

COMPUTER BASICS

Introduction to Word Processing



Developed by a Team of Volunteers

For the Residents of Messiah Village



Sponsored by the Golden Mouse Club

COMPUTER BASICS

An Introduction to Word Processing

Golden Mouse Club

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INTRODUCTION

Have you considered learning word processing but didn't know where to start? If so, this booklet is for you.

You can find books with detailed instructions on using *WORD* – the Microsoft word processing program. Some books are relatively easy to follow, but they generally cover the topic in depth. If you are looking for very detailed instructions, you might want to purchase such a book or borrow one from the library.

If you want “Just the Basics” – just enough to be able to type a letter, attach it to an E-mail or type a list of your medications, then read on. The team of volunteers who developed this booklet designed it for people who just want to learn basic tasks.

The idea for developing the booklet grew out of a request from Residents of Messiah Village who want to learn word processing. Members of the Golden Mouse Club – a resident-sponsored computer club founded in 1997 – are already proficient at using E-mail and surfing the Internet. Now they are ready to move forward by adding word processing to their list of skills. Whether you are a current member of the Golden Mouse Club or just thinking about joining, you should know that support is readily available to assist all Messiah Village Residents who express an interest in learning how to use a computer.

You will find that most sections include instruction as well as practice exercises. Independent use of the booklet is possible, but it will likely be more meaningful to have someone guide you through it initially. Therefore we are recommending that any Resident desiring a copy of “Computer Basics” also sign up for an introductory class. You can register for a class by contacting Erla Stump or signing in the binder available at any of the computer stations throughout Messiah Village.

One of the primary reasons Computer Basics was created is to provide written guidelines for word processing. The Booklet makes it more likely that everyone will be taught the same steps. Additionally, “Computer Basics” serves as a reference *after* classroom instruction and it significantly reduces the need for taking notes.

You will notice that the GLOSSARY is the *first* section; we believe it is important to start with terms that will be used throughout the booklet. You will also find that some things are repeated; repetition enhances learning. Many of the practice exercises are designed to create a useful document.

For more information, send an email to the Golden Mouse Club at gmcmv@yahoo.com . For more information, call (717) 697-4666.

Marcia Strittmatter
Booklet Coordinator

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A. GLOSSARY

Mary Ann Roberts

Bars (Toolbars) Located near the top of the window; contains icons and “drop down lists” for the most frequently used WORD commands

1. **Title bar** – Displays the program and document name.
2. **Menu bar** - Displays the names of the main menus. When you select a menu name, a “drop-down list” of options will appear.
3. **Standard toolbar** – Displays buttons for accessing common features and commands, such as saving, opening, and printing a file.
4. **Formatting toolbar** – Displays buttons for accessing common formatting features and commands, such as bold, italics, and centering text.
5. **Rulers** – The horizontal ruler measures the width of the document page. It displays information such as margins, tabs stops, and indents.
6. **Scroll bars** – Used with a mouse to shift the on-screen display up and down (right side of screen) or left and right (bottom of screen).
7. **Status bar** – (The bar at the very bottom of the page or document) It displays Information, such as the current page and section, how many pages are in the document, where the insertion point is located, and which mode buttons are active.

A-Drive A component of the computer for inserting a floppy disk.

Click Position the mouse pointer; then quickly press & release the left mouse button.

Clipboard Temporary storage area for text that is to be moved (cut or copied) and pasted to another location.
You can store up to 12 items on the clipboard.

Command The input that tells the computer which tasks to execute. Commands are issued by the typist, through the use of the toolbars (Icons or Menu options) or “keyboard shortcuts”.

Cursor	The little black blinking line that shows where the next letter will appear when you start typing.
Desktop	The large area on your screen where you will be working.
Double-click	Pressing and releasing the <u>left</u> mouse button twice in rapid succession.
Drag	Position the mouse pointer, press and HOLD DOWN the left mouse button while moving to the desired position.
Formatting	Arranging the page and paragraph layout; setting up the style of the document (e.g., Bold, Italics, font, size etc.)
Highlight text	Place cursor at the beginning of text and <u>drag</u> (hold down the left mouse button) the <u>cursor</u> to the end of the text to be highlighted, then let go of the mouse button.
Home Page	The first page that appears when the browser is launched, or the initial page you see when you enter a web site.
Hover	The act of holding the mouse in place over an icon or phrase until a message ("tip") appears explaining the purpose / potential action of the item in question.
Icon	The little pictures that represents an object, a program file or a command. Ex. W for Microsoft Word.
Justified	Alignment of text flush with both left and right margins. The computer adds extra space between words as needed.
Menu	List of available operations. Dimmed options (grayed out) are not available to be used at this time.
Menu Bar	Located near the top of the window; lists all the menus available in the application.

- Office Assistant** A computer generated figure that answers questions and offers suggestions on the document being developed.
- Print Preview** Reduced view of the layout of the current page; it provides an opportunity to see what the printed document would look like - and to then make changes before printing.
- Program** Software that lets you work on the computer. Spreadsheets, word processors and games are programs.
- Right Click** Position the mouse pointer and click the right button on the mouse to open a short cut menu
- Scroll Bar** Displayed along the right side or bottom of a window can be used to view information beyond the borders of the window.
- Show/hide Marks ¶** When typing, you insert **non-printing characters** like spaces, tabs, and paragraph marks along with printing characters like letters and numbers. Click on the show/hide when you want to see the document without the non-printing marks.
- Displaying non-printing characters is helpful because you see where each paragraph ends and if there are any extra spaces or unwanted tab characters.
- On-screen, non-printing characters are displayed as follows:
- **Space:** dot (.)
 - **Paragraph:** Paragraph symbol (¶)
 - **Tab:** right arrow (→)
- Start Button** Located at the bottom left of the screen. Clicking it allows you to select from multiple options or programs.

- Spell Check** A sort of proof-reader; the computer checks for misspelled words and grammar errors. Options for correcting the problem will be listed and can be "selected". Keep in mind that it is not 100 % accurate.
A **red wavy line** indicates a **misspelled word** while a **green wavy line** indicates a **typing error** or a **grammatical error** (too many spaces, forgot to capitalize a letter, etc.).
The **Icon** is a **check mark with ABC**.
- Taskbar** The bottom portion of the window screen that lists all currently running programs and open folders. The Start button is usually in the lower left corner of the screen.
- Window** An on-screen box that contains information for you to look at or work with. Programs run in the windows on your screen.

Use the space below to add additional terms or notes

A. BEGIN MICROSOFT WORD (Word Processing Program)

1. Practice using the MOUSE

- A- **CLICK** - quickly press and release the LEFT mouse button.
 - a. **One** click is used to “**select**” an option.
 - b. **Double** clicks are used to “**open**” a document.
- B- **DOUBLE CLICK** - press and release the LEFT mouse button TWICE.
- C- **RIGHT CLICK** - quickly press and release the RIGHT button.
- D- **DRAG** (also known as “SLIDE”) - To Highlight text, move the mouse over text in a sliding manner while holding down the LEFT button.

2. Open Microsoft WORD (Word Processing Program)

- A- **Double Click on the big “W”** (Icon for “WORD”); as the program opens, a blank screen will appear.
 - a. **White screen** - start typing
 - b. **Gray screen** - click on the icon that looks like a small white box (upper left corner); this should result in a *white* screen. Begin typing.
- B- **Notice the Cursor** - a blinking black line (See section “D”)

3. Familiarize yourself with the TOOLBARS (rows of Icons)

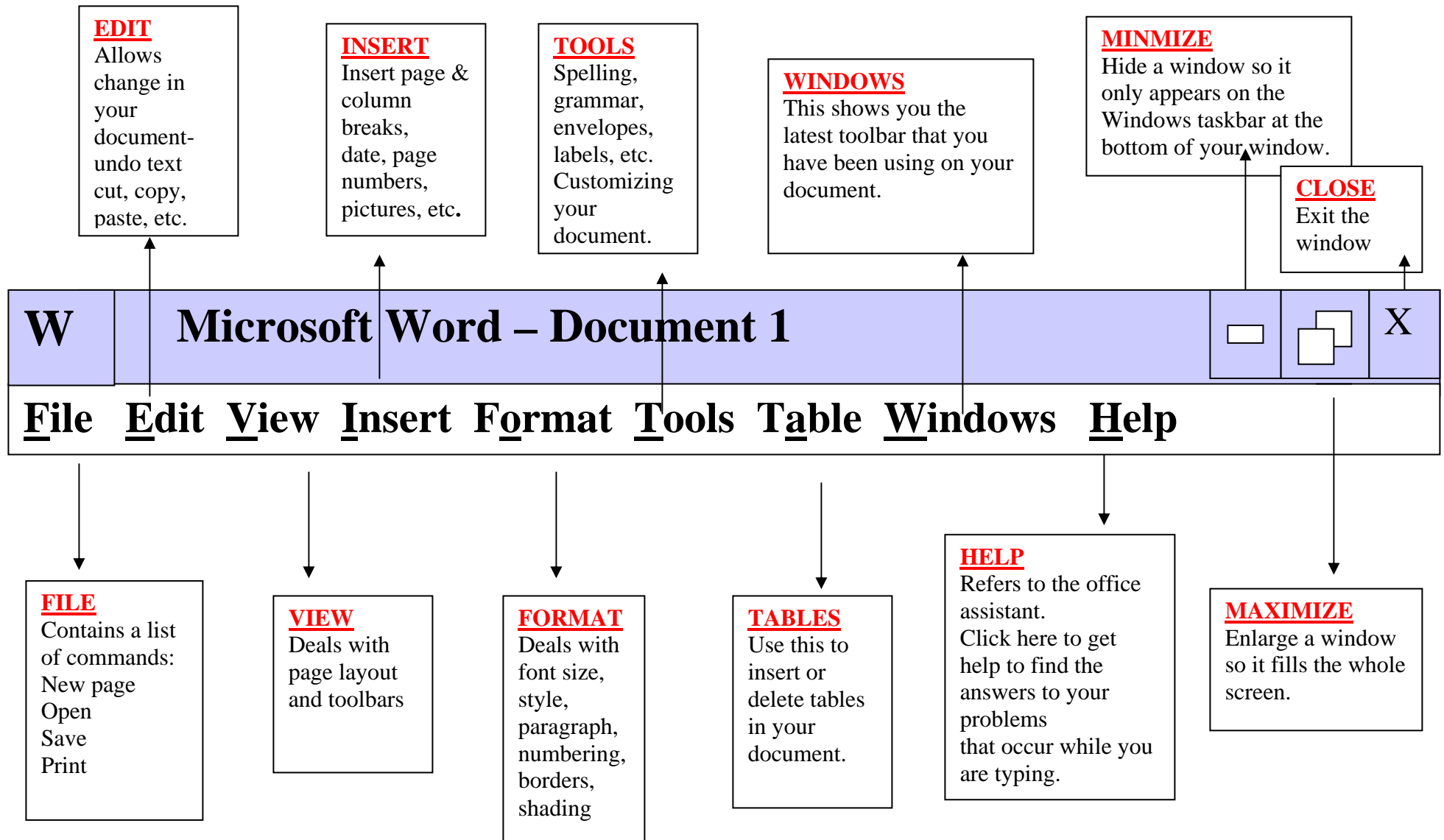
- A- **STANDARD** - icons for saving, printing & copying.
- B- **FORMATTING** - icons for changing size, shape and placement of text.
- C- **MENU BAR** - contains menu names; clicking on the adjacent arrow reveals a “drop-down menu” with more options.
- D- The next few pages will have pictures of the most often used toolbars.

