

## BASICS CLASS ELEVEN – MORE WORD PROCESSING

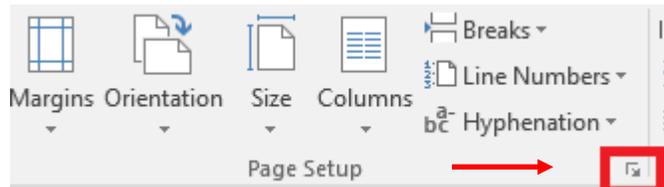
### Moving Insertion Point Around within a Document



- Left or Right ARROWS KEYS move the insertion point one character at a time left or right respectively
- Up or Down ARROW KEYS, move the insertion point from the insertion point up or down, line by line
- HOME key (red outlined) moves the insertion point to the start of the line
- END key (blue) moves the insertion point to the end of line
- CTRL + LEFT ARROW moves the insertion point to the left one word at a time
- CTRL + RIGHT ARROW moves insertion point to the right one word at a time
- CTRL + HOME moves insertion point to the absolute beginning of the document
- CTRL + END moves insertion point to the absolute end of the document

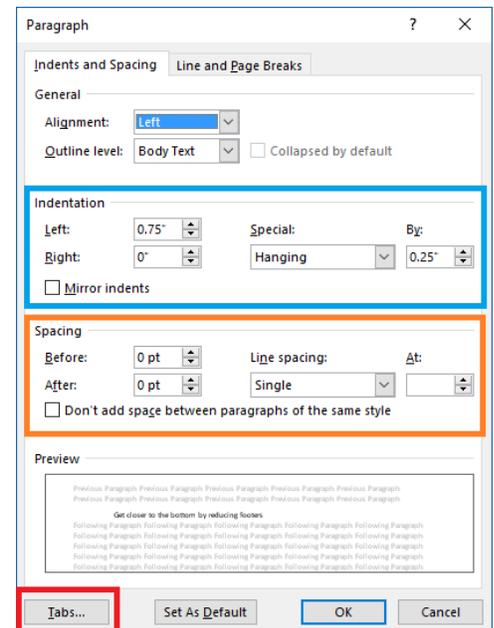
### File menu, and then Page Setup, or (Page) Layout ribbon, and then the Page Setup Expansion button

- Changes Margins
- Chooses paper size and orientation
- Adjusts Headers and Footers (place for headings, page numbers, or footnotes)
  - Get closer to the bottom by reducing footers



### Format menu/Paragraph or .../Tabs, or Home ribbon/Paragraph buttons or expansion button

- Changes Spacing 
- Paragraph Indentation
  - None, Hanging, First line 
  - Adjust the number of characters to indent
- Sets Tabs 
  - Why set tabs?
  - Control alignment even when changing font or size



### Printing Documents

- When printing, a Taskbar Printer icon appears 
- Print select pages
  - Print Double-sided (duplex) manually
    - First print 1, 3, 5, etc.
    - Turn paper over and Reverse paper order
    - Then print 2, 4, 6, etc.
- Print only selected text (Word only or Internet Explorer)

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### Selecting Text

- Classically, selecting anything is performed by dragging across text (from top left to bottom right, top right to bottom left, or vice versa).
  - Auto-selection sometimes includes characters you did not select along with the selection (such as a paragraph mark). See these characters with the Format/Hide button  on the Home ribbon in Microsoft Word.
    - To abort this, without letting go of the mouse button, select again from opposite direction. If it still remains selected:
    - Resort to the SHIFT and ARROW KEYS combination to include or decrease a selection. (see below)
- Double-clicking a single word selects that word
- Clicking in the left margin, adjacent to a line selects the entire line.
- Dragging the pointer in the left margin selects line by line.
- Double-clicking in the left margin alongside a paragraph selects that entire paragraph.
  - Useful with bulleting or numbering
- Triple-clicking anywhere in the margin selects the entire document
- Use of the SHIFT key (designated by <SHIFT>, which indicates a key) in combination with other keys:
  - <SHIFT> + means hold down the SHIFT key while pressing the other key listed (just to the right).
  - <SHIFT> + <CTRL> + means hold down both the SHIFT and CTRL keys at the same time while

