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## About the Program

The version of Microsoft Works that this course was developed from, was Microsoft Works for Windows 95, version 4.5.

Names and addresses of persons used in this course were either supplied from the templates within the Version 4.5 program or have been entirely made up. Any similarities to actual people is purely accidental.

This course was developed with step-by-step instructions and exercises, to help make learning how to use the Microsoft Works program easy. However, there is no substitute for using the instruction manual that comes with the Microsoft Works program manual.

It is highly recommended that you have a good command of a Windows Operating System (Windows 3.1, 95 or 98) before beginning this program. There is a checklist at the start that will allow you to check off your computer skills, making sure that they are sufficient before beginning the Microsoft Works course.

Some of the exercises should be downloaded and saved to a disk, so that the re-typing of the exercises won't be necessary. Other exercises can be created by the student.

The pages are not numbered, so that if a student has had prior computer experience, they can skip the lessons covering the skills that they already have.

This program was created to help our students at Renfrew County Community Upgrading Program learn Microsoft Works and computers, in a format that they were comfortable with.

## Basic Windows '95/98 Skills Checklist

The following list summarizes skills learned in Microsoft Windows 95 or Microsoft Windows 98. Students should be able to use these before attempting Microsoft Works.

Take a several minutes to review the items to ensure that you are accustomed to them.

- moving around the screen
- using the Start button
- using the Control button
- using the Minimize, Restore, and Close buttons
- getting Help in Windows 95 or Windows 98
- moving around with the mouse and keyboard
- accessing menus and making menu choices
- using Windows 95 or Windows 98 programs
- sizing and moving windows
- using the scroll bars
- managing documents
- using the toolbar and ruler
- running multiple programs
- using the Clipboard
- finding documents
- navigating folders
- creating, deleting, renaming, copying and moving files and folders
- working with the Explorer
- emptying the Recycle Bin
- preparing floppy disks
- working with the Control Panel
- using the Print Manager
- using True Type fonts
- using the Accessories

# Installing a Software Program

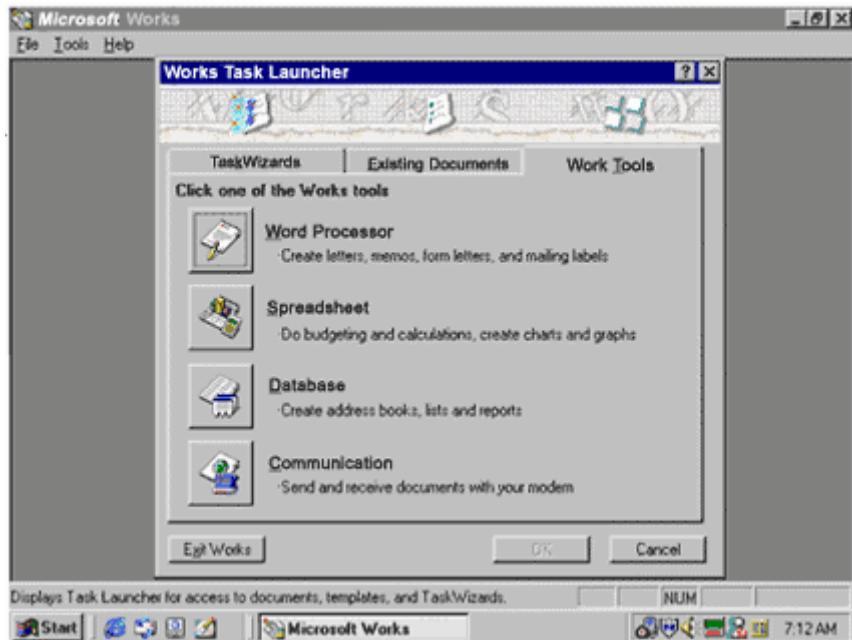
Most software today is automatic installation. What that means is that when you place your CD into the CD Rom, the computer will automatically start to install the program.

1. Place CD in CD Rom. Close the CD Rom door.
2. Wait until the installation Wizard Starts and then answer the questions that it asks.
3. If you are asked to "reboot" (restart) your computer, close out of the programs that are running and shut down the computer. Wait a minute and turn it back on.

## **\*\*Note\*\***

- \* If you are unsure how to answer the questions that are being asked by the computer, just look for the dotted box around the answers. It's the computers way of telling you that that is the answer to choose.
- \* If the software doesn't automatically start the installation process, then double click on My Computer and then on Control Panel. Look for Add/Remove Programs and double click on that. Make sure the CD is in the CD Rom and then click on Install. Then follow steps 2 and 3 listed above.
- \* Not all software programs will get you to reboot your computer, but most will.
- \* To delete or uninstall a software program, just go into Add/Remove programs (located in My Computer and then in Control Panel), and click on remove program. Answer yes to the question about deleting it. Click on apply and then O.K.

# Introduction to Microsoft Works Program and Task Launcher



The ***Microsoft Works Program*** is designed to help you make every job easier. It can be used for business, at home or at school.

The ***Task Launcher*** is a central starting point. It is illustrated by a yellow sheet of paper on the tool bar. It speeds you on your way to getting the work done quickly. It opens a virtual storehouse of templates or you can start from scratch, open an existing document or use Works tools.

