

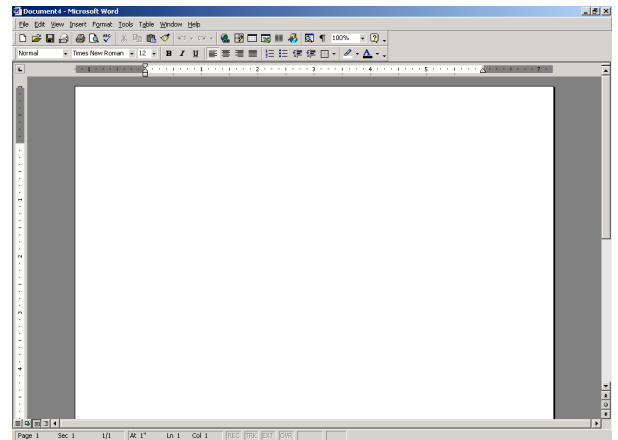
Microsoft Word for Geniuses

Don't let the title of this section scare you. Microsoft Word (Word) is an extremely simple to use, and very, very powerful word processor. Word enables you to create formatted documents digitally, providing powerful editing capabilities and some handy tools for presenting your document.

The following section gives several exercises hopefully bolstering your skillset with Word.

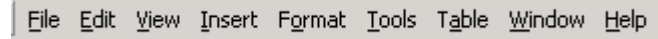
The Application

The following screen is the first to appear when opening Microsoft Word. Do not be alarmed if it looks slightly different from this image, but it should have the big white space (text area) in the middle, and the words File, Edit, etc... in the upper left hand corner.



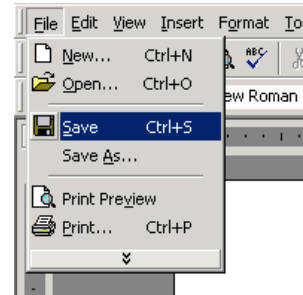
The Menu

In any application, the Menu Bar will show all of the functionality the application offers. Microsoft Word shows the following Menu Bar:

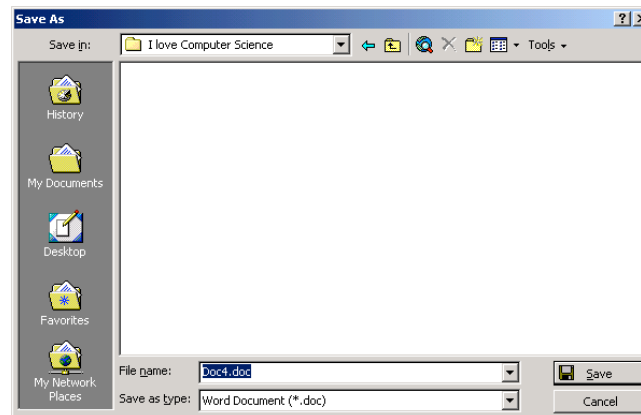


Clicking an option will display a drop-down menu. You can use either the mouse to click one of these menu options. The following exercise will help you to gain proficiency with the Menu.

1. Move your mouse over the word File on the Menu bar.
2. Click your left mouse button.
3. Move your mouse over the 'save' drop down menu option.



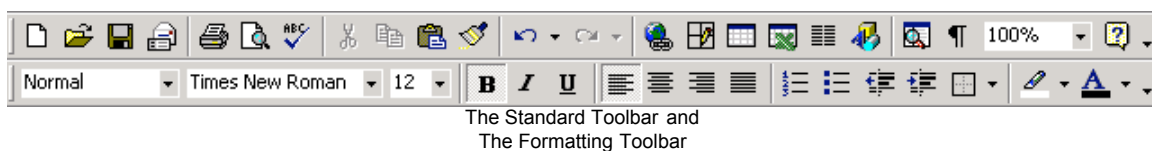
4. Click your left mouse button.
5. This will open another dialog box, allowing you to select a directory that you want to 'save' your file to.
6. Click the cancel button on this dialog to exit, we will save later.



Toolbars

Toolbars allow you to forgo the menu options. For instance, instead of selecting the File toolbar and then selecting save, you can instead click the Save icon on the standard toolbar. The icons attempt to relay it's functionality. For instance, the 'open file' icon looks like a folder opening (it is the second folder from the left) on the Standard Toolbar.

