

Microsoft Word XP Basics II Formatting and Long Documents

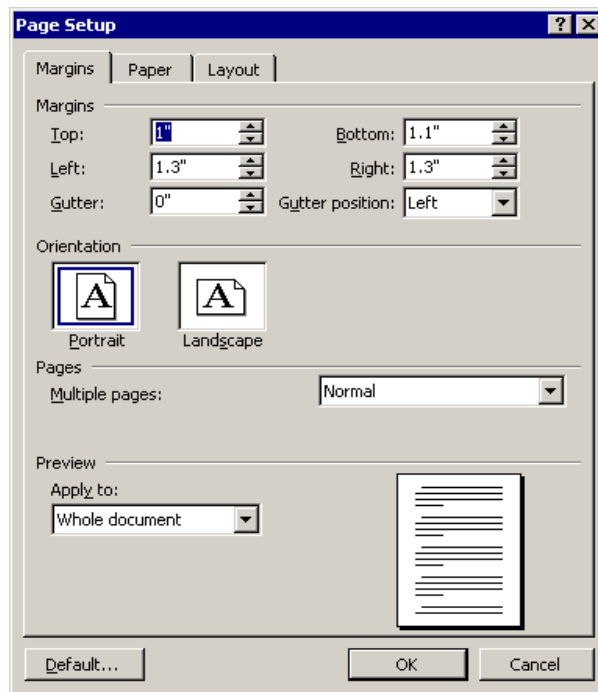
When using Microsoft Word, use formal formatting commands to set up your document before you start typing or to make changes to the document. If you finesse the document by doing things such as pressing the space bar several times to indent, later changes can cause all kinds of unanticipated formatting problems that you will have to correct.

Setting or Changing Margins

The margins can be set either before you begin to type or they can be adjusted later.

Exercise 1:

1. Click on the **F**ile menu and click on **P**age **S**etup.



2. In the **Margins** tab, change the margins of your document to 1.3" top, bottom, left, and right by clicking on the up arrow next to each margin box until it says **1.3**.
3. Click on the down arrow next to the **Apply to** box and make sure **Whole document** is selected.
4. Click on **OK**.

Setting the Font before Starting the Document

The Font can be set before typing and changed as necessary.



Exercise 2:

1. Click on the down arrow next to the font name box on the Formatting toolbar and click on **Arial**.
2. Click on the down arrow next to the font size box and select **12**.

Typing paragraphs

Each time you hit the **Enter** key, Word starts a new paragraph.

Exercise 3:

Type the following text in the box below. Press the **Enter** key twice after Today's date and Barrington Area Library. When you type the third (main) paragraph, let the words wrap around to the next line rather than hitting the **Enter** key.

Today's date

Barrington Area Library

The Barrington Area Library offers a variety of computer classes for beginners. Check the library's newsletter for upcoming computer programs or ask at the Adult Services Reference Desk.

Show/Hide Formatting Marks Button

The Show/Hide Formatting marks button can be useful when you need to see where paragraphs start and end, and the spacing between words.

Exercise 4:

1. Click on the **Show/Hide Formatting Marks** button on the Standard toolbar.
Notice that there is a paragraph symbol after each of your paragraphs. This symbol will not show when you print. Also note that there are dots separating each word. Each dot indicates that the space bar has been pressed. You can easily tell if you have inadvertently put too many spaces in between words.
2. Click on the **Show/Hide Formatting Marks** button again to turn this feature off.

Reminder: Select Then Do

When making changes to your document in Word, remember to use the "select (highlight) then do" approach. You always need to tell the computer what (word, phrase, or paragraph) you are going to change before giving the command to perform that function. Select by highlighting the text.

Alignment

Alignment, or the way text is arranged on a page, can be left, right, centered, or justified.





Exercise 5:

1. Triple-click on, or drag the mouse over, **Today's date** to select (highlight) it.
2. Click on the **Align Right** button in the Formatting toolbar.
3. Triple-click on, or drag the mouse over, **Barrington Area Library** to select it.
4. Click on the **Center** alignment button to center it like you would for a title.
5. Triple-click on, or drag the mouse over the main paragraph.
6. Click on the **Justify** alignment button to make the left and right sides line up straight.
The last line may not line up on the right if it is too short since the spaces inserted between letters and words to make the right margin look straight would be too pronounced.

Copy and Paste

"Copy and Paste" allows you to copy text without re-typing.


Exercise 6:

1. Highlight the main paragraph if it is not already selected and press the **Copy** button  (looks like two sheets of paper) on the Standard toolbar. *A copy of the paragraph has now been placed on an invisible clipboard. Now you need to tell Word where to put the copy.*
2. Insert your cursor after this paragraph and press **Enter** twice.
3. Click on the **Paste** button (looks like a clipboard with a sheet of paper) to create a copy of the paragraph. 
4. Repeat step 2 and **Paste** again until you have a total of five paragraphs.


