Microsoft Word 101

Course Handbook Supplement

By Richard Rost

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Welcome

Welcome to the 599CD **Microsoft Word 101** Handbook.

This handbook is designed to be a **supplement** to the full 599CD video course for Word 101. We recommend you use this handbook to follow along with the class videos. This handbook is not meant as a stand-alone study guide.

We do recommend that you watch the course videos one time through, paying attention to the lessons covered. Follow along with the course videos using this guide. Take notes on the pages where needed. Then, watch the videos a second time, practicing the examples yourself on your computer.

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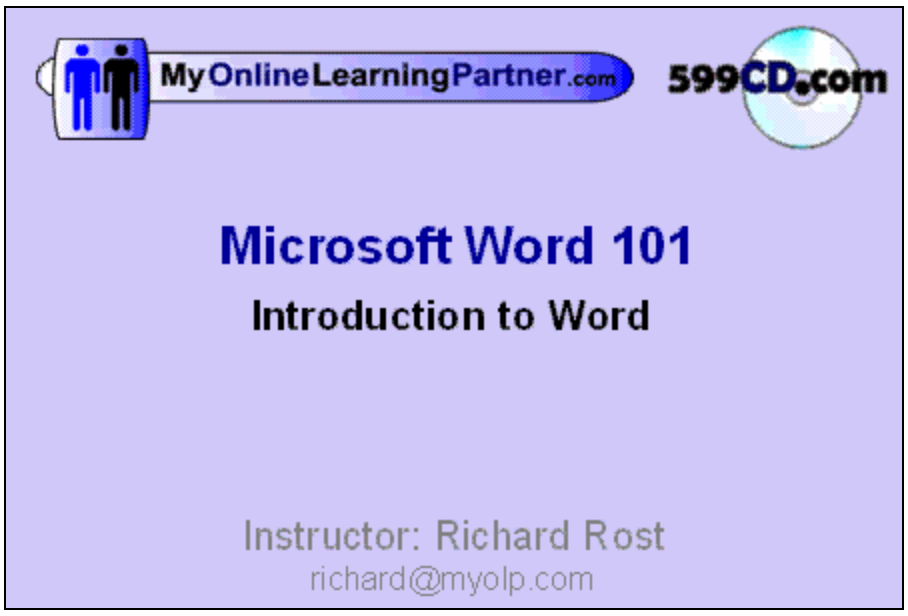
Lesson 1. Introduction

Welcome to Microsoft Word 101, brought to you by **MyOnlineLearningPartner.com** and **599CD.com**. I am your instructor, Richard Rost.



Objectives for today's class:

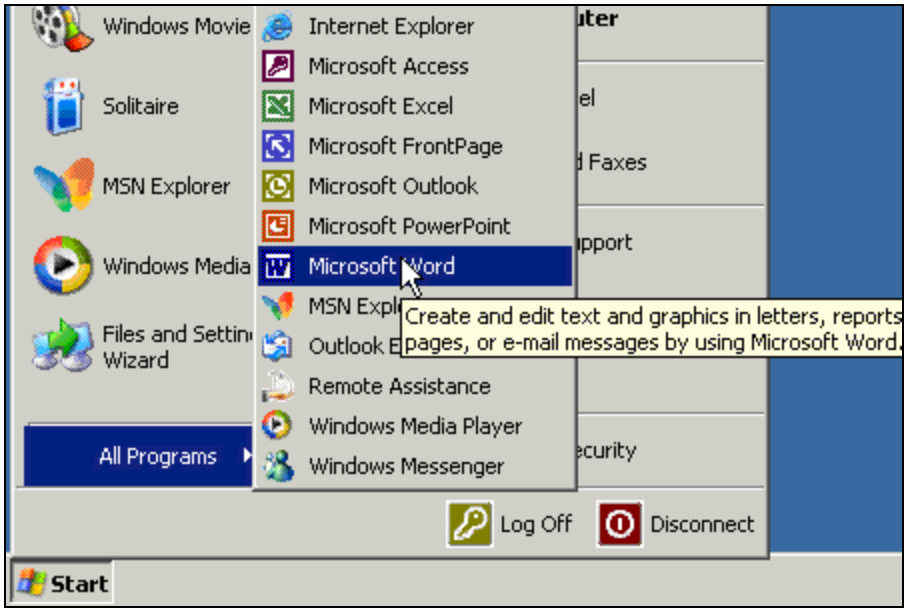
Our **goal** for today's class is to get you up and running quickly. We'll be making a basic business letter in today's class. We'll cover a lot of the details in future classes.

Pre-Requisites: Windows 101 (Intro to PCs) and either Windows 102 (Windows 98, 2000 users) or Windows 110 (Windows XP users). We will assume you're familiar with a keyboard and mouse, and how to move around in Windows.

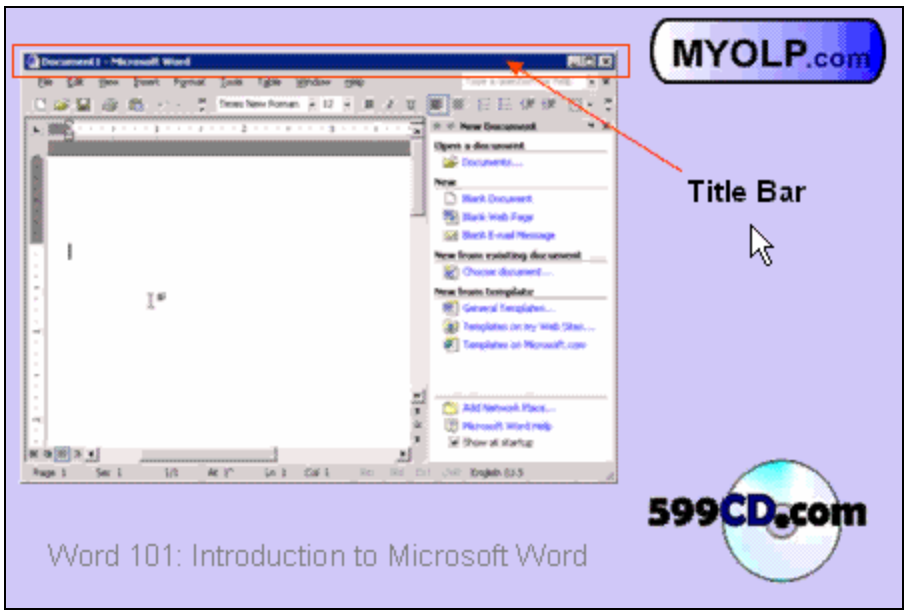
Versions: In class we'll be using Microsoft Word XP (2002) and Windows XP. Most of this material should be valid for all versions of Word and Windows, however.