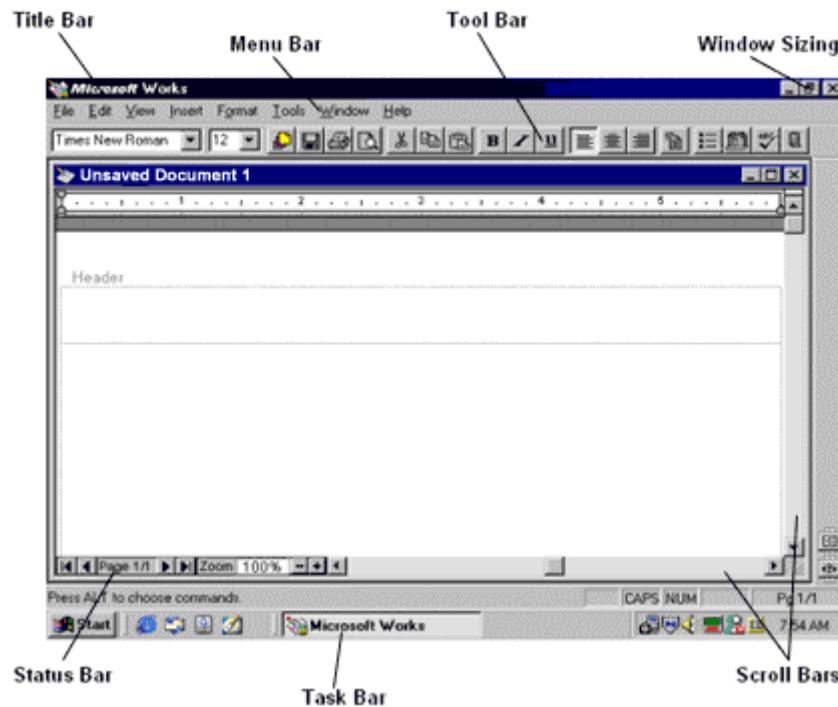
Just answer a few questions and the Task Wizards will do the work for you by setting up one of the templates, (pre-designed forms). You can use Works to write letters, memos, reports and resumes, create newsletters and flyers - any type of document.

You can illustrate your document with charts, spreadsheets or pictures.

Works can help you manage your personal or business finances, for example, you can create budgets, expense reports, add financial spreadsheets and charts to your letters and reports.

You can create an address book for vendors, customers or friends. It can also be used with the word processor to create form letters or mailing labels.

# Microsoft Works Opening Page



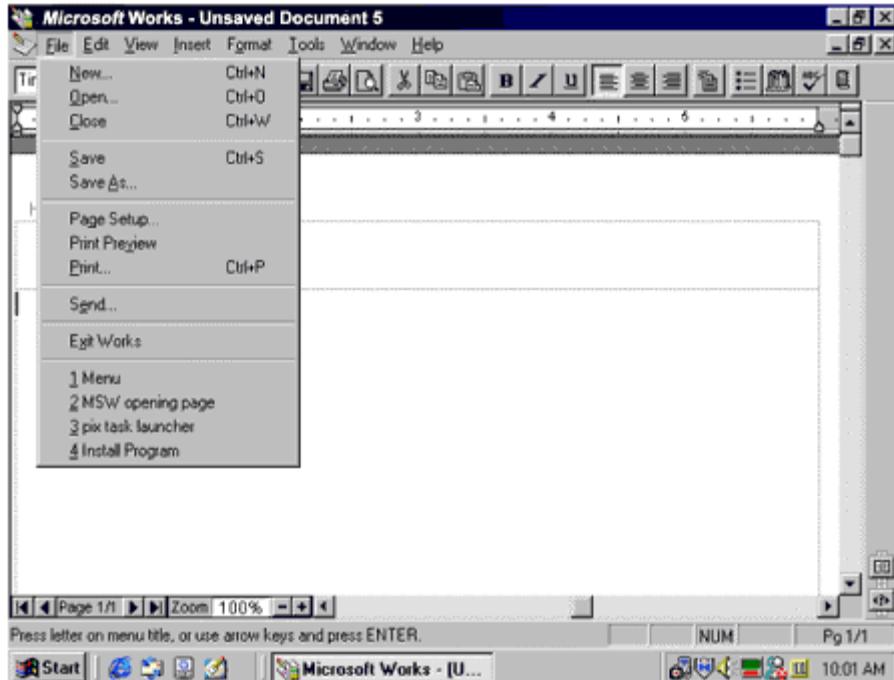
- Title Bar -** Tells the name of document that is opened.
- Menu Bar -** Contains the different features that Microsoft Works has to offer.
- Tool Bar -** Shortcuts to some of the features in Menu Bar.  
Usually shown with Icons (small pictures).
- Window Sizing -** Allows you to Minimize (flatline), Maximize (1 or 2 boxes) or Close (X) the window or program.
- Status Bar -** Displays useful information, such as page number.
- Task Bar -** Shows what programs and windows are open.
- Scroll Bars -** Allows you to move the page up, down and side to side.

# The Menu Bar



The menu bar contains the different features that Microsoft Works has to offer.

