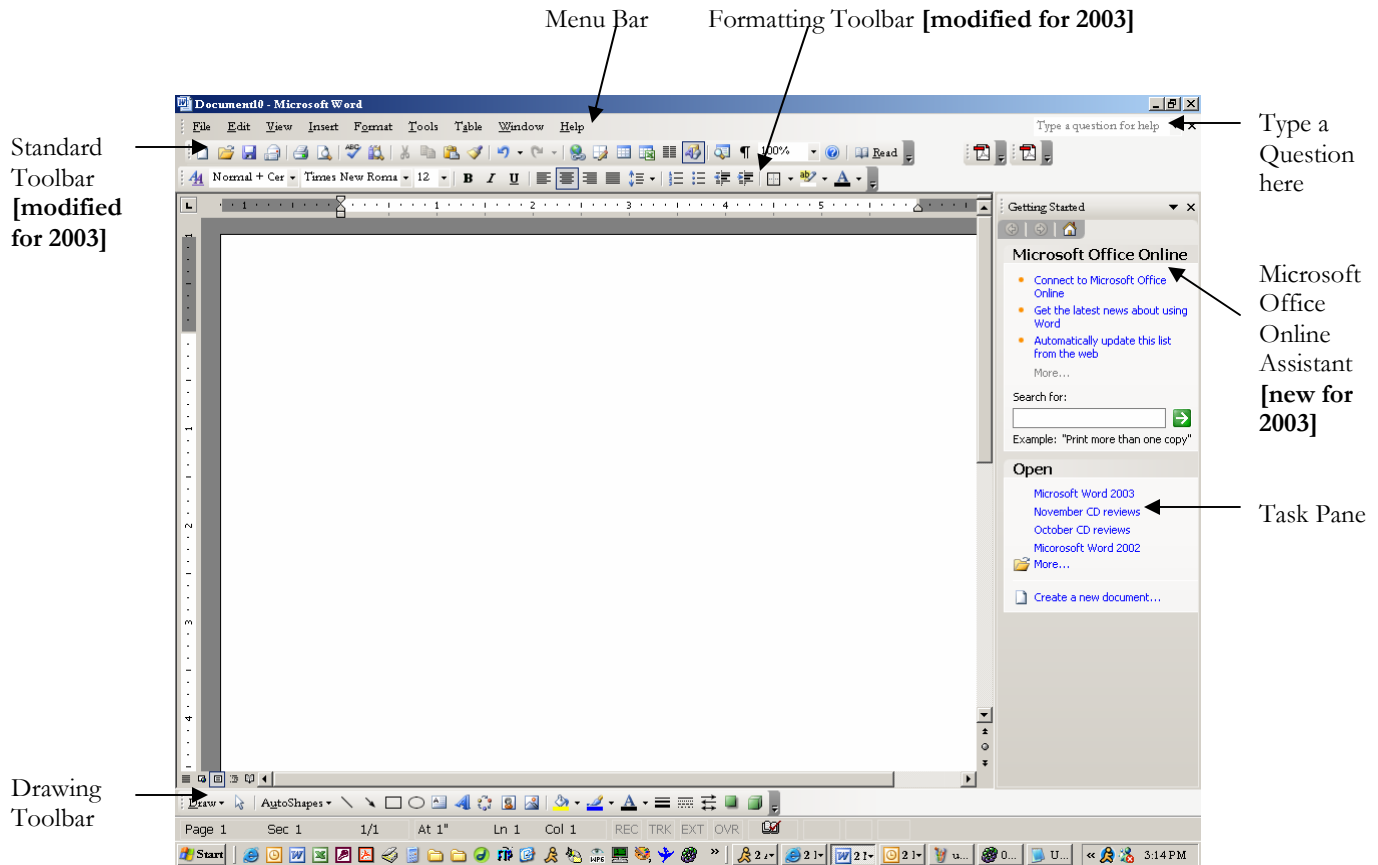


Microsoft Word 2003

2006-2007 | Millsaps College | Information Technology Services

The Word Window has changed in Office 2003!





