MICROSOFT WORD • 4

What is MSWord?

MSWord is a word-processing program that allows users to insert, edit, and enhance text in a variety of formats. Word is a powerful word processor with sophisticated editing and formatting as well as graphic-enhancement capabilities.

Word is a good program for novice users since it is relatively easy to learn and can be integrated with language learning. Word processing has become popular due to its wide range of personal, business, and other applications. ESL learners, like others, need word processing for job search, employment, and personal purposes. Word-processing skills have become the backbone of computer literacy skills.

The features in this section build on those discussed in the previous levels. If you are new to Word, we recommend that you read the Word section in previous levels before reading this section.

Features

FORMATTING COLUMNS

Once a text is formatted to column style, it is possible to change the number, width, and spacing of columns. Click **Format** | **Columns** to access the Columns dialog box to edit columns.
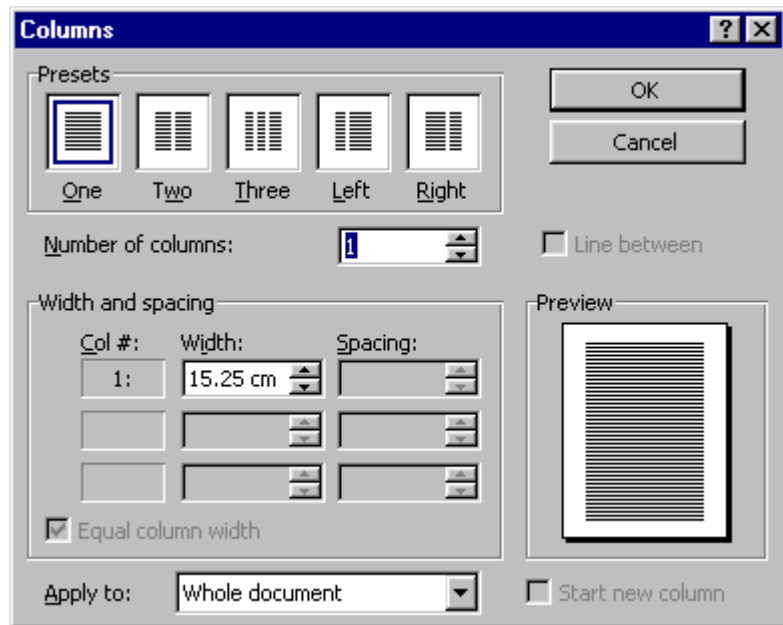
Columns Dialog Box

Additionally, you can put borders around and/or shade the entire text or a paragraph within a column. See the heading "Borders and Shading" for additional information.

A bordered and shaded paragraph in a column
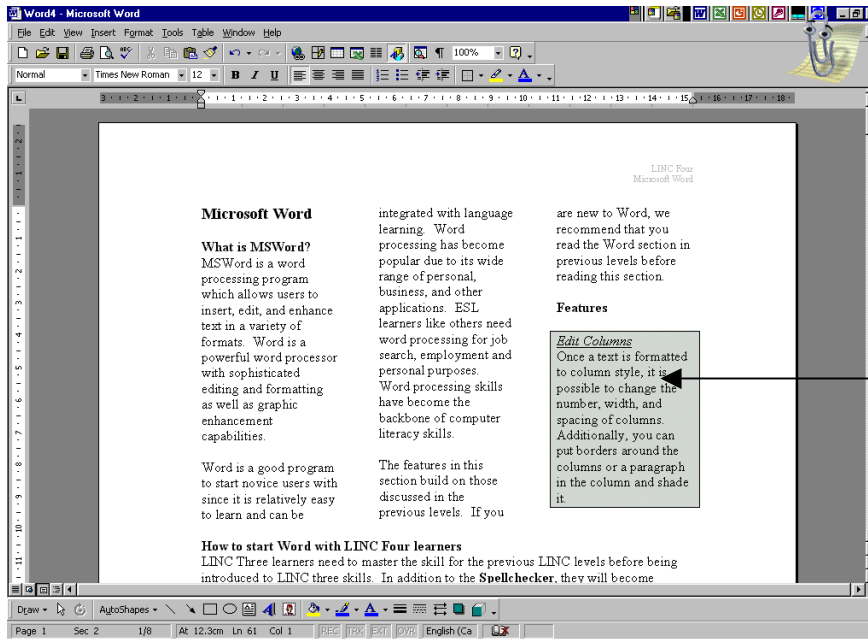
It is always better to type your text first and then change it to column style. If you are changing part of your text to columns, you must highlight it first. A paragraph is the minimum amount of text to which borders and shading can be applied. For example, you cannot place a border over a sentence unless that sentence is a paragraph. Word recognizes text to be a paragraph when that text is ended by Enter ↵. To add border and shading to a paragraph, highlight it first and then add the border or shading.
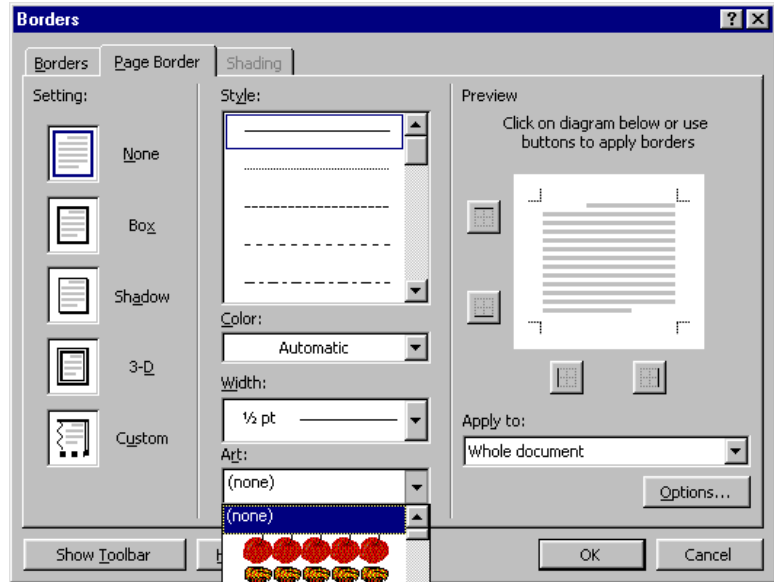
BORDERS AND SHADING

