**BLACKPOOL AND
THE FYLDE COLLEGE**

An Associate College of Lancaster University

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 Office button, click New.

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/grammar errors; (red or green lines);

Press the F7 function key to start spelling and grammar check.
OR
Click the Proofing button
OR
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.

Editing Text

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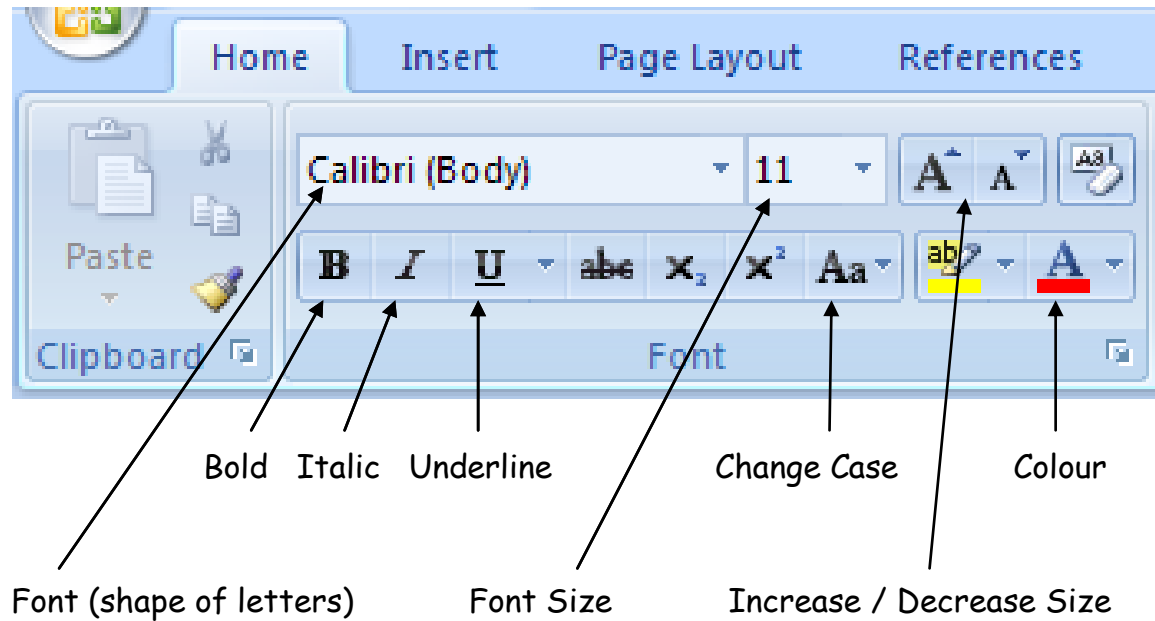
Selecting Text

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	Ctrl + A **or** Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.

Formatting Font

Select the text you want to change, then use buttons as below.

Bold Italic Underline   Change Case   Colour

Font (shape of letters)   Font Size   Increase / Decrease Size

Formatting Paragraphs

Select the paragraphs you wish to format, and then use the buttons as below.

Bullets and numbers   Incr / Decr Indent   Show / Hide

Alignment buttons   Line spacing
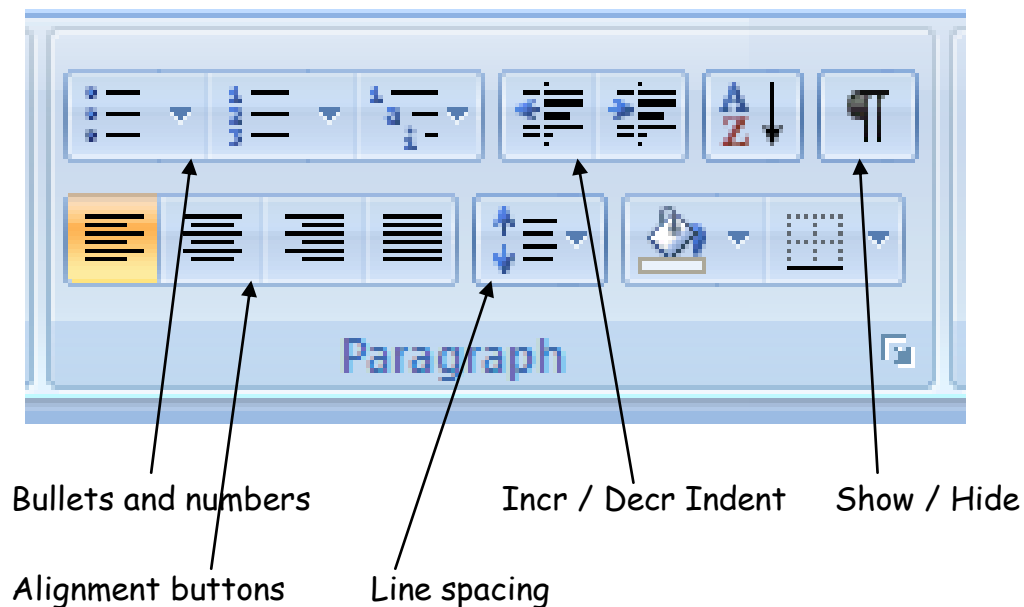
Create a simple table

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

Drag to select the number of rows and columns you want and click on that square.

