



# Microsoft Word 2003 Overview

LC Notebook

Tab VII: Computer Skills

Handout Quick Table of Contents:

Keyboard Shortcuts	p. 3	Paragraphs	p. 5	Envelopes and Labels	p. 8
Keyboard Navigation	p. 3	Tables	p. 5	Tips and Tricks	p. 10
Reading View	p. 4	Clip Art	p. 5	Accessing Word Help	p. 10
Fonts	p. 4	Bullets and Numbering	p. 7	Additional Resources	p. 11

## Overview of the Microsoft Word Interface

Microsoft Word is an application designed primarily for word processing. You can also use it for mail merge, or to create tables. There are some new features in Word 2003 worth exploring, such as research for looking up information, a layout reading format to see how your pages look, as well as a new help icon for easy access. Word also has a clip art feature for creating graphics on pages, new tables, and other features that can be used. Other tips that will be included in *Intermediate Word* include: clip art, document style, tables and lists as well as tracking changes.

## Starting Word 2003

The best way to start learning the new features of Word 2003 is by starting the program. In the graphic below are some of the featured highlights that are being indicated for you to look for in your new Word packet. One of the biggest changes in Word 2003 is purely cosmetic - the look of a Word 2003 document is more three-dimensional than in previous versions of Word.

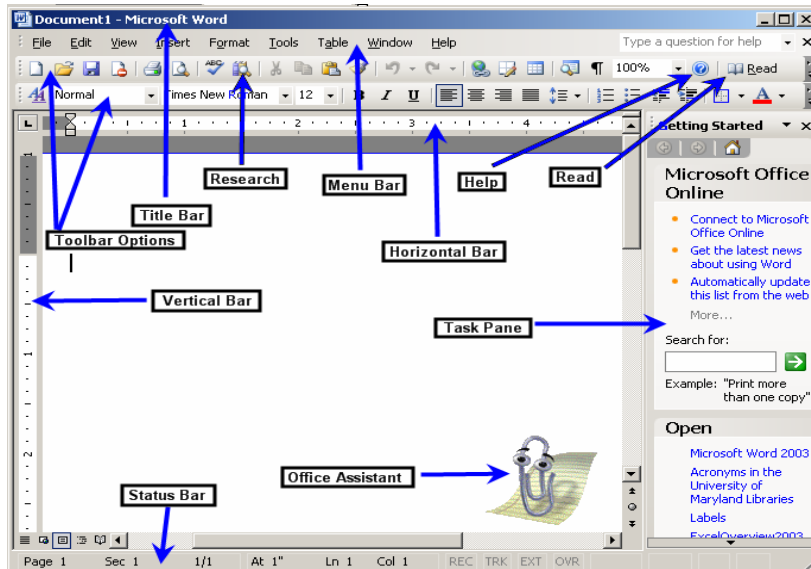
Steps to perform will appear in **highlighted blue text** throughout the handout. Perform these steps in this document, or print out this packet and start your own blank document.

To start Microsoft Word 2003:


- 1) Go to your **Start menu**
- 2) Then to **Programs** and look for **Microsoft Office**
- 3) A series of Microsoft Programs will appear. **Select Microsoft Word 2003** to start.

NOTE: If you want, you can drag the Microsoft Word icon to your desktop to create a shortcut for easy access.

Below are some of the new features, as well as familiar features in the Word 2003.

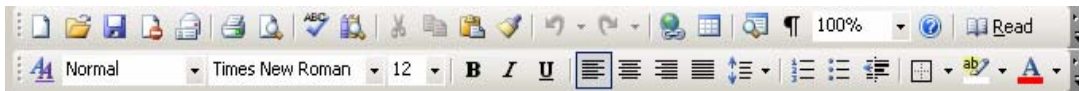


## Title bar

At the top of the window is a blue bar called the **title bar**. The title bar contains the name of the application (Word) and the name of the document you are working in (automatically called "Document 1" until you rename it). The title bar also includes the **minimize**, **maximize**, **restore**, and **close** buttons which look like this: . Below the title bar is the menu bar, containing lists of commands used to give Word instructions.





