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# **Word Processing Basics**

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## **Word 6.0 for Windows 3.1 & Word 7.0 for Windows '95**

DSKL 817  
Adaptive Computer Access

Carolyn Fiori  
Adaptive Computer Technology Specialist

**High Tech Center  
College of San Mateo**

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# Getting Started

## **Word for Windows 3.1**

1. Choose 5 from the HTC Main Menu. Press **<Enter>**. This loads in Windows. The Program Manager will be on the screen.
2. Click one time on the **Word** icon in upper right corner. This loads Microsoft Word for Windows.

**or**

You can use a keyboard shortcut - Ctrl + Alt + W

## **Word for Windows '95**

1. Double click on the **Word** icon.

**or**

You can use a keyboard shortcut - Ctrl + Alt + W

### **Note:**

This manual is arranged in alphabetical order.  
Check the index at the end to find something specific.

## Cancel - Undo a command

Sometimes you press the wrong key, get into the wrong menu or choose a menu you don't know how to use. If you do something you don't want to and then change your mind, you can undo it.

If you press the wrong key, from the **Edit menu** choose **Undo**.

If a dialog box opens up and you don't want it, click on the **Cancel** button.

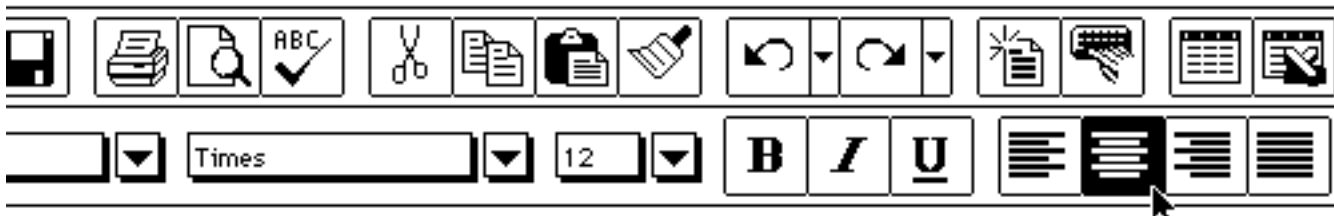
## Centering a title or text

1. Click the **Centering icon** on the Toolbar. Type in your text. When you press Return/Enter, the centering will continue. If you want to go back and align left for your paragraph, click on the **Align Left icon** on the Toolbar.

or

**If you have already typed something and then decide to center it:**

1. Move the **I**-beam to the line you want centered and click.
2. Click the centering icon on the Toolbar.



**Note:** Make sure you do not have spaces before or after the group of words you want centered. Words **and** spaces will be centered. This may not be the result you want.

## Closing a file

You can remove a document from your workspace by closing the file. Go to the **File** menu and choose **Close**. Your document is closed but you are still in Word.

Word can have 10 documents open at a time. You can leave documents stacked one on top of each other until you're finished. The open documents are listed under the **Window** menu. The check mark indicates which document is on top or active. Choose the document you want to work with by pointing to it and clicking on the title.

ColumnsTo format your text in 2 or 3 columns like a newspaper or newsletter, use on the toolbar. In columns, text flows from the bottom of one column to the top of the next. Word automatically adjusts the width of the columns to fit between the margins you have set.

1. Place your cursor where you want your columns to start.
2. Choose how many columns you want.
3. View your columns in **Page Layout**. You cannot see the columns in **Normal View**.



**Columns**

**Presets**

One Two Three Left Right

Number of Columns: 1

Line Between

**Width and Spacing**

Col #:	Width:	Spacing:
1:	6.5"	

Equal Column Width

**Preview**

Apply To: Whole Document

Start New Column

OK  
Cancel  
Help

# Cut & Paste - Moving blocks of text

## To move text to a different location in the document:

1. Select the block of text you wish to move. Highlight the area by dragging the **I**-beam across the word/words. (See section on Selecting Text.)
2. From the **Edit** menu, choose **Cut**. The text will disappear from the screen but be stored in the computer's memory or clipboard.
3. Place the **I**-beam where you would like to move this text. Click to move the blinking cursor.
4. From the **Edit** menu, choose **Paste**. Your text reappears in the new location.

## To move text to another document:

1. Select the block of text you wish to move by highlighting it.
2. From the **Edit** menu, choose **Cut**. The text will disappear from the screen but be stored in the memory or clipboard.
3. From the **File** menu, choose **Open**. **Open** the desired document. **or** From the **Window** menu, select the opened document that you would like to activate.
4. Place the **I**-beam where you would like the text to be. Click to move the blinking cursor into position.
5. From the **Edit** menu, choose **Paste**.

## Erasing words or spaces

**Backspace (large key near =)** - erases one letter or space to the left (<-- ) of the cursor. If you keep pressing, it will continue erasing to the left and continue erasing up your document.

**Delete (below the Insert key)** erases one letter or space to the right (-->). It will also repeat.

**Note:** You can also erase/delete words, lines, paragraphs after you have selected the text. See section on Selecting.



## Exit/Quit

When you are finished, save your document and quit the program.

1. From the **File** menu select **Exit**.
2. If you've made changes and haven't saved, you will be asked "Do you want to save changes?". Make sure you are saving on your disk.
3. Windows 3.1: When you're finished, the program will close and you will be returned to the Program Manager. Close all windows by double clicking in the control menu box in upper left corner or use **Ctrl F4**. Close the Program Manager: **Alt F4** or from the **File** Menu choose **Exit Windows**.

Windows '95: When you're finished, you are returned to the desktop. Check the **Start Menu bar**. Close all programs. Take out your disk and you're done.

4. Leave the computer on unless asked to Shut Down.

## Finding Text (EC)

Word's **Find** command will search automatically through your document and find specific text you want to edit.

### Finding Procedure

1. Put the cursor (insertion point) at the beginning of your document.
2. Open the Edit menu and choose Find....
3. In the Find What box, type the text for which you want Word to search.

