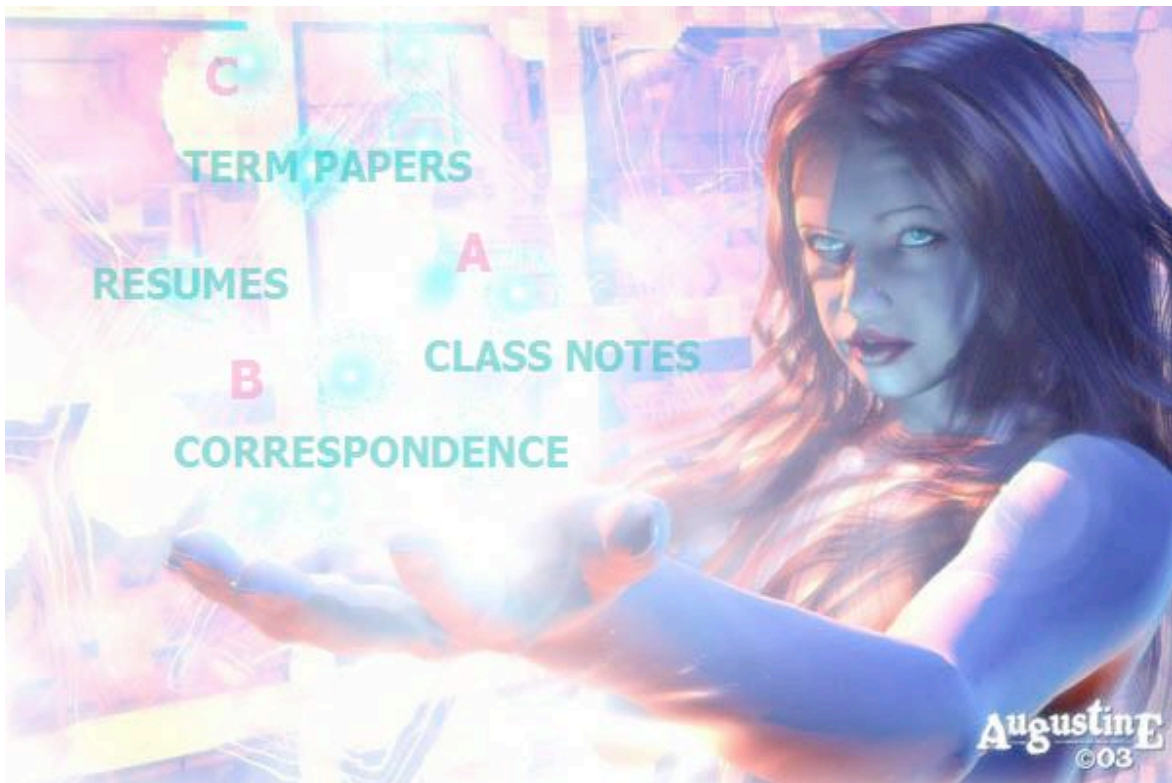


# Learn Microsoft *Word* Like Magic!



## A Quick-Start Beginner's Guide

Evelyn Lee Barney

# Preface



Once upon a time, every change made to a written page had to be done by hand. If changes affected other pages, entire documents had to be rewritten. With the advent of modern word processing programs, that day is over. Changes are easily made, almost magically, as many times as needed.


Microsoft *Word* is a powerful tool for anyone who writes. With it, you can create any text document from a simple letter, to a research paper, to professional book length manuscripts. Your finished work can be simple text, or include special formatting, illustrations, tables and more. Powerful as it is, some people find *Word* intimidating, but most functions of Microsoft *Word* are quite user friendly. This guide will teach you the most commonly used functions of Microsoft *Word* and give you the tools you need to teach yourself how to create documents that are more intricate. But, that's for later. The functions of Word you will use most often are simple – so let's get started!

