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I. INTRODUCTION

Microsoft Word 2003 is a full-featured word processing application. Word feature help create attractive and professional looking documents quickly and easily. Features include creating new documents, editing text, formatting fonts and pages, adding graphics and creating tables.

II. GETTING STARTED

To begin:

- click Start
- click All Programs and select Microsoft Office
- select Microsoft Office Word 2003

A. The Mouse Pointer

The appearance of the mouse pointer changes dependent on its position on the screen and the task being performed.

<table>
<thead>
<tr>
<th>Mouse Activity</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>click</td>
<td>Press and release the left mouse button.</td>
</tr>
<tr>
<td>double-click</td>
<td>Click the left mouse button twice in rapid succession.</td>
</tr>
<tr>
<td>right-click</td>
<td>Press and release the right mouse button.</td>
</tr>
<tr>
<td>click &amp; drag</td>
<td>Press and hold down the left mouse button while moving the mouse to a specified location, and then release it.</td>
</tr>
<tr>
<td>point</td>
<td>Position the mouse pointer on a given item.</td>
</tr>
</tbody>
</table>

B. Screen Menus and Options

1. Title Bar

The Title Bar contains the filename of the active document, once the document has been saved.

2. Windows Control Buttons

Windows Control Buttons are the Minimize Button, Restore Button, and the Close Button. The Minimize and Restore buttons are used for sizing the document window. Click the
Minimize Button and the document window minimizes in size and displays as an icon bar. Click the Restore Button on the icon bar and the window restores to its original size. Minimize and Restore buttons are positioned in all dialog boxes (windows). The Close button is also contained in open dialog boxes. Click this area to close the dialog box.

3. **Menu Bar**

Click any Menu Bar item to display a list of options. Options followed by three dots indicate that there is a corresponding dialog box with additional options.

4. **Toolbars**

The Standard Toolbar is located beneath the Menu Bar and displays icons of frequently used editing features. The Formatting Toolbar is located beneath the Standard Toolbar and displays icons of frequently used formatting commands. When pointing to a Standard or Formatting Toolbar button, the button name displays in a small box known as a Tool Tip.

5. **Horizontal Ruler**

The Horizontal Ruler displays icons for tab settings, document margins and column widths.

6. **Document Window**

The Document Window is the work and view area of Word.

7. **Status Bar**

The Status Bar displays the current page number, section number, total number of pages in the document, vertical position (in inches) of the insertion point, line position, and column position.

8. **Scroll Bars**

The Vertical Scroll Bar and Horizontal Scroll Bar allows vertical and horizontal movement throughout the document, which is done by clicking the arrows contained within the bars or click and dragging the scroll boxes.

C. **Using Help**

The online help system provides information and instructions on Word features and commands.

To invoke Help:

- click **Help** from the Menu bar
Help options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word Help</td>
<td>Provides a textbox to type questions, and hyperlinks display related topic.</td>
</tr>
<tr>
<td>Show the Office Assistant</td>
<td>Hides or shows the Office Assistant.</td>
</tr>
<tr>
<td>Microsoft Office Online</td>
<td>Connects to listed web sites.</td>
</tr>
<tr>
<td>Contact Us</td>
<td>Contact Microsoft for assistance.</td>
</tr>
<tr>
<td>Activate Product</td>
<td>Starts Activation Wizard to update the user’s copy of Word.</td>
</tr>
<tr>
<td>WordPerfect Help…</td>
<td>Provides the Word equivalent for a WordPerfect command.</td>
</tr>
<tr>
<td>Check for Updates</td>
<td>Checks for Microsoft Updates.</td>
</tr>
<tr>
<td>Detect and Repair…</td>
<td>Automatically detects and fixes errors in MS Word.</td>
</tr>
<tr>
<td>Customer Feedback Options</td>
<td>Offer suggestions to Microsoft on how to improve their product.</td>
</tr>
<tr>
<td>About Microsoft Word</td>
<td>Contains information about the current version of Word.</td>
</tr>
</tbody>
</table>

D. Exiting Help

In the Microsoft Word Help dialog box:

- click ×

E. The Office Assistant

The Office Assistant is an animated character (cartoon) that “pops up” on the screen to offer help. A question or topic is typed and the Office Assistant responds with a list of options. If a “light bulb” displays beside the Office Assistant, click on it to view a tip about the current action.

