



Learning computers is 'Show' ezy

Microsoft Word

201

Word screen, views, moving, selecting & editing

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201 Word v6 080130

Pre-requisites

You should have a certain number of skills already if you are going to progress further with any word processing program. You must know:

- a) How to start a program (Beginners 101),
- b) How to open and save a file (Beginners 102),
- c) How to move around the text in a document (Beginners 103), and
- d) How to make changes (edit) to text (Beginners 103).
- e) How to access and navigate around a website (Internet 105)

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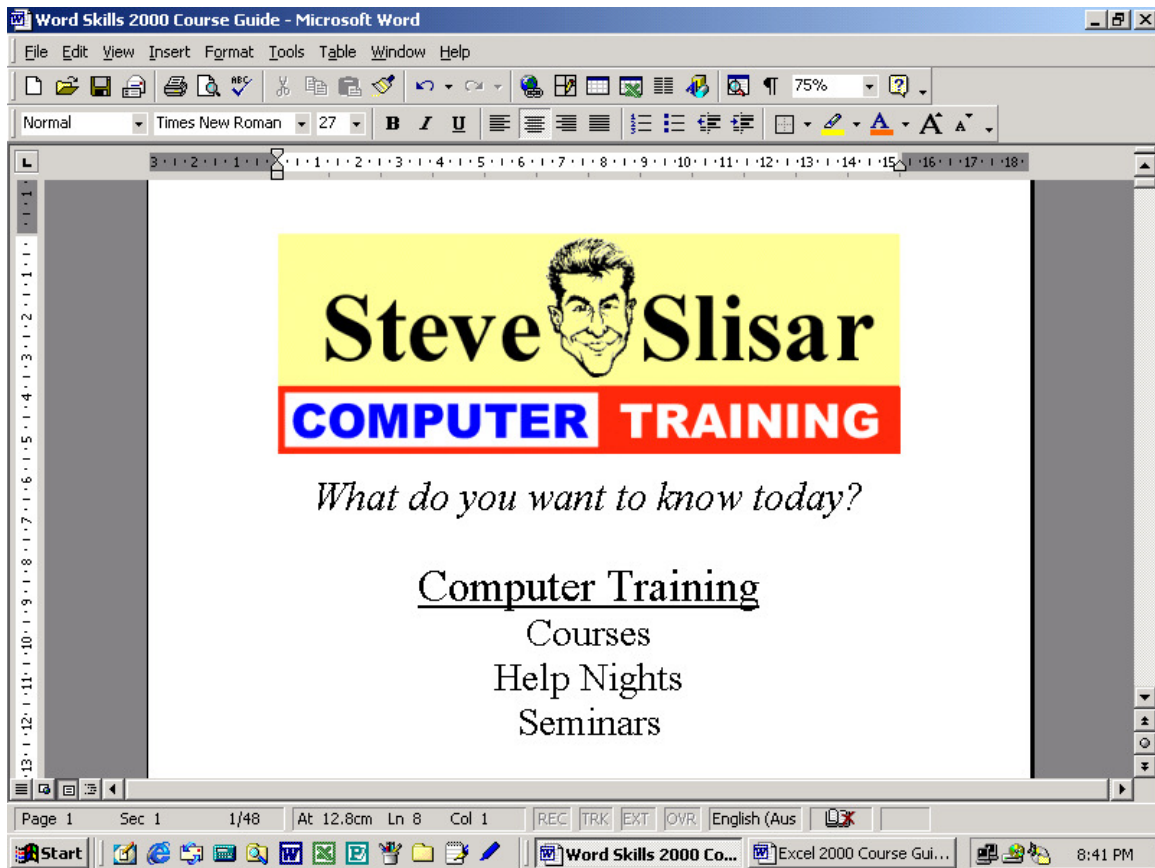
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The Word Screen



There are a lot of things to look at on the Word screen. There are buttons, rulers, scroll bars, task bar, toolbars and lots more.

Exercise: Get to know the Word screen.