#### Special Notes:

Whole Word Box	If there is an X in the Whole Word box, Word will find whole words only. For example, if you ask Word to find the word "bed," it will not find "bed" in "embedded."
Match Upper/Lowercase Box	If there is an X in the Match Upper/Lowercase box, Word will find text with the exact same capitalization found in the text you typed in the Find What box. For example, if you ask Word to find "My," it will not find "my."

4. Click once in the Find Next button.
5. Word will find the first occurrence of the text you typed in the Find What box.
6. To find the next occurrence, click again in the **Find Next** button. To return to your document before Word has searched the entire document, click once in the **Cancel** button.

## **Finding and Replacing Procedure**

Word's Replace command will search your document for specified text and replace it with new text. Amazing!

1. Put your cursor at the beginning of your document.
2. Open the **Edit** menu and choose **Replace**.
3. In the **Find What** box, type the text you want to change.
4. In the **Replace With** box, type the new text.

Special Note: Decide if you want to activate the Whole Word and Match Upper/Lowercase options.

5. Click once in the **Find Next** button.
6. Word will stop on the first **occurrence** of the text for which you are searching. Click once in the **Replace** button if you want to replace the text.
7. Click once in the **Find Next** button to proceed to the next occurrence of the text.

## Footnotes/Reference Notes (EC)

A **footnote** is a note of explanation or reference placed below the text on a printed page. **Endnotes** are notes of explanation or references that appear in a group at the end of a document.

### Creating a Reference note

1. Put your cursor where you want the reference note reference mark to appear
2. Open the **Insert** menu and choose **Footnote**.
3. You will see a footnote dialogue box.
4. Click once in the OK button to let Word know that it can number your notes automatically starting with number one. Your window now has TWO WINDOW PANES, one for your document and one for your reference note.
5. Type the text of your note in the reference note window pane. Word will create the note in 10-point plain text.
6. Click anywhere in your document to continue working.
7. You can close the reference note window by clicking once on the Close button of the reference note window.

### Editing a Reference note

1. If the reference note window is not open, Open the **View** menu and select Footnotes.
2. Make your changes to the text of the notes.

### Deleting a Reference note

1. Select (highlight) the reference mark in your document.
2. Tap the delete key. Word will automatically delete the reference note text that goes with the reference mark number.

### Moving a Reference note

1. Select the reference number of the reference note you want to move.
2. Use cutting and pasting OR dragging and dropping to move your reference note.

### Telling Word Where to Print Your Reference Notes

1. Open the **Insert** menu and choose **Footnote...** Click once on the Options button
2. Put your pointer on the down arrow in the **Place At:** box.

3. Press and hold the mouse button to open the drop down list.
4. Select one of the placement options.

Note: Placement Options:

Bottom of Page	All reference notes (footnotes) will be placed at the bottom of the page on which their reference note reference number occurs.
Beneath Text	All reference notes (footnotes) will be placed <b>just after the last line of text</b> on the page on which their reference note number occurs.
End of Section	If you have created a multi-section document, the reference notes (endnotes) can be printed at the end of each section.
End of Document	All notes are printed at the end of your document. <b>If you want your reference notes (endnotes) on a separate page at the end of your document, insert a hard page break (Insert menu) right after the end of your text.</b>

5. Click OK after you have made your choice.

# Hanging Indent - Indent a block of text

## Example

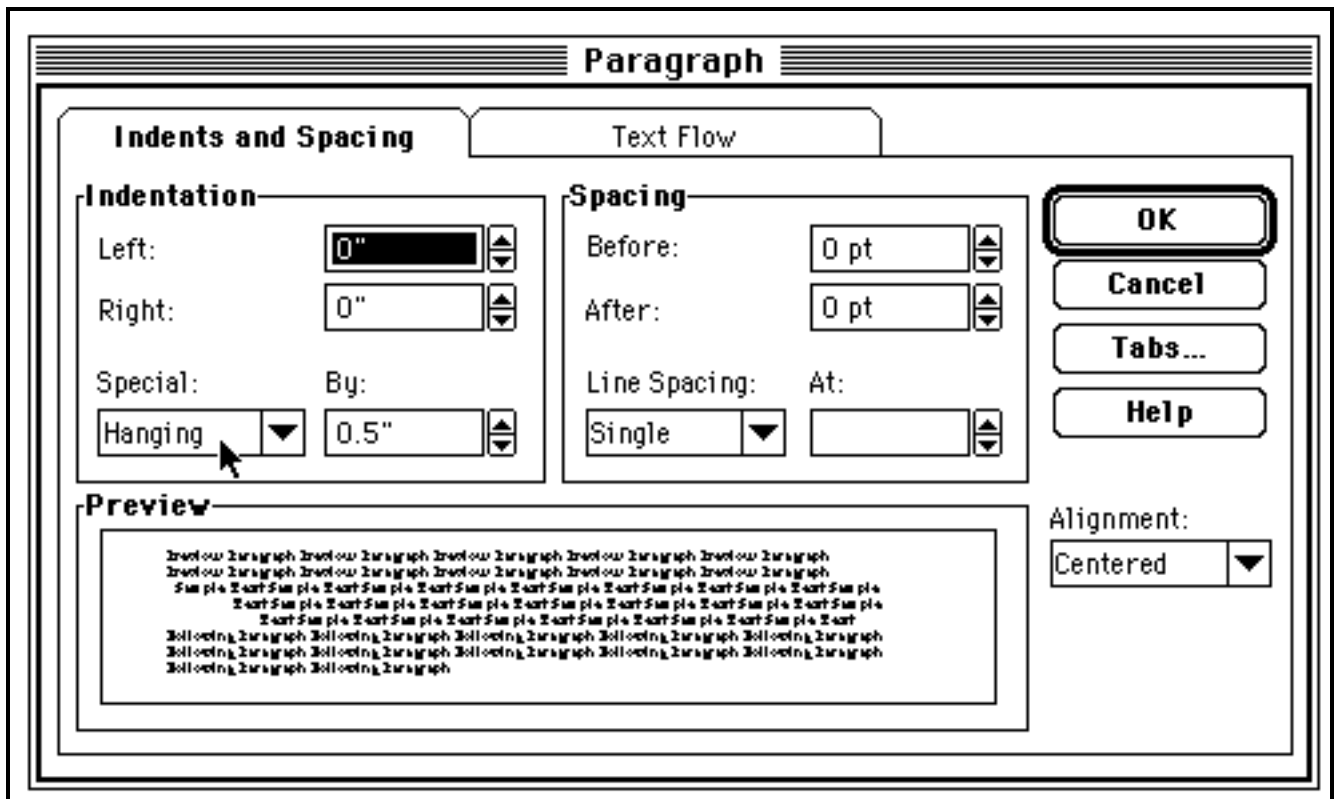
1. This is an example of a hanging indent. It refers to the second line of this paragraph. As you can see, the second line is lined up .5" from the regular margin under the word "This."

