

Word 2002

Objectives

This unit provides a quick overview of the functionality of Microsoft Word 2002. MS-Word is the word processor of the MS-Office XP productivity software suite. The emphasis in this unit is on giving an overview of the basic knowledge required to work productively with Word, rather than a detailed step-by-step introductory tutorial. On the other hand, there is so much functionality in Word that it is outside the scope of this overview to deal in depth with the more advanced topics. It is, in our view, better to learn about the advanced features as your experience grows and you develop a particular need for a specific functionality such as mail merge, collaborative document development, tables with calculations, VBA automation or web/XML integration.

After working your way through this module, you should be able to:

- Understand the basic concepts of word processing and the screen layout of Word.
- Create, load, save and print your document.
- Enter, edit and format text.
- Incorporate tables, clip-art and graphics in your document.
- Use the grammar and spelling tools to assist with proofing your document.

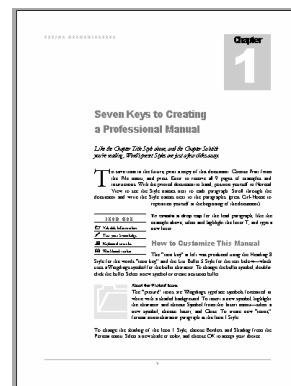
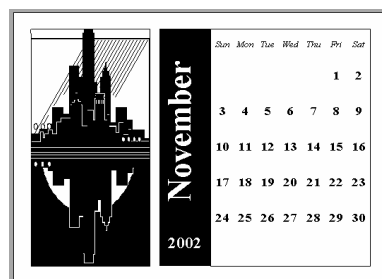
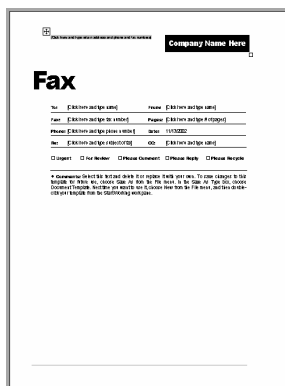
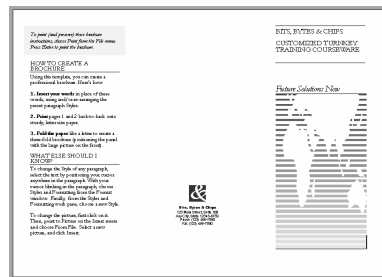
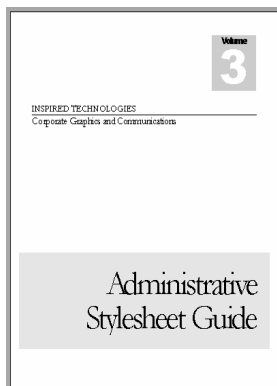
Introduction to MS-Word

Welcome to *Microsoft Word 2002*, which is one of most powerful and widely used word processing programs? Whether you want to type a simple letter or produce a complex book, *Word* can handle the job for you. These notes are only intended to get you going with the basic operation of *Word*. Books of several hundreds of pages have been devoted to the "ins" and "outs" of *Word* and even the most experienced *Word* users keep discovering new capabilities, features or possibilities. We just aim to give you sufficient confidence to type simple documents such as essays and projects. As you start using *Word*, you will discover new features as you go along. Do not be afraid to experiment or share your experiences with your fellow students.

What Is Word Processing?

Word processing can be defined as *the use of software to aid in the composition, revision, filing and printing of text*. You are not limited to text, however, you can also edit graphics, clip-art, and word "art". Why, your *Word* documents can even incorporate animation and sound!

Some of the typical documents produced with Word include brochures, leaflets, reports, assignments, letters, memos, faxes, theses and even calendars.



Why Word Processing Instead of Using Typewriters?

Today's word processing software has rendered the typewriter almost completely obsolete. The original purpose of a word processor was to produce simple printed documents such as business correspondence and small reports. Nowadays word processors (and printers) are used for all but the most demanding typesetting jobs including stunning full-colour productions and electronic publications. The following are just some of the advantages of word processing instead handwriting or typing.

- Easy editing and re-use of (parts of) previously created documents.
- Advanced graphic capabilities e.g. use of clip-art, drawings, pictures and “word art”.
- Assistance of electronic dictionaries, thesauruses and grammar checkers.
- Attractive layout elements are easily incorporated e.g. different fonts, borders, and watermarks.
- Automation of error-prone routines such as page numbering or constructing a table of contents.
- Full integration with other productivity software (spreadsheets, databases, presentations).

Basic Word Processing Concepts

Characters, Words and Paragraphs

The smallest element with which you will work is the **character**. A character can be a letter, digit, punctuation symbol or any other symbol. Each letter can be formatted differently as in:



BUTTER

The **format** of text refers to the way it looks (e.g. bold, large) and where it is positioned (e.g. on the left).

Several characters together make up a word. **Words** are separated by a blank **<Space>**.

Words are grouped together in sentences. One or more sentences make up a paragraph. A **paragraph** is anything that ends with the **<Return>** or **<Enter>**-key. Paragraphs are a very important entity in word processors; they have their own special formatting characteristics such as alignment, line spacing, borders and indents.

All your paragraphs together will constitute your **document**, which is normally saved in a single file. Very large documents may be split up in different files for convenience.

As you type, a word processor will automatically move a word that does not fit at the end of the line to the beginning of the next line. This is called "wrap-around": you don't have to (and *shouldn't!*) press the **<Return>**-key to indicate the end of a line and move to the next one.

Document Layout: WYSIWYG?

A word processor displays your document more or less in the same way as it will appear in printed form. The *holy grail* of word processing is "What-You-See-Is-What-You-Get" (**WYSIWYG**). Since a monitor does not have exactly the same characteristics as a printer, this may not always be the case. Coloured text on screen will print out as a shade of gray on a laser printer; fuzzy letters on your monitor will print out with sharp edges; what looks like a perfect picture may be far less clear on paper. When you change printers, the word processor may adjust the page layout if it "knows" that the printer cannot print beyond certain margins or uses a different size of paper.

Important Word Processing Rules

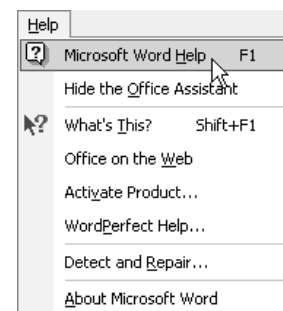
There are a number of important **rules** with respect to word processing. If you are used to typewriters, you may want to take special note of these rules.

- Never use the **<Enter>**-key to mark the end of a *line*. Your word processor will automatically wrap-around to the next line. The **<Enter>**-key should only be used to *end a paragraph*. This is important because every time you change the page side margins or the font size, your lines will break at a different word.
- If you want to align the beginning of a word or sentence at another place than the left margin, don't use the **<Space>**-bar to insert the required blank space to visually align the text. This will result in a very ragged edge at best, or jumbled text at worst, when you make even the slightest change at a later stage (e.g. inserting a new word or changing the formatting). Aligning text is done using the **<Tab>**-key, paragraph indenting, or the table feature.
- Save frequently and make regular backups of important documents on different disks. Even if *you* don't make any drastic mistakes, a *bug* in the software may corrupt your entire document. No one that I know has ever adopted this rule *before* they've lost at least a solid week's work. May you be the first!

