

Word Processing Fundamentals

Class Description

This is an introduction to the basics of word processing with a focus on both Microsoft Word and Google Drive Documents. The focus is on formatting text and pages; copying, cutting, and pasting; sorting; spell check and grammar check. All ages are welcome.

Class Length

Two sessions of one and one-half (1½) hours each

Introduction

Word processing is probably the most important and widespread computer application. It is a good foundation for learning other computer applications. The menus and icons are common to many applications: **Bold** is a bold **B**, *Italics* is an italicized *I*, and Underline is an underlined U and much, much more. Word processing is used for letters, résumés, business invoices, legal documents, school papers, books — all sorts of areas where text needs to be manipulated. Word processors have almost completely replaced typewriters due to their ability to add or change or subtract previously typed text; enter a nearly limitless number of characters and format them in a multitude of ways; easily correct errors; adjust margins; and generate professional-looking documents that used to require a professional typesetter.

This class is targeted at beginning users and is intended to provide the fundamentals of word processing. The focus is on Microsoft Word and Google Drive Documents, but the lessons can be applied to other word processing applications.

Objectives

- Learn how to set page size, orientation, and set margins
- Learn how to change font type, font size, and font color, and use some attributes
- Learn how to use text alignment in paragraphs
- Learn how to use line spacing
- Learn how to use indentation
- Learn how to use spacing between paragraphs
- Learn how to use indentation
- Learn how to set and use tabs
- Learn how to modify Styles
- Learn how to copy and paste; how to cut and paste (move)
- Learn how to make bulleted and numbered lists (time permitting)
- Learn how to sort a list (time permitting)
- Learn how to use spell check and grammar check (time permitting)

This manual is a handout for you to keep. Please feel free to use it for taking notes.

From the author of several books in the For Dummies series:

A word processor is a blessing, a massive improvement over writing by hand or by using a typewriter. Even so, most people who use a word processor slog through it just as if it's an automated typewriter. Of all the foibles they commit, three rise to the level of great sin.

Great Sin Number One: Enter

In a word processor, you press the Enter key to end a paragraph, not a line of text. I actually believe that most people understand that rule. After all, it's been decades since typewriters were used to teach keyboarding. I don't really know anyone who is pressing the Enter key at the end of a line, but I suppose it still happens.

No, the larger sin with the Enter key is using it to add space between paragraphs. As with the space key (sin number two), any time you have to press the Enter key more than once in a document, you're committing a sin. That's because paragraph formatting, specifically the space between paragraphs, isn't handled by the Enter key.

When you desire more space between paragraphs, you apply that paragraph-level formatting. In Microsoft Word, it's either the Spacing Before or Spacing After setting in the Paragraph dialog box. That's how you add "air" between paragraphs, not by pressing the Enter key a boatload of times.

If you need to space out paragraphs for fancy formatting purposes, then you're better off putting your text in a box and dragging the box around the screen. ...

Great Sin Number Two: Spaces and Tabs

Any time you have to press the Spacebar twice you're committing a word processing sin. Yes, even after typing a period, you need only one space. That two-space thing comes from the typewriter era, where two spaces after a sentence aided in readability. When you word process, you don't need the extra space.

Worse: You whack the Spacebar multiple times to indent text or line up a column. I should slap you for doing that.

If you need to indent text, use a tab. To indent the first line of a paragraph, change the Indentation/First Line setting. That's the proper way.

To line up a list of items, use the Tab key: Set a tab stop in Word, then press the Tab key to line up the text precisely with that tab stop.

Great Sin Number Three: Page Numbers

Yes, it's the year 2013 and some people still manually number their pages. You don't have to! Word does it automatically for you, and it even has about 45 different ways to accomplish the task.

Okay, I'm kidding about the 45 different ways, but obviously the automatic page numbering feature is being missed by too many people. I can't think of another reason why Microsoft sought to place that option in so many different locations in the program.

If you need a page number, choose one of the page numbering commands. Don't manually type the page number!

<http://www.wambooli.com/blog/?p=5018>

From a professor of Information Systems (computer science):

I just spent quite a bit of time reformatting a Word document I'm working on with a team. Why is it so hard for many people to learn proper word processing skills? I just edited a paper that had no headings (making outline view impossible), used no styles (making bulk font and other formatting changes difficult), used spaces to line up text (immediately misaligning when the font or size is changed), placed series of hard returns to move to the next page (messing up page separation whenever new sentences are added above), and did all other kinds of poor use. Why can't people learn the basics of using a modern word processor — beyond pushing the obvious keyboard "keys" to make "letters" appear on the screen? . . .

Here's a short list of some concepts I think every user should know (beyond the basics):

- How to use styles and headers effectively, and how to change the format of a given style
- How to use track changes
- How to format a paragraph (spacing, indents), use correct bullets (and modify the icon), and set tabs
- How to create a new page (and the different types of breaks)
- How to print to PDF
- How to set the anchor of a graphic or text box (with text, page anchor, etc.)
- How to use the outline view (and how it affects headers and styles)
- Understand the difference between a docx, doc, txt, pdf, and odt file.

<http://wap.byu.edu/site/content/559>

From Common Mistakes Made When Writing a Book in Microsoft Word

(<http://www.self-pub.net/blog/common-mistakes-made-when-writing-a-book-in-microsoft-word/>)

1. Extra spaces or tabs used to create an indent for the first line of each paragraph
2. Two or more paragraph breaks between paragraphs
3. Two spaces between sentences instead of one
4. Manual line breaks at the end of each line of text in a paragraph
5. Two line breaks inserted at the end of a paragraph instead of a paragraph break
6. Using tabs at the end of a paragraph to create a new paragraph
7. Creating complex tables, charts, graphs at a page size larger than your book size
8. Using only a paragraph break to create a scene break between paragraphs
9. A series of paragraph breaks (created by hitting the enter key) to force text onto the next page

Exercises

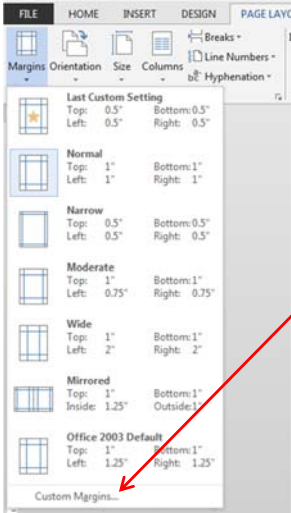
- Change the paper size and set margins
- Set a font type, font size, and color
- Aligning text
- Set Line Spacing and Indents
- Set and use tabs
- Using Styles

Setting Page Margins

The first thing you should do when starting a new document is to set page margins. It affects the entire layout of your document.

Microsoft Word

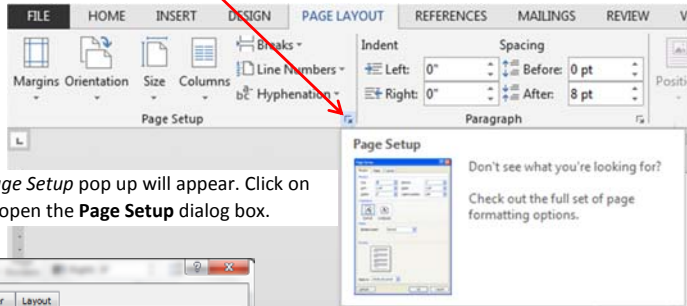
From the **PAGE LAYOUT** ribbon, in the *Page Setup* group, click on the **Margins** icon for a choice of preset margins.



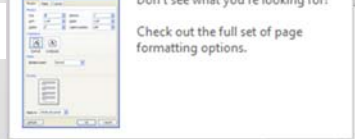
If none of the preset margins are suitable, either click on 'Custom Margins...' or hover over the tiny arrow in the bottom-right corner of the *Page Setup* group ...

In Microsoft Word, each **Ribbon** is divided into **Groups**. Many Groups have a tiny arrow in the bottom-right corner which, when clicked, will open a dialog box for access to additional settings.

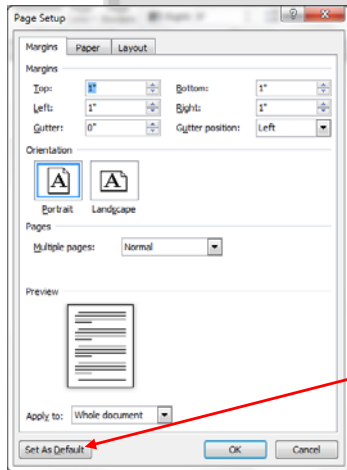
If you are familiar with earlier versions of Microsoft Word, these dialog boxes will be very familiar.



... where a *Page Setup* pop up will appear. Click on the arrow to open the **Page Setup** dialog box.



In the **Page Setup** dialog box, you can set each margin, change the page orientation, change paper size, make layout changes, and more.



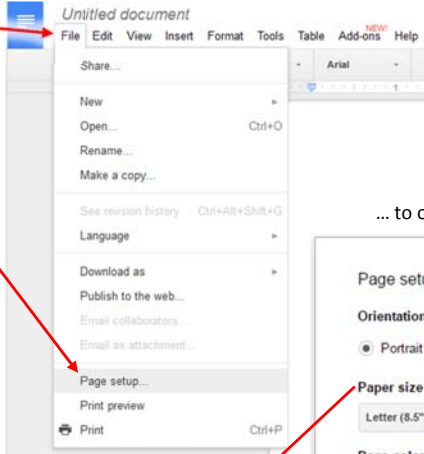
In Microsoft Word, when the mouse hovers over the tiny arrow in the bottom-right corner of a **Group**, a pop-up will appear informing you which dialog box will be opened. The keyboard shortcut, if there is one, will be included.

Tip: If you will use the margins you set here for most of your documents, click the 'Set As Default' button. All new documents created afterwards will use these margins.

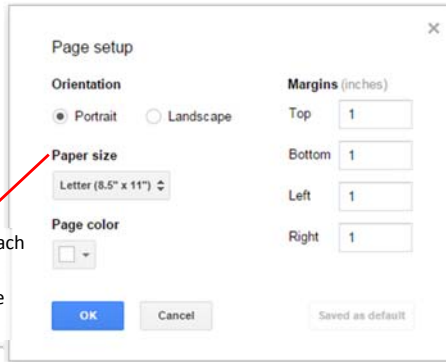
Google

Drive Documents

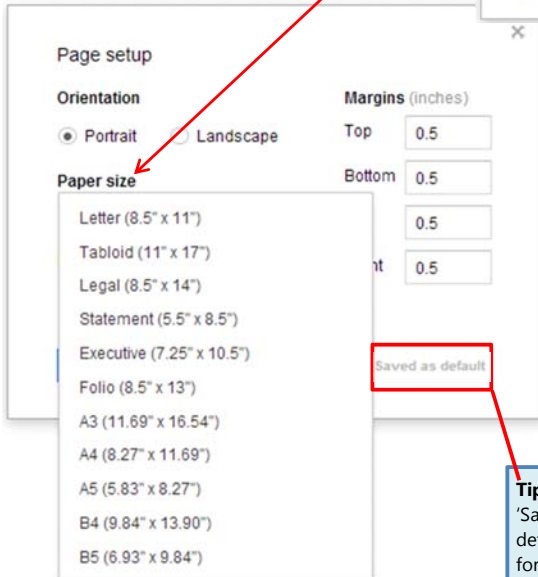
From the menu, select **File**, then **Page setup...**



... to open this dialog box:



From this box, you can change each margin, change the page orientation, and even change the background color of the page...