## Menu bar / Toolbar Options

Below the title bar is the **menu bar**, containing lists of commands you will use with Word. Many of the menus on this bar – such as file, edit, format, or help - will seem familiar if you use other Microsoft products. Beneath the menu bar is the **standard toolbar**, which contains buttons with images that correspond to some frequently-used menu commands:





To see what a toolbar button does, pause your mouse pointer over the button and a brief description will appear. **Try this now.**


Many of the features look familiar such as a new document, save and print. Some of the new features are:

- ↪  The permission button, which allows unrestricted access and can be used to either allow access or prohibit access to a particular document.
- ↪  Another feature is the research button that helps you locate information online while working on an assignment.
- ↪  **Read** Yet another feature is the read button, which allows you to see the layout of the pages you are typing side by side. (This is covered further on page 4.)
- ↪  Lastly there is the help button, which provides for easy access to the help menu in the Task Pane.

## Status Bar

At the bottom of the screen you will see the **status bar**, which displays information to keep you informed as to the current state of Word. When you first start Word, next to the scroll button you will see five icons . Starting from the left to right, the icons are normal view, web layout, print layout, outline view, and the newest is **reading view**. At the bottom of the status bar indicates all the usual features of Word 2000 such as Page number, Section and so on. **Choose each of these views now – being sure to return to the normal view  when you are finished.**

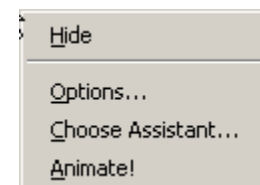
## Horizontal and Vertical Rulers

In print layout view, at top of the word document and on the left side are located the rulers. The horizontal ruler can adjust the page margins by **pulling either the top or bottom arrow  either right or left** to make the margins either smaller or larger. **Try this now.**

## Office Assistant

This interactive graphic is one way to access help in Word, although you can always choose **Help → Microsoft Word Help** (or use F1) for assistance if the graphic is not visible. If the Office Assistant shown in the overview (the paper clip) is visible and you want to change it to another Office Assistant, you can right click on the assistant and select Choose Assistant, to choose from the various options. **(NOTE: If you want to get rid of Clippit the Office Assistant, you can go to Help and then Hide the Office Assistant**

Another nifty trick is to **use your mouse and right click on the Assistant, click on Hide** and your assistant will disappear. You can make it reappear by going to Help → Show the Office Assistant.



## Helpful Word Keyboard Shortcuts

As in most Microsoft Office products, a number of keyboard shortcuts exist in Word that can save you time:

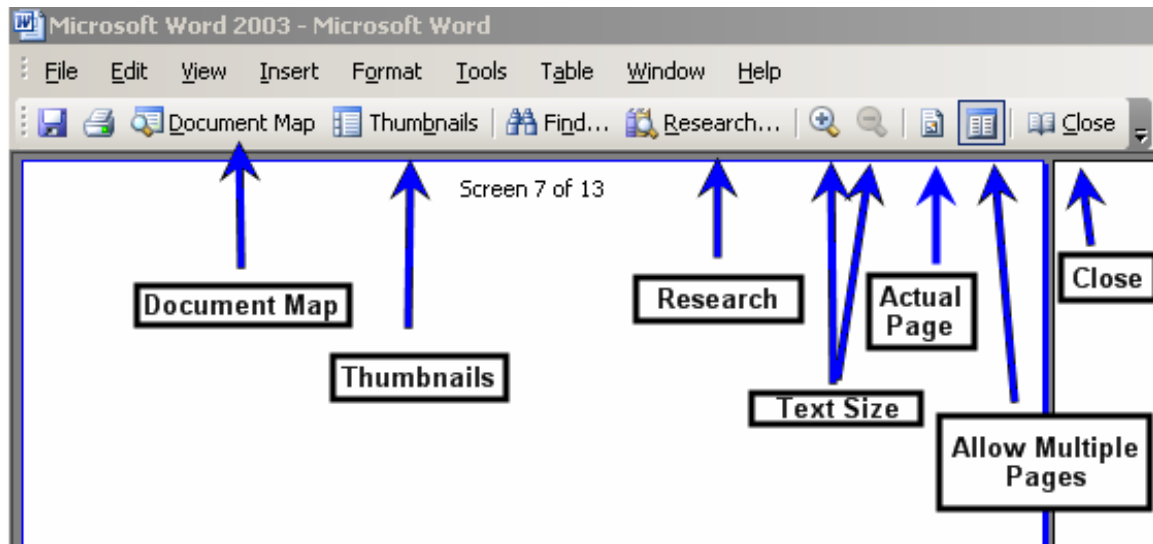
CTRL+O	Open
CTRL+Z	Undo
CTRL+Y	Redo. In some cases, if there is nothing to redo, this repeats the last action.
CTRL+S	Save
CTRL+P	Print
ALT+F4	Close the active window
CTRL+B	Bold
CTRL+I	Italic
CTRL+U	Underline
CTRL+R	Align right
CTRL+E	Align center
CTRL+L	Align left
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+C+CTRL+C	Open the clipboard
CTRL+F	Find
CTRL+H	Replace
CTRL+A	Select whole document
F7	Spell checker
SHIFT+F7	Thesaurus
CTRL+SHIFT+S	Style box
CTRL+SHIFT+F	Font
CTRL+SHIFT+N	Change font to Normal style



