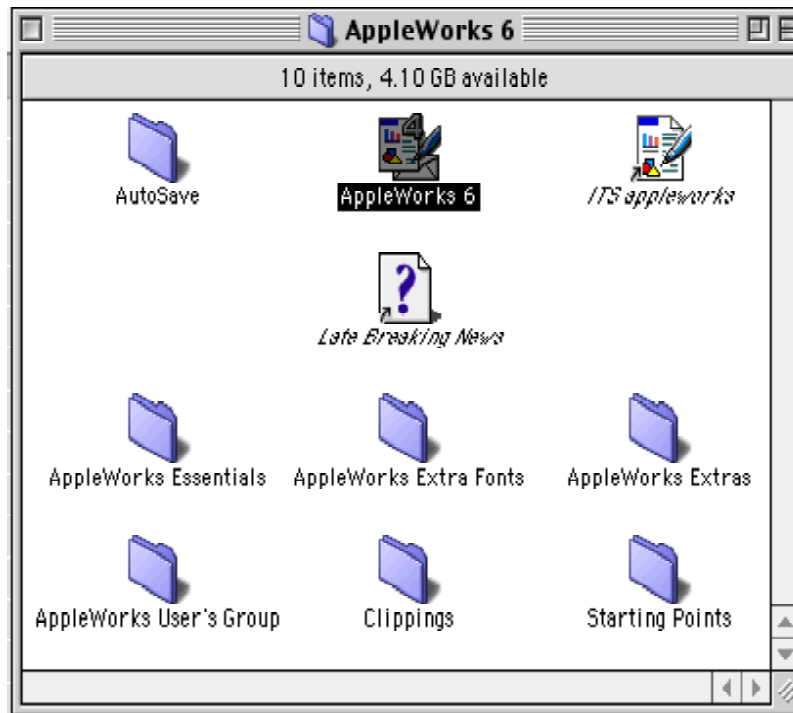


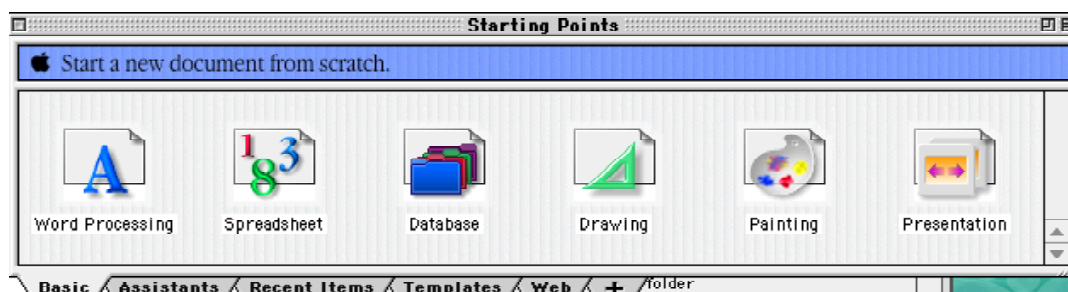
APPLE WORKS TUTORIAL

Opening AppleWorks 6

1. Double click on the AppleWorks 6 icon on desktop

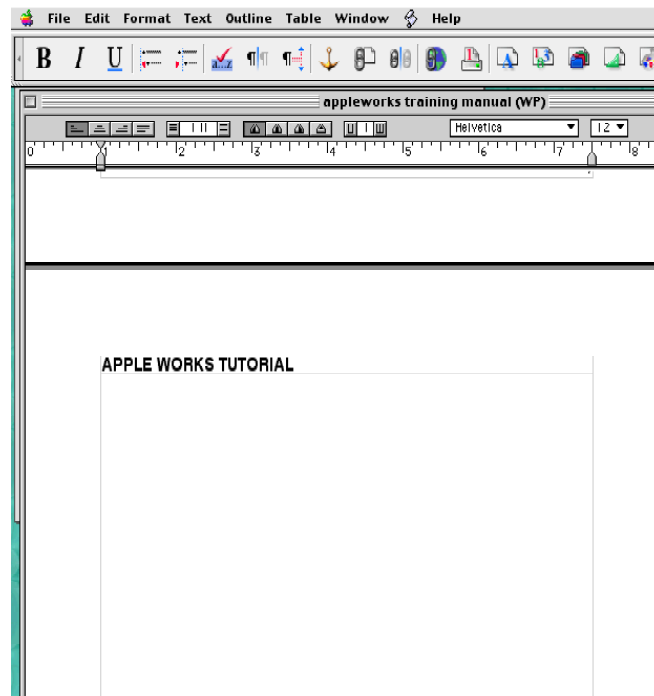


1. Click on Word Processing Icon



Your screen should look similar to this:

APPLE WORKS TUTORIAL



ENTERING TEXT USING WORD WRAP

Word Wrap--When you type the text you are typing and it extends beyond the right margin, it automatically moves to the next line WITHOUT pressing the return key. It is called word wrap because it wraps around to the next line! When you want to start a new paragraph, press return.

DIRECTIONS

Type your First and Last Name and Press return three times
Type a couple sentences about yourself. Press return twice
Type a list of your education (type each line and press return once)
Type a couple more sentences about yourself.

DIRECTIONS

SAVING YOUR WORK

The difference between File Save and File Save As

File Save As will allow you to name your file

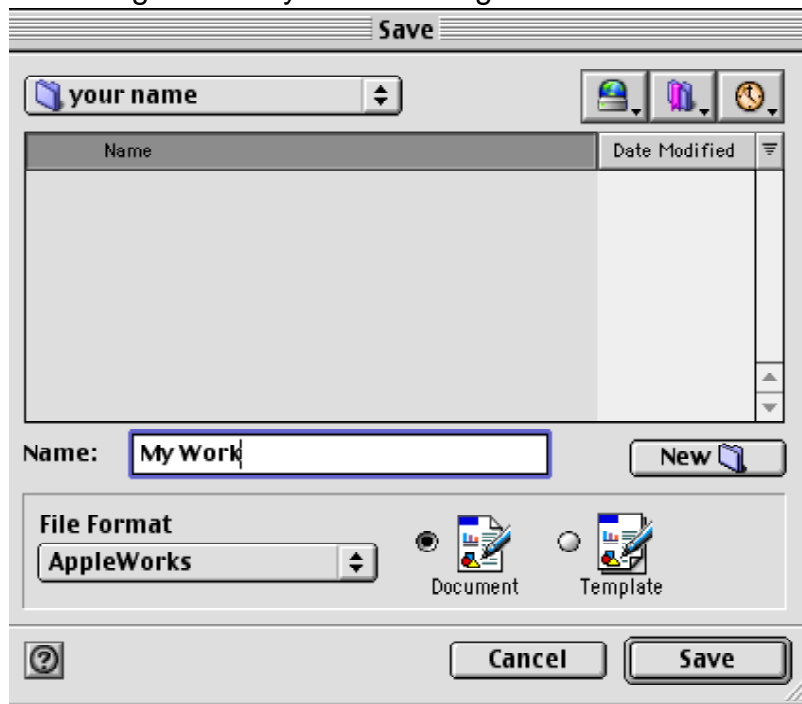
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File Save will save the file as the file name it was previously saved under

So.....if you have not saved the document: choose either File, Save or File Save As.
If you are updating a file you have already saved once: File Save

