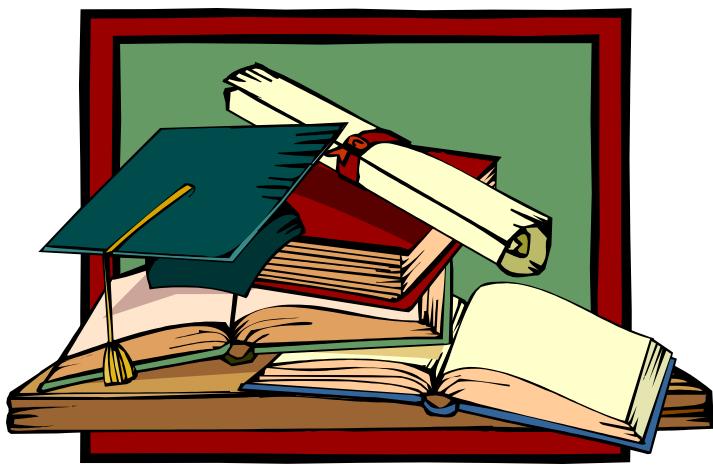


**MULGA TRAINING NETWORK**

**SKILLS & KNOWLEDGE  
TO DO THE JOB**



# **MICROSOFT WORD**



**STAGE  
ONE**

## **FUNCTIONS COVERED FOR THIS COURSE**

### ***Table of Contents/Index***

Listed below are functions you will learn as you work through these lessons.

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If you have switched on your computer and you are currently at the Windows desktop, then you are ready to start with your first lesson.

There are two ways to operate the Word functions, either by using the Mouse or using the Keyboard. We suggest that you use the mouse for this training session, however for an understanding of the keyboard method, take note of the keyboard instructions as they will enhance your keyboard performance. All keyboard instructions are detailed with each step-by-step guide. *All step-by-step guides are highlighted in italic text.*

## **LESSON 1.**

Please complete the first two lessons together.

- Step 1.** From the Windows desktop run the Microsoft Word program.

### **RUNNING THE MICROSOFT WORD PROGRAM**

- a. *Position your mouse pointer on the Microsoft Word icon if it is available*
- b. **Double-click with the left clicker on the Microsoft Word icon**  
(*Double click = click twice very fast on the left clicker*)



or If you do not have a Word icon

- a. *Click on the Start button located at the bottom left of the screen*
- b. *Move the mouse pointer up to the Programs option*
- c. *Move the mouse pointer over to the Microsoft Word option*
- d. **Click once to run the Microsoft Word program**



You will be presented with the Microsoft Word program on your screen.

- Step 2.** Before you start typing have a look at some of the special keys on your keyboard.

### **ENTER KEY**

When you press the Enter key it will insert an extra line allowing you to move to the next line. The Enter key will also activate the OK button when you are activating a function.

**Step 3.** Press the Enter key three times. (Notice you have moved down three lines)

**CAPS LOCK KEY** When you press this key it will switch the Caps Lock On. A green light on the right of your keyboard will indicate it is on. When the light is on all characters entered via the keyboard will be in uppercase. To turn it Off, simply press the Caps Lock key once again. (The green light will disappear)

**Step 4.** Press the Caps Lock key so it is on, then type the text ‘FIRST PRACTICE DOCUMENT’, now press the Caps Lock key again to turn the Caps Lock feature off.

**SHIFT KEY**

When pressed in conjunction with a character key, the character pressed will be entered in uppercase. When pressed in conjunction with a number key, the symbol above the number key will be entered. When the Shift key is pressed in conjunction with an Arrow key it will perform the Select function.

**ARROW KEYS**



These keys controls the cursor moving Left, Right, Up and Down, they are often called the ‘Cursor keys’ as they move your cursor around the screen. They are used for positioning the cursor within a document as the cursor indicates the working position. The cursor is identified by a small marker which constantly flashes on the screen.

**Step 5.** Hold down the Shift key and press the Left Arrow key five times, you will notice a black highlight, release the Shift key, press the Down arrow key to cancel the highlight. (Notice that the cursor did not move down but it moved to the end of the line. This is because there are no characters under the current text and a cursor can only go where a character has been entered.)

**PAGE UP and PAGE DOWN**

These two keys will scroll up or down one full screen. They are used for moving around a document quickly.

**NUMBERS LOCK KEY**

This key will switch between the Number Pad being On or Off. When On the numbers on the keys will be inserted, when switched Off the alternative keys will apply which are all movement related. Sometimes you may press the numbers and you end up moving around the screen , this means that you have switched Off the Number Pad so you will needed to switch it On.

**BACKSPACE KEY**

This key will delete the last character entered or the character positioned on the left side of cursor.

**Step 6.** Press the Backspace key as many times it takes to delete the word ‘DOCUMENT’.

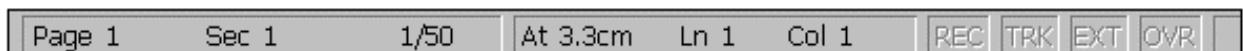
**HOME KEY** For this program it will move the cursor to the beginning of the line.

**END KEY** For this program it will move the cursor to the end of the line.

**DELETE KEY** This key deletes the character positioned on the right side of the cursor.

**Step 7.** Press the Home key once to move to the beginning of the line, press the Delete key and delete the word which is ‘FIRST’.

**INSERT KEY** This key switches between Insert and TypeOver. When it is switched to Insert, it inserts typed characters in front of the existing characters. When it is switched to TypeOver it types over the existing characters. You can see if it is on TypeOver the ‘OVR’ on the status bar at the bottom of the screen will be highlighted.



**Step 8.** Type the text ‘TYPING’, (notice the text be inserted in front of the word PRACTICE’, press the Insert key, then type the text ‘OVERWRITE’ and notice the text being overwritten. Press the Insert key again to have the Insert On which is its normal status.

**CTRL (Control)** These two keys work in conjunction with other keys, they are designed to activate functions. You will often need to use these keys to call upon a specific program function.  
**ALT (Alternate)**

**ESC KEY** If you make a mistake when applying a function the Escape key will escape out of the function taking you back to the original status. It is a very useful key. It is often referred to as the Cancel key.

**Step 9** Hold down the Ctrl key down and press the S key once. This activates the 'Save' function, release the Ctrl key, press the Escape key to cancel the 'Save' function.

**F1, F2, Etc.** These are function keys and each one has a specific task which you will discover.

**TAB KEY** When pressed the Tab key will move to the next tab stop specified on the ruler, generally a tab stop is set every five spaces across the ruler unless specified otherwise. These stops can be specifically set to line up text or numbers. Tabs are designed to make the task of lining up characters and numbers easier, this is a very useful function. If you press the Shift key in conjunction with the Tab key it will move the cursor back to the previous tab stop.



Press the Down Arrow key until the cursor does not move any further, now you are on the last line. Press the End key once so you are at the end of this line, press the Enter key twice so you are now two lines further down. Press the Tab key three times and type the text 'Line up text evenly', press the Enter key to insert the next line, then press the Tab key three times again and type the text 'at a certain point', press the Enter key twice to insert two more lines.

**Step 11.**

Let's look at the screen design and the many Toolbars displayed on the screen.

We will take a brief look at the screen design of this word-processing program. Many of the features will be explained in more detail throughout the lessons.

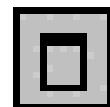
**The Name bar** is at the very top of the Word window, it contains the program name, the document name and the Maximise, Minimise and Restore window icons. The document name is only specified when the file is saved otherwise a temporary document name is given (Document1). The Name bar informs us which program and file we are working with. The Maximise, Minimise, Restore and Close icons control the size of your window.



**Step 12.**

Activate the 'Maximise' function to ensure that you are working with a full size window.

### **MAXIMISING THE WINDOW**



- a. Position the mouse pointer on the **Maximise icon**
- b. Click on the **Maximise icon**

\* If your screen was not maximised it will now take the full space of the screen.

**The Main Menu** contains all the functions of the program within its many main menus. When you click on a main menu option (which is a word), a pull-down menu will appear, each option on this menu can activate a function.



**Step 13.**

Activate the View menu and read the options on the pull-down menu.

### **ACTIVATING A MAIN MENU**

- a. Click on the **View** word on the menu

(Notice that the *V* is underlined)

- or a. Hold down the **Alt** key

- b. Press the **V** key once

- c. Release both keys

Press the Right Arrow key to move to the next menu, press the Left Arrow key to move to the previous menu. Read all the functions listed on each pull-down menu.

**Step 15.** Cancel the menu selection.

### **CANCELLING A MENU**

a. Press the *Escape key* on the keyboard

The Standard and Formatting toolbars contain icons which are linked to a function. The function will be activated if the icon is clicked upon by the mouse. These toolbars contain the most commonly used functions. This graphical/click method of performing a function has made Microsoft the most popular group of computer programs in history as it has made computers so easy to use.



**Step 16.** Click on the Open icon.

### **ACTIVATING A FUNCTION FROM THE TOOLBARS**



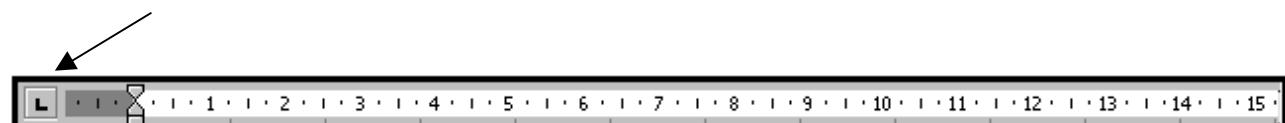
a. Position the mouse pointer on the *Open icon* (a label will appear)

b. Click on the icon once

\* The Open window will appear asking you which file to open, at this stage we do not want to open a file

**Step 17.** Cancel the 'Open' function. (*Press the Escape key or click on the Cancel located at the bottom right of the window*)

The Ruler controls three main functions, the 'Tab stop' settings, the left and right 'Margins' and the 'Indentation' settings. The ruler can be displayed in centimetres or inches. The 'Tab' type is displayed at the beginning of the ruler and there are four 'Tab' types (Left, Right, Centre and Decimal), currently it is displaying the left 'Tab' type. Your text will wrap between the left and right margins.



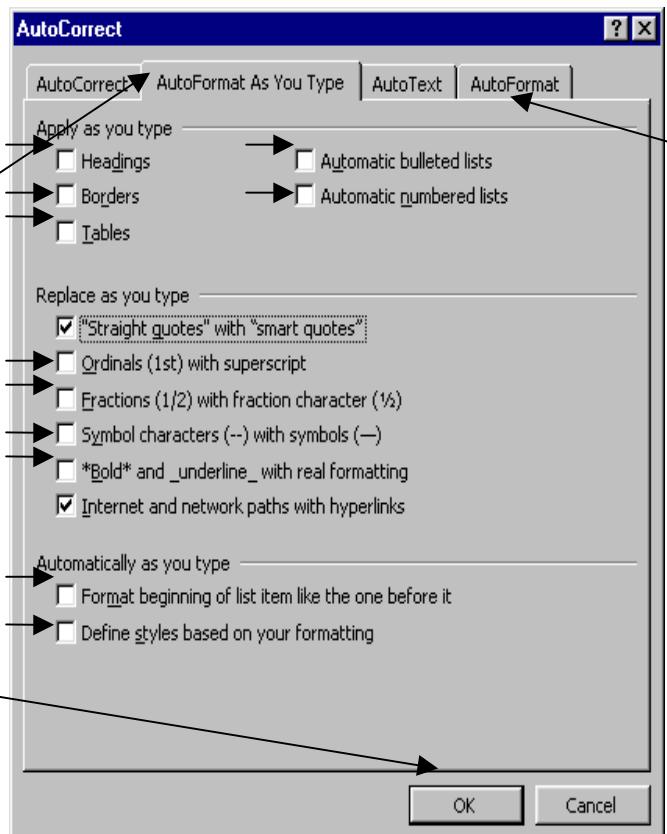
Microsoft Word has a setting that will **automatically format your page as you type**. As a teacher I found it to be a very annoying feature, as it confused all my students. At this stage we will disconnect the 'AutoFormatting'.

