



WORD

Tips, tricks and techniques for this popular word processing software that runs on the Macintosh and in the Windows 95 environments.

Word Basics...

When you start Word, the screen contains a fresh document surrounded by handy buttons, menus, and other tools you can use to work on your document.

The blinking “**insertion point**” shows where the text you type will appear.

The “**status bar**” on the bottom shows details about your document, such as what page you’re on.

For **shortcuts** to the most popular commands, click buttons on the toolbars.

Use the **ruler** to set tabs, indents, and margins.

The **mouse pointer** lets you click buttons and select text. The pointer shape depends on the task you’re performing.

Use the **scroll bars** to move around the document.

HELP!!!...Double-click in the Word online index. It’s the button with the arrow and question mark.

Editing...

Maybe you’d like to move a sentence or underline a word...First you need to “highlight” or “**select**” the text you want to change, so Word knows what you want to modify.

To select...

...Any amount of text, drag over it.

...A word, double-click it.

...A line, click to the left of it.

...Multiple lines, click to the left of a line and drag up or down.

...A paragraph, double-click to the left of it.

...A large area, click at the start of the selection, scroll to the end of the selection, and hold down SHIFT as you click.

...The entire document, hold down **CTRL** as your click to the left of a line.

Insert Text...

Just click where you want to start inserting, and then type the new text.

Delete Text...

To delete just a few characters, use the **DELETE** and **BACKSPACE** keys. Or, press **INS** and “overtyping” the unwanted text, and then press **INS** again to continue inserting text.

If you want to **delete text in bulk**, try...
...Selecting the text, then click the **CUT** button.

...If you plan to **replace** the text you’re deleting, select the text...then start typing.

Move and Copy Text...

The easiest way to move or copy text a short distance is to **drag-and-drop**. You can drag and drop text within a document, between different documents, or between many applications.

To move text, select the text, point to it, and drag the dotted pointer to the new location. Then release the mouse button to drop the text into place.

To copy text, hold down CTRL as you drag the selected text to the new location, and then release the mouse button and CTRL to drop the text into place.

To move or copy text a long distance...To move text, first select it, click the CUT button, click in the new location, and then click the PASTE button.

To copy text, select it, click the COPY button, click in the new location, and then click the PASTE button. You can paste the text as many times as you want.

Change the Appearance of Text...

Select the text you wish to change, then choose from the formatting toolbar to change font, font size, bold, italic, underline, change the alignment, create bulleted and numbered lists, add or delete indents, or add borders.

Save, Preview, and Print a Document...

To SAVE the document, click the SAVE button. If you're saving for the first time, Words asks you to name the document. If you want to fine-tune the layout of the

document before you print it, click the PRINT PREVIEW button. Or, click the PRINT button to print right away.

Change the View of the Document...

Select the VIEW menu and choose Page Layout or Normal View. You can also alter the view size by changing the Zoom Control box.

Tips & Tricks...

Don't see a toolbar or ruler? Click VIEW menu and select Toolbars or Ruler.

Oops...How to undo what you just did. Click the UNDO button...or go to the EDIT menu and select Undo.

You tried to insert text, but Word gobbled up the text as you typed...You're in Overtyping mode. To fix this, just press INS.

You selected text and started typing, but the selected text didn't disappear...Click TOOLS menu, then Options. Click the Edit tab, and then click Typing Replaces Selection.

Want to delete one word at a time? Press CTRL + BACKSPACE to delete the word to the left of the insertion point, or press CTRL + DELETE to delete the word to the right.

Drag and Drop didn't work...Select TOOLS menu, click Options, click the Edit tab, and then click Drag-And-Drop Text Editing.

To open an existing document...click the OPEN button or click its name at the bottom of the FILE menu.

Computing Services can be reached...

On the Web at www.sfsu.edu Under "Information Technology"

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