

Course Topics:

- I. MS Word Overview
- II. Navigating Documents in Word
- III. Entering and Editing Text
- IV. Other Editing Techniques
- V. Using Fonts
- VI. Formatting Paragraphs
- VII. Adding Pictures and Borders
- VIII. Previewing and Printing

Section 1 -- Overview

What is Microsoft Word?

Microsoft Word is a word processing program, which means that it is primarily used to create and edit text-based documents in paragraphs. A Word document is a text file that contains all of the data for that file.

Microsoft Word can be used for single- or multi-page documents and includes many helpful features for enhancing text and layout.

Opening MS Word 2003


1. Start Microsoft Word (Click on **Start > All Programs > Microsoft Office > Microsoft Office Word 2003**).


A blank document called *Document1* automatically opens. Click the **Close** button to close it.

2. Open the file called ***Picnic.doc*** by going to **File > Open** then browse to **My Documents > Training** Folder > **Word** Folder.
3. Scroll through the document, noting the major features to be discussed in Level 1:
 - **Entering & Formatting Text**
 - **Drag-and-Drop Editing**
 - **Bullets and Numbering**
 - **Borders and Shading**
 - **Inserting Images**

Section 2 – Navigating Documents in Word

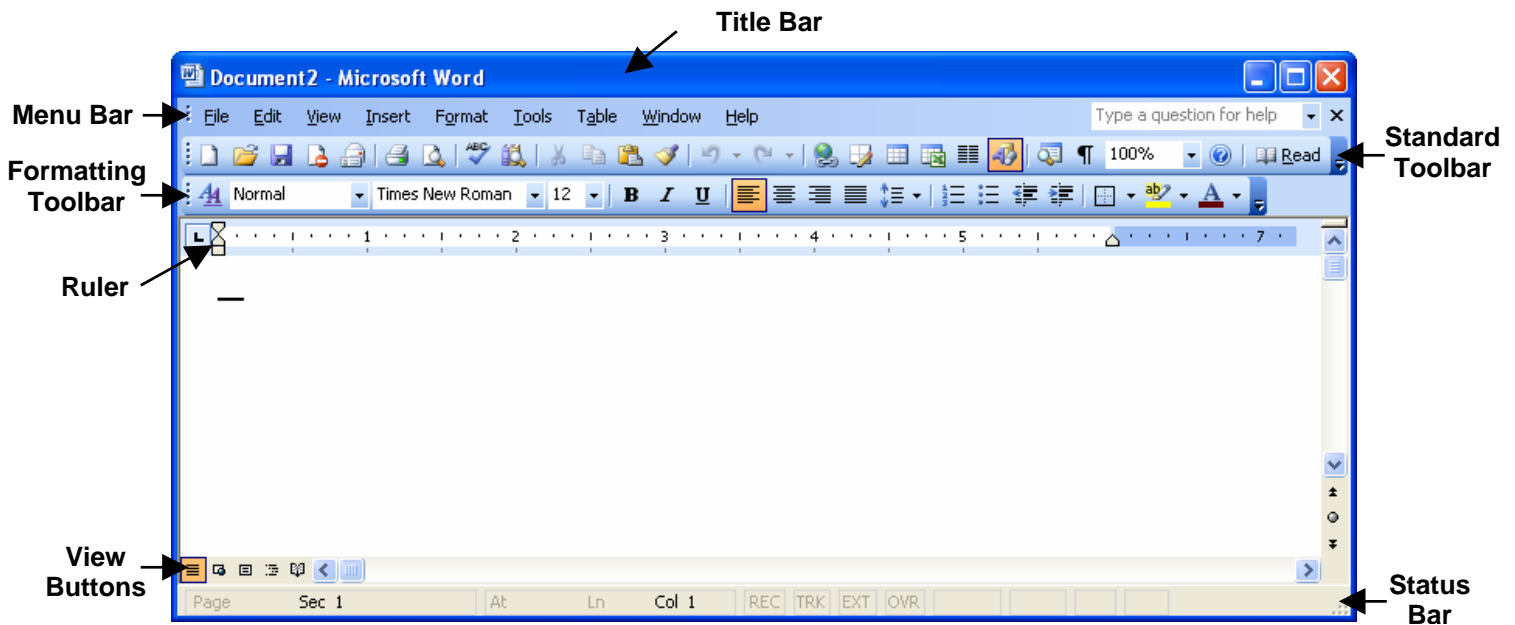
Moving Around in the Document

Entering and editing text is accomplished by placing the mouse pointer in the desired place and clicking a fine area in the document called the “**insertion point**.” This is the point at which text will begin to be entered, a selection will begin, or a graphic or other file will be inserted. To enable your mouse pointer to select these fine areas, the standard mouse arrow changes to a **special text selection pointer called the “I-Beam” pointer**  (because it looks like a capital I).

