

Microsoft Word
Part1

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

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 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 document with 100 pages can be saved as one file.

Creating a document

Start MS Word

Step 1:

Open the **Start Menu**.

Step 2:

Open the **Program Menu**.

Step 3:

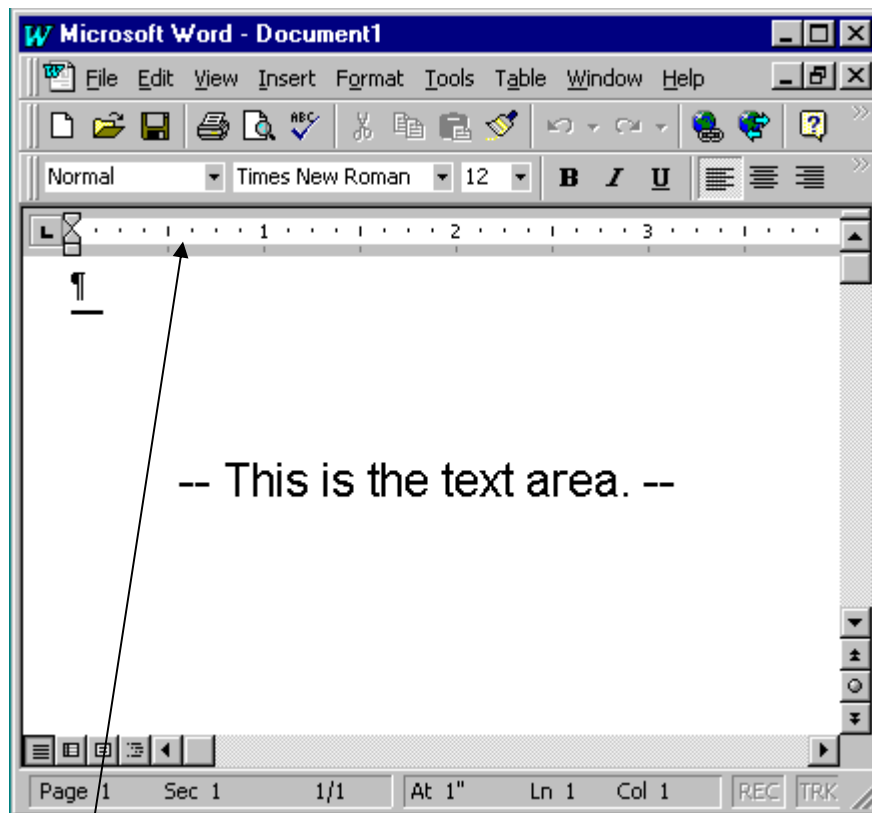
Find Microsoft Word on the Program Menu (usually under Microsoft office and left click once.

This is also called “opening the program” or “launching the program.”

If there is a shortcut for Microsoft Word on the Desktop, or if you have the Microsoft Office Icon on the tool bar you can double-click the Microsoft Icon to open the program.

Typing in MS Word

Text Area



Just below the ruler is a large area called the "text area." You type your document in the text area. The blinking vertical line in the upper left corner of the text area is the cursor. It marks the insertion point. As you type, your work will show at the cursor location.

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.
- Never press the Enter key in middle of a paragraph. The lines will automatically go to the next line-unlike a typewriter!
- If you would like a blank line, press the Enter key twice.

- Use the Tab key to indent a paragraph.
- Type two spaces after each period (and one space 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 through out the document** without erasing, and without making extra spaces, use the four arrow keys (also called cursor keys).
- If you are typing ALL CAPITAL LETTERS, press the Caps Lock key once. Press Caps Lock to return to normal text.
- 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 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 the beginning of 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 by placing your mouse cursor somewhere and clicking once. Try typing more text in the place where you moved the cursor.

