Microsoft Word
Week 2

This week we will discuss:

- Opening a new document
- Entering and deleting text
- Changing font style, size and color
- Highlighting text
- Using the format painter
- Saving a document

Opening a New Document

There are two ways to open a new document. First is to click on Microsoft Word from your Start Button. That will open directly into a new document. The second way is to click on the Office Button in the upper left corner of your screen and then click "New". When you see this pop up, simply double click "Blank Document" and a new one will open for you.

Entering and Deleting Text

To **enter text** – START TYPING – it is THAT EASY! And…**don't be afraid !!!** There isn't much you can mess up in here! Just type! The super awesome thing about Word is that it will "wrap" the text to the next line automatically! (Unlike those pesky typewriters of days gone by where you had to move it back manually! But…you probably aren't familiar with those things … you should check one out though as they are pretty neat machines!)

To **delete text** there are two things you can do. (1) Click the "backspace" button on your keyboard until you have erased your mistake or (2) select whatever it is and click the "delete" key on your keyboard. (Remember how to select something? We briefly discussed it last time. Double click on a word or click at the beginning of a section then go to the end, push down and HOLD the "Shift" key on your keyboard while clicking with your mouse at the end of your section. That should "highlight in blue" the entire section.)

Additionally, if you want to delete or change something within a word anywhere in your document, just use your mouse to move the cursor to that area and click. Then use your backspace key if necessary to change. Isn't that WONDERFUL!?!?!?

OH! You know what? This is an EXCELLENT time to discuss a VERY important key on your keyboard. It is the **"Insert" key**. Pushing this button causes two different things to happen:

1. You type OVER information
2. You INSERT information

Let me explain…

This is what "inserting text" looks like. See how the new words are now IN BETWEEN "de" and "lete"? That word used to be delete. So I clicked where I wanted and started to type. MS Word moved the text that was already there so it stayed on my page but moved.

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That is not the case with overtype – it replaces what you had with what you newly type.

HA! I learned something new while writing this up! **Insert / Overtype** used to simply be the push of a button … that is no longer the case! Now if you want to overtype you need to click the "Office Button" in the upper left, click "Word Options" in the lower right. Then click "Advanced" on the left. Now you have the option of using overtype (as shown on the next page):
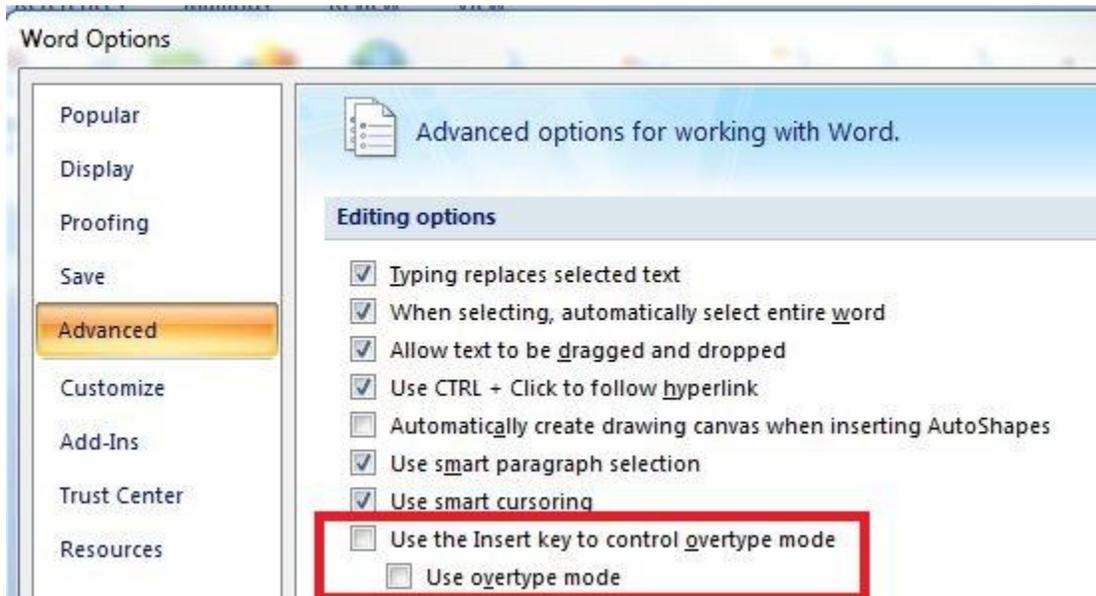
Ok ... moving on ... but at least you are aware of this if you need it at some point.

