



Microsoft Word



To access this Lesson Plan on-line, open up the library website www.bellevillelibrary.com and go to the tab that reads **Adults**. Scroll down and click on [FREE Computer Lessons](#). On this page click on the link that says [Word Processing](#).

Purpose:

This class is designed to teach the basic functions of Microsoft Word, word processing software used to create letters, documents etc. MSWord is included in the Microsoft Office package of software products. At the library you only will find MSWord on our computers on the second floor.

We will look at the **Tool Bar**, learn how to **create a new document**, how to **save a document**, how to **copy and paste** text, how to **print & print preview** a text.

How to start:

1. Click on the start tab on the bottom left hand corner of the screen.
2. Hover the mouse arrow over the programs tab in the menu that has appeared on the screen
3. Select Microsoft Word by left clicking it in the programs menu.



An alternative to following these steps are to double click on the Microsoft Word Icon on the desktop.

Keyboarding Skills:

For anyone interested in learning Keyboarding Skills, we offer the following recommendations:

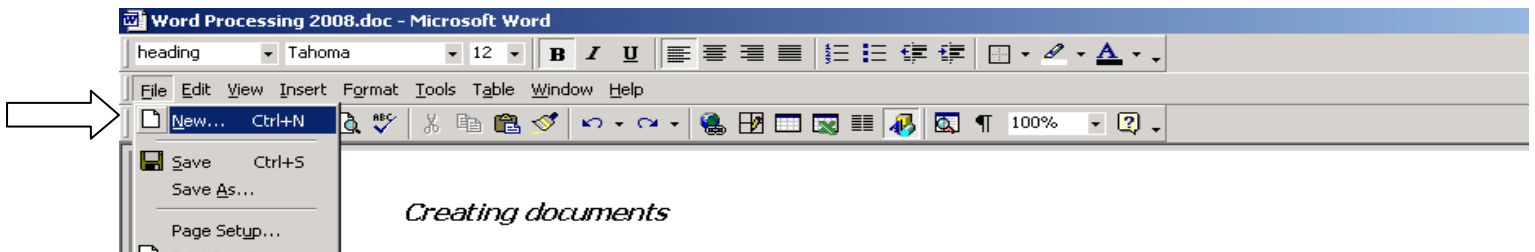
- Correct hand position is important when typing for both accuracy and speed. Try to work from the home row or centre row of lettered keys when typing.
- Focus on the monitor and not on the keyboard. Locating the keys on the keyboard can be difficult, but watching what you are typing will help to improve accuracy.
- In the early stages typing will go slowly, as you become more comfortable with the keyboard and the typing process you will get quicker.
- Practice, practice, practice

If you are online press Ctrl and click on [Keyboard Practice](#) or go to <http://www.adamfrost.net/elearningMaterials/keyboardSkills2/keyboard2.html> to practice.

Keys you need to know:

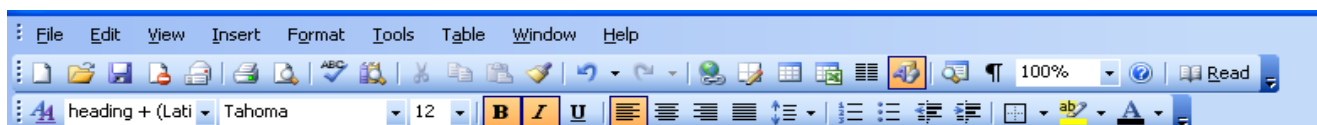
- Backspace (←): This key works like the erasure of a pencil allowing you to get rid of mistakes on the page.
- Delete (→): This key is similar to the backspace key and works like an erasure. The difference between the keys is simple: one moves forward (Delete) over mistakes and the other goes backward (Backspace).
- Enter: This key moves the cursor to the next line
- Shift: Used to type a single capital letter, and to type the symbols found on the number row.
- Caps Lock or Capitals Lock: Once selected, all letters are in upper case. Select again to return to lower case.
- Arrow keys: moves cursor - similar to a mouse.

Creating documents



To open a new document, click on the **File** button, and then on **New...** then choose **Blank Document**. Microsoft Word has many “pre-formatted templates” to choose from, whether you would like to print envelopes, labels, posters or résumés etc. there are many designs to choose from. In this class we will be working with a blank document.

The Menu Bar



The Menu bar at the top of the screen is where you will find all the tools you will need to manage your document. Do not be afraid to explore on your own time, as we will not have time to go over all of the functions available! The words at the top (File, Edit, View, Insert, Format, Tools, Table, Window, Help) all work as **drop-down windows**. The icons under these words are simply shortcuts to the functions you will find in the drop-down windows.

*If you make a mistake typing, especially if you accidentally erase a large portion of text or change the format of your work, don't forget that you can use the “**undo**” function which will undo your last command. You will find this by going to **Edit** and then **Undo**, or by using the arrow icon on the Shortcuts Menu Bar.



Change font & size



- The font can be altered by using the **drop down box** on the menu bar. MSWord provides a wide variety of fonts to choose from.
- The **size** of the letters on the page can be changed in the next drop down menu. The larger the number, the larger the font.

Bold, Italics & Underline

- If you continue past the dropdown menus the letters **B**, **I**, and **U**. These stand for Bold, Italics and Underline.

*Changes to existing text, i.e. size, colour, bold etc. can only be made to text which is highlighted.

