



Present

How to use the Word word-processor

A guide for beginners and newbies

Learn how to write, format, edit and print your first letter

Presented for free to all new computer users



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Well done! You have made the first steps to being able to use Word and start word processing your documents and letters! This is a guide for beginners and covers all the basics – follow this guide and you will soon know enough to use your word processor to achieve great things!

This ebook helps you from the very basics of turning on and loading up your word processor to editing and printing your first letter! So if you have always wanted to start word processing but haven't been sure how to get going, this is the book for you!

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Now turn on your PC and let's get word processing!



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1. Turning on your word processor

You can probably do this, but for the sake of completeness – when you turn on your computer you will see a START button  in the bottom left hand corner.


Click once (using the left hand mouse button) on this and a window will appear.

Click on ALL PROGRAMS which is towards the bottom of the window. Another window will pop up – this is a list of all the programs on your PC. You can scroll through these by taking the mouse pointer and sitting over the small arrows at the top and bottom of the list. (If you only have a few programs then they will all display on the screen at once and you will be able to see them all without scrolling)

a. Find Microsoft Word

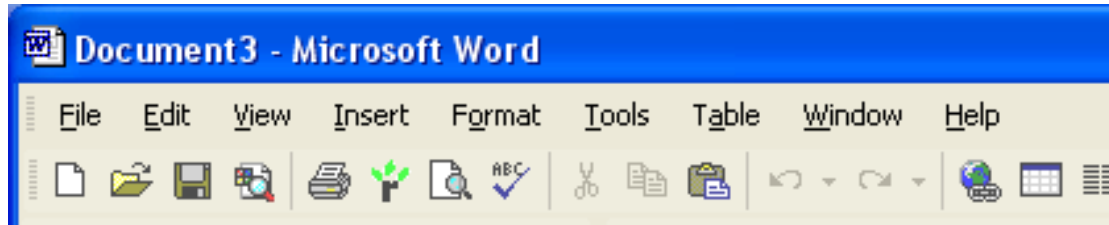
b. Click on it

Your word processor will now load up and appear on screen.

If a blank document does not appear then click on blank document on the right hand list. If there is no right hand list then click on the image of a blank document  and a new, blank document will appear.

2. An introduction to your word processor

You will now have a screen that has images something like this at the top:



Don't worry if it is slightly different. The little graphics are only repeats of actions you can achieve by using the menus File to Help, so for the moment you can ignore them and we will concentrate on using the menus.

You also have a blank white screen underneath. If you use the mouse and left-click on the top of the white space you will see a flashing bar. This is the cursor. This shows where you will type if you start typing.

Try typing something!

You can see that your words come out at the top of the screen. If you reach the right hand edge of the screen then your words automatically start appearing on the next line – **There is no need to press return to continue typing on the next line!**

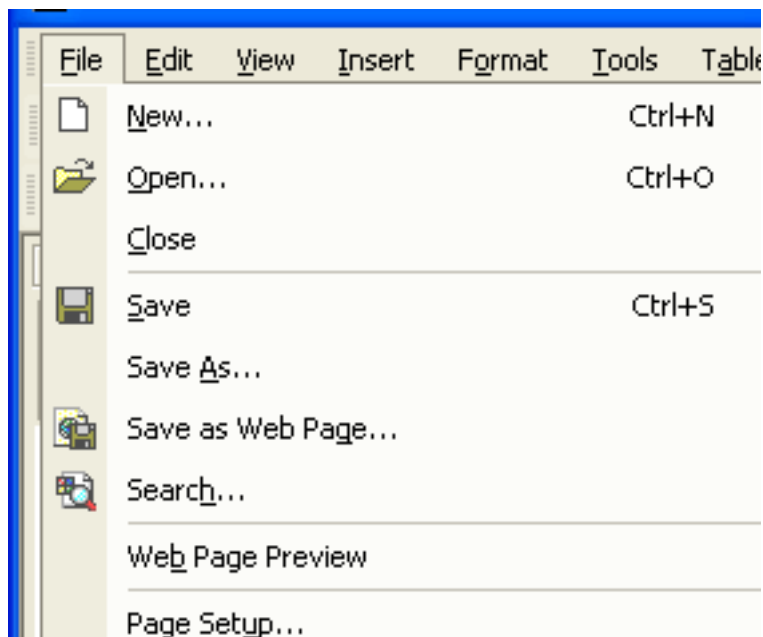
The only time you need to press return is to put some blank lines in your text. For example, to leave a gap here:

I pressed the return key five times. However to make the text continue onto the next line between next and line I just typed as normal and didn't press return and the word processor automatically did it for me!

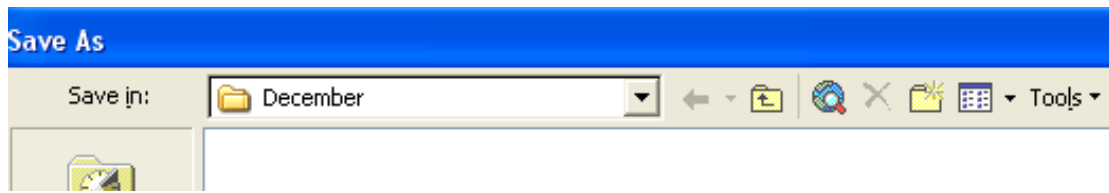
3. Always save your work!

