

# Using Microsoft Office

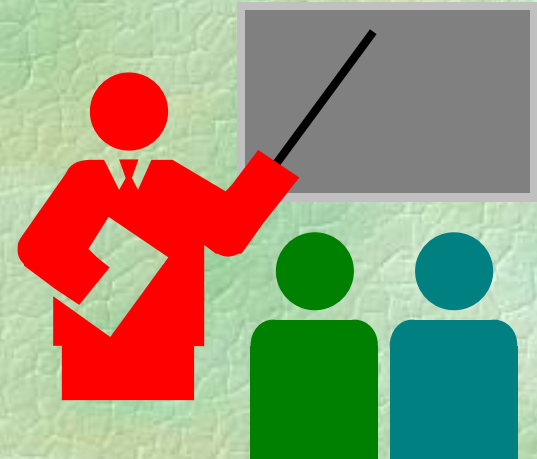
Microsoft Word  
and the

Elements of Word Processing



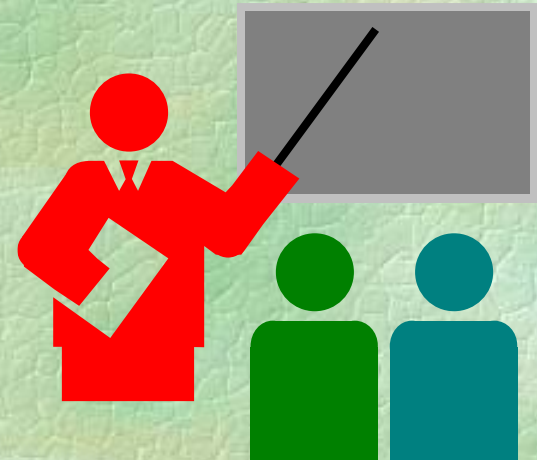
# Topics to be discussed...

- Review general word processing rules,
- The elements of word processing,
- Introduction to Microsoft Word.



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# General Word Processing Rules



# General Word Processing Rules...

- **Follow the directions** as to font, font size and font style,
- **One space** between words and after commas,
- **Two spaces** after periods and all punctuation ending a sentence,
- **Do not** type in all CAPs unless told to do so,
- **Keep typing**; the computer will go down to the next line automatically,
- **Press TAB once** to indent a paragraph.

# General Word Processing Rules...

- **Follow the directions** as to font, font size and font style,

Directions are given to you verbally by the teacher, written down on instruction sheets and visually on the projector screen. You must be able to **look, read and listen!**



# General Word Processing Rules...

- **One space** between words and after commas,

When you type, put one space, and only one space between words and after commas. In the example below, every dot is a place where the Space Bar was pressed.

...rprised·to·find·out·that·I·won·a·two·  
any·place·that·I·want·to·go!··There·  
s·that·I·wish·to·visit,·so·I·hope·that·I·  
hem·in·two·weeks!··The·first·place·  
o·go·is·Eastern·Europe··There·are·

# General Word Processing Rules...

- **Two spaces** after periods and all punctuation ending a sentence,

When you type, always put two spaces after periods, question marks and exclamation points. In the example below, every dot is a place where the Space Bar was pressed.

rprised·to·find·out·that·I·won·a·two·  
any·place·that·I·want·to·go!··There·  
s·that·I·wish·to·visit,·so·I·hope·that·I·  
hem·in·two·weeks!··The·first·place·  
o·go·is·Eastern·Europe··There·are·



# General Word Processing Rules...

- **Do not** type in all CAPs unless told to do so,

Proper names and the first word of a sentence get a capital letter, but not the whole word.

I'm sure you know this but the mistake is made by using the CAPS LOCK key instead of the SHIFT key. Use the SHIFT key to get a capital letter (unless more than 1 or 2 letters are to be capitalized.)



# General Word Processing Rules...

- **Keep typing;** the computer will go down to the next line automatically,

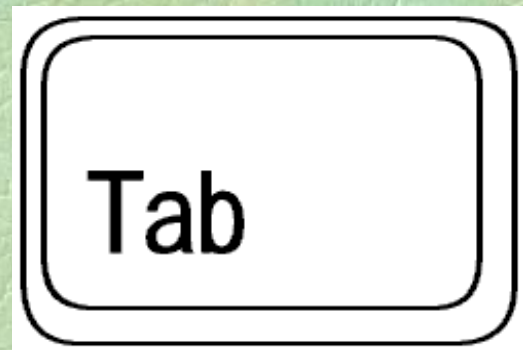
The only time you need to press ENTER is if you **MUST** go down to the next line, such as when you start a new paragraph. Otherwise, let the computer do the work for you!



# General Word Processing Rules...

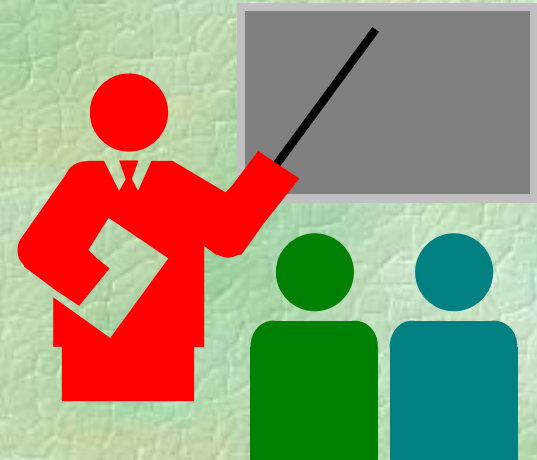
- **Press TAB once** to indent a paragraph.

You are aware that paragraphs must be indented. When using a computer all you need to do to indent a paragraph is to press the **TAB** key **once**.



# Topics to be discussed...

- Review general word processing rules,
- The elements of word processing,
- Introduction to Microsoft Word.



# The Elements of Word Processing...



...but first and important term.

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**Default**

# Default...

A default is an initial setting on your computer. For example, the default font and size in Microsoft Word 2007 are Calibri, size 11, and the default style is plain.



# Default...

A default is an initial setting on your computer. For example, the default font and size in Microsoft Word 2007 are Calibri, size 11, and the default style is plain.

Everything you type appears in this font and size unless you instruct the computer to do otherwise.

# Elements of Word Processing...

- Line spacing,
- Text alignment,
- Using fonts, font sizes and font styles,

# Elements of Word Processing...

- **Line spacing,**
- Line spacing refers to the amount of space found between the **lines of text** in a document. The types of line spacing in Word 2007 are...
  - 1.0 (single spaced),
  - 1.15 (default line spacing in Word 2007),
  - 1.5,
  - 2.0 (double spaced),
  - 2.5,
  - 3.0.
- The most requested line spacing is **double spacing**. Most reports and projects are to be typed this way.
- Business letters and personal letters are always **single spaced**.

# Elements of Word Processing...

- **Line spacing,**

This paragraph is **single spaced**. This means that lines of text do not have any spaces between them. Single spacing **does not** refer to the spaces between words. **REMEMBER!** You put one space between words and after commas.

This paragraph is **double spaced**. This means that lines of text have a large space between them. You **do not** do this by pressing **ENTER** after each line. **REMEMBER!** You keep typing and let the computer go down.

# Elements of Word Processing...

- **Line spacing,**

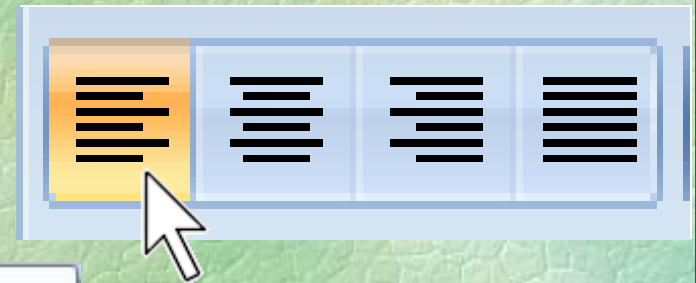
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# Elements of Word Processing...

- **Text alignment,**
- Text alignment refers to how your text fits between the left and right margins of a page. Your text can be...
  - **Align Text Left,**
  - **Center,**
  - **Align Text Right** or
  - **Justify.**
- Quite simply, text that is **left aligned** lines up on the **left side** of the page. Text that is **right aligned** lines up on the **right side** of the page, and text that is **centered** lines up in the middle, or on the **center** of the page. **Justified** text lines up to the left **and** right sides of the page. This is the alignment that is typically used in books.
- The **default** alignment for Microsoft Word **left aligned**.

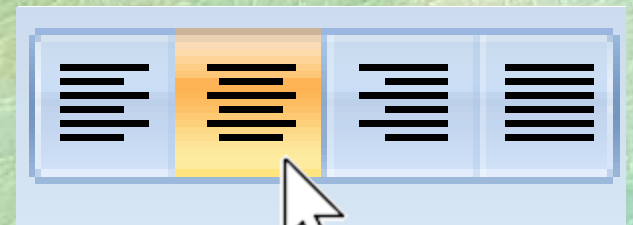
This text was typed so that you might be able to get a clearer understanding of how text alignment is used in a word processing program such as Microsoft Word. If this doesn't give you a clear example of how text alignment works, then I don't think that you will ever be able to figure it out.



**Align Text Left (Ctrl+L)**

Align text to the left.

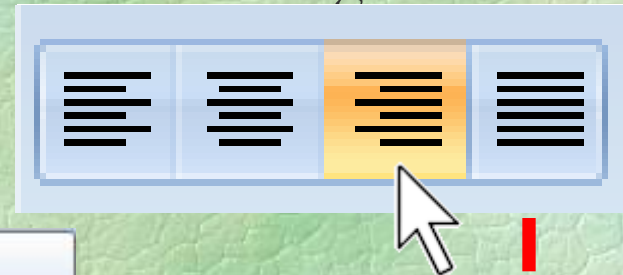
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Center (Ctrl+E)  
Center text.



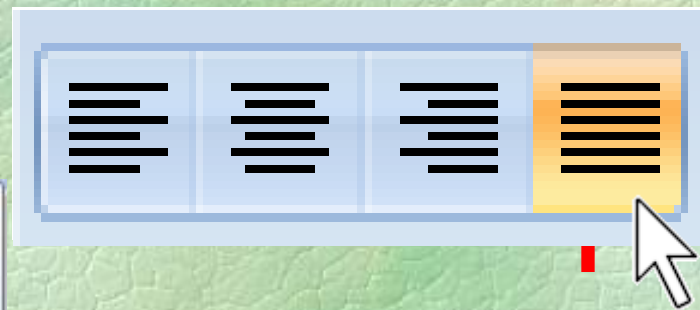
This text was typed so that you might be able to get a clearer understanding of how text alignment is used in a word processing program such as Microsoft Word. If this doesn't give you a clear example of how text alignment works, then I don't think that you will ever be able to figure it



**Align Text Right (Ctrl+R)**

Align text to the right.

