



How-To:

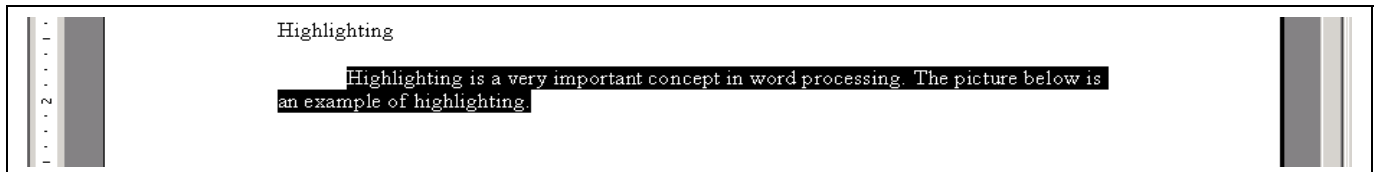
Word Processing Basics

<http://www.vermontcomputing.com/>

This document is written in, and for, Microsoft Word, XP version. There may be subtle differences between the pictures shown here, and those in your own word processor. However, the fundamentals explained here will apply to most any word processor.

Highlighting/ Removing Highlighting

Highlighting is a very important concept in word processing. The picture below is an example of highlighting.



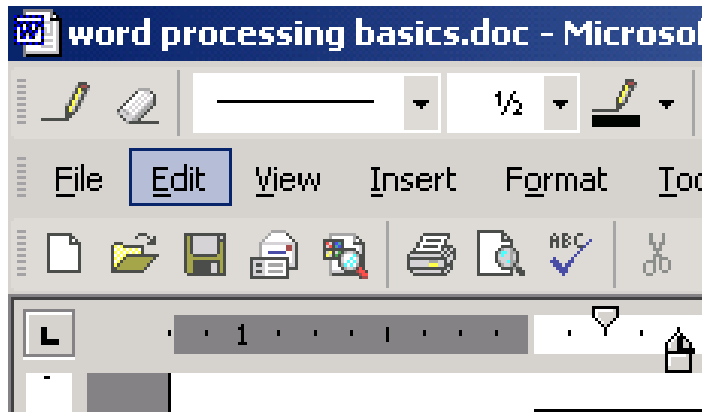
Highlighting text is very easy.

1. First, note what section you would like to highlight. Identify the start and end point.
2. Place the pointer at the start point, and click the left button and hold it down.
3. While holding the left mouse button down, drag the cursor to the end point. You can see the text become highlighted as you go.
4. Once you are at the end point, and the text is highlighted as you wish, let go of the left mouse button.
5. If you need to remove highlighting, click the left mouse button anywhere on the page that is not highlighted.

Cut/ Copy and Paste

To either cut or copy, and then paste, follow these directions. Note: These directions will work for most any program, not just word processing programs. You can even copy text from the internet!

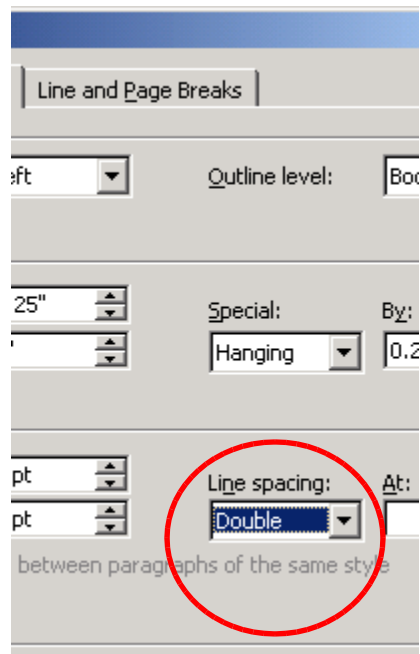
1. Highlight the text you want to cut or copy.
2. Go to Edit, and then select either cut or copy



3. Next, identify where you want to place the text. Click the pointer on that exact point. Make sure you see the blinking cursor at that point. Note: The first word you cut or copied is what will be placed at that point, and the entire cut/copied text will follow.
4. Go to Edit, and then select paste. If you don't see anything, repeat the 4 steps.

