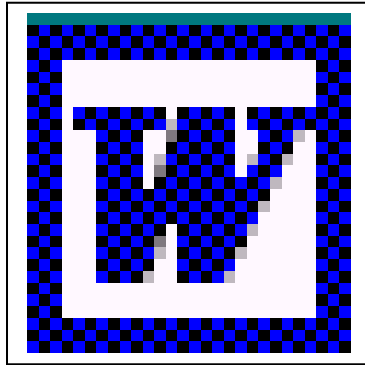


CHAPTER 8

MICROSOFT WORD 2003

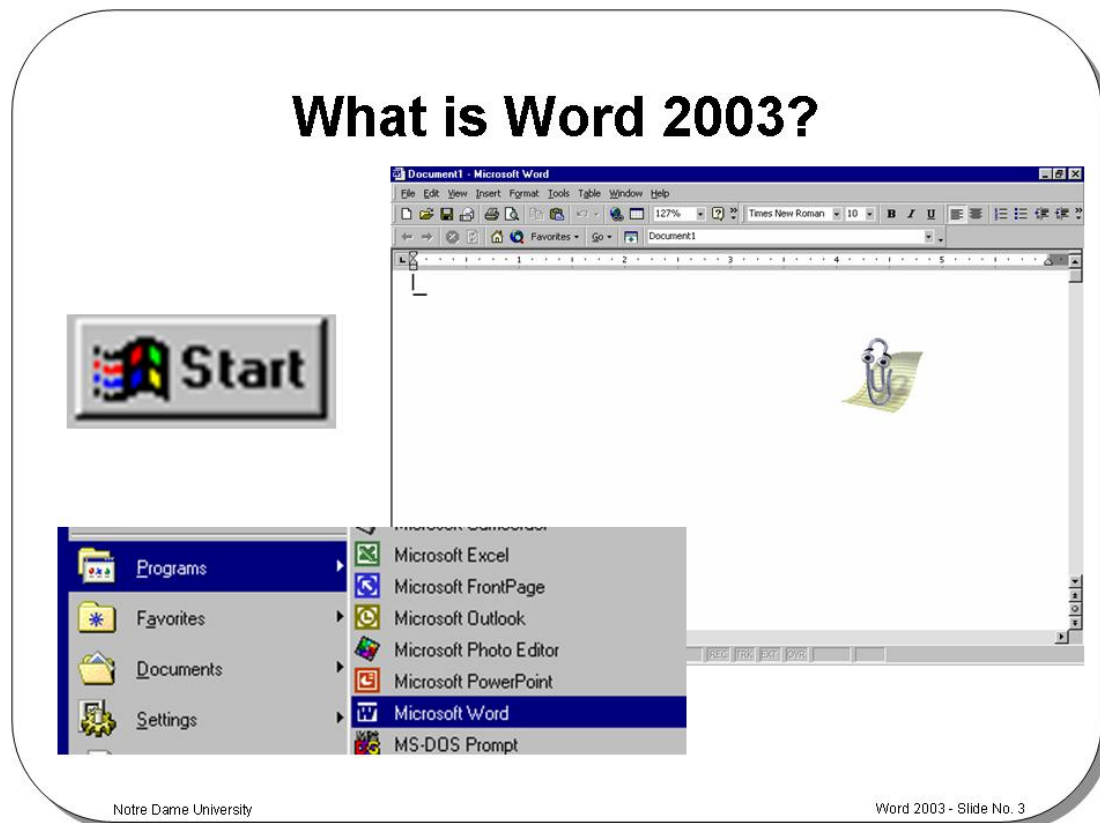


Starting Word 2003 and Manipulating Files

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Start Word 2003 using the Windows Start menu
- Open Word 2003 and create a new Word document, via the Start button
- Start Word and open an existing document, via the Start button
- Open a file in Word 2003
- Open a recently used file
- Open more than one file at a time
- Select a continuous block of files
- Select files that are not in a continuous block
- Move up one folder level
- View files, without any additional details
- Save a file
- Create a new folder in which to save your document
- Display a hidden "Save All" command
- Close a Word 2003 Document
- Display a hidden "Close All" command
- Exit Word 2003



What is Word 2003?

Background

Microsoft Word 2003 is an advanced Windows based word processor. As Word 2003 is based on Windows 95/98/NT, rather than Windows 3.x, it can make better use of your PC's memory and disk resources. As Windows 95/98/NT is a multitasking system, you can run your Word 2003 program at the same time as other programs such as spreadsheets (i.e. Excel) or graphics programs (i.e. PowerPoint). You also have the ability to exchange information with other Windows-based programs. Thus, you can produce a spreadsheet in Excel and then copy the information into a Word 2003 document for inclusion in a report.

Other comparable Windows-based word processors include WordPro (from Lotus) and WordPerfect for Windows. Like any advanced software, Word 2003 contains bugs and it is important when using Word 2003 that you save your work regularly, in fact you may wish to use the "AutoRecover" feature that automatically saves your work after a pre-defined amount of time. You may also want Word 2003 to create backup copies of all your documents that, on the one hand, will consume more disk space but has the benefit of being much safer if you make mistakes or the system crashes. Another key feature to remember is that Word 2003 has an "undo" feature. This means that you can change your mind if you have inadvertently done something foolish on your PC.

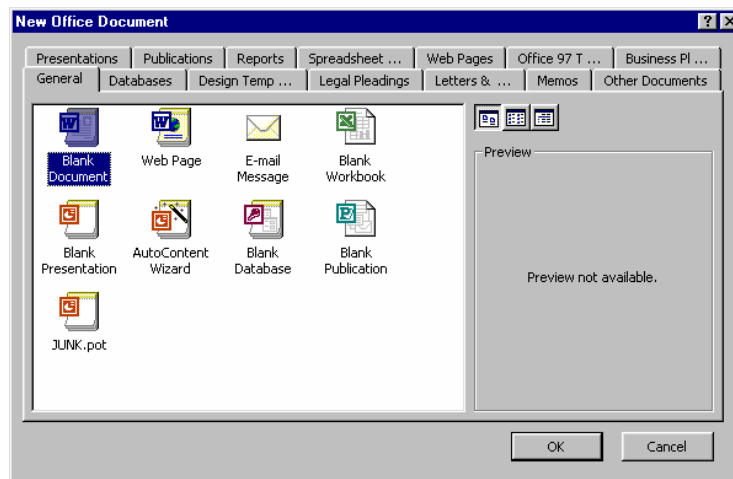
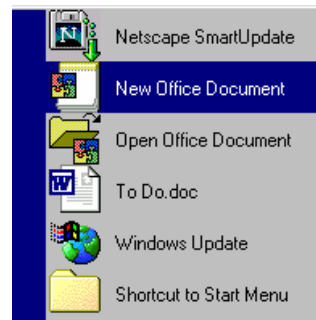
To start Word 2003 using the Windows Start menu

- Click on the **Start** icon to display the **Start** menu and then move the mouse pointer onto **Programs**.
- From the sub-menu select **Microsoft Word**.

To start Word 2003 using the "New Office Document" icon

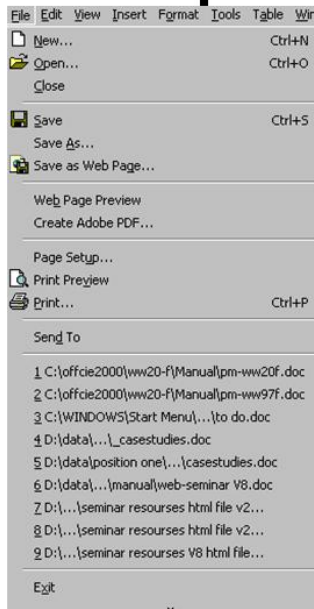
- Click on the **Start** icon to display the **Start** menu.
- Click on **New Office Document**.

This will display the **New Office Document** dialog box, as illustrated below, and by default the **General** tab will have been selected. If you have previously changed to a different tab this will automatically be selected when you next enter the dialog box.



- Select the **Blank Document** icon and click on the **OK** button.

Opening a File in Word 2003



- Involves loading a file from disk into memory
- Methods include:
 - From the File menu, choose the Open command
 - Or press Ctrl+O

Note:
A list of the the most recently opened files is displayed under the File menu



TIP:
Use the toolbar Open icon

Opening a File in Word 2003

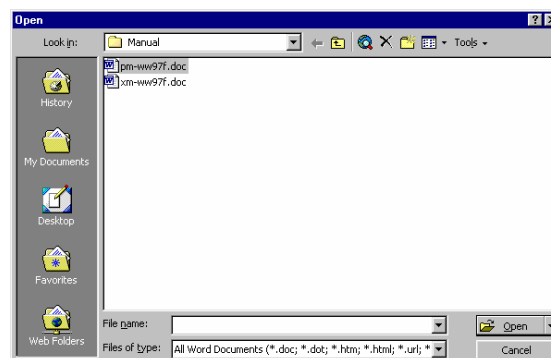
Opening recently used files

A list of the most recently opened files is displayed under the **File** menu. You can open these files by clicking on them.

To open a file

- Either click on the **Open** icon and from the dialog box displayed select the required file

OR from the **File** menu choose the **Open** command, (or press **Ctrl+O** or **Ctrl+F12**). The **Open** dialog is displayed.



- Use the **Look in** drop down menu to select the drive or folder that contains the file you want.
- To open the file you require either, double click on the file name

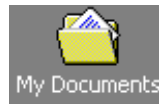
OR select the file name by clicking on it, and then click on the **Open** button.

Opening documents from other locations

- Within the **Open** dialog box you will see a number of icons listed down the left hand side.



History: Displays a list of recently used files.



My Documents: Displays files saved in the My Documents folder.



Desktop: Displays files saved on the Desktop



Favorites: Displays documents saved in the Favorites folder.



Web Folders: Allows you to view Web formatted files.

