

1 INTRODUCTION TO *WORD*

Writing a Conference Call letter

BEFORE YOU BEGIN

Lesson 1 makes the assumption that you are already familiar with the *Windows* computing environment, though you may not be an expert in its use. If you are using a computer in a lab at school, you'll also know:

- where to find the computer lab on campus;
- how to turn the computer on;
- how to log on to the system (using your login name and password).

You also should be familiar with the **Windows**, **Icons**, **Menus**, and **Pointers** (the so-called **WIMP** interface) with which you interact with the computer. If not, your instructor will make this clear to you before you proceed with these tutorials.

Lesson 1 assumes that you have a copy of the set of work files that accompany these tutorials. These files should be stored on your hard drive and/or on a USB drive. Whatever type of disk drive you are using, be sure it is labeled (named) appropriately.

The work files that accompany these tutorials should be stored on the drive in three folders named *Access Files*, *Miscellaneous Files* and *PowerPoint Files*. You also will need a fourth folder for the data files that you will be creating while working your way through the tutorials. You will name this fourth folder *Data Files*.

Ideally, you should have a second **backup** copy of the four folders mentioned above (*Access Files*, *Miscellaneous Files*, *PowerPoint Files*, and *Data Files*).

If you do not have these folders and files ready, prepare them now before proceeding with this tutorial. Here are the steps to take:

If necessary (if you received a **zipped copy of the work files** with these tutorials), **unzip the set of Work Files for Office 365** (your instructor will help you with this if you are working with a class)

Copy onto your personal space on the hard drive¹ the folder titled **Work Files for Office 365**, which includes the **three** sets of files that accompany these tutorials (**Access Files**, **Miscellaneous Files**, **PowerPoint Files**)

¹ If you are working with an instructor, you will be instructed where to save your *Office* Tutorials files, perhaps on a USB drive or in a designated space on the school's hard drive.

Double click on the **Work Files for Office 365** folder to **open** it and, in the **Work Files for Office 365** folder, click on the **New** group > **New Folder** (Fig. 1.0)

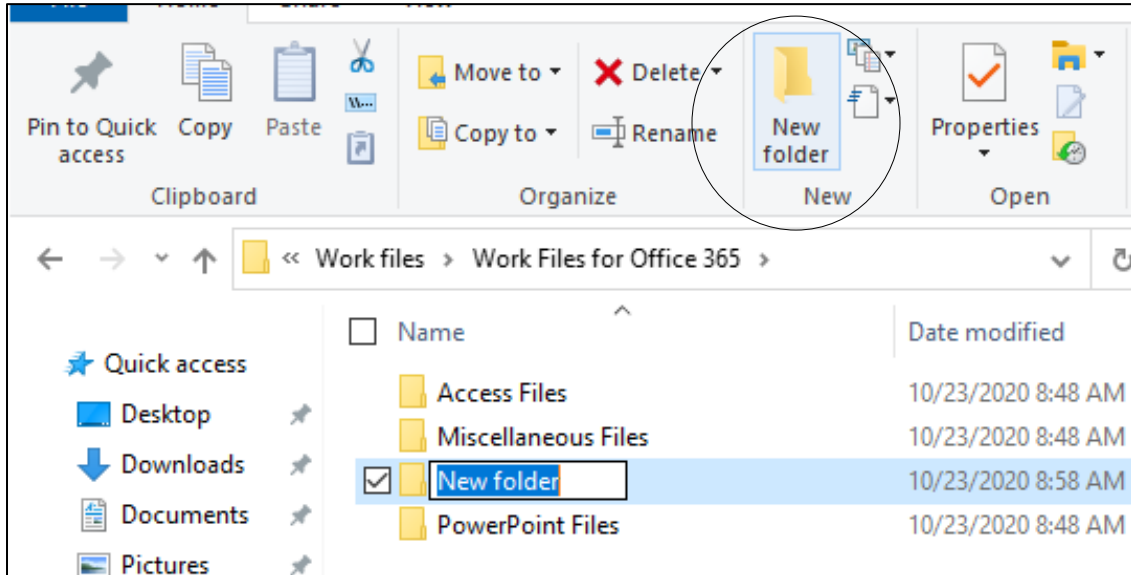


Fig. 1.0 Creating a new folder named Data Files

The system will create a new folder for you (highlighted in blue) and then wait for you to give it a name of your choice.

Type **Data Files** for the name of the folder

A caveat (warning) before you begin: You'll find it easiest to use this tutorial if you follow the directions carefully. On computers there are always other ways of doing things, but if you wander off on your own be sure you know your way back!

LEARNING OUTCOMES

Words are crucial tools of a teacher's trade. As a teacher, you owe it to yourself and to your students to use words well. The *Office 365* word processor will help you improve your writing skills because it makes revision easy and thus encourages you—and your students—to correct errors in grammar, spelling, and style.

In this tutorial, along with some helpful hints to bear in mind when word processing, you will learn the steps required to produce a word-processed document from scratch and carry out basic formatting and editing functions. These include:

- opening and naming a new word processor document
- entering and saving a document
- updating and simple formatting of a document
- checking a document for spelling and grammar errors
- printing a document
- making a backup copy of a document

Perhaps you are not a beginner to word processing, so you may think you don't need to complete this tutorial. That would be a mistake. Most computer users learn no more than the minimum they think they need to know to use a program such as *Word*, without taking the trouble to learn other useful features of the software.

In other words, even if you have used a word processor for a while, there's a good chance that you will still benefit from completing this beginner's tutorial. So, with this in mind, please conscientiously work your way through the tutorial with a view to learning new things. You'll be surprised what you'll discover!

1.1 OVERVIEW OF MICROSOFT *OFFICE 365*

If you are familiar with *Office 2007* or later versions of Microsoft *Office*, feel free to skip to page 11 (Section 1.2 SETTING UP AND NAMING A NEW *WORD* DOCUMENT).

The *Office* Backstage View

If you come to *Office 365* after having previously used *Office 2007*, you will be happy to know that the *Office* Button (introduced in Microsoft's *Office 2007*) is thankfully gone. It has been replaced by the restored and more familiar *File menu*, which, as introduced in *Office 2010* and remained unchanged for *Office 2013*, *2016*, *2019* and *365*, gives the user a *Backstage* view on the document or file that the user is developing.

In the *Backstage* view, you do things *to* a file (such as save it or open it or print it) that you do not do *in* the file (such as any kind of editing of the document). The *Backstage* View, if you haven't already used it in earlier versions of *Office*, takes some getting used to, but by the time you are done with these tutorials you will be using it like a pro.

Also, prior to *Office 2007*, users were limited to a traditional system of menus, toolbars, task panes, and dialog boxes to get their work done. In *Office 365* you will continue to use menus and dialog boxes; but *Office 365* also uses what Microsoft calls *Ribbons*, which have greatly simplified navigation of the many cool features of the various *Office* applications, including *Word*, *Excel*, *Access* and *PowerPoint* (Fig 1.1).

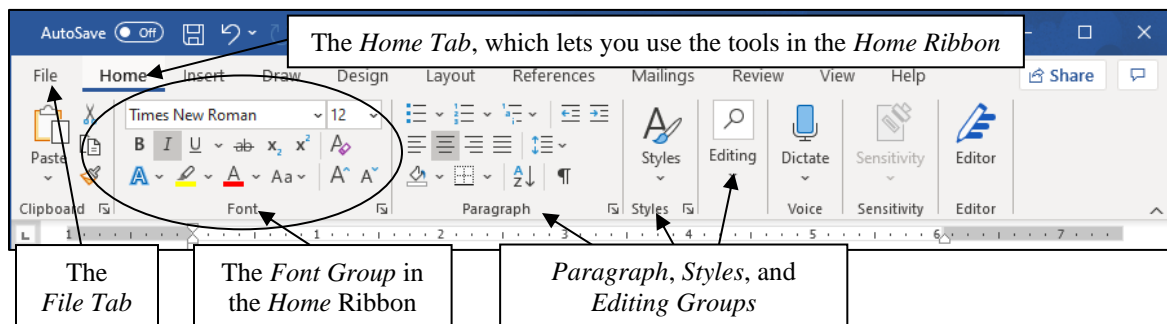


Fig. 1.1 Example of a Ribbon and its Groups in the *Office 365* User Interface

Opening a new word processor document

Click on the **Start** button in the **lower left** corner of the screen, then, from the **All Programs** menu, locate (scroll to find) the **Word** application

If you can find Microsoft *Word* by yourself, **open** the program now; otherwise get help from a friend, or your instructor, or from the lab supervisor

You are now presented with the *Backstage* window for *Word* (Fig. 1.2).

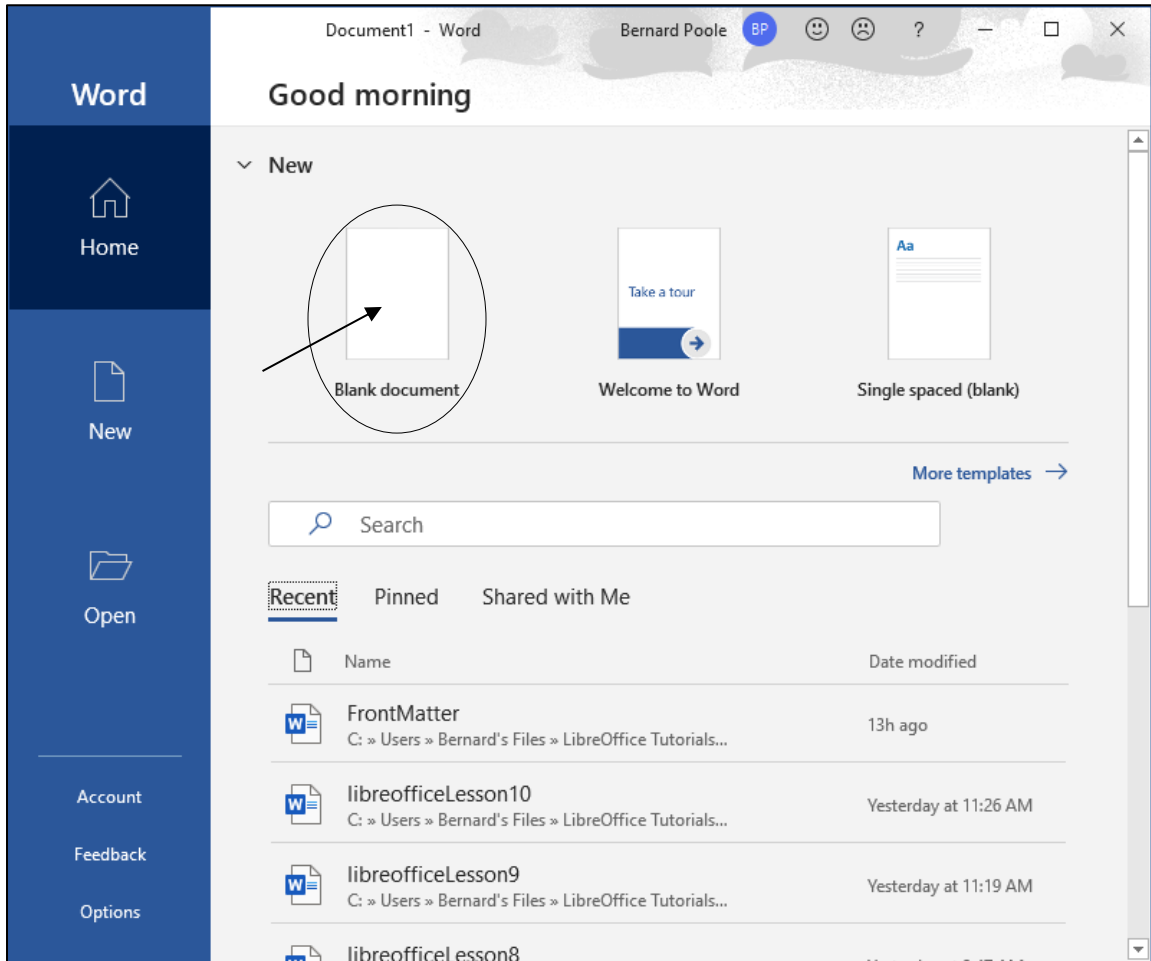


Fig. 1.2 Initial *Word* Backstage View

Ribbons and Groups

As you can see, you have the option to open a *Blank Document* (a new document), or you can open any one of several templates. Templates are useful because they save you having to create professional-looking documents, such as gift certificates and so on, from scratch. But for our purpose here, you want a new blank document open on your screen.

Click **once** on the **Blank document** icon (Fig. 1.2 above)

You should now see a blank word processor document on your screen. If you are using a newly installed version of *Office 365*, or if the version you are using does *not* show the Ribbons at the top of the page, you need to turn them on before working your way through the remainder of this tutorial.

Towards the **top left** of the *Word* window, click on the **Ribbon Display Options** icon to bring up the **Ribbon Display Options** menu (Fig. 1.3)

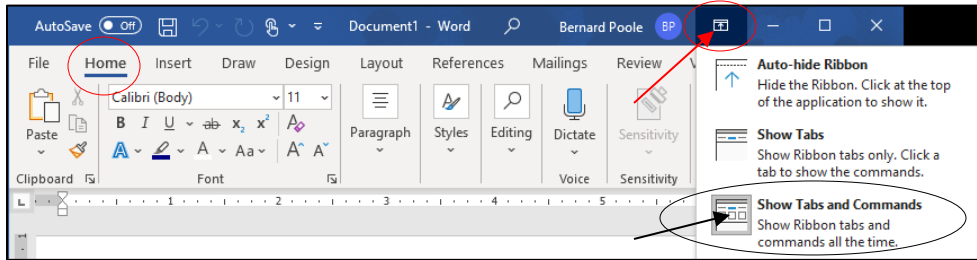


Fig. 1.3 Ribbon Display Options menu

At this stage don't worry about all the details for each Ribbon; the many features of *Word* can be overwhelming at first. Just spend a couple of minutes clicking on each Ribbon's Group names and scan the many available word processing options and actions.

