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Introduction

Introduction to Word 2003 is the first class in the new Word 2003 series. This new series in Microsoft Word 2003 will explore most of the tools available to you by reviewing the software by the menu options (File, Edit, View, Insert, Format, Tools, Table, and Window). Each class will cover one or more menu by detailing what the menu options are, applicable definitions, practical use suggestions, step-by-step instructions, and alternative methods to doing the same task.

The first class in the series, Introduction to Word 2003 will provide a solid foundation for which you will build in the remainder of the series. In this class you will learn:

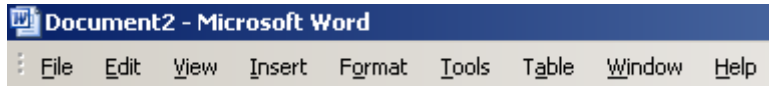
- How to work with the menus
- How to work with the toolbars
- How to navigate efficiently in Word
- What are Task Panes and how can you use them
- How to specify settings for a variety of Microsoft Word features
- Basic terms that are critical to your full understanding of Microsoft Word
- How to use the various Help features in Word

Using Word's Menus

Definitions

The Menu Bar is located at the top of the Word Working Screen, just below the Title Bar. The menu bar contains the names of Word's menus and it is used to navigate through the commands.

Word's Menu Bar:

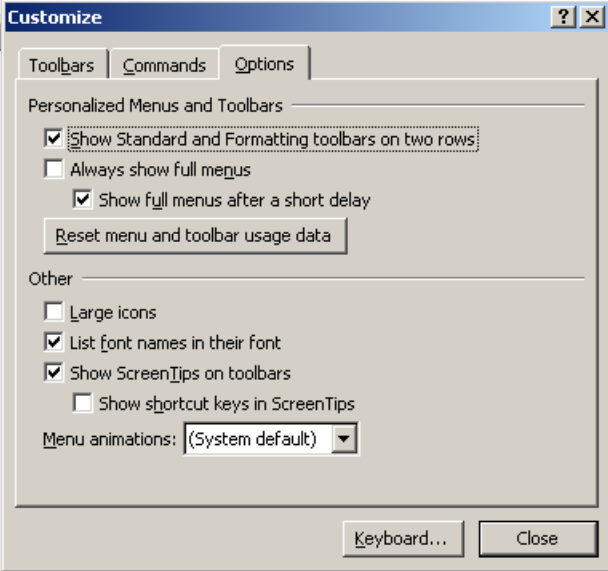


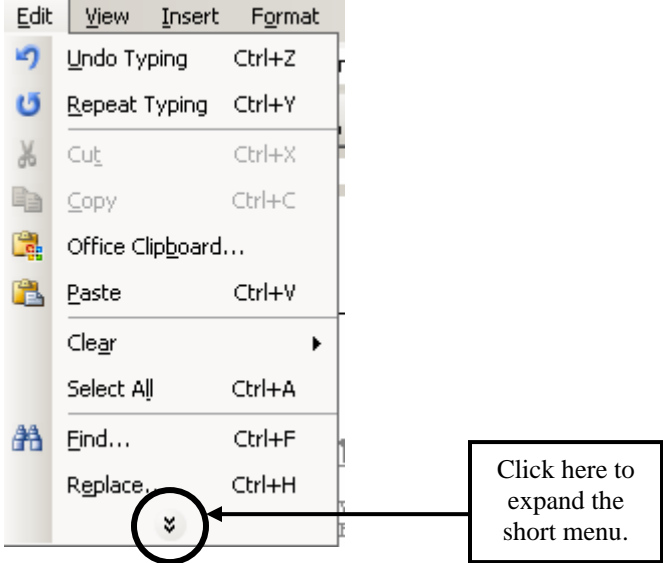
Why would you use this?

You use the various menus in Word to accomplish a variety of tasks. When you click on the menu, the specific commands are listed. You can adjust the settings to show you the Full Menu which will list all menu commands or you can show a short list which shows a list of the most commonly used commands.

Step by Step

Showing Short or Full Menus

| What you do | What happens |
|--|--|
| <p>1. From the menu choose: Tools, Customize</p> <p>If necessary, click on the Options tab.</p> | <p>The Customize box displays on the Options tab.</p>  |

| What you do | What happens |
|--|--|
| <p>2. If you want the full menu to display when you click on the menu bar, click in the checkbox for the option, Always show full menus.</p> | |
| <p>3. Note: If you choose to use short menus, this checkbox should be cleared. Short menu's contains a list of commonly used commands. There are arrows at the bottom of a short menu (chevrons), and you can click on these arrows to expand the menu to list all options. You can also double-click with the mouse on the menu command to show the full menu.</p> | <p>A short menu:</p>  |

Using Word's Toolbars

Definitions

A toolbar contains buttons, menus, or combinations of both, which can be used to perform actions in Word. The most common toolbars are the Standard toolbar and the Formatting toolbar. These toolbars are turned on by default. If you open a toolbar and then close Word, the toolbar will still be open when you re-open Word the next time.