Saving a document

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

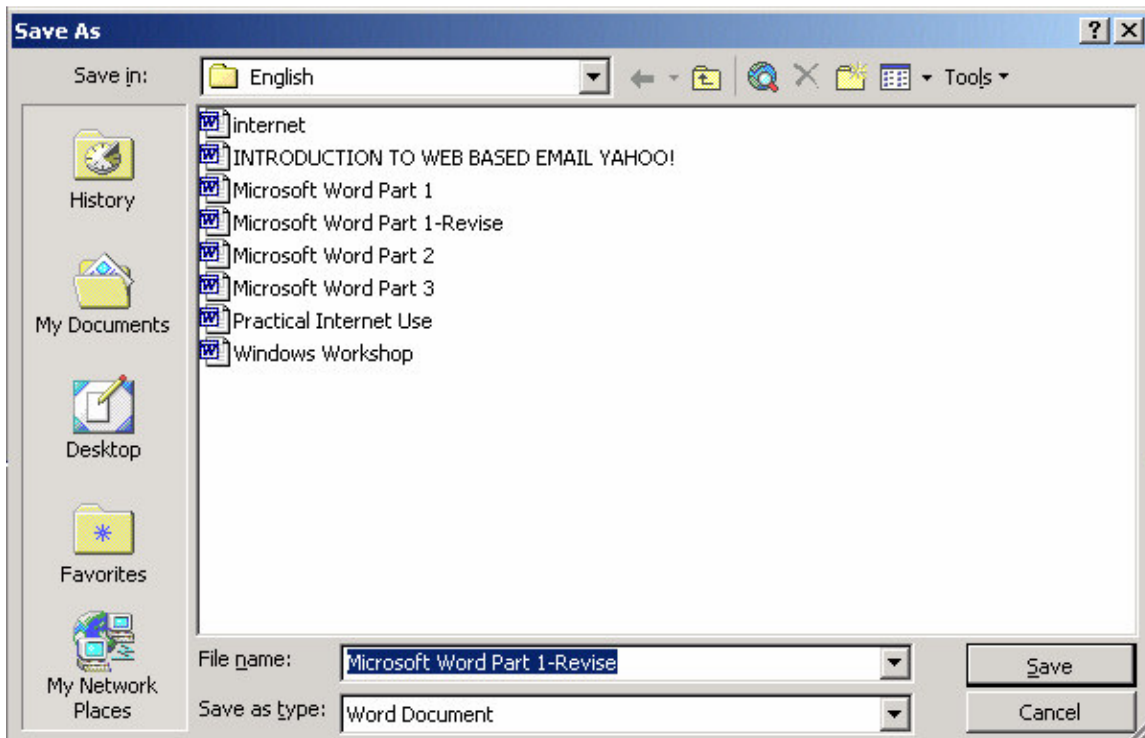


The Standard Toolbar

Step 1:

Click the **Save button** on the Standard toolbar. It is the button in the upper left corner 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 that you are saving the document, the **Save As window** will open. This is how you choose where to put the file and what name you give to it. This is 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.

Step 3:

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

*When choosing a name avoid spaces, symbols, & etc.

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 saved things to your document or make changes, just click the **Save button** on the Standard Toolbar. The button looks like a little diskette floppy disk.

Printing a document

There are two ways to print a document.

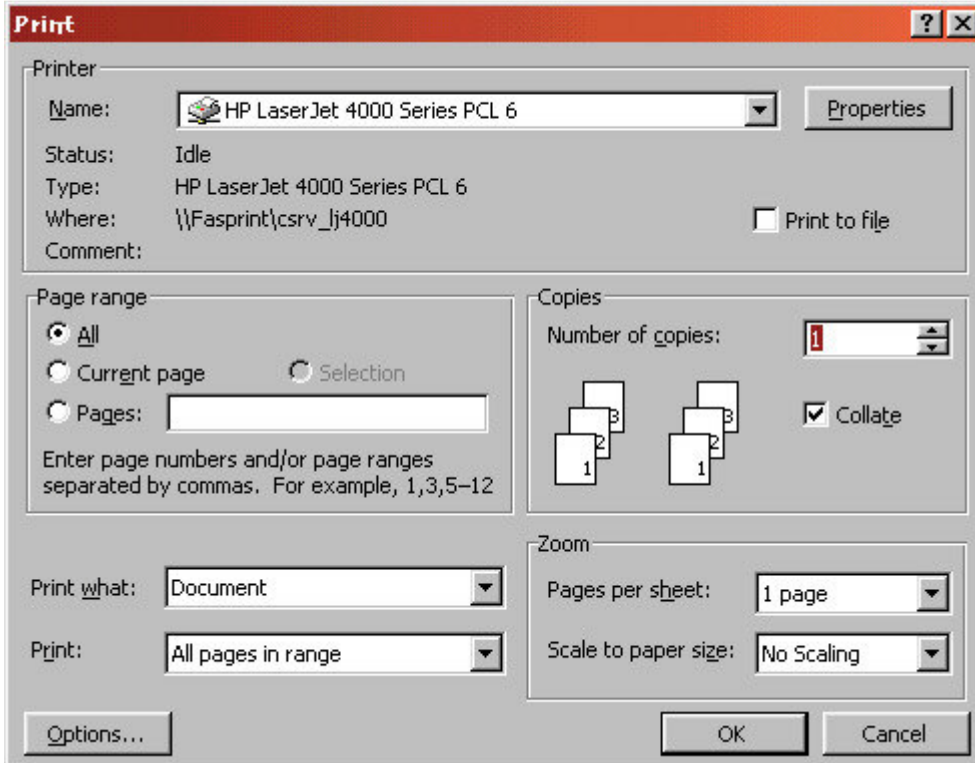
The simplest way is to click the Print button on the Standard Toolbar.



When you do this, the active document (the one you see open) will be printed, if your computer is connected to a printer.

The other way is to open the File menu and click Print. The Print dialog box will open.

This box gives you the options:



- You can choose a different printer. In an office, when computers are on a network, you may be connected to more than one printer. Maybe one prints color/ maybe another one has extra-large paper.
- You can choose to print out part of a document. If you made changes only to get 3 pages from 10 page document, this saves paper; you can print just the 3 pages and nothing else. To do this check the “Pages:” circle and indicate which pages you would like to print. For example from a 10 page document if you type in 5-7 in the bar next to “Pages:” pages 5, 6, and 7, will print.
- You can choose to print more than one copy.

If you want one or more copies of all the pages of the document select the number of copies under “Number of copies:”, then click the **Print** button.

Print Preview

On the file menu, click Print Preview. This will show you exactly what the document will look like after it’s printed. You don’t need to do this with simple documents. Later, when you add headings, graphics, or headers and footers, you will want to check to see how it looks before you print.

