

Microsoft Word XP Basics

Starting Word

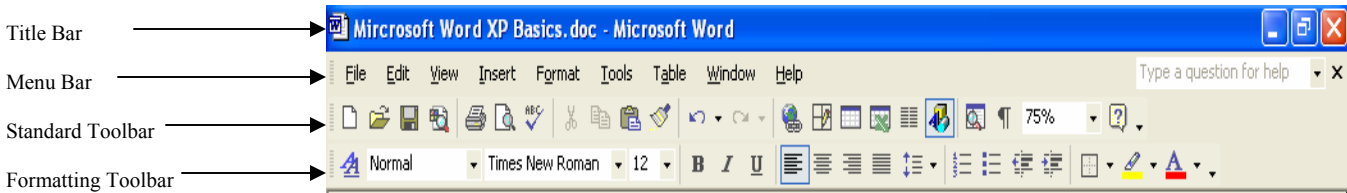


Click the **start** button, move the pointer to **All Programs**. Move the pointer to **Microsoft Office** and then select **Microsoft Word** and click the application or click the program icon on the Quick Launch Toolbar or the in the frequently used program list.

The window for the application normally appears maximized with the application name and document name in the title bar.

Tools on the Toolbar

In Word there are usually three ways to accomplish tasks. One is using the menu, second using tools on the toolbar and third is using key strokes.



Moving your pointer over each toolbar icon will give you the name of the tool icon.

If the toolbars are not visible, click on the **View** menu and select **toolbars**. Make sure the **Standard** and **Formatting** toolbars are checked.

Ways to view a Word document

Microsoft Word has different ways for you to get a good view of your work, depending on the task at hand. Some of the most common views are described below.

Print Layout	Work in print layout view to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for editing headers and footers, for adjusting margins, and for working with columns and drawing objects. To switch to print layout view, click Print Layout on the View menu.
Web Layout	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. To switch to Web layout view, click Web Layout on the View menu.
Normal	Work in 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. In normal view, page boundaries, headers and footers, backgrounds, drawing objects, and pictures that do not have the In line with text wrapping style do not appear. To switch to normal view, click Normal on the View menu.
Outline	Work in outline view to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In outline view, you can collapse a document to see only the main headings, or you can expand it to see all headings and even body text. Outline view also makes it easy to work with master documents. A master document makes it easier to organize and maintain a long document, such as a multipart report or a book with chapters. In outline view, page boundaries, headers and footers, graphics, and backgrounds do not appear. To switch to outline view, click Outline on the View menu.







Full Screen	To display as much of your document as possible on the screen, you can switch to full-screen mode. In this mode, Word removes distracting screen elements, such as toolbars and scroll bars. If you want to choose menu commands in full-screen mode, rest the pointer at the top of the screen, and the menu bar appears. To switch to full-screen mode, click Full Screen on the View menu. To turn off full-screen mode and switch to the previous view, click Close Full Screen on the Full Screen toolbar, or press ESC.
Print Preview	In print preview, you can display multiple pages of a document in a reduced size. In this view, you can see page breaks, hidden text, and watermarks, and you can make editing or formatting changes before you print the document. To switch to print preview, click Print Preview on the File menu.

Entering Text in a New Document

Entering text into a new document is usually the first step in using a word processing program. Look for the small blinking vertical line. This is the insertion point.

About Click and Type

You can quickly insert text, graphics, tables, or other items in a blank area of a document by using Click and Type. Just double-click in a blank area, and Click and Type automatically applies the paragraph

Pointer shape	Formatting applied
	Align left
	Align center
	Align right
	Left indent
	Left text wrap
	Right text wrap

formatting (paragraph formatting: Formatting that controls the appearance of a paragraph — for example, indentation, alignment, line spacing, and pagination.) necessary to position the item where you double-clicked.

For example, to create a title page, double-click in the middle of a blank page and type a centered title. Then, double-click the lower-right margin of the page and type a right-aligned author name.

