

Basics of Word Processing

Microsoft Word

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Workshop Outline for Basics of Word Processing Microsoft Word

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Word Processing is using a computer program such as Microsoft Word to create, edit, and produce text documents. Microsoft Word helps you create professional-quality documents because it lets you type and format text, correct errors, and preview your work before you print or distribute a document.

Microsoft Word is a word processing program used to compose and update a wide range of business and personal documents. In addition, Word offers many desktop-publishing features that let you enhance the appearance of documents so they are appealing and easy to read. Microsoft Word has the power and flexibility to create a letter, memo, fax, annual report, newsletter, or book quickly and easily.

Basics of Word

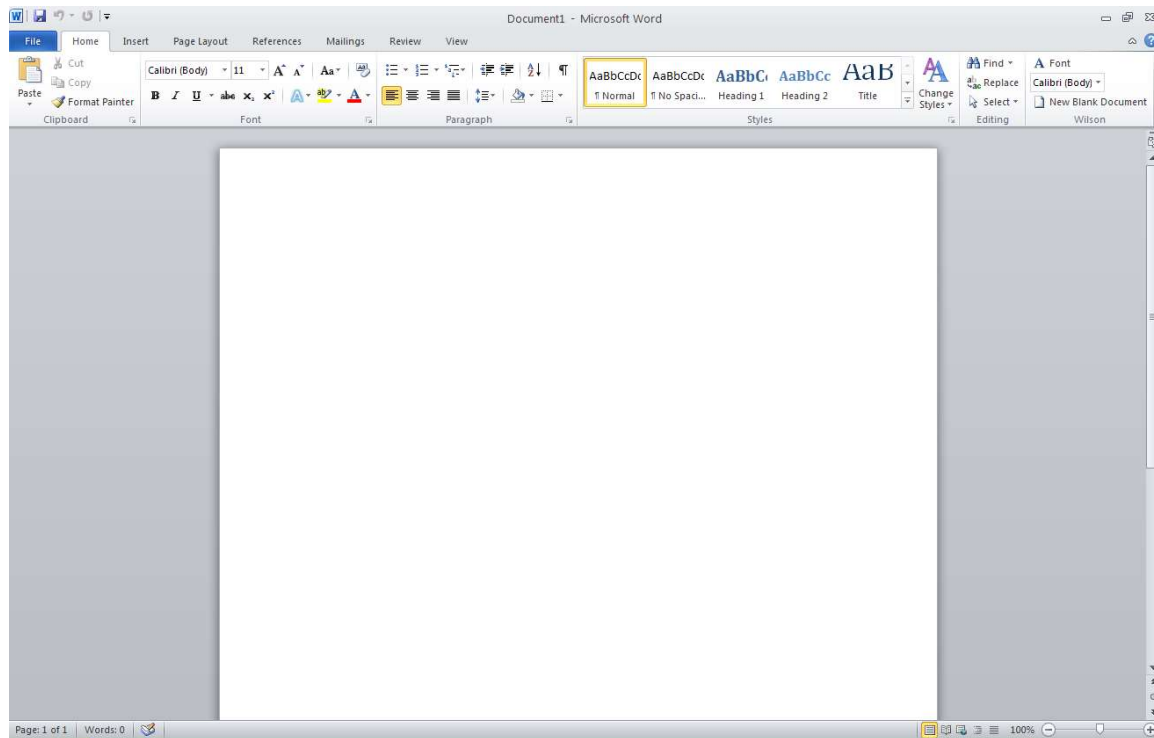
Learn the basics of word processing to begin creating professional-looking documents. The very basics of word processing will be taught, from creating and saving to editing and formatting a document.

Objectives

-  Get started with Word
-  Navigate a Word document
-  Change the appearance of text.
-  Work with an existing document
-  Edit and replace text in a document.

Getting Started – Launching Microsoft Word

Start the Word program. The most common way to start Word is to use the >START> button on the Windows taskbar. Locate Word 2010 in the menu and launch the application. You should see a screen similar to the one below.



- ✚ Things to remember:
 - ✚ **Insertion Point** - The blinking, short, vertical line, it indicates where your next typing (or backspacing) will begin.
 - ✚ **I-beam** -The cursor shape (I) that controls the movement or placement of the Insertion Point controlled by the mouse.
 - ✚ **Point** - Move the pointer on a display screen to select an item.
 - ✚ **Click** - To tap on a mouse button, pressing it down and then immediately releasing it (one press-and-release of the mouse). Note that *clicking* a mouse button is different from *pressing* (or dragging) a mouse button, which implies that you hold the button down without releasing it. The phrase to *click on*, means to select (a screen object) by moving the mouse pointer to the object's position and clicking a mouse button.
 - ✚ **Double-click** - Tapping the mouse button twice in rapid succession. Note that the second click must immediately follow the first, without moving the mouse, otherwise the program will interpret them as two separate clicks rather than one Double-Click. (generally used to open an icon or select a single word)
 - ✚ **Drag** - Refers to any operation in which the mouse button is held down while the mouse is moved.
 - ✚ **Right click** - access different shortcut menus, menus vary depending on where you are clicking.
 - ✚ **Left click** - select button.
 - ✚ **Select / Deselect** - highlighted or non-highlighted text.

START>PROGRAMS >MICROSOFT WORD 2010

The parts of the new interface

Top 5 Most-Used Commands in Microsoft Word 2003

1. Paste
2. Save
3. Copy
4. Undo
5. Bold

Together, these five commands account for around 32% of the total command use in Word 2003. Paste itself accounts for more than 11% of all commands used, and has more than twice as much usage as the #2 entry on the list, Save.

