

## Step-by-Step

# Creating a Document With Microsoft Word

Microsoft Word, the word-processing application in Microsoft Office, allows you to produce a wide variety of documents, from memos and reports to newsletters and web pages. In this Step-by-Step Card, you'll use Word to create a letter to classroom parents about an upcoming field trip.

**Note:** These instructions are based on Microsoft Office 97. If you're using a different version of the software, some of the steps may vary slightly.

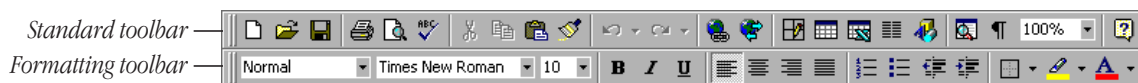
## Opening a Word document

- 1 Click the Start button, point to Programs, and click Microsoft Word to open the program. A new word-processing document appears.

If necessary, click the "Start using Microsoft Word" button in the Office Assistant window at the bottom-right corner of your screen.

**Note:** If your document appears with a ruler at the left and a gray area at the top, you are in Page Layout view. If so, choose Normal from the View menu. Normal view is a better choice for entering text.

Below the menu bar are the Standard and Formatting toolbars. The toolbar buttons provide a quick way to perform many actions in Word. You can display other toolbars (by choosing Toolbars from the View menu, and selecting specific toolbars from the submenu), or customize your own.



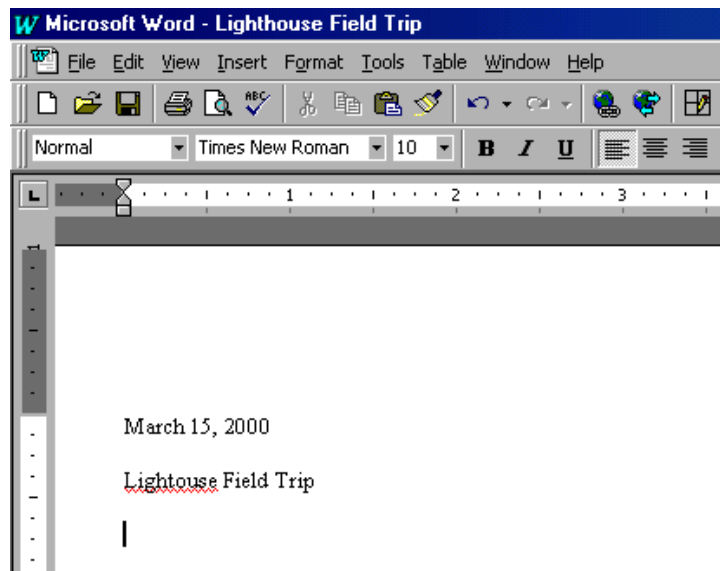
- 2 Move the pointer over the toolbar buttons (without clicking them) to see what they do.
- 3 Choose Save from the File menu. Name the document "Lighthouse Field Trip." Select a location where you want to save the file; then click Save.

## Entering text

Next you'll type the text for the letter. Type the text as it appears here, including the mistakes. You'll correct the mistakes and make other changes to the letter later. Press the Space bar once between sentences.

- 1 Type "March 15, 2000" and press the Enter key twice. This creates a new paragraph and adds a line before the next text.
- 2 Type "Lighthouse Field Trip." Press Enter twice. "Lighthouse" appears underlined in red to show that Word thinks the word is spelled incorrectly. Don't correct it now.

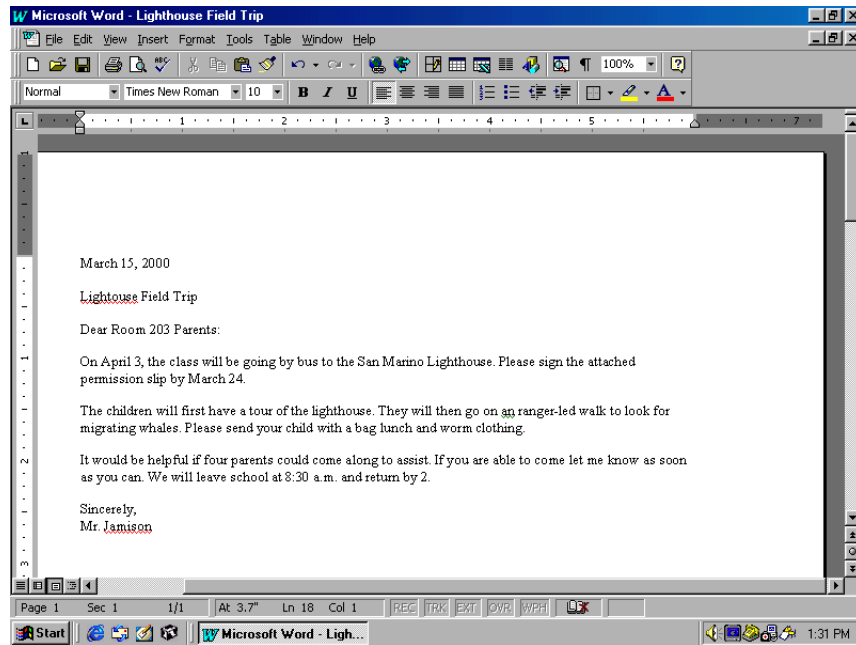
If the Microsoft Office Assistant asks you if you want to convert your paragraph to a heading, click Cancel.



