

FOR **Learning** **Work** SERIES

Using
Microsoft Word
for
Wordprocessing

Booklet

17

Work
BASE
TRAINING


CAMPAIGN
FOR LEARNING

Name: _____

Using Microsoft Word for Word Processing

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Introduction

Using Microsoft Word for Word Processing is one of a valuable and user-friendly new series of easy-to-read booklets created specially to help you develop at work. The materials have been created from actual experience in workplace training. Experts from Workbase Training and Campaign for Learning have pooled their knowledge and experience to involve you in learning new skills and building on those you already have. The booklet is divided into clear *sections*, containing specially devised *activities* to allow you to practise as you learn.

Before you begin using this booklet, it is assumed that:

- you will have already received an introduction to the computer
- you are familiar with the keyboard
- you can use a mouse to point, click, double-click and drag
- you have Windows and wordprocessing software.

Information and skills you will acquire

Using Microsoft Word for Wordprocessing will enable you to:

- Understand what wordprocessing is.
- Become familiar with the layout of a word processor screen.
- Create a new document, such as a letter.
- Save a document.
- Make corrections to a document.
- Change the look of a document.
- Close, open and print a document.

Getting the most out of this booklet

- You may want to work your way through the booklet from start to finish or focus on an area of interest.
- Once you have completed the questionnaire on page 5 you will be able to see clearly which topics you need most help with, and which areas you can safely leave out.
- The questionnaire will also allow you to create your own learning plan for which an example and space is provided on page 6.
- You may want to ask your supervisor or another colleague for their views on the areas you could work on, or for help with the activities in the booklet.
- As you may want to use the booklet for future reference, you may want to write the answers out in rough first and then write them in the booklet.

Section 1

UNDERSTANDING WORDPROCESSING

Creating documents on a computer

Wordprocessing is the typing of text into a computer using a keyboard and a wordprocessing program, such as Microsoft Word. As text is typed, it will appear on a blank page on the computer screen – this is often called a document or file. Wordprocessing is used for creating documents that you would normally handwrite in everyday and business life. A document can contain one or more pages of typed text. Letters, memos, notes, lists and even recipes are examples of documents that can be created using wordprocessing.

Using a wordprocessing program you can process words by typing, correcting and making changes to a document on the screen before printing it out, unlike a handwritten document that may have to be rewritten a few times before you finally arrive at the finished version.

Wordprocessing enables you to:

- create many different types of documents: for example, letters, memos, notes, lists and recipes
- format documents by changing the appearance of text: for example, making it bigger or smaller or using bold type
- change the layout of text on a page: for example, moving or copying text to another part of the document, or centring a heading.

You can also open, close, save and print documents that are stored in the computer.

Part of getting used to wordprocessing is to understand some of the words that are used to describe features of the program. A glossary has been included in this booklet to explain the most common terms.

Using a computer for wordprocessing is easier if you understand the different parts of the screen and what they are used for (see Section 2). You may never use all the features and functions available in wordprocessing but it is good to know those aspects you will use and not to be confused by the rest! As you practise wordprocessing, it will save time and can be enjoyable to create something of your own. Once you have learned

the basic skills, you can then go on to choose some more advanced skills you may wish to master. Learning a bit at a time is the best way to develop your skills in using a computer wordprocessing package. Improvement will come with practice!

Activity 1

Define a wordprocessing package.

1. What is wordprocessing? (Tick the appropriate box.)
- (a) a parcel of words
 - (b) typing text into a computer and correcting and printing it
 - (c) writing a book

2. List three things for which you may use a wordprocessing package.

You will find the feedback to this activity on page 26.

Key Learning Points

- Wordprocessing is creating documents like letters and memos, or any documents that contain text, by typing the text into a computer using a keyboard.
- Understanding the different features on the screen makes it easier to use wordprocessing.
- You do not need to know everything about computers: it is best to concentrate on a few areas that you will use first of all and learn them well before moving on to other features.

Section 2 THE MAIN FEATURES ON THE SCREEN

To get the best use out of wordprocessing, it is helpful to know what the different parts of a word processor screen are used for. Below is a picture of the first screen you will come to when you start using a wordprocessing package. Do not worry if your screen does not look exactly the same as this one.

