

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.

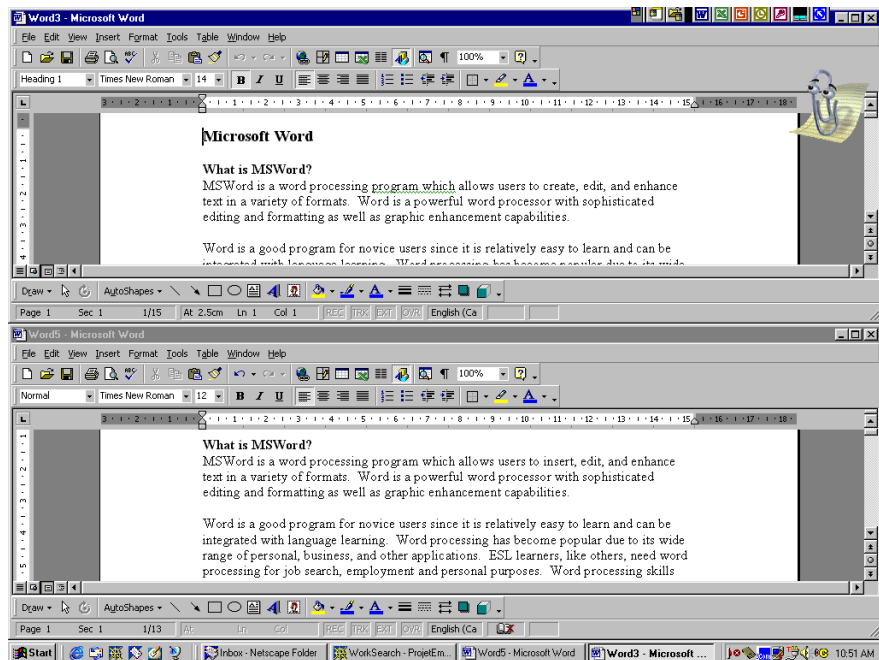
Features

WORKING WITH MULTIPLE DOCUMENTS

Working with multiple documents is useful when you need to transfer or copy text from one document to another or you want to compare two or more documents. To display multiple documents on the screen,

open all the documents you want to display. Click **Window | Arrange All** on the Menu bar. All the open documents will be tiled on the screen.

Because Word displays all the open documents, it is a good idea to avoid opening the documents that you would not want displayed. Notice that only one document is active at any given time. To Display a document fully on the screen, click on the **Maximize** button in that document.



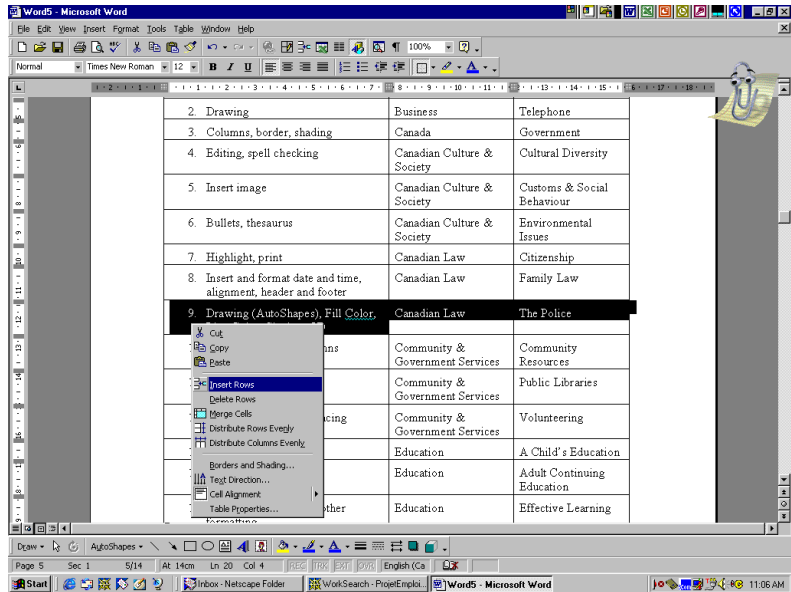
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FORMAT TABLES

Once you have created a table, you can format it. Formatting a table includes customizing the rows, columns, cells, and borders. An explanation of the frequently used formatting features follows:

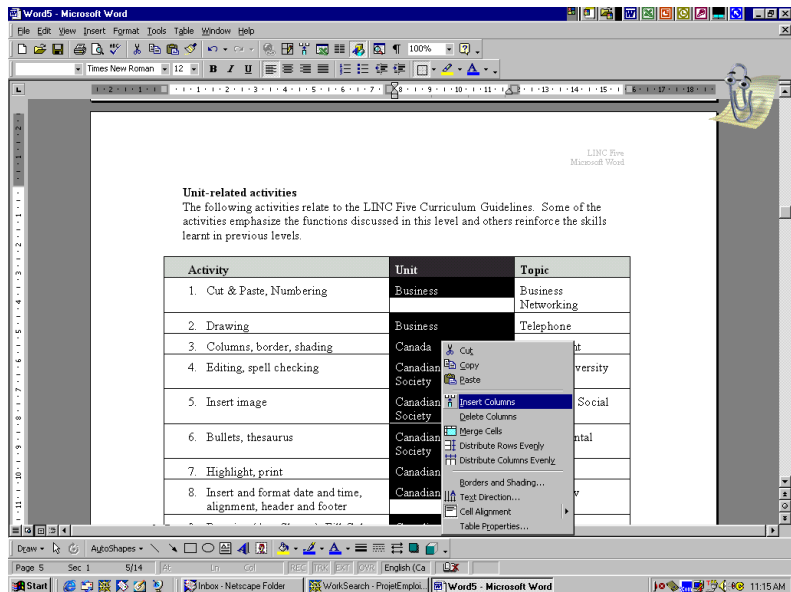
■ Insert/Delete Row

Click in the margin area of the row above where you want to insert a new row, or where you want to delete. You will notice that it becomes highlighted. Click your right mouse button anywhere in the highlighted area to pop up the quick menu. Click **Insert Rows** to insert a new row immediately above the highlighted one or **Delete Rows** to delete the highlighted row.



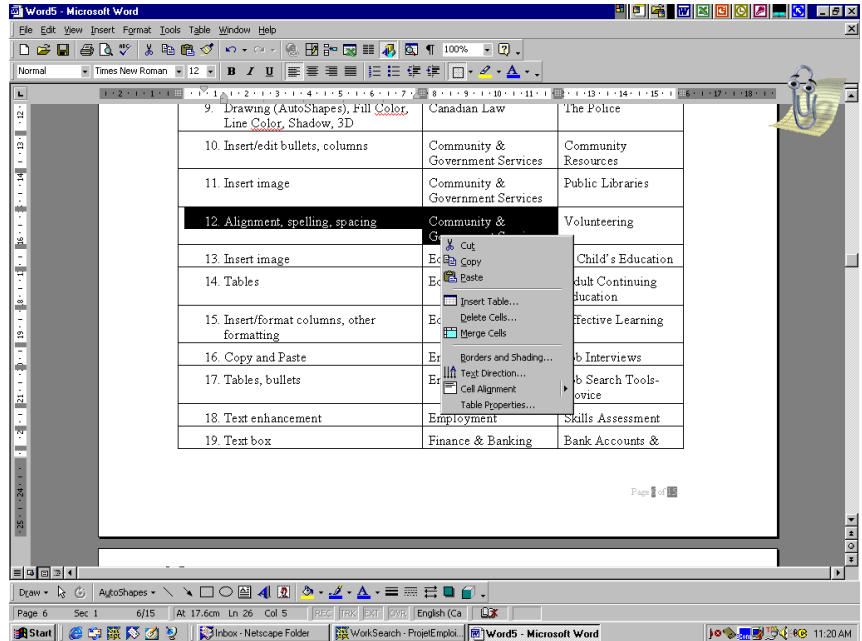
■ Insert/Delete Column

Place mouse pointer immediately above and outside the column where you want to delete or insert a new one. Your mouse pointer changes shape to ▼. Click to highlight the column. Click your right mouse button anywhere in the highlighted area to pop up the quick menu. Click **Insert Columns** to insert a new column immediately to the left of the highlighted one or **Delete Columns** to delete the highlighted column.