Standard Toolbar:



Formatting Toolbar:

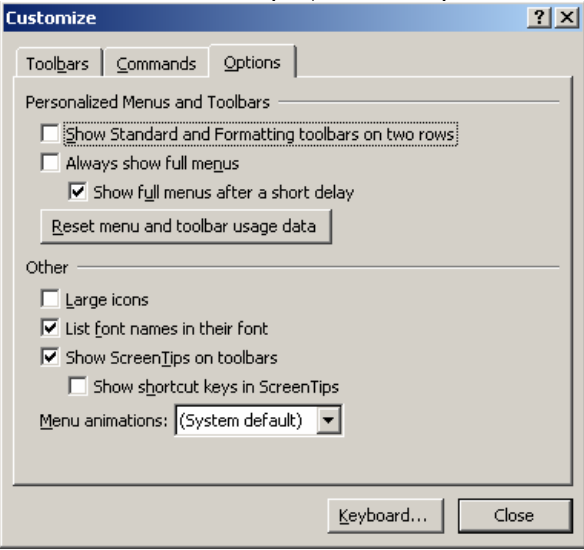



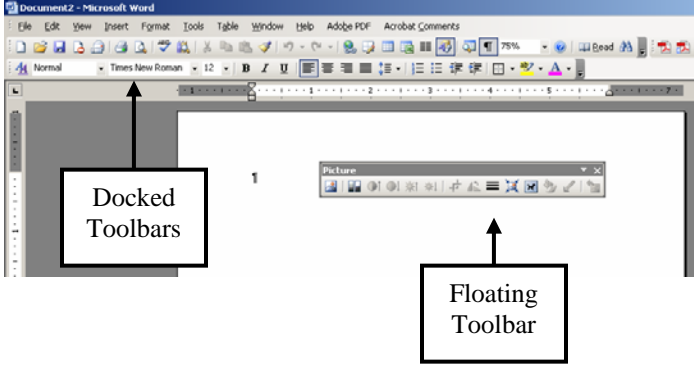
Why would you use this?


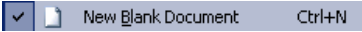
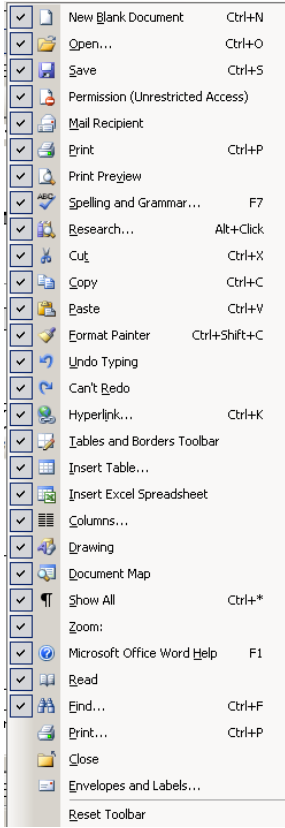
You use the various toolbars in Word, as shortcuts, to accomplish a variety of tasks. Most options you have available in the toolbars are also available via a menu option.

Step by Step

Adjusting the Toolbars

| What you do | What happens |
|---|--|
| <p>1. By default, the Standard and Formatting toolbars appear on one row.</p> <p>When more than one toolbar shares a row, they overlap and therefore some of the toolbar buttons are hidden.</p> <p>To adjust the Standard and Formatting toolbars to have separate rows select from the menu: Tools, Customize</p> <p>If necessary, click on the Options tab.</p> | <p>The Customize box displays on the Options tab.</p>  |

| What you do | What happens |
|---|---|
| <p>2. To split the toolbars to separate rows, click in the checkbox for the option, Show Standard and Formatting toolbars on two rows.</p> | |
| <p>3. You can also adjust the placement of a toolbar by using the Move Handles. The Move Handles are the four vertical dots at the beginning of a toolbar.</p> <p>To move the toolbar, click with the left mouse button on the Move Handles, and drag to the desired location.</p> | <p>The Move Handles:</p>  |
| <p>4. Note: There are two ways a toolbar can be displayed in the Word window- docked or floating.</p> <ul style="list-style-type: none"> ▪ Docked: A docked toolbar means that the toolbar is attached to the top, bottom, or sides of the Word window. ▪ Floating: A floating toolbar means that the toolbar is somewhere other than the edges of the Word window. You can make any toolbar a floating toolbar by dragging it with its move handles. Some toolbars, such as the Picture toolbar, default as a floating toolbar. You can move a floating toolbar by putting the cursor over the title and drag and drop. |  |

