



## Word 2003: Basics Learning Guide

### Exploring Word

#### Using Toolbars

Word's toolbars provide an easy way to perform many of the simple tasks you complete over and over again when composing your documents.

When Word is launched two toolbars will appear at the top of the Word window:



*Standard toolbar*



*Formatting toolbar*

#### Using Menus

Word makes all of its commands available through its menu bar at the top of the screen. Clicking any of the words in this bar will display a menu with a group of related commands. *Sometimes the command you are looking for will not be visible in the menu.*

*When this happens, place your cursor on the double arrow at the bottom of the menu window to reveal additional hidden commands.*

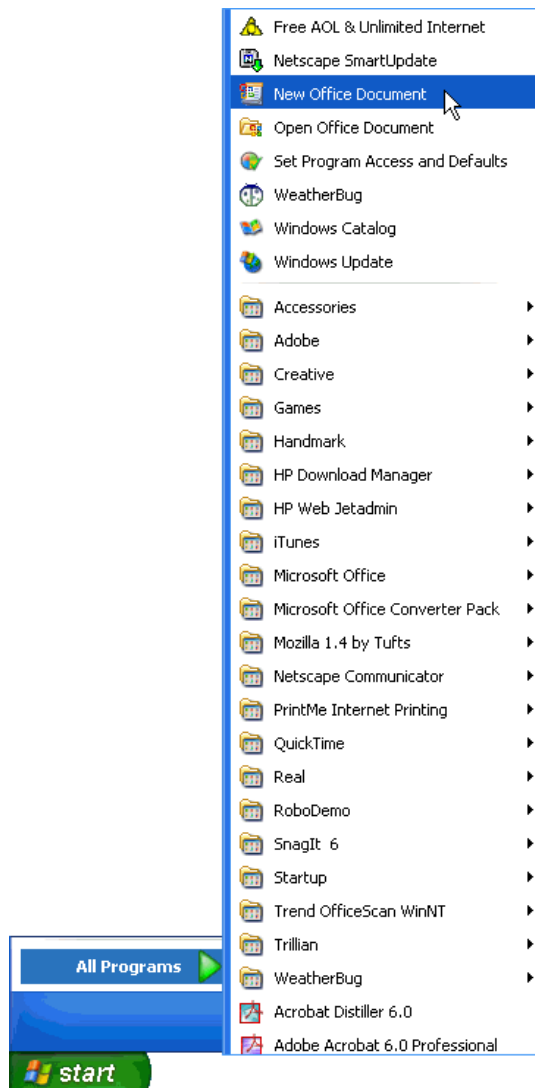
- The **File** menu contains commands for managing documents.
- The **Edit** menu allows you to make changes and revisions to your document and also **Undo** the most recent change you made.
- The **Format** menu lets you customize text and paragraph formats within your document.

## Composing and Editing Documents

### Opening a new document

Before you can begin, you must create a new blank document.

- If Word is not yet open on your PC, click on the **Start** button and move your cursor over the **Programs** item.
- From the **Programs** submenu, click on **Microsoft Word**.



- If Word is already open, click the standard toolbar's **New Blank Document** button.



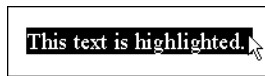
## Composing text

Now that you've opened a new blank document, you can begin to compose text to fill your new document.

- By default, Word will place a flashing insertion point cursor at the upper left corner of your new document window.
- As you type, your text will appear to the left of the insertion point.
- To insert new text within a paragraph you've already composed:
  - Click inside the paragraph at the point where you'd like to insert your text.
  - Type your new text, which will appear to the left of the flashing insertion point.

## Selecting Text

Whenever you change the text of your document or apply formatting, you'll first need to select the text that you wish to change or format. Once you've selected your text, it will be highlighted in black (just like the text in the screen image below) and ready to accept your change.



There are several ways to select text in your document.

- To select a **whole word**, double-click on it.
- To select a **whole paragraph**, triple-click anywhere in the paragraph.
- To select a **long block of text**:
  - Click at the beginning of the text block, hold down the **shift key**, and click at the end of the text block
  - Using the mouse, drag your cursor over the block of text.

## Removing text that you've already composed

There are several ways to remove or replace text that is already part of your document.