C. USE OF TOOLBARS (Practice Exercises)

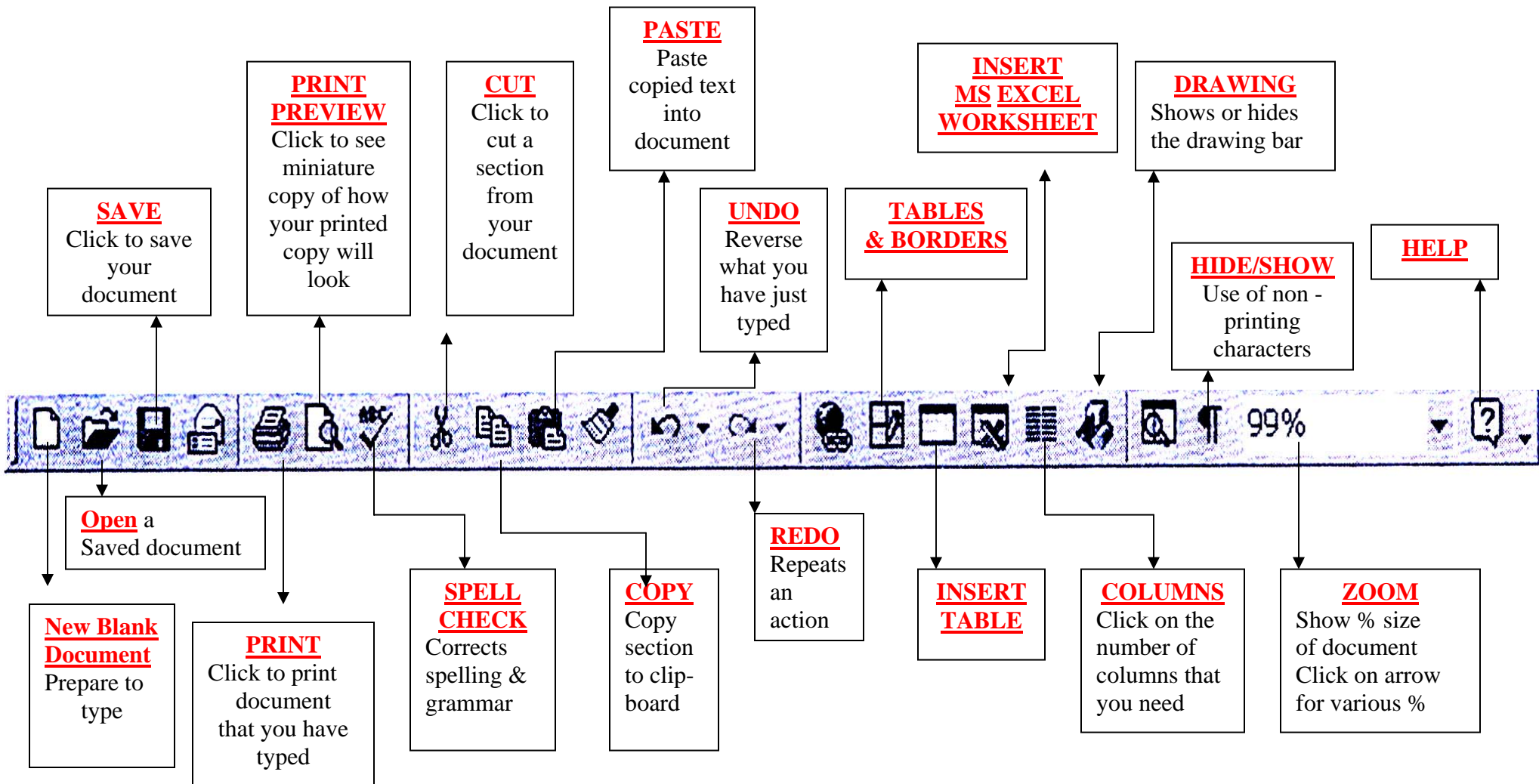
1. EXERCISE - Use the mouse to “**hover over**” (hold in place) **each Icon**; a **tip will appear** describing the function of the Icon.
2. EXERCISE - **Study each of the next 3 pages carefully**, noticing the shape and location of the following icons. You will use them in upcoming sections.
 - A- **STANDARD TOOLBAR** - New Document, Save, Print Preview, Print.
 - B- **FORMATTING TOOLBAR** - 12 with a down arrow, Bold and Center.
 - C- **MENU BAR** - Click on each word and then the down arrow; **notice the options available**; further instructions will be provided, as needed.

MENU BAR – Displays the names of the main menus.

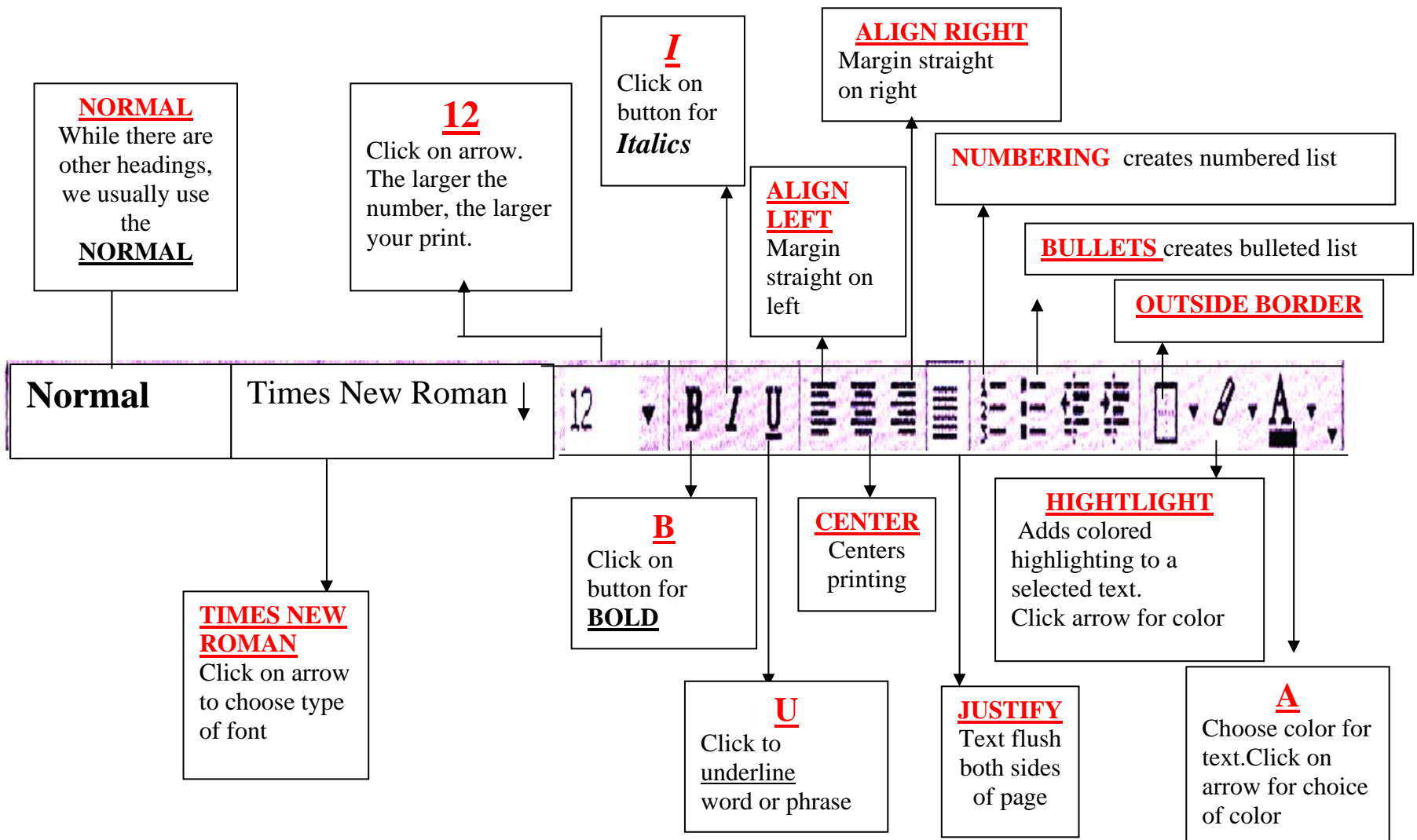
Select a menu name, ex. Edit, and a list of commands drops down from which to choose



STANDARD TOOLBAR – Displays buttons for accessing common features & commands like saving, opening and printing a file



FORMATTING TOOLBAR - Displays icons for accessing common formatting features & commands such as **BOLD**, *ITALICS*, character size, centering, etc.



Use of toolbars, continued

3. You don't have to be a genius to use "WORD".

- A- A typist can give a computer "commands".
- B- Icons allow us to use pictures to give commands.

4. Understand the BASIC toolbars.

- A- Word comes with more than 16 toolbars.
- B- We will discuss 4 toolbars.
- C- Toolbars contain buttons and/or words that enable us to execute a command such as open, save, print etc.

5. Basic TOOLBARS

- A- **Title Bar:** tells us what document we are working on.
- B- **Menu Bar:** gives us access to your commands such as edit, copy etc.
- C- **Standard Bar:** gives us the actual buttons, which we will use to execute these commands.
- D- **Formatting Bar:** allows us to change the looks of our text.

6. Advanced TOOLBARS

- A- To view a list of ALL toolbars, click on VIEW
- B- Then highlight "Toolbars" and a drop down list should appear
- C- Clicking on your selection will open that toolbar.

