

# **Microsoft Word Presentation**

How can I insert special characters, such as dingbats and accented letters, in my document?

Left click on INSERT, Left click on Symbols. Choose either symbols or special characters. You will notice some of the symbols have shortcut key combinations. You can also develop your own shortcut key for the symbol or character that you use most often. For example: hold the control key, the shift key, the @ sign (number 2) and then hit the space bar. OR hold the alt key and type the numbers 248.

What do all those funny marks, like the dots between the words in my document, and the square bullets in the left margin, mean?

Each time you press a key on the keyboard, it makes a keystroke. When you press the space bar it spaces over one keystroke. Normally you do not view every keystroke in your document, in other words, you hide the unnecessary keystrokes. If you want to see every keystroke, Left click on Tools then Options. Select the tab VIEW and then under non printing characters, left click ALL

Where is the document that I created last week?

First left click on File and look toward the bottom of the dropdown box for the last several documents that you have used. If you don't find it listed, it is probably saved in the default folder for your program. Most people use "My Documents". If you are not sure the name of your default folder, open a blank document and click on SAVE AS. It will show you the name of the folder where your document will be saved. At this point, go to that folder. Still can't find it, there, of course, is another way. Click on Start, Find, Files and Folders. You will then be able to search your whole computer. You need to enter either the date or the name of the file (if you know it) or some special word or phrase that would be specific to the document in question.

What is cut (copy) and paste?

Select (or Highlight) material to be copied by using left mouse button and drag over sentence or paragraph.

Click Edit then click Copy (or click right mouse button and click copy).

Open New Document (either Write New E-Mail or New Document in Word Processing Program).

Click Edit then click Paste (or click right mouse button and click paste).

How do I change fonts and colors?

Left click on Format, left click on Font. Choose the particular font and size and color. You can also use the shortcut icon on your toolbar. A