■ **Paragraph borders**
You can draw borders around one or more paragraphs in a document or you can border an entire page. Click **Format** | **Borders and Shading** to choose the border style (setting), the line style, colour, and the width of the border from the Borders dialog box.
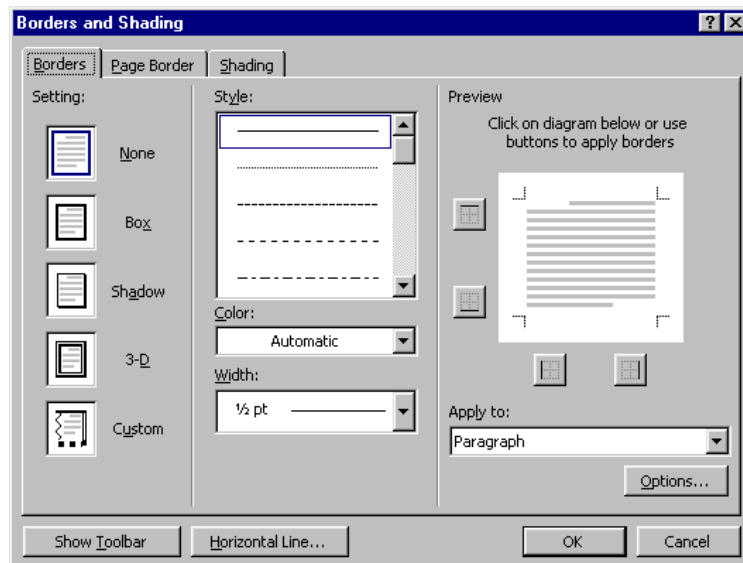
■ **Page Border**
If you wish to border a page, you need to select the Page tab in the Borders and Shading dialog box. The Page Border dialog box includes the same options as in the Borders dialog box. The only difference is that it includes additional attractive border designs under the Art section.

■ **Shading**
Once you have chosen a border for your page or paragraph, you can enhance it by adding shading. To add shading, select the Shading tab. You can choose a fill percentage, a fill pattern, and colour.
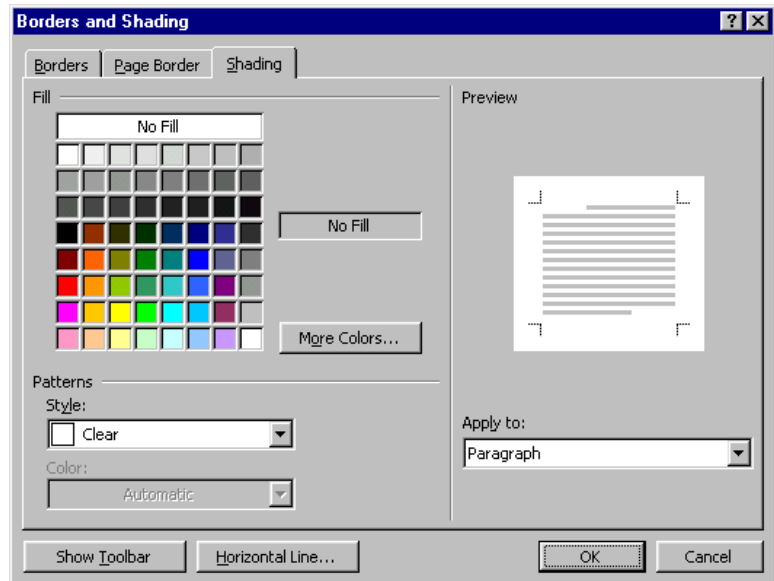
PAGE NUMBER FORMATTING
Page numbers are inserted in the header or footer area (see LINC Three). You can format page numbers after they are inserted. Formatting includes changing the position and alignment of the page number.
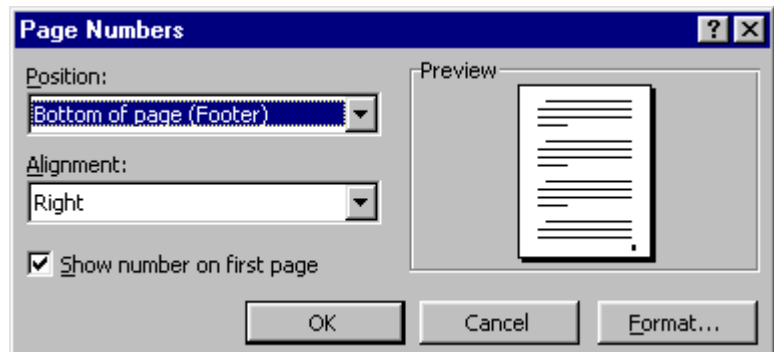
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PARAGRAPH FORMATTING

