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Working with Microsoft Word - Tutorial 3

Review-Exercise 2

Your text should look similar to this:

Exercise 2

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...

use this phrase

In my document, I hope to.

I hope to use this phrase in my document.

Copying from Another Source

The third tutorial in this series will teach you How-to import text (later images) from other documents; and even from the Internet. If there's a recipe you've Googled and would like to try, you can copy it into a Word doc that you can keep in your own Recipes Folder. The copying procedure will be useful for many future tasks.

You will also be creating 3 new documents and compiling a Keyboard Shortcuts file as a quick reference; and you can add to it as you progress through the course.

If you've downloaded them all, you will now have 3 PDFs; so, in your Word Tutorial main Folder, you will be creating a new sub-Folder for these files.

The **Ctrl+Z** undo keys were mentioned frequently in the previous tutorial; and came with the warning about NOT BEING ABLE TO UNDO AFTER A SAVE. This mistake is easy to make with an open file. A way to prevent the loss of details that have been deleted prior to a save is to: **Save As...** at a point when you have all you need; and after the name add: (2). This file will appear in your Word Tutorial Folder as an exact copy of the original before you continued working on it – so, even if you delete something that you didn't mean to and Save by accident, you still have the information before the delete in the (2) copy. When you decide that you no longer need it, go to the Folder and Delete the copy. It still hasn't gone forever, because it has been sent to the Recycle Bin. Unless the Bin is chock-a-block full of other files, it will still be there. To retrieve it, simply double left-click on the Desktop icon; then right-click on your file, and left-click on Refresh, or Restore. This will send the recycled file back to the Folder it came from before it was deleted.



Part 1 - Creating and Saving New Files

This isn't always as straightforward as it seems and can be frustrating. I'll show you why...

Double left-click on your Word Tutorial shortcut and open the Word-Basic file. Close Windows Explorer. You will need a blank document, but don't use this one. **Alt+F**, release, then tap **N**. This will present you with a window showing different types of templates. You only need the top (highlighted) selection "Blank and recent", so just **Enter**. You now have two documents open, and they are both in the same Word-Basic format.

As it was the most recent file opened, your "New" doc will be in front. The cursor will be flashing top left, so you know it's active. It might also be jammed against one side of the Desktop. Using the mouse, move it (Page 2) about half-way over the top of the first doc and down a little so that you can still see the file name of Word-Basic above. The reason for the offset is so that you don't get confused when using the mouse to save, etc – it is very easy to click on the wrong document. Just as a try-out, left-click on the Word-Basic file name at the top to bring it forward and activate; then re-activate the New file by clicking on its name.

At present, the new file is probably called Document1 – Microsoft Word. You need to re-name it, so open the Save As... panel (**Alt+F**, release, then tap **A**). The File name is already highlighted, so just type: Copying From Source. DON'T do anything else yet!

Before going any further, look at the very top to see where it will be saved to. You want it in your Word Tutorial Folder; so, find the main drive in the list below "This PC" and left click the > next to it. Scroll down the Folders to MY WORD, expand the Folder with > then double left-click on Word Tutorial. Now look at the top line of the panel and it should read: This PC > Local Disk (C:) > MY WORD > Word Tutorial. Happy with that? Okay, then **Enter**. Now, open your Word Tutorial from the shortcut and make sure the new file is in there. If not, repeat the save procedure (**Alt+F**, release, then **A**) and look at the destination at the top where the file has been sent.

Tip: use the Save As... shortcut to locate an open file that may have been saved to the wrong place. Scroll down the Explorer tree to find it; then Copy and Paste into the correct Folder. Check it's there, then close the open file on the Desktop. Go back to the misplaced version on the Explorer tree and delete it (you have the copy in your Folder). Next, go to that Folder and re-open the file from there. Now, when you Save or Save As... it will be to the Folder it came from and not somewhere else on the computer.

Part 2 - Copying from another source

Quite often you will find that you need to copy text or images from a different source into a Word document. This information may be from another document, or the Internet (see Internet-Tips_IT15). You are going to try this using one of your own files.

Don't activate the Word-Basic on the Desktop behind Copying From Source: close it by left-clicking on the X. Even though it was in the background and not activated, it closed in a flash. That's how easy it is to make mistakes of this kind. Actually, in this case it wasn't a mistake. You don't need it at the moment.

In your Copying From Source document, type: Copying from another source. **Enter** twice for two new paragraphs, then go back to your text and make it Bold, Centralised and 14pt. **Arrow down** to the last line and type: From Cutting & Pasting: including the colon. **Enter** for three more paragraphs. Go back and change this from Normal to Bold. You should have this:

Copying from another source

From Cutting & Pasting:

Drop the cursor on the middle empty line and **Ctrl+S** to Save the file. Now I want you to open the Cutting & Pasting file from your Word Tutorial Folder. Leave Explorer open.

