

Introduction

The only thing standing between you and your writing is your word processor. Yeah, I know: It's supposed to be helpful. Well, it tries. Computers can do only so much. But you, as a smart person, are capable of so much more. I'm guessing that's why you opened this book.

Welcome to *Word 2016 For Dummies*, which removes the pain from using Microsoft's latest, greatest, most confusing word-processing software ever! This book is your friendly, informative, and entertaining guide to the routine of processing words that is Word 2016.

Be warned: I'm not out to make you love Word. This book won't make you enjoy the program. Use it, yes. Tolerate it, of course. The only promise I'm offering is to ease the pain that most people feel from using Microsoft Word. Along the way, I kick Word in the butt, and I hope you enjoy reading about it.

About This Book

I don't intend for you to read this book from cover to cover. It's not a novel, and if it were, it would be a political space opera with an antihero and a princess fighting elected officials who are in cahoots with a galactic urban renewal development corporation. The ending would be extremely satisfying.

This book is a reference. Each chapter covers a specific topic or task you can accomplish by using Word 2016. Within each chapter, you find self-contained sections, each of which describes how to perform a specific task or get something done. Sample topics you encounter in this book include

- ✓ Moving a block
- ✓ Checking your spelling
- ✓ Saving your stuff!
- ✓ Text-formatting techniques
- ✓ Working with tables in Word
- ✓ Plopping down a picture
- ✓ Mail merge, ho!

I give you no keys to memorize, no secret codes, no tricks, no presentations to sleep through, and no wall charts. Instead, each section explains a topic as though it's the first thing you read in this book. Nothing is assumed, and everything is cross-referenced. Technical terms and topics, when they come up, are neatly shoved to the side, where you can easily avoid reading them. The idea here isn't for you to master anything. This book's philosophy is to help you look it up, figure it out, and get back to work.

How to Use This Book

You hold in your hands an active book. The topics between this book's yellow-and-black covers are all geared toward getting things done in Word 2016. All you need to do is find the topic that interests you and then read.

Word uses the mouse and keyboard to get things done, but mostly the keyboard.

I use the word *click* to describe the action of clicking the mouse's main (left) button.

This is a keyboard shortcut: Ctrl+P. Press and hold down the Ctrl (Control) key and type the letter *P*, just as you

would press Shift+P to create a capital *P*.

Sometimes, you must press more than two keys at the same time, such as Ctrl+Shift+T. Press Ctrl and Shift together and then press the T key. Release all three keys.

Commands in Word 2016 exist as *command buttons* on the Ribbon interface. I may refer to the tab, the command group, and then the button itself to help you locate that command button.

Menu commands are listed like this: Table ⇒ Insert Table. This direction tells you to click the Table command button and then choose the Insert Table item from the menu that appears.



Some of Word's key commands are kept on the File screen. To access that screen, click the File tab on the Ribbon. To return to your document, click the Back button, found in the upper-left corner of the File screen and shown in the margin. Or you can press the Esc key.

When I describe a message or something else you see onscreen, it looks like this:

Why should I bother to love Evelyn when robots will eventually destroy the human race?

If you need further help in operating your computer, I can recommend my book *PCs For Dummies*, 13th Edition (Wiley). It contains lots of useful information to supplement what you find in this book.

Foolish Assumptions

Although this book was written with the beginner in mind, I still make a few assumptions. Foremost, I assume that you're a human being, though you might also be an

alien from another planet. If so, welcome to Earth. When you conquer our planet, please do Idaho last. Thanks.

Another foolish assumption I make is that you use Windows as the computer's operating system. It could be Windows 7, Windows 8, or Windows 10. Windows 9 is not covered in this book. Differences between Windows versions are trivial as far as Word is considered, but do keep in mind that this book isn't about Windows.

Your word processor is Microsoft Word 2016. It is *not* Microsoft Works. It is not an earlier version of Word. It is not WordPerfect. It is not a version of Word that runs on a Macintosh.

Throughout this book, I use the term *Word* to refer to the Microsoft Word program. The program may also be called Word 2016 or even Microsoft Office Word 2016. It's all Word as far as this book is concerned. Word 2016 is part of the Microsoft Office 2016 suite of programs. This book doesn't cover any other part of Microsoft Office, though I mention Excel and Outlook wherever they encroach on Word's turf.

What's Not Here

Word is one heck of a program. Covering the entire thing would fill a book several thousand pages long. (I kid you not.) My approach in this book is to cover as much basic word processing as possible. For that reason, some advanced features got pushed off the table of contents.

I give you some information about macros, though it's super slim. Covering macros without a technical description is difficult. If the publisher ever lets me increase this book's size to more than 408 pages, I'd be happy to add a macro chapter; the publisher's address is

in this book's front matter, in case you want to lobby on my behalf.

Some of Word's more esoteric features are touched on lightly here. For example, I could spend about 70 pages detailing what can be done with graphics in Word, but I limit myself to only a dozen pages.

Finally, this book doesn't cover using Word to make a blog post or create a web page or how to use Word as your email program. Word does these things, but I consider this a word-processing book rather than a Word-does-everything book.

Icons Used in This Book



This icon flags useful, helpful tips or shortcuts.



This icon marks a friendly reminder to do something.



This icon marks a friendly reminder *not* to do something.



This icon alerts you to overly nerdy information and technical discussions of the topic at hand. The information is optional reading, but it may enhance your reputation at cocktail parties if you repeat it.