The simplest way is to click on the Print Preview button on the Standard toolbar.



Practice:

- Open the document that you have created.
- Open the **File** menu and click **Print Preview**.
- Use the scroll bar on the right to see each one of three pages.
- Use the magnifying glass to see a full size page. Your cursor will change to the magnifying glass when you move it onto the page. Click once to make three print full size. Click again to make it small and see the whole page at once.
- Click the button labeled **Close** to close the Print Preview window and return to the regular document. NOTE: This is not the normal Close button (the little X)-it says Close.

Closing a document

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

Step 1:

Open the File menu.

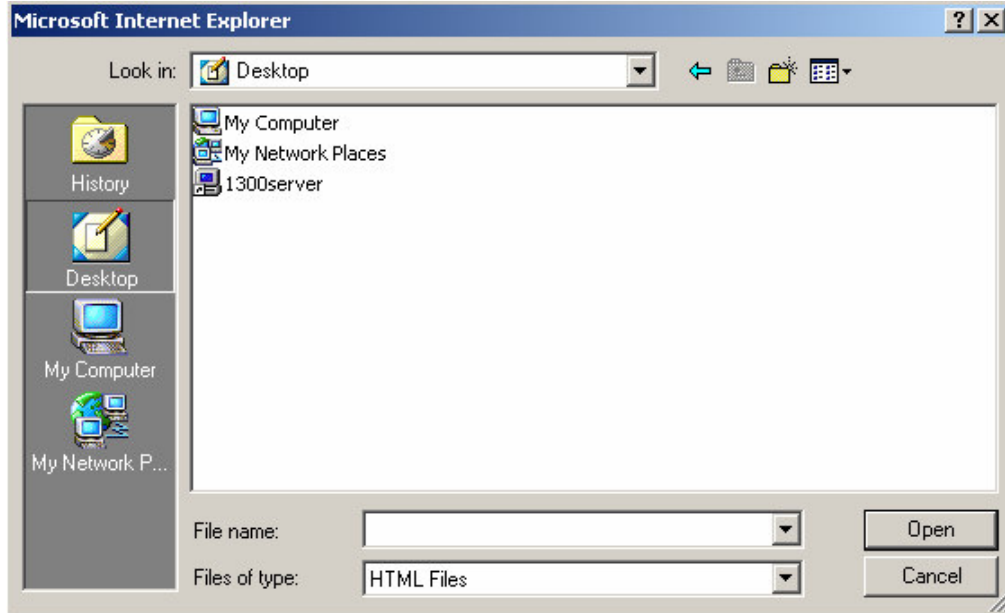
Step 2:

Click Close. (The document goes away.)

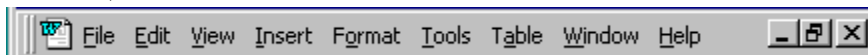
Practice:

- 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.

Editing a document



Opening a document



- 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 that 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 will see all the files inside that folder.

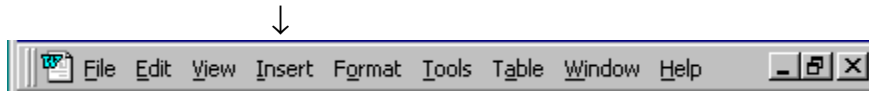
Tip: Some files are listed on the File menu, at the bottom. If you want to open your document fast, look on the File menu first. These files are the ones opened most recently. If you have not opened your document in a few days, you will not see it on this list.

Practice:

- Open the document that you saved before. (If you can't find it, use **File** and 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. It doesn't need to be the one that you wrote.
- Close the second document. Notice that the first one that you opened is still there.
- Close the first document.
- Practice using the **Look In** box on the **Open** dialog box.

To Insert Symbols

1. Choose Insert in the menu bar.



2. Click on Symbol. Look for the symbol of your choice
3. Click insert for as many symbols as you would like
4. Click Close.

Practice:

1. Create a new document. Double space and center document both horizontally and vertically.
2. Type the following lines as shown below, inserting the check marks and diamonds as needed. (For a check mark use the symbol font and for the diamond use monotype sorts.

◆◆◆◆

Selecting block of text

First you need to 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 cursor is on). Triple click to select the whole paragraph
2. Click to drag: Put the mouse cursor where you want to start. Click the mouse button and hold it down, then drag to where you want it to end. Let go 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.

Cut, Copy and Paste Text



These three functions are used a lot-not only in MS Word, but in many other Windows applications as well. In Microsoft Word, you can cut (delete) text from one area of the document and save that text so it can be pasted elsewhere in the document. When you cut text, it is stored on the Clipboard. Information stored on the Clipboard stays there until new information is either cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste Clipboard information as often as you like.

To Cut - Using the Menu Bar

1. Type the following:

I want to move. I am content where I am.

2. Highlight "I want to move."

3. Click on Edit.

4. Highlight Cut. Click on this and press enter.

5. Your text should now read:

"I am content where I am."

To Paste - Using the Menu Bar

1. Place the cursor after the period in the sentence "I am content where I am."

2. Press the Spacebar to leave a space.

3. Click on Edit.

4. Highlight Paste. Click on this and press enter.

5. Your text should now read.

"I am content where I am. I want to move."

