

Windows 95

The intention of this section is to instruct basic word processing skills such as creating, editing, formatting, saving and closing a new document. Microsoft Works is the program that will be utilized. However, once these skills are learned, they can easily be transferred to other word processing programs such as ClarisWorks or Microsoft Word. For more information about using ClarisWorks and Microsoft Word see the information at the end of this tutorial.



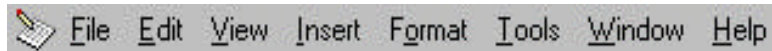
Hands-On

This section contains step-by-step instructions for using the word processing program of Microsoft Works. When you are asked to tap, or lightly strike, a certain key on the keyboard it will appear in ALL CAPS and in **boldface**. In addition, if you are asked to use the keyboard to type or key-in text, the designated text will appear in “quotations” and in a typewriter font.

Opening Microsoft Works - Word Processing

- 1a. To open Microsoft Works, use the left-hand portion of the trackball pad and click the **Start** button, positioned at the lower left-hand corner of your screen, once.
- 2a. Place the pointer on **Programs**. Move the pointer horizontally to the right into the next window.
- 3a. A pop-up menu appears, move the pointer to select **Microsoft Works 4.0**. Another pop-up window appears; move the pointer to the right again and select and click on **Microsoft Works 4.0**.
- 4a. When the **Works Task Launcher** appears, click on the **Works Tool** tab at the upper right portion of the window.
- 5a. In the next window, click on the **Word Processor** button.
- 6a. A blank document window **Unsaved Document 1** is now visible.

Menus



To manipulate a menu:

- 1b. Move the pointer above or on one of the menu names on the Menu Bar at the top of the window screen (e.g., File or Edit). Click on the menu name.
- 2b. Move the pointer to select and click on the desired command. Click again on the menu heading to close if no selection is desired. If the command has an ellipse (...) after it, a dialog box should appear once the command is selected.

Additional Information

Icon Identification:

Place the pointer on the lower portion of each icon on the **Tool Bar**. A box will appear below it which identifies the purpose of each button.

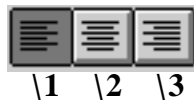


Creating a New Document

When the word processing program starts, a blank document appears on the screen. In this document we will enter new text, then edit and format the text.

Note the blinking short vertical line within the document body called the *insertion point* which marks the position in the document where keyed in (typed) text appears. The *insertion point* may be moved by using the mouse or the arrow keys on your keyboard.

A group of three buttons on the Tool Bar control justification of the text. The first button justifies text to the *left* margin. The second button justifies text to the page *center*. The third justifies text to the *right* margin.



Entering Text

- 1c. In the new document window, key in the following sentences exactly as shown:

The Word Processor program in Works automatically advances text to the next line when the text reaches the right margin of the document. This feature is known as word-

wrap.

- 2c. Tap the **ENTER** key twice to create a blank line between the paragraphs. Key in the following sentence:

You use the Enter key to end paragraphs and insert new lines of text. If you tap the Enter key twice it creates a blank line in your document.

Editing Text

- 1d. In the first sentence change the word “**test**” to “**text**” by placing the insertion point to the right of the character “s” and tapping the **BACKSPACE** key. This erases the “s” and moves the insertion point to the left.
- 2d. Type the correct letter “x”. Notice this inserts the x in the correct position and moves the rest of the text to the right.
- 3d. To indent the first sentence of each paragraph move the insertion point to the left of the word “**The**” in the first sentence and tap the **TAB** key.
- 4d. Indent the second paragraph.

Formatting Text

Formatting is used to change the appearance of text allowing you to emphasize text and make documents look more professional. Works has several ways to format characters. The style of the text may be formatted as **bold**, *italic*, underline and combinations of these styles. Formatting also includes changing fonts and font sizes. Formatting text may be accomplished using Works menu commands or by using buttons provided in the Tool Bar.

Formatting Styles

In the following steps we will apply format changes to the first paragraph of our document. We will bold the word “Works” and underline the phrase “Word Processor.” With these steps we learn that existing text must be selected (highlighted) before formatting may be applied. We will also add a new paragraph to the document to learn how to apply format to text as it is typed into our document.

- 1e. Select the word “**Works**” by placing the *insertion point* to the left of the “**W**” in “**Works**”, click and hold, and drag the mouse to the right across the word until it is highlighted, and release.

- 2e. Place the mouse over the **Format** menu on the menu bar. Click on the **Format** menu.
- 3e. Select and click the **Font and Style** command. Go to the Style box in the lower left-hand portion of the window, click on **Bold**. Click **OK** to exit window.
- 4e. Click anywhere on another part of the document to deselect the highlighted text.

Special Note

Short-cut: Highlight the word, click on the **B** button on the tool bar to select **Bold**, click elsewhere on the document to deselect. (This also works for *Italic I*, and underline U.)



