

Welcome to
The World of Computers,
4th Edition



Lesson 3: Using a Word Processor

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Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Create a new document using Word
 - ▲ Edit a document by inserting and deleting text
 - ▲ Use the Copy and Paste commands
 - ▲ Identify key parts of the Word Ribbon interface
 - ▲ Print documents
 - ▲ Work with Word's Spell Check and AutoCorrect features

Defining Word Processors

- Create documents electronically
- You can insert new text anywhere you need it
- You can delete unwanted text
- New lines are started automatically as you type
- You can copy and paste text in different locations
- Spell Check and AutoCorrect features help you avoid typos



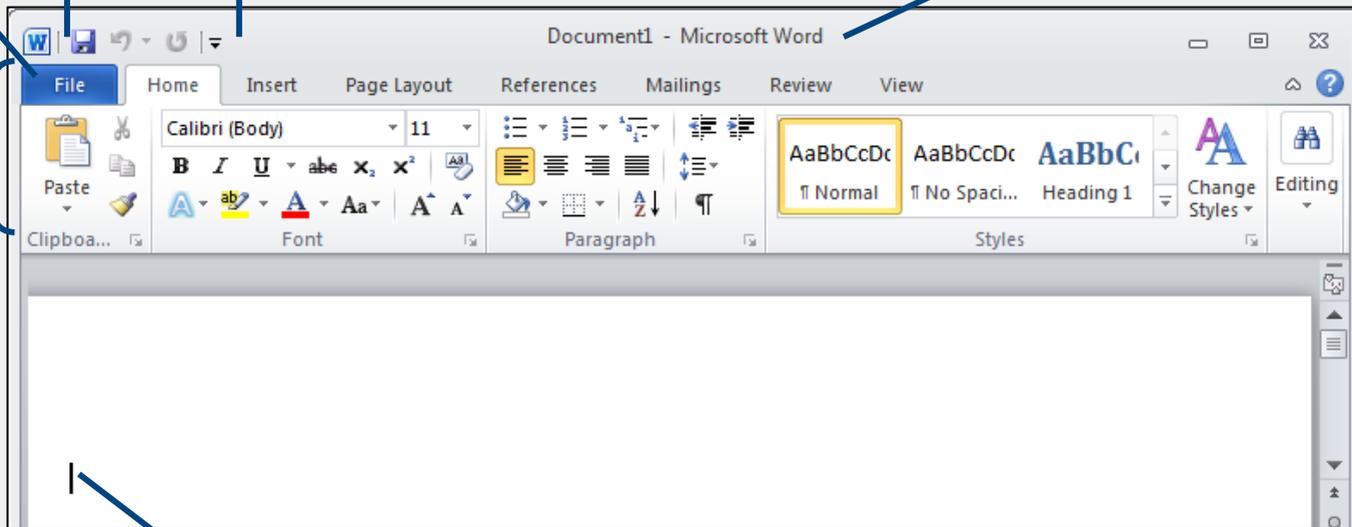
Introducing the Word 2010 Window

File menu for management tasks

Quick Access Toolbar for frequently used commands

Title bar

Ribbon



Cursor – Where the action is!

