

# **Word- processing**

## **What is Word?**

Microsoft Word is a word processing program. It is a program that makes the computer work like a typewriter, but with more functions. There are other word processing programs, but Word is the most common one.

## **Getting Started**

To start Word: double-click (press twice rapidly on the left mouse button) the icon that looks like a W with the mouse. If you double-clicked fast enough, Word should have opened by now.

On the top of the page in the blue field it should say "Dokument 1." This is the name of the document. You can change this name whenever you want to.

Below the blue field there is a row called "menyraden". If you press one of the words (for example "arkiv") a list with different things you can do will appear.

Below this we can find "symbolraden", which is full of small pictures/symbols with shortcuts for commands or things you often do. For example, pressing the symbol with a small disk, saves your text.

There is also a row with functions that will affect what the text will look like, it is called "formatraden". You can find this row below, or sometimes within the right part of "symbolraden".

The big white field that occupies most of the screen is the paper you will be writing on.

## **Typing Letters**

Try pressing the keys that have letters on them. You will see that the letter you press will appear on the screen.

Now try to press down the same key for a while. You will see that the same letter continuously will be written over the screen.

When you want a gap or space between words or characters, press the long thin key at the bottom of the keyboard, the spacebar.

When you want a capital letter, hold down the shift-key and then press the letter you want. There are two shift-keys, one on each side of the keyboard. They usually have an arrow pointing upwards marked on them.

Now try to write your whole name with a capital letter and space between the words! If you press the wrong key, erase with the backspace-key. It is usually in the top right corner of the keyboard. Be careful though, if you keep it pressed down, more and more letters will be erased!

If you want to move downwards, when you have finished a sentence for instance – press the enter-key. It is usually situated on the right side of the keyboard below the backspace-key.

Now write this text:

I went to the library to learn about computers. Now I am practising typing text. It goes well. I am looking forward to learn more.

## Typing Numbers

The numbers are in a row above the letters. Try to write your address and your phone number!

## Keys with two Characters

Some keys have two characters. The numbers for example, all have another character on the same key, often displayed above the number. To write the character **above** the number, hold down the shift-key while pressing. This works the same way as when you write a capital letter. If you pressed number 1 while holding down the shift-key you will see an exclamation mark (!).

Now write this text:

Whipped cream contains 40% fat, thus almost half (½) of it is fat! But it is nice to eat cake, isn't it? And a bit of cream in a soup gives "an extra touch"!

## Keys with three Characters

Some keys have three characters. To write the character to the **right**, hold down the "Alt Gr"-key while pressing the key with the character you desire. If you pressed 4 you might see a dollar sign (\$).

Now write this text:

The currency in Great Britain is called pound (£). In USA it is called dollar (\$). Email-addresses always include @. In Spain you say señor/señora instead of Mr/Mrs.

## Insert Symbol

The Keyboard has a limited amount of keys, and naturally there is not space for all characters. If you need to type a character that you can not find on the keyboard you can insert it as a symbol. In the row "menyraden" in the upper part of the screen you will find the word "Infoga". Press it with the mouse and choose "symbol" in the dropdown menu. Now a window with lots of symbols and characters will appear. There are arrows in the right part of the screen, if you press them you can scroll up and down to see more characters and symbols. When you have found the symbol/character you need, press it with the mouse so that it is marked. Then press "Infoga" in the right bottom corner. Then you will see that the symbol/character appears in your text.

Now write this text:

© This symbol means that somebody owns the copyright of something. 1‰ is ten times less than 1%. The universe is infinite, infinity can be written like this ∞.

## **The Caps Lock-Key**

Try pressing the caps lock-key. You will see a light appear on the keyboard. If you try to write letters now, you will see that they will be capital letters. To go back to normal letters press caps lock again. You will see that the small light will disappear.

Now write this text:

IT IS PRACTICAL TO USE CAPS LOCK WHEN WRITING A LONG BIT OF TEXT WITH CAPITAL LETTERS, SINCE OYU WONT NEED TO KEEP THE SHIFT-KEY PRESSED DOWN.

## **Move the marker**

If you want to move the small marker that flashes in front of the text you are writing, simply use the mouse and press where you want the marker to be. Another alternative is to use the arrow-keys to the right of the keys with all the letters.

## **Scroll through the document with the arrows**

If you have written a lot, you can not see everything on the screen at once. If you want to see the text further up or down in the document you can use the mouse to click on the arrows situated on the right side of the text in the document. This will let you scroll through the text.

## **Making changes in the text**

If you want to make changes in the text you have written, move the marker to the place where you want to make the change. Then add text or erase the part you want to remove.

## **Selecting text**

Sometimes you might want to select parts of your text, for instance when you want to copy, move or delete it. You select text by moving the marker to where the text you want to select starts. Then keep the left mouse button pressed down while moving the mouse across the part of the text that you want to select. Release the mouse button when your desired area is selected. If you release the mouse button at the wrong time and place you have to start over again. This can be a bit tricky in the beginning, but with some practice it will get easier.

