

WORD

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WORD

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Course Overview

What is WORD?

WORD is a WORD processor by Microsoft Corporation. Unlike a typewriter, word processors allow you to easily edit and preview your work before printing. Word processors allow you to alter the text size, type and color as well as incorporate pictures or drawings onto the page. There are many word processors on the market, such as Microsoft Write and the word processor component of Microsoft Works, but WORD has much more powerful tools and supports many more options.

Microsoft WORD is the world's most popular word processor for office use. Microsoft Works, however, is so popular for home users, it is now included on almost every new computer. There are other word processors on the market with similar features and power as WORD, mainly Word Perfect and Ami Pro. Many of the techniques you will learn in this course work the same or similar in other software packages. The basic skills you will learn are also useful in other types of software, such as EXCEL and e-mail.

Purpose

To become a more efficient user of computerized word processors. You will learn basic techniques that you can apply to a wide range of software. Navigation and selection skills are covered as well as alignment techniques. Document format manipulation skills will be covered as well as proofing tools and techniques. Automating processes with WORD will also be addressed.

By the end of this course, the student should be able to work with WORD in a much more efficient manner, taking advantage of many of Word's powerful word processing tools.

Basic Skills







The Mouse

Select = Click (anchor with palm and left button click)
Move = Click & Drag (Holding the left button down)
Double Click = generally to go into something (a folder, file or picture)

Right Click = Quick Menu (options of what you can do with item)

This is a new, highly useful feature of most new software packages, as well as WIN '95. This brings you a mini-menu of options available to you concerning the object you right clicked upon. It is a subset from all the MENU bar options, just showing you the ones that apply to the current selection or situation.


Window's Skills

TASK	DESCRIPTION	TECHNIQUE	ICON
Move	To move a Window around the screen	click and drag the title bar when mouse is an arrow	
Minimize	To hide an Application or Close a Window	press the minimize icon	
Maximize	To make the Window fill the monitor screen	press the maximize icon	
Restore	To restore Window to its smaller size (un-maximize)	press the restore icon; (same place as Maximize)	
Resize	To change the size of an object (Window / Graphic)	Double headed arrow at object's edges, Click & drag to resize	
Close	To Close a Window no longer required in view	press the Window's CLOSE icon, or [CTRL] [F4]	

Open an Object = Double Click Object

Saving Files = *File - Save*

EXIT a Program

- Double click control box (top left window corner)
- Click  in title bar
- Select menu choice **FILE - EXIT**
- [ALT] [F4]

1.0 WORD Overview

In this section, we will examine the WORD screen and discover many of the possible customization techniques that you can apply to the system. You will also get an overview of navigation, selection and editing techniques.

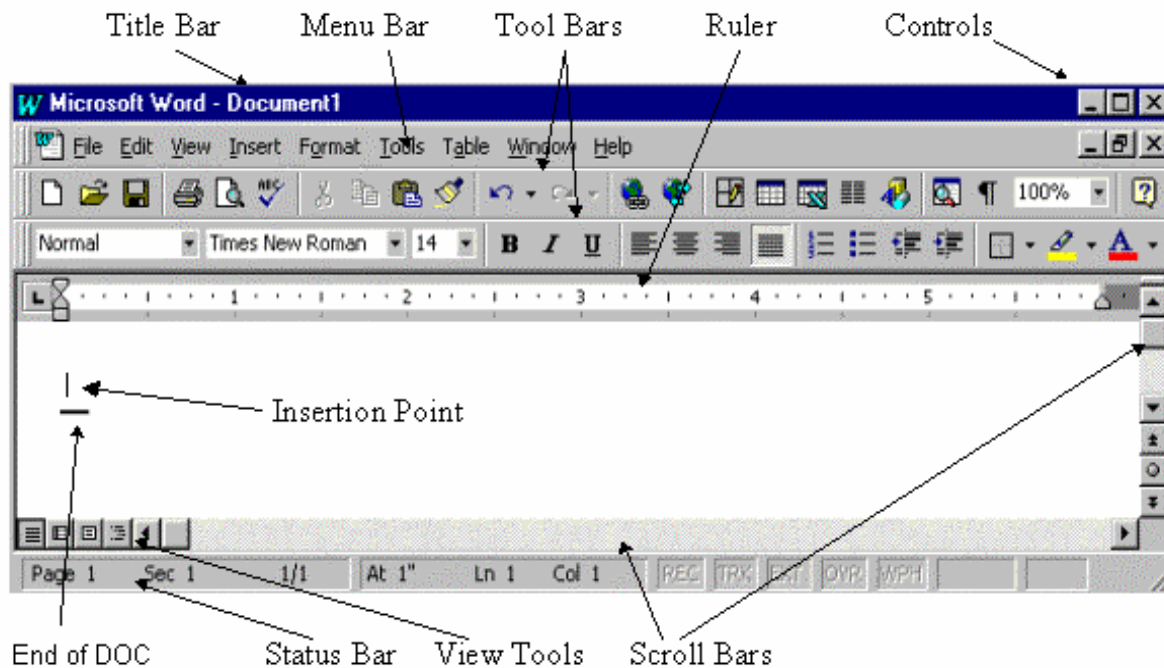
Launching WORD

START - Programs - WORD

OFFICE Ribbon

WORD Shortcut

The Screen Explored



The Menu Bar

File Edit View Insert Format Tools Table Window Help

- File:** Main choices such as Save, Open, Close, Print and EXIT
- Edit:** Editors choices to Undo your last alteration, Cut (move) or Copy a selection, Find & Replace, Goto and Bookmark locations
- View:** To change the way you are viewing the document or Window
- Insert:** To insert dates, codes, breaks, page numbers, graphics,
- Format:** To alter the appearance of text or objects

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- Tools:** Spelling, merging, protecting, recording macros, etc.
Table: Methods of creating and managing tables
Window: Working with multiple opened files
Help: Where to find any tutorial, the help system and the version

Shortcuts

There are many keyboard short cuts. Fast typists may prefer them to the mouse in many situations. One method of keeping things simple is not to worry about them all at once. If you use the same function over and over, keep an eye out for the shortcut key, usually listed besides the menu item choice, and you **WILL** remember it.

If your mouse is acting up or simply stops working, you can still get the job done. To get up to the menu, press and hold the [ALT] key with the letter of the menu choice that is underlined. Once in the menu system, your **cursor keys** (arrow keys) can be used to navigate around. The letter underlined in the menu listing by itself will activate that choice, or go onto it with the arrows and press [ENTER] to select it. [ESC] escapes you out of the menu or simply select the main choice again.

WORD Settings

Before we begin, we will cover a selection of WORD settings to make sure we are all on the same screen. (MAX vs. MIN, Normal View vs. Page View, Inches vs. Metric)

The Tool Bars

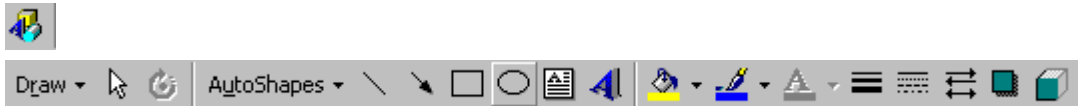
The two default toolbars are **Standard** and **Formatting**. To see where you can set other toolbars or re-set them back to the default select **View - Toolbars**;



See a listing of toolbars, active ones are checked off.

Toolbar Icons toggle some Toolbars;

Drawing Tools



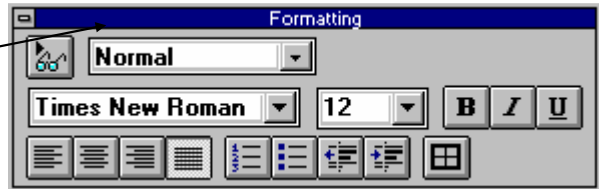
Border Tools



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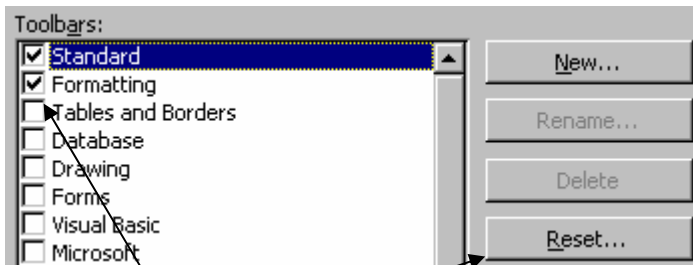
Moving Toolbars

You may drag an toolbar accidentally onto your page, simply drag it back up by its title bar, until it goes ghostly transparent and wide, then let go.



Remove ICON = [ALT] drag it down

Customize Toolbar with **View - Toolbars - Customize**



- select to activate
- reset to default ICONS

The Ruler

We will make sure that the ruler is on the screen and in inches;

View - Ruler - is it selected? Ruler

Tools - Options - General - **Measurement Units:** Inches

Options

No Fast Saves – Can corrupt your file

Save – Autosave every 10-15 minutes (Save Auto Recover)

View – All non-printing – toggles between all or nothing (non-printing codes)

User Information – Your name and address

Spelling – De-activate Check Spelling/Grammar as you type

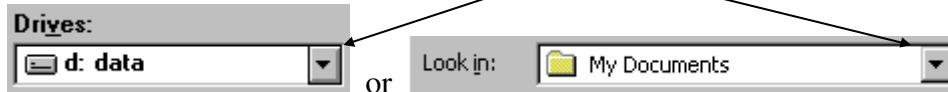
Spelling – Always suggest

File Locations – My Documents

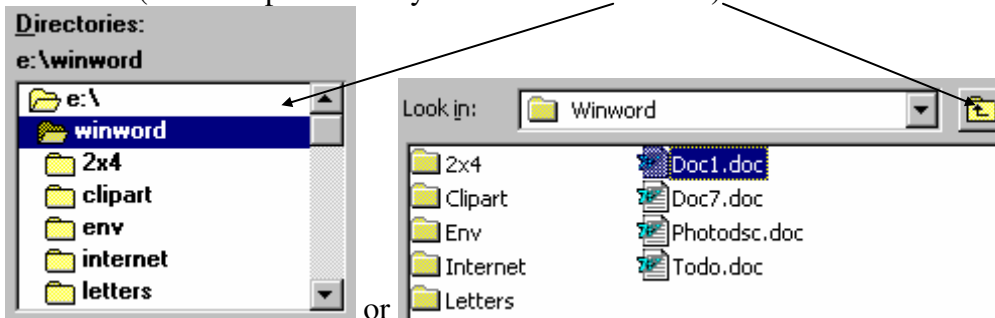
Opening

Open (File - Open or )

a) Select the DRIVE your file is on by the drop down



b) Select the folder it is in by double clicking on the folder
(to back up a directory double click or click)



c) Double click the filename to open it

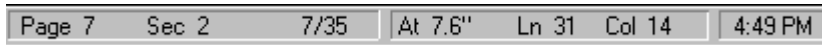
Open the mosquito file on diskette

Bonus;

- Select multiples to open = click first then [SHIFT] & Click last
- Add or remove file from selection = [CTRL] & Click
- Right Click Selection - Quick Menu of choices
- Reset crashed or locked-up computer = [CTRL][ALT][DEL] (End Task)
- Manually save as well, do not rely on auto-save.