Lesson 2. Getting Started

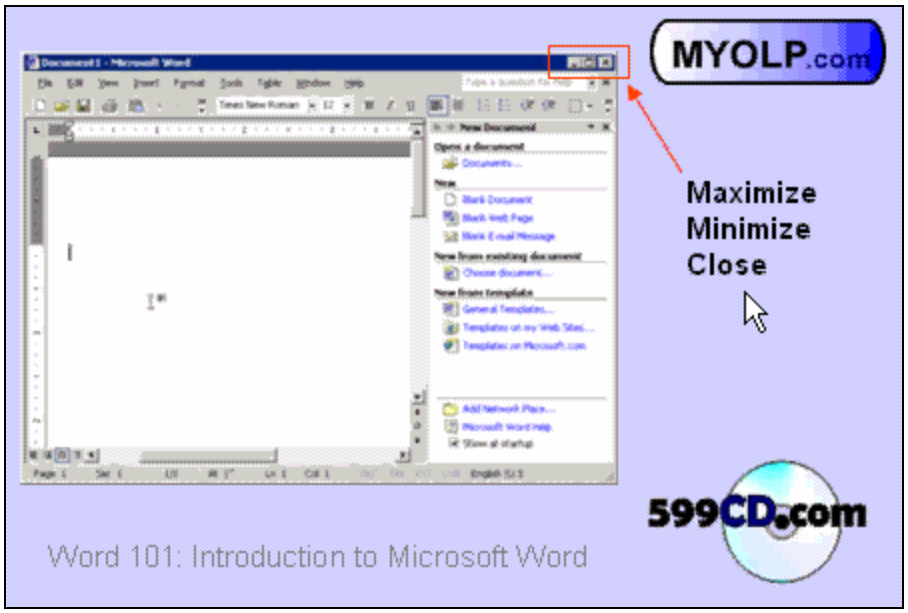
Let's get started today by **starting** Microsoft Word and going over the **parts of the screen**. We can find Microsoft Word on our **Start Menu**. Click on the **Start Button** and go to **All Programs** (or just **Programs** if you're using an older version of Windows), and then **Microsoft Word**.



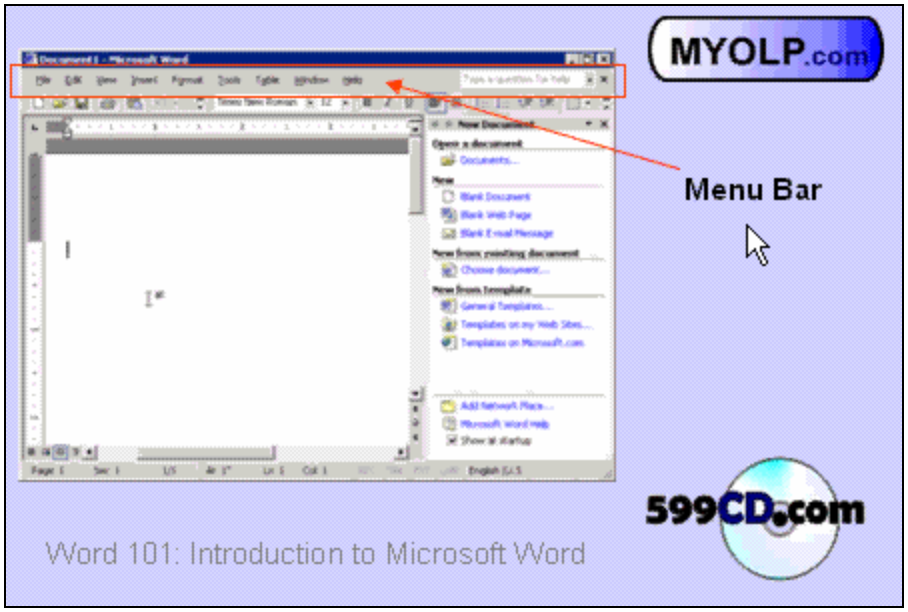
Microsoft Word will start. Let's talk about the different parts of the interface. At the very top of the screen is the **Title Bar**. The Title Bar shows you the name of the document you're currently working on.



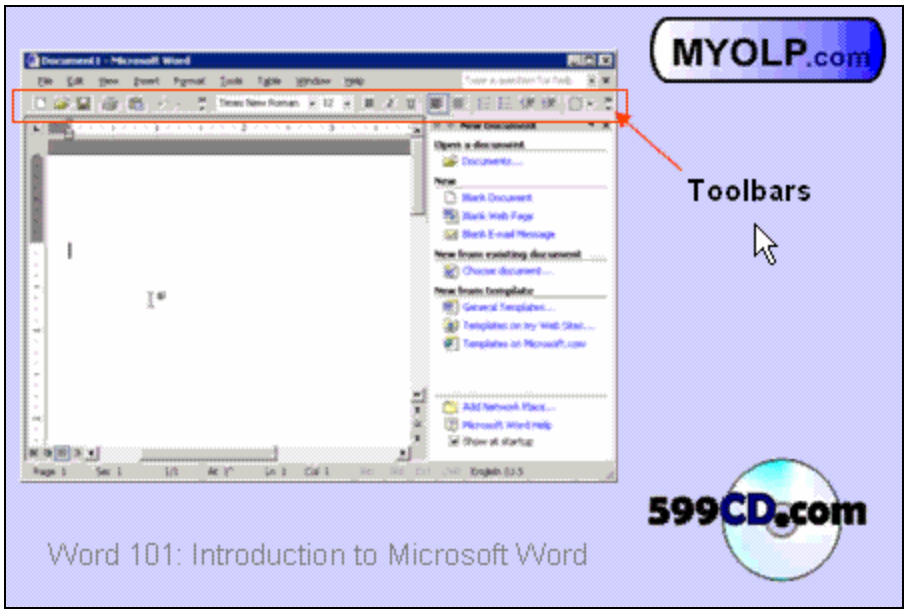
To the right of the Title Bar you will find the **Maximize**, **Minimize**, and **Close** buttons. We cover these in our Windows classes.



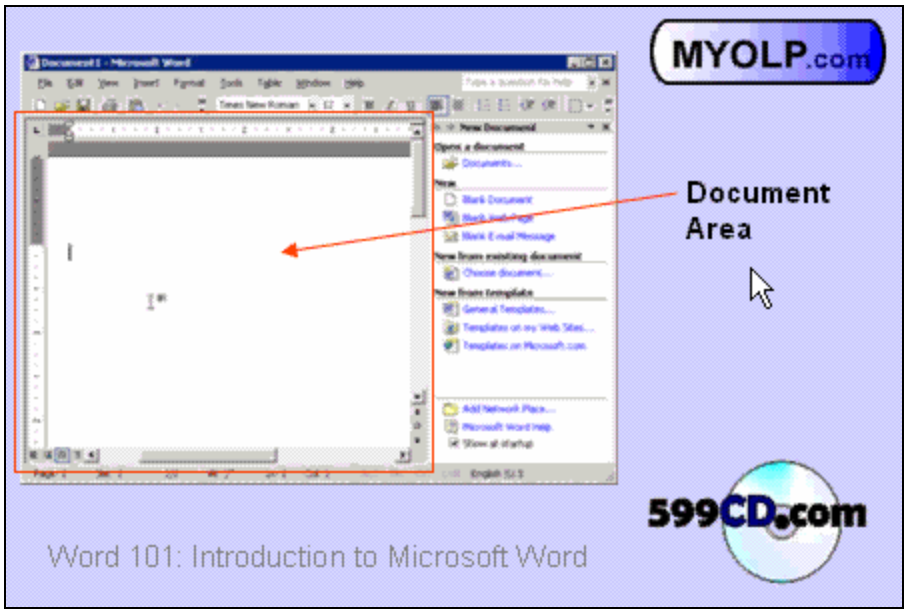
Below the Title Bar we have the **Menu Bar**.



