

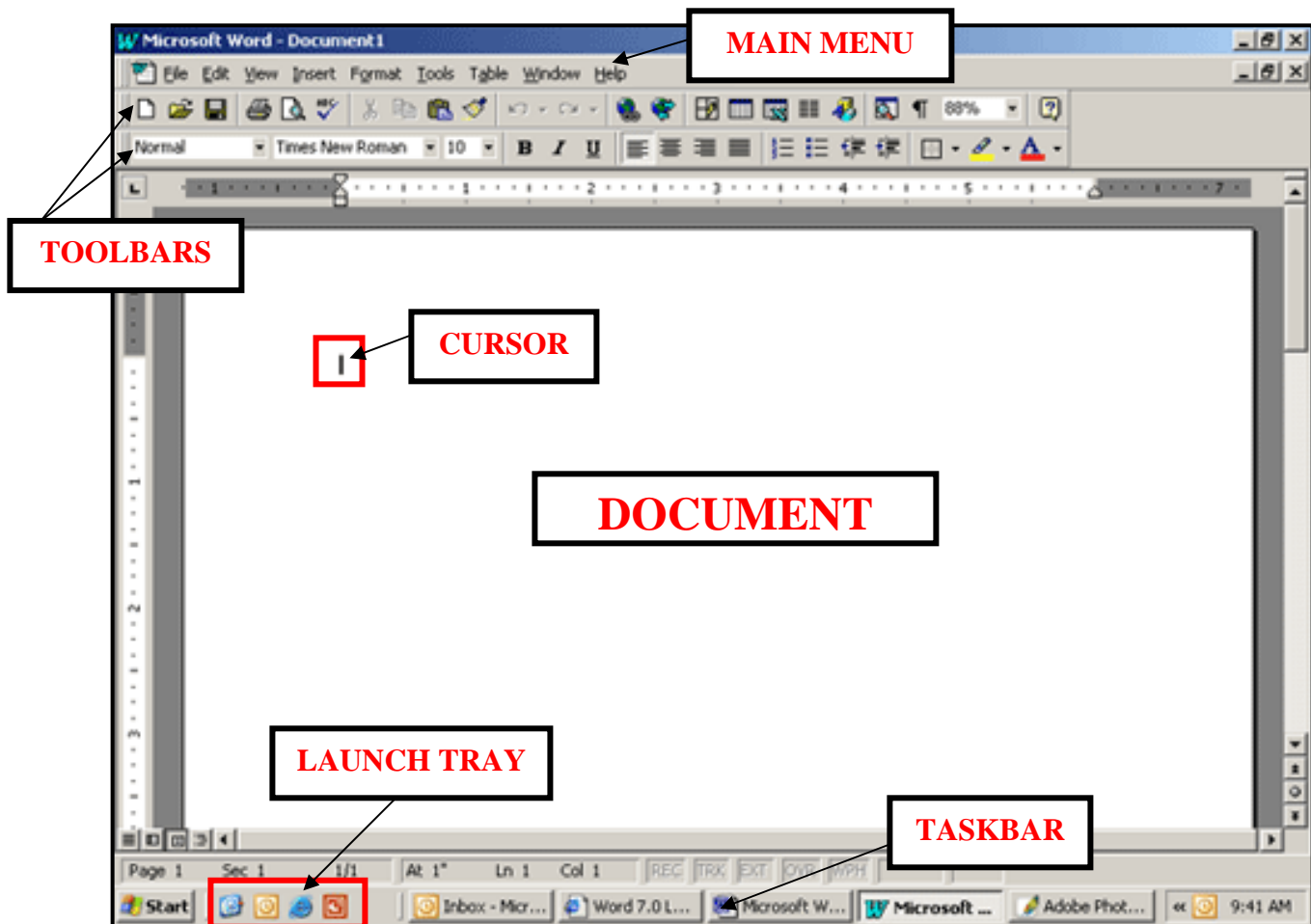
Microsoft Word Training

Objectives:

- Become familiar with the Word Window, toolbars, and menus
- Learn to Save and Print
- Learn how to create tables, forms and templates

