



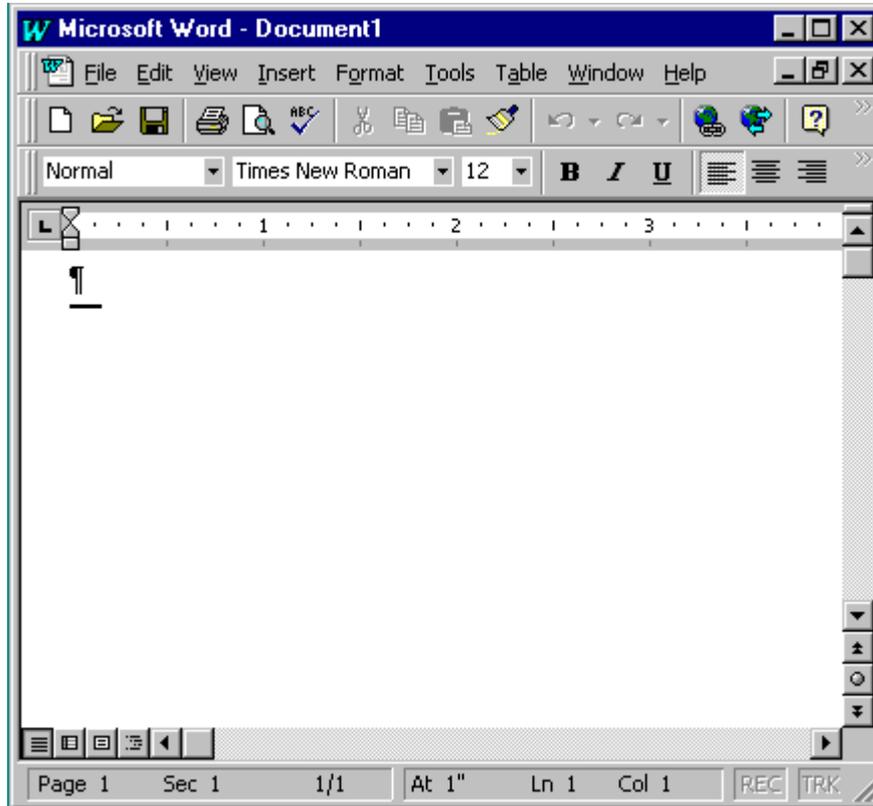
socioeconomics of sustainable insect farming in
Papua New Guinea

IFTA Staff Word Training Manual

INTRODUCTION

Microsoft Word is a word processing program useful for preparing documents.

To begin, open Microsoft Word. The following screen will appear:



BASIC FEATURES

Office Assistant:

You will see a paper clip in the bottom right-hand corner of the page. This is the “Office Assistant”. He can predict what help you will need in many situations. He will suddenly pop up with a comment about the way you are doing things and will suggest help texts about related subjects. If you see a light bulb appear by the paper clip, click on it to be given alternate methods of performing a given task. If you want to hide the Office Assistant, right click on him and click “Hide Assistant”. You can also choose *Help>Microsoft Word Help* from the Menu Bar.

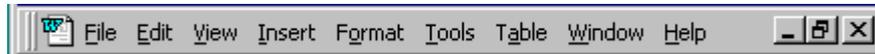
The Title Bar/Task Bar:



The Title bar is located at the very top left of the screen. On the Title bar, Microsoft Word displays the name of the document you are currently using. On the right side of the title bar, there are three buttons, as shown. If you click on the first button, the

Word window minimizes and is placed as a button on the bottom of the screen (Window's Taskbar). The middle button will make the screen bigger or smaller and the third button will close Word when you are finished using the program.

The Menu Bar:



The Menu bar is directly below the Title bar and it displays the menu. The menu begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Window, and Help. You use the menu to give instructions to the software. Point with your mouse to the menu option and click the left mouse button to open a drop-down menu. You can now use the left and right arrow keys on your keyboard to move left and right across the Menu bar options. You can use the up and down arrow keys to move up and down the drop-down menu. To select an option, highlight the item on the drop-down menu and press Enter.

