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Working with Microsoft Word - Tutorial 2

Hopefully you managed to work your way through the first tutorial without too many hassles. For the beginner it can be confusing at first; but there is a great deal of repetition, so it does become easier. Some tutorials seem quite long. Don't let this put you off - considerable space is taken up with explanatory images and diagrams. Try staying with the program and you may even surprise those who claim to be Microsoft Word experts.

The exercises at the end of each tutorial are so necessary; and the way yours should have turned out will be at the start of the next tutorial in the series. Here is the Exercise 1 result:

Review-Exercise 1

Your text should look like this:

Exercise 1

Open a Word-Basic file and Save As... Word-Exercise 1. Copy-type ALL of the text in this text box, including the header, then follow these directions... Use the alignment tools to change the 3 paragraphs below in order to be: Centralised, Right-aligned and Justified, so that each is different. Leave the 4 alignments as they are.

Drop the cursor at the end of the last paragraph, **Enter** for a new one and type this header: Centralising and Bolding Text. Drop the flashing cursor before the "C" of Centralising, then **Enter**. Make this new header Centralised, Bold and change the Font and size. Drop the cursor at the end of this line. **Enter** again.

You should now have 4 paragraphs aligned Left, Central, Right and Justified respectively, with a Bold, Centralised header beneath; and the cursor flashing directly below this.

Finally, type ALL of this paragraph. Change it to the same Font, style, size and alignment as the paragraph you copy-typed from. It should be back to Normal and justified; if not, go back and try again.

Centralising and Bolding Text

Finally, type ALL of this paragraph. Change it to the same Font, style, size and alignment as the paragraph you copy-typed from. It should be back to Normal and justified; if not, go back and try again.

Should your rendition not be quite the same, use the above example to figure out why, then go back and fine-tune it before moving on to the next page.

Microsoft-Word Tutorial 2

If It's Not EXACTLY What You Want - Change It!

In this section you will learn some basic editing techniques. They will familiarise you with easy ways to move single words or blocks of text to a different place in the document. You will learn about: deleting, cutting, copying and pasting. There are also tips on quick ways to move around your document using the keyboard.

Included will be an important Microsoft Windows procedure for Organising Your Word Documents.

Before starting, I want you to open your previous Toolbar & Functions file, and move the mouse around. When inside the toolbar, it will appear as a pointer. Moved down into the body of your document, it will change to an "I" marker. Within the text it can sometimes be obscured, but moved out to a blank area like the margin makes it easy to see. Wherever the marker is, this is where a left-click will drop the flashing cursor. Within the text it will drop at the exact spot. Left-clicking in a margin will drop the cursor at the beginning or end of the closest line. A right-click, on the other hand, will not only drop the cursor there, but will immediately bring up the option menu. Now, any selection made from that menu with a left-click will be actioned in that spot where the cursor was dropped by right-clicking.

Unlike the mouse, when using the keyboard to move the cursor (as with the Arrow keys), you will notice that the I marker stays wherever the mouse left it. You need to be aware of this if you intend using a combination of mouse and keyboard. Whichever method you choose for selecting text, then cutting or copying; when you come to paste with the mouse, the selection will be dropped wherever that I marker is at the time; not necessarily where the flashing cursor was dropped before the right-click.

If you find this somewhat confusing, don't stress over it - I'll explain it again soon with a practical example that should clarify the matter; and maybe convince you to start using the keyboard more than the mouse.

Part 1 - Editing Your Text

For the coming exercise you will need a new Word doc; so, as this one is already open, Save As... Cutting & Pasting, select Desktop as the destination and Save. Move the icon on the Desktop next to the two you already have.

Deleting large bodies of text

Although it is now a new file, there will be all your work from the Toolbar & Functions file. Before starting work, I want you to clear this text. You will need to select everything from top to bottom and delete it. You could select it with the mouse; but if it extends over more than

one page, it will be easier to do with the keyboard. Drop the cursor at the beginning BEFORE the very first letter; hold Ctrl and Shift together and tap End (**Ctrl+Shift+End**). All text and any images (you will learn about these later on) has been selected and, although you can't see it, the cursor is now at the foot of the page after the last character (this includes a punctuation mark). Should you decide that you wish to keep some of the last lines, simply hold down the **Shift** key and **Arrow up**. This will reduce the highlight, which can be fine-tuned with the left or right Arrow keys. When you are happy with your selection, tap the "**Delete**" key and everything highlighted will disappear. The cursor can be seen flashing at the top.

