

# Microsoft® Word: Introduction

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*A Workshop for San Diego State University Students*



## Where to Find Help When You Need It

### Student Computer Help Web Site

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to: <http://rohan.sdsu.edu/~students>

### Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

### Help in the Love Library Student Computing Lab

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2<sup>nd</sup> floor of the Love Library building in LL-224  
**Hours:** 10:00am - midnight Sunday  
7:00am - midnight Monday - Thursday  
7:00am - 6:00pm Friday  
10:00 am - 6:00pm Saturday



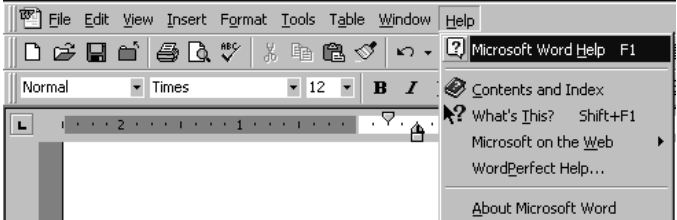



### Help from the Student Computing Help Desk




**Phone:** 594-3189  
**Location:** Love Library 220  
**Hours:** 8:00am - 4:30pm Monday  
8:00am - 4:30pm Tuesday  
8:00am - 7:30pm Wednesday  
8:00am - 7:30pm Thursday  
8:00am - 4:30pm Friday  
**E-mail:** [problems@rohan.sdsu.edu](mailto:problems@rohan.sdsu.edu)




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# Microsoft Word: Introduction

<p><b>Onscreen Help</b></p>	<p>To view onscreen help, point to the word Help on the desktop menu bar and press the mouse button. The Help menu will pull down. Point to the word Microsoft Word Help and release the mouse button. If you would like the computer to give you a short description of any location you are pointing at with your mouse, release the mouse button on the words, <b>What's This?</b> (Show Balloons on the Mac).</p>  <p>The screenshot shows the Microsoft Word interface with the Help menu open. The menu items are: Microsoft Word Help (F1), Contents and Index, What's This? (Shift+F1), Microsoft on the Web, WordPerfect Help..., and About Microsoft Word.</p>
<p><b>Create a (new) Document</b></p>	<ol style="list-style-type: none"> <li>1. Open Word, a new document is ready to start, or</li> <li>2. Go to <b>File Menu</b>, select <b>New</b>, click on <b>OK</b>; or</li> <li>3. Click on first icon </li> </ol>
<p><b>Save a Document</b></p>	<p>Go to <b>File Menu</b>, select <b>Save As</b> to name the document. After it has been named, you can save periodically by:</p> <ol style="list-style-type: none"> <li>1. Clicking on the <b>Save icon</b>  or</li> <li>2. Go to <b>File Menu</b> and select <b>Save</b>, or</li> <li>3. Press <b>Ctrl S</b>.</li> </ol>
<p><b>Open a Document</b></p>	<ol style="list-style-type: none"> <li>1. Click on the 2nd icon, looks like an open folder  or</li> <li>2. Click on the file you want to open after selecting the folder it's in; or</li> <li>3. Go to the <b>File Menu</b>, select <b>Open</b>.</li> </ol>

<p><b>Select Text</b></p>	<p>Click in front of text you want to select, hold down mouse button and drag cursor over text.</p>
<p><b>Cut and Paste</b></p>	<p><b>Cut:</b> select what you want to Cut and click on icon that looks like Scissors;  or Go to the <b>Edit Menu</b> and choose <b>Cut</b>.</p> <p><b>Paste:</b> Position cursor in location you want to put the cut text, and click on  or Go to the <b>Edit</b> menu and choose <b>Paste</b></p>
<p><b>Change Text Attributes</b></p>	<p><b><i>Bold, Italic, Underline.</i></b> Select text, then press on icons <b>B</b> <b>I</b> <b>U</b> in the <b>Format Toolbar</b>:  <b>B</b> for bold;  <b>I</b> for Italic and  <u><b>U</b></u> for Underline; or  Go to <b>Format</b> menu and select <b>Font</b>. Change all font characteristics in this box.</p> <p><b><i>Font &amp; Size &amp; Color</i></b>  Select text, click on the arrow next to the type name in the <b>Format Toolbar</b>. Select font from list.</p> <p>To change size, select text and click on arrow next to font size in <b>Format Toolbar</b>. Select the size you want; or</p> <p>Font size and color can be changed by selecting the text, opening the <b>Format Menu</b> and selecting <b>Font</b>.</p>
<p><b>Undo</b></p>	<p>Click on the arrow  in <b>Standard Toolbar</b> to undo your last edit. Keep pressing on it to keep undoing; or Go to the <b>Edit Menu</b> and select <b>Undo Typing</b>.</p>