Where to Go from Here

Start reading! Observe the table of contents and find something that interests you. Or look up your puzzle in the index.

Read! Write! Let your brilliance shine!

My email address is dgookin@wambooli.com. Yes, that's my real address. I reply to all email I receive, and you'll get a quick reply if you keep your question short and specific to this book or to Word itself. Although I enjoy saying "Hi," I cannot answer technical support questions or help you troubleshoot your computer. Thanks for understanding.

You can also visit my web page for more information or as a diversion: www.wambooli.com. This book's specific support page can be found at www.wambooli.com/help/word. I place errata and updates on that page, as well as write frequent blog posts with Word information, tips, and tricks.

The publisher also maintains a support page, complete with updates and such. You can visit their site here: www.dummies.com/go/word2016fdupdates. This book's online cheat sheet can be located here: www.dummies.com/cheatsheet/word2016. And the web extras mentioned in each chapter's introduction are hidden on this page: www.dummies.com/extras/word2016.

Enjoy this book. And enjoy Word. Or at least tolerate it.

Part I

Your Introduction to Word



Visit www.dummies.com for great Dummies content online.

In this part ...

- ✓ Learn how to start Word 2016 and decipher the Word screen.
- ✓ Familiarize yourself with how to quit and minimize Word 2016.
- ✓ Get to know the PC keyboard and the touchscreen.
- ✓ Learn how to read the status bar and discover secret symbols representing special characters in your text.

Chapter 1

Hello, Word!

In This Chapter

- ▶ Starting Word
 - ▶ Deciphering the Word screen
 - ▶ Understanding the Ribbon
 - ▶ Zooming in and out
 - ▶ Quitting Word
 - ▶ Minimizing Word
-

Life would be easier if you used a pencil to write text. You could grab a copy of *Pencils For Dummies* and be on your way. That book is far thinner than this one and has more illustrations, which some people find enriching. Your ambitions are most likely higher, which is why you've chosen, or had the choice thrust upon you, to use Microsoft Word as your text composition tool. That's a good decision, but Word remains a far, far more complex tool for composing text than a wooden cylinder filled with graphite.

Start Your Word Day

As computer software, Microsoft Word dwells in the realm of Windows. To get work done in Word, you must contend with the multitudinous ways available in Windows to run the Word program. These methods can vary from the obvious to the obnoxiously cryptic, so

instead I present you with the three most common ways to start your Word day.

- ✓ Before you can use Word, your computer must be on and ready to work. So turn on your PC, laptop, or tablet if it's not already on and toasty. Log into Windows.
- ✓ Do not attempt to make toast in your computer.



- ✓ Ensure that you sport a proper posture as you write. Your wrists should be even with your elbows. Your head should tilt down only slightly, although it's best to look straight ahead. Keep your shoulders back and relaxed. Have a minion gently massage your feet.

Starting Word the traditional way

Propriety demands that I show the traditional, boring way to start Word. Let me be quick:

1. Press the Windows key on the keyboard.

The Windows key is adorned with the Windows logo icon, which I won't illustrate here because it's changed over the years. The key is nestled between the Ctrl and Alt keys to the left of the spacebar. A duplicate is found on the right side of the spacebar. Use either key.

2. Look for Microsoft Word on the Start menu.

The item might be titled Word or Word 2016 or something similar.

If you don't find Word right away in Windows 10, click the All Apps button to hunt it down. In Windows 7, click the All Programs button.

Sometimes Word is found on a Microsoft Office or Office 2016 submenu.

3. Click the Word icon or button to start the program.

Watch in amazement as the program unfurls on the screen.

Starting Word the best way

The *best* way to start Word, and the way I do it every day, is to click the Word icon on the taskbar. Word starts simply and quickly.

The issue, of course, is how to get the Word icon on the taskbar. Follow these steps:

1. Find the Word icon on the Start button's All Programs menu.

See the preceding section, Steps 1 and 2.

2. Right-click the Word icon.

3. Choose the command Pin to Taskbar.

The Word icon is *pinned* (permanently added) to the taskbar.

Starting Word in Windows 8 (for the few who still use Windows 8)

One of the reasons Windows 8 was so aggressively unpopular was that it eschewed the traditional Start button menu for a tile-based Start screen. If you're still burdened with Windows 8, or you run Windows 10 in Tablet mode, start Word by pressing the Windows key on the keyboard and then clicking the Word 2016 tile on the Start screen.

You can stick the Word icon to the taskbar, as described in this chapter: Click the Word tile on the Start screen and then choose the command Pin to Taskbar. (The Pin to Taskbar command is at the bottom of the screen.)

Opening a document to start Word

You use the Word program to create *documents*, which are stored on your computer in much the same way as people pile junk into boxes and store them in their garages. To start Word, open a document. Follow these steps:

1. Locate the document icon.



Use your Windows kung fu to open the proper folders and hunt down a Word document icon, similar to what's shown in the margin.

2. Double-click the icon.

This step is a standard Word operation: Double-click an icon to open a program. In this case, opening a Word document starts Word.

The document is opened and presented on the screen, ready for whatever.

- ✓ You use Word to create documents. They're saved to storage on your computer or in the cloud. Details are offered in [Chapter 8](#).
- ✓ The document name is assigned when it's originally saved. Use the name to determine the document's contents — providing that it was properly named when first saved.
- ✓ Document icons are managed by Windows. If you need to find a lost document, rename it, or organize your documents into a folder, you use Windows, not Word.