## Directions:

1. Before you start typing, from the **Format** menu, choose **Paragraph**.
2. Next to **Special**, click on the little arrow to the right and a menu will drop down. Click on **Hanging**. There is a preview of what your document will look like at the bottom of the window. Then click on the **OK** button.

## If you have already typed the paragraph and now want to make changes:

1. Click in the paragraph or highlight all the paragraphs you want to change.
2. Then from the **Format** menu, choose **Paragraph**.
3. Next to **Special**, click on the little arrow to the right and a menu will drop down. Click on **Hanging**. There is a preview of what your document will look like at the bottom of the window. Then click on the **OK** button.



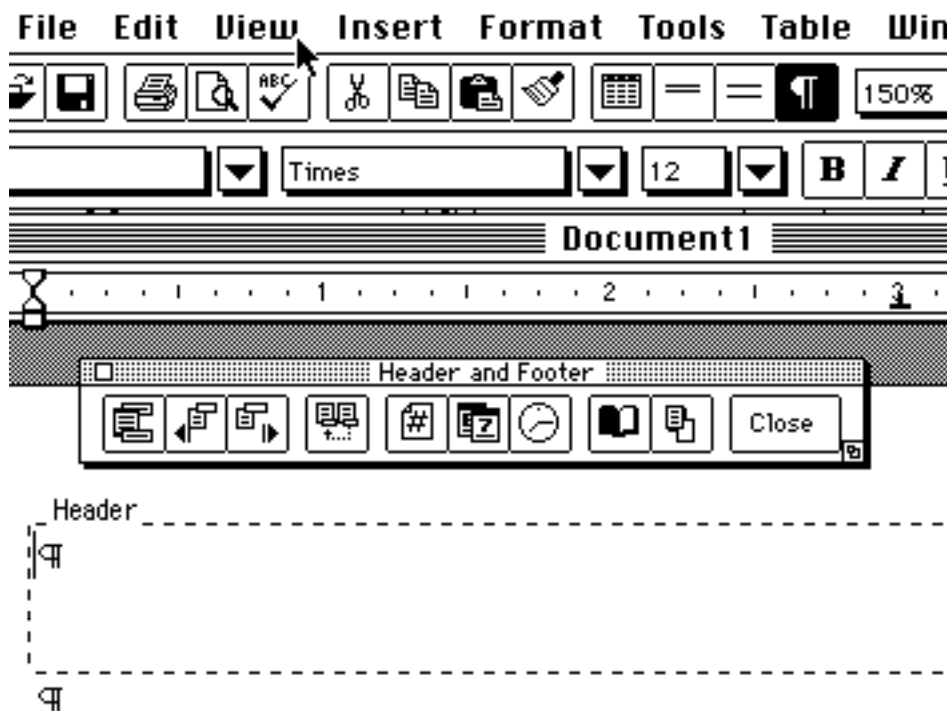
## Headers and Footers (EC)

**Headers:** A header is text that is repeated at the top of every page (or every other page). Headers consist of valuable information like the document's title or topic.

**Footers:** Footers have the same job as headers. Instead of appearing at the top of the page, they appear at the bottom, or foot, of the page

**Default Position:** **Headers** are automatically placed in the middle of the top margin. Since the top margin is 1 inch, the headers will be placed 0.5 inches below the top of the page.

**Footers** are automatically placed in the middle of the bottom margin. Since the bottom margin is 1 inch, the footers will be placed 0.5 inches up from the bottom of the page.



### Basic Procedure for Creating Headers and Footers (EC)

1. Open the View menu and choose Header/Footer.

2. Choose Header or Footer.
3. Click once in the OK button.
4. Type your text in the window.
5. Click the Close box to close the window.

Special Note: You will not see your header (or footer) on your regular editing screen (Normal View). You can view it from Print Preview or with the Page Layout view (View Menu)

## **Special and Wondrous Options (EC!)**

Now that you know the basic steps for creating a header or a footer, you will learn about the special options available to you for your headers and footers

Formatting Your Header or Footer

### **Trying out the Preset Tabs**

1. Open your header or footer window.
2. Tap your tab key once. Your cursor moves to the center of your footer at position 3 inches. You can create centered text.
3. Tap your tab key again. This time you get a right justified tab at position 6 inches. This allows you to type right justified text.

### **Adding Borders**

1. Open your header or footer window.
2. Open the Format menu and choose Border.
3. Design your border.
4. Click once in the OK button.

### **Adding Page Numbers, the Time or the Date**

1. Open your header or footer window.
2. Put your cursor (insertion point) where you want the information (page number, time or date) to appear
3. Click once on the page number, date or time icon.