<p><b>Add special characters</b></p>	<ol style="list-style-type: none"> <li>1. Go to <b>Insert Menu</b>, select <b>Symbol</b></li> <li>2. Click on <b>Special Characters</b> tab.</li> <li>3. Select the character you want and press the <b>Insert</b> button.</li> </ol> <p>If you didn't see what you wanted, select the <b>Symbols Tab</b> and view different typefaces until you see the character you want. Select the character you want and press the <b>Insert</b> button.</p>
<p><b>View document</b></p>	<ol style="list-style-type: none"> <li>1. Click on the <b>Preview</b> icon in <b>Standard Toolbar</b>;  or</li> <li>2. Select a size by using the icon with the 100% in it on the right side of the <b>Standard Toolbar</b>.</li> </ol>
<p><b>Page margins</b></p>	<p>To set overall page margins for the entire document, go to <b>File Menu</b> and select <b>Page Setup</b>. Type in the correct margins on the <b>Margin Tab</b> page. If you need to change the <b>page orientation</b> (landscape or portrait) click on the <b>Paper Size</b> tab. You can also change the page size on this tab.</p>
<p><b>Bullets</b></p>	<p>To create bullets, select (highlight) the text you want bullets placed at, then click on the icon  in the <b>Format Toolbar</b>. You will get the default bullets on those paragraphs you selected.</p> <p>If you want a choice of bullets, select the text and go to the <b>Format Menu</b> and select <b>Bullets and Numbering</b>. Select the bullet you want.</p>
<p><b>Spelling check</b></p>	<p>Go to top of document (Ctrl Home)</p> <ul style="list-style-type: none"> <li>• Click on the 6th icon  or</li> <li>• Open the <b>Tools Menu</b> and select <b>Spelling and Grammar</b>; or</li> <li>• Press <b>F7</b></li> </ul>

<b>Create Headers &amp; footers</b>	Select the <b>View Menu</b> , select <b>Headers &amp; Footers</b> .
<b>Text Alignment</b>	<p>Select the text you want to align. Click the Align button that you want.</p> <p style="text-align: center;">     </p> <p>Right - Center - Left - Right Justify</p>
<b>Line Spacing</b>	<ol style="list-style-type: none"> <li>1. Select the paragraphs in which you want to change line spacing.</li> <li>2. On the <b>Format Menu</b>, click <b>Paragraph</b>, and then click the <b>Indents and Spacing</b> tab.</li> <li>3. Under Spacing, select the options you want.</li> </ol>
<b>Tables</b>	<ol style="list-style-type: none"> <li>1. Click where you want to create a table.</li> <li>2. Click <b>Insert Table</b> </li> <li>3. Drag to select the number of rows and columns you want.</li> </ol>
<b>Page Break</b>	<ol style="list-style-type: none"> <li>1. Click where you want to start a new page.</li> <li>2. On the Insert menu, click <b>Break</b>.</li> <li>3. Click <b>Page break</b>.</li> </ol>
<b>Printing</b>	<ol style="list-style-type: none"> <li>1. Go to <b>File Menu</b> and select <b>Print</b>, or</li> <li>2. Click the print icon </li> </ol> <p>To display each page as it will look when printed, click Print Preview. </p>