

Before You Begin...


Spell It

When you type, Word will underline words in red or phrases in green. Word automatically checks spelling (red) and grammar (green) as you type. If you don't like this option you can turn it off as you can always check your entire document when you have finished it.

Turn off Spell It:

1. Click on **Tools** in the menu bar, and then select **Options** and **Spelling & Grammar**.
2. Click the check mark by **Check spelling as you type** and/or **Check grammar as you type** to turn it off.
3. Click **OK**.

Save early, save often


Click **Save**  on the standard toolbar *OR* press [Ctrl][S] or. Save your work frequently. You can also instruct Word to automatically save your work periodically. In the **Tools** menu, select **Options** and click the **Save** tab, activate the **Save AutoRecovery Info Every** option. You can specify an interval from 1 to 120 minutes.

Views

There are many ways to view your document. Probably the most popular is *Print Layout*. This view lets you see your page margins so you get a better idea of how your letter will look when you go to print it.

Normal and *Outline* view will not show your margins. Outline view is used when creating documents, much like this one, that have several headings and sections. It's an easy view to promote and demote your text while it is collapsed to view just the section headings. This also makes it very easy to manipulate the order of your sections.

Web Layout view is only available in Word 2000 and allows you to see what your page would look like in a web browser, such as Internet Explorer.

You can change views by going to the **View** menu and selecting the view of your choice, or you can use the buttons in the lower left corner of the Word window. 

EXERCISE: Type a Letter

Insert Date

First, insert the date in your letter.

1. Click **Insert** in the menu bar and then click **Date and Time**.
2. Choose a format for the date.
3. Click **OK**. Today's date is inserted automatically into your letter.

To leave some space between the date and the inside address, press [Enter] twice.

Inside Address

Include the inside address by typing the first line of the recipient’s address and press [Enter] to go to the next line. Type the second line of your address and press [Enter].

Now you realize that you forgot to type the name of the recipient.

1. Place your cursor in front of the first line of the address. Make sure your computer is in Insert Mode. Look in the right-hand corner of the status bar. If **OVR** is disabled (light gray), you are in *Insert Mode*. If **OVR** is black, you are in *Overtyping Mode*. Insert mode will insert text at the cursor’s position when you type. Overtyping mode will replace one character to the right of the cursor with what you type. You can switch between modes by pressing Insert on your keyboard or by double-clicking the **OVR** in the status bar.



2. Now that you are in *Insert Mode*, type the recipient’s name and press [Enter].

Add a blank line before the salutation by pressing [Enter] again.

Salutation

Type your salutation. Type the line starting Dear Agatha or whatever, and then press [Enter] twice.

*The Office Assistant is likely to offer assistance at this point as it recognizes that you are typing a letter. Click on **Cancel** to resume this exercise.*




Office Assistant

Body

The body of your letter will use blocked or open paragraphs, where each paragraph is separated from the preceding paragraph by a blank line space. There is no first line indent.

Type the text of your letter. You don’t need to press [Enter] at the end of each line. Word automatically wraps the text onto a new line. But you do need to press [Enter] at the end

of every paragraph. [Enter] creates a hard return or break. If you turn on **Show/Hide**  on the standard toolbar, you will see several non-printing or hidden characters.

Displaying those normally “hidden” characters helps you avoid inadvertently deleting objects or changing formatting; it also helps you figure out funky alignment and extra white space problems. Turn **Show/Hide** off by clicking the button again.

Hidden or Non-Printing Characters	
New Paragraph (hard return or break)	¶
Manual Line Break (soft return)	↵
Space	·
Tab	→

Closing

After the body of your letter, press [Enter] twice to type your closing (i.e. Sincerely or Yours truly) then type your closing.

If you would like to sign your letter after it's printed, press [Enter] four or five times to insert some blank space. You may want to type your name and/or title here incase your signature is not perfectly legible.



SAVE YOUR WORK!

