

Getting Started in Microsoft Word 2003

Opening Word

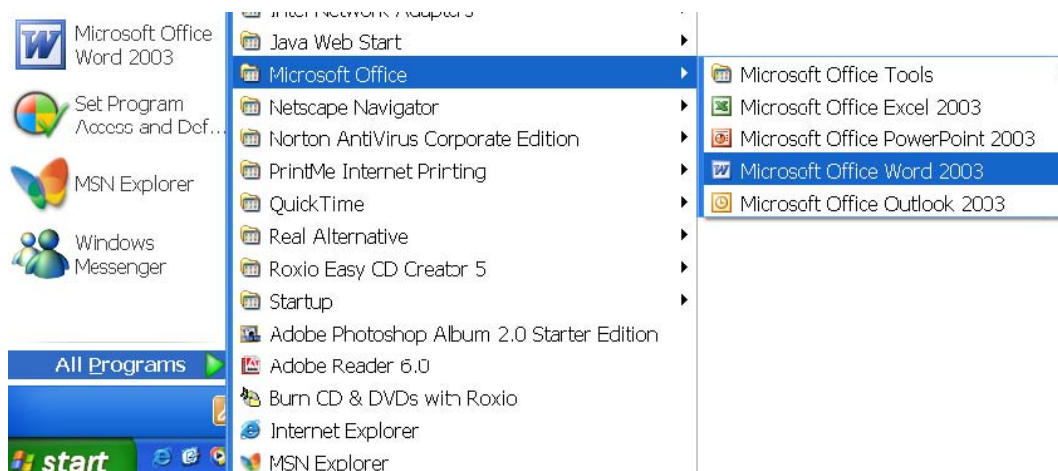
Double click the Word icon on the desktop.



OR

If there is no shortcut icon on the desktop:

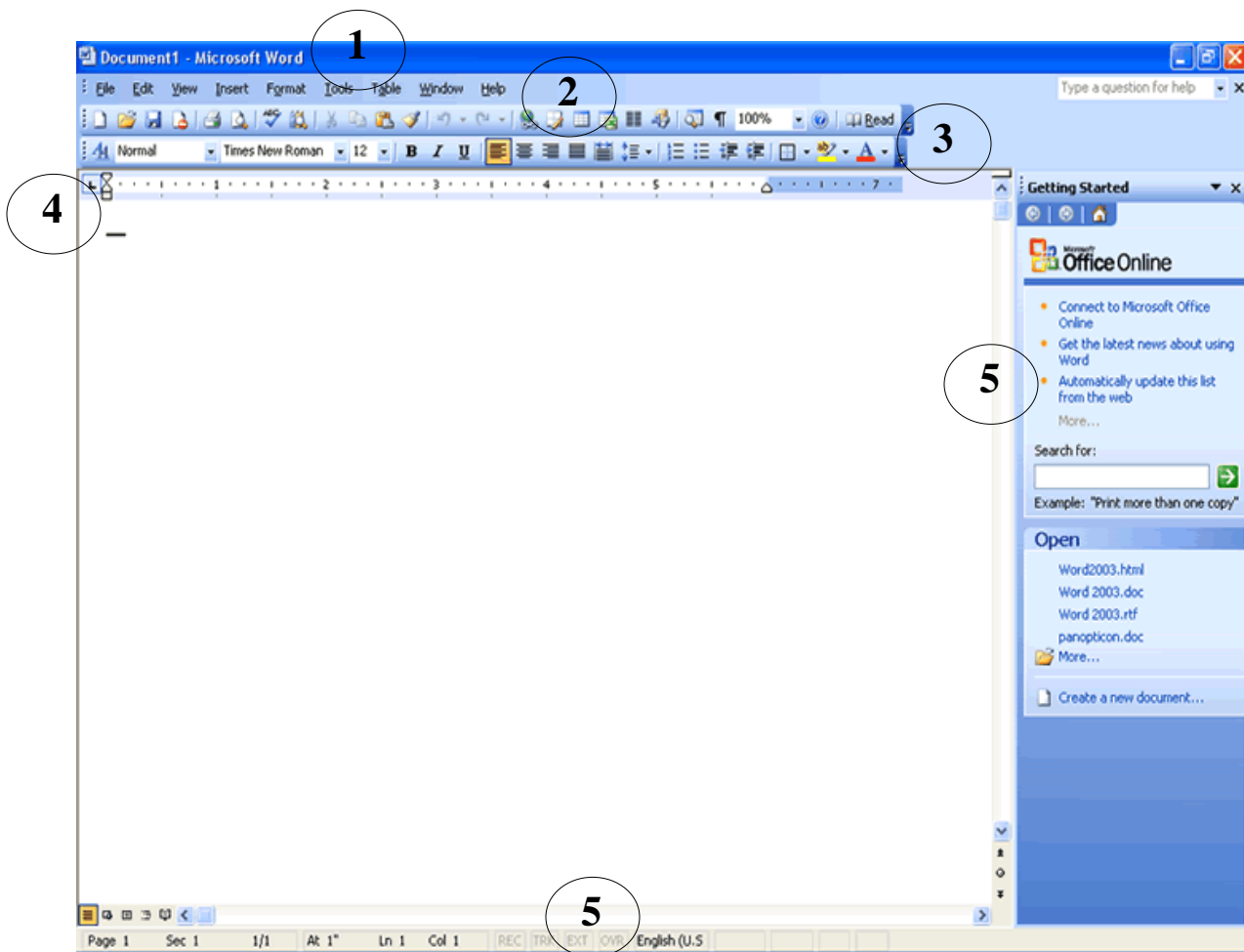
- Click on the **Start** menu > **All Programs** > **Microsoft Office** and select **Microsoft Office Word 2003** from the list.



The Word 2003 Window

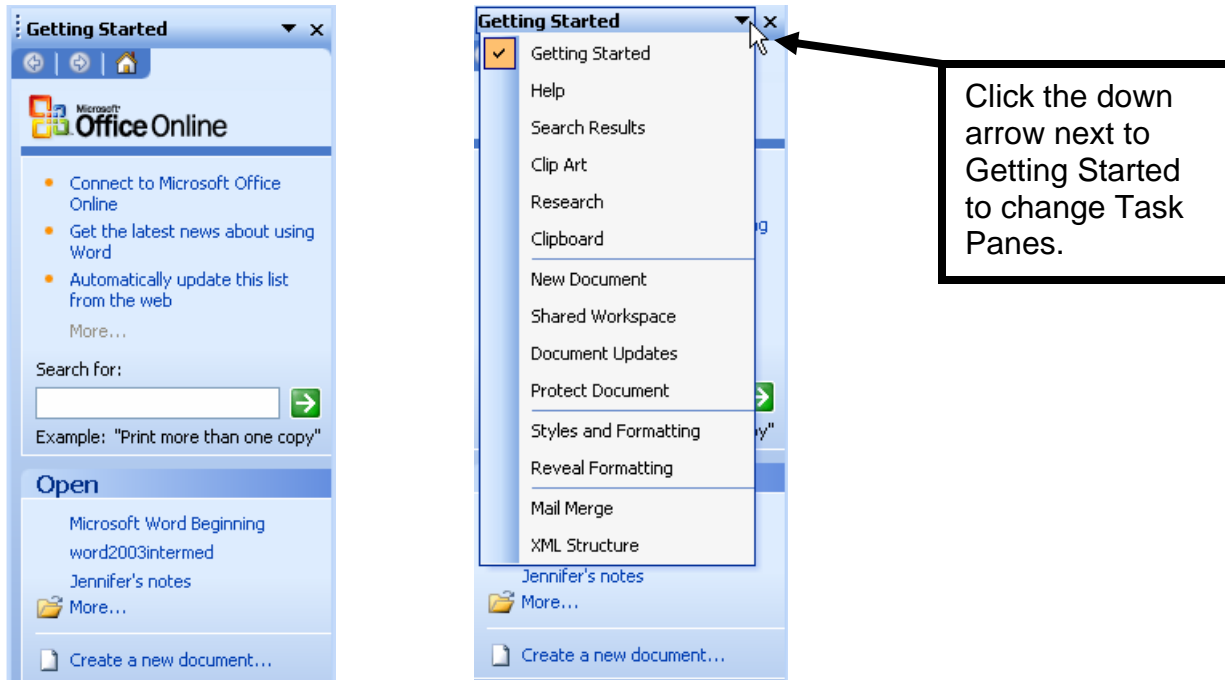
When Word is started, a new blank page titled **Document1** is opened automatically.