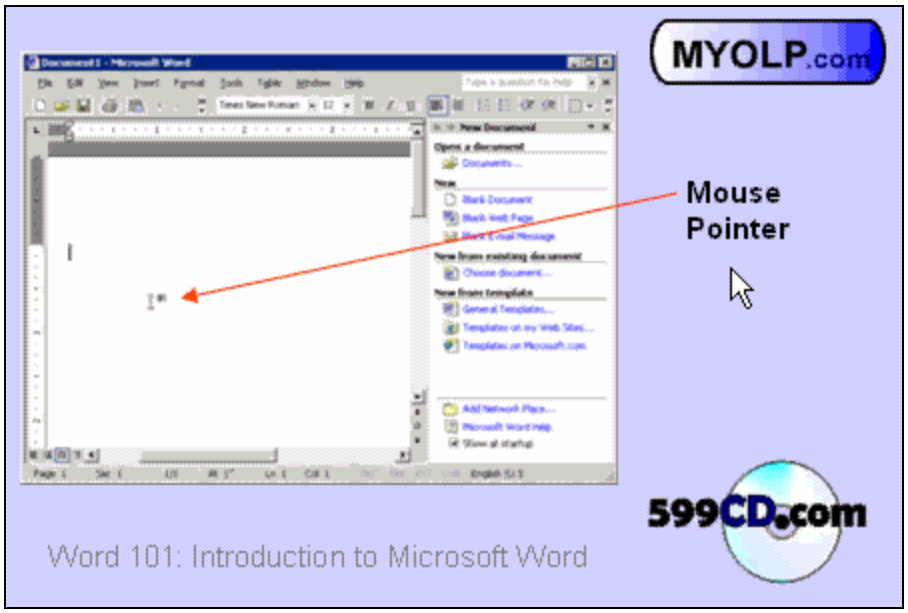
Below the Menu Bar there are two **Toolbars**: the Standard Toolbar and the Formatting Toolbar.



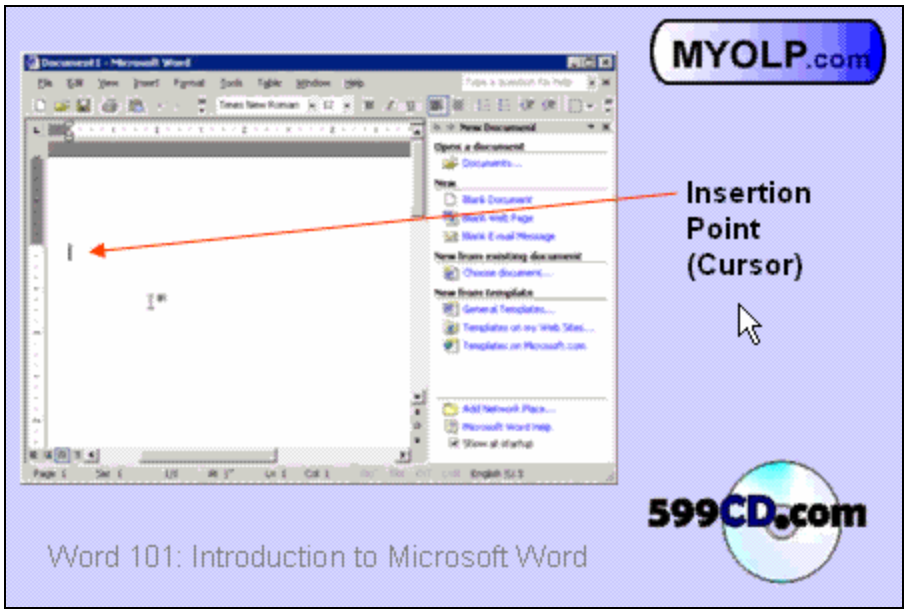
Next we have the **Document Area**, which is where you enter in your document's text.



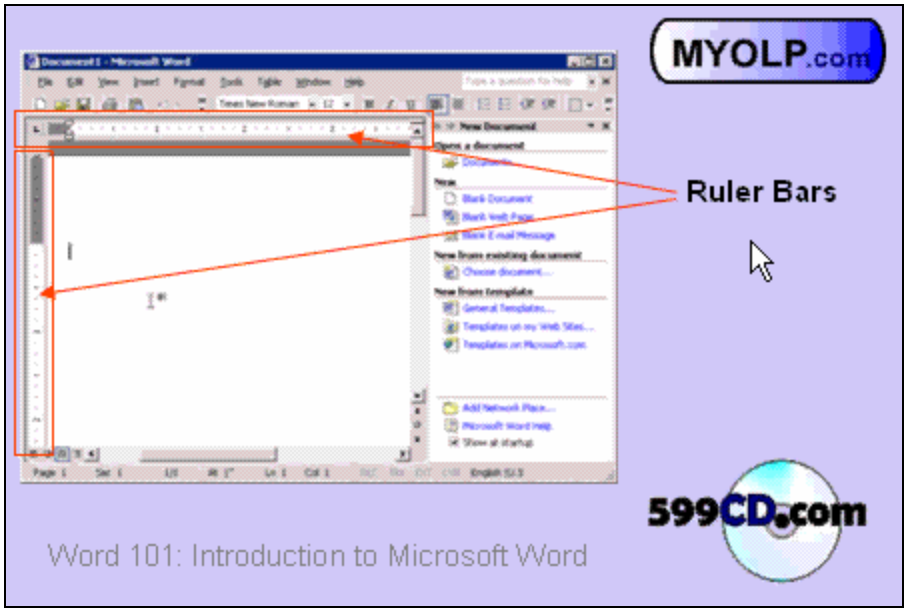
Inside the document area, you'll see the **Mouse Pointer**, which looks like a little floating "I" at times.



