

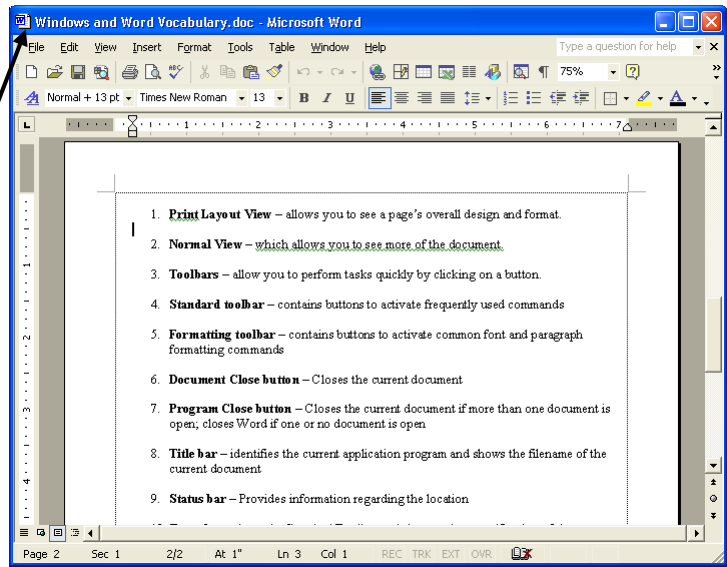
SOME BASICS ABOUT WORD PROCESSING

Window Features

Window – every program or file opens inside of its own window.

Title bar – appears at the top of an open window and tells you the name of the program and file you have open. The title bar also contains the control buttons: minimize, maximize/restore, and close.

Menu bar – normally appears directly below the Title bar. It contains the titles of menus, such as File, Edit, View, and so on. When you click on one of these, a menu of options will appear.



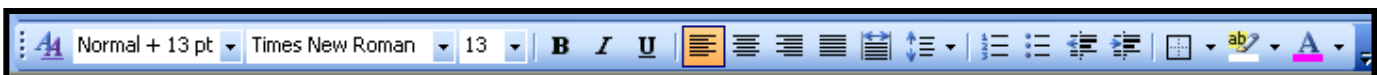
Word Wrap – is automatic line breaking. When you type information, you do not press the Enter key at the end of a line. Instead, when you type a word that extends into the right margin, both the insertion point and the word automatically move to the next line.

Toolbars – are a collection of buttons that correspond to commonly used menu commands. It allows you to perform tasks quickly by clicking on a button. **The most commonly used toolbars are the Standard toolbar, Formatting toolbar, Drawing toolbar and Picture toolbar. Toolbars can be accessed from the View menu.**

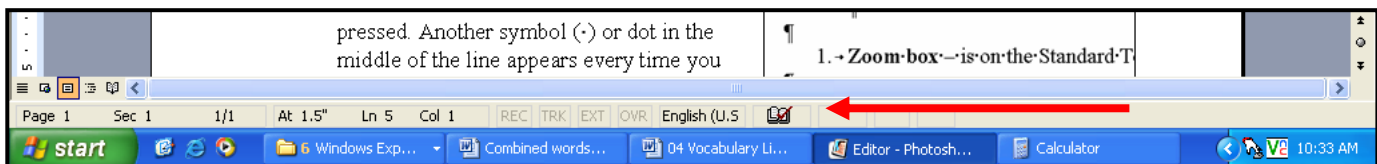
Standard toolbar – contains buttons to activate frequently used commands for mostly file functions such as New, Open, Save, Print and so on.



Formatting toolbar – contains buttons that affect the formatting or how a document looks, such as font, font size, font styling, and paragraph alignment and so on.



Status bar – appears at the bottom of the program window in Microsoft word; it provides information about the document pages and location of the insertion point. In other programs, it provides information regarding the open file or the current task.



Zooming In and Out of the Document

The **Zoom box** is on the Standard Toolbar and it changes the magnification or the visual size of the Document window on the screen. **It does not change the print size of the document.**

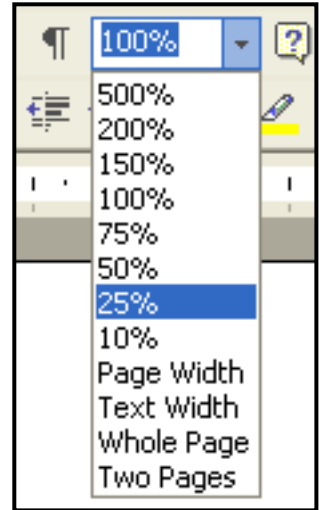
- *Click the Zoom control down arrow and you will get a list of percent options.*
- *Click on the 25% option.*

You now see more of your document. This is a good way to back off the document and get a good look at the overall design of the document, but it is not a good way to add or read text.