To select a continuous block of files

- Click on the first file of the block you wish to select, then while depressing the **Shift** key, click on the last file of the required block. When you release the **Shift** key the entire block will remain selected.

To select multiple files that are not in a continuous block

- Click on the first file that you wish to select and while keeping the **Ctrl** key depressed, click on the other files that you wish to select. When you release the **Ctrl** key, the selected files will continue to be highlighted.

Tools to help you with opening files

You can use the buttons across the top of this dialog box to help you in selecting the required file.



- Click on the **Down** arrow to display folders (directories) and drives.

Icon Function

To see recent files



- Click here to access recently opened files or folders (acts like a **Back** button within an Internet browser such as Microsoft Internet Explorer).

To move up one folder level



- Click here to move up one level through your folder (directory) tree.

To search the Web



- Click here to search the Internet (assuming that you are connected to the Web!).

To delete the selected file



- Click here to delete the selected file or folder.

To create a new folder

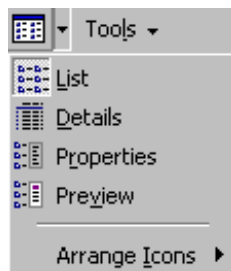


- Click here to create a new folder beneath the selected folder.

To see different "opening views"



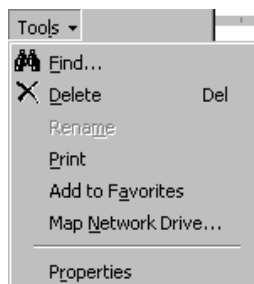
- Click here to see a drop down menu, from which you can select commands, as illustrated.



To access opening tools



- Click here to access more tools connected with opening and manipulating files or folders.



Saving a File and Using 'Save As'

- From the File menu, choose the Save command
 - Or the Save As command

Keyboard shortcuts

Save

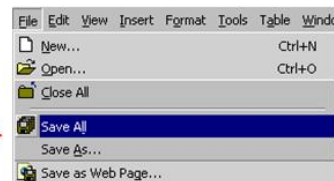
CTRL+S

SHIFT+F12

Save As

F12

Depress the Shift key and click on the File drop down menu to display "Save All" and "Close All" commands



TIP:
Use the toolbar **Save** icon

Saving a File and Using "Save As"

Background

This feature allows you to store new or existing documents on disk. The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. If you have not previously saved a file, then clicking on the **Save** icon will display the **Save As** dialog box.

To save using "Save As"

- From the **File** menu choose the **Save** or the **Save As** command, or use any of the following keystrokes:

Save	Ctrl+S Alt+Shift+F2 Shift+F12
Save As	F12

You can also select from the following options to save files:

Save in drop down menu	Select from this drop down list to save the file to a different disk drive or a different folder.
Save as type	Select from this list box if you want to save the file in a different file format such as WordPerfect, Ami Pro etc.

Note: The **File Save** command will replace the original copy of a document with the document that is on the screen. The **File Save As** command will rename the document on the screen so that you can keep the earlier version, as well as save any changes you have made. When you try and close a document without saving it first, Word 2003 will ask you if you want to save it.

To save a document using the Save icon on the Standard toolbar

- Click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button.
- After you have saved the file for the first time, clicking on the file icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

Creating a new folder in which to save your document

- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button.



NOTE: The folder will be created under the current folder.

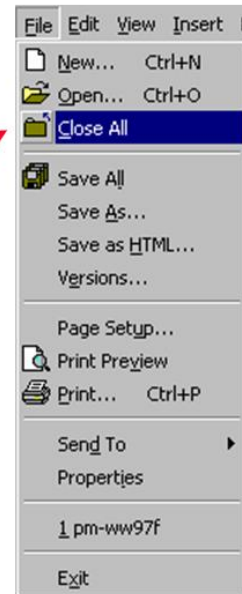
To display hidden "Save All" & "Close All" commands

- Depress the **Shift** key while clicking on the **File** drop down menu. This will display the extra **Save/Close All** commands.

Closing a Word 2003 Document

- Select **Close** from the **File** menu
 - Or press **Ctrl+F4**

TIP:
If you depress the **SHIFT** key prior to opening the **File** drop down menu, a special **Close All** command is displayed



Closing a Word 2003 Document

To close a document in Word 2003

- Select **Close** from the **File** drop down menu
OR press **Ctrl+F4**. The document will be closed and the screen will be cleared. If you try to close a document without saving it, Word 2003 displays a dialog box asking if you want to save any of the changes you made to the document
OR double-click on the **Control** menu box in the top, left-hand corner of any window. This closes the active program or file. If an open file contains unsaved changes, you will be prompted to save the file before closing
OR click on the **Close** icon displayed at the top-right of the document window. Be sure to click on the document close icon, as opposed to the program **Close** icon.

To display a hidden "Close All" command

- Depress the **Shift** key while clicking on the **File** drop down menu. This will display an extra **Close All** command.

To exit Word 2003 and return to Windows

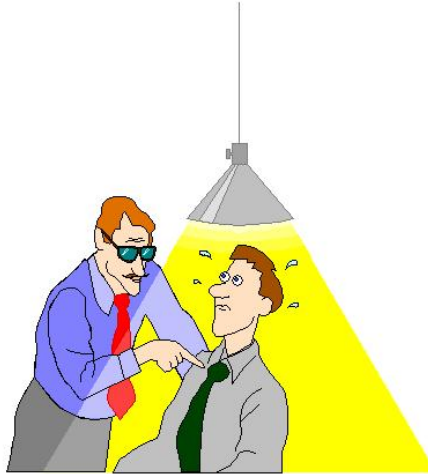


- Click on the **Close** icon displayed at the top right of the Word 2003 window, **OR** press **Alt+F4**.

If you have not saved your work, a dialog box will be displayed which asks you if you wish to save your changes. Make your choice from one of the following:

Yes	Saves the changes and exits the program.
No	Does not save the changes and exits the program. Warning: Choosing No will lose any work which you have done since you last saved the file.
Cancel	Cancel the command and stays in the Word 2003 program.

Review Questions



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Word 2003 - Slide No. 7

Review Questions – How Would You ...

1.	Start Word 2003 using the Windows Start menu?
2.	Open Word 2003 and create a new Word document, via the Start button?
3.	Start Word and open an existing document, via the Start button?
4.	Open a file in Word 2003?
5.	Open a recently used file?
6.	Open more than one file at a time?
7.	Select a continuous block of files?
8.	Select files that are not in a continuous block?
9.	Move up one folder level?
10.	View files, without any additional details?
11.	Save a file?
12.	Create a new folder in which to save your document?
13.	Display a hidden "Save All" command?
14.	Close a Word 2003 Document?
15.	Display a hidden "Close All" command?

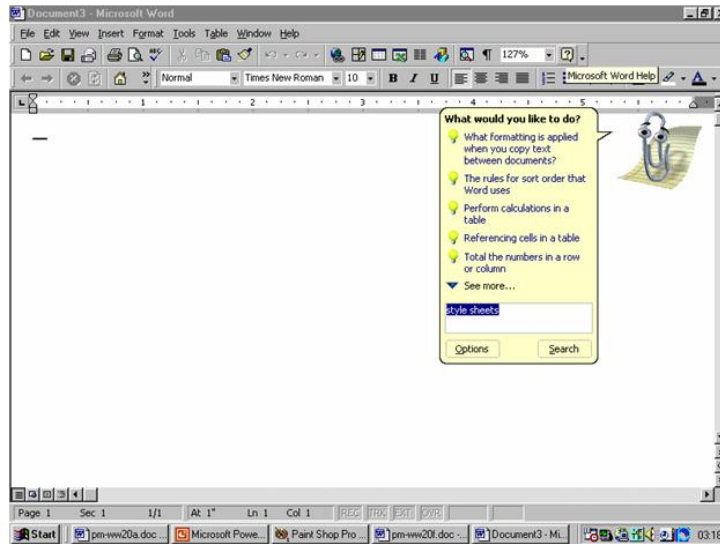
Starting to Use Word 2003

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Use the Office Assistant
- Display tips via the Office Assistant
- Choose the Office Assistant that you want
- Turn the Office Assistant off
- Display the Office Assistant
- Move through a Word document
- Use the arrows key to move up or down
- Use the PageUp or PageDown
- Use the scroll bar
- Drag the Scroll Bar “elevator”
- Use Go To which allows you to jump to a particular page number
- Use the Word 2003 Menu Bar, Drop Down Menus and Toolbars
- Display additional toolbars
- Manipulate floating toolbars in Word 2003
- Use the Word 2003 Status Bar
- Display the “Find and Replace” dialog box via the Status Bar
- Enter text into a Word 2003 document
- Insert text in a document
- Overtyping text in a document
- Use “Click and Type”
- Select a word
- Select a line
- Select a paragraph
- Select all text
- Delete a character, a word, a line (or lines), a sentence, a paragraph, a block of text, all text
- Display a document in different Word 2003 Views
- Display a document as Full Screen View
- Use Zoom
- Use Undo and Repeat
- Use Help
- Display shortcut keys help
- Use keyboard shortcuts

The Office Assistant



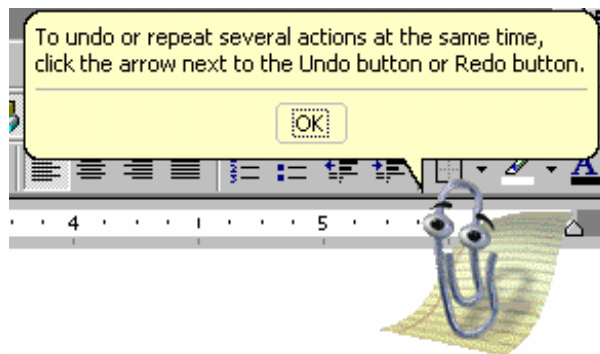
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Word 2003 - Slide No. 9

The Office Assistant

Today's Tip

By default Word 2003 will display a "tip of the day" each time you start Word. If you take the time to read these as they are displayed, then you will soon find that you are on the way to becoming a Word 2003 expert!



