



Learning Software

Microsoft Word and Excel

November 20, 2003

Dodge County UWEX Building



Microsoft Word

- **Getting Familiar with Microsoft Word**
 - Title Bar, Menu Bar, Toolbars, Ruler, Document View
- **Things You Need to Know About Microsoft Word**
 - Click On, Options, Starting a New Paragraph
- **Microsoft Word Basic Features**
 - Typing and Backspace, Delete Key, Inserting Text, Overtyping, Bold, Italicize, Underline
 - Cut and Paste, Copy and Paste, Spell Check, Font and Font Size
 - Save File, Open New File, Close File, Printing , and Help

<http://www.baycongroup.com/wlesson0.htm>

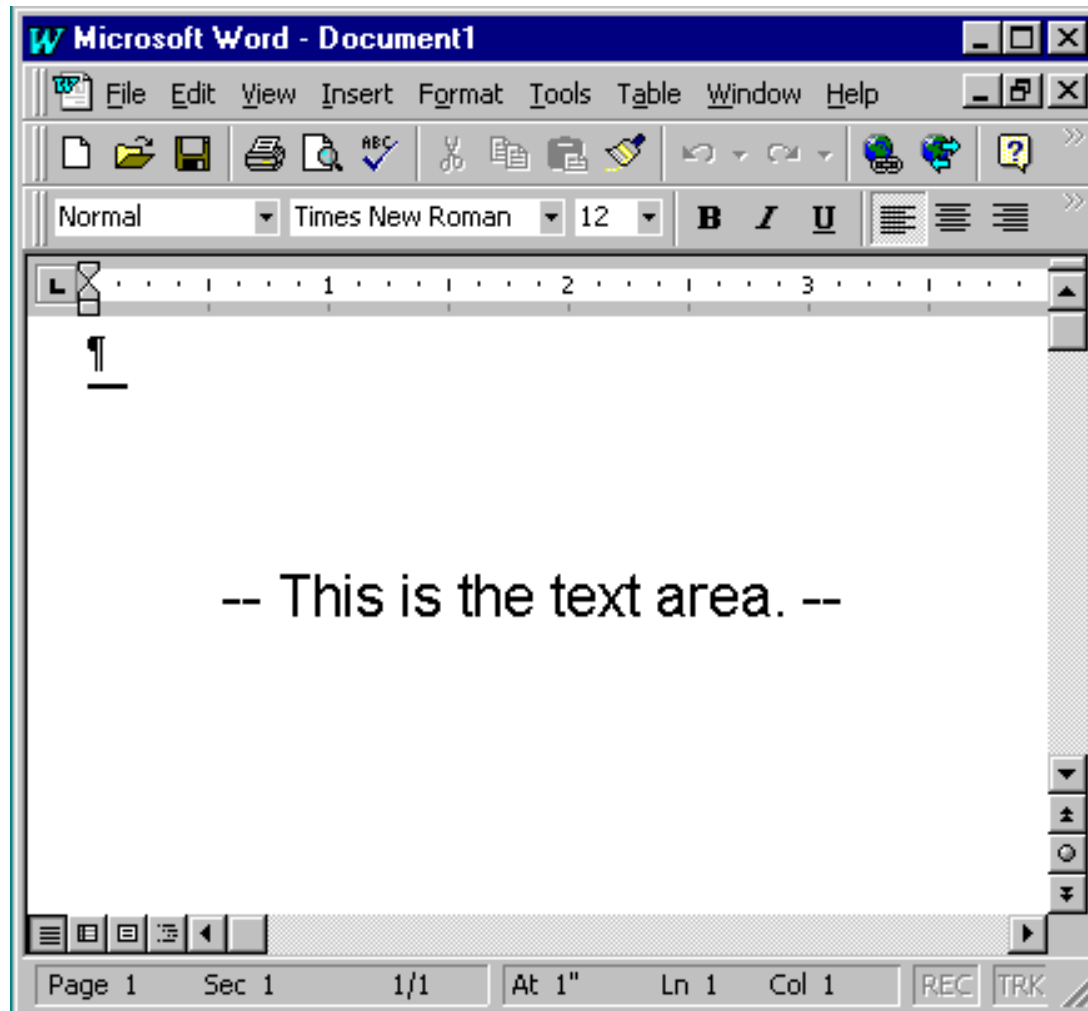


Microsoft Excel

- **Getting Familiar with Microsoft Excel**
 - Title Bar, Menu Bar, Toolbar, Worksheets, Formula Bar, Status Bar, Up and Down Arrow Keys, Right and Left Arrow Keys, End Key, Home Key, Selecting Cells
- **Creating Your First Worksheet**
 - Entering Text or Numbers, Inserting Rows, Inserting Columns, Printing a Worksheet, Saving Your File, Closing Excel

Microsoft Word

Open Word and a screen will appear.





