
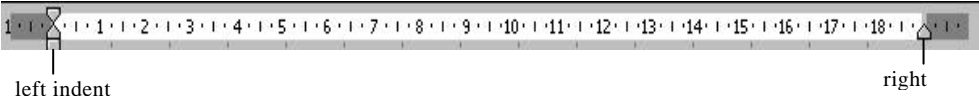


Name: .....


<u>Skill</u>	<u>Instructions</u>
<b>Insert text:</b>	1/ Click the mouse where the new words are to be <b><u>Or</u></b> use the <b>direction keys</b> to move the cursor to correct position.  2/ Type the word/s ( <b>Note!</b> Do not try to make room for the new text. The existing typing will automatically move over to make room).
<b>Delete letters/words:</b>	1/ Use the <b>direction keys</b> to move the cursor <i>after</i> the last letter of text to be deleted <b><u>Or</u></b> click the mouse in correct position.  2/ <u>Check</u> that the cursor is in the correct place and then <i>Gently</i> press the <b>Backspace</b> key.
<b>Close file:</b>	1/ Click the <b>File</b> menu.  2/ Click <b>Close</b> .  <b><u>If</u></b> the computer asks you if you want to save the changes click <b>Yes</b> .
<b>Highlight text:</b>	1/ Use the <b>direction keys</b> to move the cursor to <u>before</u> the first letter of text to be highlighted <b><u>Or</u></b> click the mouse in the correct position.  2/ <b>Drag</b> mouse across/down the text and <b>let go</b> when highlighted. (It should look like white letters on a black background).  <b><u>Important!</u></b> <b><u>If</u></b> you let go by accident, just move the mouse back and repeat steps 1 and 2.
<b>Delete paragraphs:</b>	1/ <b>Highlight</b> text. (See above).  2/ Press the <b>Delete</b> key. It is on the top, right of your keyboard.  3/ <b><u>Important!</u></b> Make sure that the space between the paragraphs is correct. Ask the tutor if you are not sure how to do this.

<p><b>Spell check:</b></p>	<p>1/ Click the <b>ABC Spelling and Grammar</b> tool. You will see a red word.</p> <p>2/ <b>If</b> the word is spelt correct - click the <b>Ignore</b> button.</p> <p>3/ <b>If</b> the word is wrong – you can either click a suggested word from the suggestion box below <b><u>Or</u></b></p> <p>Press the <b>backspace</b> key to delete the wrong letters. Type the correct Word and then click the <b>Change</b> button.</p> <p>4/ When finished click <b>OK</b>.</p>
<p><b>Double line spacing:</b></p>	<p>1/ <b>Highlight</b> text.</p> <p>2/ Click <b>Format</b> menu, click <b>Paragraph</b>, select <b>Indents and Spacing</b>, then click the down arrow on <b>Line Spacing</b> and select <b>Double</b>.</p> <p>(OR keep holding down the <b>CTRL</b> key, and press <b>2</b>).</p> <p>3/ <b><u>Important!</u></b> Press any <b>direction key</b> to remove the highlight.</p>
<p><b>Single line spacing:</b></p>	<p>1/ <b>Highlight</b> text.</p> <p>2/ Click <b>Format</b> menu, click <b>Paragraph</b>, select <b>Indents and Spacing</b>, then click the down arrow on <b>Line Spacing</b> and select <b>Double</b>.</p> <p>(OR keep holding down the <b>CTRL</b> key, and press <b>1</b>).</p> <p>3/ <b><u>Important!</u></b> Press any <b>direction key</b> to remove the highlight.</p>
<p><b>Change size of margins:</b></p>	<p>1/ Click the <b>File</b> menu and then <b>Page Setup</b>.</p> <p>2/ Click the Margins Tab. You can either type in a number (<b>2.6 cm = 1 inch = 10 characters</b>) or you can use the Up and Down Arrows to alter the size of the margins.</p> <p>3. Click <b>OK</b>.</p>
<p><b>Change paper orientation. I.e. Landscape or Portrait</b></p>	<p>1/ Click the <b>File</b> menu and then <b>Page Setup</b>.</p> <p>2/ Click the Paper Size Tab.</p> <p>3/ Click on the word <b>Landscape</b> or <b>Portrait</b> as required.</p> <p>4/ Click <b>OK</b>.</p>