- *Click the Zoom control down arrow again and this time click on the 75% option.*

Furthermore, you are not limited to the percent views on the Zoom list.

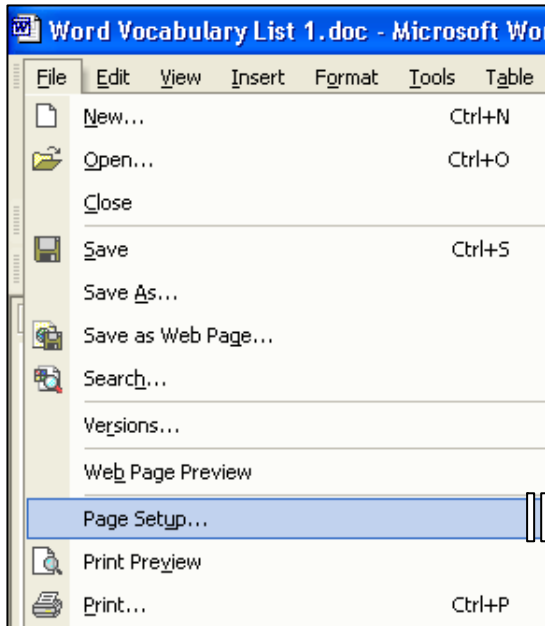
- *Click the down arrow in the Zoom text box again and notice now the number in the text box is highlighted.*
- *Type in the number 85 and press the Enter key on the keyboard.*



Setting Margins

Margins are borders around the page. Inside this border is where the information will be typed. This is set in the Page Setup dialog box. A **Dialog box** is a way for you to tell the software what options you choose.

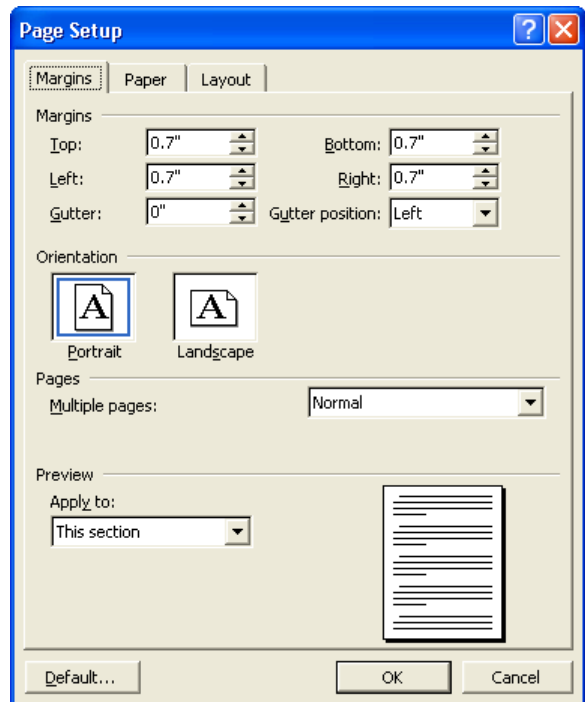
If a menu option has an ellipse after it (three dots), it means if you choose this option, a dialog box will appear.



- *Click the word File on the Menu bar and select Page Setup. Click the Margins tab if necessary.*