If the Office Assistant is not present:

- click Help and select Show the Office Assistant
F. Setting the Default Drive

- click **Tools** and select **Options**…
- click **File Locations**
- select **Documents** from **File types**:
- click **Modify** …
- click **next to Look in:**
- select the default drive location to store files

Note: The drive selected is dependent on where the data resides. When selecting the 3 ½ Floppy drive insert a disk into the drive before setting the default.

- click **OK**
- click **Close**

III. WORKING IN MICROSOFT WORD

A. Creating a New Document

- click **-or-**
  - click **File** and select **New**
  - click **BlankDocument** from the **New Document** task pane

B. Saving a Document

- click **File** and select **Save As**
- double-click in the **File name:** box and type a **newfilename**
- click **Save**

Note: Save work periodically. Click **** while working in the document.

C. Saving a Document Under a New Name

The filename that was typed is now displayed in the Title Bar. If a filename already exists, the original file is overwritten.

To save the document with a different filename:

- click **File** and select **Save As**
- type **newfilename** and click **Save**
D. Page Setup

- click File and select Page Setup

The Page Setup dialog box appears.

1. Margins

The default setting for left and right margins are 1.25”, top and bottom are 1”. New margins set in a document are effective from that point on, until the next margin change occurs. To make margins effective for an entire document, set them at the beginning of the document.

To set margins:

- click Margins tab
- click to change the margin length for Top, Bottom, Left and Right margins

2. Page Orientation

To choose the Orientation:

- select Portrait or Landscape

3. Applying the Settings in Preview

Margins and Page Orientation can be applied to the entire document or to specific areas within a document.
Working in Microsoft Word

Next to **Apply to:** setting:

- click ☑️ and select the area to apply settings

4. **Default Settings**

The default settings can be changed. The default setting will always be in place in a new document unless it is changed.

To change default settings:

- select desired settings for margins and orientation
- click **Default**

A *Microsoft Word* dialog box appears.

- click **Yes**

E. **Viewing Capabilities**

Word allows the document to display on the monitor in several different view formats.

<table>
<thead>
<tr>
<th>View</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Normal view is the default document view.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Web Layout displays the document, as it would appear in a web browser.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Print Layout displays the document, as it would print.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Outline View displays the document in classic outline form.</td>
</tr>
</tbody>
</table>

To change the view from the Menu bar:

- click **View** and select **Normal, Web Layout, Print Layout** or **Outline**

    **Note:** The display of MS Word will change on the screen.

The View buttons are located on the bottom left hand side, above the Status Bar.
F. Setting the Tabs

Default tab settings are positioned every half of an inch. When setting or changing tabs, changes will only take effect from that paragraph on. To make tabs effective for an entire document, set them at the beginning of the document. To make tabs effective for multiple paragraphs, select (click & drag) those paragraphs and then apply desired tab stops.

If the Horizontal ruler is not displayed:

- click **View** and select **Ruler**

The Tab Assignment button left of the Horizontal Ruler. Click this button to toggle between the available tab types (e.g. left-aligned, center, right-aligned, decimal and bar).

1. Adding a New Tab Stop

- click the Tab Assignment button until left-align is selected
- position the mouse pointer on the ruler and click once

  Note: The tab stop displays on the Ruler Bar.

To insert another tab stop repeat the instructions above.

2. Moving a Tab Stop

To move an existing tab stop:

- position the mouse pointer on the tab stop
- click and drag the tab stop to the desired location on Horizontal Ruler

3. Removing a Tab Stop

To remove a tab stop:

- position the mouse pointer on the tab stop
- click and drag the tab stop off the Ruler Bar

4. Clearing All Tab Stops

To clear all tabs:

- click **Format** and select **Tabs**
- click **Clear All** and select **OK**
G. Selecting Text

To copy, cut or change appearance of text that has already been typed it must first be selected.

