

SANDY SENIOR CENTER

PRESENTS

Course 222



Word Processing

Using Microsoft Word

March 2001

Revised

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Introduction

Sandy Senior Center

Word Processing

This manual is designed to assist the student and instructor alike. This material has been gathered from several sources and is organized in such a manner as to take the student through the fundamental functions of a word processor. We will be primarily referencing Microsoft Word 2016. For those functions that have different command sequences, we will mention those for several different programs. The course is designed to be taught in four classes, each class two hours long. The manual is generated in color.

The following suggestions are given to make the learning process easier.

- Read the objectives for that week's class and try to determine your greatest weakness in that week's material.
- Read the section and go back over the objectives again.
- Mark the areas where you still need more information and have the instructor answer any questions that the material or classroom presentation does not cover adequately.

Acknowledgments

This manual was developed by Sandy Senior Center volunteers Jerry Stewart and Steve Livingston. Use of this manual is granted to all Salt Lake County Senior Centers under the provision that the acknowledgments section remains with the manual. Students may print the manual. All other use of this manual requires approval by the authors. This manual is the latest in a series of manuals written by the volunteers of the Sandy Senior Center to help seniors use their computers more effectively. It contains material from previous "Word Processing" courses. Thanks to the previous authors for their inputs.

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Class 1

Goals

1. Learn types of word processing programs and common terms
2. Learn how to move around the document
3. Learn the difference between **Delete** and **Backspace**
4. Learn how to enable/disable ribbons/toolbars for your use
5. Learn how to select, copy, cut, and paste
6. Learn the ways to apply attributes

ABCs of Computing - **A**dvantages **B**eget **C**onfusion

There is always more than one way to accomplish a task

The original way – The Latest way – The # of revisions between
Vendor 1's way, Vendor 2's way, etc

Operating System (OS) – Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10

Programs – Notepad, Wordpad, Microsoft Word, LibreOffice Writer & WPS Writer

Notepad – Bundled with Operating System (OS)

Basic word processing only

Notepad files have no format tags or styles

Can be used to open a variety of text based files, such as .LOG or .INI files

Wordpad– Bundled with OS

More advanced word processor

Most of the features of Microsoft Word

Supports all documents supported by Notepad plus .RTF

Word 2000, 2002, 2003, 2007, 2010, 2013, 2016 (in Microsoft Office 365)

Run “**Get Office**” from START Menu

Full-featured word processing programs from Microsoft

Will import and export to files supported by Notepad & WordPad
plus .DOC and .DOCX

Contains spell checker, thesaurus, table of contents, index and table
support

Documents can be exported as .ODF or .PDF formats

Stand alone or part of Microsoft Office suite

LibreOffice Writer

<https://www.libreoffice.org/download/download/>

Open source, free, full-featured word processor

Documents can be exported as .DOC or .PDF formats, not DOCX

WPS Writer

<https://www.wps.com/office-free>

Commercial full-featured word processor. Free version available for home use.

File types examples

DocName.txt – ASCII format, used by operating system, no text formatting, **Notepad** default format

DocName.rtf – Rich text file format, no macro support, **WordPad** default format

DocName.doc – Microsoft word format, binary (not clear text) **Microsoft Word** default format

DocName.docx – Microsoft word XML format, binary (not clear text) **Microsoft Word** 2007 (+) default format

DocName.odt – OpenDocument Text, generic document text format, generated/maintained by **LibreOffice** and **Open Office** products.

DocName.wps – Word Processing System format, combined binary and text, **WPS Writer** default.

Moving around in the document

Mouse cursor movement – select text, position text cursor

Text cursor movement – where text will be inserted

Hidden characters, <CR><LF>, <TAB>, <format>, <indent>

Delete and Backspace

Delete key:

Removes one character from the RIGHT of the text cursor

Removes selected text

Removes “hidden” characters

Backspace key:

Removes one character from the LEFT of the text cursor

While in INS mode, both actions close up characters from the right

Both include a repeat function if you hold down the key

Toolbars

Word – Ribbon **OFF** – far right of any ribbon, click up arrow, . To get it back, on the right of your name on the Title bar, click the “Ribbon Display

Options” icon  and select “Show Tabs and Commands”

Select each tab for similar functions.

