

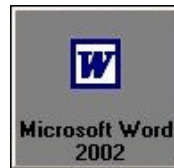


Introduction to Word

Accessing Microsoft Word

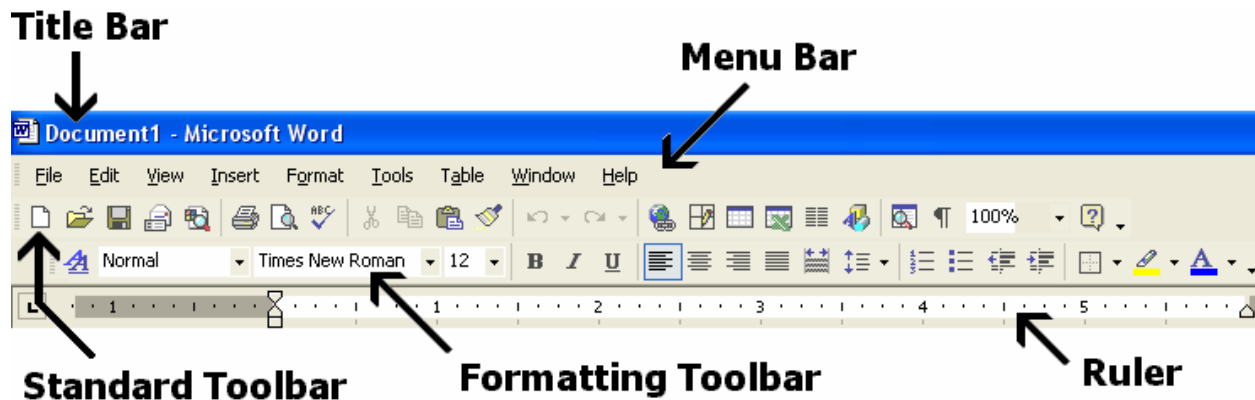
To access Microsoft Word from your home computer, you will probably either use the Start menu to select the program or double-click on an icon on the Desktop.

To open Microsoft Word 2002 from the computers in the computer lab at the library, simply click once on this button.



Anatomy of a Word Window

When you open up Microsoft Word 2002, the top of the window should look like this:



Depending upon how you customize Microsoft Word and what version of Microsoft Word you are using, other icons, toolbars, and menus may also be present.

Title Bar

The Title Bar will tell you what document you are currently viewing. If you have just opened a new document and have not yet named it, Word will name it for you.
















Menu Bar

The Menu Bar lists the menus available to you when using Word. These menus contain lists of commands and options you can use with Word. To open a menu, click once on the menu's name (File, Edit, View, etc.), then click on the option you want.

Toolbars

The toolbars provide shortcuts to frequently used commands. The most commonly used Microsoft Word commands are located on the Standard Toolbar and the Formatting Toolbar. Other toolbars can be added to the window by selecting "Toolbars" in the View menu and clicking on the name of the toolbar you want to add.

Here is what some of the icons on these toolbars do:

-  New Blank Document – Creates a new, blank document using the default template
-  Open – Allows you to find and open an existing document on the hard drive, a floppy disk, or a CD
-  Save – Saves the document you are currently viewing to its current location (if a location has already been specified)
-  Print – Sends the document you are currently viewing to the printer to make a paper copy
-  Print Preview – Shows you exactly how a document will look when you print it
-  Spelling and Grammar – Checks the document you are currently viewing for mistakes in spelling and grammar and provides suggestions for correcting errors
-  Cut – Removes selected text or objects from the document and copies it to the Clipboard for future use
-  Copy – Copies selected text or objects to the Clipboard for future use
-  Paste – Inserts selected text or objects that have been cut or copied to the Clipboard wherever the cursor has been placed
-  **B** Bold – Makes selected text bold
-  *I* Italic – Makes selected text italic
-  U Underline – Underlines selected text
-  Align Left – Aligns text to the left-hand side of the document
-  Center – Centers text in the middle of the document
-  Align Right – Aligns text to the right-hand side of the document

