

## 3



## Microsoft Word 2000

# Adding the Final Touches to a Report

Estimated Classroom Time	Topic	Page
50 minutes	Editing a Report	31
5 minutes	Wrapping Up	36
	WORKING FILE: Report.doc	

### Prerequisites

- “Getting Starting on the Computer” lesson or familiarity with the Windows operating system.
- “Choosing the Right Office Program” lesson or familiarity with the Microsoft Office programs.

### Objectives

*You will be able to:*

- Edit and format a Word document.
- Save a Word document.

# BEFORE YOU BEGIN

## Gather Supplies



- You will need a separate sheet of paper to write your answers to the review questions.
- In order to save your work, you will need a floppy or Zip disk.

## Photocopy Worksheets and Fact Sheets



Worksheets and fact sheets are designed to be photocopied so that you can refer to them during the lesson, write directly on them, and take them home. If a lesson includes worksheets or fact sheets, you'll find them at the end of the lesson. Check now to see if this lesson includes any. Photocopy them before you start the lesson.

## Copy Working Files to a Disk



If a lesson includes an electronic working file, you'll find a printed copy at the end of the lesson to use as a reference. You will work directly in the electronic copy during the lesson. Check now to see if this lesson includes a working file. If it does, copy the electronic working file to a floppy or Zip disk. You can copy the working file from the desktop or download it from the Bill & Melinda Gates Foundation Web site <http://www.gatesfoundation.org/libraries/uslibraryprogram/granteesupport/trainingcurricula/default1.htm>.

### To Copy a Working File from the Desktop

1. Insert a floppy or Zip disk into the appropriate disk drive of the computer.
2. Double-click the **Computer Companion** folder on the desktop.
3. Double-click the folder of the lesson you want to use. The files in each lesson folder include the working files that are used with the lesson.
4. Click the working file you want to use.
5. Click **Edit** on the menu bar, and select **Copy**.
6. Click the downward-pointing arrow on the **Address** bar, and select **3½ Floppy** to save to a floppy disk or select **Removable Disk (E:)** to save to a Zip disk.
7. Click **Edit** on the menu bar, and select **Paste**. The file is copied onto the disk.
8. Double-click the file to open and begin using it.

## Printing Your Work

You might or might not be able to print from the computer you are working on. Consult a staff member for instructions. None of the lessons require printing.

See the *Printing, Saving, and Opening Files Quick Guide* for more information.

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## Introduction

Double-click the **Microsoft Word** icon  to start the program.

Microsoft Word is a word-processing program you can use to write letters, résumés, and reports. You can make your documents more appealing and easier to read by applying formatting, such as bold and italics, to text.

## Editing a Report



### **WORKING FILE:** *Report.doc*

(Refer to the “Before You Begin” section at the beginning of the lesson for information on how to copy the working file to a disk. You will work directly in the file on your disk during this section of the lesson. At the end of this lesson, you’ll find a sample of a completed report.)

In this lesson you edit text using Microsoft Word. You will work with an existing Word document and use the editing tools to modify and improve the document.



### **To Open an Existing File**

You can open an existing file in Word using the same process to open a file stored on a floppy or Zip disk.

1. Start Microsoft Word if it is not already open.
2. Insert the disk on which you copied the *Report.doc* working file into the appropriate disk drive.
3. Click **File** on the menu bar, and select **Open**.
4. Click the downward-pointing arrow next to the **Look in** list box, and select **3½ Floppy (A:)** if you are using a floppy disk, or **Removable Disk (E:)** if you are using a Zip disk.
5. Select **Report.doc**, and click **OK**.

### **To Scroll through Report.doc**

Take a few minutes to explore the *Report.doc* file. Use the scroll bar on the right side of the window to view all sections of the document. Try different methods of using the scroll bar:

- Click or hold down the scroll arrows.  
- Hold down and drag the gray scroll box in the scroll bar.
- Click above or below the scroll box in the scroll bar.

### **To Correct Spelling and Grammar**

Word automatically checks the spelling and the grammar of what you type. If a word in your document is underlined with a red wavy line, it is a possible spelling error. If a group of words or a sentence is underlined with a green wavy line, it contains a possible grammatical error.



### WORD TIP

To open a document you’ve used recently:

1. Click **File** on the menu bar, and select **Open**.
2. Click **History** on the left side of the **Open** dialog box.