1. **Title Bar** - located at the top of the window and states the file name and the program you currently have open.
2. **Menu Bar** - at the top of the window is a row of menus, including **File**, **Edit** and **View**.
3. **Toolbars** - rows of buttons that perform various actions used in creating and editing your document.
4. **Ruler** - Directly below the toolbars is a ruler. You can use the ruler to set tabs, indents, and margins.
5. **Scrollbars** - are located on the right side and on the bottom of the screen. By clicking on the arrows at the ends of the scrollbars, you can move up and down or left and right through your document.



The Task Pane

The Task Pane is a window that appears on the right side of the screen when Word opens. It gives you a list of functions and commands to perform depending on what you are doing at the moment. When you first launch a new presentation, the Task Pane will be labeled **Getting Started**. The **Getting Started** task pane allows you to open recent documents, search for documents and files, create new documents, and access Microsoft Office Online.



You can also navigate the task pane using the **Back**  and **Forward**  buttons, and return to the Getting Started task pane by choosing the **Home**  button.

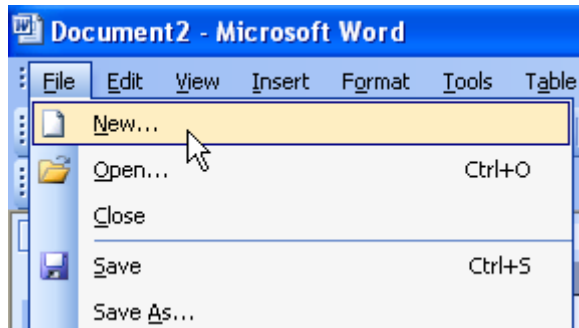
Other Task Panes Include:

- **Help** - allows you to search the Microsoft Office help feature
- **Search Results** - allows you to search different features of Office
- **Clip Art** - allows you to search the Clip Art Gallery using keywords and displays the Clip Art in thumbnails for you to choose.
- **Research** - allows you to look up text strings in a variety of online resources
- **Clipboard** - contains a list of the items you have recently cut, pasted, or copied.
- **New Document** - gives options to create a new blank document
- **Protect Document** - places restrictions on the way the file is edited
- **Styles and Formatting** - opens the text formatting task pane


Creating a New Blank Document

To create a new blank document:

From the **File** menu choose **New**.



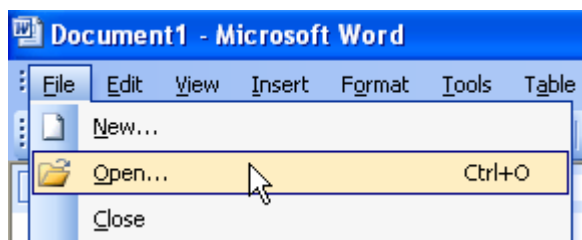
OR

You can also click the **New** button  on the toolbar to create a new blank document.

Opening a Document

To open a document:

From the **File** menu, choose **Open**.

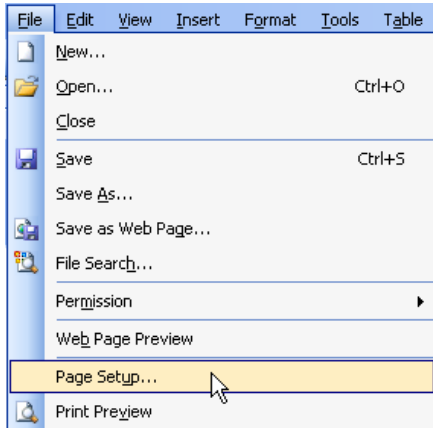


OR

You can also click the **Open** button  on the toolbar to open a document.

Setting up the Page

From the **File** menu, choose **Page Setup**



In the window that opens you can adjust the margins and page orientation.

A screenshot of the Page Setup dialog box in Microsoft Word. The dialog has three tabs: Margins, Paper, and Layout. The Margins tab is active, showing settings for Top, Bottom, Left, Right, Gutter, and Gutter position. The Orientation section shows Portrait and Landscape icons, with Landscape selected. The Pages section shows 'Multiple pages' set to 'Normal'. The Preview section shows 'Apply to' set to 'Whole document'. At the bottom are buttons for Default..., OK, and Cancel. Three callout boxes with arrows point to specific elements: the first points to the Bottom margin spinner, the second points to the Landscape orientation icon, and the third points to the OK button.

To change the margins, click the up or down arrows.

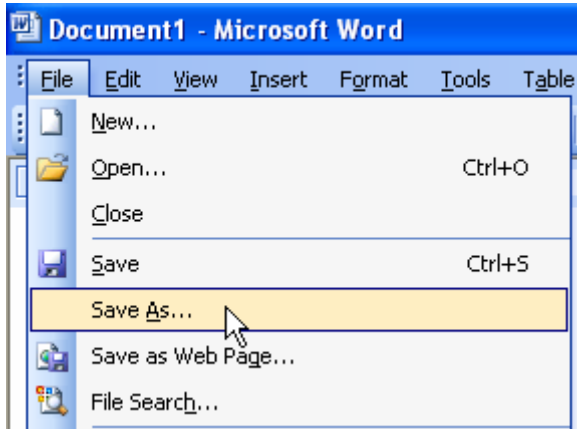
To turn the paper "sideways" click Landscape.

Click OK to save your changes.

Saving a Document

To save a document for the first time:

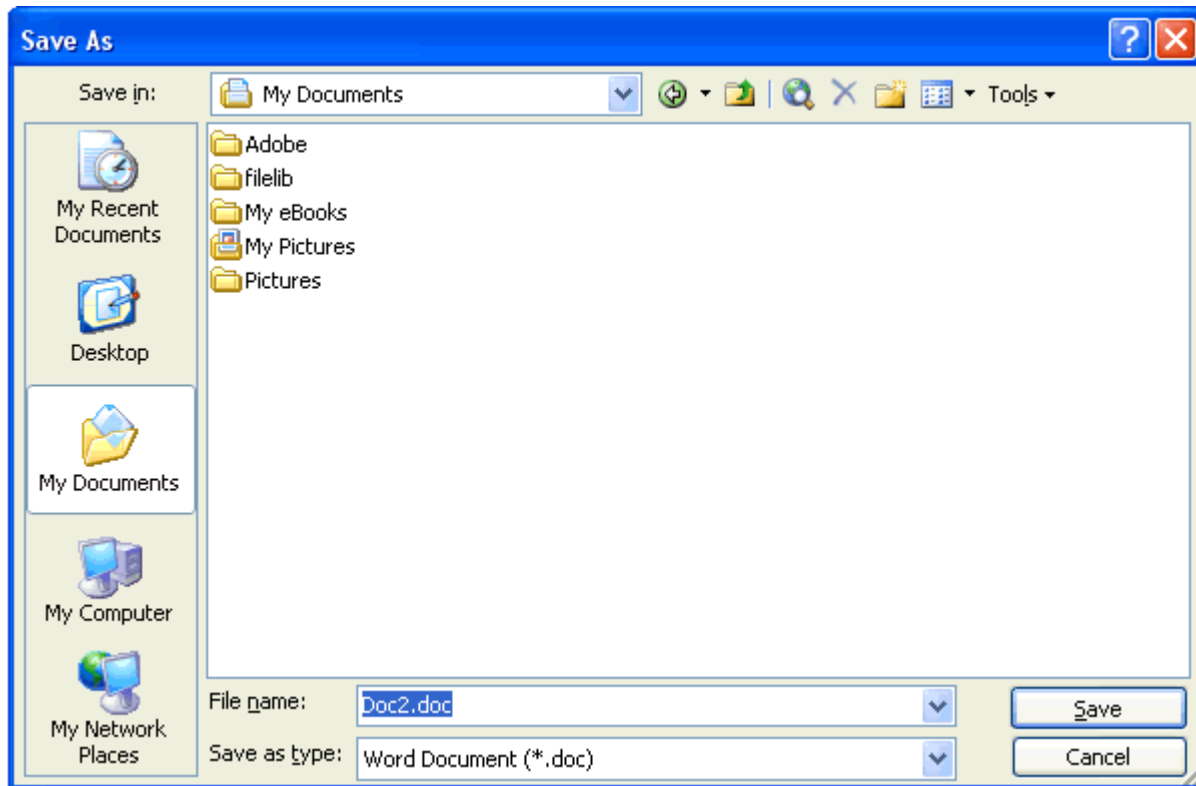
Select the **File** menu > **Save As**.