Double Spacing

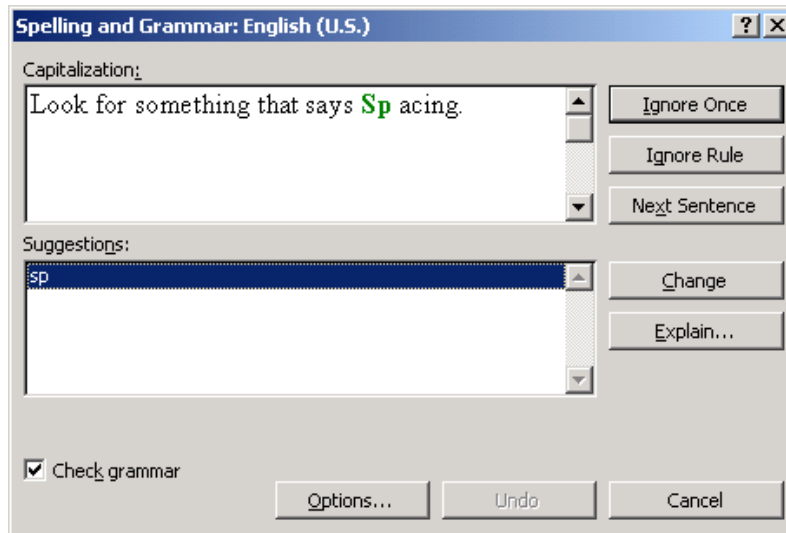
1. Highlight the text you want to Double-Space.
2. Go to Format, then click Paragraph.
3. Look for something that says Spacing. This is the place in MS Word you use:



4. After you have selected Double Spacing, click OK.
5. You should see your text become double spaced.

Spell Check/ Grammar Check

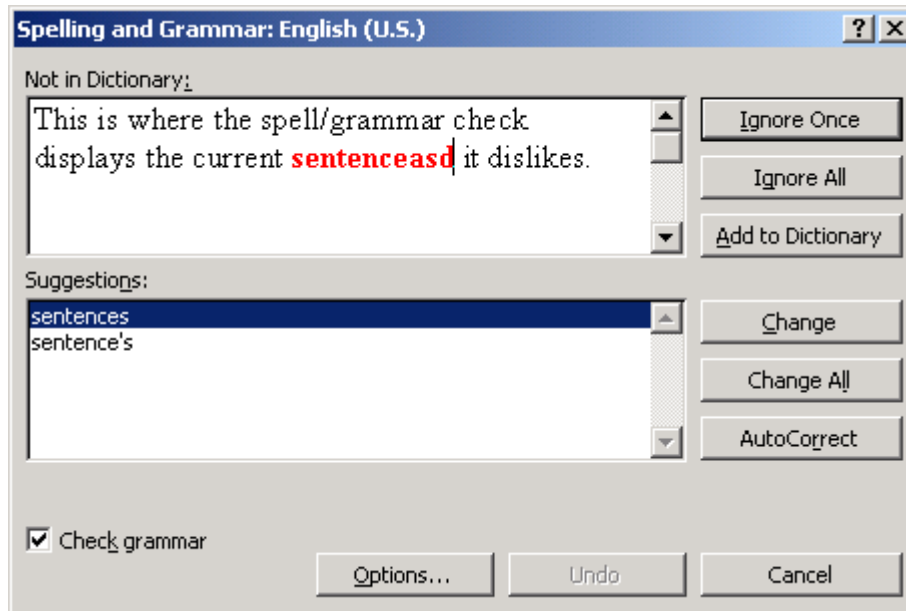
Most Word Processing programs have a Spell Check. Some even have a grammar check. Here is a basic run-down on what the various functions do.



