Microsoft Word Workshop Handout

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Mouse, Windows & Keyboard Overview

1. **Mouse** (see "Mousing Around" web site: http://www.pbclibrary.org/mousing)
   A. Hold mouse between thumb and fourth and/or fifth fingers, <u>keeping these fingers resting on mouse pad</u>, leaving index finger resting on left mouse button. Let middle finger rest over right mouse button. Relax hand.
   B. Important to **hold mouse still** while clicking. Resting heel of hand on table helps.
   C. (If desired, the mouse buttons can be switched, which may be helpful for left-handed people: Start-Settings-Control Panel, double-click on Mouse-Buttons.)
   D. **Point** means to position mouse so as to position the **pointer** (default is an arrow, but this can be changed) on screen.
   E. A **link** (icons on ribbon or task bar, button or "hot" text, often underlined and a different color) is an area on the screen coded to perform an operation (such as change text formatting or open a web page) when clicked.
      i) **Hovering** is holding the pointer over a **link** for a few seconds. This is useful because often a clue to what will happen when the link is clicked appears:
         (a) "screen tip" (defining the icon)
         (b) page image (showing a small image or "thumbnail" of the page)
         (c) a URL (the page's web address) in the status bar
   F. **Click** is a quick tap to the mouse button.
      i) Generally use left mouse button. Right mouse button has specific uses, including showing a limited menu, which is sometimes useful for Copy & Paste.
      ii) **"Point and Click"** is the standard action with the mouse—takes time to develop coordination, so don't get discouraged—practice!
   G. **Click & Drag** is used to select, or highlight, text and/or images, move selected items or scrollbar: position pointer, click and hold down the left button, move mouse to reposition pointer while holding down the left button.
   H. **Reposition mouse** if positioning pointer on the screen requires moving the mouse off the pad or to an uncomfortable position: pick up the mouse and place it back on the center of the pad.
      i) **Try it:** position the pointer on the one side of the screen, then pick the mouse up off the table and place it on the opposite side of the mousepad or work space: can't slide the pointer to the center of the screen. Solution: pick the mouse up and place it on the same side of the mousepad or workspace as the side the pointer is on the screen. You may need to do this a few times to get the mouse & pointer positions comfortably associated.
   I. **Double-click**=click twice very quickly with the left mouse button, usually used to open software or files.
      i) **Open Word software** using Desktop Icon, choose Blank document.
      ii) If double-clicking is not working, click once and then hit Enter.
   J. **Open a Word document** saved on the computer
      i) Point & single-click on Start button (Windows logo) in Task Bar, find Microsoft Word under Microsoft Office in All Programs, or on the Frequently Used Program list, or as a Tile.

ii) Click on Word to open software, then find the file by clicking Open Other Documents, Computer, Browse, Documents, desired folder. Or open a blank document, then use Computer, Browse, Documents, then desired folder. Select file & click Open, or double-click on file name.

iii) **Note:** Example of there usually being several different ways to perform any single task, so you can choose which way you like best.

2. **Windows** (see image on last page of handout)-- use Word documents to explore a window.
    A. **Defined:** Each software program provides a window on the screen which is a view into whatever the software provides (ex.: a document in Word; a web site in Internet Explorer)
    B. **Around the edge of each window** there is information and tools for viewing and manipulating its contents:
        i) **Title bar**, showing the name of the software and file or page name
        ii) **The Ribbon** (in Microsoft Office programs) with icons for performing tasks with the contents of the window. (Browser software has fewer tools-- uses address bar & favorites bars instead of a ribbon).
        iii) **Scroll bars** for moving the contents of the window vertically and horizontally
            (a) Click on up or down <u>arrows</u>
            (b) Click on <u>space</u> above or below tab
            (c) Click and drag <u>tab</u> on bar
            (d) Can also use <u>scrolling wheel</u> on mouse, if it has one.
        iv) **Status Bar** (in Microsoft Office programs) is at the bottom edge of the window:
            (a) Information about the part of the document being viewed
            (b) Shortcuts to View settings on the right
        v) **Task Bar** is at the bottom of the screen, always visible below any open windows (can be hidden or moved to top or either side of the screen, too):
            (a) **Windows logo** at left
            (b) "Pinned" software Icons (for convenient access)
            (c) Software icons of open windows. Many windows can be open at once-- hover to view thumbnails, click to select one to view on screen.
            (d) **System Tray** with Hidden Icon up-arrow at right end
            (e) Time & Date
            (f) Show Desktop button: hover to view Desktop, click to minimize all open
            (g) windows at once
    C. **The Desktop** is always underneath all windows
        i) Click the Show Desktop button on the Task Bar. We have copied **software icons** onto the Desktop to provide a quick way to open software and documents
    D. **Windows can be adjusted** by clicking on the boxes in the upper right corner of window:
        i) **Minimized**--stored as an icon on the Task Bar: **click** on the **dash image** to the left, then click Task Bar icon to make this the active window again
        ii) **Made smaller then full-screen** so that multiple windows can be viewed at once on the screen: **click** on the image in the middle showing **2 squares superimposed**
        iii) **Maximized**--open to fill the screen: on a small window, **click** on the **square depicting a full-sized window,** OR click & drag Title Bar to top of screen
        iv) **Closed** (**click** on the **"x"** to the right). Close blank document & see that it is no longer in Task Bar.
    E. **Windows can be moved** by clicking on the Title Bar and dragging.
        i) You can arrange windows side-by-side for easy viewing of 2 windows at once.
        ii) Small windows can be re-sized by clicking and dragging the edges.