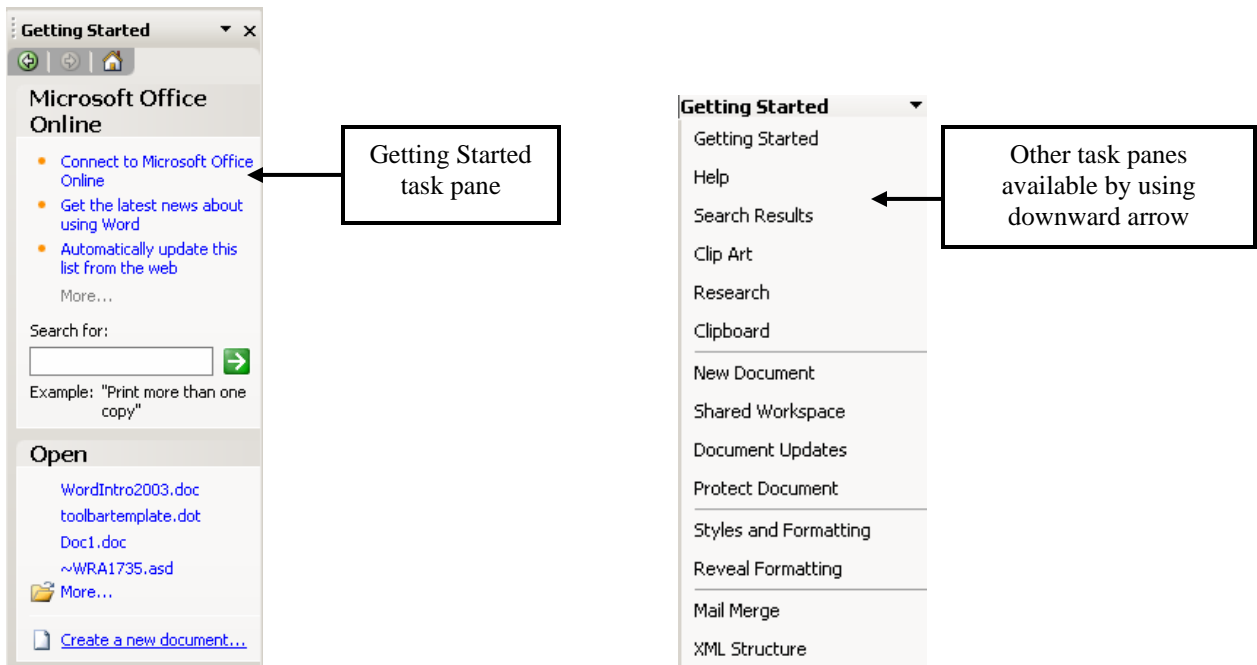
| What you do | What happens |
|---|--|
| <p>5. You can also adjust what buttons are visible on a toolbar. To add or remove buttons from a toolbar, click on the Toolbar Options button  at the end of the respective toolbar and then select the option for Add or Remove Buttons, and finally select the name of the toolbar.</p> <p>Note: The options that are active on the toolbar have a checkmark in front such as:</p>  <p>Note: Some options that are checked may not appear and this is because the toolbar is sharing a row with another toolbar and there is not enough room.</p> | <p>All toolbar options for the toolbar are listed.</p>  |
| <p>6. To remove an option from the toolbar, click on it to remove the checkmark.</p> <p>To add an option to the toolbar, click on it to add a checkmark.</p> <p>Note: To return the toolbar to the original settings, click on the Reset Toolbar option at the bottom. This will return the toolbar to the defaults.</p> | |

| What you do | What happens |
|--|---|
| <p>7. To open additional toolbars or to close an existing toolbar select from the menu: View, Toolbars</p> <p>Note: You can also access the toolbar list by placing the cursor anywhere in the toolbar area at the top of the working screen. You do this by right-clicking with the mouse and the same list will appear as when you use the menu option.</p> | <p>A list of all toolbars displays.</p> |
| <p>8. To remove a toolbar, click on the name to remove the checkmark.</p> <p>To add a toolbar to the working screen, click on the name to add a checkmark.</p> | |