Before we go any further it is important that you get into the habit of saving your work at regular intervals. If you haven't saved it and the electricity goes off or your computer crashes then you will have lost what you were doing. Believe me, no matter how unlikely this sounds it will always happen just when you have finished the final draft of your letter to the prime minister or put the finishing touches to your short story. So , it is important to save your work.


a. Click on **File** FILE in the top left hand corner.




A list will then pop up and you can move down it with your mouse. Bring the mouse over SAVE and a new box will pop up asking you what you want to save the file as:



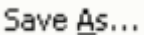
The top of the box allows you to find an existing folder or create a new one. If you

click on the folder image with an arrow on it pointing up  then you go up a level.

If you click on  then you can create a new folder by typing in the name you want to give it.

At the bottom of the box you can type in the name that you want to call the file – there may already be a suggestion there based on the first few words of your file. If this is OK you can just click SAVE, otherwise click in the box and delete the suggestion and type in what you want to call the file.



NB: When you have saved the file once then clicking SAVE will just resave the file with the same name and overwrite what was saved before. To give the file a new name you will need to use  which is below SAVE on the file menu.

Excellent! Now you can save files we can get going into the main part of using your word processor!

4. Formatting your work: An example letter

Now you can experiment with typing in some information.

If we start with a letter, as this is the most common use for word processors.

To reach a format with your address at the top right we enter the information as follows.

Do not worry about WHERE the text is on the screen to begin with. This is easy to move around in blocks once all the data is in.

Enter your address. Do this by typing Your house name on one line THEN PRESSING RETURN. Then type the next line of your address AND PRESS RETURN. And so on until your address is finished.

Press return.

Type in the date

Now type Dear Sir and press return.

Type in your letter text

Press return.

Type in Yours Sincerely, or what you are using.

Press return a few times

Type in your name.

You will now have all the information on the screen, but it will all be on the left hand side of the screen something like this:

1, Orchard Crescent

Oggleton

Kent

KT7 890

12th December

Dear Mr Jones

I was saddened to hear about your hair loss after the birth of your septuplets. I enclose a magic potion that should bring it back.

Yours sincerely


Adrian MacFladdon


Now to format the text properly we simply need to highlight the various parts and click to send them to the right place.

So...

a. Select the address. You do this by clicking the left hand mouse button at the start of the address (so in the example above, in front of the 1, Orchard Crescent) and then moving the mouse to the end of the address (so the end of KT7 890) and then pressing the SHIFT key on the keyboard and simultaneously left clicking.

The text between where you first clicked and where you SHIFT-LEFT-CLICKED will be highlighted in black. This means that whatever we do now only applies to this piece of the text.

We now need the tools that look like this:  These allow us to format the text so that it is justified to the left, centred, justified to the right, or justified on the left and right.

b. We want this text to be on the right hand side of the page, so we click on  right justify. The address now shoots over to the right hand side!

If you want the date on the right as well you can highlight the date (as above) and right justify it as well.

1, Orchard Crescent

Oggleton

Kent

KT7 890

12th December

Dear Mr Jones

I was saddened to hear about your hair loss after the birth of your septuplets. I enclose a magic potion that should bring it back.

Yours sincerely

Adrian MacFladdon

You now have a letter written and ready to edit!



5. Editing your work

If you are good at typing then your text will be perfect! If not we need to learn how to edit it.

Word puts a wavy red line under words it does not recognise – **do not worry, this will not be printed**. There is very likely one under the address, because addresses are unusual and are often not in the word processors database. Check the spelling manually and if it is OK then ignore the red line.

However, if there is a red line under a normal word this is a sign that you have misspelled it. If you haven't, you can ignore the red line, it is just a word that the word processor doesn't recognise. If you have misspelled it then you can do two things.

a. move the mouse to the word and RIGHT-CLICK on it. (Up to now you have been left clicking, but this is a right click). You will get a list of possible corrections that the word processor considers are correct. If one of them is correct, move the mouse to it and LEFT-CLICK. The word will replace the misspelled one.

b. Or you can manually alter the word. In this case move to the word and LEFT CLICK on it you can now use delete to delete the misspelling and type in the correct one.

Brilliant! You now have a letter ready to print!

