

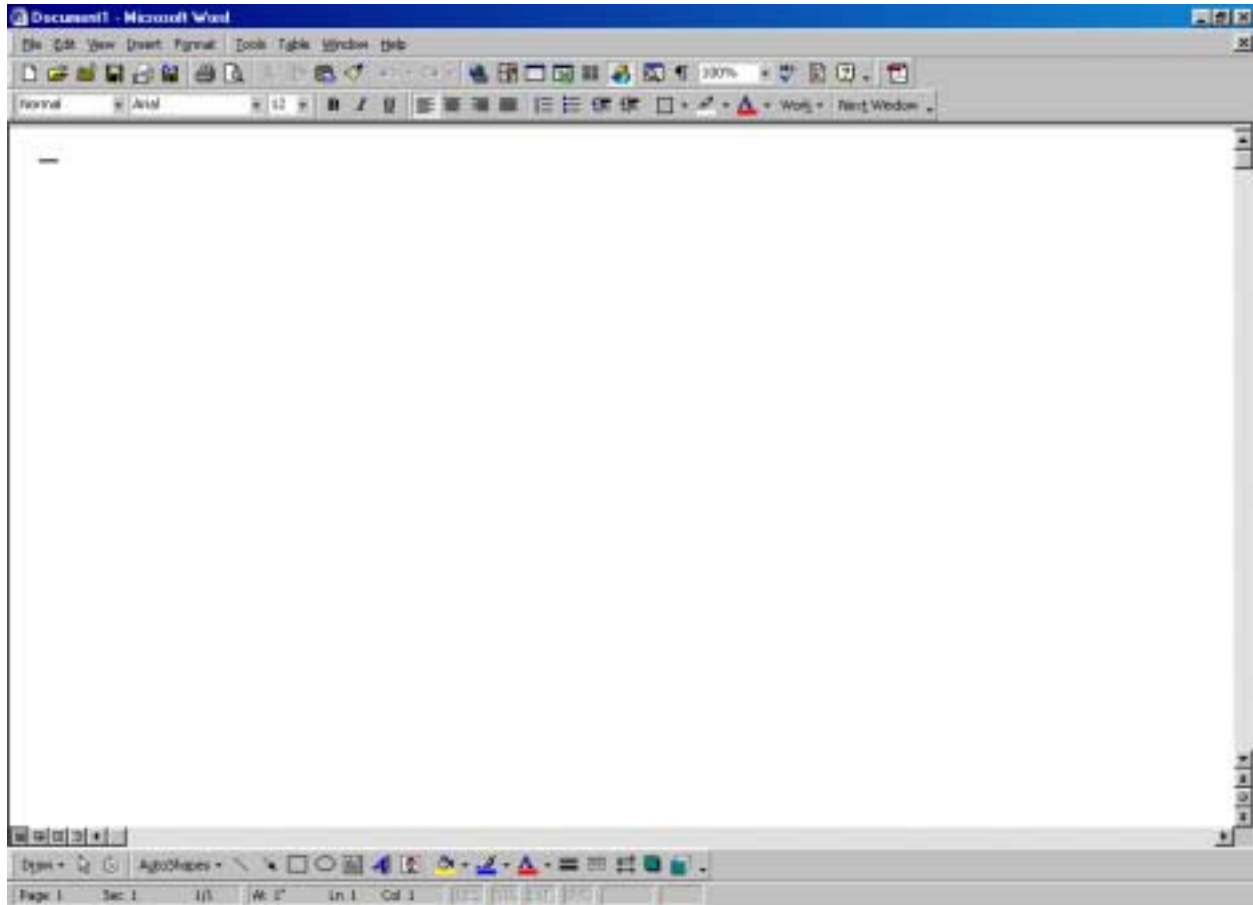
# Learning the Basics of Microsoft Word

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## The Basics:

Click on Start, go up to Programs, then find Microsoft Word. If you don't see it in the Programs menu, look for a folder named Microsoft Office Programs or Microsoft Small Business or something similar.

Below is a picture of the opening screen, which is a new blank document.



At the top of the window is the **Title Bar** – it shows the program you are using (Word) and the name of the document. Because this document has not yet been saved, it is given a document number.



Below the Title Bar is the **Menu Bar** which allows you to open menus and select options from the drop down menu items.



Below the Menu bar is the **Toolbar**, a collection of icons which are shortcuts to the most commonly used options. You can choose which Toolbars to display.



The **Ruler** will display below the Toolbars if you have chosen to have the Ruler display. The Ruler can help you see where the margins and tabs are set, and lets you see measurement in your document.



The white blank area below the Ruler (or below the Toolbars if the Ruler is not visible) is the **body of your document**. This is where you enter the content of your document.

Below the main body of your document are the **View buttons**. The choices are **normal view**, **web layout view**, **print layout view**, and **outline view**. In the example below, print layout is selected (it looks like it is pressed in).



Below the View buttons, the **Drawing toolbar** will display (if you have chosen that as one of the toolbars to display).




At the bottom of the window is the **Status bar**, which tells you which page, section, page x of y and current position of the cursor.




## Create a Document

If you don't already have a blank document open,

1. open a blank document
2. type your name and something about yourself.
3. Click on the **Save** icon on the toolbar , or **File**, then **Save**. Notice the **Save in** window that opens. You need to make sure you pay attention to where the file is being saved. Because your file has a document number rather than a file name, you are prompted to give your document a name. The **Save as type** automatically defaults to Word Document (giving the file an extension of **doc**). It is not necessary to type in the .doc but it doesn't hurt if you do either.
4. After you have chosen a name and where you want to save the file, click on **Save** or press enter.

Close your document by clicking the X in the upper right-hand corner of the **Menu bar**. Note, if you have more than one document open, there will not be an X in the upper right-hand corner of the menu bar. When you have multiple documents open, clicking on the X in the upper right-hand corner of the **Title bar** will close only that document. If you have only one document open, clicking on the X in the upper right-hand corner of the **Title bar** will close the document and exit Microsoft Word.

## Open a Document

1. Click on the **Open** icon  or **File**, then **Open**. The **Open dialog box** opens.
2. If the file you want to open is not in the current folder, browse to the drive and folder which contains your file, highlight the file and click on **Open** (or press enter).

You can also look near the bottom of the **File** menu and the most recent documents you have accessed will be listed. I have mine set to list the most recent 4, but you can customize that setting. We will discuss customizing your options in a few minutes. To open one of these files, click on the listing and that file will open.



Now that you have opened your document, we will add a graphic.

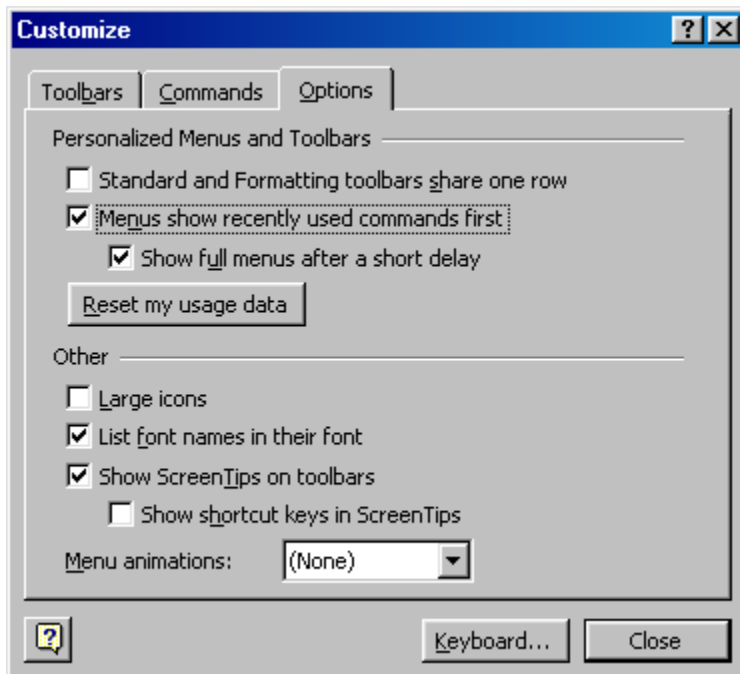
1. Place your cursor where you want to insert the image. If you need to go down the page lower than your cursor will let you move, press enter a few times to add blank lines. The cursor will only move down or to the right if there is something on that line (even if it is only a hard return or a space).
2. Once you get the cursor where you want to insert the image, click on **Insert** from the menu bar, position your mouse on **Picture** which will expand out your choices for what type of picture. Choose **Clip Art** and find a clip art image to insert into your document.
3. **Save** your document. You will notice that because your document had a name instead of document number, you were not prompted to give the file a name. It replaced the older version of your document with the new version. Once you have saved the file, there is no way to get back the old version.
4. A habit I would recommend is choosing **Save As** instead of save. You can then give your document a new name. If you want to keep the same document name and discard the older version, you can just press enter when the **Save In** window opens.

