



# Microsoft Word 2003

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## Chapter 1 - Opening and Saving


One of the more commonly used tasks accompanied with using Microsoft Word is the ability to **Open** and **Save** your documents.

### ***Opening a New Blank Document***

When you open **Word**, you are presented with a **New Document**. Examine the **Title bar**; it states the current name of the document you are viewing (in our case "Document1"). This is a temporary name until you save your document. In this lesson we will discover the different options for opening Word documents.

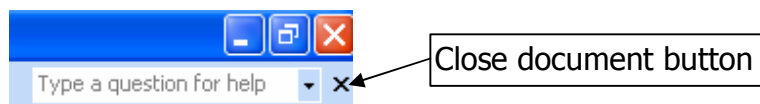
1. Launch **Microsoft Word** by clicking on the **Start** button, point to **All Programs**, point to **Microsoft Office** and click on **Microsoft Word 2003**. Note: the exact **Start** menu location may vary. Or you may choose to double-click on the appropriate desktop icon.
2. Word opens with a new (blank) "**Document1**".
3. You may choose to enter text immediately, but it is highly recommended at your earliest convenience, to **Save** your document (we will discuss this topic in a moment).
4. Once you are finished with your document you may Save and close it so it can be retrieved in the future.

If you close all active documents, you are faced with a light gray background. You can choose to open another blank document or an already existing document.

1. With all documents closed, click on the **File** menu and select **New**. (toolbar shortcut )

The **New Document** pane appears. Note the options for a new document. In our case we will select **Blank document**.

2. Click on the **Blank document** link. Instantly, we see the new document on our screen named **Document2**.
3. Once again, you may enter text as you see fit.
4. **Close** your document without saving using **Close Document** button.



### ***Opening an Existing Document***

For obvious reasons, we save documents so we can retrieve them later. Knowing **where** your documents are located is quite important. You may wish to open a particular document to copy information to another document. Just another reason to save our documents.


1. To open an existing document, click on **File** menu, and select **Open**. The **Open** dialog box appears.

**NOTE** – It may be necessary to change the **Look in** field to another location, depending on where the document resides. In addition the left pane offers you shortcuts to navigate to popular locations. Also, it may be necessary to change the **Files of type** to another selection, depending on the file extension of your document. For instance, choosing **Text File** will allow you to view only files that end with **.TXT**

2. Once you have located the file you wish to open, either double-click the file name or click once to select the file and then click on the **Open** button. The document will appear on your screen.
3. Once again you may choose to modify, copy, etc to your document. **Close** your document.


### ***Copying or Deleting Documents***

We can use the **Open** dialog box to achieve other tasks, beyond opening an existing document.

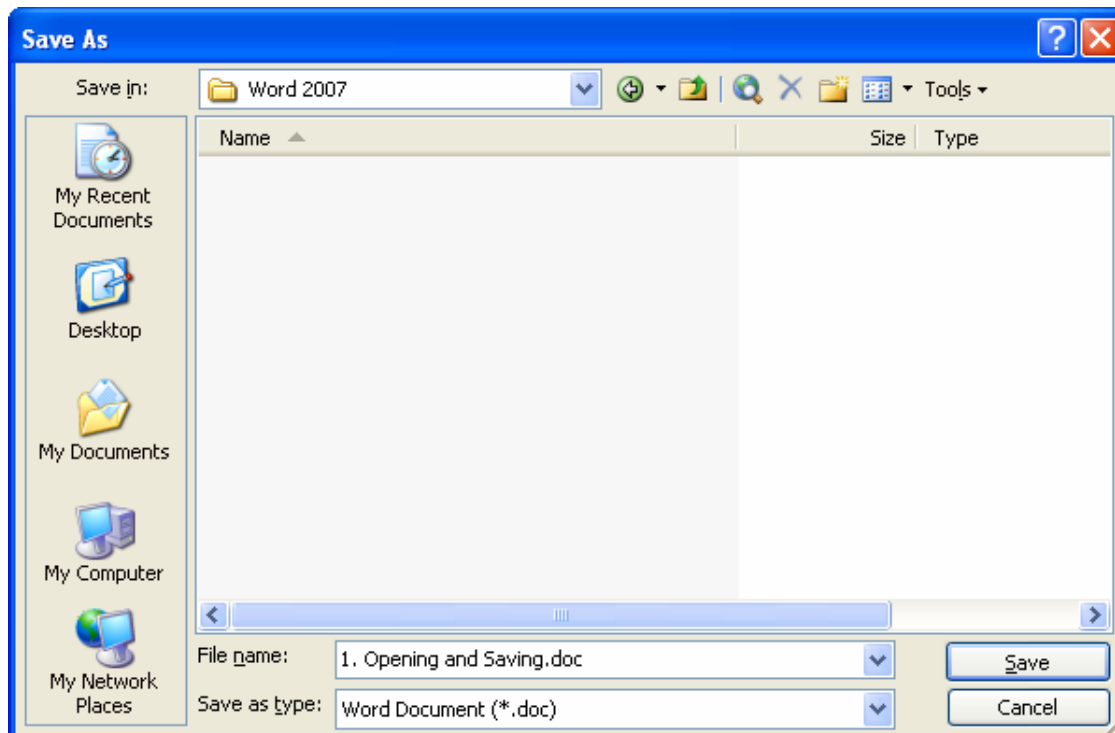
1. Click on the **Open** tool from our Word toolbar . The **Open** dialog box appears.
2. Select any document from the list shown. Right-click and choose **Copy**.
3. Click in any open space in the file list.
4. Right-click and choose **Paste**. A "**Copy of filename**" appears.
5. Right-click the newly created (copy) document and choose **Delete** from the menu. The **Delete File** confirmation dialog box appears. Click on the **Yes** button. The document is sent to the **Recycle Bin**.
6. You may close the **Open** dialog box by clicking on the **Cancel** button or the **Close** button (top right corner of the dialog box).

