

MICROSOFT WORD TOPICS - Prof. Richard B. Goldstein

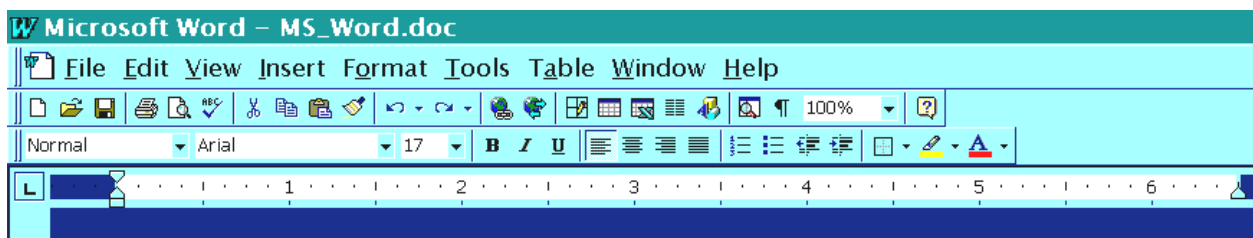
LAUNCHING WORD

- Press the **Start** button
- Choose **Programs** and select **Microsoft Word**

QUITTING WORD

- Alt + F4
- Alt, F (or click File in menu bar), X (for exit)

DOCUMENT WINDOW



- Title, Menu, Tool, and Power Bars
- Ruler, scroll bars and boxes
- Status Bar

QUICK EXAMPLE

Type a few paragraphs

- show simple corrections using mouse or arrows to find insertion point
- backspace or delete to erase

Printing (including setting up the printer)

- make sure the printer is on and it has paper!
- click on printer icon (4th in tool bar) or **F**ile | **P**rint or Ctrl + P
- on top the correct printer might need to be selected
- you may print the whole document or current page

Saving



- use the save icon (3rd in tool bar) or **F**ile | **S**ave or Ctrl + S
- to save in different location or change name use **F**ile | Save **A**s; the file drive should be set to **a** (your 3 ½" disk)
- type in a filename - for example, **sample1**
- note: if it has been saved previously the name will appear in the title bar

Opening (retrieving)

- use the open icon (2nd in tool bar) or **F**ile | **O**pen or Ctrl + O to find the file in the directory

EDITING

Insertion point

- the current insertion point appears as a flashing vertical line:
- simple up, down, left, or right movements may be made with the arrow keys
- the mouse/trackball location may appear as an arrow  or an I-bar 
- by moving the mouse and clicking the left button you may move the insertion point
- see the text for more possibilities

Highlighting a block

- use the mouse to locate the beginning of the block, click the left button
- once, and drag the mouse over the rest of the block until the end - the block will be shown inversely (white letters on a black background)
- once highlighted a block may be deleted, copied, reformatted or moved

Deleting

- the delete key [Delete] or [Del] can be used to erase the character immediately to the right of the insertion point
- the backspace key [Back Space] can be used to erase the character immediately to the left of the insertion point
- for larger insertions, highlight the block and use the delete key

Moving

- highlight a block, click the cut icon (shown as scissors - icon #7 on the toolbar), move the mouse to a new location, and click the paste icon (shown as a pasted note on a clipboard - icon #9 on the tool bar)

Copying

- highlight a block, click the copy icon (shown as two pages - icon #8 on the toolbar), move the mouse to a new location, and click the paste icon

Changing

- most changes are made by erasing ([Back Space] or [Delete] key) followed
- by an insertion of new characters

- on the bottom right of the screen the status bar will show either **Typeover (OVR)** or **Insert** – by pressing the [Insert] key one toggle back and forth between these two modes. Note, that in typeover mode new characters are inserted over old and in insert mode the characters are fit in.

VIEWS

- Either use the lower scroll bar's icons or **V**iew in the menu bar to choose either
- Normal, Online Layout, Page Layout, Master Document. I prefer Page Layout.
- Changing the zoom factor (10% to 500%, page width, whole page, or two pages) may be done from the tool bar or by using **V**iew | **Z**oom...

FONTS, POINT SIZE, MARGINS, APPEARANCES, JUSTIFICATION

Use the **F**ormat menu or the power bar to change font, point size or appearances. Use **F**ile | **P**age **S**etup to change paper size, orientation, or margins.

FONTS

- select a font from the power bar - the initial font may be Times New Roman, Courier, etc. - each change will remain in effect for the document until another font is chosen

POINT SIZE

- point size may be changed in the power bar - the default value is 10 or 12 with a range is from 1? to 300? pts including fractions such as 10.5

APPEARANCE

- Press **F**ormat | **F**ont from the menu
- Options include: changing the font face or point size (mentioned above),
- appearances (such as bold, italic, or underline which can be done with tool bar buttons or others such as double underline, shadow, etc.), position (for superscripts or subscripts), relative size (for small to extra large), and even color (a color palette appears).