Try something else. Use **Ctrl+Z** to undo the last action (delete) and bring back your selection. Now, tap the **Arrow up** (^) key. The highlight will vanish and the cursor is back to the top in the exact spot where you started selecting. Now, hold down Ctrl and tap End (**Ctrl+End**). This will take the cursor right to the end of the document. Next, do the reverse of your previous selection routine with **Ctrl+Shift+Home**. You have selected the entire document, but this time from the bottom. Delete it as before, then return it with **Ctrl+Z** and tap the down Arrow. Your cursor is flashing at the bottom. To return quickly to the top of the document, just use **Ctrl+Home**.

Quick ways to move around and select text

Here are some more quick ways to move around and select. Wherever the cursor is flashing, tap **Home** to go to the beginning of a line, and **End** to jump to the end. Try the page up (**PgUp**) and page down (**PgDn**) keys.

Next, use these same keys; but while holding down the Shift, you will see how quickly you can select a line or a block of text. Using the page-up or page-down keys, you can select more than one block by continuing to hold down Shift and tapping the respective key again. And, once again, as long as you keep holding down the Shift key, you can fine-tune any selection with the Arrow keys.

Have a play with these functions to get used to them. Once you are confident you are ready to move on, use the above method to Delete anything you don't want to keep in this file and, initially, Save As... just to make sure you are saving to the correct file. After this, any new work on this file can simply be saved with **Ctrl+S**. You haven't lost anything from the Toolbar & Functions file. It is still on the Desktop; and you can access and open it anytime.

Anything you now delete, even new text, can be brought back with a simple **Ctrl+Z**. This keyboard shortcut **Ctrl+Z** can be your best friend, and it can return more than one previous action; but in reverse sequence. Try this by typing any word, then **Ctrl+Z** two or three times. It will act like the Backspace key on text. It will similarly reverse a series of actions like delete, cut, and paste, functions you will learn more about next. Try it also by Right-aligning some text, then **Ctrl+Z**. Magic! Be advised, though: WHAT IT WILL NOT DO IS REVERSE A SAVE. So, before you save, make sure all that you have is ALL that you want!

Now you have your document ready, you can begin. If you decided to keep any old work, Enter 5 times to give yourself extra lines of spacing after it, and type in the header: Cutting & Pasting on the third line. Format it central and Bold as you learned on Pages 4-5:

Cutting & Pasting

Arrow down two lines and type a short paragraph of your own a similar length to the highlighted one below (don't forget to read it). Should your first words appear in Bold like the header, you need to re-format as per the previous lesson (Page 6); and while there, re-cap on associated procedures. Once you are back to Normal, you can proceed.

When you have finished typing, and with the flashing cursor still at the end, hold Shift and use the Arrow keys to take it back to the beginning, thus selecting the entire passage.

There will be times when you don't like what you have written, or you have added something that would read better if it was put somewhere else. By following the method for selecting blocks of text (Page 3), cutting and pasting them is relatively simple. I'll use a copy of this paragraph as an example. To do that, I could have placed the cursor at the beginning and left-clicked, held the button and dragged with the mouse to the last word. However, because I prefer the keyboard, I Arrowed to the start, held down the "Shift" key, then Arrowed-down to the end.

Now, move the mouse pointer within the highlighted selection and **right-click to bring up the options**. In this case you want to "Copy", so that's what you **LEFT**-click. Or forget the right-mouse and use the keyboard: just hold Ctrl and tap C (**Ctrl+C**), which is much simpler.

When using a shortcut key instead of a mouse click, it doesn't matter where the I marker is, just as long as the flashing cursor is in the correct spot. I often find the keyboard quicker than using the mouse, especially when typing; and I have less hassles.