### clicking

- <SHIFT> + technique even works after selecting text by dragging
- <SHIFT> + **ARROW KEYS**, left or right arrow keys select text one letter at a time.
- <SHIFT> + **ARROW KEYS**, up or down arrow keys select text from the insertion point up or down, line by line.
- <SHIFT> + **HOME key** selects text from insertion point to the left margin (front of the line).
- <SHIFT> + <END> key selects text from insertion point to the end of line.
- <SHIFT> + <CTRL> + <LEFT ARROW> selects only the word preceding the insertion point, and then selects one word at a time.
- <SHIFT> + <CTRL> + <RIGHT ARROW> selects only the word after the insertion point, and then one word at a time.
- <SHIFT> + <CTRL> + <HOME> selects everything from the insertion point to the beginning of the document.
- <SHIFT> + <CTRL> + <END> selects from the insertion point to the end of the document.
- <CTRL> + <A> selects everything in the document.
- **REMEMBER**, once any text is selected, **subsequently holding down** the SHIFT key can modify the selection by either adding to or subtracting from the selection.
- Use of the **CTRL** key (holding <CTRL> down) while selecting characters, words, lines, or paragraphs in Word (but not necessarily other word processing programs):
  - Allows making several selections at once to which you can supply formatting
    - Add single words by double-clicking while holding down the **CTRL** key.
    - Add additional selections of multiple lines or paragraphs by dragging the lines while holding down **CTRL** key.

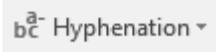
## BASICS CLASS ELEVEN – MORE WORD PROCESSING

### Remember about selections:

- Once text is selected, if you touch **any** key, or use the Paste command, the text will ALL be replaced by that character struck or the contents pasted from the clipboard.
  - Example: Change entire highlighted text by replacing it with a different phrase stored in the clipboard.
  - Again remember the **CTRL-Z** for accidental changes (shortcut for Undo).
- Word, Works, and WordPad allow multiple “Undo commands”
  - Multiple Undo commands undo sequentially from last change, systematically to first change since opening the document.
  - The Undo command may be limited to a certain number of “undos” in most programs (from one to ten). In Word and Works, limited only by the number of steps (changes) remembered; and how many Undo steps depends entirely upon (limited only by) the amount of RAM.
    - This means a virtually unlimited number of “undos” in view of the huge amounts of RAM available in most modern computers and laptops.
- Any text or graphic selected can be **copied** to the clipboard.
  - Or **cut** from (removed from the document).
- Any selected text which was Cut or Copied is stored in the clipboard for later insertion via **paste**
  - All Clipboard hold the last thing Cut or Copied.
  - Word allows holding up to 24 items in Clipboard for later selective insertion.
    - Home ribbon has the Clipboard Expansion button in the first grouping (on the left).
- Remember the difference between **Cut** and **Delete**.
  - When you **cut** text (or graphics) it disappears **immediately**, but is stored in the clipboard until pasted or replaced by another Cut or Copy command.
  - Using Delete, the text is also removed immediately, but it is NOT stored for later use.
    - Performing an **immediate** Undo (Edit/Undo or CTRL-Z) will restore it (before having Saved the document over).
- Anything (text or object) either Cut or Copied from a document can be Pasted over and over until the stored text/object is replaced by a subsequent Cut/Copy command.
- The current stored clipboard content is replaced (lost) if you select different text and/or object and invoke either the **cut** or **copy** command again before pasting the contents.
  - It may however be stored on the Word clipboard, so look for it.
    - Again, Word stores items from up to 24 separate Cut or Copy acquisitions.
  - No other program allows storage of items from more than a single Cut or Copy attempt.
- Any text or object selected is immediately replaced if the **paste** command is invoked.
- **Just as a side note**, in contradistinction, when an object is Cut, not from within a document (for example from the desktop or a folder), that object does NOT disappear, but only "dims" to let you know it has been selected for cutting.
  - If you forget and do not Paste the object somewhere, it does not disappear or move.
  - When Windows restarts or shuts down, it forgets you designated that object for potential cutting.

