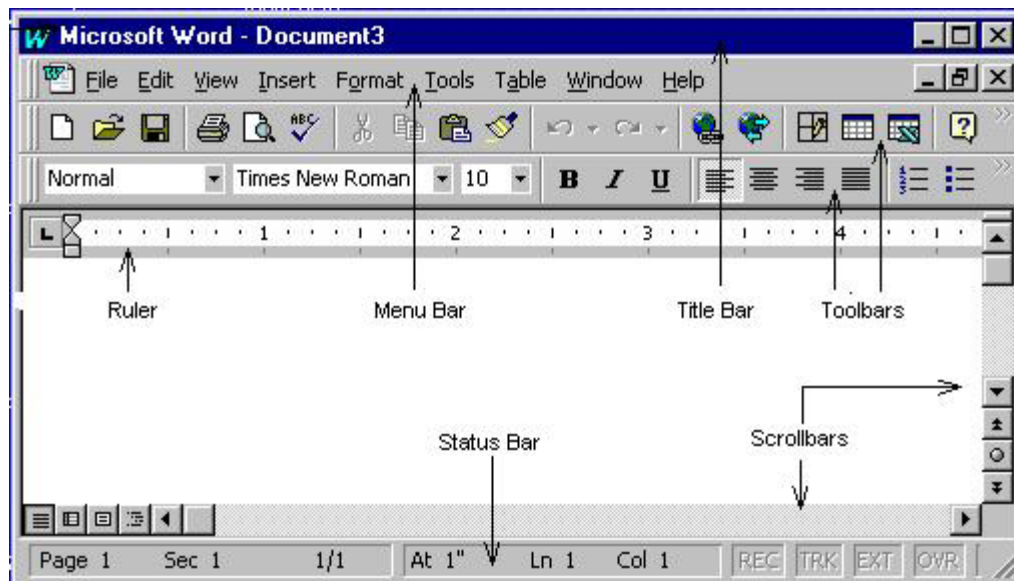


# Introduction to Microsoft Word

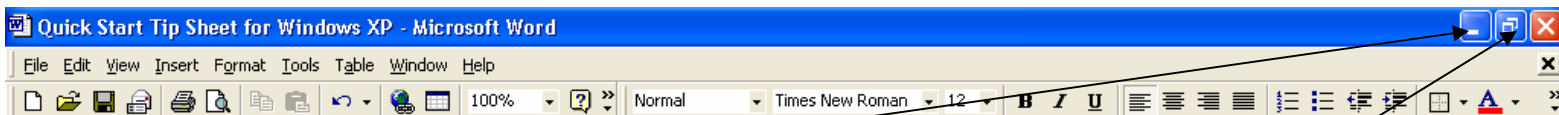


## A. Review Tool Bars (Handouts)

1. Standard Toolbar
2. Formatting Toolbar
3. Picture Toolbar
4. Draw Toolbar

## B. Title Bar

1. Name of document, active file opened, kind of document
2. To the right of the title bar are the minimize, resize and close boxes



1. To minimize an open window
  - a. Click the Minimize button on the Title Bar.
2. To maximize an open window
  - a. Click the Maximize button the Title Bar
3. To restore an open window to its maximum size
  - a. Click the Restore Down button on the Title Bar
4. To close an open window.
  - a. Click the Close button on the Title Bar.
5. To display a window after it has been minimized
  - a. Click the window's **Taskbar** (the menu at the bottom of the screen) button.

### C. Menu Bar

1. List of commands with drop down menus
2. Same basic commands can be found in every Windows application

### D. Standard Toolbar (Handout)

1. Shortcut bar, contains some of same as menu bar but with shortcuts instead of drop down menus such as save, print, spell check, undo, preview, etc.
2. Move mouse over icons for a description of that icon

### E. Formatting Bar (Handout)

1. Shortcut bar, contains some of same as menu bar but with shortcuts instead of drop down menus contains formatting tools such as font, size, style, outline, center, etc
2. Move mouse over icons for a description of that icon

