

Word 2003 for Windows

Tutorial Description

This tutorial will teach you how to create, edit, save and print a document in Word 2003 for Windows. Tools such as the speller and thesaurus will also be covered.

Intended Audience

No experience in Word is expected, but familiarity with the Windows XP or 98 operating system is assumed. Some knowledge of basic keyboard operations and mouse techniques are also necessary.

Suggested Resources

CIT Word 2003 documents

Materials

This exercise

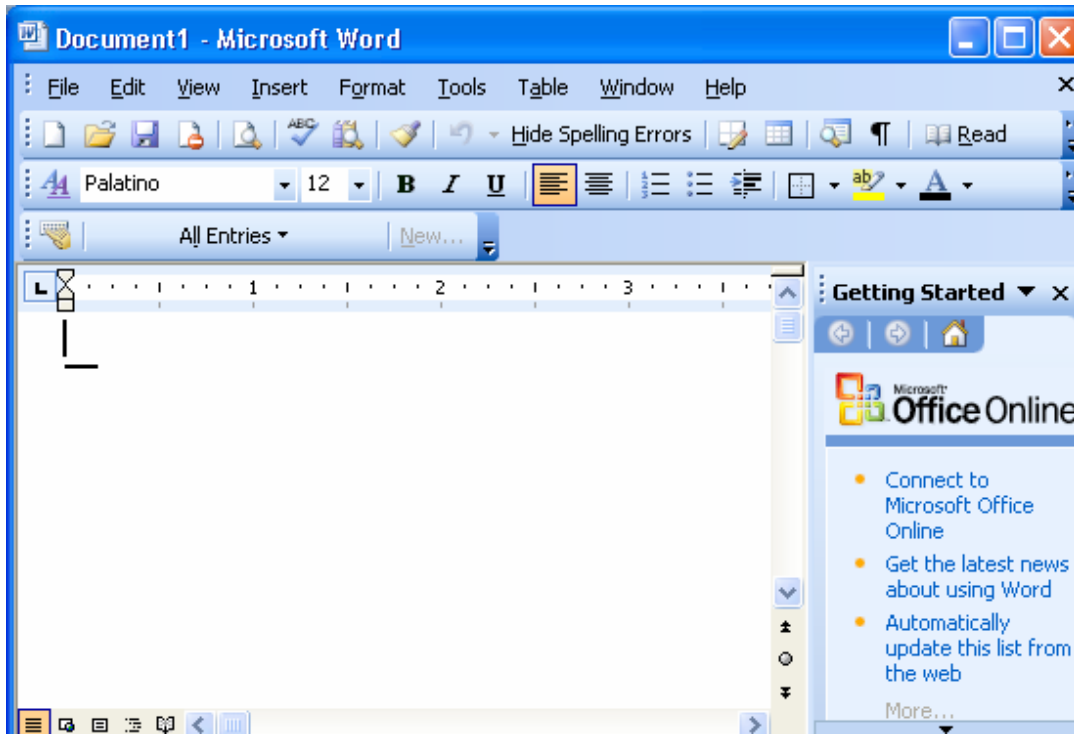
What Is Word?

Word is a word processing package that is used for writing papers, memos, and even books. Word also contains such tools as a spell and grammar checker to assist you with your writing. Other Word features include creating customized letters, tables, mailing labels, and a graphics program.

This tutorial will focus on the basics needed to complete a simple document.

Accessing Word

- Click on the **Start** button and choose All Programs> Microsoft Office> Microsoft Office Word 2003



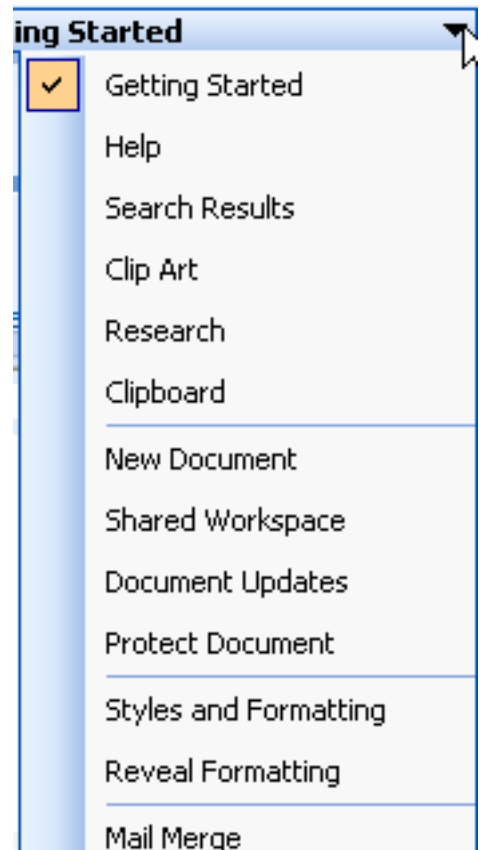
In Word, you see the typical Windows features: the Title bar now labeled **Document1 - Microsoft Word**, the Minimize, Maximize and Close buttons, a Menu bar and the horizontal and vertical scroll bars.

Task Pane

The Task organizes features of Word by “task” in an attempt to make Word easier to use. Click on the down arrow on the **Getting Started** button to display other task panes. To close the Task Pane, click on the X in the top right corner of the Pane. To show the Task Pane, go to the View menu and select Task Pane

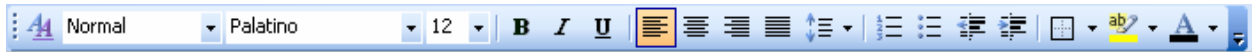
Toolbars Below the Menu bar at the top of the document is the Standard toolbar and the Formatting toolbar.

The two toolbars (Standard and Formatting) contain buttons for frequently used editing features. Buttons that are dimmed are not available for use at this stage.







Standard Toolbar



Formatting Toolbar

Each toolbar has the **Toolbar Options** button at the end.  If the button has the double arrows, there are more tools on the toolbar. If it has the single arrow,  only the “Show Buttons on One Row” and “Add or Remove Buttons” options will appear.

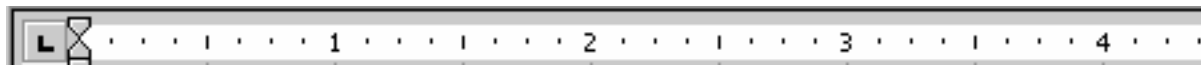
- Move the mouse pointer across the buttons on the toolbars

The name of each button is given in a yellow tag, along with the keyboard shortcut.

If the toolbars are displayed on one row, do the following:

- Choose View> Toolbars> Customize
- Click on the **Options** tab
- Click on the “Show Standard...” checkbox






Ruler Below the toolbars is the ruler. The ruler margins are set at 0 and 6. This indicates a 6-inch line length, which provides left/right margins of 1.25”.



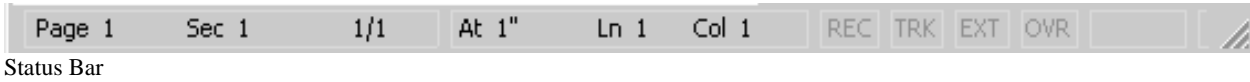
Ruler

Insertion Point and I-Beam In the upper left is a blinking vertical line. The vertical line is referred to as the insertion point or cursor. The insertion point indicates the position in the document where text will appear when typing. The I-beam is the stationary line that looks like a large capital **I**. Moving the I-beam onto text and clicking changes it to the insertion point.

Document Views There are five views: Normal View, Web Layout View, Print Layout View (the default view), Outline View and Reading Layout. The buttons are located in the lower left of the window.

- *Normal View* is a simple display of what you are typing. 
- *Web Layout View* shows how your document will look when published on the Web. 
- *Print Layout View* is your document exactly how it will be printed. 
- *Outline View* displays the outline structure embedded in your document. 
- *Reading Layout* displays pages of text (Screen 1 or 3, et) side by side 

Status Bar Displays the page number and position of the insertion point. Other features include recording macros, tracking changes, extending selections and overtype.