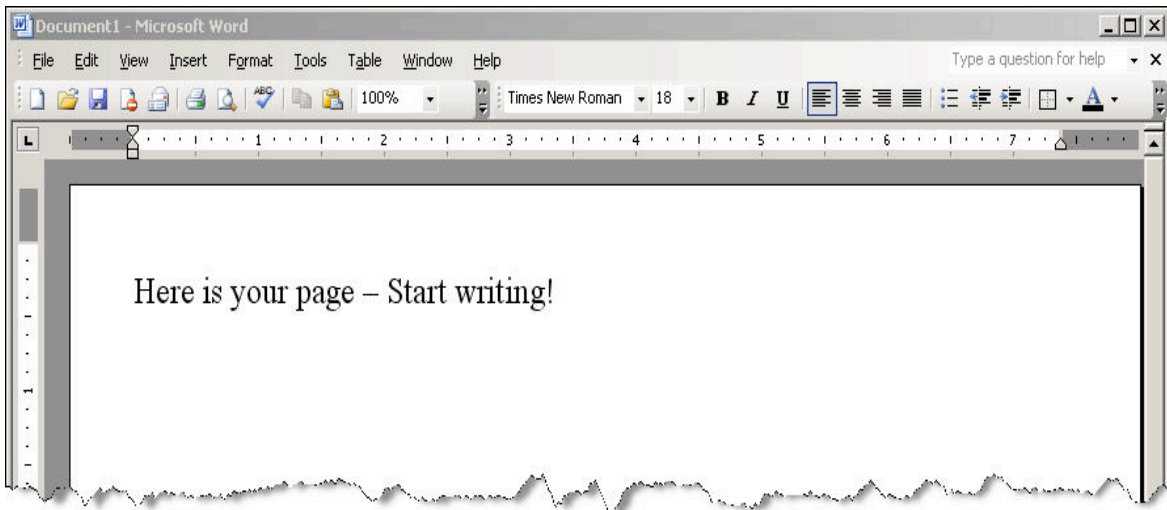
## Chapter 1) A Basic Document in Microsoft *Word*

- 1.1 Opening *Word*
- 1.2 Page layout
- 1.3 Format options
- 1.4 Naming your document
- 1.5 Setting for automatic save
- 1.6 Spell and grammar check
- 1.7 Print Preview
- 1.8 Final save
- 1.9 PRINT!

# Opening *Word*

*Most computer literate people (like you) know how to open a program in Windows. However, Microsoft Office (the program suite that contains Word) has a number of programs, each with its own icon. So, let's begin at the beginning.*

If *Word* is installed on your computer, a shortcut that looks  like this: is available on your start menu. (If you don't see it, look in Microsoft *Office*.) If you use *Word* frequently, and you should, you may want to copy the shortcut to your desktop or taskbar. (Just *drag* and *drop*) Click it, and word opens.



Along the top of the program window, you will see a toolbar with a number of function icons. The first two on the far left will open another document without closing the one you are working on. It is sometimes helpful to have more than one document open at a time: For example, one copy of your outline, and one copy of your document draft.

To work with more than one document at a time:

1. Open *Word*.
2. Open a second document.

a) For a new document use this icon:



b) To open a saved document use this icon

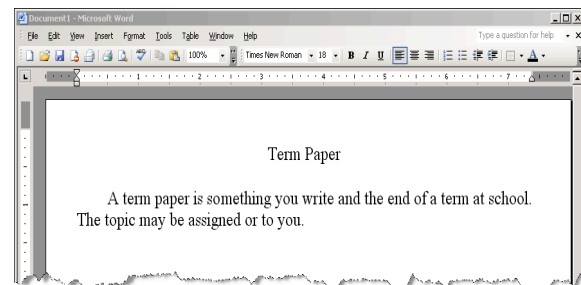
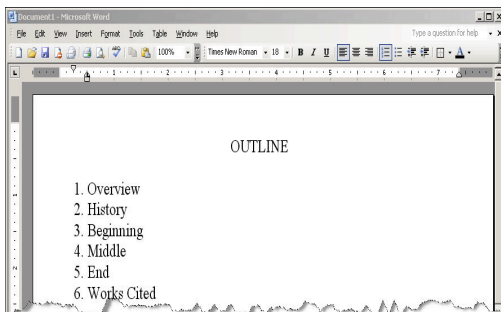


3. Notice that you can shrink the document window by clicking on the minimize/maximize icon on the middle upper right on the window frame.

4. A document window that is full size will show two boxes in the icon:



5. A reduced document window shows one box:



Have a second or even third document open as you work. For example, you may want to refer to your outline, a rough draft, or a page of notes you took while doing online research. You can cut and paste lines of text as you decided on their best wording and placement.