At the moment, your selection is still there, but you have copied it to the clipboard. A tap on the Down Arrow will clear the selection and drop the flashing cursor at the end of the passage previously selected. If for some reason it isn't, move it there with the mouse and left-click to drop. Now press "**Enter**" on the keyboard to start a new paragraph. The flashing cursor should have moved to the first line of this new paragraph.

Try this next step with the mouse first. Move the I marker to where the cursor is flashing, right-click and left-click "**Paste**". Your copy of the selected passage should appear there. If you are happy with that, press **Ctrl+Z** and repeat the process using the keyboard...

Ensure the cursor is still flashing at the beginning of the new line. If it is somewhere else, move it there using the **Arrow keys**; then, holding down the Ctrl key, tap V (**Ctrl+V**). This keyboard shortcut will return the copy from the clipboard and paste it where the flashing cursor is positioned. Both methods achieve the same result.

Copying to the clipboard makes whatever you have placed there available more than once. Try this out – **Ctrl+V** 3 times; then **Ctrl+Z** 3 times to remove. **A warning**, though: if you **Ctrl+Z** a 4th time, you will clear the copy from the clipboard and can no longer paste it.

Once you have completed it successfully and are satisfied with the final outcome, **Ctrl+S** to Save. **Now close the file using the keyboard – Alt+F**, (release keys). You will be presented with options which are self-explanatory and can Arrow to the one that suits, then Enter to action; or just tap **C** (Close). You can, of course, left-click the X with the mouse (top right corner). It's your choice, but I would favour you getting used to the keyboard instead.

Re-capping the newly introduced keyboard shortcuts:

Frequent use

Home (cursor to beginning of line); **End** (cursor to end of line)

Ctrl+Home (cursor to start of document); **Ctrl+End** (cursor to end of document)

Delete (to remove) and **Ctrl+Z** (to undo)

Ctrl+S (save file); **Ctrl+C** (copy selection); **Ctrl+V** (paste selection)

PgDn (move down – almost a page); **PgUp** (move up – almost a page)

Alt+F (bring up menu for Save, Save As..., Print, Close, etc). The underlined letters are the keys to tap for actioning that function.

NEW: Delete (each tap removes the character after the flashing cursor)

Backspace (each tap removes the character before the flashing cursor)

For selecting

Shift+Home (select to beginning of line); **Shift+End** (select to end of line)

Ctrl+Shift+Home (select all to start of document);

Ctrl+Shift+End (select all to end of document).

Shift + Arrow Keys (select character by character, or line by line)

Shift+PgDn (select down almost a page); **Shift+PgUp** (select up almost a page)

Remember: the above 7 shortcuts work from the point of the flashing cursor.

If for whatever reason you still have the Toolbar & Functions, and/or the Word-Basic files open, close them both; because, for this next step, you are going to move all your files into one folder; and that can't be done with open files. Some of you may already know about this next procedure; but I would advise, at the very least, skimming through just as a refresher.

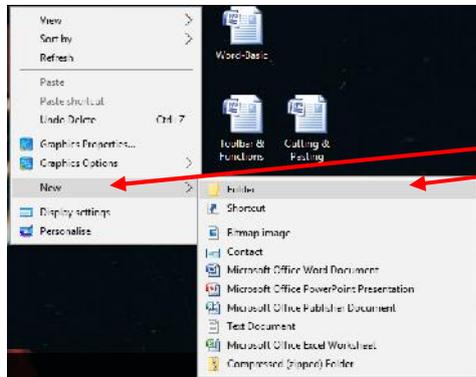
Part 2 - Organising Your Word Documents

I have seen plenty of User's Desktops absolutely jam-packed full of icons, many of which are still in their original form when they were first dumped there; and, as a consequence, their file-sizes can be HUGE! As an example, our introductory **Working with Microsoft Word** document in its early stages was 1.4 MB. Too many like that on the Desktop, and a PC will be finding it hard to cope.

If there are program-file icons on your Desktop, have a close look at them and you will see a blue Arrow in a white box on the bottom left of each. This indicates they are just SHORTCUTS to the actual programs; and they take up only a few Kilobytes, a mere fraction of the sizes of the folders and files contained in the respective programs they open if clicked on.

This is how we want to sort your files, from now and into the future. It is the best way, the logical way; and, hopefully will become Your way, on a regular basis.