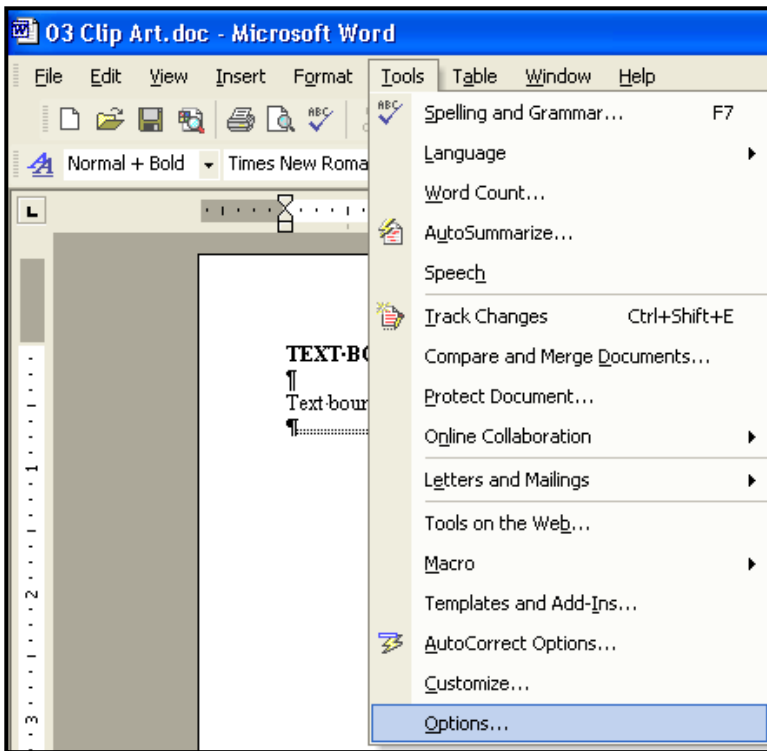
The Page Setup dialog box will appear. Notice the four sections: Margins, Orientation, Pages, and Preview. A thin line divides these sections. We will look at this dialog box later.

- *Click the Cancel button*



Setting Text Boundaries

Word has an option that allows you to see text boundaries. This is shown as dotted lines around margins, text boundaries and objects and can be helpful when positioning graphics to make sure they are within the margins. Text boundaries are set in the Options dialog box and this is accessed from the Tools menu.



- *Click on 'Tools' from the Menu bar and select 'Options'.*

- *If the View card is not showing, click on the 'View' tab.*

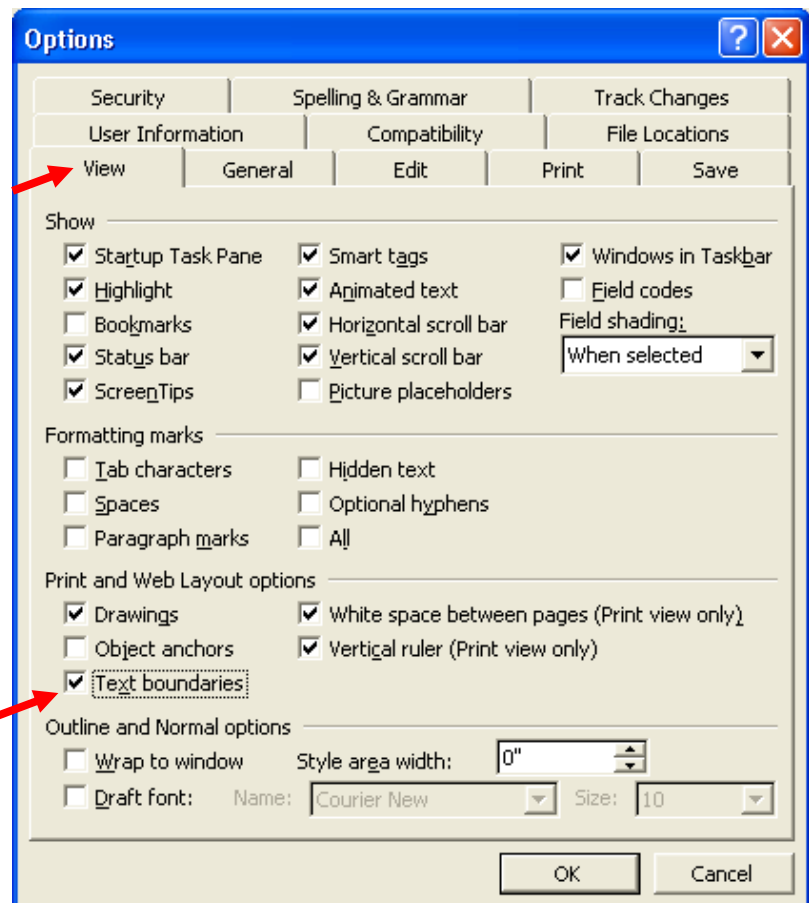
Notice that the View card is divided into four sections: Show, Formatting marks, Print and Web Layout options, and Outline and Normal options.

VERSION DIFFERENCES:

In Word 97 the Text boundaries option is in the Show section, in Word 2000 and above Text boundaries is in the Print and Web Layout options section.

