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Word Basic: Cut, Copy, Paste!

Overview: Learn skills needed to craft anything you need to type: letters, flyers, resumes, and more. Save your work where you want and use cut, copy, and paste!

Student Skill Level: Basic

Requirements: Basic mouse skills (Ability to move the mouse around the computer screen with some assistance. Ability to “click” and “double click” the mouse as instructed during class)

Length: 3 hours (including 10 minute break)

Objectives:

- The student will be able to understand the basics of using Microsoft Word:
 - Locate and open the program from the Desktop
 - Recognize and understand the basic functions of the Ribbon, Tabs, and Groups
 - Understand the difference between the cursor and the mouse
 - Type a name, address, and date with the keyboard and highlight/select it using the mouse
 - Understand basic concepts of computer memory and “the cloud”
 - Explore the Save As function
 - Use the Home Tab:
 - Clipboard Group
 - Font Group
 - Paragraph Group



What is Microsoft Word?

It is a standard word processing program. Word processing is the computer term for **typing**.

Word is a commonly-accepted program for resumes; you may create a resume in Word and attach it to an outgoing email. This is a customary practice for sending out resumes to prospective employers.

MS Word comes in various **versions**. It is important to know what version you are using because earlier ones (like Word 2003 or 2007) **generally won't open** documents created by newer ones (like Word 2010).

Open Word

There are **two** ways to open Word:

Double click on the icon on the desktop

OR

Click once on the icon and then press the **enter** key on the keyboard

The icon will turn **white** and then a small circle will appear as the program opens.



Special Note: The File Tab on the Ribbon

Pictured here is part of the **File Tab** in Word 2010. Clicking on this tab gives you access to some of the most often used commands in Word.

Save and Save As – to keep a copy of the document in the location of your choosing (hard drive, flash drive, etc)

Open – to find and re-open a previously saved document for editing

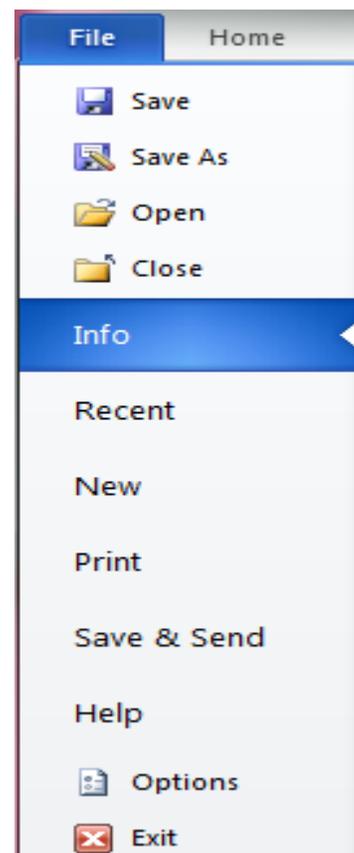
Close – shut down the current document

Info – information regarding the document including any possible compatibility issues (older to newer versions)

