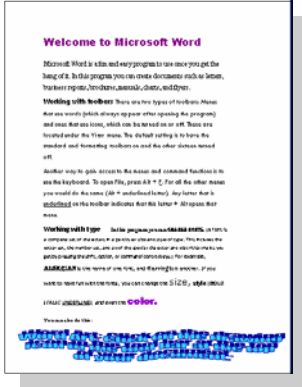
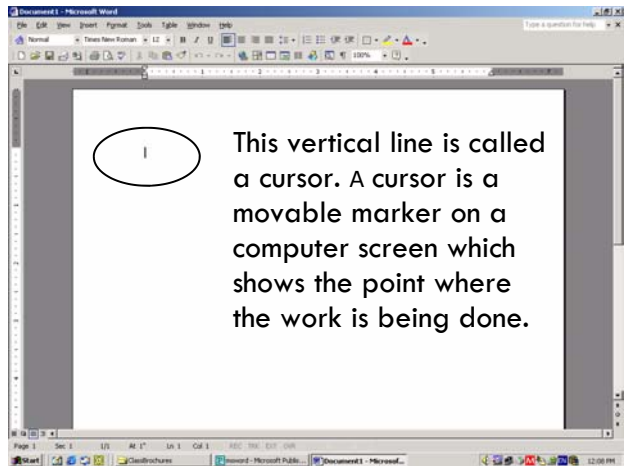


Beginner's Guide to Microsoft Word 2002

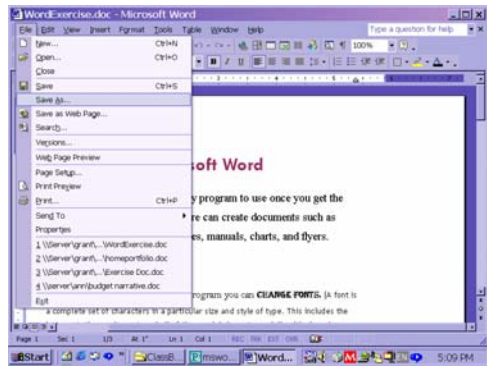


1. Open **Start Menu**. Place arrow on Start icon and left click once.
2. Select **Programs** by moving the arrow to point on the word “programs”; a menu of various applications will appear to the right.
3. Move the arrow to point on **Microsoft Word**, which highlights the text, then left click once to open the program.
4. A blank document should appear on your desktop as shown here.

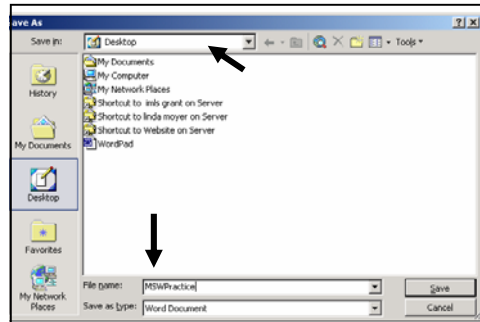
You can **move** the cursor either by using the mouse or by using the arrow keys on the keyboard.



5. To begin working with your document, it's good practice to give it a name and save it in a folder or wherever you prefer so you can easily find it.
6. To name your document, go to **File** menu, highlight **Save As** and left click once.



7. A **Save As** window should appear as shown below.



8. At the top of the screen is a pull-down menu that allows you to select where you want to save your document. At the bottom of the screen is where you enter your **File Name**. After entering the name, click **Save** or hit the **Enter** key. For example, we have determined that we'll save the document to the desktop and name the file MSW Practice.

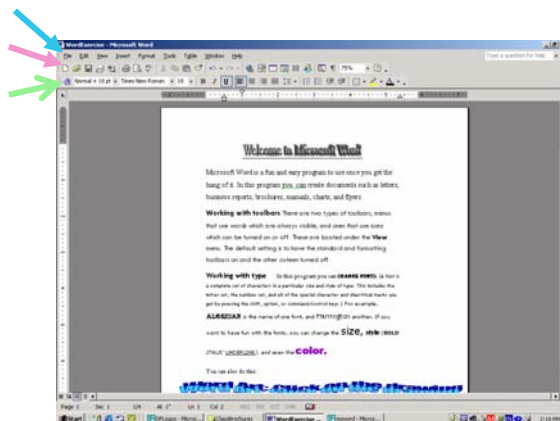
9. Now you can begin to work on your Word document. (For this exercise we will be working with another document.)

10. Close the document you have just saved by clicking on the **X** at the top right, then open the file "Word Exercise" located on the desktop.

11. The toolbars let you easily access functions of the program. The **word** toolbar is always visible. The **standard** and **formatting** toolbars are on by default, but can be turned off.