How to Get Additional Help

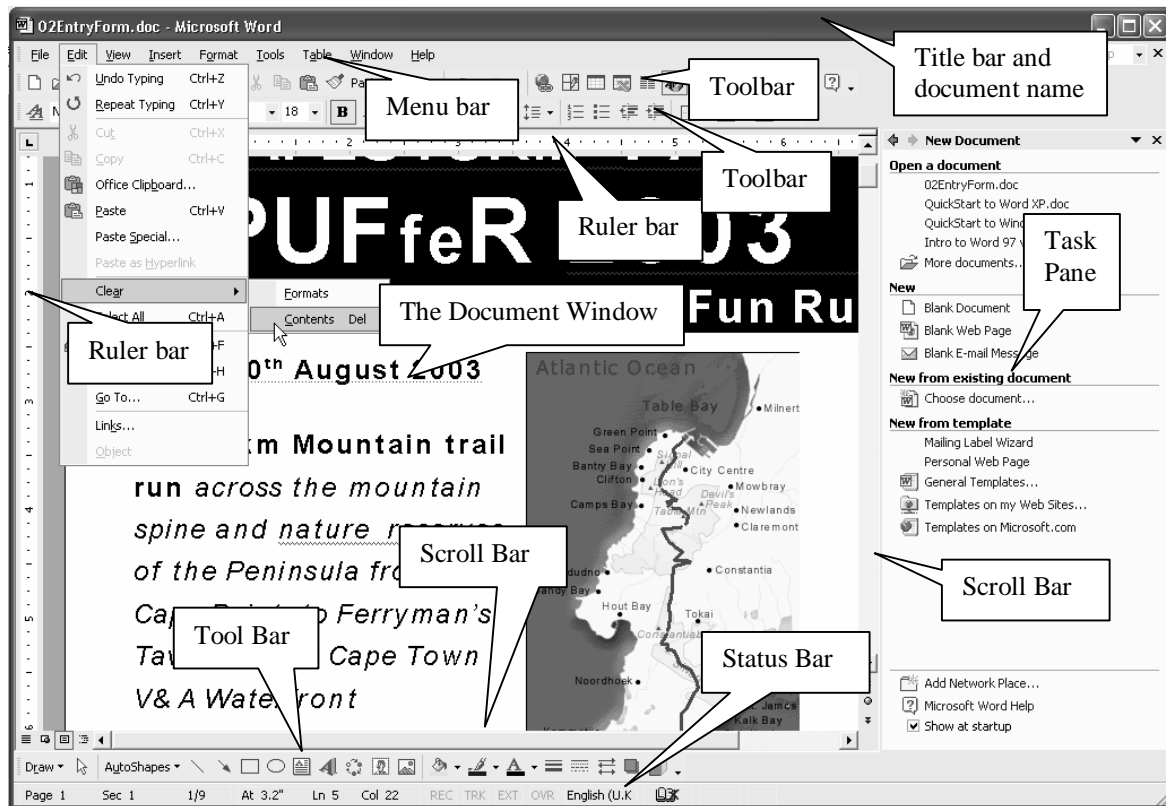
Word 2002 comes with a very comprehensive help system. **Use it!** You can get on-line assistance in one of the following ways.

1. Hover the mouse cursor for 2 seconds above any icon and a small text box (screen tip) will explain its function.
2. Use Microsoft Word's *Help* function. Press the **<F1>** function key to search the help resource file on any specific topic. Select the *Help* menu (click on the menu option or press **<Alt>-H**) to display the various Help menu options, including an alphabetical *index* of all keywords and the *contents* organized in a logical way.
3. Use one of the digital *office assistants*. They will look up anything you want and even offer advice when they see a better way of doing things. Depending on your installation, you could have one of the following: Merlin or Clippit.



The Word 2002 Window Elements

The editing window of *Word* can appear quite intimidating at first. It has indeed so many icons and options. But they are grouped together quite logically and consistently. A great advantage is that, once you have got used to the *Word* interface, working with other Windows applications will go that much quicker. You find a typical *MS-Word* screen below. Your

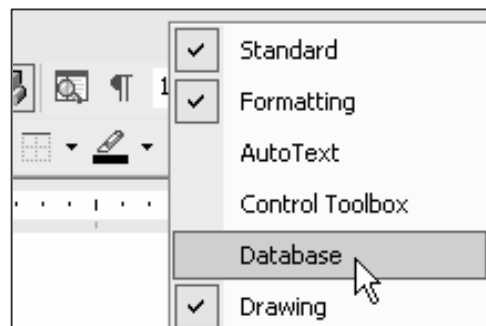


screen may differ slightly, depending on how your system is set up.

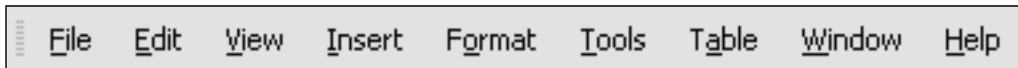
Toolbars



The *toolbars* have little icons or *buttons* that perform a variety of tasks. Just *click* the icon once to activate. If you are not quite sure what the button does, hover your cursor for two seconds above the button and a small explanatory text will appear. The screen above shows three toolbars: the *standard* toolbar (which you will find in all Office 2002 applications), the *formatting* toolbar (which contains the most used text formatting commands) and, at the bottom, the *drawing* toolbar. You can add or delete toolbars by right-clicking on any toolbar and selecting/de-selecting from the pop-up list of possible toolbars. You can also move toolbars from top to bottom or turn them into "floating" toolbars by dragging them to the desired location.

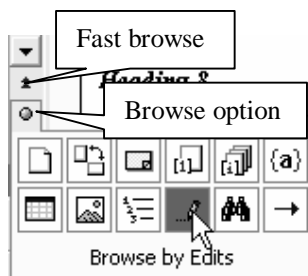


Menu bar



All commands, including those not found on the toolbars, are available from the menus. Choose any menu by clicking the desired menu option or press the **<Alt>**-key in combination with the underlined letter of the menu option. For example, to access a *File* command, press **<Alt>-F**.

Scroll bars



The use of the scroll bars is explained in the “*Quick Start to Windows*”. Note the special **Previous/Next Page** and **Select Browse Object** buttons on the *vertical* scroll bar.

The larger your document, the smaller the slider inside your scroll bar becomes: its size indicates the size of the screen relative to the total size of your document.

The Ruler Bars



The horizontal and vertical ruler bars indicate the position of the text in relation to the current page: the *white* space indicates the text area and the *gray* area refers to the page margins. The numbers give the position in centimeters (or inches, depending on your preference). The ruler also provides you with a quick way to set *Tabs*: just double-click on the ruler where you want the new tab and right-click to set the type of tab or dot leader. You can also adjust your page margins and paragraph indent on the ruler bar. Remove the rulers from the windows by selecting the **View • Ruler** menu option

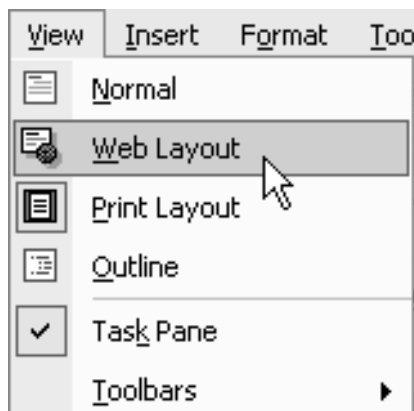
Different Document Views



One of the main purposes of a Graphical User Interface operating system, such as Windows, is to ensure that “*What-You-See-Is-What-You-Get*” a.k.a. *WYSIWYG*. *Word 2002* tries to give you as close an approximation to the final printed product as possible. However, for editing purposes, you may not always wish to see the *exact* same thing as the final print-out. Select the desired document view from the **View** menu or click its button on the left of the horizontal scroll bar.

Normal: in this view, you see the *main text* area almost exactly the way the way it will be printed out, but it leaves out page formatting such as page margins, headers and footers. It

also re-formats the document so that you can see as much text as possible within the window.

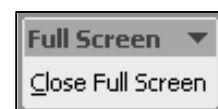


Print Layout: shows you exactly how it will be printed out, including page numbers, headers, footers and page margins. This is the preferred view but may slow you down when working with a big document.

Web Layout: shows roughly what it would look like if saved in HTML format and viewed by a web browser.

Outline: does not show the actual text but just the various headings. Ideal if you want to see or modify the overall structure of your document.

Full Screen: takes away all toolbars, rulers, menus and even the title bar so that you can see as much of your document on screen as possible. The only remaining non-document item is the floating “Full Screen” window. Click on it to close the full screen and return back to the normal window view with all its toolbars.

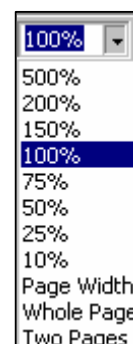
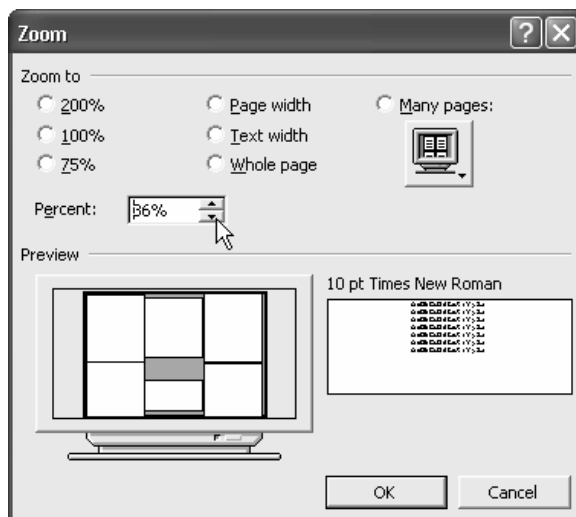


There are another two document view-related options available from the standard toolbar.



