



Seminar at a Glance

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Starting MS Word

Click on the **Start** button, pull up to **Programs** and select Microsoft Word from the menu.

Screen Description

MS Word 97 has toolbars at the top of the screen that contain buttons to easily and quickly format your text. You can tell what each button does by placing your cursor on the button and a description will appear.

Working with Text

Type the following paragraph:

The Word workplace is what you see on your screen--the text area as well as the title bar, toolbars, and status bar. The Word workplace also includes elements such as pull-down commands, dialog boxes and windows.

MS Word automatically checks your spelling as you type. If you see red wavy lines under your word, that means that MS Word can't find it in the dictionary and you should check it. Right click on the word to find a possible correction. Notice that MS Word also auto corrects certain misspelled words like 'and', 'that', and 'the'.

Selecting Text

When text is selected it will be highlighted on the screen, i.e., a black background with white characters.

Text can be selected in the following ways:

- **Click** and **drag** over the text.
- **Click** once at the **start** of the selection and hold down **Shift key** and **click** again at the end.

To cancel a selection, click once anywhere. Here are a few shortcuts to selecting text:

Word..... Double click on word
Line..... Click in selection bar to left
Whole document..... Control click in selection bar

Moving Text with Cut and Paste


- Select the text
- Choose **Cut** or **Copy** from the EDIT menu.
- Move the insertion point to where you want to place the text and click
- Choose **Paste** from the EDIT menu.

Deleting Text

- Select the text.
- Press the backspace key.

Undoing your mistakes

Occasionally, text is deleted or formatting changed by mistake. Word keeps track of the last few commands (inserting text, deleting text, changing format of text, etc.) and gives you the opportunity to UNDO them.

- Select Undo button  to undo the very last command, or click on the down triangle next to the undo button to choose which command you want to 'undo'.

Find and Replace


In addition to standard searches, you can also:

- Find any pattern of characters (i.e. all three letter words that begin with 'w')
- Find text that sounds like the search text (i.e. specifying 'Cathy' also finds 'Kathy')
- Find text in a specific language format such as text formatting in German

Try doing a search and replace on your paragraph. On the edit menu, pull down to Replace:


Search for pull-down and replace with menu

Bullets and numbered lists

MS Word makes it very easy to create bulleted or numbered lists. The fastest way to add bullets to your list is to type out the entire list, select it and click on the bullet button . Your list will have bullets with indented text.

Setting Tabs

When setting or changing tab stop settings, make sure to select all of the paragraphs you want the change to affect so that you can change all of the tab settings at the same time.

- To set a tab, click on ruler where you want to set the tab.
- The default tab type is a left aligned tab. To change the tab alignment, click on the tab alignment button  at the far left of the horizontal ruler until the tab alignment is the way you want it to be.

Moving or Deleting Tabs:

- Click on one of the tab icons on the ruler.
- Drag the icon to a new location or off ruler to delete the tab.

Tab Exercise

Set tabs on the following:

1.25	Left
2.75	Left
4.25	Decimal
5.5	Right

<u>Name</u>	<u>Department</u>	<u>Hours</u>	<u>Salary</u>	<u>Hired</u>
Smith, S	Accounting	520	5,272.80	6/2/94
Toomey, M	Finance	480	3,638.40	5/26/95
Baker, B	Graphics	520	3,504.80	1/1/96
Cleary, T	Marketing	520	3,770.00	6/2/97
Pauley, A	Marketing	520	4,770.00	6/2/98


Tables


You can use a table instead of tabs to arrange columns of numbers and text. A table also provides a convenient way to present text in side-by-side paragraphs, as in a resume, or to arrange text beside graphics.

A table consists of rows and columns of cells that you can fill with text and graphics. Within each cell, text wraps just as it does between the margins of a document. The cell expands vertically to fit the amount of text you type.

Creating a table

Position the insertion point in the document where you want the table to be located.

Choose **Insert Table** from the TABLE menu or click on the  button. This button is used to create a table or to add rows and columns in an existing table. To move from cell to cell, use the TAB key to go forward and SHIFT/TAB to go backwards.

The table will appear with gridlines and an insertion point in each cell and one at the end of the line. To display or hide this mark, click the  mark on the Standard toolbar. Table gridlines, like other formatting marks do not print. Borders can be added to the table using the **Borders and Shading** command on the FORMAT menu.

Changing Column Widths


To change the column widths, click on the column gridline and drag to the right or left.

Adding Rows and Columns



To insert a new row at the end of the table:

Position the insertion point in the table's last cell, and press TAB.




To insert rows within the table:

Click in the row directly *below* where you want to add rows and click the  button.



To add a column:

Click at the top of the column to the *right* of where you want the column added when your cursor turns to a  and click on the  button.

