

# Microsoft Word

## Lesson 1: Introduction to Word

### Overview-Lesson Learning Objectives:

Word processing application software allows you to create, modify, store, retrieve and print documents. There are many advantages of using Word Processor application software as the Microsoft Word as it has many features that allow you to create and enhance documents. This lesson introduces student to the Microsoft Word 2002 program. The students will explore the Word 2002 and learn the following skills:

- Starting Word
- Word Screen
- Creating a document
- Entering Text
- Saving a document
- Closing a document
- Opening an existing document
- Deleting text
- Inserting text
- Formatting text
- Previewing a document
- Printing a document

### Teaching Tips and Strategies:

You may want to cover some basic disk formatting command and the importance of saving the document frequently. You may want to cover how folders operate in Windows to first time users. If you institution lab uses CD-RW, then you may want to show the students how to use the CD-RW the first time.

#### Starting Word: (WD 1.2)

Some labs may install all Microsoft applications under the sub-menu Microsoft Applications, so you may have click on that option before the Microsoft Word button appears.

**Caution:** If you are new to the lab setting, please consult your institution IT department for the correct method of launching the application. Some institutions launch the application from the institutions network servers. Always be prepared before class to make sure that the application is loaded correctly.

#### Exploring the Word Screen: (WD 1.4)

Once you launch the Word software, it opens the Word application window. The screen has many components that are useful in creating documents quickly. The components of the screen are as follows:

**Title Bar:** It shows the name of the active document (Document1) and the name of the application (Microsoft Word). Initially, it will show Document1 since we have not yet saved the document and given a file name. On the far right of the Title Bar you will find three buttons. The last button (X) will close the document, the middle button will either maximize the window or restore it to its original window position and the leftmost button will minimize the document and will be displayed on the Status Bar.

**Menu Bar:** It displays the titles of the menus containing Word commands on the second row of the Word window screen. Since XP, means Experience, the menu bar is dynamic in nature. The default setting does not show all the

sub-menus listing. As one starts to use different menu listings, Word remembers it and personalizes the menu listing based on the usage of different listings.

**Note:** Some institutions resets to the default settings when you reboot the computers in the lab settings. So, it is easy to teach the students to use the menu option and pick the command from the menu listings.

**Toolbar:** The standard toolbar contains buttons that are shortcuts to several common commands and is displayed on the third row (left side) of the Word window screen. The formatting toolbar contains buttons to enhance text editing and layout functions and is displayed on the third row (right side) of the Word window screen.

**Ruler:** The horizontal ruler (fourth row of the Word Window) graphically displays the margins, tabs and indents and the vertical ruler (Left side of the document window) appears when you select the Print Layout View. In the Normal view only the horizontal view will appear.

**Document Window:** It is the white area below the horizontal ruler where one can type the text to create a document. The insertion point is the blinking vertical bar that marks the place where the text will appear when entered. The document window is also sometimes known as the text area.

**Task Pane:** It is a new feature in Word 2002 (XP). It occupies the right hand side of the document window. The task pane will have different features depending on the actions you are performing. For example: Initially, when you are creating a document, the Task Pane will contains tasks that will make it easy to create documents such opening exiting documents, ready-made templates access easily. Caution: If the Task Pane does not show on the default setting, then you can view it, by clicking the Task Pane command from the View menu.

**Status Bar:** It is displayed at the bottom of the Word Window screen and provides feedback about your current activity such as the status of various settings, where the insertion point is and actions regarding your text entering activities.

**Scroll Bars:** Both the horizontal and vertical scroll bars allow the user to move around the document window.

### **Creating a Document and Entering Text: (WD 1.6)**

One of the greatest advantages of Word Processors over the typewriters is its word wrap feature. The Word Wrap feature allows you save time by automatically wrapping the text to the next line when you reach the right side of the document margin.

You may want to explain to the students about using the Enter key only to create a new line or to create a new paragraph. People who are used to typewriters will make the mistakes initially.

**Smart Tag** is a new feature in Word 2002. It allows the user to save time by performing actions in Microsoft Word that you'd normally open other programs to do. For example: If you type an address in Word, then it could be automatically added to a Microsoft Outlook contact folder, without copying the information in Word, opening Outlook, and then pasting the information into Outlook. Smart Tags are identified by the purple dotted lines beneath the text in the Word document.

### **Saving and Closing a Document: (WD 1.8)**

It is important to emphasize that the students save the documents frequently on their floppy disk or CR-RW, depending on the institutions lab settings. In certain area power may fluctuate and thus it is important to save the work frequently.

It is appropriate to teach the students about the importance about naming conventions and getting organized using folders for different topics. For example: All the documents for Personal Correspondence may start with P and all Business Correspondence with B and so on. Since each individual has its own unique system, the importance of getting organized from the beginning should be emphasized.

When closing the document, if the student forgets to save it, Word's feature reminds them about saving the document before closing. Also if for any reason, the Word document is lost, the document could be retrieved and repaired.

It is good to set the AutoRecover feature of Word 2002 to periodically save a temporary copy of the file one is working on. Please consult the IT department for the exact lab settings for your institutions.

**Opening an Existing Document: (WD 1.10)**

The Word allows you to open an existing document in a specific manner such as read-only, copy, etc. Also, remember that when you open a file in Microsoft Word 2002, the file opens in a separate window.