To determine which formatting Click and Type will apply when you double-click, watch the Click and Type pointer (Click and Type pointer shapes: Indicate which formatting will be applied when you double-click: a left-aligned, centered, or right-aligned tab stop; a left indent; or left or right text wrapping.). As you move the pointer into a specific formatting "zone," the pointer shape indicates which formatting will be applied:

Where to use Click and Type

Work with Click and Type in either print layout view or Web layout view to insert items in most blank areas of a document. Click and Type isn't available in the following areas: multiple columns, bulleted and numbered lists, next to floating objects, to the left or right of pictures with top and bottom text wrapping, or to the left or right of indents.

Using Auto Text

AutoText is another way to insert frequently used text, graphics or symbols. **AutoText** allows you to type in an abbreviation and then prompts you whether or not to insert the text.

1. Type the words “**Technology Department**” and select the text.
2. Press **Alt + F3**
3. Accept the name **AutoText** has assigned for your entry or enter new name in the **Please Name Your AutoText Entry Box**. For this example type “**Tech**” then click the **OK** button.
4. Place the cursor where you would like the **AutoText** to appear and start typing the text. Notice that Word will try to complete the word (**AutoComplete**). If you want the **AutoText** all you have to do is press the **Enter** key.

Enabling AutoComplete

AutoComplete offers on-screen tips as you type to prompt you with possible **AutoText** entries.

1. Select **AutoCorrect** option on the **Tools** menu.
2. Click on the **AutoText** tab.
3. Select **Show AutoComplete Suggestions**.
4. Click the **OK** button
5. As you type, an **AutoComplete** tip will appear after you type several letters of an **AutoText** entry. Hit **Enter** to insert the **AutoText** or keep typing to ignore it. Start typing today's date to see how **AutoComplete** works.

Saving and Naming a Document


There are several ways to save documents in Microsoft Word. You can save the active document you are working on, whether it is new or existed previously. You can save all open documents at the same time. And you can save a copy of the active document with a different name or in a different location.


If you have text or formatting you want to reuse in other documents you create, you can save a document as a Word template.

If you share documents with people who use previous versions of Word, and you want to be sure the documents look the same when they're opened in the earlier versions, you can turn off features that are not a part of that version.

Save a document

1. On the **File** menu, click **Save As**.
2. In the **File name** box, enter a new name for the file.
3. The **Save in** box should show the folder in which you want to save the document.
4. Click **Save**


To save the copy in a different folder, on a floppy disk (3 ½") or on a server, click a different location in the **Save in** list or a different folder in the folder list, or both. To save the copy in a new folder, click **Create New Folder** . Give the **New Folder** a name and then click **Save**.

After saving for the first time you can quickly save a document by clicking **Save**  on the **Standard** toolbar.

Closing a document and Exiting Word



Opening a Saved Document

1. In your Microsoft Office program, click **File**, and then click **Open** or click the **Open** icon  on the **Standard Toolbar**.
2. In the **Look in** list, click the drive, folder, or Internet location that contains the file you want to open.
3. In the folder list, locate and open the folder that contains the file.
4. Click the file, and then click **Open**.

☺ **Open the Word File on the Floppy Disk** and save it in the **My Documents** folder on the computer hard drive. This file will be used for the section on editing text.

Editing Text

Using The Backspace And Delete Keys

BACKSPACE Deletes one character to the left

CTRL BACKSPACE Delete one word to the left

DELETE Deletes one character to the right

CTRL DELETE Deletes one word to the right

Select Text By Using The Mouse

Any amount of text Drag over the text.

A word Double-click the word.

A line of text Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.

A sentence Hold down **CTRL**, and then click anywhere in the sentence.

A paragraph Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click or triple-click anywhere in the paragraph.

Multiple paragraphs Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down.

A large block of text Click at the start of the selection, scroll to the end of the selection, and then hold down **SHIFT** and click.

An entire document Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click.

Select Text By Using The Keyboard

Select text by holding down **SHIFT** and pressing the key that moves the insertion point. To select multiple areas that aren't next to each other, make your first selection, hold down **CTRL**, and then select any other items you want.

☺ Use the opened word document to practice selecting text with the above information.

