

Word 97 Quick Reference Sheet

Using Basic Document Skills

Opening a document

Scrolling using the mouse

Moving around the text using the arrow keys on the keyboard.

Selecting Text - hold down the left mouse button and drag the pointer across the text to be selected

Closing a document

Entering text into a document

Saving a new document

Use Save **A**s the first time you save and also show the document where it has to go. Filenames should be 8 letters or less - no spaces, full stops or commas etc.

Use the keyboard shortcut CTRL and S thereafter, to save quickly.

Using Insert mode. This is the normal set up.

If you accidentally end up in Overtyping mode go to Tools > Options > Edit tab and de-select the overtype tick box.

Renaming an existing document. Use Save as, and give the document a new name.

Checking spelling and grammar.

- 1 You can go to the incorrect text then click the right mouse button on it to see the quick spell checker where you click on the correct spelling.
- 2 You can click on the Spell Check tool on the tool bar and correct the text from there, where there are other features.

Using Basic Text Editing

Inserting text, deleting text, 'Backspace' deletes to the left

'Delete' deletes to the right

or Highlight text and type new text over it

Moving text - Cut and Paste

Keyboard shortcut is CTRL and X to cut

Keyboard shortcut to paste is CTRL and V

Copying Text - Copy and Paste

Keyboard shortcut to Copy is CTRL and C

Moving text with the mouse.

Highlight text then Drag and Drop (it does not go onto the clipboard) To copy text using drag and drop, first hold down the CTRL key.

'Undo' -ing commands - using the 'Undo' tool - very useful if you have accidentally deleted text.

Working with document Views

You can use View on the windows menu bar, or use the icons at the bottom left of the window.

For many jobs, Page Layout View is the most appropriate, because what you see on the screen is what you get. (WYSI WYG)

Change the percentage view by using the drop down menu at the top right of the tool bar, or typing in 85%.

Printing

Clicking on the print tool on the tool bar will start the printing directly, with the current settings

Click on File > Print... allows to you say how many copies, or whether you just want the current page printed

Click on File > Print Preview will show you what your page will look like.

Click on Close to return to the normal view of the document

Changing the appearance of text (or Text Formatting)

This refers to changing the Typeface, Size, Style (bold, italic, underline)

Normally you select the text you wish to change and click on the small black arrow on the drop down lists on the formatting toolbar.

You can change a typeface before you begin entering text. It will remain the same until you change it again.

You can change the colour of the text by highlighting the text then clicking on the down arrow beside the capital letter A. This gives you a choice of colours.

Format Painter tool allows you to copy formats (demonstrate !!)

Highlight the text you want to copy the format from. Click on Format Painter tool.

Then highlight the text you wish to change and it will change automatically.

Or go to the Help button click on index and type in Format painter. Read how to use it.

Change Case

If you accidentally type in capitals in you can change it by going to Format > Change Case

Changing the appearance or alignment of paragraphs

Highlight the paragraph and use the alignment tools for left, right, centre and justification alignment.

There are pre-set paragraph styles in the drop down menu at the left of the formatting toolbar (Often it says 'Normal').

Setting TAB stops

- 1 Select the paragraphs in which you want to set tab stops.
- 2 Click **L** at the far left of the horizontal ruler until it changes to the type of tab you want.
- 3 Click on the horizontal ruler where you want to set a tab stop.

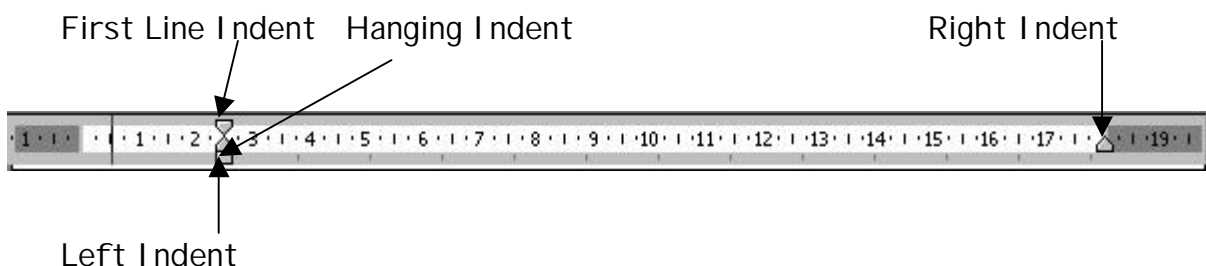
Note If you want to set precise measurements for tabs, click Tabs on the Format menu.

To Clear or move tab stops

- 1 Select the paragraphs in which you want to clear or move a tab stop.
- 2 To clear a tab stop, drag the tab marker off the horizontal ruler.