TRICK

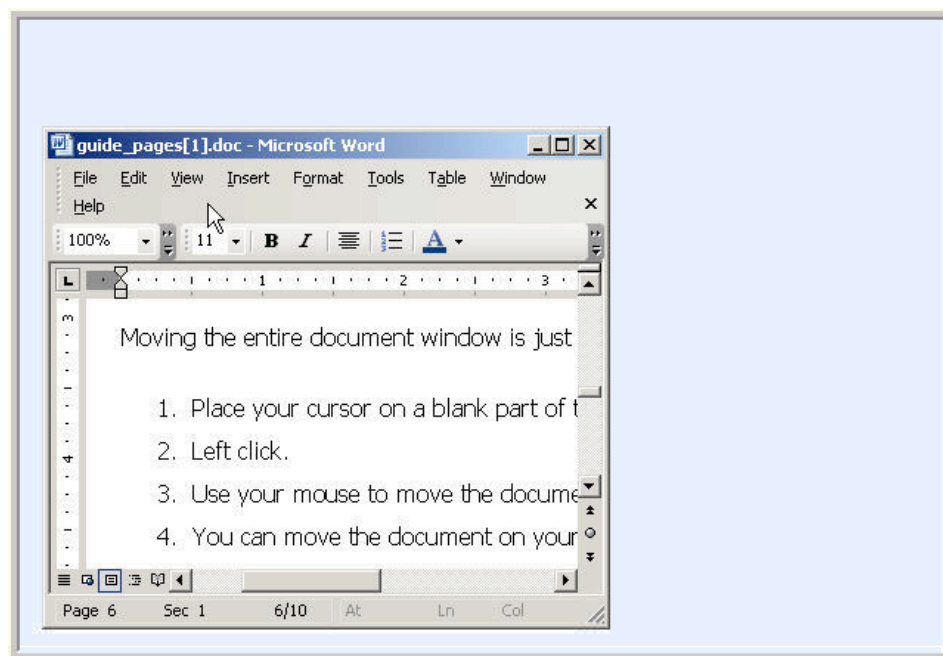
You can easily size the *Word* window on your desktop. Try having the document you are working on close to full size, and your outline or notes behind it.

1. Make sure your window is in reduced mode.
2. Bring your cursor to the edge of the window:
3. Your cursor changes from this: ↵ to this: ↔
4. Drag your window to the size you want.
5. You are ready to start writing!





Moving the entire document window is just as easy:

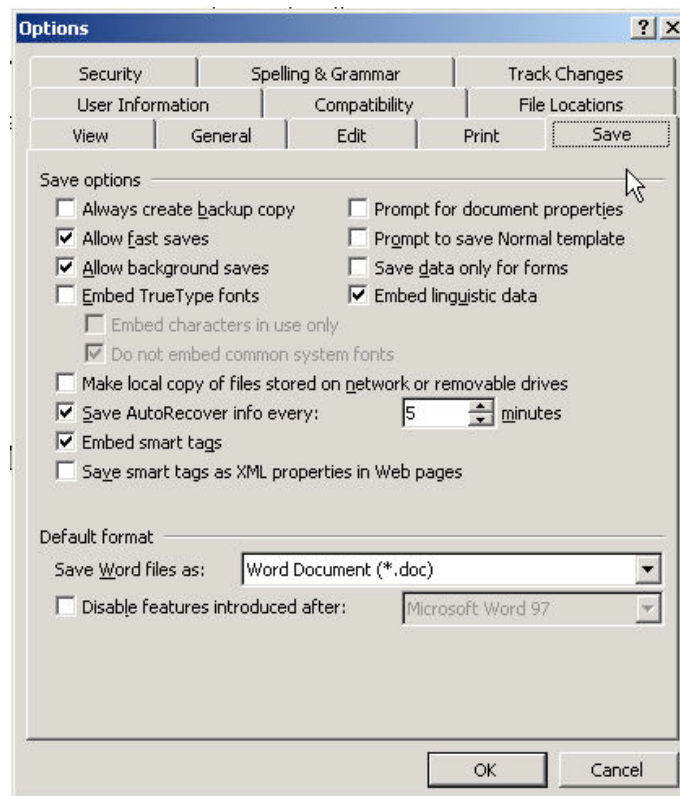
1. Place your cursor on a blank part of the window frame.
2. Left click.
3. Use your mouse to move the document.
4. Move the document on your desktop wherever you need to, as often as you need to.