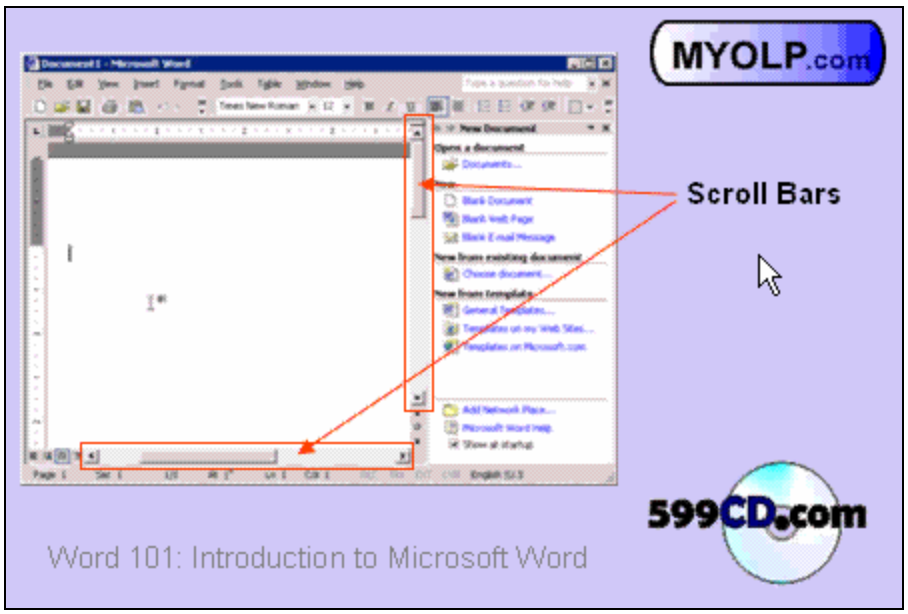
The Mouse Pointer is not to be confused with the **Cursor**, or the blinking **Insertion Point** line. This is where your text goes when you type.



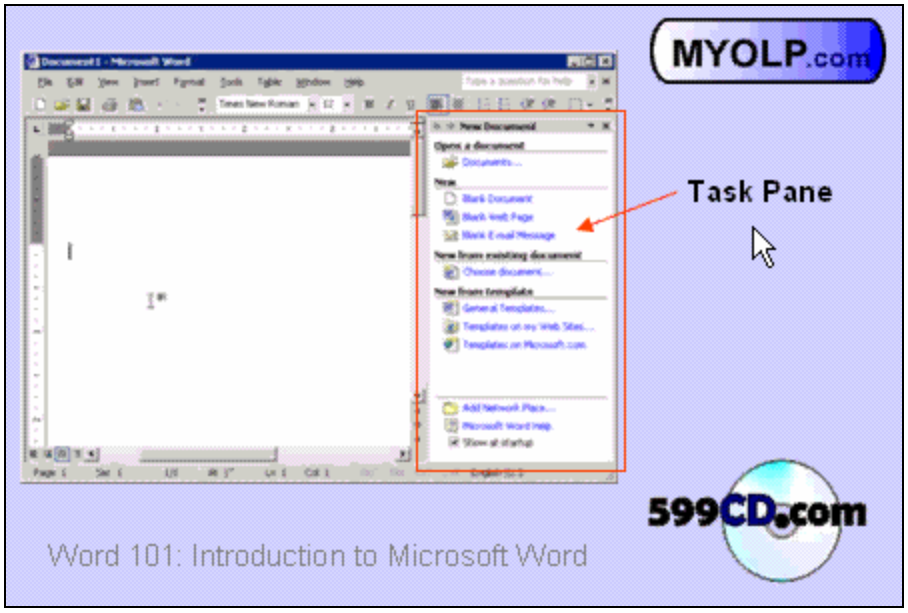
There are two **Ruler Bars**, a horizontal and vertical ruler bar. You can use these to find your location on the page.



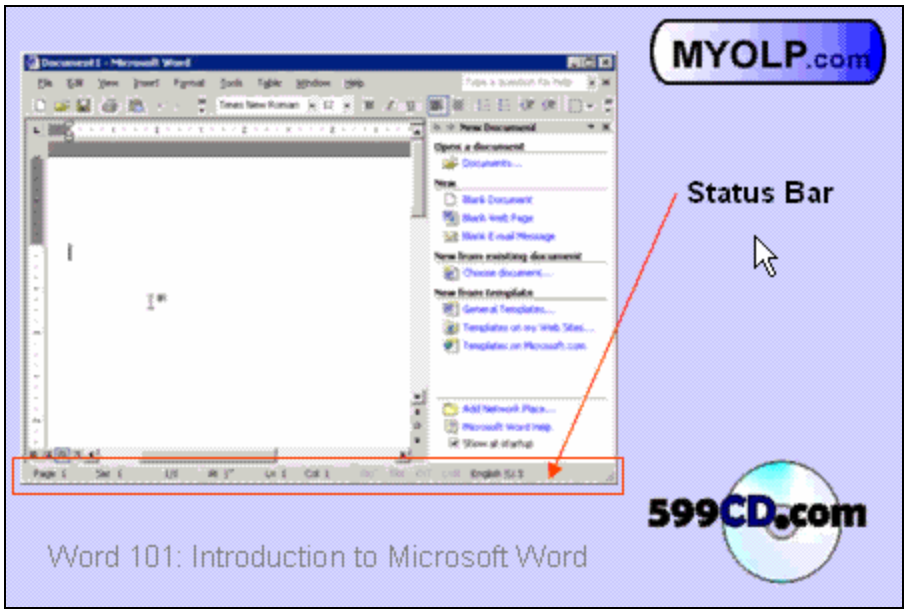
There are also two **Scroll Bars** that allow us to move up and down, left and right, throughout our document.



A new feature in Word XP is the **Task Pane**. There are several features on this Pane that allow you to open a document, create a new document, and so on.

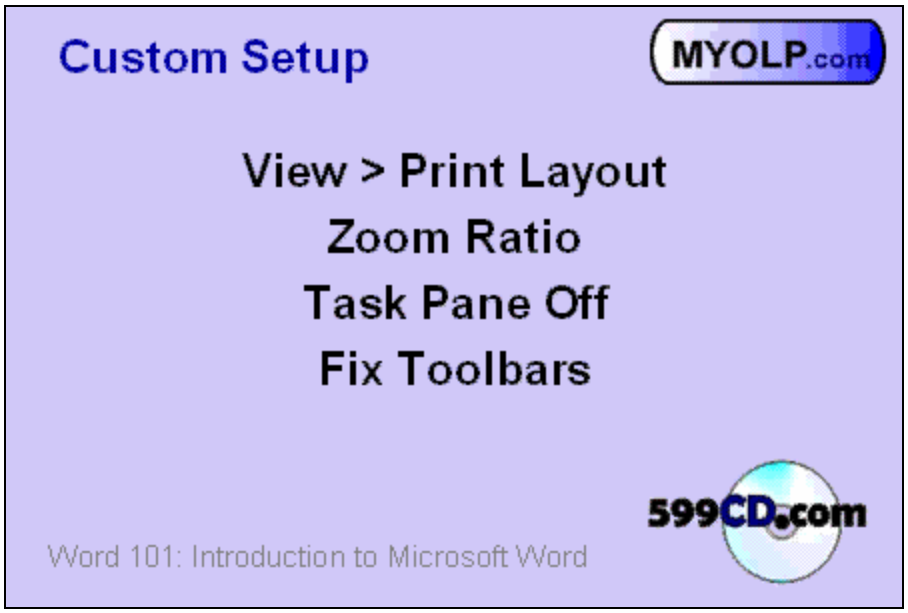


At the bottom of the screen is the **Status Bar** .

