

Word Processing Basics

The Keyboard

Backspace	Removes characters to the left of the cursor
Delete	Removes characters to the right of the cursor
Shift	<ul style="list-style-type: none">• Hold down at the same time as a letter to get a CAPITAL letter• If a key has two characters (like the number keys) hold down at the same time as one of those keys to get the upper character
Caps Lock	<ul style="list-style-type: none">• Press once to type in ALL CAPITALS• Press again to return to lower case letters
Enter	<ul style="list-style-type: none">• Creates a new line and moves the cursor down• Sends a command to the computer
Space Bar	Adds spaces between letters, words, or numbers

Moving the Cursor

There are two ways to move the cursor, or the insertion point, around the screen:

- Press the *Arrow* keys on the keyboard
- Use the mouse
 1. Place the mouse pointer (which will look like an “I”) where you want the cursor.
 2. Click once on the left mouse button.

Selecting or Highlighting Text

To make changes to text it must first be highlighted. There are several ways to do this. **WARNING:** If a section of text is highlighting and you press a key on the keyboard the highlighted section will be DELETED. Use the *Undo* button in the toolbar to bring back the deleted text.

- **Mouse Pointer**
 1. Place the mouse pointer (which will look like an “I”) on top of what you wish to highlight.
 2. With this mouse pointer, click once to move the cursor, double click to highlight the word, or triple click to highlight the entire paragraph.
- **Selection Bar**
 1. Move the mouse pointer to the left margin.
 2. When the pointer changes from the “I” to an arrow pointing to the right click once to highlight the entire line, double click to highlight the entire paragraph, or triple click to highlight the entire document.
- **Click and Drag**
 1. Place the mouse pointer (which will look like an “I”) at one end of the section you wish to highlight.
 2. Click the left mouse button and hold it down as you move the mouse across the text you want highlighted.
 3. Let go of the left mouse button when you have made your selection.
- **Shift + Arrow Keys**
 1. Click once to place the cursor in front of the section you wish to highlight.
 2. Hold down the *Shift* key and press the appropriate *Arrow* key until you have made your selection.

Once the text is selected you can format it using the commands in the Font and Paragraph groups on the Home tab of the Ribbon:

- Change the font style, size, color or make the text **bold**, *italicized*, or underlined.
- Change the alignment of the text (which margin the text lines up with) to left, centered, right, or justify (aligned against both margins).
- Delete it by pressing the *Delete* key on the keyboard.
- Replace it with other text by beginning to type the new text on the keyboard.

Deselecting or Un-highlighting Text

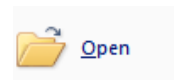
To deselect text, click once anywhere in the document on the “sheet of paper” and the current highlighting will disappear.

Cut, Copy, and Paste

1. Select a portion of text.
2. Click on the *Cut* or *Copy* command on the *Ribbon* in the *Clipboard* group.
 - *Cut* will remove the selection and store it on the clipboard.
 - *Copy* will make a copy of the current selection and store it on the clipboard.
3. Single click to move the cursor to where you want the selection to be inserted.
4. Click on the *Paste* command in the *Clipboard* group on the *Home* tab on the *Ribbon*.

Opening a File Saved Previously

1. Click on the *Office* button and click on *Open* from the drop down menu.
2. On the *Open* dialog box, click on the down arrow (▼) at the end of the *Look In:* text entry box.
3. Select the location of the file from the drop down menu.
4. Click on the name of the file you wish to open.
5. Click on the *Open* button in the bottom right corner of the *Open* dialog box or press the *Enter* key on the keyboard.



To Spell Check a Document

1. Click on the *Review* tab on the *Ribbon*.
2. Click on *Spelling and Grammar* in the *Proofing* group.
3. The spell check will now begin. As it brings up each item to be checked either select a *Change* for the error or *Ignore* it by clicking on the appropriate selection and/or button.

Using Print Preview

1. Click on the *Office* button and click on the arrow next to *Print* from the drop down menu.
2. From the fly out menu, click on *Print Preview*.
3. You now see exactly how the document will print. You can zoom in on the document, view all the pages of the document, or print the document.
4. To close Print Preview, click on the *Close Print Preview* button on the *Print Preview Ribbon*.

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