Save and Save As

- Use *Save* to save a document for the first time or to save changes.
- Use *Save As* to also save a document for the first time or to save a previously saved document in a different location.

Word will display the following dialog box:




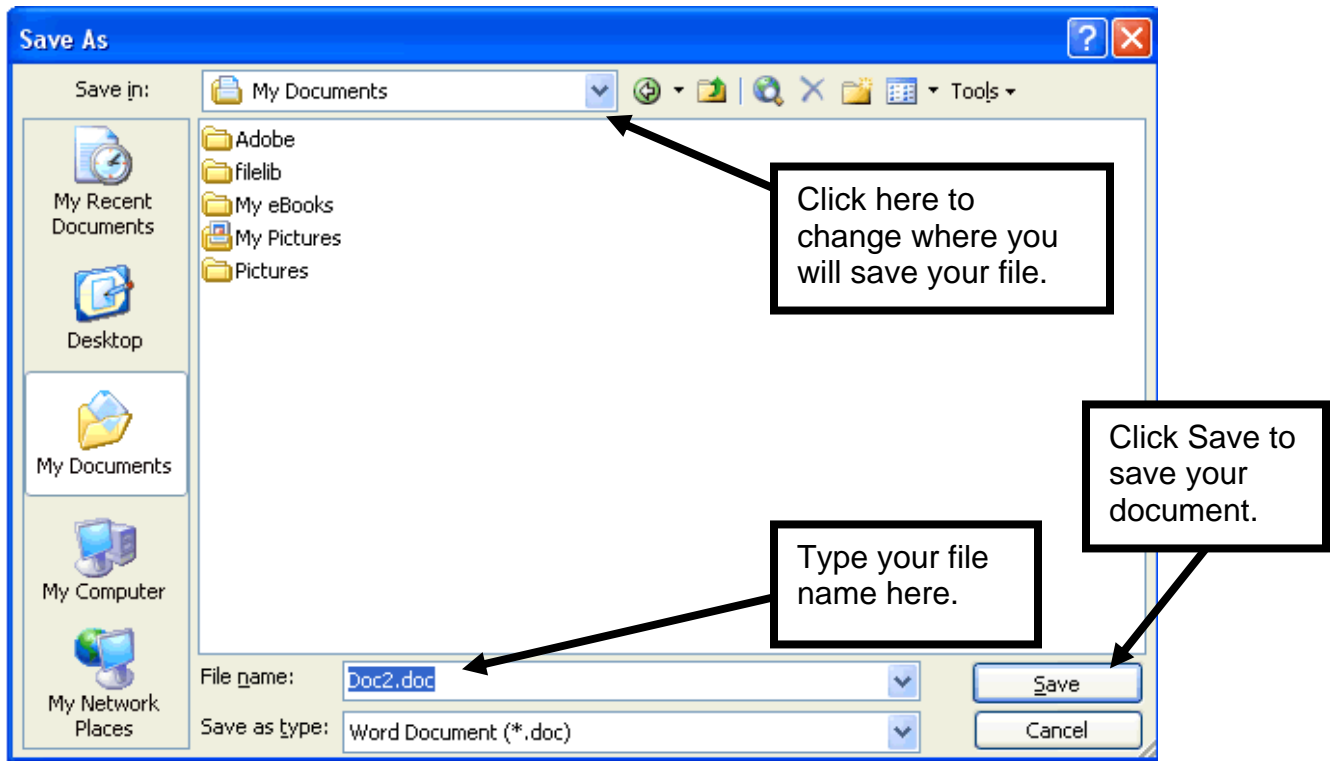
Saving a Document

In the field next to **File name**, type the name of your document.

Navigate in the top portion of the dialog box to the folder where you would like to save the document.

To save the document to a disk, click the arrow on the right of the **Save in** box from the pull-down menu, and choose the A: drive. Select the **Save** button.

Once you have saved your document for the first time you can save further revisions by selecting the **File** menu and choosing **Save**, or clicking on the **Save** button on the toolbar .



NOTE: Remember to always save your documents before closing Word!

Delete, Backspace, and Insert Keys

To Delete:

Move the cursor to the left of the text. Each time you press the Delete key one character to the right of the cursor is erased.

·|Akron →|kron

To Backspace:

Move the cursor to the right of the text. Each time you press the Backspace key one character to the left of the cursor is erased.

·Akron| Akro|

Using the Insert key:

Move the cursor to the left of the text you would like to replace.

Press the Insert key to switch to Overtyping mode. Overtyping mode means you will type over any existing text.

Press the Insert key again to turn off Overtyping mode.


·|Akron S|kron

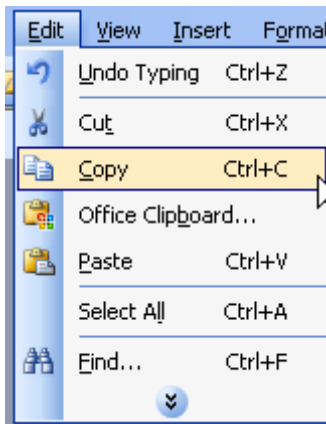
Copying, Cutting, and Pasting Text

Copying Text:

To copy text, use the mouse to select and highlight the words you want to copy.


Here is **the text** of my document.

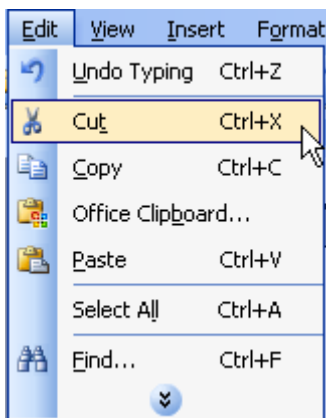
From the **Edit** menu, and choose **Copy**. Move the cursor to the place you want the copied text to be inserted. Or use the **Copy** button on the toolbar. 



Cutting Text:

To cut text, select and highlight the section you want to move.

From the **Edit** menu, choose **Cut**. Or use the **Cut** button on the toolbar. 

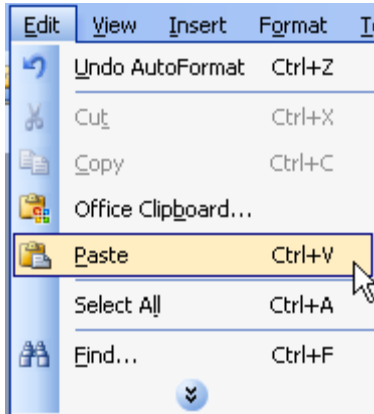


Here is | of my document.

