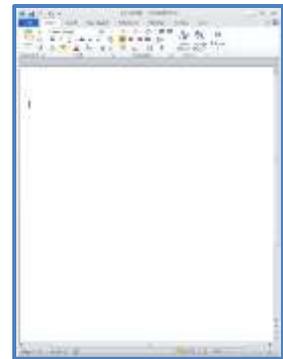


Microsoft Word 2010

Microsoft Word is one of many available word processing programs. In basic terms, a word processor does what a typewriter does; it prints text on a page. The fundamental difference between the two is that a word processor first creates a virtual copy, allowing us to revise and correct our document before printing. Over time word processors have added more and more advanced features, but we'll start with the basics. To open the program, double-click its icon on the desktop (the icon is a big blue "W" and is labeled "Microsoft Word 2010"). When the program opens, most of the page will be taken up by a picture of a blank white sheet of paper. In the top left corner of the sheet you'll see a blinking black line. This is your cursor. It marks where the words you type will appear. Try hitting a few letter keys to see the letters show up on the screen.



Before we go any further, let's take some time to learn more about our keyboard and all the menu options available in Word. Here at the library we have Word 2010, the newest version of the program. Many of the things we learn about today will look or work a little bit differently on an older version of Word (or in a different word processing program), but it should all be similar enough that you'll be able to figure out what you need to do.

The Keyboard

Modern keyboards have a lot of different buttons, but we don't need to worry about all of them right away. Today we'll be focusing on two main sections of the keyboard: the typewriter keys and the number pad. The typewriter keys make up most of the keyboard and the most obvious buttons here are the letters and numbers. Mixed in with the letters and numbers you'll find numerous punctuation marks and a few less intuitive keys.



The following keys, found in the typewriter section of the keyboard, all have important functions within Word:

- **Backspace:** Backspace removes whatever's directly to the left of the cursor.
- **Enter:** Enter is like the carriage return on a typewriter. It ends the line you're on and starts a new line at the left edge of the page.

- **Shift:** Hold down Shift while you press a letter key to type a capital letter. For those keys with two characters (such as the numbers or punctuation mark keys), hold down shift to type the secondary character.
- **Tab:** Tab jumps the cursor ahead, leaving a blank space. It's mostly used to indent a new paragraph, but can also be used to line up columns of text.
- **Caps Lock:** Short for "Capitals Lock," when Caps Lock is on every letter you type will be capital. Unlike Shift, you don't need to hold Caps Lock down. Press it once to turn it on and press it again to turn it off.
- **Spacebar:** The spacebar puts in a space.

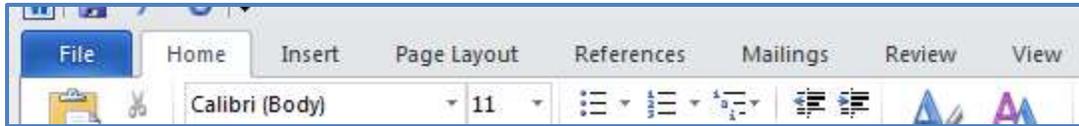
This leaves four keys in the typewriter section that we haven't talked about. Control, Alt, the Windows Key, and the Right-Click key are all for more advanced or highly situational functions, so we won't worry about them now.

Notice there is a set of number keys at the right edge of the keyboard. This is called a number pad and is useful when you have a lot of numbers to type. At the top left corner of the number pad is a key marked Num Lock. Short for "Number Lock," Num Lock is similar to Caps Lock. When Num Lock is on, the number pad keys can be used to type numbers. When Num Lock is off, they perform secondary functions. A small light at the top right corner of the keyboard shows whether Num Lock is on or off.

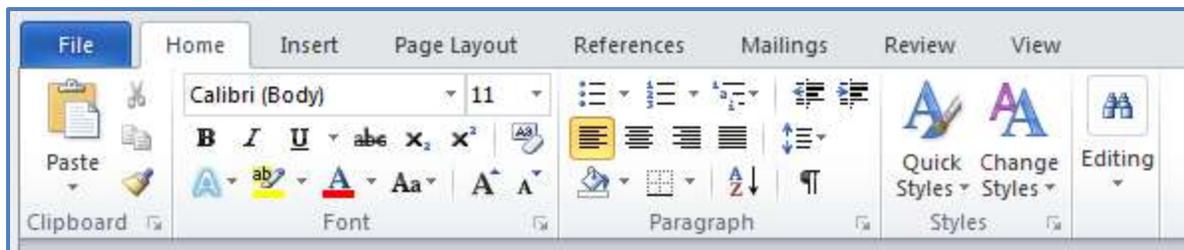
Tabs and Ribbons

Next, let's look at the menus in Word. These buttons give us access to the program's many functions. Most of these buttons are labeled with icons rather than

names, but don't worry, if you don't recognize an icon you can always just hover your cursor over it to make the name appear.



Near the top of the Word window, you'll find a row of eight words: **File**, **Home**, **Insert**, **Page Layout**, **References**, **Mailings**, **Review**, and **View**. Each of these words is the label for a **Tab** that will let you access a different group of buttons. The area underneath the tabs is called the **Ribbon**. When you click on a tab, the ribbon changes to show the buttons corresponding to the tab you've selected.

