

Class Times per Session:

9:00am – 10:00am EST

10:00am – 11:00am EST

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Introduction to Computers

Lesson Three: Getting Started with Word

Students will be given a brief discussion on Applications (word Processing, Desktop publishing, Spreadsheets, Database, Graphics, Presentations, Browsers, Web pages, Email, etc...)

After, our orientation it has been confirmed that each student needs Microsoft Word 2003 and related software products to follow along with this course inshaAllah. Our first official topic after understanding your computer and its functions, and types of computers is using Microsoft Word 2003.

Getting Started:

When you first start your word program, the Microsoft word program window opens. This window includes many of the menus, tools, and other features found in every Microsoft Windows program. Take a look at the top and bottom portion of your user window (screen) you should see the following:

- Title Bar
- Menu Bar
- Insertion Point
- Document Window
- Ruler
- Formatting toolbar
- Standard Toolbar
- Task Pane
- Status bar
- Scroll Bar
- And View Buttons

Description of Terms:

In the **document window** this is where you enter and edit text. This is the main part of the Word program window. The **insertion point** is the blinking cursor on the vertical line that appears in the document window upon opening the program. The insertion point indicates where your text will appear when you begin typing on your keyboard.

Word organizes commands for common tasks in **the task pane**; this is the small window next to your document that opens up when you need help. Example, when you start your word program, you see the Getting Started task pane to open a saved or blank document, to create a document based on an existing one, or to create a document

from a template. A template is a file containing structure and style settings that help you create a specific type of document, such as a fax, memo, or even a resume.

Exercise 1: Opening and closing the task pane

The Getting Started task pane opens each time you start Word. If you do not want the task pane to appear when you start Word, click options on the Tools Menu, click View Tab, clear the Startup Task Pane check box, and click ok.

BE SURE TO: minimize your hot conference room so you can hear the instruction, but see your desktop window!

1. In the bottom left corner of your user window (screen) you should see the green button that says **Start** in the **taskbar**, click Start, point your mouse to **All Programs**, locate your program folder that says **Microsoft Office**, click the folder to open its options, and then click **Microsoft Office Word 2003**.

The Microsoft Word program should open with a blank document in the document window and the **Getting Started Task Pane** displayed on the right. *If you already have your Microsoft Word 2003 Program on the desktop, with a **shortcut** then just double-click the shortcut to open a new document window.

2. At the right end of the title bar of the Getting Started task pane, you will see an arrow pointing downward, this is the other task panes down arrow. Click it to open the other task panes menu.
3. Press the **esc** key on your keyboard, or click any empty place in the document for Word to close the other task panes menu.
4. At the right end of the Getting Started task pane title bar, click the close button. When the Getting Started task pane closes, the document window expands to fill the width of the program window.
5. On the **view menu**, click Task Pane to open the task pane again.

Creating, Saving and Closing Documents

Creating a Word document is as simple as typing text. (To increase your typing ability refer to the previous lesson for the practice typing featured link) As stated before the **insertion point** indicates where the text will appear in the document. When the text you're typing goes beyond the right side margin, Word "**wraps**" the text to the next line automatically. Because of this **word wrap** feature, which is common in word processing and in desktop publishing programs, you only have to press "**enter**" when you want to begin or start a new paragraph, not a new line.

The text you type is viewed in the document window and is stored by the computer, but only temporarily. If you want to keep a copy of the text, you must save the document as a file. Specifying a name and a location for the file ensures that you can retrieve the file later inshaAllah.

To save the document in Word, you click the **save** button on the **standard toolbar**, or click the **Save As** command on the **File Menu**. Either action displays the **save as dialog box**, where you can name the file and indicate where you want to save it.

After you save a document once using the **Save As** dialog box, you can save subsequent changes just by clicking the Save button on the Standard Toolbar. Each time you click save, the new version overwrites the previous version. To keep the new version without overwriting the original, you would just click the **Save As** command on the File Menu and save the new version either in the same folder with a different name or in a different folder.


You cannot store two documents with the same name in the same folder; you must alter the name inshaAllah.

