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SAMPLE

HOW TO USE THIS MANUAL

This manual was designed to be used as a reference. This is not a step-by-step tutorial. Our feeling is that you did not pay to have someone stand in front of class and read you something that you could do on your own. Through our own classroom experience we have discovered that students don't read detailed descriptions and that lengthy text is ignored. They prefer to explore and try things out.

In typical tutorials, students often get lost following rote procedures and get caught in error conditions from which they can't back out of. Besides, once students leave class, they just want something they can use to look up a subject quickly without having to read through an entire tutorial.

Our design ensures that each course is stimulating and customized yet covers the outlined objectives. The left page of your manual is designed for note-taking. That way, you won't have to switch between your notebook and a manual whenever you need to look up how to perform an operation.

Keys and commands that you need to press are displayed as icons such as  or .

Each topic starts on a new page, making things easy to find and follow. In addition, topics covering actual commands always begin with the USAGE section where we explain the purpose of the command.

Although you will usually be using the mouse to make your selections there are also shortcut keys that can be used at times so we will also include those. Any keyboard shortcuts will be displayed with a keyboard icon while mouse shortcuts will include a picture of the mouse icon.

The next page shows how a typical topic will be discussed and each part found in the book.

THE TOPIC TITLE WILL BE ON TOP

USAGE:



This part of the manual explains what the command is used for, how it works and other miscellaneous information.

Since MS Word was written to be used interactively with a mouse, there will be many tools that will be mentioned which can be used in place of the menu or keyboard.



This section lists the keystrokes or function keys the user may press as a shortcut for performing the current command.



NOTE: *This box will mention things to watch out for. The writing icon in the left column always indicates an important note to remember.*



TIP: *This box will let you in on a little secret or shortcut. The pointing hand always indicates a "TIP".*

MODULE ONE

- **Running MS Word**
- **The Word Screen**
- **Getting Help**
- **Creating a New Document**
- **Changing Views**
- **Saving & Naming a File**
- **Spell Checking**
- **Printing & Previewing Documents**
- **Closing Documents**

RUNNING MICROSOFT WORD

USAGE:



Microsoft Word can be accessed through the desktop or through the Start menu (located on the taskbar at the bottom of the screen).

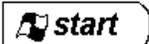


If you have assigned a shortcut to your desktop, double-click on the **Microsoft Office Word 2007** icon to run the application.

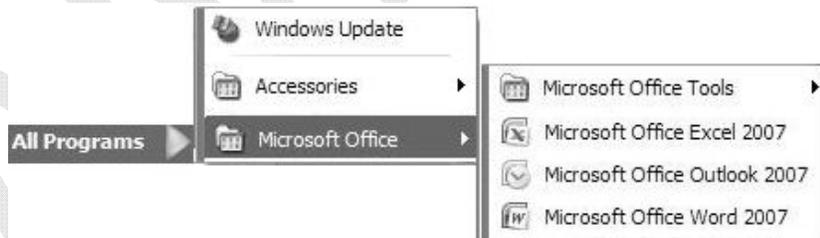
Although the quickest way of running Word is obviously through the desktop, you can also access the **Start** menu which allows you to locate any program available on your system.

Follow these steps to run Word from the Start menu:



1  Click on this button (located along the far left side of the taskbar) to access the Windows **Start** menu.

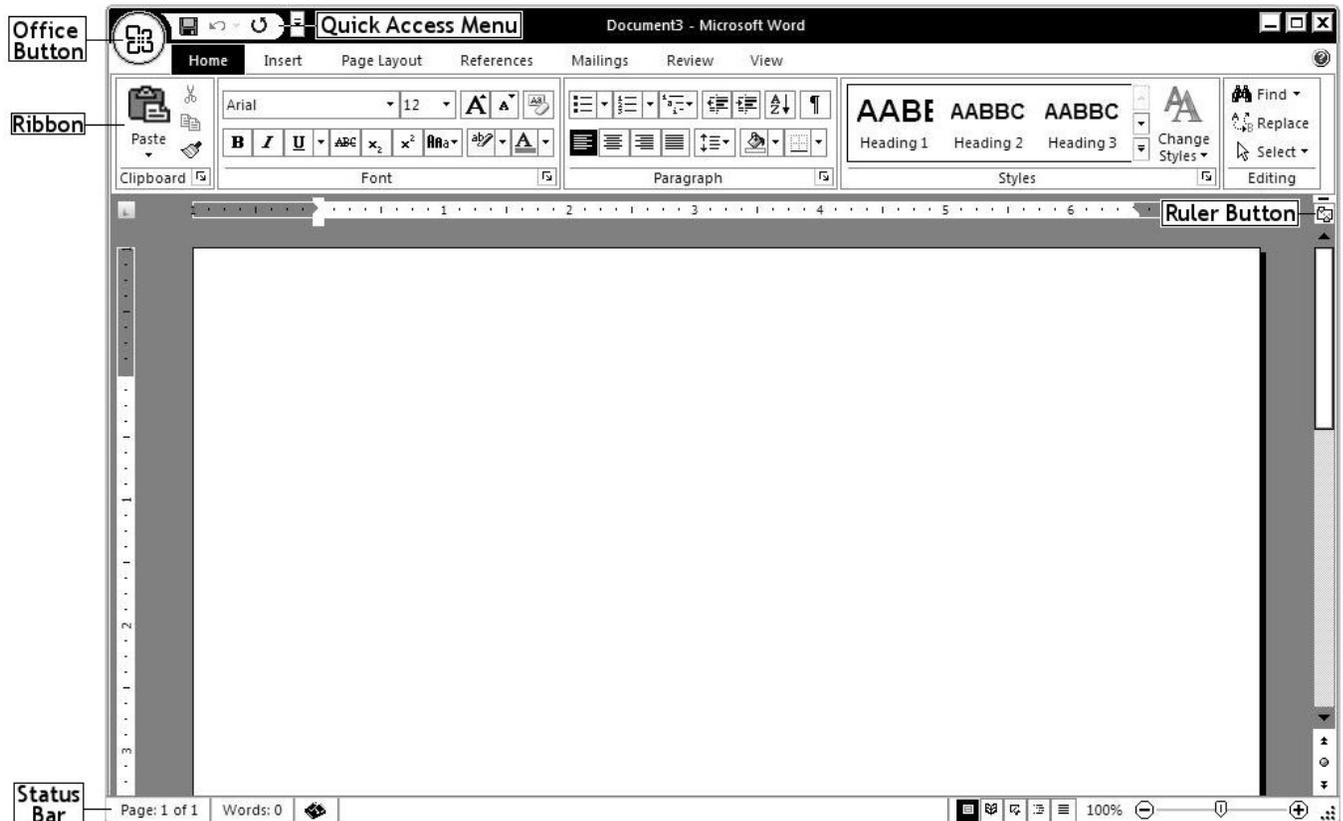
2 Select  from the pop-up menu.