### ***Saving a Document (first time)***

Once you have created a new document, you should get in the habit of **Saving** (early and frequently). You never know when accidents may occur.


1. To save a document for the first time, click on **File** and choose **Save**. (toolbar shortcut ).

The **Save as** dialog box appears.



2. **Note:** it may be necessary to change the **Save in** field to a different location.
3. In the **File name** field enter your new document name, you may omit the .DOC extension, as Word will automatically add the proper extension in the Save process.
4. Click on the **Save** button. The new name appears in the **Title** bar.

### ***Saving a Document (thereafter)***

1. Once we have initially saved our document, we can choose to **Save** our document by clicking on the **Save** tool , or by using the keyboard shortcut key **CTRL** + **S**.

### ***Saving a Document (with a different name or location)***

You may wish to change the name or save your document to a different location. Follow these steps to achieve this task.

1. Choose **File** from the menu, and click on **Save As**. The **Save As** dialog box appears.
2. If you are changing the name, highlight the **File name** and type the new name.
3. If you are changing the location, select the new location from the **Save in** field.
4. Once you have completed your selection or options, click on the **Save** button

## Chapter 2 - Selecting Text

While editing text in Microsoft Word, we discover one of the most important factors is being able to select text in a timely manner. The following steps will provide you with many options for selecting (highlighting) text so that it may be modified, copied or moved.

### ***Selecting Text with your Mouse***

We can select various amounts of text with a few basic skills using our mouse or combined with our keyboard.

5. If necessary, launch **Microsoft Word** (by clicking on the **Start** button, point to **All Programs**, point to **Microsoft Office** and click on **Microsoft Word 2003**). Note: the exact menu location may vary. Or you may choose to double-click on the appropriate desktop icon.
6. Type the following (intentionally omitting 'good'):  
***"Now is the time for all men to come to the aid of their country."***

### **Selecting one word**

Selecting one word is quickly achieved by double-clicking the single word.

1. To select (highlight) one individual word in your document, hover over the word you wish to modify with your I-beam and double-click with your left mouse button. The word now becomes highlighted.

Now is the **time** for all men to come to the aid of their country.

2. If we want to add additional 'words' to our above selection, simply hold down the **SHIFT** key and click your mouse at the end of the last word you wish to select. Now all text from the initial word to last word you chose will be selected.

Now is the **time for all men to come** to the aid of their country.

3. An alternate method to the above is to double-click on the first word we wish to select and drag to the last word. Microsoft Word highlights a word at a time, making it easier to select entire words.

### ***Selecting a Paragraph***

Selecting an entire paragraph can be achieved quickly by triple-clicking (with our I-beam) anywhere within the paragraph we wish to modify.

1. Hover over the paragraph you wish to select with your I-beam pointer. Triple-click with your mouse. The entire paragraph becomes highlighted.

**Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country.**

## **Selecting a Row of Text**

Selecting any given row or rows of text can be achieved quickly, by positioning your mouse pointer in the left column (where your mouse pointer converts into a right-pointing arrow and clicking or you may click and drag several rows of text.

1. Position your mouse pointer in the left margin region, where your pointer converts into an arrow pointing to the right, adjacent to the line you wish to select (shown here in the left margin).
2. Click your mouse to select the line of text.
3. If you wish to select more than one line of text, click and drag to the last line you wish to select. Once you release your mouse button, all lines will be selected.

Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their

## **Selecting a given amount of text**

Often we may want to select more or less text than one word, or a paragraph. This can be accomplished quite easy with a combination of your mouse and keyboard. This method is clearly a very useful method of selecting text in other programs as well.

1. With your I-beam, click at the beginning of the text you wish to select. Your cursor should be flashing directly in front of the first character you are selecting.

Now is the |time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country.

2. Next we will hover over the last character we wish to select with our I-beam. While holding down the **SHIFT** key, click at the position desired.

Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country.

## **Selecting Text with your Keyboard**

Selecting text with your keyboard can be achieved quickly and efficiently. We will examine a few of the more common methods of selecting text.

### **Selecting a given portion of a Row**

1. Position your cursor at the beginning of the text you wish to select.

2. While holding down the **SHIFT** key, press the **END** key. The entire text from where your cursor was located to the end of the row is selected.

### Selecting Multiple Words

To select multiple words in your document, follow the procedure below:

1. Click in front of the first word you wish to select.
2. While holding down the **SHIFT** + **CTRL** keys, press the right arrow key once for each word you wish to select. You may press the right arrow key as many times as you so desire, to select multiple words.

### Selecting from any location to the beginning of the document

We may want to select a large amount of text, starting from the beginning of the document to a specific location within our document. This can be done quickly, with little effort.

1. Position your cursor at the **end** of the text you wish to select.
2. From your keyboard, press **SHIFT** + **CTRL** + **HOME** keys. This selects from your former cursor location to the beginning of the document.

### Selecting from any location to the end of the document

We may want to select a large amount of text, starting from a specific location to the end of our document. This can be done quickly, with little effort.

3. Position your cursor at the beginning of the text you wish to select.
4. From your keyboard, press **SHIFT** + **CTRL** + **END** keys. This selects from your former cursor location to the end of the document.

**NOTE** – Once you have selected any text, you may immediately start typing to replace the former text. There is no need to press the delete key prior to enter your new text.

## Chapter 3 - Adding, Deleting, Moving and Copying

Often we may want to modify the text in our Microsoft Word document. In this next topic, we will discuss adding, deleting, moving and copying text within a document.

### ***Adding Text***

1. To add text to your document, with your I-beam, click at the location you wish to add a character, word or sentence. Your cursor will be blinking at the location you clicked in your document.

**NOTE** – You may wish to move the cursor left or right one or two characters before you begin typing. Using the appropriate arrow keys on your keyboard will position your cursor accordingly.

2. Once your cursor is properly positioned, start typing the information you wish to add to your document. You may add one character a sentence or several pages.

### ***Deleting Text***

Often we may want to delete a character, word, sentence or large portion of our document. Using the following techniques will help to enhance your experience.

1. To delete text, we must first select the text to be deleted. Select the desired text (using the methods previous discussed in "Selecting Text").
2. Once the text you wish to delete is selected, press the **DEL** key on your keyboard. The highlighted text will be removed from your document and the remainder of the document will replaced the deleted text.

### ***Moving Text***

At times we may want to move text from one location within our document to another. This action removes the text from one located and places it at a different location.

1. Select the text you wish to move (using the methods previous discussed in "Selecting Text").
2. From the **Edit** menu, select **Cut** (shortcut: **CTRL** + **X**). The highlighted text within your document temporarily disappears.
3. Position your cursor at the exact location you wish the text to be inserted.
4. From the **Edit** menu, select **Paste** (shortcut: **CTRL** + **V**). The text that was 'cut' is now repositioned at the new location in your document.

### ***Copying Text***

We may want to duplicate a portion of our document (copying). You may copy the selected text multiple times in the same document or in another document.