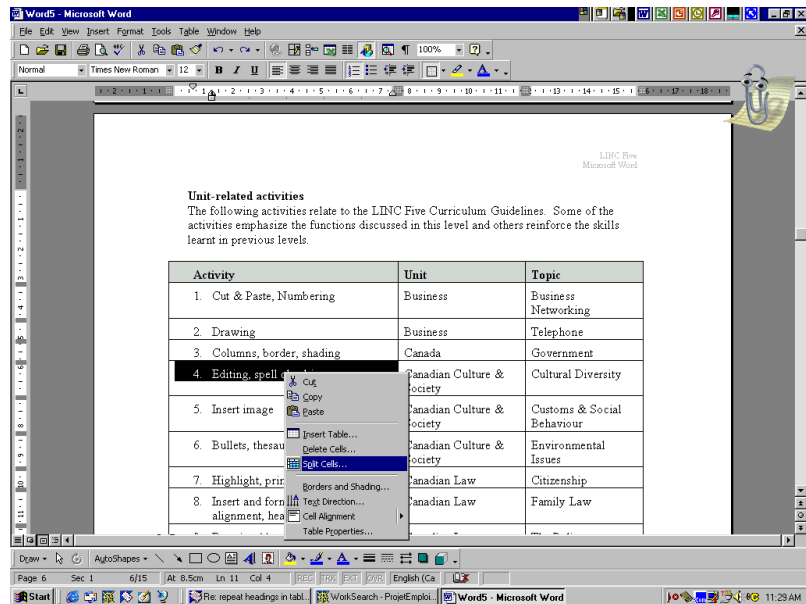
■ Merge Cells

Merging cells means joining two or more cells together so that they become one cell. To merge cells, highlight them, click your right mouse to pop up the quick menu, and select **Merge Cells**.

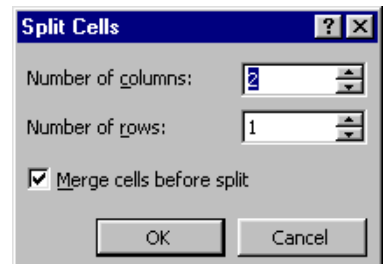


■ Split Cells

Splitting cells means that you break a cell into several cells. You use this feature when a number of cells have been merged or when you want to split a big cell into a number of smaller ones.

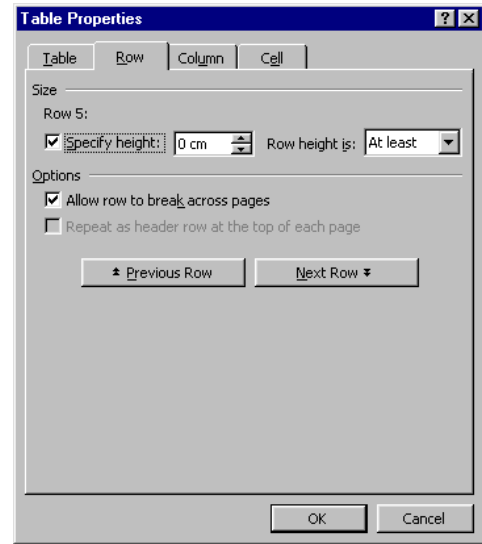


To split a cell, highlight the cell and click your right mouse button. Select **Split Cells**, type in the number of rows or columns that you want to split the cell into, and click **OK**.

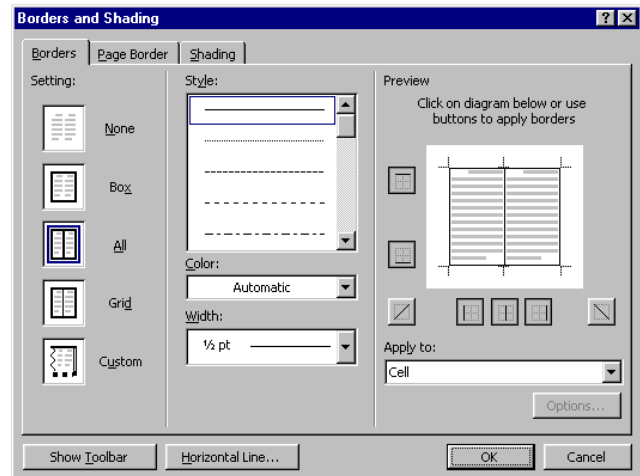


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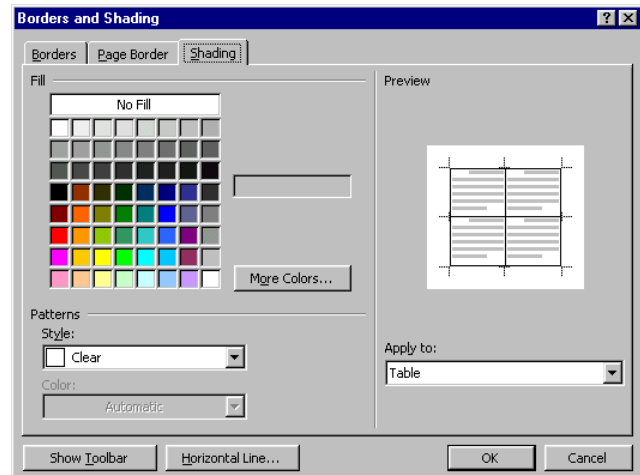
- **Change Row Width/ Column Height/ Alignment**
Place the cursor in the cell, row, or column that you want to format. Click **Table | Table Properties** on the Menu bar. Select a tab (e.g., Row), click an option, and click **OK**.



