Lesson 1

Creating and Saving Documents

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

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

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

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
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

Selecting Text

- Double-click
  - selects the word pointed to by the mouse

- Click and drag
  - to select more than one word
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

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)