Getting Started with Microsoft Word for Windows 2003

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Abstract

This document is aimed at students who have no (or very little) experience of word-processing. You will learn how to create and save a simple *Microsoft Word for Windows 2003* document. *Microsoft Word for Windows 2003* is a very powerful word processor so in this document you will only be introduced to some of what it can do. However, you may then refer to other training material in order to improve your skills.

The material is designed for use on Birkbeck Central Computing Services (CCS) workstations. If you are using the material for self-training on CCS workstations then you will need a CCS username and password.

Prerequisites

No prior experience of computers is required. However, it will help if you are familiar with using a mouse and PC keyboard, logging in and using a *Windows* desktop. At the back of this document, there are instructions for using the mouse. There is also a plan and a description of the PC keyboard.

For more information on getting started with computers please refer to CCS document 3.38 'Getting Started on CCS workstations', available from CCS Help Desk.

Contents

About this Document
➢ Words that you type or choose are in **bold type,** e.g. Choose **Programs** from the **Start** menu.
➢ Keys that you press are shown in bold e.g. press **Alt**.
➢ Press **KEY1 + KEY2** means press both keys together e.g. press **Ctrl + Z**
➢ Press **KEY1, KEY2** means press each key consecutively e.g. press **A, B**.
➢ General guidelines on how to perform a task are indicated by bulleted lists using the ➢ symbol. Note that these are *not* tasks for you to perform *now* they are advice for you to follow later when you need to work things out for yourself.
➢ Exercises for you to practice as you work through the notes are labelled **Exercise**, e.g. **Exercise 1 Logging on.** To complete the exercise you should work through the steps marked by round bullets (•).

1   Introduction

This document explains how to use the word-processing package *Microsoft Word for Windows 2003* to create a simple document. You will learn:
➢ How to login and start Word
➢ How to enter, edit and format text
➢ How to save your work and exit from Word
➢ How to look after your files on floppy disk
➢ How to go back to your file and do more editing
➢ How to spell check your document.

You will need a CCS username and password. New students should receive this from CCS within a few days of completing their enrolment. If you are attending a CCS workshop then the instructor will lend you a temporary one for the duration of the workshop.

2   Logging on

If you have not already logged on, please log on now.

Exercise 1 Logging on

•   *Windows 2000* saves power by turning the monitor off when it is not in use, so if the screen is blank press any key to turn it on. If nothing appears after a few seconds, check that the monitor power switch has a light next to it and switch on the power if necessary.
•   Before you log on to the workstation *Windows* will display a small box with the title *Welcome to Windows* at the top
•   Press **CTRL+Alt+Delete** (+ means press all the keys gently and quickly together).
•   You will see a warning to unauthorised users. Press the **ENTER** key - (If you know how to use the mouse then you can click on **O.K.**)
•   A box appears, asking you to provide a username and password. Type your username in the box labelled **User name**
•   Press the. **TAB** key (see left). This is located on the left of the keyboard, next to the **Q**. The cursor will move to the box labelled **Password** (If you know how to use the mouse then you can click in the box)
•   Type your password in the box labelled **Password.**
•   Check that **CCSACADEMIC** is displayed in the box labelled **Log on To**.
•   Press the **ENTER** key (or click on **O.K**)

There is no need to log off yet - but when you have finished using CCS workstations, you must log off to prevent unauthorised users from accessing the system.

➢ To log off using the mouse double click on the **LOG OFF** icon on the desk top
➢ To log off using the keyboard press **CTRL + Esc, U**, **Enter**

3   Starting *Microsoft Word for Windows 2003*

On CCS systems we use the **Start Menu** to start *Microsoft Word for Windows 2003*. However, if you normally work on a system with a *Microsoft Word for Windows 2003* on the desktop then you can start it by double-clicking on the *Microsoft Word for Windows* icon.

### Exercise 2 Start Word from the Program menu

- Click on the **Start** button at the left hand end of the task bar (or press **Ctrl + Esc**).
- When the start menu appears click on **Programs** (or press **P**)
- Click on the *Microsoft Word* icon (or move to it using the down arrow cursor key & press **Enter**)

After a few seconds *Microsoft Word for Windows 2003* will start (Figure 3-1 Word 2003 WindowFigure 3-1). When you start a program, it opens in its own window. *Microsoft Word for Windows 2003* window has similar features to other programme windows that you may have come across, such as Web browsers or email programs. We will use most of these features at some stage; here is a brief summary for reference.

➢ The **Title Bar** at the top of the screen tells you the name of the program, and the name of the document. When you start with a new document it has no name, it is called **document1**, **document2** etc.

➢ Beneath the **Title Bar,** the **Menu Bar** contains the names of menus. A menu is a list of items. You choose items from the menu. The items are functions such as printing your document.

➢ The **Tool Bars** beneath the menu bar display small icons called **buttons.** Buttons provide short cuts to functions that are also available on the menus.

➢ In the top right corner of the window, **resizing buttons** are used for resizing the window. Do not click on the **✕**, as this will close *Microsoft Word for Windows 2003*.

