

How to OPEN

- Click 'File', 'Open'
- 'Browse'
- 'School Shares'
- 'Student Shares'
- Select the folder your teacher has set up for your Year Group
- Find the document you saved with your name

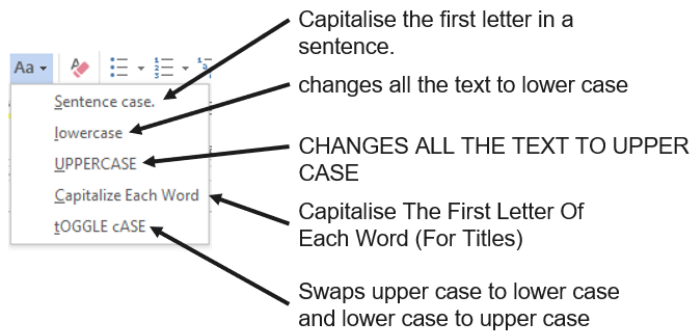
How to SAVE

- Click 'File', 'Save As'
- 'Browse'
- 'School Shares'
- 'Student Shares'
- Select the folder your teacher has set up for your Year Group
- Give your document a sensible name, e.g. Online Safety Poster (+ your name)

Change the Case

You can type letters and words in either UPPERCASE or lowercase forms. When word processing, the case chosen can be changed.

It is possible to change the case of some selected text by using the Change Case button.



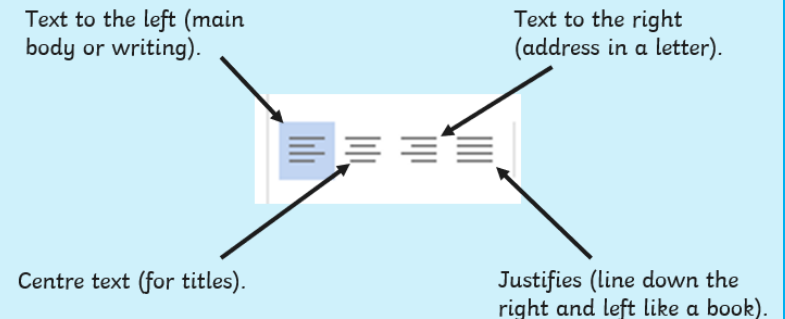
Change Case



WORD

Align Text

You can align text using the alignment buttons:



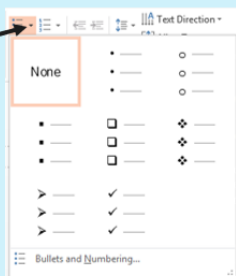
If you used the space bar to centre, you will need to delete the spaces.

Bullets and Numbering

Use the bullet or numbering buttons to turn text into bullet points or numbered points.



Click on the little down arrow for more options. (Take care with the options as it's very easy for things to get messy.)



How to PRINT

- Click 'File', 'Print'
- Select 'Student Copier 1' or 'Student Copier 2' in the drop-down menu under 'Printer' (your teacher will tell you which one to select)
- Click 'Printer Properties' (found beneath 'Printer') and check if your document is set to print in 'Black and White' or 'Colour'. Do you need to print in colour?
- When you are happy with the settings, click the 'Print' button

Show All Characters

The 'show all characters' button shows all the non-printable characters:

It's especially helpful for seeing where *space* and *return* have been used.[]

Can you see which symbols are used for space and return?



Title

You can see that the title for this text was centred using the space bar because there are lots of dots before the title. Can you also see what has been used at the end of the second line?

