

Using Computers

Word Processing Module

Useful information

Below are some additional information that you may find useful when working with Word. Please feel free to add your findings to the list. Show and tell others in the group your findings and how it could benefit them.

Create a new document	File - New - Blank Document
Saving a document	File - Save As - Check against Save In it says '3 ½ floppy (A)' - enter File name - Save
Closing a document	File - Close
Splitting a toolbar	Hover between the >> symbol and the Font box until you see a cross with arrow heads. Left click and keep finger down - drag mouse slightly downwards
Retrieving a toolbar	Right click on format - ticks should be next to standard and formatting
Insert and remove manual page breaks	When you have nearly reached the bottom of your document page, Word will automatically create a new page. You can insert a page yourself by pressing Ctrl + Enter. Alternatively you could choose Insert - Break - Page Break - OK. To remove the page break, click on the 'Show/Hide' icon in the toolbar, click in front of the page break and press the DELETE key.

