

Absolute Beginners - Word 2000



Table of Contents

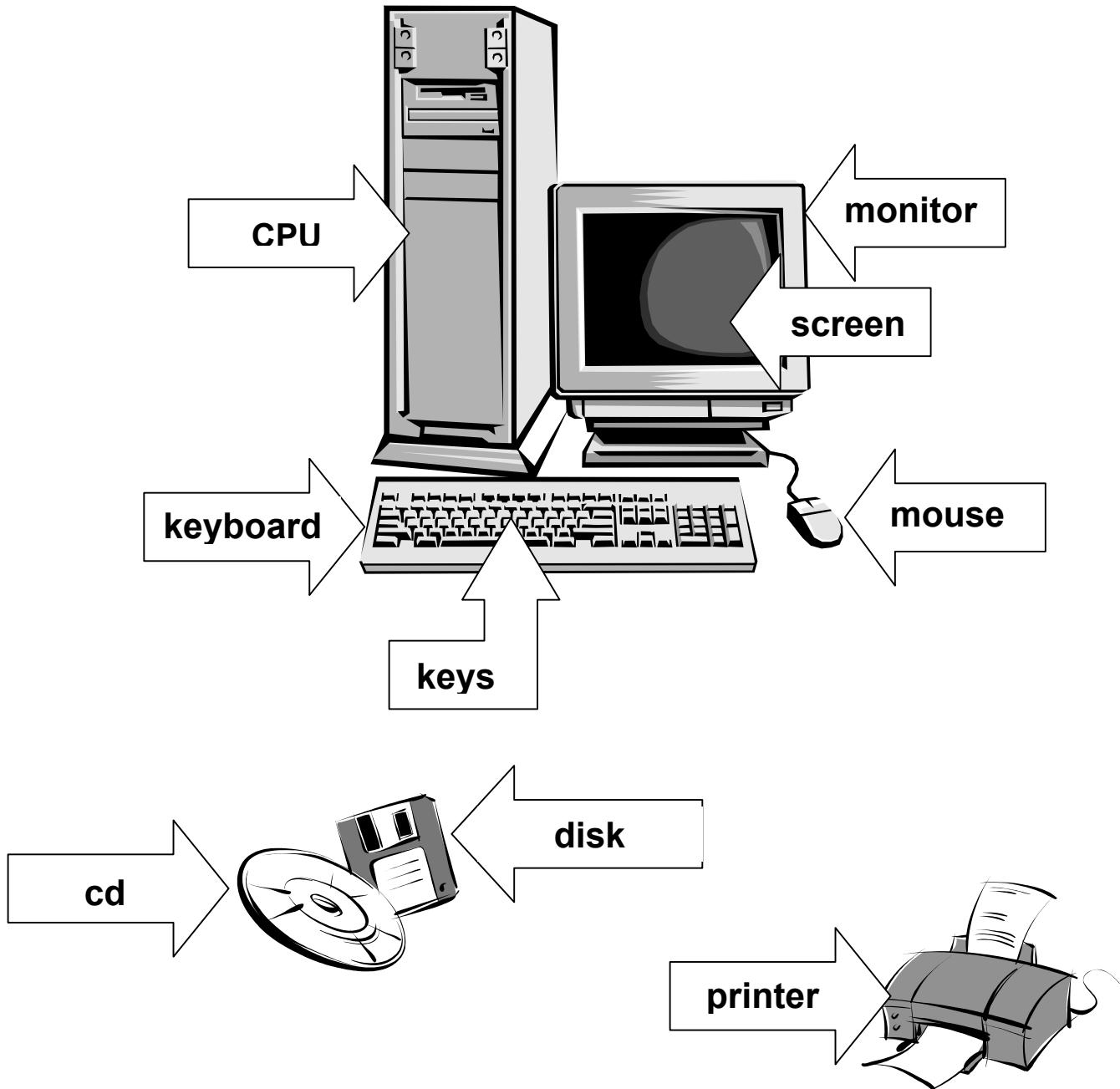
Introduction	4
Parts of the computer	5
Getting Started	6
The Keyboard	7
Select and Deselect	9
Scroll Up and Scroll Down	10
New Document	11
Save in the Computer	12
Save on a Disk	13
Open a File	15
Font	17
Font Size	19
Font Color	21
Font Style	23
Undo and Redo	25
Alignment	27
Margins	29
Paper Orientation	31
Cut, Copy and Paste	33
Print	35
Spell Check	39
Grammar Check	41
Thesaurus	43
Word Count	45
Bullets	47
Numbers	49
Alphabetical Order	51
Columns	53
Borders and Shading	56
Page Borders	59
Toolbars	61
Tables	63
Text Box	68
Word Art	71
Symbols	73
Pictures	76
Lines	79
Autoshapes	81
Page Numbers	83
Labels	85
Envelopes	87
Line Spacing	89
Headers and Footers	91
Shortcut Keys	93

Introduction

- This workbook is a basic introduction to Microsoft Word 2000 . It can be used both in a classroom setting with an instructor and as a self-teaching guide.
- Typing and familiarity with the keyboard enhances successful computer skills learning. Although this workbook introduces the keyboard, no typing instruction is included. There are several good typing programs available for purchase and it is recommended that learners have a basic understanding of keyboarding before they begin to study Microsoft Word 2000.
- Each computer skill is followed by practice activities. The activities are designed to practice both the recently learned skill and control of the keys and mouse. Following a group of learned skills, there is a review. Learners can use these activities to practice their skills. There is a skills check-list on page 94 that can help learners check their progress.
- The learned computer skills build on each other so it is suggested that learners follow the workbook in order.
- Learners should review pages as many times and as often as they wish. Repetition is crucial in remembering how to do something. Instructors should develop other practice activities that reflect learners' needs and life experiences. If possible, it is suggested that instructors copy some of the activities on a disk for learners to complete. This provides the opportunity to practice locating, opening and revising a file.
- Learners have different learning styles. Some may want to 'jump in' while others may need to read carefully and understand the instructions before proceeding. This workbook has been designed to address both styles by offering, where possible, different ways to accomplish a task.
- Computers are complex machines and there are often many ways to accomplish the same task. This workbook includes only one or two ways and as learners become more familiar with the computer, they will add to the skills and knowledge taught in this workbook.
- It's very difficult in any workbook to adequately describe some vocabulary items eg. 'click', 'cursor', 'select', 'deselect', 'scroll down'. Learners may need some initial assistance with vocabulary items.
-

Have fun!

Parts of the computer



Getting Started

The Mouse



How do I click?

1. Put your hand on top of the mouse.
2. Put your first finger on the left mouse button.
3. Quickly put your finger down and up on the left mouse button.



How do I double-click?

1. Put your hand on top of the mouse.
2. Put your first finger on the left mouse button.
3. Quickly put your finger down and up on the left mouse button two times.

Microsoft Word 2000

How do I open Microsoft Word 2000?



1. Double-click Microsoft Word.

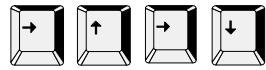
The Keyboard



This is the cursor: | The cursor blinks on and off. It is the place you type.

How do I move the cursor?

Move and click the mouse or press the arrow keys:



How do I put the cursor down to the next line?

Press

How do I make capital letters?

Hold down

+ letter.

How do I erase letters?

- To erase letters on the right of the cursor, press



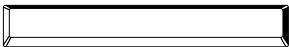
- To erase letters on the left of the cursor, press



The Keyboard continued...

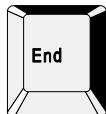
How do I make a space?

Press the space bar.



How do I make the cursor go to the end of a line?

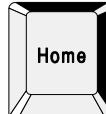
Press



.

How do I make the cursor go to the beginning of a line?

Press



.

Select and Deselect

How do I select words?

1. Put the cursor at the beginning of the words you want to select.
2. Put your first finger on the left mouse button.
3. Hold down the left mouse button. Move the mouse across the words.
4. Lift up your finger.
5. You see this:

When you select words, they look like this.

You can move words or change the size, the color, and the style of words on the computer. Select words before you change them.

How do I deselect words?

1. After you make changes to a word, click on the white part of the screen.

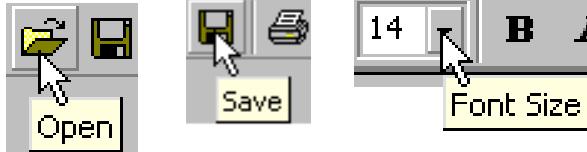
When you select words, they look like this.

When you deselect words, they look like this.

How do I know what the pictures on the screen mean?

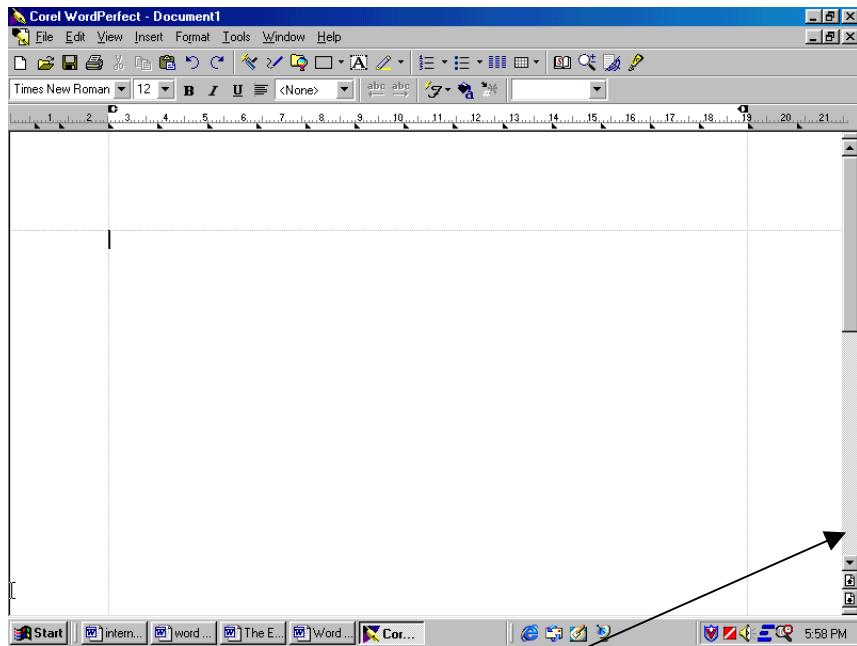


The mouse can help you find the meaning of the pictures on the toolbars. Put the mouse on the picture and wait. You see words under the picture. The words tell you what the picture can do.



Scroll Up and Scroll Down

This is a computer screen:



You don't see the full page on your screen.

Scroll down to see more.

This is the scroll bar:

The scroll bar is on the right side of your screen.

The scroll bar helps you to scroll up or down.

To scroll down, click .

Continue to click .

To scroll up, click .

How do I go to the next page?

When the page finishes, you see this:

Continue typing and the computer
goes to the next page automatically.



New Document



A new document is the same as a clean piece of paper.