There are several different toolbars available from Microsoft Word, but we will be using only two for the purposes of this class, the Standard Toolbar and the Formatting Toolbar:



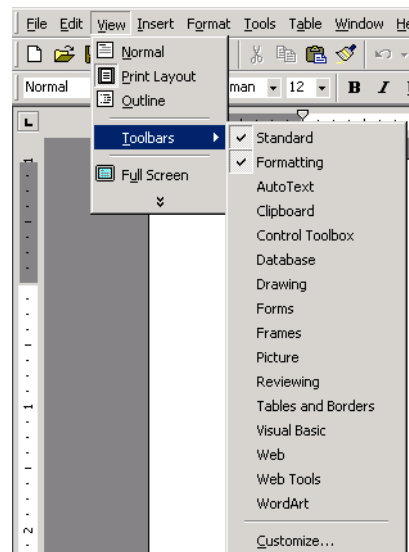
Note: From this point forward, this documentation uses the following convention for menu options:

[Menu Option] | [Submenu Option] | [Submenu Option]

Or instance, the previous exercise could have used **File | Save** to indicate selecting save under the file menu option.

The following exercise will ensure that the standard toolbar and the formatting toolbar are visible.

1. Select (View | Toolbars) on the Menu bar.
2. Click the left mouse button.
3. Press the down arrow key until Toolbars is highlighted.
4. Press Enter.
5. Standard and Formatting should have a checkmark next to them.
6. If both Standard and Formatting have a checkmark next to them, press Esc three times to close the menu.
7. If one or both do not have a checkmark, click them. This step will close the sub menu, but repeating the first 6 steps will show that they have been checked. With check marks next to the toolbars options, they should be visible in the application.



Document Layout

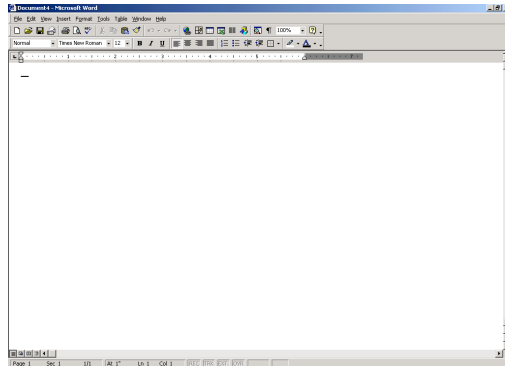
Microsoft word allows you to use different views, called Layouts. This means that you can view your document in different ways while editing: Normal, Print, Web, and Outline.

In this class, we suggests that you use the print layout, but you may use whichever layout you like. The print layout let's you view your document as if it is printed out.

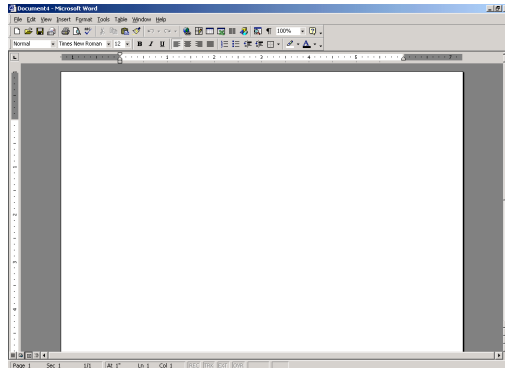
With word, you can display your document in one of four views: Normal, Outline, Page Layout, or Online Layout.

The layouts are in under the View menu. Try them out:

- View | Normal



- View | Page



(The following two layouts are beyond the scope of this discussion)