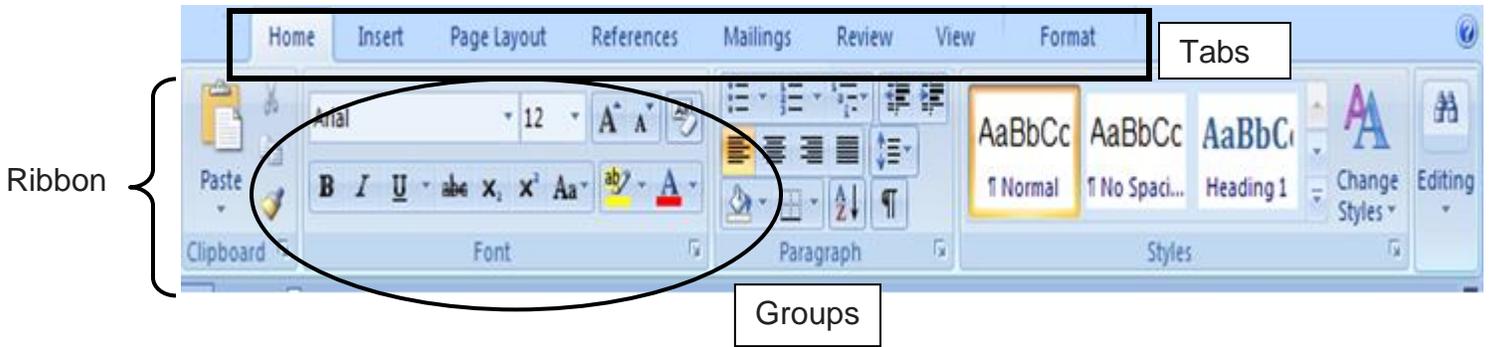
Recent – quickly re-open documents you have viewed or edited lately

New – create a brand-new document (allows you to choose a template if you want)

Print – get your document off the computer screen and on to paper!



The Ribbon, Tabs, and Groups

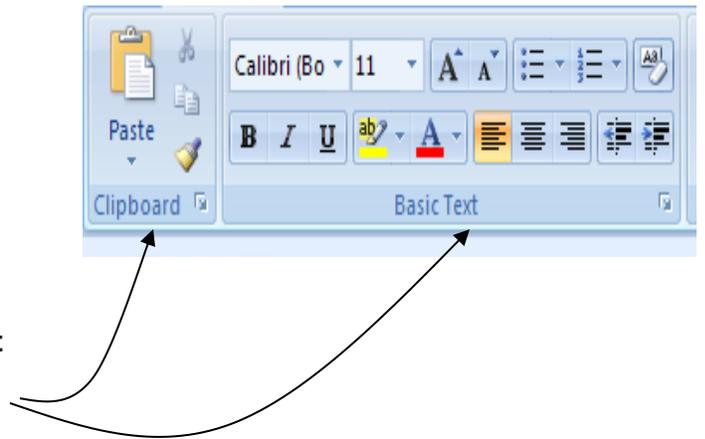


The area above the blank page is called the **Ribbon**.

To use commands and options available to you in Word, simply click the **button** on the correct **Tab**: Home, Insert, Page Layout, References, Mailings, Review, View, or Format.

Buttons are arranged in **Groups**. In general, the most used commands are in the **Home** Tab. For example, it contains the **Clipboard** and **Basic Text** Groups.

Cut, Copy, Paste, Bold, Italicize, Underline, Center, Font Type: They're all included in these two groups.



The Cursor and the Mouse

What is the cursor?

Cursor: |

It is a blinking vertical line that tells you where text will be placed when typed.

This is a cursor: | **That is the only way a cursor looks; it never changes shape.**

What is the mouse?

It is both the object held in the hand and the indicator on the screen. It's used to choose commands and options within a program.

On the **computer screen**, the mouse looks different depending upon:

Its **location** on screen
The **program or application** you are using

Mouse:



The cursor and the mouse indicator are very important because they are the "focal point" that you should watch whenever you use the computer.

Typing – The Essence of Word Processing

You type with the **Keyboard**

Keys you should know:

Shift key for capitalizing SINGLE letters (press and hold Shift key and tap the letter you want)

Caps Lock key is only used when you want ALL CAPITAL LETTERS (considered “shouting”)

