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Word XP Intro

I. Opening Word XP

- a) Click on Start
- b) Select MS Word
- c) MS Word XP will open with a new document.

Note: There are additional document templates attached to each of tabs at the top of the dialog box

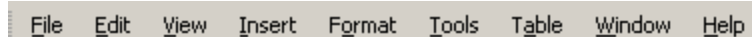
II. Word Screens

1. Title bar and contents

The Title bar has the name of the document you are working on. You can click on the Microsoft Word icon “W” to the left of the name of the document on the title bar, you can close or minimize the document.

2. Menu Bar

The Menu bar displays a list of functions. A drop down dialog box will reveal other commands under each function.



3. Standard toolbar

The standard toolbar contains shortcuts and allows you to use icons to use any of the functions under the Menu toolbar



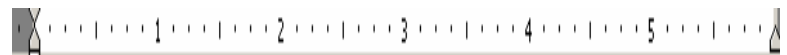
4. Formatting toolbar

This toolbar contains the formatting icons for quick and easy access to these options.



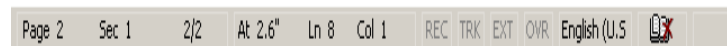
5. Ruler

The ruler displays the already set TABS, and indentations. Word has automatic Tab settings of .5 inches

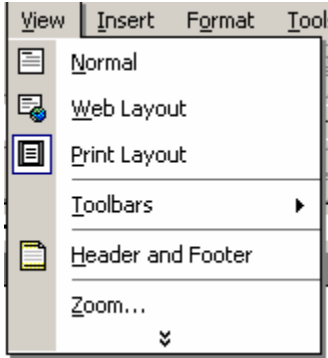


6. Status bar

Located at the bottom of the screen, the status bar gives information about page, section the document.



7. Views and displaying other toolbars



When you click on any one of the options on the Menu Bar, Word opens a **drop down** menu with additional features. The Drop Down Menus don't show all of the options available unless you click on the **double arrows** at the bottom of the drop down menu. Some of the Menu options also have additional function that display when you move your cursor to that particular option.

The View drop down menu shown above allows you display word documents in several different ways. Word has different Toolbars for different features so you can turn on or off any toolbar to suit your needs.

8. Scroll bar and minimizing, maximizing and close buttons

There are horizontal and vertical scroll bars to the right and on the bottom of your screen. The scroll bar allows you to move quicker in your document

III. Starting a new document

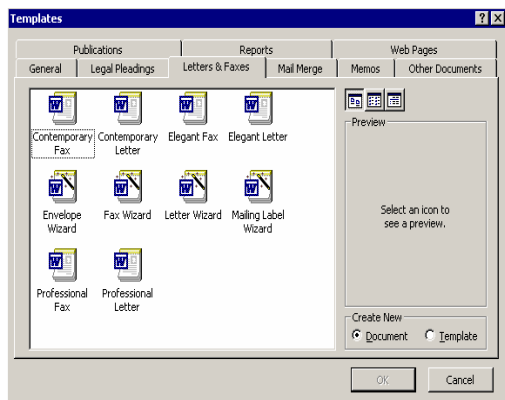
You can open a new document by clicking on the New Blank Document icon which is the first icon on the Standard Toolbar.

Word also has different type of document skeletons called templates to help you create documents faster and easier. When you click on File, New from the Menu bar, a task pane on the right side of the screen will display as shown below.

1. Templates and wizards

The task bar allows you to open a new blank document, an existing document or you can start a new document using one of the Word templates. Templates are formatted document skeletons which can help you quickly create documents. MS Word has several different ones you can use.

To select a template, click on the blue text with the words **General Templates**.



Under the General Templates dialog box, you can also select Wizards. Wizards allow you to design and tailor specific documents to your liking.

2. Insertion points

Once you have opened a document, your cursor will be blinking to indicate the text insertion point. You can double click anywhere in your document and the cursor will move to that area. Once you have done that, you can start typing. WORD automatically wraps around so you don't have to press the ENTER key while typing unless you are creating a new paragraph.

IV. Formatting Text

There are several ways you can format and display text in Word XP.