Starting from the top left hand corner:

1. The Box that says Capitalization is where your text will show up. This is where the spell/grammar check displays the current section it dislikes.
2. The button “Ignore Once” will tell the Spell Check to forget about the problem with the current sentence. Only click this if you are sure it is correct, as it will NOT ask you about this problem for this section again.
3. “Ignore Rule” means that the Spell Check will never again (for the current document) ask you about the particular grammar/spelling rule it feels is incorrect in this instance. You will rarely want to do this.
4. “Next Sentence” means to skip the current sentence. It is not the same as “Ignore Once” as “Next Sentence” will ask you about the problem again, if you re-run Spell Check.
5. “Change” means that Spell Check will replace the colored text in the top box, with the highlighted text in the bottom box.
6. “Explain” will have Spell Check explain the grammatical or spelling rule (that Spell Check feels you are violating) to you.
7. “Cancel” will end Spell Check
8. “Undo” will undo the last change you made in Spell Check. It is grayed out here because I have not made any changes in Spell Check.
9. “Options” will bring up various options for checking spelling and grammar. You will not frequently want to adjust these settings.
10. “Check Grammar,” the check box on the left, will toggle whether or not to have Spell Check also check grammar. You will typically want that.

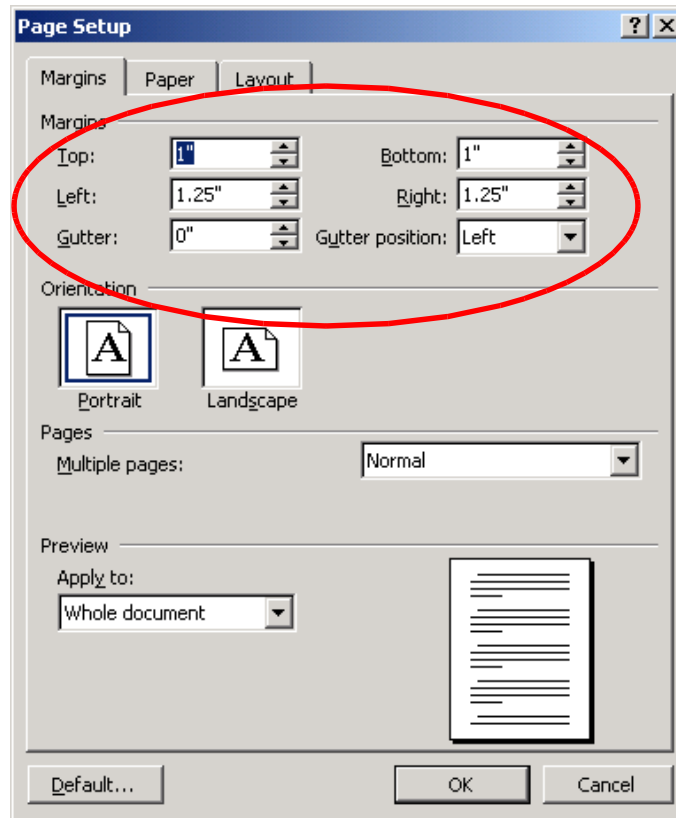
Other than that, say you need to fix something in the Top box, but the bottom box does not make any good suggestions. Like the example below. What do you do?



Just work in the top box as if it was a regular part of the document! Just click at the end of “sentenceasd” and delete the “asd.” Then click change, once you have made your changes.

Margins

If you want to change the margins on either side of the page, click the file menu, and then go to Page Setup.