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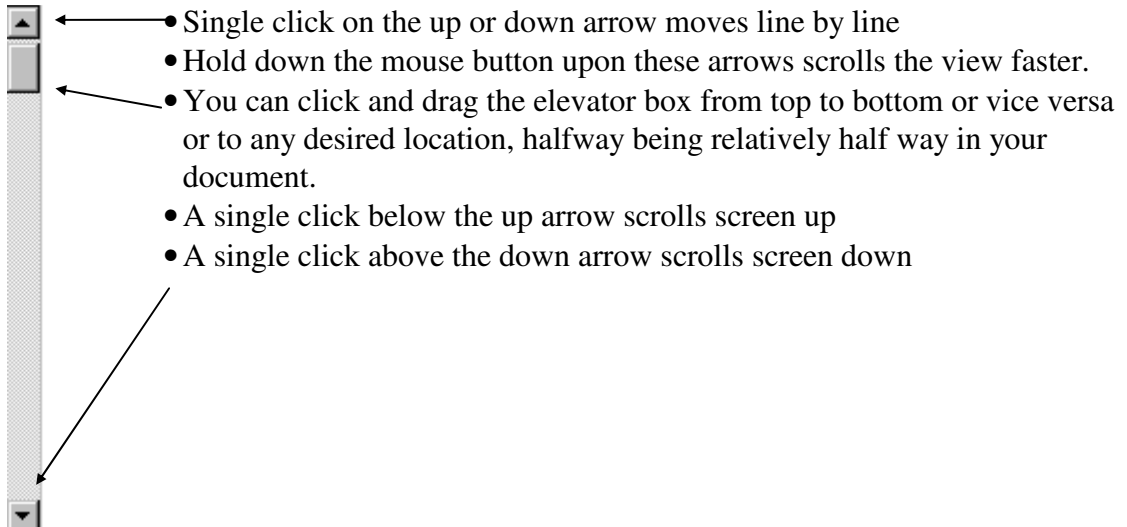
Status Bar



- Page 7 = What page you are on (double click = GOTO)
- 7/35 = Page of Pages (double click or [CTRL][G] or [F5] = GOTO)
- At 7.6" = Vertical Cursor position
- Ln 31 = Number of lines down the page
- Col 14 = Characters from the left margin



















Scroll Bars

The scroll bar actually only changes your view-point on your document, leaving the cursor at the same position. A simple click at the new location in view will jump the cursor there. The scroll bar works the same in most programs;



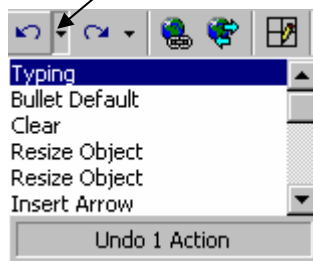
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The Standard Toolbar

ICON	Name	Function	Menu Choice
	New	To start a new blank document	File- New (template choice)
	Open	To OPEN a file on disk	File- Open
	Save	To Save a file to disk	File- Save or [CTRL][S]
	Print	To dump the file to printer	File- Print (get choices)
	Print Preview	To preview file before printing	File- Print Preview
	Spelling	To spell check your document	Tools- Spelling
	Cut	To cut object/text to clipboard	Edit- Cut or [CTRL][X]
	Copy	To copy object/text to clipboard	Edit- Copy or [CTRL][C]
	Paste	To paste clipboard to document	Edit- Paste or [CTRL][V]
	Format Painter	To duplicate format of selection	
	Undo (oops!)	To UNDO a mistake	Edit- Undo or [CTRL][Z]
	Redo	To UNDO and UNDO...	Edit- Repeat...
	Insert Table	To insert a table up to 21 x 15	Table- Insert (any size)
	Columns	To convert text to news columns	Format- Columns
	Drawing	Toggles drawing toolbar on/off	View- Toolbars - Drawing
	Show/Hide	Toggles show non-printing chars.	Tools- Options - View
	Zoom Control	To change your zoom view	View- Zoom
	Help	'Click Help' - specific on object	Help or [F1] (general HELP)
















*hover mouse over icon to see tool tips

note: The drop down for the UNDO and REDO allow you more control for multiple UNDO/REDOs.



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The Formatting Toolbar

ICON	Name	Function	Menu Choice
	Style	To select a style for text	Format- Style
	Font	To select a font for text	Format- Font
	Font Size	To change the size of text	Format- Font
	Bold	To make text thicker/darker	[CTRL][B]
	Italic	To make text italics (leans)	[CTRL][I]
	Underline	To underline text	[CTRL][U]
	Align Left	To align text to left margin	Format- Paragraph
	Center	To center a line of text	Format- Paragraph
	Align Right	To align text to right margin	Format- Paragraph
	Justify	Aligns both sides of paragraph	Format- Paragraph
	Numbering	To toggle auto numbered lists	Format- Bullets and...
	Bullets	To toggle bulleted lists	Format- Bullets and...
	Decrease Indent	To indent a paragraph to left	Format- Paragraph
	Increase Indent	To indent a paragraph to right	Format- Paragraph
	Borders	Toggle Borders toolbar on/off	Format- Borders and..

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The VIEW Menu

View - Normal Layout - hides margins - you can see more of the text.

View - Outline - for Heading Styles and lists


View - Page Layout - shows margins

View - Full Screen (hides all)

You also have icons for these views;  (Normal/Page/Outline)

Non-Printing Characters

Very useful for working and seeing what is going on. These symbols such as a dot for a space, an arrow for a TAB, a backwards P ‘¶’ for a paragraph mark are great, even for experts. How else can you see how many spaces are between sentences, etc.

To activate or deactivate these characters, simply use the icon - 

If all of the symbols do not show up, you have to change the settings;

Tools - Options - View - All Characters.

"Basic Word Processing"

Current word processors are mainly used in a GUI (Graphical User Interface) environment such as Windows, Win '95, OS2Warp or MAC. There is not so much demand placed on memorizing function keys as there was before. Many complex tasks are made easy by built-in automation (called Wizards) or simply by giving much better visual techniques. Adding TAB sets for example; is as simple as clicking in the ruler bar of most word processors. It is a great time to be learning how to use software!

Basic word processing techniques are very important to know since they are universal from one word processor to another, they are cross-platform (similar on IBM and MAC) as well as these skills can be applied in many other types of software from electronic mailing software to programming languages. Many computer users are self taught so many people have gaps in their knowledge. I see many people using their word processors incorrectly or inefficiently. A common example is using the spacebar to position text rather than the [TAB] key.

Cardinal Rule;

“Never use spaces except between words and sentences, spaces are not used to position text!”

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Spacing names and phone numbers with the spacebar results in hours of frustration since word processors are at liberty to adjust the spacing of 'spaces' when printing. The text is not 'locked' in position as it is with Tabs. The cardinal rule of word processing is: "Never use spaces except between words and sentences!". Another example is people who manually type in page numbers, quite painful as soon as you start editing the document. Use automatic page numbering instead. A final example is tabbing paragraphs instead of using paragraph indents. If you are guilty, you will know what problems this causes! WORD now corrects this bad habit for you and indents the paragraphs correctly.

Basic typing skills are also important in improving your efficiency. If you are a one finger typist, there is hope... Try using both index fingers, the right one stays on the right half of the keyboard, the left stays on the left. There you go, doubling your efficiency! There are two sets of [CTRL], [ALT] and [SHIFT] keys so you will use them in conjunction with a character key by using both fingers. For example, to get a capital P, your left hand holds down the [SHIFT] while your right presses the [P] and to get a capital W, use the right hand on the [SHIFT], the left on the [W]. You will eventually learn to use your pinkies instead of your index fingers for [SHIFT].

The next step could be taking a typing course, before you develop bad habits, or teach yourself with software. Mavis Beacon Teaches Typing gets good reviews, as does Mario Teaches Typing for children. There is also a shareware version called Touch Typing that is quite good. By the way, did you know that the keyboard layout is called the QWERTY system, by the top first row of characters on the keyboard. There is a reason for the arrangement, and it is not for speed! The old typewriters had mechanical arms, which would lock if two keys were hit too soon together. So, they designed the arrangement basically to slow you down. But typists can still work at break-neck speeds just the same. A more efficient new design is called the Devorak keyboard, it is popular in Europe but not yet in North America.

On most keyboards there are two keys with a raised dot. These mark the HOME key row, your index fingers are meant to rest on these while inactive. Your thumbs are great for hitting the spacebar, as your pinkie on your right hand is for the [RETURN] key. Learning proper finger positioning and trying from time to time will slowly increase your typing speed. Try to keep your wrists straight and supported if possible. If your wrists start getting sore, you should take steps to prevent the development of carpal tunnel syndrome. Wrist supports, pads or wraps can help. There are better keyboards available, such as the Microsoft Natural keyboard that has built in support as well as being curved to keep your wrists in a more natural angle. It does take time to get used to these special keyboards and two finger typists can find them difficult!

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Save Soon and Save Often! Many powerful word processors can be set to automatically save every ten minutes or so. Before you do anything fairly complex, like spell checking, search & replacing or printing; save your work manually. This is important not only in case the document gets 'trashed' by the manipulation but also in case the computer 'crashes'. You can also "save as" another name so that you can always go back to your original. Saving your project as different names such as proj-1, proj-2, proj-3 and so on allows you to go back in the history of the project development. You can also learn how to back-up all your work onto disks or tapes in case you destroy a file or your hard disk dies...

Capitals and Upper Symbols

The upper symbols on the keys are achieved by holding down the [SHIFT] key then tapping the key of choice. To get all CAPITALS, you activate the [CAPS LOCK] key once, but don't forget to de-activate this 'mode' when you are done oR yOU wILL eND uP wITH rEVERSE cAPS lIKE tHIS, wHICH IS mOST aNNOYING... If you watch the screen as you type you will not type a whole page before you notice this problem...WORD'97 fixes this problem for you as you type.

Word Wrap

Allow the computer to bring you down to the next line when you reach the right margin when typing a paragraph, rather than hitting the [ENTER] key. The [ENTER] key is used to end a short line of text, at the end of a paragraph or to leave blank lines.

The reason for allowing a paragraph to wrap around the margin is so future editing of the text will not cause you problems. The paragraph is thus considered one entity, and is easier to select and modify.

Navigation Skills

Mouse

The mouse can be used to move the cursor simply by hovering the I-beam over the new desired location and pressing the left mouse button. Most new computer users forget to click to actually move the cursor.

Cursor Keys

The cursor or arrow keys on your keyboard will move the cursor left and right one character at a time as well as up or down one line of text at a time. If you hold down the arrow key, it will move the cursor in that direction faster. [CTRL] with many keys make that key more 'powerful' as a general rule of thumb.

Word Jump	= [CTRL] & left or right arrows
Paragraph Jump	= [CTRL] & up or down arrows

[Home] vs. [End]

To position the cursor at the beginning of a line of text [HOME] or the [END]; the edges of your text along the horizontal. These keys work well in all sorts of situations such as dialogue boxes as well as in various types of software.

TOP of document	= [CTRL] [HOME]
Bottom of document	= [CTRL] [END]

[PageUp] & [PageDown]

These keys allow you to quickly flip the current window view up or down one screen at a time, not a physical page flip. These are great to read a document, rather than scrolling line by line, which may annoy your eyes.

Physical Page Flip	= [CTRL] [PageUp] / [PageDown]
--------------------	--------------------------------

GOTO & Bookmarks

Another great navigational aid. This is used to get you quickly to a specific page or electronic bookmark, or section, etc.

- **Edit - Goto** or [F5] or [CTRL] [G]
- If you have not activated page numbers, then it uses physical page numbers.
- To place a bookmark = *Insert - Bookmark* - Type and ADD.
- You can have the bookmarks sorted by name or location in the document.