- **Borders and Shading**
Borders and shading can be applied to one cell, a group of highlighted cells, or the entire table. You can shade a row that contains the heading, change the border of a group of cells that contain important information, or change the border and/or shade a group of selected cells. To apply border and shading, select the row, column, or cell.

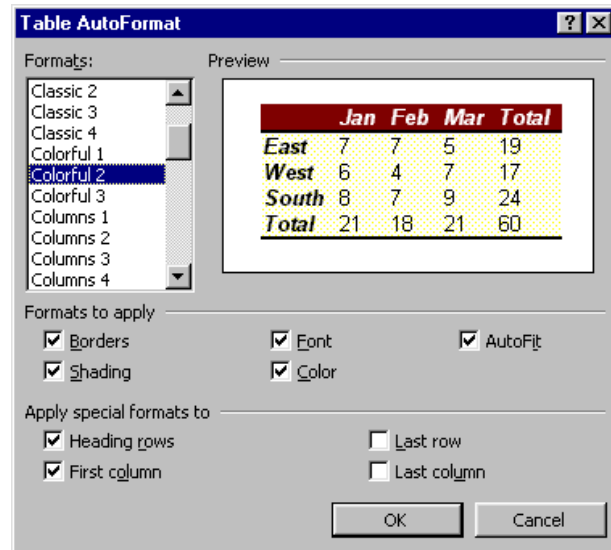


Click your right mouse button anywhere in the highlighted area and select **Borders and Shading**. In the **Borders** tab, select the line style, colour, and border width. In the **Shading** tab, select a Fill or Style option and click **OK**.



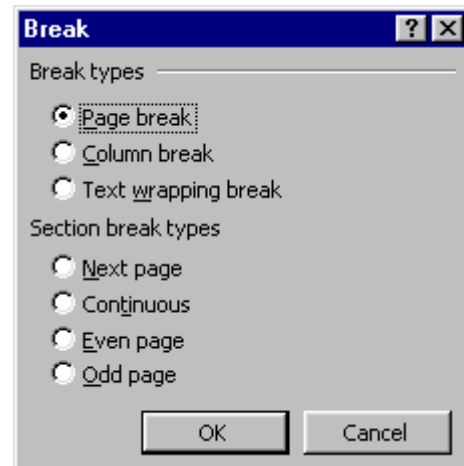
■ Table AutoFormat

This feature includes many customized and attractive table formats that can be automatically applied to a table. The Preview window displays the selected format. You can select a different format anytime. Since the AutoFormat is applied to the entire table, there is no need to highlight the table. To apply autoformatting to a table, place the cursor anywhere in the table and click the right mouse button. Select **Table AutoFormat**. Select a format and click **OK**.



INSERT PAGE BREAK

Page breaks are inserted when you need to start a new page in your document. For example, you might want to start a new page when you write a new chapter in a book or a new section in a proposal. To insert a page break, place your cursor where you want the new page to begin and click Insert | Break on the Menu bar. Select Page break and click OK.



EDIT CLIPART

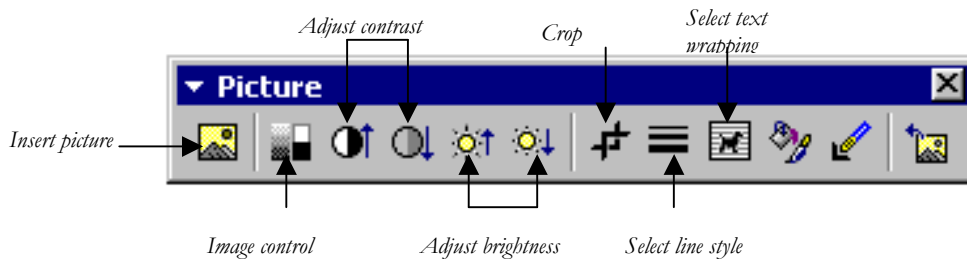
Editing a ClipArt picture means changing its size, position, layout, and colour. You need to select the picture before you can edit it.

- To **select** a picture, click it. A selected picture has eight Sizing Handles appearing around it. A sizing handle looks like a small square.
- To **resize** a picture, drag a sizing handle in the available direction (the direction shown when placing your mouse pointer on the sizing handle).



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- To **move** a picture, place your mouse pointer on a picture (your mouse pointer changes shape to a cross) and move the picture to another location.
- To **choose** other editing such as changing brightness, wrapping, and cropping, use the Picture toolbar.
- **Wrapping**
Wrapping allows you to choose how text will be positioned in relation to the picture. For example, Top and Bottom wrapping displays text before and after the picture. Square wrapping surrounds the picture by an invisible square and displays text around the picture. To select a wrapping option, right-click on the picture to show the picture toolbar, click on Wrapping, and select an option.