## Customizing Word Options

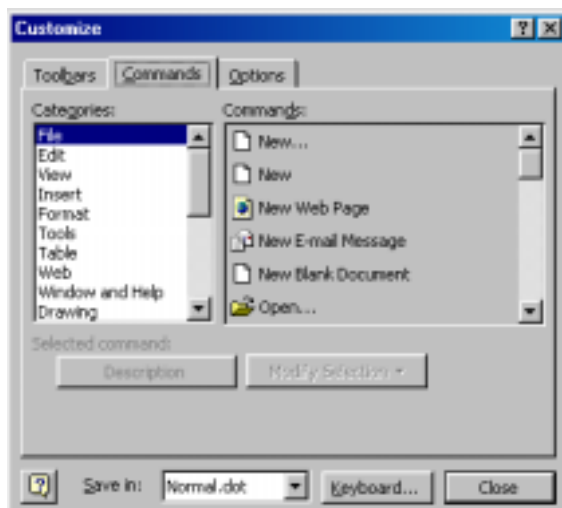
You can customize Word tools and options.

One of the first things you will probably want to do is change the menu bar so it expands to show all the commands available under a particular heading instead of the most recently used.

1. Click on **Tools**, then **Customize**. The window shown below will open.



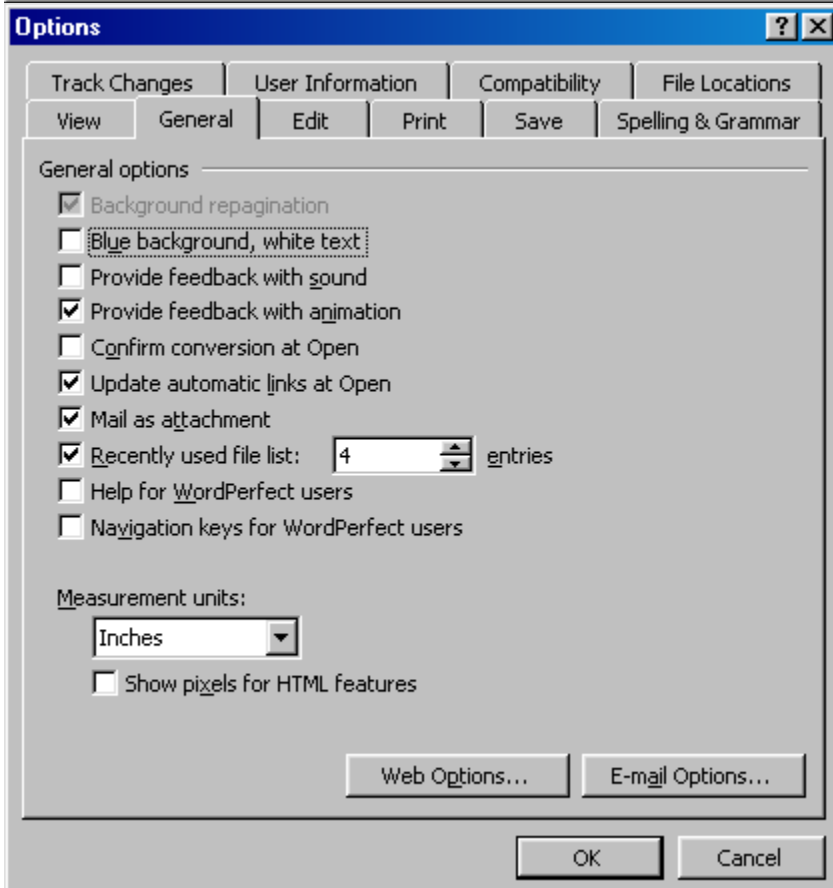
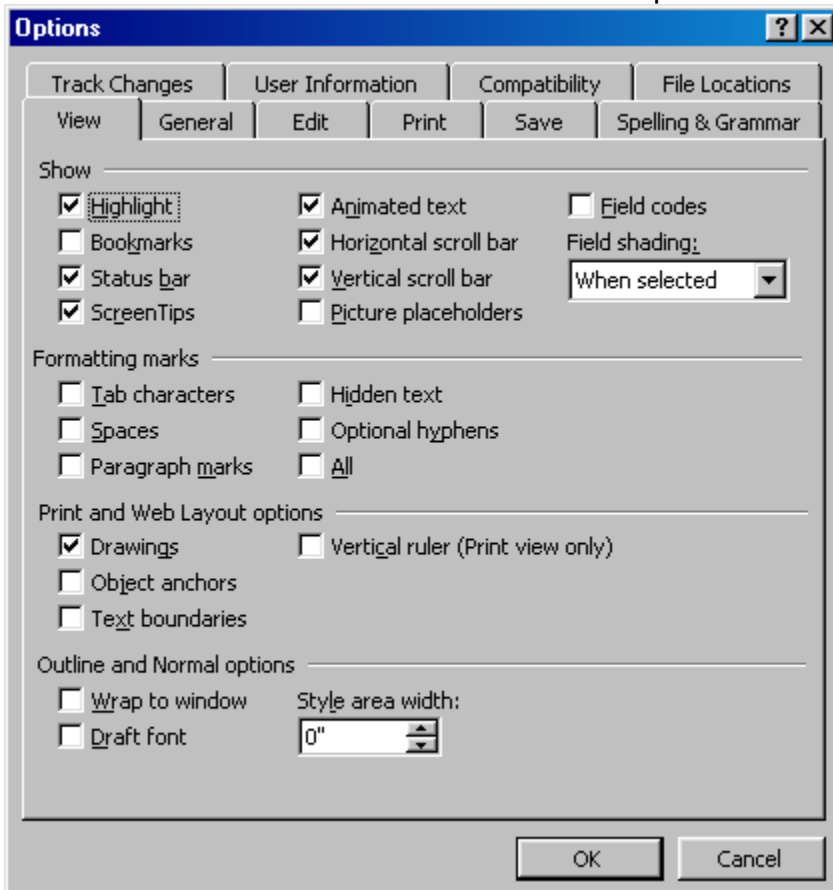
2. Click on the **Options** tab, and remove the check mark from the second item under Personalized Menus and Toolbars – Menus show recently used commands first.
3. **Close**



You would use the **Commands** tab to add items to your toolbar.

1. Select the Category
2. Click on the command you wish to add and drag it to the toolbar in the position where you would like it to appear.
3. **Close**

You can also customize a number of default options to suit your needs. See below.



**Options** [?] [X]

Track Changes | User Information | Compatibility | File Locations  
View | General | Edit | Print | Save | Spelling & Grammar

Editing options

- Typing replaces selection
- Drag-and-drop text editing
- Use the INS key for paste
- Overtyping mode
- Use smart cut and paste
- Tabs and backspace set left indent
- Allow accented uppercase in French
- When selecting, automatically select entire word

Picture editor:  
Microsoft Word

Click and type

- Enable click and type

Default paragraph style: Normal

OK Cancel

**Options** [?] [X]

Track Changes | User Information | Compatibility | File Locations  
View | General | Edit | Print | Save | Spelling & Grammar

Printing options

- Draft output
- Update fields
- Update links
- Allow A4/Letter paper resizing
- Background printing
- Print PostScript over text
- Reverse print order