Along with the Word-Basic template and Toolbar & Functions, there should now be 3 Word document icons on the Desktop. If you see this tutorial through, you will eventually have many more, some of them quite large in file size. These will not only clutter the Desktop, but any and all large files sitting there will slow down the normal operation of your PC or laptop. We'll fix our Word Tutorial bit now, before it causes a problem in that area.



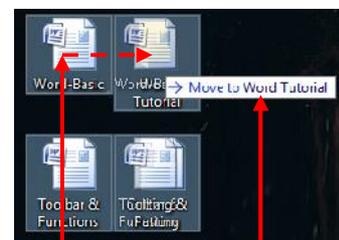
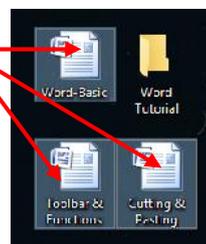
In an empty spot near your Word-Basic template and the other two docs, right-click on the Desktop, run the mouse pointer down the options to “New”, then into the second panel to “Folder”.

A left-click here will place a new folder on the Desktop, and it is highlighted already. Don't touch it; just type: Word Tutorial and press “Enter”. It should stay there with its new name.



Next, hold down the **Ctrl** key and click on your 3 files in turn.

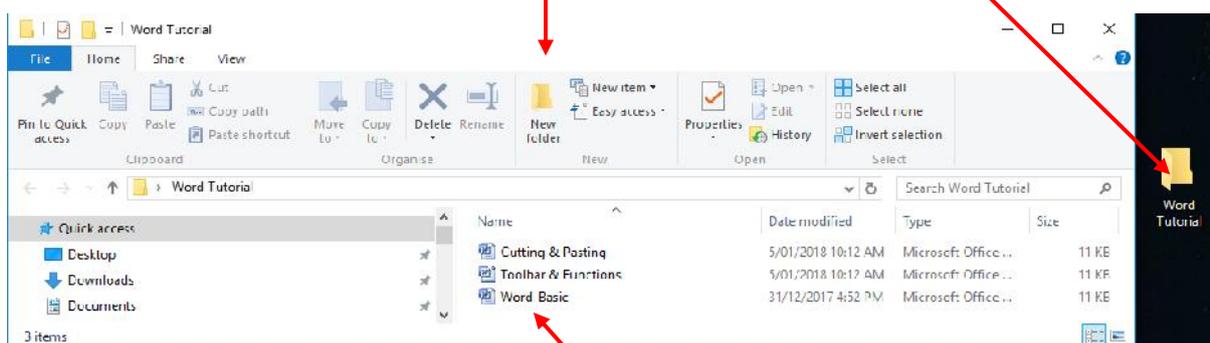
They are now selected in a batch. **N.B. Some operating systems don't support batch selection and icons have to be moved separately.**



Left-click and hold any one, then drag it over the Word Tutorial folder until you see this message. Release the mouse button to drop.

The 3 files are now all contained in a single folder.

To see what's in there, double left-click on the Word Tutorial Folder icon on your Desktop, and this window will open.



Here are your 3 files

“Word Tutorial” is the same as other Folders located in Windows Explorer; and, wherever it is stored (at the moment it is on the Desktop), a double left-click will open it as above. You already have it open; so, just as a test, move the mouse pointer into the Explorer window and double left-click on Word-Basic. Windows will open it in a flash. Notice that the Explorer window has dropped into the background. Even if you can't see it, you can confirm

it is still there by moving files covering it (Page 2). Right now, you don't need Word-Basic, so **Alt+F**, then **C** to close. If you don't already know about Windows Explorer, you will be able to learn a few of the basics in the next section.

Moving Large Files and Folders off the Desktop

There will come a time when even this Folder is really too large to be on the Desktop and it needs moving somewhere else. Close the Word Tutorial Explorer window with a left-click on the X (top right). In preparation for the next step: right-click on your Word Tutorial icon and left-click Copy.

