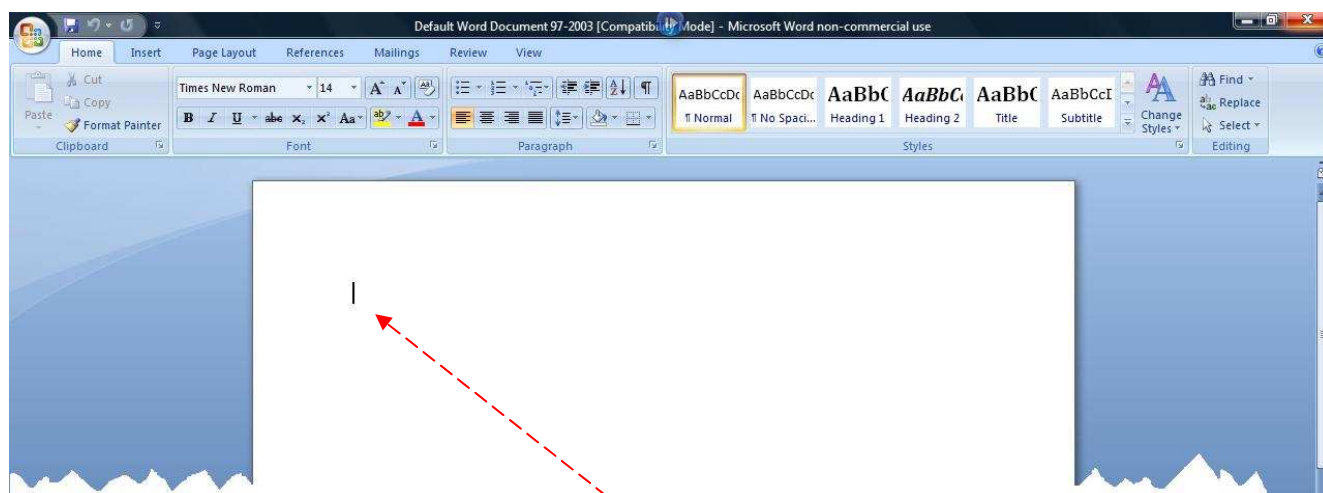


Click on Start and then *point* to All Programs...wait a second or so and the list of programs appears.

Somewhere up there - you might have to 'scroll' for it - is Microsoft Office and if you click on that it expands into several options. One of these is Microsoft Office Word 2007 - click on that...

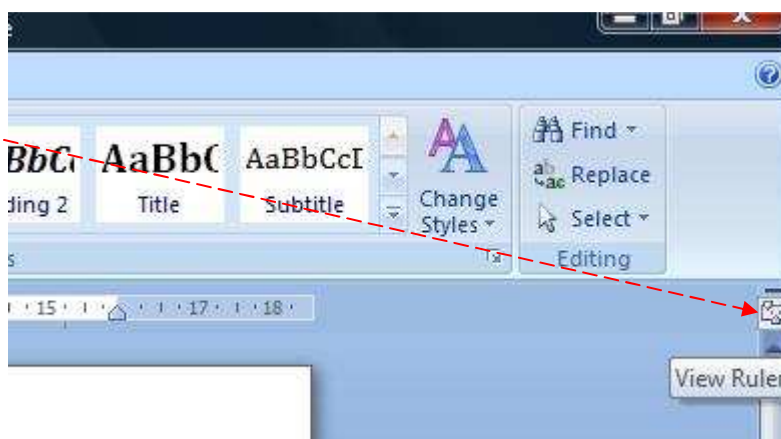
[You might already have Word 2007 available directly from your Start menu. If not, it can be arranged!]