This text was typed so that you might be able to get a clearer understanding of how text alignment is used in a word processing program such as Microsoft Word. If this text *doesn't* give you a clear example of how text alignment works, then I don't think that you will ever be able to figure it out.



**Justify (Ctrl+J)**

Align text to both the left and right margins, adding extra space between words as necessary.

This creates a clean look along the left and right side of the page.

# Elements of Word Processing...

- **Using fonts, font sizes, and font styles**
- A **font** is a set of characters with a particular design and size. There are many different types of fonts to choose from.
- A **font size** is how big the letters of your document will be. The size number is relative to within a particular font. In other words, size 14 in one font may not look the same as size 14 in a different font.
- There are a number of different **font styles** (this also includes plain); **bold**, **italic**, and **underlined** are the most common ones.
- The **defaults** for Microsoft Word are **Calibri, 11, plain**.

# Elements of Word Processing...

- Using fonts, font sizes, and font styles,

## These are Fonts...

- **Arial Rounded Mt Bold**
- Times New Roman
- **Bauhaus 93**
- *Forte*
- *Curlyz MT*
- *Monotype Corsiva*
- ☉ )(■ √ ◡ )(■ √ ◆

# Elements of Word Processing...

- Using fonts, font sizes, and font styles,

These are Fonts SIZES... ■ 10

■ 12

■ 18

■ 32

■ 44

# Elements of Word Processing...

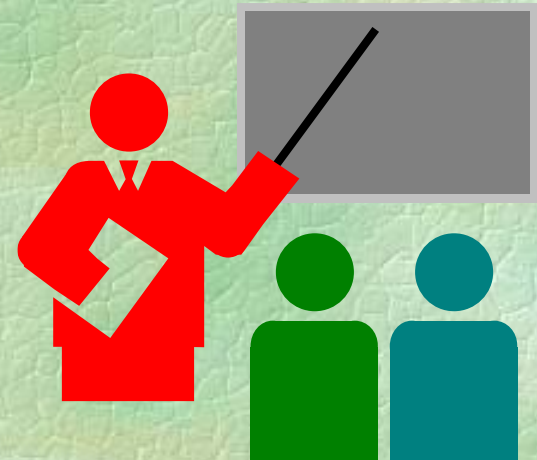
- Using fonts, font sizes, and font styles,

These are Fonts **STYLES**...

- **Bold**
- *Italic*
- Underline
- plain

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# Introduction to Microsoft Word





# Microsoft Word

...is a word processor. A word processor is software you can use to produce documents, including letters, reports, manuals, and newsletters.



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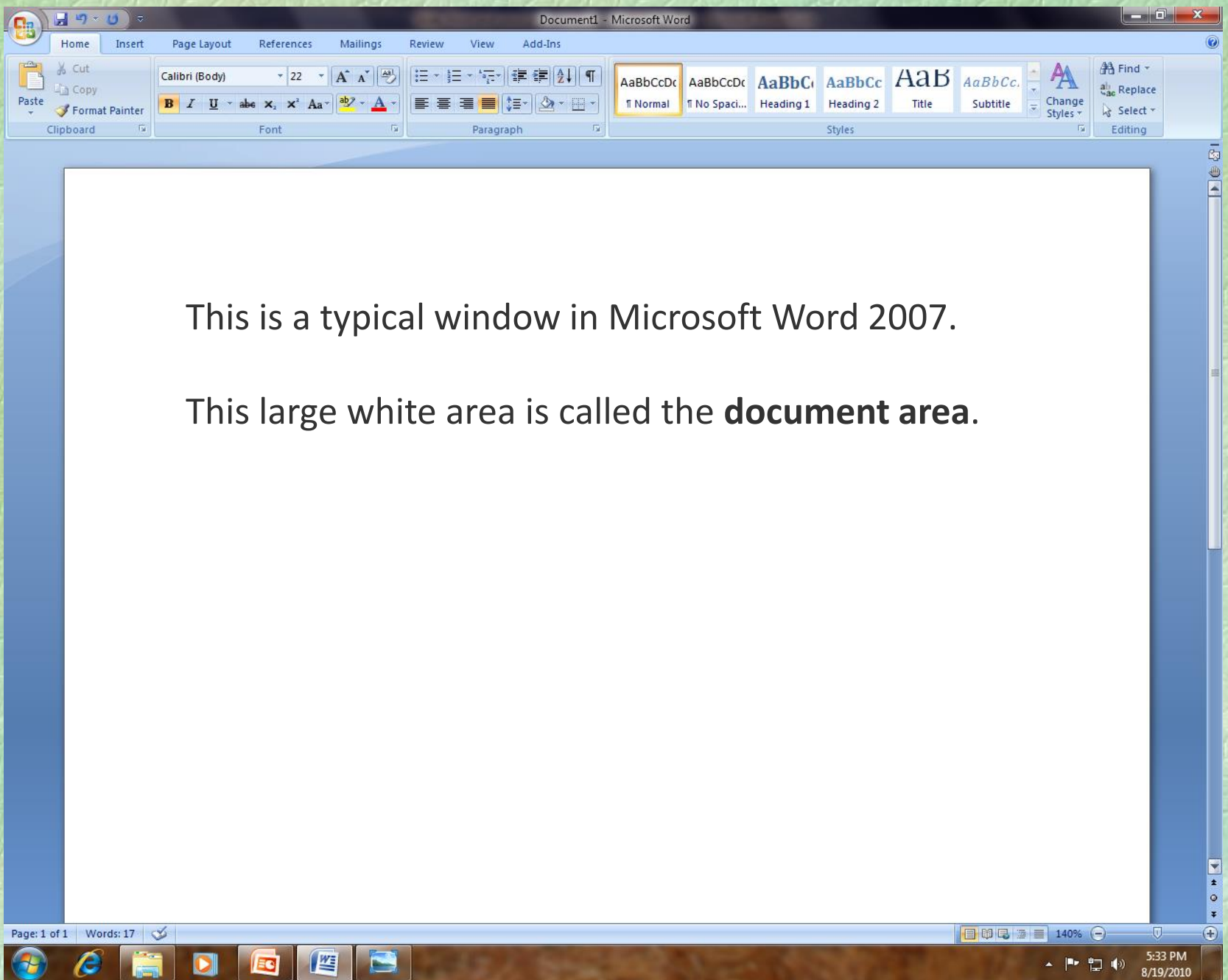
Most word processors include a built-in spell check and thesaurus to increase the accuracy and quality of a document.

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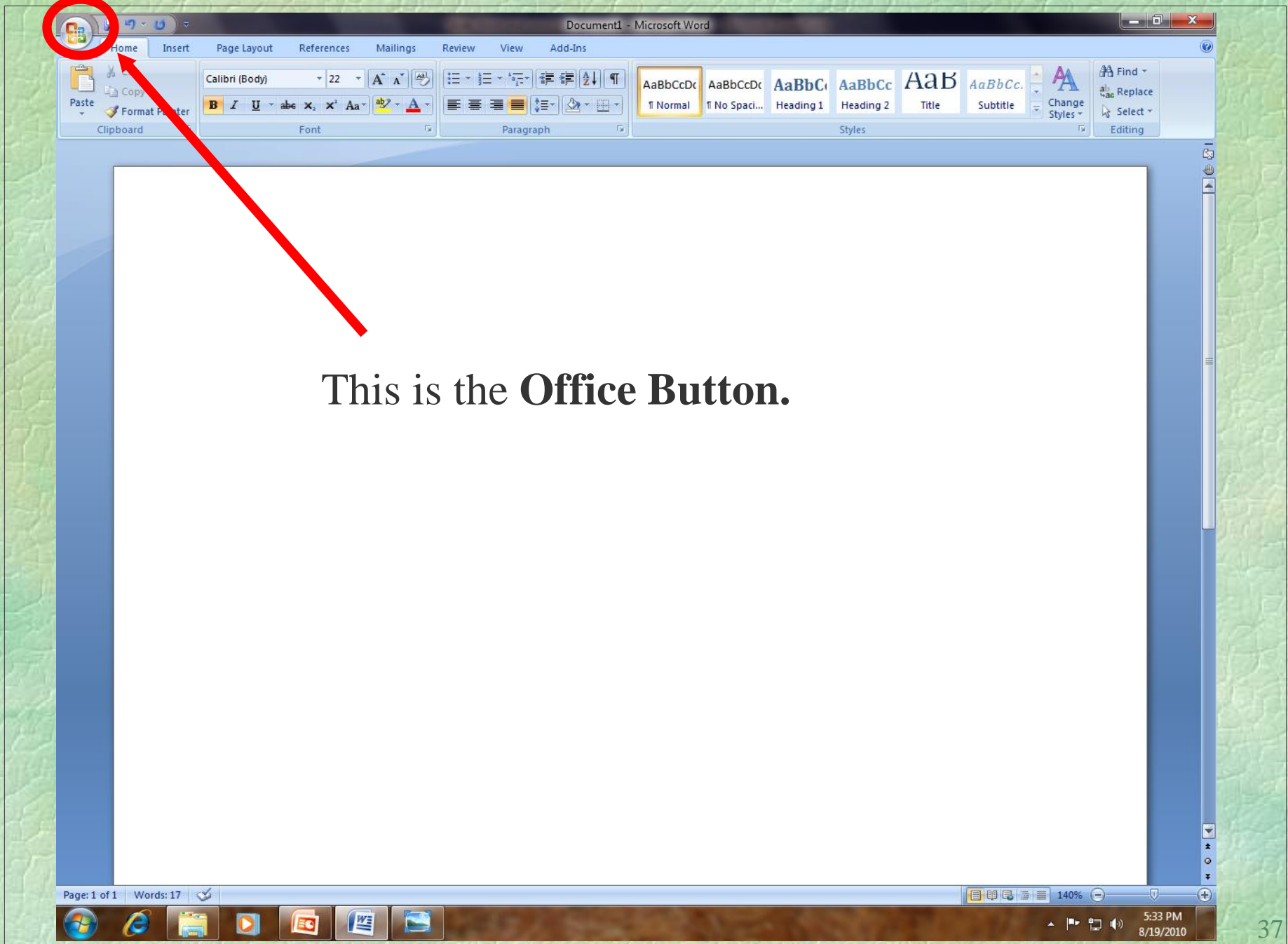
Most word processors include a built-in spell check and thesaurus to increase the accuracy and quality of a document.

Another word processor is WordPerfect. A very basic word processor with limited features is WordPad.

