

Master It!

Microsoft Word



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Chapter 1

Microsoft Word Basics

EXERCISE 1

- Create, edit, save, & print a new document
- Undo/redo
- Wordwrap
- Show/hide

EXERCISE 2

- Change fonts
- Selecting text
- Change font styles
- Autocorrect

EXERCISE 3

- Full block business letter
- Insert date

EXERCISE 4





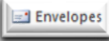
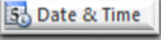



- Envelopes
- Labels

EXERCISE 5

- Save as
- View-navigate a document
- Print preview
- Print/print options

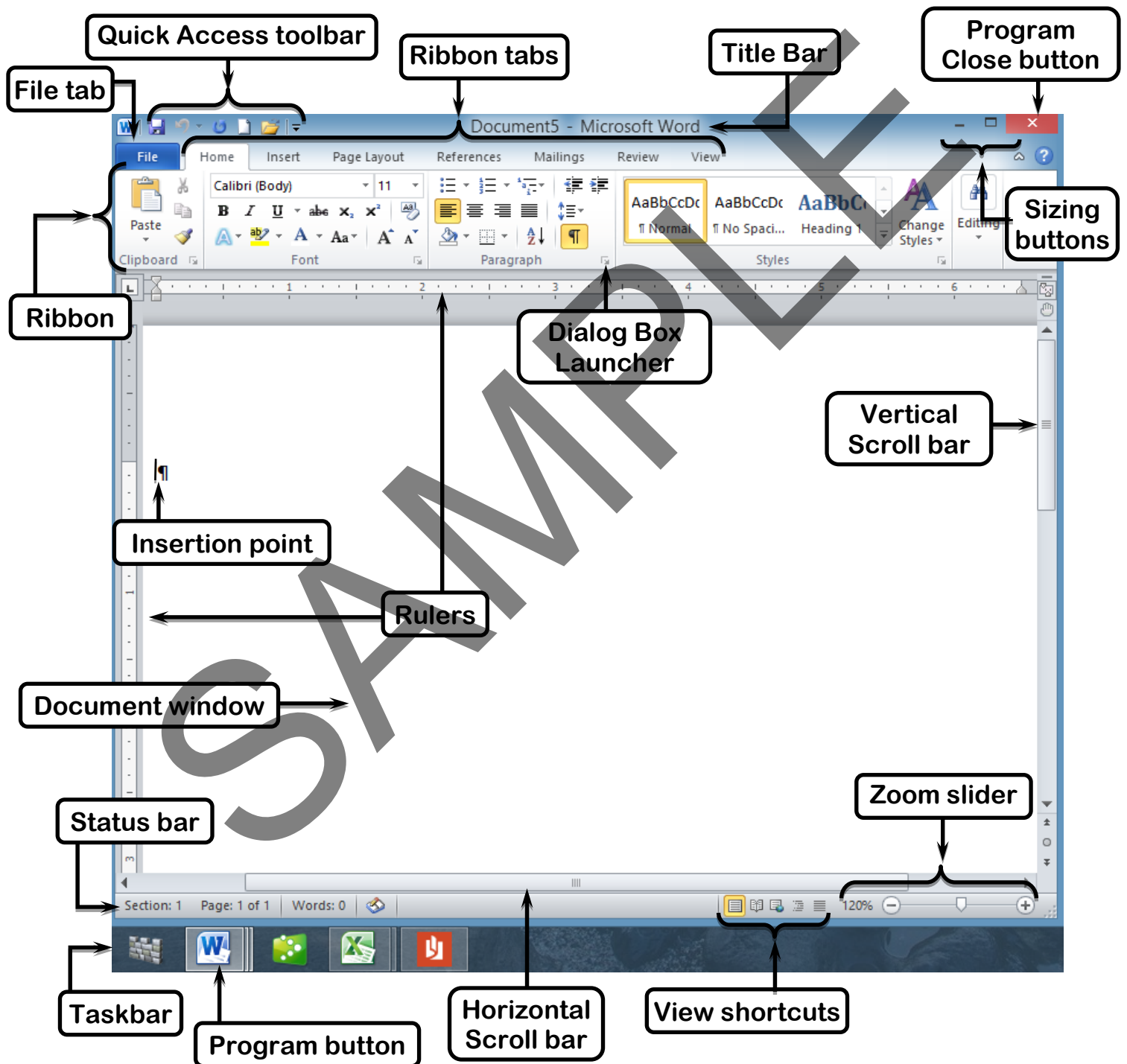
Chapter 1

Microsoft Word Basics

COMMANDS	RIBBON/GROUP	BUTTON	SHORTCUT
Autocorrect	File / Option	Proofing	
Change case	Home / Font		
Change size	Home / Font		
Change sort	Home / Paragraph		
Change style	Home / Style		
Create new	File / New		Ctrl + N
Envelope	Mailings / Create		
Insert Date	Insert / Text		
Labels	Mailings / Create		
Navigate a document	View / Show		
Open	File / Open or Recent		Ctrl + O
Print	File / Print		Ctrl + P
Print Preview	File / Print		Ctrl + P
Save	File / Save		Ctrl + S
Save as	File / Save As		
Show/ hide	Home / Paragraph		Ctrl + *
Undo	Quick Access Toolbar		Ctrl + Z

Introduction

WORD WINDOW



Exercise 1

- CREATE, EDIT, SAVE, & PRINT A NEW DOCUMENT
- UNDO/REDO
- WORDWRAP
- SHOW/HIDE

TERMS

- **Default:** The preprogrammed settings on the computer.
- **Nonprinting characters:** Characters that can be displayed on the screen but do not print. Examples: paragraph marks, tab symbols, space marks, cell markers etc.
- **Redo:** The command for reversing the undo command.
- **Undo:** The command for reversing a previous action.
- **Word wrap:** A feature that moves text automatically to the next line when a line is full.

APPLICATION

1. List 2 ways to create a new blank document.

2. When you create a new Word document where is your work stored?

3. If you close Word without saving, or if there is a power failure, where will your work be saved?

4. What are 3 ways to save a document?

5. What are the 2 things that you must specify when saving?

6. How are your documents organized and saved on your computer?

7. How do you create a new folder?

8. What is the default location that Word will save your document to if you don't specify one?

9. After you save a file, are the changes and additions saved to the file too?

10. What are nonprinting characters?

11. How do I make them visible on my screen?

12. What is the difference between backspace and delete?