1. Using your mouse, click once with the left mouse button on one of the words listed above, for example click on File. A drop down menu will appear.



2. If you find that you don't want to use any of the features listed under File, simply click anywhere else on the screen and the screen will go back to normal.
3. Another way to do this is to click on the Esc (Escape) key once and your screen will go back to where you were.

Let's look at some of the available features.

## The Menu Bar

The Menu bar has many more features than that of the Tool bar. These commands will change per program, we will only explore the ones used in Microsoft Works. Any command that is currently unavailable will be greyed out.

1. To open the tool bar, click once on the word **File** and a drop down menu will appear.

Under **File**, you should find: new, open, close, save, save as, page setup, print preview, print, send, exit works and 1,2,3,4.

New -	indicates to open a new blank document
Open -	indicates to open an existing file
Close -	indicates to close the open document
Save -	indicates to save the text document
Save as -	the same as Save, only it saves under a new name in a new location
Page set up -	indicates the parameters for your page
Print Preview -	indicates that you can look at the document before you print it
Print -	indicates that you can print your document
Send -	indicates that you can send it to another person
Exit Works -	indicates that you can close the program
1,2,3,4 -	indicates the last 4 documents that you opened in that program

2. Next move the mouse over to **Edit**. Under that heading you should find: undo editing, cut, copy, paste, paste special, clear, select all, find, replace, go to, easy text, book mark, links and objects.

Undo editing -	indicates that you can undo the last thing that was done
Cut -	indicates cut text and paste to clipboard
Copy -	indicates to copy text and paste to clipboard
Paste -	indicates to paste text back into document
Paste special -	indicates that you can paste an object into your document
Clear -	indicates it will delete any highlighted text
Select all -	indicates that it will select all text and highlight it to be edited
Find -	indicates to find a word or a character
Replace -	indicates that it will replace a selected word with another one
Go to -	to a pre-determined place such as a bookmark, field or range
Easy text -	is used to expand and insert a long sentence into your document.
Bookmark -	is a file that you have flagged for quick access

Link -	it links programs together
Object -	it allows you to insert a specific object into your document

3. Next move the mouse over to **View**, under this heading you will find: normal, page layout, toolbar, ruler all characters, header, footer, footnotes and zoom.

Normal -	shows the page without borders and header and footers
Page layout -	displays page with side,top and bottom borders, headers & footers
Toolbar -	indicates the toolbar, whether it is displayed or not
Ruler -	indicates whether the ruler is displayed or not across the top of page
All characters -	when displayed it will show the blank spaces between words
Header -	is the title at the top of page
Footer -	is the space at bottom of page to add something, i.e.. page 1
Footnotes -	allows you to add any footnotes you have in your document
Zoom -	allows you to customize the size of page that is displayed

4. Move the mouse over the task menu bar to **Insert**. You will see: page break, page number, document name, date and time, special character, database field, easy text (this one has an arrow), footnote, table, chart, spreadsheet, clipart, word art, note it, drawing and object.

5. Move the mouse over to **Format**, the commands found there are: font and style, paragraph, tab, borders and shading, bullets, columns, easy formats, text wrap and picture.

Font & style -	allows you to change the appearance of the text in document
Paragraph -	lets you input parameters to creating paragraphs
Tab -	allows you to set tabs wherever they are needed
Borders & shading -	allows you to dress up the way the page looks
Bullets -	indicates items in point form
Columns -	lets you create how many columns are needed for the page
Easy formats -	allows you to determine how the page can look with just one step
Text wrap -	lets you type around an object that has been inserted into document
Picture -	lets you customize a picture

6. Move the mouse over the menu bar to **Tools**. The commands found here are: address book, dial this number, spelling, thesaurus, hyphenation, word count, look-up reference, envelopes, labels, form letters, paginate now, customize tool bar, and options.

Address book -	allows you to set up addresses for use in a database
Dial this number -	allows you to dial the phone through the computer
Spelling -	is a dictionary and will correct misspelled words
Thesaurus -	will find alternate words for a specific word i.e., pretty - beautiful
Hyphenation -	will allow you to hyphenate a word
Word count -	Works will count how many typed words there are in a document
Look-up reference -	Works will search another program for reference ie. Encarta
Envelopes -	allows you to create envelopes and address them
Labels -	allows you to customize labels
Form letter -	can create one letter to use in partnership with a database file
Paginate now -	allows you to number the pages in consecutive order
Customize toolbar -	allows you to add or remove items from the toolbar
Options -	can specify the features of the Works program

7. Move the mouse over the menu bar to **Window**. The features found here are: cascade, tile, arrange icons split and numbers from 1 to 4.

Cascade -	indicates to layer the open windows so all title bars are showing
Tile -	indicates to position the windows into a split screen
Arrange icons -	allows you to arrange the icons on the toolbar
Split -	allows you to determine where you wish to split the screen
Numbers 1-4 -	indicates the open windows within the Works program

8. Finally move the mouse over to the word **Help**. Under that heading you will see: contents, index, introduction to Works, how to use help, hide help, launch works forum and about MS Works.