➢ In the bottom left corner of the document, the **View Toolbar** allows you to view your document in different ways. For most purposes **Print Layout view** is used so you probably will not need to use this.

➢ The **scroll bars** allow you to move up and down or left to right. The vertical scroll bar (up and down) is located on the right hand side of the document. The horizontal scroll bar (left to right) is located at the bottom of the document.

➢ The **status bar** beneath the horizontal scroll bar tells you how many pages there are in the document, and where you are in the document, for example **2/10** means you are on the second page of a ten-page document.

➢ The **insertion point** appears as a blinking black vertical line. It shows you where the text that you type will appear. As you type, the insertion point moves to the right.

Figure 3-1 Word 2003 Window

Resizing buttons

Vertical Scroll Bar

Title Bar

Menu Bar

Tool Bar

Insertion Point

View Toolbar

Status Bar
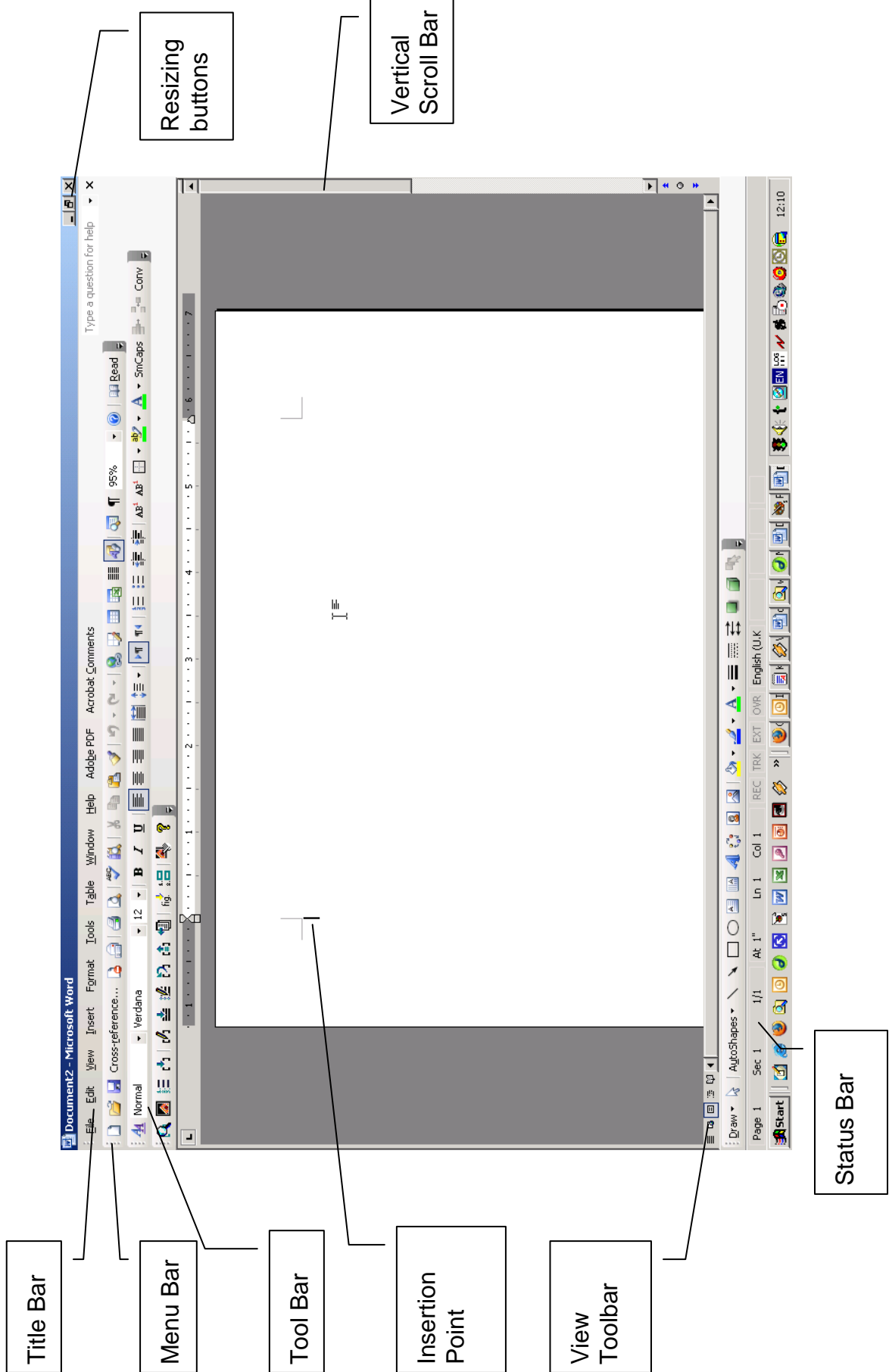
4 Entering text in a document

When you start *Microsoft Word for Windows 2003,* you may see the *Office Assistant*. If the paperclip symbol annoys you, press **ALT + H** to drop down the **Help** menu. Then press **O** to hide the office assistant.

