

## Section 5: Learn More About Microsoft Word

- Create a Folder
- Highlight/ Select Text
- Cut, Copy, Paste
- Format Text
- Insert a Picture

**Highlight/ Select -**

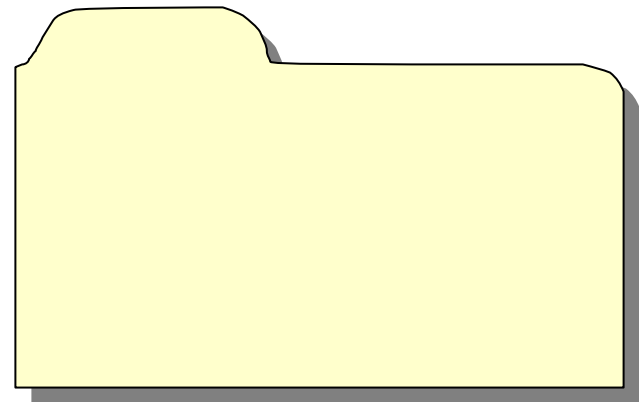
choose

## Create a Folder

The way to organize our files is by using folders. These are like folders in your physical file cabinet.

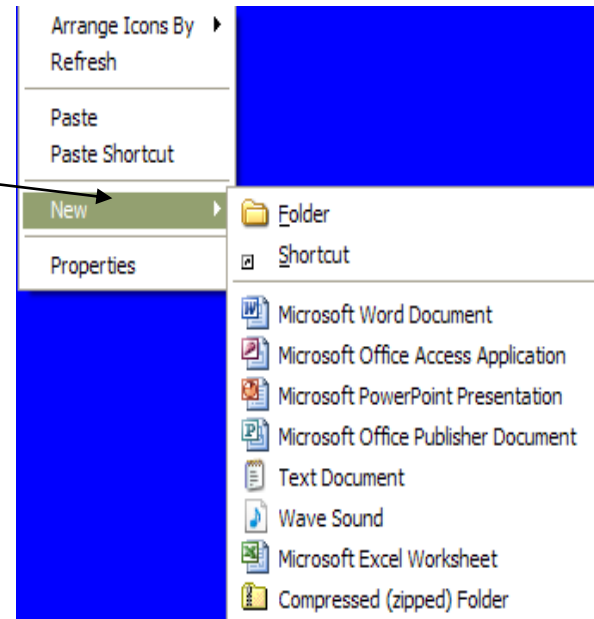
Folders can contain files or other folders (called subfolders). Folders and files can be moved around, reorganized in your storage space and also thrown out.

You can make folders in different places on the computer. If you are saving to the hard drive, you can put your folder on the desktop.

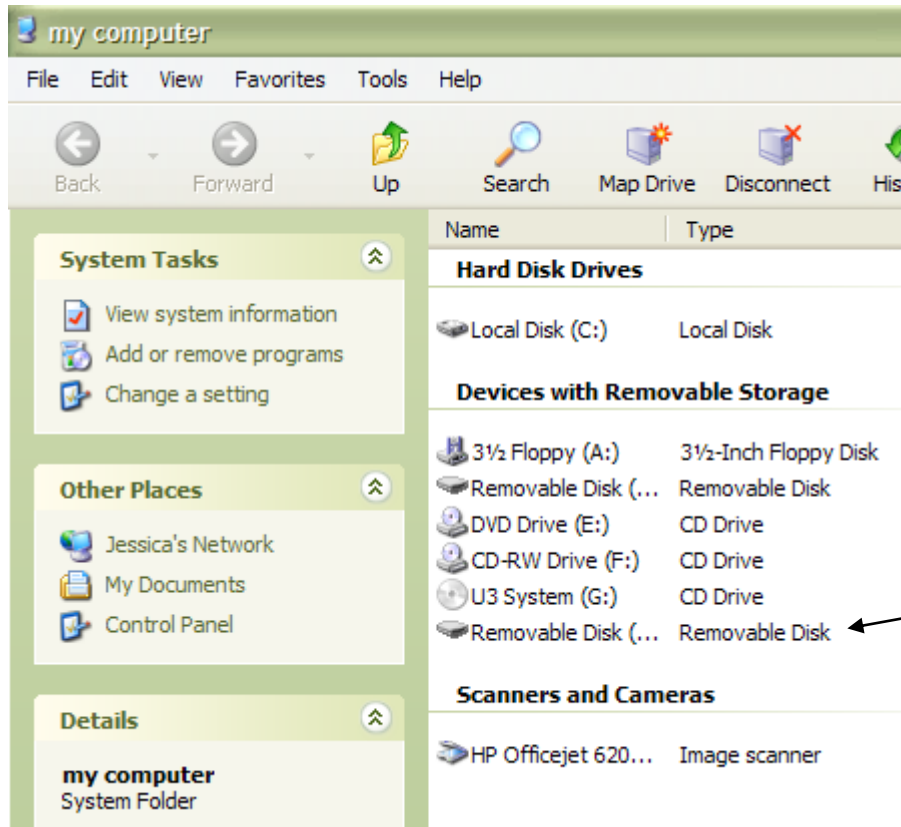


## Create a Folder

1. Go to the desktop.
2. Right-click.
3. Choose **New/Folder**.
4. Type a name for your folder.



## Create a Folder

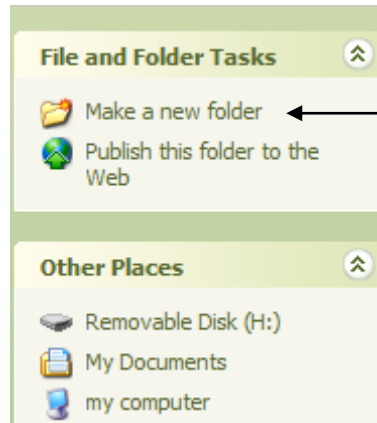


You can also save to a disk or flash drive.

1. Go to the desktop and double-click on the icon for My Computer.

Click on your disk or flash drive.

## Create a Folder



2. Click on **Make a new folder**.

3. Type a name for your folder.

## Highlight/Select Text

Use your mouse to select words that you want to make changes to.

|To select text, click in front of the first word.

Hold down on the mouse button and drag the mouse across the words you want to select.

It may be difficult at first to use your mouse to highlight. Here is another way to do it.

1. Click at the beginning of the text you want to select.
2. Hold the *Shift* key down. While you are holding it, click at the end of the last word you want to highlight.

## Cut, Copy, and Paste

This is how you can move writing from one part of the document to another. Or, you can copy text and put it somewhere else in the document.