Include with document

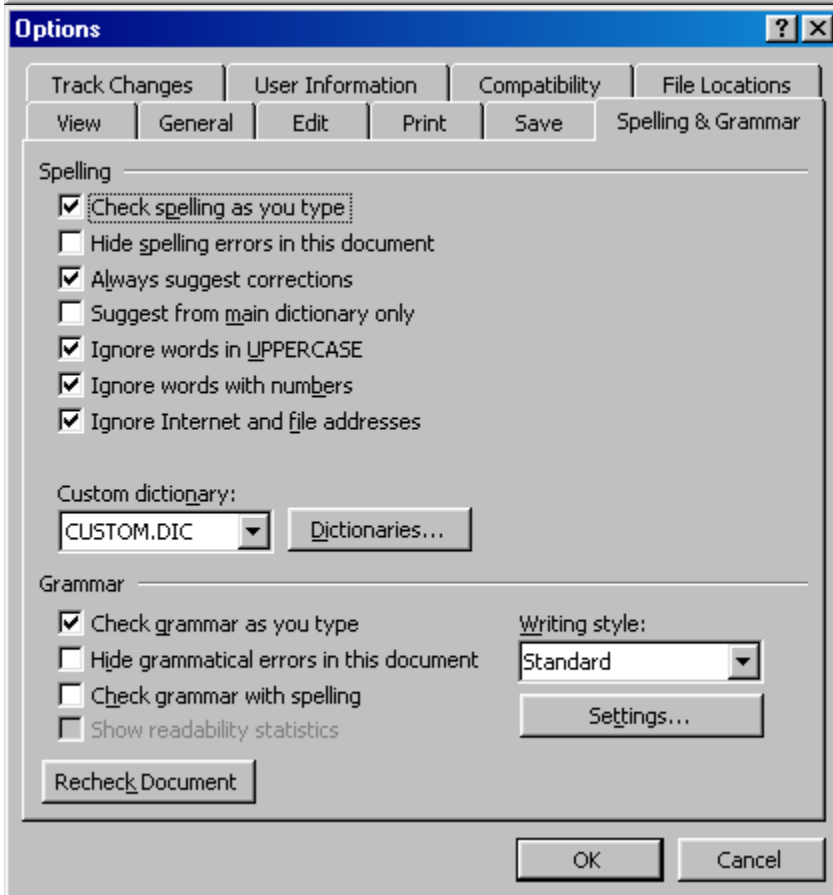
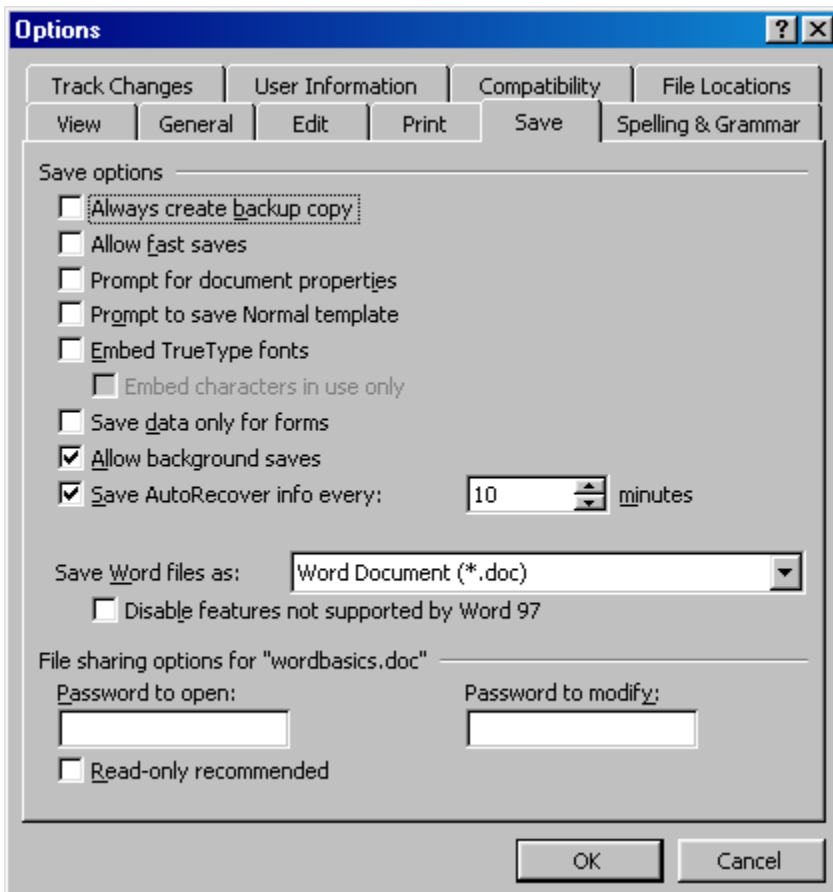
- Document properties
- Field codes
- Comments
- Hidden text
- Drawing objects

Options for current document only

- Print data only for forms

Default tray: Use printer settings

OK Cancel






**Options** [?] [X]

View | General | Edit | Print | Save | Spelling & Grammar

Track Changes | User Information | Compatibility | File Locations


Inserted text

Mark: Underline Preview: New text

Color:  By author


Deleted text

Mark: ~~Strikethrough~~ Preview: ~~Old text~~


Color:  By author


Changed formatting

Mark: (none) Preview: \_Formatted text\_

Color:  Auto

Changed lines

Mark: Outside border Preview: 

Color:  Auto

OK Cancel

**Options** [?] [X]

View | General | Edit | Print | Save | Spelling & Grammar

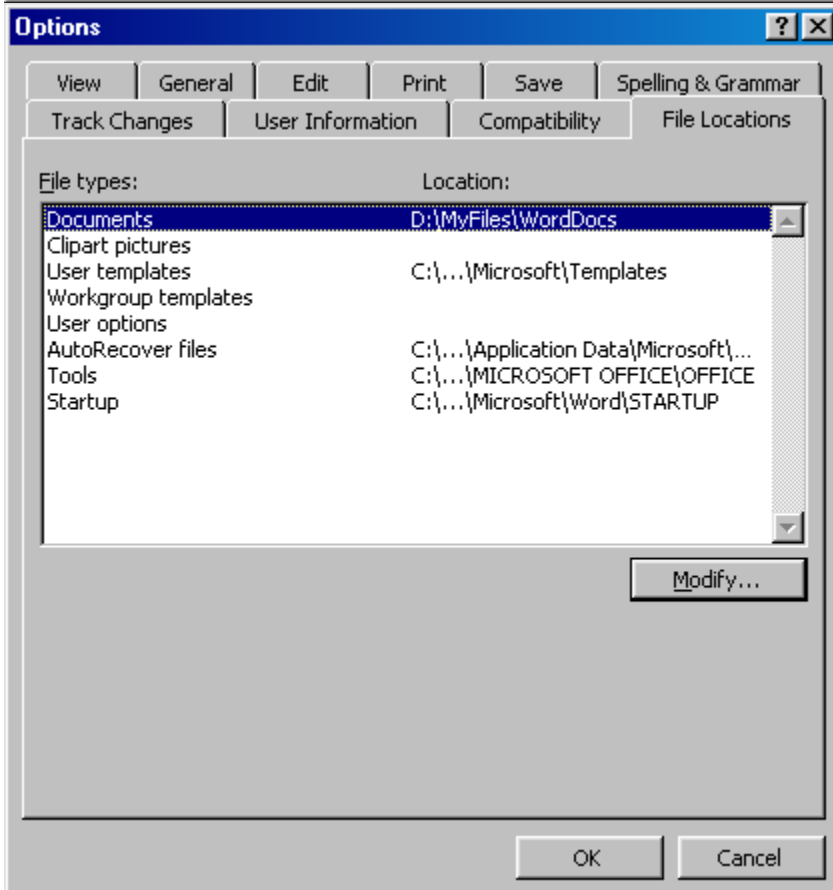
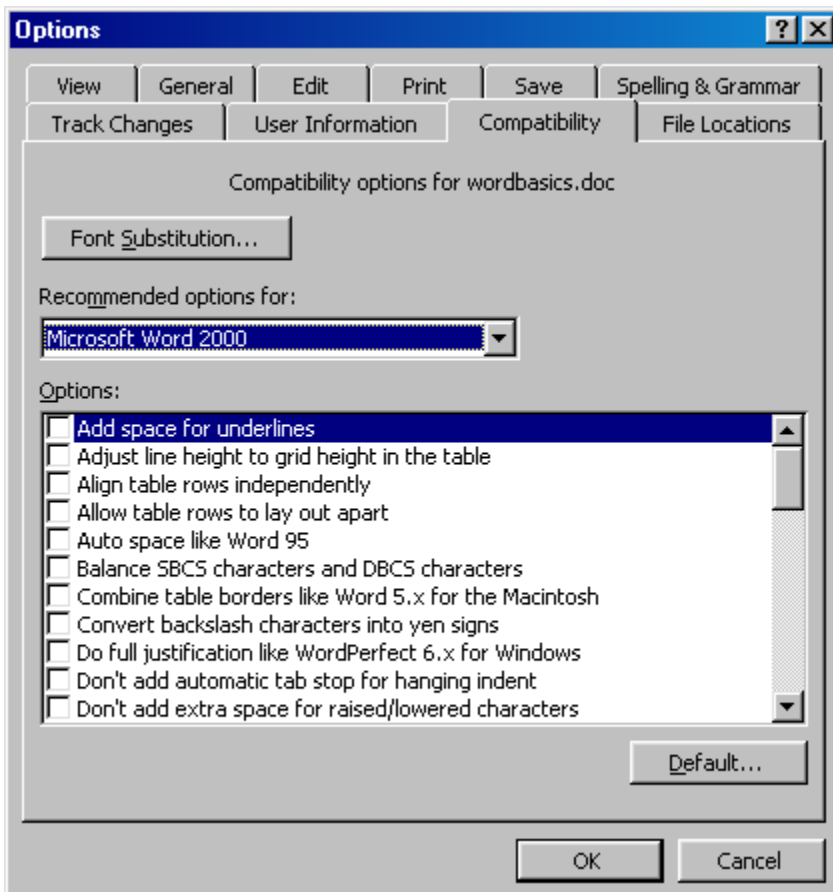
Track Changes | User Information | Compatibility | File Locations

Name:

Initials:

Mailing address:

OK Cancel



## Turn off that Annoying Paper Clip!

You can turn off the Help Office Assistant (paper clip or whatever animation you have selected).