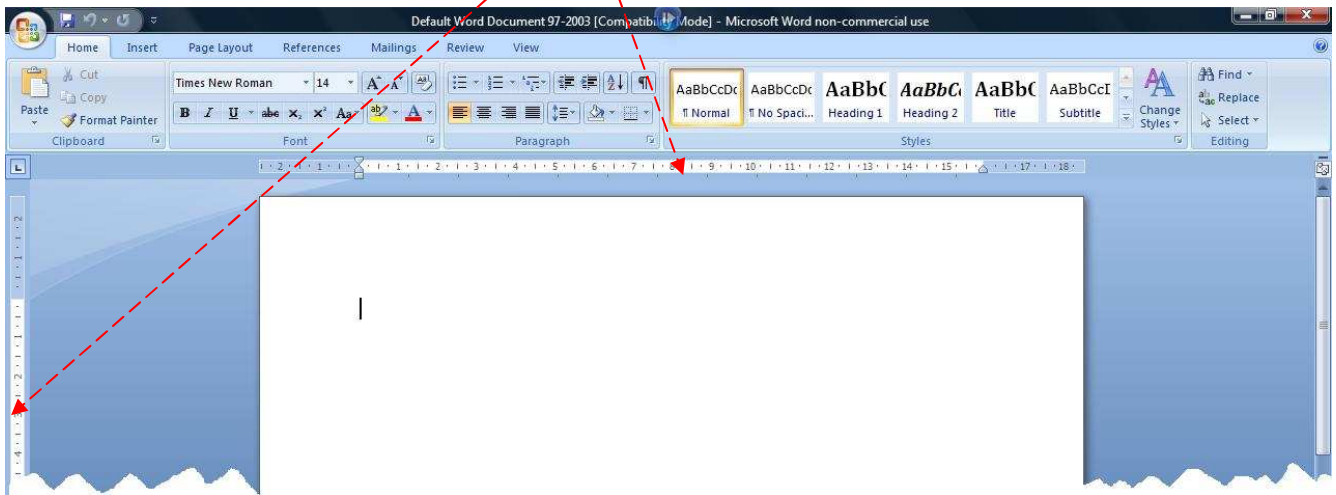
A blank page opens and the flashing 'cursor' should appear at the top of the page. If you started typing, this is where your text would begin.

Margins are created all around the page, so the cursor will not be at the very top or at the left-hand edge of the page. The margins can be adjusted if you wish.

Point to the very top of the scroll-bar on the right and click. This will make the 'rulers' appear above and to the left of the page.



You can now see where the margins are.
The white strip sections of the rulers measure the actual width and height of the page that will be used.



‘The Ribbon’

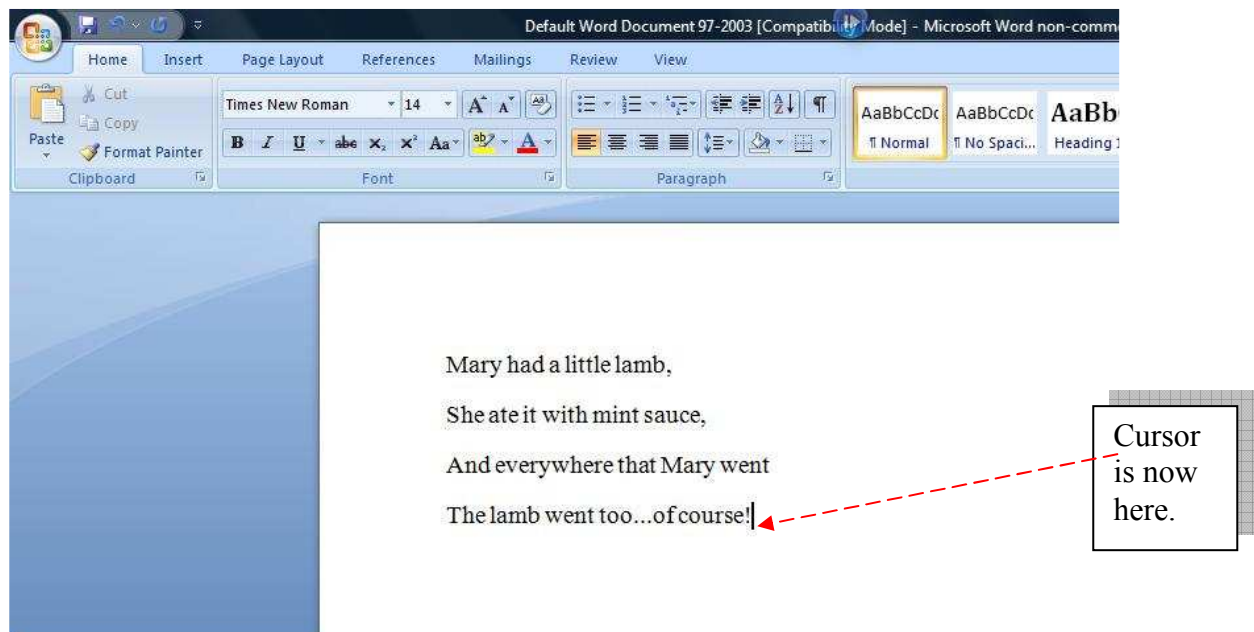
A major feature of Word 2007 is the ribbon of symbols stretching across the top of the page. The left half is the more immediately useful:



This is showing the [Home](#) tab, which gives you most of the ‘everyday’ features of word-processing: **font style**, **Size**, **colour**, **bold**, *italic*, underline etc. etc.

For more advanced features, try the other ‘tabs’ - [Page Layout](#), [Insert](#) etc.

So let's type something and then play with it:



A silly little verse...but as it's a verse I've laid it out in four lines. I did this by pressing Enter/Return at the end of each line.

[When typing, this key is like the old typewriter's 'carriage return'. You would have pulled this back to *return* the typing head to the left margin of the page. It would also have wound the page up one line so you were ready to type on the next line down.]

As you can see, I *haven't* pressed return at the end of line 4 - the cursor is still there.

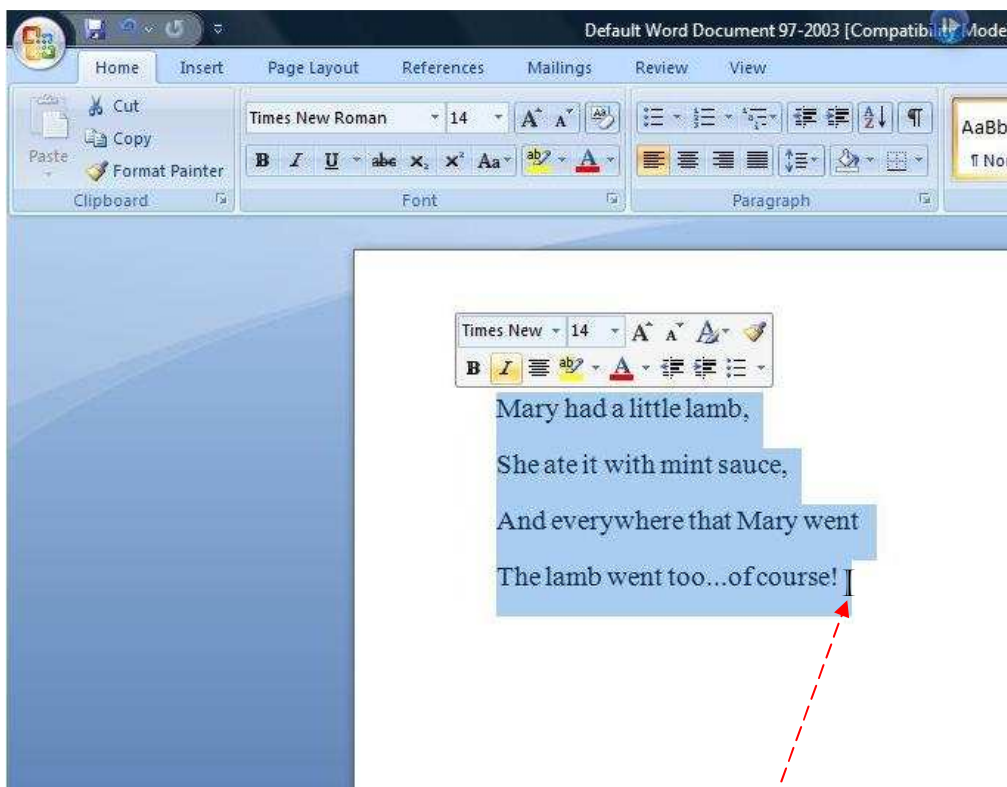
With normal typing of 'prose' you'd just keep going and only press Return at the end of a paragraph. The computer decides the last word of each line by measuring the length to see if it's going to fit inside the margin. On the old typewriters a bell would ring to warn you that you had, say, 10 spaces left and *you* had to decide how to make things fit!