Cut and Paste

"Cut and Paste" allows you to move text without erasing and re-typing it.

Exercise 7:

1. Highlight the first sentence of the paragraph.
2. Click on the **Cut** button (looks like a pair of scissors) on the Standard toolbar. 

Word has now put the deleted text on an invisible clipboard. Now you will need to tell Word where to put this text.

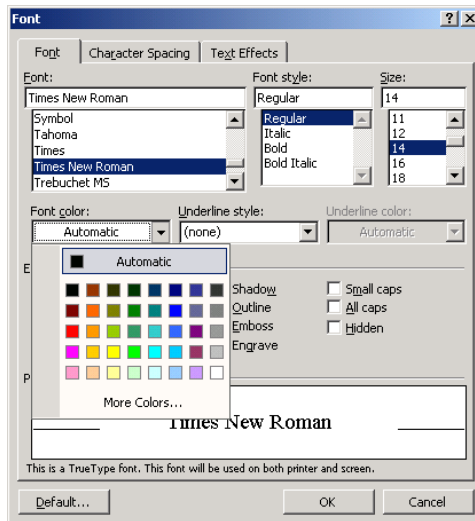
3. Insert your cursor after the word "Desk" at the end of the paragraph.
4. Click the **Paste** button on the Standard toolbar. 

Changing the Font of Text Already Typed

You can change the font of any text on the page, at any time.

Exercise 8:

1. Select (highlight) a sentence from the paragraph.
2. From the Menu bar, click on **Format** and then **Font**.



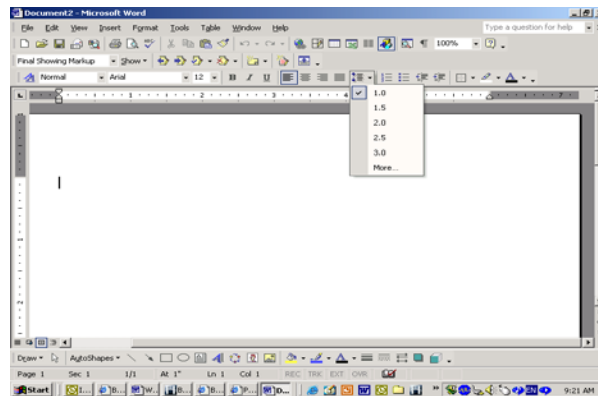
3. Choose **Times New Roman, 14, and Red**.
4. Click **OK**.

Setting or Changing the Line Spacing

Although most documents are single-spaced, you may sometimes need to use double-spacing.

Exercise 9:

1. Highlight a paragraph.
2. Click on the arrow next to the **Line Spacing** button on the formatting toolbar.
3. Change the spacing to double by clicking on **2.0**.



Indentation

Indenting is increasing the distance of the text from the margins.

Exercise 10:

1. Highlight the first large paragraph.
2. Click on the **Increase Indent** button on the Formatting toolbar. This should indent the entire paragraph.
3. Position the cursor in front of the first word of the next paragraph.
4. Hit the **Tab** key once to indent the first line.

Setting Tab Stops

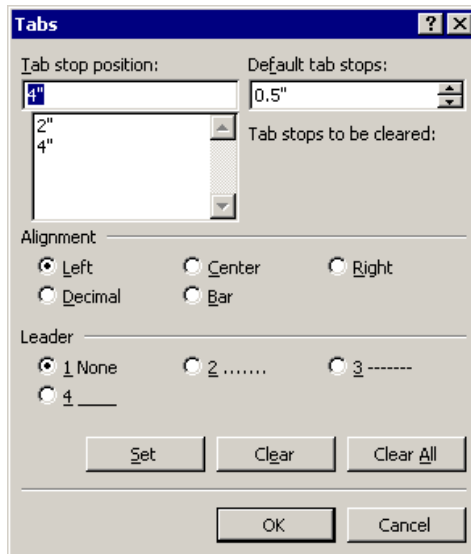
Tab stops are handy to use when creating a list or a simple, small table.

Exercise 11

1. Click on the white square on the far left corner of the Standard toolbar to open a new document.
2. Click **Format** and click on **Tabs**. (Continued on the next page)

(Setting Tab Stops, continued)

3. Click on **Clear All** to clear any tabs that have already been set.
4. Type **2** in the Tab position box and click on **Set**.
5. Press the Backspace key to delete the first 2 and type **4**. Click on **Set**.
6. Click on **OK**.