Copying, Cutting, and Pasting Text

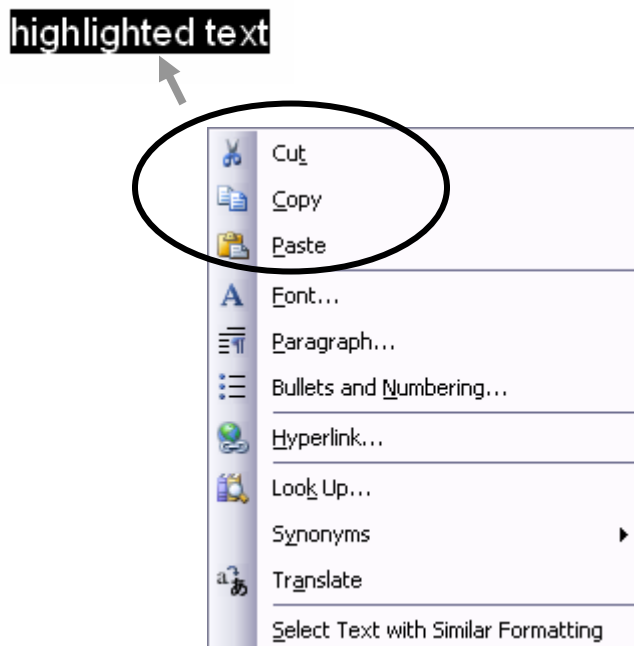
Pasting Text:

From the **Edit** menu, and choose **Paste**. Or use the Paste button on the toolbar. 



Here is the text the text of my document.

NOTE: The cut, copy, and paste commands will also appear by right-clicking with the mouse on the highlighted selection.



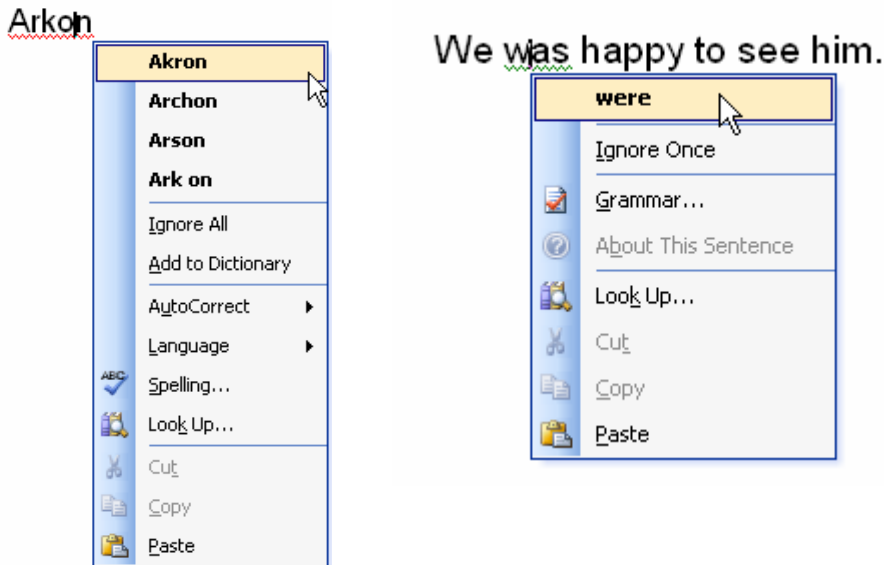
Checking Spelling and Grammar

Word has built-in spelling and grammar checking functions.

When you misspell a word you will see a squiggly red line appear under that word. If you make a grammatical error you will see a green squiggly line instead.

Arkon We was happy to see him.

To correct the spelling or the grammar, right-click on the underlined word with the mouse and pick the appropriate option from the list Word suggests.



To spell check and grammar check an entire document, click **Tools** on the Menu Bar, and select **Spelling and Grammar**. Word will review your entire document for spelling and grammar errors. Or, you can click the Spelling and Grammar button on the toolbar.



Shortcuts

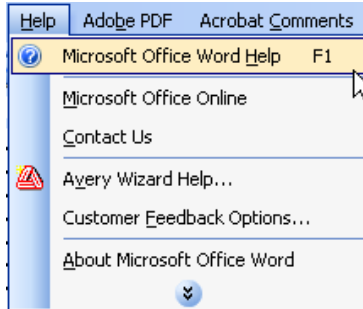
Word provides you with shortcut key strokes which are a combination of letters and symbols that act as codes that allow you to accomplish frequently executed tasks. CTRL stands for the control key in the bottom left corner of the keyboard. Push and hold the CTRL key and then tap the letter after the + sign to perform the action.

Here are some other commonly used shortcuts:

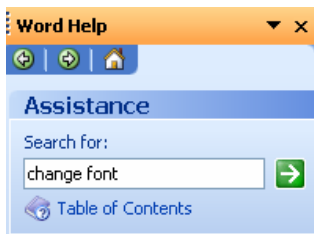
- Copy: **CTRL + C**
- Cut: **CTRL + X**
- Paste: **CTRL + V**
- Undo: **CTRL + Z**
- Redo: **CTRL + Y**
- Bold: **CTRL + B**
- Italics: **CTRL + I**
- Underline: **CTRL + U**
- New document: **CTRL + N**
- Open document: **CTRL + O**
- Print document: **CTRL + P**
- Save document: **CTRL + S**

Getting Help

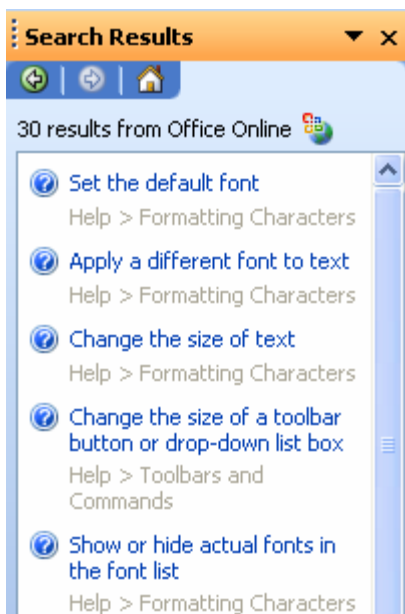
Word offers excellent and extensive online help which can be accessed by selecting the **Help** menu > **Microsoft Office Word Help**.



Word Help will appear in the task pane. Type your question in the white box and click the green arrow to search for your topic.

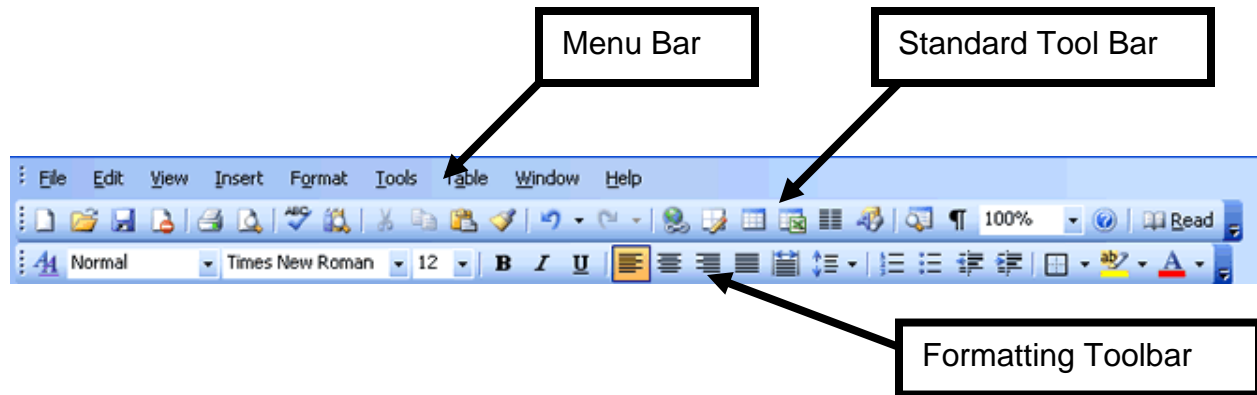


Choose the option that best answers your question from the list of results. Click on the blue words to get instructions.



Formatting Your Document

Below is a picture of the Word 2003 Menu Bar and Standard and Formatting Toolbars.

