

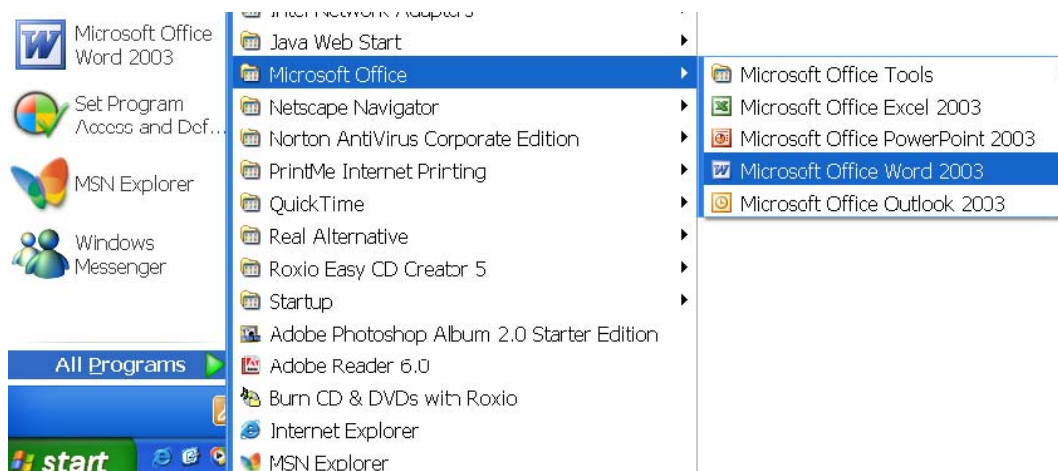
Getting Started in Microsoft Word 2003

Getting Started

Double click the Word icon on the desktop.



If there is no shortcut 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

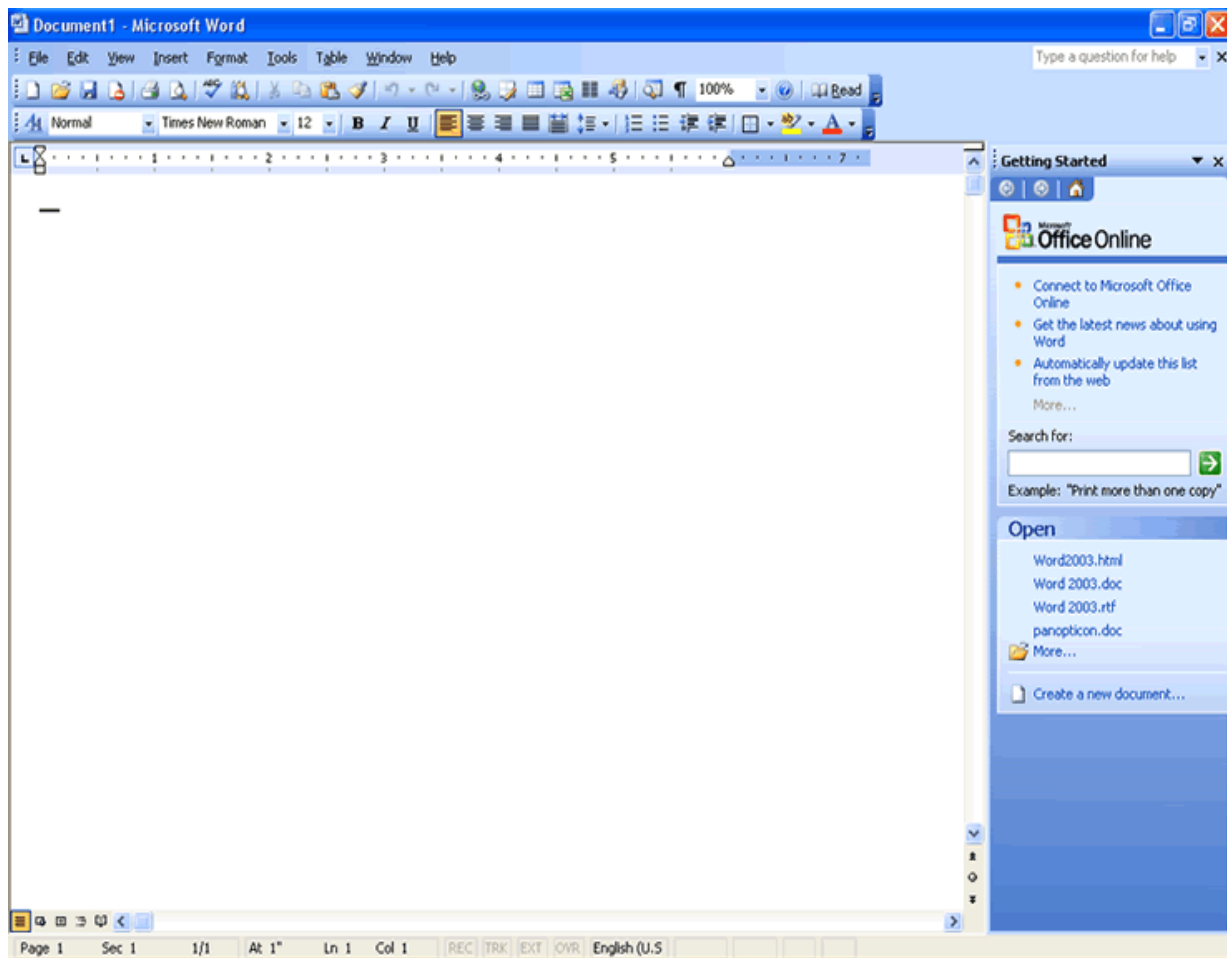
When Word is started, a new blank page titled **Document1** is opened automatically.