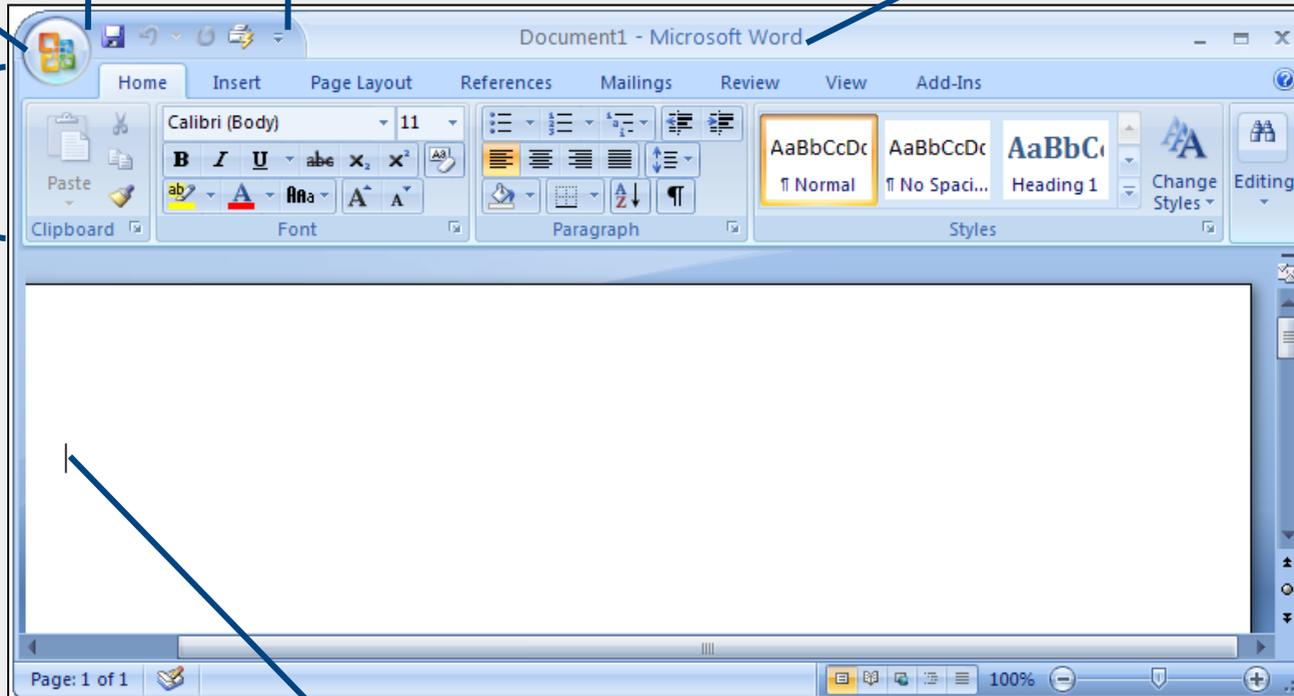
Introducing the Word 2007 Window

Office button for management tasks

Quick Access Toolbar for frequently used commands

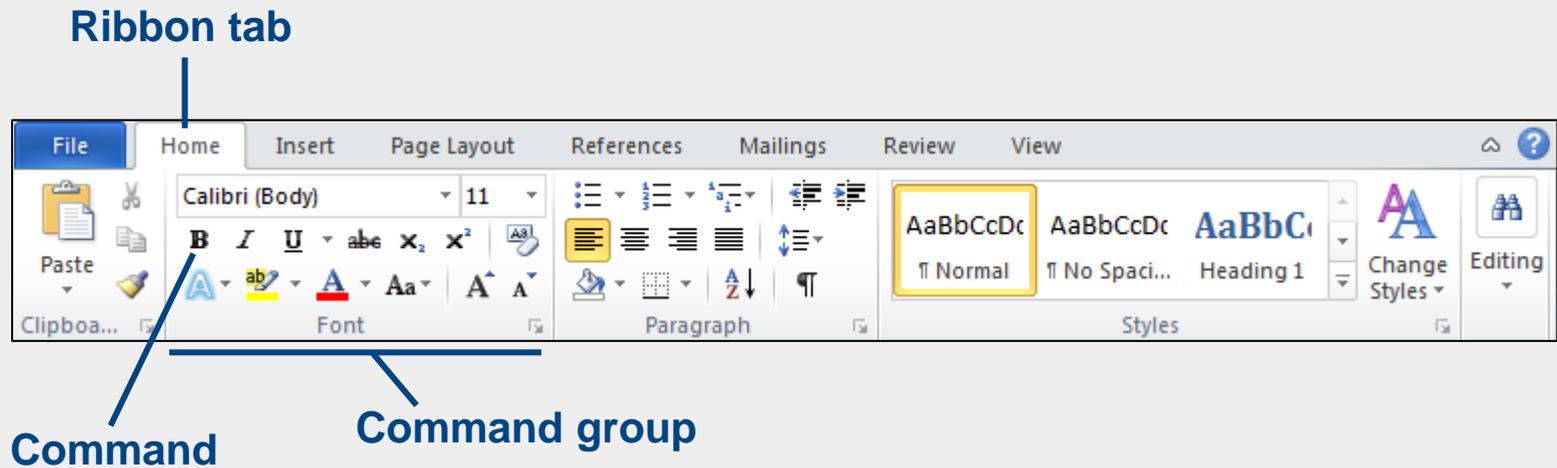
Title bar

Ribbon



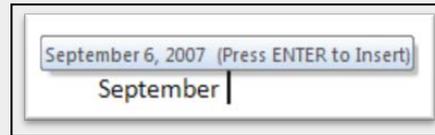
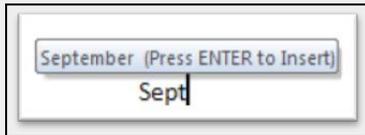
Cursor – Where the action is!