1. Click inside the first main paragraph. Note that the insertion point blinks wherever you have clicked. Click in another location and the insertion point changes.
2. Press the **right** and **left arrow keys** on your keyboard to move the insertion point one character at a time.
3. Press the **up** and **down arrow keys** to move the insertion point one line at a time.
4. Press the **Home key** on your keyboard to move the insertion point to the beginning of the line where your insertion point is blinking.
5. Press the **End key** to move the insertion point to the end of a line.
6. Use the **scroll bars** to move horizontally or vertically through the entire document **without changing the insertion point**. Click with the mouse where you desire (looks like an ) to move the **insertion point** to the new location. (Note that you can also use the **Page Up** and **Page Down** keys to move up or down one screen at a time, but **using these keys will move the insertion point**.)
7. Press **Ctrl+Home** to jump to the **beginning of the document**.
8. Press **Ctrl+End** to jump to the **end of the document**.

At the top of the window:

- **Title Bar** (Shows document name and has the Windows buttons)
- **Menu Bar** (has pull down menus shown as a text list)
- **Standard Toolbar** (shortcut icons/buttons for often-used commands)
- **Formatting Toolbar** (shortcut icons/buttons to quickly change document appearance such as fonts, centering, text size, etc.)
- **Ruler** (to set margins, tabs, etc.)

***At the bottom of the window:***

- View Buttons** (shortcut ways to the 4 main ways to view the document)
- Status Bar** (document information, and current settings and operations)


Selecting Text

1. **Double-click** any word in the first main paragraph.

The **entire word** is selected, including the space after the word.

2. **Triple-click** anywhere inside the first main paragraph.

The **entire paragraph** is selected, including the paragraph mark (where the Enter key was pressed to create a new line).

3. Move the mouse pointer outside of the text's left margin and **click once** with the **reverse arrow** .

The **entire line** is selected. In those cases where the line contains a paragraph mark, this will have the effect of selecting the entire paragraph as well.

4. **Double-click** with the **reverse arrow**.

The **entire paragraph** is selected. In those cases where the line contains a paragraph mark, this will be no different than a single click.

5. **Triple-click** with the **reverse arrow**.

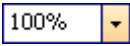

The **entire document** is selected. You may wish to select the entire document to quickly apply font or other formatting to every character in the document, (such as a font change.)

6. **Click** at the beginning of the first main paragraph, then **Shift+Click** at the end of the second group of paragraphs, after the words "...Product Development!".

All text between the first click and the Shift+Click is selected.

Click anywhere off of the selected text to deselect.

Zooming In/Out

1. Click the **Zoom box down arrow**  and choose 75%.
2. Click the down arrow again and choose Page Width.
3. Click the down arrow again and choose 500%.
4. Change the zoom size of the document to 75%.
4. **Close** the "Picnic.doc" file (**File > Close**) or click the smaller  in the upper right-hand corner.

Section 3 – Entering and Editing Text

Starting From a Blank Document

1. Click the **New** button on the toolbar. 

A new, blank, default-sized document opens. The insertion point is blinking at the first character point in the document. The current name is "Document2."

2. Type "Company Picnic" and **press Enter four times** to create several blank lines that you can use as you work with the new document.
3. Place the insertion point two lines below the "Company Picnic" line and type the following:

Come one, come all to the fifteenth annual company picnic that we are holding at Triangle Park. The picnic will start at noon and continue until the sun goes down. It is a family affair, so bring the whole family, including distant relatives!

3. Note that as you type, Word senses that you are reaching the end of the margin and **automatically wraps wording** to the left margin on the next line.

Editing Text

1. Click to the right of "that we are holding" in the first line of the paragraph.


The insertion point changes to that location.

2. Press the **Backspace key** repeatedly (or hold down the key) until the words "that we are holding" have been deleted.

The line now reads, "...fifteenth annual company picnic at Triangle Park."