Contents -	indicates the contents of the help file
Index -	indicates the option of inputting your key word to do a quick search
Introduction to Works -	runs one of the many help wizards
How to use help -	guide to using the help file in Works
Hide help -	Allows you to hide the help file so it's not in the way when working

Launch Works Forum - allows you to get help on-line

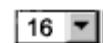
About MS Works - tells you a little bit of information about the works program

## The Tool Bar

The tool bar is made up of frequently used commands in a program, a shortcut of sorts to the heading listed on the menu bar. It is located just below the menu bar and has little pictures, also known as Icons, showing what each task does. The icons can be different in different software programs, but we will explore what the ones in Microsoft Works do.



Choose a font (style of text)



Choose a font size



Open a new or existing document, use a template, choose a Works Wizard



Save a document



Print a document using current print settings



Switch to print preview, to preview your page before printing it out



Cut highlighted text, charts, drawings, or other objects



Copy highlighted text, charts, drawings, or other objects



Paste text, charts, drawings or other objects



Makes highlighted text bold



Makes highlighted text italic



Underlines highlighted text



Left, Center and Right text justification on page



Easy Format (inserts your initials etc.).



Adds bullets to document



Look up Reference in another program



Spell check



Address Book

## The Tool Bar

Icons are shortcuts to functions that are listed on the Menu bar. Instead of clicking on one of the words on the menu bar and then locating it, for example, if you click on edit, you will find cut, cut is also shown as a shortcut on the tool bar as a pair of scissors.

If you want to know what each feature on the tool bar does, glide the mouse over the picture and a pop up information box will appear telling you what that feature does.

Most programs will set up the tool bar with what they feel is the most commonly used commands for that program. If you discover that you use a different feature often and what to add it to the tool bar for easier access, just follow these easy steps to customize your toolbar:

### **To add a button to the tool bar**

1. Click on Tools on the menu bar then click on customize tool bar.
2. A pop up box will appear, click on the name, (listed in the left hand side of the pop up window), of the menu that contains the command you want to add a tool bar button to.
3. Find and click on the tool bar button you want to add, then hold down the left mouse button and drag it to the tool bar where you want it to appear on the tool bar, (you should see the tool bar behind the pop up window), then release the mouse button.

#### **\*\*Note\*\***

If you are not sure what the button looks like that you are looking for, click on a button and then see the description box at the bottom of the pop up box for a description of what the button does.

4. When you are finished adding buttons, click OK.

### **To remove a button from the tool bar**

To remove a button from the tool bar is done the same way it is done to add a button to the tool bar.

1. Click on Tools on the menu bar then click on customize tool bar.
2. Click on the button on the tool bar that you wish to remove and drag the button off the toolbar onto any place within the pop up box. Release the mouse button.
3. Click O.K. when done.

# Templates

With Microsoft Works being a program with nearly 200 pre-designed forms, it has become a very good program to have installed on your computer. We are also able to change any thing we design into a template, making it a list of forms that can be endless.

Templates allow us to create among other things:

Letters  
Resumes  
Household Budgets  
Calendars  
Stationary with matching envelopes

## **To access a template**

1. Click on the yellow piece of paper on the tool bar in the Microsoft Works program.
2. Click once on the tab that says Task Wizard.
3. Scroll through the list of templates till you find the one you want . (Templates listed in bold black means there is more templates under that heading, just click once on it to access them).
4. Click on the template, then click OK.
5. Click YES to run the task wizard. That opens the template so you can begin editing it the way you want to.

## **Editing a Template**

Once you have opened your template, follow the steps necessary to edit it to fit your needs.

1. Highlight text, simply click in front of the word, hold down the mouse button and drag it across the text, release the mouse button.
2. Begin typing in new text over the highlighted text.
3. Continue doing this until all the text you want to change has been edited.

## Quiz # 1

**1. Where would I find a scroll bar and what does it do?**

- a. a scroll bar is located on the tool bar and is a shortcut to a tool.
- b. a scroll bar is located at the side of the screen and moves the page up and down.
- c. a scroll bar is located at the bottom of the screen and moves the page from side to side.
- d. b and c
- e. none of the above.

**2. What are the little pictures in your Microsoft Works called?**

- a. Icons
- b. Accessories
- c. Applications

**3. What is an Icon?**

- a. a shortcut to a program or function
- b. a little picture on the desktop
- c. indicated as an open window on the bottom task bar.
- d. all the above
- e. none of the above

**4. Match up what each Icon on the task bar does. Draw a line to connect the answers.**

**Answers**

1) scissors	a) copy text	1)
2) clipboard	b) prints file	2)
3) disk	c) save file	3)
4) 2 sheets of paper	d) paste text	4)
5) printer	e) cut text	5)
6) B	f) centers text	6)
7) I	g) changes font size	7)
8) numbers	h) makes text bold	8)
9) lines in center	i) spell check	9)
10) ABC with check mark	j) makes text italic	10)

**5. If spellcheck is needed, under which heading would it be listed on the Menu bar?**

- a. Format
- b. Tools
- c. File

## Quiz #1 Answers

1. D - a scroll bar can move the page up and down and from side to side.
2. A - the little pictures are called Icons
3. D - an icon is a shortcut to a program, a little picture on the desktop and is shown as an open window at the bottom of the screen.
4. 1e, 2d, 3c, 4a, 5b, 6h, 7j, 8g, 9f, 10i
5. B - it is located under the Tools heading

