

MS Word for Windows

revised 12/1/2005

Open Word (Start > Programs > Microsoft Word)

Type something, then use the Formatting Toolbar to tweak it (It's easier than using Format in the menu bar). If you don't see the Formatting Toolbar, look below to see how to get it.

Highlight it (Ctrl+A will Select All)

Change font, size, style, (bold, italic, underline) and **justification** (left, center, right, full)

Make a mistake? Undo with Ctrl+Z or click on the undo arrow in the Standard toolbar 

Save your work File > Save

Create a new folder in My Documents (Click on the Create New Folder button)

Name the folder (something meaningful like *wordclass_Larry*)

Name the document something appropriate, followed by your initials (Avoid spaces and special characters when you name documents and folders.)

Click the **Save** button or hit return

Toolbars: So many! Go to View > Toolbars and see. Here are the two you'll need most:

Standard



Formatting



You probably used the Formatting toolbar when you changed the font, size, and justification. (If you ever lose a toolbar, go to View > Toolbars > and then grab it and slide it up into position.)

Menu bar

The menu bar is one way to get to what you can also find on buttons in the toolbars. Just about everything you'll want to do will fit under one of these terms: File, Edit, View, Insert, Format, Tools, Table, Window and Help. Look to find what you want or get help from the Help section.

Numbering & Sorting (Alphabetizing)

Open another new (blank) document (File > New, then click on Blank Document or just hit Ctrl+N)

Type four phrases about the weather; follow each with a carriage return (Enter)

(If Word automatically capitalizes the beginning of each line, see Turn-offs in Word, below.)

Highlight all four phrases

Experiment with bullets, numbers, highlight color, and text color

Alphabetize with Sort (Table > Sort, then OK)

If your list has more than 9 items, it'll look odd if you don't change the number position from left to right: Highlight the whole list, then go to Format > Bullets and Numbering > Numbered >

Customize > Number Position > Right

for more on Numbering & Sorting Lists see http://www.soesd.k12.or.us/Files/MSWORD_NUMLISTS.PDF

Add Graphics to Text: Open a new document (control+N)

Type *blah blah blah* followed by a period and a space

Show the hidden characters (click on show/hide paragraph  in the Standard toolbar).

Highlight everything except the carriage return by pressing and dragging across your whole sentence, the space and the period—BUT NOT THE CARRIAGE RETURN!

Copy it (Edit > Copy or Ctrl+C), then **Paste it a zillion** (or so) **times** with Ctrl+V

Insert a graphic (Insert > Picture > ClipArt), paste something from the web or insert a digital photo. Waaay too big isn't it? Shrink it by pressing on a corner handle and dragging diagonally.

Make the text wrap around your graphic (and make the graphic "float" so you may move it anywhere in your text): Click on your graphic to select it, then go to Format > Picture > Layout tab > Wrapping Style > Tight (or in some older versions of Word try Format > Picture > Wrapping > Tight). You may also use the wrapping icon on the picture toolbar (View > Toolbars > Picture)

Set Margins

To give yourself more usable space on a page, you can decrease the margins. Go to File > Page Setup > Margins and make them .5 inches or more (less than .5 inches may not print). I like .5 or .75 for the left and right and top margins and .75 or 1 for the bottom.

Insert Special Characters

Using correctly accented and special characters as in “¡Feliz Cumpleaños, José!” or “Comment ça va?” or “¿Cómo estás?” or “Voilà!” is easy in Word. You’ll have to **hold down the Ctrl key** while you hit some other character to clue Word to the fact that you want something special.

for Spanish accented vowels **á, é, í, ó, and ú**, [accents égales en français] use **Ctrl+comma**, then the vowel
for marca de exclamación **¡** (upside-down exclamation point), use **Ctrl+alt+Shift+!**
for marca de interrogación **¿** (upside-down question mark), use **Ctrl+alt+Shift+?**
for French accent grave (as in **Voilà**), use **Ctrl+`** (it’s under the tilde ~ on the upper left)
for umlaut (as in güera), use **Ctrl+Shift+~** and then the vowel
for the Spanish letter Ñ, use **Ctrl+Shift+~** and then the n or N

Notice that it’s always Ctrl + something that looks a little like the accent or the special character you want.
On Macintoshes, use option instead of control and most of the above techniques should work.

Turn-offs in Word

Word’s built-in AutoCorrect (feature?) will capitalize the first word after every period or carriage return. To get AutoCorrect and Word’s other built-in helpers to back off—and to get the pull-down menus to display all their stuff:

- Turn off AutoCorrect initial capitals Tools > AutoCorrect > AutoCorrect > uncheck Capitalize first letter of sentences, then OK
- Get the menus to display their full contents, not just the most frequently used items. Tools > Customize > Options tab, then de-select "Menus show recently used commands first"
- Turn off automatic on-the-fly spelling and grammar checking Tools > Options > Spelling & Grammar > uncheck Check spelling as you type and uncheck Check grammar as you type, then OK.
-  When you’re ready to check Spelling & Grammar go to Tools > Spelling & Grammar or click on the Spelling & Grammar button in the Standard toolbar

Check spelling and grammar

It’s annoying while you or your students are writing, trying to get thoughts down, to have Word’s spelling and grammar checkers putting red and green lines under your words. But it’s nice to have spelling and grammar check your writing after you’ve finished a draft, before you send it somewhere. Go to Tools > Spelling and Grammar to do a check. If you have a full install of Word, you’ll have dictionaries for other languages besides English. You can check your spelling in those languages if you first mark the language by highlighting the text and then go to Tools > Language > Set Language. If you want Word to check the readability level when it checks your spelling and grammar, go to Tools > Options > Spelling and Grammar and tell it to Show Readability Statistics.

Default settings

Tweak font, size, and line spacing to fit your whimsy and/or to make word processing more legible and easier for your students. (Format > Font > Default) Notice that in Arial the capital I and the lower case l look exactly the same. (Tough on struggling readers.) Serif fonts like Times are easier to read than sans serif fonts like Arial. Compare **1, l, and I (Times)**, with **1, l, and I (Arial)**. An alternative is **1, I, and l (Comic Sans)**.

For further exploration:

a checklist of things you ought to know about Word http://www.soesd.k12.or.us/Files/checklist_msword.doc
a handout on formatting and sorting lists http://www.soesd.k12.or.us/Files/MSWORD_NUMLISTS.PDF
an online version of this handout—and others <http://www.soesd.k12.or.us/Page.asp?NavID=331>
special characters in Word (Windows) http://www.soesd.k12.or.us/Files/word4win_specchars.pdf
special characters on the Mac http://www.soesd.k12.or.us/Files/specchars_mac.pdf
drawing pumpkins in Word <http://www.soesd.k12.or.us/Files/pumpkinsinword2.pdf>