

Microsoft Word Processing – beginner



How to

- 1 Start the program
- 2 Enter text
- 3 Insert and delete text
- 4 Align and justify text
- 5 Change Text and Style Effects
- 6 Save, name and close a file
- 7 Retrieve/open a file
- 8 Alter the size of type and the typeface (font)
- 9 Use the print preview button
- 10 Use spell check and word count
- 11 Print, save and close a file

Microsoft have a few different typing programs called word processors, the most common of which is part of Microsoft Office and is called Microsoft Word. These notes relate to MSWord 2003, but will work with other versions.

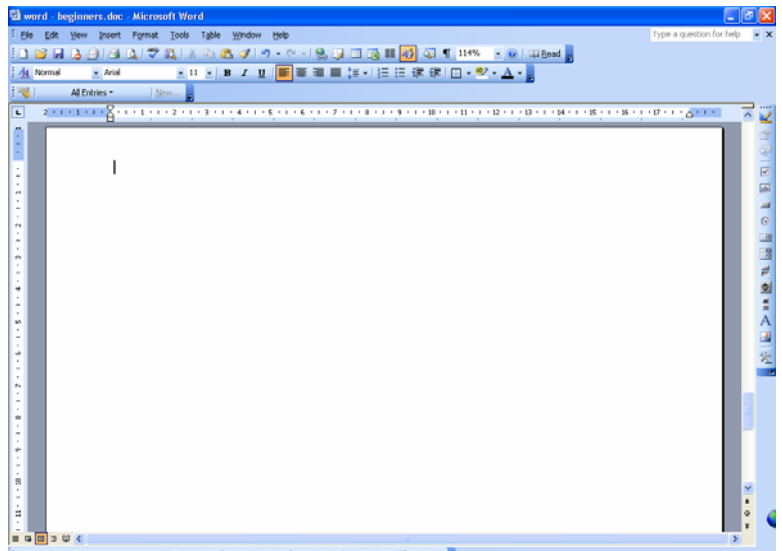
Start the program

To start the word processor, you have to have your computer switched on and have to be logged on (if required). The word processor, called MS (or Microsoft) Word, is an *application* which means that it is a program which does a particular thing, i.e. allows you to produce a document.


Choose the *Start* button from the bottom of your screen (for Windows XP users) and then move your mouse over the words *All programs*. A list of different programs will pop up to the right of your mouse. You must now run your mouse over this list.

You want to find the title *Microsoft Office Word 2003*. This may be in a submenu

from *Microsoft Office* which will open up further when your mouse is over it. When you have found *Microsoft Office Word 2003* rest your mouse on it and it will turn blue. Now press the left hand button. You will have launched the word processor. Wait until you have a new screen displayed which will look something like the above.



Enter text

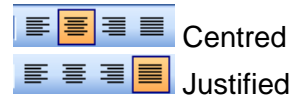
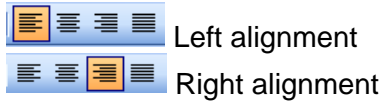
As well as having a text cursor  which moves with the mouse there is now a blinking *caret* (which is a flashing straight line) on the document area of the screen which indicates where the next letter to be pressed on the keyboard will appear. You can now start typing!

Insert text and delete text

To insert text in between words or characters you have typed simply move the *caret* to the insertion point (using the cursor keys or the mouse) and start typing. To delete characters to the left of the *caret* press the backspace delete key and to the right press the delete key.

Align and Justify Text

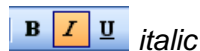
This means how the text is lined up on the left and right hand sides of the page. Left align (what you always get at standard) is where the text lines up at the left hand side of the page. Right means the text lines up at the right hand side and justified means where both sides are lined up. This may result in large white spaces between words in order to make them fit the line. The other option is to centre the text. To change the alignment, simply click the appropriate button on the bar at the top of the screen.



Remember that the alignment will only occur from where the cursor is onwards. If you want it to apply to something you have already typed, you must highlight it before you choose the alignment button.

Change Text Style and Effects

In a similar manner to alignment, there are buttons which when pressed will make your text **bold**, *italic* and underlined, **or any combination of these**. The buttons work in exactly the same way. That is they will affect everything from that point onwards. To make the change to something that is already typed, highlight it and then press required the button. Click once to enable the effect and then click again to turn the effect off.



To highlight something, place your mouse either at its beginning or end and then holding the left hand mouse button down, drag it over the item/words to be selected. The items/words will become **reversed out** and will stay that way when you release the mouse button until the keyboard is pressed or mouse is clicked in the text area. Whilst highlighted you can apply any function to it.

