Word 2003 – Tutorial I

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Getting Started

What is Microsoft Word?
Word is an application that allows you to create and edit text documents. In addition to text, *Word* allows you to insert pictures, tables, charts, drawings, and features that will make your text richer and more interactive.
Word 2003 version has brand new features as well as old features, similar to older versions of *Word* that have simply changed location, name, or appearance. *Word 2003* can open files created from earlier versions like *Word 97*, *2000*, or *XP*.

The Word Application Window
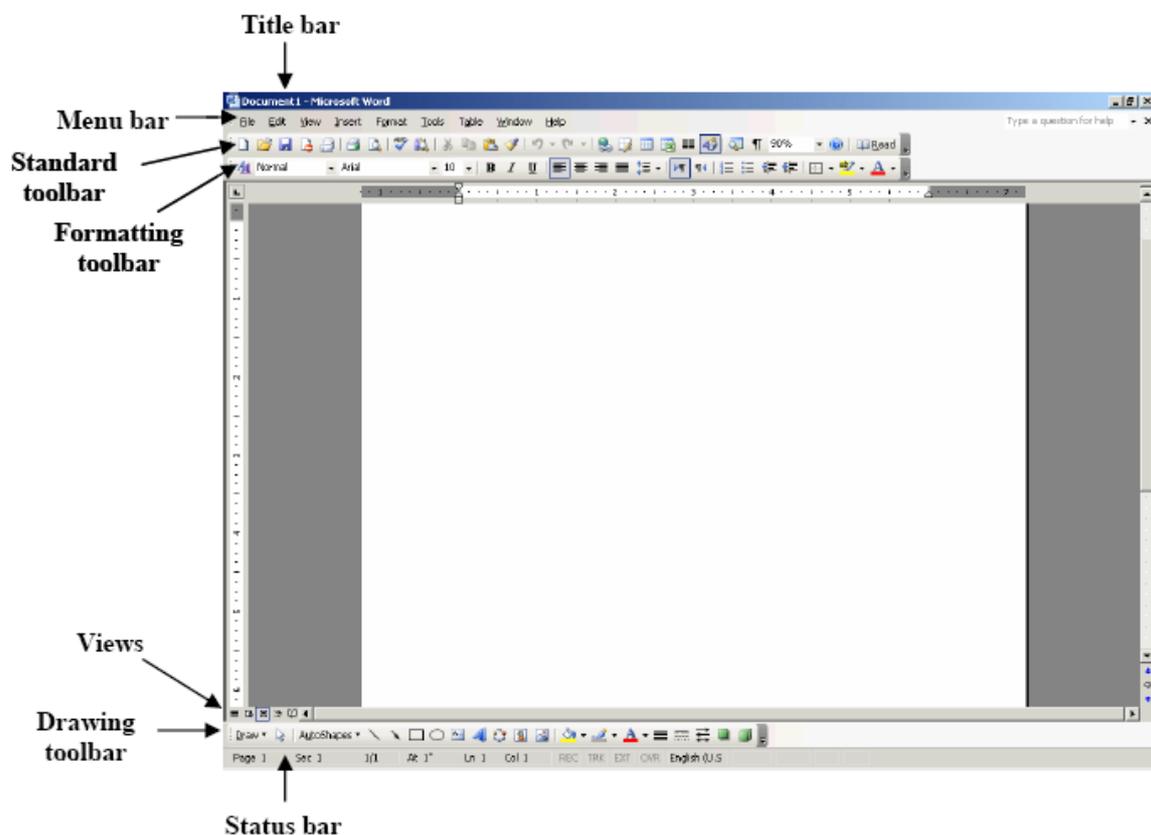
The default *Word* document includes the following layout tools:

- **Title** bar: Shows the document name*,* for example "*Document 1*" and the program name *"Microsoft Word"*.

- **Menu** bar: Contains the list of menus available inside *Word,* each menu contains a specific set of commands.

- **Standard** toolbar**:** Contains a shortcut list of the same commands found inside the menus on the **Menu** bar.

- **Formatting** toolbar**:** Contains a shortcut list of formatting options available inside the **Format** menu.

- **Horizontal and vertical rulers**: Are used for measurement purposes like any normal ruler; the default unit of measure is in inches.
  Note: Depending on the selected view, the ruler might not show.

- **White page area**: is the space area where you type, edit, and format your document.

- **Views**: Allows the user to view a document in different ways.