Paragraph formatting refers to indentation, alignment, and spacing between the lines of a paragraph. A paragraph is the minimum amount of text that the paragraph formatting can be applied to. Click on **Format | Paragraph** on the menu bar to open the Paragraph dialog box. Any options you select will be applied to the paragraph in which the cursor is placed. If you want to format more than one paragraph, you need to highlight them all before selecting a formatting.

- **Alignment:** aligns your text with the left margin, the right margin, or the centre of the page.
- **Indentation:** controls how far your paragraph is from the left or right margin.
- **Special: controls** whether you want only the first line of the paragraph to be indented (First Line) or all the paragraph except the first line indented (Hanging).
- **Spacing:** determines the distance before and after paragraphs.
- **Line spacing:** determines the distance between the lines in a paragraph.
- **Preview:** displays the new formatting when applied.
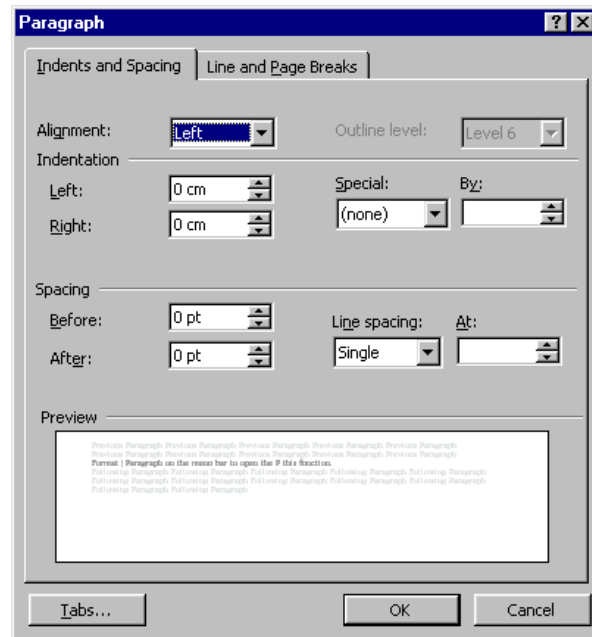
THESAURUS

The thesaurus provides a list of synonyms and antonyms for a selected word. Click **Tools | Language | Thesaurus** to access the **Thesaurus** dialog box. You can replace the original word with a selection, or you can look up synonyms and antonyms for a new word. You can use a word in the Meanings box to look up additional synonyms.
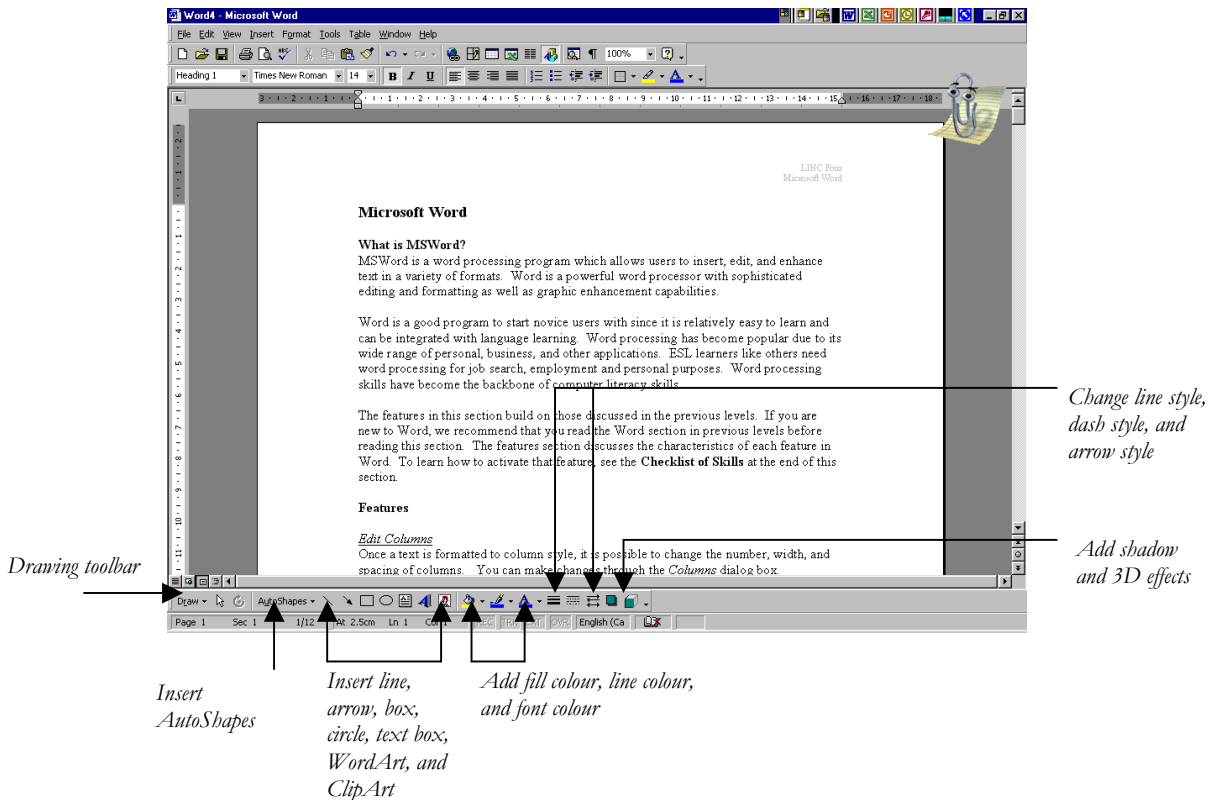
COMPUTER ASSISTED LANGUAGE LEARNING
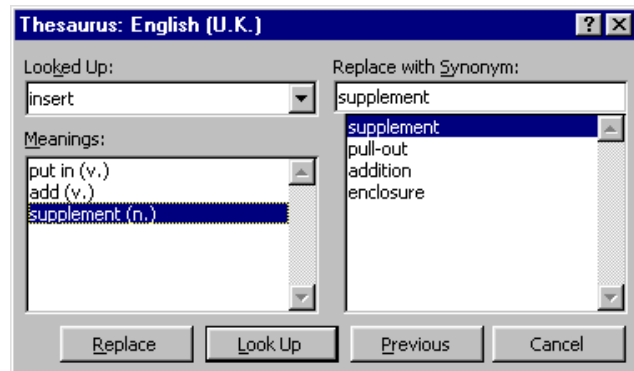
INSERTING IMAGES