How Ribbon Commands are Organized



Typing Text in Word

■ AutoComplete



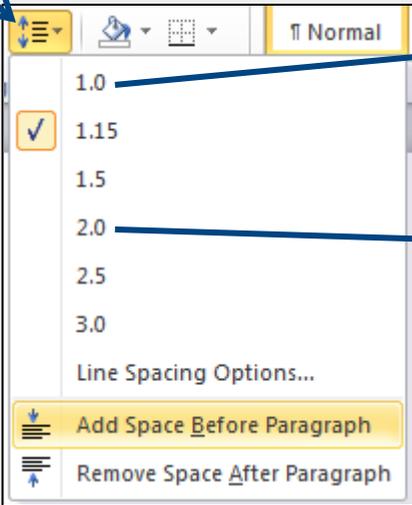
■ Let it wrap or use **Enter** to keep lines short



Typing Text in Word

■ Line spacing

▲ 1.15 with end of paragraph spacing (default)



The image shows a screenshot of the Microsoft Word line spacing menu. The menu is open, displaying a list of line spacing options: 1.0, 1.15 (selected with a checkmark), 1.5, 2.0, 2.5, and 3.0. Below the list is a link to 'Line Spacing Options...'. At the bottom of the menu are two options: 'Add Space Before Paragraph' and 'Remove Space After Paragraph'. Three blue callout lines point from text labels to specific parts of the menu: one points to the 1.15 option, another points to the 2.0 option, and a third points to the bottom options.

The setting for traditional single spacing between lines

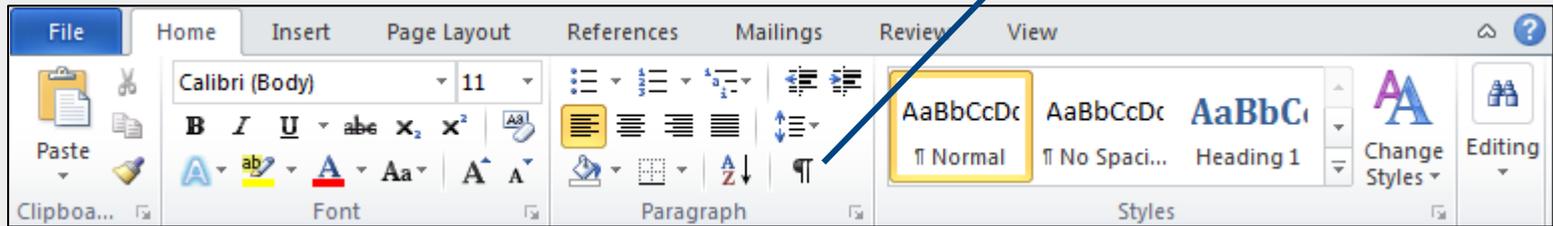
The setting for traditional double spacing between lines

Commands to control space between paragraphs

Typing in Word

■ Displaying Nonprinting Characters

Show/Hide button



Show/Hide on

Dear·Uncle·Charlie·and·Aunt·Dorothy,·¶
I·am·writing·our·family·history,·and·I·would·
Would·you·please·provide·the·following·info

- → Date·of·birth¶
- → Place·born¶

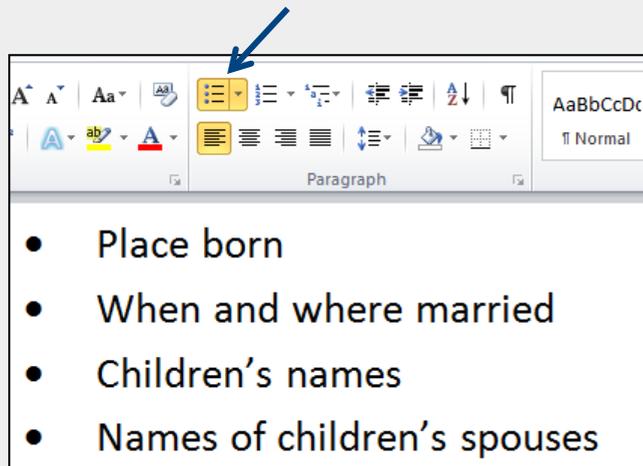
Show/Hide off

Dear Uncle Charlie and Aunt Dorothy,
I am writing our family history, and I would
Would you please provide the following info

- Date of birth
- Place born

Typing Bullets

- Word can create bullets automatically
 - ▲ A great way to indicate a list



Saving Your Work

- Everything you type is in RAM (not a storage drive) until you give the Save command

The work you see here...

... is actually in RAM inside the system unit...



... until you give the Save command.