DIRECTIONS TO SAVE WORK

1. Choose FILE
2. Choose SAVE AS
3. Change so that you are saving to DESKTOP

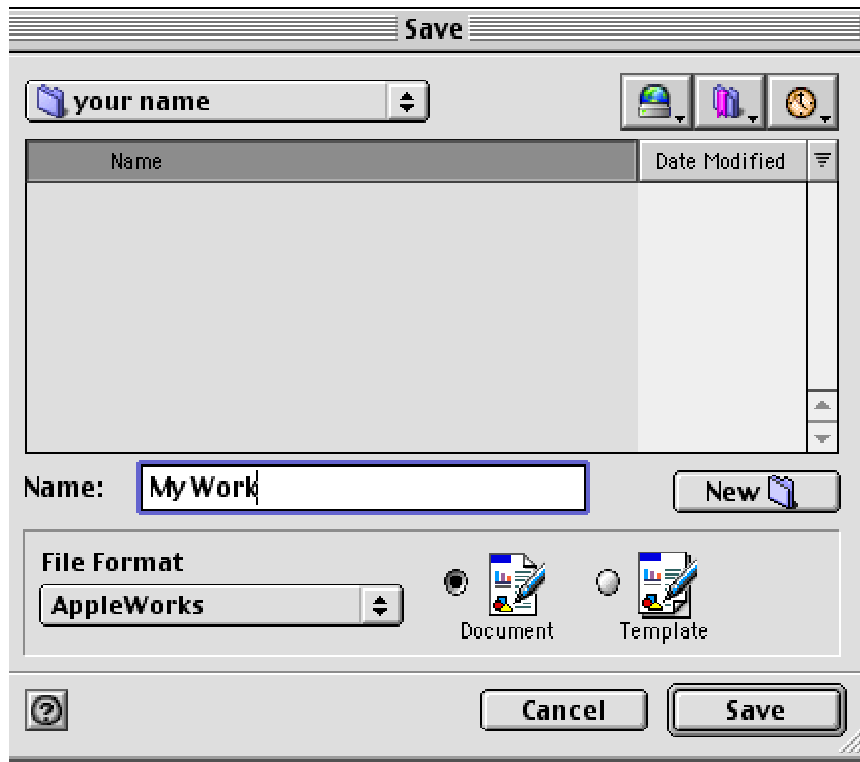


CREATE A NEW FOLDER USING YOUR NAME



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SAVE IT IN YOUR FOLDER --name it My Work



Click on SAVE

OPENING and CLOSING A DOCUMENT

Choose File Close--your document will close--if changes have been made since you last saved your file, it will prompt you to save.

Choose File Open--Your document is located on the desktop in a folder labeled your name and called My Work--click OPEN Your document should reappear!

EDITING TEXT-----CUT, COPY & PASTE

CUT--moves the text to a new place in the document

COPY--makes a copy of the text and places the COPY in a new location

PASTE--allows you to place the CUT or COPIED text to a new location

CLIPBOARD--a temporary storage place in memory--this is where the cut and copied text is stored until it is pasted somewhere new.

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HIGHLIGHT--Selecting a block of text--you must select something before you can cut or paste.

Shortcuts for highlighting--Single click on a letter and drag you mouse over the word to select it; Double Click on a word and it will be selected; Triple Click anywhere in a line to select the entire line.

DIRECTIONS:

Select (Highlight) the first sentence of your document. Copy it and paste it after the period in the first sentence of the document.

EDIT COPY

1. Select the entire first sentence.
2. Click the Edit Menu
3. Click on Copy
4. Click the blank space after the period at the end of your document.
5. Click Edit Menu
6. Click Paste if your sentences have no space between them, click spacebar twice.

DIRECTIONS

Select the list of your education and MOVE it to the end of the document

EDIT CUT

1. Select the entire list of your education
2. Click on Edit
3. Click Cut
4. Move your mouse to the space after the period in the last line of your document. Press enter two times.
5. Click on Edit
6. Click on Paste--you education list should reappear!

SAVE YOUR WORK

Click on FILE SAVE

INSERTING TEXT

Click where you want to insert your new text and begin typing.

DIRECTIONS

Click before the last sentence in the second paragraphs. Press spacebar twice. Type the following sentence: I am learning Apple Works Word Processing today.

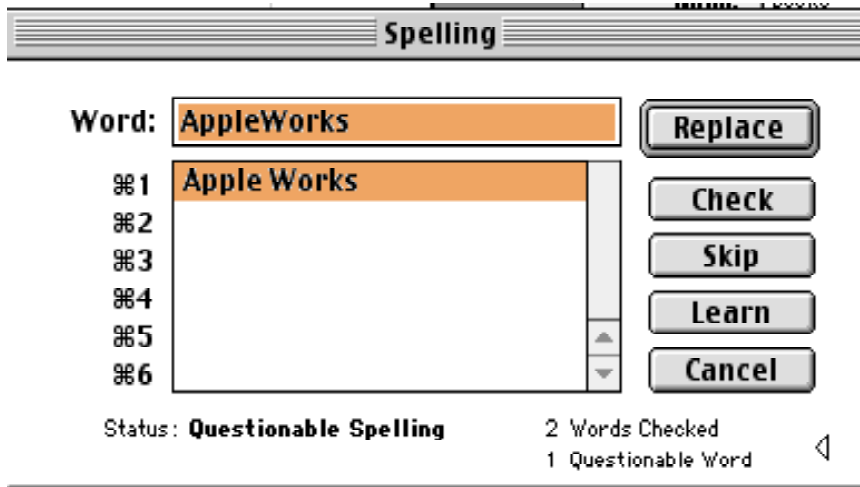
APPLE WORKS TUTORIAL

File Save

SPELL CHECK

Spell check check for incorrect spelling of words in the document.