Alternate Method -- Cut by Using the Icon

1. Type the following:

I want to move. I am content where I am.


2. Highlight "I want to move."

3. Click on the Cut icon .

4. Your text should now read.

5. "I am content where I am."

Alternate Method -- Paste by Using the Icon

1. Place the cursor after the period in the sentence
"I am content where I am."
2. Press the Spacebar to leave a space.
3. Click on the Paste icon .
4. Your text should now read.
5. "I am content where I am. I want to move."

Alternate Method -- Cut by Using Keys

1. Type the following:
I want to move. I am content where I am.
2. Highlight "I want to move."
3. Press Ctrl-x.
4. Your text should now read.
5. "I am content where I am."

Alternate Method -- Paste by Using Keys

1. Place the cursor after the period in the sentence: "I am content where I am."
2. Press the Spacebar to leave a space.
3. Press Ctrl-v.
4. Your text should now read.
5. "I am content where I am. I want to move."

Copy and Paste

In Microsoft Word, you can copy text from one area of the document and place that text elsewhere in the document. As with cut data, copied data is stored on the Clipboard.

Copy - Using the Menu


1. Type the following:
You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."
3. Click on Edit.
4. Highlight Copy. Press Enter.

Paste - Using the Menu


1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the Spacebar to leave a space.
3. Click on Edit.
4. Highlight Paste. Press Enter.

5. Your text should now read:
"You will want to copy me. One of me is all you need. You will want to copy me."

Alternate Method -- Copy by Using the Icon

1. Type the following:
You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."
3. Click on the Copy icon .

Alternate Method -- Paste by Using the Icon

1. Place the cursor after the period in the sentence: "One of me is all you need."
2. Press the Spacebar to leave a space.
3. Click on the Paste icon .
4. Your text should now read:
5. "You will want to copy me. One of me is all you need. You will want to copy me."

Alternate Method -- Copy by Using Keys

1. Type the following:
You will want to copy me. One of me is all you need.
2. Highlight "You will want to copy me."
3. Press Ctrl-c.

Alternate Method -- Paste by Using Keys

1. Place the cursor after the period in the sentence "One of me is all you need."
2. Press the Spacebar to leave a space.
3. Press Ctrl-v.
4. Your text should now read:
5. "You will want to copy me. One of me is all you need. You will want to copy me."

Undo and Redo

You can quickly undo most commands you execute by using Undo. If you then change your mind, you can use Redo.

1. Type **Undo example**.
2. Click on Edit.
3. Highlight Undo Typing. Click on this or press Enter.
4. The typing should disappear.
5. Click on Edit.
6. Highlight Redo Typing. Click on this or press Enter.
7. The typing should reappear.
8. Highlight "Undo example."
9. Press Ctrl-b to bold.
10. Click on Edit.
11. Highlight Undo Bold. Click on this or press Enter.
12. The bolding should be removed.
13. Click on Edit.
14. Highlight Redo Bold. Click on this or press Enter.
15. Your text should be bold again.

Undo & Redo by Using Keys

1. Type: **Undo example**.
2. Press Ctrl-z. The typing should disappear.
3. Press Ctrl-y. The typing should reappear.
4. Highlight "Undo example."
5. Press Ctrl-u to underline.
6. Press Ctrl-z. The underline should be removed.
7. Press Ctrl-y. The underline should reappear.

Basic formatting of text



The Formatting Toolbar

Boldface, italics, and underlining are done with three buttons on the Formatting Toolbar near the top of the Word program window. They look like:



1. Select the text you want to format.
2. Click the button for the kind of formatting you want : B= bold, I=italics, 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 Formatting toolbar appear.

Practice:

-Select one word in your story and make it bold.

- Select one word in your paragraph 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 in the toolbar. (The underlining should go away for the selected word.)
- Experiment with taking away the underlining, boldface, and italics.

Experiment with combining these formats. Make a sentence both italics and underlined, or all three: bold, italic and underlined.

Font Size

In Microsoft Word, you can change the size of your font (text). The following exercise illustrates changing the font size.

Change Font Size - Using the Menu

1. Type the following:
I am the smallest. I am a little bigger. I am the biggest.
2. Highlight "I am the smallest."
3. Click on Format.
4. Highlight Font. Click on this or press Enter.
5. Click on the Font tab, if it is not in the front.
6. Type **8** in the Size field, or click on 8 in the box below the Size field.
7. Click on OK.
8. Highlight "I am a little bigger."
9. Click on Format.
10. Highlight Font. Click on this or press Enter.
11. Click on the Font tab, if it is not in the front.
12. Type **14** in the Size field, or click on 14 in the box below the Size field.
13. Click on OK.
14. Highlight "I am a the biggest."
15. Click on Format.
16. Highlight Font. Click on this or press Enter.
17. Click on the Font tab, if it is not in the front.
18. Type **24** in the Size field, or click on 24 in the box below the Size field.
19. Click on OK.