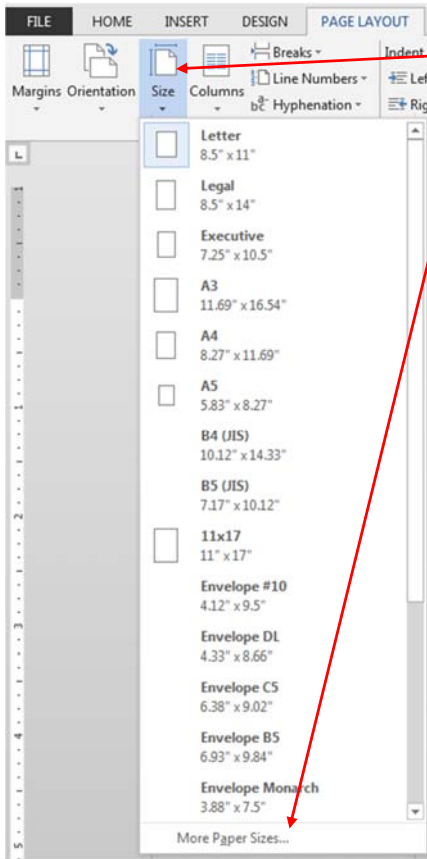


... as well as change the paper size.

The paper sizes shown are the only sizes available (no custom paper sizes).

Tip: If you change a margin, the greyed-out 'Saved as default' will change to a darker 'Set as default'. If you will use the margins you set here for most of your documents, click the button. It will become the default for all future documents.

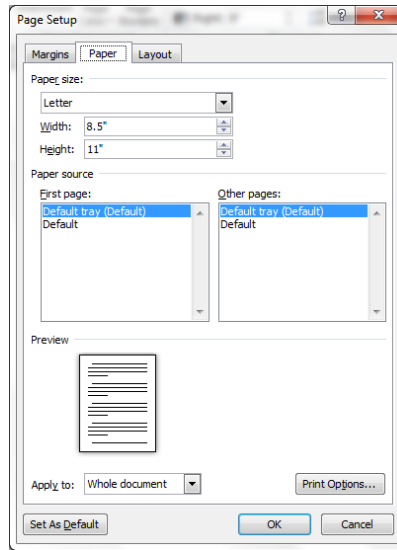
Microsoft Word



To change the paper size in Microsoft Word, either use the **Size** icon in the *Page Setup* of the Page Layout ribbon, or ...

... open the **Page Setup** dialog box (click on the tiny arrow in the bottom-right corner of the *Page Setup* group or click on 'More Paper Sizes' at the bottom of the **Size** icon's menu).

(If you need a custom size, you will need to use the **Page Setup** dialog box.)



Exercise: Margins (use Microsoft Word, Google Drive Documents, or both)

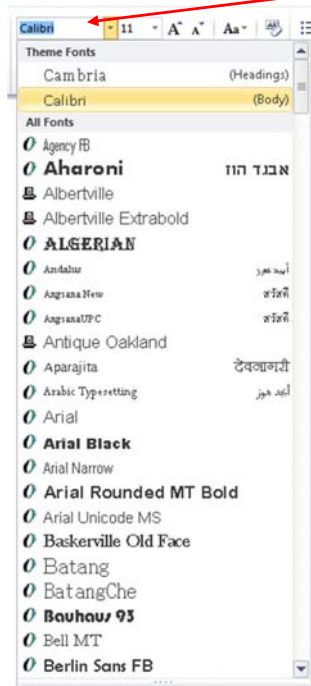
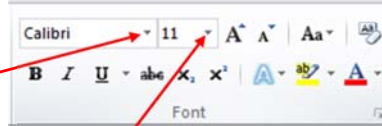
Change the paper size to legal and set the margins to 1½ inches on top, 1 inch on bottom, 2 inches on the left, and ½ inch on the right.

Font Face, Font Size, and Text Color

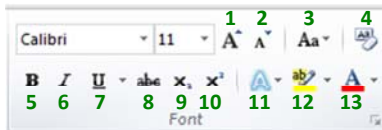
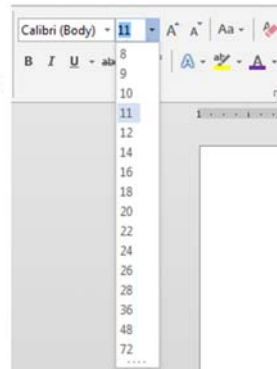
Microsoft Word

In Microsoft Word, the **Font** group of the **HOME** ribbon is used to select Font Face, Font Size, and various attributes.

The Font Face selector is a drop-down menu opened by clicking on the small triangle pointing downwards. A special feature of this selector is that, as the mouse hovers over a font, any selected text or current word will be previewed in that font. The Font Face selector includes a vertical scroll bar. If you know the name of the font you want, you can enter it directly into the window.

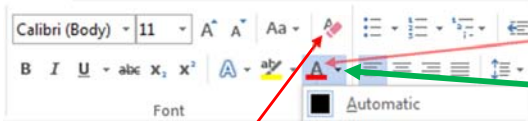


The Font Size Selector is a drop-down menu opened by clicking on the small triangle pointing downwards. A special feature of the Font Size Selector is that as the mouse hovers over a font size, any selected text or current word will be previewed in that font size. You can also enter a font size directly into the window and can use values ending in decimal point five (e.g. 10.5, 11.5, 12.5 ...).



The other icons in the **Font** group of the **HOME** ribbon are (keyboard shortcuts included, when available):

- | | |
|---|--|
| 1 Increase Font Size F+ > | 8 strikethrough |
| 2 Decrease Font Size F+ < | 9 Subscript F+= |
| 3 Change Case – a drop-down menu to change capitalization G+3 | 10 Superscript FG++ |
| 4 Clear All Formatting | 11 Text Effects and Typography (not covered here) |
| 5 Bold F+B | 12 Text Highlight Color (not covered here) |
| 6 <i>Italics</i> F+ | 13 the Font Color selector (the color of the A does not change, only the bar beneath the A and the bar's color is the most recently selected color, not the color of the selected text or the text where the insertion point is located) |
| 7 Underline F+U (click directly on it to underline; click on right side to open a drop-down menu of underlining options) | |

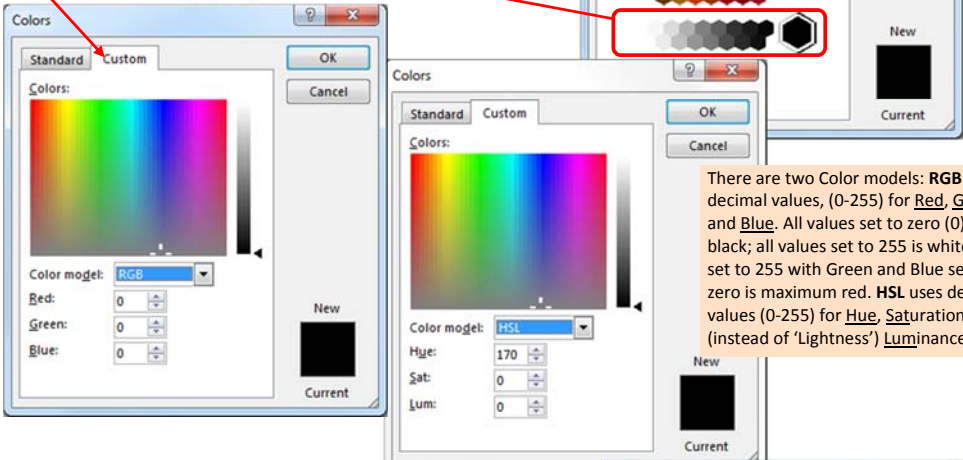


If you click directly on the Font Color icon (the area of the **A** and its bar), the last color selected (the color of the bar) will be applied. If you click on the small triangle pointing downward just to its right, a palette of choices will be displayed. (The choices are determined by the Theme and its Colors.)

Tip: Done too much formatting? Use the Clear All Formatting icon.

If you click on 'More Colors...', this dialog box opens:

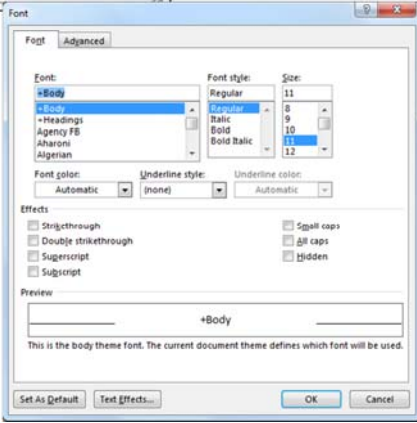
The Colors dialog box has two tabs: the *Standard* tab offers 127 colors in a hexagon plus 17 shades of white-to-grey-to-black; the *Custom* tab offers 2^{24} (16,777,216) possibilities.



There are two Color models: **RGB** uses decimal values, (0-255) for Red, Green, and Blue. All values set to zero (0) is black; all values set to 255 is white. Red set to 255 with Green and Blue set to zero is maximum red. **HSL** uses decimal values (0-255) for Hue, Saturation, and (instead of 'Lightness') Luminance.

Don't forget about the tiny arrow in the bottom-right corner of the Font group of the Home ribbon to open the **Font** dialog box (**F+D**):

From this box, you have all possible font options available, including some (e.g. **SMALL CAPS** and **Double strikethrough**) not available from the ribbon. (The **Advanced** tab offers features such as Character Spacing, Kerning, and Ligatures which is not covered in this class.)



Google Drive Documents

If a different Font Face is desired (in preparation for updating a Style or to directly format text), click on the name of the font (it will be Arial until you change it) and select one of the available fonts. If you click on **More fonts...** a separate box opens:

From this **Fonts** dialog box, you can select from a large number of fonts, even fonts **not** installed on your computer! Because there are so many, you may wish to filter the fonts shown by type of font (All fonts [default], Display [signage], Handwriting, Monospace, Serif, or Sans Serif [the final three are explained below]).