Try several of these shortcuts now to familiarize yourself with these commands.

## Helpful Keyboard Navigation Hints

Keystroke Shortcuts	Press SHIFT+ any of the following keystrokes to select text
Left one character at a time	LEFT ARROW
Right one character at a time	RIGHT ARROW
Down one line at a time	DOWN ARROW
Up one line at a time	UP ARROW
Left one word at a time	CTRL+ LEFT ARROW
Right one word at a time	CTRL+ RIGHT ARROW
To the beginning of the current line of text	HOME
To the end of the current line of text	END
To the beginning of the document	CTRL+HOME
To the end of the document	CTRL+END
Up one full screen	PAGE UP
Down one full screen	PAGE DOWN
To the beginning of the previous page	CTRL+PAGE UP
To the beginning of the next page	CTRL+PAGE DOWN

## Reading View



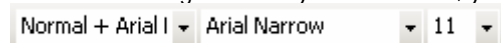
When you press the read button (  or  ), this layout appears, allowing you several new functions. Try these out now:

- 1) The **Document Map** Icon displays the document map in a panel on the left side of the window.
- 2) The **Thumbnails** Icon displays several pages of the document in a thumbnail format at the left side of the window.
- 3) The **Research** Icon Opens the **Research** task pane at the right side of the window.
- 4) The **Text Size** Buttons give you the ability to make the text larger (or smaller) for reading purposes without changing the font size.
- 5) The **Actual Page** button allows you to see what the text would look like on a page if you printed it. This is similar to print layout view.
- 6) The **Allow Multiple Pages** button let you look at two pages side by side, as you do when you read a book.
- 7) The **Close** icon lets you exit out of the Reading Layout.

**To prevent documents from opening in Reading Layout view:** On the **Tools** menu, click **Options**, and then on the **General** tab, clear the **Allow starting in Reading Layout** check box.  **Allow starting in Reading Layout**

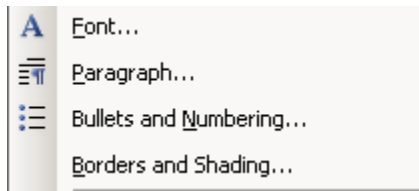
## Fonts

In order to change fonts in your document, you can click the icon on the tool bar:




You can also change fonts by selecting text and going to Format → Font. The Normal and Arial Icon are types of styles you can create with your Word document. The second box, Arial Narrow is a type of Font and the 11 is the size of the font selected. You can change the font size in by pushing down on the

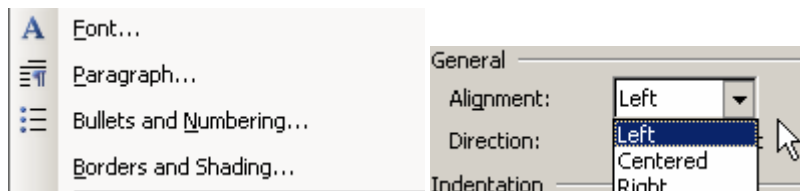
down-arrow button. (You can also go to **Format** → **Font** and adjust it there.)



You can also apply **Bold**, **Italics** and **Underlining** to your text using the keys above on the menu bar which look like this: **B I U**. To do this -highlight the word or phrase you want in either Bold, Italics or Underline and then click one of the buttons above to get the desired effect. (NOTE: You can also use the **Ctrl + B**, **Ctrl+I**, or **Ctrl+ U** shortcuts.)

