



Basic Microsoft Word 2003

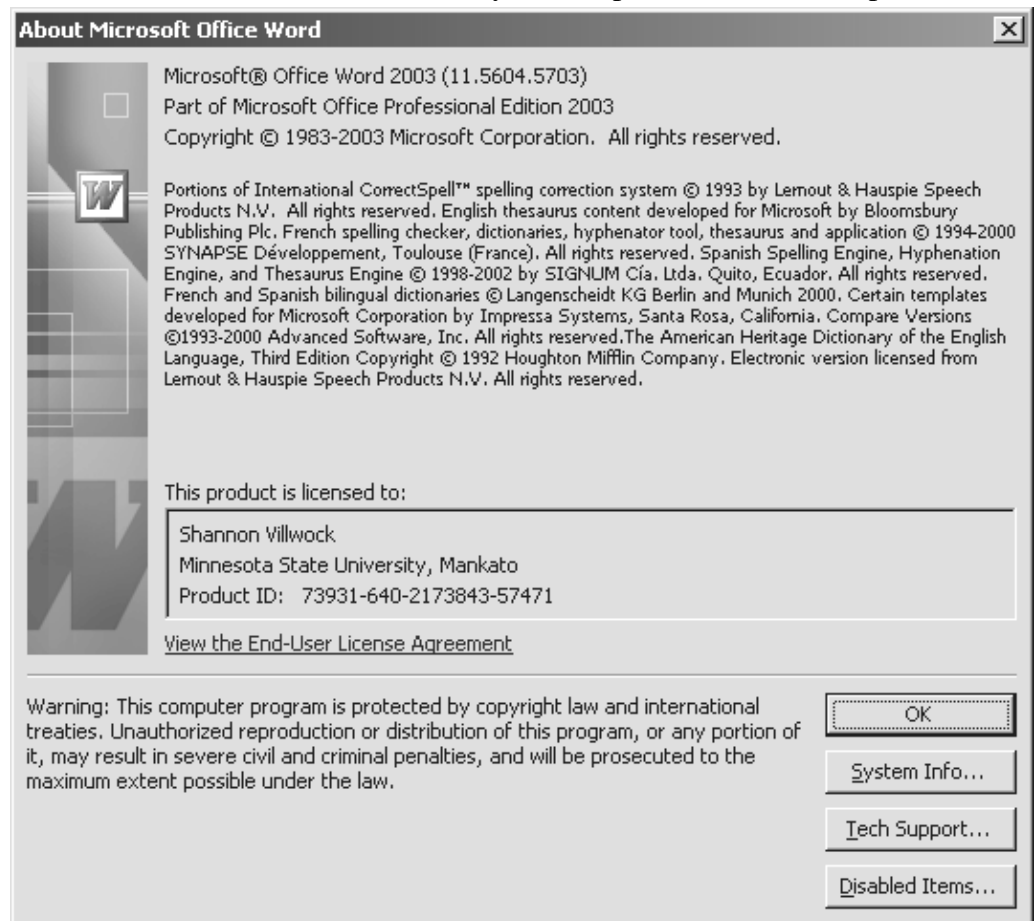
This handout is simply an outline to be used as a guide in class. Microsoft Word offers many ways to accomplish different tasks. The steps below identify at least one way to accomplish a task in Microsoft Word. We will explore as much of this program as time allows.

Microsoft Word provides powerful tools for creating and sharing professional documents such as reports, calendars, letters, form letters, and labels.

WHAT VERSION ARE YOU USING?


When seeking help from the help desk or purchasing a book, you need to know the correct version of the software that you are using. To find the version that is installed on your computer, follow the steps below:

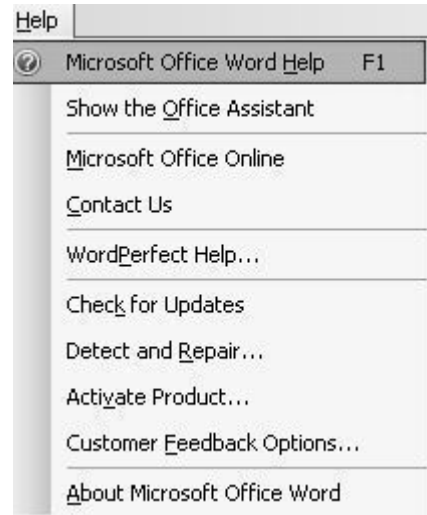
1. Click the Help menu.
2. Click About Microsoft Office Word.
3. The version is displayed in the dialog box. In this example, we are using Microsoft® Office Word 2003.
4. When finished click OK.



GETTING & USING HELP

There are three different ways to open help:

- Pressing F1 on the keyboard.
- Clicking the Help menu on the menu bar and clicking Microsoft Office Word Help.
- Clicking on the Help button on the Standard toolbar. 

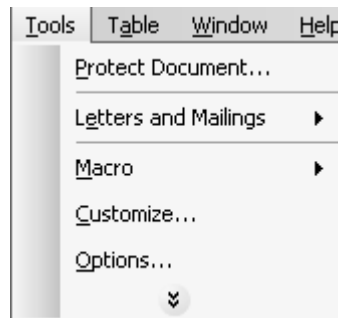


CONTACTING THE MSU HELPDESK

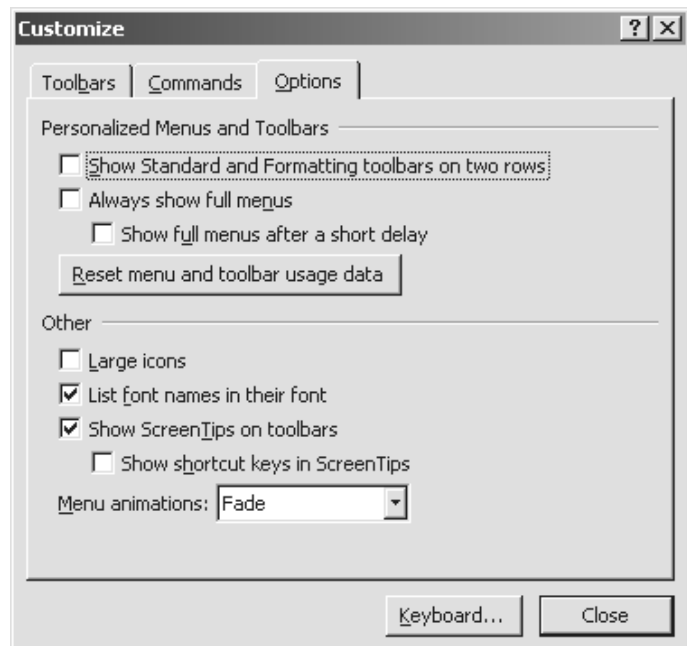
- Call 389-6654
- Online at <http://helpdesk.mnsu.edu>
- E-mail helpdesk@mnsu.edu
- Visit us on the 3rd floor of the Memorial Library

TOOLBARS

Many times when you open an Office program the toolbars are in one row. Also when using the menus some of the items are hidden (see below) making it impossible to see all of the options available. To change these settings, follow the steps below.

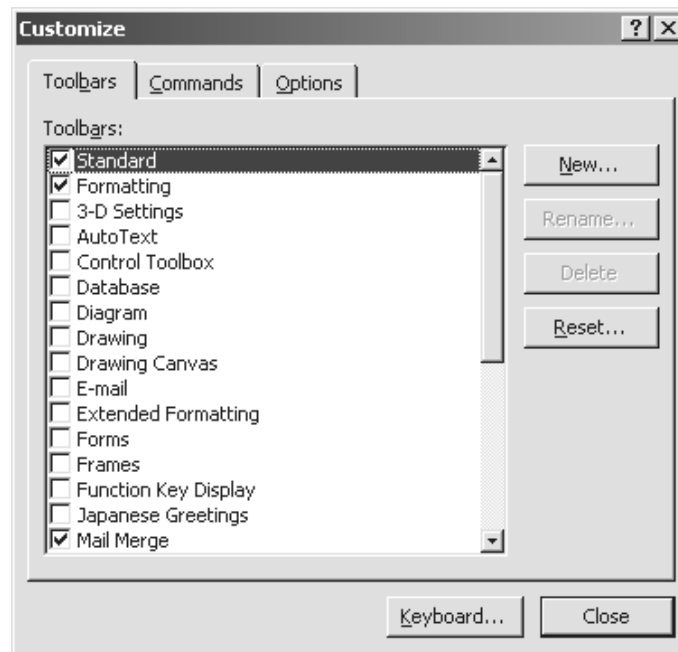


1. Click the View menu then Toolbars, Customize...
2. On the Options tab, click the first two check boxes to put checks in them.
3. Click Close.