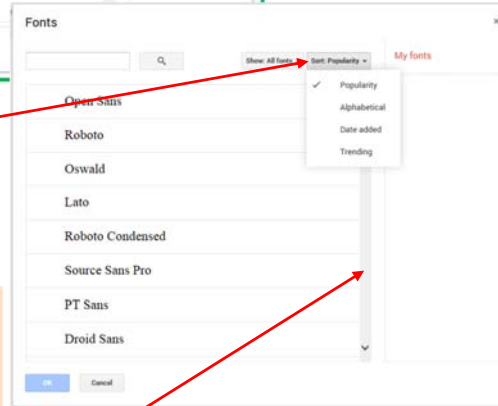
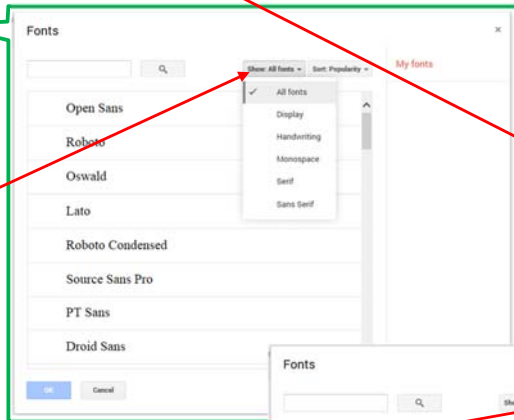
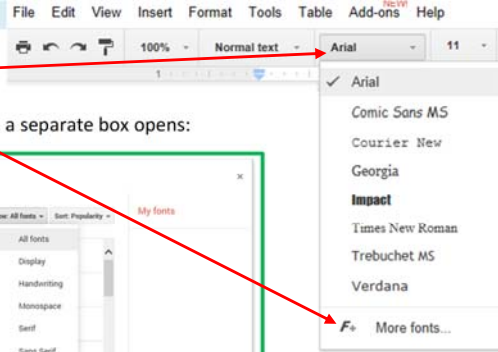
Fonts can also be sorted (with or without filtering) by popularity (most popular first; default), alphabetical order, date added (most recent first), or trending (fastest-growing in popularity first):



On an electronic display, especially those with lower pixel density, **sans-serif** (without serif) fonts tend to be more readable than **serif** fonts. In printed matter, especially for longer passages, **serif** is more common and is generally regarded as more readable (some think due to familiarity, others claim serifs 'lead' the eye to the next letter).

Most fonts are proportional: the width of each character varies. Monospaced fonts use the same width for each character (which is why typewriters used them). Consider the following examples, each using ten characters:

iiiiiiiiii	(sans-serif font)
mmmmmmmmmm	(sans-serif font)
iiiiiiiiii	(serif font)
mmmmmmmmmm	(serif font)
iiiiiiiiii	(monospaced font)
mmmmmmmmmm	(monospaced font)



A vertical scroll bar is present. If you get to the end of the list, wait a few seconds; additional font names may appear.

Any font selected from this list will be added to the right side of this dialog box, beneath **My fonts** and will appear in the icon bar's Font Face drop-down list, making it easier to use in the future.

Tip: Despite the 'rule' about not using two consecutive spaces, if you are using a monospaced font, a double space at the end of a sentence *might* improve readability.

Information about the no double-space 'rule':

http://www.slate.com/articles/technology/technology/2011/01/space_invaders.html

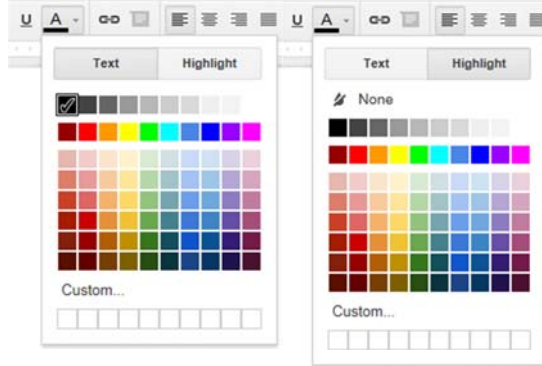
Just to the right of the Font Face Selector is the Font Size Selector, which is also a drop-down menu.

In addition to selecting one of the Font Sizes displayed in the drop-down menu, it is possible to type a Font Size directly into the window. Unlike Microsoft Word, only whole numbers may be used. If you type a decimal and additional number(s), they will be truncated and ignored.

To the right of the font size are familiar-looking icons for **Bold**, *Italics*, and Underline.



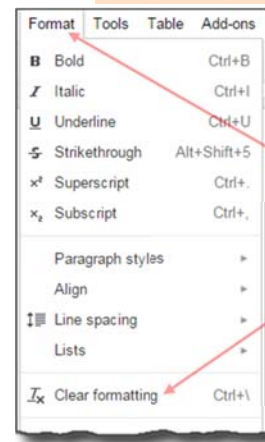
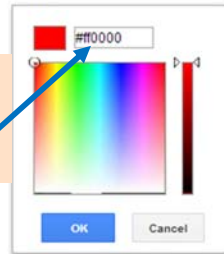
To the right of the Underline icon is an **A** with a bar beneath it. It behaves differently than the **Font Color** selector in Microsoft Word. In Google Documents, both the **A** and the bar beneath it show the color of the *current* text (regardless of the color last selected) **and** the **Text Color** selector also selects the **Text Highlight** and shows the highlight color (if any) behind the **A** and above the bar.



When you click on the icon, either the **Text** selector or the **Highlight** selector will be open (whatever was last used), with a choice of colors (when **Highlight** is selected, a 'None' is available to remove highlighting, which makes the box a little taller, but the available colors are identical. (If you're not sure whether Text or Highlight is selected, look for the 'None', or just click on the one you want.)

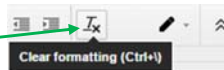
Both **Text** and **Highlight** include a 'Custom...' option which, when clicked, opens a dialog box which allows you to select from 2^{24} (16,777,216) possibilities (the same as Microsoft Word).

Google Documents uses a web-based **RGB** (red, green, blue) model. Following the # are three pairs of hexadecimal values: representing, from left to right, the amount of red, green, and blue. Each pair uses from 00 (zero in decimal) to FF (255 in decimal), or 2^8 (256) different possible values for each color. Here, the color is set to #ff0000 (decimal equivalent 255,0,0 — maximum red, no green, no blue).



Other formatting features which can be incorporated into Styles are accessed from the **Format** item on the menu: **Strikethrough**, **Superscript** (the '2' in $E=mc^2$), and **Subscript** (the '2' in H_2O).

Like Microsoft Word, Google Documents has a way to quickly **remove** formatting from text. From the menu, it is accessed from **Format** then **Clear formatting** (and has a keyboard shortcut) or by clicking the **Clear formatting** icon on the icon bar (far right; may be hidden if window is too narrow):



Tip: There are keyboard shortcuts displayed on the menu. If you use a formatting option frequently, these can save a lot of time.

Exercise: Font Configuration (use Microsoft Word, Google Drive Documents, or both)

(Hint: in MS Word, you can begin a new paragraph with =rand() — =rand() — and then press | to get a quick five paragraphs; if you place a number between the parentheses, you'll get that number of paragraphs).

Either select some existing text and apply Garamond font at 13 points with blue text, or select Garamond font at 13 points with blue text and then type some text. Does it look something like this?

The quick brown fox jumps over the lazy dog.

Bonus: Can you create the following?



Paragraph Formatting

Paragraph formatting is frequently overlooked, but is very important because it includes so many options: alignment (left, center, right, or justified); line spacing; spacing before and after paragraphs; left and right indentation; first line indentation (both positive and negative or 'hanging'); and tab settings.

Text Alignment

There are four types of Text Alignment:

(1) Left Alignment (ragged right) keeps the left edge of paragraphs even (against the margin unless indented) and is usually the easiest for a reader to follow (this is the default setting for Microsoft Word)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off — even on another device.

(2) Center Alignment (ragged left and ragged right) centers each line of text and is best used for titles and headers. Consecutive lines of centered text are difficult for a reader to find the beginning of each line (because it keeps moving left-to-right)

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(3) Right Alignment (ragged left) is normally only used in special circumstances such as a caption on the left side of an image so the text butts up against the image, creating a visual connection

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(4) Justify aka Full Justification (no ragged edges, save the bottom line of every paragraph) can, if used carefully, create a more professional look such as is used in printed books. Used carelessly, it can be more difficult for a reader than Left Alignment because large white gaps between words can appear and even join gaps in consecutive lines to create 'white rivers', sometimes with 'islands'. Such gaps distract the reader and decrease readability.

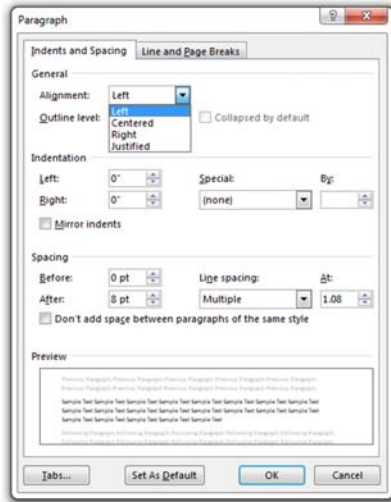
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Microsoft Word



The Text Alignment icons (L-to-R: **Left**, **Center**, **Right**, **Justify**) are on the bottom row of the **Paragraph** group of the **HOME** ribbon.

Text Alignment can also be set from the **Paragraph** dialog box. The drop-down menu here gives choices of **Left**, **Centered**, **Right**, and **Justified**.



Google Drive Documents

Google Drive Documents works much the same way: four icons on the icon bar in the same order:

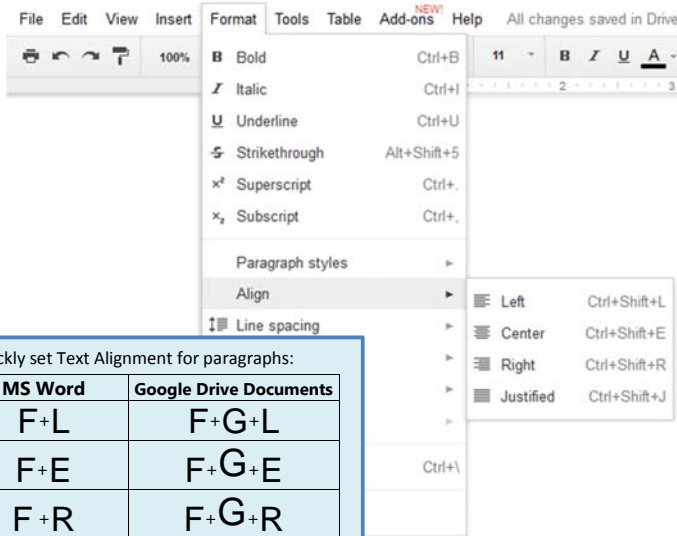


You can also use the menu to select

Format then **Align**,

and then the alignment you want

(**note**: the menu displays the keyboard shortcuts for each alignment).