Take a look at some of the more commonly used **Ribbons** for *Word* 365—starting with the **Home Ribbon** (see Fig. 1.3 above)

Next click on the tab for the **Insert Ribbon** and check out the various Groups of tools available (Fig. 1.4)

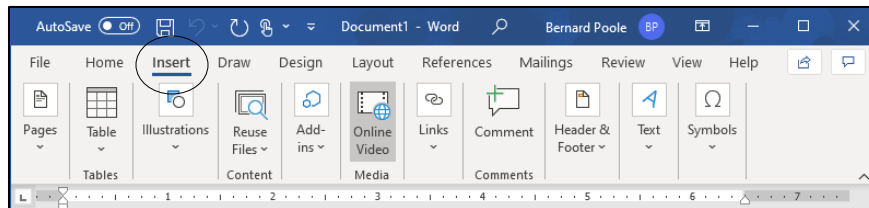


Fig. 1.4 The Groups in the Insert Ribbon

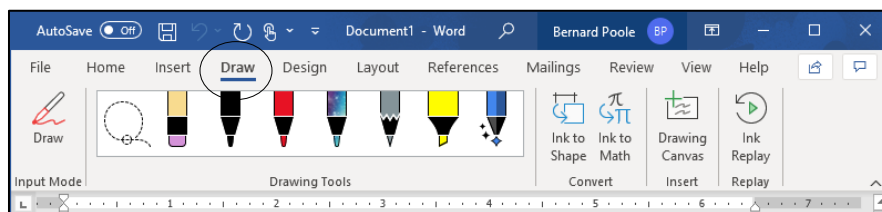


Fig. 1.5 The groups in the Draw Ribbon

Click on the tab for the **Design Ribbon** and check out the various Groups of tools available (Fig. 1.6)

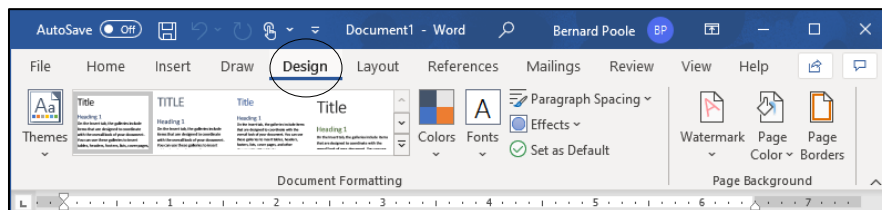


Fig. 1.6 The Groups in the Design Ribbon

Click on the tab for the **Layout Ribbon** and check out the various Groups of tools available (Fig. 1.7)

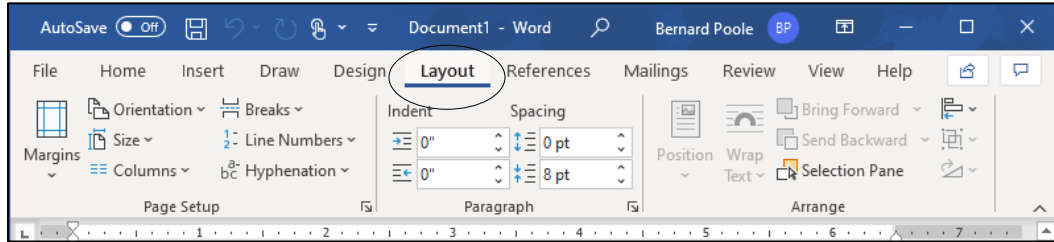


Fig. 1.7 The Groups in the Layout Ribbon

Click on the tab for the **References Ribbon** and check out the various Groups of tools available (Fig. 1.8)

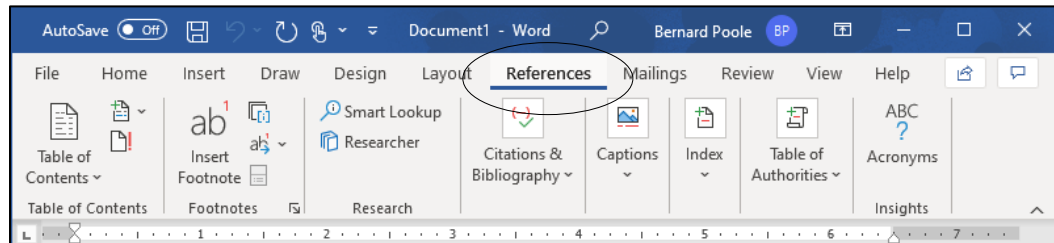


Fig. 1.8 The Groups in the References Ribbon

Click on the tab for the **Mailings Ribbon** and check out the various Groups of tools available (Fig. 1.9)

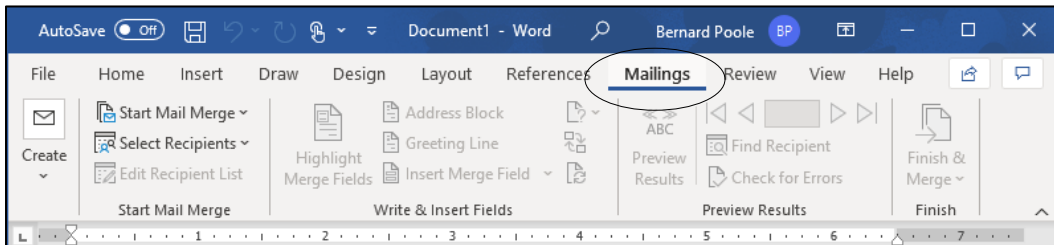


Fig. 1.9 The Groups in the Mailings Ribbon

Click on the tab for the **Review Ribbon** and check out the various Groups of tools available (Fig. 1.10)

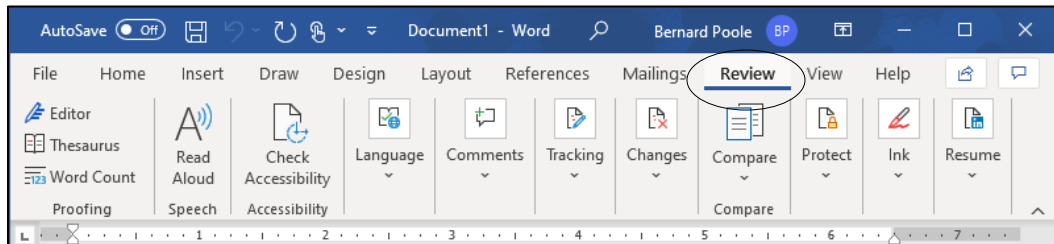


Fig. 1.10 The Groups in the Review Ribbon

Click on the tab for the **View Ribbon** and check out the various Groups of tools available (Fig. 1.11)

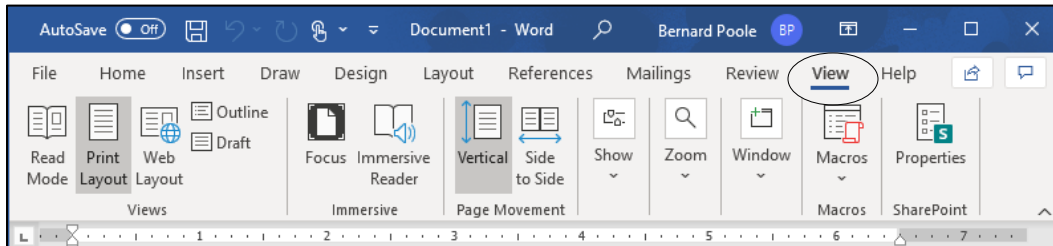


Fig. 1.11 The Groups in the View Ribbon

Finally, click on the tab for the **Help Ribbon** and check out the various Groups of tools available there (Fig. 1.12)

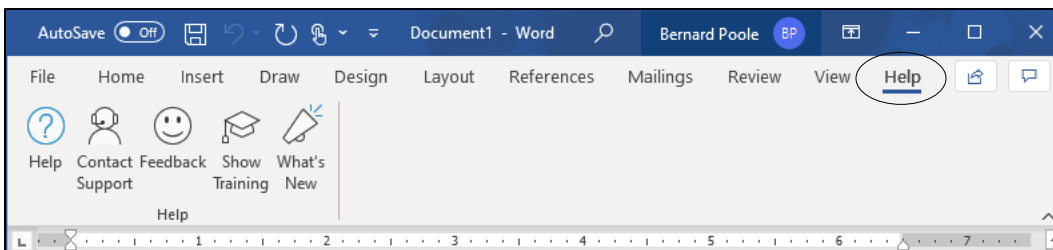


Fig. 1.12 The Groups in the View Ribbon

Thus, a Ribbon is a strip that runs across the top of a window which presents word processing options organized into a set of *Tabs*. For each Tab there is a different *Ribbon*, in which you will find *Groups* of options.

Ribbons have *Tabs*; each Tab contains *Groups* of word processing tools that are closely related from the point of view of functionality. For example, in the *Home* Ribbon (see Figure 1.5 on page 8 above) you will find the most basic, and therefore the most frequently used word processing functions. The Groups in the Home Ribbon also include the tools you would tend to use when you first open a Word document and need to set it up with fonts and style and spacing and so forth before proceeding to add text.

These Home Ribbon Groups include the *Font* Group, which has all the tools you need to deal with fonts and text sizes and styles and colors and so forth. Then in the *Paragraph* Group are all the tools for line spacing, text alignment, bullets and numbering, indentation, and borders. Next is the *Styles* Group if you want to use a predefined style layout for your document. Finally, in the Home Ribbon you have the *Editing* Group, which has tools that you would be likely to use on an ad hoc basis while developing a document. Also, notice the Clipboard Group over to the left of the Home Ribbon, very useful when you are cutting and pasting text within a document or from one document to another.

Many of the tools in the various *Office* Ribbons can still be accessed using a key sequence at the keyboard. Later in these lessons you will be introduced to many of these so-called Quick Keyboard Commands. For this reason, the author has prepared a *Shortcuts* chart that breaks down the most used *Office Word 365* quick keyboard commands. The chart

is available as a separate download at the end of the list of contents on the download site for these [Office 365 tutorials](#).

1.2 SETTING UP AND NAMING A NEW WORD DOCUMENT

The Ruler at the top of the page is an essential tool to have on your screen when you are word processing. It is in the Ruler that you set tab stops and indent markers (which you are going to learn about in this tutorial). If your version of *Office Word 365* does not show the ruler at the top of the word processing page (see Fig. 1.13), you need to complete a couple of steps before proceeding with the tutorial.

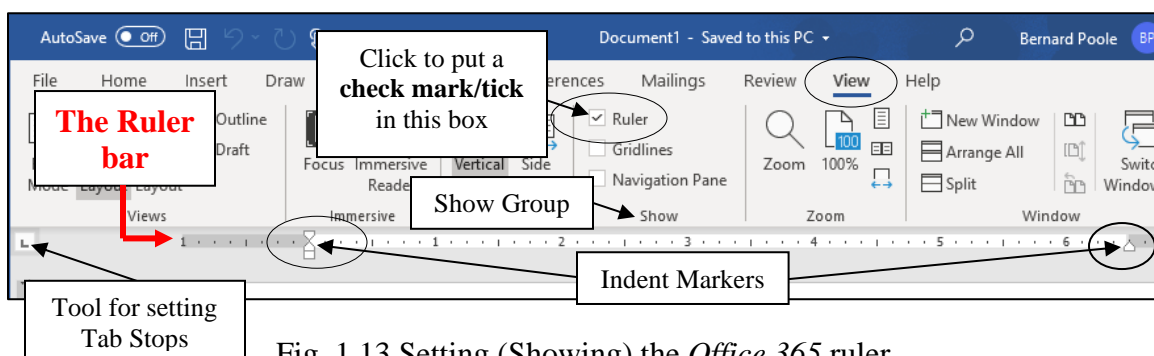


Fig. 1.13 Setting (Showing) the *Office 365* ruler

First you need to do the following to have the Ruler bar showing in your *Word* window.

Click on the **View** tab to bring up the **View Ribbon** (Fig. 1.13 above)

Now locate the **Show Group** and click to put a **check mark (tick)** in the box next to **Ruler** (see again Fig. 1.13 above)

You may also need to set the *line spacing* to *single spaced* before you proceed because the default setting on the computer you are using may not be single spaced. Here's the easiest way to do this.

Click on the **Home Ribbon** Tab, then in the **Styles Group** (Fig. 1.14), click on the **No Spacing** tool

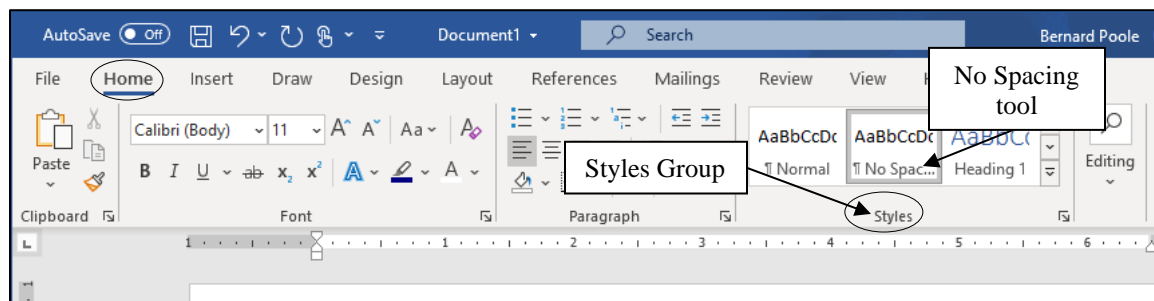


Fig. 1.14 The Styles Group > No Spacing tool

Now you're ready to proceed with the rest of the tutorial. Fig. 1.13 on the previous page illustrates the Ruler Bar, along with the tool for setting *tab stops* and the tools for setting left and right *indents*—called *indent markers*.