This toolbar is available in all Microsoft software.

Copying Text

To copy text:

- Highlight the information you want to copy using the mouse.
- Select the Edit tab
- From that menu select **Copy** (or click the **Copy** button on the standard toolbar)

Paste Text

To paste cut or copied text:

- Move the cursor to the location you want to move the text to.
- Select the Edit tab
- From that menu click on **Paste**.

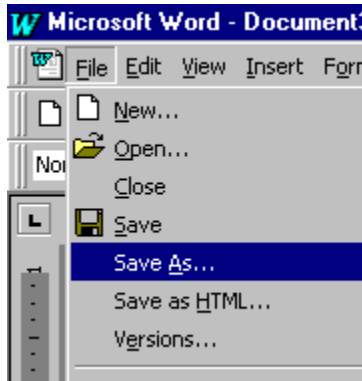
*Only the last text that has been copied (or cut) can be pasted.

Print & Print Preview

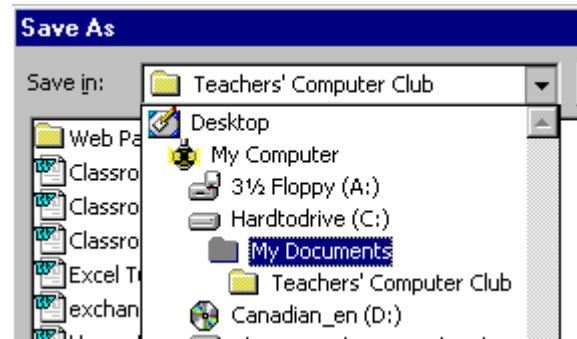
1. Select the file menu at the top of the screen.
2. Select Print Preview from the menu. This will allow you to view your document the way it will appear on the page.
3. Select the print icon on the upper left hand corner of the screen when you are happy with your documents appearance.
4. This will open a new window. This window is the printing menu, select ok when you are ready to print.

Saving a File (*in MSWord this is your document*)

To save a file for the first time, click on the **File** button at the top left hand corner of the screen. In the drop-down menu, select **Save As** and click.



In the **Save As** window, there is a **Save in** textbox. Use the drop-down arrow on the right end of this textbox to reveal locations where you can save your file. Select the location by clicking on it.

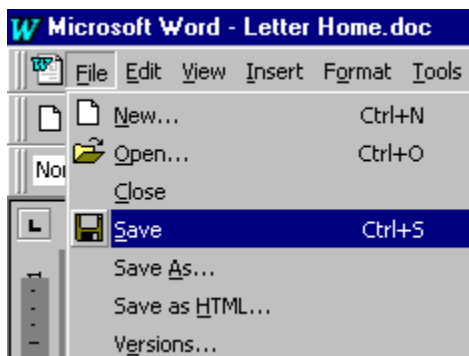


At the bottom of that window, there is a **File name** textbox. You can use the name provided or overwrite it with your own title.

Click on save when done (or press enter).



Once you have saved your file, the next time you want to save your work you will just need to click on **File** and in the drop-down menu select **Save** (or click on the **Save** icon).



* It is important to be organized. Remember where you have saved your file (**Save As**) and what name you have given it (**File name**).

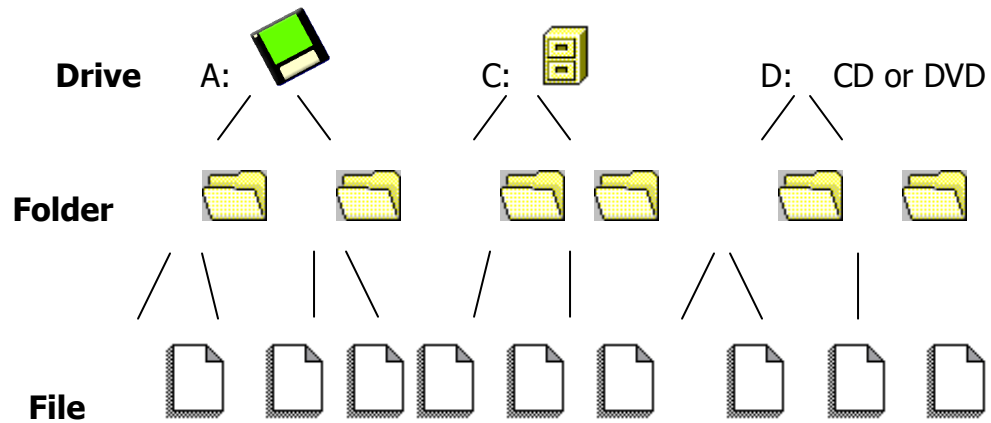
Opening a Saved file

When you want to use a file you have already worked on, click on the **File** button at the top left hand corner of the screen. In the drop-down menu, select **OPEN**. In the **OPEN** window, there is a **Look in** textbox. Use the drop-down arrow on the right end of this textbox to reveal locations where you have saved your file. Select the location by clicking on it.

Folder / File

These are similar to a filing cabinet. An individual letter is called a **File**, and you can put many related files in one **Folder** to organize them.

Hierarchy in Computer (*resembles a Family Tree*)



Books Available @ your library

- Office XP for Dummies **005.369 Wan**
- Office XP Simplified **005.369 Off**
- Word 2007 for Dummies **652.5536 Goo**