■ **Insert ClipArt**

ClipArt is a place where many images are kept in Word. Click **Insert** | **Picture** | **ClipArt** to see a collection of ClipArt images. The ClipArt images are arranged in categories. You can insert one or more images into a document. In addition, you can move and resize the images on your page.
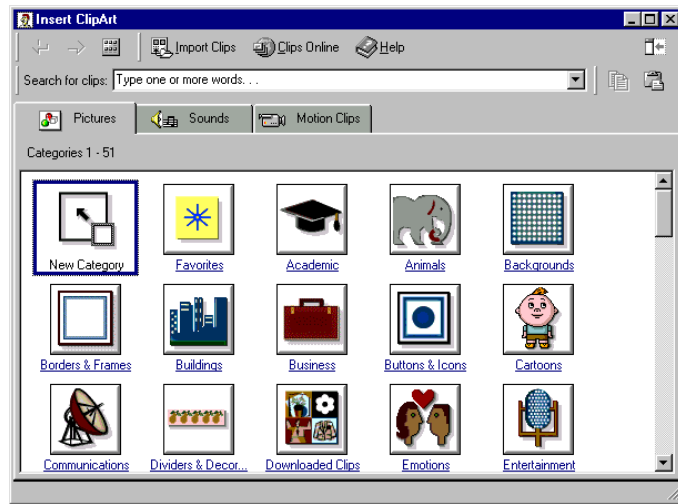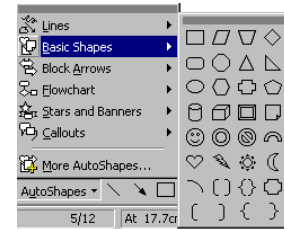
■ **Insert Drawing**

Drawing allows you to insert simple shapes such as lines, arrows, boxes, and circles into your document. Click on the Drawing icon on the Standard toolbar to open the Drawing toolbar which will appear above the status bar.

Drawing toolbar

Change line style, dash style, and arrow style

Add shadow and 3D effects

Insert AutoShapes

Insert line, arrow, box, circle, text box, WordArt, and ClipArt

Add fill colour, line colour, and font colour

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You can add colour, shadow, and dimension to the shapes you insert. In addition, you can insert a variety of ready-made shapes known as AutoShapes such as smiley ☺.

AutoShapes images

■ **Insert WordArt**
WordArt is a term used to describe texts that are inserted as images. Many different designs are available to choose from in the WordArt Gallery.

Click the **WordArt** icon on the Drawing toolbar to see the available selection of WordArt designs.

