

Course Topics:

- I. MS Word 2003 Overview**
- II. Using Tabs, Columns, and Drop Caps**
- III. Formatting Pages and Paragraphs**
- IV. Using Views**
- V. Using Automatic Text Features**
- VI. Creating Headers and Footers**

Section 1 – MS Word 2003 Overview

“Word Processing” vs. “Desktop Publishing”

Microsoft Word is a word processing program that has many desktop publishing capabilities. The main differences are summed up in the table below:

Word Processing	Desktop Publishing
Designed for producing large amounts of text	Designed for layout of text and graphics
Text arranged in paragraphs across the page	All objects free-floating; can go anywhere on the page
Difficult to produce multi-page layouts	Designed specifically to produce multi-page layouts

Microsoft Word can be used as a desktop publisher for single- or double-page documents and includes many helpful features to enhance the text and layout of such documents.

Review of Exercises From Level 1


1. Start Microsoft Word (Start > All Programs> Microsoft Office > Microsoft Office Word 2003).
2. Open the file called **“Picnic.doc”**, located in the ***Training\Word*** directory
3. Review the major exercises from Level 1:
 - a. Bullets and Numbering
 - b. Drag-and-Drop Editing

- c. Borders and Shading
- d. Format Painter
- e. Inserting and Resizing Graphics

Section 2 – Using Tabs, Columns, and Drop Caps

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.

NOTE: Since this button acts as a toggle to turn the symbols view on or off, you can click it again to display the symbols.

3. **Close** the “Picnic.doc” file.

Setting Tabs


Many of the reasons for using multiple tabs have become obsolete with the development of tables in Word. If you are entering text in columns across the page that would require tabs to properly space more than one line, or if you are pressing ENTER to break lines short and create new lines that must then be tabbed into place, consider putting the text into a table.








- Tabs are still very useful for setting single-line columns of text or for setting distances between text objects on the same line.
 1. Click on the **Show Invisibles ¶** button  to show the non-printing symbols.
 2. Create a new document (**File > New**, or click the **New** button on the Toolbar).
 3. Type the following text, as shown, each category **separated by only one simple tab**, and a paragraph return (**Enter Key**) after each line. (Use the default **Times New Roman** text, **12 point** size)




Bookstore-Price-List¶
 Title → Author-Price¶
 50-Ways-to-Love-Your-Liver-Simon-Garfinkle → \$14.95¶
 Physiology-in-the-Modern-Age → Max-Carroll → \$38.60¶
 Rocks-and-Other-Hard-Places → G.M.-Stoner → \$47.25¶
 The-One-Minute-Sleeper → Ted-Grand → \$5.50¶

3. Ensure that the Ruler is on (**View > Ruler**).




4. Click the tab button  on the left side of the top ruler, several times.

The button toggles between the **four** different types of tabs (left , center , right , decimal , bar tab , first line indent , and hanging indent ).

5. Cycle through until the tab button shows a **center tab**.
6. Select **the last 4 lines**; the text from "50 Ways..." to \$5.50).
7. Move the mouse pointer onto the ruler bar and click a **left tab**  at approximately **1 inch**.
8. Click another left tab at approximately **3.5 inches**.
9. Click the tab button three times to change it to a **decimal tab** , then click on the ruler at approximately **5 inches**.
10. Select the "Title..." to "Price" text and set **center tabs**  at approximately **1.5** and **4** and **5 inches**.
11. Select "Bookstore Price List", **Bold** and then **Center** the paragraph.

You may need to do some additional editing but the resulting tabbed list should look like this:



Bookstore-Price-List¶			
→	Title	→	Author → Price¶
→	50-Ways-to-Love-Your-Liver	→	Simon-Garfinkle → \$14.95¶
→	Physiology-in-the-Modern-Age	→	Max-Carroll → \$38.60¶
→	Rocks-and-Other-Hard-Places	→	G.M.-Stoner → \$47.25¶
→	The-One-Minute-Sleeper	→	Ted-Grand → \$5.50¶

Modifying Tab Settings with the Tabs Dialog Box

1. Click inside the "Title" paragraph.

The ruler shows the current tab settings.