Task Pane

Definitions

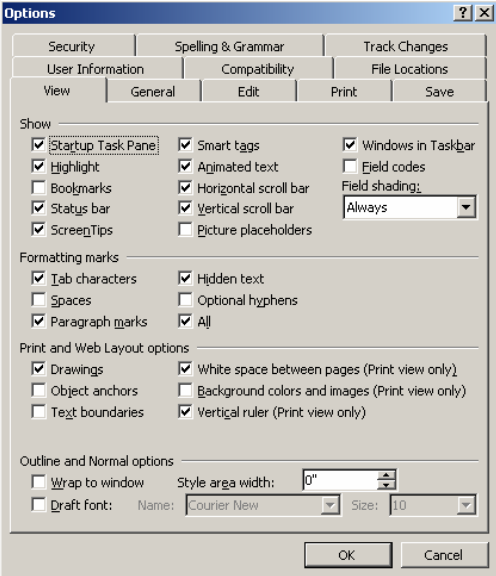
A task pane is a side pane that appears on the right side of Word's editing window that allows you to choose from all options available to perform a task. When you first open Word, the Getting Started task pane displays. From this task pane, you have many other task panes available by clicking on the downward pointing arrow in the Header.



Why would you use this?

You would use a task pane for a specific task. For example, if you just opened Word and the Getting Started task pane displays you can use this pane to open an existing file to work on or you can create a new document. You would also use a task pane for a specific task, such as Mail Merge.

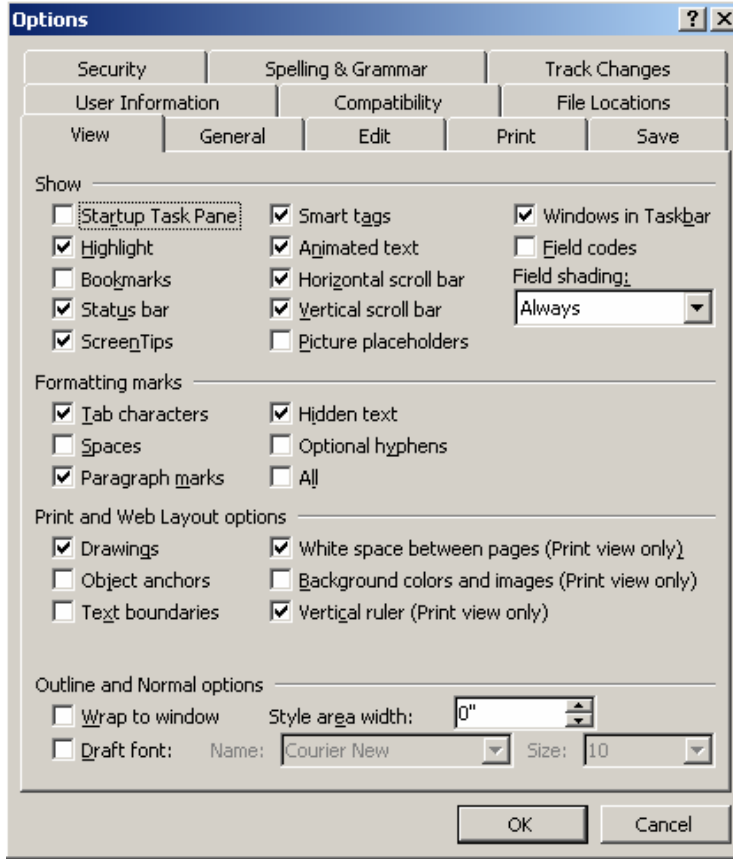
Step by Step

| What you do | What happens |
|---|--|
| <p>1. If you do not want the task pane in view, you can remove it. To remove the task pane (when you are not working with a task that requires it) select from the menu: View, and then uncheck the option for Task Pane.</p> <p>Note: This will only remove the task pane for this document and not documents that you create after this point.</p> | |
| <p>2. You can also remove the task pane by clicking on the close button in the top right corner of any task pane.</p> | |
| <p>3. If you do not want the task pane to display upon entering Word, you can turn this option off.</p> <p>Choose from the menu: Tools, Options</p> <p>If necessary, click on the View tab.</p> | <p>The Options box displays on the View tab.</p>  |
| <p>4. Uncheck the first option under Show, Startup Task Pane.</p> <p>Click on the OK button.</p> | |

Tools, Options

There are many options that you can turn on and off to better help you work in the Word environment. Many options can be found by selecting **Tools, Options** from the menu bar.