Tip: You can use keyboard shortcuts to quickly set Text Alignment for paragraphs:

to do this...	MS Word	Google Drive Documents
Left Alignment	F+L	F+G+L
Center Alignment	F+E	F+G+E
Right Alignment	F+R	F+G+R
J u s t i f y	F+J	F+G+J

(**Note:** Google Drive Documents has to add the Shift key because some of the key combinations without the Shift are used by browsers, e.g. **F+R** for Reload/Refresh.)

Exercise: Text Alignment (use Microsoft Word, Google Drive Documents, or both)

(Hint: in MS Word, you can begin a new paragraph with =rand() — =rand() —and then press | to get a quick five paragraphs; if you place a number between the parentheses, you'll get that number of paragraphs).

Select some existing text change the Text Alignment from Left to Center; then from Center to Right; and then from Right to Justify.

Line & Paragraph Spacing

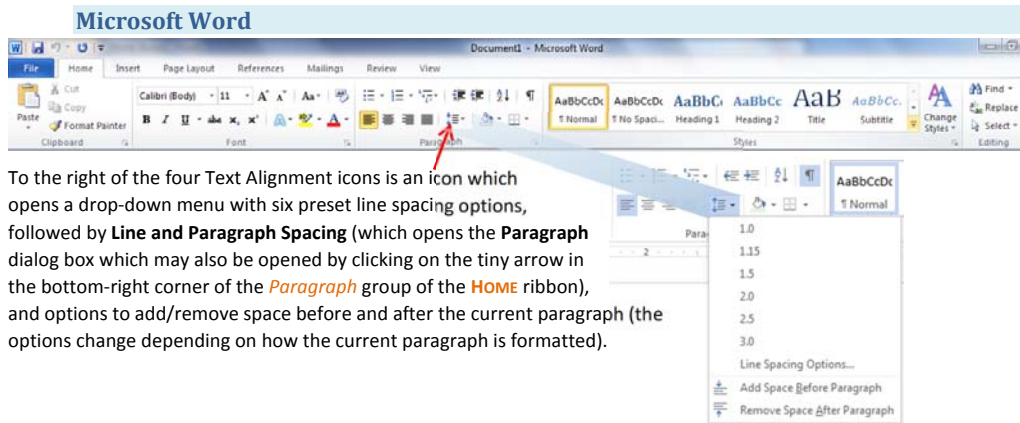
Prior to Microsoft Word 2007, the default was single line spacing. With Word 2007 and 2010, the default line spacing changed to 1.15 – just a small amount more than single spacing (which improves readability for most people). Google Drive Documents has the same default line spacing (1.15). Word 2013 has changed the default line spacing to 1.08 (but the line spacing options on the ribbon remain 1.0, 1.15, 1.5, 2.0, 2.5, and 3.0 – 1.08 is **not** present). Larger line spacing is normally reserved for occasions when a proof-reader or teacher needs space for corrections and/or editing. Single spacing is for squeezing more words on a page.

To make it easy for a reader to see where a new paragraph begins, it is customary to start a new paragraph one of two ways:

1. **Block** format: No indentation of paragraphs. Space is added between paragraphs (typically at the end of paragraphs). This is usually preferred for business documents. It is also the most common style on web pages.
2. **Indent** format: The first line of each paragraph is indented and there is no additional space between paragraphs. This is usually preferred for academic papers and book writing.

(Mixtures of these two styles are typically labelled 'modified block', but are becoming increasingly dated-looking as they disappear from usage.)

In Microsoft Word 2007 and 2010, the default is to add 10 points of vertical space to the end of a paragraph (previously there was no additional space between paragraphs). This was changed with Word 2013 to 8 points of space. Google Drive Documents has no spacing between paragraphs as its default.



To the right of the four Text Alignment icons is an icon which opens a drop-down menu with six preset line spacing options, followed by **Line and Paragraph Spacing** (which opens the **Paragraph** dialog box which may also be opened by clicking on the tiny arrow in the bottom-right corner of the *Paragraph* group of the **HOME** ribbon), and options to add/remove space before and after the current paragraph (the options change depending on how the current paragraph is formatted).

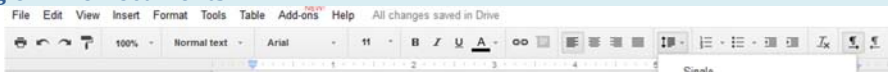
If you wish to specify the space before or after a paragraph, either click on 'Line Spacing Options...' or click the tiny arrow in the bottom-right corner of the Paragraph group. This will open the Paragraph dialog box.

From this dialogue box, all Paragraph formatting options are available. (The 'At least' and 'Exactly' line spacing options use font point size; the others use multiples of line spacing.)

Tip: In Microsoft Word, you can quickly change Line Spacing with the keyboard:
 Single: **F+1**
 One and one-half: **F+5**
 Double space: **F+2**



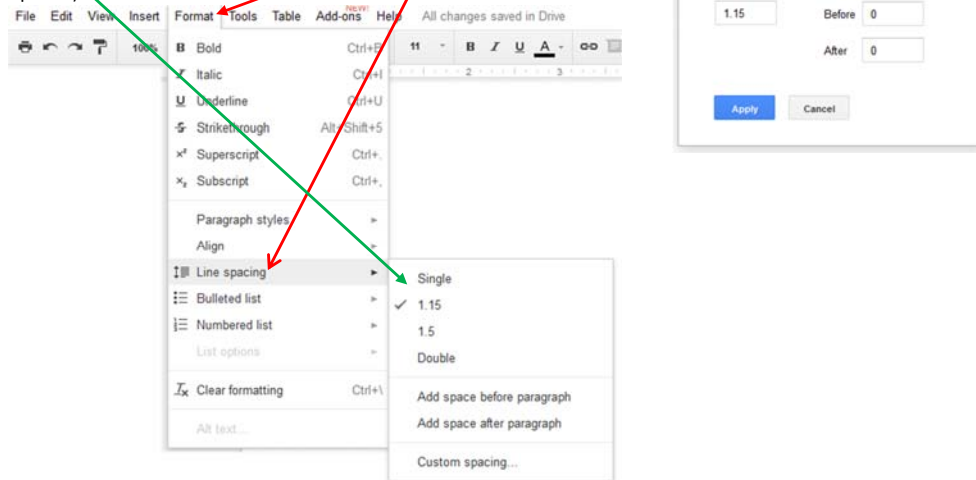
Google Drive Documents



To the right of the four Text Alignment icons is an icon which opens a drop-down menu with four preset line spacing options, followed by two options to add space before and after the paragraph, and a final option to open the **Custom spacing** dialog box where both line spacing and paragraph spacing can be set.

Selecting **Custom spacing...** opens a dialog box ... from where you can precisely set Line Spacing and spacing between paragraphs.

The menu duplicates these options (**Format, Line spacing**, select from options).



Indentation

If vertical space between paragraphs is not used to visually separate paragraphs ('block format'), you will need to indent the first line of each paragraph. In left-to-right writing, this indentation is normally to the right, but in some cases (such as references in a bibliography, the indentation is to the left ('hanging indent').

Right Indent

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Hanging Indent

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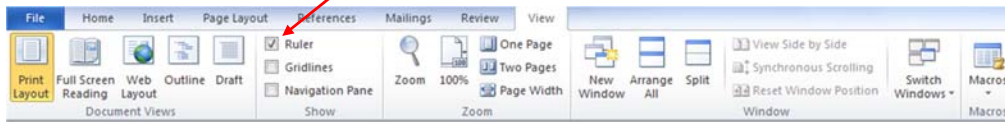
Indentation on both the left and right side is useful for a visual distinction between some special text off and the main body of text. This is common in extended quotations. Frequently the font face and/or font size will be changed as well.

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BOTH: Microsoft Word and Google Drive Documents

If the **Ruler** is not present in Microsoft Word (it is always present in Google Drive Documents), go to the **View** ribbon and in the **Show** group locate the **Ruler** check box and place a check in it (click to toggle on/off the check mark).



The horizontal and vertical rulers in Microsoft Word are normally paired – both are present or both are absent. The vertical ruler (it appears to the left of the 'paper' area) has limited usefulness, but the horizontal ruler is invaluable for controlling indents and setting tabs. Those things can be done without the horizontal ruler, but with more difficulty.

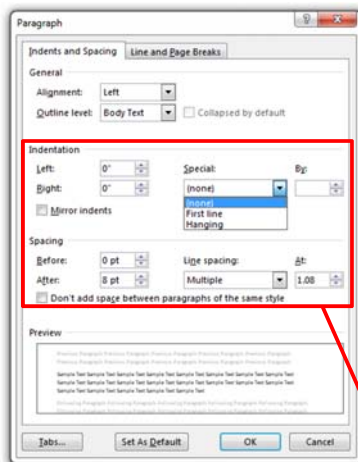
Microsoft Word's horizontal ruler...



... and Google Drive Documents' ruler...



... are very similar. The central white section is the width of the text area. Above, both are using 1" margins on paper 8 1/2" wide, leaving 6 1/2" of text area. On the right edge of the text area, in the lower half of the ruler, is a control ('Right Indent' in both) which can be dragged with a mouse to change the right edge of the paragraph(s) selected. It can be dragged to the left (a normal right indent) or to the left, even beyond the margin.



On the left edge of the text area, Microsoft Word uses three controls (from top to bottom: 'First Line Indent' [downward-pointing 'Home Plate' shape], 'Hanging Indent' [upward-pointing 'Home Plate' shape], and 'Left Indent' [rectangle]; Google Drive Documents uses two ('First Line Indent' [narrow rectangle] above 'Left Indent' [downward-pointing triangle]).

Left Indent: Drag the 'Left Indent' control to the right or left.

First Line Indent: Drag the 'First Line Indent' control to the right.

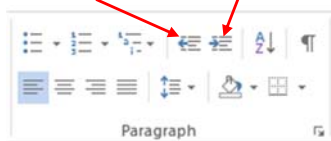
Hanging Indent: In Word, drag the 'Hanging Line Indent' control to the right. In Google Drive Documents, drag the 'Left Indent' to the right and then drag the 'First Line Indent' control to the left.

In Microsoft Word, indentations can be set using the Ruler or by opening the **Paragraph** dialog box (click on the tiny arrow in the bottom-right corner of the Home ribbon's Paragraph group).