Down arrow  indicates the presence of a dropdown selection menu.

Look for  icon, section includes an additional window of options.

LibreOffice & WPS Writer (Classic Style) – **View > Toolbars** – Select toolbars you use, clear others.

WPS Writer (other styles) – Ribbon **OFF** – on the Title bar, click the “Hide the

Toolbar” icon . To get it back, in the same place click the “Show the

Toolbar” icon .

Cut or Copy and Paste commands

- 1) Select – Windows (OS) command
 - a) Hold left mouse button down and move mouse across select area, release mouse at end of area OR
 - b) Hold <Shift> key down and use arrow keys to highlight text OR
 - c) Double-click to select one word or triple click to:
 - i) **Word** – select a paragraph
 - ii) **LibreOffice** - select a sentence
 - iii) **WPS Writer** – select a paragraph
 - d) Select all
 - i) **Ctrl+a** OR
 - ii) Position cursor at top of document:
 - (1) Hold <Shift> key down and type **Ctrl+Shft+End**
 - (2) Drag mouse over entire document OR
 - iii) **Word & WPS Writer**– **Home tab > Select > Select All**
 - iv) **LibreOffice** – **Edit > Select All**
- 2) Copy Command – OS command
 - a) Select **Copy** from the **Edit** menu or the **Home** ribbon OR
 - b) Right click mouse while in selected area, chose **Copy** from menu OR
 - c) Type **Ctrl+c** while text is selected

Each of these sequences stores the selected text/objects in a temporary memory area called the clipboard.

- 3) Paste Command – OS command
 - a) Move cursor to the area you want to paste
 - a) Select **Paste** from the **Edit** menu or the **Home** ribbon OR

- b) Right click mouse, chose **Paste** from menu OR
- c) Type **Ctrl+v** while the cursor is at desired location

Each of these sequences inserts the contents of the clipboard into the document at the location of the typing cursor.

- 4) Cut Command – OS command – same as Copy but deletes the original
 - a) Select **Cut** from the **Edit** menu or the **Home** ribbon OR
 - b) Right click mouse while in selected area, chose **Cut** from menu OR
 - c) Type **Ctrl+x** while text is selected

Applying Attributes

Two ways to apply or change attributes:

- 1) Set attributes, all of them, that you want to apply to the text that you will be entering. Do this by positioning your typing cursor at the beginning of where you will be typing and selecting which attribute(s) you desire. Then type.
Alternately: You can pre-define one or more **Styles** that contain the attributes you desire. Then, prior to typing, simply select the style you want.
- 2) With existing text, select the text and select the attribute(s) to apply to it.
Alternately: Select the text and select the style you want.

Remember that when using the second type, previously entered text / pictures / headers may change their relative positions on a page. You may need to go back to reset the page breaks or positioning of pictures or figures. Better yet, don't do the pagination until all text / objects have been entered and sized.

Class 2

Goals

1. Learn how to use the spelling and grammar checker
2. Learn how to set page margins
3. Learn how to use different kinds of fonts and font sizes
4. Learn how to use **Bold**, *Italics*, and Underline buttons
5. Learn how the justification buttons affect your document
6. Learn how to use the undo and redo functions
7. Learn how to apply text and highlight colors
8. Learn how to make a page break

Open file "Practice Story 1" from **Class Practice Files**.

Select **File > Open**

Select **My Documents > Class Practice Files**

Select **Practice story 1.doc** from list

Spell & Grammar Check



Word & WPS Writer – Review tab > Spelling & Grammar or **<F7>**

LibreOffice –Tools > Check Spelling... or **<F7>**



Spell Check options (exact word and placement varies by product)

Ignore (Once) Click if word or grammar is acceptable to you

Ignore All If the word is acceptable and you know there are more occurrences in this document of this word(s), use this command

Add (to Dictionary) Click if word is correct and you want to add to dictionary for all future documents

Change/Correct Click if you agree with selected replacement

Change/Correct All Click if you know that this misspelling is repeated in this document and you want to correct all occurrences

Options Allow you to turn on or off various functions:
Check spelling/grammar as you type
Ignore words in UPPERCASE or with numbers
Auto correction

Auto correct This feature maintains a list of common misspellings and automatically corrects them as you type. You do not get notified as the corrections are applied.