Behold the Word Program

Like all programs in Windows, Word offers its visage in a program window. It's the place where you get your word-processing work done.

Working the Word Start screen

After starting Word, the first thing you may see is something called the Word Start screen, as shown in [Figure 1-1](#). It's friendlier than that ominous empty page that's intimidated writers since the dawn of paper. (The blank page comes later.)

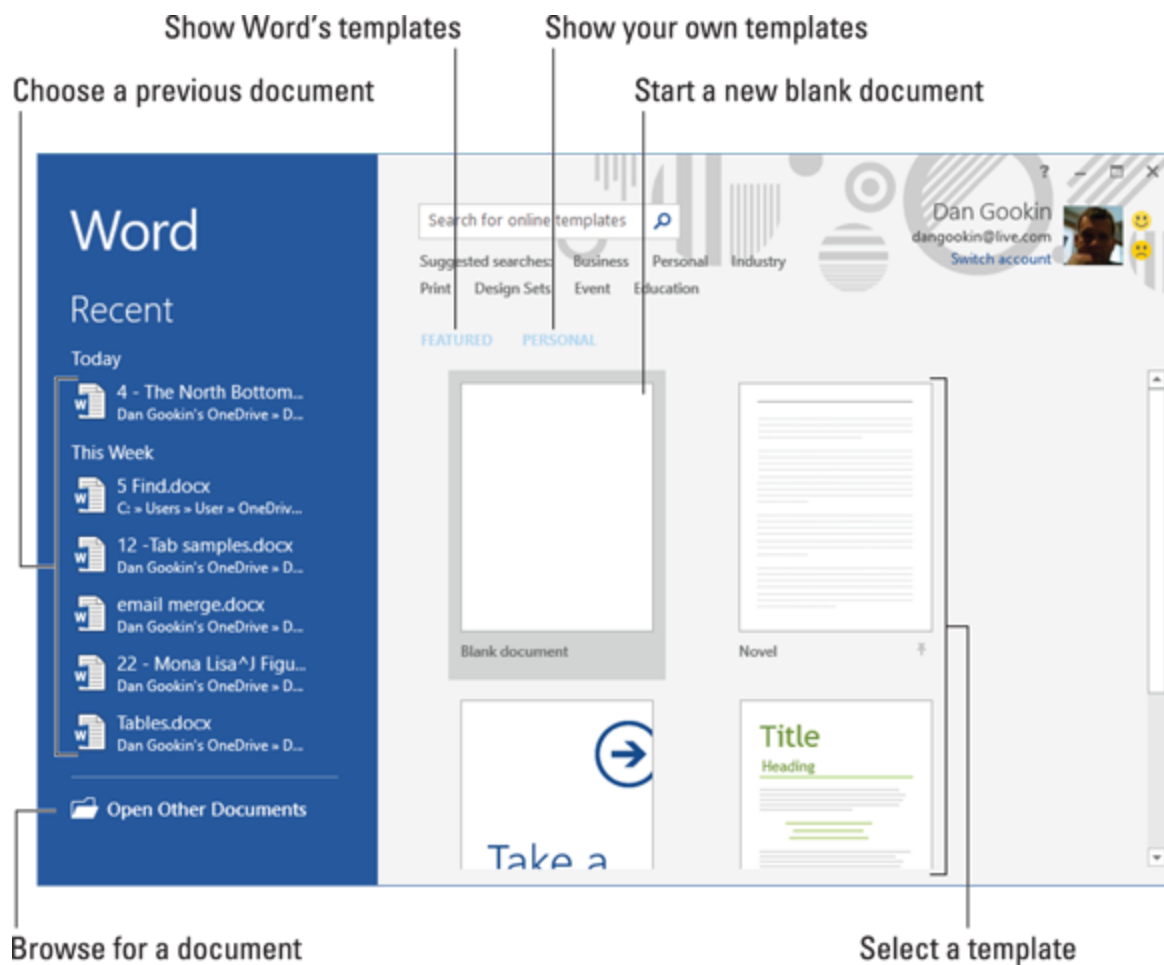


Figure 1-1: The Word Start screen.

You can use the Start screen to open a previously opened document, start a new document based on a template, or start with a blank document.

Previously opened documents are listed on the left side of the window, as illustrated in [Figure 1-1](#). Word's templates are found under the heading **Featured**. Templates you've created appear under the **Personal** link. Click a template thumbnail to create a new document based on that template.

To start on a blank document, click the **Blank Document** template. Then you see the ominous empty page, which I wrote about earlier.

Once you've made your choice, Word is ready for you to start writing. Word is also equally content if you just stare at the screen and await inspiration.

- ✓ The Word Start screen doesn't appear if you start Word by opening a document. See the earlier section, "[Opening a document to start Word](#)."
- ✓ You can also disable the Start screen so that Word starts with a blank document. See [Chapter 33](#).



- ✓ The Word Start screen appears only when you first start Word. It does not appear if you start a new document while the Word program window is already open.

Examining Word's main screen

Writing is scary enough when you first see the blank page. With a computer, that level of terror just isn't good enough. Therefore, Word festoons its program window with all kinds of controls. I recommend that you refer to [Figure 1-2](#) to get an idea of some basic terms. Ignore them at your peril.