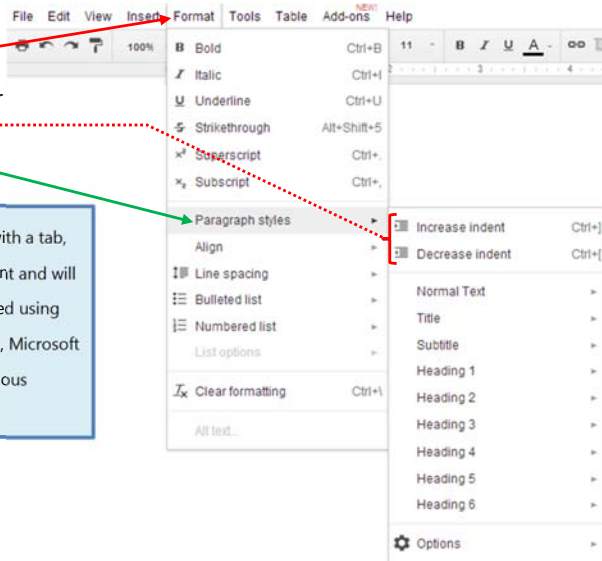
The Left and Right indentation on the left side of the dialog box are for all lines of a paragraph. The drop-down menu on the right side is for **First line** and **Hanging** indentation.

Left Line indentation can be increased or decreased in both Microsoft Word and Google Drive Documents using an icon. For Microsoft Word, the **Paragraph** group of the **HOME** ribbon contains icons for **Decrease Indent** and **Increase Indent**.

For Google Drive Documents, the same icons are present just to the left of the **Clear formatting** icon.



As with other options available from the Icon Bar, Google Drive Documents provides formatting through the menu (**Format**, then **Paragraph styles**, then either **Increase indent** or **Decrease indent**.)



Tip: In Microsoft Word, if you start a paragraph with a tab, the application assumes you want a first line indent and will format the paragraph that way (a tab can be forced using **F+N**). When starting a new paragraph with **J**, Microsoft Word will give it the same formatting as the previous paragraph, with any and all changes.

Exercise: Line Spacing and Indentation (use Microsoft Word, Google Drive Documents, or both)

(Hint: in MS Word, you can begin a new paragraph with `=rand()` — `=rand()` — and then press **|** to get a quick five paragraphs; if you place a number between the parentheses, you'll get that number of paragraphs).

Create (at least) three paragraphs. In the first paragraph, change the line spacing to 1.5 and indent the right edge 2" from the right margin. In the second paragraph, change the line spacing to double-spaced and create a first line indent of 1½". In the third paragraph, create a hanging indent where the first line is indented ½" and the rest of the paragraph is indented 1½".

Tab Settings

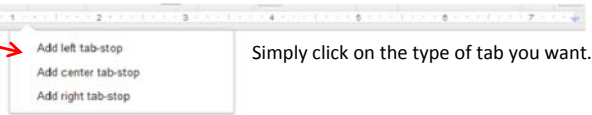
Tabs are used for aligning text. When using a monospaced font, where every character uses the same width, it is easy to use a series of spaces to achieve alignment (but is still incorrect, what if a change to the font is made?). Different fonts use different widths, and attributes such as bold or italics can change the spacing, making it nearly impossible to align text with the spacebar. The solution is simple: use tabs.

There are three basic types of tabs: **Left**, **Center**, and **Right**. Here is an example of the way they are used:

LEFT TAB	CENTER TAB	RIGHT TAB
Today's Date	Title of the Paper	Course Name
Current Time	Subtitle of the Paper	Course Number
Something Else	Long-winded description of the paper	Something
	Author	

Google Drive Documents

To set a tab in Google Drive Documents, click directly on the Ruler exactly where you want the tab to be placed. A pop-up will appear.



Simply click on the type of tab you want.

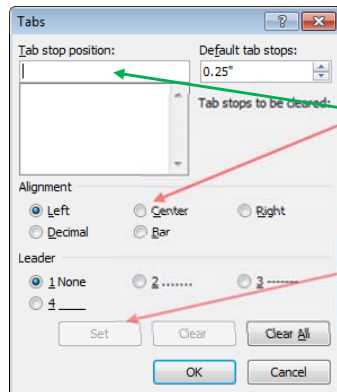
Microsoft Word

In Microsoft Word, you need to look to the left of the Ruler, at the left edge of the window containing your document. The default appearance is (an 'L' for Left Tab). Click on it once and it changes to (an inverted 'T' for Center Tab). Click on it again and it changes to (a reversed 'L' for Right Tab). After setting it to the type of tab you need, click on the Ruler exactly where you want the tab to be placed.

For more precise positioning of tabs, click on the tiny arrow in the bottom right corner of the **Paragraph** group of the **HOME** ribbon to open the **Paragraph** dialog box. Click on the **Tabs...** button.

Alternately, you can try to double-click in the small space between the bottom of the Ruler and the top of the page/sheet. (If you click on the Ruler, the **Page Setup** dialog box will open.) It is very easy to inadvertently add a tab before opening the **Tabs** dialog box.

This opens the **Tabs** dialog box:



Select the type of tab you need in the 'Alignment' section...

...enter the distance from the left margin in the Tab stop position window...

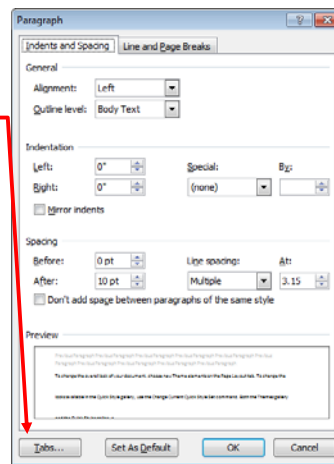
...then click the 'Set' button (greyed-out here because no value has been entered in 'Tab stop position'). If you need to remove a tab, highlight it and click the 'Clear' button or use the 'Clear All' button to remove all tab stops.

You may have noticed there are two additional types of tabs listed in the **Tabs** dialog box: 'Decimal' and 'Bar'. The Decimal tab is used for entering numbers: all numbers entered before a decimal point go to the left of the tab stop, the decimal point is placed on the tab stop, and numbers entered after the decimal point go to the right of the tab stop. The Decimal tab can be used with the ruler

by clicking on the same icon described above and it comes immediately after the Right Tab and looks like this:

The Bar Tab isn't really a tab (using **N** doesn't even move to the bar) but is useful for creating a vertical line. The Bar Tab can be used with the Ruler by clicking the type-of-tab changer icon to the left of the Ruler. Each click moves through the options: Left Tab, Center Tab, Right Tab, Decimal Tab, Bar Tab, First Line Indent, Hanging Indent. (An example is on the next page.)

If desired, a 'leader' to the tab can be set. This can be useful when there is a large amount of white space before the item: it 'leads' the reader's eye to the item (see example on next page).



This example shows a Left Tab, then a Bar Tab, then a Center Tab, then another Bar Tab, and finally a Right Tab for the 'Amount' header but a Decimal Tab for the amounts beneath 'Amount' (bar tabs are very thin and rather light):

Payment	Due Date	Amount
Rent	1 st	\$850.00
Car	15 th	329.15
Insurance	22 nd	125.00
Electricity	10 th	200.00
Groceries		600.00

This is an example of using 'leaders':

Person	Number
Jane	312.555.1212
John	630.555.1212
Mary	815.555.1212

(You probably wouldn't want a leader on that first line!)

BOTH: Microsoft Word and Google Drive Documents

In both Microsoft Word and Google Drive Documents, tab stops can be moved on the ruler by dragging them to a new position. In the example of the Decimal Tab and Bar Tab above, the first line (the titles) had the Decimal Tab dragged to the right so 'Amount' would end over the right edge of the numbers; otherwise it would have ended just before where the decimal point was aligned.

Removing tab stops from the Ruler is as simple as clicking on the marker indicating the tab stop and dragging it off the Ruler.

Exercise: Line Spacing and Indentation (use Microsoft Word, Google Drive Documents, or both)

If using Google Drive Documents, reproduce the following (Left Tab, then Center Tab, then Right Tab):

LEFT TAB	CENTER TAB	RIGHT TAB
Today's Date	Title of the Paper	Course Name
Current Time	Subtitle of the Paper	Course Number
Something Else	Long-winded description of the paper	Something
	Author	

If using Microsoft Word, reproduce the following (Left Tab, then Bar Tab, then Center Tab, then another Bar Tab, then a Right Tab for the first line/header, but a Decimal Tab for the remaining lines, and finished with a Right Tab for the first line/header, but a Right Tab with leaders for the remaining lines.

Payment	Due Date	Amount	Destination
Rent	1 st	\$950.00.....	Landlord
Car	15 th	329.15.....	Top Auto
Insurance	22 nd	25.50.....	Nationwide
Electricity	10 th	200.00.....	ComEd
Groceries	NA	600.00.....	various

Using Styles

All modern word processing applications offer Styles and include built-in Styles which can be used 'right out of the box'. Unless you are creating a very simple document such as a friendly letter, you should use Styles. If you are doing a complex document such as a term paper, using Styles will save a great deal of time and effort. If an existing Style is not just what you want, you can modify it or create a new style.

Basically, Styles is a combination of formatting. There are two basic types of styles: **Paragraph** Styles and **Character** Styles. Google Documents only has **Paragraph** Styles. Microsoft Word has both, plus '**Linked** Styles' which is a hybrid of **Paragraph** Styles and **Character** Styles (if applied to a paragraph, it functions as a **Paragraph** Style; if applied to less than a paragraph, it functions as a **Character** Style), **Table** Styles (basically, a **Paragraph** Style for tables), and **List** Styles (basically, a **Paragraph** Style for bulleted or numbered lists).

Character Styles can contain anything in the **Font** group of the **HOME** ribbon and anything found in the **Font** dialog box, things like Font Face; Font Size; Font Color; various attributes such as Bold, Underline, Italics, and Strikethrough; Text Highlighting; and Text Effects.

Paragraph Styles can include everything a Character Style can do, plus anything found in the **Paragraph** group of the **HOME** ribbon and anything found in the **Paragraph** dialog box: things like Paragraph Alignment, Line Spacing, Spacing before and after Paragraphs, Indentations, Shading, Borders, and more. Paragraph Styles can be based on other Paragraph Styles: if you change the format of a Paragraph Style, any Paragraph Styles based on it will automatically change except for format which have been changed. This means if you have a Paragraph Style for a block quotation based on the 'Normal' style (a Paragraph Style) which has set a left indent, a right indent, and single line spacing and you change the 'Normal' style's font to a different Font Face, a larger Font Size, a different Font Color, and larger line spacing, the Paragraph Style for the block quotation will get the different Font Face, the larger Font Size, and the different Font Color, but will keep the single line spacing.