20. Your text should now look similar to the following:

"I am the smallest. I am a little bigger. **I am the biggest.**"

Alternate Method -- Change Font Size by Using the Toolbar



1. Highlight:
"I am the smallest. I am a little bigger. I am the biggest."
2. Press Ctrl-Spacebar to set the formatting back to the default.
3. Highlight "I am the smallest."
4. In the Font Size box on the Tool Bar, type **8**.
5. Press Enter.
6. Highlight "I am a little bigger."
7. In the Font Size box on the Tool Bar, type **14**.
8. Press Enter.
9. Highlight "I am a the biggest."
10. In the Font Size box on the Tool Bar, type **24**.
11. Press Enter.

Fonts

In Microsoft Word, you can change the font (the "family" of type you use for your text). This feature is illustrated in the following exercise:

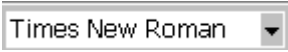

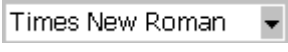
Change the Font - Using the Menu

1. Type the following:
Arial Courier Times New Roman
2. Highlight "Arial."
3. Click on Format.
4. Highlight Font. Click on this or press Enter.
5. Click on the Font tab, if it is not in the front.
6. In the box below the Font field, click on "Arial."
7. Click on OK.
8. Highlight "Courier."
9. Click on Format.
10. Highlight Font. Click on this or press Enter.
11. Click on the Font tab, if it is not in the front.
12. In the box below the Font field, click on "Courier."
13. Click on OK.
14. Highlight "Times New Roman."

15. Click on Format.
16. Highlight Font. Click this or press Enter.
17. Click on the Font tab, if it is not in the front.
18. In the box below the Font field, click on "Times New Roman."
19. Click on OK.
20. Your text should now look similar to the following:
 "Arial Courier Times New Roman"

Alternate Method -- Change the Font by Using the Formatting Toolbar



1. Highlight "Arial Courier Times New Roman."
2. Press Ctrl-Spacebar. Ctrl-Spacebar sets the formatting back to the default.
3. Highlight "Arial."
4. Click to open the Font pull-down menu  on the Formatting toolbar.
5. Click on "Arial."
6. Next, highlight "Courier."
7. Click to open the Font pull-down menu  on the Formatting toolbar.
8. Click on "Courier."
9. Next, highlight "Times New Roman."
10. Click to open the Font pull-down menu  on the Formatting toolbar.
11. Click on "Times New Roman."
12. Your text should now look similar to the following:
13. "Arial Courier Times New Roman"

Highlighting Text

Highlighting by Using the F8 (or Shift) and Arrow Keys

*F8 and Shift are interchangeable in this case. **Shift** must stay pressed while you highlight while the **F8** key does not.

1. Place the cursor before or after the text you wish to highlight and click the left mouse button.
2. Press the F8 key (or Shift), which will serve as an "anchor" showing where text you wish to highlight begins or ends.
3. Press the appropriate arrow key (left arrow to move to the left, or right arrow to move to the right) until the text is highlighted. You can use the up or down arrow key to highlight one line at a time. Press Esc to remove the anchor.

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.

Paragraph formatting

Line Spacing

Line Spacing sets the amount of space between lines within a paragraph. Single spacing is the default. The spacing for each line is set to accommodate the largest font on that line. If there are smaller fonts on the line, there will appear to be extra space between lines where the smaller fonts are located. At 1.5 lines, the Line Spacing is set to one-and-a-half times the single-space amount. For double-spaced lines, the line spacing is set to two times the single-space amount.

Practice:

1. Highlight the first paragraph you typed.
2. Click on Format.
3. Highlight and click on Paragraph. Press Enter.
4. Click on the Indents and Spacing tab, if that tab is not in the front.
5. Click to open the drop-down menu on the Line Spacing field.
6. Click on 1.5 Lines.
7. Click on OK.
8. Your line spacing for the paragraph should now be 1.5.

First-Line Indent

This exercise will demonstrate how you can indent the left side of the first line of your paragraph, as in the following example.

Example -- First-line Indent

The first-line indent feature indents the first line of the paragraph. The amount of the indent is specified in the By field. The remainder of the paragraph is indented by the amount specified in the Indentation field.

Practice:

1. Highlight the second paragraph you typed.
2. Click on Format.

3. Highlight and click on Paragraph. Press Enter.
4. Click on the Indents and Spacing tab, if that tab is not in the front.
5. Click to open the drop-down menu on the Special field.
6. Click on First Line.
7. Enter **0.25"** in the By field.
8. Click on OK.
9. The first line of your paragraph should now be indented .25 inches.

Special Note: To remove the first line indent:

1. Place the cursor anywhere in the paragraph.
2. Click on Format.
3. Highlight Paragraph. Press Enter.
4. Click on the Indents and Spacing tab, if that tab is not in the front.
5. Click in the Special pull-down menu; then click on None.
6. Click on OK.

Indentation

Indentation allows you to indent your paragraph from the left or right margin. The following examples show different types of indentation.

Example -- Indentation

We will use this paragraph to illustrate several Word features. It will be used to illustrate Space Before, Space After, and Line Spacing. Space Before tells Word how much space to leave before the paragraph. Space After tells Word how much space to leave after the paragraph. Line Spacing sets the space between each line within a paragraph.

We will use this paragraph to illustrate some additional Word features. It will be used to illustrate first-line indent. With first-line indent, you can indent the first line of your paragraph. We will also look at Indentation. Indentation enables you to indent from the left or right margins of your document.