On your keyboard, hold down the Windows key  (bottom left) and tap E. This will bring up your Windows Explorer tree. From here, you can locate any of your Folders. On the left sections-listing in "This PC". Find  Local Disk (C:) (on *your PC*, the drive where most of your files and programs are located may be a letter different to C). Right-click on your main drive letter to select and bring up the options. Move the mouse pointer first over "New", then across to "Folder" and left-click. Your new folder will appear in the Explorer tree in its alphabetical position. It now needs naming. The highlight is already there called "New folder", so just type: MY WORD to replace it; and **Enter**. Double left-click on this to open your new folder, and you'll see that it's empty; but you are about to change that. Right-click in the empty space, left-click and paste. Your "Word Tutorial" folder which was copied onto the clipboard will appear there with all its contents.

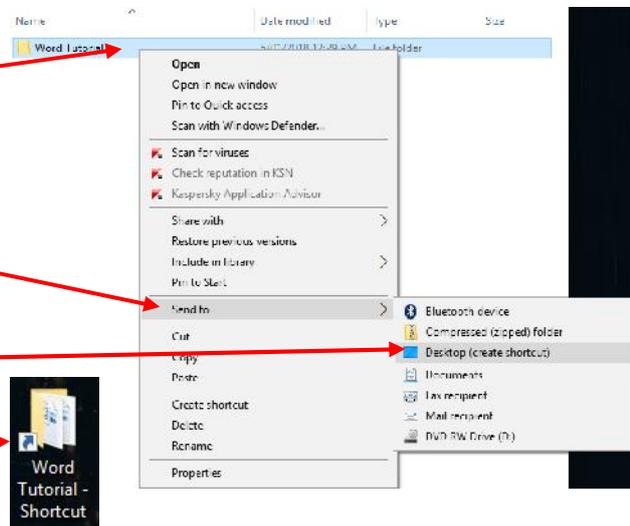
There are just two more things to do. Left-click on the Word Tutorial folder name that you have just pasted to select it;

then right click inside the highlight.

Next, move the mouse-pointer first to "Send to"

Then slide across to "Desktop (create shortcut)"

Left-click and your Word Tutorial Folder shortcut will appear on the Desktop.



Leave this where it is for the moment and just close the Windows Explorer panel with the X (top right).

To test that all of this fiddling has worked, double left-click on the new Word Tutorial **shortcut**. If you have followed the procedure correctly, Windows Explorer should open the Folder showing your files. To make extra sure, locate the Cutting & Pasting file on the list and double left-click on it. Your work file is now open and ready; and as you don't need Explorer anymore at present, X it to close. Next, mouse to the original Word Tutorial folder on the Desktop – NOT THE SHORTCUT. Because you now have a shortcut to this, you no

longer need it on the Desktop; so right mouse and left-click "Delete". Once this has gone to the Recycle Bin, you can slide your new shortcut to a more convenient spot.

If you decide not to continue with the tutorial at this time, just close any of your Word.doc files that are open. Re-open Cutting & Pasting before starting Part 3.

Part 3 - Moving Text

First, Select a few words from the middle of your paragraph. Right-mouse within your selection, and left-mouse Copy. Now, move the I marker to a different spot and left-mouse to drop the flashing cursor. Move the mouse again to take the I marker into a margin a line or two above or below the position of the flashing cursor. Keep watching this spot as you right-mouse and left-mouse to Paste. The copied selection will appear wherever the I marker was, NOT where the flashing cursor was dropped previously.

I'll do it now to prove the point by selecting the last words of this paragraph (below) and right-mousing to Copy. Then I'll "Enter" for a new paragraph where I wish to copy the selection.

< This point is where the cursor started flashing, but I'm going to mouse the I marker to the margin opposite the same line I have copied from. The flashing cursor hasn't moved yet; but when I right-click, then left-mouse to Paste, I notice that the flashing cursor has jumped to the end of the line the I marker was sitting opposite. As a consequence, that's where my selection is dumped and I wind up with this:

.....ds of this paragraph (below) and right-mousing to Copy. Then I'll "Enter" for a new paragraph where I wish to copy the selection. a new paragraph where I wish to copy the selection

Try it out yourself now. Type a couple of lines and Select (highlight) the last few words. Copy these to the clipboard, first with a right-click, then left-click on Copy. Make sure the cursor is flashing at the end of the selection, then **Enter** for a new paragraph – the flashing cursor will be at the beginning of the new line. Move the I marker to the right-hand margin and up to a point opposite the line you have just selected. Now right-click, then left-click Paste. Your text should appear on the line where you right-clicked, not in the new paragraph where the cursor was flashing.

