



Mousemates Microsoft Word Workbook

**Integrate computers into your
classroom with this simple
to use workbook**

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Introduction to this workbook

This workbook has been produced entirely with Microsoft Word on your common garden variety PC. All of the page layouts were developed using the skills covered in the course and theoretically, anyone who has practiced and perfected these could produce similar presentations.

Outcomes

At the completion of this workbook, students will be able to use Microsoft Word to do the following and more:

- Startup and shut down the computer
- Start a new file
- Open saved files
- Save a file
- Close a file
- Quit Microsoft word
- Edit text
- Format text
- Print files
- Switch between multiple open files
- Construct and edit tables
- Add columns
- Use shortcuts
- Add images

Course Requirements

Prerequisites

- Students do not require any significant knowledge of Microsoft Word or how to use a computer.

Software

- Microsoft Word 2000, XP, 2003

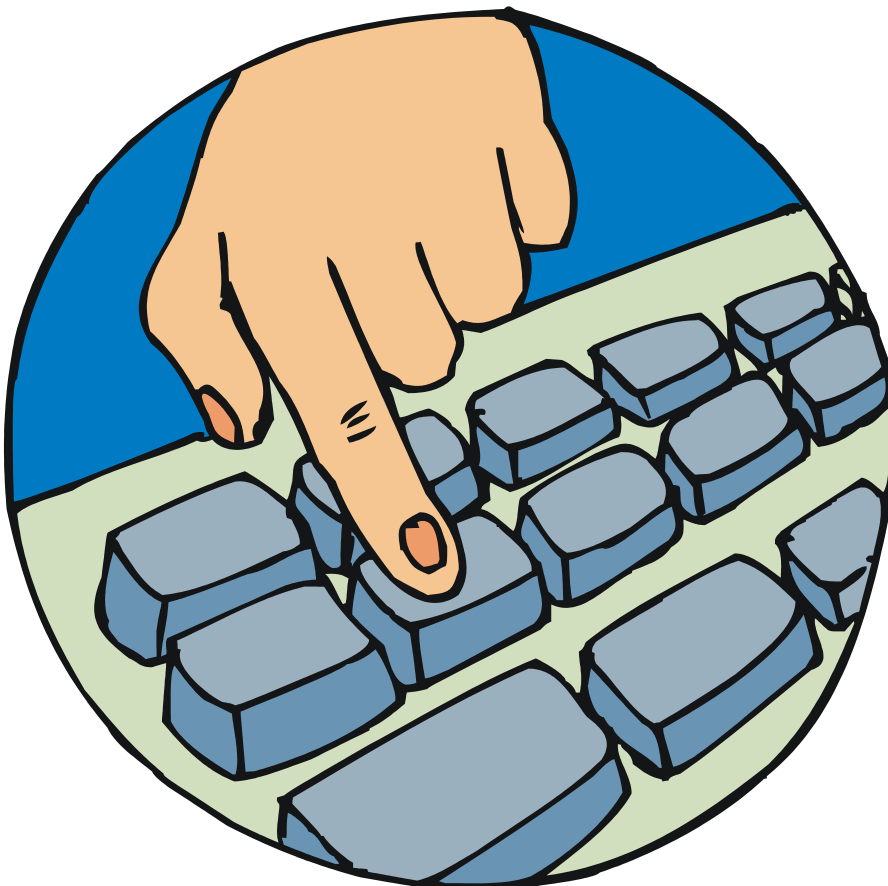
Materials

- Pencil, pen, eraser
- Rough notepaper
- Microsoft Word manual (only if necessary)

Structure of the course

This workbook has been structured in such a way that the skills are taught in the order that the students are often required to use them. Some principles have been placed on specific order due to the difficulties they can cause when students are typing their work. For example, leaving all formatting (bold, underline etc) to the end of typing a story presents less opportunity for confusion or strange occurrences to happen. From my experience in using computers and training children and adults, I found this to be a far more effective way of teaching word processing to beginners.

I have also found that many experienced students find difficulties with some of these manipulations because of the order in which they approached them. This does not mean you should not extend students to learn more quickly or make changes to the course to suit your situation. Every student is individual and it is important that cater to their respective needs.








What is word processing?

Word processing is the process of using a computer to type stories, letters and any other writing that you would normally do by hand. In most cases, you will use a piece of software called Microsoft Word.

So, how do I learn to use a word processing to do these things?

Just follow the teacher or tutor and complete the exercises in the workbook and in a short time you will be producing great work. If you already have some of the skills, you will find that there may be faster, better ways of doing them.

When you look through your workbook, you will see some symbols that help you to understand what to do and where to do it.

