

## Objectives

- Edit and format a Word document.
- Open and save a Word document to a Flash Drive.

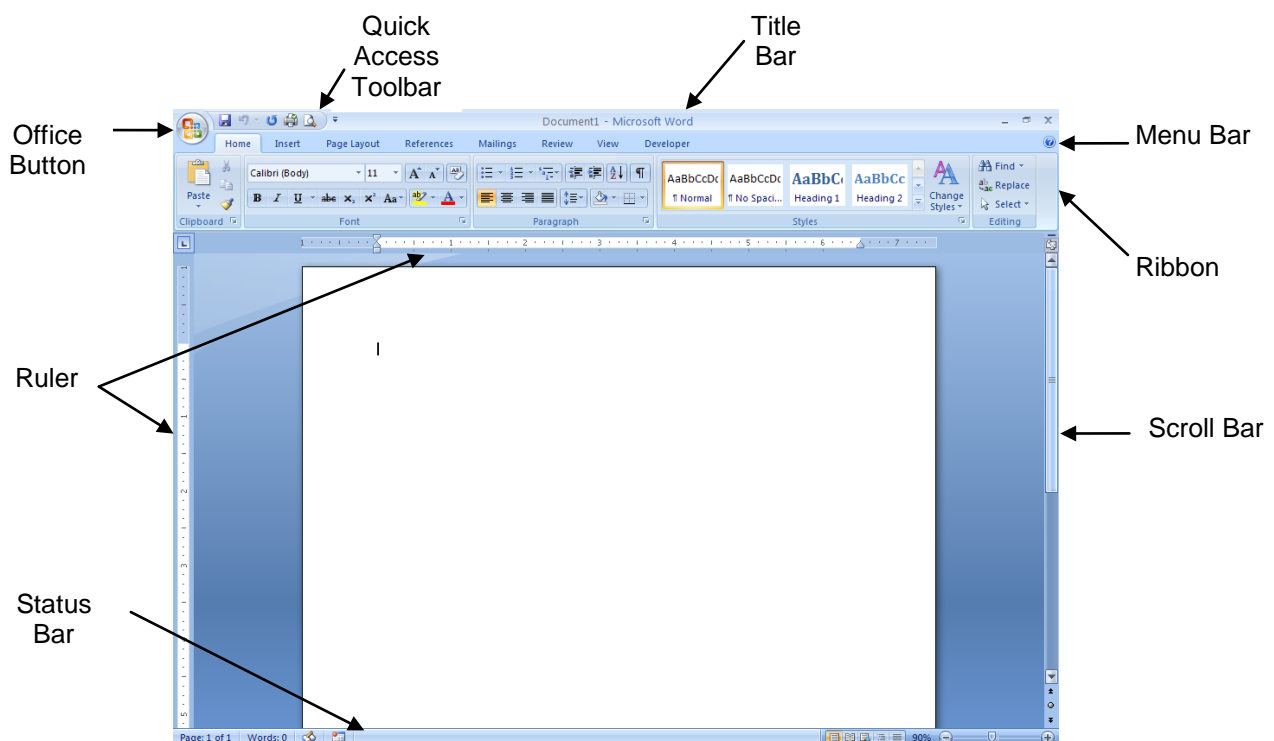
## Handouts

- [Keyboard Shortcuts](#)
- [Sample of a Completed Report](#)

## Introduction

Microsoft Word is a word-processing program you can use to write letters, résumés, and reports. You can make your documents more appealing and easier to read by applying formatting, such as bold and italics, to text. In this lesson you will use the editing tools of Microsoft Word to modify and improve an existing document.