- To delete text using the **backspace** key on your keyboard:
  - Place the insertion point to the right of the text you wish to delete.
  - Press the **backspace** key on your keyboard to delete characters to the left of your insertion point

- To delete text with the **delete** key:
  - Click inside your document so that the insertion point is to the left of the text you wish to delete.
  - Press the **delete** key and the characters to the right of the insertion point will be erased.
- To **select and replace** existing text:
  - Drag to select the text you wish to erase.
  - Press the delete or backspace key to remove the text.
  - Begin typing new text to replace the text you selected.

### Moving and Copying Text

Sometimes, you'll want to move some text you've already composed to a new location in your document. Word's **Cut**, **Copy**, and **Paste** buttons allow you to move blocks of text (of any length) within in your document.



*Cut*



*Copy*



*Paste*

#### To move a block of text:

- Select the text to be moved.
- Click on the standard toolbar's **Cut** button.
- Click on the location in your document where you want to insert the block of text. *Your pasted text, like newly typed text, will be inserted to the left of the insertion point.*
- Click on the **Paste** button to insert the text.

**Tip:** *To easily move a block of text, drag the selected text to its new location. (This action is marked by a gray insertion point that moves with your mouse pointer.) Once the gray insertion point is at the correct location, release the mouse button to insert the text block.*

#### To copy a block of text:

- Select the text you wish to copy.
- Click on the standard toolbar's **Copy** button.
- Click on the location in your document where you want to insert the block of text. *Your pasted text will be inserted to the left of the insertion point.*
- Click on the **Paste** button.

**Tip:** To easily **copy a block of text**, drag a block of selected text while holding down the control key. (This action is marked by a gray insertion point with a plus sign at the base of the arrow, indicating that the text block is being copied and not moved.)



Copying text by dragging

## Fixing Mistakes

For every document that you create, you'll make at least a few mistakes. Thankfully, it's easy to use the **Undo** and **Redo** buttons to fix your mistakes.



Undo



Redo

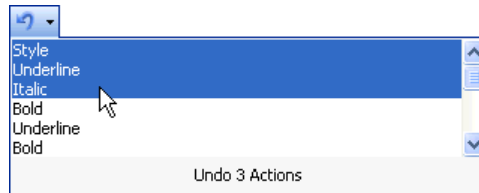
### Undoing a mistake

- Click the standard toolbar's **Undo** button once to undo the most recent action you completed.
- Click the **Undo** button again to undo the second most recent action.

### Undoing multiple mistakes at once

- Click the down-facing arrow next to the **Undo** button.
- From the menu that appears, move your mouse (without clicking) to select the actions that you wish to undo.
- *Only six actions appear when you first display the **Undo** drop-down menu. To view additional actions, use the scroll bar at the left of the menu.*

- Click on the first action that you wish to undo. Word will undo all of the actions highlighted in blue.



### Redoing an action you've undone

- Do you wish you hadn't just undone an action? The **Redo** button can restore the action for you.
- Click the standard toolbar's **Redo** button to restore your previous content.
- To **Redo** multiple actions at once, click the down-facing arrow next to the **Redo** button and select the actions you wish to restore.

*Tip: You can only reverse an action immediately after it's been undone. Once you make further changes to your document you can no longer redo previous actions.*

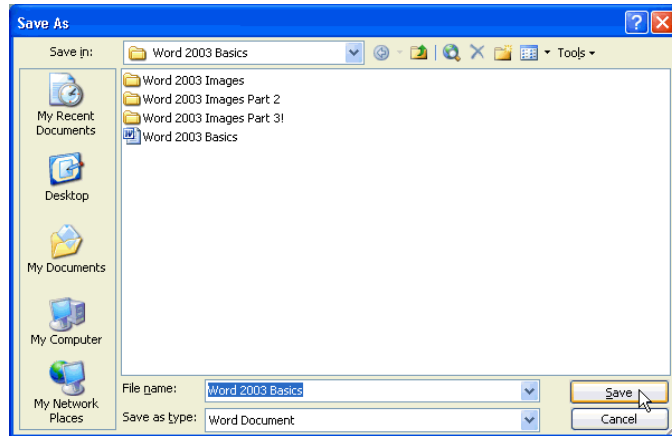
### Saving your document

Most people save a document only after they've completed some substantial work on it. When you delay saving your document, you risk losing some of your work if you encounter computer problems or a power outage. For best results, save your document early, and often. Here are some best practices:

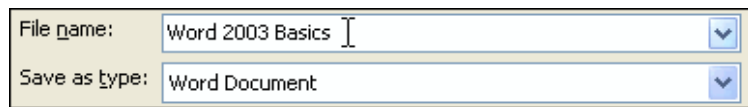
- Save frequently.
- Be sure you know where you are saving your document.
- Save whenever you complete a thought, not just when you complete a major section of your document.
- Save a backup copy, perhaps to a floppy disk, when working on a mission-critical document.