3. Click to the left of "the sun goes down".
4. Press the **Delete key** repeatedly (or hold down the key) until the words "the sun goes down" have been deleted. (Try not to delete the period at the end of the sentence!)

Editing Text (cont'd)


5. **Type** "sunset" to replace the deleted wording. Be sure to include the period if you accidentally deleted it with the Delete key.
6. **Drag-select** the words "including distant relatives" at the end of the paragraph.
7. Press the **Delete key** once to delete the selection.
8. Click the **Undo button**  to replace the deleted wording and maintain the selection.
9. Type "(immediate family members only, please)" to replace the selection.

The line now reads, "...so bring the whole family, (immediate family members only, please)."

10. To be grammatically correct, delete the comma after "family".

Saving Files

The first time you save a file, you must give it a specific name and folder location.

1. Choose **File > Save** or click the **Save button**  on the toolbar. (For the first time you save a document, **ANY** save function you perform will force a **File > Save As** function.)

The **Save As dialog box** displays.

2. If the "**Save in:**" area does not show the "**My Documents**" folder to save to, click the down arrow next to the folder name and choose it from the folder list. Select the **Training/Word** folder to open.
3. In the "**File name:**" box, type **[Your Name]1** and press the **Save** button. Note that the "Save as type:" box automatically displays "Word Document" as its default option.

The file is saved with the new name.

The new name replaces *Document 2* on the title bar.

4. Close the **[Your Name]1** file.

Section 4 – Using Other Editing Techniques

Open an Existing Document

1. Choose **File > Open** (or click the **Open button** on the toolbar).

The Open dialog box displays, showing all documents available in the last folder used.

2. **Double-click** to select *Picnic_text.doc*.

The *Picnic_text.doc* file opens.

3. Scroll through the document to view its contents.

The document contains all the text necessary for the picnic flier. The text and paragraphs are unformatted, and the order of main paragraphs seems wrong.

Moving and Copying Text

1. Moving Text Using Cut and Paste:

- a. Select the entire set of paragraphs relating to “How do we get there?” (including one line below the paragraph).

- b. Click the **Cut button**  on the toolbar (or choose **Edit > Cut**).

The text is cut and placed into the **Windows Clipboard**.

- c. Move the insertion point to a blank line 2 lines below the word “Soda”.

- d. Click the **Paste button**  (or choose **Edit > Paste**).

The text is placed at the new location.

2. Copying Text Using Copy and Paste:

- a. Select the whole line “Bar-B-Que Chicken”.

- b. Click the **Copy button**  on the toolbar (or choose **Edit > Copy**).

The text is copied and placed into the Windows Clipboard.

- c. Move the insertion point to the left of the word “Coleslaw”.

- d. Click the **Paste button**  (or choose **Edit > Paste**).

The text is placed at the new location.

- e. Click the **Paste button** once more.

Because the text was copied to the Clipboard, it can be pasted to multiple locations. The words "Bar-B-Que Chicken" should now appear three lines in a row in the document.

- f. Select the second "Chicken" and type "Ribs".
g. Select the third "Chicken" and type "Beef".
h. **Save** the document.

3. Moving Text Using Drag-and-Drop:

- a. Select the whole line "**Soda**". (Be sure to include the paragraph mark in the selection!)
b. Move the mouse pointer over the selection.

The pointer changes to a standard arrow pointer.

- c. **Click-and-drag** the "**Soda**" paragraph up and to the left of "Ice Cream" and drop the text there. Note that as you move, a gray cursor moves at the tip of the mouse pointer to indicate where text will be inserted, and the Status Bar displays, "**Move to where?**"

The "**Soda**" paragraph is moved to the line above the "Ice Cream" paragraph.

4. Copying Text Using Drag-and-Drop:

- a. Select the whole line "**Bar-B-Que Beef**".
b. Move the mouse pointer over the selection to get the standard arrow.
c. Hold down **Ctrl+Click-and-drag** the selection to the left of "Coleslaw" and drop the text there. Note that the Status Bar displays, "**Copy to where?**" as you move the pointer.