To select text:

- point to the beginning of the text to be selected
- press and hold down the left mouse button and move the mouse pointer to the end of text
- release the mouse button

Note: The method described above is also known as click and drag.

H. Copying Text

Text can be copied in one part of a document and placed in another part of the document or in an entirely new document.

To copy text:

- select the text to be copied and click
- or-
- click Edit and select Copy

Once text has been copied it is placed on a clipboard for later use.

Note: The clipboard is a temporary area in the computer's memory for storing text and graphics for later use.

I. Cutting Text

Text can be cut from one part of a document and placed in another part of the document or in an entirely new document. Once text has been cut it is placed on the clipboard.

To cut text:

- select the text to be copied and click
- or-
- click Edit and select Cut

J. Pasting Text

Once text has been stored on the clipboard, the paste function allows that text to be placed in the current document or in a new document.

- point and click the cursor to where the text is to be pasted and click
-or-

- click **Edit** and select **Paste**

### 1. Paste Options

When information is pasted into a document the Paste Options button appears. Word allows the user to choose a formatting option for pasted text.

To view Paste Options:

- place the mouse pointer over

The *Paste Options* menu appears.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep Source Formatting</td>
<td>Pastes text or image exactly as it originally appears, including all formatting styles.</td>
</tr>
<tr>
<td>Match Destination Formatting</td>
<td>Pastes text or image in the document, formatting it to the formatting style set in the new area of the document.</td>
</tr>
<tr>
<td>Keep Text Only</td>
<td>Pastes only text in the new area of the document.</td>
</tr>
<tr>
<td>Apply Style or Formatting</td>
<td>Displays the Styles and Formatting task pane, where existing styles are stored and new styles are created.</td>
</tr>
</tbody>
</table>

*Note: The default setting, pastes text and images, keeping the source formatting style.*

### K. Formatting Options

#### 1. Formatting the Font

The font size, style and effects may be formatted to emphasize certain text or to create more of a design look in a document. There are two ways to format the font: using the Formatting toolbar or using Font Format menu.
Working in Microsoft Word

a. Using the Formatting Toolbar

To change the font:

- select text
- click arrow \( \text{Times New Roman} \) and select font

To change the size of the font:

- select text
- click arrow 12 \( \) and select size

b. Using the Font Format Menu

- select text
- click \text{Format} and select \text{Font}

The \text{Font} dialog box appears.

![Font dialog box]

i. Font

To change the font:

- scroll the list of fonts and select a font

ii. Font Style

Font style is used to apply emphasis to text by applying bold or italics.

- click a style option
iii. Font Size

The size of the font may be increased or decreased.

To change the size:

- click a size option

  Note: The default font size is 12 point.

iv. Effects

Additional special effects to text are also available. The features shown below are applied to fonts to add effects such as Superscript, Outline, Shadow and Engrave.

To add an effect:

- check box next to desired effect

Other Font formatting options include: font color, underline style and underline color.

  Note: A preview of the font selected, including all effects, is located at the bottom of the Font dialog box.

2. Paragraph

Another way to format a document or text is to format the paragraph. Changing the alignment, indentation and line spacing can format paragraphs. There are menu bar and toolbar options for these formatting features.

a. Paragraph Alignment

Paragraphs are aligned relative to the margins of the document. As a default, documents are left aligned. Individual paragraphs can be formatted to the center aligned, right aligned or justified.

To change the alignment:

- select a paragraph or text
- click desired alignment button
Alignment Button | Explanation
---|---
[Image 77x134] | Left alignment button.
[Image 150x134] | Center alignment button.
[Image 150x134] | Right alignment button.
[Image 150x134] | Justifies text.

-or-
- click **Format**, click **Paragraph** and select **Indents and Spacing**

The **Paragraph** dialog box appears.