Example tip!

What is the Microsoft Office Assistant?

By default this friendly little creature, will watch what you do and offer tips on how to work more productively. You can ask it questions in plain English!

Occasionally the Office Assistant will display information on the screen. If you are unsure about how to use this product you should always read the help offered. You can choose to implement the tip, have it explained, or to ignore the tip.

Displaying the Office Assistant

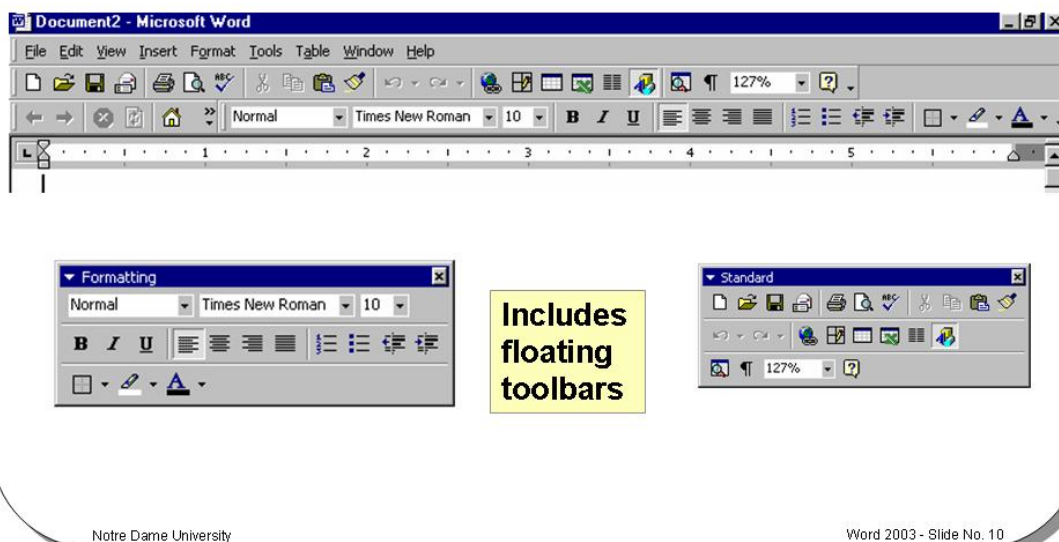
- The **Office Assistant** is displayed by default. If the assistant has been hidden and you wish to reactivate it, click on the **Help** drop down menu and select the **Show the Office Assistant** command

To hide the Office Assistant

- Right click on the Office Assistant and from the menu displayed, click on the **Hide** command.

The Word 2003 Screen

- Composed of standard Windows controls



The Word 2003 Screen

Background

Most Windows based programs have the same "look and feel". If you transfer from one manufacturer's Windows based program to a program from a totally different manufacturer then you have a fairly shallow learning curve.

The Microsoft Office programs have taken this a step further. If you examine the items within the different programs Menu Bars you will find that they are almost identical.

The way you drive any Windows based program is also becoming more standard. For instance, in Windows you will normally have to select an item (by clicking on it once), and then manipulate it by double-clicking, right clicking or "dragging and dropping". The concept of "drag and drop" is also being used increasingly to move or copy items.

Word 2003 uses the right-hand mouse button primarily as a method of accessing shortcut menus.

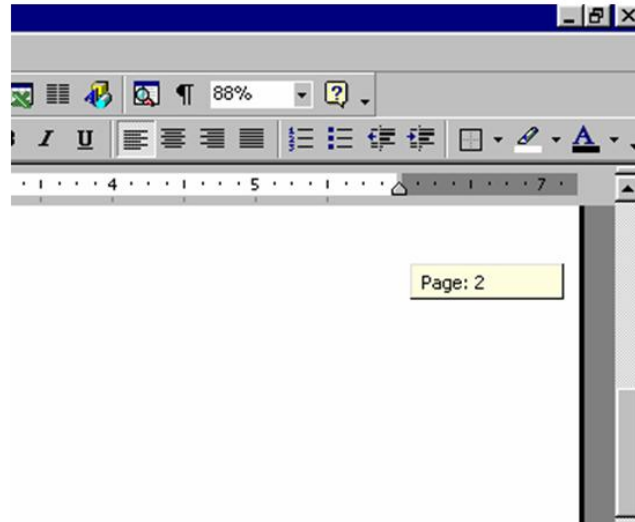
The Word 2003 program window, in common with most other Windows based programs, contains a number of standard features including the Title Bar, Toolbar, Scroll Bar, Drop Down menus etc.

What is a floating toolbar?

Normally the toolbars are attached to the top of the Word screen, but in some instances they may "float". This means that they are displayed anywhere on the screen, rather than at the top. To attach a floating toolbar, simply double click on the title bar (normally the blue bar along the top) of the floating toolbar.

Moving Through A Word Document

- Arrow keys
- Scroll bars
- PageUp
- PageDown



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Word 2003 - Slide No. 11

Moving Through a Word Document

Using the arrows key to move up or down

Place the insertion point anywhere in your document. Use the arrow keys to move left, right, up or down. If you move down to the bottom of the page (as displayed on your screen) and keep pressing the down arrow the document will scroll downwards (assuming that the document does in fact extend beyond what was previously visible on the screen!). The same applies when moving up through the document.

Using PageUp or PageDown

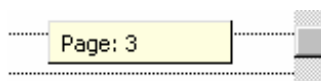
If you press the **PageUp** or **PageDown** keys you will move through your document by approximately one screen per press.

Using the scroll bar

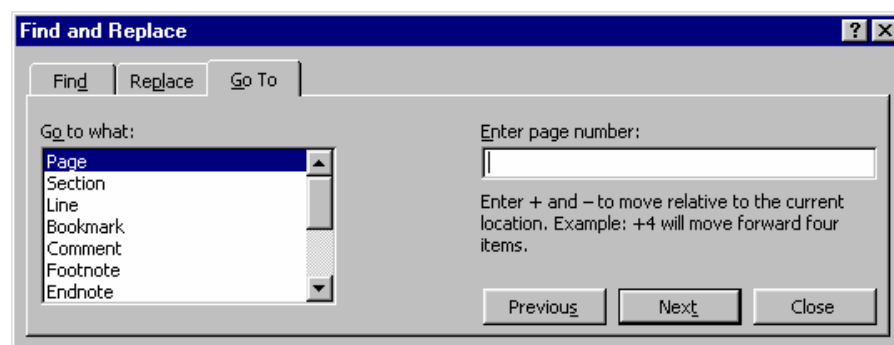
If you click once on the down or up arrows at the top and bottom of the scroll bar you will scroll through your document one line at a time.

Dragging the Scroll Bar "elevator"

- Click on the "elevator" within the vertical scroll bar. As you drag it up and down, you will see page numbers displayed. When you release the mouse button, you will go to the page number indicated within the yellow colored pop-up.

**To use Go To which allows you to jump to a particular page number**

- Double click on the status bar at the bottom of the Word screen.
OR press **Ctrl+G**.
- Select the **Go To** tab.
- In the **Go to what** section make sure that **Page** is selected.
- In the **Enter page number** field enter the number of the page that you wish to jump to, and then click on the **Next** button.



The Word 2003 Menu Bar and Drop Down Menus

- Drop down menu options include:

File Edit View Insert
Format Tools Table Window
Help



The Word 2003 Menu Bar and Drop Down Menus

Background

Most Windows programs, including Word 2003, have a menu bar displayed across the top of the window. In the case of Word 2003 the menu bar items include **File**, **Edit**, **View**, **Insert**, **Format**, **Tools**, **Table**, **Window** and **Help**. Clicking on any of these menu bar items will cause Word 2003 to display a drop down menu, which in turn contains further items that may be selected.

In some cases the items within a drop down menu may appear “grayed out”. This means that the option is not currently available. For instance, in many cases you must first select either text or a picture for an item within a drop down menu to be available.

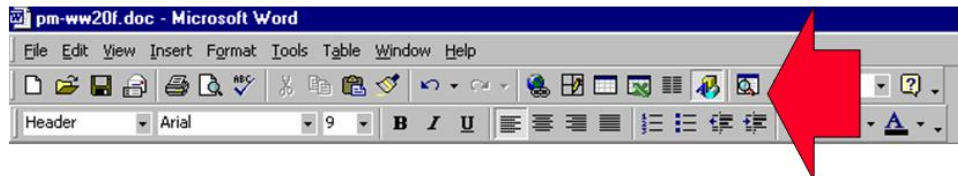
In some cases a drop down menu item will be displayed, followed by three full stops (or periods). This means that, when you select the item, further “dialog boxes” will be displayed from which you are invited to make further selections.

Note that the actual words displayed in a particular drop down menu may change from one situation to another depending on what you are doing within Word 2003. The menus are dynamic in the sense that what they display depends on what you are doing.

To access the drop down menus using the keyboard, depress the **Alt** key and enter the letter that is underlined within the drop down menu command, i.e. to display the **F**ile drop down menu list, press **Alt+F**.

Word 2003 Toolbars

- **Toolbars contain small pictures called tool icons**
 - When clicked they provide a shortcut method of performing a Word action



The toolbars that are displayed on your system are controlled via the **Toolbars** command, located under the **View** drop down menu

TIP:
Right clicking on any Word 2003 toolbar displays the **Toolbar list**

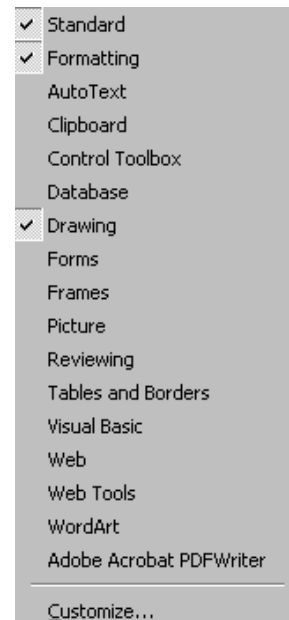
Word 2003 Toolbars

To display additional toolbars

Toolbars contain small pictures called tool icons which, when clicked on, provide a shortcut method of performing a Word 2003 action. For instance, clicking on the **Spelling** tool icon will cause Word 2003 to spell check your document. The long way to activate the Word 2003 spell checker is to click on the **Tools** drop down menu, and then to select the **Spelling** command from the drop down list displayed.