Toolbars:



The Standard Toolbar



The Formatting Toolbar

Toolbars provide shortcuts to menu commands and are generally located just below the Menu bar. Make sure the Toolbars that are most commonly used -- Standard and Formatting -- are available. Follow these steps:

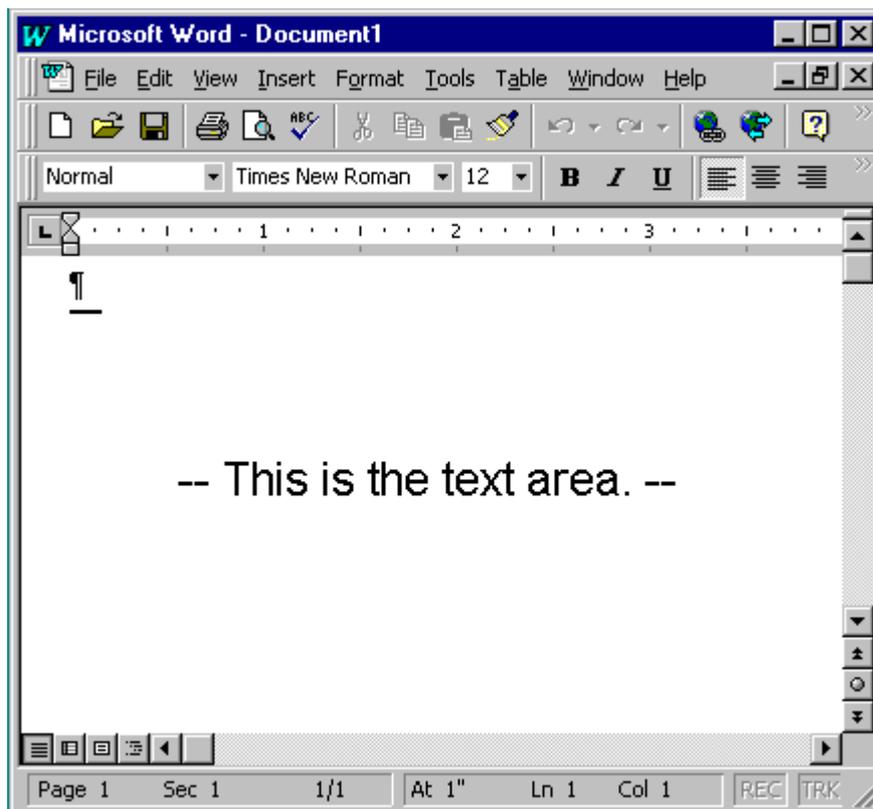
1. Point to *View* on the Menu bar.
2. Click the left mouse button.
3. Press the down arrow key until *Toolbars* is highlighted.
4. Press Enter.
5. *Standard* and *Formatting* should have a checkmark next to them.
6. If both *Standard* and *Formatting* have a checkmark next to them, press Esc to close the menu.
7. If one or both do not have a checkmark, highlight the word and left click the mouse. The dialog box will automatically close and the new toolbar will appear on the page.

The Ruler:



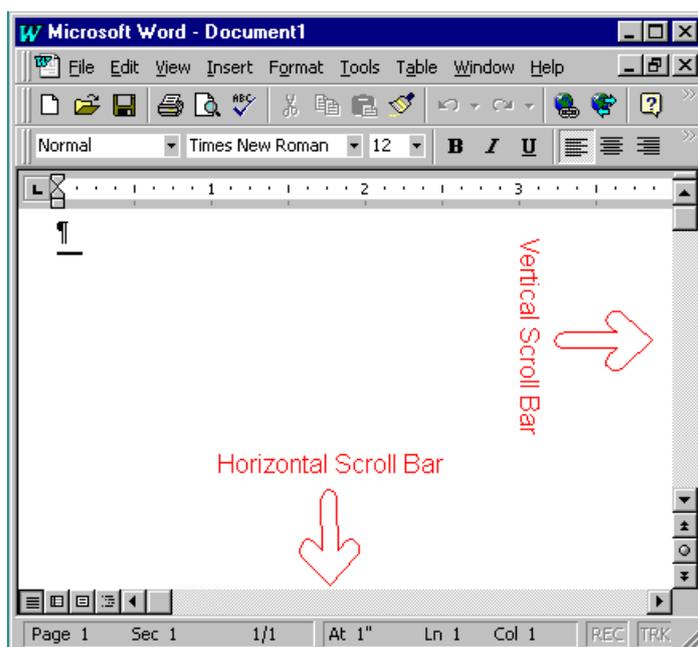
The ruler is usually found below the main toolbars. It is used to help you change the format of your document quickly. By clicking on the two triangles in the left hand corner and dragging them, you can increase/decrease your margins.

Text Area:



Just below the ruler is a large area called the “text area” You type your document in the text area. The blinking vertical line in the upper left corner of the text area is the cursor. As you type, your work will show at the cursor location. The horizontal line next to the cursor marks the end of the document.

