

## Section 2: Print Your Writing

- Turn on the Computer
- Open Microsoft Word
- Type Your Writing
- Check Your Spelling and Grammar
- Save Your Work
- Close Microsoft Word
- Open Your Writing Again
- Print
- Shut Down the Computer



## Turn on the Computer

To turn on the computer, press the Power On/Off switch on the computer.

Make sure that the monitor is on by pressing its separate Power On/Off switch.

**Booting Up-** starting up

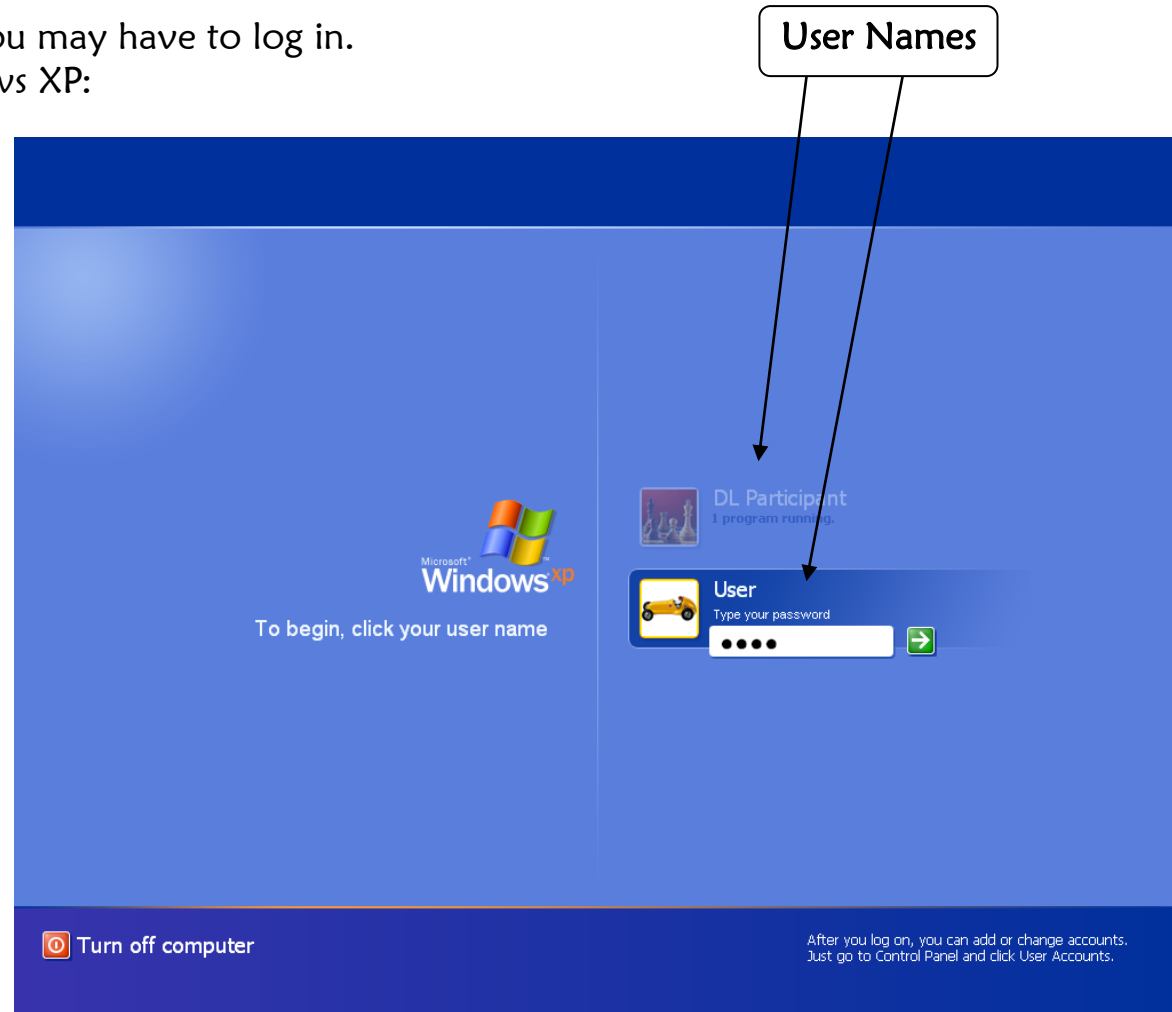


Wait while the computer is booting up.

## Turn on the Computer

Once the computer is ready, you may have to log in.  
This is how to log into Windows XP:

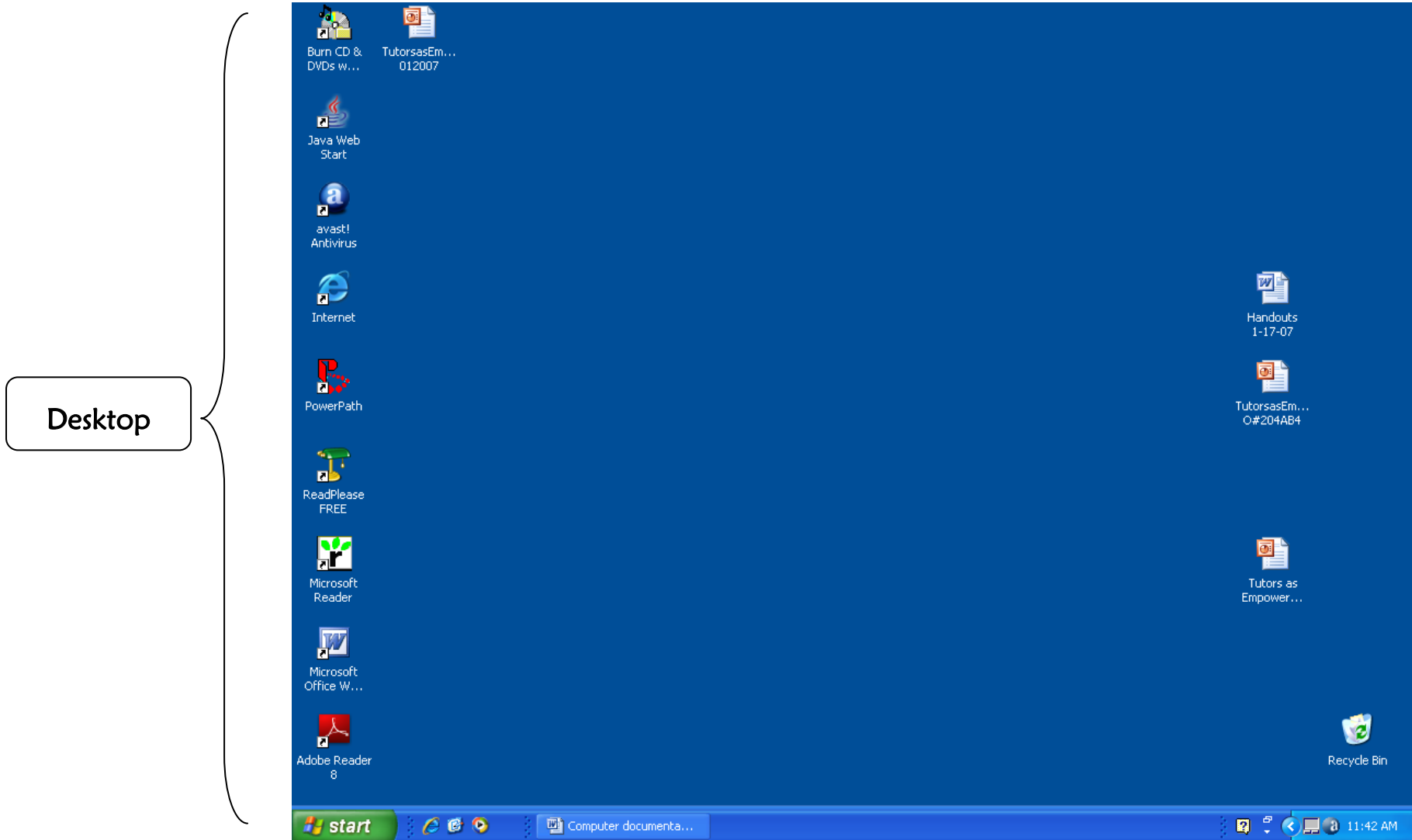
1. Click on the user you want.
2. Type in the password.
3. Click on the arrow or press “Enter” on the keyboard.



**Logging In**– putting in your name and password so you can use the computer.

## Turn on the Computer

Now you are **logged in**. You should be able to see the desktop and begin working on the computer.

