



Initiation to Word

Learn how to edit, format, save and open
Word Documents



Table of Contents

What's that?	2
The buttons	4
Open and Save	4
Selecting text	9
Cut-Copy-Paste	10
Bullets and numbering	12

Level : **Beginner**

Program Version :

Word 97 to 2003

Date de modification :

November 2007

Number of pages : **10**

What's that?

Some Icons



Word Document

This icon allows you to recognize a Word document among other types of documents.



Folder

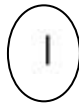
This icon identifies a folder. A folder is an arrangement space and this icon always symbolizes it.



My Documents

Although it is possible to save documents in many locations (desktop, floppy, USB key, etc.), the “**My Documents**” folder” is the appropriate one. (See “Saving”)

Cursor :



Indicates you where the next character you will type will be inserted.

Pointer:

Object that moves on the screen when the mouse is moved.























The mouse pointer's shapes

With the mouse pointer, you can interact with the computer. Different shapes equal different uses.

	The left arrow	The computer is ready to receive commands
	The right arrow	Allows you to select text lines
	The insertion pointer	Allows you to move the text insertion point and to select text as well
	The sand glass	Indicates you that the computer is thinking
	The moving pointer	Allows you to move a table or an image on the page

The buttons

Here is a short overview of the main buttons used in *Microsoft Word*.

	New document	To start a new document
	Open	To open an existing document
	Save	To save the document
	Print	To print all pages of the document
	Print preview	To see how your printout will look like
	Cut	To move a text or part of a text from one place to another
	Copy	To duplicate a text or a part of a text
	Paste	You must click “paste” to complete the “cut” or “copy” operation
	Undo	To undo the last typing or command
	Redo	To redo the last typing or command
	Insert a table	To create a table
	Font	To change the writing style
	Font Size	To change the size of the characters
	Bold	To make the characters look thicker
	Italic	To write with a small angle
	Underline	To underline the words
	Align left	Align the selected text to the left
	Center	Center the selected text
	Align right	Align the selected text to the right
	Justify	Align the text to the right and the left
	Numbering	To add numbers to a list
	Bullets	An alternative to a numbered list using different symbols