Below is a list of some things to notice on the screen. Put the corresponding number against each of them in the diagram above.

- | | | |
|--------------------------|------------------------|----------------------------|
| 1 – Title Bar | 7 – Ruler | 13 – Browse Objects button |
| 2 – Menu Bar | 8 – File name | 14 – View icons |
| 3 – Minimise Word button | 9 – Toolbars | 15 – Scroll bars |
| 4 – Maximise Word button | 10 – Page indicator | 16 – Image |
| 5 – Close Word button | 11 – Default tab stops | 17 – Margin indicators |
| 6 – Status Bar | 12 – Selection Bar | 18 – Text |

Exercise: Differences to what is on your screen

Write down as many things that you can notice different between the diagram above and what you see on your Word screen.

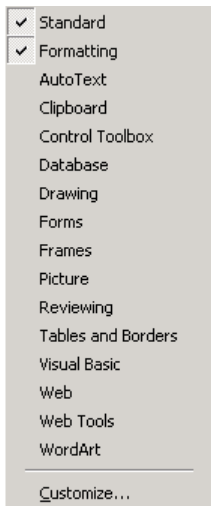
.....

.....

.....

.....

Toolbars



- ❖ Toolbars contain buttons for commonly used commands.
- ❖ They are often quicker than clicking in the menu bar and choosing the command.
- ❖ They can be located at the top of the screen, on the sides, at the bottom or “floating” over your document.
- ❖ If you move your mouse over a button (and keep the mouse still) the computer tells you what that button does. These are called **ToolTips**
- ❖ Toolbars can be turned on or off
 - using the **V**iew, Toolbars in the menu bar, or
 - by **right clicking** on a toolbar
 - If there is no tick next to a toolbar, it is not currently displayed.
 - If there is a tick next to the name of a toolbar, it is currently displayed

Standard Toolbar



Toolbars have names but you won't often know what they are called until you:

- a) Turn them on and off, or
- b) Have them as floating toolbars (where a title bar appears)

The standard toolbar contains the save, open, new document, print, copy and paste buttons.

Formatting Toolbar



The Formatting Toolbar contains formatting commands like Font, Font Size, Bold, Italic, Underline etc. These commands are used to change the way your text looks.

Floating Toolbar

Notice the title bar, it tells you the name of the toolbar.
toolbar can become a floating toolbar.



Any

You can:

- a) resize it by moving your mouse to its edge, or
- b) Move it by clicking and dragging (in the title bar)

Ruler



The Ruler appears at the top of the Document window (and the left side) and allows you to quickly change Tabs and Margins, and Indenting.

Status Bar



The Status bar shows you where your “text cursor” is, the total number of pages, which section you are in, the language of your dictionary and more. It becomes handy a bit later.

Exercise: Turn toolbars off using View menu

1. **Click on View** (menu bar) and move your **mouse down to Toolbars**
Notice a new list of possibilities opens up? These are the toolbars available to you
2. **Move your mouse to** this new list on **the right** and **click on any toolbar name** which has a tick next to it. (That toolbar is now turned off. It won't be visible on the screen)
3. **Repeat this procedure** until you see **no more toolbars**
Notice that you have to follow the same procedure each time to turn a toolbar off.
4. Now that there are no toolbars showing, **click on View**, then move your mouse to **Ruler** and **click on it** (this will turn the Ruler off).

Exercise: Turn toolbars on/off using right click


1. **Click on View** (menu bar), then **click on Ruler** (this brings the ruler back)
2. **Click on View**, move your mouse to **Toolbars** and across then **click on Standard** (this will reveal the Standard toolbar)
We could keep doing it this way but we'll try something a little different and faster to bring the other toolbars back
3. **Right-click** anywhere **in the menu bar** (or in any existing toolbar) and you will see the list of potential toolbars. Move your **mouse to Formatting** and **click** on it (*Remember it is always the left mouse button unless someone tells you to use the right mouse button*)
4. **Right-click** on any **toolbar** and then **click on drawing** to reveal the drawing toolbar.
Q: Where did this toolbar go?
A: It went down the bottom (just above the Status bar). Toolbars don't always appear just at the top of the screen
5. **Right-click** on any **toolbar** and then **click on clipboard** to reveal a Floating toolbar
Q: Where did this toolbar go?
A: It went in the middle of your screen. Toolbars don't always appear just at the top of the screen
6. Click on the cross in the toolbar to turn it off.

