

Microsoft Word Basics

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Sample keywords and lecture notes

- Word processor- features- word wrap, pagination
- Arrow keys
- Ctrl key
- File names (up to 255 characters)
- Save & save as,
- Showing formatting marks,
- Printing options,
- Scrolling options,
- Automatic spelling and grammar checking- red or green wavy line.
- View/Print Layout- document appears on separate pages, just as it will when printed.
- View/Normal- separate pages are not displayed, just a dotted line.
- View/Zoom- to see different views.
- The Assistant (paperclip)- similar to Help menu.
- Shortcuts- Ctrl S= save, Ctrl Z= undo, Ctrl C= copy, Ctrl V= paste, etc

General notes:

Word processor- a powerful software tool that allows you to make and edit documents such as resumes, letters, etc. Words, phrases and paragraphs can easily be moved, copied, changed or deleted.

Title bar, Menu bar (drop-down), Tool bar (bold, etc), Rulers, Status bar (below), Cursor, Close, etc. Arrow keys, Ctrl key, enter, backspace etc. Word wrap, I-Beam (text insertion), arrow to expand menu, files names (up to 255 characters), save & save as, showing formatting marks, printing options, scrolling options,

Automatic spelling and grammar checking by right clicking the red or green wavy line.

View/Print Layout- document appears on separate pages, just as it will when printed.

View/Normal- separate pages are not displayed, just a dotted line.

View/Zoom- to see different views.

The Assistant (paperclip)- similar to Help menu. Turn off the Assistant from the Help menu.

Basic keyboard shortcuts-

Ctrl S= save

Ctrl Z= undo

Ctrl C= copy

Ctrl V= paste

Other shortcuts-

To just restart Windows- hold shift key & press enter while in Start/Restart mode.

Shift Key/Delete- deletes without using Recycling Bin.

Right click on taskbar & select Minimize All Windows to get rid of open windows.

Windows Key & E Key- quickly opens Explorer; F Key- for find.

Hold Alt Key down and press Tab to toggle between programs.

More keywords and lecture notes

- Previewing a document
- Undo and Redo buttons
- Highlighting text
- Character formats
- Font dialog box
- Serif (small strokes) & sans serif (solid).
- 72 points to an inch.
- Superscript and subscript
- Alignment- right, left, centered, justified.
- Line spacing- click anywhere in the text and go to Format/Paragraph.
- Page margins- File/Page Setup
- View/Header and Footer
- Pagination
- Manual page breaks
- Tab stops

General notes:

Previewing a document- File/Print Preview. Features- Page Up & Page Down, Zoom, Print.

Undo and Redo buttons

Hilighting text- double clicking, holding down the Shift key and clicking the mouse in the document, holding the Shift key and pressing the arrow, clicking to the left (w/arrow) hilights that whole sentence, select all.

Character formats- only affects the hilighted text. Paragraph formatting- affects entire paragraph cursor is in.

Font dialog box can be displayed by right clicking on hilighted text.

Serif (small strokes) & sans serif (solid).

72 points to an inch.

For best results- type in all of the text first and then go back and change parts of it.

Superscript and subscript

Alignment- right, left, centered, justified.

Line spacing- click anywhere in the text and go to Format/Paragraph.

Page margins- File/Page Setup

View/Header and Footer- switch between, insert page number button, etc.

Pagination- word automatically inserts page breaks where one page ends.

Manual page breaks- Insert/Break

Tab stops- left tab stop, center, right, decimal. Remove by selecting it from dialog box and clicking Clear.

Tab selection button- (upper left corner) toggles through the tab stops TEST THIS

Tab stops are for the current paragraph only

More keywords and lecture notes

- Cut, copy & paste
- Office clipboard
- Edit/Find
- Edit/Replace
- Thesaurus
- Indents, Hanging indents, First line indent
- Bulleted and numbered lists- button.
- Insert/Footnotes and endnotes.

- Insert/Date and Time
- Tools/Word Count
- Insert/Picture
- Format/Columns

General notes:

Office clipboard (copy command) features- stores up to 12 copied or cut items. Paste All, Clear.

Edit/Find- advanced features- Match case option to find the same capitalization. Find whole words only- not part of another word.