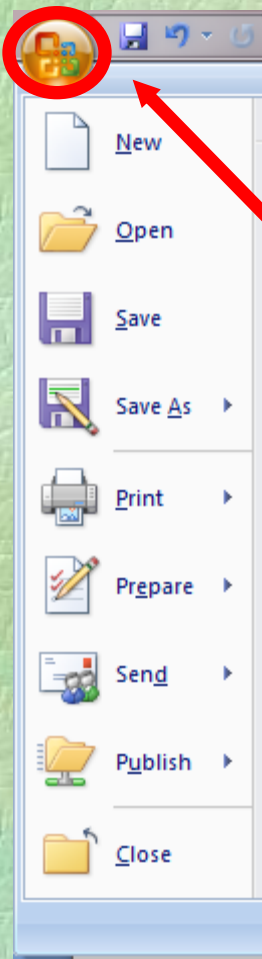


This is a typical window in Microsoft Word 2007.

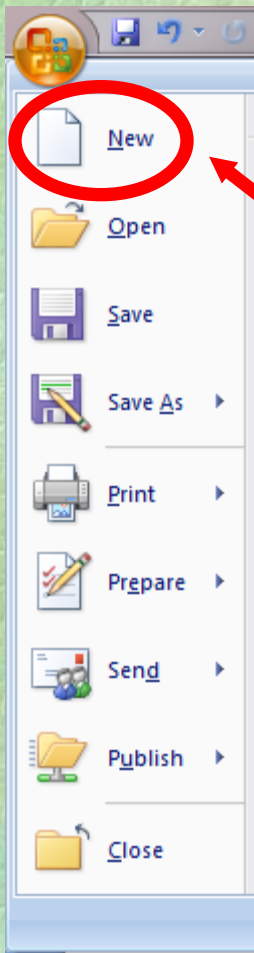
This large white area is called the **document area**.



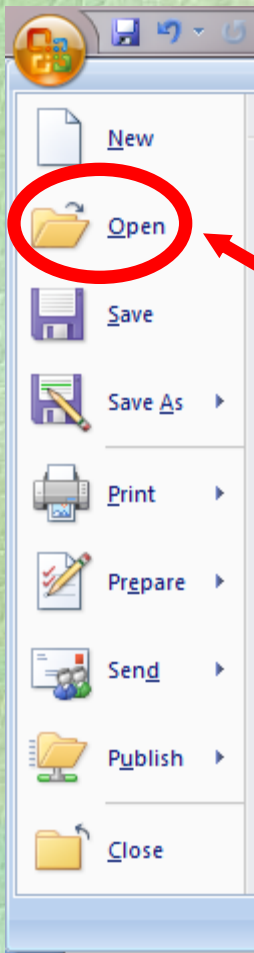
This is the **Office Button**.



When clicked, the **Office Button** will display some of the most used commands, such as **New**, **Open**, **Save**, and **Print**.

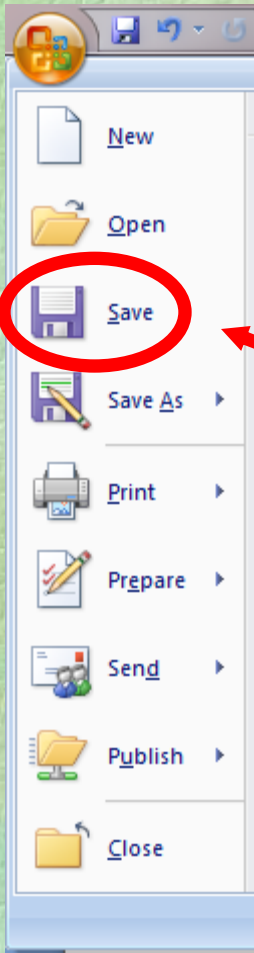


The **New** command button is used when you want to start an entirely new document.

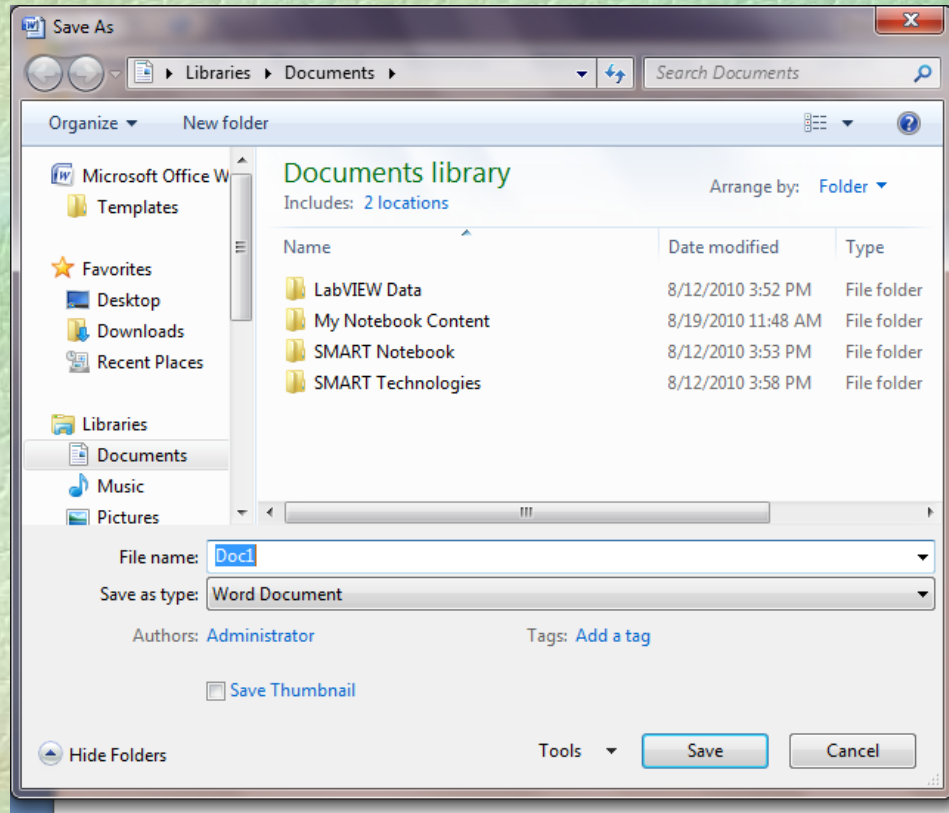


The **O**pen command button is used when you want to open a document that you already started and saved.



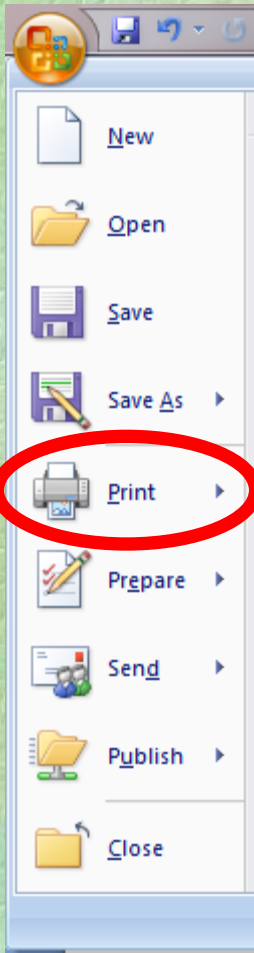


When you first click the **Save** command button...

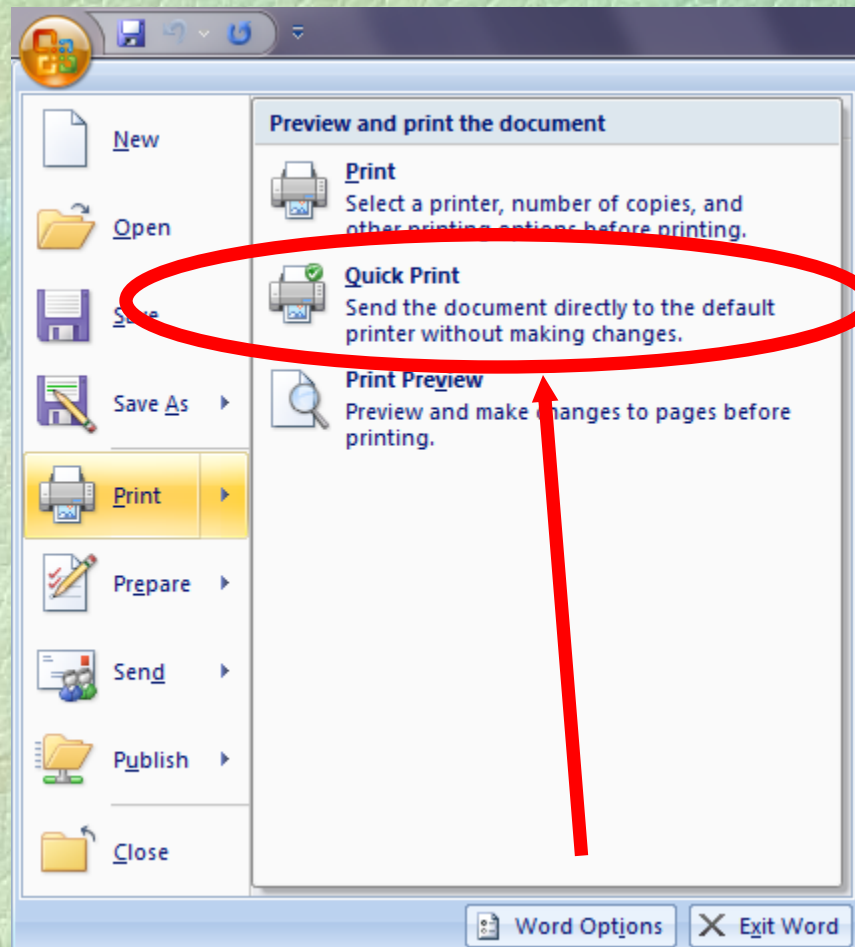


... a dialogue box will appear and you must tell the program **where** you want to save the file and **what name** you will give the file.