1. Using the Menu Bar

You can format the whole document or sections of it using Format on the Menu bar. The most commonly used formatting options are:

Fonts: Allows you to change font, point size, color, character spacing and much more

Paragraph: Allows you to format indents and line spacing as well as page breaks

Bullets and Numbering: Allows you to number and/or create lists

Borders and Shading: Allows you put borders or shading

Columns: Sets the document in column format

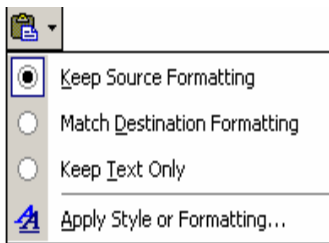
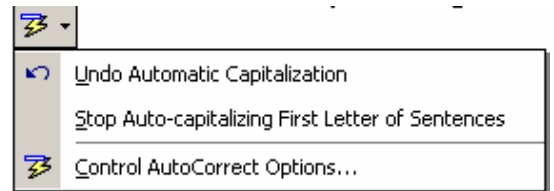
Tabs: Allows you to format Tabs within your document



The paint brush will assist you to apply the same formatting in different areas of your document.

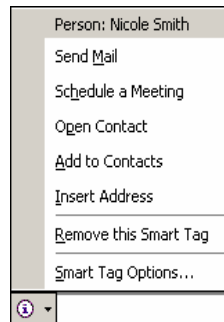
Smart Tags :

Word auto corrects some text. The **auto corrected text** can be seen by pointing the cursor on the corrected text. The small **icon** has a drop down menu to undo any corrections Word has made.



The **Paste Options** button appears when text is cut/copy or pasted. This allows you to control how you want to paste this information.

Another Smart Tag is the **Name Action** button .



Cutting, Copying and Pasting text

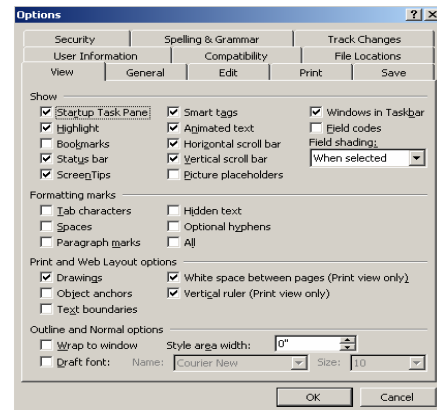
- a) You can copy and past text very easily in Microsoft Word. The first step is to select the text or item you wish to copy. You can do this by aligning your mouse pointer with the beginning of the text you want to select. Then click the left mouse button and hold it down. Then drag the mouse to the right and down until you reach the end of the text you want to select.
- b) The click on the **E**dit Menu, click on **C**ut or **C**opy. Remember that cut will remove the selected text and place it wherever you paste it. Copy will leave the text where it is and also paste it to the new location.
- c) Now move the cursor to the point where you want to insert the text and then click on **E**dit and then click on **P**aste

Highlighting Shortcuts:

- Double click on a word** – highlights the word
- Shift +Left Click** – Click on the insertion point, press Shift key and left Click at the end of the of the indicated area to highlight
- Ctrl+Left Click** – highlights the sentence
- Right Click** – You can right click any where on the text or document to open a shortcut menu.

2. Options

You can use TOOLS, Options menu to format your document specifically tailored to your needs.



Page Setup:

The paragraph set up allows you to setup Tabs, indentations and line page breaks. The dialog box also has a preview area so that you can see the changes made. The line and page breaks section allows you to control widows/orphans (widow—last line of page printed on top of the second page; orphan—1st line of paragraph printed by itself on the 1st page).

V. Tab Setup

Tabs are used to line up columns in your document. Word has a default of every 0.5 inches and can be changed. These default Tabs do not show up on the Ruler.

The Tabs can be set :

- a) Using the ruler toolbar
- b) Using the Format/Paragraph Menu

1. Setting Tabs Using the Ruler

left tab
 center tab
 right tab
 decimal point tab
 bar tab

The Left Tab starts your text and moves from Left to right

The Center Tab starts your text in the center

The Right Tab starts text on the right side and moves to the right

The Decimal Tab aligns the decimals of the numbers that are typed

The Bar Tab places bars in between your text

The easiest way to set Tabs is on the Ruler. When you set tabs, make sure that your cursor is at the insertion point for the tab.

In order to set your tabs from the ruler, follow the steps below.