Saving a Document for the First Time

- Filenames cannot contain the following characters:

- ▲ / \ : * ? " < > |

- Save

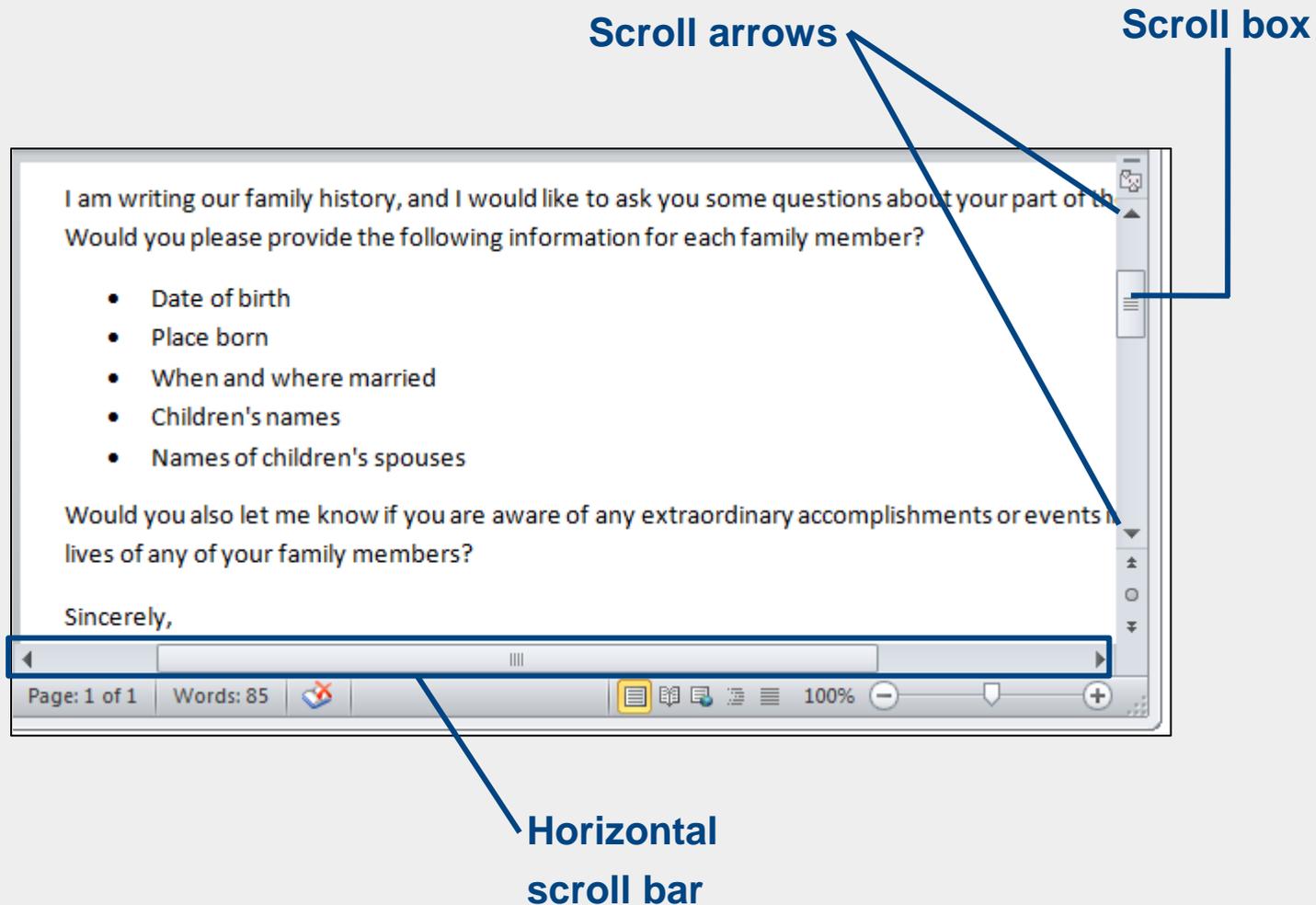
- ▲ Save an existing file with the same name