- ❑ **Menu Bar** – Main menu topics contain drop down menus [e.g. *File, Edit, View, ...*].
- ❑ **Standard Toolbar** – Icons with descriptive tools [e.g. *New Blank Document, Open, Save, Email, ...*]. Mouse over each icon for a description of the action performed.
- ❑ **Drawing Toolbar** – Insert lines, pictures, shapes, text boxes and more.
- ❑ **Formatting Toolbar** – Format content within the Document [e.g. *Font, Size, Bold, Left Justify, ...*].
- ❑ **Type a Question Here** – Enter a specific question to be answered based on keywords.
- ❑ **Microsoft Office Online Assistant** – Connect to Microsoft online for more information about Microsoft Word, additional assistance on Questions and updates.
- ❑ **Task Pane** – displays most recently opened documents, also gives the option to create a new document.

Getting Help

Select **HELP** from the Menu Bar for available options.

- ❑ **Microsoft Word Help** – displays the Microsoft Office Assistant. Type in a question and Word will suggest topics to answer.
- ❑ **WordPerfect Help** – Shows where to find the same command or feature using Word.

- ❑ What's This? --the cursor displays as a question mark. Click on a selection to get help on the feature.
- ❑ Click on the  in the Standard toolbar to display the Office Assistant quickly.

AutoCorrect


Word can correct the following errors automatically while you type:

- ❑ The accidental usage of the CAPS LOCK key- e.g. Word replaces ***tHESE*** with ***These*** at the beginning of a sentence and then turns CAPS LOCK off.
- ❑ Plural and possessive forms of a word—if you have an AUTOCORRECT entry that inserts ***SWEET LIL*** when ever you type ***SL***, Word also automatically changes ***SL's*** to ***Sweet Lil's***.
- ❑ Common multiple word spelling errors- For EX.: Word replaces ***int he*** with ***in the***.
- ❑ Common word pairs that are spelled correctly, but are grammatically incorrect when used together. For EX.: Word replaces ***your a*** with ***you're a***.


Views

- ❑ **Normal**—doesn't display margins
- ❑ **Web Layout**—preview your document as seen in a browser.
- ❑ **Print Layout**—shows your document as it will look when printed.
- ❑ **Task Pane**—Appears on the right and has menu shortcuts.
- ❑ **Full Screen**—displays the document full screen with no toolbars.
- ❑ **Zoom**—Select the percentage to view the document.
- ❑ **Toolbars**—Allows selection of displayed toolbars. Select View / Toolbars for a full list.
- ❑ **Outline**—shows you the major and minor subjects of your document.

Opening a New Document

- ❑ Select File / New or press the New Blank Document button .
- ❑ On the New task pane, select Blank document or From Existing Document.

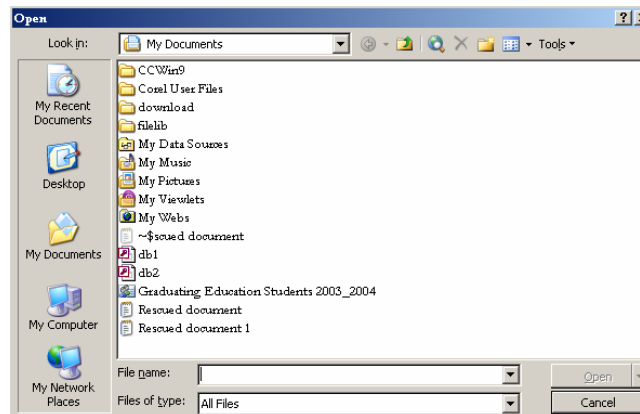
Saving a Document

- ❑ Select File / Save or press the Save button .
- ❑ Select a location to save the document.
- ❑ Name the Document.
- ❑ Press OK.