Exercise 3 Enter text into a new document

- If the *Microsoft Word for Windows 2003* window does not occupy the full screen click on the **Maximise** button (see right) or press **Alt + space + X.**

- Type the text shown below. If you make a mistake, press the **BACKSPACE** key ← to delete it, and then type the correct text. When you get to the end of a line, just carry on typing - *Word* will automatically move to the next line for you. This is known as *word wrapping*. Do not worry if the line-endings do not correspond with those below.

  With flowers, you first decide what kind you want to grow, and then whittle it down to what kind you can grow in the space. But never waste your energy trying to grow a thing. If it wants to die, have the decency to let it die, and then, when you are totally sure that life is extinct, go out and buy yourself some other kind which will like you and your soil and live happily with you ever after.

Note that what you type is always inserted in front of a blinking black line - this is known as the *insertion point,* and shows you where the text that you type will appear. As you type, the insertion point moves to the right.

You will see that the mouse pointer has changed shape. It is now a bar shaped I, rather than an arrow. You can insert text into a document by moving the mouse pointer to the place in the text where you want the text inserted, and clicking the left button once. This will move the insertion point to this spot, and whatever you type will then be inserted in front of the insertion point. You can also reposition the insertion point by using the cursor keys. These are the four keys located to the bottom right of the main QWERTY keyboard, labelled with up, down, left and right arrows.

Exercise 4 Inserting text into existing text

- Insert the following sentence before the last sentence (**If it wants to die***...)* in the practice text:

  There is no sense or dignity in fighting the inclinations of a plant.

You will find that the rest of the text moves to make space for the sentence. Check the spacing before and after the new text that you typed. To add a space, click where you want the space inserted then press the SPACEBAR.

- Add the following phrase after the first two words in the text (**With flowers**,...):

  as with all other departments of the garden,

Let us add another section to our practice text, and this time we do not want *Word* to word-wrap the text, because we only want short lines. We use the **Enter** key ⏎ to force the start of a new line, and to create blank lines.

- Position the cursor at the end of the text
- Press the **Enter** key twice to create two blank lines
- Type the following text

Plants for Butterflies

Buddleia (especially for peacocks, red admirals, painted ladies, and large moths).
Wild yellow bedstraw for small blues.
Sedum for anything but commas.
Golden Rod for tortoiseshells and red admirals.

5 Editing Text

5.1 Deleting Text

You may always press **Backspace** to delete text. This is, however, laborious if you want to delete much text, and there are more convenient ways of doing it.
To delete a word, for example, you can simply double-click on it (i.e. point at the word, then press the left mouse button twice, lightly and quickly), and then press **Backspace** once.
If you prefer to not to use the mouse then move the cursor to the start of the word using the cursor keys, hold down the **shift** key, and move the cursor to the end of the word.

Exercise 5 Deleting and Replacing Text

- Delete the word **especially** after the word **Buddleia**, then the word **large** in the same sentence.

5.2 Selecting text

When you double-clicked on a word, you should have noticed that it became highlighted. This is known as *selecting* the word. There are many other ways of selecting text - you can select whole blocks of text as well as individual words.   Note for future reference that there are many other contexts in which you need to *select* some text, apart from deletion, before doing something further with it - e.g. to change its appearance, by italicising it or changing the font.

The easiest way to select a block of text is:

- ➢ Move the cursor to the front of a word, using either the mouse or the cursor keys.
- ➢ Press and hold down the SHIFT key ⇑

➢ Move the cursor to the end of the text using the arrow keys, or click at the end of the text with the mouse
➢ Release the SHIFT key

The block of text will become highlighted, indicating that it has been *selected*. To deselect text either click the mouse outside the selected area or press any cursor key.

Now select a block of text to do the following tasks:

Exercise 6 Selecting Text

• Select the phrase *or* **dignity** in the third sentence of the first paragraph **(There is no sense or dignity...)**, and press **BACKSPACE** to delete the selected phrase (also known as the *selection*).
• Now select a whole sentence - the fourth sentence in the first paragraph **(If it wants to die...)**.
• Delete the selected sentence

It is very easy to *replace* text (i.e. delete some text and type something in place of it). Just *select* the text that you want to delete, and then start typing the text that is to replace it. The selected text will disappear, and your new text will be inserted in its place.

• Replace **red admirals** in the line beginning **Buddleia** with **tortoiseshells***.*

Note, however, that it is quite possible to replace text by mistake! If you start doing something else while a piece of text is still selected, you may find that text replaced by something that you had not intended. So make sure that you *deselect* text before moving on to do something else (you will, however, find out later how to *undo* something which you did not mean to do!).

5.3   Changing the Appearance of your Text

You can change the appearance of your text by, for example, emboldening words, or putting them in italics. This is known as *formatting*, and you can do it either with the buttons at the top of the screen or by using short cut keys. Let us introduce buttons, which are used extensively in Windows programs.

There are two rows of buttons at the top of the screen, and we refer to these as *toolbars*, (as below)

Figure 5-1 Toolbar

➢ The top row is called the *standard* toolbar, for performing general tasks such as printing
➢ The bottom row is called the *formatting toolbar*.