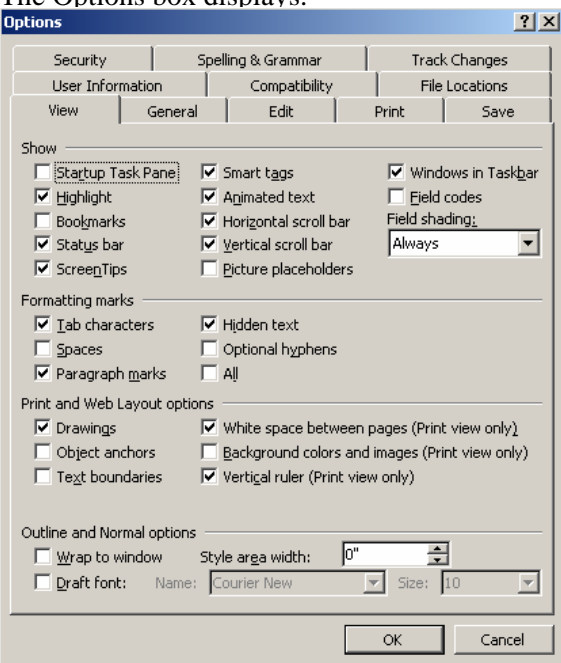
The Options box:




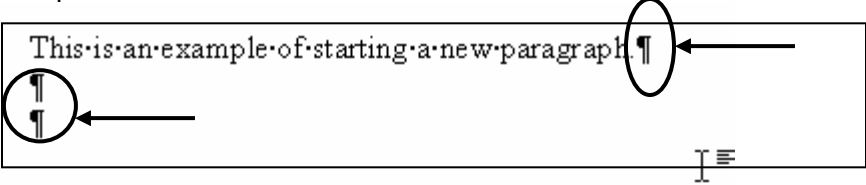
Why would you use this?



You would use the Options box to make many different kinds of changes to Word. You can make adjustments such as turning on/off the Start Up Task Pane, turning on/off Smart Tags, turning the Drawing Canvas off, changing how a hyperlink is opened, password protecting a file, and turning on/off spelling and grammar check. There are many more options available by using the eleven tabs in the Options box.

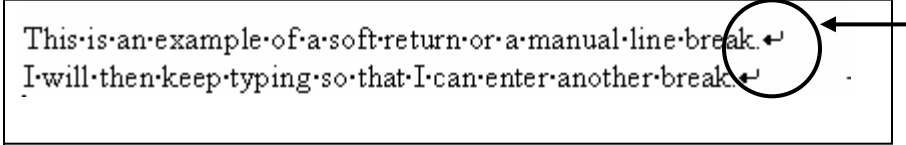
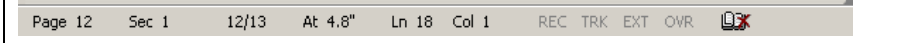
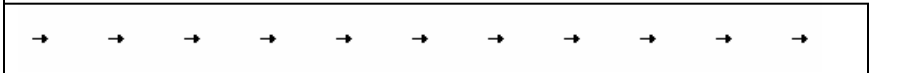

Step by Step


| What you do | What happens |
|--|--|
| <p>1. Select from the menu: Tools, Options.</p> | <p>The Options box displays.</p>  |
| <p>2. Make changes to the various tabs and then click on the OK button.</p> | |
| <p>3. Note: The following will list the changes noted on the previous page with the tab name to make the change.</p> <ul style="list-style-type: none"> ▪ Turning on/off the Start Up Task Pane (View) ▪ Turning on/off Smart Tags (View) ▪ Turning the Drawing Canvas off (General) ▪ Changing how a hyperlink is opened (Edit) ▪ Password protecting a file (Security) ▪ Turning on/off spelling and grammar check (Spelling & Grammar) | |

