

Word Processing Using Microsoft Word

Word processing programs include Microsoft Word, Word Perfect, Quattro Pro, Word Star, Word Pad, and others. Microsoft Word (also called **MS Word** or just **Word**) is the most popular and is worth learning because most **other computer applications use word processing features**:

- using computer keyboard
- using the mouse
- saving documents
- opening documents
- spell checking
- printing documents
- copying
- pasting
- cutting
- undo and redo

Do I have to be able to type fast?

Typing skills make using Word easier, of course, but are not necessary. Even if you “hunt and peck” all of your keys, you will still type faster than writing by hand. Therefore you need not worry about being able to type fast.

How do I start MS Word?

1. To start MS Word, single or double click on the icon for MS Word on your desktop. If there is no icon for MS Word, click on the Start button, then click on Programs, then click on Microsoft WORD.
2. Word opens with a blank document. You can now start typing right away. To indent at the start of a paragraph, use the **tab** key instead of the space bar. The space bar may look all right on the screen, but will look sloppy when printing your document.

Dear Mom and Dad,

I am having a great time here on the moon. The wether is always sunny with no clouds. The view of the stars at night is incredible

What are those red and green lines under my words?

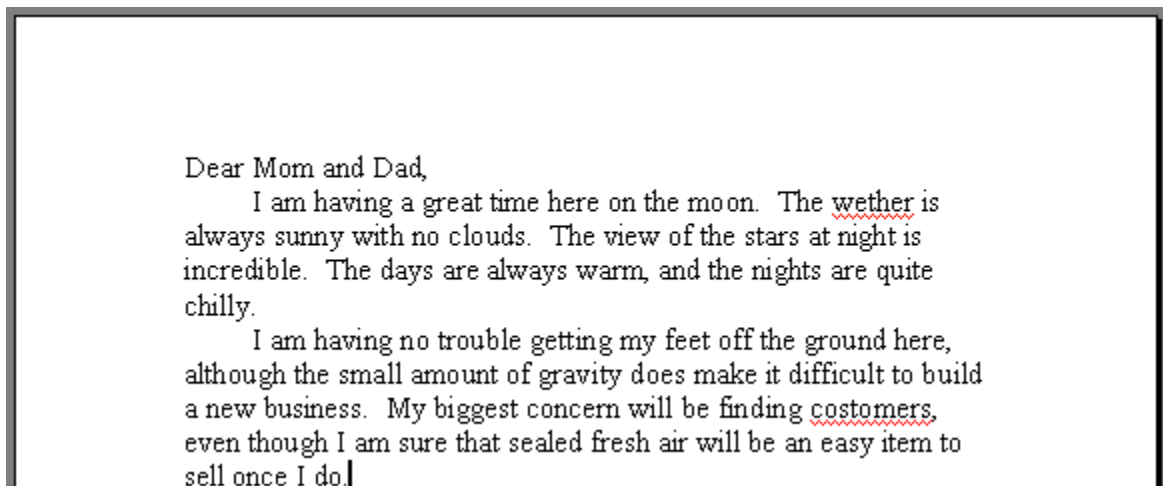
Possible spelling errors will be underlined in **red**; and possible grammatical errors are underlined in **green**. The red and green lines will not appear when printing.

The spell checker does not know all the words you may use. Later in this handout you will be shown how to use the spell-checking tool.

Also, the grammar checker cannot know your meaning. It will underline in green double words, punctuation, extra spaces between words, subject-verb disagreement, and even passive voice sentences. Feel free to ignore the green underlines.

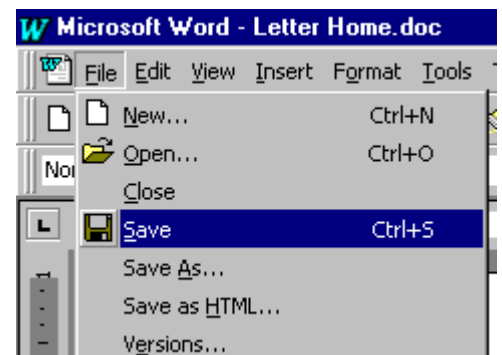
Should I hit the Enter key at the end of each line of type?

Do NOT hit Enter at the end of a line. All text programs have “word wrap” that automatically returns to the beginning of the next line. Continue typing and hit enter at the end of a paragraph. Use the tab key to indent your next paragraph and continue to type.



