

# MS WORD            How to . . . .

## **Create a new document**

As you open Word, a new blank document is opened. If you need to start another new document :-

On the File menu, click New.

OR

Click the NEW button on the tool bar.

OR

To create a new, blank document, click the *General* tab, and then double-click the Blank Document icon.

## **Entering Text**

To enter text, use the keyboard with *CAPS LOCK* switched off. Do not hold the keys down: just tap them.

To get a capital letter, hold down the shift key and press the required letter.

Put 1 full stop or 1 question mark at the end of each sentence. Then press the space bar twice. Always put a space after any other punctuation.

## **Correcting Errors**

If you want to correct a mistake immediately, press the Back Space key.

To correct spelling errors; (red lines); use the mouse to position the mouse pointer over the red line and press the RIGHT mouse button. Select the correct word from the list that appears.

If the correct word is not in the list you can either ignore it or consider adding it to the dictionary. Make sure the word is correct (including any required capitalization) before you add it.

To correct grammatical errors; (green lines); use the mouse to position the mouse pointer over the green line and press the RIGHT mouse button. Select the correct word(s) or other suggestion from the list that appears.

## **Editing Text**

If you wish to change any of the text, position the cursor (black flashing line) where the change is to be made. Delete any part that needs deleting with the delete or the back space keys. Add any text by keying it in.

## Formatting Text

Before you format any text, you must first select the text that you wish to format.

To select	Do this
Any amount of text	Drag over the text.
A word	Double-click the word.
A graphic	Click the graphic.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
Multiple lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click.
An entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.

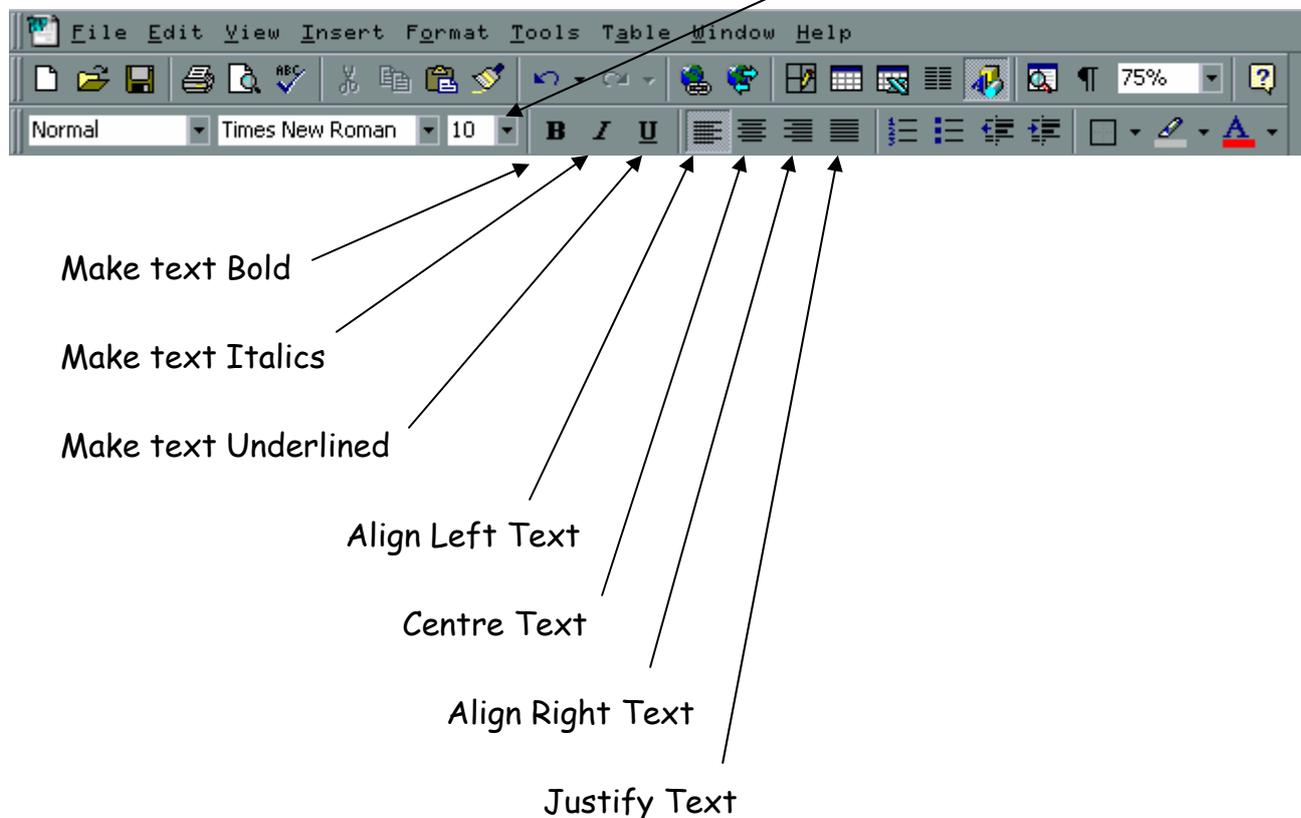
## Change Font

- 1 Select the text you want to change.
- 2 On the Formatting toolbar, click a font name in the Font box .



## Change font Size

- 1 Select the text you want to change.
- 2 On the Formatting toolbar, click a point size in the Font Size box



## Create a simple table

- 1 Click where you want to create a table.
- 2 Click Insert Table .



Drag to select the number of rows and columns you want.

## To change column widths. (Easy method)

Point at the gridline to the right of the column to be adjusted. Note the pointer changes shape. Drag to the required width.

## Detailed method for precise widths

- 1 Select the columns whose width you want to adjust.
- 2 On the Table menu, click *Cell Height and Width*, and then click the *Column* tab.
- 3 To specify an exact measurement, enter a number in the *Width of column* box.

To make the column width fit the contents, click *AutoFit*.

### Notes

- To make multiple columns or cells the same width, select the columns or cells, and then click **Distribute Columns Evenly** on the Table menu.
- You can also change column widths by dragging the column boundaries in the table itself or by dragging the **Move Table Column markers** on the horizontal ruler.
- Holding down **ALT** while you drag the markers on the ruler causes Word to display column width measurements. Holding down **SHIFT** while you drag the ruler markers or the column boundaries also changes the table width.

## Inserting Pictures and other objects

Put the cursor in the position that you want the picture to appear. Select **INSERT / PICTURE**. Choose the source (clipart, file, scanner etc.) Choose the picture and click **OK**.