TURNING TOOLBARS OFF AND ON

1. Click the View menu then Toolbars, Customize...
2. Click the Toolbars tab at the top of the box.
3. Put a check in the box next to the toolbar name to turn it on.

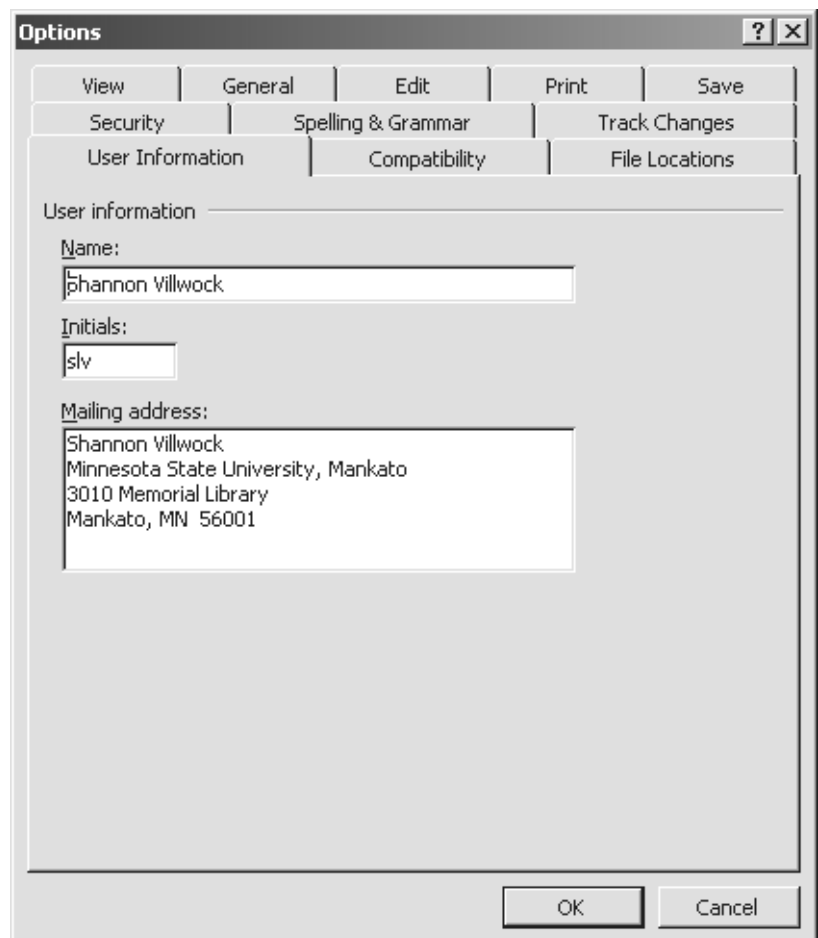


4. Click Close.

SETTING USER PREFERENCES

User information is used in labels, envelopes, author information and other places throughout Word.

1. Click the Tools menu, Options, and the User Information tab.
2. Enter your information in the corresponding boxes.
3. Click OK when finished.



VIEWS

Click the View menu or use the buttons at the bottom left corner of the screen to select Normal, Web Layout, Print Layout, Outline, Reading Layout, Document Map, or Thumbnails.



Work in **Normal View** for typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly. In normal view, page boundaries, headers and footers, backgrounds, drawing objects, and some pictures do not appear.

Work in **Web Layout View** when you are creating a Web page. The document appears as one long page without page breaks and text and tables wrap to fit in the window. In Web layout view, backgrounds are visible and graphics are positioned just as they are in a Web browser. Use Web Page Preview in the File menu to view the web page in a browser.

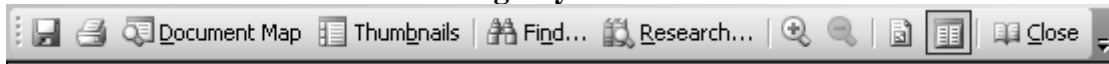
Work in **Print Layout View** to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for editing headers and footers, adjusting margins, and working with columns and drawing objects. Items such as headers, footnotes, columns, and text boxes appear in their actual positions.

Work in **Outline View** to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In outline view, you can collapse a document to see only the main headings or you can expand it to see all headings and even body text.

VIEWING MODES

New to Word 2003, you can use viewing modes when you want to read or move around in a document.


Reading Layout toolbar




Reading Layout View

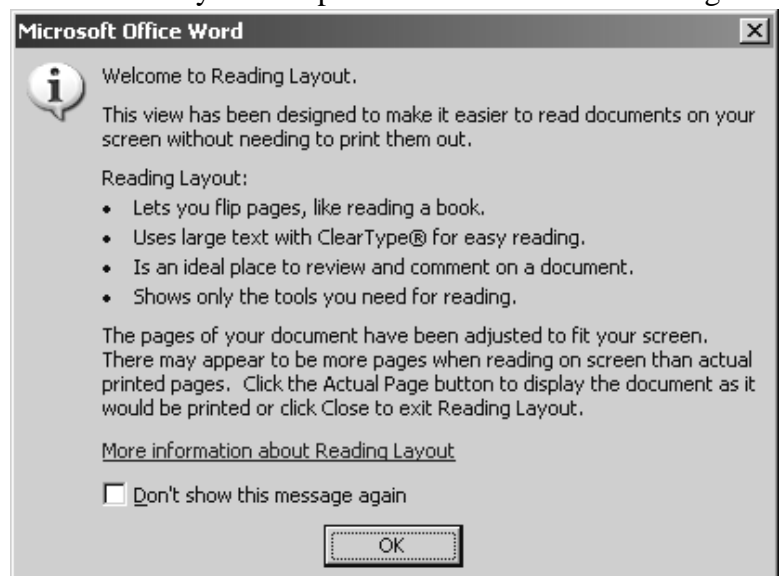
To read a document with a minimum of eye strain and with tools optimized for reading, use **Reading Layout View**. The document is resized to fit the screen and most toolbars are removed, but commands are available for navigating, commenting, and looking up words. Word also uses your computer's screen resolution settings to size the document for optimum readability.

Reading layout view doesn't display the document the way the document is formatted for printing. Text may appear larger than expected and the page breaks do not necessarily correspond to breaks between printed pages.

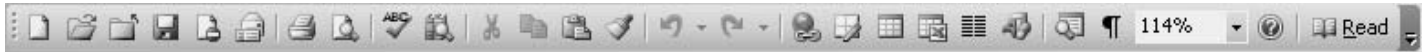
To use Reading Layout View, press ALT+R, click the View menu and click Reading Layout, or click on the Read button on the Standard toolbar. 

To turn off reading layout view, press ALT+C or on the **Reading Layout** toolbar click the Close button. 

In reading layout view, you can use the Document Map or thumbnails to jump to different sections of the document.



STANDARD TOOLBAR



CREATING A NEW DOCUMENT



1. Click the New button on the Standard toolbar.
2. Enter the information.

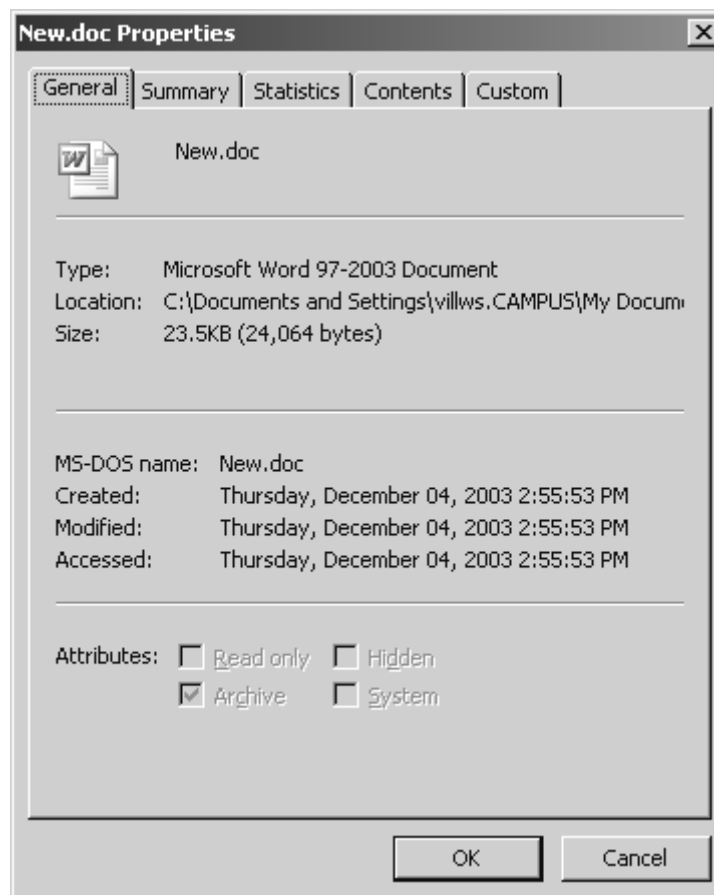
Keyboard Shortcut: Press CTRL+N to create a new document.