- 3 Type "Dear Room 203 Parents:" Press Enter twice.
- 4 After you type this text, the Office Assistant asks if you want help writing letters. You don't need help now, so click "Just type the letter without help."
- 5 Type "On April 3, the class will be going by bus to the San Marino Lighthouse. Please sign the attached permission slip by March 24." Press Enter twice.
- 6 Type the following text, including the two mistakes: "The children will first have a tour of the lighthouse. They will then go on an ranger-led walk to look for migrating whales. Please send your child with a bag lunch and worm clothing." Press Enter twice.

The "an" is underlined in green to show that Word thinks this is a grammatical error. "Worm" is not underlined, however, because "worm" is a correctly spelled word.

- Now complete the letter by typing “It would be helpful if four parents could come along to assist. If you are able to come please let me know as soon as you can. We will leave school at 8:30 a.m. and return by 2.” Press Enter twice. Type “Sincerely”; then press Enter. Type “Mr. Jamison”; then press Enter.



- Choose Save from the File menu to save the text.

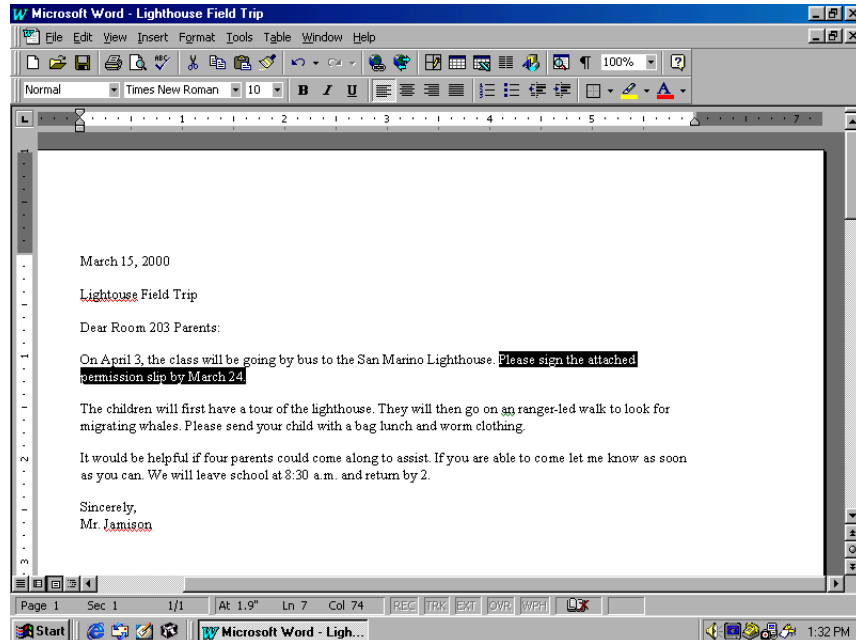
## Cutting and pasting text

With Word, it's easy to delete text from one location and place it somewhere else (using the Cut and Paste commands) or duplicate the text and place it somewhere else (Copy and Paste commands). When you use the Cut or Copy command, the text you cut or copied is placed on the computer's Clipboard, ready to be pasted in another location. (Only one item can be on the Clipboard at a time, however, so when you cut or paste another selection, the first one is no longer available.)

For this letter, you decide that you want the sentence about the permission slip to be at the end of the letter so it will stand out more. You'll use the Cut and Paste commands to help you do this.