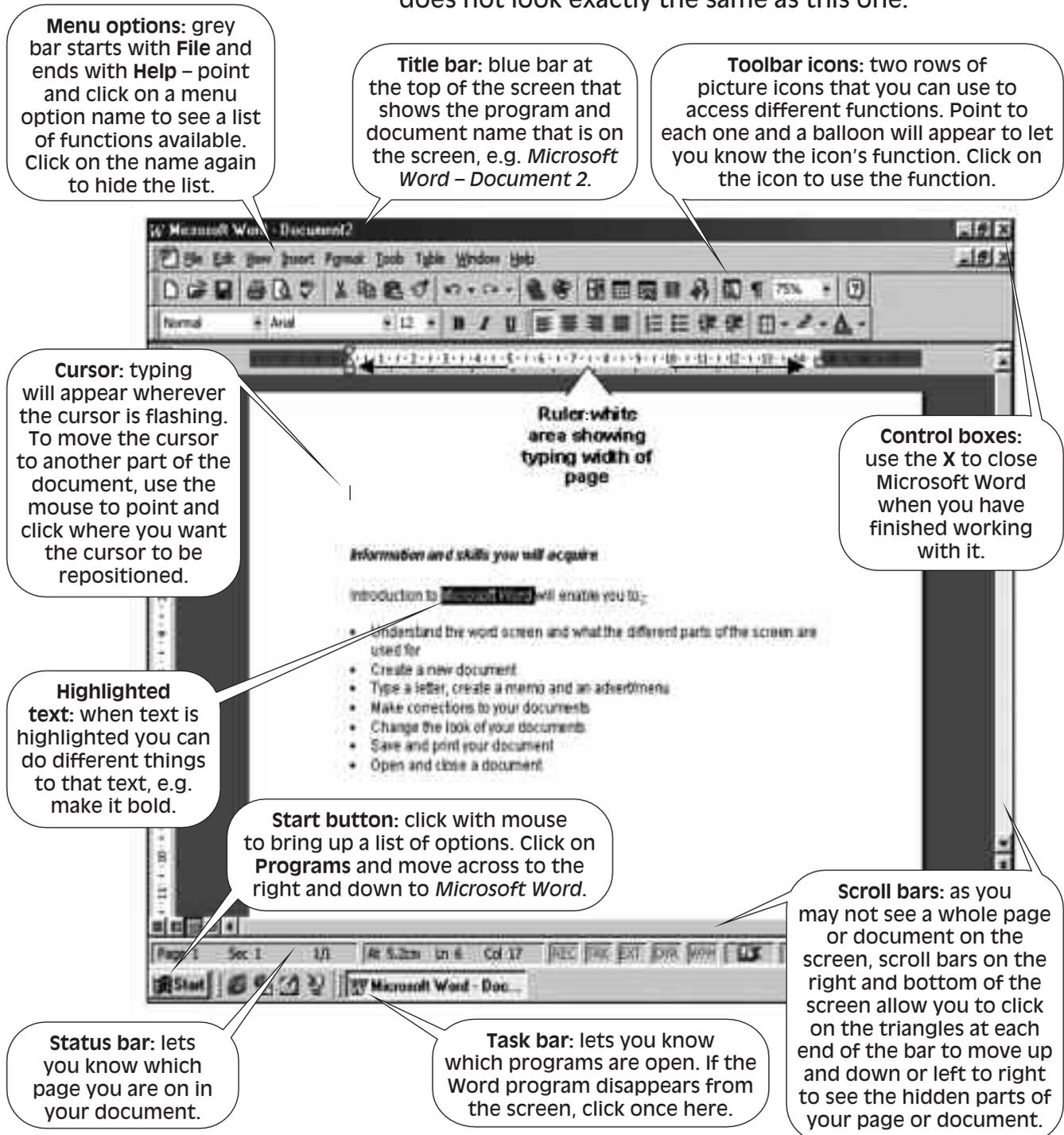


Fig. 1 Microsoft Word wordprocessing document screen

Understanding wordprocessing screen features

Menu options

To help you understand the wordprocessing screen, we will look at some of the main features.

The **menu options** is the first grey bar from the top of the screen; it starts with the word **File** and ends with **Help**. Menu options provide a drop-down list of available functions that can be used in wordprocessing. From the **File** menu option you could choose a function to save, print or close a document.

To view the functions available under each of the menu option headings, click once on the name, e.g. **File**. A drop-down menu with a list of different options will appear below the word you clicked on. To hide the list, click once on the same menu name again.

It is unlikely that you will ever use all of the functions available; however, you can click on any of the menu option headings to view a list of functions on the drop-down menu.



Fig. 2 Menu options

Dialogue box

Clicking on an option from the menu options bar – for example, **Print** from the **File** menu – will produce a box with a further series of options and choices. In this case an option might be to print more than one copy of a document. The box that appears on the screen is called a **dialogue box**. A dialogue box may also appear when you click on some of the picture symbols under the menu options.

You can select any options you wish to choose from the dialogue box and click on **OK** when you have chosen your options. If you do not want to select any options from a dialogue box that is on your screen, click once on **Cancel** to close the dialogue box.

TIP: You must close a dialogue box before you can continue working on your document. Click once on **Cancel** to remove the dialogue box from the screen.

Example of options that you may see in a dialogue box:

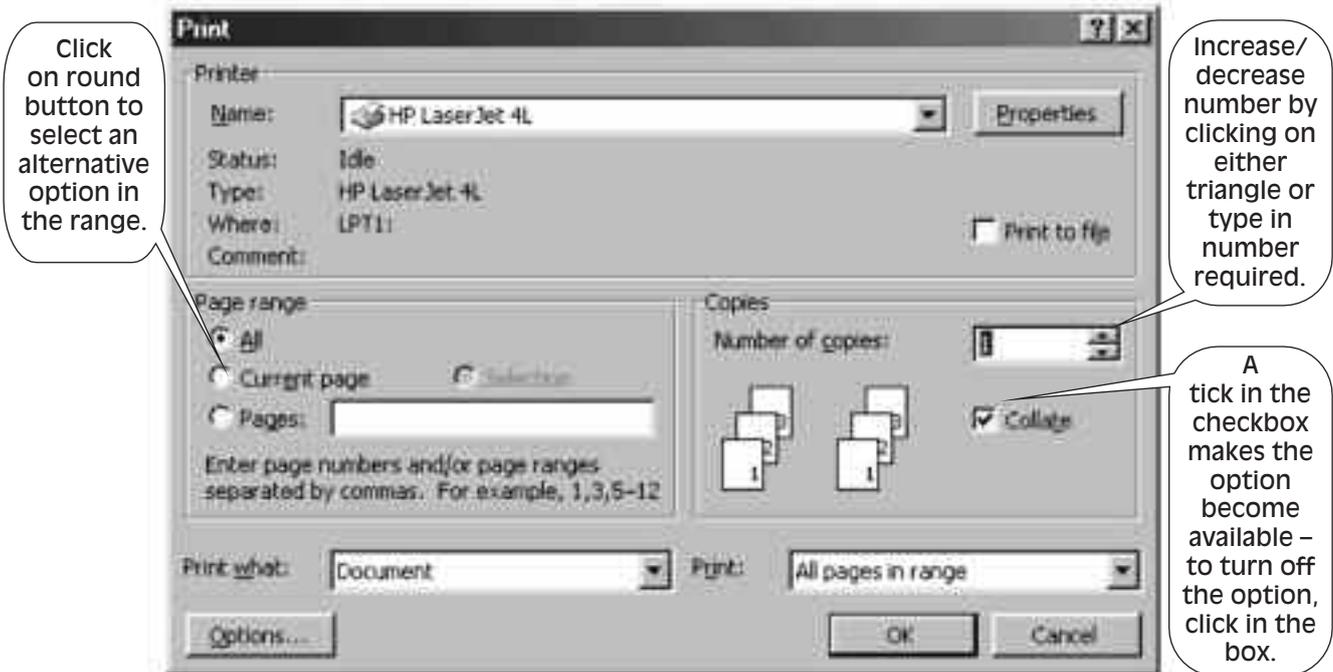


Fig. 3 Print dialogue box

Toolbars

Toolbars are rows of picture symbols called **icons** that appear immediately under the menu options bar on the screen. Clicking on a toolbar icon allows you to use that function. You can find out what each icon is used for before you click on it by pointing to each one – a balloon will appear stating what the icon is for. To use one of the toolbar icons you can click on it with the mouse. For example, you can click on the print icon to print your document. Toolbar icons are a short cut to some of the different functions that are available in wordprocessing.

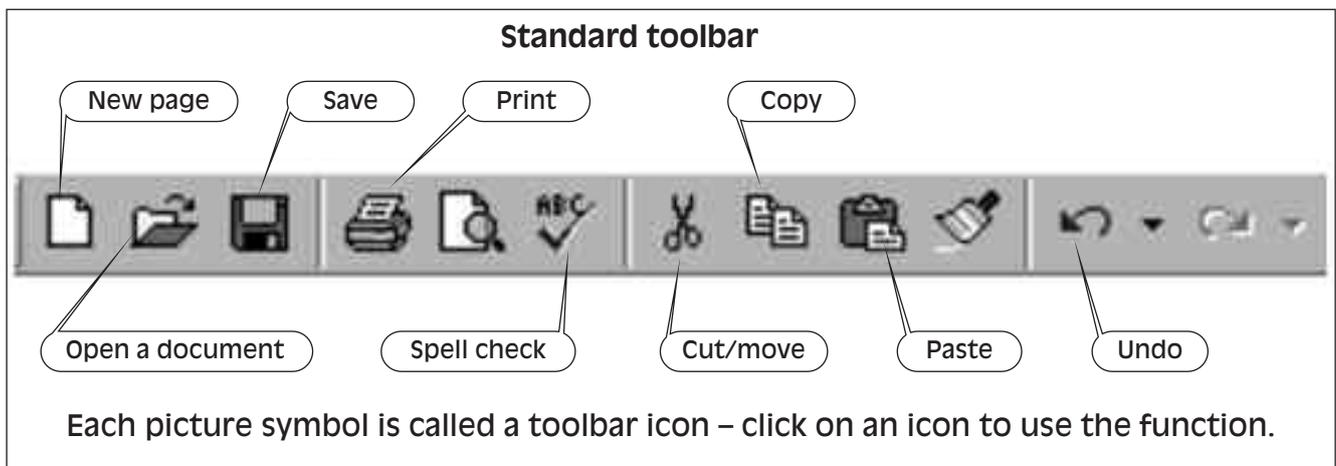


Fig. 4 Toolbar icons

The **standard** and **formatting** toolbars are displayed in figures 4 and 5. If your screen does not show the picture toolbar icons, you will need to click on menu options to find an option that allows you to display the toolbars on the screen. For example, using Microsoft Word, clicking on **View** and **Toolbars** from the menu options and selecting the **Standard** toolbar would display the toolbar on the screen.

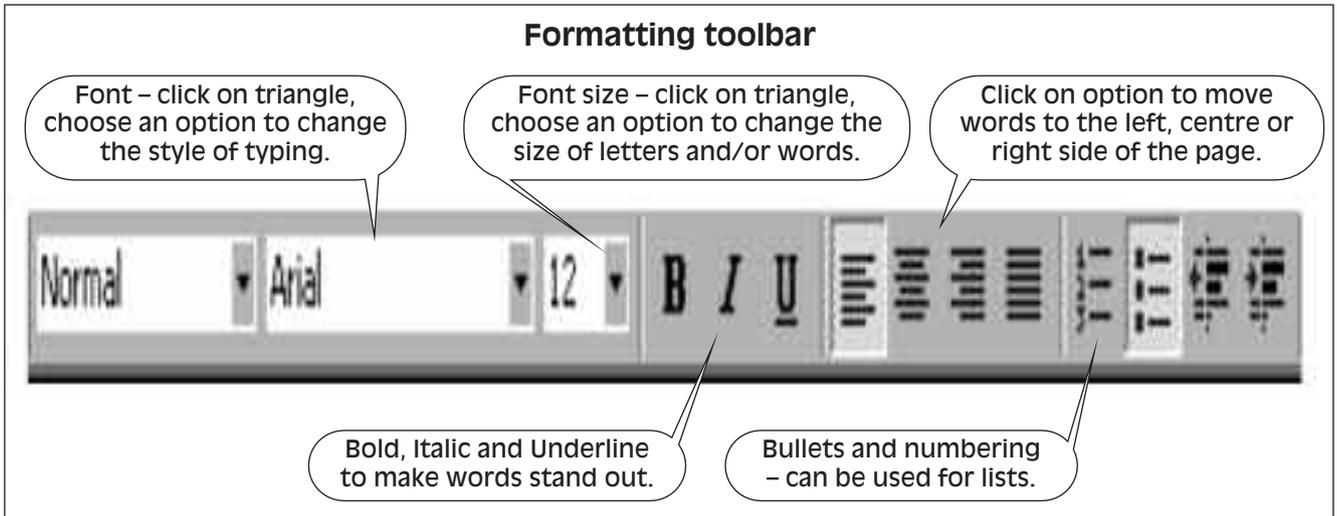


Fig. 5 Toolbar icons

Scroll bars

You may find that a whole page is not displayed on your wordprocessing screen. You may be viewing only the top, bottom or middle of the page. **Scroll bars** are used to move to the parts of the page that are hidden from your view. A scroll bar is a grey bar with a black triangle at both ends. Clicking on a triangle moves you up or down through your page.

