

## 2

# Some basics with Word

## Writing and modifying text.

In the chapters to come, we'll use the following settings:

- The default font is *Times New Roman* and the default font size is *12pt*.
- The Task Pane will not appear when the program starts.
- The Office Assistant is not in use.

If these are not presently your default settings, you can change them using the instructions given in the appendices A-C at the end of the guide. However, in many of the exercises, you can use whatever settings you'd like without any problems.

Furthermore, we'll use the **Print Layout** in the exercises (you can achieve this by choosing **View > Print Layout**).

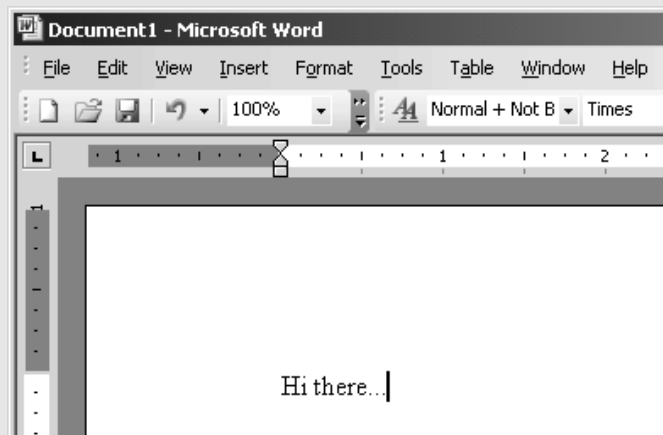
1 Open a new blank document.

2 Type the text:

Hi there...

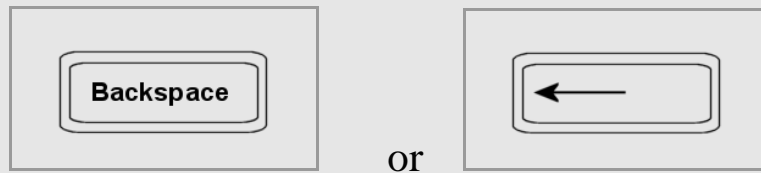
as shown in Figure 2-1 below:

Figure 2-1



If you make a mistake (a “typo”), use the BACKSPACE key to correct it. The BACKSPACE key on your keyboard should look something like the ones shown in Figure 2-2 below:

Figure 2-2



By the way, in many of the exercises a single typo is not relevant. So don't waste time correcting it — continue to do the exercise as a whole.

- 3 Click twice on the word “there” in order to select it. You may not be successful on your first attempt, but practice makes perfect.


Figure 2-3



Hi there...

- 4 Type “you” directly on the selected black area. The new text will replace the old one. (If your program doesn't behave this way, check the *Appendix D: Typing replaces selection option*.)

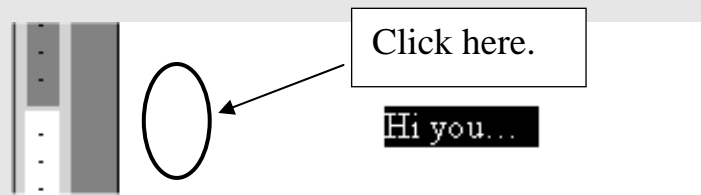
Figure 2-4



Hi you...

- 5 Select the whole line of text by clicking on the left margin, as shown in Figure 2-5 below:

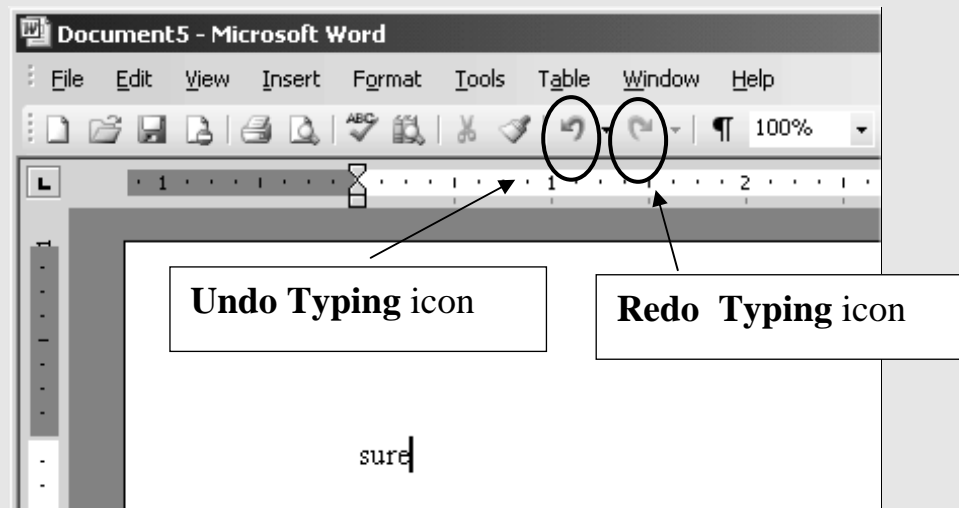
Figure 2-5



The selected line disappears by pressing the DELETE key. It also disappears when you write something on it.

## 6 Type the word “sure”.

Figure 2-6



It's useful to learn to use the **Undo Typing** button as soon as possible. With it you can restore previous phases of your work. After changes have been undone, **Redo** becomes active.

- 7 Click the **Undo Typing** button several times, followed by **Redo Typing** several times. You'll see that you can go backwards and forwards with you work.
- 8 When you have practiced enough, you can close the document.

## **Summary**

When you have made a mistake with your writing, you can restore the previous situation. Knowing this makes your work less stressful.

And by the way, if you want to do your own experiments with Word, you can always do so. It's not prohibited. However, in these exercises we'll take just one or two things at a time.

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