## Review - The Word Window



## To Open an Existing File

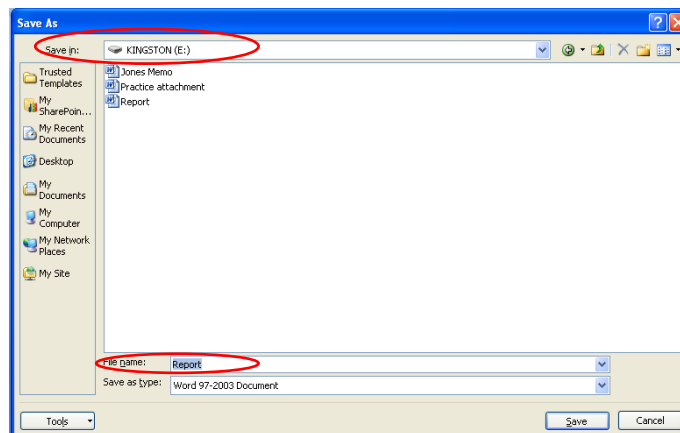
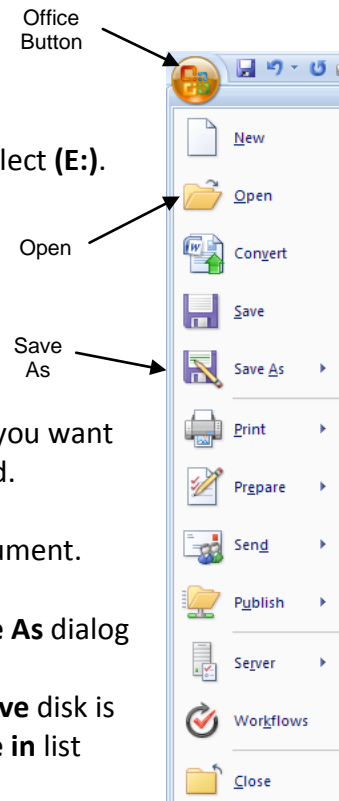
1. Start Microsoft Word if it is not already open.
2. Click the **Office Button** and select **Open**.
3. Click the downward-pointing arrow next to the **Look in** list box, and select **(E:)**.
4. Select **Report**, and click **Open**.
5. You now have the document *Report* open in Microsoft Word.

## To Save a Document

If you want to save your revised document without losing your original, or, if you want to save your revised document to another location, use the **Save As** command.

**Activity:** Save a new copy of a document and keep a copy of the original document.

1. Click the **Office Button** on the menu bar, and select **Save As**. The **Save As** dialog box appears.
2. Find the **Flash Drive (Kingston)** in the drive listing box. If the **Flash Drive** disk is not shown, click the downward-pointing arrow to the right of the **Save in** list box, and select it.
3. Select the file in the **File name** text box, and type a new file name.
4. Click **Save**. The new file name is displayed in the title bar at the top of the window.




As you edit your document, you will want to **Save** changes about every 15 minutes. Warning – this will replace your original document. To **Save** changes to an existing document in the same location, click **File** on the menu bar, and select **Save**.

*Remember - the difference between Save and Save As: You can select **Save** to save the existing document using the existing file name and the same location where the file was last saved (for example, a floppy disk). You can select **Save As** to create a new copy of the document. You need to select a new file name, and you can save to a different location.*

## Scroll Through Your Document

Take a few minutes to explore the newly saved copy of the *Report* file. Use the scroll bar on the right side of the window to view all sections of the document. Try different methods of using the scroll bar:

- Click or hold down the scroll arrows. 
- Hold down and drag the scroll box in the scroll bar.
- Click above or below the scroll box in the scroll bar.

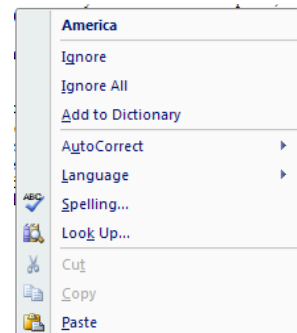
## Remove the Tracking

The document may open with **Tracking** turned on. **Tracking** allows you to keep track of any changes you make to an existing document. For this exercise, we do not need to track changes. To remove **Tracking**, click once on the **Review** tab at the top of the screen. Click once on **Track Changes** to turn off tracking.