- **Status** bar: Shows the page number the user is working on, section number, page number out of the total pages found in the document, line number, column number, etc.

Menu Bar

When you open a menu in *Word* from the **Menu** bar, it will display initially the commands you have recently used. To view all options in any selected menu, you must click the double **arrow** at the bottom of the menu list. The images on the right show an example of a collapsed menu (*Figure 1*) and an example for the same menu expanded (*Figure 2*).
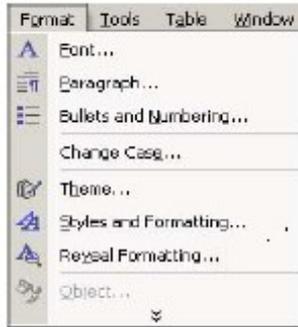
Figure 1 - Format menu collapsed

Figure 2 -Format menu expanded

Viewing or Hiding Toolbars

Many toolbars, displaying shortcut buttons, are also available to make editing and formatting quicker and easier. From the **Menu** bar, select **View > Toolbars** to see the list of all toolbars available inside *Word.*

Click on the name of the toolbar that you wish to view or hide, and the toolbar will be automatically displayed or hidden inside *Word* document, depending if it was initially checked or unchecked.

Wood 2003 – Tutorial 1
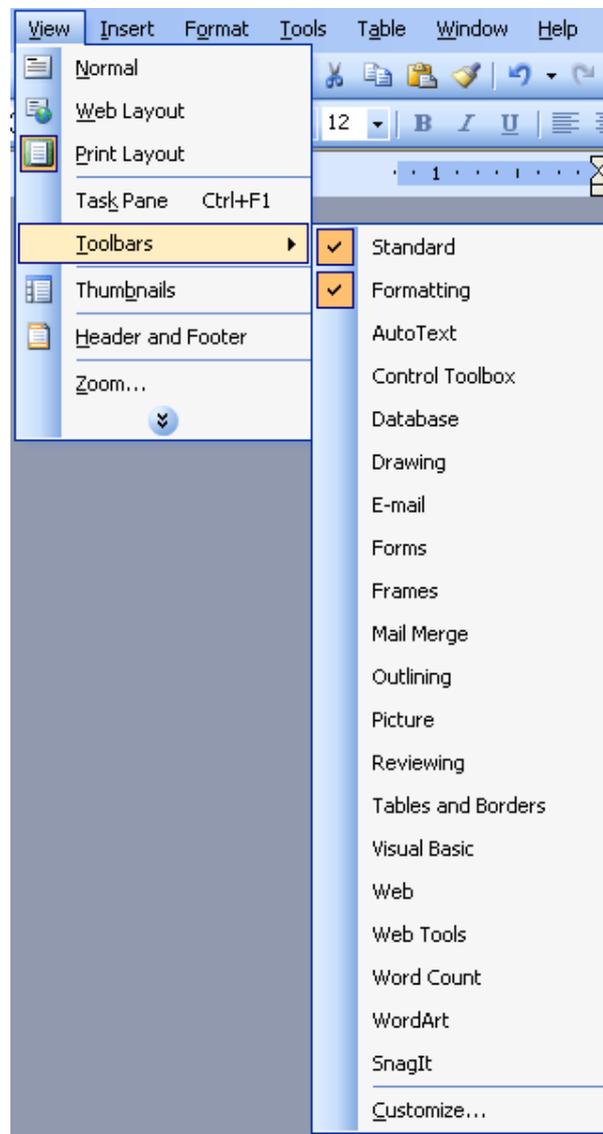
Task Pane

The Task Pane is an interactive menu that opens inside *Word* and provides users with shortcut commands. It is divided into 14 sub panes; you can switch between the sub panes by just clicking on drop down arrow found next to the Task Pane name and select the name of another sub pane.

1. **Getting Started:** Allows you to connect to the internet to get more information on *Word*; you can also use it to open a new/existing document.

2. **Help**: Provides help in using any feature inside *Word*, by typing a keyword inside the **Search for** box and *Word* will provide you with information relevant to the keyword from the Microsoft website or from *Word* help.

3. **Search Results**: Allows you to view the result of your previous search under **Help.**

4. **Clip Art**: Allows you to search the Clip Art Gallery using keywords.

5. **Research**: Provides you with online search for reference books, research and business sites.

6. **Clipboard**: Lists the items you have recently cut or copied.

7. **New Document**: Allows you to create the *Word* document of your choice.

