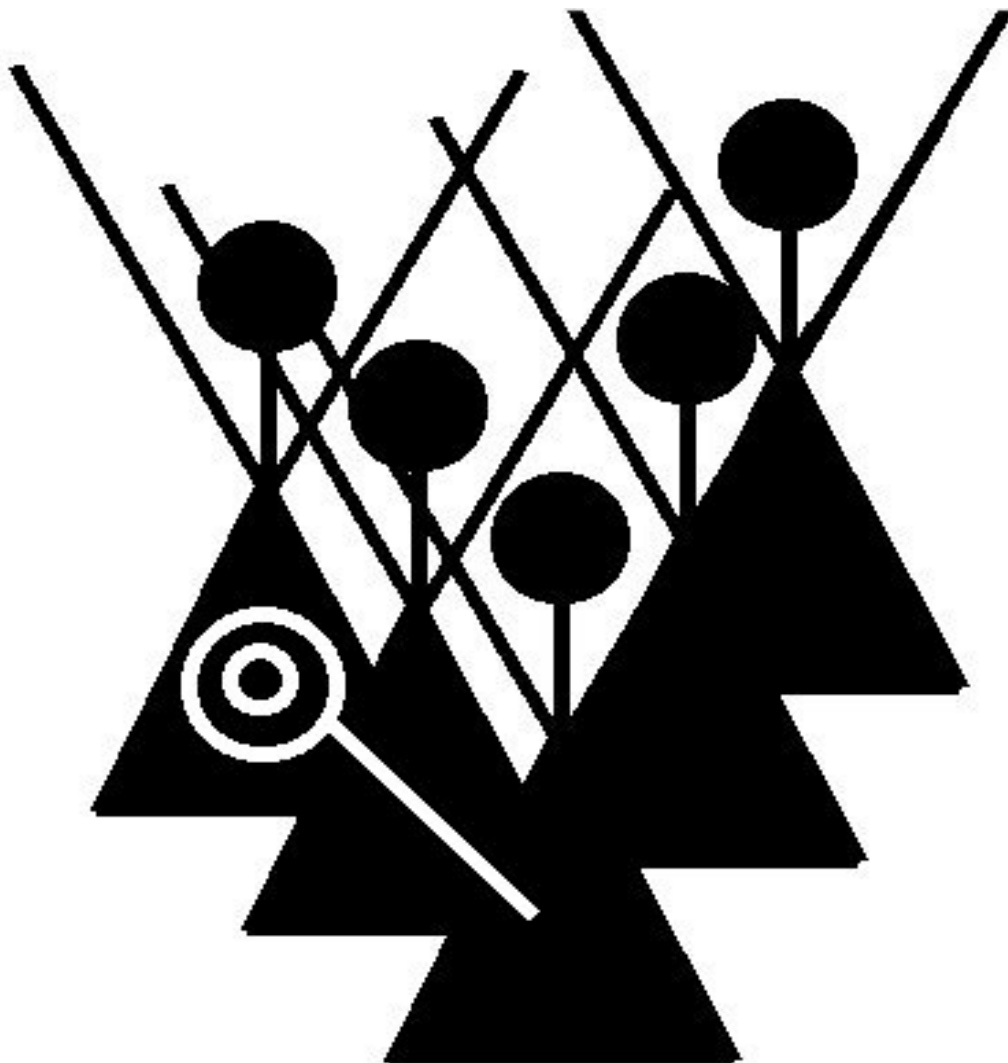


Effortless MS Word for Beginners

W O R D



Written by:
Traci Cameron

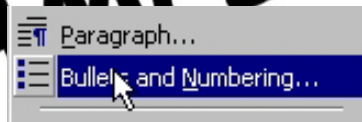
Creating A Bulleted List

1. Select/Highlight the last three items listed in the letter.
2. Click the **Bullets** button on the Word toolbar.
3. The words will appear as a bulleted list.

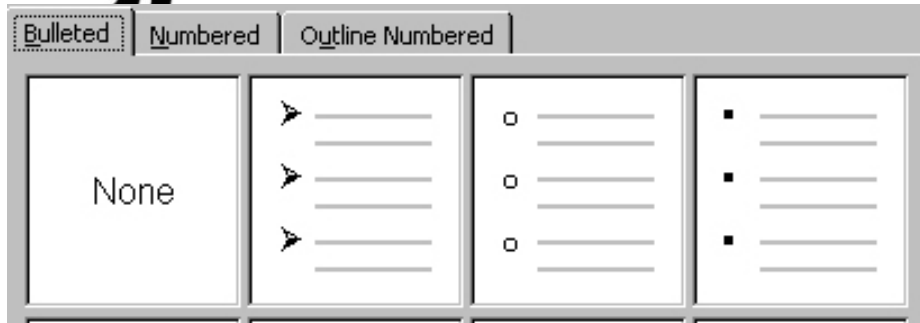


Changing Bullet Types

1. Select/Highlight the bulleted list
2. Right click on the bulleted list
A menu will appear.
3. Click on the words **Bullets and Numbering**.