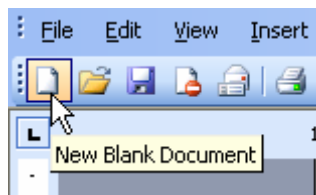


The **Menu Bar** has the words File, Edit, View, Insert, Format, Tools, Table, Window and Help across the top. All of these expand when you click on them to show you further options.

The **Standard Toolbar** is the toolbar just below the list of menus. It includes icons for creating new documents, saving, opening, and printing your documents, as well as cutting, pasting, copying, and many other options.

The **Formatting Toolbar** is the bar below that. It allows you to change fonts and font size, to bold, underline, italicize and center text, as well as change the alignment of your text and other useful options. The quickest and easiest way to apply fonts, font sizes, bold, italic, and underlining is to use the toolbar buttons.

If you leave the mouse pointer on a button for a few seconds, the function of that button will appear in a small box below the pointer.



Formatting Text

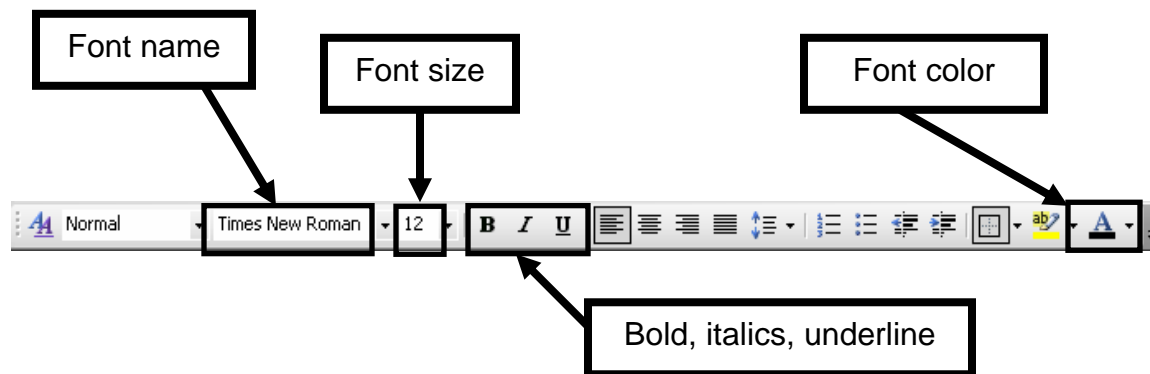
Microsoft Word allows you to change the way your text looks. You can change the size, shape, and style of the letters. Formatting changes can be made from either the Formatting Toolbar or the Format menu and the Font Dialog Box.

If you change the formatting before you begin typing any words the formatting changes will apply to the entire document.

If you change the formatting after you have typed some text the formatting changes will apply to text you have highlighted, or any subsequent text you type.

Formatting Toolbar

The Formatting Toolbar has a set of buttons you can use to apply formatting changes.



Highlighting Tips

- To highlight a word click on the word twice.
- To highlight a sentence or paragraph click in the middle of it three times.
- To highlight the entire document press CTRL + A.

OR

- Hold the left mouse button down and drag across selection to highlight.

Change Font

To change the font or typeface of your text, highlight the selected text then pick a font from the drop down menu.

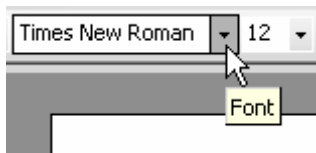
Here is the original text.

Example

Highlight the text with the mouse.

Example

Click in the small arrow next to the current font name.



A list of available fonts will open. Select the font you want from the list.



To see more available fonts, click the down arrow to scroll through the list.

The fonts are listed alphabetically, but the ones you used most recently will appear at the top of the list.

Your highlighted text will change to match the new font.

EXAMPLE

Change Font Size

Font size refers to the size of the type, how big or how small. To change the size of your text, highlight the text and then select a larger or smaller size from the Formatting Toolbar.

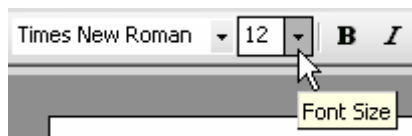
Here is the original text.

Example

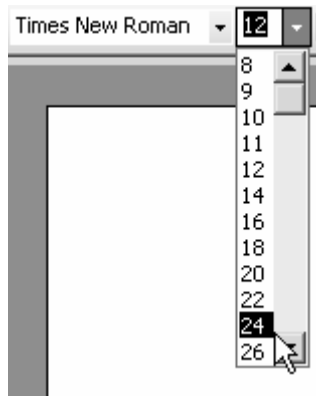
Highlight it with the mouse.

Example

Click in the small arrow next to the current font size.



Select a different size from the drop down list. The larger the number the larger the letters will be.



Your highlighted text will change to reflect the new size.

Example

Bold, Italics, and Underline

To apply boldface, italics, or underline text, highlight the text with the mouse and click the appropriate button on the Formatting Toolbar.

You can apply any combination of bold, italics, and underline to the selected text.

Bold

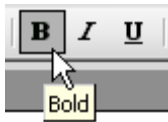
Here is the original text.

Example

Highlight it with the mouse.

Example

Click the bold button on the toolbar.



The font and font size will not change except that the letters will be slightly larger and bolder.

Example

You can also use the keyboard to apply boldface. After highlighting the text, hit CTRL + B to bold the word.

Italics

Here is the original text.

Example

Highlight it with the mouse.

Example

Click the italic button on the toolbar.



The font and font size will not change except that the letters will be slanted to the right.

Example

You can also use the keyboard to apply italics. After highlighting the text, hit CTRL + I to italicize the word.

Underline

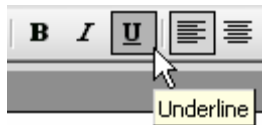
Here is the original text.

Example

Highlight it with the mouse.

Example

Click the underline button on the toolbar.



The font and font size will not change except that the letters will be underlined.

Example

You can also use the keyboard to underline text. After highlighting the text, hit CTRL + U to underline the word.

Change Font Color

You can change the color of your text easily from the Formatting Toolbar.

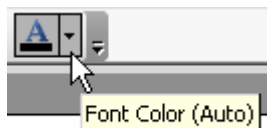
Here is the original text.

Example

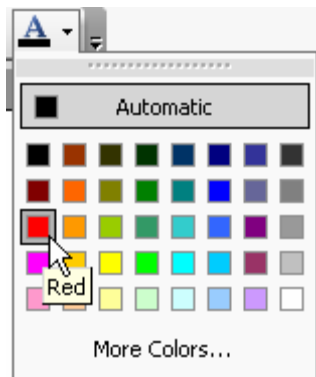
Highlight it with the mouse.

Example

Click the small down arrow next to the current font color button.



A color palette will open. Click on the color of your choice to change the text to that color.



Your highlighted text will change to reflect the new color.

Example

Font Dialog Box

You can make several changes at once using the Font Dialog Box.

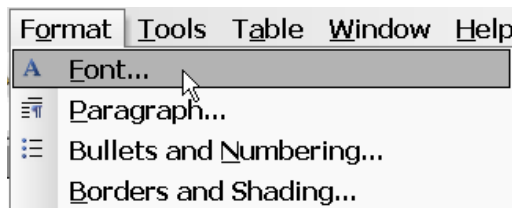
Here is the original text.

