

WORD FOR BEGINNERS 2

Editing, spell-check, & intermediate formatting

Spell check (Tools)

1. Making corrections---suggested word list (ignore or change)
2. Adding words to dictionary—highlighted words can be permanently stored
3. Spell check is not a substitute for proofreading!
4. Definitions & synonyms—Word's online help works!

Find & replace (Edit)

Exchanging words or phrases throughout the entire document

Cut/copy & paste (Edit)

1. Move text to different place in your document
2. Cut (removes completely); Copy (leaves text in original place)

Basic formatting options (style toolbar)

1. Typeface--font, font size, bold, italics, underline
2. Alignment--left, center, right, justify
3. Margins & paper orientation (File, Page Setup)

Intermediate formatting options (Format)

1. Font—color, effects (shading, strikeouts, etc.)
2. Columns—number of columns & spacing
3. Borders & shading—entire page or portions of text

Saving to a floppy disk (backup copy & portable documents)

1. File, save: Document automatically saves to the drive you started in.
2. You can change the drive path (C=hard drive; A=floppy drive; G,H or J for FlashDrive...depends on the computer)

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Word for beginners 2: class exercises

Spell check

Making corrections

Tools, Spelling & Grammar. Program will stop at every word not contained in the Microsoft Word dictionary or incorrectly spaced. Red is for spelling; green is for spacing/grammar. Suggestions will appear in the bottom box. Click on the correct suggestion. To replace click, "change." If the word is correct, click "ignore."

Adding words to the dictionary:

1. Tools, Spelling & Grammar.
2. Click "add to dictionary." This is permanent.
3. You can only do this on your own computer, not library computers.

Spell check is not perfect!

Spell check stops at words that are not in the computer's dictionary. This does NOT always mean the word is spelled wrong. Proper nouns (names of people, places, companies, products) are often underlined in red. Word dictionary does not know when you use a word incorrectly (to, too, two; flower, flour).

Need help with that word?

1. Definitions & synonyms
2. Highlight word
3. Right click
4. Look up

Find & replace

1. Edit, Find
2. Type in the word you want to delete
3. Click "replace" tab
4. Type in the word you want to insert

Cut/Copy & paste

1. Highlight text to be moved
2. Edit, Cut
3. Place the cursor where you want to put the text
4. Edit, Paste

Basic formatting

Change the typeface

Highlight entire document (or just the part you want to change)
View typeface options on format bar, select by clicking on the name
Click anywhere in white space to remove highlight.

Change the size of your font

1. Highlight title
2. Select size from format bar by clicking on it (the larger the number, the larger the size)
3. Remove highlight

Alignment

1. Highlight text to be aligned (let's center the title of this document)
2. Click centering option on format bar
3. Click anywhere in white space to remove highlight

Change your margins

File, Page Setup, Margins (change top & bottom to .5)

Intermediate formatting options

Typeface effects: change document's title to red

Highlight title, Format, Font, color (open box, click your color choice), remove highlight.

Columns: create a two column document

1. Place your cursor at "home plate."
2. Format, Columns, click "two columns," click okay,
3. Remove highlight

To put specific sections in column format, highlight text first, then follow above instructions.

Borders: around the entire document

1. Format, Borders & Shading,
2. Page Border (near top of box),
3. Select art...choose your picture...some let you change the color
4. Click okay

Shading: (background color)

1. Format, Borders & Shading, Shading
2. Highlight the part you want to color, select your color, OK

Save your changes!

File, Save. The document automatically saves to the drive you started in. We started with the A drive (floppy disk); all changes will be recorded to the disk. Disk is yours to keep!