Word 2003 has a number of distinct toolbars, but often only the **Standard** and **Formatting** toolbars are displayed. You can customize Word 2003 so that other toolbars are displayed by default.

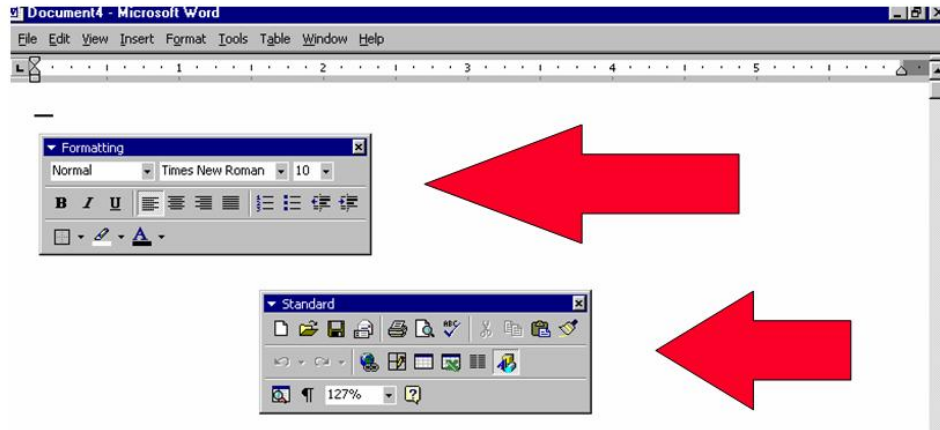
- From the **View** drop down menu, click on the **Toolbars** command which will display the **Toolbars** sub-menu.
- Click on the required toolbar.



To display additional toolbars, by right clicking

- Right click on any toolbar to display a list of other toolbars that may be displayed.

Floating Toolbars in Word 2003



The Word 2003 toolbars are not always fixed to the top of the Word window - they can float

Floating Toolbars in Word 2003

Background

The toolbars are not fixed to a certain part of the Word 2003 window - they can float. This means that the toolbars can be moved around on your screen (by dragging and dropping them).

To turn a fixed toolbar into a floating toolbar

- Move the mouse pointer to an empty part of the particular toolbar you wish to detach that is not occupied by an icon tool or drop down list.
- Double-click with the mouse button.

To move a floating toolbar

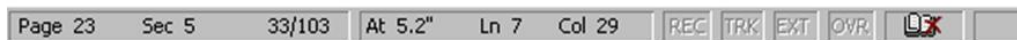
- Move to the **Title Bar** of the floating toolbar (normally displayed in blue).
- Depress the mouse button and keep it depressed.
- Move the mouse pointer on the screen.
- Release the mouse button, when the toolbar is in the desired screen location.

To re-attach a floating toolbar

- Move the mouse pointer to the **Title Bar** of the particular floating toolbar you wish to re-attach and double-click with the mouse button.

The Word 2003 Status Bar

- Used by Word 2003 to convey information to you such as:
 - The document page number or section number
 - Whether you are in 'insertion' or 'overtyping' mode



Displayed along the bottom of the Word 2003 screen

The Word 2003 Status Bar

Background

The Status Bar is located along the bottom of the Word 2003 window. It is used by Word 2003 to convey information to you. For instance, it will tell you what page of a document you are working on. It will also display more subtle information such as whether you are in "insertion" or "overtyping" mode.

To display the "Find and Replace" dialog box via the Status Bar

- Double click on the left part of the Status Bar to display the **Find and Replace** dialog box.

This can be used to **Find** items, **Replace** items and also to **Go To** a specified item within a Word document. This facility will be covered in detail in a separate learning module.

Entering Text into a Word Document

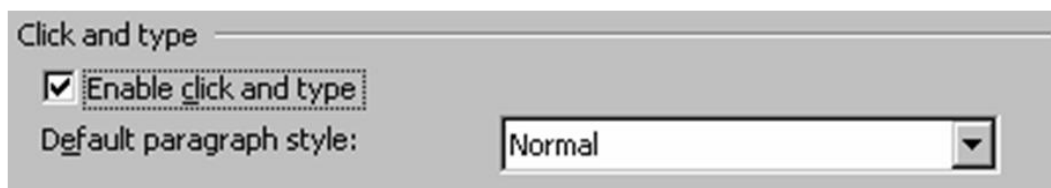
- **Word 2003 normally functions in Insert mode**
 - Which means that text is added to a document without overwriting anything else
- **Word 2003 can function in Overtyping mode**
 - Which will overwrite existing text with any new text that you type in

Entering Text into a Word 2003 Document

Background	Word 2003 normally functions in <i>Insert</i> mode that means that text is added to a document without overwriting anything else. Alternatively, Word 2003 can function in <i>Overtyping</i> mode that will overwrite existing text with any new text that you type in. The status bar at the bottom of the Word 2003 window indicates that you are in <i>Overtyping</i> mode by highlighting the OVR indicator.
To insert text in a document	<p>In <i>Insert</i> mode, text is inserted into the document at the insertion point. This is the default mode. Text that already exists is moved forward to make way for the new text.</p> <ul style="list-style-type: none">• Position the insertion point where you want to insert the new text.• When you begin typing, the existing text will move to the right and wrap to the next line.
To overtype text in a document	<p>In <i>Overtyping</i> mode, text overwrites the existing text.</p> <ul style="list-style-type: none">• Position the insertion point where you want to type the new text.• Press the Insert key to switch to overtype mode. The OVR indicator on the status bar will be highlighted.• When you begin typing, the existing text will be replaced with your new text.

Click and Type

- **New feature in Word 2003**
- **Double clicking on a blank area of the document and Word 2003 will automatically insert the necessary blank lines and tab stops to position the insertion point at that location**

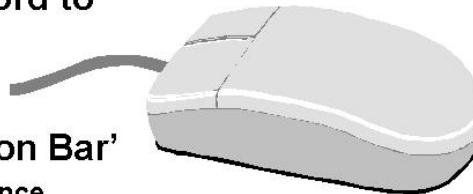


Click and Type

- Background** Click and type is a new feature of Word 2003. It enables your to double click on any blank area of your document and immediately begin to enter text at that location.
- To use “Click and Type”**
- Ensure that you are in **Page Layout** view by clicking on the **View** drop down menu and selecting the **Page Layout** command.
 - Double click on any empty area of the page. Word will move the insertion point to that location.
 - Type your text.
- Enabling / Disabling “Click and Type”**
- Click on the **Tools** drop down menu and select the **Options** command. The **Options** dialog box will be displayed.
 - Select the **Edit** tab to display the **Edit** folder.
 - Check or un-check the **Enable click and type** check box.
 - Click on the **OK** button to close the **Options** dialog box.

Word 2003 Selection Techniques

- Double click on a word to select it
- Move to the 'Selection Bar'
 - To select a line, click once
 - To select a paragraph, double click
 - To select everything, triple click



Keyboard shortcut to select everything
CTRL+A

Word 2003 Selection Techniques

- | | |
|------------------------------|--|
| To select a word | <ul style="list-style-type: none">• Double click on the word. |
| To select a line | <ul style="list-style-type: none">• Move the mouse pointer to the left of the line you wish to select, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. You are now in the "Selection Bar", a hidden screen element.• Click once with the mouse button. |
| To select a paragraph | <ul style="list-style-type: none">• Move the mouse pointer to the left of the paragraph you wish to select, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. You are now in the "Selection Bar", a hidden screen element.• Click twice with the mouse button. |
| To select all text | <ul style="list-style-type: none">• Move the mouse pointer to the "Selection Bar".• Either click three times with the mouse button. |

OR press **Ctrl+A**

OR select the **Select All** command, located under the **Edit** drop down menu.

Sometimes you do not need to select first!

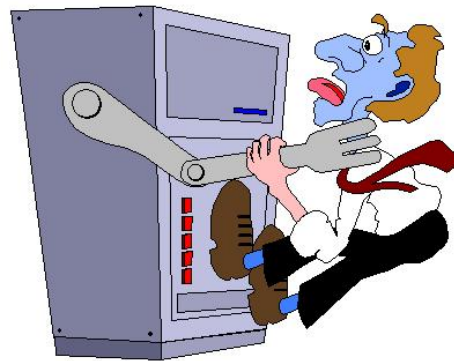
Normally when using a Windows based product such as Word 2003 the golden rule is **select first then manipulate**. However because Word 2003 recognizes the concepts of what a word is and what a paragraph is, in some cases you will not have to select first. Thus if you wish to apply font (i.e. word) formatting, such as making a word bold, then you only have to click anywhere within the word and then apply the font formatting, such as clicking on the **Bold** icon to make the word bold. In the same way if you wish to apply paragraph formatting to a whole paragraph, you need only click anywhere within the paragraph to apply the formatting. For example to indent an entire paragraph, click within it and then click on the **Increase Indent** icon located on the **Formatting** Toolbar.

Deleting Text

- Make sure that you know how to:
 - Delete a character
 - Delete a word
 - Delete a line or lines
 - Delete a sentence
 - Delete a paragraph
 - Delete a block of text
 - Delete an entire document

BEWARE of deleting text!

Remember the Undo tool!



Deleting Text

To delete a character

- Place the insertion point to the left of the character to be deleted and press **Delete**
OR place the insertion point to the right of the character to be deleted and press **Backspace**.