13. What are 2 ways to close a document?

PRACTICE IT!

- 1) Start Word.
- 2) Create a new blank document.
- 3) Save the document as WD01_xx.
 - ✓ *Whenever you see _xx, it means that you should type an underscore and then your initials, not the text “_xx”.*
- 4) Show non-printing characters.
- 5) Type the following paragraph.
 - ✓ *Do not press enter at the end of a line. Word wrap will automatically bring you to the next line when the first line is full.*

The Cook Nook is proud to welcome Mrs. Ruth Chefman from Exquisite Cuisine who has joined our qualified team of chefs at The Cook Nook. Mrs. Ruth Chefman brings with her over 20 years experience in making people's palates happy. Her coveted recipes are world renown. She is chairperson of the Tasty Flavor Expo. She has also earned the Chef's Supreme Award in 2008 and the Culinary Expert Award in 2009.

- 6) Press enter to start a new paragraph.
- 7) Type the following for the second paragraph.

Mrs. Ruth Chefman will be offering her fine taste to enhance all our dishes. We are delighted that she is uniting with our strong group of skilled chefs to bring our eatery to the next level.

- 8) Move your insertion point to the beginning of the second sentence in the first paragraph.
- 9) Move your insertion point to the beginning of the second word – “Ruth” and press delete 5 times to delete the word *Ruth* and the space after it.
 - ✓ *Now it should say Mrs. Chefman.*
- 10) You changed your mind, and you want it to say just *Ruth* instead.
 - a) Press undo 5 times to reinstate the word *Ruth*.
 - b) Press backspace to delete the title *Mrs*.
 - c) Delete the word *Chefman* using whichever method you choose.
- 11) Enter a blank line on the top of the document.
- 12) Type the title: **The Cook Nook**
- 13) Go to the end of the document, press enter, type your name.
- 14) Press enter again, type the document name (WD01).
- 15) Check for spelling errors and fix.
- 16) Save your changes to the document.
- 17) Print the document.
- 18) Close the document.

REVIEW IT!

- 1) Start Word.
- 2) Create a new blank document.
- 3) Save the document as RW01_xx.
- 4) Write a paragraph describing your summer.
- 5) Fix all errors and spelling mistakes. Use delete, backspace, undo and redo as necessary.
- 6) Go to the beginning of the document and add a new blank line.
- 7) Type a title for your document.
- 8) Go to the end of the document press enter and type your name.
- 9) On the next line type your exercise name.
- 10) Save, print and close your document.