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### Quick Microsoft Word (and Word only) Keyboard Combinations

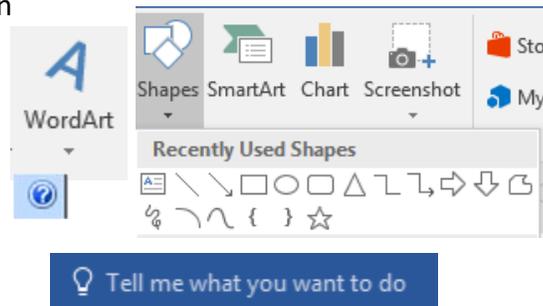
- Change (toggle) the case of a selection using <SHIFT>+<F3>.
- <CTRL><SHIFT>+<SPACE BAR> creates non-breaking spaces (prevents words separated by a space from ending up on separate lines)
  - Example: Sometimes to make sense, two or more words need to be seen on the same line, as in an address.
- <CTRL><SHIFT>+<- > (**hyphen**) creates a non-breaking hyphenated word (prevents words or numbers separated by a hyphen from ending up on separate lines)
  - Example: Sometimes to interpret properly, two or more hyphenated words or numbers need to be seen on the same line, as in a telephone number.
    - 239-555-5555 is preferred to 239-555-5555
    - "Editor-in-chief" reads easier than "Editor-In-chief".
- Automatically hyphenate entire document when needed
  - Word: Use hyphenation button on the Page Layout ribbon 
  - Word 2003 and earlier:
    - On the Tools menu, hover over Language, and then click Hyphenation (bottom).
    - Clear the Automatically hyphenate document check box.
- Insert an optional hyphen
  - First click within the word hyphenation is desired, and use <CTRL> + <Hyphen key>
- <CTRL><SHIFT>+ (**greater than**) > **key** increases font size to the next larger size
- <CTRL><SHIFT>+ (**less than**) < **key**< decreases font to next smaller size
- <CTRL><SHIFT>+ (**plus/equal**) += **key** results in **superscript**
- <CTRL>+ (**plus/equal**) += **key** (no SHIFT key) results in **subscript**
- <CTRL><SHIFT>+ **H letter key** hides text (same as selecting text and Using Font dialog box and checking hidden)
  - Why use hidden text? You can make notes to yourself, not visualized or printed
  - Show hidden text by using the Show/Hide button ¶
- **Remember** you can insert a character, clipart, etc. anywhere (blank areas) in the Microsoft Word document by double-clicking at the point you wish the inserted character or object
  - **Not just within the existing document** (as with arrow keys)
  - Must be in a view **other** than Read Mode (change with View menu or View ribbon)
  - Text boxes and drawing art also may not show in Normal view. Use Print Layout view.
  - Note: Word now has only the Print Layout view, as its "Normal" view
- A colon followed by "close paragraph" mark ) creates smiley. [ : ] **followed by** [ ) ] results in 😊
  - Prevent that by "Undo" or backspace key just once.
  - Want a quick smiley in other word processing situations? Use the <ALT> key + <1> key on numeric keypad results in 😊.
- Colon followed by open paragraph mark creates frowning smiley. [ : ] + [ ( ] 😞
- An <open parenthesis> key followed by <lower case "c"> then by <closed parenthesis> © produces a copyright mark.
- Hint: Try using WordArt to quickly create a fancy message for e-mail. Create first in Word with WordArt, then copy and paste the selected WordArt into an e-mail.

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### Some Word Hints or suggestions

#### Inserting Graphics

- Use of graphics is very limited when using WordPad
  - Can insert a picture from a file, but no clipart
  - Can drag the picture when selected
  - But cannot align other than “in line” (no surrounding it with text).
- Microsoft **Works** allows insertion of a picture from a file or clipart
  - And formatting allows surrounding the graphic with text
- Microsoft **Word** allows much more creativity with graphics.
  - Insert pictures from files or Online Pictures (formerly clipart).
    - And format layout for text to surround it
  - Insert WordArt and Shapes from the Insert ribbon
  - Overlay pictures, shapes and WordArt
    - Only once each picture or WordArt is formatted as square or tight.
    - Shapes can be drawn anywhere.
    - Use Help to walk you through such uses.
    - Word 2016 has changed from the top right-hand Question Mark, to a "Tell me what you want to do" button.



#### Add Tables

- From the Insert ribbon, choose Table button;  (older versions use the Table menu | Insert or use the Table button for 2003 and earlier).
- Use tables for alignment (place objects in the table to keep them in one line for example), and make lines invisible using right-click and Format Picture, then Borders and Shading, "no lines".



- Or to create a database (address list). To make a database in Word, items must be created in a single inserted table.

#### Use Columns

- Be aware of “Continuous” Column breaks in order to jump to the next column.