Go to your final Exercise 2 of the Cutting & Pasting document and Select all of the text including the header and any paragraph marks (hidden); then **Ctrl+C** to copy. Next, click on the Copying From Source doc to bring it forward. The cursor should still be flashing on the middle empty line. If it is, **Ctrl+V** to paste the copy from your other file. You should now have something like this:

Copying from another source

From Cutting & Pasting:

Exercise 2

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...

use this phrase

In my document, I hope to.

I hope to use this phrase in my document.

It seems that the copied selection transferred all of its formatting; but you already know how to change it back to Normal – if that’s what you want. Try Selecting and re-formatting the single paragraph: use this phrase. Next, drop the cursor at the end of the next paragraph (In my document, I hope to). **Enter** and, while the cursor is still flashing, change the Font of the paragraph back to Normal (your default Font and size) and type: this paragraph is now back to Normal. Anything typed after it will also be Normal until changed.

Tip: you can check the Font-type and Size of any text by dropping the flashing cursor within it and looking at the Font/Size boxes on the toolbar at the top.

NEW: *This sentence was changed to Italic with the shortcut **Ctrl+I**, after Selection, of course.* In the previous tutorial Exercise, I asked you to copy-type but to ignore the **underlines**. In the first paragraph I left my underlines; if you followed my instructions when copy-typing you shouldn't have any. Rectify that now. **Arrow up**, Select the underlined phrase and word in turn and **Ctrl+U** (underline). **Save** and **Close** any open Word.doc files.

Part 3 - Word – Keyboard Shortcuts

You will need a blank document for this next part; so, open Word-Basic and **Save As...** Word-Keyboard Shortcuts. Because you created this new file from one you opened from the Word Tutorial Folder, the save will be to that same Folder.

Enter, **Enter**, then go back to the start and type: Word – Keyboard Shortcuts. Make it Bold, Centralised, and 14 pt. Drop the cursor onto the last line – it should be Normal and left-aligned. Add two more spaces on the line with the **Spacebar**. “Home” back to the start of the line and leave the cursor flashing there.

You need something to Copy from; so, go to wherever you have downloaded the first three PDF Tutorials. Before continuing, let's do some file management. You really want the PDFs in your Word Tutorial Folder. If they are on the Desktop already, skip the rest of this paragraph; if not, find them in the Explorer tree; then left-click, hold and drag each in turn to an easily-accessible spot on the Desktop; then release the button to drop.

Open your Word Tutorial Folder from the Desktop shortcut icon. Right-click in an empty space below the existing files, create a new Folder (Page 12), name it: Word Tutorial PDFs, and **Enter**. Double left-click to open this. You now need to move the three PDFs off the Desktop and into this new Folder; but, If you are following the tutorial from PDF-3 it cannot be moved while it is open. So, Right-click, Copy and Paste it into the empty Folder. Now, move 1 and 2. While holding Ctrl, left click on the two PDFs; hold down the mouse button, release Ctrl, then drag the files into the empty space of the Word Tutorial PDFs window, and release the button to drop. Future PDF downloads go in this sub-Folder.

Open: Working-With-Microsoft-Word_Tutorial-1 PDF; either with a double left-click, or Open with > your preferred reader. This is the source you are going to Copy from; and if you also have PDF-3 open, the screen will be a bit crowded. So, for this next part, I'd advise making a print-out of tutorial 3 which you can read from your desk. Once this is done, PDF-3 can be closed, and the icon deleted from the Desktop. When needed again, open it from the Word Tutorial Folder which it was copied to.

Clear the screen of all files and Folders except PDF-1 and Word–Keyboard Shortcuts. Arrange them (Page 18) so that you can skip easily back and forth between the two. Now, Go to the PDF, and trawl down from the beginning until you find the first keyboard shortcut - I make that **“Enter”** on Page 3. Drop the cursor with the mouse, then Select just the word, not the inverted commas. Copy and Paste this into Word–Keyboard Shortcuts at the beginning of the line where the cursor should still be flashing. Add a colon (:) which should be in Bold like the word. Tap **“End”** to go to the end of the line and type: create new paragraph; apply changes in menus. Then **Enter**. Add two more spaces on this line (**Spacebar**), then tap **“Home”**. You are ready to Paste the next Copied shortcut.

There are more shortcuts buried somewhere in the PDF. I found the next on Page 4, the combo: **Ctrl+B** for Bold – what a coincidence! Copy and paste this on the flashing cursor in your shortcut file, add a colon, go to the end of the line and type: make Bold. At the end of each new shortcut, repeat the following: **Enter; Spacebar, Spacebar; Home**. So far, you should have:

Word – Keyboard Shortcuts

Enter: create new paragraph; apply changes in menus

Ctrl+B: make Bold

Use the above procedure throughout and you should have no trouble. Continue scanning through and list all the shortcuts you can find, and Paste them in the Word–Keyboard Shortcuts file. When you believe you have finished with Word-Tutorial-1 PDF, close it and open Tutorial-2. Scan through for more shortcuts, and Copy and Paste as before. Close number 2 and repeat the copying procedure with this, the number 3 PDF.

Don't worry about the big spaces between paragraphs – I'll show you how to fix those in the next tutorial. As for the alphabetical order, Word can sort it for you in a click, and we will cover this procedure shortly.

