

Windward Community College

Language Arts Department

Microsoft Word X Student's Guide

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Read me First!

This manual is designed for users who are familiar with the basics of computer use: controlling the on-screen pointer with a mouse, the difference between click and double-click, highlighting text, saving a file, etc. If you are unfamiliar with these terms, be sure to learn how to do them soon, you will need them immediately.

The subject of this manual is Microsoft Word X on the Macintosh. If you use another word processing program or another type of computer or even a different version of Word, do not worry, the techniques in this manual will be almost the same, whatever you use. Your screen may look different, the commands may be in a different place, but you should be able to find everything in this manual on your own computer.

Basic Procedure for Creating a New Document in Microsoft Word

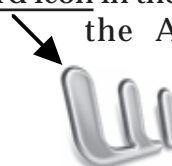
(For detailed instructions, see relevant pages)

1. Start the Microsoft Word program (Page 3).
2. If you don't see the ruler at the top of your page, choose **View, Ruler** to display the ruler (Page 5)
3. Check the margins, tabs, paragraph indents, line spacing, etc. (Pages 5-6).
4. Type in the header information as required by your instructor. (Page 9).
5. Enter the title of the document, centering it on the page (Page 7).
6. Save your document. This may seem too early, but better safe than sorry.
7. Begin typing the body of your document, saving the document every 5–10 minutes.
8. Keep on typing!

Drafting and Revising a Document

Start Microsoft Word:

1. If you haven't already done so, turn on the Macintosh.
2. If you are using a floppy disk, attach the external drive, then insert your disk in the disk drive, placing the end with the metal piece in first, and the label up.
3. If you want to edit a previous document, double-click on your disk, then double-click on the icon of the document. Microsoft Word will start and open your document.
4. If you want to start a new document, click the Microsoft Word icon in the Dock. (If the icon isn't in the Dock, it's in the Microsoft Office folder inside the Applications folder.)
5. An untitled document will appear on the screen.



Format Your Document:

Introduction to formatting...

The Mac is not a typewriter. Use of the various formatting commands will let the Mac do some of your work for you. For instance, by setting the paragraph indent as shown below, you will not have to hit the tab key at the beginning of each paragraph. The Mac will do this for you automatically. Do **not** hit the **Return** key at the end of a line, *only* at the end of a paragraph.

Formats change the appearance of your document. The change you select only takes effect from the cursor position forward (or for text you have highlighted) or until another format is set. Note the position of your cursor before changing formats. Below are some samples (see Page 7 for instructions).

BOLD text Underlined text *Italic text*

Paragraph indents (see Page 5):

This paragraph has an indented first line only. This is standard paragraph style, just like you learned in typing class. The first line is set by dragging the upper of the left margin triangles to the right, **not** by using the tab key. Remember, only hit the RETURN key at the end of a paragraph.

This paragraph has no indent. It is also known as block style, not to be confused with **block indent**, the next style of paragraph. This is the default setting for Microsoft Word paragraphs. To change paragraph formats, move the black margin triangles on the ruler.

This paragraph is block indented. Notice that it is indented from both the left and right margins. However, it is not necessary to indent the right side. To set a paragraph this way, drag the left margin triangles to the right and, if wanted, the right margin triangle to the left.

This paragraph has a hanging indent. This is useful for outlines. This is also set by using the ruler triangles, **not** by using returns and tabs. To get this format, drag the lower left margin triangle to the right, then drag the top triangle back to the left.

Ways to Highlight (or Select) Text for Editing:

Note: **Select** and **Highlight** are synonymous.

Insertion Bar is the  formed by the mouse pointer when in the typing area.

Selection Bar is the narrow band of white to the left of the typing area. It is not marked, but when the mouse pointer is placed in the selection bar, it shows as an arrow pointing to the right.

Samples: Not selected text

Selected (highlighted) text

To Select (Highlight)

Insertion Point

Do This:

Point and click. The insertion point will appear at this point (unless you click in a blank area).

Any amount of text

Click at the beginning of the text and drag over it.

Character

Click before the character and drag over it.

Word

Double click anywhere in the word.

Sentence

Hold down the Command key (**⌘**) and click anywhere in the sentence.

Line

Click in the selection bar to the left of the line.

Paragraph

Double click in the selection bar next to the paragraph.

Entire Document

Hold down the Command key (**⌘**) and click in the selection bar.

To de-select text

Click any other location in document.

To Delete Text

Delete previous character

Do This

Click to the right of the character, then press **DELETE** key .

Delete previous word

Click to the right of the character, then hold down the Command and Option keys and press **DELETE**.