## Inserting text

1. The programs start in an insert mode i.e.. when you type, words will be inserted to the left of cursor.
2. Move the **I**-beam to where you would like to insert text and click the mouse button once. Type and words will be inserted to the left of the blinking cursor.

If you press the **Insert** Key, insert is turned off and Typeover is turned on. (**OVR** is lit at the bottom of your screen on the Status Bar.) **Typeover** means that whatever you type will type over the existing letters and spaces.

## Inserting a Space/Spaces

1. Use the **Space Bar** (1 space) and the **Tab** (.5 inch) to add spaces in your document. You **can't** use the arrow keys to move words over or add spaces. The arrow keys only **move** the cursor around in your document.

Use the **space bar** only to put a space between your words. Use the **Tab** to move the cursor and line up words or to put your name over to the right side of you page.

2. Press the **<Return>/<Enter>** to move the cursor down to a new line when you are at the end of a paragraph. Press **<Return>/<Enter>** again to add a blank line between the paragraphs.
3. When the cursor is in front of text, press the **<Return>** to move all this text down to the next line. If you do this by mistake, press the **Delete key or Backspace key** to move the text back up.

## Line spacing Double/Single spacing

1. Click on the double space icon in the Toolbar. Start typing.

### To go back and double space a paragraph:

1. Move the I-beam to the paragraph you want double spaced

**or**

Highlight the text you want double spaced.

2. Use the Toolbar and click on the double space icon

**or**

From the **Format** menu, choose **Paragraph**. Locate **Line spacing**. Click on the scroll arrow to the right. A menu drops open. Choose double spacing.

3. Click the **OK** button.



### To return to single spacing:

1. Move the I-beam to the paragraph you want single spaced or highlight the text you want single spaced.

2. Click on the single space icon on the Toolbar

**or**

From the **Format** menu, choose **Paragraph**. Locate **Line spacing**. Click on the scroll arrow to the right. A menu drops open. Choose single spacing. Click the **OK** button.

# Margins

By default, there will be an inch on each side of the page when you print it. If you want more space, you can change the margins.

Margins can be changed from their default settings by dragging the black triangle-shaped markers on either end of the ruler. Text that is then typed in will conform to these margin settings.

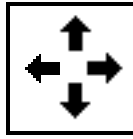
## To change margins for entire document

1. From the **File** menu, choose **Page Setup**. Click the **Document** button.
2. Click in the boxes to the left, delete the setting (inches), and type in new settings for left, right, top and/or bottom margins.

## To change margins for more than one paragraph

1. Select the paragraphs to be changed.
2. Drag the black triangle-shaped markers on the ruler to a new position.

## Moving the cursor



There are different types of cursors:

- Arrow Cursor** You see the arrow cursor when you are working in the menus or on the left margin to select lines.
- Blinking I-beam Cursor** You see this blinking cursor in your document. It fits nicely between words. You select and edit text with this cursor.

You can **move** your blinking cursor around in your document. You cannot move the cursor into space where you have not typed. To move the blinking cursor:







### Arrow keys:

Move the cursor left or right one letter at a time; up or down a line at a time.

### Mouse

1. **Move** the **I**-beam cursor to the desired location.
2. **Click** the mouse button once. Blinking cursor moves to where you clicked.

## Quick Moves

To the beginning of the document. 	Drag the small white box in the scroll bar to the top. Move <b>I</b> -beam cursor where you want. Then click the mouse once.
To the end of the document. 	Drag the small white box in the scroll bar to the bottom. Move <b>I</b> -beam cursor where you want. Then click the mouse once.
To the beginning of the line 	Move <b>I</b> -beam cursor where you want. Then click the mouse once. Or press the <b>Home</b> key.
To the end of the line 	Move <b>I</b> -beam cursor where you want. Then click the mouse once. Or press the <b>End</b> key.
One word at a time to the right 	<b>Ctrl + Right Arrow</b>
One word at a time to the left 	<b>Ctrl + Left Arrow</b>
Moves up or down one screen at a time	<b>Page up</b> or <b>Page down</b>
Goes to a specific page	From the <b>Edit</b> menu, choose <b>Go to</b> .

# New Document

Start a new document from the **File** menu by choosing **New** then **<Enter>** at the Normal/Blank Template dialog box.

or

Use the **Toolbar** and click on the icon labeled **New** (first one on left).



## Opening a file

Documents that you have written are saved as separate files on your data disk. You can retrieve them from the disk and make additions or changes. Your original file stays on the disk until you save it again and replace it with a changed one.

1. From the **File** menu, choose **Open**.
2. A dialog box will open.

### Windows 3.1

3. Locate **Drives** in the bottom center of the window. Indicate where your disk is by clicking on the icon and choosing from the menu that opens up. If your disk is in **a:**, choose that one. If your disk is in **b:** choose that one.
4. The cursor will be blinking in the top left box. The list of files is below this box. Click on the name of the file you want to open, then click the **OK** button (or double click on the file name).
5. When you have the drive selected and a file selected, click the **OK** button. Your file will open in your workspace.

### Windows '95

See next page.

## Outlining with Word (EC)

Outline Heading	Any text automatically assigned an outline heading level
Body Text	Text that is NOT part of any outline heading level

### Creating and Editing an Outline:

TO	DO THIS
Begin an outline	Go to View menu and select Outline. Your ruler bar will change to the outline bar with the icons you will need for an outline.
Select a topic and any subtopics in order to move topic and subtopics right, left, up or down	Click on the <b>+</b> or <b>-</b> next to the topic.
Move a topic to the right or left one level	Select topic, click on <b>←</b> or <b>→</b>
Move a topic above or below adjacent topic	Select topic, click on <b>↑</b> or <b>↓</b>
Change a topic to body text	Select topic, click on <b>→</b>
Expand subtopics or body text beneath a topic	Select topic, click on <b>+</b>
Collapse subtopics or body text beneath a topic	Select topic, click on <b>-</b>
Expand outline to show outline at various levels	Select topic, click on <b>1-9</b> or <b>All</b> .

