

# WORD BASICS

OFFICE 97

## Word Basics

Word Basics is the beginning workshop for learning to use Microsoft Word and for preparing/reviewing for the Microsoft Word proficient and/or expert certification. The workshop will introduce you to the Word environment and assist you in creating and editing simple documents. It will cover text processing skills, using the Word writing tools, managing files, and printing.

### Working With Text

There are many ways for you to bring text into a document. You can manually enter it, using your keyboard, or use the cutting, copying and pasting tools to insert it from another Word document, or even another application. Key things to remember:



- The **Insertion Point** is the vertical bar in your text that shows where the text will be entered.
- By default, Word uses **Insert Mode** to place text. That means that any text typed between words will appear to “push” the text following it to the right. The other option is to use **Overtyping Mode**, which replaces characters with what is entered. (To turn on Overtyping mode, press the Insert key on the keyboard. The OVR text in the bottom status bar should appear as black)
- **Cut** and **Copy** are available for any text that has been selected (by using the mouse to drag and highlight, or using the shift key and the arrow keys). Select text, choose cut (remove) or copy, and then the **Paste** command will insert the selected text at the insertion point.
- Formatting text using **Bold**, **Italic**, **Underline**, **Font Size** and **Style**, or any other formatting command is accomplished in much the same way. Highlight the text, choose your format, and it's applied.

### Other Text Tools

There are other things you can do besides affect the look of the individual text characters. Below are several text tools that you can use to edit, improve and change your document.

- **Spelling** and **Grammar Checkers** are available to use, either as checks after document completion, or as a “check as you type” option. Check as you type will underline words (spell) or phrases (grammar) that the program sees as incorrect. You can enter information into the dictionary for common words/phrases/acronyms that you use that constantly show up as incorrect.
- **Bulleted** and **Numbered Lists** can be automatically generated, by using the toolbar buttons. Additional options are available by using the Format menu. Just highlight your list and choose the button you'd like.





- A **Thesaurus** is also built into Word, it will find other options for any highlighted word. Just highlight, and choose Tools/Language/Thesaurus. (or use the Shift+F7 keyboard shortcut)
- The **Undo** and **Redo** commands are handy for situations where you didn't like the results of a choice, or an accidental deletion or replacement. Word keeps several of the most recent commands as available to be "undone".
- Also by default, the **Autocorrect** feature is turned on. It maintains a list of commonly misspelled words and will replace them with the correct spellings as you type. If you wish to add to or remove from the list, you can edit it in Tools/Autocorrect. (Be careful...you don't want to add something to be corrected that is a correctly spelled word, or something you would want to have in your document at some time)
- You can use **Find** and **Replace** (Edit/Find... or Edit/Replace...) to find occurrences of a word or phrase in your document, and Replace allows you to change them to something else.

## Managing your Files

No matter how nice a document is, if you can't find it, it is worthless. File management is a sometimes simple, sometimes complex matter. Within Word, you can manage many aspects of your files, including saving, renaming, deleting, copying, and filing.



- **Opening** and **Saving** files is accomplished through windows that are very similar. You can navigate through your hard drive, as well as on any available network connection.
- You can create a new folder by clicking the **New Folder** Button. This will place the folder inside the currently active folder.
- **Copying, Renaming, and Deleting** can be done using the Right-Click on your mouse. Just click the file and make your choice.
- **Opening** documents is easily done, unless you are bringing in a document from another application. You may need to switch the **Files of Type** to see all the documents available.

## Previewing and Printing

There is nothing more satisfying (well, almost nothing...) than seeing your hard work finished in front of you. Word provides Previewing and Printing options so that the process is quick and easy.



- Prior to printing a hard copy, you can **Preview** what the document will look like, by choosing the Preview button, or the Preview option in the Print dialog box. This will show you how the document is laid out on the page, if it accidentally bleeds into a new page, etc.



- **Printing** a document (File/Print) allows many options to your job. You can print a single page, or range of pages, multiple copies (See GCCS Policy on printing multiple copies), Odd or Even pages, and non-printing characteristics, like comments and styles.
- By using **Tools/Envelopes and Labels**, you can Print Envelopes or Labels to capable printers. Options include different size envelopes and labels, Avery forms, and more. Very handy for creating mailing labels, disk labels, file folder markers, and more.