3 Select **Microsoft Office Word 2007** from the sub-menu.

THE WORD SCREEN

After you start the program, you are taken into a blank untitled document where you may begin entering your text. The screen can be quite intimidating the first time you see it as there are so many items displayed on it. However, if you take a few minutes to familiarize yourself with the various screen elements, the program will become easier to work with.



Along the top left corner of the screen is the **Office Button**  which provides quick access for creating, opening, converting, saving, printing, preparing, sending, publishing, and closing files. Recently accessed documents are also listed under this button. This button provides the only true menu within Word 2007.

To the right of the Office Button is the Save tool as well as the Undo and Redo tools. Since those are tools that are most often used, they are placed in a convenient location on what is referred to as the “Quick Access Toolbar”. Click on the button to the right of these tools  to customize this Quick Access Toolbar.

The name of current document followed by the application name is displayed in the middle.

The far right side of this line contains three icons for minimizing , maximizing , and closing  the document or program.

The second line contains a new feature within Word 2007. There are tabs located on this line which are used to access a series of **Ribbons** to help you quickly find the commands needed to complete a task. Commands are organized in logical groups that are collected together under these tabs. Each tab on the Ribbon relates to a type of activity, such as inserting an object or laying out a page. To reduce screen clutter, some tabs are shown only when they are needed.

There is no way to delete or replace the Ribbon with the toolbars and menus from previous versions of Microsoft Office. However, you can minimize the Ribbon to make more space available on the screen. To quickly minimize the Ribbon, press **CTRL+F1**. If you prefer using the mouse, point to an empty space just to the right of the last tab across the top of your screen and click the [RIGHT] mouse button. From the pop-up menu, choose **Minimize Ribbon**.

If you press **CTRL+F1** a second time, the Ribbon will again be displayed. If you prefer using your mouse, point just to the right of the last tab and click your [RIGHT] mouse button. From the pop-up menu, again choose **Minimize Ribbon** (this time to de-select it).

Use the **ALT** key to access the ribbon directly from the keyboard. For example, if you were to press **ALT+N**, you could access the "Insert" Ribbon. Each time you press **ALT**, Word displays corresponding letters for the ribbon items to help you to continue using keyboard shortcuts to select them.

Along the right side of the screen is the **scroll bar** used to quickly move (vertically) within your document. Use the arrows located across the top and bottom of the scrollbar to move up and down. To move more quickly, drag the small rectangle located within the scroll bar to the desired location (up or down).

If you zoom to a larger size than can fit horizontally within the window, a horizontal scroll bar will appear across the bottom of the screen.

Below the vertical scroll bar are three buttons which are used to move up and down between pages and/or document objects.

The **Ruler** indicates the current margins and tab settings and is displayed across the top and along the far left side of the typed document. Click on  (located towards the right side of the screen just above the vertical scroll bar) to toggle the ruler on/off.

The actual typing area is the large interior portion of the window that the program uses to display its data and special symbols. In Word, this working section is referred to as the **Text Area**.

Within the text area you should see a small blinking vertical line, referred to as the **Insertion Point** or cursor. It marks the spot where your next typed character will appear.

You should also see an **I-beam**  which indicates where the mouse pointer is located. As you move the mouse to the Ribbon area at the top of the screen or along the left or right edges of the document, it will change into the shape of an arrow . The arrow is used to point to items within the Ribbon or to select lines of text.

Just below and to the left of the vertical scroll bar is the **Zoom Area**. Notice you can click on the increase  or decrease  buttons to change the zoom factor. You can also drag the slider horizontally to change the text size as it appears on the screen. Word displays the current percentage just to the left of this area.

To the left of the zoom area are five **View Icons**. These are used to change the current page for display purposes. Simply click on the view you want to switch to.

The far left side of this line contains the **Status Bar**. This section indicates the current typing position, how many words have currently been entered in the document, and provides information on proofing tools.

To make working with multiple documents less confusing, Word displays all opened documents along the taskbar at the very bottom of the screen. Rather than having to access the Ribbon labeled **View** to switch between opened windows, you can simply use your mouse to click on the name of the file you want to access directly on the taskbar. Once selected, that document becomes the active window.

WORKING WITH HELP

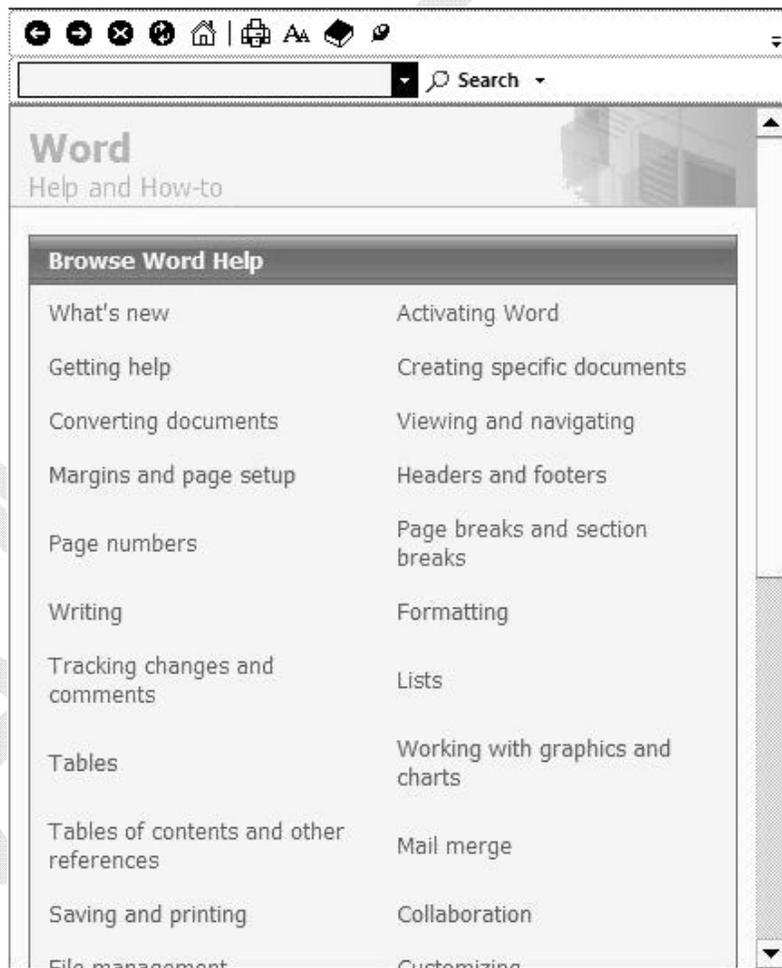
USAGE:

Word has an extensive help database that can assist you with virtually any topic you encounter while working with the program.