Opening an Existing Document

- ❑ Select File / Open from the Menu bar to display the File dialog box (or select View / Task Pane to have the task pane open on the right hand side of the screen for selecting options.)
- ❑ Word lists all files in the default directory that have a .doc extension.
- ❑ To list files in a different directory, click into the "Look In" box and select the drive letter.

- ❑ To open a file, highlight the file, click OK.

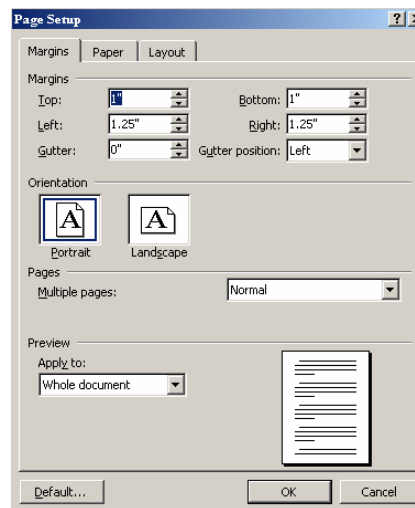


Moving Around the Document

- ❑ Move the mouse pointer to the desired location in the document and click once.
- ❑ Use the arrow keys to move up/down a line at a time, or left/right one character at a time.
- ❑ Press and hold the CTRL key down then press the left/right arrow keys to move one word to the left/right.
- ❑ Press and hold the CTRL key and press HOME to move to the top of the document.
- ❑ Press and hold the CTRL key and press END to move to the end of the document.

Page Setup

- ❑ Select File / Page Setup to format the document.
- ❑ Tabs display at the top of the dialog box for margins, paper, and layout.



- ❑ Select the Margins tab to set margins for the document. Place the cursor inside each box to set margins. Select portrait or landscape orientation here also.
- ❑ Select Paper to change to legal, envelope or to define a custom size. Go down to Paper Source to change to a different printer tray.

Selecting Text

- ❑ Press and hold the left mouse button and drag over text to select it.
- ❑ Double click in a word to select that word.
- ❑ Press the CTRL key and click in a sentence to select the entire sentence.
- ❑ Click in the margin to select one line of text.
- ❑ Double click in the margin to select a paragraph.
- ❑ Press the CTRL key and click in the margin to select the entire document.

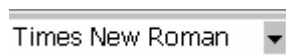
Formatting Selected Text

To Change Font

- ❑ Move to the first character of the text to change.
- ❑ Click, but do not release the left mouse button.
- ❑ Drag the pointer through the text to change.

Notice that the text you selected has changed from black text on a white background to white text on a black background.


- ❑ Release the mouse button.
- ❑ Click on the font box arrow.



- ❑ Scroll through the list until you see the font you want.
- ❑ Double click on the selected font.

The text changes to the new font, but is still highlighted.

To Change Font Size

- ❑ Move to the first character of the text to change.
- ❑ Click, but do not release the left mouse button.
- ❑ Drag the pointer through the text to change.
- ❑ Release the mouse button.
- ❑ Click on the arrow to the right of the font size .
- ❑ Scroll through the list until you see the size you want.
- ❑ Select on the correct size.

Emphasis and Alignment

 change selected text to **Bold**



change selected text to *italic*.



underline selected text.



align text with the left margin.



center text.





align text with the right margin.