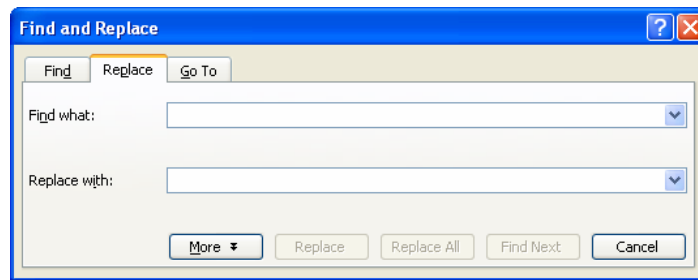
The selected paragraph is copied to the new location.

- d. Change the second "Beef" to "**Beans**".
e. **Save** the document.

Finding and Replacing Text

1. Press **Ctrl+Home** to jump to the top of the document.
2. Choose **Edit > Replace**.

The **Find and Replace** dialog box displays, with the Replace tab selected.



3. Type "**Triangle**" in the "Find what:" area and press **Tab**.
4. Type "**Triangle Park**" in the "Replace with:" area and click the **Find Next** button.

The program searches for the first instance of the word "Triangle". Because this instance of "Triangle" is already a part of "Triangle Park", we will **skip the replacement** for this instance.

5. Click the **Find Next** button.

The program locates the next instance of the word "**Triangle**", which does need to be replaced.

6. Click the **Replace** button.

The program replaces the wording and displays a box informing you that it word has finished searching the document. This means that the word "**Triangle**" does not occur at any other places.

7. **Close** the Find and Replace dialog box. **Note** that the text has changed where instructed.
8. **Save** the document.

Checking Spelling

1. Press **Ctrl+Home** to jump to the top of the document.

2. **Right-click** the word "Dunke".

A list of spelling replacement options appears.

3. Select the proper spelling (Dunk) and click it.

The proper spelling replaces the incorrect spelling.

5. Press **Ctrl+Home** to jump to the top of the document.

5. Click the **Spelling and Grammar**  button.

The **Spelling and Grammar** dialog box displays, indicating that the word "Modle" is not contained in its dictionary.

6. Select "Model" in the "Suggestions" box and click the **Change** button.

The program changes the spelling and selects the next unrecognized word, "Que".

7. Click the **Ignore** button.

The program selects the next "Que" as misspelled.

8. Click the **Ignore All** button to skip all instances of the word "Que".

The program stops at the word "Colacurcio" as misspelled and offers no suggestions.

9. Since the word is a proper name, spelled correctly, and may appear frequently on documents you prepare, click the **Add** button to add this word to the **permanent standard dictionary**.

10. Note that the program has highlighted the repeated word "the" in the document. Click the **Delete** button to delete the second "the".

The program deletes the word and displays a box informing you that it cannot find more misspelled words.

11. Click the **OK** button to close the information box.

12. **Save** the document.

Font Size Examples:

12 points 24 points
48 points




Font Attributes

Most fonts can also be assigned one or more attributes.

Examples:**Bold***Italic*Underlined***Bold Italic*****Choosing Fonts**


1. Select the whole line, "**Company Picnic**".
2. Choose **Format > Font**.

The Font dialog box displays. Note that the wording "Company Picnic" shows in the Preview area at the bottom of the dialog box.

3. Select different fonts from the font list and note the effect on the preview.
4. Click the **Cancel** button to close the dialog box without making a change.
5. With the text still selected, click the **Font box down arrow**  , then scroll to and select the font of your choice.
6. With the text still selected, click the **Font Size box down arrow**  , then scroll to and select the size of your choice to increase the size of the title (between 34-48 points).
7. Click the **Bold** button  to bold the text.
8. Select the whole line, "**What are we going to do?**" and change the font to **Arial 14 point Bold Italic**.


Section 6 – Formatting Paragraphs

Centering a Paragraph

1. Select the whole line, "Company Picnic".
2. Click the **Center** button  on the formatting toolbar.

The paragraph centers between the margins.

Right-Aligning a Paragraph

1. Click the **Align Right** button  on the toolbar.

The paragraph aligns with the right margin.

2. Click back on the **Center** button to center the title.

Justifying a Paragraph

1. Click inside the first main paragraph and click the **Justify**  button.

The text aligns with both the left and right margins, giving a uniform margin to both sides of the paragraph, as opposed to the standard "ragged right" margin.

