

INTRO TO WORD – 1A



At the Olean Public Library

Class Objectives

1. Create and Save a document
2. Explore the tool ribbon.
3. Edit a document.

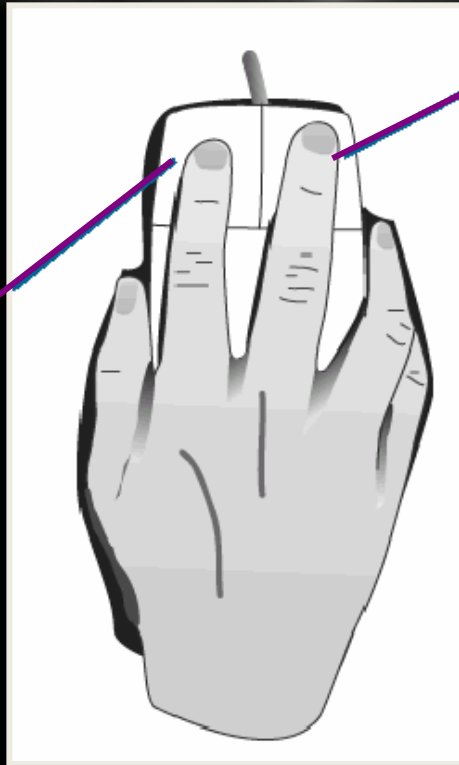


Introduction to Word

- Where do I find Word?
- How to I save a document?
- How do I open a document?
- Using the keyboard...
- Exiting word...



Using the Mouse



Primary Button:

The left mouse button is used most frequently; most commands are issued with this button

Secondary Button:

The right, or secondary, mouse button brings up special pop-up menus



Using the Mouse

Click



select an object or give a command

Double-Click



give many types of commands

Drag



move objects around on the screen

Right-Click



display a special quick menu

Point



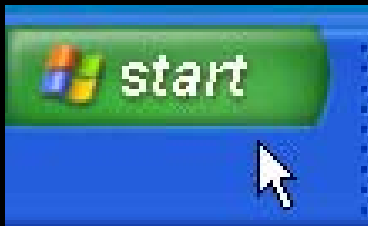
display ToolTips and other pop-up items

Aligning the mouse pointer

- The *tip* of the arrow always shows where the mouse is pointing



Arrow tip too high



Arrow tip too low



Arrow tip pointed correctly



Editing a Document

- Selecting text
- Moving text
- Bold, Italics, Underlining
- Changing colors
- Left, center, right



File Management

- Defining what a file is
- Explaining the concept of drives
- File organization
- Saving files
- Opening previously saved files

