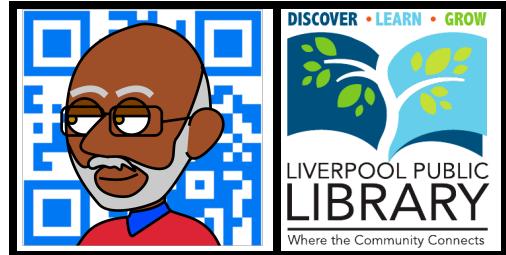


Tech Tips from Mr G

What You Need to Know About Microsoft Word 2008 (for the Mac)



Once upon a time schools taught word processing as part of the regular middle school and high school Computer Literacy curriculum. Nowadays many schools have abandoned that, thinking that kids are already computer-savvy, and know those basics. However, nothing could be farther from the truth. While kids seem to know everything there is to know about **Facebook** and **YouTube**, I've seen library patrons of all ages come in not knowing anything more than the bare basics of word processing, and trying to use the computer as a typewriter that's attached to a screen.

This handout is an attempt to try to rectify that situation with **Word 2008**, the word processing software that we run on the Macs here at the Liverpool Public Library. If you have a later version of Word, like **Word 2011** (for Macintosh) or one of the Windows versions, things may look a little different and you may have to hunt around a little, but the basic concepts will still be the same.

The Best Course I Ever Took

At age 15 I thought I knew how to type. After all, I had been using my mother's old red Royal typewriter to type reports ever since I was in 4th grade. But as a sophomore in high school, because of a scheduling problem, I was placed in the Beginning Typing class, and suddenly a new world was opened up to me. I learned how to use the correct fingers to type with, I learned about setting margins and tabs, and what the mystical **MarRel** key was actually meant for. I learned how to format my papers so that they looked like they had been professionally done, and not by some 10th-grader hunting and pecking at a keyboard. I learned the tricks that would make my life at the typewriter keyboard a whole lot easier.

Into the Computer Age

12 years later I was introduced to PCs and word processing on computers, and this made my life at the keyboard even easier than it had been before. The trick, though, was learning how the word processing programs worked and what they could do, and not to just think of it as a typewriter attached to a screen. On the right is a list of the top 14 things you should learn about whatever word processing program you're using on your computer.

Take the Time to Teach Yourself

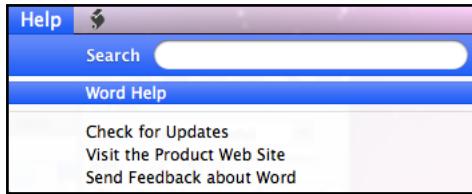
No matter what word processing software you're using, there are guides available to help you learn it. Some people do well with the built-in help systems, others prefer looking online for help, and still others prefer to use printed manuals like **Office 2008 for Mac for Dummies**, **Office 2008 for Macintosh: The Missing Manual**, or **Teach Yourself Visually Office 2008 for Mac**. Whatever method you prefer, take the time to learn how to properly use the word processing program you're working with.

It'll make your life a lot easier, and serve you well in the years to come.

1. Using the Help system
2. How to set margins
3. How to properly insert a page break
4. How to do indentations from the margins
5. Hanging indents, bullets, and numbered lists (oh my!)
6. How to set tabs (and learning about the different types)
7. Using Find & Replace
8. How to properly do page numbers
9. How to properly do footnotes
10. Paragraph alignment (left, center, right, and justified)
11. Line spacing (single, double, 1.5, and custom)
12. Creating and using custom paragraph styles (if your word processor supports them)
13. Inserting pictures and wrapping text around them
14. Creating and using tables

Using the Help System

If you don't know what you're doing, the very first thing you need to know is how to find out what to do. On Macs you can get help in just about every program by going to the **Help** menu at the top of the screen. In Microsoft Word, that will bring up a screen that looks like the one on the right, with **Word Help** as the very first choice.



Once you've selected **Word Help**, you'll be asked if you want to use the **offline** or **online** help. The **offline** help is usually good enough to start with, and you'll be given a screen like the one shown here.

At the very top, the **Topics** button opens up a panel on the left that shows you the different topics you can get help on. The **Search Help** field lets you type in the specific thing you're looking for help with. **Frequently asked questions** are shown in the middle section.

Finally, at the very bottom, on the left-hand side, is a dropdown box where you can move back and forth between online and offline help.

This takes care of the first thing you need to know how to do. Now let's take a look at the other 13.



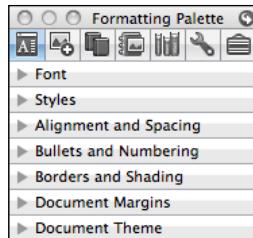
The Formatting Palette

Many of the things I think you need to know how to do can be found on the **Formatting Palette**, so we'll take a look at that first.