2. Click back on the **Align Left**  button to left-align the paragraph.

Indenting a Paragraph

1. Click the **Increase Indent** button  on the toolbar.

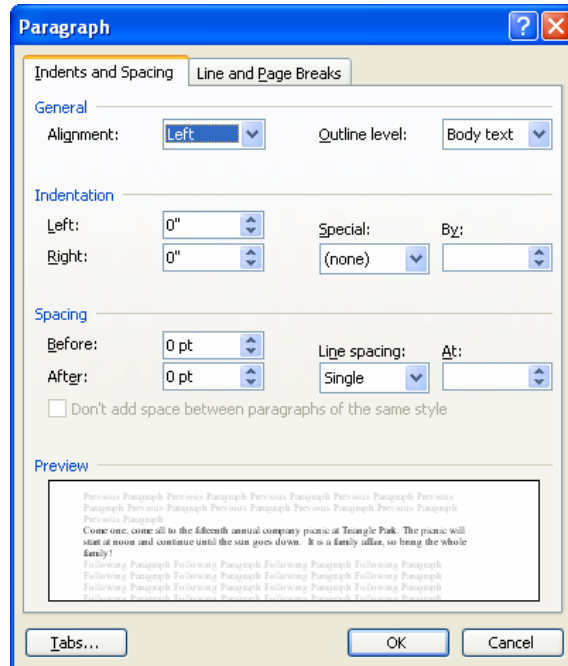
The paragraph indents .5" on the left.

2. Click the **Increase Indent** button again to indent the paragraph to 1".

3. Click the **Decrease Indent** button  twice to set the text back to the left margin.

4. Choose **Format > Paragraph**.

The **Paragraph dialog box** displays.



5. Set a **Left** and **Right** indentation of **1"** and click OK.

The paragraph indents 1" from both left and right, a format known as a **double-indent**.

6. **Save** the document.


Bullets vs. Numbering

Rule for using a numbered list vs. a bulleted list:


1. Use numbers in a list when
 - a. Steps must be done in order, or
 - b. Items are being given a priority over one another
2. Use bullets for any other kind of list.

Viewing Non-Printing Symbols

When entering or editing text, it may be helpful to turn on the feature that displays all paragraph marks, tab key entries, space bar entries, and other non-printing symbols that show how text spacing was accomplished.

1. Click the **Show/Hide ¶** button  on the toolbar. The non-printing symbols display.
2. Click the button again to turn off the symbols.


Applying Automatic Bullets

1. Select the paragraphs from “**Volleyball**” through “**Tug-of-war**”.
2. Click the **Bullets**  button on the formatting toolbar.

The program assigns bullets to the paragraphs and automatically formats them with a **hanging indent** (so that the wording wraps back under itself instead of to the left margin).

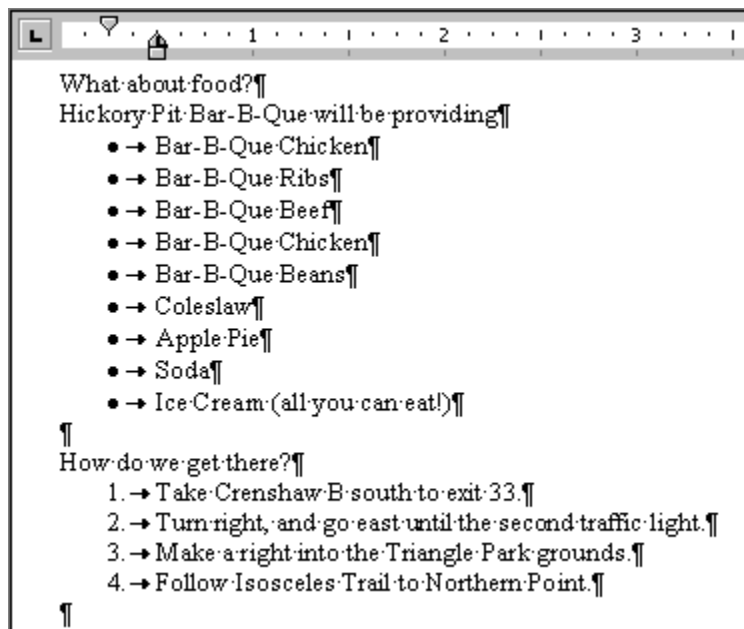
3. Repeat for the paragraphs from “**Bar-B-Que Chicken**” to “**Ice Cream**”.

Applying Automatic Numbers

1. Select the paragraphs from “Take Colacurcio Boulevard” through “Follow Isosceles Trail”.
2. Click the **Numbers**  button on the toolbar.