Keyboard Shortcut: Press CTRL+ENTER to insert a page break.

DOCUMENT PROPERTIES

To check the properties of your Word document:

1. Click the File menu.
2. Click Properties.
3. Click the General tab.



NAVIGATING

There are many ways to move the insertion point (cursor) on a Word document. Listed below are keyboard methods.

Press	To move
Left Arrow	One character to the left
Right Arrow	One character to the right
Up Arrow	Up one line
Down Arrow	Down one line
Ctrl+Left Arrow	One word to the left
Ctrl+Right Arrow	One word to the right
Ctrl+Up Arrow	One paragraph up
Ctrl+Down Arrow	One paragraph down
Shift+Tab	One cell to the left (in a table)
Tab	One cell to the right (in a table)
End	To the end of a line
Home	To the beginning of a line
Ctrl+End	To the end of a document
Ctrl+Home	To the beginning of a document
Page Up	Up one screen (scrolling)
Page Down	Down one screen (scrolling)
Ctrl+Page Down	To the top of the next page
Ctrl+Page Up	To the top of the previous page
Alt+Ctrl+Page Up	To the top of the window
Alt+Ctrl+Page Down	To the end of the window

AUTOCOMPLETE

AutoComplete is a feature in Microsoft Word that will suggest a complete word or phrase when you type the first four letters. Examples: Day of the week and month of the year.


1. Start typing the current date.
2. Watch for the AutoComplete box. When you see the date, press enter.

SELECTING TEXT

Before you can move, copy or format text, you must select it. There are many different ways to select text in Microsoft Word.

To select	Do this
Any amount of text	Drag over the text.
A word	Double-click the word.
A graphic	Click the graphic.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
Multiple lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click.
An entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click OR Ctrl+A.

SAVING

1. Click the Save button on the Standard toolbar. 
2. In the Save As box, select the destination.
3. In the File name box, type a file name.
4. Click the Save button.

TIP: To save all open documents, press SHIFT, and then click **Save All** on the **File** menu.

TIP: To close all open documents, press SHIFT, and then click **Close All** on the **File** menu.

INSERTING THE DATE AND/OR TIME

1. Click the insertion point where you want the date placed in the document.
2. Click the Insert menu.
3. Click Date and Time...
4. In the dialog box, choose a date or time format.
5. If you want this date (or time) to be updated automatically each time this document is opened, click the Update automatically checkbox.
6. Click OK.

EDITING

Backspace will delete characters to the left of the insertion point.




Delete will delete characters to the right of the insertion point.

Insert Mode is the default mode. When characters are typed, the text moves to the right.

Overtyping Mode will type over existing characters.

CUTTING, COPYING AND PASTING

There are four basic steps to cutting or copying and pasting.

1. Select the text to be copied or cut.
2. Cut or Copy: Use the Edit menu or the keyboard shortcut (Ctrl+X=cut or Ctrl+C=copy) or the button on the Standard toolbar. Cut=  Copy= 
3. Destination: Place the insertion point where the text should appear.
4. Paste: Use the Edit menu or the keyboard shortcut (Ctrl+V) or the button on the Standard toolbar. 

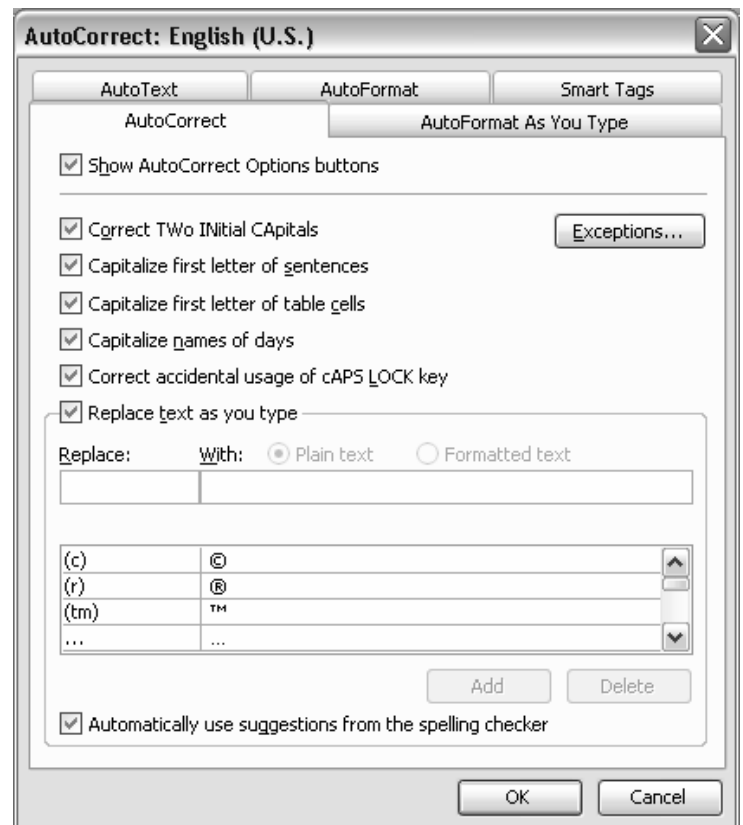
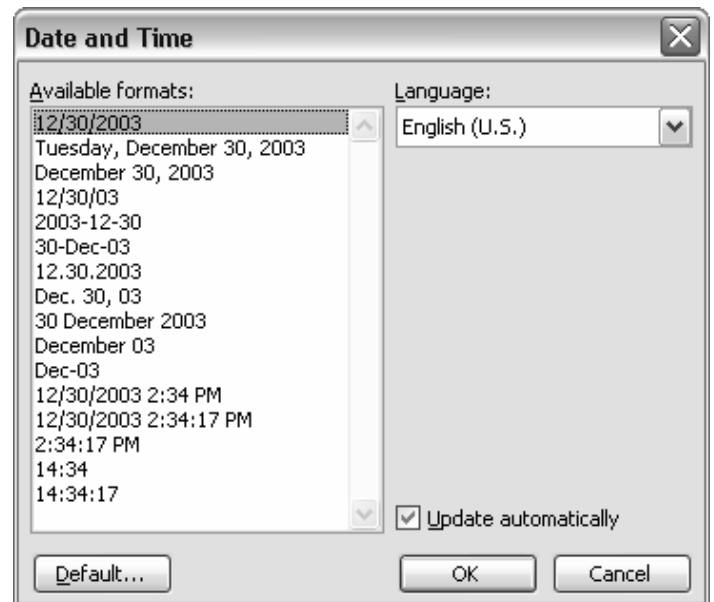
AUTOCORRECT

AutoCorrect is a feature that will automatically correct text as you type. AutoCorrect also has other options available, such as correcting two initial caps and capitalizing days of the week.

1. Click on the Tools menu.
2. Click AutoCorrect Options.

EXAMPLE OF USING AUTOCORRECT:


1. In the AutoCorrect dialog box, type MSUM in the Replace box.
2. In the With box, type Minnesota State University, Mankato.
3. Click the Add button.
4. Click OK.
5. Type MSUM in the document and press the spacebar.



UNDO

Undo is a command used to reverse changes made to a document.


Use one of the options below to use Undo:

- Click the Edit menu and click Undo or
- Click on the Undo button on the Standard toolbar  or
- Use the keyboard shortcut: Ctrl+Z

REDO

Redo reverses the action of an Undo command. It is an undo for the Undo.