## Saving a document for the first time

- From the **File** menu, choose **Save**.
- Word will display the **Save As** window, which will let you select a location in which your document will be saved and give your document a name.

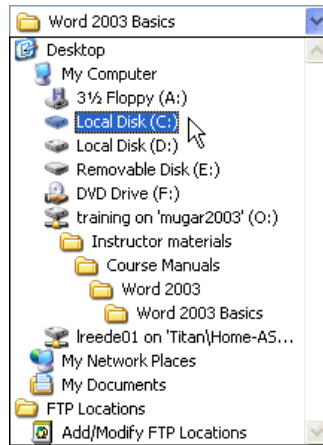


- Type a descriptive name for your document in the box labeled **File Name**, at the bottom of the **Save As** window.
  - This name should allow you to remember at a glance the document's purpose and contents – even many months in the future. This filename can be more than one word long, and can contain spaces.
  - Allow Word to save the document in its default Word document format.



- Click on the down-facing arrow next to the box labeled **File name**.

- Click on the name of the drive (your hard drive or department network drive) on which you wish to save your document.



- Double-click to open the folder in which you want to save your document.
  - Remember that folders can be saved within other folders.
  - If the folder you want is not at the base level of your hard drive, you may need to navigate through several levels of folders before arriving at your destination folder and saving your document.
- Click on **Save** to finish saving your document.

### Saving changes to a document

To save changes that you've made to your document:

- From the **File** menu choose **Save**.
- Click once on the standard toolbar's **Save** button.



- To save a copy of your file under a new name:
  - From the **File** menu choose **Save As**.
  - Save this renamed document as if you were saving the document for the first time.

*You can learn more about saving and managing files in the **Windows File Management** course. For more information or to download the course guide, visit*

*<http://training.ase.tufts.edu/windows/windows-file-management.asp>.*

## Getting Help In Word

Word's Help index is a very good place to start when trying to use an unfamiliar feature, or when trying to assess Word's capabilities for undertaking a new project. Word's paperclip-shaped Office Assistant is one way to search for help. Word 2003 gives you the option to search Help using the Office Assistant, or to completely disable him (as many people prefer).

### Getting Help using the Office Assistant

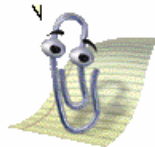
- From the **Help** menu, click on **Show the Office Assistant**.
- Place your cursor over the paper clip man that appears and click.
- In the yellow call-out window that appears, type your complete or partial question.

What would you like to do?

Type your question here and then click Search.

Options

Search



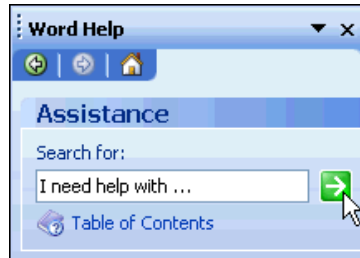
- Click on **Search**.
- Word will then present you with a series of relevant topics from its Help database in the task pane.
- To view a topic, click on the underlined text of that topic.

### Hiding the Office Assistant

- From the **Help** menu, choose on **Hide the Office Assistant**.

### Searching for help without the Office Assistant

- From the **Help** menu, choose **Microsoft Office Word Help**.
- In the Microsoft **Word Help** window that appears in the task pane, type one or more keywords that describe the topic with which you need help in the box labeled **Search for**.



- Click on the white arrow in the green box.
- Word will display all relevant topics in the **Search Results** task pane.
- To view a topic, click on its blue, underlined title. Word will display the topic in a new window.

### Fixing Spelling Errors

Word provides visual cues about your spelling and grammar errors. Misspelled words are underlined in red, while sentences with grammatical flaws are underlined in green. These annotations do not appear in when you print your document.

