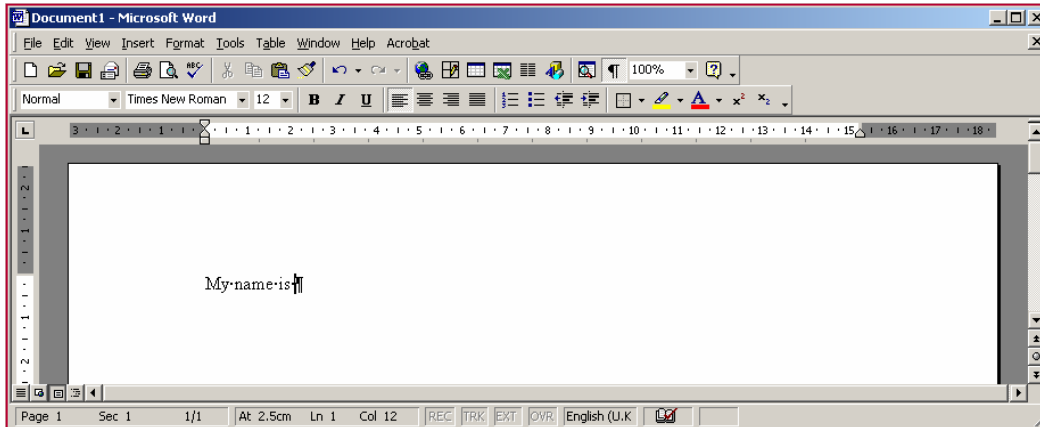


Beginners: Entering Text & Saving a New Document

Entering Text

- When you launch MS Word a **blank document** is immediately ready for you on the screen.
- Anything you type will appear to the **left** of the flashing cursor (insertion point).
- When you reach the end of a line, MS Word will automatically continue the paragraph on the next line (**word wrap**).
- The **<Backspace>** key on the keyboard will delete characters, spaces and blank lines to the left of the cursor.
- The **<Delete>** key will delete anything to the right of the cursor.
- Use the **<Enter>** key to insert a blank line or start a new paragraph
- If you need a capital letter or a symbol on the top half of a key (e.g. £, @, ?), hold down the **<Shift>** key and strike the required key.

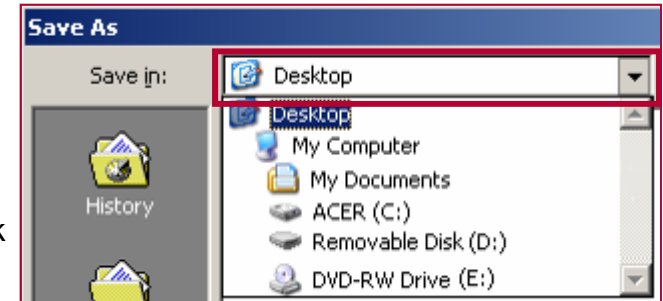


YOUR TURN!!

1. Open MS Word.
2. Type the following in the document open in front of you: your name, your address, your date of birth and your favourite colour. Type each item on a separate line. Use capital letters as necessary.

Saving your Document

1. Insert a floppy disk into the floppy disk drive or a USB Pen Drive into one of the USB Ports on the PC.
2. Click on the **File** menu.
3. Click on **Save As...** A **Save As** dialogue box will appear.
4. First choose the location you would like to save your work to, by Clicking on the **Save in** box.
5. Click on either the 3½ floppy (A:) or the USB Removable Disk icon. The **Save in:** box should now display your chosen location.
6. Then you need to name your document. By default word uses the first line of your document to assign a file name. This is contained and highlighted (selected) in the **File Name** box.



7. Click in the **File Name** box and press the **Delete** key to delete the highlighted (selected) text already in the box.
7. Type in the box the new file name you would like to use for your document. This will help you to distinguish this document from other files. Let's call this document **example**.
8. Finally click on the **Save** button. Note that the **Title** bar now displays the new name of the file you saved.

When you are working on a document, you should **always save your work regularly** - or if the application were to crash, you would lose it all!