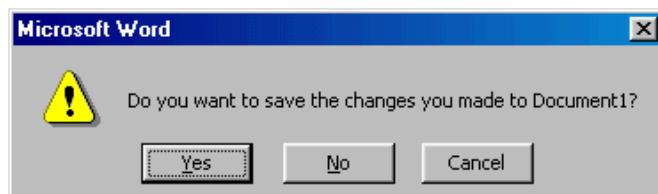
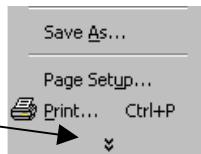


How do I make a new document?

1. Click .

How do I close a document?

1. Click **File**.
2. Click .
3. Click **Close**.
4. You see this:



5. To save the document, click **Yes** (see page 12 to save).
6. To not save the document, click **No**.
7. To stay in the document and not close, click **Cancel**.

Save in the Computer

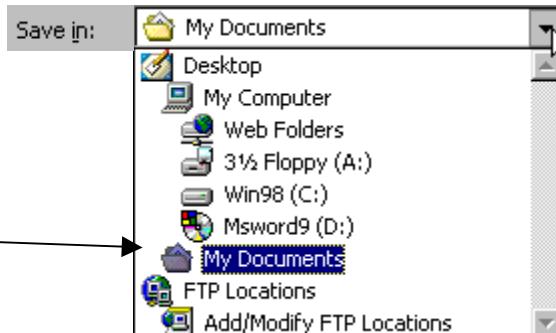


You can save information in your computer.



How do I save something in the computer?

1. Click .
2. Click in the **Save in** box.
3. Click **My Documents**.



4. Click the box beside **File name**.



5. Delete everything in the **File name** box.
6. Type the name of your file.
7. Click .
8. Wait.
9. At the top of the screen you see the name of your file.

You should save your document every few minutes.

- The first time you save a document, give it a file name as above.
- The next time you save it, click only.

Save on a Disk

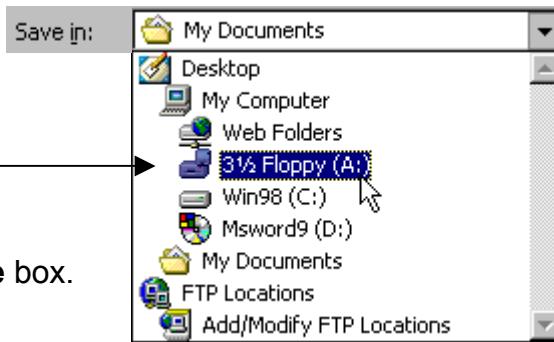


You can save information on a disk.



How do I save a file on a disk?

1. Put a disk in the computer.
 2. Click .
 3. Click  in the **Save in** box.
 4. Click **3½ Floppy (A:)**.
 5. Click in the **File name** box.
 6. Delete everything in the **File name** box.
 7. Type the name of your file.
 8. Click  .
 9. Wait.
 10. At the top of the screen you see the name



You should save your document every few minutes.

- The first time you save a document, give it a file name.
 - The second time you save it, click  only.



Practice Activity

Save a File

Activity #1

1. Type the names of 10 colors, one on each line.
2. Save this file on your disk. The file name is 'Colors'.
3. Close.

Activity #2

1. Open a new page.
2. Type the names of the numbers one to twenty, one on each line.
3. Save this file on your disk. The file name is 'Numbers'.
4. Close.

Activity #3

1. Open a new page.
2. Type the names of the days of the week, one on each line.
3. Save this file on your disk. The file name is 'Days'.
4. Close.

Open a File



You can open the documents on your disk.

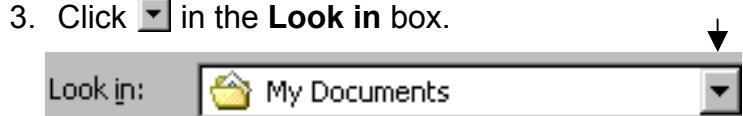


How do I open a file on my disk?

1. Put your disk in the computer.



2. Click .



3. Click in the **Look in** box.

4. Click **3½ Floppy (A:)**.
5. Click the file you want to open.



6. Click .

How do I open a file in my computer?

1. Click .

2. Click in the **Look in** box.



3. Click **My Documents**.

4. Click the file you want to open.

5. Click .



Practice Activity

Open a File

Activity #1

1. On your disk you have a file named 'Colors'.
2. Open the file named 'Colors'.
3. Type five questions about colors (for example, What color is....?).
4. Save on your disk.
5. Close.

Activity #2

1. On your disk you have a file named 'Numbers'.
2. Open the file named 'Numbers'.
3. Type the names of the numbers twenty-one to fifty with one on each line.
4. Save on your disk.
5. Close.

Activity #3

1. On your disk you have a file named 'Days'.
2. Open the file named 'Days'.
3. Type the names of the months with one on each line.
4. Save on your disk.
5. Close.

Font

Times New Roman

Font is the way the letters look.



This is Arial font.

This is Comic Sans MS font.

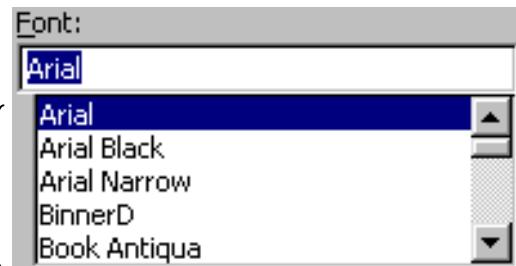
This is Lucida Handwriting font.

THIS IS MATISSE ITALIC FONT.

This is Times New Romans font.

How do I change the font?

1. Select the words you want to change.
2. Click **Format**.
3. Click **A Font...**.
4. Find the word **Font**.
5. Under **Font**, you see the font names. →
6. Click **▼** or **▲** to see more font names.
7. Click a name of a font.
8. Look in the **Preview** box.
9. If you don't like the font, click another font name.
10. Click **OK**.



Or:

1. Select the words you want to change.
 2. Click **▼** in the **Font** box.
 3. You see the names of many fonts.
 4. Click **▼** or **▲** to see more font names.
 5. Click a font.
-



Practice Activity Font



Activity #1

1. Type your name.
2. Select your name.
3. Change the font of your name to 'Century Gothic'.
4. Deselect.
5. Close.



Activity #2

1. Type your address.
2. Select your address.
3. Change the font of your address to 'Impact'.
4. Deselect.
5. Close.



Activity #3

1. Type the name of your country.
2. Select the name of your country.
3. Change the font of your country to 'Lucida Handwriting'.
4. Deselect.
5. Close.

Font Size

12 ▾

You can change the size of the letters. Usually we use size 12.



This is size 12.

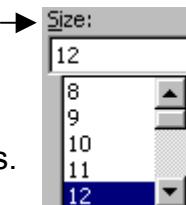
This is size 16.

This is size 22.

This is size 36.

How do I change the font size?

1. Select the words you want to change.
2. Click **Format**.
3. Click **A Font...**.
4. Find the word **Size**.
5. Click ▾ or ▲ to see more sizes.
6. Click a size.
7. Look in the **Preview** box.
8. If you don't like the size, click another size.
9. Click **OK**.



Or:

1. Select the words you want to change.
2. Click ▾ in the **Font Size** box.
3. You see many sizes.
4. Click ▾ or ▲ to see more sizes.
5. Click a size.





Practice Activity

Font Size

Activity #1

1. Type your name.
2. Select your name.
3. Change the font of your name to size 72.
4. Change the font of your name to size 72.
5. Deselect.
6. Close.

Activity #2

1. Type your address.
2. Select your address.
3. Change the font of your address to 'Century Gothic'.
4. Change the font of your address to size 8.
5. Deselect.
6. Close.

Activity #3

1. Type the name of your country.
2. Select the name of your country.
3. Change the font of your country to 'Lucida Handwriting'.
4. Change the font of your country to size 36.
5. Deselect.
6. Close.

Font Color



You can change the color of the words.



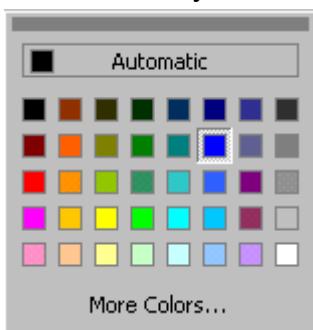
How do I change the font color?

1. Select the words you want to change.
2. Click **Format**.
3. Click **A Font...**.
4. Find the word **Font Color**.
5. Click **▼** in the **Font Color** box.
6. Click a color.
7. Look in the **Preview** box.
8. If you don't like the color, click another color.
9. Click **OK**.



Or:

1. Select the words you want to change.
2. Click **▼** beside **A**.
3. You see many colors:



4. Click a color.



Practice Activity

Font Color



Activity #1

1. Type your name.
2. Select your name.
3. Change the font of your name to 'Impact'.
4. Change the font of your name to size 72.
5. Change the color of your name to blue.
6. Deselect.
7. Close.



Activity #2

1. Type your address.
2. Select your address.
3. Change the font of your address to 'Century Gothic'.
4. Change the font of your address to size 8.
5. Change the color of your address to purple.
6. Deselect.
7. Close.



Activity #3

1. Type the name of your country.
2. Select the name of your country.
3. Change the font of your country to 'Lucida Handwriting'.
4. Change the font of your country to size 36.
5. Change the color of your country to green.
6. Deselect.
7. Close.

Font Style

B *I* U

You can change the style of the words.



This is bold.

This is Italics.

This is underline

How do I change words to bold?

1. Select the words you want to change.

2. Click **B**.



3. You see this: **B** *I* U

How do I cancel bold?

1. Click **B**.

How do I change words to italics?

1. Select the words you want to change.

2. Click *I*.



3. You see this: **B** *I* U

How do I cancel italics?

1. Click *I*.

How do I underline words?

1. Select the words you want to change.

2. Click U.



3. You see this: **B** *I* U

How do I cancel underline?

1. Click U.



Practice Activity Font Style

Activity #1

1. Type your name.
2. Select your name.
3. Change the font of your name to 'Impact'.
4. Change the font of your name to size 72.
5. Underline your name.
6. Deselect.
7. Close.

Activity #2

1. Type your address.
2. Select your address.
3. Change the font of your address to size 8.
4. Change the color of your address to purple.
5. Change your address to bold.
6. Deselect.
7. Close.

Activity #3

1. Type the name of your country.
2. Select the name of your name.
3. Change the font of your name to 'Lucida Handwriting'.
4. Change the color of your name to green.
5. Change the name of your country to italics.
6. Deselect.
7. Close.

Undo and Redo



Undo cancels the previous change.

Redo cancels the previous undo.



I made a mistake. How do I change it back?

1. Click

For example:

Type: I live in Hungerford.

Change the font size: **I live in Hungerford.**

Undo:

I live in Hungerford.

Redo:

I live in Hungerford.

Type: I am from Mexico.

Change the font: *I am from Mexico.*

Undo:

I am from Mexico.

Redo:

I am from Mexico.