- 5e. To change the format to underline, select the text “**Word Processor**”.
- 6e. Click on the U button on the toolbar. Click on another part of the document to deselect.
- 7e. Place the insertion point at the end of the second paragraph, click, and tap **Enter** twice to create a blank line.
- 8e. Tap the **TAB** key to create an indent and then key in the following:

Formatting features may be applied to existing text in a document or while entering text.
- 9e. In the toolbar click on the **I** button to activate the italic format and then key in the following:

Changing the style of text as you type requires that you first activate the format feature, then type your text and finally turn off the feature.
- 10e. In the Tool Bar click on the **I** button to turn off the italic format.

Note: At this time your new document should look similar to the following document:

The Word Processor program in **Works** automatically advances text to the next line when the text reaches the right margin of the document. This feature is known as word-wrap.

You use the Return or Enter key to end paragraphs and insert new lines of text. If you tap the Return or Enter key twice it creates a blank line in your document.

Formatting features may be applied to existing text in a document or while entering text. *Changing the style of text as you type requires that you first activate the format feature, then type your text and finally turn off the feature.*

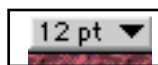
Formatting Fonts

In the following steps we will change the second sentence of the first paragraph to font type Arial. We will then change the second paragraph to font size 14.

- 1f. Place the *insertion point* anywhere in the second sentence of the first paragraph, hold down the **Control** key and click the mouse to select the entire sentence.
- 2f. Click the arrow button on the right edge of the Font box in the toolbar.



- 3f. Scroll up the alphabetical listing using the upper arrow key. (Click and hold the arrow to scroll till **Arial** appears.) Move the cursor to the left onto **Arial** to select, click.
- 4f. Select the second paragraph of your document by placing your *insertion point* to the left of the first word “**You**”, clicking and dragging downward and to the right over the text until the entire second paragraph is highlighted, and release.
- 5f. Click on the arrow of the button on the right of the Font-size box in the toolbar and hold.



- 6f. Use the mouse to scroll the list downward and release on **14**.

Note: At this time your new document should look similar to the following document:

The Word Processor program in **Works** automatically advances text to the next line when the text reaches the right margin of the document. This feature is known as word-wrap.

You use the Enter key to end paragraphs and insert new lines of text. If you tap the Return key twice it creates a blank line in your document.

Formatting features may be applied to existing text in a document or while entering text. *Changing the style of text as you type requires that you first activate the format feature, then type your text and finally turn off the feature.*

You may select any font style and size before you begin keying in your document. The entire document will then be formatted as per your selection.

Adding Bullets

Create bulleted lists easily by using the Bullet button on the Ruler toolbar below the title bar. A bulleted list is useful for grouping related items and making them easier to read. In the following steps we will add a short bulleted list to our document.

- 1g. Move the insertion point to the end of the last sentence. Create a blank line at the bottom of the document. (Tap **Enter** twice.)
- 2g. Key in:
Types of Formatting:
- 3g. Tap the **ENTER** key.
- 4g. In the Tool Bar click on the bullet button.



- 5g. Key in the following (tapping **ENTER** after each item):

Styles

Fonts

Paragraphs

- 6g. Click on the **Bullet** button to turn the button feature off. (Be sure you have tapped **Enter** after keying the last entry before clicking the bullet button off.)

Note: At this time your new document should look similar to the document below:

The Word Processor program in **Works** automatically advances text to the next line when the text reaches the right margin of the document. This feature is known as word-wrap.

You use the Return or Enter key to end paragraphs and insert new lines of text. If you tap the Enter or Return key twice it creates a blank line in your document.

Formatting features may be applied to existing text in a document or while entering text. *Changing the style of text as you type requires that you first activate the format feature, then type your text and finally turn off the feature.*

- Styles
- Fonts
- Paragraphs

Saving a Document

When you create and edit a document, the changes you make are temporarily saved in the memory of your computer. If you quit Works without saving your document it will not be available to you at a later time. Therefore, if you wish to access a document at a later time you must chose to save it to a disk or to the hard drive.

In the File menu on the menu bar, you will notice that there is a *Save* command and a *Save As* command. The first time you save a document, whether you chose *Save* or *Save As*, the program will automatically display the *Save As* dialog box.

