

Microsoft Word



Workshop

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# Level One

## Using Toolbars and Menu Items

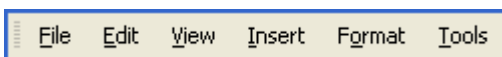
The Menu in Microsoft Word has commands to do almost all of the tasks we want. Toolbars contain "shortcut" icons for the same commands.

- **Title bar** — displays the file name and the type of document

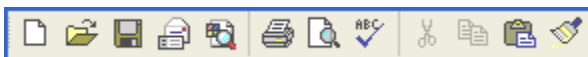


Three toolbars are located at the top of the Word screen. These may be used to locate *shortcuts* in many of the activities. If you don't see one of the toolbars, select **View | Toolbars** and check the missing toolbar.

- **Menu bar** — click on any of the words in this row to see menu options for that category — File and Edit are the most commonly used for saving, opening, copying, and pasting.



- **Standard toolbar** — icons in this row provide *shortcuts* to many tasks also accessible through the menu bar (Open, Print, Cut, Paste) as well as handy features (Spelling and Grammar, Insert Table, Show/Hide, etc.).



- **Formatting toolbar** — icons in this row control the format of text (Style, Font, Font Size, Alignment, Color, Borders, etc.).



- **Drawing toolbar** - icons in this row allow the user to control color, shading, shapes, WordArt, and textboxes



## **Adding Toolbars to the Menu**

If you do not see one of these toolbars when you open a Word file, then you can do the following:

1. Open Microsoft Word (**Start - All Programs - Microsoft Office -- Word**)
2. Click on **View -- Toolbars**
3. If a toolbar is checked it is open.
4. Click on it to close it, click on it again to open it.
  - a. Make sure the **Standard, Formatting, and Drawing Toolbars** are all selected as these are the most commonly used toolbars.
  - b. There are many others you might use for more advanced functions.
5. The Drawing toolbar often shows up at the bottom.

## **Adding Icons to the Toolbar**

Sometimes, an icon won't show up automatically on its toolbar because it has been infrequently used. If you cannot find the icon you are looking for, check to see if has been hidden away in **Toolbar Options**.

1. Look at the far right of the toolbar for double arrows >>
2. Click on the arrows >> to see more icons
3. Click on the icon you want
4. Once you use the icon, it will show up on the regular toolbar again

## **Moving Toolbars**

Toolbars can be moved anywhere along the edge of the screens, or as floating entities.

1. Put your mouse on the many short lines at the far left of the toolbar
2. Left-click and hold
3. Drag the toolbar to another location

## **Opening Word Documents**

There are two ways to open Word documents:

### **Be in Microsoft Word to open a Word document**

1. Click on **File - Open** or use the shortcut button on the toolbar that looks like a file folder.
2. Click on My Document (left side of pop-up window) or click on the down arrow to show the whole list. Your Documents should be under **Your Login name**.
3. Click on **My Documents or your login name**,
4. Click on **Open** or double-click
5. Click on the file you want and **Open** or double-click on the file

### **Be in My Documents to open any document**

1. Open up the folder the document is in (usually My Documents)
2. Double click on the document file.

## **Formatting Word Documents - Font, Size, Alignment, Numbering**

Formatting can help make parts stand out, highlight the title, and space text so it makes sense. You should have both the Standard and Formatting toolbars showing (See instructions on page 4).

Let's Practice - Type or copy and paste the following text to a Word document

**Name**

**Date**

**Grade**

**Title: Quiz Number 1**

**Topic: Microsoft Word**

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### **Selecting text (highlight)**

There are a number of ways that you can select text:

#### **Select All**

1. Click on **Edit -- Select All**

#### **Select Paragraph**

1. Put mouse over paragraph
2. Click rapidly three times

#### **Select Word**

1. Put mouse over word
2. Click rapidly two times

#### **Select Sections of a Sentence**

1. Start at end of place you want to highlight
2. Left-click and hold
3. Drag to the start of the place you want to highlight

## Formatting Buttons



### Formatting - Align Right

1. Highlight the lines that have Name, Grade, and Date on them
2. Click on Align Right button on the Formatting Toolbar

### Formatting - Font Size, Bold and Align Center

1. Highlight the whole title (triple-click)
2. Click on the Font Type arrow and select **Arial**
3. Click on the font size and increase it to **size 16**.
4. Click on the thick **B** next to the size to Bold the title.
5. Center it by clicking the align center button.

