

Indiana State University
Word Documents for Clinical Assignments

This form has been developed to assist in preparation of Word Documents for Clinical Assignments using Word 2000 – Word 2003

Word functions may be performed by keyboarding, using function keys alone or in combination, or by using the mouse. Use the most comfortable method.

I. STARTING A COMPUTER IN THE ISU LABS

- A. To be able to print your document on the lab printer, the computer must be logged into the ISU network.
 - 1. Turn on the computer and monitor
 - 2. At the login screen, type:
 - a) Your Sycamore login (username) and password.
 - b) Press the **ENTER** key or click on **OK**
 - c) Wait for the login screens to scroll and the desktop icons to appear

II. STARTING WORD

- A. Click on the **Word** icon on the **START** bar or Desktop
 - 1. Blue W

III. OPENING a Word Document for a Clinical Assignment

- A. Open an internet browser
 - 1. Locate the ISU **nursing home page**
 - a) Select **LEARNING RESOURCES**
 - b) Select **COMPUTER GUIDE**
 - c) Select **Word Documents for Clinical Assignments**
 - d) Select the desired Word Document
 - e) Click on **Save**
 - f) Click on **Desktop**
 - g) Click on **Save**
 - h) Open the document

IV. Complete the pertinent steps – not all templates will have all types of fields

- A. Double click “over” the Header area, typing the Running head over the text instructions in the Header area (the words Running head: should not be overtyped) – should be in ALL CAPS
 - 1. The Running head is a shortened version of the title – not more than 50 characters / spaces
 - 2. Will appear in the upper left corner of each page.
 - 3. After the Running head is typed, press the **Del** key until the all extra text has been deleted and there is only one line of text with the page number at the right margin
 - 4. Press the space bar as needed to move the Running head until it is flush with the left margin
- B. Scroll to middle of page to gray field that says **Click Here And Type Title**
 - 1. Type the document title in upper and lower case letters
 - a) Recommended length of the title is 10 to 12 words
 - b) Will appear centered on the Title Page
 - 2. Click on the gray field that says **Click Here And Type Your Name**
 - 3. Type your name
 - a) The preferred form is firstname, middle initial(s), last name
 - b) Degrees or titles are not to be included
 - c) Will appear centered on the Title Page
- C. If the institution is correct, do not change
 - 1. If the institution is not correct, click on the gray field that says **Indiana State University** and type the correct institution name
 - 2. Will appear centered on the Title Page

3. APA 6th edition format does not require any additional information on the title page—DO NOT INCLUDE COURSE NAME OR NUMBER, COLLEGE NAME, ETC.
- D. Double click “over” the Header area on page 2, typing the Running head over the text instructions in the Header area (the words Running head should NOT appear on this page) – should be in ALL CAPS
1. The Running head is a shortened version of the title – not more than 50 characters / spaces
 2. Will appear in the upper left corner of each page.
 3. After the actual running head is typed, press the **Del** key until the all extra text has been deleted and there is only one line of text with the page number at the right margin
 4. Press the space bar as needed to move the running head until it is flush with the left margin
 5. Click on the **C**lose button of the Header/Footer button bar
- E. Scroll down to the gray field on page 2 that says **Click Here And Type Title**
1. Re-type the title as entered on the title page
 2. Will appear centered on the first page of text
- F. A form with gray shaded areas for a variety of information may appear on the screen.
1. The cursor may be moved from field to field by using the TAB key, the arrow keys, or by clicking on the desired field using the left mouse button.
 2. Three kinds of form fields may be included in the form:
 - a) Most of the gray areas can have data entered—even beyond the apparent length of the box on the screen
 - b) Some fields are limited in size because the data is limited in number of characters
 1. Drop down boxes with ALL possible data options are included when possible
 - a) Click on the ↓ on the form field, then click on correct option
 2. To select an option represented by a check box ()click on the box. To unselect a previously selected box, click on the box.
- B. The document may include tables for some portions of the form for information entry.
- A. Do not press the **ENTER** key at the end of a line of text that will be continued onto the next line (as would be done with the carriage return on a typewriter)
 1. Text will **w**rap itself to fill the column width and then move to the next line.
 2. When a segment of information is completed, and the next item is to be typed, (i.e. finished typing data #1 and ready to move to data #2), press the **ENTER** key
 - B. **Moving from column to column**
 1. Pressing and releasing the **TAB** key moves the cursor one column to the **right**.
 2. Holding down the **Shift** key and pressing and releasing the **TAB** key moves the cursor one column to the **left**.
 3. **Using the arrow keys to move from column to column can be erratic and frustrating.**
 4. If there are column labels, they may not be visible on pages after the first but they will appear on the printed document--columns do not have to be manually labeled
 5. A dotted line across any part of the document indicates a page break—that column has extended further than one page.
- C. **Special symbols** may be inserted into the document by
1. Placing cursor where symbol is desired
 2. Clicking on **I**nsert on the menu on the top of the screen
 3. Clicking on **S**ymbol on the drop down menu under **I**nsert
 4. Clicking on the desired symbol
 - a) Additional types of symbols can be found by clicking on the down arrow