To delete a word

- Double-click on the word to be deleted and press the **Delete** key
OR place the insertion point to the right of the word to be deleted and press **Ctrl+Backspace**.

To delete a line or lines

- Place the mouse pointer in the left-hand margin, next to the first line of text or first blank line to be deleted. The mouse pointer changes to an arrow pointing up and to the right.
- Click on the left-hand mouse button to select the line of text or the blank line you wish to delete,
OR drag the mouse pointer down the left-hand margin to select the lines you want to delete.
- Press the **Delete** key.

To delete a sentence

- Depress the **Ctrl** key.
- Place the mouse pointer anywhere on the sentence to be deleted.
- Select the sentence by clicking the left-hand mouse button.
- Press the **Delete** key.

To delete a paragraph

- Place the mouse pointer in the left-hand margin, next to the first paragraph to be deleted.
- To select the paragraph, double-click on the left-hand mouse button.
- Press the **Delete** key.

To delete a block of text

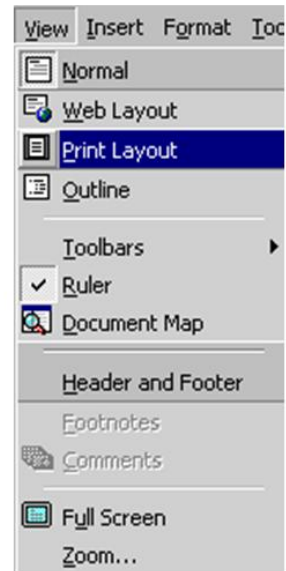
- Select the block of text you wish to delete by dragging the mouse pointer over the text with the left button depressed. Once the text is selected press the **Delete** key.

To delete an entire document

- Place the mouse pointer in the left-hand margin.
- Depress the **Ctrl** key.
- To select the entire document, click the left-hand mouse button.
- Press the **Delete** key.

Different Word 2003 Views

- This feature allows you to select different views of your document:
 - Normal
 - Web Layout
 - Print Layout
 - Outline
 - Full Screen
 - Zoom



Different Word 2003 Views

Background

This feature allows you to select different views of your document such as Normal, Outline, or Print Layout view. Print Layout view gives a better approximation between what you see on the screen and what you will see when you print. Normal View is often quicker to use as less memory is used, but often when using complicated formatting does not give a true indication of how the document will print.

To view a document

- Select the **View** menu, and choose one of the following:

Normal	Allows you to type, edit and format documents, but does not display additional information such as headers and footers.
Web Layout	Displays the document as it would appear if published on the Web.
Print Layout	Allows you to display multiple columns, footnotes, and headers and footers in the document. You can also view graphics in this format.
Outline	Allows you to view and edit the documents structure.
Full Screen	Allows you to type, edit and format a document.
Zoom	Allows you to enlarge or reduce the view of a page on-screen.

Full Screen View

- Displays the document over the entire computer screen
 - You are still able to edit and scroll the document



— This drop down menu is displayed if you move the mouse pointer to the top of the screen

Full Screen View

Background

Full Screen view removes the tool bars and menus from the screen and displays the document over the entire computer screen. You can bring the toolbars and menus back onto the screen and edit the document as usual.

To turn on Full Screen View

- From the **View** menu, choose **Full Screen**. The document is displayed over the entire screen, with no Word 2003 elements visible.
- Click on the **Close Full Screen** box to return to the Word 2003 screen display, or press **ESC**.

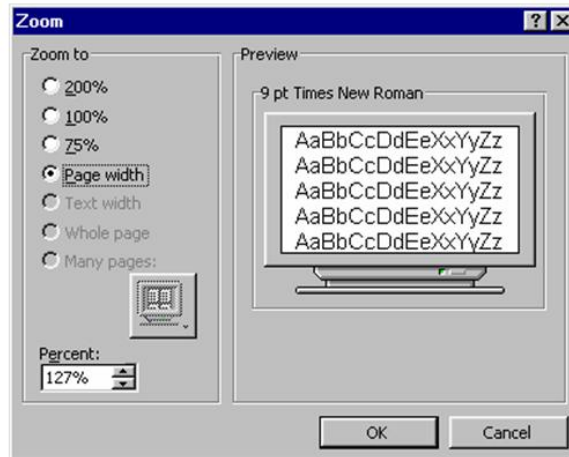
To edit in Full Screen View

- Pull down the hidden menus by moving the mouse pointer to the top of the screen or by using the **Alt** key and the appropriate keystroke. The toolbars can be selected as before by going to the **View** menu and selecting **Toolbars**. Proceed to edit the document as normal.

Zoom

- Allows you to enlarge or reduce the view of a page on the screen

From the View menu, choose the Zoom command



Zoom

Background

This feature allows you to enlarge or reduce the view of a page on the screen. You can show the whole page, or just a section of it.

To zoom a document using the drop down menus

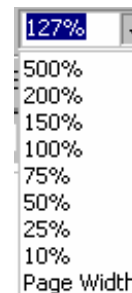
- From the **View** menu, choose the **Zoom** command.

Zoom to	Allows you to reduce or enlarge the page by 100% (the default), 200%, 75%, Page Width or you can view more than one page at a time on the screen.
----------------	---

- Press **Enter** or choose **OK**.
- Use the **Zoom Control** button on the Standard toolbar to quickly zoom to certain settings.

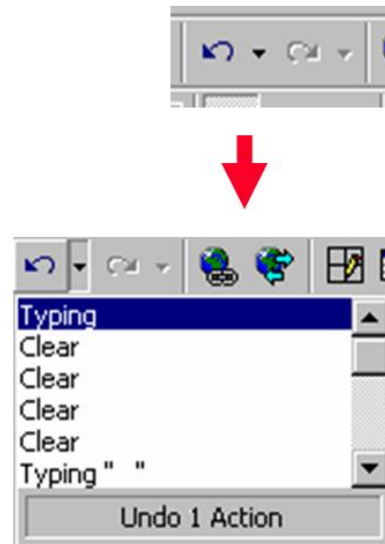
To zoom a document using the Zoom Control icon

NOTE: You can enter any value you like, you do not have to accept the values offered to you.



Undo and Repeat

- The Undo feature allows you to reverse, or undo, your recent actions.
 - The last action you performed will be the first Undo level, the penultimate action is the second Undo, and so on.
- The Repeat function allows you to redo recent actions.
 - It can be used to duplicate text in a long document, apply complex character and paragraph formats to text, and perform searches.



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Undo and Repeat

To use Undo to reverse your last actions

- From the **Edit** menu choose the **Undo** command
OR press **Ctrl+Z**
OR click on the **Undo** button on the **Standard** toolbar.
- Repeat as required to perform multiple undo actions.

To repeat a command, action, or typing

- From the **Edit** menu, select **Repeat**
OR press **F4**
OR click on the **Redo** button on the **Standard** toolbar.

To undo or repeat a specific number of commands, actions, or typing changes

- Move the mouse pointer over a downward facing arrowhead to the right of the **Undo** or **Redo** buttons on the **Standard** toolbar and click the left mouse button.
- Pull the mouse pointer down the list until the number of items required are selected and click the left mouse button again or press **Enter**.
- If you decide that you do not want to undo or repeat anything but the list has already been selected press **Esc** to get out of it. You can also get out of the list by moving the mouse pointer onto your document and clicking the left mouse button.

Help Within Word 2003

- The Help feature allows you to learn to use the basic and advanced features of Word 2003
 - Word 2003 equivalents of WordPerfect commands
 - On-line, context-sensitive help for any Word for Windows function



TIP:

Press **SHIFT+F1** to add a question mark to the mouse pointer

Then click on an item to see relevant Help!

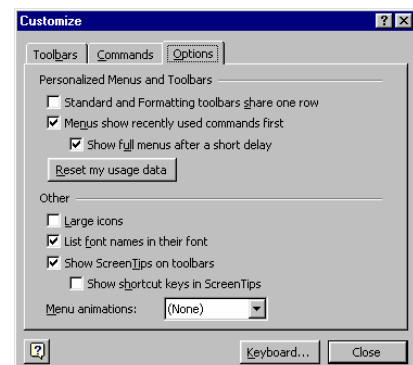
Help

Background The Help feature allows you to learn to use the basic and advanced features of Word 2003, as well as the Word 2003 equivalents of WordPerfect commands. You can get on-line, context-sensitive help for any Word 2003 function at any time while working on a document.

To use Help The **Help** menu is divided into sections: **Microsoft Word Help**, **Show the Office Assistant**, **What's This?**, **Office on the Web**, **WordPerfect Help** and **About Microsoft Word**.

To display shortcut keys help

- Normally when you place the mouse pointer over an icon in a toolbar, it displays the function of the icon, but not any equivalent keyboard shortcut that would achieve the same effect. You can, however change this so that keyboard short cuts are also displayed.
- Right click on any toolbar to display the toolbar pop-up menu, and from the list displayed click on **Customize**.
- Click on the **Options** tab.
- Click on the **Show shortcut keys in ScreenTips** check box and then click on the **Close** button.



Word 2003 Keyboard Shortcuts

- Remember **F1** for context-sensitive Help!