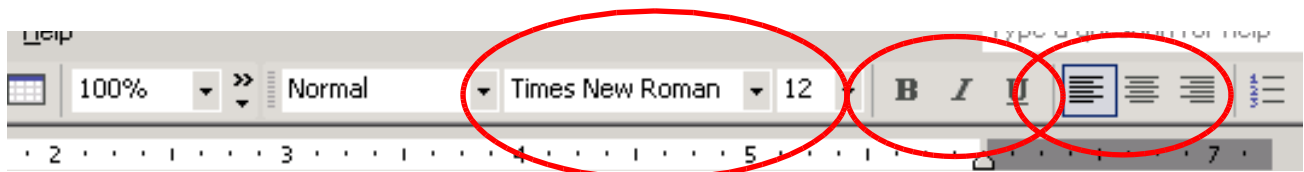
Change the margins as you wish, and then click OK. These changes will be applied to the entire document.

Bold/Italic/Underling- second circle

Font Size/ Type – first circle

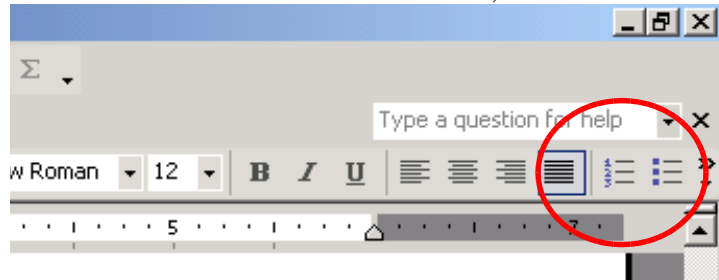
Justification – third circle

1. Highlight the text you want to change.
2. Click the appropriate button.



Bullets/ Numbering

1. Select the text you want to place in bullet or number form, and then click the appropriate button.
2. After you hit enter, when working in bullet or number form, it automatically inserts a new bullet or number.
3. If you don't want this new line to be in that format, click the bullet/ number button again.