- The **Bullets and Numbering** box will appear with three tabs.
4. Click on the **Bullets** tab.
Several bullet samples will appear.
 5. Click on a bullet type that you find appealing.
 6. Click the **OK** button to confirm your choice.



Editing A Document

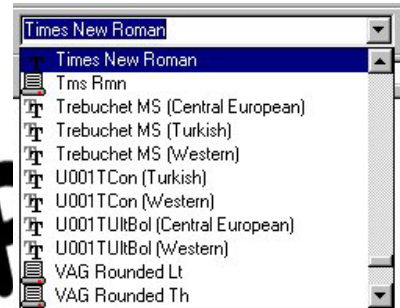
1. Select the entire document.
2. Click the word **Edit** on the menu bar.
3. Click the word **Select All**.
4. Change the font type to **Arial**.

Click the downward pointing arrow next to the font type window.

A list of font choices will appear.

You can use the scroll bar to the right to move through the different fonts.

Find the font named **Arial** and click on it's name.



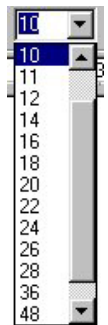
5. Change the font size to **14**.

Click the downward pointing arrow next to the font size window.

A list of numbers will appear.

The larger the number, the larger the font will be.

You can use the scroll bar to the right to move through the different font sizes. Once you've found one that you like, click on the number **14**.



6. Deselect (unhighlight) the document by clicking anywhere in the document.
7. Select the first paragraph.

- Go to the left margin.

The mouse pointer will become an arrow.

- Click and drag through the first paragraph.
- When you reach the end, release the left mouse button.

The first paragraph will appear selected/highlighted.



Using Spelling & Grammar Check

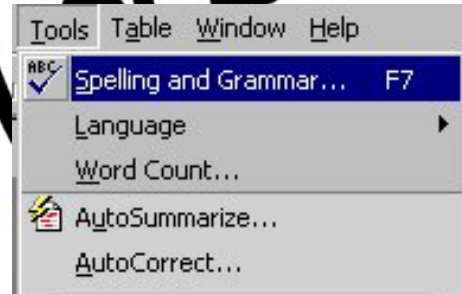
There's no need to type with a dictionary at your side anymore – Spell Check to the rescue! Whether you're a good speller or not, a spell checker makes all the difference. It can make an impression on whoever is reading your material – an impression about you! So it's always a good idea to spell check everything you do before sending it out to someone else.

1. Make sure that the **example1.doc** file is open.
2. Go to the beginning of the document by pressing the [CTRL] key and holding it down.

While holding down the [CTRL] key on the keyboard, press the [Home] key on the keyboard.

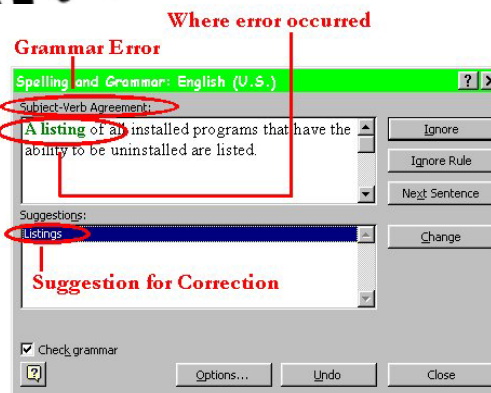
3. Click **Tools** on the menu bar.

A submenu will drop down.



4. Click on the words **Spelling and Grammar**

The spell checker will start going through your document checking for both spelling and grammar errors. You will be shown in the spelling and grammar box, the type of error, where it occurred, and suggestions for correction.



If you do not want to check for grammar, click within the **Check Grammar** box.

If there is a check mark inside the box, grammar check is currently turned on.

Take Note! Take Note! Take Note!

When saving a template, it will save with the .dot extension (document template).
The next time you open the document it will be as a template.
You can, however, rename the file from a .dot to a .doc without corrupting the file.

What is Word Wrap?

Word wrap is a feature that senses when you've reached the right margin and moves text to the following line automatically.

What is Hard Return?

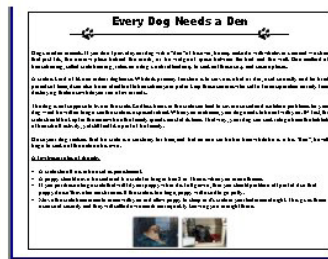
A hard return is when you press the [Enter] key to force text to a new line.

Changing Page Orientation

There are two types of page orientation available – Portrait and Landscape. With portrait orientation the page is higher than it is wide. With landscape orientation the page is wider than it is high.