**Step 18.** Edit the 'AutoCorrect' settings for both the 'AutoFormat' and the 'AutoFormat as you type.'

Remove the tick from the 'Apply as you type' area for the 'Headings', 'Borders', 'Tables', 'Automatic Bullets' and 'Automatic numbers'. Remove the ticks for the 'Replace as you type' area for the Ordinals (1st) with 'Superscripts', 'Fractions', 'Symbols' and 'Bold' and 'Underline' with real formatting. Remove the tick for the 'Format beginning of list item like the one before it' and 'Define styles based on your formatting'. All of these settings will automatically happen when you are typing if they are ticked and you have no control of it.

## AUTOCORRECT

- a. Click on the **Tools** on the main menu
- b. Click on the **AutoCorrect** from the next menu
- c. Click on the **Autoformat as you type tag**
- d. Click on each of the options to **remove the tick as displayed** (Leave the ticks On where shown)
- e. Click on the **Autoformat tag** located at the top of this window
- f. Click on each of the options to **remove the tick** from this card as well (Leave the ticks where displayed on this card)
- g. Click on the **Ok** button to finalise your selections



Now, it is safe to continue with our lessons as no funny formatting will take place.

**Step 19.** Switch off the 'Office Assistance' so it does not appear as we are working.

## SWITCH OFFICE ASSISTANCE OFF

- a. Click on **Help** from the main menu
- b. Click on **Hide the Office Assistance** from the next menu



Have your cursor positioned at the end of the page (*Press Down Arrow keys, press End key to come to the end of the last line*) insert two empty lines (*Press Enter key twice*)  
Read the following note, then type the text shown in the box below.

- Note:**
- \* Read the text before you type as there are instructions within the text
  - \* If you type a mistake press the **Backspace key** to delete the last character/s
  - \* **Do not press the Enter key** when you get to the end of the line, the text will automatically wrap when it reaches the right margin
  - \* When you need a single UPPERCASE character: **Hold the Shift Key down and press the desired character then release both keys**
  - \* To type all the characters in UPPERCASE, press the **Caps Lock key** to switch to uppercase mode (Notice the green light on the Caps Lock indicator on the keyboard) to return to the lowercase mode press the Caps Lock key again (Notice the green light turn off)



To make the T into an uppercase character hold down the Shift key in conjunction with pressing the T then release the Shift key. Find the Caps Lock key and press it now, AS YOU CAN SEE EVERYTHING IS IN UPPERCASE CHARACTERS. PRESS THE CAPS LOCK KEY AGAIN and now everything is in lowercase.

**The Scroll bar** is located near the bottom of the window, it contains a left and right scroll icon which allows you to scroll the screen from side to side, it also contains three view icons which control your screen views (Normal, Print Layout and Outline). You also have a scroll bar on the right of your screen which will scroll the screen up or down.



**The Status bar** is at the very bottom of the window. It informs us of basic document information such as: page number, section number, what page you are on, how many pages exist, current cursor position, if your macro recorder is on or off, if your insert key is on or off, the current time, etc,

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 11:10 PM REC MRK EXT OVR

There are many more toolbars available to the Word program, they can be called upon as we need them. At this stage we will only be using the current toolbars mentioned above.

**Step 21.** Come down two lines. (*Press Enter key twice*)

As you can see the new line, space and tab characters are not displayed on the screen, we call them Hidden characters. You can view them by activating the 'Show\Hide' function. This function will also inform you of where you can place the cursor, as the cursor will only go to a position that contains some sort of character entry.

**Step 22**  Activate the 'Show' function and view the hidden characters of your document.

### SHOW\HIDE

a. Click on the **Show\Hide icon** located at the end of the Standard toolbar



**Step 23.** Notice the tab, space and enter characters appear. Hide the hidden characters as they look messy on the screen. (Click on the **Show\Hide icon** again)

Many functions are called ‘Switches’, they are called switches as they are either switched On and Off, just like a light switch.

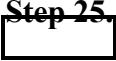
**Step 24.** Be at the very end of your document and move down a few lines (*press Down Arrow key, press End key to go to the last position of the page, press Enter key a few times*) Read the following note, then enter the text shown in the box below.

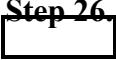
- Note:
- \* Press the **Tab Key** to align your text. Tabs are automatically set at every 5 spaces. You may need to press the Tab key twice to line up some text
  - \* Turn the **Caps Lock** On where necessary and Off where necessary
  - \* Use the **Backspace** key if you make a mistake

Example: Press Caps Lock key, press Tab key, type the word FUNCTION,

Press Tab key twice, type the word COMBINATION OF KEYS, press Enter key twice to move down. Press the Caps Lock key again to turn the Caps off, type number, type dot, press tab key, type text, press tab key, press Enter key, etc.

FUNCTION	COMBINATION OF KEYS
1. Bold	Hold down the Ctrl key and press B
2. Underline	Hold down the Ctrl key and press U
3. Centre	Hold down the Ctrl key and press E
4. Left	Hold down the Ctrl key and press L

**Step 25.**  Activate the 'Show' function and view the tab, space and enter characters you have just entered. (*Click on the show\hide icon*)

**Step 26.**  Move your cursor to the top of the document using a **Shortcut** key.

### **MOVING TO THE TOP OF THE DOCUMENT**

 **CTRL+HOME**

- a. Hold the **Ctrl** key down (*Located on the bottom of your keyboard*)
- b. Press the **Home** key once (*Located in the centre of your keyboard*)
- c. Release both keys

Shortcut keys are useful to know for commonly used functions, they are designed to save you time by avoiding the need to remove the hands from the keyboard and onto the mouse them back again.

Notice that your cursor is at the very top of the document, it is blinking.

**Step 27.** Press the Enter key twice to move all the text down two lines. The Enter key insert empty lines.

**Step 28.** Move your cursor to the end of the document using a **Shortcut** key.

### **MOVING TO THE END OF THE DOCUMENT**

 **CTRL+END**

- a. Hold the **Ctrl** key down (*Located on the bottom of your keyboard*)
- b. Press the **End** key once (*Located in the centre of your keyboard*)
- c. Release both keys

Notice that your cursor is at the very end of the document, it is blinking.

**Step 29.** Press the Down Arrow key and notice that you cannot move down any more.

**Step 30.** Press the Enter key and notice this allows you to move down.

**Step 31.** Switch the 'Hidden Character Display' function off. (*Click on the Show\Hide icon*)

Currently the information on your screen is only stored in a temporary memory RAM (Random Access Memory), it will be erased if the computer is switched off and power ceases to exist. You will need to save the document to a disk for permanent storage.

Saving a file is one of the most important functions as it may have taken you some time to create your document in the first place and you do not want to lose it. When saving a file it will need to be allocated a folder, you can create a folder of your own and call it 'WFWEX' or you can use a folder that exists on your computer and it is called 'MY DOCUMENTS'. Creating folders and the file storage system was taught in the 'Getting Started with PCs and Windows' manual. See next page for Save instructions.

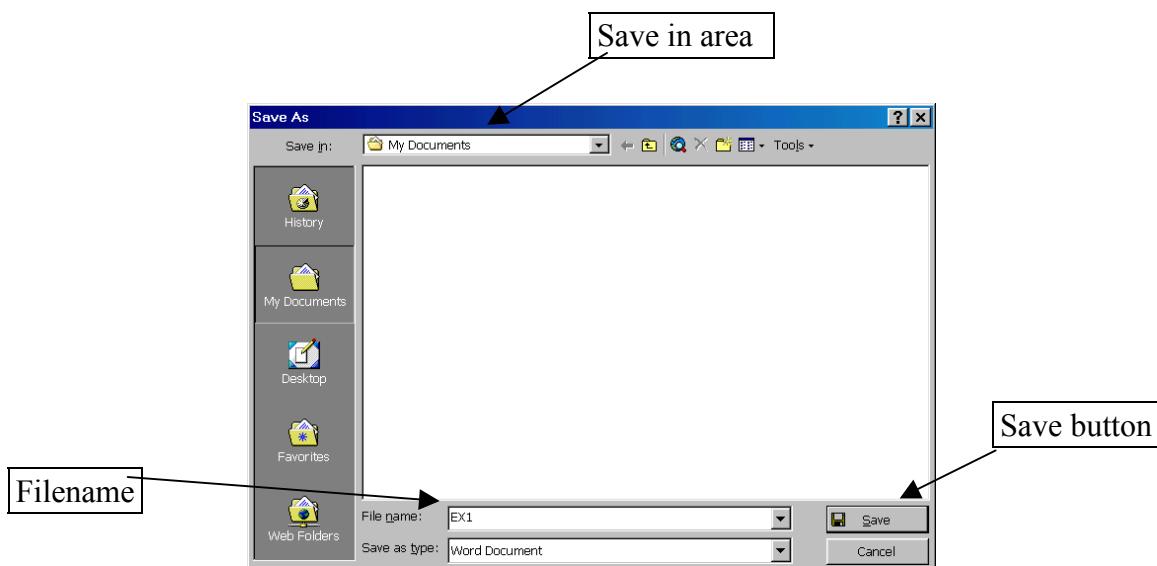
**Step 32.** Save your document to disk and call it 'EX1'.

Saving a file is one of the most important functions, as it may have taken you some time to create your document in the first place and you do not want to lose it. It is important to ensure that you save the file into the correct folder as well.

Prior to saving a file you must have a folder. You can either create this folder using the Windows Explorer or you can save your files to the 'My Documents' folder. If you are in a classroom situation please ask your teacher to dedicate a folder for your files.

## **SAVING A FILE**

- a. Click on **File** from the main menu or Press **Alt+F**
  - b. Click on **Save** from the next menu or Press **S**
  - c. Click on the **Save In** area scroll bar, select the disk drive (*Disk Vol C*)
  - d. Double-click on your folder '**My Documents**' or other from the list provided (ensure that the '**My Documents**' folder is displayed in the **Save in** area to confirm your selection was successful)
  - e. Click at the beginning of the **Filename** area then click-drag your mouse over the default name (It will be highlighted in a blue colour)
  - f. Press the **Delete** key to delete what you have just highlighted
  - g. Type **EX1** as the new filename
  - h. Click on the **Save** button to finalise or Press the **Enter Key**



Once a file has been saved the name will appear at the top of the screen on the Name bar.  
A filename cannot contain the following characters. / \ | ? or \*



Position the cursor to the left of the number 2. (*Press the Arrow keys or click at the left of the number 2 with your mouse*)

**Step 34.**

Press the Enter key to insert an empty line between the two lines.

**Step 35.**

Position the cursor to the left of the number 3. (*Press the Arrow keys or click at the left of the number 3 with your mouse*) Press the Enter key to insert a empty line.

**Step 36.**

Position the cursor to the left of the number 4. (*Press the Arrow keys or click at the left of the number 4 with your mouse*) Press the Enter key to insert a empty line.

There, now that is nicely spaced out.

**Step 37.**

Move to the top of the document using the shortcut.  
(*Hold the Ctrl key down, press the Home key once*)

**CTRL+HOME**

**Step 38.**

Move to the end of the document using the shortcut.  
(*Hold the Ctrl key down, press the End key once*)

**CTRL+END**

**Step 39.**

Press the Enter key twice, then type the text shown in the box below.

**Note.**

- \* Do not press the Enter key until you reach the end of the paragraph
- \* Use the Tab key to line up text, use the Caps Lock key where necessary

There are two special keys on either side of the long space bar key. The Ctrl key and the Alt key which stand for Control key and Alternative key. These two keys as well as the Shift key will often work in conjunction with other keys to perform a function.

EXAMPLE:    CTRL-HOME                  MOVE TO TOP OF DOCUMENT  
                  CTRL-END                  MOVE TO END OF DOCUMENT

We have now added more text to our document. These new entries and adjustments have not been saved to our file on the disk, they are only stored in temporary memory called Random Access Memory (RAM). What is on the screen now differs from what is on the disk unless we perform a re-save. As the file already has a name the Save function will not require any name or location details.

**Step 40.**

Perform the 'Save' function to resave the new editing to the original file.