MARGINS

- Left and Right margins may be changed by clicking on the tabs in the ruler

INDENTATION

To indent from the left or right margins by an arbitrary amount use **F**ormat | **P**aragraph under the tab Indents and Spacing. Change the left and/or right settings.

ALIGNMENT

- On the power bar are buttons for left, center, right and full justification.
- There are buttons for numbering, bullets, increasing, or decreasing indents

SPELL CHECK, THESAURUS, GRAMMAR

- These options are found under the **T**ools menu bar item.
- Spell checking can be used to check a single word, paragraph, or the entire document for spelling errors. They are shown with a wavy red underline. Homonyms such as “to”, “two”, or “too” or wrong words are not corrected. However, they may be found in the grammar check and shown with a wavy green underline.
- The thesaurus (**T**ools | **L**anguage) is also quite helpful.

GRAPHICS

- Images may be brought into the document by **I**nsert | **P**icture from the menu bar. Select the image from Clip Art, From File, Auto shapes, Word Art, or Chart.
- Equations (using **I**nsert | **O**bject which brings up its own menu and notations) and other text boxes are also available.
- Once a graphics box is in place, it may be moved or resized. The location may be set on a page, by a paragraph, or even by a character reference. Text can be wrapped around or through the image.

QUICK TASKS

- Word provides a wealth of sample forms or templates. There are also professional-looking documents that one can use immediately and found under **F**ile | **N**ew.

TABLES & SPREADSHEETS

- One can start with **T**able from the Menu Bar or with **Table icon** from the Tool Bar.
- First, move the insertion point to the location where you want to insert the table. Next, set the desired number of columns and rows.
- Widths may be set by the tab markers. Many other quick tasks can be done from the Tables toolbar which appears while working with a table.
- Each cell may have individual justification, fonts, formats, shading, line boundaries, etc.
- Tables may contain numbers and formulas common to spreadsheets.

COLUMNS

- One can start with **F**ormat | **C**olumns from the Menu Bar or with **Columns icon** from the Tool Bar. The insertion point should begin at a new paragraph.
- Options include **newspaper-style** columns in which the text snakes across the page from the bottom of one column to the top of the next column and **parallel** columns in which text never wraps from one column to another.
- Column widths may be adjusted in either style. Also, newspaper-style columns may be balanced - that is, columns are automatically adjusted so that they are equal in length.

MACROS

- Macros allow a single keystroke to take the place of many Word commands and instructions. They are stored as files (recorded) and played back when needed.

OLE

- OLE stands for “Object Linking and Embedding.”
- When you **link** an object, the same information exists in two places: the server document (original) and your client document (copy). Making a change in either document changes both documents! This can also apply to other pieces of the Microsoft Office: Outlook, Excel, Access, and Power Point
- An **embedded** object is a snapshot (frozen copy) of the original object. Changes made on the object do not affect the partner’s document.

MULTIMEDIA

- Simple text documents may be enhanced with:
 - Graphics
 - Equations
 - Lines (horizontal, vertical, or custom arrows and others shapes)
 - Sound clips
 - Sound files have the extensions .WAV or .MID for example and may be found in c:\windows or other directories. They may be embedded or linked.
 - Slide shows can be created by Power Point

This is a header – use View | Header and Footer to create it

WORD – Advanced Ideas

- Bullets, numbered lines, indent
- Word Art
- Graphical files (jpg, gif, etc.)
- Graphical shapes (lines, circles, etc.)
- Spell check, grammar check, thesaurus
- Excel table, sorting lists
- Footnotes, endnotes, headers and footers
- Mail merge

To correct the spelling of a word, right-click on the word that is underlined in red or use F7 or Tools | Spelling and Grammar... Grammar errors often more subtle. The last sentence is missing the word “are.” The sentence, a fragment, is undelined in green. The thesaurus is found under Tools | Language | Thesaurus or Shift + F7.

Jones	Sarah	92	
Green	Paul	75	
Green	Linda	84	
Wilson	Kevin	90	The table on the left is unsorted

Green	Linda	84	
Green	Paul	75	
Jones	Sarah	92	
Wilson	Kevin	90	The table is sorted by highlighting A to C and Data Sort

Here are some examples of footnotes¹ and endnotes. The reference is our textbook².

To set headers and footers go to View | Headers and Footers

¹ This is an example of a footnote. Endnotes are at the end of the chapter or entire document.

² Microsoft Office 2002® Professional by Tim Duffy