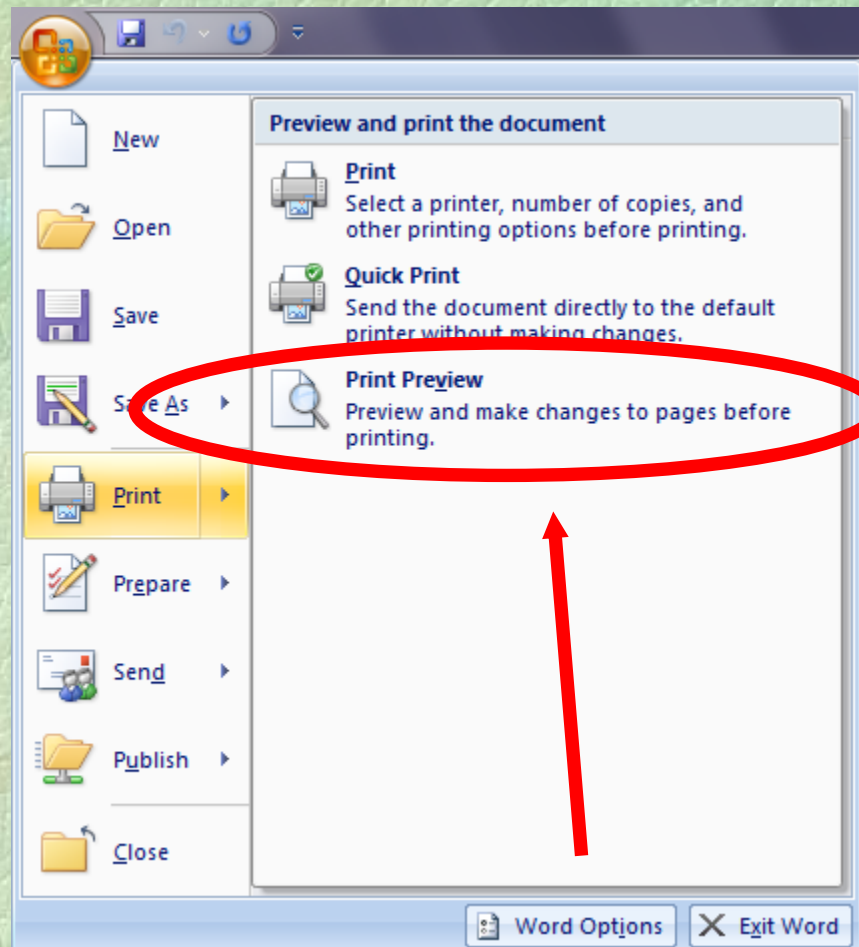
In school, you are to save your files to **your U: Drive directory.**



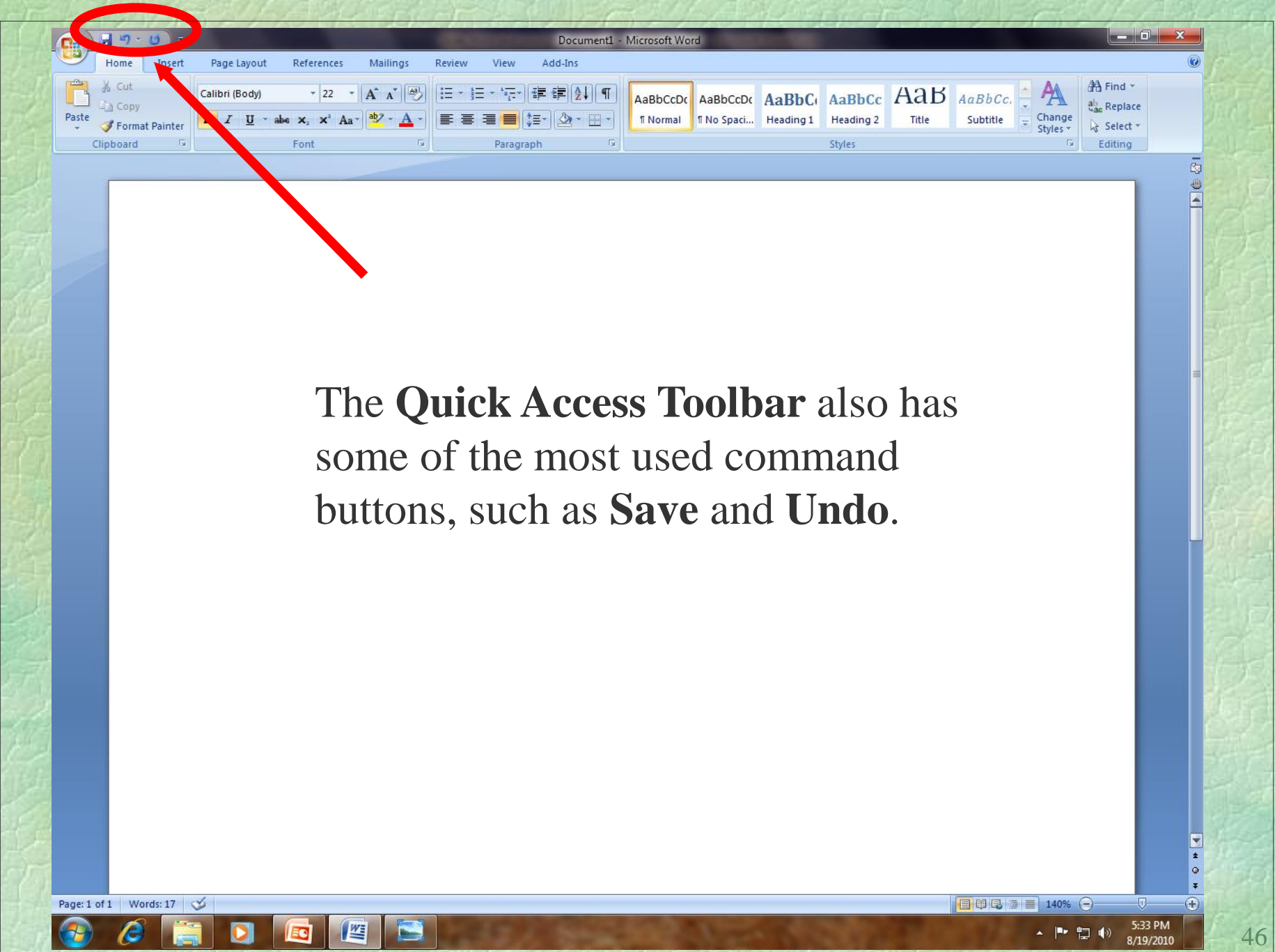
When you first click the **Print** command button...



... a print submenu will appear. If you just want to print one copy of all pages of your document, then you should just click **Quick Print**.



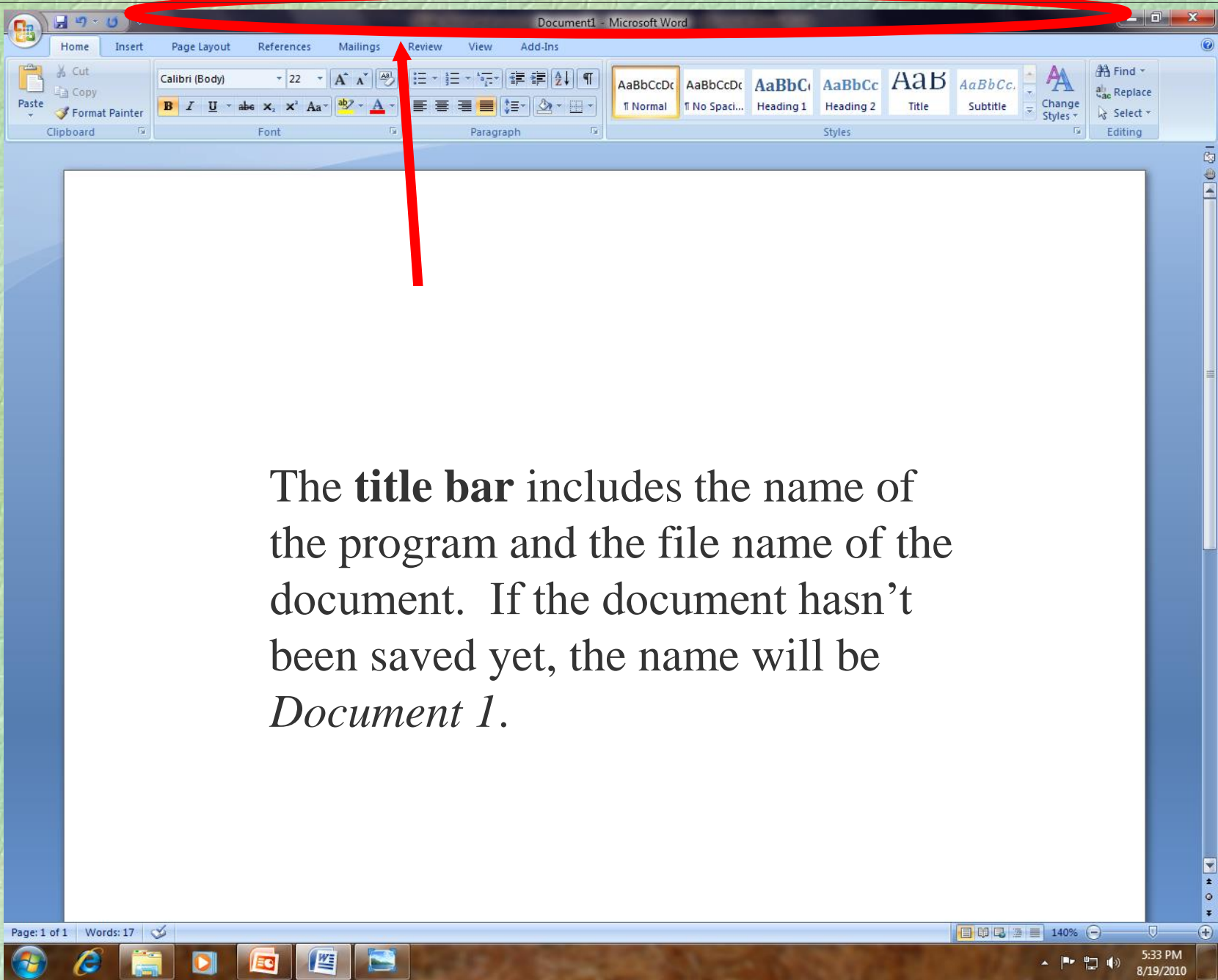
**Print Preview** allows you to see what your document will look like **before** you print it.



The **Quick Access Toolbar** also has some of the most used command buttons, such as **Save** and **Undo**.

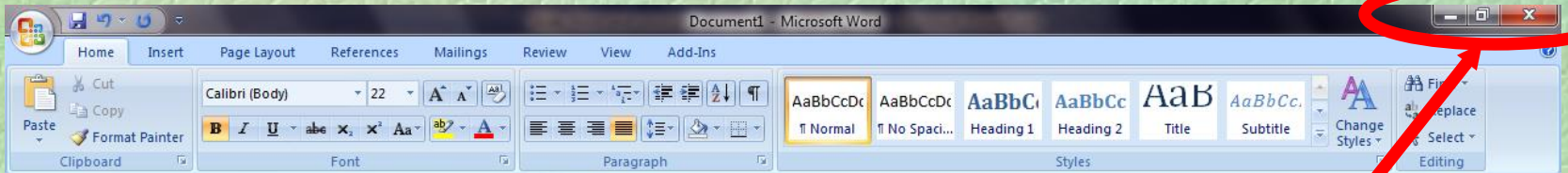


The **Undo** command button is used for undoing your most recent mistakes.