Microsoft Word

Title Bar

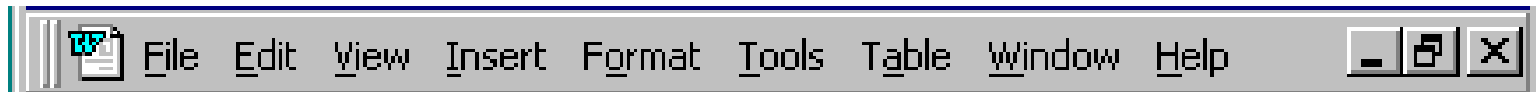
We will start with the Title bar, which is located at the very top of the screen. On the Title bar, Microsoft Word displays the name of the document you are currently using. At the top of your screen, you should see "Microsoft Word - Document1" or a similar name.



Microsoft Word

Menu Bar

The Menu bar is directly below the Title bar and it displays the menu. The menu begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help. You use the menu to give instructions to the software. Point with your mouse to the menu option and click the left mouse button to open a drop-down menu. You can now use the left and right arrow keys on your keyboard to move left and right across the Menu bar options. You can use the up and down arrow keys to move up and down the drop-down menu. To select an option, highlight the item on the drop-down menu and press Enter. An ellipse after a menu item signifies additional options; if you select that option, a dialog box will appear.





Microsoft Word

Exercise

Do the following exercise. It demonstrates using the Microsoft Word menu.

1. Point to the word File on the Menu bar.
2. Click your left mouse button.
3. Press the right arrow key until Help is highlighted.
4. Press the left arrow key until Format is highlighted.
5. Press the down arrow key until Style is highlighted.
6. Press the up arrow key until Paragraph is highlighted.
7. Press Enter to select the Paragraph menu option.
8. Point to Cancel and click the left mouse button to close the dialog box.

Microsoft Word

Toolbars

Toolbars provide shortcuts to menu commands. Toolbars are generally located just below the Menu bar. Before proceeding with the lesson, make sure the Toolbars we will use -- Standard and Formatting -- are available.



Standard Toolbar



Formatting Toolbar



Microsoft Word

Exercise

Follow these steps:

1. Point to View on the Menu bar.
2. Click the left mouse button.
3. Press the down arrow key until Toolbars is highlighted.
4. Press Enter.
5. Standard and Formatting should have a checkmark next to them.
6. If both Standard and Formatting have a checkmark next to them, press Esc three times to close the menu.
7. If one or both do not have a checkmark, highlight Customize.
8. Press Enter.
9. Point to the box next to the unchecked word and click the left mouse button. A checkmark should appear.
Note: You turn the checkmark on and off by clicking the left mouse button.
10. Point to Close and click the left mouse button to close the dialog box.



Microsoft Word

Ruler

The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly. To display the ruler:

1. Point to View on the Menu bar.
2. Click your left mouse button.
3. The option Ruler should have a checkmark next to it. If it has a checkmark next to it, press Esc twice to close the menu. If it does *not* have a checkmark next to it, continue to the next step.
4. Press the down arrow key until Ruler is highlighted.
5. Press the Enter key. The ruler should display below the toolbars.





Microsoft Word

Layout Views: Normal, Outline, Page Layout, and Outline Layout

Normal view

Normal view is the most often used and shows such formatting as line spacing, font, point size, and italics. Multiple-column text is displayed in one continuous column.

Outline view

Outline view displays the document in outline form. Headings can be displayed without the text. A heading can be moved and the accompanying text moved with it.



Microsoft Word

Layout Views: Cont.

Page Layout view

The Page Layout view shows the document as it will look when it is printed.

Online Layout view

The Online Layout view optimizes the document for online viewing (viewing the document in a browser).



Microsoft Word

Exercise

Before moving ahead, check to make sure you are in Normal view:

1. Point to View on the Menu bar.
2. Click the left mouse button.
3. The icon next to Normal should be depressed. If the icon next to normal is depressed, press Esc twice to close the menu. If the icon next to Normal is not depressed, continue on to the next step.
4. Highlight Normal.
5. Press Enter. You should now be in Normal view.