**RE-SAVE A FILE**

- a. Click on **File** from the main menu                          or Press **Ctrl+S** (Shortcut)
  - b. Click on **Save** from the next menu
- \* The re-save happens very quickly, you can see it being performed by a save display at the bottom of the screen when using the Save function

**Step 41.** Close the file as we are finished with it.

### **CLOSING A FILE**

- a. Click on **File** from the main menu
- b. Click on **Close** from the next menu

or Press **Alt+F**  
or Press **C**

Generally you would close a file when you have finished with it, otherwise it will use up space in your temporary memory (RAM). Currently you have no sheet to work with, if you try to enter text, nothing will happen, just like having an empty typewriter.

At this stage you can exit the program by performing step 23 or you can continue to Lesson 3.

**Step 42.** Exit the program.

### **EXITING THE PROGRAM**

- a. Click on **File** from the main menu
- b. Click on **Exit** from the next menu

or Press **Alt+F**  
or Press **E**

## **LESSON 2.**

**Step 1.** Have your computer switched On and run the Word program or call a new blank document if you are continuing from lesson 2. Type the text shown in the box below.

### **CALLING A NEW BLANK DOCUMENT**

- a. Click on the **New Blank Document icon** from the Standard toolbar

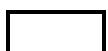


or Press **Ctrl+N**  
(Shortcut key)

JOHN WEST SOLICITORS AND CONVEYERS  
123 Williams Drive  
OAKLEIGH VIC 3240

**Step 2.** Press the Enter key twice to insert two empty rows. (This will enable you to move down to this position at a later stage)

\* Notice that the cursor can only move on areas where a character has been entered. Try this out by pressing your up arrow key and down arrow key and notice the cursor movements.



Select the above text so we can centre and edit the text.

If you need to edit existing text (text that already exists) it must be selected first. The Select function informs the program what text is to be edited.

## **SELECTING TEXT**

- a. Position the cursor at the beginning of the text (Click there or move with arrow keys)
- b. Hold the **Shift** key down (The Shift key is the Select key)
- c. Press the **End** key once (The End key takes you to the end of the line)  
\* Still hold down the Shift key
- d. Press the **Down Arrow key** twice (to select the next two lines)
- e. Release all keys the selected text is highlighted in black

The Shift key is a main key used for 'Selecting' in all Window based programs. 'Selecting' text will allow you to edit the text by applying functions such as 'Bold', 'Colour', 'Sizing', 'Moving', 'Copying', adding borders, etc. You will often be asked to select text so remember how it is done.

**Step 4.** Centre the 'Selected' text, then cancel the Select function.



## **CENTRE TEXT**

- a. Click on the **Centre icon** located on the Formatting toolbar      or Press **Ctrl+E** (Shortcut)

## **CANCELLING THE SELECTION FUNCTION**



- a. Press the **Down arrow key** on your keyboard

\* Notice that when you pressed the Down Arrow key, your cursor returned to the left margin. This is due to the two extra lines you entered earlier which were not 'Selected' and 'Centred', therefore these lines remained a normal (default=left) format.

**Step 5.** Select only the text 'JOHN WEST SOLICITORS AND CONVEYERS'. Use a combination of shortcuts that will Select from the beginning to the end of the line.

## **SELECT AN ENTIRE LINE**

**SHIFT+END**

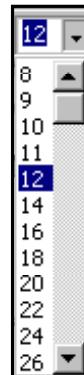
- a. Click in front of the **J** to position your cursor
- b. Hold down the **Shift** key to activate the selection function
- c. Press the **End** key to move the cursor to the end of the line quickly
- d. The line is now highlighted (selected) Release both keys      or
- e. Click-drag your mouse over the text (be careful not to select the wrong text or to select and move the text) (this can sometimes be tricky)

**Step 6.** Change the size of the 'Selected' text to 16.

#### SIZING TEXT

- Click on the **Size scroll bar located on the right of the Size icon**
- Click on the **desired size from the pull-down menu (16)**

\* Keep the text 'Selected'



**Step 7.** Whilst the text is still selected apply the 'Bold' function, then cancel the Select function.

#### BOLD TEXT

- Click the **Bold icon located on the Formatting toolbar**



or Press **Ctrl+B**

#### CANCEL SELECT (UNSELECT)

- Press the **Down arrow key to cancel the select function**

**Step 8.** Select only the text 'OAKLEIGH VIC 3240' (Position cursor in front of the O, press Shift+End key to select the entire line), apply the 'Underline' function, then cancel the selection. (Press the Down arrow key to cancel the select)

#### UNDERLINE TEXT

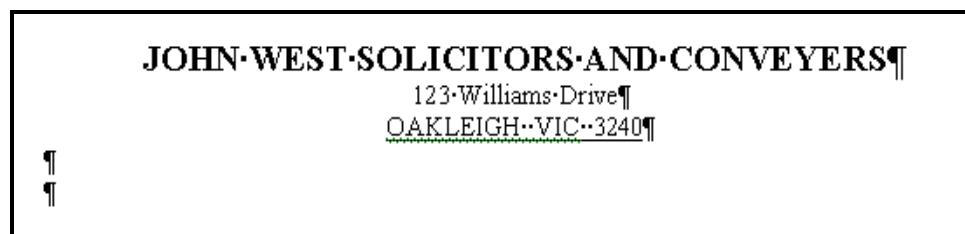
- Click the **Underline icon located on the Formatting toolbar**



or Press **Ctrl+U**

**Step 9.** Switch the 'Show/Hide' function On so we can view the Hidden characters. (Click on the Show/Hide icon)

**Your text should look as follows:**



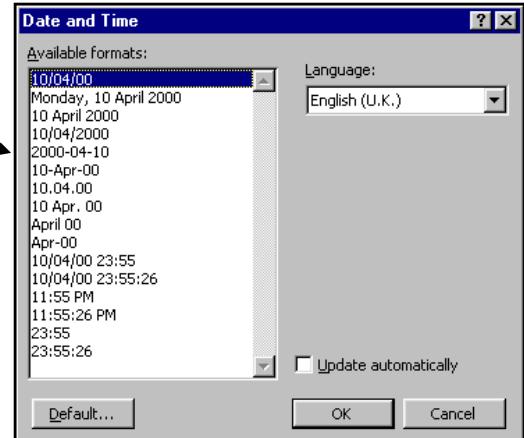
**Step 10.** Switch the 'Show/Hide' function Off as we do not wish to view the Hidden characters.

**Step 11** Go to the end of your document (*Ctrl+End*). Press the Enter key (4) four times to insert 4 empty lines, then insert the date using the date function

### INSERTING CURRENT DATE

- a. Click on **Insert** from the main menu
- b. Click on **Date & Time** from the next menu
- c. Click on the **Date in full** e.g. 10th April 2000 option
- d. Click on the **OK** button or press the **Enter key** to finalise the function

**Hint!** Use the 'Date' function when you are unsure of the current date.



**Step 12.** Press Enter key (3) three times and add the following text shown in the box below.

\* Use the **Tab** key to move the numerical entries to the right side of your document.

Mr Andrew Green  
28 Sandra Place  
FERNTREE GULLY VIC 3290

RE: MORTGAGE ON THE HOWELL ESTATE

With regard to our arrangement of the above, we require a payment in advance for acting on behalf of the owners of the property at Broken Hill, New South Wales.

Disbursements: \$3,000.00

Registrar of Titles - registration fee on Discharge of Mortgage \$ 200.00

Total: \$3,200.00

Yours faithfully

Wilba Smith  
Manager



Select the text 'RE: MORTGAGE ON THE HOWELL ESTATE', apply the 'Bold' and Underline' function to it. (*Position cursor at the beginning of the line, press Shift+End key to select the entire line, click on the Bold icon, click on the Underline icon, press the down arrow key to cancel the selection*)

**Step 14.**

Select the text '\$3,200.00' using the click-drag method. (*Click-drag over the numbers*) Apply the 'Underline' function to the selected text. (*Click on the Underline icon*) Cancel the Select function. (*Press Down Arrow key*)

**Step 15.**

Go to the end of the document (*Ctrl+End*), select the word 'Manager' using the click-drag method, (*Click-drag over it*) apply the 'Bold' function to it. (*Bold icon*) Cancel the Select function. (*Down Arrow key*)

**Step 16.**

Enter two extra lines between the suburb 'FERNTREE....' and the text 'Re:'.  
*(Position the cursor either at the beginning of the R in Re, at the end of the 0 in 3290 or in between the two on an empty line and press the Enter key twice)*

**Step 17.**

Save the document using the Save icon this time, call the file 'ANDREW GREEN' and ensure it is saved into your folder. (WFWEX or MY DOCUMENTS).

### **SAVING A FILE**

- a. Click on the **Save** icon located on the Standard toolbar
- b. Ensure that the folder name '**WFWEX**' or '**MY DOCUMENTS**' is displayed in the **Save in** area
- c. Enter the filename '**ANDREW GREEN**' into the **Filename** area
- d. Click on the **Save** button



\* Notice the filename is now displayed on the Name bar located at the top of the screen.

**Step 18.**

Close your file. (*Click on File from the main menu, click on Close from the next menu*)

\* There is no shortcut key for closing a file, however you can use the keyboard method. (*Hold down the Alt key and press the F key once (the pull-down menu appears) press the C once.*)

**Step 19.**

Exit the program. (*Click on File from the main menu, click on Exit from the next menu*) or (*Alt+F keys, E key*)

## **FUNCTIONS COVERED FOR THIS LEVEL (WORD 2000 Stage 1 Level 2)**

### ***Table of Contents/Index***

Listed below are functions you will learn as you work through these lessons.

<b>Functions .....</b>	<b>Page Numbers</b>
Saving files.....	17
Closing files .....	17,32
Closing an indent .....	19
Left, right and full align .....	20,21
Zoom.....	21,22
Print layout view, normal view.....	21-22,25
Margins .....	23
Line spacing.....	24
Exit the program.....	25

## LESSON 3.

- Step 1.** Have your computer switched On and run the Word program. On the new document type the following text displayed in the box below.

RAILWAY AUSTRALIA

Servicing the community for over 20 years with rail travel between Alice Springs and Darwin. Join us on a great adventure into the vast desert.

\$500.00 will give you a three day journey

- Step 2.** Select the first row of text. (*Click at the beginning of the R, hold down the Shift Key, press the End key once to select to the end of the line*)
- Step 3.** 'Bold' and 'Underline' the text. (*Bold icon, Underline icon*)
- Step 4.** Cancel the Select function. (*Press the Down Arrow key*)
- Step 5.** Select the last row of text. (*Click at the beginning of the \$, hold down the Shift Key, press the End key once to select to the end of the line*)
- Step 6.** Increase the size to 16 and 'Bold' it. (*Click on the Size scroll bar, click on 16, Click on the Bold icon*)
- Step 7.** Cancel the Select function. (*Press the Down Arrow key*)
- Step 8.** Use the shortcut key to move to the top of the document. (*Ctrl+Home*)
- Step 9.** Press the Enter key twice to insert two empty rows, then insert the current system date. (*Click on Insert from the main menu, click on Date and Time, click on desired format, Ok*)
- Step 10.** Be at the end of the date and press the Enter key twice again to insert two empty rows.
- Step 11.** Use the shortcut key to move to the end of the document. (*Ctrl+End*)
- Step 12.** Save the file as 'Railway' then close the file. (*Click on File, click on Save As, enter the file name Railway, click on Save then close the file*)

At this stage you can exit the program and finalise your training or continue to the next lesson.