Practice Activity

Undo and Redo

Activity #1

1. Type your name in size 36.
2. Change the color of your name.
3. Undo.
4. Close.

Activity #2

1. Type the name of your country in size 14.
2. Change the name of your country to size 28.
3. Undo.
4. Close.

Activity #3

1. Type your address in size 20.
2. Change the color of your address.
3. Change your address to size 36.
4. Change your address to a different font.
5. Undo.
6. Undo.
7. Redo.
8. Undo.
9. Close.

Alignment



The computer can put things in the centre, on the right or on the left of the page.



This is in the centre.

This is left align.

This is right align.

How do I put something in the centre of the page?

1. Select what you want to put in the centre.
2. Click .
3. You see this:



How do I put something on the left of the page?

1. Click .
2. You see this:



How do I put something on the right of the page?

1. Click .
2. You see this:





Practice Activity Alignment



Activity #1

1. Type 10 names of clothes, one on each line.
2. Change each word to a different font.
3. Change each word to a different size
4. Change each word to a different color.
5. Put the words in the centre.
6. Save as 'clothes'.
7. Close.

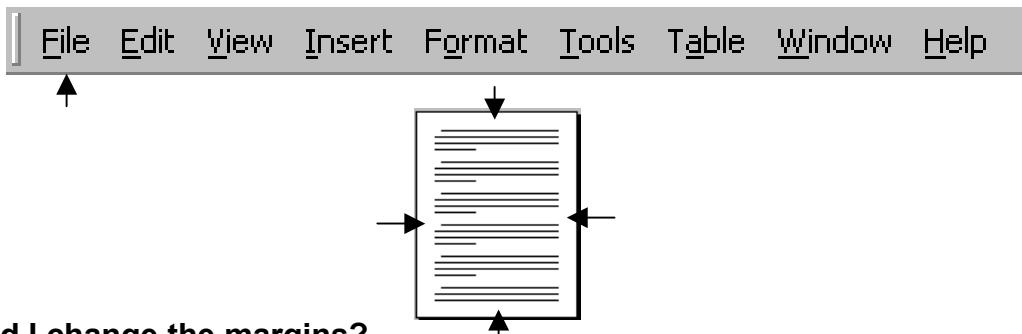


Activity #2

1. Type 10 names of animals, one on each line.
2. Change each word to a different font.
3. Change each word to a different size
4. Change each word to a different color.
5. Put the words on the right.
6. Save as 'animals'.
7. Close.

Margins

Margins are the empty areas at the top, sides and bottom of a page where you cannot type.

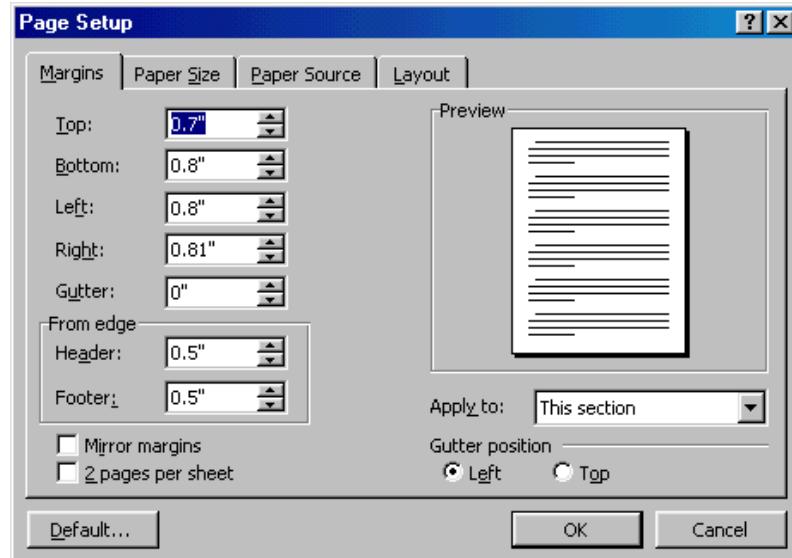


Why would I change the margins?

Sometimes the words you type don't fit on one page. You can change the margins to fit more words on the page.

How do I change the margins?

1. Click **File**.
2. Click **Page Setup**.
3. You see this:



4. Click the word **Margins**.
5. To change the top margin, click Δ in the box beside **Top**.
6. To change the bottom margin, click Δ in the box beside **Bottom**.
7. To change the left margin, click Δ in the box beside **Left**.
8. To change the right margin, click Δ in the box beside **Right**.
9. Look in the **Preview** box.
10. Click **OK**.



Practice Activity

Margins



Activity #1

1. Type this story in size 14.
2. Change the top margin to 2.5 cm.
3. Change the bottom margin to 2.5 cm.
4. Change the left margin to 2.5 cm.
5. Change the right margin to 2.5 cm.
6. Change the font of the story to
7. Put everything in the centre.
8. Change the title to bold.
9. Change the title to size 16.
10. Save on your disk as 'turtle and rabbit'.
11. Close.

Comic Sans MS.

The Turtle and the Rabbit

A long time ago, a rabbit and a turtle had a race. The rabbit was very fast. The turtle was very slow.

The night before the race, the turtle went to sleep early. In the morning, he got up early. He started running at 8:00.

The rabbit didn't worry about the race. He knew that he was faster than the turtle. The night before the race, he stayed up late at a party. He woke up late for the race. The race started at 8:00, but the rabbit didn't start until 9:00.

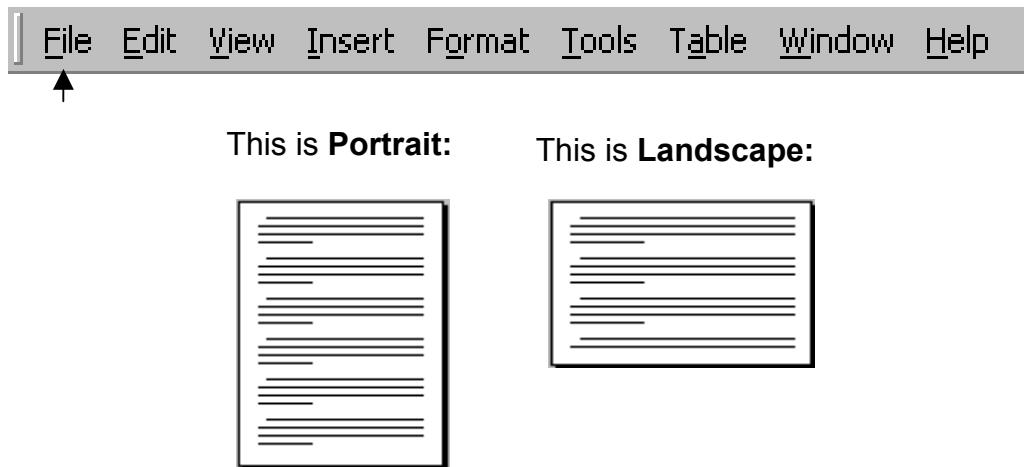
Because the rabbit was so fast, he quickly passed the turtle. When he was far ahead, he stopped to talk to some friends. He was very busy talking. He didn't see the turtle run past him.

The turtle ran and ran. But soon the rabbit ran past him again. Soon the rabbit was far ahead of the turtle. He thought that he had a lot of time so he stopped to eat a big lunch. After the rabbit ate, he had to run slowly. He felt very tired, so he stopped to sleep. While he was sleeping, the turtle passed him again.

When the rabbit woke up, he ran very fast. But it was too late. The turtle won the race.

Paper Orientation

Paper orientation is the direction the words are printed on the paper.
There are two kinds of paper orientations: Landscape and Portrait.



How do I change the paper orientation?

1. Click **File**.
2. Click **Page Setup**.
3. Click **Paper Size**.
4. Click **Portrait** or **Landscape**.
5. Click **OK**.



Practice Activity

Paper Orientation



Activity #1

1. Change the paper orientation to landscape.
2. Type this information in the font 'Arial'.

Farmers' Market
Every Saturday morning
Fresh fruit and vegetables
Crafts
Home made baked goods
Fresh fish, poultry and meat
At the
Brewery Market on Lower Water Street in Brisbane
7:00 a.m. - 1:00 p.m.

3. Change the first line to size 72.
4. Change the first line to bold.
5. Change the second line to size 48.
6. The next line is empty.
7. Change the next four lines to size 36.
8. The next line is empty.
9. Change the next three lines to size 20.
10. Change the top and bottom margins to fit everything on one page.
11. Put everything in the centre.
12. Print.
13. Save on your disk as 'landscape'.
14. Close.

Cut, Copy and Paste



You can move words and copy words.



= cut

= copy

= paste

How do I move words?

1. Select the words you want to move.
2. Click .
3. Click where you want to put the words.
4. Click .

How do I copy words?

1. Select the words you want to copy.
2. Click .
3. Click where you want to put the words.
4. Click .



Practice Activity

Cut, Copy and Paste

Activity #1

1. Type the words for these numbers, one on each line.

6
4
10
8
3
9
11
1
7
2
12
5

2. Now cut and paste and put the words in order from one to twelve.
3. Save on your disk as 'cut and paste'.
4. Close.

Activity #2

1. Type these in size 16, one on each line.

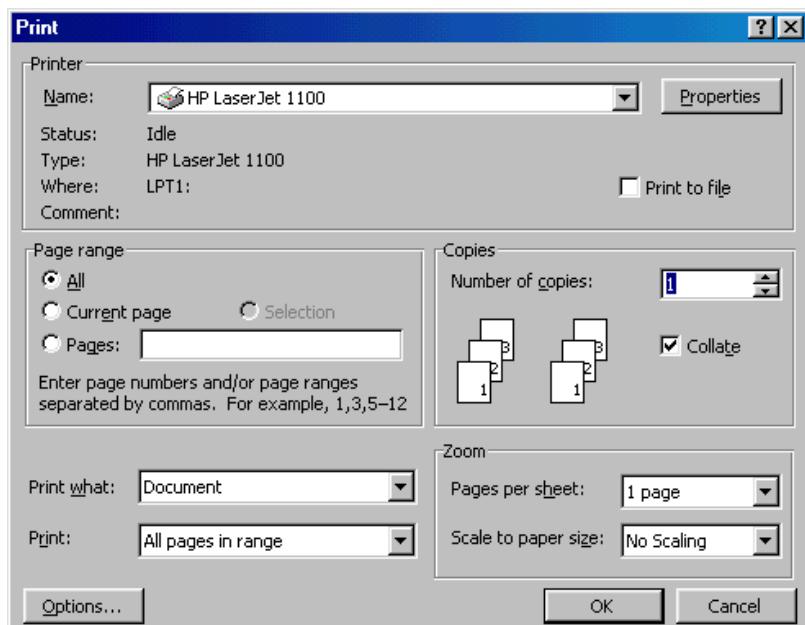
do speak languages you What?
you have How been in long Tasmania?
do you did last What night?
you doing are tomorrow What?
a driver's you Do license have?
you do go often camping How?
of like ice-cream do kind you What?
been Brisbane have How you long in?
go you to Where school do?