## Paragraphs

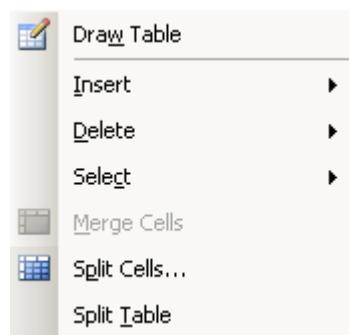
When creating Paragraphs you will often use several formats in your document. The three buttons on the menu bar are  from left to right: **Align Left**, **Center**, **Align Right**, and **Justify**. You can also go to the **Format** → **Paragraph** and select what you would like under General: **Alignment**.



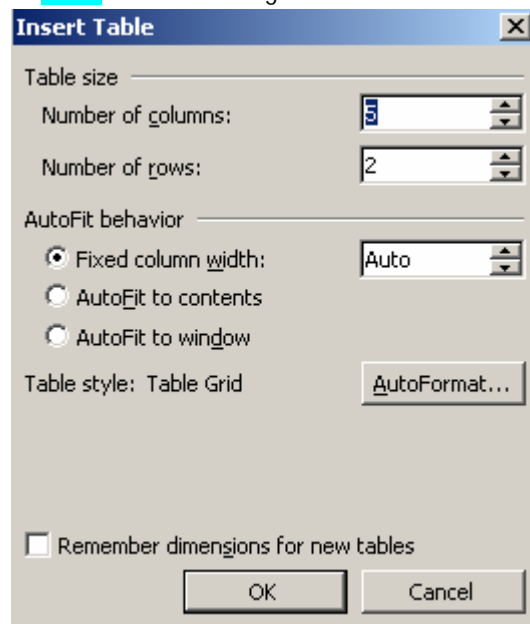
You can also choose **Line Spacing** of your text on this same menu, making it either single, 1.5 or double spaced.

## Tables

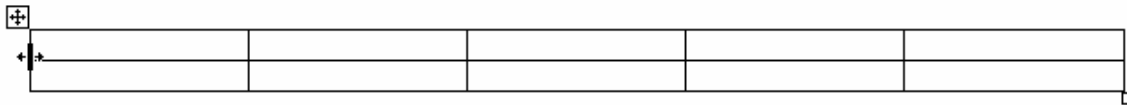
In order to create a Table, go to the Menu Bar and **click on Table**.



Then go to **Insert** and **Table**. You will then get a menu like this:



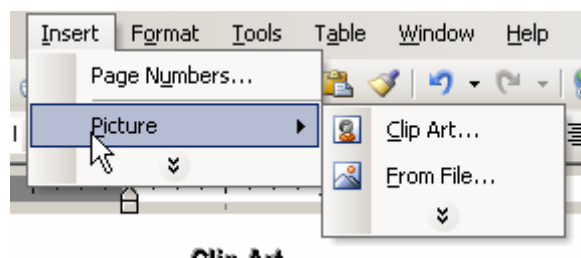
Just enter in Table size the **number of columns** you want and the **number of rows** to appear. Then **click OK**. Your table will appear, as seen below:



- 1) The **cross in the box** in the upper left corner allows you to move your table
- 2) The **line with the arrow facing opposite directions** allows you to either expand or shrink your tables. You can then enter the information just like you would an Excel sheet.
- 3) To move from cell to cell, hit the **TAB** button.

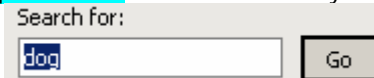
**Try this now...insert a table with two columns and rows here:**

## Clip Art



In order to insert Clip Art or graphics in your documents, go to the Menu Bar and **click on Insert** → **Picture** → **Clip Art**.

You will then get a menu in the task bar on the right side of your screen, and you can **type in a term** to search for what you're



interested in inserting. A list of related clip art graphics will appear.

In order to insert the image in your document, **double-click on the image** desired and it will appear on your screen, just like the "dog chewing on the shoe" cartoon below.

---

**NOTE:** For a larger selection, you can go to [http:// www.microsoft.com](http://www.microsoft.com) and go to Clip Art to search for additional images.