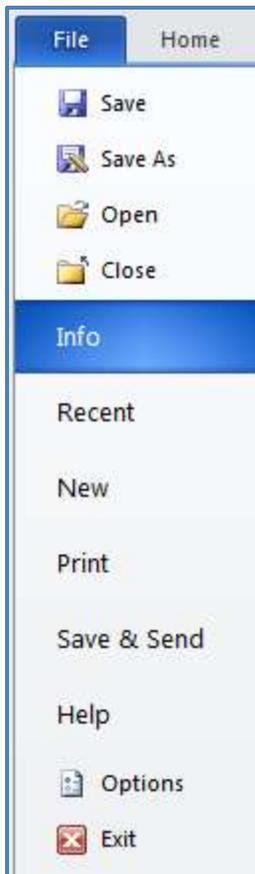


The buttons on each tab are grouped according to the types of things they do:

- The **Home** tab contains options to change what kind of font you're using and how it is arranged on the page. It's probably the tab you'll use most often.
- The **Insert** tab will let you add things like pictures or charts to your document.
- The **Page Layout** tab contains advanced options for arranging your document, such as borders or columns.
- The **References** tab helps with academic things like footnotes and bibliographies.
- The **Mailings** tab is used to print envelopes or form letters.

- The **Review** tab has options to help review your document like the spelling and grammar checker.
- The **View** tab controls how your document looks on the screen.

The **File** tab is especially important. It contains administrative functions. Let's look at the features you'll use most often:



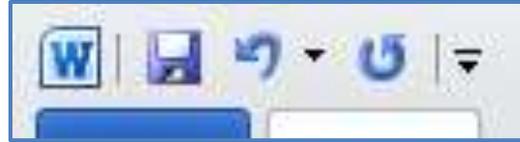
- **Save:** Click Save to make a copy of your work in the computer's long-term memory. The first time you save a new document, the computer will ask where you want to save it and what you want to call it.
- **Open:** Click Open to go back to a document you've worked on before.
- **New:** Click New to start a new blank document.
- **Print:** Click Print to send your document to the printer.

When you're working in Word, it is very important to save your work often. Everything you type is stored in the computer's short-term memory until you click Save to move it to the long-term memory. This means that if you have some sort of computer trouble you will lose everything you've typed since the last time you saved your work.

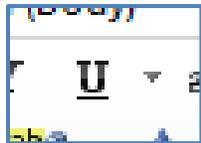
More Options

The last group of buttons in Word is the **Quick Access Toolbar**, which is found above the File tab in the top left corner of the window. Everything in this toolbar

can also be found somewhere else in the menus, but since these functions are used often you have copies here that can be accessed



quickly and easily. One very important button you'll find here is **Undo**. If you ever make a mistake in Word, you can click Undo to fix it. If you make several



mistakes in a row, you can click Undo several times to fix them all. When you're just learning to use Word, Undo can be a big help.



Throughout the menus in Word you'll see a lot of buttons that have a small black arrow next to their icon. On these buttons you can either click the icon for a default function or click the arrow for a list of more options. For example, on the Underline button you can click the icon for a plain line or hit the arrow to choose something like a dotted or double line.

With all the different buttons and functions in Word there's no way we can include them all in this handout or in this class. Luckily, it's very unlikely that you'll ever need to know what every button does. To get started, focus on learning the small number of buttons required for simple typing jobs. As you get comfortable with those, you can start experimenting with other features.

Word Processing Practice Exercises

1. Type your name, hit **Enter** to start a new line, and enter the date.

Example: Andrew Fuerste-Henry
4/16/09

2. Use the mouse to highlight your name and date. Under the Home tab, find the **Align Text Right** button and use it to move the text to the right side of the page.

Example:

Andrew Fuerste-Henry
4/16/09

3. Hit **Enter** to start a new line and **Align Text Left** to get back to the left side of the page. Hit **Tab** to indent for a new paragraph.

4. Type the follow sentence two times:

The quick brown fox jumped over the lazy dogs.

5. Highlight your two sentences and use the **Font** menu to change the font to Arial and the **Font Size** menu to change to 20.

The quick brown fox jumped over the lazy dogs.

6. Type the following sentence **exactly** the way I've written it. There are three mistakes highlighted in yellow. Make sure you type those words the way they're printed here, but don't worry about highlighting them.

Now is the **thime** for all good men to come to the **aide** of their **county**.

7. Notice that even though we know we made three mistakes the spell check has only underlined one of them. The word "thime" is underlined in red because the computer knows it's misspelled. To fix it, click on "thime" with the right mouse and pick "time" in the menu that appears.

8. The spell check didn't catch "aide" and "county" because they're properly spelled words even though they're not the words we wanted. We'll have to fix them ourselves. Click your mouse just to the right of the "e" in "aide" and use **Backspace** to erase it. Now use the arrow keys to move your cursor to between the

“t” and the “y” in “county” and add an “r.”

9. For our final typing exercise we’re going to do something advanced, a pretend Christmas card list.

- Insert a **Page Break** to start a new page.
- Following the example below type the heading in all capital letters.
- Use the **Center** button to center the text heading and **Font Color** to make it green.
- Hit **Enter** three times to skip some lines before the list.
- Hit **Align Text Left** to make the list along the left side of the page.
- Hit **Tab** to indent the first name.
- After the name hit **Tab** two more times before the address.
- Move down the list using **Enter** to start new lines and **Tab** to keep your names and addresses lined up.

*If you engage the **Show/Hide** (¶) function you can tell where your spaces and tabs are.*

CHRISTMAS CARD LIST 2011

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