

First Microsoft Word Session

This lesson is a short introduction to Microsoft Word for Windows. It won't make you an expert but it is a start. We'll open Microsoft Word for Windows as follows: Click **START** at the bottom of the Windows 95 screen. Run the mouse pointer to **Programs** and over to **Microsoft Word**. Click the right mouse button. In a few seconds the Microsoft Word blank document opens with **Microsoft Word - [document]** at the top of the screen.

Across the top of the screen you should have the words **File, Edit, View, Insert, Format, Tools, Table, Window** and **Help**. If you will slide the mouse pointer across the top screen while holding down the left mouse button, pull down menus will open to show you the options that you have under those selections. You will notice that some of the options are not highlighted. In other words, they are not in dark print. They are not available to you at this point.

Beginning the Document

Let's begin a small document. With the blinking cursor in the upper left hand corner of the page, type a title. For example, you might type "First Attempt" as your title. Then with the mouse click the cursor to the left of "First Attempt". Move mouse to lower tool bar and find **CENTER**. Click with the left mouse button. This should center your title in the middle of the screen.

Again with the mouse click the cursor to the right of the word **Attempt** and press **Enter** twice to space two lines. With the mouse on lower tool bar, click **ALIGN LEFT** with the left mouse button. Press Tab and begin your first paragraph by typing a few sentences. If you make a mistake, you can use the BackSpace key to erase the mistake or you can use the Delete key to delete the character that is under the cursor.

The cursor may be moved with the arrow keys or with the mouse. The cursor will not go where you have not typed at least a space. So, at this point, if you press the down arrow key, nothing will happen.

Type a few sentences. For example, you might type the sentences in the paragraph you are reading right now in this handout. When you get to the end of a line *do not* press the ENTER key - simply allow the words to wrap on to the next line. Don't press the ENTER key until you are at the end of a paragraph.

Some Nice Math Features

Microsoft Word has literally thousands of features and we don't intend to try to learn them all. But there are a few features that will be helpful to you in this and other math courses. For example, you may want to type X^2 or X_4 and for these you will need *superscripts* and *subscripts*. Type **X2 + X4**, then by dragging the mouse over the 2, highlight that single character. Once the 2 is highlighted, then move the mouse pointer to **Format** at the top of the screen and click the left mouse button. Select **Font** and **Superscript**. Click O.K. You now have X^2 . Drag the mouse over the 4 to highlight that character. Click on **Format** and **Font** and choose **Subscript**. Your expression should now say $X^2 + X_4$. If you make a mistake, you can choose **Undo** from the first tool bar menu to undo whatever you last did. If it continues to type in the subscript effect, and you don't want it to, go back to **Format/Font** and un-check the unwanted effect.

If you need special mathematical characters such as the symbol for less than or equal to (\leq), click on **Insert** and choose **Symbol**. Using the left mouse button choose \leq . When you click on it, a small box

appears around it. Choose **Insert** and then **Close**. The symbol \leq will appear in your document where your cursor was prior to bringing up the symbol box.

Looks Like Greek to Me

If you need Greek symbols, simply go back to **Insert** on the menu bar and choose **Symbols**. One of the symbols found on the third row from the top is the symbol ρ . Select it and insert it into your document. Your expression now should read $X^2 + X_4 \leq Y \leq \rho$.

Type the following mathematical expressions into your document:

$$A = \rho R^2 \quad \text{and the equation}$$

$$C^2 = A^2 + B^2$$

Cut That Out

Press **Enter** a few times and type the sentence *This is a mistake*. Now let's get rid of the sentence *This is a mistake* by dragging across it with the mouse so as to highlight it. To get rid of the highlighted sentence, you can either press the Space bar or move to Edit. Choose **Cut** from the **Edit** menu. The highlighted sentence should disappear.

Copy and Paste

Type the sentence *Let's make two of these*. To copy the sentence *Let's make two of these*, highlight it by dragging the mouse across it and, from the **Edit** menu, choose **Copy**. Position the cursor where you want the new sentence and choose **Paste** from the **Edit** menu. Another copy of your sentence should appear. Remember that you cannot make the cursor go where no character has gone before. So if you wish to put your second copy down lower on the screen, you will have to press **Enter** several times in order to get your cursor to the lower part of your screen.

Drag and Drop

To move a sentence or a phrase, you can use a *drag and drop* procedure. Drag the mouse over any sentence or phrase you have typed. Then, moving the mouse back into the highlighted area, press down the left mouse button and *drag* to another location on the screen. Release the mouse button and selected characters will *drop*. You should see the highlighted characters in a new location on the screen. Remember, don't press the space bar while the sentence is highlighted unless you want it to disappear. If you make a mistake and accidentally remove a sentence that you do not intend to remove, go to the **Tool Bar** and choose **Undo**. Your last deletion should reappear.

Printing Your Work

To Print your document, move the mouse pointer to the **File** menu and choose **Print**. A printer dialogue box should open. The name of your printer should be in the current printer box. If it's not there, click \blacktriangledown and select the name of the printer. If all else seems reasonable in the Printer dialogue box and if the printer is on and connected to the computer, then, when you choose **OK**, you should get a copy of your document. [If not, please select curse words only from the Japanese character set!]

Saving Your Work on Disk

To save your file on disk choose **Save As** from the **File** menu. A **Save As** dialogue box appears so that you can give your file a name. With your formatted disk in drive A, Type **A:attempt.doc** or some other file name of your choosing. Then click the **Save** button in the bottom of the dialogue box. Microsoft Word returns to the document, but now the name of your document appears at the top of the screen.

Close Up the Shop

Now that you have saved the document you may close the file. You can do this by choosing **Close** from the **File** menu or if you are ready to exit Microsoft Word, choose **Exit**. This returns you to the Windows 95 opening screen.

Don't turn your computer off while Windows is running. Let the computer turn itself off by choosing **Shut Down** from the **Start** menu. Don't forget to turn off the monitor.

"But wait! I Forgot..." (Returning to Your Saved Document)

If you wish to return to a document you saved on a disk in a previous session, select File Open to get to the open file dialog box. If the "Look in" box does point to your drive (A: or B:), click the down arrow and select the drive in which you put your disk. Select your file name from those on the list and click **Open**. (If your file name does not appear in the list, it may be that you originally constructed the file with another word processor. If so, click the down arrow on the **Files of type** box and select All Files. The name of your file should appear for you to open as above.)