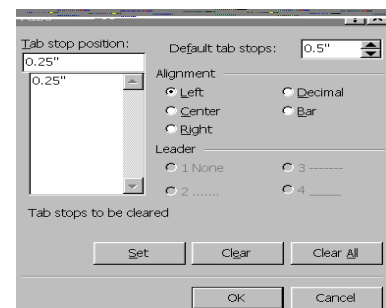
- a) If you don't have the Ruler displayed, click on **View, Ruler**. Your ruler will display if there is a checkmark on the Ruler option
- b) Change the **type of a tab** (listed above) you would like to have by clicking on the Tab Markers on the left upper corner of the Ruler
- c) Click on the ruler which is marked in inches as to where you want to set tabs, you will see the tab marked on the ruler
- d) Change the tab again if necessary and click on the ruler for a second tab
- e) Follow the same steps for additional tabs.

NOTE: To remove Tabs from the Rules, click on the tab and pull it down.

2. Setting Tab Stops using the Menu

You can also set and clear tabs by using **Format, Tabs menu**.

- a) Select **Format, Tabs** to display the Tabs Dialog box
Click on **Clear All** so that all the default or set tabs are erased.
Type the **tab stop position (measured in inches)** and click on the tab alignment (left, right, center, etc).



- b) Click on the Leader Character if you would like to use one
- c) Click **Set**
- d) Follow the same procedure for every TAB you set.

3. Leaders Characters

You can insert a line or row of dots before a tab to make the columns more readable. To do this:

- a) Add a tab to the text you want to display leader characters
- b) Select the text containing the tab
- c) Select **Format, Tab** option
- d) Click on the Tab you want to apply the leader character to and click on the circle that corresponds with the type of a leader you want to use
- e) Click **OK**

4. Changing Tab Settings

- a) Click on **Format**, select **TABS**
- b) **Select the text** containing the Tab you want to move
- c) Drag the tab along on the ruler to the new position
- d) Release the left mouse button and the text that was highlighted will move to that position

5. Removing Tabs

- a) Select the text containing the Tab
- b) Click on the Tab mark and drag it down off the ruler bar onto your document
- c) Release the left mouse button and the tab disappears
- d) To move the text back to left of the margin, click to the left of the first character in the paragraph and press the Backspace key

VI. Other Setting Options

You can format text and documents using other options in Word.

1. Indent Paragraphs

The indent feature sets off paragraphs in your document. You can set indentations either from the menu or from the Formatting Toolbar

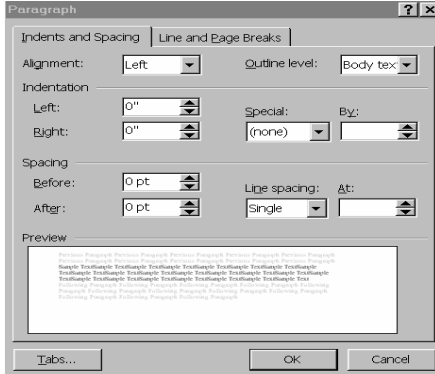


The indentation marks on the Standard Tool bar can also be used to adjust indentations at 0.5 inch intervals.

The ruler also contains two arrows that meet in the middle. The upper arrow indents the first line of a paragraph; the bottom arrow indents all but the first line; bottom rectangle indents all lines

You may adjust the indentation for your paragraphs simply by sliding the indent mark to the measurement you desire.

2. Paragraph and Page Setup

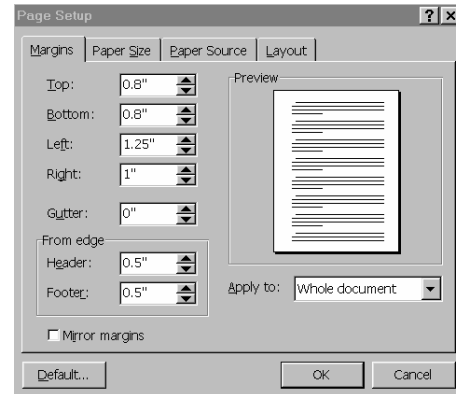


The paragraph set up allows you to set Tabs, indentations and line page breaks.

As seen on the left, you are able to change alignment and indentations, and line spacing. The dialog box also has a preview area so that you can see the changes made.

The line and page breaks tab allows you to control widows/orphans (widow—last line of page printed on top of the second page; orphan—1st line of paragraph printed by itself on the 1st page).

The Page setup also allows to fix margins, paper size, paper layout features to print your document professionally.