Help can be as generic as explaining how to print within the program or as specific as detailing each item within a dialog box.



To display help, simply click on this tool (located on the far right side of the tabs and just above the Ribbon).



Notice that a generic group of topics is listed in the help box when you first enter it. If you don't see the topic you want help on, simply click in the text box provided towards the top of the help window and then enter the topic (e.g., printing). When done, press .

Word will search through its help database and replace the current list with a group of topics related to the item you entered.

There are several buttons across the top of the help window:



If you have been moving between help topics, click on the back arrow button to return to the previous help topic.



If you have returned to a previous help topic, click on the forward arrow button to display the next topic.



If you are viewing a topic online and it is taking a long time to load, click on this button to cancel the help page.



Click on this button to refresh the help window.



Click on this button to return to the original help topic list.



Click on this button to print the current help topic.



Click on this button to increase/decrease the text size for viewing purposes in the help window.



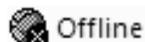
Click on this button to access Word's complete table of contents for help. A task pane will be opened along the left side of the window, listing all of the help topics and allowing you to scroll through them. Click on this button a second time to close the task pane.



Click on this button to keep the current help topic on top.



Click on the down arrow  beside this button to select the type of help topic you would like displayed.



Click on this button to specify whether you want to search for online help or display only the offline topics that come with MS Word.

PRINTING HELP TOPICS

If you find a help topic that you feel might be a good idea to print, you can have Word send that topic to the printer. This comes in handy when a screen lists several choices or perhaps lists various keyboard shortcuts.



Click on this tool to print the current help topic. A dialog box containing two tabs will be displayed:

The screenshot shows a dialog box with two tabs: 'General' and 'Options'. The 'General' tab is selected. It contains a 'Select Printer' list box with two entries: 'Auto Brother MFL Pro Printer on Dataserver' (selected) and 'Auto HP LaserJet 4 on Dataserver'. Below the list, there are fields for 'Status: Ready', 'Location:', and 'Comment:'. To the right of these fields are checkboxes for 'Print to file' (unchecked) and 'Collate' (checked). There are also buttons for 'Preferences' and 'Find Printer...'. The 'Page Range' section has three radio buttons: 'All' (selected), 'Selection', and 'Current Page'. Below these is a 'Pages:' text box containing the number '1'. A note below the text box reads: 'Enter either a single page number or a single page range. For example, 5-12'. The 'Number of copies' section has a spinner box set to '1' and a 'Collate' checkbox which is checked. To the right of the 'Collate' checkbox are two small diagrams showing page sequences: one with pages 1, 2, 3 in order, and another with pages 1, 2, 3 in order.

The first tab (labeled **General**) is divided into three main sections, as discussed below:

Select Printer This section is used to select the printer. There is also a checkbox to print the topic to a file.

Print Range Use this section to specify the print range.

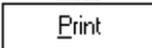
Number of copies Sets the number of copies to print. If you are printing more than one copy of a multiple page topic, you can check the **Collate** box to have Word organize each set of copies for you.

The second tab (labeled **Options**) contains the following items:

Print frames This section is only used for documents that have been divided into multiple frames and is not available at this time.

There are also two check boxes at the bottom of the this dialog box that allow you to print related linked documents as well as a table that lists the links in the document.

Printing all links will also print any documents referred to (via links) by the displayed topic. Printing a table of links adds a table at the end of the printout which lists all linked documents.

When done, choose  to begin the printing.

EXITING HELP



Click on this button (located in the top right corner) to **close** the help window and return to your document.

SCREENTIPS

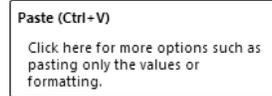
A common problem most users encounter is not knowing what each tool on the screen represents.

For example, the SAVE tool is displayed as a 3.5" diskette which some users do not immediately relate to saving a file.

To alleviate this problem, Word offers quick mouse assistance on each tool, referred to as ScreenTips.



As you point to a tool, Word will display a quick note as to the tool's function.



VIEWING OPTIONS

USAGE:

Word provides more than one way to view a document. The five views include Print Layout (the most common), Full Screen Reading, Web Layout, Outline, and Draft. The main difference between these views is your personal preference as to how you want to work with the document. Each view has its own unique format. You can switch between the views at any time. It is also possible to zoom in or out of a document to get different perspectives of the same page.

You can change the display mode by either accessing the “Document Views” section on the **View Ribbon** or using the viewing icons located towards the bottom right of the screen:



Click on this button to switch to **Print Layout** view. This display shows the final page layout while still allowing you to edit the document. Headers, footers and all formatting are displayed within this view.



Click on this icon to switch to **Full Screen Reading Layout** view. This view is best when opening simply for reading as it hides most of the screen elements.



Click on this icon to switch to **Web Layout** view. This display is used to create documents for the Internet.



Click on this icon to switch to **Outline** view. This view allows you to work with large documents - collapsing certain sections while expanding others.



Click on this button to switch to **Draft** view. Headers, footers and most of the formatting are not displayed within this view.

100%

If you click on this button (located to the right of the viewing icons) a dialog box will open whereby you can select a **Zoom** factor for the text displayed on the screen. You can also use the  and  buttons to increase/decrease the zoom factor.

You can also access the “Zoom” section on the **View Ribbon** to switch to a specific zoom factor, 100%, one page, two pages, or page width view.



DISPLAYING NON-PRINTING SYMBOLS



This tool (located within the Paragraph section on the Home Ribbon) toggles between displaying/hiding non-printing symbols, such as hard returns, spaces and tabs.

SHOW/HIDE SCREEN ELEMENTS

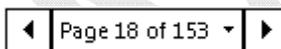
The “Show/Hide” section on the View Ribbon is used to display (when checked) or hide various screen elements. These elements include the ruler (to see your margins), gridlines (to align graphic objects), the message bar (to complete required actions), the document map (to navigate through the structural view of your file), and thumbnails (to quickly move through a large file).

WORKING WITH A FULL READING SCREEN

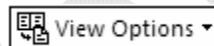
The full screen reading layout hides most of the screen elements so that you can easily read only the text within the current document. This view is useful when reviewing a document from a colleague.



While in this view, there are a series of tools across the left side of the screen which are used to save, print, highlight, and add comments to the document.

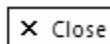


Across the top center of this screen, Word displays the current page number along with the total number of pages within the document.



The right side of the screen is used to change viewing options (increase or decrease text size, display one or two pages at a time, allow typing to be performed from within this view, track changes, show comments, and show the original or final version of the document).