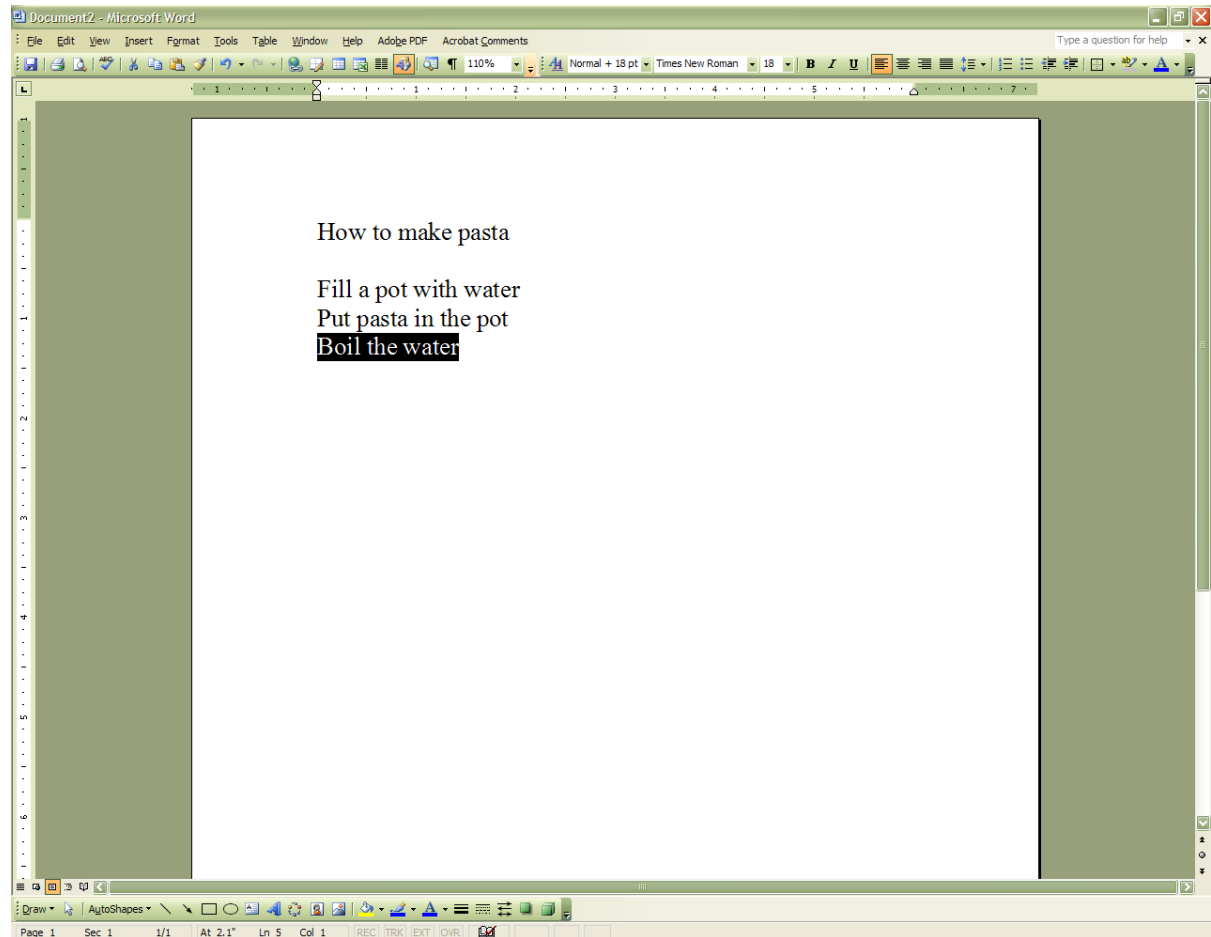


You can also use this to move information from one document to another.

## Cut, Copy, and Paste

To move text around a Word document:

1. Select (highlight) the text that you want to move.

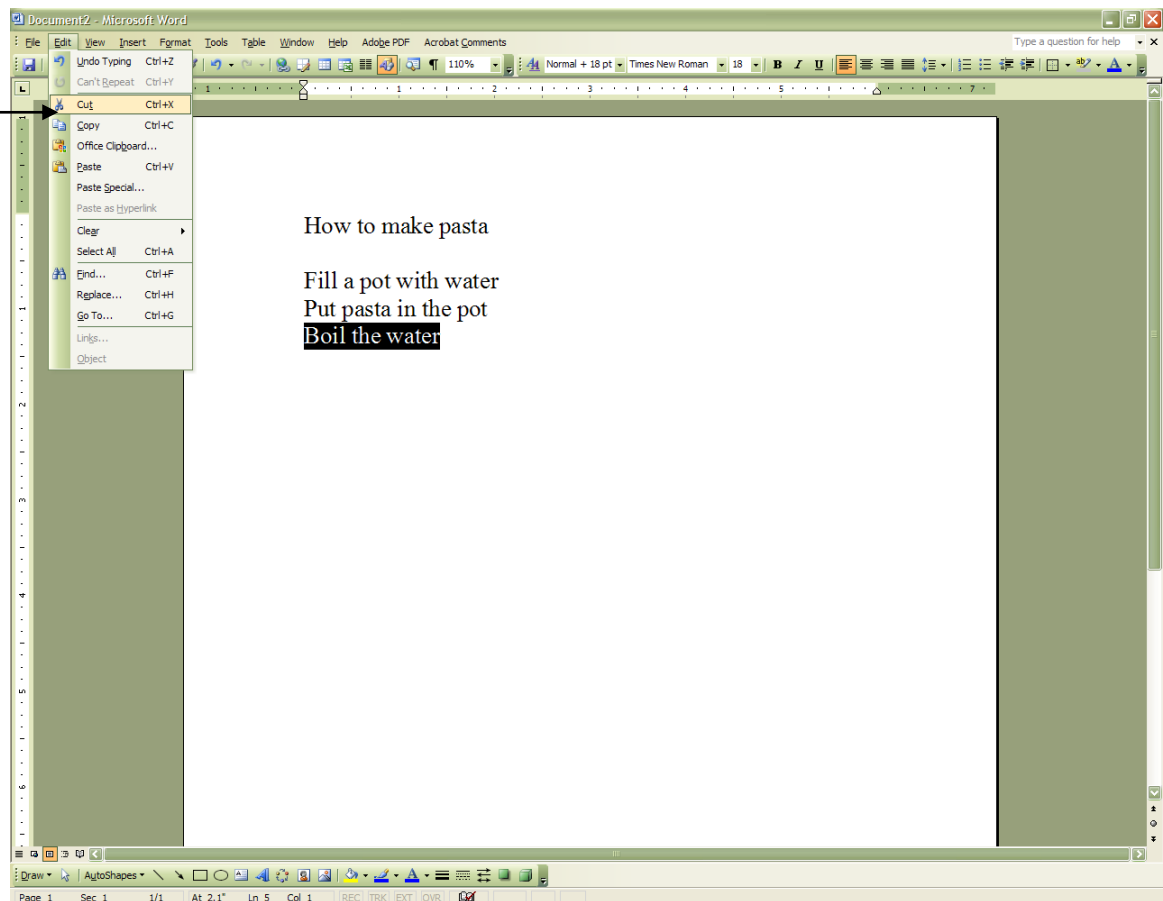


## Cut, Copy, and Paste

2. From the **Edit** menu, click on **Cut**. This puts the words you highlighted on the **Clipboard**.

The Clipboard is an area used to hold information that you are moving around.