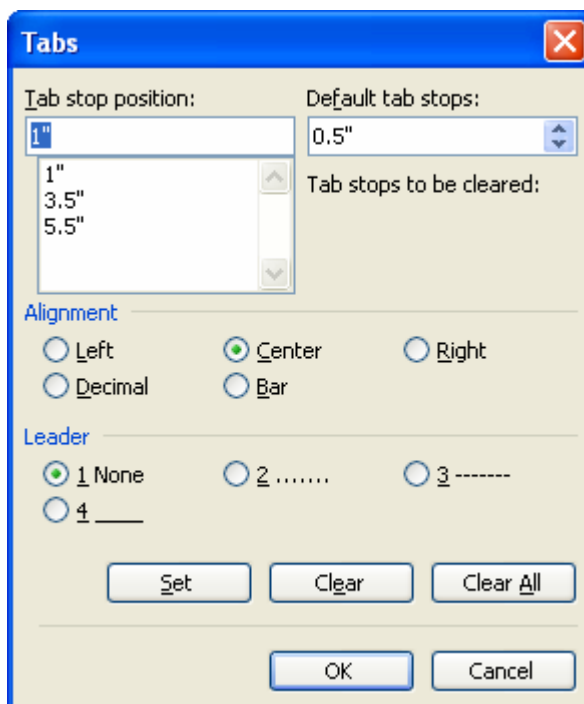
2. Click-and-drag the "title" tab setting on the ruler to approximately **2 inches**.
3. Click between the **\$** and the **5** in the last dollar figure (\$5.50) and press the **spacebar twice** to line up the dollar signs in the other rows.

The resulting list should now look like this:

Bookstore Price List			
	Title	Author	Price
→	50 Ways to Love Your Life	Simon Garfinkle	\$14.95
→	Physiology in the Modern Age	Max Carroll	\$38.60
→	Rocks and Other Hard Places	G.M. Soner	\$47.25
→	The One Minute Sleeper	Ted Grand	\$ 5.50

4. Select the text from "**50 Ways...**" to the last price (**\$ 5.50**).
5. Choose **Format > Tabs**.

The Tabs dialog box appears.



6. Select the tab at **3.5 inches**, then change the **Leader** to the **dotted line** (2) and click **Set**.
7. Repeat for the tab stop position at **5 inches**.
8. Press **OK** when finished.

The resulting list should look similar to this (with invisible symbols):

Bookstore Price List		
Title	Author	Price
50 Ways to Love Your Liver	Simon Garfinkle	\$14.95
Physiology in the Modern Age	Max Carroll.....	\$38.60
Rocks and Other Hard Places	G.M. Stoner.....	\$47.25
The One-Minute Sleeper.....	Ted Grand.....	\$ 5.50

9. Select the line "Title" to "Price," and make it **Bold and Arial font**.
10. **Save** the completed list in the **Training/Word** folder with the name "[Your Name]'s List".
11. **Close** the file (not the program.)

Inserting Text Files

You can pull together various files into one document. This way, you can work collaboratively with others, and then produce one cohesive report.

1. Create a new, blank file (**File > New**) or click on the **New Blank Document** icon in the tool bar.
2. Choose **Insert > File**.
3. Select the "**Earthquake Introductions**" file and double-click to open.

The "Earthquake Introductions" file is inserted at the top of the unnamed file just created.

4. Click in the first blank paragraph below the inserted text, then choose **Insert > File** and insert the "**Earthquakes in NM**" file.

The "Earthquakes in NM" file is inserted after the previous text. The document is now three pages long.

Inserting Section Breaks

A section break is a mark you insert to show the end of a section. A section break **stores the section formatting elements**, such as the margins, page orientation, headers and footers, and sequence of page numbers. A section break appears as a double dotted line that contains the words "Section Break."

1. Click on page one at the beginning of the second paragraph (right before the "**T**" in That's.)
2. Choose **Insert > Break**.

The Break dialog box displays.

3. Click the **Continuous** button under Section Break types and click **OK**.

A **Section Break** is inserted below the paragraph.

Section Break Options

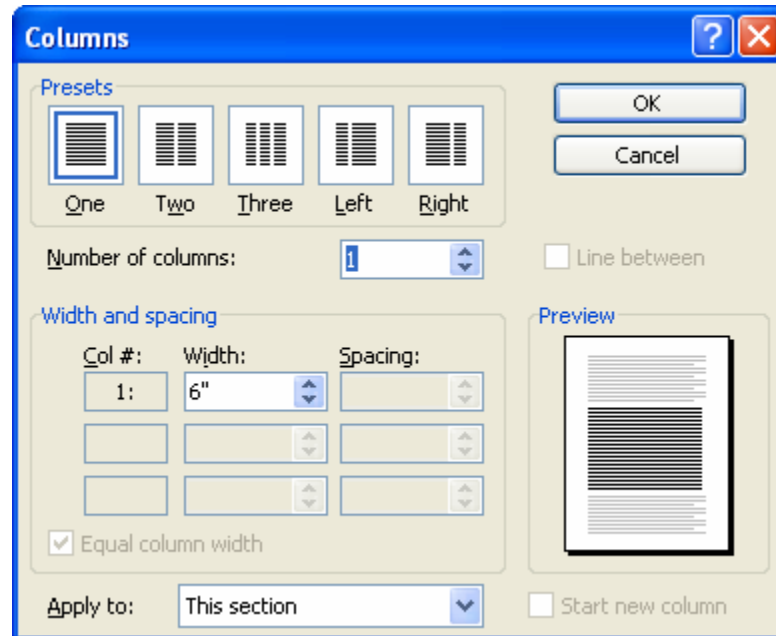
Next page: inserts a section break and starts the new section on the next page.