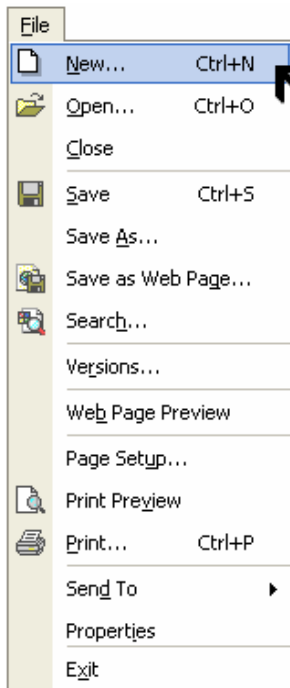
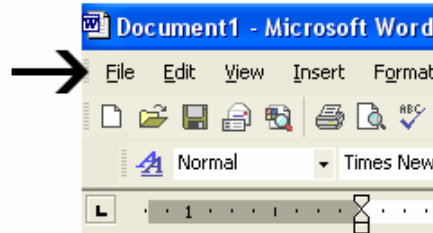
Ruler

The ruler allows you to customize the layout of your document by setting tabs, which determine the length of paragraph indentations and other types of spacing.

Creating a New Document

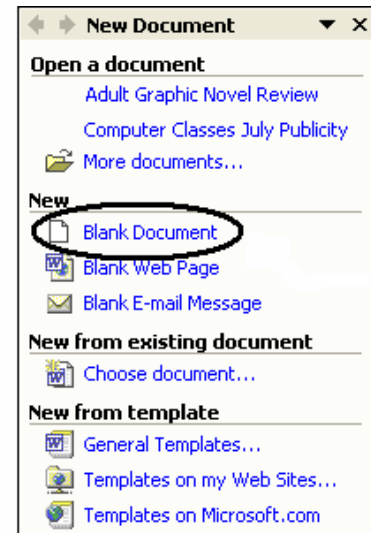
When you first open Microsoft Word, a new, blank document will automatically be created. If you need to create another new, blank document, follow these steps:

1. Click once on the word "File" on the Menu Bar to open the File menu.



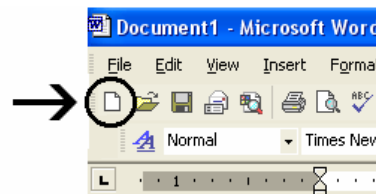
2. In the File menu, select the first option, which is "New..."

3. In the menu on the right-hand side of the window, click on "Blank Document"



Or...

Use the shortcut on the toolbar by clicking once on the "New" icon.



Editing a Document

Typing

When using Microsoft Word, text is entered by typing with the keyboard.

- The text typed will appear in the document wherever the cursor, a blinking, vertical line, is located.
- The cursor can be moved either by using the mouse to click on a new location or by using the arrow keys on the keyboard.
- As you are typing and reach the end of a line, the computer will automatically move the cursor to the next line. This is called "word wrap."
- Hitting the Enter key on the keyboard will move the cursor down one line to end a paragraph or to create a blank line.



Selecting Text

To change the style and size of text or to copy or move text that has already been typed into the document, the text must first be selected. Selecting text is also called "highlighting." This is what selected text looks like on the screen: **selected text**

You can select text by clicking directly in front of or at the end of the text you want to select, then dragging the mouse pointer over all of the text you wish to select while holding down the left mouse button. In addition, there are several shortcut techniques you can use to select text:

1. One entire word – Double-click anywhere on the word
2. One entire sentence – Hold down the "Ctrl" key on the keyboard and click anywhere within the sentence
3. One entire paragraph – Triple-click anywhere within the paragraph
4. All text in a document – Click on "Edit" in the Menu Bar to open the Edit menu, then choose "Select All"

To deselect text, click anywhere on the document outside of the selected text.



Erasing Text

There are several methods you can use to erase text and remove it from a document.



- Place the cursor at the end of the text you want to erase and press the Backspace key on the keyboard once for each character you wish to erase.
- Place the cursor at the beginning of the text you want to erase and press the Delete key on the keyboard once for each character you wish to erase.
- Select all of the text you want to delete and press the Delete key.

Cut, Copy and Paste

In order to move text from one part of a document to another without deleting or retyping, you can use the Cut and Paste commands.