Print Preview: gives you an exact view of how the printed page will look like. Select print preview by clicking the *Print Preview* icon on the standard toolbar or selecting the *Print Preview* option from the *File* menu.

Zoom factor: the percentage factor by which the screen should be enlarged (>100%) or reduced (<100%). You can specify this factor with the *Zoom* option of the *View* menu (see below) or by using the *drop box* on the standard toolbar (see right).



Creating a New Document

There are various ways of creating a *Word* document.

How to Start Word



If you click on an existing *Word* document file on the desktop or in *Explorer*, *Windows* will automatically load *Word* and open the document for you. You may also have the *Create a New Document* icon on your *Windows* desktop or on the *Start* menu.



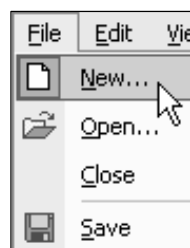
Alternatively, you can load *Word* directly from a desktop icon or from the *Program Start* menu. In the latter case, you will face a blank screen, which means you start creating a new document right away. The *default name* of your new document is *Document1*. When you save your document the first time, *Word* will prompt you for a new name.

Starting with another Blank Document



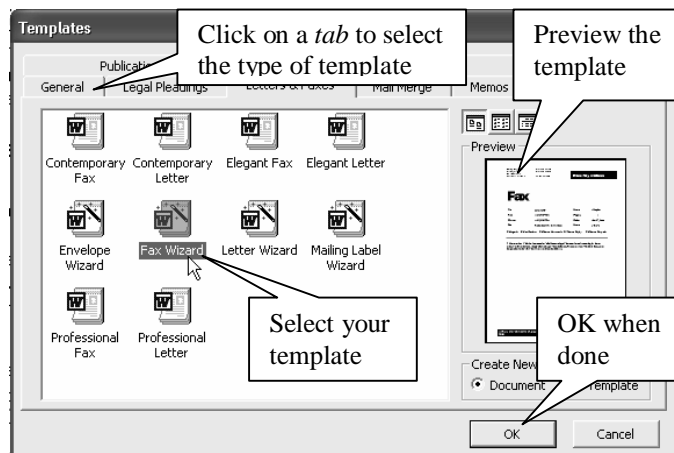
If you want to create another new document from scratch, you can click on the *New Blank Document* icon on the standard toolbar, select from the ***File*** menu or click ***Blank Document*** in the ***New Document*** task pane. This will open a *second* document, with the default name of *Document2*. In fact, you can open as many documents as your system capacity will allow you to. Switch between your documents by using the ***Window*** menu or click on the window that contains the document you want.

Starting from a Template



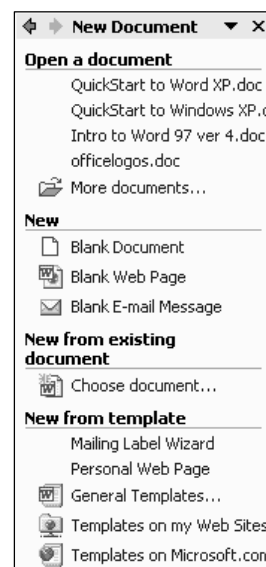
Save yourself a lot of trouble and produce a much more professional-looking document by making use of the various *templates* that come packaged with *Word*. These are pre-formatted and provide clear directions where you have to provide the necessary information.

To create a new document based on a template, select the ***New***



option under the ***File*** menu, or press the ***<Ctrl>-N***

shortcut key combination. This will open the *New Document* window listing all templates. Or select one of the ***New from template*** options on the *New Document* task pane.



Entering and Editing Text

Entering, Deleting and Correcting Text

As you type, the text gets entered into your document at the location of the text insertion cursor, which is a vertical bar. When you get to the end of a line, *Word* will automatically wrap-around to the next line. You should only press the **<Enter>**-key when you want to start a new paragraph.

Use the ****-key to *delete* text to the right or **<Back Space>** to delete text to the left of the cursor.

The cursor (or arrow) keys move the text insertion cursor around your document. You can also position the text cursor to where the mouse arrow cursor is located by clicking the left mouse button, as long as it is in the document window.

Selecting Text

To delete, move or copy a larger block of existing text, you must first *select the text* in one of the following ways. **As you do so, the selected text will be highlighted in reverse, just like the current sentence.**

- *Drag the mouse cursor* from the beginning to the end of the text.
- Move the text insertion cursor from the beginning to the end with the cursor keys while holding down the **<Shift>**-key.
- Press the **<F8>**-key a number of times in quick succession: twice to select the word where the text insertion cursor is located, three times to select the entire sentence, four times to select the current paragraph or five times to select the entire document.

Pressing the ****-key when text is selected, deletes it. Alternatively, start typing new text straight away.

Copying and Moving Text



You can use the clipboard to copy or move text. Use the clipboard icons, the shortcut keys or the E*dit* menu. You can also drag selected text to a new position in your document.

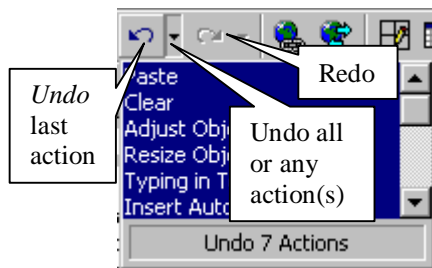
Moving within a Document

You can move to another location in your document by using the arrow keys. If you want to move quicker, use the **<Pg Dn>** or **<Pg Up>** keys to move one paragraph at a time or **<Ctrl>-<Pg Up>** and **<Ctrl>-<Pg Dn>** to move you one screen at a time. The **<Home>** and **<End>** keys move you to the beginning or end of the line, whereas **<Ctrl>-<Home>** and **<Ctrl>-<End>** move you to the start or end of your document...

You can also use the mouse to click on or drag the scroll bar.

Undoing Mistakes

Word has a very powerful *undo* feature. If you delete something by accident or perform a



command by mistake, you can undo the damage and restore the document to its previous stage by using the undo feature. Click on the *Undo* button on the standard toolbar to undo your last action (or press **<Ctrl>-Z**). If you want to undo more than one action, you can scroll through *all* the editing tasks you have done since loading the document by clicking on the adjacent drop-down button which lets you scroll through your various commands. You can selectively undo any one of them or undo a whole lot of them at once (illustrated).



If you have undone an action and decide that you *did* want to take that action after all, click the *Redo* button.

Note: also refer to the section on **Tools** for *Word's* AutoCorrect, spell checking and grammar checking.

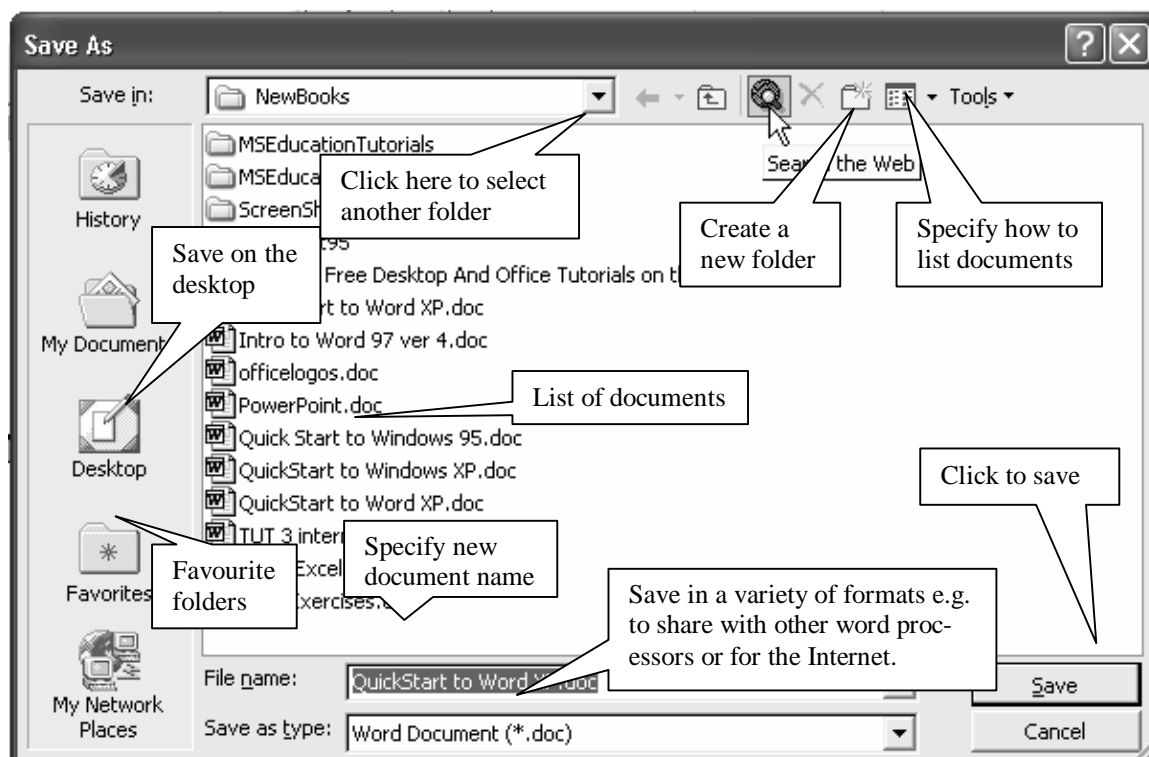
Saving and Loading Your Document

The procedure for saving a document is the same in most *Windows* applications.