Use the Space Below to Make Notes and / or Record Your Questions.

B. NAVIGATING IN “WORD”

1. MOVING AROUND ON A PAGE

A- CURSOR - Look for a blinking black line; it indicates the point where text will be inserted as it is typed or pasted. Type a sentence.

B- ENTER KEY – Wide key on right side of keyboard; pressing it moves the cursor down one line. Pressing the BACKSPACE key moves the cursor up.

C- TAB KEY - **Top left side of keyboard. Note directional arrows on key.**

a. Tab to the Right → Each press moves the cursor 5 spaces.

b. Tab to the Left ← Moves *highlighted* text to the left **if** the shift key is also pressed at the same time.

D- ARROW KEYS Bottom right side of keyboard. They move the cursor without moving the text: (must have text on page for arrows to function)

→ Moves cursor to the **right** ↑ Moves cursor **up** the page

← Moves cursor to the **left** ↓ Moves cursor **down** the page

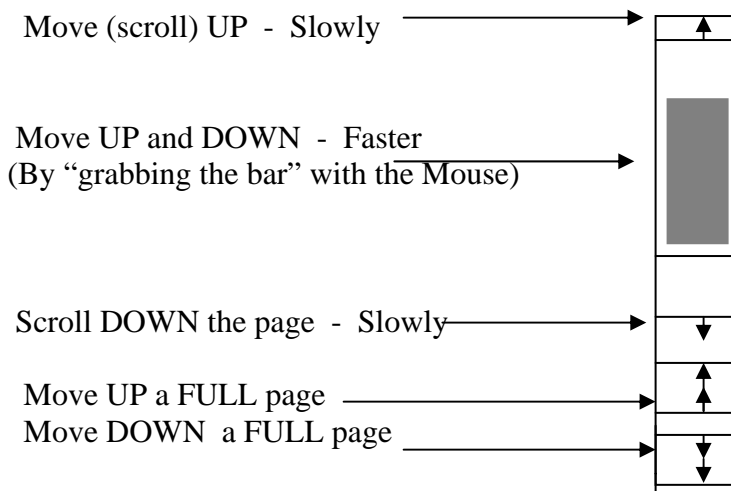
E- BACKSPACE – Moves cursor back one space; and removes text.

F- DELETE KEY – Removes the letter **after** the cursor. Also makes highlighted text disappear; highlight first, then click the “Delete” key.

G- SIDE BAR - Also called “Vertical Scroll Bar”. Place the mouse pointer anywhere on the bar and you can scroll up or down the page as long as you continue to hold down the left button.

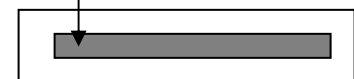
H- BOTTOM BAR - Also called “Horizontal Scroll Bar”. Use the mouse (as described above) to move the document **sideways**.

I. DOUBLE ARROWS - Two sets are located near the bottom of the side bar. Clicking the “up” arrows moves you **up one page**. Clicking the down arrows, moves your cursor **down a full page**.



NOTE: When you plan to create a page with the paper sideways (“landscape view”), a scroll bar (gray bar) appears at the **bottom** of the screen.

Use it to move across the page “SIDE-to-SIDE”.



Horizontal Scroll Bar

E. USING THE TAB KEY

1. **Tabs already exist at ½ inch intervals** (note gray lines on the ruler); this is the “Default” (“Pre-set”) setting.
2. Pressing the TAB key **advances the cursor** by ½ inch intervals.
3. When creating an **outline**, use the **TAB key** to automatically **indent**. Use of the TAB key will also help line up the columns.
4. To **add tabs**, select “**Format**”, then “**TABS**”; set as desired. (This will require knowledge of various types of tabs – beyond the scope of “basic” computer use.)
5. To **delete a tab** setting, **hold the left mouse button** down while **dragging the marker**, for that tab, off of the ruler.

F. DEFAULT SETTINGS

1. **The following settings are “Automatic” in *new* documents.**

A- TEXT STYLE	-	Times New Roman
B- SIZE OF PRINT	-	Usually “12”
C- CASE	-	Sentence case
D- ALIGNMENT	-	Left side of page
E- MARGINS	-	1.0 inch / top & bottom; 1.25” / left & right
F- PAPER SIZE	-	Straight up and down (“portrait”)

2. Practice Changing Settings by clicking toolbars icons.

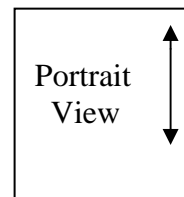
NOTE: Text to be changed must be “highlighted” first - Try it!
 (Type your **name** and highlight it with the mouse.)

- A- TEXT STYLE - Click “down arrow”↓ by “Times New Roman”; Highlight & click style desired
- B- SIZE OF PRINT - Click the “down arrow” beside “12”; select...
- C- CASE - Click Format, then Change Case; select option (lower case, UPPER CASE, Title Case...)
- D- ALIGNMENT - Highlight Text (your name) to be aligned; click on desired Icon (left, center, right or justify)
- E- SIZE OF PAGE - On **Standard Toolbar**, find a % box; Click on the down arrow; highlight % desired Applies to entire page - reverse the same way

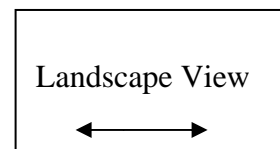
3. CHANGE PAGE SET-UP (Menu Toolbar)

- A- MARGINS - Click **F**ile, Page Set-up & then **M**argin **T**ab; arrow ↑ or ↓ (Change the **Top, bottom, left or right margins**)
- B- DIRECTION of PAGE - Click **F**ile; Page Set-up; then click **P**aper **S**ize **T**ab. Click your choice (options below) under “**orientation**”.

a. **Portrait** - Straight up and down



b. **Landscape** - Side-to-Side



4. The purpose of the above practice was simply to make you aware of the location of various options for changing the settings - not to create a document. At this point the next step is to “exit the document” without saving the changes.

G. EXITING A DOCUMENT AND A PROGRAM

There will be occasions when you do not wish to save the current document.

As you EXIT out of WORD (before turning off the computer) you will, however, be prompted to decide whether or not you want to “SAVE” the document about to be closed.

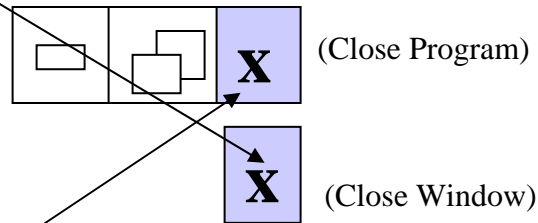
Type a sentence or two that you do not need to “save”.

Here are instructions for exiting a page when you do NOT need to “SAVE” the document.

1. EXIT THE DOCUMENT

Depending on the software in use, it is likely that you will see two “X”'s on the top, right side of the screen. If so, follow these instructions:

- A- Click on the LOWER **X** (right side of screen) to exit the *document*.
(If there are two boxes, use the lower one first.)



- B- If there is only ONE “**X**”, clicking it will likely result in exiting the document AND the program IF no other documents are open.
- C- **When asked about saving changes**, click **NO** (for this example).

Instructions will be provided on “saving” in a later chapter.

- D- When the **document page is dark**, you have exited the document but are **still in WORD (the Program)**.

2. EXIT THE PROGRAM

- A- Click on the **X** on the **top right corner** of the screen.
- B- You have now exited WORD and should be back to the “Desktop”.

[To re-enter WORD, click the **W** Icon on the Desktop.]

H. CREATE A PAGE of LETTERHEAD

1. Start a “New document” (Click Icon on Standard Toolbar.)

- A- Notice the location of the cursor; move to the top left corner.
- B- Type your name.
- C- Type your address.
- D- **Top** of page should look like this:

Name 100 Mt. Allen Drive Mechanicsburg, PA 17055
--

2. Notice the settings:

- A- Times New Roman, size 12 print, on the left side of the page?
These are the “standard” settings; you get them automatically.
- B- Think about how you could change the settings.

3. Change the style of the print (the “Font”)

- E- Highlight your name.
- F- Find “Times New Roman”; click on the down arrow.
- G- Scroll down to “Century Gothic”; click on it.
- D. Did your name change its appearance to Century Gothic?

4. Make your name larger

- A- Highlight your name again.
- B- Find the number 12 on the toolbar; click on the down arrow.
- C- Highlight the number 16 and click again.
- D- Your name should now be larger than your address.

5. Center your Name and Address

- A- Highlight your name and address.
- B- On the Formatting Toolbar, look for the “centered” Icon.
(A set of small lines - uneven on both sides, but “centered”.)
- C- Click the Icon to center the text.
- D- **Top** of page should look like this:

Name 100 Mt. Allen Drive Mechanicsburg, PA 17055
--

6. Make TWO changes at the same time:

- A- Highlight your Name; click on the **B** for **BOLD**.
- B- Highlight your Address; click on the arrow by the number 12.
- C- Highlight number 14 and click again.
- D- Your name should be in BOLD and your Address now larger.

7. Change the Case

- A- Highlight your name AND address.
- B- On the Menu Bar, click on Format, then “Change Case”.
- C- Select “UPPER CASE”.
- D- Is your Name and Address now in capital letters?

Congratulations! You **just created** your own **Letterhead!**

NAME
MESSIAH VILLAGE
100 MT. ALLEN DRIVE
MECHANICSBURG, PA 17055

HINTS

To revert back one-step - click **UNDO**
(Switch from upper case to **Title Case**)

If not satisfied, - click the **RE-DO** arrow
(Case will change back to **UPPER CASE**)

SELF TEST / Letterhead

1. How would you change the size of the letters?
2. Describe how to shift the address to the left side of the page.
3. Is it possible to change the style of the print? If so, how?

Note: The answers to the SELF TEST can be found on page 14

I. USING A FLOPPY DISK

1. GETTING STARTED

A- Appearance of Floppy Disk and “A” -Drive

FLOPPY DISK



“A” - DRIVE = thin opening



“TOWER” = the whole unit

B- Insert a Floppy Disk Into the Tower for use

- a. Hold the NON-metal end of the disk in your hand
- b. Carefully **feed** the **metal end** (label side UP) **into** the thin slot known as the “A”-Drive; it is located on the white “tower” pictured above - attached by wires to the computer.
- c. If you have a **laptop**, the “A”-Drive is a thin opening somewhere on the hard covering *or* it **could** also **be** a **separate** attachment.