Make sure you Save regularly – power cuts aren't unheard of; and if one occurs, unless your Windows operating system has recovered any open files when your PC crashed, you'll have to go back and repeat your copying all over again if you haven't saved.

When you believe you have copied the lot from the first three tutorial files, Save Word–Keyboard Shortcuts, but leave the file open for the next stage; unless you want a break before tackling Part 4; in which case, close it.

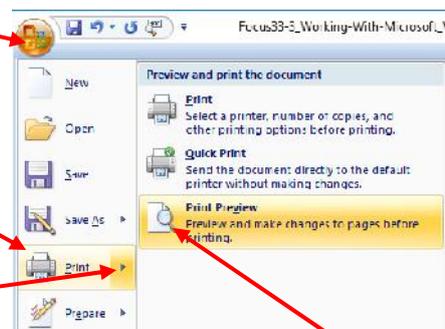
I mentioned before about printing a hard-copy of the Tutorial 3 PDF (Page 22). With respect to all documents you intend to print, keep a check on the last page. Sometimes it may be blank because an **Enter** was made on the page before and dropped the cursor down to start a new page. If you don't need this extra page, either Backspace the flashing cursor until it disappears; or, alternatively, drop the cursor after the last character typed on the page before, **Ctrl+Shift+End** and tap **Delete**.

With any print job, especially if you are doing it from the Internet (when allowed), check what will be printed by going to Print Preview...

To check your document before Printing, left-click on

Slide the pointer to Print

left-click the options arrow



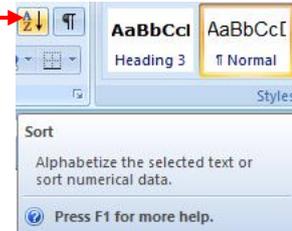
then left-click on Print Preview

Close the Print Preview before continuing.

Part 4 - Arranging Text in Alphabetical Order

Open your Word-Basic and Word-Keyboard Shortcuts files; and arrange them side-by-side on the Desktop. Activate Word-Basic with a click, then Save As... Word-Workshop.

Look down the shortcuts listed (the ones you have copied to the file) with a view to sorting them into categories: e.g. Basic, Selecting, File Management, etc. Type your own sub-headers into Word-Workshop, making them left-aligned, Bold and 12pt. **Enter** at the end of each before typing the next. To alphabetise the list, find  on the toolbar (Paragraph section); left-click on the icon, and **Enter**. This will alphabetise your sub-header list. **Ctrl+S**.



Go back to the Word-Keyboard Shortcuts doc and systematically Select shortcuts. Copy each, including descriptions, go to the Word-Workshop doc and, having made an extra space beneath the sub-header, Paste into the relevant categories. When you have copied the shortcuts across, go through the categories in turn; selecting only the shortcuts under a sub-header in a single batch. Repeat the alphabetise procedure for each category and, as long as you haven't included the sub-headers, the list of shortcuts under them should be in ascending order.

When you are satisfied, save and close Word-Keyboard shortcuts, and Word-Workshop.

The exercises at the end of each Tutorial are particularly important as a way of proving to yourself that you have learned How-to sufficiently; or that you may need to go back and refresh your knowledge.

Exercise 3

Open Word-Keyboard Shortcuts. Save As... Word-Keyboard Shortcuts(2).
Click on this icon (top left).



Find Word-Keyboard Shortcuts in the Recent Documents list and left-click to open. Select everything in this document except the header and leave it Highlighted. Open Word-Workshop; **Ctrl+A** to Select ALL; then Copy and Paste the selection into Word-Keyboard Shortcuts.

Activate Word-Workshop with a single click and **Delete**. You should have cleared everything from the file. This being the case, Save and Close it.

Open Word-Keyboard Shortcuts(2). Compare this file with Word-Keyboard Shortcuts. The only differences should be: the addition of your sub-headers, and the alphabetical order of the shortcuts in their individual categories. If you are happy with Word-Keyboard Shortcuts: close the Word-Keyboard Shortcuts(2) file; go to your Word Tutorial Folder and Delete Word-Keyboard Shortcuts(2).

Why would you want to go to all this trouble? I'll tell you in the next tutorial. In the meantime, just trust me – it's always a wise move.

Coming next: basic formatting to change the look of a page and the placing of text.
Plus: creating a Business/Personal Letter Template

WT3 – ADDENDUM FOR 365 USERS

Page 20 When using **Alt+F** and **N** to open a new document, either select Blank document, or tap **L**.

After opening the Save As options with **Alt+F** and **A**, you will still have to click Browse, or tap **O** to go to the Save panel.

Depending on the Windows Operating System version, the destination at the top of the Save panel may read: This PC > Windows (C:) > MY WORD > Word Tutorial. If the **Enter** doesn't work, just **click Save** with the mouse.

Page 23 Accessing Print Preview is done via the View tab on the Toolbar. Print Layout on the left should already be highlighted. If Read Mode is selected for any reason, you can return to Print Layout by clicking on Edit Document.