You can also open a recently used document by clicking the file’s name at the bottom of the **File** menu.



### WORD TIP

If you rest the mouse pointer on a toolbar button, a short description of the button, called a ScreenTip, appears.



1. Place the mouse pointer on the word *america*, and right-click. A menu with spelling suggestions appears.



2. Click the correctly spelled word. The incorrectly spelled word is replaced with the correctly spelled word.
3. Right-click the green underlined word *best-known*. A menu including a suggestion for this word appears. Grammar checker recommends removing the hyphen. Grammar suggestions are often subjective.
4. If you want to make the suggested change, select **best known**. If you want to leave the word as is, select **Ignore sentence**.
5. Correct the remaining spelling and grammar errors in the document.
6. Did you miss something? Notice the word *cactus* toward the end of the first paragraph. It is not marked as a misspelled word. Change it to *cacti*. Keep in mind that the spelling and grammar tools are not perfect. A spelling checker is only as good as its “dictionary,” or database of words.

### To Undo a Mistake

If you make a mistake when using Word, don't panic! You can use the **Undo** button to undo your last action or a series of actions, one at a time. If you decide later that you want to redo the undone action, you can use the **Redo** button.

1. Click **Undo**  on the Standard toolbar. Your last action is undone.
2. Click **Redo**  on the Standard toolbar. The last action is redone.

### To Cut and Paste Text

The report would make more sense if the second and third paragraphs were switched. There's no need to retype these paragraphs; you can cut and paste them.

Cutting and pasting on the computer works like using scissors and glue. You “cut” what you want to move and “paste” it someplace else.

1. Select the entire second paragraph by placing the mouse pointer (it looks like a capital I) at the beginning of the paragraph, holding down the left mouse button, and dragging the mouse pointer



#### WORD TIP

The insertion point is the blinking vertical bar (it looks like a capital I) on the screen that marks the point at which text will be inserted.



## WORD TIP

If you right-click in a window, a menu usually appears. Which menu appears depends on where the mouse pointer is positioned. Move the mouse pointer around the window, and right-click in different areas to see different menus.



## WORD TIP

A font is a set of characters of the same typeface (such as Garamond), style (such as italic), and weight (such as bold). Fonts are used by computers to display text on-screen and by printers to print text on paper.

to the end of the paragraph. Release the mouse button. The paragraph is selected.

2. Click **Edit** on the menu bar, and select **Cut**. Notice the paragraph seems to have disappeared. It is not really gone; it's on the Clipboard for use later.
3. Click at the end of the third paragraph to place the insertion point there.
4. Press **ENTER** to add space for the paragraph.
5. Click **Edit** on the menu bar, and select **Paste**. The paragraph is now the last paragraph in the report.

### To Change Font Size

Notice that *Albert Einstein* is in a different font and size than the rest of the document. Most of the document is in 12-point Times New Roman font, but *Albert Einstein* is in a different font and size. You can easily change fonts and sizes in Word.

1. Select **Albert Einstein**.
2. Click **Format** on the menu bar, and select **Font**. The **Font** dialog box appears.
3. Verify that the **Font** tab is selected. The **Font** box lists the font as Chiller, and the **Size** box lists the size as 16.
4. Click the arrows to the right of the **Font** list box, and view the available fonts. The **Preview** box at the bottom of the dialog box displays the selected font.
5. Click **Times New Roman**.
6. Click the arrows to the right of the **Size** list box, and select a new font size.
7. Experiment with font color and effects.
8. Click **OK**.

### To Change the Margin

The top of the report is close to the edge of the page. You can easily change this by adjusting the top margin.

1. Click **File** on the menu bar, and select **Page Setup**. The **Page Setup** dialog box appears.
2. Click the **Margins** tab if it is not already selected.
3. In the **Top** text box, select **.5**, and type **1 . 0**. The preview on the right side of the dialog box shows a bigger margin.
4. Click **OK**.

### To Change Line Spacing

Double-spaced documents can be easier to read than single-spaced documents. You will change the report from single-spaced to double-spaced.

1. Click **Edit** on the menu bar, and select **Select All**. All the text in the report is selected.
2. Click **Format** on the menu bar, and select **Paragraph**. The **Paragraph** dialog box appears.
3. Click the downward-pointing arrow next to the **Line Spacing** list box in the **Spacing** section of the dialog box, and select **Double**.
4. Click **OK**.