### Numbering an Outline

1. Select the part of the outline you want to have in number format.  
THIS IS NECESSARY, CRITICAL, ESSENTIAL...
2. Open Tools menu and choose Bullets and Numbering.
3. Is the circle next to Outline highlighted? If not, click once in this circle to choose Outline.
4. Click once on the Outline format option.  
Observe that Word illustrates this option in a sample box on the right of the dialogue box.
5. Click on the OR' button.

Note: If you move topics after they have been numbered, you will have to repeat the above steps to renumber the topics in the correct sequence.

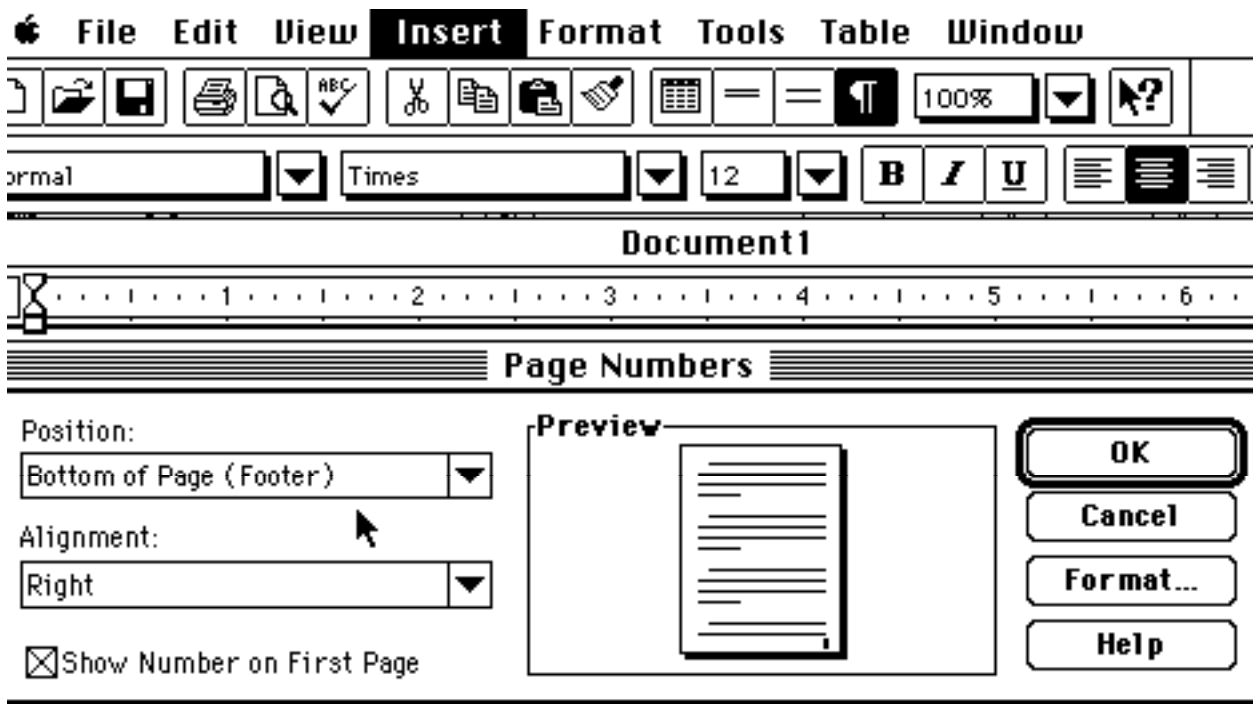
Printing an Outline:

1. Make sure that the parts of the outline you want printed are displayed.  
Word will not print collapsed subtopics.
2. Open File menu and choose Print.



# Page Numbers

1. From the **Insert** menu, choose **Page Numbers**.
2. Position: Click on the arrow to the right and choose top of document or bottom of document.
3. Alignment: Click on the arrow to the right and choose where on the line you want your page number to appear (Center or right are usual places to choose.).
4. There is a preview box to the right so you can see where your page number will be inserted.
5. Click on the **OK** button.



## Printing a file

When you type documents on the screen, you are providing the computer with codes instructing it how you want it to look on a piece of paper. When you send your document to the printer, the computer sends the codes to the printer and the printer interprets how you have asked the document to look on a piece of paper.

**Always save your document before you choose the Print command.**

In the lab, two or more computers share one printer. You may need to move the switch to your computer or that may be done automatically for you. Check with the instructor or a lab assistant. If someone else is printing at the same time, you may have to wait for your document to be printed.

1. From the **File** menu, choose **Print**.
2. Click on **OK** to send one copy of your whole file to the printer. (Click on **Cancel** to return to your document without printing.)

**Note:** Always proofread and spell check your documents before printing.

## Saving a file

Be as specific as possible when naming a file so that you will remember its contents later when you have many documents on your disk.

Use different names when naming your files. You cannot have 2 files with the same name.

Naming your files: You may use 8 letters or numbers for your file name. **No spaces.** The Word Program adds **.doc** to all your documents. This is called an extension. You don't need to type it in.

You can save files many times, keeping the same filename and replacing the old document with the new document.

1. From the **File** menu, choose **Save**.
2. A dialog box will open.

### Windows 3.1

3. The cursor will be blinking in the top left box. Type in a name for your file.
4. Locate **Drives** in the bottom center of the window. Indicate where your disk is by clicking on the icon and choosing from the menu that opens up. If your disk is in **a:**, choose that one. If your disk is in **b:** choose that one.
5. When you have the drive selected and a name for your file, click the **OK** button. Your file is saved.

### Windows '95

**See next page.**

# Selecting Blocks of Text- Highlighting Text (Win95)

## Using the Mouse:

1. Move the **I**-beam to the beginning of the text you wish to select.
2. Press and hold down the mouse button and drag it across the text..
3. The text selected will be black or a color.
4. Release the mouse button.
5. To erase, press the delete key. Or make changes in size and style.