Default Settings

When you first launch Word, a blank page appears on the screen. This page is based on what is called the Normal Template (templates are covered more later) and has a default paper size (eg. A4), a “default” text style and size and other default settings. When we say default it is not a bad thing. Imagine if you had 2 printers attached to your computer: One of them would be the default printer. This is the printer that is most often used. If you wanted to use the other printer you could choose it from the print dialog box. Default is like saying the “automatic choice”.

Document Names

When you create a New File, Word automatically calls it “Document 1” (or Document 2, 3, 4 depending on how many new files you open).

 The name of the File and Program is located in the title bar.



Names are also shown in the Task Bar.

It is a good idea to save your work soon after you start typing as a file on your hard disk drive just in case you lose power or something happens to your computer.

Exercise: Document Names

You should have Word running and a blank document on the screen. You should also see the word Document 1 in the title bar and Task bar.

1. **Move your mouse** to the **left most button** in the **Standard Toolbar** (it should say New Blank Document). **Click the New Blank Document button**
You have created a New Blank Document. This is the quick way to do it
2. What does it say in the Title Bar?
3. Did you notice that a new button appeared in the Task bar?
4. What is the name on the new button in the Task bar?
5. **Click the New Blank Document button** again
6. What is the name of this file?
7. The button that looks like it is indented is the Active window. Look at the Title Bar and they will match.

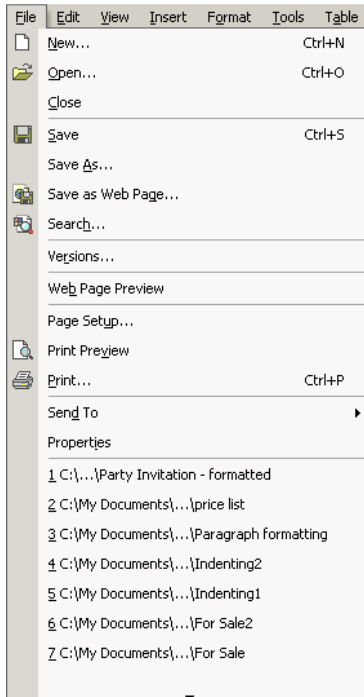
Exercise: Closing programs using Right-click

1. **Right-click** on the button in the Taskbar that says **Document 3** and from the shortcut menu that appears, **click on Close**
2. **Repeat step 1** with the button that says **Document 2**.

Opening Files

If you have completed the Beginners Series, you'd know that there are several ways to activate the Open command e.g.:

- Click on File, then choose Open from the menu list
- Click the Open button in the Standard Toolbar
- Use the Keyboard shortcut (Ctrl + O)



Mouse shortcuts – toolbars

On the left side of the common commands there is a symbol which you will also see on the Standard Toolbar.



This symbol is on the “Standard” toolbar. Click it rather than clicking on File and then Open.

Keyboard Shortcuts

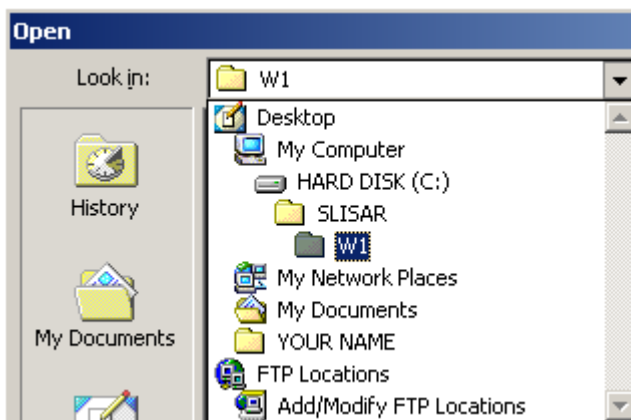
On the right side of some commands is the keyboard shortcut for activating that command, like Ctrl+S. This means press and hold the Control button down and while it is down, press and release “s”, then take your finger off the Control button.