Opening Word / Menus / Toolbars

Click START → PROGRAMS → MICROSOFT WORD



Standard Toolbar Tools

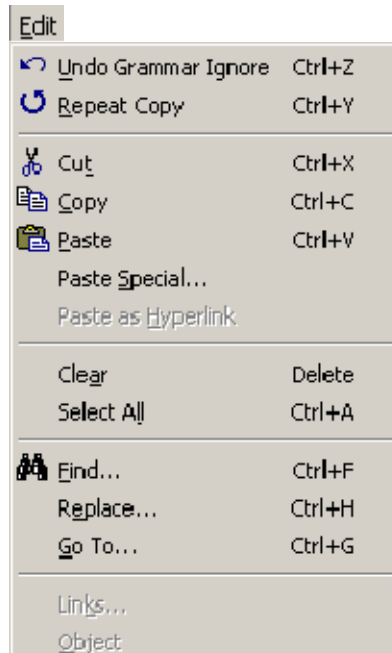
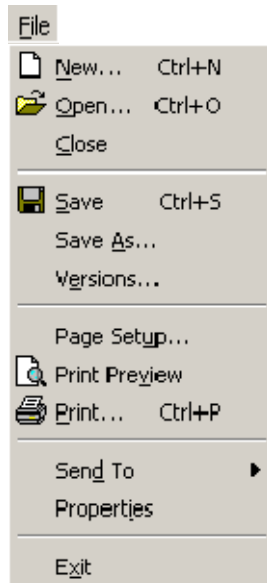
| | | |
|-------------------|------------------------|------------------------------|
| Open New Document | Open Existing Document | Save |
| Print | Print Preview | Spell Check |
| Cut | Copy | Paste |
| Format Painter | Undo/Redo | Insert Hyperlink |
| Insert Table | Open Drawing Toolbar | Show/Hide Special Characters |
| 88% Zoom Tool | | |

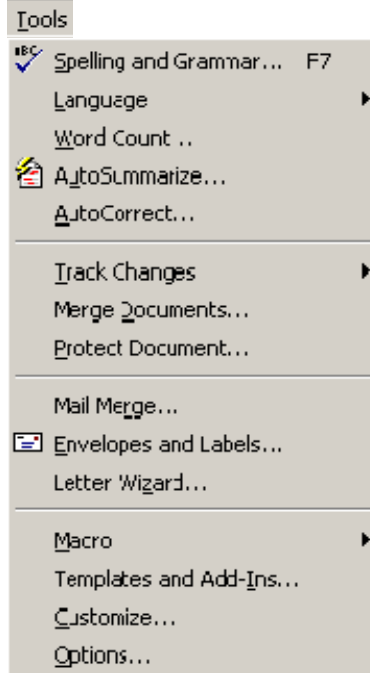
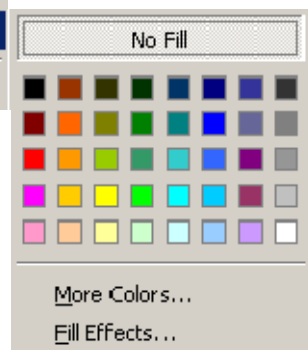
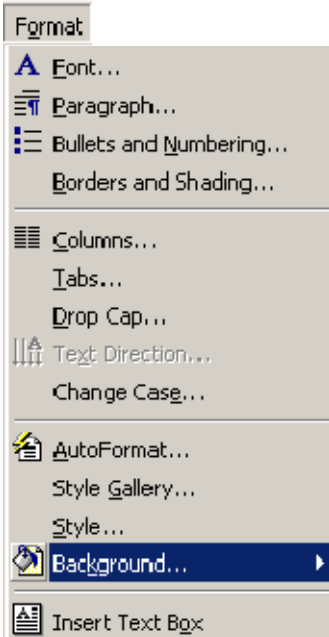
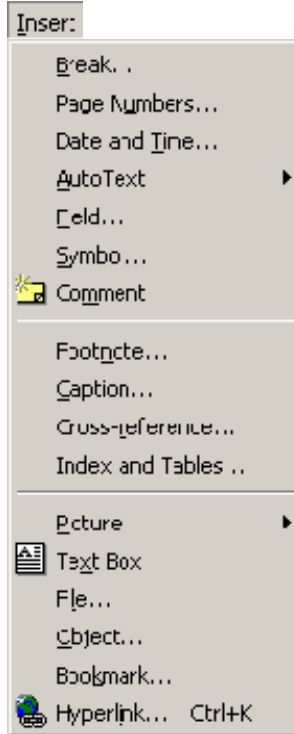
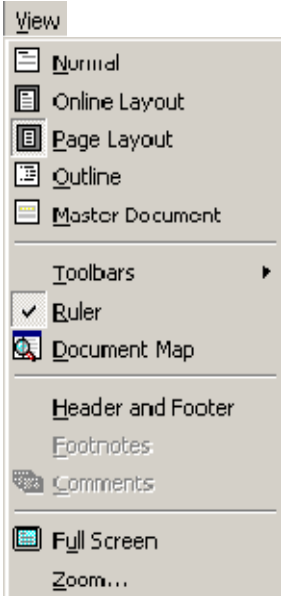
Formatting Toolbar Tools