1. Click on **Help**
2. Choose **Hide Office Assistant**

To change the the animated assistant

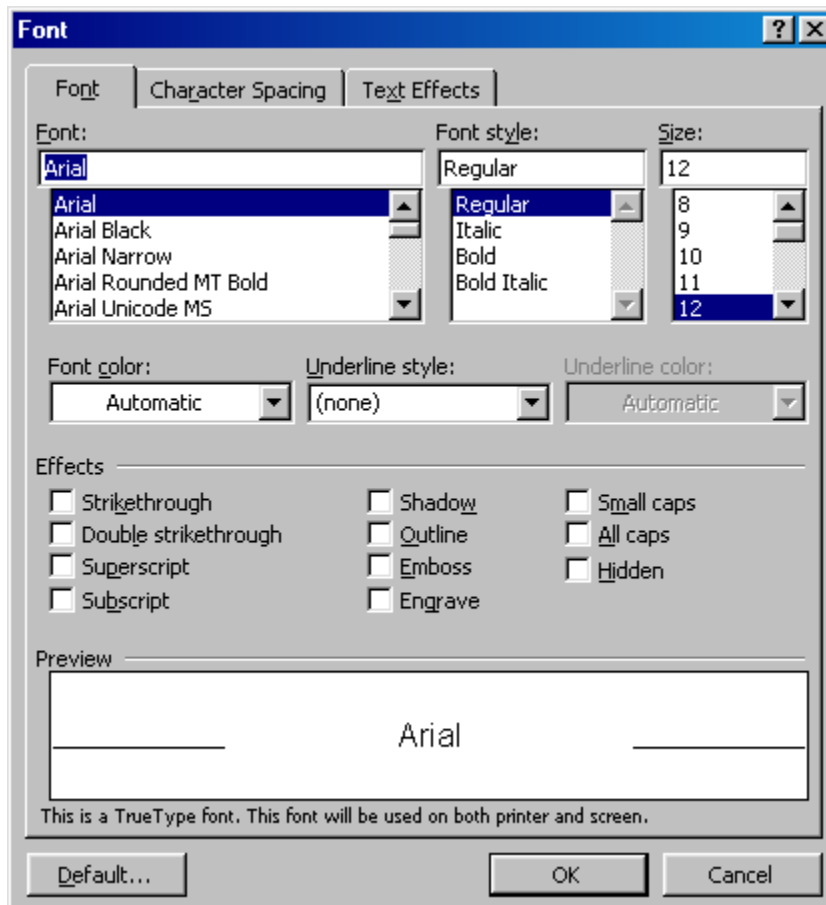
1. Click on **Help**
2. Choose **Show the Office Assistant**
3. When the Assistant Dialog box appears, click on **Options**
4. Click on the **Gallery** tab
5. Choose the animated assistant you like

## Format Your Document

### Font

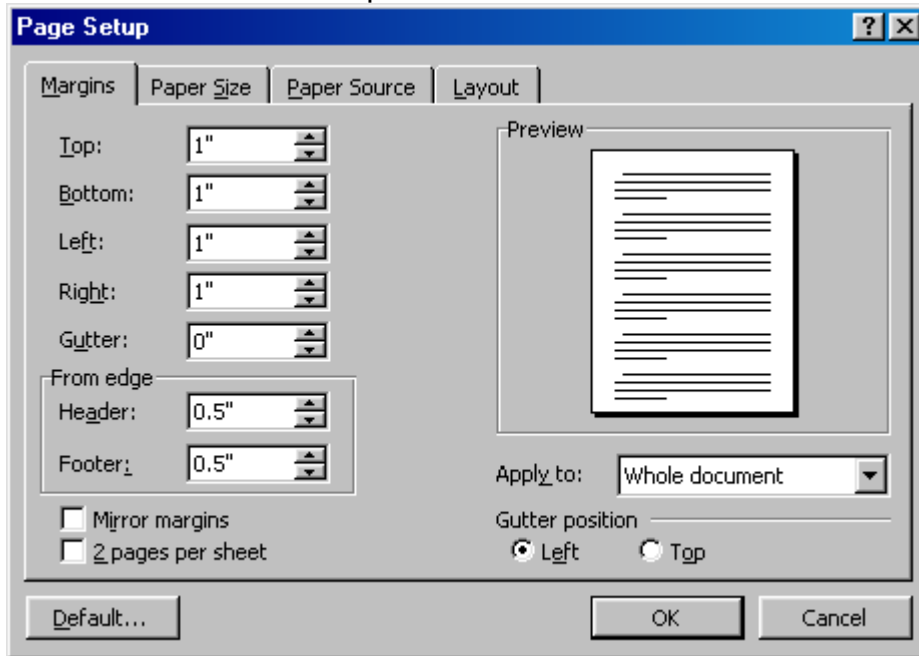
You can change the typeface, style, size, color and effects.

1. Click on **Format**
2. Choose **Font**
3. When the dialog box (shown below) opens, edit the font as desired.



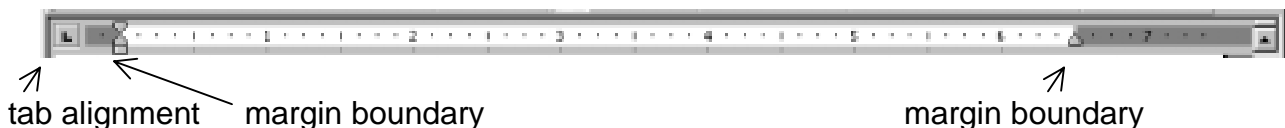
## Margins

1. You can set the page margins by clicking on **File** then **Page Setup**. The window shown below will open.



2. From the **Margins** tab, you can set the top, bottom, left and right margins. In the **Apply to** box, you can choose whether to apply the settings to the whole document or from this point forward. You can either click on the up and down arrows to change the value in the margins box, or you can click in the box and type in the margin value you want.
3. If you want this new setting to be the new default setting for your margins, click on **Default** at the bottom of the window.
4. You can also specify how far from the edge of the page you want the header and/or footer.

You can also set the left and right margins using the **ruler bar**. Point to the margin boundary on the ruler bar – when the mouse pointer changes to a double arrow  $\leftrightarrow$  drag the margin boundary left or right to decrease or increase the margin.



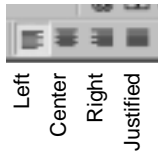
## Paper selection

1. Click on the **Paper Size** tab to choose the paper size and orientation (portrait or landscape).
2. Click on the **Paper Source** tab to choose which tray you want the printer to pull from for the first page and for other pages. The safest way to print something on special paper (such as labels) is to set the paper source to be manual. Then it won't print until you feed the paper you want into the manual feed tray. This will avoid the problem of someone else's document printing on the labels you put in the regular paper tray.

