

Introduction to Using Microsoft Word

In all of your courses here at MTC, you will have written assignments. In most of these courses, you will be required to submit these assignments as a WORD PROCESSED document. This means that you cannot turn them in handwritten or even typed. They need to be composed and edited on a computer, printed onto paper, and handed in to your instructor. The most commonly used word processing program in the world is Microsoft Word. It is sometimes referred to as “Microsoft Office Word” or even just simply “Word.” In the Academic Center, you’ll find it listed on the computer as “Microsoft Office Word 2003.” Below are some instructions for completing basic tasks in Microsoft Word.


Opening the Word Program

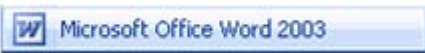
All programs are opened by locating and clicking them in the START menu. To access the START menu, you must click the START button.

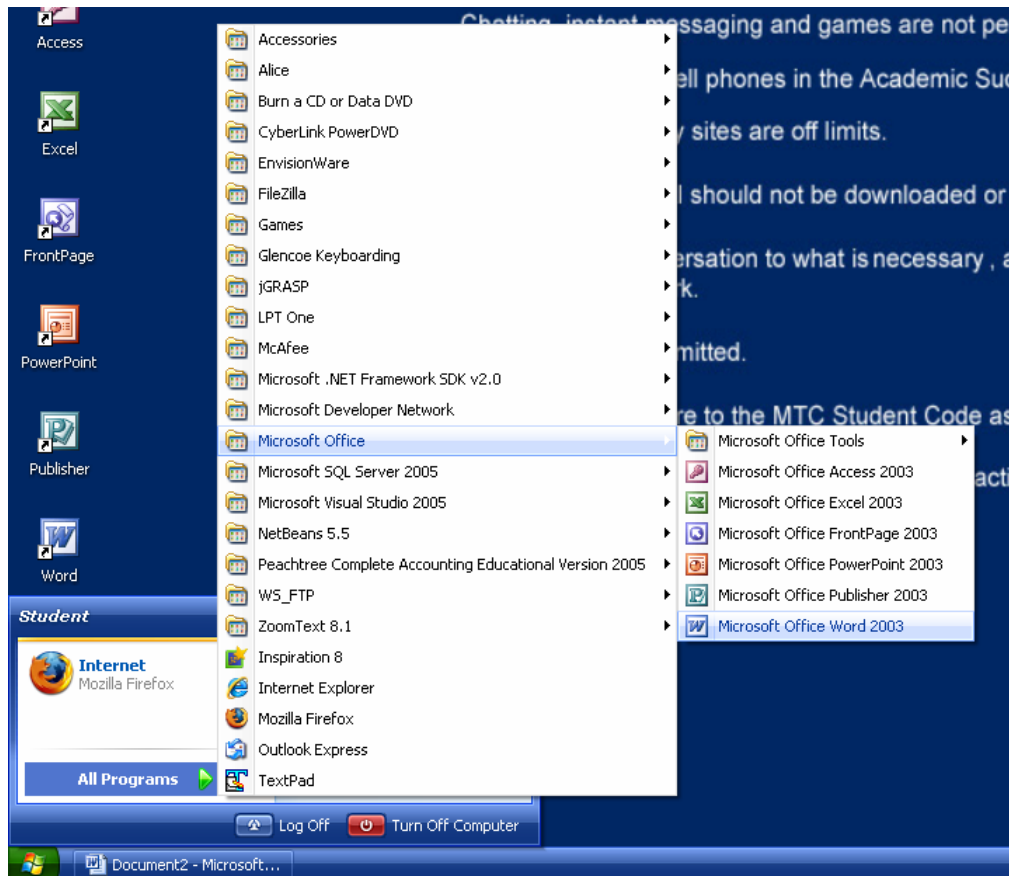
1. Click the START button on the lower-left corner of the screen. It looks like this:



2. You will see a menu appear. Click on the  item.

3. You will see a sub-menu appear that lists many items. Click on the  item.

4. You will see another sub-menu appear that lists several Microsoft Office programs. Click on the  item. This will OPEN Microsoft Word.



Setting Up Your Document

Most instructors will want your document to have the following characteristics:

- Text Typeface (or Font): Times New Roman
- Size of Text: 12
- Spacing: DOUBLE-SPACED

Setting the Font

A typeface or a FONT is just the STYLE of the letters and words. Here are some common fonts:

Arial	Broadway
Courier New	STENCIL
Impact	<i>Monotype Corsiva</i>

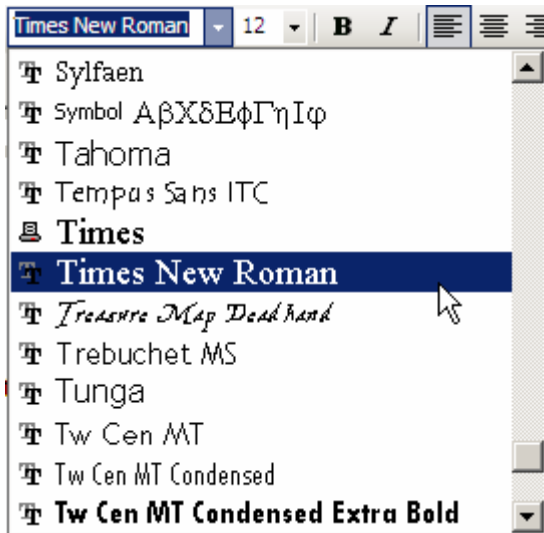
Computers come with lots and lots of different fonts. Most of your instructors will either insist on Times New Roman or Courier New. Here's how to change your document to Times New Roman.