Icon	Meaning
	Write it in your workbook
	Discuss with your teacher
	Instructions
	Complete work and save to your disk
	Puzzles and self answer questions (Ss. A. Q.)

Starting up the computer

The first step to using a computer is finding out how to power it up. Find out how to startup and shut down your computer.



Starting up and shutting down the computer.

Starting Microsoft Word

Computers can be set up in a range of different ways. Find out how to start Microsoft Word on your computer.



Write the steps for starting Microsoft Word.

To make things happen on your computer you have to use the mouse and press the mouse buttons.



In your own words, write a description of Click and Double-Click.

If you want to use a menu, you will have to learn how to click, drag then select.



In your own words, write a description here of click, drag and select.

What do you call all those things I see on screen?



Write a short definition of the following parts of the Word screen.

menus

mouse arrow

scroll bars

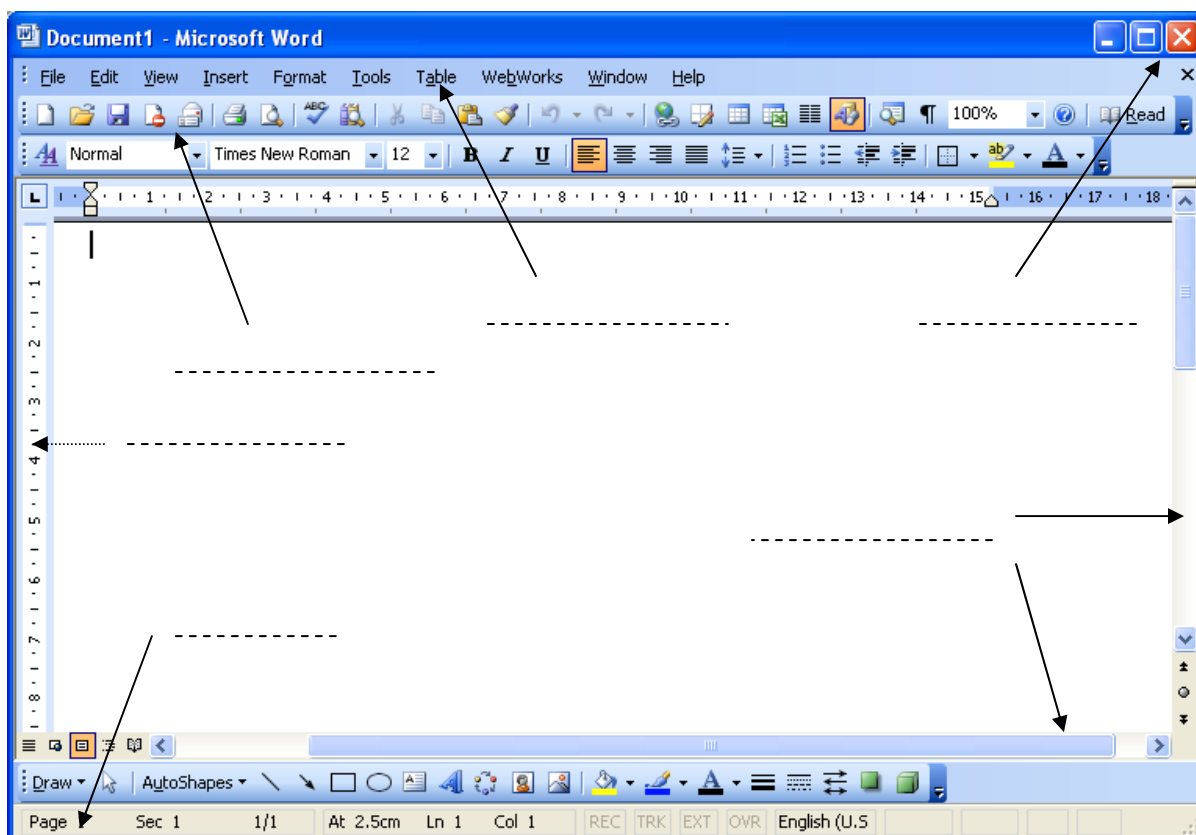
window

icons

Parts of the program window



Name the parts of the window that the arrows point to.



The Microsoft Word Toolbars

When you start Microsoft Word, you will see the page that you type on, the menus in the grey bar at the top of the screen and the bars with the little picture on them known as the Navigation bars. If you find that one or more of the navigation bars, are not showing when you start Word, follow the directions below:

What to do	How to do it
Show toolbars	<ol style="list-style-type: none">1. Move the mouse arrow to the View menu.2. Click and drag down to Toolbars.3. A new menu will appear to the right.4. Move the mouse arrow to the toolbar you wish to show e.g. drawing5. Click on it.