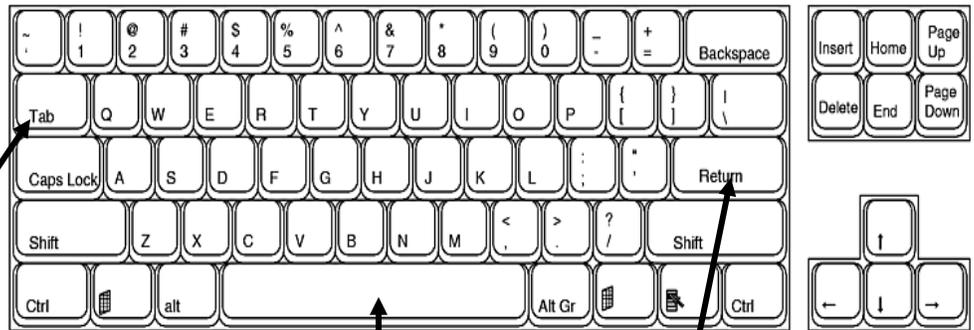
How to move the cursor
AS YOU TYPE:



Space bar – moves cursor one space to the **right** for proper word intervals

Enter key – moves the cursor one line **down**

Tab key – indents cursor in ½ inch increments



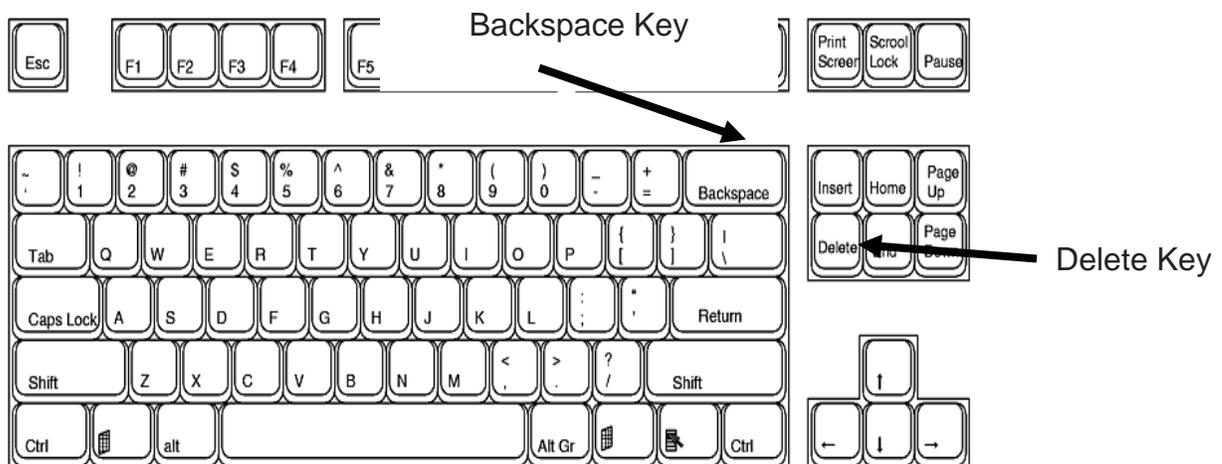
Space Bar

Enter Key

Correcting Typing Errors

Backspace key – erases one space **before** the cursor – generally used as you type when you know you’ve made an error

Delete key – erases one space **after** the cursor – generally used while editing a document



.....Practice.....

Type your name, location, and date on three different lines. Use the **Shift** key, **Space Bar**, and the **Enter** key. Also, create a short list to use for bullet points, covered later in class

Jane Doe
Main Street Library
January 4, 2020

Remember, if you make a typing mistake, use the BACKSPACE key to erase it and re-type!

Jane Doeel ←

Milk
Eggs
Bread

Use the backspace key to erase the extra "e."
Any misspelled words will appear with a red "zig-zag" underline on the screen. This "underline" will not print on paper.

You may also use your mouse to move the **cursor** around your typing and correct errors:

Jane Doe
Main Street Library
January 4, 2020

Instead of backspacing across all the words and re-typing "street," I can simply take my mouse and click in between the misspelled word. (I click with the mouse to get the cursor in the correct position!) Then I may use the backspace (or delete) key to correct the typo.

Position the mouse between the extra "e's" in the word "street." **Click once** – that's what brings the cursor into the correct position.

