


GUIDE TO MICROSOFT

INSERTING TEXT: Use the arrow keys, or point and click with the mouse to insert the cursor at the position required. Then simply type in the new piece of text. Check for correct word spacing.

DELETING TEXT: Delete character to left of cursor: 
Delete character to right of cursor: **[Del]** or **[Delete]**
Delete highlighted text or image: **[Del]** or **[Delete]**

HIGHLIGHTING TEXT: Place the cursor at the start of the text to be highlighted, then holding down the left mouse button, drag over the word or paragraph by moving the mouse. To highlight all of the text: simply select **Edit/Select All**



CUT & PASTE: To copy/move/delete whole paragraphs first highlight the text involved. Right-click on it with the mouse, or select **Cut** or **Copy** from the **Edit** menu, as appropriate. Move the cursor to the position at which the paragraph is to be moved or copied. Right-click or select **Paste** from the **Edit** menu. Or use the buttons in the tool bar. Or simply just drag the highlighted text into position.



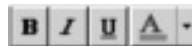
JUSTIFY MARGINS or CENTRE TEXT: First highlight the text or move the cursor to any point in the title or paragraph, then select **Format/Paragraph** or point and click on the desired justification button in the tool bar. Never type with full justification turned on as it will become confusing.



LINE SPACING: First highlight the text or move the cursor to any point in the paragraph, then select **Format/Paragraph** or point and click on the desired line space button in the tool bar.



BOLD/UNDERLINE ITALIC/COLOUR: First highlight the word or words, then select **Format/Font** or point and click on the appropriate style button in the tool bar.



FONT FACE & SIZE: First highlight the text, then point and click on the arrow button at the top of the screen next to the font and size display windows. Select from the list provided in each case.



BULLETS or NUMBERS: First highlight the list of items, then select **Format/Bullets and Numbering** or point and click on the desired button in the tool bar.



PICTURES: Select **Insert/Picture** or point and click on the button in the tool bar.



To wrap text around a picture, click on it then select **Format/Picture/Wrapping** or point and click on the button in the tool bar.



SAVING WORK: Select **File/Save** but if you want to change the filename select **File/Save As**

PRINTING WORK: Select File/Print