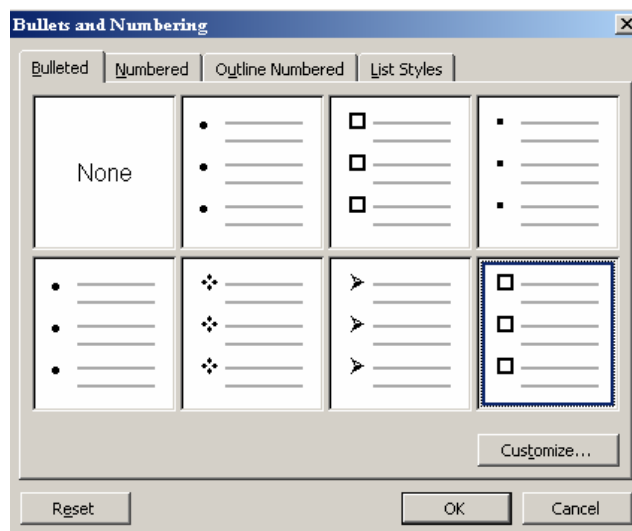
justify text so all lines are equal in length.

Lists

- ❑ To create a numbered list, click the Number button .
- ❑ Enter text.


- ❑ To create a bulleted list, click the Bullet button .
- ❑ Type text.

Both types of list can be customized by selecting Format / Bullets and Numbering.

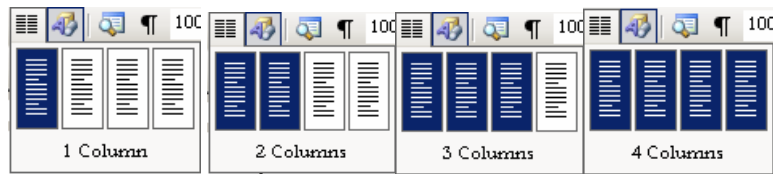


Columns and Tables

Inserting Columns


- ❑ Highlight the text you wish to be in columns.
- ❑ Click the Column button .

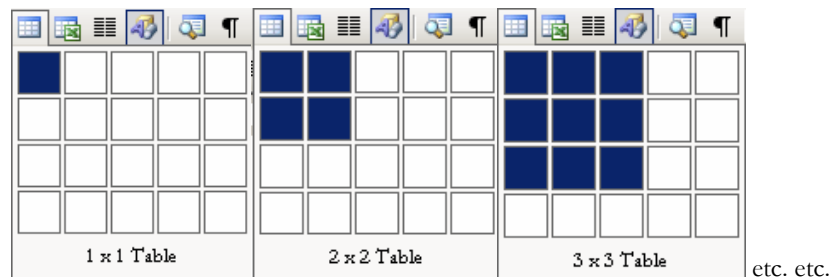
- ❑ Select the number of columns that you want.



- ❑ The document will then be separated into columns accordingly.


Inserting Tables

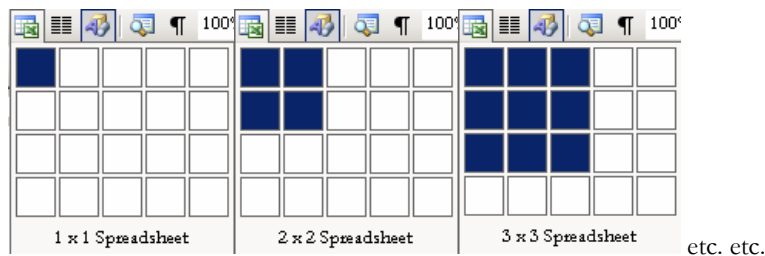
- ❑ Click the Insert Table button  on the toolbar.
- ❑ Highlight the number of columns and rows desired.



- ❑ Click the mouse button when size of table has been selected. A table will be inserted into your document at the cursor position.

Inserting an Excel Spreadsheet

- ❑ Click the Insert Microsoft Excel Spreadsheet button  on the toolbar.
- ❑ Highlight the number of columns and rows desired- similar to inserting a table.



Images

Drawing

- ❑ To show the Drawing toolbar, click View / Toolbars / Drawing.
- ❑ The toolbar will be placed at the bottom left of your screen.
- ❑ Mouse over each icon in the toolbar to select the appropriate drawing you wish to insert.



Inserting Images/Objects

- ❑ Click the AutoShapes button on the drawing toolbar.
- ❑ Select the desired object to insert.