## Using the keyboard:

1. Move the **I**-beam to the beginning of the text you wish to select. Point and click.
2. Hold down the shift key and use the arrow keys to move across the text you want highlighted.
3. The text selected will be black or a color.
4. To erase, press the delete key. **Or** make changes in size and style.

## Using the trackball:

1. Move the **I**-beam to the beginning of the text you wish to select.
2. Press the drag key then use the ball to move the highlight across the text you want selected.
3. The text selected will be black or a color. Press the drag key again to release.
4. To erase, press the delete key. Or make changes in size and style.

# Special Characters

Bullets and symbols are included in the fonts installed in your computer system. You can add these special characters to your documents just like you would add a letter or punctuation.

## Inserting a special character with the Symbol command

1. Position the blinking cursor where you want to insert the special character.
2. From the **Insert** menu, choose **Symbol**. The dialog box displays the characters for the active font.
3. If you want to view characters in a different font or point size, choose that font or size from the Font menu.
4. Click on the character(s) in the Symbol dialog box that you want to insert.
5. Click on the close box or button.

**Note:** Check in AutoCorrect for more symbols.

# Spell Check - Whole Document

**Note:** Save your document before you check the spelling.

The Spell Check is another program inside your word processing program. You must respond to its prompts or suggestions until it is finished. If you want to stop in the middle, close the Spell Check window.

1. From the **Tools** menu, choose **Spelling** or **F7**
2. The spell check will highlight a word it cannot find in its dictionary. The word will appear at the top of the dialog box after **Not in dictionary**.  
A suggestion will appear on the next line after **Change to:**
3. If the highlighted word in your text is correct, click once on the **Ignore** button.
4. If you see a suggestion with the correct spelling, click to select it and that suggestion will appear in the **Change to** box. Click the **Change** button. The Spell Check will insert *that word* into your document.
5. If you want to make corrections yourself, type in your correction in the **Change to** box. When done, click on the **Change** button.
6. At the end of the spell check, a dialog box will open and tell you it's finished. Click on **OK**.
7. **Save** before you continue.

# Spell Check - one word at a time

**If you want to check one word:**

1. Highlight that word. From the **Tools** menu, choose **Spelling** or **F7**
2. If correct, the spell check will tell you it is spelled correctly. If incorrect or not in dictionary, the spell check will proceed with giving you suggestions. Do the same as you did checking your whole document.

**Red squiggly lines - This means that the word is misspelled or not in dictionary**

1. Point to the middle of the word with the red squiggly line. Click the right mouse button. A little menu will open with spelling suggestions. Point to the one you want to click. Your word will be corrected.

## Spelling command (Tools menu) (EC)

### Dialog Box Options

#### **Not In Dictionary**

Displays a word not found in the main dictionary or open custom dictionaries.

#### **Change To**

Type or select a word from the Suggestions list to replace the word Not in Dictionary

#### **Suggestions**

Lists suggested replacement words from the dictionary. You can choose one of these by clicking on it then clicking on the Change Button.

#### **Add Words To**

Select the dictionary to which you want to add the word in the Not In Dictionary box if the word is correctly spelled but not found in the main dictionary -- for example, the name of a person or city that you type often. **Do not add word to the HTC computers unless you check with the instructor.**

#### **Ignore Button**

Skips the word in the Not in Dictionary box. Does not correct the spelling of the word in the Not In Dictionary box. Word will continue to display the word during the spelling check.

#### **Ignore All Button**

Leaves the word in the Not In Dictionary box unchanged during all spelling checks in the current Word session.

#### **Start Button**

Continues the spelling check after you go back to the document and make a change.

#### **Change/Delete Button**

Changes the word in the Not In Dictionary box to the word in the Change To box. If the Change To box is empty, the name of the button changes to Delete.

### **Change All/Delete All Button**

Changes the word in the Not In Dictionary box to the word in the Change To box for all instances in the document. If the Change To box is empty, the name of the button changes to Delete All, to delete all instances of the selected word in the document during the current spelling-checking session.

### **Add Button**

Adds the word in the Not In Dictionary box to the dictionary selected in the Add Words To box. **Do not add word to the HTC computers unless you check with the instructor.**

### **AutoCorrect Button**

Adds a word to the AutoCorrect list so that Word can correct any misspellings of it automatically as you type.

### **Options**

Displays a dialog box in which you can specify the rules that Word uses to check spelling.

### **Undo Last**

Reverses the most recent actions made during the current spelling-checking session, one at a time.

### **Cancel/Close**

Closes the Spelling dialog box, but does not reverse any changes you have made. The name of the Cancel button changes to Close after you make a change in the document.



# Tabs

1. Tabs are preset every .5". (.5", 1", 1.5", 2", 2.5" etc.) Use the **Tab** key to indent the first line of a paragraph and to line up rows of text.
2. **Remember:** Tabs add spaces to your text.
3. If you want to set tabs other than at the .5" mark, you will find **Tabs** in the **Format** menu under **Paragraph**. Check the **Help** screen or the documentation for more information. For purposes of this class, use the preset Tabs.

# Tables

Arranging text in columns by creating a table is much easier than setting up columns with tabs. In Word, tables consist of rows and columns divided into rectangular areas called cells, which you can fill with text and graphics. Text wraps within each cell, so you can edit without disturbing the laying of the columns.

You can insert an empty table with the **Table** button on the Toolbar or the Table command in the **Insert** menu.

## Inserting an empty table

1. Position the blinking cursor where you want to insert the table.
2. On the Toolbar, click and hold down the **Table** button.
3. On the Table button grid, drag the mouse to select the number of columns and rows you want the new table to have. Release the mouse button and your table is inserted in your document.