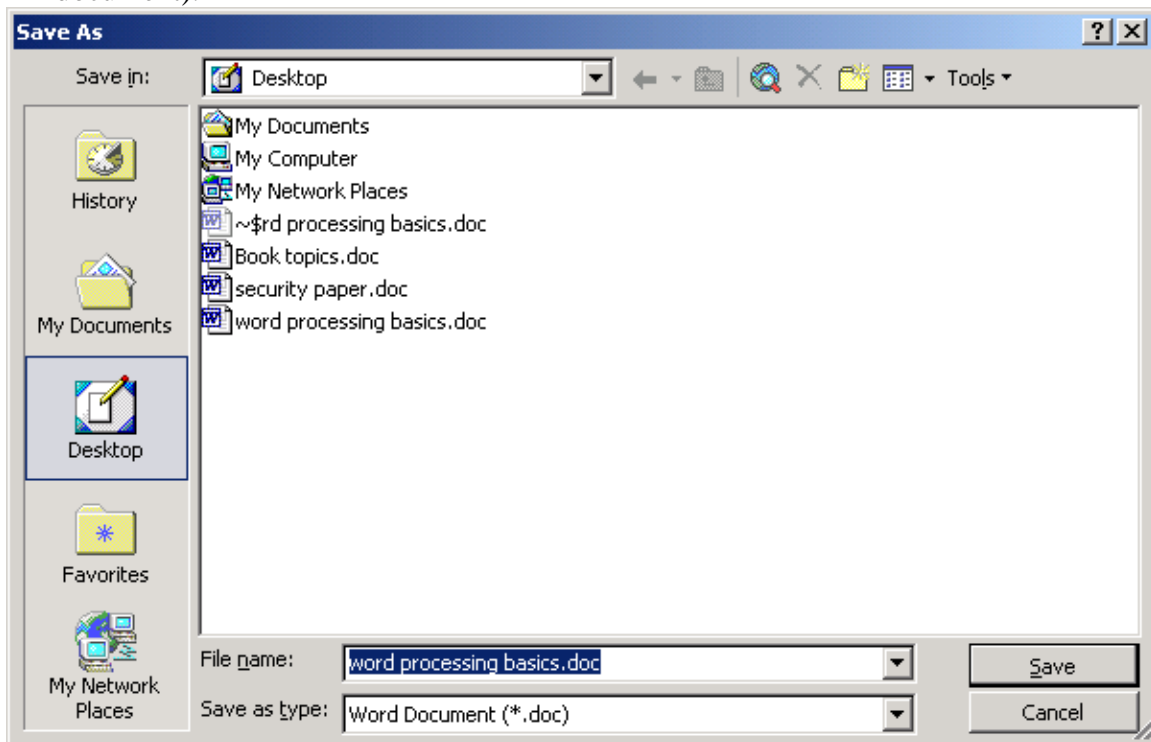
Undo

At any time, if you want to reverse what you did, go to Edit and then click Undo. This is one of the greatest tricks you have at your disposal. Test out what the features in your word processor do- and know that with only a click, you can go back to the way things were. (You should save your document first, too.)

Saving

To save a document for the first time:

1. Go to File, Save As (or Save- they do the same thing if you have never saved the document).



2. Give the file a name, where the box is labeled File Name.

3. At the top, where it currently says Desktop, is the Save In box. Choose a different drive (floppy drive maybe?) if you need to.
4. Click Save.

To Save a Document (Not for the first time)

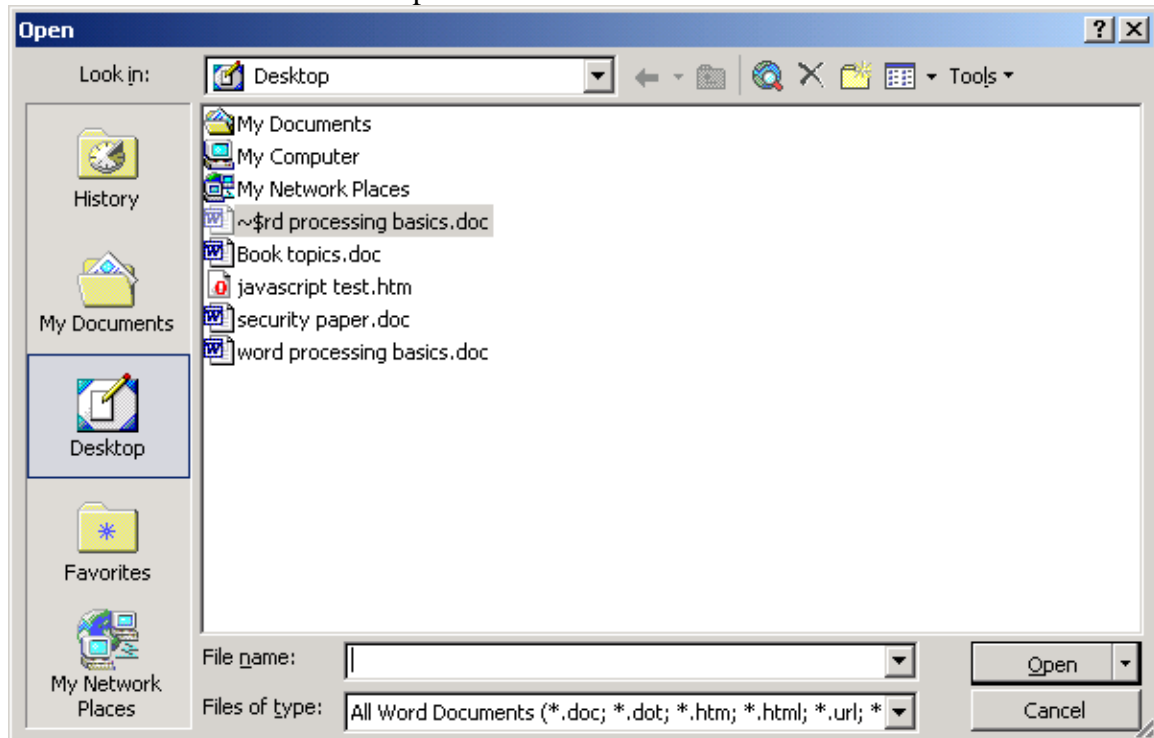
1. Simply go to File and then click Save. NOT Save As.