1. Select the text you wish to copy (using the methods previous discussed in "Selecting Text").
2. From the **Edit** menu, select **Copy** (shortcut: **CTRL** + **C**). Nothing seems to have changed in your document, as you've only copied the selection.
3. Position your cursor at the exact location you wish the text to be placed.
4. From the **Edit** menu, select **Paste** (shortcut: **CTRL** + **V**). The text that was 'copied' is now duplicated at the new location in your document.

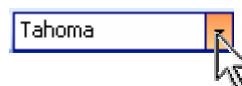
## Chapter 4 - Modifying the Size and Appearance of Text

Often we may want to modify the look and appearance of text in our Microsoft Word document. This next exercise will show you how simple it is to change the appearance of text within your Microsoft Word document.

### ***Changing the Font and Size of Text***

We may have the need to change the font or size of text. Follow these steps to accomplish this task.

1. Select the text you wish to modify (using the methods previous discussed in "Selecting Text").
2. From the toolbar click on the **Font** drop-down list.



The **Font** drop-down list appears, displaying the available fonts. In our case we will select **Times New Roman**.

3. From the toolbar click on **Bold**.
4. From the toolbar click on the **Font Size** drop-down list select **10** (10 points).



**NOTE** – When dealing with Font sizes, 12 points is most often used. Remember, the zoom value could make text appear larger or smaller if a value other than 100% is selected. As a reference, 72 points = 1 inch.

Additionally we may open the **Font** dial box, by choosing **Format** from the menu and selecting **Font**.

5. Note the changes we have just made above are reflected in the highlighted text..

## Chapter 5 - Modifying Paragraph Formatting

We may need to modify entire paragraphs within our Microsoft Word document. This guide will help you modify paragraph formatting quickly and easily.

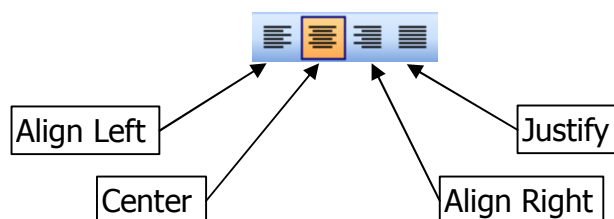
### Paragraph Alignment

Multiple options for paragraph formatting are at our disposal. Below are a few of the basic skills for accomplishing paragraph formatting.

1. Select the paragraph you wish to modify (using the methods previous discussed in "Selecting Text").


**NOTE** – From the **Toolbar** we have a variety of paragraph functions (Align Left, Center(ing), Align Right, Justify, Line Spacing, Numbering, Bullets, Decrease Indent, Increase Indent, and Borders).

2. From the toolbar, click on the **Center** (alignment) button. The **Paragraph** dialog box appears. Note the multiple different options available to us.




3. Try the remaining alignment options using the **Toolbar**. Revert back to **Align Text Left** when finished.

### Changing Paragraph Line Spacing

1. From the toolbar, click on the **Line Spacing** drop-down list . Notice the options available. Click on the **1.5** option from the list.
2. Try the remaining Line Spacing options using the toolbar. Revert back to **1.0** when finished.

### Paragraph Tabs

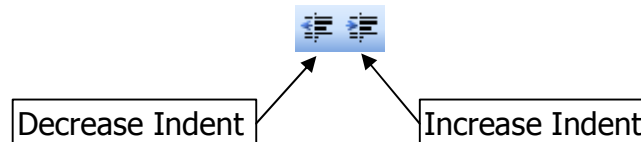
Next, we will discover the simple usage of the **Paragraph Tab**. A tab only affects the first line of a paragraph, while all other remaining lines remain stationary. *This paragraph has a tab at the beginning.*

1. Position your cursor at the beginning of the paragraph you wish to indent with a tab.
2. Press the  (Tab) key on your keyboard. Note only the first line of the paragraph has changed.

## Paragraph Indenting

We will discover the available options associated with **Indenting** a paragraph. This changes the left margin for only the selected paragraph (or the paragraph where your cursor is located).

1. Position your cursor anywhere within the paragraph you wish to modify.
2. From the toolbar, click on the **Increase Indent** button. Note the entire left margin of the paragraph has changed ½ inch to the right.



3. Press the **Increase Indent** a second time. Note this time your paragraph is indented an additional ½ inch.

Another type of **Indent** is called **Hanging** indent. It is used at times to offer a more professional look to your document.