Once you have selected a design and pressed **OK**, you will be asked to enter the text to be inserted as WordArt and click **OK**. To edit WordArt text, double-click on the WordArt and retype the text.
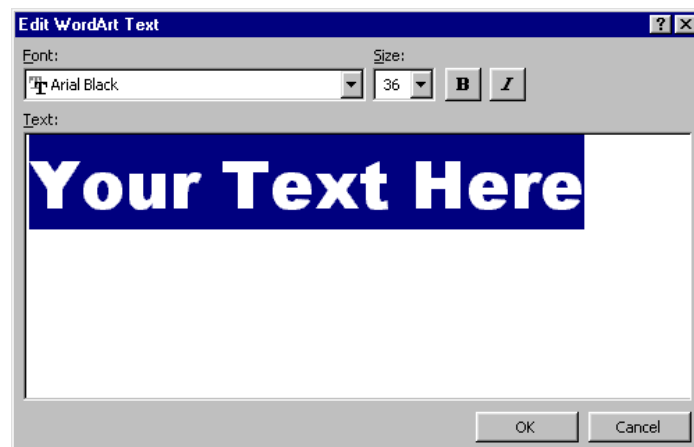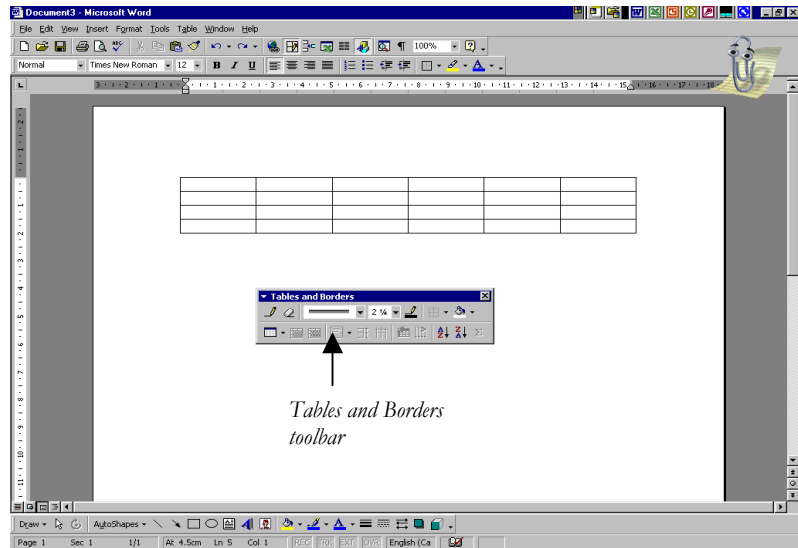
■ **Editing Images**
The WordArt toolbar facilitates customizing and formatting WordArt images.

  • **Resizing Image**
    Images can be resized in Word. To resize an image, you need to drag the sizing handles (see glossary) to decrease or increase the image size respectively.

  • **Moving Image**
    To move an image, place cursor on the image so that the mouse pointer changes shape to a cross (✛). Drag the image to the new location and release the mouse button.

WordArt toolbox
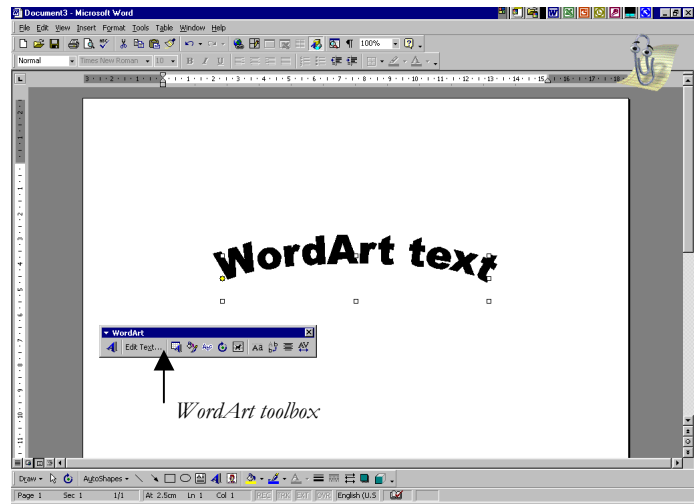
TABLES

Tables are used to organize text in rows and columns. The intersection of a row and a column is called a cell. When creating a table, select the number of rows and columns for that table. Word automatically sets the same row height and column width for each cell in your table. However, you can customize a table to suit your needs. To create a table, click on **Insert Table** on the Standard toolbar, drag your mouse to select the desired number of rows and columns and release the mouse button. The Tables and Borders button on the Standard toolbar will provide you with a toolbar to customize and enhance the appearance of your table. Be sure to check the options in the Table menu for additional table options. See the Skills Checklist for a list of table functions.

Tables and Borders toolbar

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LINC FOUR

DOCUMENT VIEW BUTTONS

These are the four icons on the bottom left corner of the Word screen. These icons display the document in four different views:

Normal--a simplified layout for quick editing. This view displays only the text. To view margins or images, switch to the Page Layout View.

Online Layout--makes on-line reading easier with larger font and a map window to jump to other sections quickly.

Page Layout--shows how a printed page will look. Useful for adjusting margins, headers and footers, etc.

Outline--useful for reorganizing the document structure such as moving or changing the headings in a document.
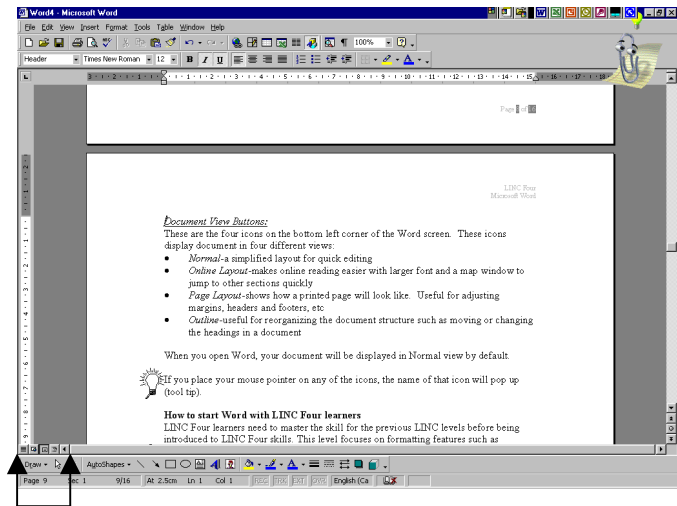
Document view butons

A document in the Page Layout View

When you open Word, your document will be displayed in Normal view by default.
Place your mouse pointer on any of the icons and the name of that icon will pop up (tool tip).