Editing Skills

[Delete] vs. [Backspace]

[Delete] Deletes a selection or text to the right of the insertion point

[Backspace] Deletes a selection or text to the left of the insertion point

Which you use depends on the task at hand and the position of your cursor. If you hit the **[ENTER]** key by accident, the **[BACKSPACE]** key makes more sense to use to remove the character or 'code' just placed, in this case the paragraph mark or hard return code. Getting use to these keys and when they are used takes time, the more typos you make the better for practice!

Word Delete (Right) = [CTRL] [Delete]

Word Delete (Left) = [CTRL] [Backspace]

As a generalization – [Ctrl] with an action or keystroke – makes it more 'powerful'...

UNDO

'OOPS!' When you make an error, it is usually easier to 'UNDO' immediately than to try to get back to what you had manually. You can UNDO almost any editing action.


Edit - Undo or [CTRL] [Z] or the undo icon

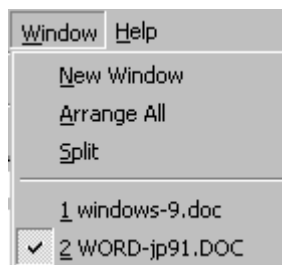


New Document

If you OPEN another document or start a NEW one, using either method below, your current document opened gets 'buried' beneath. The WINDOW menu gives you access to currently opened files as well as tools to manage them.

1 **File - New** - Allows you to select from templates if available – try one!

2  Starts a blank document (using the 'normal.dot' template) [CTRL]



[N]

Window Menu lists documents currently opened, checkmark is besides current document, select document in list to bring it to the front.


Exercise 1

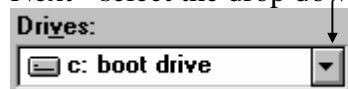
- a) Type the following in font size 26 - all lower case; **pauly**
- b) [BACKSPACE] to remove the 'y'
- c) [HOME] to go to the beginning of the name
- d) [DEL] to delete the 'p' (right of cursor)
- e) [SHIFT] 'p' to get the capital letter 'P'
- f) [END] to return to the end of the line of text
- g) [SPACE] then type the following ; **Bunyon**
- h) [HOME] then type **Dr.** and a [SPACE]
- i) [END] and [ENTER] a few times to skip a few lines
- j) Type "**WORD PROCESSING SKILLS**" using [CAPSLOCK]
- k) Turn CAPSLOCK off (same key)
- l) Change the font size to 14
- m) Add a few blank lines using the [ENTER] key
- n) Type the following paragraph;

I am typing this paragraph to experience word wrap. I will not press the ENTER key until I am finished typing this paragraph, since word wrap will bring me down to the next line automatically, keeping the paragraph together.
- o) Save the filename as MEDICAL
(File – Save – Doctor – save in – Floppy 3 ½" Drive (see below for technique)

Saving

WORD 6;

- a)  or **File - Save** or [CTRL] [S]
- b) Type over the suggested and highlighted name with an eight letter name (maximum, no spaces or strange symbols). A dash or underscore ([SHIFT] [-]) are acceptable. Even in WIN'95, do not use long filenames or your filenames will be 'invisible' or amputated (my_resu~.doc) to everyone else except WIN '95 users.
- c) Next - select the drop down for the drive you wish to save onto.



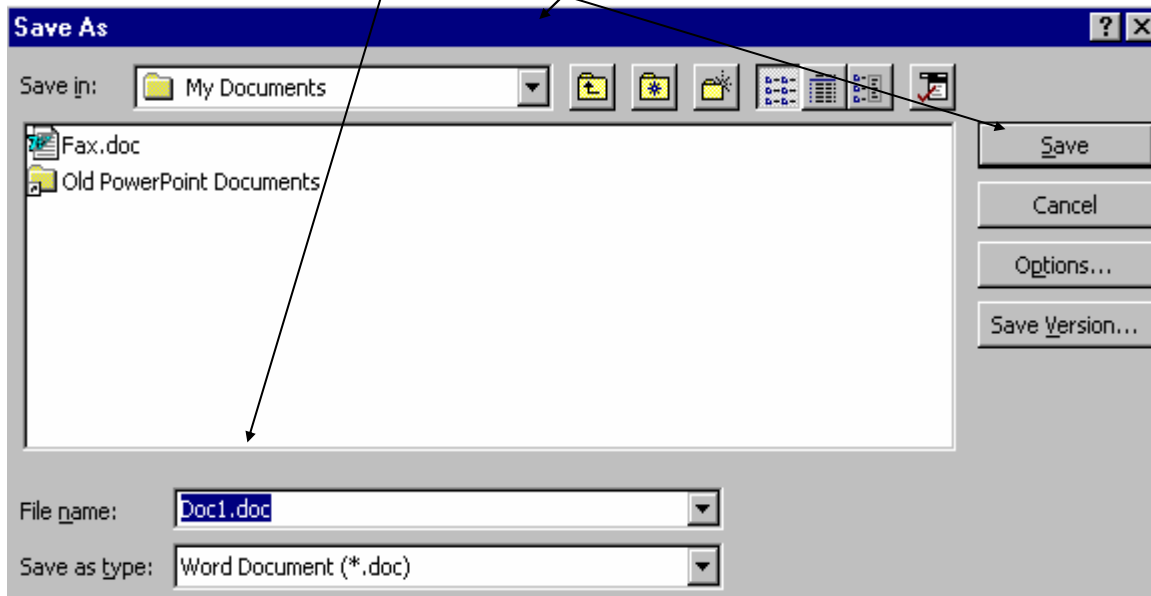
a: is your diskette, **c:** is your hard drive

- d) **OK** to finish

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WORD '97;

- a) **File - Save** ([CTRL] [S])
- b) Type over the suggested and highlighted name with a descriptive filename.
(The DOC extension is put in for you)
- c) Select the Save in: dialogue box dropdown to select a different folder or drive;
(**a:** is your diskette, **c:** is your hard drive)
- d) Select **Save** to finish



The next time you save, no questions will be asked, it will simply update your changes. Save often, as mentioned earlier...

You can activate autosave - (**Tool - Options**) to save every ten minutes or so. In the event of a crash or power failure, WORD will start up with the last autosaved version of the document.

Always SAVE before printing. Try to get into the habit of previewing before a print, just in case... (saves paper, ink and time)

SAVE soon and SAVE often!

Until you select **File - Save**, your work is only in RAM memory space, which is lost if there is a power failure... The first time you **SAVE** your work you will need to give a descriptive filename

To make a copy onto another disk or under a different filename, then choose **File - Save As** – alter the filename, change the location save to...

Selection Skills

Selecting text is necessary for many purposes; to change the format (size, color, style, bold, italics, underlined) and to remove, replace, move or copy the text as well.

Reasons to select;

- a) Formatting
- b) Move or Copy
- c) Delete
- d) Type-over
- e) Print selection
- f) Spell check / Sort / Search / Convert selection

You can also extend or retract a selection if you hold down the [SHIFT] key. The [SHIFT] key can also be used with the navigational keys to select text as you travel, basically a simple formula;

[SHIFT] & NAVIGATION = SELECT

Get proficient at navigating around first by the keyboard before trying to select text with it then you will find it so fast and easy; simply hold the [SHIFT].

Caution: Click and dragging on a selected region moves that text.



- **Group of text** = Click and drag
- **Word** = Double Click center of word
- **Sentence** = [CTRL] Click within sentence
- **Line of Text** = Click in left margin (right pointing arrow)
- **Paragraph** = Double Click in left margin
- **Box** = [ALT] select
- **All** = Triple click in left margin
[CTRL] & click in the left margin
Edit - Select All
Universal Technique = [CTRL] [A]

Tip: Keyboard methods of navigation and selecting are great for speed as well as preferred for macro recording...

Closing


Applications will not let you close a file that is not saved or updated. You will be warned to SAVE the changes if you have made any since your last SAVE, select NO if you are throwing away your changes, YES to update the file

Various Methods;

- 1 To close a single file, choose **File - Close**
- 2 [CTRL] [F4]
- 3 Click on  of document Window (right corner, lower ) (dangerous - since may EXIT WORD unintentionally)
- 4 Close all files currently opened, choose [SHIFT] **File - Close All**

Exiting

Word will not let you exit without warning you to save changes to open files that have been altered yet not updated.

- 1 **File - Exit**
- 2 [ALT] [F4]
- 3 Click on  in upper right corner of title bar

Assignment 1

1. Set your VIEW to 'Page Layout' view
2. Set your VIEW - Toolbars - to have the **Standard** and **Formatting** activated.
3. Make sure you are VIEWing your ruler
4. Make sure your ruler is in inches = *Tools - Options - General*
5. Make sure you are viewing all non-printing characters
6. Type the following; (using [CAPS LOCK] and [SHIFT] when appropriate)
7. [TAB] to separate the names from the numbers
(do not try to create the border around the exercise)

MEMORANDUM

Attention: maintenance

The following is a revised member list for your review

Greg Olynyk	344-5445
Paul Smith	388-4545
Susan Jones	897-5634

Please correct any errors and reply ASAP.
Yours truly,

Michael Kennedy.

8. Save your work - **File - Save** - name it *memo*, put it on the diskette (A)
 9. Close the file
-

Assignment 2

1. Open the memo file -make the following revisions (instructions in italics);

MEMO

delete balance of word with [CTRL] [DEL] or [SHIFT][END]-{right} then [DEL]

April 17, 1997

*insert date with menu choice - **Insert - Date** - Select appropriate format*

Attention: Maintenance

Delete the m of maintenance - type capital M with [SHIFT] m

The following is a revised member list for your critique

change the word review to critique (double click = word select, type on top)

*press the [ENTER] key a few times to push down the list of names, type the titles with CAPS
LOCK activated ([TAB]s between columns)*

NAME	PHONE
Greg Olynyk	344-2345
Paul Smith	388-4545
Susan Johnston	897-5634

*change Jones to Johnston, click insertion point to location to [DEL] the nes of Jones with
[DEL] a few times or [CTRL] [DEL]*

Please correct any mistakes and reply ASAP.

change the word errors to mistakes by word selecting and type over

change "ASAP" to "as soon as possible"

Yours truly,

Captain M. Kennedy.

Word select the name Michael and type over Captain M.

2. Save the file as END to keep your changes as well as the original
3. Close the file

2.0 Text Manipulation

Formatting

The formatting toolbar is handy for BOLD, Italics and underline, as well as fonts and text size. You can format selected text or activate the formats desired then type.

Font 



The **TT** in front of the font means it is a 'true type' font, it will look true to form on the screen as well as in printout. The font is not just inflated like a balloon when enlarged. In many 'lists', you can hit the first letter of what you are looking for and it will auto-scroll you down alphabetically.

Font Size 

[CTRL] with the square brackets "]" increases or "[" decreases font size

The size of the font seems limited by the available sizes in the dropdown list. Try double clicking in the font size box, type 200 then press [ENTER], then type, wow!

Bold , Italics, Underlined 

These icons are toggles, they turn the feature on  and off .

Some people find formatting shortcuts useful (usually to format as you type), but you can always format with the mouse when you are all done typing.