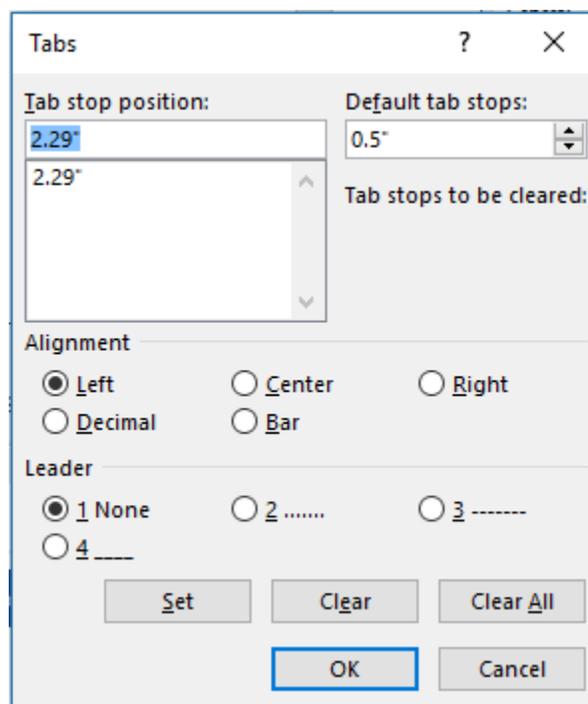
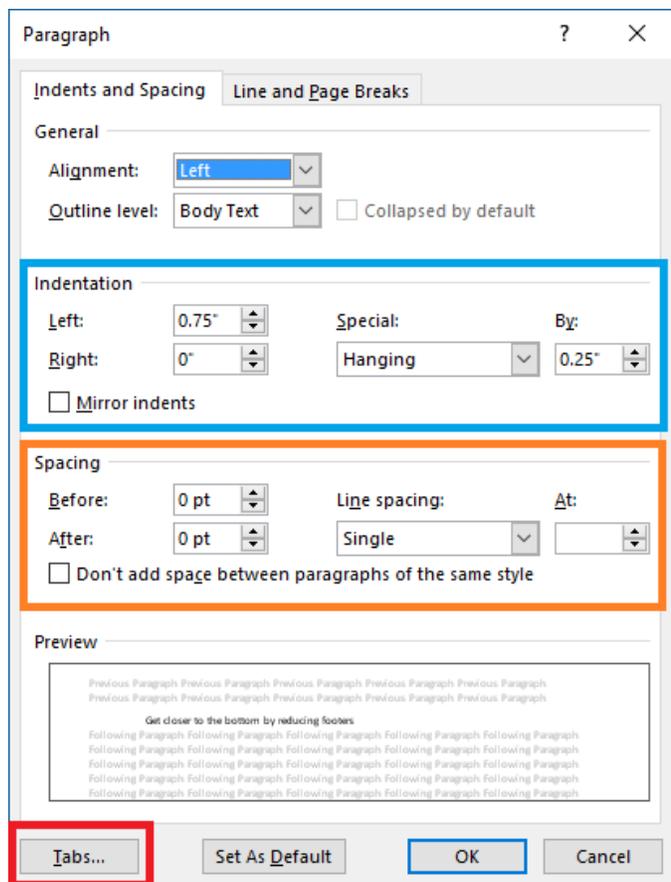
#### Set Tabs

- Word does not make setting Tabs obvious. Find it using the Paragraph Expansion button on either the Home or (Page) Layout ribbons. Tabs is at the bottom left on that window.
  - Or Format menu/Tabs earlier versions
- Set type and positions
  - Left, right, center and decimal most used
    - Aligns either left, center, right, or at the decimal point.
  - Position won't change if font size or type is changed later
    - Using standard “half inch” default tabs scatters when formatting changes. See the two figures on the next page.



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## Setting Tabs images and Examples



Examples are all with the tab set at 1 inch. This is how they look:

**Left** tab aligns first character on the left.

First line  
Second line  
Third line

**Center** tab centers each word or phrase.

First line  
Second line  
Third line

**Right** tab aligns each line to the right.

First line  
Second line  
Third line

**Decimal** tab aligns each line, word, or number at the decimal point.

First 27.50  
Second 325.78  
Third 3.14159

## BASICS CLASS ELEVEN – MORE WORD PROCESSING

**Insert International or “Special” Characters in Microsoft Word** and other word processing.

Although emphasis with newer computing devices do not offer a numeric keypad, most devices are capable of using full keyboards. Otherwise you must rely on the Character Map provided by Windows. These next two pages of shortcuts refer only to Microsoft Windows devices. Not all places word processing is used will accept these shortcuts, but it is always worth a try.