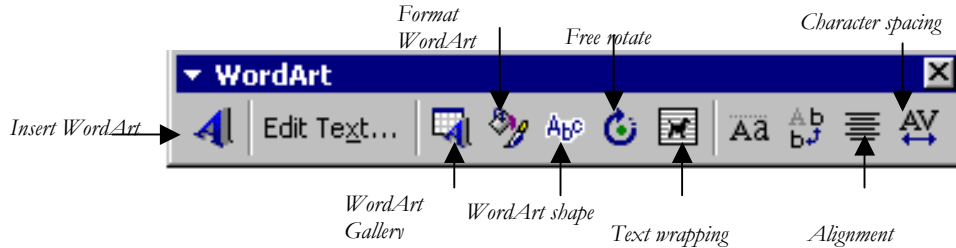
- **Cropping**
Cropping allows you to cut the parts of a picture that you do not need. To crop a picture, right-click on the picture and click on the Crop icon. The mouse pointer changes shape to the crop icon. Place your mouse pointer on any sizing handle and drag in to crop your picture.
- To show the picture toolbar, place your mouse pointer on the picture, right-click and select **Show Picture Toolbar**.
- To choose other options such as Grouping and Order from the quick menu, right-click on a picture.
- **Grouping**
Sometimes you need to make an image by inserting several pictures, text boxes, or drawings. In such cases, you need to group all your pictures into one so that you can move or resize your image. This can be done by first selecting all the pictures. Click on the **Select Objects** icon on the **Drawing** toolbar, place your mouse at the top left corner of the left-most picture and drag diagonally so that all the pictures are selected. If all your pictures have sizing handles around them, they are selected. If you notice that you missed one or more pictures, select again. Right-click anywhere in the selected area and select **Grouping** from the Quick menu. You will notice that only one set of sizing handles will appear around the entire image. To ungroup, right-click on the picture, select **Grouping | Ungroup**.
- **Ordering**
Ordering means where your picture should be in relation to the text. Right-click on the picture and select **Ordering**. Choose an option.

EDIT DRAWING

Drawings can be edited by using the Drawing toolbar (see Word in LINC Four). The Drawing toolbar appears at the bottom of the screen above the Status bar. In addition, the sizing handles appear when you select a drawing, thus enabling you to move and resize your drawing.

EDIT WORDART

WordArt can be edited using the WordArt toolbar which appears anytime you click on your WordArt image.



TAB SETTING

Tab setting means customizing the tab position in your document. By default, tab setting is set at .5” (inch) intervals in Word. This means that every time that you press the Tab key, your cursor is moved .5” to the right. Tab measurements are called Tab Stops. To set new tabs, click **Format | Tabs** to display the Tabs dialog box.