SAMPLE

REFERENCE

Methods for selecting text

To select	Using mouse	Using keyboard	Both
One character	Click and drag over the character	Position insertion point, press and hold Shift, and then press →	
One word	Double click the word	Position insertion point, press and hold Ctrl+Shift, and then press →	
One line	Click in the white space to the left of the line	Position insertion point at the beginning of the line, press and hold Shift, and then press ↓	
One sentence	Click and drag		Press and hold Ctrl, then click anywhere in the sentence.
One paragraph	Triple click anywhere within the paragraph, or double click in the white space to the left of the paragraph	Position insertion point at the beginning of the paragraph, press and hold Ctrl+Shift, and then press ↓	
Entire document	Triple click in the white space to the left of the document	Press Ctrl+A	
To the end of the line		Position insertion point press and hold Shift, and then press End	
A block of text			Click in the beginning of the block, press and hold Shift, and then click at the end of the block
Nonadjacent blocks of text	Press and hold Ctrl and then click and drag to select multiple blocks of text		

PRACTICE IT!

- 1) Start Word.
- 2) Create a new blank document.
- 3) Save the document as WD02_xx.
 - ✓ Whenever you see _xx, it means that you should type an underscore and then your initials, not the text "_xx".
- 4) Show non-printing characters.
- 5) Open the autocorrect dialog box and **add** the word "coko" in the replace column to be replaced with "cook".
- 6) On the home ribbon, in the styles group, choose the second item "No Spacing".
- 7) Type the paragraphs as shown in illustration A on the next page. (Read instructions a, b & c before beginning.)
 - a) For the first line type "coko" instead of "cook", and type "noko" instead of "nook".
 - ✓ Notice how the computer automatically switches "coko" to "cook" because you added it previously to the autocorrect list. In addition, notice how "noko" was automatically changed to "nook" because it comes with the premade autocorrect list on the computer.
 - b) Insert blank lines before and after the paragraph – "MENU FOR DAIRY PARTY"
 - c) Use uppercase mode to type "MENU FOR DAIRY PARTY"
- 8) Select the price "\$9.00" and replace it with "\$8.50". Then select the "50" by 50 person minimum and replace it with "65".
- 9) Apply the following formatting changes:
 - a) Change the first line to uppercase, size 36, using font *Harrington*.
 - b) Change the next 4 lines to size 18 using font *Monotype Corsiva*, italicized.
 - i) Apply a dotted underlined to the line – "Cheapest prices in town".
 - c) Change the line – "MENU FOR DAIRY PARTY" to font *Maiandra GD*, size 24, bold, double underline.
 - d) Change all the items on the menu list to title case. Change the font to *Maiandra GD*, size 15.
- 10) Go to the end of the document press enter once and type your name. Press enter again and type the exercise name.
- 11) Your document should look like Illustration B.
- 12) Save, print and close the document.

Illustration A

The cook nook
We do Party catering
Cheapest prices in town
Call now to reserve our spacious hall at no additional cost.
\$9.00 per person 50 person minimum

MENU FOR DAIRY PARTY

bagels
cream cheese
fish platter
egg salad
tuna salad
israeli salad
cucumber salad
pasta salad
danishes
donuts
orange juice
soda
seltzer
water
coffee
optional: sweet table

Illustration B

THE COOK NOOK

We do Party catering

Cheapest prices in town

Call now to reserve our spacious hall at no additional cost.

\$8.50 per person 65 person minimum

MENU FOR DAIRY PARTY

Bagels
Cream Cheese
Fish Platter
Egg Salad
Tuna Salad
Israeli Salad
Cucumber Salad
Pasta Salad
Danishes
Donuts
Orange Juice
Soda
Seltzer
Water
Coffee
Optional: Sweet Table