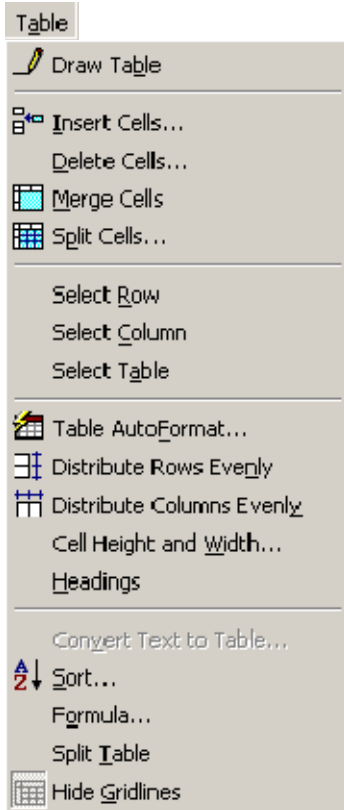
| | |
|---------------------------------------|---|
| Times New Roman 10 Font and Font Size | B <i>I</i> <u>U</u> Bold <i>Italicize</i> <u>Underline</u> |
| Text Alignment | Numbers and Bullets |
| Decrease/Increase Indent | Format Table Borders |
| Highlight | Font Color |

*****Hint:** If you are looking for a toolbar, select **VIEW** → **TOOLBARS** and select the toolbar you want to use

Menus