RETURNING THE SCREEN TO NORMAL



When done reviewing the document in this view, click on this button to close the full screen reading layout and return to the normal view.

CREATING A NEW DOCUMENT

Word places you in a new document as you enter the program. Although the screen may appear to be blank, glancing in the upper portion of the screen (title bar) reminds you that a document is being created.

You may immediately begin typing your file.

PRACTICE EXERCISE

Instructions:

- 1 Type in the following paragraphs. Remember not to press the  key except at the end of each paragraph!
- 2 Be sure to leave the errors included within the example as they are since they will be used later to demonstrate spell checker.

TO ALL EMPLOYEES:

As our fiscal year year comes to a close later this month, we ask that each employee keep their overtime hours down to a minimum.

At the moment, our company is on-target to meet its projected earning estimates but we need the assistance of all of our employees to keep costs down. Since overtime is one of our most costly expenditures we incur, we especially want to ask supervisors in each division to keep overtime hours down.

Thank yu in advance for your cooperation.

SAVING A DOCUMENT

USAGE:

After having typed a document, you will want to save it and assign a name that will allow you to easily find it again. If you click on the



button, you will notice two options for saving a document:

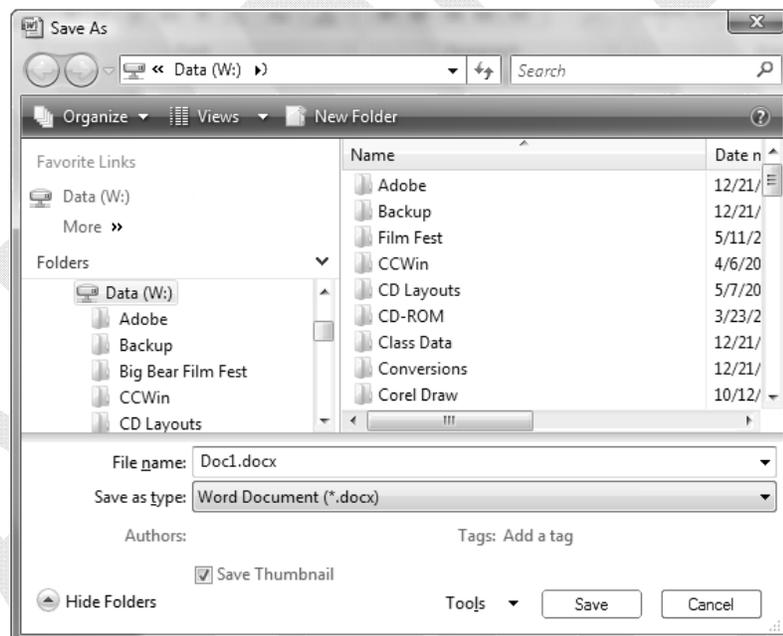
Save and **Save As**.

Save is the normal save feature which will ask you the first time you save a file to assign a name to it. From that point on, choosing **SAVE** will simply update the file to include the new information. On the other hand, **Save As** saves an existing file under a new name or as a different format to be imported into another program.



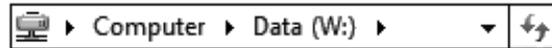
Click on the **Save** icon (located on the Quick Access Bar).

The first time you save a document, Word provides a dialog box prompting you to enter a file name, as shown below:



Along the left side of the dialog box, Word displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the “Folders List” section at the bottom of this area by clicking on the arrows.

In this latest version of Word using Windows Vista, the address bar is displayed a bit differently, as shown below:



Notice the path is displayed horizontally on the bar instead of vertically (as was the case in previous versions). For example, in the diagram shown above the currently selected item is the “Data” drive (W) which is part of your computer. To get to that folder, you had to first choose your computer, then the Data drive (W). This new layout is commonly referred to as “bread crumbs” because it shows you the path that was taken to get to the current location.



You can easily move to another folder on the “W” drive by clicking on the  arrow beside the drive name and then selecting a different folder to view.

In the box provided, enter a name for the new file. Letters, numbers and spaces are allowed. Enter 1-255 characters.

Notice that Word defaults to assigning the new “docx” extension. This extension is new in version 2007.

If you want to save the document in another format (such as another word processing application or any previous version of Word so that someone else can edit the document who does not have this version), click on the down arrow  beside the box labeled **Save as type** and select the format from the list provided.

Enter a name for the document in the box labeled **File name** and then click on to actually save the document.



TIP: The shortcut key for saving is **CTRL+S**.

USING THE AUTO SPELL CHECKER

USAGE:

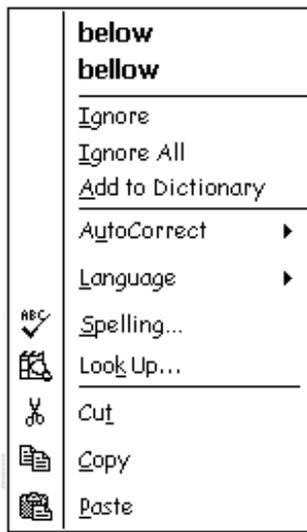
Word offers an automatic spell checker which, as you type, checks words to see if they match the installed dictionary. If you type a word that is not included in the installed dictionary, Word will flag it as a misspelling by underlining it in red. The underline is for viewing purposes only and will not be printed.

This is my documewnt

You can quickly correct the spelling mistake using your mouse.



Click the **[RIGHT]** mouse button while pointing to the flagged word. A pop-up menu will appear as shown below:



The top below portion of the pop-up menu offers suggestions for the flagged word. Notice that Word also allows you to **ignore** the word (regardless of how many times it is contained within the document) or **add** the word to the user dictionary for future reference.

You can also instruct Word to automatically correct this mistake in the future by choosing the **AutoCorrect** option or change the **Language** that is being used to check the spelling. In addition, you can access the spell checking dialog box or lookup the word.

USING THE SPELL CHECKER

USAGE:

Before printing and sending a document out for others to read, you should always spell check it for typing errors. By comparing words in your file against the dictionary, Word can check your spelling and alert you of possible mistakes.

For each word the program cannot find in its dictionary, Word asks what to do. You will be able to choose to change the spelling, suggest alternative words, have the word remain as it is, or add the word to the dictionary. Word also checks for words that are incorrectly capitalized and for repeated words.



Click on the **Spelling and Grammar** tool (located within the Proofing section on the Review Ribbon).

Word will display the following box:

Not in Dictionary:		
As I continue to tuype , it will corret my stuff.		Ignore Once
		Ignore All
		Add to Dictionary
Suggestions:		
type		Change
tope		Change All
		AutoCorrect
<input checked="" type="checkbox"/> Check grammar		
Options...	Undo	Cancel

The top section of the box contains the first unrecognized word - shown in red with its accompanying sentence so you can see how you were using the word within the document. The bottom of the dialog box contains suggestions for correcting the flagged word.