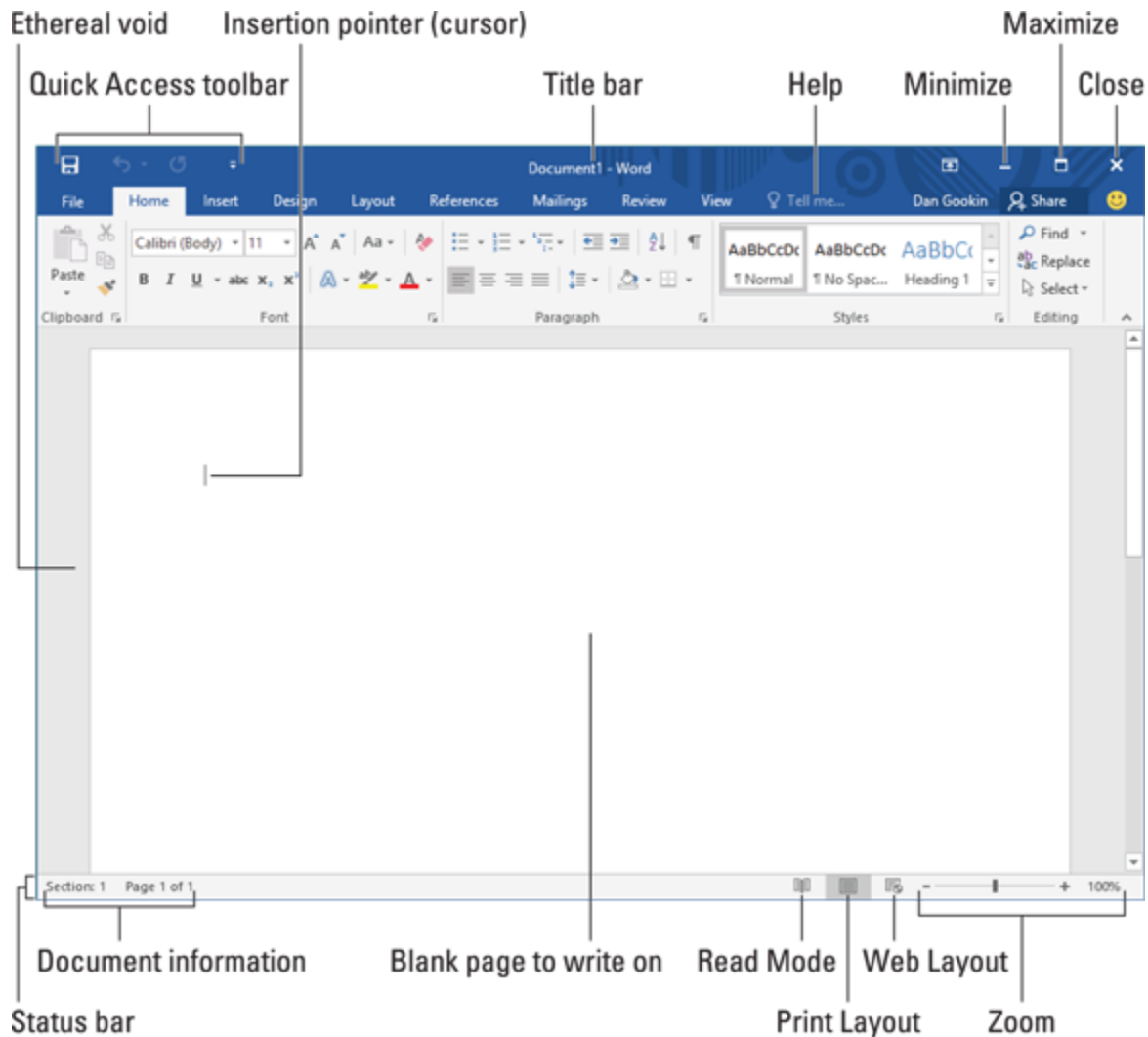


Figure 1-2: Word's visage.

The details of how all the gizmos and whatnot in the Word window work are covered throughout this book. They give you more control over your document, although the basic task of typing text is pretty straightforward. See [Chapter 2](#) to get started.



To get the most from Word's window, adjust the window size: Use the mouse to drag the window's edges outwards. You can also click the window's

Maximize button (refer to [Figure 1-2](#)) to have the window fill the screen.

- ✓ The largest portion of Word's screen is used to compose text. It's blank and white, just like a fresh sheet of paper. If you choose to use a template to start a new document, this area may contain some preset text.

Working the Ribbon

An important part of Word's interface is the Ribbon. It's where a majority of Word's commands dwell and where settings are made. These items appear as buttons, input boxes, and menus.

The Ribbon is divided into tabs, as shown in [Figure 1-3](#). Each tab holds separate groups. Within the groups, you find the command buttons that carry out various word-processing duties.