Quick Keys to Open Menus

To use the word toolbar without the mouse, hold down **Alt** and press the underlined letter of the menu you would like to open. For example:
Alt + T opens tools
Alt + O opens format
Alt + W opens window

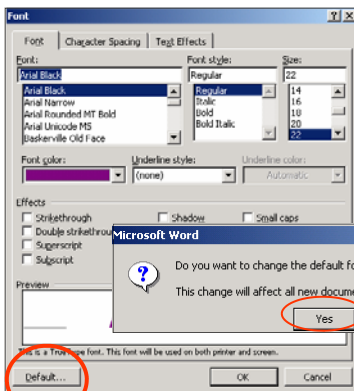


Font:

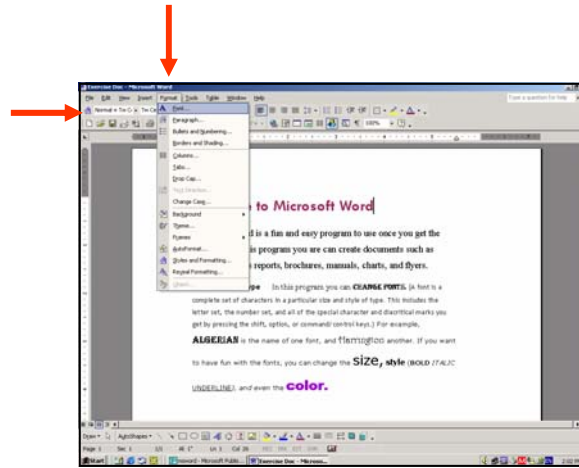
A font is a complete set of characters in a particular size and style of type. This includes the letter set, the number set, and all the special character and diacritical marks you get by pressing the shift, option, or command/control keys.

Defaults

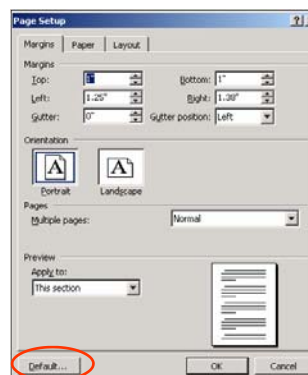
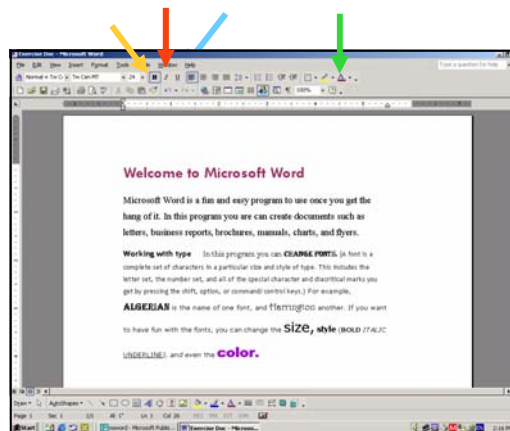
The default option lets you set the appearance of your document so that each time you open the program the font and other settings are consistent. You set the default by clicking the default button within the dialog box.



12. Many people like to select a particular font and type size before they begin typing. You can select the font, size and style from the **Format** menu by left clicking once on **Font** or by using the toolbar.



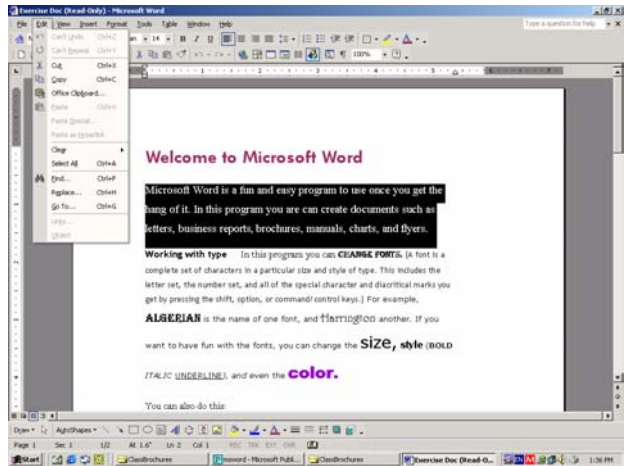
13. You can change the style of your font to **bold**, *italic*, or underline by clicking one of the buttons next to the font size. You can change the color of your text by using the **type color** button on the toolbar next to the paintbrush icon or by clicking the **Format** menu and selecting **Font**.



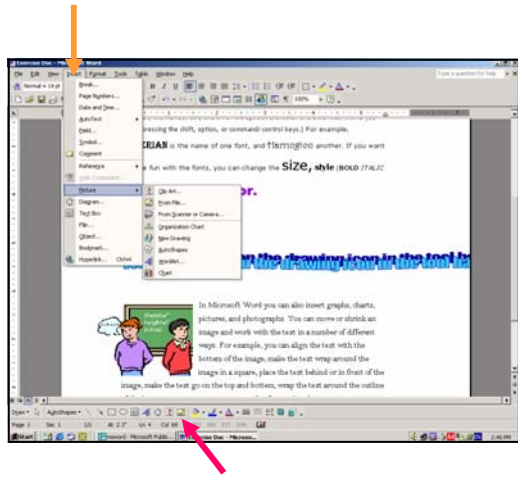
14. The Edit menu provides a number of options that help you quickly cut, copy, and paste text. If you want to delete text from your document, select the text by highlighting it (place your cursor at the beginning of the text then hold down the left button and drag it after the last word you want to delete). Your text should appear in a black box as shown below. From the menu, you can delete the text by selecting **Cut** or using the key command **Control + X**. To copy and paste text, follow the same steps except select **Copy** (Ctrl + C) and **Paste** (Ctrl + V).

