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Introduction to MS WORD 2007

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Starting up Word: On your marks, get set, Go!

Are you relaxed and sitting comfortably? Did you come with a desire to learn? Then I'd like to begin by showing you how to start up Word!

Correct use of the mouse
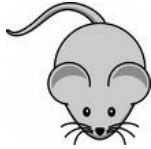
Whenever we talk about *clicking*, you should screw up your courage and click the left mouse button ONCE. To *double-click*, click the left button twice in quick succession.

Whenever you're supposed to use a mouse button other than the left one, I'll tell you!

Starting Word

Ready? Then I'll show you how to start Microsoft Word:

1. Click the **Start** button - the Start menu appears
2. Point to the entry for **All Programs**
3. Click on the entry for **Microsoft Office – Word 2007**
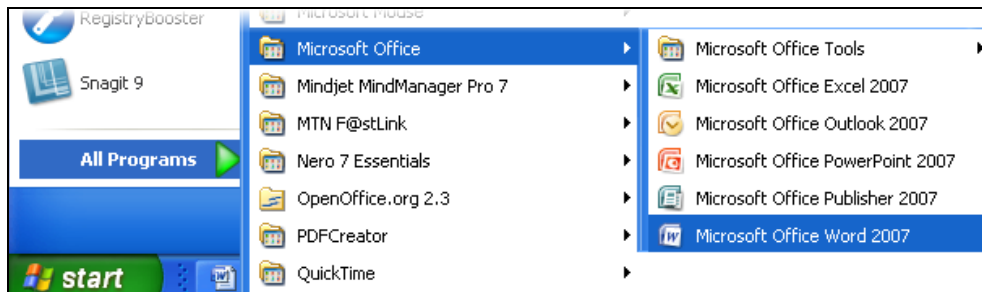
The Microsoft Word program will load, and a blank document will appear on your screen.

When you need help

At the top right corner of your MS Word screen, you'll see a small blue circle containing a question mark; just click on the question mark to open the MS Word Help window. You can also access the Help window by pressing the [F1] key on your keyboard.

To get help on a specific topic, type a word or phrase in the blank area at the top of the window and then click the **Search** button; alternatively, you can click on any of the Help topics listed in the window. Click the X in the top right corner to close the Help window.
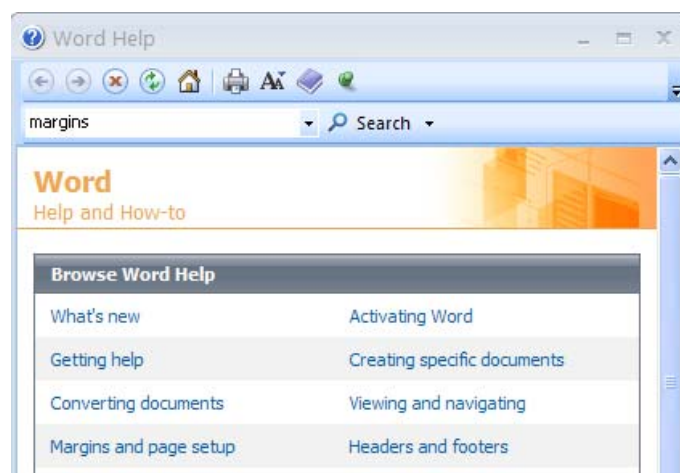
An overview of Word

Now it's time for an overview of Word 2007!

The MS Word 2007 window

If you've used previous versions of Word, you'll notice that the old menu system has been replaced by the *Ribbon* and the *Office button*.
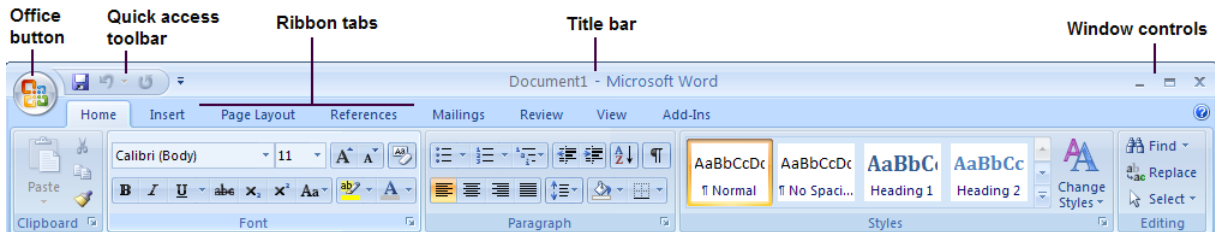
- The *Office button* contains a menu of file-related commands. Click the Office Button to see the available commands. Select a command by clicking on it.

- The *Quick access toolbar* provides a set of frequently used commands. The default options are to save a file, to undo the last action, and to repeat your most recent action.

- The *Ribbon tabs* provide you with a set of tools that are relevant to what you are currently doing. In the example above, the **Home** tab contains formatting and editing options.

- The *Title bar* displays the name of the program and the name of the current document. If you haven't named the document yet, then it will be called something like `Document1`.

- *Window controls* are used to change the size of a window, or to close it.
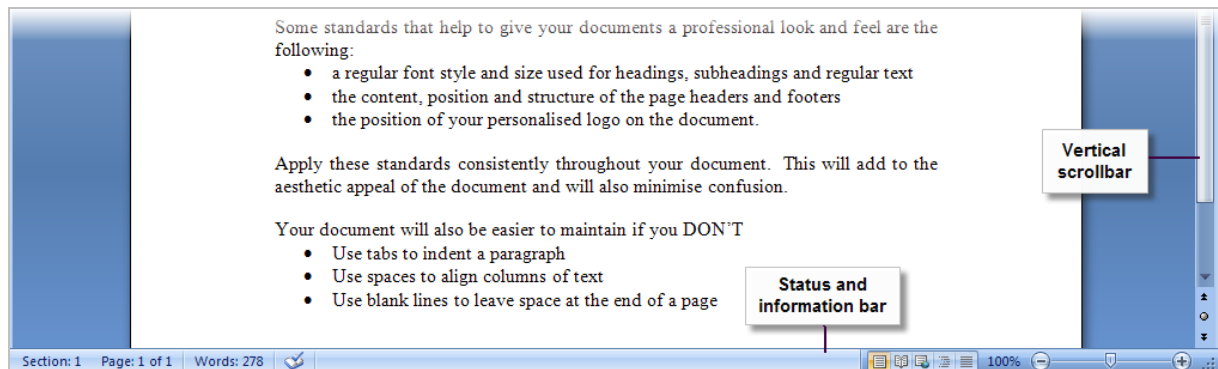
- The *Vertical scrollbar* is used to scroll up and down the page. You can also click on the little down arrow below the scrollbar to move down the page. If your page is wider than the screen display, then you will also see a Horizontal scrollbar across the bottom of the window.

- The *Status and information bar* displays useful information about your document, such as the page count and number of words.

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Options for viewing a document in Word

Word offers you five different views of your "virtual piece of paper":

- Print layout
- Full screen reading
- Web layout
- Outline view
- Draft view

For our purposes, Print layout is the best document view to work with. In Print layout, the piece of paper on your screen looks almost exactly as it will appear when printed. You'll be able to see precisely where the page breaks and the edges of the paper fall.

It's easy to switch between the different page views:

1. Look at the right end of the status and information bar at the bottom of the window. Here you'll find a set of five miniature buttons.

2. The Print layout button is the first button on the left.

3. You can click on any of the other buttons to change to the corresponding view.

Showing non-printing characters

Non-printing characters are characters that are used to format your document, but that aren't displayed as text on your screen. For example, when you press the [TAB] or [ENTER] key, a formatting character is stored at the corresponding point in your document.

Here's how to display the non-printing characters in your document:

1. Click the ***Show/Hide*** button ¶ on the Home ribbon.

2. Now the non-printing characters will appear in your document.

   Each time you press [ENTER], you'll see the paragraph symbol ¶

   Spaces are indicated by dots ·

   The [TAB] key is indicated by a small arrow ➜

   ¶
   Your·document·will·also·be·easier·to·maintain·if·you·DON'T¶
        ●➜ Use·tabs·to·indent·a·paragraph¶
        ●➜ Use·spaces·to·align·columns·of·text¶
        ●➜ Use·blank·lines·to·leave·space·at·the·end·of·a·page¶
   ¶
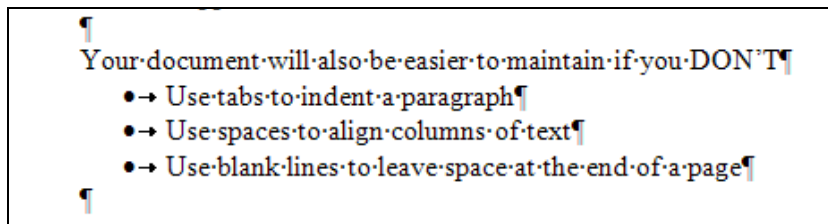
3. Click the ***Show/Hide*** button ¶ again to hide the non-printing characters from view.

Try it and see for yourself!

These symbols can be very useful when you are looking for formatting errors in your document. Deactivate them if you want to see what your document will look like when printed.

Writing right away – some important buttons and guidelines

When you start Word, you effectively roll a new, empty page into your Word "typewriter". In addition, the cursor (the writing-mark) blinks contentedly and waits for your text. So what are you waiting for then? Start typing! Write down whatever comes into your head!

Typing upper-case letters

You want to type UPPER-CASE letters? Just hold down the [SHIFT] key, and type the letters that you'd like in upper case. You'll find the [SHIFT] key in two places on your keyboard.

Are you typing only upper-case letters? Then you probably pressed the [CAPS LOCK] key by mistake. It's usually located just above the [SHIFT] key on the left-hand side. To deactivate this function, simply press [CAPS LOCK] again.

On most keyboards, you'll recognise such "toggle keys" immediately, since they control a series of little lights (usually green) on the upper right side of your keyboard.
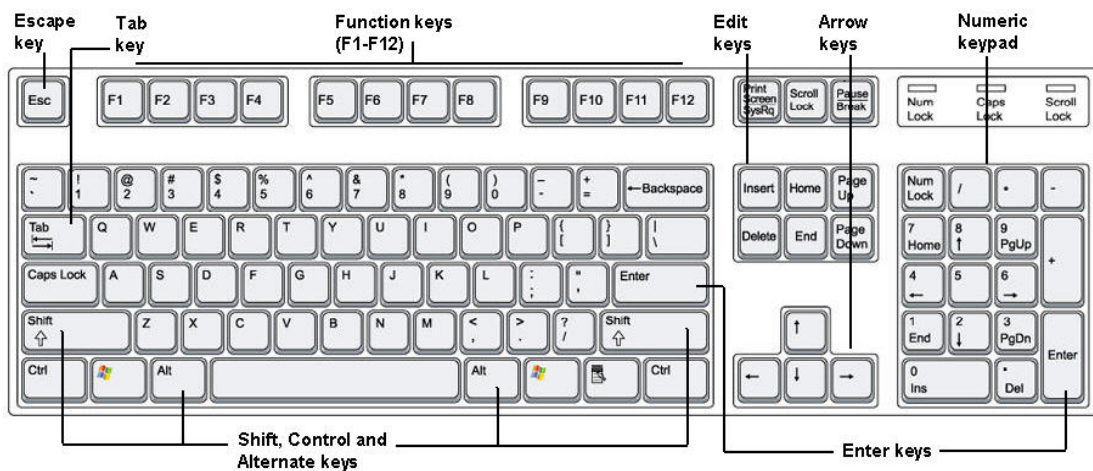
Rules for entering text

Please type the following text. **Do not press [ENTER] until the end of the paragraph**.