Add column to the right of table

- Position the insertion point at the end of the first row, just before the end-of-row mark 
- Click to select all end of row marks when you see the .
- Click on the  button

To add one or more columns in the table:

Position the insertion point  in the column to the right of where you want to add the new column and click on the  button.

Deleting rows and columns

Highlight the rows or columns you want to delete and choose **Delete Cells** from the TABLE menu.

Joining/Splitting cells

To join cells, highlight the cells and select **Merge Cells** from the TABLE menu.

To split cells, highlight the merged cells and select **Split Cells** from the TABLE menu.

Borders

Your table will print with a standard border. To change the appearance of the border:

- Click inside the table
- Choose the **Select Table** option on from the TABLE menu
- Choose **Borders and Shading** from the FORMAT menu.
- Click on the Grid button and preset borders will appear on your table. To change line thickness, click on the line you want to change and choose a different line thickness.

Borders can be added to more than just tables--you can use them on plain text and graphics, too.

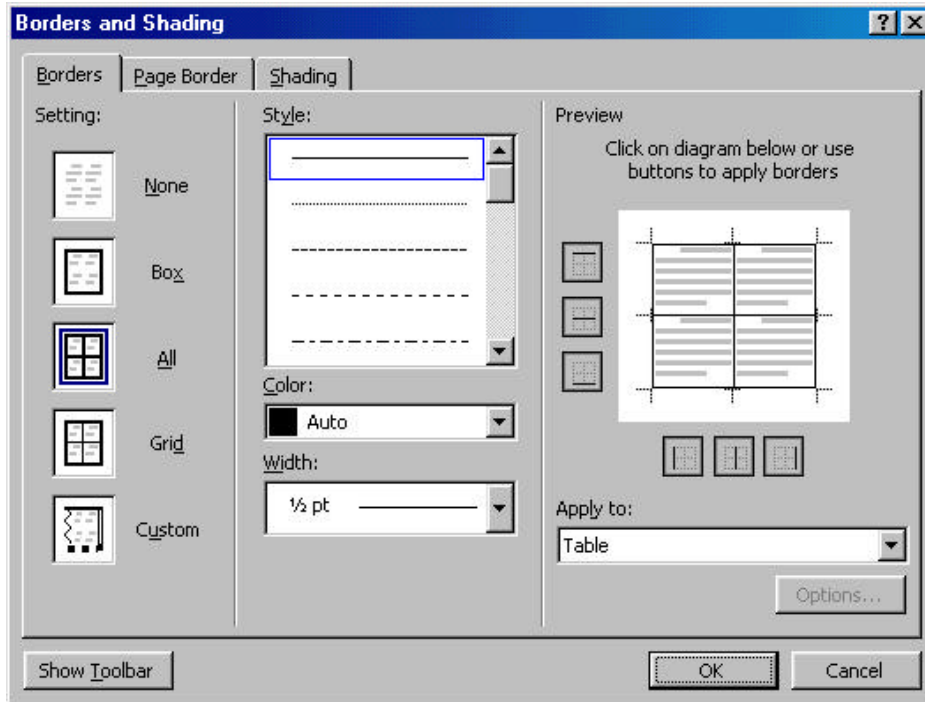


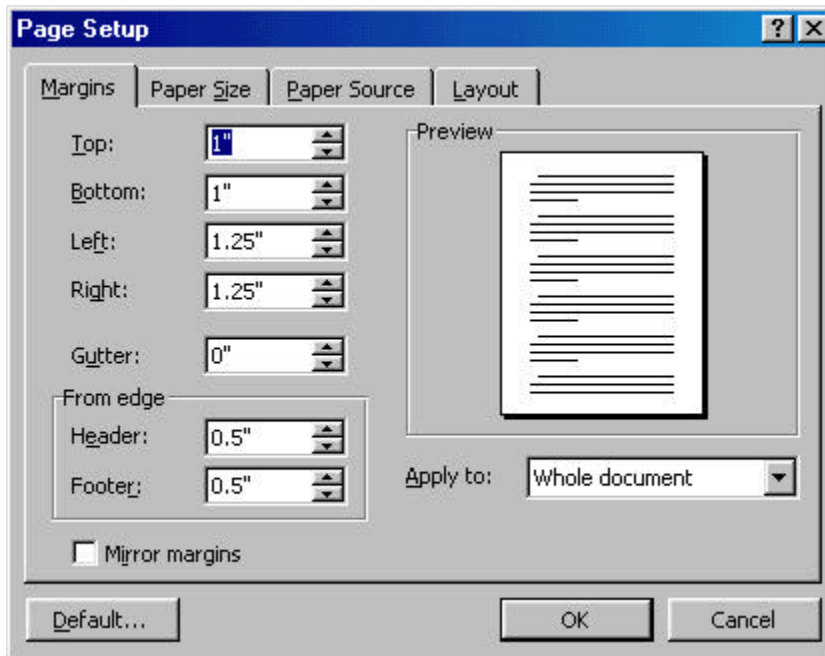
Table Examples

Insert a Table with 3 columns and 5 rows and type the following example:

POPULAR AMERICAN TREES		
Tree	Mature Height	Description
Dogwood	15' to 30'	Producing pink or white blooms in early spring, these trees do best in light to moderate shade
RedBud	30' to 35'	Small deep blooms make the red bud a favorite flowering tree. It does well in moderate shade
Sweet Gum	65' to 75'	This fast growing and hardy tree has an attractive silver gray bark. It prefers moist soil and medium to dense shade

Margins

Set top/bottom left/right margins using **Page Setup** under the FILE menu . The even and odd header/footer options as well as Different First Page settings are in the Layout part of this window as well. Paper orientation (portrait, landscape) can be changed on the Paper Size tab.





Printing Documents

Choose **Print** from the FILE menu to print your document. Nonconsecutive pages may be selected by clicking on the Range button in the Print window.

Print Preview

Print Preview allows you to see what your document will look like when it is printed.

- Choose **Print Preview** from the FILE menu
- Use the  to increase your page size
- Use the  button to view several pages at once
- Click **Close** to return to your document


Saving Documents

Use the **Save** command on the FILE menu to save your document

- Type a filename in the highlighted box.
- Press Enter or click OK

On-Line Help

There are two easy ways to access Help:

- Double click on the  button and a list of topics will appear
- Click once on the help button then once on a toolbar button

Help for WordPerfect Users

There is also a Help feature for former WordPerfect users. Choose **WordPerfect Help** from the HELP menu and an index will appear with a command key index.

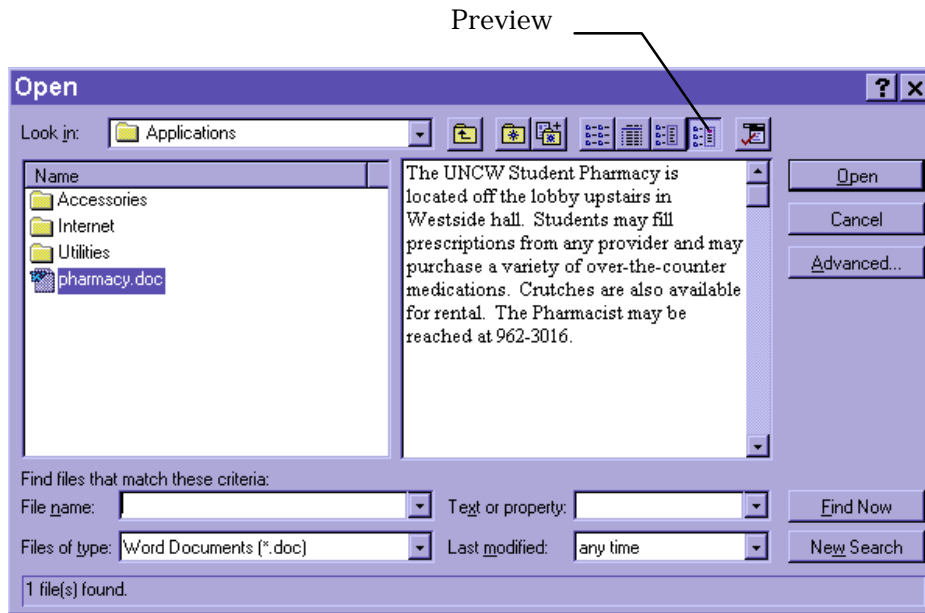
Exiting Word

- To Exit, pull down to **Exit** under the FILE menu.
- If you have not saved your work you will see a dialog box asking if you want to save before quitting. Click on Yes or No

Extra Tips and Tricks

Previewing Documents

MS Word 97 now has a preview feature that allows you to look at documents before opening them. Select **Open** from the FILE menu and with the Preview button activated, click on the documents you want to preview. A sample will appear in the adjacent window.



Editing Toolbars

The toolbar buttons can be easily changed. To edit your toolbars, select **Toolbars** from the VIEW menu and choose the customize button. A list of all possible toolbars will appear, along with possible button choices.

To add buttons to a toolbar:

Click on the toolbar you want to change in the toolbar window and click on the 'customize' button

Select which category items you might want to add, then click once on each button to see what it does. When you find a button you want to add to a toolbar, just click on it and drag it to one of the toolbars at the top of your screen.

To delete buttons off the toolbar:

While you're still in the customize menu, you can delete buttons by clicking and dragging them off the toolbar.