- View | Outline
- View | Web

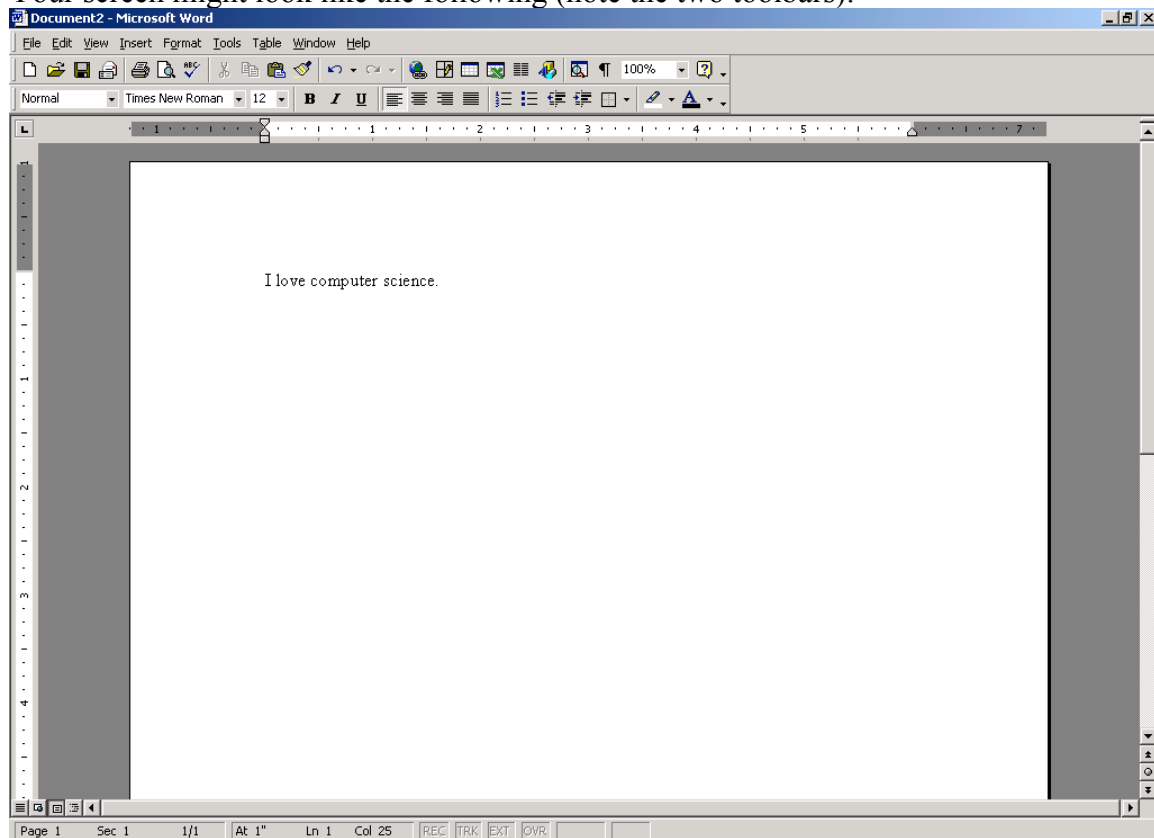
Text Area

The text area is where you type all of your text. This is, effectively, your document. The blinking vertical line is the cursor. If you start typing, it will insert what you type at this point.

Type the following:

The quick brown fox jumped over the lazy dog.

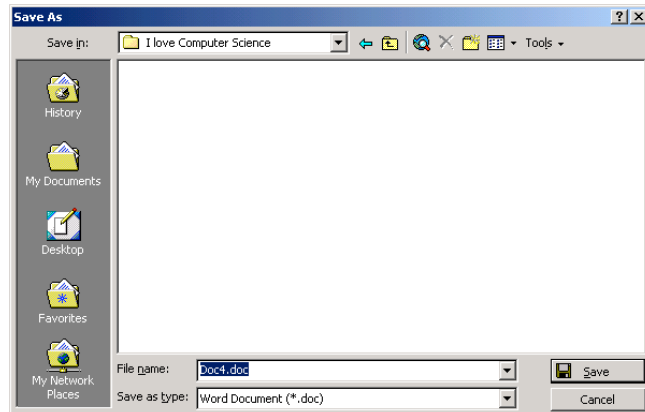
Your screen might look like the following (note the two toolbars):



Saving your masterpiece

You should save your work often. You should save your work often. Lets save our document so far.

1. Select File | Save
2. Name your file by typing **Example1.doc** in the File Name field.
3. Click on Save.

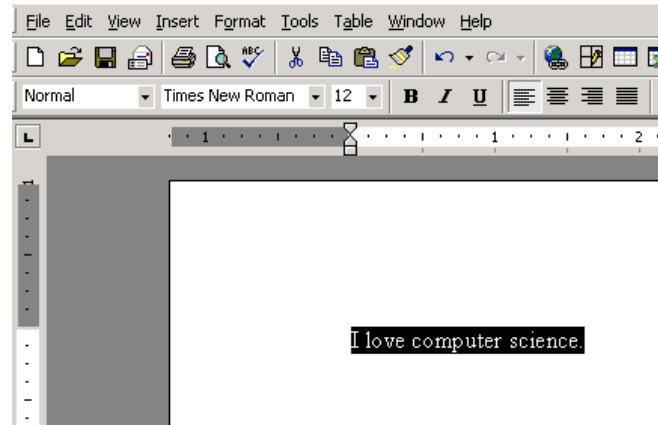


Highlighting Text

Throughout these exercises we instruct you to highlight text. To do so, you use the mouse, as in the following:

Highlighting by Using the Mouse

1. Place the cursor before or after the text you wish to highlight.
2. Hold down the left mouse button.
3. Move the mouse left, right, up, or down until the text is highlighted.