The **title bar** includes the name of the program and the file name of the document. If the document hasn't been saved yet, the name will be *Document 1*.





To the right of the title bar you will find the **minimize, maximize/restore, and close** buttons.



The **minimize** button will make the program as small as it can get, while still running.

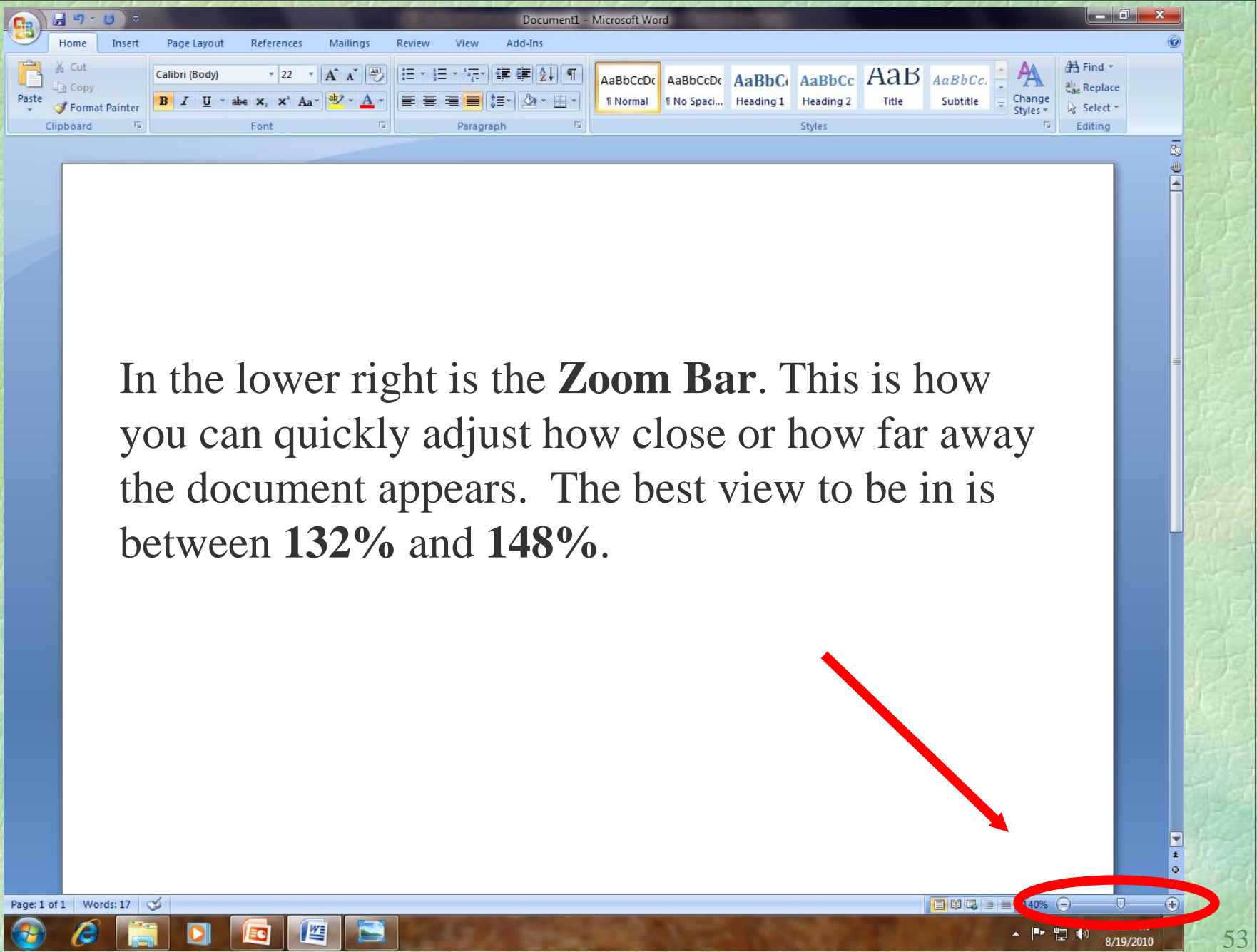


The **maximize** button will make the program as large as it can get.

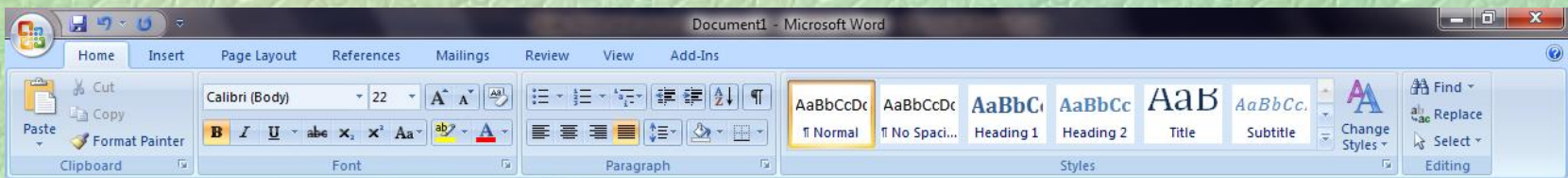
If the program screen was resized, the **restore** button will return the screen to the previous size it was.



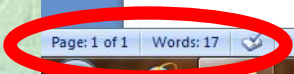
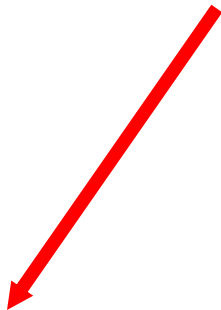
The **C**lose button will shut down the program, but the program will always ask you first if you want to save any changes you have made.

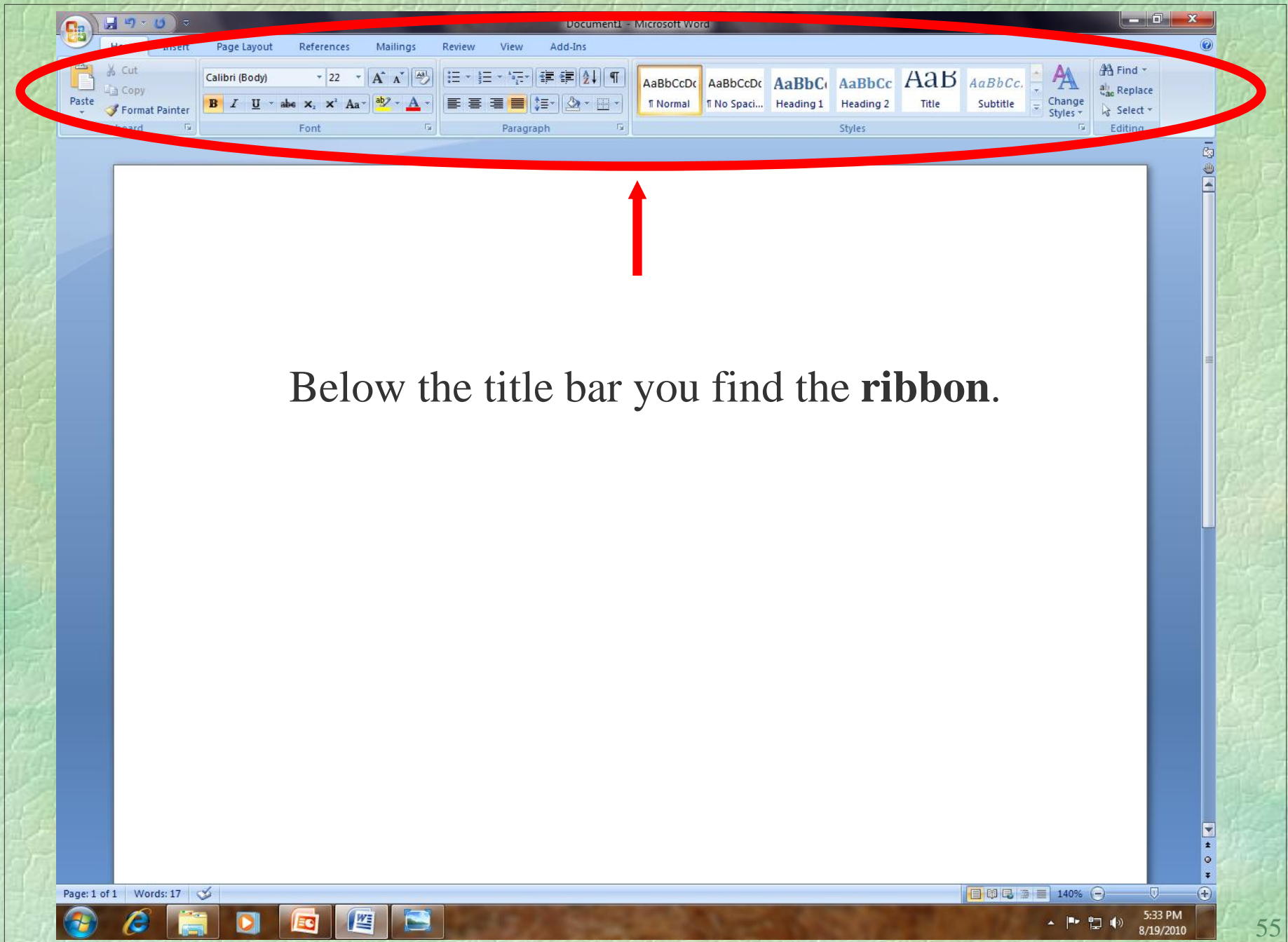


In the lower right is the **Zoom Bar**. This is how you can quickly adjust how close or how far away the document appears. The best view to be in is between **132%** and **148%**.

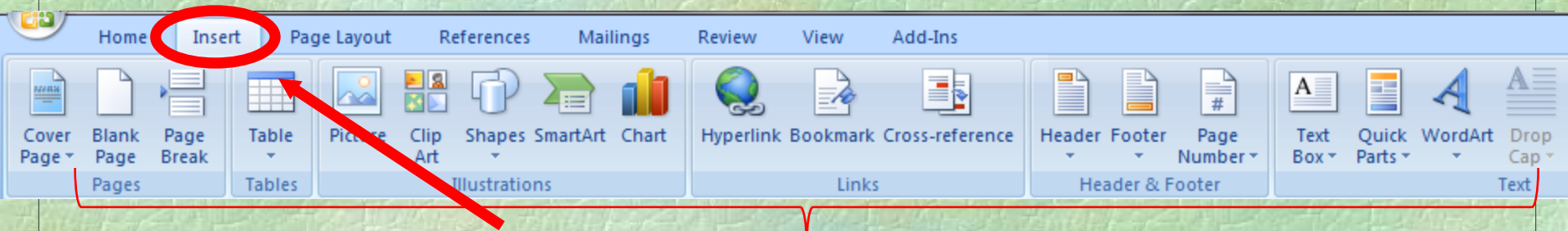


The **Status Bar** in the lower left of the screen will tell you what page you are on and how many words you have typed so far.