Save, Name and Close a File

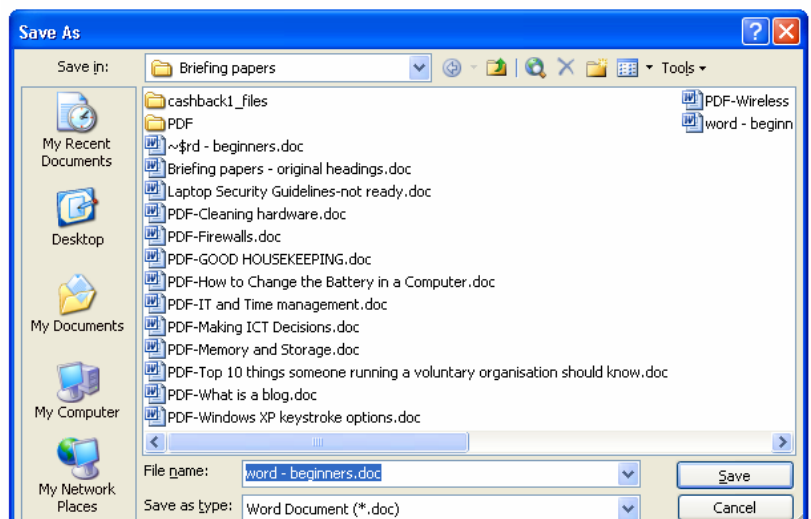
Whenever you type something, you may need to come back to it or keep it as a record. Rather than putting a piece of paper in a drawer, on a computer you save a *file*. When this happens, the file is saved onto the computer and in order to distinguish it from other documents you are asked to give it a name. The computer will automatically create a reference to the fact that it is a Word file and also put the date and time on the file. When creating file names, using something that will make you remember what the file was about.

When you save a file for the first time it does not have a name and so the computer asks you to save (the file) as...After you have saved the file for the first time (you will have given it a name) and so you just save the file and it uses the same file name, which means the saving happens without you being prompted.

To save a file, choose File and Save As... from the top menu bar and a new dialogue box will open on screen.

The file name is to be typed in the second box from the bottom; in this case it is highlighted and called word-beginners.doc. Having chosen your own name, press the Save button and you will have saved your document. The dialogue box disappears and you are returned to your document.

You can now carry on working on your document. It is wise to save your work routinely, such as every 10 minutes as a precaution (in case of a power cut or something going wrong!).



If you have finished working on your document, you can save your work and then close or *Exit* the word processor. To do this choose *File* and *Exit*. Word will now close down. If you have not saved the last piece of work, you will be prompted to do so.

Throughout this document you will see some of the instructions underlined and in italic. These indicate the alternate keystrokes you can press; simply hold down the Alt key (next to the spacebar on the left) and the corresponding letter. You may find this quicker than pressing the appropriate button.

Retrieve a file

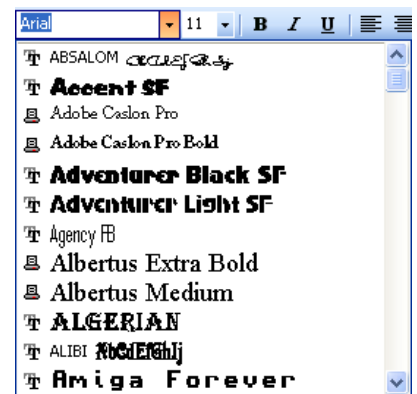
This is very similar to what has been described above, but in effect in reverse. Having saved the file and closed the word processor, you now need to carry on working on that same file. To do so, you must first start Word and then choose *File, Open*. A similar dialogue box to that for saving opens up. Either type in the file name or click it from the list displayed and then press the *Open* button.

Note that when you are accessing the different menu options that some of them have a keyboard option. So to open a file you can choose Ctrl + O (the Ctrl key is on the very left of the keyboard at the bottom).

Alter Font and Size

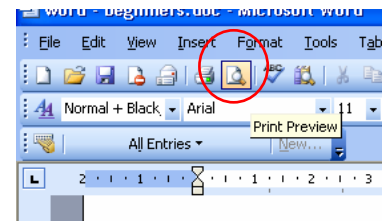
These are altered in a very similar way to the alignment in that the functions appear on the menu bar at the top of the screen and work from the point of the cursor onwards (unless text is highlighted). The font is sometimes called the typeface and is often defaulted (set as standard) to *Times New Roman* or *Arial*. Clicking on the down arrow beside the font name will bring up a list of available fonts that you can scroll through and choose by clicking on them.


To the right of the font box is the size box. The unit of measure is the *point*, which is a typographical measurement of the size of a piece of type (historically made of lead). Text is normally set at around 11 point, but you can put whatever value you like in here (between 1 and 1638).



Preview function

Once you have written something, it is common to print it out for distribution. Because Word gives you a lot of versatility in how you present your work, there is a built in preview function which shows you how it is going to print out. This is very useful, for example in not wasting paper by ensuring that the document fits on an appropriate number of pages (you could vary the size of type to achieve this).



To preview your document simply press the appropriate button at the top of the screen. From the new screen it is possible to view your document at different sizes and print it either from the *File* menu or by pressing the button . Press *C*lose to return to the main word processing screen.

Using the Spell Checker and Word Count

Under the *Tools* option on the menu bar are a Spell Checker and a Word Counting function. To check the spelling in your document, make sure it is open and then choose the option. It will run through the document. When it finds a mis-spelt word, it will highlight the word in red and offer options as to how to alter its spelling. It may also highlight words and phrases in green. These are what it perceives as grammatical errors which it suggests you change. Quite often it is necessary to ignore these as computers don't understand context!

To produce a word count, simply choose the option from the *Tools* menu.

Printing, Saving and Closing

All these functions have been covered above. As a reminder, simply choose the options from the *File* menu at the top of the screen.

*If you have worked your way through the elements above, you are probably now able to do a computer qualification. Called **Word processing – beginner level** this is a Digital Competence Certificate accredited through [eDCC](#). Although simple, doing a certificate like this could be used to establish standards in your organisation without the stigma or pressure presented by many other qualifications.*