This is a short note to tell you briefly about my experiences on my first day at university. I was very excited but I was also a bit scared and wasn't sure whether I was going to find my way around. In fact it all went very well. There were lots of people I could ask, and all the other new students were just as confused. I am still having a problem finding all my lecture venues though.

You'll notice that in Word, line breaks occur automatically. You should only press [ENTER] if you really want to start a new paragraph. You'll also press the [ENTER] key if you want to move on to a new line after writing only a few words. For example, you might want to do this if you're making a list or typing a short passage of text. Whatever you do, don't press [ENTER] after each line of continuous text! That makes it very difficult to edit your writing. But do leave a space after every punctuation mark – that is, after full stops, commas, or exclamation marks.

Correcting mistakes

You made a mistake? That's not so bad! There is a wonderful key that helps you correct your mistakes, called the [BACKSPACE] key. You'll find it directly above the [ENTER] key. Each press of the [BACKSPACE] key deletes one character to the left of the cursor.

Undoing steps

Instead of erasing one word, you'd like to undo several steps at once? No problem!

1. Each press of the ***Undo*** button   (on the Quick Access toolbar) takes you one step backwards.

2. If you click the little down arrow next to the ***Undo*** button, you'll see a list of all the steps you've taken so far. Using this list, you can select the specific step(s) that you want to undo.
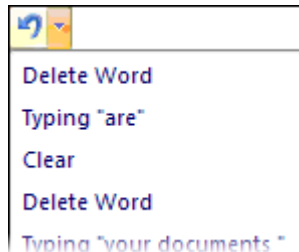
Safety first: saving documents

Hey! You're writing and writing, but have you saved your document? Currently the document exists only in your computer's memory, which means that it could get lost at any second. Your computer's memory is a fleeting electronic storehouse. If there's a power failure, or your computer crashes (the system hangs), then all the data in memory will be lost!

The solution to the problem? Save your work as soon (and as often) as you possible can.

Saving data for the first time

Here's what to do if you're saving a file for the first time:

1. Click the ***Save*** button on the Quick Access toolbar   . You'll recognise it by the picture of a diskette on it.

2. The Save As window will appear.

    Normally, the MY DOCUMENTS folder is already selected. This is **NOT** where you are to save! The MY DOCUMENTS folder is on the C: drive, and to prevent it accumulating files for lots of students, it is cleared out daily. (Even if it wasn't cleared out, to access it you would have to use the exact same computer every time you wanted to work on a file.)

3. Instead, click the drop-down arrow next to ***Save In***.
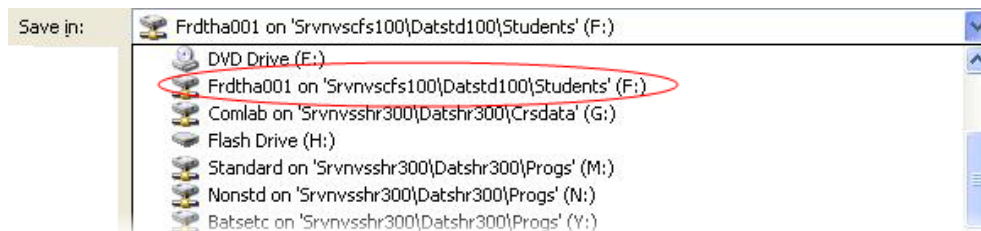
4. Click on the drive (F:) that shows your student number.

5. Now look at the ***File name*** field. Word has already entered a placeholder name for you, usually based on the first few words that you typed. But you don't want this name!

6. Overwrite the placeholder name by typing your own file name in the field, eg `My First File`.

7. Click the ***Save*** button. Your document will be saved with the name you gave it, in the F: drive that you selected. Note that the new file name is now displayed on Word's title bar.

Saving regularly

Now you've saved your file for the first time, but that's not enough! You need to keep saving your work at regular intervals.

1. To save, click the *Save* button on the Quick Access toolbar from time to time.
2. Or you can use the keyboard shortcut: press [CTRL] + [S].
3. Your file will be saved without a lot of fuss.
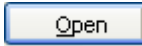
Why doesn't the first dialogue box appear any more? The answer to this question is simple. You gave the file a name and specified its location the first time you saved it. Now Word just saves the file under the same name and in the same place!

Using files and folders

Opening your documents

You'd like to work more on a document that you previously started? Just open the appropriate folder and haul your work out again. There are two different approaches you can use for opening existing Word documents.

To open a document directly from Word:

1. Click the Office button. A list of your most recent documents is displayed on the right of the file menu. Click any file name to open it.

2. If the file you want is not on the list, then select the **Open** command. The button looks like a folder that's being opened.

3. The Open dialog box will appear.

    o   Click on the down arrow beside the **Look In** field and select the file location (probably your F: drive).

    o   Then choose your file by clicking its entry on the list.

4. Click the **Open** button in the lower right corner of the dialog box. Alternatively, you can double-click on the file name to open it.

5. The contents of your file will be displayed on the screen. Note that several documents can be open simultaneously – just repeat this process.

To open a document from inside My Computer:

1. Select MY COMPUTER from the **Start** menu or by double-clicking its desktop icon.

2. Double-click on the drive containing the required folder and file (this could also be a flash drive).
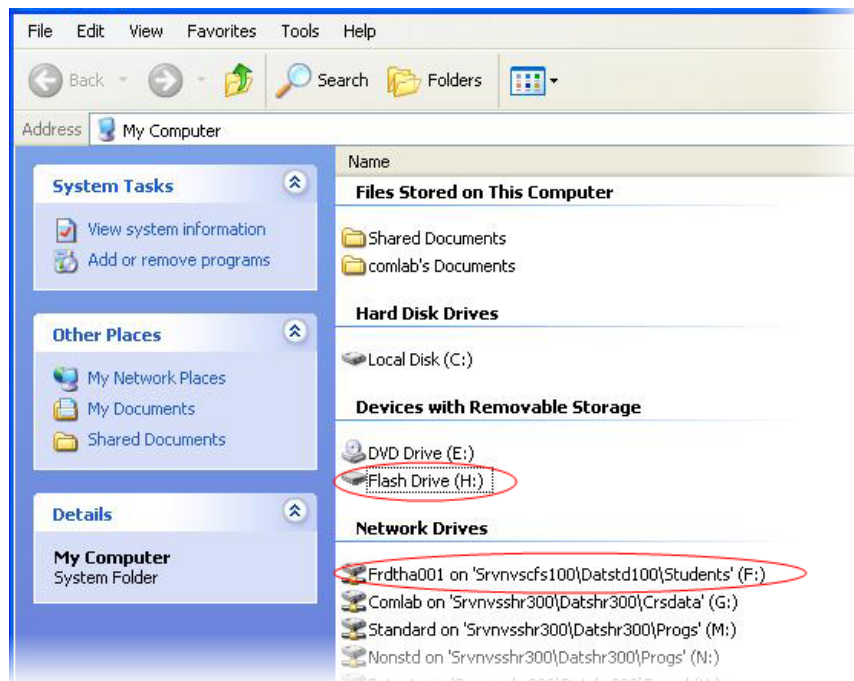
3. Double-click the folder you saved your document in, to see the files that it contains.

4. Double-click the required file name, or else select it and press [ENTER]. The file will open in Word.

A new empty document

You need a new, empty document? Nothing could be easier! If you already have a document open on your screen, then you don't even have to close it (although this might be a good time to save it!).

1. Click the Office button and select the *New* option, followed by *Blank Document*.

2. Alternatively, you can select the *Insert* tab on the ribbon and click the *Blank Page* button on the extreme left. You'll recognise it by the icon of a dog-eared white page.

3. A new "sheet" will appear in your Word typewriter. Look at the title bar. You'll know the new document by its placeholder file name, for example `Document2`.

4. In addition, if you look at the Windows taskbar at the bottom of the screen, you'll see a new button for your new document.

Don't forget to save your new document with your own file name, and in the correct location!

If you'd like to move from one document to another, then all you have to do is to click the corresponding button on the Windows taskbar.

Creating a new folder

You'd like to have a new folder in which you can save your work? You can create a new "data area" even from within Word. You do this using the Save As dialog box.

1. Click on the Office button and select the *Save As* option.

2. Click the *Create New Folder* button.

3. Now you'll see a dialog box where you'll name your new folder. Type the new name in, for example `Training`.

4. Click *OK*.

5. Great service! Word will automatically switch over to your new folder.

6. Give your file a name (the previous name that you entered was the *folder* name) and click on the *Save* button.
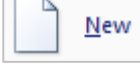
Save or Save As?

By now you've probably noticed that the Office button offers you both a *Save* and a *Save As* command. So what's the difference? Well, when you save a file for the first time, it makes no difference whatsoever! Really – it doesn't matter whether you click on the *Save* icon, or whether you select *Save* or *Save As* from the Office button. Word will display the *Save As* dialogue box so that you can specify a file name and location.

Only if you save the file again will you notice a difference:

•   If you want to keep the same file name and location, then the *Save* icon and the *Save* menu option will both save the file with no further comment.

•   If you'd like to save an existing document under a new name, or in a different location, then you need to use the *Save As* command. This will display the *Save As* dialogue box so that you can specify another file name and/or a new folder.

Saving a file on to a flash drive or diskette

Would you like to save your file to a flash drive or diskette? You might want to do this to make a backup copy, or to continue working on your file using another computer.

WARNING: you should never save your documents *only* on a diskette or flash drive. These can be easily corrupted and your data may be lost. It's safer to store your work on the network drive.

I'm assuming that you want to save a document that's already been saved to the network drive, and so it already has a file name. Here's what to do:

1. Click the Office button and select the *Save As* command.
2. In the dialog box, click the down arrow next to the *Save In* field.
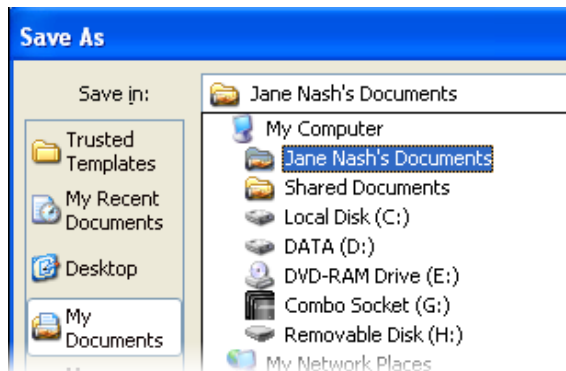
3. From the list, select the device on which you want to save your file.
    - Stiffy disk drives are typically drive A:.
    - Flash drives have a letter allocated by the operating system, and may be labelled by the device name or as a *Removable Disk*.
4. Click the *Save* button.

Closing a document

You'd like to close the current document without quitting Word?

- Just click the Office button and select the *Close* command

You'll see the Word screen without any document.

Closing Word

There are several methods you can use to end Word:

- Click the Office button, and then click the *Exit Word* button in the bottom right corner.
- Alternatively, close the window by clicking on the X at the far right edge of the title bar.
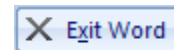
If you've made any changes since you last saved your document, then you'll be asked whether you want to save your changes. You can return to your document by pressing [ESC] or clicking the *Cancel* button.
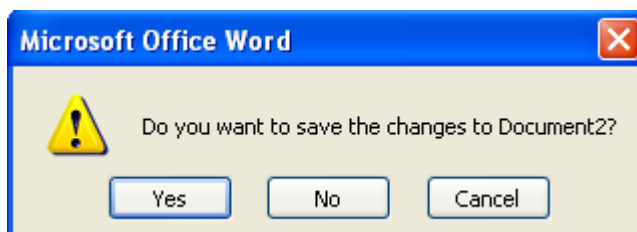
Comfortable navigation: moving around in Word

Moving with the mouse

How do you move around the text most easily? Use your mouse!