Backspace

The exercises that follow will teach you how to enter and delete text. To enter text, simply type just as you would if you were using a typewriter. To delete text, simply use the backspace key. When you reach the end of the line, you do not need to press enter, microsoft Word will automatically wrap the text to the next line. You may press enter to begin a new paragraph.

1. Type the following sentence:
I love every Sciencce.
2. Now delete the word "Sciencce." Using either the arrow keys or the mouse, place the cursor between the period and the "e" in the word "house."
3. Press the Backspace key until the word "house" is deleted.
4. Type Science. The sentence should now read:
" I love every Science."

Delete

In addition to backspacing over words like we did in the first exercise, you can highlight a whole word and delete it.

Delete the word "every" from the sentence you just typed.

1. Highlight the word "every."
2. Press the Delete key. The sentence should now read:
"I love Science."

Bold, Underline, and Italicize

Now its time for us to format our text. Your text can be bolded, underlined, or italicized very easily with microsoft word.

1. Type the following sentence:
With Microsoft Word, I can Bold, Underline, and Italicize individual words.

2. Now, Highlight the word “Bold”
3. Select the Bold icon on the format menu.



4. The sentence should now look like the following:

With Microsoft Word, I can **Bold**, Underline, and Italicize individual words.

5. Now, do the same things with the words Underline and Italicize, only this time, use the Italicize and Underline Format toolbar icons.



Your sentence should now look like the following:

With Microsoft Word, I can **Bold**, Underline, and *Italicize* individual words.

6. Now, Save your work

Fonts

A Font is a different look and feel for the text that you type. Microsoft word comes with several different fonts. The following are examples of some different ones that you can use:

This is ARIAL Font.

This is Georgia Font

This is Lucida Caligraphy Font.

This is Papyrus Font.

The following exercise will show how to change fonts.

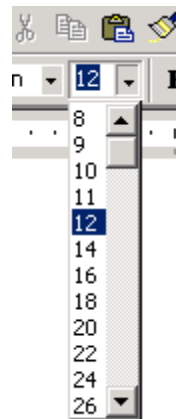
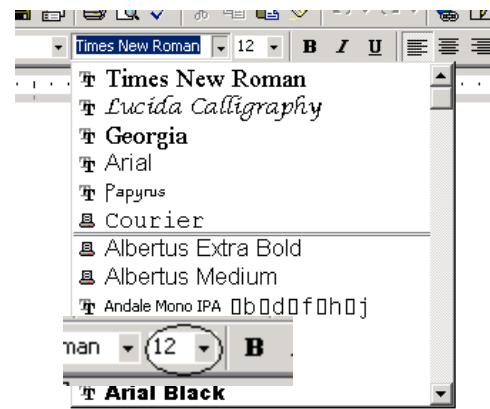
1. Type the following Sentence:
I am the font King.
2. Highlight all or part of the sentence (the highlighted portion is the portion that will change).
3. From the format menu, select the font that you want to change your highlight text to.

You can also change the size of the font. To do this, highlight the text you wish to change, and select the font size list.

Here are some examples of different font sizes:

8 pt, 9 pt, 12 pt, 20 pt, **48**

pt



Number and Bullet Lists

Microsoft word provides easy methods for creating number lists and bullet lists. This means that you don't have to type the number for each item. With relative ease, you can create a sequential list or a bulleted list with the Format Menu.

1. Type the following, pressing enter at the end of each line.

Grocery List:

Apples

Cucumbers

Dog Food

2. Highlight the words Apples, Cucumbers, and Dog Food.

3. Click the Numbering Icon on the toolbar.

The list will now look like the following:



Grocery List:

1. Apples

2. Cucumbers

3. Dog Food

4. Repeat the same for the bullet icon, [hint, it's right next to the number icon]. When finished, the list should look like the following:

Grocery List:

- Apples
- Cucumbers
- Dog Food

Center Alignment

The final exercise involves centering your text. Microsoft word allows you to align your text in several ways, including right, left, centered, and justified. You are encouraged to play around with other alignments, and hopefully, the following demonstration will give you enough to go on. Here, we demonstrate the center justification.

Example Paragraph:

This is a paragraph that has been aligned in the center. It could have been one word, two words, a whole sentence, or a whole paragraph. Note how it is centered in the center of the page. This has been a test of the

Type a sentence, paragraph or word.

Highlight the word.

Select the Align Center Icon on the Format Menu

To move it back, keep it selected, and select the Align Left Icon on the Format Menu.



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Now, play around and familiarize yourself with the other justifications.

Now, Save your work.

These exercises are now complete.