Continuous: inserts a section break and starts the new section on the same page.

Odd or Even page: inserts a section break on the next odd/even numbered page.

Setting Columns

1. With the I-beam cursor in front of the first main text block (starts with "That's how..."), choose **Format > Columns** (or use the Columns button on the Toolbar).



2. Choose a **two-column preset**. Click **OK**.

The text formats itself into two equal columns. This format has also applied to the "Earthquakes in NM" text as well.

	<p>You must be in print layout mode to see the 2-column format. Word automatically changes to this view after applying the columns.</p>
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NOTE: that the top section remains spread across the two columns of text, in its original "one column" format.

Modifying Column Settings

1. Ensure that the insertion point is somewhere in the two-column text block.
2. Choose **Format > Columns** (or use the Columns button on the Toolbar).
3. Select a **three-column format**. Click **OK**.

The text formats itself into three equal columns.

4. Click the **Undo button** , or **Edit > Undo** or **Ctrl + Z**, to return to the two-column format.

The text formats itself back into two-columns, as designated before.

5. Click the insertion point in front of the **"D"** in the phrase **"Do we have earthquakes in NM?"** and insert another **continuous section break** at that point.

Note: The section break symbol actually appears at the end of the paragraph **before** the "Earthquakes in NM" heading.

6. Insert another continuous section break immediately before the first letter **"E"** in the **"Earthquakes in NM"** heading.

The "Earthquakes in NM" heading is **separated out** as its own section.

7. Click at different places in the document and note the section number at the bottom of the screen, in the Status Bar area.

Section 1 is the main title and subtitle on page 1.

Section 2 is the main text on page 1.

Section 3 is the "Earthquakes in NM" heading on page 2.

Section 4 is the main text on pages 2-4.

8. Click anywhere within **section 3**, "Earthquakes in NM" and format it as **one column**, spreading it across the page.

The "Earthquakes in NM" heading is formatted to one column, going across the top two columns on the rest of the page.

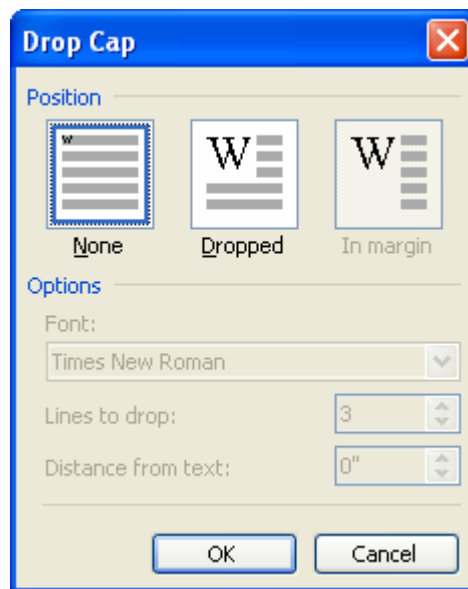
9. **Center** the "Earthquakes in NM" heading with the **Center** button.

Creating Drop Caps

A Drop Cap is a large initial capital letter placed at the beginning of a paragraph, generally descending down two or three lines of text.

1. Click within any part of the first paragraph on page 1 **beginning with Earthquakes: A**.
2. Choose **Format > DropCap**.

The Drop Cap dialog box appears. The current position shows "None".