- *Click the 'Text boundaries' checkbox to place a check in this checkbox. Then click the 'OK' button.*

To remove the Text boundaries go back into the Options dialog box and remove the check mark, by clicking on it again.



Formatting Problems

Nonprinting characters – are symbols that appear on the screen but do not show up when you print a document.

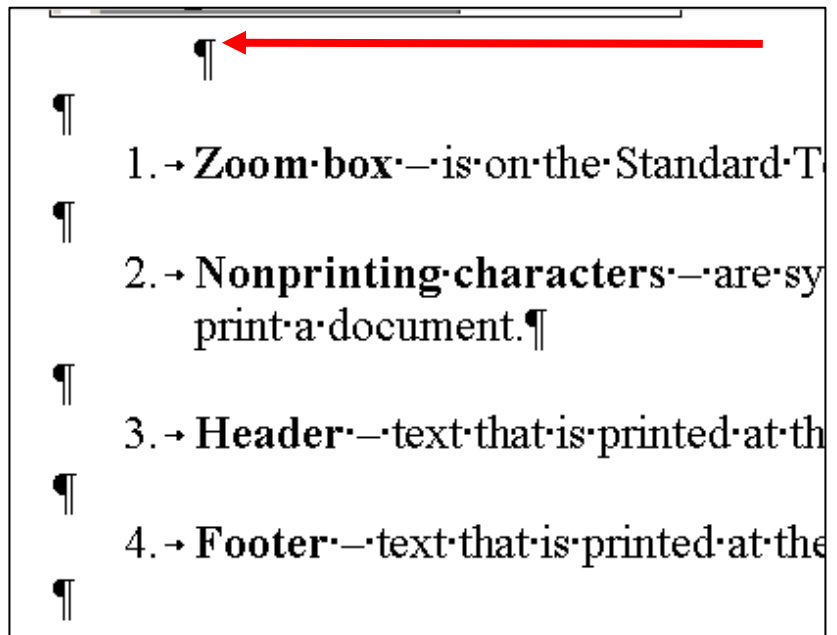


You use the Show/Hide button on the Standard toolbar to display or hide the nonprinting characters.

- *Click the ‘Show/Hide’ button on the Standard Toolbar to view these paragraph symbols in your document.*
- *Click the Zoom control button and choose 150% so it is easier to see the hidden characters.*



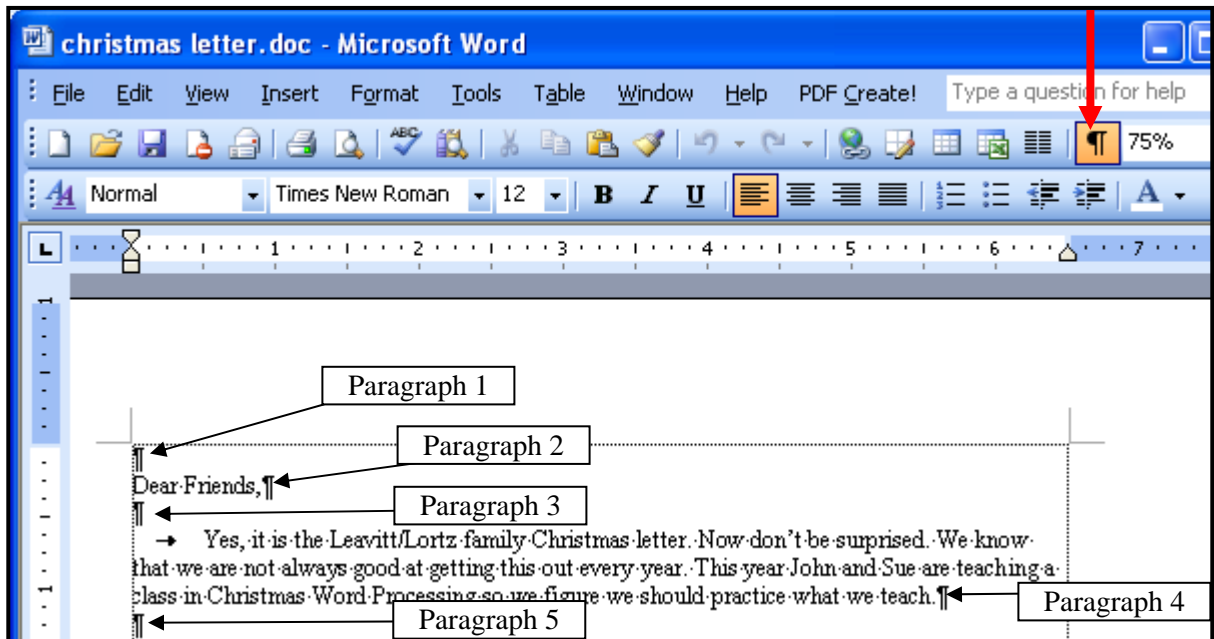
A paragraph symbol (¶) starts the document and a new one will appear every time the Enter key is pressed. Another symbol (·) or dot in the middle of the line appears every time you press the Spacebar on the keyboard. There will be an arrow to indicate a tab. **Even if these characters are displayed on the screen, they will not print.**