Saving and Naming a Document



To save a document using the *current* document name, click the *Save* button on the standard toolbar or press the **<Ctrl>-S** keyboard shortcut. If you opened a *new* document and the name is still the default *Document#* name, you will be taken to the *Save As ...* window. This window can also be used to save an existing document under a *different* name or as a different type: select the *Save As* option of the *File* menu.

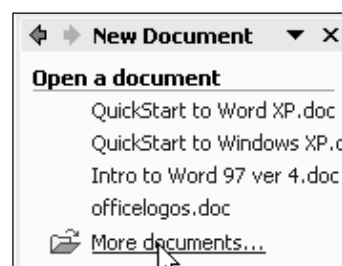


Loading an Existing Document



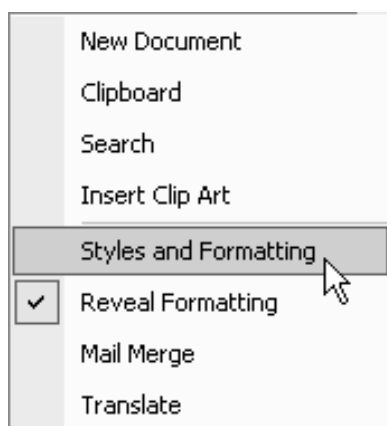
To load an existing *Word* document if you are currently in *Word*, click the *Open* button on the standard toolbar; select the *Open...* option of the *File* menu, or use the **<Ctrl>-O** shortcut key. The *Open File* window will appear. Most elements on this window are similar those of the *Save As* window.

The *New Document* task pane will list the most recently used documents. It also allows you to create a new document based on the formatting of an existing document or using a template. The last few documents edited are also listed at the bottom of the *File* menu.



Using the Task Panes

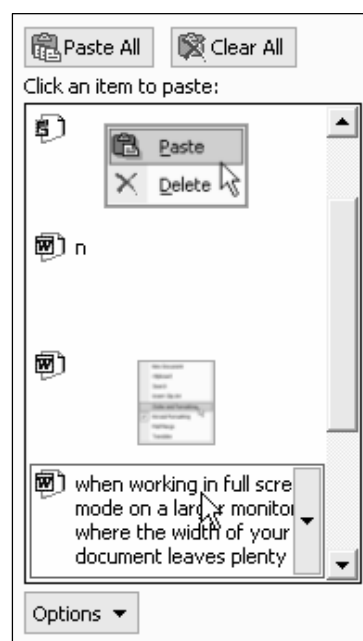
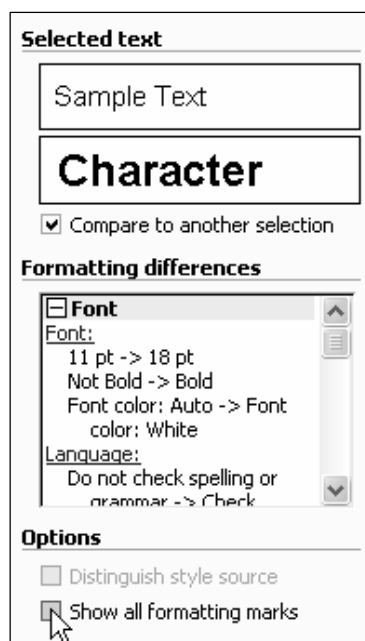
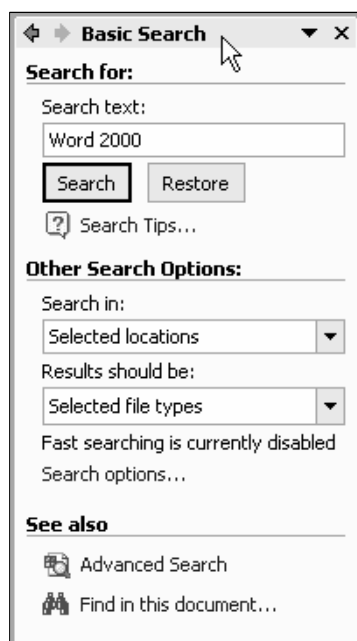
A major improvement of Office XP is the introduction of the **task pane**. A task pane is a small side window displaying the options for frequently used tasks. By default, the task pane takes up the righthand-side of the document window (see p.6). This is most convenient when working in full screen mode on a larger monitor where the width of your document leaves plenty of side space. Just like the toolbars, you can move the task pane to any location you want to by dragging the title bar to the desired screen location. (Move a toolbar by dragging its handle which is the leftmost vertical bar.)



Word has 8 task panes, of which you are likely to use the *New Document*, *Clipboard* and the *Styles and Formatting* task panes most often – they are shown in their relevant sections. None of the task panes add functions to Word that is not available from the menus, but they make many tasks much quicker and easier.

A relevant task pane pops up whenever Word thinks that you have the need for it. E.g. when launching Word it will open the *New Document* pane; when pasting from the clipboard, it will open up the extended *Office XP clipboard* pane; when changing paragraph styles it will give the *styles pane* etc. You can select any one of the available task panes by clicking the drop-down button on the pane's title bar.

Below are examples of the *search*, *reveal formatting* and *clipboard* task panes.



Character Formatting

You have an extremely wide variety of formats that you can apply to your text. These formats determine how a letter will look like: colour, shape, size etc. These formats are also called the **attributes** of the text. When you switch to a certain format, all the new text you type at that location will inherit the attributes that are currently “active”. When you move the cursor to another area, any new text you type will inherit the attributes from the surrounding (neighbouring) text. You can also select existing text and apply special formatting to it.

Choosing a Font Type and Font Size

One of the attractions of Windows-based word processors is the wide variety of fonts from which you can choose. The following are just some of the fonts that come standard with Windows XP.

Arial Arial Black Book Antiqua Britannic Bold Comic Sans Franklin Gothic Garamond Haettenschweiler Impact Monotype Corsiva Tahoma Verdana and of course Times New Roman.



Any of these can be selected by clicking on the *Drop Box* icon of the *Font Type* Drop Box. Move your cursor down the list until you find the desired font and click it.

Special symbols are found under a variety of headings, the best **known** being **Wingdings**: (+ P S - = z Aa . Also try out *Webdings* or *Symbols*. Additional font types can be downloaded from the web.

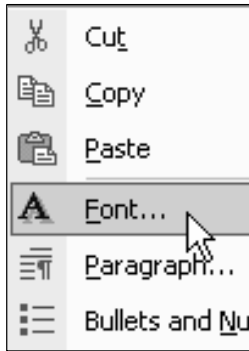
You can change the **font size** in a similar way by using the *Font Size* Drop Box and selecting one of the default sizes. You can also enter any number directly in the box, allowing you to specify *fractional* font sizes (e.g. 12.5) or very large sizes (e.g. 400). Font sizes are measured in points. A 30-point font is 1 centimetre high. Examples of sizes are 10 15 and 20 points.

Applying Basic Font Effects



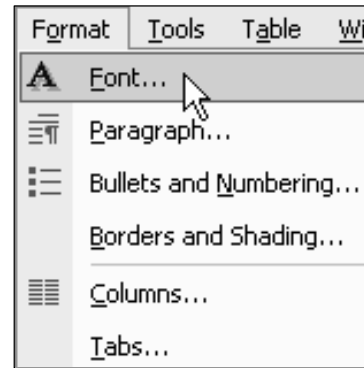
In addition, you can apply various **formatting effects** to most fonts. The most commonly used styles are available from the formatting toolbar: **bold**, italics and underline. You can also use the short-cut keys **<Ctrl>-B**, **<Ctrl>-I** and **<Ctrl>-U** respectively. Of course, any **COMBINATION** of effects is also possible.