---

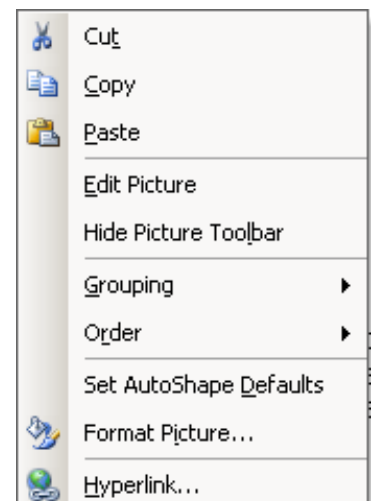


Once you insert an image, a little menu bar will appear on your screen along with your picture that looks like this:



In order to modify and be able to move your picture, click on the fourth button from the right with the little dog and lines behind them (the text wrapping icon). Choose the option **Tight** which will allow you to move your text and your image more easily. If you **click on the image itself**, little circles will appear that will allow you either expand or contract your image. If you right click on the image itself, you get this menu and you can click on **Format Picture** and go to **Picture** where you can change the size and shape of the picture.

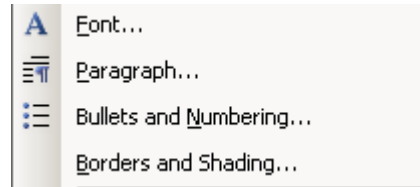
**Try this now. Insert a clip art image in the space below, and resize it as needed to fit on this page.**



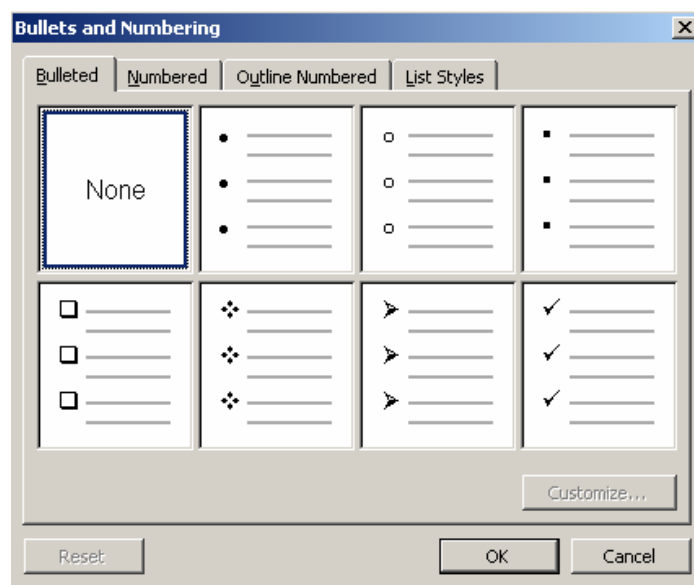
## Bullets and Numbering

In order to add bullets and numbering to your paragraphs, highlight the text you would like to apply bullets/numbering to and:

1) Go to **Format** → **Bullets and Numbering**



2) The Bullets and Numbering menu will appear allowing you to choose the types of bullets and numbering system you would like.



Once you have selected the style you want, click OK.

To insert the default bullet or numbering scheme to your text, you can also click the  buttons on the toolbar.

**Try this now...by following the directions above, add bullets or numbering by selecting the following text:**

To add bullets or numbering to text as you type:

Type 1. to start a numbered list or \* (asterisk) to start a bulleted list, and then press SPACEBAR or TAB.

Type any text you want.

Press ENTER to add the next list item.

Word automatically inserts the next number or bullet.

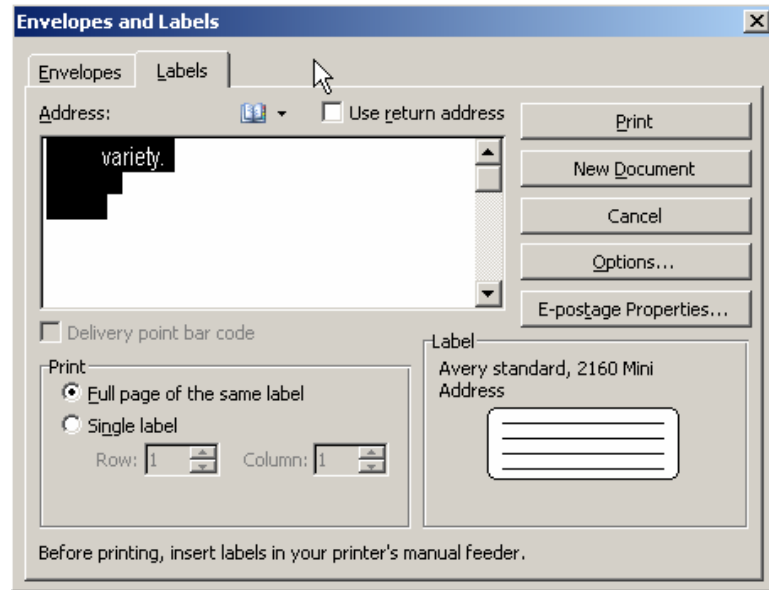
To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list.

