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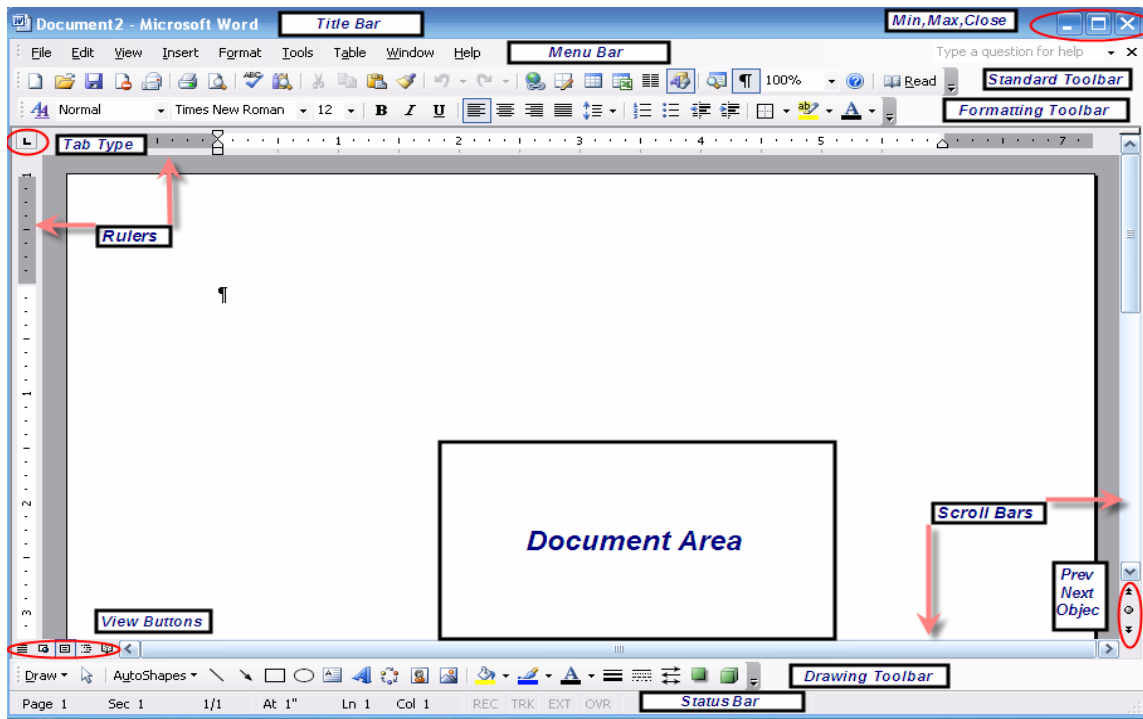
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# Word 2003 Intro

## I. Opening Word

- a) Click on File in the Menu Bar
- b) Click on New
- c) Then select the type of document you would like to create  
(Note: There are additional document templates attached to each of tabs at the top of the dialog box)

## II. Word Screen

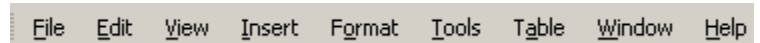


### 1. Title bar and contents

The Title bar has the name of the document you are working on. You can click on the “W” to the left of the name of the document to close the document you’re working with.

### 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



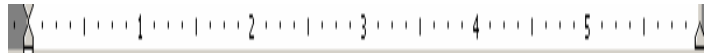
### 4. Formatting toolbar

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



### 5. Ruler

The ruler displays the already set TABS, indentations.

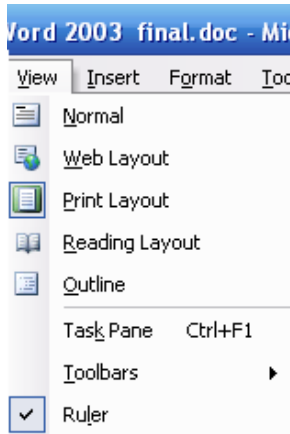


### 6. Status bar

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



### 7. Views and displaying other toolbars



When you click on any one of the options on the Menu Bar, Word opens a dialog box with additional features. On some dialog options there are several different options so you will see double arrows at the bottom which allows you to display others.

