

# Microsoft Word for OSX - Text



Can't remember how? Use the **Help Menu** and search for the directions you need!

**FYI:** The computer is not a typewriter!

- You have to highlight text to make changes in it.
- Use the Return key only when you want the next line of text to be on a different line, or you want a blank line.
- Use the space bar only once! One space between words and only one space after punctuation is appropriate.
- Don't use CAPITAL letters for an entire word. Instead use bold, italics, or color to emphasis a word.
- Use underline sparingly – with the advent of the Internet, underlined words look like links.
- Most professional documents use size 12 fonts.
- Leave one blank line between paragraphs.
- First line indent is optional.
- Use Page Breaks to force the next line of text on a new page.





## Highlighting tricks

One word – double click


One line or paragraph – triple click

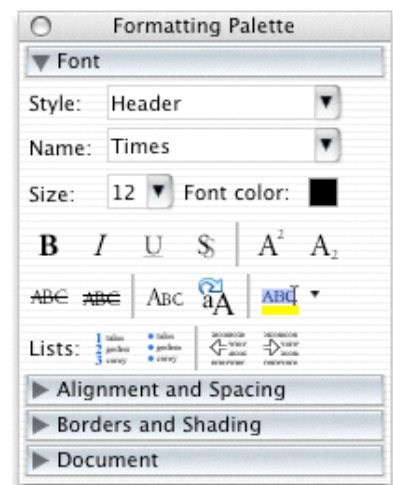
Whole document -  A selects all the text of the document

## Move text around

- Drag text – highlight text, hold down the mouse and drag text to desired location
- Cut/Paste – highlight text use Edit > Cut ( X), move cursor to desired location and Edit > Paste ( V)
- Copy/Paste – Use copy /paste when you want to have the same text in two locations. Highlight and copy the text with Edit > Copy ( C) then move cursor to desired location and Edit > Paste ( V)

Use the **Format Palette** to make most changes in text.

- Open the Format Palette from the View Menu or from the Standard Menu button bar .
- Use the drop down menus in the Palette as needed,
- Roll the mouse over each button to see what it does.



**Use Highlighter on important text:**

Drag to select text, click on highlighter color

button  in the Formatting Menu and select color.

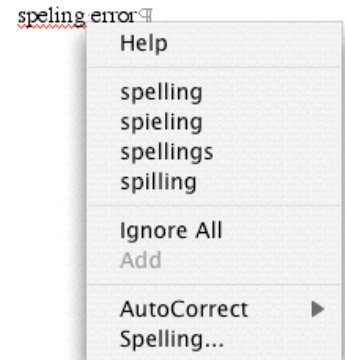
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**Auto Text Format** – let the computer type words for you:

- From the Insert Menu, select Autotext > Autotext
- Add your frequently used words – your name, school name, etc.
- Press OK

## Spell and Grammar Check

- Microsoft Word checks your spelling and grammar as you type. Red underlines are spelling errors and green are grammatical.
- To change the spelling as you type, hold down the Control key and click in the word.
- Use the same process to find synonyms for the word too.
- To check the spelling/grammar of the whole document, go to the Tools Menu and select Spelling and Grammar.



## Margins

- From the Formatting Palette, open the Document drop down menu.
- Word has a default margin of 1.5 inches. You can change it to as small as .5 inch, depending upon how close to the edge of the paper your printer will print.
- You can also set the header and footer margins.

## Line Spacing

- Use the Formatting Palette to select single, 1.5, or double line spacing.



**Indents** – Use the Font Menu in the Formatting palette

Press the tab key to indent the first line of text. The other lines of text in the paragraph will still go over to the left margin.

The paragraph below is indented to the right.  
I used the Increase Indent button to indent this whole section of text.

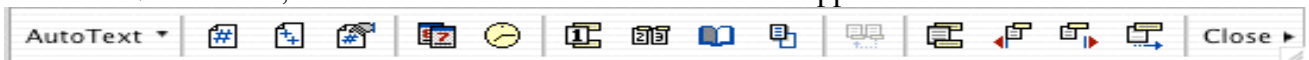



A hanging indent leaves the first line of text on the left margin, but places the other lines of text indented to the right.  
To create this hanging indent, use the left indent marker on the ruler bar. Move the bottom tab to the right.

The paragraph below is indented to the left.  
I used the Decrease Indent button to indent this whole section of text.

## Headers/Footers

- Create lines of text that appear on every page of the document.
- From the View Menu, select Header/Footer. The Toolbar will appear.



- The header will immediately open at the top of the page.
- Click on the button  to switch to the footer.
- Click Close when finished, to go back to the main text of the document.

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## Page Numbers

- From the Insert Menu, select Insert Page Numbers
- Select where you want the page numbers to appear on each page.(header or footer)
- Click on the Format button to select the type of numbering you wish to use. (1,2,3 – I, II, III)
- Click OK, and OK to complete the task.
- Word will automatically number all the pages of the whole document.

## Date and Time

- From the Insert Menu, select Date and Time. There are two types of dates you can use in your Word document.
- In the Available Formats box, click a date or time format (3/16/04, March 16, 2004)
- If you want the date or time to automatically update each time you open or print the document, click the Update Automatically box.

## Breaks:

Page Breaks – You can control the spot where each page begins. Using page breaks keeps the changes made on one page from affecting other pages.

- Click in front of the text where the new page will begin.
- From the Insert Menu, select Break >Page Break.

Column Breaks – If you want to make the columns on a page independent of each other, use a column break.

- Click in front of the text you want to be in a column.
- From the Insert Menu, select Break > Column Break

Section breaks – Sometimes you want part of a page to have columns, and not the rest of the page.

Section Breaks allow you to format each part of the your page differently.

- Click in front of the text where the new section will begin.
- From the Insert Menu, select Break > Section Break
- Create your columns by clicking on the column button in the toolbar.