Highlighting

To use a word-processor like Word you need to master the technique of **highlighting**

You can change text - whole pages or just one letter - if you have it highlighted. You have to pick out a section so the computer knows what text you want to 'process'.

Here's the verse, highlighted:



Put the pointer I at one end or the other of the text you want to highlight and click once. This puts the cursor at one end of the text.

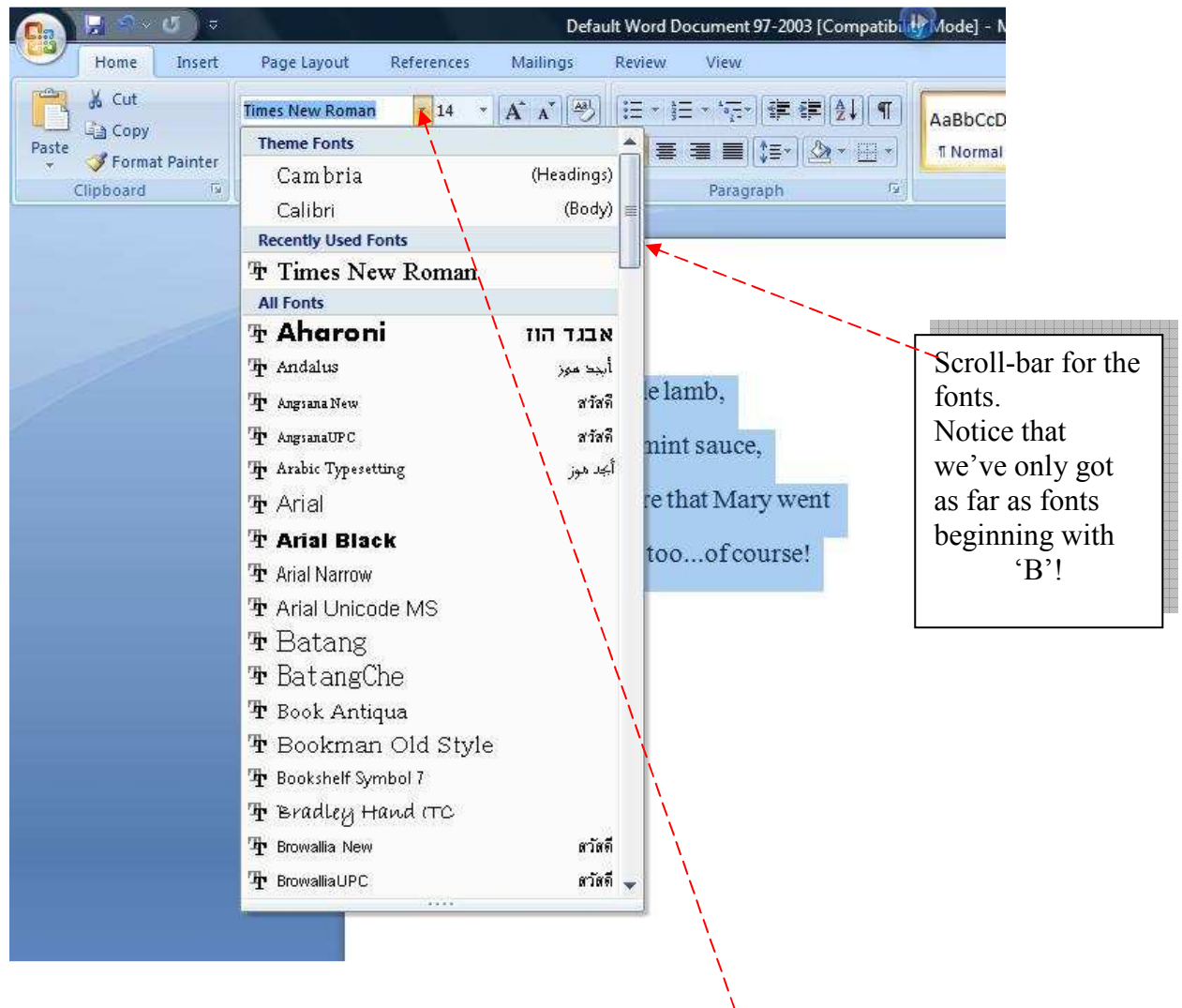
Remember that I left the cursor at the 'end' of the verse, so this is where I started 'highlighting'. The pointer for word-processing ('caret') looks like a weedy capital I

