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Word Processing

Works and MS Word
Basic instruction for creating a
wordprocessing document.




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Getting Started

- On the task bar click Start, point to All programs, point to MS Works, then MS Word Processor OR Microsoft Office then MS Word
- The program opens with a blank document
- At the right end of the task Pane you can choose other options ie browse for templates, like envelops, cards, letters, etc.




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Why use a Word Processor??

- MSWorks comes with most new computers. Why not learn to use this free tool before purchasing a word processor OR downloading a free-editor program?
- Create and print letters, envelops, labels, lists and documents with several pages.
- Create fancy documents using different Font styles, add headings and page numbering if you like.
- Create a document to attach to an email.
- Use templates provided with program.
- Sign-up for daily tips to hone your word processing skills. Read the Help manual on the Menu bar to learn about the program's many features.

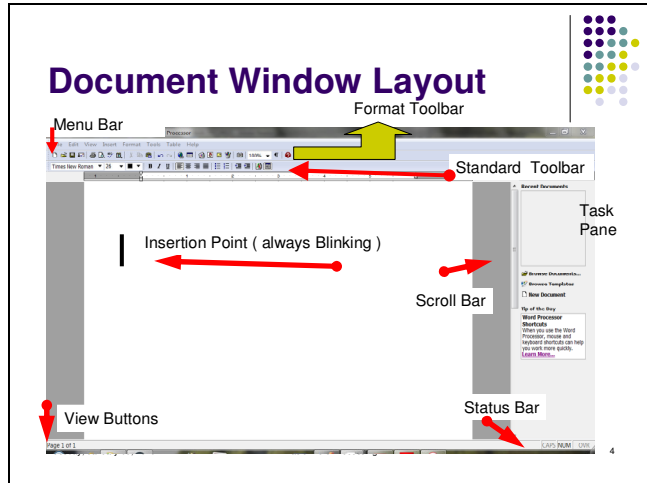


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Document Templates

- These are documents already formatted for special tasks. For example, writing a formal letter. All the necessary features like the Date, Title, Salutation appear ready for you to type over and save as a new document.
- It is a Quick method to creating a document

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Keeping the Document

- The text you type appears in the document window and is stored in the computer temporarily. If you want to keep the text as a copy you must save the document as a file.
- Specify a name and a location for the file so you can retrieve it later
- To Save the document, on the Standard Toolbar click the Save Icon, or click the Save As command from the File menu.

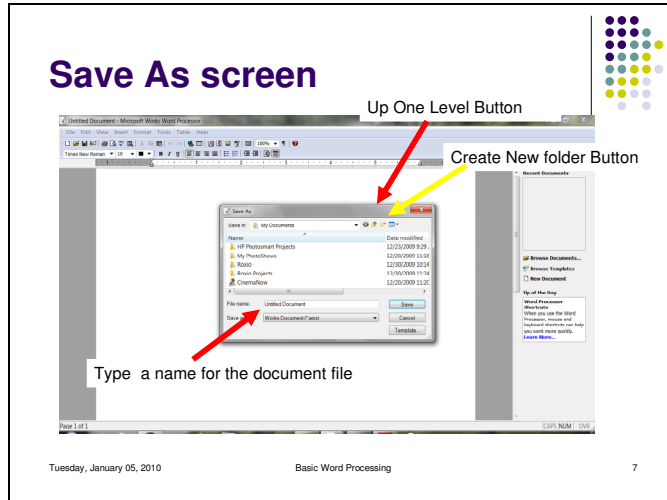
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Moving Around in the Document

- **Show or hide the toolbar**
- To show a toolbar, point to **Toolbars** on the **View** menu, and then click the name of the toolbar you want to show.
- Works shows the toolbar and adds a check mark next to the toolbar name on the **View** menu.
- - or -
- To hide a toolbar, point to **Toolbars** on the **View** menu, and then click the toolbar name you want to hide.
- Works hides the toolbar and clears the check mark next to the toolbar name on the **View** menu.

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Trouble Shooting

- On the Standard toolbar click the new document button
- A new blank document window appears
- Type at the insertion point. Your text will appear after the Insertion Point. Keep typing the text will simply wrap to the next line.
- Hitting the enter key at the end of the line creates a New Paragraph Automatically

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Exercise

- Type this text..." the quick brown fox jumped over the lazy dog. Hit the enter key to drop down a line
- Next highlight the entire text. Then click Edit from the Standard Menu bar, select Copy
- Once again Click Edit,now choose Paste. You should see the text repeated. Viola. This is the whole point of Word Processing. Less typing and use of the Great Editing tools.

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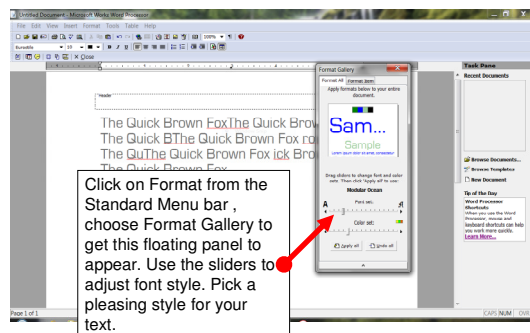
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Formatting features



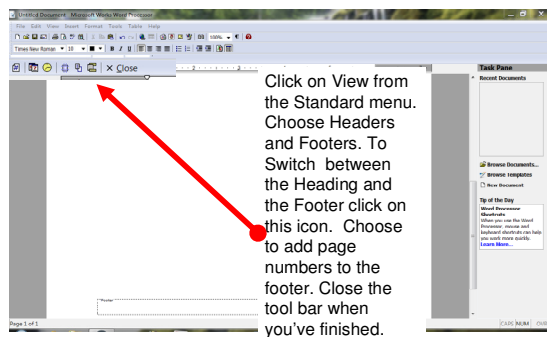
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Create Headers and Footers




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Editing Features

- You can create letters, labels, lists and documents with Page numbers and headings.
- You can format text using lots of different text styles (fonts).
- You can create a table in a document
- You can keep the document and print it or email it

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Summary

- This is just the beginning of word processing. I personally think it is a great tool for creating text that has a spell checker. I mostly use these type of programs to copy and paste the edited text into an email before I send it. I'm confident my emails are error free with this method. They are checked for grammar & spelling.
- Copy and Paste become immediate and gratify tools!
- Use the Standard Toolbar to find the print icon for your document OR from the Menu bar choose File, then print from the drop-down list

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