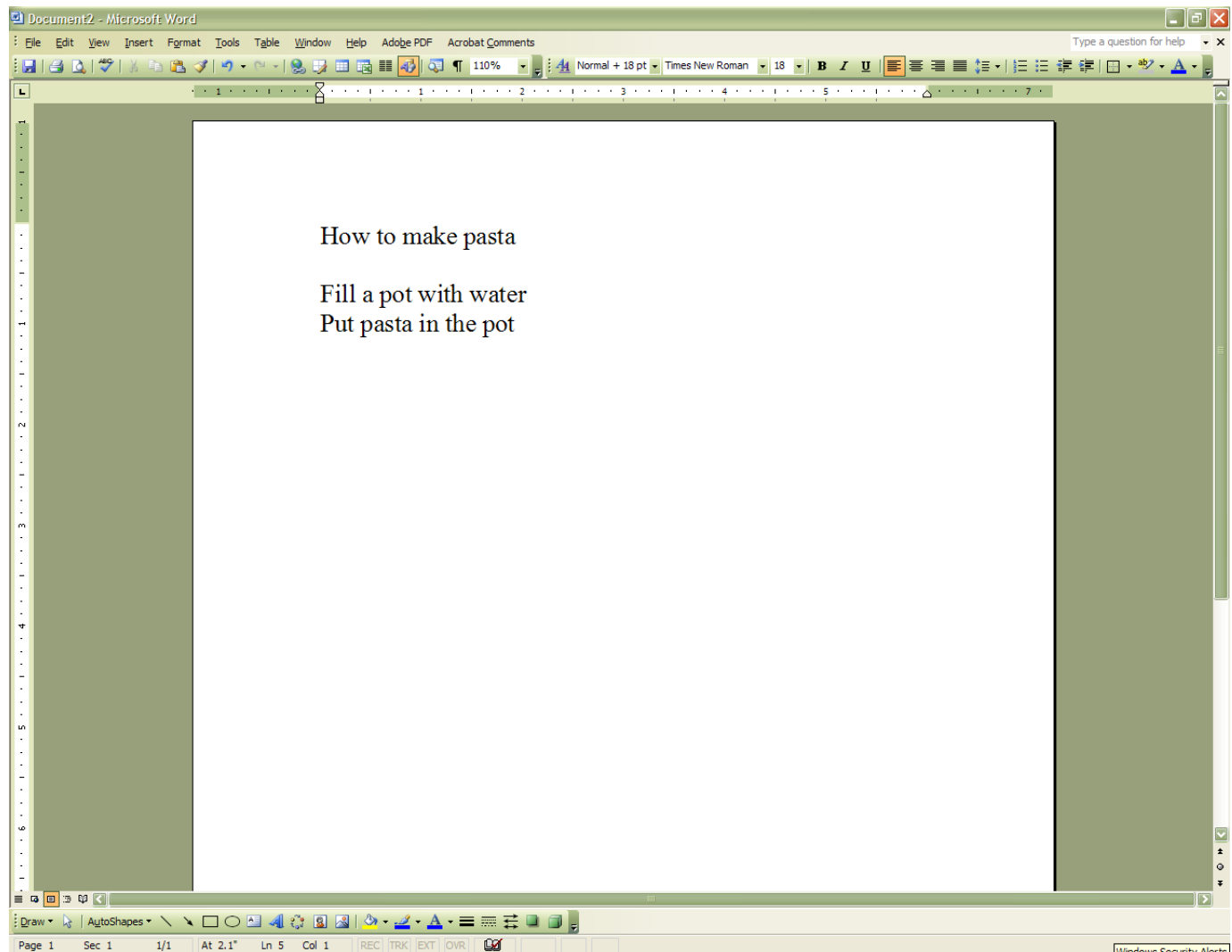
Click on  
**Cut.**



## Cut, Copy, and Paste

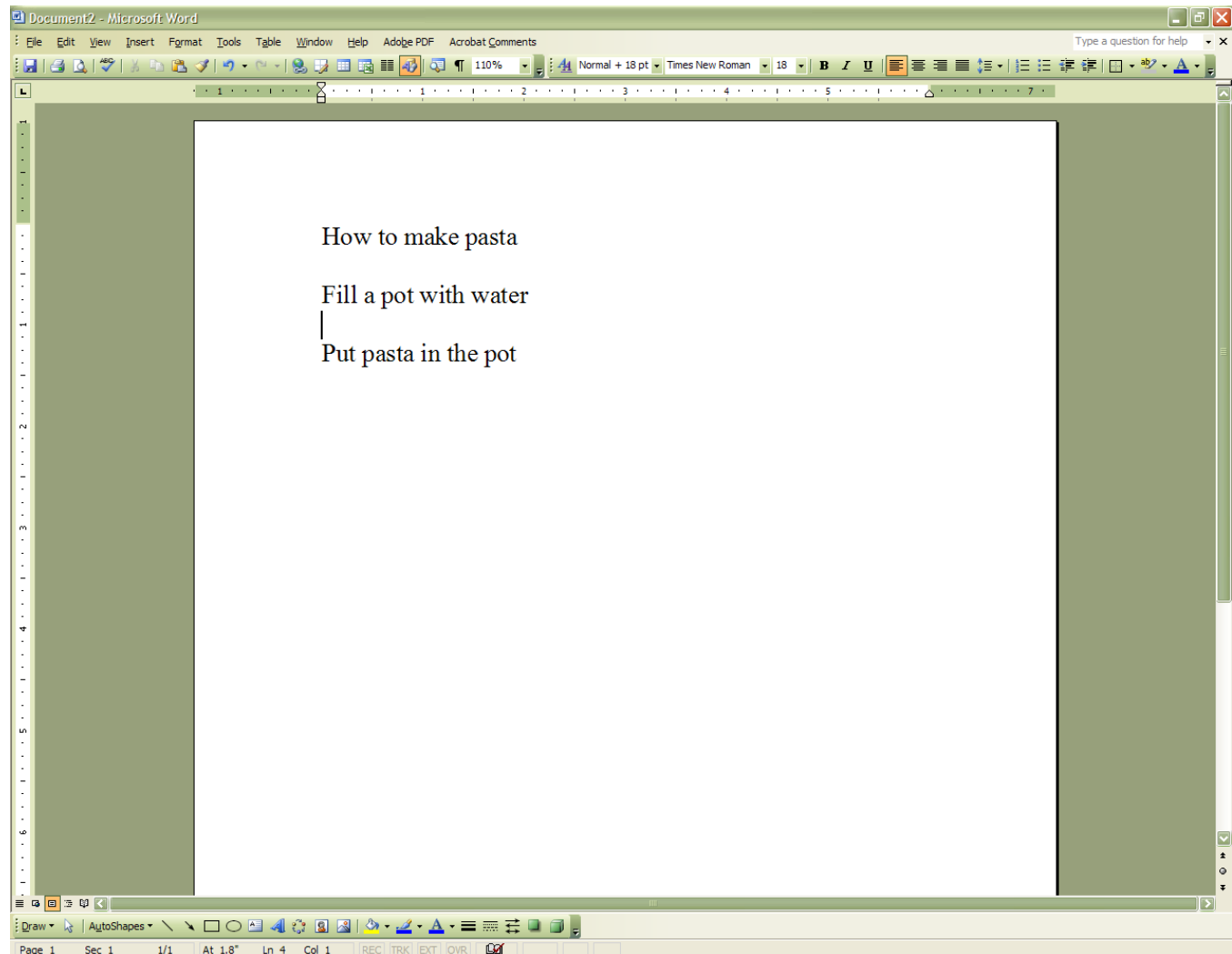
When you click on **Cut**, the words you selected will disappear.

They are now on the clipboard.