Recently used file list

At the bottom of the File menu list are the most recently used files. Number 1 is the most recent, number 9 is the 9th last file used. If your recently used file list only goes to 4, this has been set and can be changed to 9.

Exercise: Opening a file

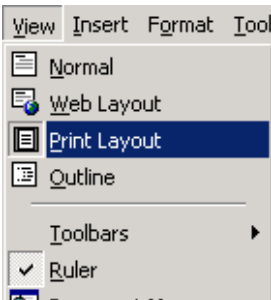
- You should have Word running, **click on File**, then **click Open**
- Click on the Look in: drop down arrow** and **click on My Computer**
- Double-click the Hard disk (C:)**
- Double-click the SLISAR folder**
- Double-click the W1 folder**, and you'll see some Word files
- Double-click the first exercise file.**



This is an example of what it would look like after you have double-clicked on W1

- click on the **Open** button again and then the **drop down arrow** to see this

View Icons



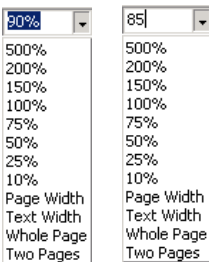
Click on the View icons to see what they do.

- ◆ **Print Layout** view is the one we prefer working in.
- ◆ **Normal** view is how most Word Processors used to look (you can't see the text in relation to the paper size and margins).
- ◆ **Web Layout** view is what your document would look like if you published it on the Internet.
- ◆ **Outline** view shows the structure of the headings in relation to each other. That's covered more in Styles (Level 3).



These buttons are at the bottom left of the Word screen.

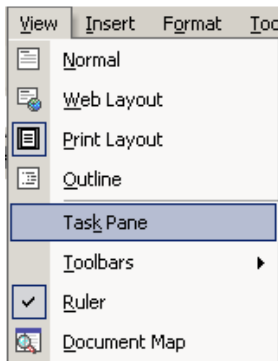
Zoom



The **Zoom** button is usually at the far right of the Standard toolbar. You normally see a number with a percentage after it and a drop down arrow to the right. The drop down arrow can be clicked on to change the zoom.

Zoom only effects how close you look at your document. It has nothing to do with how large the document will be when you print it. Consider it like a magnifying glass.

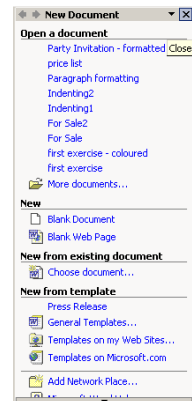
Task Pane in XP



This is new to Word XP, it shows:

- a) Recently used files
- b) Templates
- c) New Document options
- d) Web sources of information

The task pane is used in other modules to provide you with more information at your finger tips.



Exercise: Change between views

1. **Click on View** (menu bar), What is the current view?
2. **Click on Normal**. Notice that you can no longer see the edge of the white page
3. **Click on the Print Layout icon** (bottom left).

Exercise: Using Zoom

1. **Open the file first exercise** (if not already open) and **click on the zoom drop down arrow**.
2. **Click on 150**
Notice that you are much closer to the text. You now have to scroll to get to the left or right or up and down. This does not mean that the text is bigger when you actually print it
3. **Click on the zoom drop down arrow** and **click on 50** from the list.
Notice this time it is like pushing the page further away from you so that you can get a better perspective of what it looks like
4. **Click on the zoom drop down arrow** and this time **type the number 83** and **press Enter** (keyboard). Notice that you can get exactly the zoom you want, you don't have to choose it from the options available in the list
5. **Click on the zoom drop down arrow** and **select Text Width**
This is the largest you'll be able to see all your text on the screen without having to scroll left and right
6. **Click on the zoom drop down arrow** and **click on Page Width**
This will give you the best idea of how your document will look when it is printed because you can see how large the margins are and where the text stops compared to the end of the page.