# Using the Help Tutorials

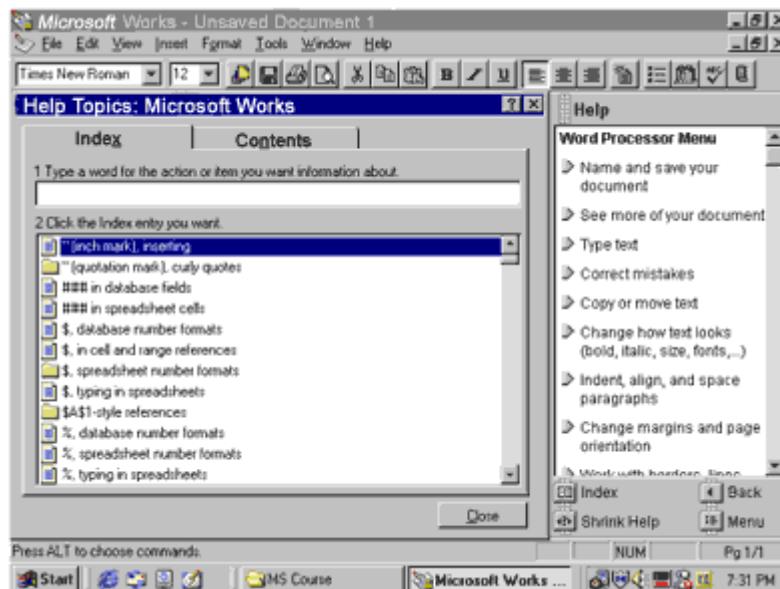
Help tutorials in Microsoft Works are great informational resources. There is a help tutorial in every program. By accessing the help tutorials, you will receive a step by step guide to helping you solve any of the questions that you may have about doing work in this program.

To Access the Help File in MS Works:

1. Click on the Icon in the lower right hand side of the screen. It looks like this:



2. A pop up menu will appear containing two tabs: Index and Content.
  - o Index will give you a list of specific how to's.
  - o Content will allow you to find a specific word in a specific part of the Microsoft Works program i.e. databases or spreadsheets.



3. Type what you are looking for in the white box under the number 1. The list will come up in number 2, click once on the file or folder to see the answer displayed. The folders have another drop down menu for more specific results.

To Close out of the Help File; Click once on the Icon in the lower right hand side of the screen.



It looks like this:

# Exploring the Help Tutorials

We will try some exercises in using the Microsoft Works Help Tutorials

**\*\*Note\*\***

If you did not download this exercise sheet, you may have to type the sentences prior to trying the exercises.

1. Click on the help file, located in the bottom right hand side of the screen.
2. When the pop up box appears, under the heading of index, and under the number 1, type the words **Editing text**.
3. Look in the list under the number 2 and click once on the **editing text** heading.
4. Click once on **To replace highlighted text WP**. The instructions on how to replace highlighted text will appear with step by step instructions.
5. Click on the green word **highlight** for a definition of how to highlight text.
6. Close out of the pop up help box, but not the step by step instructions one.
7. Follow the step by step instructions and change the word **cat** to **mouse** in the sentence below.

The cat ate the cheese.

Try the exercise again only this time:

1. Type the word spell in the number 1 box. It should come up as spelling checker.
2. In the number 2 spot, click once on the yellow folder and open the drop down menu.
3. Look for the help tutorial called To check spelling. Follow the steps and check the spelling of this next sentence.

The mouse ate the cheeze.

4. Shrink help when finished.

# Using Writing Tools

## Spell Check

Spell check is used to quickly check through your text document to find any spelling mistakes. It is located on the Tool bar , it is a check mark with ABC. It is also located under Tool on the Menu Bar.

### **\*\*Remember\*\***

Do not just rely on Spell Check. ALWAYS proofread your work!!!

To use the computer to check your document for spelling mistakes, follow these steps:

1. Go to the top of your document.
2. Click on the ABC with the check mark or click on Tools then Spelling.
3. The program will begin to check your work automatically.
4. When the program finds any words it does not recognize, it will tell you it is a spelling mistake. It will pick up your name, name of cities, postal codes and double words i.e. that that.
5. The misspelled word will appear in the spell check command box as Not Found.
6. Under the misspelled word is a box called Change to, and below that is a list of suggestions.
7. There are different options available: Ignore, Ignore all, Change, Change all, Add, Suggest and Cancel.

Ignore -	Will ignore the spelling error once
Ignore All -	will ignore all the same misspelled word throughout the letter
Change -	chooses the word the program suggests
Change all -	will change all the same misspelled word in the letter
Add -	will allow you to add a word to the dictionary
Suggest -	computer will make some suggestions for correcting the word
Cancel -	will cancel the spell check
8. If you are not sure about the correct spelling, you could look it up in the dictionary.
9. When the spell check is finished, a box will appear: Spell Check Finished. Click OK.

## **Thesaurus**

The thesaurus is a tool which helps to improve your writing and increases your vocabulary. If you find you use the same words over and over again in your writing, it can come in very handy.