## Correct Spelling and Grammar

Word automatically checks the spelling and the grammar of what you type. If a word in your document is underlined with a red wavy line, it is a possible spelling error. If a group of words or a sentence is underlined with a green wavy line, it contains a possible grammatical error.



1. Place the mouse pointer on the word *america*, and right-click. A menu with spelling suggestions appears.
2. Click the correctly spelled word. The incorrectly spelled word is replaced with the correctly spelled word.
3. Right-click the green underlined word: *Fully formed leaves present only in two groups*. A menu appears that labels this as a *Fragment (consider revising)*.
4. If you need further suggestions for correcting the fragment, select **About this Sentence** and read the information in the Help window about incomplete thoughts. Grammar suggestions are often subjective. If you want to leave the sentence as is select **Ignore sentence**.
5. Correct the remaining spelling and grammar errors in the document.
6. Did you miss something? Notice the word *cactuses* toward the end of the first paragraph. It is not marked as a misspelled word. Change it to *cacti*. Keep in mind that the spelling and grammar tools are not perfect. A spelling checker is only as good as its “dictionary,” or database of words.



*WORD TIP: If you rest the mouse pointer on a ribbon button, a short description of the button, called a **ScreenTip**, appears.*

## To Undo a Mistake

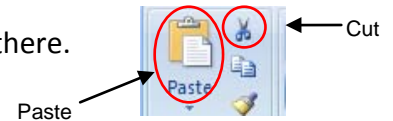
If you make a mistake when using Word, don't panic! You can use the **Undo** button to undo your last action or a series of actions, one at a time. If you decide later that you want to redo the undone action, you can use the **Redo** button.

1. Click **Undo**  on the Quick Access toolbar. Your last action is undone.
2. Click **Redo**  on the Quick Access toolbar. The last action is redone.

## Cutting and Pasting Text

The report would make more sense if the second and third paragraphs were switched. There's no need to retype these paragraphs; you can cut and paste them. Cutting and pasting on the computer works like using scissors and glue. You "cut" what you want to move and "paste" it someplace else.

1. Select the entire second paragraph by placing the mouse pointer (it looks like a capital I) at the beginning of the paragraph, holding down the left mouse button, and dragging the mouse pointer to the end of the paragraph. Release the mouse button. The paragraph is selected.
2. Click the **Scissors Icon** on the **Home Ribbon**. Notice the paragraph seems to have disappeared. It is not really gone; it's on the Clipboard for use later.
3. Click at the end of the third paragraph to place the insertion point there.
4. Press <Enter> to add space for the paragraph.
5. Click the **Paste Icon** on the **Home Ribbon**.

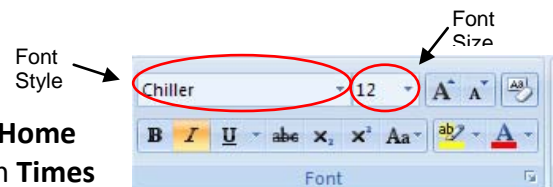


*WORD TIP: If you right-click in a window, a menu usually appears. Which menu appears depends on where the mouse pointer is positioned. Move the mouse pointer around the window, and right-click in different areas to see different menus.*

## Changing Font Size

Notice that *Albert Einstein* is in a different font and size than the rest of the document. Most of the document is in 10-point Times New Roman font, but *Albert Einstein* is in a different font and size. You can easily change fonts and sizes in Word.

1. Select **Albert Einstein**.
2. Click the arrow to the right of the **Font Style** on the **Home Ribbon**. Scroll through the choices and click once on **Times New Roman**.
3. Click the arrow to the right of the **Font Size** on the **Home Ribbon**, and select a new font size.
4. If you wish, experiment with font color and effects. At the end *Albert Einstein* should be in 10-point, Times New Roman.