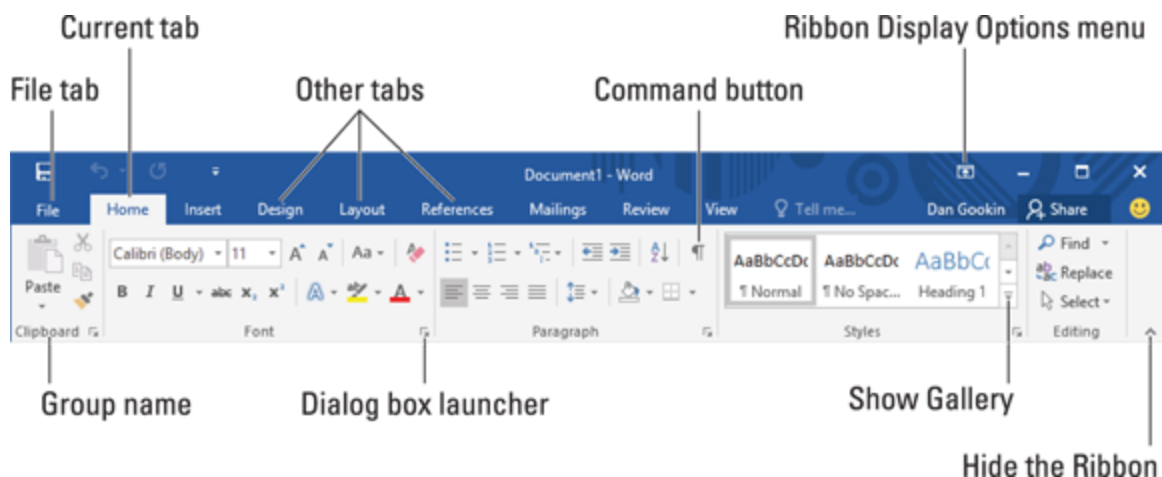




Figure 1-3: The Ribbon.

To use the Ribbon, first click a tab. Then locate the command you need by scanning the group names, and then hunting down the button. Click the button to activate the command or to display a menu from which you can choose a command.

- ✓ Some items on the Ribbon let you input text or values, or make other settings.
- ✓ Galleries on the Ribbon display a smattering of tiles. To see them all, click the Show Gallery button in the lower-right corner of the gallery, as illustrated in [Figure 1-3](#).
- ✓ Use the dialog box launcher icon in the lower-right corner of a group to open a dialog box relevant to the group's function. Not every group features a dialog box launcher.
- ✓ The amazingly frustrating thing about the Ribbon is that it can change. Some tabs may appear and disappear, depending on what you're doing in Word.

- ✓  To ensure that you always see all the command buttons, adjust the program's window as wide as is practical.

- ✓  Clicking the File tab replaces the contents of the Word window with a screen full of commands and other information. To return to the Word window, click the Back button (shown in the margin) or press the Esc key.

Showing and hiding the Ribbon

The good news is that you can hide the Ribbon if it bothers you. That way you see more document and less junk. The bad news is that you might accidentally hide the Ribbon when you don't want to.

To control the Ribbon, use the Ribbon Display Options menu, located in the upper-right part of the Word

window and illustrated in [Figure 1-3](#). Choose an item to determine how to display the Ribbon. Your choices are

Auto-Hide Ribbon: The most annoying choice, the Ribbon appears only when you hover the insertion pointer near the top of the document.

Show Tabs: With this choice, only the Ribbon's tabs appear. Click a tab to summon the rest of the Ribbon.

Show Tabs and Commands: This option shows the entire Ribbon — tabs and commands — as illustrated in [Figures 1-2](#) and [1-3](#).

To temporarily hide the Ribbon, click the Hide the Ribbon button, labeled in [Figure 1-3](#). To bring back the Ribbon, click a tab and then at the spot where the Hide the Ribbon button appears. Click the pushpin icon to make the Ribbon stick.



I recommend that you keep the Ribbon visible as you discover the wonders of Word.

Changing the document view

Just to keep you on your toes, Word offers multiple ways to view your document. The blank area where you write, which should be full of text by now, can be altered to present information in a different way. Why would you want to do that? You don't! But it helps to know the different ways so that you can change them back.

The standard way to view a document is called Print Layout view. It's the view shown in this book and it's how Word normally starts. A virtual page appears on the screen, with four sides and text in the middle. What you see on the screen is pretty much what you'll see in the

final results, whether printed or published as an electronic document.

The other views are

Read Mode: Use this view to read a document like an eBook. The Ribbon and pretty much the rest of Word is hidden while in Read mode.

Web Layout: This view presents your document as a web page. It's available should you undertake the dreadful possibility of using Word as a web page editor.

Outline: This mode helps you organize your thoughts, as covered in [Chapter 25](#).

Draft: The Draft view presents only basic text, not all the formatting and fancy features such as graphics.

To switch between Read Mode, Print Layout, and Web Layout views, click one of the View buttons, found in the lower-right corner of the Word program window (refer to [Figure 1-2](#)).

To get to Outline and Draft views, as well as to see all View modes in one location, click the Views tab and choose a command button from the Views group.

Making text larger or smaller

When the information in Word's window just isn't big enough, don't enlarge the font! Instead, whip out the equivalent of a digital magnifying glass, the Zoom command. It helps you enlarge or reduce your document, making it easier to see or giving you the Big Picture look.

Several methods are available to zoom text in Word. The most obvious is to use the Zoom control found in the lower-right corner of the Word window on the status bar. Adjust the slider right or left to make the text larger or smaller, respectively.

To make the text appear on screen as close to actual size as possible, click the 100% button on the status bar.



✓ Zooming doesn't affect how a document prints — only how it looks on the screen.

✓ For more specific zoom control, click the View tab and use the commands found in the Zoom group.