Moving around your document using the keyboard

There are several ways to move around a document. Most of us know about the mouse and scroll bars but there are some other ways of using the keyboard.

Which Keys to use	Result
→ & ←	Moves one character at a time
↑ & ↓	Moves one row at a time
Ctrl + Home	Beginning of a document
Ctrl + End	End of the document
F5, Ctrl + G, or Edit(menu bar), Go To	Brings up the Find and Replace dialog box
PageDown	Top of the next screen
Page Up	Top of the previous screen
Home	Beginning of a line
End	End of a line
Ctrl + →, Ctrl + ←	Right or left one word
Ctrl + ↑, Ctrl + ↓	Up or down one paragraph
Ctrl + PgUp, Ctrl + PgDn	Up or down one page (top of page)

Browser Button



You can also use the browser button and move through the document page by page. Notice there are many other choices? The only ones we will use in this course are:



Browse by Page



Go to

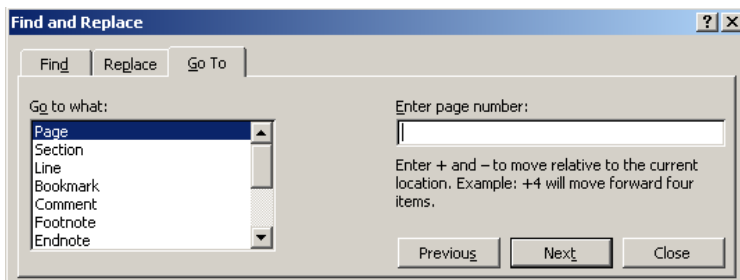


Find

SPECIAL NOTE:

Remember when you see Ctrl + →, the + means that you keep your Ctrl key pressed down while you press and release the second button. The other example we used earlier was Ctrl + O as a quick way to activate the Open command.

Find and Replace dialog box







Notice that many of the options we talk about in this page activate the Find and Replace dialog box, but take you to different tabs.

Exercise: Using the keyboard to move around text

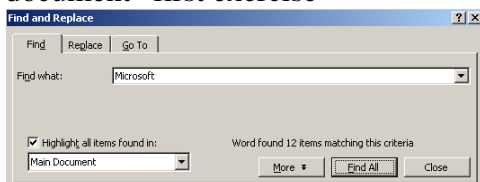
1. **Open** the file **first exercise** if it is not already open
2. Move to the end of the document by pressing **Ctrl+End**
3. Move to the beginning of the document by pressing **Ctrl+Home**
4. Move to the 3rd page by pressing **Ctrl+PgDn** **two times**
5. Move back to page 2 by pressing **Ctrl+PgUp**
6. Move to the title “Microsoft Excel” in the current page by pressing **Ctrl+↓** as many times as you need to
7. Move to the end of the current line, by **pressing** the **End** key
8. Move back to the beginning of the line by **pressing** **Home**
9. Move to the beginning of the word Excel by pressing **Ctrl+→**
10. Move to the beginning of the document by **pressing** **PgUp** several times
11. **Press** the **→** **key 5 times**
12. **Press** the **Home** **key** to get back to the beginning of the line
13. **Keep** the **first exercise** file **open** for the next exercise. Well done.