Most users of Microsoft *Word* never figure out how to use these tab stops and indent markers; many users do not even know they exist! By the time you are done with these tutorials you should be very familiar with them.

Check out the tool for setting **Tab stops**; it's on the same line as the Ruler bar at the **left edge** (Fig. 1.13 previous page)—it's so small you could easily miss it (and a lot of *Word* users do!)

You'll be practicing using this Tab Stop tool later in the tutorial; make a note of it for now.

Make a mental note of the **Indent Markers** too; they're on the left and right side of the **Ruler bar** (Fig. 1.13 again)

You'll have the opportunity in this lesson to learn how to use each of these essential word processing tools.

Naming and Saving a new *Word* document

Look at the new document's name (it'll be **Document1** or **Document2**) at the **top center** of the word processor window

The document is given the default name—Document1 or Document2, etc.—by the system because you haven't yet given it a name of your own.

It is always—ALWAYS—a good idea to *thoughtfully* name a new document right away, before you even enter any data, and save the file/document in the *folder*, on the *drive* on which you intend to keep it.

It's not a bad idea, at the same time, to save a backup copy on another disk drive (though you'll also have the opportunity to create backups at the end of each lesson of these tutorials).

There are three good reasons for naming your files thoughtfully:

1. You will more easily be able to identify the contents of a document if you give it an appropriately descriptive name (such as **Letter to Mom 3-8-04**).
2. You will more easily find a document at a later date if you are careful to save it on a disk drive and in a location of your choice.
3. A thoughtful name will also help you find a document you may have misplaced, because you can use the name (or a part of the name) to have the system search for a file you may have misplaced.

When you select the *Save* option, the system will prompt you to identify the location of your choice. So, when it does, be sure to select where you want the document to be saved (on which disk drive and in which folder on that drive).

This is easy enough to do. Here are the steps in case you don't already know what to do.

From the **File** menu select **Save As**

Word displays the dialog box for the *Save As* Backstage View (Fig. 1.15).

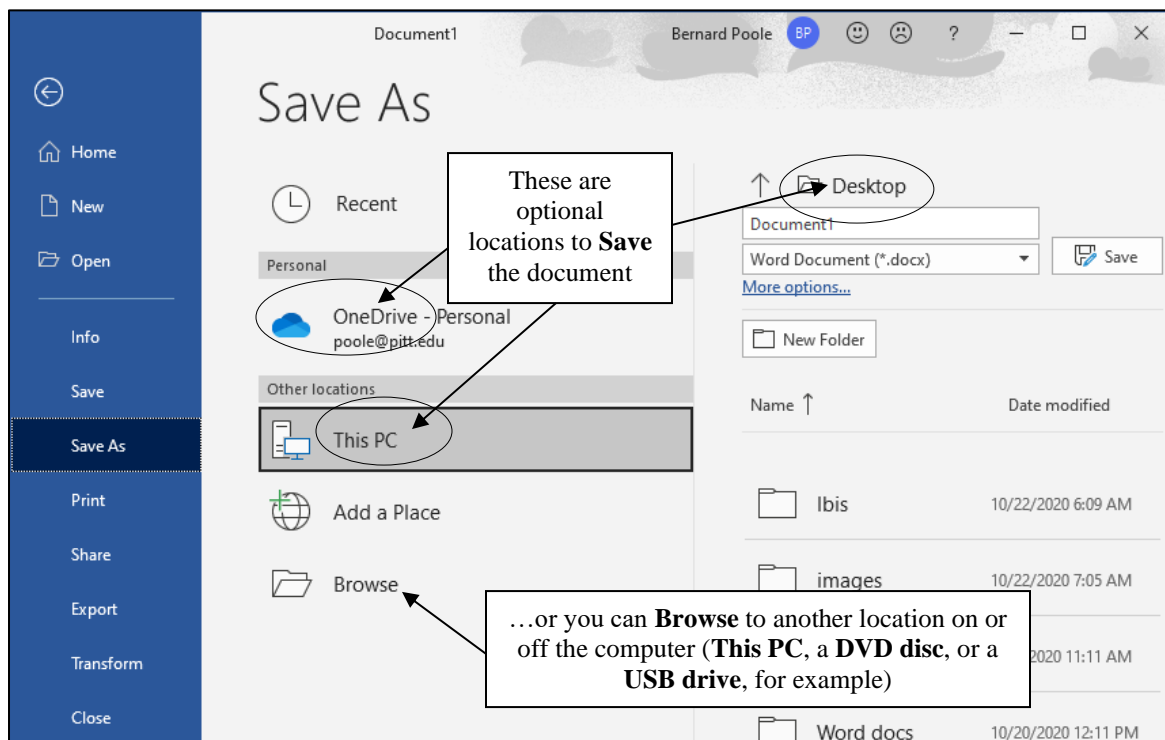


Fig. 1.15 The *Save As* dialog box in the *Backstage View*

The *Save As* dialog box prompts you, among other things,

- (1) to select the *location* or disk drive where you want to save the new document;
- (2) to create or select a *folder* on that drive in which to save it;
- (3) and once you have selected a *place* to save your document, you will then be prompted to type a *name* for the document.

The initial *Save As > Backstage View* lists locations where your files can be saved (Fig. 1.15 above). The *Cloud* (OneDrive) is literally a “farm” of computer storage servers located somewhere or other—and it could be anywhere on the planet! Microsoft, for example, will give you up to 7 gigabytes (GB) of memory on its “Cloud” servers for your files. If you wanted more than that you would have to start paying for the extra space—or sign up for *Microsoft 365*.

We will not be using the *Cloud* in this book, but it is something of which you should be aware. Feel free to explore this option on your own at support.microsoft.com.

For the exercises that follow, you will save all the files you will use for these tutorials in the *Work Files for Office 365* folder that you unzipped at the start of this lesson. Every time you create a new document, you will need to navigate to the location in the *Work Files for Office 365* folder where you want to save the file.

Here are the steps to save this first document in the *Work Files for Office 365* folder.

In the **Save As dialog box** click on the **Browse** button—**This PC** is already selected by default (Fig. 1.16)

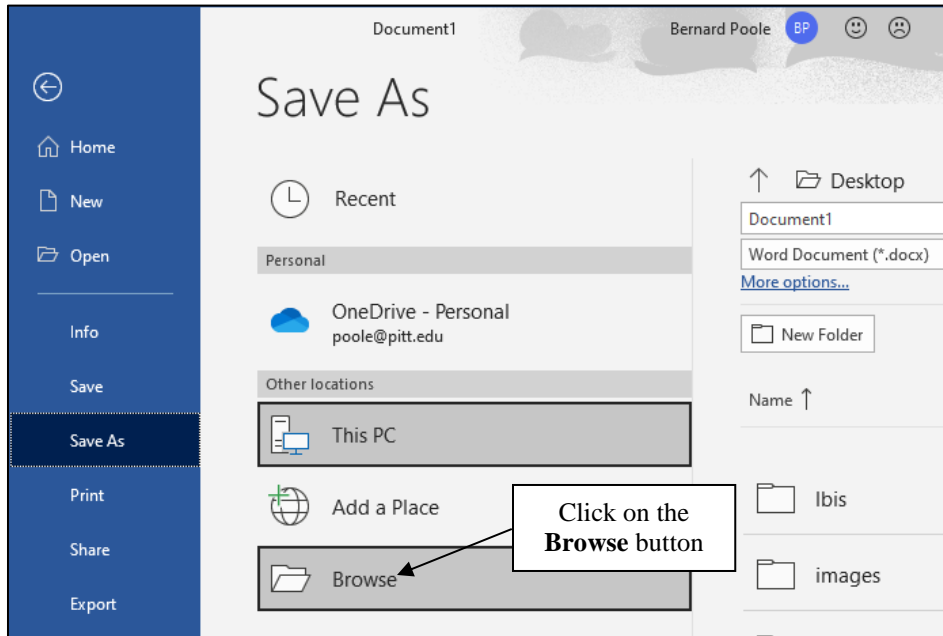


Fig. 1.16 Navigating to the USB drive

In the **Save As dialog box** that pops up (Fig. 1.17), in the **left hand frame** locate the **Windows (C:)** icon, click **ONCE** on it to open it, then navigate to the **Work Files for Office 365 > Data Files** folder

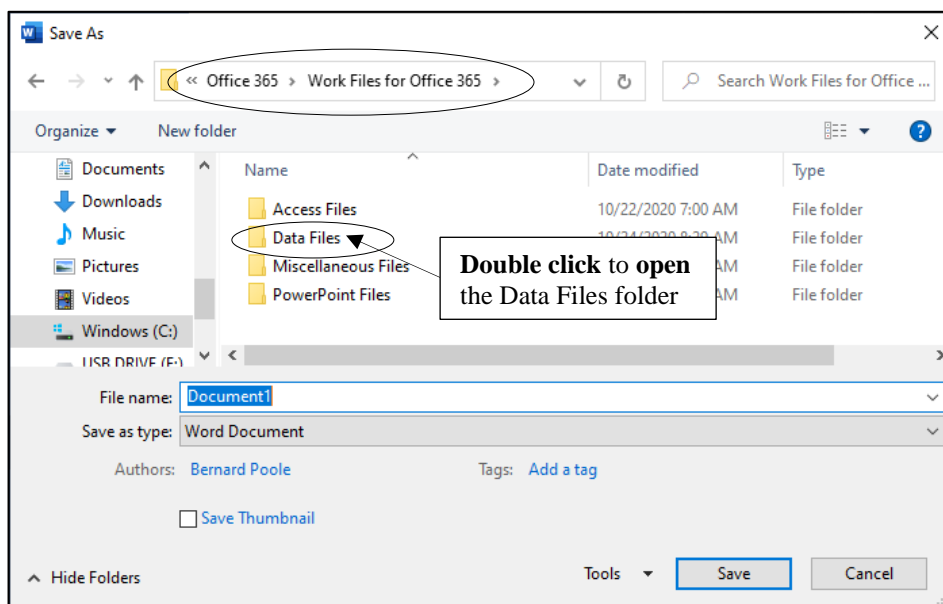


Fig. 1.17 Locate the *Work Files for Office 365 > Data Files* folder
Double click on the **Data Files** folder to **open** it

Creating a new folder on a disk

Inside the Data Files folder you need to create a new folder to store all the documents you will create using Microsoft *Word*.

Still in the **Save As** dialog box, click on the **New Folder** icon (Fig. 1.18)

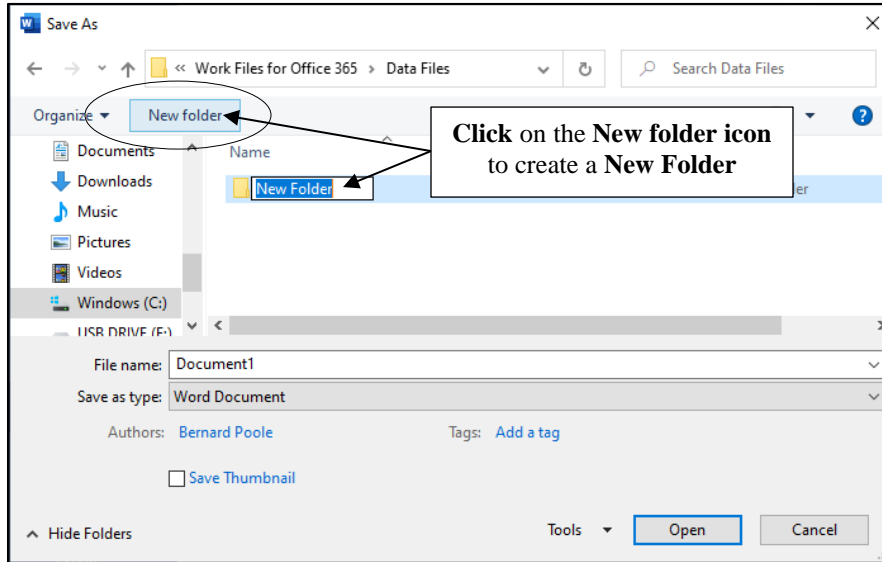


Fig. 1.18 Creating a New Folder in the Save As dialog box

The system immediately creates a new folder (Fig. 1.18 above) with a default name (*New Folder*) highlighted in blue, inviting you to *rename* it by typing a new name of your own (*Word Documents* Fig. 1.19).

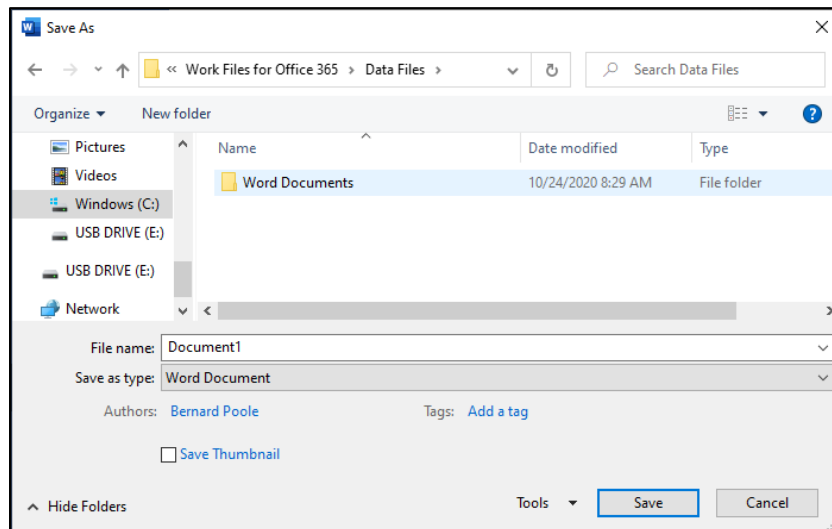


Fig. 1.19 Naming the new folder

No need to delete the default name, just type **Word Documents** for the new folder's name, hit the **Enter** key, then **double click** on the folder to **Open** it

Word opens the new folder so that you can save the new document inside it (Fig. 1.20).