End of Exercise

Navigating Your Document

To move your cursor to...	Press...
Beginning of a line	[Home]
End of a line	[End]
Top of a document	[Ctrl][Home]
Bottom of a document	[Ctrl][End]
One word to the left or right	[Ctrl] [←] or [Ctrl] [→] respectively
One paragraph up or down	[Ctrl] [↑] or [Ctrl] [↓] respectively
Top of the next page	[Ctrl][PageDown]
Top of the preceding page	[Ctrl][PageUp]
Back to your previous location (relocate)	[Shift][F5]

Selecting Any Part of a Document



The most common method is to point to the beginning of the text to be selected with the I-beam cursor and then press the mouse button and drag the mouse to the end. If the selection extends over more than one screen you must keep the mouse button pressed while scrolling through the document to the end of the selection. You may notice that this method has the text scrolling up or down the screen at an unbelievable rate. You may find it difficult to stop at just the right place for your selection. Here are a few more options for selecting text.

- **Click-and-Drag.** Just click and drag the mouse to select text.
- **Keyboard.** Use Shift-arrows. Hold [Shift] and press an arrow key to select text in the desired direction. Press [Ctrl][Shift] [→] or [←] to select a word at a time or use [↑] or [↓] to select a paragraph at a time.
- **Shift-click.** Place your cursor at the beginning of what you would like to select and hold [Shift] and then click at the end of your selection to select all the text between the cursor and the place where you shift-clicked. If you don't want to hold [Shift], you can accomplish the same result by pressing [F8] and click the end of your selection. If you accidentally press [F8] before you were ready, press [Esc] to turn the selection off.
- **Select a word.** Double-click it. If a space immediately follows the word you select, the space gets selected, too. Punctuation is ignored.

- **Select a sentence.** Hold [Ctrl] and click anywhere in the sentence. Why would you want to select a sentence? To change the formatting, copy, cut or delete it, spell or grammar check it, or to count the words or letters in the sentence.
- **Select a paragraph.** Triple-click within the paragraph. You can also move the mouse cursor to just past the left margin of the paragraph and when the pointer changes to a right-pointing arrow, double-click to select the whole paragraph. (Single-clicking selects just a single line of text.)
- **Select all the text between the cursor and...** To select all the text between the cursor and the end of the current line, press [Shift][End]. To select the text from the cursor through the end of the current paragraph, press [Ctrl][Shift][↓]. To select the text from the cursor to the end of the document, press [Ctrl][Shift][End]. These key combinations work in the opposite direction if you substitute [↑] or [Home] respectively.
- **Select an entire document.** Press [Ctrl][A] or move the mouse cursor to just past the left margin of the paragraph and when the pointer changes to a right-pointing arrow and triple-click. Why would you want to? To change the font or to add or remove formatting. Once you've selected the entire document, apply the formatting to everything, and either leave it applied or apply it again to remove it. For example, suppose some text in your document is underlined and you want nothing underlined. To avoid spending time visiting each underlined section of text and un-underlining it, select the whole document and apply underlining to the entire document, and then remove it.

Formatting Your Document

Undo and Redo

It is very easy to accidentally make a mistake for which you have no idea how you did what you did. To recover from an accident, from the **Edit** menu choose **Undo** OR use **Undo**  on the standard toolbar OR press [Ctrl][Z]. You can Undo several actions in sequence using the list-arrow on the right of this button and selecting the actions. If you press Undo too many times, you can simply Redo by going to the **Edit** menu and choose **Redo** OR use **Redo**  on the standard toolbar OR [Ctrl][Y].

Cut, Copy and Move

Once you have selected a block of text, you can move it by dragging it to a new position.

1. Highlight the section of text to be moved.
2. Place your cursor on the highlighted text until you see a left-pointing arrow.
3. Click and hold your left mouse button and drag the text to its new location. Watch as there will be a gray line indicating where the text will be placed when you release the mouse button.
4. Release the mouse button and your text is moved. If you hold [Ctrl] when you release the mouse button, a copy of the text will be placed instead of the text being moved.

Formats

Word uses three levels of formatting. We will only be looking at the Character and Paragraph formats in this document, not Section formatting.