- Save As

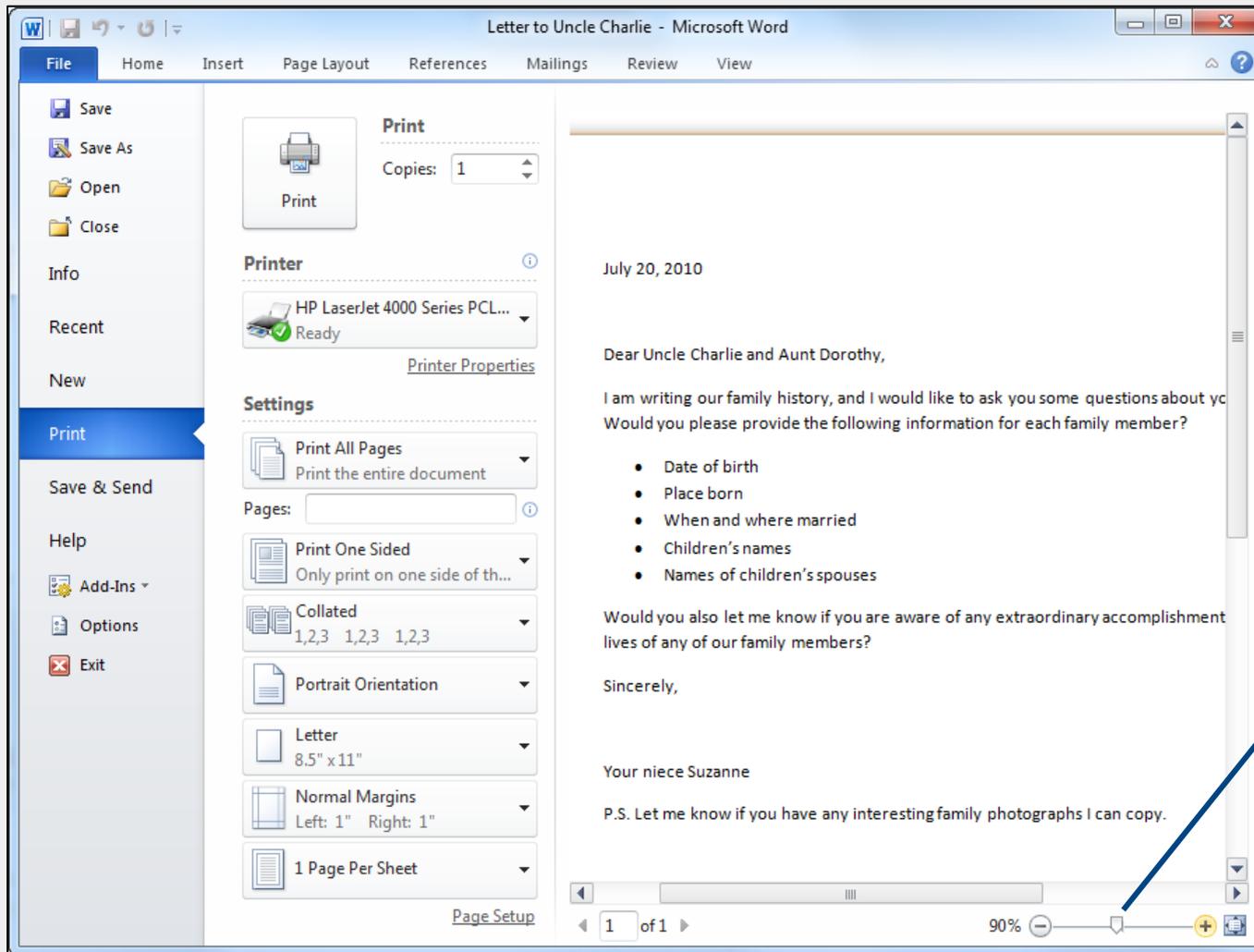
- ▲ Save a new file for the first time

- ▲ Save an existing file with a new name

Scrolling the Word Window

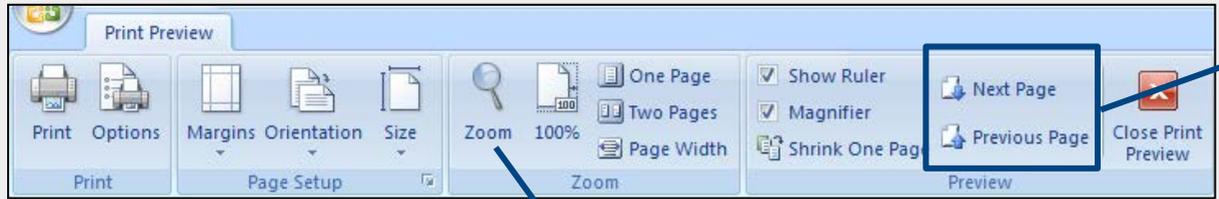


Printing a Document (Word 2010)



Print
Preview
Zoom

Printing a Document (Word 2007)