1. Position your cursor anywhere within an ordinary paragraph (no special indents or alignment).

Note, on the left side of the Horizontal ruler, there are three markers. These three markers represent the left alignment of the paragraph. The marker we wish to adjust is the middle marker (appears as a house).

2. From the Horizontal ruler, select the indent marker (shown). Ensure your mouse pointer is pointing exactly in the center of the marker.



Although you are pointing and dragging the (house) marker, both it and the rectangular marker underneath will move together.

3. Click and drag the indent marker to ½ inch on your horizontal ruler. You have just created a hanging indent.



Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country. Now is the time for all men to come to the aid of their country.

Another method of creating a hanging indent is accomplished by clicking on **Format** from the menu, and then selecting **Paragraph**, the **Paragraph** dialog box appears.

Under the **Indentation** category, locate the **Special** subcategory and select **Hanging** from the drop-down list and adjusting the value in the **By** field.

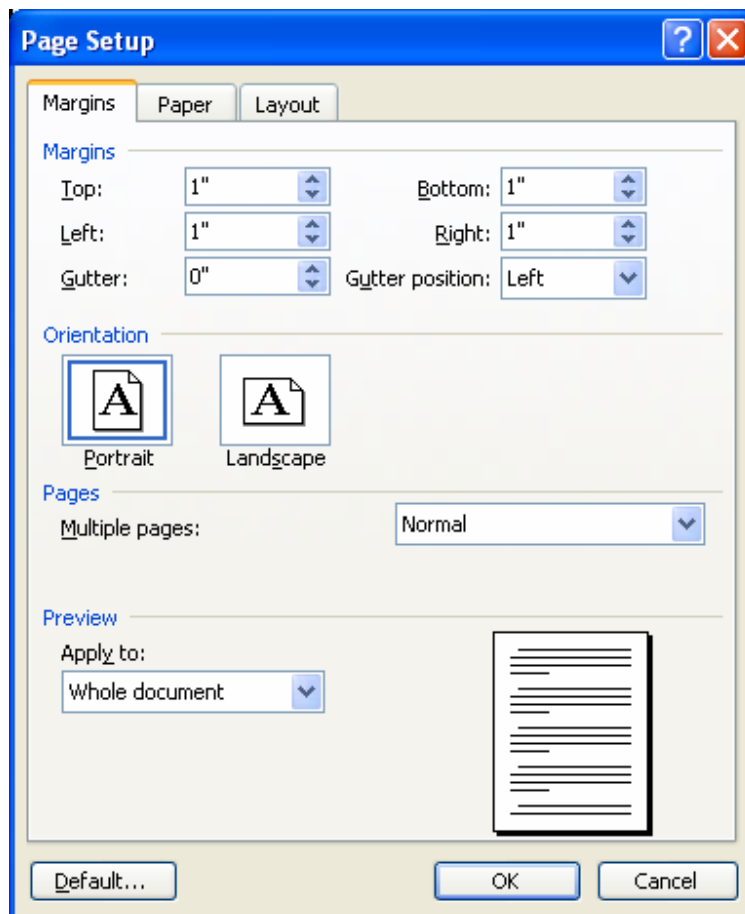
## Chapter 6 - Document Formatting and Tools


There are additional tools available that affect the entire document. These features will be discussed in this section.

### **Margins**

We can change the **Margins** in our document and they are often changed for the entire document. We will discuss the process of changing your margins of your document.

1. Your cursor may be located anywhere within your document to proceed with modifying the margins.
2. From the **File** menu, select **Page Setup**. The **Page Setup** dialog box appears.




3. Note the **Margins** tab is selected. Change the **Left** and **Right** margin values to ½" (.5). You may accomplish this by either clicking on the appropriate spinner buttons  or by highlighting the existing value and typing the new (decimal) value for each margin setting.
4. Note the other options for **Page Setup**.