Move or Copy Text

1. **First select the item you want to move or copy**

2. **Do one of the following:**

To move the item, click **Cut**  on the Standard toolbar or select **Cut** from the **Edit** menu.

To copy the item, click **Copy**  on the Standard toolbar or select **Copy** from the **Edit** menu.

3. **Click where you want the item to appear. Click Paste**  **on the Standard toolbar or Paste from the Edit menu.**


If you want to move or copy the item to a document in a different program, switch to the document in the other program and then paste.

Keystrokes for Cut, Copy and Paste

CTRL C Copy text or graphics **CTRL X** Cut selected text **CTRL V** Paste

☺ Practice cut, copy and paste with the sample word document

Undo and Redo Changes


On the Standard toolbar, click the **arrow next to Undo** .

Microsoft Word displays a list of the most recent actions you can undo.

Click the action you want to undo. If you don't see the action, scroll through the list.

When you undo an action, you also undo all actions above it in the list.

You can undo the very last action you took by just clicking **Undo**  on the Standard toolbar or use **Ctrl Z**.

If you later decide you didn't want to undo an action, click **Redo**  on the Standard toolbar or use **Ctrl Y**.

Fonts

Change the font

Select the text you want to change. On the **Formatting** toolbar, click a font name in the Font box .

Change the size of text


Select the text you want to change. On the **Formatting** toolbar, type or click a point size in the Font Size box .

Apply Bold, Italic, or Underline formatting

Select the text you want to change. On the **Formatting** toolbar, click Bold , Italic , or Underline .

Keystrokes **CTRL B** Make letters bold **CTRL I** Make letters italic **CTRL U** Make letters underline

Change the Color of a Font

1. Select the text you want to change.
2. Do one of the following:
 - To apply the color most recently used for text, click Font Color  on the **Formatting** toolbar.
3. To apply a different color, click the **arrow** next to the Font Color button, and then select the color you want.

Changing Font Properties Using the Font Dialog Menu

1. Select the text you wish to change.
2. Click **Format** on the **Menu** and select **Font**.
3. Select the **Font, Font Style, Size, Font Color, Underline Style, and Effects** from this dialog screen.

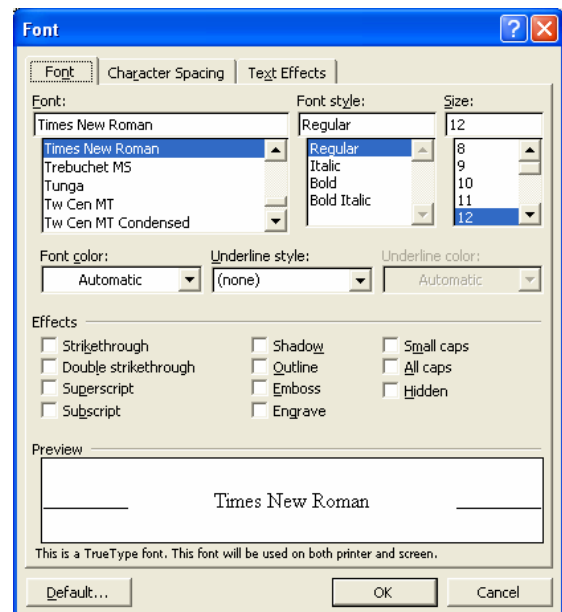
Set the default font

On the **Format** menu, click **Font**.

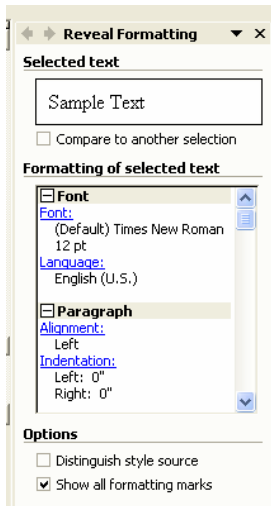
Select the options you want to apply to the default Font. Click **Default**. Any new document you open will use the font settings you selected.

default: A predefined setting. You can accept the default option settings, or you can change them to suit your own preferences.