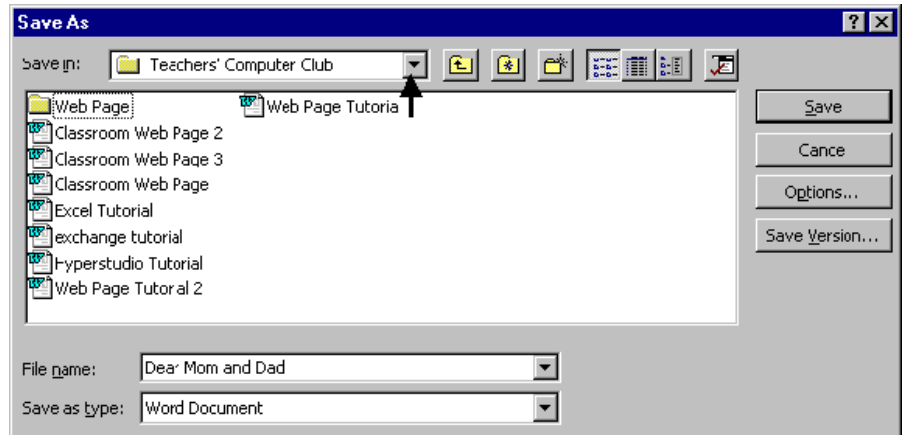
When should I save my work?

1. By now it is a good idea to save your document. This is easy. Click with your mouse and hold the button down on the word **File** at the top left hand

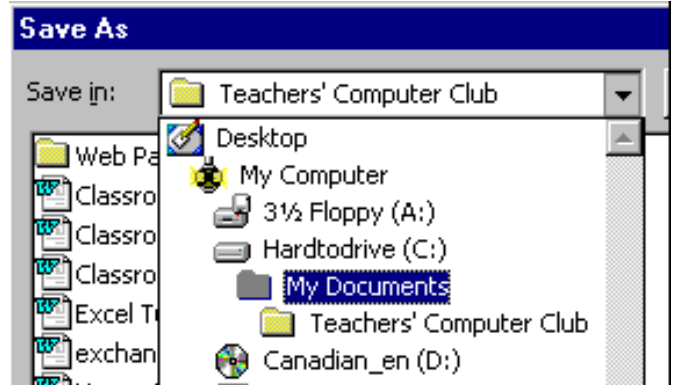


corner of the screen. This pops up a menu. Slide down to **Save...** and let go of the mouse button.

2. A window pops up, and you have to choose where you will save your work. You can do this by clicking with your mouse. See the example:



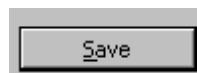
3. I am choosing to save to **My Documents** folder.



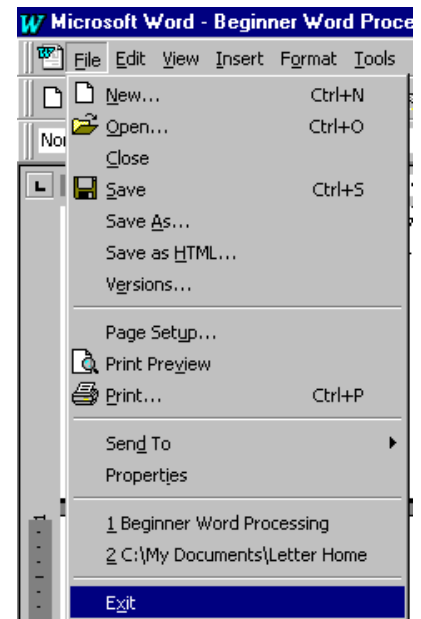
4. Give your document a name.



5. Click on save when done.

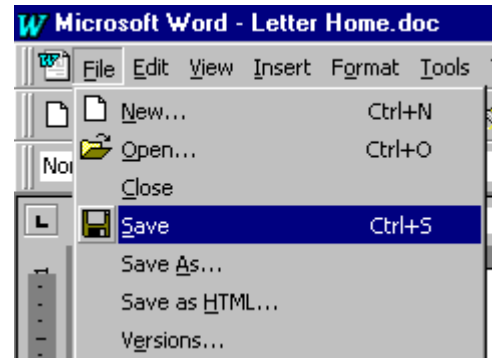


6. It is always a good idea to save every ten or fifteen minutes. Computers are known to *freeze* or *crash*. If this happens and you have not saved, you could lose all of your work. From now on you only need to click on **File** and slide down to **Save**.