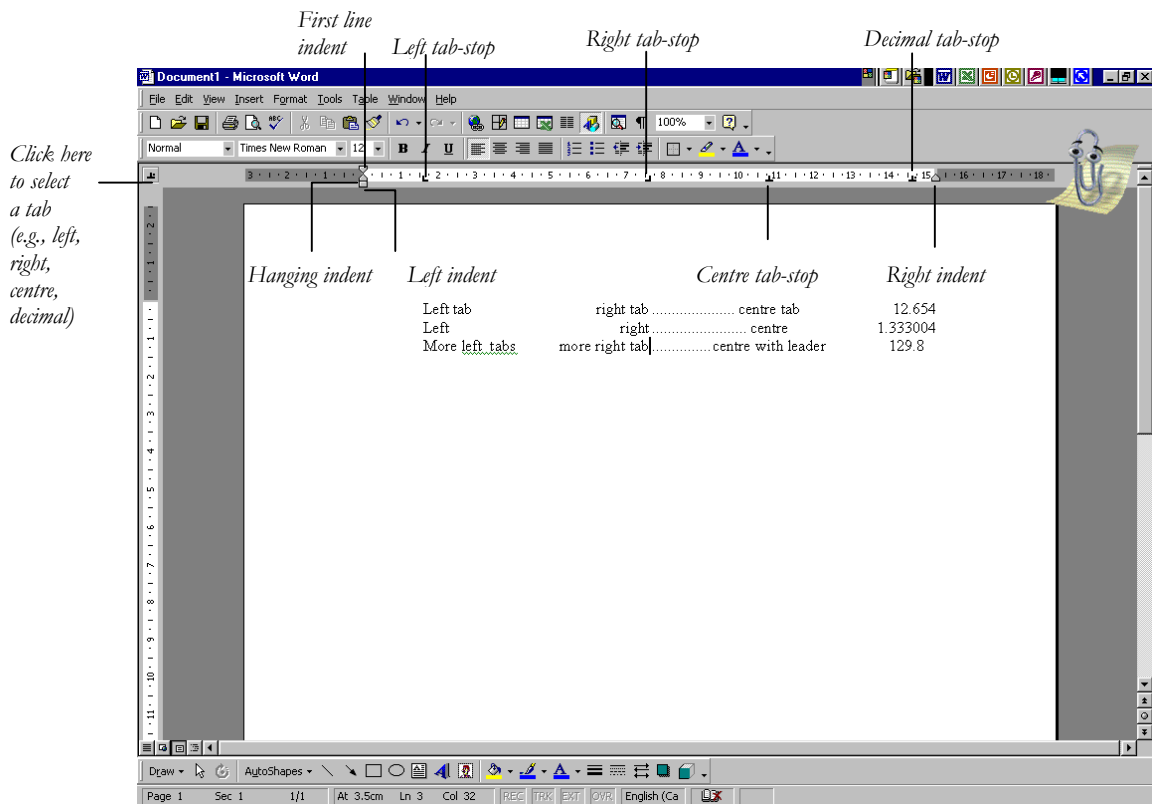
- Tab-stop position box** Inserts a new measurement to be set as a tab stop (e.g., 1.3”). Click **Set** to add the value to the list of tab settings.
- Left** Left-aligns tabs at the tab-stop position.
- Centre** Centres tabs at the tab-stop position.
- Right** Right-aligns tabs at the tab-stop position.
- Decimal** Aligns decimal numbers so that the decimal points are vertically aligned under each other.
- Bar** Inserts a vertical bar at the tab-stop position.
- Leader** Inserts a row of dots, dashes, or a line before the text.
- Clear** Clears the highlighted tab-stop position on the list.
- Clear All** Clears all tab stop-positions on the list.



THE RULER

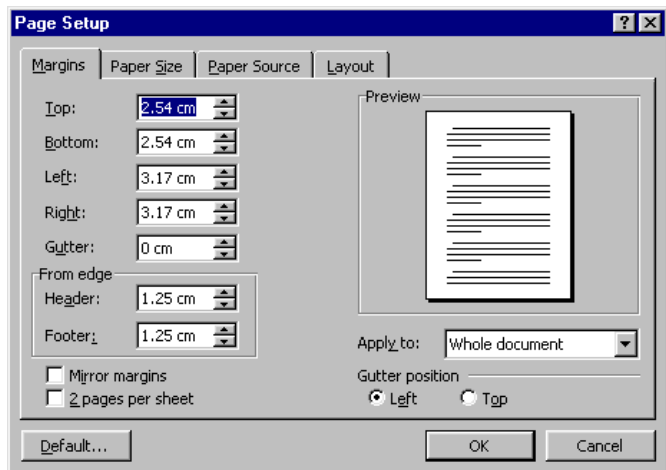
Once you set the tabs, the ruler updates the tab settings. You can drag the tab settings on the ruler to new positions or drag them off the ruler to clear them. You can also set new tabs without using the Tabs dialog box. In addition, you can use the indentation handles on the ruler to change paragraph indentation. All you need to do is to place the cursor anywhere in a paragraph and drag the indentation handles to indent that paragraph.

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PAGE SETUP

This feature allows you to set new margins, change the layout from portrait to landscape, select new paper size, and customize the header and footer options for different sections in the document. To open the Page Setup dialog box, click **File | Page Setup** on the Menu bar.



How to use Word with LINC Five learners

LINC Five learners need to have mastered the skills for the previous LINC levels before being introduced to LINC Five skills. This level focuses on advanced editing and formatting features which require additional time to master.

Learners enjoy inserting ClipArt images, drawings, and WordArt into documents. However, they need to learn how to adjust the colour, brightness, and contrast. They need to be able to group multiple pictures or drawings together, change the order of image in relation to text, and crop pictures. The toolbars associated with Picture, Drawing, and WordArt should be covered in depth.

Tables are covered thoroughly at this level. Formatting cells, rows, and columns; adding shading and borders; changing line and fill styles are practical features that can be covered. The Table AutoFormat makes it easy to enhance a table's appearance without spending a great deal of time on formatting.

Tab setting can be introduced at this level. You can introduce it through the Tabs dialog box or by using the Ruler. Avoid teaching both ways at the same time as it can be overwhelming. Make sure that you give learners a lot of activities and practise time. Use real-life examples so that learners understand the applicability of the features they are learning.