➢ If you cannot see the toolbar, click on the **View** menu and then click on **Toolbars.** A tick ✓ should appear next to the toolbar name. If it does not then click on the toolbar name so that the tick appears.
➢ If you cannot see all the buttons click on the 'more buttons' symbol **>>** at the end of the toolbar and choose "Show buttons on two rows"

Exercise 7 Finding out what the buttons are for

• Move the mouse pointer to a button (do *not* click the mouse button!). The pointer becomes an arrow again, and you will find that a description of what the button does will hover near the pointer (you may have to wait a second for this). It is therefore referred to as *hover help*.

Now let us use the formatting toolbar to italicise some of the words in the practice text:

Exercise 8 Formatting text

• Select the word **want** (**what kind you want to grow.**..) in the first sentence (the easiest method is to double-click on it).
• Point to the button marked with an italic *I* (one of the buttons marked *BIU* - see margin) and click - the word will become italicised, and you will see that the *I* button appears to have become depressed. (Or press **Ctrl + I**)

The word will still be selected - to deselect it, click somewhere else in the text (the *I* button will revert to normal, because the insertion point is no longer on italicised text).

• Now italicise the word **can** in the same sentence (**what kind you can grow**...), and *trying* in the following sentence (starting **But never waste...)**
• Italicise the words **Buddleia** and **Sedum**, in the last section

Let us make bold the heading **Plants for Butterflies**:

• There is an easy way to select a whole line! Put the mouse pointer in the margin to the left of the heading, and move it around until the pointer changes into a white arrow. Then click, and the line will become selected. To do this without using the mouse, position the cursor at the beginning of the line, hold down the **Shift** key, and press the **End** key (located to the top right of the QWERTY keyboard)
• Click on the button marked with a big **B** (next to the italic button). When you remove the highlight (by clicking elsewhere), you will see that the heading has become emboldened. (Or press **Ctrl + B**)

5.4   Recovering from mistakes

If you do something by mistake, there is a simple way of undoing it. Click on the **Undo** button, which is in the middle of the *standard* toolbar (see margin). (Or press **Ctrl +Z**) This will undo the most recent task that you performed. If you find that you have undone something you did not want undone, then press the **Redo** button (or press **Ctrl + Y**).

<div align="center">

Exercise 9 Undo/Redo

</div>

- Try using **Undo** once, and then **Redo**.

5.5   Moving, Copying and Pasting Text

You can move text to another place. A simple method of moving text is to store it temporarily on what is known as the *clipboard*, and then retrieve it again when you have found the place where you want to put it. You can use buttons on the standard toolbar to do this.

<div align="center">

Exercise 10 Copying text

</div>

- In the line beginning 'Buddleia' select the word **peacocks**.
- Click on the **copy** button on the tool bar (or press **Ctrl + C**). You can use *Hover Help* (Exercise 7) to locate tool bar buttons.
- Position the cursor at the end of the phrase 'Golden Rod for'. Click on the **paste** button or press **Ctrl + V**.

If you want to *move* text then you use the **cut** button (or **Ctrl + X**) instead of the **copy** button (or **Ctrl + C**). Then you paste it to its new position.

6   Saving your Document

What we do next requires some explanation.

Although you can see what you type on the screen, this text is only held temporarily on the computer, in its *memory*. When you logout or the machine is switched off, everything in memory is cleared, so it is very important to *save* what you type in a permanent *file*! Files are named blocks of information stored together on a computer or external digital storage medium (such as a floppy disk). A file may be a program, a document, a database, or some other collection of data. Each word-processed document is stored in its own file, and each file must have a name to identify it, which you invent. Examples of filenames are *fred.doc*, *poverty.doc*, *chapter1.doc*, *wnrt3.doc*. All these filenames end in *.doc*, because *Word* expects files that have been created in *Word* to have this ending.

Choose a filename that will remind you of the contents of the file, because you will find that your files will soon multiply, and it is surprisingly easy to forget what is in each file!

Let us *save* all the text that you have typed - known as your *document* - in a file. We must first, however, check where this file is going to be located, since there are different *drives* where it could be saved. One option is to save the file on your machine, on what is known as the *hard disk*, or **C** drive. This is inadvisable on CCS student workstations, however, for three reasons:

➢ You would always have to use this machine whenever you wanted to access your files
➢ Anyone could access your files
➢ Files on the **C** drive on student workstations are regularly deleted by CCS staff

It is much better to save the file on the **N** drive, or *network* drive. This is actually located on a different machine on the CCS network, which means that you can access it from any workstation in the CCS workstation rooms. You can only access that part of the **N** drive which has been allocated to your username - no-one else can get at your files, or even see them (unless, of course, they know your password and can therefore logon as you). In this document and elsewhere, when we refer to *your* **N** drive, we mean 'that part of the **N** drive which has been allocated to your username'.