Have you already typed a few lines of text? Then move the mouse over your virtual page and observe the shape of the mouse pointer.

- When the mouse pointer is completely outside the document, it looks like a hollow arrow facing to the left.
- When the mouse pointer is in the document margin area, it looks like a hollow arrow facing to the right.
- When you move the mouse pointer over text, it looks like a capital "I" – this is called the *insertion point*.

To enter or edit text, you need to position the insertion point at the place in the text where you want to type, and then click the left mouse button. The text cursor (a thin vertical line) will blink to show that it is ready for you to start typing at this point.

If you want to add text below the end of your document, you can either press [ENTER] after the last paragraph to move the text cursor lower down the page; or else you can position the insertion point where you would like to type, and do a double click. Word will automatically fill in any blank lines for you!

Using the cursor keys

The mouse isn't always the fastest way to move through text. Sometimes it saves time to use the keyboard as a clever alternative! Have a look at the *cursor keys (arrow keys)*, which are found on the right of the normal keyboard. These provide you with flexible options for navigation. Note that if you hold down an arrow key, it will rapidly repeat its action.

 moves one cursor space to the left

 moves one cursor space to the right

 moves the cursor up one line

 moves the cursor down one line

Moving word by word

You'd like to move a bit faster through your text? In order to move one whole word at a time, hold down the [CTRL] key while you press either the left or right arrow key.

Beginning and end of the line

It can be difficult to get to the beginning or end of a line using the mouse. The keyboard offers you two keys intended specifically for this task!

 moves the cursor to the beginning of the current line

 moves the cursor to the end of the current line

Beginning and end of the document

You'd like to jump immediately to the beginning of your document? Nothing could be easier! Just hold down the [CTRL] key and press [HOME].

To jump to the end of the document, hold down [CTRL] and press [END].

Bigger steps

If you'd like to move through the document using bigger steps, try using the following keys:

moves the cursor one screen upwards

moves the cursor one screen downwards

Jumping to a particular page

You've already written a number of pages and now you'd like to return to a particular page? Here's what to do:

1. Press the function key [F5]. This key calls up the ***Find and Replace*** dialog box. You'll find yourself automatically in the ***Go To*** tab.
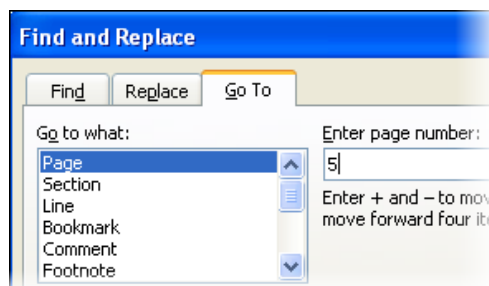
2. You don't have to click anywhere; the cursor will be waiting for you in the ***Enter Page Number*** field. Just type the number of the page that you'd like to jump to.

3. Click on the ***Go To*** button or press [ENTER], and you'll find yourself transported to the page you wanted to see.
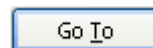
There's another way that you can jump to a particular page, which uses the mouse and the vertical scroll bar.

1. Click the box on the vertical scroll bar and hold the left mouse button down.

2. Now drag the scroll box in the desired direction. You'll see the actual page location in an information box on the left of the scroll bar.
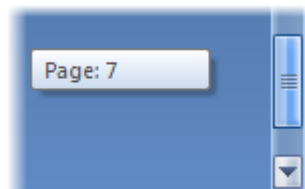
3. When you've reached the page you want to see, release the mouse button!

The view on the screen

Setting the zoom factor

Did you know that you can adjust the size of the text onscreen to suit your taste? Just use the zoom function! Here's how you find out what the zoom factor is, and set it as you like it:

1. You'd like to find out what the zoom factor is? Just look on the *Zoom* button, which is located towards the right end of the status and information bar at the bottom of the Word window.

2. The picture is too big or too small? Then drag the *slider* at the right of the *Zoom* button, or else click the button to open the Zoom dialog box.

3. The dialog box lets you choose a preset zoom factor, or else you can type your own value in the *Percent* field.
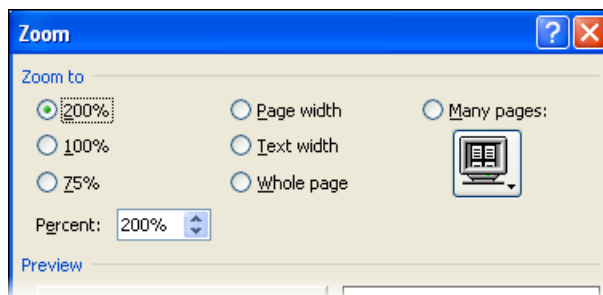
4. Click *OK*, and the screen will immediately appear as you want it.

Viewing a document with Print Preview

Word has a cool feature that you'll definitely want to know about. I'm talking about print Preview. To call it up:

1. Click the Office button, select *Print* and then *Print Preview*. The Print Preview icon shows a dog-eared page with a magnifying glass.
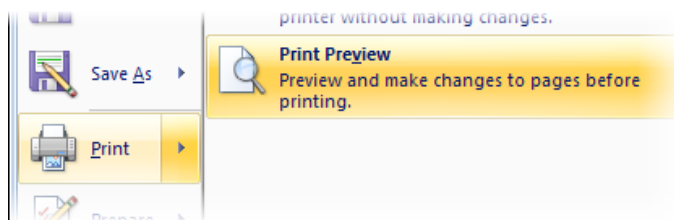
2. Now you're in *Print Preview* mode. You see the document exactly as it will look when printed.

3. Once again, you can adjust the zoom factor to suit yourself. There is a Zoom button on the Print Preview ribbon, as well as the usual zoom controls on the status bar. Note that the *Many Pages* option in the *Zoom* dialogue box allows you to display several pages at once, depending on the resolution of your screen.
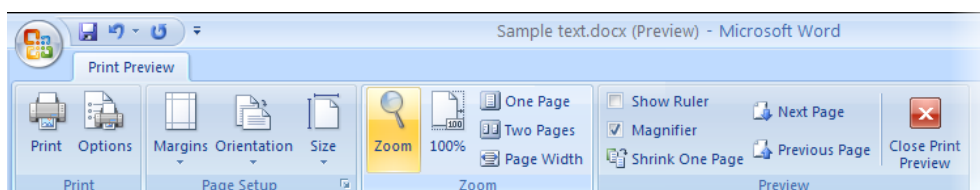
4. To close Print Preview, click the *Close Print Preview* button on the right of the ribbon.

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Selecting text

Before you can do anything to your text, you need to select the parts you want to act on. Selected text passages are easy to manipulate. You can cut them out and paste them in elsewhere in your document. You'll find out more about this on the next few pages.

Selecting a word

You want to select just one word? No problem!

1. Position the mouse pointer directly over the word.
2. Double-click the left mouse button. It's that easy!

If you want to de-select text that you've selected, just click anywhere outside the selected text.

Selecting a group of words

Selecting a group of words isn't hard either.

1. Position the mouse pointer before the first word in the passage to be selected.
2. Click the left mouse button and hold it down.
3. Now, while holding the left mouse button down, drag the mouse over the text.
4. Release the mouse button only when you've selected all the text you want.

Selecting longer sentences

The text you'd like to select extends over multiple lines? For example, it begins on the upper right side of the screen but ends far below on the left?

1. Start by positioning the mouse at the beginning of the first sentence. Hold the left mouse button down, and don't release it until you've selected the entire area you want.
2. Now drag the mouse directly downwards. This way you select an entire line at a time. Don't let go of the mouse button!
3. Have you selected too much text? Don't let go of the mouse button yet! Just drag backwards to unselect, until you've reached the word that ends your selection.

If you accidentally moved some of your text around while you were selecting it, then click the *Undo* button on the Quick Access toolbar. Occasionally Word's *drag and drop* feature can play tricks on you!

Selecting line by line

You can even highlight entire lines of text at a swoop.

1. Position the mouse in the margin to the left of the first line you'd like to select. The mouse pointer will look like a hollow arrow facing to the right.
2. Click the left mouse button and don't let go. The first line will be selected immediately.
3. Now, holding the left mouse button down, drag the mouse down the side of the page. Let the mouse button go when you've highlighted as much text as you want to select.

Quick tip: you can select a single line by clicking once in the left margin; select the whole paragraph by clicking twice on the left margin; and select the entire document by clicking three times in the left margin.

Selecting precisely what you want

Is clicking and dragging the mouse too clumsy for you? Then here's another approach:

1. Click wherever you'd like the selection to begin. (Just click, don't keep on holding the mouse button down.)

2. Press the [SHIFT] key and hold it down.

3. While still holding the [SHIFT] key down, click wherever you'd like the selection to end. Release the [SHIFT] key. All the text between these two points is selected!

Selecting with the keyboard

By the way, you don't have to use the mouse to select text. You can also use the cursor (arrow) keys on the keyboard.

Try holding down the [SHIFT] key and using the arrow keys to expand your selection.

Selecting everything

You'd like to select the whole document at once? That's easy! At the right end of the *Home* ribbon, click the down arrow next to the word *Select*, and then click *Select All*.
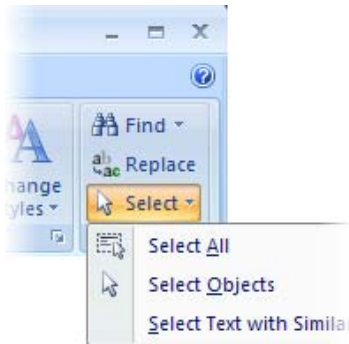
Deleting and adding text

Now it's finally time to reveal the secrets of deleting and adding text!

Deleting individual characters

In Word there are two ways that you can delete your text, character by character, step by step.

- You've already met the [BACKSPACE] key; use it to delete characters to the left of the cursor.

- There's also a key that deletes characters ahead of the cursor. It's the [DEL] (*delete*) key. Go ahead and try it!

I've come across people who first use the right arrow key so that they can then delete with the [BACKSPACE] key - and the other way around. This stupid habit will cost you an extra key press each time you erase a character. If you erase 100 characters a day, then that could add up to 20,000 unnecessary key presses in a year!

Removing larger blocks of text

You'd like to remove several sentences at once? And you're going to do this by pressing the [BACKSPACE] key until you've erased everything? I'd like to know where you find so much time! Instead, I'd advise you to select the text that you want to remove, and then press the [DEL] key. It's really that easy!

Adding text

One of the best things about word processing is that it's so easy to add something to your text.

1. Click the point where you'd like to add to your text.
2. Type the new text.
3. The line breaks will automatically adjust themselves to accommodate the addition to your text.

If the line breaks don't adjust themselves, then you may have pressed [ENTER] instead of using Word's automatic line breaks. Display the non-printing characters and delete any unnecessary ¶'s.

Overtype mode

While you're working, you may notice that your previous text is being deleted character by character as you type. This happens if you've accidentally turned on Overtype Mode. Press the [INSERT] key to turn this mode off and return to Insert mode.