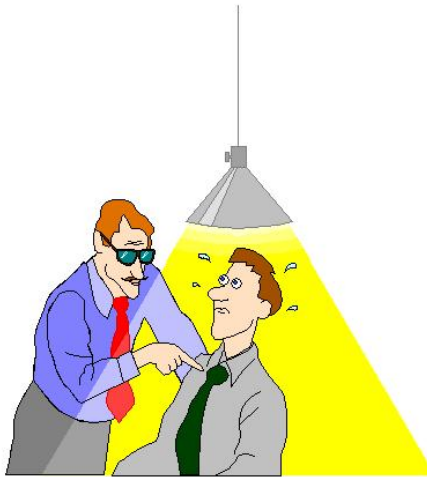


Keyboard Shortcuts

Function Key	Command
F1	Help
Alt+F1	Next field
Alt+Shift+F1	Previous field
Shift+F1	"What Is This" Help
F2	Move text or graphics
Alt+F2	Unassigned
Alt+Shift+F2	File Save
Ctrl+F2	File Print Preview
Shift+F2	Copy Text
F3	Edit AutoText
Ctrl+F3	Store in Spike
Ctrl+Shift+F3	Insert Spike and empty contents
Shift+F3	Changes case
F4	Edit Repeat Frame
Alt+F4	File Exit
Ctrl+F4	File Close
Shift+F4	Repeat a Go To or Find command

Function Key	Command
F5	Edit Go To
Alt+F5	Previous application window size
Ctrl+F5	Previous document window size
Ctrl+Shift+F5	Edit Bookmark
Shift+F5	Previous position
F6	Next pane
Ctrl+F6	Next window
Ctrl+Shift+F6	Previous window
Shift+F6	Previous pane
F7	Tools Spelling
Ctrl+F7	Move window
Ctrl+Shift+F7	Update link
Shift+F7	Tools Thesaurus
F8	Extend selection
Ctrl+F8	Size window
Ctrl+Shift+F8	Select column or display/hide tab and paragraph marks
Shift+F8	Shrink selection
F9	Update field
Alt+Shift+F9	Go To/Macro button fields
Ctrl+F9	Field characters
Ctrl+Shift+F9	Unlink field
Shift +F9	Switch field codes or results
F10	Menu bar
Alt+F10	Enlarge application window
Ctrl+F10	Enlarge document window
Shift+F10	Cut/Copy/Paste/Font/Paragraph/Bullets and Numbering menu bar
F11	Next field
Ctrl+F11	Lock field
Ctrl+Shift+F11	Unlock field
Shift +F11	Previous field
F12	File Save As
Ctrl+F12	File Open
Ctrl+Shift+F12	File Print
Shift+F12	File Save

Review Questions



Review Questions – How Would You ...

1.	Display tips via the Office Assistant?
2.	Choose the Office Assistant that you want?
3.	Turn the Office Assistant off?
4.	Display the Office Assistant?
5.	Move through a Word document?
6.	Drag the Scroll Bar "elevator"?
7.	Use Go To which allows you to jump to a particular page number?
8.	Display additional toolbars?
9.	Manipulate floating toolbars in Word 2003?
10.	Display the "Find and Replace" dialog box via the Status Bar?
11.	Enter text into a Word 2003 document?
12.	Insert text in a document?
13.	Overtyping text in a document?
14.	Use "Click and Type"?

15.	Select a word?
16.	Select a line?
17.	Select a paragraph?
18.	Select all text?
19.	Display a document as Full Screen View?
20.	Use Zoom?
21.	Use Undo and Repeat?
22.	Use Help?
23.	Display shortcut keys help?

Font Formatting

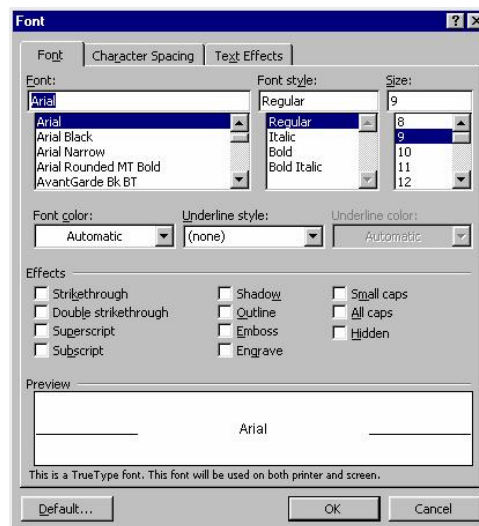
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Change the font used by selected text
- Format selected text as bold or italic
- Change text that you enter to be bold or italic
- Underline text
- Highlight text
- Remove highlighting from text
- Change the color used for highlighting
- Change case of text in a document
- Use drop caps
- Use text animation effects
- Use keyboard shortcuts to apply font formatting

What is Word 2003 Font Formatting?

- **Font formatting as the name implies allows you to control how the font will be formatted and displayed**



What is Word 2003 Font Formatting?

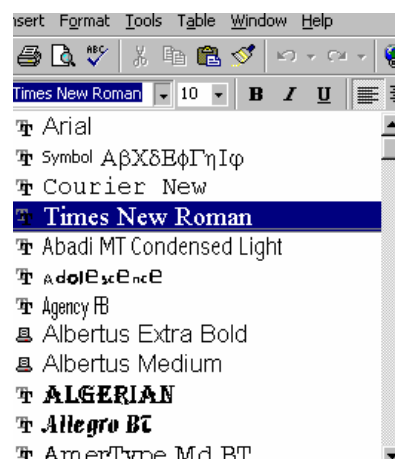
Background

This feature allows you to change the default font at the insertion point of the document or, indeed, to change the font for any amount of selected text. This enables you to give the text in your documents different looks and styles.

To change the font used by selected text

- Select the text that you wish to apply a different font to. This can be any amount of text in the document from a single character, a word, a sentence, a paragraph, or the entire document.
- If you want to change the default typeface used in a document, position the insertion point at the location where you want to start typing text with a new font. From this point on, the new font will be used.
- From the **Format** menu, choose the **Font** command. The **Font** dialog box is displayed.

A quick way to change the font type or size is to use the icons on the **Formatting** toolbar.



Select from the following options:

Font	Also called a <i>typeface</i> , specifies the overall look of the character set.
Font Style	Determines the emphasis given to a character, i.e. Bold or Italic.
Size	Determines the size of the character in points. The higher the points, the larger the characters will be.
Underline	Determines whether you have None, Single, Double, or Words Only underlining etc.
Color	Determines the color of the text as it appears on the screen.
Strikethrough	A strikethrough line is drawn through selected characters.
Double Strikethrough	Two strikethrough lines are drawn through selected characters.
Superscript	Text is raised above its normal position on the text line.
Subscript	Text is lowered below its normal position on the text line.
Shadow	Adds a shadow behind the text.
Outline	Displays the inner and outer borders of each character.
Emboss	Text appears to be raised off the page in relief.
Engrave	Text appears to be printed or pressed into the page.
Small caps	Text is formatted in small capital letters.
All Caps	All text is formatted in capital letters.
Hidden	Characters are hidden on the page.
Preview	The effect of the font is displayed before you apply it.

- Select **OK** or press **Enter**.

Bold and Italics

- **Bold keyboard shortcut**
 - Ctrl+B
- **Italic keyboard shortcut**
 - Ctrl+I
- **Formatting toolbar shortcuts**



Bold and Italics

Background

Adding bold to text is one of the most common operations performed in Word 2003. It is used to add emphasis to text or headings.

Italics are used to add emphasis to a word, sentence, paragraph or section of text. They can be applied to any font which can be scaled, and which is available on your system. You can set italic text using dialog box options, or by using the toolbar buttons.

To format selected text as bold or italic

- Select the text you wish to format as bold or italic.
- Click on the **Bold** or **Italic** icon in the **Formatting** toolbar.

To change text that you enter to be bold or italic

- Place the insertion point where you wish to insert bold or italic text.
- Click on the **Bold** or **Italic** icon in the **Formatting** toolbar.
- From this point on the text you enter will be bold or italic, until you re-click on the **Bold** or **Italic** icon in the **Formatting** toolbar, which will turn the formatting effect off.

Underlining Text



- Underline keyboard shortcut
 - Ctrl+U
- Or use the Underline tool on the Formatting toolbar

To customize the type of underlining, use the Font command under the Format menu

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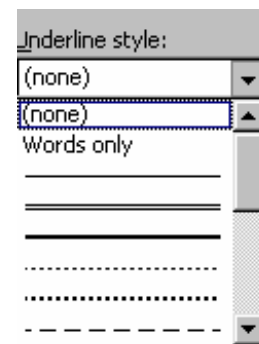
Underlining Text

To underline selected text in a document

- Select the text you wish to underline.
- Click on the **Underline** icon in the **Formatting** toolbar.
- To switch off the underline re-click on the **Underline** icon in the **Formatting** toolbar.

To vary the type of underlining applied to selected text

- Select the text that you wish to underline.
- Click on the **Format** drop down menu and select the **Font** command.
- Click on the down arrow next to the **Underline** option. This will display a drop down list of options, as illustrated.
- Select the required option and then close the dialog box.



Highlighting Text

- Acts just like a pen highlighter
- The default color for highlighted text is yellow, but you can customize this

Look at **this**



Highlighting Text

To highlight pre-selected text

- Select the text that you wish to highlight.
- Click on the **Highlight** icon in the **Formatting** toolbar and the selected text will be displayed with a yellow box around it.

To highlight non-selected text

- Click on the **Highlight** tool. This will enable the tool.
- Drag the mouse over text that you wish to highlight. You can drag over different areas of text, and the highlighting function remains active.
- To switch off the highlighting feature, press the **Esc** key (or re-click on the **Highlight** icon).

To remove highlighting from text

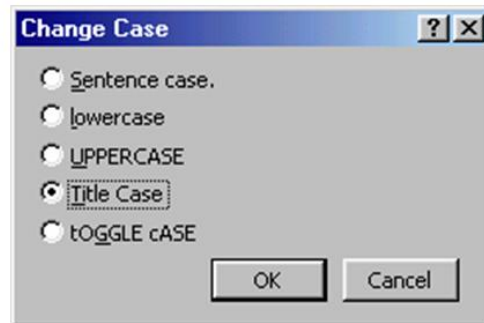
- Select the text that the highlighting is to be removed from.
- Click on the **Highlight** icon on the **Formatting** toolbar.

To change the color used for highlighting

- Click on the down arrow to the right of the **Highlight** icon. This will display a range of colors that you can select from. Once you have selected an alternative color this will become the default highlight color, until you select a different color.