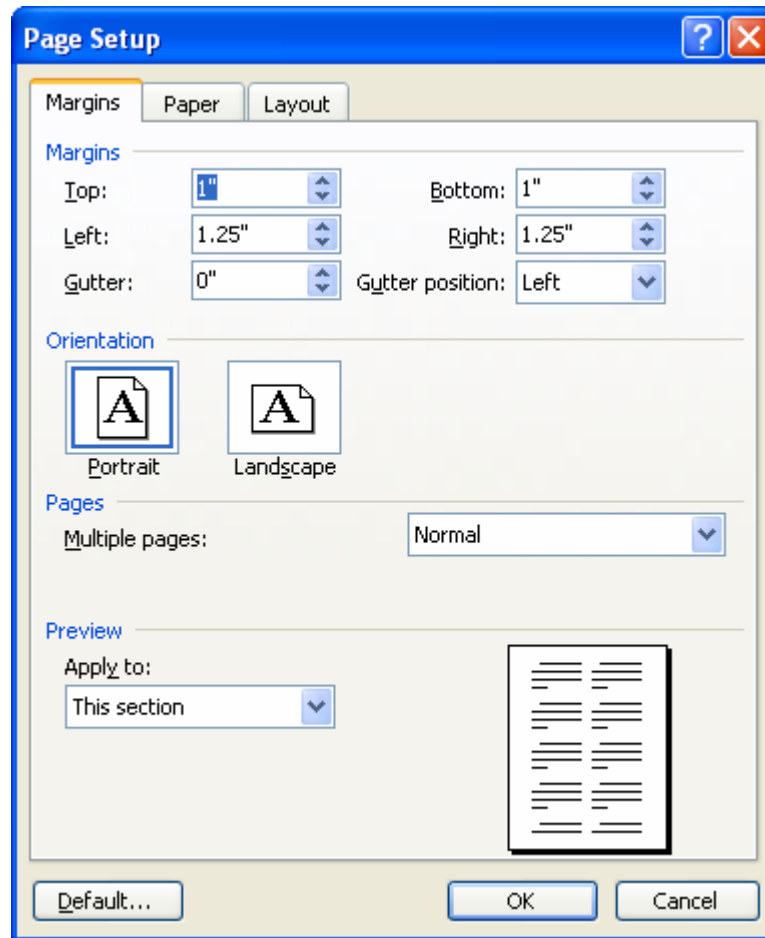
3. Choose Drop Cap position "**Dropped**".
4. Select "**3**" as the number of lines to drop.
5. Change the distance from text to **".1"**
6. Choose a font (**Copperplate Gothic Bold** or **Albertus Medium**) and click **OK**. Note how the **E** is now enlarged.
7. Save your file as "[Your Name's] Earthquake"

Section 3 – Formatting Pages and Paragraphs

Adjusting Margins

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

The Page Setup dialog box displays, showing default margins at 1" top and bottom and 1.25" left and right.



2. Change margins to **1" all around**. Be sure to change the **Apply to:** area at the bottom right corner of the dialog box to "**Whole Document**".
3. Click **OK** to accept the new margins.

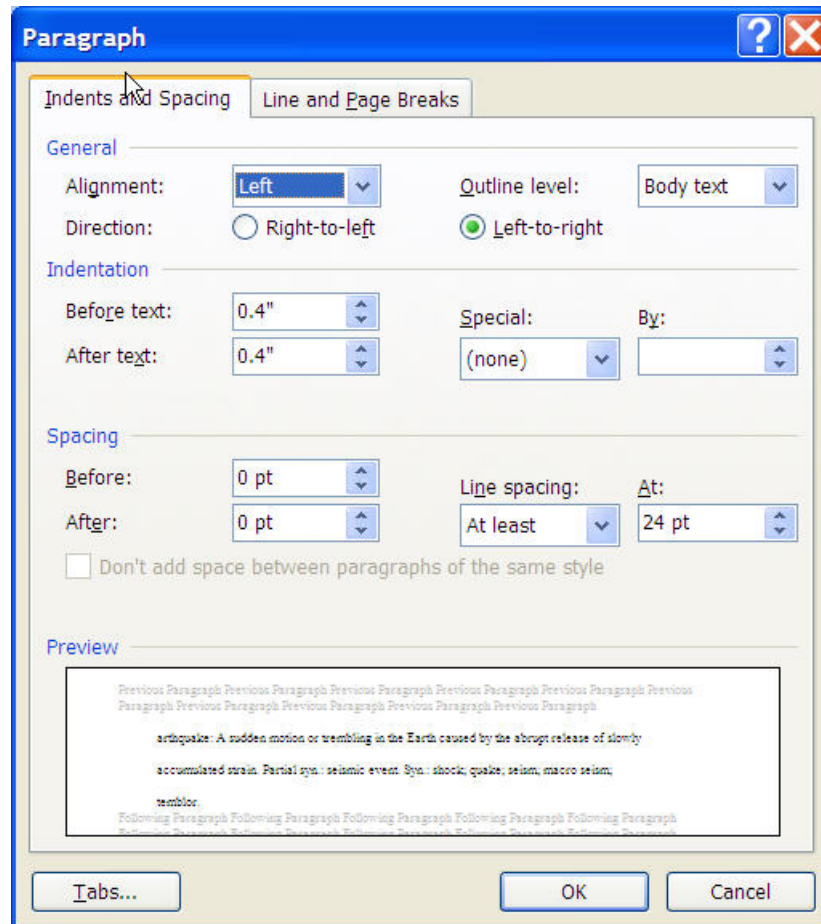
The text is adjusted accordingly. The number of pages may have also changed.