Ignore Once
Ignore All

If the word should remain as it is, select the **Ignore Once** button. Word also offers the option of **Ignore All** if the word in question appears throughout the document.

Add to Dictionary

If the word should be added to your custom dictionary for future reference, click on this button.

Change
Change All

If one of the suggestions is correct, double-click on the correct spelling or highlight the word and choose the **Change** button. If you are afraid you misspelled a word more than once, click on the **Change All** button.

If both the word and suggestions are incorrect, you can type the correct spelling in yourself since your cursor is already blinking in the top section (beside the selected word. Afterwards, press **ENTER** or select **Change**.

AutoCorrect

Use this button to add the word to the AutoCorrect list. In the future, when you misspell this word while typing, Word will automatically correct it - without you having to access the spell checker.

Undo

Reverses the latest actions made during the current spell checking session.

Check grammar

Check this box to include grammar checking.

Options...

This button is used to change the options associated with spelling and grammar features.

This box provides a variety of options to customize how the spell checker works. You can specify whether to suggest and where to get the suggestions and what you want to ignore during the spell checker (such as uppercase words or words containing numbers).

Click on to add or modify custom dictionaries, such as medical and legal to be used during spell checking.

In addition, you can specify grammar options, such as how often to check, and what writing style to use.

Once all options are selected, choose . You will be returned to the original spell checking box where you can continue.

After running the spell checker, save your document again.

PREVIEWING A DOCUMENT

USAGE:

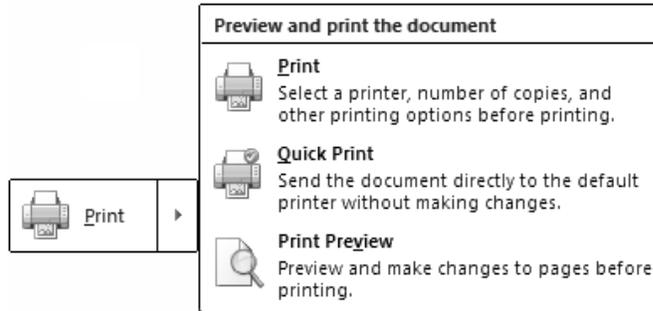


When you choose Print Preview, the text window shows a preview of your document as it will appear when printed.

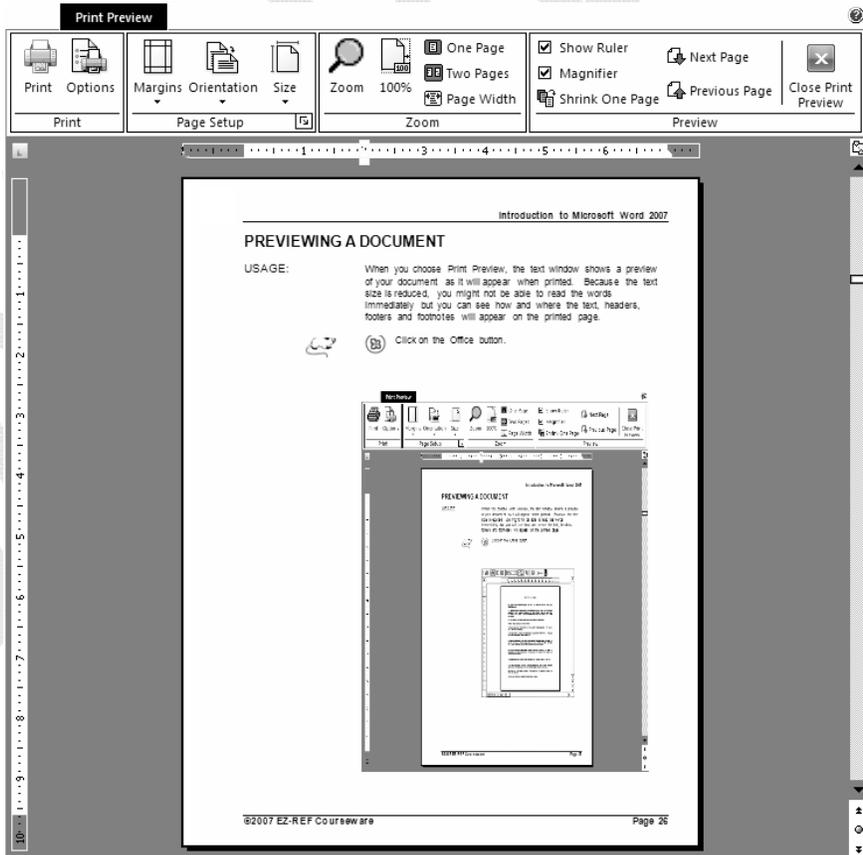


Click on the **Office** button.

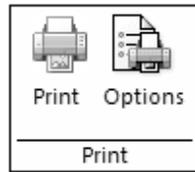
Select **Print** and then **Print Preview** from the Office menu:



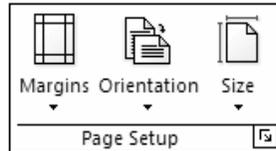
The Print Preview screen will be displayed:



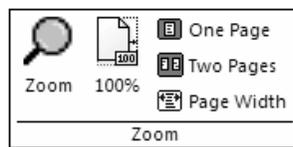
The following sections are available within the preview window:



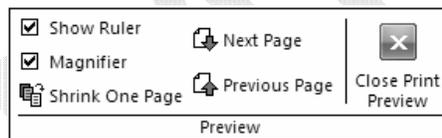
The first section contains options for either immediately printing the current document or setting print options for future printing.



The second section is used to define the page setup. There are buttons to change the margins, page orientation and paper size.



The third section is used to change the print preview display. Notice there are tools to set a specific zoom factor as well as tools for choosing to view one page, two pages or to view the page width across the screen.



The first checkbox within this last section is used to display the ruler across the top of the preview screen. By default, the mouse pointer is used to magnify or de-magnify the document. If you to choose to uncheck the “Magnifier” box, you can use the mouse pointer to edit text. The other options within this section are used to shrink the document to a single page and move back and forth between multiple pages.



When done, click on this button to **CLOSE** the print preview and return you to the editing screen.

PRINTING A FILE

USAGE:



Click on the **Office** button.



Print ▶ Select **Print** from the Office menu.