Delete any amount of text

Select text, then press **DELETE** key.

Replace text

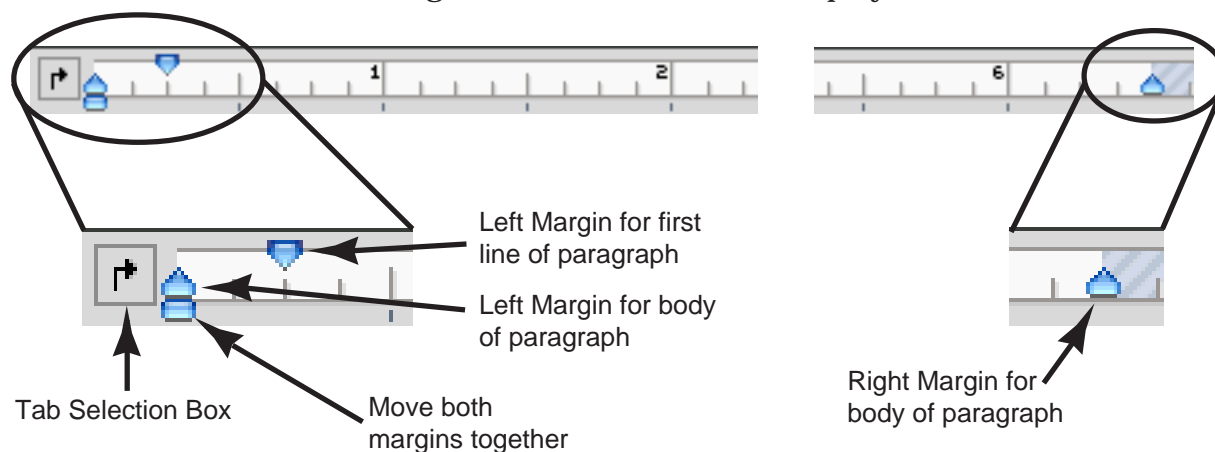
Select text, then type. Old (highlighted) text will be deleted and replaced by the new.

Page Margins:



To set your page margins, click on the "Format" menu and choose "Document."

Show Ruler:

1. If the ruler isn't showing, choose **View, Ruler** to display it.

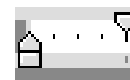


Indents:

The markers   on the left and right side of the ruler control the left and right indents and margins. The marker for the left margin is split to allow setting the first line of a paragraph at a different indent from the body of the paragraph.

Indent First Line Only (standard paragraph style):

1. Drag only the top half of the left marker to the 1/2" mark on the ruler to indent just the first line of the of a paragraph while leaving the body of the paragraph flush left.
2. Drag the top half of the left marker to the zero mark on the ruler to return to blocked, flush left paragraphs.



Block Indent:

1. Drag the small box (both markers will move together) to the desired location on the ruler to block indent the left margin of a paragraph. Drag the right-side marker, if desired, to the left of its current position to indent a paragraph from the right margin.
2. Type the text of the paragraph.
3. Drag the small box to the zero to return to the original left margin. Drag the right marker to the original setting.

Hanging Indent:

1. Drag the lower box (all left-side markers will move) to the 1/2" mark on the ruler. Then drag only the top marker back to the zero mark on the ruler.
2. Type your text. The text will wrap only to the 1/2" mark rather than to the zero position. Hanging Indent is used for outlines (and was used to type the numbered steps in this document). To use this style, type the number, hit the tab key, then type your text.
3. Drag the top marker back to join with the bottom half. Drag the box back to the zero point to return to blocked, flush left paragraphs.







Tabs:

There are four types of tabs, and they are chosen from the Tab Box at the left of the ruler.



Tab Box showing the Left-Aligned Tab Marker

-  Center-Aligned Tab Marker
-  Right-Aligned Tab Marker
-  Decimal-Aligned Tab Marker
-  Bar (or Line) Tab Marker

Clicking in the box rotates among the markers. If the Line (or Bar) tab is not in the rotation, you can set it by choosing **Tabs...** under the **Format** menu.

1. Remember to position your cursor in the area of your document where you wish the tab to take effect. Text that is already typed should be selected before placing the tab stop on the ruler.
2. To place a left-aligned tab stop in your document, click on the **left tab** symbol (see diagram above).
3. Click on the position on the ruler where you want the tab.
4. To move a tab marker, click and drag it to another position.
5. To remove a tab marker, click and drag it down off the ruler.