At the bottom of the vertical scroll bar are two double arrow buttons (Previous Page and Next Page) to use to move one page at a time within your documents.

Formatting Symbols

Word can display symbols on the screen to show the end of paragraphs and spaces.

- Click the **Symbol** button on the Standard toolbar to turn the display on or off
- Type two or three sentences



The end of a paragraph is indicated with a typical editor's symbol and spaces between words with periods. These symbols do not appear when the document is printed.

Help

You can use the "Type a question for help" text box to the right of the menu bar for help.



- For example, click in the box and type *printing* and then press <Enter>.

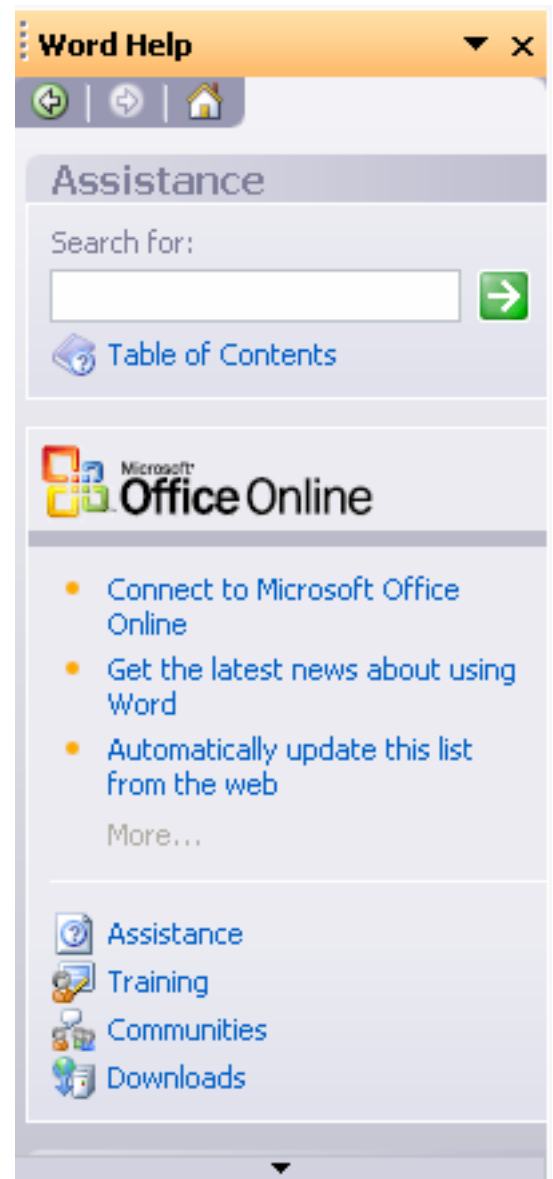
You will receive a list of choices based on your question. Clicking on one of the choices will display a list of the Help pages.

Help Button

- Click the **Help** button on the Standard toolbar



You can use the Search box, the Table of Contents link or the link to connect to Microsoft Office's online Help.



Using the Office Assistant

With the Office Assistant, you can ask a question and Office will also point you to where it thinks you're most likely to find the answers.

By default the Office Assistant is off. To turn it on choose Help> Show the Office Assistant. Click on the Assistant to bring up the dialog box.



Office Assistant

Office Assistant Dialog Box

- In the "What would you like to do?" text box, enter your question
- Click the **Search** button

A listing of topics similar to those when using the "Type a question for help" is displayed.

Typing Text

When typing text, do not press <Enter> at the end of lines. The word wrap feature automatically wraps the text if a whole word will not fit on the end of the line.

Tabs are set every 1/2". Later you will learn how to set your own tabs.

- Click on the document **Close** button

This is the small black "x" in the upper right below the large white "X". The large X closes Microsoft Word, not the document. Do not save the document.

- Open a new document by clicking on the **New Blank Document** button on the Standard toolbar
- Press the <Tab> key to indent a paragraph

Type the following paragraph

- Use the <Backspace> key to correct mistakes

The web glistened in the light and made a pattern of loveliness and mystery, like a delicate veil. Even Lurvy, who wasn't interested in beauty, noticed the web when he came with the pig's breakfast. He noted how clearly it showed up and he noted how big and carefully built it was. And then he took another look and he saw something that made him set his pail down. There, in the center of the web, neatly woven in block letters, was a message. It said: SOME PIG!

If you type a misspelled word or one that is not found in Word's dictionary, Word will indicate this with a wavy red line underlining the misspelled word. A green wavy line indicates a grammar error.

To correct a misspelled word, place the I-beam over the misspelled word:

Click the right mouse button and choose the correct selection.

- Click anywhere in the paragraph
- Choose Format> Reveal Formatting

The Task Pane displays the font and paragraph formatting.

Moving in the Text

In addition to using the mouse and the scroll bars, the following keys can be used to move within the text:

<Ctrl + arrow key> to move by word

<Ctrl + PgUp> and <Ctrl + PgDn> to move by page

<Ctrl + Home> and <Ctrl + End> to move to the beginning and end of the document

<Home> to move to the beginning of a line

<End> to move to the end of a line

Inserting Text

You can insert text by moving the I-beam (the mouse pointer looks like a large capital I) and clicking to position the insertion point or you can use the arrow keys to position the insertion point.

- Use the mouse to place the I-beam between **wasn't** and **interested**
- Click to place the insertion point
- Type *particularly*
- Press the spacebar

Selecting Text

This is primarily a review of typical Windows selecting techniques with a few new ones that are applicable to Word.

Select words by dragging:

- Click and drag on **delicate veil**; release the mouse button

Select a word by double clicking:

- Double click on the word **Lurvy**

Select a sentence:

- Hold down the <Ctrl> key and click

Select a line of text:

- Move the pointer to the Selection bar (points to the right) on the left side of the window and click once
- Choose a selection of text by clicking at the beginning and then <shift + click> at the end of the selection

Select a paragraph:

- Triple click anywhere in the paragraph

Select entire document:

- Choose Edit> Select All or <Ctrl + A>
- Click anywhere in the window to deselect

Deleting Text

Text can be deleted whenever it is selected by pressing the <Delete> key

- Select the last sentence of the paragraph and press <Delete>

Undo/Redo Features

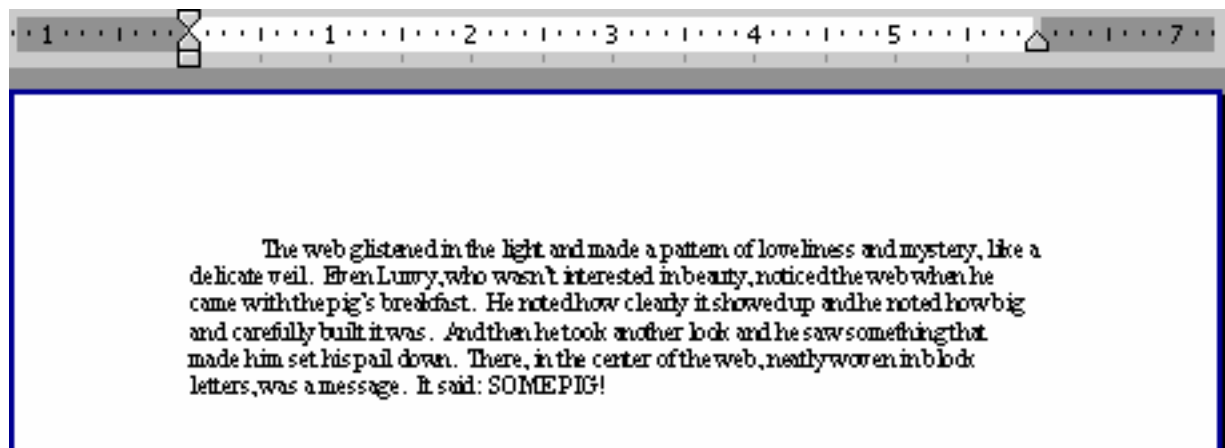
You can cancel any undesired action by choosing Undo from the Edit menu or using the Undo and Redo buttons on the Standard toolbar. Word allows you to Undo or Redo any action.