Microsoft Word

Click On

When asked to “click on” an item:

1. Point to the item.
2. Press the left mouse button.

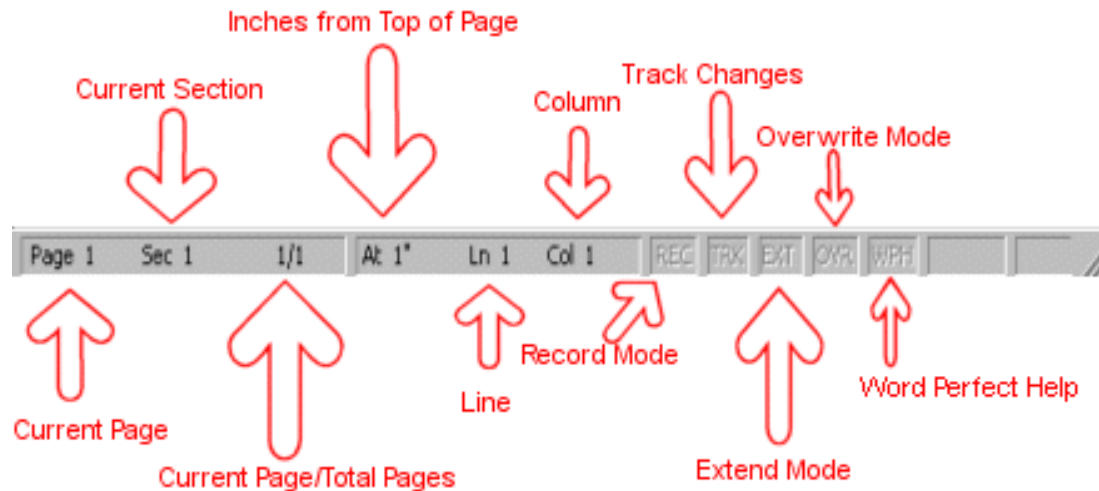
If you are asked to “double-click” on an item:

1. Point to the item.
2. Quickly press the left mouse button twice.

Microsoft Word

Status Bar

The Status bar appears at the very bottom of the screen and provides such information as the current page, current section, total number of pages, inches from the top of the page, current line number, and current column number.





Microsoft Word

Starting a New Paragraph

When you type in Microsoft Word, you do not need to press a key to move to a new line as you do when typing with a typewriter. To start a new paragraph, press the Enter key.



Microsoft Word

Typing and Using the Backspace Key

The exercises that follow will teach you how to enter and delete text. To enter text, simply type just as you would if you were using a typewriter. To capitalize, hold down the Shift key while typing the letter. Use the Backspace key to delete text. You do not need to press Enter to start a new line -- Microsoft Word automatically wraps at the end of the line. Press Enter the start a new paragraph.



Microsoft Word

Exercise

Type the following sentence:

1. Joe has a very large house.
2. Now delete the word "house." Using either the arrow keys or the mouse, place the cursor between the period and the "e" in the word "house."
3. Press the Backspace key until the word "house" is deleted.
4. Type boat.
5. The sentence should now read: "Joe has a very large boat."



Microsoft Word

The Delete Key

Highlight the text you wish to delete; then press the Delete key.

Exercise

Delete the word "very" from the sentence you just typed.

1. Highlight the word "very."
2. Place the cursor before the "v" in the word "very" and press the right arrow key until the word "very" is highlighted.
3. Press the Delete key. The sentence should now read: "Joe has a large boat."

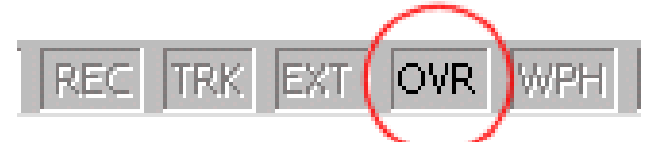
Microsoft Word

Inserting Text

To insert text, you must be in the Insert mode. To check to see whether you are in the Insert mode, look at the Status bar, located at the very bottom of the screen. Look at the right side of the Status bar. If the letters "OVR" are gray, you are in the Insert mode. If the letters "OVR" are black, you are in the Overtyping mode.