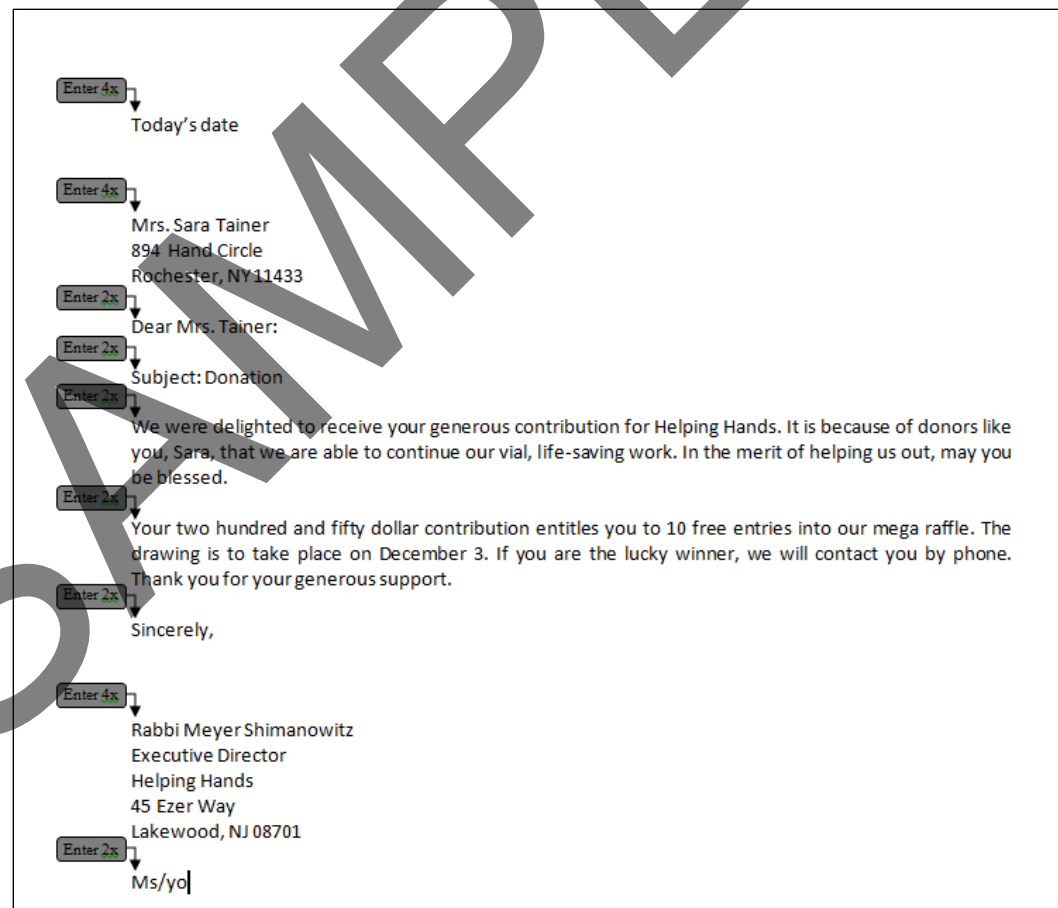
REVIEW IT!

- 1) Start Word.
- 2) Create a new blank document.
- 3) Save the document as RW02_xx.
- 4) Write a card to a relative or acquaintance.
- 5) Change fonts, font sizes, font style (bold, italics), and add underlines.
- 6) Change case as needed.
 - a) Change case of the greeting line (salutation: i.e.: Dear...) to uppercase.
- 7) Proofread your letter. Replace text as needed.
- 8) Go to the end of the document. Press enter and type your name.
- 9) On the next line type the exercise name.
- 10) Save, print and close your document.

SAMPLE

PRACTICE IT!

- 1) Start Word.
- 2) Create a new blank document.
- 3) Save the document as WD03_xx.
 - ✓ Whenever you see _xx, it means that you should type an underscore and then your initials, not the text "_xx".
- 4) Show non-printing characters.
- 5) On the home ribbon in the styles group choose the second item "No Spacing".
- 6) Type the letter shown in Illustration A.
 - a) Press enter between parts of the letter to leave empty white space as indicated.
 - b) Insert the current date. Use the month, day, year format.
 - c) For reference initials, always replace "yo" with your own initials.
- 7) Change the words Helping Hands (all appearances {2}) to all uppercase.
- 8) Fix any spelling or typographical errors.
- 9) Go to the end of the document, press enter and type your name.
- 10) On the next line type your document name.
- 11) Save, print and close the document.



REVIEW IT!

- 1) Start Word.
- 2) Create a new blank document.
- 3) Save the document as RW03_xx.
- 4) On the home ribbon in the styles group choose the second item “No Spacing”.

Congratulations!! You are the new secretary for the dean of your school. You are now writing a letter to the parents informing them about a new rule in the school. Remember to format it as a proper business letter.

- 5) Type an accurate business letter.
 - a) Include today’s date.
 - b) Include an inside address.
✓ *You are writing this letter to your own parent.*
 - c) Include a salutation.
 - d) Make sure your body is a respectable length. Remember to push enter 2x when starting a new body paragraph.
 - e) Mr. Gross is the writer and he’s the dean of the school.
 - f) You are the typist.
 - g) Notate on the letter that you are including in the envelope a copy of the official rule and all its details, as was given to all the students.
- 6) Fix all spelling and typographical errors.
- 7) Go to the end of the document. Press enter, and type your name.
- 8) On the next line type the document name.
- 9) Save, print and close your document.

