

Lesson 1

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Creating and Saving Documents

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Learn how to:

- ◆ Start Microsoft Word
- ◆ Use toolbars and other basic features in the document window
- ◆ Type text in a new document window
- ◆ Correct spelling errors using automatic spell checking
- ◆ Insert, delete, and replace text
- ◆ Name and save your document

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Some interesting features

- ◆ AutoCorrect
- ◆ Auto Format
- ◆ Table
- ◆ AutoText
- ◆ Mail Merge
- ◆ Wizards

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Starting Microsoft Word

- ◆ Click MS Word from Office Shortcut bar,
or
- ◆ Start | Programs | Microsoft Word

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Exploring Word Document Window

- ◆ Equivalent to sheet of paper in a typewriter

- ◆ Menu Bar
- ◆ Toolbars (several to choose from)
- ◆ Document Area
- ◆ Status Bar

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Toolbars

- ◆ Contain buttons for performing basic operations
 - ✓ open, close, print, etc.
- ◆ shortcut to options available from menu bar
 - ✓ generally faster to use the toolbar buttons
- ◆ Screen Tips (a brief explanation of the button) available
 - ✓ move the mouse pointer over a button and wait

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The Status Bar

- ◆ You'll find this at the bottom
- ◆ Shows useful information like page numbers, status of printing, saving etc

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Typing Text

- ◆ Wordwrap
 - ✓ don't press ENTER at the end of each line
 - ✓ Press ENTER to begin a new paragraph or a blank line
- ◆ Typing Mistakes
 - ✓ Word can do auto spell checking
 - ✓ red wavy underline indicates unknown / misspelled word
 - ✓ green wavy underline indicates grammatical error

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Typing Text (contd..)

- ✓ Use BACKSPACE / DELETE to delete mistakes. Explore the difference between BACKSPACE / DELETE
- ◆ Nonbreaking space
 - ✓ if you want words to appear together (override the word wrap feature)
 - ✓ press CTRL+SHIFT+SPACEBAR between words
- ◆ To go to the beginning of document
 - ✓ CTRL+HOME

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Selecting Text

- ◆ Double-click
 - ✓ selects the word pointed to by the mouse
- ◆ Click and drag
 - ✓ to select more than one word

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OOPS!

- ◆ If you think you erased something by mistake
 - ✓ No problem, use the Undo button.

- ◆ If you changed your mind again
 - ✓ that's fine; use the Redo button

- ◆ Remember Redo does just the opposite of the Undo

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Saving Documents

- ◆ Must give:
 - ✓ a name for the document
 - ✓ location (folder) where the document will be saved

- ◆ What's the difference between the options SAVE and SAVE AS?

- ◆ Remember, if you are using the computers on the campus you have to save the work on your diskette (A drive)

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