4. **Save** the file.

Indenting Paragraphs

1. Press **Ctrl+Home** to jump to the top of the document.
2. Click in the ***Earthquake definition*** paragraph of Section 1.
3. Choose **Format > Paragraph** and view the Indents and Spacing tab.
4. Change the **left** and **right indentations** to **".4"** and click **OK**.

The paragraph indents .4" on both the left and right sides. This is known as a "**double indent**."



5. Return to **Format > Paragraph**. Make sure **Line Spacing** says **"Single"**
6. Click the up arrows so that **Spacing Before** and **Spacing After** are both set to **"12 pt"**. Click **OK**.

Changing Paragraph Spacing

1. Select all main paragraphs in **Section 2** (**shift+click technique**).
2. Choose **Format > Paragraph**.

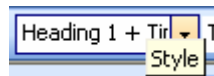
The Paragraph dialog box displays again. Ensure that the dialog box shows the Indents and Spacing tab.

3. Change the up arrow next to the **Spacing Before** box to set it to "**6 pt**" and click **OK**.

Each selected paragraph moves downward by a 6 pt. increment.

Choosing Styles

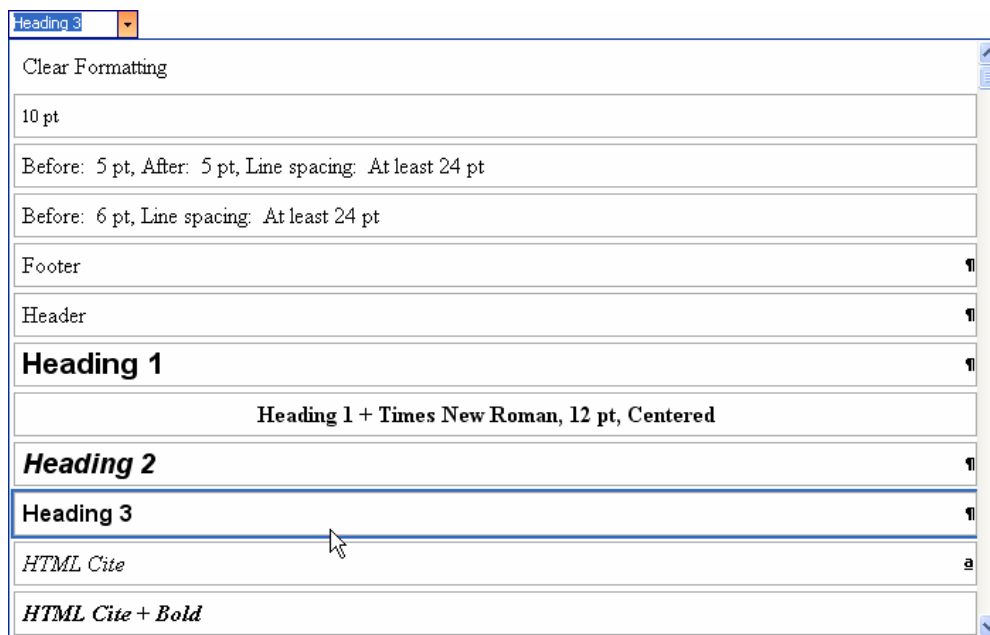
1. Click anywhere within the main title on page one. Note that it is currently a **Heading 1** style, as noted in the Style box next to the font name box.



2. Click the down arrow next to the Style List, and choose **Heading 2**.

The paragraph reformats automatically with the font, size, style, and paragraph settings of a **Heading 2**.