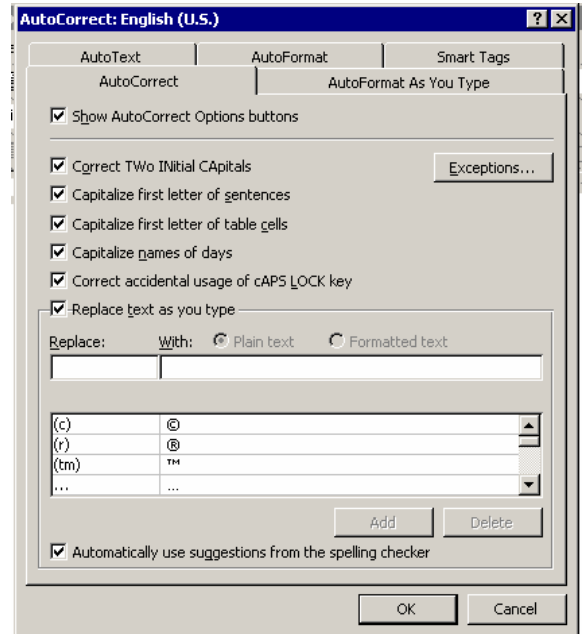


3. AutoCorrect

Accessing auto text items can be done by clicking on the following, **I**nsert, **A**utotext will display the AutoCorrect dialog box as shown on the right.

This allows you set options so that Word automatically corrects or displays certain text as you type.

Word can automatically insert many different kinds of text in your documents and can even automatically update the text if a change occurs.

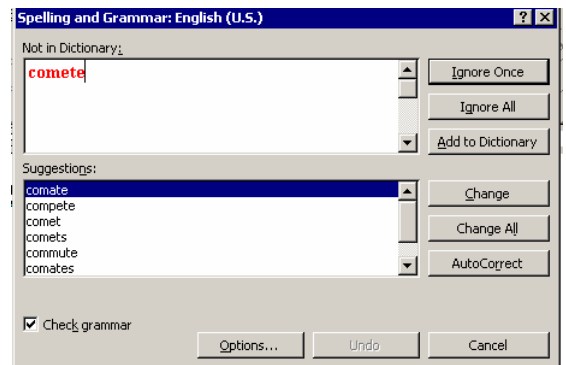


4. Checking Your Spelling and Using the Thesaurus

When you have finished your document, you will want to check your spelling and grammar. As you are typing text, Word will underline spelling mistakes in Red and Grammar mistakes in Green.

Click on **T**ools, **S**pelling and **G**rammar.

Word will automatically show the misspelled word along with options. Depending on whether you want to accept the change, click on **I**gnore or **C**hange.

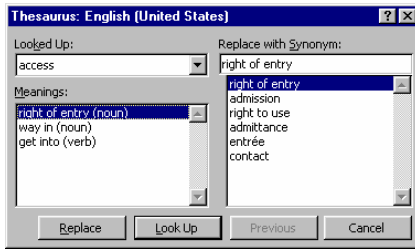


If your text includes other instances of the same word in your document, select **I**gnore **A**ll or **C**hange **A**ll so that Word doesn't go through each instance of the word one by one.

You can also add special words like names to the dictionary so that Word doesn't pick it up as a misspelled word every time,

If you don't want Word to check for Grammar you can also remove the checkmark for **C**heck **g**rammar. When this checkmark is not present Word will only check for spelling errors.

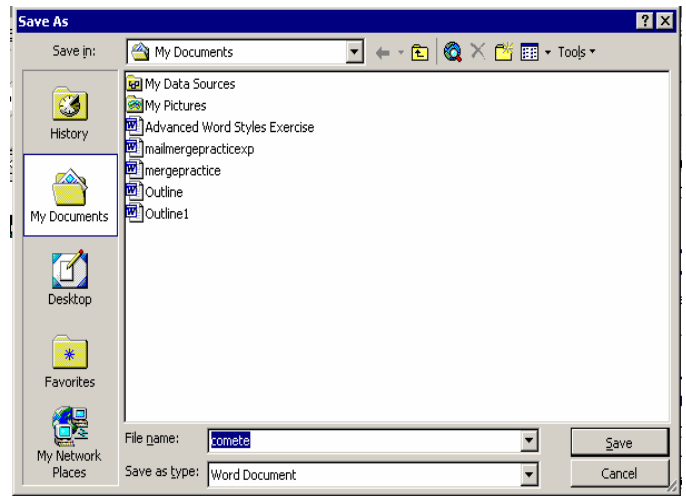
Thesaurus



In order to access the Thesaurus you can click on **T****o**ols, **L****a**nguage and then **T****h**esaurus. If you prefer to use a keystroke to access the Thesaurus you may press **SHIFT + F7**. Thesaurus displays several different words to choose.