There are two scroll bars on the wordprocessing screen. The one on the right side of the screen is used to scroll through your document from top to bottom. The grey scroll bar at the bottom of your screen allows you to scroll from left to right in your document.



Fig. 6 Scroll bars

Activity 2

Identify parts of the wordprocessing screen.

Tick the correct answers.

1. Menu options allow you to choose different functions to use whilst wordprocessing.
True
False
2. Toolbar icons are:
(a) tools to work on a house
(b) used to type with
(c) short cuts to functions that can be used
3. How many scroll bars are there on the wordprocessing screen?
(a) three
(b) two
(c) four
4. When would you use a scroll bar?
(a) to see different parts of a document
(b) to give as a present
(c) to print a document
5. A dialogue box appears when a menu option function is selected.
True
False

You will find the feedback to this activity on page 26.

Key Learning Points

- You can access various functions available for wordprocessing by either clicking on a menu option or using the toolbar picture icons.
- You can move around your page using scroll bars by clicking on the black triangle in the direction you wish to see.
- A dialogue box appears when you choose some menu options or toolbar icons. This allows you to make choices about how you want to use a function. You can use the cancel button if a dialogue box appears and you do not wish to use it.
- You can use the undo toolbar icon to undo your last action.

Section 3

CREATING AND WORKING ON A DOCUMENT

Wordprocessing allows you to create a new document and make corrections and changes to it without having to retype it. Your document can be saved so you can go back to it at a later date. You can make changes to the document at any time. You can:

- add or remove words or letters
- increase or reduce space between lines of text
- use the **undo** picture icon on the toolbar to cancel your last action if you make a mistake whilst typing.

Creating a new document

Whenever you start your wordprocessing program, a new blank document appears ready for you to start typing. What you type will appear in the position shown by the flashing line called a cursor. To start another new document, you can click on **File** menu option and select **New** from the list. When typing, bear the following points in mind:

- **Enter text** – typing will appear where the cursor is flashing.
- **Word wrap** – when typing a paragraph, you do not need to press **Enter** on the keyboard at the end of each line, typing will automatically continue on the next line when no more text can fit on a line.
- **Creating line spaces between paragraphs** – to create space between paragraphs, press the **Enter** key twice when you have completed each paragraph.
- **Undo** – if you make a mistake when typing, you can use the **Undo** picture icon to cancel your last action (see fig. 4).

Activity 3

Creating a letter

Type the following letter in a new document. Don't worry about making mistakes at this point: correcting mistakes will be covered at the end of this section. Please note that there are errors in this letter which will be corrected in a later activity.

Your name
Your address
City
Postcode

Insert today's date

Mrs Brown
65 The Arches
Wembley
Middlesex HA9 0BE

Dear Mrs Brown

Re: Learning For Work Series

The booklets are designed to help people learn without having to attend a training course. Learning can take place at your pace and within your own time. You can ask a work colleague to help you when using the booklet.

There are 18 booklets in the series, ranging from telephone skills and making better presentations, to using wordprocessing and the internet. There are a wide range of booklets to choose from covering many areas which would be useful for work.

You can obtain a CD of all the booklets in the series from:

Southgate Publishers Ltd
The Square
Sandford
Crediton, Devon
EX17 4LW

Tel: 01363 776888

We look forward to hearing from you.

Yours sincerely

Saving a document

When you have typed a document in wordprocessing, the document is not automatically saved. If you close the word processor, the document will be deleted from the computer. If you wish to use your document again in future, you will need to save it. The document will be stored in the computer word processor until you wish to use it again. To save a document for the first time you must:

- click once on **File** from the menu options
- select **Save As** from the drop-down list of options. A dialogue box then appears. Type in the name you want to give the document. The name will appear in the **File name** box. Some computers are set up to save documents in a folder called **My Documents**. You can see this name in the **Save in** box below. To save into a different folder, click once on the list triangle to the right of the **Save in** box and select a folder
- click on **Save**.

TIP: When saving documents for the first time, always note what is in the **Save in** box. This will let you know which folder to find your work in when you wish to work with the document again later.