2. Cut and paste to make questions with these words.
3. Save on your disk as 'sentences'.
4. Close.



How do I print?

1. Click **File**.
2. Click **Print**.
3. You see this:



4. Click **OK**.

Or:

1. Click .

How do I check my page before I print?

1. Click .
2. Look at your page.
3. Click .



Practice Activity

Print

Activity #1

1. Type your name in size 48.
2. Type your address in size 26.
3. Change the font to 'Impact'.
4. Save on your disk as 'print'.
5. Print.
6. Close.

Activity #2

1. Type the names of seven people.
2. Change each name to a different font.
3. Change the names to size 26.
4. Save on your disk as 'people'.
5. Print.
6. Close.

Activity #3

1. Type these words:

Emergency
Taxi
Family doctor
School

2. Type the phone number beside the words.
3. Save on your disk as 'telephone'.
4. Print.
5. Close.

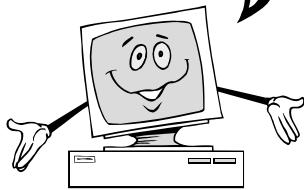


1. Type these countries in size 18, one on each line.

Canada
Switzerland
China
New Zealand
Russia
Germany

2. Change the font of the countries to 'Futura Md BT'.
3. Use cut and paste to put the countries in order from small to big.
4. Put the countries in the centre.
5. Change each country to a different color.
6. Change each country to a different font.
7. Underline Canada and China.
8. Change Switzerland to size 36.
9. Change Russia to size 10.
10. Change Germany to bold.
11. Change Turkey and New Zealand to italics.
12. Save on your disk as 'review'.
13. Print.
14. Close.

Let's Practice!



1. Type these sentences, one on each line.

She goes shopping with her friend in the afternoon.

She eats breakfast at 8:00.

She studies English in the evening.

She goes to bed at 10:00.

She gets dressed after she takes a shower.

She watches TV at 8:30 in the evening.

After breakfast, she calls her friend.

She takes a shower at 7:40.

She gets up at 7:30.

2. Change the sentences to size 20.
3. Cut and paste in order from morning to evening.
4. Change the verbs to green.
5. Change the word 'she' to bold.
6. Underline the times.
7. Copy the sentences and put them on the next page.
8. Put the sentences on the right.
9. Save on your disk as 'everyday'.
10. Print.
11. Close.

Spell Check



Spell check helps you find and correct spelling mistakes.



How do I know if I spelled a word wrong?

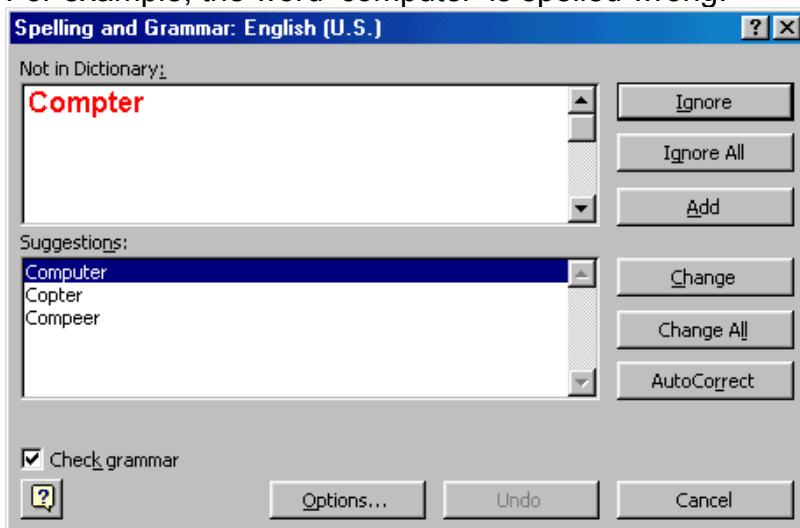
Words that are spelled wrong have a red line under them.

You see this:

compter ← (red line)

How do I check the spelling of a document?

1. Click
2. The spell check stops when it finds a spelling mistake.
3. For example, the word 'computer' is spelled wrong:



4. The computer gives you spelling **Suggestions**.
5. Look at the **Suggestions** and click the correct spelling.
6. Click **Change**.
7. When you see: **The spelling check is complete**.
8. Click **OK**.

Sometimes the computer doesn't understand your word, what can you do then ?



Practice Activity

Spell Check

Activity #1

1. Type 34 verbs, one on each line.
2. Spell check the document.
3. Change verbs to size 16.
4. Put all the words on the right.
5. Save on your disk as 'verbs'.
6. Close.

Activity #2

1. Open all the documents on your disk and check the spelling.
2. Save each document.
3. Close each document.

Grammar Check

Grammar check helps you find and correct grammar mistakes.



How do I know if I have a grammar mistake?

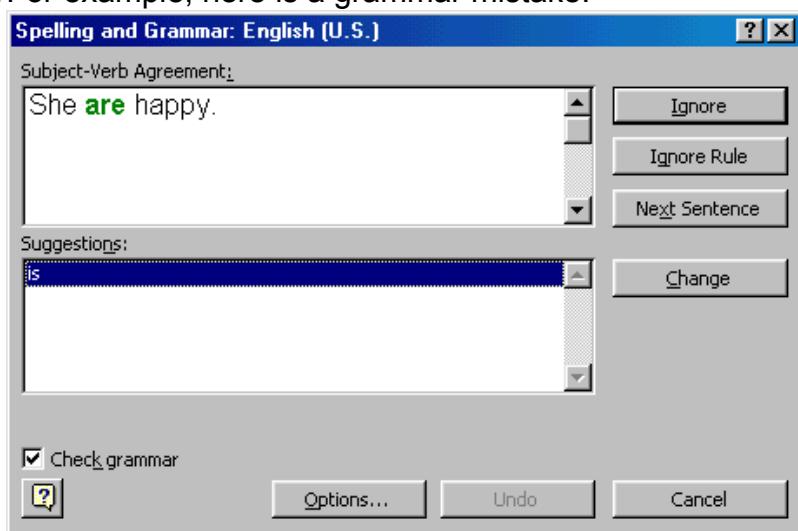
Grammar mistakes have a green line under them.

You see this: He are from China.

(green line)

How do I check the grammar?

1. Click **Tools**.
2. Click **Options**.
3. Find **Spelling & Grammar**. Click.
4. Click **Check grammar as you type**.
5. Click **Check grammar with spelling**.
6. Click **OK**.
7. Click .
9. The spell check and the grammar check are together. The grammar check stops when it finds a spelling or grammar mistake.
10. For example, here is a grammar mistake:



11. The computer gives you **Suggestions**.
12. Look at the **Suggestions** and click the correct one.
13. Click **Change**.
14. When you see: **The spelling and grammar check is complete**.
15. Click **OK**.

The Grammar Check doesn't correct all grammar mistakes, what can you do then ?



Practice Activity

Grammar Check

Activity #1

1. Type these sentences in 'Arial' font in size 16:

She are happy.

He have a headache.

I eating lunch.

Her sisters husband called me.

It are raining.

I doesn't have a car.

I can't speaking German.

My friends car is green.

They playing soccer.

I shopping yesterday.

It are not cold.

I don't has any money.

How is you?

The baby sleeping.

2. Correct the grammar with Grammar Check.

3. Save as 'grammar'.

4. Close.

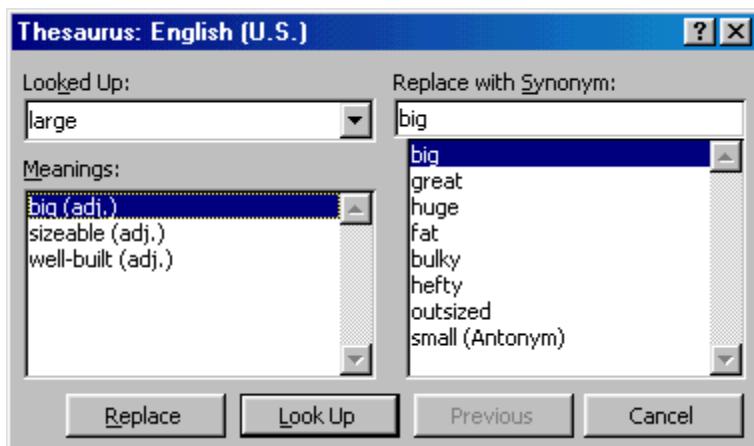
Thesaurus

You can find words that have the same meaning in the thesaurus.



How do I use the Thesaurus?

1. Type the word 'large'.
2. Select it. You want to find another word that means the same as 'large'.
3. Click **Tools**.
4. Click **Language**.
5. Click **Thesaurus**.
6. You see this:



7. On the right, you see many words that mean the same as 'large'.
8. Click a word.
9. Click **Replace**.



Practice Activity

Thesaurus



Activity #1

1. Type these words, one on each line:

rich
old
hot
big
difficult
tired
scared
happy
angry
young
cold
cozy

2. Use the thesaurus to find another word that has the same meaning.
3. Replace the words you typed in number 1 with new words.
4. Save on your disk as 'thesaurus'.
5. Close.

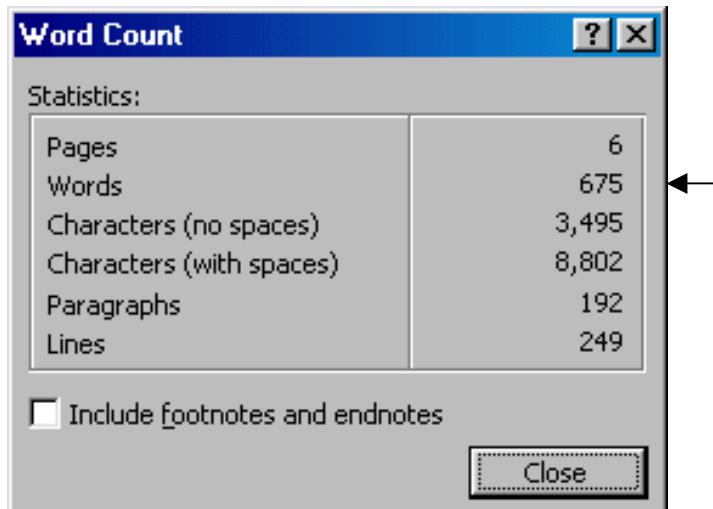
Word Count

The computer can count how many words you have in your document.



How do I know how many words are in my document?

1. Click **Tools**.
2. Click **Word Count**.
3. You see this:



4. Find how many words you have in this document.
5. Click **Close**.



Practice Activity

Word Count

Activity #1

1. Type every country you know, one on each line.
2. How many countries do you know? Use Word Count.

Activity #2

1. Open a document on your disk.
2. How many words do you have? Use Word Count.

Bullets



Bullets are in front of words in a list.

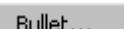


- This is a bullet.
 - This is a bullet.
 - This is a bullet.

How do I make bullets?