☺ Use the opened word document to practice changing font characteristics.



Reveal formatting




On the **Format** menu, click **Reveal Formatting**.

Select the text whose formatting you want to review.

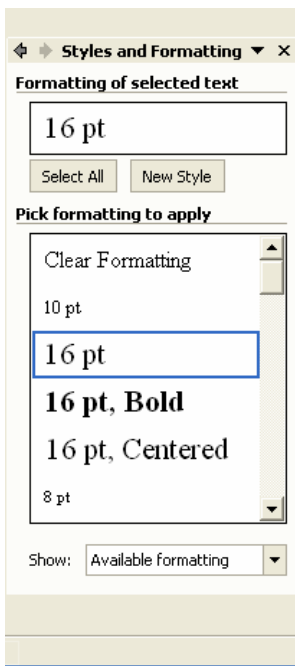
The formatting information will appear in the **Reveal Formatting task pane** (*task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.*).


Show or hide formatting marks

Click **Show/Hide**  on the **Standard** toolbar.

Reapply formatting


This procedure quickly applies formatting that you've used elsewhere in your document.




If the **Styles and Formatting** task pane is not open, click **Styles and Formatting**  on the **Formatting** toolbar.

1. Select the text that you want to format.
2. In the **Styles and Formatting** task pane, click the formatting that you want to apply.

Using the Format Painter

You can also use **Format Painter**  on the **Standard** toolbar to reapply some basic graphic formatting, such as borders and fills, and text formatting.

1. Place the cursor anywhere that has attributes you wish to copy, or select text that you want to copy the text attributes of.
2. Click the **Format Painter**  button, or use **Ctrl Shift C** on the keyboard.
3. Scroll to the text where you want the new formatting and select the text to change.
4. To change more than one occurrence, select text with format you want to replicate, double click the **Format Painter** and then select all occurrences of text you want to change.
5. Press Esc on the keyboard or click the toolbar icon to quite Format Painter.


Text Alignment and Spacing

Many factors determine how text is positioned. Margins determine the distance from the edge for all the text on a page, while paragraph indentation and alignment determines how paragraphs fit between the margins. You can also determine how much space occurs between lines, and before and after paragraphs.


Align text Left, Right or Center

1. Select the text you want to align.
2. On the **Formatting** toolbar, click **Align Left** , or **Align Center**  **Align Right** 
3. Keystrokes are: **Ctrl L** Left Align, **Ctrl E** Center Align, and **Ctrl R** Right Align

Justify text

Select the text you want to justify (*justify: To adjust horizontal spacing so that text is aligned evenly along both the left and right margins. Justifying text creates a smooth edge on both sides.*). On the **Formatting** toolbar, click **Justify** . Keystroke is **Ctrl J**.

Line Spacing

1. Select the text you want to change.
2. On the **Formatting** toolbar, click **Line Spacing** .
3. Do one of the following:
 - a. To apply a new setting, click the arrow, and then select the number that you want.
 - b. To apply the most recently used setting, click the button.
 - c. To set more precise measurements, click the arrow, click **More**, and then select the options you want under **Line Spacing**.

Keystrokes for Line Spacing

CTRL 1 Single-space lines **CTRL 2** Double-space lines **CTRL 5** Set 1.5-line spacing

Page Margins

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins (*margin: The blank space outside the printing area on a page.*). However, you can position some items in the margins — for example, headers, footers, and page numbers.

Change Page Margins

On the **File** menu, click **Page Setup**, and then click the **Margins** tab.

Under Margins, select the options you want.

Also on this tab select **Orientation** of either **Portrait** or **Landscape**.

A **Gutter Margin** setting adds extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that text isn't obscured by the binding.

Note To change the default margins, click **Default** after you select new margin settings. The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.

Select Paper Size

On the **File** menu, click **Page Setup**, and then click the **Paper** tab.

Click a paper size such as letter or legal.

☺ Use the opened word document to practice formatting, format painter, text alignment and line spacing.