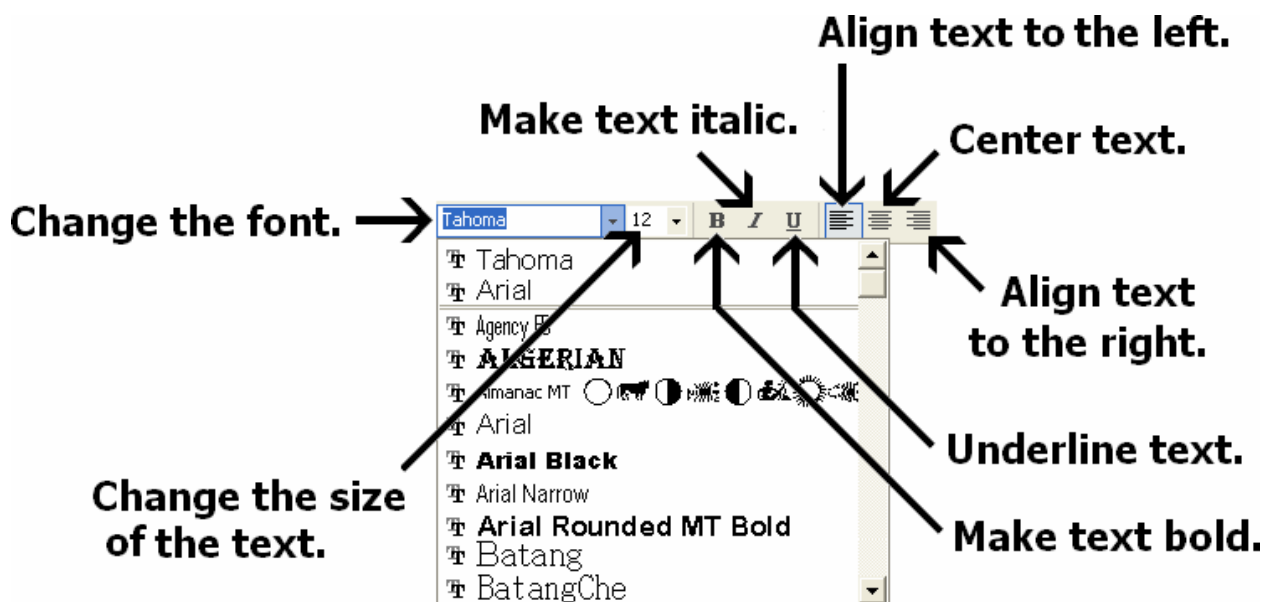
1. Select the text you want to move.
2. Click on the Cut icon () on the Standard Toolbar.
3. Use the mouse to insert the cursor at the new location where you want the cut text to be placed.
4. Click on the Paste icon () on the Standard Toolbar.

In order to copy text so that you do not have to retype it if you want it to be repeated in your document, you can use the Copy and Paste commands.

1. Select the text you want to copy.
2. Click on the Copy icon () on the Standard Toolbar.
3. Use the mouse to insert the cursor at the new location where you want the copied text to be placed.
4. Click on the Paste icon () on the Standard Toolbar.

Formatting Text

You can use the drop down menus and icons on the Formatting Toolbar to change the font (also called the "typeface"), the size and style of text, and where text is placed on the page. You can make changes to the appearance of all text in a document or of just some text in a document. In order to do this, you must first select the text you want to change. Then, click on the appropriate drop down menu or icon on the toolbar.

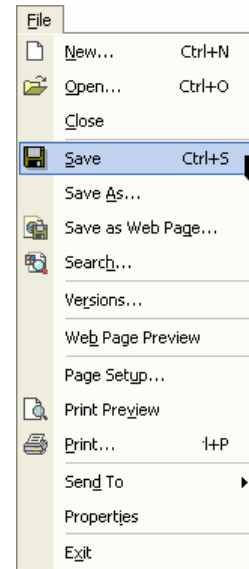
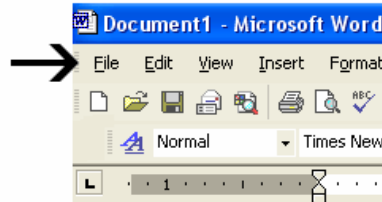


TIP: More options for formatting text are available by clicking on "Font..." in the Format menu.