Advanced Select

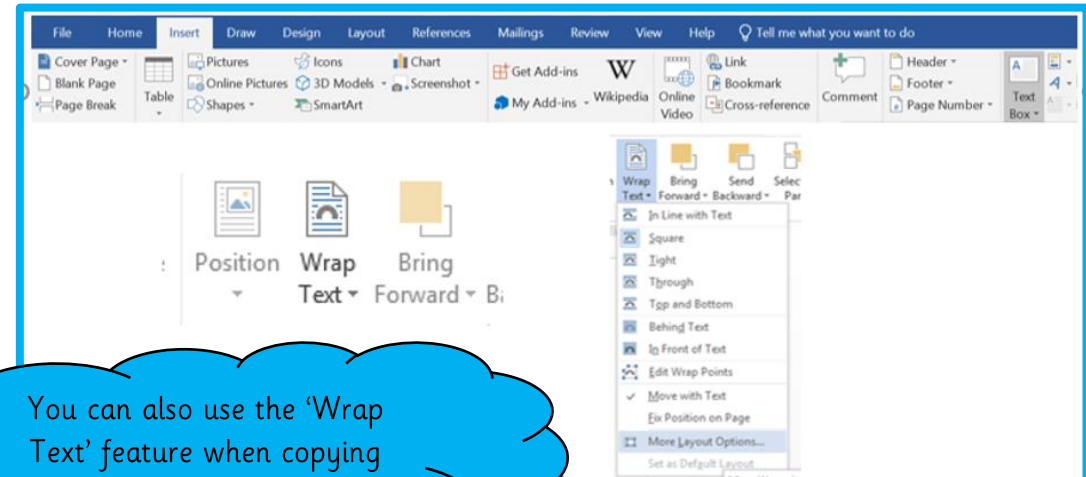
You can select several sections of text at once by holding down the <ctrl> key after making your first selection.



Use a Text Box

If you want text to be on a different part of a page, then a text box can help to do that.

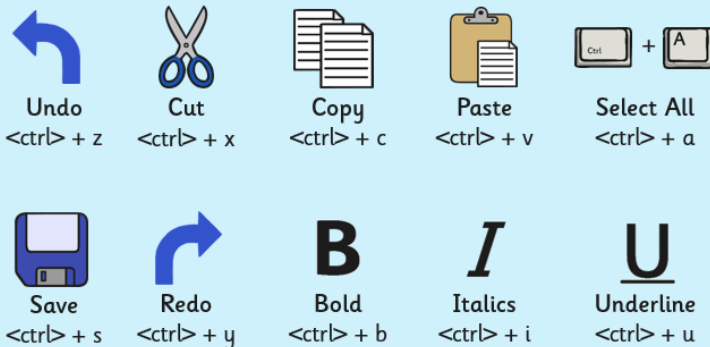
Using the Wrap Text button (found in 'Drawing Tools', 'Format'), you can set the way the text box appears. It can help avoid text from overlapping or hiding behind an image.



You can also use the 'Wrap Text' feature when copying and pasting images.

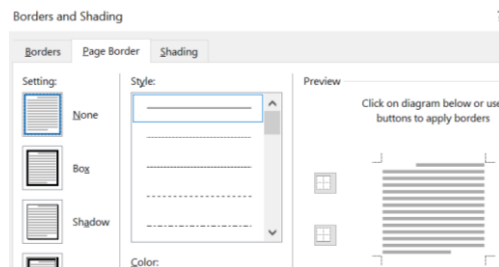
Keyboard Shortcuts

Many of the common features we want to use with word processors or computing generally have keyboard shortcuts. Try to use one hand if you can, but many will need 2 hands until you get a bit older!



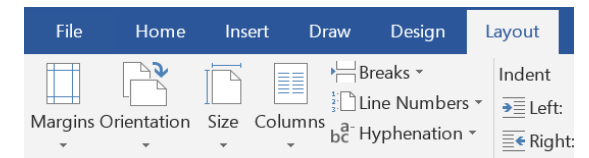
BORDERS

- Click the 'Design' tab
- 'Page Borders'
- Then you can choose if you want the border to go around the whole page, or just a section of it.
- Choose your style



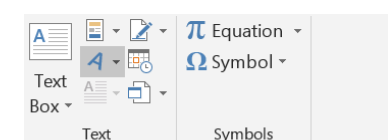
COLUMNS

- Click the 'Layout' tab
- Select the number of columns you want



WordArt

- Click on the 'Insert' tab at the top.



Insert WordArt

Add some artistic flair to your document using a WordArt text box.