Once the cursor is "inside" the word, you may use the backspace or delete key on the keyboard to correct the typo!

Main Street

Computer Memory – Where does the file go when I save it?

It's important to save files often as you work on a computer. There are several different places within the computer that you may "put" a file for later use:

Hard Disk (C: drive, Hard Drive or Local Disk) – located inside the computer itself. It is made of **platters** (a hard drive may have from 1 to 6 platters inside its sealed compartment). This is the location of choice for **home** computers. It's the largest and most easily-accessible place on the computer.

This is a picture of the hard drive that is located **inside** the tower. You should never open the sealed case of the hard drive (you will ruin the data on the platters)



Libraries (Documents, Music, Pictures, and Videos) and the **Desktop** are on the hard drive – more on this under **Save As...**

Flash drives (a.k.a. USB, thumb, jump drive, or memory stick) plug into any available **USB** (Universal Serial Bus) **port** on the computer. They range in size from 8 to 256 Gb (8Gb costs \$10 or less. 256Gb costs about \$300)



USB plug and port

Most computers come equipped with 6 to 8 built-in USB ports, at least. Two to four of those ports are usually in the front of the computer for easy access. **USB symbol:** all universal serial bus ports and plugs are identified with this symbol:



Flash drives are the most current way to save personal computer files. One flash drive is usually sufficient to save everything you need (pictures, text files, etc). You should own a flash drive if possible.



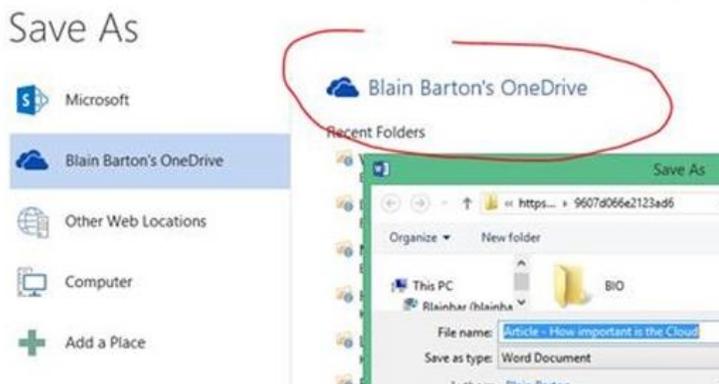
Flash Drive

Onedrive – The Cloud

A new and important addition to Office 2013 and Windows 8 is the **Onedrive**. It is essentially an online backup storage place that gives you **15GB of space** for free (note that you must have Internet access to get your items from Onedrive).



It is “a critical component of the Office 2013 release, with the new office suite **saving documents directly to OneDrive by default**, enabling users to access their Office files across a variety of devices.



Users will also have the option of saving their documents locally or offline and then have them sync with OneDrive upon going online again” (Webopedia, 2013).

Memory Space Measurements:

Name	Abbreviation	Size
Bit	b	1 bit (on or off, 1 or 0, electricity or no electricity – it’s the lowest unit of measure – everything else is based on this)
Byte	B or b	8 bits – one typed letter (“F”)
Kilobyte	Kb	1000 bytes – about 1/2 page of typed text, 2KB is 1 page
Megabyte	Mb	1000 kilobytes – 1Mb is about 500 pages; about 2 ebooks. 4Mb is about one digital photo or a song
Gigabyte	Gb	1000 megabytes – 1Gb equals about 250 photos, or about 2,000 ebooks. 5Gb is about one DVD (Hollywood movie with extra features) A Blu-ray is about 27Gb.
Terabyte	Tb	1000 gigabytes – about 225,000 digital photos or about 450 DVD movies

Above table based on the HowStuffWorks Web site (2009). DVD and Blu-ray info: Watson, 2010.