1. Click **Format**.
 2. Click **Bullets and Numbering**.
 3. Click **Bulleted**.
 4. Click a bullet.
 5. Click **OK**.

How do I see more bullets?

1. Click **Format**.
 2. Click **Bullets and Numbering**.
 3. Click **Bulleted**.
 4. Click **Customize**.
 5. Click  **Bullet...**.
 6. Click  in the **Font** box to see more fonts.
 7. Click on the name of a font to see more bullets.
 8. Click a bullet.
 9. Click **OK**.
 10. Click **OK**.

Ori



- ## 1. Click

How do I delete bullets?

1. Put the cursor on the same line as the bullet.
 2. Click .



Practice Activity Bullets

Activity #1

1. Type the names of the 10 provinces and 3 territories in Canada, one on each line.
2. Change the words to size to 18.
3. Change each province and territory to a different font.
4. Change each province and territory to a different color.
5. Add a bullet to each province and territory.
6. Save on your disk as 'Canada'.
7. Print.
8. Close.

Activity #2

1. Type the names of 5 banks, one on each line.
2. Change the bank names to size 18.
3. Change each bank to a different color.
4. Check the spelling.
5. Centre the document.
6. Put a different bullet in front of each bank.
7. Save on your disk as 'bank'.
8. Close.

Numbers



The computer can automatically put numbers in front of words.



1. watermelon
2. apples
3. oranges
4. grapes
5. pears
6. kiwi
7. pineapple
8. bananas
9. lemons

How do I add numbers?

1. Select the words where you want to add numbers.
2. Click **Format**.
3. Click **Bullets and Numbering**.
4. Click **Numbered**.
5. You see different styles of numbers.
6. Click a style.
7. Click **OK**.

Or:

1. Select the words where you want to add numbers.
2. Click



Practice Activity Numbers

Activity #1

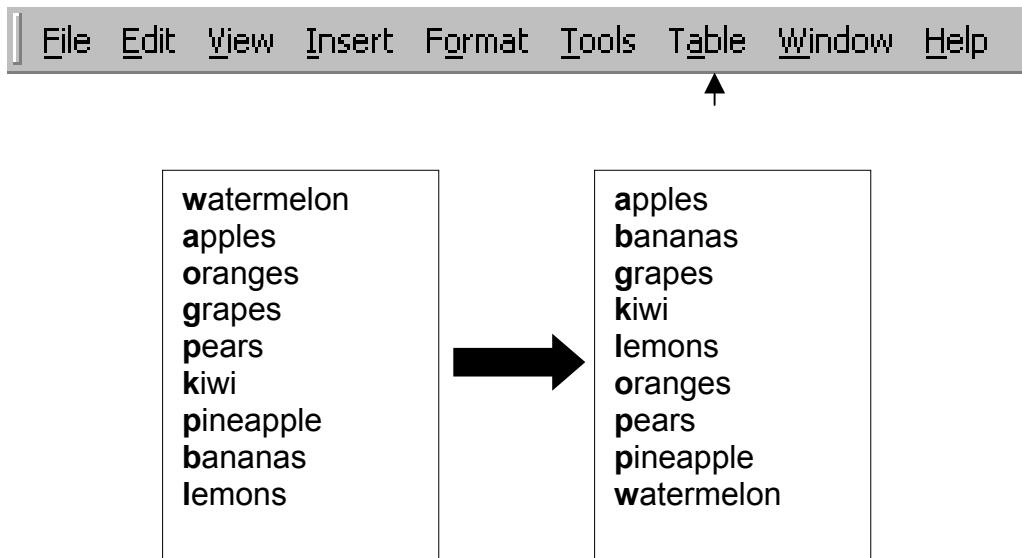
1. Type 5 sentences about China, one on each line.
2. Add numbers.
3. Check the spelling.
4. Save on your disk as 'Chind'.
5. Close.

Activity #2

1. Type 15 adjectives, one on each line.
2. Check the spelling.
3. Put numbers in front of each word.
4. Save on your disk as 'adjectives'.
5. Close.

Alphabetical Order

The computer can put lists of words in alphabetical order.



How do I put words in alphabetical order?

1. Select the words you want to put in alphabetical order.
2. Click **Table**.
3. Click **Sort**.
4. Click **OK**.



Practice Activity

Alphabetical Order

Activity #1

1. Type the names of 10 cities, one on each line.
2. Put the cities in alphabetical order.
3. Save on your disk as 'cities'.
4. Close.

Activity #2

1. Type the names of 10 fruits and vegetables, one on each line.
2. Put the words in alphabetical order.
3. Save on your disk as 'fruits and vegetables'.
4. Close.

Activity #3

1. Type the days and months, one on each line.
2. Put the days and months in alphabetical order.
3. Save as 'days and months'.
4. Close.

Columns



We usually see columns in the newspaper. You need many words to make columns.



These words are in 3 columns:

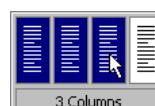
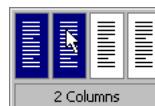
watermelon	apples	oranges
grapes	pears	kiwi
pineapple	bananas	lemons
strawberries	peaches	cherries

How do I make columns?

1. Select the words you want to put in columns.
2. Click **Format**.
3. Click **Columns**.
4. Find **Number of columns**.
5. Click to change the number of columns.
6. To put a line between the columns, click the box beside **Line between**.
7. Click **OK**.

Or:

1. Select the words you want to put in columns.
2. Click .
3. You can make four columns.
 - To make one column, click the first box.
 - To make two columns, click the second box.
 - To make three columns, click the third box.
 - To make four columns, click the fourth box.





Practice Activity Columns

Activity #1

1. Type the names of 10 vegetables in size 16, one on each line.
2. Type the names of 10 cities in size 16, one on each line.
3. Check the spelling.
4. Copy all these words and paste them.
5. Now you have 40 words.
6. Copy these 40 words and paste them.
7. Now you have 80 words.
8. Put these words in 2 columns.
9. Save on your disk as 'columns'.
10. Close.

Activity #2

1. Type 10 sentences about what you did today, one on each line.
2. Check the spelling.
3. Copy these sentences. Now you have 20 sentences.
4. Put these sentences in 2 columns.
5. Save on your disk as 'today'.
6. Close.



Let's Practice!

1. Type this story.
2. Make it look the same as this one.
3. Check the spelling.
4. How many words do you have? Use Word Count.
5. Save on your disk as 'asthma'.
6. Print.
7. Close.

Asthma Increased 500% in New Zealand Since 1970's

Asthma is a breathing problem. More than 62,000 New Zealand children have asthma. Asthma increased 500% in New Zealand since the 1970's.

What are some things that cause asthma attacks?

1. Indoor air quality
2. Dust
3. Cat hair
4. Pollen

What are some problems for people with asthma?

- Some people think the heat in homes is a problem. Oil and wood heat are dirty.
- Water in the windows or in the carpet is also a problem for some people with asthma.
- Mould in the bathroom or in the carpets is a problem.
- Second-hand smoke can start an asthma attack.

Borders and Shading



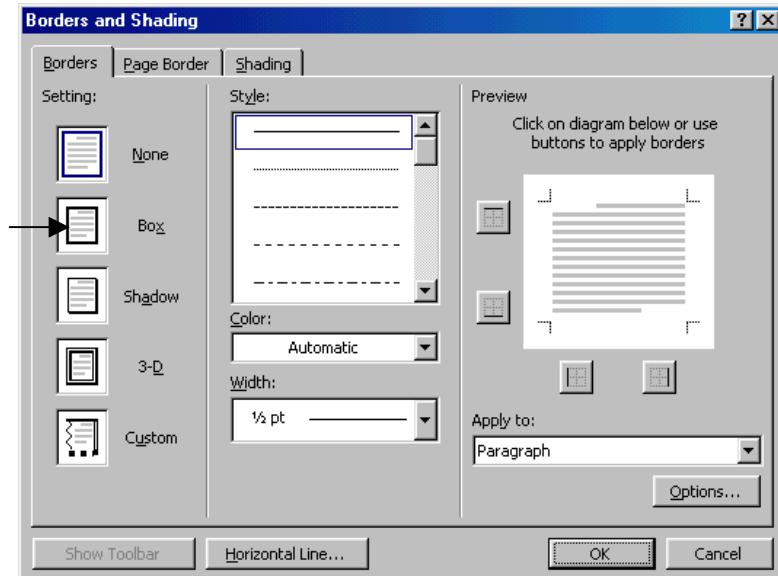
A border is a box around your words.



This is a border.
Shading is the grey color inside the border.

How do I make a border?

1. Select the words you want to put in a border.
2. Click **Format**.
3. Click **Borders and Shading**.
4. You see this:



5. Click the box on the left of the word **Box**.
6. Find the word **Style**.
7. Click a style.
8. Click to see more styles.
9. Find the word **Color**.
10. Click in the **Color** box to see more colors.
11. Click a color.
12. Find the word **Width**.
13. Click in the **Width** box to see more widths.
14. Click a width.
15. Look in the **Preview** box.

Borders and Shading continued...

16. Click **OK**.

17. You can take off the sides of the border.

- To take off the top line of the border, click .
- To take off the bottom line of the border, click .
- To take off the left line of the border, click .
- To take off the right line of the border, click .

Or:

1. Select the words you want to put in a border.

2. Click .

How do I take off the border?

1. Click .

How do I add shading?

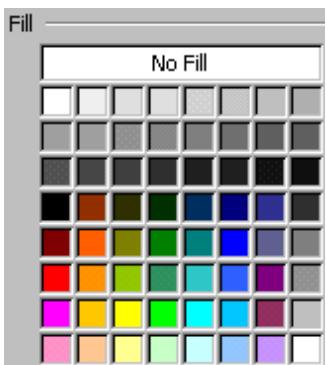
1. Select the words you want to add shading to.

2. Click **Format**.

3. Click **Borders and Shading**.

4. Click **Shading**.

5. You see this:



6. Click a color.

7. Look in the **Preview** box.

8. Click **OK**.



Practice Activity Borders and Shading

Activity #1

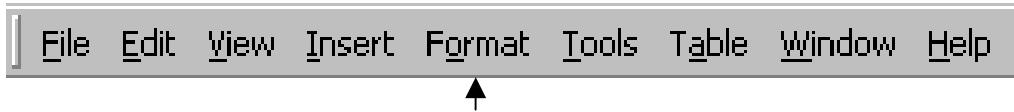
1. Type 10 sentences about your country, one on each line.
2. Put the sentences in the centre.
3. Put a blue border around your sentences.
4. Put shading in the border.
5. Save on your disk as 'my country'.
6. Close.

Activity #2

1. You need somebody to rent your home.
2. Make a 'for rent' sign for your home and include:
 - how many bedrooms
 - how many bathrooms
 - rent
 - what kind of heat
 - location
 - date available
3. Put a border around it.
4. Save on your disk as 'for rent'.
5. Print.
6. Close.