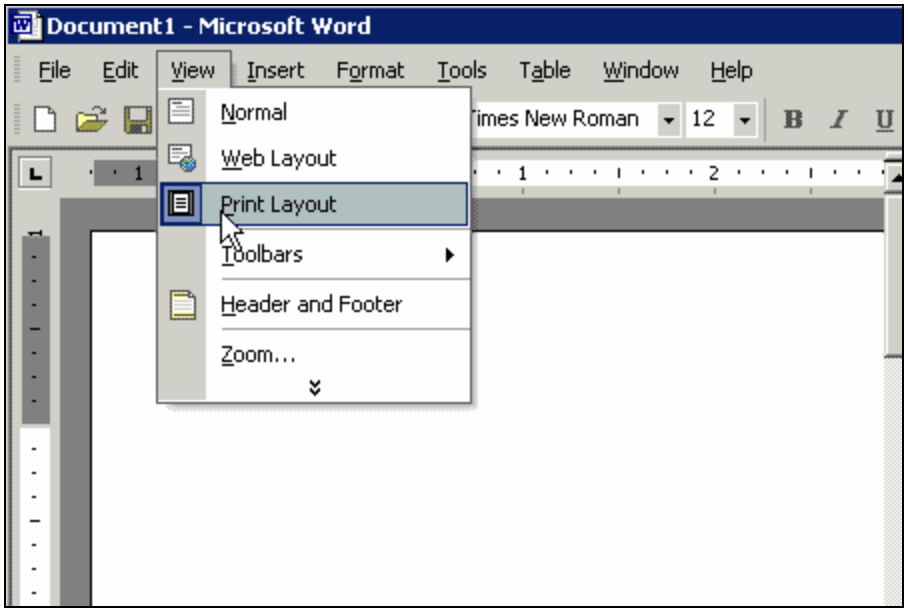


Lesson 3. Custom Setup

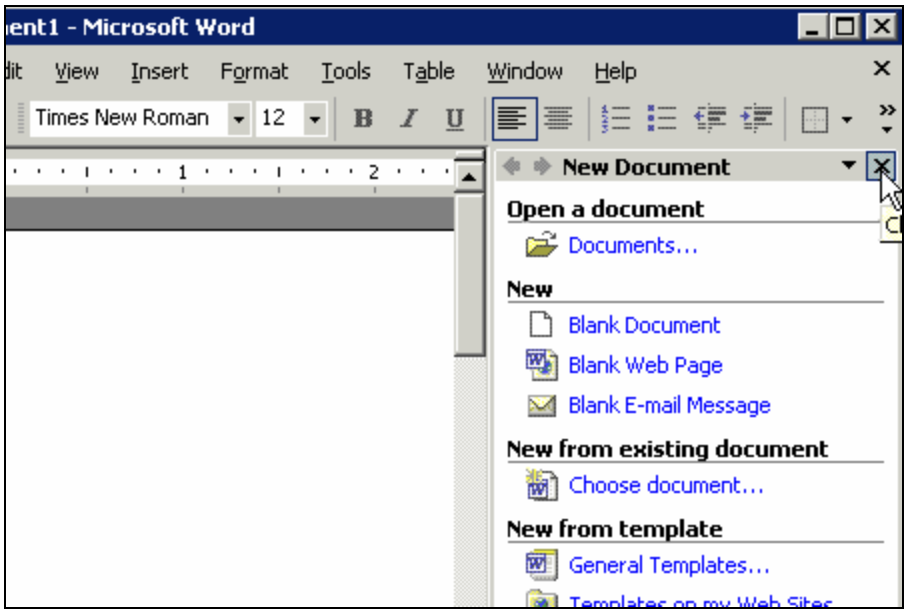
Before we begin working with Word, there are a few options I like to change from the default setup.



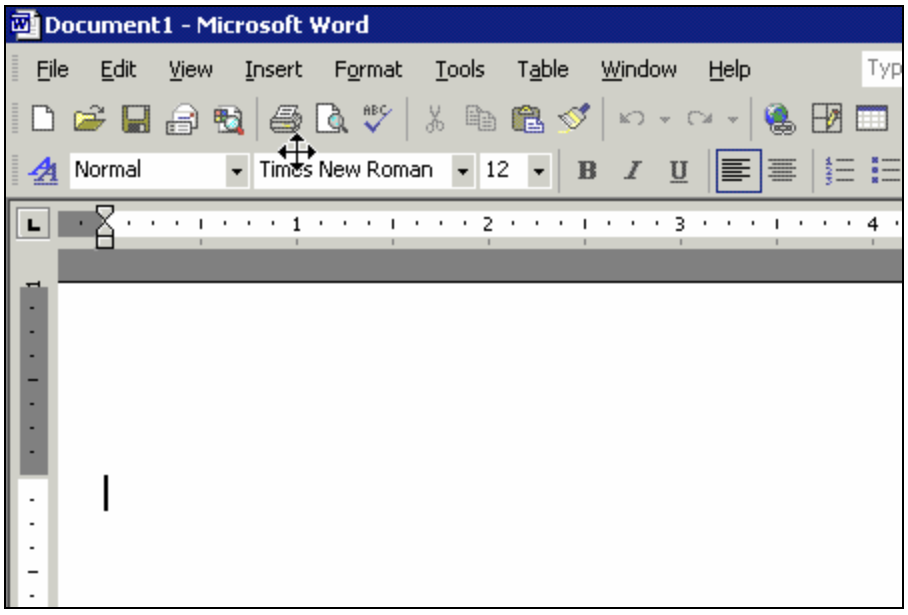
First, make sure you're in **Print Layout** view.



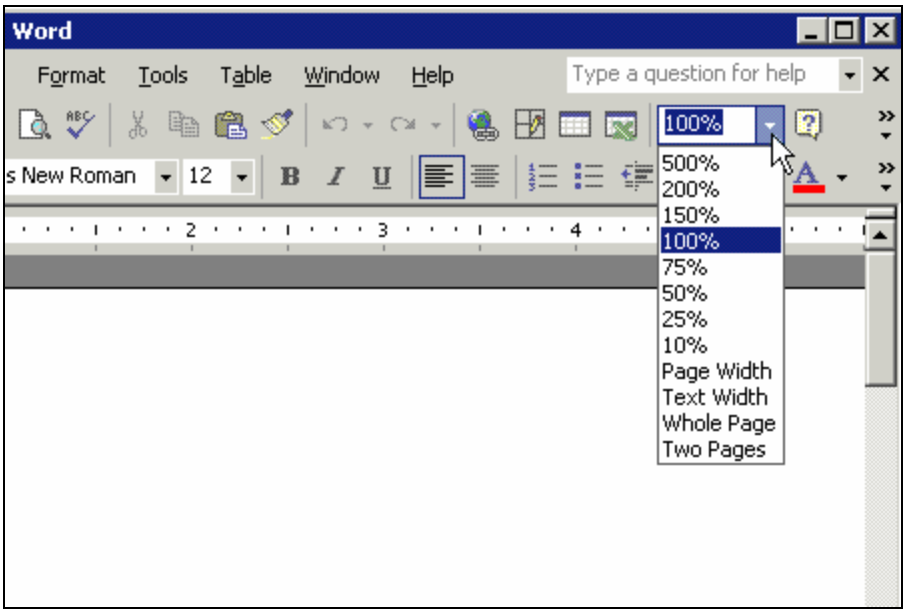
Next, let's turn the **Task Pane** off to conserve space on our screen.



