

MOUSE

You use the mouse to tell the computer what you want it to do or look at. The computer only 'looks' at what you want when you click or double click!

- To open a file or start a program move the mouse on top of the icon or file-name and DOUBLE CLICK

Double clicking means click the left mouse button – the action button – twice in a row *without moving the mouse!*

- To do something else with a file or program, *Right Click* on top of the icon or file-name. This will present you with a menu which will be relevant to the file or icon the mouse was sitting on. Remember that a click is a 'light click' and not a long hard push!
- The **wheel** you may have discovered scrolls your page up and down, whether it is a word document, an email or a file list. Some programs are 'wheel-enabled', but not all. Best to see what the wheel does by trying!
- Click and Drag! If you put your mouse on a file or icon, then click the left (action) button and hold it down while moving the mouse to a new position, then the computer will move the file or icon! You can do this with highlighted sections in a Word Document or with files moving them into folders!

Note that if you move a file (say in My Documents) from one drive to another drive (ie. the floppy disk drive a:) the computer will copy it, and not move it!

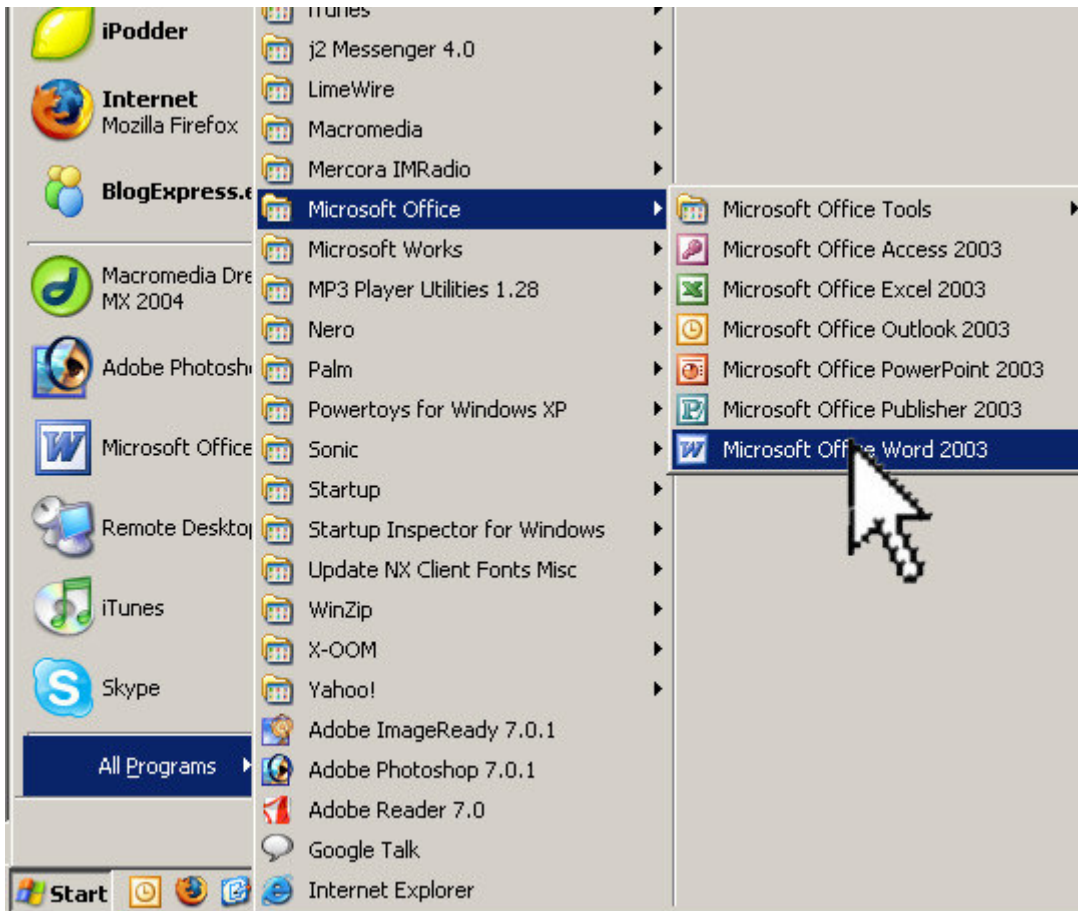
Starting Microsoft Word

All computers are configured differently! Some will have an icon on the desktop for Microsoft Word, some will have 'New Office Document' on top of the START bar menu, but an almost fail-safe way, assuming the computer has Microsoft Word is as follows:

- Click on START
- Move mouse to '*All Programs*'
- Follow mouse to *Microsoft Office*
- CLICK mouse on *Microsoft Office Word*

Note you do not even need to click at each of these steps! The computer will automatically open the next part of the menu!

If you have trouble following the menus with your mouse make sure you *aim for the middle* of the menu columns when you move the mouse up and down it!



Notice how the mouse arrow is in the middle of the column? While moving the mouse up and down try aim for the middle of the column to avoid swerving off it!

If you do not have Microsoft Word you might have another program for Word processing. Another common program found on many computers is Microsoft Works!

- Click on START
- Move mouse to *'All Programs'*
- Follow mouse to *Microsoft Works*
- **CLICK** mouse on *Microsoft Works Word Processor*.