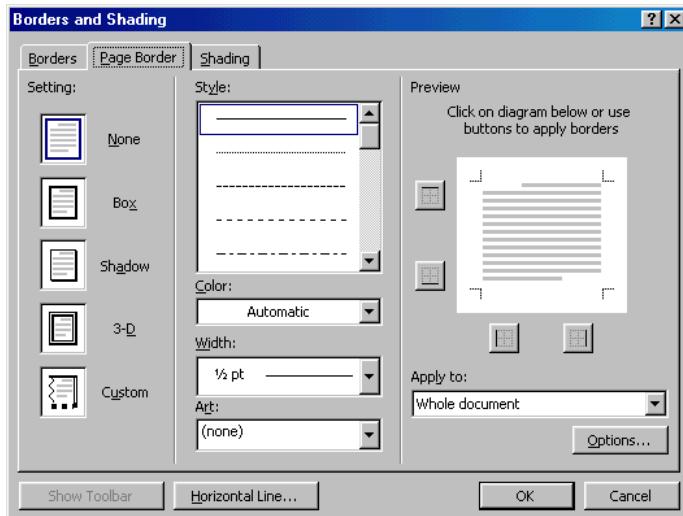
Page Borders

Page borders go around the whole page.



How do I make a page border?

1. Click **Format**.
2. Click **Borders and Shading**.
3. Click **Page Border**.
4. You see this:



5. Click **Box**.
6. Find the word **Style**.
7. Click to see more styles.
8. Click on a style.
9. Find the word **Color**.
10. Click in the color box to see more colors.
11. Click a color.
12. Find the word **Width**.
13. Click in the width box to see more widths
14. Click a width.
15. Look in the **Preview** box.
16. You can make a page border with pictures.
17. Find the word **Art**.
18. Click in the **Art** box to see pictures.
19. Click a picture.
20. Look in the **Preview** box.
21. Click **OK**.



Practice Activity

Page Borders

Activity #1

1. Type all the computer words you know, one on each line.
2. Add a page border.
3. Centre the document.
4. Save as 'page border'.
5. Close.

Activity #2

1. Type the names of 15 people in size 18, one on each line.
2. Change the font to a handwriting font.
3. Centre the document.
4. Add an Art page border.
5. Save on your disk as 'art border'.
6. Close.

Toolbars

Toolbars help you do more things on the computer. Toolbars are the areas at the top and bottom of your screen with pictures. Usually Microsoft Word has the Standard Toolbar and the Formatting Toolbar. If you don't see a toolbar, you can add it. If you don't want a toolbar, you can remove it. These are the toolbars in this workbook:

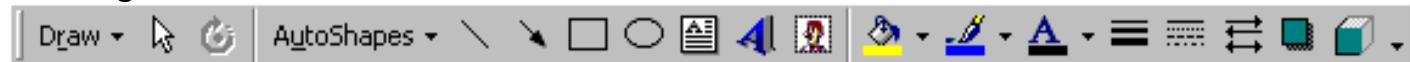
Standard Toolbar



Formatting Toolbar



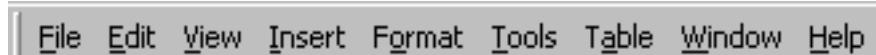
Drawing Toolbar



Tables and Borders Toolbar



How do I add a toolbar?



1. Click **View**.
2. Click **Toolbars**.
3. You see the toolbar names:



4. Click on the left of the toolbar name and you see . This is on.
5. Click to turn off the toolbar.



Practice Activity

Toolbars

Activity #1

1. Take off all the toolbars.
2. Add the Standard Toolbar.
3. Add the Formatting Toolbar.

Activity #2

1. Add the Drawing Toolbar.
2. Add the Tables and Borders Toolbar.

Activity #3

1. Take off all the toolbars.
2. Add the Drawing Toolbar.

Activity #4

1. Add the Standard Toolbar.
2. Add the Formatting Toolbar.
3. Take off the Drawing Toolbar.

Tables

You can organize information in a table.



This is a table:

This is a column.		
		This is a row.

How do I make a table?

1. Click **Table**.
2. Click **Insert**.
3. Click **Table**.
4. Click beside **Number of columns** to select the number of columns you want.
5. Click beside **Number of rows** to select the number of rows you want.
6. Click **AutoFormat**.
7. Find the word **Formats**.
8. Under **Formats** you see many format names for tables.
9. Click to see more formats.
10. Click a format name.
11. Look in the **Preview** box.
12. Click **OK**.
13. Click **OK**.

How do I select a row or a column?

1. Put the cursor in the row you want to select.
2. Click **Table**.
3. Click **Select**.
4. Click **Row or Column**.

Tables continued...



How do I put shade in a row?

1. Add the **Tables and Borders Toolbar**.
2. Select the row where you want to put the shade.
3. Click ▼ beside on the **Tables and Borders Toolbar**.
4. Click a shade color.

How do I put shade in a column?

1. Select the column where you want to put the shade .
2. Click ▼ beside on the **Tables and Borders Toolbar**.
3. Click a shade color.

How do I add a row?

1. Click in the place you want to add a row.
2. Click **Table**.
3. Click **Insert**.
4. Click **Rows Above or Rows Below**.

How do I delete a row?

1. Click in the row you want to delete.
2. Click **Table**.
3. Click **Delete**.
4. Click **Table**.
5. Click **Rows**.

How do I erase the line between two columns?

1. Select the area you want to join.
2. Click .

Tables continued...



How do I add a column?

1. Click in the place you want to add a column.
2. Click **Table**.
3. Click **Insert**.
4. Click **Columns to the Right or Columns to the Left**.

How do I delete a column?

1. Click in the column you want to delete.
2. Click **Table**.
3. Click **Select Column**.
4. Click **Table**.
5. Click **Delete Columns**.

How do I delete a table?

1. Click in the table.
2. Click **Table**.
3. Click **Delete**.
4. Click **Table**.

How do I change the direction of the words in a table?

1. Click where you want to type.
2. Type.
3. Click
4. To change the direction again, click
5. To change the direction to normal, click



Practice Activity Tables

Activity #1

1. Make this table.

Name	Address	Phone number	Email address

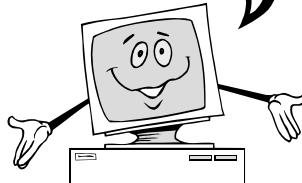
2. Type names of friends, doctors, tradespersons or others.
3. Type their address, phone number and email address.
4. Save on your disk as 'names and addresses'.
5. Close.

Activity #2

1. Copy this:

October 2007	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

Let's Practice!



1. Make this table.
2. How many words do you have? Use Word Count.
3. Save on your disk as 'holidays'.
4. Print.
5. Close.
6. Make another table with the holidays and special days in your country.
7. Save as 'my holidays'.
8. Close.

Holidays and Special Days		
Name	Date	
New Year's Day	January 1	Holiday
Valentine's Day	February 14	Not a holiday
International Women's Day	March 8	Not a holiday
Daylight Savings Time begins		Not a holiday
Good Friday	usually in April	Holiday
Easter Sunday	usually in April	Holiday
Mother's Day	second Sunday in May	Not a holiday
Anzac Day	April 25	
Father's Day		Not a holiday
Queensland Day		
? Day		
Labour Day		
Queens Birthday		Holiday
Daylight Savings Time ends		Not a holiday
Australia Day		Not a holiday
Remembrance Day	November 11	
Christmas Day	December 25	Holiday
Boxing Day	December 26	Holiday

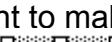
Text Box

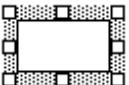


Text means words. You can put words in a text box and move it easily.



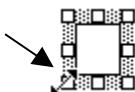
How do I make a text box?

1. Add the **Drawing Toolbar**.
 2. Click .
 3. Click where you want to make the text box.
 4. This is a text box: 
 5. Click in the text box.
 6. Type.



How do I change the size of the text box?

1. Click the text box.
 2. You see small boxes around the text box.
 3. Put your mouse on any of the corners. Move the mouse until you see a double arrow.
You see this:
 4. When you see the double arrow, hold down the left mouse button.
 5. Move the mouse in towards the centre of the text box to make it smaller.
 6. Move the mouse out away from the centre of the text box to make it bigger.
 7. Lift up your finger.



Text Box continued...



How do I put shading in the text box?

1. Click in the centre of the text box.
2. Click ▼ beside on the Drawing Toolbar.
3. Click a color.

How do I change the style of the line around the text box?

1. Click in the centre of the text box.
2. Click .
3. Click a line style.

How do I change the color of the line around the text box?

1. Click in the centre of the text box. .
2. Click ▼ beside on the Drawing Toolbar.
3. Click a color.

How do I add a shadow to my text box?

1. Click in the centre of the text box.
2. Click .
3. Click a shadow.



Practice Activity

Text Box

Activity #1

1. Make a text box.
2. Type your name and address in the textbox.
3. Change your name to size 20.
4. Change your address to size 18.
5. Put your name and address in the centre.
6. Put green shading in the box.
7. Take off the line around the text box.
8. Save on your disk as 'text box1'.
9. Close.

Activity #2

1. Make a text box.
2. Put a blue double line around the text box.
3. Put a shadow on the text box.
4. Type one word in size 72 in the centre of the text box.
5. Save on your disk as 'text box2'.
6. Close.

Word Art



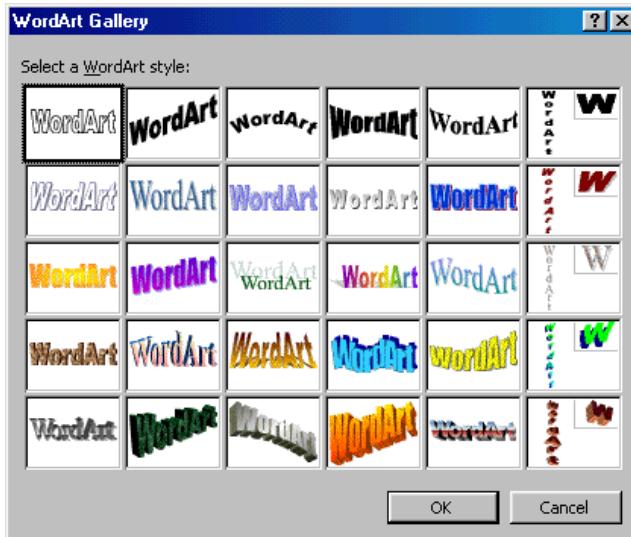
You can have fun with Word Art!



This is Word Art.
This is Word Art.

How do I use Word Art?

1. Add the **Drawing Toolbar**.
2. Click .
3. You see this:



4. Click a style.
5. Click **OK**.
6. Type some words.
7. To change the font, click  in the **Font** box.
8. Click  to see more font names.
9. Click a font.
10. To change the font size, click  in the **Size** box.
11. Click  to see more sizes.
12. Click a size.
13. Click **OK**.