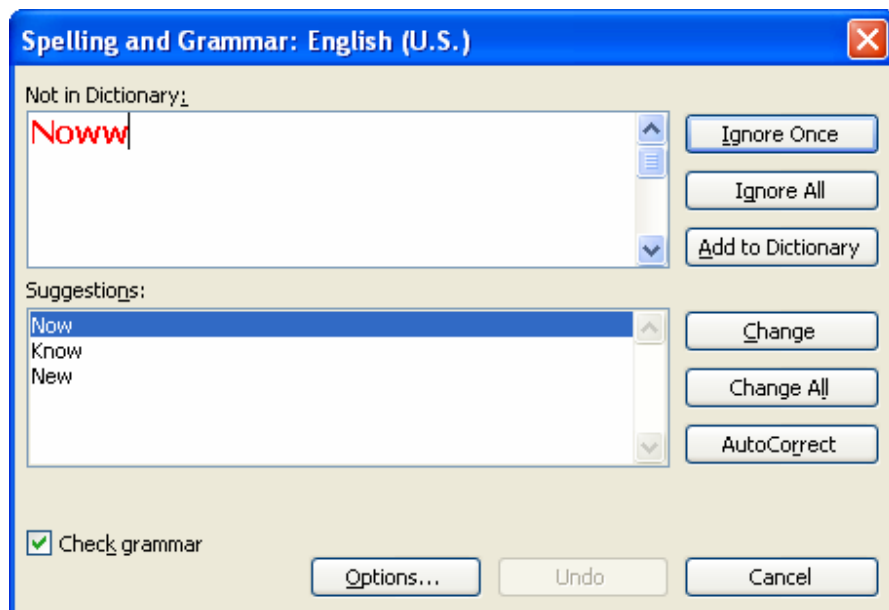
**NOTE** – The minimum margins available is dependent upon the printer associated with your computer. If no printer is setup, you will be warned to establish a printer setup first.

5. When finished selecting your options, click the **OK** button. The changes will occur for the entire document.

## ***Spelling and Grammar Check***

You've probably noticed all of those red and green squiggly lines under some of your text. Those are spelling and grammatical errors. We will discover how to correct those errors quickly, by using the power of the **Spell and Grammar** checker.

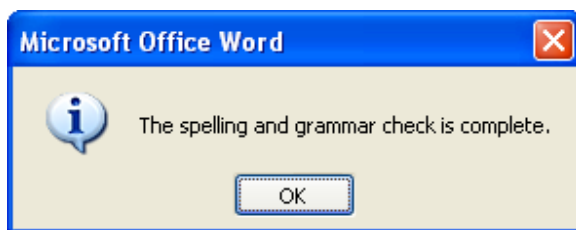
1. It is strongly advised to position your cursor at the beginning of your document. You can perform this with a simple keystroke. From your keyboard press **CTRL** + **HOME**. Your cursor will immediately position itself at the top of the document.
2. Launch **Spell and Grammar** by clicking on the appropriate tool in the toolbar. The **Spelling and Grammar** dialog box appears. 
3. The **Spelling and Grammar** checker has located the first questionable error it has encountered.



- From this dialog box, we see the numerous options available. The following is a brief explanation for each function.

Function	Action
Ignore Once	This option ignores the error and advances to the next error
Ignore All	This ignores ALL instances within your document
Ignore Rule	(Grammar) Ignore grammar rule for this instance only
Next Sentence	(Grammar) Skip to next sentence (without making changes)
Add to Dictionary	Add this word or set of characters to your custom dictionary
Change	This changes the current text to the highlighted suggestion
Change All	All occurrences that match this error will be changed
Explain	(Grammar) Explain rule used for grammar checking
AutoCorrect	This corrects entries with the AutoCorrect entry

- When the **Spell and Grammar** checker is finished, the confirmation Microsoft Office Word – The Spelling and grammar check is completed appears.



- Click on the **OK** button.

## **Thesaurus**

The Thesaurus is a valuable tool if you can't recall a word that you wish to use in your document. Its power is almost limitless. We will discover how to use this tool to our advantage.

- Click within a word that you wish to search for alternate words.
- From the **Tools** menu, point to **Language** followed by click on **Thesaurus** (shortcut key: **SHIFT** + **F7**). The **Research** pane appears.
- Locate a word in the **Thesaurus** category that you wish to further look up and click on the word. Microsoft Word will look up the selected word.
- Once you have located the word you wish to replace, move to the right of the entry and click on the drop-down list and select **Insert**. The selected word has replaced the former word in your document.
- When completed, you may choose to Close the **Research** pane by clicking on the **Close** button for that pane.