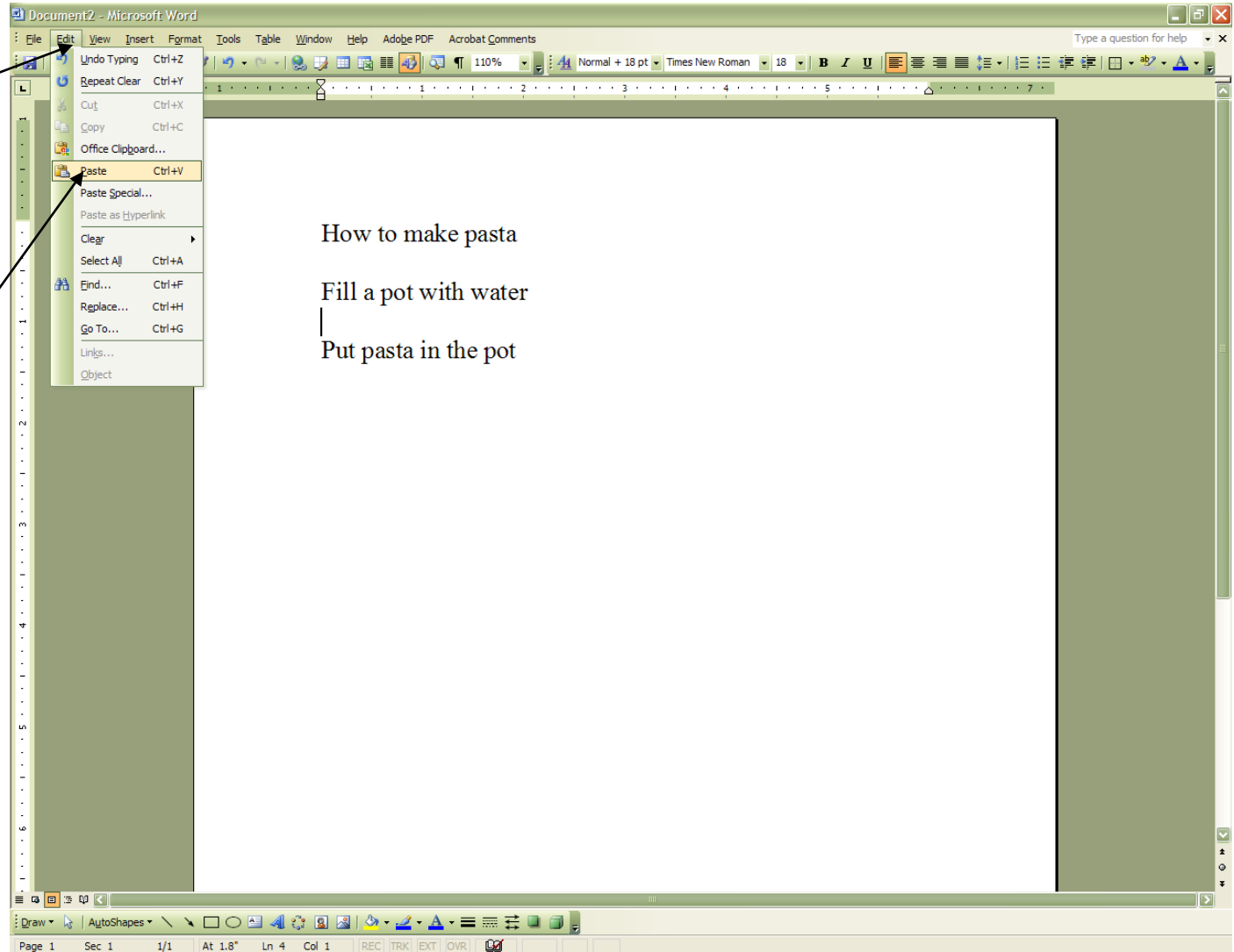
## Cut, Copy, and Paste

3. Choose where you want the words to appear. Use your mouse to put the cursor in the right place.



# Cut, Copy, and Paste

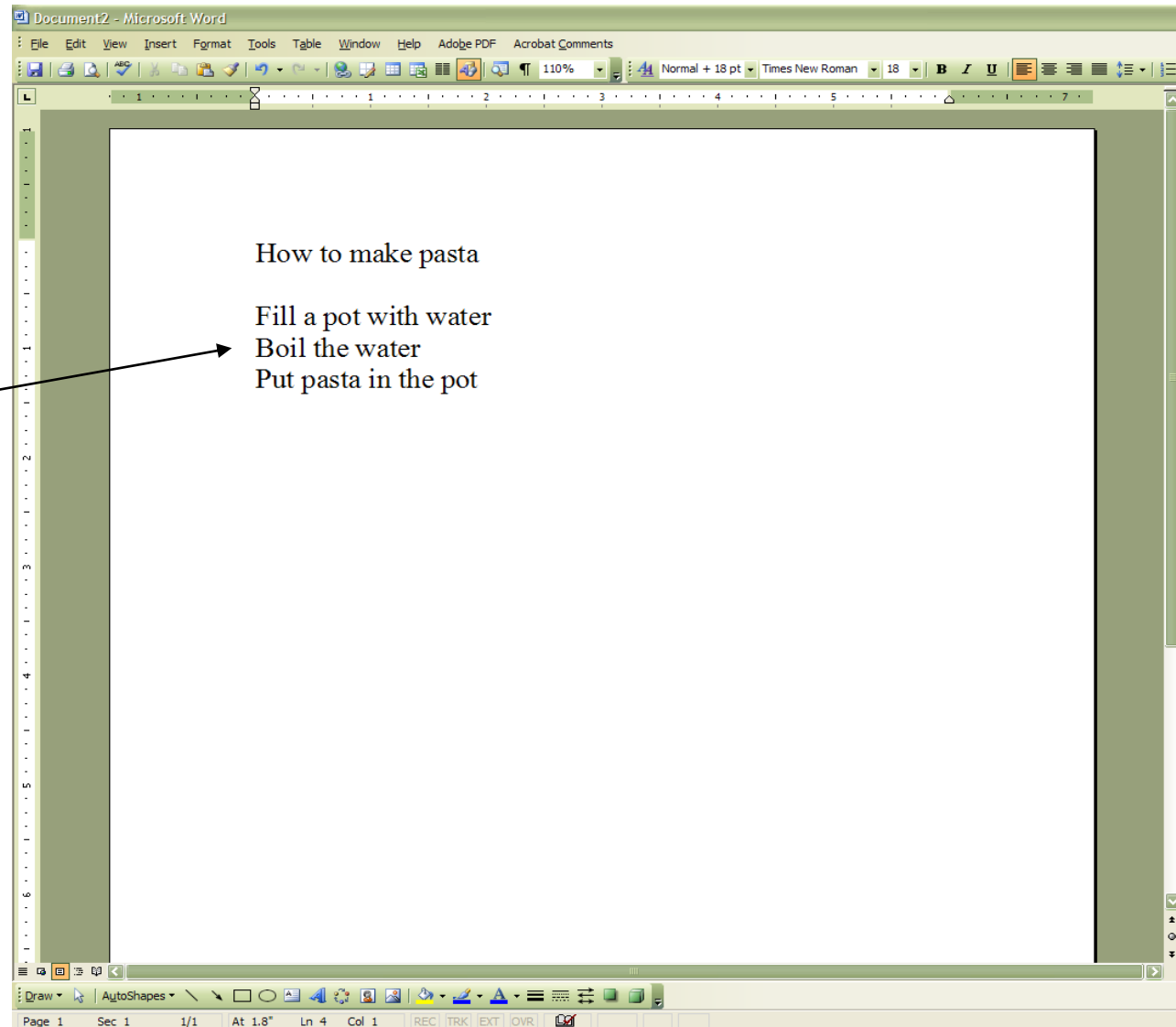