The following dialog box will be displayed:

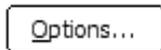
The dialog box is titled "Printer" and contains the following sections:

- Printer:** Name: HP LaserJet 4 (with a dropdown arrow), Status: Idle, Type: HP LaserJet 4, Where: \\Ez-ref\hplaser 4, Comment: (empty). Buttons: Properties, Find Printer...
- Page range:** Radio buttons for All (selected), Current page, Selection, and Pages: (with an input field). Text: "Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5-12 or p1s1, p1s2, p1s3-p8s3".
- Copies:** Number of copies: 1 (with a spinner), Collate (checkbox, unchecked). A diagram shows three pages labeled 1, 2, and 3.
- Print what:** Document (dropdown), Print: All pages in range (dropdown).
- Zoom:** Pages per sheet: 1 page (dropdown), Scale to paper size: No Scaling (dropdown).
- Buttons: Options..., OK, Cancel.

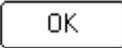
The current printer is displayed at the top of the box. Click on the down arrow  beside the selected printer to choose another one.

You can also select what you actually want printed (e.g., the document, the summary screen, etc.), how many copies are needed and which pages you want printed.

You can save the print settings to a file so that you can print at a later time and specify whether multiple copies should be collated. You can also choose to enable the manual duplex option, which allows you to print double-sided by having Word prompt you to turn the paper over once the first side has been printed.

A rectangular button with rounded corners and a thin border, containing the text "Options..." in a standard sans-serif font.

This button allows you to even further specify how the document will be printed.

Once all printer options have been set, choose  to have Word begin printing the document.



TIP: The shortcut key for printing is **CTRL+P**.

CLOSING A DOCUMENT

USAGE:

Although you can have several windows (documents) open at the same time, it is usually a good idea to close a file once you have saved and printed it if you no longer need to continue editing.



Click on the close button in the upper right corner of the window to close the current document. If you only have one document open and you click on this icon, Word will close the entire program.

If you only have one document open and don't want to close the entire application, you can close the document by accessing the Office menu, as shown below:



Click on the **Office** button.



Close

Select **Close** from the Office menu.



NOTE:

If you have made changes to the file and have not saved those changes, Word will ask whether you want to save the changes before closing the file.

CREATING A NEW DOCUMENT

USAGE:

When you first access Word you are automatically taken into a blank, untitled document where you may begin entering text. If, however, you are in the midst of working with one file and then decide to create another document, you will need to instruct Word as to what type of new document you want to create.

You can create a blank document or base the new file on one of the built-in templates that come with Word. A template is used to determine the basic structure of the document and can contain predefined settings, such as fonts, page layouts, graphics, formatting, and macros.



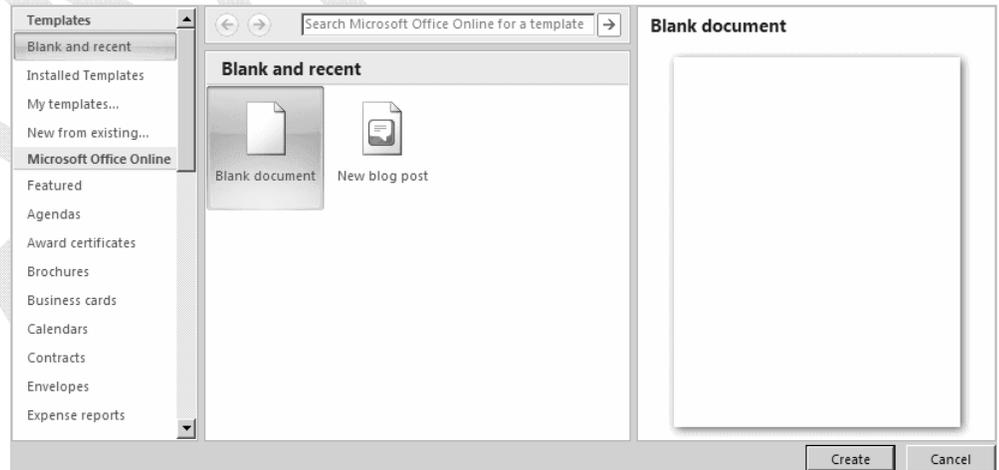
Click on the **Office** button.



New

Select **New** from the Office menu.

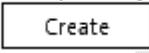
The following window will be displayed:



The window is divided into three sections. The far left section contains a list of available template categories that you can base your new document on.

The middle section lists the templates available within the category you selected (from the left side of the window).

The far right section displays a preview of the currently selected template. To preview a template before actually selecting it, click on its name (within the middle section of the window) and then look to the right side of the window for a preview.

Once you decide which template you would like to use, highlight its name and then choose .

The new document will be created - based on the template you have selected.



NOTE: To quickly create a new blank document without first having to access the Office menu, press **CTRL+N**.

SWITCHING BETWEEN MULTIPLE DOCUMENTS

When working with two or more open documents, you can switch between them by accessing the **View Ribbon** and then clicking on



the **Switch Windows** button or you can quickly switch between open documents using the Windows taskbar (located along the bottom of your screen), as shown below:



Each time you create a new document or open an existing one, Word displays it along your taskbar - making it easy to access.

Simply click on the document you want to switch to and that file will become the active window.

PRACTICE EXERCISE

- Instructions:**
- ❶ Create the following document.
 - ❷ Spell check the file to locate any mistakes you may have made.
 - ❸ Save the file as **AUDIT**
 - ❹ Print (or preview) the file.
 - ❺ Close the file.

Mr. James Doe
Anderson Accounting Firm
111 West 57th Street, Suite 1500
New York, NY 10014

Dear Mr. Doe,

I am writing on behalf of my company to thank you for the work your accounting firm did for us last month during our audit.

Because of your experience in the matter along with detailed record-keeping on our part, we passed with flying colors.

What could have been a stressful situation turned out to be quite simple. Your firm is largely responsible for that outcome.

Thank you again for your assistance. I hope that our companies can continue to do business in the future.

