

SILVER SURFERS


CREATING A NEW DOCUMENT

When you load Word, your screen automatically comes up with Document1 ready for you to type in your new text. The flashing upright line on screen indicates where the text will be positioned as you type.

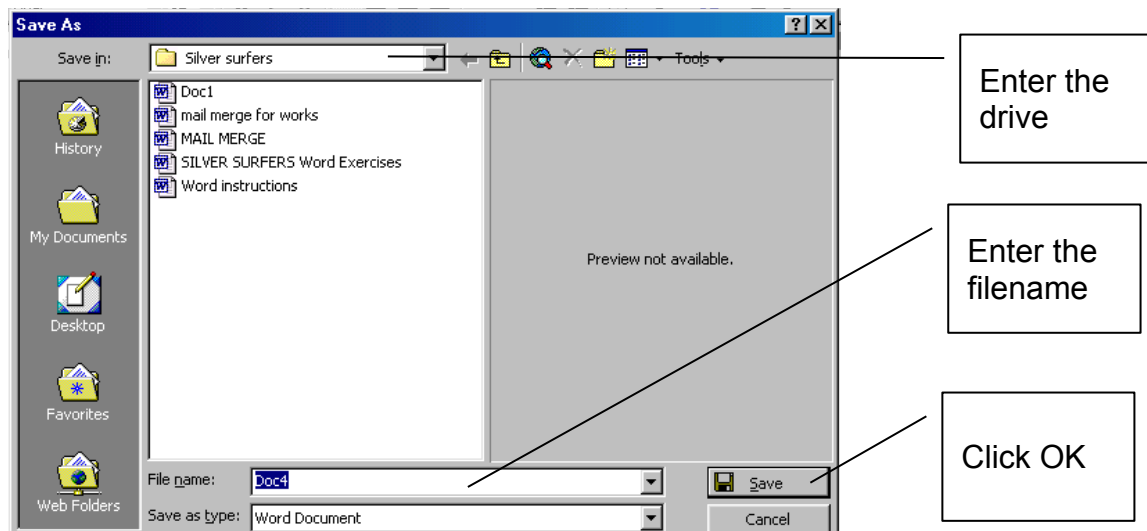
If you want to open a new document while you are already in Word, either click on the new document button or select **File** then **New**.



SAVING AND NAMING YOUR FILE/DOCUMENT

1. Click on the diskette icon on the standard tool-bar:  or select **File** then **Save** from the dialog box.
2. If you have not already given your file a name, type in the name. (Word will automatically add **.DOC** at the end of your chosen name to indicate that it is a Word Processor document.)
3. Select the disk drive and folder to which you wish to save the file.

'Save' Dialogue Box



CLOSING YOUR FILE/DOCUMENT

1. Save your work by clicking on the diskette icon on the tool-bar.
2. Click on **File** on the Menu Bar, then click on **Close**.



OPENING AN EXISTING FILE (READING FROM DISK)

1. Select **File**, then **Open** or click on the file open icon:
2. Select the correct drive from the **Look in:** drop down menu –
3. Select your file by clicking on the filename you wish to open.



USING THE SPELL CHECK

Word has an automatic Spell Check facility. A wavy red line appears underneath any words that may be spelt incorrectly. If you click in the middle of the word with the right hand mouse button a menu will appear.

The menu offers a selection of words from which you may choose.



If you are sure that the word is spelt correctly (as in the case of names which do not appear in the dictionary) select **Ignore All** which leaves the word as it is.

DELETING TEXT

There are 3 methods of deleting text:

For small deletions:

(A) Using the backspace key:

1. Position the cursor to the RIGHT of the letter or word you wish to delete.
2. Press the backspace key. If you hold the key down it will delete text quickly - be careful that you only delete the text you require.

(B) Using the delete key:

1. Position the cursor to the LEFT of the letter or word you wish to delete.
2. Press the delete key. If you hold the key down it will delete text quickly.

For larger sections of text:

(C) Highlighting text:

1. Highlight the text you wish to delete.
2. Press the delete key.

Note: Remember that if you ever delete anything that you didn't mean to the Undo key can always bring it back. The undo key will 'undo' your last action.

INSERTING TEXT

NOTE: Any text you insert will be placed to the LEFT of the flashing cursor.

1. Move the cursor to the place where you wish to insert the word or text. This can be done in two ways:
 - a. Using the Mouse and Pointer - position the pointer where you want to insert the text and click once.
 - b. Using the arrow (or cursor keys) on the keyboard.
2. Key in the text - it will automatically be inserted and all other text will be realigned.

COPYING TEXT

1. Highlight the text to be copied.
2. Click on the copy icon on the tool-bar:
3. Position the cursor where you want the text to be copied to.
4. Click on the paste icon on the tool-bar.



MOVING TEXT / CUT & PASTE

1. Highlight the text to be moved.
2. Click on the cut icon (scissors). The text will disappear from the screen but it is saved in the computer's memory.
3. Position the cursor where you want the text moved.
4. Click on the paste icon and the text will appear in the new position.



CENTRING TEXT

To centre text as you type:

1. Click on the centring icon:
2. Type in the text and press **ENTER** to get a new line.
3. Return text to normal by clicking on the left alignment icon:



To centre text already keyed in:

1. Highlight text to be centred. (Instructions on page 4 of this manual).
2. Click on the centring icon.

JUSTIFYING TEXT

Left aligned text is said to have a ragged right edge. Justified text has a straight right hand margin, which looks like a block.

To justify text as you type:

Click on the justification icon:



To justify text already keyed in:

1. Highlight the paragraphs to be justified.
2. Click on the justification icon.

BULLET POINTS

To insert bullet points as you type:

Click on the **Bullets** icon. Type in your text and press **enter** for the next bullet.



To change the symbols used as the bullet points do the following:

1. Select Format, then Bullets and Numbering
2. Click on Bulleted then select, the required symbol.
3. To end bulleted text, press enter to get a new line and click on the icon to cancel.

To insert bullet points to text already keyed in:

1. Highlight the paragraphs to be bulleted
2. Click on the Bullets icon

To sort a Bulleted List

Highlight the bulleted text and click on the **sort ascending**



or **sort descending** icon on the standard Toolbar.