Spell Check, Thesaurus, and Grammar Check

When the **spelling checker** encounters a word it doesn't recognize, it determines which words in its dictionary are similarly spelled and displays a list of those words, with the most likely match highlighted. The contents of the list are determined only by spelling, so any instances of terms that seem inappropriate in context are completely coincidental.

The **thesaurus** provides a list of synonyms for the text you look up, and highlights the one that is closest to what you have typed. As with the spelling checker, any instances of seemingly inappropriate terms are coincidental.

The **grammar checker** is a "natural language" grammar checker that flags possible problems by performing a comprehensive analysis of the text. The grammar checker may not look for all types of problems; it's designed to focus on those that are most typical or frequent.

Look Up Words In The Thesaurus

1. Select or type a word you want to look up.
2. On the **Tools** menu, point to **Language**, and then click **Thesaurus**.
3. Select the options you want.
4. Another way to look up words would be to right click on the word and choose **Synonyms** and then **Thesaurus**.

Check Spelling And Grammar

By **default**, Microsoft Word checks spelling and grammar automatically as you type, using wavy red underlines to indicate possible spelling problems and wavy green underlines to indicate possible grammatical problems.

Check Spelling And Grammar Automatically As You Type


1. Make sure automatic spelling and grammar checking are turned on.
 - a. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
 - b. Select the **Check spelling as you type** and **Check grammar as you type** check boxes.

By **default**, Word checks both spelling and grammar. If you want to check spelling only, click **Options** on the **Tools** menu, click the **Spelling & Grammar** tab, clear the **Check grammar with spelling** check box, and then click **OK**.

Spelling can also be checked as you type by right clicking a word that has a wavy red underline and choosing one of the words that is suggested.

Check Spelling And Grammar All At Once

This method is useful if you want to postpone proofing a document until after you finish editing it. You can check for possible spelling and grammatical problems, and then confirm each correction.

1. On the **Standard** toolbar, click **Spelling and Grammar** 
2. When Word finds a possible spelling or grammatical problem, make your changes in the **Spelling and Grammar** dialog box.

You can correct spelling and grammar directly in the document while the Spelling and Grammar dialog box is still displayed. Type your correction in the document, and then click Resume in the Spelling and Grammar dialog box.

If you mistype a word but the result is not a misspelling (for example, typing "from" instead of "form" or "there" instead of "their"), the spelling checker will not flag the word. To catch those types of problems, use the grammar checker.

If Word finds a lowercase word, for example "london," that is listed in the main dictionary only with a different capitalization ("London,") the capitalization may be flagged or corrected automatically as you type. You can specify that Word doesn't flag this capitalization by adding the lowercase form to a custom dictionary. For a detailed explanation of a grammar flag, click Explain in the Spelling and Grammar dialog box.


AutoCorrect

Using AutoCorrect To Correct Errors As You Type

To automatically detect and correct typos, misspelled words, and incorrect capitalization, you can use AutoCorrect.

For example, if you type **teh** plus a space, then AutoCorrect replaces what you have typed with "**the**." Or if you type **This is theh ouse** plus a space, AutoCorrect replaces what you have typed with "**This is the house**." You can also use AutoCorrect to quickly insert symbols that are included in the built-in list of AutoCorrect entries. For example, type (c) to insert ©. If the list of built-in entries doesn't contain the corrections that you want, you can add entries.

Autocorrect Options On Or Off:

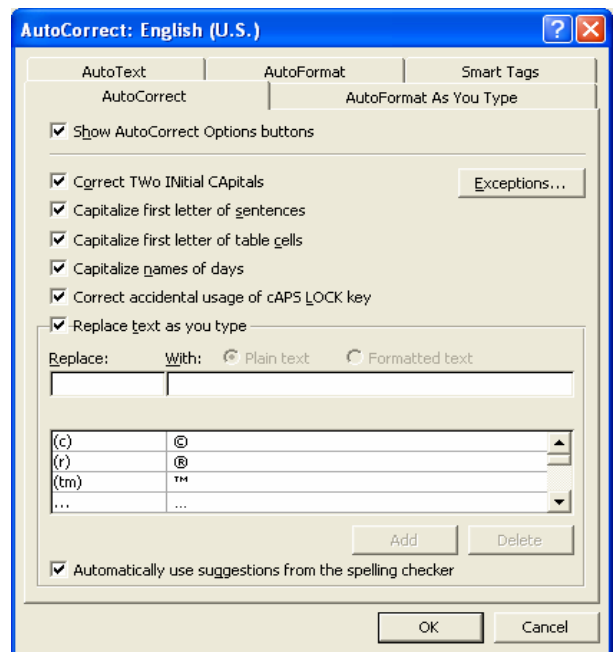
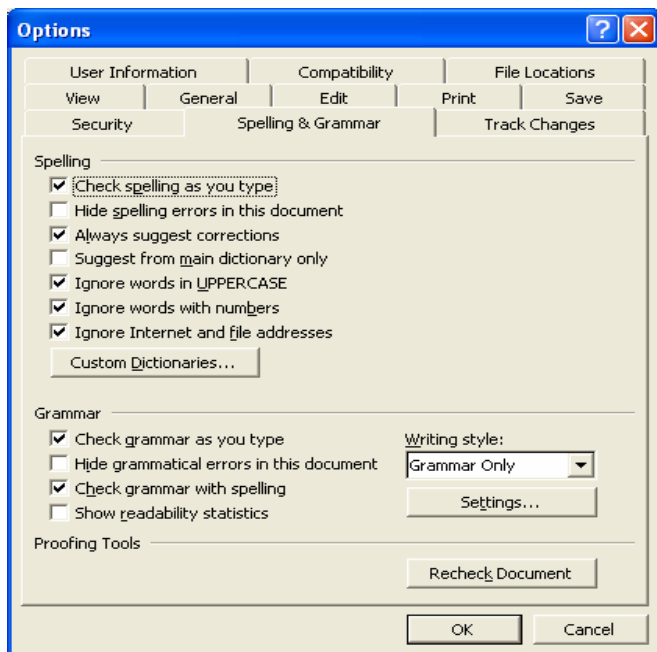
The AutoCorrect Options button  first appears as a small, blue box when you rest the mouse pointer near text that was automatically corrected, and it changes to a button icon when you point to it. If you find on occasion that you don't want text to be corrected, you can undo a correction or turn AutoCorrect options on or off by clicking the button and making a selection.

Capitalization options: AutoCorrect can capitalize the first word in a sentence, the names of days of the week, the first letter of text in a table cell, and so on.

AutoCorrect entries: AutoCorrect can use a list of built-in corrections, called AutoCorrect entries, to detect and correct typos, misspelled words, and common symbols. You can easily remove unwanted entries or add your own entries.

Spelling checker corrections: For enhanced spelling correction, AutoCorrect can use corrections that are generated by the spelling checker's main dictionary (in addition to the built-in list of spelling corrections).

Spelling and Grammar Dialog Box AutoCorrect Dialog Box



Word Count

If you need to know how many words are in your document, Microsoft Word can count them for you. Word can also tell you how many pages, paragraphs, and lines are in your document, as well as the number of characters, either including or not including spaces. Click on **Tools** on the menu and select **Word Count**.


Use The Word Count Toolbar

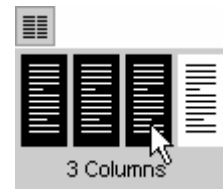


As you add or delete content, you don't have to click **Word Count** on the **Tools** menu each time you want a recount. Instead, show the **Word Count** toolbar, and click **Recount** to update the count any time you want.

☺ Use the opened word document to practice spelling and grammar check, Thesaurus, and word count.