COMPUTER ASSISTED LANGUAGE LEARNING

How to use Word with LINC Four learners

LINC Four learners need to have mastered the skills for the previous LINC levels before being introduced to LINC Four skills. This level focuses on functions such as column, page numbers, paragraph formatting, bordering, and shading. Learners will learn a function best if they see its applicability. Be sure to give them lots of activities to practise these functions.

Learners enjoy inserting ClipArt images, drawings, and WordArt into documents. Teach learners to avoid inserting too many images as it slows down the machines considerably and causes them to freeze. Make sure that learners know basic skills such as moving, resizing, and deleting before working with images.

Using the thesaurus introduces learners to synonyms and antonyms. Learners often find it challenging to choose words in context from the thesaurus. They need to practise picking appropriate synonyms that deliver the same meaning as the original to help them with the discourse level of text.

The document views are helpful depending on what the learners are working on. For example, if they need to see where one page ends and the next begins, the margins, and headers and footers; they should work in the Page Layout View.

Tables are used to organize or categorize text in some format. Learners might find the table functions overwhelming. Start with creating a simple table and inserting text in cells. Prepare activities that involve editing text in a table, and inserting and deleting rows or columns. Do not teach new functions if you feel that learners have not mastered the previous ones.

It is a good idea to give instruction sheets to learners to follow when learning a new function. However, open-ended activities are a good way to see how much they have really learned and if they have the ability to apply the skills to different situations. For example, after you have the learners type some text, ask them to apply some formatting of their choice to the document and let them make decisions regarding number of columns, type of border, and the percentage of shading. Displaying learners' work in class will expose them to other variations.

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Suggested activities

The following activities suggest ways to practice formatting and navigation with LINC Four learners:

1. **Format column:** Learners follow instructions to change the formatting of a text in column format, e.g., change number of columns from two to three, and apply borders and shading to a specified paragraph.

2. **Paragraph formatting:** Learners follow instructions to change the formatting of a paragraph in a text. For example, change the line spacing, indentation, or alignment and apply shading.

3. **Thesaurus:** Learners follow instructions to pick three synonyms from the thesaurus for specified words in a text. Learners discuss in pairs which synonym is the best replacement and use Overtype to replace the word. Learners print for peer correction.

4. **Insert image:** Learners scan ClipArt images to insert an appropriate image into a document. Learners follow instructions to move and resize the image.

5. **Insert WordArt**: Learners change a document title to a WordArt image. They follow instructions to edit and format the WordArt image.

Curriculum-unit-related activities

The following activities relate to the LINC Four Curriculum Guidelines. Some of the activities emphasize the functions discussed in this level and others reinforce the skills learned in previous levels.

Some of these activities are available to download at the LINC 4 & 5 Curriculum Guidelines Web site http://alphaplus.ca/linc

| Unit	Topic	Activity
Business	Business Networking	Cut & Paste, Numbering
	Telephone	Drawing
Canada	Government	Columns, border, shading
Canadian Culture & Society	Cultural Diversity	Editing, spell checking
	Customs & Social Behaviour	Insert image
	Environmental Issues	Bullets, Thesaurus
Canadian Law	Citizenship	Highlight, print
	Family Law	Insert and format date and time, alignment, header and footer
	The Police	Drawing (AutoShapes), Fill Color, Line Color, Shadow, 3D
Community & Government Services	Community Resources	Insert/edit bullets, Columns
	Public Libraries	Insert image
	Volunteering	Alignment, spelling, spacing
Education	A Child's Education	Insert image
	Adult Continuing Education	Tables
	Effective Learning	Insert/format columns, other formatting
Employment	Job Interviews	Copy and Paste
	Job Search Tools-Novice	Tables, bullets
	Skills Assessment	Text enhancement
Finance & Banking	Bank Accounts & Services	Text box
	Credit Cards-Novice	Keyboarding
Global Issues	Hunger	Keyboarding
Health & Safety	Emergencies	Drag and drop, numbered bullet
	Ontario's Health Care System	Tables
Relationships	Family Roles & Responsibilities	Cut and Paste

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
Unit	Topic	Activity
Relationships	Family Roles & Responsibilities	Cut and Paste
	Friendship	Text enhancement, header and footer
	Parenting Dilemmas	Highlight, thesaurus
Travel & Transportation	Getting a Driver's Licence	Tables
	Safety & Emergencies	Keyboarding
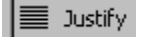
Skills Checklist for Learners		

Skills Level	Function	How to...