### Formatting - Font Size, Italics and Align Left

1. Highlight the Topic line (triple-click)
2. Click on **size 14**
3. Click on **italics** (the slanted **I**)
4. Click on Align Left

## **Cutting and Pasting**

Cutting, Copying, and Pasting is very important because it can save time when changing things around and it is a good editing technique.

Let's Practice - Type or copy and paste the following text to a Word document

### **Elizabeth - Jones, 2<sup>nd</sup> Grade**

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In this worksheet, the student's last name "Jones," is actually supposed to be first. You need to cut it and paste it at the beginning of the line.

1. Highlight the text - Jones,
2. Click on **Edit -- Cut** (or use the short cut **Ctrl-x**)
3. Put your curser in front of the first question
4. Click on **Edit -- Paste** (or use the short cut **Ctrl-v**)

Sometimes instead of retyping something, it is good to copy the entire text to another document:

1. Highlight the whole page
2. Click in the beginning and drag over the entire text
  - a. Or you can use **Edit -- Select All**
3. Click on **Edit -- Copy**
4. Open a new Word Document
5. Click on File - New
6. Click **Edit -- Paste** (or use the short cut **Ctrl-v**)

You can now edit the other document, leaving the original the same.

## **Changing How you View a Document**

You can change how you view a document.

To view the whole document:

1. Click on **View - Zoom -- Whole Page**.
2. This will show what the whole page looks like.

To view a document up close:

1. Click on **View -- Zoom -- Page Width**.
2. This will show what just the text looks like on the page.

## Bullets and Numbering

These icons allow the computer to bullet or number the questions for you. This is the feature you would use to teach students how to create an outline.



Let's Practice: Type or copy and paste the following text to a Word document

### Morning Routine

Take attendance

Take lunch count

Collect homework

Send attendance and lunch count to office with helper

Begin Daily Oral Language

Reading

Morning Recess

Math

Go to Lunch

Science

Social Studies

Art

Learning Centers

- 
1. Highlight all of the text
  2. Click on the numbering button
  3. To indent parts of text
  4. Highlight lines 2. through 4.
  5. Click the tab button once
  6. If you don't like the format of the numbers, use the menu bar
    - a. Click on **Format - Bullets -- Numbered**
    - b. Pick a style
    - c. Click OK



## **Saving Word Documents (File - Save)**

### **Should I use Save or Save As?**

The first time you save a new document it doesn't really matter. If you use **Save As** on subsequent saves of the same document, it will ask you if you want to replace the document. That can be confusing. You only need **Save As** when you want to rename a document or save it in a different place or as a different type.

So bottom line: **Always use Save unless you want to change the name, place, or type of saved document.**

### **Save right after you begin and Save often**

After the first save, just click on the little icon that looks like a floppy disk. (It saves very quickly and it does not go back to the **Save As** dialog box.) Holding down the **Ctrl** key and then pressing "s" will also save.

1. Click on **File -- Save**
2. Click on **My Documents**
3. Next to **Save in:** box, click on little down arrow to set where to save
4. In the **File name:** box, type a name for your file that makes sense
  - a. The default is the first line of the document
5. Click on the down arrow in the **Save as Type:** box only if you need to save in some other format such different word processor or a template
6. Click on **Save**

### **Create a New Folder**

Think of folders and files like a Trapper Keeper. The Folder is the Trapper Keeper and the Files are the different dividers within the Trapper Keeper.