Below the title bar you find the **ribbon**.

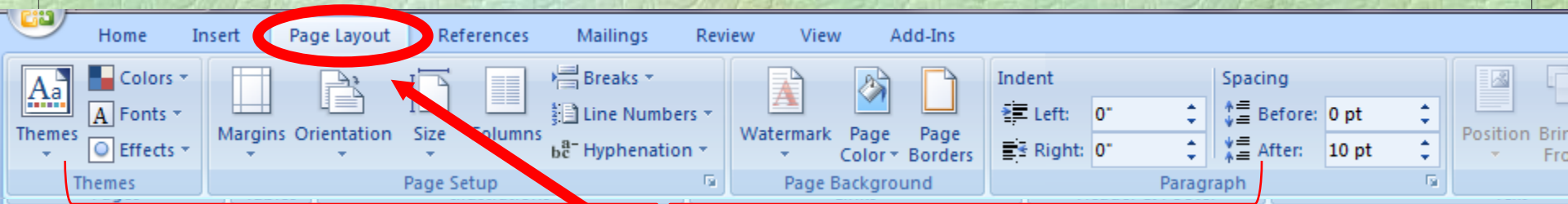


The **ribbon** consists of different **tabs**.

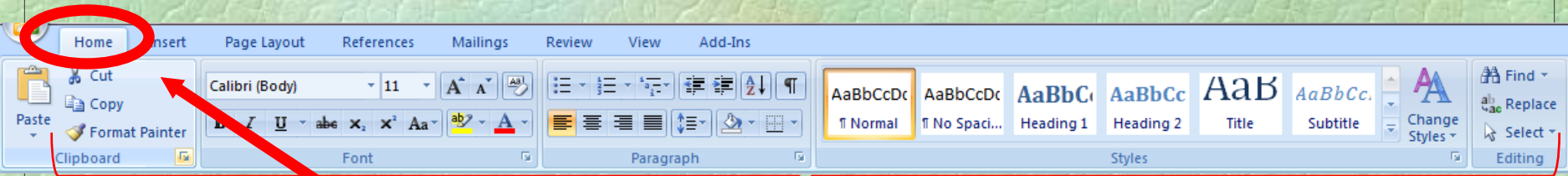
Each tab has a different set of **groups**

This is the **Insert** tab and some of its groups.

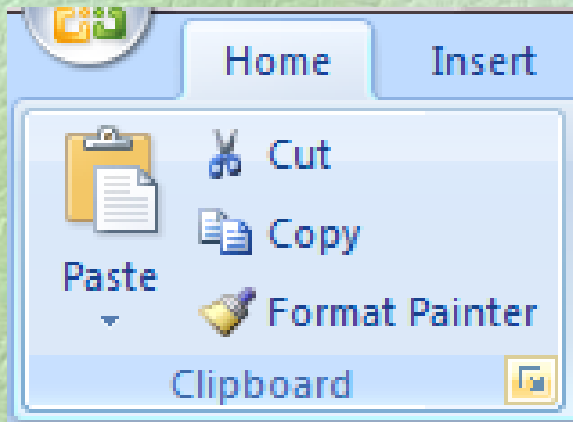




This is the **Page Layout** tab and some of its groups.

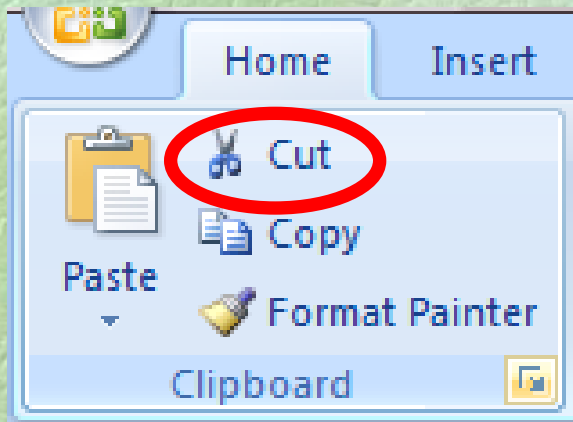


This is the **Home** tab and its groups.

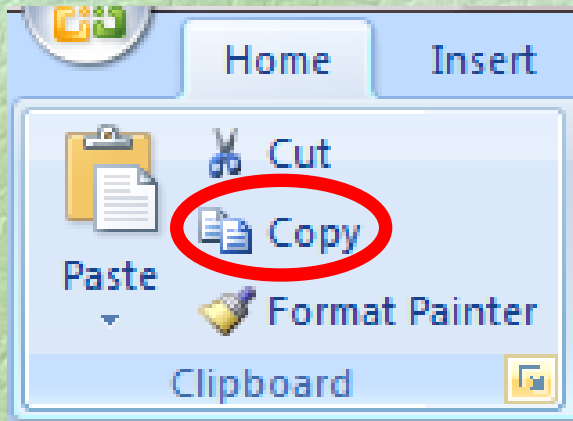


Each group is made up of **Command** buttons.

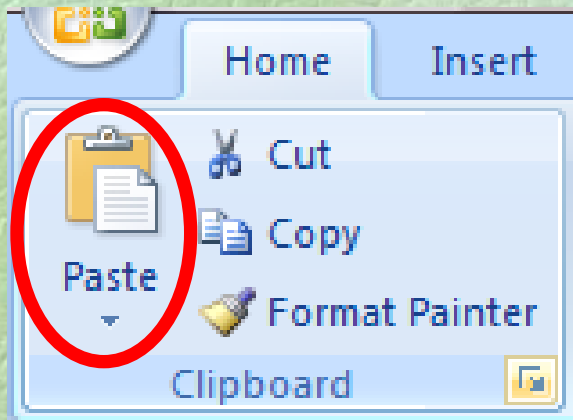
This is the **Clipboard** group and its command buttons.



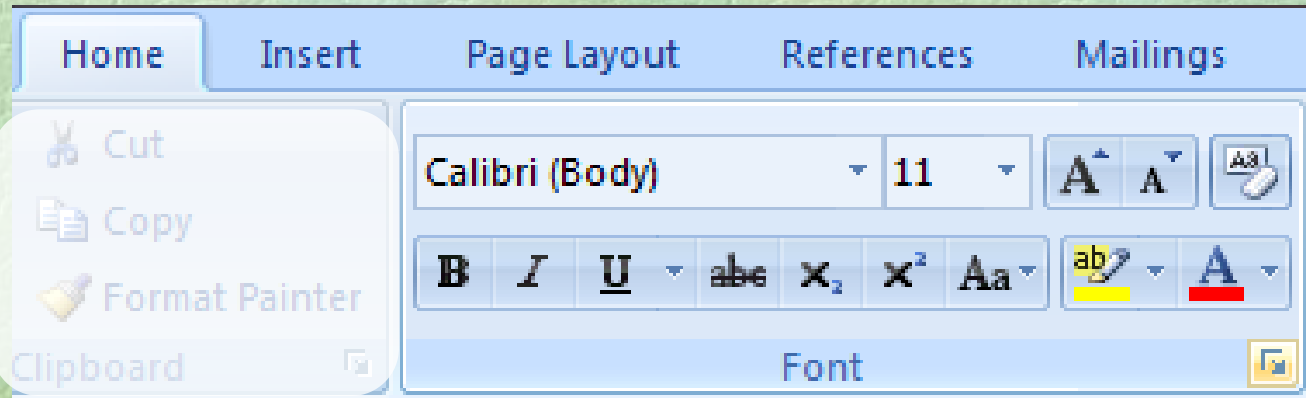
The **Cut** command is used for removing words or object from one part of your document to be placed elsewhere in your document.



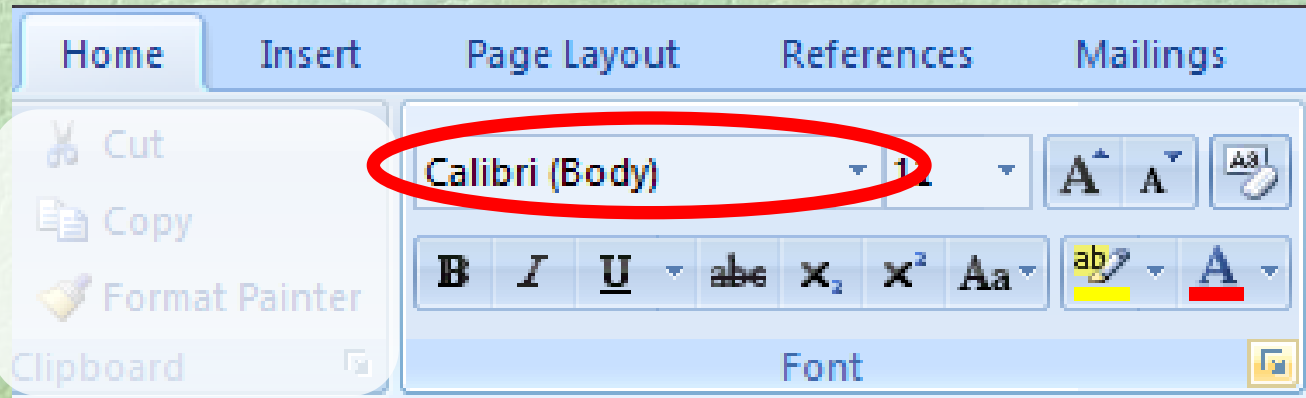
The **Copy** command is used for making an exact copy of words or objects that can be pasted elsewhere in your document



The **Paste** command is used for placing words or objects that were cut or copied from your document and pasting them elsewhere in your document.

