

Word Workshop

Hint Sheet

A. To turn on/off file extension viewing:

<u>Windows 98</u>	<u>Windows XP</u>
Db1 Click My Computer Click on View -> Folder Options Click on the View Tab Remove the check next to “Hide extensions for known file types”	Double Click My Computer Click Tools: Folder Options Click on the View Tab Remove the check next to “Hide extensions for known file types:


B. To Open the Workshop Template:

- Double click My Computer
- Double click Lisdcomm on Newton
- Double click ESC folder
- Double click Practice Center Folder
- Double click **GW.dot** or other required file
- Only save to your H drive as requested

C. To Save for the First Time:

- Click, File, Save As
- Navigate to your H: drive
- Name the file
- Click the Save button

D. To minimize & maximize a window:

- To minimize, click on the dash  in the upper right hand corner.
- To restore the window, click on the file title on the taskbar at the bottom of your screen.

E. To Insert a Header and/or footer:

- Click on **View** and come down to **Headers & Footers**
- Type your name, press enter, type the date and press enter
- Scroll down to the bottom of the paper and click in the footer
- Go to **Insert** in the menu bar and come down to **Page Numbers** and left click, a window will pop up.
- Select **Center** from the alignment drop down menu. Click OK
- Double click in the body of the paper to exit the headers and footers
- Remember anything in the header and footer will appear on every page

F. To Setup the Page Margins:

- Click on File, Page Setup
- Change the top margin, bottom margin, left margin, and right margin to .5. Click OK
- In this area you can change the page orientation (portrait or landscape)

G. To Insert Text from another document:

- Click on the taskbar to pull up a previously opened document or Open the desired document from network drives, floppy, or Internet
- Highlight the text and go to **Edit → Copy** or click **Ctrl + C** on the keyboard
- Navigate to your new document and click where you want to insert the text
- Go to **Edit → Paste** or click **Ctrl + V** on the keyboard

H. To use the Click, Shift, Click method of selecting text:

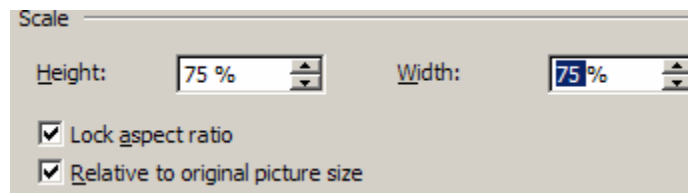
- If you have trouble with a run-a-way mouse in highlighting/selecting text, a simple and sure method of selecting text is to click once at the beginning of the text you want, then hold down the shift key on your keyboard, and click at the end of the text you want. Your text is now highlighted. This is better known as the **Click, Shift, Click** method.


I. To Insert a Picture saved in another location:

- Click where you want to insert the picture
- Go to **Insert → Picture → From File**
- Navigate to where you have saved the file, select it and double click it to insert it.

J. To Format a Picture or Clip Art also known as Text Wrapping:

- Click the picture or clip art once to select it (you should see handles around the picture)
- Right click on the picture or Clip art and come down to **Format Picture** and left click
- Select the **layout** tab (in Office 97 the wrapping tab) and click **Tight**
- Resize the picture by selecting the **Size** tab, look under the Scale section, and set it to the desired percentage. Make sure Lock aspect ratio and Relative to original picture size are checked.



- Click **OK**
- Place the picture in the appropriate location by clicking and dragging the crosses  to position it.

You may also resize by clicking on the graphic and clicking and dragging the corners.

K. To Insert Clip Art:

- Click where you want to insert the picture
- Go to **Insert** on the menu bar and come down to **Picture** and over to **clip art**
- Type in a word or words (White House) that describes the picture you desire and then press enter
- Double click the picture to insert or right click on the desired clip art and select insert

In **Office 2000**, right click on the desired clip art and select insert.

L. To Save a Previously Saved Document, click File, Save or click the Save icon  on your Menu bar.

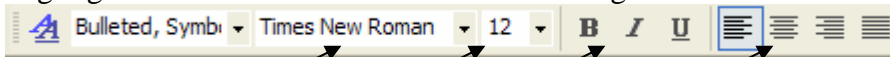
M. To Change the Title to Word Art


- Highlight the title “President George Washington”
- Go to **Insert** in the Menu Bar and come down to **Picture** and over to **WordArt**
- Choose the type of word art you like and then click OK Click OK again.