8. **Shared Workspace**: Allows you to create a document workspace if you want to share a copy of your document. A workspace also enables you to invite other assign them tasks to link to additional resources.

9. **Document Updates**: Allows you to update your document if found in a shared workspace.

10. **Protect Document**: Allows you to restrict formatting editing changes done to your document.   and

11. **Styles and Formatting**: Facilitates the formatting of text in the current document.

12. **Reveal Formatting**: Shows all the formatting in the current document. It has information such as the font,
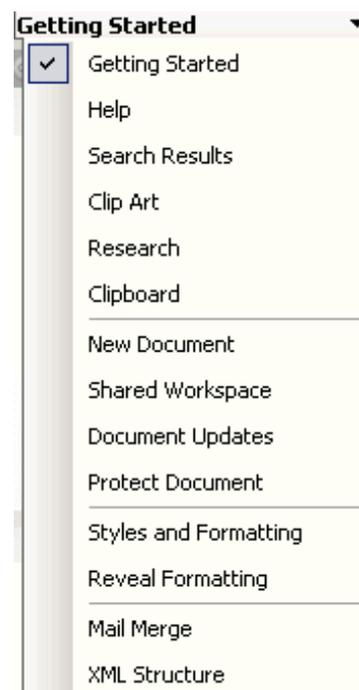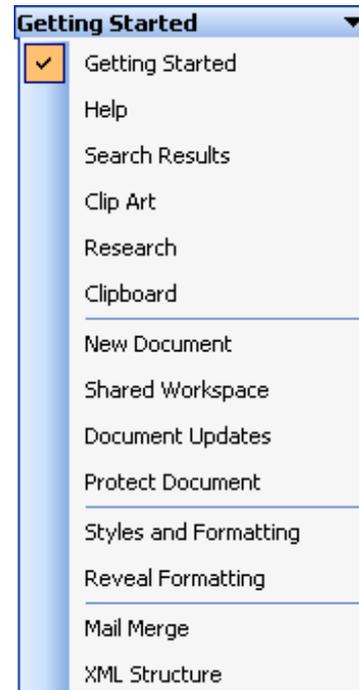
font size, paragraph alignment, margins and paper width as well as other types of information.

13. **Mail Merge**: Allows you to create multiple letters, e-mails, envelopes, and labels.

14. **XML Structure**: Allows you to represent a *Word* document as an XML document.

Views

Word gives you the option to view your document in five different layouts. To change a current view, use one of the following methods:

Method 1: Select **View** from the **Menu** bar.
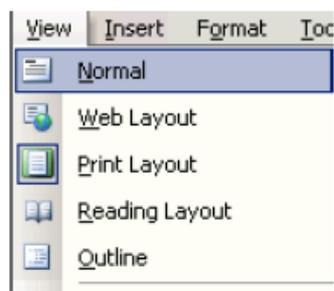
Method 2: In the lower left area of *Word* notice the **View** toolbar. Click any of the **Layout Views** buttons found on the lower left corner of the *Word* document.

Normal view

You can work in **Normal View** to type, edit and format your text. This view shows text formatting but simplifies the layout of the page so that you can type and edit quickly.

Web Layout View

You can work in **Web Layout View**, when you are creating a web page. In this view, backgrounds are visible, and text is wrapped to fit the window, and graphics are positioned just as they are in a web browser.

Print Layout View

You can work in **Print Layout View**, to see how text, graphics and other elements will be positioned when the document is printed.

Outline View

You can work in **Outline View** to look at the structure of a document and to move, copy, and reorganize text by dragging headings.

Reading Layout View

Reading layout view is designed to make reading easier on the screen without the need to print them out. In this view, *Word* displays only the tools you need for reading and allows you to flip pages like you do when reading a book.

Note: **Reading Layout View** does not display the document the way it is formatted for printing.

Working with Files

Create New Documents

- Click the **New Blank Document** button on the **Standard** toolbar**.**

- Or, from the **Menu** bar, choose **File > New**, the **New Document** Task Pane will open, and select **Blank Document.**

Open Existing Documents

- Click the **Open** button found on the **Standard** toolbar.

- Or, from the Task Pane**,** select **Getting Started** and the select **More**.