3. **Frequently-Used Keyboard Keys** (function of some depends on what software is being used):
   A. **Typing**--Whenever typing is an option, the pointer becomes an I-beam and a blinking cursor appears.
      i) Note type will appear to the left of blinking cursor.
      ii) Text automatically wraps at the margins.
      iii) **Enter** starts a new paragraph. Can be used to create a blank line, adding space between paragraphs, for easier reading.
      iv) Selected (highlighted) text (use Click & Drag) will be replaced by whatever is typed next.
   B. **Shift/(any key)** types the upper case of that key
   C. **Caps Lock** on causes all alphabet keys to type in upper case. See light below screen to see if it's on, hit key again to turn it off (a "toggle" key) Note that Cap Lock On indicator differs on different computers.
   D. **Backspace** deletes the character to the left of the cursor
   E. **Delete** deletes the character to the right of the cursor.
   F. **Home** & **End** move cursor to beginning & end of a line
   G. **Arrows** reposition cursor
   H. **PageUp** & **PageDown** scroll in large intervals
   I. **Tab** moves cursor to the next tab stop in Word, or to next field in a form, or next level in an Outline.
   J. **Shift/Tab** moves backwards whatever Tab does (depends on application)
   K. **Ctrl & Alt** are used together with another key for special actions, and for keyboard shortcuts (alternatives to using Ribbon icons)-- examples:
      i) Alt/Tab toggles through all open windows.
      ii) CTRL/Delete deletes the word to the right of the cursor.
      iii) CTRL/B makes selected text Bold
   L. **Keyboard shortcuts:** Hover over icons on Ribbon to see them defined. For example CNTRL/S for Save, CNTRL/C for Copy, CNTRL/V for Paste. See http://www.shortcutworld.com
   M. **Insert** will cause existing text to be over-written (OVR will be highlighted on status bar)

Good health at the computer:

Keep hand, arm, shoulders, neck relaxed; try to maintain good posture (sit up straight, keep straight line from elbow to fingertips); change position and stretch at least every 10 min or so.

Using Microsoft Word

1. **Identify Elements of the Microsoft Word Window**
   A. **Title Bar:**
      i) **Quick Access Toolbar** on the left, for single-click access to tools
         (a) **Click down-arrow** & click on items to include/exclude
      ii) **File name and software name** are displayed in the middle
      iii) **Window size-control buttons** are at far right
      iv) **Ribbon Display Options** (minimize the ribbon to make less clutter and more room for document)
      v) **Help database:** question mark at right (sometimes it's more helpful to search the Internet!)
   B. **The Ribbon:**
      i) Click on different **Tabs** to view commands related to the Tab name.
      ii) **Related commands** under each Tab are grouped—click the shortcut icons in the boxed group, or click lower right corner of box to access a window of commands.
      iii) Some commands have **keyboard shortcuts**: hover pointer over icon to see it defined in a screen tip
      iv) **"Greyed-out" icons** are not available (see Mailings tab).

      v) **Hide** up-arrow at far right (click a tab name & then the Pin at far right to re-pin the ribbon)

      vi) **File tab** opens a new screen with these options:
- (a) **Open:** see list of recently opened documents, or browse for others
- (b) **Close** file (leaving software window open)
- (c) **Save** (as Word document, or other file types)
- (d) **Print** (including Print Preview)
- (e) **Exit Word software** (same as clicking "X" in upper right corner of window). Word will prompt you to save if you haven't saved yet, or have made changes since the last time you saved.

  C. **Rulers**, vertical on left and horizontal at top-- for setting and showing indents, tabs and margins.

      i) **View tab, Show group**: check box to turn rulers on (or off, making less clutter in window and more room for document)

  D. **Scrollbars**, vertical at right and horizontal at bottom (these will be visible only if your View setting is large enough so that the document is larger than the screen).

  E. **Status Bar** at the bottom of the window shows page and word counts and spell-check status, with view layout commands and zoom percentage (shortcuts to commands in the View tab, Document Views and Zoom groups).