Word Processing Basics

Before you start typing your work, you need to make sure that your page is setup to make your job as easy as possible. To do this there are a few things you need to check.



Setting up the page

Measurement / Rulers

You might use different measuring systems depending on what country you are in. For example, in the United States most people would use inches as their preferred measurement for setting up a page whereas in Australia, they would use centimeters.

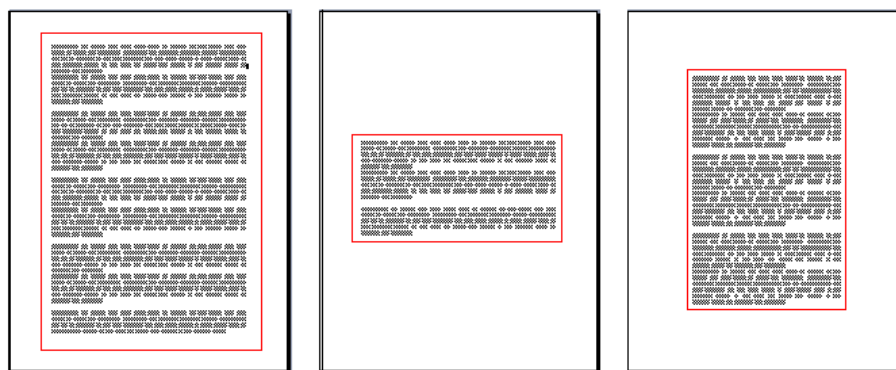
Check with your teacher to choose the best method of measurement for your documents.

What to do	How to do it
Setting cm or inches	<ol style="list-style-type: none">1. Click on the Tools menu.2. Drag down to Options and Click.3. Click on the General tab.4. Set your measurement units to what your teacher tells you.5. Click the OK button to return to your page.
If you can't see the grey line which shows the edge of your page	<ol style="list-style-type: none">1. Move the mouse arrow to the View menu.2. Click and drag down to Print layout.3. Release the left mouse button.



Leaving a border around the edge of your page margins

Depending on where you want your work to appear on the page, you may need to move the margins. Adjusting the margins changes where your typing will sit in relation to the top, bottom, left and right edges of your page. Look at the pictures below to see how we affect the layout of the writing when we change the margins. The line around the outside of the text shows the margin.



Same information with different page margins



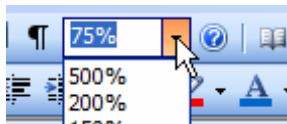
Changing the margins

What to do	How to do it
Margin changes	<ol style="list-style-type: none">1. Move the mouse arrow to the File menu.2. Click and drag down to Page Setup and click the left mouse button.3. Move the mouse to the box next to the word top and click inside4. Delete the numbers shown by pressing the Backspace key or the Delete key.5. Type the distance you wish to leave between the edge of your paper and the top of your writing.6. Do the same in each of the other boxes to change the bottom, left and right margins.7. Click the OK button to apply your changes and return to typing.



Zooming in and out on your page

To get a better look at how your page without having to print it out, you need to be able to see the whole page on your screen. A popular way of doing this is to use the print preview but it is just as quick to zoom out using the zoom menu on the standard toolbar.



The Zoom menu

What to do	How to do it
Getting a closer view	<ol style="list-style-type: none">1. Move the mouse arrow to the Standard toolbar.2. Place it over the drop-down menu with a % in it.3. Click on the drop-down menu and choose 25% to see the whole page. 50% will show you the majority of your work.4. To return to full size, click on the drop-down menu and choose 100%.



Find 3 synonyms for each of the following words:

quit

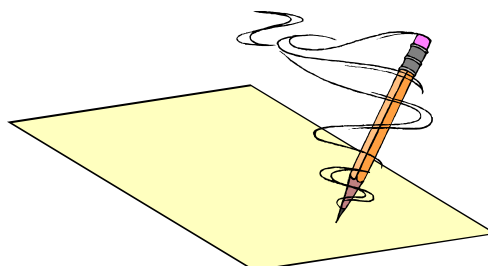
open

paste

information

words

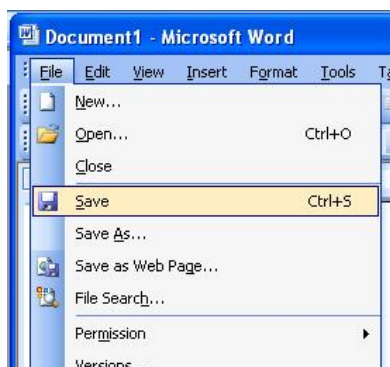
change



Keeping a copy of your work on disk



Saving your work for the first time



So that you don't lose your work, you must learn to save your typing every couple of minutes. This is a very good habit to get into in case there is a power failure.