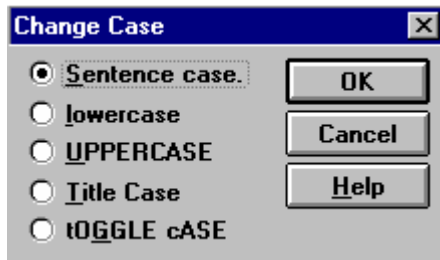
BOLD	= [CTRL] [B]
<i>ITALICS</i>	= [CTRL] [I]
<u>UNDERLINED</u>	= [CTRL] [U]
NORMAL	= [CTRL] [SPACE]

WORD LEVEL I

Case Changes

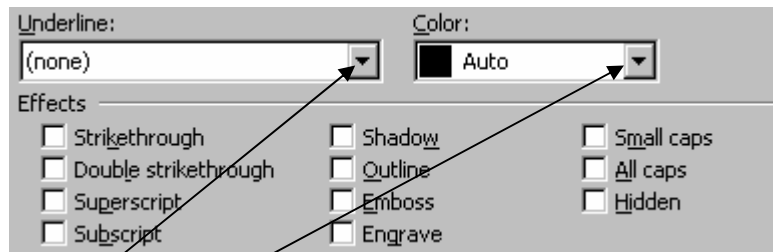
To Convert text to Title Case, Lower case, etc.

Format - Change Case



Format - Fonts

(or Right click selection)



Underlines (words only, double)

Text color

Effects (strike through, superscript (X^2) /sub script (H_2O), SMALL CAPS)
(Hidden – will not print)



changes the standard font for new documents based on the normal.dot template (apply when on a new document)



Text colour ICON dropdown

WORD LEVEL I

Alignments



These are the justification icons, left, center, right and justify (both sides of the paragraph aligned to the margins) (do this first then titles)

You do not have to select each line of text to apply this format; it applies to the entire paragraph or line of text.



Left Justified

The reason for allowing a paragraph to wrap around the margin is so future editing of the text will not cause you problems. The paragraph is thus considered one entity, and is easier to select and modify.



Centered (poems)

The reason for allowing a paragraph to wrap around the margin is so future editing of the text will not cause you problems. The paragraph is thus considered one entity, and is easier to select and modify.



Right Justified

The reason for allowing a paragraph to wrap around the margin is so future editing of the text will not cause you problems. The paragraph is thus considered one entity, and is easier to select and modify.



Justified – Full or both sides

The reason for allowing a paragraph to wrap around the margin is so future editing of the text will not cause you problems. The paragraph is thus considered one entity, and is easier to select and modify.

Select All – (**Edit – Select All** or [CTRL] [A]) then apply, do titles last.

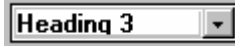
WORD LEVEL I

Format Painter - Copies the format of the region or selection



(double click locks you in 'paint' mode)
(select text you like – activate brush – paint)
(turn it off by one click on the icon)

Styles



Pre-defined Formats, font, font size, bold, paragraph spacing, etc.

The heading styles (Heading 1, 2,3,4) are used later to automatically create a table of contents and/or manage an outline of the document, so it is a good habit to start using them now. Do not have to select text, forces consistency and it is easy and fast to change your style globally.

Apply a Style = Be in region – Select style from style drop-down
Re-define Style = Click in style window – press [ENTER] – OK to re-define
Create Style = Click in style window - type name – hit [ENTER]
Style List = [SHIFT] style dropdown
Apply Style = [ALT][SHIFT][arrows]

View – Outline

Select heading level 1 (collapses document showing main headings only)






The plus is to expand to see the associated text of that section
Double click the '+' to expand it

⊕ **9.1-What-is-a-mailing-list?¶**

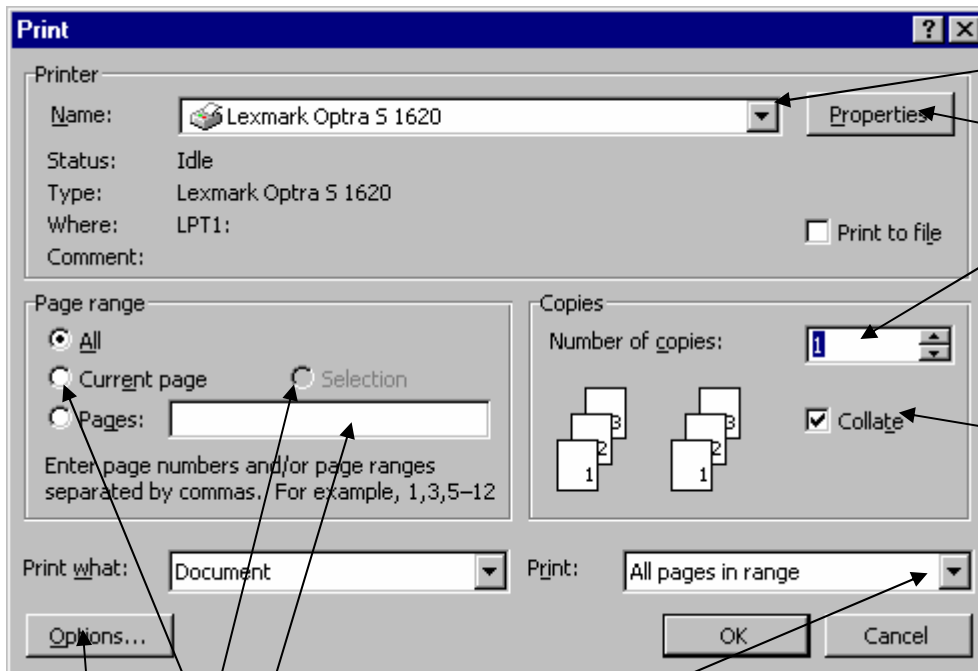
Double click in to collapse the topic again

The up and down arrows in the OUTLINE toolbar move sections
The sideways arrows promote or demote a heading or numbered list

Printing

- Save your work by choosing **File - Save** or the icon 
- Print Preview **File - Print Preview** or 
- Select single page or multiples to view 
- Click on the preview page to zoom in or out
- PRINT or CLOSE ([Esc])

File - Print



Change printers

Control quality of output

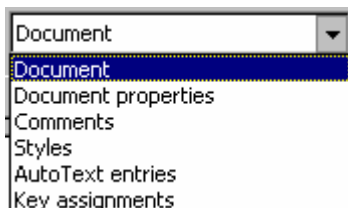
Change number of copies

Right Click – What's This?

- Print current page (where insertion point is)
- Print a selection (available only if you have something selected)
- Print specific pages (2-3, 6) (up to 45 = -45) (from 33 on = 33-)
- Print odd or even pages (for double sided printout)

Options - Reverse order print, no paper shuffle, just staple!

Print What?





Properties – details of edit time, number words, etc.
 Comments – non-printing comments within doc
 Styles – styles used in current doc
 Key Assig. – Shortcut keys assigned in doc

COPY

Duplication of information is one of the most powerful techniques on a computer. If you have an object or text on your computer you should be able to select it and copy it to the new desired location within the current application or to almost any other Window's applications. This saves retyping as well as possible typos in doing so.

The information you copied is copied into RAM, on the clipboard. This area is transportable within the Windows environment. The clipboard can only hold one 'object' at a time, so the next item copied bumps off the first. The item pasted can be pasted more than once.

Copy & Paste

- a) Select object to be copied
- b) [CTRL][C] or Right Click - Copy or *Edit - Copy* or 
- c) Select destination
- d) [CTRL][V] or Right Click - Paste or *Edit - Paste* or 



Copy - Drag

- a) Select object to be copied
- b) [CTRL] Click & Drag it to destination (between applications also)

MOVE

Moving items from one place to another works just like copying, the clipboard is the temporary repository for the item CUT, and can be pasted more than once.

Cut & Paste

- a) Select object to be moved
- b) [CTRL][X] or Right Click - Cut or *Edit - Cut* or 
- c) Select destination
- d) [CTRL][V] or Right Click - Paste or *Edit - Paste* or 

3.0 Text Positioning

Tabs

Cardinal Rule or Word Processing;

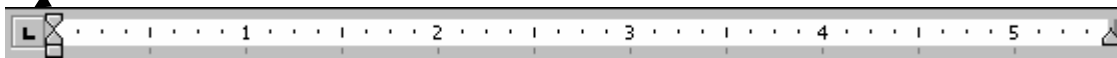
“Never use spaces except between words and sentences, spaces are not used to position text!”

The reason will become evident usually upon printing, where your document will print out all miss-aligned. [TAB] locks text to the desired position, spaces do not..

To indent the first line of a paragraph or position text over an inch or so, use the [TAB] key, just above the [CAPS LOCK] key. Make sure you are left justified first.

General Procedure:

Select the type of TAB desired from the left box of the ruler
(toggles through 4 types)



 = Left  = Right  = Center and  = Decimal align

- a) Click arrow head cursor on bottom of the ruler at the desired location
(places the TAB set)
- b) Use the TAB settings - i.e. [TAB] over to it and type
- c) Leave a blank line or two after your list
(to easily add more to the bottom of the list)
- d) Reset tabs to default settings on a new line of text
Format- Tabs - Clear All (or simply pull them off the ruler)

TAB settings are stored in the paragraph mark for each line of text. To modify a region's TAB settings, you must select the region first, then alter the TAB settings.

Exercise

1. Set tabs required for the following list (CENTER / RIGHT / DECIMAL or RIGHT)
2. Type the following list; tabbing when required (leave formats till last)
3. Save as CREW onto your diskette (3 1/2" Floppy A)

CREW LISTING

<u>Name</u>	<u>Rank</u>	<u>Serial #</u>	<u>OWE</u>
Paul	Sergeant	43533	\$ 23.45
Mike	Cpl.	345	123.56
Mary	Captain	5433242	4.34
John	Private	4554	44.45

Select the titles – Format – font – Underline words only...

(or you could do each word separately)

Try moving the Rank column over a bit

Change the rank column to be a right tab aligned column instead of centered


(place the new tab then remove the old one)

It is usually easier to use tables for text and/or graphic arrangement. Tabs essential if you are trying to match printout onto a form. You then could measure the form cells and place tabs on the computer to match. (Easier than holding up the output to the light and re-printing over and over until you match.)

WORD LEVEL I

Moving Tabs

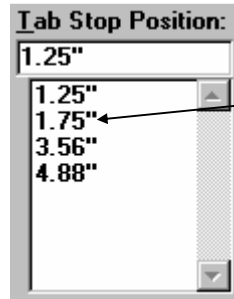
You can move a column of information;

- 1) Highlight the lines of text to be effected
- 2) Click & drag the TAB set horizontally in the ruler bar 
(or click new tab set then remove old one – easier)
(if you drag it off the ruler, you can click it back onto the ruler)

Removing Tabs

1. Select lines of text to be effected
2. Simply click and drag any TAB set, that you do not want, off the ruler. or **Format-Tabs** - Clear All or select tab set position then Clear

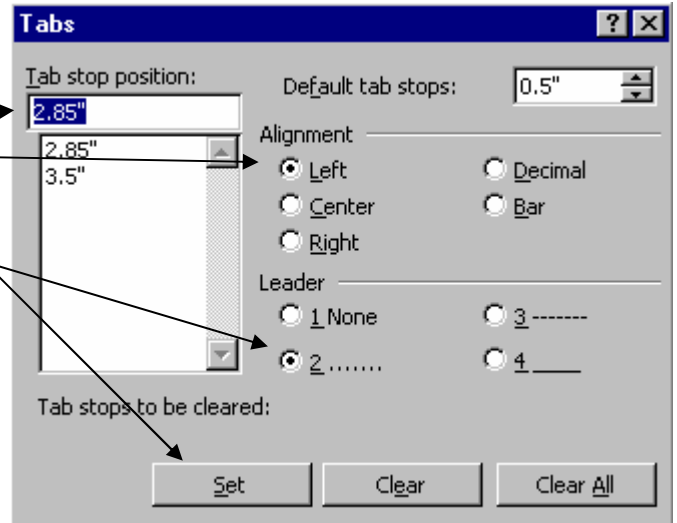
Altering Tab Type



1. Select lines to be effected
2. **Format- Tabs**
3. Select the TAB set position you wish to change
4. Make your changes - choose **SET**
5. **OK** when done

Exercise

1. Start a new document
2. Using Format –Tabs menu choice...
3. Set a TAB at 2.85 (inches from margin)
4. Make sure it is it a left TAB
5. Make it a dot leader TAB – Then Set
6. Set another TAB at 3.5
7. Make it a decimal TAB – Set and OK
8. Input the following, tabbing when required...



