

Word Processing Skills

- ✧ Blinking line (cursor) moves with you. Wherever that line is, that's where your text (or picture or whatever you're inserting) will go. Move the cursor by using the arrow keys on the keyboard or the mouse
- ✧ To make any changes to text (font, size, color, style) you must HIGHLIGHT it first. Then you can select FORMAT to FONT.
- ✧ ALIGNMENT (this means that the words come off the left margin, right margin, center or justify). For the most part, you want to use left alignment
 - Center titles
 - Use right align for putting your name at the end of a document
 - Use justify if you want your text to look like a newspaper article
- ✧ SPACING - in a word processor you do not want to press enter at the end of a line (the first letter in the next line will be capitalized) Select FORMAT to PARAGRAPH - under Line Spacing, choose Single, Double, 1 and $\frac{1}{2}$, etc.
- ✧ Print Preview - choose this before you print. Have you ever printed a document that has text on one page and then a blank page prints? You'll be able to see this here
- ✧ Delete Key deletes text after the cursor, backspace deletes text before the cursor
- ✧ If the INSERT button (OVR) is pressed, your word processor will delete as you type
- ✧ Copy Cut and Paste - highlight and either use the toolbar, or click on EDIT. Cut will remove the text. Copy will make a copy of it. Paste will place it somewhere. Make sure you put your cursor where you want the text to go.

- ✧ UNDO and REDO - make a mistake? Click Edit to UNDO right away and it reverts back
- ✧ Don't use all upper case letters for anything but a TITLE or SUBTITLE or an acronym (like NASA and UN). Text in all caps is very much harder to read. It feels like shouting when used in body text.
- ✧ Tab to Indent
- ✧ Red underline is for spelling errors
- ✧ Green underline is for grammatical errors