Next let's separate the two **toolbars**.

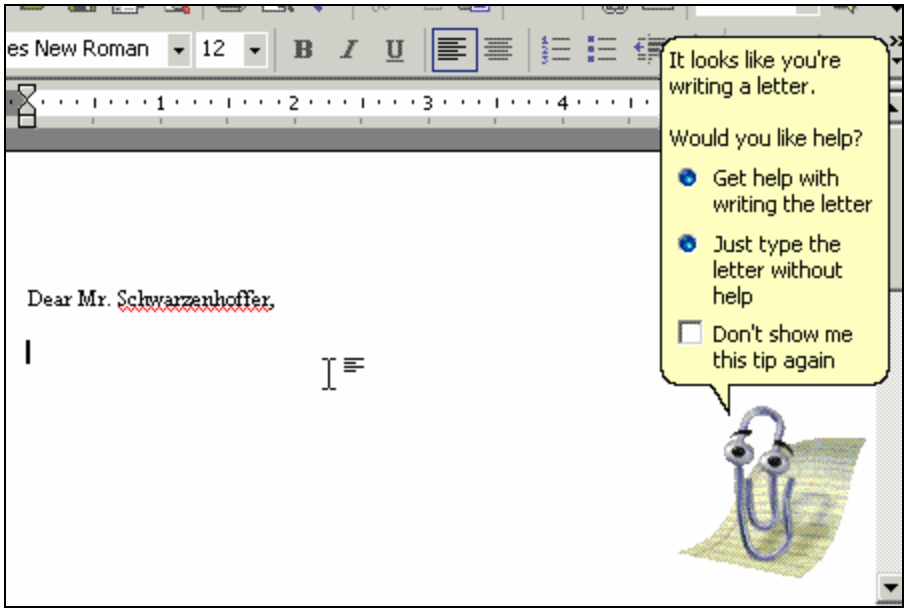


Now, let's set our **Zoom Ratio** to **Text Width**.

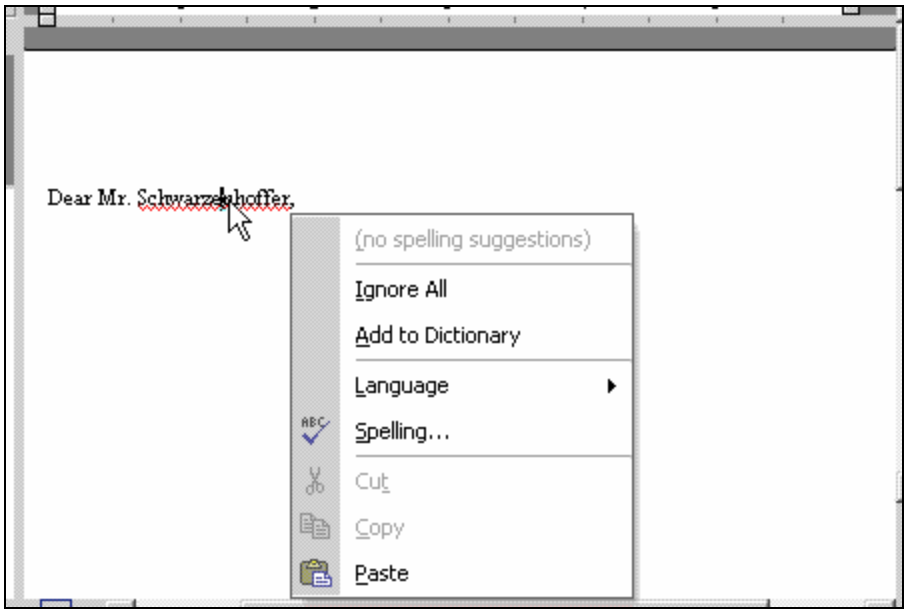


Lesson 4. Entering Text

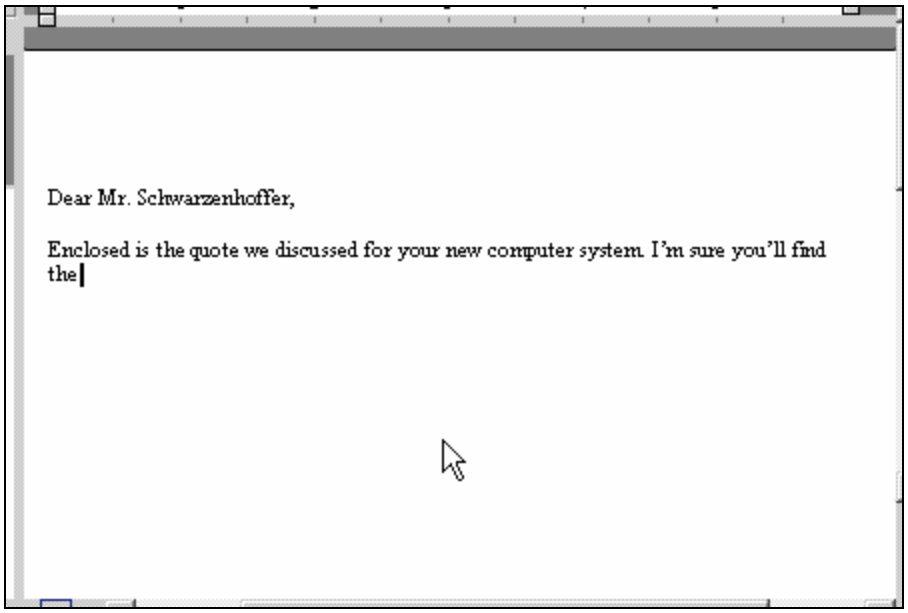
Now we're ready to start writing our business letter. This will be a cover letter that will accompany a quote for a new computer. Begin with a simple salutation. Notice that **Clippie** appears. Click on "Don't show me this tip again," and then "Just type the letter without help," and Clippie will close.