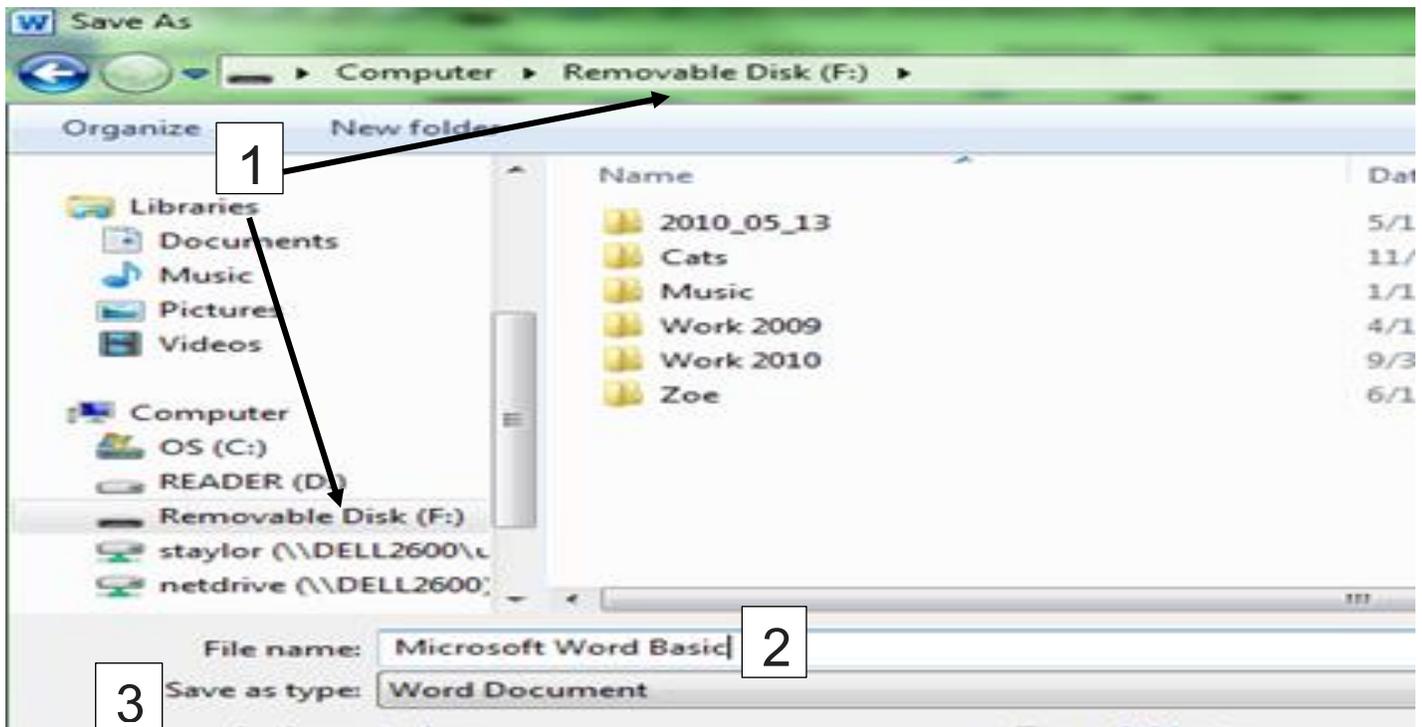
Saving a Document – Save Early and Save Often!

The easiest way to save a document is to use the **Quick Access Toolbar** located directly **above the File Tab** at the top of the window.