In the **File name: data entry box** (Fig. 1.20), type **Conference Call Letter** to replace the default name and press **Enter** (or click on the **Save** button)

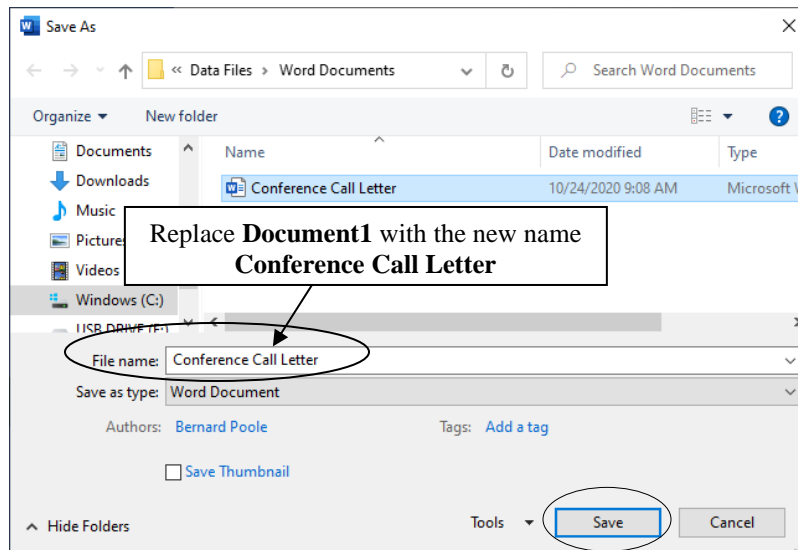


Fig. 1.20 Naming the Conference Call Letter

The *Save As* option thus allows you to *name* your documents and at the same time determine the *location* (the folder, on a particular disk) on which you want to store them. In effect, by naming the document and specifying the location on which it will be stored, you are reserving a space for the document on the disk.

From now on, you do not need to select *Save As* to save the document *unless* you want to save a backup or save it in some other location. Whenever you simply *Save* this particular file, it will be saved with this name (*Conference Call Letter*) in this same folder (*Word Documents*) in the *Work Files for Office 365 > Data Files* folder. Perfect.

1.3 SOME HELPFUL HINTS WHILE USING *WORD 365*

You will shortly type the text of the *Conference Call Letter*. But before you start, take note of the helpful hints that follow.

Word processing is *not* the same as using a typewriter

Next to no one uses a typewriter anymore. But if you happen to be one of those who never used a computer but you used to use a typewriter, read on. If you never used a typewriter before (or perhaps have never even *seen* one!), skip the rest of this section.

As you type at the computer keyboard, the letters appear on the screen. When you use a typewriter, however, the letters appear directly on the paper.

Also, when using a typewriter you have to move the carriage back at the end of every line so you can start typing at the beginning of the next line on the page. This is called a

carriage return. When you use a word processor, however, the system takes care of the end of each line. As you type in word processing, the program is aware that you are getting to the end of the line, and it will automatically move a word to the beginning of the next line if it doesn't fit completely on the end of a line. The technical term for this is “wrap around.” You don't have to worry about hyphenating words that are broken up over two lines—unless you *want* to, of course.

So, when you are using a computer, the only time you need to hit the Enter key is *at the end of a paragraph*, whether the paragraph be one word, one line, or several lines.

Type the following passage so you can practice this now—remember, **don't** press the **Enter** key until you get to the end of the paragraph, and don't worry if the end of each line on your computer is different than shown here¹

And though he tried to look properly severe for his students, Fletcher Seagull suddenly saw them all as they really were, just for a moment, and he more than liked, he loved what he saw. No limits, Jonathan? he thought, and he smiled. His race to learn had begun.²

Now press **Enter** at the end of the paragraph

Notice how the word processor took care of the end of each line.

There are two cursors you need to know about

When you are word processing, there are two independent cursors you need to know about. One is called the *I-beam* cursor and the other is called the *Insertion point* cursor (Fig. 1.21).

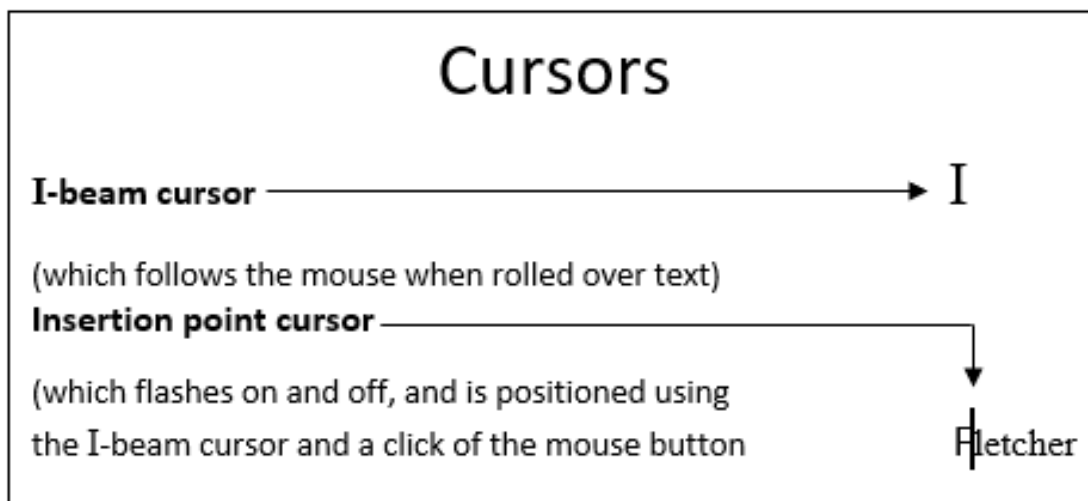


Fig. 1.21 The two kinds of cursors

¹ The lines on your screen may be longer or shorter.

² From the book "Jonathan Livingston Seagull: a story" by Richard Bach. New York, NY: Avon, 1970. And yes, the grammar is correct, so don't worry if it seems odd to you here and there!

The *I-beam* cursor is so called because it looks a bit like an uppercase "I" and not unlike an I-beam used in construction. It becomes an arrow when positioned in the left margin of the page or when rolled outside the edges of the page. Try the following for practice.

Roll the mouse around and notice how the **I-beam** cursor follows along and changes to an **arrow** pointing to the **right** each time you cross into the **left** margin, or into an arrow pointing to the **left** if you slide into the **top or bottom margins** of the page

The *Insertion point* cursor (which blinks on and off on the screen and is not directly controlled by the mouse) is so called because it indicates exactly where characters will appear in the text when you type at the keyboard.

The *I-beam* cursor, on the other hand, is under the control of the mouse and allows you, by clicking on the left mouse button, to position the insertion point cursor anywhere in the text of your document. Practice will help you understand how this works.

Use the mouse to move the **I-beam** cursor on the screen so it is positioned immediately before the word "**Fletcher**"; then click the **left mouse button** once and roll the mouse away to your right or left

The insertion point cursor, which originally was positioned at the end of the Livingston Seagull quote, should now be blinking on and off right in front of the word "Fletcher." Notice how you used the mouse and the *I-beam* cursor to change the position of the *insertion point* cursor.

Now position the **I-beam** cursor immediately before the word "**though**" in the first line and click the **left** mouse button so as to position the **insertion point** cursor there

Type the word "**even**" followed by a **space**, then click **at the end** of the paragraph (after the final **period**)

So much for how to move the cursor from one place to another in your document. This takes some getting used to, but the more you practice the more natural it becomes.

Correcting errors while entering text

If you see you've made a mistake and you want to fix it before you go on, you can use either the *Backspace* key or the *Del(ete)* key (Fig 1.22).

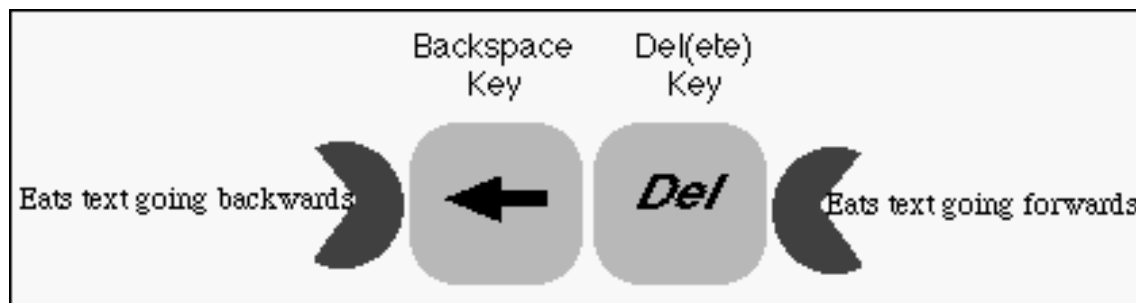


Fig. 1.22 The difference between the Backspace and Del(ete) keys

The Backspace key removes text that is left of the cursor, while the Del(ete) key removes text that is to the right of the cursor. Try the following example using the Backspace key.

Position the **insertion point cursor** immediately *after* the word “**even**”

Press the **Backspace** key 5 times to remove the word “**even**” (and the **space** before it)

You can use the Del(ete) key for this purpose, too.

Hit **Ctrl+z** to undo what you just did—so the word “even” is restored

Position the **insertion point cursor** immediately *before* the word “even” and press the **Del(ete)** key 5 times to remove the word “**even**” (and the **space** after it)

So, the Backspace key works backwards and the Del(ete) key works forwards. After you’ve deleted the text, you would use the mouse to click at the point in the document where you want to resume typing.

Removing unwanted Returns (using the Show ¶ option)

You can have *Word* show you everywhere in your document that you hit the Enter key (which marks the end of paragraphs). The easiest way to do this is to click on the Show ¶ icon in the *Paragraph* Group of the *Home* Ribbon (Fig. 1.23).

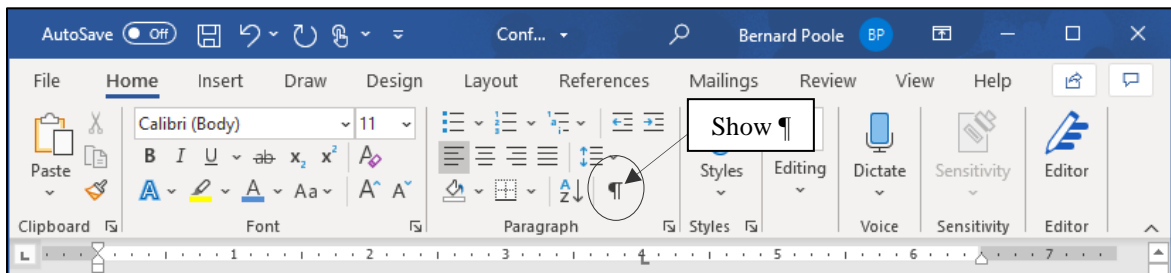


Fig. 1.23 The **Show ¶** icon in the Paragraph Group

Click on the **Show ¶** tool now

The ¶ symbol is the standard mark used by editors to indicate the need for a paragraph break in running text. In the Conference Call Letter that you’ll be typing shortly, the ¶ symbol, if you have the option turned on, would appear where you hit Enter at the end of each paragraph. Another ¶ symbol would appear on an empty line because, strictly speaking, the empty line is another paragraph break.

The Show ¶ tool also puts a dot to show wherever there is a space in the running text. This is useful for you to see if, for example, you have typed extra spaces here and there that you may want to remove. I’m not sure how useful this particular aspect of the Show ¶ tool is, but at least you now know what those dots everywhere are.

Position the cursor immediately before the sentence that begins “**No limits, Jonathan?...**”, then hit the **Enter key** twice

Notice the ¶ symbols that show you where you hit the Enter key—one at the end of the previous line, and the other on the empty line ahead of the cursor.

Now remove the **Paragraph marks** you just created by pressing the **Backspace** key twice

Finally, click on the **Show ¶** icon in the **Paragraph Group** of the **Home Ribbon** to turn off the paragraph marks and all the dots between the words

Undoing unintended actions

If you do something you didn't intend to do, or you made a mistake, you'll select *Undo* from the *Quick Access toolbar* which is located right above the *File menu* in the top left corner of the *Word window* (Fig. 1.24). This is a lifesaver that you will use often!

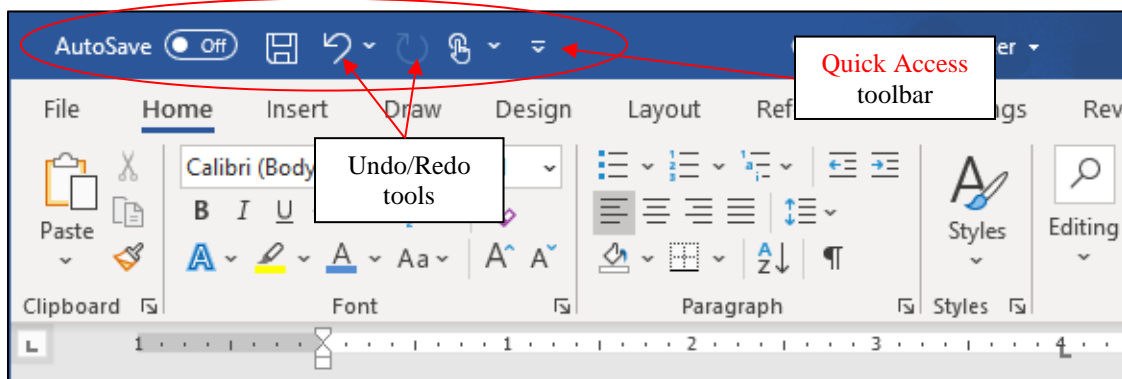


Fig. 1.24 Undo/Redo tools

Check out this **Undo** option in the **Quick Access toolbar** now so you can see where to find it

A quicker way to Undo is to use the shortcut *Ctrl+z* on your keyboard. You also can undo any number of specific recent actions by clicking on the arrow next to the Undo tool in the Quick Access toolbar (Fig. 1.25 above), which will drop down a menu or list of the various actions you have taken since the last Undo. Be careful when you use this feature, however, because if you undo, say, 10 actions, all the actions you did prior to that will also be undone!