Example

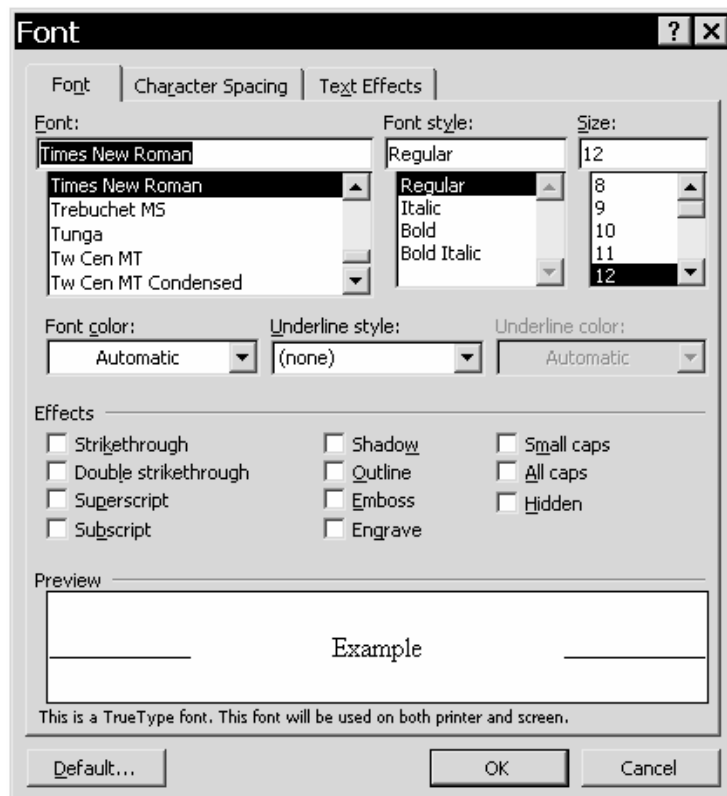
Highlight it with the mouse.

Example

On the Standard Toolbar, click Format, Font.

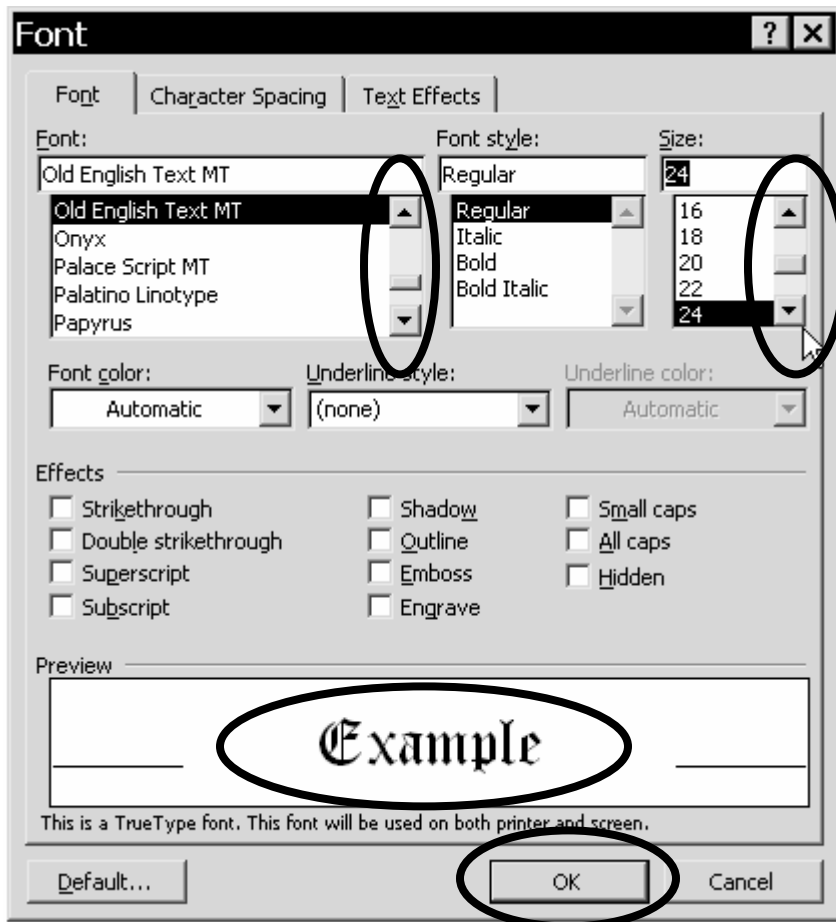


The Font Dialog Box will open.



Change the Font and Font size from the Font Dialog Box

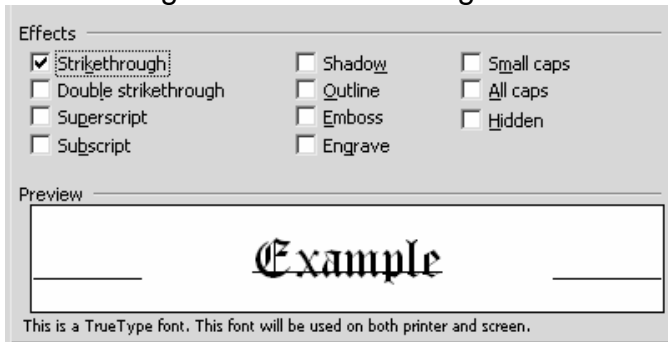
Scroll through the list of fonts and click on one you would like. You can also change the size of the font from this dialog box. The Preview pane at the bottom of the dialog box shows you how the changes will look.



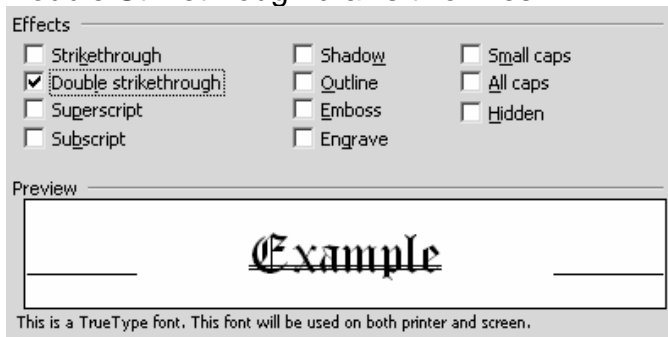
To apply any changes click OK.

Add Effects from the Font Dialog Box.

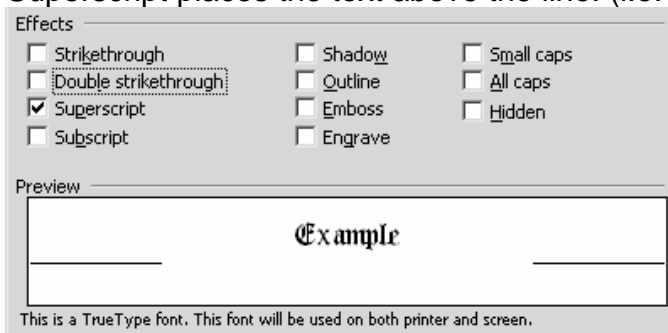
Strikethrough draws a line through the word.



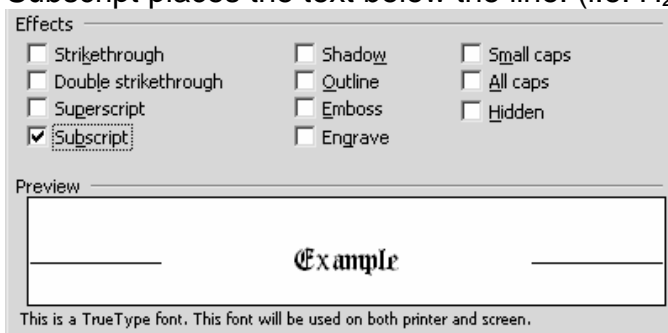
Double Strikethrough draws two lines.



