

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 2007

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

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

- A. Double click “over” the Header area, typing the Manuscript Page Header at the cursor
 - 1. The manuscript page header is the first 2 or 3 words from the title
 - 2. Will appear in the upper right corner of each page.
 - 3. After the Manuscript Page Header is typed, press the **Del** key until the text is flush with the right margin of the header box
 - 4. On the **Header & Footer Tools Design** tab, in the **Close** group, click on the **Close Header & Footer** icon.
- B. Click on the gray field that says **CLICK HERE AND TYPE RUNNING HEAD** and type the Running head in upper case letters
 - a) The Running head is an abbreviated title with a maximum of 50 characters including spaces and punctuation.
 - b) Will appear in the upper left corner of the Title Page
- C. Click on the gray field that says **Click Here And Type Your Name**
 - a) Type your name
 - (1) The preferred form is first name, middle initial(s), last name
 - (2) Degrees or titles are not to be included
 - (3) Will appear centered on the Title Page
- D. 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
- E. APA 5th edition format does not require any additional information on the title page—DO NOT INCLUDE COURSE NAME OR NUMBER, COLLEGE NAME, ETC.

- F. 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
- G. 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 are included in the various forms:
 - a) Most of the gray areas can have data entered—even beyond the apparent length of the box on the screen
 - b) Drop down boxes with ALL possible data options are included when possible
 - (1) 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 **wrap** 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 the **Insert** tab
 3. Clicking on the down arrow by the **Symbol** icon in the **Symbol** group
 4. Clicking on the desired symbol
 - Additional types of symbols can be found by clicking on **More Symbols**
 - 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)

IV. **Features of Word**

- A. Periodically, it is helpful to "look at" or "Preview" the entire document:
 1. Click on the **Office button**, then select **Print Preview**
 2. Print Preview shows what the document will look like when it is printed
 3. To return to editing the document, click on **Close print preview**
- 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) On the **Review** tab, in the **Protect** group, click on the down arrow by **Protect Document**

- (2) Click on the **Restrict Formatting & Editing** icon
- (3) Click on **Stop Protection**
- 2. There are two ways to initiate the spell checking feature:
 - a) Click on the **Spelling Checker** button (a check mark with ABC above it) in the **Proofing** group on the **Review** tab **OR**
 - b) Press the **F7** key
- 3. Words not recognized by the computer's dictionary will be identified. Select the desired option by clicking on the appropriate button:
 - a) Ignore once
 - (1) This option will skip this spelling of this word
 - b) Ignore Rule
 - (1) This option will skip all instances of this spelling of the indicated word
 - c) Next Sentence
 - (1) Will proceed to the next identified error
 - 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) Explain
 - (1) This option will provide an explanation why a particular item was identified as an error
- 2. **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 on the **Quick Access Toolbar** **OR**
 - b) Click on the **Office button**, then click on the **Save** option
 - 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 **Office button** 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 the **Office button**, then click on **Open**
 - (1) 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 OR
- b) Double click on the document's icon
- E. **Printing the document**
1. Your electronic account will be charged for each page printed.
 2. To access the **Print** dialog box, click on the **Office button**, then select **Print** and then click **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**
- V. **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
- VI. **SHUTTING DOWN THE COMPUTER**
1. Be sure to shut the computer down when leaving the station.