File Management

1	Open Word	Insert floppy disk. Click **Start	Programs	Microsoft Word.**
1	Open file (document)	Click **File	Open.** In the Open dialog box, click the filename you want to open, and click **Open.** To open a file on a floppy disk, type **A:** followed by the file name in the **File name** box, and click **Open**.
1	Save a file (document)	Choose **File	Save**. In the File name box, type a name and click **Save**.
2	Save a file for the first time or under a new name	Choose **File	Save As**. In the File name box, type a name and click **Save**.
1	Close file (document)	Click **File	Close** or click ⊠ on the top right corner (lower ⊠) in your window. Click **Yes** or **No** if prompted to save a file
1	Close Word	Click **File	Exit** or click ⊠ on the top right corner (upper ⊠) on your window. Click **Yes** or **No** if prompted to save the open file(s).
2	Open a new or blank file (document)	Click 📄

Word Screen

1	Hide Standard toolbar	Click **View	Toolbars**. Check off **Standard**.
1	Hide Formatting toolbar	Click **View	Toolbars**. Check off **Formatting**.
1	Hide Status bar	Click **Tools	Options**. In the **Show** section, check off **Status bar** option.
1	Using the Scroll bars (Horizontal & Vertical)	Click the arrow buttons on the scroll bars to scroll through a document.. Drag the scroll boxes in the directions available to see more text.

Editing

3	Move cursor in a document	**Ctrl + Home** moves cursor to the top of the document. **Ctrl + End** moves cursor to end document. **Page Up** moves cursor to the top of the screen. **Page Down** moves cursor to the bottom of the screen. **Home** moves cursor to the beginning of a line. **End** moves cursor to the end of a line. **Ctrl + ➜** moves cursor one word to the right.

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| Skills Level	Function	How to...
1	Move cursor in a document	**Ctrl +** ← moves cursor one word to the left. **Up arrow** ↑ moves cursor up one line. **Down arrow** ↓ moves cursor down one line. **Left arrow** ← moves cursor left one character. **Right arrow** → moves cursor right one character. **Double arrow button** ⊞ or ⊞ (on the vertical scroll bar) moves cursor up or down one page at a time.
1	Insert text	Move cursor to where you wish to type. Type your text.
3	Type over text in a document	Double-click **OVR** on the status bar and type your text.
1	Insert a blank line)	Place cursor where you want the blank line inserted. Press **Enter**.
1	Delete characters	Place cursor to the left of character(s) to be deleted. Press **Delete.**
1	Delete characters	Place cursor to the right of the character(s) to be deleted. Press **Backspace.**
2	Highlight text	Using mouse: • Place cursor at the beginning of text to be highlighted. Press the left mouse button and drag over the entire text. • **Double-click:** Highlights a word. • **Triple-click:** Highlights a paragraph. Using the keyboard: • Place cursor at the beginning (or the end) of text. Hold Shift key down and press → or (←) on the keyboard until all the text is highlighted.
2	Undo the last change	Click the **Undo** button ↶.
3	Redo	Click the **Redo** button ↷.
3	Copy & Paste	■ Highlight text, choose **Edit** | **Copy**. Place cursor where you want the text to be copied, click **Edit** | **Paste**. ■ Use the **Copy** 🗐 and **Paste** 📋 buttons on Standard toolbar.
3	Cut & Paste	■ Highlight text, choose **Edit** | **Cut**. Place cursor where you want the text to be moved to. Click **Edit** | **Paste.** ■ Use the **Cut** ✂ and **Paste** 📋 buttons on Standard toolbar.
3	Move text using the mouse (drag and drop)	Highlight text, move your pointer to the highlighted area (your mouse should look like this ⬑) . Hold down the left mouse button and drag text to new location.

Skills Level	Function	How to...
Format Existing Text		
2	Bold	Highlight text and click **U**
2	Underline	Highlight text and click **B**
2	Italicise	Highlight text and click *I*
2	Change Font and Font Size	■ Highlight text. Select **Format | Font.** Choose **Font, Font style, Size, Underline, Color,** and **Effects.** Click **OK.** ■ Click **Font | Font Size.**
2	Change case	Highlight text, click **Format | Change Case**, select an option, and click **OK**.
4	Drop Cap	Highlight text, click **Format | Drop Cap**, select an option, and click **OK**.
3	Alignment	Place cursor anywhere in the paragraph. Click on **Align Right** **Center** **Align Left** or **Justify** buttons to align highlighted text.
Additional Formatting		
4	Change Line spacing	Place cursor in a paragraph. Click **Format | Paragraph** on the Menu bar. In Indents and Spacing tab**,** select options in **Alignment**, **Indentation**, **Spacing**, and **Line spacing** and click **OK**.
3	Insert Columns Change number of columns	■ Click **Format | Columns** on the Menu bar. Select Number of Columns**,** Width and Spacing. **Click** OK**.** ■ Click **Columns** on Standard toolbar. ■ Click **Columns** and drag the mouse to reach the desired number of columns. ■ Highlight **Columns**. Click **Format | **Columns. Enter new number in Number of Columns and click **OK**. ■ Click **Columns** and drag the mouse to reach the desired number of columns.
4	Borders and Shading Paragraph Border and Shading Page Border	Highlight paragraph, table cell, table, or column. Click **Format | Borders and Shading**. ■ Select **Setting**, **Style**, **Color**, and **Width**. **Click** OK. ■ Click **Shading** tab. Select **Fill**, **Style**, and **Color**. Click **OK**. ■ Select **Page Border** tab. Select **Setting**, **Color**, **Width**, or **Art**. Click **OK**.

