

Word Processing 1



To open the Microsoft Word program, find this icon and double-click.

Basic Terminology –

Word Processing Program

A program that allows the user to write text documents like letters, business correspondence, and even books. Examples of programs: Microsoft Works, Microsoft Word, Corel Word Perfect

Format

In a word processing program, you can format any text that you create. Formatting involves specifying the font, alignment, margins, and other properties. The format is the layout of a document. The format determines how the document will appear on the screen and how it will look when printed.

Font

A font is collection of letters and numbers in a particular typeface. The typeface defines the shape of the characters. Some common typefaces are Times New Roman, Arial, and Courier. Changing the font can completely change the look and feel of a Web page or document.

Alignment

The alignment refers to the way lines of text are arranged relative to the edges of a block of text. For example, the text can be flush with the left side of the document (left aligned), flush with the right side of the document (right aligned), or centered horizontally on the document (centered). There is also an alignment option called justified. In text that is justified both the right and left sides of the text will appear to line up evenly.

Margins

Margins are the blank space to the left and right sides and at the top and bottom of a page. The size of the margins can be increased or decreased.

Spelling/Grammar Check

Most word processing programs contain a spell check program which can verify the correct spelling of words in a document. In some programs you will click on a menu choice or an icon to start the spell checking. Some programs will automatically check your spelling as you go, inserting a squiggly red line under words that may be misspelled. Grammar checking works in much the same way with the program inserting a squiggly green line under words that may be grammatically incorrect. Remember the spell check and grammar checking are not foolproof. A word may pass both checks and still be incorrect.



Caps Lock (1)

Caps Lock will light up the middle orange light (2) in the upper right hand corner of the keyboard to let you know that all typing will be in CAPITAL LETTERS. Press the Caps Lock key again to turn off the orange light and return to normal typing mode.

Shift (3 and 4)

There are two Shift keys on the keyboard. To capitalize a single letter, hold down the Shift key while pressing a letter key on the keyboard. To make one of the characters shown above the number keys, hold down on the Shift key while pressing that number key on the keyboard.

Tab (5)

Pressing the Tab key will move your blinking cursor $\frac{1}{2}$ inch to the right.

Enter (6)

Pressing the Enter key will move your blinking cursor down one line on the page.

Backspace (7)

Backspace erases the characters to the left of the blinking cursor.

Delete (8)

Delete erases the characters to the right of the blinking cursor.

Moving the Blinking Cursor

You can move the blinking cursor to different areas on your page by moving your mouse and clicking where you want the blinking cursor to be. You can also use the 4 **arrow keys (9)** located on the keyboard to move the blinking cursor to the left, right, up or down.

Selecting Text

You can select words by dragging your mouse across the words while holding down on the left mouse button. When the words are selected they will be highlighted in black.



Hold your hand with your thumb on the space bar, first finger on the "F" (left-hand) and "J" (right-hand). Then let your fingers naturally fall so that each rests on top of the next key along the same horizontal row.

As you type, don't hold down the key after you depress it. If you do keep your finger depressed on a particular key, it will keep sending the computer commands. In this case it will be sending specific commands to repeat itself. So your result will be a string of unwanted characters displayed onscreen.

<http://www.typing-lessons.org/>

1. Practice, Practice, Practice

We all know that practice is one of the keys to learning any new skill and typing is no different. We recommend you practice your typing for a certain amount of time for a certain number of days each week to get the best results. It is better to practice for 15 minutes 3 days a week than it is to practice for 2 hours one day and not touch the keyboard again for 2 weeks.

2. F is for Focus

There are many things to focus on when typing. When you begin, focus on striking each key with the correct finger (even if it doesn't feel right at first). Also focus on the copy (what you are typing) rather than on the keyboard or the computer screen. Try saying each letter prior to typing it to help you focus.

3. Sit Up Straight

As we mentioned, there are a lot of things to focus on. You don't want bad posture distracting you. Sit up straight with your feet on the floor. Be comfortable yet firm. Your forearms should be parallel to the floor. After you're typing like a wiz, you can put your feet up and put the keyboard in your lap.

4. Rhythm

Try to develop a rhythm with your typing. Your keys should be flowing consistently rather than in starts and stops (or spurts).

5. Take a Break

Learning is supposed to be fun. If you get tired, that's okay. Take a short break. You don't have to practice for hours - short sessions on a regular basis are just as good. Don't fall into the typing trap of getting tired then making mistakes and getting frustrated.