Remember not to press any keys while an area of text is selected. This will make the selected area disappear, and the character on the key you might have pressed will appear instead.

## Save

Below “menyraden” there is a row with small pictures. It is called “symbolraden”. The small pictures are shortcuts to commands that are being used frequently.

If you use the mouse to point at one of the symbols, you will see a text notification that will tell you what command it performs. The third symbol from left to right looks like a small disk. If you press it, your work will be saved. The first time you save a document you will be asked to name it. A window with “spara som” (save as) will prompt you.

Sometimes there is no “symbolrad”. Then you have to choose “Arkiv” in “menyraden” instead, and thereafter press “spara som” (save as). A window with a dropdown menu will appear, press the arrow on the right side of this menu. Choose “(A:) 3,5-tumsdiskett” if you want to save your document to a disk. However, you can also save your document to a portable USB memory stick or burn it to a CD-R in this menu. Now it is time to give your document a name. In the blank space where it says “filnamn”, type a suitable name for your document. Press the save button “Spara” in the right bottom corner. If everything works correctly you should now see the name you have given to your document in the blue field on the top of the document.

## Diskettes

You should be careful not to break the disk. They are sensitive to dust, moist and high temperatures.

## Save Changes

Press the small disk in “symbolraden”. Now your changes will be saved automatically. Try! (If there is no “symbolrad”: go to “Arkiv” and then “Spara”).

## Open a document

The symbol for opening a document looks like a folded paper. It is situated to the left of the “Spara” symbol. If you press it a window will appear. (If there is no “Symbolrad”: go to “Arkiv” and then “öppna”).

In the top of the window under “Leta i”, choose “(A:) 3,5-tumsdiskett” (given that you want to open a document on a disk, otherwise choose the appropriate source, such as USB, or CD-R). Now you will see the documents saved on the source. Choose one and double click with the mouse.

## Print

The fifth symbol from left to right in “symbolraden” resembles a small printer. Click it. (If there is no “symbolrad”: go to “Arkiv” and then “Skriv ut”).

A window will appear. If you want to print a copy of the whole document, just press OK. However, if the document has several pages and you just want to print one page,

for example the second one, look under “Sidintervall”. Click in the ring in front of “sidor” and type 2 in the empty field. If you want to print several copies, look under “kopior” and type the desired amount in the empty field.

### **Cut and Paste text**

If you want to move parts of your text to a different location within the document or to another document, you do not have to erase it and then retype it in the new location. You can simply cut and paste it.

Mark the desired area of text with the mouse and click the pair of scissors in “symbolraden”. (If there is no “symbolrad”: go to “redigera” and then “klipp ut”). You will find that the selected area of text will disappear. Now move the marker to the place where you want to move the text to. Click the symbol for “klistra in” (paste) in “symbolraden”. (If there is no “symbolrad”: go to “redigera” and then “klistra in”). You will now see that the text shows up again.

### **Copy and Paste text**

If you want to have a piece of text in two locations (or in two different documents) you do not have to retype it. Mark the desired area of text with your mouse and click the symbol with two papers (on the right side of the pair of scissors) in “symbolraden”. (If there is no “symbolrad”: go to “redigera” and then “kopiera”).

Now move the marker to where you want to paste the text. Click on the symbol for “klistra in” in “symbolraden” and the piece of text will appear.

### **Undo**

Sometimes mistakes occur: you press the wrong button or erase pieces of text accidentally etc. Do not panic! In “symbolraden” there is a button with a blue arrow that is bent. Click the small black arrow beside it. A list with your latest actions and commands will appear. Choose the action you wish to undo and click it.

(If there is no “symbolrad”: go to “redigera” and then “undo xxx”. You can do this any number of times, the text will return!)

### **Create a new Document**

At the far left of “symbolraden” you can see a symbol that resembles a paper. If you click it, a new document will be created. (If there is no “symbolrad”: go to “Arkiv” and then “Nytt – Tomt Dokument”).

Now, do not worry about your previous document, it still exists. If you look at the bottom of the page you will see two rectangular fields. One of them will have the name of your document, and the other one will say “Dokument 2” (the new document). If you press the rectangular field with the name of your document in it you will see this text again. In this way you can have several documents open simultaneously and switch between them.

## Exit Word

Above “symbolraden” there is a number of dropdown menus. Click the one at the far left which says “Arkiv”. Choose “Avlsuta” at the bottom. Now the computer will shut down Word and you will be back at the startpage.

## Changing the Fontsize

Under “symbolraden” there are numerous functions. You will see the number 12 there. This relates to the size of the letters. (The higher number, the bigger letters.) Press the arrow on the right side of the number with your mouse. Try choosing different numbers and then see how this affects the size of the letters.