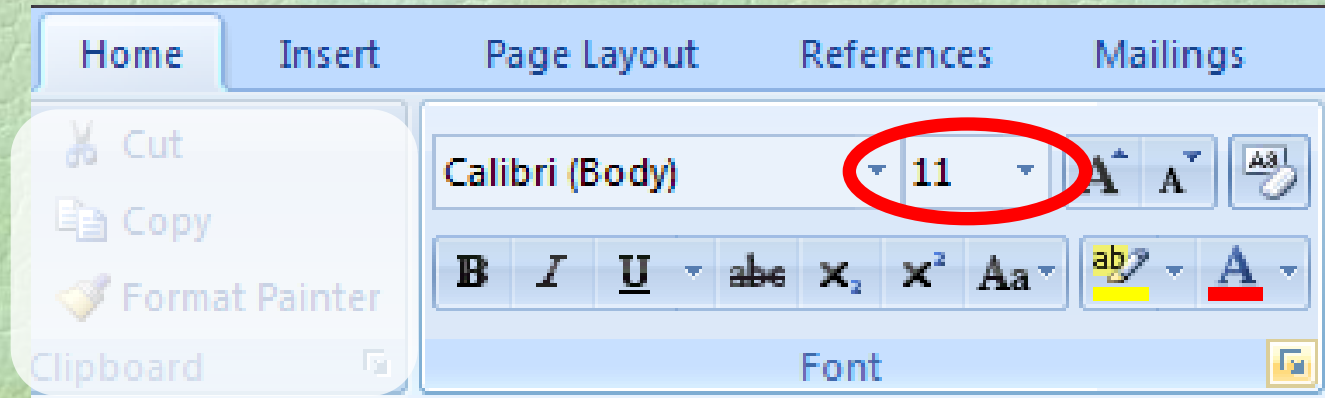


This is the **Font** group.

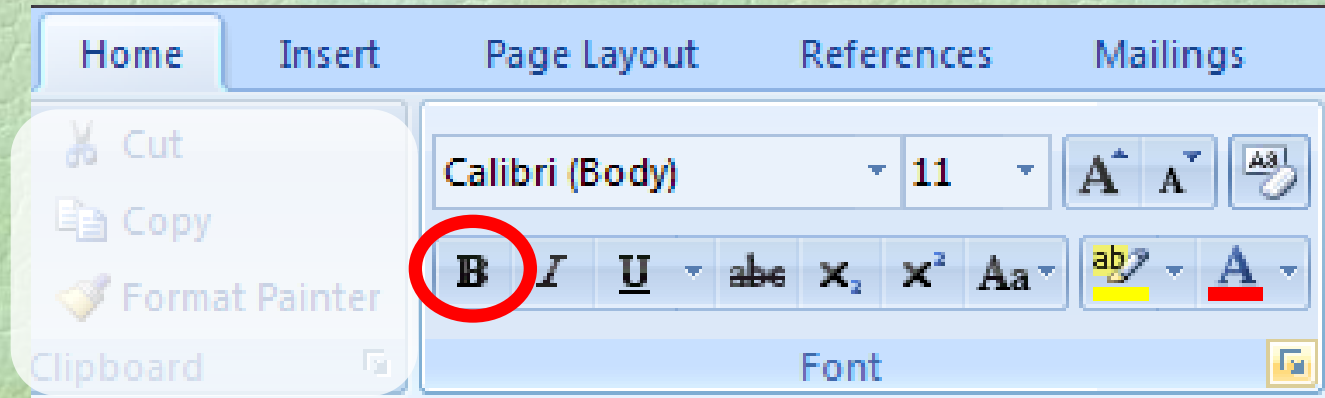


The **Font** command is where you change your fonts.

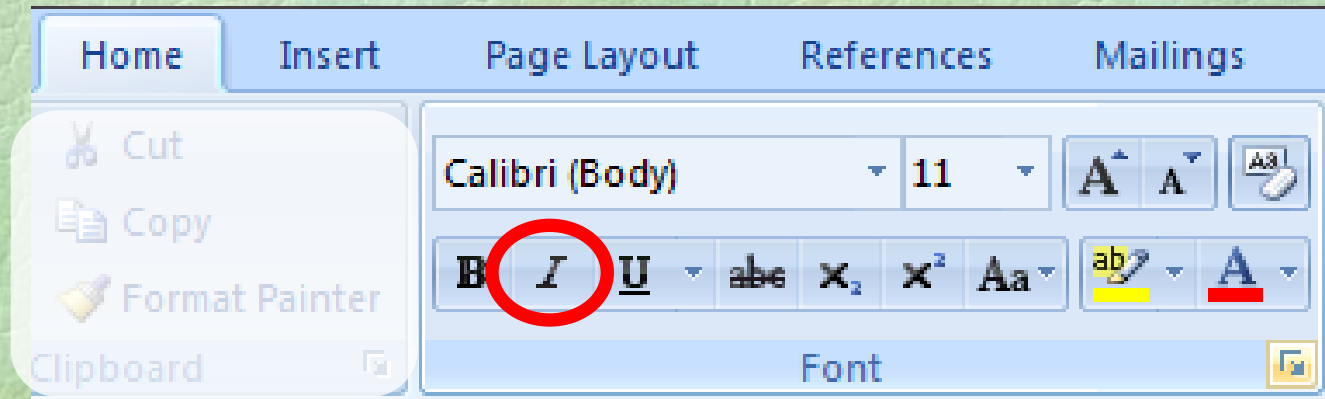




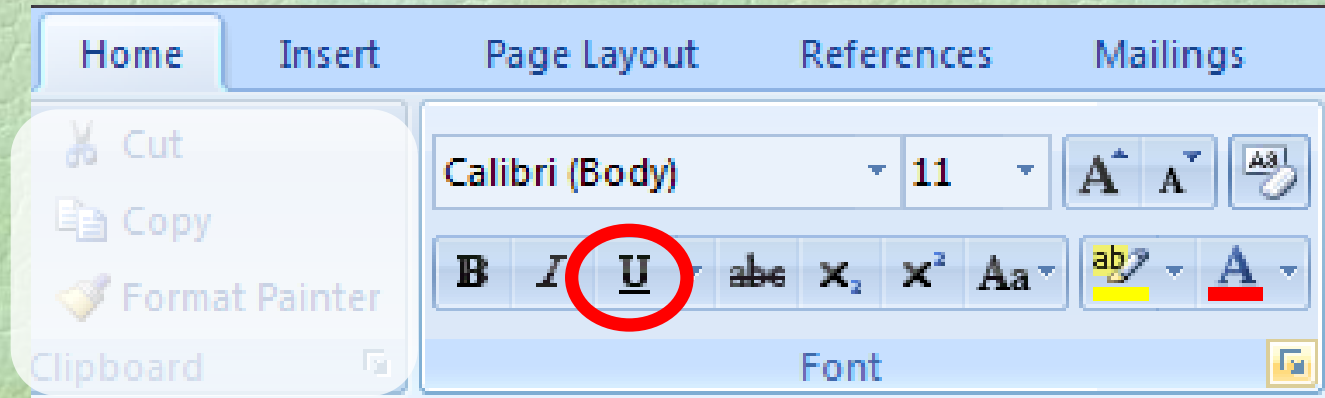
The **Size** command is where you change how big or small your fonts will be.



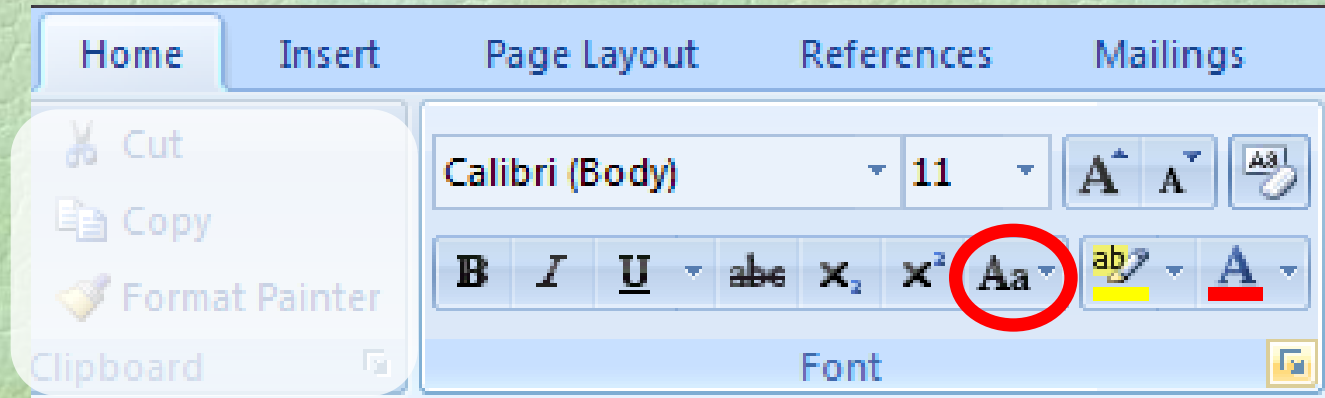
The **B** command is used for making letters, words or sentences **bold**.



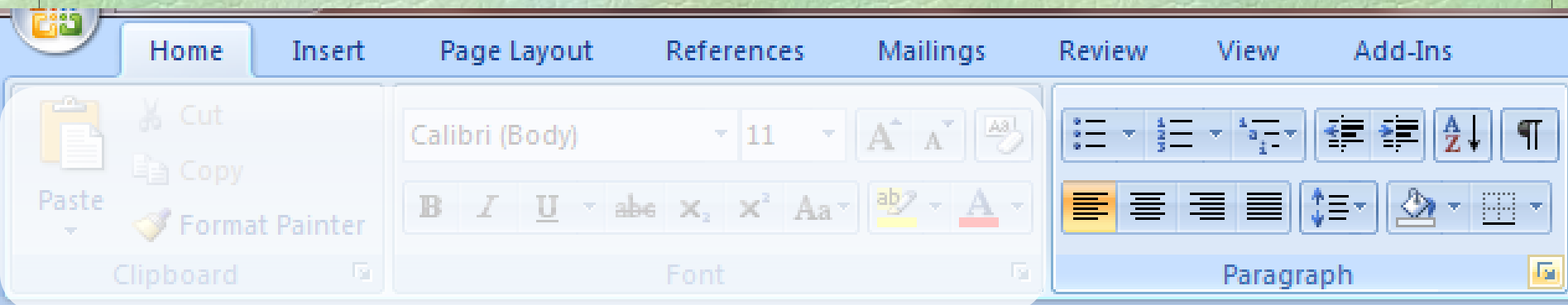
The **Italic** command is used for making letters, words or sentences *italic*.