- Or, from the **Menu** bar, select **File > Open**
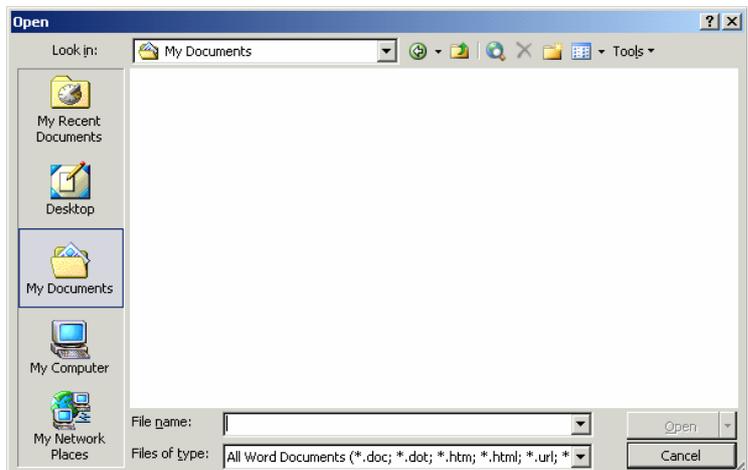
Any of these methods will show the **Open** dialog box. Choose the file and click the **Open** button.

Save Documents

- Click the **Save** button on the **Menu** bar

- Or, from the **Menu** bar, select **File > Save.**

Rename Documents

To rename a *Word* document, select **File > Open** and find the file you want to rename. Right-click on the document name with the

Wood 2003 – Tutorial 1
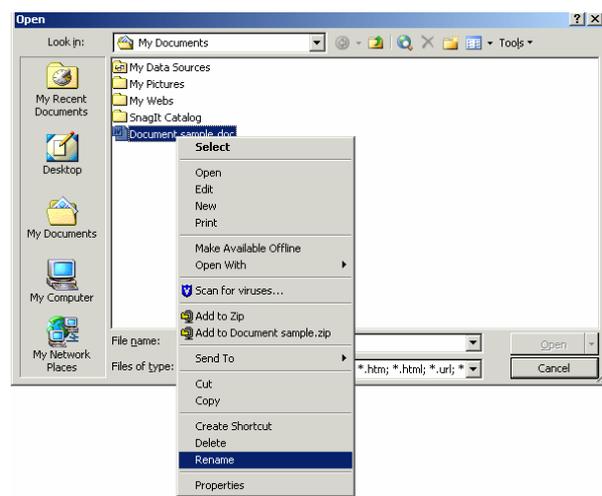
mouse and select **Rename** from the **Shortcut** menu. **Type** the new name for the file and press the **ENTER** key on the keyboard.

Close Documents

- Select **File > Close.**

- Or, click on the small **x** found on the right top next to the **Menu** bar and under the **Title** bar.

Click here to close document
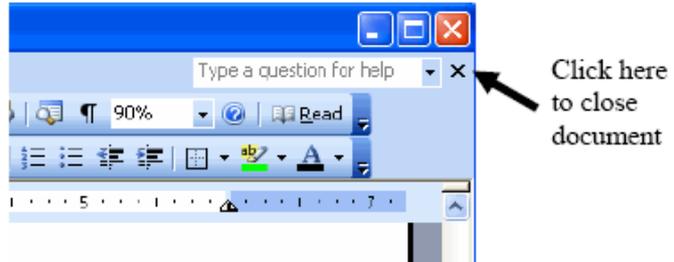
Working with Text

Type and Insert Text

When you open a new *Word* document, you will notice a blinking cursor ‖ at the start of the document, indicating that you can start typing where the cursor is positioned. Start typing your text and you will see that the text will appear where the blinking cursor is located. Move the cursor by using the **ARROW** buttons on the keyboard (← → ↑↓) or positioning the mouse and clicking the left button.

Highlight Text

In order to change the format of the text you just typed, it must be first highlighted, that is, selected with the mouse cursor.

To highlight the whole text or part of it, locate the mouse at the start of the text you wish to highlight and click the left button, then drag the mouse over the desired text while keeping the left mouse button pressed (i.e. clicked).

The table below summarizes the shortcuts used for selecting a portion of the text:

Selection	Technique
Whole word	Double click within the word.
Whole paragraph	Triple click within the paragraph
Several words or lines	Drag the mouse over to hightlight or hold down **SHIFT** key while using the arrow keys.
Entire Document	Select **Edit** > **Select All** ftom the **Menu** bar.

Note: To deselect the text, click anywhere outside of the selected area on the page.