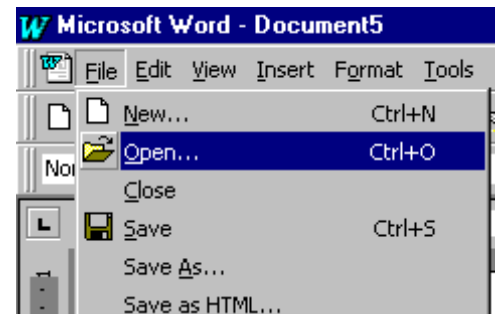
How do I end my document?

If you wish to quit and work on your document later, click on **File** and slide down to **Exit** or **Quit**. This is usually at the bottom of the File menu.



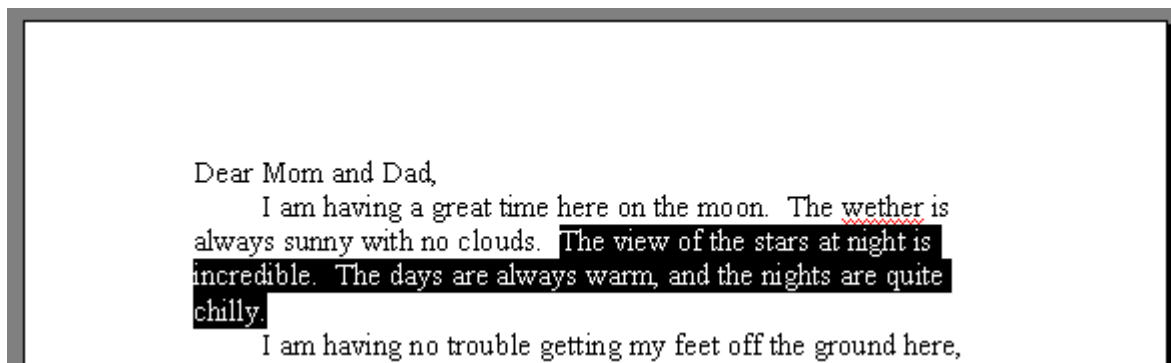
How do I open my document again?

Open your word processing software the same way you did in Step 1 above. Now click on the File menu again and slide down to **Open...** Your document should now appear before you on the screen.



How can I copy text from one place to another?

1. If you wish to copy any part of your document to paste to another part or to another document, you first have to select the text that you want copied. This is done by *clicking and dragging* over the text to copy. Click and hold the mouse button at the beginning of the text, then carefully *drag* it to the end of the text. All of the text you selected will appear highlighted. If you highlight too much, or not enough, do not worry, just try again.



2. Click on the **Edit** menu and slide down to copy. This copies what you selected to a *virtual clipboard* that you cannot see.



3. Click your mouse at the end of your document, or wherever you want to paste to. Click on the **Edit** menu and slide down to **Paste**.



4. The text that you copied to the *virtual* clipboard then appears right where you clicked.

incredible. The days are always warm, and the nights are quite chilly.

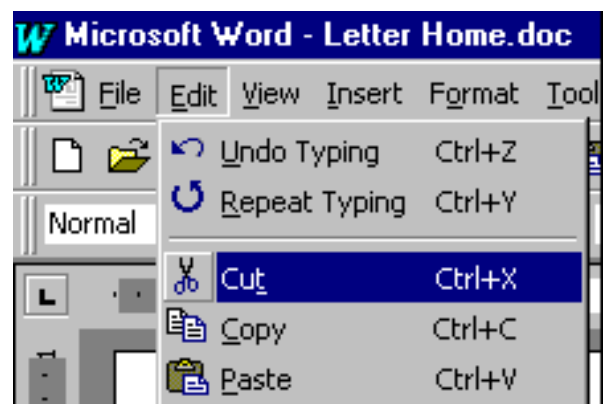
I am having no trouble getting my feet off the ground here, although the small amount of gravity does make it difficult to build a new business. My biggest concern will be finding customers, even though I am sure that sealed fresh air will be an easy item to sell once I do. The view of the stars at night is incredible. The days are always warm, and the nights are quite chilly.

What if I want to cut out some text and move it to another place?

