

Beginners: Creating a New Document & Entering Text

Creating a New Document

1. Open the **MS Word** application.
2. Click on the **File** menu.
3. Click on **New...**
4. Click on **Blank Document**.

OR: Click on the **New** icon on the standard Toolbar.

Tips for Entering Text

- Use our **Keyboard** Helpsheet for reference.
- Ensure that the Capitals Lock function is not switched on: look at the top right corner of the keyboard, the **Caps Lock** light should be off. To switch it off press the **<Caps Lock>** key on your keyboard.
- Insert a space after every comma, and two after every full stop.
- To get a capital letter, hold down the **<Shift>** key & type the letter.
- If a red squiggly line appears under a word, you've probably made a spelling mistake.
- If you make a mistake use the **<Arrow>** keys to position the cursor just after the wrong letter or word and use the **<Backspace>** key to delete it.
- To start a new line or paragraph, press the **<Enter>** key.



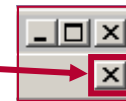
Exercise 1

1. Create a new document.
2. Type the text exactly as it is in the box below.

Making Cocoa for Kingsley Amis

It was a dream I had last week
And some kind of record seemed vital.
I knew it wouldn't be much of a poem
But I loved the title.

3. Save your work, naming the file **Making Cocoa** (see previous Helpsheet: Entering Text & Saving a New Document).
4. Close the document by clicking on the **Close Window** button (this will not close the MS Word application).



Exercise 2

1. Create a new document.
2. Type the poem exactly as it is in the box below.

Nobody was ever meant
To remember or invent
What he did with every cent.

3. Save your work, naming the file **Quote**.
4. Close the document without closing the MS Word application.

Exercise 3

1. Create a new document.
2. Type the poem exactly as it is in the box below.

Telling

One, Two, Three, Four,
Telling Miss that Gary swore.
Five, Six, Seven, Eight,
Now I haven't got a mate.

3. Save your work, naming the file **Telling**.
4. Close the document without closing the MS Word application.

Text used for exercises by Wendy Cope, except Exercise 2 quote by Robert Frost.