Click the **Save Button**
(You may also click the **File Tab** and then click **Save**)

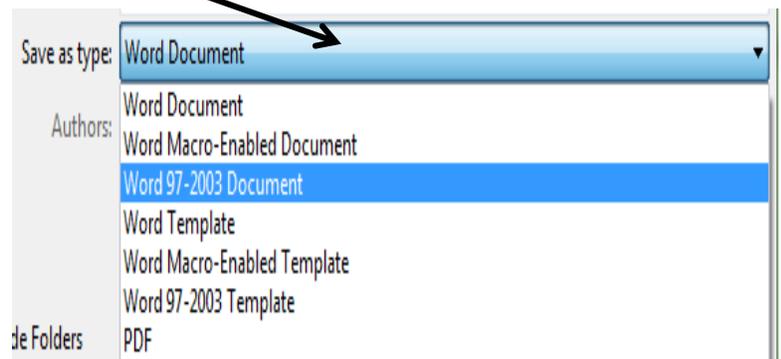
If this is the first time you are saving a document, the **Save As** dialog box will appear on the screen



You need to tell the computer the following information:

1. Where to **Save**: choose a location from the **left** side of the dialog box (remember that the location can be the hard drive – **Libraries** – or a removable disk – **flash drive**)
2. **File name**: type in your own file name and remember this so you can find the document again!
3. **Save as type**: generally leave this as the default, though sometimes it needs to be changed. If you find this to be the case because of compatibility issues (using older and newer versions of the software) click the drop-down menu and choose a type:

Once you have completed the **Save As** dialog box once you don't need to repeat. When you click the Save command (either from the **Quick Access Toolbar** or the **File Tab**) you will automatically overwrite changes to the original document.



If you'd like to save multiple copies of the same document, you may choose the **File Tab > Save As and rename the document as often as you wish. You may want to save your FINAL COPY of a Word document as a **PDF** (Portable Document Format). This format is readable by any computer with a free copy of Adobe Reader. Most computers have this program; **I consider the PDF the "safest" format for resumes.** Even if a company doesn't have your version of Word, they probably have Adobe Reader, so they can see your resume attachment. Last, but not least, PDFs are not changeable. Without the Adobe Acrobat program, no one can edit a PDF. This means that you will **need to save twice** for a PDF: Once as a Word document, and once as a PDF.

Selecting (using the mouse) – The key to using MS Word special features!

Also known as **highlighting**

Used on text already typed – tells the computer "Pay attention to this!"

Use mouse several different ways to highlight:

Press and hold mouse button, **drag** across **all** text you want to highlight

Double click a word

Move mouse to left side of screen (paper), click once to highlight whole line of text

Keep mouse on left side of screen (paper) and click 3 times to highlight entire document

To remove highlighting, click on any **blank area** of your screen

Please note: whenever you select text or objects, the cursor will "disappear" from your screen. The cursor is incorporated into the highlighted/selected item (you won't see it blinking on the screen any more).

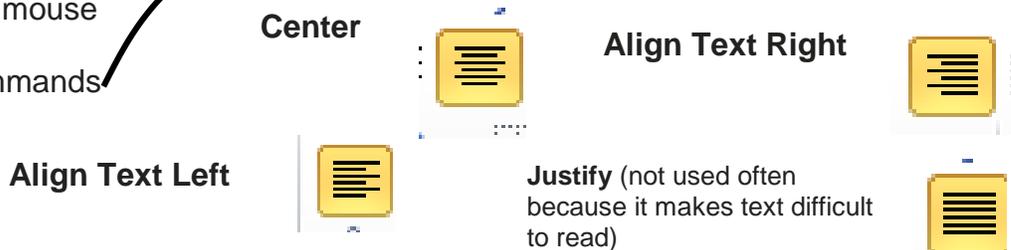
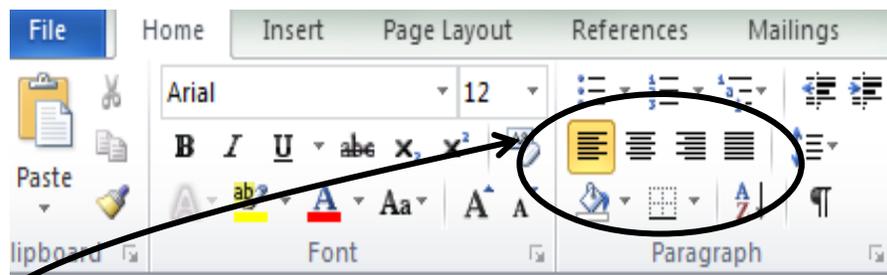
Paragraph Group

