hard drive, or on a diskette (floppy disk). If you have 10 documents, then you have 10 files. A document can be very short or very long. Even a 100-page document can be saved as one file.

## Start MS Word

---

1. Open the **Start Menu**.
2. Open the **Program Menu**.
3. Find Microsoft Word on the Program Menu and click once.  
This is also called "opening the program" or "launching the program."

If there is a shortcut for Microsoft Word on the Desktop, or you have available the Office Tool Bar you can double-click the shortcut icon to open the program.

## Typing in MS Word

---

Here are some basic rules for typing on a computer:

- Hold down the Shift key to get capital (uppercase) letters. Let go of the Shift key when you want to go back to small (lowercase) letters.
- Do not press the Enter key unless you want to force the line to end (or break). Never press the Enter key in the middle of a paragraph. The lines will "wrap" automatically—not like a typewriter!
- If you want a blank line, press the Enter key (twice).
- Use the Tab key to indent a paragraph.
- Type only one space after each sentence (and after each word).
- Do not type a small L (l) when you want a number one (1). They are different.
- Notice that **your mouse arrow changes** into a skinny mouse cursor when it's inside the Word document window. There is also a **blinking cursor** where you are typing. (That is, you may see two cursors.) To move the blinking cursor to a different place, you can move the mouse cursor to that place and click once.
- **To erase a mistake**, you can use the Backspace key. This will erase to the left.
- You can also use the Delete key to erase mistakes. This will erase to the right (the opposite of Backspace).
- **To move the blinking cursor** without erasing, and without making extra

---

<sup>1</sup> **File:** A collection of [data](#) or information that has a [name](#), called the [filename](#). Almost all information [stored](#) in a [computer](#) must be in a file. There are many different types of files: *data files*, [text files](#), [program files](#), [directory files](#), and so on. Different types of files store different types of information. For example, program files store programs, whereas text files store [text](#).

spaces, use the four arrow keys (also called the cursor keys).

- If you are typing ALL CAPITAL LETTERS and you don't want to, press the Caps Lock key once. This puts it back to normal.
- If you are typing and erasing at the same time (that is, your new words are going over top of the old words), press the Insert key once. This lets you insert new text without deleting old text. (This happens only in older versions of MS Word.)

## Practice:

---

- Type a short description of your life, your childhood, your job, or your family (about 100-150 words). While you are typing, you will learn about how MS Word works.
- Make at least three separate paragraphs. Press the Enter key once at the end of each paragraph. Use the Tab key to indent each paragraph. If you press Tab twice, use the Backspace key to go back (delete the extra tab).
- Practice using the arrow keys and the Backspace key and the Delete key—learn how these keys work.
- Practice moving the blinking cursor<sup>2</sup> by placing your mouse cursor somewhere and clicking once. Try typing more text in the place where you moved the cursor.

## Basic Formatting of Text

---

First you must select (or highlight) the text you want to format.

There are **three ways to select text**. All three ways use the mouse:

1. Double-click to select one word (the word the mouse cursor is on). Triple-click to select the whole paragraph.
2. Click and drag: Put the mouse cursor where you want to start. Click<sup>3</sup> the mouse button and hold it down, then drag<sup>4</sup> to where you want to end. Let go of the mouse button.
3. Point and click: Put the mouse cursor to the far left of the line, but stay inside the white Word document window. When the mouse cursor changes to a fat white arrow, click once. This defines one full line of text. If you want to select more than one line, click and hold the mouse button, then drag down.

**Boldface**, *italics*, and underlining are done with three buttons on the Formatting

---

<sup>2</sup> **Cursor:** A special symbol, usually a solid rectangle or a blinking underline [character](#), that signifies where the next character will be displayed on the [screen](#). To type in different areas of the screen, you need to move the cursor. You can do this with the [arrow keys](#), or with a [mouse](#)

<sup>3</sup> **Click:** To tap on a [mouse button](#), pressing it down and then immediately releasing it. Note that *clicking* a mouse button is different from *pressing* (or *dragging*) a mouse button, which implies that you hold the button down without releasing it. The phrase to *click on* means to [select](#) (a [screen object](#)) by moving the [mouse pointer](#) to the object's position and clicking a mouse button. Some operations require a [double click](#), meaning that you must click a mouse button twice in rapid succession. [Shift clicking](#) refers to clicking the mouse button while holding the [Shift key](#) down.