This is a floating panel that should show up the moment you open up Word, and is usually to the right of your actual document. If you don't see it, go to the **View** menu and select it.

Actually, the term **Formatting Palette** isn't quite right. The seven buttons along the top of it determine what kind of palette it is. The first button, for **Formatting**, just happens to be the default, and that turns it into the **Formatting Palette**.

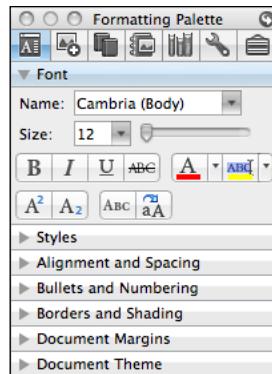
With the **Formatting Palette** selected, you'll see seven sections. In the example on the right they're all collapsed. These sections are **Font**, **Styles**, **Alignment and Spacing**, **Bullets and Numbering**, **Borders and Shading**, **Document Margins**, and **Document Theme**. We'll be looking at all of them except for **Borders and Shading** and **Document Theme**.



Font

The **Font** section of the palette is where your fonts and font controls live (kind of makes sense, doesn't it?). And in addition to the regular choices of **font**, **size**, **style**, and **color**, there's a button for choosing the **highlight color**, for putting your text in **SMALL CAPS**, and for **changing the case** of your text.

But wait, there's more! If you need to write out a formula like **H₂SO₄** or **E=MC²**, you'll find buttons for **subscript** and **superscript** right there in the font section of the ribbon.

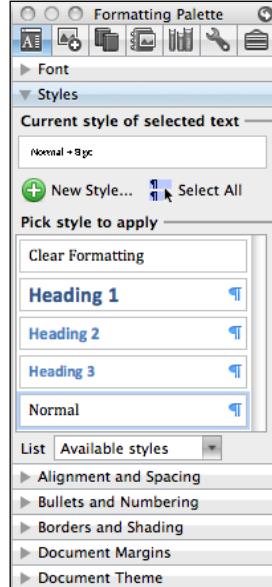


Styles

The **Styles** section lets you use certain pre-defined paragraph styles (like **Normal**, **Heading 1**, and **Quote**). It also lets you define and save your own custom paragraph styles to use later. That's a function I use all the time when writing these handouts.

I actually find it's a lot easier to use the **Style** command from the **Format** menu.

You can find out more about this by using the built-in Help system.

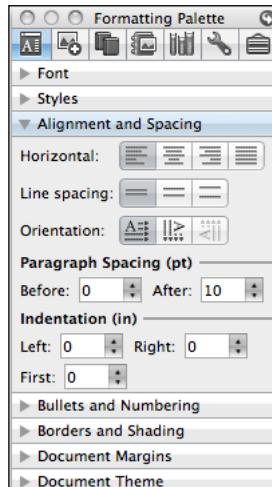


Alignment and Spacing

This section is where you get to choose your **Horizontal Alignment** (**left**, **center**, **right**, and **justified**), **Vertical Alignment** (**single-spaced**, **1.5-spaced**, and **double-spaced**), and set your **indentations from the margin** (including special **negative** indentations for **hanging indents**).

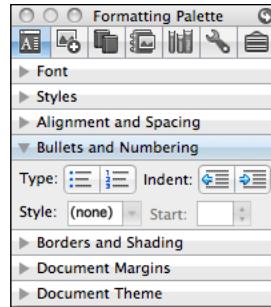
This is where you'll also find controls for setting the amount of space before or after a paragraph.

I'll talk more about **margins** and **indentations from the margin later**.



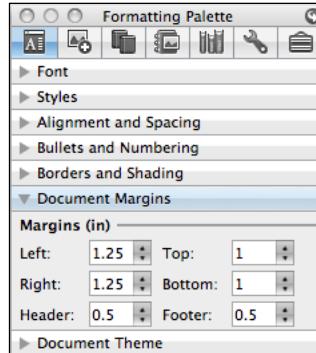
Bullets and Numbering

This section is where you'll find the controls for **Bulleted Lists** and **Numbered Lists**. It's also where you'll find the controls for **increasing** and **decreasing** the indentation from the **left-hand margin**.



Document Margins

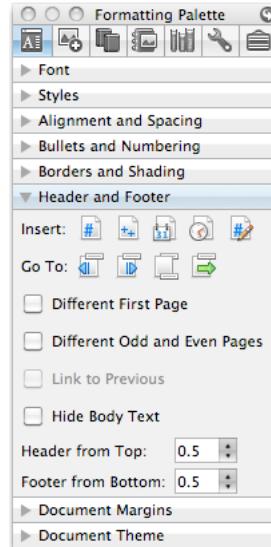
This is where you get to set the **left**, **right**, **top**, and **bottom** margins of your document. It's also where you get to set how much space is in your **header** or **footer**, both of which fall within your margins.