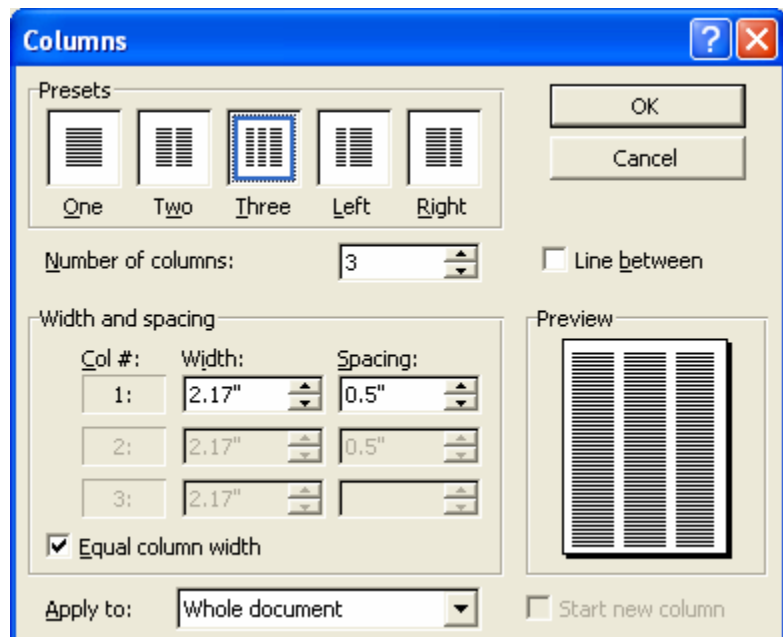
Columns

1. Switch to **print layout view** (*print layout view: A view of a document or other object as it will appear when you print it. For example, items such as headers, footnotes, columns, and text boxes appear in their actual positions.*).
2. Select what you want to change the number of columns for:
 - a. An entire document--On the **Edit** menu, click **Select All**.
 - b. Part of the document--Select the text.
 - c. Existing sections--Click in the section or select multiple sections.
3. Click **Columns**  on the **Standard** toolbar, and then drag to select the number of columns you want.




Using the Column Dialog Box

1. Select **Format** from the menu and then click **Columns**.
2. Choose the Preset column choices or
3. Indicate the number of columns
4. Determine if you want a line between the columns by checking the box.
5. Check Equal column width if you want all columns to be the same or
6. Uncheck Equal column width if you want to manually determine the column widths and spacing in the section for that purpose.
7. Click OK when you have made all of your choices.





Printing A Document

You can print the active document (active document: The document in which you're working. Text you type or graphics you insert in Microsoft Word appear in the active document. The title bar of the active document is highlighted.) by clicking **Print**  on the **Standard** toolbar.

Display each page as it will look when printed

1. Click **Print Preview**  on the **Standard** toolbar.
2. To exit print preview and return to the previous view of the document, click **Close**.

Edit text in print preview

1. On the File menu, click Print Preview.
2. Click the text in the area you want to edit. Microsoft Word zooms in on the area.
3. Click Magnifier . When the pointer changes from a magnifying glass to an I-beam, make your changes to the document.
4. To return to the original magnification, click Magnifier  and then click the document.
5. To exit print preview and return to the previous view of the document, click Close.

Using the Print Menu

1. Select **File** on the menu and then click **Print**.
2. From this dialog box you can make several selections to better facilitate you printing of a document.


Common selections to be determined before printing are as follows:

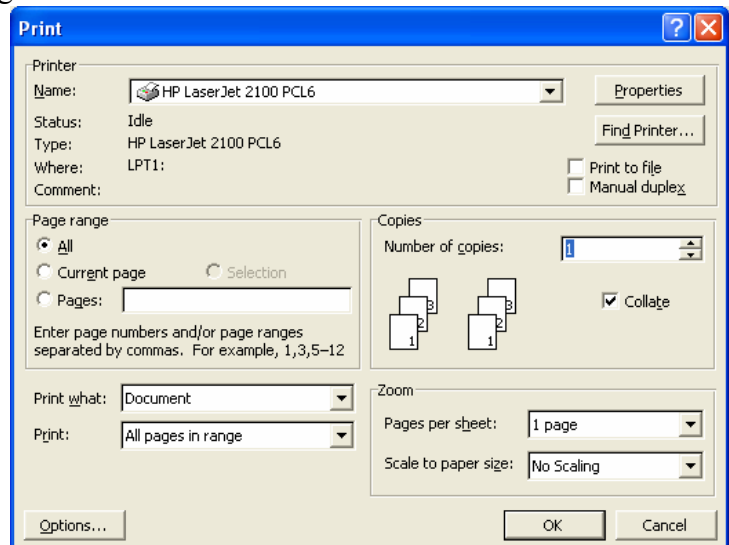
Printer
Page range
Number of copies
collate or un-collate

Other options are also available in this dialog box and can be selected as needed.