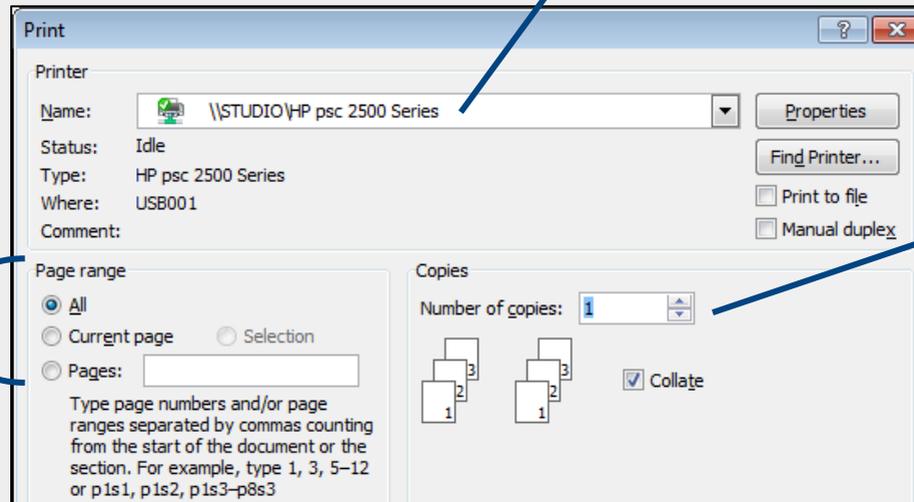


Jump from page to page

Print Preview tab

Zoom closer

Choose a printer

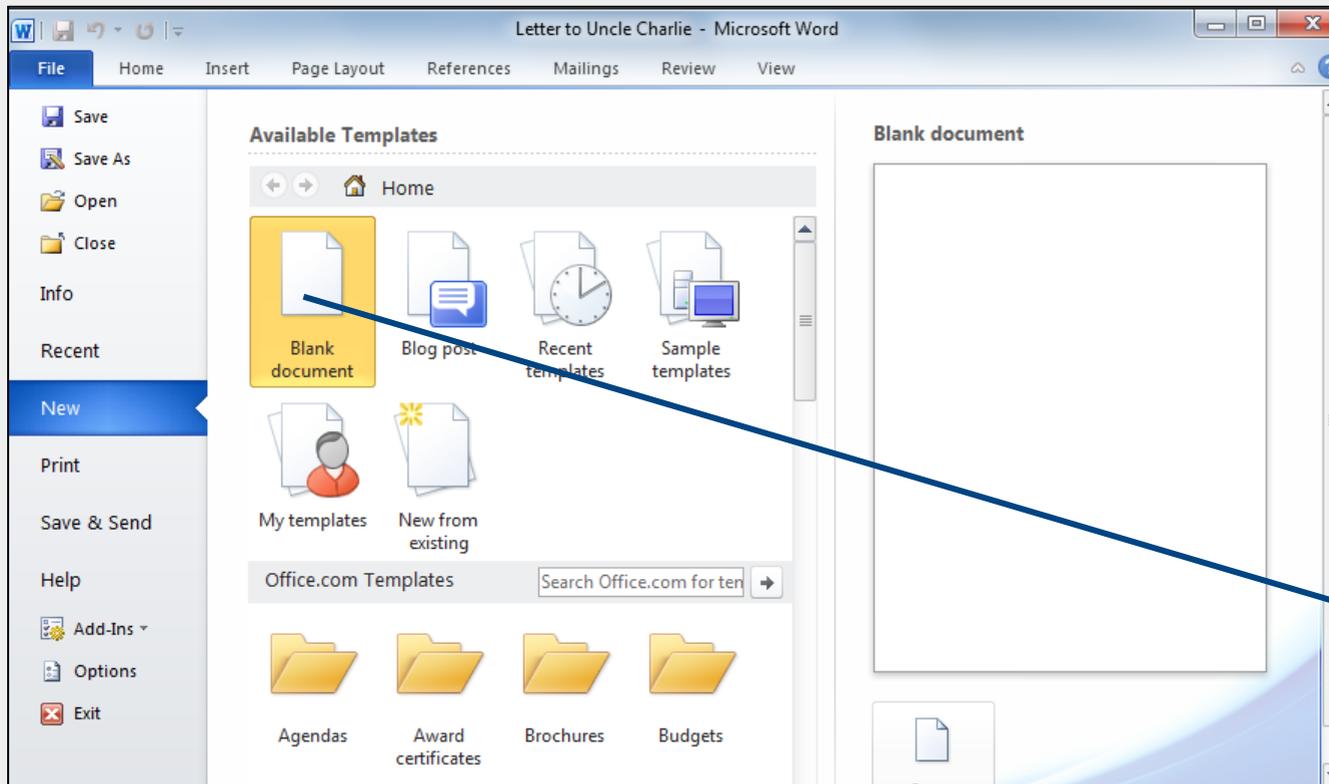


Specify pages

Indicate number of copies

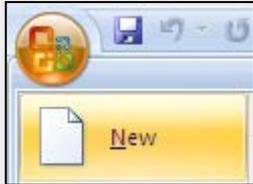
Print Dialog Box

New Blank Document (Word 2010)