Scroll Bars:



On the right and below the document you will see the horizontal and vertical Scroll Bars which are used for moving through the document. This is done by clicking on the arrows at the top and bottom (or left and right) of the scroll bars.

Moving Around the Document:

Mouse - The easiest and most common tool for moving around the document is the mouse. With a simple click of the mouse, the cursor will be placed anywhere you wish.

The Up and Down Arrow Keys – Use the up and down arrow keys to move up and down the document where there is already text.

The Right and Left Arrow Keys – Use the right and left arrow keys to move to the right and left of a line where there is already text.

The Tab Key – The tab key can also be used to move across the page to the right. It should be used when indenting text as well.

Page Up and Page Down Key – The Page Up and Page Down keys move the document one page at a time.

Typing and Using the Backspace Key:

To capitalize, hold down the Shift key while typing the letter. Use the Backspace key to delete text. You do not need to press Enter to start a new line -- Microsoft Word automatically moves to the next line when you reach the end of a line. Press Enter to start a new paragraph.

Deleting Text:

You can delete text by using the Backspace or the Delete key. If you are using the backspace key, you press the button with the cursor at the end of the text you wish to delete. If you wish to use the delete button, highlight the text you wish to delete; then press the Delete key.

Selecting Text:

To select text, click the left mouse button and drag until you have highlighted the text you wish to work with.

Cut and Paste:

You can delete or copy text from one area of a document and save the text so it can be placed somewhere else in the document. Highlight the area that you want to cut or copy, press  (cut) or  (copy) and then press  (paste). You can also do this by using the *Edit>Cut/Copy* commands on the Menu Bar.

Undo:

You can quickly undo most commands and actions you have executed by using Undo. If you choose a command that you wish to change, press *Edit>Undo* on the Menu Bar. The last action you have performed will be undone.

FUNCTIONS/FORMATTING

Text Alignment:

Text can be placed to the left, right or center of the page. To move the position of the text, press the following icons on the Standard Toolbar:



Left



Center



Right



Justify

Bold, Underline and Italicize:

To bold, underline and/or italicize text, simply press the following icons:



Bold



Underline



Italics

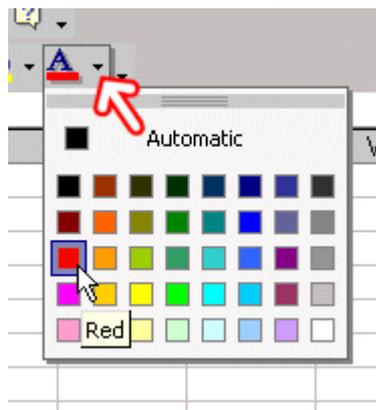
Font Size:

Highlight the text you wish to change and press *Format>Font* on the Menu Bar. There will be a size field that can be changed. The shortcut is to click the font size button  on the toolbar and use the drop down menu to change the size of the font. The standard font size is 12 point.

Font Style:

There are many font styles in Microsoft Word. Highlight the text you wish to change and press *Format>Font*. You can view various fonts and select one by left clicking with your mouse. The shortcut to this is to click the font style button  on the toolbar and use the drop down menu to change the style. The standard style is Times New Roman.

Font Color:



The font color can be changed by highlighting the text and pressing the icon shown above on the toolbar.

Bullets and Numbering:

You can easily create bulleted or numbered lists of items. Several bulleting and numbering options are available. For numbers, highlight the words you wish to number and click on *Format>Bullets and Numbering*. Press Enter. Click on the Numbered Tab. Several styles will be available to you and you can click on the style you wish to use. Your list should now be numbered. The following are examples of the different styles of numbering:

Examples -- Numbering

- | | | |
|-----------|-----------|------------|
| 1. Apple | 1) Apple | I. Apple |
| 2. Orange | 2) Orange | II. Orange |
| 3. Grape | 3) Grape | III. Grape |
| 4. Mango | 4) Mango | IV. Mango |
| 5. Cherry | 5) Cherry | V. Cherry |

- | | | |
|-----------|-----------|------------|
| A. Apple | A) Apple | (a) Apple |
| B. Orange | B) Orange | (b) Orange |
| C. Grape | C) Grape | (c) Grape |
| D. Mango | D) Mango | (d) Mango |
| E. Cherry | E) Cherry | (e) Cherry |

- i. Apple
- ii. Orange
- iii. Grape
- iv. Mango
- v. Cherry

The shortcut for numbers on the toolbar is .

