

W o r d P r o c e s s i n g

(calligrapher font, size 26, bold, character spacing expanded 8 points)

Sampler

(size 32 “word art” inserted, gray “fill” color, black “line” color with a 2-point “weight”)

Introduction (font raised up 6 points off single spaced line—right-click word, select “font”)

Teacher: Vicki Rasmussen of Bear River City, from *Silicon Valley* in the San Francisco Bay Area, birthplace of the PC, Utah resident nine years (also lived in Texas and Las Vegas).

Computer background (underlined, bold font set on double spaced line)

I worked a year for Singer, Link Division (flight simulators) and a year for Lockheed Aerospace, drafting on computer and also by hand, until marrying a Cache Valley-ite and moving to Utah. I am self-taught on the PC. My favorite magazine is PC World, which I read from cover to cover and have subscribed to for two years. My PC is a Dell, Pentium 3, which I have had for over two years, and have upgraded. My website is: www.LittleRasCo.com

Word processing uses (below are four columns, “center” aligned)

Letters	Journals	Advertisements	Lists
Handouts	Poetry	Iron on transfers	Web pages
Invitations	Prose	Clipart/images	Etc.

“Windows” terms

Pointer: This can be an arrow. It is also called a cursor and is a “vertical line” in a document.

Desktop: Home to custom “wall papers” and “Icons” opened by “double-clicking” the mouse.

Task Bar: Along the bottom of the desktop and includes the “Start” button. The vertical bars are “sliding handles” that can adjust the spacing of the menus by “dragging” with the mouse.

Quick Launch menu: Next to the “Start” button & requiring only “one” click. Drag your most frequently used programs or icons into this area to make a shortcut there. If all the icons do not fit, click on the small “double” arrow to see more. These can be rearranged by dragging.

Desktop icon in the “Quick Launch menu” (next to “Start”) will minimize all windows at once.

System Tray: Icons next to the clock. These programs are running in the background. Only necessary ones should be there. Some programs install themselves there automatically. Set them not to “load at startup” by going into each program’s “options” or “properties”.

Calendar: Double click the clock to view or adjust the clock or calendar.

“My Computer” icon: Click to view the various storage drives that are in your computer.

“My Documents”: The place for storing word processing documents on the hard drive.

“My Pictures”: The place for storing image files on your hard drive, such as .jpg or .bmp.

Desktop Properties: Use the “right” mouse button in a free place on the desktop & click on “Properties”. There are several tabs for adjusting various display settings.

View Thumbnails: In a folder, open “View” (at top) & select “Thumbnails” to easily view files.

* **Selecting multiple files:** Hold down the “Ctrl” key on the keyboard & at the same time use the pointer to click on many files. “Move” “copy” or “delete” them all at once. This works in the new version of Microsoft Word to select multiple words and phrases to edit at one time.

Steps for making a document in Microsoft Word

Save: Give the document a name & store it in “my documents”. This will not close up your document. Make new folders when needed to simplify your filing system.

Text: Begin by typing in all the text. No need to worry about font, size, spacing, spelling, etc.

Highlight: To move a word or phrase, “grab” it by dragging the mouse over it. Double-click a word to grab it quickly. Triple-click a word to grab the whole paragraph. To highlight a whole line, move the cursor into the margin until it changes to an arrow, then click the mouse.

Spelling & Grammar: Check and correct your spelling, grammar and punctuation.

Font: Select the desired style(s) and size(s) of your font and spacing.

Color: Decide on desired colors. Use the palette colors or customize those colors.

Spacing: Decide on desired amount of spacing between the letters & spacing between lines.

View: Switch to “Whole Page” view to get the overall look of the document. Make adjustments.

Printer Settings: Choose printer “Properties” to select “print quality” and/or “color intensity”. “Quality” effects print speed & amount of ink used. “Intensity” also effects ink usage. Use low ink & quality for rough drafts. To check final color, highlight a few words to print on a test sheet and then click on “Selection” in “Page range” rather than printing out the whole page.

Print & Save: Store a printed copy *and* two electronic copies, one on your hard drive, and a backup copy on a floppy disk. “Save as” lets you save another copy with a different name.

Close program: You will only be asked to “save” the document if you haven’t already done so.

Shortcuts for Internet Explorer and/or Microsoft Word

Ctrl + Enter: In Internet Explorer’s address bar, type an address & then use this shortcut to automatically add “www.” & “.com” to the rest of the address. The page will also “go” there.

Double click in the empty “space” of an online form & a menu will drop down showing words to choose from that have been used previously.

Right-click the mouse to easily use many handy features such as “cut”, “copy” or “paste”.

Ctrl + “X” will use the “cut” feature to “remove” a highlighted selection. Any selection that is “cut” or “copied”, will be put on the “clipboard” until further need. It is removed when it is replaced. If you need to remember what you have put there, open the “clipboard” program to see it. This is usually found under “Programs” & in “Accessories”. A shortcut to this viewer can be dragged to the “Quick launch menu” next to the “Start” button where it will be handy.

Ctrl + “C” will use the “copy” feature to copy a highlighted selection. This is very handy when an online page will not allow the use of a “right” mouse click to “copy”.

Ctrl + “V” will use the “paste” feature to paste a selection that is on the “clipboard”.

Ctrl + “B” or **“I”** or **“U”** changes the font to “bold”, “italic” or “underlined” & back again.

Alt + underlined letter: This opens a menu (such as “File”) in the “toolbar” at the top of a page.

Shift + underlined letter: This opens an option in the menu mentioned above. For further options in *this* window, use the “Alt + underlined letter” shortcut again.

Ctrl + Home will move the cursor to the beginning of a page.

Ctrl + End will move the cursor to the end of a page.

Ctrl + Arrow key(s) will allow the cursor to jump quickly from word to word, or line to line.

Shift + Arrow keys will highlight a desired section.

Shift + Ctrl + Arrow keys (or “+Page Up” or “+Page Down”) will quickly highlight a large area.

Scroll quickly: rather than clicking the “arrows” or dragging the “bar” at the right of a page, click in the space *above* or *below* the bar, & the page will move one “screen” view for each click.