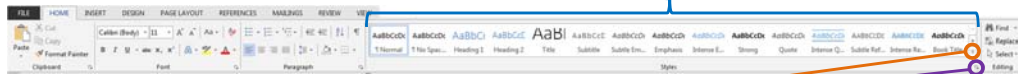
Paragraph Styles can be set up so that, after entering content, pressing the **J** key starts a new paragraph in a different style. It is possible to have a document start with a Paragraph Style for a story title, then switch to a Paragraph Style for subtitles, then a Paragraph Style for the writer's name, then a Paragraph Style for the writer's location, and then to a Paragraph Style for the story's text.

Of course, you *can* use **direct formatting**, but the process of applying the same changes to text with the same function can be tedious. It is easy to make mistakes and can be difficult to remember just which color you were using ... or font face, or attributes or font size. And those types of mistakes detract from the document's appearance. If you want headings and subheadings — and how 'deep' in subheadings do you want to go? — you need to decide how to differentiate between them (font size? attributes, such as italics or bold?). Without expertise in design and typography, it might take some time to get a 'good look' — and if you don't have a 'good eye', you might never get your document to look professional. And once you determine the formats for each type of text, you need to keep track of the style you are using for each one.

If all those reasons aren't enough to convince you to use Styles, here is the big one: updating a document with direct formatting is really tedious and it is easy to miss something. If you have used Styles, a single change to a particular Style will be instantly applied to every place in the document which uses that Style, whether it is used once or hundreds of times.

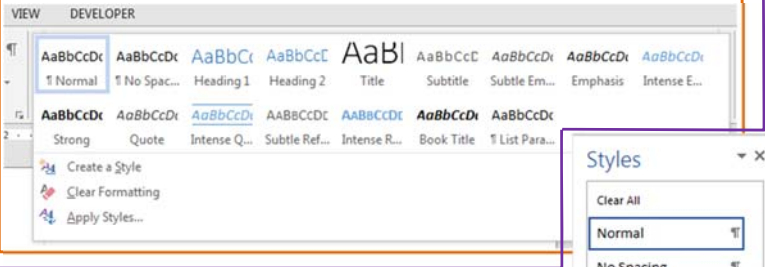
Microsoft Word

The **Styles** group is a major portion of the **HOME** ribbon.

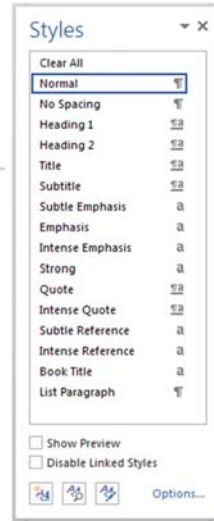


At the bottom-right corner of the **Styles** selector is a drop-down arrow from which you can see and select all the **Quick Styles** (those pre-installed and any Styles you may have added).

Each of the Styles is displayed in its font and color, so you have a good idea of how the Style will appear. (Below is the **Quick Styles**, expanded).



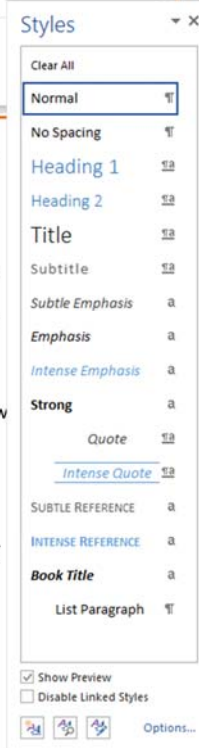
The tiny arrow in the lower-right corner of the **Styles** group, opens the **Styles Pane**.



The **Styles Pane** can be moved around as a 'floating' box or can be docked by dragging it to the left or right side of the Microsoft Word window. It can be undocked by dragging it away from its docked position. When floating, it can be resized as any other window, and closed by clicking on the **X** in the upper-right corner.

Towards the bottom of the **Styles Pane** is a checkbox to show the Styles as they will appear (near right) instead of a plain list (far right), but each Styles requires more space to be displayed.

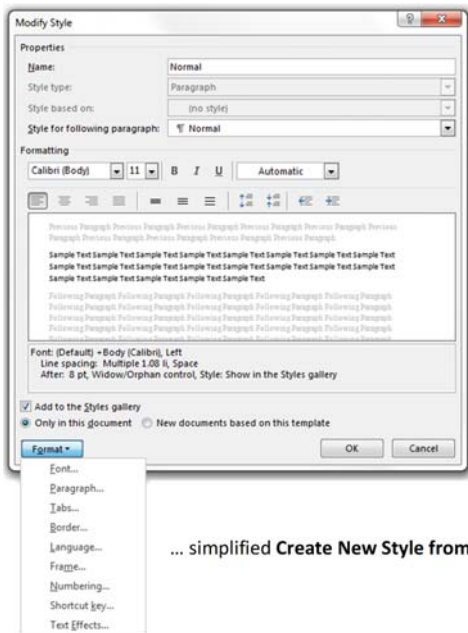
At the bottom are buttons (from left to right) for (1) creating a new Style, (2) using the Style Inspector (this tells you which Style(s) have been applied to selected text), and (3) opening the Manage Styles dialog box (from which complete control of Styles is possible). In the lower-right corner is a link to choose viewing options for the **Styles Pane** (which includes which Styles to display in the Pane and their sort order).



To modify an existing Style, make the changes in one place, then *right*-click on the Style to be modified (in either the **Quick Styles** selector or the **Styles Pane**) ...



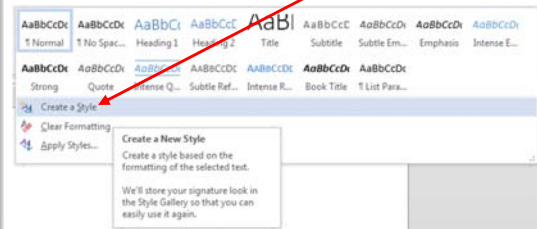
... and left-click on 'Update [Style Name] to Match Selection'. You can also click on 'Modify' to open the **Modify Style** dialog box, from where you can make desired formatting changes.



... simplified **Create New Style from Formatting** dialog box.

Tip: In the image above, the document has 528 instances (areas in the document) where the **Normal** Style is being used. If a change is made to this Style — whether it be something like font face, font color, font size, bold, or strikethrough, or (for Paragraph Styles) something like Right Alignment, Line Spacing, or Spacing between Paragraphs — this change will be immediately applied in all 528 places. (How much time would it take to manually make the change in all these places?) This is the power of Styles.

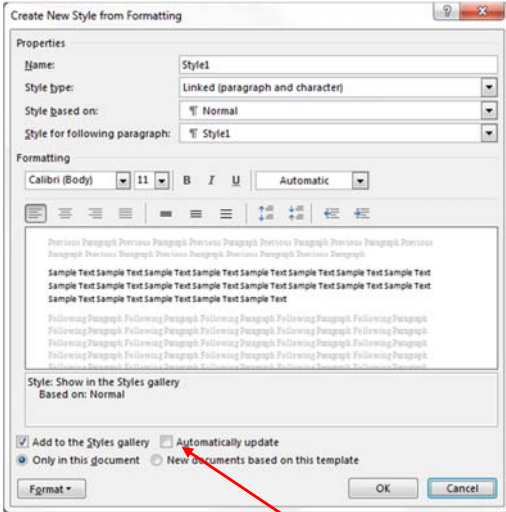
You can create a new Style by formatting some text as desired, then opening the **Quick Styles** selector (orange circle on previous page) and selecting 'Create a Style' to



open a ...

If you need a Character Style or need more options, click on the 'Modify' button to open the complete **Create New Style from Formatting** dialog box (next page).

When modifying an existing Style, it is not possible to change the Style type (second item from top, greyed-out). If it is a Character Style, the drop-down menu shown at left, hanging from the dialog box, will have the following items greyed-out: Paragraph, Tabs, Frame, and Numbering. All other items are available.

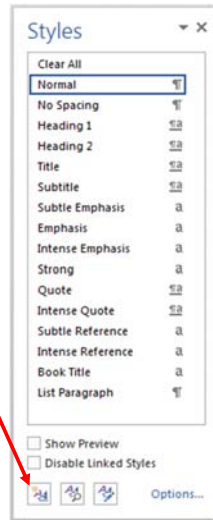


The complete dialog box can also be accessed from the **Styles Pane** by clicking on the icon in the bottom-left corner. In addition to selecting the *Style Type* (no selections are greyed-out in the **Create New Style from Formatting** dialog box), you can select *Style based on* (this can be set to 'No Style' — if 'based' on another Style, changes to that Style will also apply to the new Style) and *Style for following paragraph*.

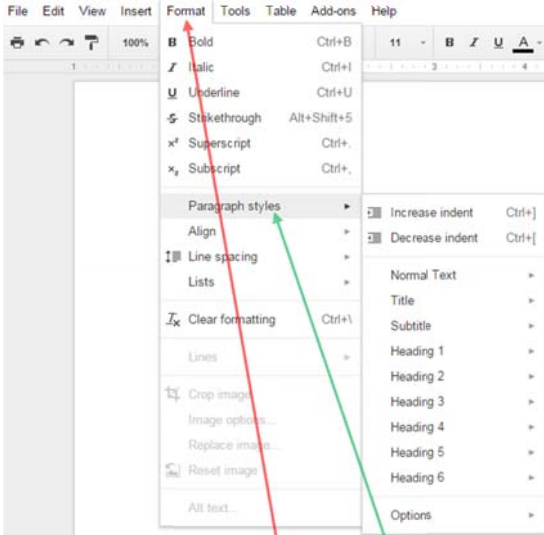
Tip: If properly configured using the 'Style for following paragraph' option, you can select a Title Style, and simply by pressing the **J** after each line of text, automatically change the Style for each line, such as Title, then Subtitle, then Author, then a Heading, and then the Normal Style for the main text.

There is also an option to 'Automatically update' the style. When selected, any change made to text using the Style (direct formatting) will immediately be applied to all instances where this Style is being used. This can be a useful tool to ensure consistent formatting, but it cannot be used if you regularly make small adjustments in the Style (such as adjusting spacing between paragraphs).

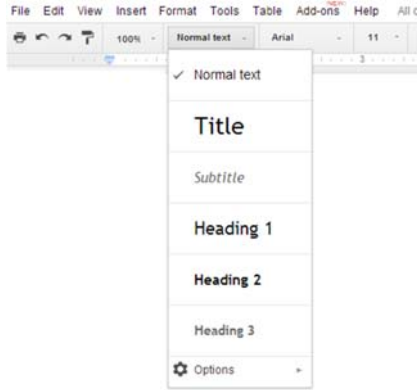
At the bottom of the **Styles Pane**, in the left corner, is an icon for *New Style*. This also opens the **Create New Style from Formatting** dialog box.