- Click either the **Undo** or **Redo** button
- Click the arrow beside the appropriate button to list the previous actions
- Select the action

Print Preview

Use Print Preview to see what the document looks like "on paper" before you print it. In this mode you can see page numbers, the placement of headers/footers, footnotes, margins, page breaks, etc.

- Choose File> Print Preview or click the **Print Preview** button on the Standard toolbar



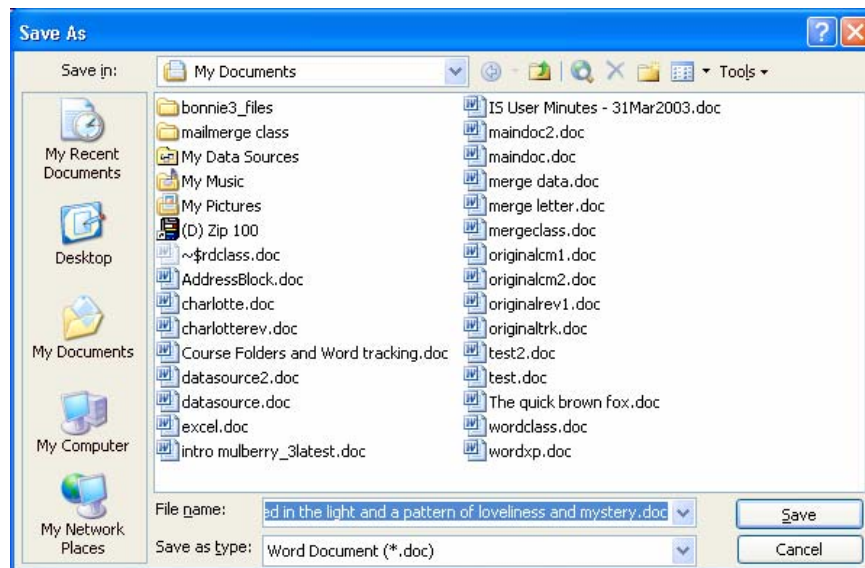
- To enlarge the text, move the mouse pointer onto the document
The pointer changes to a magnifier.
- Click anywhere on the document

- To scroll to successive pages, click the **Next Page** button on the vertical scroll bar
- Click the **Close Preview** button in the Preview window toolbar

Saving Documents

Your documents are saved on the hard drive in C:\My Documents. In public labs, you should remember to specify your network account or a disk.

- Click on the **Save** button on the Standard toolbar



- Click on the down arrow beside the "Save in" text box to specify where you wish to save your file
- In the "File name" field give your file a name

Note: The default file name is the first sentence of your document. Word assigns **.doc** as the extension.

- Click the **Save** button

Opening a Document

Opening a document is the same as opening a disk, folder or document at the desktop.

- Click the **Open** button on the Standard toolbar or choose File> Open
- Double click on the file you want to open



You may need to change the drive in the “Look in” text box in order to find the document.

The remainder of this tutorial will focus on using various formatting techniques and tools. Formatting techniques include changing margins, spacing, justification, tabs, using fonts, moving text, numbering pages, using footnotes, and the Spelling and Thesaurus tools.

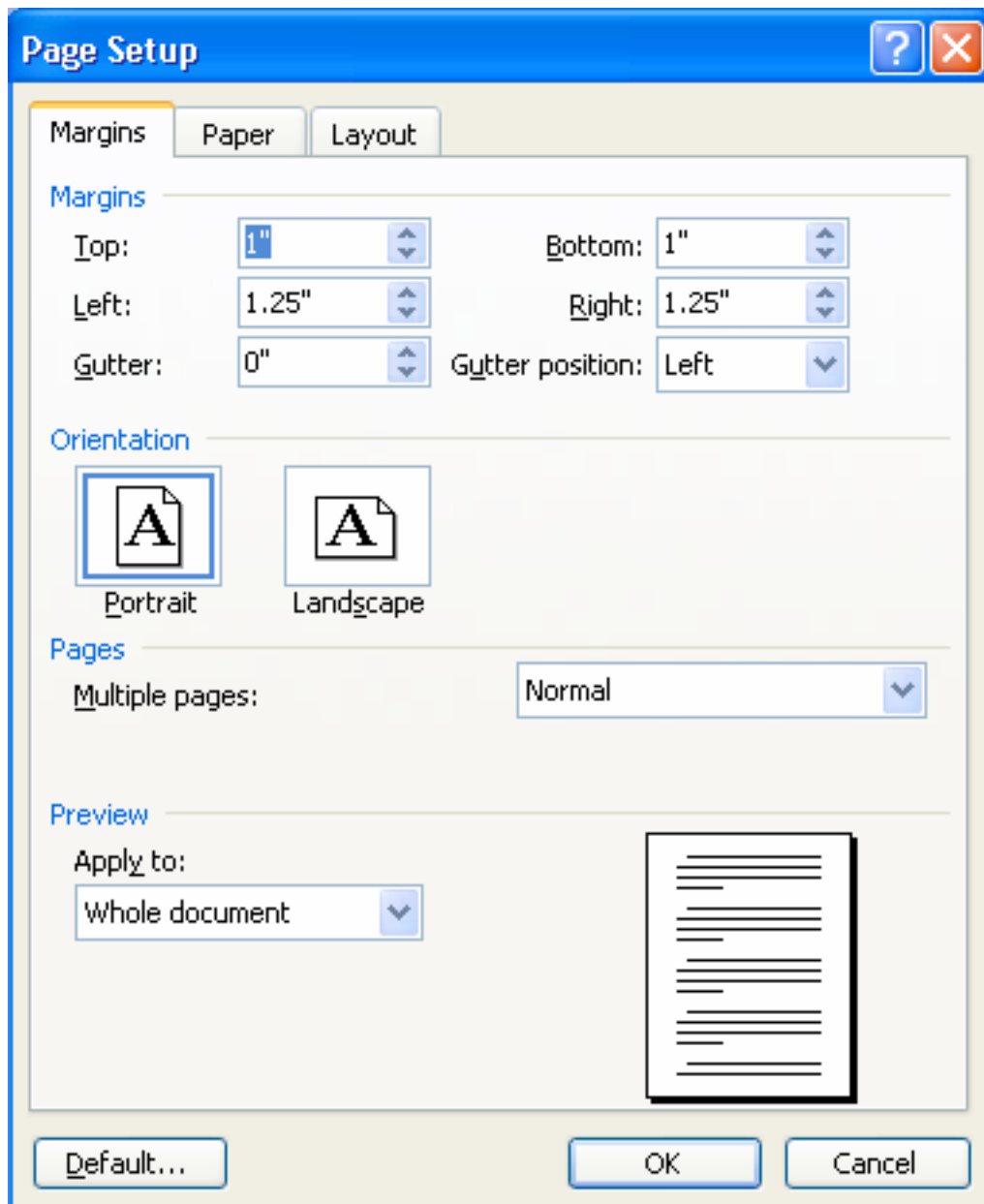
You should be at the beginning of your document.

Margins

Notice the margin settings on the Ruler are 0" and 6”.



- Choose File> Page Setup



The default left and right margins are 1.25 inches with a one-inch top and bottom margin. A page is 8 1/2" wide less 2 1/2" for the margins, which allows 6" of text. The zero and six on the ruler indicate the length of the text line, not actual margin settings.

- Select the left margin box
- Type *1* to change the left margin to one inch
- Press <Tab> and type *1* to change the right margin to one inch
- Click the **OK** button or press <Enter>

Notice the left margin still indicates zero on the Ruler, but the right margin is now at 6 1/2".

- Move to the beginning of the paragraph
- Press the <Backspace> key to remove the tab

Paragraph Indents

Type the following two paragraphs:

Next morning, Wilbur arose and stood beneath the web. He breathed the morning air into his lungs. Drops of dew, catching the sun, made the web stand out clearly. When Lurvy arrived with breakfast, there was the handsome pig, and over him, woven neatly in block letters was the word TERRIFIC. Another miracle.