2. Open a new blank document

  A. Usually Word automatically opens with a new document in place, but to open another, click the **File tab, New, Blank Document**.

      i) **See** Title bar: Word assigns a default file name for now.

      ii) **View Tab, Zoom Group**, to adjust size of what is viewed on screen (doesn't affect printed document).

3. Open an existing document

  A. In the Quick Access toolbar, click the **Open icon (yellow file folder icon)**

  B. Click **Computer** at left, then the **Browse** button at bottom

  C. Double-click (or single-click then click Open button at lower right of File Open window) on desired drive, then folder, then file name.

      i) **Note** that if double-click is done too slowly, file or folder name will become highlighted so that you can edit it. It's best to double-click on the icon to the left of the file or folder name.

  D. **File Explorer**: rack of file folders icon in Task Bar, or click Start button (Windows logo) and "Computer" or "Documents"

      i) Shows all the files stored on the computer, whatever software they were made with, and their location.

      ii) Files can be organized by creating descriptively-named **Folders** and moving files into them.

      iii) Files can be resorted by column headings in Details view

      iv) Files can be found using Search

4. Accessing multiple Windows

  A. Several ways to go from one window to another

      i) Hover over Word icon in Task bar to see thumbnails of open Word files—hover over each to view it in the software window, click to keep it there.

      ii) Arrange small windows next to each other.

      iii) Alt/Tab toggles through all Windows, of open software programs, Desktop.

5. **Copy, Cut and Paste**
    A. **Select (or highlight) content** (text, images, text boxes) to cut or copy-- several methods to choose:
        i) **Click & Drag** over the desired text
        ii) **F8** will anchor beginning point of selection; use arrow keys or left mouse to determine end point; Escape & click to de-select.
        iii) Click at one end of desired text, hold down **Shift** key, click at other end of desired text (or use arrow keys to increase selection area)
        iv) **Double-clicking** on a word will select just that word. This is handy when editing (to delete, replace or move a word).
        v) **To select an entire line:** position pointer left of left margin (cursor becomes a right-pointing arrow) & click
        vi) *Be careful:* if you type after selecting text, the selected text will be deleted and replaced with whatever you type.
    B. **Copy or Cut:** Home tab, Clipboard group; or CNTRL/c for Copy, CNTRL/x for Cut, or right-click and choose from pop-up menu.
        i) **Note** Cut removes selected text from document, and places it on clipboard, like Copy. Delete and Backspace keys remove text (to the right and left of the blinking cursor, respectively), but these keys do not place it on the clipboard, so the only way to get it back is to use **Undo**.
    C. **Paste:** Home tab, Clipboard group; or CNTRL/v, or right-click.
        i) **Note** the "insertion point", where the pasted selection will appear, is at the blinking cursor.
    D. Click **Show/hide** in Home tab, Paragraph group to see non-printing formatting marks: paragraph symbols for Enter, dots for spaces, arrows for tabs.
    E. Use **Undo & Redo** in Quick Access Toolbar to go back & forth through edits

6. **Saving—do this frequently.** COMPUTERS SOMETIMES CRASH (freeze, become unresponsive), and you could lose your work, *but saved files are not affected*.
    A. First use File-Save As (a good habit, so you don't mistakenly overwrite an existing file that you want to retain as-is)
        i) Choose where to save: Save in (Destination Drive & Folder)--save in Documents, which is on the hard drive (C:).
        ii) Type a File Name & click Save.
        iii) Note new file name appears on the Title Bar.
    B. Subsequent saves of a document in process can be done with File-Save, Quick Access Toolbar disk icon, or Cntrl/S. This will overwrite the existing version of the file.
        i) The old version can be retained by saving the edited version using Save As and assigning new file name (add something descriptive like VersionForHandout at the end of the file name, for example.
    C. When saving a brand new document, Word assumes you want to choose a location and name, so the Save As window opens even if you just choose Save.

7. **Closing Files**
    A. Click File-Close or X button at upper-right corner of Window. If file not yet saved, Word offers a safety feature: a pop-up window prompts you to save.
        i) If this is the only Word file open, closing the window with the X at upper right will close the software as well as the file. If other Word files are open, clicking the X will close just the file in the active window
    B. Click File-Open or yellow folder Toolbar icon.
        i) Choose Destination Drive & Folder (Look in), click on file name, click Open

8. **Print--** File-Print
    A. To see exactly what will print, and how many pages.
    B. Can select printer, print only certain pages, multiple copies, double-sided (if printer allows it).