1. Click at the beginning of your document.
2. Choose EDIT menu
3. Choose WRITING TOOLS...Check Document Spelling
4. The document begins to spell check and when a word is either spelled wrong or is not in the dictionary appears, this dialog box appears:

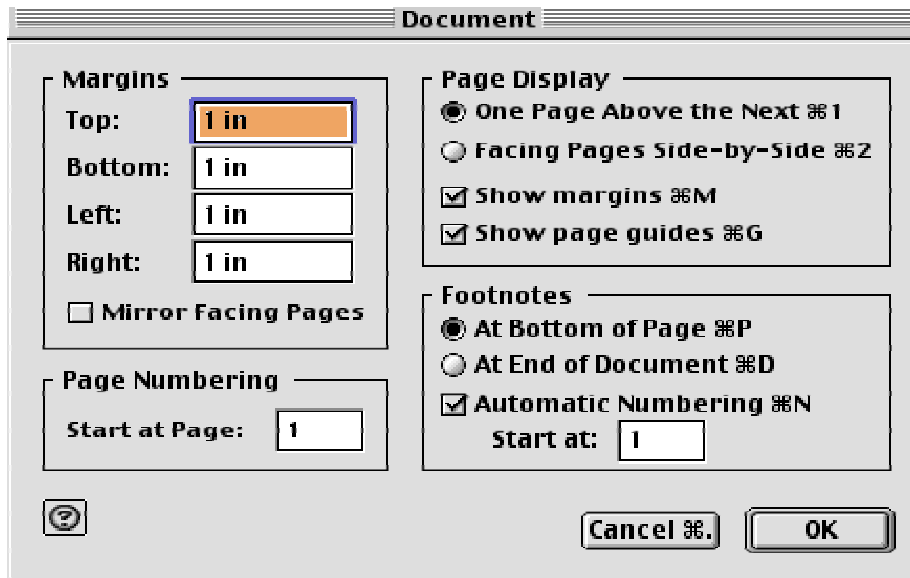


5. Choose either replace, check or skip.
6. When finished, click OK or close.

SETTING MARGINS

Apple Works allows changing of the Top, Bottom, Left and Right margins. These changes will affect every page of your document!

APPLE WORKS TUTORIAL



DIRECTIONS

Change the Top and Bottom Margins to 2 inches and the left and right to 1.5 inches

1. Choose FORMAT menu, Document
2. Click in the TOP box and press 2
3. Click in the BOTTOM box and press 2
4. Click in the LEFT and press 1.5--repeat for RIGHT
5. Press OK

FILE SAVE

CREATING COLUMNS

If you want to change the format of a document in just a PART of the document you must insert a section break. This is handy when creating columns.

APPLE WORKS TUTORIAL

Section 1

Start Section
New Line

Page Numbers
 Continue from Previous Section %N
 Restart Page Number: %R

Headers and Footers
 Continue from Previous Section %O
 Different for this Section %D
 Left & Right are Different %L
 Title Page %T

Columns
Number of Columns: 2
 Variable Width Columns %B
 Mirror on Facing Pages %M

Settings for All Columns
Column Width: 3.17 in
Space Between: 0.17 in

Cancel %., OK

DIRECTIONS

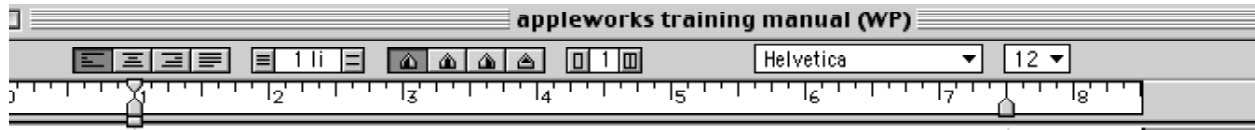
Change the margins of the last paragraph of you document so tthat the text is in columns.