1. Open the folder where you want new folder to be located, usually **My Documents**
2. Right-click in white space
3. Click on **New**
4. Click on **Folder**
5. Type a name in the folder

## Page Setup

### Margins

Change the top bottom, left, and right margins by using Page Setup

1. Click on **File - Page Setup**
2. Click on **Margins** tab
3. Type the margins you wish to use for top, bottom, left and right
  - a. Defaults
    - i. Top = 1", Bottom = 1", Left = 1½ " and Right = 1½ "
  - b. Formal Block Business Letter
    - i. Top = 2", Bottom = 1", Left = 1½ " and Right = 1½ "
  - c. Standard Memorandum
    - i. Top = 2", Bottom = 1", Left = 1" and Right = 1"

### Orientation

Sometimes you want a document that is oriented landscape (horizontally) in order to see a long list of data or a large table.

1. Open up a document in Word
2. Go to **File -- Page Setup**
3. Click on **Margins** tab
4. Click on **Landscape**
5. Click on **OK**

### Page View

To see how your page will look:

1. Click on **File -- Print Preview**

## Inserting Page Numbers

1. Click on **Insert - Page Numbers**
2. Choose **Position**:
  - a. APA calls for bottom of page
3. Choose **Alignment**:
  - a. APA calls for Align Right
4. Do not check "Show number on first page", if using a title page
5. Click on **OK**

## Inserting a Header / Footer

1. Click on **View - Header and Footer**
2. Put your cursor where you want information to show
3. Choose **alignment**
4. Click on **Close**

*APA formatting for Research Papers requires a Running Head that is an abbreviated title that is aligned on the right in the header*

## Tables

### Creating Simple Tables for Organized lists

Creating tables can be a wonderful tool for lists, mini databases, and formatting questionnaires. You can have tables that show your library inventory, favorite CDs, or anything else you might keep in a list. One helpful thing to use a table for is to have lists of students.

To create this basic table:

1. Click on **Table -- Insert Table**
2. In the **Number of Columns:** box, type in 2
3. In the **Number of Rows:** box, type 2
4. Click **OK**
5. In the top row, type in **First Name**
6. Click on Tab (it will take you to the next column in that row)
7. In the next row, type **Last Name** (tab).
8. In the 1<sup>st</sup> column, 2<sup>nd</sup> row - type *George*
9. In the 2<sup>nd</sup> column, 2<sup>nd</sup> row - type *Handy*
10. In the 1<sup>st</sup> column, 3<sup>rd</sup> row - type *Sally*
11. In the 2<sup>nd</sup> column, 3<sup>rd</sup> row - type *Student*

**Your table should look like this:**

First Name	Last Name
<i>George</i>	<i>Handy</i>
<i>Sally</i>	<i>Student</i>

So now you're thinking, "But I have more than two children in my class."  
I know. I'll get to that in a moment.

12. Now you can begin to fill in the names of students in your class
13. When you get to the end of the next row, press tab again.
14. Keep adding information until you reach your last student.
15. Then click down below the table to get out of the table.

## **Adjusting Height of the Rows and / or Columns**

1. Highlight the table.
2. Click on **Table – Autofit -- Autofit to Contents**.
  - a. You can also manually adjust the width by clicking on the column dividers and dragging to the width you want.

## **Adding a Column**

1. Highlight a whole column at a time - move the mouse over that column and you will see a dark black arrow and click
2. Click **Table - Insert -- Column to the Right**.
3. You can add more columns for more categories if you want.
4. Save the file as - **Student List**.
  - a. **If you continue onto Mail Merged Labels, you will need this document.**

## Level Two

### Pictures

#### Finding Pictures, Inserting Pictures, Moving Pictures Around

Pictures, whether they are photos of class fieldtrips, pictures from the web, or just clip art, can add interest to any document.