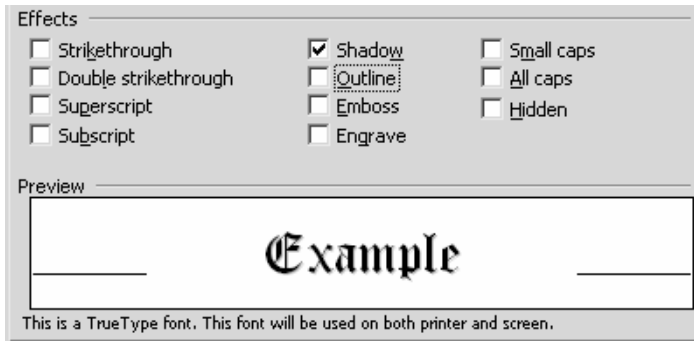
Superscript places the text above the line. (i.e. $E=MC^2$)



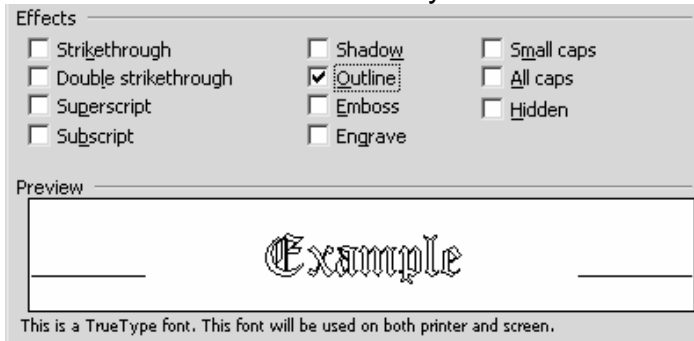
Subscript places the text below the line. (i.e. H_2O)



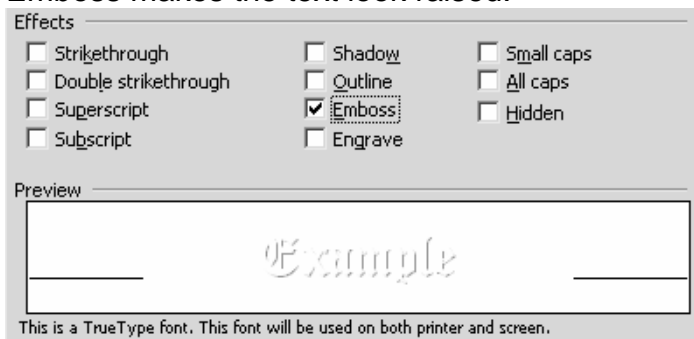
Shadow adds a shadow effect.



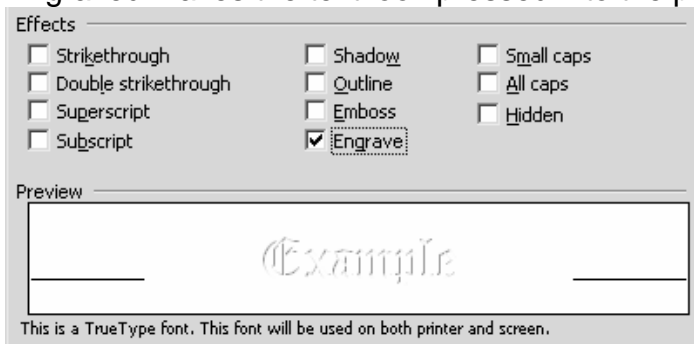
Outline outlines the letters only.



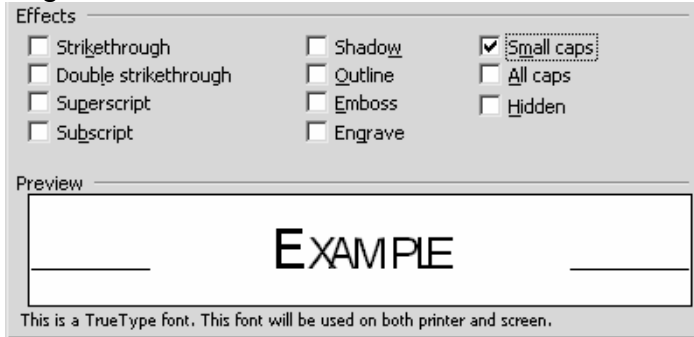
Emboss makes the text look raised.



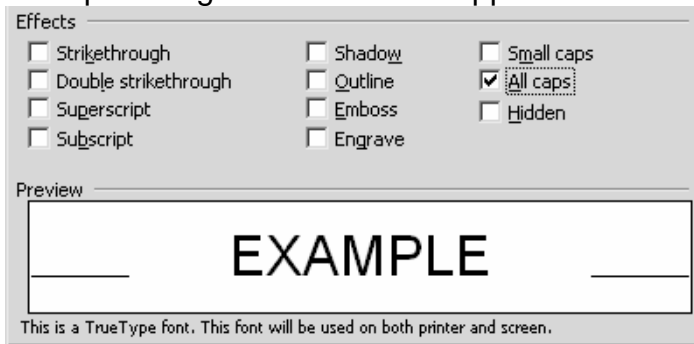
Engraved makes the text look pressed into the paper.



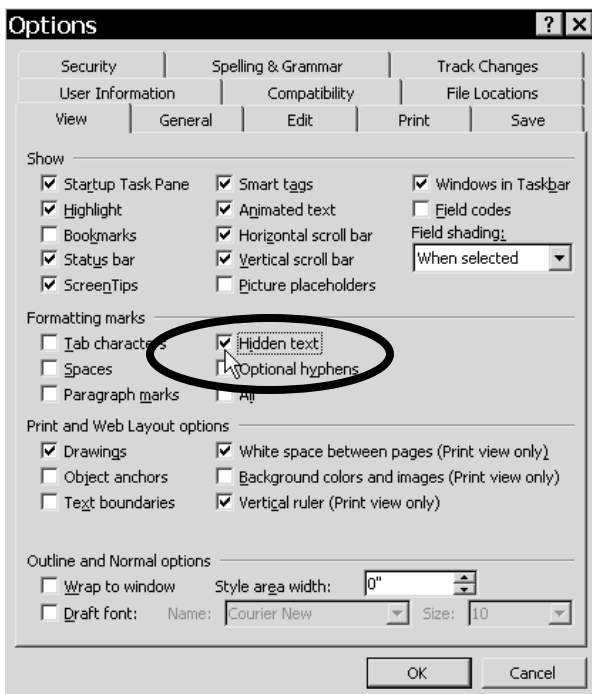
Small caps changes lower case into upper case, but keeps the initial capital letter larger.



All caps changes all letters into upper case.

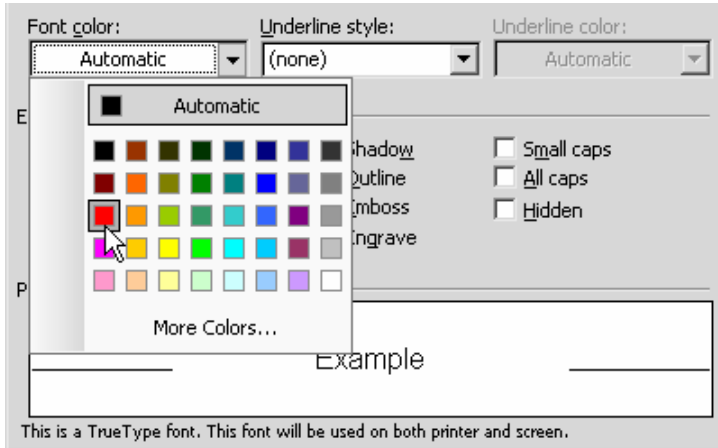


Hidden makes the text invisible. It is still there on the page but cannot be seen or printed. To see hidden text Click Tools, Options, View, check the Hidden Text box and click OK.