If you don't, you could lose what you have just spent time typing so you need to make sure that you save your file to a disk. That could be on the network, floppy disk, hard drive or USB disk depending on what your teacher says.

Saving is also important if you want to come back later to finish your work.

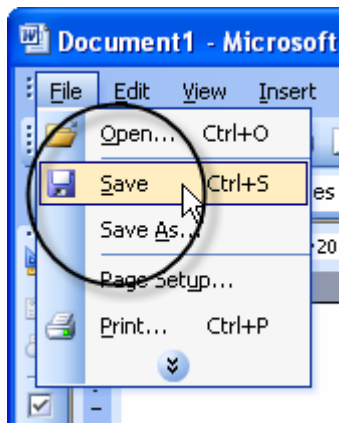
What to do	How to do it
Save your work to disk	<ol style="list-style-type: none">1. Move the mouse arrow to the File menu.2. Click and drag down to Save.3. Click the Save command.4. Click on the My Computer button in the pop-up window.5. Double-click on your network folder or navigate to where you save your work.6. Click in the File name: box in the bottom of the window and type a name for your work.7. Click the Save button to finish saving your work.

After you have completed saving, you can continue to type. Just save often as you add new typing to your file.



The File name: field in the Save As: window

What are Shortcuts?



Shortcuts allow you to do things, such as save or print, without moving the mouse to the menus at the top of the screen.

They are also known as keyboard shortcuts and you will see them to the right of many commands in your menus.

Learning these will save you time and effort when you are working, as you will not need to move your hand to your mouse as often. Many of these shortcuts are the same in all programs e.g. open, save, print, copy, etc.

The Save shortcut

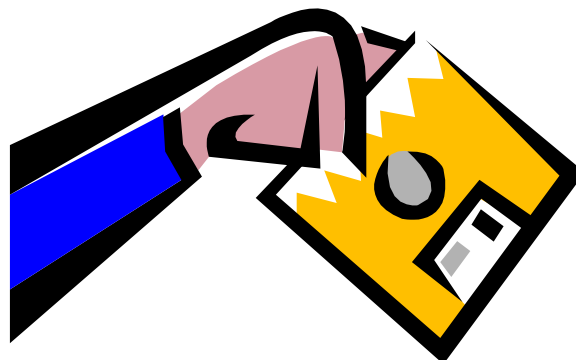
Placed the little finger of your left hand on the Control (**Ctrl**) key, hold it down and press the **S** key once with another finger then release both keys.

Remember - Save at the end of every couple of lines of typing. – Ctrl-S

Saving your work with a new name

After you've saved a document for the first time, you still must save it every time you make changes to it. When you click the **Save** button in the Standard toolbar, Word thinks that you want to keep the same file name, so it saves without showing you the **Save As** box.

What to do	How to do it
Save the document with a different name or location	<ol style="list-style-type: none">1. Click on the File menu.2. Drag down to Save As.3. Click.4. Change the file name or the place you wish to save in.5. Click the Save button.





Copy this story and save it as "Goose".

CANADA GOOSE

Of the millions of migrants that stream, across the sky every spring and autumn, none attracts so much attention as the wild geese. How their mellow honk, honk thrills one when the birds pass like ships in the night! Such big, strong, rapid flyers have little to fear in traveling by daylight too, but gunners have taught them the wisdom of keeping up so high that they look like mere specks. It must be a very dull child without imagination, who is not stirred by the flight of birds that are launched on a journey of at least two thousand miles. Don't you wish you were as familiar with the map as these migrants must be? Usually geese travel in a wedge-shaped flock, headed by some old, experienced leader; but sometimes, with their long necks outstretched, they follow one another in Indian file and shoot across the clouds as straight as an arrow.

Geese spend much more time on land than ducks do. If you will study the habits of the common barnyard goose, you will learn many of the ways of its wild relations that nest too far north to be watched by "every child." Canada geese that have been wounded by sportsmen in the fall, can be kept on a farm perfectly contented all winter; but when the honking flocks return from the south in March or April, they rarely resist "the call of the wild," and away they go toward their kin and freedom.

Text copied from "Birds Every Child Should Know." Neltje Blanchan. 1907

Closing a Document

When you are finished with a document, you should close it or exit Word if you are finished all your work. There are two Close (X) buttons in the upper-right corner of the Word window which are used to close documents



The Close buttons

Closing your file (story, letter, etc) to work on something else



Write your instructions here

Close
