

Word Processing and Keyboarding *an introduction*



St. Albert Public Library
Cultivating Community

Learning Objective

- By the end of this session the student will have correctly applied basic editing and style options to text in a Microsoft Word Document.

Today's Class

- Introduction to Word Processing using Microsoft Word
- Online Typing Tutorials
- Online Word Processing Tutorials
- Word Hands On
- Fast, Fun, Facts!

Typing Tutorial

Librarian approved!

□ <http://www.typingweb.com/tutor/>

Word Processing Tutorials

www.sapl.ab.ca :

- **Services**

- Online Computer Training

Microsoft Word Help:

- <http://office.microsoft.com/en-ca/word/>
 - Tips, Step-by-Step Instruction, Search Query

Word Processing

- What is **word processing**?
 - The production, storage, and manipulation of text on a word processor.

- What is a **word processor**?
 - A dedicated computer or program for storing, manipulating, and formatting text entered from a keyboard and providing a printout.

What is Microsoft Word

- Word is a commercial word processor designed by Microsoft
- It is the most popular word processing software and is a staple of Microsoft's Office package
- A new version comes out every three years
 - The current version is Word 2010
 - The computers at the library Word 2007.



What can you create with Microsoft Word?

PDF's

Calendars

Greeting Cards

Cover Letters

Advertisements

Research

Journal

Stories

Résumés

Creative Writing

Signs

Business Cards

Poems

Pamphlets

Tables