Word

File > Options > Proofing > AutoCorrect Options...

LibreOffice

Tools > AutoCorrect > AutoCorrect Options...

WPS Writer

Writer (file menu) > Options > Edit > AutoCorrect > Options...

Margin Setup

Word

Layout > Margins select from options

LibreOffice

Format > Page... > Page set margins

WPS Writer

Page Layout > Margins set margins

Change Fonts

Select text, select Font on **Home** ribbon tab or toolbar

Right click on selected text, select **Font**

LibreOffice only – *Right click > Character...*

Type **Ctrl+d** (Word & WPS Writer)

Change Font size

Select text, select size on **Home** ribbon tab or toolbar

Right click on selected text, select size

LibreOffice only – *Right click > Character...*

Type **Ctrl+>** or **Ctrl+<** (Word & WPS Writer)

Use Bold, *Italic* and Underline attribute buttons

Select text, select attribute on **Home** ribbon tab or toolbar

Right click on selected text, select **Font** then select **Font Style**

LibreOffice & WPS Writer – *Right click > Character...*

Type **Ctrl+B** or **Ctrl+I** or **Ctrl+U**

Left, Center, Right, and full justification buttons

Select text, select justification on **Home** ribbon tab or toolbar

Right click on selected text, select **Paragraph** then select **Alignment**

Undo and Redo functions

Undo - Left curved arrow on tool bar or **Ctrl+z**

Redo – Right curved arrow on tool bar or **Ctrl+y**

Word – **Undo, Redo & Repeat** icons ONLY available on the Quick

Access bar at the left of the **Title** bar.  To select icons to show in this area, click the “down arrow” on the right of the Quick Access menu and select the icons to show.

LibreOffice – **Undo & Redo** icons available on the “Standard” toolbar or **Edit > Undo / Redo**

WPS Writer – **Undo & Redo** icons ONLY available on the Quick Access

bar below the ribbon to the left of the tabs.  To select icons to show in this area, click the “down arrow” on the right of the Quick Access menu and select the icons to show.

Text Color and Highlight

Select text, select Font color or Highlight color on **Home** ribbon tab or toolbar

All programs have several color pallets from which to choose a color including custom definition of colors by either Red, Green, Blue or Hue, Sat, Lum.

Insert a Page Break

Position typing cursor where you want the page break inserted.

Word – *Insert tab > Pages > Page Break* OR Type **Ctrl+<Enter>**

LibreOffice – *Insert tab > Page Break* OR Type **Ctrl+<Enter>**

WPS Writer – *Insert tab > Breaks > Page Break* OR Type **Ctrl+<Enter>**

Homework: Open Practice Story 2 and practice all of the commands used in today's lesson. Don't be afraid to experiment. Jot down your questions and difficulties for the next class.

Class 3

Goals

1. Learn additional page setup commands
2. Learn about headers and footers
3. Learn how to insert page numbers
4. Learn how to add symbols to your document
5. Learn how to do tab settings
6. Learn some function keys
7. Solve any homework difficulties

Open file “Practice Story 1” from **Class Practice Files**.
Select ***File > Open***
Select ***My Documents > Class Practice Files***
Select ***Practice story 1.doc*** from list

Further Page Features

Word – *Page Layout* tab on ribbon
LibreOffice – *Format > Page...*
WPS Writer – *Page Layout* tab on ribbon

Set page orientation – portrait or landscape
Set page size – letter, legal, other
Set page margins – default or specific by page
Set number of columns – 1, 2, 3, also set separation between columns

Headers and Footers

Word – *Insert > Header (or Footer)*
LibreOffice – *Insert > Header and Footer > Header (or Footer)*
WPS Writer – *Insert > Header and Footer > select operation*

Create headers and/or footers; insert text or variable data to be printed at the top or bottom of each page.