**Open a file as a copy:** It creates a new copy of the file in the folder that contains the original file.

**Open a file as read-only:** It only allows you to read the document, but you can't edit or modify the document.

**Deleting and Inserting Text: (WD 1.12)****Deleting Characters/Words:**

The [Backspace] key allows you to delete one character at a time to the left of the insertion point (blinking cursor).

[CTRL][Backspace] keys allow you to delete the word to the left of the insertion point.

The [Delete] key allows you to delete one character at a time to the right of the insertion point (blinking cursor).

[CTRL][Delete] keys allow you to delete characters in a word to the right of the insertion point.

**Inserting Characters:**

By default, Word is in the Insert Mode that allows you to enter the text at the insertion point and the text moves to the right. If you prefer to overwrite the text, then you can turn on the Overtyping (OVR) button on the Task bar.

Remember, the OVR button allows you to write over the existing text, so you may lose the text. Once you are done, please turn off the OVR button. See Table 1-1 on Page WD 1.13 for Moving around the document:

**Formatting Text: (WD 1.14)**

It is always a good teaching tip to tell the students to format the text after the text is typed. Once the document is created, and then one can use the formatting tools by selecting the appropriate text to be formatted. Some of the common text formatting types are bold, underline, italics, centering, left alignment, etc. that could be found in the formatting toolbar.

The Word program comes with numerous font styles. A font style refers to the actual shape of each individual character as it appears on the screen. In other words, it is a set of characters with a specific design such as Arial, Courier, Gothic, and Roman. The most common font style is Times Roman or Times New Roman. A scalable font depends on the printer and allows one to size the characters at any point size supported by the printer.

Font Size is measured in points with 72 points making an inch of character height. One point is equal to 1/72 of an inch. Thus, a character of 36-point size is about half an inch. Normally, texts are typed at about 10-12 points.

There are four basic text alignments:

- Left Justification will make the text even with the left margin. Right margin is ragged.
- Center Justification will make the text centered between the left and right margins.
- Right Justification will make the text even with the right margin. Left margin is ragged.
- Full Justification will make the text evenly against the left and right margins. Thus, you may see some extra spaces (soft spaces) between words on some lines to force text to align evenly between the margins.

Normally, alignments are applied to the whole paragraph.

**Previewing and Printing a Document: (WD 1.16)**

It is a good habit to tell the students to preview the document before printing it on a printer. The Print Preview command allows the user to view the document, as it would appear on paper with proper formatting. Most of the lab settings will have a printer hooked to the network. The print command allows the document to be printed in parts by pages or in full.

## Lecture Notes

### Starting Microsoft Word 2002

- Desktop
- Start Menu

### The Word Screen

- Title Bar
- Menu Bar
- Toolbars
  - Standard
  - Formatting
- Horizontal Ruler
- Insertion Point
- Document Window
- Vertical Ruler
- View Buttons
- Status Bar
- Scroll Bars/Boxes
- Task Pane

### Creating a Word Document

- New Blank Document
- Task Pane – Blank Document
- Keyboard Short Cut [CTRL] [N]
- Word Wrap
- Automatic Spell Check
- Smart Tags

### Saving a Document

- Save vs. Save As
- Naming a Document
- File Name and File Extension
- Save in – Drives, Folders
- Create New Folder

### Closing a Document

- File Menu - Close Command
- Close Button
- Keyboard Shortcut [ALT] [F4]

### Opening an Existing Document

- File Menu – Open Command
- File Menu – Recent Files
- Open Button (Standard Toolbar)
- Keyboard shortcut [CTRL] [O]
- Look in: Locate Document
- Open formats
  - Read Only
  - Copy
  - Browser

### Deleting and Inserting Text

- [Backspace]
- [Delete]
- Overtyping (OVR) button
- Insert Mode
- Insertion Point Movement

### Formatting Text

- Selecting Text
- Select All command

- Bold, Italics, Underline
- Keyboard Shortcuts
- Fonts – changing default
- Font Size – changing default
- Font Color
- Highlight
- Text Alignment: Left, Center, Right, Justify
- Previewing a Document
  - File Menu – Print Preview
  - Print Preview button – Standard Toolbar
  - Magnifier button
  - Editing in Print Preview
  - Closing Print Preview
- Printing a Document
  - File Menu – Print command
  - Print button – Standard toolbar
  - Keyboard Shortcut [CTRL] [P]
  - Print Dialog Box options
    - Pages Range to print
    - Number of Copies
    - Default Printer

## Text Solutions

### A. Identify Key features

1. Menu Bar (WD 1.5)
2. Standard Toolbar (WD 1.5)
3. Formatting Toolbar (WD 1.5)
4. Font Size (WD 1.15)
5. Insertion Point (WD 1.5)
6. Status Bar (WD 1.5)
7. Task Pane (WD 1.5)
8. Document Window (WD 1.5)
9. Horizontal Scroll Bar (WD 1.5)

### B. Select the best Answer

10. d (WD 1.4)
11. h (WD 1.14)
12. g (WD 1.9)
13. a (WD 1.14)
14. e (WD 1.16)
15. b (WD 1.16)
16. f (WD 1.14)
17. c (WD 1.4)

### C. Complete the Statement

18. c (WD 1.14)
19. b (WD 1.8)
20. c (WD 1.16)

21. c (WD 1.10)
22. d (WD 1.14)
23. c (WD 1.6)
24. b (WD 1.15)
25. c (WD 1.16)
26. a (WD 1.5)