To move a tab stop, drag the tab marker to the right or left on the horizontal ruler.

Adjusting the indents.



Highlight the text you want to indent and then move the maker along the ruler.

Changing the appearance of the whole document

(Document Formatting)

If you are in Normal view you can insert a page break by going to Insert > Break . . .

Changing the document margins

Drag the arrows from the left and right edge of the rulers.

Do the same with the vertical rulers. Put the pointer on the join between the grey section and the white section and drag.

How to change the page orientation (Portrait / Landscape)

On the File menu, click Page Setup, and then click the Paper Size tab.

Under Orientation, click Portrait or Landscape.

Tip To change the page orientation for part of a document, select the pages and then change the orientation as usual. In the Apply to box, click Selected Text.

Making a bulleted or Numbered List

- Click on the 'Bullets' button on the formatting toolbar.
- To choose the style or numbering of bullets go to Format > Bullets and Numbering and select the style.

Adding Headers and Footers

1 On the View menu, click Header and Footer.

2 To create a header, enter text or graphics in the header area. Or click a button on the Header and Footer toolbar.

3 To create a footer, click Switch Between Header and Footer to move to the footer area. Then repeat step 2.

4 When you finish, click Close.

(You can also put Headers and Footers onto a Master document)

Click on View > Master Document, then repeat from step 1 above.



Working with Graphics

Importing MS Clipart onto the document

Click on Insert > Picture > Clip Art. Find the picture you want. Click on it to select it, then click on 'Insert' (the one in this window - not the one in the windows toolbar)

In the clip art window, you can also ask the program to find a particular type of clip art (demonstrate !!)

Importing a picture from a file (ie a Dazzle file which you have saved, or a picture from a digital camera which is already saved in your hard disc)
Click on Insert > Picture > From File. You navigate to the place where your picture file is stored then select it, and click on insert.



Working with Tables

1 Position the cursor where you want the table to go.	3 Decide how many rows and columns you want and drag the pointer over these	5 Click in each 'box' to type. The boxes extend as you add more text.
2 Click on the table tool on the tool bar	4 The empty table appears o your document.	6 You can adjust the box margins by positioning the cursor directly on each line and dragging the pointer.

To delete a table

Highlight the table then press CTRL and number5, then click on the scissors tool on the toolbar.

Tip You can quickly remove all borders and shading from a table by clicking the table, clicking Table AutoFormat (Table menu), and then clicking None in the Formats box.

Applying Borders and Shading

Click on the 'Outside Border' tool on the toolbar

This puts a border around the line where the cursor was situated.

You can 'dress up' the style of the border by going to Format > Borders and Shading >

Click to select the setting, style or colour you require.

Remove a border from a page in a document

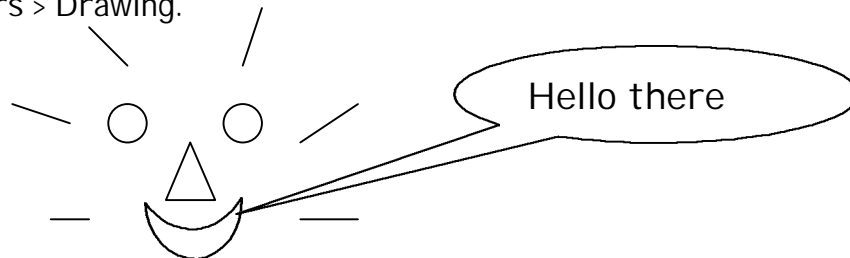
On the Format menu, click Borders and Shading, and then click the Page Border tab.

Under Setting, click None, click OK

Working with the Drawing tools

These are fun to experiment with.

If the drawing toolbar is not present at the foot of the screen go to View > Toolbars > Drawing.



Try drawing a face using the Oval tool, the Autoshapes, and Line tools.

Hello there

Working with WordArt

Click on the Word Art Tool on the drawing toolbar.

Click on the Word Art style you want.

Type in a short piece of text.

Click on OK and it appears in your document. A small Word Art toolbar also appears.

Practice moving the Word Art. Click on the Word Art text to highlight it.

Drag to move.

Working with Columns

At the start of your document, click on the Column tool on the toolbar.

Click on the number of columns you require.

The text will be divided into these columns when you enter text.

Importing data from an Excel spreadsheet

In MS Excel enter the data into your spreadsheet.

You are going to copy and paste this into a Word document.

Highlight the exact section of the Excel spreadsheet which you want to copy.

Hold down CTRL and tap C to copy this section to 'the invisible clipboard'.

Open your Word document.

Click to position the cursor where you want the table to be pasted.

Hold down CTRL and tap V to paste the spreadsheet into your Word document.

Additional Notes