"I'm staying right here," grumbled the rat. "I haven't the slightest interest in fairs." "That's because you've never been to one," remarked the old sheep. "A fair is a rat's paradise. Everybody spills food at a fair. A rat can creep out late at night and have a feast. In the horse barn you will find oats that the trotters and pacers have spilled. In the trampled grass of the infield you will find old discarded lunch sandwiches, hard-boiled eggs, cracker crumbs, bits of doughnuts, and particles of cheese, etc."

On the left and right sides of the Ruler the small triangles are used for various methods of indentation. The top triangle on the left is the First Indent; the second triangle is for the Hanging Indent and the rectangle is for the Left Indent. The triangle on the far right is for the Right Indent.



- Triple click the first paragraph to select (or you can just click in front of the paragraph)

Note: If you wanted the indent to apply to more than one paragraph, you would need to select the paragraphs.

- To indent the first line of the selected paragraph, drag the top left triangle or press the <Tab> key

Note: The <Tab> won't work if more than one paragraph is selected.

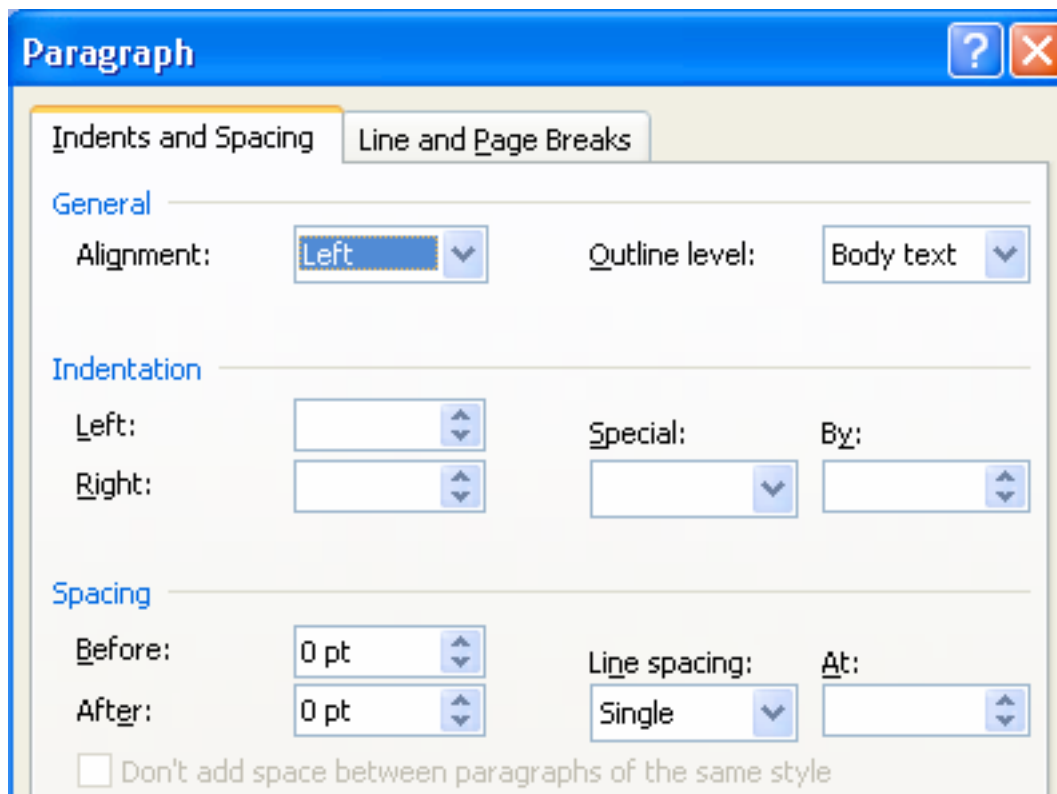
- Select the second paragraph
- To indent all lines of the selected paragraph, drag the rectangle below the bottom left triangle or press <Ctrl + M>

- Select the third paragraph
- To create a 'hanging' indented paragraph (all lines but the first are indented), drag the bottom left triangle or press <Ctrl + T>
- Move back to the second paragraph and select
- To indent in from the right side (for a quote), drag the triangle on the right

Line Spacing

The default line spacing is set to single-spaced. When changing the spacing of existing text, the text must be selected first.

- Press <Ctrl + A> to select the text
- Select Format> Paragraph
- Click on the **Indents and Spacing** tab



- Select the desired spacing under Line spacing and click the **OK** button

Spacing can also be changed using the keyboard shortcuts: <Ctrl + 1> for single spacing,

<Ctrl + 2> for double spacing, or <Ctrl + 5> for one-and-a-half spacing. There is also the **Line Spacing** button on the Formatting toolbar.



Tabs

Tabs are on the Ruler located below the Formatting toolbar.



Tab Button

- Place the insertion point at the end of the document

Setting Tabs

Word provides the following five types of tabs:



Left Tab After you enter a Left Tab, additional text begins at the tab stop and continues to its right.

Center Tab After you enter a Center Tab, additional text moves to the left and right, remaining centered on the location where the tab stop appears.

Right Tab After you enter a Right Tab, additional text begins at the tab stop and continues to its left. The more text you enter, the closer to the left margin the text moves.

Decimal Tab After you enter a Decimal Tab, rows of numbers that you enter all align on the decimal point, regardless of how many integer and decimal places they contain.

Bar Tab Used to draw a vertical line extending through horizontal lines of text.

Note: The Hanging Indent and the First Line Indent are also included on the Ruler tab setting.

Word places a default tab stop at every 0.5" on the Ruler. There are two methods you can use to place them in other locations besides the default setting:

- The Ruler (quickest way to get the job done).
- The Tabs dialog box (offers more precision and enables you to use leaders).

Creating Tabs with the Ruler

To set a tab with the Ruler:

- Click the tab marker to the left of the Ruler



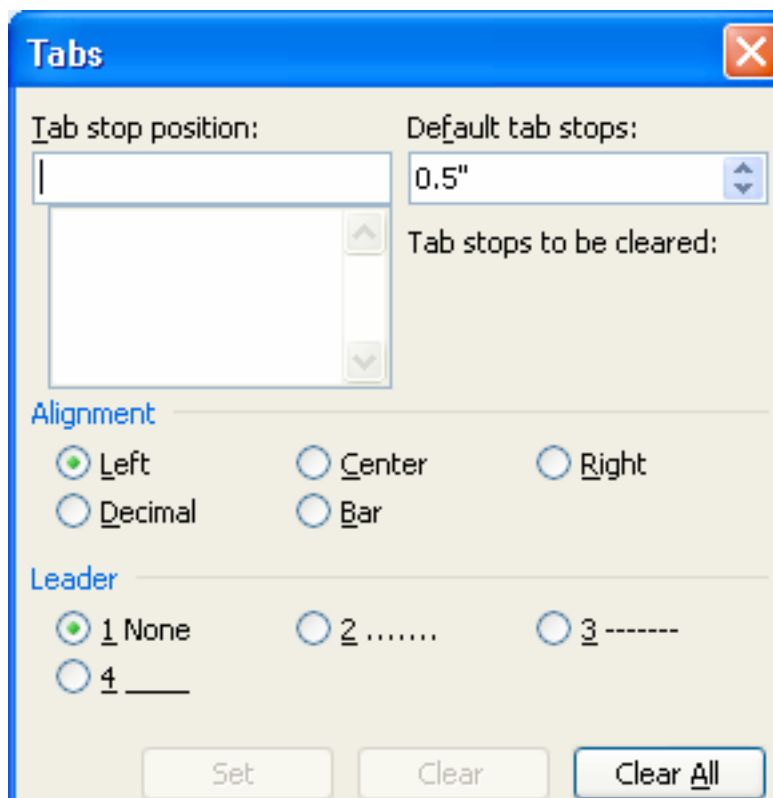
By default, this marker is set to create a left tab. If you do not want a left tab, keep clicking to display the tab you want. The icons change in the following order: center tab, right tab, decimal tab and bar tab.