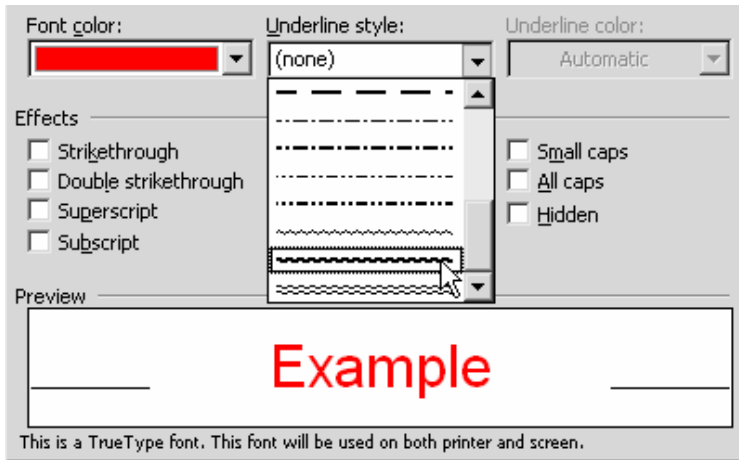


Change Font Color, Underline Style and Underline Color from the Font Dialog Box

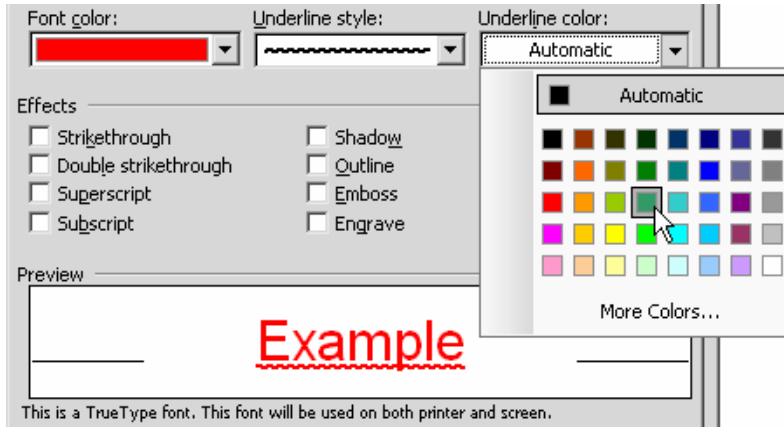
To change **Font color**, click in the drop down arrow next to the current font color (Automatic) and click the one you want from the palette.



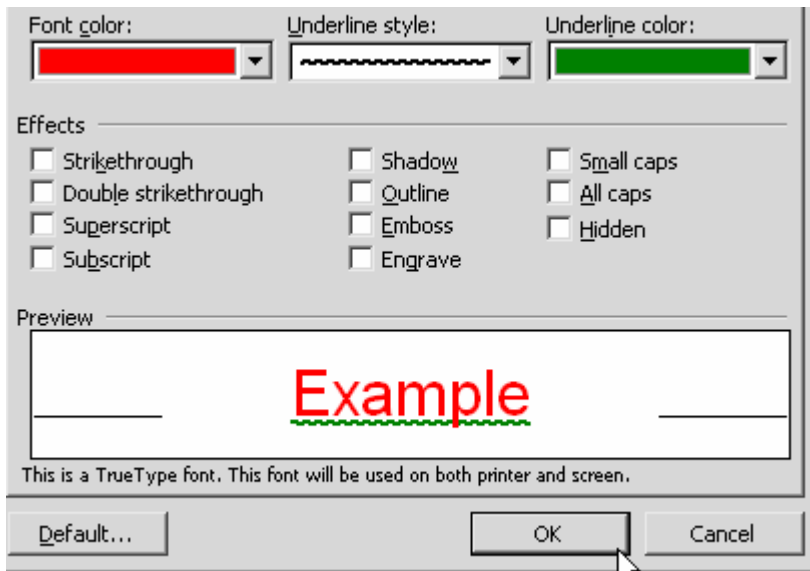
To change the **Underline style** click in the drop down arrow next to the current style (none) and click the one you want from the list of styles.



To change the **Underline color** click in the drop down arrow next to the current color (Automatic) and click the one you want from the palette.




Click **OK** apply your changes to the selected text.

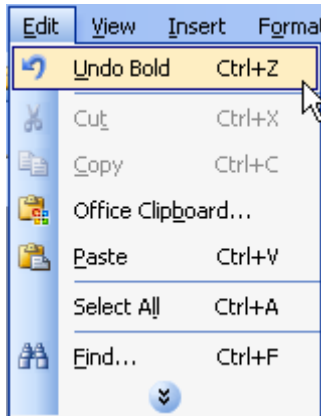


Example
Example


Undo and Redo

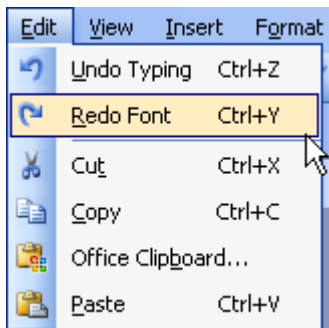
To Undo:

If you make a mistake Word will let you undo your action. On the File Menu click **Edit** and select **Undo**. Or click the Undo button on the toolbar. 



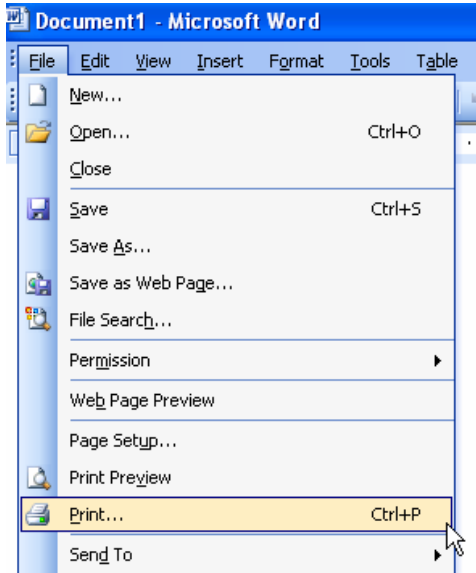
To Redo:

If you used Undo and want to change your mind, you can use Redo. On the file Menu click **Edit** and select **Redo**. Or click the **Redo** button on the toolbar. 

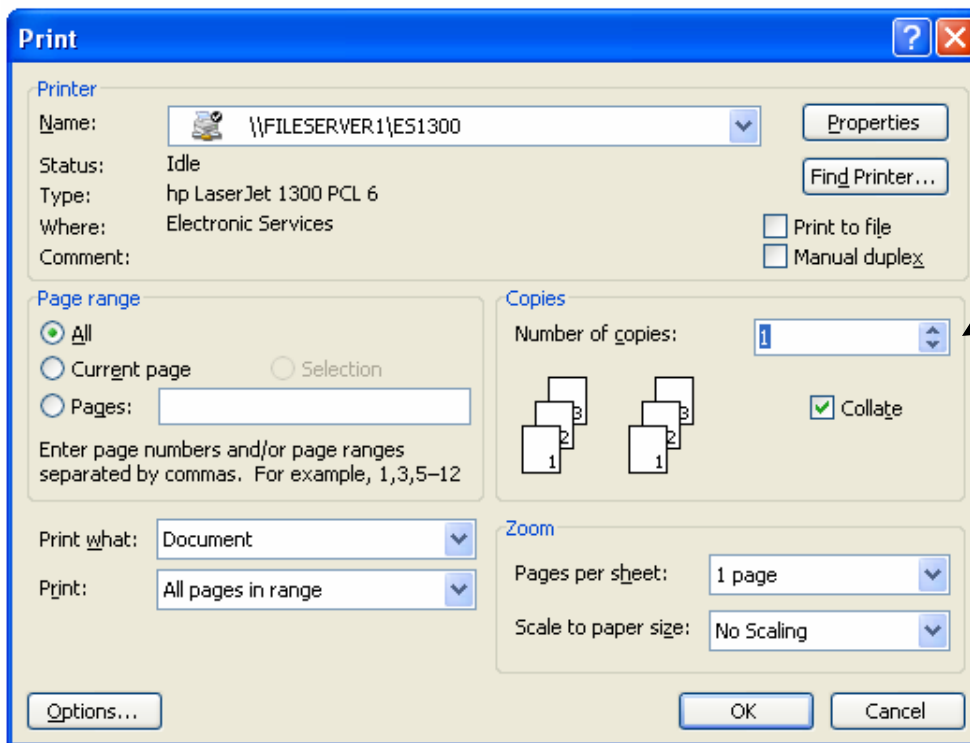


Printing Your Document

To print, choose the **File** menu > **Print**.



A print dialog box will appear.



Click the up or down arrows here to change the number of copies you want.

Choose the number of copies and pages you want to print. Click OK to print.

How to Quit

Save your document before you quit!

To close **Word 2003** completely, choose the **File** menu > **Exit**.

Or, click the red X in the upper right corner. 