Next to alignment:
- click [Image 150x134] and select an alignment type
- click **OK**

b. **Indentation**

Paragraphs or groups of text can be indented from the left or right margins.

To change the Indentation from the Formatting toolbar:
- select the paragraph or text
- choose Decrease Indent [Image 150x134] or Increase Indent [Image 150x134]
- or-
- click **Format**, click **Paragraph** and select the **Indents and Spacing** tab
- use [Image 150x134] to set the location of the right and left indents
• click OK

c. Line Spacing

The spacing between each line is formatted to make a document easier to read.

From the Format menu:

• click Paragraph and select Indents and Spacing

Under Line spacing:

• click ▼ and select a line spacing type
• click OK

1. Bulleted and Numbered Lists

A list of items can be formatted with different styles of bullets or numbers. This feature can be applied using the Bullets ▪️ and Numbering ▪️ buttons on the Formatting toolbar.

1. Bulleted List

To create a bulleted list:

• select lines of text and click ▪️

2. Numbered List

To create a numbered list:

• select lines of text and click ▷️

3. Bullet or Number style

To change the style of the bullets or numbers:

• select lines of text and click Format from the menu bar
• select Bullets and Numbering
• select the Bulleted or Numbered tab

To select a style:

• click on the box of the desired style
• click OK
M. Headers and Footers

Headers and footers are typically used in printed documents. Headers and footers can include text or graphics—for example, page numbers, the date, a company logo or a file name. A header is printed in the top margin; footers are printed in the bottom margin.

To view the Header and Footer toolbar:

- click View and select **Header and Footer**

The Header and Footer toolbar appears.

<table>
<thead>
<tr>
<th>Toolbar Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Page Numbers" /></td>
<td>Automatically inserts page numbers and updates when pages are added or deleted.</td>
</tr>
<tr>
<td><img src="image" alt="Total Pages" /></td>
<td>Prints the total number of pages in the active document.</td>
</tr>
<tr>
<td><img src="image" alt="Page Numbers Formats" /></td>
<td>Formats page numbers in the current section.</td>
</tr>
<tr>
<td><img src="image" alt="Date Field" /></td>
<td>Inserts a date field that automatically updates the current date to display on the document.</td>
</tr>
<tr>
<td><img src="image" alt="Time Field" /></td>
<td>Inserts a time field that automatically updates the current time to display on the document.</td>
</tr>
<tr>
<td><img src="image" alt="Page Setup" /></td>
<td>Links to the Page setup dialog box featured from the menu bar. This gives access to options such as; paper size and page orientation.</td>
</tr>
<tr>
<td><img src="image" alt="Show/Hide" /></td>
<td>Displays or hides the document text while in the header or footer area.</td>
</tr>
<tr>
<td><img src="image" alt="Previous Section" /></td>
<td>Inserts the header or footer from the previous section.</td>
</tr>
<tr>
<td><img src="image" alt="Move Between" /></td>
<td>Moves the insertion point between the header and footer areas.</td>
</tr>
<tr>
<td><img src="image" alt="Move Previous" /></td>
<td>Moves the insertion point to the previous header or footer.</td>
</tr>
<tr>
<td><img src="image" alt="Move Next" /></td>
<td>Moves the insertion point to the next header or footer.</td>
</tr>
<tr>
<td><img src="image" alt="Close" /></td>
<td>Close will close the header and footer-editing pane.</td>
</tr>
</tbody>
</table>
To create a header or footer:

- click View and select Header and Footer

The Header or Footer sections are located at the top and bottom of the page. Use to switch between the header and footer sections.

In the section:

- type yourtext
- click Close

Where yourtext is the text to appear in the Header or Footer section.

N. Columns

Word makes it easy to create columns in which text flows continuously from one column to the next. Columns can be set for specific areas of text or throughout an entire document.

1. Inserting a Preset Column

- click Format and select Columns
- select a preset style of columns
- click OK

Word allows for the creation of additional columns to create a custom columns layout.