If Insert / Overtype mode isn't visible on your status bar, then you can do a right click in the blank area of the status bar, and check the ***Overtype*** option.
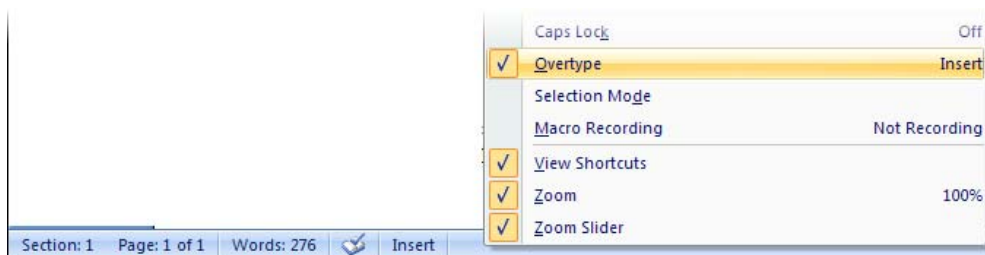
Using the clipboard

Cutting, copying, and pasting are some of the most practical features of a word processor.

Cutting and pasting

You'd like to move some text from one place to another in your document? It couldn't be easier! Here's how it's done:

1. Select the relevant text.
2. Click the ***Cut*** button on the Home ribbon – its icon is a pair of scissors.
3. Whoops! Where did the selected text go? It's been moved to the *Clipboard*, which is an (invisible) storage area.
4. Place the cursor at the point where you'd like to add the text.
5. Now click the ***Paste*** button – its icon is a picture of a clipboard.
6. If necessary, add an extra space at the end of the pasted text.

Copying instead of cutting

So how does copying work? It's very similar! Select your text, and then click ***Copy*** (the icon shows two sheets of paper) instead of Cut.

When you copy, the selected text remains in its original position in the document, and a copy of it is placed on the clipboard. You can paste the copied text anywhere else in your document (or in another document).

> Text that has been cut or copied to the clipboard can be inserted as many times as you want to. Only when you cut or copy again will the contents of the clipboard be erased.

Some keyboard shortcuts

There are also some easy-to-remember key combinations to cut, copy and paste! Just hold down the first key [CTRL] while you type the second one.

> [CTRL] + [X]   : Cut
>
> [CTRL] + [C]   : Copy
>
> [CTRL] + [V]   : Paste

Character formatting

Word provides an amazing range of tools to help you create professional-looking documents! Characteristics that affect the appearance of one or more characters are called character formats.

Changing the font

The style of typeface that you use is called the *font*, and there are literally hundreds to choose from!

To change your font:

1. First, select the relevant text. This can be anything from a single character to the entire document.

2. Find the ***Font*** field on the Home ribbon.
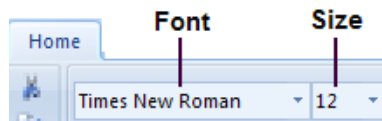
3. Click the drop-down arrow next to the ***Font*** field.

4. You'll see a list with countless font choices. Scroll through the list until you've found the font you want to use. As you move the mouse over a particular font, your document will show what that font would look like – this is called *Live Preview*.
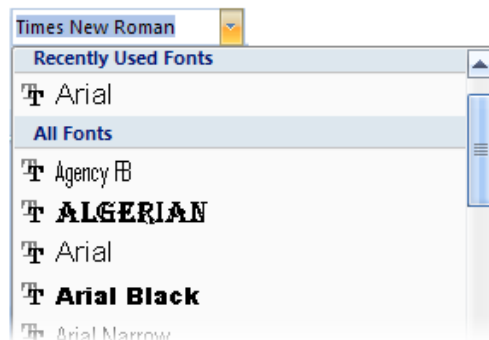
5. Select the font you want by clicking its name.

Changing the font size

You can change the *size* of the font to suit your needs:

1. Once again, first select the relevant text.

2. Find the ***Point Size*** field on the Home ribbon, and click the drop-down arrow next to it.

3. On the list, find the font size that suits you and click it.
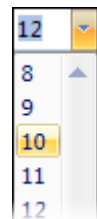
You can also specify your own font size. Just click in the ***Point Size*** field and type in the size that you'd like, then press [ENTER]. The size must be between 1 and 1638, and can include "half sizes" such as 12.5.

Changing the default font
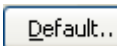
The *default font* is what Word uses every time you start a new document. By changing this, you can ensure that all new documents will use your choice of font and point size!

1. Find the ***Font*** category label on the Home ribbon, and click the arrow on its right.
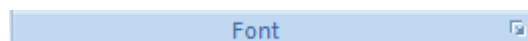
2. The Font dialog box will appear.
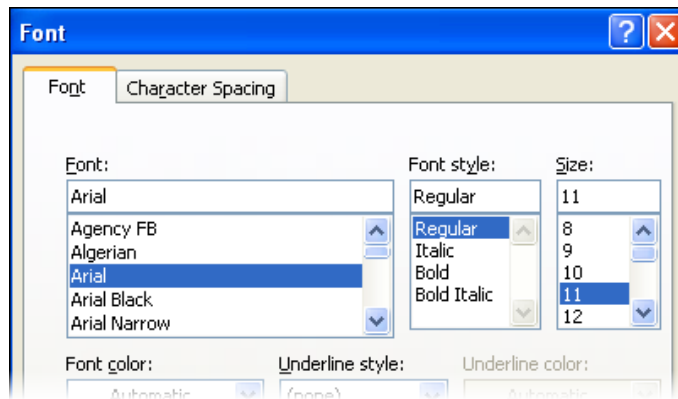
3. Select the font and size that you'd like to use as your default. Leave the style as Regular.

4. When you're happy with your selection, be courageous and click the **Default** button.

5. Word will inform you that you're about to change the default font, which will update the NORMAL template. Go ahead and click **Yes**.
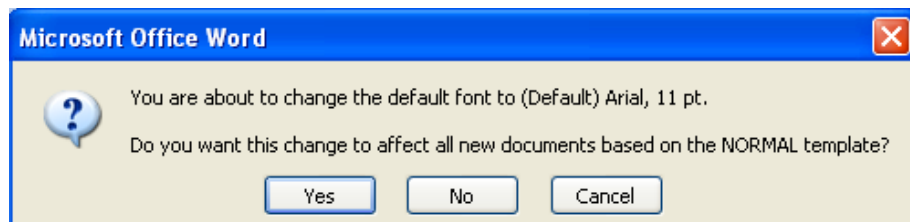
Bold, italic, and underline

Would you like your text to be bold, italic or underlined? It's very easy! As usual, you start by selecting the text that you want to format, since otherwise Word won't know where the new formatting should be applied.

1. Select the relevant portion of your text.

2. Click the appropriate character formatting button on the Home ribbon.

    B   for **Bold**

    I   for *Italic*

    U   for Underline

    The arrow next to the underline button offers you a choice of underlining styles.

3. To turn a character format off, click the same button again.

You can select multiple formatting characteristics at the same time, for example by clicking Bold and then Italic.

Different colours

Colours can really make life worth living! And Word gives you the ability to make your texts as colourful as you wish! The general rule applies here too: first select your text, then act:

1. Find the Font Color button on the Home ribbon, and click the drop-down arrow.

2. You'll see a palette containing all the text colours available to you.

3. Choose the text colour that you'd like by clicking on it.

The complete selection

But wait – there's more! Would you like your text to appear in small caps? Do you have a thing for shadowed text? You can access the complete set of options through the font window.

1. Select the required text.

2. Click the arrow to the right of the Font category label on the Home ribbon - or even simpler, click the right mouse button and select **Font**. The Font window will be displayed.

3. Use the drop-down arrows to select colour or underlining options.

4. Check any effects that you want to apply, like Shadow or Small Caps. The **Preview** field let's you see what your choices will look like.
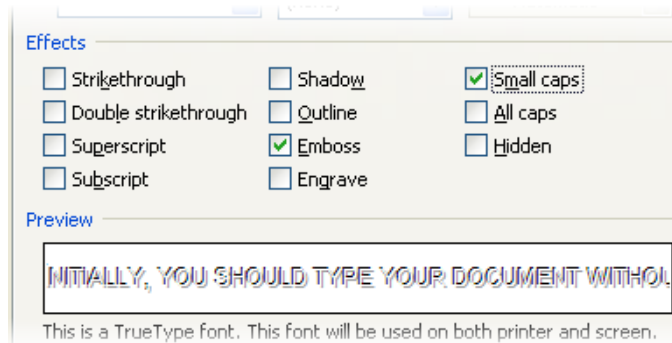
5. Confirm your settings with **OK** when you've finished making your selection.

Paragraph formatting

Paragraph formatting applies to a complete paragraph - that is, all the text between two occurrences of [ENTER]. And you don't even need to select the text first, unless you want to format more than one paragraph. Just position your cursor anywhere inside the paragraph that you want to format. It's as simple as that!

Right, left, or in the middle? Please arrange!

By default, paragraphs are usually left-aligned: the left margin is straight, but the right margin is jagged (like in this manual). Word provides you with a number of other options though. Just position your cursor anywhere in the paragraph, and click one of the text alignment buttons on the Home ribbon.
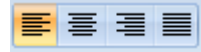
Align left: text is aligned at the left margin but jagged on the right.

Center: text is centred within each line, with jagged margins on both left and right.

Align right: Text is aligned at the right margin but jagged on the left.

Justify: text is aligned at both the left and right margins (Word does this by adjusting the amount of space between words).

Using bullets

Here's how you can create a nifty bulleted list!

1. First, type the points that you want to bullet, one under another. Make sure you create them as individual paragraphs by pressing [ENTER] after typing each point.
2. Select the paragraphs that you'd like to bullet.
3. Click the **Bullets** button in the Paragraph section of the Home ribbon.
4. Look! The selected paragraphs have been formatted as bullet points.

The drop-down arrow on the right of the Bullets button allows you to choose from different bullet styles.

Creating a numbered list

In much the same way, you can create a neatly numbered list. Instead of clicking the Bullets button, you should click the **Numbering** button just next to it.

The best thing about Word numbering is that the numbers adjust themselves automatically when you edit the text!

To end a bulleted or numbered list, just press [ENTER] twice.

Borders and shading

You want to place a border around an entire paragraph? That's no problem either!

1. Place the cursor anywhere in the paragraph that you'd like to frame.
2. Click the **Outside Borders** button in the Paragraph section of the Home ribbon. (Note: if the Outside Border button doesn't show a "frame" icon, then click the drop-down arrow to select it.)