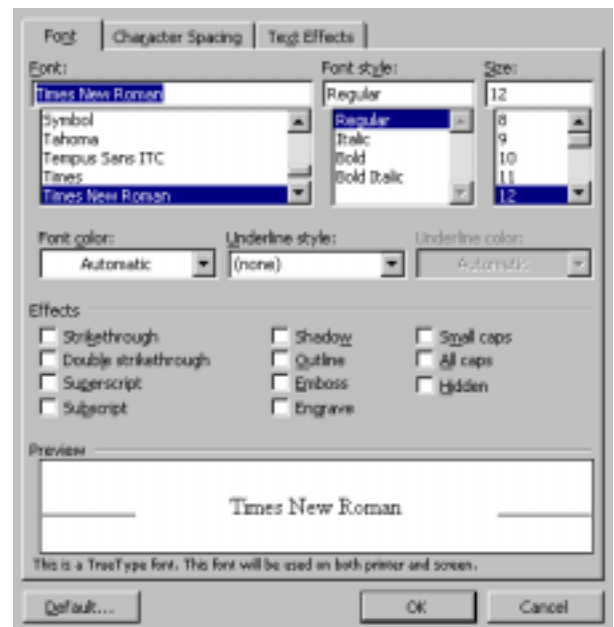
Character Format

Character formatting defines what the characters of your text will look like. For instance, if you wish, you can have text appearing in **bold**, *italic* or underline. To format the font, you must first select the text you wish to change. Use the style buttons on the formatting toolbar **B I U**, OR use the keyboard shortcuts [Ctrl][B], [Ctrl][I] or [Ctrl][U].

You can grow or shrink the font size on the formatting toolbar **12** by selecting a point size from the drop-down list or by clicking the size, type the point size you want and press [Enter]. To use the keyboard, grow and shrink the font size by one point at a time, press [Ctrl][] (close square bracket) or [Ctrl][] (open square bracket), respectively. To grow and shrink fonts by the presets (i.e. 12, 14, 16,...), use [Ctrl][Shift][>] or [Ctrl][Shift][<], respectively.

Change the font face from the *Formatting* toolbar using the drop-down list. **Times New Roman**

For more options, right-click the highlighted text and select **Font** from the shortcut menu OR go to the **Format** menu and select **Font**. This will open the *Format Font* dialog box. The dialog box offers many more features than the formatting toolbar. Most features you'll want are located on the *Font* tab. *Character Spacing* offers desktop publishing formatting options. *Effects* offer formats that can only be viewed online but will not print.




Font Format Dialog Box

Paragraph Format

The paragraph formatting instructions are associated with the paragraph mark (¶) that is created every time you press Enter. Word defines a paragraph as all text connected to the ¶ at the end. If you require the same formatting on the next paragraph you type, ensure the Insertion point is on the paragraph mark before you press the Enter key. A copy of the paragraph mark with the relevant formatting instructions is then carried down to the next paragraph.

The formatting toolbar offers several paragraph formats. Paragraph formatting is applied to an entire paragraph, such as line spacing. For example, you can't select one word in a paragraph to be double-spaced and the rest of the text to be single-spaced. The entire paragraph must be double-spaced. The paragraph with your cursor is the text that will be

formatted unless you select one or more paragraphs. Some examples of paragraph formatting include alignment, spacing and indentation.

Align Text. Use the Alignment buttons on the Formatting toolbar , or use the shortcuts, which are [Ctrl][L], [Ctrl][E] and [Ctrl][R], to align left, center and right respectively.

Line Spacing. Use the shortcuts, [Ctrl][1], [Ctrl][5] and [Ctrl][2], for single, 1.5 and double-spacing respectively.

For more options, use the Paragraph Format dialog box. Go to the **Format** menu and select **Paragraph**, *OR* right-click the paragraph and select **Paragraph** from the shortcut menu. The Indents and Spacing tab will have most of what you need. The Line and Page Breaks tab has more advanced features, commonly used in desktop publishing.

Final Touches


Spelling and Grammar

Your letter should now be almost ready to print. But before you print it, you might like to check the spelling and grammar (using Word's automatic checking program). If you left the *SpellIt* feature turned on (the red and green squiggles), all you need to do is right-click the underlined word or phrase and select the correct option. If you do not see the correct option or you do not like the suggestion, click Cancel and make any changes you feel are necessary.

You may have noticed that as you type, some typing errors are corrected automatically. This is a feature called *AutoCorrect*. It will replace misspelled words in its dictionary with the correct spelling. The key is you must misspell the word the correct way. As you go through your document correcting all the words *SpellIt* has tagged as misspelled, you may see a trend that you always misspell a certain word a certain way (may you just transpose letter e.g. "slaes" should be "sales"). You can instantly add this word to the *AutoCorrect* dictionary. Right-click on the word that's flagged as misspelled (the red squiggly line). If a correct suggestion appears on the shortcut menu, choose **AutoCorrect** and select the correct spelling to create an *AutoCorrect* entry. Next time you misspell this word the same way, Word will automatically correct it for you.

To see a complete list of what Word will automatically correct, go to the **Tools** menu and select **AutoCorrect**. You have a pre-defined list of words and symbols. It will also correct Two INitial Capitals, the first letter of sentences, names of days, and the accidental usage of caps LOCK key.

If you have *SpellIt* turned off but still want to check your document for spelling errors, first press [Ctrl][Home] to move to the beginning of the text that you've typed. Run the

spell and grammar checker by clicking **Spelling**  on the standard toolbar. The checker program goes through the text you have typed checking for spelling mistakes (by comparing your text with words in Word's dictionary) and suggesting changes to

grammar (by using its built-in grammatical rules). If you don't want your grammar checked, click on the box by *Check grammar* to turn it off. If the checker finds a mistake or makes a grammar suggestion, either click *Change* (to change the word or phrase to the suggested one), *Change All* (to correct all occurrences of that word throughout the document), or *Ignore All* (to ignore the word or phrase).


Note that using the spell checker is not a substitute for proofreading a document - it does not; for example, know when you have typed 'there' when you meant 'their' since both are valid words. Also not everybody agrees with the grammatical suggestions Word makes.


Thesaurus

The Thesaurus displays all synonyms, antonyms or related words for the word you select.

1. Place the cursor in a word or select the word to look up.
2. Go to the **Tools** menu; select **Language**, then **Thesaurus** *OR* press [Shift][F7].
3. Related words will be listed in the Meanings or Alphabetical list fields, showing if they are related as a noun, verb, adjective or antonym. Choose the meaning to see a list of options in the Replace with Related Word field.
4. Select the word to replace with and select **Replace**.

Preview and Print

If you want to see how your letter will look when printed without actually printing it, click **Print Preview** . To return to the letter from Print Preview, click **Close** at the end of the toolbar.

To print one copy of your document to the default printer, click **Print**  on the standard toolbar. If you want multiple copies, need to choose a different printer or only want to print a specific page, go to the **File** menu and select **Print...** to open the *Print Options* dialog box.

Envelopes and Labels

Envelopes

1. If you have an address in an open a letter, place your cursor in the address.
2. Go to the **Tools** menu and select **Envelopes And Labels**.
3. On the **Envelopes** tab, enter the return address if you don't already have it preprinted on your envelopes. If you didn't have an address in your letter, type the address here.
4. Click **Print**.

Labels

1. If you have an address in an open a letter, place your cursor in the address (or if you don't have an address, type the address after you are on the **Labels** tab, step #3).

2. Go to the **Tools** menu and select **Envelopes And Labels**.
3. On the **Labels** tab, select **Options** to choose the label brand and size.
4. Click **OK**.
5. Click **Print**.

More Tips

Close and Save Multiple Documents

If you have multiple documents open that you'd like to save or close all at once, hold [Shift] when you click on the **File** menu. The **Close** and **Save** options have now changed to **Close All** and **Save All**.

Paste plain text

You've learned about cut and paste, but when you do this, the formatting stays the same. Sometimes you want the text you paste to "soak up" the formatting around it so it all looks the same. To get your copied text to soak up the formatting around it:



1. Copy the text you want (this places it on the clipboard).
2. Place the cursor where you want to insert the copy.
3. Open the **Edit** menu, choose **Paste Special**, and select the **Unformatted Text** option.

Now, no matter what size, color, or font your text started as, when it's pasted, it looks the same as the surrounding text.