C- Saving to a Floppy Disk

- a. Create the document you want to save (Ex: Letterhead)
- b. Put the floppy (Square) disk into the A-Drive slot; **wait** for the noise to stop.
- c. Click on **File** in left corner of the Menu Bar
- d. Click on **Save As**
- e. At the top (box beside “save in”), click on the down arrow ↓
- f. Then scroll down to **3 ½ Floppy (A:)**
- g. At the bottom, find the “File name” box; is it empty or highlighted?
 1. If either is true, give your document a name (Ex: Letterhead)
 - i. Use any combination of letters / avoid symbols
 - ii. Select a name that is “easy to recognize”
 2. If previously saved, the prior name will show up
- h. Click on **Save** (You will hear a **noise** as the drive functions).

D- Exiting a Floppy Disk

- a. Routinely “SAVE” your work *before* exiting a document.
- b. Always “**x**” **out** of a document before removing the disk. (**Important!**)
- c. Click on the **X** **closest** to the window currently open.
- d. **Answer “YES”** when asked about **saving changes** (if so desired).
- e. If the file is already named, it won’t be necessary to name it again. Just click on “SAVE” and listen for the sound of the drive functioning.
- e. **DO NOT** try to remove the disk until the sounds go silent. (**VERY Important!**)
- f. **Click the X** again, the **screen should go dark**.
- g. Although you exited the *document*, you are **still in** the **WORD PROGRAM** .
- h. Click on the remaining **X** to get back to the start-up desktop.

(Also refer to “Section R” on “SAVING A DOCUMENT” for more information.)

J. WRITING A LETTER

1. Use your new skills to **create a letter**:
 - A- Think of a person who would enjoy receiving a letter from you.
 - B- Follow the steps below to create a letter.

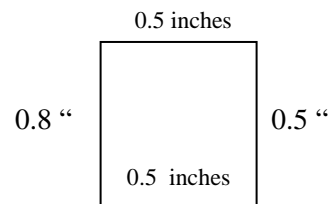
2. **Open WORD - Click on the big W** on the main screen.
 - A- Home Computer Users: **Click Start** and **highlight Programs**.
 - B- Then Scroll to the right and **highlight Microsoft Word**, then **Enter**.

3. **Start a “New document”** (Click Icon on Standard Toolbar):
 - A- Notice the location of the **cursor**; move it to the top left corner.
 - B- Press the **enter** key three times.
 - C- Press on **Insert** and then **“Date & Time”**; make a selection & click:then OK
 - D- Press the enter key three times.
 - E- Type your name and address.
 - F- Press the **enter** key three times.
 - G- Type the name and address of the person to receive the letter.
 - H- Press the enter key three times.
 - I- Write **“Dear _____,”** (use the name of recipient).
 - J- Press the **enter** key two times.
 - K- Type a sentence to **extend a greeting** (EX: “Hi, how are you doing?”)
 - L- Type a sentence to **say how YOU are doing** (EX: “I’m fine and I hope this letter finds you the same.”)
 - M- Type a sentence **about using a computer** (EX: “I am in a computer class learning to do Word Processing.”)
 - N- **Type a comment** (EX: “It is easier than I thought it would be!”)
 - O- Type an ending sentence (EX: “I’ll write more later.”)
 - P- Press the **enter** key three times; Sign off (EX: Sincerely,).
 - Q- Press the **enter** key three times; Type your name (You will sign above it).
 - R- Are the settings **Times New Roman, size 12 print, and left alignment?**

4. **Change the settings: font, size and location**:
 - A- **Highlight** your name and address.
 - B- Arrow down **from Times New Roman**; highlight Century Gothic; **click**.
 - C- **Arrow down** from 12 and **highlight 14**; **click**.
 - D- **Highlight name & address** again; **click on the uneven set of lines**.
 - E- Your **name and address** should be **Centered, Size 14 in Century Gothic**.

5. **Change from all Capital letters to “Title Case” (first words capitalized)**:
 - A. **Highlight** your **name and address**; **click on Format**.
 - B. Select **Change Case**, then **Title Case**, then **OK**.
 - C. Change the “a” in Pa to a capital A (PA);backspace and type over the “a”.

6. **Change the Margins**:
 - A- **File, Page Set-up, Margins Tab** (should be displayed).
 - B- Use up and down **arrows** as follows:
 - a. TOP & BOTTOM - Make them 0.5 inches
 - b. LEFT - Make it 0.8 inches
 - c. RIGHT - Make it 0.5 inches



Name
Messiah Village
100 Mt. Allen Drive
Mechanicsburg, Pa 17055

November 18, 2003

Friend to Receive this Letter
Street address
City, State and Zip Code

Dear Friend,

Hi, how are you doing? I am fine and I hope this letter finds you the same.

I am in a computer class learning to do word processing. It is easier than I thought it would be!

I'll write more later.

Sincerely,

Type Your Name

How would you improve the appearance of this letter?

DO NOT DELETE - SAVE this LETTER as described in Section H (Using a Floppy Disk)

- To **“Minimize”** it, look for a set of three small boxes in the top right corner of the screen;
- Click on the innermost box - it appears to have a minus sign: (Clicking on this box will temporarily place your **document** “on hold”; it **will become an ICON at the bottom** of the screen.)
- Later, to **“Maximize”** the letter (“make it big again”), simply **click on the ICON**.

HINTS

Include a name and / or a date when SAVING a letter; it will be easier to find at a later time.

Always change the name of the letterhead file when saving a new letter. The NEW document gets the NEW name and the “Letterhead” remains available for future use.

If you decide **to save pictures**, you will **need** to have **several disks** - a picture takes up a lot more space than a letter.

K. TROUBLESHOOTING PROBLEMS

PROBLEM	SOLUTION
1. When typing, each keystroke makes the next letter or character disappear from the screen.	1. Click the INSERT button once.
2. A section of text suddenly disappears or you type something you want to erase.	2. Click on the “UNDO” arrow.
3. Red or green lines appear under your words.	3. Click on the Icon for “Spell Check”.
4. You are not sure how to remove the Disk from the “A” – Drive.	4. Look for a small button near the disk and push it; the disk should pop out.

L. USING SPELL CHECK

1. Open “Spell Check” by clicking on the icon with a “check mark and ABC”.
2. A “Dialog Box” (You get to “talk” to the computer) will open as the computer identifies words that were **not spelled correctly**; they will be in **RED**. (If it is a **grammar** problem, the word will be in **GREEN**).
3. Suggestions for change will be offered; you can click on your selection or just respond to the options on the side. Example - “extra space between words”:
 - Ignore** No action, but the next extra space **will** also be questioned
 - Ignore all** Computer **won’t** point out other extra spaces
 - Add** If the word is new or correct, you can **add it** as “OK”
 - Change** If you select an option offered, clicking **Change** will fix it.
4. When done, you **must** click on the prompt “**The Spelling and Grammar check is complete**” or you may not be able to return to your document.

M. OPTIONS FOR REVISING A DOCUMENT

1. DEFINITIONS

- A- INSERT - Places items or text at the insertion point; they appear to the RIGHT of the cursor.
- B- COPY - Highlighted text does NOT disappear; an exact duplicate is made and can be pasted at another location in a variety of ways.
- C- PASTE - The most recent (cut or copied) image will appear to the right of the cursor when “paste” is selected.
- D- CUT - Highlighted text will disappear when “Cut” is selected.
- E- DELETE - Use of a keyboard key for removing the letter to the RIGHT of the cursor OR removing selected / highlighted text.
- F- BACKSPACE - Use of this key deletes the letter to the LEFT of the cursor.

2. OVERVIEW CHART (Ways to Accomplish Copying, Pasting & Cutting)

(Highlight the text to be changed before taking action !)

ACTION	TOOLBAR ICON	MENU BAR	SHORTCUT	RIGHT CLICK of Mouse
COPY:	Click DOUBLE PAGES Icon	<u>E</u>dit, <u>C</u>opy	Ctrl + C	Right click, select COPY
PASTE:	Click CLIPBOARD Icon	<u>E</u>dit, <u>P</u>aste	Ctrl + V	Right click, select PASTE
CUT:	Click SCISSORS Icon	<u>E</u>dit , <u>C</u>ut	Ctrl + X	Right click; select CUT
INSERT:		<u>I</u>nsert		

KEYBOARD KEYS FOR MAKING CHANGES

DELETE:	Deletes Character to the RIGHT of the cursor OR deletes a large section of highlighted text
BACKSPACE:	Deletes character to the LEFT of the cursor

N. PRACTICE MAKING CORRECTIONS & REVISIONS

(Refer to previous page for overview chart)

There are several ways to accomplish each task.

This is one of the few occasions where you will have an opportunity to use the RIGHT button on the mouse. (Generally, “mouse click” means “use the LEFT button”.)

1. **INSERT - Places item or text at insertion point** (next stroke of Cursor).
 - A- **Place the cursor** where you would like to INSERT the date.
 - B- **Click on Insert** from the Menu Bar.
 - C- Click on the **down arrows** at the bottom of the list (if date not visible).
 - D- Click on “**D**ate”.
 - E- **Highlight the format** desired, then **click OK**; today’s date should appear.

2. **REVISE USING ICONS**
 - A- **Highlight the DATE** created in exercise 1.
 - B- **Click on the COPY ICON** (double pages).
 - C- Place **cursor below** the date.
 - D- Click on the **PASTE ICON** (looks like a clipboard).
 - E- **Highlight** one of the copies of the **date**.
 - F- Click on the **CUT ICON** (Scissors); one date should disappear.
 - G- **Highlight** the remaining copy of the **date**.
 - H- Press the **Delete Key**; the **page** should now be **empty**.

3. **REVISE USING THE MENU TOOLBAR**
 - A- **Type your name; highlight it**.
 - B- Click on **Edit**, then **Copy**; hit the ENTER key twice.
 - C- Click on **Edit**, then **Paste**; should now have two copies of the name.
 - D- **Highlight one** copy of name.
 - E- Click on **Edit**, then **Cut**; the highlighted copy should disappear.
 - F- **Highlight the remaining name**; press the **Delete** key. Screen is now blank.

4. **REVISE USING A SHORTCUT**
 - A- **Type the date; highlight it**; simultaneously press **Ctrl + c** , then ENTER
 - B- Press **Ctrl + v** (date “pasted”); two copies of date now available.
 - C- **Highlight date**; press **Ctrl + x** (date is “cut”). One date remains.

5. **REVISE USING THE MOUSE**
 - A- Type a name & highlight it, then **right click** and select **Cut**. – name disappears.
 - B- Place cursor where name used to be; **right click**; select **Paste** – name re-appears.
 - C- Highlight name, **right click**, and select **Copy**.
 - D- Press the Enter Key, **right click**; select **Paste** (Name appears twice).