### To Insert AutoText

You can use AutoText to insert information such as page numbers and dates. You will insert the date in the report.

1. Place the insertion point after the heading *Science Class*, and press **ENTER** to start a new line.
2. Type the current month, and press the **SPACEBAR**. The current date appears in a yellow box.
3. Press **ENTER** to insert the day and year.

### To Create a Bulleted List

Bullets are symbols used to set off items in a list. Bullets usually look like filled circles, but they can also be diamonds, squares, or asterisks. You can use a bulleted list to draw attention to a list of items and organize your information.

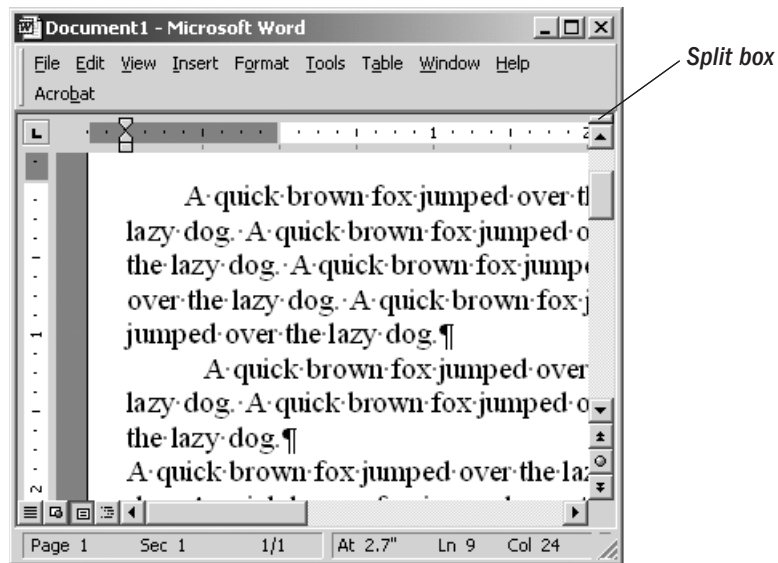
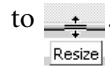
1. Place the insertion point in front of the word *flowers* in the last sentence of the report, and press **ENTER**. The rest of the sentence is on a new line.
2. Place the insertion point in front of the word *shape* in the last sentence of the report, and press **ENTER**.
3. Place the insertion point in front of the word *spine*, and press **ENTER**.
4. Place the insertion point in front of the word *location*, and press **ENTER**.
5. Place the insertion point in front of the word *flowers*, hold down the left mouse button, and drag the mouse pointer to the end of the word *location*. The words *flowers*, *shape*, *spine*, and *location* are selected.
6. Click **Format** on the menu bar, and select **Bullets and Numbering**.
7. Click the style of bullets you want to insert, and click **OK**.
8. Click once in the document to clear the list items.
9. Delete any unnecessary punctuation and the word *and* in the bulleted list.

### To Split a Document Window

You can split a document window in Word if you want to easily move text or graphics from one section of a document to another, or if you want to view two sections of a document simultaneously. You can

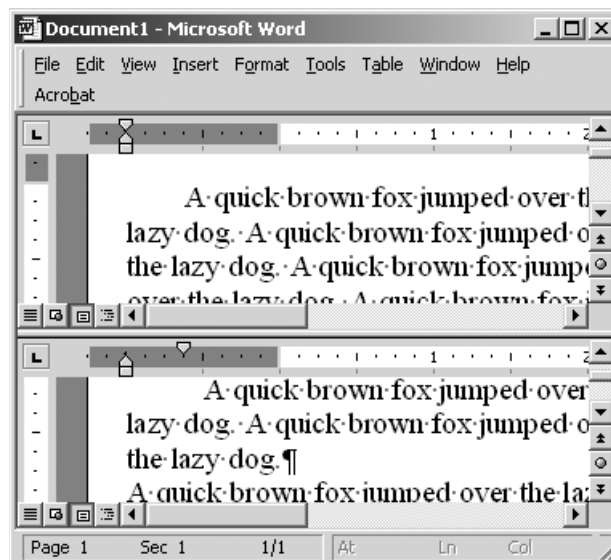
also add or delete text in each section, cut text from one section and paste it to another section, or copy formats from one section of a document to the other, just as if you were working with two different documents. Splitting a document window is especially useful when you work with long documents.