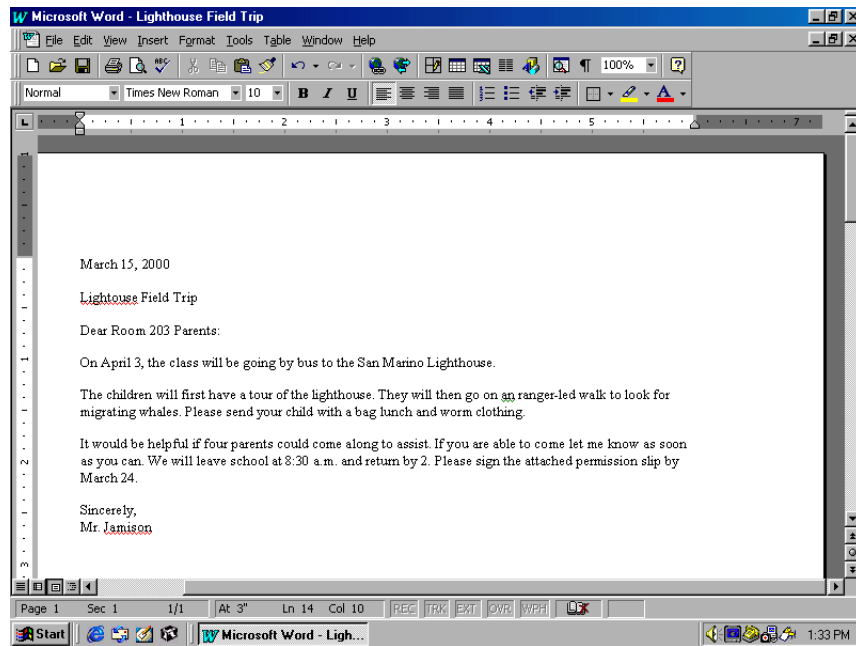
You need to select text before you can cut it.

- 1 Select the sentence in the first paragraph of the body of the letter: “Please sign the attached permission slip by March 24.” Drag to select the sentence, or click to place the insertion point to the left of the “P” in “Please”; then hold down the Shift key and click just to the right of the period. Make sure to select just the sentence, not the space before the sentence.



- 2 Choose Cut from the Edit menu, or press the Ctrl+X keys on the keyboard.  
**Note:** Keyboard shortcuts for many frequently used commands are shown next to the menu commands, such as Ctrl+S for Save from the File menu, or Ctrl+C for Copy from the Edit menu.
- 3 Click to place the insertion point right after the period at the end of the last complete sentence in the letter. Press the Space bar once.

- 4 Choose Paste from the Edit menu, or press Ctrl+V. The sentence about the permission slip is pasted in the new location.




- 5 Save your changes.

## Checking spelling and grammar

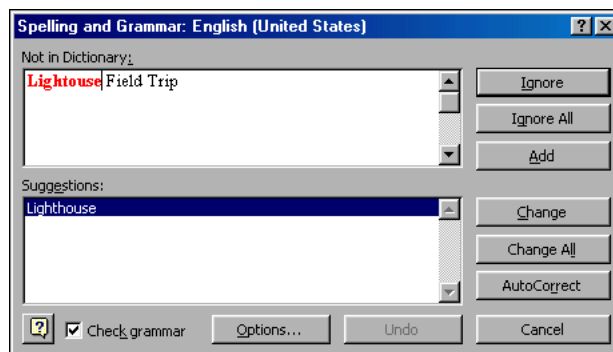
Now you'll correct the mistakes in the document.

You can correct spelling and grammar mistakes as you type, using the red or green underlined text as you go. In these steps, you'll use the "Spelling and Grammar" dialog box to correct your mistakes.

**Note:** If you don't see red or green underlined text in your letter, choose Options from the Tools menu. Click the Spelling & Grammar tab and select the "Check spelling as you type" and "Check grammar as you type" options. Click OK.

- 1 Make sure the insertion point is in the upper-left corner of the document. Choose "Spelling and Grammar" from the Tools menu or click the Spelling & Grammar button  on the Standard toolbar. The "Spelling and Grammar" dialog box appears. Make sure that the "Check grammar" checkbox in the lower-left corner of the dialog box is selected.

The first word the spelling checker questions is “Lighthouse.” The word appears in red text. Under “Suggestions,” Word suggests you replace “Lighthouse” with “Lighthouse.”



2 Click Change.

**Note:** For some words, Word offers more than one suggestion. Click the correct word to select it; then click Change.

3 Next, the grammar checker questions the “an” before “ranger-led.” It suggests that “an” be changed to “a.” Click Change.