At the top of the window is a row of menus, including **File**, **Edit** and **View**.

Below that row of menus is a row of buttons that perform various actions used in creating and editing your document.

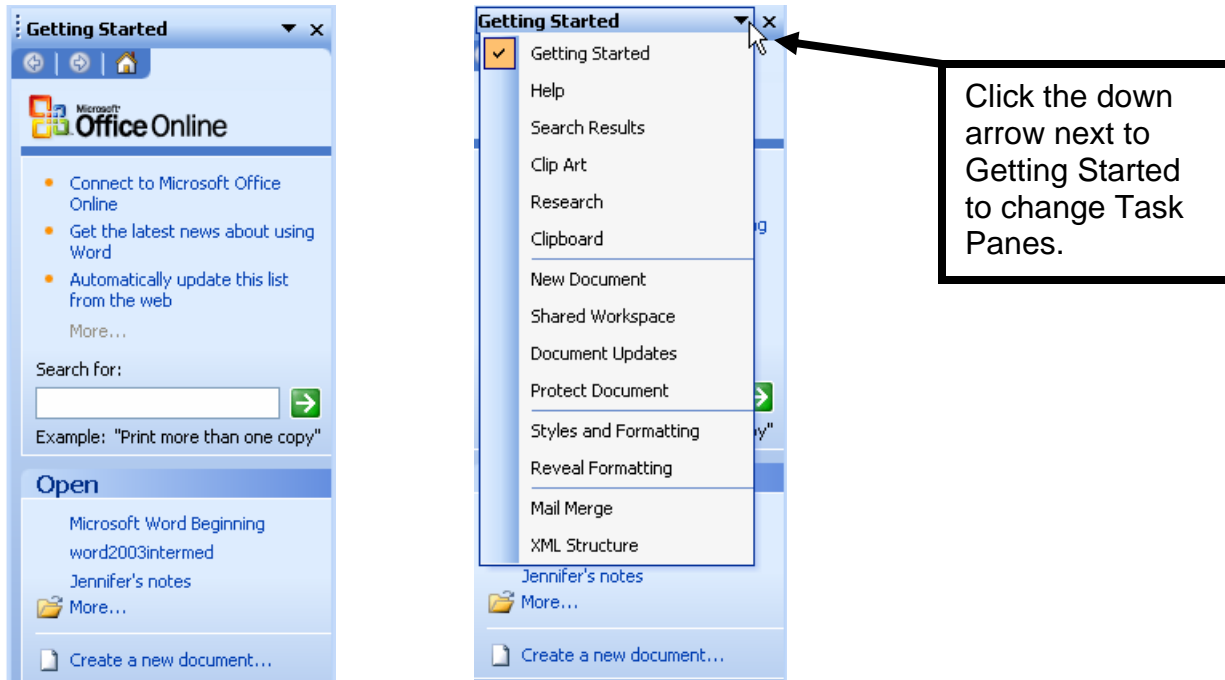
Directly below the toolbars is a ruler. You can use the ruler to set tabs, indents, and margins.




There are scrollbars 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.

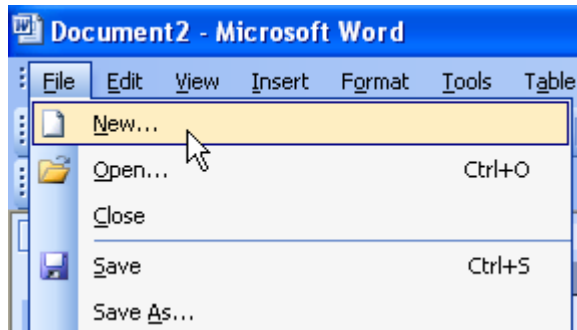
Other Task Panes Include:


- **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**.

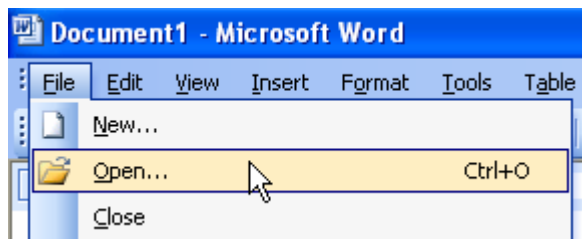


You can also click the **New** button  on the toolbar to create a new blank document.