VII. Saving Your Documents

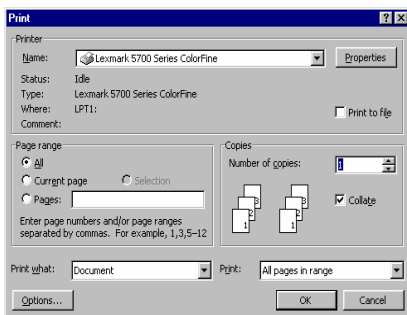
It is always a good idea to save your document prior to trying to print it. This is simply in case the application locks up for some reason during printing. You can save a document in one of two ways in Microsoft Word. You can click on **F****i**le, **S****a**ve or **S****a**ve **A****s**. If you have not saved your document previously use **Save As**, if you have previously saved your document and don't want to name it something different or make a different version of the same document use **Save**.



To save your document in a different place, click on the drop down menu in the **Save In** field.

You can also save your document with a different type such as a text file, excel file. To do this, click on the down arrow in the **Save asType** field.

VIII. Printing Your Documents



To print a document in Microsoft Word click on the Printer icon on the Standard toolbar.

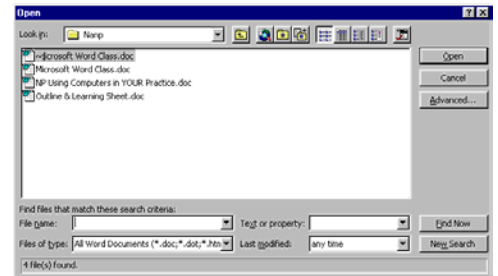
To print several copies or a specific page(s) click on **F****i**le, **P****r**int to display the Print Dialog box.

There are many options available in the **Print** dialog box. If you have access to more than 1 printer, you can change printers by clicking on the drop down menu for Printer.

File, Print Preview will display the document as it will print out. Once you have previewed the document, click on the **CLOSE** button on the standard toolbar.

IX. Opening Documents

When you access the Open File dialog box Word will list the documents in the directory selected and also provides you with a means to locate documents anywhere on your hard drive. You can access the Open File dialog box by clicking on **File**, **Open**. You can double click on the document you wish to open if it is displayed. If the document you are looking for is



in a different directory you can double click on that directory if it is listed. If that directory is higher up than the one displayed you can use the move up one level button on the toolbar of the Open File dialog box. It looks like an arrow pointing up. This will move you one level at a time click it until you see the directory that you want or you see the directory that contains the directory you are looking for.



Locating Your Documents

You can search for the file by filename or if you are aware of any text or properties associated with the document, as well you can also search for documents modified in a certain period of time. One you have entered your criteria click on **Find Now** or **New Search** if you wish to perform a new search.

X. Online Help

There are a variety of online tools added to WORD 7.0 to help you learn to use the program. Click on **HELP** on the menu bar and you will see these topics under the **Help Topics** selection:

- Contents provides broad categories of explanations, like a table of contents approach to the online documentation.
- Index lets you find a term in a listing and then find its related help files.
- Find enables you to search for specific words and phrases in help topics rather than searching for information by categories.
- Answer Wizard is yet another way to search the online documentation. You enter a request for help in your own words and the Word Answer Wizard attempts to find all documentation files related to that topic. As you work through help screens and find something you want to print, click on the [Print] button at the bottom of the Help window.

XI. Shortcut Keys

If you want to select text using the keyboard follow these simple steps. It is often easier to select text using one of these methods than it is to use the mouse. Especially if you PC is fairly fast because it can be difficult to stop the mouse at the appropriate place.

SHIFT + Down Arrow	Select one line or one paragraph
SHIFT + End	The will select an entire sentence
Triple Click	Selects the entire paragraph
Double Click	This will select an entire word
CONTROL + left arrow	Moves to previous word
CONTROL + Home	Moves to the beginning of a document
CONTROL + ALT+ PgDown	Moves to the beginning of the next page
Home	Moves to the beginning of a line
End	Moves to the end of the line