**Let's Practice** - Open a new document so you can add clip art and a photo to this assignment.

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### Finding Pictures

1. First type at the top - "Come to the Spring Fling! "
2. Go to **Insert - Picture - From Clip Art**.
3. A window will appear and you can do a search for pictures with keywords. Search for "Spring"

### Inserting Pictures

1. Choose one of the pictures and insert it into the document by double-clicking on it
2. Wherever your cursor is blinking is where the image will go

### Moving Pictures

1. In order to move the image, first, double-click on the picture you want to move around.
2. A menu will come up with different options.
3. Click on the Layout tab
4. Click on the icon that says, **Tight**
5. This allows you to move the document where you want it on the page



## Getting a Picture on the Internet

1. First Minimize your **Word** Document—This doesn't get rid
2. Open up **Microsoft** Explorer and in the URL (the address area), type [www.google.com](http://www.google.com).
3. Click on **Images**
4. Type, "flower" in the Google search bar
5. Find a picture you like and click on it
6. Click on "**See full-size image.**"
7. Right-Click **Copy**
8. Return to your word document
9. Right-click **Paste**
10. Double-click on image and click on **layout tab** to be able to move image  
choose the **tight** icon

## Adding Spanish characters and other special symbols

### Shortcuts for Common Symbols

é - To add an **accent mark** - hold down Control while you press apostrophe (nothing will happen). Then press the letter. **á é í ó ú**

ñ - To make the **wavy line over the n** - hold down Control while your press Shift and the tilde (top left corner of keyboard). Then press the n. **ñ**

¡ - To make the **upside down exclamation point or question mark** - hold down Alt and Control and Shift keys while you type the exclamation point or question mark. **¡ ¢**

### Other special characters

° - Degree Sign: Control and Shift while you type 2. Then press space bar. **350°**

¢ - Cent Sign: Control and forward slash /. Then press c.

### To find other symbols

1. Click on Insert -- Symbol.
2. See more choices by clicking on the littledown arrows.

### Mathematical Objects

1. Go to **Insert -- Object**
2. In the Object Type box, click on **Microsoft Equation**.
  - a. You will see a choice of many types of mathematical symbols.
3. Click on each category to see more options
4. Pick the one you want
5. Plug in the numbers you need.

## Level Three

### Turning on and off those Automatic Things that Drive Us Crazy

#### Tip 1: Drawing lines

**What happens?** Type 3 or more hyphens, underscore, or equal signs and then hit enter

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**Microsoft Word** applies a thin, thick or double-line border style. That means you end up with a graphic image line that does not move the same way as your text.

#### Solution:

1. Click on **Tools - AutoCorrect**
2. Click on the tab called **Auto Format As You Type**
3. Click on **Borders** to remove check.
4. Click **OK**.

#### Tip 2: Automatic capital letters at beginning of lines

**What happens?** You tried to type a word list and **Microsoft Word** added capital letters to every word, every time you press the Enter key

**Microsoft Word** assumes you are starting a new paragraph and inserts a capital letter. (Be sure you are using the **Word Wrap** feature and not pressing Enter when you don't need to. You can change the margins easily.)

#### Solution:

1. Click on **Tools -- AutoCorrect**
2. Click on tab called **AutoCorrect**.
3. Click on **Capitalize first letter of sentences** to remove check
4. Click **OK**

#### Tip 3: Double Space or other line spacing

**Solution:** Single spacing is the default, but you can change to any other spacing.

1. Click on **Format Paragraph**
2. Line spacing is a box in the middle of the box.
3. Click on little down arrow and choose the line spacing.

#### **Tip 4: Removing Automatic Spell/Grammar Check**

Sometimes you need to remove Spelling or Grammar check (the little red and green wavy lines that tell you if something is correct or questionable).

Solution:

1. Open **Tools - Options -- Spelling & Grammar**
2. Uncheck '**Check spelling as you type**'
3. Uncheck '**Check Grammar as you type**'
4. Click **OK**

#### **Tip 5: Checking the Flesch-Kincaid Readability Level**

When in **Tools - Options -- Spelling & Grammar**

Notice under the *Grammar* heading there is an option that says "**Show readability statistics**"

If you check this, each time you do a spell check, it will give you the Flesch-Kincaid readability level—it can be good for evaluating text for younger kids.

Solution:

1. Open **Tools - Options -- Spelling & Grammar**
2. Check "**Show readability statistics**"
3. Click **OK**