Mistakes like this will happen and they need fixing. To rectify the one you have just made, I want you to go back and try again. So, use the keyboard shortcut **Ctrl+Z** to undo your previous action, that being Paste. At this point, your selection is still on the clipboard and retains its copy instruction, because Word remembers it was the command you gave it prior to pasting. So, as long as you move the I marker to the exact spot where the flashing cursor was (on the new line) and right-click there before pasting, your selection will be copied to the place you wanted it to be.

Let's try something a little more advanced. With copying you are leaving the original text that you selected behind. You could go back and delete it, but if you didn't want it to remain there in the first place, there's a quicker, easier way to sort it all in one click.

Using a simple example, what you are now going to do is move a phrase to a different spot. First you will need the text, so, with the cursor at the end of your last line: **Enter 4 times** to give yourself 4 new paragraphs. Drop the cursor on the new second line and type (exactly): To the hills walked John, that very afternoon. Centralise it for clarity and Select it all. This time, instead of copying, you are going to Cut. You do it the same way as copying; but after the right-click inside the highlight, this time left-click "Cut". Move the I marker to the next line and Paste. Notice that the selection has gone along with the paragraph it was in; and the Paste has transferred all the formatting including the new-paragraph instruction.

To use the keyboard for speeding up the action, move the cursor to the start of the sentence, **Shift+End** to Select, then hold Ctrl and tap X (**Ctrl+X**). **Arrow down** to the next line and **Ctrl+V** to Paste. Now take a long, hard look at the sentence you have typed:

To the hills walked John, that very afternoon.

Essentially, it describes a situation accurately, but, unless you wanted it poetic, for normal use it sounds clumsy. I was taught that the order of phrases in sentences should always follow standard rules – time, manner, place. In the above example, place comes first, manner (walked) second, and time last. I want you to change this to the "right" way. **It is important now that you use the KEYBOARD for this next exercise:**

You need the "time" at the beginning instead of the end. To select the words that describe it: that very afternoon, **Arrow** the cursor to sit before the first letter "t", then highlight by using the shortcut: **Shift+End**. To move your selection to the beginning of the sentence, **Ctrl+X** to Cut, then **Left-Arrow** the cursor until it sits immediately before the "T" (of "To"). Now **Ctrl+V** to paste. Uh-oh! That didn't work too well:

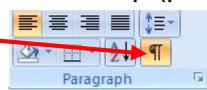
that very afternoon.

To the hills walked John,

Before you start blaming the keyboard for screwing things up, bear with me a moment. Clearly something went wrong. It did, and it was because you selected too much. I told you to, I know; but that was for the sake of an example; and I'm going to show you why it happened so that you don't make the same mistake in future.

First **Ctrl+Z** to undo the paste, and **Ctrl+Z** again to put the phrase back where it came from at the end of the sentence – it will still be highlighted.

Before doing anything further, have a look at the end of the highlight – you will see it covers an extra space after the full stop (period). Take your mouse pointer up to the toolbar and click on:



This function makes visible those keyboard actions (and other formatting symbols) normally hidden from view, like taps of the spacebar which you can see

now as dots between characters. Click on the icon a second time and the symbols are hidden again.

Note: the hidden-symbols icon works as well with either keyboard or mouse, and is a good guide to what is happening with your document behind the scenes.

Try it with the keyboard – **Ctrl+Shift+*** (the asterisk on the keyboard, NOT the number pad). See the ¶ is sitting in the space at the end of your selection? It signifies that an Enter has been made to create a new paragraph from this spot. So, when you pasted your phrase, you took with it the formatting instruction “make another paragraph”, which is why the following text dropped to the line below. Obviously, you don’t want this, and it needs removing. With the selection still highlighted, hold **Shift** and **Arrow-left** one tap. The paragraph mark has now been de-selected.