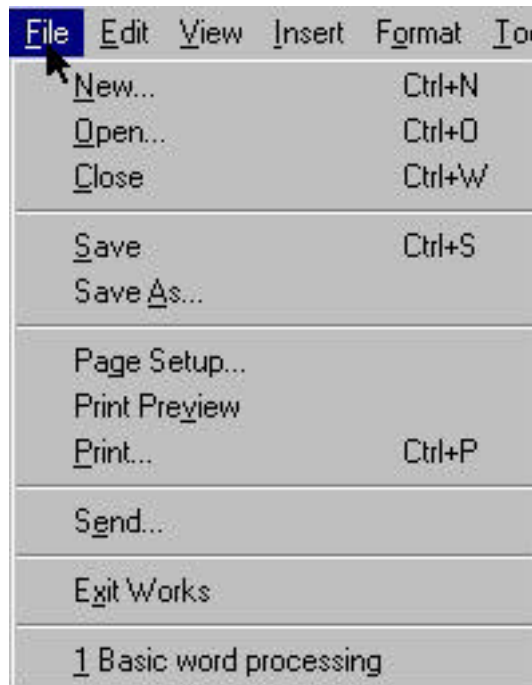
Save:

- Used to save ongoing-changes periodically as you create your document.

Save As:

- Used to save the document the first time when you assign a name.
- Used to save the document when you want an additional copy of the document. You have to *save as* a different name (rename) or to a different location (hard drive, disk, folder, etc.).

In the following steps we will save our document as "basic word-processing" to a diskette. Insert a disk into the slot on the front of your computer. (The metal edge should be towards the computer.)



- 1h. Place the mouse over **File** menu on the menu bar and click.
- 2h. Select and click on **Save As**.
- 3h. Works displays the **Save As** dialog box; in the **File Name** box type "Basic word-processing."
- 4h. To change the location to the diskette, click on the button in the **Save in** box.
- 5h. Select and click on the **3 1/2 Floppy (A:)** (diskette) from the list.
- 6h. Click on **Save**.

Special Note

Save As: To use your document in another word-processing program, such as Claris Works, Microsoft Word or Word Perfect, do a *Save As* and Save the document in *Text Format*. # Under **Save as type**, use the arrow to select and click on **Text**. Click on **Save**. When in any of the above word-processing programs, use your menu bar **File** command and select **Open**. You can now find this document listed as **Text** and open it into the new program.

Closing a Document

Always *Save* before closing a document. If you forget, the computer will ask if you want to save your changes.

- 1i. Place the mouse over and click on **File** menu.
- 2i. Select the **Close** command, and release the button.
- 3i. Works displays the **Startup** dialog box.



Special Note

Short-Cut Key Strokes:

Microsoft Works also allows the user to access the menu commands by providing short-cut key strokes. For example, the user may close a Works window by tapping the **CTRL** key and the **W** key simultaneously.

All shortcut key commands are listed to the right of the menu listings. For example, click on **Edit** in the menu bar to see the menu commands and the corresponding short-cut key strokes.

Activity

The following instructions need to be utilized with the Word Processing Activity located in the Activity section of the Workshop Guide or you can access the Activity from the following URL:
<http://www.uni.edu/ietti/uswest/workshop>

- 1j. To practice the skills you have learned, create a new document keying in the text in “Word Processing Activity.”
- 2j. Create a title of your choice.
- 3j. Edit the document to correct any mistakes you may have made. Apply necessary format changes to make the document look like the formatted document.
- 4j. Finish the story by adding your conclusion to the story
- 5j. Save the document as “my lucky day” to your diskette and quit, or exit Works.

Additional Information

Microsoft Works Pointer Shapes

When using Microsoft Works the pointer may be displayed as three different shapes. The shape of the pointer is dependent on the position on the screen and produces different actions based on the shape.

- ↖ The arrow pointer shape; a left-pointing arrow appears when the pointer is placed over the menu bar, toolbars or scroll bars.
- Î The insertion pointer; the shape of a capital letter I appears when the pointer is placed in the document area and when placed in text boxes of dialog boxes.
- ➡ The selection pointer; a right-pointing arrow, appears when the pointer is located in the far left side of the screen.

Highlighting Text

Before you can make changes or corrections to text, you must select the text you want to change by highlighting it. To highlight text, perform the pointer action described in the following table.

To Highlight:	Do This:
Any text	Click and drag the pointer over the text
A word	Double click on the word
A line	Triple click anywhere on the line.
A sentence	Hold COMMAND key and click anywhere in the sentence.
A paragraph	Quadruple click anywhere in the paragraph
A range of text	Click once at beginning of selection. Then hold SHIFT key and click at the end of selection.
Entire document	Triple click in the selection bar.

Special Note

For more information on ClarisWorks and Microsoft Word see these URLs.

Microsoft Works

<http://www.microsoft.com/works/>

- Microsoft Works Clip Art
http://www.microsoft.com/works/html/More/Clipart/clip_fam.htm
- Microsoft Works School Work
http://www.microsoft.com/works/html/Teachers/School_Works/kidwork.htm

ClarisWorks Tutorial

<http://milkman.cac.psu.edu/publications/web/publications/cacguide/training/outlines/indexcworks.html>

