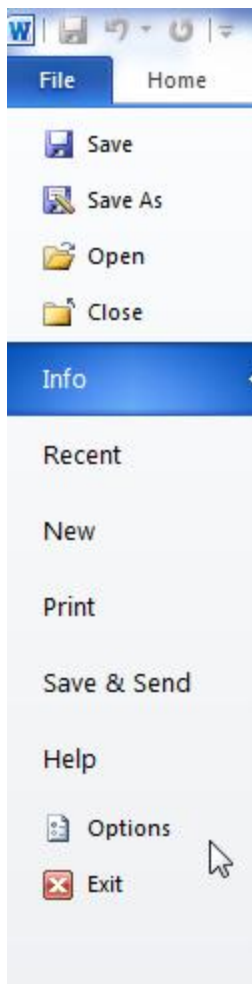




Introduction for Word for Windows

Menu and Keyboard Shortcuts



Before beginning this exercise, we must customize the program to show paragraph and tab marks. To do this, click on the **File** tab (top left), and then choose **Options**. Then, select the **Display** option. Check the boxes for paragraph marks and tab characters. This will help you later on when formatting your documents. These characters show on the screen, but do not print.

Next, choose the Advanced option on the left, and scroll down to **Show Document Control** section. Check the box next to Show text Boundaries. This will show display a box so

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

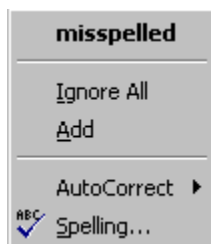
1. Your favorite TV series or show and why
2. A Coaching or Playing experience
3. A review of any movie you saw recently

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 **File**, and choosing **Info** (the info will be on the right)).

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 misspelled (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

2-2 Word for Windows (RI)

Name _____



After you have typed your document and have corrected any spelling mistakes, find out what each of the following keyboard shortcuts do: (Download and record your answers in document 2-2A. This file can be found directly below the link for this assignment.)

↓	
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. They are listed below. Describe what each shortcut key does.

Ctrl-N	
Ctrl-O	
Ctrl-S	
Ctrl-P	
Atrl-A	
Ctrl-F	
Ctrl-H	
Ctrl-G	
F7	

Email the worksheet (2-2A.doc) along along with your writing (word1.doc) to rhp@denovodental.com (subject is **compapp 2-2 lastname**). Attach BOTH files to this single email.