Essential Word Terms

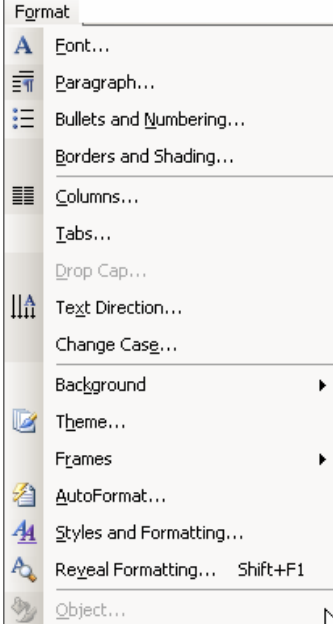
| Term | Definition |
|---|--|
| AutoCorrect Options  button | <p>(Per Microsoft Help) The AutoCorrect Options button first appears as a small blue box when you rest the mouse pointer near text that was automatically corrected, and changes to a button icon when you point to it.</p> <p>If you find on occasion that you do not want text to be corrected, you can undo a correction or turn AutoCorrect options on or off by clicking the button and making a selection.</p> |
| Drag | <p>When you read the instruction “drag” this means that you hold down the left mouse button and “drag” the cursor over the text, graphics, or pictures, that you want selected or to drag the already selected items to another location.</p> |
| Drawing Canvas | <p>(Per Microsoft Help) An area upon which you can draw multiple shapes. Because the shapes are contained within the drawing canvas, they can be moved and resized as a unit.</p> |
| Font | <p>A font is a set of all the characters available in one typeface and size, including uppercase and lowercase letters, punctuation, and numerals. The default font is Times New Roman.</p> |
| Hard Return (Enter) | <p>A hard return is when you press the Enter key to move to the next line. When you press the Enter key you are forcing Word to start a new paragraph.</p> <p>A hard return’s hidden code appears as ¶ and can be seen in the typed example below.</p>  |
| Insertion Point | <p>The insertion point is the small flashing vertical bar that indicates where you can begin entering or editing data.</p> |
| Paragraph | <p>A paragraph is a group of text that belongs together and is ended when you use the Enter key to move to the next line to start over.</p> |

| Term | Definition |
|--|--|
| Paste Options button  | <p>(Per Microsoft Help) The Paste Options button appears just below your pasted selection after you paste text. When you click the button, a list appears that lets you determine how the information is pasted into your document.</p> <p>The available options depend on the type of content you are pasting, the program you are pasting from, and the format of the text where you are pasting.</p> |
| Section Break | <p>Sections can be used to vary the layout of a document within a page or between pages. A section break is used to show the end of one section. A section break stores the section formatting such as columns, headers/footers, page layout (portrait and landscape), and margins.</p> <p>When sections are created you can format each section the way you want, regardless of how different the two sections are.</p> <p>When you have your hidden codes turned on, section breaks appear as follows:</p> <div data-bbox="548 867 1409 961" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">.....Section Break (Next Page).....</p> </div> |
| Show/Hide Tool | <p>The Show/Hide button is found on the Standard Toolbar. It appears as follows:</p>  <p>This is a toggle button. To show hidden formatting marks, click on the Show/Hide button. The button will become highlighted. To turn this option off, click on the button again.</p> <p>When you turn this option on, you will be able to see markings for spaces, hard returns, soft returns, tabs, section breaks, manual page breaks, and more.</p> |
| Smart Tags | <p>(Per Microsoft Help) Smart tags can save you time in performing actions in Word that you would normally open other programs to do. For example, a person name or the name of a recent Outlook e-mail message recipient is a type of data that can be recognized and labeled with a smart tag.</p> <p>The purple dotted lines beneath text in your document indicate the smart tags.</p> |

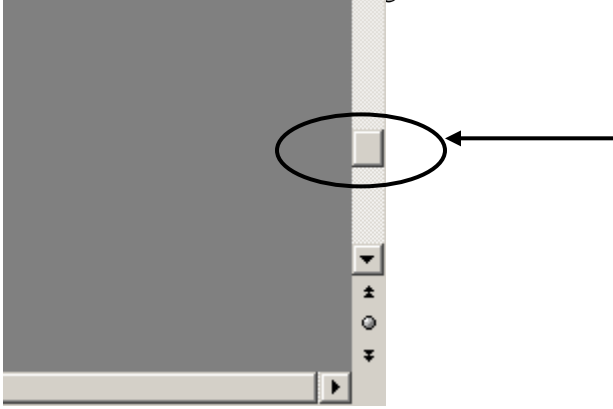


| Term | Definition |
|---------------------------------|---|
| Soft Return (Manual Line Break) | <p>A manual line break ends the current line and continues the text on the next line and does not create a new paragraph like a Hard Return. Using this will carry any formatting to the new line. You create a Soft Return by clicking Shift + Enter.</p> <p>A soft return's hidden code appears as follows:</p>  |
| Status Bar | <p>The Status Bar provides information about the open document, and the current settings and operations in progress.</p>  |
| Styles | <p>A style is a collection of character and paragraph formatting that can be saved. Instead of applying each format individually, you can apply all of them at one time by using a style. The default style in Word is the Normal style which is Times New Roman, point size 12, left aligned, and single spaced. There are many other styles available for use or you can create your own custom styles.</p> |
| Tab | <p>Tab stops are locations across the page that help you to align text. When you use the Tab key, the tab stops are set every half-inch. You can also create manual tab spacing by using the Tab Selector button to the left of the horizontal ruler or by using the menu option Format, Tabs.</p> <p>A tab's hidden code appear as follows in the body of the document:</p>  <p>Custom tab marks appear on the horizontal ruler as follows:</p>  |
| Taskbar | <p>The taskbar is used to open and switch between applications. It contains the Start button, the quick start buttons, task buttons, and the system tray.</p> |

| Term | Definition |
|--------------|---|
| View Buttons | <p>The View buttons allow you to quickly switch between the most common Word views. The buttons are located in the bottom left corner of the Word window.</p>  |