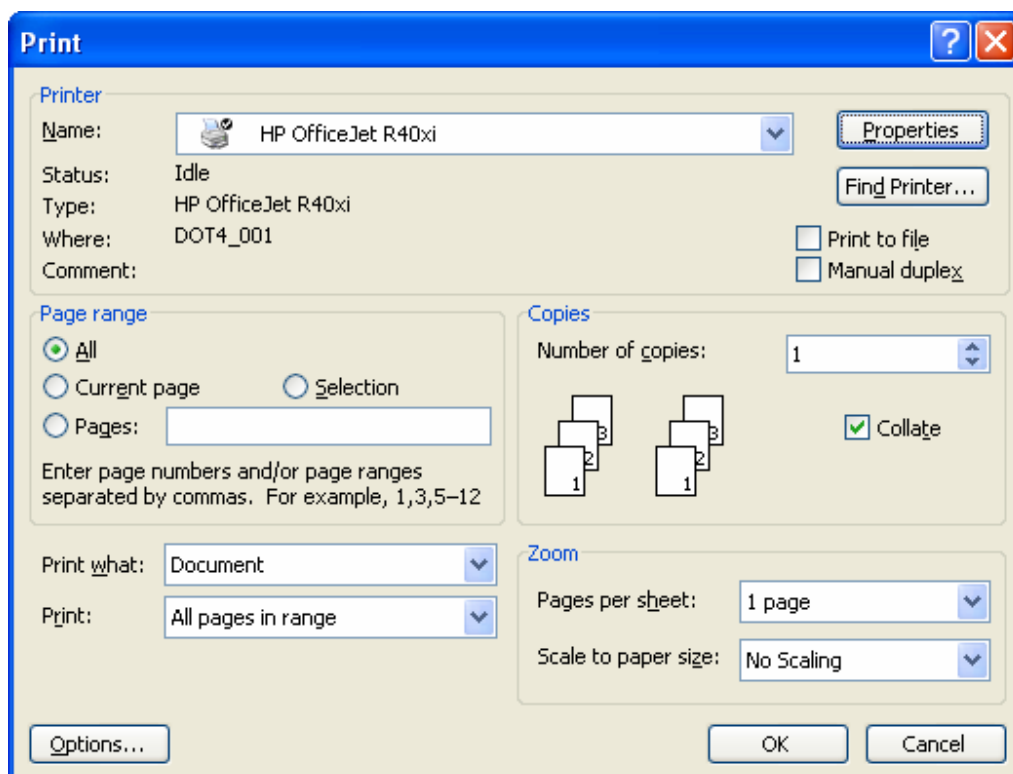
## Chapter 7 - Printing

For various reasons we may want to have a hard copy of our document. This is easily accomplished by using the **Print** function within Word.

### ***Printing a Document***

In this lesson we will examine the features associated with printing your document.

1. Start with an existing document open. From the **File** menu, choose **Print**. The **Print** dialog box appears (depending on your specific printer this dialog box may differ).



2. Note: if you have multiple printers you may select the correct printer from the **Name** field. Click on the drop-down arrow and choose the appropriate printer.

3. Notice the **Print range** options. The following table briefly describes each option.

<b>Selection</b>	<b>Action</b>
All	Prints the entire document
Current Page	Prints only the page where your cursor resides
Selection	Only prints the highlighted portion of your document
Pages	Prints the numbered pages provided (i.e. 1,3,8,10-15)

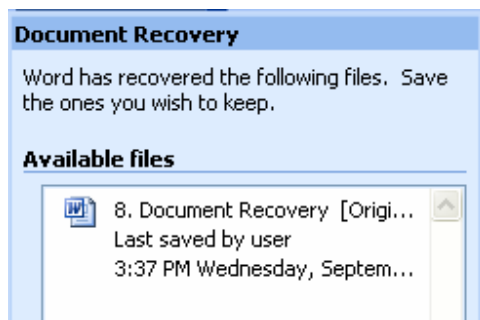
4. Examine the other printing options available to you. When you are ready to print, click on the **OK** button. If you do not wish to print at this time, click on the **Cancel** button.

## Chapter 8 - Document Recovery

You never know when an interruption of power to your computer may occur. If you ever have to recover a Word document after a power failure, following these important steps:

1. Launch Microsoft Word.

When you open Word, the **Document Recovery** pane will appear. Any previously opened (and not saved) documents will appear.



2. Position your mouse pointer along the right side of any **Available files**. Click on the arrow and a drop-down menu will appear. Take the appropriate action: **View**, **Save As**, **Close** or **Show Repairs** (if available).