<sup>4</sup> **Drag:** The term *drag* is used more generally to refer to any operation in which the mouse button is held down while the mouse is moved.

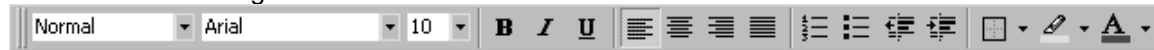
Toolbar near the top of the Word program window. They look like this:



1. Select the text you want to format.
2. Click the button for the kind of formatting you want: B = **bold**, I = *italic*, U = underlined.

If you do not see these buttons, open the **View** menu and go to **Toolbars**. A sub-menu opens. Select **Formatting**. This will make the Formatting Toolbar appear.

This is the Formatting Toolbar:



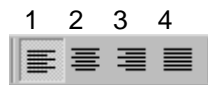
## Practice:

---

- Select one word in your story and make it **bold**.
- Select one paragraph in your story and make it *italic*.
- Select two words side-by-side in the italic paragraph. Make them bold. (They will be ***bold and italic***.)
- Select one complete sentence and make it underlined.
- Select one word in the underlined sentence. Click on the Underline button (U) in the toolbar. What happens? (The underlining should go away for the selected word.)
- Experiment with taking away the boldface, italics, and underlining.
- Experiment with combining these formats. Make a sentence both *italic and underlined*, or all three: ***bold, italic, and underlined***.

Alignment is another kind of basic formatting. There are four kinds of alignment:

1. Align Left
2. Center
3. Align Right
4. Justify (align both left and right)



Most documents are left-aligned (or left-justified). Sometimes a title is centered.

Alignment works on the whole paragraph. If you want to center just one word, you must put that word on a line by itself (use the Enter key).

## Practice:

---

- Type your name, your address, and your phone number at the top of your story. Use four lines. Press the Enter key after each line.
- Select all four lines. Click the Center button on the Formatting Toolbar.
- Type a title at the top of your story. Select the line (your title) and center it with the Center button.
- Select the four lines with your name, address, and phone number again. Click the Align Right button.

- Select a paragraph in your story. Experiment with all four alignment buttons. Can you see the difference between the Justify<sup>5</sup> button and the Align Left button?

## Fonts and Point Sizes

---

Two more ways to format text are:

1. Change the font — use the **Font box**.
2. Change the font size (measured in points<sup>6</sup>) — use the **Font Size box**.



Font box                      Font Size box

Click the small black triangle (arrow) to get a menu for these boxes. Move your mouse down the menu and click on the font or font size you want.

You must select the text you want to change before you use the **Font box** or the **Font Size box**.

## Practice:

---

- Select the title of your story. Change the font to **Arial**. Change the font size to 24.
- Select the four lines with your name, address, and phone number. Change the font<sup>7</sup> to **Van Dijk**. (If you don't have Van Dijk, choose any other font.) Change the font size to 12.
- Select a paragraph of your story and change the font and the size as many times as you like.
- Experiment with fonts and font sizes.

## Saving and Closing a Document

---

It's always very important to remember where you saved a file and what name you gave it.

---

<sup>5</sup> **Justified:** In [word processing](#), to align [text](#) along the left and right [margins](#).

<sup>6</sup> **Points:** In typography, a point is about 1/72 of an inch and is used to measure the height of [characters](#). (Historically, a point was .0138 inches, a little less than 1/72 of an inch, but this has changed.) The height of the characters is one characteristic of [fonts](#). Some fonts are referred to as *fixed-point fonts* because their representation allows for only one size. In contrast, a [scalable font](#) is one that is represented in such a way that the size can easily be changed.