Use one of the options below to use Redo:

- Click the Edit menu and click Redo or
- Click on the Redo button on the Standard toolbar  or
- Use the keyboard shortcut: Ctrl+Y

FORMATTING

Formatting is changing the appearance of text in the document.

FORMATTING TOOLBAR



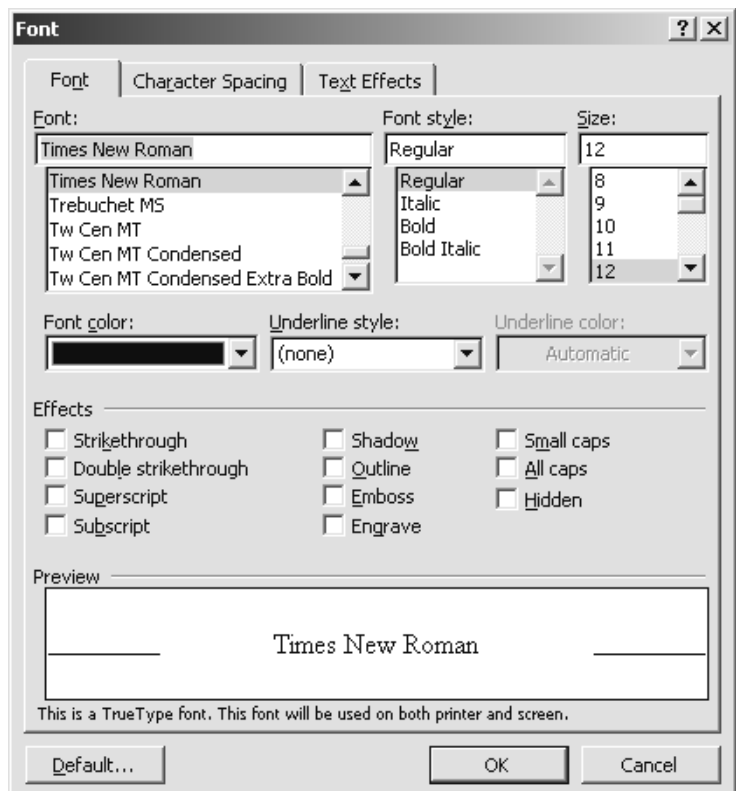
The Formatting Toolbar is used to apply many different formats and styles. One type of formatting is character formatting. Apply formatting using the Formatting toolbar or the Font menu.

DEFAULT FONT

The default font for Microsoft Word is Times New Roman, size 12, black. From this dialog box, the Default font can be set using the Default...button.


To set the default font:

1. Click the Format menu then Font.
2. Adjust the settings to reflect the settings to be used as default for all new documents
3. Click the Default...button on the dialog box.
4. Click Yes to change the default settings.



FORMAT PAINTER

The Format Painter is a tool used to quickly copy character formatting from selected text to other text you select.

1. Select the text containing the formats you want to copy.
2. Click on the Format Painter button on the Formatting toolbar.  The mouse changes to a paintbrush with an I-beam.
3. Select the text you want to format.

The previous method allows you to use the Format Painter once. By double-clicking on the Format Painter button, you can apply the formatting continuously until you turn it off.

To turn off the Format Painter:

- Click on the Format Painter button on the Formatting toolbar OR
- Press the Escape button on the keyboard.

PARAGRAPH FORMATTING

Click Format, Paragraph to adjust the Indents and Spacing settings for paragraph formatting. You can specify paragraph settings, such as indentation and alignment, by selecting options in the **Paragraph** dialog box.

INDENTS AND SPACING TAB

General

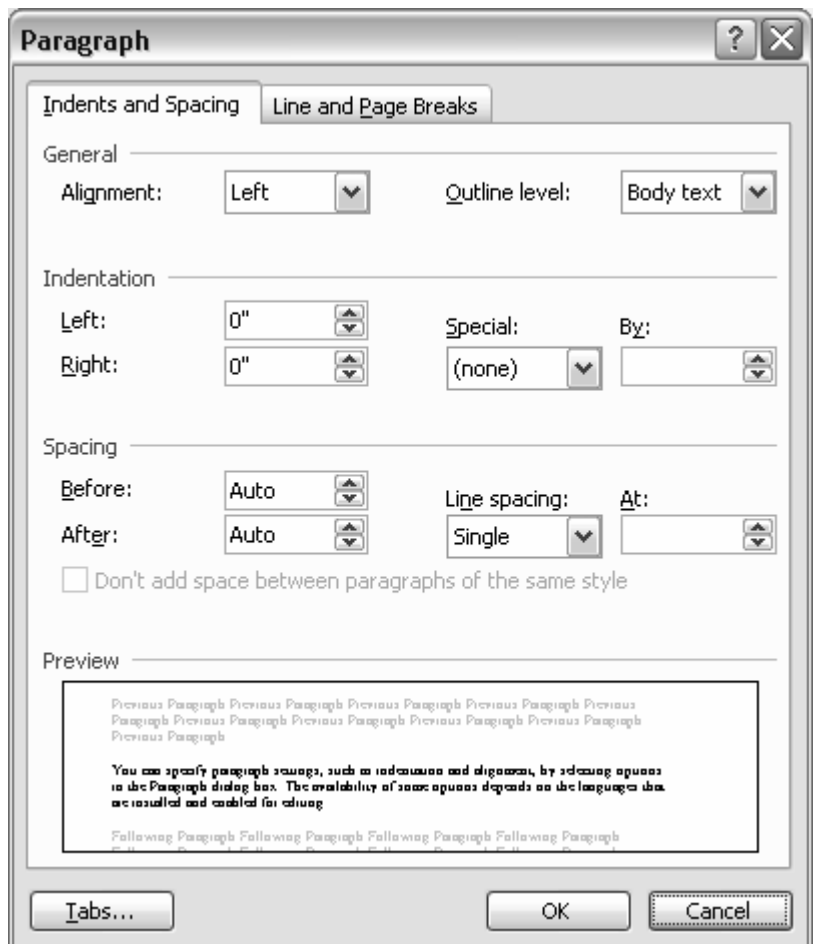
Alignment – Sets the position of paragraphs relative to any indentation formatting. To align paragraphs relative to the left and right margins in a document, clear any indentation formatting.

Outline level – Select an outline level to apply to the selected paragraphs.

Direction – Specifies the direction of a paragraph.

Right-to-left – Sets the alignment and reading order for a paragraph to right-to-left.

Left-to-right – Sets the alignment and reading order for a paragraph to left-to-right.



Indentation

Left or **Before text** – Enter the amount you want to indent a paragraph from the left margin. If you want text to appear in the left margin, enter a negative number.

Right or **After text** – Enter the amount you want to indent a paragraph from the right margin. If you want text to appear in the right margin, enter a negative number.

Special – Specifies the type of indentation. Click **First line** to indent only the first line of a paragraph. Click **Hanging** to indent all but the first line of a paragraph. Click **none** to remove special indentation formatting.

By – Enter the amount of indentation for a first line or hanging indent. Microsoft Word clears this box when you click **none** on the **Special** list.

Automatically adjust right indent when document grid is defined – Automatically adjusts the right indent when you use the document grid.

Spacing

Before – Sets the amount of space above each selected paragraph.

After – Sets the amount of space after each selected paragraph.

Line spacing – Sets the amount of vertical space between lines of text. If you click **At least**, **Exactly**, or **Multiple**, enter a value in the **At** box.

At – Enter the amount of vertical space you want between lines of text. This option is unavailable until you click **At least**, **Exactly**, or **Multiple** in the **Line spacing** list.