Delete Text

Use the **BACKSPACE** or the **DELETE** key found on the keyboard to delete text.
BACKSPACE key will delete text to the left of the cursor and **DELETE** key will
erase text to the right. To delete a large selection of text, highlight the text using any
of the methods outlined above and press the **DELETE** key.

Spelling and Grammar

Word will automatically check for spelling and grammar errors as you type. Spelling
errors are noted in the document with a red underline. Grammar errors are indicated
by a green underline.
To disable this feature, go to **Tools > Options** from the **Menu** bar and click the
Spelling and Grammar tab on the dialog box. Uncheck the checkbox named **Check
spelling as you type** and the checkbox named **Check grammar as you type**, then
click on the **OK** button.

To use the spelling and grammar
checker, follow these steps:

1. Select **Tools > Spelling and
Grammar** from the **Menu** bar.

2. The **Spelling and Grammar**
dialog box will notify you of the
first mistake in the document and
misspelled words will have a red
color.

3. If the word is spelled correctly,
   click the **Ignore Once** button
   or click the **Ignore All** button
   if the word appears more than once in the document.

4. If the word is spelled incorrectly, choose one of the suggested spellings in the
   Suggestions box and click the **Change** button to correct one occurrence of the
   word or **Change All** button to correct all occurrences of the word. If the correct
   spelling is not suggested, enter the correct spelling in the **Not in Dictionary** box
   and click the **Change** button.

5. If the word is spelled correctly and will appear in many documents you type (such
   as your name), click the **Add to Dictionary** button to add the word to the
   dictionary so it will no longer appear as a misspelled word.
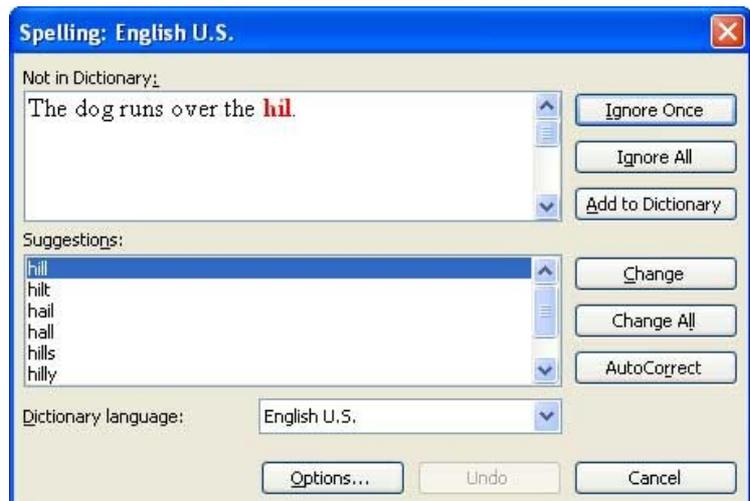
As long as the **Check Grammar** box is checked in the **Spelling and Grammar** dialog box, *Word* will check the grammar of the document in addition to the spelling. If you do not want the grammar checked, remove the checkmark from this box. Otherwise, follow these steps for correcting grammar:

1. If *Word* finds a grammar mistake, it will be shown in the box just like spelling errors. The mistake appears in green text. Several suggestions may be given in the **Suggestions** box. Select the correction that best applies and click **Change**.

2. If no correction is needed (*Word* is often wrong more than it is right), click the **Ignore** button.

Formatting Text

Formatting Toolbar

The **Formatting** toolbar is the easiest way to change many attributes of a text. If the toolbar shown below isn't displayed on the screen, from the **Menu** bar, select **View > Toolbars** and choose **Formatting**.
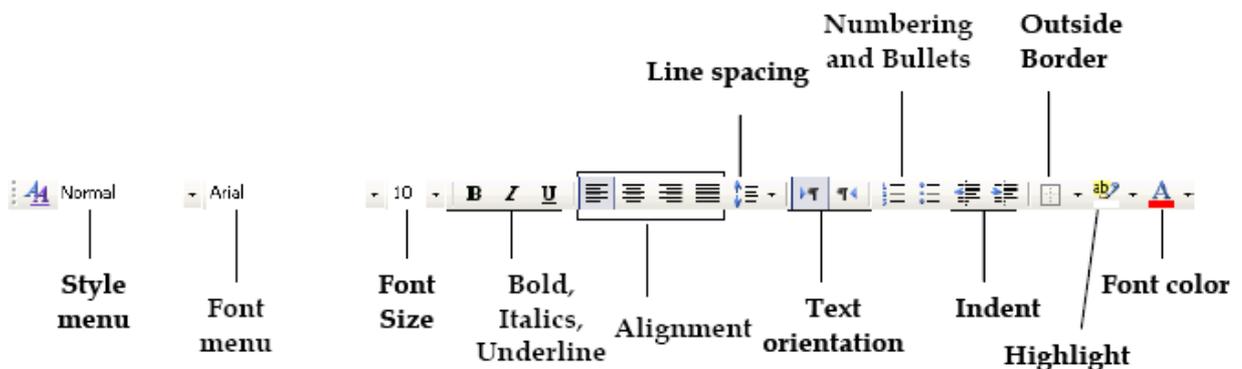
- **Style** menu: Allows you to make your text **Bold**, *Italic*, nderlined...depending on the **Style** you choose.