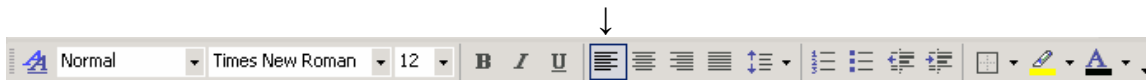
Practice:

1. Highlight the second paragraph, beginning with "We will use" and ending with "of your document."
2. Click on Format.
3. Highlight Paragraph. Press Enter.
4. Type **1"** in the Left field.
5. Type **1"** in the Right field.

6. Click on OK.
7. Your paragraph should now be indented one inch from both the left and right margins, as in the example.

Alignment

Microsoft Word gives you a choice of several types of alignment. Left-justified text is aligned on the left side. It is the default setting.



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).

In addition to the toolbars you can also use the menu bar to access the formatting tools.

Example -- Left-Justified

Sample Paragraph

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text is flush on both sides.

Right-justified text is aligned on the right side.

Example -- Right-Justified

Sample Paragraph

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text is flush on both sides.

Centered text is centered between the left and right margins.

Example -- Centered

Sample Paragraph

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned with on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text is flush on both sides.

Justified text is flush on both sides.

Example -- Justified

Sample Paragraph

This is a sample paragraph. It is used to illustrate alignment. Left-justified text is aligned on the left. Right-justified text is aligned on the right. Centered text is centered between the left and right margins. You can use Center to center your titles. Justified text if flush on both sides.

The following exercises demonstrate how to justify text.

Right Justify

1. Return to the first paragraph you typed, beginning with "We will use" and ending with "within a paragraph." Highlight the paragraph.
2. Click on Format.
3. Highlight Paragraph. Click on this or press Enter.
4. Click on the Indents and Spacing tab, if that tab is not in the front.
5. Click to open the Alignment pull-down menu.
6. Click on Right.
7. Click on OK.
8. The paragraph should now be right-aligned.

Left Justify

1. Highlight the first paragraph you typed, beginning with "We will use" and ending with "within a paragraph."
2. Click on Format.
3. Highlight Paragraph. Click on this or press Enter.
4. Click on the Indents and Spacing tab, if that tab is not in the front.
5. Click to open the Alignment pull-down menu.
6. Click on Left.
7. Click on OK.
8. The paragraph should now be left-aligned.


Alternate Method -- Right Justify by Using Keys

1. Highlight the text.
2. Press Ctrl-r.
3. The paragraph should now be right-aligned.


Alternate Method -- Left Justify by Using Keys

1. Highlight the text.
2. Press Ctrl-l.
3. The paragraph should now be left-aligned.

Alternate Method -- Right Justify by Using the Icon

1. Highlight the text.
2. Click on the Align Right icon .
3. The paragraph should now be right-aligned.

Alternate Method -- Left Justify by Using the Icon

1. Highlight the text.
2. Click on the Align Left icon .
3. The paragraph should now be left-aligned.

Center - Using the Menu

1. Highlight the first paragraph you typed, beginning with "We will use" and ending with "within a paragraph."
2. Click on Format.
3. Highlight Paragraph. Click on this or press Enter.
4. Click on the Indents and Spacing tab, if that tab is not in the front.
5. Click to open the Alignment pull-down menu.
6. Click on Centered.
7. Click on OK.

Justify - Using the Menu



1. Highlight the first paragraph you typed, beginning with "We will use" and ending with "within a paragraph."
2. Click on Format.
3. Highlight Paragraph. Press Enter.
4. Click on the Indents and Spacing tab, if that tab is not in the front.
5. Click to open the Alignment pull-down menu.

6. Click on Justified.
7. Click on OK.

Alternate Method -- Justify and Center by Using Keys

1. Highlight the text.
2. Press Ctrl-e. The text should now be centered.
3. Press Ctrl-j. The text should now be justified.

Alternate Method -- Justify and Center by Using the Icon

1. Highlight the text.
2. Click on the Center icon . The text should now be centered.
3. Click on the Justify icon . The text should now be justified.

Using The Tab Key

The default tab setting for Microsoft Word is .5 inches. If you press the Tab key, the cursor will move 1/2 inch across the page and an arrow will appear on the screen. The arrow is a nonprinting character, so when you print your document the arrow will not print.

Illustration

1. Press the Tab key a few times. Note how you move across the page.

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

Normal view

Normal view is the most often used and shows such formatting as line spacing, font, point size, and italics. Multiple-column text is displayed in one continuous column.

Outline view

Outline view displays the document in outline form. Headings can be displayed without the text. A heading can be moved and the accompanying text moved with it.

Page Layout view

The Page Layout view shows the document as it will look when it is printed.

Online Layout view

The Online Layout view optimizes the document for online viewing (viewing the document in a browser).

Before moving ahead, check to make sure you are in Normal view:

1. Point to View on the Menu bar.
2. Click the left mouse button.
3. The icon next to Normal should be depressed. If the icon next to normal is depressed, press Esc twice to close the menu. If the icon next to Normal is not depressed, continue on to the next step.
4. Highlight Normal.
5. Press Enter. You should now be in Normal view.