With this information, the developers went out and created a new interface for Office 2007. This interface expanded for 2010. This new interface is called fluent and this is what we will be talking about in this lecture.

The new Microsoft Office Fluent user interface primarily consists of nine key components:

1. The Ribbon - consists of tabs displaying the commands that are most relevant for each of the task areas in each application. This is a combination of the menu and toolbars.
2. Contextual Tabs - whenever a user selects or inserts an object, the Contextual Tabs for modifying that object (such as pictures, tables, text boxes and charts) appear in the Ribbon.
3. The Office File Button - replaces the File menu. This replaces the Office Button of Office 2007.
4. Galleries - provide users with a visual set of formatting options to choose from when working on a document, spreadsheet, presentation or Access database.
5. Live Preview - shows the potential results of a Gallery selection within the document before it is actually applied.
6. Mini Toolbar - provides easy and efficient access to the most frequently used text-formatting commands.

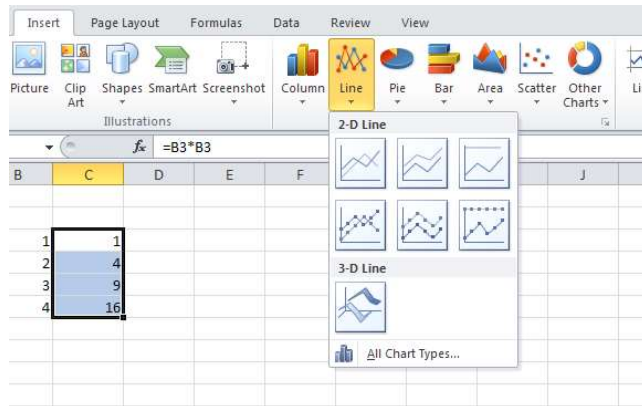


Mini Toolbar



ib, the galleries include items that are c
your document. You can use these gall

Gallery (Item #4)



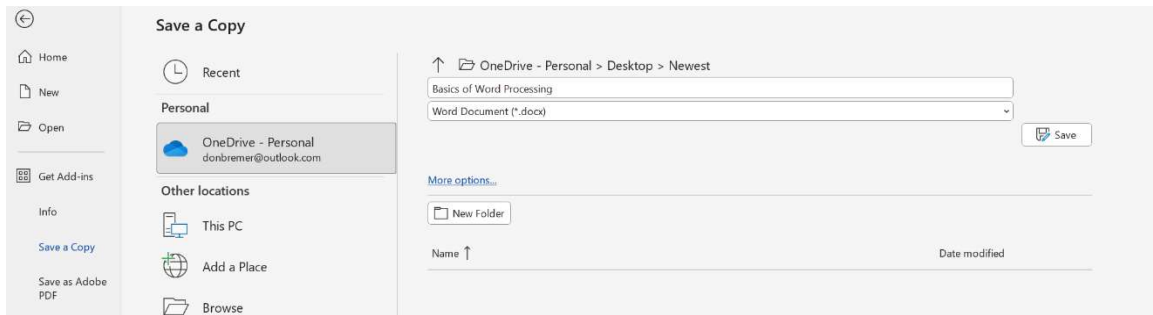
7. Enhanced ScreenTips - appears as users move the mouse pointer over items in the Ribbon, showing the name of the feature, the keyboard shortcut and a brief description of what the feature is used for, and help links.



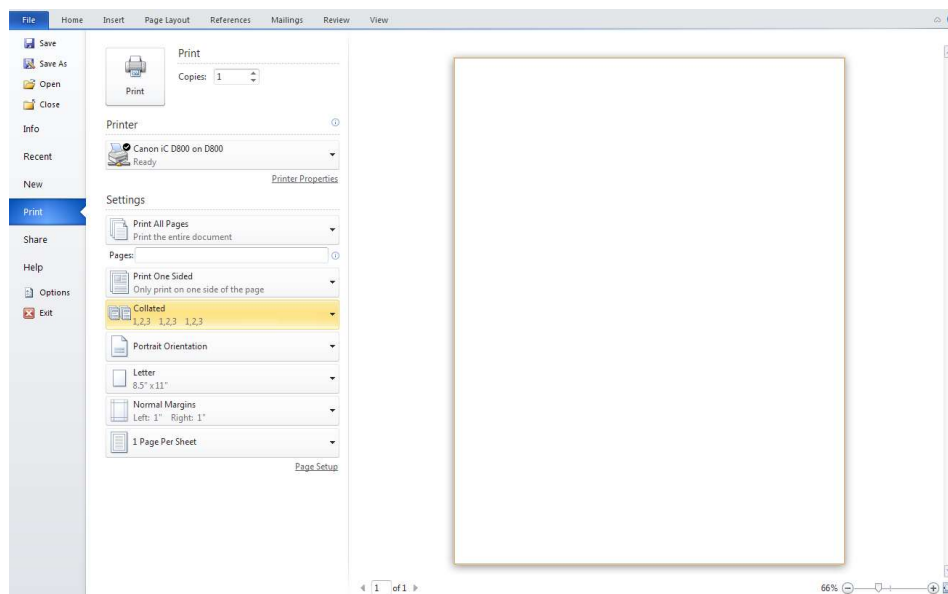
8. Quick Access Toolbar - provides a single location for people to place the commands and features they use most frequently.
9. KeyTips - appear in front of the Ribbon tabs with a single letter or combination of letters for users to type to activate the feature when users press the Alt key.