Note: Microsoft Word sets tabs automatically every 1/2". Inserting tabs deletes all automatic tabs between the new tab and the left margin. Only set additional tabs if the original tabs do not meet your needs.

Examples of tabbed lists:

Left -tabbed:	Right -tabbed:	Center -tabbed:	Decimal -tabbed
Left	Right	Center	\$123.00
tabbed	tabbed	tabbed	93841.65
list	list	list	7345.0
of	of	of	78465.8765
words	words	words	1,234,567.89

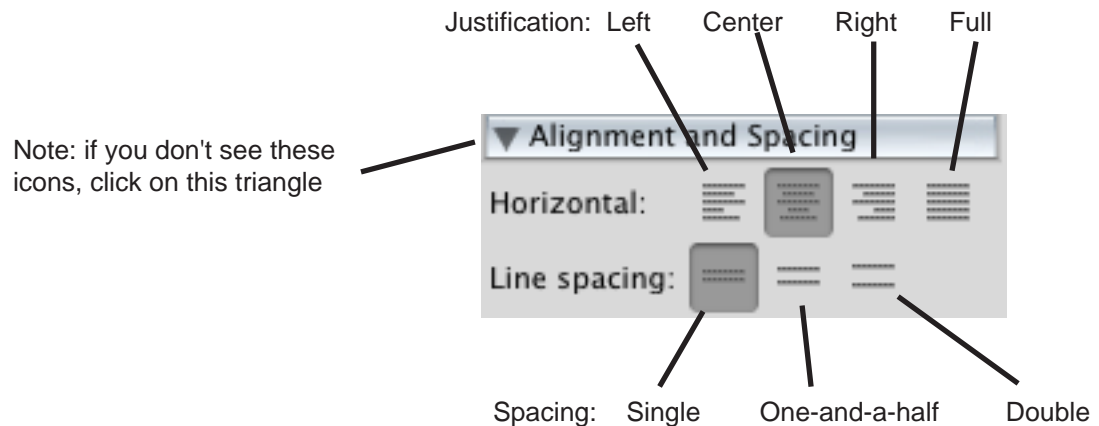
The **line or (bar) tab** will place a line between columns of word at the line tab setting like this:

word		word
word		word
word		word
word		word

To remove a manually-set tab, click on it and drag it off the ruler.

Text Justification:

1. Highlight the text to be justified.
2. If you don't see the Formatting Palette, click on the **View** menu and choose **Formatting Palette**.
3. Click on the alignment you want.

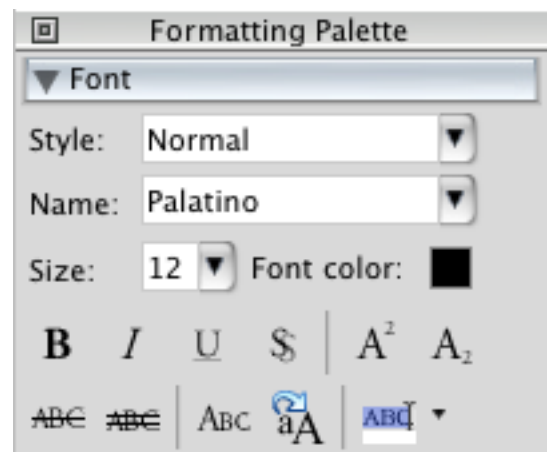


Double Spacing:

1. Highlight the text that needs the spacing change.
2. If you don't see the Formatting Palette, click on the **View** menu and choose **Formatting Palette**.
3. Click on the line spacing you want.

Bold, Underline, or *Italic*:

1. Highlight the text to be to be **Bold**, Underlined, or *Italic*.
2. If you don't see the Formatting Palette, click on the **View** menu and choose **Formatting Palette**.
3. Click on the style of your choice. You can also change the font, set superscript, change case, line-throughs, etc. on this palette.



Printing:

1. Just to be safe, save your document before printing.
2. Choose **File, Print** from the Menu Bar.

When Word Interferes with Your Work:

Sometimes, Word will try to capitalize words you don't want capitalized, or will try to create a numbered list when you don't want one. To put a stop to these "helpful" activities, follow these steps:

1. Choose **Select All** under the **Edit** menu. If you don't, Word will stop "helping" at the insertion point location, and will keep "helping" anywhere else in the document..
2. Choose **AutoFormat...** under the **Format** menu.
3. Click on the **Options** button.
4. Uncheck all options that are interfering with your work under the **AutoFormat**, **Autoformat as You Type**, and **AutoCorrect** tabs. NOTE: some options may be under two tabs, so look under all three (the **AutoText** tab isn't useful, so skip it).