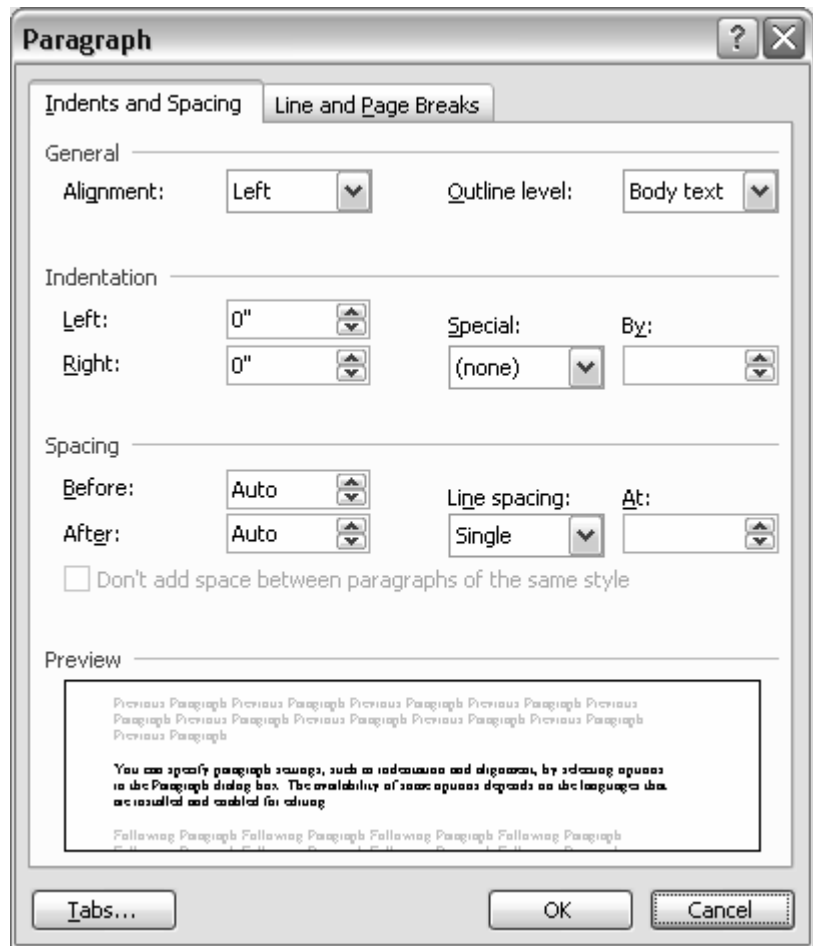
Don't add space between paragraphs of the same style – Automatically adjusts vertical space between paragraphs that have the same style applied.

Snap to grid when document grid is defined – Aligns text with the document grid.

Preview

The **Preview** box shows how your document will look with the selected options applied.

Tabs – Click to open the **Tabs** dialog box. Use this dialog box to set or change the tab stop settings for a paragraph.



LINE AND PAGE BREAKS

Pagination

Widow/Orphan control – Prevents Microsoft Word from printing the last line of a paragraph by itself at the top of a page (a widow) or the first line of a paragraph by itself at the bottom of a page (an orphan).

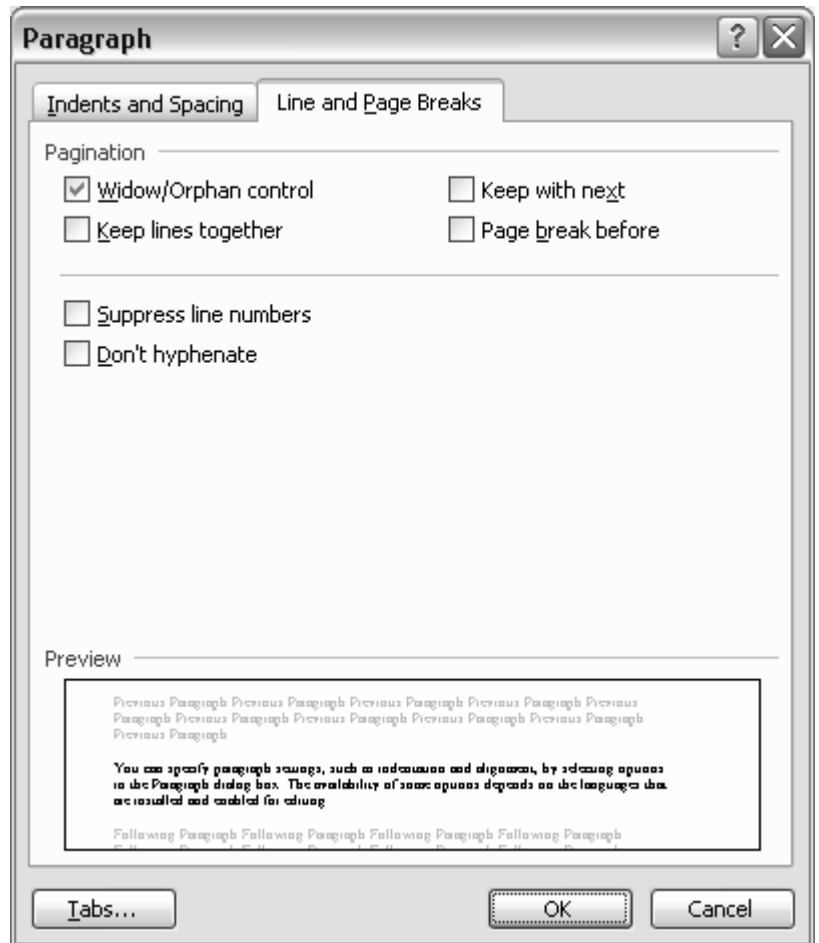
Keep lines together – Prevents a page break within a paragraph.

Keep with next – Prevents a page break between the selected paragraph and the following paragraph.

Page break before – Inserts a page break before the selected paragraph.

Suppress line numbers – Prevents line numbers from appearing next to selected paragraphs. This option does not affect documents or sections with no line numbers.


Don't hyphenate – Excludes a paragraph from automatic hyphenation.




BULLETED AND NUMBERED LISTS

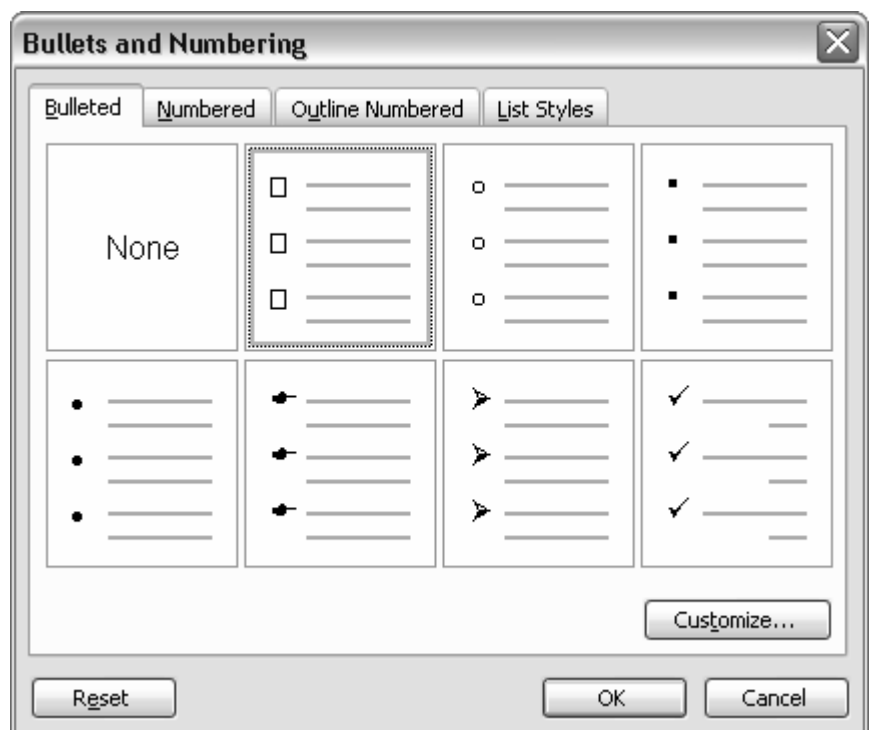
Bullets or numbering can be easily applied to a list.

To apply bullets to a list:

1. Select the list.
2. Click the Bullets button on the Formatting toolbar. 

To apply numbers to a list:


1. Select the list.
2. Click the Numbering button on the Formatting toolbar. 



COLUMNS

Columns can be used to give your document a newspaper column look.


To insert columns:

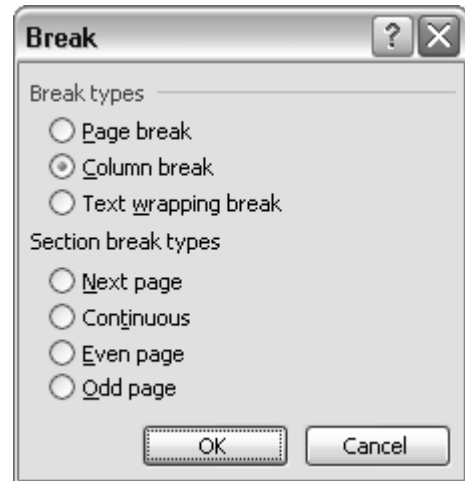
1. On the View menu, click Print Layout.
2. Select the text intended for columns.
3. Click the Columns button on the Standard toolbar. 
4. Click and drag over the number of columns desired and release the mouse.