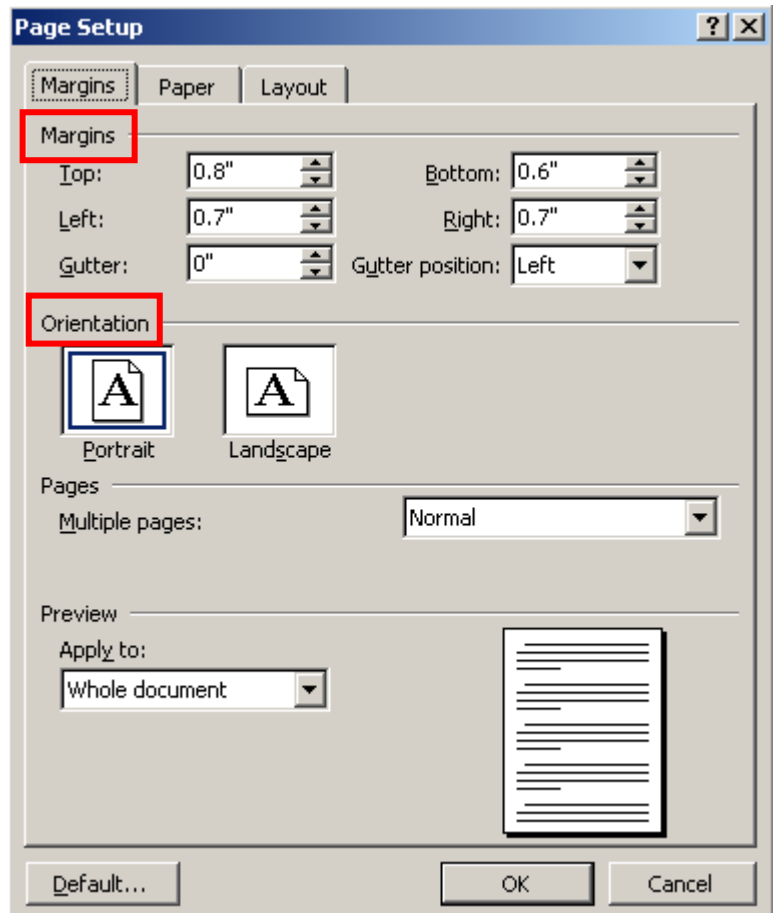






Page Setup

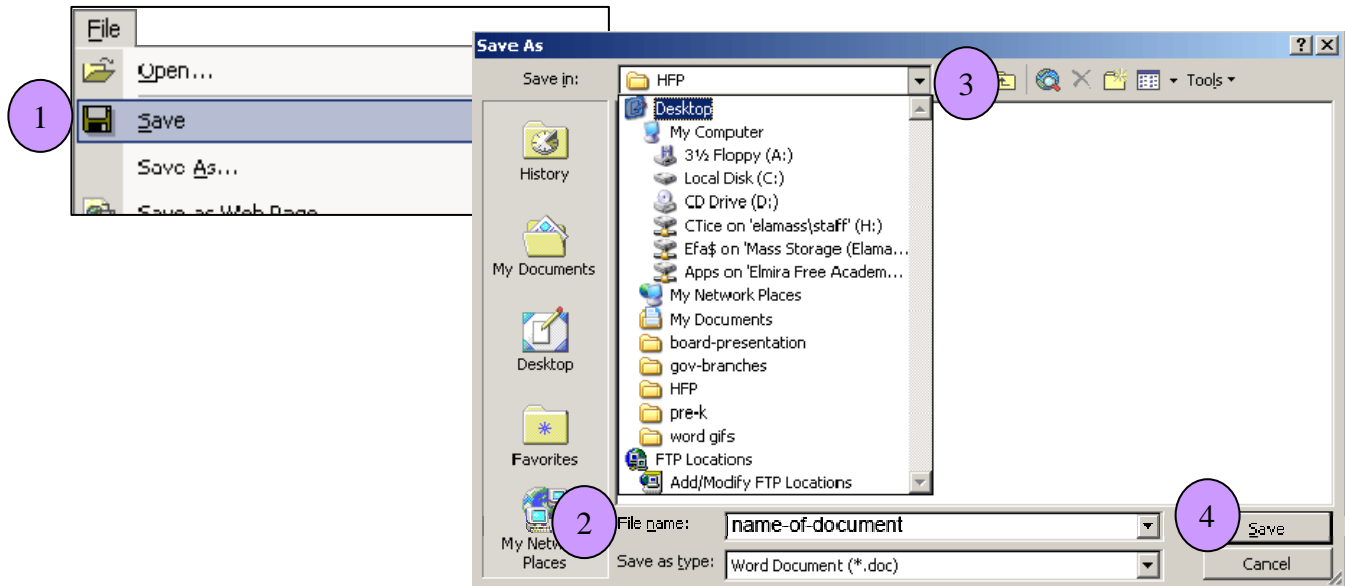
Select FILE → PAGE SETUP to change **margins** or the **orientation** of the page...




Save and Print

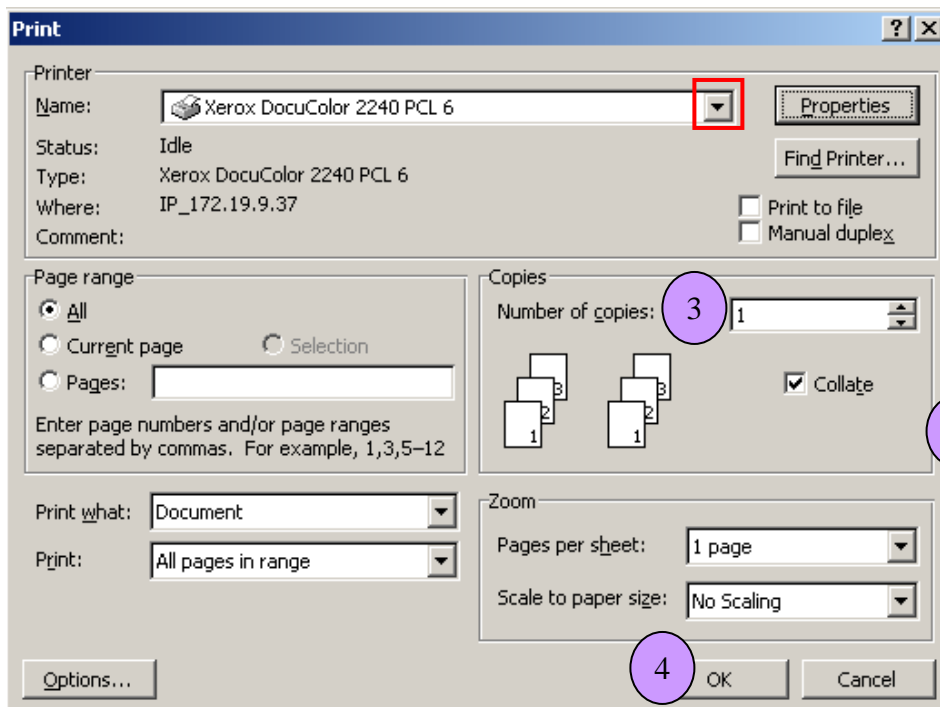
Saving a Document

- When you open a new document, save it by clicking **FILE** → **SAVE** (or **SAVE AS...**) → name the file → choose a place to save the file → click the **SAVE** button