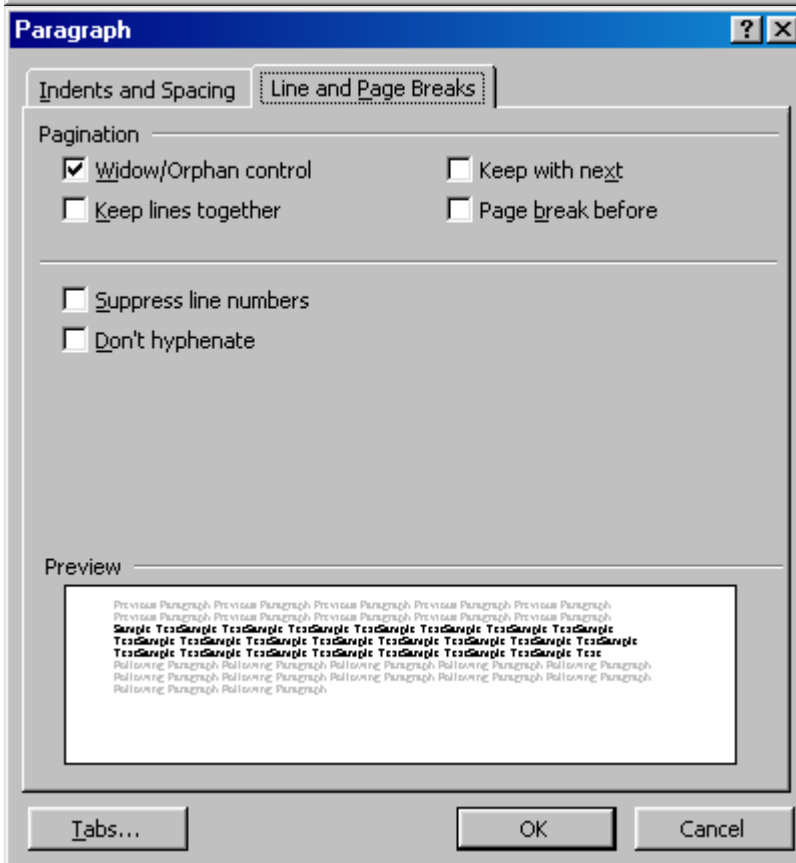
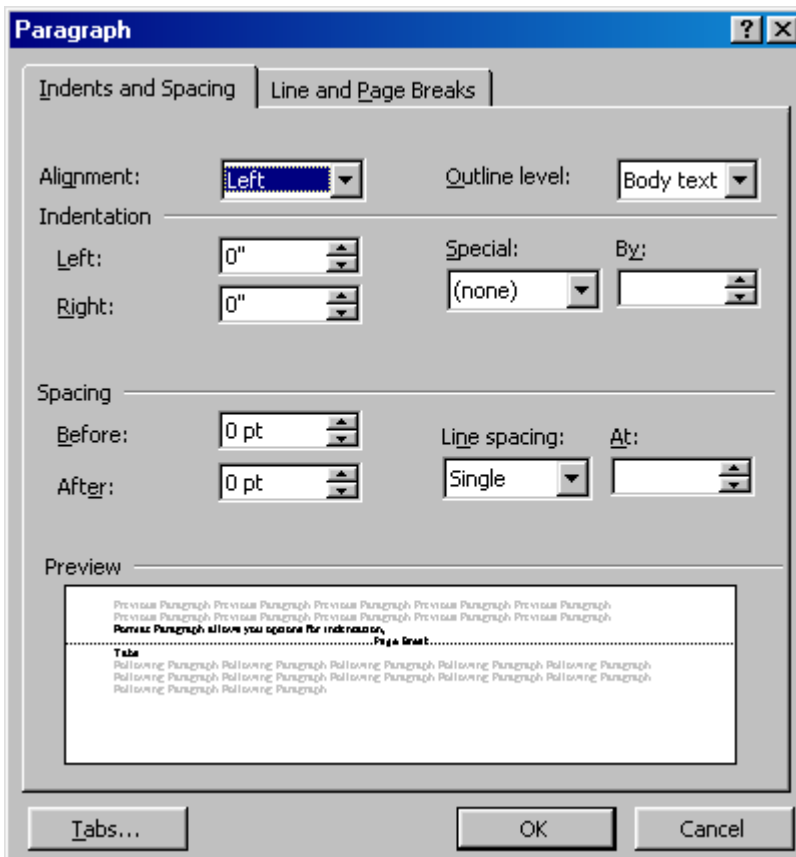
The last tab is **Layout**. If you wanted to center the page vertically (up and down) on the page, you would click on the arrow in the **vertical alignment** field and choose center (the choices are top, center, justified and bottom). The default vertical alignment is top. This is also the tab where you can set headers and footers to be different for even and odd pages, or set the headers and footers to be different on the first page than on other pages.

## Alignment (horizontal)

You can choose alignment of text or images to be left, right, centered, or justified. You can click on **Format** then **Paragraph** then **Alignment**, or use the icons on the toolbar



**Format Paragraph** allows you options for alignment, indentation, and line spacing.



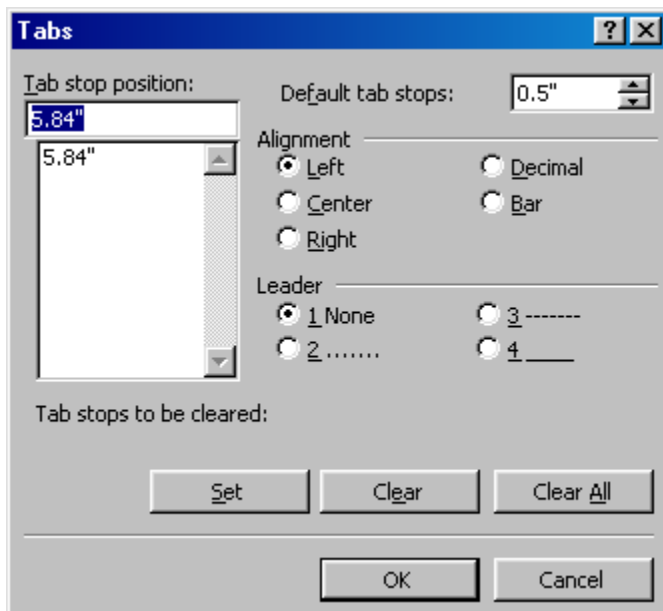
**Widow/Orphan control** allows you to set whether a single line of a paragraph is on one page while the rest of the paragraph is on another page. Widow/orphan control stops this from happening.

**Widow** – the last line of a paragraph that appears at the top of a page by itself

**Orphan** – the first line of a paragraph that appears at the bottom of a page by itself

## Tabs

1. You can set tabs in the ruler by clicking where you want to set tab stops. The default is left aligned tab, but you can change that by double clicking where you want to set the tab which opens up the same tabs box you would see if you
2. Click on **Format** then **Tabs** (see below). Set the tab position, alignment and leader, then click **Set**. Continue for each tab stop needed, then click OK. (You can also change the tab alignment by clicking on the tab type button at the far left on the ruler bar.)



You could use Leader #2 to create a table of contents like this one:

Shortcuts .....	21-24
Toolbars .....	25
The Basics .....	1-20

## Create a Table

Let's add a table to our document. There are several ways to add a table, but the easiest for me is

1. Click on **Table** in the menu bar
2. Choose **Insert**, then **Table**. The Insert Table dialog box shown below will display. You can then set the number of columns and rows easily.



Create a table that has 3 columns and 3 rows and click **OK**. You now have a table in your page.

1. To get from one cell to the next in the same row, use the **Tab** key.
2. To move from one row to the next, use your up and down arrows.
3. To **tab within a table cell** use **CTRL+tab**.

To set the lines (borders) for your table

1. Click within one of the cells in the table
2. Click on **Format**
3. Choose **Borders and Shading**.
4. Choose the setting (box, shadow, etc.) for your table, the border style you want and choose whether to apply to the whole table or only the current cell.

There are other ways to set borders, but this is the easiest for me. If you do not want any border to print with your table, choose **no border**.

While working with a table, it is easier for me to have the gridlines show. To hide the gridlines

1. Click on **Table**
2. Click on **Hide Gridlines**.

If you have hidden the gridlines and decide you want to see them, click on **Table** then click on **Show Gridlines**. If you have chosen no border and have gridlines showing, they will display in your document but will not print.

You can also set a border for an entire page.