Remember, the Home tab has many common commands located on it for ease of use. If you'd like to center your name and address (like on a resume) then follow these steps:

Type in the information

Select the text with the mouse

Click on one of the commands

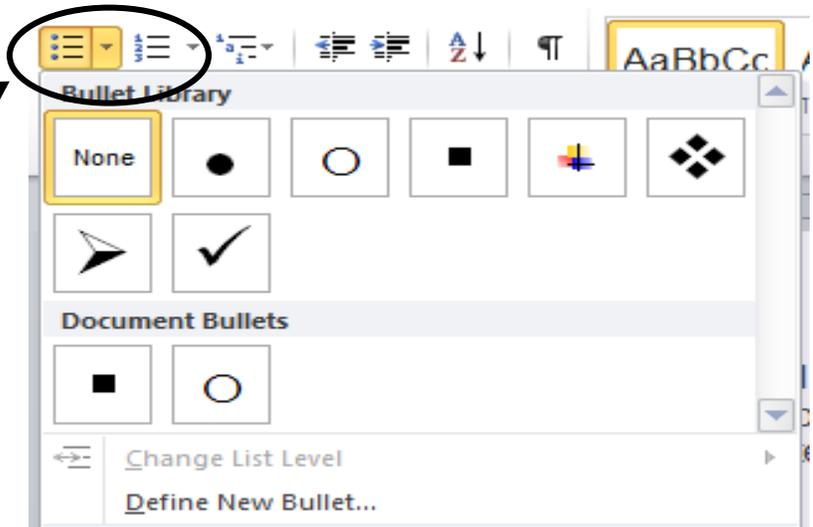


Bulleted and Numbered Lists are also in the Paragraph group. Notice the drop down menu next to both: there are many more choices for you!

- Eggs
- Milk
- Bread

To STOP a bulleted or numbered list, just press the **Enter** key twice

1. Eggs
2. Milk
3. Bread



Font Group

Bold, Italic, and Underline

NOTE: FIRST **SELECT/HIGHLIGHT** WHAT YOU WANT TO WORK WITH! Use the **mouse**.

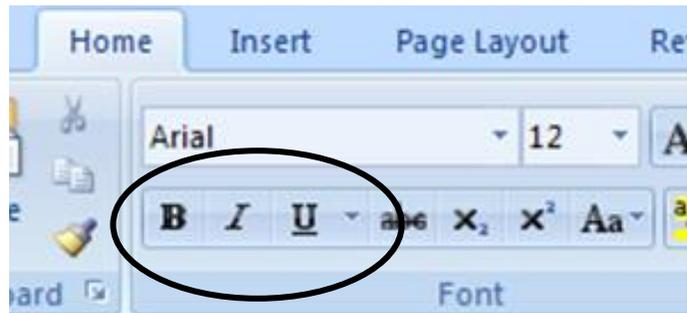
Once you have highlighted your text or object, the easiest way to complete **any** of these functions is:

Click on the **Home Tab**

Click the proper **button** in the **Font Group**

The button will turn **orange** when activated.

You can use these commands in any combination you choose.



Bold Bold Italic Bold Italic Underlined

****To remove any of these formatting items, simply select the text and click the button(s) again.****

Change Font Type and Size

Again, remember to **select** what you want to change!

