Microsoft Word 101

Typing and Using the Backspace Key

To capitalize, hold down the Shift key while typing the letter. Use the Backspace key to delete text. You do not need to press Enter to start a new line because Microsoft Word automatically continues to the next line. Press Enter to start a new paragraph.

Activity

1. Type the following sentence:
   Joe has a house.

2. Now delete the word "house." Using the mouse, place the cursor between the period and the "e" in "house."

3. Press the Backspace key until the word "house" is deleted.

4. Type the word boat where house used to be. The sentence should now read
   Joe has a boat.

Bold, Underline, and Italicize

You can **bold**, <u>underline</u>, and *italicize* a single piece of text when using Word or you also can combine these features.

Activity
Use the sentence that you just typed: Joe has a boat.

Bold by Using the Icon

1. Highlight the word "boat". Highlight by placing the cursor in front of the b in boat. Then hold down the left button of your mouse and drag it to the right until the word boat is highlighted.

2. Click the Bold icon on the toolbar.

Note: To turn off bold, highlight the text and press the bold icon again.

3. Click anywhere in the Text area to remove the highlighting.

Italicize by Using an Icon

1. Highlight the word "boat".

2. Click the italic icon on the toolbar.

Note: To turn off italic, highlight the text and press the italic icon again.

3. Click anywhere in the Text area to remove the highlighting.

Underline by Using the Icon

1. Highlight the word "boat".

2. Click the underline icon on the toolbar.

Note: To turn off underline, highlight the text and press the underline icon again.

3. Click anywhere in the Text area to remove the highlighting.

Font
In Microsoft Word, you can change the size, color, and appearance of your font (text).

Change Font Size

1. Type the following:
   I live in South Lyon.

2. Highlight "**I live in South Lyon**."

3. Use the Font tab,

4. In the Font Size box on the toolbar, choose **8**.
   I live in South Lyon

   Now select 14
   I live in South Lyon

   Now try 24
   # I live in South Lyon

Change Font Type

1. Highlight your sentence again.
2. Choose three different fonts.

Cut and Paste

In Microsoft Word, you can cut text from one area of a 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.

Activity

1. Type the following:
    I like books. Do you?

2. Highlight **Do you?**

3. Click the cut icon .

4. Your text should now read:
    I like books.

Paste by Using the Icon

1. Place the cursor after the period in the sentence **I live in South Lyon.**

2. Press the spacebar to leave a space.

3. Click the Paste icon .

4. Your text should now read:
    I live in South Lyon. Do you?

Copy and Paste

You can also copy text from one area of a document and save that text so it can be pasted elsewhere in the document. When you copy text, it is stored on the Clipboard.

Activity

5. Type the following:
    My name is Joe. What is your name?

6. Highlight **What is your name?**

7. Click the copy icon .

Paste by Using the Icon

5. Place the cursor after the period in the sentence **Joe has a house.**

6. Press the spacebar to leave a space.

7. Click the Paste icon .

8. Your text should now read:
   Joe has a house. What is your name?

Spell Check

Word checks your spelling and grammar as you type. Spelling mistakes show with a red wavy line under the word. Grammar mistakes show with a green wavy line under the error. If you want to spell check your entire document, Choose the "*Review*" tab at the top and click the spelling icon .

Activity
Type the following exactly as shown. Include all mistakes.
Open thr door for John Bakerson.

1. Click the Spelling icon on the toolbar.

2. A message box will open up. The first misspelled word will be highlighted

3. Word suggests correct spellings. These suggestions are found in the suggestions box.

4. To change the word to the correct spelling, make sure "the" is highlighted in the suggestions box. Click "change".

5. Microsoft Word will now move to "Bakerson". It thinks this word is misspelled.

6. Click on **"**ignore once", "ignore all", or "add to dictionary"

Saving Your File

You must save your files if you wish to use them later. Before you can save, you must give your file a name.

1. Choose *File > Save As* from the menu.
2. Decide where you would like to save the document in the save in box at the top. Choose "Desktop"
3. Name your file by typing **class.doc** in the File Name box.
4. Click Save.
5. Close down Word by clicking on the red X in the upper right corner.

Opening Your File

To continue working on a file you previously saved, you must open the file.

There are a few different ways you can do this

From the File Tab

1. Choose *File > Open* from the menu.
2. Type **class.doc** in the File Name field.
3. Click Open. The file you created during the previous lesson appears.

From the location where you saved it

1. When you first turn on your computer, before you open any programs you will see a screen with icons on it. This is your desktop. Since we saved our document to the desktop, you will see an icon called "class".
2. To open this document click on it once and hit the "enter" key or click on it twice using your mouse.

Thanks for coming to the class at the Salem-South Lyon District Library!
Jillian Essenmacher
jessenmacher@ssldl.info