Chapter 1	P 3	3.25
Chapter 2	P 5	45.5
Chapter 3	P 8	100.75

9. On a new line, reset TAB sets to default - **Format- Tabs** - Clear All
10. Select the information and move the tabsets over to the left half an inch
11. Save as TOC on your diskette

Assignment 3

1. Make the exercise from Assignment 2 look like this;

MEMO

April 17, 1997

Attention: *Maintenance*

The following is a revised member list for your critique;

<u>NAME</u>	<u>PHONE</u>
Greg Olynyk.....	344-2345
Paul Smith.....	388-4545
Susan Johnston.....	897-5634
Greg Olynyk.....	344-2345
Paul Smith.....	388-4545
Susan Johnston.....	897-5634

Please correct any mistakes and reply at your earliest convenience.

Yours truly,

Captain M. Kennedy.

tips:


- Line select - then Center, Bold and underline MEMO
 - Make the MEMO font Ariel and size 16
 - Line select - Right justify and BOLD the date
 - Word select NAME - make Bold and underline (same with PHONE)
 - after the word PHONE use [END]; press the [ENTER] key to add a blank line
 - add a few blank lines after the names with the [ENTER] key
 - above the signature name, activate underline then [TAB] a few times
 - line select the Captain's name - Bold it
 - Copy the three lines of text with names and numbers and paste them below
 - SAVE your changes; print - preview - print if possible
-

Tables

AIR CANADA DATA				
Flight	Depart	Destination	Pilot	Cost
311A	San Francisco	New York	Capt. Kennedy	9,435.92
412B	LA	Hawaii	Capt. Smith	14,425.69
643A	LA	Paris	Capt. Baker	32,411.71

Tables are extremely useful to help position information, create special forms and to store lists of information (databases) for future reference or mail merges. Decide on your page size, orientation and margins before inserting a table since the table will go as big as it can within the documents left and right margins. (File – Page Setup)

Methods of Creating a Table

1. Use the table icon;  Click and drag to size (max. about 20 x 17)
2. **Table - Insert Table** - number of rows and columns (10 X 250)
3. Convert text to a table – names.doc – select all rows of data – **Table – Convert text to table**

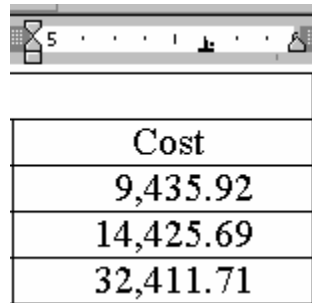
AIR CANADA DATA

- Text entered in a cell will wrap within that cell (the row height is adjusted)
- Row Select = left edge click
- Non-Printing codes – assist in last column select – insert column at end
- Merge cells = Select cells - **Table - Merge Cells**
- [TAB] - to go to next cell
- [SHIFT] [TAB] - to back up
- Down arrow to come down after COST column and fill in costs

Cost
9,435.92
14,425.69
32,411.71

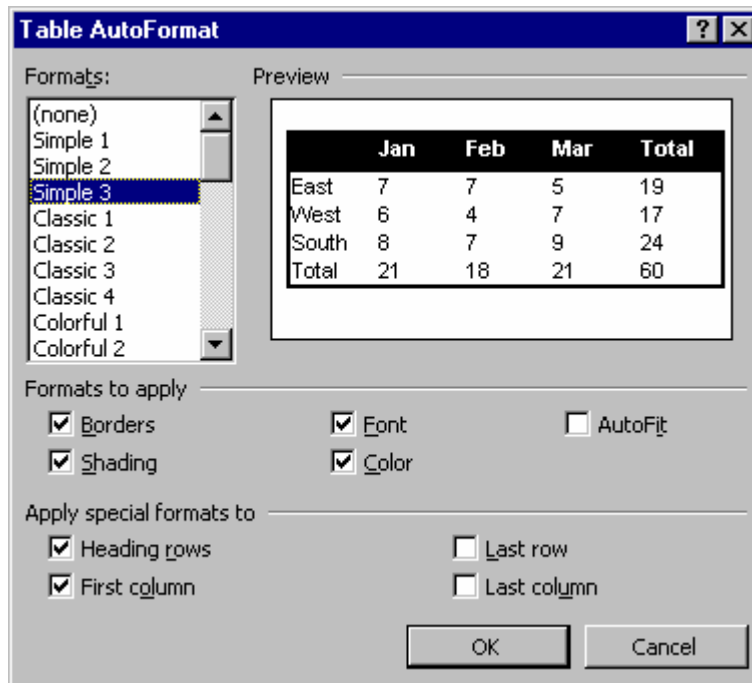
WORD LEVEL I

- Cell Select = Bottom left corner of a cell - arrow - click
- Multiples = Click and drag – select the COST and the numbers
- Place a decimal tab in the ruler



Cost
9,435.92
14,425.69
32,411.71

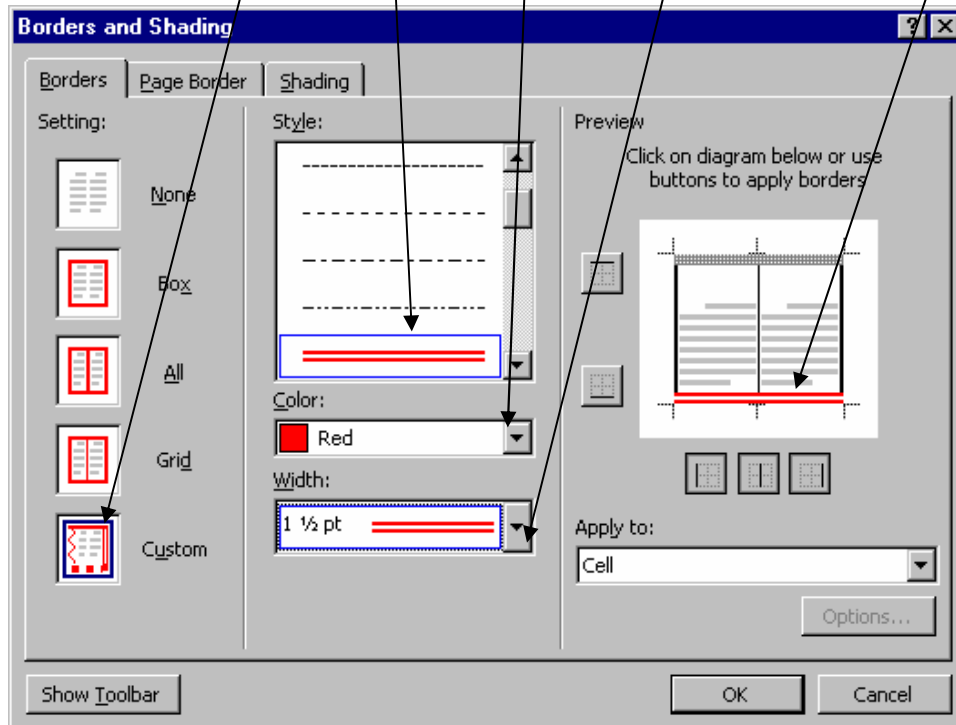
- At the end of the table, [TAB] will add a new row.
- Table gridlines do not print, you can use borders to print.
- Table – Table Autoformat – try Simple 3

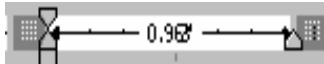


- Select the second row – make the titles BOLD
- Try moving a column
- TIP: Select NONE to easily remove all lines so just left with gridlines that do not print...

WORD LEVEL I

- With them still selected - Format – Borders and Shading
- Select the Custom / line style / color / thickness then click placement in preview – OK (do outside lines first)



- Open DATA.DOC
- Use the first row for headings, NAME, ADDRESS; (Table –Headings)
(repeats headings on each page in a multi-page listing)
- Column Select = Top arrow click
- Column Width = junction - click & drag (others effected)
- Specific Re-Size = [SHIFT] Column width (others not altered)
- Equal Re-Size = [CTRL] Column width
- Dimension lines – [ALT] resize 
- [CTRL] [TAB] = TAB within a cell if required (older WORD)
- Try moving a column – Select it – click and drag
- Insert a OWE column at the end of the table (Column Select – Table – Insert)
- Fill in the OWE column with two digit and three digit numbers
- Table – Sort – Primary (Lastname) then Secondary (Firstname)
- Add text above table – [Ctrl] [Home] – type – [Enter]

Sorting

Information can be sorted best if within a table. The header row (field labels) should be bolded so it is clear and detected as the header row. You should not have blank rows within the table if sorting. Be in your table before sort.

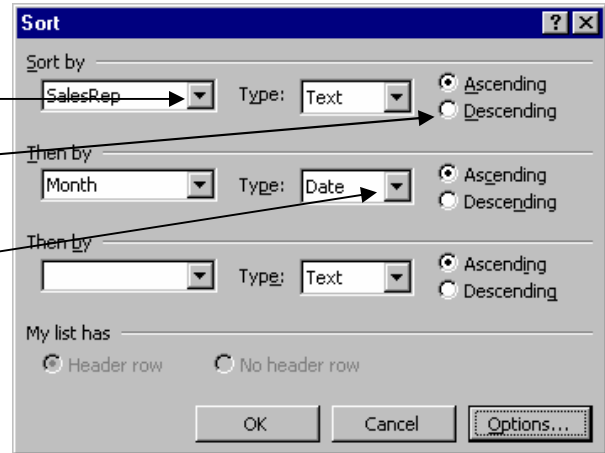
Table - Sort

Select the field from the drop down that is you primary sort key.

Select descending if you want Z-> A or large number to small

Select type if you are sorting a date (Name of a month) so April does not come before January...

You can sort by three sort keys, as the phonebook is sorted (Last Name / First Name / Address)



Borders & Shading

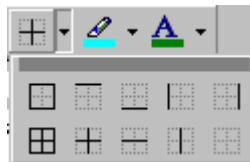
To apply graphical borders around text or cells of a table or background shading and/or patterns.

Table- Table AutoFormat

Applies pre-designed formatting to your table. This tool will locate formulas within your table and format appropriately. You can toggle what you do not want it to alter in applying the new appearance.

Toolbar Methods

Borders / Fill / Text Color



Applies Line on Top / Bottom / Left / Right to selection



Inside lines to selection



Outside Border to selection (do inside first!)