- Once you have saved the document, click the **SAVE**  button on your Standard Toolbar to save your work every few minutes

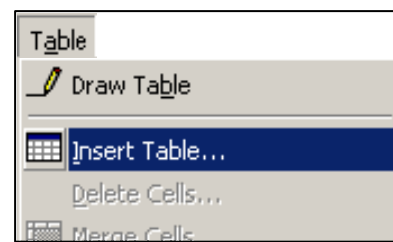
Print



To print a document, click **FILE** → **PRINT**

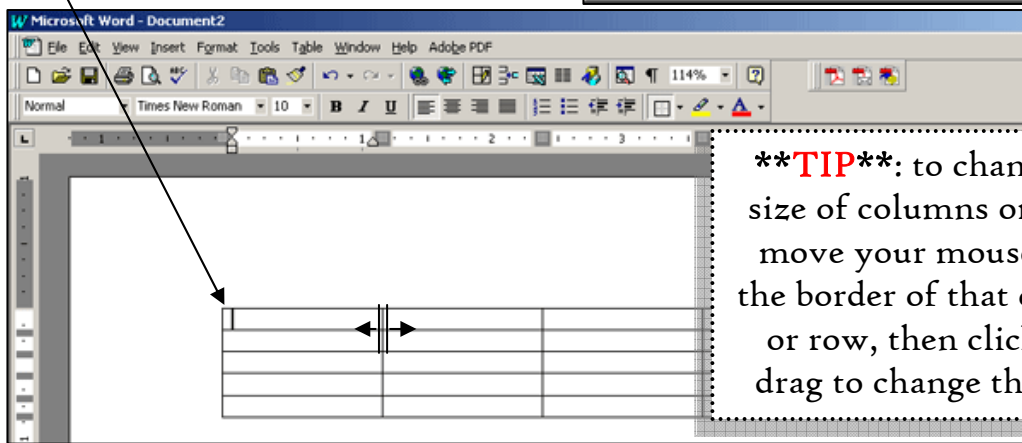
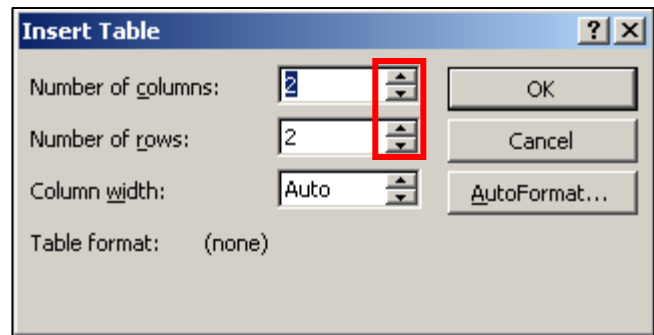
- You can choose a printer
- Select the pages you want to print
- The number of copies you want
- Click **OK** to print

Tables



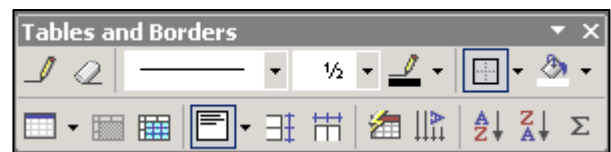
Creating a Table –

1. Select **TABLE** → **INSERT TABLE**
2. Choose the number of columns and rows for your table and click **OK**
3. You will see a table like this one...



****TIP****: to change the size of columns or rows, move your mouse over the border of that column or row, then click and drag to change the size.

4. Go to **VIEW** → **TOOLBARS** → **TABLES & BORDERS** to view the Tables toolbar and change your table



5. To **MERGE** cells, click and drag over the cells you want to merge → select **TABLE** → **MERGE CELLS**
6. To **change column/row size**, move your mouse over one of the table borders until it changes to an arrow like this $\leftarrow||\rightarrow$ or $\frac{\updownarrow}{\updownarrow}$ - click and drag the border to move it