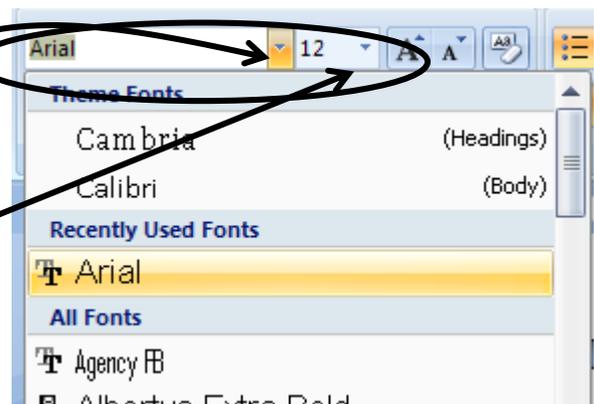
Font type and **size** commands are located in the same group as the commands above – the **Font Group** on the **Home Tab**.

Click on the upside-down arrow next to the font type and multiple choices appear.

Font size is right next to the type and works the same way.

Examples of different font types and sizes:

HELLO!



I'm so glad you're in class today!

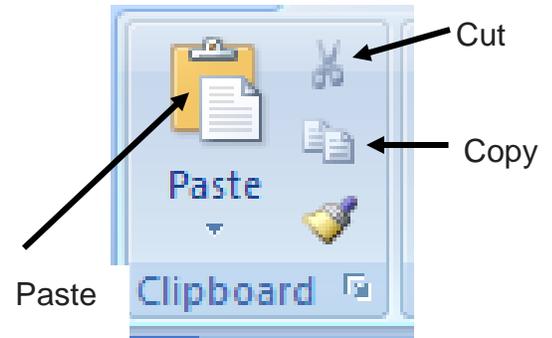
Hope you have learned a lot.

Clipboard Group: Cut, Copy, Paste

Since these commands are so popular, they have their own **Clipboard Group** on the **Home Tab**.

Select the text you want then **click** either **cut** or **copy**.

Double click your mouse to move the cursor to the place you want the text to appear. For example, you may double click your mouse under your current text towards the center of the paper. If you do this correctly, you will see your cursor blinking **near** the place you double clicked on the page.



Click **paste**.

You may also copy and paste using the **submenu**:

Select the text/object

Move the mouse over the selected area

Right click the mouse

Move the mouse indicator over the word “copy” or “cut”

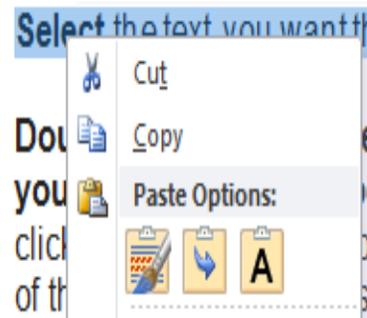
Left click the mouse on the command

Move the cursor where you'd like to **paste**

Right click the mouse

Move the mouse indicator over the word “paste”

Left click the mouse on the paste command



The **submenu** instructions are especially useful if you'd like to copy and paste something from the Internet to Word – like a recipe.

.....Practice.....

Center all of your text

Bold your name

Underline your telephone number

Cut the telephone number

Paste it on another line (Remember to **use the mouse to move the cursor first** – you will paste exactly where the cursor's located!)

Copy your name

Paste it right next to itself

Copy and **paste** your address to another place on the paper

References

HowStuffWorks. (2009). How Bits and Bytes Work. Retrieved from:
<http://computer.howstuffworks.com/bytes3.htm>.

Watson, S. (2004). How Blu-ray Discs Work. Retrieved from:
<http://electronics.howstuffworks.com/blu-ray.htm>.

Webopedia. (2013). SkyDrive Definition. Retrieved from:
<http://www.webopedia.com/TERM/S/skydrive.html>.

Resources

Call Number	Author	Title	Date
005.369 MICR	Douglas, M	Microsoft Word 2007 (DVD)	2008
005.446 RATH	Rathbone, A	Windows 7 & Office 2010 for Dummies	2011
005.5 WEV	Weverka, P	Office 2007 All-in-one Desk Reference for Dummies	2007
005.369 WEVE	Weverka, P	Office 2010 All-in-one for Dummies	2010

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