### F. Views Bar

1. Usually found at bottom of screen, normal view, web layout view, print view, outline view

### G. Status Bar

1. Page, section, line, column, etc.

## II. Review Menu Bar

### A. Drop down menu info

1. Double arrow mean there are more commands listed beneath arrows; click to see them
2. Keyboard commands are listed next to command
3. ..... after a command means that another window will open when you click the command
  - a) ex. Format - Font
4. Arrow next to command means that a window will appear to the right of the command
  - a) Ex. Insert - picture

### B. File

1. New document
2. Open document
3. Save
4. Print
5. Print preview
6. Page setup
7. Compare to the icons in standard toolbar

### C. Edit

1. Undo and redo
2. Cut, copy, paste, select all
3. Find, replace, goto
4. Compare to the icons in standard toolbar

### D. View

1. Normal view
2. Web layout view

3. Print view
4. Outline view
5. Toolbars
6. Header, footer
7. Zoom
8. Compare to Views Toolbar at bottom of screen

E. Format

1. Font window (includes font, color, style, and more)
2. Paragraph formatting, bullets, numbers, outline, borders
3. Compare to icons on format bar

III. Begin a Practice Document

A. File New (or click new document icon)

B. Choose Blank document but review Wizards

1. Type a few sentences and misspell words on purpose
2. Notice how spelling errors are underlined with red squiggly line and grammar errors underlined with green squiggly lines
3. Introduce right click menu
  - a) Right click on red and green squiggly lines to get menu and choose correct spelling or ignore
4. Experiment using edit undo and redo using arrows on toolbar or on Edit menu

C. Page Setup

1. File – Page Setup
  - a) Review tabs on Setup window
  - b) Margins
    - (1) Set margins to .5 on top and 1 on all others
    - (2) Review other commands on margin tab
    - (3) Click OK

D. Save the document

1. File – **Save As**
2. Save As window will appear
3. Click the arrow to the right of the **Save In** box
4. Use the drop down menu to navigate to your personal folder
5. Double - click on your personal folder so it is listed in the **Save In** box
  - a. It is really important to save to the correct place.
    - (1) Do not save to your desktop or My Documents
    - (2) Make sure you insert the proper folder in the **Save In** box.
6. Type the Title of the Document in the **File Name** box
  - a. Word automatically inserts the first line of the document in this box
  - b. You can change this by deleting the text and typing your title
7. **Save as type** box – Word document - this should already be inserted
8. Notice document is now named on the title bar
9. Save
  - a. Once you have named a document and saved it to a specific location, you can use File –Save to save changes
  - b. You can also save by pressing the Ctrl key and the S at the same time or clicking the icon on the standard tool bar that represents a disk.

#### E. Format document

- a) Review ways of Highlighting (handout)
- b) Highlight first line of document and experiment changing font, size and style
  - (1) Can use Format on toolbar or use the shortcuts
- c) Highlight entire document and experiment using left justify, center, right justify and justify
- d) Indent first line by tabbing once
- e) Insert Mifflin County School District at the top of the page, center it, bold it and use a size 24-point font.
- f) Insert date underneath Mifflin County School District
- g) Change line spacing
  - (1) Format – paragraph – line spacing - double
- h) Save document (ctrl S)

#### F. Edit Document

- a) Highlight and edit - copy line one
- b) Edit paste it below the second line of text
- c) Highlight and edit- cut line one
- d) Edit paste it below the third line of text
- e) Highlight and drag line one above top line of text
- f) Save document (ctrl S)

#### G. Print Document

1. Print Preview from the Standard toolbar or File Print Preview
  - a) Review icons at top of screen
  - b) Close
2. Make corrections
3. Print from standard toolbar or File – Print or Ctrl P

#### H. To connect to a network printer (you must be on the network to connect to a network printer)

1. On the **Start** menu, click **Printers and Faxes**
2. Click **Add a Printer** to open the **Add Printer Wizard** and then click **Next**.
3. On the **Local or Network Printer** page, click **A Network printer or a printer attached to another computer**, and then click **Next**.
4. On the **Specify a Printer** page, select **Find a Printer in the Directory** and then click **Next**.
5. Click **Find Now**
6. A list of printers will appear at the bottom of this window
7. Scroll down to find the printer that you want, highlight it, click **OK**
8. The printer icon will appear in the **Printers and faxes** window.
9. Click Yes or No in the next screen to make the added printer the default printer.
10. Click **Finish** to end
11. Close the **Printers and Faxes** window