Insert Mode



Overtyping Mode

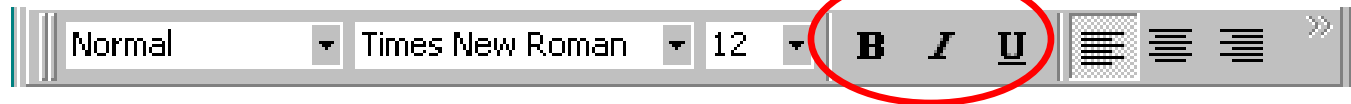
To change to the Insert mode:

1. Double click on the letters "OVR."
2. The letters "OVR" should now be gray.

Microsoft Word

Bold, Underline, and Italicize

You can bold, underline, or italicize when using Word. You also can combine these features -- in other words -- you can bold, underline, **and** italicize a single piece of text.



Formatting Tool Bar

Keyboard:

1. Highlight the word using the Shift + arrow key.
2. Bold is Ctrl + B, Italicize is Ctrl + I, and Underline is Ctrl + U



Microsoft Word

Cut and Paste

In Microsoft Word, you can cut (delete) text from one area of the document and save that text so it can be pasted elsewhere in the document. When you cut text, it is stored on the Clipboard. Information stored on the Clipboard stays there until new information is either cut or copied. Each time you execute Cut or Copy, you replace the old information on the Clipboard with whatever you just cut or copied. You can paste Clipboard information as often as you like.



Microsoft Word

Exercise

Cut - Using the Menu

1. Type the following: **I want to move. I am content where I am.**
2. Highlight "I want to move."
3. Click on Edit.
4. Highlight Cut. Press Enter.

Your text should now read: **I am content where I am.**

Paste - Using the Menu

1. Place the cursor after the period in the sentence "I am content where I am."
2. Press the Spacebar to leave a space.
3. Click on Edit.
4. Highlight Paste. Press Enter.

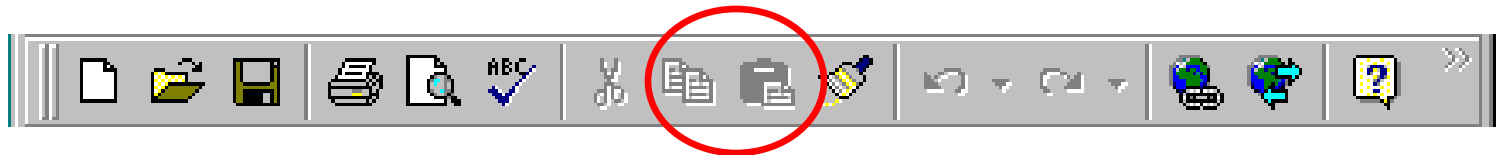
Your text should now read: **I am content where I am. I want to move.**

Microsoft Word

Copy and Paste

In Microsoft Word, you can copy text from one area of the document and place that text elsewhere in the document. As with cut data, copied data is stored on the Clipboard.

You can use Copy and Paste from Edit on the Menu Bar or can use the icons on the Standard Tool Bar.



Microsoft Word

Exercise



Copy by Using the Icon

1. Type the following: **You will want to copy me. One of me is all you need.**
2. Highlight "You will want to copy me."
3. Click on the Copy icon.



Paste by Using the Icon

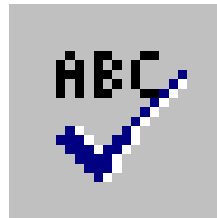
1. Place the cursor after the period in the sentence: "**One of me is all you need.**"
2. Press the Spacebar to leave a space.
3. Click on the Paste icon .
4. Your text should now read: "**You will want to copy me. One of me is all you need. You will want to copy me.**"

Microsoft Word

Spell Check

Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error.

Use the Spell Check icon on the Standard Tool Bar.



Microsoft Word

Font and Font Size

In Microsoft Word, you can change the size of your font (text). In Microsoft Word, you can change the font (the "family" of type you use for your text). You can change the font (the "family" of type you use for your text).

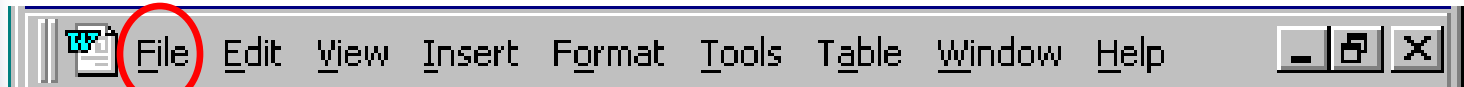
Use the Font Type and Font Size drop-down menus on the Formatting Tool Bar.



Microsoft Word

Open File

1. Click on File on the Menu Bar.



2. Find the file name you want to open. (Look on your desktop for Thanksgiving-story.doc.)
3. Highlight Open. Press Enter.
4. Click on Open.