So the Undo shortcut is *Ctrl+z* and the Redo shortcut is *Ctrl+y*.

Scrolling through a document

We need to open a longer document so you can practice different ways of scrolling.

From the **File** menu select **Open**, locate the **Work Files for Office 365 folder** and open it, then open the **Work Files** folder, then in the **Practice** folder, open the document called **Term Paper**

With the Term Paper document open on the screen, take a look at the scroll bars. On the right of the screen you have a *vertical* scroll bar and, inside it, the *vertical scroll box*. At the bottom of the screen you have a *horizontal* scroll bar and *horizontal scroll box* (Fig. 1.25).

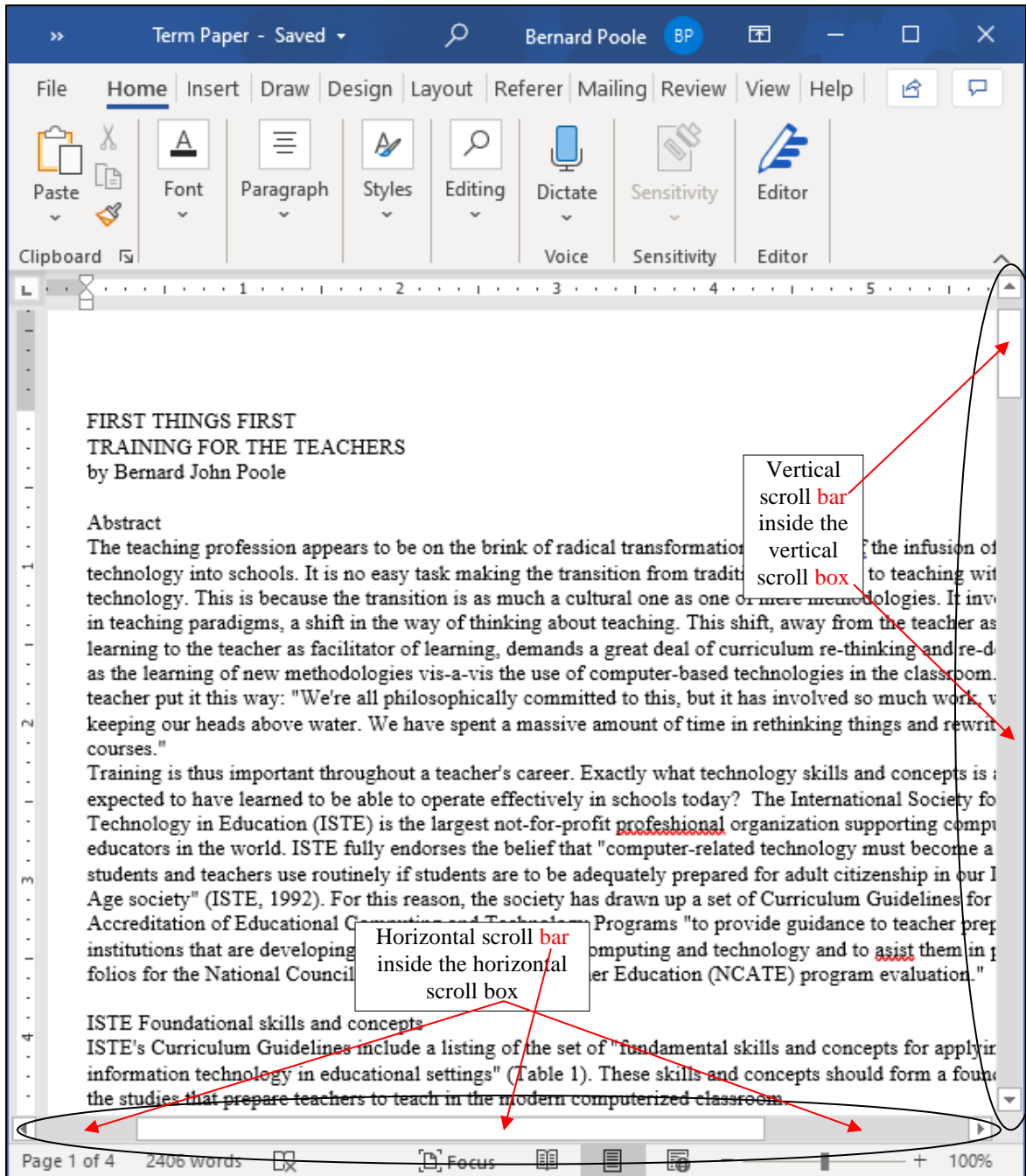


Fig. 1.25 The scroll boxes

At either end of the scroll bars are arrows pointing in opposite directions (left and right, or up and down). As you might expect, clicking on these arrows will scroll a document left or right or up and down. Scrolling from left to right or right to left is simpler than scrolling

up or down, since you only have the width of the page to deal with. But the process is the same for scrolling up and down, too.

Try scrolling now from side to side—left to right and back again—by clicking on the **scroll arrows** to move the **scroll box** in the horizontal **scroll bar**

Try scrolling now up and down by clicking on the **scroll arrows** to move the **scroll box** in the vertical **scroll bar**

You can scroll a lot faster by positioning the mouse arrow on the scroll box itself, holding down the left mouse button, and dragging the box left or right, up or down, in the scroll bars.

Try this, too

If you click either side of the scroll box *inside* the horizontal or vertical scroll bars, this causes the document to scroll in jumps from side to side or up and down.

Try this as well

You also can scroll and position the cursor very precisely across a line of text, character by character, or up and down from line to line, by using the arrow keys on the lower right of the keyboard.

Try this as well

Finally, yet another vertical scrolling option is available if you have a mouse with a rubberized wheel between the buttons, as illustrated in Fig. 1.26.

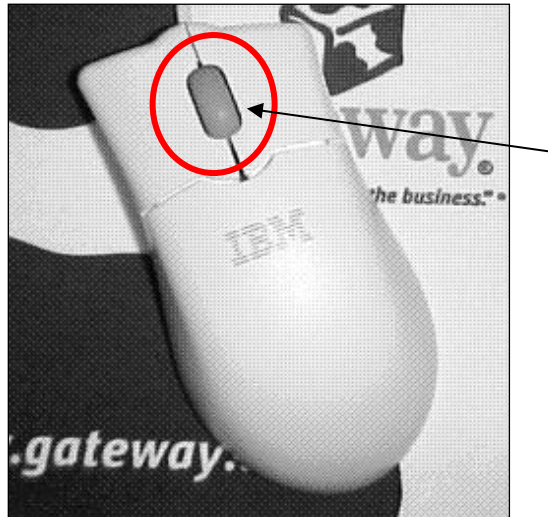


Fig. 1.26 The scrolling wheel on the mouse

Try this, too

When you have finished experimenting with the scroll bars, **close (File > Close)** the **Term Paper** document

Shortcuts (quick keyboard commands)

The quickest way to save your work is to press *Ctrl+s* on the keyboard. The *Ctrl* (*Control*) key is in the lower left corner of the keyboard. Locate it now. You'll be using it a lot as you become more familiar with the *Office* programs. It is always used in combination with one or two other keys. *Ctrl+s*, for example, is executed by holding down the **Ctrl** key and, while holding the **Ctrl** key down, simultaneously pressing the **s** key.

You'll learn more shortcuts as you go along. The author has prepared a chart that breaks down the most used *Office Word 365* quick keyboard commands. You will find this chart handy when you are learning to use the software for the first time.

The chart is available at the end of the list of contents on the download site for these *Office 365* tutorials at <http://www.pitt.edu/~edindex/Office365frame.html>. For ready reference, you might want to print out the Quick Keyboards Commands sheet which lists the most frequently used *Office 365* shortcut keyboard commands.

Renaming a document

You will sometimes want to rename a document that you've already saved on your disk. One way you can do this from the desktop is by *right-clicking* on the icon for the document you want to rename. Then, from the *context* menu that pops up whenever you right-click on an object on the screen, select the option to *Rename...*, which highlights the document's name so that you can type a new name for it.

To rename a document which you already have open in *Word*, or in any other *Office 365* application, you would choose *Save As* from the File menu. This will give you the opportunity to save the document with a new name of your choice. Bear in mind, though, that when you do this, the document with the original name will still be on your disk—a second copy, if you like. If you don't want to keep this copy, you should delete it right away so as to remove unwanted clutter from your disk drives.

1.4 CREATING AND SAVING A DOCUMENT

Practice makes perfect

You still should have open the *Conference Call Letter*, with the *Jonathan Livingstone Seagull* quote. You need to clear the *Seagull* quote from the document.

In the **Home Ribbon > Editing Group** choose **Select > Select All** then press the **Backspace** key **once** to remove the highlighted text from the document

You can also *Select All* using the Quick Keyboard command *Ctrl+a*, or you can use the mouse (or your finger if you have a touch screen) to *drag to highlight* the whole paragraph, or you can *triple click* on the paragraph.

Notice that the *Backspace* key removes all highlighted text. The *Del(ete)* key does the same.

Typing the Conference Call letter

You should now have a blank page with the cursor waiting in the top left corner, ready for you to type in the Conference Call Letter. Fig. 1.27 has the full text of the Conference Call

letter. The Figure also shows where all the Paragraph marks (¶) are. This will help you remember to hit the *Enter* key only where necessary, *not* at the end of every line.

As you type, *Word* will automatically warn you of any spelling or grammar errors it finds (by underlining them in red or blue on your screen). This will occur as you type the contents of Fig. 1.27. Don't worry about these warnings for now.

A momentary loss of power is enough for you to lose all your work, so be sure to get into the habit of saving frequently with the quick keyboard command *Ctrl+s* as you go along. It takes but a second to lose all your work; and it only takes a second to hit *Ctrl+s* at the end of every paragraph or whenever you switch to another task while at the computer, or if you leave the keyboard to do something else.

[Type your name here]¶
¶
Hodge Road Elementary School¶
123 Mingo Bluff Road¶
Cape Coral, FL 23456¶
¶
Mr. and Mrs. M Mayosha¶
856 SW 2nd Place¶
Cape Coral, FL 23456¶
¶
Dear Mr. and Mrs. Mayosha,¶
¶
I am pleased to inform you that your daughter, Hellen, has been selected by the Fifth Grade teachers to represent Hodge Road Elementary at the Newfound Harbour Marine Biology Institute in Key West, Florida, as Junior Biologist. Since Hellen has shown both academic excellence and sound social skills this past school year, she would be a great candidate for the program.¶
¶
The Institute has a wonderful reputation for both child and adult programs. Hellen would take part in a two-week session in June with 5th graders from all over the State of Florida.¶
¶
Please call me at school at (619) 772-3232 to discuss more details about the program. I look forward to hearing from you soon.¶
¶
Sincerely yours,¶
¶
¶
¶
Ms. Mary Prendergast, MSIS¶
Department Chair¶

Fig. 1.27 First version of the Conference Call Letter

First, **type your name at the top of the letter**—immediately above the line that reads “Hodge Road Elementary School”—then hit Enter/Return to space down one line

Now go ahead now and type in the text of the **Conference Call Letter** from Fig. 1.27, saving every few lines as you go along (from the **File** menu select **Save**—or press **Ctrl+s**)

Once you have typed in the whole document and saved it, you should go back and correct any errors you may have made, and then save the document again. Remember: when you save a document with the same name as before, you are *replacing* the earlier version.

1.5 EDITING AND SIMPLE FORMATTING OF A DOCUMENT

Now that your letter is saved on disk, you can make any revisions you want. Word processing allows you to treat text like modeling clay. You can easily mold your words and ideas. You can change margins, put in underlines, italics, boldface, and so forth. You can correct errors, move text around, lay it out on the page—all at the touch of a few buttons. In the next lesson (Lesson Two) you will have an opportunity to become quite sophisticated in this regard. But let's keep it simple for now. Refer back to Fig. 1.27 on the previous page while you complete the next few sections of the tutorial.

Inserting the date

There is no date on the **Conference Call Letter**. A letter is incomplete without a date, so here are the steps to have *Word* put today's date in the letter.

Click to position the cursor right **after the postal code** in the *first* address at the top of the page, then press **Enter**

The cursor should now be waiting at the beginning of the next line.