Changing Case

- From the Format menu, select Change Case



Changing Case

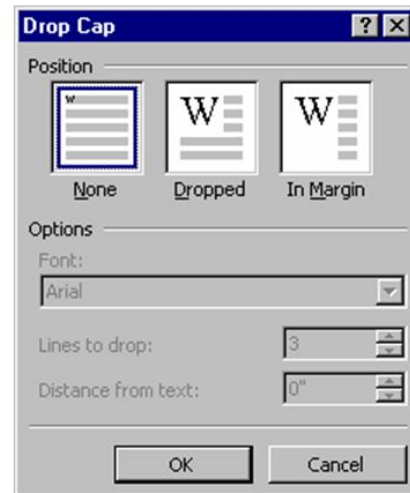
To change the case of text in a document

- Select the text that you wish to change the case of.
- From the **Format** menu, select **Change Case** to display the **Change Case** dialog box.
- Choose from the list of options, e.g. **Sentence case**, **lowercase**, **UPPERCASE**, **Title Case** or **tOGGLE cASE**.
- Select **OK** or press **Enter**.

Drop Caps

- Allows you to draw attention to the start of a paragraph

Drop Caps are a feature that allow the next few lines of text to flow around the dropped capital letter as it would with an illustration.



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Drop Caps

Background

Drop Caps are used to draw attention to the beginning of a chapter, or other section of text. This feature allows you to insert a large letter at the beginning of the text that drops down alongside the next few lines of the text. Text flows round the dropped capital letter as it would with an illustration.

To insert a dropped cap into text

- Place the insertion point within the paragraph that you wish to start with a drop cap.
- From the **Format** menu, select **Drop Cap** to display the **Drop Cap** dialog box.

You can then select from one of the following options:

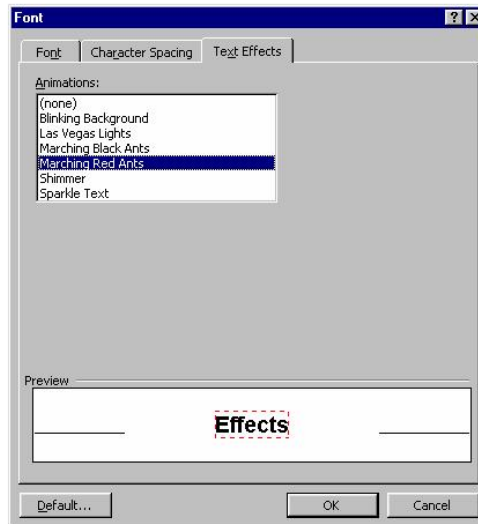
None	No drop cap. This is the default setting.
Dropped	Will insert a drop cap into the document of the size specified.
In Margin	Inserts a drop cap into the margin, shown as a hanging indent.

- Select **OK** or press **Enter**.

You can change the font of the dropped capital letter so that it stands out from the rest of the text. You can also change the number of lines of text it is dropped by, and its distance from the document text.

Text Effects

- The text effects include:
 - None
 - Blinking Background
 - Las Vegas Lights
 - Marching Black Ants
 - Marching Red Ants
 - Shimmer
 - Sparkle Text
- The effects **DO NOT PRINT!**



Text Effects

A range of text animation effects can be applied, however you must remember that these can be seen on the screen, but will not be printed!

To add text animation effects

- Select the text to which you wish to add animation effects.
- From the **Format** drop down menu, select the **Font** command.
- From the **Font** dialog box, select the **Text Effects** tab.
- Then select from the following options.

Effect	Description
Blinking Background	The background of the text to which you apply this formatting will blink black.
Las Vegas Lights	This effect will "hang a set of blinking lights" around the text to which you apply this formatting to.
Marching Black Ants	This effect will enclose the selected text in a box formed of short black lines that will move round the formatted text.
Marching Red Ants	This effect will enclose the selected text in a box formed of short red lines that will move round the formatted text.
Shimmer	This effect will shimmer or blur the text to which you apply this formatting to.
Sparkle Text	This effect will add a sparkle effect to text to which you apply this formatting to.

Font Formatting - Keyboard Shortcuts

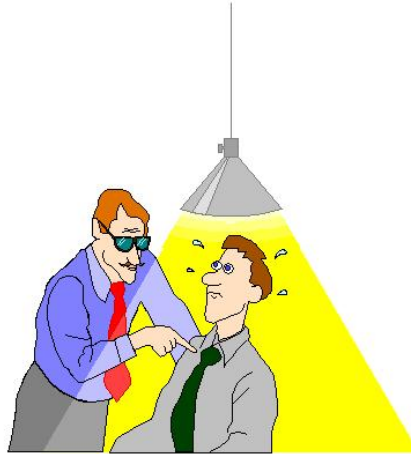
All Caps	CTRL+SHIFT+A
Bold	CTRL+B
Change Case	SHIFT+F3
Decrease Point Size	CTRL+[
Double Underline	CTRL+SHIFT+D
Font	CTRL+SHIFT+F
Hidden Text	CTRL+SHIFT+H
Increase Point Size	CTRL+]
Italic	CTRL+I
Revert to Default Font	CTRL+SHIFT+Z
Small Caps	CTRL+SHIFT+K
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Underline	CTRL+U
Word Underline	CTRL+SHIFT+W

Font Formatting - Keyboard Shortcuts

Keyboard Shortcuts

Using the shortcut keys may speed up the typing process. Mainly, the common used shortcuts are: **Bold** ctrl+b, *Italic* ctrl+i, and Underline ctrl+u.

Review Questions



Review Questions – How Would You ...

1.	Change the font used by selected text?
2.	Format selected text as bold or italic?
3.	Change text that you enter to be bold or italic?
4.	Underline text?
5.	Highlight text?
6.	Remove highlighting from text?
7.	Change the color used for highlighting?
8.	Change case of text in a document?
9.	Use drop caps?
10.	Use text animation effects?
11.	Use keyboard shortcuts to apply font formatting?

Paragraph Formatting

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Apply formatting to a paragraph
- Use paragraph formatting shortcuts
- Align text in a document
- Indent a paragraph
- Add bullets or numbering to a list

Paragraph Formatting

- The format of a paragraph can be changed by:
 - Setting tabs
 - Indenting
 - Aligning
 - Changing line spacing between and within a paragraph
 - Controlling page breaks
 - Inserting line numbers

Indentation

Left
Right
Special
By
First Line
Hanging

Alignment

Left Right
Centred Justified

Spacing

Before After
Line Spacing At

Pagination

Widow/Orphan Control Keep with Next
Keep Lines Together Page Break Before
Line Numbers Suppress Don't Hyphenate

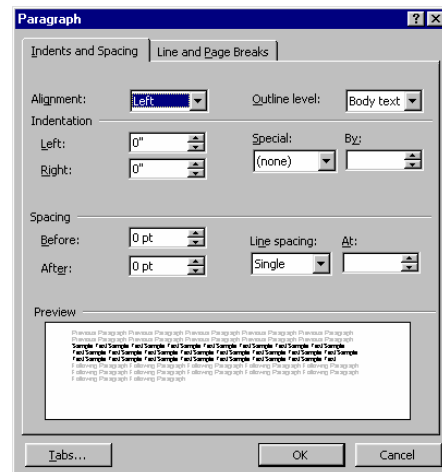
Format Paragraph

Background

The format of a paragraph can be changed by setting tabs, indenting, aligning, changing line spacing between and within a paragraph, controlling page breaks etc. All these features allow you to enhance the appearance of your document.

To apply formatting to a paragraph

- Select the paragraph you want to format, or position the insertion point at the location where you want to enter new text with specifications.
- From the **Format** menu, choose the **Paragraph** command. The **Paragraph** dialog box is displayed.



Paragraph Formatting Shortcuts









1.5 Spacing	CTRL+5
Centred	CTRL+E
Decrease Hanging Indent	CTRL+SHIFT+T
Decrease Indent from Left	CTRL+M
Double Spacing	CTRL+2
Hanging Indent	CTRL+T
Indent from Left	CTRL+M
Justified	CTRL+J
Left-Aligned	CTRL+L
Normal Style	CTRL+SHIFT+N
Remove Formatting	CTRL+Q
Right-Aligned	CTRL+R
Single Spacing	CTRL+1
Style	CTRL+SHIFT+S

Paragraph Formatting Shortcuts

Keyboard Shortcuts

The above keyboard shortcuts can also be used to apply paragraph formats to a document.

Toolbar Shortcuts

	Align left		Numbering
	Center		Bullets
	Align right		Decrease indent
	Justify		Increase Indent

Aligning Text in a Document

- Aligns text relative to the left and right margins and the center of the page
 - Left
 - Centered
 - Right
 - Justified



Aligning Text in a Document

Background





The process of aligning text relative to the left and right margins and the center of the page will affect the way your documents look. Normally, and for most office correspondence, text will be aligned to the left-hand side of the page or column that results in a "ragged right" appearance. If text is justified, the words will be aligned to the left and right margins as in newsletters, magazines and newspapers where multiple columns are used.

To align text in a document

- To align text, place the insertion point at the beginning of your new document or where you want to enter new text

OR select the text you wish to align.

