

Staff Technology Workshop: Basic Microsoft Word

Workshop setup

- Log in and set ctrl button to flash cursor
 - Start > Settings > Control Panel > Mouse > Pointer Options.
 - Set “show location of mouse pointer when I click CTRL”
- Advance organizer
 - Please log in and open up MS Word
 - Outline
 - Questions people want covered
- Handouts
 - Workshop guide
 - Turning off auto-styles
 - Exercises
 - Resources and links
 - Pencils
- Files for download off my W: drive
- Candy

Welcome to the Basic MS Word Workshop

1. I've been using Word since I was 16: started with version 2.0a on Windows 3.1
2. I've used Word to write proposals, reports, technical manuals, job aids, memos, letters, stories, and bad poems.
3. Word has bugs. Word has quirks. The best rule of thumb is “do things Word's way,” which ultimately leads to better word processing skills and document design.
4. It's industry standard and tightly integrated with the Microsoft Office. At present there are few competitors; the Microsoft Office is even used on the Mac.
 - a. Corel Suite: WordPerfect
 - b. Sun Microsystem's StarOffice
5. Today we'll cover the basics of good word processing—most of which graduating college seniors still don't know how to do.

What is a Word Processor?

1. A tool for manipulation of electronic text. Uses a typewriter metaphor, but if you treat it like a typewriter you'll wish you had whiteout...
2. Strengths
 - Rapid creation of well-structured documents
 - Mass document generation
 - Automated text formatting
3. Weaknesses
 - Layout and design
 - Data tables requiring calculations beyond basic formulas
 - Awful web pages: okay in a pinch

Exercise 1: sketch out a good document design

Anatomy of a New, Blank Word Document

1. By default, on launching the application, Word creates a new, blank document.
 - a. 23.5 Kb just for a blank file! What's going on?
 - b. Based on the Normal.dot template file, contains information about the file and author.

Exercise 2: Create a new, blank document and view Properties

The Word Interface

1. Task Pane on startup. This is the new Help system which is tied into the Microsoft website. Features excellent free content and tutorials.

<i>Exercise 3: Search for keyboard shortcuts, then copy to a new document</i>
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2. Customize your workspace with floating and docking toolbars
 - i. Menu
 - ii. Standard
 - iii. Formatting
 - iv. Drawing
 - v. Many more: View > Toolbars or right-click in taskbar space
3. Switching Views
 - a. Normal
 - b. Web (don't use)
 - c. Print (my preference)
 - d. Reading layout
 - e. Navigational views
 - i. Outline view
 - ii. Document Map
 - iii. Thumbnails
4. Switching Zoom Levels

Templates

1. All Word documents are based off the Normal.dot template
2. Choosing and using templates with File > New...

<i>Exercise 4: Create a Memo and Fax from a template</i>

3. You can make your own templates and add them to Word.

Locally Formatting Text

<i>Exercise 5: Open “blank, unformatted document” to practice formatting</i>

1. selecting text
 - a. cursor placement
 - b. double-click
 - c. triple-click
 - d. mouse highlight
 - e. keyboard highlight (ctrl+shift)
 - f. ctrl+select
2. applying local formatting
3. the format painter tool
4. copying and pasting with the Office Clipboard vs. the system clipboard (Edit > Office Clipboard or Ctrl+C twice).
 - a. OC holds up to 24 objects including text and graphics.
 - b. SC holds last copied object. By default, it is used when you do Edit > Paste or Ctrl+V
5. moving text
 - a. drag and drop
6. undoing and redoing actions
7. clearing formatting: select text, then ctrl+spacebar (does not clear styles or lists)

Working with Paragraphs

1. A paragraph is the most important element in any word processing document. Word creates paragraphs each time you press the enter key; therefore you should not use the return key (or spacebar) to space or align text
2. Word uses the paragraph mark to define where paragraphs begin and end
 - a. Use show paragraphs button to demonstrate.
3. Using paragraph alignment and spacing
4. Using the Ruler to adjust left and right indents.
5. Setting first line and hanging indents
6. Using Format > Paragraphs to control paragraphs
7. Setting tabs in the ruler (default every .5 inches)
8. Setting tabs in Format > Tabs
9. Ordered (numbered) and unordered (bulleted) lists
 - a. Promotion and demotion
 - b. Changing bullet icons and numbering schemes

Creating and Defining Styles

1. A style is a “named set of formatting characteristics that you can apply to characters, paragraphs, tables, and lists.”
2. styles eliminate repetitive formatting tasks
3. styles, especially when combined with level headings, are the most efficient way to control document formatting

<i>Exercise 6: Creating a “warning” and “note” style</i>