In the **Insert Ribbon > Text Group** click on **Date & Time** (Fig. 1.28)

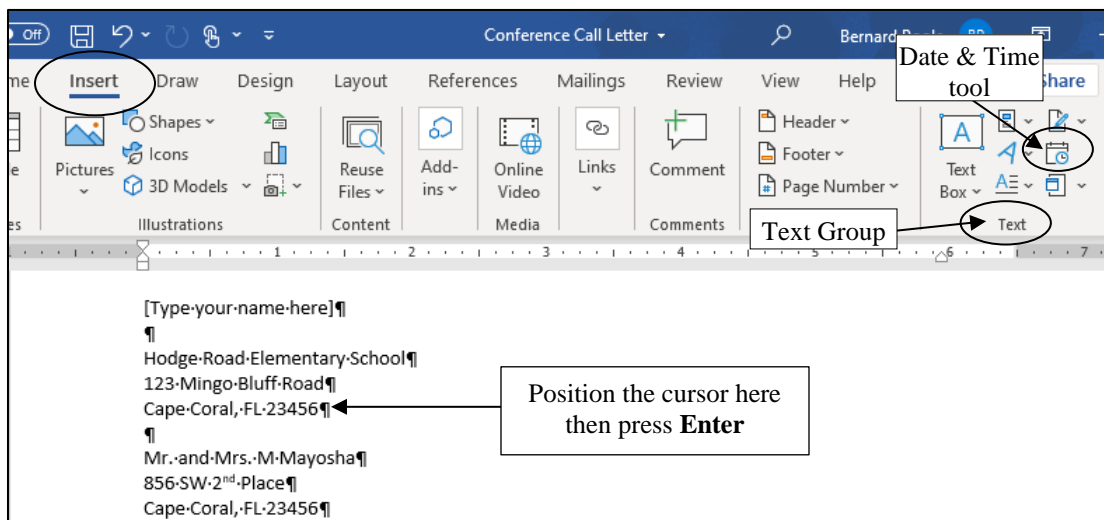


Fig. 1.28 Insert the Date immediately after the first address

This brings up the *Date and Time* dialog box (Fig. 1.29).

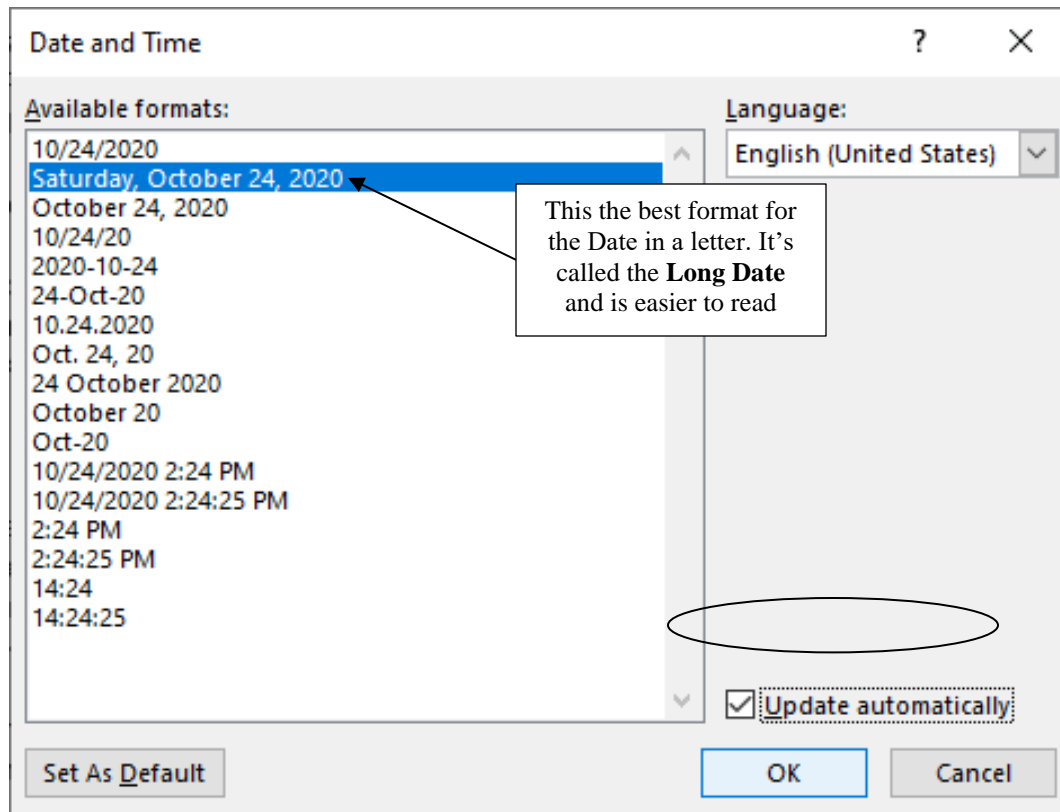


Fig. 1.29 Date and Time dialog box

Click on the **Long Date format** (Fig. 1.30), then click to put a **check mark/tick** in the box next to **Update Automatically** and click on **OK**

You will appreciate the advantage of allowing *Word* to insert the date automatically when you save the letter as a template. Later, any time you use the template, or print another *Conference Call* letter, the date will be adjusted automatically to reflect the current date on which you later edit or reprint the document.

Adding text to an existing document

You will often want to add text to an existing document—make revisions and so forth; it is an activity fundamental to the whole process of writing. On a typewriter, making any kind of change to a document is usually messy, at best, and often difficult to do. Using *White-out* can be a pain. When you use the word processor, however, editing is a simple task. Let's practice now.

There is no limit to the extra details that could be added to the letter, but for the sake of this exercise you will add just one sentence to the next to last paragraph. The new sentence will help parents appreciate what Hellen will get out of her experience at the Institute.

Position the **insertion point** cursor so it is **at the very end** of the **paragraph** (the *paragraph*, not the sentence) which begins "**The institute has a wonderful reputation...**" and ends "...for the program."

Press the **space bar** *twice* and type the sentence:

She would thus have the opportunity to meet and make friends with others of her own age and academic ability.

Read over the sentence you just typed to check for errors. Correct any you may have made. Before you go on to the next section you should save what you have done so far.

Press **Ctrl+s** to save the changes you have made to the letter

Removing text

There are several ways of removing text. In a moment you'll learn how to highlight a block of text in order to move or delete larger sections of text. But if all you want to do is remove a few words, or a short sentence, the quickest way is to use the Backspace key.

Practice this now. You are going to remove the second sentence of the second paragraph. This second sentence begins "I have attended the facility myself..."

Position the **insertion point** cursor so it is in front of the "T" at the beginning of the third sentence of the **second** paragraph—the sentence that begins "**Hellen would take part ...**"

Press the **Backspace** key as many times as is necessary until the second sentence of this paragraph is removed from the letter (the sentence that reads: "**I have attended the facility myself and had a splendid time.**"

You'll find the automatic repeat feature of the keyboard, activated by holding down a key (such as the *Backspace* key) will come in handy for a delete operation like this.

Press **Ctrl+s** again to save the changes you just made

Changing text

It is often necessary to change a word or words here and there in a document. The Conference Call Letter overuses the word "program," for example. The word appears once in the first paragraph and then is used twice in the final paragraphs. To improve the letter it would be better to rewrite the first sentence of the next to last paragraph to read: "The Institute has a wonderful reputation for its offerings for both children and adults."

Here are the steps to follow to carry out this change.

Place the cursor between the **period/full stop** and the "s" at the end of the **first sentence** in the **second** paragraph (right at the end of the word "**programs**" but before the period/full stop)

Use the **Backspace** key to remove the text "**both children and adult programs**"

Make sure there is still a **space** after the word "**for**", then type the phrase "**its offerings for both children and adults.**"

Another change you need to make is to the telephone number in the first sentence of the last paragraph. A common error with numbers is called transposition, where one

accidentally reverses the order of digits. The phone number is supposed to be 772–3223, not 772-3232.

Position the cursor at the **end** of the **telephone number**, then press the **Backspace** key 2 times, type the digits "23", and again press **Ctrl+s**

At this stage your Conference Call Letter should look much like Fig. 1.30.

[Type your name here]¶
¶
Hodge Road Elementary School¶
123 Mingo Bluff Road¶
Cape Coral, FL 23456¶
Sunday, October 25, 2020¶
¶
Mr. and Mrs. M Mayosha¶
856 SW 2nd Place¶
Cape Coral, FL 23456¶
¶
Dear Mr. and Mrs. Mayosha, ¶
¶
I am pleased to inform you that your daughter, Hellen, has been selected by the Fifth Grade teachers to represent Hodge Road Elementary at the Newfound Harbour Marine Biology Institute in Key West, Florida, as Junior Biologist. Since Hellen has shown both academic excellence and sound social skills this past school year, she would be a great candidate for the program. She would thus have the opportunity to meet and make friends with others of her own age and academic ability.¶
¶
The Institute has a wonderful reputation for its offerings for both children and adults. Hellen would take part in a two-week session in June with 5th graders from all over the State of Florida.¶
¶
Please call me at school at (619) 772-3232 to discuss more details about the program. I look forward to hearing from you soon. ¶
¶
Sincerely yours, ¶
¶
¶
¶
Ms. Mary Prendergast, MSIS¶
Department Chair¶

Fig. 1.30 Intermediate update to the Conference Call letter

Selecting (highlighting) a block of text

Highlighted text is text that stands out from the rest of the document because, in the case of *Office 365*, the background of the highlighted text becomes a block of light blue color (Fig. 1.31).

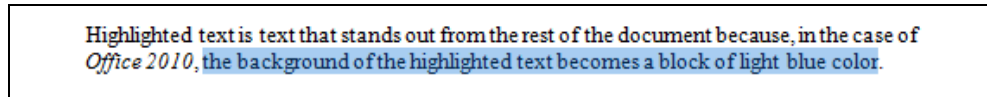


Fig. 1.31 Highlighted text

When you highlight text, you can do things to it (delete it, move it, copy it, change the margins set for it, change the font, the text style or color, and so on) without affecting the rest of your document.

You can highlight a single character...

Use the mouse to position the cursor so it is immediately before the "H" in "**Hodge**" in the address at the top of the letter

Hold down the left mouse button **and keep it down** as you carefully drag across just the "H" at the beginning of the word so that it becomes highlighted

This latter operation is tricky the first few times you try it. If you drag across more than just the "H", keep your finger on the left mouse button and drag back until you have just what you want highlighted.

You can select as much or as little of the text as you want. Remember, *you're in control*.¹

Let go of the left mouse button when just the "H" is highlighted

Now click anywhere in the text to remove the highlighting (i.e. to deselect the selected text)

Try this a few times on different letters anywhere in the document

You can highlight a single word...

Position the **mouse pointer** anywhere over the word "**Elementary**" in the **first line of the address** at the **top of the letter** and **double click** the left mouse button (or you can drag across the word using the mouse)

The single word "Elementary" should be highlighted on the screen.

Click anywhere in the text to remove the highlight

Try this on a few more words anywhere in the document till you're comfortable with the action

¹ If you are new to word processing, the secret here is: *don't panic!* No matter how much you might think to the contrary, when you're working with computers you are in control—as long as you know what you're doing. The computer is just a dumb machine designed to serve your information processing needs. These tutorials will help you make this dumb machine your friend.

You can highlight a line of text...

Click to position the **cursor** anywhere in the first line of the address at the top of the letter, then slide the cursor into the margin to the left of the **first line of the address** (the cursor changes to an arrow pointing in at the line) and click on the **left** mouse button

There you have it! The whole line is highlighted.

Click anywhere in the text to remove the highlight

Try this on a couple of different lines in the document

You can highlight several selected lines...

Click to position the **cursor** anywhere in the first line of the first paragraph, then slide the **cursor** into the margin to the left of the **first word of the first paragraph** (the cursor becomes a white arrow pointing in at the line)

Hold down the **left mouse button** and drag down to select (highlight) a couple of lines, then let go of the left mouse button

The lines you selected are now highlighted

Click anywhere in the text to remove the highlight

You can quickly highlight an entire paragraph...

Move the **I-beam cursor** anywhere in the first paragraph, triple click (quickly click **3** times) on the left mouse button and notice how this highlights the entire paragraph

Click anywhere in the text to remove the highlighting

You can highlight an extended area (or block) of text...

Place the **cursor** right at the **start** of the second paragraph

Now, hold down the **Shift key**—and *keep it down*—while you click at the end of the paragraph; notice that the whole paragraph is highlighted

Click anywhere in the text to remove the highlighting

You can quickly highlight an entire document...

You should be getting the hang of this highlighting by now. You can drag the mouse to highlight several paragraphs or even an entire document of several pages. However, dragging through a 50-page document would quickly become tedious. So *Word* provides a short cut to select an entire document. You may recall using this feature earlier in the tutorial.

Press **Ctrl+a**, then click anywhere in the text to remove the highlighting

Changing margins and using the *Word Indent Markers*

The letter is nearly ready to be printed. There are just a couple more changes you need to make. One style for letter-writing is to indent the first line of every paragraph. Another is to position the first address (the address of the sender) so it appears at the top *right* of the first page, instead of on the left. In this case, the closing signature could also be aligned on the right side of the page at the end of the letter, as illustrated in Fig. Fig. 1.32).