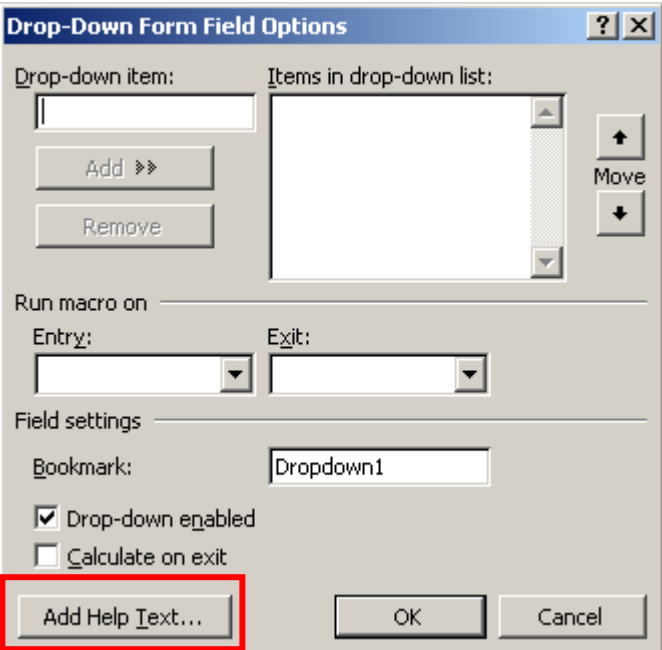
Forms

Forms are useful when you have a document (such as weekly lesson plans) with a format that remains the same, but the added information changes.

To create forms:

Select **VIEW** → **TOOLBARS** → **FORMS**



| | |
|--|---|
| | Text Form Fields: click this button when you want to leave a space on your form for people to enter their own text |
| | Check Box |
| | Drop-down Form Field: offers users a list of choices to select from |
| | <p>Form Field Options: once you add a Drop-down Form Field, click this button to add the choices:</p>  <ol style="list-style-type: none"> 1. Type choices and click the ADD button 2. You can re-order choices with the MOVE buttons 3. Click the ADD TEXT button at the bottom if you want to offer users help filling in a field 4. Click OK when finished |
| | Draw Table: allows you to draw your own table line by line |
| | Insert Table: allows you to select the number of rows and columns by clicking and dragging over a grid |
| | Insert Frame: similar to a text box, but form fields can be inserted into this type of frame |
| | Form Field Shading: a toggle switch – when switched on, form fields appear gray; when switched off, form field cannot be seen |
| | Reset Form Fields: if you fill in the form and want to reset all fields to their original state, unlock the form and click the Reset Form Fields button |
| | Protect Form: once the form is completed, click this button to begin using the form |

You may want to use a table to set up your form, to help preserve spacing.

Once you lock a form, **certain tools in Word become unavailable – SPELL CHECK & THESAURUS, HYPERLINKS, EDIT→FIND, FORMATTING TOOLBAR...

Templates

If you make a **FORM** in Word, you may want to save it as a **TEMPLATE** so you can use it over and over again.

***TIP:** save the document as a normal Word Document until you are finished with it, and then follow the directions below...

Once you complete the document:

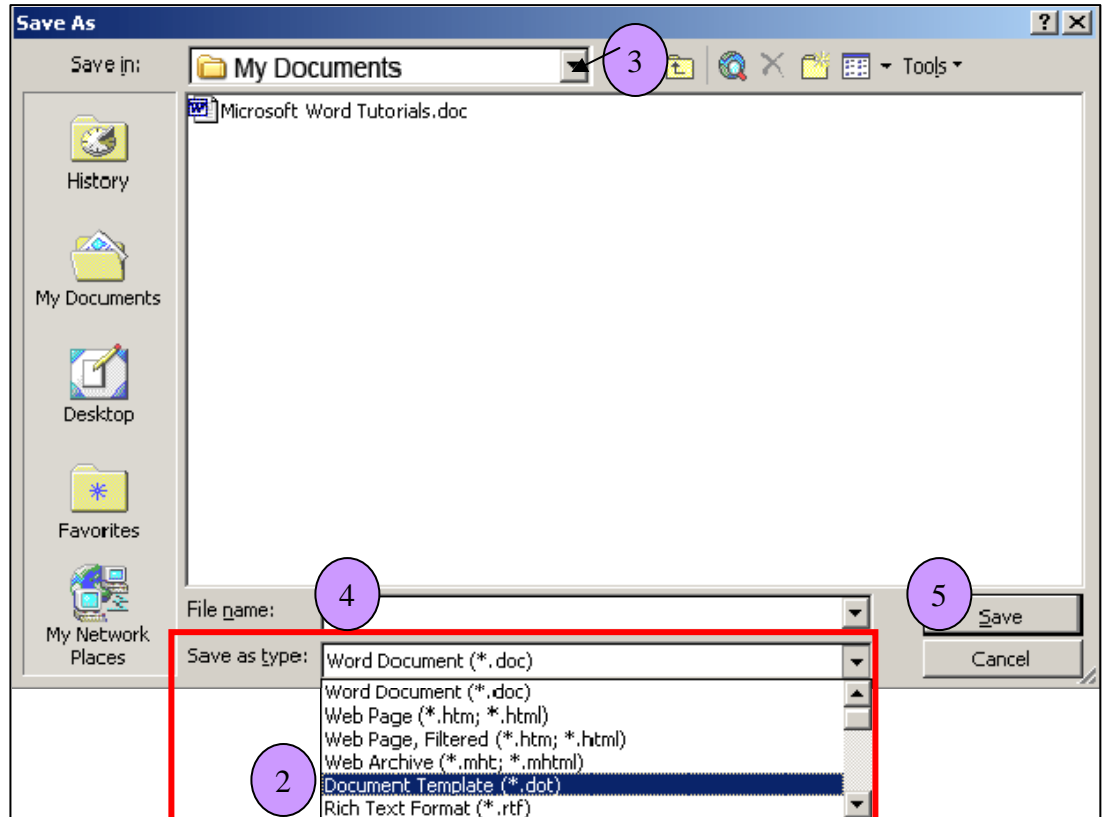
1. Select **FILE** → **SAVE AS** from the Main Menu