4 Word next does not recognize the name “Jamison” and offers two suggestions. “Jamison” is spelled correctly, so click Ignore.

5 When you see a message stating that the spelling and grammar check is complete, click OK.

The word “warm” is still misspelled as “worm” in the letter. Because “worm” is a correctly spelled word, the spelling checker did not question it, though it is used incorrectly in your letter. You still need to proofread documents, even when you use the spelling checker.

6 Correct the spelling of “worm.”

7 Save your changes.

## Changing the font, size, and style

You can change the typeface, color, size, style, and case of all or some of the text in a Word document. Before you make changes, you need to first select the text. Next, you’ll change the font for the letter.


1 Choose Select All (Ctrl+A) from the Edit menu to select all of the text in the letter.

2 Choose Arial from the Font pop-up menu on the Formatting toolbar. You can also choose Font from the Format menu on the menu bar and then choose Arial in the Font dialog box. The text changes to the Arial font.

**Note:** You can choose any font that is available from the Font menus.

Next you’ll make the text bigger.

3 While the text is still selected, choose 12 from the Font Size pop-up menu on the Formatting toolbar where you now see the number “10.” The text size increases.

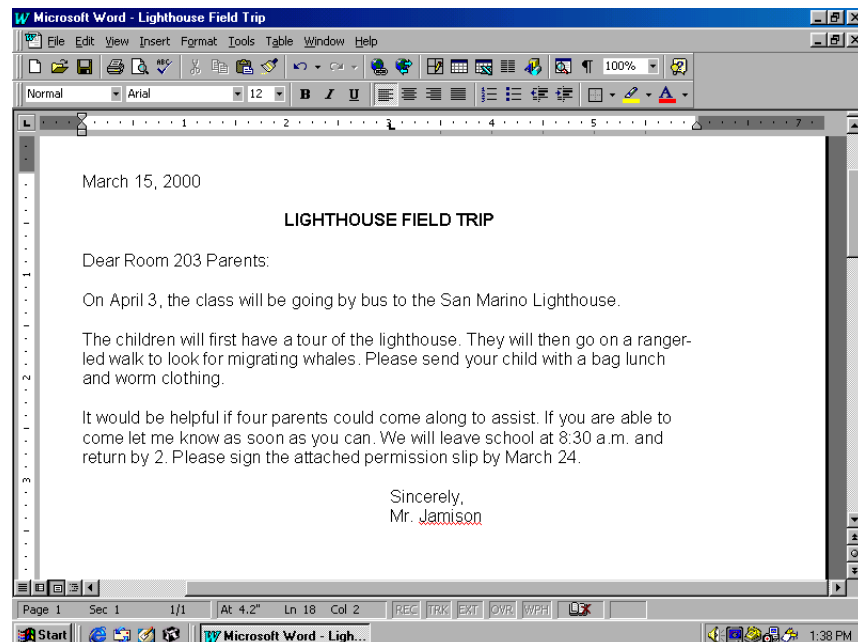
- 4 Click outside the text to deselect it.  
Now you'll make the title uppercase, bold, and center it on the page.
- 5 Select "Lighthouse Field Trip." You can drag to select the text or move the insertion point to the left of the sentence until it is an arrow and click to select the line of text.
- 6 Choose Change Case from the Format menu. Make sure UPPERCASE is selected; then click OK. The text appears in uppercase letters.
- 7 Click the B button **B** on the Formatting toolbar.
- 8 Click the Center button  on the Formatting toolbar. The text is bold and centered.
- 9 Save your changes.

## Using tabs

You can use the Ruler to set tabs, indents, and margins.

You decide you want to move the lines "Sincerely, Mr. Jamison" farther to the right.

- 1 Position the insertion point before the "S" in "Sincerely." Press the Tab key six times. The text moves to the right below the 3-inch mark on the Ruler. There are preset tab stops at every half-inch.
- 2 Position the insertion point before the "M" in "Mr.:" Click the "3" on the Ruler. The first tab is reset at 3 inches so you don't have to press Tab six times.
- 3 Press the Tab key once. The text moves to the 3-inch mark.
- 4 Save your changes.



To learn more about using the tabs, indents, and margins in Word, see the Word electronic help system.

If you like, you can continue to work on this document, adding to or editing the text, changing the color of the text, altering the margins, or using other formatting features. Refer to the help system for more information.