Have you ever changed the font and/or font size of a document and all of a sudden it appears the document has changed back to the original font or font size? There is actually a reason for that. It's due to the fact that most word processing programs have a different definition for a paragraph than what we learned in fifth grade.

Word actually sees a new paragraph begin every time you press the enter key. When you press the Enter key on your computer keyboard, most of the time you do not visually see anything on the document but a blank line. (That is unless you have the Show/Hide option turned on) But, actually every time you press the enter key, the computer is putting a code into your document to start a new paragraph.

In the screen shot below there are actually five (5) paragraphs according to Word.



Furthermore, the formatting for each paragraph is actually contained in the paragraph marker. If I wanted to change the font size and font style, but I only had selected Paragraph markers 1 through 4, Paragraph marker 5 would still contain the original formatting.

Most people's problems arise when they don't have the paragraph markers turned on, and they select a segment of text to format, not realizing they didn't all of the paragraph markers selected.

For example, with the paragraph markers turned off in the above example, it would be simple to highlight Paragraphs 2, 3, and 4 thinking you had everything marked, and yet still have Paragraph 1 and 5 unmarked. If you then applied formatting to those paragraphs, 1 and 5 would be unchanged. Later, if you happen to click your insertion point into Paragraph 1 or 5, the font bar would seem to revert back to the older font.

The solution to this problem is to turn on the paragraph markers as you select text for formatting. This lets you see exactly what you are highlighting.

- ***When finish, click the Zoom control and return to 100% and then click the Show/Hide button to remove the hidden characters.***

USING SPECIAL STATIONERY FOR A LETTER AND TEXT FORMATTING

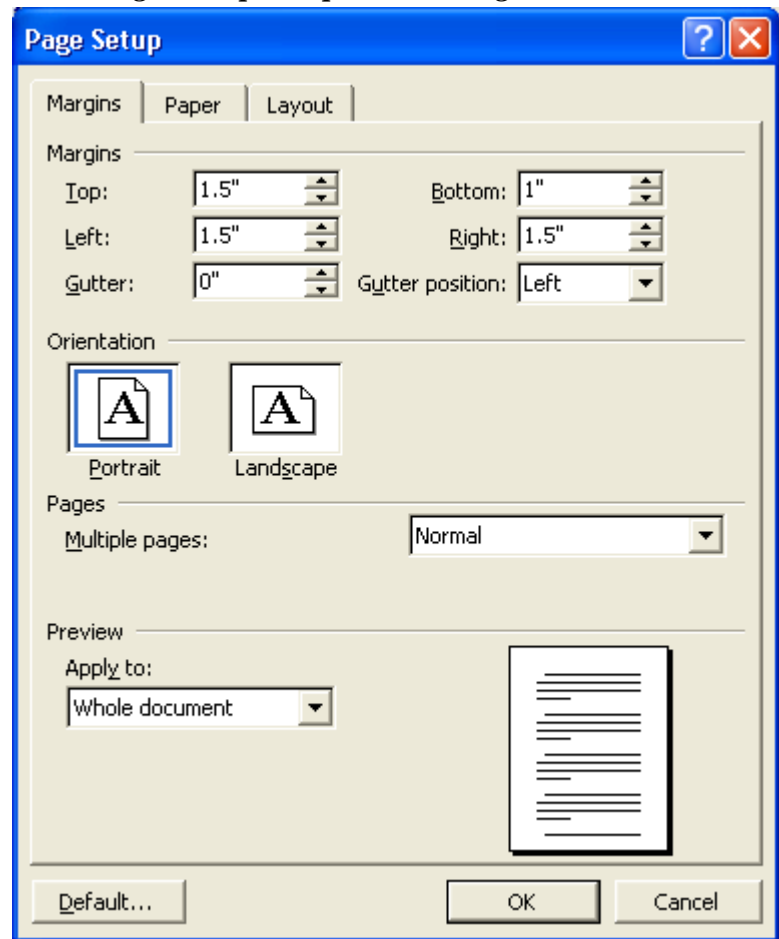
Measuring the Stationery and Setting the Margins