## Envelopes and Labels

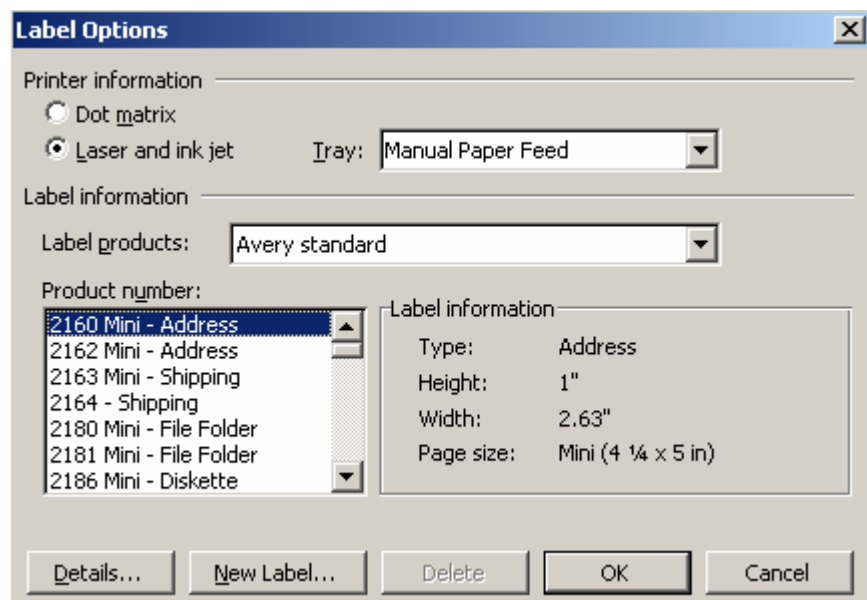
In order to format Envelopes and Labels, you can go to **Tools** → **Letters and Mailing** → **Envelopes and Labels**.



The Envelopes and Labels dialog box will appear..



2) Click on **Options** and this menu will appear:



3) You can select the option of **Product number** and which label you'll use such as Avery (i.e. 5161) or whatever is on the box of labels you are using by **scrolling down the menu**. Then click **Ok**.

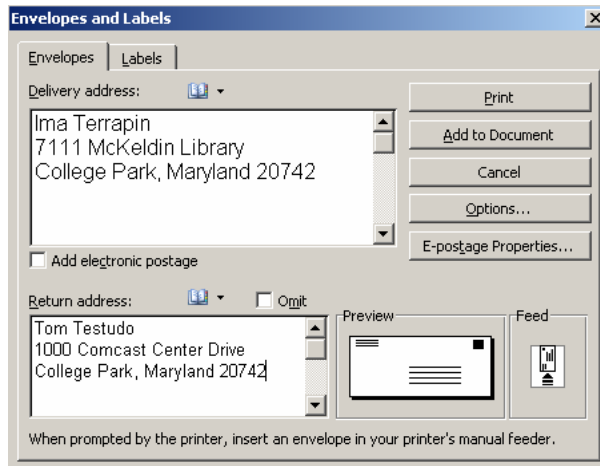


To try this out, click **New Blank Document icon** on the menu bar.

