Word Tip Sheets

| Part I: Create, Open, and Save | |
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| To create a file, | To save a file, |
| Click on File > New. Click on Blank document in the New Document task pane. Begin keying text in the document window. | Click on File Save or click the Save licon. Key the name in the file name textbox. Click on Save. |
| To open a file, Click on File Open or click the Open icon. Make editing changes as desired. | To save as, |
| Part II: Select, Cut, Copy, and Paste | |
| To select text, Click the left mouse button and drag the cursor over the text to be selected. OR use shortcuts. Double click selects a word; triple click selects a paragraph. | To cut text, • Select the text. • Click the cut button or click on Edit > Cut or use the CTRL+X key combination. |
| To copy text, Select the text. Click the copy button or click on Edit Copy or use the CTRL_C key combination. Part III: Format Text | To paste text, |
| To set margins, | To set line spacing, |
| Click on File and choose Page Setup. In the Page Setup dialog box, make changes to the margins. Choose portrait or landscape as desired. Click OK. | Click the line spacing list arrow the formatting toolbar OR choose Format > Paragraph on the menu bar. Choose the desired value. |
| To use wordwrap, Type the text and at the end of a line continue typing and do not touch the return key. Return at the end of a paragraph. | To align paragraphs, Click anywhere within a paragraph. Choose one of the alignment buttons ==================================== |
| To set indentions, Click anywhere within a paragraph. Choose Format > Paragraph. Click the Indents and Spacing tab. Enter values in inches for the left and/or right indentations. To indent the first line of a paragraph, under special choose "first line." To indent all lines except the first line of a paragraph, under special choose "hanging." This is the best option for the Works Cited page. | To create a bulleted list, • Key each line of the list unformatted. • Select all lines of the list. • Click the bullet icon on the formatting toolbar. To change the bullet style, • Click on Format on the menu bar. • Choose Bullets and Numbering. • Click the Bulleted tab. • Select the desired bullet style. Use the tab and shift+tab keys or increase or decrease indent buttons to change the hierarchical level of bullets. |

To create a numbered list.

- Key each line of the list unformatted.
- Select all lines of the list.
- Click the number is icon on the formatting toolbar.

To change the number style,

- Click on Format on the menu bar.
- · Choose Bullets and Numbering.
- Click the Numbered tab or Outline Numbered tab (for outlines).
- Select the desired number style.

Use the tab and shift+tab keys or increase so or decrease indent buttons to change the hierarchical level of outline numbers.

To create a header or footer,

To set tabs from the ruler bar.

tab.

- On the menu bar, select View.
- Choose Header and Footer.
- A text box displays labeled Header.

Click on View and choose Ruler.

Hold the mouse button over a tab

screen, check to see that the appropriate tab type

is selected: left L, center L, right L, decimal L,

bar \blacksquare , first line indent $\overline{\square}$, or hanging indent $\overline{\square}$.

NOTE: At the top left corner of the document

Click the blue line on the ruler bar to set a

character and drag down to remove a tab.

Key any text desired.

Generally you will want the left tab.

- To add automatic page numbering, click on the insert page number

 icon on the Header and Footer formatting toolbar.
- Click Close to return to the document.

To insert a manual page break,

- Click on Insert on the menu bar.
- Click on break.
- Select page break.
- Click OK.

Automatic page breaks are inserted each time a page is filled. Control widows (last line of a paragraph printed at the top of a page) and orphans (first line of a paragraph printed at the top of a page).

- Click on Format > Paragraph.
- Click the Line and Page Breaks tab.
- Click the widow/orphan control check box.

To select a different font,

- Select the text.
- Click on Format > Font. Select and preview the font then click OK.
- OR click the font drop-down arrow
 Arial on the formatting toolbar and select a font.

To select a different font size,

- Select the text.
- Click on Format > Font. Select the desired size and color (if desired) the click OK.
- OR click the size drop-down arrow on the formatting toolbar.