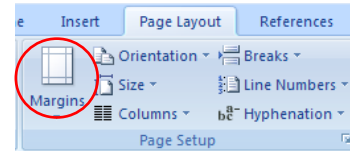


*WORD TIP: A font is a set of characters of the same typeface (such as Garamond), style (such as italic), and weight (such as bold).*

## Changing the Margin

Note that the margins at the sides of the page seem wide, while the top margin is very narrow. You can easily change this by adjusting the margins.

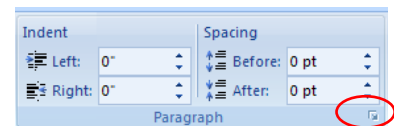
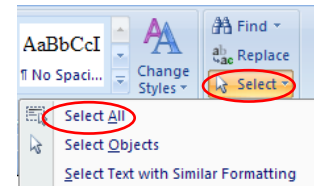
1. Click on the **Page Layout** tab on the **Ribbon**.
2. Click the **Margins Icon**.
3. Click on **Custom Margins**.
4. Type in .75 for the Top, Bottom, Right, and Left margins.
5. Click **OK**.



## Changing Line Spacing

Double-spaced documents can be easier to read than single-spaced documents. Change the report from single-spaced to double-spaced.

1. Click **Select** on the **Home Ribbon**.
2. Click on **Select All**. All the text in the report is selected.
3. Click on the **Page Layout** tab on the **Ribbon**.
4. Click in the small arrow to the right of **Paragraph**. The **Paragraph** dialog box appears.
5. Click the downward-pointing arrow next to the **Line Spacing** list box in the **Spacing** section of the dialog box, and select **1.5 lines**.
6. Click **OK**.



## Inserting AutoText

Use AutoText to insert information such as page numbers and dates. Insert the date in the report.

1. Place the insertion point after the heading *Science Class*, and press <Enter> on the keyboard to start a new line.
2. Type the current month, and press the <Spacebar>. The current date appears in a gray box.
3. Press <Enter> to insert the day and year.

## Creating a Bulleted List

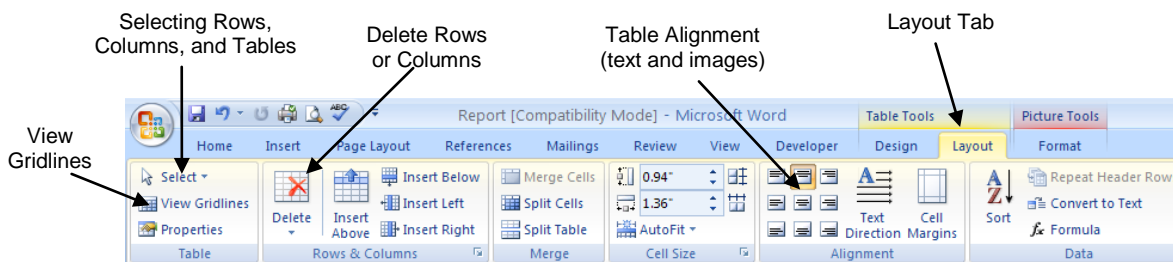
Bullets are symbols used to set off items in a list. Bullets usually look like filled circles, but they can also be diamonds, squares, or asterisks. You can use a bulleted list to draw attention to a list of items and organize your information. Place the three items in the second-to-last sentence in a bulleted list.

1. Click in front of the word *swollen*, and press <Enter>. The rest of the sentence is a new line.
2. Place the mouse pointer in front of the word *fleshy*, and press <Enter>.
3. Place the mouse pointer in front of the phrase *adapted to water storage*, and press <Enter>.
4. Place the mouse pointer after the phrase *adapted to water storage*, and press <Enter>.
5. Place the mouse pointer in front of the word *swollen*, hold down the left mouse button, and drag the mouse pointer to the end of the word *storage*. The words *swollen*, *fleshy*, and *adapted to water storage* are selected.
6. Click the small arrow to the right of the **Bullet Icon** on the **Ribbon**.
7. Click the style of bullets you want to insert, and click **OK**.
8. Delete any unnecessary punctuations and the word *and*.
9. Add a colon after the word *usually*.
10. Capitalize the first letter of each word in the list.