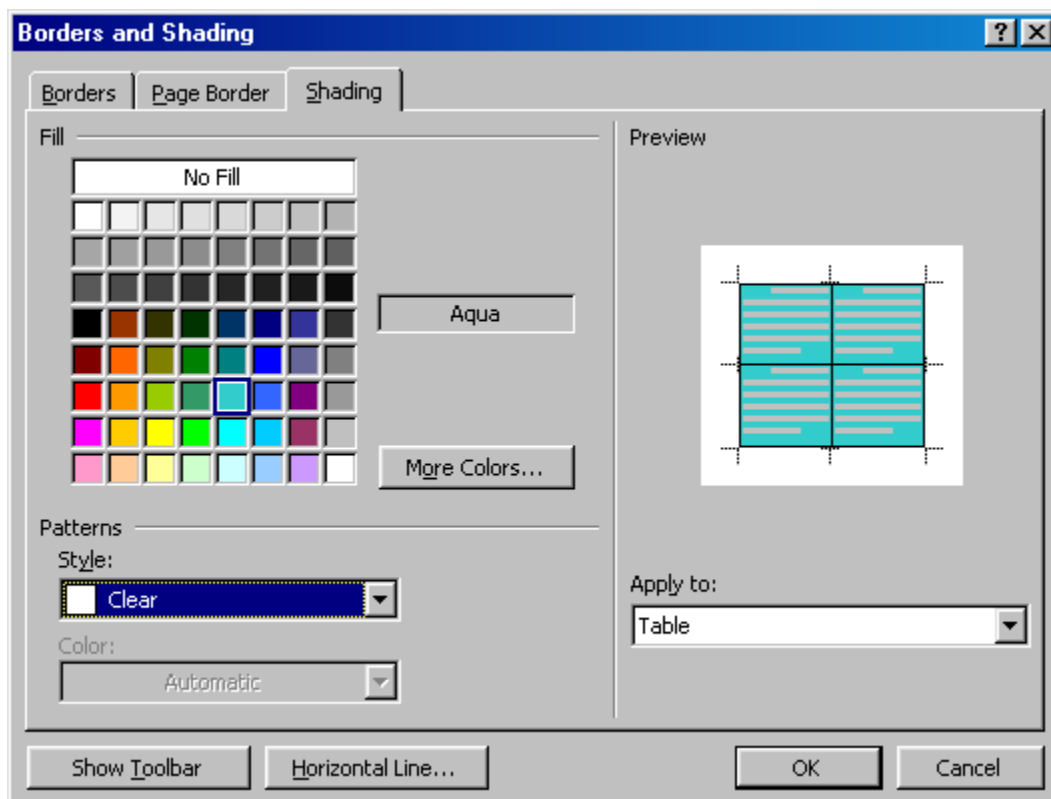
1. From the menu bar, choose **Format**



2. Select **Borders and Shading**.
3. Click on the **Page Border** tab, choose the setting, then select your border style, color, and width. Make sure the **Apply to** section at the right says **Whole Document**.
4. If you want a fancy border, below border style, color and width is a box **Art** – choose from one of the fancy art borders.

To add a background color to the cells of your table

1. Go to **Format**,
2. Select **Borders and Shading**
3. Click on the **Shading** tab. Under Fill, choose a color.
4. You can also set a pattern style by clicking on the arrow in the drop-down box under Patterns|Style.
5. You can choose whether to apply the shading (fill color and/or pattern) to the whole table, the cell, or the paragraph.



For this exercise, enter data into your table. Let's create a header row with labels for what is contained in each column. If your table has three columns, enter column headings of **Name**, **Address**, and **Phone**. In the second row, type in your name, address and phone in the appropriate columns. Enter data into the third row.

After you have entered a phone number into the last column of the third row, press tab, and a fourth row will be added. This is helpful if you aren't sure how many rows your table will need; the table will expand as data is added. Experiment with formatting the borders, shading, font, etc. in the table you have created. Use CTRL+Tab to indent text within a cell.


Experiment with gridlines by changing your table borders to “none” and alternating between Show Gridlines and Hide Gridlines.

## Other


### Bulleted and Numbered Lists

You can create bulleted and numbered lists easily with Word. The problem comes when you want to discontinue the list.

To create a bulleted list


1. Click on **Bullets** icon in the formatting toolbar 
2. Type your list
3. To stop using bullets, press enter, then click on the **Bullets** icon to turn bullets off
4. Or press enter, then use backspace to delete the bullet. This will discontinue bulleting items.

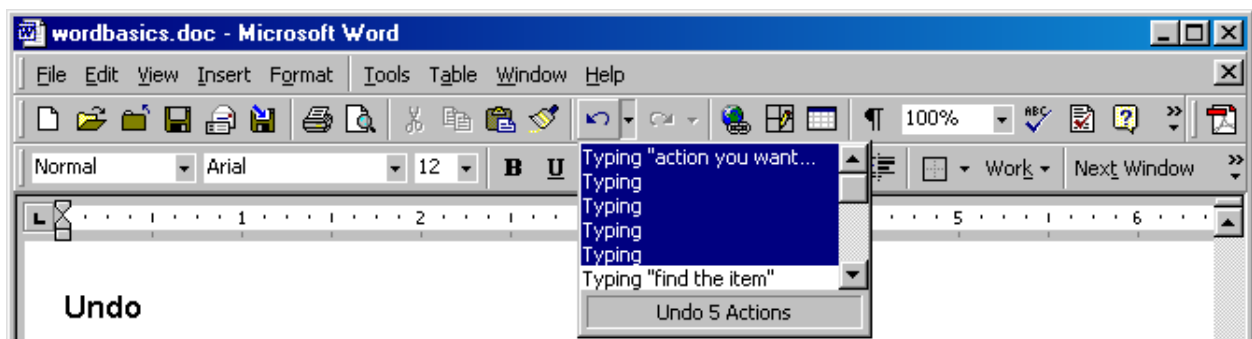
To create a numbered list

1. Click on **Numbering** icon in the formatting toolbar 
2. Type your list
3. Press enter, then click on **Numbering** icon to turn numbering off
4. Or press enter, then use backspace to delete the number and discontinue your numbered list.

## Undo

If you make a change and for some reason, you do not like the change, or it messes up your document, you will appreciate one of the most important functions in Word - **Undo**.

You simply click on the **Undo** icon  or press **Ctrl + z**. This will undo the last change you made. You can undo a number of items by clicking on the arrow next to the undo icon and selecting down to the last item you want to undo. **You cannot pick individual items in that list – you must step back (undo) all items above it in the list.** You can click undo a number of times until you have restored the document to the state you desire, or find the action you want to undo in the list.



## Spell Check

Word Spell Check is very useful, but not a substitute for proofreading. Remember, it will only detect a word it thinks is misspelled, not a word that is not used correctly. You can add words you frequently use to the dictionary for which Word does not know the correct spelling.

To add words to the Custom Dictionary

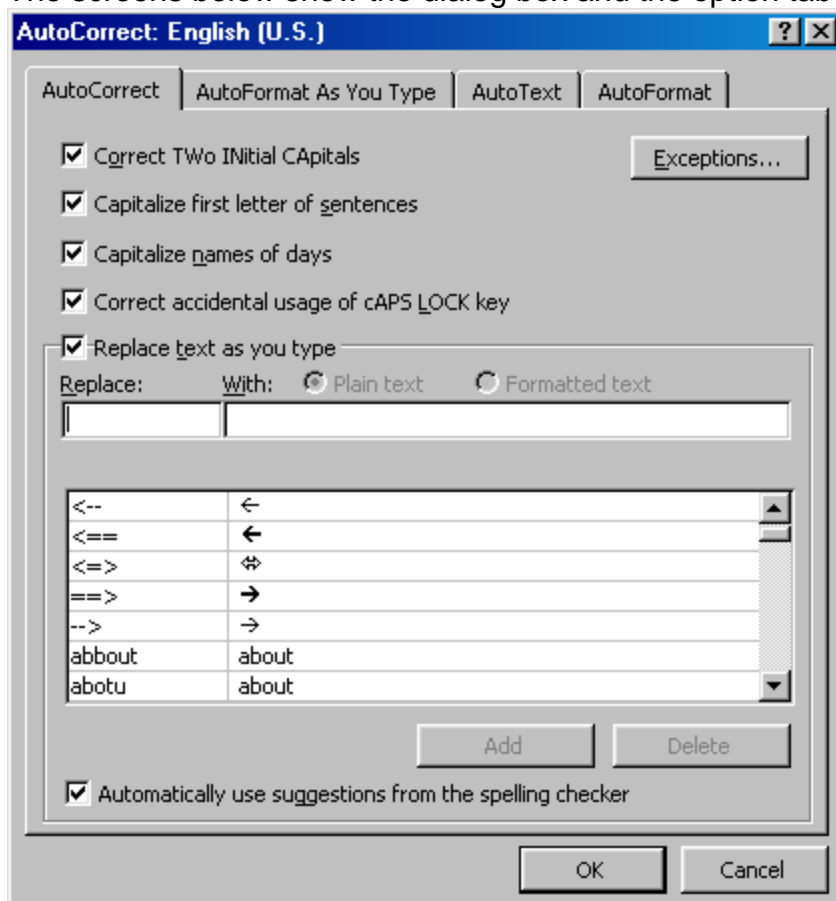
1. Click on **Tools**
2. Go to **Options**
3. Click on the **Spelling & Grammar** tab
4. The section "Custom Dictionaries" should have an entry CUSTOM.DIC. Click on the button next to that box which reads **Dictionaries**
5. Click **Edit**. A new window will open with any entries you already have in your dictionary. Add words you want to add to the dictionary (each on a new line).
6. Click **Save**, then close the CUSTOM.DIC window.