Google Drive Documents



In Google Drive Documents, you can select a *Style* from **Format** on the menu (shown to left), but most people will find it easier to select it from the icon bar (below). Click anywhere on the *Style* icon (it will be

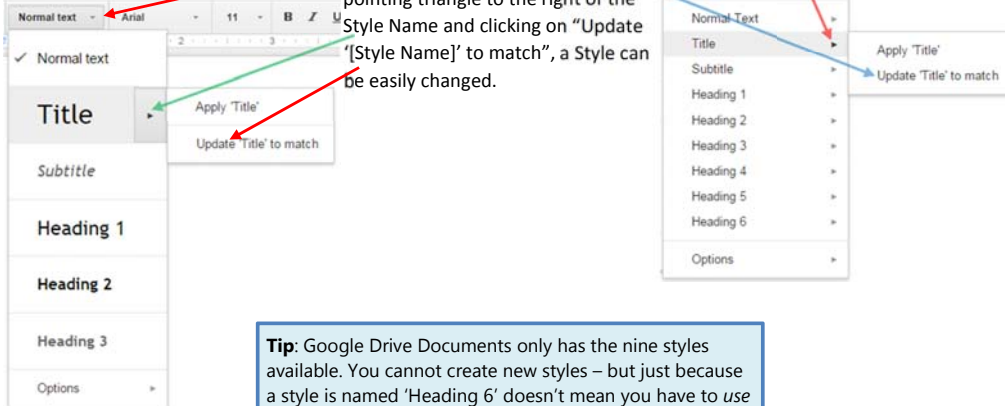


'Normal text' until you change it) and select the *Style* you want.

Google Documents has nine Paragraph Styles (Normal, Title, Subtitle, and Headings 1 through 6), but no Character Styles. Google Documents has only one way to modify a Style: making all format changes to a text and then updating a Style to match (one way used by Microsoft Word). To change a Style to match formatting do one of two things:

(1) starting from the menu with **Format**, then **Paragraph styles**, then clicking the right-pointing triangle to the right of the Style Name, and then clicking on "Update '[Style Name]' to match" or

(2) by clicking on the **Style selector** of the icon bar, then clicking on the right-pointing triangle to the right of the Style Name and clicking on "Update '[Style Name]' to match", a Style can be easily changed.



Tip: Google Drive Documents only has the nine styles available. You cannot create new styles – but just because a style is named 'Heading 6' doesn't mean you have to use it as a heading!

Exercise: Using Styles

Use the same Style for several paragraphs.

Change one of the middle paragraphs to a different Style.

Change the font of the first paragraph and give the text a different color.

With the Insertion Point in the first paragraph, update the Style you used on multiple paragraphs.

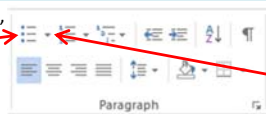
Did all the other paragraphs, except the middle paragraph with a different style, change?

Bulleted Lists (time permitting)

Microsoft Word

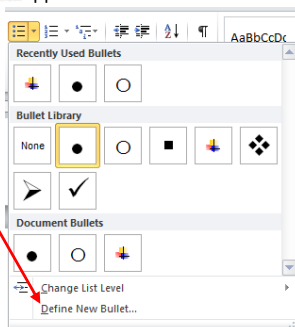
If the text to be formatted with bullets is already typed, you can select it, and then click on the **Bullets** icon.

Tip: You *must* have your paragraphs properly formatted to apply bullets: no doubling of the Enter key!

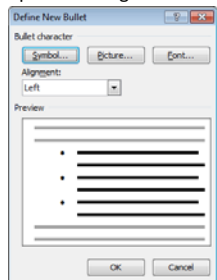


If you click on the right side of the icon (on the down-pointing triangle), a larger menu will appear:

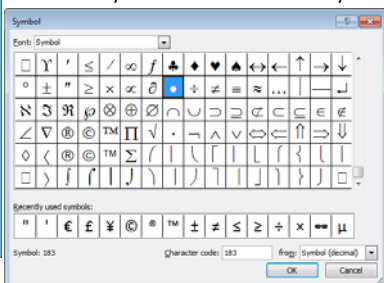
This menu provides a selection of bullets as well as an option to create a bullet of your choosing.



Clicking on 'Define New Bullet...' opens a dialog box...



from which you can select a different symbol...



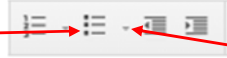
... or select a picture, change the Font Face, and change the Line Alignment used.

Different 'levels' of bullets can be made with the **Increase Indent** and **Decrease Indent** icons or with **N** and **G+N** at the beginning of the paragraph.

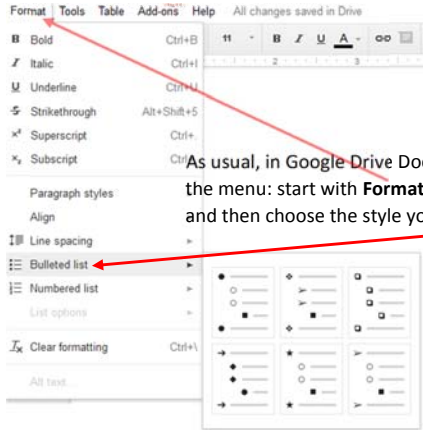
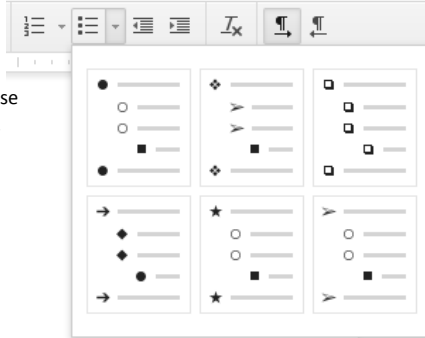
Tip: In both Microsoft Word and Google Drive Documents, you can create bulleted lists as you type. If you start a paragraph with an asterisk followed by a space or with a hyphen followed by a space, both will (1) replace the asterisk with a round bullet point or the hyphen with a dash, (2) replace the space with an indent, and (3) switch to a bulleted list format. Each time you press **J**, a new line with the same 'level' bullet point as the previous line will be started. The **N** and **G+N** can be used to increase and decrease the 'depth' of the bullets as you type. When finished with the bulleted list, press **JJ**. This ends the bulleting format and returns you to your previous Style.

Google Drive Documents

If the text to be formatted with bullets is already typed, you can select it, and then click on the *Bullets* icon.



If you click on the right side of the icon (on the down-pointing triangle), a larger menu will appear:

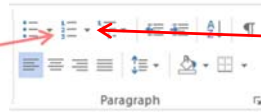


As usual, in Google Drive Documents, you can use the menu: start with **Format**, then **Bulleted list**, and then choose the style you want.

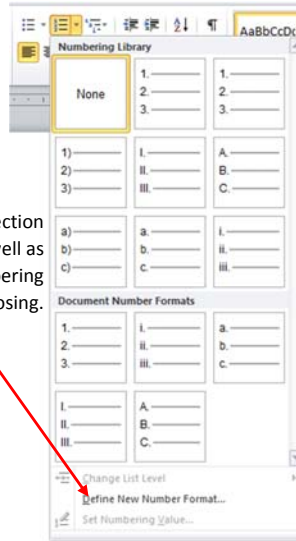
Numbered Lists (time permitting)

Microsoft Word

If the text to be formatted with numbers is already typed, you can select it, and then click on the **Numbering** icon.

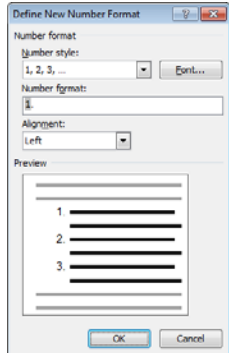


If you click on the right side of the icon (on the down-pointing triangle), a larger menu will appear:



Tip: You *must* have your paragraphs properly formatted to apply numbers: no doubling of the Enter key!

Clicking on 'Define New Number Format...' opens a dialog box:



This menu provides a selection of numbering systems as well as an option to create a numbering system of your own choosing.

...from which you can select a different numbering system, change the Font Face, and change the Line Alignment. Different 'levels' can be made with the **Increase Indent** and **Decrease Indent** icons or with **N** and **G+N** at the beginning of the paragraph.

Immediately to the right of the **Numbering** icon is the **Multilevel List** icon. It works like the Numbering system, but includes different 'levels' of numbering. In fact, if you use **N** and **G+N** with the Numbering system, it will change to the Multilevel system.



If you click on the right side of the icon (on the down-pointing triangle), a larger menu will appear:

Tip: In both Microsoft Word and Google Drive Documents, you can create numbered lists as you type. If you start a paragraph with a number followed by a period and then a space, both will replace the space with an indent and switch to the numbering format. Each time you press **J**, a new line with the next number or letter will appear. The **N** and **G+N** can be used to increase and decrease the level of the numbering as you type. When finished with the numbering, press **JJ**. This ends the numbering format and returns you to your previous Style. The character you use determines the type of numbering used:

If you type this, followed by a space...	... this is the format you'll get:
1.	1. then 2. then 3. then 4. ...
I.	I. then II. then III. then IV. ...
i.	i. then ii. then iii. then iv. ... (Word only)
A.	A. then B. then, C. then D. ...
a.	a. then b. then c. then d. ...

If you had a numbered list earlier in your document, in Microsoft Word (but not Google Documents) you can enter the next number/letter in the series, followed by a period and a space, and Microsoft Word will resume the sequence of the numbered/lettered list.

Google Drive Documents

If the text to be formatted with numbers is already typed, you can select it, and then click on the **Numbering** icon.



If you click on the right side of the icon (on the down-pointing triangle), a larger menu will appear:

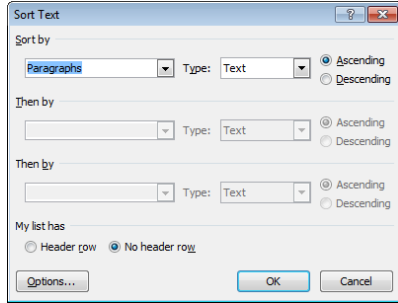
The choices in the larger menu from the icon bar can, as usual in Google Drive Documents, be accessed from the menu.

Sorting in Microsoft Word (time permitting)

If you have a list of words – or even consecutive paragraphs – you can use the Sort icon (in the Paragraph group of the Home ribbon) to alphabetize the list. First, select the line(s) to be sorted. Next, click the Sort icon. This will open a dialog box:



cinch
snatch
catch
ache
cheat
ethic
cash
scant



In the text box at far left, the words were selected before clicking the Sort icon.

ache
cash
catch
cheat
cinch
ethic
scant
snatch

The 'Sort by' field was left at the default of 'Paragraph' and the 'Type' was left at the default of 'Text' (the other choices are 'Number' and 'Date'). The 'OK' button was then clicked and Microsoft Word sorted the words as shown at right.