For bullets, highlight the words you wish to number and click on *Format>Bullets and Numbering*. Press Enter. Click on the Bulleted Tab. Several styles will be available to you and you can click on the style you wish to use. Your list should now be bulleted. The following are examples of the different styles of bullets:

Examples -- Bulleting

- | | | |
|----------|----------|----------|
| • Apple | ◆ Apple | ▪ Apple |
| • Orange | ◆ Orange | ▪ Orange |
| • Grape | ◆ Grape | ▪ Grape |
| • Mango | ◆ Mango | ▪ Mango |
| • Cherry | ◆ Cherry | ▪ Cherry |

- | | | |
|----------|----------|----------|
| □ Apple | ❖ Apple | ➤ Apple |
| □ Orange | ❖ Orange | ➤ Orange |
| □ Grape | ❖ Grape | ➤ Grape |
| □ Mango | ❖ Mango | ➤ Mango |
| □ Cherry | ❖ Cherry | ➤ Cherry |

- ✓ Apple
- ✓ Orange
- ✓ Grape
- ✓ Mango
- ✓ Cherry

The shortcut for bullets on the toolbar is .

Line Spacing:

Line Spacing sets the amount of space between lines. Unless you make changes, single spacing will be the standard setting. At 1.5 lines the spacing is one and a half times the single space amount. With double spaced lines, the line spacing is set to two times the single-space amount. To change the line spacing, press *Format>Paragraph*, then press on the *Indents and Spacing* tab. Next click on the drop down menu next to *Line Spacing*. Click on the type of spacing you wish and click on OK. Your line spacing will now be changed.

Indentation:

To indent a paragraph, press the *tab* button on the keyboard. You can tab as many times as you wish.

Page Numbers:

To insert page numbers in a document, go to *Insert>Page Numbers* on the Menu Bar. Here you will be given options as to whether you want the page numbers to appear on the top or bottom of the page and whether you want them in the middle, left or right of the page. Make your selections and press OK. Page numbers will now appear on your document.

WordArt:

WordArt provides a variety of styles of text that you can insert into a document. The following is an example of WordArt:



To select a WordArt Style, go to *Insert>Picture>WordArt*. There you will be given a choice of different styles. Click on one and press OK. Then you will be prompted to type the text. Once you have typed the text, press OK. The WordArt will be inserted into your document.

ClipArt:

There are many images that can be inserted into a Word document. They are divided up into categories (e.g. Health, Food, Travel, etc.). To select an image, go to *Insert>Picture>ClipArt* on the Menu Bar. Select a category and then look through the images. Select an image and click *Insert*. The image will be inserted into your document. The following is an example of a ClipArt image:



Page Borders:

To insert a page border, go to *Format>Borders and Shading* on the Menu Bar. Choose the *Page Borders* tab. First you will be asked to select a setting (normal, 3D, etc). Then you will be able to choose the line thickness, the color and the style. All the options are presented in one text box. Once you choose the style, click OK and the border will be inserted into your document.

Inserting a Table:

To insert a table:

1. Click on *Table>Insert Table*
2. Press Enter
3. Type the number of columns you wish to have in the column field

4. Type the number of rows you wish to have in the row field
5. Click on OK. Your table will be created with the number of rows and columns you have selected.

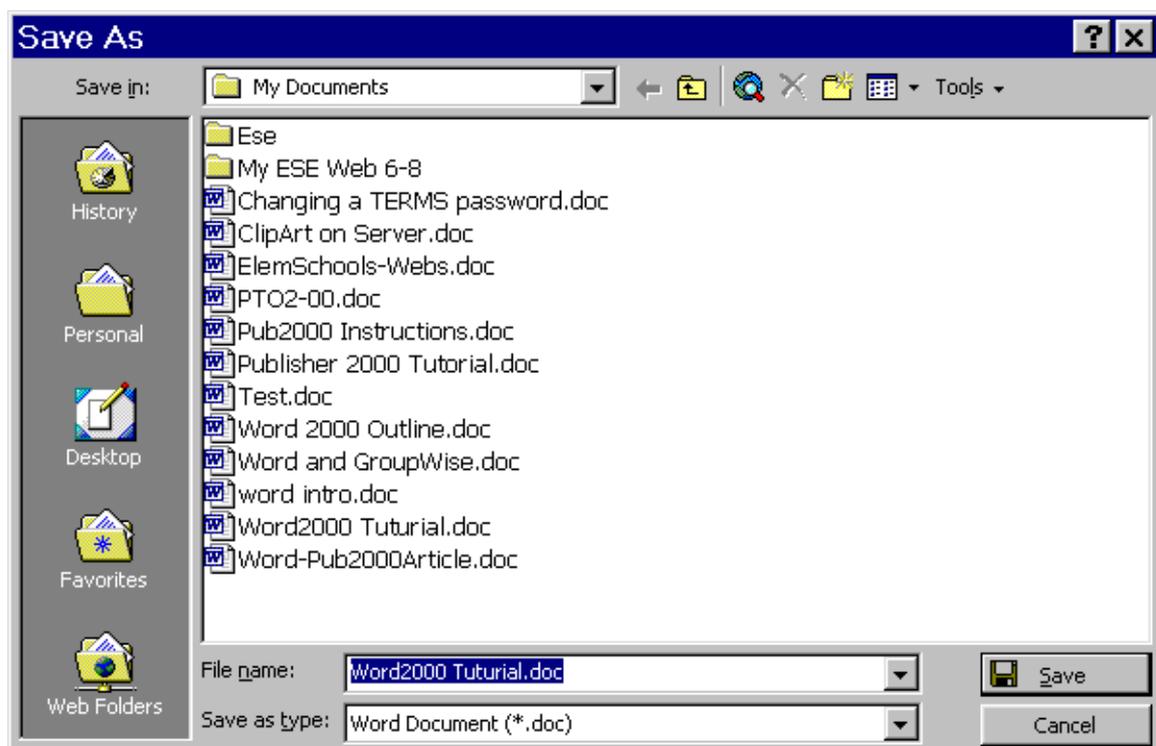
You can move around within the table by pressing the tab key. To enter text into the table, simply type as you normally would.