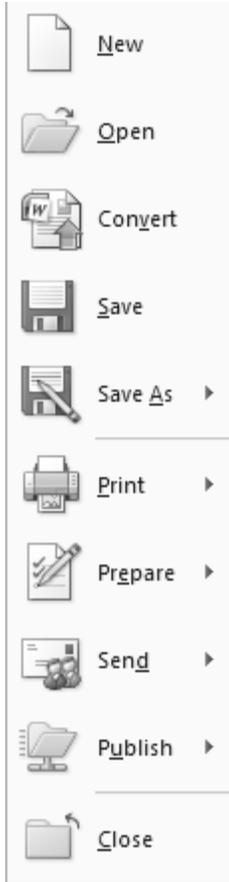
Sincerely,

Sally Smith
Vice President of Operations

MODULE TWO

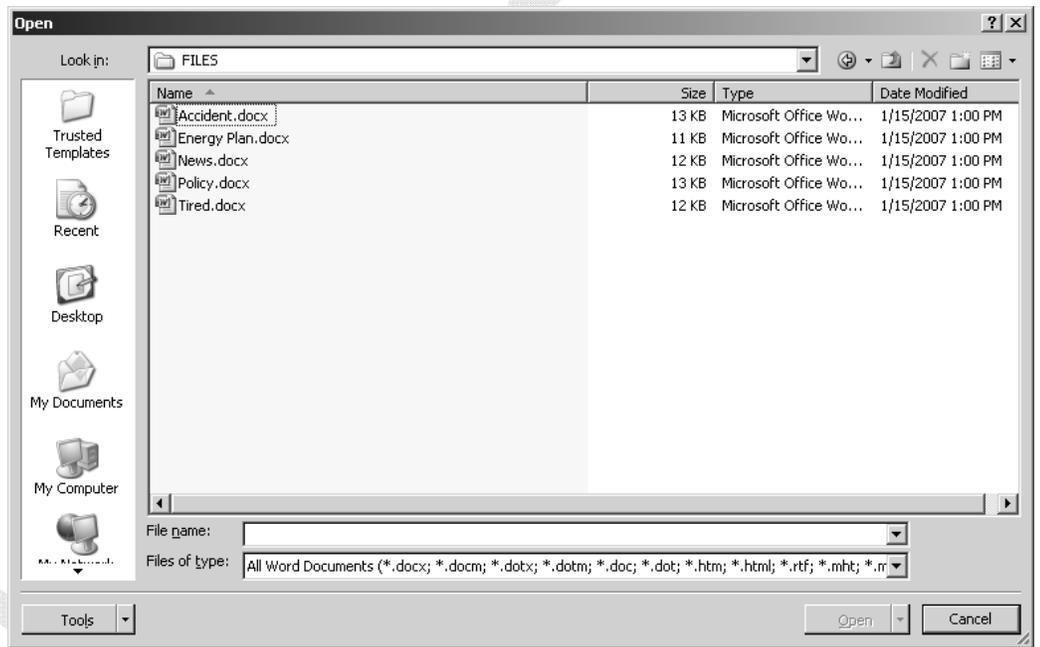
- **Opening an Existing Document**
- **Movement Keys**
- **Insert vs. Typeover**
- **Deleting Text**
- **Undeleting Text**

SETUP



For this part of the lesson you will need to have Word running with the following file(s) open:

Audit.docx



OPENING AN EXISTING DOCUMENT

USAGE:

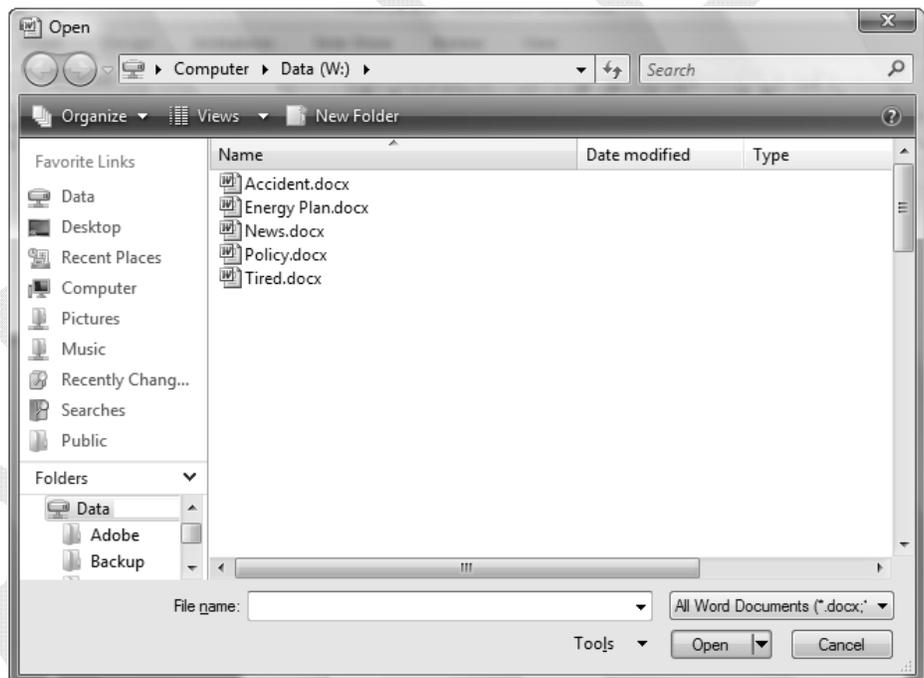


Click on the **Office** button.



Select **Open** from the Office menu.

The following dialog box will be displayed:



Along the left side of the dialog box, Word displays the **Navigation Pane**. This pane lists common/favorite locations (links) as well as a section for browsing your folders and drives. You can hide/display the “Folders List” section at the bottom of this area by clicking on the   arrows.

In this latest version of Word using Windows Vista, the address bar is displayed a bit differently, as shown below:



Notice that the path is displayed horizontally on the bar instead of vertically (as was the case in previous versions of Windows). For example, in the diagram shown above the currently selected item is the “Data” drive (W) which is part of your computer.

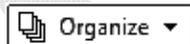
To get to that folder, you had to first choose your computer, then the Data drive (W). You could then select the folder containing your Word documents.

This new layout is commonly referred to as “bread crumbs” because it shows you the path that was taken to get to the current location.



You can easily move to another folder on the “W” drive by clicking on the  arrow beside the drive name and then selecting a different folder to view.

Across the top of the window are the following buttons:



Click on this button to access the **Organize** pull-down menu. From the resulting pull-down list, select the operation (e.g., cut, copy, paste, delete, rename) you want to perform on existing files listed within this box.

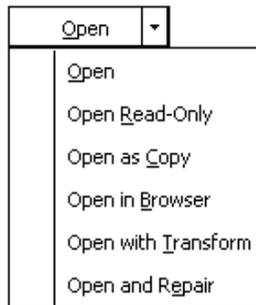


To change the display of the files, click on the down arrow  beside this button.



Click on this button to create a new folder.

When ready, double-click on the name of the file you want to open or highlight the name and click on  to open the file.



If you click on the down arrow  beside the  button, you can choose from a list of options (such as opening the file as read-only or in your Web browser).



TIP: To open more than one file at a time, select the first file by clicking on its name once to highlight it. Next, hold the **CTRL** key down as you click on each additional file to be opened. Once all files have been selected, click on  to actually open them. Each file will be placed in its own window.



TIP: The shortcut key for opening files is **CTRL+O**.

NAVIGATING WITHIN A DOCUMENT

USAGE:



When working with large files you should know the quickest ways of moving from page to page and from one area to another.

	Moves one line up.
	Moves one line down.
	Moves one character to the left.
	Moves one character to the right.
	Moves one word to the right.
	Moves one word to the left.
	Moves one paragraph down.
	Moves one paragraph up.
	Moves to beginning of the current line.
	Moves to end of the line.
	Moves to specified page number.
	Moves to beginning of the file.
	Moves to end of the file.
	Displays the previous screenful.
	Displays the next screenful.



To scroll through the document using the mouse, click on one of the arrows located on either the horizontal or vertical scroll bar.

If you drag the scroll box on the vertical scroll bar up or down, Word will display the current page number to the left of the box. When you see the desired page, release the mouse button and that page will be displayed.

If you are using a mouse with a scroll wheel, roll the rubber wheel (located between the **[LEFT]** and **[RIGHT]** mouse buttons) forward or back to quickly scroll through large documents.



NOTE: *If you are using the mouse to move through a document, remember that you must click on the new page before the cursor will move to the new location!*

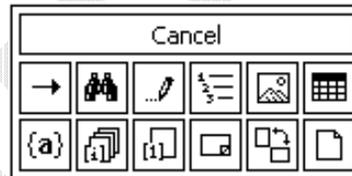


Directly beneath the vertical scroll bar are two icons. The top one moves to the previous page while the bottom icon moves to the next page.



Click on this button (located between the previous and next page icons) to change the method by which the previous and next buttons will navigate through your document. For example, you can set them to move from one graphic picture to another rather than from page to page.

Once you click on the **Select Browse Object** button, a pop-up box appears:



Each icon within this box represents a type of object available within a Word document. The object you select will be used to browse through the document. For example, if you select the table object, the previous and next buttons will go to the previous or next table within your document.

The previous and next buttons change color (to blue) if you select anything other than page (the last icon on the first line of the box) as the object.

You can see the description of each icon as your mouse hovers over an icon.



If you click on the left side of the status line where the current page number and section are displayed (located at the bottom of your screen), Word will ask what page to "Go To".

REPLACING TEXT

USAGE:

In Word you are automatically placed in insert mode. If you move your cursor to a line where text exists and begin typing, Word will insert it and move the existing text over.

REPLACING EXISTING TEXT

There will be times when you would rather type over existing text.

To do this, use the mouse or the keyboard to select the text to be replaced as described below:



Move the mouse pointer to the beginning of the text to be selected. Next, click and drag to highlight the desired text.



Move the cursor to the beginning of the text to be selected. Hold the **SHIFT** key down and use the arrow keys to highlight text.

After you have selected the text (using either the mouse or the keyboard method discussed above), simply begin typing. The highlighted text will be replaced by the new information.

DELETING TEXT

USAGE:



When a block of text is no longer needed, you can easily remove it.



Deletes the character to the left of the cursor. Works like a correctable backspace on a typewriter.



Deletes the character to the right of the cursor.

SELECTING WITH THE MOUSE



Word Double-Click anywhere on the word.

Line Move the Insertion Bar to the left of a line until it changes to an arrow . Click once.

Sentence Hold the **CTRL** key down and click the mouse button anywhere on the sentence.

Paragraph Move the Insertion Bar to the left of a line until it changes to a pointer arrow . Double-Click. Triple-Clicking on a paragraph also selects it.

Any Text Move the Insertion Bar to the beginning of the block you want to delete. Click and drag.

Entire File Move the Insertion Bar to the left of a line until it changes to a pointer arrow . Hold **CTRL** down and click once. Triple-Clicking on the left side of the screen also selects the entire file. You can also press **CTRL** + **A** to select the entire document.



You can also use this button (located within the **Editing** section of the Home Ribbon) to select items. The pull-down list includes options for selecting everything within the document, graphic objects, or text with similar formatting.

After selecting the item(s) you wish to remove, press **DEL**.



SELECTING NONCONTIGUOUS TEXT

To select multiple pieces of text from different parts of a document, you will need to select the first item and then while holding down the **CTRL** key, select the additional text items. For example, to select three words that are located in different paragraphs, double-click on the first word and then while holding down the **CTRL** key, double-click on the other two words. All three words will be highlighted.

USING THE KEYBOARD TO SELECT TEXT

Hold down **SHIFT** and use the arrows to highlight desired text.

To highlight larger blocks of text, you can use the movement keys while holding **SHIFT**.

Below is a listing of some quick selecting keys:

- SHIFT** + **CTRL** + **→** Selects to the next word.
- SHIFT** + **CTRL** + **←** Selects to the previous word.
- SHIFT** + **END** Selects to the end of a line.
- SHIFT** + **HOME** Selects to the beginning of a line.
- SHIFT** + **CTRL** + **↓** Selects to the end of the paragraph.
- SHIFT** + **CTRL** + **↑** Selects to the beginning of the paragraph.
- SHIFT** + **CTRL** + **END** Selects to the end of the document.
- SHIFT** + **CTRL** + **HOME** Selects to the beginning of the document.

Once the appropriate block of text is selected, press **DEL** to remove the selected block of text.

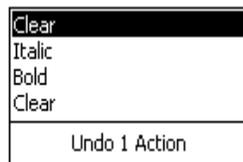


OOPS!! UNDELETING TEXT

USAGE:



Click on the **Undo** tool to undo the last action.



If you click on the down arrow  (to the right of the tool), you can scroll through the last several actions.

Move your mouse down the list to highlight the number of actions to undo. They must be done in sequence!

REDOING/REPEATING COMMANDS

If you undo an action and then change your mind (again), you can always redo what you have just undone.



Click on this button to redo the last undo.



The Redo button (shown above) changes from **Redo** to **Repeat** depending on what action was last performed. For example, if you just deleted an item and then chose to “Undo” the deletion, Word would display the “Redo” button. However, if you just applied an attribute (such as bold or underline) to a block of text, Word would display the “Repeat” button so that you could repeat the last action (applying the attribute) for another block of text.

PRACTICE EXERCISE

- Instructions:**
- 1 Open the file **AUDIT**. Make the necessary revisions so that the document is the same as the one shown below.
 - 2 When you are done, save and print (or preview) the file.

Mr. John Doe
Sanderson Accounting Firm
111 West 57th Street, Suite 1500
New York, NY 10014

Dear Mr. Doe,

I am writing on behalf of my company to let you know that we will no longer be doing business with your firm.

Because of your inexperience in the matter along with messy record-keeping on our part, we failed to provide the necessary paperwork needed to pass the audit.

What could have been a simple matter has now turned into an accounting nightmare. Your firm is largely responsible for that outcome.

Although I realize there was no malice intended on your part, I want you to know that we will not be continuing our working relationship with your firm.

Sincerely,

Sally Smith
Vice President of Operations