- After you've selected the desired tab, click the Ruler where you want the tab to be set

After you place a tab on the Ruler, you can move it by dragging it to the left or right. In the paragraphs you've selected, any text affected by the tab moves to the left or right also.

Creating Tabs Using the Tabs Dialog Box

To view the Tab dialog box, choose Format > Tabs.



In addition to types, each tab

(with the exception of the Bar tab) can include a leader character before the tab. If you have manually set

the five tab

any tabs that apply to the currently selected paragraph(s), these will appear in the "Tab stop position" text box. To set a new tab:

- Enter the location where you want the tab to appear in the "Tab stop position" text box
- In the Alignment area, choose the type of tab you want: Left, Center, Right, Decimal, or Bar.
- Click the **Set** button
- Click the **OK** button

Changing Default Tab Stops

You might want to change the default tab stop locations. For example, your document's design might call for indents and tabs at 0.75" increments. To change the default tab stops:

- Choose Format > Tabs
- Enter a new value in the "Default tab stops" scroll box
- Click the **OK** button

Removing Tabs

To clear all tab settings in a specific part of your document:

- Select the text or the entire document
- Choose Format > Tabs
- Click the **Clear All** button
- Click the **OK** button

Use the following two steps to clear a specific tab setting:

- Select all the paragraphs that contain the tab setting that you want to clear
- Drag the tab setting beneath the Ruler, so it disappears

Unfortunately, Word doesn't provide an easy way to know where a tab setting begins and ends in your document. As a result, you may find eliminating tab settings to be a trial-and-error process. Here are some tips that will help:

If all the text you've selected contains the tab setting, the tab setting appears in solid black on your ruler.

If some of the text you've selected contains the tab setting, the tab setting appears in gray on your ruler. Dragging the tab setting off the ruler will delete it for those paragraphs you've selected.

If you've selected a large number of paragraphs that start before you applied the tab setting and end after the tab setting is no longer present, you won't see the tab setting on your ruler - even though it is still present in some of the paragraphs you've selected.

Text Alignment

Word offers four types of text alignment: Align Left, Center, Align Right, and Justify. Align Left, Word's default setting, starts every line at the left margin, but doesn't reach all the way to the right margin (except on very rare occasions when the word fits precisely without tweaking). When a word is too long to be squeezed onto the first line, Word moves it onto the next line, leaving the previous line unfinished. Align Left is sometimes called flush left or ragged right.

Align Right works the opposite way; it squeezes all the text towards the right margin. Center usually leaves room at both margins when it moves to the next line. Justify stretches text from the left to the right margin edges, so that both edges have a clean, flush line.

To change the text alignment:

- Position the insertion point where you want the alignment to take effect, or select the block of text you want to align
- Click on the appropriate text alignment button on the Formatting toolbar



Bolding, Underlining, and Italicizing

Bolding, Underlining, and Italicizing can be done by selecting text and choosing the appropriate button on the Formatting toolbar. They are symbolized with the boxed letters **B**, *I*, and U. The keyboard shortcuts are <Ctrl + B>, <Ctrl + I> and <Ctrl + U>. They can also be selected by choosing Format> Font.



- Select a small grouping of text in the document

- Click on the **Bold** button
- Click on the *Italics* button
- Click on the Underline button

The buttons can be selected before typing text and then clicked again to turn the feature off.

To remove unwanted styles:

- Select the text and click the **B**, *I*, or U button on the Formatting toolbar

If you press <Ctrl + Shift + Z> the selected text will change back to the default.

For other styles:

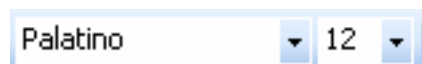
- Choose Format> Font

Using the Font dialog box, choose the appropriate effects from the Effects area by clicking the boxes.

Fonts

Fonts are the various typefaces available such as Arial, Helvetica, Times, Univers, etc. You can change typefaces and point sizes by selecting text or before you begin typing. Changing the font and point size can be done on the Formatting toolbar or using the Font dialog box on the Format menu.



- Select some text in your document
- Click and hold on the **Font Size** button on the Formatting toolbar by clicking on the triangle to the right of the box labeled 12 and select 14



- Click and hold on the **Font** button on the Formatting toolbar by clicking on the triangle to the right of the font name and select Helvetica
- Click anywhere to deselect your text

Moving and Copying Text

The Cut and Copy buttons on the Standard toolbar are used to reposition and duplicate text. There is also a Drag-and-Drop feature that allows you to reposition selected text without having to copy and cut.

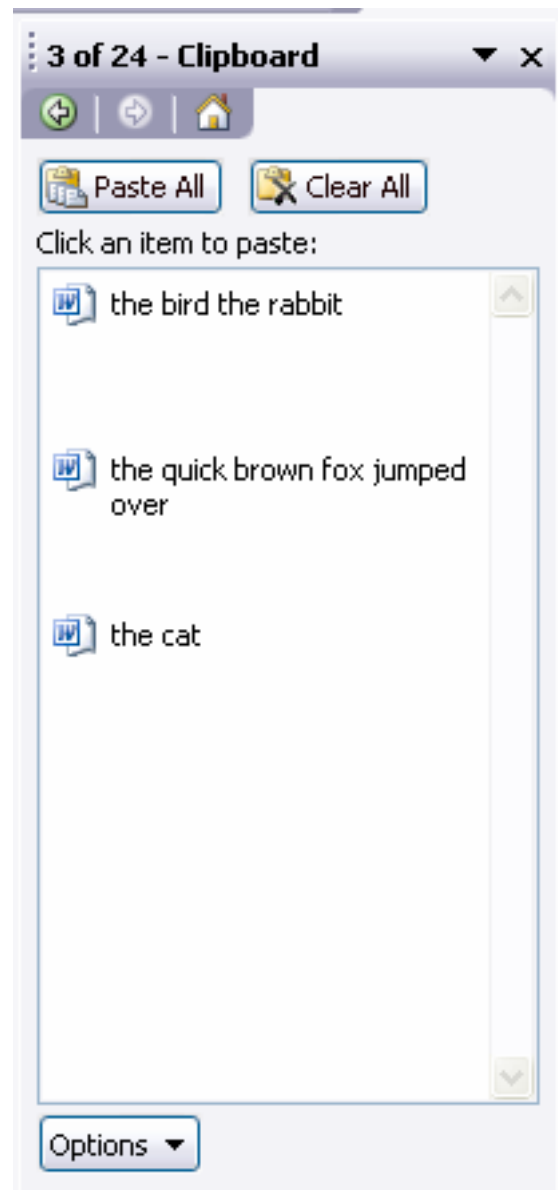
- Select the first paragraph of text by triple clicking in the paragraph
- Click the **Cut** button or <Ctrl + X> 
- Position the insertion point at the beginning of what is now the second paragraph and click to position it
- Click the **Paste** button or <Ctrl + V> 
- Move to the second paragraph and select the second sentence; click on the **Cut** button

To display the Clipboard in the Task Pane, choose Edit> Office Clipboard. Word will store up to 24 items on the Clipboard. You can double click on any selection in the Task Pane and it will be pasted in the document.

To delete items from the Clipboard:

- Point to the item and click on the arrow
- Choose Delete

To automatically display the clipboard, click on the **Options** button in the Task Pane and choose “Show Office Clipboard Automatically”.



Copying text is similar to moving text except the text is not cut, but a copy is put on the Clipboard.