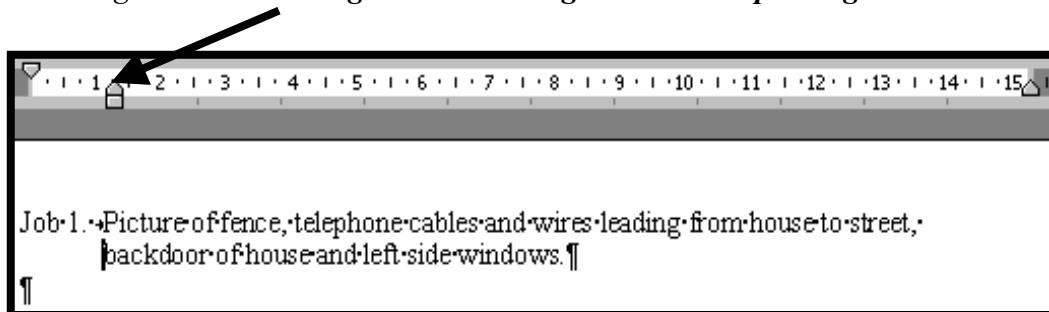
## COMMON PROBLEM

In the diagram below the 'Hanging Indent' function was automatically activated. It was activated because the operator moved to the beginning of the line and inserted a 'Tab character', a number (1,2,3) or (a,b,c) character then pressed the Tab key. If you study the situation with the 'Show\Hide' function you will notice that the text is automatically wrapped, there is no Enter character at the end of the line. The combination of the wrapping and the Tab key activates the auto 'Indent' function.

**SOLUTION:** If you wish to continue typing after this text, then close the Indent.

### CLOSING AN INDENT

- Position the cursor on the **bottom triangle** (Not the square as it will move both triangles)*
- Click-drag the **bottom triangle** back so it aligns with the **top triangle***



**NOTE:** Sometimes you need to go the end of the line and press the Enter key to specify that this is the end of this line and the next line is a new independent line.

## LESSON 4.

There are four main Text Align formats (Left, Right, Centre & Justify). The 'Left Align' function will align all text to the left margin, the 'Right Align' function will align all text to the right margin, the 'Centre Align' function will align the text to the centre of the page and the 'Justify Align' function will align the text between the left and right margin adding spaces between words to ensure that the last character on each line reaches the right margin giving it a box effect.

- Step 1.** Call a new blank document (*Click on the New Blank Document Icon* ), activate the 'Centre' function (*Centre icon*), then type the text shown in the box below leaving a blank line between each line.

CENTRE ALIGN TEXT

WILL STAY IN THE CENTRE

UNTIL INFORMED OTHERWISE

**Step 2.** Press the Enter key twice then change the alignment to the Left using the 'Left Align' function.

### **LEFT ALIGN**

a. Click on the **Left** icon located on the Formatting toolbar or  Press **Ctrl+L**

**Step 3.** Type the text shown in the box below. (Do not press the enter key when you reach the end of the line) (Enter all text as we will be needing it to work with)

The left align function will word wrap between the left and right margin. It will always align the text on the left margin but not on the right margin. As you can see now whilst typing. When you reach the right margin and the word is too big to fit due to the current margin settings, it will automatically be sent to the next line, this is called word-wrap. You have not specifically instructed the text to go to the next line by pressing the Enter key, MSWord automatically put in what we call a soft-Enter which is word-wrapping. If the margins are changed the text will automatically re-adjust between the margins.

**Note:** There is automatically a one inch or 2.5 cm margin set all around each worksheet (Top, Bottom, Left and Right). These margins ensure that your text does not begin at the very top left of the page and that your paper does not get caught in the printer due to printing so close to the edge can cause problems.

**Step 4.** Press the Enter key twice to insert two empty lines after this text. These lines are so we can return to the left side of the page after applying the next function.

**Step 5.** Select the above paragraph (only the paragraph not the two empty lines that we inserted after the paragraph) (*Click in front of the first character, hold down the Shift key and press the Down Arrow key until you have selected the total paragraph*), then change the alignment to 'Full Justify'.

### **FULL JUSTIFY**

a. Click on the **Justify** icon located on the Formatting toolbar or  Press **Ctrl+J**

Notice the selected text now lines up to both the left and right margin. Keep the text selected.

**Step 6.** Switch the 'Show/Hide' function to view Hidden characters. (*Click on Show/hide icon*)

**Step 7.** Format the selected text to the right of the page using the 'Right Align' function.

### **RIGHT ALIGN**

a. Click on the **Right** icon located on the Formatting toolbar or  Press **Ctrl+R**

Notice the text now lines up to the right margin and not the left.

**Hint!** The Right alignment is handy when you want your date on the right side of the page.

**Change the alignment back to 'Full Justify' then cancel the select. (Click on Justify icon, press Down Arrow key) Notice your cursor is at the left of the page because this line is 'Left Aligned'.**

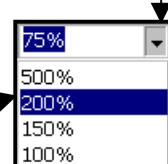
Currently you are working in what is called a Normal View layout. Your worksheet is the full size of the work space, you do not see any rulers on the left side of the screen and your text starts at the very start of the left side of the worksheet. The Normal View layout gives you a broader view of your sheet.

The Normal View layout can be increased and decreased in its viewing capacity.

**Step 9.** Increase the view to 200% . (This is handy when you need to read the small print)

### **ZOOM TO 200%**

- Click on the **Zoom scroll bar** located top right of the Standard toolbar*
- Click on the **200%***



**Step 10.** Return the view to 100% or 75% which ever is preferred. (Click on the Zoom icon, click on 100% or 75%)

There are four main views to view your document in. The Normal, Web Layout, Print Layout and Outline view. The icons that activate these views are located at the bottom left corner on your scroll bar.



Normal Web Layout Outline

We will mainly be working with the 'Normal' and 'Print Layout' view. The Print Layout view offers you an extra choice in the zoom area called 'Whole Page'.

**Step 11.** Switch to 'Print Layout' view and zoom to 'Whole Page'.

### **PRINT LAYOUT VIEW**

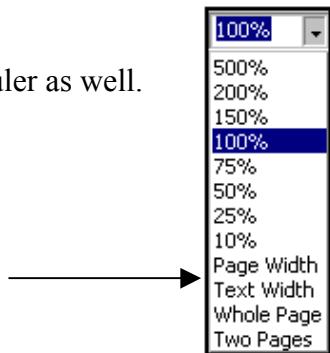
- Click on the **Print Layout icon** located on the Scroll bar at the bottom left of the screen*



Notice that your margins are now displayed and that you have a left ruler as well.

### **ZOOM TO WHOLE PAGE**

- Click on the **Zoom scroll bar** located on the Standard toolbar*
- \* A pull-down menu will appear*
- b. Click on **Whole Page** from the menu provided*



We will explore the Whole Page view.

There are many advantages of viewing in 'Print Layout view zoomed to Whole Page'. You can see how well your layout from top to bottom looks when zoomed to Whole Page. In this view all rulers are displayed so you can edit the margins, you can see the entire page so you can space out your text to enhance layout presentation. Your cursor is the little dot blinking on the page.

**Step 12**

Move to the end of your document (*Ctrl+End*), then press the Enter key twice and type the text shown in the box below. Yes I know its very small but try your best.

YES YOU CANNOT READ IT BUT YOU CAN SEE IT BEING ADDED TO THE PAGE.

**Step 13.**

Press the Enter key at the end of the line you have just typed, then move the cursor to the top of the page (*Ctrl+Home*), press the Enter key twice to move all text down.

**Step 14.**

Select the first three typed lines which are currently located in the centre of the page. (*Position cursor, hold Shift key and press Down Arrow keys, then release*)  
Keep the selection On.

**Step 15.**

Apply the 'Bold' and 'Underline' functions to the selected text. (*Bold icon, Underline icon*)

**Step 16.**

Whilst the text is still selected, set the size to 22 (*Size icon, 22*) and apply the 'Italics' function. Keep the selection On.

**ITALICS**



a. Click on the **Italics** icon located on the Formatting toolbar

**Step 17.**

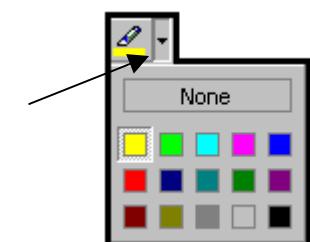
Apply the 'Highlight' function to the selected text, select the Yellow colour.

**HIGHLIGHT**

a. Click on the **Highlight scroll bar** located on the Formatting toolbar

b. Click on the **desired colour** from the menu provided

\* Notice the text is yellow and the select function was switched off by the Highlight function



**Step 18.**

Undo the last function which was to highlight the selected text.

**UNDO**

a. Click on the **Undo icon** located on the Standard toolbar



You can use the scroll bar and view the last functions performed

The 'Undo' function will undo the last function performed. The Escape key can only cancel a menu selection. If you have gone through and performed a function that you did not really want to do you would use the 'Undo' function.

**Step 19** Insert three extra lines between the 'Centre Aligned' text and the 'Justified' text.  
*(Click between the two groups of text, press Enter key)*

**Step 20** Select the second paragraph that is 'Fully Justified' (*Click-drag over it or click at beginning of paragraph, hold down the Shift key and press the Down Arrow key*), then move the left margin in 2 cm so all the text becomes indented from the left margin.

The Left and Right Indent markers are located either end of the ruler. Adjusting the Left Indent is a little difficult as it is made of two parts. The triangle at the top represents the First Line Indent and the triangle at the bottom represents the Hanging Indent. For a successful Left Indentation these must be moved together which is done by moving the triangle located on the very bottom.

### **ADJUSTING LEFT INDENT**



a. Position the cursor in the rectangle underneath the two triangles



b. Click-drag the left margin in (to the right) 2.5 cm

c. Release the click

\* Notice the selected text has moved in. If you make a mistake use the 'Undo' function and try it again.

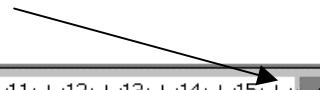
There are two parts to the left indent, when separated they perform different functions called First Line and Hanging Indents. These functions will be explored later.

**Step 21.** As the text is still selected, move the Right Indent in 2 cm.

### **ADJUSTING RIGHT INDENT**

a. Position the cursor on the **Right Indent marker (triangle)** which is located on the ruler at the right margin

b. Click-drag it in 2 cm and release the clicker



**Step 22.** Whilst the text is still selected change the size to 16. (Size icon, 16)

Notice that the text fits neatly between the left and right indents, it adjusts neatly because the 'Wrap' feature is very adjustable. If the Enter key had been pressed at the end of a line a problem will occur when changing sizes and margins like we just have. Often you will find big gaps in your work.

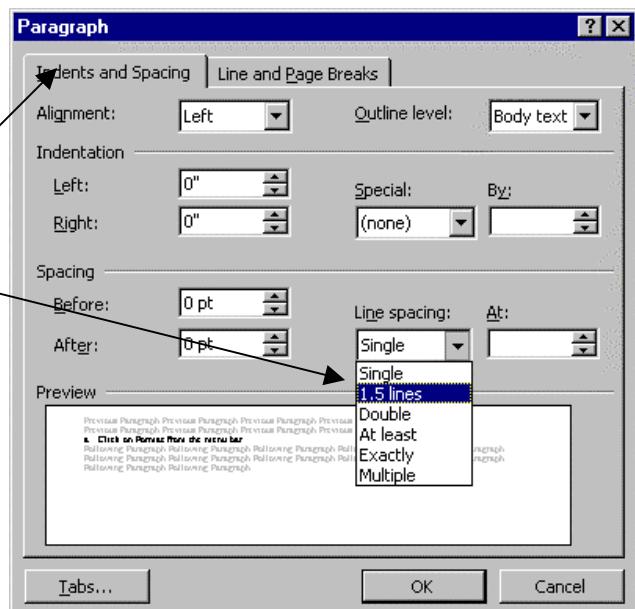
It is difficult to read and work in the 'Whole Page' view, however we will practice a little.

**Step 23.** Whilst the text is still selected, increase the line spacing to 1.5.

### LINE SPACING

- a. Click on **Format** from the main menu
- b. Click on **Paragraph** from the next menu
- c. Click on the **Indents and spacing tag** at the top of the Paragraph window
- d. Click on the **Line Spacing scroll bar**
- e. Click on **1.5**
- f. Click on the **Ok** button located at the bottom of this window

**Step 24.** Cancel the Select function.



**Step 25.** Undo the last function which was to apply a 1.5 spacing to the selected text. (*Click on the Undo icon*)

**Step 26.** Select the second paragraph again and apply a 1.5 line spacing again. (*See instructions above*). Unselect the text. (*Press Down Arrow*)

**Step 27.** Move to the top of the document (*Ctrl+Home*) and press the enter key three times.

**Step 28.** Move to the end of the document. (*Ctrl+End*)

**Step 29.** Type your name.

**Step 30.** Move to the beginning of your name using a shortcut key (*Home key*).

**Step 31.** Centre your name. (*Click on the Centre icon*)

**Step 32.** Move to the end of your name using a shortcut for doing so (*End key*), press the Enter key to come down to the next line. You should be in the center as the 'Center Align' format has been extended to this line by you pressing the Enter key.