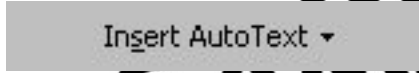












Portrait



Landscape

Header/ Footer Toolbar Explained

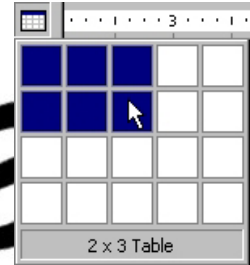
-  Inserts AutoText entries for headers and footers.
-  Inserts the current page number of the document.
-  Inserts the number of pages in the document.
-  Allows you to change the format of the page number.
-  Inserts the current date according to the computer's clock.
-  Inserts the current time according to the computer's clock.
-  Allows you to change page setup information.
-  Allows you to display/hide document text.
-  Allows you to move between the header and the footer.
-  Displays the previous page's header or footer.
-  Displays the next page's header or footer.

Can I use the toolbar to insert a table?

1. Click the **Insert Table** button on the Word toolbar.

A graph will appear.

2. Move the mouse vertically and horizontally to indicate the amount of rows and columns that you want in the table.



3. The bottom of the graph will indicate how many rows and columns you have selected.



Once you have selected the adequate number of rows and columns, click on the left mouse button to confirm your selection.

A table will appear in the document.

Resizing Table Cells

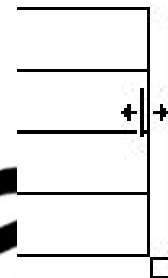
1. Move the mouse over to the right side of the table.

Place it on the vertical line.

The mouse pointer will change shape.

2. Drag the mouse to the left.

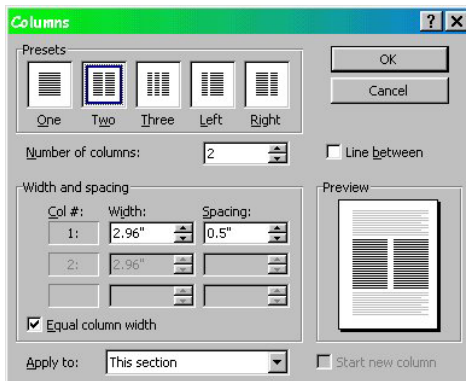
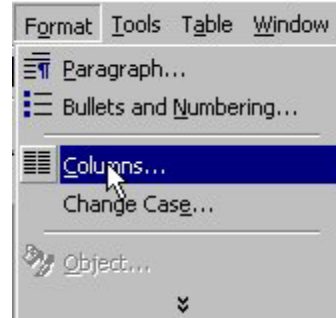
3. You will see the cells decreasing in width. Decrease the cell in size until that they adequately fit the information contained in them.



50 sheets white resume paper	\$7.50
Printer ink (black) large	\$25.00
CD-R 100 disk spindle	\$30.00
3 ½ disk holder (30)	\$10.00

Working With Columns

1. Open the document titled **Argument.doc** that is on the student disk.
2. Click the word **Format** in the menu bar.
A menu will drop down.
3. Click on the word **Columns** within the menu.



The Columns window will appear.

It is within this window you choose how many columns you want in the document. You can also specify whether or not to put a line between the columns, to have the columns equal width, and whether or not you want the column formatting applied to the entire document or to certain sections.

4. Within the **Presets** portion of the Columns window, click on the **Two** column button.
5. Click within the white box (radio button) next to the words **Line Between** so that a black line will be placed between the columns.



6. Click the **OK** button to confirm the column settings

The document will be divided into two columns

Viewing the Drawing Toolbar

If the drawing toolbar isn't visible:

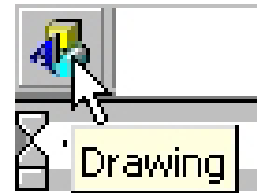
1. Click on the word **View** on the Word menu bar.
A menu will drop down.
2. Click on the word **Toolbars** within the drop down menu.
Another menu will appear.
3. Click on the word **Drawing** within the second menu.



The Drawing Toolbar will appear

Can I use the toolbar to make the drawing toolbar visible?

1. Click on the **Drawing** button on the Word toolbar.
The drawing toolbar will appear.



Using WordArt

1. Create a New **Blank** document.
2. Click the **Insert WordArt** button on the drawing toolbar.

The **WordArt Gallery** window will appear.



Shading Styles

Under the Gradient tab of the Fill Effects box will be a section titled Shading Styles. Once you've selected the colors you want to use, you then have to select how you want them used.



1. Click within the white circle next to the words **Diagonal Up**.

A list of variants will appear to the right of the shading style choices.

2. Click each variant to see a sample of it to the right.

Select the variant that works for you.

3. Click the **OK** button to confirm your choice.

4. You will be returned to the main **Format AutoShape** screen. Your fill color choice will appear in the appropriate text box.



5. Click the **OK** button to confirm.

The **Format AutoShape** box will close. Your choice will be added to the AutoShape image.