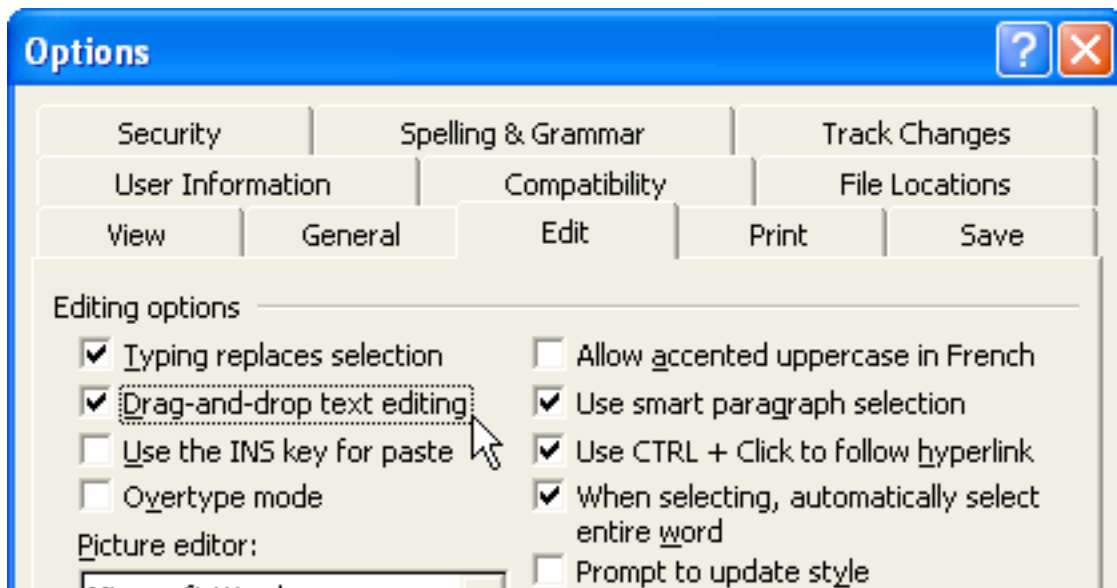
Dragging and dropping text is a fast way to move phrases, sentences and entire paragraphs to another part of your document.

- Select the first paragraph

Notice how the I-beam becomes an arrow when it is on the selected text.

- Click and hold on any portion of the first paragraph

A small dotted box and a dotted Insertion point are displayed. If the box does not appear, choose Tools> Options. Click the **Edit** tab and make sure the "Drag-and-drop text editing" box is checked.



- Drag the dotted Insertion point to below the next paragraph to reposition it in its original position

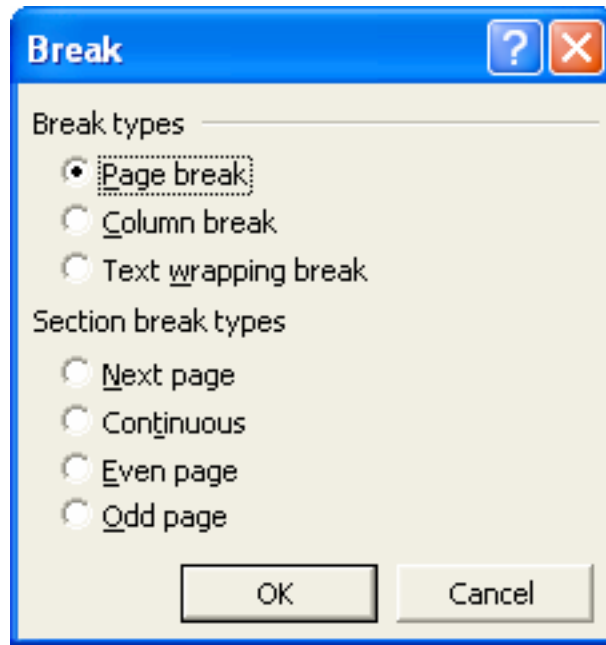
The paragraph should be inserted wherever you release the mouse button. Holding down on the <Ctrl> key while dragging the text will make a copy of the selected text.

- Click anywhere to deselect the paragraph

Page Breaks

The page break feature is found on the Insert menu. The keyboard shortcut is <Ctrl + Enter>. Word has what is called a Section break. These are used to divide long documents into chapters. The section break feature is found in the Break dialog box.

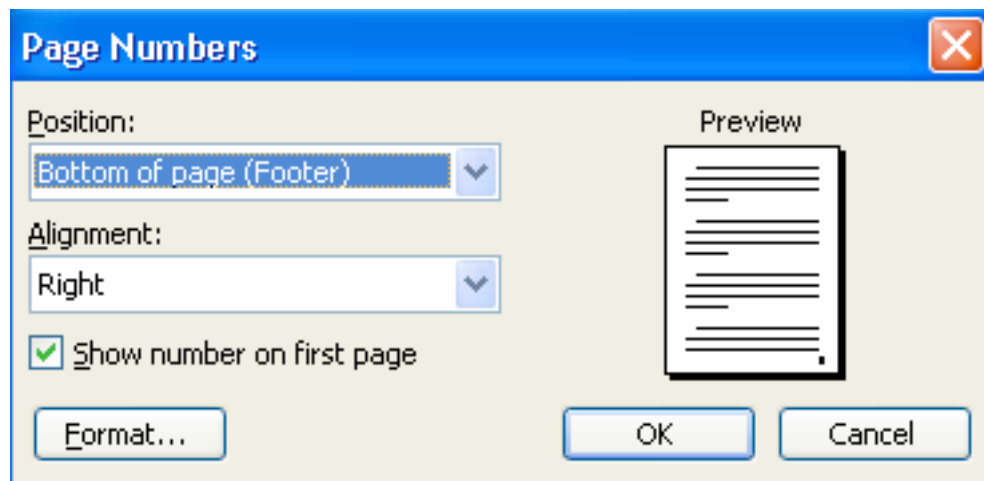
- Choose Insert> Break



Page Numbering

The standard is to begin numbering pages on the second page of text.

- Choose Insert> Page Numbers



- Select desired Position and Alignment

- Remove the checkmark from the box "Show number on first page"
- Click the **OK** button

If you are in Normal View, you are automatically put into **Print Layout View**. The page number is dimmed.

Headers and Footers

Headers and footers contain text that repeats on every page of your document. By default, the same header and footer appears on each page, but by using sections, you can set up different headers and footers for different parts of your document.

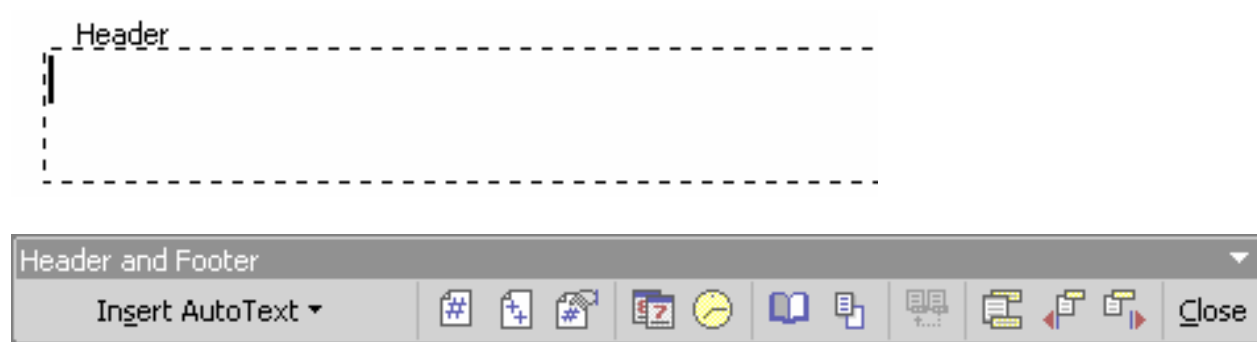
Creating a Header or Footer

Headers and footers are visible in either Print Layout View or Print Preview. To create a header or footer, move to the page where you want the header or footer.

- Choose View > Header and Footer

You are put in Print Layout View if you are in any other view. The insertion point appears in the Header pane. Below is the Header and Footer toolbar. At the bottom of the page is the Footer pane.

Note: You can remove the page numbering you inserted earlier, by clicking on the number and pressing the <Delete> key.



The buttons on the Header and Footer toolbar help you create headers and footers. The “Insert AutoText” menu inserts pieces of text such as: Created by, Created on, Last Printed, etc.

The next five tools help you insert commonly used header and footer text, such as page numbers, date and time.

The button next to the clock opens the Page Setup dialog box.