Exercise: Using the browse objects button

1. **Click** the **browser** **button**
2. Move your **mouse** to the **→** and notice it says **Go To** in the area below. **Click** it
3. **Type 3** in the **Enter page number: field** and **click** the **GoTo** **button**
4. Notice the box is still open, **click** the **Close** **button** and notice it tells you in the status bar that you are on page 3
5. **Click** on the **browse objects** **button**, then **Click** on the **Browse by Page** **button** 
6. **Press** the **double up** **arrows**  **three times** to move 3 pages up
7. **Click** the **browse objects** **button**, and **click** the **Find** **button** 
8. Type **computer** in the **Find what: field** and then **click** on the **Find Next** **button**
9. **Click** **Find Next** again, what does the computer do?
10. **Click** on the **Cancel** **button** to close the dialog box
Have a look at the double up  and double down arrows either side of the browse objects button, notice that they are blue. This means that if you click on the double-down arrow button it will continue to find the word computer
11. **Click** on the **double-down** **arrow** **twice**
Let's turn this find off and make it go back to Browse by page
12. **Click** the **browse objects** **button** and **click** on the **Browse by Page** **button** and **press** the **double-up** **arrows** until you get to the first line of the document
Notice the double up and down arrows are now black again.

TASK: More Advanced find

1. Use the Find command to see how many times the word “Microsoft” appears in the document “first exercise”



2. Replace the word Microsoft with MS
3. Cancel the find & replace box and use the double arrows above and below the browse objects button to look at each occurrence of the word MS.

Selecting (or highlighting) Text

Now that you know how to move around a document we will cover selecting text. You need to select text if you want to:

1. **make changes to it**
2. move it somewhere or
3. *change the way it looks (formatting).*

Like most things on the computer, you can select text using

- a) Keyboard, or
- b) Mouse

Using the Mouse

It is important to know that there is a selection bar in Word that can be used (and is often used by mistake) when highlighting text. It is the area in the document to the left of the left margin (we pointed it out when we had a look at the different parts of the screen).

Mouse Action	Result
Double click on a word	Highlights that word
Triple click on a word	Highlights that paragraph
Click and Drag along selected words.	Highlights the words chosen
Ctrl + Click	Highlights that sentence
Click at the beginning of a block of text and press shift (hold it down) and then click at the end of the block of text.	Highlights from where you clicked first to where you clicked last.
Click on <u>E</u> dit, <u>S</u> elect <u>A</u> ll	Highlights all the text in the document
Click in the selection bar	Highlights the text in one line
Double click in the selection bar	Highlights that paragraph
Triple click in the selection bar	Highlights all text in the document

❖ After highlighting, click anywhere in the document and the highlighting will go away.

Using the Keyboard

Here are some keyboard shortcuts you can use to highlight text if you want to.

Which Keys to use	Result
Shift + → or ←	Highlights one character to the left or right
Shift + ↓ or ↑	Highlights one line down or up
Ctrl + Shift + → or ←	One word to the right or left
Shift + End	From text cursor to the end of the line
Shift + Home	From text cursor to beginning of the line
Ctrl + Shift + ↓ or ↑	Selects a paragraph up or down
Ctrl + Shift + Home	Selects to beginning of document
Ctrl + Shift + End	Selects to end of document
Ctrl + A	Selects entire document

❖ If text is highlighted and you start typing, the highlighted text will disappear. The easiest way to fix the problem is to use **UNDO on the standard toolbar**.

Exercise: Highlight text using mouse + keyboard

You should have the first exercise file on the screen. Notice that when your mouse is over text it becomes an I-beam.

1. **Double-click** the word “**Computer**” to select it
2. **Click** on any **text that is not highlighted** and notice that the word computer is no longer highlighted
3. Move your **mouse cursor** at the **beginning** of the word “**installed**” and **click and drag** your mouse over the words “**installed on your computer**”
4. **Click** in an area **where no text is highlighted** to un-highlight the text and this time move your **mouse to the middle of the word “installed”** and **click and drag** to the **middle of the word “computer”**. Notice that the same text was highlighted?
5. **Click** in **any other line** of that paragraph
6. **Press** the **Ctrl** key and **hold it down** and then **click** on the word “**record**” (halfway down the paragraph). Notice that the entire “sentence” was highlighted
7. **Click** in a **blank part of the screen** to un-highlight the text
8. **Press Ctrl + A** and all the text in your entire document are highlighted.