3. Change the style to **Heading 3**.



Changing Styles

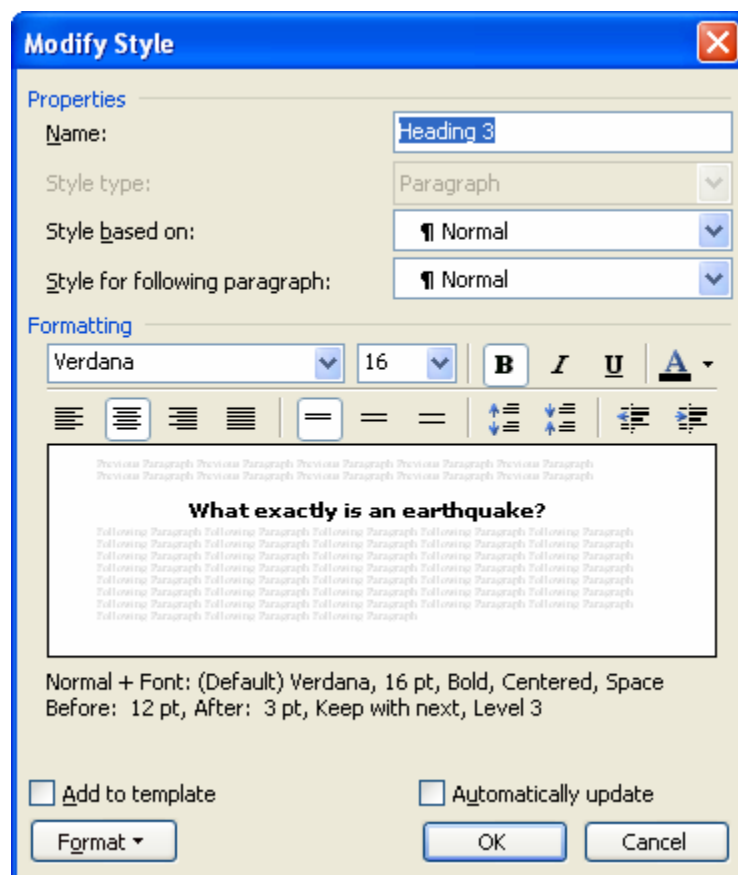
1. Choose **Format > Styles and Formatting**.

The Styles and Formatting task pane displays showing Heading 3 as the style of the text.

2. Click the Drop-Down Arrow and then select the **Heading 3** style from the formatting list and select **Modify**.

The Modify Style dialog box displays.

3. Use the Formatting section to Change the settings to a different font name and size: **Verdana, Bold, 16 pt.**



4. Choose an alignment of **Center**. Click **OK** to accept the changes.


The Heading 3 style is updated on the paragraph designated as Heading 3.

5. Close the Styles and Formatting Task Pane. **Apply** the Heading 3 style to 3rd Section: "Earthquakes in NM"


Section 4 – Using Views

Word offers several different views of the word processing screen. Some are more efficient for the computer to run, others have greater flexibility in showing graphics and other special layout features.


Viewing Layouts

1. Choose **View > Normal** (or click the Normal View button  located to the left of the horizontal scroll bar.)

The page displays in Normal View. Scroll through the document for a few pages to see what this view offers.

3. Choose **View > Print Layout** (or click the Print Layout button .)

The page displays in Print Layout view. Scroll through the document for a few pages to see the differences between this view and Normal View.

4. Choose **View > Web Layout** (or click the Web Layout button .)

This view is used for HTML (Web) pages created using Word.

Using On-Line Layout (Document Map) to Navigate your Document

1. Click the **Document Map** button  (or **View > Document Map**.)

The Document Map displays on the left side of the screen, displaying the **heading levels** used in this document. (The document map can be used with any of the views.)

2. Click any heading on the Document Map to “hyperlink” to that section. This is a quick way to navigate a long document.
3. Return the document to **Print Layout** view **by clicking again on the Document Map** button.
4. Save your

Section 5 -- Using Automatic Text Features

Word comes with a feature that helps correct errors as you type. It can also be used as a shortcut method for typing long strings of text.