To use the Thesaurus, follow these steps:

1. Highlight the word you wish to replace.
2. On the Menu bar, click on Tools and then on Thesaurus.
3. The word you've highlighted will appear under the heading LOOK UP, below that is its meaning.
4. A list of synonyms will appear in the Replace with Synonym box.
5. Use the scroll bar at the side to scroll down to find one you want. Once you find the one you want, click on it.
6. Click on REPLACE at the right hand side of the pop up box. The word automatically replaces the highlighted one.

## **Replace Tool**

This one is not really a writing tool but it does come in handy from time to time. If you had misspelled a word, for example, you typed in Mr. Smith instead of Mrs. Smith, the replace key could be used to search through your document to locate each Mr., saving you the time and possibility of missing one.

To use the Replace tool:

1. Click on Edit on the Menu Bar and then on Replace.
2. In the FIND WHAT box, type in the word you want to find.
3. In the REPLACE WITH box, type in the word you want to replace it with.
4. Click on one of the three options listed at the left hand side of the box:  
Find next - will just skip to the next matching word without replacing it.  
Replace - will replace only the one word it has found  
Replace all - will replace all the matching words in the document  
Cancel - will close the Replace pop up box, without doing anything

# Writing Tool Exercises

## **\*\*Note\*\***

If these exercises were not downloaded, then they will have to be typed out before they are tried.

## **Thesaurus**

Thesaurus is used to find synonyms and antonyms for words that you use regularly.

### **Exercise 1**

1. Highlight the word in the second column. (each one done by itself).
2. Click on Tools on the Menu Bar, then on Thesaurus.
3. Choose and replace the highlighted word with a new one.

1. pretty	pretty
2. dog	dog
3. book	book
4. car	car
5. school	school
6. radio	radio
7. chair	chair
8. family	family
9. hole	hole
10. store	store

### **Exercise 2**

In this exercise, you type in the words.

1. Type in the word you want to use.
2. Press the Tab button twice.
3. Type the same word in again.
4. Follow the steps listed above and replace the second column words.
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.

- 6.
- 7.
- 8.
- 9.
- 10.

### Exercise 3

1. Highlight the word **tree**.
2. Click on Tools on the Menu Bar, then on Thesaurus.
3. Find an alternate word for tree and then click on the Replace All button.
4. Notice how all the trees have been replaced in the paragraph with just one step.  
Jack and Jill are climbing a tree.  
Jack will soon be at the top of the tree.  
He can climb a tree very fast and will be there in a short time.  
He will get to the top of the tree before Jill will.  
He is a good tree climber.

#### **\*\*Note\*\***

If these exercises were not downloaded, then they will have to be typed out before they are tried.

### Replace

The replace tool is a quick way of scanning through a document to find a word, that isn't spelled incorrectly, but it is wrong. i.e. Mr. should be Mrs.

### Exercise 1

In this exercise, we are going to give the animals a name.

1. Click on Edit on the Menu Bar, then on Replace.
2. Type in the word from the second column in the FIND WHAT box.
3. Type its replacement in the REPLACE WITH box, then click on Replace.

1. bulldog	bulldog
2. cat	cat
3. bird	bird
4. mouse	mouse
5. fish	fish
6. horse	horse

7. elephant	elephant
8. zebra	zebra
9. snake	snake
10. alligator	alligator

**\*\*Note\*\***

If these exercises were not downloaded, then they will have to be typed out before they are tried.

## **Spellcheck**

Spellcheck can be used to check the spelling on a single word, line, paragraph or the entire document.

### **Exercise 1**

1. Highlight one line (hold down left mouse button and drag across word).
2. Click on spell check on the Tool Bar, to check it's spelling.
3. Replace the misspelled word with the correct one.
  1. The ball was big and blu.
  2. The sun is a brigt yellow star.
  3. The grass is forrest gren.
  4. The fone kept ringig and ringing.
  5. The book whas left in the rain and got wett.
  6. The bird was the prettiet shade of redde.
  7. Kep off the gras.
  8. The little boiy had his sheo laces untied.
  9. The cat sat in the hat and maide it flat.
  10. The daiy was pefrect for bulding a snoman.

### **Exercise 2**

In this exercise, highlight the entire paragraph and correct the misspelled words.

1. Hold down mouse button and drag across first line of paragraph.
2. While still holding down mouse button, drag it down to the last word in the paragraph.
3. Once everything is highlighted, click on Spellcheck on the Tool bar.
4. Correct all the misspelled words in the paragraph.

There once were little noe roome school houss everwher. Everone from graed 1 to 8 were in teh smae rom. Now every graed has its own clasrom. There aer sometimes moer

stdents per clas nwo thne ther maye have beien in a whoele one rom schoel house. It was gode ot haeve ltte one rome schol houses evrywear.

### **Exercise 3**

1. Place your cursor at the very top of the page.
2. Click on Tools on the Menu bar, then on spellcheck.
3. Check the entire document for spelling errors. Correct any you find.

# Editing Fonts

When you start working with fonts, you will discover some of the many ways to change the appearance of fonts. We can change the font size, colour, type, alignment on page and whether is it bold, italic or underlined.