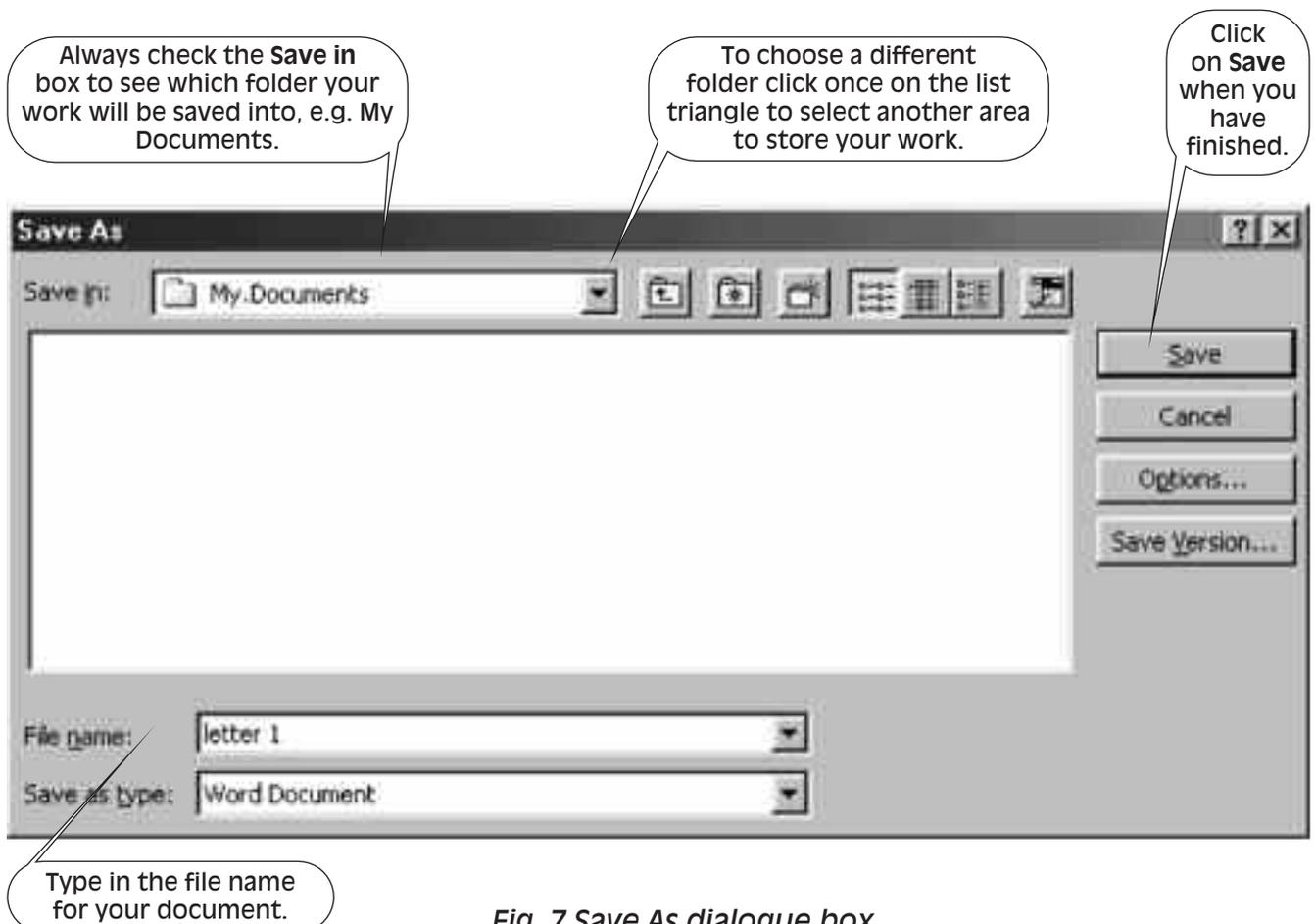


Fig. 7 Save As dialogue box

Activity 4

Saving your letter

1. Save your document by clicking on the **File** menu option and select **Save As** from the drop-down list.
2. Name the document **letter 1** in the **File name** box (see fig. 7).
3. Some computers are set to save documents in a folder called **My Documents** – look at the **Save in** box to see where your document will be saved so that you can find it later.
4. Click once on **Save**. Notice that the title bar now shows the name you have given to your document.

Making corrections to a document

With wordprocessing it is easier to correct a document that has been typed without having to retype it. When correcting a document, you will make use of the backspace and delete keys on the keyboard. You will also use the mouse to move the cursor from one part of the document to another.

- **To edit text** – to insert or delete text the cursor needs to be moved to the position where you wish to make a change.
- **To move the cursor** – point and click with the mouse wherever you want the cursor to be positioned. Check that the cursor is flashing in the desired place. If the cursor is not in the position you want, try again. Point and click.
In the letter you have just typed, point to the beginning of your name and click. Point to the word Series in the letter title and click. Point to the beginning of the word Centre in the Workbase address and click.
- **To insert text** – point and click the mouse where text is to be inserted. The cursor will now be flashing in this position. Type in the letter or word to be inserted.
In your letter, insert your middle name or any name between your first name and your surname.
- **To delete text** – the backspace and delete keys are used. The **backspace** key deletes text on the left-hand side of the flashing cursor: in other words, it moves backwards through your text deleting each letter. Position the cursor at the end of the word or letter to be deleted and press the backspace key.
- **To delete text using the delete key**, position the cursor immediately in front of the word to be

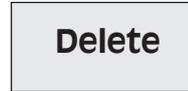
deleted and press the delete key, text will be deleted from the right.

In your letter, delete the middle name you have just inserted.

Backspace key



Delete key



Enter key



Fig. 8 Editing keys

- **To close up line spaces** – position the cursor at the beginning of text to be moved up and press the backspace key. The text will be moved up into the line space above or to the end of the previous line.
In your letter, close up the space between the telephone number for Workbase Training and the address. Position the cursor at the beginning of Workbase Training's telephone number and press the backspace key until the line space is closed.
- **To insert line spaces** – to create more space between lines of text, or to separate two paragraphs, position the cursor at the end of the line or word where you want to add space and press the enter key.
In your letter, insert a line space before the telephone number and after the last line of Workbase Training's address. Position the cursor at the end of the last line of the address, press the enter key. There should now be a space between the address and the telephone number.
- **To spell check** – words spelled incorrectly or words, such as names, that would not be in the computer's dictionary are underlined in red. To correct the spelling, point to the word spelled incorrectly and press the right mouse button to bring up a little menu. If the correct spelling is in the list, select it with the mouse and press the left mouse button – the correctly spelled word will replace the incorrectly spelled word. If the spelling choice is not available on the menu, you will need to check the spelling of the word in a dictionary or ask a colleague how the word should be spelled. Make a note of it and correct it on the screen using the backspace or delete key to delete the incorrect letters and type in the correct letters.