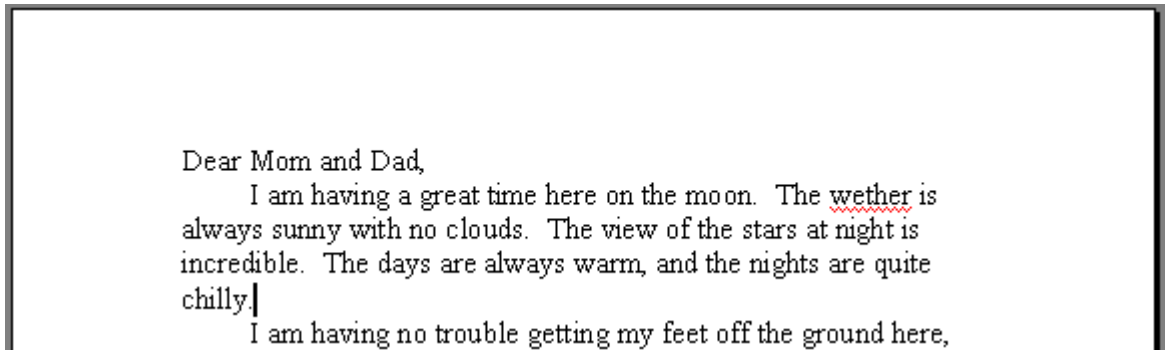
1. If you wish to move some text from one place to another, you might want to cut the text instead of copying it. Cutting and copying are the same, except that cutting removes the text but still puts it on the *virtual* clipboard. To do so click and drag over the text that you want cut.

although the small amount of gravity does make it difficult to build a new business. My biggest concern will be finding customers, even though I am sure that sealed fresh air will be an easy item to sell once I do. The view of the stars at night is incredible. The days are always warm, and the nights are quite chilly. **Both the days and nights are long.**

2. Click on **Edit** and slide down to **Cut**. This removes the text and places it on to the invisible *virtual* clipboard.



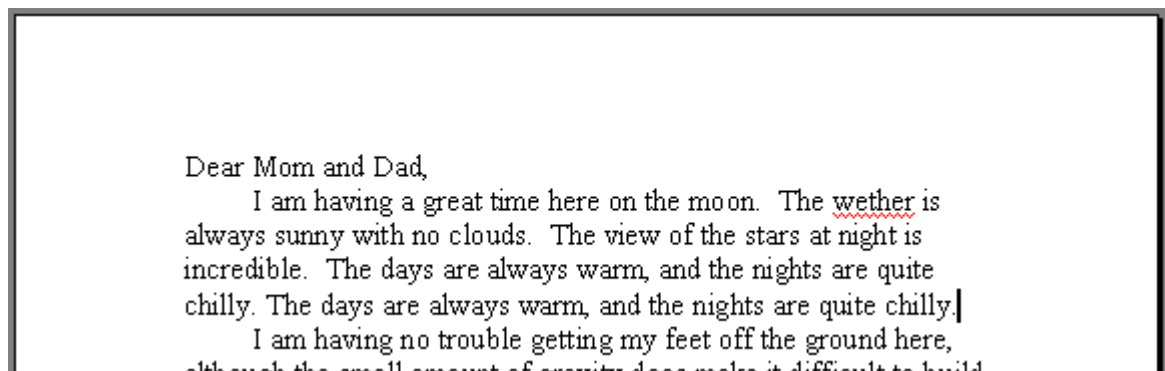
3. Click where you want to paste the text.



4. Click on **Edit** and choose **Paste**.

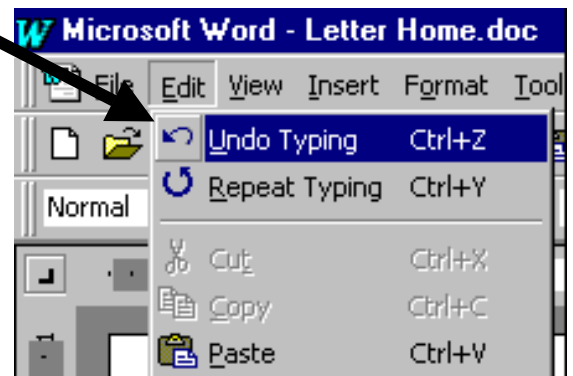


5. The text that you copied to the *virtual* clipboard then appears right where you clicked.



What if I make a mistake or change my mind?

When you make a mistake, don't worry, just click on the **Edit menu** and slide down to **Undo**. Or click on the **Undo tool** on Word's toolbar. You can continue to click Undo until you are back to the place where your letter was correct.