Resources for continued learning:

Fletcher Free Library web site: fletcherfree.org
All kinds of resources here, including links to online resources paid for by your community Library! Explore **Universal Class,** which features many self-directed online workshops: the link in the Online Classes page, under Digital Library in the Main Menu: https://www.fletcherfree.org/OnlineClasses

Keyboard Shortcuts:
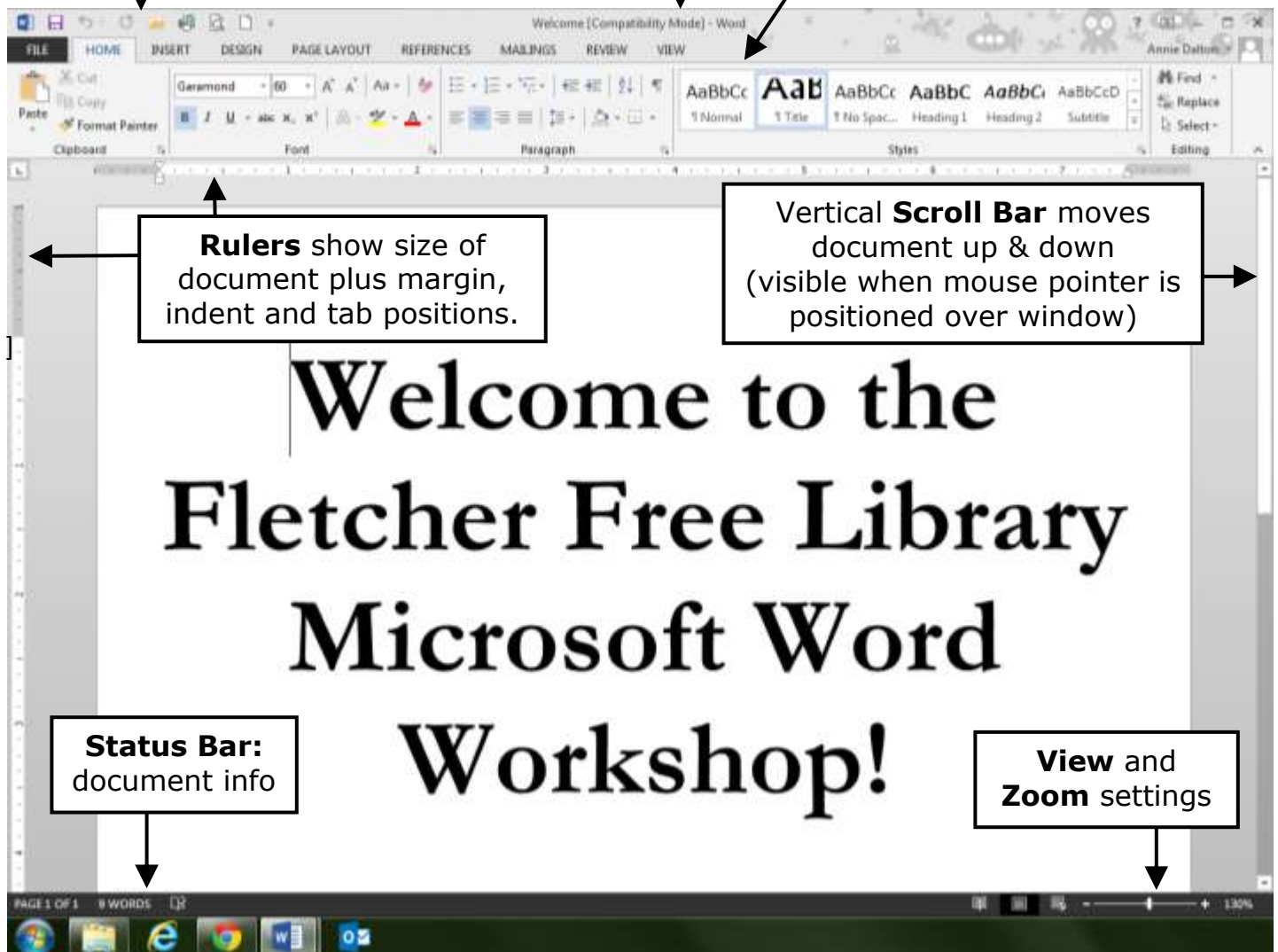https://shortcutworld.com/Word/win/Microsoft-Word_Shortcuts

Microsoft Word Window

Quick access bar for single-click actions

Title Bar shows file and software names

Ribbon with tabs

Rulers show size of document plus margin, indent and tab positions.

Vertical **Scroll Bar** moves document up & down (visible when mouse pointer is positioned over window)

Welcome to the Fletcher Free Library Microsoft Word Workshop!

Status Bar: document info

View and **Zoom** settings

Task Bar shows all open windows—hover over icons to see thumbnails.

Right end of Task Bar:
-- System Tray: hardware controls & notifications with Hidden Icon up-arrow
--Date & Time
--Show Desktop button