## Working with Tables

Tables are useful for creating columns of text and images. They provide an easy way to line up information for neat and orderly presentation. The images in the report are in a table. Work with the table and images to make the report more attractive. Click on one of the images in the report and click on the **Layout tab** under **Table Tools**. Use the tools in this ribbon to make change to the table in the report.



## Viewing the Gridlines of a Table

It is easier to work with tables when you can see the gridlines. Click on **View Gridlines**. To turn off the gridlines click **View Gridlines** again.

### Deleting Rows in a Table

1. Click once in the first cell of the first row of the table.
2. Click the **Delete icon** and select **Delete Rows**.

### Cutting and Pasting a Table

1. Click the **Select Icon**
2. Click **Select Table**.
3. Click the **Home tab** on the **Ribbon**
4. Click the **Scissors Icon** on the **Home Ribbon**.
5. Click at the end of the last paragraph, and press <Enter>.
6. Click the **Paste Icon** on the **Home Ribbon**. The table is moved to the end of the report.
7. Delete any extra space after the first paragraph and elsewhere in order to keep the report on one page.

### Cutting and Pasting Text in a Table

Refer to the “To Cut and Paste Text” section of this lesson for instructions on how to cut and paste.

1. Select the word *flowers* in the last sentence of the report.
2. Cut and paste the word *flowers* into the first cell of the second row.
3. Cut and paste the words *shape* and *location* into the second and third cells of the second row.
4. Delete any unnecessary punctuation and the words *and* and *the* in the sentence above the table.
5. Add a colon after the word *include* in the sentence above the table.

### Centering Words and Phrases in a Table

1. Click the first cell of the second row of the table (the cell with the word *flowers*).
2. Click an **Alignment Icon** to center text. Hint: Use the middle icon to align both vertically and horizontally.
3. Do this for second and third cells of the second row.
4. Capitalize the first letter of each word in the table.

### Printing Your Work

1. Click the **Office Button** and select **Print**.
2. Select any printing options, and click **OK**. Your document prints.

*Note: In the library you will be requested to give the print job a name. The name does not have to be elaborate. You will then logon to the print station to retrieve the print job.*

## Using Keyboard Shortcuts (Handout – Keyboard Shortcuts)

You can use keyboard shortcuts to perform many of the above tasks using the keyboard that you would normally do using the mouse. Keyboard shortcuts can be useful for people who have difficulty using a mouse. If a command in the ribbon had a keyboard shortcut, the shortcut is listed to the right of the option title on the pop-up definition box. For example, if you hover over **Paste**, you can see that the keyboard shortcut for **Paste** is <Ctrl>+V. To use this keyboard shortcut, hold down the <Ctrl> key on the keyboard and press the A key. Keyboard shortcuts include:

- <Alt>+Tab> to switch between programs
- <Alt>+<Esc> to cycle through the programs in the order they were started
- <Alt>+<F4> to quit a program
- <F1> to get help
- <Ctrl>+S to save

## Additional Resources

- Getting Started with Word (options for 2003, 2007, and 2010 versions)  
<http://office.microsoft.com/en-us/word-help/word-help-and-how-to-FX101818070.aspx?CTT=97>
- Microsoft Word 2007 Tutorial  
<http://www.baycongroup.com/wlesson0.htm>
- Word 2007 Help and How To  
<http://office.microsoft.com/en-us/word-help/CL010072933.aspx>
- GCF LearnFree.org, Word 2007  
<http://www.gcflernfree.org/word2007>