- **Font:** Allows you to change the font by clicking on the drop-down arrow on the right of the font name box. You will view a list of fonts available, you can scroll scroll-down to view more fonts, and select the font name you wish to use by clicking on its name with the mouse.

- **Font Size:** Allows you to change the font size by clicking inside the **Font**

Note: The difference between serif fonts (for example: **Times New Roman** uses serif font - see circle in the figure °T) and sans-serif (for example: **Arial** uses sans-serif font T)

text.

- **Bold, Italic, Underline:** Each button respectively allows you to make your text appear as bold, italic or underlined.

- **Alignment:** Each button respectively allows you to make your text aligned to the left, center, or right side of the page. You can also justify the text across the page using the **Justify** button.

- **Line Spacing:** Allows you to set the amount of space that *Word* puts when you go to a new line.

- **Text Orientation:** Allows you to change the typing direction of your text, from left-to-right or right-to-left manner.

- **Numbering, Bullets**: Allows you to make your text appear as a **Bullets** list or as a **Numbering** list.

- **Increase/Decrease Indent**: Allows you to increase or decrease the indentation of your paragraph in relation to the side of the page.

- **Outside Border**: Allows you to add a border around a text selection.

- **Highlight Color:** Allows you to change the color behind a text selection. The color shown on the button is the last color used. To select a different color, click the arrowhead next to the image on the button.

- **Font Color:** Allows you to change the color of the text. The color shown on the button is the last color chosen. Click the drop down **arrow** next to the button image to select another color.

An alternative way to access the formatting options found on the **Formatting** toolbar and some additional options is to select from the **Menu** bar, **Format > Font**. The **Font** dialog box will appear as shown in the figure.
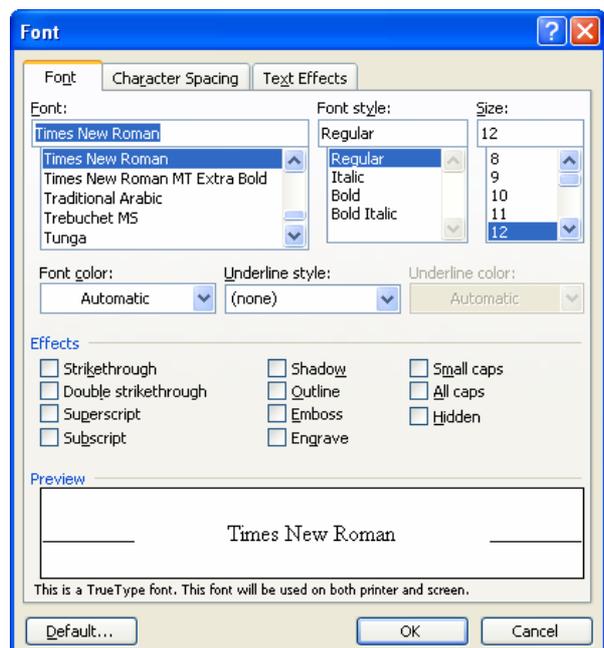
Move / Cut Text

Highlight the text you need to move, and follow one of the methods listed below:

- From **Menu** bar, select **Edit > Cut.**

- Or, from the **Standard** toolbar, click on the **Cut** button .

This will move the text to a clipboard in your Task Pane**.**

Note: To move a small amount of text a short distance, the drag-and-drop method may be quicker. Highlight the text you want to move, click the selection with the mouse, drag the selection to the new location without releasing the mouse button, and release the mouse button.