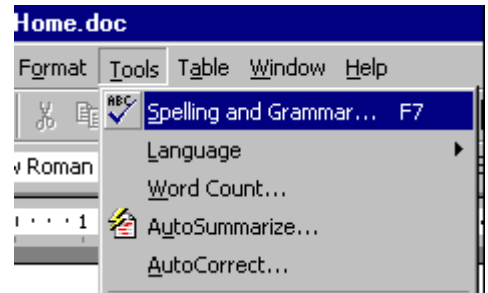
If you go back too far, you can click on **Redo** (Edit menu, slide down to Redo) or click on the **Redo** tool.



How do I check my spelling?

1. The spell checker is a great tool to have on a word processor. It looks at every word that you typed, one at a time, and checks it with a dictionary. However, it does not know your intended meaning. Therefore if you typed *their* when you really wanted *there*, it will not correct the mistake. You will still have to proofread your document yourself.

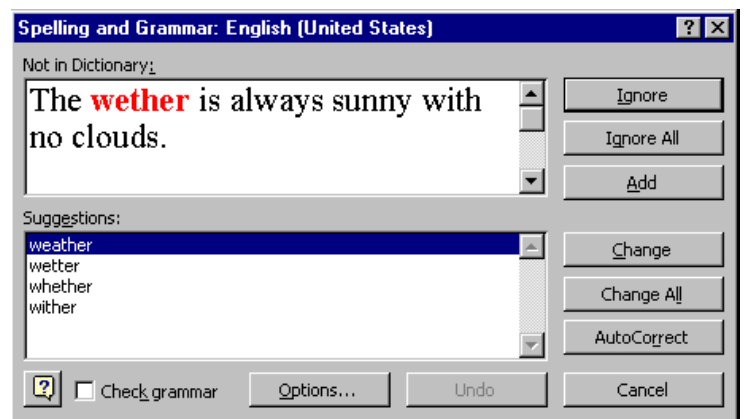
2. Unlike all of the features explained before, the spell checking tool is not in the same place for all software. It is often found in the **Edit** menu or the **Tools** menu. In this case (Microsoft Word) it is in the **Tools** menu. So we click on the **Tools** menu and slide down to **Spelling and Grammar....**



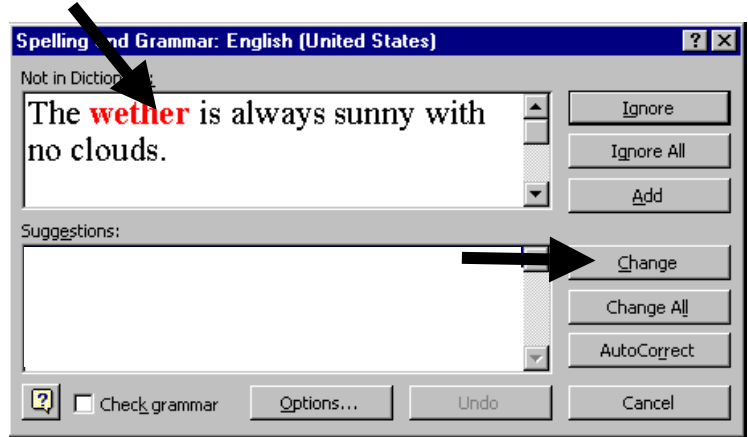
3. A spell check window pops up. Depending upon your software, you may have to click on a button that says **Start**. In Word, it starts spell checking right away. When it finds a word that it does not recognize, it will show you and also give some alternative suggestions.

4. If the word is spelled correctly (such as a person's name or place) then click on **Ignore** (or **Ignore All**).

5. If it is misspelled, click on the correct word in the suggestions, and then click on **Change**. **Do not** click on the **Add** button as this adds the misspelled word to the computer's dictionary.

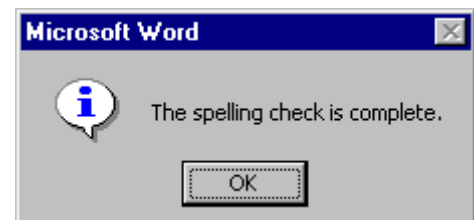


- If the word you want is not in the list of Suggestions, click in the top pane of the Spell Check Box and type in the word you want.