1. On your toolbar, locate the Font selection drop-down menu.

I have drawn a box around it in the picture below:

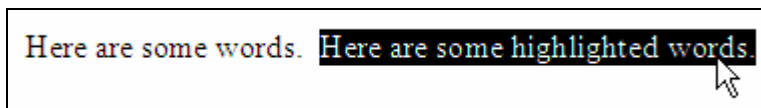


2. When you use your mouse to click the little down-arrow [v], you will see a scrolling list of all available fonts to choose from:



3. Select a Font and you're all set.

Note: If you have already typed some words, and wish to CHANGE the typed words from their current font to ANOTHER font, you must first use your mouse to HIGHLIGHT the words.



Setting the Size of the Text

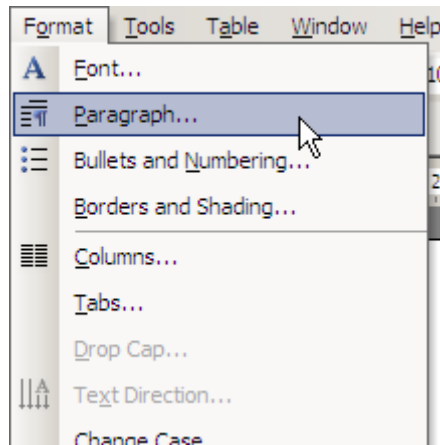
This is very similar to setting the font. In fact, usually the size-selector is located right next to the font-selector on the Toolbar. Again, clicking the little down-arrow [▼] will allow you to select a size.




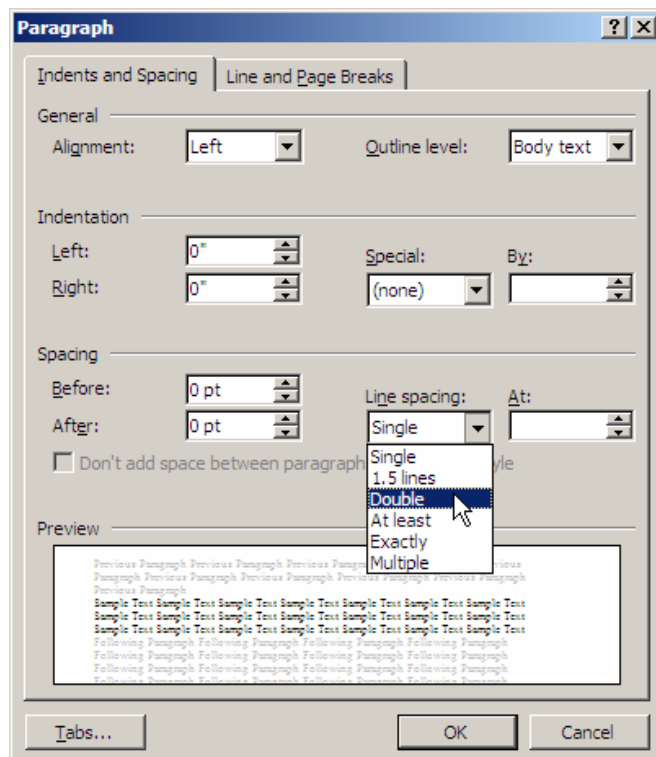
Setting your document up for DOUBLE-SPACING

To make sure your document is set for double-spacing, do the following:

1. Click on “Format” at the top of the screen. You will see a menu drop-down:



2. Select the  Paragraph... item in this menu.
3. A small screen will appear (this is called a “dialogue box”). Look for the word “Spacing” on this screen.
4. Click the small drop-down arrow [▼] next to the Spacing field.
5. You can select the correct spacing for your paper (select “Double”).



Note: If you have already typed some words, and wish to CHANGE the spacing of the words, you must first use your mouse to HIGHLIGHT the words.

Now that your document is all set up, let's write!

Starting typing! You will see that when your typing gets all the way over to the end of the page..... it automatically jumps down to the next line (you don't have to hit "Enter" at the end of each line). To indent the first sentence of a paragraph, simply press the "Tab" key. This will insert a tab wherever your cursor is.

If you are finished with a paragraph and wish to jump to the next line, press the "Enter" key (there are usually two of these on a keyboard – either one will work fine). This jumps the cursor down to the beginning of the next line.

Cutting/Copying/Pasting

Want to make a copy of some text and paste it somewhere else? That is very easy to do:

1. Using your cursor, highlight the text that you wish to copy.
2. Now, click the "Edit" menu at the top of the screen. The "Edit" menu appears.'
3. Select the "Copy" item in that menu.
4. Now, put your cursor and click on the place where you'd like your text to appear.
5. Click the "Edit" menu at the top of the screen.
6. Select the "Paste" item in that menu.

That's it! The text should have appeared where your cursor was sitting.

Keyboard shortcuts:

Cut	Control + X
Copy	Control + C
Paste	Control + V
Undo	Control + Z