Cancel printing

If background printing is turned off, click **Cancel** or press **ESC**.

If background printing is turned on, double-click the printer icon  on the status bar.



Note If you're printing a short document and background printing is turned on, the printer icon may not appear on the status bar long enough for you to click it to cancel printing.

Turn on or off background printing

1. On the **Tools** menu, click **Options**, and then click the **Print** tab.
2. Under Printing options, select or clear the **Background printing check box**.

Note When Background Printing is on, you can continue to work in Microsoft Word while you print. Background printing uses additional system memory. To speed up printing, clear the Background printing check box.


About getting help while you work

If you need help while you work, you can use the following resources:


Screen Tips

If you aren't sure what a specific command or button does, or if you want to know more about an option in a dialog box, you can get help through **ScreenTips**. ScreenTips show information about different elements on the screen.

ScreenTips can be accessed three ways:

- For help with a menu command, toolbar button, or screen region, on the **Help** menu, click **What's This?** and then click the area for which you want help.
- For help with a dialog box option, click the question mark  in the dialog box, and then click the option.
- To see the name of a toolbar button, rest the pointer over the button; the name appears.

Ask a Question box

To quickly access **Help**, use the **Ask a Question** box  on the menu bar. You can type questions in this box to quickly find the answers you need.


The Office Assistant

The Office Assistant automatically provides **Help** topics and tips on tasks you perform as you work — before you even ask a question. For example, when you write a letter in Microsoft Word, the Assistant can automatically display topics for helping you create and format a letter.

You can customize the Assistant, and decide if you want it to automatically display tips, messages, and alerts, make sounds, move when it's in the way, and guess a Help topic that it thinks you may need.

You can also type a question and the Assistant will display a list of possible matching topics.

Office Assistant tips

The Assistant also displays tips on how to use the features in the Microsoft Office programs more effectively. The light bulb  next to the Assistant displays the tip when it's clicked.

Note In some Microsoft Office XP programs, the Assistant tips are turned off by default.

The different Office Assistants

You can also select a different Assistant that appeals to you and matches the way you work. You can decide how you want the Assistant to work for you. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys. Because the Assistant is shared by all Office programs, any options you change will apply to the Assistant in your other Office programs as well.


Select a different Office Assistant

1. Click the Office Assistant.
If the Assistant isn't visible, click **Show the Office Assistant** on the **Help** menu.
2. In the Assistant balloon, click **Options**.
If the Assistant balloon isn't visible, click the Assistant.
3. Click the **Gallery tab**, and then click **Back or Next** until you see the Assistant you want.

You can turn the Office Assistant completely off. If you do, Help will be accessed through the Help window.

Using the Help Window

On the **Help** menu, click **Microsoft Word Help**.

If the Contents, Answer Wizard, and Index tabs aren't visible, click Show .

In the Help window, do the following:

- Click the **Contents** tab to view the table of contents for Help.
- Click the **Answer Wizard** tab to type a question about the Microsoft Office program in which you are working. Type the words you want to search for, and click Search.
- Click the **Index** tab to search for specific words or phrases, or choose from a list of keywords.

Help on the World Wide Web

You can connect to the Microsoft Office Web site and other Microsoft Web sites directly from any Microsoft Office program by using the **Office on the Web** command on the **Help** menu. For example, you can access technical resources and download free product enhancements — all without leaving the Office program you're working in.

Also, if you find a Help topic that begins with "Web", the Office Web article will appear in your Help window, and you will have the option to open it in a larger browser window.

☺ Use the **Help** menu to find out how to set margins for a document.