## **To Change the Font Size**

On the Tool bar, look for this picture.



1. If the document has already been typed, highlight the text to want to size.
2. Use the drop down arrow.
3. Click on the number that you want to just. Text is automatically changed

## **To Change Font Type**

On the Tool bar, look for this picture.



Use the same steps above to change the font type.

## **To Change the Font Style**

On the Tool bar, look for this picture.



1. Highlight the text you want to change.
2. Click once on any one or combination of buttons to change the settings.
3. Click anywhere on the document and the highlighted feature disappears.

## **To Change Alignment of Text on Page**

On the Tool bar, look for this picture.



1. Click in front of the line you want to move and then click on the alignment.

If it's the whole document you want to move. Highlight the text first then click on the alignment button.

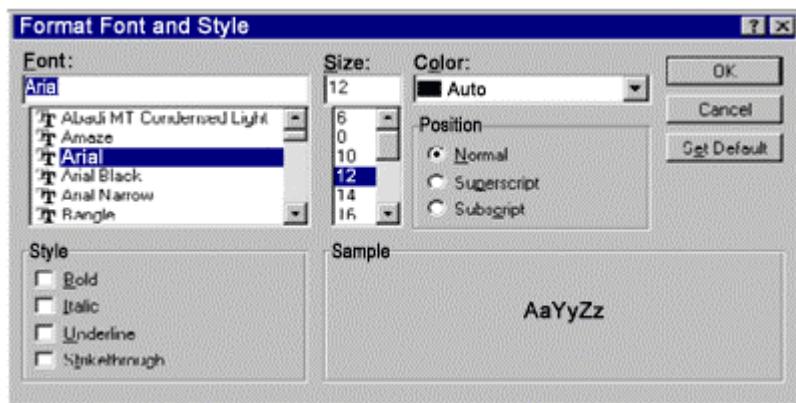
## **To Change the Colour of Text**

All the changes to text including the changing of colour can be done in one step on the Menu bar.

1. Highlight the text you want to edit.
2. Click on Format on the Menu bar.
3. Click once on Font and Style. A pop up box will appear. The features here are the same as on the Tool bar, only it's all together.
4. Make as many changes as necessary and when done click OK.

The computer will automatically change the text to fit the parameters that you have selected.

These steps are for altering text that has been typed previously. If you know the changes that you want to make before starting to type, you can set the parameters before beginning and the computer will retain it in memory and type the whole document with the changes you have imputed.



# Editing Font Exercises

## Changing the font size

### Exercise 1

1. Highlight each word listed in Exercise 1.
2. Click on the Font size (shown above as 12).
3. Choose a different font size for each word.
  1. Somewhere
  2. Breakfast
  3. Football
  4. Understand
  5. Bicycle

## To Change Font Type

### Exercise 2

1. Highlight each word listed in Exercise 2.
2. Click on Font Type (shown above as Arial).
3. Choose a different Font Type for each word.
  1. Motorcycle
  2. Orange
  3. Skooter
  4. Glass
  5. Ice

## To Change Font Style

### Exercise 3

1. Highlight each word listed in Exercise 3.
2. Click on a Font Style ( shown above as **B** / U ).

3. Choose a different Font Style for each word.

1. Bread
2. Meat
3. Vegetables
4. Fruit
5. Dairy

### **To Change the Alignment on page**

#### **Exercise 4**

1. Click in front of the word you want to move.
2. Select an alignment key ( shown above as lines going from left, right and center).
3. Choose a different page alignment for each word.
  1. Plane
  2. Milk
  3. Motorcycle
  4. Mouse
  5. Cat

### **To Change the Colour of Text**

#### **Exercise 5**

1. Highlight the text you wish to change.
2. Click on FORMAT on the Tool Bar, choose FONT AND STYLE.
3. Choose a colour, use the down arrow at the side for more choices.
4. When you have finished, click OK.
5. Click on the document to get rid of the highlighted selection, to see the colour.
  1. January
  2. February
  3. March
  4. April
  5. May

## **Exercise 6**

1. Type your name five times.
2. Highlight one of your names.
3. Click on FORMAT, then FONT AND STYLE.
4. Change your name in appearance by altering the size, colour, style etc.
5. Make your choices and click OK.
6. Repeat steps until all your names have been changed to something different.
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.

# Editing Text

Along with the ability to change how our text appears, we can also move it around on the page. Not just left, right or centered, but also top, bottom or middle of the page, whole paragraphs, sentences and even single words and characters.

This can all be done with the cut, copy and paste tools. They are shown on the Tool bar like this:



Cut - It takes the highlighted text and moves it to another place.

Copy - Will leave the original text there and will copy it to another place.

Paste - Places text where you want it to be moved to.

## **How to Cut Text**

1. Highlight text that is to be moved.
2. Click once on the Cut icon on the Tool bar. Text will disappear.
3. Move the cursor to where you want the text to be moved to.
4. Click once on the Paste icon on the Tool bar. Text will reappear.

## **How to Copy Text**

1. Highlight text that is to be moved.
2. Click once on the Copy icon on the Tool bar. Text will stay there.
3. Move to cursor to where you want the text to be moved to.
4. Click once on the Paste icon on the Tool bar. A copy of the text will be placed there.