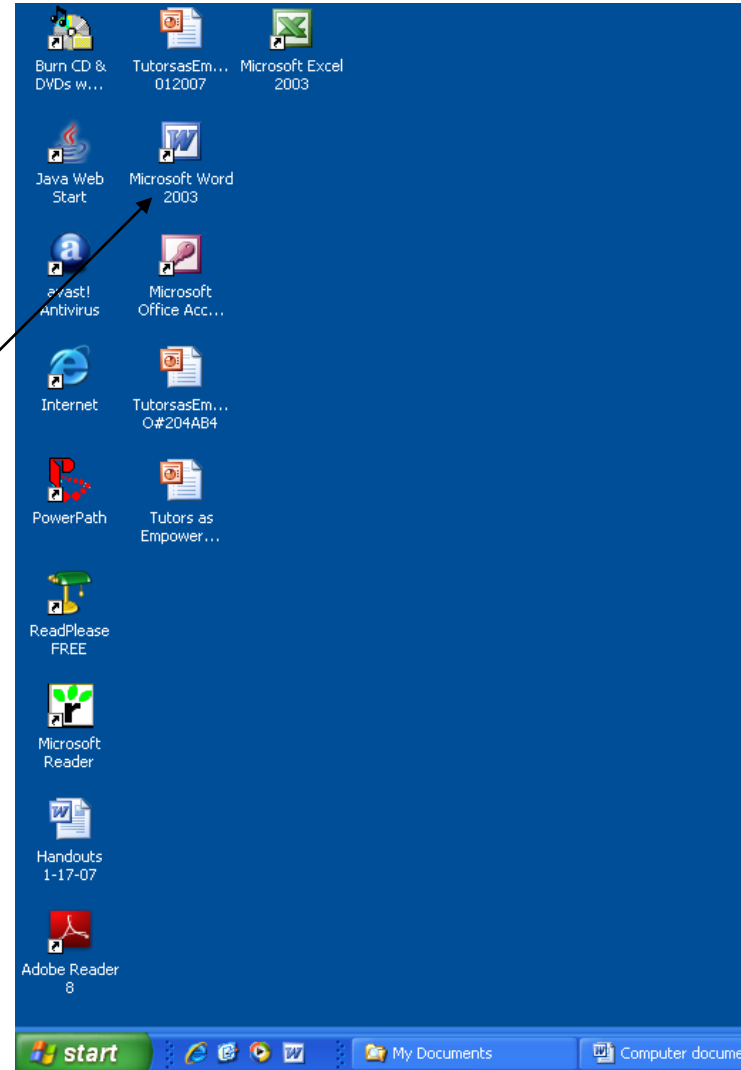


## Open Microsoft Word

Microsoft Word is a computer application. It is used to create, edit and print documents.

Open Microsoft Word by double-clicking on the icon on the desktop.

1. Move the mouse so that the mouse pointer is pointing to the Word icon.
2. Double-click on the Word icon to open it.



# Open Microsoft Word

If there is no Microsoft Word icon, follow these directions.

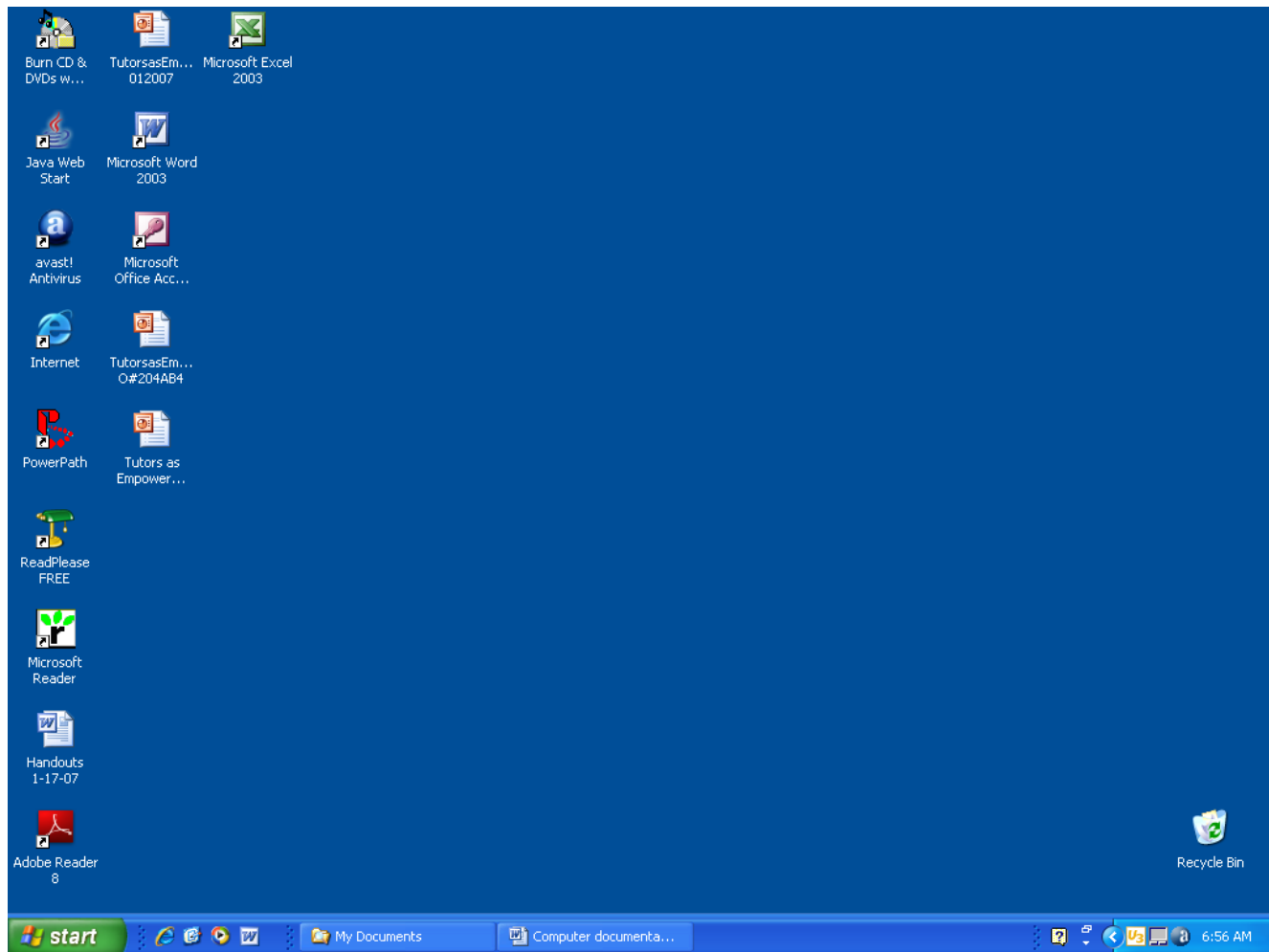
To open Microsoft Word from the **Start** button:

1. Click on **Start** on the bottom left corner of the desktop. It is a green button.

A pop up menu comes up.

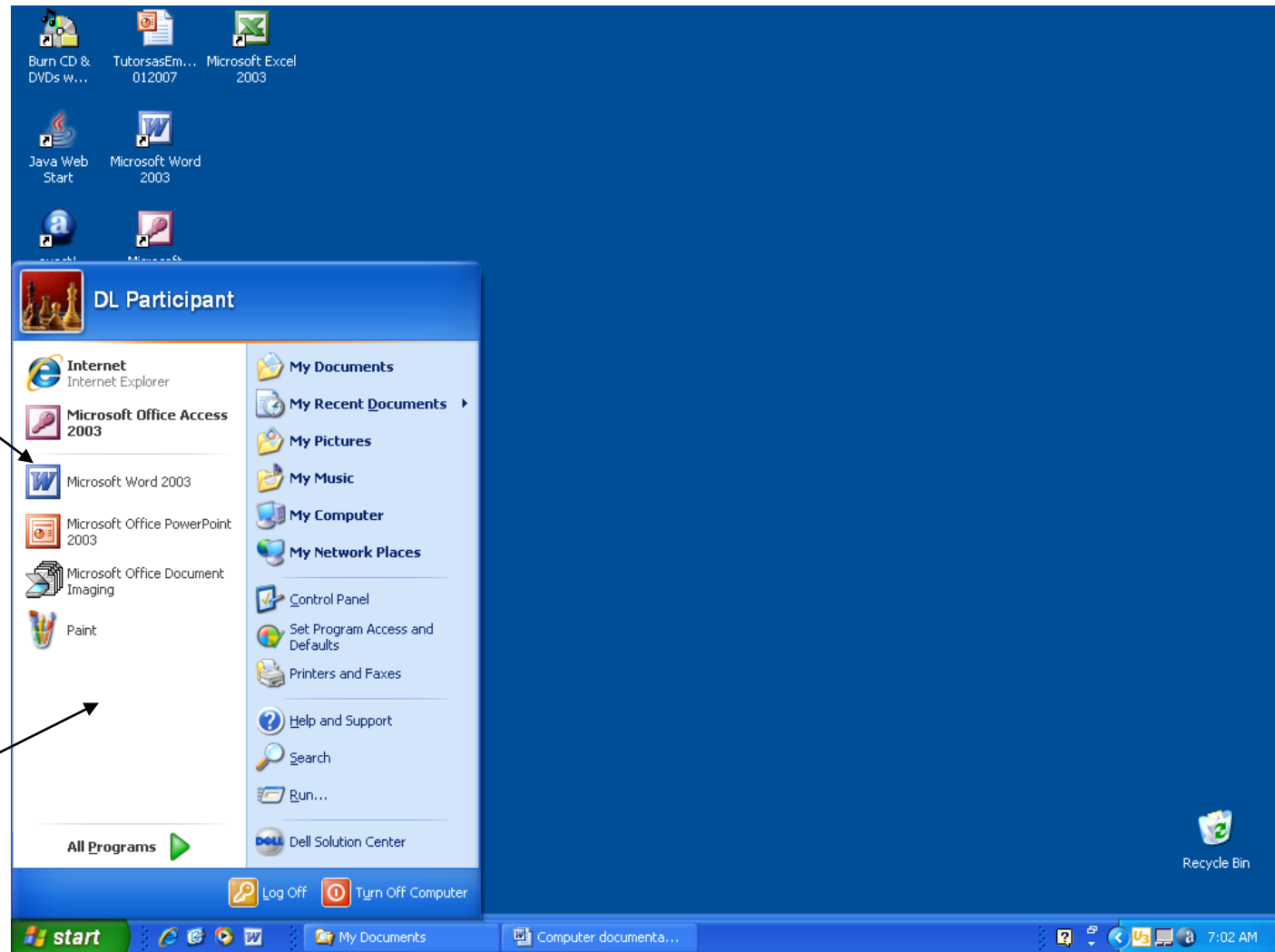
**Pop-Up Menu-**  
a list of choices that “pops” up on the screen