Changing Font Style, Size and Color (and Highlighting Text)

At the top of your screen, in the Ribbon at the top (we discussed this last week), you will find "Font" as the second box from the left. This is where you can do all these things. If you click the down arrow next to the font ("Arial" in my case), a drop down menu will show all the different fonts you have available. They are even shown as they will be viewed (can be VERY helpful!). [Hint: not everyone has the same fonts so if I have some listed in the picture that you don't have – it is ok!]

So, to change the **font style** of your text you can either change it before or after you have typed it. If before, simply pick the font style and start typing. If after, select the text (as already discussed) and then click the new font style you want. Easy as that! Don't you just LOVE Word!
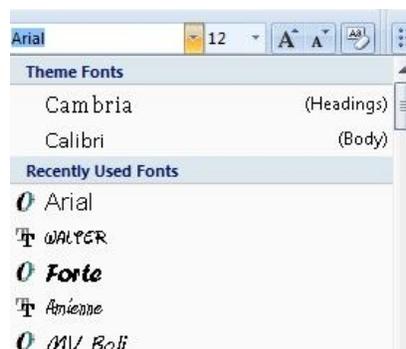
In the same area as the font style is the **font size**. You will find it directly to the right of the style. This is where you change the size of your font. You do it the same way as changing the style – before or after you have typed it.

So, this is:

Arial Black, size 16

Boopee, size 24

To **change colors** of your text, you do the same thing – either before or after typing. The information below will help distinguish between which button does what with your text:

Changes FONT color

Puts a HIGHLIGHT around text

<u>Using Format Painter</u>

This is a handy little tool! If you have a font style, size and/or color that you want to use somewhere else, simply select that area of text and click the small paint brush in the first box in the Ribbon at the top. Find the text you want to look like the previous and select it. Once you "let go" of your selection – voila! It will be the same as the first!
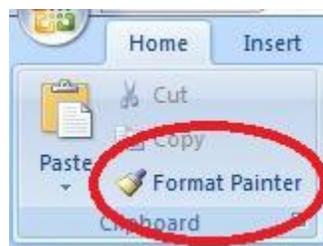
Saving Your Document

Last up for this week, but probably MOST IMPORTANT, is saving your document (work). ***Do this near the beginning and do it often!*** Ask me how I know. No, don't. It won't go over well. *grin* But seriously, if you are working on a large project, save often! How? Simply click the little disk in the upper left corner.

You can also click the "Office Button" then "Save" but the above is faster.

The first time you save your document, you will need to pick a name for it so think of that ahead of time.

Things to Try:

Now the FUN part!! Your turn!

1. Open a new document in Word.
2. Type "Jesus Christ" – don't worry if you don't know where the letters are – this isn't a typing class.
3. Select just the word "Jesus" by double clicking on it.
4. Click the "delete" button on your keyboard. YAY! It is gone. But…whoops, I want it back! Simply click the arrow that goes to the left in the upper left corner of your screen. That is the wonderfully amazing **"undo" button**! (We LOVE this button! And its friend, the "redo" button which is to the right of it.)

5. Now you should have "Jesus Christ" again. Select "Christ" by double clicking. Change the font style, size and color. Use your imagination and have fun! Don't be afraid, it will be fine! (Remember the handy "undo" button, if necessary!)
6. Now select your new and fun "Christ" and click the format painter (discussed above) and then double click on "Jesus". WOWZA! Now you have the same for both! Right!?!? If not, go back and re-read what we discussed above.
7. Now save your document and name it: Word Class, Week 2.

Hope you learned a lot this week and had a great time with what we learned. Play some more if you have time! For now, I'll see you next week!

Have a wonderfully blessed week!

Dawn