To insert a column break:

1. Place the insertion point where you want the column to break.
2. Click the Insert menu and click Break.
3. In the Break dialog box, click Column break and click OK.

To revert back to one column:

1. Select the columns.
2. Click the Columns button on the Standard toolbar. 
3. Click the first column.

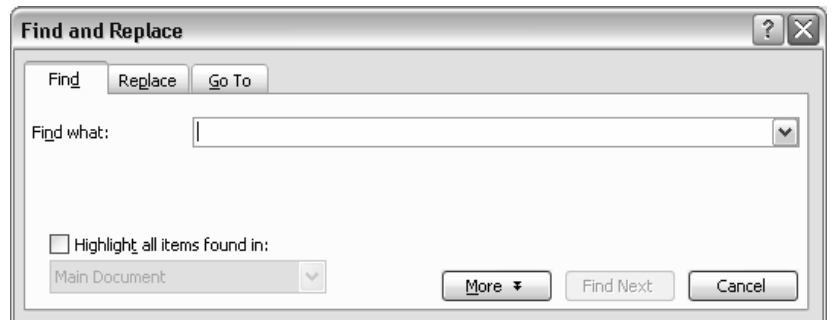


FIND AND REPLACE

Find

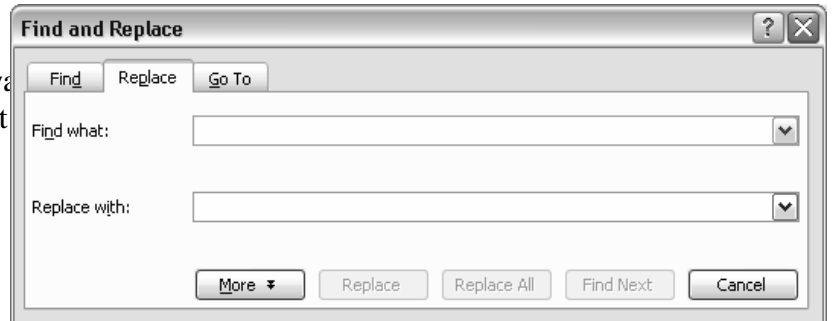
1. On the Edit menu, click Find.
2. In the Find what box, enter the text that you want to search for.
3. Select any other options that you want.
4. Click Find Next or Find All.

To cancel a search in progress, press ESC.



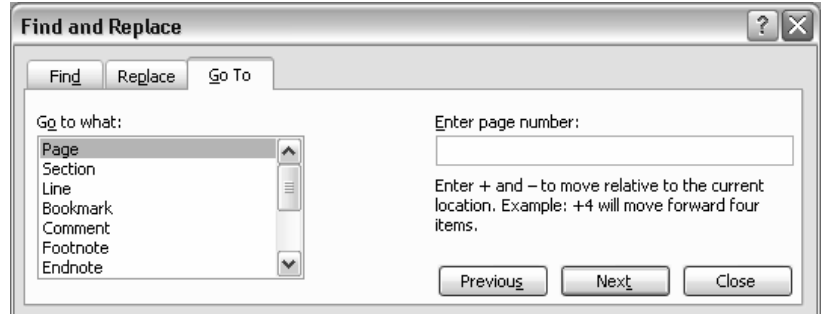
Replace

1. On the Edit menu, click Replace.
2. In the Find what box, enter the text that you want to search for.
3. In the Replace with box, enter the replacement text.
4. Select any other options that you want.
5. Click Find Next, Replace, or Replace All.



Go To

1. On the Edit menu, click Go To.
2. In the Go to what box, click the type of item.
3. Do one of the following:
 - To go to a specific item, type the name or number of the item in the Enter box, and then click Go To.
 - To go to the next or previous item of the same type, leave the Enter box empty, and then click Next or Previous.

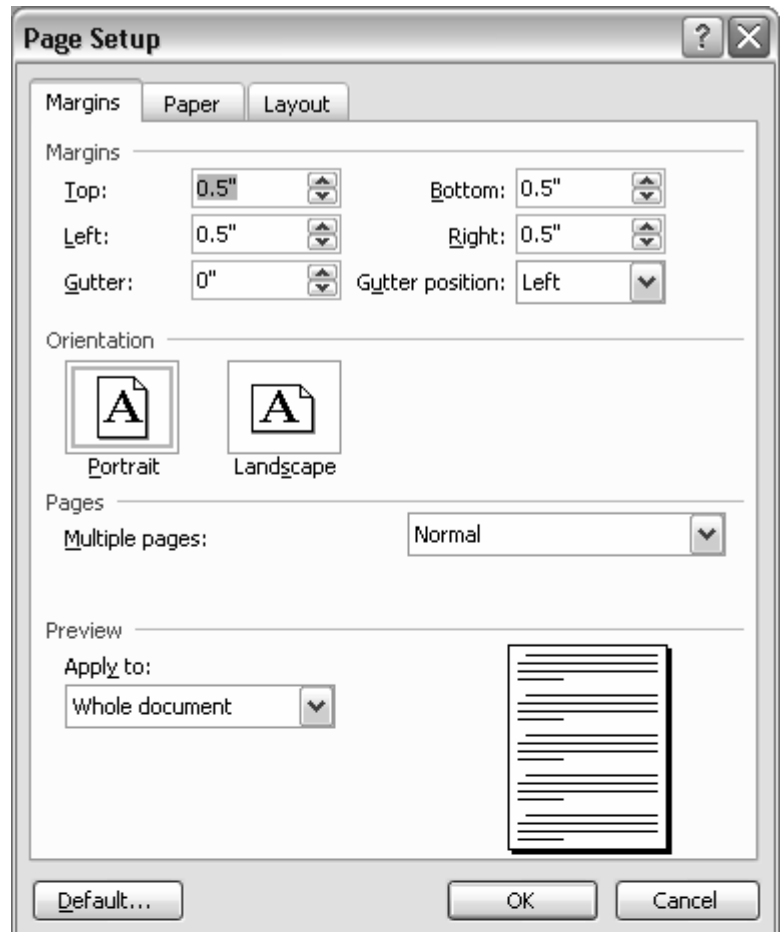


PAGE SETUP

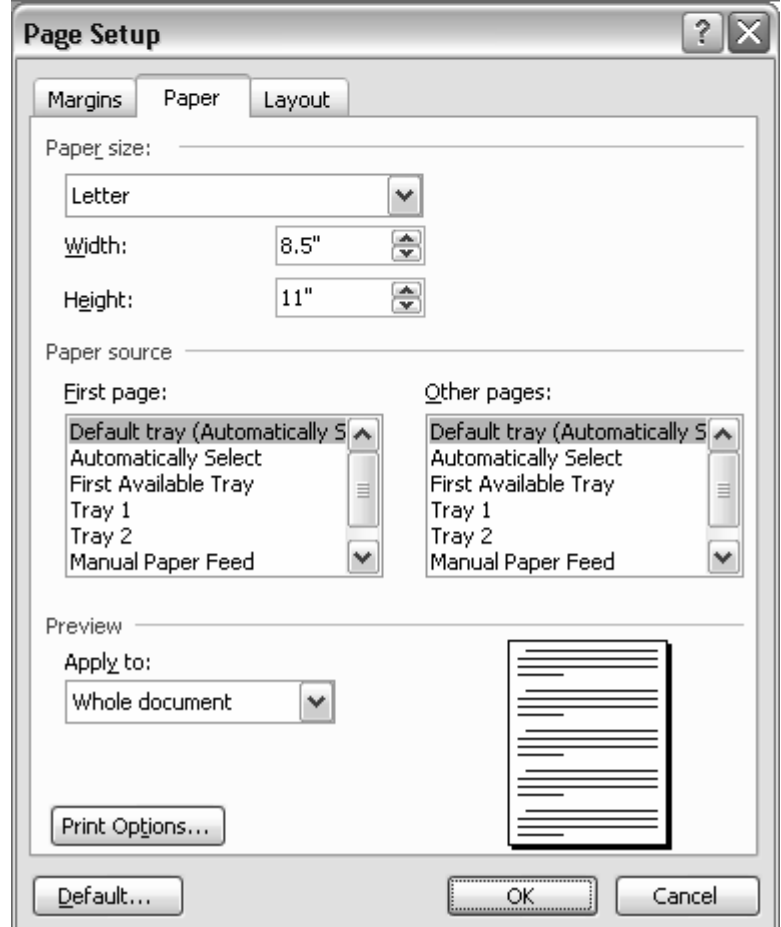
Page Setup is used to make changes to the printed output of a document.