6. **PRACTICE USING THE BACKSPACE KEY / DELETE KEY**
 - A- Type the date; with cursor at the END, press the backspace key.
 - B- Date will disappear from **right to left**.
 - C- Type the date; with cursor at the BEGINNING, press the DELETE key.
 - D- Date will disappear from **left to right**.

6. USING THE CLIPBOARD FOR COPYING SEVERAL ITEMS AT ONCE

- A- Click on **View**, then highlight **Toolbars**.
- B- Scroll to the right and highlight **Clipboard**, then hit **Enter**.
- C- The Clipboard box will appear; it has space to hold 12-copied items.
- D- The **advantage** of having several clips available is that you can also paste them, as desired, in a new document. It **can save time**.
- E- Note that icons for copying, pasting and “delete all” are included in the clipboard “box”
- F- Now that you are “set-up” to copy, go back to the letter you typed and select sections of text, as follows:
 - a. Highlight your name - **then click the icon to “copy”**
 - b. Highlight your address - then click on the icon to “copy”.
 - c. Highlight the name and address of the recipient – then “copy”
- (**Hint:** if you use the “**cut**” icon, text will **disappear** from the original page)
- G- Click the blank page Icon to start a new page.
- H- Place the cursor in the top, center of the new page.
- I- Using the mouse, hover over the first “clip” on the board; the beginning of your name should appear. If so, click on it and your full name should appear on the new page.
- J- Repeat the process to get your address under your name.
- K- Now move the cursor down to where you want to paste the recipient’s address; repeat as above, hovering to confirm you have the right clip and then proceeding to “click” so the copied item can be pasted.
- L- Click on the icon that looks like a clipboard with an X to “Clear Clipboard”.

7. CHANGE THE COLOR OF THE TEXT

- A- Highlight text to be colored
- B- Click the down arrow beside the “Font Color” Icon (**A**)▼
- C- “Arrow Down” / then click on the color desired
- D- To return to black, repeat above steps and click on the black square.
- (**Hint:** If you want the color that is under the “A”, just highlight the text to be changed and touch the colored bar with the mouse; then click.)

9. HIGHLIGHT TEXT WITH COLOR

- A- “Highlight” text with the mouse
- B- Click on the “**Highlight**” Icon
- C- If a “pen” is provided, use it to “color” text
- D- Click on the down arrow ▼ and click on color desired
- E- To **reverse**, highlight text with the mouse then **select**

None

HINTS

END KEY - Press it to go to the end of the current line.

WORD WRAP - Ability to continue typing without stopping at the end of the line; the text will wrap around to the next line automatically!

O. SHORTCUTS

Mary Ann Roberts

Save yourself time by learning a few shortcuts. In place of using a mouse on the toolbar icons, simply hold down the Ctrl key (the bottom left key on your keyboard) while pressing the appropriate key(s). If you have already typed the text, **you will need to first select the text by running the cursor over the text you want to change.**

KEY COMBINATION

WHAT TO EXPECT

MOVEMENT OF CURSOR

Ctrl + Home	Beginning of document
Ctrl + End	End of document
Home	To beginning of line
End	To end of line

FORMAT OPTIONS

Ctrl + L	Left align
Ctrl + E	Center
Ctrl + R	Right align
Ctrl + Shift + Enter	Column Break
Ctrl + Enter	Page Break
Ctrl + B	Bold letters
Ctrl + I	Italic letters
Ctrl + U	Underline
Ctrl + Shift + D	Double underline
Ctrl + J	Justify
Ctrl + 1	Single line spacing
Ctrl + 2	Double line spacing
Ctrl + 5	1.5 line spacing
Ctrl + M	Increase indent

FUNCTIONS

Ctrl + C	Copy Text
Ctrl + X	Cut Text
Ctrl + V	Paste Text
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + S	Save a document
Ctrl + P	Print a document

NOTE – It is necessary to hold the Ctrl button and then press the letter keys.

P. CREATING COLUMNS

Mary Ann Roberts

I. Format your columns

1. Click on **F**ormat
2. Click on **c**olumns
3. Choose the **number of columns** -

Short Cut

ALT+O

C

Drag pointer over the number of columns needed

4. Go to bottom of window. Click on ↓ then **This point forward**
Click **OK**

II. Insert Columns Breaks

1. Click **I**nsert
2. Click **B**reak
3. Click **C**olumn
4. Click **OK**

ALT+I

B

C

Repeat II. As often as you need to establish your columns

From this point on you need only put your pointer on the column you choose

WRITING A NEWSLETTER COLUMN

1. Type a paragraph
2. Make sure your cursor is at the end of the paragraph
3. Select the paragraph (either by highlighting or double clicking in the middle of the paragraph)
4. Click on the columns icon from the toolbar
5. Drag over the number of columns that you want
6. When you let go the mouse you will have the paragraph in the number of columns that you chose.

Columns Continued**Q. PRACTICE MAKING COLUMNS (USING Menu Bar Format Method)**

1. Open a new document by clicking on the white page (upper left).
2. Before you make columns, you may want to name your document.
Example - **MEDICINES THAT I TAKE** – type that in your document.
3. Hit enter twice. Then click **ALT + O** OR CLICK ON **Format**.
4. Type letter **C** or click on **Columns**.
5. A series of columns options appear. Click on the icon with **3 columns**.
6. Click on **OK**.
7. Word will automatically make equal columns as you requested.
8. You may also change the width of the columns by clicking on the up and down arrows under the words **Width and spacing**. First you need to click on the check beside **Width and spacing** to avoid making all your columns the same size.
NOTE: Width and spacing in the Dialog box Col. #1-3. Click on the up or down arrow to make the column the size that you want and watch the sample to the right. The size of the columns change as you increase the width. If you want columns equal, skip #8
9. At the very bottom of this dialog box, you have an other option. You may choose **Whole Document** or **Selection**. Click on **This point forward**. The rest of you document will be in columns.
10. Follow the direction for **Insert Columns Breaks** .

SAMPLE OF MAKING COLUMN BREAKS - Let's make a list of medications that you take. Use the directions above to make and name your columns.

MEDICINES THAT I TAKE

<u>NAME OF MED.</u>	<u>DOSE</u>	<u>PURPOSE</u>
Aspirin	325 mg every 4 hours	Arthritis
Zocor	1 pill every night before bedtime	Cholesterol
Vitamins	1 each with breakfast	To stay healthy

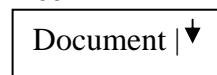
NOTE – If you make a mistake, simply press Ctrl + Z to undo your last move.

R. SAVING A DOCUMENT

1. **USE OF ICON** - When typing on a **Messiah Village Computer**.....
do NOT use the “**Save**” Icon – it would store your personal information.
Instead, save your documents by **using the “A-Drive”**, as described below.
2. **USE OF MENU BAR: SAVE TO A FLOPPY DISK (“A-Drive”)**
 - A- Create the document you want to save (EX: a letter)
 - B- Put the floppy (Square) disk into the A-Drive slot; **wait** for the noise to stop
 - C- Click on **File** in upper left corner of Menu Bar
 - D- Click on **Save As**
 - E- At the top (box after “save in”), click on the down arrow ↓
 - F- Then scroll to **3 ½ Floppy (A:)**
 - G- At the bottom, find the “File name” box; is it empty or highlighted?
 - a. If either is true, give your document a name (EX: Letter to ____)
 - i. Use any combination of letters / avoid symbols
 - ii. Make it “easy to recognize”; include a date
 - b. If previously saved, the prior name will show up
 - H- Click on **Save** (You will hear a **noise** as the drive functions)
3. **EXITING A FLOPPY DISK**
 - A- Routinely “**SAVE**” your work **before** exiting a document.
 - B- Always “**x**” out of a document before removing the disk. (**Important!**)
 - C- Click on the **X** **closest** to the window currently open.
 - D- Answer “**YES**” when asked about **saving changes** (if so desired).
 - E- If the file is already named, it won’t be necessary to name it again.
Just click on “**SAVE**” and listen for the sound of the drive functioning.
 - F- DO NOT try to remove the disk until the sounds go silent. (**VERY Important!**)
 - G- **Click the X** again, the **screen should go dark**.
 - H- Although you exited the **document**, you are **still in** the **WORD PROGRAM** .
 - I- Click on the remaining **X** to get back to the start-up desktop.
 - J- When noise stops, push the button near the “A” Drive and the disk should pop out.
4. **RETRIEVING INFORMATION - From a Floppy Disk (Option I)**
 - A- Once you have “saved” your work, it can be “opened”
 - B- Insert the Floppy disk into the A-Drive slot
 - C- Click on **File**
 - D- Is the document you want to open listed? Check bottom of menu;
the 4 most recent “Saves” usually appear automatically
 - E- If so, **highlight the title you want** and click.
 - F- If not, click on **Open** and select (**3 1/2 Floppy A:**)
 - G- Contents of the Floppy Disk will appear
 - H- Highlight the file desired and click to open it.

From a Floppy Disk (Option II)

- A- **Click** on the **Yellow (open) Folder Icon**
- B- Click on the **down arrow** next to:
- C- Go to **3 ½ Floppy (A:)** Drive
- D- **Double click on the document**
- E- Click on **open**



Saving a document, continued

5. SHORTCUT - Do NOT use a “shortcut” to “SAVE” until you first save each file to a floppy disk and give it a name!

- A- Open up a document; make changes desired
- B- Hold down the “Control” (**Ctrl**) key and **touch the “S” key**
- C- Listen for A-Drive activity; when noise stops, OK to proceed.

6. SAVING TO A HOME COMPUTER

Since you are likely to be the only “user” in your home, you do not need to be as concerned about the next user accessing your personal information.

In addition to saving your work to a “Floppy disk”, Home computer users can save their work to the hard drive of their computer. Here is the procedure:

- A- **Begin saving a new document by giving it a name.** Select “File”, “Save As” and then (using the down arrow in the top box), highlight “My Documents”.
 - a. If the folder you want to use already exists, just click on it
 - b. If not, you can create a folder by clicking on the “Create New Folder” Icon (It is a solid yellow folder located to the right of the “Save in” box.)
 - c. It’s OK to save without putting a document in a folder.