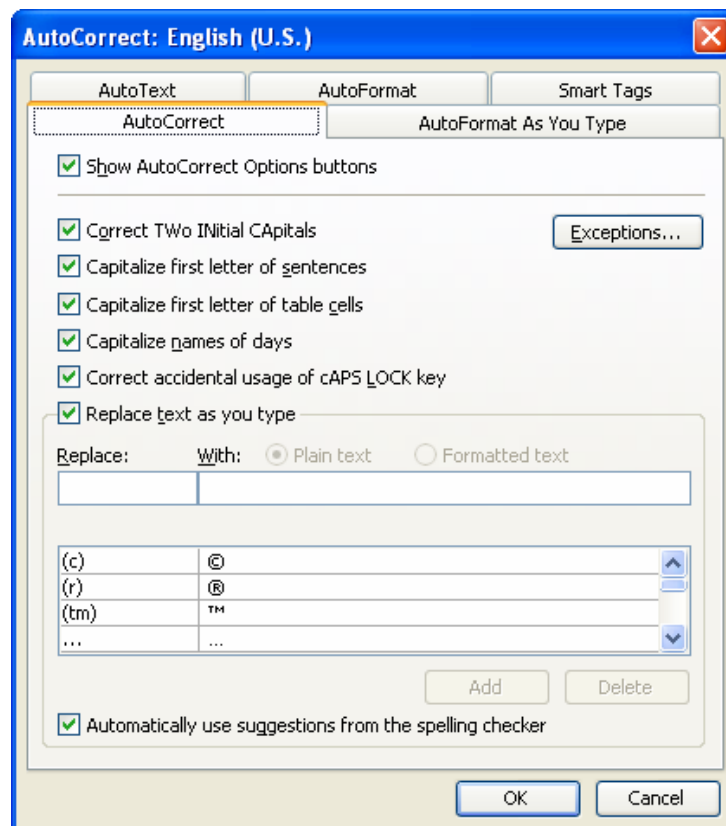
Using AutoCorrect

1. Create a new blank page in the document by to the end of the document and then click **Insert > Break > Next Page**.
2. Begin typing the following text, deliberately misspelling some words:
"Some earthquakes in southeastern New Mexico may be caused by the weight of the water in the reservoir."

Word corrects the misspelled words as you type, including the initial capital at the beginning of the sentence. **If the word cannot be recognized at all, or there are multiple options for the correct word, a squiggly line will appear underneath it.**

3. Choose **Tools > AutoCorrect Options**.

The AutoCorrect dialog box displays. Ensure that the AutoCorrect tab is selected.



4. Ensure that the 8 boxes in the AutoCorrect tab are checked.
5. In the **Replace field**, type "ecc" and press **Tab**.
6. In the **With** field, type "El Camino College" and click the **OK** button.

The custom AutoCorrect entry is accepted.

7. Begin typing the following text: "Here at ecc, we feel that..."

The letters "ecc" are replaced by the longer name as soon as the comma is typed.

8. To **remove an AutoCorrect entry**,
 - a. Choose **Tools > AutoCorrect**.
 - b. Locate the entry in the alphabetical order of entries.
 - c. Select the entry.
 - d. Click the **Delete** button.

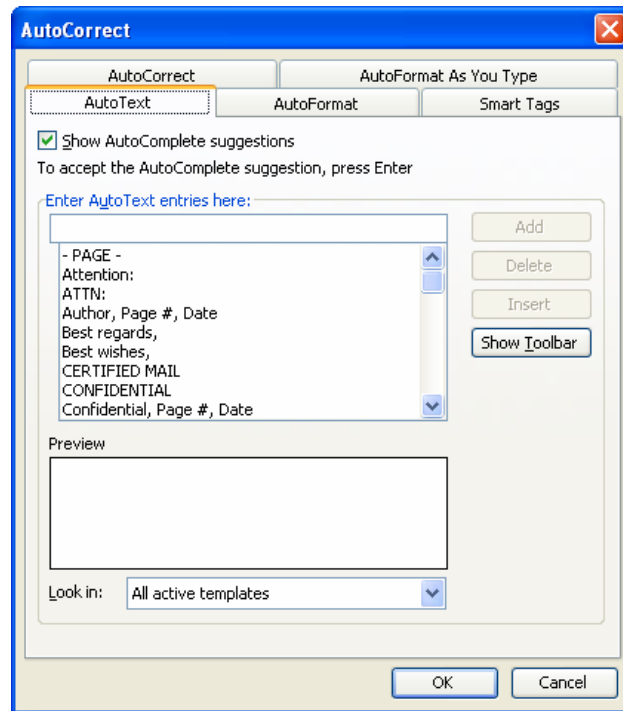
Using AutoFormat As You Type

1. Click the **AutoFormat As You Type** tab in the **AutoCorrect** dialog box (under **Tools > AutoCorrect**.)
2. Ensure that all desired boxes are checked, including "smart quotes," "ordinals," and "fractions" options. Click **OK** to close.
3. Type the following sentence: "**Our 1st goal was to "surprise" the team, but the 2nd goal had an effect on more than ½ the team members.**"

Word formats the necessary quotation marks, ordinals, and fractions as soon as you proceed to the next word.

Using AutoText

1. Choose **Tools > AutoCorrect**.
2. Click on the **AutoText** tab and view the options available.



3. Click **OK** to exit.
4. Create several blank lines at the bottom of the document.
5. Begin typing **today's date** (starting with the month name, i.e. April 2).

Word anticipates the date and displays a Tool Tip showing what date will be inserted if you press Enter.

6. Press **Enter** when the Tool Tip is displayed.

Word completes the date for you.

7. Two lines below the date, begin typing **"To Whom It May Concern:"**

Word anticipates this wording and offers to insert it for you.

