Getting Familiar With Word-Processing

ELA A09 PreAp

Ms. D. Anaquod

Mr. G. Hammond

1. How do I set my line spacing?
	1. Home menu. Paragraph section – Line spacing icon.
2. Is it possible to change the font on an entire paragraph or essay?
	1. Use Ctrl-A to select the entire essay. Drag the mouse over a section to select just a paragraph.
	2. Home menu. Font section. Change the font.
3. Is it possible to change the line spacing on an entire paragraph or essay?
	1. Use Ctrl-A to select the entire essay. Drag the mouse over a section to select just a paragraph.
	2. Home menu. Paragraph section – Line spacing icon
4. I always use my space bar and count spaces for my indent on my writing; is there an easier way?
	1. Please never count spaces using the space bar.
	2. Go to the start of the line, and press the tab key.
5. What is a header? How can I make a header for MLA writing style?
	1. A header is a line of text that appears at the top of each page. It is typically used to identify the author of an essay and the page numbers. Imagine you drop a stack of unstapled essays, and you will understand why this is important.
	2. To make an MLA header, go to Insert. In the Header & Footer category, choose Page Number, then Top of Page, then Plain Number 3. This inserts the page numbers.
	3. Type your last name in front of the number, followed by a space.
	4. Double click in the main body of your essay to get out of the header zone.

5.1 The identification lines of a paper are also sometimes referred to as the Header. These line go in the body of your essay, not the Header Zone. According to Purdue’s Online Writing Lab (OWL),

 a. Your First Name

 b. Your Teacher’s Name

 c. Your Class

 d. The due date

 e. Double space between each line.

1. Oops! I forgot what is MLA writing style. What is it?
	1. MLA is a set of rules used for formal writing. The goal is make all papers appear similar, so that it is easy for a teacher/professor/publisher to locate and identify key elements of a paper. It also provides the rules by which sources are recorded. Without a format style, everyone would do their own thing, making it extremely difficult to sort out necessary information.
2. My teacher asks that I create a first draft copy, which is hand-written, at my desk. I do this and then I prepare my first word processed copy. I then do revisions on that copy. I have seen my older brother’s revisions, but his are done on the word-processed copy. How do I do that?
	1. Under the Review menu, you can see changes that are made to your document.
	2. Select Track changes.
3. Why would I never use the shadowed ‘A’ button? Why would I probably never have to use the ‘A’ with the eraser button?
	1. The shadowed ‘A’ button is for special text effects **that you will *NEVER* use in MLA format.**
	2. The A with the eraser is the button that clears formatting. The situations for using this are rare, and often unique to the problem. Use with extreme caution.
4. What is the ‘X2’ or ‘x2 used for?
	1. These buttons are for superscript and subscript respectively.
	2. Superscript is used for exponents (562 for instance) or something like Oct. 17th
	3. Subscript is normally used only in chemical formulas (H2O for instance).
5. Where would I find the margins options? What should I do with the margins button?
	1. Margins can be adjusted under Page Layouts in the Page Setup section.
	2. The default margins for Word match the requirements for MLA (and almost all other formats), so there is rarely a reason to adjust these.

1. I accidentally inserted a comment balloon on my paragraph or essay? How can I remove it?
	1. Comments can be put in under the Insert menu under Comments. The are very handy for peer editing purposes.
	2. To remove a comment, right click on the comment and select Delete comment.
2. The ‘REVIEW’ tab has ‘accept or ‘reject’ options. What do these mean?
	1. If you have had another student peer edit a paper, you can choose to accept their revisions or reject them. By accepting, you change the paper to the new revision. By rejecting, you revert the paper to the original text prior to the revision.
3. Bullet points keep showing up in my left margin even though I selected ‘None’ as an option. How can I prevent these bullet points from appearing?
	1. This can be a result of a few different problems, but the most common on is that a list has already begun and the default settings are set to continue adding points.
	2. The easiest fix is to press enter, and get the new bullet.
	3. Press backspace once to erase the bullet, and once to get to the start of the line. (Sometimes a third backspace is also necessary).
4. In the ‘INSERT’ tab I see there is a ‘Page Break’ icon? What would I use that for? If I decide I don’t want it, how can I get rid of it?
	1. The Page Break icon is useful when you are working in Word Online and you want to make sure that a new page starts at a particular point (your Works Cited page would be a good example of when you might want to do this).
	2. Getting rid of a Page Break requires you to go to the View Menu, and under Views select Draft. Page Breaks are indicated by dashed lines, and can be taken out in this view.
5. How can I get out of the ‘cloud’ and revert to the standard word? I was shown in orientation, but I forgot.
	1. Once you have opened a document in Office 365, you can click Open in Word. This will open your document in Word offline, but will save it to the cloud when you go File – Save.
	2. This is useful, since Word Offline has a lot of features that are not available in Word Online.
	3. NOTE: You cannot use Word Offline on a Tablet computer.
6. Does word automatically save every few minutes or is this something I should be doing myself?
	1. Word Online saves your work automatically every few seconds. There is no save feature in Word Online as a result.
	2. Word Offline does NOT auto save. You should get in the habit of pressing Ctrl-S every so often to ensure you don’t lose work.
7. In the ‘PAGE LAYOUT’ tab there is an ‘Breaks’ option. What is it?
	1. Breaks are used to create Page Breaks (where a new page starts), or Section Breaks (necessary only in specific circumstances). One use of this feature is if you have a title page with no page number, and the page number for the first page is actually the second page. A section break allows you to get the page numbers to ignore the title page while numbering all subsequent pages.
8. What are three ‘ALT’ or ‘Ctrl’ shortcuts that would help me most?
	1. ALT shortcuts are usually used to get specific characters. One of the most common is ALT 130, which gives é. I have to use this on my name. ALT 0163 gives you the pound sign. £
	2. Ctrl (or Command on a Mac) is used for many shortcuts:
		1. Ctrl-C=copy
		2. Ctrl-V=paste
		3. Ctrl-X=cut
		4. Ctrl-P=Print
		5. Ctrl-S=Save
		6. Ctrl-A=Select All
		7. Ctrl-Z=Undo
9. My word-processing is coming out in pink! How can I switch to black? Can I switch the entire writing piece to a different colour?
	1. Ctrl-A to select all.
	2. Under Home menu, Font section, find the A with the red underline and click the arrow beside it.
	3. You will be given a selection of colours. Choose the one you need.
10. The grammar check keeps giving me wrong options. For example: there, they’re, and their. I don’t know which one to choose. What can I do?
	1. Grammar and spell checks are **not flawless**.
	2. Usually they use American spelling. Americans say honor. Canadians say honour. American=color; Canadian= colour
	3. Grammar is an extremely difficult thing to automate. Learn the basic rules for yourself. A computer is not a substitute for a human brain.