- (↓) at the right of the Font line on the symbol window, then clicking on a different type of font.
- 5. Clicking on Insert (at the bottom of the symbol window)
- 6. Clicking on Close (at the bottom of the symbol window)
- D. Should more lines be needed in any table, put the cursor in the last cell on the right side of the table and press the ENTER key – an additional row will be added. Repeat as needed. (Not to be used for the N204 Care Plan)
- G. When all fields are complete, the document may be printed by clicking on File, clicking on Print, and clicking on **OK**

V. **Features of Word**

- A. Periodically, it is helpful to "look at" or "Preview" the entire document—there are two ways to do this:
 - 1. Click on File on the menu at the top of the screen ,then click on Print Preview on the drop down menu under File **OR**
 - 2. Click on the **Print Preview** button at the top of the screen (a piece of paper with a magnifying glass)
 - 3. Print Preview shows what the document will look like when it is printed
 - 4. To return to editing the document, click on the Close button at the top of the screen
- B. **Checking Spelling**
 - 1. Be sure to check spelling before printing the document
 - a) Prior to checking spelling on a protected document (one with forms):
 - (1) Click on **T**ools on the menu at the top of the screen
 - (2) Click on **U**nprotect **D**ocument on the menu that drops down
 - 2. There are three ways to initiate the spell checking feature:
 - a) Click on the **S**pelling **C**hecker button (a check mark (✓) with ABC above it) **OR**
 - b) Press the **F7** key **OR**
 - c) Click on Tools on the menu on the top of the screen, then click on Spelling
 - 3. Words not recognized by the computer's dictionary will be identified. Select the desired option by clicking on the appropriate button:
 - a) Ignore
 - (1) This option will skip this spelling of this word
 - b) Ignore All
 - (1) This option will skip all instances of this spelling of the indicated word
 - c) Add
 - (1) Adds the identified highlighted spelling to the dictionary (will not save changes to the network once the machine has been turned off.
 - d) Change
 - (1) If this option is selected, the computer will change the indicated word to the highlighted one in the Change to dialog box
 - (2) If a different spelling is desired, double click on the correct word, or type the correct word in the Change to dialog box
 - e) Change All
 - (1) This option will change all instances of the indicated word to the highlighted one in the Change to dialog box
 - (2) If a different spelling is desired for all instances of the indicated word, double click on the correct word, or type the correct word in the Change to dialog box
 - f) AutoCorrect
 - (1) AutoCorrect will add this identified "misspelling" to the list of "words" that are automatically corrected if they are typed

4. DO NOT ATTEMPT TO RE-PROTECT THE DOCUMENT AS DATA MAY BE LOST

C. **Saving a document**

1. Much time and effort can be saved if saving documents becomes a habit. Power surges, server crashes and other unforeseen problems can cause information that has been entered onto the computer to be lost. Develop the habit of saving work at regular intervals.
2. Place a media storage device into the computer.
3. There are two ways to save:
 - a) Click on the **Save** button at the top of the screen (a computer disk) **OR**
 - b) Click on File on the menu at the top of the screen, then click on Save on the drop down menu under File
 - c) The Save window will appear on the screen
 - (1) Click on the down arrow (↓) by the Save in box at the top of the screen
 - (2) Select the appropriate location
 - (3) Word will select a name (usually some of the beginning words in the document) and place it in the Filename box at the bottom of the Save window
 - (a) If this name is satisfactory, click on the Save button on the right side of the Save window
 - (b) To change the name, type the desired name in the Filename box at the bottom of the Save window then click on the Save button on the right side of the Save window
 - (4) After the initial naming, when Save is selected either by clicking on the Save button or via the menu to Save, the file will automatically be saved to the file of the same name—a name does not have to be entered each time the document is saved.

D. There are two ways to **retrieve a document** that was partially typed earlier:

1. With the media storage device in the appropriate location,
 - a) Click on File, click on Open **OR**
 - b) Click on the **Open** button (looks like an open file folder)
 - c) Then, click on the down arrow (↓) at the right of the Look in dialog box, select the appropriate location, then double click on the name of the file to open

E. **Printing the document**

1. Your electronic account will be charged for each page printed.
2. To access the **Print** dialog box, click on File, then click on Print
 - a) Insure that the correct printer is indicated in the Name box
 - (1) If the wrong printer is indicated, click on the down arrow (↓) on the right side of the Name dialog box and click on the correct printer.
 - b) Determine the Page range to be printed
 - (1) **All**
 - (a) This will print **all** pages of the document—it is the default selection
 - (b) If the **Print** button is clicked (looks like a printer with a piece of paper), this option automatically is printed.
 - (2) **Current Page**
 - (a) This will print only the page on which the cursor was resting at the time the Print menu was called
 - (3) **Pages:**
 - (a) This option can be used to select a portion of the entire file to print and will print the pages indicated in the blank

dialog box

(i) For example, 1-3, 5 would print only pages 1,2,3, and 5

- c) If more than one copy is desired, indicate the number of copies in the Number of copies dialog box
- d) Click on **OK**

VI. EXITING WORD

- A. When ready to quit using Word, click on the **X** in the upper right corner of the screen
 - 1. To save the document, click on Yes
 - 2. To exit without saving the document, click on No
 - 3. To return to the document for further editing, click on Cancel

VII. SHUTTING DOWN THE COMPUTER

- 1. Be sure to shut the computer down when leaving the station.

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