

Table of Contents

Getting Started

Introduction	6
What Can <i>Microsoft Word</i> Do for Me?	7
Using this Book	9
Starting <i>Microsoft Word</i>	10
What Is All of This Stuff?	13
Changing the Way the Screen Looks	24
What Are Those Funny Little Dots and Symbols?	27

Creating Your Document

Entering Text	28
Fonts and Font Size.	30
Saving Your Document	32
Saving Your Work under a Different Name or Location.	37
Using the Spell Check.	39
Using the Grammar Check	42
Counting Words	45
AutoCorrect	46
What is Another Word for “Thesaurus”?	50
Activity #1: In Other Words	52
Closing a Document	53
Exiting <i>Microsoft Word</i>	54
Activity #2: A Note to Parents.	55

Working on a Saved File

Opening a File	57
Finding a Document When You Can’t Remember What You Named It	58
Selecting Text	59
Help! I Didn’t Mean to Do That.	62
Cut, Copy, and Paste	63
Activity #3: A Note to Parents Revisited	66

Inserting and Deleting

Inserting Text	68
Moving Text	70
Copying Text	71
Activity #4: All Mixed Up	72
Backspace and Delete Keys.	73
Deleting Words, Lines and Blocks of Text.	73
Activity #5: Now You See It . . . Now You Don’t	76

Table of Contents *(cont.)*

Moving Through the Document	
The Arrow, Home, & End Keys	77
Using the Scroll Bar	80
Finding a Single Word.	81
Using Go To	83
Bookmarks	84
Activity #6: Travelling Around	87
Find and Replace	88
Activity #7: Things Just Aren't What They Used to Be!	91
Printing	
Printing Your Document	92
Cancelling a Print Request	96
Print Preview	97
Printing a Specific Page or Range of Pages	101
Printing Several Documents	103
Printing More than One Copy	104
Activity #8: Look What I Did!	105
Setting Up and Printing Labels	106
Activity #9: Address It Right!	110
Printing Envelopes	111
Activity #10: The Envelope, Please!	113
Working with Pages	
Page Setup	114
Page Breaks	118
Activity #11: Page Perfect.	120
Headers and Footers	121
Section Breaks	126
Page Numbers.	130
Activity #12: From Top to Bottom	131
Formatting Text	
Font Style	132
Alignment	136
Activity #13: Document Makeover	138
Formatting Paragraphs	
Formatting Paragraphs and Blocks of Text	139
Line Spacing	140
Activity #14: Reading Between the Lines	141
Indentation	142

Table of Contents *(cont.)*

Activity #15: Take One Step Forward	144
Bullets and Numbers	145
Activity #16: Do You Get the Point?	147
Changing Margins	148
Changing Tab Settings	149
Using Columns	151
Wizards and Templates	
<i>Microsoft Word Has Done the Work for You</i>	153
Activity #17: Elegant Letter	156
Activity #18: Fax Wizard	157
AutoText	
Creating an AutoText Entry	158
Activity #19: Saying the Same Ole Thing	160
Tables	
Drawing Tables	161
AutoFormatting Tables	165
Activity #20: Just Set the Table	166
Making Outlines	
Creating Outlines	167
Editing Outlines	172
Activity #21: Just the Main Points, Please!	173
More Than One Document	
Creating a Second Document	174
Switching Between Documents	174
Moving Text Between Documents	175
Activity #22: A Little of This and a Little of That	176
Documents of Different Formats	
Working with Documents Saved in Different Formats	177
Saving Documents in Different Formats	178
Activity #23: Working Together	179
Using Graphics	
Inserting Images	180
Inserting Simple Shapes	182
Word Wrapping	185
Fun Symbols	186
Drawing Your Own Picture	188
Activity #24: Picture This!	191

Table of Contents *(cont.)*

Clip Art	192
Importing Pictures	194
Activity #25: Adding Some Spice	196
Resizing, Moving, and Cropping Images	197
Moving Tables	199
Activity #26: Take a Look at These Figures.	200
WordArt	201
Borders and Shading	203
Activity #27: Complete this Picture.	206
Classroom Activities	
Taboo Short Stories	207
Book of Family Stories—Part One	210
Book of Family Stories—Part Two	216
Publishing a Class Newspaper.	222
Publishing a Class Newspaper in Columns	227
Classifying Minerals	230
Writing Directions.	233
Fractured Fairytales.	236
Book Reports	240
Book Jacket Research Note Sheet	242
History Report Outline	246
Reading Log	249
Another Reading Log	252
The Human Body Corporation	255
Certificates	258
Bookmarks	259
Class Memory Book	260
Making A Story Web.	264
Original Poetry	269
Glossary	272
Index	276
CD-ROM Filenames	283

Using This Book

Microsoft Word for Terrified Teachers is written so that it can be used as a tutorial and later as a reference manual. Each section introduces a concept, tells how to accomplish a task, and gives you the opportunity to practise your newly learnt skill. A glossary and index are included at the end of the book and can be used as yet another tool in your toolbox.



Tips for Success are presented in each section to share with you those little ‘nice-to-know’ pieces of information that can save you hours of stress and headache. The tips are easy to spot throughout the book. Just look for the star in the left margin.



Try This is designed to let you experiment with new skills while learning each concept. After successfully practising the skill, you can tick it as a task well done and move forward to that section’s activity.

The activities allow you the opportunity to practise the skill further. As you work through each activity, you will discover techniques that will help you use *Microsoft Word* more efficiently in future projects. Use this chart to assist you when following the directions for projects and activities.

Instruction	What To Do
BOLD CAPITALS	Select this pulldown menu from the Menu Bar.
<i>Bold Italics</i>	Make this selection from the pulldown menu.
Bold	Choose this button, tool, or key.
<i>(filename)</i>	Type this word or sentence, or this is the name of a file.

The last section of this book contains several large projects where you will combine the skills learnt throughout the book. Do not be surprised if you find that some of these ideas can be used as the basis for your own classroom projects.

Entering Text

Whether you call it keyboarding, data entry, text entry, or just plain old typing, getting your ideas from thoughts or notes into the computer is the fundamental purpose of word processing. The end product is to get the finished document out of the computer in a readable, productive format.

But, back to step one—entering the text into *Microsoft Word*. The New Document screen looks like a standard piece of typing paper and the keyboard is very similar to the old IBM Selectric typewriter. The **Enter** (Windows) or **Return** (Macintosh) key has replaced the carriage return key on the typewriter. Several extra keys populate the keyboard as well: **Ctrl**, **Alt**, **Esc**, **Delete**, **Insert**, **Home**, **End**, and others. Each has a unique purpose and contributes to the functionality of the computer program.

Note the flashing vertical line. This is the insertion point; the place where the letters will appear when typed. As your mouse moves over the blank page, it looks like an upper case 'I.' Another name for this line is the I-beam.



Try This:

- Type the following sentence:

(The birds are singing in the old oak tree while the rain falls gently on the newly mowed grass.)