## Tips

- To add columns in an existing table, click on the **Table** button or Choose Insert row/column from the **Table** menu.
- To change the width of columns or cells in a table, select the column or cell, and move the marker on the ruler.
- To insert a tab in a table, press Option+Tab instead of just the Tab key.
- Change the format of cells, rows or columns by selecting what you want to change, then choose your formatting from the Toolbar or menus. You can center, align left, enlarge the type, bold, italic the same way you do in your documents.

## Moving Around Your Table (EC)

There are keys with special jobs for helping you move around your Table.

**Tab** Pressing tab advances the insertion point to a new cell.

**Shift-Tab** Moves the insertion point backwards to the preceding cell.

**Return Key** Starts a new paragraph within a cell.

**Option-Tab** Moves to the next tab stop WITHIN a cell.

## Quickly Selecting Specific Rows and Columns in a Table

Selecting One Cell	Move your pointer to the left of the cell so that it looks like an arrow pointing to the right. Click once.
Selecting an Entire Row	Move your pointer to the left of the row you want to select so that your pointer looks like an arrow pointing to the right. Double click.
Selecting an Entire Column	Put your cursor at the top of the column you want to select so that it looks like an arrow pointing straight down. Click once.
Selecting an Entire Table	Open the Table menu and choose Select Table.

Special Note: You can also use your mouse to select parts of your table by dragging across the areas you want to select.

### Creating Borders for Your Whole Table

You have observed that your tables have little dots (grid lines) around each cell. These grid lines will NOT appear when you print your table. If you want borders around your table data to appear when you print, you need to let Word know this.

1. With your cursor anywhere within your table, select your whole table (**Table** menu, Select Table).
2. Open the Format menu and choose Border...
3. Click once on the Grid option.
4. Click once in the OK button.

### **Justification of Text in Cells**

Before beginning the following steps, be sure that the indent icon (Not the margin icon and Not the tables icon) on your ruler is selected.

1. Put your insertion point in the cell.
2. Click in the placement option (flush left, centered, or flush right) of your choice from the Ruler line.

Special Note: If you want to change how text is aligned in a group of cells, simply select those cells, and click once on the alignment icon of your choice

### **Inserting Row and Columns**

1. Put your insertion point (cursor) anywhere in the row BELOW -where you want your new row to appear. If you are inserting a column, put your insertion point in the column to the RIGHT of where you want the new column to appear.
2. To insert TWO or MORE rows or columns, select (drag over) the number of rows (or columns) you want to insert before going to the Edit menu.
3. Open the Table menu, choose Insert Cells and let Word know what you want.

### **Adding Rows to the End of a Table**

1. Put the insertion point just outside (to the right) the last row at the end of your table.
2. Press the Tab key once, and you will have a NEW row at the END of your table.

### **Adding Columns to the End (Right Side) of a Table**

1. Put the insertion point just outside (to the right) the edge of your table.
2. Open the Table menu and choose Select Column
3. Open the Table menu again and choose Insert Column.

## **Deleting Cells**

Special Note: If you delete the cell, you will also erase the text in the cell.

1. Select the column(s) or row(s) you want to delete.
2. Open the Table menu and choose Delete Columns or Delete Rows.

## **Changing Column Width**

1. Put your cursor in the column whose width you want to change.
2. Look to the left of your ruler line. Do you see a margin icon symbol? If not, click on the symbol you see (indent marker icon or T icon) until you see the margin icon symbol.
3. Observe the T's on your ruler, representing where your columns begin and end.
4. Drag the T's to the location of your choice.

# Thesaurus (EC)

## General Operating Procedure

1. Place your insertion point anywhere in the word you want to look up.
2. Open the **Tools** menu and choose **Thesaurus**.
3. You will get a Thesaurus dialogue box.  
You will find the word you are looking in the **Synonyms For:** box/
4. Observe the **Meaning** box on the left and the **Synonyms** box on the right.

The **Meanings** box contains different words representing the different shades of meaning of the word you are looking up.

The *first word* in the **Meanings** box is highlighted.

Synonyms for *this word* are in the **Synonyms** box on the right.

Click once on a different word in the **Meanings** box and its synonyms will appear in the **Synonyms** box.

## Thesaurus command (Tools menu)

Replaces a word or phrase in the document with a synonym, antonym, or related word.

## Dialog Box Options

### Looked Up/Not Found

Displays the word or phrase you selected before choosing the Thesaurus command or the last word you looked up. Lists all words previously looked up during the current thesaurus session. If the selected word is not in the thesaurus, the name of the box changes to Not Found. You can also type the word you want to look up and then choose the Look Up button.

### Replace With Synonym/Antonym/Related Word

Displays all synonyms, antonyms, or related words for the word you look up in the Meanings box. If the document is empty when you choose the Thesaurus command, the name of the box is Insert. You can type a word in it and look it up. The list changes according to the meaning you select, and it displays the synonyms for each selected meaning.

### **Meanings/Alphabetical List**

Select the meaning that best matches the context of the selected word or phrase. If Word does not find a synonym for the selected word or phrase, the Meanings box displays a list of entries that are similar in spelling to the word or phrase.

### **Replace/Insert**

Replaces the selected word or phrase with the word or phrase in the Replace With Synonym/Antonym/Related Word box. If the document or paragraph is empty when you choose the Thesaurus command, the name of the button changes to Insert. The Insert button is available as soon as you type in the Replace With Synonym/Antonym/Related Word box.

### **Look Up**

Displays a list of synonyms for the word in the Replace With Synonym/Antonym/Related Word box or the Looked Up box.

### **Previous**

Displays the last word that was looked up, its meanings, and synonyms for it.

# Title Page

Make a title page file that you can use over and over again. When you are creating the file, you can check your formatting with the Print Preview command. Save the file when you are satisfied. Later, you can just change names and dates and print a new title page for the paper you're working on.