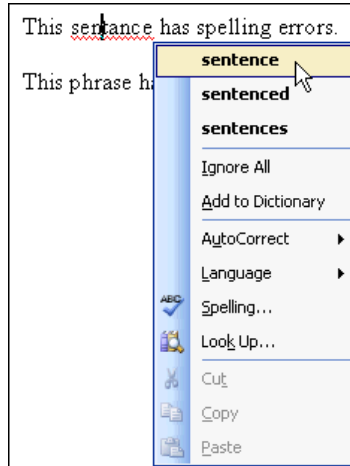
This sentance has a spelling error.

This phrase has a grammatical errors.

Although you can correct spelling errors using techniques for removing text (found on p.3 of this guide), Word can also suggest appropriate spelling corrections:

- Using the right mouse button, click on any misspelled word to display a contextual menu with suggested corrections.

- Select the correct spelling of the word and Word will automatically make the correction.



**Tip: Correcting Errors in Grammar:**

*Errors in grammar can also be corrected by clicking on them with the right mouse button. If the contextual menu contains the grammatical correction, simply select the corrected phrase and it will be automatically inserted in your document. Unfortunately, grammatical mistakes, unlike spelling errors, must often be corrected manually.*

## Formatting Text

Once you've composed text in your document, a little formatting can highlight your ideas and make your document easy to read. You can easily format text using the **formatting toolbar** at the top of the Word window. To add formatting to a block of text:

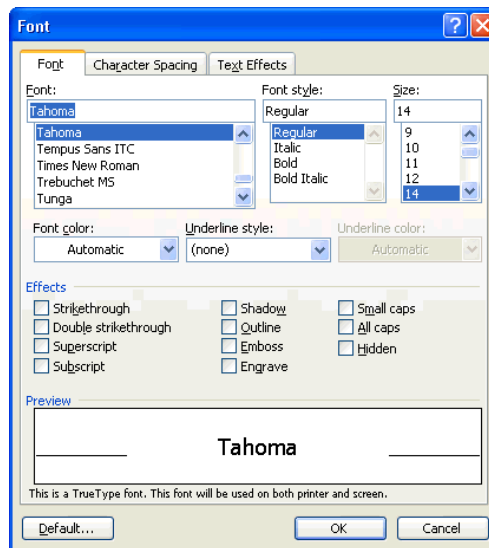
- Select the text to be formatted.
- Click one or more of the buttons below.

If you want to...	Click on...
Change the font of the selected text	Times New Roman
Change the size of the selected text	12
Bold the selected text	<b>B</b>
Italicize the selected text	<i>I</i>
Underline the selected text	<u>U</u>

## Applying advanced text formatting

Text can also be formatted using the **Format Font** window.

- Select the text to be formatted.
- In the **Format** menu, select **Font**.
- From this dialog box you can choose the font, font style, and text size. In addition, you can apply underlining, color, and other effects to your text.
- You can preview the text formatting in the **Preview** box at the bottom of the **Format Font** window.
- Click **OK** to apply this formatting to your text







*You can learn more information about advanced text formatting in the **Word Specialty Document Design** course.*

## Formatting Paragraphs

Just as text formatting makes your content easier to read, paragraph formatting creates a visual structure that greatly improves the appearance of your document.



### Aligning text

- Select the paragraph or paragraphs you wish to format.
- Use the **formatting toolbar** and click on one or more of the buttons below.

If you want to ...	Click on ...
Left-align the current paragraph or selected text.	
Center the current paragraph or selected text.	
Right-align the current paragraph or selected text.	
Justify the current paragraph or selected text.	

### Indenting text

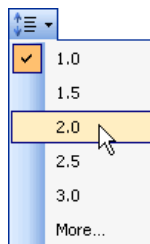
- Select the text to format.
- Click the buttons below to adjust the indent of your selection.

If you want to ...	Click on ...
Increase the indent of one or more selected paragraphs.	
Decrease the indent of the selected paragraph or paragraphs.	

### Line Spacing

When composing a document, you may want to change the line spacing to include room for future editing.