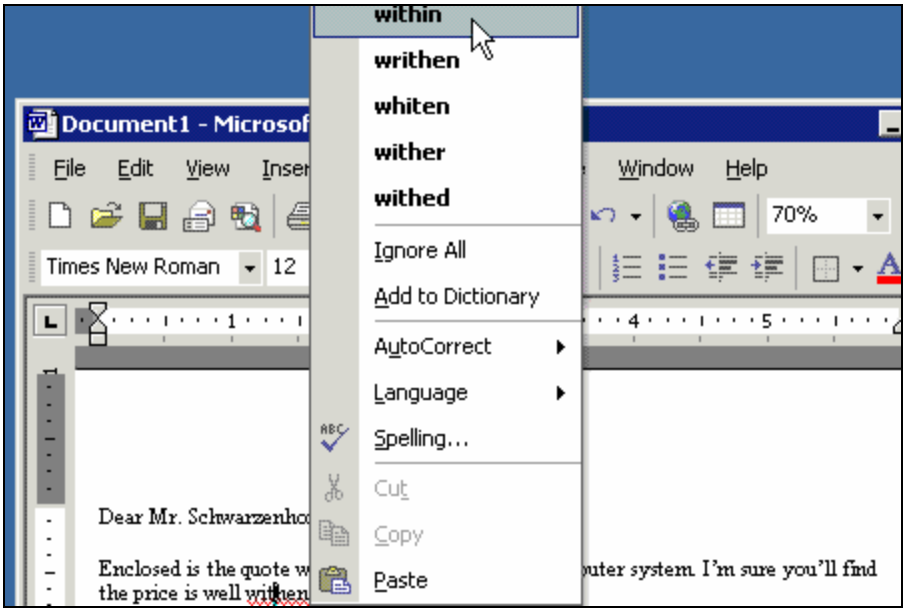
Notice the strange **red line** under the customer's last name. Word does not recognize this word. It thinks the word is misspelled. We'll look at the spell check feature in detail in a future class. You can **right-click** on the word for spelling suggestions. For now, just click on **Ignore All**. This will ignore all instances of this word in your document.



Continue typing your letter. Notice that when you get to the end of a line, the text automatically wraps around to the next line. This is a feature called **Word Wrap**. Do not hit the ENTER key at the end of each line. Let Word wrap the text for you.

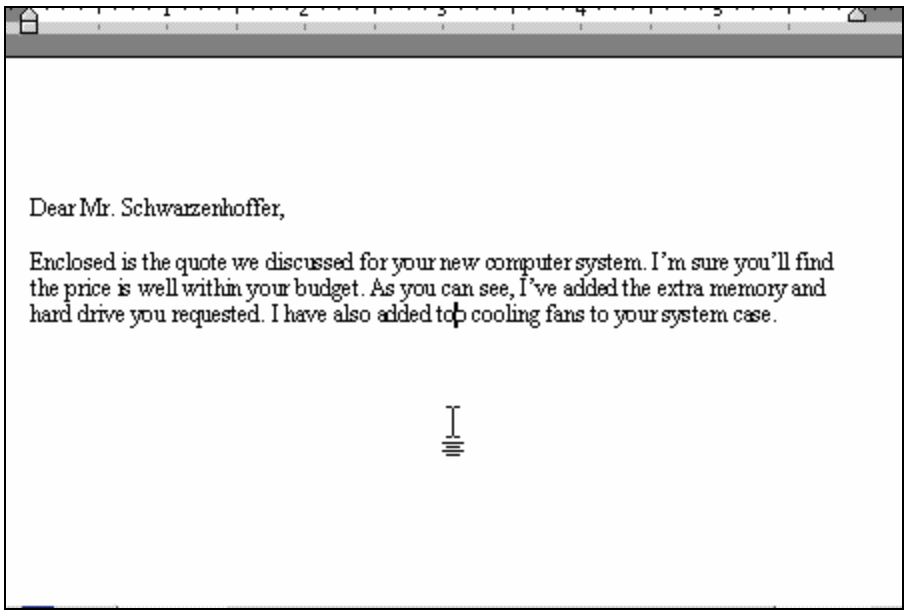


Continue typing your letter. Notice I spelled the word “within” incorrectly. See the red line under it? Word is indicating the **misspelling**. Right-click on the word, and select the correct spelling from the list of suggestions.



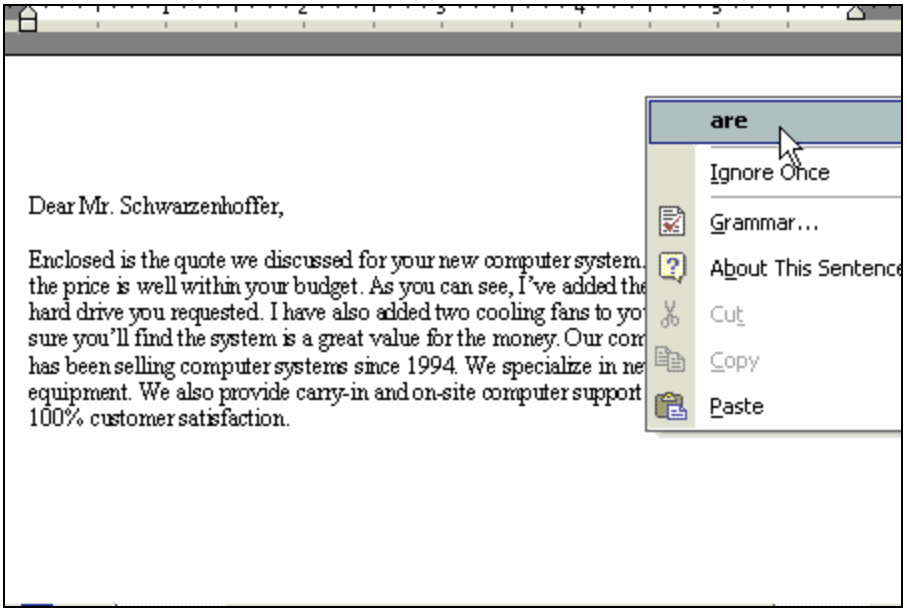
Continue your letter. Notice I've used the wrong instance of the word "two" in my document. Word cannot check for **context**, and it doesn't see this as a misspelling. You will need to edit this manually. Click with your mouse on the word "too" and use the **Backspace** or **Delete** keys to remove the offending "o" and edit the word accordingly.

TIP: Remember the **Backspace** key "eats" the character to the left of the cursor, whereas the **Delete** key eats to the right of the cursor.



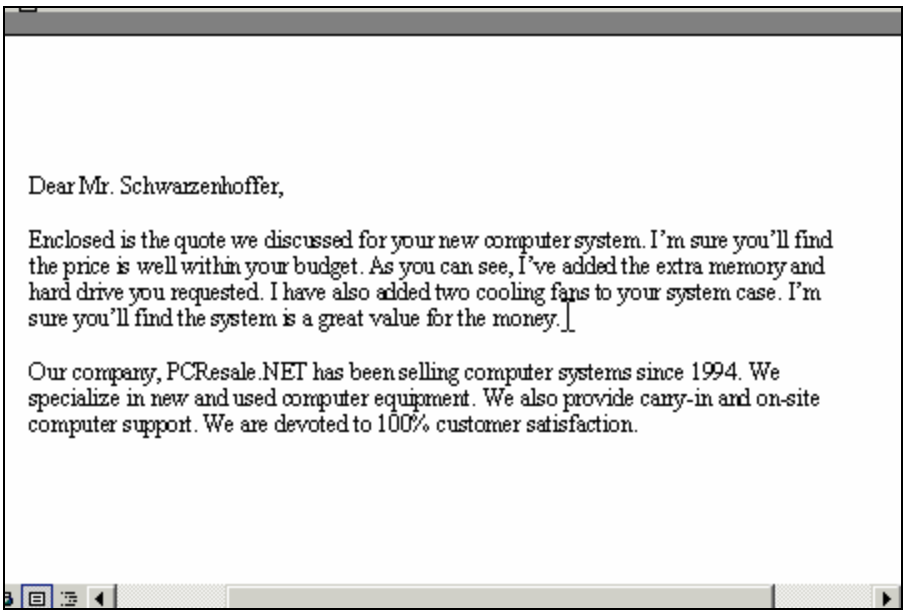
TIP: You can use the **END** key on your keyboard to move to the end of the current line.