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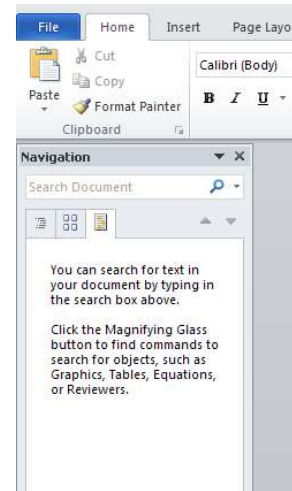
- 📌 Time saving tip:
 - 📌 Note difference between **Save** and **Save As**. File name defaults to the first words of the document. (My Documents is usually the default folder)
 - 📌 CTRL+S will get the save dialog box
 - 📌 **Save as type** drop down allows user to save in different formats.



- 📌 Time saving tip:
 - 📌 CTRL+P will bring up the Print dialog box.
- 📌 Time saving tip:
 - 📌 Bottom of File menu is a list of most recently used documents for ease of retrieval.
- 📌 Time saving tip:
 - 📌 CTRL+F will bring up the Find and Replace dialog box.

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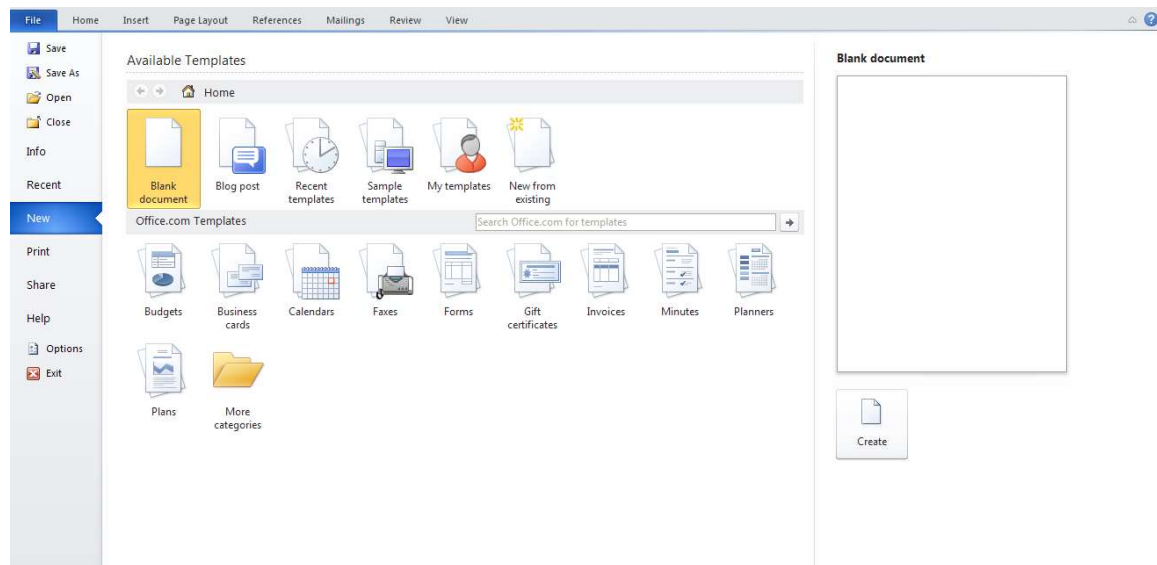
- ✚ Time saving tip:
- ✚ Right Mouse Button allows users to access menu items easier and faster.
- ✚ Use Keyboard Shortcuts. (hold Ctrl key down and press the “assigned” key)
- ✚ Use Toolbars instead of Menu items.



Creating a New Blank Word Document

Exercise: Entering text, checking for spelling errors, and saving your document

1. Select the File button and **CLICK New then Blank Document, do not correct any spelling or grammar errors.**



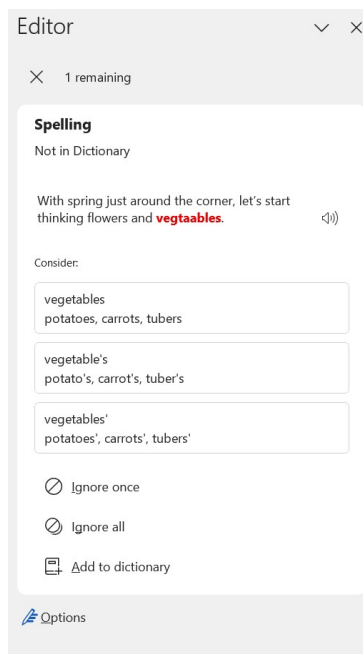
2. **TYPE *Gardeners, Get Your Garden Tools Ready!*, PRESS enter twice.**
3. **TYPE *With spring just around the corner, let's start thinking flowers and vegetables. Let's start planning for this year's garden. Let's start celebrating blue-ribbon zinnias and zucchini. Let's get your garden tools ready.***
4. Select the File button and **CLICK >Save** the **Save As** dialog box appears and displays **My Documents** folder as the open folder. Save As ***Gardeners***

Exercise: Spelling, Grammar and Thesaurus

1. Starting Spelling and Grammar [F7]
REVIEW (TAB) >SPELLING & GRAMMAR or use the Toolbar button


2. Dealing with words options


- **Ignore** this occurrence of the word.
- **Ignore All** occurrences of the word in this document.
 - **Add** the word to the Custom Dictionary.
 - **Change** the word by choosing one of the suggested corrections or editing the word manually.
 - **Change All** occurrences of the word in this document as above.
 - **AutoCorrect** the word (after choosing or entering a correction) and add it to the AutoCorrect dictionary.



3. Right-Click on the word planning to locate another synonym or antonym for the word using the Thesaurus

4. Close file, **FILE BUTTON>CLOSE**

 Time saving tip:

-  Right mouse button click on a red-underlined word for options on correcting spelling, adding to the custom dictionary, etc.