To apply bold, italic, or underline,

- Select the text.
- Click the bold **B**, italic **I**, or underline **U** icon on the formatting toolbar.
- OR click on Format > Font and select the desired format. This option also offers a variety of effects.

Part IV: Tables

To create a table,

- Click in the document where the table is to be inserted.
- Click the insert table button and drag down and to the right to select the desired number of rows and columns then release the mouse.
- OR click Table > Insert on the menu bar and enter the number of rows and columns.

To select a cell, row, or column,

- Move the cursor to the left border of the cell until the slanted arrow ♣ displays then click to select the cell.
- Move the cursor to the left border of the row until the open slanted arrow
 - displays then click to select a row.
- Move the cursor to the top border of the column until the down-pointing - arrow displays then click to select a column.

To insert rows and columns, To delete rows and columns. Select the row(s) or column(s). Select the row(s) or column(s). Right click and choose Insert row or Right click and choose Delete row or column. A row is inserted above the column. selected row; a column is inserted to the OR from the menu choose Table > Delete left of the selected column. and choose row or column. OR from the menu choose Table > Insert and choose columns to the left or right or row above or below. OR choose the insert row icon or the insert column ii icon. To adjust column width, To align text in a column, Move the cursor over a vertical line until Select the text to be aligned. Click on Format > Paragraph and choose you see the double pointing * | * arrows. left, center, right, or justified and click OK. Hold the left mouse and drag to the OR click the desired width. right, or justified buttons. OR click on Table > AutoFit to adjust or distribute the column and row widths. To merge cells, To split a cell, Select the cells to be merged. Select the cell to be split. Choose Table > Merge Cells from the Click on Table > Split Cells from the menu Enter the number of columns or number of rows. To add borders and shading, To set table properties, Click anywhere in the table. Click on Table > Table Properties on the Choose Format > Borders and Shading. menu bar. Click the Borders tab, select the desired Click the table tab and set tale width. style of border and line style. Choose alignment for left, center, or right. Click the Shading tab. Choose text wrapping to none or around Click the desired color for the cell to control how text displays around the table. background. To use AutoFormat a table, Click inside the table. Choose Table > Table AutoFormat. Preview and choose the desired table Apply special formats to heading rows, last row, first column, or last column by checking the boxes. Click Apply. Part V: Images To insert ClipArt, To insert a picture from file, Click on Insert > Picture > ClipArt. Click on Insert > Picture > From File. Enter a search term to identify the subject Locate the picture on your computer. of the desired clipart. You may search Click on Insert. specific collections or media types. Click Go. Click the desired image to insert it.

To insert Word Art, • Click on Ins

- Click on Insert > Picture > Word Art.
- OR click the WordArt icon on the Drawing toolbar. To display the toolbar, click on View > Toolbars > Drawing.
- Select the desired style and click OK.
- Type the text and select the font and size. Click OK.
- Adjust the size (see resizing instructions).

To position a picture,

- Right click on the image.
- Choose Format Picture.
- Click the Layout tab and select one of the wrapping styles.
- Place the pointer over the graphic until it changes to a four-headed arrow and drag to the desired location.

To edit an image,

- Click on the image to select it.
- If the picture editing toolbar does not display, click on View > Toolbars > Picture.
- Use the buttons to make changes to the image.

To resize an image,

- Click on the image to select it.
- Place the pointer over one of the sizing handles until it displays as a double pointing arrow
 Drag to resize.
- Drag from a corner handle to keep the same proportions.

Part VI: Spelling, Count, and Print

To check spelling,

- Click the Spelling and Grammar icon.
- When the program stops, if the word is in the suggested list, click on the correct word then choose Change.
- If the word is not in the list, click on the highlighted word and choose Change.
- If the word is spelled correctly and not in the dictionary, choose Ignore or Ignore All.

To print,

- Click on File > Print on the menu bar.
- Select the correct printer. If Microsoft Document Image Writer is selected, choose another printer. The image writer creates a file.
- Choose the page range and number of copies, and click OK.

To count words,

- Click on Tools on the menu bar.
- Select Word Count.