### Special keyboard International character creation

- Colon followed by a “close paragraph mark” creates smiley. [ :) ] results in: ☺
  - To prevent it, when it happens Edit/Undo Auto Formatting.
  - Want a fast smiley, use the ALT+1 on numeric keypad ☺
  - It does not work in e-mail.)
- Open parenthesis followed by c key followed by closed parenthesis results in © copyright
- Hold down the CTRL key and hit apostrophe, let go and hit the letter e to create é
  - Similarly, hold CTRL plus (while) hitting other keys produce special characters.
  - Know the following designations mean hold all keys coupled with + signs, EXCEPT the final key preceded by a + sign. Only strike that key and release them all.
    - CTRL+' (apostrophe) then e (or desired letter a, e, i, o, u) = á é í ó ú
      - Using the CTRL key + ' (holding down CTRL and while holding it down hitting the apostrophe ' key, and then after releasing the apostrophe key, holding down the SHIFT key while hitting the desired letter produces capital of the Á, É, Í Ó, Ú., or
      - Keeping the CAPS LOCK on with the CTRL + ' also creates Á, É, Í Ó, Ú.
      - Similarly, for the first few, adding the SHIFT key or CAPS LOCK capitalizes.
    - CTRL+` (accent grave) then e (or desired letter) = à è ì ò ù
    - Holding down CTRL **and** SHIFT (designated by CTRL+SHIFT) and then hitting the ~ (tilde) is designated by the plus sign+ = ã ñ õ
      - To capitalize, hold down CTRL **and** SHIFT and then hit the ~, but BEFORE striking the desired letter, release the keys and hit the SHIFT key again (as you would for any capital letter). Do this for all the below.
    - CTRL+ SHIFT+: (colon) = ä ë ï ö ü ÿ
    - CTRL+ SHIFT+^ (caret) = â ê î ô û
    - CTRL + ' (apostrophe) followed by d or D = ð, Ð
    - CTRL+ SHIFT+&, a or A = æ, Æ
    - CTRL+ SHIFT+&, o or O = œ
    - CTRL+ , (comma) = ç, Ç
    - CTRL+ / followed by o = ø
    - CTRL+ SHIFT + ALT+? (question mark) = ¿
    - CTRL+ SHIFT+ALT+! (exclamation mark) = ¡ (This is not an i)
    - CTRL+ SHIFT+& followed by s = ß
- Also remember the ALT key numeric keypad combinations

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**SPECIAL CHARACTERS** can be created with the ALT key and **numeric** key pad (calculator at the right). Holding down the ALT key, then using the sequence of numbers below **from the numeric pad** (again I emphasize, it will not work using the number keys above the typewriter characters) creates the symbol shown to the left.

Remember, hold down the ALT key, and while holding it down hit the numbers below in sequence, then let up the ALT key.

Ç	128 or 0129	Ó	0211	¬	170 or 0172
Ü	129	Ô	0212	½	171 or 0189
é	130 or 0233	Ø	0216	¼	172 or 0188
â	131 or 0226	Ù	0217	¾	0190
ä	132 or 0228	Ú	0218	¡	173 or 0161
à	133 or 0224	Û	2019	«	174 or 0171
á	0225	Ý	0221	»	175 or 0187
ã	0227	ÿ	0159	ß	225 or 0223
â	134 or 0229	æ	145 or 0230	µ	230 or 0181
ç	135 or 0231	Æ	146 or 0198	±	241 or 0177
ê	136 or 0234	ô	147 or 0244	÷	246 or 0247
ë	137 or 0235	ö	148 or 0246	×	0215
è	138 or 0232	ó	0243	·	250 or 0183
ï	139 or 0239	ò	149 or 0242	°	248 or 0176
î	140 or 0238	õ	0245	¹	0185
í	0237	û	150 or 0251	²	253 or 0178
ì	141 or 0236	ü	0252	³	0179
Ä	142 or 0196	ù	151 or 0249	–	0150
Å	143 or 019	ú	0250	—	0151
À	0192	ý	0253	…	0133
Á	0193	ÿ	152 or 0255	•	0149
Â	0194	Ö	153 or 0214	©	0169
Ã	0195	Ü	154 or 0220	®	0174
È	0200	Œ	0140	™	0153
Ê	0202	Š	0154	†	0134
É	144 or 0201	Š	0138	¶	0182
Î	0203	´	0180	§	0167
Ì	0204	¸	0184		0129
Í	0205	Þ	0222	‡	0135
Î	0206	þ	0254	‰	0137
Ï	0207	ð	0240	‹	0139
Ð	0208	ø	0248	›	0155
á	160	ç	155 or 0162	œ	0156
í	161	£	156 or 0163	¤	0164
ó	162	¥	157 or 0165	¡	0166
ú	163	ƒ	159 or 0131	¨	0168
ñ	164 or 0241	ª	166 or 0170	-	0175
Ñ	165 or 0209	º	167 or 0186	€	0128
Ò	0210	¿	168 or 0191		