To Save a Document as Rich Text Format (Which is good if you are moving from one computer to another)

1. Go to File, and then click Save As.
2. Do everything as normal, except, in the bottom box labeled Save As Type, choose Rich Text Format.

Opening a Document

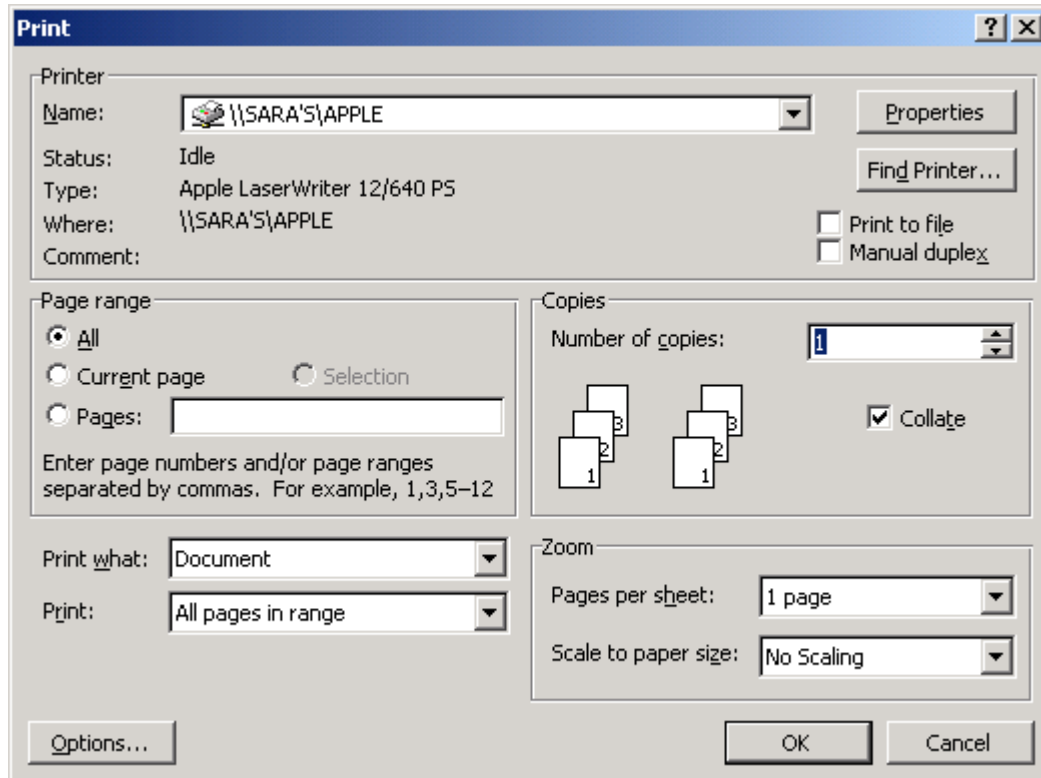
1. Go to File and then Click Open.



2. To select a new drive, like a floppy drive, to look in for the document you want to open, click the Look In box at the top, where it says Desktop.
3. Then, navigate through the folders until you find what you want.
4. Then click it once, in order to highlight it, and click Open.

Printing

1. Go to file and then click Print



2. If you want to select a different printer (if you have more than one) click at the top where it says Name, on the drop down box. Choose a printer.
3. Click OK, and it will print! You can also adjust the number of copies from here, if you wish.

Shift-Click

Shift Click can save you a lot of time. It can be used to highlight a lot of text, very accurately.

1. First, note what section you would like to highlight. Identify the start and end point.
2. Place the pointer at the start point, and click the left button. The cursor should then appear, and blink.
3. Move to the end point, without clicking the mouse. (Just scroll, and be able to see the end point.)
4. Hold down the left Shift key, and click the left mouse button at the end point.
5. You should see all text between the start and end points highlighted!