## **How to Paste Text**

1. After data has been selected, choose cut or copy.
2. Move cursor to where you want to place it.
3. Click on the Paste icon on the Tool bar.

# Editing Text Exercises

## To Cut and Paste Text

### Exercise 1

1. Highlight the word Flat.
2. Click on the Cut Tool (shown as a pair of scissors).
3. Move the cursor to where you want to place the text.
4. Paste it at the end of the sentence by clicking on the Paste Tool (shown as a clipboard).

The flat round table was .

### Exercise 2

Following the instructions above, place these sentences in order.

We need to buy shoes.	We go to the store.	We go home.
We find shoes that fit.	I try on shoes that are too big.	We buy the shoes.

## To Copy and Paste Text

### Exercise 3

1. Highlight a sentence.
2. Click on the Copy Tool (shown as two pieces of paper).
3. Place cursor where you want to place text.
4. Click on the Paste Tool ( shown as a clipboard).
5. Arrange the sentences so they appear in this order 1,3,5,2,4, but leave the original ones intact.
  1. Aim high - aim for the moon - if you miss, you'll just catch yourself on a star.
  2. Have patience with all things -- but first of all, with yourself.
  3. All things are difficult before they are easy.
  4. In life, many things will catch your eye, but few will capture your heart - pursue those.
  5. Whether you think you can or think you can't you're right.

# **Inserting Clipart into Text Files**

Inserting a picture into a text file, can make the file come to life. You can insert some pretty fancy graphics into your file and it's not hard to do.

## **To Insert Clipart into Document**

1. Make sure the cursor is flashing at the spot you want to clipart to be placed.
2. Click on INSERT on the Menu bar, then on CLIPART. A pop up box appears.
3. Using the scroll bar at the right hand side of the box, scroll through till you find an image that you like.
4. Click once on the image and then click on insert.

The computer will automatically place the image where the cursor is. From there you can move it around on the page or re-size it.

## **To Move Clipart**

1. Have the cursor flashing in front of the picture.
2. To center image or align it to the left or right, use the alignment keys on the Tool bar.
3. Click on the alignment that you want and clipart will move to that position.

## **To Re-size Clipart**

1. Click once on the clipart image, this will display small boxes around image.
2. Move the mouse over one of the boxes located at the corners or edge of image.
3. The arrow will turn into a two headed arrow on one of the boxes. Hold down on the left mouse button to resize, release the button when size suits you.

If you use the boxes at the corners of the image, it will re-size the image so it remains square.

If you use the boxes located halfway around the edges of the image, it will re-size the image either vertically or horizontally, depending on which one you use.

## **To Type Text Around Image**

1. Click once so the boxes appear around clipart image.
2. Click on Format on the Menu bar.
3. Click on Text Wrap, then on ABSOLUTE, this allows you to type around image. Inline allows you to type under or above image.
4. Click OK to verify your changes and to get you back to working screen.

# Clipart Exercises

We are going to be inserting clipart (images) into our documents, and aligning them to the right, left and center of the page. We will also be re-sizing the picture.

## **To Insert Clipart into Document**

1. Make sure your cursor is flashing at the spot where you want to insert the clipart.
2. Click on Insert on the Menu bar.
3. Look for the word CLIPART and click on it. A pop up box will appear.
4. Select an image by clicking once on it.
5. Click on Insert. The image is placed where the cursor is flashing.

## **Exercise 1**

1. Select a clipart image, then click on insert.
2. Make sure there are little boxes around the image. If not click once on the image.
3. Move your mouse arrow over to one of the corner.
4. When it turns into a two headed arrow, click and hold down the left mouse button.
5. Resize the clipart image to the size of a postage stamp.
6. Release the mouse button.
7. Make sure the cursor is flashing in front of the image.
8. Align the image to the right of the page.
9. Click anywhere on the screen to get rid of the boxes.

## **Exercise 2**

Repeat the exercise again, only this time:

1. Make the image about 1 x 1.
2. Align the image to the center of the screen.
3. Click anywhere on the screen to get rid of the boxes.

## **Exercise 3**

Repeat the exercise again, only this time:

1. Make it about 1 x 2.
2. Align it to the left of the page.
3. Click anywhere on the screen to get rid of the boxes.

## **Exercise 4**

1. Select clipart image.
2. Resize the image to 2 x 2 and center it on the screen.
3. Click on the image so the boxes appear.
4. Click on FORMAT and then on TEXT WRAP, then on ABSOLUTE.
5. Make sure your cursor is in front of the image.
6. Hold down a letter on the keyboard, until it has surrounded the clipart image.
7. Click anywhere on the screen to get rid of the boxes.

### **Exercise 5**

Repeat the exercise again, only this time choose INLINE.

Continue holding down a letter on the keyboard till you see what's different about this selection.

## **Outcomes Lesson #1**

1. Access the help tutorials for additional information.
2. Understands and can use Writing Tools such as Spell check and Thesaurus.
3. Can edit text within a document.
4. Able to insert Clipart into documents.
5. Speak and listen effectively.
6. Write clearly to express ideas.
7. Read with understanding for various purposes.