Tip: Although MS Word *will* sort, it is cumbersome. If you have a lot of sorting to do, choose a different application. (Microsoft Excel works well.)

Spell Check and Grammar Check (time permitting)

Spell checking has become common in many applications, including browsers, and is very good at examining whether a word is in its dictionary. But it does not check whether the proper word is being used. There are some funny examples of this.

A Spell-Check Poem

Eye have a spelling chequer,
It came with my Pea Sea.
It plane lee marks four my revue
Miss Steaks I can knot sea.

Eye strike the quays and type a whirred
And weight four it two say
Weather eye am write oar wrong
It tells me straight a weigh.

Eye ran this poem threw it,
Your shore real glad two no.
Its vary polished in its weigh.
My chequer tolled me sew.

A chequer is a bless thing,
It freeze yew lodes of thyme.
It helps me right all stiles of righting,
And aides me when eye rime.

Each frays come posed up on my screen
Eye trussed too bee a joule.
The chequer pours o'er every word
Two cheque sum spelling rule.

E-mail #1

Dear Col League,

Know sweat. I can due tomorrow, but I knead to leaf by 1pm. Due you want to due that? If sew, I'll just be hear and we can do it on the fly. Don't make eh special trip though - :)

Run

E-mail #2

Deer stew dents

To questions four you. Do you know how too use the spell checker on the computer?

Can you sea sum spelling mistakes inn this?

The spellchecker on my computer could knot fine any problems - awl my words were correct. The grammar checker all so said my grandma was perfect.

Cheese

Run

Grammar checking is much more difficult to do and is far less reliable. The following ‘passes’ a Grammar check:

Marketing are bad for brand big and small. You Know What I am Saying? It is no wondering that advertisings are bad for company in America, Chicago and Germany. Updating of brand image are bad for processes in one company and many companies.

McDonalds is good brand. McDonald's is good brand. McDonald's are good brand. McDonalds' are good brand. McDonald's and Coca Cola are good brand. McDonald's and Coca Cola is good brand. MCDONALD'S AND COCA COLA IS GOOD BRAND.

Marketing are bad for brand. McDonalds is good brand. McDonald's is good brand. McDonald's are good brand. McDonalds' are good brand. Finance good for marketing. 4P's are marketing mix. I use marketing mixes for good marketing. Internets do good job. Internets help marketing. Internets make good brand. Gates do good marketing in Microsoft. Gates build the big brand in Microsoft. The Gates is leader of big company in Washington. Warren buffet do awesome job in marketing. Buffet eat buffet.

4P's are marketing mix. Four P's is marketing mix. 4Ps is marketing mix. Manager use marketing mixes for good marketing. You Know What I Mean? Internets do good job in company name Amazon. Internets help marketing big company like Boeing. Internets make good brand best like Coca Cola.

Gates do good marketing job in Microsoft. Gates do good marketing jobs out Microsoft. Gates build the big brand in Microsoft. The Gates is leader of big company in Washington. Warren buffet do awesome job in marketing. Warren buffet do awesome job in marketing. Buffet eats buffet in city and town in country.

Is who what where when how.

In into around through to with among outside of at be bug.

The moral of this? Never rely on Spell check or Grammar check – especially for an important document (e.g. a résumé). Okay, so now that you have been warned about relying on these tools, here is how to use them.

Both Google Drive Documents and Microsoft Word have ‘spell check on the fly’.

Microsoft Word

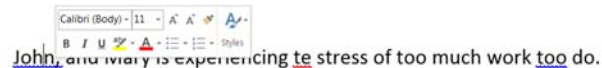
John, and Mary is experiencing te stress of too much work too do.

Example of MS Word's proofing marks

Microsoft Word marks ‘spelling errors’ (words not in its dictionary, even if correct) with red squiggly underlines (‘te’ in this example). It

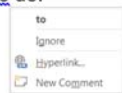
marks what it ‘thinks’ are grammatical and style errors with a blue squiggly underline (‘John,’ and the last ‘too’ in this example). These visual clues can aid in making needed corrections to your document. When a squiggly underline is present, a **right** mouse click will bring up context-based suggestions.

Formatted: Centered



John, and Mary is experiencing te stress of too much work too do.

John, and Mary is experiencing te stress of too much work too do.



In addition to suggestions, Microsoft Word offers other options:

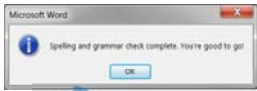
- ‘Ignore’ removes the squiggly underline in the one instance and will not ask again whilst the document is open
- ‘Ignore All’ removes the squiggly underline in all instances in the document and will not ask again whilst the document is open
- ‘Add to Dictionary’ makes it a correct word — whether it really is: be sure it is correct before you do this! — for all documents henceforth

Instead of using right-clicks, you can go to the **REVIEW** ribbon and click on the **Spelling & Grammar** icon in the *Proofing* group.

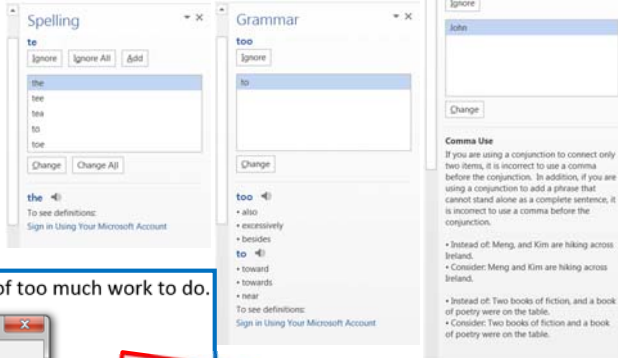


This opens a pane (by default, on the right side) which has a label at top specifying the type of check (Spelling or Grammar), suggested corrections, and context-based options:

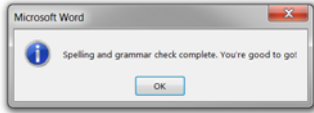
Once all the 'errors' have been corrected or set to be ignored, a dialog box will appear:



Unfortunately...



John and Mary is experiencing the stress of too much work to do.



FAIL!

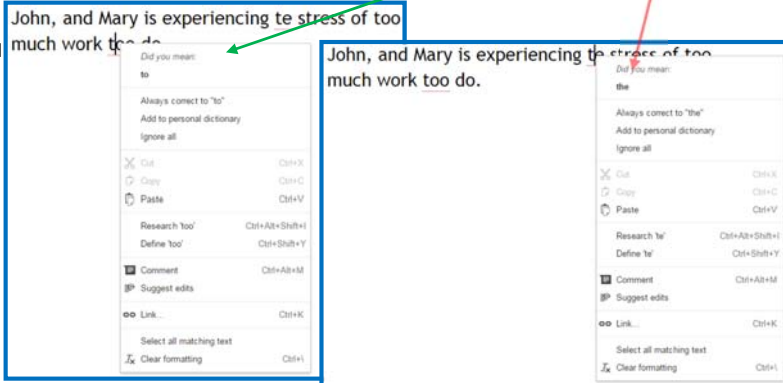
... both Microsoft Word 2010 and Microsoft Word 2013 'think' this sentence is correct!

Google Docs

Google Drive Documents no longer relies on the browser's dictionary for spell checking. It now uses built-in dictionaries which appear to be quite comprehensive. It also has some grammar checking. All errors are marked by a broken red line:

John, and Mary is experiencing te stress of too much work too do.

Like Microsoft Word, right-clicking on the flagged word produces a context-based menu of options.



The options are similar to those found in Microsoft Word. Here, both the spelling error and contextual error are marked and the suggestions are correct. (The first grammar error is missed.)

Spell checking can be started from the menu, by clicking on **Tools**, then **Spelling**.

This opens a small dialog box beneath the icon bar and ruler on the right side of the screen. Here is an example:

Clicking the small triangle to the right of 'Change' offers a 'Change all' option with a count of the number of instances found.

Clicking on the small triangle to the right of 'Ignore' offers an 'Ignore all' option with a count of the number of instances found plus an option to 'Add [word] to dictionary'.

Appendices





Before Copying or Moving: Selection

Before you can copy or move anything, you need to select what you want to copy or move. There are many ways to do this:

Do What	Technique	MS Word	Google Drive Docs
Select a word	Double-click on the word	✓	✓
	Move to beginning of word, then F+G+c	✓	✓
	Move to end of word, then F+G+a	✓	✓
Select a line of text	Move mouse to left margin (pointer will reverse) and click	✓	no
	Move to beginning of line, then G+X	✓	✓
	Move to end of line, then G+W	✓	✓
Select a paragraph	Triple-click inside the paragraph	✓	✓
	Move to beginning of paragraph, then F+G+d	✓	✓
	Move to end of paragraph, then F+G+b	✓	✓
	Move mouse to left margin (pointer will reverse) and double-click	✓	no
Select a specific area	Click and drag from the beginning to the end (or end to beginning)	✓	✓
	Move to the first (or last), push and hold G , then use arrow keys (with and/or without F) to move to the opposite end	✓	✓
	Move to the first (or last), push and hold G , then click at the opposite end	✓	✓
Select all	F+A	✓	✓
	From the menu, select 'Edit', then 'Select all'	no	✓
	Move mouse to left margin (pointer will reverse) and triple-click	✓	no





Making the Move

After the selection has been made:

Technique	MS Word	Google Drive Docs
Dragging with the mouse to the destination (pressing and keeping the left mouse button down whilst moving the mouse, only releasing the mouse when at the destination)	✓	✓
F + X to 'cut', F + V to 'paste'	✓	✓
Menu: select 'Edit', then 'Cut':  Cut Ctrl+X	no	✓
Menu: select 'Edit', then 'Paste':  Paste Ctrl+V		
Click 'Cut' icon:  Cut then click 'Paste' icon:  Paste	✓	no

Doing the Copy

After the selection has been made:

Technique	MS Word	Google Drive Docs
Whilst holding G , dragging with the mouse to the destination (pressing and keeping the left mouse button down whilst moving the mouse, only releasing the mouse and G when at the destination)	✓	no
F + C to 'copy', F + V to 'paste'	✓	✓
Menu: select 'Edit', then 'Copy':  Copy Ctrl+C	no	✓
Menu: select 'Edit', then 'Paste':  Paste Ctrl+V		
Click 'Copy' icon:  Copy then click 'Paste' icon:  Paste	✓	no

Tip: In Microsoft Word, you can click on the tiny arrow in the bottom-right corner of the *Clipboard* group of the **HOME** ribbon and select items copied to the Clipboard earlier than the most recent copy.