- B- **To retrieve information stored on your computer,** select File and then Open. (Another option is to just click on the “open yellow folder” icon on the toolbar.)
 - a. The “Open” dialog box will appear; click on the down arrow of the box to the right of “Look in”.
 - b. If the name of the file you want appears, then click on it.
 - c. If the file name does not appear, click the down arrow in the “Look in” box.
 - d. Existing folders should appear (You may have created a folder for “Letters”, “Taxes”, “Meetings”, etc.). If so, click on the folder most likely to have the document you want to open.
 - e. If you haven’t created folders, the names of the individual files will appear; click on the one that you want to open.
 - f. If the file name is not under “My Documents”, check under DATA for a file named TEMP; sometimes documents go into a “Temporary” file.

HINTS

When you **create a document**, the computer automatically calls it “**Document 1**”.

When you start a **new document**, it is called “**Document 2**” and so on.

Unless you change the name, this is how they will be **stored**. As you can see, it would soon become very difficult to know which document you were opening.

Plan to routinely **give the document a name shortly after you start** typing it; **SAVE often** to avoid losing your created work.

When you have **multiple documents**, **create folders** for them

S. OPTIONS FOR PRINTING

1. PRINT PREVIEW

- A- To get a **view of the page BEFORE you print:**
 - a. Click the **“Print Preview” Icon** on the standard Toolbar
 - b. Examine the image on the screen
 - c. Exit the preview (**Click X** in right corner of screen)
 - d. Now you can make revisions
 - e. Click **“Print Preview”** again before printing

2. USE OF ICON

- A- Place the **Floppy disk** (the one used to save letters) in the A-Drive
- B- **Open** a “letter” document
- C- Click on the **Icon** that looks like a **printer**
- D- You will get a **copy** of the letter *for each click* on the Icon

3. USE OF MENU BAR

- A-**Open** a document
- B- Click on **F**ile, then **P**rint, Note the following inserts:
 - e. **Page Range** - select **“all”** or **“Current Page”**
(You only need to specify pages in lengthy documents)
 - b. **Copies** - Scroll up if more than one copy desired
 - c. **Click “OK”**; computer will print the number of copies requested.

4. SHORTCUT (Using the same “letter” document)

- A-**Open** or create a document
- B- Hold down **Ctrl key** and **press the P** key
- C- A copy of the document should print

5. PRINT FROM A FLOPPY DISK

- A- Open the document desired, as previously described (Section R-4)
- B- Print just as you would any other document (Icon, Menu Bar or Shortcut)

HINTS

Know that every time you click on the printer icon you will get another copy.

Always “take a look” by doing a “print preview” (Icon of a page with a microscope); if changes are needed, do it BEFORE you print.

If the document is several pages long, just print a few pages at a time.

T. PRACTICE SAVING and PRINTING

TYPE YOUR NAME & ADDRESS	Highlight and "center" it. (Use Icon with uneven sides)	Print preview This will be "Letterhead"; is the print large enough?	Adjust the size and style of print, as desired
--------------------------	--	--	--

ACTION	ICON	MENU BAR	SHORTCUT
SAVE Place a Floppy Disk in the "A" Drive	Avoid	File, Save <u>A</u> s, 3 ½ Floppy A, Name it: LTRhead ; Click on <u>S</u> ave.	If the document is already named and open, it is OK to use a shortcut; Hold down the Ctrl (control) Key while also pressing the " S " Key.
PRINT	Click Printer Icon	<u>F</u> ile, <u>P</u> rint, <u>C</u> urrent Page, then <u>O</u> K	Hold down the Ctrl (control) Key while also pressing the " P " Key.

U. INSERT A TABLE

1. DEFINITIONS:

←		ROW	→
			↑
			↓
			COLUMN

CELL

- A- **CELL**: A single component of a table with rows and columns.
- B- **ROW**: Consecutive cells aligned horizontally.
- C- **COLUMN**: Consecutive cells aligned vertically.
- D- **TABLE**: Series of adjacent rows and columns.

Tables , continued

2. CREATING A TABLE:

- A- USE THE “**Insert Table**” **ICON** (located on the **Standard Toolbar**; looks like a blank calendar).
 - a. Place cursor where the table is desired.
 - b. Click on the “**Insert Table**” Icon (looks like a calendar)
 - c. **Highlight** as many **rows & columns** as desired (Maximum: 5 Rows / 4 Columns).

Increase size of the cells in a row by placing cursor in the cell and hitting Enter .			Add an extra column or row by selecting Table, Insert and then choose per options
	Delete a row or column by selecting Table, Delete		Add another ROW by placing cursor in the bottom right cell and hitting TAB .
This row was	added by	hitting	the TAB key.

Here is another option for creating a TABLE:

- B- Select “**Table**” From The **MENU BAR**:
 - a. Place the cursor where you want the table to be inserted.
 - b. Click **Table** , then **Insert**
 - c. After highlighting *Insert*, follow the **arrow to the right** and select **Table**
 - d. In the Dialog Box that pops up, indicate the **table size** by:
 - a. Using the up/down arrow to increase or decrease the number of **C**olumns.
 - b. Using the up/down arrow to increase or decrease the number of **R**ows.
 - e. In the Dialog Box that pops up, indicate the **CELL SIZE** as follows:
 - a. Select **Fixed Column Width** to make each column the same size
 - b. Select **Auto Fit to Contents** if you want the size of the column to fit whatever you type in the cells.
 - f. Click on **OK** and the desired size of table should appear.

This is a sample of “ Auto fit to contents ”	
Note that the size of the cell depends on its contents ; empty cells are small, but expand as needed.	3 Columns and 5 Rows were selected
The “ Table ” option can also be used to DELETE cells, rows and columns	

V. PRACTICE CREATING A TABLE

1. CREATE A MEDICATION LIST

A- Steps To Follow

- a. Place **cursor** where the table is desired.
- b. Click on the **ICON** for “**Insert Table**”
- c. **Highlight** the number of **rows & columns** needed (4 Rows / 3 Columns).
- d. Hit **Enter** OR a **Left click** of the mouse; the blank table should appear.
- e. In the top left cell, type “**Medication**”.
- f. Tab over to the middle column; type “**TIME**”.
- g. Tab to the third column and type “**DOSE / (Comment)**”

B- SAMPLE chart from ICON to “Insert Table”:

MEDICATION	TIME	DOSE / (Comment)
Motrin	8 AM, 4 PM & 10 PM	300 mg (1 pill)
Catapres Patch	Weekly, Mondays 10 AM	0.1 mg (1 patch)

- a. Enter the sample medication (**Motrin**) in the **MEDICATION** column.
- b. TAB over to the **TIME** column; type: **8 AM, 4 PM & 10 PM**
- c. TAB over to the **DOSE** column and type: **300 mg (1 pill)**

C- Individualize The List

- a. **Repeat the steps** in section A
- b. **Enter YOUR OWN Medications**, Time and Dosages.
- c. **Use the Comment section** to indicate if the dose is two pills, a patch, etc.
- d. To add a row, place the cursor in the bottom right cell and hit the TAB key.
- e. To delete the table or any part of it, highlight the portion to be deleted and click on **Table** from the Menu Toolbar; select **Delete** and then the option.

Tables , continued

2. CREATE A CALENDAR

A- Steps to Follow for the Calendar:

- a. Click on Table, then Insert, then Table
- b. Use arrows to request 7 columns and 6 rows with “Fixed” Column width.
- c. Click “OK” and the blank table should appear.
- d. Using the TAB key, type the days of the week in the top row of cells.
- e. Using the TAB key, begin typing consecutive numbers for the month desired.
- f. Press the ENTER key to make the boxes larger; (twice for the size above).
- g. Type the month & year on top of the calendar; use the icon to center it.

MARCH 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

B- Individualize The Calendar

- a. Make it for any month desired
- b. Make it larger by pressing the “enter” key in each row.
- c. Add color to the numbers (Highlight them and click the arrow by the big A Icon.)
- d. Print several of them and keep them in a binder.
- e. Use calendar pages for scheduling and reminders.
- f. Have fun!

Tables , continued

3. MAKE A LIST OF RELATIVES / FRIENDS

A- Steps To Follow for Creating the Table

- a. Place the **cursor** where you want the table to be inserted.
- b. Click **T**able , then **I**nsert
- c .After highlighting *I*nsert, follow the **arrow to the right** and select **T**able
- d. In the Dialog Box that pops up, indicate the **table size** by:
 1. Using the up/down arrow to change the number of Columns to 5 (five).
 2. Using the up/down arrow to change the number of Rows to 4 (four).
- e. In the Dialog Box that pops up, indicate the **AutoFit Behavior** by:
 1. Select **Fixed Column Width** to make each column the same size
 2. Select **Auto Fit to Contents** if you want the size of the column to fit whatever you type in the cells.
- f. Click on **OK** and the desired size of table should appear.
- g. In the top left cell, type **“NAME”**.
- h.Tab over to the middle column; type **“ADDRESS”**.
- i. Tab to the third column and type **“CITY”**.
- j. Tab to the next column and type **“STATE & ZIP”**
- k.Tab to the next column and type **“PHONE”**.
- l. In the next column, type **“HOW RELATED”**.
- m. In the last column, type **“E-MAIL ADDRESS”**.

B. SAMPLE of a TABLE created from the Menu Toolbar:

	ADDRESS / CITY	STATE	ZIP	PHONE	HOW RELATED	E-MAIL ADDRESS
NAME						
John Smith	100 Mt. Allen Drive Mechanicsburg	PA	17055	(717) 777-7777	Brother	jsmith@aol.com
Jane Doe	100 Mt. Allen Drive Mechanicsburg	PA	17055	(717) 777- 6685	Friend	jdoe@yahoo.com

Tables , continued

C- Steps To Follow for Entering Information

- a. Enter the **sample name** (John) **near the top** of the first column.
- b. TAB over to the **ADDRESS / CITY** column; type: **100 Mt.Allen Drive,
Mechanicsburg.**
- c. TAB over to the **STATE, ZIP** column and type: **PA 17055.**
- d. TAB over to the **PHONE** column and type **(717) 777-7777.**
- e. TAB over to the **HOW RELATED** column and type **Brother.**
- f. Repeat the process for Jane Doe (for Practice) or proceed as below:

D- Individualize The List

- a. Repeat the steps in section “A”
- b. Enter YOUR OWN list of relatives and contact information
- c. If additional rows are needed, place the cursor in the bottom, right cell and hit the TAB key; a new row should appear.