Moving Around in a Word Document

Note: All files are located in My Documents, Basics of Word Processing

Exercise:

1. OPEN Existing Document *Early Spring*

Early Spring 2011

Dear Garden Company Friend:

It is a perfect time to start planning your garden. Here at The Garden Company we realize that not only do you need the highest quality seeds, but you also need the highest quality tools to cultivate the best gardens. And with that in mind, we have for you the latest addition to our line of garden tools...The Garden Map Kit.

The Garden Map Kit is the most essential tool you will need to take your garden from good to great. Gone are the days of rows of lettuces, rows of tomatoes, rows of cucumbers. Gardens say so much about who you are and what you feel is important. Gardens not only give you fruits, vegetables, and flowers, but they decorate your lawn and complement your home. Your gardens will be the envy of the neighborhood.

This year take the time to plan your garden or to expand your garden or to plant new gardens using The Garden Map Kit. The Garden Map Kit contains lots of ideas and photos that will help you envision a new

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look for your gardens. Designing your gardens with The Garden Map Kit will ensure a plentiful harvest and a new look for your home and lawn.

Take a moment and dig in with our newest garden tool, The Garden Map Kit.

Happy Gardening!

*The Garden Company
1234 Oak Street
Seattle Washington, WA 10101*

The Garden Map Kit

Before you begin your gardening this year, take a moment to reevaluate the garden or gardens that you have. If you have always had a vegetable garden with the standard lettuce, tomatoes, zucchini, summer squash, and cucumbers, why not have another garden for a variety of peppers and another garden for herbs?

To help you plan your gardens, we have The Garden Map Kit that you can use to organize and design gardens that are not only functional but also visually enhanced. Knowing what to plan is only half the battle. Knowing where to plan to reap the finest and best vegetables, flowers, herbs, and fruit will take your gardening to another level.

The Garden Company welcomes your comments about our products and services. We also want to answer any questions you may have about them.

The Garden Map Kit includes a plant location guide; garden grid; drawing tools; and miniature flowers, fruits, herbs, and vegetable labels.

To order The Garden Map Kit, visit our Web site www.gardenco.msn.com or call us at 206-555-0100. You can charge your purchase to your credit card or send a check for \$22.49 (\$18.99 for the kit plus \$3.50 for shipping and handling).

2. **SELECT Print Layout view (bottom right hand side of the screen near zoom)**



3. **Navigating** using the keyboard

- Ctrl+End – End of document
- Ctrl+Home – Top of document
- End – End of line
- Home – Beginning of line
- Arrow keys – moves one line/space at a time in various directions
- Page up – Moves up one screen at a time
- Page down – Moves down one screen at a time
- Scroll bars – Moves up/down/right/left in a document
- Browse using “Select Browse Objects”

4. Selecting a word

DOUBLE-CLICK on the word to select it.

5. Replacing/deleting text

To replace selected text, **START typing over it** there is no need to back space.

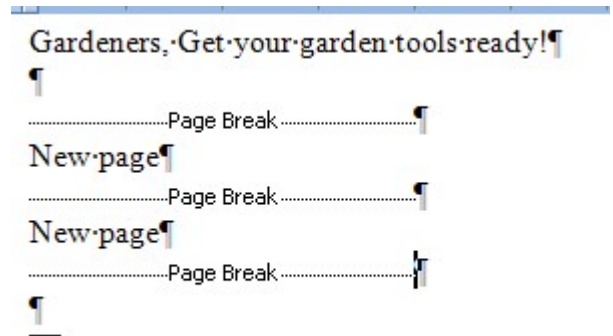
To delete selected text, **PRESS the delete key.**

6. Selecting a line
MOVE to the left margin when the cursor turns into a **white arrow** (arrow pointing right towards text) **CLICK** the mouse button once **SELECT** a line holding down the mouse and dragging. Select adjacent lines either above or below.
7. Selecting a sentence
MOVE the cursor into the sentence you want to select, **HOLD Ctrl key** down as you **CLICK** anywhere in that sentence. Note: if there is an abbreviation, or other punctuation in the middle of the sentence, you will have to drag through the entire sentence instead.
8. Selecting a paragraph
MOVE to the left margin when the cursor turns into a **white arrow**, **CLICK** the mouse button twice (rapidly without moving the mouse). Or **TRIPLE-CLICK** on any word in a paragraph.
9. Selecting entire document
MOVE to the left margin when the cursor turns into a **white arrow**, **CLICK** mouse button three times. Or **CTRL+A**.
10. Selecting non-adjacent blocks of text
SELECT the first block of text, **HOLD Ctrl key**, **SELECT** the next block of text.

Page Breaks

There are two types of page breaks in Word.

- **Automatic page breaks** inserted into a document automatically when a page is completely filled. These page breaks appear as a dotted line across the screen in Normal view.
- **Manual or Hard page breaks** are forced page breaks entered by you. Hard page breaks appear as a dotted line across the screen, with the words Page Break displayed.



Exercise:

1. **Inserting a Hard Page Break**, position the insertion point where the new page will start. **PLACE the Insertion Point** before the text *The Garden Map Kit*, **PRESS Ctrl+Enter**, a new page is created.
2. **Deleting a Hard Page Break**, position the insertion point on the Hard Page Break line, **PRESS Delete**.
3. **Press CTRL+Z, to put the page break back.**

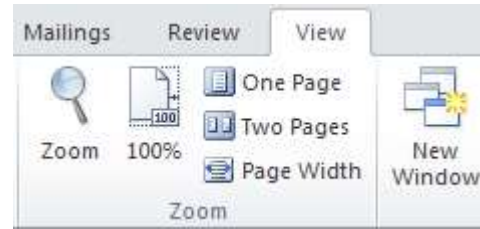
Exercise: Print Preview

1. On the Ribbon **CLICK VIEW (TAB)**, and in the **ZOOM SECTION**, select **Two Pages**
2. **CLICK** on the 100% button to bring you back to your document .