Header and Footer Controls

This is an unusual section of the Formatting Palette. It's unusual because it's not always there. It only shows up when you need it, and you only need it when you're working in a **header** or **footer**.

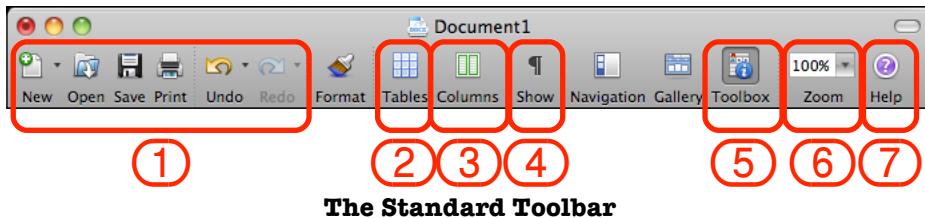
I'll talk more about those sections of your document and how to create them later, but the important controls in this section are the ones for **Insert Page Number**, **Insert Number of Pages** (which is the total number of pages in the document, and not the number of the page that you're on), and **Format Page Number** (digits, letters, or Roman numerals).



That just about takes care of the commands you can do from the Formatting Palette. Now it's time to take a look at the ones that come from the **Standard Toolbar** and the **Menu Bar**. That'll be on the next page.

The Standard Toolbar

The **Standard Toolbar** is what shows up (or should show up) at the very top of your Word document, just below the Menu Bar. It looks something like the example shown below. This is where you'll find such important and commonly-used commands as **New**, **Open**, **Save**, **Print**, and **Undo**, as well as some other commands you may not have been aware of. Let's take a look at some of them.



The Standard Toolbar

1. **New, Open, Save, Print, Undo, and Redo.** These commands should need absolutely no introduction at all. In addition to being found here, they can not only be found on the various menus, but accessed through certain **command key combinations**.
2. **Tables.** Use this command to create tables like the one below.

Day	Destination	Miles	Hours
Thursday	Drummondville, QC	325	5.25
Friday	Levis, QC	90	1.5
Saturday	St Bernard de Lacolle, QC	180	3
Sunday	Liverpool, NY	230	4.25

3. **Columns.** Use this to create **snaking** or **newspaper** columns like the ones in the example below.



4. **Show/Hide Markers.** This is the one that almost everyone hates the first time they're introduced to it. I like to show markers because it allows me to see exactly what I've done. Spaces show up as dots, tabs show up as arrows, paragraph breaks show up as ¶. Others prefer to hide them because they find the dots and arrows and other **non-printing** characters distracting.

But it sure does help to be able to see when I've accidentally hit the space bar twice.

5. **Toolbox.** Another way of bringing up the **Palette** if it's not already showing.
6. **Zoom.** I don't know about you, but when Word says that it's showing the page at 100% of its size, it doesn't seem quite right to me. It always seems a little small. So I use the **zoom** command to increase the **display size** to 150%. You can also use this to reduce the display size so you can get a better look at the overall layout of your document.

And if you don't see the exact percentage you want, you can just type it into the box.

7. **Help.** This is another way of getting to Microsoft Word's **help** feature.

Menu Commands

Many of the commands you've already seen are also available from the menus, and in more powerful forms. Others are only available from the menus. We'll take a look at some of the important ones here.

Edit

This is where you'll find the **Find** and **Replace** commands. What are these for? If you've ever written a long document and have decided that you want to change the word "picture" to "illustration," this is the command for you. Rather than having to read through the entire thing yourself, use **Find** to find each place where you've used "picture" and **Replace** to replace it with "illustration." You can do this on a case by case basis, or if you're really certain, you can use **Replace All** and be done with it.

This can also be used for getting rid of things like **double spaces** (between words), **double returns** (between paragraphs), and just about any kind of replacement you can think of.

View

This is the home of the **Header and Footer** command. What are headers and footers? These are the sections at the top and bottom of every page that remain almost exactly the same, and are where you put things like the name of your document, and your page numbers. Clicking on this command also activates the **Header and Footer** section in the Formatting Palette.

One very important thing to remember about headers and footers is that when you want to put page numbers in, you absolutely must use one of the page number insertion commands. If you type in the page number yourself, you'll end up seeing the same number on every page of your document.

Insert

There are a number of important commands here. The first is **Break**. Too many people think that in order to create a **hard page break**, you just hit the **Return/Enter** key over and over. That's not the way to do it. That's because if you change your font size later on, or add new text or graphics before that point, your page break will be totally messed up. The correct way to do this is to use **Insert/Break/Page Break**. You can also use the keyboard shortcut **SHIFT**  **RETURN**.