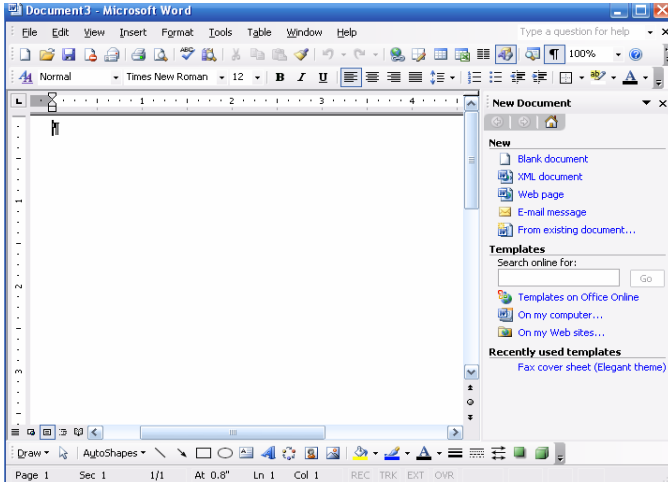
The Views Menu option allows you display word documents in several different ways. Besides the Viewing options, you can turn on and off any toolbar to suit your needs.

There are other toolbars besides the one displayed on the screen that allow you to perform additional functions such as creating tables .

### 8. Scroll bar and minimizing, maximizing and close buttons

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

### III. Starting a new document



Word automatically starts a new document when you open it up. In addition, you can start new documents by selecting **FILE, NEW**. If you use the File menu to start a New document, Word will open a Task Pane on the right side of the screen allowing you to choose from different types of new documents. You can start a new document from a Blank document or use one of the templates available.

Once you open a new document, you can start typing. 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

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.

#### 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 next 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

### Page Setup:

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

As seen on the left, you are able to change alignment and indentions, hanging indents, line spacing. 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—1<sup>st</sup> line of paragraph printed by itself on the 1<sup>st</sup> page).

## V. Tab Setup

 left tab  center tab  right tab  decimal point tab  bar tab

### 1. Setting Tabs from the Ruler

The easiest way to set Tabs is on the Ruler. 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 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. To move tabs, click on the Tab and drag it to the insertion point.

### 2. Setting Tab Stops

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 :

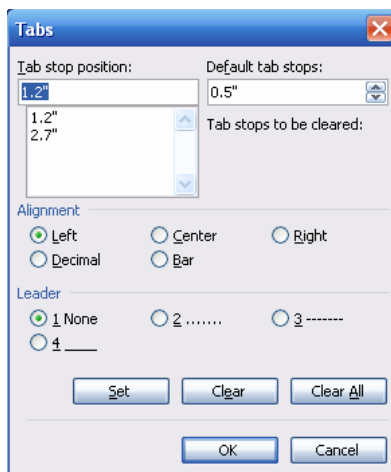
- a) Using the ruler toolbar
- b) Clicking on Format, Tabs to open the tab setting dialog box.
- c) Through Format/Paragraph



Word allows several types of tabs to be set from the ruler. The tabs can be reset for any position simply by dragging appropriate tab marker along the horizontal bar.

The easiest way to set Tabs is on the Ruler. In order to set your tabs from the ruler, follow the steps below.

- f) 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
- g) Change the type of a tab you would like to have by clicking on the Tab Markers on the left upper corner of the Ruler
- h) 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
- i) Change the tab again if necessary and click on the ruler for a second tab
- j) Follow the same steps for additional tabs. To move tabs, click on the Tab and drag it to the insertion point.



You can also set new tabs by using Format, Tabs menu. You can use this to clear all the Tabs and set Tabs at exact measurement.

- 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**
- b) Click Set
- c) Click on the Leader Character if you would like to use one
- 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
- 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

## 6. 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 tab markers are found on the ruler. The upper arrow indents the first line; 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.