1. Click in the blank line BEFORE the last paragraph
2. Choose Format
3. Insert Section Break--you will see a dim gray line click BELOW this line to divide the text into columns
4. Choose FORMAT
5. Choose SECTION
6. In Column box change the number to 2 and press OK--you document below the line will be in two columns.
7. Remove the cols--Choose FORMAT, Choose SECTION and change column box to 1.

FILE SAVE

LINE SPACING

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You may Double space all or part of your document.

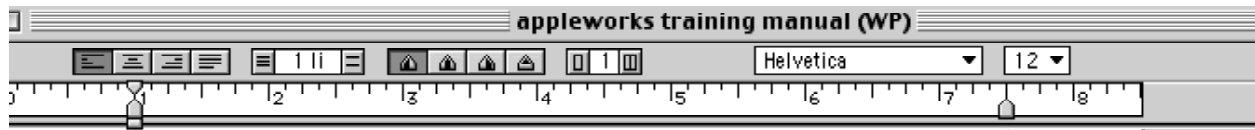
DIRECTIONS

Double space the first paragraph of your document.

1. Highlight the first paragraph
2. Select the LINE SPACE bar located above the ruler 2" mark--the left gray box decreases the line spacing of the selected text; the right gray box increases line spacing.

FILE SAVE

ALIGNMENT OF TEXT



You can right, left, center or justify text in your document

DIRECTIONS

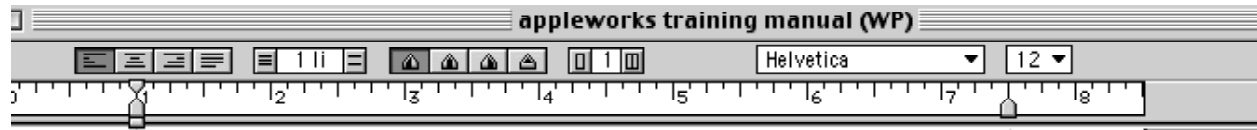
Center Align the list of your education.

1. Select the education list
2. Select the CENTER align button located above the 1" mark on the ruler.
3. See what happens to the list when you click on the left align button and the right align button. When finished, click on the center align button.

FILE SAVE

CHANGING THE STYLE OF TEXT

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Style includes font, font size, color, and font style.

FONTS: the design of the letters

FONT STYLE: bold, underline, and italic

SIZE: measurement of height of characters

COLOR: color adds fun effects to document

DIRECTIONS

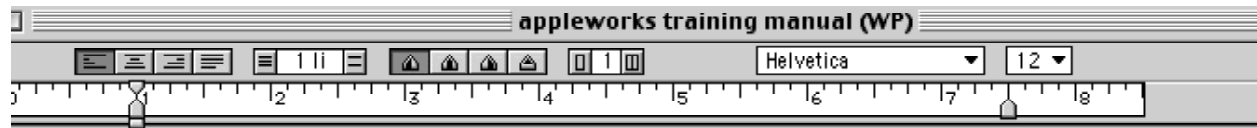
Change the font, style and size and color of your name.

1. Select your name--using the TEXT menu
2. Change the font to Comic Sans MS
3. Change the size to 18
4. Change the color to red
5. Bold, make uppercase and Underline your name--this will take three steps

FILE SAVE

INDENTS

An indent is the space you place between text and the margin of the document. You can indent either left or right margins or both. All the indents markers are found on the ruler. The first line indent marker is the upper triangle; the hanging indent is the left indent marker and the right indent marker is the lower triangle on the right side. To indent, highlight the text and drag one of the markers to the desired point on the ruler.



DIRECTIONS

Indent the left and right margins of the last paragraph one inch.

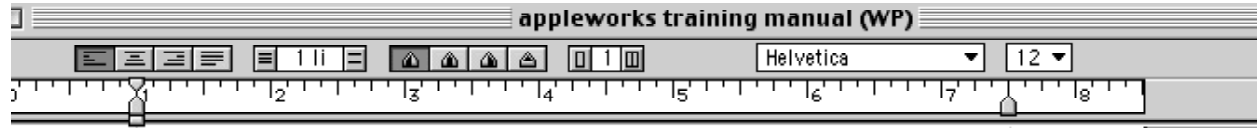
1. Select the last paragraph
2. Drag the right indent marker to the left one inch.
3. Drag the left indent marker to the right one inch.

