




While you work the Office Assistant monitors the way you use Word. If it has alternative suggestions a light bulb is displayed alongside the character and clicking on the light bulb displays the suggestion.

In addition to the Office Assistant help with any object on the screen can be obtained by choosing **What's This** from the **Help** menu and clicking on the object. More detailed help is available by choosing **Contents and Index** from the **Help** menu.

## 2.3




### Creating a New Document


When you start up Word a blank document window titled **Document1** will be displayed automatically on the screen. On other occasions when you need to create a new document, choose **New** from the **File** menu or click on the  button in the Toolbar and click on the **OK** button of the dialog box presented.

## 2.4




### Typing in Text

You should see that there is a ¶ mark in the document window even before you start to type. If you do not see the ¶ mark click on the  button on the Toolbar. The ¶ marks do not print and are there merely as a guide for you.

**Note:** If you don't like these markers or the small non-printing dot which appears each time you use the space bar then they can be hidden by clicking on the  button on the Toolbar. However, they are very useful for editing purposes and will be referred to throughout this guide.

The ¶ mark indicates the end of a paragraph and appears when you press the **Enter** (↵) key. The space between two ¶ marks is defined by Word as a **Paragraph** (so a paragraph defined by Word can be a space, a word, a sentence etc. anything as long as it begins and ends with one of these ¶ markers).

Text which you type in will appear to the left of the blinking vertical line on the screen. This line is called the **Insertion point**. The insertion point can be moved around the screen in one of two ways:

- Either, by using the mouse to move the **Pointer**, and then clicking the mouse button where you want to move the insertion point. Note: the pointer changes shape to  when on top of text.
- Or, by pressing the **Arrow** keys to move one space at a time or by holding the **Arrow** key down to move more than one space at a time.

Note the distinction between the Pointer and the Insertion point: the Insertion point is always a blinking vertical line whilst the Pointer is moved around by the mouse and changes its appearance according to its position on the screen.

As you type in text, it is **NOT** necessary to press the **Enter** (↵) key at the end of each line as you do with a typewriter. With a wordprocessor you just keep typing and the words will flow automatically on to the next line for you. It is only necessary to press the **Enter** (↵) key if you wish to start a new paragraph.

If you make a mistake typing in your text just move the insertion point to the right of the mistake and press the **Backspace** (←) key. You can delete the ¶ paragraph markers in the same way. See Section 2.6 for how to delete more than one character at a time.

Text can be inserted by moving the insertion point to the appropriate place and then typing.