4. Click on **Edit**.



5. Click on **Paste**.

## Cut, Copy, and Paste

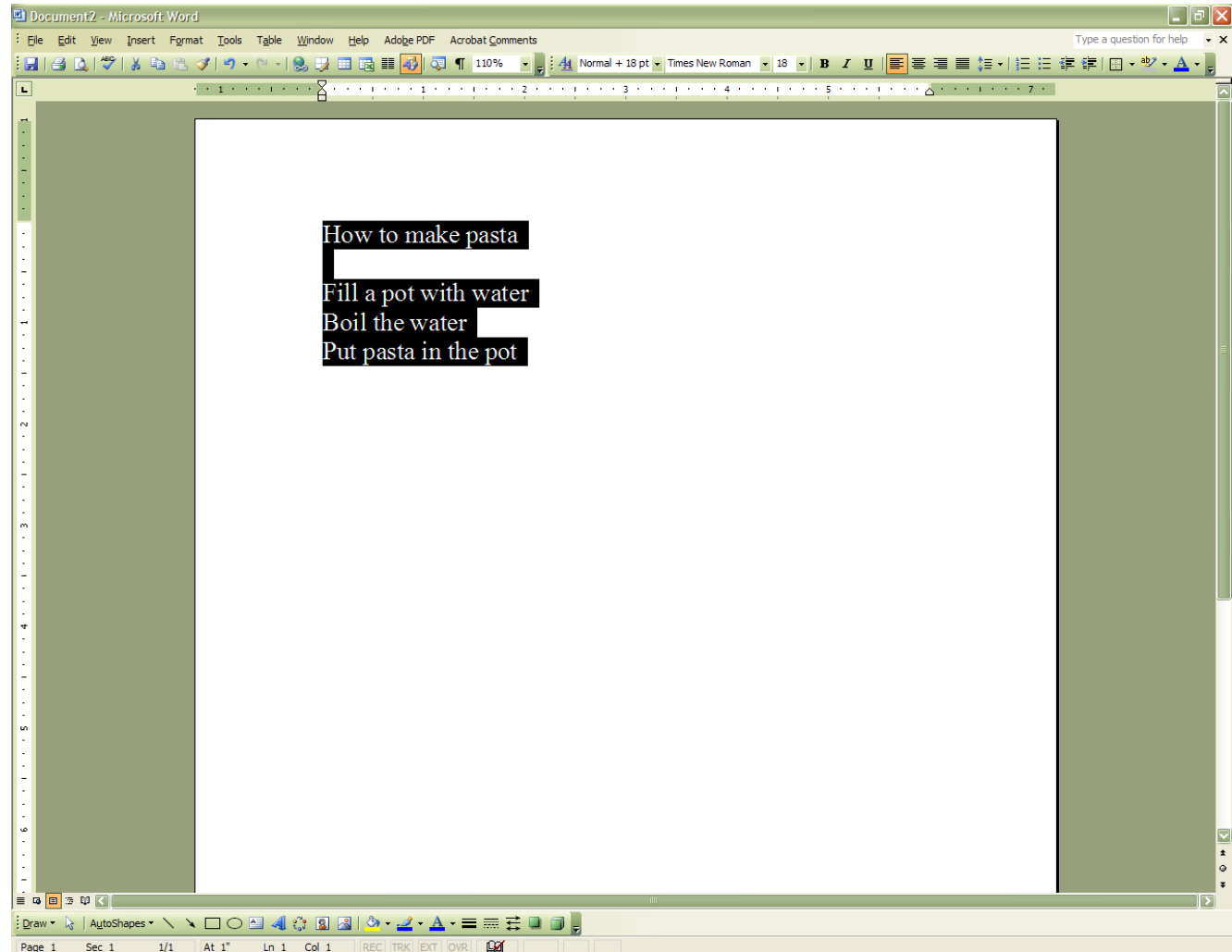
The information is taken from the clipboard. It will go where your cursor is.