Exercise: Highlight text using the selection bar

Notice that if you move your mouse to the left of the left margin your mouse cursor changes to an arrow pointing in.

1. Move your **mouse** (in the selection bar) **to the left** of the word **Software** in the **first large paragraph** and **click once**. What does it do?.....
2. **Double-click** (in the selection bar) and the entire paragraph will highlight
3. **Click and drag** (in the selection bar) to select more than one paragraph
4. **Triple-click** (in the selection bar) and the entire document will be selected
5. **Click anywhere** to un-highlight the text.

Exercise: Highlighting text using the shift key

1. **Click** your **text cursor** to the **left** of the heading “**Where do you get software**”
2. **Press and Hold** the **Shift** key down and while it is down **press and release** the **End** key
This will highlight to the end of that line
3. **Press** the **down arrow twice** to get to the beginning of the paragraph beneath this heading.
You may need to press the Home key to get to the beginning of the line
4. **Press and hold** the **shift** key and **press and release** the **right-arrow key 7 times**
Notice that this highlights one character at a time?
5. **Press** the **right-arrow** key and no more text is highlighted
6. **Press Ctrl + →** to move to the right one word at a time. Get to the beginning of the word “local”
7. **Press and hold** the **Ctrl and Shift Key down** and while they are down **press** the **→ key three times**
*Notice that it highlights one word at a time? You should have three words highlighted.
Highlighting text always depends on where your text cursor is.*

Exercise: Drag & Drop

1. In the file “first exercise” double click the word Computer (in the heading)
2. Move your mouse to the middle of the word (notice your mouse is an arrow?)
3. Click and Drag (while your mouse is an arrow) until your mouse is between the words Software & Packages. You will see a small vertical line when you are between the words. Release the mouse
4. See how you moved the word Computer. That’s drag and drop.

Editing Text

Deleting Text

There are two keys that take text away. Delete and Backspace. There are some other methods:

Action	Result
Ctrl + Backspace	Deletes the word to the left of your text cursor
Ctrl + Delete	Deletes the word to the right of your text cursor
Highlight some text and press Delete	Deletes the text you have highlighted

Inserting Text

If you want to add some text between two words all you have to do is

- position your text cursor in between the two words and
- start typing what you want to type.



The text to the right will automatically be pushed along (unless the Insert button has been turned on). Don't forget to press the Space Bar when spaces are needed.

Overtyping Text

When the word processor is in Overtyping mode, existing text will be replaced as you type, rather than be pushed along to the right.

To turn this feature on, press the Insert key (above Delete on most keyboards). The Insert button is a toggle switch, it is now turned on, press it again and the feature is turned off. Always make sure that it is turned off when you have finished with it.

You will see these following symbols in the status bar.

 Overtyping is turned off  Overtyping is turned on

Exercise: Editing text

- Open** (click File in the menu bar) the file called **first exercise** if not already opened
- Look at the **first line** in the **third paragraph** (which starts with, Software programs are installed...) and you'll see the word "**computer**"
- Move your **text cursor** to the beginning of the word **computer**
- Press the **delete** key until the word **computer is deleted** and **type in PC**
- In the fifth paragraph (which starts "**You can buy it from...**) you'll see the words **a box**. **Highlight** these words using **click and drag** and replace it with the words **retail packaging**. (After the text is highlighted you can simply start typing)
- Move** your **text cursor** (not just your mouse cursor) to the **blank line above** the heading **The End** and **press Enter**
- Type** the following sentence:

A popular web site for downloading software programs is www.download.com This is a web site where you can search for programs and download them to trial for free.
- Press Enter** one more time so that you have a line beneath it.