You can purchase your own stationery from any office supply store or even at most discount stores. If you have a lot of letters to print it is better to purchase stationery rather than create your own.

- *Use a ruler to measure the border around the stationery you plan to use.*
- *Choose 'File' from the Menu bar and then 'Page Set-up' to open the dialog box. Click the Margins tab if necessary.*
- *Click on the 'Margins' tab, if this is not already selected.*

Notice that on the Margin tab, you can also change the page orientation from the normal Portrait to Landscape.

- *Change the first margin by clicking up or down on the spin boxes until the top margin is 1.5. You do not have to type in the inch mark. By default Word is set to inches.*
- *Press the tab key on the keyboard and notice that it moves the insertion point to the Bottom text box and the current setting is highlighted.*
- *Type in 1 and press the tab key again.*
- *Then use the up or down arrow on the spin box or the tab key to change the left margin to 1.75 and the right margin to 1.5.*
- *Then click OK.*



You may also need to set a different paper size. This is done in the Page Set-up dialog box by clicking on the Paper tab.

NOTE: Pressing the Tab key on the computer keyboard will move the insertion point to the next text box in a dialog box. Pressing the Shift + Tab keys will move the insertion point to the previous text box. When you move the insertion point this way the contents of the text box will be highlighted. Remember, when something is highlighted you simply need to type the changes.

Selecting All the Text on a Page

When you apply character formatting, you first must select all of the characters, words, or paragraphs you wish to format. When you apply paragraph formatting, you need to only have your insertion point within a paragraph or select a portion of several paragraphs.

We want to apply character and paragraph formatting to this document and we want it to be applied to all the paragraphs within the document. To make sure you have all of the paragraph marks selected within the document, even those that may be hidden, we will select the whole document. There are several ways to select the entire document; however, we feel the easiest way is to simply use the Edit menu.

- *Click on 'Edit' from the Menu bar and then choose 'Select All'.*

All of the text on the documents should now be selected as shown by the text being highlighted. If you click the mouse on the page, you will lose the selection and will need to go back to the Edit menu and choose Select All.

Undo and Redo Buttons

You need to be very careful when all of the text is selected. If you should happen to accidentally touch any key on the keyboard, all of the text will be deleted and be replaced with whatever key you touched.

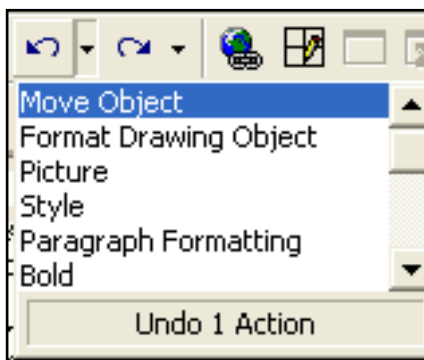
- *Press the 'm' key on the keyboard.*

If this happens, immediately clicking the Undo button on the Standard toolbar will undo the last move you made and return all the text in your document.



- *Click the Undo button on the Standard toolbar.*

If you click the down arrow next to the Undo button, you will see a list of your most recent actions. Clicking the undo button will undo the last action you performed or the action on the top of the list. You can scroll down the list of actions and undo an action, but it will also undo any actions above it on the list.