Practice Activity

Word Art

Activity #1

1. Use Word Art to make your name the same as this:
2. Save on your disk as 'my name'.
3. Close.

Mohammed

Activity #2

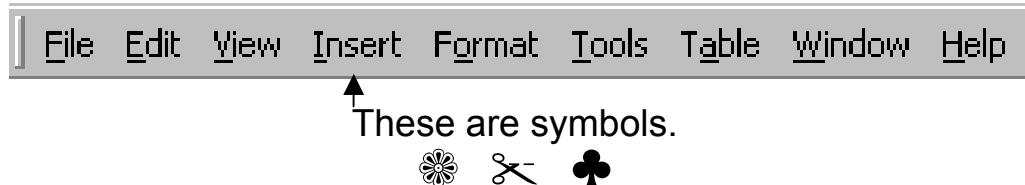
1. Type sentences about your school, your job, your country, or your family, one on each line.
2. Type a title.
3. Change the title to Word Art.
4. Put the title at the top of the page
5. Check the spelling.
6. Put bullets in front of each sentence.
7. Add a page border.
8. Save on your disk as 'Word Art'.
9. Close.

Activity #3

1. Open the file on your disk named 'asthma'.
2. In Word Art, type the title of the story.
3. Put the title at the top of the page.
4. Save.
5. Close.

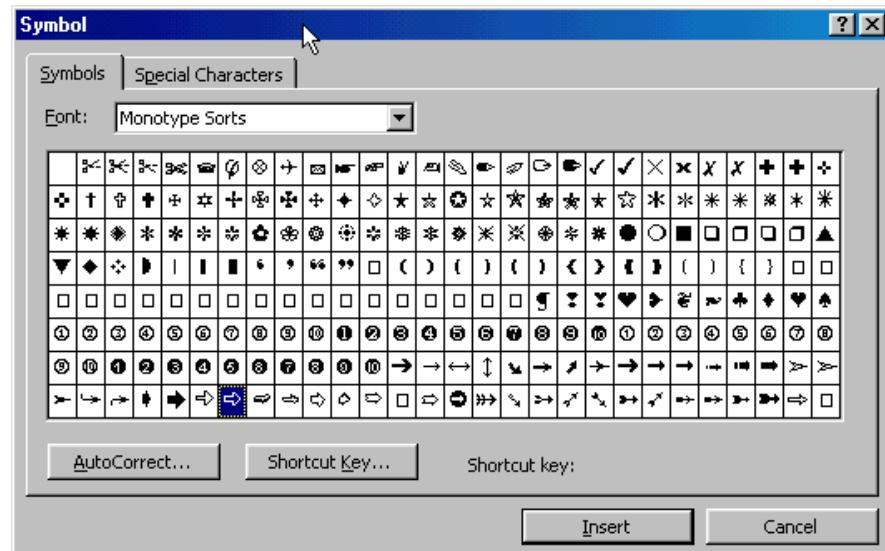
Symbols

You can add symbols to your document.



How do I add a symbol?

1. Click **Insert**.
2. Click **Symbol**.
3. You see this:



4. Click in the **Font** box to see more symbols.
5. Click a symbol.
6. Click **Insert**.
7. Click **Close**.

How do I change the size of a symbol?

1. Select the symbol.
2. Click in the **Font size** box. 
3. Click a size.

How do I change the color of a symbol?

1. Select the symbol.
2. Click ▼ beside .
3. Click a color.



Practice Activity Symbols

Activity #1

1. Type this:

I came to Queensland by . The next day I my friend at . I told my friend about Tasmania. My friend was very . I bought a and read it. My eyes hurt so I went to the doctor. The doctor told me to get . I was very . I four to my friends. It was a day.

2. Insert the symbols from 'Wingdings' font.
3. Change the symbols to size 20.
4. Save on your disk as 'symbol'.
5. Close.

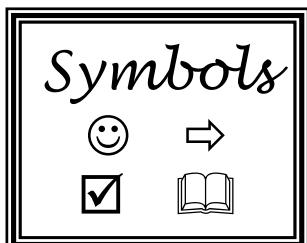
Activity #2

1. Insert five symbols.
2. Type sentences and use the symbols in the sentence.
3. Save on your disk as 'symbol story'.
4. Close.



1. Copy this page.

Copy this page!



Symbols

Type your name, address
and phone number in size
20 in this box.

Put the words in the
centre.

Halifax

Canada

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Pictures



You can add pictures to your document.



How do I add a picture?

1. Put the Microsoft Word 2000 cd in the computer.
2. Add the **Drawing Toolbar**.
3. Click on the **Drawing Toolbar**.
4. Click a picture.
5. You see more pictures.
6. Click a picture.
7. You see this:



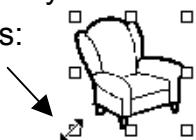
8. Click .
9. Click on the picture box to close.

How do I change the size of the picture?

1. Click the center of the picture.
2. You see small boxes around the picture:



3. Put your mouse on any of the corner boxes. Move the mouse and you see a double arrow. You see this:



4. When you see the double arrow, hold down the left mouse button.
5. Move the mouse in towards the centre of the picture to make it smaller.
6. Move the mouse out away from the centre of the picture to make it bigger.
7. Lift up your finger.

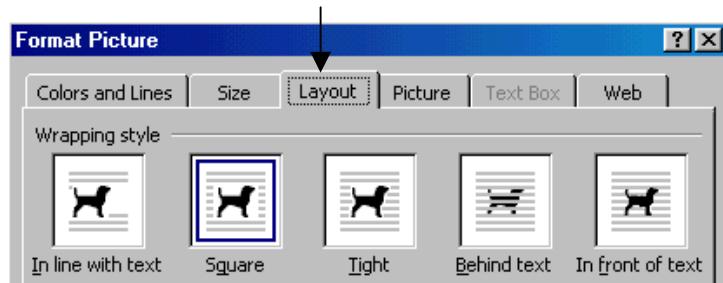
Pictures continued...

How do I move the picture?

1. Click the picture.
2. Click  to put the picture in the centre.
3. Click  to put the picture on the right.
4. If you want to move the picture down, double-click the picture.
5. Click **Layout**.
6. Click **In Front of Text**.
7. Hold down the left mouse button on the picture.
8. Move the mouse.
9. Lift up your finger.

How do I add a picture in to a document with a lot of words?

1. Type words.
2. Insert a picture.
3. Click the center of the picture.
4. Click **Format**.
5. Click **Picture**.
6. Click **Layout**.
7. Click a **Wrapping style**.
8. Click **OK**.



This is **Square Wrapping**:

It is snowing today. It is very cold. The man is brushing the snow off his car. There is 20 centimeters of snow. School is cancelled because of the snow. The streets are very slippery. The man is not worried. He is a very good driver. It is brushing the snow off his car. School is are very slippery. The man is not worried. It is very cold. The man is brushing the very cold. The man is brushing the snow School is cancelled because of the snow. The streets are very slippery. The man is not worried. He is a very good driver. It is snowing today. It is very cold. The man is brushing the snow off his car.



It is snowing today. It is very cold. The man is cancelled because of the snow. The streets He is a very good driver. It is snowing today. snow off his car. It is snowing today. It is off his car. There is 20 centimeters of snow.



Practice Activity Pictures

Activity #1

1. Type these words, one on each line:

books	mushrooms	bananas
sun	fish	flowers
baby	no smoking sign	telephone
cat	cow	flag
airplane	snow	bathtub
doctor	birthday cake	money
bird	envelopes	guitar
soccer ball	house	

2. Find a picture of the word. Put the pictures beside the words.
3. Make the pictures small.
4. Save on your disk as 'pictures'.
5. Close.

Activity #2

1. Type sentences about your country.
2. Change the sentences to size 18.
3. Add 2 pictures beside the sentences.
4. Use tight wrapping.
5. Centre the document.
6. Add a page border.
7. Save as 'wrap'.
8. Close.

Lines



You can draw lines and change them.



How do I make a line?

1. Click .
2. Put the mouse where you want the line to begin.
3. Hold down the left mouse button and move the mouse to where you want the line to finish.
4. Lift up your finger.

How do I make a line longer or shorter?

1. Click on the line.
2. You see little boxes at the ends of the line.
3. Put your mouse on one of the boxes. Move the mouse until you see a double arrow. You see this:
4. When you see the double arrow, hold down the left mouse button.
5. Move the mouse to make the line longer or shorter.
6. Lift up your finger.

How do I move the line?

1. Put the mouse on the line. You see this:
2. Hold down the left mouse button.
3. Move the mouse to where you want to put the line.
4. Lift up your finger.

How do I change the style of the line?

1. Click on the line.
2. Click .
3. Click a style.



Practice Activity Lines

Activity #1

1. Draw a long line.
2. Change the line style to a 6 pt line.
3. Make the line shorter.
4. Draw another line.
5. Change the line style to a $\frac{1}{4}$ pt line.
6. Save on your disk as 'line'.
7. Close.

Activity #2

1. Type these words in size 16 in two columns:

happy	cold
easy	expensive
big	sad
cheap	difficult
wet	dirty
long	late
new	small
clean	short
hot	old
early	dry

2. Draw a line from a word on the left to the opposite word on the right.
3. Save on your disk as 'more lines'.
4. Close.

Autoshapes

AutoShapes ▾

The computer can help you make different shapes.



How do I draw a picture?

1. Click ▼ beside AutoShapes ▾ .
2. Click **Lines**.
3. Click  .
4. Hold down the left mouse button and move the mouse to draw a picture.
5. To cut the line, double-click.

How do I make an arrow?

1. Click ▼ beside AutoShapes ▾ .
2. Click **Block Arrows**.
3. Click an arrow.
4. Click.

How do I put fill in the arrow?

1. Click in the center of the arrow.
2. Click ▼ beside  .
3. Click a color.

How do I make a star?

1. Click ▼ beside AutoShapes ▾ .
2. Click **Stars and Banners**.
3. Click a star.
4. Click.



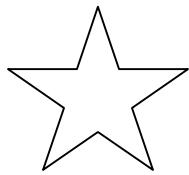
Practice Activity

Autoshapes

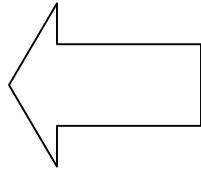
Activity #1

1. Make a block arrow.
2. Add yellow fill to the arrow.
3. Make a star.
4. Add green fill to the star.
5. Make the arrow bigger.
6. Make the star smaller.
7. Save on your disk as 'arrow and star'.
8. Close.

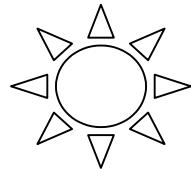
Activity #2



star



arrow



sun

1. Make a star.
2. Make an arrow. Put it beside the star.
3. Make a sun. Put it beside the arrow.
4. Add pink fill to the star.
5. Add blue fill to the arrow.
6. Add yellow fill to the sun.

Page Numbers

Page numbers are good for long documents.
You can put the page number at the top or bottom of the page.



How do I add page numbers?