FILE SAVE

APPLE WORKS TUTORIAL

SETTING TABS

Tabs are the place your cursor stops when you press the TAB key. Tabs are useful for aligning numbered items and when working with tables. Tab setting allow the document's data to line up.



DIRECTIONS

Set tabs at the 3 inch and 5 inch marks on ruler & add the following table to your document:

Student's Name	Age
Kim Smith	12
Stan Jones	10

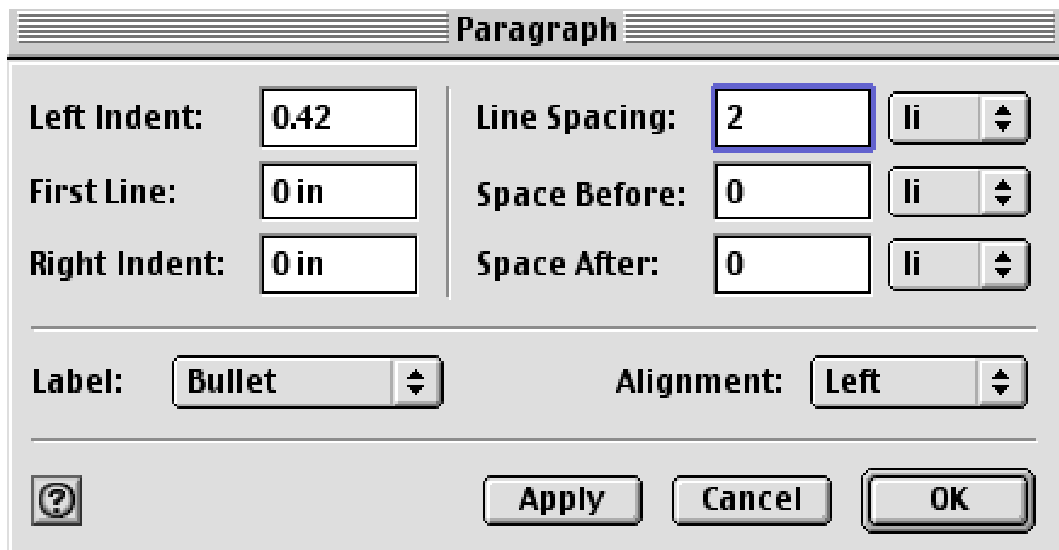
1. Place your cursor at the end of your document and press enter twice.
2. Using your ruler and mouse, set a tab at the 3 inch mark and the five inch mark.
3. Press TAB key and type Student's Name, press TAB key type AGE
4. Press return
5. Press TAB key and enter Kim Smith; press Tab and enter 12
6. Repeat process

FILE SAVE

ADDING BULLETS AND NUMBERS TO PARAGRAPHS

To create a bulleted list, select the list and click on the Format , Paragraph menu.

APPLE WORKS TUTORIAL



DIRECTIONS

Create the following bulleted list and make it double spaced.

After this workshop, I will practice the following:

- Cutting
- Pasting
- Indenting
- Saving

1. Place cursor at the end of your document. Press enter twice.
2. Type the sentence and the list--press return after each item.
3. Select list starting with cutting and ending at saving.
4. Select Format Menu; Paragraph
5. In the LABEL drop down box, choose Bullet
6. In the Line Spacing box change 1 to 2 press Apply and OK

FILE SAVE

INSERTING PAGE BREAKS

Apple Works automatically creates a new page to end one page and begin another. There will be times when you want to begin a new page manually. To insert a new page choose FORMAT menu and Insert New Page.

APPLE WORKS TUTORIAL

DIRECTIONS

Create a new page before the “list of things you will practice list.”

1. Click on the blank line before the sentence “After this workshop....”
2. Choose the Format Menu
3. Choose Insert New Page

FILE SAVE

HEADER & FOOTER

Headers and Footers allow you to include the same information, such as your name and page number, on each page. A HEADER appears at the top of the document; a FOOTER at the bottom.