Footnotes (and endnotes) are easily entered by using the **Footnote** command. The footnotes you create using this command automatically renumber themselves when you add or delete new ones in between.

Use the **Picture** command to insert a picture, photo, piece of clip art, or any other kind of graphic into your document. Of course, you could still **copy** and **paste** it from somewhere else, but in most cases, this method is a lot easier.

And once you've inserted your picture, you can right-click or control-click on it to set how the **text wraps around it**.

Format

The **Paragraph** command gives you many of the same controls as the **Alignment and Spacing** section of the Formatting Palette, but I think it gives you a much easier way to create **hanging indents** (which I'll get to later).

Tabs allows you to create your own customized tab settings. You're not just limited to having things line up on their left-hand sides, you can create **left**, **center**, **right**, and **decimal** tab markers. Try using these, instead of spaces, to line up text.

Style. This was also in the Formatting Palette. I find it a lot easier to create a new paragraph style using the command in the menu than the one in the palette.

Margins and Indentations

I promised you that I'd eventually spend a little more time talking about margins and indentations, and now is the acceptable time. **Margins** are the space around the entire document. This handout has margins of **a inch** on the top, bottom, left, and right. However, the paragraph below is indented an additional half inch from both the left and right margins. You'll often want to indent a paragraph on both sides of the paragraph in order to set it off from the rest of the document and make it stand out.

Our family loves **Freakonomics**. My wife and I, along with our 21-year-old daughter, have read the book. My wife and I, along with our 11-year-old daughter, listen to the podcasts in the car. In fact, our 11-year-old has decreed that we're not allowed to listen to the podcasts without her.

A **hanging indent** is a special kind of paragraph where the first line starts farther out **to the left** than the rest of the paragraph, and **hangs over it**. They're often used in bibliographies. The paragraph below is an example of a hanging indent.

Gatling, K. E. (2013, August 20). Morals, Economics, and Lego. Retrieved August 26, 2013, from The Word From G: <http://wordfromg.blogspot.com/2013/08/morals-economics-and-lego.html>

More, More More

There are all kinds of other things you can do in Microsoft Word. A lot of people complain about it being "bloatware" because it has tons of features that they don't use. But these people forget that the features that they don't use may well be ones that others do; or that they might find a use for later on. It took 27 years before I needed to use the **Table of Contents** tool, but now that I need it, I'm glad it's there. You may wonder why **Merge Documents** (on the **Tools** menu) is even there, but if you've ever had to generate a series of personalized form letters, it's an absolute lifesaver. In fact, I even know of someone who has used it to create the pictorial directory for her church. And let's not forget the **Citations** section of the palette and the **Bibliography** command under **Insert/Document Elements**. If you're working on a heavy-duty academic paper, these can be lifesavers.

For now you may only use the tools that I've shown you in this handout, and you might not even use all of them in the beginning; but play around with Word, get to know it, and especially get to know how to use its built-in help system.

Where to Find the Top 14 Things You Need to Know How to Do

So now that we've gone through the most commonly used commands, here's a little "cheat sheet" of where to find the 14 I mentioned in the list at the very beginning:

1. The **Help system** can be accessed either from the **Menu Bar** or the **Standard Toolbar**.
2. **Margins** are on the **Formatting Palette** and under **Format/Paragraph**.
3. **Page Breaks** are on the **Insert** menu and have a keyboard shortcut of **SHIFT** **OPTION** **RETURN**.
4. **Indentations from the margin** are on the **Formatting Palette** and under **Format/Paragraph**.
5. **Hanging Indents** are on the **Formatting Palette** and under **Format/Paragraph**, while **Bullets** and **Numbered Lists** are on the **Formatting Palette**.
6. **Tabs** are under the **Format** menu.
7. **Find and Replace** are under the **Edit** menu
8. **Page Numbers** are on the **Formatting Palette**.
9. **Footnotes** are on the **Insert** menu.
10. **Paragraph Alignment** is on the **Formatting Palette**.
11. **Line Spacing** is on the **Formatting Palette** and under **Format/Paragraph**.
12. **Custom Paragraph Styles** are in the **Formatting Palette** and under the **Format** menu.
13. **Inserting Pictures** is on the **Insert** menu, and **Text Wrapping** is done by **right-clicking** (or control-clicking) on the picture..
14. **Creating and Using Tables** is on the **Standard Toolbar**.

keg 2014.03.03

Tech Tips from Mr G is a publication of the Liverpool Public Library.

You can find more of them at www.LPL.org/computers-and-computing/tech-tips

This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/> or send a letter to Creative Commons, 444 Castro Street, Suite 900, Mountain View, California, 94041, USA.