Exploring More Advanced Font Effects



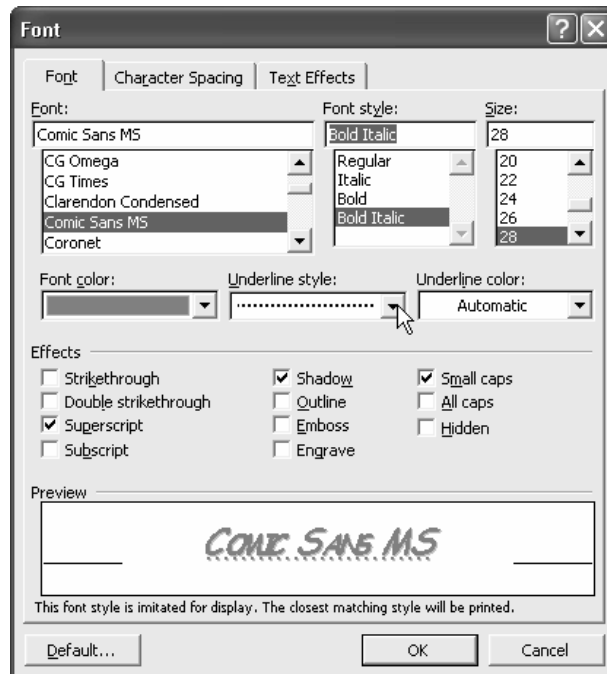
A wide variety of additional styles and special effects is available. Access the full range of font options by highlighting (selecting) the text to which you would like to apply and then choosing the *F*ont option from:

- the top *F*ormat menu
- the right-click menu

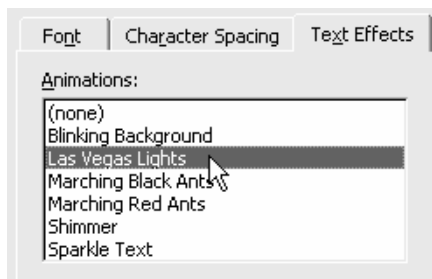
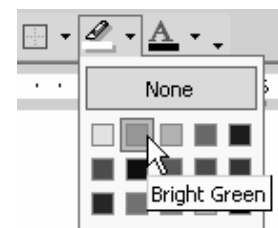


The following are some sample text effects:

- Subscript
- Superscript
- shadow
- outline
- embossed
- engraved
- SMALLCAPS
- strikethrough
- and more.



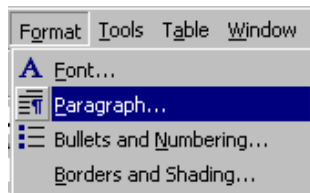
A useful effect is the **Highlight** effect, that changes the background colour of the selected text. It is used to create “reverse text” effects (white text with a black highlight) or the “marker highlight” effect using a bright yellow or light green/blue/grey. If you have a colour printer, you will also want to experiment with the various **font color** options.



In fact, you can even have **animated** fonts, such as Las Vegas Lights or Marching Ants, although these will obviously only have their full impacts when viewed on-screen. Go and experiment!

Formatting Paragraphs

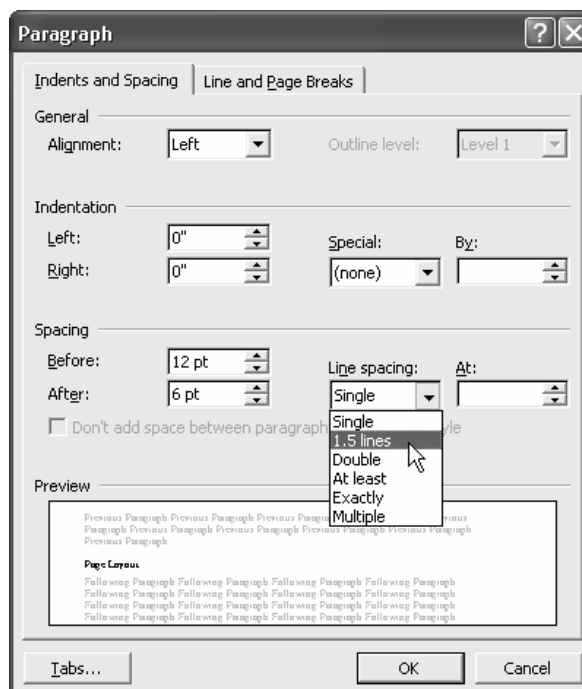
Certain types of formatting apply to paragraphs only. On the **Format** menu., click



Paragraph to open the *Paragraph format* window, from which most paragraph formats can be selected.

formats can be selected.

You can select a paragraph format before you start typing a new paragraph, so that it will apply to the new paragraph (and any subsequent paragraph you type until you change the format again). Alternatively, you can apply a format to an existing paragraph by clicking anywhere on the paragraph and selecting the paragraph format; there is no need to highlight or select the entire paragraph. Note that, due to space limitations, the *Tab* or the *Borders and Shading* commands will not be discussed in this module.



Alignment



Paragraphs alignment refers to the position of the paragraph in relation to the left and right margins. The alignment is selected by clicking the paragraph *alignment* buttons on the formatting toolbar and can be one of the following.

Left aligned i.e. flush with the left page margin
(click the Left Align Icon or press <Ctrl>-L),

Centred (by clicking the Centre Icon or
pressing <Ctrl>-E), or finally they can be

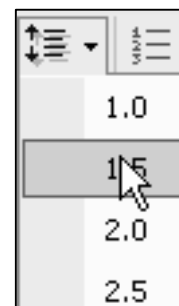
right aligned i.e. flush with the right margin
(by click the Right Align Icon or pressing <Ctrl>-R)

Fully justified text is flush with both the left and right page margins since *Word* will automatically insert extra white space between words to produce straight text edges on both sides. Although it looks more professional (just like typeset books), it is not as easy to read.

Line Spacing

You can set the spacing between the lines of a paragraph. A line spacing of 1 corresponds to single spaced text (**<Ctrl>-1**) i.e. normal text without any extra space between lines.

Double-spacing (**<Ctrl>-2** i.e. a line spacing of 2) inserts an "empty" line between lines of text. The current paragraph is double-spaced. The formatting toolbar also has a special line spacing button (see right).



You can also specify any other fractional part using the *Format Paragraph* menu. Line spacing of 0.8 will move lines very close to each other as in the current paragraph whereas a line spacing of 1.5 will leave half of a blank line between text lines. You can also set additional spacing between paragraphs.

Indenting Paragraphs

To move text away from the left margin by (one or more) **<Tab>** stops, called *indenting*, click the *Increase Indent* and *Decrease Indent* buttons on the formatting toolbar. Additional indent options available from the *Format Paragraph* menu are to indent the entire paragraph but not the first line or the *Quotation Indent*, which indents a paragraph both from the left and the right-hand margin.



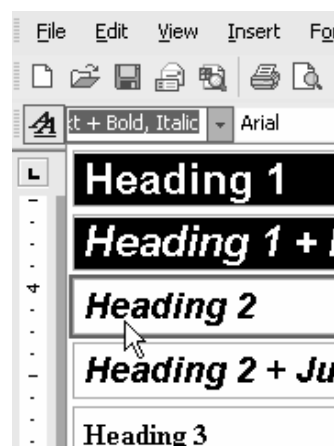
Numbered and Bullet Lists

If you wish to make a list of a number of items, consider using a bullet list. Click on the *Bullets* button when you type the first list item and *Word* will automatically insert bullets for every list item whenever you press **<Enter>**. You return to normal (body) text by clicking the *Bullets* button again or pressing **<Back Space>** after your last **<Enter>**. If your list items are in a particular order or sequence, use the *Numbering* button instead.



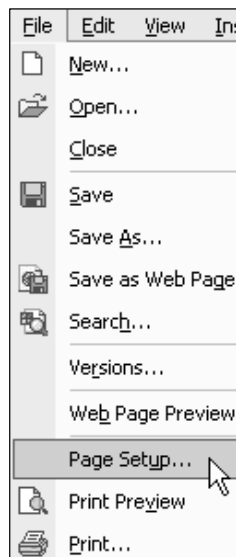
Using styles

The recommended way of formatting your document is by means of styles. A style assigns a consistent, predefined set of formats to a paragraph based on the nature of the paragraph: a heading, a quote, main text, a footnote etc... As an example, you may want to format all your first (top) level headings with a 20 point Arial italic font in blue on green background with a right alignment. Create a style by selecting *Styles and Formatting* from the *Format* menu and the appropriate task pane will open. The easiest way is to first create a paragraph that looks the way you want it to be and then apply the paragraph formatting to the style template. For subsequent paragraphs, you apply the style using the style drop-down box, the task pane or shortcut keys (e.g. **<Ctrl>-<Alt>-2** for a second-level heading).