W. SEND AN E-MAIL ATTACHMENT from a FLOPPY DISK

1. Insert **Floppy disk** (with desired files) into the **A-Drive**.
2. Connect to **Yahoo Mail**, click on the word “**Compose**” (or “**Reply**” – if you are responding to an E-mail)
3. To attach a file, click on the word “**Attach**”.
4. Click on “**browse**” to select the file to be sent.
5. In the top box, use the down arrow to **Scroll to 3 ½ Floppy (A:)**
6. **Highlight the name of the file** you wish to send and hit the **Enter** key.
7. The **name** of the selected file **should appear** in the first **box beside “Browse...”**.
8. Add another attachment (maximum of 3) or click “**Attach File**”.
9. Wait (**do not interrupt!**) **while the file gets attached**
10. The **name of the attached file(s)** will appear; if it is correct, select “**Done**”.
11. You will **likely be returned to the E-mail message** you were creating.
12. If the **wrong file** was attached, just **click on “Remove”** – and it will disappear.
13. Once the desired file is “attached”, you **still have to “Send” your E-mail**.
14. **Continue writing your letter**, add a subject and an address (if needed).
15. Check the box to “**Save a copy**”; view what you sent from the “Sent” files.

X. SUMMARY PRACTICE EXERCISE (Open, Revise, Save and Print)

This exercise will guide you through **opening** a previously saved letter, **making revisions**, **saving it as a new document** and **printing** the revised document.

1. OPEN (Use a LETTER previously typed)

A- Open the letter as follows:

- a. Maximize the letter (if it is an icon on the bottom of the screen); if not, then put the **floppy** (Square) disk into the **A-Drive** slot.
- b. Click on **File** in the **Menu Bar**.
- c. Click on **“Open”**.
- d. At the top (box beside **“open”**), click on the **down arrow** .
- e. Then scroll with the mouse to **3 ½ Floppy (A:)**.
- f. A list of contents should appear.
- g. Select the letter file previously saved by highlighting it.
- h. Click on **Open**. (You will hear a noise as the drive functions.)

B- The letter should appear on the screen.

2. REVISE (Make the following changes to the letter:)

A- Change the recipient -

- a. Highlight the name and address of the first recipient.
- b. Press the ENTER key - this should make the text disappear.
- c. Click the “Undo” icon and the text will re-appear.
- d. Highlight the name and address again and click on the scissors Icon (to cut).
- e. Enter a new name and address in the empty space.

B- Change the Date -

- a. Highlight the date on your previous letter.
- b. Press the ENTER key and the old date should disappear.
- c. Now click on “Insert” then “Date and Time”; select a date from the options.
- d. If the cursor was not in the right spot, highlight the date, cut, then paste in the desired location.

C- Add a new sentence -

- a. Example: “Do you have any interest in using a computer?”
or “If you want to give me a call, I’d love to hear from you.”
- b. Look over the finished letter and make changes as desired.

3. SAVE (menu bar - must save this way first!)

A- Save to a Floppy Disk.

- a. If not already in place, **put the floppy (Square) disk into the A-Drive slot**.
- b. Click on **File** in the **Menu Bar**.
- c. Click on **“Save As”**.
- d. At the top (box after **“save in”**), click on the **down arrow** .
- e. Then scroll to **3 ½ Floppy (A:)**.
- f. At bottom of insert, find the **“File name”** box.
- g. **Highlight** the name; **begin typing a NEW name**.
- h. **Click on Save**. (You will hear a noise as the drive functions.)
- i. You should now have another document on the disk - the one you just saved.

Summary Exercise continued

B- SAVE Using a SHORTCUT (IF file is already named.)

- a. Open the document and make changes (as described above).
- b. Hold down the Control (**Ctrl**) key and touch the “**S**” key.
- c. Watch the bottom of the screen - a blue line appears during the “save”.
- d. Listen for “A” – Drive activity; you will hear a noise during the “save”.

C- SAVE Using the Icon (Only if already saved to a floppy disk!)

- a. Generally, the icon for “save” (looks like a floppy disk) is NOT used for saving on a Messiah Village computer. To do so would risk personal information being left behind for someone else to “open”. However, once you have saved the new file to a floppy disk and given it a name, using the “save” icon is similar to using the shortcut to save. They both tell the computer to “save again”. Both result in a noise when information is saved to a floppy disk.

4. PRINT (Refer back to Section S – “Options for Printing” for more detail.)

A- Print Preview - Always “preview” before printing

B- Icon- An easy way to print; just click the picture of the printer.

C- Menu Bar - Select **File**, then **Print** and indicate how many copies.

D- Shortcut – Just hold down **Ctrl** and press **P**.

E- Exercise - Practice deleting part of a page and then printing:

- a. Open a letter that you have typed.
- b. Place the cursor after the zip code in YOUR address at the top of the page.
- c. Use the mouse to Highlight everything else on the page.
- d. Press the enter key - highlighted text should disappear.
- e. You should now have just your letterhead at the top of the page.
- f. Using any of the methods above (A, B, C or D), print the letterhead.

SELF TEST - REVISING AND SAVING

1. Do you need to “re-type” your letterhead page with each letter?
2. If not, explain how you would use a “saved” file.
3. What will happen if you do not give the letter another name ?
4. How would you make another letterhead file if you “open” it and the document is a letter instead of just the letterhead?

Y. KEEPING A BUDGET IN MICROSOFT EXCEL

- This section will help you develop a way of tracking income and expenses.
- Think about the categories you will need for your own budget.

(The following directions require the use of Microsoft EXCEL - a program different from Microsoft WORD.

NOTE: EXCEL is a very powerful program; it is capable of extensive calculations.

The summary that follows is "...just enough to make very basic use of the program.")

1. EXCEL BASICS:

A- OPENING EXCEL:

- a. **MESSIAH VILLAGE COMPUTERS:** Click on the **ICON** for EXCEL located on the **DESKTOP** (main screen).
- b. **HOME COMPUTERS:**
 1. Click on "Start" in lower left hand corner of screen;
 2. Click on "Programs" on menu that springs up
 3. Move cursor to the right on program line and click on "Excel" (this will give you a grid of cells with letters in the row across the top and numbers in the left column).

B- DEFINITIONS

←	ROW	→	↑
			COLUMN
←	CELL	→	↓

- a. **CELL** - A single block
- b. **ROW** - Horizontal Cells
- c. **COLUMN** - Vertical Cells
- d. **ACTIVE CELL** - Cell with the cursor
- e. **COORDINATES** - Intersection of a Row and a Column
- f. **NAME BAR** - Box (top / left) that specifies coordinates of active cell
- g. **FORMULA BAR** - Box (top / center) that displays the formula for active cell
- h. **FORMULA** - Combination of letters and numbers creating a value for a cell

C- MOVEMENT OF THE CURSOR

- a. **TAB KEY** - Top left side of keyboard. Note directional arrows on key
1. Tab to the Right → Each press moves the cursor 5 spaces
 2. Tab to the Left ← Moves *highlighted* text to the left if the shift key is also pressed at the same time
- b. **ARROW KEYS** Bottom right side of keyboard. They move the cursor without moving the text:
- | | |
|------------------------------------|-------------------------------------|
| → Moves cursor to the right | ↑ Moves cursor up the page |
| ← Moves cursor to the left | ↓ Moves cursor down the page |
- c. **TYPE IN FORMULA BAR** = Same as typing in ACTIVE cell

D- IDENTIFY COORDINATES

- a. Click the cursor in the **top left cell, Column A, Row 1**; this is **Coordinate A1**. Hence, **Cell A1**. (This is an example of the way coordinates are identified.)
- b. Notice the letter and number in the **box at the top left** of the screen; are they **A-1**?
- c. Place the cursor in a different cell (Use the tab key); do the coordinates match the ones in the box? (They *should* match.)

E- INSERT ROWS & COLUMNS

- a. Click on **“INSERT”**
- b. Then select from cell, row or column and click again.
- c. The additional spaces should be added.

F- ADJUST WIDTH OF COLUMNS

- a. Using the mouse, **'grab'** the **right side of the TOP of the column** to be 'resized' and **'drag' it to change the size**:
 1. Move **'left'** to narrow the column.
 2. Move **'right'** to widen the column.
- b. **Highlight the columns** that need resizing,
 1. Click the cursor on the **FORMAT** Menu
 2. Select **“COLUMN”** from the 'drop-down menu'
 3. Select **"AUTO-FIT"** from the choices offered (The highlighted columns will then automatically change their width to match the 'titles' of each column.)

G- USING A FORMULA

- a. Formulas give the computer instructions on **“how to compute”**; **Example:**
(Ex: E4)

\leftarrow **=E4-D5** or \rightarrow **= (Coordinates of prior total) + / - (\$ of current entry)** \leftarrow
 (Ex: D5)

= sign is very important **“+ / - ”** : Tells computer to add OR subtract
“=” : is a signal for computer to begin computing

2. KEEPING A BUDGET (Practice Exercise)

A- OPEN EXCEL (Click Excel Icon)

B- Refer to the EXCEL SAMPLE CHART

The following chart will be used throughout the lesson on “Keeping a Budget in Excel”.

EXCEL SAMPLE CHART

The screenshot shows a Microsoft Excel spreadsheet titled "REVISED Budget Lwith 200 for clothing.xls". The spreadsheet is organized into columns for DATE, D/W, TRANSACTION, AMOUNT, and TOTAL. It lists expenses under three categories: CLOTHING, VACATION, and UTILITIES. A key at the bottom explains that 'D' stands for DEPOSIT and 'W' for WITHDRAWL.

	A	B	C	D	E	F	G	
1	DATE	D/W	TRANSACTION	AMOUNT	TOTAL			
2								
3	CLOTHING							
4	8/3/2003	D	From Income	\$200.00	\$200.00			
5	8/4/2003	W	Socks	\$20.00	\$180.00			
6	8/5/2003	W	Shoes	\$75.00	\$105.00			
7								
8								
9	VACATION							
10	7/28/2003	D	Transfer from Saving	\$900.00	\$900.00			
11	8/1/2003	W	Cruise on Miss River	\$500.00	\$400.00			
12								
13								
14	UTILITIES							
15	7/24/2003	D	From Income	\$400.00	\$400.00			
16	7/29/2003	W	Electric Bill	\$72.35	\$327.65			
17	8/1/2003	W	Water Bill	\$34.80	\$292.85			
18								
19								
20	KEY	D = DEPOSIT						
21								
22		W = WITHDRAWL						
23								
24								
25								

C- ENTER COLUMN TITLES

- a. Click the **cursor** in the top left cell, column A, Row 1; this is **Coordinate A1** (Hence **cell A1** – examples of the way coordinates are identified.)
- b. Type "**DATE**" in this cell. **Continue as follows:**

COORDINATES	TYPE
A1	DATE
B1	D / W
C1	TRANSACTION
D1	AMOUNT
E1	TOTAL

- c. Thus **you have identified five columns** that will extend throughout your budget.