✓ If the mouse has a wheel button, you can zoom by pressing the Ctrl key on your keyboard and rolling the wheel up or down. Rolling up zooms in; rolling down zooms out.

Cajoling Word to help you

Like most Windows programs, a Help system is available in Word. You can summon it by pressing the F1 key, which displays the Word Help window. There you can type a topic, a command name, or even a question in the box to search for help.

The F1 key also works any time you're deep in the bowels of Word and doing something specific. The Help information that's displayed tends to be specific to whatever you're doing in Word. Little buttons that look like question marks also summon Word Help.

In the age of Google, Word also offers a Tell Me help box on the Ribbon, as illustrated in [Figure 1-2](#). Type a topic or question in the box and press the Enter key to see a quick list of commands or suggestions, or to obtain online help.

End Your Word-Processing Day

It's the pinnacle of etiquette to know when and how to excuse oneself. For example, the phrase “Well, I must be off,” works a lot better than growling, “Something more interesting must be happening anywhere else” — especially at Thanksgiving. The good news for Word is that’s completely acceptable to quit the program without hurting its feelings.

Quitting Word

When you've finished word processing and you don't expect to return to it anytime soon, you quit the Word program. Click the X button in the upper-right corner of the Word program window (refer to [Figure 1-2](#)).

The catch? You have to close each and every Word document window that’s open before you can proclaim that you’ve completely quit Word.

The other catch? Word won’t quit during that shameful circumstance when you have unsaved documents. If so, you’re prompted to save the document, as shown in [Figure 1-4](#). My advice is to click the Save button to save your work; refer to [Chapter 8](#) for specifics on saving documents.

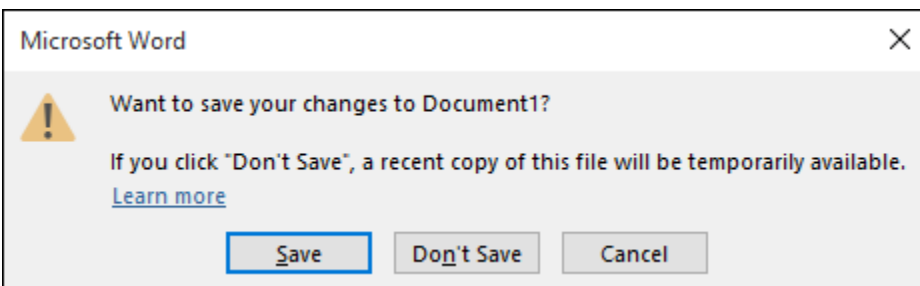


Figure 1-4: Better click that Save button!

If you click the Don't Save button, your work isn't saved and Word quits. If you click the Cancel button, Word doesn't quit and you can continue working.

- ✓ You don't have to quit Word just to start editing another document. Refer to the next couple of sections for helpful, timesaving information.
- ✓ After quitting Word, you can continue to use Windows by starting any other program, such as Spider Solitaire or perhaps something more relaxing, like *Call of Duty*.

Closing a document without quitting Word

You don't always have to quit Word. For example, if you're merely stopping work on one document to work on another, quitting Word is a waste of time. Instead, you can *close* the document.

To close a document in Word and not quit, follow these steps:

- 1. Click the File tab.**

The File screen appears. Commands line the left side of the screen, as shown in [Figure 1-5](#).

- 2. Choose the Close command.**

- 3. Save the document, if you're prompted to do so.**

The shame! Always save before closing. Tsk-tsk.