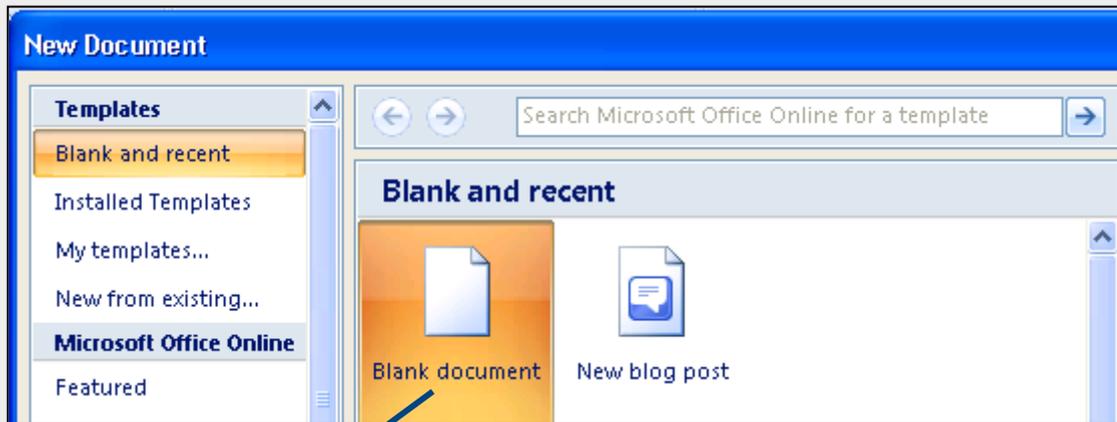


**Blank Document
is the default**

New Blank Document (Word 2007)



New command on the Office menu



Blank Document
is the default

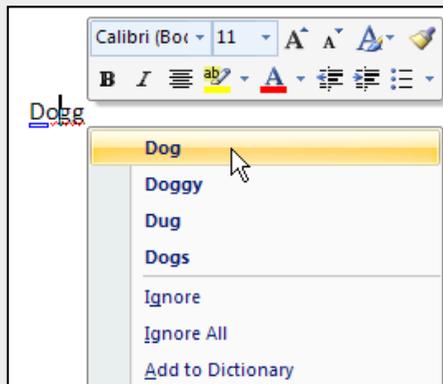
Using Word's Proofreading Aids

■ AutoCorrect

▲ Corrects misspellings as you type

▲ aboutthe → about the

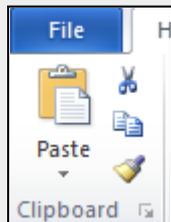
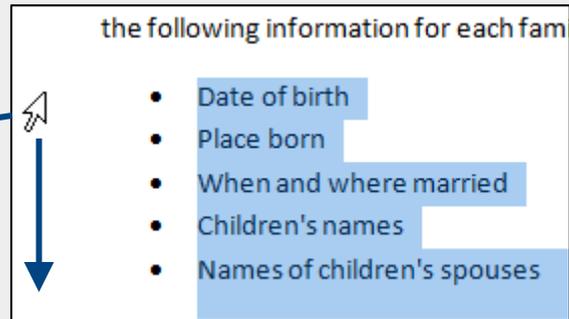
■ Spell Check



Using Cut, Copy, and Paste

■ Select text first

Drag the mouse pointer to select multiple lines



Clipboard command group



Behind the Screen . . .