Clears all borders of selected cells

WORD LEVEL I

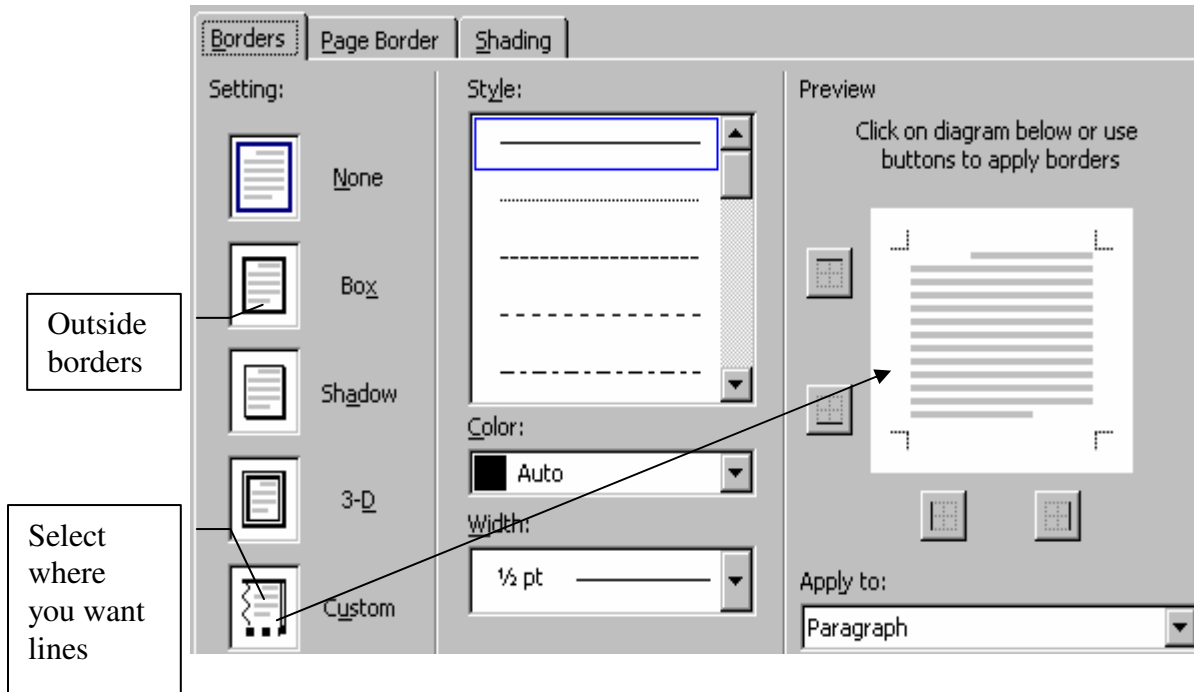
Borders and Shading tool bar controls



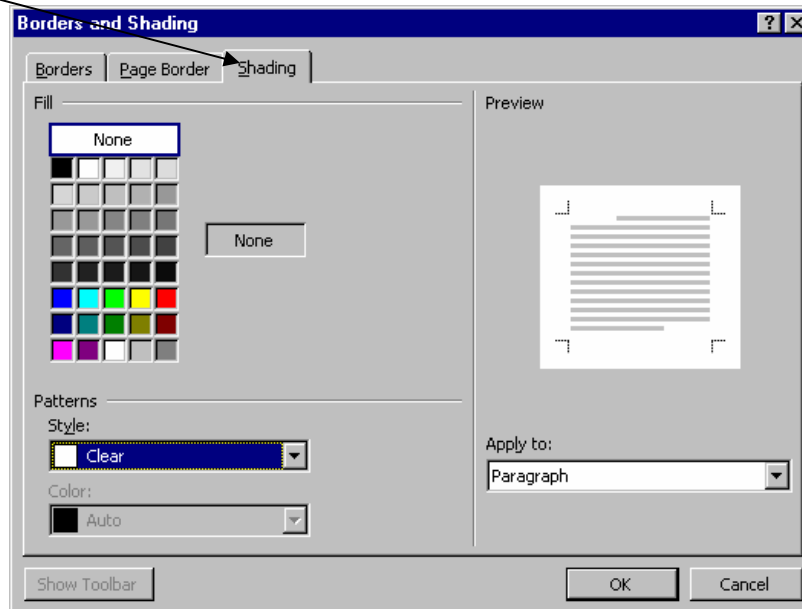
Menu Method

Select Cells or text; **Format - Borders & Shading**

Allows more control over borders and shading.

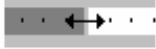


Shading – For background of text region or cells in a table



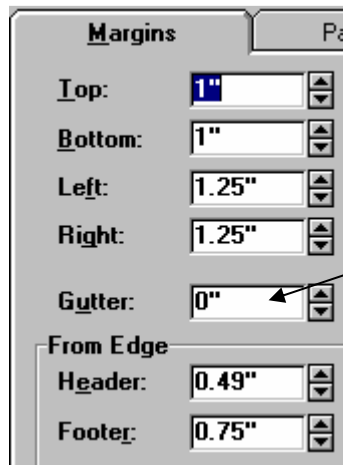
Margins

Visual Method



In Page Layout View – Select where the white part of the ruler meets the gray (when you are a double headed arrow) and re-size your margins visually (entire document is effected). Your printer probably has a minimum required margin (so it can roll the page out).

File- PageSetup (Paper size, orientation) (double click in ruler)

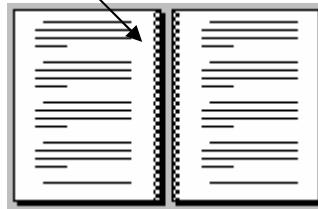


[TAB] from one dialogue box to another

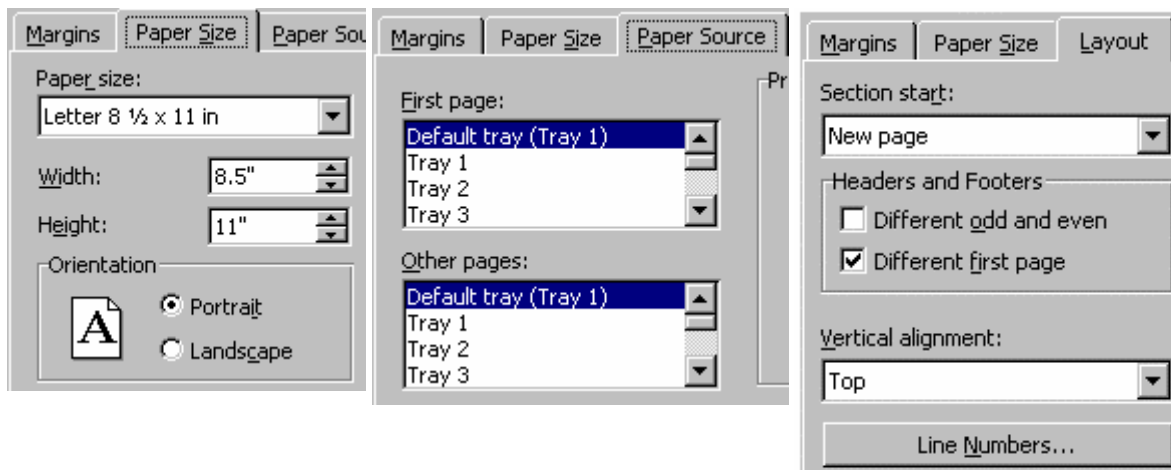
[SHIFT] [TAB] to back up

Double click to type-over

Gutter = page binding region (mirror margins)




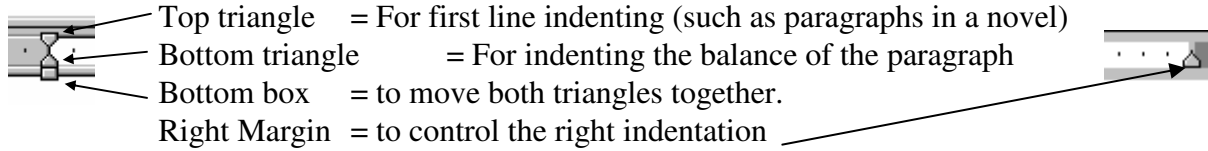
Changes the normal template (makes the change effect all new documents)



Indents

To indent a paragraph from the left or right margin. Also to control the first line indentation of a paragraph without using the [TAB] key.

Indent icons  (by tab sets on ruler bar)

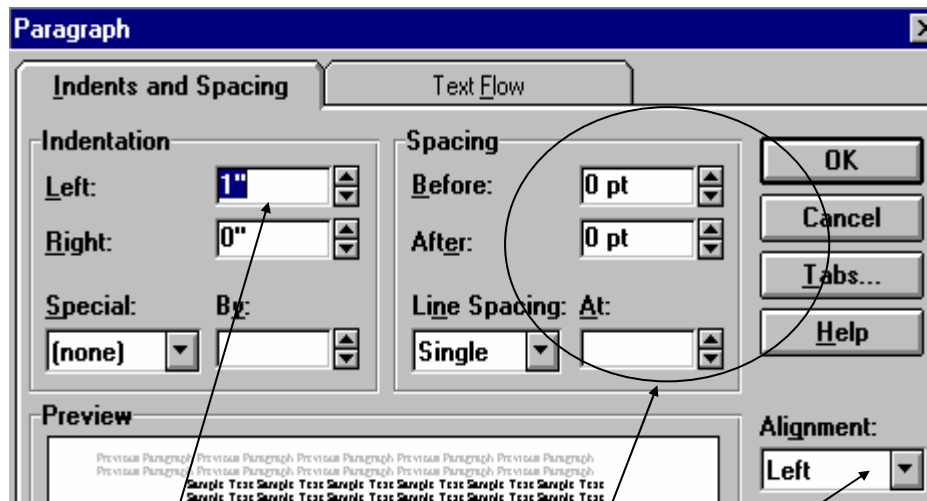


If you make an error moving the controls, **undo** is easier than manually repositioning

If you 'scroll' the screen horizontally too much, simply toggle your view to normal then back to page view or zoom to page width.

Format- Paragraph

or Right-click in paragraph - choose paragraph



From margins

Spacing

Justification



for first line of paragraph indent or hanging indent.

Create a hanging indent = [CTRL] [T]

Reduce a hanging indent = [CTRL] [SHIFT] & [T]

WORD LEVEL I

Paragraph Spacing

Allows you to control the distance between paragraphs automatically, rather than hitting the [ENTER] key twice to leave space between paragraphs. You can repair a document that has double [ENTER] between each paragraph with Format – Autoformat.

Line Spacing

Single-spaced	= [CTRL] [1]*
Double-spaced	= [CTRL] [2]*
1.5 spaced	= [CTRL] [5]*

*not number pad numbers

Lists - Bullets and Numbers

When you want a symbol or number in front of each line or paragraph. The indentations and sequences are done for you. You can also do multi-level numbering when you want sub-numbers such as a), b), and c).

Try just typing what you want, voila, the next line is given to you (“Word is watching”)

Try (use spaces after the period, it will be converted to a TAB!)

1. cat
- 2.

