

Lesson 9: Word Processing Activities

Lesson Objectives

In this lesson you will learn some of the basic skills required to create simple documents. On completion of this lesson, you should be familiar with how to:

- ☐ enter and edit text
- ☐ create, save, open, and close files
- ☐ format paragraphs with indents and bullets
- ☐ change line and paragraph spacing
- ☐ make some page layout changes
- ☐ add page numbers
- ☐ create tables and enter data in them

Entering and Editing Text

IC3 Objective 2-1.1

Typing involves using the keyboard to input text that is shown on screen. Editing includes actions such as inserting and deleting single characters, words, or multiple lines of text, correcting typographical errors, and inserting or deleting blank lines between paragraphs.

The following are basic concepts related to typing and editing text:

Insertion Point	The insertion point displays as a vertical blinking bar that shows where Word will insert typed text and pasted items. It moves to the right as you type. This is also referred to as the cursor.
Typing Text	You can click to move the insertion point to any place in the document and Word will insert what you type to the right of that point. As you type, any existing text will be "pushed" to the right.
Deleting Text	Press the Delete key to delete one character to the right of the cursor, or the Backspace key to delete one character to the left.
Word Wrap	When you type enough words to fill a line, Word automatically shifts the insertion point to the beginning of the next line. This is called wrapping text. If you are in the middle of a word that is too long for the line, Word shifts the entire word to the beginning of the next line.
Ending Word Wrap/Blank Lines	When you are finished typing text for a line or paragraph, press the Enter key one or more times. Word will insert as many blank lines as you want and shift the insertion point to the beginning of the line below the last blank line.

Using the Ruler

The Ruler helps you identify where to position text. The width of the ruler depends on the view or magnification factor.



The ruler uses the default measurement for your location; for example, English US is set to inches, English/French Canada is set to centimeters. You can change the unit of measurement in the **Display** area of the **Advanced** category in **Word Options**. You can select from inches, centimeters, millimeters, points, or picas.

To turn the ruler on or off, on the View tab, in the Show group, click **Ruler**.

Moving Around the Document

You can move quickly to another area in the document by moving the mouse pointer to the new location and clicking, or by using one of the following keyboard methods:

Movement Desired	Press	Movement Desired	Press
Next Character		Next Line	
Previous Character		Previous Line	
Next Word		Next Paragraph	
Previous Word		Previous Paragraph	
Beginning of Line		Next Screen	
End of Line		Previous Screen	
Beginning of Document		End of Document	

Using the Scroll Bar

The vertical scroll bar is used to move (or scroll) the view of the screen up or down in the document. The horizontal scroll bar is used to move (or scroll) the view to the left or right in the document.

- Click the scroll bar arrows to move the scroll box up and down or left and right; or
- click the arrow either side of the scroll box; or
- drag the scroll box.

If you are working in a document with numerous pages, or with headings, a ScreenTip will appear showing the page numbers or heading text as you move the vertical scroll box up or down.

Selecting Text

Selecting or highlighting text enables you to tell Word exactly which portions of text you want to work on. Once text has been selected, the selection stays in place until you de-select it; this allows you to apply multiple actions to that selection. The only exception is when you delete or replace the selection with new text.

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Click anywhere in the document window or press any arrow direction key to de-select, and then begin the selection procedure again.

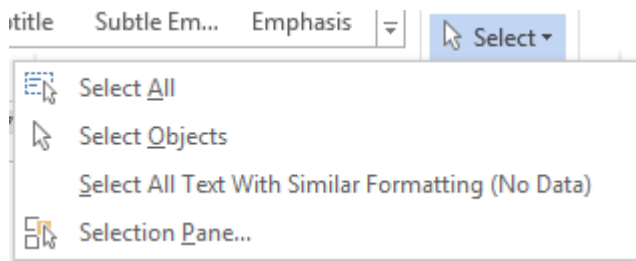
Selecting Consecutive Text

You learned basic selection techniques in the Common Features lesson. Microsoft Word offers still more ways to select text.

To select a word, double-click the word. To select a sentence, hold and click anywhere in the sentence. To select a paragraph, triple-click anywhere in that paragraph.

To select the entire document, use one of the following methods:

- On the Home tab, in the Editing group, click **Select** and then click **Select All**; or



- press **Ctrl**+**A**.

Selecting Non-Consecutive Text

You can select text anywhere in the document, regardless of whether the text is consecutive or not. To select multiple pieces of text, you must select the first piece of text and then press and hold **Ctrl** as you select the next piece of text. Press and hold **Ctrl** to continue selecting more pieces of text anywhere in the document. The following screen shows an example of non-consecutive text selected in a document.

Astronomy

Definition: the scientific study of the universe, including celestial objects such as the sun, moon, planets, stars, comets, and galaxies.

Our Solar System

Definition: a series of items that orbit around the Sun.

8 planets that orbitt the Sun in our solar system

Mercury

Closest to sun

Using the Selection Bar

A quick method for selecting larger amounts of text is to use the selection bar. This bar is located in the white area at the left edge of the text (the left margin).

When the mouse pointer is positioned within the selection bar, it changes to a right pointing arrow as shown in the image at the right:

Definition: a series of items that orbit around the Sun.



8 planets that orbitt the Sun in our solar system

Mercury

Closest to sun

Smallest plannet