Activity 5

Making corrections and saving your letter

Read through the letter you typed in Activity 3 and make the following changes using the above explanations as a guide. Remember you can use the **Undo** toolbar icon immediately if you make a mistake.

1. In the first line of the first paragraph insert the word 'necessarily' after the word 'without' so that it reads: *'The booklets are designed to help people learn without necessarily having to attend a training course.'*
2. At the beginning of the first paragraph insert the words 'easy-to-read' before the word 'booklets' so that it reads: *'The easy-to-read booklets'*.
3. Insert the word 'Finchley' on the line after '707 High Road'.
4. In the second paragraph change the words 'ranging from' to 'including' so that it reads: *'There are 18 booklets in the series, including telephone skills...'*. After 'skills' insert a comma and delete 'and'. After 'presentations' delete 'to'.
5. In the second paragraph delete the word 'are' and replace it with 'is' so that it reads: *'There is a wide range of booklets...'*.
6. From the **File** menu option, click on **Save** to save the changes you have just made to your letter.

You will find the feedback to this activity on page 26.

Key Learning Points

- When you start a new document your typing will appear where the cursor is flashing. To move the cursor to another position, point and click with the mouse at the new position.
- Words will automatically wrap to the next line when you reach the end of a line while typing.
- You don't have to worry about making typing mistakes because you can move the cursor and use the backspace and delete keys to correct mistakes when you check through your document.
- Spell check can help you check the spelling of words.
- Saving your document means you can recall it later.

Section 4 CHANGING THE STYLE OF A DOCUMENT

Once you have typed your document and made any necessary corrections you can make changes to the appearance of the document. You can use features such as bold type and underlining to make text stand out. You can also move or copy text from one part of the document to another without retyping it.

Selecting text by highlighting

Highlighting allows you to make changes to a particular word or words, line, sentence or paragraph. You can use highlighting when you wish to:

- delete text
- change the style of the text – for example, from normal to bold
- move text to another part of the document
- position text on the left, right or centre of the page.

To select text follow this procedure:

- Position the mouse pointer at the beginning of what you want to select.
- Drag the mouse along until you have highlighted the text you want to change, then release the left mouse button.
- The selection should now be black (see fig. 1 'Highlighted text').

While the selection is highlighted you can make changes to that particular text. For example, you can delete, move or copy the selected text to another location, or you can change the type style. Once you have finished working on the selected text, click anywhere on the page to remove the highlight.

If you find that you have not highlighted the whole section you require, you will need to click anywhere on the page to remove the current highlighting on the screen and then start the selecting process again.

TIPS:

- To highlight one word, click twice on the word.
- To highlight a paragraph, click three times within that paragraph.
- If you miss a word or letter when highlighting, click anywhere on the page and start again. You must highlight from beginning to end in sequence: you cannot move both backwards and forwards to highlight.
- Once you have finished working on a highlighted section, don't forget to click anywhere within the page to turn off the highlighting.

Beware! Highlighting can be used for deleting text. While text is highlighted, any key that is pressed on the keyboard will delete the selection: if this happens, click on **Undo** straight away to bring the selection back.

Use your letter to practise selecting text. Highlight the name 'Brown' after 'Dear Mrs' then click anywhere within the page to turn off the highlighting. Highlight your surname, your postcode, the words 'Learning For Work Series' in the title of your letter, then turn off the highlighting.

Different uses of highlighting

Deleting text

A highlighted selection can be deleted by using the delete key on the keyboard.

You will find the feedback to activities 6 – 9 on page 27.

Activity 6

Deleting a word in your letter

Go back to the letter you typed in Activity 3. In the first paragraph highlight the word 'work' which appears before the word 'colleague' and press **Delete** on the keyboard to delete it.

Using text enhancements to make text stand out

You can use bold, italic or underline or increase the font (type) size and other options to make parts of your text stand out. Highlight the word(s) to be made bold then click once on the bold (**B**) icon on the toolbar. Click anywhere within the page to remove the highlight. The text that was selected should now be bold.

Activity 7

Make the letter title bold

1. Use highlighting to select the text 'Re: Learning For Work Series'.
2. Click on **Bold** on the toolbar to make the text bold (see fig. 5).
3. Deselect the highlighted text by clicking anywhere within the page.
4. The text should now be bold.
5. Save your document.

Moving and copying text

Selected text can be moved or copied to another part of the document. Select **Cut** or **Copy** icons from the toolbar after highlighting the text to be moved or copied. Position the cursor where the text is to be placed and click once on the **Paste** icon on the toolbar (see fig. 4).

Activity 8

Copying text in your letter

Copy the words '**Learning For Work**' from the letter title and place them after the first word in the first paragraph so that it reads: 'The easy-to-read **Learning For Work** booklets ...'.

1. Select the words '**Learning For Work**'.
2. Click once on the **Copy** icon in the toolbar (see fig. 4).
3. Point and click with the mouse where you wish the copied text to be placed.
4. Click once on the **Paste** toolbar icon (see fig. 4).

Aligning text

To centre text, highlight the text to be centred then click once on the centre icon on the toolbar. To align text on the right of the page do the same but use the right align icon (see fig. 5).

Activity 9

Aligning text in your letter

1. Highlight the heading '**Re: Learning For Work Series**' in your letter and centre it.
2. Highlight the date in your letter and click on the right align icon in the toolbar.

Key Learning Points

- Selecting or highlighting allows you to make changes to specific parts of the text.
- Highlighting can be used to delete text, to change the type style or alignment, or to move and copy text.
- Text is selected by positioning the mouse pointer and dragging down or along so that the required text is highlighted.