Page numbering – inserted into an existing or concurrently created footer

Word – ***Insert > Page Number > select operation***, automatically creates a header/footer and puts number in

LibreOffice – ***(Insert > Footer)*** position cursor within footer ***(Insert > Page Number)***

WPS Writer – ***Insert > Page Number > select operation***, automatically creates a header/footer and puts number in

Insert Symbols

Word – ***Insert tab > Symbols***

Select symbol or More Symbols table OR

Select Special Character – many of which have keyboard shortcuts OR

Use Autocorrect feature to insert desired symbol

LibreOffice – ***Insert > Special Character...***

Allows selection of symbol from several tables OR

Use Autocorrect feature to insert desired symbol

WPS Writer – ***Insert > Symbol***

Select symbol or More Symbols table OR

Select Special Character – many of which have keyboard shortcuts

OR

Use Autocorrect feature to insert desired symbol

Setting Tabs

Types of tabs: **Left, Right, Center, Decimal**

Select tab type by clicking on tab icon on the left of the ruler . Clicking this icon cycles through the available types of tabs

WPS – clicking tab icon drops down a menu from which you choose

Click on the ruler to create this tab type where you want it

Move tabs by dragging them to a new position

Clear tabs by dragging them off of the ruler

Indent tabs:

First line indent position: 

Hanging indent position: 

Right side margin position: 

Function keys

Insert key – Toggles mode between insert (INS) and overwrite (OVR) (No longer supported in **MS Word**)

Home key – cursor goes to beginning of line

Ctrl+Home – cursor goes to beginning of document

End key – cursor goes to end of line

Ctrl+End – cursor goes to end of document

Page Up and **Page Down** – skips to next or previous page

F1 – Help document

F5– **Word – Go To** window (also Find & Replace)
LibreOffice – Navigator window
WPS – no action

F7 - Spelling (and grammar) check

Class 4

Goals

1. Learn how to insert a table
2. Learn how to print an envelope
3. Learn how to insert a picture or text box
4. Learn about Tables of Contents
5. Learn about Indexes
6. Discuss other word processing features available
7. Learn how to use the help command
8. Resolve any homework problems

Open file “Practice Story 1” from **Class Practice Files**.
Select **File > Open**
Select **My Documents > Class Practice Files**
Select **Practice story 1.doc** from list

Insert a table

How to use tables, differences from spreadsheets

Word

Select **Insert tab > Table**
Quick tables – templates
Excel spread sheet

LibreOffice

Select **Table > Table Insert**

WPS Writer

Select **Tables > Insert > Insert Table**

Adjust table & cell parameters
Adjust borders and colors
Add/delete columns & rows
Merge/split cells

Printing addresses on envelopes

Word

Select **Mailings tab > Envelopes**
Enter Delivery address & Return address
Click on envelope icon to select envelope size
Select Envelope & Printing Options
Print a sample on plain paper to confirm orientation

LibreOffice

Select **Insert > Envelope...**

WPS Writer

Select **Insert > Envelope...**

Insert Pictures and other objects

Word

Select **Insert tab >** (whatever type of object is desired)

Includes: pictures from clipboard or file, clip art, shapes, SmartArt, text box & charts

LibreOffice

Select **Insert > Image...**

Other options include: pictures from clipboard or file, movie & sound & Text box and data chart

WPS Writer

Select **Insert > Picture**

Other options include: pictures from clipboard or file, WordArt, text box, screen grabs & data chart (from WPS Spreadsheets)

Table of Contents

All products require that header lines be identified by marking them with a header style, Header1, Header2, etc.

Word

Position cursor where you would like TOC

Select **References tab > Table of Contents**

Select type of TOC

LibreOffice

Position cursor where you would like TOC

Select **Insert > Table of Contents > Table of Contents...**

Select **Type "Table of Contents"** and define the look, click **OK**

WPS Writer

Position cursor where you would like TOC

Select **References tab > Insert TOC**

Select TOC option, click **OK**

All products: if the page numbering changes, select the TOC, right click and select to **Update Field (or Index)** to refresh the page numbers in the TOC.