Start



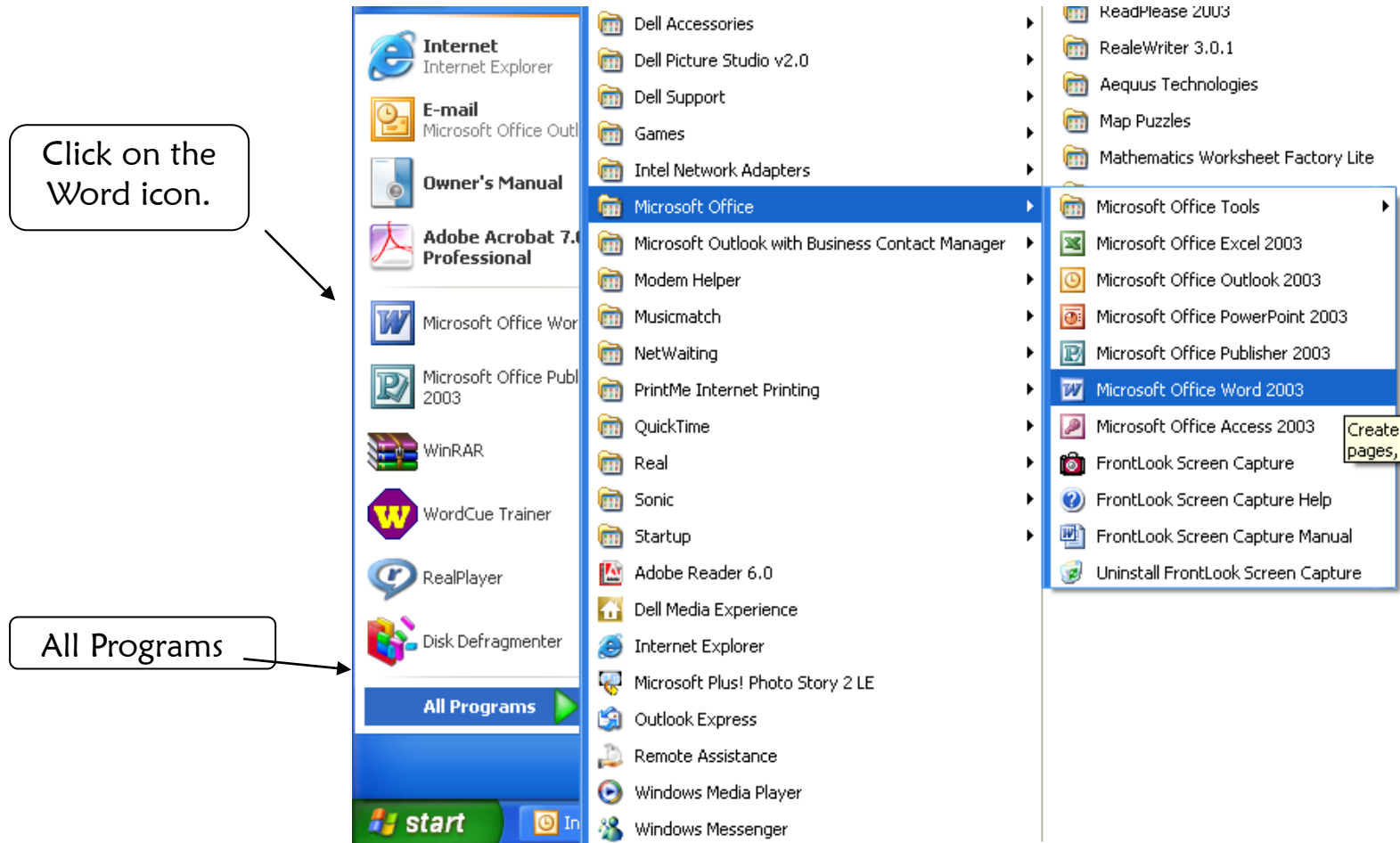
# Open Microsoft Word

2. Look for Microsoft Word on the list. If it is there, click on it to open Word.



# Open Microsoft Word

3. If Microsoft Word is not on the list, click on **All Programs**.  
Then click on the MS Word icon in the pop-up menus.



## Type Your Writing

When you open Word, you will see a blank page.

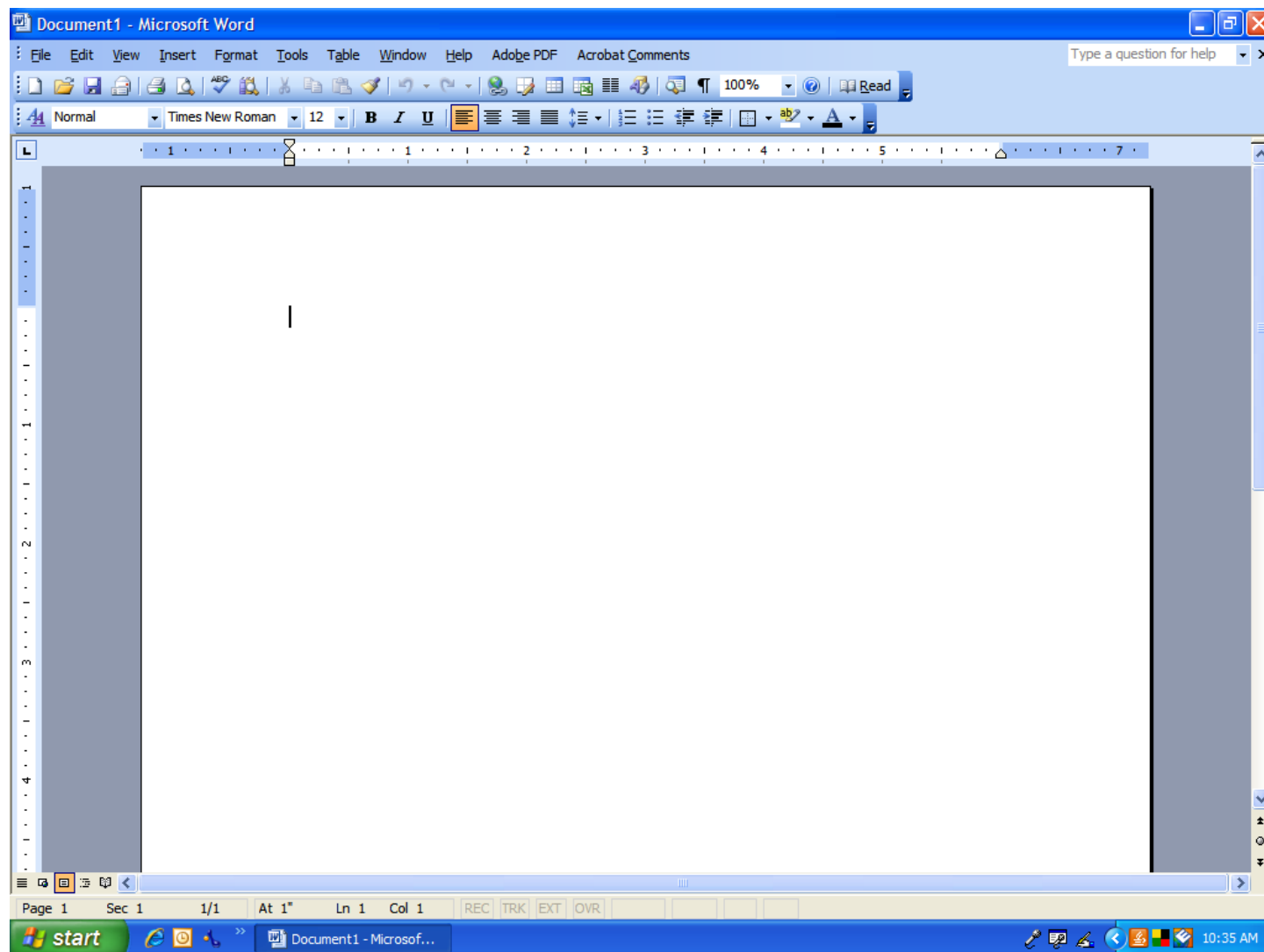
The cursor will be blinking on the page.