1. Point to the split box at the top of the vertical scroll bar on the right side of the document window. The mouse pointer changes to



2. Do one of the following:

- Double-click to split the window into two equally sized panes.
- Drag the split bar to the location at which you want to split the window into two panes of different sizes.



3. To change the size of the panes, drag the split bar to a new location.
4. To return to a single pane, double-click the split bar.

**WORD TIP**

*What's the difference between Save and Save As? You can select **Save** to save the existing document using the existing file name and the same location where the file was last saved (for example, a floppy disk). You can select **Save As** to create a new copy of the document. You need to select a new file name, and you can save to a different location.*

You can also split a document using the **Split** command on the **Window** menu. Select the **Split** command, move the split bar where you want to divide the window, and click. When you want to return to a single document pane, click **Remove Split** on the **Window** menu.

**To Save Your Work**

When you have finished your report, you'll want to save it to a floppy or Zip disk. You can save a document using the **Save As** command on the **File** menu if you want to save a new version of your document with a new file name and also keep the original document.

1. Click **File** on the menu bar, and select **Save As**. The **Save As** dialog box appears.
2. Verify that **3½ Floppy (A:)** appears in the **Save in** list box if you are saving to a floppy disk, or **Removable Disk (E:)** if you are saving to a Zip disk. If the appropriate disk is not shown, click the downward-pointing arrow to the right of the **Save in** list box, and select the appropriate disk drive on the **Save in** list.
3. Select **Report.doc** in the **File name** text box, and type a new file name.
4. Click **Save**. The new file name is displayed in the title bar at the top of the window.

**To Print Your Work**

1. Click **File** on the menu bar, and select **Print**.
2. Select any printing options, and click **OK**. Your document prints.

**REVIEW QUESTION**

*(Use a blank sheet of paper to write down your answer. You can check your answer against the one at the end of the lesson.)*

1. How do you check the spelling of a word in a Word document?

## Wrapping Up

**Key Points to Remember**

Microsoft Word is a word-processing program you can use to write letters, résumés, and reports. Using Word, you can make your document more appealing and easier to read by applying formatting to text, such as bold and italics.

Word is an Office program and has many of the same features as the other Microsoft Office programs.

**Answer to Review Question****EDITING A REPORT**

1. To check a word's spelling in a Word document, place the mouse pointer on the misspelled word and right-click.

**Additional Resources**

- *Word 2000 Quick Guide*
- In and Out of the Classroom with Microsoft Office 2000  
<http://www.microsoft.com/education/?ID-O2kTutorial>
- Quick Word 2000 Tips  
<http://www.peachpit.com/features/0599off2k/off2k.word1.html>
- Getting Control of Word 2000  
[http://www.pcworld.com/heres\\_how/article/0,1400,13237,00.html](http://www.pcworld.com/heres_how/article/0,1400,13237,00.html)

# Sample of Completed Report

Albert Einstein

Science Class

September 27, 2000

Cactus is the common name for the family comprising a peculiar group of spiny, fleshy plants native to America. The family contains about 1650 species, most of which are adapted to arid climates. One of the best known is a group containing beautiful night-blooming flowers and the familiar saguaro plant. The fruits of cacti are important sources of food and drink in many areas where they are native. Because cacti require little care and exhibit bizarre forms, they are popular for home cultivation and are coming under increasing pressure as a result. More than 17 kinds of cactuses now face extinction because of “plundering by avid collectors and professional poachers, especially in the southwestern United States and northern Mexico.”<sup>1</sup>

The most distinctive vegetative feature of cacti is the areoles, specialized areas on the stems on which stiff, sharp spines usually grow. Some cacti lack spines but have hairs or sharp, barbed structures called glochids on the areoles. Areoles develop from lateral buds on the stems and appear to represent highly specialized branches.

Cactus plants usually consist of spiny stems and roots. Leaves are greatly reduced or entirely absent. Fully formed leaves are present only in two groups. The stems of cacti are usually swollen and fleshy, adapted to water storage, and many are shaped in ways that cause rain to flow directly to the root system for absorption. The most common ways to identify a cactus include:

- ◆ Shape
- ◆ Flowers
- ◆ Spine
- ◆ Location.

<sup>1</sup> “Cactus,” *Microsoft® Encarta® Encyclopedia 2000*. © 1993-1999 Microsoft Corporation. All rights reserved.