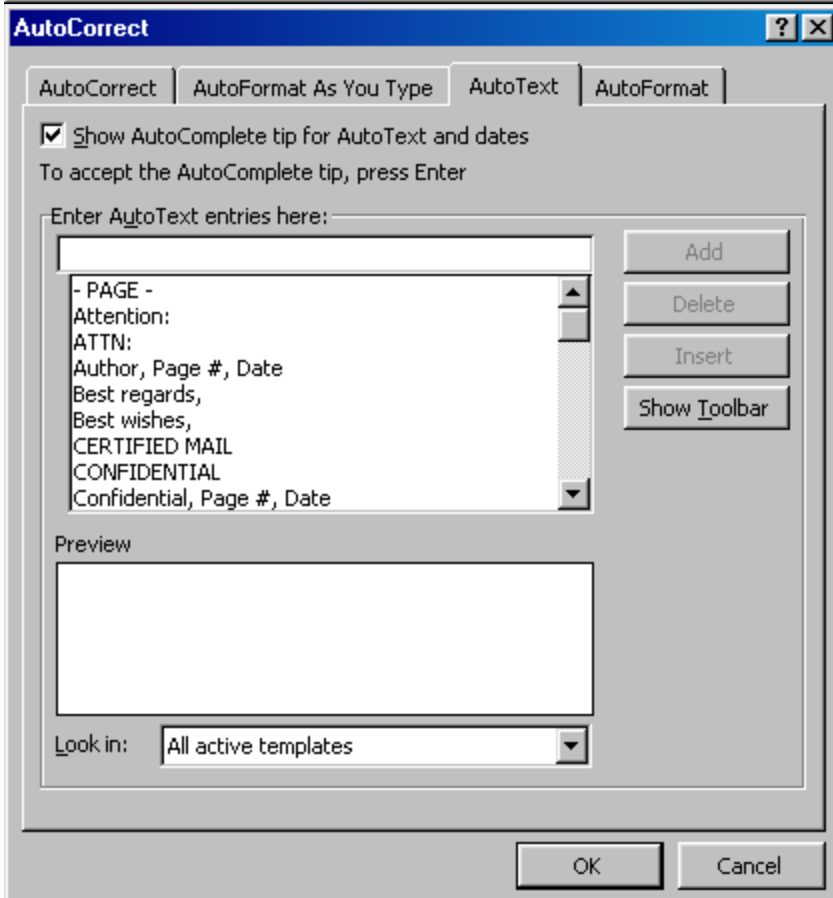
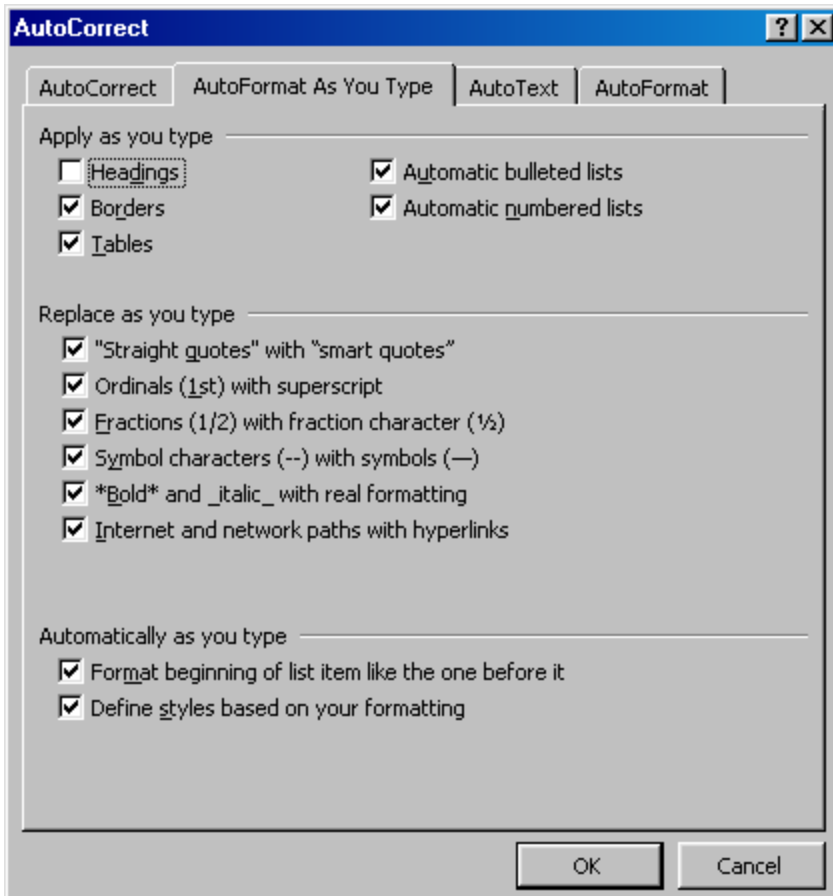
## AutoCorrect

You can change how Word makes automatic corrections.

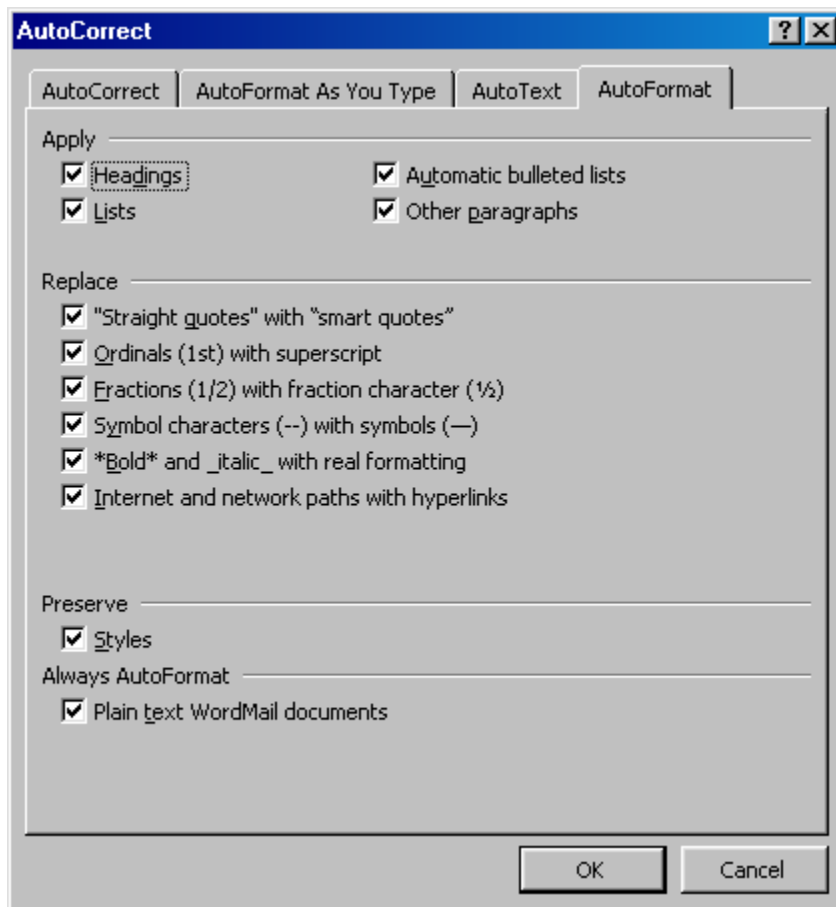
1. Click on **Tools**
2. Choose **AutoCorrect...**

The screens below show the dialog box and the option tabs.