The four tools to the left of the Close button help you navigate between headers and footers in your document. For example, if you are viewing the header pane and you click the Switch Between Header and Footer button, you'll view the footer pane. The Same as Previous, Show Previous, and Show Next buttons become useful when you create different headers and footers for various portions of your document.

- Type some text for a header
- Click the **Close** button on the toolbar
- Click the **Print Layout View** button; third from left in lower left hand corner

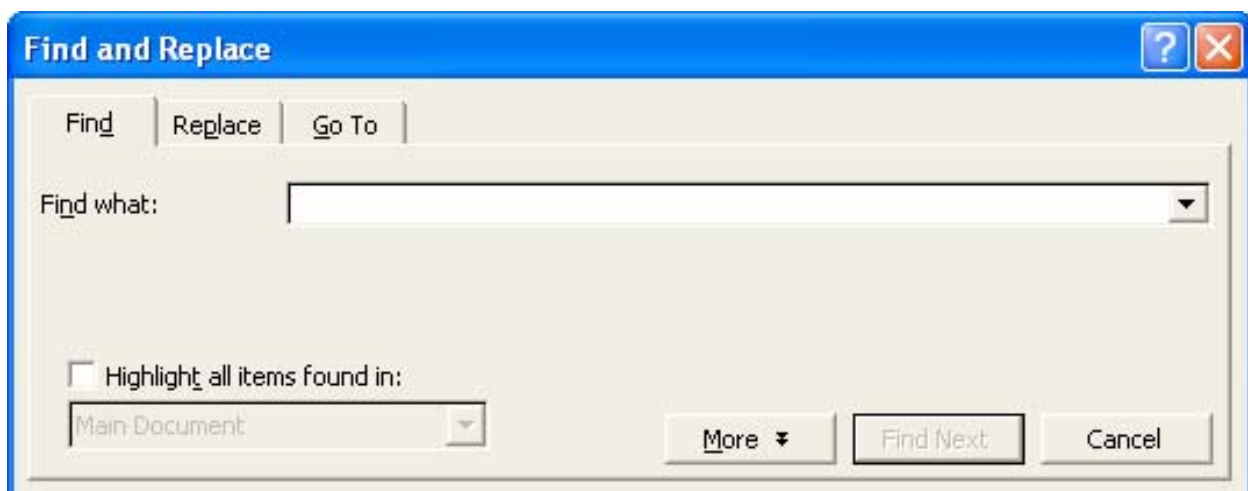
Notice the text for the header will be dim and will appear on every page.

By default, headers and footers that you create are the same on each page of your document. If you create sections in your document with the Break command under the Insert menu, you can create a variety of different headers and footers. See the *Headers & Footers* document for information on creating different headers and footers.

Find/Replace

To find a word or string of words quickly, use the Find and Replace feature. For example:

- Choose Edit> Find or press <Ctrl + F>

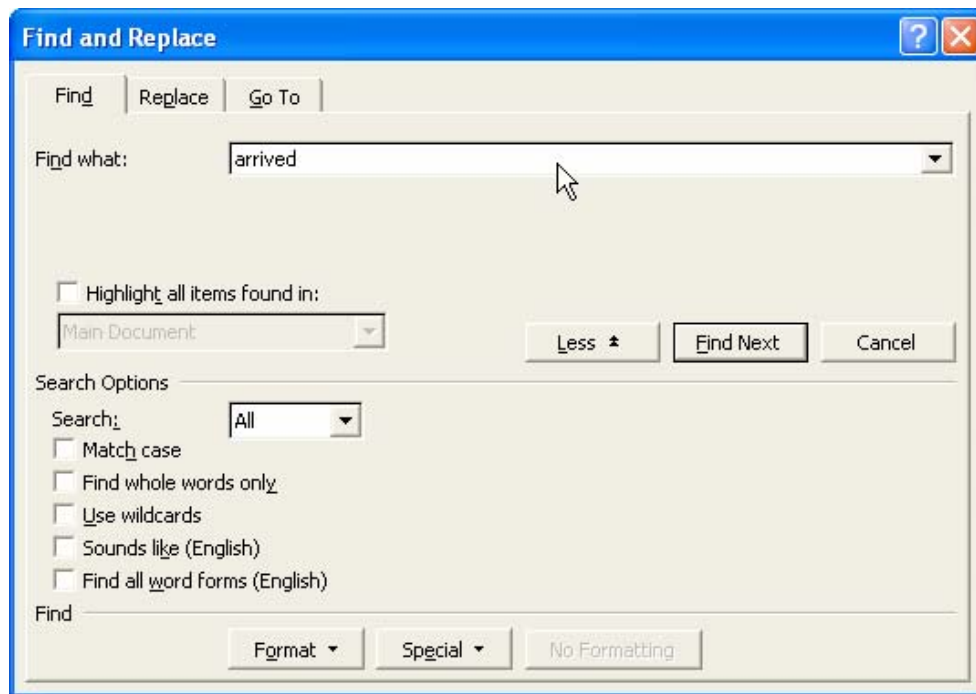


- Type the word for which you are searching in the "Find what" box
- Click the **Find Next** button

- Click the arrow button to the right of the "Find what" box to select a word you have searched for previously

The More button provides a variety of options to define criteria that will "fine-tune" your search for specific text or formatting.

- Click the **More** button



Replacing

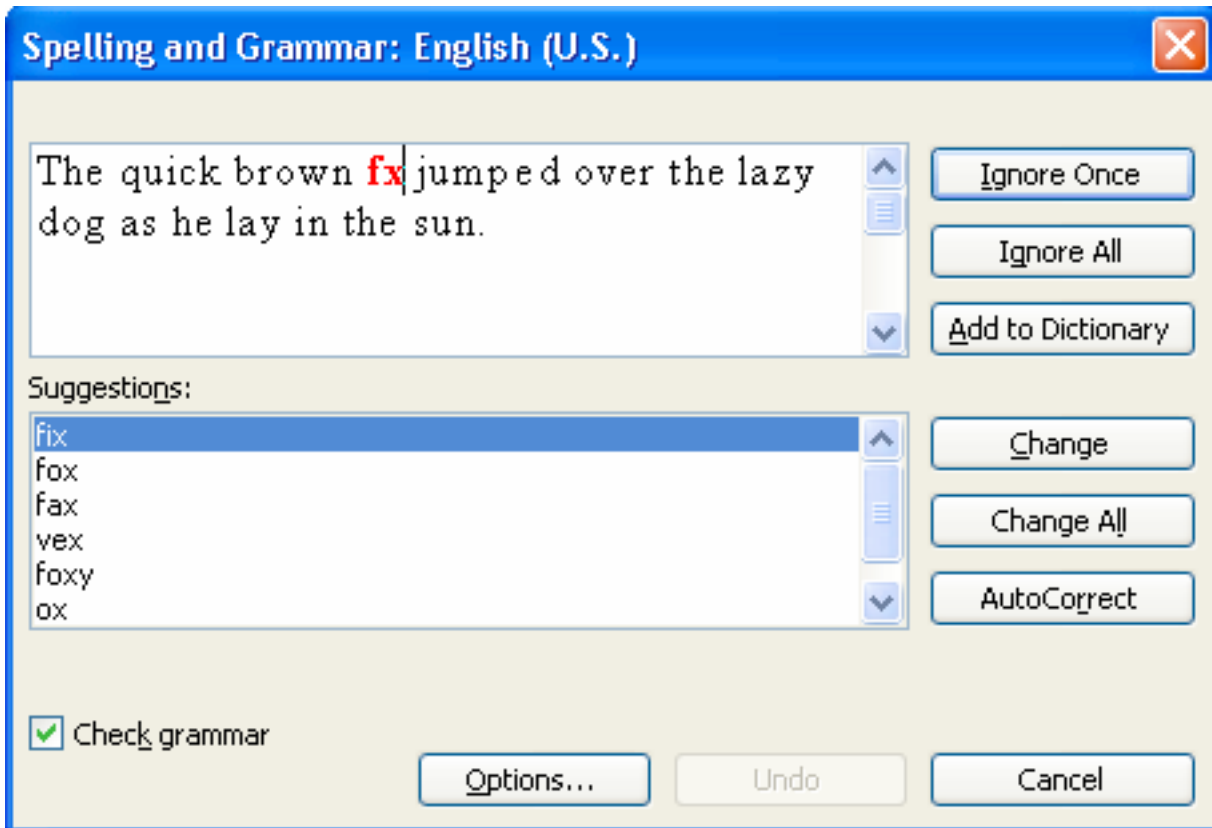
To replace a word or string with another:

- Click on the **Replace** tab or press <Ctrl + H> if the Find and Replace dialog box isn't open
- In the "Find what" box, type the word you want to replace
- In the "Replace with" box, type in the replacement word or string
- Click the **Replace All** button, the **OK** button and then the **Close** button

Spell

- Click the **Spell Check** button on the Standard toolbar, or choose Tools> Spelling and Grammar





If a word in your document is not found in Word's dictionary, it is highlighted in the "Not in Dictionary" portion of the dialog box and suggested spellings appear in the "Suggestions" box.

