

# Word Processing

**Word Processors-** software or apps that you use to produce, store or change text



Microsoft Word  
.doc, .docx



Google Docs  
.gdoc



Libre Office Writer  
.odt



Apple Pages  
.pages

## Keyboard

**Space Bar-** Add space between words

**Enter-** Go to a new line

**Backspace-** Get rid of something

**Shift Key-** Write in Upper Case or use symbols

**Caps Lock-** EVERYTHING UPPER CASE

**Arrow Keys-** move the typing cursor around



**Cursor-** Shows where the mouse is pointing on your screen. Looks different depending on what you can do with it:



Open Folders, Files, Programs



Click a link



Type something, change text

**Highlighting-** Select text so that the computer knows what you're looking at

### Click and Drag

1. Click with your left mouse button at the start of the text you want to highlight.
2. Hold the left mouse button down.
3. Drag your mouse pointer across the screen. You can highlight in any direction that you'd like.
4. When you've reached the end of the text you want to highlight, let go of the mouse button.

**Double Click-** Highlight one word by putting your cursor in the middle of the word and double-left clicking

**Triple Click-** Highlight a line or paragraph by putting your cursor in the middle of the word and triple-left clicking

- You can un-highlight (deselect) text by left clicking somewhere else on the screen. If you try to highlight something and don't do it quite right, you need to click away before trying again.
- There is often an option to select everything you see on a page; this is called "Select All". In most programs it is found under the Edit menu, or by using the shortcut Ctrl-A.



**Undo**- undo the last action you performed

Ctrl+Z



**Redo**- reverse an "Undo" by selecting "Redo"

Ctrl+Y

**Manipulate Text**- Change how and where your text appears. Highlight the text you want to change first!



**Font**- the handwriting of the computer. **CHANGE** the way *that* the text is **written**



**Font Size**- make the text **bigger** or smaller



**Font Color**- Change the **color** of the **text**



**Highlight Color**- Change the background **color** of **the text**



**Bold**- makes the text appear **thicker**

Ctrl+B



**Italics**- makes the text appear *slanted*

Ctrl+I



**Underline**- makes the text appear with a line underneath

Ctrl+U



**Left Align**- text is lined up along the left side



**Center Align**- text is centered in the middle of the page



**Right Align**- text is lined up along the right side



- **Bullets**- puts a shape in front of your text
- Good for making lists
- Choose the shape by clicking the small triangle



1. **Numbering**- puts numbers in front of your text
2. Automatically increases the numbers
3. Good for writing directions

**The Clipboard**- A bit of memory to temporarily hold your data



Cut

Remove the selected text and put it in your clipboard

Ctrl+X



Copy

Leave the text where it is and put it in your clipboard

Ctrl+C



Paste

Whatever is in your clipboard will be inserted at the blinking cursor

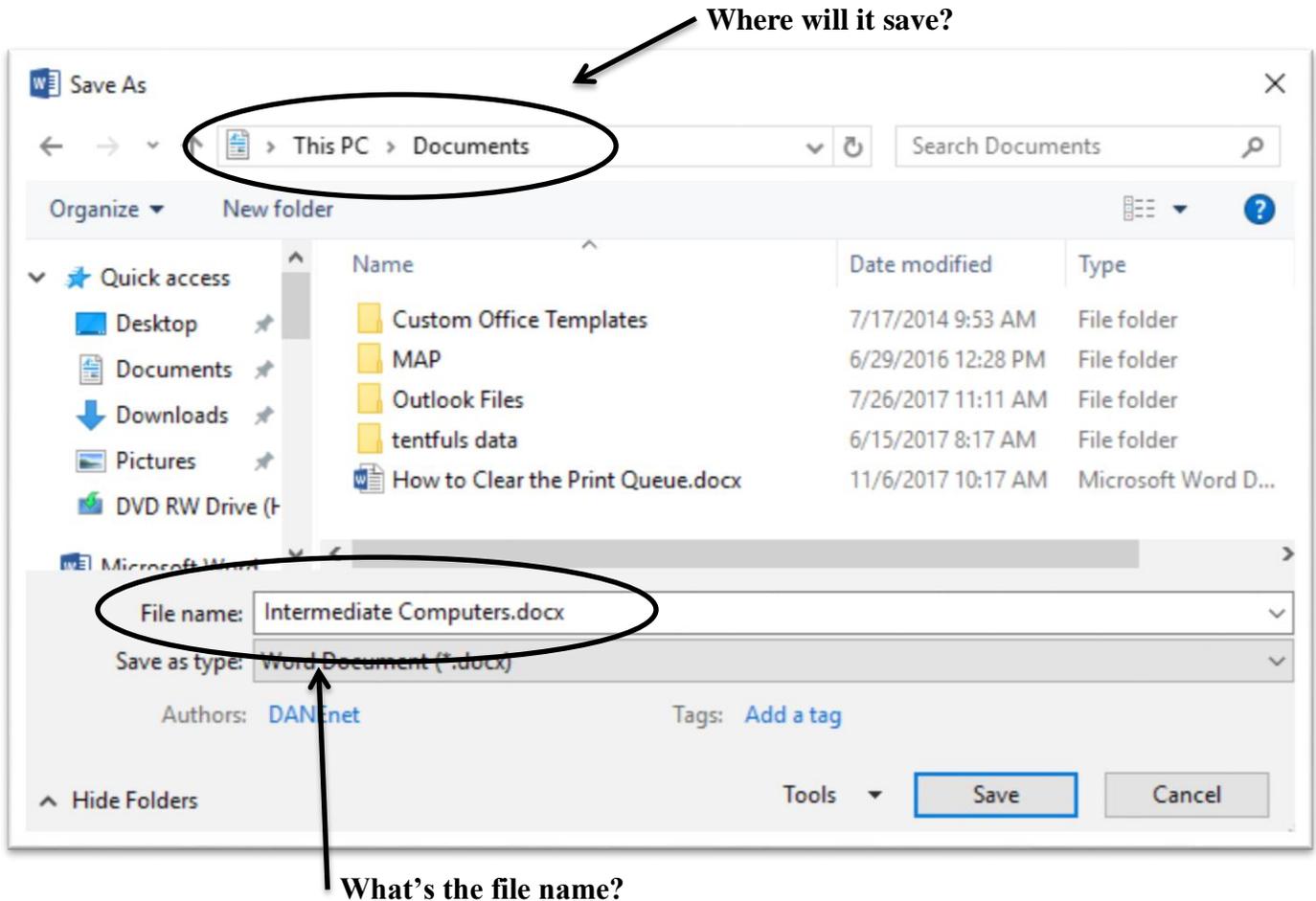
Ctrl+V

**Saving-** Save your work for another day (Ctrl+S)

Many programs allow you to save your file. This can be helpful when you're working on something that you'll need again in the future, or something that you're not quite done with but need to take a break.

The option to save is usually found under the File menu. The first time you save a file the computer will ask you what the name of the file should be and where you want to save it. After the first time you can click Save and it will save it with the same name and location.

The window looks like this:



**Save As:** Use this command to create a copy of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

Want more? Call the DANenet office at (608) 274-3107 or visit [everyoneonmadison.org](http://everyoneonmadison.org)