# Making sure you save your work


*We've all done it: Put all we had into a piece of writing and then WHAM! The power goes out. What's worse, you didn't save your work. Microsoft Word has a feature to help. It will automatically save your work at specified intervals; the shorter the interval the less work you are likely to lose if power failure, CPU freezes or an other unintentional shut down occurs. If you the time intervals too short, and you may slow down your processor unnecessary use of your memory. The optimal time interval depends upon you, your system and your wring style. The default is ten minutes. Because I have a fast enough system and tend to write in 'bursts' I like to use three minutes. For the automatic backup to work, your document has to have a name. Here are the steps to making sure your document is safe:*

1. Go to TOOLS (forth from the right on the text help bar).
2. Choose options form the drop down menu.
3. On the dialogue box, choose the 'save' tab.
4. Among the choice on the list shown, you want to choose:
  - a. Allow Fast Saves.
  - b. Allow Background Saves
  - c. Save AutoRecover Info every  minutes
5. Using the up and down arrows, increase or decrease the frequency of saves depending on your preferences. Word will now save for you as you go!
6. HOWEVER, these are emergency "auto recover" backups. You still need to click the save icon  every page or so.



1. Click on the work FILE in the top bar of the program.
2. Click 'save as'.
3. Type the name you choose into the file name window.
4. Click the save button.

Now, click **ok** and your documents are safe AS LONG AS YOU NAME THEM FIRST!


When you take a break from your writing, simply click the blue floppy icon  in the upper left of the toolbar before shutting the program down. This way, you can be sure that any last bits you entered since the last automatic backup is saved.

As soon as you begin your work, give your document a name. Don't worry about choosing a name; you can easily change it later. What's important is the Word will automatically save a named document as you work

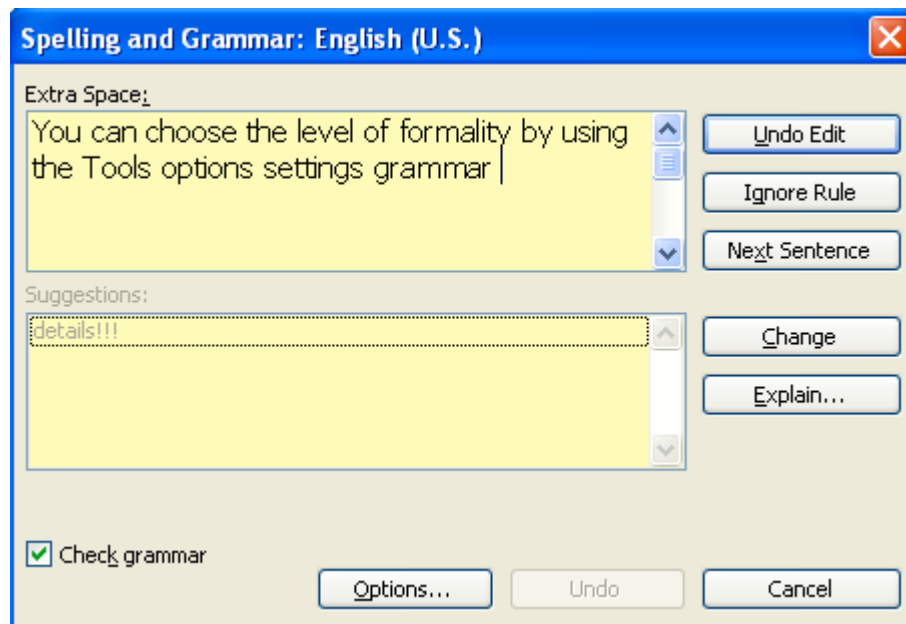


TRICK

## Spelling and Grammar Check

While spelling and grammar check will not make up for a lack of skill with English, it is a good reminder that will help you spot errors in your work. To check your entire document, click the  icon. *Word* will now check your document for spelling errors, potential grammatical errors and style. Remember that *Word* is a program. It may not catch everything. Homonyms, proper names, words inserted in a language other than the default and URLs are among the things that *Word* may misunderstand, and you will have to choose if and how to correct them. Misspellings will be underlined in red, style and grammar issues will be underlined in green.

Check and resolve each item *Word* underlines. You'll be more apt to notice your own errors this way. If you decide to take *Word's* advice, click on the option you choose to replace or edit as suggested. If you decide that you prefer your original, click "Ignore All" "Ignore Once" or "Ignore Rule"



What if you frequently use a word that Word does not recognize, but you know is correct? (Such as the name of the town your Grandfather came from) Add it to the dictionary.

What if you disagree with *Words* style choices? You can choose the level of formality by using the **Tools > Options > Settings > Grammar**.