- Click the correct word in the "Suggestions" box and then click the **Change** button
- Continue checking your document

Use the **Ignore Once** and **Ignore All** buttons for words that are spelled correctly but are not in Word's dictionary. Words that you use often that are not in the dictionary can be added to a supplemental dictionary in your account using the **Add to Dictionary** button. You can manually edit misspelled words in the "Not in Dictionary" box if Word doesn't have a suggested spelling.

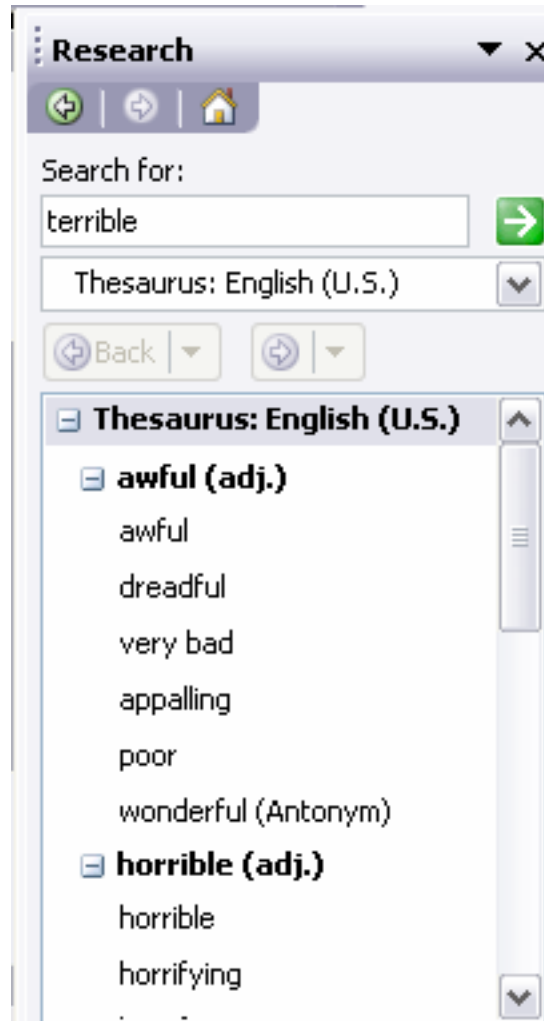
If the box labeled "Check grammar" has a check in it, then your document's grammar will also be checked while the spelling is checked. Use the **Options** button to change the various default settings.

For more information on using Spelling and Grammar, use the Office Assistant.

Thesaurus

The Thesaurus gives you a listing of synonyms and antonyms of a specified word. We will use the Thesaurus to select another word for terrible.

- Type the word *terrible* and place the insertion point in the word
- Choose Tools> Language> Thesaurus



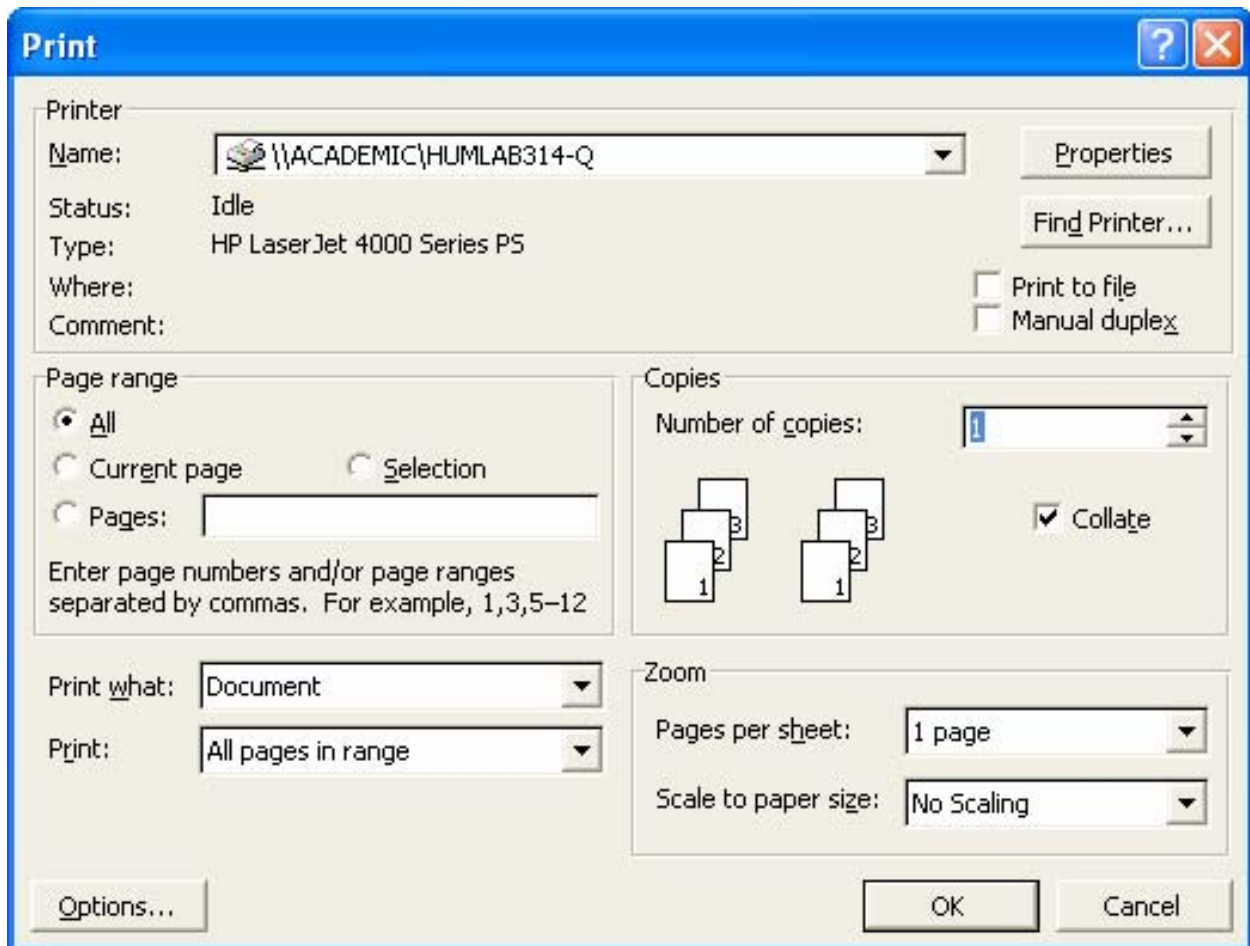
The Thesaurus appears in the Task Pane with a listing of synonyms.

- Click on the appropriate synonym and then click on the arrow to the right
- Click on **Insert**

Printing

There are two ways to print: Print on the File menu <Ctrl + P> or click the **Print** button on the Standard toolbar. The Print command will display a list of options to customize how your document is printed. The **Print** button bypasses the dialog box.

- Press <Ctrl + P>



- Select page range, copies, etc
- Click the **OK** button

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