Using multiple documents is helpful when learners are comparing documents or need to cut or copy text from one document and paste it onto the other.

Finally, the page setup options allow customization of margins, header and footer, paper size, and the layout of document.



Use learner-created files for practising newly learned features.

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LINC FIVE

Suggested activities

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

1. **Insert/edit image:** Learners scan ClipArt images to insert an appropriate image into a document. Learners follow instructions to edit the image.
2. **Insert/edit WordArt:** Learners change a document title to a WordArt image. They follow instructions to edit and format the WordArt image.
3. **Insert/delete page breaks:** Learners open a two-page document. Learners follow instructions to insert page breaks into the document (e.g., every second paragraph). Learners remove the page breaks.
4. **Format table:** Learners follow instructions to format a previously created table.
5. **Using multiple documents:** Learners display two documents on the screen. Learners follow instructions to move/copy information from one to another.
6. **Tab setting:** Learners follow instructions to set tabs and list information separated by tabs. Give learners a copy of what their finished product should look like.
7. **Tab setting:** Learners open instructor-made file with specified tab setting. Learners follow instructions to change the tab setting using the Ruler.

Curriculum-unit-related activities

The following activities relate to the LINC Five Curriculum Guidelines. Some of the activities emphasize the features 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 Website <http://alphaplus.ca/linc>









Unit	Topic	Activity
Business	Starting a Small Business	Thesaurus
	Team Building	Keyboarding, Spell checking
Canada	Government	Columns, Border, Shading
Canadian Culture & Society	Celebrations	Insert/Edit Picture
	National Unity	Thesaurus, Font Color
	Social Issues	Indent, Alignment, Spell checking
Canadian Law	Landlords & Tenants	Insert/Format Date, Letter Wizard
Community & Government Services	Counselling & Advocacy	Bullets, Borders and Shading, Print Preview, Print
	Recreation Facilities & Community Centres	Font Style, Paragraph Spacing
	Social Services	Highlight, working with multiple documents
Education	Education System in Ontario	Create/Edit/Format table
	Financial Assistance for Students	Font Style, Size, Color
Employment	Health & Safety	Insert/Overtyping, Thesaurus, Font Color
	Job Search Resources	Indentation/Alignment
Finance & Banking	Bank Loans, Mortgages & Investments	Tables, Borders and Shading
	Taxes in Canada	Font Color, Underline
Global Issues	Environment	Insert/Format Date, Alignment, First Line Indent
	International Human Rights	Format Painter
Health & Safety	Health Care Practitioners	Table/ Format Table
	Fire Safety	Cut and Paste
	Modern Diseases	Insert/Edit Columns
Relationships	Senior Citizens	Keyboarding, Spell checking
	Professional Relationships	Find and Replace
Travel & Transportation	Driving in Ontario	Format Painter, Spell checking




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 file name 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 <input type="checkbox"/> on the top right corner (lower <input type="checkbox"/>) in your window. Click Yes or No if prompted to save a file.
1	Close Word	Click File Exit or click <input type="checkbox"/> on the top right corner (upper <input type="checkbox"/>) 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)	Drag the scroll boxes in the direction(s) available to see more text. Click the arrow buttons on the scroll bars to scroll through a document.
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.




Skills		
Level	Function	How to...
1	Move cursor in a document	<p>Ctrl + ← moves cursor one word to the left.</p> <p>Up arrow ↑ moves cursor up one line.</p> <p>Down arrow ↓ moves cursor down one line.</p> <p>Left arrow ← moves cursor left one character.</p> <p>Right arrow → moves cursor right one character.</p> <p>Double arrow button  or  (on the vertical scroll bar) moves cursor up or down one page at a time.</p>
1	Insert text	Move cursor to where you wish to type. Type your text.
3	Type over text in a document	Double-click on 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	<p>Using mouse:</p> <ul style="list-style-type: none"> ■ 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. <p>Using the keyboard:</p> <ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ 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...
Formating		
2	Bold	Highlight text and click 
2	Underline	Highlight text and click 
2	Italicise	Highlight text and click 
2	Change Font and Font Size	<ul style="list-style-type: none"> ■ Highlight text. Select Format Font. Choose Font, Font Style, Size, Underline, Color, or Effects. Click OK. ■ Click Font Font Size buttons on Formatting toolbar.
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 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	<ul style="list-style-type: none"> ■ Click Format Columns on the menu bar. Select Number of Columns, Width and Spacing, click OK.
	Change number of columns	<ul style="list-style-type: none"> ■ Click Columns  on Standard toolbar and drag the mouse to reach the desired number of columns. ■ Highlight Columns. Click Format Columns on the Menu bar. Enter new number in Number of Columns and click OK.
4	Borders and Shading	Highlight paragraph, table cell, table, or column. Click Format Borders and Shading on the Menu bar. <ul style="list-style-type: none"> ■ 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.
	Paragraph Border and Shading	
	Page Border	