You can use the Standard Tool Bar to open a file.



Microsoft Word

Save File

Save your file by following these instructions:

1. Click on File.
2. Highlight Save As. Press Enter.
3. Specify the correct folder in the Save In field.
4. Name your file by typing **a file name** in the File Name field.
5. Click on Save.

You can also use the Save icon on the Standard Tool Bar.



Microsoft Word

Printing

After you have finished typing your document, you will want to print it. While preparing to print, you can specify the number of copies you want and the pages you want to print.

1. Click on File.
2. Highlight Print. Press Enter.
3. Click on OK.

Click on the Print icon on the Standard toolbar.





Microsoft Word

Help

If you need more information on executing a Microsoft Word command, you can receive help at any time by pressing F1 or by clicking on Help on the Menu bar.





Microsoft Word

Exiting Microsoft Word

Typically you would save your work before exiting. If you have entered text, you will be prompted: "Do you want to save changes to Document1?"

1. To save your changes, click on Yes. Otherwise, click on No.
2. Specify the correct directory in the Save In box.
3. Name your file by typing **a file name** in the File Name field.
4. Click on Save.

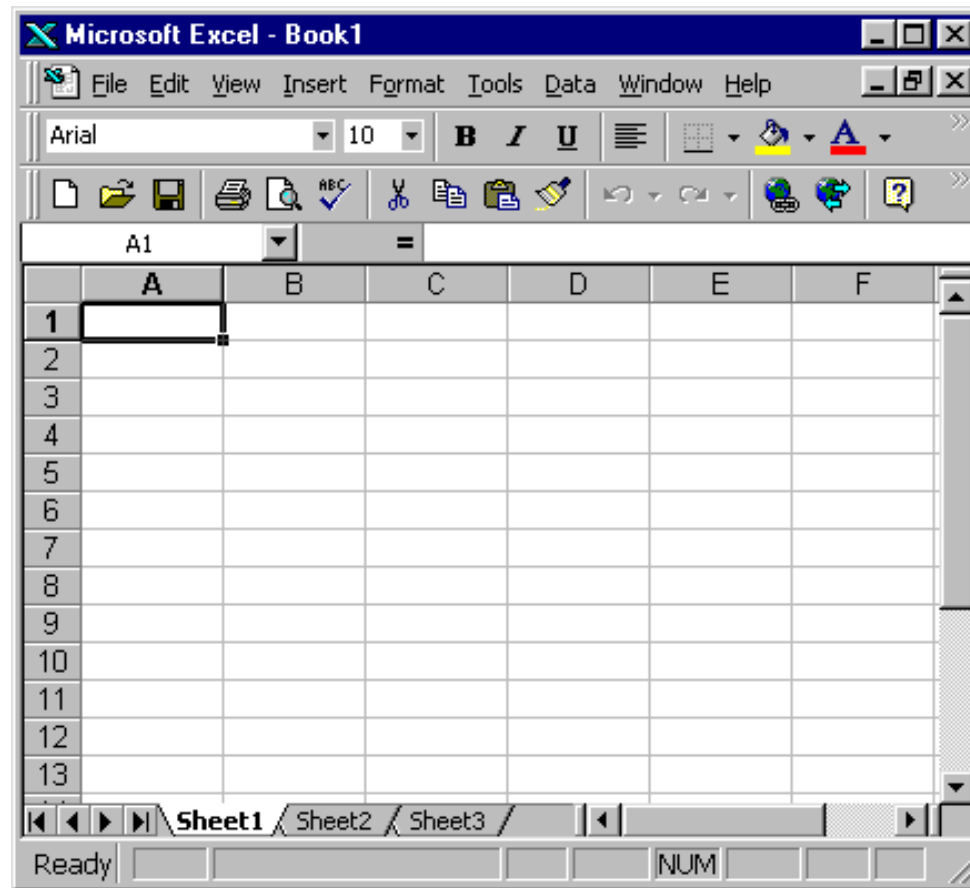
To exit Microsoft Word:

1. Click on File.
2. Highlight Exit, which can be found at the bottom of the drop-down menu.
3. Press Enter.

Microsoft Excel

Getting Familiar with Microsoft Excel

Open Microsoft Excel. The screen shown here will appear.