Edit/Replace- tab and paragraph characters may be used in the search to locate words at the beginning of sentence.

Thesaurus- a collection of synonyms.

Indents- it is possible to decrease the width of lines of text in a specific paragraph by using indents. Use the Format/Paragraph or by dragging markers on the ruler.

Hanging indents- Format/Paragraph & Indents and Spacing (Special drop down menu).

First line indent- indents the first line for a new paragraph (after enter is hit)

Bulleted and numbered lists- button.

Insert/Footnotes and endnotes. Edit by clicking directly on the footnote.

Insert/Date and Time (can also be done with a footer)

Tools/Word Count

Insert/Picture- clipart. Features- search box, Back button, actually inserting it, resizing it.

Format/Columns. Features- Width option for different widths.

More keywords and lecture notes

- Tables- setting up, aligning, resizing, etc.
- Cell is the intersection of a row and a column. Use the tab key to move around.
- Insert/Symbol- to insert special characters.
- Tools/Language/Hyphenation
- Hyphenation zone
- Format/Style
- Using the Show Heading buttons
- Table of contents & index
- Creating sections
- Insert/Hyperlink
- E-mailing an existing document

- Tools/Macros

General notes:

Tables consist of rows and columns that are set to make information easier to read and understand (instead of tabs). Cell is the intersection of a row and a column. Use the tab key to move around. Inserting a table with the Table button (quick drag out) or the Table/Insert Table (for larger tables).

Align a table by clicking in it and selecting the alignment.

Highlight a column by moving the pointer to the boundary at the top and clicking.

Dragging the divider bar to increase or decrease the column's width.

Insert row button and the Insert column button on the Standard toolbar TRY OUT

To delete a row- highlight it and select the Delete Rows command from the Table menu.

Insert/Symbol- to insert special characters.

Tools/Language/Hyphenation- to control the hyphenation options. The Hyphenation Zone option specifies the amount of space to leave between the last word in a line and the right margin. Limit Consecutive Hyphens, etc.

A built-in style is applied to a paragraph by placing the cursor in the desired paragraph and then selecting the style from the drop-down list. Styles help give a consistent look to the document.

Format/Style- you can select many other styles. Click the Apply button. You can also create a new style using the New and Modify buttons in the Style dialog box.

View/Outline- allows you to easily see and modify the organization of a document. Word uses built-in styles to determine heading levels and body text. (Body text= small square, headings- plus sign, etc). Use the Promote and Demote buttons to change heading levels.

Using the Show Heading buttons (1234567) only shows those headings

Table of contents- Insert/Index and Tables. The TOC is based on built-in styles and needs to be regularly updated (F9 key). Each entry is a hyperlink to the corresponding heading.

Creating sections- place the cursor where you want the section to end and select Insert/Break. From the dialog box, you can select: Next Page- inserts a section break there and starts the section on a new page. Any formatting that is added is only applied to that section.

Using section headers and footers- a different header or footer can be created for a section by first placing the cursor in the header or footer box, and then deselecting the Same as Previous button on the Header and Footer toolbar. Now a new header and footer can be applied to that section: select the *Start at* radio button and enter the appropriate page number.

Use the Format Page Number button (#) on the Header and Footer toolbar to display options such as Roman numerals, page numbering options, etc.

Insert/Hyperlink- creates a hyperlink to a Web site or other part of the Word document. You can also display different text (instead of the hyperlink). Hyperlinks to another part of the document are based on heading 1,2 etc.

E-mailing an existing document- click the E-mail button on the Standard toolbar.

Mailing labels- Tools/Envelopes and Labels. Select the Labels tab and enter the text you want. Enter the text for the label. Click the Options button to select the desired Avery label.

Recording macros- A macro is a repeated series of steps used to automate routine tasks. Tools/Macros & select the Record New Macro command. Perform the steps. Use the Pause Recording and the Stop Recording buttons.

Run the macro- place the cursor where you want to place the new macro, select Tools/Macro & click on the macro and select the Run button.

Source: I gathered these notes while teaching Social Science 10 at Chico State for over four years. Most of the material came from *A Guide to Microsoft Office 2000 Professional for Windows 98*, by Presley, Brown, Grassman & Malfas.