To open Page Setup:

1. Click on the File menu.
 2. Click on Page Setup...
- On the **Margins** tab, you can change the margins, page orientation, options for multiple page printing, choose to apply your settings to part or all of a document, and watch as the preview picture displays the effects of the selected settings.
 - ✓ **Default...** Click to store the current settings as the default settings for the active document and for all new documents based on the current template.



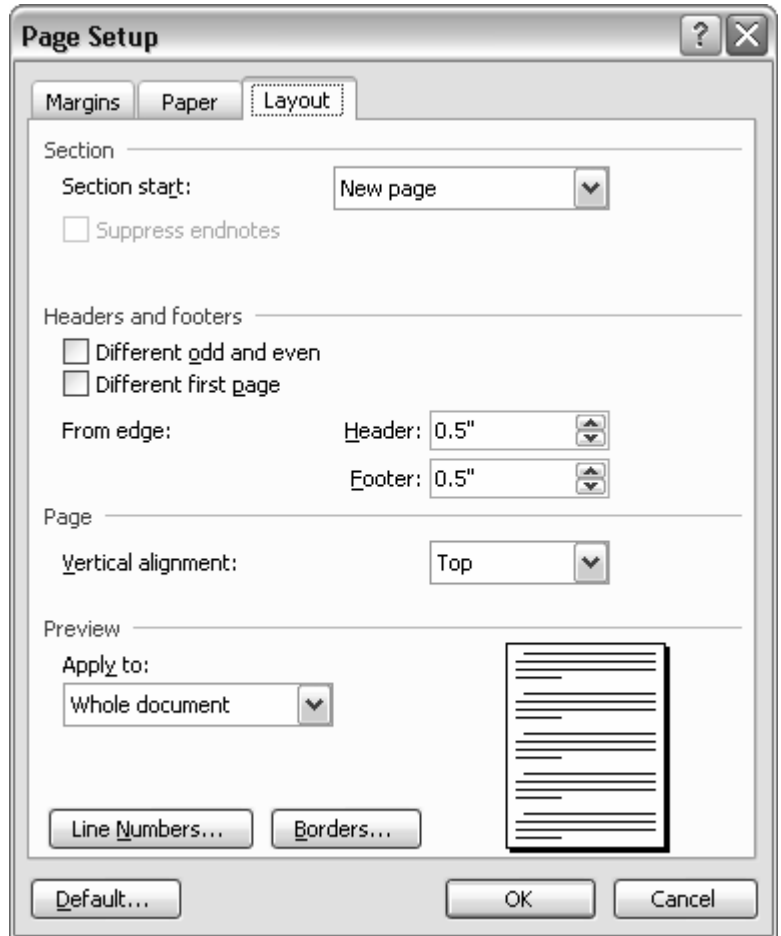
- On the **Paper** tab, choose a standard or customized paper size, select a paper source for the first page and other pages of the document, and watch as the preview picture displays the effects of the selected settings.



- On the **Layout** tab, change and view the locations where Microsoft Word starts new document sections, prevent endnotes from printing in the current section, set the text direction as left-to-right or right-to-left, create different headers and footers for odd and even numbered pages as well as the first page, change the header and footer margins, adjust the vertical alignment,

Line Numbers... – add or remove line numbers in the portion of the document selected in the Apply to list.

Borders... – set options for borders around the pages in a document.



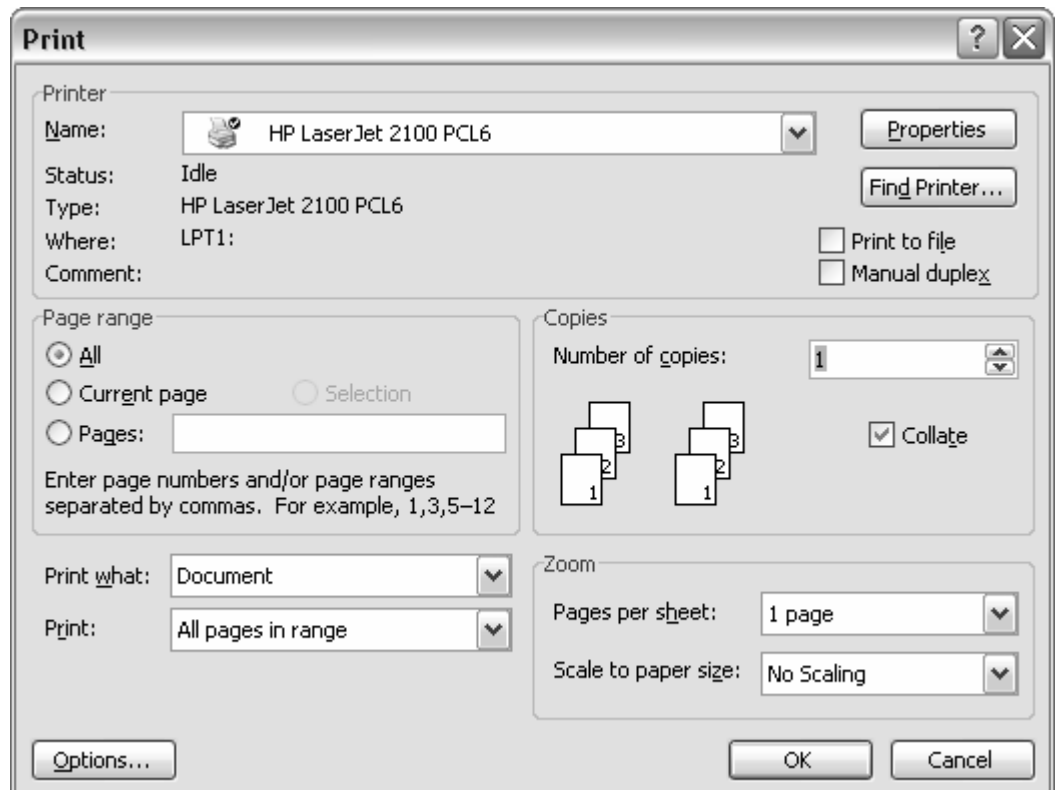
PRINTING

There are many options for printing a document. The printer, number of pages, and page range can be changed, as well as other options.

To open the Print dialog box:

1. Click on the File menu.
2. Click on Print.


Another option for printing a document is to click the Print button on the Standard toolbar. By clicking this button, the open document will be printed with the default settings.




CREATING TABLES

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to arrange text and graphics, such as side-by-side paragraphs in a résumé.

Creating a Table

1. Place the insertion point where you want the table.
2. Click Insert Table on the Standard toolbar. 
3. Drag the mouse to select the number of rows and columns you want and release the mouse.

To add a row at the end of a table, click the last cell, and then press TAB.

To display the toolbar, click Tables and Borders on the Standard toolbar. 

To change a table, use the table tools on the Tables and Borders toolbar.



Tables can also be created using existing text and a table can be converted to tabbed text.

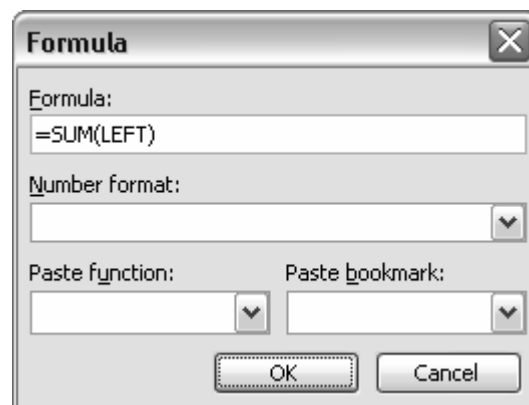
To create a table with existing tabbed text:

1. Select the text.
2. Click on the Table menu and go to Convert.
3. Click Text to Table.

USING CALCULATIONS IN TABLES

Numerical data can be calculated within a table. Use the following steps to sum numbers in a table.