Commands

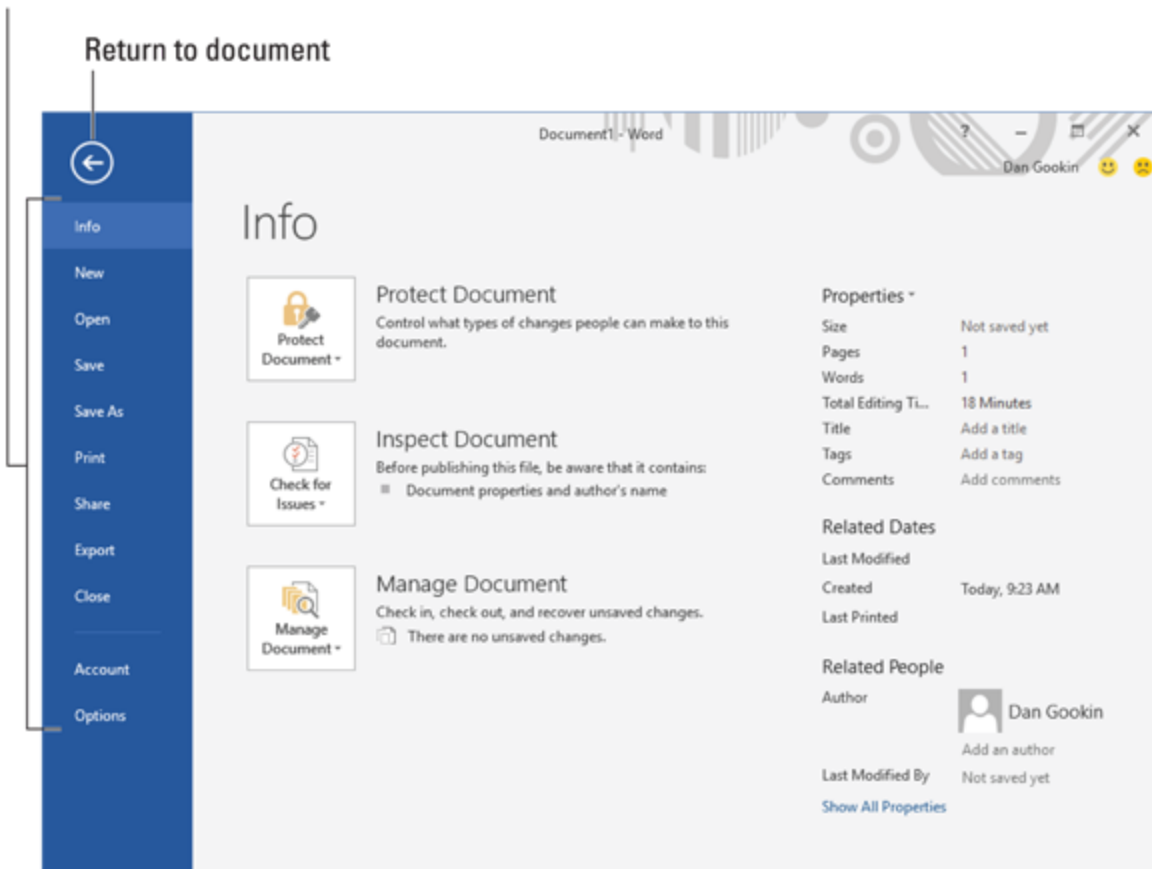


Figure 1-5: The File tab screen.

After it's closed, you return to the main Word window, although a document isn't shown and many of the command buttons are dimmed (unavailable). At this point, you can start working on a new document or open a document you previously saved.

Bottom line: There's no point in quitting Word when all you want to do is start editing a new document.



There's no urgency to close a document. I keep mine open all day, even when I go off to do something un-work related like play a game or see who's being obnoxious on Facebook. To return to your document at any time, click its button on the Windows taskbar.

- ✓ The keyboard shortcut for the Close command is Ctrl+W. This command may seem weird, but it's used to close documents in many programs.



- ✓ To swiftly start a new, blank document in Word, press Ctrl+N.

Setting Word aside

Don't quit Word if you know that you will use it again soon. In fact, I've been known to keep Word open and running on my computer for *weeks* at a time. The secret is to use the Minimize button, found in the upper-right corner of the screen (refer to [Figure 1-2](#)).

Clicking the Minimize button shrinks the Word window to a button on the taskbar. With the Word window out of the way, you can do other things with your computer. Then when you're ready to word-process again, click the Word button on the taskbar to restore the Word window to the screen.

Chapter 2

The Typing Chapter

In This Chapter

- ▶ Knowing the keyboard and mouse
 - ▶ Using the spacebar
 - ▶ Using the Enter key
 - ▶ Observing the status bar
 - ▶ Minding the space between pages
 - ▶ Showing and hiding hidden characters
 - ▶ Dealing with weird underlines
-

Word processing is about using a keyboard. It's typing. That's the way computers were used for years, long before the mouse and all the fancy graphics became popular. Yep — ask a grizzled old-timer and you'll hear tales of ugly text screens and keyboard commands that would tie your fingers in knots. Though things today aren't that bad, I highly recommend that you bone up on your keyboard skills to get the most from your word-processing duties.

Input Devices Galore

When you process words, you're typing: clickity-clack-clack. You use your fingers and one thumb to manipulate the computer keyboard. It's an important part of getting text on a page, but also important is the mouse. No, you don't type with the mouse, but you'll do some pointing and clicking in addition to clickity-clack-clacking.

Using the PC keyboard

I'm sure you can easily recognize a computer keyboard, but do you know the official terms that refer to its various keys?

Relax: No one does.

Rather than look at all 100+ keys as a marauding hoard, consider how the keys are clustered into groups, as illustrated in [Figure 2-1](#). To best use Word and understand how the keyboard is referenced in this book, it helps to know the general keyboard areas illustrated in the figure.