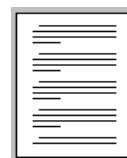
Page Layout

Word allows you to customize your page layout to the finest detail. Most page formatting can be done by selecting *Page Setup* from the *File* menu, though page numbering and headers/footers are found on other menus.

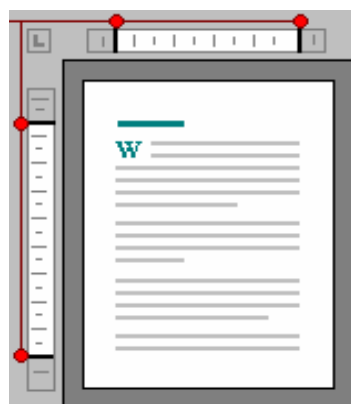


Page Size and Orientation

Click the *Paper* Tab on the *Page Setup* window to specify which size of paper you will be using. A common problem occurs when moving a document from a PC with a dot-matrix printer to a PC with a laser printer or vice versa: dot-matrix printers normally use tractor-feed *continuous paper* (11 inches long and 8 inches wide) whereas laser printers use *A4 cut paper sheets* (29.7 cm or ±11.69 inches long and 21 cm wide). Word may change your page layout, or your document may print out incorrectly. Another *Page Setup* option is the orientation: landscape (“horizontal”) or portrait (“vertical”). This can be specified on the *Margins* tab on the *Page Setup* window.



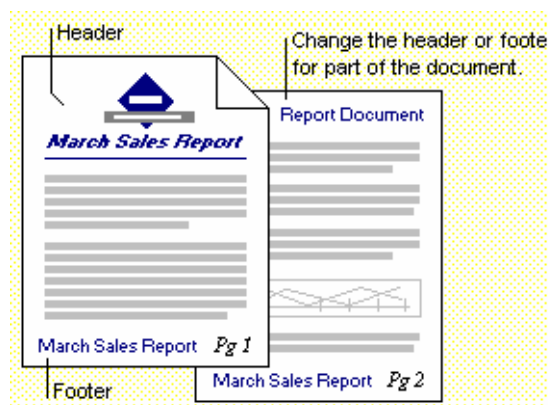
Page Margins



Page margins are the white space or borders around the main text on a printed page. Select the *Margins* Tab on the *Page Setup* window to specify the top, bottom, left and right margins. You can specify separate margins for the header and footer. Note that *Word* may increase your margin settings if your printer needs wider margins to “grip” the page. Margins are always specified in relation to *their* side of the paper e.g. the *right* margin equals the distance between the right border of the text and the right edge of the paper. You can also adjust the page margins by dragging the margin marker on the ruler bar.

Headers and Footers

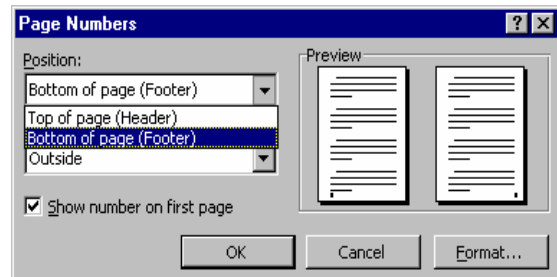
Headers/footers are lines of text (or graphics) that appear recurrently at the top/bottom of each page. You can specify the text of the header or footer by selecting *Header and Footer* on the *View* menu. (Personally, I have never understood why Microsoft put it there.) You can edit your header or footer directly in the document screen if you are in *Print Layout* view



mode. You can also change headers and footers within the document or specify different headers/footers for even and uneven pages. The header/footer can also include a variety of special “variables” such as page numbers, total pages in the document, date, time or file-name.

Page Numbering

If you just want to number your pages, you can select the *Page Numbers ...* option from the *I*nsert menu. Although you can insert a page number also as part of the header / footer, the *Page Number* window allows you much more advanced control of the page number format.



Printing Your Document

Printing a document is done the same way in most *Windows XP* applications.

Printing an Entire Document



If you want to print your entire document, without changing any settings, just click the *Print* button on the standard toolbar. (Just hover your cursor for two seconds above the *Print* button and a message will show which is your default printer.)

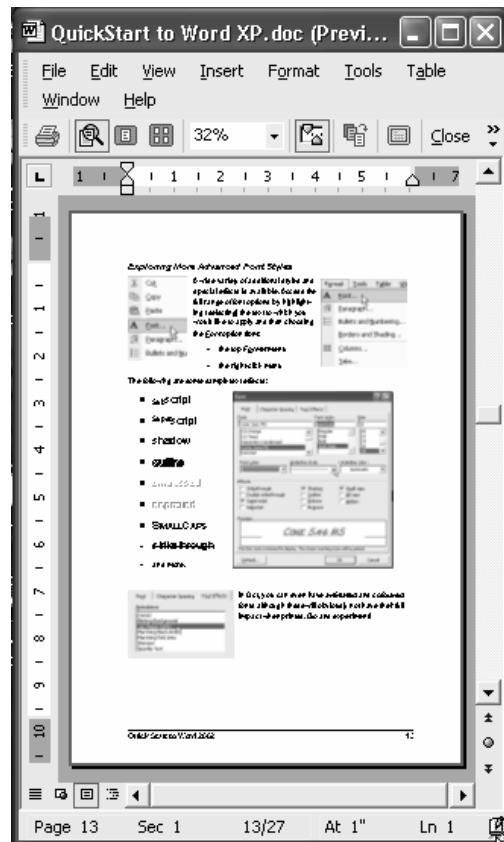
Word will print your document *in the background*, so that you can go straight back to your editing work. The status bar shows the progress of the printing job and you can right-click the little printer icon on the taskbar to check the status of your printing job – or cancel it.



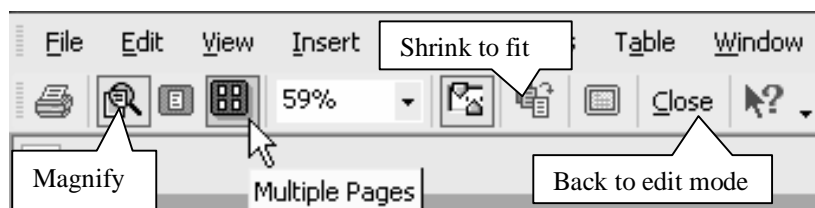
Before printing a large job, you are advised to take a **print preview** so that you see what the final document will look like. Click the *Print Preview* button on the standard toolbar and *Word* will display a full-page preview of your document. You can move the cursor over the document (where it will change into a magnifying glass) to zoom in.

Alternatively, you can preview several pages at once on your screen.

Also very useful is the *shrink to fit* option, which automatically adjusts the document size to reduce the number of pages by one – great if e.g. you want to reduce a three-page document onto one double-sided sheet.

