

WORD PROCESSING GUIDE (MICROSOFT WORD)

In the BaCS course you are looking at simple commercial applications of the software. When it comes to word processing most text entry will be in a standard font and font size. That means **Times New Roman** or **Arial** and a font size of **12 points**. If it needs changing (e.g. headings) then change it later, when all the text has been entered. Emphasise headings by using bold, capitals, font size/style but **NO WORDART**.

QUICK CHECK ON THE SKILLS YOU NEED

Bulleted Lists	First create your list; highlight the list; choose Format=>Bullets and Numbering=>Bulleted ; choose the style of bullet you want
Centre Text	Highlight the text; choose the Centre text button on the toolbar
Delete Text	Highlight the sentence or word; choose Edit => Cut ; make sure the spaces that remain are still correct
Embolden Text	Highlight the text; choose the Bold [B] button on the toolbar
Fully Justify Text	Highlight the text; choose the Justify text button on the toolbar
Highlight Text	Click mouse pointer at start of text to be highlighted and hold down left button; drag pointer to end of text to be highlighted ; release mouse button
Insert Text	Click mouse pointer at point where text is to be inserted and enter text
Italic Text	Highlight the text; choose the Italic [I] button on the toolbar
Line Spacing	Highlight the text; choose Format => Paragraph ; choose the Line Spacing you require
Move Text (Cut and Paste)	Highlight the text to be moved; choose Edit => Cut ; click mouse pointer at point where text is to be inserted; choose Edit => Paste ; make sure all spacing is still correct and consistent throughout the document
Numbered Lists	First create your list; highlight the list; choose Format=>Bullets and Numbering=>Numbered ; choose the style of number you want
Replace Words (Search and Replace)	Choose Edit => Replace ; enter word to be replaced in Find what box; enter word to be inserted in Replace with box; click Replace All
Spaced Capitals (Use to emphasise a heading)	Highlight the heading; choose Format =>Font=>Character Spacing ; set Spacing to Expanded by 5 pts ; the characters will then become spaced
Underline Text	Highlight the text; choose the Underline [U] button on the toolbar

REMEMBER:

- there is **one space after a comma** and none before (e.g. and when, after a short time)
- there are **two spaces after a full stop** and none before (e.g.the end. The beginning of)