Section 5 OPENING, CLOSING AND PRINTING DOCUMENTS

Closing a document

Before you close your document, look at the title bar at the top of the screen to make sure you know what the document is called. When you saved the file, you noted the name of the folder the file was saved in. To close your document when you have finished working on it and you have saved it, click once on **File** from the menu options and then on **Close**.

Practise closing the document you saved as letter 1.

Opening an existing document

To open a document that has been saved and closed, click once on **File** from the menu option and select **Open**. You may need to select the folder where the file was saved. Click once on the triangle beside the **Look in** box and select the folder where your work is stored, e.g. My Documents. Click once on the file you wish to open from the list of files and then click on **Open**.

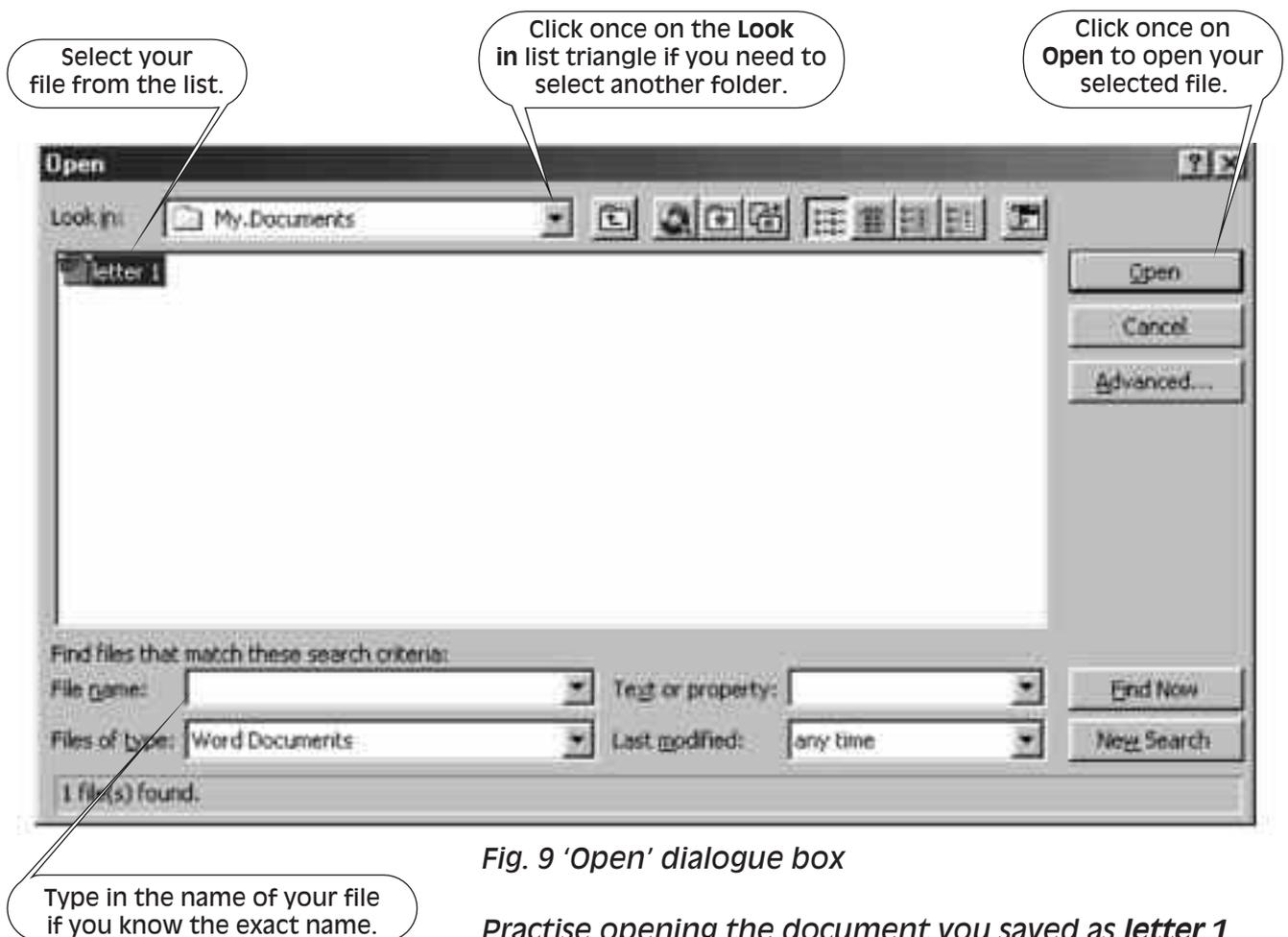


Fig. 9 'Open' dialogue box

Practise opening the document you saved as letter 1.

Printing a document

You can print your document by selecting **File** from the menu options and then **Print** (see fig. 3 Print dialogue box). Check that the number of copies box displays 1 and click on **OK**.

Print one copy of your letter.

Key Learning Points

- Before you close a document, always make sure you know the name of the document and the folder it will be saved in.
- To close a document, select **File** from the menu options and **Close**.
- To open a new document, click once on the **New document** icon on the toolbar or choose **File** from the menu options and then **New**.
- To open an existing document, click once on **File** from the menu options and then **Open**. Select the folder where the document is saved and then select the document from the list.

FeedBack toActivities

FEEDBACK TO ACTIVITY 1

1. (b) typing text into a computer and correcting and printing it
2. These are some of the things you may have listed:
Writing a letter
Writing a memo
Creating a list of things to do

FEEDBACK TO ACTIVITY 2

1. True
2. (c) short cuts to functions that can be used
3. (b) two
4. (a) to see different parts of a document
5. True

FEEDBACK TO ACTIVITY 5:

(Words in bold are the words added or changed in this activity.)