2. Select **DOCUMENT TEMPLATE** as the **SAVE AS TYPE**
3. Select the place you want to save your template (once you select Document Template, the **SAVE IN** folder changes to **TEMPLATES** – change it

to
another
location)



4. Name the document
5. Click **SAVE**

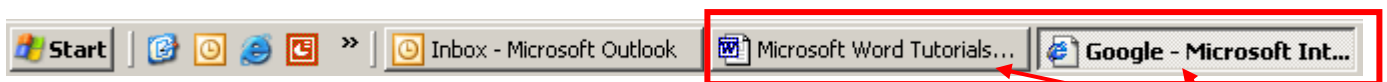


Hyperlinks

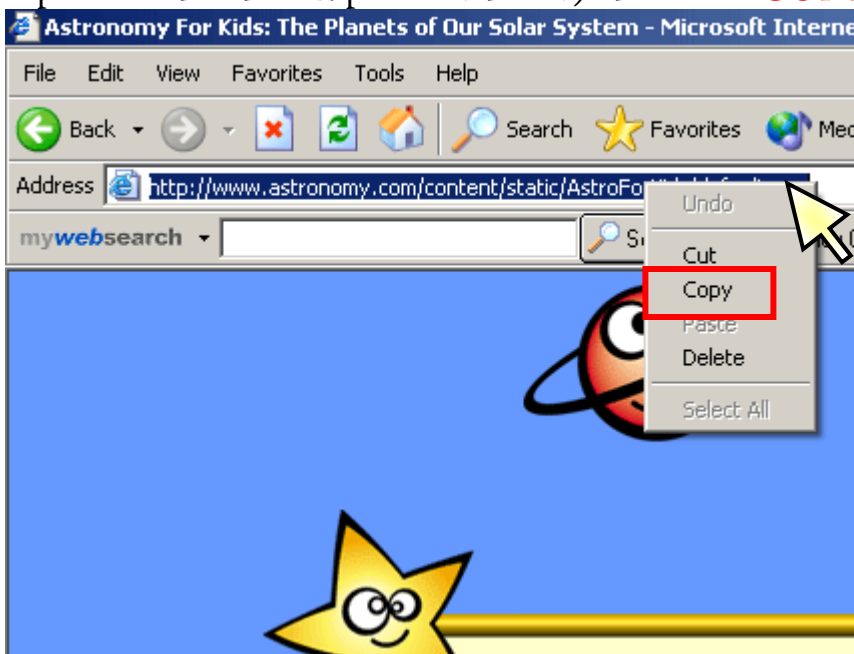
Hyperlinks are text or pictures that you can mouse click to launch Internet Explorer. They can be handy if you are creating a web portal or other technology resources for your students to use when looking for information on the Internet.

Creating Hyperlinks:

1. Open Microsoft Word  and Internet Explorer 
2. On your TASKBAR at the bottom of the screen, you will see buttons for the programs you have open...



3. You will use those buttons to move from one program to another by left clicking on them.
4. With your Internet Explorer window open, you will search for a web site that you want the students to use.
5. Once you find a site, **right**-click on the web address (in the Address Bar near the top of the Internet Explorer window) and select **COPY**.



You have copied that web address. Now we need to go back to Word...