Editing Document Text

Cut, Copy & Paste

The cut & paste function allows you to move or rearrange text. Copy & paste allows you to duplicate text. Windows provides a temporary storage area called the **Clipboard** for items as you move or copy. When selected text is cut or copied, it is placed in the Clipboard. Pasting inserts a copy of the Clipboard contents at the insertion point. Entries remain in Clipboard until you cut or copy another entry to it, or until you exit Windows.



- Select the text to be moved or copied.
- Cut or copy the text using one of these three methods:
 - Click the Cut or Copy icon on the Ribbon.
 - Right-click and select Cut or Copy
 - CTRL+C to copy or CTRL+X to cut.
- Position the insertion point where you want to paste the text.
- Paste the text using one of these three methods
 - Click the Paste icon on the Ribbon.
 - Right-click and select Paste
 - CTRL+V on the keyboard

Exercise:

1. **DOUBLE-CLICK** the word *Early* at the top of the document to select it **PRESS Delete** to delete the word and create a paragraph.
2. **PRESS end** to move the insertion point to the end of the line **PRESS space, TYPE *Has Arrived!*** the text appears at the end of the line.
3. **PRESS the down arrow** four times, **HOLD DOWN Ctrl**, **CLICK** anywhere in the first sentence to select it.
4. **PRESS Delete** to delete the sentence.
5. Press **CTRL+Z** button to restore the deleted text.
6. **CLICK the down scroll arrow** until the phrase *Happy Gardening!* appears, **POSITION the pointer** in the selection area to the left of the text *Happy Gardening!*, and then **CLICK to select** the entire line of text.

7. On the Home tab of the ribbon, **CLICK the Copy** button to copy text to the clipboard.
8. **PRESS Ctrl+End** to move to the end of the document, **PRESS enter** to insert a blank line.
9. On the Home tab of the ribbon, **CLICK the Paste** button to paste text from the Clipboard into the document.
10. **DOUBLE-CLICK** in the paragraph that begins *The Garden Company welcomes your comments* to select the paragraph. (**3rd paragraph up**)
11. **POINT** to the paragraph and then **DRAG** the paragraph text down to above the text *Happy Gardening!*. When you release the mouse, the text appears in its new location.
12. **SAVE** your document.

Replacing Text

AutoCorrect – Word corrects commonly misspelled words as you type so that you don't have to correct them yourself. For example if you type *teh*, Word changes it to *the* as soon as the space bar is pressed. **OFFICE FILE BUTTON > OPTIONS > PROOFING SECTION > AUTOCORRECT (top of the page)**. Besides correcting misspelled words, AutoCorrect can insert a long phrase when you type an abbreviation. For example, if you type the abbreviation *gc* to represent the company name, you can AutoCorrect insert the full phrase *The Garden Company*.

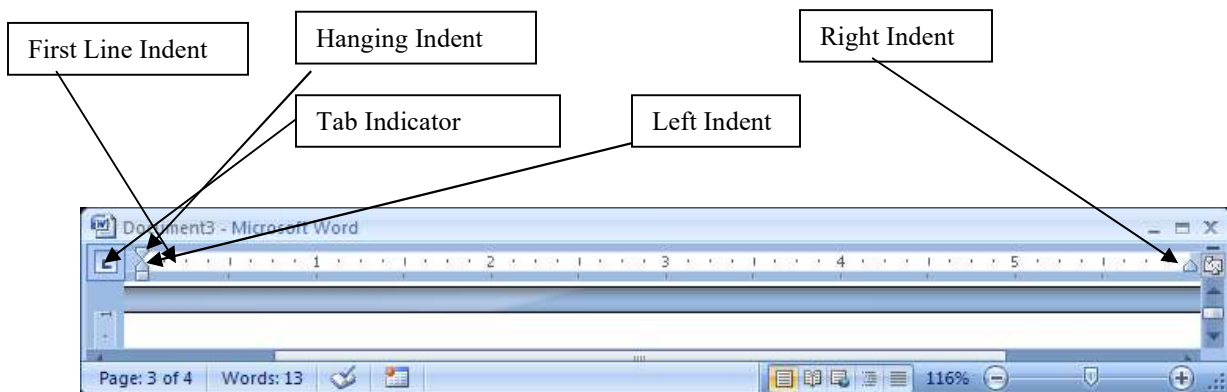
Find and Replace is helpful if you wish to substitute one word or phrase for another.

Exercise:

1. **CLICK OFFICE FILE BUTTON > OPTIONS > PROOFING SECTION > AUTOCORRECT OPTIONS**
2. **CLEAR the Capitalize first letter of sentences** check box so that Word will not capitalize a letter or word that follows a period.
3. **CLICK** in the **Replace** box, and then **TYPE gc**.
4. **PRESS the TAB** key to move the insertion point in the **With** box, **TYPE The Garden Company**.
5. **CLICK Add** to the entry to the correction list. The text for the new AutoCorrect entry will display each time you type its abbreviation and press space.