Exercise 11 Saving a file to your network drive

- Click on **File** on the menu bar (or press **Alt + F**)
- Click on **Save As** on the File menu (or press **A**). A *Save As dialogue box* appears (Figure 6-1 Save As Dialogue Box). The folder should be **My Documents**. If it is not then ask for help. Note that the diagram shows the files on *my* **N:\My Documents** folder. Yours will be different.
- *Microsoft Word for Windows 2003* has given the file a name already by picking the first few words of the document; i.e **with flowers.doc**. However, it is not usually a good idea to keep this name. For example, if you write many documents beginning with **dear Fred**, when you write a new letter to Fred *Microsoft Word for Windows 2003* will overwrite the old one. Replace **with flowers.doc** with **garden.doc**. You edit text in dialogue boxes in the same way that you edit the text in the main document; you select it and type over it.
- Click on **Save**.

Figure 6-1 Save As Dialogue Box

1. Check the folder

2. Enter the file name

3. Click on Save
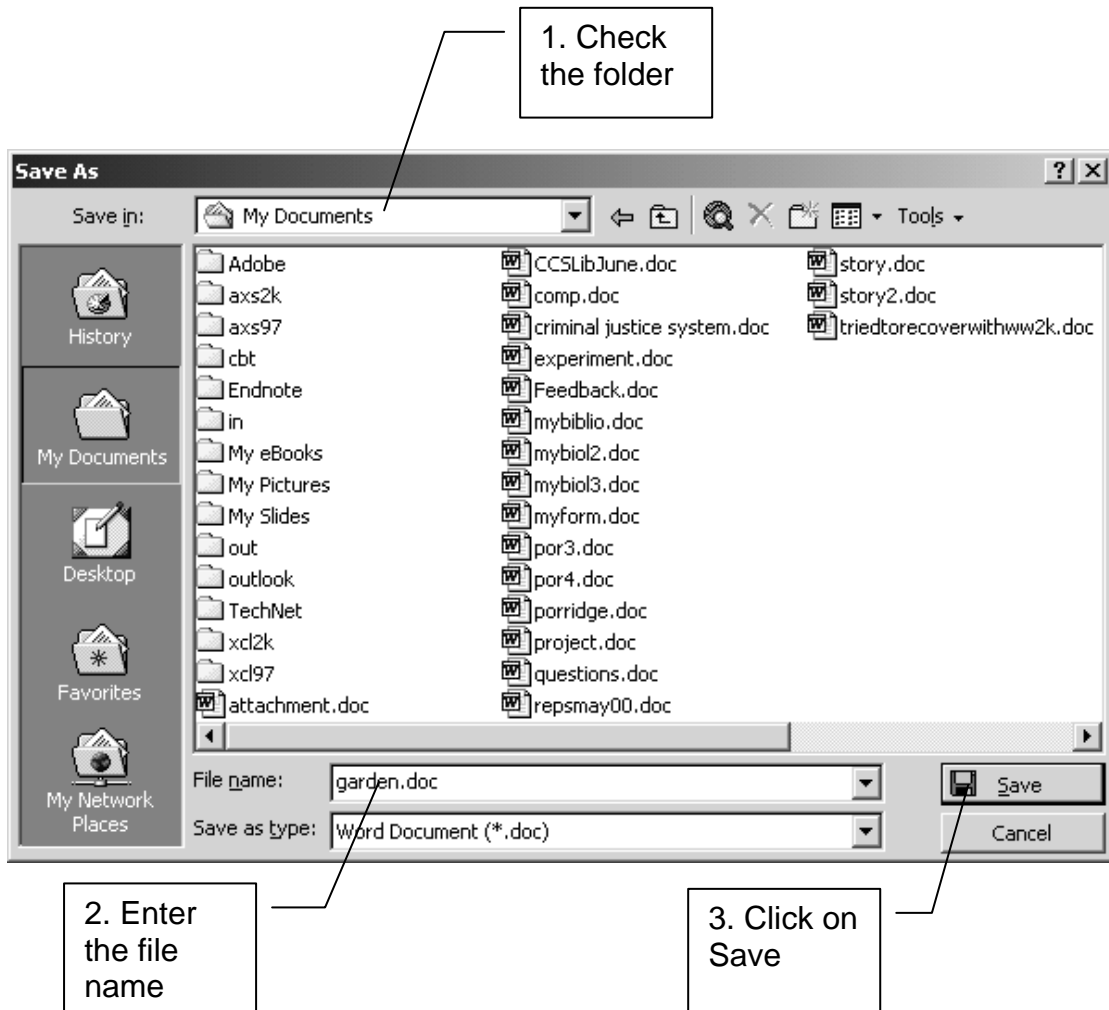
In section 7 we will look at a safe method of making a backup copy of your document on a floppy disk. In order to do this you need to *close* **garden.doc**, although you do not need to exit from *Microsoft Word for Windows 2003*. When you have backed up your document we will come back to *Microsoft Word for Windows 2003* and look at some more features. In the next exercise we will practice using shortcut keys. We will see later that there are alternative ways of opening and closing windows.