Now **hold down** the left button and drag the mouse in the general direction that you want to steer the caret/cursor. It takes a little practice...when all the text that you intend to process is lit up as in the diagram, let go of the left button.

Your text **should** remain highlighted.

[In Word 2007, a ghostly little window appears. If you point to this it sharpens up and offers you some of the features that you might need.]

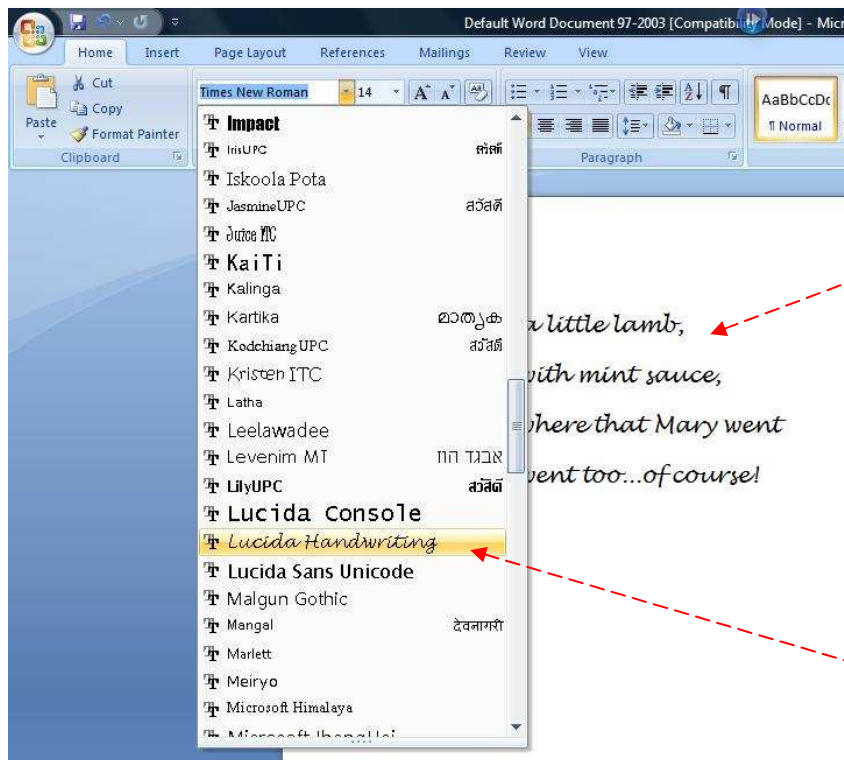
It's best for now to use the 'ribbon', so I'll demonstrate from there:



You can investigate fonts by clicking on the little arrowhead beside the font-style window. An enormous number of fonts drop down. These are arranged alphabetically and you'll have to scroll down to see them all.

A useful feature of Word 2007 is that *as you point* to the various fonts, your highlighted text shows *in that font*, so you get a preview.

Over the page I'm looking at *Lucida Handwriting*. To choose this font I would have to click on it.