Other Tools

Spell Check

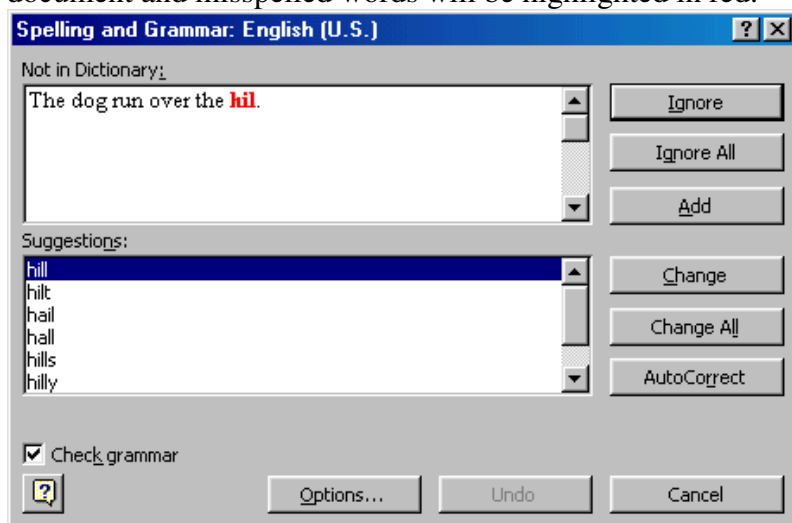
Word checks your spelling and grammar as you type.

Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. Word will automatically check for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Grammar errors are indicated by a green underline. To disable this feature, select **Tools|Options** from the menu bar and click the **Spelling and Grammar tab** on the dialog box. Uncheck "**Check spelling as you type**" and "**Check grammar as you type**", and click **OK**.

To use the spelling and grammar checker, follow these steps:

- Select **Tools|Spelling and Grammar** from the menu bar.

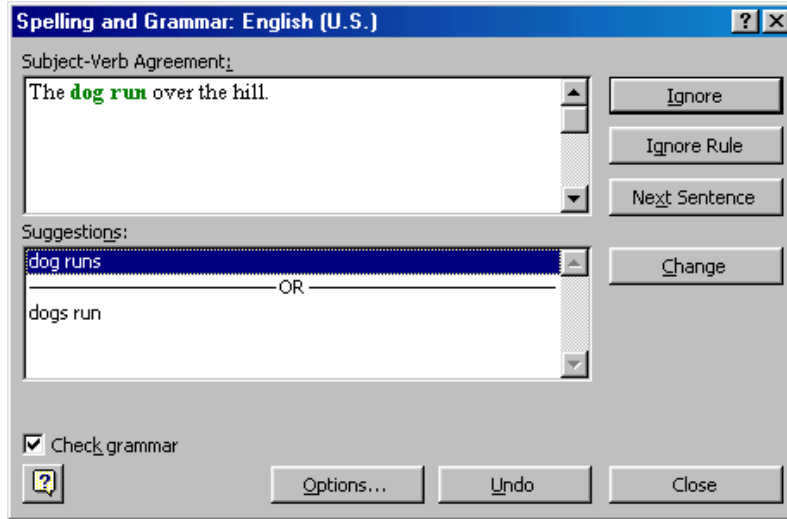
The **Spelling and Grammar** dialog box will notify you of the first mistake in the document and misspelled words will be highlighted in red.



- If the word is spelled correctly, click the **Ignore** button or click the **Ignore All** button if the word appears more than once in the document.
- If the word is spelled incorrectly, choose one of the suggested spellings in the **Suggestions** box and click the **Change** button or **Change All** button to correct all occurrences of the word in the document. If the correct spelling is not suggested, enter the correct spelling in the **Not In Dictionary** box and click the **Change** button.
- If the word is spelled correctly and will appear in many documents you type (such as your name), click the **Add** button to add the word to the dictionary so it will no longer appear as a misspelled word.

As long as the **Check Grammar** box is checked in the **Spelling and Grammar** dialog box, Word will check the grammar of the document in addition to the spelling. If you do not want the grammar checked, remove the checkmark from this box. Otherwise, follow these steps for correcting grammar:

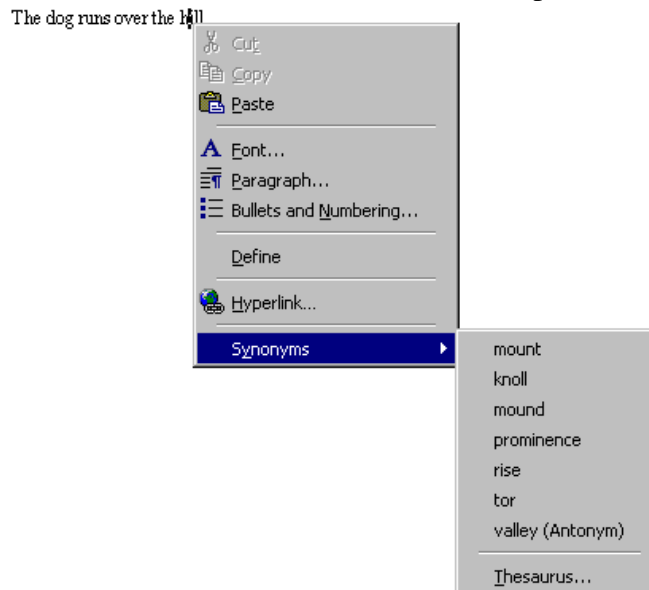
- If Word finds a grammar mistake, it will be shown in the box as the spelling errors. The mistake is highlighted in green text.



- Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.
- If no correction is needed (Word is often wrong more than it is right), click the **Ignore** button.

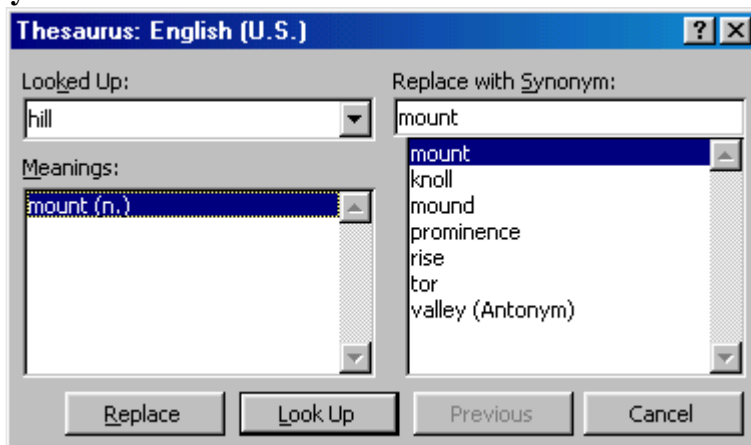
Synonyms

Word 2000 has a new feature for finding synonyms. Simply right-click on the word and select **Synonyms** from the shortcut menu. From the list of suggested words, highlight the word you would like to use or click **Thesaurus...** for more options.




Thesaurus

To use the thesaurus, select **Tools|Language|Thesaurus** from the menu bar or select it from the **Synonyms** shortcut menu as detailed above.



A list of meanings and synonyms are given on the windows. Double-click on the words in the **Meanings** box or click the **Look Up** button to view similar words. Double-click words in the **Replace with Synonym** box to view synonyms of those words. Highlight the word you would like to add and click the **Replace** button.

Practice

1. Type the following exactly as shown. Include all errors.
Open thr door for Mayrala. She is a teacher from the town of Ridgemont.
2. Highlight: "Open thr door for Mayrala. She is a teacher from the town of Ridgemont."
3. Press F7 or click on the Spelling icon  on the Standard toolbar.
4. "The" is misspelled so it is highlighted on the screen and noted in the Not in Dictionary box.
5. Word suggests correct spellings. These suggestions are found in the Suggestions box.
6. To change the word to the correct spelling, make sure "the" is highlighted in the Suggestions box. Click on Change.
Note: If the word is misspelled in several places in the document, click on Change All to correct all misspellings.
7. The name "Mayrala" is not in the dictionary, but it is correct. Press Ignore to leave "Mayrala" in the document with its current spelling.
Note: If a word appears in several places in the document, click on Ignore All so you are not prompted to correct the spelling for each occurrence.

8. "Ridgemont" is not found in the dictionary. If you frequently use a word not found in the dictionary, you should add that word to the dictionary by pressing the Add button. Word will then recognize the word the next time it encounters it. Click on Add.
9. The following should appear on your screen: "Word finished checking the selection. Do you want to continue checking the remainder of the document?"
10. Click on No. If you wanted Word to spell-check the entire document, you would have clicked on Yes.

Find and Replace

If you need to find a particular word or piece of text, you can use the Find command. If you want to search the entire document, simply execute the Find command. If you want to limit your search to a selected area, highlight that area and then execute the Find command.

After you have found the word or piece of text you are searching for, you can replace it with new text by executing the Replace command.

Find - Using the Menu

1. Type the following:
Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School.
2. Highlight: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
3. Click on Edit.
4. Highlight Find. Press Enter.
5. Type **east** in the Find What field.
6. Click on Find Next.
Note that the "East" in Easton is highlighted.
7. Click on Find Next.
Note that "east" is highlighted.
8. Click on Find Next.
Note that the "East" in Eastern is highlighted.
9. Click on Find Next. The following message should appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"
10. Click on No.
11. Click on Cancel.

Alternate Method -- Find by Using Keys

1. Highlight: "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Press Ctrl-f.
3. Follow steps 5 through 11 in the preceding section.

Replace - Using the Menu

1. Highlight "Monica is from Easton. She lives on the east side of town. Her daughter attends Eastern High School."
2. Click on Edit.
3. Highlight Replace. Press Enter.
4. Type "east" in the Find What box.
5. Click on Find Next. Do not replace the "East" in "Easton."
6. Click on Find Next.
7. In the Replace With box, type **west**.
8. Click on Replace.
9. The "East" in Eastern is highlighted.
10. Click on Replace.
11. The following message will appear: "Word has finished searching the selection. Do you want to search the remainder of the document?"
12. Click on No.
13. Click on Close.
14. Your text should now read:
"Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."

Alternate Method -- Replace by Using Keys

1. Highlight "Monica is from Easton. She lives on the west side of town. Her daughter attends Western High School."
2. Press Ctrl-h.
3. Follow steps 4 through 13 in the preceding section, but type **East** in the Replace With box.