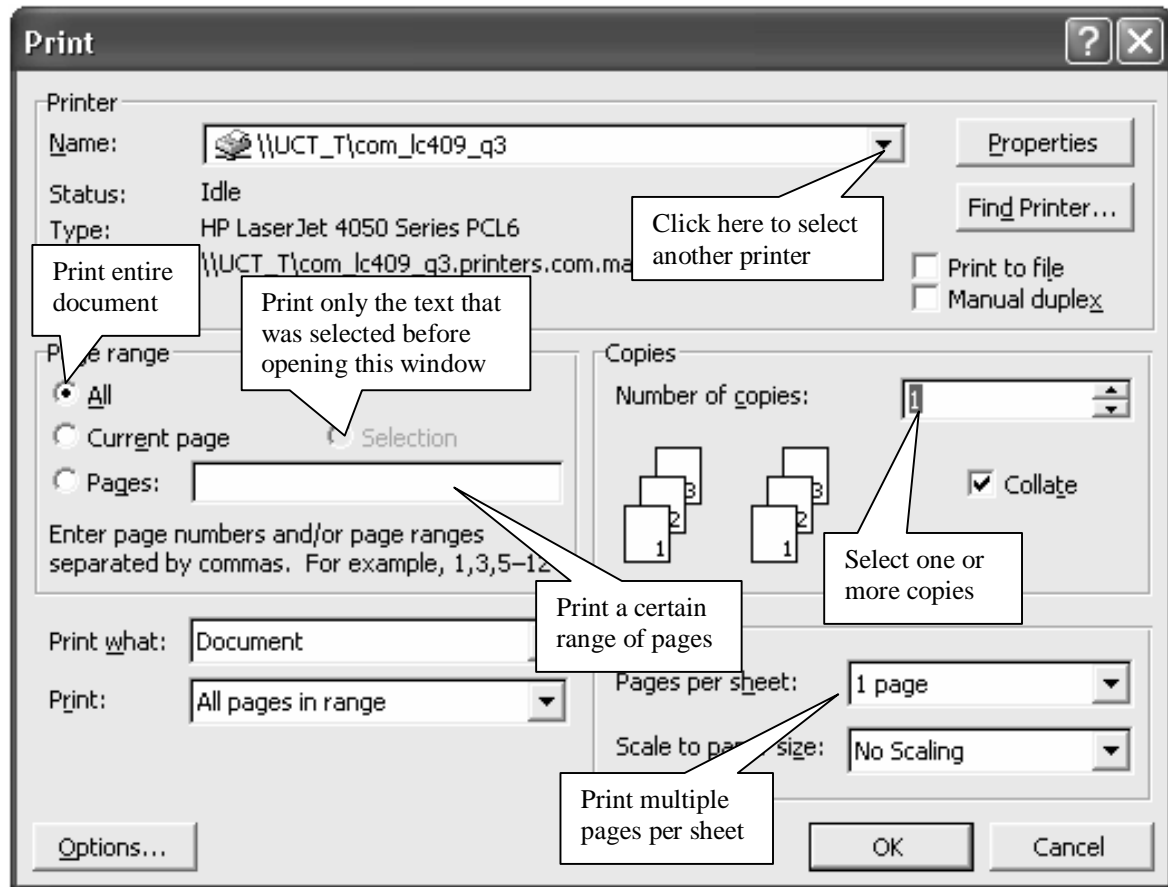


Click on the *Close Preview* button to go back to editing your document.



Some Print Options

The screen shot below explains the most important printing options. Note that you can get a



detailed explanation of any option by clicking the **Question Mark button** on the title bar and then clicking the text of the option you want explained.

Printing Selected Pages

If you only want to print out *part* of a document, select the *Print* option from the *File* menu or press the **<Ctrl>-P** keyboard shortcut. You can specify the exact pages you wish to print by giving a page range (e.g. 5-12 means pages 5 to 12) or several page ranges separated by commas. If you want to print out a selected area of your document, select the area first and then call up the *Print* window. This window also allows you to print several copies of your document, collated (i.e. page order) or not.

Selecting a Printer

Normally your printer will be set up for you during the *Windows XP* installation process or when you log in to your network. Occasionally, you may need to change printers. You can select another printer or change the current printer settings via the *Print* window, or by selecting *Settings* from the *start* menu.

Using Tables, Clip-Art and Pictures

One of the greatest strengths of *Word* is the ease with which it handles more advanced word processing tasks. These will only be mentioned briefly below, but you are invited to check them out more thoroughly. Each feature has many options and commands for you to explore. The only way to learn about them is to try them out and experiment with the various options. As you start using them, you will slowly get to know them better as you seek for better or quicker ways to accomplish various tasks. Also don't forget to use the Help function when you are stuck!

Inserting Tables



Tables are a grid-like structure consisting of rows and columns. They can have a great many different appearances and are highly customisable. *Word* will even calculate totals. To insert a table, click the

Insert Table button on the standard toolbar. To customize the table, use the *Table* menu.

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

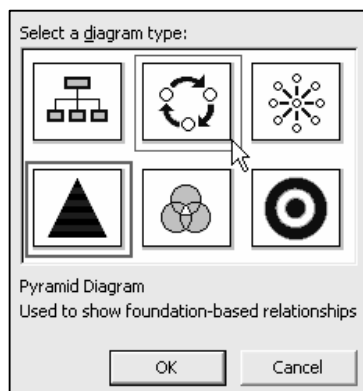
Using Clip-Art and Pictures



Make your documents even more attractive by incorporating attractive clip-art: ready-made graphics, pictures and drawings. *Word* comes with an attractive collection of clip-art (though your particular system installation may not have made them available). Much more clip-art and a variety of pictures can be found with commercial software or on the Internet. To insert clip-art like the stick figure on the right, use the *Insert Picture Clip Art/From File* command, depending you wish to insert clip art from the standard Microsoft clip art library or your own.



Inserting Diagrams



There are many other graphics creation tools available in *Word*.



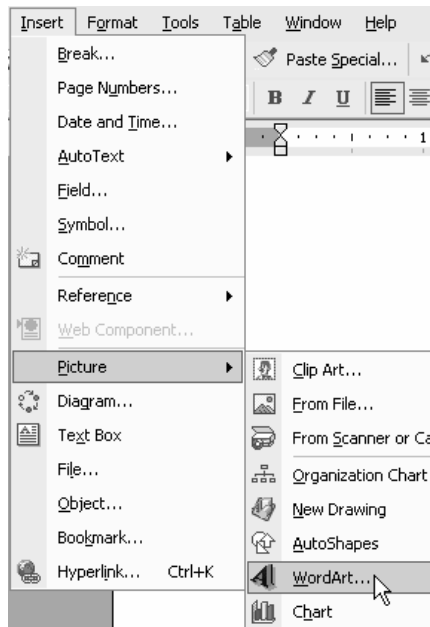
You can select them from the **P**icture sub-menu on the **I**nsert menu, or from the drawing toolbar. Some of the chart types that are available (see left) are: organisation charts, cycle (process), radial, pyramid, Venn diagram and target diagram

Using WordArt and AutoShapes



In addition to clip-art and pictures, you can create your own drawings with *Draw*. Just click on the *Drawing* button, which will make the drawing toolbar available.

A useful option is *AutoShapes*, a collection of pre-made drawings such as lines, flowcharts or call-outs.



You may also be interested in the *WordArt* which allows you to stretch, deform, shape and generally have fun with any text.

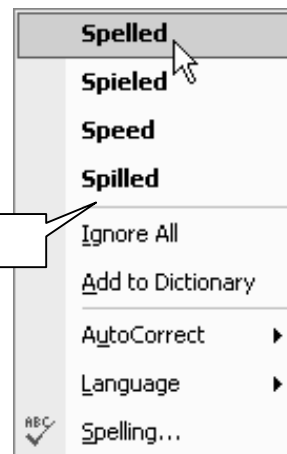


Using Word Processing Tools

Perhaps the most *powerful* features of *Word*, or any *Windows* word processor for that matter, are their language tools that come bundled with the software. In fact, these tools should perhaps have been introduced right at the beginning of this document! They are all available from the Tools menu, though some are constantly watching “*over your shoulder*” to help you out.

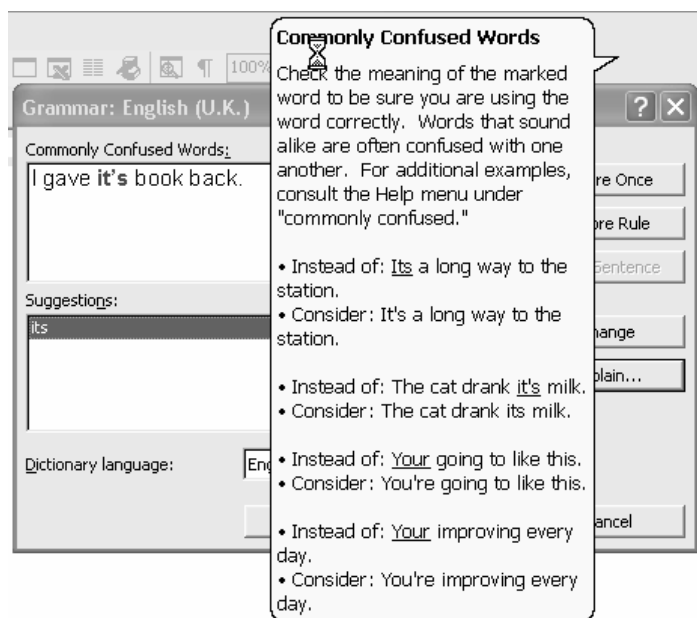
Spell-checking

Word includes a large spelling dictionary and can be configured so that it checks your spelling as you type. Any words not found in the dictionary will be underlined in red. Right-click on the underlined word and *Word* will offer suggestions as to how the word might be spelled.



