



Basic Skills & Definitions

WORD PROCESSING

The most important concept that I want you to remember about word processing is:

Throw out almost all of your 'typing' knowledge when using a word processor!

With word processing, the **most efficient** way to create a document is to enter all of your information first. **Then** go back and edit/change the look of your document. I have coined the phrase:

Type first. Edit last.

Learn it and live it when creating documents and you and your computer will be much happier companions.

Editing means changing text. After you have entered all of your text, you can go back and doctor up your document to make it look the way you want. If you try to use these tools as you are typing in the text, you will become increasingly frustrated.

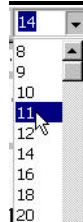
The most common editing tools that you will use with a word processor are:

Font



The look or style of the lettering

Size of font



Bigger the number – the bigger the text

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Spell checker

Keeps our grammar school teachers happy, especially with longer documents

Makes text darker

Bold



Underline



Self-explanatory

Text Alignment

Moves your text automatically to the left (default), right or center of the screen



- All of these tools can be accessed from your toolbar at the top of the screen and from within the menus at the top of the screen as well.
- However, you must first tell the computer which text you want to apply the changes to by highlighting the text first with your mouse, then choosing your tools.

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ADVANCED WORD PROCESSING

Your word processor can become an even more powerful tool through the use of the following features:

- Tables - for creating forms and formatting text in columns
- Templates - saves time when creating the same document over and over
- Cut, Copy, Paste – can be used in any program, but can save time with word processing
- Mail merge – for creating form letters, labels, etc
- Bullets and automatic numbering

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