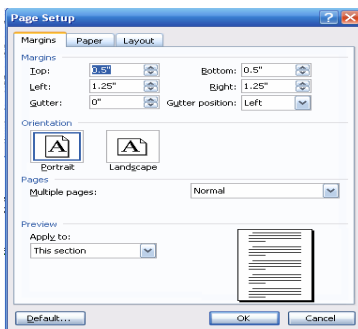
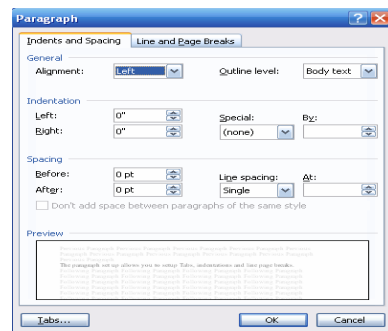


The indentation marks on the Standard Tool bar can also be used to adjust indentations at .5 inch intervals.

## 7. Paragraph and Page Setup

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

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



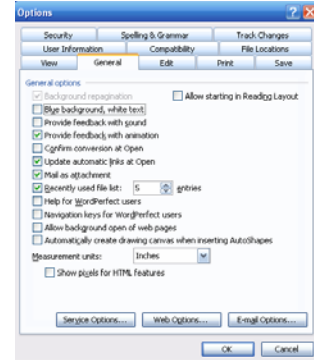
The line and page breaks section allows you to control widows/orphans ( widow—last line of page printed on top of the second page; orphan—1<sup>st</sup> line of paragraph printed by itself on the 1<sup>st</sup> page).

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

## 8. Options

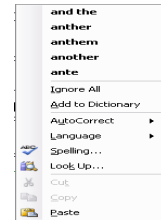
You can use **Tools, Options** menu to format your document specifically tailored to your needs.

Here under the Options window, you can go to different tabs and select features to suit your needs. For example you can have Word automatically check for misspelled words as you type, change your file save location default.



## VI. Checking Your Spelling and Using the Thesaurus

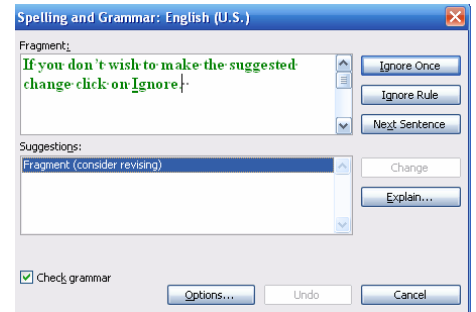
Word 2003 can automatically check for spelling as you type. Each misspelled word is underlined in red ink. If you right click on the word, you will see a menu with different spelling options.



You can also check spelling manually after you have typed your document. This can be accomplished by clicking on **Tools** and then **Spelling and Grammar**. The following menu will be displayed.

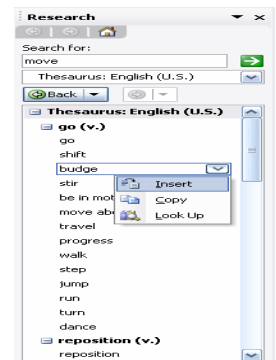
If you don't wish to make the suggested change click on **Ignore**.

If there are multiple instances of the word you don't want Word to check you can click on **Ignore All**. If you don't want Word to check for Grammar you can also remove the checkmark for **Check grammar**. When this checkmark is not present Word will only check for spelling errors.



### Another Nice Feature is the Thesaurus

In order to access the Thesaurus you can click on **Tools, Language** and then **Thesaurus**. If you prefer to use a keystroke to access the Thesaurus you may press **SHIFT + F7**. The Thesaurus window will open on the right hand side of the screen and will give you several options. To select an option, move your cursor to the word and you will see an arrow to the right of the word. Click on the drop down arrow and click on **Insert** to replace the word.