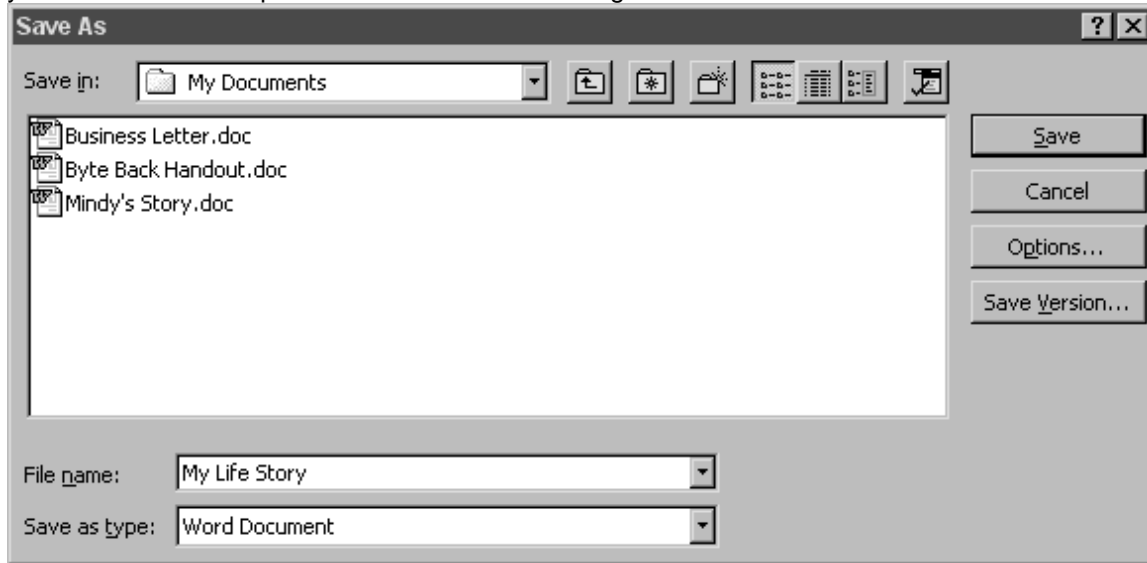
<sup>7</sup> **Font:** A design for a set of [characters](#). A font is the combination of [typeface](#) and other qualities, such as size, [pitch](#), and spacing. For example, Times Roman is a typeface that defines the shape of each character. Within Times Roman, however, there are many [fonts](#) to choose from -- different sizes, [italic](#), [bold](#), and so on. (The term *font* is often used incorrectly as a synonym for *typeface*.) The height of characters in a font is measured in *points*, each point being approximately 1/72 inch. The width is measured by *pitch*, which refers to how many characters can fit in an inch. Common pitch values are 10 and 12. A font is said to be [fixed pitch](#) if every character has the same width. If the widths vary depending on the shape of the character, it is called a [proportional font](#).

**Step 1:**

Click the **Save button** on the Standard Toolbar. The button looks like a little diskette (floppy disk). If you do not see this button, open the **View** menu and go to **Toolbars**. A sub-menu opens. Select **Standard**. This will make the Standard Toolbar appear.



If this is the **first time** you are saving this document, the **Save As window** will open. This is how you choose where to put the file and what name to give it. The **Save As window**.



**Step 2:**

Choose where to save the file. Use the **Save In** box to find the folder where you want to keep this document. Click the small black triangle (arrow) to get a menu.



Click the black triangle.

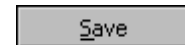
**Step 3:**

Give your document a name. Type the name inside the **File Name** box.



**Step 4:**

Click the **Save** button on the right-hand side of the **Save As window**. This will make that window close. Your document is now saved.



**Saving your document after the first time:**



After you add things to your document or make changes, you should **save it again**.

You should not name it again. Just click the **Save button** on the Standard Toolbar. The button looks like a little diskette (floppy disk).

**Closing your document:**

After you save a document, it is still open on your screen. To put it away, you must close the document.