Exercise 2: Creating and saving a new document

1. On the standard toolbar, click the **New Blank Document** button (icon). A new document window opens.
2. With the **Insertion Point** at the beginning of the new document, type as your heading **Gardeners, Get Your Garden Tools Ready!** And then press enter.
3. Press enter again to insert a blank line below the heading.
4. Type: *With spring just around the corner, let's start thinking flowers and vegetables. Let's start planning for this year's garden festival. Let's start celebrating blue-ribbon zinnias and zucchini. Let's get your garden tools ready.*

*Notice that you did not need to press enter when the insertion point reached the right side margin because the text wrapped to the next line automatically.

*If a colored wavy line appears under a word it indicates that there is some sort of possible error. Red is an indication of spelling errors, green indicates grammar, and blue indicates an inconsistent formatting error. If you ever see a dotted purple line this will indicate a "smart tag", a smart tag recognizes text as data that can be used with other programs. Example: A person's name is smart tagged as data that you can add to your electronic address book. But for now, just ignore any errors.

1. Press the enter key two times to insert a blank line between paragraphs and then type: *Here at The Garden Company, we realize that you need the highest quality tools to cultivate the best gardens. And with that in mind, we have for you the latest addition in our line of garden tools, The Garden Map Kit.*
2. Press the left arrow key ← to move the insertion point one character to the left, between the **letter t** and the period.
3. On the **Insert Menu**, click **Symbol**. A dialog box will appear.
4. In the recently used symbols area of the symbols tab, click  (the registered sign); or scroll through the list of symbols until you find this sign, and then click it.
5. Click the insert button, and then click the close button. Word will place the sign before the period in your document. **The Garden Map Kit®.**
6. On the standard toolbar, click the save button.
7. Remember the save dialog box appears, displaying the contents of the **My Documents folder**.
8. Click the **New Folder icon** on the toolbar. Name this new folder "**CreatingDoc**" and press enter. Double click the new CreatingDoc folder. You will see that the new CreatingDoc folder is currently empty. Enter the word Gardeners in the **file name box**, if Word has not already entered it for you.

*Word uses the first word in the document as a suggested name for the file automatically. If you want to change the suggested name just replace the text.

9. On the toolbar to the right of the **Save in box**, click the **Create New Folder** button. The New Folder dialog box will appear so that you can create a new folder within the CreatingDoc folder.
10. Type: **New Folder**, and click OK. **New Folder** becomes the current folder.
11. In the file name box, double click Gardeners, type: **First Save**, and click the **Save** button.

*The Save As dialog box will close. And the name of the document, First Save, appears in the program window's title bar (at the very top of the window).

12. At the right end of the menu bar (not the title bar), click the [Close Window](#) button.

The First Save document should close.

Summary: Saving a file for use in another program

Listen and take notes:

To save a document in another file format: Example as a PDF

1. On the **file** menu, click **Save As**.
2. In the **File Name** box, type a new name for the document.
3. Click the down arrow to the right of the **Save as type** box, and click the file format you want to use.
4. Click **Save**.

*As I mentioned before I do not really like the free sources online, because they only provide a minimum amount of information that I found to be insufficient. So in light of that your class outline of information will change. The next class will cover [Opening and Viewing Existing Documents](#).

Please submit all homework (exercises) to thm.business_sem@yahoo.com or to homework_1@thmteach.org

Third Lesson- Listen & Take Notes

Class Assignment - Review lesson two and its vocabulary

Class Discussion – Review lesson three

Homework – review all vocabulary and definitions

Typing Assignment – Students can practice typing by using the following website <http://www.sense-lang.org/typing/> inshaAllah. Make sure to write down the time that you began and the time that you completed each lesson. Complete lessons 3 & 4. *Typing assignments are for those who wish to increase their typing skills and it is not mandatory.

Quiz 1 - When quizzes are posted, even if late they are still due that same day or the next following day only. Submission of late quizzes is not acceptable and will result in you receiving a “zero” for a grade. If you are having difficulty accessing a quiz or exam you need to IM me or email me right away to let me know that there is a problem. Otherwise, it will be assumed that you did not attempt to take the current quiz or exam inshaAllah.

Links Used for this Lesson:

<http://www.computerhope.com/jargon.htm>

<http://www.sense-lang.org/typing/>

Books Used for this lesson:

Microsoft Office System 2003 Edition by Online Training Solutions, Inc