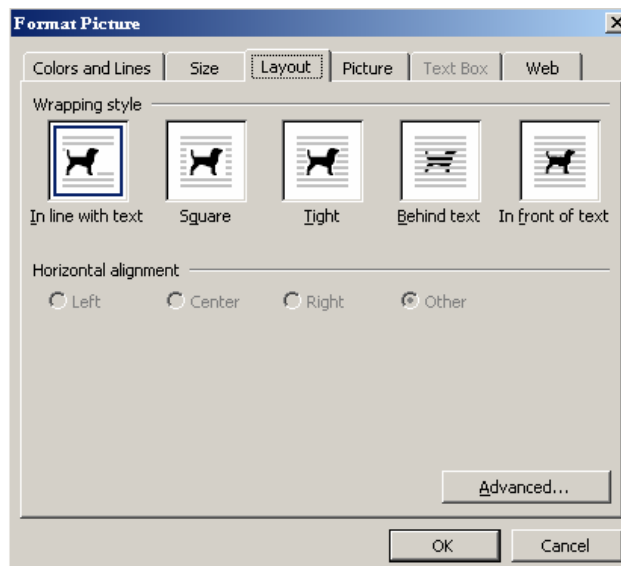
- ❑ Click and drag the mouse in the location you wish to place the object.
- ❑ Release the mouse button.
- ❑ Adjust the item size and orientation as needed.

Wrapping Text around Images and Objects

Right click on the image.

Select Format (AutoShape, Picture, etc.).

Click on the Layout tab and select the wrapping option and alignment.



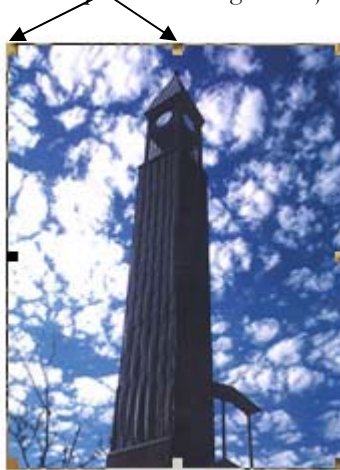
Manipulating Objects

Moving

- ❑ Click on the image and hold the mouse button down.
- ❑ Drag the object to the desired location.
- ❑ Release the mouse button.

Resizing

- ❑ Click once on the object to select it.
- ❑ Move the mouse cursor over one of the squares outlining the object.

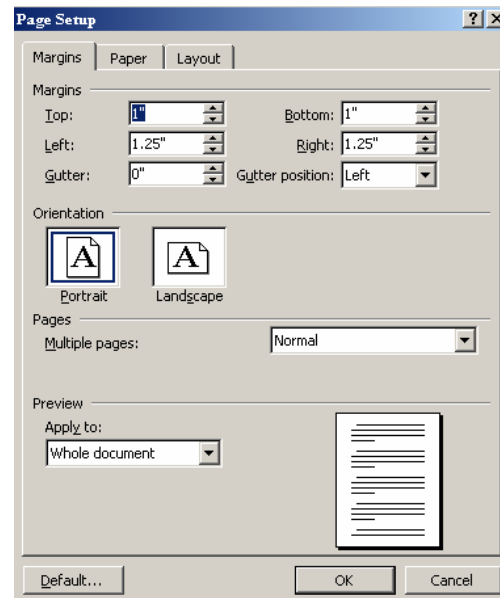


- ❑ When the cursor turns into a double arrow, click and hold the mouse button.
- ❑ Drag the mouse to resize the object.
- ❑ Release the mouse button.

Output

Page Setup

- ❑ Click File / Page Setup
- ❑ Select **margin**, **paper**, and **layout** options by clicking on the appropriate tab.



Print Preview

Click the Print Preview button .

Select the **Magnifier**, **One Page**, **Multiple Pages**, or **Zoom** to control how the document is displayed on the screen.



Click the Close button to go back to the document for editing purposes, or the Print button