Press the dot key (.) 50 times to insert a dotted line. (*Press and hold down the Dot key for a few seconds, do not release it until you want the dots to stop being inserted*) Stay positioned at the end of the dotted line.

**Step 34.**

Select the entire line from the end of the line. (*Hold down the Shift key and press the Home key once*) (*Shift+Home*) Change the size of the dots to 20. (*Size icon*)

**Step 35.**

Zoom to 75%. (*Click on the Zoom scroll bar, select 75%*)

**Step 36.**

Return to the Whole Page zoom. (*Click on the Zoom scroll bar, select Whole Page*)

**Step 37.**

Switch to the Normal page view which is viewed in 100%.

**NORMAL VIEW**



a. Click on the **Normal view icon** (*Located at bottom left of screen*) or

a. Click on **View** from the main menu

or

a. Press **Alt+V**

b. Click on **Normal** from the next menu

b. Press **N**

**Step 38.**

Switch to the Print Layout view which is viewed in Whole Page. (*Click on View, click on Print Layout from the next menu or click on Print Layout view icon located bottom left of the widow*)

**Step 39.**

Switch to the Normal view using the menu method. (*Click on View, click on Normal*)

**Step 40.**

Save the document and call it ‘Alignments’. (*Click on Save icon ensure your folder is in the Save In area, click-drag in filename area and type the new filename ALIGNMENTS the existing default name will be deleted, click on Save button*)

**Step 41.**

Close the document using shortcuts for activating the menus. (*Press Alt+F, then press the C key*)

**Step 42.**

Exit the program. (*Click on File, click on Exit*)

## **FUNCTIONS COVERED FOR THIS LEVEL (WORD 2000 Stage 1 Level 3)**

### ***Table of Contents/Index***

Listed below are functions you will learn as you work through these lessons.

<b>Functions .....</b>	<b>Page Numbers</b>
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Undo and redo .....	29
Page break .....	28
Opening files.....	30
Borders.....	35
Saving file to other names.....	30
Shading.....	31
Measurement options .....	39
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## LESSON 5.

**Step 1.** Switch on your computer and run the Word program, then type the text shown in the box below. Practice using the shortcut keys for 'Bold', 'Underline' and 'Center' align.

<b>Bold</b>	<b>Ctrl+B</b>	<b>Left Align</b>	<b>Ctrl+L</b>	<b>Center Align</b>	<b>Ctrl+C</b>
<b>Underline</b>	<b>Ctrl+U</b>	<b>Italics</b>	<b>Ctrl+I</b>	<b>Right Align</b>	<b>Ctrl+R</b>

### DISK CARE

15th July 1999

- \* Always keep disks in their jackets or cases
  - \* Avoid dust and dirt
  - \* **Never touch** any part of the exposed disk
  - \* Keep disks away from magnetic fields (**do not put on CPU**)
  - \* Keep disks away from heat (**Sunlight**)
  - \* Do not write on disks (**write on labels first, or with fine felt pen**)
  - \* Always enter and exit from the program in the correct manner
- .....

Should you apply to the above precautions you should not come across the problems of damaged disks.

By: Tim Fisher  
Head of I.T. Sydney University

#### **Student Notes: 3334**

**Step 2.** Check the whole layout of your document by activating the 'Print Layout' view and zooming to 'Whole Page' size. (*Click on Print Layout view icon, click on Zoom scroll bar, click on Whole Page*) Space the text out neatly, insert empty lines above and in between if necessary.

**Step 3.** Save the document using a shortcut for doing so, call the file 'DISK'.

#### SAVING A FILE (Shortcut)

- a. Press **Ctrl+S** the Save window will appear
- \* Select the folder, enter the filename, click on Save button

**Step 4.** Close the file. (*Alt+F, C*)

At this stage you can exit the program and finalise your training or continue to the next lesson.

# LESSON 6.

- Step 1.** Have your computer switched On and run the Microsoft Word program.
- Step 2.** Call a new blank document using a shortcut (*Ctrl+N*, select *Blank Document*, press *Enter key*), then type the heading as shown below:

## SHORTCUT KEYS - LIST

- Step 3.** Press the Enter key after the text, notice that you are still in the centre and your 'Underline' and 'Bold' may still be on. Go to the left of the screen (*Left icon*), switch the 'Bold' and 'Underline' off (*Ctrl+B or Bold icon*, *Ctrl+U or Underline icon*)
- Step 4.** Press the Enter key twice to move down a few lines, then enter the following text shown in the box below. Use the Tab key to line up your text, remember to press the Enter key at the end of each line so the next line becomes an independent line.

Go to the beginning of a line	Home Key
Go to the end of a line	End Key
Go to the top of the document	Ctrl+Home
Go to the end of the document	Ctrl+End
Select to the beginning of a line	Shift+Home key
Select to the end of a line	Shift+End key
Select to the beginning of the document	Shift+Ctrl+Home key
Select to the end of the document	Shift+Ctrl+End key
Delete last word	Ctrl+Backspace
Bold	Ctrl+B
Underline	Ctrl+U
Left align	Ctrl+L
Centre align	Ctrl+E
Right align	Ctrl+R
Save a file	Ctrl+S
Open a file	Ctrl+O
New Document	Ctrl+N
Undo	Ctrl+Z

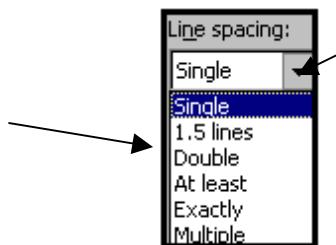
- Step 5.** Press the Enter key twice to insert two lines at the bottom of the above text. In this case we need these two lines for later use.

Select all the text that you have just typed. (*Click in front of the first word, hold down the shift key and press the down arrow key until you reach the last line*) Do not include the two empty lines at the bottom.

**Step 7.** Apply a 'Double line' space to the 'Selected' text.

### **DOUBLE LINE SPACING**

- a. Click on **Format** from the main menu
- b. Click on **Paragraph** from the next menu
- c. Select the **Line Spacing scroll bar**
- d. Click on **Double** from the menu provided
- e. Click on the **OK** button or Press **Enter Key**



**Step 8.** As the text is still 'Selected' apply the 'Italics' function. (*Click on the Italics icon*)

**Step 9.** As the text is still 'Selected' apply a green highlight to the text. (*Click on the Highlight icon, click on the Green colour*)

**Step 10.** Unselect the text if it has not been unselected by the 'Highlight' function. (*Press Down Arrow key*), you should be positioned at the bottom of the text.

**Step 11.** Switch On the 'Show\Hide' function (*Show\hide icon*), notice the character return symbols for the text that is double spaced and how it differs from lines that are single spaced.

This is an example where we can see how formats can change from one area to another. Often a format is not seen until text is entered.

**Step 12.** Position the cursor at the end of the line that reads 'Underline....Ctrl-U', press the Enter key to insert a new line and type the following shown in the box below.

Italics	Ctrl-I
---------	--------

**Step 13.** Go to the end of the document (*Ctrl+End*), notice that you are in a single line format, type the following text shown in the box below. Do not press the Enter key after the last word on the line as it will cause editing problems later if we change the size or margins.

Shortcut keys are only available to selected functions. They will increase the speed in which you operate as they allow you to leave your hands on the keyboard. People who use these functions regularly appreciate the shortcut keys.

Delete the last word 'Finding' using a shortcut to do so.

### **DELETING LAST WORD**

- a. Hold the **Ctrl** key down
- b. Press the **Backspace** key once
- c. Release both keys

**CTRL+BACKSPACE**

**Step 15.** Move to the beginning of the line. (*Home key*)

**Step 16.** Move to the end of the line. (*End key*)

**Step 17.** Select to the beginning of the line. (*Shift+Home key*)

**Step 18.** Delete the text. (*Press Delete key or the Enter key*)

**Yes, if text is selected it will be deleted when you press the Enter key.**

**Step 19.** We regret deleting the text so 'Undo' the last function. (*Click on Undo icon*)

**Step 20.** Go to the top of the document (*Ctrl+Home*) select this entire page using a shortcut (*Hold the Shift key down, hold the Ctrl key down and press the End key once*), apply the 'Bold' function (*Bold icon*), apply the 'Size' function and select size 14.

**Step 21.** Undo the last function. (*Click on the Undo icon*)

The 'Undo' function stores the last one hundred and fifty functions that you have performed. So you can backtrack your actions. You can view the functions by clicking on the 'Undo' scroll bar located to the right of the icon.

**Step 22.** Re-apply the 'Size' function using the 'Redo' function. The 'Redo' function only works if something has been undone.

### **REDO**

a. Click on the **Redo icon**



**Step 23.** Select the last line and remove the 'Bold'. (*Click-drag over the line, click on Bold icon*), Select the second last row (*Click drag over the line*) repeat the 'Bold' function which in this case will undo the Bold. Use the 'Repeat' function to do so.

\* Instructions on the next page.

## REPEAT

- a. Click on **Edit** from the main menu
    - \* Read what the Repeat function is displaying
  - b. Click on **Repeat** from the next menu if it is applicable

**Step 24.** Go to the end of the document (*Ctrl+End*) and insert a 'Page Break', so you will go to page 2.

You can have as many pages as you desire in one document. Your page details are displayed on the status bar on the bottom of your screen.

PAGE BREAK

- a. Click on **Insert** from the main menu or Press **Ctrl+Enter**
  - b. Click on **Break** from the next menu
  - c. Click on **Page Break** from the menu provided
  - d. Click on the **OK** Button or press the **Enter** key

**Hint!** It is easiest to use the shortcut key for a page break. (**Ctrl-Enter**)

**Step 25.** Press the Enter key twice then type the text shown in the box below:

# HAPPY BIRTHDAY

**Step 26.** Select the text and add 'Bold', 'Underline' and 'Centre' to it.

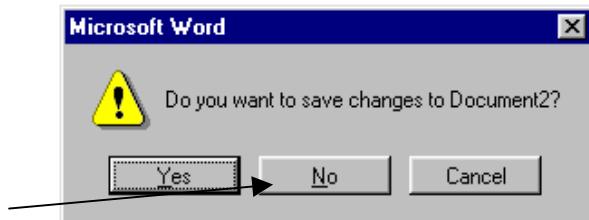
**Step 27.** Undo the last 2 functions. (*Click on the Undo icon two times*)

**Step 28.** Switch the 'Show/Hide' function Off, then close this file and Save As: Shortcut Keys

When the 'Close' function is activated it will prompt you with a save message if you have not saved the sheet with its data. This is a precaution to avoid losing any work.

## CLOSING A FILE WITHOUT SAVING IT

- a. Click on **File** from the main menu
  - b. Click on **Close** from the next menu
  - c. Click on the **No** button as you do not want to save this sheet



\* Should you wish to cancel the 'Close' function you can click on the Cancel button.

At this stage you can exit the program and finalise your training or continue to the next lesson.

## LESSON 7.

We need to send a letter to a person, the letter will be similar to the one sent to 'Andrew Green', so we will edit the 'Andrew Green' letter and save it as another file.

- Step 1.** Have your computer switched On and run the Microsoft Word program, Open the file called 'Andrew Green'.

### OPEN A FILE

- a. Click on **File** from the main menu or Click on the **Open** icon 
- b. Click on **Open** from the next menu
- c. Select your folder so it appear in the **Look area** (Click on Look In scroll bar, click on C;, click on Look In scroll bar again, click on My Documents)
- d. Click on the **filename** (Andrew Green)
- e. Click on the **Open** button

Note: Word automatically adds the last file you have saved to the File menu. You can view these files by clicking on File from the menu. They are at the bottom of the pull-down menu and have been dedicated a number.