Type a few sentences here. Write about your plans for using the computer.

### **Cursor-**

The blinking line on your screen.

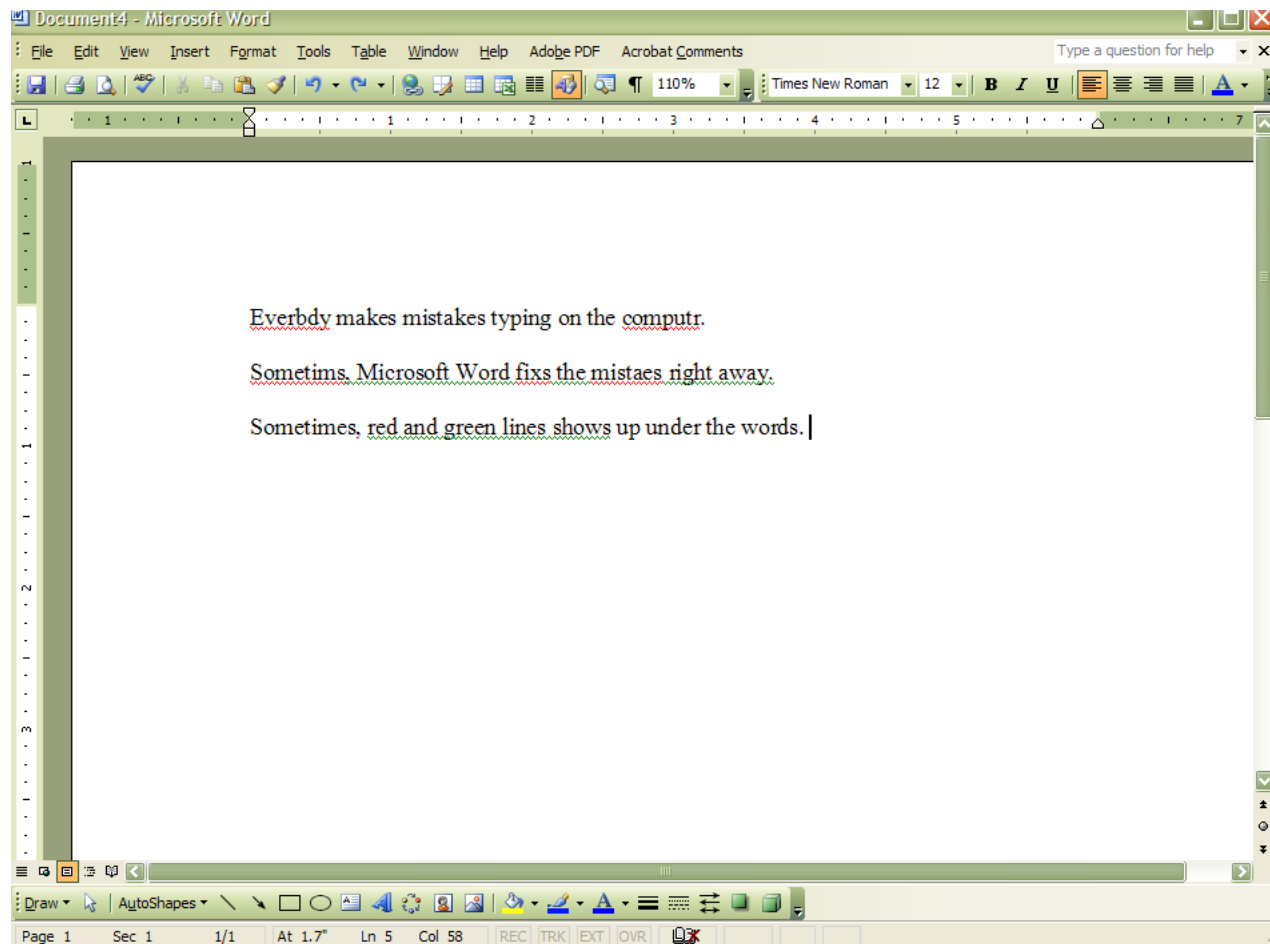
When you type, your words show up where the cursor is.



## Check Your Spelling and Grammar

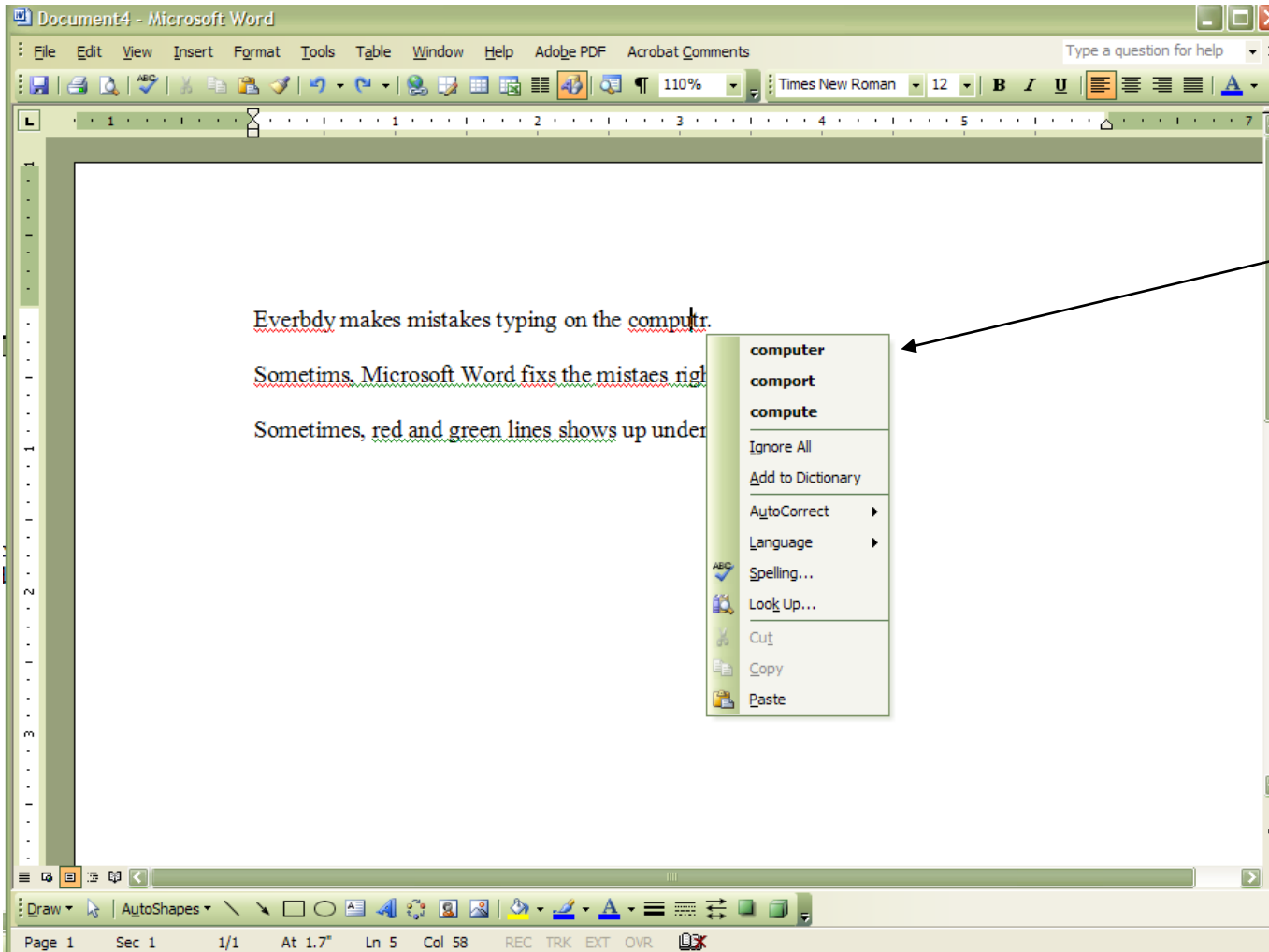
Microsoft Word will check the spelling and grammar on your writing. You may notice that there are red or green squiggly lines under some of the words.