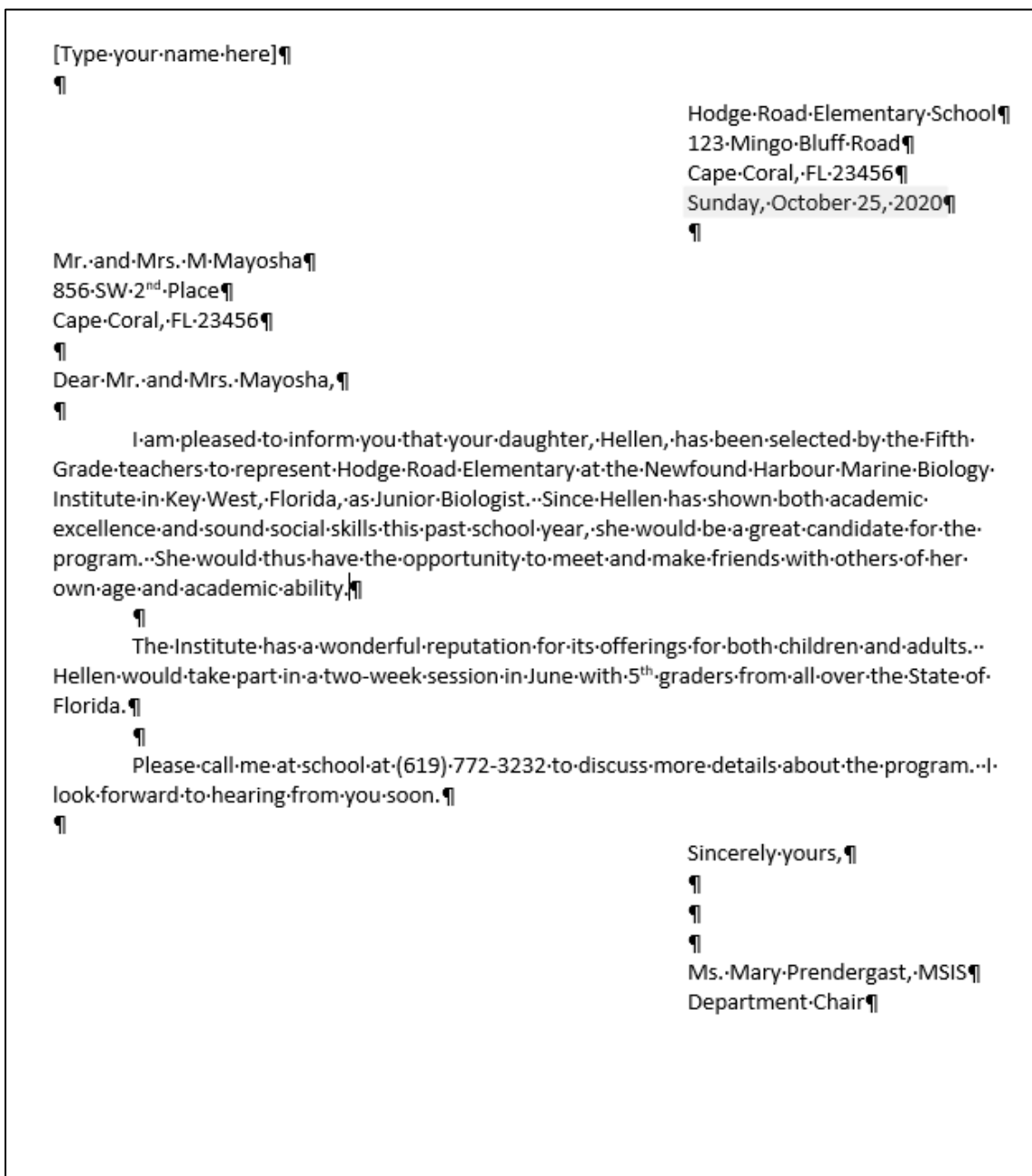


Fig. 1.32 The final version of the Conference Call Letter

To carry out these changes you need to learn how to use the indent markers.

Using the Indent Markers

Indent Markers are used to adjust the first line and the left and right margins of paragraphs (not individual lines, unless a paragraph only has one line). To use the indent markers, you need to have the ruler showing at the top of your document.

If you do not see the **Ruler Bar** at the top of the document (see Fig. 1.34 on the next page), then in the **View Ribbon > Show Group** click to put a **check mark/tick** next to the **Ruler** option

Now, click to put the cursor anywhere within the **first paragraph** of the letter (this tells *Word* which piece or paragraph of text to reformat)

Before we go on, remember that the *tip* of the mouse pointer is the **hot spot** (Fig. 1.33). Moving the small indent markers is a delicate operation; be sure to position the *very tip* of the mouse pointer on an indent marker.

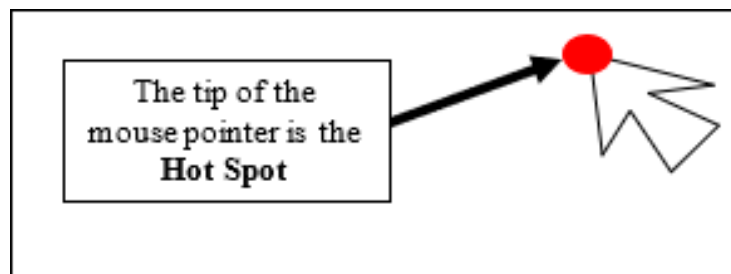


Fig. 1.33 The tip of the mouse pointer is the Hot Spot

On the left side of the ruler, at the 0" hash mark, you can see the three indent markers that set the *First Line Indent*, the *Hanging Indent*, and the *Left Indent* (Fig. 1.34).

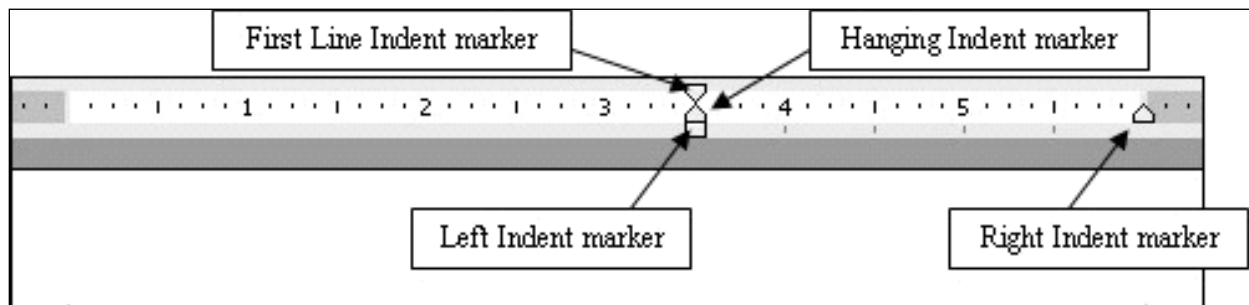


Fig. 1.34 The Indent Markers

These markers move together when you drag the Left Indent marker (the small rectangular marker on which the other two triangular markers sit).

Let's practice doing this.

With the cursor anywhere within the **first paragraph** of the letter, place the **tip** of the mouse pointer on the **Left Indent marker** (see Fig. 1.34 previous page) on which the **Hanging Indent marker** (the lower of the two **triangular** markers) sits

Use the mouse to drag the **Left Indent marker** across $\frac{1}{2}$ " to the **right** (to the $\frac{1}{2}$ " **hash mark** on the ruler), then **let go** of the left mouse button

Notice that the *First Line Indent marker* (the upper triangular marker) and the *Hanging Indent marker* (the lower triangular marker) shifted right along with the *Left Indent marker* and that the *whole paragraph* moved to the right half an inch ($\frac{1}{2}$ ").

Now, position the **tip** of the mouse pointer on the **First Line Indent marker** (the *top triangular marker*), hold down the left mouse button *and keep it down* as you independently slide it to the left or right (you won't be able to drag further left than the left edge of the page)

To independently move the *Hanging Indent marker* (the lower of the two triangular markers) you just point at it and drag it to the left or right in the same way (again you won't be able to drag further left than the left edge of the page).

Try this now

The following directions will give you more practice using these indent markers. You will be setting the indent markers for all the paragraphs in the body of the letter.

First, make sure you can see the whole letter in the window, then use the mouse to drag **all the indent markers** so they are at the left margin of the page (back at the **0"** hash mark on the ruler bar)

Next, click before the **first word of the first paragraph** to position the insertion point cursor there then, while holding down the **Shift** key, click at the end of the third (last) paragraph (after the words "...**from you soon.**")

All three paragraphs of the letter should be highlighted.

Now, position the **tip** of the mouse arrow on the **First Line Indent marker** (the triangular indent marker **on top of** the other markers) and slide it to the **right** to the $\frac{1}{2}$ " **hash mark** on the ruler

Notice that the *left margin* of each paragraph (except for the first line) is set at 0" and the first line of each paragraph is set at $\frac{1}{2}$ ".

Practice makes perfect

If this is the first time you've used these markers you may still feel uncomfortable working with them, if only because they're rather small and may be difficult for you to grab with the mouse pointer. More practice will cure that.

Next you are going to move over the left margin for the First Address and the Date at the top of the letter, and then the left margin for the sign off at the end of the letter. Follow these steps.

Drag to select (highlight) the **First Address** and **Date** lines at the top of the letter (the first four lines after your name)

Point at the **Left Indent marker** (the small rectangular marker at the bottom of the indent markers), hold down the **left** mouse button and **drag** all the indent markers together over to the **4"** hash mark on the ruler

Let go of the mouse button, then click anywhere in the text to de-select the highlighted text

The address and date should now be lined up on the **4"** hash mark. If you weren't successful the first time, just go through the steps again until you get the hang of it.

Next scroll down to the **end of the letter** if it doesn't all show on your screen

Select the lines that begin: "**Sincerely yours,**" and that conclude with "**Ms. Mary Prendergast, MSIS**" and "**Department Chair**" (including all the blank lines in between)

With these lines highlighted, again move **all the indent markers** across to the **4"** hash mark on the ruler, as you did for the address at the top of the page, then press **Ctrl+s** to save this (almost final) version of the document

1.6 CHECKING THE DOCUMENT FOR SPELLING ERRORS

Microsoft *Office 365* comes with a spelling checker. No matter how good you might think your spelling is you would do well to take advantage of this fast, effective tool for catching spelling errors or typos.

Encourage your students to use a spelling checker when they are proofing their word processed work. The system will highlight any words that it cannot find in its dictionary and may make suggestions for words or spellings the student intended. It can thus help your students become better spellers and broaden their vocabulary if they are curious enough to check out the meanings of the words they may never have come across before.

However, it *cannot* spell for them—yet! Nor can it correct errors such as the misuse of "to", "too", and "two"! A spelling checker is not an alternative to proofreading. Tell your students they should always proofread their work on the printed page (in hard copy form) *after* they have run it through the spelling checker. It also would be a good idea to have

students proofread each other’s papers. Assessing a classmate’s work is a valuable collaborative learning experience.

Accessing the spelling checker

In the **Review Ribbon > Proofing Group** select **Editor** to bring up the **Editor dialog box** (Fig. 1.35)—the word “Elementary” has been purposely misspelled in the Conference Call Letter

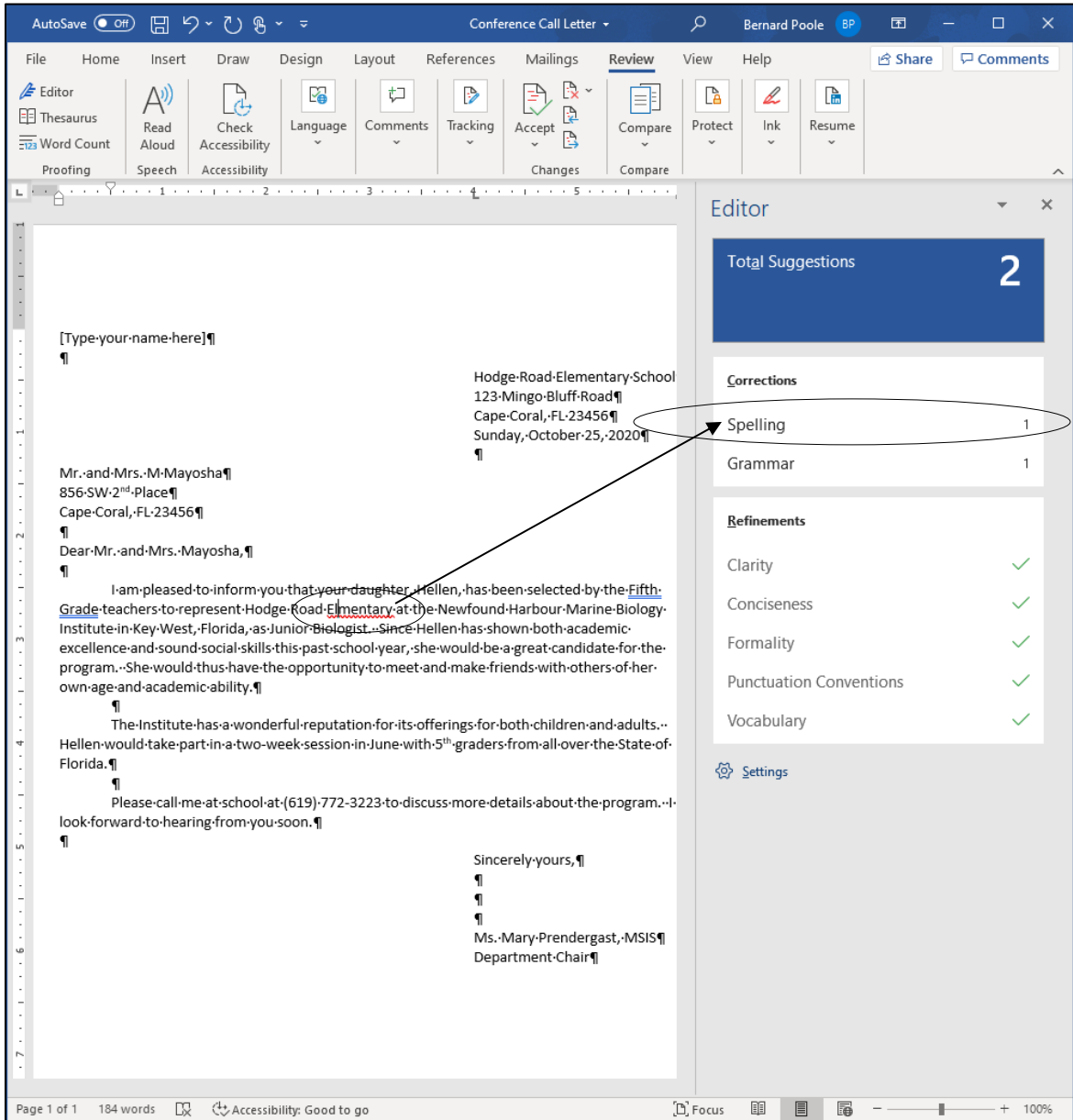


Fig. 1.35 Spelling and Grammar dialog box

The Microsoft Office *Word* spelling and grammar checkers are probably already working for you if those functions are in automatic mode and if you see strange looking

blue underlines and red squiggles under some of the words. If *Word* highlights a word or phrase, this does not necessarily mean there is anything wrong with it. You still have to be able to tell if you have made an error and also know how to correct it. Remember, the computer is just a dumb machine—it is a tool to assist your intelligence, not replace it!