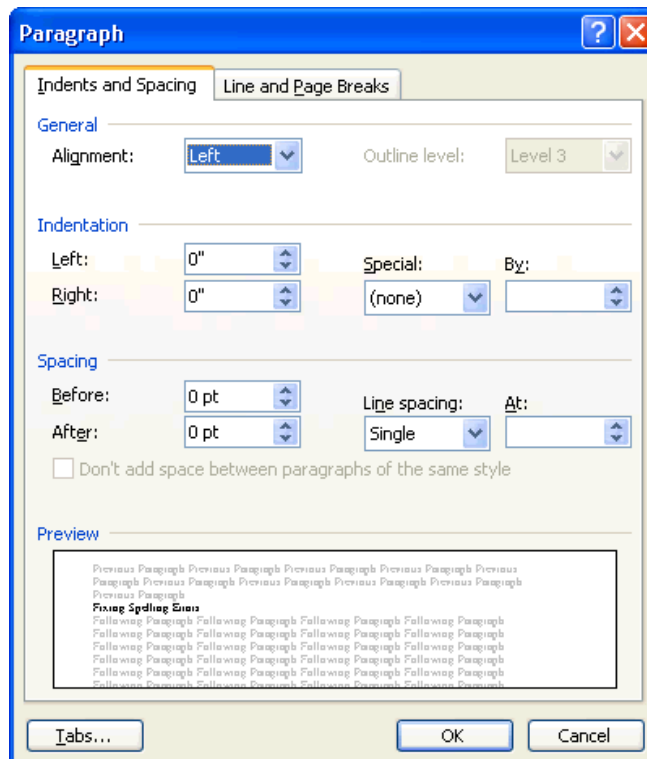
- Select the paragraph or paragraphs you wish to format.
- Click on the down facing arrow next to the formatting toolbar's **Line Spacing** button.
- From the list that appears, choose the line spacing that best fits your paragraph or paragraphs, or select **More** for more options.



## Applying advanced paragraph formatting

Paragraphs can also be formatted using the **Format Paragraph** window.

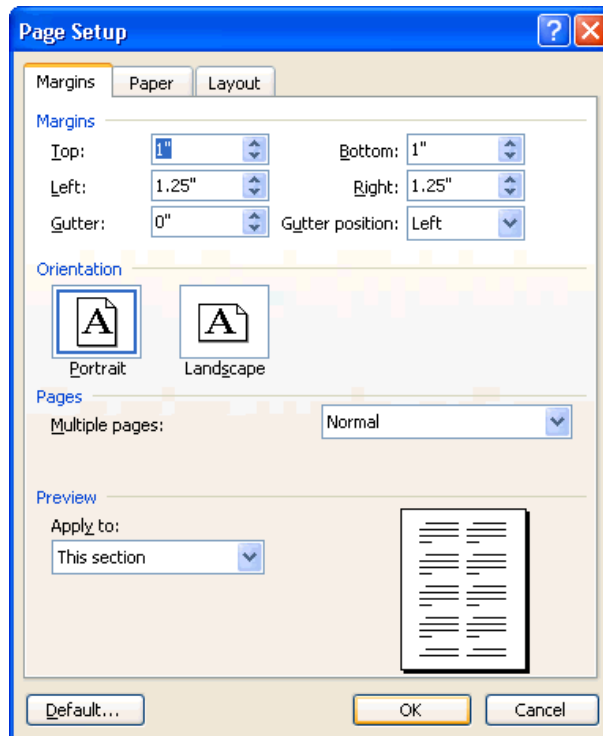
- Selecting the paragraphs you wish to format.
- From the **Format** menu, choose **Paragraph**.
- From the **Indents and Spacing** tab, you can change alignment, indentation, paragraph spacing and line spacing.
- In the **Preview** box at the bottom of the Format Paragraph window you can view the formatting you have selected.
- Click **OK** to apply the formatting to your paragraphs.



## Formatting Page Margins

By default, Word sets margins of 1.25" to the right and left and 1.0" to the top and bottom. If you wish, you can change the margins of your document to better accommodate your content.

- From the **File** menu, select **Page Setup**.
- In the **Margins section** click in the box labeled **Top**.
- Enter the value of the top margin that best suits your document.
- Repeat these steps to change the bottom, left and right margins.
- In the **Preview** section you can view your page formatting on the thumbnail-sized representation.
- Click **OK** to apply the new margins to your document.



## Previewing and Printing your Document

Before printing, you may want to preview your document on the screen to make sure that it will print out in the way you intended.

### Previewing your Document

- From the **File** menu, choose **Print Preview**.
- Word will display a copy of your document as it will look when it is printed. *You cannot edit your document while in the print preview mode.*
- To view your document at a higher magnification, click on the area of the document you wish to see. (Clicking a second time on the document will return you to the original magnification)
- Click the print preview toolbar's **Close** button to close the print preview mode.



### Printing your Document

- Click on the standard toolbar's **Print** button.



- The **Print** window will appear.
- Click **OK**.