

PC SIMPLICITY!

SIMPLE WORD 2003: Getting Started

How to create, design and modify a document by word processing.

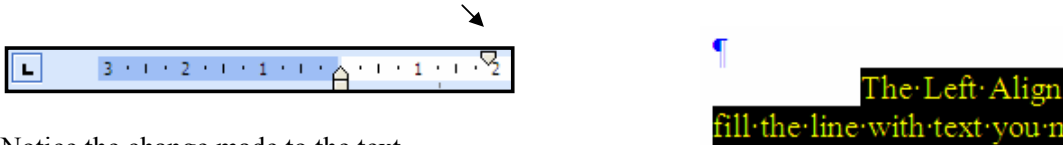
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Step 5. Move the First Line Indent marker in to the 2 cm mark on the ruler.

FIRST LINE INDENT

- a. Position the mouse pointer on the **top triangle** (the First Line Indent marker)
- b. Click-drag the **First Line Indent** marker to the **2 cm mark** on the ruler



Notice the change made to the text.

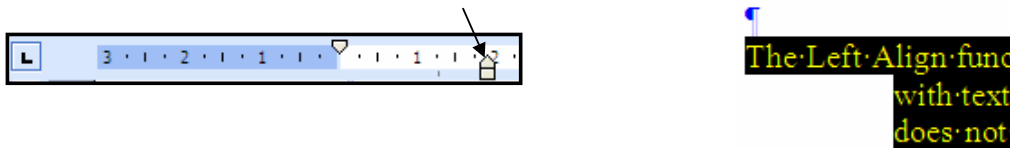
Step 6. Move the First Line Indent back to the left. (Click-drag the First Line Indent marker back to the Hanging Indent marker (bottom triangle))

If you make a mistake activate the Undo function. (Click on the Undo icon)

Step 7. Move the Hanging Indent marker in to the 2 cm mark on the ruler.

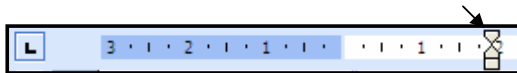
HANGING INDENT

- a. Position the mouse pointer on the **bottom triangle** (not the square) (the Hanging Indent marker)
- b. Click-drag the **Hanging Indent** marker to the **2 cm mark** on the ruler



Notice the change made to the text.

Step 8. Leave the Hanging Indent marker on the 2 cm mark on the ruler and move the First Line Indent marker also in to the 2 cm mark on the ruler, thus making the Left Indent.

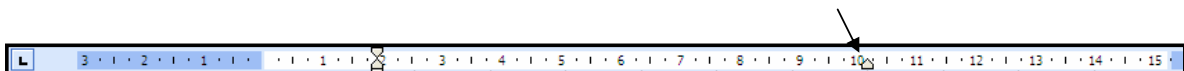


Notice the change made to the text.

Step 9. Move the Right Indent marker in to the 10cm mark on the ruler.

RIGHT INDENT

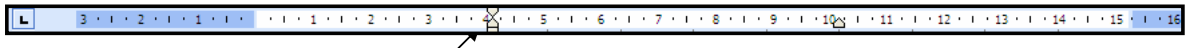
- a. Position the mouse pointer on the **bottom triangle** located at the **right end** of the ruler
- b. Click-drag the **Right Indent** marker to the **10 cm mark** on the ruler, notice the change to the text



Step 10. Move both the Left Indent (First Line and Hanging Indent markers together) into the 4 cm mark.

MOVING THE LEFT INDENT

- a. Position the mouse pointer on the **square** located at the bottom of the Hanging Indent marker
- b. Click-drag the **Left Indent** marker to the **4 cm mark** on the ruler
- * Both the First Line Indent and the Hanging Indent marks should move together for the Left Indent to be successfully



Step 11. Whilst the text is still selected set the Font Size to 14.

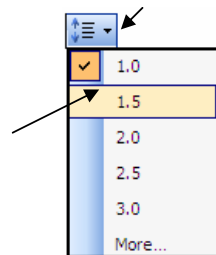
Notice that the text fits neatly between the left and right indents, it only adjusts neatly because the AutoWrap feature was applied. If the Enter key had been pressed at the end of a line a problem will occur when changing the text sizes or the indents/margins, generally it will cause big gaps in your work.

Step 12. Set the Zoom to Whole Page. (Click on the Zoom scroll bar, click on Whole Page)

Step 13. Whilst the text is still selected, increase the Line Spacing to 1.5.

LINE SPACING

- a. Click on the **Line Spacing icon scroll bar** located on the Formatting toolbar
- b. Click on the **1.5 option**
- * Notice the gap between the lines has increased



Step 14. Cancel the Select function.

Step 15. Undo the last function which was to apply a 1.5 spacing to the selected text. (Click on the Undo icon)

Step 16. Redo the last function that you just undid which was to remove the 1.5 spacing.

REDO

- a. Click on the **Redo icon** located on the Standard toolbar



Step 17. Set the Zoom to Page Width. (Click on the Zoom scroll bar, click on Page Width)

Step 18. Move to the top of the document (Ctrl+Home) and delete the empty lines between the top three sentences. (Click in front of the Return character and press the Delete key)