Exercise: Deleting a line

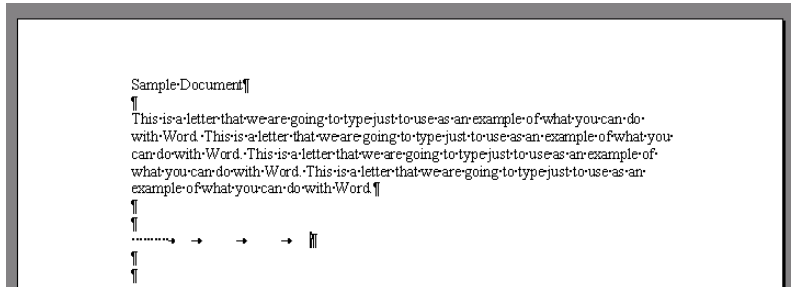
- Position your **text cursor** in the **blank line** between the heading "*Where you get software*" and the paragraph beneath it and **press the delete key** (keyboard). This deletes the Enter in that line and you don't have a gap between the heading and the paragraph now
- Close the file**; do not save the changes and **leave Word running**.

Non Printing Characters / Show Hide Button



The Show/Hide button in the Standard Toolbar, when clicked, shows you all non-printing characters and formatting.

There are some keys on the keyboard that will put a character in your Word document but it won't print out. The most obvious examples of this are: Space Bar, Enter Key, and Tab Key. Less obvious commands include Page Breaks and Section Breaks and Picture Anchors.



The Show/Hide button is turned on in this diagram and you can see where the space bar, enter and tab keys have been pressed in the document. IF the Show/Hide button was off, you wouldn't see anything after the actual text.

Many people press Enter to go all the way to the bottom of the page when they first use a Word Processor. They want to see what happens. After they have done this, they move back up to the top of the page using the

- a) arrow keys or
- b) scroll bar and then

start typing their letter. What they don't realise is that although they can't see the "Enters" they have placed on the page, the computer thinks that they need to be printed. This is the biggest cause of a second blank piece of paper printing at the end of a document. The "Enters" end up making the document go onto page 2. Remember that each of the non-printing characters is just like any other letter or number; it can be created as well as **deleted**.

Exercise: Non-printing characters

1. **Open** the file called **Risk Taking is Free**
2. **Go to the end of the document** by pressing **Ctrl + End**
3. **Press the Enter key 15 times**
4. What happened?
5. How many pages are there in this document now? (Look at the status bar).....
6. **Press the Tab key 5 times and the space bar 10 times**
7. **Click the Show/Hide button** and notice what happens
8. **Press the Backspace key** until you only have one page
9. **Close the file**, Don't save changes, but **leave Word running**

Highlighting carriage returns

Remember, when you highlight a paragraph of text, you highlighted the carriage return (the enter at the end of the line).

Keys which do not put a character on the screen

These keys move you around text which you have already put on the screen. They do not alter what you have typed.

- Arrow Keys, Home, End, Page Up, Page Down

Task: Deleting text

Open the file Steve Slisar Network Offer and search for all text that needs to be removed. Then delete them. There are three words, phrases or sentences that are really not meant to be there.

What next

You now understand how to turn selected tools on and off, how to work with text to select (highlight), edit and delete characters (including Non-printing characters) and how to see the different characters that are entered using the keyboard, but not necessarily shown on your screen (show/hide button).

Word 202

The next logical step is to understand more about the formatting options that are available to you in Microsoft Word. You'll learn how to work with the Spell Checker, how to apply font formatting, and use keyboard shortcuts to perform your tasks much quicker and look very knowledgeable in front of your peers.

You'll also learn that there are several ways to get the job done, toolbars, menu bar options, keyboard "shortcut" options, right-clicking and other options.

You'll learn about Cut, Copy and Paste, and more advanced examples of these features like Collect and Paste and how to change your page printing options.

Excel 301

If you want to learn about two of the most popular Microsoft "Desktop" application programs at the same time, you may want to take a look at Excel basics. There are many similarities between the software programs but they perform completely separate tasks.

Excel 301 is the first of several courses in Microsoft Excel, the spreadsheet program from Microsoft.