Microsoft Excel



Microsoft Excel - Book1

Title Bar



File Edit View Insert Format Tools Data Window Help

Menu Bar



Standard Tool Bar



Formatting Bar



Microsoft Excel



Formula Bar

If the Formula bar is turned on, the cell address displays on the left side of the Formula bar. Cell entries display on the right side of the Formula bar.



Status Bar

If the Status bar is turned on, it appears at the very bottom of the screen. Notice the word "Ready" on the Status bar at the lower left side of the screen. The word "Ready" tells you that Excel is in the Ready mode and awaiting your next command. Other indicators appear on the Status bar in the lower right corner of the screen.



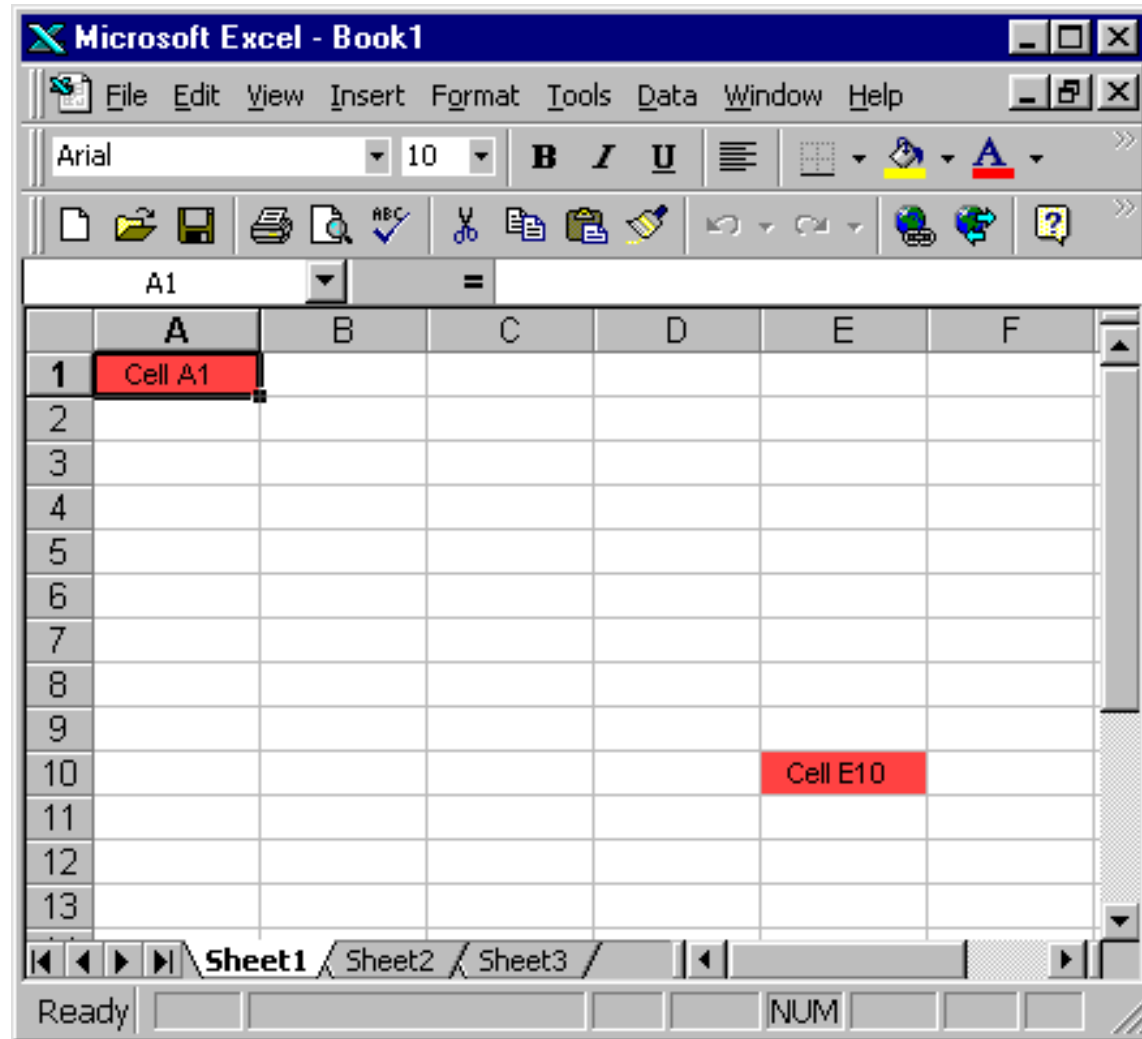
Microsoft Excel

Worksheets

Microsoft Excel consists of worksheets. Each worksheet contains columns and rows. The columns are lettered A to IV; the rows are numbered 1 to 65536. The combination of column and row coordinates make up a cell address. For example, the cell located in the upper left corner of the worksheet is cell A1, meaning column A, row 1. Cell E10 is located under column E on row 10. You enter your data into the cells on the worksheet.