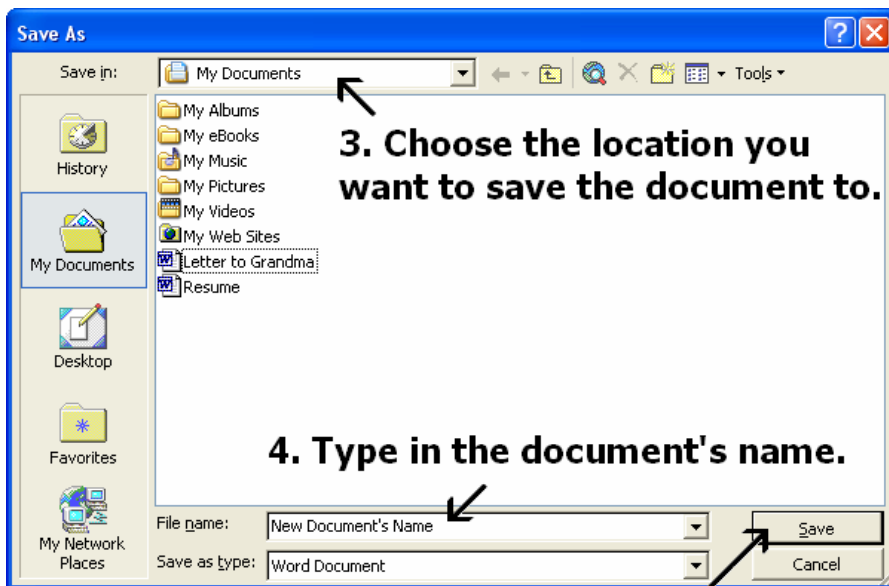
Saving Documents

Once you have created a document, you can save a copy of it to the computer's hard drive or to a floppy disk. To save a document, follow these steps:

1. Click once on the word "File" on the Menu Bar to open the File menu.



2. In the File menu, select the fourth option, which is "Save"



3. Choose the location you want to save the document to.

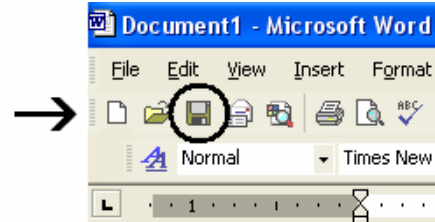
4. Type in the document's name.

5. Click on the "Save" button.

TIP: If you have already saved a document once and wish to save it again in a different location or under another name, choose "Save As..." instead of "Save" in the File menu.

Or...

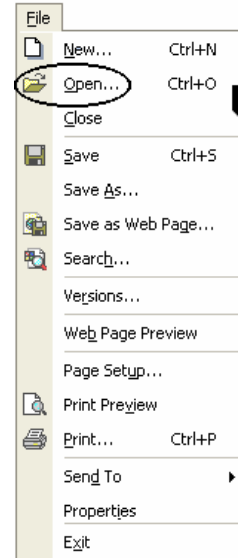
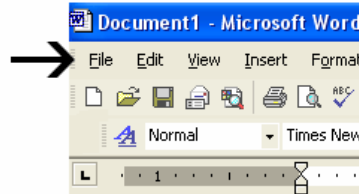
Use the shortcut on the toolbar by clicking once on the "Save" icon.



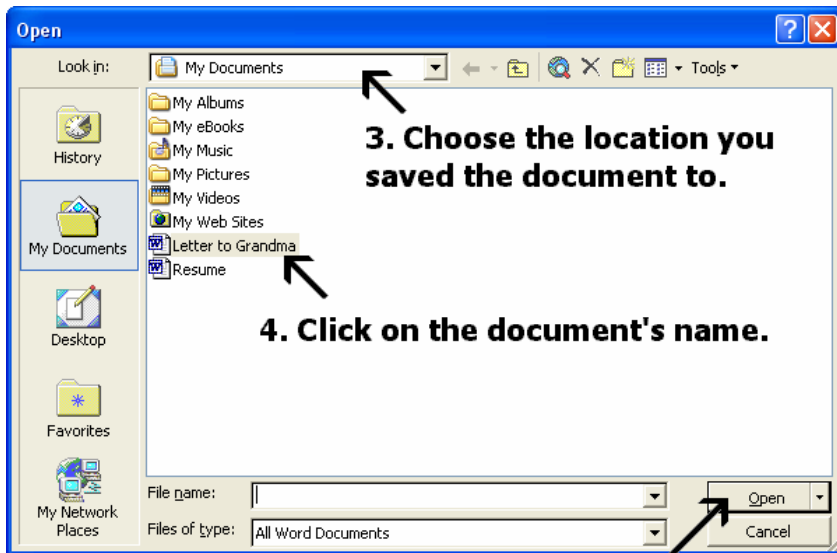
Opening a Saved Document

If you have saved a document and want to work on it again or print it, follow these steps to open the document for editing:

1. Click once on the word "File" on the Menu Bar to open the File menu.



2. In the File menu, select the second option, which is "Open..."



3. Choose the location you saved the document to.

4. Click on the document's name.

5. Click on the "Open" button.



Or...

Use the shortcut on the toolbar by clicking once on the "Open" icon.



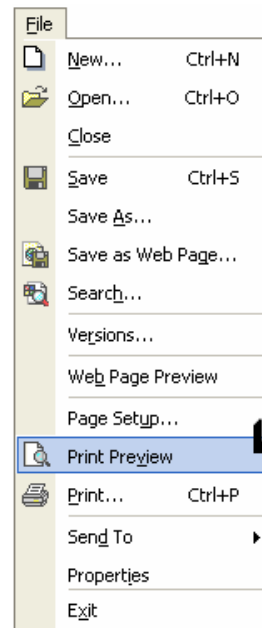
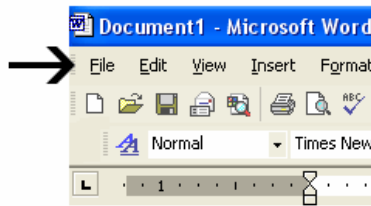
Printing Documents

In order to make a paper copy of your document, you will have to print it. The printer for all of the computers in the library's computer lab is located outside of the lab at the Reference Desk.

Print Preview

To see exactly how your document will look when printed, choose Print Preview before actually printing the document. Follow these steps to do this:

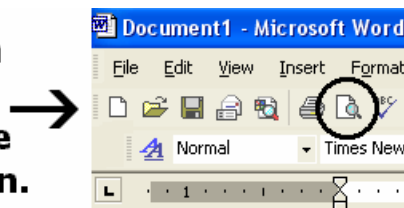
1. Click once on the word "File" on the Menu Bar to open the File menu.



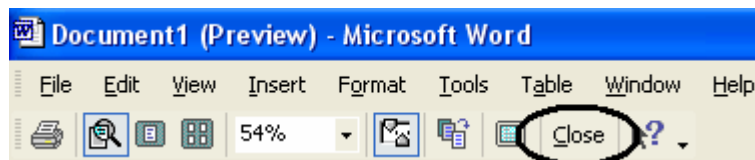
2. In the File menu, select "Print Preview"

Or...

Use the shortcut on the toolbar by clicking once on the "Print Preview" icon.



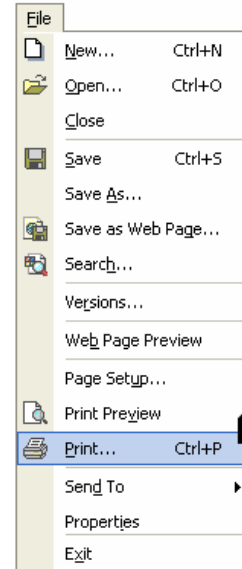
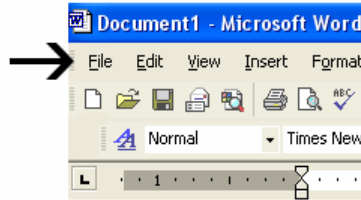
Once you have finished looking at the Print Preview, you can close Print Preview and return to your document by clicking on the "Close" button on the toolbar.



Printing a Document

To print a document, follow these steps:

1. Click once on the word "File" on the Menu Bar to open the File menu.



2. In the File menu, select "Print..."

Or...

Use the shortcut on the toolbar by clicking once on the "Print" icon



Printing Options

When printing a document, you can choose what pages or specific text you would like to print and how many copies you need. **NOTE:** If you use the shortcut for Print in the toolbar, you will NOT get the printing options.