6. **CLICK OK** to close the dialog box.
7. **PRESS Ctrl+End** to place the insertion point at the end of the document.
8. **TYPE gc, PRESS space.** The text *gc* changes to *The Garden Center*.
9. **PRESS Ctrl+Home** to move to the beginning of the document.
10. Press **CTRL+F** to open the Find and Replace dialog box.
11. In the **Find what** box, **TYPE Garden Map Kit, PRESS TAB** to move the insertion point in the **Replace with** box. In the dialog box, **TYPE Interactive Garden**.
12. **CLICK Replace All**, a dialog box appears with the number of replacements.
13. **CLICK OK** and **CLICK Close**.
14. **SAVE** and **CLOSE** your document.

Changing the Appearance of a Paragraph



Changing Alignment and Margins

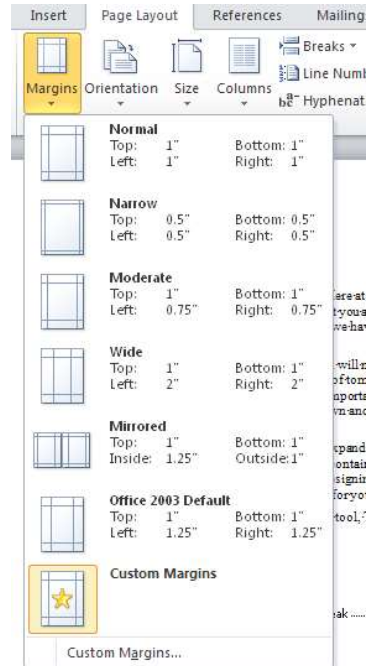
You can enhance the appearance of a paragraph by changing the way text is aligned, modifying the spacing between paragraphs, and adding borders and shading around text. In Word, a paragraph is any amount of text that ends when you press the **ENTER** key.

You control the length of a line by setting the left and right margins and the length of a page by setting the top and bottom margins. The width of margins controls the amount of white space that surrounds your text. You can use this option in **PAGE LAYOUT (TAB) > PAGE SETUP (SECTION)**

The default margins in Word are a 1" top / bottom margin and a 1.25" left / right margin. In 2010, different margins are obtained using a gallery. One can also set specific margins using the “Custom Margins...” option on the bottom of the menu.

You control the positioning of text within the margins in different locations along the horizontal ruler using tab stops. You can also indent paragraphs by controlling where the first line of text begins, the second and subsequent lines begin, and where paragraph text wraps at the right margins.

The horizontal ruler is used to control **TAB stops**. Tab stops are locations along the ruler that you use to align text. By **default**, the tab stops are set at every **half-inch** mark on the ruler. To set a tab you click the tab indicator, which is located on the leftmost end of the ruler. Each time that you click the tab indicator, a different type of tab stop appears. When the type of tab stop appears that you which to use you click the ruler where you want to set the tab. To remove a tab stop, you drag it down and away from the ruler.





After you set a tab stop, you position the insertion point to the left of the text you want to align and then press the **TAB** key.

The horizontal ruler also includes special markers that control how text wraps on the left or right side of a document. You use these markers if you want to **indent** the text toward the right or left.

You can also position text within the documents margins using the alignment button on the Formatting toolbar. Click the **Align Left** button to align text along the left margin, or click **Align Right**, **Center** or **Justify**.

 Time Saving Tip:

 To turn on formatting marks, you click the **Show/Hide ¶** button on the Standard toolbar.

 Print Layout allows you to see page margins in relation to the borders of the page.

Exercise: Changing the look of your document

1. OPEN Existing Document *Catalog Announcement*

Catalog Announcements Guidelines for Local Events

If you have a gardening event or activity that you would like to announce, you can send us the information and we will include it in our catalog. We ask that you submit the information for your event at least six months before the event itself. We also request the you limit the length of the description to 6 to 8 lines of text and provide the dates, times, and location on separate lines of text. Also explain how interested readers can obtain more information. We will use the following design for the description that you submit:

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Event Title

The description should explain the purpose for the event (for example, annual flower show). The description also should explain the program that the event will follow (for example, exhibits in the morning and workshops in the afternoon). Also include the following information in the description:

Dates:

Tickets cost:

\$10.00 (adults)

\$6.00 (children)

The last portion of the announcement should include the following:

Name of Organization

Street Address

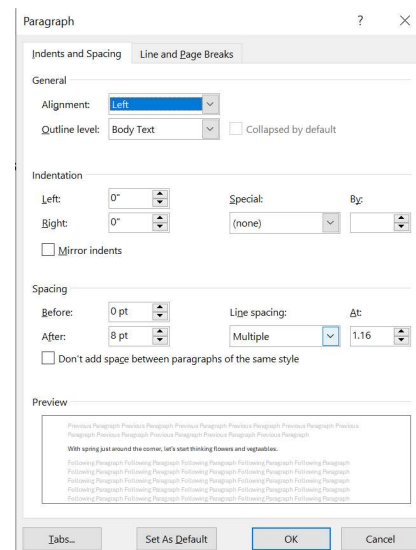
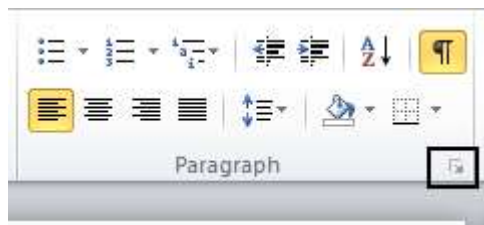
City, State, Zip Code

2. **CLICK Print Layout View** button You can see how the work area is aligned between left and right margins, the horizontal and vertical ruler appear.