# Cut, Copy, and Paste

To copy text in a Word document:

1. Select (highlight) the text that you want to copy.

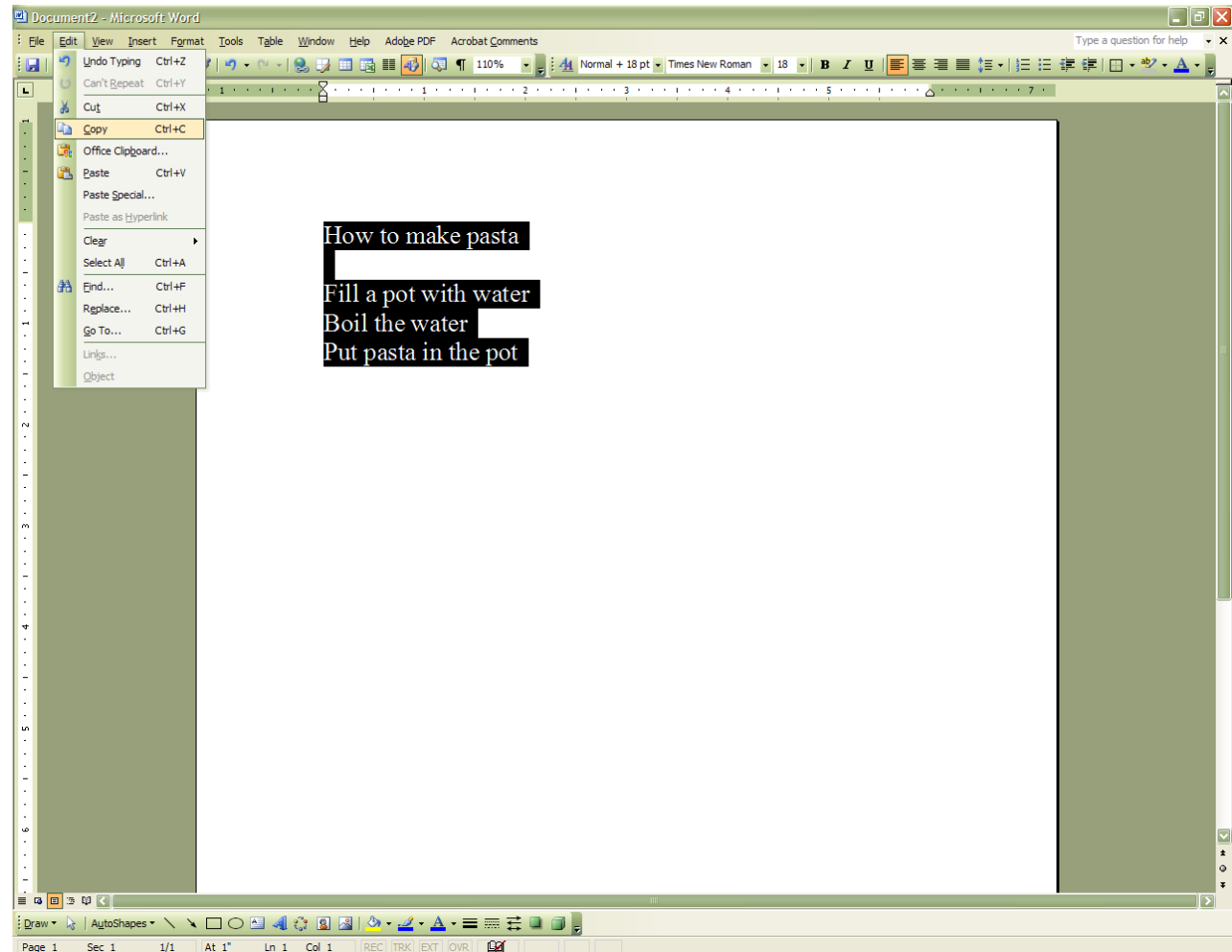


## Cut, Copy, and Paste

2. From the **Edit** menu, click on **Copy**.

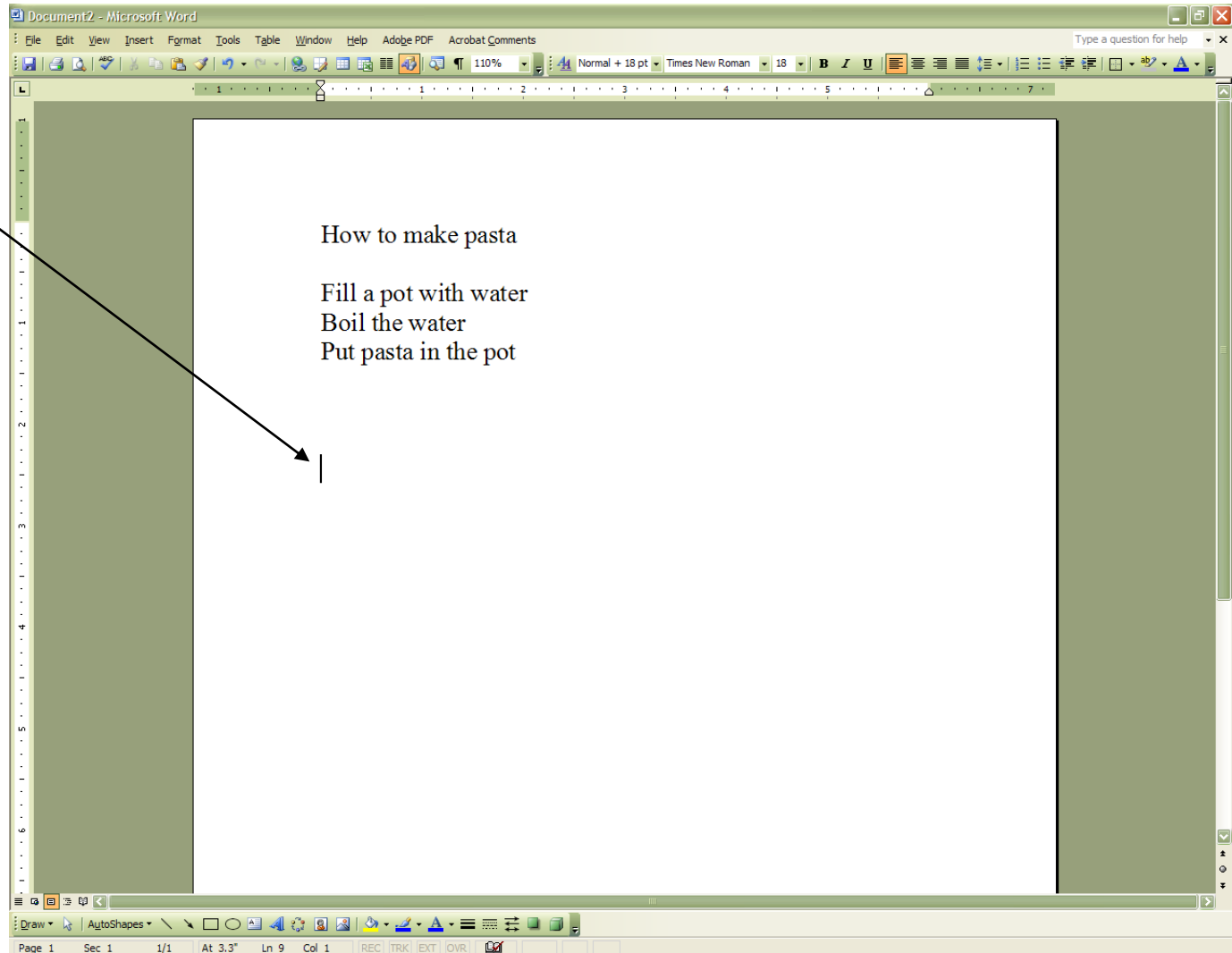
This puts the text you chose on the **Clipboard**.