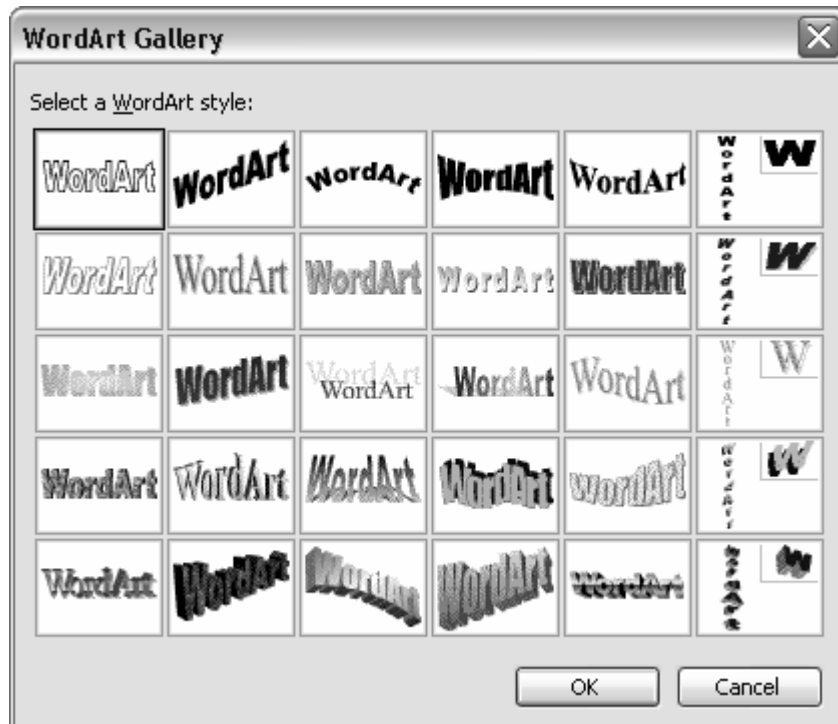
1. Click in the cell where you want the calculation to appear.
2. Click the Table menu and click Formula.
3. Word automatically inserts the Sum function. You can also apply number formatting. Make any adjustments within this box and click OK.



WORDART

Special text effects can be created using the WordArt Gallery that is part of Microsoft Office. To insert a WordArt drawing object:

1. Click the Insert menu, go to Picture and click WordArt.
2. Click the style of WordArt drawing object you want and then click OK.



3. In the Edit WordArt Text dialog box, type the text you want to format. The font and font size can be changed and bold and/or italics can be applied. Click OK to insert the WordArt into the document.



To edit the WordArt, click on the WordArt and use the WordArt toolbar (shown below) to adjust the settings.

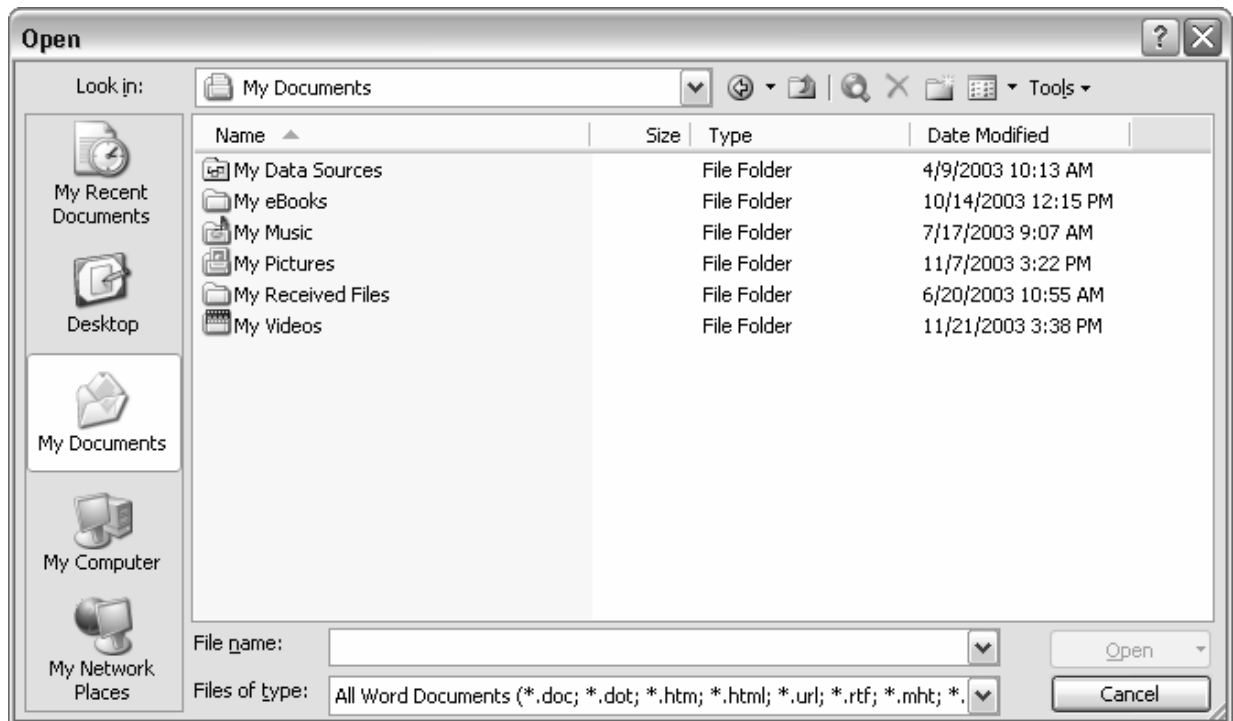


IMPORTING AND CONVERTING

A file format is the way in which information is stored in a file so that a program can open and save the file. A file's format is indicated by a three-letter or four-letter extension after the file name. For example, when you save a new document in Microsoft Word, Word by default stores it in Word format with a .doc file extension.

To convert a file:

1. Click the File menu.
2. Click Open.
3. Click on the Files of type down arrow at the bottom of the Open dialog box to list the available formats.
4. Click on the required file type.
5. Select the desired file and click Open.



CONVERTING FILES TO AND FROM OTHER FORMATS

Listed are the file formats available in Microsoft Word for converting files. If these formats are not available, a converter may have to be downloaded from the Internet.

If you want to open or save in a format that's not installed by default, you may need to install additional converters.

Word can open and save files in many formats apart from its default format (.doc), without the use of a converter. The converters that come with Office Word 2003 allow you to do one or all of the following:

- ✓ Open a file that was created in another program.
- ✓ Save a file so that it can be opened in another program.
- ✓ Open an Office Word 2003 document in another program.
- ✓ Opening and saving files in various formats without a converter

FORMATS WORD CAN OPEN DIRECTLY

.doc – The default Word document format.

.dot – Word template format.

.htm, .html – Web page in HTML format. HTML: The standard markup language used for documents on the World Wide Web. HTML uses tags to indicate how Web browsers should display page elements such as text and graphics and how to respond to user actions.

.mht, .mhtml – Web page in single file Web page format (also known as Web archive).

.xml – Extensible Markup Language; A condensed form of Standard Generalized Markup Language (SGML) that enables developers to create customized tags that offer flexibility in organizing and presenting information.

.rtf – Rich Text Format; A file type used to transfer formatted text documents between applications, even those that run on different platforms, such as IBM and Macintosh; contains formatting instructions that other programs, including compatible Microsoft programs, can read and interpret.

.txt – Plain text format: contains no text formatting.

FORMATS WORD CAN SAVE DIRECTLY

.doc – The default Word document format.

.dot – Word template format. Word applies all formatting and other attributes in the template to any new document based on the template.

.htm, .html – Web page in HTML format. Preserves Word document properties so that HTML documents retain Word-specific features if they are later saved back to Word document format.

Note: You can also save a document in a filtered HTML format that removes the Word-specific HTML encoding (Web Page, Filtered).

.mht, .mhtml – Web page in single file Web page format (also known as Web archive).

.xml – Extensible Markup Language file.

.rtf – Rich Text Format; converts formatting to instructions that other programs, including compatible Microsoft programs, can read and interpret.

.txt – Plain text format; contains no text formatting. Converts all section breaks, page breaks, and new line characters to paragraph marks. Allows you to select the ANSI character set or to use the encoding standard that you choose. Use an encoded format when you share documents with people who use system software in another language.