Note: Refer to the **Excel EXAMPLE Chart** for location of the Titles and Categories.

D- ENTER BUDGET CATEGORIES

- a. **Click** the cursor in the third cell in column A; (this will highlight **cell A3**); in this cell TYPE the first budget category: "**CLOTHING**". **Continue as follows:**

COORDINATES	TYPE
A3	CLOTHING
A9	VACATION
A14	UTILITIES

- b. Thus **you have identified three categories for use** throughout your budget.

E- ADJUST the WIDTH OF COLUMNS (Two options):

Note: The **second** column ("D/W") can be **narrow** and the **third** column needs to be **wider**; adjust *one at a time* using the mouse or *both* using method "b".

- a. Using the mouse, 'grab' the right side of the **TOP** of the column to be 'resized' and 'drag' it to change the size (move 'left' to narrow and 'right' to widen).
- b. Highlight the columns that need resizing, click the cursor on the **FORMAT** Menu above, select "**COLUMN**" from the 'drop-down menu", and then select "**AUTO-FIT**" from the choices offered (The highlighted columns will then automatically change their width to match the 'titles' that were typed at the top of these columns)

F- ENTER DATES / SPECIFIC TRANSACTION

Note: In this section everyone will set up the same example for practice; in the next section, you will create an individual budget for your personal use.

Keep in mind that the **objective** is to be able to **view the balance** left in each budget item **at a glance**. Therefore, **when money is either added or spent, an entry must be made** to keep the total updated. Proceed with the following entries to re-create the example budget provided:

- a. Return to the **first budget category** and begin to type in specific data; (e.g. from your monthly **income**. you allocate **\$200** for **Clothing**)- hence you **type in the Date** in the "A" column (**Coordinate A4**). **Options:**
 1. Use the dates provided in the Excel example, OR
 2. Use current or recent dates, as desired.

Note: If allocations are made from your income to the various budget categories at the beginning of each month, you will **probably use the same date** at the **top** of each category. The date will vary if money is transferred at different times.

Enter a date in coordinates A4, A10, and A15 (based on the Excel Example)

- b. Proceed to **type the allocation for the remaining budget items**, as follows:

COORDINATES	TYPE
D4 and E4	\$ 200
D10 and E10	\$ 900
D15 and E15	\$ 400

- c. **So far you should have a date and a dollar amount at the top** of each budget category. **Now you need to indicate that they were "Deposits" and the "Source":**

COORDINATES	TYPE	COORDINATES	TYPE
B4	D	C4	From Income
B10	D	C10	Transfer from Savings
B15	D	C15	From Income

- d. Notice that the **Excel Sample** indicates that **socks** were purchased for **\$20** and **shoes** were purchased for **\$75**. A **vacation** expense was **\$500** and **utilities** were **paid**. The way to enter these transactions (and future expenses of your own) is as follows:

Enter the **DATE** (your choice) in coordinates A5, A6, A11, A16 and A17
[Note that Column A contains the DATES and Column B is for Deposits or Withdrawals]
 Since they were all **WITHDRAWALS**, enter **W** in cells B5, B6, B11, B16 and B17

COORDINATES	TYPE	COORDINATES	TYPE
C5	Socks	D5	\$20
C6	Shoes	D6	\$75
C11	Cruise on Miss. River	D11	\$500
C16	Electric Bill	D16	\$72.35
C17	Water Bill	D17	\$34.80

G- DETERMINE THE FORMULA

Refer back to the first section on **Excel Basics**:

- a. Formulas give the computer instructions on “**how to compute**”; **Example:**
(Ex: E4)

=E4-D5 or **= (Coordinates of prior total) + / - (\$ of current entry)**
(Ex: D5)

= sign is very important “+ / - ” : Tells computer to add OR subtract
 “=” : is a signal for computer to begin computing

- b. To make the above example more meaningful, plug in values from the **Excel Example**, as follows:

=E4-D5 or **= (Coordinates of prior total) + / - (\$ of current entry)**
 (Prior Total = **\$200** in cell **E4**) (Current Entry = **\$20** in **D5**)

- c. Summary:

- **Start with the = sign:** =
- Add the **coordinates of prior total:** **E4**
- **Use + or -** depending on transaction: - (Socks **cost** \$20)
- Add **coordinates of current entry:** D5 (Cell with cost of socks)
- Put it all together / formula is: **=E4-D5**

H- ENTER FORMULA IN COLUMN E

PLEASE NOTE:

- a. After the Deposits are made IN THE "E" COLUMN, YOU WILL ONLY **TYPE "="** and the **coordinates of the AMOUNT of the PREVIOUS TOTAL** with a "+" or "-" followed by the **coordinates of the 'AMOUNT of the SPECIFIC TRANSACTION'** (Ex: =E4-D5)
- b. After entering the “=” and the coordinates as indicated above, you hit "**enter**" and the **computer will then 'compute'** and the **formula will be replaced** by the new TOTAL.
- c. Complete the entries in your sample as follows:

COORDINATES	TYPE	COORDINATES	EXPECT
E5	=E4-D5	E5	\$180
E6	=E5-D6	E6	\$105
E11	=E10-D11	E5	\$400
E16	=E15-D16	E5	\$327.65
E17	=E16-D17	E5	\$292.85

In the above illustration, when the ENTER button is pushed, the **formula will be replaced** by the correct NEW total (see the EXPECT column)

REFER TO THE ATTACHED **EXCEL SAMPLE BUDGET** IN a Microsoft EXCEL Screen

3. KEEPING YOUR BUDGET (For Personal Use)

Note: The **procedure** for keeping a budget in Excel is the same as in the previous “Practice Session”; begin by referring to “Section 2” and **preparing the entries** below according to your individual needs.

A- OPEN EXCEL (Click Excel Icon)

- a. If you have a HOME computer, you may use the START button.
- b. Then select PROGRAMS and highlight MICROSOFT EXCEL.

B- ENTER COLUMN TITLES

- a. Click the **cursor** in the top left cell, column A, Row 1; this is **Coordinate A1**
- b. Type **"DATE"** in this cell. Proceed with creating the same titles

COORDINATES	TYPE
A1	DATE
B1	D / W
C1	TRANSACTION
D1	AMOUNT
E1	TOTAL

C- ENTER YOUR BUDGET CATEGORIES

- a. Create a **list of YOUR monthly expenses**, for example:

COORDINATES	TYPE
A3	FOOD
A9	TELEPHONE
A14	UTILITIES
A20	CLOTHING
A26	ENTERTAINMENT
A30	AUTOMOBILE

- b. With the down arrow, move the highlighted **cell down 5 or 6 blocks** and continue to **type** in the **remaining budget categories** (Ex.: "TAXES", "MEDICAL", "GIFTS", "MISCELLANEOUS", "GIFTS", "RENT/MORTGAGE" etc)
- a. Notice that approximately 5-6 rows were skipped between categories; this leaves a few lines for additional entries. To **Insert a Row** (for even more entries):
 - **Place cursor** directly above the area where a row is desired
 - Click on **"Insert"**
 - Then **select "Row"** and click again; the additional row should be added.

D- ADJUST WIDTH OF COLUMN - As previously described in section 2-D

- a. Use the **mouse** to change width of column by “dragging” the lines, OR
- b. Use the **"Auto-Fit"** option on the **Format** menu.

E- ENTER DATES / SPECIFIC TRANSACTION - Review section 2-E for details

- a. **Enter The Date** of allocations made from your income to the various budget categories at the start of each month. The dates go in **COLUMN A**, under the title.
- b. In **COLUMN B**, indicate that it is a **Deposit (D)**; (Ok to use **T** for Transfer)
- c. In **COLUMN C**, indicate the **SOURCE**, Ex.: From **Income** or **Savings**
- d. **Enter The Amount "FROM INCOME"** (IN COLUMNS **D** and **E**) for **each of your budget categories**. This is the amount “budgeted” for the month.

F. ROW “E” FORMULA - Refer to section 2-E, above, for details.

- a. So far you have established **TITLES** in COLUMNS A,B,C,D and E
- b. You have entered **BUDGET CATEGORIES** in column A
- c. You have made entries regarding the **beginning balance** (monthly allowance) for each category and recorded them in the **TOP ROW** of each category.
- d. **Now** it is time to start recording **actual TRANSACTIONS**; the process will be the **same in each category** and for each entry in the category; this means that you only have to learn it once! Here is a likely example:
 1. **Row A4** already contains the **monthly allowance**;
 2. **Row A5** will be utilized to record **use of a portion** of that allowance
 3. Whether your category is **FOOD** or something else, begin by **entering** the following **information in the row directly below the current balance**:
Use **Column A** for the **DATE** and **Column B** to indicate **Withdrawal (W)**
 4. Then enter the **specific item**, and **exact cost**, as in the following example:

COORDINATES	TYPE	COORDINATES	TYPE
C5	Groceries	D5	\$ (Your Cost)
C6	Food related Expense	D6	\$ (Your Cost)

- e. **Develop a Formula for column E** - this is detailed in Section 2-F, above.
Just as was described in the previous section, the formula simply needs values plugged into it. For example: **=E4-D5**
 1. Start **with the = sign**: =
 2. Add the **coordinates of prior total**: **E4** (Beginning Balance)
 3. Use **+ or -** depending on transaction: - (It was a purchase)
 4. Add **coordinates of current entry**: **D5** (Cell with \$ cost)
 5. Put it all together / formula is: **=E4-D5**
- d. If your next entry is in **cell D6**, the **formula** will be **=E5-D6**
- g. When your actual entry is in **D11**, the **formula** will be **=E10-D11**
- h. Do you see a pattern? The **new expense** recorded in **column D** is then **subtracted from** the prior total in **Column E**.

G. Continue entering formulas for each entry in the same manner; Once the outline of your budget is established, the entries should only take a few minutes to keep the totals updated. You already did the hard part!

Z. RESOURCES FOR ADDITIONAL INFORMATION

The source for most of the text has been our past experiences using a computer. For the most part, we learned from our kids with a combination of trial and error. Although our formal education is lacking, the fact that we know enough to “get by” seems to be adequate. For this reason, we felt that summarizing our knowledge in a way that it can be shared with others who only want to “know enough to get by” would be helpful. This booklet was developed for Messiah Village, primarily to assist residents in learning word processing.

There were times when we needed to use a reference; the lists below are sources that we found helpful. If you find a need for more information on using “WORD”, here are some books you may want to consider.

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