Microsoft Excel

Worksheets





Microsoft Excel

Arrow Keys

The Down Arrow Key

You can use the down arrow key to move downward on the screen one cell at a time.

1. Press the down arrow key several times.
2. Note that the cursor moves downward one cell at a time.

The Up Arrow Key You can use the Up Arrow key to move upward on the screen one cell at a time.

1. Press the up arrow key several times.
2. Note that the cursor moves upward one cell at a time.



Microsoft Excel

Arrow Keys (Cont.) and Page Up, Page Down

The Right and Left Arrow Keys You can use the right and left arrow keys to move right or left one cell at a time.

1. Press the right arrow key several times.
2. Note that the cursor moves to the right.
3. Press the left arrow key several times.
4. Note that the cursor moves to the left.

Page Up and Page Down The Page Up and Page Down keys move the cursor up and down one page at a time.

1. Press the Page Down key.
2. Note that the cursor moves down one page.
3. Press the Page Up key.
4. Note that the cursor moves up one page.



Microsoft Excel

End Key

The End key, used in conjunction with the arrow keys, causes the cursor to move to the far end of the spreadsheet in the direction of the arrow.

Press the End key.

Note that "END" appears on the Status bar in the lower right corner of the screen.

Press the right arrow key.

Note that the cursor moves to the farthest right area of the screen.

Press the END key again.

Press the down arrow key. Note that the cursor moves to the bottom of the screen.

Press the End key again.

Press the left arrow key. Note that the cursor moves to the farthest left area of the screen.

Press the End key again.

Press the up arrow key. Note that the cursor moves to the top of the screen.

Note: If you have entered data into the worksheet, the End key moves you to the end of the data area.