Continue typing your letter. Notice I used the sentence, “we am devoted to 100% customer satisfaction.” This is **grammatically** incorrect, and notice that Word pointed this out with a green underline below the word “am.” Right-click on the word, and correct this mistake with the word “are” shown.

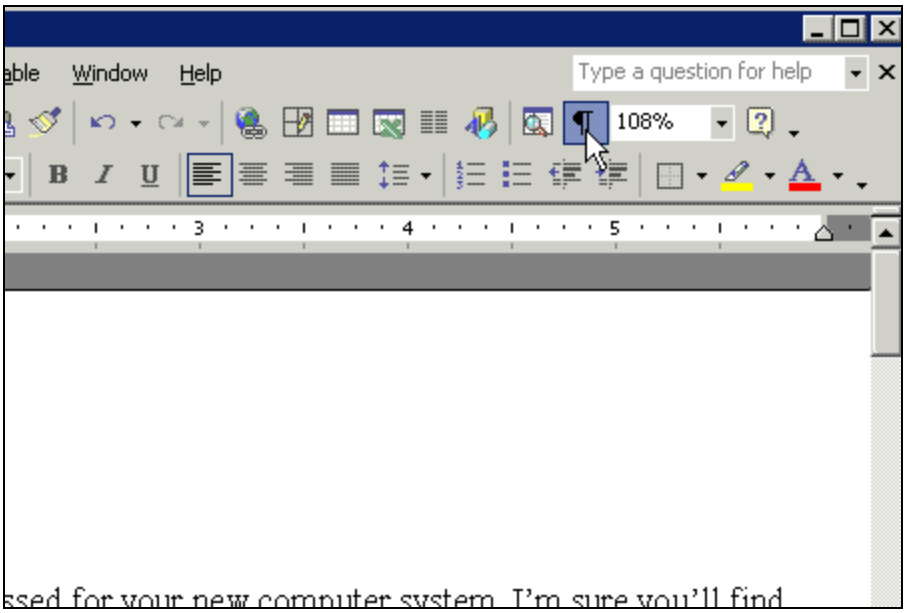


Lesson 5. Editing Text

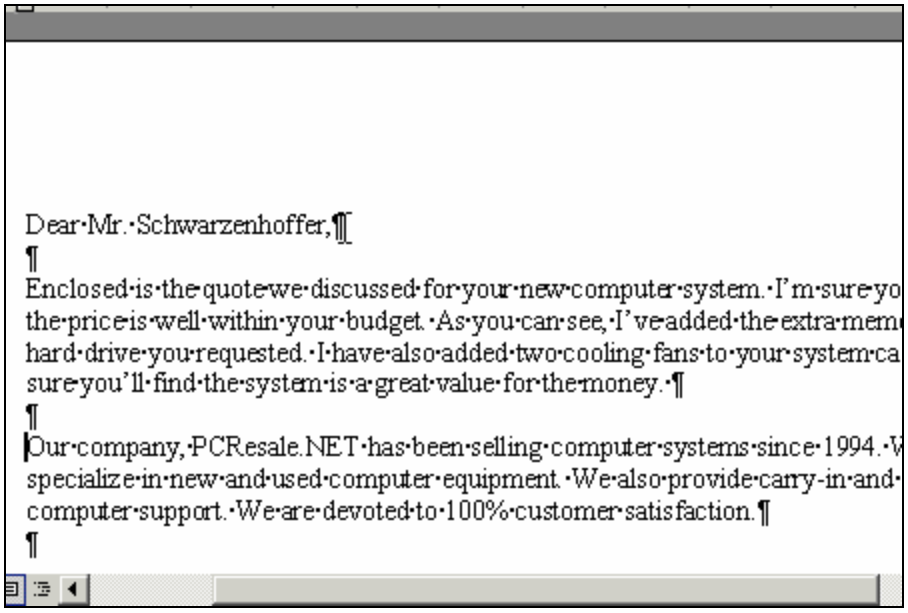
Our paragraph is too long. Resize the paragraph. Click in the middle where you'd like to break the paragraph up and press the **ENTER** key twice.



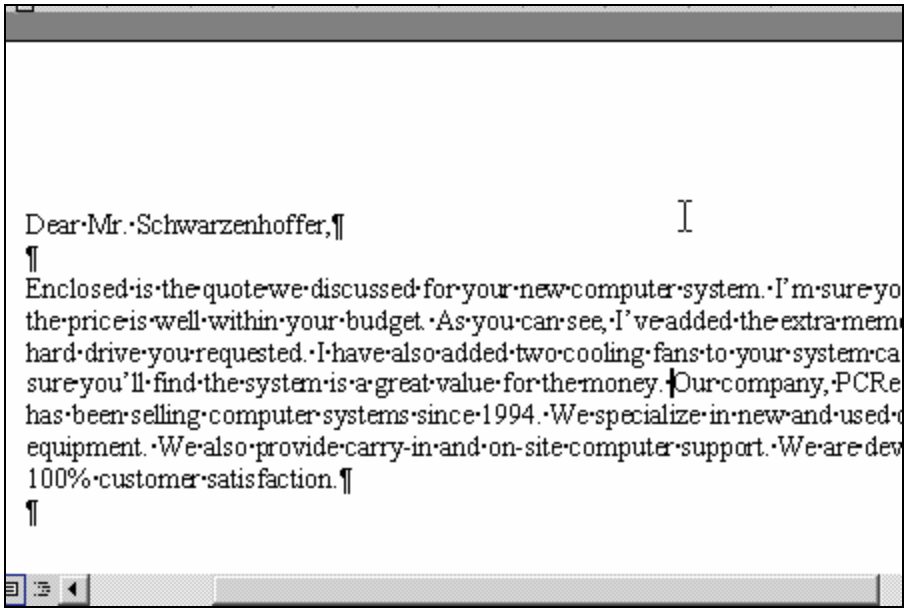
Click on the **Show/Hide ¶** button on the toolbar to show non-printable characters.



Notice all of the strange **symbols** now on your document. You will see the places where you hit ENTER as paragraph marks. These are called **hard returns**. You will also see little dots replacing your space characters.



To put these paragraphs back together, just delete the paragraph symbols using the Delete or Backspace keys. Delete them like any normal characters.



TIP: Use the keyboard shortcut **CTRL-END** to move to the bottom of your document. Use **CTRL-HOME** to move to the top of the document.