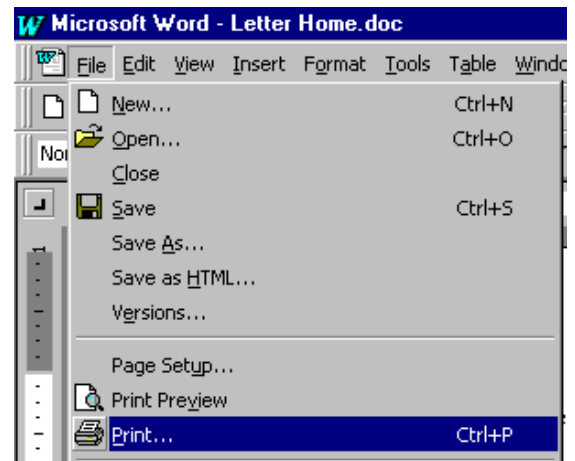
- After typing the correct word, click the **Change** button.

- When the Spell Checker has finished checking all of the words you have typed, it will usually let you know. Click on **OK**, or in some cases **Done**.

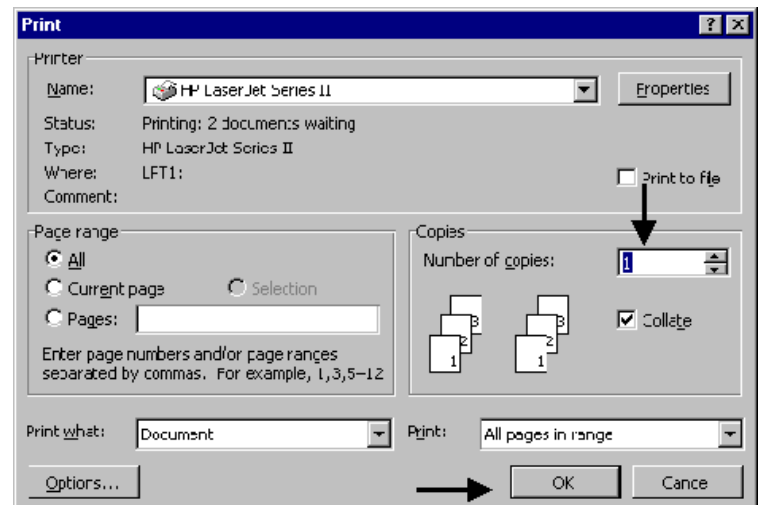


How do I print my document?

- When you have finished everything and have checked it all over, you will probably want to print your document. To do this click on the **File** menu and slide down to **Print....**

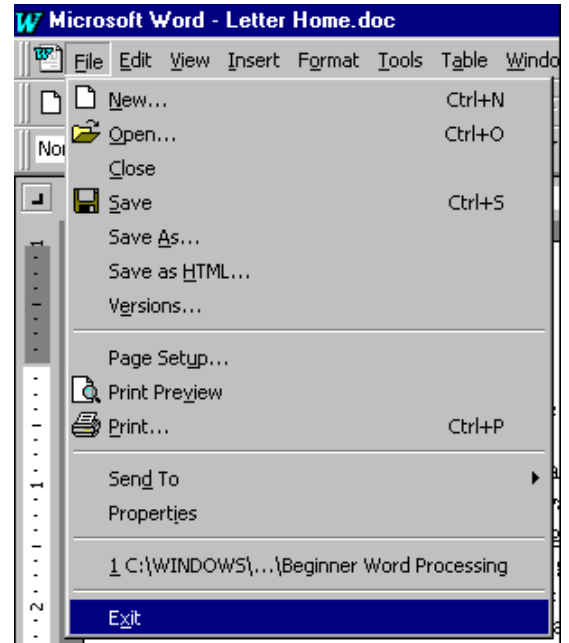


- A printing window pops up. There is a lot of information here, and you probably do not need to worry about most of it. You can change the number of copies you wish to print, but otherwise just click **OK** or **Print**.



How do I quit the program?

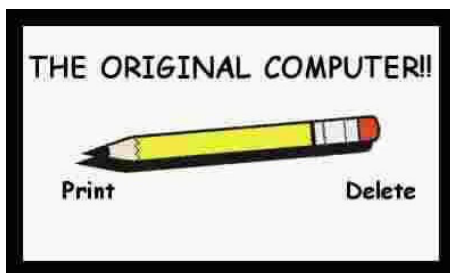
When you are finished and want to leave the program, save and click on **File** and slide down **Quit** or **Exit** at the bottom of the menu.



to

That's it! Although there are many more things to do in word processors, these are the basics. Go ahead and practice and get used to your word processor. Once you have the hang of it, you will enjoy the typing and text-editing process.

You may even add a few graphics such as clipart or word art or photos to your documents. You can copy and paste your documents to your e-mail program. Do not be afraid to experiment with MS Word. You cannot "hurt" the program!



Word Art