- Step 2.** View the last four files you have created.

### VIEW PREVIOUS FILES SAVED

- a. Click on **File** from the main menu (Notice the last four files you have saved)

- Step 3.** Cancel the File menu (Press the Escape Key)

- Step 4.** Select the letterhead shown in the box below (*Shift+Arrow keys*).

<p><b>JOHN WEST SOLICITORS AND CONVEYERS</b> 123 Williams Drive <u>OAKLEIGH VIC 3240</u></p>
------------------------------------------------------------------------------------------------------

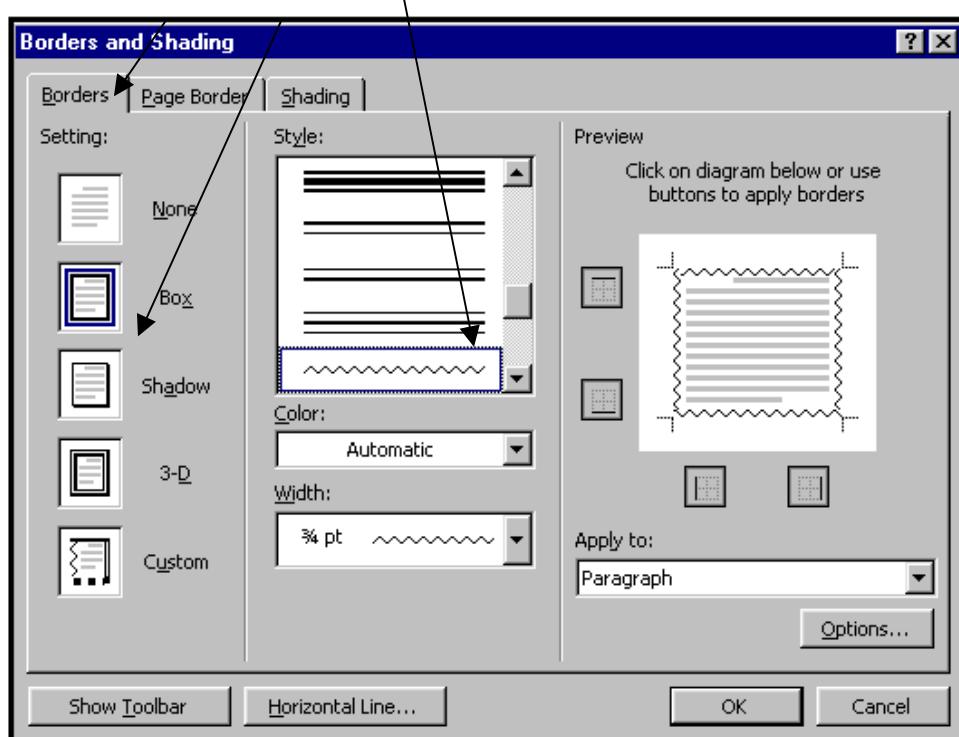
We will be adding a border to this text. Ensure that only the three lines are selected as we do not want a border around an empty line.

---

Add a 'Jaggeded' line border to the selected text.

### **ADDING BORDERS**

- a. Click on **Format** from the main menu
- b. Click on **Borders and Shading** from the next menu
- c. Click on the **Borders** tag located at the top of the Borders and Shading window
- d. Click on **Box** in the **Settings** area
- e. Click on the **Style scroll bar** and scroll down to a jaggeded line style
- f. Click on the **OK** button



**Step 6.** Cancel the select function (Press Down Arrow key)

**Step 7.** Delete the name and address details. (Select the text from the M in Mr Andrew Green and down (3) three lines, press the Delete key.)

**Step 8.** Enter the new name and address shown in the box below:

Ms Frances Hanning  
43 Happy Avenue  
SOUTH MELBOURNE VIC 3002



Select the text 'THE HOWELL ESTATE' and delete it. (*Shift-Arrow Keys, Delete key*) then enter the text shown in the box below as its replacement.

88 LONG STREET, BALMAIN

**Step 10.** Change the Disbursement amount to \$2,800.00 and the total amount to \$3,000.00.

The 'Andrew Green' file is currently stored on your disk with the previous details. Editing on the screen does not overwrite the original file on the disk until it is re-saved. We wish to store this file with the editing as a new file so we will give it a new name. The 'Save As' function will allow us to save the file to another name. We will then have two files on the disk.

**Step 11.** Save the file as a new file and call it 'Frances Hanning'.

#### **SAVING A FILE TO ANOTHER NAME**

- a. Click on **File** from the main menu
- b. Click on **Save As** from the next menu
- c. Select your **folder** in the **Save In** area
- d. Enter the new **filename** 'Frances Hanning'
- e. Click on the **OK** button

**Step 12.** View the document in Print Layout view to check the layout of the entire page.  
(*Click on Print Layout icon, click on Whole page from the Zoom icon*)

**Step 13.** Return to Normal view. (*Click on Normal icon located at the bottom left corner of the window*)

**Step 14.** Close the file. (*File, Close*)

**Hint!** Saving a file to another name is equivalent to copying the file. It is often a good idea to save the file to another name prior to editing the document just to ensure that you remember that this is to be another document.

**Step 15.** View the files displayed on the File menu and notice the two files. (*Click on File from the main menu*) Cancel the 'File' menu (*Press the Escape Key*)

At this stage you can exit the program and finalise your training or continue to the next lesson.

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## LESSON 8.

We will create a front cover page. When you need to lay out text on a full page it is easy to do by typing the text in the Normal view then switching to Print Layout view with the view size set at Whole Page and from there space it out over the whole page.

**Step 1.** Have your computer switched On and run the Microsoft Word program.

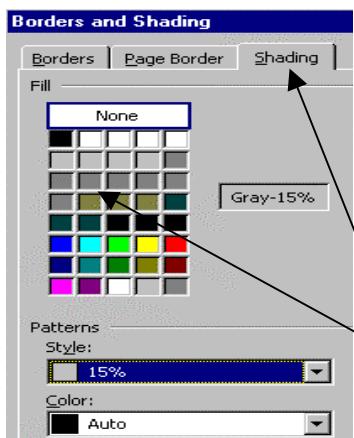
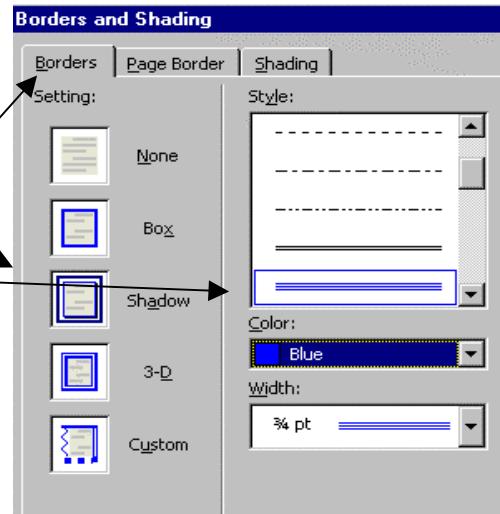
**Step 2.** On a new sheet, type the text in the box below. Be in 'Normal' view.

PHJ HOLDING PTY LIMITED  
ANNUAL GENERAL MEETING  
15TH JUNE 2000  
Chairman: Mr Sam Piper  
Main Issues: Wool Offers for 2000

**Step 3.** Select the text, add a thick three line blue border with a shadow and a 15% grey shading.

### ADDING BORDERS AND SHADING BORDERS

- a. Select the text
- b. Click on **Format** from the main menu
- c. Click on **Borders and Shading** from the next menu
- d. Click on the **Borders tag** at the top of this window
- e. Click on **Shadow** for the **Settings area**
- f. Click on the **Style scroll bar** and select the **three line border**
- g. Click on the **Colour scroll bar** and select **Blue**



### SHADING

- a. Click on the **Shading tag** located at the top of this window
- b. Click on **Grey 15%** in the **Fill area**
- c. Click on the **Ok button**

**Step 4.** Cancel the Select function.

Edit the document so it looks as follows. Apply the 'Size' and 'Center' functions, space it out over the entire page by pressing the Enter key.

- Step 6.** Switch to Print Layout view and to Whole Page mode to see the entire page to help you with the spacing out of your text.

# PHJ HOLDING PTY LIMITED

## ANNUAL GENERAL MEETING

**15TH JUNE 2000**

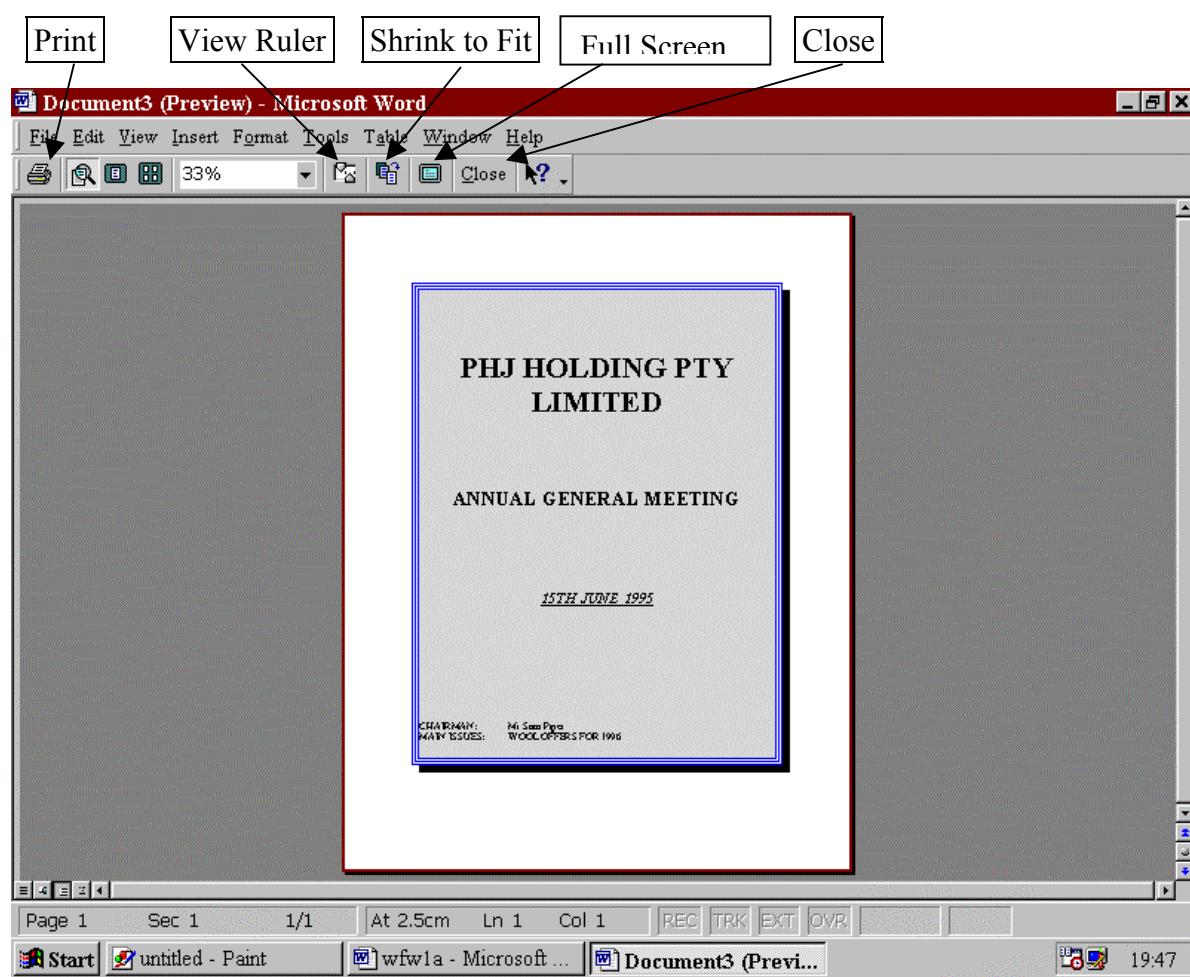
CHAIRMAN: Mr Sam Piper  
MAIN ISSUES: WOOL OFFERS FOR 2000

Activate the Print Preview function so we can see how the page will actually print.