Opening a Document

To open a document:

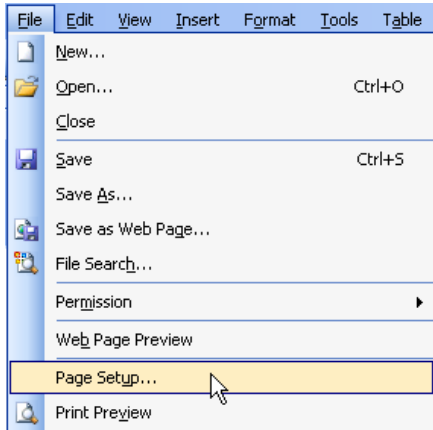
From the **File** menu, choose **Open**.



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 (1"), Bottom (1"), Left (1.25"), Right (1.25"), and Gutter (0"). 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 the Bottom margin spinner, the Landscape icon, and the OK button.

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

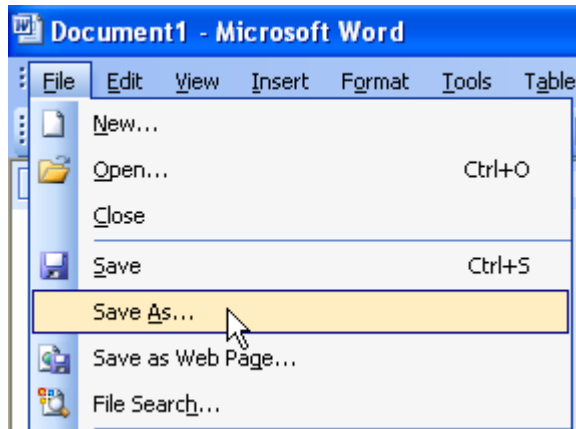
To turn the paper "sideways" click Landscape.

Click OK to save your changes.

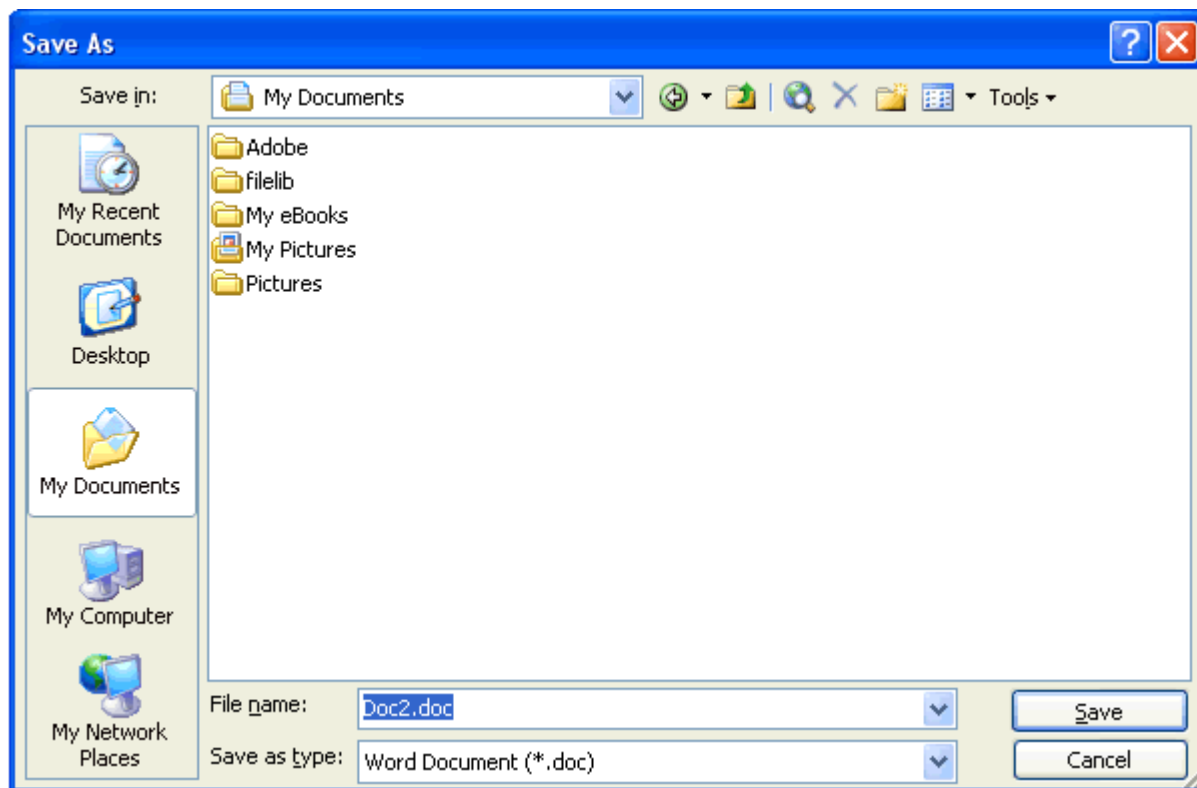
Saving a Document

To save a document for the first time:

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



Word will display the following dialog box:




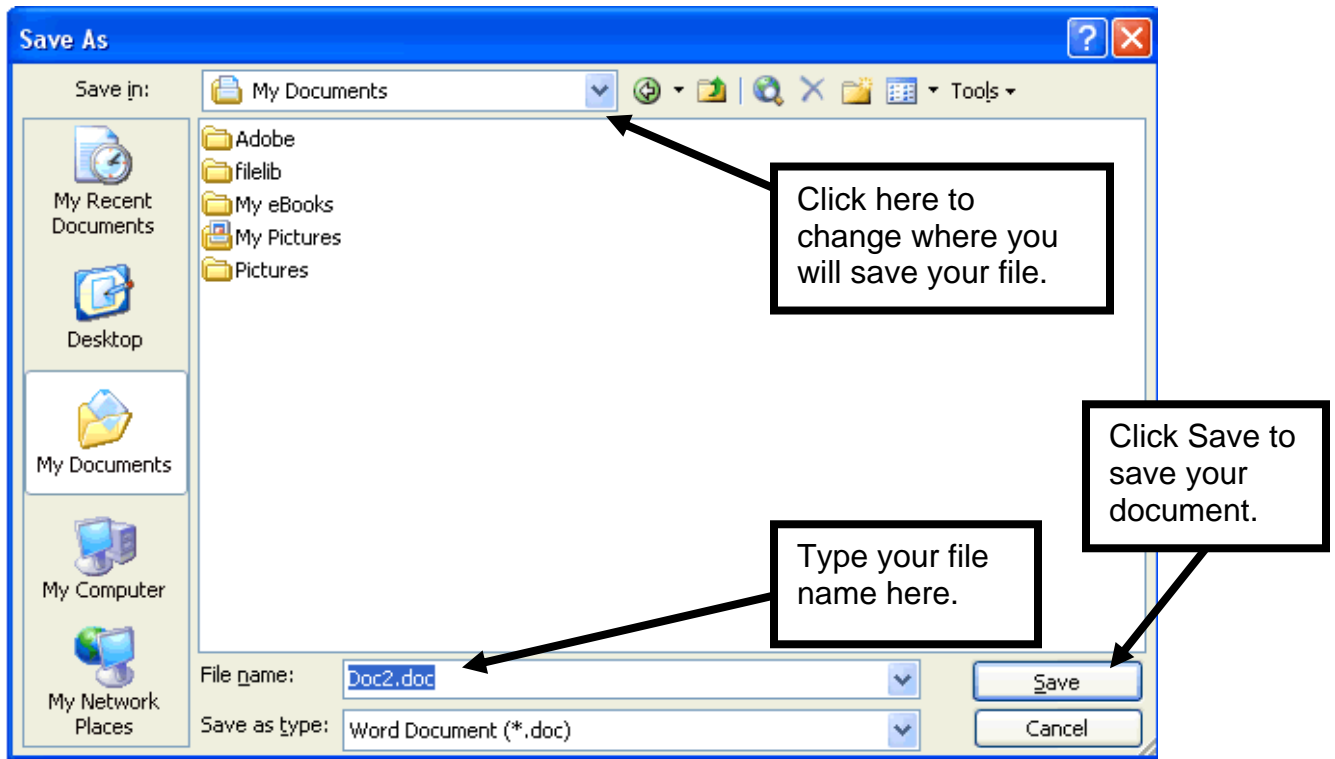
Saving a Document

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

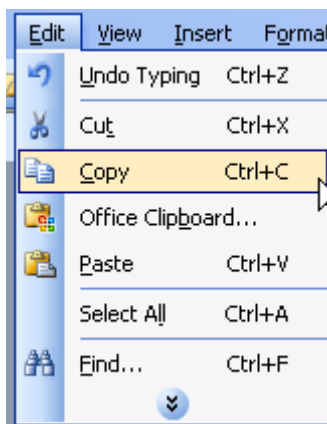
Copying, Cutting, and Pasting Text

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.

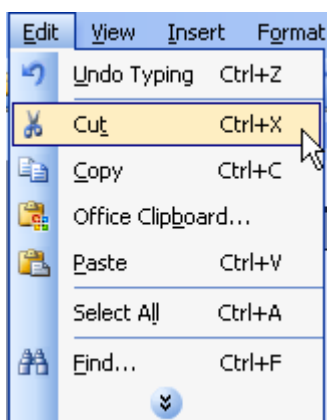
From the **Edit** menu, and choose **Copy**. Move the cursor to the place you want the copied text to be inserted. Or use the **Copy** button on the toolbar. 



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. 

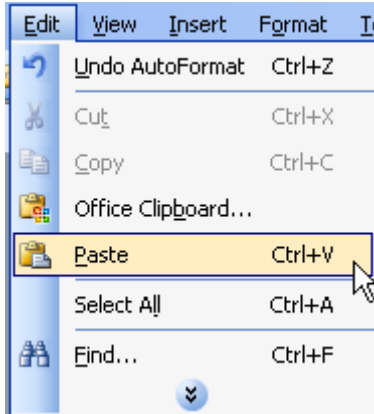


Here is | of my document.

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.

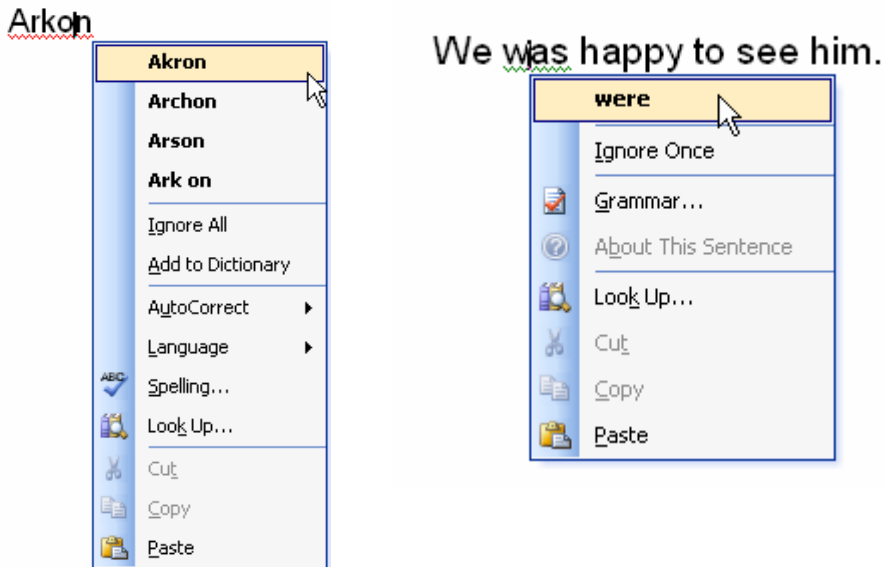
Checking Spelling and Grammar

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

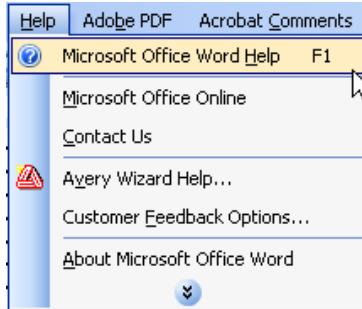
Word provides you with shortcut key strokes which are a combination of letters and symbols that act as codes that allow you to accomplish frequently executed tasks. CTRL stands for the control key in the bottom left corner of the keyboard. Push and hold the CTRL key and then tap the letter after the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

Here are some other commonly used shortcuts:

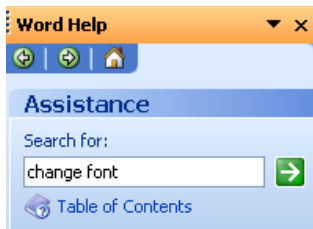
- Copy: **CTRL + C**
- Cut: **CTRL + X**
- Paste: **CTRL + V**
- Undo: **CTRL + Z**
- Bold: **CTRL + B**
- Italics: **CTRL + I**
- Underline: **CTRL + U**
- New document: **CTRL + N**
- Open document: **CTRL + O**
- Print document: **CTRL + P**
- Save document: **CTRL + S**

Getting Help

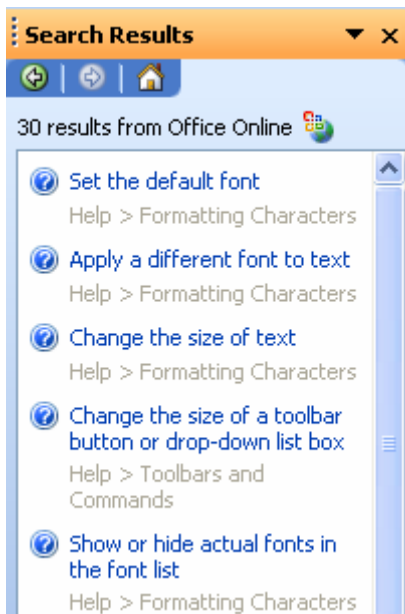
Word offers excellent and extensive online help which can be accessed by selecting the **Help** menu > **Microsoft Office Word Help**.



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.

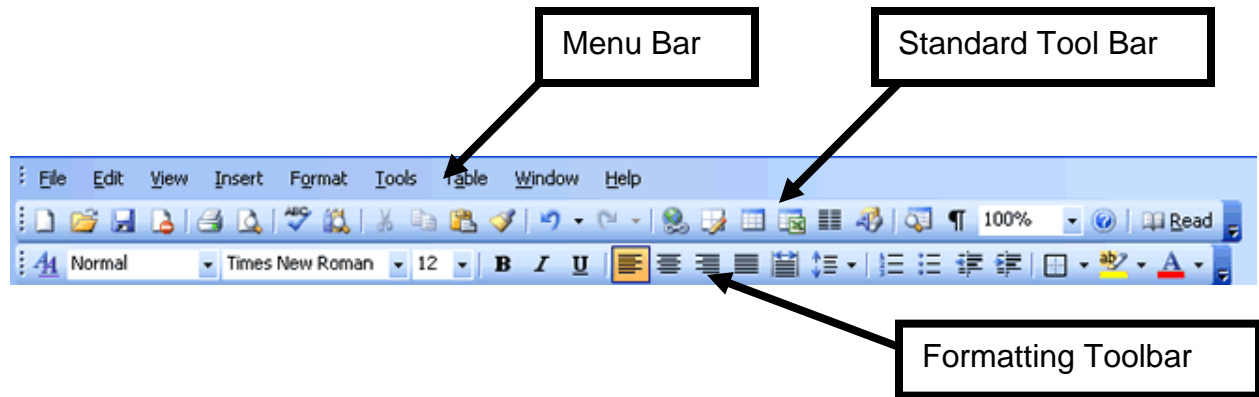


Choose the option that best answers your question from the list of results. Click on the blue words to get instructions.



Formatting Your Document

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

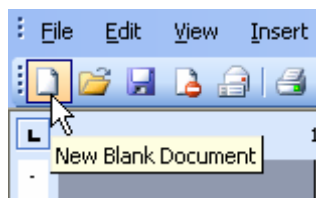


The **Menu Bar** has the words File, Edit, View, Insert, Format, Tools, Table, Window and Help across the top. All of these expand when you click on them to show you further options.

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.

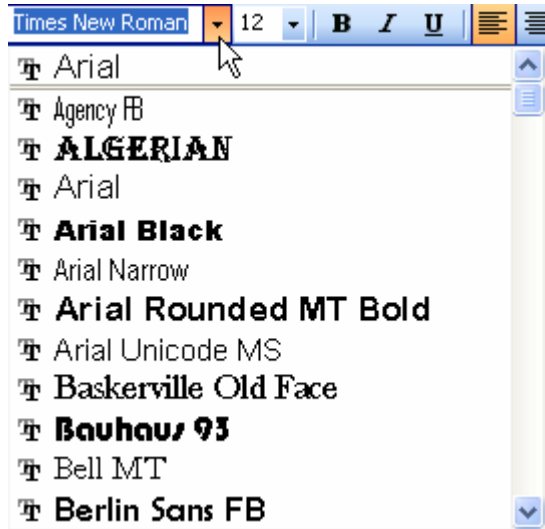


The quickest and easiest way to apply fonts, font sizes, bold, italic, and underlining is to use the toolbar buttons.

Formatting and Fonts

To change the font of the text in your document:


From the formatting toolbar, select the **Font** box, a drop-down menu list of font names. **Click on the arrow** to the right of the font name. **Scroll** through the list of fonts until you find the one you want to use. **Click the name** of the font to select it. No matter where your cursor is, you will now begin typing in the new font from that point on.



To change the font of already typed text:

Highlight the text you want to change. From the formatting toolbar, select the **Font** box. **Click on the arrow** to the right of the font name. **Scroll** through the list of fonts until you find the one you want to use. **Click** the name of the font to select it. The highlighted text will change to the newly selected font.

Bold, Underline, and *Italics*


These are the buttons useful in formatting text: 

To bold, underline, or italicize words, **Highlight** the text you want to change. Click on the button with the **B** on it to **bold** the selected text. Click on the button with the *I* to *italicize* the selected text. Or, click on the button with U to underline the selected text.

These options can also be found in the **Format** menu under **Font** or in the pop-up menu after you have right-clicked on the highlighted selection.


Adding Numbers and Bullets to a list

To add numbers to a list:

Highlight the list you want to number. From the formatting tool bar click the **Numbering** button. 

Apples	1. Apples
Oranges	2. Oranges
Bananas	3. Bananas

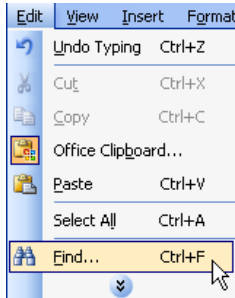
To add bullets to a list:

Highlight the list you want to bullet. From the formatting toolbar, click the **Bullets** button. 

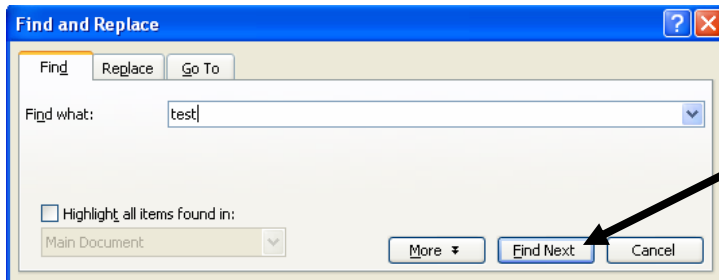
Apples	• Apples
Oranges	• Oranges
Bananas	• Bananas

Find and Replace

Word can search your document for a specific word and also replace that word with a different word. Click **Edit** and select **Find** from the list.

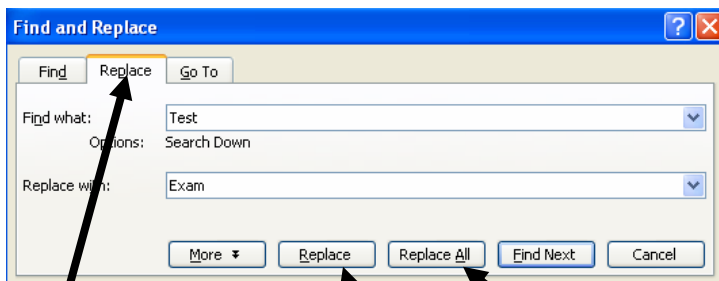


Type the word you are looking for in the Find what: box can **Click Find Next**. Word will go through your document and highlight the word each time it is found.



To move through your document looking for each instance of a word click Find Next.

To replace one word with another, click the **Replace Tab** and type the new word in the **Replace with: box**. Clicking **Replace** will just do one substitution. Clicking **Replace All** will change every instance of the old word to the new one.




To switch from Find to Replace click the Replace tab.

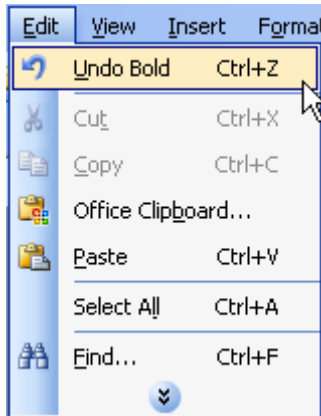
To replace one instance of a word click Replace.

To replace every instance of a word click Replace All.


Undo and Redo

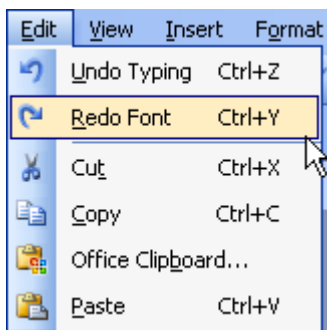
To Undo:

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. 



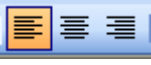
To Redo:

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. 



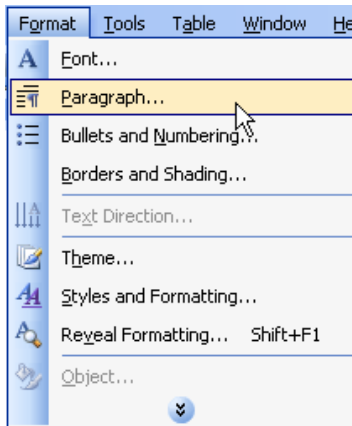
Text Alignment and Spacing

To align the text to the left, center, right, or to justify text:

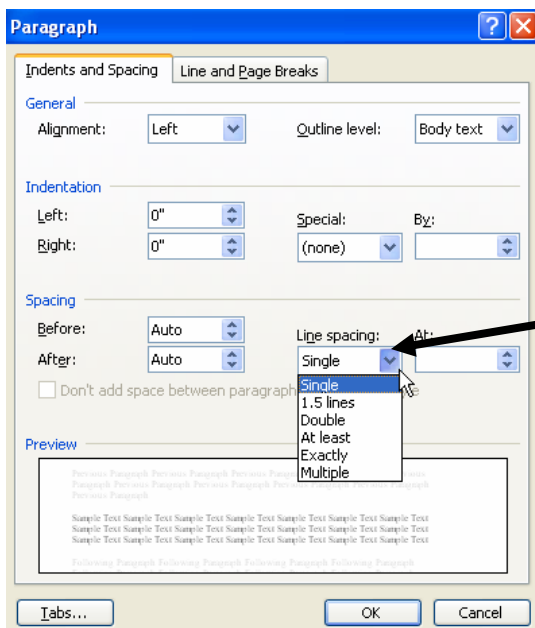
Select the text that you wish to align and click on the appropriate button in the formatting toolbar. 

To change spacing between lines:

Select the paragraphs in which you want to change line spacing. From the **Format** menu, select **Paragraph**, then in the dialog box that pops up, click on the **Indents and Spacing** tab.



Under **Spacing**, select the appropriate spacing options and click **OK** (e.g. changing line spacing to double-spaced instead of single-spaced).

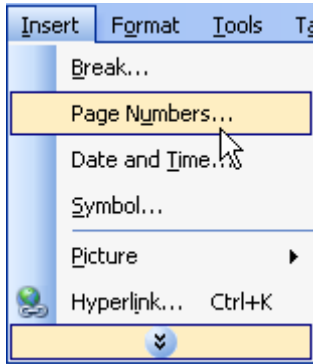


Click here to change from single to double spacing.

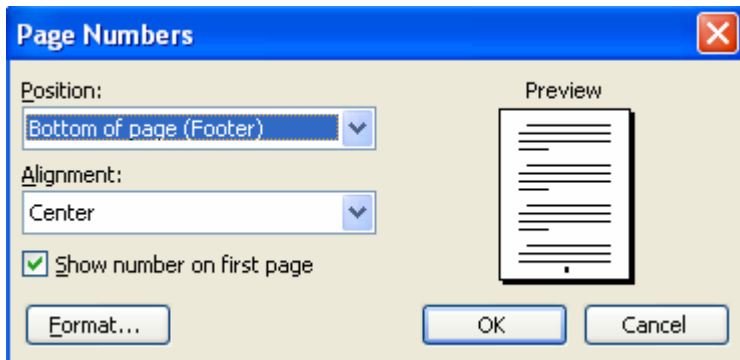
Page Numbers

To insert page numbers:

From the **Insert** menu, select **Page Numbers**.



In the page numbers pop-up window, make sure the position and alignment of the page numbers are what you want. Click **OK** to save your changes.



For more page number options, click on the **Format** button.

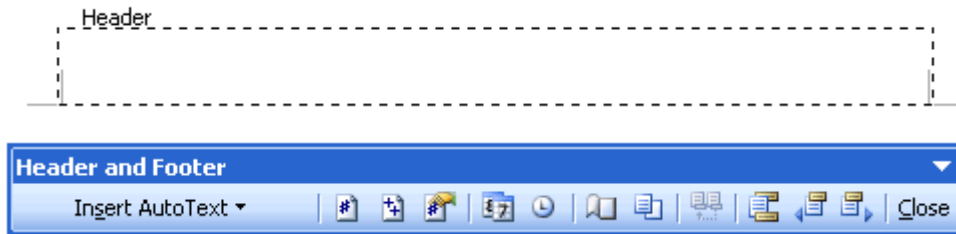
Suppressing Page Numbers on First Page

Uncheck the **Show Number on First page** checkbox, if you do not wish the number to appear on the first page.


Headers and Footers



To create Headers and/or Footers:

From the **View** menu, select **Header and Footer**. You should see a Header and Footer floating toolbar as well as a Header area:



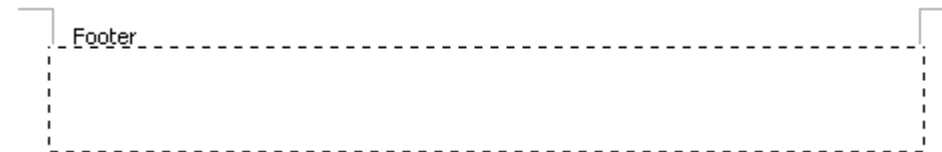
To create a Header, enter text or graphics into the Header area.

Or, to insert page numbers, click on the page number button in the toolbar: 

To insert the time or date, click on the time  or date  button.

To insert common header items such as file name, author name, etc., click on the **Insert AutoText** button for the pull-down menu and select the appropriate item.

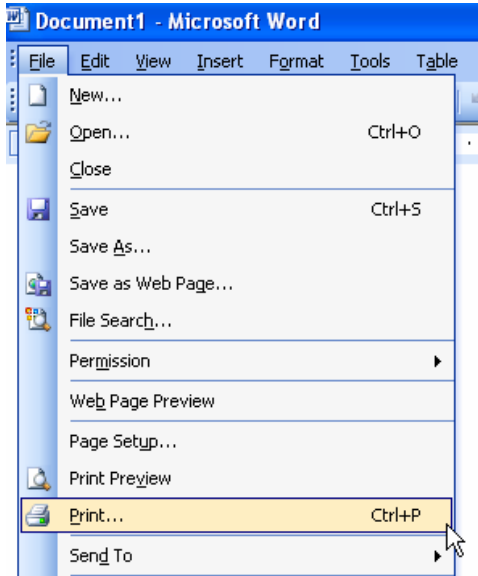
To create a Footer, click on the switch button  to switch between header and footer.



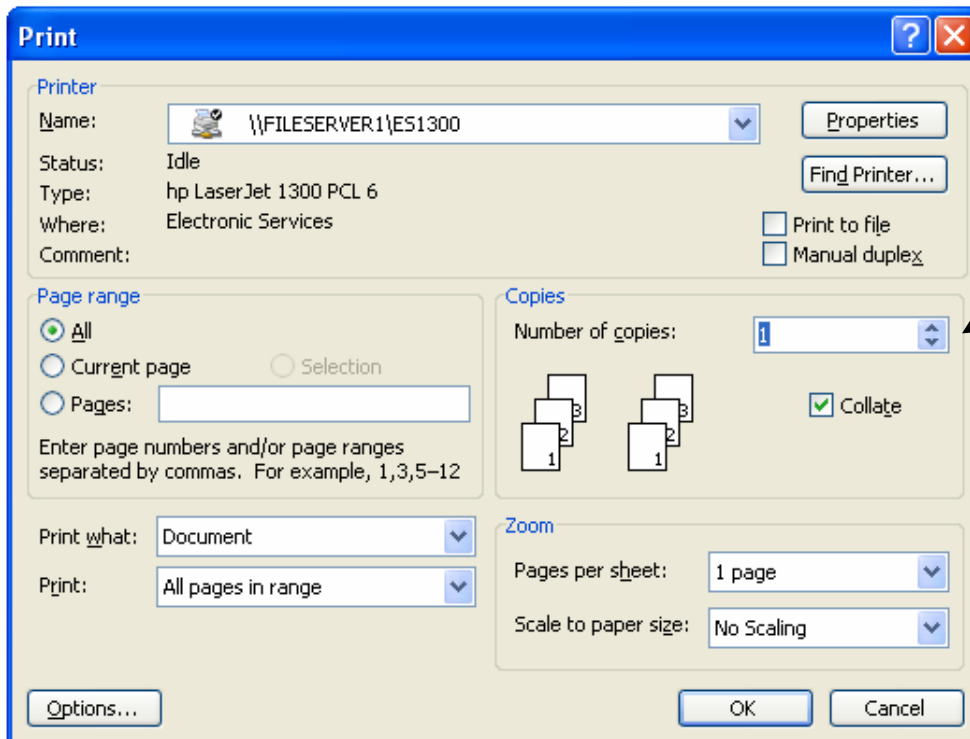
When you are finished, click on **Close** to exit the Header/Footer.

Printing Your Document

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



A print dialog box will appear.



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. 