Exercise 12 Preparing to make a backup

- Press **Alt+F, C**. That is holding down **Alt** and **F** keys together to open the file menu. Then type **C** to close the current document.
- Press **Alt+ space**, **N** to minimise the *Microsoft Word for Windows 2003* window

7   Backing up to floppy disk

You may want to take files and documents away to work on them on another PC. A common problem seen at Help Desk, both here at Birkbeck and at other Universities, is corrupted floppy disks. Many of the problems are caused if you *save* your document on a floppy disk. We recommend that you always *save* your work on your network drive (**N:** on student PC's) and *copy* your files to and from floppy disk using a file management program called *Windows Explorer.* As well as greatly reducing the risk of corrupting your files, you will normally find that working on a networked drive is faster. Although it may seem tedious to do this rather than saving straight to the floppy disk, it is a lot less tedious than having to retype the whole essay because your disk is corrupt!

Exercise 13 Copying to a floppy disk

- Start *Windows Explorer.*
  Either
    - *Double-click* on the *shortcut* to start the program (see right). . If you find double-clicking difficult then you can click once on the icon to select it and then press the **Enter** key.
  or
    - Press the **TAB** key until one of the desktop icons is highlighted. Then use the cursor keys (on the bottom left side of the QWERTY keyboard) to move between the icons.
- If you have not yet inserted your floppy disk into the drive please do so now. If you are not sure how to do this ask the instructor for help (or go to CCS Help Desk).
- If you cannot see a list of drives displayed below the **My Computer** icon in the left pane display them by clicking on the **+** sign. The left side of your window should look like Figure 7-1 Floppy Disk Drive (see next page).

As we have already noted in section 6, the computer stores your work in *files* on *drives.* You can further organise your work into *folders.* Some folders, such as the *My Documents* folder have been created for you. You can use *Windows Explorer* to create your own folders using the **File** menu.

Figure 7-1 Floppy Disk Drive
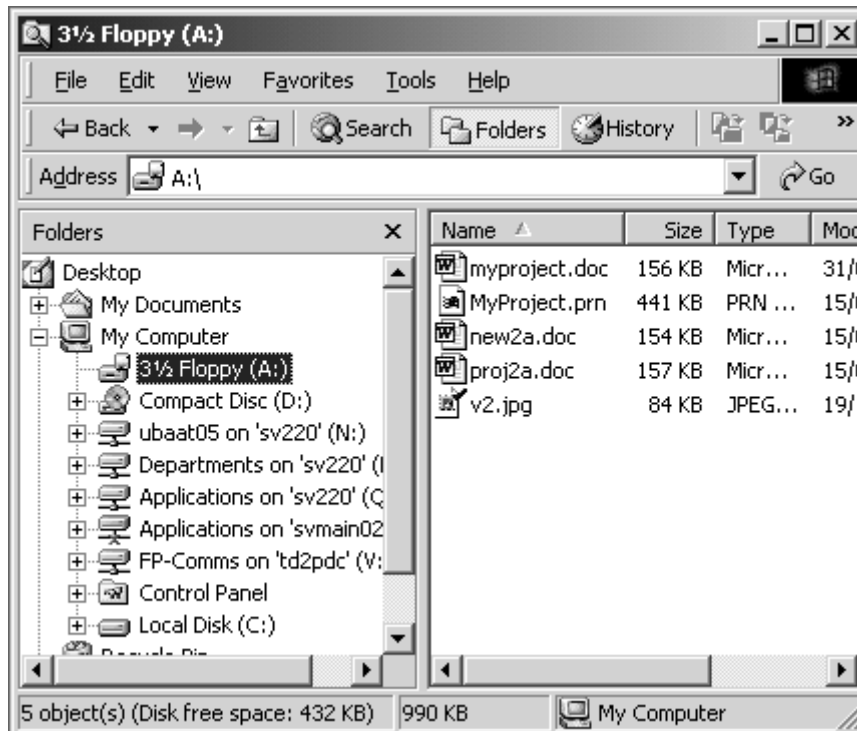
- Click on the floppy disk icon in the left hand window
- Check that there is enough free disk space on your floppy disk. *Windows* displays the amount of free disk space at the bottom of the window
- Double click on the **My Documents** folder in the *left* pane to display the contents of your **My Documents** folder in the *right* pane. The *right* pane should contain any files that you have saved
- In the *right* pane, click on **garden.doc**. *Windows* will display the file type and size at the bottom of the *Explorer* window
- Without moving the mouse from the selected object *right click* (i.e. click the right mouse button). A pop up menu will appear
- Click on **Send to** on the menu, then click on **3.5 inch Floppy**. Your file will be copied to the floppy disk. You will notice that the floppy disk light comes on

Make sure that the light on the floppy disk drive is not active before you remove the disk from the drive.

