

MS Word Basics

Open a Word document from your hard drive. Save to your folder on the Server, name the document Word Basics.

1.) Toolbars

As a new user the first thing you'll want to get familiar with is the toolbar. The standard toolbar is located at the top of the screen with icons on it and the formatting toolbar is located directly below the standard toolbar. To get familiar with each, take The mouse and hover over each of the buttons and it will tell you what they are.



Once you have a blank document, you'll want to type some text and try out the formatting features available on the format toolbar: font size, bold, italic, underline, align left, center, align right, justify, numbering, bullets, increase indent, and decrease indent.

Do the following: type in the following text.

Objectives for BMS Computer Class 2005-2006

While in Computer Class, Brooklyn Middle School 7th grade students will investigate the three major programs that are part of Microsoft Office. These three programs are Word, Excel and PowerPoint. Students will learn basic formatting and have the opportunity to apply these skills while working on various projects.

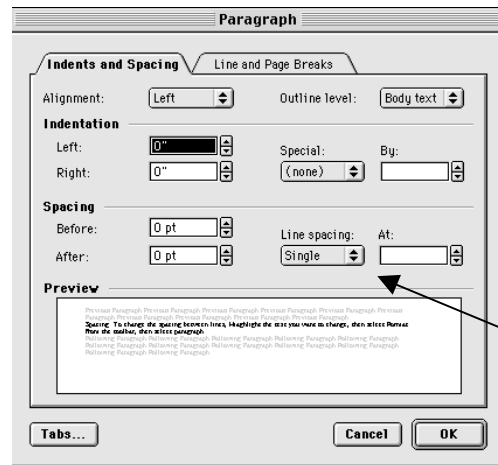
Students will also have the opportunity to learn the organization program, Inspiration. This program is used by business people and students to encourage logical planning of projects and ideas. Students will also have the opportunity to investigate the Internet. Internet assignments will include evaluating Internet search engines, evaluating web resources, and proper citing of web sources.

Do the following: Highlight *Objectives for BMS Computer Class 2000*, center align and change size to 20. Position the cursor after Class 2000, click return twice.

2.) Spacing:

To change the spacing between lines, Highlight the text you want to change, then select Format from the toolbar, then select paragraph.

Select line spacing, select the number of spaces.



Do the following: Highlight the first paragraph, change line spacing to Double.

3.) Headers and Footers:

To add a Header or Footer select View from the Toolbar.

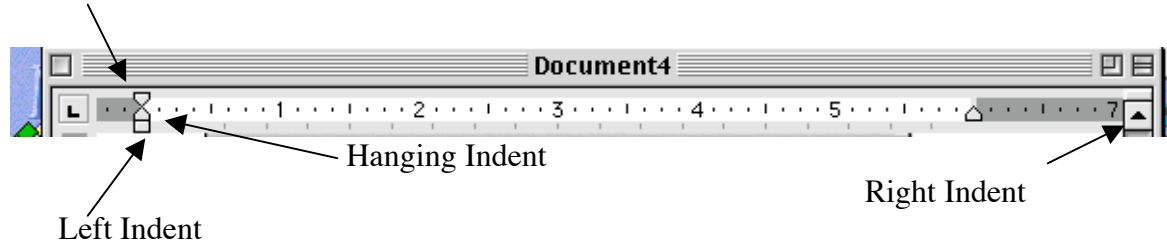


Slide your cursor slowly over the icons on this toolbar to discover all of the functions. The third icon from the right allows you to switch from header to footer, the first icon on the left allows the page number to be inserted. The icon that looks like an open book is the Document Layout icon and allows you to specify formatting of the headers and footers, such as not starting page numbering on the title page.

Do the following. Select Headers and Footers from the View toolbar. Switch to footer, Type in *your Name*, Type *Page*, followed by a space, select Insert Page Number to insert page number. Select Insert Date.

4.) First line indents and Left and Right Indents:

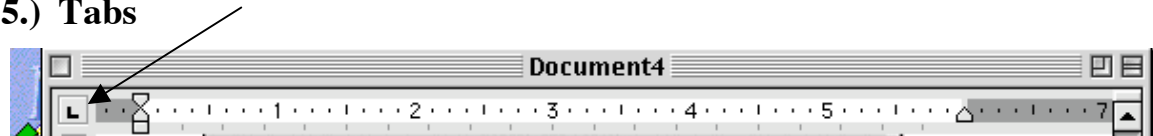
First Line Indent



1. Select the paragraphs you want to indent or set off from the left or right margin.
2. To change the left indent of the first line of text, drag the First-Line Indent marker at the top of the ruler.
3. To change the indent second and succeeding lines of text, drag the Hanging Indent marker.
4. To change the left indent for all lines of text within a paragraph, drag the box underneath the Left Indent marker.
5. To change the right indent for all lines of text, drag the Right Indent marker.

Do the following: Highlight the first paragraph, set the first line indent to .25 ". Highlight the second paragraph, set the Left indent to .5 inch and the Right indent to .5 inch.

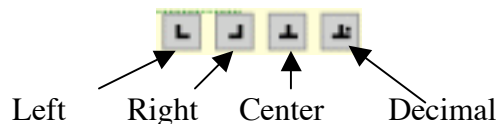
5.) Tabs



Select the paragraph in which you want to set tab stops.



Click at the far left of the horizontal ruler until it changes to the type of tab you want.



1. Click the horizontal ruler where you want to set a tab stop.
2. To remove a tab stop, drag the stop off the ruler.

Do the following: Highlight the second paragraph. Set the left tab to .25 inch. Position cursor in front of the first sentence, click once

6.) Bibliography or References

Bibliographies are double spaced, the second, and all succeeding line are indented 5 spaces. Bibliographies are always listed in alphabetical order.

Do the following: type in the following text.

Markham, Lois. "A Gallery of Great Americans in the Twentieth Century."

Kids Discovery Magazine Aug.-Spt. 1996: 6-7.

Asby, Ruth and Deborah Gore Ohm, eds. Herstory: Women who changed the World. New York: Viking 1995.

"Wilma Mankiller, A True American." The 1996 Grolier Multimedia Encyclopedia. Version 8.0.3 CD-ROM. 1996.

Put into alphabetical order, and set the hanging indent to .5 inch.

Do the following: Save your document, and print one copy.