Red lines mean a spelling error and green lines mean a grammar error.



## Check Your Spelling and Grammar

Microsoft Word will sometimes give you ideas how to fix your errors. To see these suggestions, right-click on the word that is underlined.



These are the suggestions.

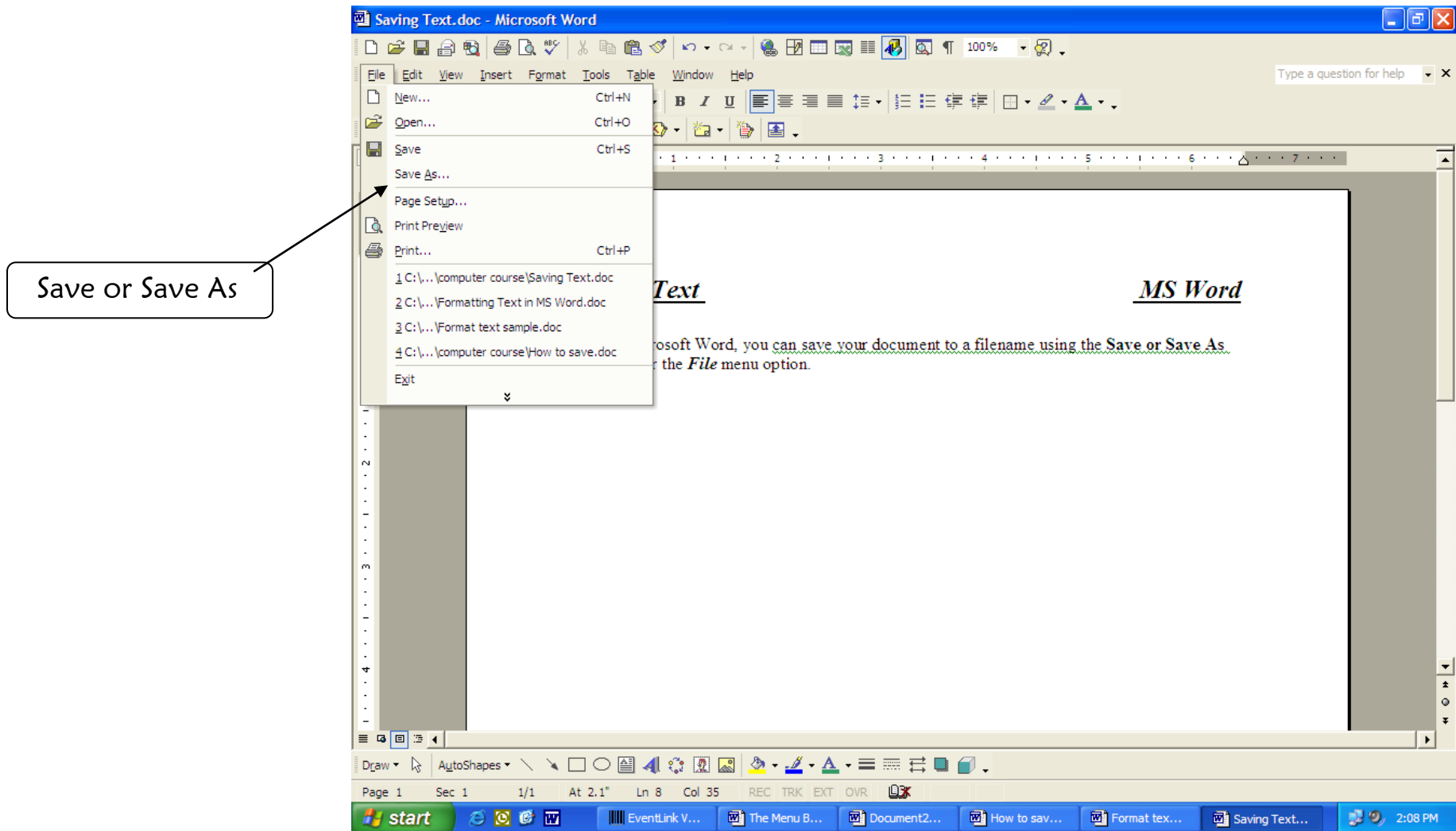
Click on the one that looks like the right spelling.

Word will make the change in your writing.

# Save Your Work

When you are done working, you will want to save your document.

1. Go to **File** on the menu bar. You will use **Save** or **Save As**.



# Save Your Work

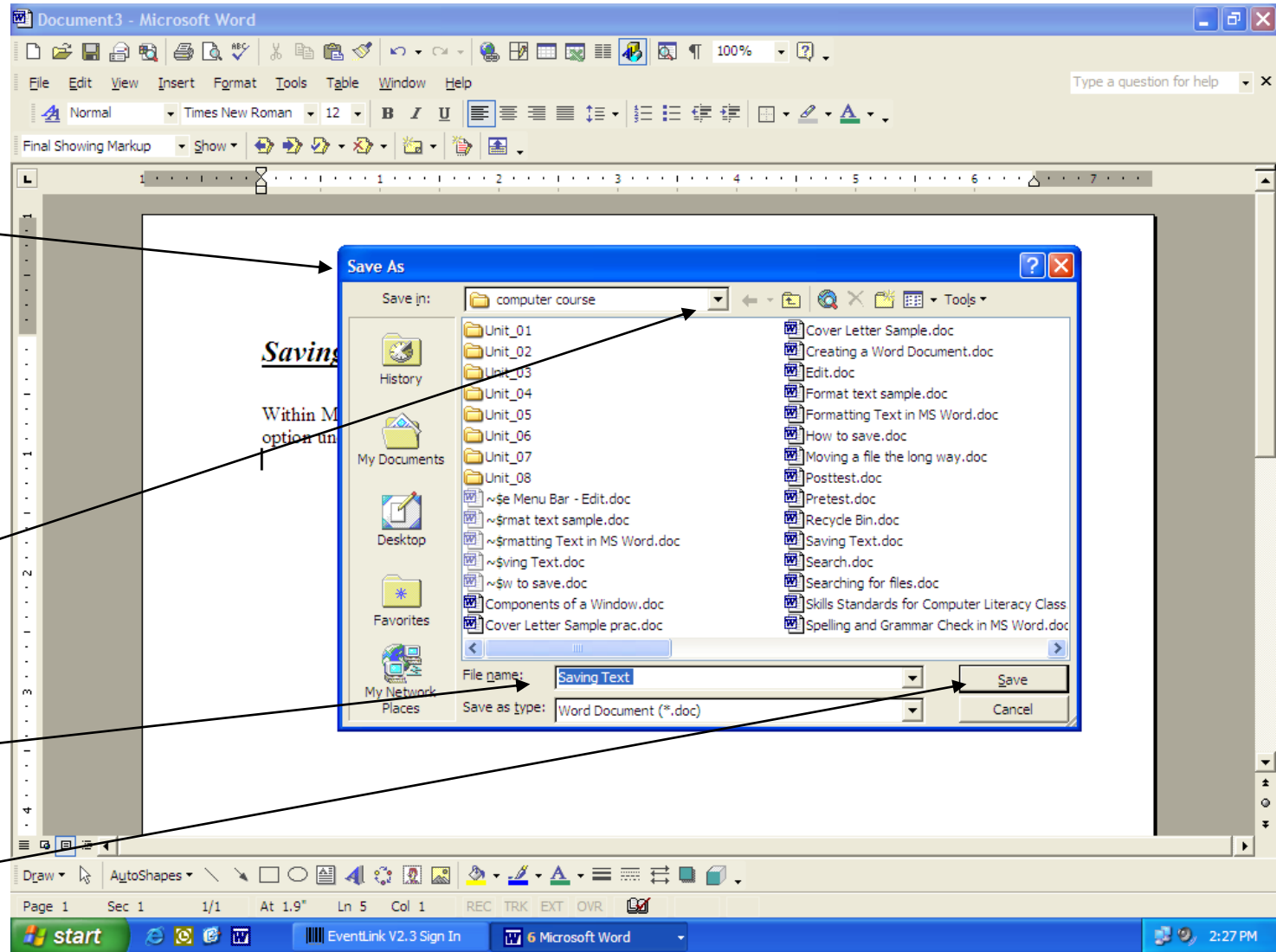
When you click on the *Save* button for the first time on a document, this box appears:

The box is called **Save As** the first time you save your document.