<p><b>Justify text:</b></p> <p><b>(Sometimes called justify the right margin)</b></p>	<ol style="list-style-type: none"> <li>1/ <b>Highlight</b> text.</li> <li>2/ Click the <b>Justify</b> tool at the top of the screen (lines of equal length).</li> <li>3/ <b><u>Important!</u></b> Press any <b>direction key</b> to remove the highlight.</li> </ol>
<p><b>Embolden text:</b></p>	<ol style="list-style-type: none"> <li>1/ <b>Highlight</b> text.</li> <li>2/ Click the <b>Bold</b> tool at the top of the screen (B for bold).</li> <li>3/ <b><u>Important!</u></b> Press any <b>direction key</b> to remove the highlight.</li> </ol>
<p><b>Centre text:</b></p>	<ol style="list-style-type: none"> <li>1/ <b>Highlight</b> text.</li> <li>2/ Click the <b>Centre</b> tool at the top of the screen (centrally placed lines).</li> <li>3/ <b><u>Important!</u></b> Press any <b>direction key</b> to remove the highlight.</li> </ol>
<p><b>Move text:</b></p>	<ol style="list-style-type: none"> <li>1/ <b>Highlight</b> the text to be moved.</li> <li>2/ Click the <b>Cut</b> tool at the top of the screen (Picture of scissors).</li> <li>3/ Use direction keys <b><u>Or</u></b> click the mouse where the text is to be moved to.</li> <li>4/ Click the <b>Paste</b> tool at the top of the screen (Picture of clipboard and paper).</li> <li>5/ <b><u>Important!</u></b> Press any <b>direction key</b> to remove the highlight, and then <i>Make sure</i> that the spacing between the paragraphs is correct. Ask tutor!</li> </ol>
<p><b>Copy text:</b></p>	<ol style="list-style-type: none"> <li>1/ <b>Highlight</b> the text to be copied</li> <li>2/ Click the <b>Copy</b> tool at the top of the screen (Picture of two pieces of paper).</li> <li>3/ Use direction keys <b><u>Or</u></b> click the mouse where the text is to be copied to.</li> <li>4/ Click the <b>Paste</b> tool at the top of the screen (Picture of clipboard and paper).</li> <li>5/ <b><u>Important!</u></b> Press any <b>direction key</b> to remove the highlight, and then <i>Make sure</i> that the spacing between the paragraphs is correct. Ask tutor!</li> </ol>

<p><b>Search and Replace words:</b></p>	<p>1/ Use direction keys <u><b>Or</b></u> mouse to move the cursor before the first letter of text on the screen (You may need to use the scroll bars to move up the page).</p> <p>2/ Click <b>Edit</b> menu and then <b>Replace</b>. Type the <b>word/s</b> you want to change.</p> <p>3/ Click on the <b>Replace with</b> dialog box. Type the new word/s.</p> <p>4/ Click <b>Replace All</b> and then click <b>Close</b> button.</p>
<p><b>Create Columns:</b></p>	<p>1/ Highlight the document or piece of text you want to format as a column</p> <p>2/ Click <b>Format</b> and then <b>Columns</b></p> <p>3/ Click on the number of columns you want, usually 2</p> <p>4/ Click <b>OK</b></p>
<p><b>Paragraph Numbering:</b></p>	<p>1/ Highlight the paragraphs or sentences you want to number</p> <p>2/ Click the Numbering Button </p> <p>3/ Click away from the highlight</p>
<p><b>Indenting text:</b></p>	 <p>1/ Highlight the paragraph(s) you want to indent</p> <p>2/ Press and hold down the left mouse button on the Left Indent button (this is the square button underneath the two triangles on the Horizontal Rule. Drag it over to the right by the required amount to indent the text</p> <p>3/ Do the same for the Right Indent button, dragging it left by the required amount</p> <p>4/ Click away from the highlighted text to take the highlight off</p>

## Inserting Headers and Footers

- 1/ Click **View**, then **Header and Footer**
- 2/ The view will have changed so you can see the space at the top of the page containing the Header. You will also see a new Header and Footer Toolbar on the screen.
- 3/ Type your text in the header separating elements (e.g. data, name) by pressing the tab key
- 4/ Once you have finished typing in your heading `Switch to' Footer by clicking on 
- 5/ Type you Footer Information in the same way as your header information

### **Note:**

To insert a page number click 

To insert a filename, Click Insert **AutoText**, then **filename**

You can format your header and footer just like normal text e.g. you can change the font, size or formatting.