## VII. Autotext, Autocorrect and Autoformat

Accessing the auto text items can be done by clicking on the following, **I**nsert, at this point there are choices to insert page numbers and the date and time. If you would like more choices such as automatically entering the filename for the document (which makes locating it later far easier and faster). You will need to click on **A**utoText in the **I**nsert menu.

Word can automatically insert many different kinds of text in your documents and can even automatically update the text if a change occurs. The following is a list of some of the most commonly used items in the AutoText list.

Page Numbers  
Date and Time  
Filename and Path

If you would like to insert the filename at the bottom of all your documents automatically click on **V**iew, **H**eaders and Footers. Then scroll to the bottom of the page click your mouse in the **F**ooter Area. Then follow the directions above for inserting **A**utoText.

### Auto Correct and Auto Text

AutoCorrect are shortcut features for editing a document. You can set up the options you would like corrected and have Word correct those automatically as you type. It also allows you create a shortcut such that when you type that shortcut the text is expanded. Example: type bla and the text "hot air balloon" appears. Auto Text inserts phrases/text commonly used on documents. These could range from the date to the heading or closing of a letter.

## VIII. Saving Your Documents

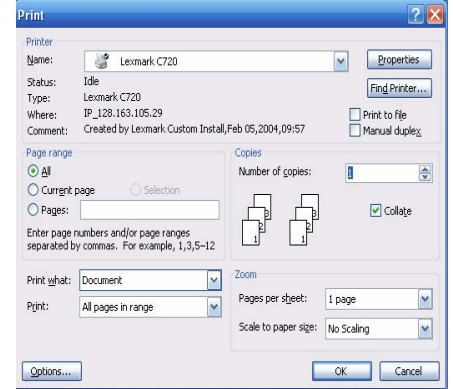
It is always a good idea to save your document prior to trying to print it. This is simply in case the application locks up for some reason during printing. You can save a document in one of two ways in Microsoft Word. You can click on **F**ile, **S**ave or **S**ave **A**s. The difference between **S**ave and **S**ave **A**s is simple. If you have not saved your document previously use **S**ave 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 **S**ave. If you want to save your document to a different drive (i.e. floppy disk), you want to change the name or create a different version use **S**ave **A**s. The dialog box for saving documents is shown below:

Also when saving a Word document you may want to save it in a previous version or as a text file so someone who does not have Word can read it. You may do this by clicking

on the drop down arrow beside **Save as type**. This will allow you save your Word document in many different formats for those who are not using Microsoft Word 2000.

## IX. Printing Your Documents

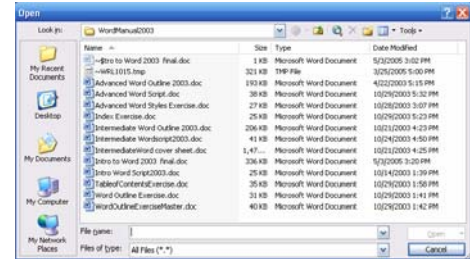
The most beneficial part of using a Word Processing program versus any other method is that we can make minor changes and reprint the document. Rather than recreating the whole document from scratch. To print a document in Microsoft Word you will click on **File, Print** and the following dialog box will be displayed.



As you can see there are many options available in the **Print** dialog box. Some of the most important are the Printer you wish to print to. If you have access to many different printers via a network or some other method. This is where you would make your choice about which printer you would like to print to and make any changes to the setting of that printer by clicking on the **Properties** button. You can also select which pages you could like to print, for example 1-5,7 would print pages 1 through 5 and page 7. You can also tell Word how many copies of a document you would like to print.

## X. Opening Your 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

Locating your files in Word 2003 is easy. Click on **File**, select **File Search**. 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. Once you have entered your criteria click on **GO** to perform the search. Advanced File Search allows you to refine your search.



## XI. Online Help

There are a variety of online tools added to WORD 2003 to help you learn to use the program. Click on **HELP** on the menu bar and you will see these topics. You can also type a question on the top upper right corner to get additional help.

## XII. 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.

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