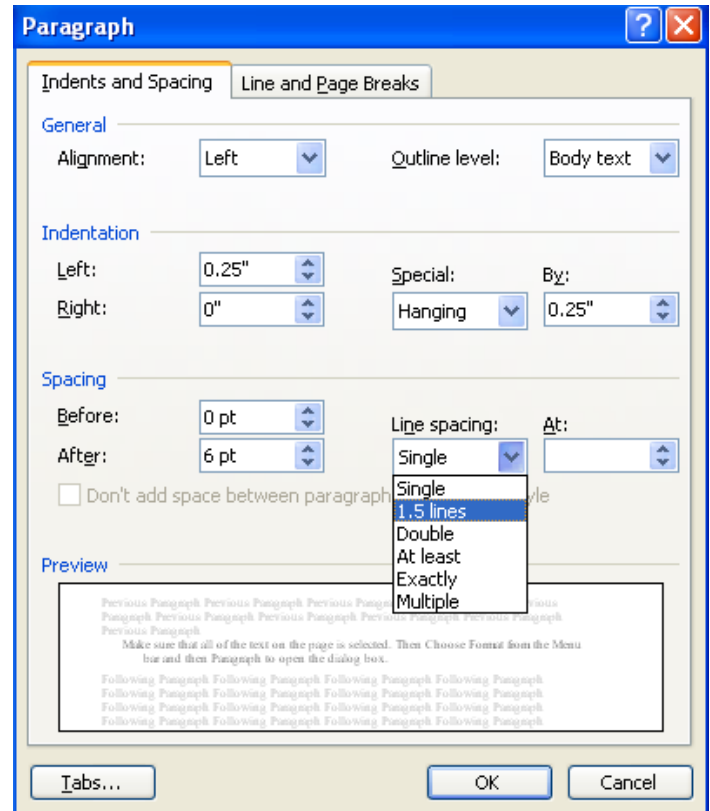


When you click the Undo button, the Redo button to the right becomes active. The action you undid is placed on the Redo list, and you can redo this action by clicking the Redo button.

Changing the Line Spacing

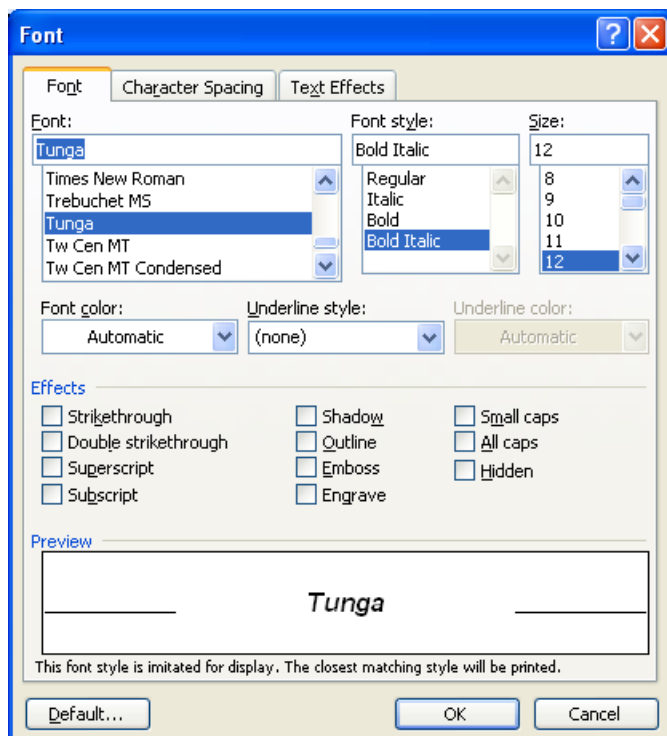
The amount of space between the lines you type is called Line Spacing. You may want to set the line spacing to double spacing or one and a half (1.5) spacing if you do not have a lot to type. This increases the amount of space between lines which looks better and is easier to read. This is done in the Paragraph dialog box.

- **Make sure that all of the text on the page is selected. (EDIT/SELECT ALL)**
- **Then choose 'Format' from the Menu bar and then 'Paragraph' to open the dialog box.**
- **Click the down arrow in the 'Line Spacing' text box. Select one of the options. Then click the 'OK' button.**



Changing the Font in the Font Dialog Box

A Font is a complete set of type of one size and face or how the letters and numbers are formed. The automatic font is Times New Roman. However, there are fonts that are fancier or simpler. You can change the Font using the Formatting Toolbar, but you can see a preview and you also have other options in the Font dialog box.



- **Make sure that all of the text on the page is selected. (EDIT/SELECT ALL)**
- **Choose 'Format' from the Menu bar and then 'Font' to open the dialog box.**
- **Click the down arrow in the 'Font' text box and change the font to Script for a fancier font or Comic Sans for a simpler font.**

Be sure to look at the various options in the font dialog box.

- **Change the 'Font Size' to a larger font if you do not have as much to say. Then click the 'OK' button**