## BASICS CLASS ELEVEN – MORE WORD PROCESSING

### Review: Cut, Copy, Paste, and Delete Commands

- These commands are available in any place you are using word processing techniques, whether it be a document, a "naming" (dialog box) or website form. They work anywhere you can type.
- However, in order to use these commands, you must have something selected!
  - You cannot Cut, Copy, or Delete something if you have not selected something (otherwise Windows wouldn't know what to do the command to).
  - If a command is not available for use, its appearance is usually "dimmed", referred to as "grayed out".
- Where are these commands
  - They may be on an Edit Menu,
  - Or an Edit grouping on a ribbon, usually the Home ribbon (if present)
  - Keyboard shortcuts also work.
    - CTRL-X
    - CTRL-C
    - CTRL-V
    - DELETE key
  - Right-click menu (right-click on the selection) usually contains these commands
  - Cut and Copy are both Grayed out if nothing has been selected.
- **Cut** removes **selected text** immediately and places it in storage in the Clipboard
  - Or marks **objects** selected in a folder or desktop for later pasting
  - Cut removes text to be used elsewhere
    - When text is cut, it immediately disappears
    - If text is not pasted before cutting or copying something else (or shutting down the computer), it is lost.
  - Text which has been cut or copied can be pasted over and over (more than once) in most programs
  - Cutting an **object** (or objects) (files, folders, etc.) merely designates (marks) an object for an "intended" or potential move.
    - If a selected object (file folder, etc.) is not pasted before cutting or copying something else (anything, text or object) (or shutting down the computer, it is not lost. Windows simply forgets it was "marked" for a move.
    - When a "cut" object is pasted, it is no longer in the clipboard
      - Thus an object cannot be pasted twice.
      - If you wish to paste an object (such as a document or file) more than once, you want to use the Copy command. The object can then be pasted repeatedly.
- **Copy** places an identical copy of the selected item(s) into the Clipboard.
  - To be later pasted **as often as desired**.

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- **Delete**, whether using the DELETE key, the right-click menu Delete, or Delete buttons or commands anywhere perform the same thing.
  - **The text or object is immediately deleted.**
  - Objects deleted usually go first to the Recycle Bin (where they can be recovered if deleted by accident).
    - Windows 10 by default no longer warns you of an impending deletion.
    - Going to the Recycle Bin, if you can find your deletion, right-click on it and choose Restore.
      - This places right back where it was deleted from.
  - Text immediately disappears, and is gone. Only an immediate Undo command can hopefully bring it back.
- **Paste** merely places any item stored in the clipboard into the place where either:
  - The Insertion point is positioned (usually for text, but also for document objects such as graphics, inserted shapes, or tables)
  - Or an object (such as an icon, file, or folder) is pasted into the "active" window (the window at the forefront) which displays the contents of a folder (using [Windows] File Explorer) at the location where a right-click brought up the Paste command.
    - Or into that same folder if the Paste button or Exit menu command is elicited.
  - Paste when pertaining to text **Replaces** any other currently selected text.
  - Paste also offers to combine (merge) the two folders if they are two different folders with the same name.
    - If the contents of both folders is different, the files in both folders will be combined.
    - If the contents in both folders is the same, it offers to Replace any duplicate files or contained folders.
  - Again, a reminder you cannot Paste something unless you have already Cut or Copied something, so it is in or designated for the clipboard.
    - Grayed out Paste command indicates nothing is in the clipboard to Paste.
      - You forgot to select, then cut or copy something.