Index

Word

Mark all words you want in the index: Select word: select **References > Mark Entry > Mark** or **Mark All**
(Word 2016 automatically turns on “Show all formatting marks” when you mark words for indexing. To get out of this mode, go to **File > Options > Display** and turn this option off)

Position cursor where you would like index

Select **References > Insert Index**, define the format and click **OK**
(same note as above)

LibreOffice

Mark all words you want in the index: Select word: select **Insert > Table of Contents and Index > Index Entry...**, select **Apply to similar texts** if you want all occurrences indexed. Click **Insert**.

Position cursor where you would like index

Select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography...**

Select **Type “Alphabetical Index”** and define the look, click **OK**

WPS Writer

I was not able to find this feature in the free version

Both products: if the page numbering changes, select the index, right click and select to **Update Field (or Index)** to refresh the page numbers in the index.

Other features to introduce

- Compatibility Mode
- Save/Export to **.pdf** format
- Templates
- Styles
- Watermarks
- Hyphenation
- Footnotes
- Citations / bibliography
- Mail merge
- Thesaurus
- Tracking changes / version control
- Encryption
- Macros

In **Word 2016** the **“Tell me what you want to do”** entry box can be used as a reminder on how to accomplish tasks learned in this short course or to venture on your own to more advanced word processing. Type in a description of what you need help with and you will get back a list of functions you can choose from AND a link to “Get Help on...” or “Smart Lookup on...”. F1 will also bring up the help menu.

Don't be afraid to experiment when creating your documents. You can always use the undo command to recover if need be. Also, if you save the document before you experiment, you can always exit without saving and go back to the last saved copy of the file. Have fun!

Word 2016 keyboard shortcuts

System Shortcuts:

To do what	Shortcuts
Word Help	F1

Editing Shortcuts:

To do what	Shortcuts
Copy	Ctrl+C
Paste	Ctrl+V
Copy format	Ctrl+Shift+C
Paste format	Ctrl+Shift+V
Select all	Ctrl+A
Find	Ctrl+F
Replace	Ctrl+H
Go to	Ctrl+G
Undo	Ctrl+Z
Redo	Ctrl+Y
Insert a bookmark	Ctrl+Shift+F5
Insert a page break	Ctrl+Enter
Insert a newline character	Shift+Enter
Insert a blank field	Ctrl+F9
Count words	Ctrl+Shift+G

Formatting Shortcuts:

To do what	Shortcuts
Font	Ctrl+D
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Grow font	Ctrl+Shift+. (full stop) or Ctrl+]]
Shrink font	Ctrl+Shift+, (comma) or Ctrl+[[
Superscript	Ctrl+Shift+=
Subscript	Ctrl+ +
Justify	Ctrl+J
Align center	Ctrl+E
Align left	Ctrl+L
Align right	Ctrl+R
Distribute	Ctrl+Shift+J
Increase indent	Ctrl+M
Decrease indent	Ctrl+Shift+M

Feature Comparison of Word Processing Programs

December 2012

Feature	Notepad	WordPad	LibreOffice	WPS Writer	MS Word
Cut, Copy, Paste	X	X	X	X	X
Spell Check			X	X	X
Auto Correct			X	X	X
Margin set	Default	Default	Document	Document	Document
Indentations		X	X	X	X
Fonts	All text	X	X	X	X
Size	All text	X	X	X	X
B , <i>I</i> , <u>U</u> Attributes	All text	X	X	X	X
Paragraph Justification		X	X	X	X
Undo, Redo	1 undo	X	X	X	X
Font and Highlight Colors		X	X	X	X
Page Breaks		X	X	X	X
Multiple columns of text			X	X	X
Headers & Footers	Manual only		X	X	X
Page numbers	Manual only		X	X	X
Tabs & indents		X	X	X	X
Insert symbols			X	X	X
Printing addresses on envelopes			X		X
Tables			X	X	X
Insert pictures		X	X	X	X
Table of Contents			X	X	X
Index			X	not sure	X
Templates			X	X	X
Styles			X	X	X
Watermarks			X	X	X
Auto hyphenation			X		X
Footnotes			X	X	X
Citations / bibliography			X		X
Mail merge			X	X	X
Thesaurus			X	X	X
Tracking changes / version control			X	X	X
Encryption			X	X	X
Macros			X		X
Export as .PDF			X	X	2007+
Word Count			X	X	X