3. On the home tab of the ribbon, in the paragraph section, **CLICK Show/Hide ¶** button to display formatting marks.
4. **CLICK** immediately to the right of the word *for* in the title, **HOLD down the Shift key, PRESS Enter**. The text wraps to the second line of the paragraph.
5. On the home tab of the ribbon, **CLICK Center** button to center the title to make it appear more balanced.
6. **CLICK** anywhere in the first paragraph, **CLICK Justify** button the home tab of the ribbon. The formatted text is flush against both left and right margins.
7. **DRAG First Line Indent** marker to the **.5-inch mark** on the horizontal ruler. The first line of text in the paragraph is indented a half inch from the left margin.
8. **CLICK** anywhere in the paragraph that starts with the text *The description should explain*, **DRAG Left Indent marker** to the **.5-inch mark** on the horizontal ruler. The paragraph is indented on the left side.
9. **DRAG Right Indent marker** to the **5-inch mark** on the ruler. The paragraph now appears indented on the right side also.
10. **SELECT** the two lines that include the text *Dates: and Tickets cost:*, make sure that the **TAB indicator button** shows the **Left TAB icon**, **CLICK** the ruler at the **1-inch mark** to set the tab.
11. **CLICK** to the left of the word *Dates* to **deselect** all the text, **PRESS TAB** to align the text at the new tab stop.

12. **PRESS End** to move the insertion point to the end of the line, **PRESS Enter** to create a new line. **PRESS TAB, TYPE Times:**.
13. **PRESS Enter** to create a new line, **PRESS TAB, TYPE Location:**. **PRESS Right arrow key** to move the insertion point to the beginning of the next line, **PRESS TAB**.
14. **SELECT** the two lines that start with **\$10.00 and \$6.00**, **CLICK TAB indicator** three times to see a **decimal TAB icon**, **CLICK** the ruler at the **2.5-inch mark** to set decimal tab.
15. **CLICK** to the **left** of the **\$10.00**, **DESELECT** the text, **PRESS TAB**, **CLICK** to the **left** of the text **\$6.00**, **PRESS TAB** Dollar amounts are aligned along decimal points.
16. **SELECT** the two lines again with **dollar amounts**, **DRAG** the **decimal TAB** from **2.5-inch** to the **2.0-inch** mark to adjust the tab stop.
17. **PRESS CTRL+Home** to move the insertion point to the top of the document, on the **Home** tab of the ribbon **CLICK>Paragraph dialog box**.




18. In the Spacing area, **CLICK After up arrow** two times to display **12 pt**, **CLICK OK** The paragraphs below the title move down, the added spaces help set the title from the rest of the document.
19. On the Home tab of the ribbon, **CLICK Format Painter** button, **MOVE** the insertion point to the paragraph that begins **Event Title**, **CLICK** the text to **copy the formatting**. Additional spacing appears between the text and the following paragraph.

20. On the Home tab of the ribbon, **CLICK Paragraph** to open the **Paragraph** dialog box. In the **Spacing** area, **CLICK Before up arrow** to display **12 pt**, **CLICK OK** There is more spacing between the text and the previous paragraph.
21. **SELECT** the last four lines of the document, on the Formatting toolbar, **CLICK Center** button and center the lines of text.
22. On the Format menu **SELECT Borders and Shading** the Borders and Shading dialog box appears, displaying the **Borders tab**.
23. In the Settings area **CLICK Shadow icon** to select **border style**
24. **CLICK Shading tab**, **CLICK yellow** color box on the palette, **CLICK OK** A border with a shadow surrounds the text, and the background is yellow.
25. **CLICK** a blank area two lines below the shaded box, **MOVE** the pointer to the **center** of the line until it changes shape. The pointer shape changes to the **Click and Type's Align Center pointer** to indicate that when you type the text will center.
26. When the pointer changes shape, **DOUBLE-CLICK** to position the insertion pointer, **TYPE *All announcements must be submitted 6 months in advance.*** The new text is centered.
27. On the Home tab of the ribbon, **CLICK Show/Hide¶ button** to hide formatting marks.



Time Saving Tip:

 You can use the Paragraph dialog box to control the left and right indentation instead of using the ruler.

Exercise: Modifying a List

1. **SELECT** the four lines that start with the words *Dates*
2. On Home tab of the ribbon in the paragraph section, **CLICK the Numbering button** The selected text appears as a numbered list
3. Home tab of the ribbon in the paragraph section, **CLICK Multilevel list**. A gallery appears. **CLICK A,B,C box**, **CLICK OK** The numbered list changes to letters.
4. **SELECT** the two lines that start with the text *\$10.00 and \$6.00* On the Home tab **CLICK the Bullets button** The selected text appears as a bulleted list.
5. On the Home tab **CLICK Increase Indent button** The bulleted list is indented to the right and becomes a bulleted list again under the text *Ticket costs*.

6. On the Home tab **CLICK Bullets and Numbering**, **CLICK the Bulleted tab**, **CLICK another bullet**, **CLICK OK**.
7. **SAVE** your document.