DIRECTIONS

Insert a HEADER that includes your name on top left and A FOOTER with the page number at the top right

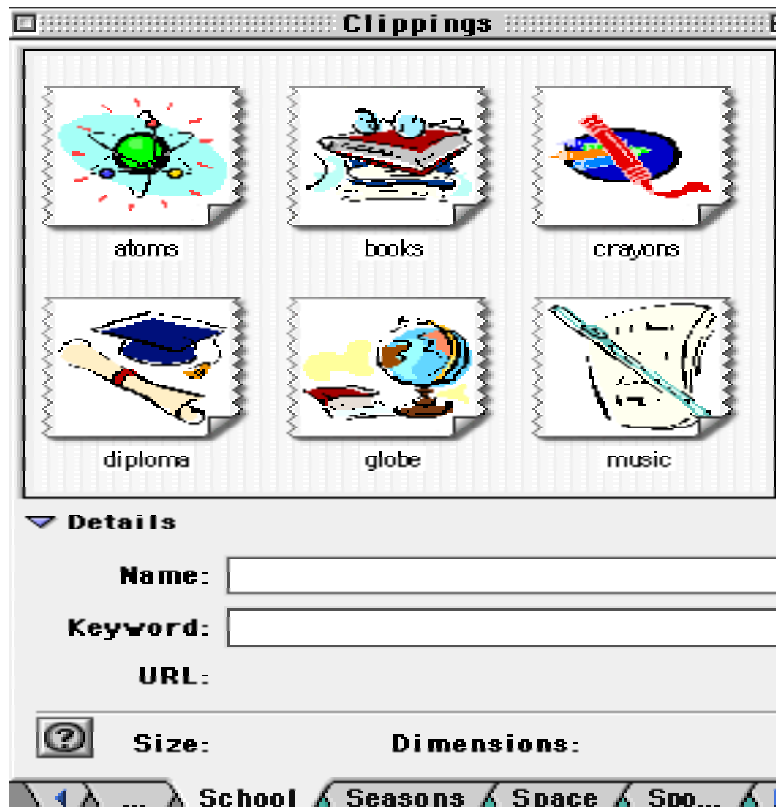
1. Choose FORMAT menu and Insert HEADER--your header will appear
2. Click on the LEFT ALIGN button on the toolbar
3. Type your name
4. Choose FORMAT menu and INSERT FOOTER--your footer will appear
5. Click on the RIGIHT ALIGN button on the toolbar
6. Chose the EDIT menu and INSERT PAGE #

FILE SAVE

CLIP ART

Graphics that are already drawn and available for use in your document are called CLIP ART. Clip art galleries offer many different varieties of choices.

APPLE WORKS TUTORIAL



DIRECTIONS

At the end of your document, add a graphic.

1. Click after the last sentence in your document.
2. Choose FILE SHOW CLIPPINGS
3. Click on tabs at bottom of CLIPPINGS box and click on SCHOOL
4. Click on BOOKS and hold mouse button down
5. Drag the clipping to desired palce on your document.
6. Release mouse button and graphic should appear.

RESIZING GRAPHICS

Once graphic is on your document, you should resize it using the resize handles.

1. Click on graphic--squares or "handles" will appear
2. Position mouse over one of the CORNER handles.
3. Click and holding mouse down, drag handle in to make smaller or out to make larger

MOVING GRAPHIC

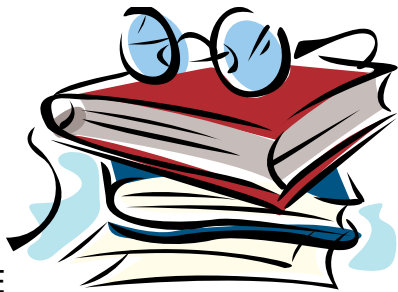
APPLE WORKS TUTORIAL

Once a graphic appears on your document, you can move it to another locaiton.

1. Click on graphic ONE time.
2. Position your mouse over graphic until a mouse pointer turns into a arrow with a box.
2. Click and hold your mouse down
3. Drag mouse and graphic to new location and release mouse.

DELETING GRAPHIC

1. Click on graphic to select it.
2. Press the DELTE Key on keyboard.



FILE SAVE