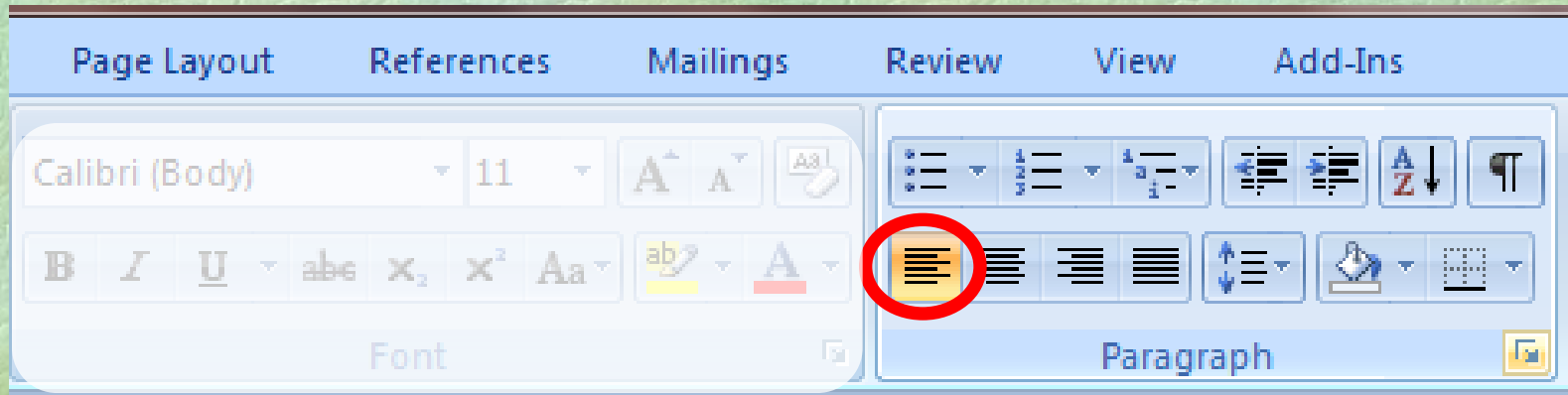
The **Underline** command is used for making letters, words or sentences underlined.



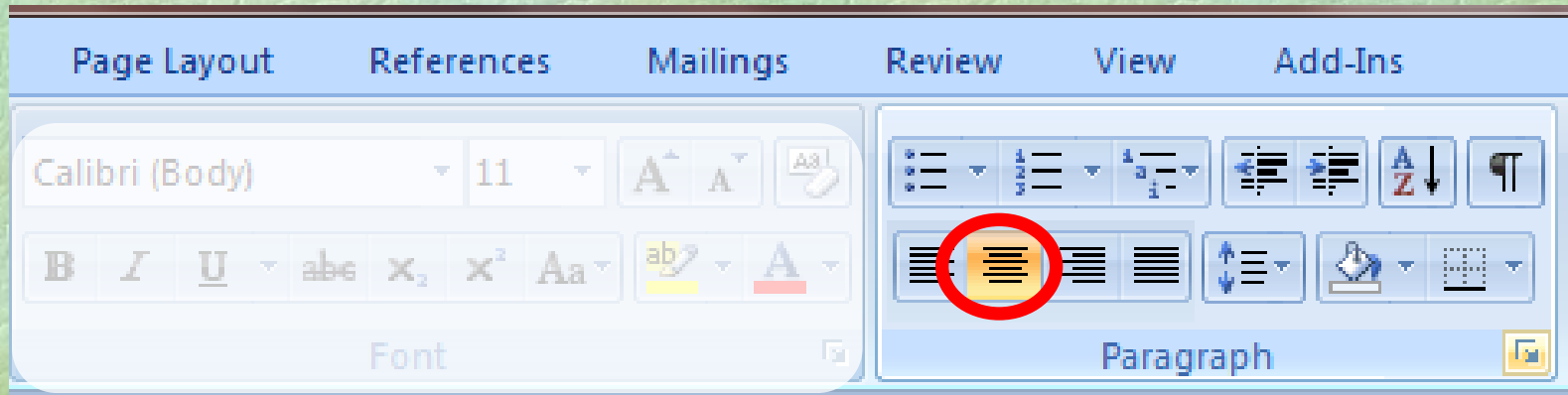
The **Change Case** command allows you to change your letters, words or sentences from UPPER CASE to lower case.



This is the **Paragraph** group.

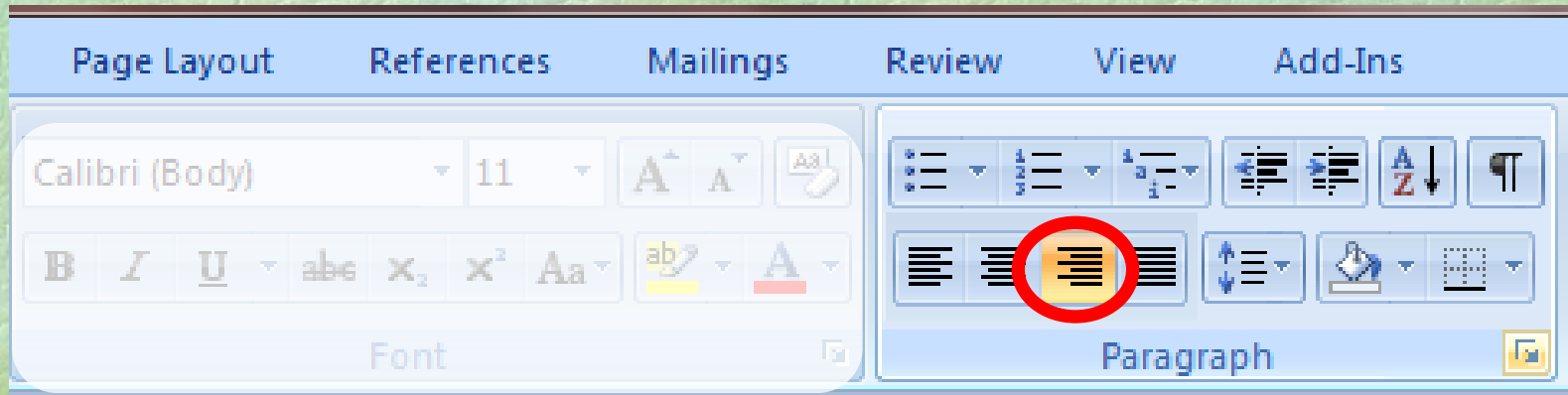


The **Align Text Left** command will align your text to the left page margin. This is the alignment most used and is the default text alignment in Word.

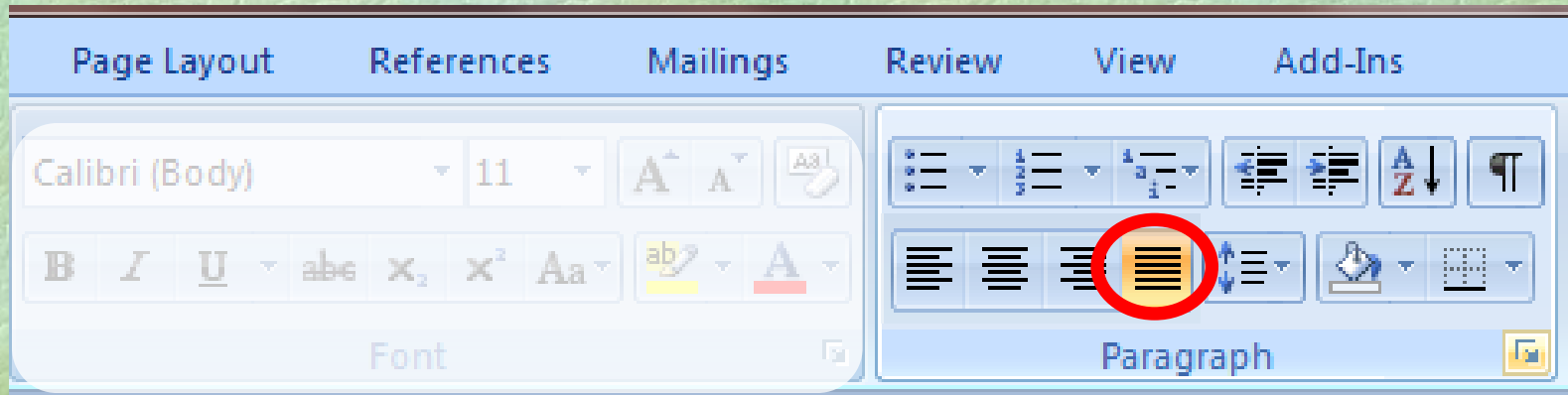


The **Center** alignment will place your text centered in between the left and right page margins.

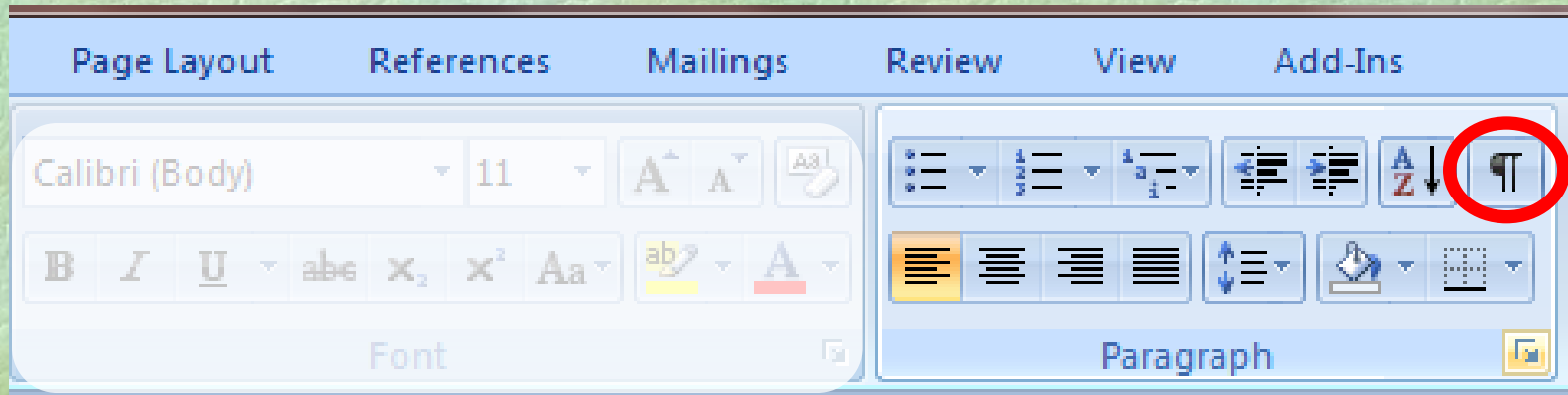




The **Align Text Right** will align your text to the right page margin.



This **Justify** command will align your text to both the left and the right page margins. **Careful!** This is **not** the same as **center** alignment.



The **Show/Hide ¶** command will display non-printing characters that show you everywhere you pressed the **Tab** key, the **Space** bar, and the **Enter** button.

# Remember...

- READ...directions on the Shared Drive and slides on the Smartboard.
- LISTEN...to directions from the teacher.
- Save your work to your U: Drive student directory on *the network!*
- Typing...**BOTH HANDS!**

# You have completed this slide show. Did You...

- Complete your worksheet?
- Write your name and section at the top?
- Answer all the questions?

Please notify the teacher that you are done so that you maybe given further instructions.