All Borders
Outside Borders
Inside Borders

For more complex borders and shading, select the **Borders and Shading** option at the bottom of the Outside Borders drop-down list. This will open the Borders and Shading dialogue box. Effects can be applied to the whole paragraph, or to selected words.
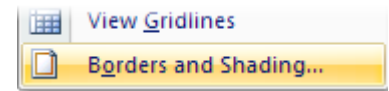
- Using the **Borders** tab, you can select a border setting, style, colour and width. The **Apply To** field lets you specify whether this should be applied to the whole paragraph or to selected text. Click **OK** to see the effect. (And then **Undo** if you don't like it!)
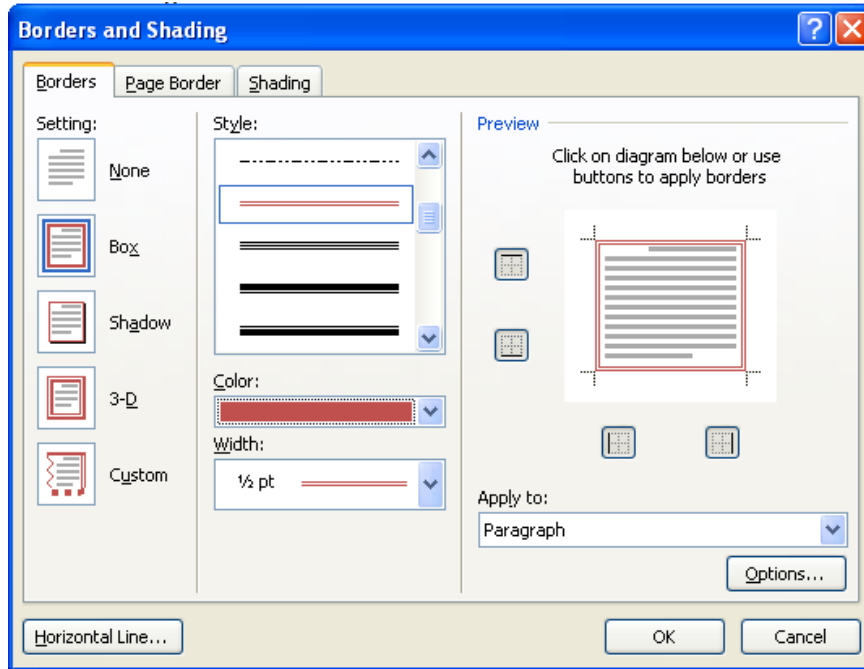
- Using the **Shading** tab, you can select a background colour and/or pattern. The **Apply To** field lets you specify whether this should be applied to the whole paragraph or to selected text. Click **OK** to see the effect.
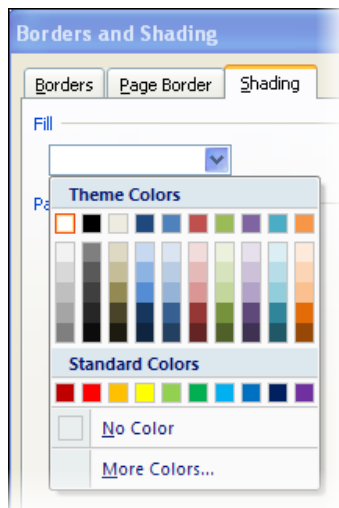
Working with indents

If you are working with a long document, you might want to consider setting off certain sections of text by using indents. Indents allow you to set text within a paragraph at different margins.

There are 4 different types of indents:

- First Line: Use this option to move the first line of your paragraph to the right
- Hanging: Use this option to control the left margin of every line in your paragraph except the first one
- Left: Use this option to move the left margin of your paragraph to the right.
- Right: Use this option to move the right margin of your paragraph to the left

First Line Indent

1. Click in front of the line that you want to indent.

2. On the **Page Layout** tab, click **Paragraph**, and then **Indents and Spacing**

3. In the Special list under Indentation, click First line, and then in the By box, set the amount of space that you want the first line to be indented.
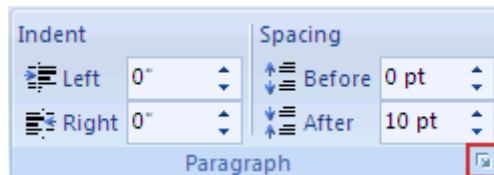
Hanging Indent

1. Select the paragraph in which you want to indent all but the first line of the paragraph

2. On the **Page Layout** tab, click **Paragraph**, and then **Indents and Spacing**

3. In the Special list under Indentation, click Hanging, and then in the By box, set the amount of space that you want for the hanging indent.

Setting left and right indents

1. Select the paragraph that you want to change.

2. On the **Page Layout** tab, click **Paragraph**, and then **Indents and Spacing**

3. Click the arrows next to Indent Left / Right to increase / decrease the left / right indentation of the paragraph.

Working with line spacing

Change the spacing before and after selected paragraphs

By default, paragraphs are followed by a blank line, and headings have extra space above them.

1. Select the paragraph before or after which you want to change the spacing.

2. On the **Page Layout** tab, in **Paragraph**, click arrow next to **Spacing** Before or Spacing After and enter the amount of space required.
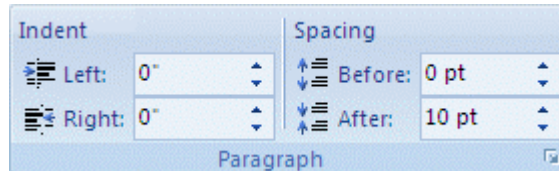
Line spacing options

- **Single**   Default option - sets line spacing to one line
- **1.5 lines**   This option is one-and-one-half times that of single line spacing.
- **Double**   This option is twice that of single line spacing.
- **At least**   This option sets at minimum amount of space between lines
- **Exactly**   This option sets fixed line spacing, expressed in points.
- **Multiple**   Sets the line spacing to accommodate multiple lines

Change the line spacing for paragraphs

1. Select the paragraphs for which you want to change the line spacing.

2. On the **Home** tab, in **Paragraph**, click **Line Spacing**

3. Click on **Line Spacing Options**, and select options you want under **Spacing**.
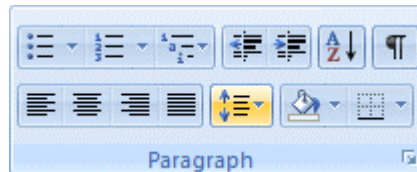
Using tabs

Use tabs to align text in your documents. It's great for aligning columns of text!

By default, Word has tab stops sert every 0.5" on the ruler.

Tab stop types:

There are five types of tab stops available which do the following:

- Left-aligned   Text flows to the right
- Centered   The text centers on this position as you type
- Right-alighned   Text flows to the left
- Decimal-aligned   Text aligns on the decimal point when using numbers
- Bar   Inserts a vertical line at tab stop

Setting tabs using the ruler

This is the easiest way to set tabs!

If you can't see the ruler, click **View Ruler** at the top of the vertical scroll bar. Click anywhere on the ruler, and you will have set a tab stop.

Setting custom tabs

1. On the **Page Layout tab**, click **Paragraph**.
2. In **Paragraph**, click **Tabs**.
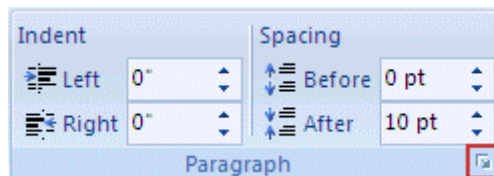
Arranging text with tables

If you need to include structured text in your document, then using a table is the easiest way to make sure that it will remain neatly formatted, even when you edit it.

Creating a table

It's really easy to create a table. Here's what you need to do:

3. Click at the point in your document where you'd like to add a table.

4. Click on the ***Insert*** ribbon tab.

5. Click on the ***Table*** button just below the Insert tab.

6. A blank table grid will appear.

7. Position the mouse pointer in the top left square of the table grid. Click the left button, and hold it down while dragging the mouse down and to the right. This is how you specify the number of columns and rows you'd like in your table.

8. Release the left mouse button, and the framework of your table is included in the document.
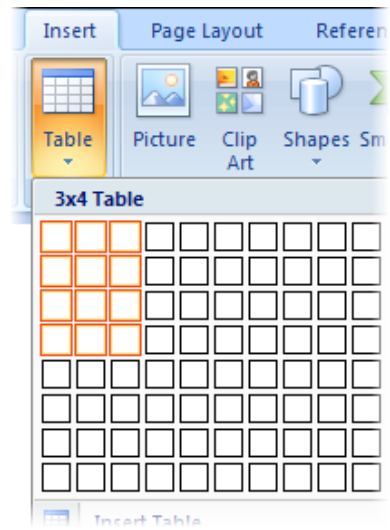
After you create a table, the Design ribbon will be displayed giving you a choice of standard table styles. Or use the ***Borders*** and ***Shading*** buttons to design your own!

Adding text to your table

You want to fill the table in? Nothing could be easier!

1. After you've created the table, the cursor will be blinking in the first cell. You can begin typing here.

2. To move on to the next cell, just press the [TAB] key.

3. When you want to move to the next line, just press [TAB] again. Don't press [ENTER] – that will create a new line inside the current cell.

What if you've reached the end of the table and you need another row? Pressing the [TAB] key will automatically add it.

Deleting rows and columns

You'd like to delete a row? Or a column? Here's how:

1. Position the cursor in the row or column that you want to get rid of.

2. Click on the ***Layout*** ribbon tab.

3. Click on the ***Delete*** button, and a drop-down menu will appear.

4. Select an option to delete cells, columns, rows, or even the entire table.
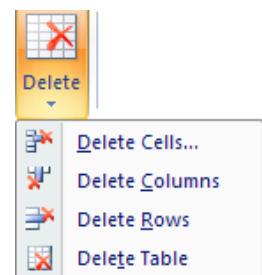
Adding rows and columns

You need to have the ***Layout*** ribbon visible for this too.

1. Position the cursor in the row (column) next to which you want add another row (column).

2. Click on one of the ***Rows & Columns*** options (located on the right of the Delete button). The new row or column will be included in your table.
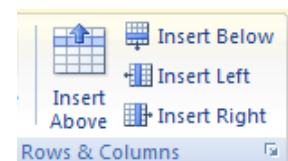
Adding ClipArt to documents

You can add pizzazz to your documents with ClipArt, the ready-made pictures that come with
Word!

Adding ClipArt graphics

Here's what you need to do to add ClipArt graphics to your document:

1. Click at the point in your document where you'd like to add a ClipArt graphic.
2. Click on the **Insert** ribbon tab.
3. Click on the **ClipArt** button.
4. A ClipArt pane will open on the right of your document.
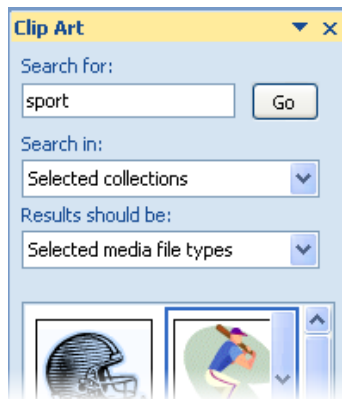
5. Type a descriptive term in the **Search For** field, for example `sport`. Then click **Go** or press [ENTER].
6. The ClipArt Gallery will show you all the available graphics related to this theme.
7. Clicking on a picture will insert it in your document.

To remove a graphic from your document, click on it and then press the [DEL] key.

Moving graphics

It's easy to move a graphic wherever you want it:

1. As you move the mouse pointer over the graphic, it will change into a four-headed arrow.
2. Hold down the left mouse button, and drag the graphic to wherever you'd like it.

Scaling graphics

You'd like to change the size of the image? Simple!

1. Click on the graphic to select it. You'll know it's selected when you see eight small selection marks around it.
2. Move the mouse to one of the corners. The mouse pointer changes to a double arrow.
3. Hold down the left mouse button, and drag the corner of the graphic until it's the size you'd like it to be.

Text flow around graphics

When you add a graphic, it will probably obstruct some of your text. That isn't good! So let's make the text flow around the graphic instead:

1. As soon as you click on a graphic, a **Format** ribbon tab appears at the top of the screen.

2. Click the Format ribbon tab.

3. Click on the **Text Wrapping** button.
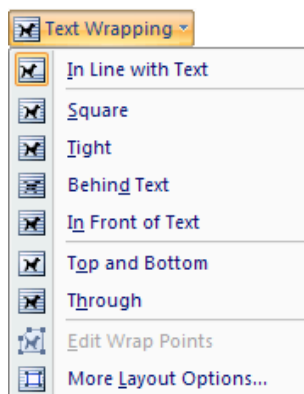
4. Select a position for the graphic relative to the text around it. For example, if you'd like the text to flow around the contours of the graphic, select **Through**.)