The program assigns numbers to the paragraphs and automatically formats them with a hanging indent (so that the wording wraps back under itself instead of to the left margin).

3. Move the top arrow marker (**first line indent**) and the **tab** markers in the ruler bar area to line up with the bullets in the previous paragraphs.



4. Click at the end of the last paragraph and press **Enter**.

A new paragraph displays, with the **number 5 automatically placed** into the list.

5. Type **"You'll see us there!"**

Changing Bullets and Numbers

1. Select the paragraphs from "Volleyball" through "Tug-of-war".
2. Choose **Format > Bullets and Numbering**.

The Bullets and Numbering dialog box displays the Bulleted tab, showing the last seven bullet types selected.


3. Select a different bullet style (other than "None"), then click the **OK** button.

The bulleted list is now using a different symbol.

3. Repeat for the paragraphs from "Bar-B-Que Chicken" through "Ice Cream".
4. Select the paragraphs from "Take Colacurcio Boulevard" through "Follow Isosceles Trail".
5. Choose **Format > Bullets and Numbering** to review the options for changing the look of automatic numbers.

Using Format Painter

The Format Painter is a tool used to quickly “paint” the attributes of one paragraph to another. This function saves formatting time and also ensures consistency of formatting in similar paragraph types.

1. Click anywhere within the paragraph, “**What are we going to do?**” (Earlier, this paragraph was formatted to look different from the other headings.)
2. Click the **Format Painter**  button on the toolbar.
3. Click outside the left margin (wait until you see the **reverse arrow**) of the “**What about food?**” paragraph.

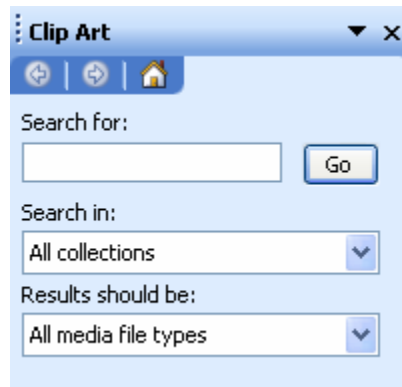
The paragraph is reformatted to look like the first main paragraph. The Format Painter button turns off.

4. Click the **Undo** button on the toolbar to set the paragraph back to its original formatting.
5. Click again within the first main heading, “What are we going to do?”
6. **Double-click** the **Format Painter button**. This action turns on the Format Painter **permanently until it is clicked again** to turn it off.
7. Paint the **second** and **third** main headings to look like the first.
8. Be sure to **click back on the Format Painter button to turn it off!**

Section 7 – Adding Pictures and Borders to the Document

1. Go to the bottom of the document and click the blinking insertion point.
2. Choose **Insert > Picture > Clip Art** from the menu bar.

The Microsoft Clip Art Task Pane appears on the right side of the window. Any pre-installed clip-art can be searched for and placed in your document from this pane.