**Exercise 14 Recovering a file from a floppy disk**

- Click on the floppy disk icon in the left hand window
- In the *right* pane, click on **garden.doc**. *Windows* will display the file type and size at the bottom of the *Explorer* window.
- Without moving the mouse from the selected object *right click* (i.e. click the right mouse button). A pop up menu will appear.
- Click on **Send to** on the menu, then click on **My Documents**. If a file with the same name already exists you will be asked if you want to overwrite it. Check the creation date to see that you are not overwriting a newer version with an older one. If you are sure that you want to replace the document click on **Yes**

8   Opening and Closing Documents

8.1   Exiting from Word

If you have finished using *Microsoft Word y*ou can close the program by clicking on the **Close window button** (Figure 8-1) in the top right hand corner of the screen. This will close the currently open document. If you have not saved it, you will be prompted to do so. If you prefer to use the keyboard then press **Alt + F, X**.

Figure 8-1 Close buttons

Close window button

Close document button
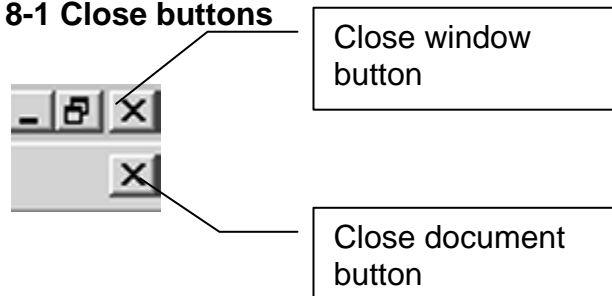
8.2   Close a document

If you have completed one document and you need to work on another you can close the current document by clicking on the **close document button** (Figure 8-1). It is located beneath the **Close Window button** in the top right corner of the screen. To use the keyboard press **Alt + F, C**

8.3   Starting a new document

To open a new blank document click on the **New Blank Document** button on the left of the tool bar. You can *Hover Help* (Exercise 7) to locate it. To use the keyboard press **Alt + F, N**

8.4   Opening an existing document

Microsoft Word for Windows 2003 offers several alternative methods for opening an existing document, i.e.

➢ Click on the **Open** button on the left end of the toolbar. You can use hover help to locate it

or

➢ Press **Alt + F**, **O.** on the keyboard

or

➢ Choose **Open** from the **File** menu.

This will open a *dialogue box* very similar to the **Save As** box. On CCS workstations you should see the **My Documents** folder. A list of the files that your folder contains will appear. *Microsoft Word for Windows 2003* offers various options for choosing the file that you want, i.e.

➢ You can type the name of the file in the filename box and then press the **ENTER** key

 or

➢ You can click on the file name to select it and then click on the **open** button

or

➢ You can double click on the filename.

Exercise 15 Open garden.doc

• Use one of the methods described above to open **garden.doc**
• Position the cursor at the end of the document and type 'My favourite flower is the dandelion'
• Save your file

8.5   Working with more than one document

You can have more than one document open at once. This is useful if you want to copy text from one document to another. With your current document still open, either open another document or start a new one. You can move between documents either by clicking on the document icon on the taskbar, or by pressing **Alt + Tab** to cycle between windows.

9   Spell Checking your document.

Microsoft Word for Windows 2003 has a spell checker and a grammar checker. The spell checker is very useful. The grammar checker is less useful, as it discourages the formal passive tense style commonly used in academic work. When you spell check and grammar check your document you may wish to ignore *Word's* advice.

Exercise 16 Check your spelling

- If you are using the mouse use *hover help* to locate the **Spelling and Grammar** button on the toolbar.
- If you prefer to use the keyboard press **ALT + T**, **S**
- The spell check window appears. You can choose to
  - o **Ignore** the suggestion (**ALT + I**)
  - o **Ignore Rule** (**ALT + G**)
  - o **Next Sentence** (**ALT + X**)
  - o **Change** (**ALT + C**)
  - o You can switch off **check grammar** either by clearing the check box or by pressing **ALT + K**. To turn it on again either click in the box again to check it or press **ALT + K** again. This kind of on/off switch is sometimes referred to as a *toggle* switch (like an electric light switch)
- When the spell check is complete *Microsoft Word for Windows 2003* will display a message to tell you so. Either click on **OK** or press the **Enter** key to dismiss the message.
- Save your document again and close it

10 Finding out More

The best way to find out more is to practice and experiment. Here is a list of alternative training material. All the documents are available from CCS help desk or from the CCS Web page at http://www.bbk.ac.uk/ccs

1. CCS Document 3.38 'Getting Started on CCS Workstations' explains how to use on-line Help. *Microsoft Word for Windows 2003* online help provides step-by-step instructions on how to perform tasks.
2. CCS Document 5.97 'Word-processing tips for students' - some additional topics not always found in commercial textbooks on *Microsoft Word for Windows 2003*. Topics include footnotes & endnotes and using foreign keyboards.
3. 'Software made Simple Guide to *Microsoft Word for Windows 2003*' – a good basic introduction to *Microsoft Word for Windows 2003*. Note that this is licensed material and you will need to enter your CCS username and password to access from outside the College.
4. *Electric Paper* Computer based training material. This is available from CCS workstation rooms. The user guide is CCS Document 3.39 'User Guide for *Electric Paper* training material'
5. CCS Document 5.71 'Using Accutype Typing tutor' explains how to use the typing tutor on CCS workstations.