2. Click on the down arrow and choose where you want your document to be saved.

3. Type in your own file name.

4. Click on **Save**.



## Save Your Work



### What is the difference between **Save** and **Save As**?

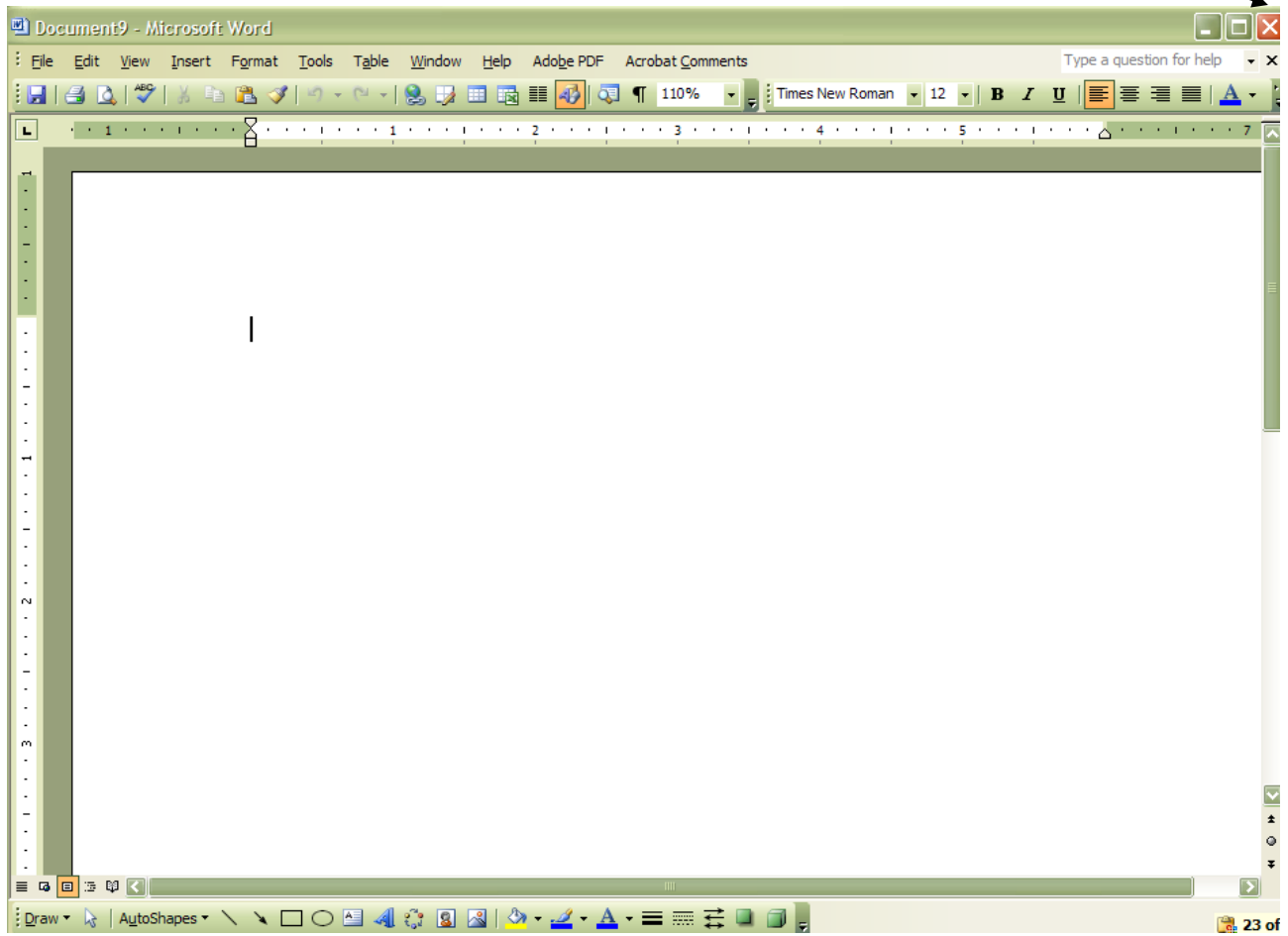
When you save a file for the first time, the **Save As** box appears. This lets you name your document and save it in the folder that you choose.

When you want to save your file again you will use **Save**. This will save your file in the same way you saved it before.

If you want to save your file under a different folder or name, you can click on **Save As**. Then you can change the name or the folder.

# Close Microsoft Word

To close Word, click on the  in the top right of your screen.

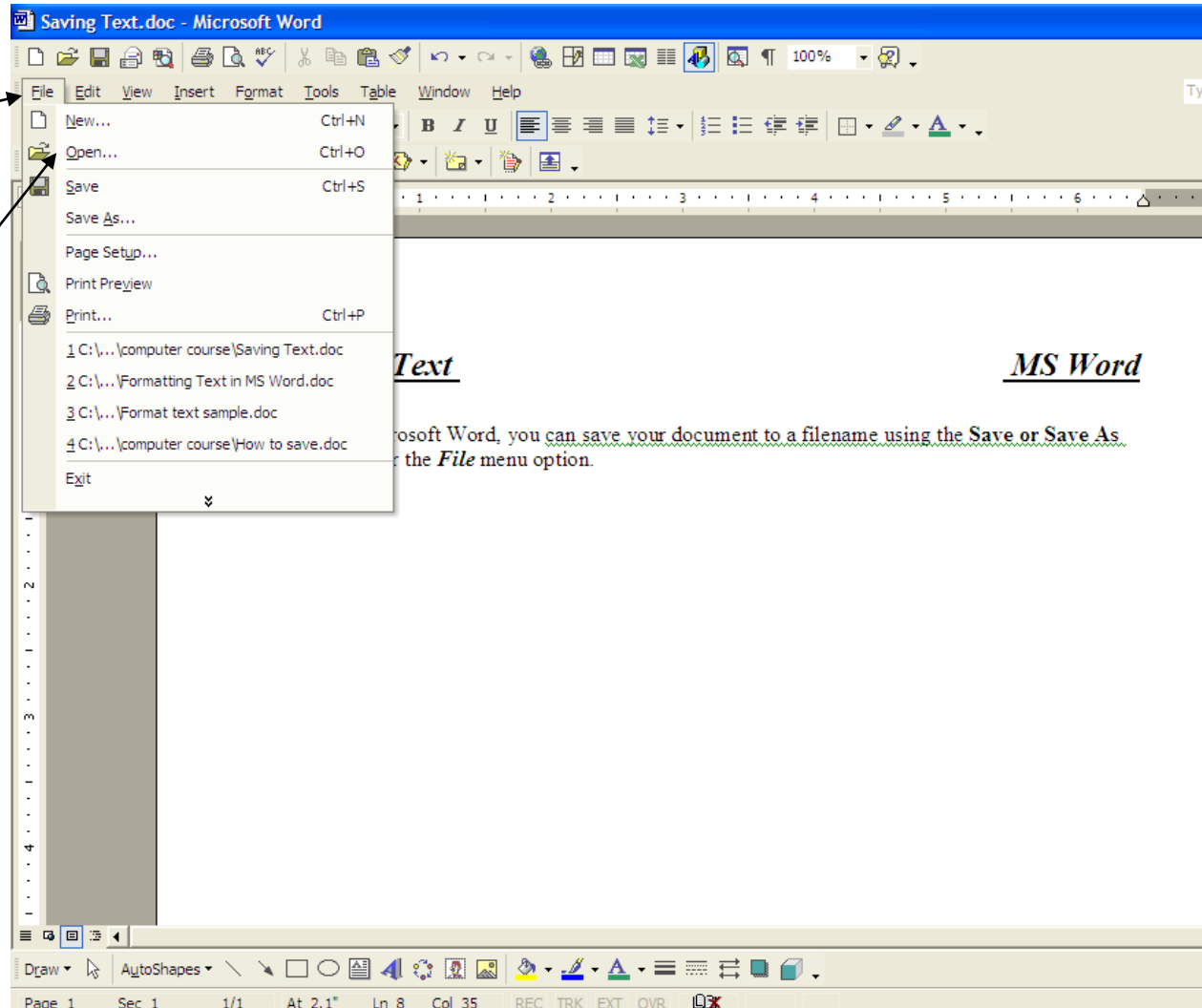


# Open Your Writing Again

If you have saved a document and closed it, here is how to open it again:

1. Click on **File**

2. Click on **Open.**



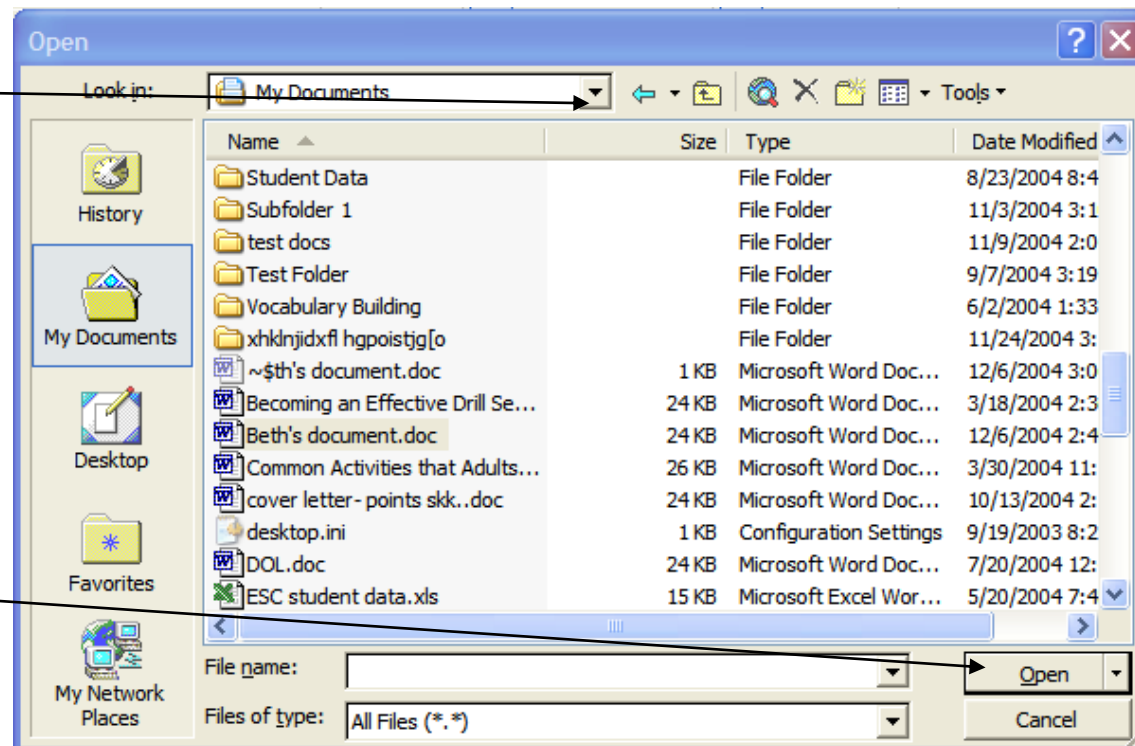
## Open Your Writing Again

When you click on *Open*, you see this box. The box is called **Open**.

1. Click on the down arrow.

2. Find the file that you want and click on it.

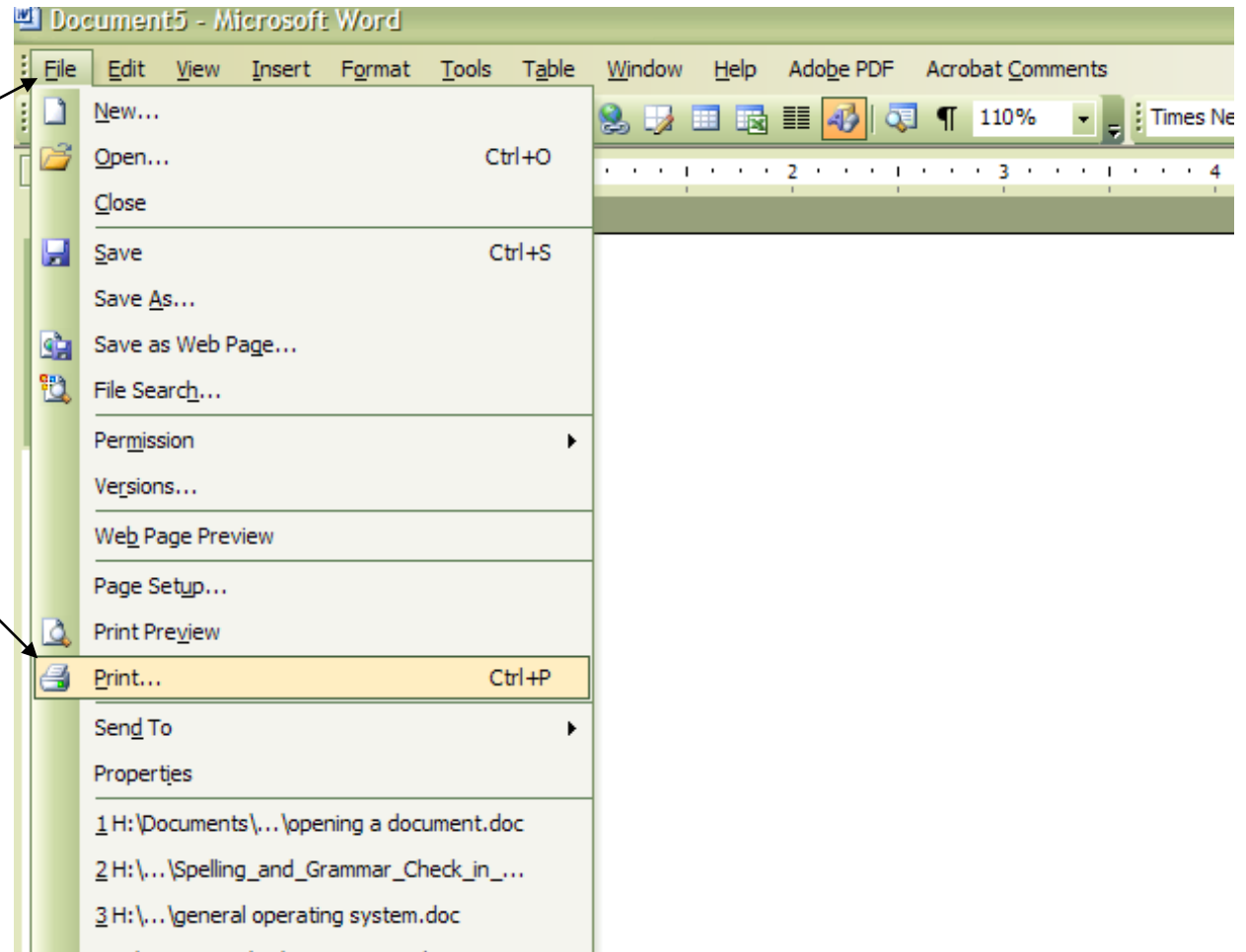
3. Click on **Open** to get the file.



# Print

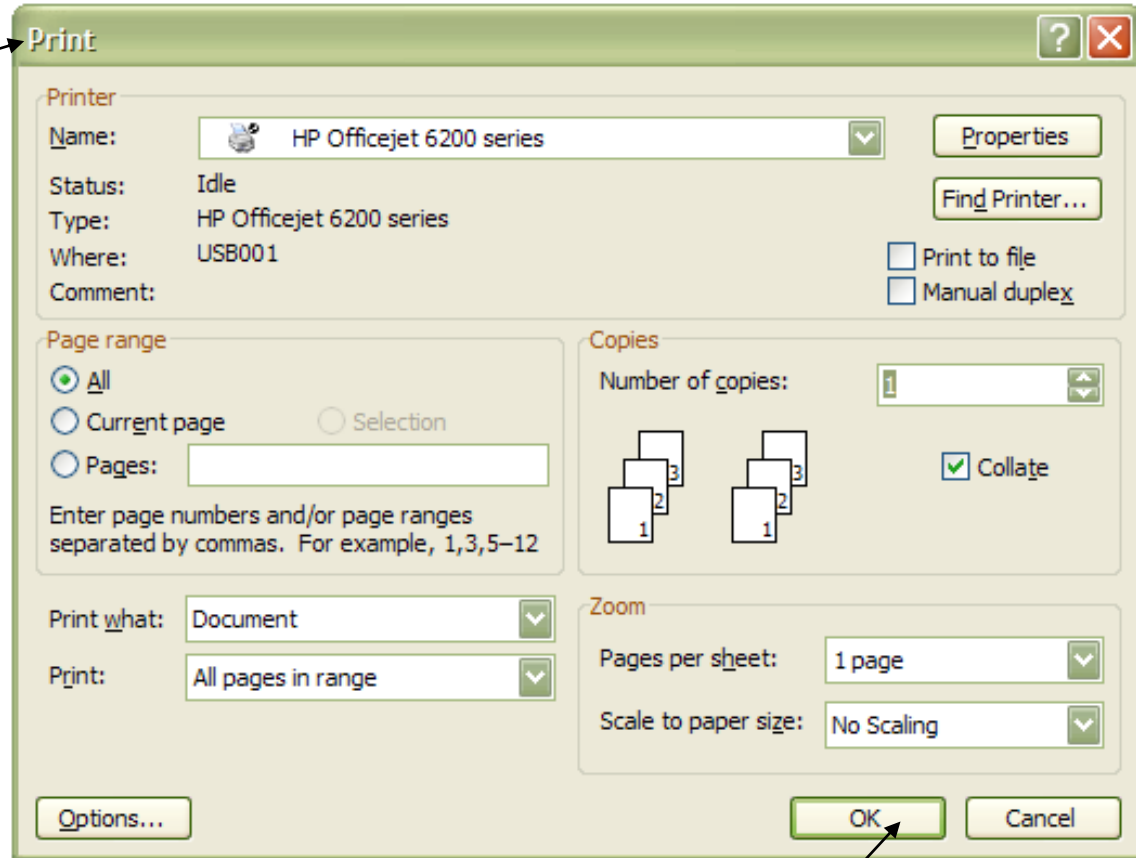
1. Click on **File**.

