



## Introduction for Word for Windows

### Menu and Keyboard Shortcuts

Before beginning this exercise, we must customize the program to show paragraph and tab marks. To do this, pull down the Tools menu, and select options (at the bottom). Then, select the View tab. Under the section non-printing characters, put a check mark next to paragraph marks and tab characters. Also place a check in the Text Boundaries box. Then click on OK.

Next, type a few paragraphs about one of the following topics:

1. Your favorite TV series or show and why
2. A Coaching or Playing experience
3. A review of any movie you saw recently

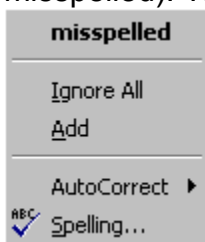
When done with your document, save it as **Word1.doc** in your system folder. Your document should contain 3 or 4 paragraphs, and have between 100-200 words (you can get a count of how many words are in your document by selecting Eile, Properties, and choosing the Statistics tab).

Type your answers into the Word Worksheet (2-2A). You will mail that file to [rhp@denovodental.com](mailto:rhp@denovodental.com) (subject is **compapp 2-2 lastname**).

### Spelling & Grammar

While typing, you may see red or green squiggly lines appear under a word or a group of words. A red line indicates the word may be misspelled. Obviously, if you type in a name, or a word that is not used commonly, the word may be spelled correctly, but the program doesn't recognize it.

To correct a word, place your cursor over it and right click the mouse. Let's pretend you put your mouse over the word misspeled (which, by the way, is misspelled). The following option box is displayed:



A suggestion of the correct spelling is displayed at the top. To correct the word, click on the suggestion. *Ignore All* means the program will ignore the underlined word throughout the document. *Add* will add the word to the dictionary. Use this option only if you are sure the word is spelled correctly. *AutoCorrect* is a autocorrecting feature which we will discuss at a later date.

A green squiggly underline indicates the program thinks there is a grammatical error. Again, right click to see your options.

# RHP Computer Applications Class

Word for Windows

Name \_\_\_\_\_



After you have typed your document and have corrected any spelling mistakes, find out what each of the following keyboard shortcuts do:

↓	
Ctrl ↓ or Ctrl ↑	
Ctrl → or Ctrl ←	
Home	
End	
Ctrl-Home	
Ctrl-End	

All of the shortcuts above are navigational shortcuts; they help you navigate through your document quickly.

There are also shortcut keys available for common tasks performed in the program. You can learn these by pulling down the different menus. In the table below, write down the shortcut key that can be used.

New Document (File Menu)	
Open Document	
Save Document	
Print Document	
Select All (Edit Menu)	
Find	
Replace	
Goto	
Spelling & Grammar (Tools)	

Email the Worksheet with the subject line of **compapp 2-2 lastname**.