While you are considering a font, the highlighting disappears so you can see the true effect.

If you want to change the text to this font, **left-click** on your choice.

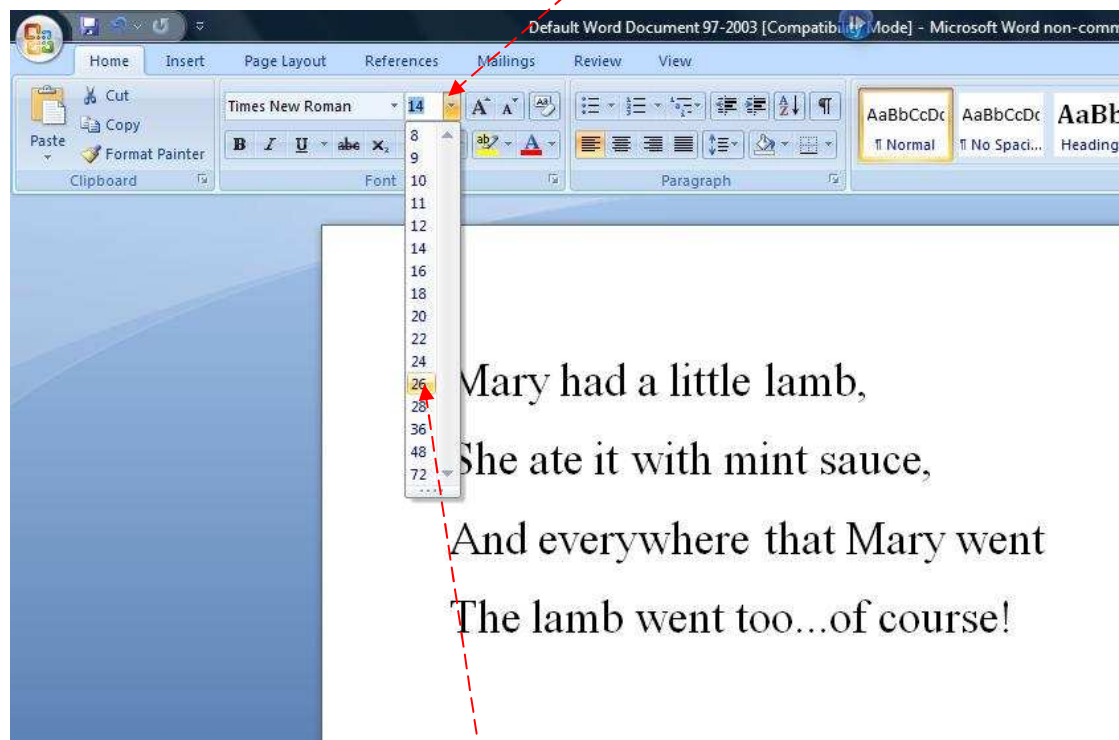
If you decide **not** to change the font, point to any **blank space** on the page and click once. The list of fonts closes and you are back to your original 'Times New Roman' font.

[Actually, Microsoft Office **Word 2007** has a default font of 'Calibri' and a default font size of 11, which looks like this. I have set my font and font size to 'Times New Roman' 14 for this page - and all the other pages I write for my pupils. We find it much easier to read!]

The text remains highlighted because the computer doesn't know if you've finished editing your text. If you **click again** in a blank space, the highlighting disappears.

We haven't finished yet, so I've clicked once in a blank space to close the font style. My verse should still be highlighted so that I could do more editing.

Here I've clicked on the little arrowhead beside the font-size number.



Again, if you roam down the sizes the text will change to show you the effect. Here, I'm pointing at size 26 and at the moment the verse is in that font-size. If I clicked on **26** the text would stay that size.

So the secret of word-processing is in the ability to highlight sections of text.

Here again are the little examples I put on page 3:

font style, **SIZE**, colour, **bold**, *italic*, underline

I did all those by highlighting each in turn and then applying some effect to it. For the word 'colour' I picked out individual letters and then chose a colour for each. Fiddly...but fun!