Type the following information as shown to create a table using tabs. Press the **Tab** key after typing a word to move to the next tab position. Press **Enter** at the end of each line to move down.

Name	Address	Phone
John Smith	555 Main	555-5555
Sue Jones	123 Oak	555-1234

Inserting a Page Break

Inserting a page break allows you to start a new page without waiting for text to reach the bottom of the page.

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(Inserting a Page Break, continued)

Exercise 12:

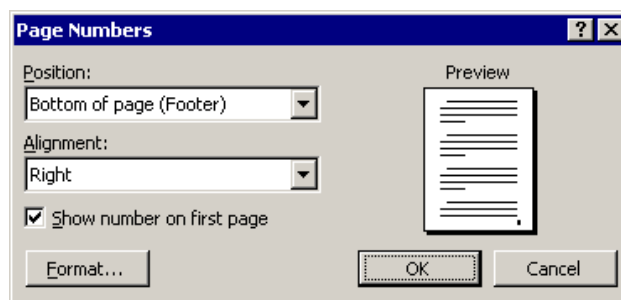
1. Insert your cursor after your first main paragraph.
2. Click on the **I**nsert menu and click on **B**reak.
3. Select **P**age break if it is not already selected and click on **O**K. *You may now be in Print Layout View. To return to Normal View, click the small button in the bottom left corner of your screen. A page break can be removed by clicking on the dotted line in Normal View and pressing your delete key.*

Page Numbering

Word does not automatically number the pages of your document.

Exercise 13:

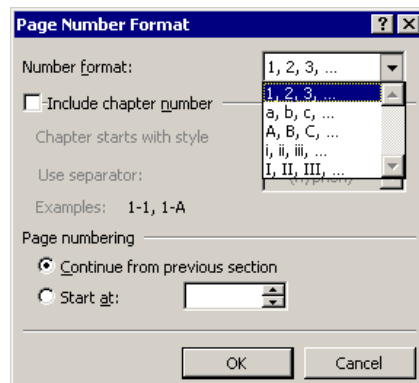
1. Click on the **I**nsert menu and click on **P**age Numbers. The Page Numbers dialog box allows you to choose the location of page numbers on the page.



2. Click on the **F**ormat button in the **P**age Numbers dialog box. The **P**age Number Format box (shown below) allows you to choose a different type of number or letter such as Roman numerals. You could also choose to number chapters or start page numbering anywhere in your document.

3. Click on **C**ancel to close the Page Number Format box.

(Continued on the next page)



(Inserting Page Numbers, continued)

4. Make sure the Page Numbers dialog box is set at **Bottom of page, Right** alignment, and that there is a check next to **Show number on first page**.
5. Click **OK**.
6. Click on the **Print Preview** button in the **Formatting** toolbar to see your page numbers as they will appear when you print, or, switch to **Print Layout** view by using the button in the bottom left corner of the screen.

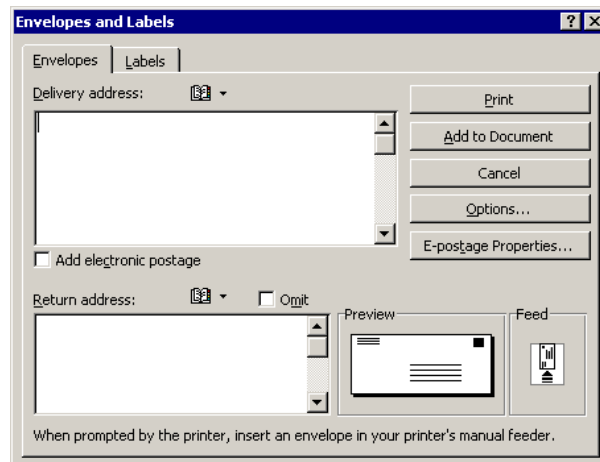
Envelopes and Labels

Since these terminals are not connected to a printer, you cannot print envelopes today, but these steps would be used to print a single envelope.

Tip: Print a sample envelope to make sure that you have it facing the correct way for your printer.

Exercise 14:

1. Click on the **T**ools menu and click **L**etters and Mailings, then click on **E**nvelopes and Labels.



2. Select the **Envelopes** tab.
3. Delete anything that appears in the Delivery address box unless it contains the address you want to appear on the envelope.
4. Type in the **Delivery address** and **Return address** in the appropriate boxes.
5. If you are using envelopes with the return address printed on them, click in the box next to **Omit**.

(Continued on the next page)

(Envelopes and Labels, continued)

6. Feed your envelope in the manual feed area of your printer. The feed diagram shows how to place the envelope in most printers.
7. Click **Print** and your envelope should print.

For printing labels, please request a separate handout from the instructor.



Barrington Area Library

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