Microsoft Excel

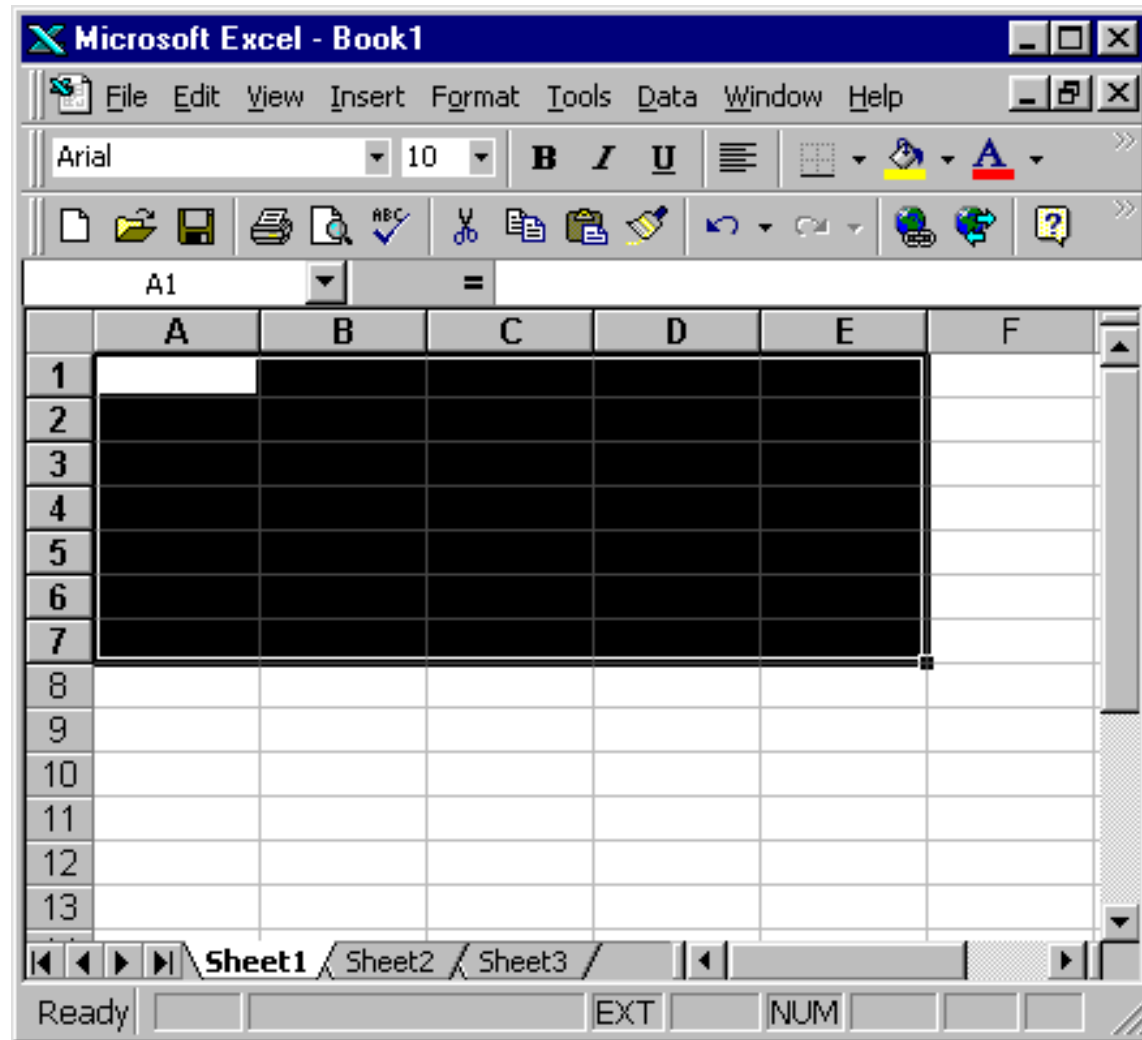
Home Key

The Home key, used in conjunction with the End key, moves you to cell A1 -- or to the beginning of the data area if you have entered data.

1. Move the cursor to column J.
2. Stay in column J and move the cursor to row 20.
3. Press the End key.
4. Press Home.
5. You should now be in cell A1.

Microsoft Excel

Selecting Cells





Microsoft Excel

Selecting Cells

If you wish to perform a function on a group of cells, you must first select those cells by highlighting them. To highlight cells A1 to E1:

1. Place the cursor in cell A1.
2. Press the F8 key. This anchors the cursor.
3. Note that EXT appears on the Status bar in the lower right corner of the screen. You are in the Extend mode.
4. Click in cell E7. Cells A1 to E7 should now be highlighted.
5. Press Esc and click anywhere on the worksheet to clear the highlighting.



Microsoft Excel

Inserting Rows

You can insert or delete rows on the worksheet. To insert three rows:

1. Highlight cells A1 to A3. Move the cursor to cell A1. Press F8.
2. Press the down arrow key twice.

OR

1. Click on Insert, which is located on the Menu bar.
2. Press the down arrow key until Rows is highlighted.
3. Press Enter.

Three new rows should be inserted.



Microsoft Excel

Entering Text

1. Move the cursor to cell A1.
2. Type your **name**.
3. Press Enter.
4. Move the cursor to cell A2.
5. Type your **address**.
6. Press Enter.
7. Move the cursor to cell A3.
8. Type your **phone number**.
9. Press Enter.
10. Mover the cursor to cell B1.
11. Continue adding information in the manner of Steps 2 – 9 and fill up the worksheet.



Microsoft Excel

Inserting Columns

You can use Microsoft Excel to insert or delete columns on the worksheet.

Insert a column.

1. Move the cursor to cell A1.
2. Click on Insert, which is located on the Menu bar.
3. Press the down arrow key until Columns is highlighted.
4. Press Enter.

A new column is inserted.



Microsoft Excel

Printing a Worksheet

First, look at the worksheet in the Print Preview screen.

1. Click on File, which is located on the Menu bar.
2. Press the down arrow key until Print Preview is highlighted.
3. Press Enter. The worksheet as it will appear when printed should display.
4. Click on Setup.
5. Select Portrait on the Page tab.
6. Click on the Margin tab.
7. Place a checkmark in the Center on Page Horizontally box.
8. Click on OK.
9. Click on Print. A dialog box will appear.
10. Check the setting in the dialog box.
11. Click on OK.



Microsoft Excel

Saving Your File and Closing Microsoft Excel

Save your file:

1. Click on File, which is located on the Menu bar.
2. Press the down arrow key until Save is highlighted.
3. Press Enter.
4. Type **a file name** in the filename field.
5. Click on Save.

Close Microsoft Excel:

1. Click on File, which is located on the Menu bar.
2. Press the down arrow key until Exit is highlighted.
3. Press Enter.



Microsoft Excel

subtitle

text