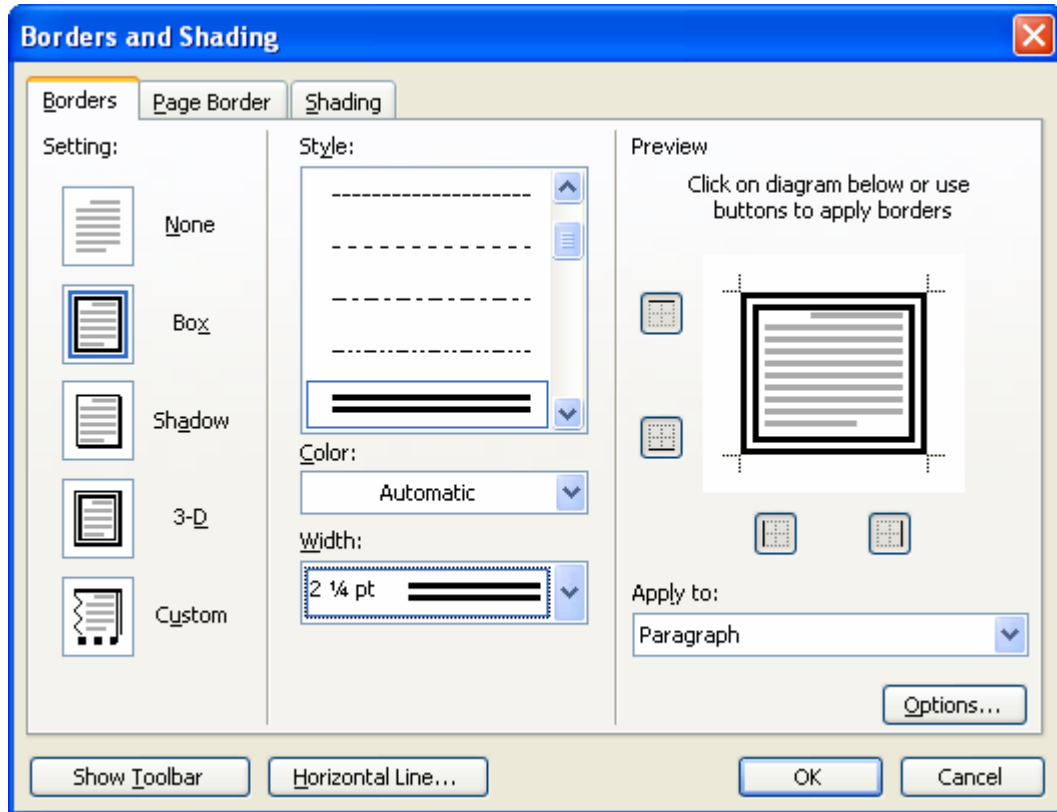


Close the Clip Art Task Pane.

3. Choose **Insert > Picture > From File** from the menu bar. Navigate to the "**Desktop**" folder to find the image called "*tugowar.gif*". Select it and click on the **Insert** button.

Adding a Border


1. To **add a border to a paragraph**, click anywhere in the paragraph. To **add a border only to specific text**, select the text.
2. Go to the top of the document. Select "Company Picnic" and add "The" so that it reads "**The Company Picnic**".
3. Type "**Fun in the Park**" in a new paragraph below.
4. Select "**The Company Picnic**" and go to the **Format** menu, click **Borders and Shading**, and make sure you're in the **Borders** tab.
5. Select the options as seen below, and make sure the option **Paragraph** is selected under **Apply to:**.



6. Select the **Shading** tab and pick a **light gray shade**. Click **OK**.
7. Select "**Fun in the Park**" and go to the **Format** menu, click **Borders and Shading**, and then click the **Shading** tab. Pick a **Black** fill color. Click **OK**.
8. Select "**Fun in the Park**" and change the font color to **white**.

Section 8 – Previewing and Printing

Previewing

1. Click the **Print Preview** button () on the toolbar.

The Print Preview screen displays the document in full page view as it will appear when it prints. Note that the non-printing characters do not show, and the standard toolbar changes to a preview toolbar.

2. Move the mouse over the page to display the **Zoom Pointer** (magnifying glass with a plus sign inside).
3. **Click** anywhere on the page to **zoom to 100%** view of that portion of the page.

The Zoom Pointer changes to a **minus sign**.

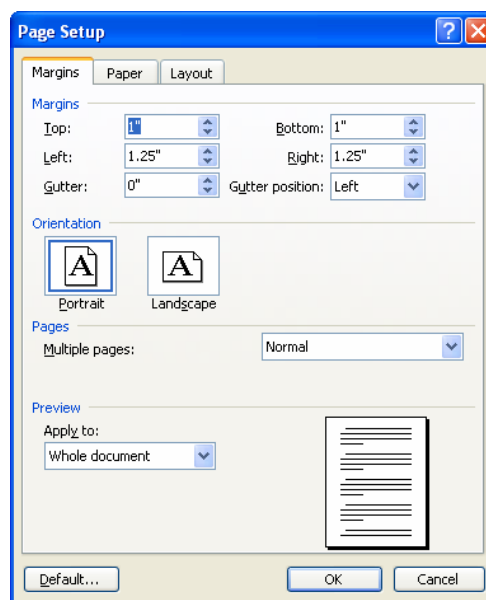
6. Click again to zoom back out to full page view.
7. To get out of Print Preview mode, click the **Close** button on the Print toolbar (or select **View > Normal**).

Adjusting Margins

To make the document fit onto one page, it may be necessary to adjust the margins.

1. Choose **File > Page Setup**.

The Page Setup dialog box displays. Click the Margins tab, if necessary.



2. Double-click inside the "Top:" box.

The default margin of 1" is selected.