6. Print your letter!

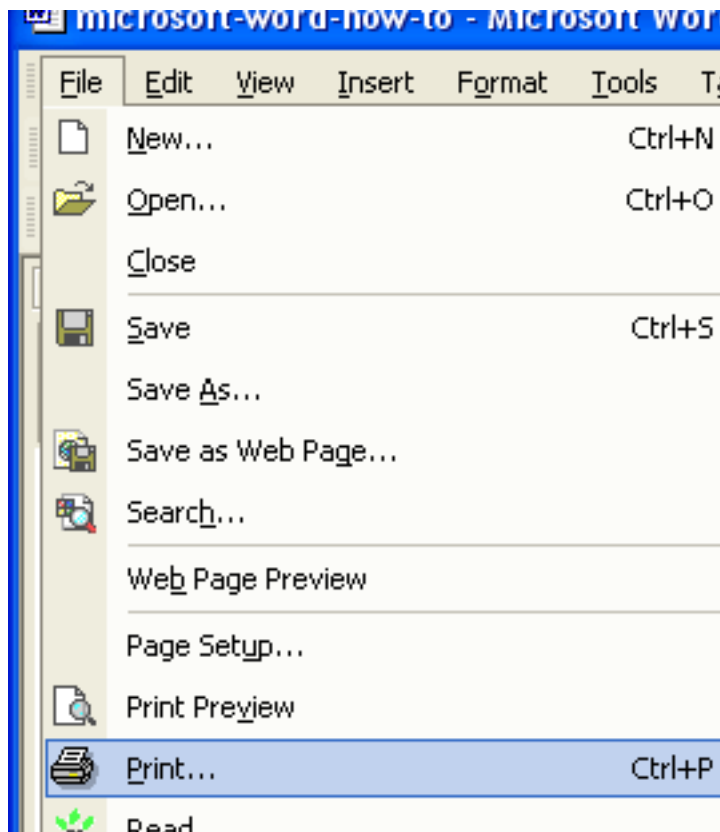
Now you have your letter written, you are only a few steps from sending your first business-like printed letter – and you've done the hard bit!

Before we continue, make sure that your printer is:

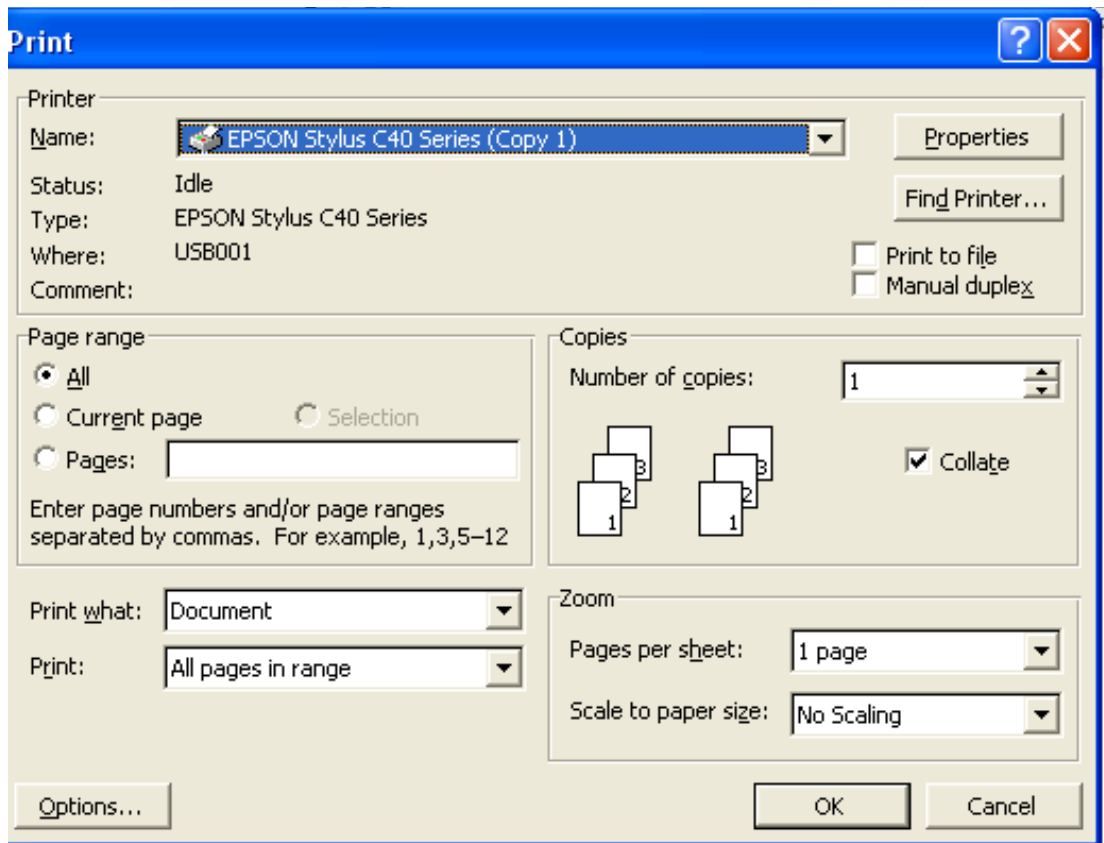
- a. plugged in to the electricity
- b. turned on
- c. Connected to your computer correctly.

Right...

Click on FILE



Go down the list until you reach PRINT and click on it. A box will pop up like the one below:



Check that your printer is selected in the top box. If it isn't, click on the black triangle to the right and then select it.

Choose the number of copies you want and click OK.

Walk over to your printer and take out your letter!

Congratulations! You have printed your first letter with your word processor!