BASIC WORD PROCESSING TECHNIQUES

Computer Basics
➢ What's a WYSIWYG?
➢ What are Default Settings?
➢ Review Basic Window Settings
  o You can Maximize, Minimize and Restore
  o Maximize Your Window while Working
➢ Just Start Typing
➢ Saving Your Work
  o Office Button/Save, Save Icon or Ctrl+S
  o What's the Difference between 'Save' vs. 'Save As'
➢ Using Save As to create copies (location or name change)
➢ Deleting Files (right-click/delete; select/delete key; drag and drop)
➢ Scrolling
➢ Selecting Text (Drag, Double Click, Triple Click, Ctrl/A)
  o The Shift Key & Click Method

The Program
➢ MicroSoft Word
➢ The Best View for Working – View Ribbon/View Settings
  o Document View - Print Layout (WYSIWYG View)
  o Zoom - Page Width
  o Show/Hide - Ruler
➢ Understanding Ribbons & Quick Access Toolbar
➢ The Office Button
➢ What's with that Document 1? And that Funny file (~$l About Me)
➢ MicroSoft Office Word Help
➢ Recent Documents
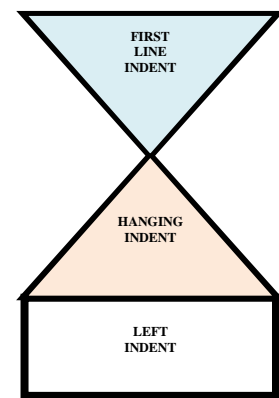➢ Changing Default Settings in Word

Editing
➢ Opening Your Saved Work
  o Editing – Making Changes/Additons
  o Saving Your Changes (Save vs. Save As)
➢ Copy & Paste
➢ Delete Key vs. Backspace Key, Highlight & Replace
➢ Inserting Text (How do we add lines?)
➢ Zoom: Percentage, Text/Page Width, Whole or Two Page

LACES MAGNET SCHOOL
INTRODUCTION TO COMPUTERS
MR. MERRIMAN, ROOM 208

Formatting

➢ Page Layout – Paragraph Group (Spacing/Indention)
➢ Changing Margins
➢ Understanding Font – Complete/Print Font Practice – Guided Lesson
➢ Automatic Numbering
➢ Create Heading using Textbox
➢ Sizing and Moving Objects (understanding the arrows)
➢ All Caps (Shift/F3)
➢ Text Markers, Invisibles

SHOW/HIDE TOOL

  o Enter/Returns
  o Spaces
  o Tabs
➢ Understanding the Return (Enter) Key (Where does it return to?)
➢ Soft vs. Hard Returns
➢ Understanding the Ruler (What does it measure?)
➢ Indent Control (Left, First Line, Hanging Indent)
➢ Never Format Blank Lines
➢ Font Type & Size (Size 12 for Body, Size 10 for Heading)
➢ Title: Center Align, Bold, Underline, Size 14

FIRST LINE INDENT

HANGING INDENT

LEFT INDENT

Graphics

➢ Inserting Clipart
➢ Inserting Pictures
➢ Formatting Graphics
  o Borders
  o Sizing
  o Cropping
  o Text-Wrapping
  o Picture Styles
➢ Graphics Alignment
  o Default
  o 3X3 Matrix - 9 Options
  o Text-Wrap Options
  o Floating Graphics

Review

➢ Check Formatting – Page, Text & Graphics
➢ Cleaning-Up (remove unneeded markers and replace)
➢ Many Page View
➢ Print Preview
➢ Spell Check & Proof-Reading

Printing

➢ Print Preview (not quite the same as One Page View)
➢ Printing
  o What is the Default Printer?
  o Print vs. Quick Print
  o How to you change the printer?