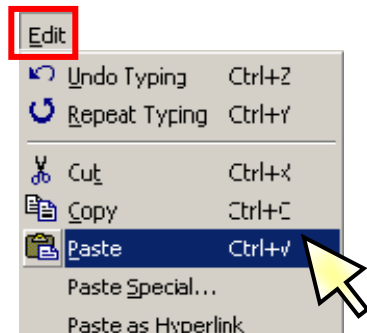
6. Use the TASKBAR button to go back to Microsoft Word



7. Then choose to follow directions for the type of hyperlink you want to create (**a.**, **b.**, or **c.**) to create your hyperlink:

a. **Web Address Links:**

i. In Word, select the **EDIT** menu at the top of the screen and click **PASTE**



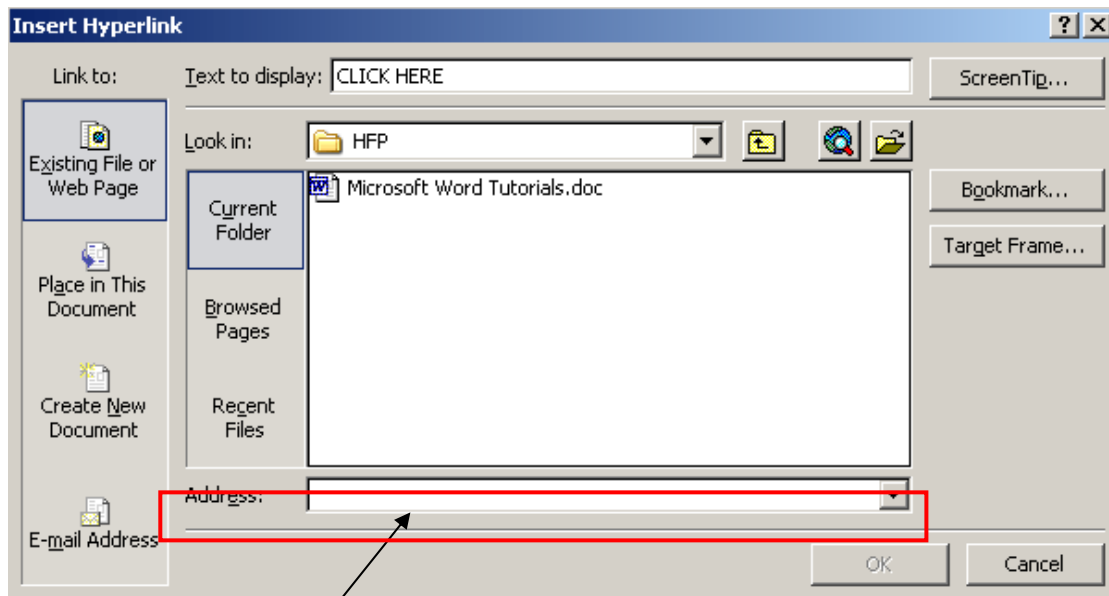
ii. Press the **ENTER** key on your keyboard to turn it into a hyperlink.

b. **Text Links:**

i. In Word, type the words you want to make a hyperlink (example: **CLICK HERE**)

ii. Highlight the words you typed – left click and drag over the words (example: **CLICK HERE**)

iii. Select the **INSERT** menu and click **HYPERLINK** at the bottom of the menu.



iv. Press **CTRL + V** on your keyboard to **PASTE** the web address into the address field to create your hyperlink. (CTRL+V is the keystroke for PASTE)

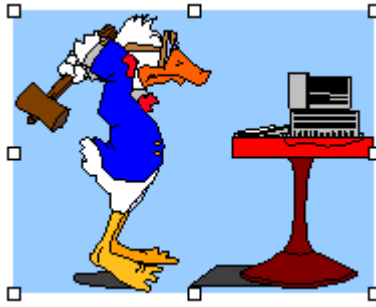
v. Click the **OK** button

vi. The words in your link should be blue and underlined (example: **CLICK HERE**)



c. **Picture Links:**

- i. Insert a picture (INSERT → PICTURE → CLIP ART)
- ii. Click on it once so you see handles around it:



- iii. Select the **INSERT** menu and click **HYPERLINK** at the bottom of the menu.
- iv. Press **CTRL + V** on your keyboard to **PASTE** the web address into the address field to create your hyperlink. (CTRL+V is the keystroke for PASTE)
- v. Click the **OK** button

*** When you have created a hyperlink and you move your mouse over the link, the mouse arrow should change to a hand