Copy Text

Highlight the text you need to copy, and follow one of the methods listed below:

- From **Menu** bar, select **Edit > Copy**
- Or, from the **Standard** toolbar, click the **Copy** button

Paste Text

To paste previously cut or copied text, move the cursor to the location you want to move the text to and follow one of the methods listed below**:**

- From the **Menu** bar**,** select **Edit > Paste**
- Or, from the **Standard** toolbar, click the **Paste** button .

Undo and Redo Options

- *Word* allows you to cancel the effect of one (or more) actions that took place previously by clicking once (or more than once) on the **Undo** button found on the **Standard** toolbar, or by selecting **Edit > Undo** from the **Menu** bar.

- *Word* allows you to repeat a previously cancelled action using the **Undo** button by clicking on the **Redo** button found on the **Standard** toolbar or by selecting **Edit > Redo.**

Lists

Bulleted and Numbered Lists

1. To create a list, click the **Bullets** button or **Numbering** button found on the **Formatting** toolbar.

2. Type the first entry and press **ENTER**. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**.

3. To end the list, continue typing entries and press **ENTER** twice when you are done.

Use the **Increase Indent** and **Decrease Indent** buttons on the **Formatting** toolbar to create lists of multiple levels.

Note: You can also type the text first, highlight the section, and click the **Bullets** or **Numbering** buttons to add the bullets or numbers.

Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

1. First type the list then increase the indentation of the items that are to be nested by clicking the **Increase Indent** button for each item.
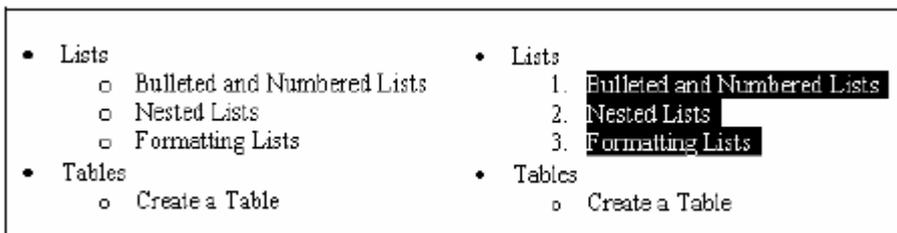
2. Highlight the items and click the **Numbering** button found on the **Formatting** toolbar.

Columns

To quickly place text in a column format, first you need to highlight the text. Click then on the **Columns** button found on the **Standard** toolbar and select the number of columns by dragging the mouse over the diagram. For more column options, select **Format > Columns** from the **Menu** bar. The **Columns** dialog box allows you to choose the properties of the columns. Select the **Number** and **Width** of the columns from the dialog box. *Note:* For the column feature to run properly you need to be in the **Print Layout View**.

Remove columns
Select a preset column arrangement
Enter the number of columns
Enter the width of each column
Check if all columns are of equal width
Typing starts from right to left
Check to place a vertical line between columns
Enter the value of space between columns
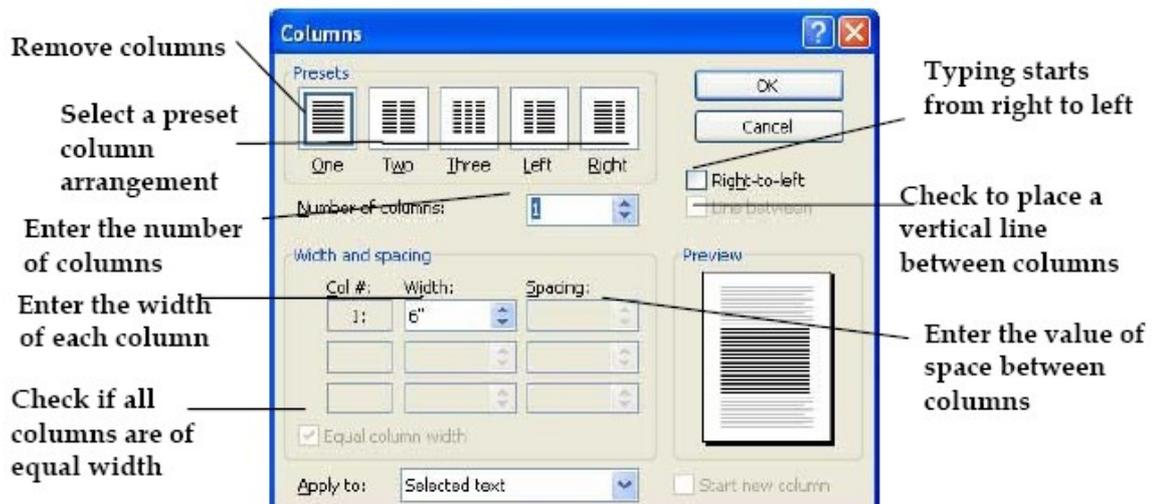
Note: Let's say you created two columns and the first is filled with text however the second is still empty and you keep trying to add text to it but it simply won't work! In this case, *Word* only accepts text in the second column **IF** the first column is **COMPLETELY** filled with text (i.e. there is no more space for text in the first column). In this case you can do the following:

Place your cursor right after the text that appears in column one then go to **Insert > Break > Column Break**. Notice that the text that was below the cursor has been shifted to the second column.

Graphics

Add Clip Art Images

Word comes with a set of pictures called Clip Art. These pictures are found in the **Clip Art Gallery** and are organized according to their type or category. To add a clip art image from the Microsoft library to a document, follow these steps:

1. Select **Insert > Picture > Clip Art** from the **Menu** bar. The sub pane named *Clip Art* will appear.

2. To find an image, in the **Search For** textbox, type a keyword describing the image you want to use, and press on the **Go** button

3. Click once on the downward **arrow** that appears when you place your mouse pointer over an image. A pop-up menu (as shown in the figure on the right) will appear: The most important options in this menu are the following:

- **Insert** to add the image to the document.
- **Copy** to place the clip on the clipboard to paste it later on.
- **Find Similar Style** to retrieve images similar to the one you have chosen.

4. Select images to add to the document

5. When you are done, click the **Close** button (small **x**) on the top right corner of the Task Pane.
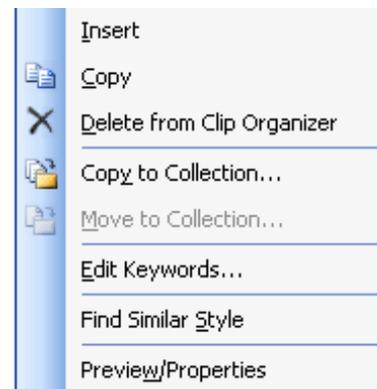
Add Images from Files

Pictures from various sources (scanned images and other image files saved in your computer) can be inserted in a *Word* document. Follow these steps to add a photo or graphic:

1. Select **Insert >Picture > From File** on the **Menu** bar.

2. Click the down arrow button on the right of the **Look in:** window to find the image on your computer.

Highlight the file name from the list and click the **Insert** button.

Print Documents

Print Preview

Preview your document by clicking the **Print Preview** button found on the **Standard** toolbar or by selecting **File > Print Preview**.

Printing

- From **File** menu, select **Print** option
- Choose a **Page range**.
- Select the **Number of copies** as desired.
- You can choose from the **Print** drop down menu to print **All pages in range**, only **Odd**, or **Even pages**.
- You can also choose the number of **Pages per sheet**
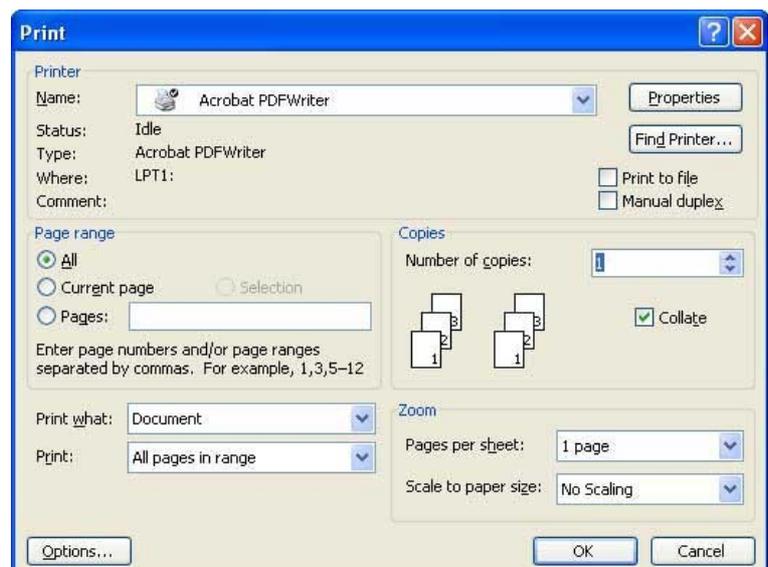
When the document is ready to print, click on the **OK** button.