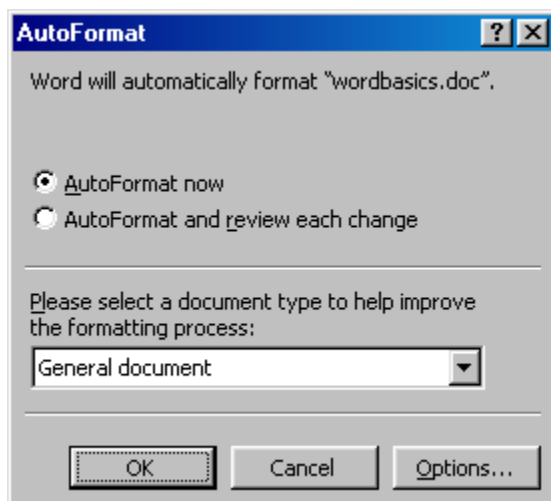




**AutoFormat** is part of the AutoCorrect function, but this controls settings and what happens when you choose to apply AutoFormat. Below is the setting within AutoCorrect for setting options for AutoFormat.



**AutoFormat** can be found under **Format**. When you choose **AutoFormat**, the following window opens. If you click on **Options** from this window, the dialog box above would appear. Document types to select are **General document**, **Letter**, or **Email**. You can choose whether to have Word perform AutoFormat now or AutoFormat and review each change.



# Keyboard Shortcuts

## Function key

Press	To
F1	Get online Help or the Office Assistant
F2	Move text or graphics
F3	Insert an AutoText entry (after Word displays the entry)
F4	Repeat the last action
F5	Choose the <b>Go To</b> command ( <b>Edit</b> menu)
F6	Go to next pane or frame
F7	Choose the <b>Spelling</b> command ( <b>Tools</b> menu)
F8	Extend a selection
F9	Update selected fields
F10	Activate the menu bar
F11	Go to the next field
F12	Choose the <b>Save As</b> command ( <b>File</b> menu)

## SHIFT + Function key

Press	To
SHIFT+F1	Start context-sensitive Help or reveal formatting
SHIFT+F2	Copy text
SHIFT+F3	Change the case of letters
SHIFT+F4	Repeat a <b>Find</b> or <b>Go To</b> action
SHIFT+F5	Go to the last place you worked (edited) in a document
SHIFT+F6	Go to the previous pane or frame
SHIFT+F7	Choose the <b>Thesaurus</b> command ( <b>Tools</b> menu, <b>Language</b> submenu)
SHIFT+F8	Shrink a selection
SHIFT+F9	Switch between a field code and its result
SHIFT+F10	Display a shortcut menu (right click menu)
SHIFT+F11	Go to the previous field
SHIFT+F12	Choose the <b>Save</b> command ( <b>File</b> menu)

## **CTRL + Function key**

<b>Press</b>	<b>To</b>
CTRL+F2	Choose the <b>Print Preview</b> command ( <b>File</b> menu)
CTRL+F3	Cut to the Spike *
CTRL+F4	Close the window
CTRL+F5	Restore the document window size
CTRL+F6	Go to the next open document
CTRL+F7	Choose the <b>Move</b> command ( <b>Control</b> menu)
CTRL+F8	Choose the <b>Size</b> command (document <b>Control</b> menu)
CTRL+F9	Insert an empty field
CTRL+F10	Maximize the document window
CTRL+F11	Lock a field
CTRL+F12	Choose the <b>Open</b> command ( <b>File</b> menu)

**\*Spike** - A special AutoText entry that stores multiple items that you've deleted. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document. You can also use the Office Clipboard to get the same result.

## **CTRL + SHIFT + Function key**

<b>Press</b>	<b>To</b>
CTRL+SHIFT+F3	Insert the contents of the Spike *
CTRL+SHIFT+F5	Edit a bookmark
CTRL+SHIFT+F6	Go to the previous window
CTRL+SHIFT+F7	Update linked information in a Word source document
CTRL+SHIFT+F8	Extend a selection or block (then press an arrow key)
CTRL+SHIFT+F9	Unlink a field
CTRL+SHIFT+F10	Activate the ruler
CTRL+SHIFT+F11	Unlock a field
CTRL+SHIFT+F12	Choose the <b>Print</b> command ( <b>File</b> menu)

## ALT + Function key

Press	To
ALT+F1	Go to the next field
ALT+F3	Create an AutoText entry
ALT+F4	Quit Word
ALT+F5	Restore the program window size
ALT+F7	Find the next misspelling or grammatical error. The <b>Check spelling as you type</b> check box must be selected ( <b>Tools</b> menu, <b>Options</b> dialog box, <b>Spelling &amp; Grammar</b> tab).
ALT+F8	Run a macro
ALT+F9	Switch between all field codes and their results
ALT+F10	Maximize the program window
ALT+F11	Display Microsoft Visual Basic code

## ALT + SHIFT + Function key

Press	To
ALT+SHIFT+F1	Go to the previous field
ALT+SHIFT+F2	Choose the <b>Save</b> command ( <b>File</b> menu)
ALT+SHIFT+F9	Run GOTOBUTTON or MACROBUTTON from the field that displays the field results
ALT+SHIFT+F11	Display Microsoft Visual Studio code

## CTRL + ALT + Function key

Press	To
CTRL+ALT+F1	Display Microsoft System Information
CTRL+ALT+F2	<b>Open</b> command ( <b>File</b> menu)



## Other Shortcuts:

Press	To
CTRL + End	Go to bottom of document
CTRL + Home	Go to top of document
SHIFT + End	Highlight text from the cursor to end of line
CTRL + a	Select all the text in the document
CTRL + b	Bold
CTRL + i	Italicize
CTRL + u	Underline
CTRL + n	Open a new (blank) document
CTRL + o	Open
CTRL + p	Print
CTRL + s	Save
CTRL + w	Close the document
CTRL + c	Copy
CTRL + v	Paste
CTRL + x	Cut
CTRL + y	Repeat last action
CTRL + z	Undo
End	Move to the end of the line
Home	Move to the beginning of the line
CTRL + backspace	Delete one word to the left
CTRL + delete	Delete one word to the right
CTRL + [	Shrink font by 1 point
CTRL + ]	Increase font by 1 point
CTRL + left arrow	Move to the left one word at a time
CTRL + right arrow	Move to the right one word at a time
CTRL + up arrow	Move up one paragraph
CTRL + down arrow	Move down one paragraph

## Toolbars and Status Bar

The image displays three toolbars from Microsoft Word 2003:

- Standard Toolbar:** Contains icons for New Blank Document, Open, Close, Save, Email, Save As, Print, Print Preview, Cut, Copy, Paste, Format Painter, Undo, Redo, Insert Hyperlink Tables and Borders, Insert Table, Insert Excel Worksheet Columns, Drawing, Document Map, Show Paragraph Marks, Zoom/View, Spell Check, Grammar Check, and Help.
- Draw Toolbar:** Contains icons for Select Object, Free Rotate, Auto Shapes, Line, Arrow, Rectangle, Oval, Text Box, Word Art, Insert Clip Art, Fill Color, Line Color, Font Color, Line Style, Dash Style, Arrow Style, Shadow, and 3-D.
- Status Bar:** Displays 'Page 1', 'Sec 1', '1/1', 'At 1"', 'Ln 1', 'Col 1', 'REC', 'TRK', 'EXT', 'OVR', and a red X icon.

Labels for the Standard toolbar icons (from left to right):

- Style
- Font Face
- Font Size
- Bold
- Italics
- Underline
- Align Left
- Align Center
- Align Right
- Justify
- Numbering
- Bullets
- Decrease Indent
- Increase Indent
- Outside Border
- Highlight
- Font Color
- Work Files
- Next Window in Word

Labels for the Draw toolbar icons (from left to right):

- Draw
- Select Object
- Free Rotate
- Auto Shapes
- Line
- Arrow
- Rectangle
- Oval
- Text Box
- Word Art
- Insert Clip Art
- Fill Color
- Line Color
- Font Color
- Line Style
- Dash Style
- Arrow Style
- Shadow
- 3-D

Labels for the Status bar (from left to right):

- Current Page #
- Current Section #
- Page x of y
- Cursor Position
- Record Macro
- Track Changes
- Extend Selection
- Overtime
- Spelling and Grammar Status

Additional tips are available on NT at (D on ObolerNT)J:\Library Staff\Office\Word.Doc  
 Tips for Access, Excel, PowerPoint and Outlook are also available in that same directory. Sue Carter updates those tips periodically from tips she receives via email. Be sure to set your view for "Web Layout View" (second icon from the left) and under View, select "Document Map" to make tips easier to find.