Print all pages in the document

Print only the page currently displayed on the screen

Print certain pages by typing in page numbers

Print only selected text

Choose number of copies to be printed

Click here to print once you choose the options you want

The screenshot shows the 'Print' dialog box in Microsoft Word. It includes fields for 'Printer Name' (Lexmark X1100 Series), 'Page range' (with radio buttons for 'All', 'Current page', and 'Selection'), 'Copies' (Number of copies: 1), 'Print what' (Document), and 'Print' (All pages in range). There are also checkboxes for 'Print to file' and 'Manual duplex', and a 'Collate' checkbox. The 'OK' button is highlighted with a blue arrow pointing to it from the bottom.

Glossary of Terms

Alignment	The position of text on the page. Text can be aligned to the right-hand side of the page or the left-hand side of the page or both (justified), as well as centered in the middle of the page.
AutoCorrect	A function of Microsoft Word that automatically corrects common spelling mistakes as you type. This function can be turned on and off as needed.
Bold	A style of text that appears darker and thicker than normal text.
Border	A line or design that goes around the edge of the page, certain text on the page, or tables or images.
Bullet	A distinguishing character placed in front of items in a list.
Character	A single letter, number, or symbol.
Clipboard	A place where text and objects are temporarily placed after being cut or copied so that they can then be pasted where desired.
Copy	A command that allows you to make an exact copy of selected text to be placed at another location within the same document or at any location within another document.
Cursor	The place at which you are in a document and at which text will appear when typed, usually represented by a blinking, vertical line. Also called the "insertion point."
Cut	A command that allows you to remove selected text from a document so that you can place it at a different location within the same document or at any location within another document.
Default	A predefined setting that is built into a program and will be present each time that program is run unless an alternative setting is specified.
Edit	To add, delete, or change information (text, images, tables, etc.) within a document.
File Name	The name assigned to a document either automatically by the computer or by the user when saved.

Font	The visual design of characters. Also called a "typeface."
Footer	Text printed at the bottom of one or more pages of a document, often used for numbering pages.
Format	The way text appears on a page.
Header	Text printed at the top of one or more pages of a document.
Indent	The distance text is moved into the body of a document from the document's margin, usually referring to the first line of a paragraph.
Italic	A style of text that is slanted to the right.
Landscape	A page setting that allows for text to be printed sideways across the widest part of the page.
Margin	A boundary that controls how close text can come to the edge of a page.
Orientation	Tells which way text will be printed on a page, such as landscape or portrait.
Overtyping Mode	A setting that allows you to replace an existing character with a different character without shifting text or using the Backspace or Delete keys. Can be turned on and off by pressing the Insert key on the keyboard.
Page Break	Determines the end of one page and the beginning of the next page. Can be automatically created by the program based on the margins or manually inserted by the user.
Paste	A command that allows you to insert cut or copied text into a document.
Point Size	The height of a character. 72 points = 1 inch.
Portrait	A page setting that allows for text to be printed across the narrow part of a page.
Rename	To change the name of a saved document.

Shortcut Keys	Key combinations you can use in place of using the mouse and menus to give the computer commands.
Shortcut Menus	Menus that appear when an object or text is right-clicked with the mouse and allow you to perform common functions more quickly.
Template	A special kind of document that provides a basic format and set of guidelines for a certain type of document.
Thesaurus	A tool that allows you to look up synonyms and antonyms for words in a document.
Toggle	To give the computer the same command once to turn a feature on, then again to turn that feature off.
Wizard	A tool that guides you through a task in a series of easy-to-follow steps.
Word Wrap	A feature of Microsoft Word that automatically moves you to the next line when you reach the end of the line you are on.

Further Reading Suggestions

These books, available from the library, will help you learn more about the various versions of Microsoft Word and how to use them. The version of Word used at the library, Microsoft Word 2002, may be different than the version you use on other computers at home, work, or school.

Microsoft Word 97

Teach Yourself Microsoft Word 97 in 24 Hours by Linda Jones & Ruel Hernandez

Microsoft Word 2000

Exploring Microsoft Word 2000 by Robert Grauer

How to Use Microsoft Word 2000 Visually in Full Color by Sherry Kinkoph

Microsoft Word 2002

Word 2002 for Dummies by Dan Gookin

Microsoft Word 2002 10 Minute Guide by Joe Habraken (NetLibrary e-book)

Microsoft Word 2003

Microsoft Word 2003: Top 100 Simplified Tips & Tricks by Jinjer Simon