2. Creating a Custom Designed Column

- click Format and select Columns
- type the number of columns
- select width and spacing for column number one

To select a width and spacing for additional columns:

- click Equal column width box to remove the checkmark
- click OK

O. Inserting Graphics

Graphic images can add to the creativity and design of any document. Word provides built in graphic images called ClipArt and WordArt. Images can also be inserted from other sources, such as a disk or CD-ROM. These images can be inserted using an option on the Menu bar or the Drawing and Picture toolbars.
1. Viewing the Drawing and Picture Toolbar

To view the Drawing toolbar:

- click View, select Toolbars and click Drawing

To view the Picture toolbar:

- click View, select Toolbars and click Picture

2. ClipArt

ClipArt is a collection of pictures; sound clips and motion clips that can be inserted into a document.

To insert ClipArt:

- click Insert and select Picture
- click ClipArt
- or-
- click from the Drawing toolbar

The Insert Clip Art task pane appears.

To look for a specific image, in the Search text: box:

- type imagename
- click Go

Where imagename is a keyword description of the desired image.

To select an image:

- click on the image
- or-
- place the mouse pointer on the image and click the arrow to the right
- select Insert
To close the *ClipArt* dialog box:

- click ❌

**Note:** *ClipArt* can be relocated or resized using the sizing handles to adjust the image.

### 3. Word Art

Word Art is a collection of preset styles of text, formatted in different shapes and colors.

To insert WordArt:

- click **Insert** and select **Picture**
- click **WordArt**
- or-
  - click 🎨 on the Drawing toolbar
  - select a **WordArt style** and click **OK**
  - type *yourtext* in *Edit WordArt Text* dialog box and click **OK**

Where *yourtext* is the text to appear in the document in the selected in WordArt style.

**Note:** *WordArt* may be relocated or resized using the sizing handles to adjust the image.

To edit WordArt:

- double-click on the WordArt text

### 4. Images from a File

To insert an image from a file:

- click **Insert** and select **Picture**
- click **From File…**
- or-
  - click 📁
  - select the location of the file, choose the file and click **Insert**

**Note:** The *Insert Picture* dialog box contains a preview of the image.

### 5. Wrapping Images and Objects

Formatting an image with a wrapping feature forces text or other images to flow around the image in a specific way.

To select a wrapping layout:

- select the image and right-click
Working in Microsoft Word

• select Format Picture and click the Layout tab
• select a Wrapping style and click OK
  -or-
  • select the image
  • click and select a Wrapping style

P. Spelling and Grammar Check

Word features a Spelling and Grammar check to help identify and correct mistakes in a document.

To activate the spelling and grammar check:

• click Tools and select Spelling and Grammar

Misspelled, unknown words and grammar errors will appear highlighted in the top box of the Spelling and Grammar window. An explanation of the error is displayed above the word/sentence in question, and alternatives display in the Suggestions: box.

To select a spelling or grammar suggestion:

• click the suggestion and select Change

  Note: Other options include ignoring the suggestion and moving onto the next sentence.

Within a document a green line indicates grammar and punctuation errors and a red line indicates spelling errors.

To correct an error within the document:

• place mouse pointer over the word and right-click
• select the correct suggestion
  -or-
• click Ignore

IV. PRINTING

A. Print Preview

The Print Preview command is used to display a document, and what it looks like when it is printed. To preview a document:

• click File and select Print Preview
  -or-
Printing

• click 📆

A preview of how the document looks when it is printed displays.

To exit from Print Preview:

• click Close

B. Printing a Document

Once a document has been proofed and previewed, it is ready to be printed.

To print a document:

• click File and select Print
• choose printing options
  -or-
• click 📑

V. CLOSING AND EXITING MIRCOSOFT WORD

A. Closing a Document

In Word it is possible to close the current document and start or open a new one without exiting the program.

To close a document:

• click File and select Close

This action will close the current document, Microsoft Word remains open.

B. Exiting Microsoft Word

To exit the program:

• click File and select Exit