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About Application Programs

■ Software

- ▲ Operating system: Software that controls your computer
 - ◆ Windows
 - ◆ Macintosh
- ▲ Application programs: Software used to get work done
 - ◆ Application suites (Office 2010)
 - ◆ Word 2010

Behind the Screen:

Storage Device Basics

■ Units of measure

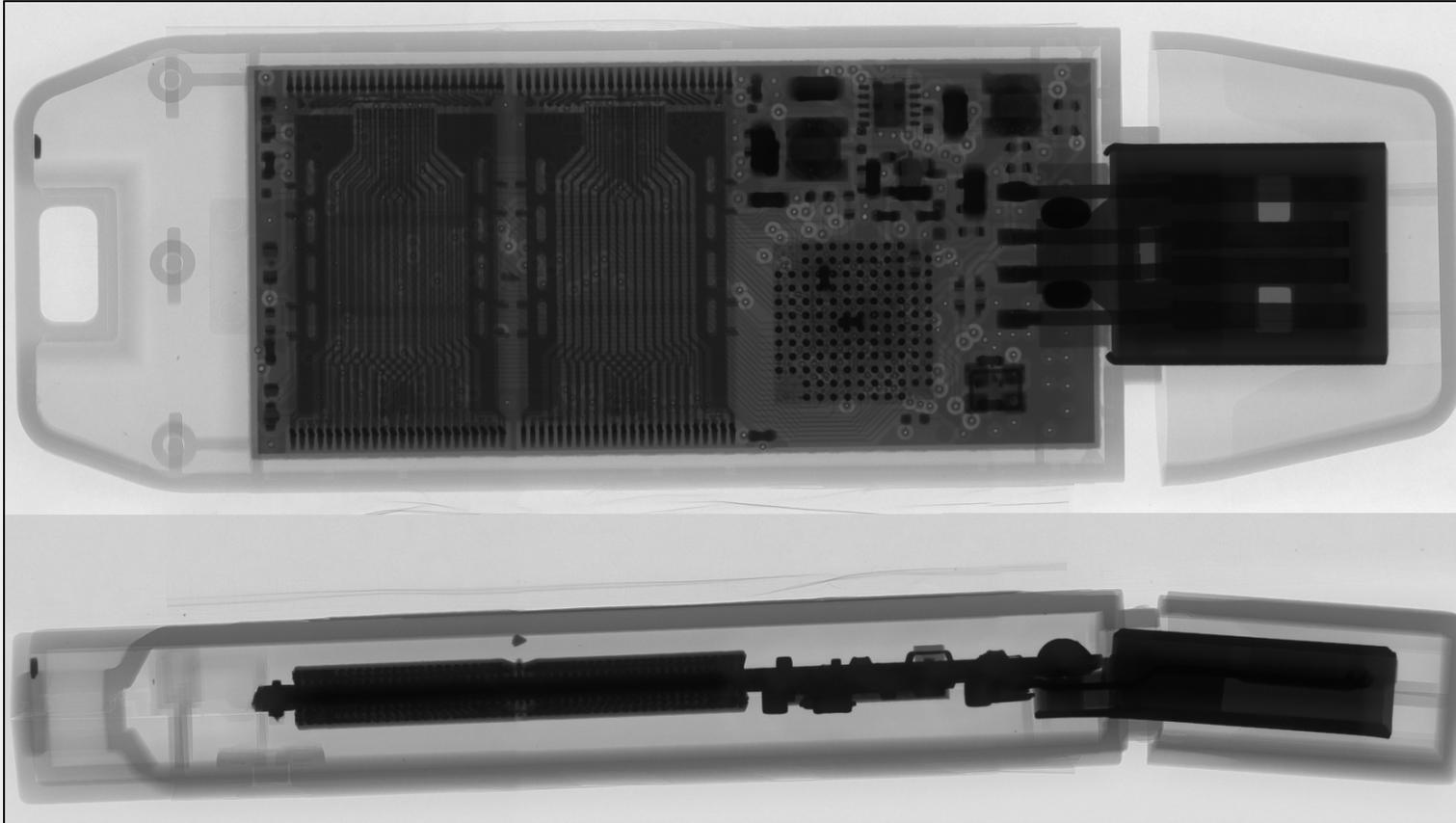
- ▲ Kilobyte (KB)
- ▲ Megabyte (MB)
- ▲ Gigabyte (GB)

■ Storage Drives

- ▲ Hard drive
- ▲ USB Flash drive
- ▲ CD/DVD drive
- ▲ Blu-Ray drive

A USB Flash Drive (x-rayed)

- No moving parts; just a chip



Behind the Screen:

About Computer Printers

■ Ink jet printers

- ▲ Good for printing photographs in realistic color

■ All-in-one printers

- ▲ Color printing
- ▲ Scanner built in
- ▲ Sending/receiving faxes
- ▲ Use as copy machine



Behind the Screen:

About Computer Keyboards

Special function keys

Esc
key

Function
keys



Ctrl and Alt keys

Cursor keys

Numeric
keypad

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