1. Open the **File** menu.
2. Click **Close**. (The document goes away.)

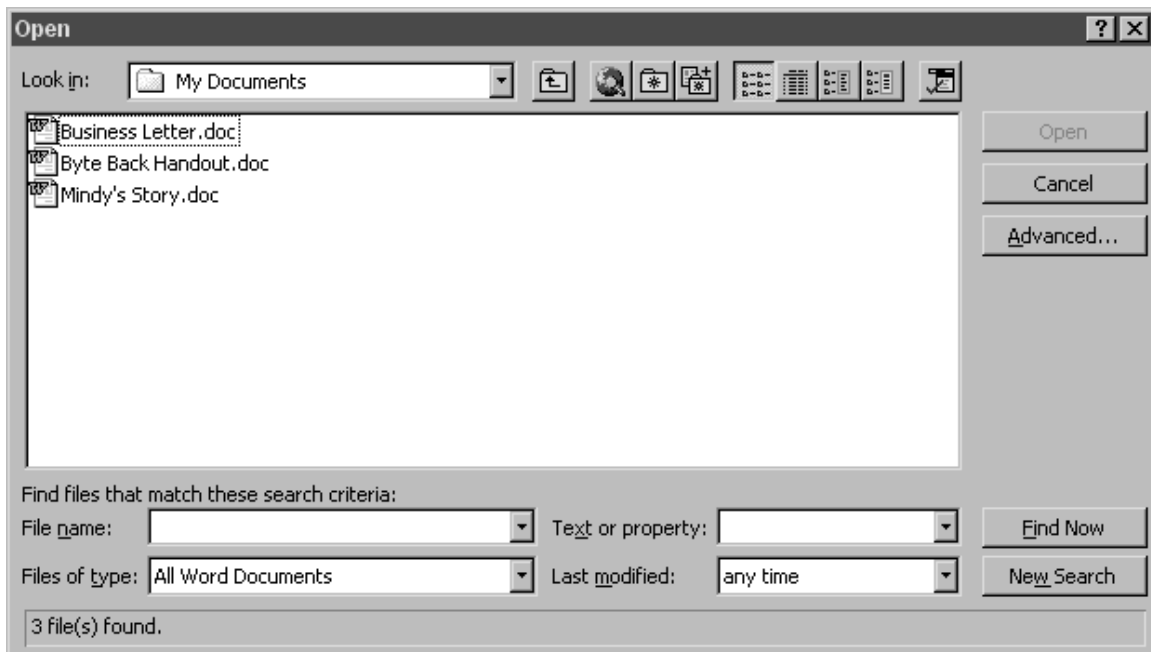
## Practice:

---

- Save your story. Make sure you notice where you're saving it. Also make sure you name the file.
- Write down the file name and the folder where you saved it (so you don't forget).
- Add some words to your story. Save it again.
- Close the document.

## Opening a Document

---

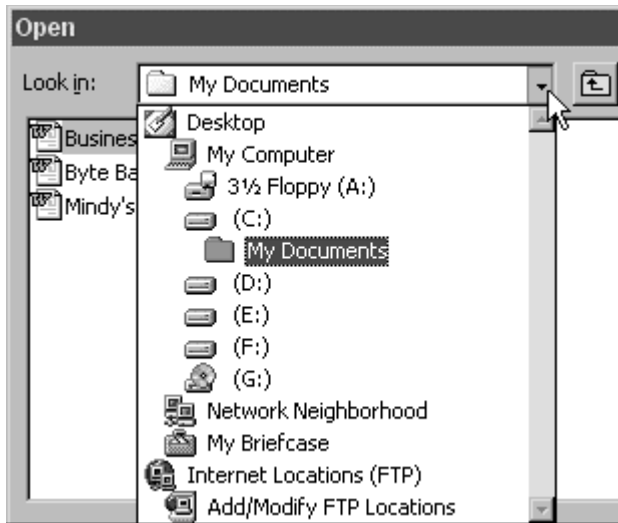


The **Open** dialog box.

1. Open the **File** menu and click **Open**. The **Open** dialog box will appear (see above).
2. If you see the file you want in the large white part of this window, double-click the file's icon. That will open the document in MS Word.
3. If you don't see the file you want, you need to look in a different folder.

The **Look In** box at the top of the window shows which folder you are looking in. If you need to look in a different folder, click the small black triangle (arrow) on the right-hand side of the **Look In** box.

Use the list to find the right folder. For example, if you double-click (C:) on this list, you will see all the



folders on the C:/ drive. Then double-click the folder you need, and you'll see all the files inside that folder.

**Tip:** Some files are listed on the **File** menu, at the bottom. If you want to open your document fast, look on the **File** menu first. These files are the ones opened most recently. If you have not opened your document for a few days, you won't see it on this list.

## Practice:

---

- Open the document that you saved before. (If you can't find it, use **Find** on the **Start** menu. Notice what folder it's in. Then go back to MS Word and try to open it using the **Open** dialog box.)
- Close the document.
- Use the **File** menu to open the same document again. Do not close it this time.
- Open another Word document. It doesn't need to be one that you wrote.
- Close the second document. Notice that the first one you opened is still there.
- Close the first document.
- Practice using the **Look In box** on the **Open** dialog box. Remember to start with (C:) if you can't see the folder you want.