To change column widths.

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

Use the markers on the horizontal ruler to change the width of columns.

(Note that this method changes the width of the next column so that their combined width is the same)

OR

Drag the vertical column line of the column you wish to change.

(Notes.   Make sure that there are no selected cells.
                 Check the mouse pointer is the right shape.
                 This method only changes the one column width and moves other cells
                 without changing their width.

To move the cursor between cells, use the TAB key. Tab on it's own moves the cursor one cell to the right, or to the next row. Shift + Tab moves the cursor one cell to the left or the previous row.

Inserting Pictures and other illustrations

Put the cursor in the position that you want the picture to appear. Select the INSERT tab and choose the type (picture, clipart, shape etc.)
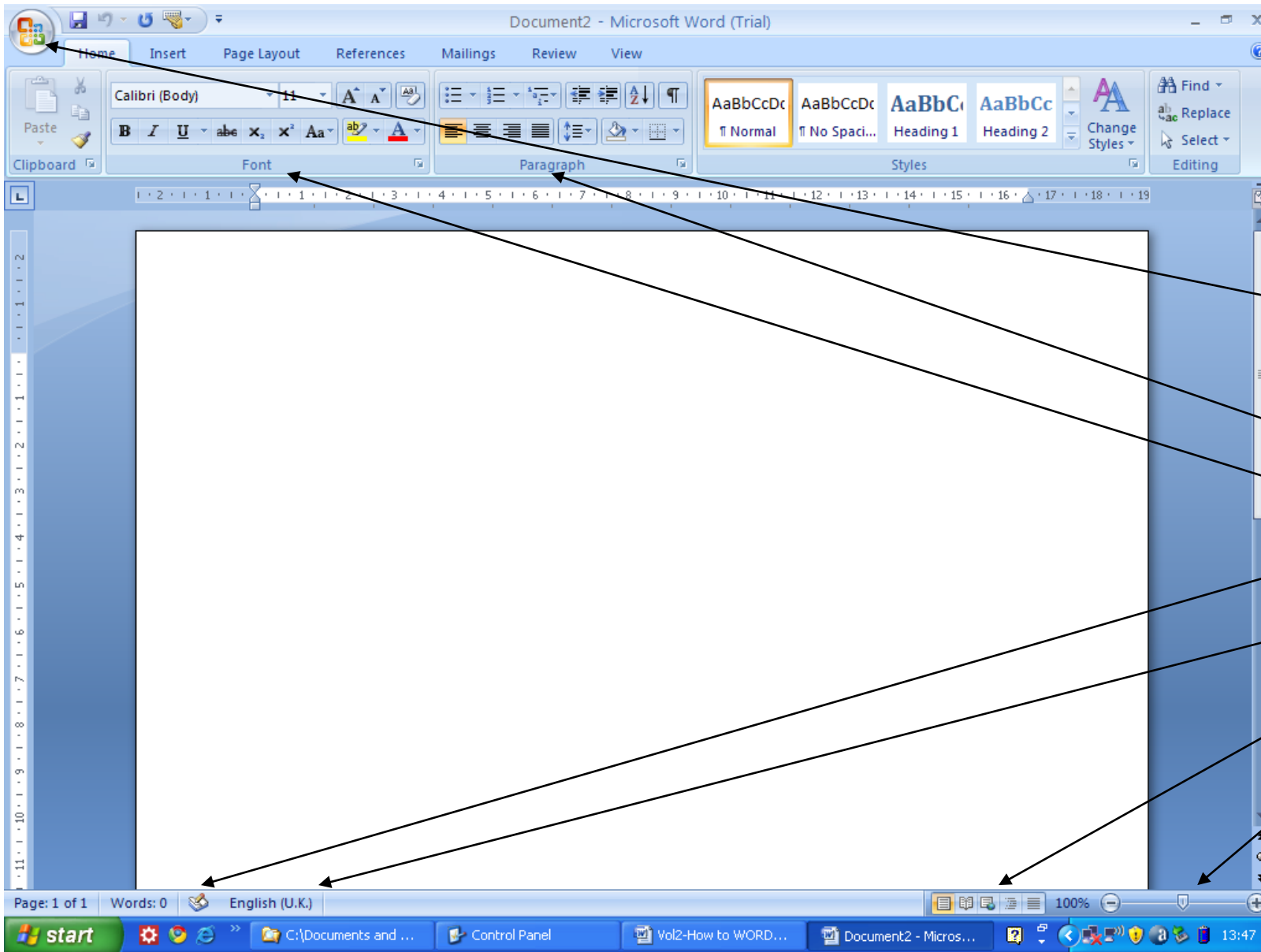
Title Bar

Tabs Bar

Tools Ribbon

Ruler

Office Button

Paragraph Formatting

Font Formatting

Proofing Button

Language / Dictionary

Views Buttons

Zoom Bar

Status Bar