Directions:

1. Make a title page to use as the cover for papers.
2. Your title should be a little above the center of the page. Press return until your cursor is down about 1/3.(Check scroll bar on the right).
3. Center the cursor. Type in your title.
4. To make your title larger:  
Highlight your title and go to the **Font** menu and choose **24 points**. Now click on the **B** on the Toolbar for bold or go to the **Format** menu and choose **Bold**.
5. Put your cursor at the end of your title. Press **<Return>** until your about 2.5 inches from the bottom of the page.
6. You are now towards the bottom of the page. Tab to the right and type in your name, date, class, days/time of class. Example:

Emmerson Fiori  
November 11, 1994  
High Tech Center  
MWF 2:00 - 3:00

7. Save this file a **Title**.
8. Now when you need a title page, retrieve this one, change the title, date and class then print. Do not save. Keep the same filename **Title**. Use it again later when you need another title page.



## Typing Text

Type in your text using the keyboard. *Do not* press the **<Return>/<Enter>** key at the end of lines. As the cursor reaches the end of a line, it automatically goes to the beginning of the next line. This is called **Wraparound or Word Wrap**.

*Do not* expect your line endings to match those in the book. The line endings depend on the chosen printer and the computer that you are using (IBM or MAC). Let your words wrap to the next line by themselves.

You may see on your screen these characters:

¶ This means that you have pressed the **<Return>or<Enter>** keys

..... This means that you have pressed the Spacebar.

You can keep these on your screen or turn them off by pressing the ¶ button on your toolbar.

## Cursor

In the blank area of the new document, the blinking cursor tells you where you can start writing. It is shaped like a capital **I** so it is called the **I**-beam cursor. The cursor changes to an arrow in the ruler, menu bar and finder.

The blinking cursor is the point where letters are produced. Or in other words, the blinking cursor is where the **action happens**. Put the cursor in the correct position, click the mouse button, then type, delete or issue a command. The dark, longer underline found at the end, indicates the end of the file.

## Keyboard

All keys on the keyboard will repeat when held down. This includes letters, numbers, punctuation, function keys, Space Bar and **<Return>** key. You just need to use a light touch. The Ctrl, Alt and Shift keys are used in combination with other keys. You hold down these keys then press another key.

Holding down the **Shift** key makes capital letters and the upper punctuation marks on the keys with double characters (like 1, 2, 3, ;, [ /) . Use the **Caps Lock** only when you want all capitals in a word or sentence. Remember to release the **Caps Lock** when you are done.

## Function Keys

The function keys are found across the top of some of the keyboards and are numbered F1, F2, F3, etc. Tap, do not hold down, the Function key. Holding a Function key makes it repeat.

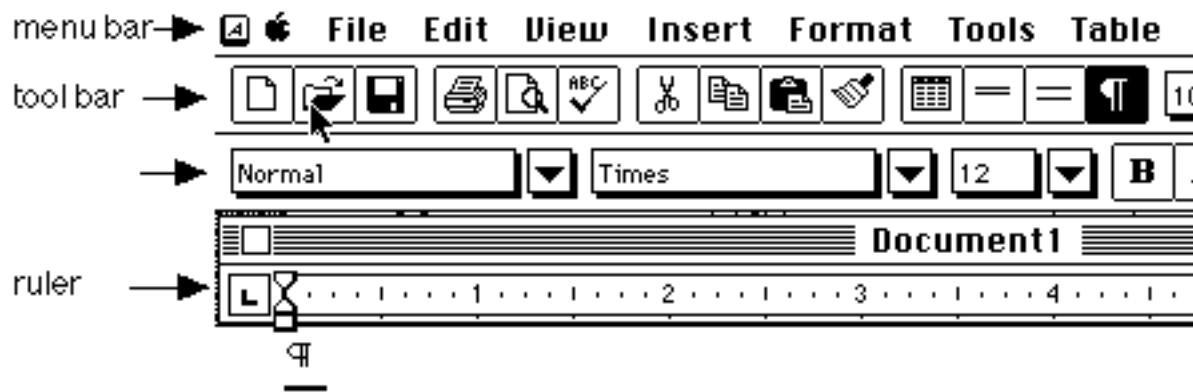
# Workspace

In Normal View, you do not see the margins on the screen. The 1" margin is set automatically for you. They will be there when you print your document. The program automatically leaves a one inch margin at the top, bottom, left and right. If you want wider or narrower margins (to fit more or fewer words on a page), you can change them.

Page View shows you the entire document including the margins. Your paper is white and the gray section is like the desktop.

## Using the Ruler and Toolbar

The Ruler gives you information about your margins and tabs. The Toolbar at the top of the screen has buttons to click to issue commands. All of these commands are available in the menu bar. Using these tools (Ruler and Toolbar) can be quicker than dropping down a menu.



# Index

Cancel, **2**  
Centering, **3**  
Closing a file, **4**  
Columns, **5**  
Cut & Paste, **6**  
Delete, **7**  
Double space, **17**  
Erasing, **7**  
Exit/Quit, **8**  
Finding Text, **9**  
Footers, **14**  
Footnotes, **11**  
Hanging Indent, **13**  
Headers, **14**  
Highlighting Text, **27**  
Inserting, **16**  
Inserting a Space, **16**  
Line spacing, **17**  
Margins, **18**  
Moving blocks of text, **6**  
Moving the cursor, **19**  
New Document, **20**  
Opening a file, **21**  
Outlining, **22**  
Page Numbers, **24**  
Printing, **25**  
Red squiggly lines, **29**  
Ruler, **41**  
Saving a file, **26**  
Selecting, **27**  
Single spacing, **17**  
Special Characters, **28**  
Spell Check - Whole Document, **29**  
Tables, **33**  
Tabs, **32**  
Thesaurus, **37**  
Title Page, **39**  
Toolbar, **41**  
Typing Text, **40**  
Undo, **2**  
Workspace, **41**