Your name
Your address
City
Postcode

Insert today's date

Mrs Brown
65 The Arches
Wembley
Middlesex HA9 0BE

Dear Mrs Brown

Re: Learning For Work Series

The **easy-to-read** booklets are designed to help people learn without **necessarily** having to attend a training course. Learning can take place at your pace and within your own time. You can ask a work colleague to help you when using the booklet.

There are 18 booklets in the series, **including** telephone skills, making better presentations, using wordprocessing and the internet. There **is** a wide range of booklets to choose from to cover many areas which would be useful for work.

You can obtain a CD of all the booklets in the series from:

Southgate PublishersLtd
The Square
Sandford
Crediton
Devon
EX17 4LW

Tel: 01363 776888

We look forward to hearing from you.

Yours sincerely

FEEDBACK TO ACTIVITIES 6 TO 9

(Words in bold are the words added or changed in these activities.)

Your name
Your address
City
Postcode

Insert today's date

Mrs Brown
65 The Arches
Wembley
Middlesex HA9 0BE

Dear Mrs Brown

Re: Learning For Work Series

The **Learning For Work** easy-to-read booklets are designed to help people learn without necessarily having to attend a training course. Learning can take place at your pace and within your own time. You can ask a colleague to help you when using the booklet.

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We look forward to hearing from you.

Yours sincerely

Glossary

of terms used

Alignment	How text is lined up across a page. Text can be lined up on the left side of the page or on the right, or it can be centred (see fig. 5).
Backspace	Removes letters that appear on the left-hand side of the flashing cursor (see fig. 8).
Bold	Heavier type than normal – used to emphasise words (see fig. 5).
Cancel	Click on cancel if a dialogue box appears that you do not wish to use (see fig 3).
Centre	Placing text in the middle of the page width, between the left and right edges (see fig. 5).
Close	Remove a document from the screen display area by closing it.
Copy	Duplicate text by highlighting it, clicking on copy icon, moving the cursor to where text is to be copied and clicking on paste icon to place the text (see fig. 4).
Cursor	Flashing symbol on page: text typed will appear where the cursor is flashing. You can move the cursor by using the mouse to point and click where you want the cursor to be placed.
Cut	Move text from one place in a document to another by highlighting the text, clicking on cut icon, positioning the cursor where text is to be placed and finally clicking on paste icon to place the text (see fig. 4).
Delete	Remove letters or words by using the backspace or delete keys (see fig. 8).
Dialogue box	A box that appears on the screen when some toolbar icons or menu options are used (see fig. 3).
Document	The blank page that appears on the wordprocessing computer screen for typing text into; sometimes also called a page or file.

Edit	Make changes to a typed document. You can insert and delete letters or words and copy or move text to another part of the document.
Enter	The enter key on the keyboard moves the cursor down one line each time it is pressed (see fig. 8).
File	See Document .
File name	The name given to a document when you save it on the wordprocessor. You look for the file name when you wish to find the document (see figs. 7 and 9).
Folder	Storage area for document – it is the computerised version of a paper folder that documents are stored in. On the screen it is usually yellow.
Formatting	Changing the look of a document, e.g. by altering the type style.
Functions	Different features that can be selected from the toolbar icons or menu options, e.g. print. Sometimes also called options (see fig. 2).
Highlighting	See Selecting .
Icons	Picture symbols used to activate different functions (see fig. 4).
Insert	Adding text anywhere in a document by positioning the cursor where the insertion is to appear.
Layout	How text is presented on a page in terms of spacing, alignment, etc.
Line spaces	Extra space inserted between lines of typed text.
Menu options	Grey bar near the top of the screen that starts with the word File and ends with the word Help . Clicking on any word brings down a list of different functions that can be used (see fig. 2).

OK	After choosing options in a dialogue box, click on OK to accept the options chosen (see fig. 3).
Open	Retrieve a file stored in the computer and display its contents on the screen (see fig. 9).
Options	Alternative word for functions (see Functions).
Page	Alternative word for a document or file (see Document).
Paste	To place text that has been cut or copied. Ensure the cursor is in the position where text is to be placed before clicking on the paste icon (see fig. 4).
Print	Produce a copy of a document on paper (called a hard copy).
Save	To store a document on the computer for future reference (see fig. 7).
Scroll bar	Grey bar with a black triangle at each end that allows you to move up and down or left to right to see the parts of the page that are hidden from view (see fig. 6).
Selecting	Highlighting by clicking and dragging over a selection of words or letters until they are all black. Selecting is used when you wish to carry out a function on the selected area only.
Spell check	Wordprocessing packages contain a dictionary that checks words as you type them. Right clicking on a word underlined in red will provide a list of alternative spellings. You can left click on a word from the list to replace the misspelled word.
Text enhancements	Using bold, italic and underlining to emphasise text.

Toolbar	A grey bar containing a row of picture symbols which represent different functions that are available for your use (see fig. 4).
Toolbar icons	Each picture on a toolbar is known as an icon (see fig. 4).
Undo	Used to cancel the last action – click on undo immediately after you make a mistake to cancel the last action (see fig. 4).
Word processor	A computer program that is used for typing text.
Wordprocessing	Typing and making changes to text on a computer.
Word wrap	Text automatically runs on to the next line when you reach the end of a line while typing.

Are you:

Terrified at the thought of using the computer?
Convinced that you will wipe all the information from
the computer if you make a mistake?
Confused by the symbols that appear on the screen?
Anxious to write a letter using the different screen
features such as opening, closing and printing?

If you answered 'Yes' to one or more of these
questions, you will find that the explanations and
activities in this booklet will help you with the
following:

- give you confidence to become familiar with the layout of the screen
- demonstrate how you use the different features to create, save, correct, print and close documents
- provide plenty of practice so that you have confidence to develop your computing skills.

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