Navigating and Selecting in Word

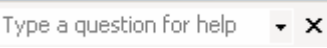

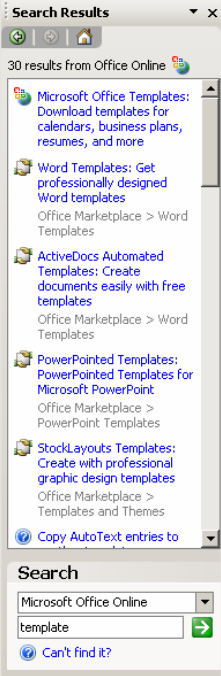
| Name | Description |
|--------------------------------|---|
| <p>Alt (To open menus)</p> | <p>You can use the Alt key to open menus without the assistance of the mouse. Hold down the Alt key and then the letter that is underlined in the menu you want to open. For example, if you want to open the Format menu hold down the Alt key and press O. This will open the Format menu as follows:</p>  <p>Continue to hold down the Alt key and press the letter that corresponds to the next menu choice.</p> |
| <p>Arrow Keys</p> | <p>Use the arrow keys on the keyboard to move the insert point up and down line by line and right and left character by character.</p> |
| <p>Click and Drag</p> | <p>To cut a word out of a paragraph and paste it to a new location first select the text. After the text is selected, point to it with the mouse and hold the mouse button down. Then, drag the text to a new location and release the mouse button.</p> |
| <p>Click and Hold</p> | <p>Click and hold is the action of clicking the left mouse button and holding it down.</p> |
| <p>Ctrl + Click and Drag</p> | <p>To copy a word out of a paragraph and paste it to a new location first select the text. After the text is selected, point to it with the mouse and as you drag the text hold down the Ctrl key. Then, release the mouse button when you want to drop the copied text.</p> |

| Name | Description |
|---------------------------------|---|
| Ctrl + Home | Moves to the top of the document quickly. |
| Ctrl + End | Moves to the end of the document quickly. |
| Drag Select | To select text you can place the mouse cursor over the first part of what you want selected and then with the mouse, drag the cursor over the remainder of what needs to be selected. |
| End | Repositions the insertion point at the end of a line of text. |
| Home | Repositions the insertion point at the beginning of a line of text. |
| Overtyping mode (Insert Key) | If you are in Overtyping mode then when you type each character will replace an existing character. If you are not sure you are in Overtyping mode, look in the status bar. If the letters OVR are highlighted in black, then you are in Overtyping mode. To turn this off, click on the Insert key or double-click on the letters, OVR in the status bar. |
| Page Down | Moves the insertion point and the visible area of the document forward one screen at a time. |
| Page Up | Moves the insertion point and the visible area of the document backwards one screen at a time. |