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Skills Level	Function	How to...
3	Insert Header and Footer	■ Click **View	Header and Footer**. Type in header. ■ Click **Switch Between Header and Footer** and type in footer. ■ Click on other icons to select options and click **Close**. ■ Click **File	Page Setup**. Click **Layout** Tab. Check off options in Headers and Footers section and click **OK**.
3	Numbering and Bullets Insert bullets or numbers Changing bullets or numbers Customizing bullets or numbers	■ Click **Numbering** or **Bullets** . ■ Click **Format	Bullets and Numbering**. Select new bullet or number, click **OK**. ■ Click **Format	Bullets and Numbering**. Select bullet or number. Click **Customize**. Choose **Bullet** to select a character as bullet, choose **Font** to change bullet font, select or type in new Bullet Position or Text Position and click **OK** to go back to main bullet menu. Click **OK** to exit.
4	Highlight text using highlighter Change highlight colour	■ Select text. Click on **Highlight**. ■ Select text. Click ▼ on the Highlight icon. Select colour.
4	Applying format to unformatted Applying format to several unformatted text	■ Highlight formatted text. Click on **Format Painter**. Drag mouse pointer over unformatted text. ■ Highlight formatted text. Double-click **Format Painter**. Drag mouse pointer over unformatted text. Click on **Format Painter** when done.
3	Insert Date and Time	■ Click **Insert	Date and Time**, choose a date format, click **OK**. Check the Update Automatically option if you want the inserted date and time to be updated every time you open your document.
3	Page Numbering Position & Alignment Formatting Insert page numbers using Header and Footer	■ Click **Insert	Page Numbers**. ■ Click **Position and Alignment** to drop down the menu, make a selection, and click **OK**. ■ Click **View	Header and Footer**. Click on 📑 to insert page number, 🔢 to insert number of pages, and ⌗ to format page number. ■ Click **View	Header and Footer**. Click **Insert AutoText**. Select **Page X of Y**. Click **Close**.

Print

3	Print Preview	■ Click **File	Print Preview** to view one page or multiple pages of the document at a time. Click **Close** to return to the document screen. ■ Click **Print Preview** button 🔍

| Skills Level	Function	How to...
2	Print	■ Click **File	Print**, select options in **Print** dialog box under Printer, Page Range, and Copies box. Click **OK**.
		■ Click 🖨

Tools

|		
3	Spell checking	Place the cursor on the word with red underline. Choose one of the following:
		■ Click right mouse button to check the spelling using the Quick menu.
		■ Click **Tools	Spelling and Grammar** or Press **F7** to access the Spelling and Grammar dialog box. Choose from the following options:
		• **Ignore** leaves the highlighted word unchanged.
		• **Ignore All** leaves all the occurrences of the highlighted word unchanged.
		• **Add** adds the highlighted word to dictionary.
		• Ch**a**nge replaces the highlighted word with the selected word in Suggestion box.
		• **Change All** replaces all the occurrences of the highlighted word in the document with the selected one.
4	Thesaurus	Highlight word. Click **Tools	Language	Thesaurus** on the Menu bar. Double-click on **Related words** to see more words. Click on a word you want to replace, click **Replace** button.

Tables

4	Insert table	■ Click **Table	Insert Table**. Key in Number of Rows and Number of Columns. Click **OK**.
		■ Click **Insert Table** 📝 and drag mouse to desired rows and columns.
		■ Click **Draw Table** ▦ to activate Draw Table box. Use this tool to draw (by dragging the mouse) a table of any size as you would with a pen!

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Skills Level	Function	How to...
4	Insert Rows	■ Place cursor where you wish to insert row. Click **Table | Insert Rows** or ⊞ᶜ
		■ Click right mouse button and select **Insert Rows**.
	Delete Rows	■ Highlight row. Click **Table | Delete Rows**
		■ Click right mouse button and select **Delete Rows**.
4	Table AutoFormat	**Click Table | Table AutoFormat** ⊞ on the Menu bar or click right mouse button and select **Table AutoFormat** ⊞ Choose an option and click **OK**

Graphics

4	Insert image	■ Click **Insert | Picture**. Select **ClipArt** or **From File**. Select picture and click **OK**.
	Move image	■ Click the picture. Place the mouse pointer on the picture to get the mouse pointer to look like this ✦ . Drag the mouse to new location.
	Resize image	■ Place mouse pointer on a sizing handle around the picture. Depending on the location of the sizing handle, the mouse pointer will become a double-headed arrow, looking like ↔ , ↕ or ⤢ Drag your mouse to resize picture.
	Edit image	■ Click the picture. Click the right mouse button to select options such as **Edit Picture**, **Show Picture Toolbar**, **Grouping**, **Order**, and **Format Picture**.
4	Insert drawing	■ Click **Drawing**. Click an option on the Drawing toolbar (e.g., line, box). Drag your mouse to create the drawing.
	Insert WordArt	■ Click **WordArt** icon. In the WordArt Gallery, select WordArt style and click **OK**. Type text and click **OK**.
	Format drawing	■ Click the drawing to select it. Click a formatting option (e.g., line colour, shadow).

Mouse Skills ☞

1	Point	Move mouse on screen until the tip of the mouse pointer is on the desired text or image.
1	Click	Press and release the left mouse button once.
2	Double-click	Press and release the left mouse button twice quickly.
2	Triple-click	Press and release the left mouse button three times quickly.
2	Drag	Press and hold the left mouse button while moving the mouse; release the left mouse button when in desired place.