If you tell the Spelling Checker to check your document, and it has "No suggestions" for a word highlighted, the dialog box gives you the option to have the Spelling Checker *Ignore* (because the word is correct as is); or *Ignore All* occurrences of the same word in your document (because you don't want the Checker to stop for them again); or *Add* the word to the custom dictionary (so it won't be flagged in future documents you work on). This is generally useful for proper names.

In the example in Fig. 1.35 above, the word "Elementary" has been mistyped. As you can see, the misspelling was picked up by the *Spelling Checker* and, in the right-hand pane, drawn to your attention. To fix the problem, you just click on the *Spelling* button (Fig. 1.36), and *Word 365* will show you what the misspelled word is and offer a solution to the problem.

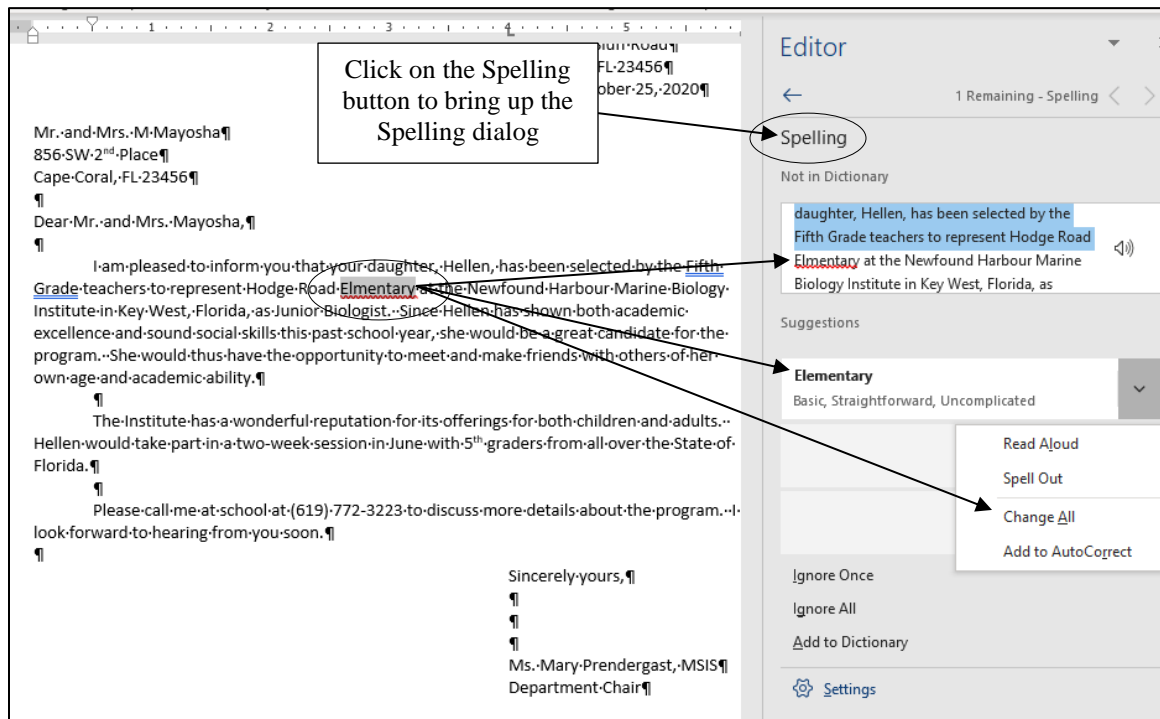


Fig. 1.36 Fixing spelling and other problems in your document

Go ahead and click on the **Spelling** button, then click on the correct spelling of the word "**Elementary**"

Notice that there is another potential problem highlighted by the Editor: The phrase Fifth Grade has been underlined in blue. This tells you that this *may* be a *grammar* error because of the uppercase (capital) letters at the beginning of each word. As it happens, this is not an error, so you can click on the Grammar button and tell *Word* to *Ignore once*. Feel free to go ahead and do this, though it's not necessary since it only occurs once in the document.

At one time or another you will find all these features useful, so you should take the time to check them out. For the most part the Spelling Checker is intuitive, and one of the best things you can do at this time is take a few minutes to browse through the various selections until you get a feel for what the Spelling Checker can do.

Using the **Spelling and Grammar...** option in the **Tools** menu, work your way through the Conference Call Letter and correct any spelling or typing errors you may have made

Save your work one last time when you are done (press **Ctrl+S**)

In Lesson 2 you will make more extensive use of the *Word* Spelling Checker.

1.7 PRINTING A FIRST DRAFT OF THE DOCUMENT

Print Preview—ing your work

It is always useful to preview your work on screen before sending it to the printer. In *Office 365*, you will always be able to preview your work in the Print dialog box before you send it to the printer. Let's see how this works.

From the **File** menu select **Print** (or press **Ctrl+p**)

Word will present you with the Print dialog box which will be similar to that shown in Fig. 1.37 (though every computer has minor variations when it comes to printing).

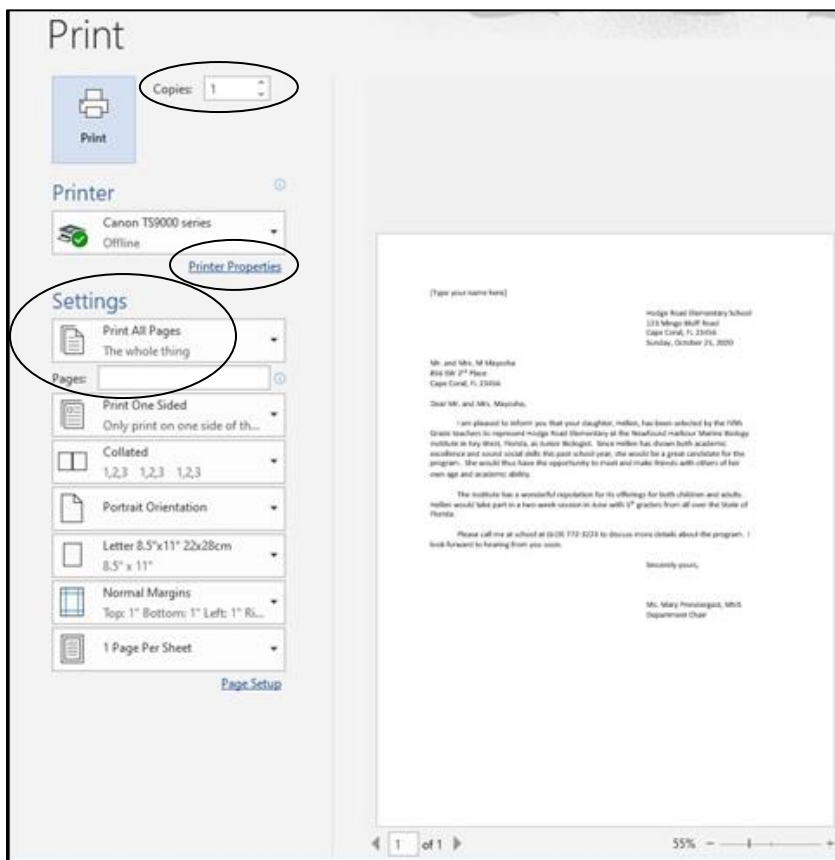


Fig. 1.36 Typical *Word 365* Print dialog box

What kind of printer are you using?

If you have a laser printer, the quality is always "Best." But if you have a dot matrix, daisy wheel, or inkjet printer you can choose the quality of output you require. You select the print quality by clicking on the Printer Properties button in the Print dialog box.

Printing a range of pages

As regards Page Range, the *Print All Pages* option is selected by default. The Conference Call Letter is only one page long, so you will by default want to print the entire document. Should you want to print a subset of the pages of a long document, say from page 3 to page 6, you would click the *Print All Pages* option (see Fig. 1.36 above) and enter the page numbers of the range of pages in the data entry box (ex. 1,3,5-12).

Setting the number of copies

Word also asks you how many copies you want to print. As you can see (Fig. 1.36 above), the number 1 is already selected by default, and for a draft copy that is certainly as many as you would normally want.

You are now ready to print the document.

Click on the **Print button** in the **Print dialog box**

If all is well with your printer connections and so forth, your printer will now go ahead and produce a hard copy of your document.

Removing your document from the printer

If, as is likely these days, you are using a laser printer or an ink jet printer, removing the paper from the printer is simply a matter of picking it out of the paper tray.

Save the environment

A useful environmental tip, for your draft copies, is to reuse paper that has one side blank. Keep a box near the printer where others who use the printer can deposit used paper that is clean on one side. Only use new paper for a final copy of a document.

Always proofread your writing

Now you should take the time once again to carefully read over what you have typed.

If you used the Spell Checker, remember that it will not necessarily pick up all errors. If you type "me" when you meant to type "he," the checker won't mind in the least, since both words are in the dictionary. As we noted earlier, the golden rule here is: A Spelling Checker is only as good as you are! You should never rely blindly on the feedback from the Spelling Checker. So always proofread your writing—and tell your students to do the same. You might also have your students proofread each other's papers. Let them be teachers, too; it's a great way to learn!

You should also check the overall page layout to see that the document looks good on the page. If there are problems, now is the time to fix them. Make all necessary changes on the computer and save the document again on your disk drive.

If all is well, you are ready to go ahead and print the final version, the one that you will send in the mail to the parents. Later, in Lesson 6, you will have the opportunity to learn how to use Mail Merge to send individualized copies of a letter to a large number of addresses.

1.8 RUNNING OFF A FINAL COPY

Follow the steps you learned above to run off a final copy of your document.

Most printers today will accept single sheets of paper. So, if you wanted to use your school's letterhead, this would be no problem. You would, of course, need to remove the sender's address from the top of your *Conference Call Letter* since this address would already be included on the letterhead paper. You might also need to select *manual feed* for the printer, depending on the type of printer you are using.

1.9 MAKING A BACKUP COPY OF THE DOCUMENT

Your last task before completing this session at the computer should be to make a backup of your document. Earlier in this lesson you were asked to prepare a backup disk for all your work. Now is the time to learn how to make a backup copy of a single document. For the sake of convenience, you'll make the backup in the same folder (the Data Files folder) as the rest of the data files you will create using these tutorials.

The Conference Call Letter is still open in *Word 365*. It is also saved in your *Work Files for Office 365* folder since that is where you have been saving it all along.

From the **File** menu select **Save As** and in the **Save As dialog box** make sure the **Data Files** folder is open, then change the file name to **Conference Call Letter Backup** and click on the **Save** button

Wait while the file is being saved, then close **Word (File > Close)**

LOOKING BACK

In this tutorial you have learned the basics of the Microsoft *Office 365 Word* word processor. You now know how to enter text, save it, revise it, set margins, check it for spelling, and print it on paper in draft, standard, or letter quality. You also learned one way to make a backup copy of your documents.

Many computer users learn no more than has been covered in this lesson. Underutilization is a common fact of life for most computer users; they never discover the wide range of useful things the computer can help them do. Ideally, however, this tutorial should have made you keen to learn more about *Word*. Remember what you learned in Lesson 1. You may need to refer back to some of the details spelled out here when you are using the word processor on your own.

Above all, keep an open mind. It is almost impossible to know everything about the computer, so there is always a lot to learn, even when you think you know it all!

LOOKING FORWARD

This has been a good introduction to the Microsoft *Office 365* word processor. However, there is still a great deal to learn. Lesson 2 will give you an opportunity to further advance your skills.

Many of the word processing skills that you have learned will transfer across to other word processors. The more you use the computer as a tool for writing, the more natural it will become and the more you will improve your writing ability. The ease with which you can make changes will have a significant impact on your willingness to generate quality written communication. Word processing will have the same effect on your students, so the sooner you can get them using the computer for all their writing assignments the better.

SKILL CONSOLIDATION

Complete these exercises to reinforce what you have learned in Lesson 1. This will help you appreciate the usefulness of the word processor for all your writing tasks.

1. Use *Word* to write a letter to someone in your family or to a friend using the same layout as the Conference Call letter. There must be at least four paragraphs in the body of the letter. Print out a draft copy of the story, proofread it, correct any errors, then print out a final copy of the story. Hand in both copies to your instructor.
2. Write a letter to a school district superintendent explaining the details of a field trip that you are planning for your class. Print out a draft copy of the story, proofread it, correct any errors, then print out a final copy of the story. Hand in both copies to your instructor.
3. Write a short story of at least four paragraphs using *Word*. Set the right and left margins at 1.5 inches. Print out a draft copy of the story, proofread it, correct any errors, then print out a final copy of the story. Hand in both copies to your instructor.
4. Use *Word* to type up a paper of your choice. Print out a draft copy of the paper, proofread it, correct any errors, and then print out a final copy of the paper. Hand in both copies to your instructor.
5. Using *Word*, type a paper of at least four paragraphs explaining what you have learned so far in tutorial 1. Print out a draft copy of the paper, proofread it, correct any errors, and then print out a final copy of the paper. Hand in both copies to your instructor.
6. Open *Word* to create a new document. Name the document "A Day at the Beach" and type at least four paragraphs on this topic. Practice adding and deleting words, phrases, and whole sentences. Print out a draft copy of the paper, proofread it, correct any errors, and then print out a final copy of the paper. Hand in both copies to your instructor.
7. Open the document "Conference Call Letter." Change the date so that it is the current date, save the updated document. Remove all the first line indents from the paragraphs. Add a paragraph explaining that if Hellen cannot attend the Institute this year, the offer will be open again next year. Save the updated document. Print out a draft copy of the letter, proofread it, correct any errors, then print out a final copy of the letter. Hand in both copies to your instructor.