From here, **Ctrl+X**, then **Ctrl+V** at the beginning of the line, and you should have:

that very afternoon.To the hills walked John,

Perhaps not yet being used to the keyboard shortcuts, you may still find the mouse easier. To try a comparison. Set up as before: left-click at the end of the phrase (after “John,”) and **Enter, Enter, Enter** (¶ ¶ ¶). Left-click to drop the cursor on the middle line and re-type the words of the original sentence (before you changed it with the keyboard).

To repeat the cut and paste using the mouse, left-click before the “t” of “that”; hold and drag right to the end of the line. This time, don’t include the extra space (¶) – if you performed this edit with the keyboard, you already know what happens. Now, right-click inside the highlight and left-click **Cut**. Move the I marker to the beginning of the phrase directly before “To” and **RIGHT-CLICK**. *Remember how important this is (Page 7)*. To bring your cut selection back from the clipboard to this position, left-click “**P**aste” in the options, and you should have the same as the keyboard result:

that very afternoon.To the hills walked John,

It still isn’t right for a number of reasons, so there’s more work to do. Your next edit task is to select: **walked John**, including the comma. Then cut and paste immediately after the full-stop following “...noon”:

that very afternoon. walked John, To the hills

Obviously “walked and John” are round the wrong way, so select **John**, but not the comma, then Paste him before the verb:

that very afternoon. John walked, To the hills

Now it sounds better; but there are still a few errors. For a start, the sentence should begin with an upper-case letter, a capital “T”. To change this quickly, position the cursor in front of the letter “t” and press **Delete** on the keyboard, then type in an upper-case T. **Arrow-right** to the full-stop after “...noon”, **Delete** this also and type in a comma to replace it.

Try a different method for the next two edits. **Arrow-right** until the cursor is flashing between the “T” and “o” of “To”. Now, use the **Backspace** key and tap the cursor back just after the “d” of “walked”. Tap the Spacebar once and type in a lower-case “t”.

You just have one final edit – put a full-stop at the end of the sentence.

Remember: if you make mistakes along the way, just **Ctrl+Z** them and try again until the finished product looks like this:

That very afternoon, John walked to the hills.

Save what you have done so far.

Exercise 2

Open a Word-Basic file and Save As... Word-Exercise 2. Now create the header **Exercise 2** and make it Centralised and Bold like the one above.

Enter from the end and look at the **B** (Bold) on the toolbar below the Font – it is activated, so anything typed on this line will also be Bold. While the cursor is flashing there, **Ctrl+B** to de-activate the Bold command; then **Ctrl+L** to left-align. Next...

Copy-type ALL of the following text from the beginning of this line to the end of this paragraph exactly as it appears (minus the underlines) and, for now, in your Normal settings. Put the cursor back before “Copy-type” and Select ALL to the bottom using Ctrl+Shift+End. While Selected, change the Font to: Times New Roman and continue with the exercise in this Font. Tap **End**, then...

Enter, **Enter** and type: use this phrase. **Home** back to the beginning and make “U” lower-case. Move the cursor to the end of the line and create a new paragraph, then type:

In my document, I hope to.

Enter for a new paragraph and type: In my document, I hope to.

Copy, the first phrase “use this phrase” and paste into the last. Now edit this sentence so that it is exactly the same as this: I hope to use this phrase in my document.

Try doing it with the mouse first, then the keyboard. After this, try a combination of the two to find the method that suits you best; and once you think you have re-arranged it correctly, check that you have edited the punctuation marks.

Do make a determined effort to use the keyboard for most of your editing. After all, your fingers are already there while you are typing.

Save to include this last exercise – you will need it in the third tutorial.

Coming next: Copying from Another Source. How-to copy text from a different document, or even the Internet.

ADDENDUM FOR 365 USERS

Page 10 Using **Ctrl+Z** to Backspace individual characters has been changed. Just use the Backspace key for this editing procedure.

Page 11 For Copying and Pasting with the mouse: following a right-click inside the selection with the mouse, left-click to Copy, then move the **I** marker to the desire location and right-click to Paste. This brings up a menu. Left-click the first of the “Paste Options: Keep Source Formatting (K)”

Using the **Alt+F** keys, then tapping **C** to Close the file performs this command; but a blank document will remain on the screen. This can now be used immediately and Saved As... a new file, or closed as required.