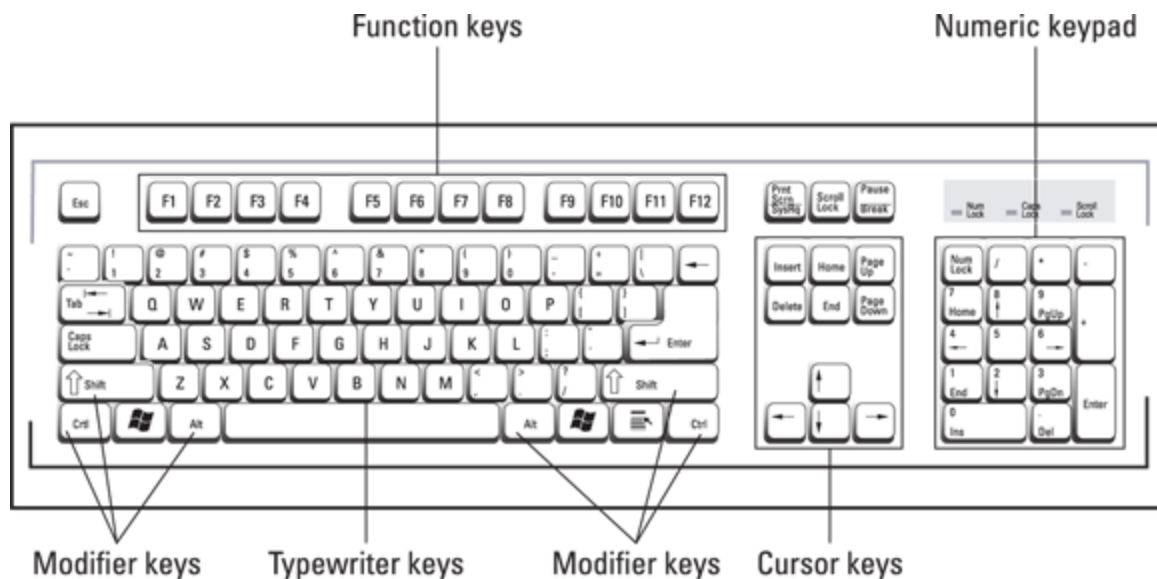


Figure 2-1: A typical PC keyboard.

Of all the keys, a few play important roles in the word-processing task. They are

Enter: Marked with the word *Enter* and sometimes a cryptic, bent-arrow thing, this key is used to end a paragraph of text. See the later section, "[Pressing the Enter key.](#)"

Spacebar: The only key with no symbol, it inserts a space between words and sentences. Yes, just one

space. See the later section, “[Whacking the spacebar.](#)”

Tab: This key inserts the tab character, which shoves the next text you type over to the next tab stop. Using this key properly is an art form. [Chapter 12](#) is dedicated to its use.

Backspace and Delete: Use these keys to back up and erase text. Yes, erasing text isn’t a job always left to the editor. Read more about these keys in [Chapter 4](#).

Every character key you press on the keyboard produces a character on the screen, on the blank part where you write. Typing those character keys over and over is how you write text on a word processor.

- ✓ A laptop keyboard’s layout is different from the desktop keyboard layout shown in [Figure 2-1](#). Primarily, laptop keyboards lack a numeric keypad. The cursor keys are clustered tight around the typewriter keys in unusual and creative patterns. The function keys might be accessed by pressing special key combinations.
- ✓ Keys on the numeric keypad can be number keys or cursor keys. The split personality is evident on each key cap, which displays two symbols. When the Num Lock key’s lamp is on, the keys generate numbers. When the lamp is off, the keys serve as duplicate cursor keys.
- ✓ Cursor keys control the cursor, which is officially known as the *insertion pointer* in Microsoft Word. The cursor keys include the four arrow keys (up, down, left, right), and also the keys Home, End, PgUp (or Page Up), PgDn (or Page Down), Insert, and Delete.
- ✓ Ctrl is pronounced “control.” It’s the control key.

- ✓ The Delete key may also be labeled Del on the keyboard.
- ✓ The modifier keys, Shift, Ctrl, and Alt, work in combination with other keys.

Understanding the mouse pointer

Though word processing is a keyboard thing, you will eventually lift your hand from the keyboard to fondle the computer mouse. The mouse is used to choose commands, move around the document, and select text. Specific information on these tasks is found throughout this book. For now, it helps to understand how the mouse pointer changes its look as you work in Word:



For editing text, the mouse pointer becomes the I-beam.



For choosing items, the standard 11 o'clock mouse pointer is used.



For selecting lines of text, a 1 o'clock mouse pointer is used.

The mouse pointer may change its appearance when *click-and-type* mode is active: Teensy lines appear to the left, right, and below the I-beam mouse pointer. Refer to [Chapter 32](#) for information on click-and-type.



When you point the mouse at a command button or any icon on the Word screen, you see a pop-up information bubble. The text in the bubble describes the command and perhaps offers information on how the command is used.

Keyboard Dos and Don'ts

You don't need to know how to type to use a word processor. And if you don't know how to type, see the nearby sidebar, "[Do I need to learn to type?](#)," although I can tell you that the answer is "Yes." It also helps to know a few typing dos and don'ts that are particular to word processing.



"Do I need to learn to type?"

No one needs to learn to type to use a word processor, but you do yourself a favor when you learn. My advice is to get a computer program that teaches you to type. I can recommend the *Mavis Beacon Teaches Typing* program, even though I don't get any money from her and none of her children resemble me. I just like the name Mavis, I suppose.

Knowing how to type makes the word-processing chore a wee bit more enjoyable.

Following the insertion pointer

Text you compose in Word appears at the *insertion pointer's* location. The insertion pointer looks like a flashing vertical bar:

|

Characters appear *before* the insertion pointer, one at a time. After a character appears, the insertion pointer hops to the right, making room for more text.

- ✓ The insertion pointer moves as you type, but its location can be set to any location in the document. [Chapter 3](#) covers moving the insertion pointer around in more detail.



- ✓ Some documentation refers to the insertion pointer as a cursor. The mouse pointer might also be referred to as a cursor. For clarity, this book refers to the insertion pointer and mouse pointer without ever using the term *cursor*.

Whacking the spacebar

Pressing the spacebar inserts a *space character* into the text. Spaces are important between words and sentences. Without them reading would be difficult.



- The most important thing to remember about the spacebar is that you need to whack it only once when word processing. Only *one* space needs to appear between words and after punctuation. That's it!
- ✓ I'm serious! Back in the dark ages, typing instructors directed students to use two spaces between sentences. That extra space was necessary for readability because typewriters used monospaced characters. On a computer, however, the extra space does nothing and potentially leads to formatting woes down the road.