1. Click **Insert**.
2. Click **Page Numbers**.
3. You see this:



4. Click in the **Position** box.
5. Where do you want to put the page number?
 - Click **Bottom of page** or
 - Click **Top of page**.
6. Click in the **Alignment** box.
7. Where do you want to put the page number?
 - Click **Right** or
 - Click **Centre** or
 - Click **Left**.
8. Look in the **Preview** box.
9. Click **OK**.



Practice Activity

Page Numbers

Activity #1

1. Open all the documents on your disk.
2. Add page numbers.
3. Save each document.
4. Close each document.

Activity #2

1. Open a new document.
2. Add page numbers at the top of the page.
3. In size 36, type yesterday's date at the top of page 1.
4. Type a sentence about yesterday on page 1.
5. In size 36, type today's date at the top of page 2.
6. Type a sentence about today on page 2.
7. In size 36, type tomorrow's date at the top of page 3.
8. Type a sentence about tomorrow on page 3.
9. Save on your disk as 'page numbers'.
10. Close.

Labels

We usually put address labels on envelopes.



This is a label:

Hungerford Learning Centre
Main Road
Hungerford
QLD 4493

How do I print labels?

1. Click **Tools**.
2. Click **Envelopes and Labels**.
3. Click **Labels**.
4. Find the word **Address**.
5. Under **Address** click and type the address you want to put on the label.
6. Do you want one label or many labels?
 - To make many labels, click here. → Full page of the same label
 - To make one label, click here. → Single label
7. Find the word **Label** in the bottom right corner.
8. You see this:
A screenshot of a 'Label' dialog box. The box has a title bar 'Label'. Inside, it says 'Avery standard, 5266' and 'File Folder'. At the bottom is a large rectangular button.
9. Click the picture of the label.
10. Find the word **Product number**.
11. Under **Product number** you see many numbers.
12. Look on your package of labels to find a product number.
13. Click to find your product number.
14. Click your product number.
15. Click **OK**.
16. Put a sheet of labels in the printer.
17. Click **Print**.



Practice Activity Labels

Activity #1

1. Type your name and address.
2. Put it on a full page of labels.
3. Print.
4. Save on your disk as 'labels'.
5. Close.

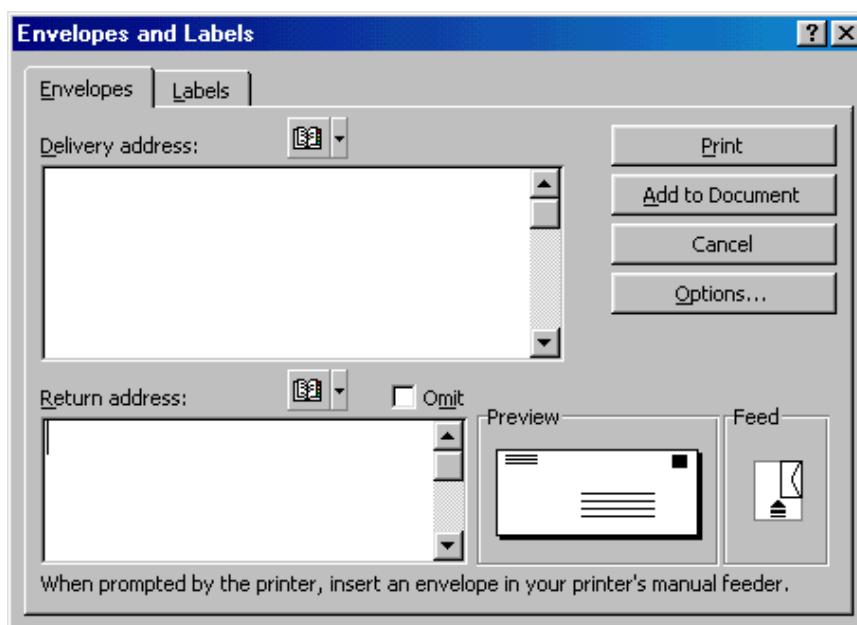
Envelopes

You can print addresses directly on the envelope.



How do I print an address on an envelope?

1. Click **Tools**.
2. Click **Envelopes and Labels**.
3. Click **Envelopes**.
4. You see this:



5. Find the words **Delivery Address**.
6. Type the address where you want to send the letter.
7. Find the words **Return Address**.
8. Type your address there.
9. Put an envelope in the printer.
10. Click **Print**.



Practice Activity Envelopes

Activity #1

1. You want to send a letter to the Quilpie Learning Centre.
2. This is the address.

Quilpie Learning Centre
P.O. Box 21
Quilpie Qld 4480

3. Type your address for the return address.
4. Put an envelope in the printer.
5. Print.
6. Close.

Activity #2

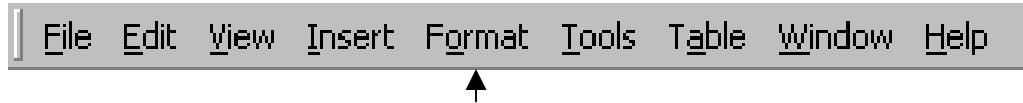
1. You want to send a letter to MTN
2. This is the address.

MTN
6 Alfred St
Charleville, Qld. 4470

3. Type your address for the return address.
4. Put an envelope in the printer.
5. Print.
6. Close.

Line Spacing

You can change the space between the lines.



Single space

Hungerford is a tiny town in Qld.
There is a pub, a cricket pitch
and a Police Station.

1.5 space

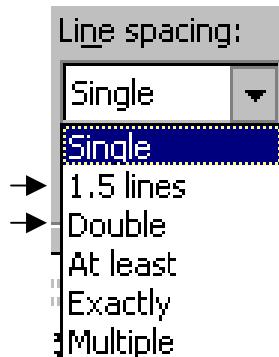
Hungerford is a tiny town in Qld.
There is a pub, a cricket pitch
and a Police Station.

Double space

Hungerford is a tiny town in Qld.
There is a pub, a cricket pitch
and a Police Station.

How do I change the line spacing?

1. Select the sentences you want to line space.
2. Click **Format**.
3. Click **Paragraph**.
4. Find the words **Line spacing**.
5. Click in the **Line spacing** box.
6. Click a line spacing.
7. Click **OK**.





Practice Activity

Line Spacing

Activity #1

1. Type about your first day in using a computer
2. Change the font to size 16.
3. Change the line spacing to 1.5.
4. Check the spelling.
5. Add a border and shading.
6. Add a picture.
7. Save as 'first day'.
8. Close.

Activity #2

1. Open the file named 'asthma' on your disk.
2. Change the line spacing to double.
3. Save.
4. Close.

Headers and Footers

A header is at the top of every page of a document.

A footer is at the bottom of every page of a document.

For example, look at the footer at the bottom of this page.



How do I make a header?

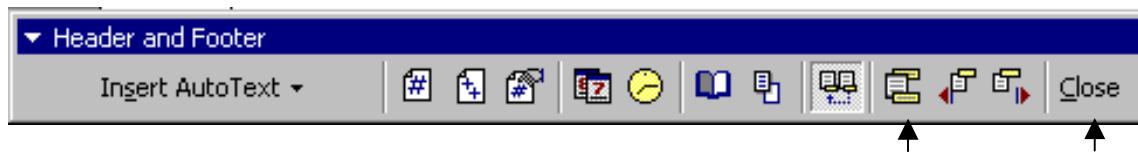
1. Click **View**.
2. Click **Header and Footer**.
3. You see the header and footer toolbar:



4. Type the words you want to put in the header.
5. Click **Close**.

How do I make a footer?

1. Click **View**.
2. Click **Header and Footer**.
3. You see the header and footer toolbar:



4. Click
5. Type the words you want to put in the footer.
6. Click **Close**.



Practice Activity Headers and Footers

Activity #1

1. Open the file named 'first day' on your disk.
2. Add a footer.
3. In the footer, type your name on the left.
4. In the footer, type today's date on the right.
5. Save.
6. Close.

Activity #2

1. Open 5 documents on your disk.
2. Add a header and a footer to each file.
3. Type the date today in the header.
4. Type your name in the footer.
5. Save each document.
6. Close each document.

Shortcut Keys

You can make changes to your document when you click the toolbars. You can also make changes to your document using the keyboard. Put the cursor where you want to make a change. Hold the keys at the same time.

Ctrl + Backspace	delete one word to the left
Ctrl + Delete	delete one word to the right
Ctrl + X	cut selected text
Ctrl + Z	undo
Ctrl + C	copy
Ctrl + V	paste
Ctrl + left arrow	moves cursor one word to the left
Ctrl + right arrow	moves cursor one word to the right
Ctrl + end	moves cursor to the end of the document
Ctrl + home	moves cursor to the beginning of the document
Ctrl + B	bold
Ctrl + U	underline
Ctrl + I	italics
Ctrl + S	save
Ctrl + O	open
Ctrl + P	print
Ctrl + E	centre
Ctrl + A	select all
Ctrl + shift + >	increase font size
Ctrl + shift + <	reduce font size
Ctrl + shift + D	double underline
Ctrl + shift + W	underline single words
Ctrl + 1	single-space lines
Ctrl + 2	double-space lines
Ctrl + 5	1.5 line-spacing
Shift + arrow keys	to select
Up arrow	up one line
Down arrow	down one line
End	move cursor to the end of a line
Home	move cursor to the beginning of a line

Check up!

What can you do on the computer?
Put a check beside the things you can do.

✓ I can...

- | | |
|----------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> use the mouse | <input type="checkbox"/> open a new document |
| <input type="checkbox"/> save on a disk | <input type="checkbox"/> save in the computer |
| <input type="checkbox"/> open a file from a disk | <input type="checkbox"/> change the font |
| <input type="checkbox"/> open a file from the computer | <input type="checkbox"/> change the font size |
| <input type="checkbox"/> change the font color | <input type="checkbox"/> change the font style |
| <input type="checkbox"/> undo | <input type="checkbox"/> print |
| <input type="checkbox"/> put words in the centre | <input type="checkbox"/> cut, copy and paste |
| <input type="checkbox"/> change the paper orientation | <input type="checkbox"/> change the margins |
| <input type="checkbox"/> check the spelling | <input type="checkbox"/> check the grammar |
| <input type="checkbox"/> use the Thesaurus | <input type="checkbox"/> count the words |
| <input type="checkbox"/> add bullets | <input type="checkbox"/> add numbers |
| <input type="checkbox"/> add columns | <input type="checkbox"/> add borders and shading |
| <input type="checkbox"/> add a page border | <input type="checkbox"/> make tables |
| <input type="checkbox"/> add pictures | <input type="checkbox"/> add toolbars |
| <input type="checkbox"/> make a text box | <input type="checkbox"/> do Word Art |
| <input type="checkbox"/> add symbols | <input type="checkbox"/> make lines |
| <input type="checkbox"/> add autoshapes | <input type="checkbox"/> add page numbers |
| <input type="checkbox"/> put addresses on labels | <input type="checkbox"/> add headers and footers |
| <input type="checkbox"/> put addresses on envelopes | <input type="checkbox"/> change the line spacing |
| <input type="checkbox"/> put words in alphabetical order | |