2. Click on **Print**.



# Print

This box is called **Print**.



3. Click **OK**.

# Shut Down the Computer

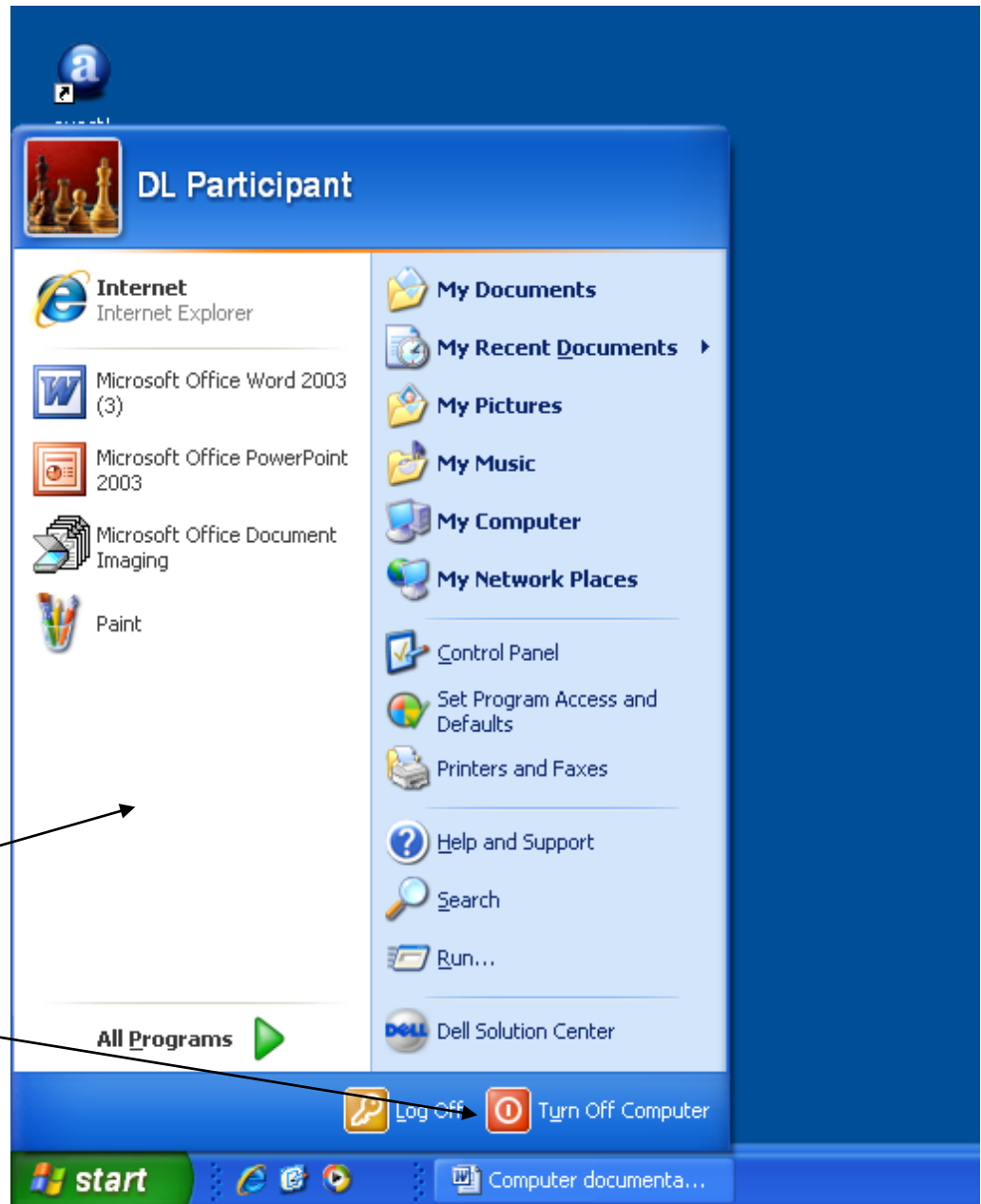


Never turn off the computer by pressing the On/Off switch on the computer.

To turn off the computer:

1. Click on **Start** on the bottom left corner of the desktop.
2. You will get a pop-up menu of choices.
3. Click on “Turn Off Computer” (or Shut Down).

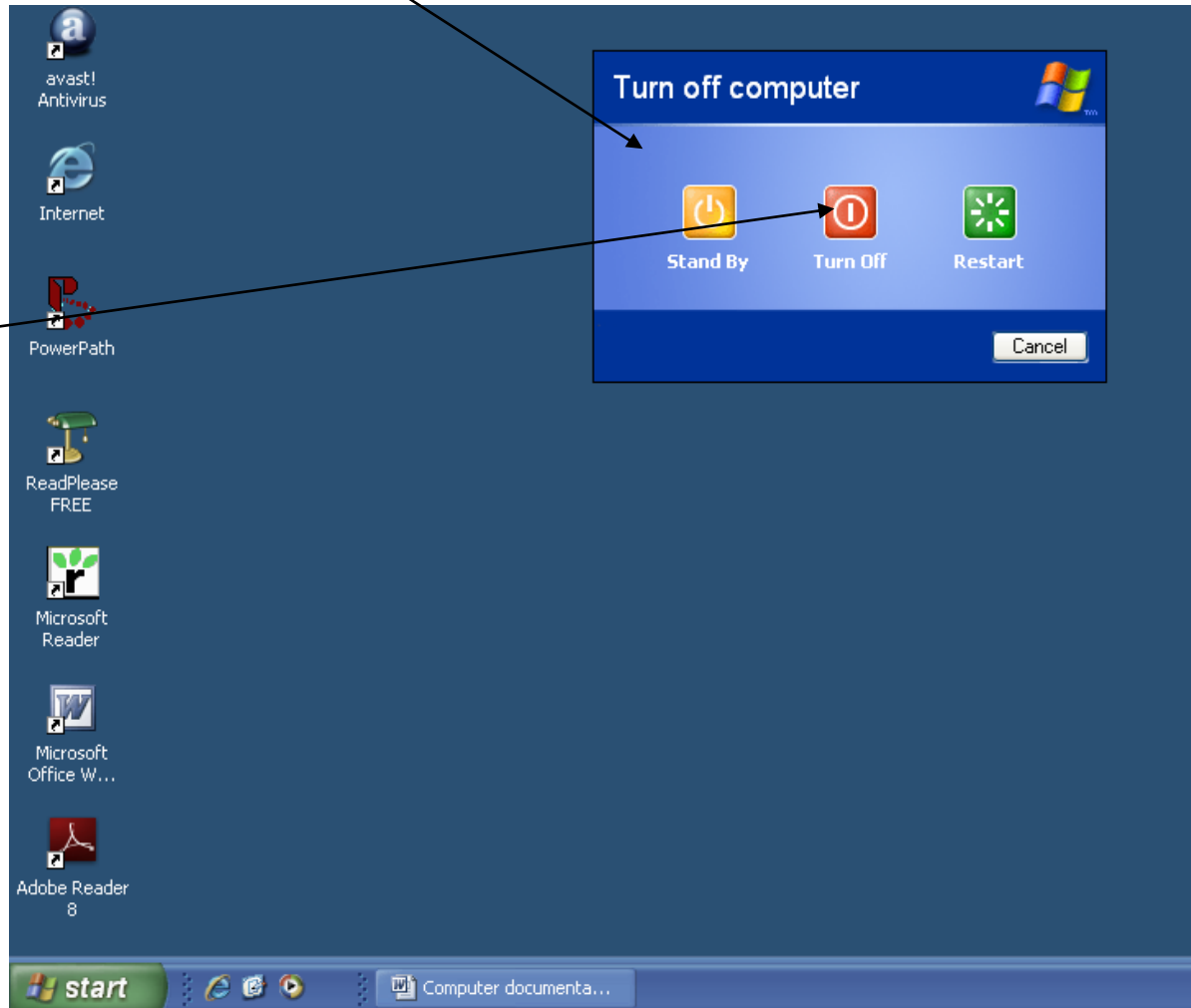
Start



# Shut Down the Computer

When you click on *Shut Down*, you see this box.

4. Click on **Turn Off**.



## Shut Down the Computer

**Note:** In some older versions of Windows XP, you may see a drop-down box when you click on Shut Down.

1. Click on the arrow to get the list.
2. Click on Shut down.
3. Click on OK.