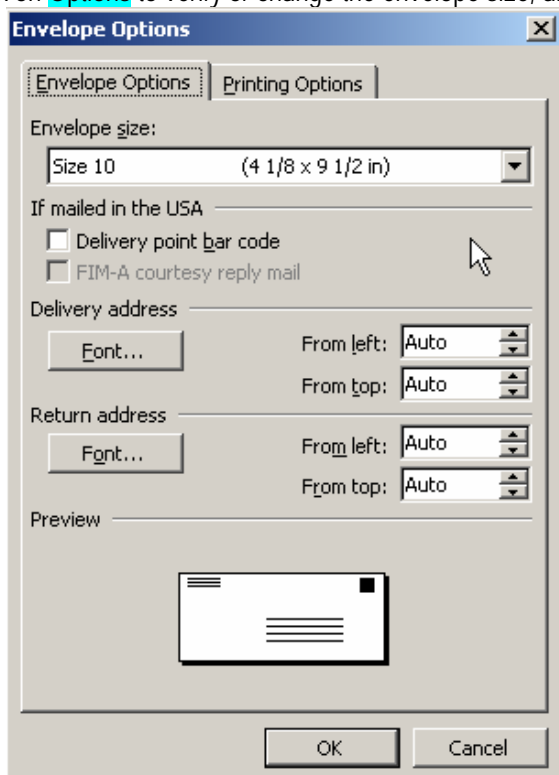
1) Type a mailing address, pressing enter after each line.

2) To print an envelope, go to **Tools** → **Letters and Mailings** → **Envelopes and Labels**

3) In the dialog box that appears, enter the return address in the space provided, or click on the Omit checkbox to suppress a return address.



4) Click on **Options** to verify or change the envelope size, and click OK.



5) Insert your envelope into your printer as directed, and click Print.

## Tips and Tricks

Take advantage of the context-sensitive menus that appear when you right-click the mouse. (This same trick works throughout Windows applications.)

Are you tired of Microsoft Word second-guessing your every move? To change AutoCorrect and AutoFormat settings, click on **Tools** → **AutoCorrect Options**. Click on the **AutoFormat as you Type** tab, and uncheck the appropriate boxes. Click **OK**. (Press **Cancel** if you decide not to make any changes.)

Automatically make a table of contents for your document...At the top of your document, click on the **Insert** menu, point to **Reference**, and click **Index and Tables**. Click the **Table of Contents** tab. To use one of the available designs, click a design in the **Formats** box. Select any other table of contents options you want.

Did you misspell an important name throughout your entire report? Eek! Highlight the incorrect word, and go to **Edit** → **Replace**. Type in the correct spelling, then, click on **Replace All**. (HINT: Save your document before you do this, just in case there are unexpected results.)


Would you like to turn off the annoying green grammar checker? Click on **Tools** → **Options**. Click on the **Spelling and Grammar** tab. Uncheck the box next to **Check grammar as you type**.

Do you want to locate a word, number, or phrase within your document? Use **Find and Replace**. Go to **Edit** → **Find** (or **Ctrl+F**), select the **Find** tab, and enter the text of what you are looking for into the document. (Try this now...try looking for the word dog in this document.)

## Accessing Word Help


There are a number of ways to access help features within Word.



- To open the **Word Help** task pane:
  - Press **F1**,
  - Click on the **Help** button  on the Standard Toolbar, or
  - Go to the **Help** menu and select **Microsoft Word Help**.



You can also:

- Double-click on the **Office Assistant**. A dialog box will appear for you to enter your query. Click **Search** when ready.
- Type in a keyword or phrase in the **Search for:** box  
Type a question for help , located on the right side of the menu bar and press **Enter**.

## Additional Resources

If you are interested in learning more about Word, there is a book available for you to check out from the **Learning Curriculum Resource Library**:

Perry, Greg. *Teach Yourself Microsoft Office 2003 in 24 Hours*. Indianapolis, IN: Sams, 2004.

<p>A complete listing of titles in the Learning Curriculum Resource Library is available at: <a href="http://www.lib.umd.edu/groups/learning/lcrlibrary.html">http://www.lib.umd.edu/groups/learning/lcrlibrary.html</a></p>
--

You may also wish to consult these online Word guides:

*Microsoft Word 2003*. University of Wisconsin – Eau Claire. <http://www.uwec.edu/help/word03.htm>

*Getting Started in Microsoft Word 2003*. Wellesley College.  
<http://www.wellesley.edu/Computing/Office03/Word03/word03.html>.

Microsoft Office Training Home Page. <http://office.microsoft.com/training> [Select “Word” in “Browse Training Courses”.]

### Credits:

Material in this packet adapted from Stephen Spohn, Jr.’s Microsoft Word 97 for Beginners tutorial. Revised and updated by Ambika Sankaran, Staff Learning and Development, October 2004.

Rev. 10/21/04