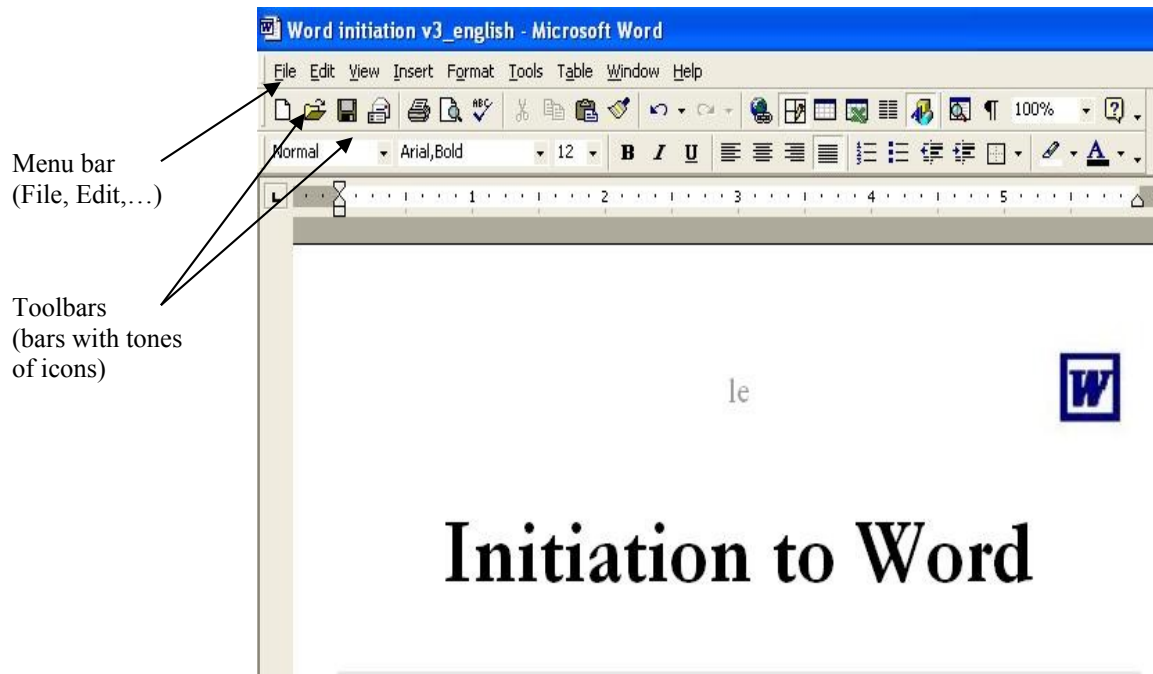
Open and Save

How to open Word


Follow these steps:

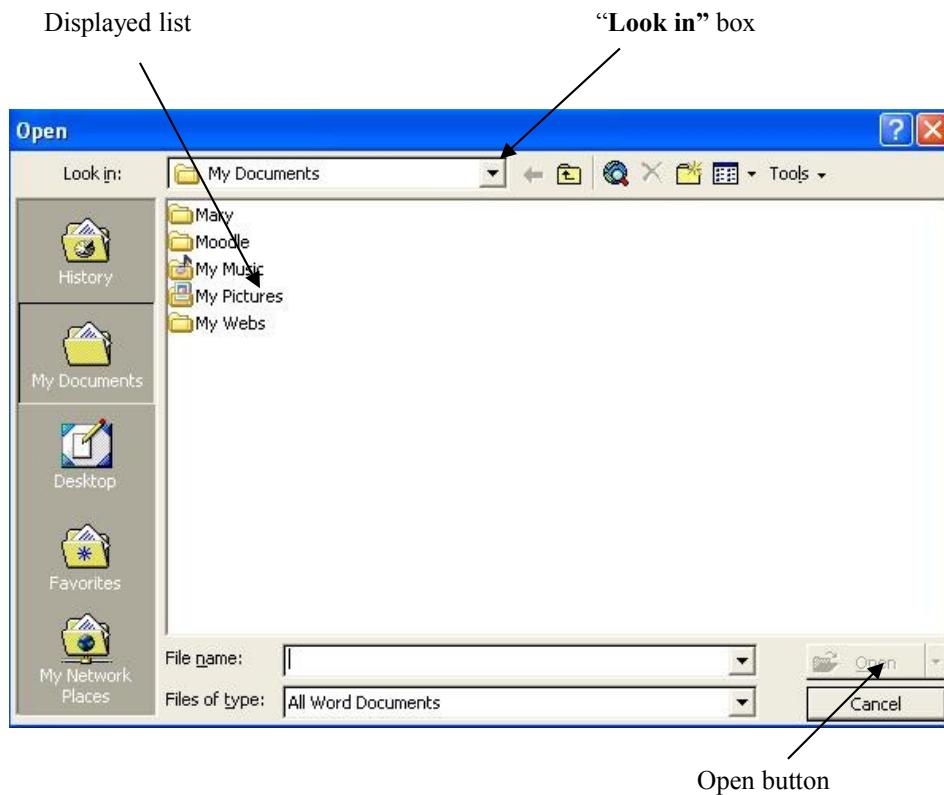
- 1) Click on the “**Start**” button.
- 2) Move your mouse’s pointer on to “**Programs**”
- 3) On the appearing menu, click on “**Word**” or “**Microsoft Word**”

Once Word is opened, the displayed window should look this:



Opening an existing document on Word

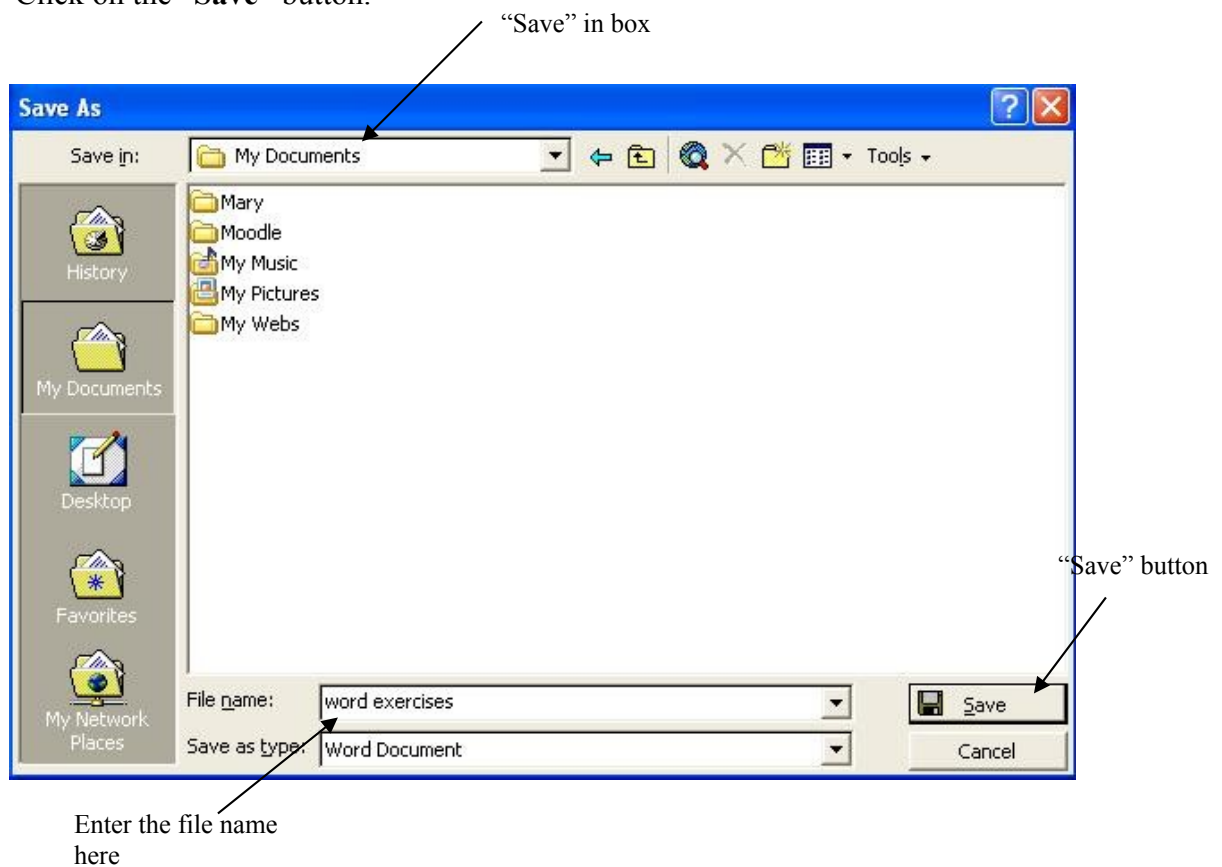
1. On the *menu bar*, click on “File” than click on open. . A window will be displayed.
2. In the “**Look in**” box, click on the small triangle located on the right hand side and select the location of the document you want to open.
3. Once the proper location appears in the “**Look in**” box, select your document form the displayed list by clicking on it.
4. Click on the “**Open**” button.





Saving

To save a document for the first time, follow this simple procedure:

- 1) On the *menu bar*, click on “**File**” and then on “**Save as**”. This window will be displayed:
- 2) In the “**Save in**” box, click on the small triangle on the right hand side to choose where you want to save your document.
- 3) Type in the name you want to give to the document
- 4) Click on the “**Save**” button.



After you have saved once, you can click on the “**Save**” button , located on the toolbar. This will save any modifications under the same name and location originally specified. If you want to save the modifications under a new name or location, simply click again on “**Save as**” in the “**File**” menu and repeat the above procedure.

After the first saving, a click on this button  located on the toolbar will automatically save the modifications you have made to the document under the name and in the location you have already specified. If you want to save the modifications under a new name or location, simply click again on “**Save as**” in the “**File**” menu and repeat the above procedure.