Skills Level	Function	How to...
3	Insert Header and Footer	<ul style="list-style-type: none"> 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	Insert bullets or numbers Changing bullets or numbers Customizing bullets or numbers	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Select text. Click Highlight. Select text. Click ▼ on the Highlight icon. Select colour.
4	Applying format to unformatted Applying format to several unformatted texts	<ul style="list-style-type: none"> Highlight formatted text. Click 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	<ul style="list-style-type: none"> 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.
5	Use the Ruler Change indentation	<p>Place cursor anywhere in the paragraph.</p> <ul style="list-style-type: none"> Left Indent: Place mouse pointer on Left Indent tab of the ruler bar, hold left mouse button down and drag to the right. Right Indent: Place mouse pointer on Right Indent tab of the ruler bar, hold left mouse button down and drag the Right Indent tab to the left. First Line Indent: Place mouse pointer on First Line Indent tab of the ruler bar, hold left mouse button down and drag First Line Indent to the right. Hanging Indent: Place mouse pointer on Hanging Indent tab of the ruler bar, hold left mouse button down and drag Hanging Indent tab to the right.
5	Change Tab Settings Delete Tab Settings	<p>Click  on the far left of the Ruler bar to change tab alignment from Left to Centre, Right, and Decimal Tabs.</p> <p>Click the Ruler bar to set the tabs. Drag the tab settings off the Ruler bar.</p>

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Skills

Level	Function	How to...
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  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 .
5	Tab Setting Change Tab Settings Clear Tab Settings	Click Format Tabs . Click Clear All to erase previous tab setting. For each tab-stop type in Tab-stop position, select Alignment or Leader preferences and click Set . Click Format Tabs on the Menu bar. Select Clear or Clear All , click OK .
5	Insert Page or Column Break	Click Insert Break . <ul style="list-style-type: none"> ■ Select Page break to insert a new page. ■ Select Column break to create a balanced number of columns. ■ Select from section breaks if you need to change the format in a section of your document, e.g., change the page numbering of a section of your document or have different number of columns in part of your page.

Tools

5	Count words	Highlight text. Click Tools Word Count .
5	Grammar checking	Click right mouse button on any word with green underline to check the grammar or click Tools Spelling and Grammar . Click Check Grammar box on lower left of dialog box.
4	Thesaurus	Highlight word. Click Tools Language Thesaurus on the Menu bar. Double-click Related words to see more words. Click a word you want to replace, click Replace button.



Skills

Level	Function	How to...
3	Spell checking	<p>Place the cursor on the word with red underline. Choose one of the following:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Ignore leaves the highlighted word unchanged. Ignore All leaves all the occurrences of the highlighted word unchanged. Add adds the highlighted word to the dictionary. Change 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.








Page Setup


5	Change margins	Click File Page Setup on the Menu bar. Select Margins tab, type in margin sizes and click OK .
	Change paper size and orientation	Select Paper Size tab, select a paper size from the menu, select an orientation, and click OK .
	Change layout	Select Layout tab, select options in Section start, Headers and Footers, Vertical alignment, or Line Numbers and click OK .

Print

3	Print Preview	<ul style="list-style-type: none"> 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 
2	Print	<ul style="list-style-type: none"> Click File Print, select options in Print dialog box under Printer, Page Range, and Copies box. Click OK. Click 

Skills

Level	Function	How to...
Tables		
4	Insert table	<ul style="list-style-type: none"> Click Table Insert Table. Key in Number of rows and Number of Columns. Click OK. Click Insert Table  on Standard toolbar 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!
	Insert rows	<ul style="list-style-type: none"> Place cursor where you wish to insert row. Click Table Insert Rows or  on Standard toolbar.
	Delete Rows	<ul style="list-style-type: none"> Click right mouse button and select Insert Rows.
4	Table AutoFormat	<ul style="list-style-type: none"> Highlight row. Click Table Delete Rows. Click right mouse button and select Delete Rows.
	Table AutoFormat	<ul style="list-style-type: none"> 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 on the Menu bar. 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 look like this  . Drag the mouse to new location.
	Resize image	Place mouse pointer on the sizing handles around the picture. Depending on the location of the sizing handle, the mouse pointer will become a double-headed arrow, looking like  . 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 on the Standard toolbar. Click on 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 color, shadow).

Skills		
Level	Function	How to...
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.