When you click on copy, a copy of the words is put on the clipboard.



## Cut, Copy, and Paste

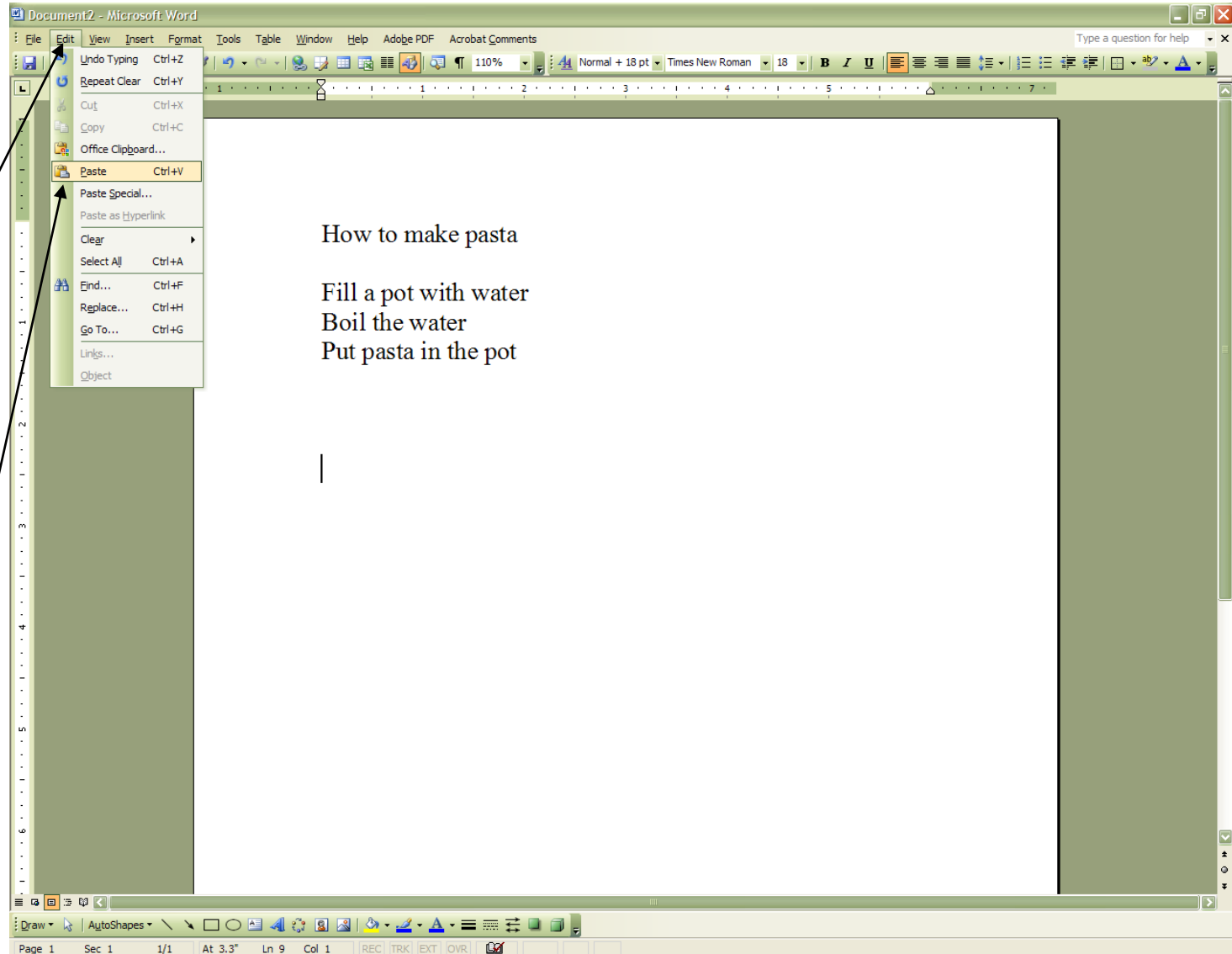
3. Click where you want to put the text.