## Different Fonts

On the left side of the number that regulates the font size there is a field with Times New Roman written in it. This is the name of the Font (the actual style and visual appearance of the letters). If you press the small black arrow at the right side of the text, a field with different alternatives for fonts will appear. Try some different alternatives and write a little. The fonts you frequently choose to use end up at the top of the list.

## Bold style

To get bold style on your characters, click the “F” in “formatraden”. To go back to normal text just press the “F” again.

## Italic style

To make your characters *Italic*, click the “K” with your mouse. To go back to normal text just press the “K” again.

## Underline text

To get your text underlined, click the “U” with your mouse. To go back to normal text just press the “U” again.

Now write this text:

When the text leans forward it is called *Italic*. If you write something **extra important**, perhaps you might like to use **bold style** or have it underlined.

## The Tab-key

Sometimes you might want to have a longer space in your text, for instance if you are making a list you might want some distance between the numbers and the actual text. Instead of counting how many times you press the space bar, you can press the Tab-key. This will give you more even and nice looking margins.

## **Centred text**

Sometimes you might want the text to be centred, for instance if you are making a cover. There are four symbols in “formatraden”. Each symbol consists of five lines on top of each other. These lines resemble how you want the text to be displayed on the page. Click the appropriate button when you want the text to be aligned to the right or left side, adjusted to fit both margins or centred.

You may also do this after you have written your text. Simply mark the text with your mouse and then click the appropriate button. You can also change this at any time.

## **Changing the text colour**

Sometimes you might want to have your text in several colours. In the row below “symbolraden” at the far right of the page, there is a big “A” with a black line below. If you click the small arrow to the right of the “A” a window with lots of colours will appear. Select the colour you desire by clicking on it with the mouse. Note that the line underneath the “A” turns into the chosen colour.

Bear in mind that most printers only print in black & white, even though you might have selected a different colour in your document.

## **Overline text**

This feature can be convenient if you want to make changes in a text or if you are correcting a text. Beside the symbol for changing the colour of the text you will see a symbol that looks like a fluorescent pen. If you click the small arrow to the right of the symbol a window will appear. Here you can select which colour you want to overline in. When you have chosen colour you will see that the marker has turned into a small pen that moves when you move the mouse. You can use this little pen to overline desired areas of the text by clicking on them and moving the mouse.

## **Preview**

If you are making a cover it can be practical to see the whole page, as it will look when you print it. The button for previewing is called “förhandsgranska” and you can find it in “symbolraden” to the right of the symbol for printing a document. It looks like a paper with a magnifying glass on top of it. If you click this button with your mouse you will see the whole page as it will look when you print it. If your document has several pages, you can scroll with the arrows to the right in the bottom of the page.

## **Insert a section break**

Sometimes you might want to change page even though the page you are writing is not yet full with text, for instance if you are making a cover or if you are writing several chapters. You can do this by pressing the “enter-key” several times, however this is not very practical. If you make changes in the document these space you have

created will move and you will have to adjust it again. Instead you can press “Infoga” in “rubrikraden”, the row with the dropdown menus. Here you select “brytning”. “Sidbrytning” is already marked, so just click OK. Remember to have the marker in the right place.

### **Insert page numbers**

If you are writing a long text it can be handy to have the pages marked. This will make it easier to orientate within the document. To insert page numbers, click “Infoga” in the row with dropdown menus, then click “sidnummer”. A window with different alternatives will appear. Select where you want the page number and click OK. You will now see that small numbers have appeared on the pages.

### **Making Lists**

In the row below “symbolraden” there are two symbols that you can click if you want to make lists. One of the symbols has the numbers 1,2,3 with a line after. If you click this button you will get a list with numbers ranging from 1 and up.

To the right there is another symbol that has got three points with lines after. If you click it you will get a list with points. You will see a point in your document. Now write the text! When you want the next point, just press the “enter-key”. When you don not want anymore points on the list, press “enter” after the last point. Then press enter again without typing any text. You will see that the point disappears and you can now go and write as usual.

### **Tables**

Under “Tabell” in “menyraden”, choose “infoga” and then “tabell”. Now select the style and appearance of your table. First select the amount of columns by writing 3 for instance, if you want three columns. (A column runs downwards from the top). Then select the desired number of rows by typing a number in the field. (A row runs from left to right on the paper). Now press OK. You will now see a table appear. It looks quite small, but the square fields can grow to any size, they will adjust to the text you type. You can jump between the squares, either by using the mouse, or by pressing the tab-key.

If you – while working on your table – realize that you will not need all rows/columns, this is not a problem. Simply mark the row/column that you do not need and press the backspace-key to delete it/them.

If you realize that you need more rows/columns go to “Tabell” again. Click “infoga” and then the alternative that fits, for example “rader ovanför”. Note that the reference point is where your marker is, so you can actually insert a row in the middle of the table if you would want to.

### **Good Luck!**

(Maria Gustafsson, Karin Walterson 2006, translated by Olle Sjöberg)