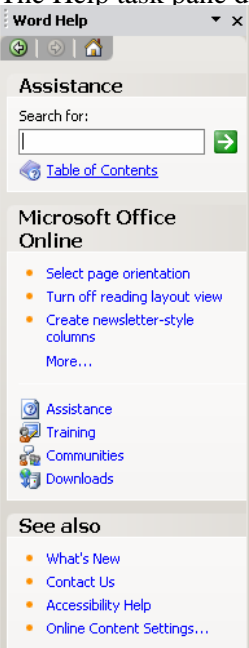

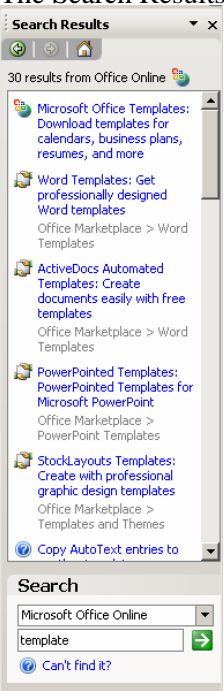
| Name | Description |
|---------------------------------|--|
| Scroll Boxes | <p>Scroll boxes are used to navigate windows in very large increments by clicking and dragging them along the scroll bar.</p>  |
| Scrolling | <p>Scrolling is the process of navigating through the document. You can use the Scroll Arrows found on both the horizontal and vertical scroll bars to navigate in small increments.</p>  <p>You can use the Previous and Next page icons to go back or forward a page.</p>  |
| Select a Paragraph Triple Click | To select an entire paragraph, triple click with the mouse. |
| Select a Sentence | To select one sentence hold the Ctrl key and click anywhere in the sentence. |
| Select a Word (Double Click) | To select a word, double click with the mouse to quickly select it. |
| Select All | You can select the entire document quickly by holding the Ctrl key and pressing A . You can also use the menu option of Edit, Select All . |
| Selection Bar (Selection Area) | The white space in the left margin can be used to select lines in a Word document by dragging up or down in the selection bar area. You can also double click in the selection bar to select a paragraph. |
| Shift + Click | To select a group of text first put the insertion point before the first character. Then, hold down the Shift key and go to the end of the area you want to select and click with the mouse after the last character you want selected. |

Using Help

Option 1: Using Help Box

| What you do | What happens |
|--|--|
| <p>1. At the top of the Word window, you will see the Help box. It appears as follows:</p>  | |
| <p>2. You can enter a word or phrase for the question that you have.</p> | |
| <p>3. For example, if information on templates is needed:</p>  <p>After you enter the word or phrase, press the Enter key.</p> | <p>The Search Results task pane displays.</p>  |
| <p>4. Notice that there are different types of help files. Some are actual templates, there are tutorials, there are step by step instructions, etc.</p> | |

Option 2: Using Word Help Task Pane

| What you do | What happens |
|---|---|
| <p>1. From any task pane, use the down arrow at the task pane title bar and select Help from the drop down list.</p> | <p>The Help task pane displays.</p>  |
| <p>2. In the Search for field, enter the word or phrase that you would like to research.</p> <p>Click on the Start searching  button.</p> | <p>The Search Results task pane displays.</p>  |

Option 3: Using Microsoft Web Sites

| What you do | What happens |
|---|--------------|
| <p>1. There are a lot of very useful web sites that can provide great information for helping you use Word.</p> <p>This lesson will provide some of the locations that you may find useful.</p> | |

2. In Internet Explorer, enter the following url in the Address Bar:
<http://support.microsoft.com/newsgroups/>

This will take you to the following page:



In the left frame locate the following:
English, Office, Word and then locate the topic area you desire

What you do

What happens

3. In Internet Explorer, enter the following url in the Address Bar:
<http://office.microsoft.com/en-us/training/default.aspx>

This will take you to the following page:

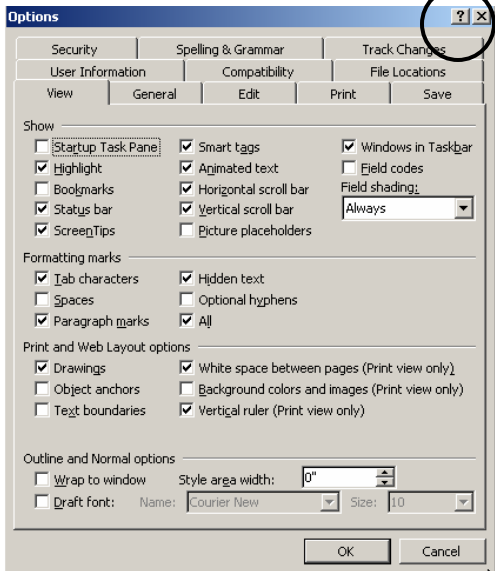
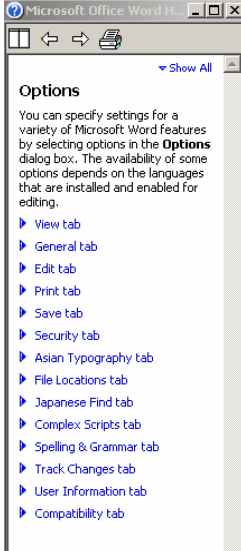
Select **Word** from the list below the Browse Training Courses heading.

A list of available tutorials will display.

4. In Internet Explorer, enter the following url in the Address Bar:
<http://word.mvps.org/index.html>

This will take you to the following page:

Option 4: Using the Question button

| What you do | What happens |
|--|--|
| <p>1. When you select certain options from the menus, boxes will display. These boxes require you to make selections about the command that you want to use.</p> <p>Some of these boxes have a Question mark icon in the top right corner.</p> | <p>The Options box.</p>  |
| <p>2. If you click on the icon, a Microsoft Word Help pane will display.</p> | <p>The Help pane:</p>  |
| <p>3. You can click on the links to get additional information about the choices available with the command you selected.</p> | |