#### I. Add Clip Art

1. Insert – Picture – Clip Art
  - a) The Insert Clip Art Navigation window will appear on the right
  - b) Type a picture to search for in the Search Text box
  - c) Review Search Options
  - d) Click Search



- e) Clip art results appear in window
  - (1) Move mouse over clip art to see clip art information
  - (2) Click on clip art to insert
  - (3) Right click on clip art for more choices
2. Work with clip art
  - a) Picture is inserted as text and is not easily manipulated
    - (1) Click on picture
    - (2) Picture toolbar should appear
    - (3) (Describe picture toolbar
    - (4) Also refer to Picture toolbar handout
    - (5) Click on icon with Scotty dog
    - (6) When drop down menu appears, click the first icon to start text wrap
    - (7) Graphic will now have handles and can be easily moved
  - b) Practice inserting and moving graphics in document
  - c) Review and practice resizing graphics



## J. Drawing Tools

1. Go to View – Toolbars – Drawing
  - a) Click on A for Word Art Tool  
or
2. Insert - Picture – Word Art
  - a) Word Art Gallery appears
    - (1) Choose a shape & click OK
    - (2) Type name
    - (3) Choose font and size and experiment with fonts to preview
    - (4) Click Ok
    - (5) Word Art is now inserted in document

**Word is fun!**

3. Working with Word Art
  - (1) Experiment by moving and resizing
  - (2) Double click on word art to change text, size, font
  - (3) Click on paint can to change fill colors and fill effects
  - (4) Click on Rotate icon to rotate word art
  - (5) Use undo and redo as needed

**Word is fun!**

## 4. AutoShapes

- a) Select Auto Shapes
  - (1) Lines
    - (a) Select Line
    - (b) Crossbar appears in document
    - (c) Drag to create line
    - (d) Shift key to create straight horizontal line
    - (e) Click on line to select it and give it handles

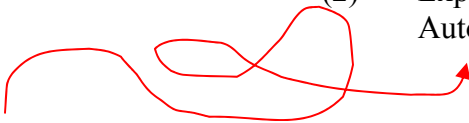




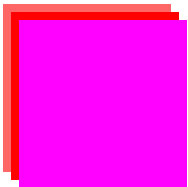
- (f) Line can be moved by dragging from middle or resized by dragging from end point
- (g) Change color of line by selecting it and choosing the arrow to the right of the paint brush from draw toolbar and select paint color
  - (i) Choose more colors at the bottom of the window for more ways to customize
- (h) Change width of line by selecting it and choosing line style on draw toolbar and select point size or pattern
  - (i) Choose more lines at the bottom of the window for more ways to customize
- (i) Change dash style by selecting it and choosing dash style from draw toolbar and select dash
- (j) Change lines into arrows by selecting line and choosing Arrow style from draw toolbar and choosing an arrow style
  - (i) Choose more arrows at the bottom of the window for more ways to customize
- (k) Shadow line by selecting it and choosing shadow from drawing toolbar and selecting shadow
  - (i) Choose Shadow Settings at the bottom of the window for more ways to customize
- (l) All lines and shapes can be deleted by clicking on the shape to select it and choosing delete or backspace from the keyboard.



(2) Experiment with arrows and curve, freeform and scribble tools under Lines in AutoShapes



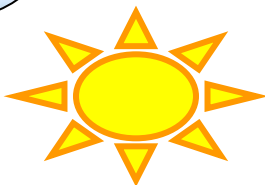
(3) Basic Shapes



- (a) Choose any basic shape
- (b) Crossbar appears on screen
- (c) Drag crossbar to complete shape
- (d) Holding the shift key while dragging will make a perfect circle or square
- (e) Select the shape by clicking on it



- (i) Shape can be filled with color, gradient, texture or pattern
  - (a) Click the arrow next to the paint can to get the fill window
  - (b) Make your selection and click ok to see it reflected in your shape
- (ii) Shape can be outlined with a different color or texture
  - (a) Click the arrow next to the paint brush to get the line window



- (b) Make your selection and click ok to see it reflected in your shape
- (iii) Shape can be shadowed or made into a 3D shape by selecting the shape and choosing Shadow or 3D from the Draw menu bar