Controlling Page Layout

You'd like to add page numbers, or perhaps a header or footer, to your document? That's not hard! (Headers and footers are elements of a document that are repeated on every page.)

Adding page numbers

Let's start by adding page numbers to your document:

1. Select the *Insert* ribbon tab, and click on the *Page Number* button.

2. From the drop-down menu, select the position you'd like for your page numbers, and one of the built-in formats. It's as simple as that!

3. Page numbers will be inserted into your document, and the Design ribbon will replace the Insert ribbon above the document window.

4. If you want to adjust the page numbering style or sequence then click the *Page Number* button again, and select *Format Page Numbers*.
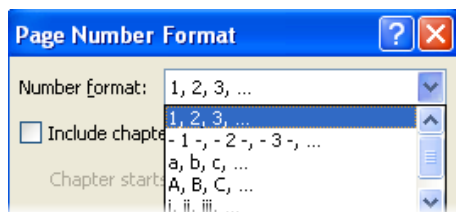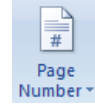
5. Finally, click *Close Header & Footer* to return to your document text.
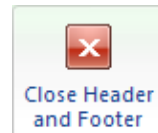
Adding a header

Headers and footers aren't automatically included in a new document. But that's easily remedied! Let's start with a header:

1. On the *Insert* ribbon, click the *Header* button.

2. The Header menu will drop down, offering you a choice of built-in header layouts. Select a layout by clicking on it.

3. The *header area* will appear above your document text (which will be greyed out). The Design ribbon will replace the Insert ribbon above the document window.

4. You'll see a text placeholder in the header area. Click on it and then type the text that you want to appear in the header.

5. When you've finished creating your header, you can either

   o   click the *Close Header and Footer* button, or

   o   if you'd like to add a footer as well, then click the *Footer* button.
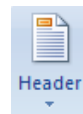
To edit an existing header, just double-click anywhere in the header area. To remove a header, click the *Header* button and then select *Remove Header* from the bottom of the drop-down menu.

Adding a footer

Adding, editing or removing a footer follows the same steps as described above for a header. Just click the *Footer* button instead of the Header button!
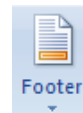
Setting page orientation

You can decide on the orientation of your page ie. portrait or landscape by selecting **Page Layout**, then **Orientation**.

Setting page margins

To change the margins of your document, select **Page Layout**, then **Margins**. The most common margin width to use is the **Normal** option. You are also welcome to select your own margin settings by selecting **Margins**, **Custom Margins.**
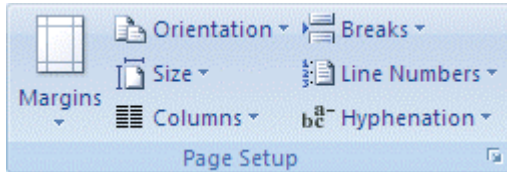
Inserting a manual page break

You will often need to insert a manual page break to add a blank page to your document. You do this by clicking on Insert and then selecting the Blank Page option.
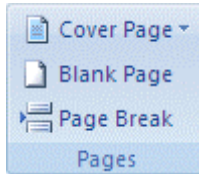
Deleting a page break

1.   Select **Print Layout**.
2.   Click on the page break in **Print Layout** view and hit the **delete** key

2009 Centre for Educational Technology, University of Cape Town

Spelling and grammar checking

Have you sometimes noticed a wavy red line appearing beneath your typing? This indicates a typo, or a word that Word doesn't recognise. Note that Word also regards a missing space after a comma or a period, or the doubling of a word (the the), as a mistake!

Proofing while you type

Now I'll show you how to use the nifty spell checker!

1. Mistype a word so that the wavy red line appears.

2. Click the right mouse button on the underlined word. A context-sensitive menu will open up.
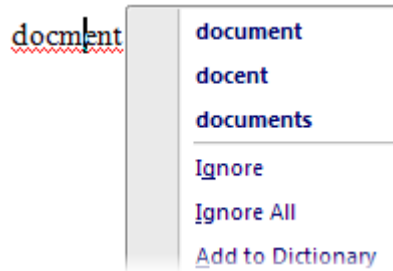
3. Click with the left mouse button on the correct suggestion, and the mistyped word will automatically be replaced.

What if Word doesn't make any suggestions? Then check whether maybe you left out a space after a period or comma.

> Please note that there are many proper nouns and specialist terms that Word doesn't recognise. A wavy red line doesn't always mean that you've made a mistake!

Spell checking the entire document

Maybe you'd rather get your thoughts down on paper without stopping to make corrections as you go? Word also has an option to spell check the entire document or selected passages of text.

1. Position the cursor at the point where you'd like to begin spell checking.

2. Click on the *Review* ribbon tab, and then on the *Spelling & Grammar* button. The *Spelling and Grammar* dialogue box will open.

3. The first spelling or grammar error will be highlighted and a list of suggestions provided.

4. Click the correct suggestion and then *Change*, or click the *Ignore Once* button to skip over it.
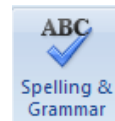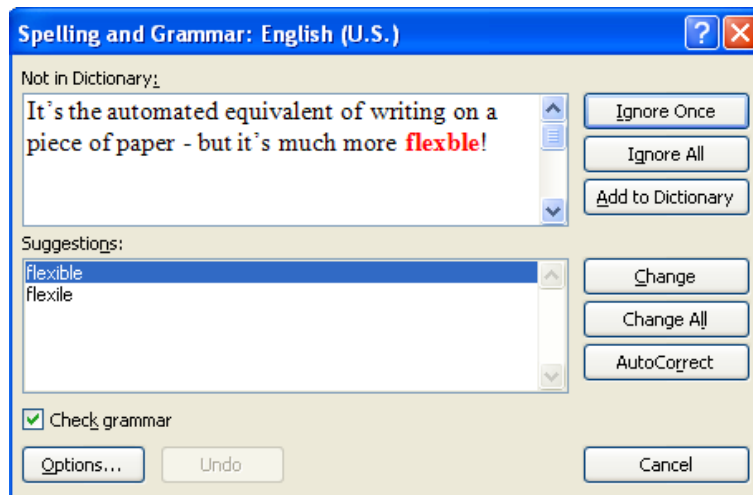
5. Each subsequent problem will be highlighted in turn.
6. Press OK when the spelling and grammar check is complete.
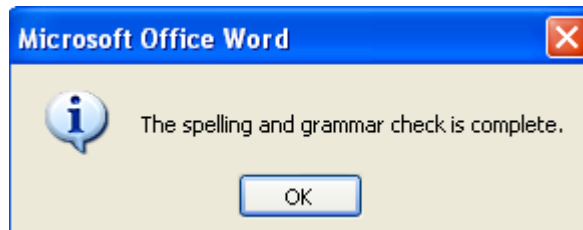
If you want Word to proof grammar as well as spelling, then make sure that the Check Grammar option in the Spelling and Grammar dialog box is ticked.

Automatic error correction

Did you know that Word is already looking for errors while you are still typing a word? Try it – for example, type `adn` instead of `and`, or `teh` instead of `the`. You can't do it! The force behind this is an intelligent function called Auto-Correct.

Printing a document

Now it's finally time to see your words on paper!

The Print dialog box

This is the approach that I recommend:

1. Click the Office button and select the **Print** command.
2. The Print dialog box will appear.
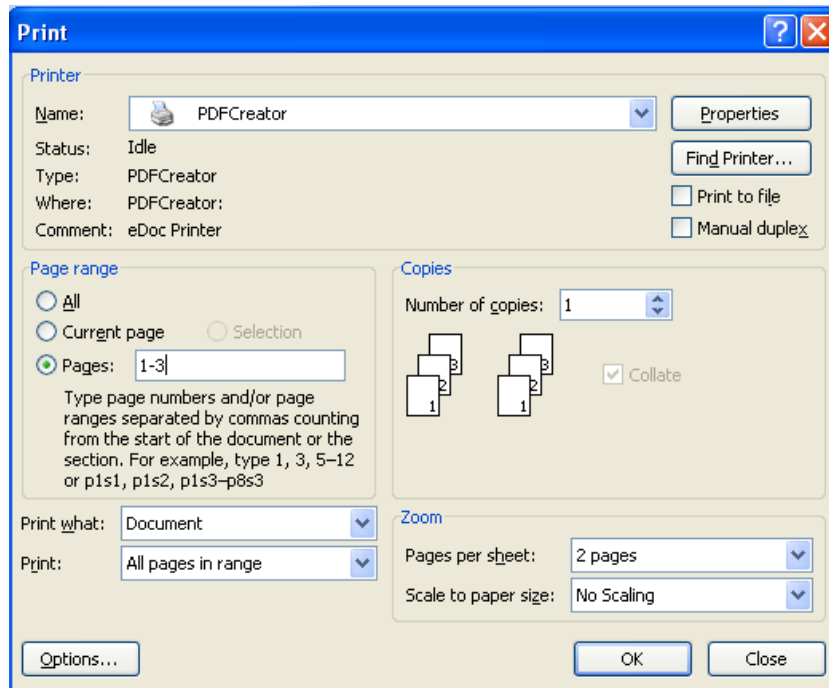
3. If you have more than one printer to choose from, they will be available in the *Printer* area. Click the drop-down arrow next to the **Name** field to select your preferred printer.
4. Would you like to print selected pages only? Find the *Page Range* area, and type the page numbers that you'd like printed in the **Pages** field.
5. If you'd like more than one copy of the document, then enter the required number of copies in the **Number of Copies** field.
6. If you'd like to print more than one page per sheet (*compressed printing*), then select the required number in the **Pages per Sheet** field.
7. Click **OK** when you're satisfied with your settings. The specified document pages will be sent to the printer.

Word tips and tricks

Now we're almost at the end of this manual. Almost – but I still have a few tricks for you hidden up my sleeve!

Beginning on a new page

You'd like to begin a piece of text on a new page? Perhaps you've tried to do this by repeatedly pressing [ENTER] until you reach the right position? And then when you changed something on the previous page, the entire line count became scrambled! Here's a trick to ensure this will never happen to you again.

1. Click just before the text that you'd like to place on a new page.
2. Hold down the [CTRL] key and press [ENTER].
3. Word will automatically add a hard page break to your document.

Text following a hard page break will always start on a new page, even if you insert or delete other text before it.

Searching for text

You're working on a long document, and looking for a particular item of text?