Always apply the 'Print Preview' function prior to printing. This will save you time, paper and ink. What you see on your screen is not always what will print, however, the 'Print Preview' will display what actually prints. Only when you are 100% satisfied with your layout and document will you put ink to paper.

### **PRINT PREVIEW DOCUMENT LAYOUT**

- a. Click on **File** from the main menu or Click on **Preview icon**  
b. Click on **Print Preview** from the next menu



**Step 8.** Cancel the Print Preview. (*Click on the Close button located top of the Print Preview window*)

**Step 9.** Save the file and call it 'PHJ', then close it.

At this stage you can exit the program and finalise your training or continue to the next lesson.

## LESSON 9.

**Step 1.** Have your computer switched On and run the Microsoft Word program.

**Step 2.** Call a new blank document then enter the text shown in the box below.

JOHN WATKINS & SONS

68 Hillers Lane  
SOUTH PACIFIC QLD 4003  
Tel: (07) 788-5848

**Step 3.** Select the text 'John Watkins & Sons' and add a Yellow shading to it. (*Select text, Click on Format, Click on Border and Shading, click on the Shading tag, click on the Yellow pallet, OK button*)

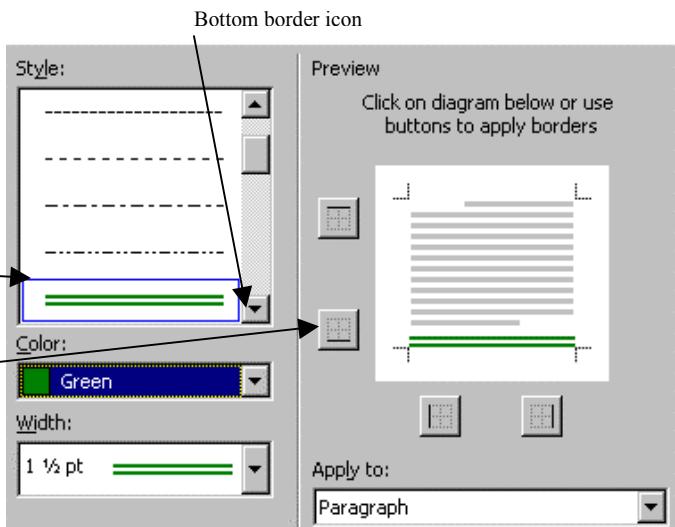
We will be adding a bottom border to the phone number. Before we select the phone number we will ensure that we have a row inserted under the bottom border line so we can add extra text to the sheet without it also being placed in a border.

**Step 4.** After the phone number press the Enter key once and return to the left side of the page (*Left icon*), press the Enter key again to ensure that we have a few normal lines to go to.

**Step 5.** Select the text 'Tel: (07) 788-5848' (*Click at the end of the text, hold down the Shift key and press the Home key once*), add only a bottom, thick, green border line to it, using the 'Border' function.

### ADDING BOTTOM BORDERS

- a. Select the text you wish to border
- b. Click on the **Format** from the main menu
- c. Click on **Borders and Shading**
- d. Click on the **Borders tag**
- e. Click on the **Line Style** you wish **double**
- f. Click on **Colour** and select **Green**
- g. Click on the **Bottom border** on the preview display or on the **Bottom icon**
- h. Click on the **Width scroll bar** and select **1.5 pt**
- i. Click on **Ok** button
- j. Leave the text selected, click drag the **Left Indent marker** across to the selected text to reduce the border length





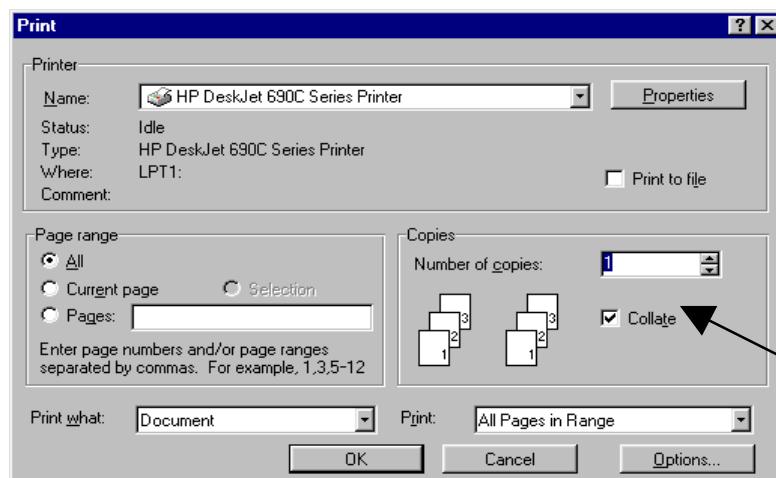
Go to the end of the document (*Ctrl+End*) and type the following text.

If you have imagination you can discover that the 'Border and Shading' function can be applied with many varying designs. Practice applying the borders to text, select different styles, settings, widths and colours to discover the many different types of borders you can create.

**Step 7.** Print the document (*check with your teacher before you do any printing*)

**PRINTING**

- a. Click on **File** from the main menu
- b. Click on **Print** from the next menu
- c. Select the number of copies you need (In this case leave it on 1)
- d. Select which pages to print (In this case All)
- e. Click on the **OK** button



**Step 8.** Run the 'Print' function again and view functions within the Properties button located on the print window, Study the print options then cancel the properties window and then cancel the print (*Click on cancel button*).

The status bar will display a print prompt which will inform you of how many pages are currently being sent to the printer for printing. Whilst this display is on it is wise not to operate your computer as it can interfere with the print signals.

**Step 9.** Close this file, Save As 'John Watkins'

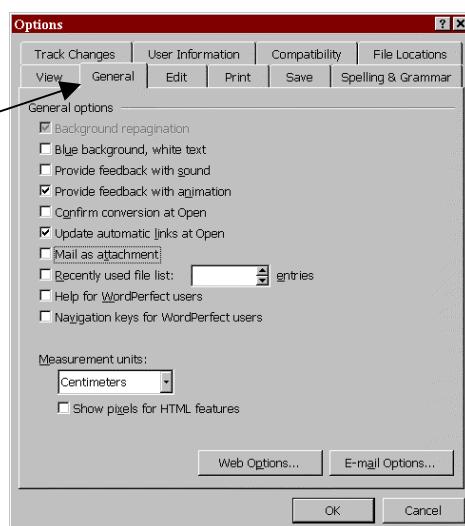
At this stage you can exit the program and finalise your training or continue to the next lesson.

## LESSON 10.

- Step 1.** Have your computer switched On and run the Microsoft Word program.
- Step 2.** Ensure that you have the ruler displayed at the top of the document. (*View, Ruler*)
- Step 3.** Set the ruler measurement to Centimetres. (If they are already set to centimetres go through the steps anyway)

### MEASURMENT OPTIONS

- a. Click on **Tools** from the main menu
- b. Click on **Options** from the next menu
- c. Click on the **General** tag
- d. Click on the **Measurement scroll bar** and select **Centimetres**
- e. Click on the **Ok** button



Yes, you soon discover that the 'Options' function contains many defaults settings. We recommend that you read through the features of the 'Options' function and obtain a general overview of what settings are available.

- Step 4.** Press the enter key twice to move down two lines, create the following text shown in the box below. (*Center icon, Bold icon, Underline icon, Size = 30*)

### **SHOPPING LIST**

- Step 5.** Save this document into your new folder and call it 'Shopping'. (*Click on the Save icon, notice your folder is selected in the Save In area, notice a filename is entered into the File name area and it is highlighted, type the word 'Shopping', this will overwrite the default name, click on the Save button to finalise*)

- Step 6.** Close the file. (*File, Close*)

At this stage you can exit the program and finalise your training or continue to the next lesson.

From this point forward your tabs are set as seen on the ruler. If you press your up arrow key once you will notice that there are no tabs set for the previous line. (If you have just pressed the up arrow key then press the down arrow key so that you are positioned on the line\row that has the tab marks.

**Step 6.** Set up the text shown in the box below.

## WORKING WITH TABS

- a. Press the **Tab** key once (it is located at the left of your keyboard)  
\* notice the cursor move to the first tab
- b. **Type the text**
- c. Press the **Tab** key again to move to the second tab stop
- d. **Type the text** (notice the text works from the right to the left as it is a right tab stop)
- e. Press the **Enter key** to move to the next line (The Enter key continues the tab setting format to the next line\row)

Apples	12.00
Oranges	13.50
Bananas	14.80
Tomatoes	3.50
Cheese	35.50
Butter	1.80
Bread	10.90
Coffee	12.80
Milk	1.60

Wasn't that easy to line up this data? Look how accurate it is?

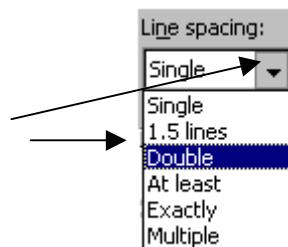
**Step 7.** Press the Enter key after the last entry to position the cursor on a new line. Select the text from the word 'Apples' down to 'Milk' (*Click in front of the letter A, hold down the shift key and press the down arrow key several times until you have selected all the text*)

**Step 8.** Increase the line spacing to double.

## DOUBLE LINE SPACING

- a. Click on **Format** from the main menu
- b. Click on **Paragraph** from the next menu
- c. Click on the **Line Spacing** scroll bar
- d. Click on **Double** from the menu provided
- e. Click on the **OK** button

\* Keep the text selected.

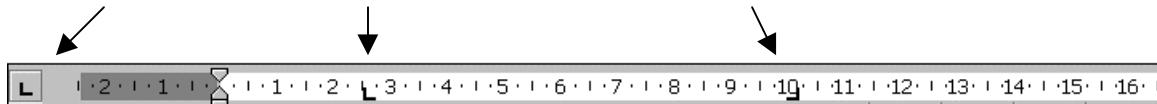




Insert a 'Left Tab' mark on the 2.5 and 10 centimetre marks on the ruler as shown in the diagram below.

### **SETTING TABS**

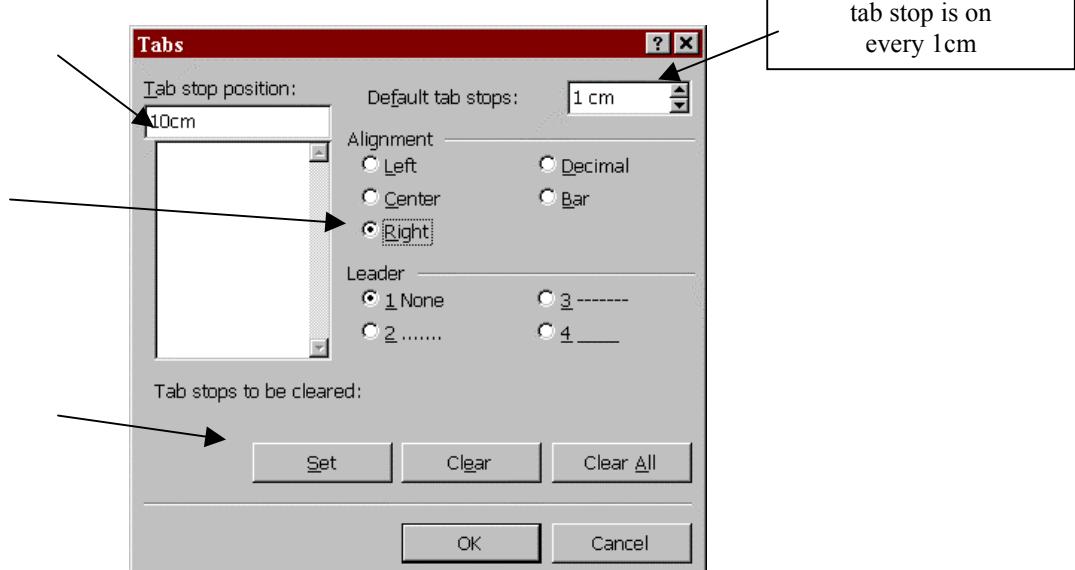
- a. Select the **Left tab indicator** first so the system knows which type of tab (it is currently selected)
- b. Click on the **2.5cm mark** on the ruler then on the **10cm mark** tab marks will be displayed



- Step 5.** Change the tab located on the 10 centimetre mark to a 'Right Tab' using the menu method, this provides the opportunity to explore the Tab window.