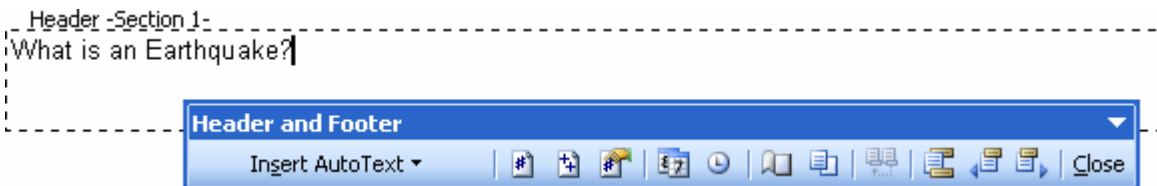
8. Press **Enter** when the Tool Tip is displayed.



Section 6 – Creating Headers and Footers

Creating a Header

1. Go to the top of your document. Choose **View > Header and Footer**.

The **Header Section 1** window opens, and the Header and Footer Toolbar displays. The pointer blinks at the left side of the header. Type in **“What is an Earthquake?”** in **Arial, 10 pt.**



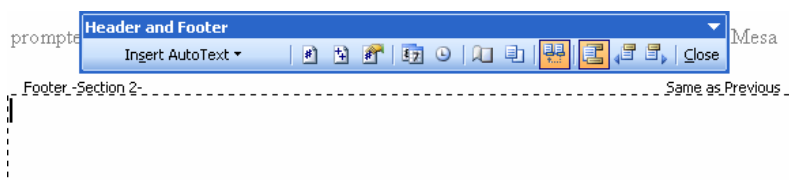
2. Click the **Show Next** button  to display the second header. (The header automatically places a center tab and a right tab on the Ruler Bar.)
3. Click the **Link to Previous** button  to turn it off. (This prevents the section 1 header from looking the same as the section 2 header.)
4. Type **“March, 2002”** and press Tab, then change the text to say **“Earthquakes in New Mexico”**.
5. **Remove the center tab** by clicking-and-dragging it off the Ruler Bar.



The tabbed text automatically adjusts to the right-margin tab.

Creating a Footer

1. On **page 2**, click the **Switch Between Header and Footer** button .


The footer for page 2 and subsequent pages displays.



2. Turn off the **Link to Previous** button .
3. Drag the preset center  off the ruler to remove it.

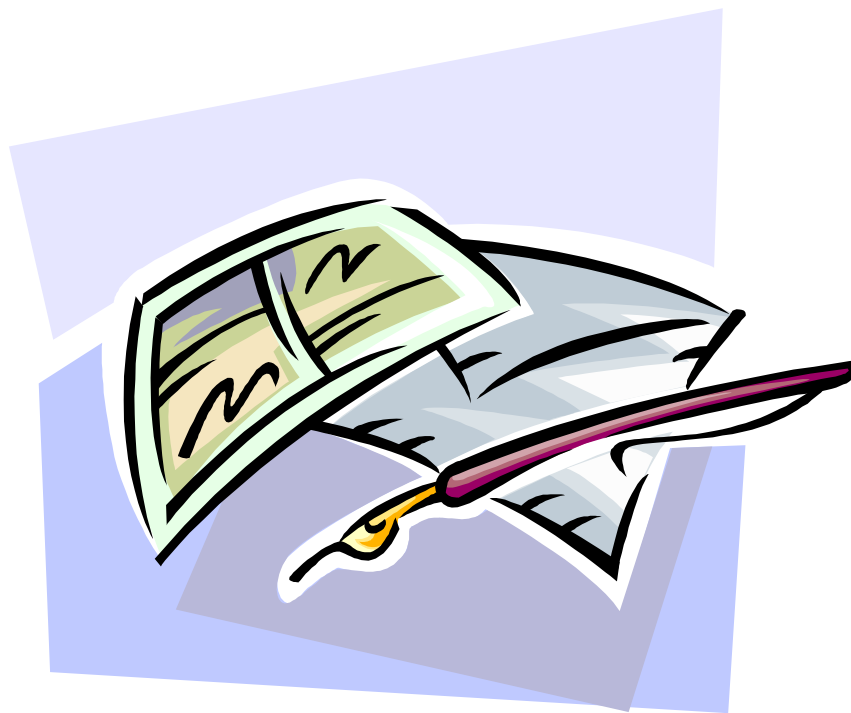
4. Click the **Insert Page Number** button .

The number 2 is automatically inserted. Subsequent pages will be automatically numbered without further input.

5. Select the number and click the **Center** button on the **Standard Toolbar** to center the page number.
6. With the number still selected, change the font using the font drop-down list on the Standard Toolbar to ***Arial Bold, 10 point***.
7. View the other possibilities of buttons on the **Header and Footer Toolbar** (Insert Number of Pages, Insert Date, Insert Time, etc.), then click the **Close** button.
8. **Print Preview**  to view the results of the header and footer settings.

Microsoft Word 2003

Level 2



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