Closely associated with the spell-checking is the *AutoCorrect* feature, which will automatically correct frequently misspelled words *as you type*. For instance, if you type *teh*, *Word* will automatically correct it to *the*. *AutoCorrect* also checks if you start sentences with a capital letter (but not two)! You can even use it to turn common abbreviations into symbols e.g. (tm) becomes TM; (c) becomes ©; :-) becomes the smiley J etc. You can add your own custom abbreviations (e.g. *jp* becomes *Jean-Paul*). Also check out *AutoFormat* and *AutoText*.

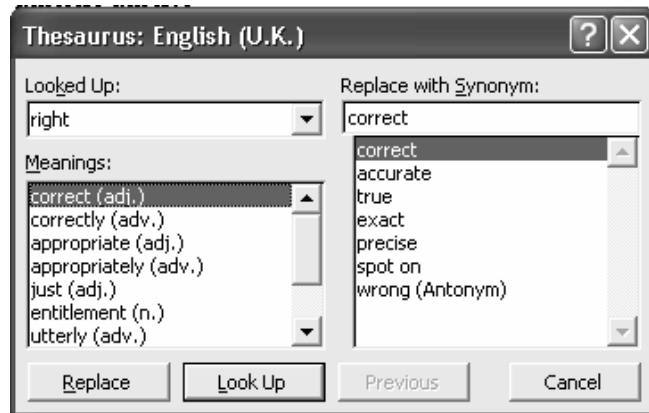
Grammar Checking



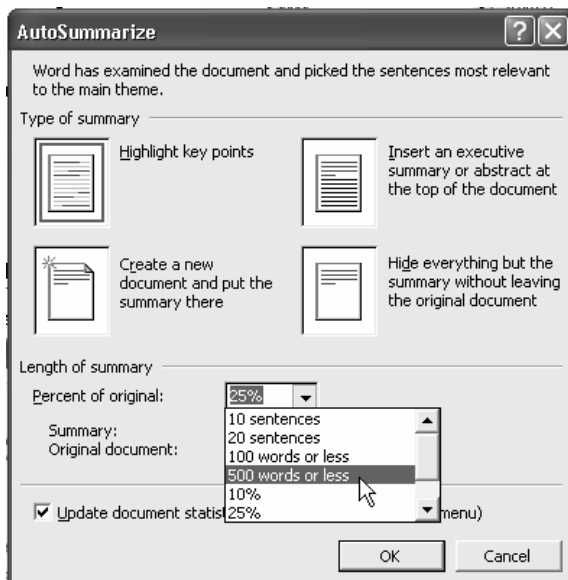
Even more sophisticated than the spelling checker is the *grammar checker*. Whenever *Word* thinks that something is grammatically not well-formed, it will underline the text (usually a sentence) with a *green wavy underline*. It may suggest a correction and also explain the grammar rule with an example.

Thesaurus Lookup

Stuck for the right word? Use the *thesaurus* by pressing <Shift>-<F7> and *Word* will quickly look up a whole lot of synonyms for you! Some words have different meanings and the thesaurus will offer a list of synonyms for each meaning.

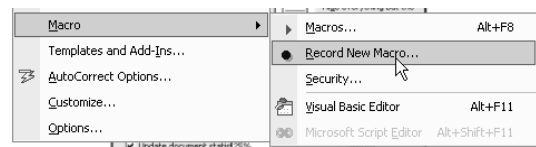


And Much, Much More ...



AutoSummarize will generate a summary of a document for you! If your system is configured with access to *Microsoft Bookshelf*, you can **lookup a reference** from your document directly (and paste the reference material back in your document).

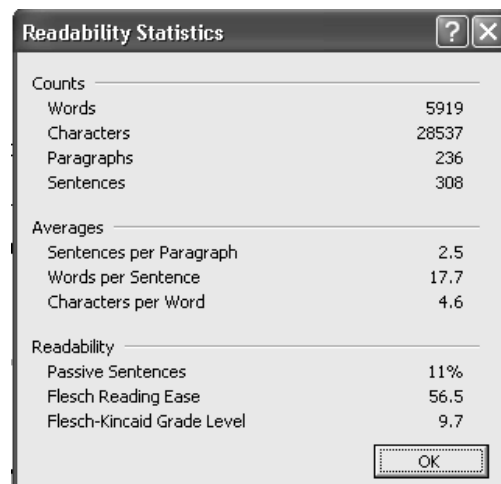
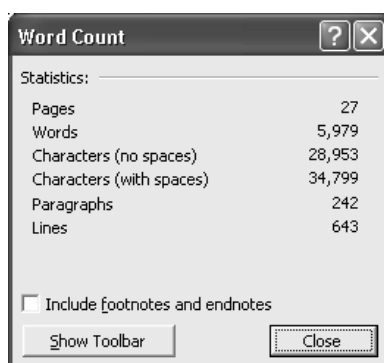
With **Mail Merge** you can customize the content of your letters or other documents to a large number of individuals.



With **Visual**

Basic, you can even develop your own program *within Word* for unlimited customisation.

Word will take you wherever you want to go!



Exercises

Exercise 1

1. Type all of the text given in the example below using Verdana font in 16 point size.
2. The greeting “Calling all Friends!” should appear in the centre of the first line.
3. The greeting should be in italics and bold and underlined.
4. All text should be fully justified, i.e. flush with both the right and left margins.
5. Insert a page number automatically in the centre, at the bottom of the page
6. Indent and bullet the four activities.
7. Use page margins of 6 centimetres on the left and 2 centimetres on the right.
8. Note: you will get one mark for word-wrapping.
9. Correct the four spelling mistakes by using the Spell Checker tool.
9. Insert the DANGER N symbol after the word “beware” from the Wingdings font by typing
N
10. Save your note in the *My documents* folder under the name GOALS

Calling all Friends!

I want to be the best student on U.C.T
Campus.

When I arrived at the University I found
it difficult to settle down as I was al-
ways:

- going to parties,
- watching movies,
- drinking and
- meeting girls.

I have now decided that I want a first
and I want my name to appear on the
Dean’s Merit List. I know that I have a
great deal of work ahead of me, but I
am determined and believe in my abil-
ity. Friends beware N leave me to
work.

Exercise 2

1. Type the text given in the example below using Comic Sans MS font in 16 point size.
2. Bold the word "Bolding".
3. Underline the word "Underlining".
4. Bullet the four points.
5. Indent the four points.
6. All text should be fully justified, i.e. flush with both the right and left margins.
7. Use page margins of 5 centimetres on the left and 5 centimetres on the right.
8. Note: you will get one mark for word-wrapping.
9. Correct the four spelling mistakes by using the Spell Checker tool.
10. Insert the page number at the bottom of the page, on the left.
11. Insert the CLOCK ¹ symbol after the words "starts at" from the Wingdings font.
12. Save your note in *My documents* folder under the name "**Granny**".

Dear Granny

In Information systems we have to learn word processing skills. I thought I would write to you and practice what I have learned:

- Bulleting,
- Indenting,
- Underlining and
- Bolding

I have also learned to manipulate the size of my document by changing the line spacing - no more struggling to make my essay three pages when I only have two pages worth of information - cool hey?

Anyway I need to go as my lecture starts at 1 .

Love
(Your Name)

Exercise 3

1. Type all of the text given in the example below using Arial in 16 point size.
2. The headline "Wanted" should appear in the centre on the first line.
3. The headline should be in bold and italics.
4. Put a "box" around the headline.
5. All text should be fully justified.
6. Insert the file name automatically in the centre at the top of the page.
7. Use page margins of 6 centimetres on the left and 6 centimetres on the right.
8. Note: you will get one mark for word-wrapping.
9. Use a *numbered bullet* list for the "Four students who are required to" list.
10. Correct the four spelling mistakes by using the Spell Checker tool.
11. Insert the phone symbol (before the number from the Wingdings font by typing (.
12. Save your note in *My documents* folder under the name DESIRE.

WANTED

A researcher at U.C.T. is seeking help with obtaining data from idustry.

Four students are required who:

1. are fit
2. have spare time
3. are able to visit small businesses in various parts of town

A questionnaire will be provided and traning given to these students.

Pay is at normal reseracher assistant rates.

Contact me at (123-4567.

(type your own name here)

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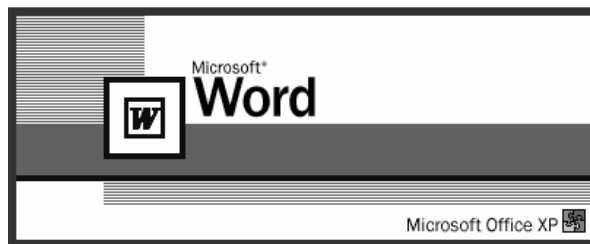
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Quick Start to

Word 2002



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