# Cut, Copy, and Paste

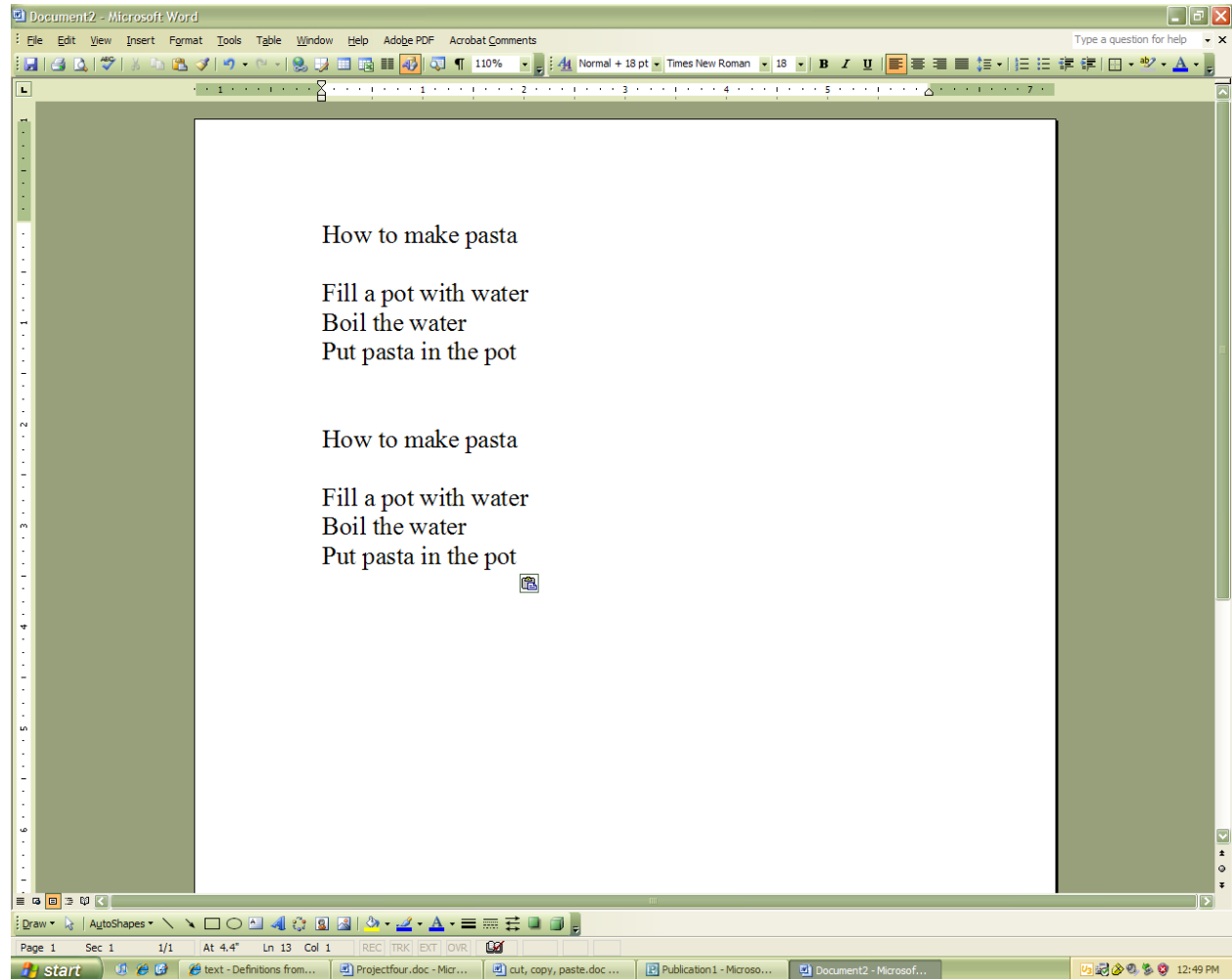
4. Click on **Edit**.

5. Click on **Paste**.



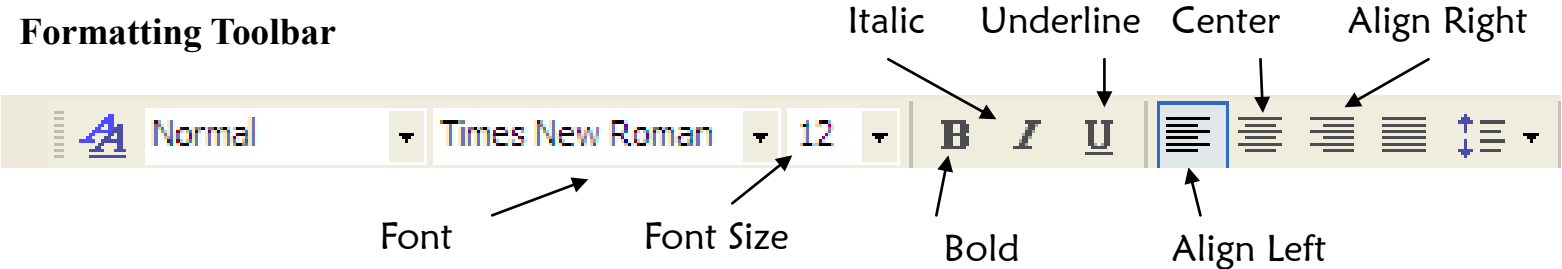
# Cut, Copy, and Paste

The information is taken from the clipboard and put back in your document.



# Format Text

## Formatting Toolbar



### Font-

The style your words are printed in. For example:

*This is one font and*

this is another font.

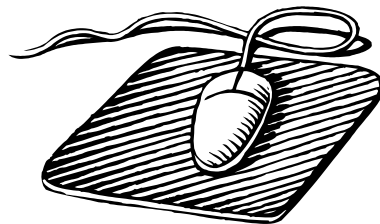
## Format Text

To format your text:

1. Select the text that you want to change.

To do this, use your mouse to click and drag (keep holding down the mouse key) over the text until it is highlighted.

Now lift your finger off the mouse button. The text should still be highlighted.



2. Click on the icon on the Formatting toolbar. Once the text is highlighted, you can keep making changes to it.

### 2. Type your name and address.

Literacy Volunteers  
120 Finderne Avenue  
Bridgewater, NJ 08807

### 3. Select the words with your mouse. (If this is the only thing on the page, you can also go to *Edit* and *Select All*.)

### 4. Change the font.

**Literacy Volunteers**  
**120 Finderne Avenue**  
**Bridgewater, NJ 08807**

### 5. Change the font size.

Literacy Volunteers  
120 Finderne Avenue  
Bridgewater, NJ 08807

### 6. Make the words bold and underlined.

**Literacy Volunteers**  
**120 Finderne Avenue**  
**Bridgewater, NJ 08807**

### 7. Center the words.

**Literacy Volunteers**  
**120 Finderne Avenue**  
**Bridgewater, NJ 08807**

## Insert a Picture

1. Click on **Insert** on the menu bar.
2. Click on **Picture**.
3. Click on **Clip Art**.

A box will appear on the side of your screen.

4. Type a word into the search box. If you put in the word *cat*, you will get something like this:

5. Click on the arrow next to the picture that you want.

6. Choose **Insert**.

The picture will appear on your document. It will be where your cursor is on the page.