3. Type ".75" and press Tab.

The amount in the "Bottom:" box is selected.

4. Type ".75" and press Tab.

The amount in the "Left:" box is selected.

5. Type "1.0" and press Tab.

The amount in the “Right:” box is selected.

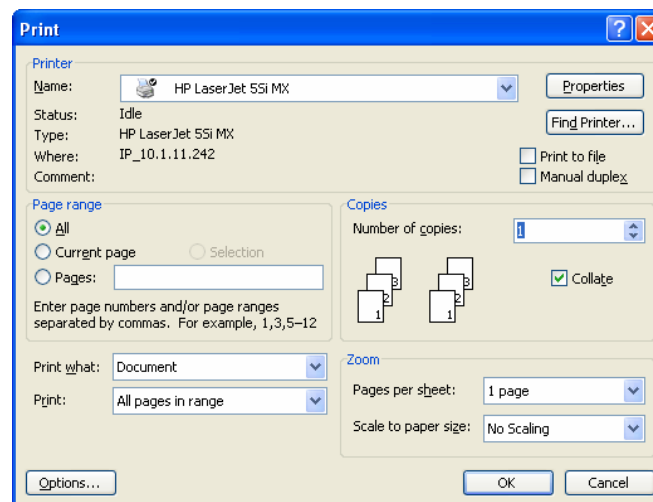
6. Type “1.0” and press OK to complete the changes.
7. Click the **Print Preview** button again and view the document to see if the margin changes had any effect on the document’s visual appeal, including if it now fits onto one page.

Printing

DO NOT attempt to actually print the document in the training room!

1. Choose **File > Print**.

The Print dialog box displays.



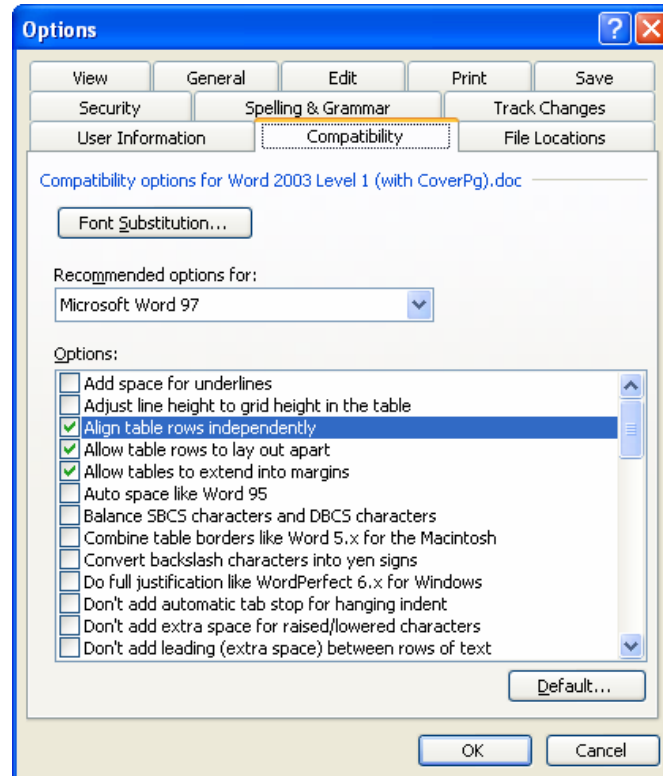
2. Review the various options for printing.

Making Word Documents Compatible with Other Versions

NOTE: There are some features of Word 2003 that are not compatible with Word 2000, 97, or other Word processing packages. For files to be compatible with Word 97, items written in Word 2003 must be saved in a compatible format.

To Save a Word 2003 file in a different format:


1. In Word 2003 under the **Tools** menu, select **Options**.
2. Select the **Compatibility** tab.



3. In the **Recommended Options For:** menu select Microsoft Word 97.
4. From now on, any file created will be compatible with Word 97.

Getting Help with your Word Document

Help can be found by:

- pressing the **F1** key on the once Word is started
- clicking on the Animated **Office Assistant**
- by clicking on the Microsoft Word Help button ()
- or by clicking on **Help > Microsoft Office Word Help** (located in the menu bar.)

USING HELP

To use Help, click in the **Search for:** box and type in a few keywords relating to the topic you need help.

Microsoft Word 2003

Level 1



LaTonya Motley
Trainer/Instructional Technology Specialist
Staff Development
660-6452