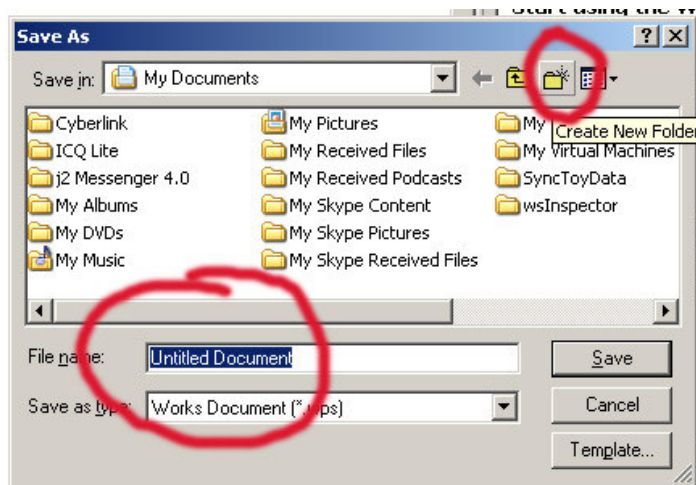
Microsoft Works Word Processor is slightly different to Microsoft Word, but you will notice it looks extremely similar and might even offer you more help!! If you have trouble with Microsoft Word you could certainly look for the Microsoft Works Word Processor!! Give it a go!

Microsoft Word hints and tips.

Red and green underlines do not print on paper! They are just there to show the computer doubts your spelling (red) or grammar (green). **RIGHT CLICK** your mouse on top of the 'disputed' word to see Microsoft's suggestion! If it bothers you you can say '*Ignore All*' or '*Add to Dictionary*'. To stop the computer from telling you it is wrong. '*Ignore all*' causes the computer to ignore the disputed spelling within the current document, while '*Add to Dictionary*' will never dispute that spelling again, for all future documents!

Always remember to save your document regularly by a mouse-click (left mouse button of course!) on the **File** Menu and then one click on the **Save** option! Remember the top area of your screen, the one with the *words*, is the *MENU BAR*, hence the *FILE* menu is shown by clicking on the word *FILE* on that menu bar. Note that the *Help* menu is activated by clicking the mouse on the word *Help* on the file menu, etc.

If you are not sure where to save your files look for *My Documents*! If you look for a file it might well have gone to *My Documents*! If you need to create a new folder in *My Documents* (or anywhere!) you can click the *Create New Folder* icon – see the little circle below!



And always make sure you use a sensible file name such as *Letter to Oma April 2006* for example but don't use fancy symbols! Your filenames can have 'underscores or dashes and dots, but best stay away from punctuation marks etc.

Examples:

Telstra_dispute_12

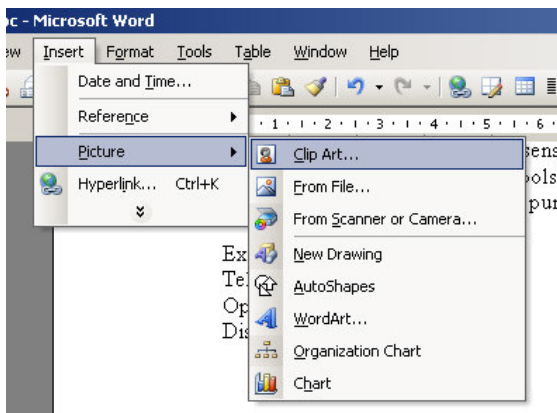
Optus dispute 12

Disputed Bills -2006

Clip Art

To insert Clip-art first

- click the mouse where you like the image to appear.
 - if you want it on top of the document first move the cursor right to the very first character or letter of your document, click the mouse there, and press the *Enter* key to insert a line)
- click on the *Insert* Menu
- move the mouse down to *Picture*
- click on *Clip Art*.
- Follow instructions (also refer to p.40 of the *Computing for Complete Beginner* book you were issued with).



Experimenting with clip-art

Right Click mouse on clip-art and click on *Format picture!* Have a look at the *Layout Tab* (by clicking on *Layout*).

Click on the Clip-art and see what happens when you *Click and Drag* the dots that appeared! See how you can resize/shape it? Very handy.

Things to try!

If you are not happy with a word and like to find another word to use click your mouse on the word and press **Shift-F7** (hold down the Shift key, and whilst continuing to hold it down tap the *F7* key once). And voila, you have a thesaurus at your finger-tips! Do experiment with it!

Don't use the SPACE-BAR to separate text, words or columns!! That is a formatting issue, and the computer can do that! Consider using the TAB key first, or if you have a need for a larger table use the Table Menu from the Menu-bar! Click on Insert Table and follow the instructions! Go on, play with it! After you have your table look at the Table menu, Auto Format Table function.

Have a look at the Format Menu and click on *Paragraph*. Play with the settings there to see what you can do to change the look of your document!

Don't forget the keyboard shortcuts for Microsoft Word! Some people prefer keyboard shortcuts in preference to using menus and tool buttons! See page 41 of the *Computing for Complete Beginner* book you were issued with for a long list of keyboard short-cuts, but here are some handy ones that you might want to remember:

Ctrl + A - highlight the entire document
Ctrl + B – Bold selected text
Ctrl + I – Italicize selected text
Ctrl + U – Underline selected text
Ctrl + L – Left justify selected text
Ctrl + R – Right justify selected text
Ctrl + F – Find a word in the document

F7 – Check spelling
Alt + Ctrl + F – insert a footnote
Alt + Shift + T – insert current time
Alt + Shift + D – insert current date

Ctrl + N – Start a new document
Ctrl + Z – UNDO your last change (ie. if you accidentally typed over something...)
Ctrl + Y – REDO your last change (to repeat an action)

Closing (or quitting) Word

Click on the File Menu with your mouse, and move to the bottom entry which says Exit. Click on exit.

If you have not saved your document yet the computer will ask you if you want to save it before quitting. If you like to keep what you have just written you have to click **YES!**