Selecting text

To Select	Do the Following Steps
Part of a word or part of a text	Place the cursor at the end of the word, hold down the left button of the mouse, and sweep across the word. Release
A word	Place the cursor on the word and click twice with the mouse
A sentence	Place the cursor, inside the sentence, push down the Ctrl button on the keyboard and click the mouse
Text block	Click at the beginning of the selected text, push and hold the Shift button on the keyboard and click at the end of the selected text
Paragraph	Triple-click on the paragraph.
An entire document	Push down on the Ctrl + A buttons on the keyboard at the same time

Drawing tables

a) To insert a table

To insert a table on your page, follow this simple procedure:

- 1) Place the cursor on the page where you want the table to be inserted.
- 2) In the *menu bar*, click “**Table**”, than “**Insert**”, than “**Table**”.
- 3) In the appearing window, choose how many lines and columns you want your table to have.

b) To add or delete rows and columns

“**Table**” from the *menu bar* allows you to work with your table. Two of the most commonly used options are:

- 1) Adding a row or a column: In the *menu bar*, take this path:
Table/Insert
- 2) Deleting a row or a column: In the *menu bar*, take this path:
Table/Delete

Always remember that your cursor plays a **very important** role when trying to add/remove rows or columns. Before you do anything, place your cursor within the table. When Word gives you the option of adding or removing a column or a row, it uses the location of your cursor as a reference. That means that if you select to add a row “**above**”, the new row will appear above the row where your cursor was located. It is the same thing with the columns. If you insert a column to the left, the new column will appear on the left hand side of the column where your cursor was located. If you choose to delete a row or column, Word will delete the row or column that you cursor is on.

c) To resize a table

Move your mouse pointer toward the vertical line of a column or the horizontal line of a row. When the cursor passes over the line, it turns into a double-sided arrow. At that moment you can hold the mouse’s left button down and move the mouse to displace that line and change the width of a row or column. Release the button when you are satisfied with the new line location.

Cut-Copy-Paste

The “**Cut**” function allows you to move a text or part of a text from one place to another while the “**Copy**” function allows you to duplicate a text or a part of a text. To complete the “**Cut**” or “**Copy**” operation, you must always use the “**Paste**” function to place the part of the text you want to copy or cut.

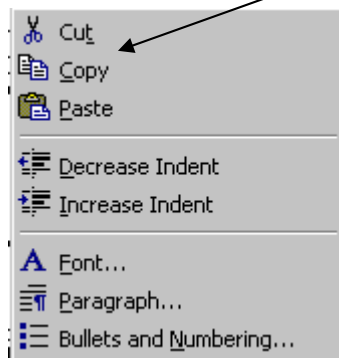
To “**Cut**” and “**Paste**” or to “**Copy**” and “**Paste**”, follow this procedure:

- 1) Select the text or the part of the text to cut or to copy.
- 2) Click on the appropriate button found on the *toolbar*



Or

You can **right click** on your selection and select either “Cut” or “Copy”.



- 3) Place the cursor where you want the text to be moved or duplicated and click on the

“**Paste**” button  on the *toolbar*

Or

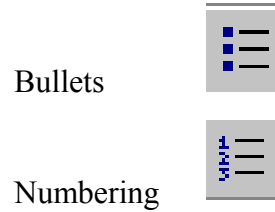
Place your **mouse pointer** where you want the text to be moved or duplicated, **right click** and select “**Paste**”.

N.B.: That principle of the cut-copy-paste is universal in computer technology. You can cut and paste in most computer programs.

Bullets and numbering

If you wish to make a list within your document, the “**Numbering**” and “**Bullets**” functions may prove to be useful. A little practice will enable you to make the difference between both.

Locate these buttons on one of the *toolbars*:



To create a list using numbers or bullets, follow this procedure:

- 1) Place the cursor where the list begins.
- 2) Click on the **Bullets** or **Numbering** button.
- 3) Write the first element of the list and hit the “**Enter**” key. You then can enter your second item.
- 4) Hit the “**Enter**” key **twice** to stop the listing.