Quickly edit your text by using key commands

Cut: Ctrl + X
Copy: Ctrl + C
Paste: Ctrl + V
Undo Edit: Ctrl + Z
Select All: Ctrl + A

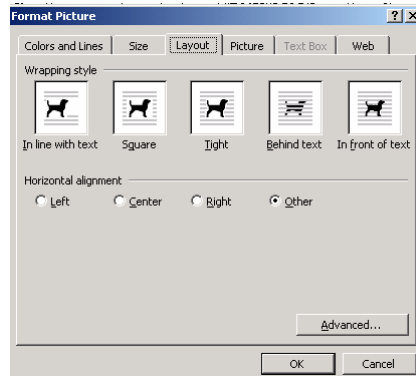


15. You can insert graphs, charts, pictures, and photographs by using the **Insert** menu and selecting **Picture** or by using the quick buttons on the bottom toolbar. Once you have imported the object, you can change the size, angle, and position.

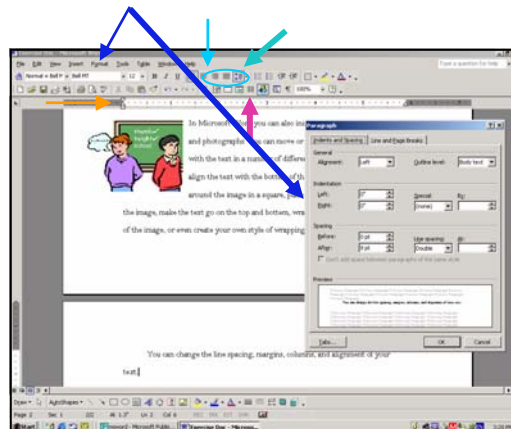


Text wrap allows you to move your text so that it is along the top and bottom, creates a square, or it appears behind or in front of the image.

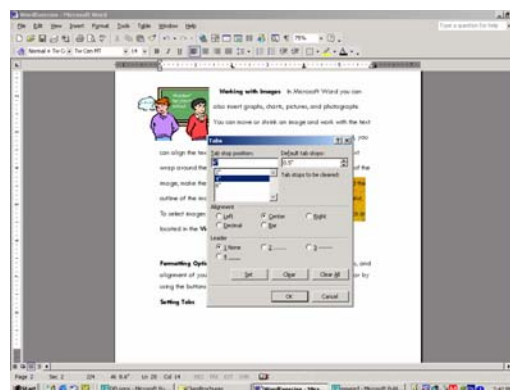
16. You can change the way your text wraps around the object by right-clicking and selecting **Format Picture**. Then click the **Layout** tab and select the style you want.



17. You can change the **line spacing**, **margins**, and **alignment** of the type by selecting the **Format** menu and clicking on **Paragraphs**. You can change the number of **columns** by clicking on **Columns**. And if you prefer, you can use the quick buttons on the toolbar.



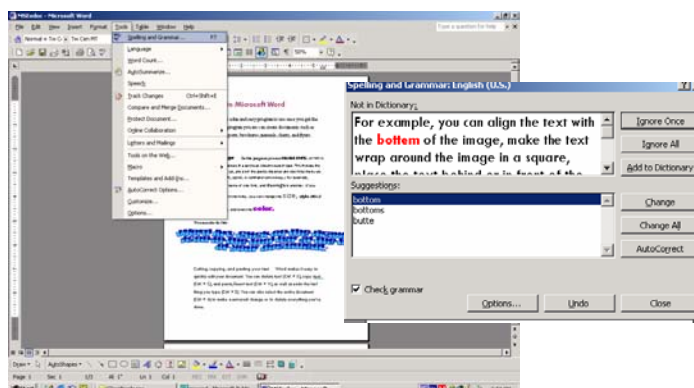
18. To set tabs and indents, you can select **Tab** from the **Format** menu. This allows you to type in the exact measurement and the tab alignment.



HELP!

All Microsoft programs come with a Help feature. If you get stuck, click on the Help menu and select **Show the Office Assistant**. The assistant will prompt you to ask a question and then provide a number of options. You can also type in a question in the box located in the upper right of the screen that says **Type in a question for help**.

19. You can check your document for spelling and grammar by selecting the **Tools** menu and highlighting **Spelling and Grammar** or by using the key command **F7**.



20. To make sure you don't lose any of your work, it's important to **Save** frequently. The quickest way to save your document is to use the key command **Ctrl + S**. You can also save by selecting **Save** from the **File** menu or left-clicking on the icon that looks like a diskette located on the left side of the bottom row of the toolbar.
21. Word has a feature called **Print Preview** in the **File** menu so you can see what your document will look like before you print. It's good to select **Print Preview** so you won't waste precious ink and paper. If everything looks correct, click on the **Close** button at the top of your document then select **Print** from the **File** menu. A dialog box will appear that offers a variety of choices, which you should explore at your leisure. To print, click on **OK** or hit **Enter** on your keyboard.

The Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning, supports the operating expenses of this project.