### **EDITING TABS**

- a. Click on **Format** from the main menu
- b. Click on **Tabs** from the next menu
- \* Type in **10 cm** in the **Tab stop position** press **Enter**
- c. Click on the **10cm Tab stop position** (Thus selecting the 10 cm tab)
- d. Click on **Right** in the **Alignment area**
- e. Click on the **Set** button to set the changes
- f. Click on the **Ok** button or press **Enter Key** to finalise the function



Always remember, the more you read the options in these windows, the more you will learn about the program.

From this point forward your tabs are set as seen on the ruler. If you press your up arrow key once you will notice that there are no tabs set for the previous line. (If you have just pressed the up arrow key then press the down arrow key so that you are positioned on the line\row that has the tab marks.

**Step 6.** Set up the text shown in the box below.

## WORKING WITH TABS

- a. Press the **Tab key** once (it is located at the left of your keyboard)  
\* notice the cursor move to the first tab
- b. **Type the text**
- c. Press the **Tab key** again to move to the second tab stop
- d. **Type the text** (notice the text works from the right to the left as it is a right tab stop)
- e. Press the **Enter key** to move to the next line (The Enter key continues the tab setting format to the next line\row)

Apples	12.00
Oranges	13.50
Bananas	14.80
Tomatoes	3.50
Cheese	35.50
Butter	1.80
Bread	10.90
Coffee	12.80
Milk	1.60

Wasn't that easy to line up this data? Look how accurate it is?

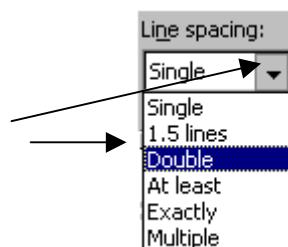
**Step 7.** Press the Enter key after the last entry to position the cursor on a new line. Select the text from the word 'Apples' down to 'Milk' (*Click in front of the letter A, hold down the shift key and press the down arrow key several times until you have selected all the text*)

**Step 8.** Increase the line spacing to double.

## DOUBLE LINE SPACING

- a. Click on **Format** from the main menu
- b. Click on **Paragraph** from the next menu
- c. Click on the **Line Spacing** scroll bar
- d. Click on **Double** from the menu provided
- e. Click on the **OK** button

\* Keep the text selected.



Tabs can also include what are called 'Leader dots'.

**Example:** Here we have a left tab set at 2.5cm and a right tab set at 10cm with leader dots added to it. Leader dots lead up to a text at the tab stop.

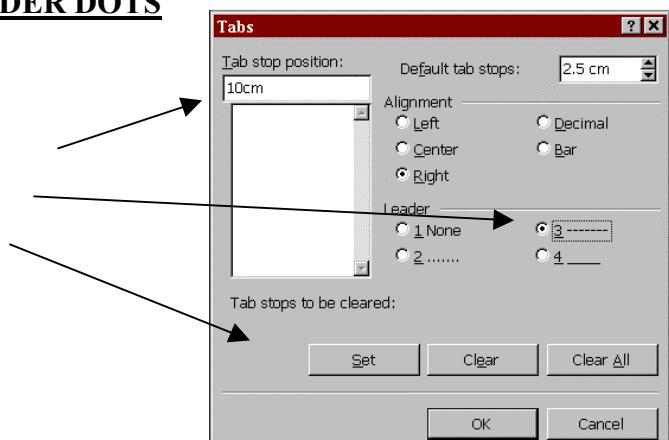
Left tab on 2.5cm -----	Right tab with leader dots on 10cm
Fred -----	Monday afternoon
Harry-----	Friday morning

'Leader dots' will save you time in having to insert dots or dashes yourself. 'Leader dots' will automatically adjust if you edit your tabs or character size, this will not happen if you have entered the dots manually.

**Step 9.** Keep the text selected and edit the tabs so that the 'Right Tab' has 'Leader dots'.

#### **EDITING TABS AND APPLYING LEADER DOTS**

- Click on **Format** from the main menu
- Click on **Tabs** from the next menu
- Click on **10cm** tab position to select it
- Click on **3** in the **Leader area**
- Click on the **Set** button so they are set
- Click on the **OK** button



**Step 10.** While the text is still 'Selected', change the size to 14 (*Size icon*). Notice the 'Leader dots' have adjusted. If you had manually entered the text, spaces and dots you would have encountered many problems when resizing your text.

**Step 11.** Cancel the selection and notice the 'Leader dots'. (*Press the Down arrow key*)

**Step 12.** Switch on the 'Show\Hide' function to view your Hidden characters. (*Click on the Show\hide icon located right of the Standard toolbar*)



\* Note the different sizes of the character returns for the heading and the text. This is due to change in font sizes, notice the tab characters.

Select the heading 'SHOPPING', remove the 'Underline'. (*Position the cursor at the beginning of the S, click-drag the mouse over the word, click on the Underline icon to switch it off*)

**Step 14.** While the text is still 'Selected' increase the size to 25 by entering the size to the size area. (*Click in the actual Font Size area and type 25, press Enter key to finalise*)

**Step 15.** Cancel the select function (*Press the Down arrow key*).

**Step 16.** Switch off the 'Show\Hide' function (*Click on the Show\hide icon*).

**Step 17.** Perform the 'Save' function to re-save your editing of the document, then close the file. (*Click on Save icon, Click on File from the menu, click on Close*)

At this stage you can exit the program and finalise your training or continue to the next lesson.

## LESSON 12.

**Step 1.** Have your computer switched On and run the Microsoft Word program.

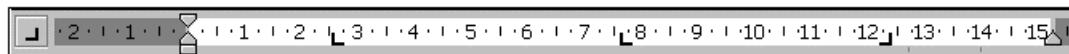
**Step 2.** Call a new blank document and type the heading as shown below. (*Click on New icon*)

### CHRISTMAS PARTY ATTENDANCE LIST

**Step 3.** Press the Enter key to move down to a new line and return to the normal size which is generally 12 or 10, switch off the 'Bold' and 'Underline', then activate the 'Left Align' function. (*Left align icon, Bold icon, Underline icon, Size icon = 12*)

**Step 4.** Set a 'Left Tab' on the 2.5cm and 7.5cm marks and set a 'Right Tab' at the 12.5cm mark. (*Click on tab indicator located at the left of the ruler to select the type of tab, click on ruler to set the appropriate tab stop*) then type the text shown in the box on the next page.

*Left Center Right Decimal*  

SALLY DAVIS	MARKETING	NO
PETER WILLIAMS	SALES	YES
GEORGE HARRIS	MARKETING	NO
WENDY JONES	SALES	NO
DAVID PARKER	ACCOUNTS	YES

**Step 5.** Press the Enter key twice to insert two extra lines, select the body of the document (do not include the heading) (*Click in front of the S in Sally, hold down the Shift key and press the Down arrow key several times until you reach the last Yes*), then apply a 'Double' line space to the text. (*Format, Paragraph, Line spacing = Double, Ok*)

**Step 6.** While the text is still selected, edit the tab positioned on the 12.5cm mark by adding 'Leader' lines to it. (*Format, Tabs, 12.5cm tab stop, Leader dots = number 4, Set button, Ok button*)

**Step 7.** While the text is still selected apply the 'Italics' function.

### **ITALIC TEXT**

a. Click on the **Italic icon**

or Press **Ctrl+I**



**Step 8.** Cancel the selection (*Press the Down arrow key*), move to the end of the document using the shortcut for doing so. (*Ctrl+End*).

**Step 9.** From this current position remove the tab stops which are currently set so we have no tabs set from this point onward.

When the tab stops are removed, the default tab setting is returned. Set the default tab setting to a left tab on every fourth space making them every 1cm. The tab stops are not visible. When removing tabs from a document, they are only removed from the point at which the cursor is positioned unless you have selected a specific area.

### **REMOVING SET TABS**

- a. Click on the actual **Tab character** located on the ruler, hold your clicker down (*Notice a vertical line appears*)
- b. **Click-drag the tab character down onto the sheet**
- c. **Release the clicker** (*Notice the tab mark has been removed*)

**Step 10.** Insert a 'Page break' using the shortcut keys. (*Ctrl+Enter*)

---



Create the following text shown below. Remember you can get caught in the grey shade if you do not have a normal line to move down onto afterwards. (*Type text, press the Enter key twice, select the text and apply the Center, Bold, Italics, Shade = 20% grey, Size = 18, then press the Down Arrow key to move to a new line that has the normal format*)

## ***COMPUTER COURSES***

**Step 12.** From this point, set new tabs. Set a left tab at 2.5cm and a right tab at 12.5cm and add leader dots to the right tab. (*Select the left tab indicator, click on the 2.5cm, select the right tab indicator, click on the 12.5cm, click on Format from the main menu, click on Tabs, click on the 12.5cm tab stop position, click on Leader dots = 2, click on the Set button, click on the Ok button*)

**Step 13.** Create the text shown in the box below, use the tab key to go directly to the tab stops.

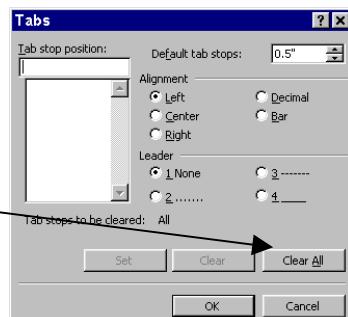
Introduction to Computers.....	15-76
Introduction to Word for Windows .....	88-103
Word for Windows Advanced.....	104-160
Introduction to Excel .....	161-190

You did that professionally and quickly. Good!

**Step 14.** Press the Enter key twice to move down two lines, clear all Tabs.

### **CLEAR ALL TABS**

- Click on **Format** from the main menu*
- Click on **Tabs** from the next menu*
- Click on the **Clear All** button (Notice all tabs are removed)*
- Click on **Ok** button*



**Step 15.** Type the text shown in the box below.

This is the stage where we develop our deleting skills. Accordingly

**Step 16.** Delete the last word using shortcut for doing so.

### **DELETE LAST WORD**

- Hold the **Ctrl** key down*
- Press the **Backspace** key once*

***Ctrl+Backspace***

 Move to the beginning of the line using the shortcut keys. (**Home key**)

**Step 18.** Move to the end of the line using the shortcut keys. (**End key**)

Speed makes you more efficient, so remember to use these shortcut keys for moving around a document quickly. These shortcut keys also work with other programs.

**Step 19.** Select all text from here to the beginning of the line using shortcut keys.  
**(Shift+Home key)**

\* Notice a combination of shortcut keys can perform a new function. The shift key is the Select function, the home key will move to the beginning of the line, so now we are selecting to the beginning of the line. This is a very common function it should be remembered.

**Step 20.** Delete the text. (*Press either the Delete key or the Enter key*)

**Step 21.** We regret deleting the text. Undo the last function. (*Click on Undo icon*)

**Step 22.** Print Preview both pages.

**PRINT PREVIEWING MULTIPLE PAGES**

- a. Click on the **Print Preview** icon
- b. Click on the **Multiple Page** icon located at the top of the screen
- c. Click-drag from the first sheet to the second sheet

**Step 23.** View only one page.

**VIEWING ONE PAGE**

- a. Click on the **One page** icon

**Step 24.** Zoom the print preview up to 50%.

**ZOOM**

- a. Click on the **Zoom scroll bar and click on 50%**

**Step 25.** Close the print preview. (*Click on the Close button*) and save the file.

## **REVISION QUESTIONS**

What are the four tab types available?

---

If you wanted to move a preset tab that has been in use to the right, what should you do first?

---

Under which item on the menu bar is the 'Tab' function found?

---

Where do I find the 'Double Space' function?

---

If you make a mistake, which function will reverse the last function?

---

What two keys would you press to insert a page break?

---

How do you remove a tab?

---