- 1) cat
- 2)

- a) cat
- b)

- i) cat
- ii) dog
- iii) mouse
- iv) horse

WORD LEVEL I

Most people use the number or bullet ICONs



- Apples
- Oranges
- Grapes

Two [ENTER]s deactivates bullets (or simply click the icon again)

Select the list – change to numbered list;



1. Apples
2. Oranges
3. Grapes

Add an item

Delete an item

Move an item

Sort items – Table – Sort

[SHIFT] [ENTER] = soft return – no bullet added

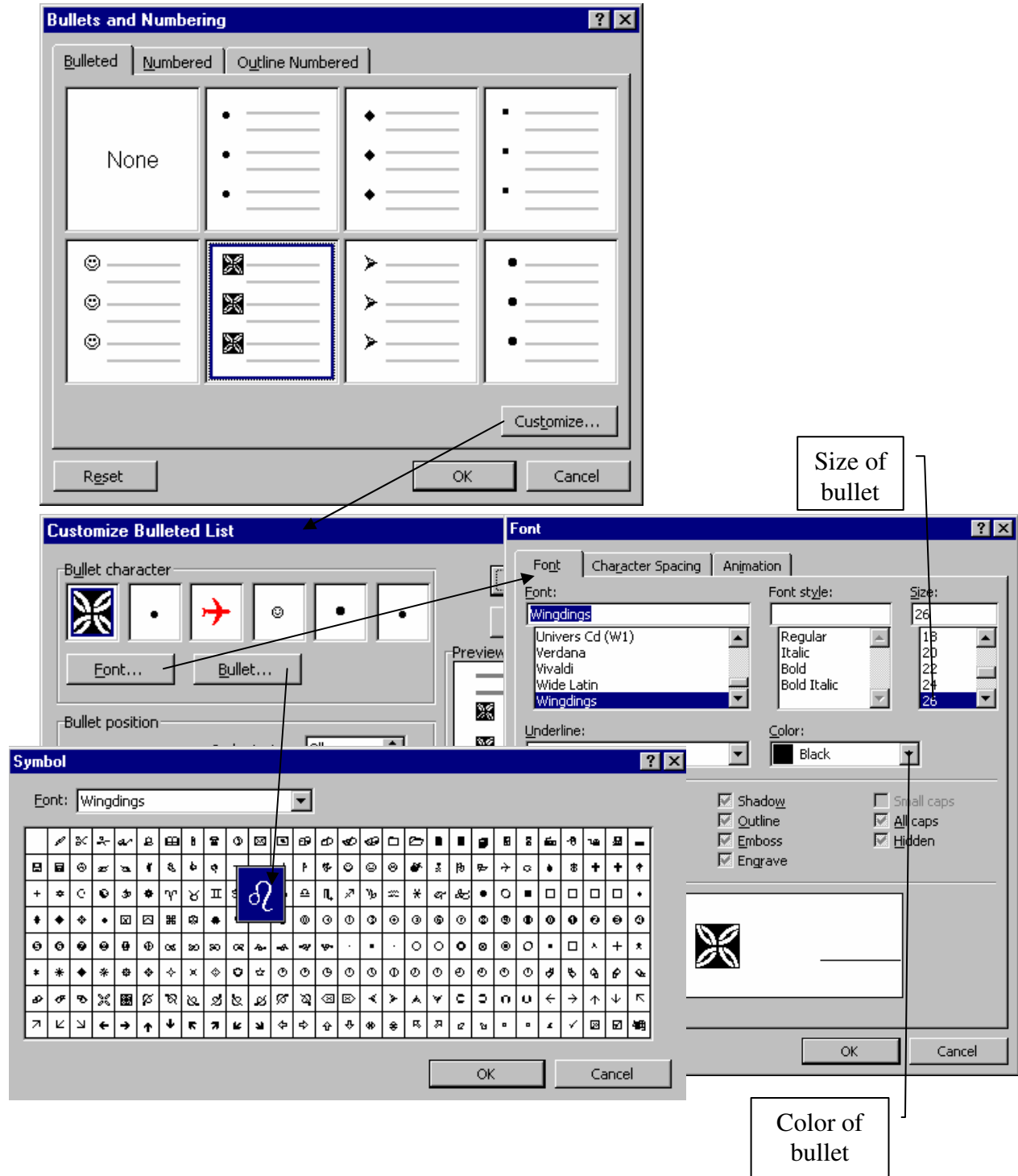
[SHIFT] [CTRL] [SPACE] = soft space between words you do not want word-wrapped apart.

Try selecting three paragraphs from mosquito.doc – convert to numbered paragraphs (note both a TAB and paragraph indent was applied for you!)





WORD LEVEL I

Modify - to customize (leading text, number start or style, bullet icon)

Use the **Format - Bullets and Numbering** menu choice



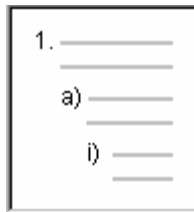
Exercise



1. Start a new document
2. Change the right margin to 3.5 , text size to 18
3. Activate Numbered bullets 
4. Type four paragraphs
5. Remove the third paragraph
6. Insert a paragraph after the first one
7. Change to Outline View 
8. Move items up, down list 
9. Demote an item to text 
10. Try Sorting a numbered list – Table - Sort

Multi-Level Numbering

Format- Bullets & Numbering

Selecting the Multi-Level numbering sheet tab (Outline)



Demote = [TAB] or 
Promote = [SHIFT] [TAB] or 

Assignment 4

(TABS, Tables and Lists)

Try to create as much of the following document as you can, do not type instructions that are in *italics*)

FLIGHT COSTING PROJECT

The information below is considered accurate as of (*Insert - Date*). We hope you will notify us if you discover any errors or omissions. Please be advised that this information is confidential and shall be considered company property.

Financial Analysis

<u>Flight</u>	<u>Cost</u>
311A	9,435.92
412B	14,425.69
643A	32,411.71

AIR CANADA DATA				
Flight	Depart	Destination	Pilot	Cost
311A	San Francisco	New York	Capt. Kennedy	9,435.92
412B	LA	Hawaii	Capt. Smith	14,425.69
643A	LA	Paris	Capt. Baker	32,411.71

Tasks

- Improve Flight Planning
- Catalogue Costs of Paris Flights
- Computerize the Analysis

Comments and suggestions are welcome,

Deputy Chief of Flight Control
Major C. Flat

WORD LEVEL I

Page Breaks

When you wish to end a page manually, before an automatic soft page break. Working with page breaks is easier in Normal View. A soft page break is a dotted line.

A hard page break is a dotted line with the words 'page break' in it. You put in a hard

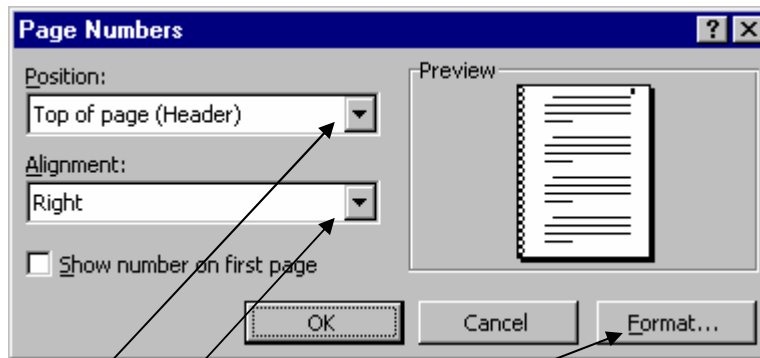
page break, when you want to pre-maturely end the page.

Page Break

- ADD = [CTRL] [ENTER] or *Insert- Break...*
- REMOVE = click on or above it and [DEL] or under it and [BACKSPACE]

Page Numbers

Insert - Page Numbers (In Page Layout View)




- Position - where you want it (top or bottom of page)
- Alignment - outside results in alternate left and right edges
- Leave first page blank for cover page
- Format... Numbering style (Numbers, Letters, Roman Numerals)
- Format...Start - to set the starting number (ex. ch-2 file starts at P 122)

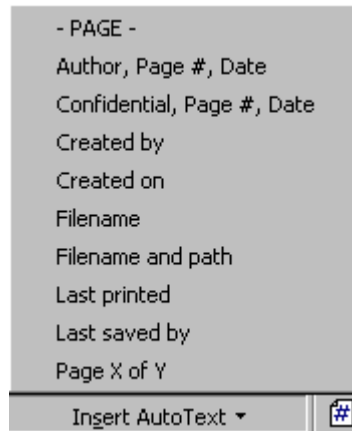
Headers & Footers

This is for repeating text along the top or bottom of each page.

View - Headers and Footers (or double click existing header)



-  allows you to toggle to the footer and back again to header
- Page Number, date and time are just some 'codes' you can place
- TAB sets are placed for you (center and right justified)
- **Insert - Field** - to insert name of DOC, etc.
- **Insert - AutoText** – Name of document, Page 1 of 20, etc.



Change Page Number Value and/or Format

Old Way;

a) **Insert - Page Number**

b) set value/format

c) **CLOSE**

d) then STAMP 

Graphics

Make sure you are in Page Layout View when working or looking for graphical objects. Normal view hides them so the document scrolls faster for reading or proofing. Do not X the graphics toolbar. If you do, go to **View – Toolbars - Picture**

Insert - Picture

Select - Click once


Edit - Click Twice (**File – Close** to exit edit mode)

Move - Click and drag

Copy - [CTRL] drag

Resize - pick-boxes (horizontally/vertically/both)
- [CTRL] resize - retains aspect ratio (older WORD)

Crop  - [SHIFT] resize (Version 6)

Change Wrapping Style -  or Right Click – Properties or Format

Try [SHIFT] or [CTRL] or [ALT] resize...

Assignment 5

Document on Diskette (Mosquito.doc)

1. Select the entire document - First line indent half an inch
2. Indent the second and third paragraphs over 1.5 inches
3. Line spacing of fourth paragraph - 1.5 spaces
4. Change the list of fruits to a bulleted list
5. GOTO ([F5]) page 5
6. Select first six paragraphs
7. Make them numbered
8. Go to the top of the document
9. Put a page break ([CTRL] [ENTER]) before each paragraph starting with 'My'
10. See the result in normal view
11. Go back to the top of the document
12. View - Header and Footer
13. Put your name in the left side of the header
14. Put the word 'PAGE' a space and the page code in the top right
15. Put the date in the footer
16. Remove the paragraph on the top of page 3 ([F5] to get there)
17. Change every second paragraph to italics (on page three)
18. Change a few paragraphs to bold
19. Make the titles; bold, size 28 and Ariel font - centered
20. Go to the bottom, Cut the last paragraph and paste it under the top title on page 1
21. Save your changes as a different filename (Save As)

4.0 WORD Tools

Spell Check

Tools – Options – Spelling – Check spelling as you type

Type the following ; “teh dawg iz browwn.

Right click on dawg, select dog...

Tools- Spelling, F7 or 

(if text is selected, it alone will be checked)

Suggestions are phoenetical – so helps spelling improve over time...

Can edit the dictionary file...

- Ignore vs. Ignore All (All ignores other occurrences in the current document)
- Change vs. Change All (corrects the word in the current document)
- Add - Adds the word to the user dictionary

AutoCorrect

Case repair – THank becomes thank, gREG oLYNYK gets repaired [CAPS LOCK]

For expanding acronyms, shorthand and common typos like teh instead of the.

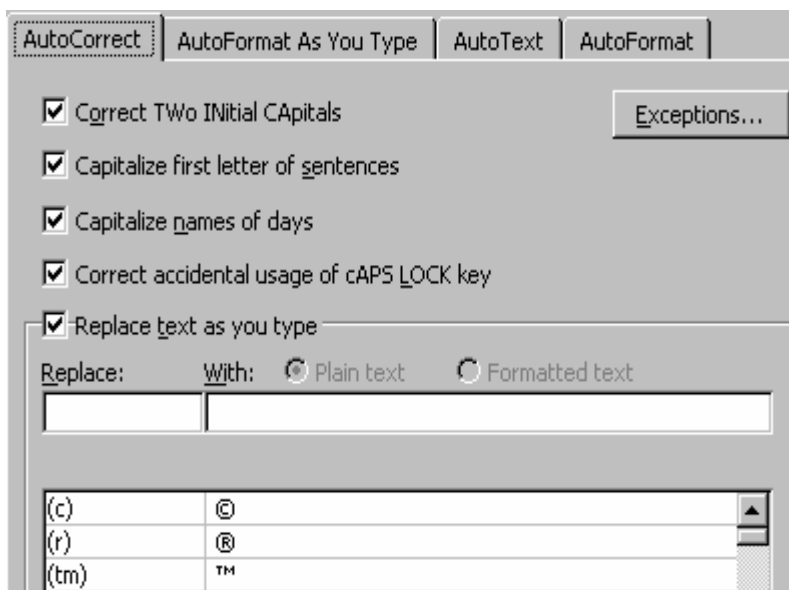
Not for spelling errors. Try typing ‘teh dog went to JOhn’s house on moonday.’