4. Click the **Find** button at the left end of the Home ribbon.
5. The **Find and Replace** dialog box will appear. Click the **Find** tab.
6. Type in the word or phrase you're searching for and click **Find Next**.
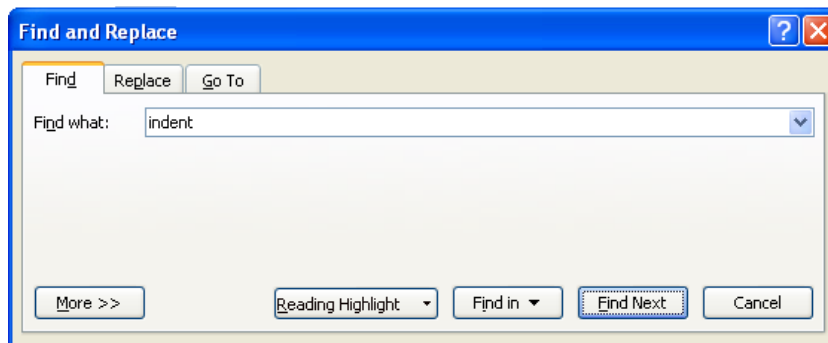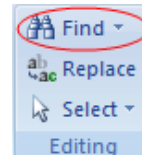
7. Word will display and highlight the next occurrence of the specified word or phrase.
8. You can continue pressing **Find Next** to locate all occurrences of the specified word or phrase, or click **Cancel** to close the window.
9. Word will tell you when all occurrences of the word or phrase have been displayed.
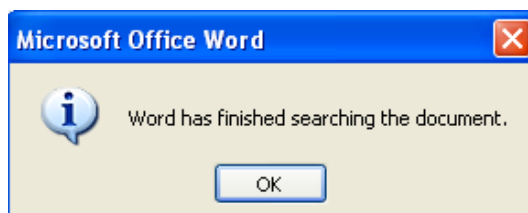
The **Replace** tab allows you to replace occurrences of one word or phrase with another.

Text effects with WordArt

How would you like to create cool text effects with shadows and 3D? Check out the WordArt functions!

1. Select the text to which you want to add WordArt effects.

2. Click the *WordArt* button on the Insert ribbon.

3. A selection of WordArt design options will appear.

4. Click on a design option to select it.

5. The Edit WordArt Text dialog box will allow you to change the font style and size. Click OK to accept the settings.

6. Your selected text will be transformed by the WordArt you have chosen!

That's all for now! Have fun using the skills that you've learned. And remember that Word has hundreds of other exciting features, so don't be afraid to experiment with the options that you see on the various ribbons. You can always call on that great standby, the *Undo* button!

MS Word Task Sheet 1

Text entry and navigation
Open MS Word and type a copy of the letter below. Along the way, correct any mistakes you can see in spelling, punctuation or layout.
Save the completed letter on your F: drive with the name **Word Task 1**.

Hello Bongi

just a note to tell you briefly about my experiences on my first day at university. I was very excited about becoming a student! But I was also a bit scared and wasnt sure whether I was going to find my way around. But in fact it all went very well. Theer were lots of people I could ask, and all the other new students were just as confused. I am still having a problem finding some of my venues though

I especially enjoyed looking at all the student associations stands-so may activities to choose from! When am I going to have time to study?? It's real cool being a university student, so different from being at school, nobody tells you what to do. But you also have alot more responsibility for yourself. Anyway, so far Im really enjoying myself. Hope everyone at home is OK.

Take care

Thabiso

The only way to improve your typing skills is to practice as often as you can!

MS Word Task Sheet 2

Text entry and formatting

Open MS Word, and type the following text. Save the completed letter on your F: drive with the name **Word Task 2**.

When you've finished typing and have saved the letter, then follow the instructions given on the next page to format the letter. Save your formatted document again with the same name. An example of what the finished document should look like, is given below the formatting instructions.

Note that your margins may differ slightly from the example, depending on the setup of your default MS Word options.

My Name: *Type your name here*
Type today's date here

Hello Robert

The Good and Bad of UCT

I am writing this letter to practise my new MS Word skills. I have just completed a computer course. The tutors were very helpful, and taught me a lot. It's very exciting to be able to use a computer! There are a lot of things to do here at UCT, both academically and socially. It's going to be tricky to balance it all; but I am definitely looking forward to the year.

So far I have visited the following attractions in Cape Town:
Table Mountain
Robben Island
Cavendish Square
Ratanga Junction
They are all amazing – especially Ratanga Junction.

The bad side has been the amount of work we have to do. Lectures are OK because you can skip those, but you can't bunk tutorials.

I have to run now, I have to go and research an essay.

Regards
Thabo

Now follow the instructions on the next page to format your document.

1.	Press the *TAB* key once after "**My name:**"	A gap will appear after "My name:"
2.	Edit the date to include the day of week, day, month and year	
3.	*RIGHT ALIGN* the date text	Home ribbon: Paragraph section
4.	Create an additional blank line between the date and "Hello Robert"	Press [ENTER]
5.	Highlight the letter title and do the following: • *CENTRE* it • Make it **BOLD** • Change the font to *ARIAL* • Change the font size to *14* • *UNDERLINE* the title • Change the text to *UPPER CASE*	Use the Home ribbon buttons If you have problems then ask a tutor for help
6.	**Select** the four lines from "Table Mountain" to "Ratanga Junction"	
6.	**Number** the four lines you have selected	Use the Numbering icon (Home ribbon: Paragraph section)
7.	You've finished formatting the letter. Well done!	Does it look like the example?

My name: Rebecca Student

Friday 9 February 2009

Hello Robert

THE GOOD AND BAD OF UCT

I am writing this letter to practise my new MS Word skills. I have just completed a computer course. The tutors were very helpful, and taught me a lot. It's very exciting to be able to use a computer! There are a lot of things to do here at UCT, both academically and socially. It's going to be tricky to balance it all; but I am definitely looking forward to the year.

So far I have visited the following attractions in Cape Town:
1. Table Mountain
2. Robben Island
3. Cavendish Square
4. Ratanga Junction

They are all amazing – especially Ratanga Junction.

The bad side has been the amount of work we have to do. Lectures are OK because you can skip those, but you can't bunk tutorials.

I have to run now, I have to go and research an essay.

Regards
Thabo

Word Processing Tutorials

1. Introduction to MS Word

Before we begin using MS Word, you need to create a folder in which to store the exercises that you'll be doing.

Files and folders

Data that has been entered on a computer needs to be stored somewhere, so that you don't have to start again from the beginning every time. Many computer programs require you to actively save your work, otherwise it will be lost when you exit the program or switch off the computer. There are a number of different hardware options for saving your work, and the one that you use will depend on what you are doing and how much data you need to store. Some examples of storage devices are stiffy disks, hard drives (local or on a server), CDs and DVDs, and memory sticks.

It's also important to manage the data that you save. Imagine if you are working on two different projects at the same time – you probably want to keep your work for the two projects separate. The simplest way of doing this is to keep your work in different files. But what happens when you have multiple files related to the same project? You would create a separate folder for each project, in which multiple files can be stored. You can also create subfolders inside existing folders.

The Windows interface makes it easy to view files and to move or copy them between folders on your computer. To copy a file from one folder to another, you simply select the file by clicking on its name, instruct the computer to copy it, and then paste the copy into the second folder. To move a file between folders, select the file, cut it out of the first folder and paste it into the second. To delete a file, select it and press the delete key on your keyboard.

Exercise 1

1. Logging in	Start by logging in to the network.
2. My Computer	Open *My Computer* by double-clicking its icon on the desktop (or else find it under *Start > My Computer*). Under the heading "Hard Disk Drives" you should see a list of drives that are available on your computer. These will include your computer's C drive; the F drive (on the network server) where you can store your own personal files; and the G drive (also on the network server) that contains course material. Note that you cannot save your own work on the G drive, and any work saved on the C drive will be erased the next time that the computer is restarted. So you should only save work on your F drive. The information shown in the *My Computer* window can be displayed in different ways. Try clicking on *View > Icons* and then on *View > Details*. What is the difference between them?
3. Create a folder	You need to create a folder in your home directory (F drive) to store your word processing exercises. Double click on the icon for your F drive. To make a new folder, click *File > New > Folder*. A new folder will be created – give it the name *Word exercises*.

Word processing

Word processing software is used to create and maintain electronic documents. Alterations can easily be made to stored documents (instead of retyping them), and multiple copies can be printed. Professional looking results can be obtained by using different fonts, and by incorporating graphics in a document. But, as personal computers and word processing packages become more powerful, so users continually need to update their skills to get to grips with the next generation of software.

Word processing itself is a simple concept – it is the automated equivalent of writing on a piece of paper, except that it is much more flexible. There are no rigid prescribed steps to follow when using a word processor. However, there are a number of simple techniques you can use when creating a document that will help to ensure that it looks good and is easy to edit.

Initially, you should type your document without paying too much attention to final layout, spelling and so on. Once all your ideas are "on paper", decide on the page layout and appearance that you prefer. Word processors allow you to select and make changes to a character, word, line, paragraph or entire document at one time. Although different word processing programs may look slightly different to a new user, they all include the same basic functions. If you know how to use one program, you should find it easy to switch to another.

Some standards that help to give your documents a professional look and feel are the following:
- a regular font style and size used for headings, subheadings and body text
- plenty of white space at the margins and between paragraphs
- the content, position and structure of page headers and footers

Your document will also be easier to maintain if you DON'T
- Use tabs to indent a paragraph
- Use spaces to align columns of text
- Use blank lines to leave space at the end of a page

The Office button and the ribbon tabs at the top of the screen give you access to all the different word processing functions that are available in MS Word. Note that many of these are advanced functions that will not be covered in this handout.

Office button	New, open, save, save as, print, prepare, send, publish, close
Quick access toolbar	Save, undo, redo
Home	Clipboard, Font, Paragraph, Styles, Editing
Insert	Pages, tables, illustrations, links, header & footer, text, symbols
Page layout	Themes, page setup, page background, paragraph, arrange
References	Table of contents, footnotes, citations & bibliography, captions, index, table of authorities
Mailings	Create, start mail merge, write and insert fields, preview results, finish
Review	Proofing, comments, tracking, changes, compare, protect
View	Document views, show/hide, zoom, window, macros
Add-Ins	Menu commands, toolbar commands, custom toolbars
Help	Search, browse

It's useful to remember that while you are working inside your document, a right mouse click will give you a pop-up menu listing the options that are appropriate for you to use.

Finally, **save your work regularly!** If your document has not been saved and the power fails, or some other unforeseen error occurs, valuable time and information will be lost.

Exercise 2

1. Open MS Word	Minimise the My Computer window if it is still open, and then use *Start – Programs – Microsoft Office* to open a new Word document.
2. Enter text	Type your name at the top of the screen and then press Enter twice.
3. Save your document	Use the *Office button* and *Save As* to save the document with the name **Award** in the *Word exercises* folder that you have just created on your F drive. Close the document.
4. Open a second document	Use the *Office button* to open a new blank document.
5. Enter text	Type the following text into the new document. Press Enter at the end of each paragraph (to go to a new line), but don't leave any blank lines between the paragraphs. Cape Town Traffic Department Gallows Hill 7001 Dear This letter is to confirm that you have been awarded our bad driver of the month award of R5000. The only problem with this award is that you must pay us. Sincerely Captain Bester
6. Save this document	Use the *Office button* and *Save As* to save the document you have just typed with the name **Traffic** in the *Word exercises* folder on your F drive. The document should remain open on your screen.
7. Re-open the first document	Use the *Office button* and *Open* to re-open the document called **Award** that you saved in your *Word Exercises* folder in Step 3. (The task bar at the bottom of your screen should now show two open MS Word documents.)
8. Select text to copy	Click on the **Traffic** document on the taskbar, so that it appears on your screen. While inside the **Traffic** document: Click once at the start of the first line. Move the cursor to the end of the last line, hold down the Shift key and click again. All text in the document should now be highlighted. Click on the *Copy* icon under the *Home* tab of the ribbon.
9. Insert text	On your taskbar, click on the **Award** document so that it appears on your screen. Position the cursor 2 lines below your name. Click the *Paste* icon on the *Home* tab of the ribbon to insert the text that you just copied. Save the **Award** file once more by clicking the *Save* icon on the Quick access toolbar.