(In **Office 2000**, repeat the above process; however, you will have to delete the original type after the word art is inserted)





N. To Format Text:

- Highlight the desired text and use the formatting tool bar to make changes



- Change the font here Size Style Alignment (left, center, right, justified)
- Click the Indent button  once to indent text
- Look at the formatted version of the training document for fonts, sizes, and styles

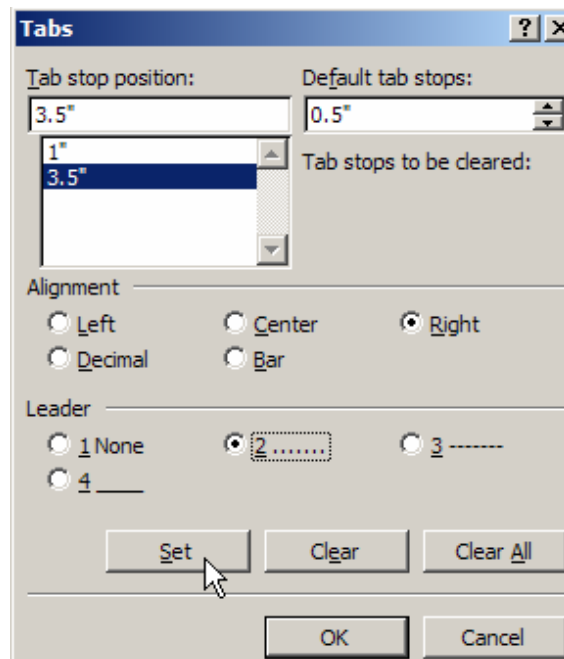
O. To set Tabs for indented sections of text:

- Tabs are located on the far left side of the ruler that goes across the top of your paper
- You can click on it to see the different types of tabs
- The most common used are as follows:
 -  left tab
 -  center tab
 -  right tab
 -  decimal tab
- Highlight the text you want to indent, select the **left tab**, click the desired location on the ruler at the top of the page
- Click in front of the first line you want to indent
- Press tab
- Repeat this process for all of the desired text you want to indent



To Remove Tabs simply click and drag the tab off the ruler or click the undo button .

P. To Format Tab leaders (must be completed in the following order):

- Highlight the text you want
- Set a **right tab** by selecting it and click on the desired location on the ruler
- Go to **Format → Tabs**
- Select the appropriate tab from the list (click 3.5 tab stop, click right tab radio button)
- Select the radio button in front of 2 for dots, 3 for dashes, or 4 for a solid line. Click Set then OK
- Click after the text in each line where you want the leaders to begin and press tab




Q. To Set Bullets and Numbered Lists:

- Highlight the desired text and select the button icon  or the number icon 

R. To Insert a Symbol:

- Click where you want to insert the symbol
- Go to **Insert** → **Symbol**
- Select the desired symbol ©
- Click **Insert**, and then **Close**

S. To show/hide your page invisibles:

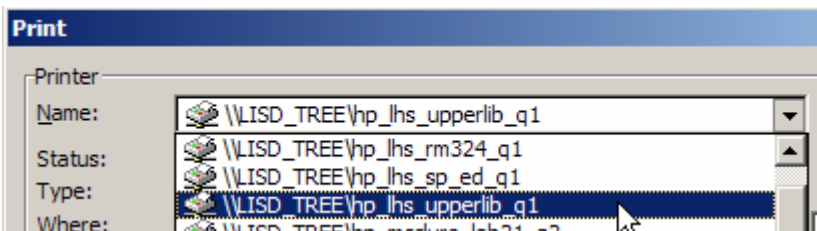
- Click the show/hide button  once. This will allow you to view all spacing, tabs, and paragraph beginnings.


T. How to Print Screen (in general):

- Press the Print Screen key (PrtScrn or similar) located on top row of keyboard keys.
- Open a word document (Word Pad, Microsoft Word, etc.)
- Go to EDIT to PASTE to see the captured screen.
- Save and print if desired.

U. To Print:

- Click File, Print
- Notice the printer you have selected to receive the print job.



Read the bottom of the task bar to see how many pages you have in your document. If you feel you should only have one page and it shows two, turn on/off your show invisibles symbol  by clicking it once. This will allow you to view all spacing, tabs, and paragraph beginnings.

V. To Close a Document:

- Click the  in the upper right hand corner or on the taskbar right click and select close.

W. To Shut Down the Computer:

- Click Start, Shut Down, Shut Down