Appendix A. Using The Mouse

To start and control programs you need to use the *mouse*, which is the hand-sized object on the desk near the right of your keyboard.

- Hold the mouse flat on the desk with the two buttons pointing away from you (see illustration). Leave some space around it so you can move it.
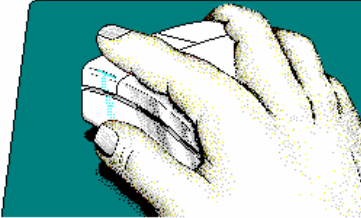
Notice that the index finger in the picture is on the left mouse button - the right button is less often used.

- Move the mouse around on the desk and you will see an arrow on the screen moving ⬀. This arrow is the *mouse pointer*.
- Lift the mouse off the desk and move it around in the air - the mouse pointer on the screen does not move!
- Return the mouse to the desk, and move it until the mouse pointer is on one of the icons at the left of the screen. This is known as *pointing*. If the mouse runs out of desk space before the pointer reaches the object that you are trying to select, you can lift the mouse up and move it to another spot on the desk.
- When you have pointed at an icon, press and release the *left* mouse button lightly and quickly. This is known as *clicking*. The icon will change colour, indicating that it has been *selected* (but this does not as yet make the program start!).
- Try selecting another icon.
- Point and click (using the left mouse button) on the **Start** button at the bottom left of the screen. The **Start** menu will be displayed.
- Point and click (with same button) anywhere else on the screen – the **Start** menu will disappear.

In these notes (as elsewhere), when you are told to *click*, it means *point and click the left mouse button*. When you occasionally need to use the *right* mouse button, the notes will say *click the right mouse button* or *right click.*

Using the mouse is the trickiest aspect of using **Windows**, so do not worry if you feel ham-fisted to start with! There are alternative ways of doing most tasks, but I suggest that you persevere with the mouse for the duration of this workshop, and then explore alternative methods later.

Appendix B. The PC Keyboard
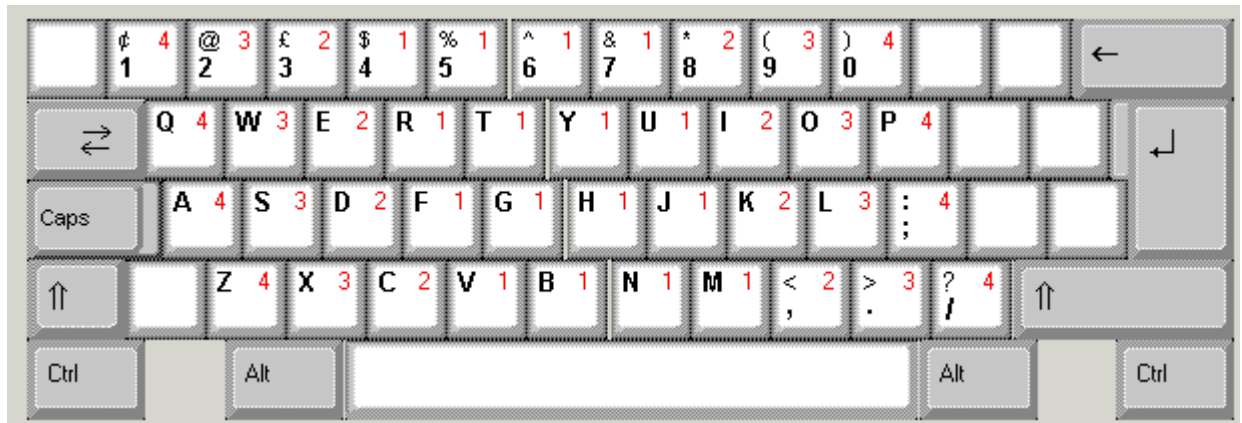
The numeric keypad at the right of the keyboard has been omitted from this diagram, since it is not normally required. Keys which have important functions, or whose function is unclear, are shown in grey on the diagram. The most important of these are described below:

↵   The ENTER key (sometimes known as RETURN) is often used to cause a task to be carried out. Use the key with a left-turning arrow depicted on it, not the key on the far right (on the numeric keypad) that actually has the word **Enter** on it - this unfortunately does not always produce the same effects!

←   Use the BACKSPACE key to erase the previous character, and the DELETE key (next to the ENTER key) to erase the current character.

⇑   The SHIFT key (there are two on the keyboard) is used in combination with another character to cause a special effect. For example, if it is held down while an alphabetic key is pressed, it causes the letter to be capitalised.
        The CTRL (*control*) and ALT keys also cause special effects when used in combination with other keys.

CAPS   Pressing this key causes the CAPS LOCK light at the top right of the keyboard (above the numeric keypad) to light up, and capitalises all alphabetic characters until the key is pressed again.

Esc   The ESCAPE key can often be used to cancel a task.

The HOME, END, PageUp and PageDown keys are all used for moving around – more details are given in the on-line Help for keyboard short cuts. The function keys at the top of the keyboard (**F1**, **F2** etc.) are rarely used in Windows programs.