10. Close window	Click on the **Traffic** file on the taskbar and close its window by clicking on the X in the top right corner. Only the **Award** file should now be open.
11. Indent text	Select the first 2 address lines in the **Award** document by using a click at the start and a shift-click at the end. On the *Home* ribbon, click the *Indent* icon several times to move the address lines towards the right hand side of the page. Save your file using the Quick access toolbar.
12. Formatting	Add 2 blank lines before the word "Dear", then select the text from the start of the word "Dear" to the end of the second last line. Click the bottom right corner of the *Paragraph* section of the *Home* ribbon, and add 14 point line spacing after each paragraph.
	At the far right end of the *Home* ribbon, click on *Select > All*. Then in the *Font* section, change the font style to be Century Gothic (or choose another font that is available on your system).
	Select your own name at the top of the document by dragging over it, then click on the *I* in the *Font* section to make it italics.
	Select the words "Captain Bester" at the end of the document by dragging over them, then click on the **B** in the *Font* section to make them bold.
13. Undo	Find the *Undo* button on the Quick access toolbar and click to undo your last action. Then repeat the action (bolding) by clicking the *Redo* button.
14. Save	Save your **Award** file one last time, then close Word and log out – well done!

Your name goes here

Cape Town Traffic Department
Gallows Hill 7001

Dear

This letter is to confirm that you have been awarded our bad driver of the month award of R5000.

The only problem with this award is that you must pay us.

Sincerely

Captain Bester

2009 Centre for Educational Technology, University of Cape Town

2. Basic formatting

This section covers some of the basic techniques that can be used to ensure that your document looks professional, makes an impact, and will be easy to read. The features listed below can be found in all word processing programs – bear in mind that they may be listed under different menu topics or tabs.

Page setup

Page Orientation: *portrait* is most commonly used for documents, but *landscape* may be more suitable for e.g. notices.

Page Margins: can be adjusted eg to allow space for a preprinted letterhead or leave room for binding at the edge of the page.

Header (Footer): lets you enter text or a logo that will be repeated at the top (or bottom) of each printed page. This allows you to edit text within the page as much as you like without having to worry about the position and layout of your page heading or footer.

Borders: lets you customize a border at the margins of each page.

Paragraph formatting

Indents & Spacing: lets you adjust the spacing between each line as well as between paragraphs. You can also indent margins, or just indent the first line of each paragraph.

Alignment: gives you options to adjust the spacing of text on the line so that you have a "straight edge" at the left margin, right margin or both (justified), or else to centre each line in the middle of the page.

Numbering: lets you choose between predefined styles for numbering / bulleting paragraphs. For more control over the appearance of your paragraphs, see the Numbering/Bullets section below.

Tabs: allows you to set the tab positions on the ruler bar that will apply for this document.

Borders: lets you customize borders around individual paragraphs rather than the whole page.

Character formatting

Font: lets you choose between a number of typefaces, styles and sizes.

Font effects: lets you change the colour of the text that you type, while Background lets you change the colour of the "white space" behind your text.

Position: lets you change the angle of the text on the page, as well as superscripts & subscripts (useful for e.g. maths equations).

Numbering / Bullets

Bullets: will indent each paragraph and start it with a special character.

Numbering type: gives you a choice of numbering styles, and will allocate consecutive numbers to each paragraph. If you later change the order of your paragraphs, delete or add one, etc, the numbering will automatically be updated.

Outline: allows for headings and subheadings in your numbering system.

Case / characters

Lets you switch between upper case (capital letters) and lower case ("small" letters).

You can access most of these formatting options by doing a right-click of your mouse inside the document. Most commonly used functions are also accessible via an icon on the toolbar.

Exercise 3

1. Open MS Word	Log in to the network and open MS Word.
2. Enter text	On a blank page, type the following text: Budget CD's Introductory Offer 7 CD's for the price of 5 If you like music and own a CD player, I would like to offer you the chance of a lifetime - 10 CDs for the price of only 5! If you are interested in this special offer please phone 021 689 3243.
3. Formatting	Under the *Home* tab of the ribbon, identify the icons in the *Paragraph* section that are used to make text left-aligned, centred or right-aligned. Select the first 2 lines that you typed, and click the appropriate icon to centre them. With the same text still selected, click the B in the *Font* section of the ribbon to make them Bold. Change the size of the font to be 14 point.
4. Save your document	Use the *Office button* and *Save As* to save your document with the name **Budget** in your home directory, in the *Word exercises* folder that you created previously.
5. Format and edit text	While still inside the **Budget** document: Select all the text below the two heading lines and make it all the same type face (you can choose which one) and the same font size. In the last line, delete the word "special" and replace it with the word "incredible". Add a comma after the word "offer". Add another paragraph to say "Stocks are limited – contact us now!"
6. Numbering	Select all the text from "If you like music…" to the end of document, then click the appropriate icon in the *Paragraph* section of the ribbon to put Numbering on. (Note: by pausing your cursor over an icon, a "tooltip" will appear to tell you what it does.)
7. Bullets	Remove the numbering by selecting the numbered text and clicking the Numbering icon once more. Make the same text into a bulleted list instead.
8. Page formatting	Under the *Page Layout* tab, click *Page Borders* to insert a 1 point line across the top of the page. Under the *Insert* tab, create an "Alphabet" style *footer.* Type your name at the left margin of the footer, then press Escape to view the normal document layout. (A footer or a header is a line of text that will be printed at the top or bottom of each page, regardless of any changes you may make to the layout of the page contents.) Add extra blank lines above and below the headings and between paragraphs if necessary to improve the layout of the document.

9. Save and log out	Click on the icon of a computer disk on the Quick access toolbar to save your work one more time.
	You can now close MS Word and log out of the network.

3. Tables and formatting

This section focuses mainly on the use of tables inside documents. A table is the most effective way aligning text in rows and columns. If you align text using tabs, then any subsequent editing is likely to upset the alignment – check that you understand why this is so. Using a table makes it easier to modify and re-use the same document structure, improving business efficiency.

In fact, this exercise has been laid out using a table. It's also an excellent way of drawing up timetables, lists, minutes of meetings etc.

Exercise 4

1. Log in	Log in to the network and open MS Word.
2. Enter text	On a blank page, type the following text: INFORMATION TECHNOLOGY TIMETABLE
3. Save	Save your document in the *Word exercises* folder on your F drive, with the name **Table**.
4. Formatting	Make the first line centered, bold, and a 16 point font. Change the colour of the font to be anything you like except Black. Add two blank lines after the heading line. They should both be 12 point size.
5. Insert a table	Under the *Insert* tab, click the *Table* icon to insert a table with 4 columns and 5 rows. Type the following text into the table: *(table below)* Then save your document again (with the same name).
6. Format table	Click anywhere in the table. A *Layout* tab will appear under *Table Tools*. Click the *Layout* tab, and at the left of the ribbon click *Select > Table*. (You can also select the entire table by clicking on the four-headed arrow icon floating next to the top left corner of the table.) With the table selected, click the *Properties* icon and Under the **Table** tab, centre the <u>alignment</u> of the table on the page. Under the **Column** tab, set the <u>column width</u> for all columns to be 3 cm. When you have applied these settings, then select all the cells in the heading row of the table. Under the *Design* tab, click the *Shading* button and choose a background colour for the cells in the heading row.

Table for step 5:

Day	*Venue*	*Time*	*Group*
Wednesday	Computer Lab	13h00	Group 1
		14h00	Group 2
Friday	Computer Lab	11h00	Group 1
		13h00	Group 2

7. Borders	Select the last two rows of the table (Friday). Use *Design > Borders* and click on *Inside Borders* to remove the borders INSIDE the last two rows, while keeping the outside borders.
	Select the two Wednesday rows, but instead of using the *Design* tab, go to the *Home* tab and remove the inside borders by using the Borders icon in the *Paragraph* section of the ribbon.
	Do the same for the heading row.
	Use the *Office button*, then *Print > Print preview* to check that your table borders are done correctly. Close print preview and save your work again.
8. Add text	Below your table, add the following lines (including all the spelling mistakes):
	Notes If you do not finish your practical exercices during class, then you are expected to complet them in your own time before the stat of the next lecture. All work covered in lectures may be includedin the final exam.
9. Spell check	Under the *Review* tab, click on the *Spelling & Grammar* icon to identify any spelling mistakes and replace them with the correct spelling. You may have noticed when you typed that MS Word will make its own corrections as far as possible.
10. Format text	Underline the word "Notes".
11. Bullet points	Select the two sentences following "Notes" and use the *Home* tab to make them a bulleted list.
12. Indent	Select the word "Notes" plus the two bullet points, and indent all of them by two tab stops.
	Save your document again.
13. Paragraph formatting	Use the *Paragraph* section of the *Home* ribbon to add a 6 point space after each paragraph below your table (i.e. after the Notes heading and after each bullet point).
14. Insert footer	Use *Insert > Header* and select *Edit header* to add a header region at the top of the page. Click on the *Date & Time* icon and display the current date and time in your header. Close the header.
15. Insert picture	Go to the bottom of your document, add a few blank lines, and then use *Insert > Clip Art* to add a clip art picture from the category "people" below the text on your page. Go to the *Home* tab and centre the picture.
	Save your document one last time.

4. Page layout and graphics

In this last exercise, you'll create a brochure that can be used for advertising a business. The brochure will be printed in "landscape mode", and set in columns so that it can be folded in three to stand upright on a counter top.

Exercise 5

1. Open MS Word	Start MS Word, open a new blank document and save it in your home directory with the name "Brochure".
2. Formatting	Under the *Page Layout* tab, set the page *Orientation* to be Landscape. Set the top and bottom *Margins* to be 2.5 cm each, and the left and right margins to be 1 cm each.
3.Columns	Use the *Columns* button and select *More Columns*. Choose a three column layout with equal column width, and with Spacing of 2 cm. Click OK to confirm your settings, and then save your file again. The ruler bar above your document should display the columns that you have set up.
4. Insert Word Art	Under the *Insert* tab, click *WordArt* in the Text section of the ribbon. Select any Word Art style and type the word SHARP. When you close the Word Art window, the word SHARP should be positioned at the top of your first column. Drag the borders if necessary to fit the width of the column. Press Enter twice below the Word Art box.
5. Insert a Text Box	Go back to the *Insert* tab, click the *Text box* button and select a Simple text box. Inside the text box type the words Hair Salon. Change the font to be Verdana 48 point, and centre align the text. Format the font colour to your own choice. Right click on the text box border and format the text box to have no line visible. Press enter twice below your text box.
6. Insert a picture	Use *Insert > ClipArt* to insert a picture below your text box. Drag the edges to resize it if necessary. Column one should now contain the word SHARP in Word Art, the words "Hair Salon" in a text box, and a clip art picture. You can use Print Preview to see how the column looks. Save your document again.
7. Enter text in Column Two	*Press Enter until your cursor is at the top of the second column. Then type the following text in 20 point Verdana:* At Sharp Hair Salon we know how to style your hair! We offer hair cuts, treatments, braids, extensions and dreadlocks at affordable prices. Try us - we guarantee you won't regret it. Contact 082 678123 for prices and appointments.

8. Insert pictures	Search on the Internet for some pictures of hair styles and insert them in the third column. Size them appropriately. (If you are feeling adventurous, then you can click on your clip art picture in column one, delete it, and replace it with an Internet picture as well.) Use Print Preview to see what your brochure looks like, and save your document.
	Tip: to find pictures, go to www.google.com and click on the Images hyperlink on the Google search page.

Your document should look similar to the example shown (in reduced size) below.