Spellcheck:

Microsoft Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. To access Spelling and Grammar, go to *Tools>Spelling and Grammar* on the Menu Bar or press the shortcut button on the toolbar . The box that comes up will give you suggestions if it thinks a word is spelt wrong. If you wish to accept the suggestion, click on *Change*. A word may be correct but does not appear in the Word Dictionary, in which case you can press *Ignore*.

Saving a Document:

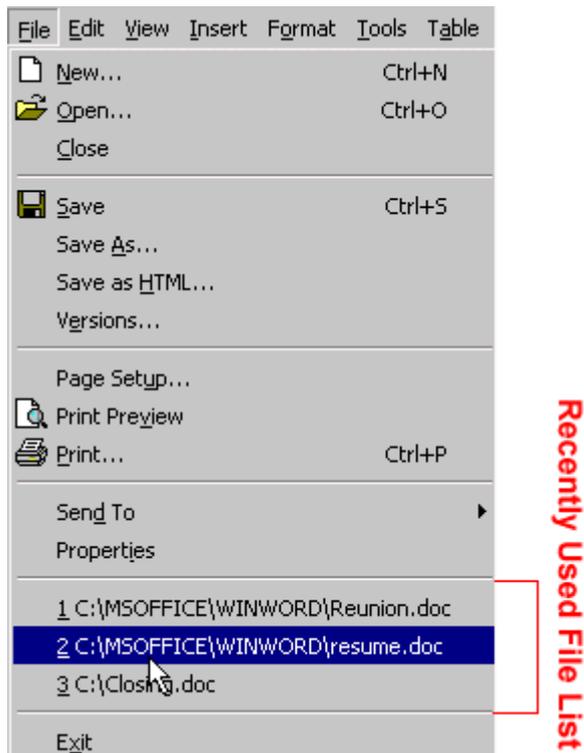
Choose *File>Save As* from the menu bar. Type in the name of the document in the *File Name* field. You may use both capital and small letters when you type the file name. Press the save button and the document will be saved. The following is what the screen will look like:



Opening a Document:

Choose *File>Open* from the Menu Bar. Click on the name of the document you are looking for and then press open. When you open the File drop-down menu, you will

see the names of files that you have most recently used at the bottom. You can simply click on any of these documents to quickly open the file (see image below).



Closing a Document:

To exit Word:

1. Click on *File* on the Menu Bar.
2. Highlight *Exit*, which can be found at the bottom of the drop-down menu.
3. Press Enter.

If you have entered text, you will be prompted: "Do you want to save changes to Document1?" To save your changes, click on *Yes*. Otherwise, click on *No*.

Printing a Document:

Before you print a document, it's a good idea to see what it will look like in *Print Preview*. This will allow you to check the positioning of different elements on the page. To do this, you can choose *File>Print Preview* from the Menu Bar.

A document can be printed in many different ways. You can choose if you want to print the entire document or just the current page, a selection of pages, or just some selected text. Choose *File>Print* from the Menu Bar. The entire document will be printed unless you select otherwise. You can also select the Print icon  on the Standard Toolbar. The following is what the screen will look like:

