



Introduction to Word 2003

I Opening the program

- Double-click on the Microsoft Word icon on the desktop.

II. Learning the parts of the screen

A. Title bar

Shows the name of the program, the name of the current document, and the standard window control buttons (minimize, maximize, close).

B. Menu bar

1. Offers access to Word's commands.
2. 3 different types. Personalized, Full, Shortcut (right-click an item)
3. Personalized – the computer alters the menu to reflect the items used most often.
4. Click on the word *File* to see a menu.
5. Full – shows the entire list of commands. Click on the double arrow to expand the menu.
6. Shortcut – accessed by right clicking.

C. Toolbars

1. Tracks buttons most used and displays them in a single row. Move the mouse over a button to see its tool tip.
2. At the end of the toolbar is a downward arrow button. The tool tip indicates toolbar options. Click on this button. Click on Show Buttons on Two Rows.

D. Rulers

1. Is used to set and display tabs and to indent paragraphs.
2. It can be turned off under *View>Ruler*.

E. Cursor/Insertion Point

The blinking vertical line in the document screen that indicates where text will appear when you begin to type is the Cursor/Insertion point.





F. End of Document marker

Shows the end of the document and does not print. This shows in the Normal view only.

G. Text area

The white area of the screen where text will appear.

H. Scroll bars

There are horizontal and vertical scrollbars that are used to travel throughout your document.

I. View buttons

1. Allows switching between different Word views.

a) Normal view

For typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly.

b) Web Layout view

Work in Web layout view when you are creating a Web page or a document that is viewed on the screen. In Web layout view, you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser.

c) Print Layout view (default view)

Can see how text, graphics, and other elements will be positioned on the printed page.

d) Outline view

View used to create an outline.

e) Reading Layout view

(1) If opening a file to primarily read it, this view optimizes the reading experience. It hides all toolbars except Reading Layout and Reviewing. Editing can be done in this view.

(2) Click on this view button. Click on the Read button in the upper right corner, if needed.

(3) To return back to the document, click on the Close button.

J. Status bar

Indicates the number of pages in a document and what page you are currently on.

III. Creating a new document





- A. A blank document is automatically displayed when opening Microsoft Word. (A new blank document can be started by clicking on the “New Blank Document” button on the toolbar OR by clicking on *File>New*, and then selecting blank document.)
- B. You begin typing where the cursor is **OR**
In Print Layout or Web Layout view you can double-click anywhere on the page and begin typing.
 - In Normal View, Type your *full name*.
 - Press the *home* key to move the cursor to the beginning of the line.
 - Press the *end* key to move the cursor to the end of the line.

IV. Character Formatting

- Click the insertion point somewhere in the middle of your first name.
- Click on the **B** button on the toolbar.
The name is now **bolded**.
- Click the insertion point somewhere in the middle of your middle name.
- Click on the **I** button on the toolbar.
The name is now *italicized*.
- Highlight your *last name*.
- Click on the **U** button on the toolbar.
The name is now underlined. Notice, there are two ways to accomplish the same thing.
- Highlight your *first name*, click on the *Format menu* option
- Select *font*, then *Rockwell*.
- Click on the size **20** and then click **OK**.
- Highlight your *first name* and press the *Format Painter* button on the toolbar.
- Highlight your *middle and last names*.
All three names should now look alike. Click at the end of your name to remove the highlighting.
- Press the *Enter* key twice.

V. Auto Complete/Word Wrap

- Type the months of the year. **January, February, March....**
As you begin to type the months the Auto Complete feature is activated. As you start to type a word known in the dictionary the word pops up.
- Press the *Enter* key to have the PC complete the word for you.
Around the months June/July a feature called word wrap should take place.





- Press the **Enter** key once to start a new line.
- Press the **Enter** key one more time.
- Type party time!

NOTE: If you didn't capitalize the p it will be capitalized as soon as you hit the space bar. An AutoCorrect feature.

Computers may vary here in what they undo. The undo can be used several times and there is an undo menu on the toolbar.

- Click on **Edit>Undo**.
- Type- **To:** and press the **Tab** key twice.
- Type the name of the person sitting next to you. Press the **Enter** key once.
- Type- **From:** and press the **Tab** key once. Type your name.
The names should be lined up evenly.
- Click on the **Show/Hide** button on the toolbar.
Notice the characters for a Hard Return (¶), spacing (•), and tabs (→). Click again to turn it off.
- Press the **Enter** key twice.

VI. Editing Text

- Type- **Hennico Lebrary** and space.
If the computer automatically corrects the word, rest your mouse on the first letter of the word and then click on the AutoCorrect options button and select change back to lebrary) Press the End key and the misspelled word should then be underlined with a red “squiggly” line.
- Place the cursor between the n and i in Hennico.
- Press the **backspace** key and type an **r**.
-
- Place the cursor between the L and e in Lebrary.
- Press the **delete** key once and type an **i**
- Click in front of the L in Library.
- Type- **Pulic** and **space**.
Notice the red “squiggly” line underneath the word. This is an internal spell checker. The red line does not print.
- To fix the word, right-click on the word.
- Left-click on the word **Public** and the word is replaced.

VII. Saving a Document





- Click on **File** on the menu bar.
- Click on **Save As**.
- A new window opens. Make sure we are saving to the appropriate place (ex floppy, desktop).
- Click in the **file name box** and give the file a name.
- Press **Enter** or click on the **Save** button.
Notice the hourglass, light on box, and the new name on the title bar.

VIII. Closing a Document

- Click on **File>Close**.
This closes the current Word document, but leaves Microsoft Word open.

IX. Break

Let's take 5!

X. Opening a Document

- Click on **File>Open>3 ½ floppy or Desktop**
- Double-click on the file named **Letter**.
- Click on **File>Save As** and type in **your name + 's letter** and click on the **save** button within the window.

Look at the status bar for number of pages in the document.

- Press **Ctrl+End** to go to the end of the entire document.
- Press **Ctrl+Home** to return to the beginning of the document.
- Use the **scroll bar and/or scroll box** to navigate through the document.
Some mice have a scroll roller on the mouse.
- Use the **arrow keys** to navigate through the document.
- Finally, use the **page up** and **page down** keys to navigate through the document.

Scan the letter for the name Jason. Notice how many times it is repeated in the letter.

- Click on **Edit>Find**. Select the **Replace** tab.
- In the **Find What** text box, type **Jason**, press **tab**.
- In the **Replace with** text box, type **Joe**.
- Click on **Replace All** button.
- Once replacements have been made, click on **OK>Close**.

XI. Margins

(Space between edge of paper and the text of the document)

- Click on **File>Page Setup>Margins**.





- Change the left and right margins to 1”.
- Click on **OK**.

XII. Paragraph Formatting

- Click somewhere in the line with the date.
- Click on the *right alignment* button.
- **Ctrl+End** to get to the end of the document.
- Click somewhere in the *Sincerely* line and click on the *left alignment*.
- Repeat the process with the name.

XIII. Clipboard

Scroll up to the paragraph beginning with “*Being responsible for....*” on page 2.

- **Highlight the paragraph. (tip-triple-click is the fastest way)**
- Click on **Edit>Cut**.
This paragraph is now on the clipboard.
- **Move the cursor to the end of the word *maturely* and press the *Enter* key.**
- Click on **Edit>Paste**.
Multiple clipboard items can be held.
- **Eliminate the extra space between paragraphs by pressing the delete key**

Scroll up to the 2nd paragraph under the word *Answer on page 1*.

Look for the words (college dorms is) that are underlined with a squiggly green line.

- **Right-click on the words to get a grammar suggestion.**
- **Left-click on the first option to change the words.**
- Click the **Save** button.
- Let’s talk about the difference between **Save** and **Save As**.

XIV. Adding a Header

- Click on **View>Header and Footer**.
- Type *your name*.

XV. Adding a page number within a Footer

- Select the button- *switch between header and footer*.
- Select **Insert Page number**.
- Click on **Close**.

Scroll through to see page numbers and your name on each page. Print Layout view is the only view to see the headers and footers on the page.





- Click on *File>Close*.
- Answer **yes** to the question regarding saving changes.

XVI. Opening a second file

- Click on *File>Open>3 ½ floppy* or *Desktop*.
- Select file *Sunshine song*.
- Highlight the *chorus of the song* after the word *chorus*.
- Click on *Edit>Copy* and then *Paste* the Chorus everywhere it is needed in the song.

XVII. Inserting ClipArt

- Place the cursor in front of the title of the song.
- Click on *Insert>Picture>ClipArt*.
- Click in the *Search for Clips* box
- Type the word *music* and press the *Enter* key.
- Click on a picture of your choice.

Make the image smaller or bigger by dragging the handles in or out.

XVIII. Help

- Click on *Help>Microsoft Office Word Help*.
- Type the word *print* in the *Search for* box.
- Click on *Print a Document*.
- Close Help.
- Click on *File>Close*
Answer **NO** to the question, "Do you want to save...?"
- Click on the **X** to close **Word**.

- (If the Office Assistant is functional.)
- Click on the Office Assistant or Click on *Help>Show Office Assistant*.
- Type – *print*
- Click on the bulleted option, *Print a document*.
- Close Help.
- Click on *File>Close*
Answer **NO** to the question, "Do you want to save...?"
- Click on the **X** to close **Word**.

1. Notes

A. Filename Characters

The following list indicates characters that cannot be used when giving a file a name.

1. \ backslash





2. / forward slash
3. : colon
4. * asterisk
5. ? question mark
6. “ “double quotes
7. < less than sign
8. > greater than sign
9. | vertical bar

B. Keyboard Shortcuts

These are also located to the right of the command on the pull-down menus on the menu bar

1. Copy = CTRL + C
2. Cut = CTRL + X
3. Paste = CTRL + V
4. Save = CTRL + S
5. Print = CTRL + P
6. Undo = CTRL + Z
7. Select All = CTRL + A
8. New = CTRL + N

C. The Clipboard

1. To view items on the clipboard
 - a. Click on *Edit>Office Clipboard*.
 - b. Items can be pasted individually or you can select *Paste All*.

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I. NOTES