It is used also for shortcuts, try typing a colon and bracket “:”) “ it will give you a smiley!

Try typing within brackets () the letter C, R, TM

AutoCorrect could be used for your name, name and address, company logo, etc.

Tools - AutoCorrect



THank vs. Thank

SGt. as exception

note: use Edit - AutoText for graphics in older WORD versions

Create:

- 1) Type
- 2) Select
- 3) Tools –Autocorrect
- 4) Type acronym
- 5) Add

Find & Replace

The 'find' component is useful as another navigational aid.

The 'replace' is great to fix up repeated errors, such as Bob to be changed to Robert.

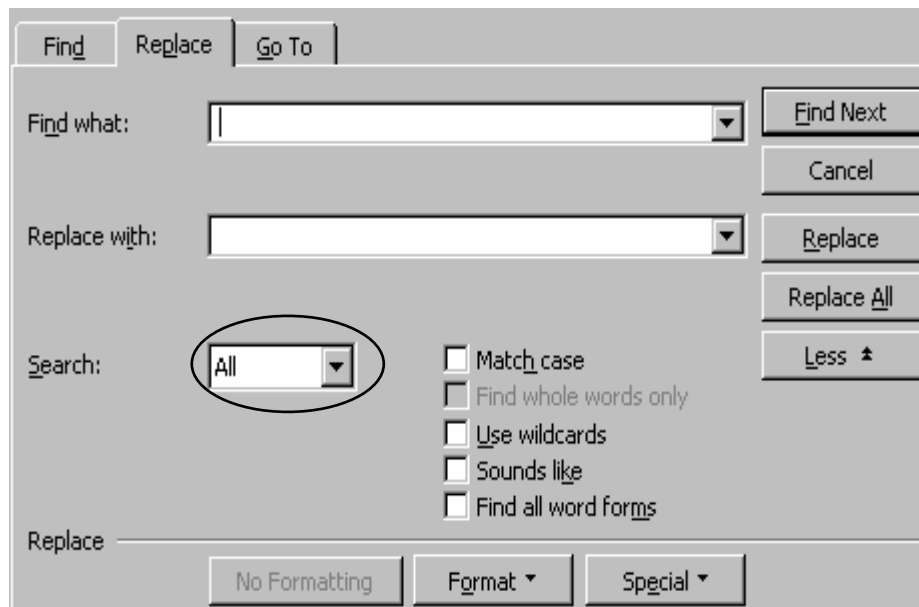
1. Replace can be used to replace acronyms, short hand, etc.
2. Replace can be used to change the appearance of text
3. Replace can be used to alter the structure or appearance of a document by searching for codes or formats and replacing by other codes or formats

CAUTION - save before doing a major 'replace' as a prior version (SAVE AS) since you can easily wreck a document and not notice until later...


(ex. Bob to Robert - Bobby becomes Robertby!) You can replace a few first before replace all, just to be safe.

Edit- Find or [CTRL] [F]

Edit- Replace or [CTRL] [H]

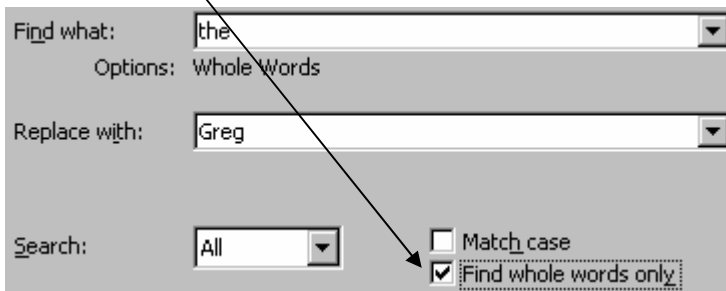


Click MORE to get options;

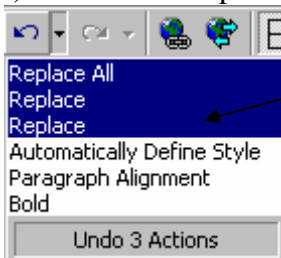
- Match Case = Match the case as you type it (The vs. the)
 - Find Whole Words = Not the word within another (the in their)
 - Format = To search or replace the appearance
 - Special = To search for or replace with codes (Page break)
 - Replace = To replace the current found item
 - Replace All = To replace all occurrences in the document
 - Search All = Can change to search Up or Down from cursor
- (Use undo dropdown to revert, work on a backup) 

Assignment 5

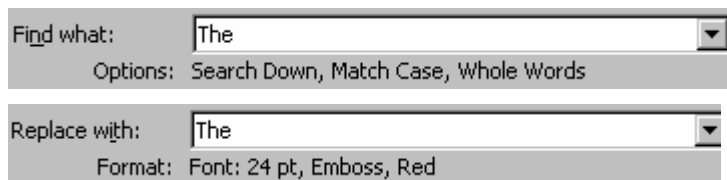
- 1) Open Mosquito.doc
- 2) BOLD and Center the first title
- 3) Unselect the title or just the title will be searched!
- 4) Find “the” and replace with your first name, first letter capitalized
(Whole words only or else ‘they’ becomes ‘Gregy’)



- 5) Do a few Replace, then Replace All – OK then CLOSE
- 6) UNDO these procedures – use the undo dropdown, select the last replace in the list



- 7) Find “The” whole words only, match case - replace with “The” – Format – Red – size 24 points, embossed if you wish...



- 8) Find SPECIAL – Manual Page Breaks – Replace with “nothing” i.e. Leave blank – no formatting either... Removes all the hard page breaks in the document

Email fix; (Word '97+ can do this with *Format - AutoFormat*

- 1) find two paragraph marks – replace with a manual page break
- 2) find one paragraph mark – replace with a space
- 3) find page break – replace with two paragraph marks

Macros

Automating repeated procedures. A macro is basically a recording of your keystrokes, which you can play back when required. Keyboard shortcuts record better than mouse techniques on the document. You can freely use the mouse to select icons and menu options. The language of the macro is Visual Basic, so you could also get into advanced macro writing, if you require it...

Start Camera = **REC** in status bar or *Tools- Macro - Record*



Give it a descriptive name



Decide how you wish to replay it; you can have access to it through a toolbar icon, a new menu item or a keyboard shortcut, such as [CTRL] [SHIFT] [A] for address stamping, or a combination of the three.

Keyboard shortcuts such as [CTRL] [A] to [CTRL] [Z] are already assigned, so do not use them unless you never use the assigned shortcut.

Do not forget to select ASSIGN to assign the keystroke

Decide whether it will be a global macro (available to all new documents based on the normal.dot template) or a specific local macro for the current document only.



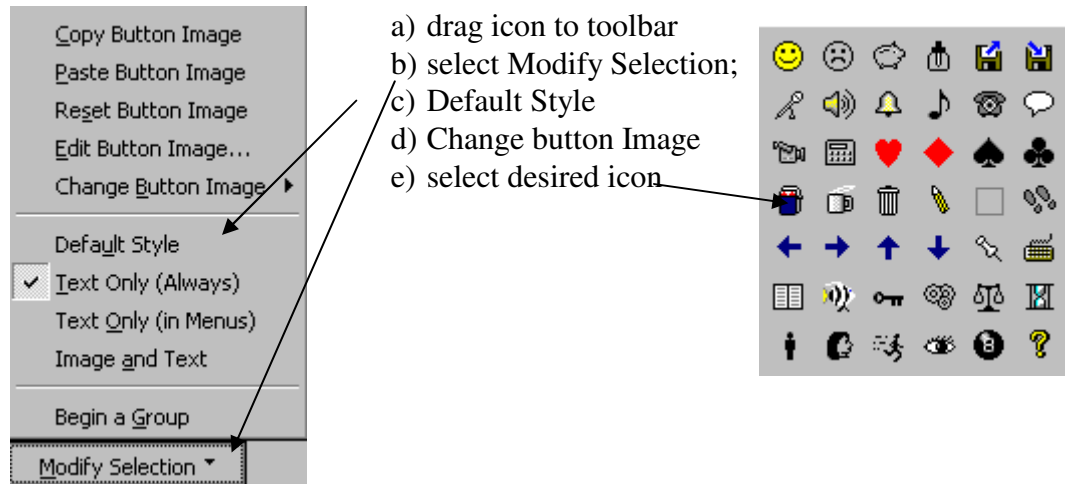
(global vs. a local macro specific to the current document)


To add an icon (WORD 6)

- a) select Toolbars
- b) drag the name of the macro to the toolbar
- c) select an icon and assign it

WORD LEVEL I

In WORD '97 do as before, but then;



As you are recording, note the cursor arrow has a cassette tape attached, showing you that you are in 'macro record' mode. Hit the STOP button  when done.

Note: Do not use the mouse for navigation within the document, make your navigation relative by keyboard shortcuts, bookmarks, etc.

To remove an icon, **View - Toolbars - Customize** - drag it off the toolbar.

Macros can be edited, programmed, swapped and shared. The power of automation lies in macros and form fields...

Level II Outline

- More Macros
- Bullets - Multilevel
- Styles & Table of Contents & Outlines
- Graphics
- File Management
- Object Linking and Embedding
- Table Math
- Form Filler and Form Macros
- Databases - Sorting
- Mail Merge
- Exporting/Importing Files and Data

Cheat Sheet

Navigation Techniques:

Word jump	[CTRL] & Arrow Right or Left
Paragraph jump	[CTRL] & Arrow Up or Down
Beginning of line	[HOME]
End of line	[END]
Top of document	[CTRL] [HOME]
Bottom of document	[CTRL] [END]
Screen up/down	[PageUp]/[PageDown]
Go to a page/bookmark	[F5] & page number/name
Last Editing Position	[Shift] [F5]

Selection Techniques:

Word	Double click anywhere on the word
Words	Double click & drag
Line of text	Left margin click
Paragraph	Left margin double click
Sentence	[CTRL] & click
Partial word	[ALT] & double click in word
Partial Paragraph	[ALT] & triple click
Partial line of text	[CTRL] [ALT] & click
Block of text	[ALT] & drag
Select as you move	[SHIFT] & navigation technique
Extend or reduce it...	[SHIFT] & navigate cursor (mouse/keys)

Delete Techniques

Typeover	Select word, sentence, etc. - Type
Delete	Deletes character to right of cursor
Backspace	Removes character from left of cursor
Delete Item	Select item - [DEL] or [Backspace] key
Delete Word	[CTRL] [Backspace] or [CTRL][DEL]

Miscellaneous

UNDO	[CTRL] [Z]
CUT	[CTRL] [X]
COPY	[CTRL] [C]
PASTE	[CTRL] [V]
FONT SIZE	[CTRL] [[] or []]
NORMAL	[CTRL] [SPACE]
Select All	[CTRL][A]
[SHIFT][ENTER]	Soft Return
Repeat	[F4]
Cut Multiple Areas	[Ctrl][F3] - then to paste them = [Ctrl][Shift][F3] “spike”