Completed Exercise:

Catalog Announcements Guidelines for Local Events

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Event Title

The description should explain the purpose for the event (for example, annual flower show). The description also should explain the program that the event will follow (for example, exhibits in the morning and workshops in the afternoon). Also include the following information in the description:

- A. Dates:
- B. Times:
- C. Location:
- D. Tickets cost:
 -  \$10.00 (adults)
 -  \$6.00 (children)

The last portion of the announcement should include the following:

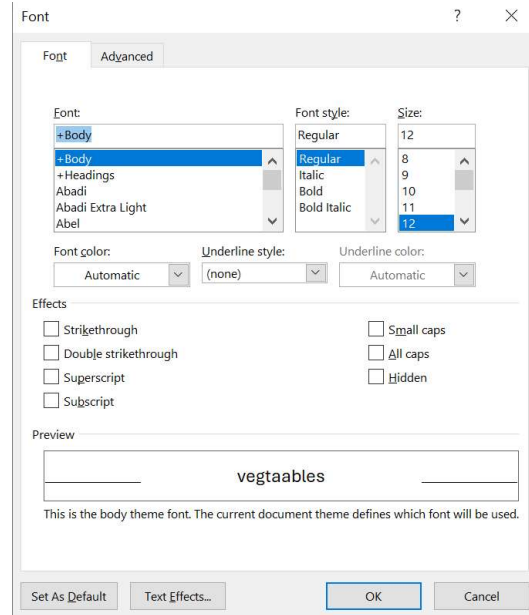
Name of Organization
Street Address
City, State, Zip Code

All announcements must be submitted 6 months in advance.

Review: Outline Styles

1. Position the insertion point where the outline text will begin.
2. On the Home tab **CLICK Bullets and Numbering**.
3. Click the Outline Numbered tab if necessary.
4. Select the desired outline style by clicking on it.
5. Click OK.
6. To indent in one level (once the outline has been started), press the tab key on the keyboard or use the indent icon on the toolbar.
7. To unindent one level press Shift+Tab, or use the decrease indent icon on the toolbar.

Exercise: Changing Font



1. OPEN Existing Document *Lovely Lily*

The Lovely Lily

The lily has a long history. From the days of ancient Greece, where lilies graced the walls of the fresco, to the bouquet of today's high-fashion bride, where lilies cascade eloquently down interwoven with ivy and orchids, lilies have proven to be timeless.

Lilies bloom in a spectrum of colors, from the palest of pinks to the vibrancy of the deepest reds. Lilies can be deep in color or faint to mere hints of colors. Lilies can have solid colors or be variegated with complementary or contrasting colors. What adds to the drama of a lily is its center, which often emanates a rich glow of gold.


Even their names range from sweet to exotic: Pollyanna, Tiger Babies, Poppies, and Daises. You can plant the lilies that best match or complement your personality. If you are feeling romantic, you can plant some deep red Ace of Hearts. If you are feeling adventurous or even daring, plant hot pick Roses.

Whatever lilies you choose to plant will be beautiful and eye-catching. Watching them grow will be a new adventure every day.

- 2. SELECT** the title ***The Lovely Lily*** at the top of the document
- 3. On the Home tab, CLICK Font down arrow, SCROLL** down in the list of available **fonts, CLICK Monotype Corsiva**. The title of the document now appears in a new font. (NOTE: to complete this exercise a word or phrase must be selected.)
- 4. On the Home tab, CLICK Font Size down arrow, CLICK 26** in the list, the size of the title text increased to 26 points.

5. On the Home tab, **CLICK Reveal Formatting**, The Reveal Formatting Task Pane appears, displaying the formatting for the selected text. Click the **FONT** link in the **FONT** section, the **FONT** dialog box appears.
6. In the effects area, **SELECT Small caps, CLICK OK.**
7. On the Reveal Formatting Task pane **POINT to Selected text at top of pane, CLICK the down arrow, CLICK Clear Formatting**
8. On the Home tab, **SELECT Format Font**, In the **Effects** area, **SELECT Outline check box, CLICK OK.** The selected text appears with an outline effect.
9. Press CTRL+Z, the formatting for the selected text is restored.
10. **SELECT** the word *pink* in the second paragraph.
11. On the Home tab, **CLICK Bold** button. The word *pink* is now bold.
12. On the Home tab, **CLICK Font Color down arrow, CLICK** the **Pink** color box on the color palette.
13. **SELECT** the word *Pink* again, **CLICK Font Color down arrow .**
14. **SELECT** the words *rich glow of gold* at the end of the paragraph, **CLICK Highlight down arrow** on the Home tab, **CLICK yellow**
15. **LOCATE** and **SELECT** the text *Pollyanna, Tiger Babies, Poppies, and Daisies.* On the Home tab **CLICK Font** to open the **Font** dialog box, **SELECT Small caps** check box, **CLICK OK.** The lowercase letters in the phrase now appear in small caps.
16. In the same paragraph, **SELECT** the text *Ace of Hearts*, **HOLD DOWN Ctrl key, DOUBLE-CLICK** the text *Roses* in the last paragraph to select nonadjacent text. **PRESS** the **F4 Key** to change the other text *Roses* and *Ace of Hearts*.
17. In the Reveal Formatting Task pane **POINT** to the **Selected Text box, CLICK the Selected text down arrow, CLICK Select all Text with Similar Formatting.** All the flower names that have been formatted in small caps are selected in the document.
18. On the Home tab **CLICK Bold.**
19. **CLOSE** Reveal Format task pane. **SAVE** your document.

Time Saving Tip:

-  Drop down arrows such as with the Font down arrow, if you type the first letter of the font you want it will automatically drop down to the first item beginning with that letter.

Microsoft® Word – Basics of Word Processing

- ✚ If someone is going to be reading your text from a computer, you can add animation to the text. Select the text to be animated, on the Format menu, click Font and Click Text Effects.

Exercise: Headers and Footers

1. **OPEN** the document *Black Gold*
2. On the **Insert** tab **CLICK HEADER** in the **Header and Footer** section
3. **Click on edit header at the bottom of the menu.**
4. **TYPE** *The Garden Company*
5. **CLICK Switch Between Header and Footer** button to switch to the footer.
6. **INSERT Page Number, TAB, INSERT date, TAB, INSERT time**
7. **CLOSE Header and Footer**