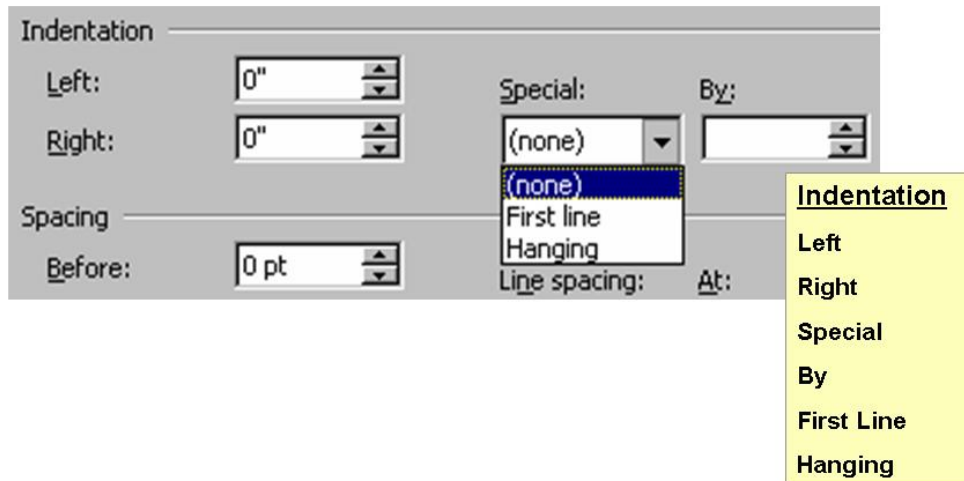
- Use the alignment icons located on the Formatting toolbar.
- Select from the list to achieve the following results:

Selecting This:	Will Do This:
	Aligns text flush with the left margin. This is the default setting.
	Centers text between the left and right margins.
	Aligns text flush with the right margin.
	Spreads text evenly between the left and right margins by expanding or reducing the space between individual words.

Indenting



- Aligns paragraphs relative to the margins of a document



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Indenting

To indent a paragraph

- Select the paragraphs you wish to indent or place the insertion point in the paragraph you wish to indent.
- From the **Format** menu, select the **Paragraph** command to display the **Paragraph** dialog box.
- If not already displayed, select the **Indents and Spacing** tab.
- You can choose from the following options:

Left	Aligns the paragraph to the left-hand margin when you enter a positive number. Entering a negative number will align the paragraph to the left of the left-hand margin.
Right	Aligns the paragraph to the right-hand margin when you enter a positive number. Entering a negative number will align the paragraph to the right of the right-hand margin.
Special	Determines whether the indent is to be a First Line or Hanging indent.
First Line	To indent the first line of the paragraph only.
Hanging	To create a Hanging indent.
None	No indentation.
By	Determines the distance of the indent from the margin, in tenths of an inch. To increase or decrease the value, use the up or down arrows.

- To quickly indent or un-indent a paragraph, you can use the **Increase Indent** or **Decrease Indent** icons on the toolbar.

Bullets and Numbering

- Apply this formatting to a list
- Use the toolbar icons

- You can also apply this type of formatting to selected text paragraphs, in which case the paragraphs are numbered or bulleted



Bullets and Numbering

**To apply
bullets or
numbering
formatting**

- Select the list to which to wish to apply either bullets or numbering.
- Click on the **Bullets** or **Numbering** icons in the **Formatting** toolbar.

Review Questions



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Word 2003 - Slide No. 43

Review Questions – How Would You ...

1.	Use paragraph formatting shortcuts?
2.	Align text in a document?
3.	Indent a paragraph?
4.	Add bullets or numbering to a list?

Page Formatting

Learning Module Objectives

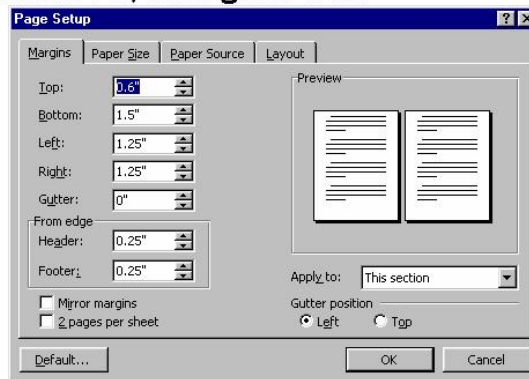
When you have completed this learning module you will have seen how to:

- Set margins using the Page Setup command
- Set margins using the Ruler
- Set page size and orientation
- Select a page size for the paper you are printing to
- Control page breaks within paragraphs in a document
- Create a header or footer
- Number pages
- Format page numbers in a document

What is Page Formatting?

- Page formatting allows you to control features that will effect the entire page, such as print paper size, orientation, margins etc.

File/Page
Setup



Four tabs:

1. Margins
2. Paper Size
3. Paper Source
4. Layout

What is Page Formatting?

Background

Page formatting allows you to control features that will affect the entire page, such as print paper size, orientation, margins etc.

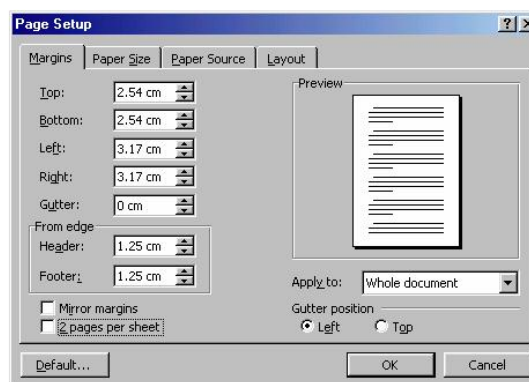
To access most of these page formatting options, click on the **Page Setup** command under the **File** drop down menu, which will display the **Page Setup** dialog box.

Notice the four tabs:

1. **Margins**
2. **Paper Size**
3. **Paper Source**
4. **Layout**

Page Margins

- You can set the top, bottom, right, and left margins
- You can change margin settings for:
 - The whole document
 - For document pages from the position of the insertion point
 - For a single paragraph



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Word 2003 - Slide No. 46

Page Margins

Background

On any page, or in any position in a document, you can change the top, bottom, right and left margins. You can change margin settings for the whole document, for document pages from the position of the insertion point, or even for a single paragraph for a single page.

To set margins using the Page Setup command

- Place the insertion point where you want to change the margins, or select the text for which you want to adjust the margins. From the **File** menu choose the **Page Setup** command, the **Page Setup** dialog box is displayed.
- If it is not already displayed, select the **Margins** tab.

Top	To set the top margin.
Bottom	To set the bottom margin.
Left	To set the left-hand margin.
Right	To set the right-hand margin.
Gutter	To set the gutter margin width between pages to allow for binding etc.

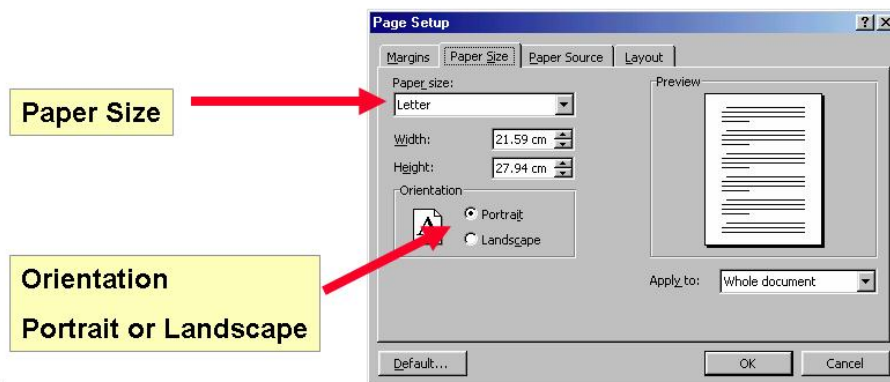
There are also several other options available under the Margins tab.

From Edge Header	To adjust the distance of the Header from the top margin on a page.
From Edge Footer	To adjust the distance of the Footer from the bottom margin on a page.
Preview	To display the adjustments made to margins.
Mirror Margins	This check box option ensures margins are the same between left and right pages.
Apply To	To apply the margin adjustments to the Whole Document or Selected Text.

- To set the margins, choose **OK** or press **Enter**.

Page Size and Orientation

- Allows you to control the paper size and orientation of a page



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Word 2003 - Slide No. 47

Page Size and Orientation

Background

This feature allows you to control the paper size and orientation of a page. Here you can specify different sizes for your pages.

To select a page size for the paper you are printing to

- Select the **Page Setup** command from the **File** drop down menu.
- Ensure that the tab is selected so that the **Paper Size** folder is displayed and select the paper size you wish to use from the **Paper Size** drop down list as follows.

Letter	8.5 by 11 inches (the default)
Legal	8.5 by 14 inches
A4	8.27 by 11.69 inches
Executive	7.25 by 10.5 inches
COM-10 Envelope	4.13 by 9.5 inches
Monarch Envelope	3.88 by 7.5 inches
DL Envelope	4.33 by 8.66 inches
Custom Size	You can specify a Custom Size paper by typing measurements in the Width and Height text boxes. By typing cm after the measurement you can override the default unit of measurement that is inches.

To set the page orientation

- To select the paper orientation, click on the **Portrait** or **Landscape** buttons in the **Orientation** section.
- Select the **Paper Source** folder by clicking on its tab. Depending on whether you are printing regular pages, envelopes, or other document paper types, you may need to specify the paper tray you are using in your printer. You can feed the **First** page of a document from a different paper tray than the **Other** pages of the document. You will see a sample page in the **Preview** box.

Page Breaks

- **Soft page breaks**
 - Automatically inserted by Word whenever you fill a page with text
 - Indicated by a dotted line on the screen (viewed within Normal View)
- **Hard page breaks**
 - Inserted manually in a specific location using **Ctrl+Enter**
 - Indicated by a dotted line on the screen
- **Note:** Page breaks can be viewed in *Normal View* (selected from the *View* menu)

Page Breaks

To insert or delete a hard page break

- Place the insertion point where you want to end one page and start another. Press **Ctrl+Enter**.
- If you want to delete a hard page break, change to **Normal** View, place the insertion point below the hard page break (the dotted line) and press **BACKSPACE**.

Headers and Footers

- **Allows you to insert information below the top margin, or above the bottom margin**
 - Usually consists of chapter headings, page numbers and dates
 - You can see header and footer information on your screen when in **Page Layout View** and **Print Preview**



Headers and Footers

Background

Headers and Footers allow you to insert information at the top or bottom of every page. This information normally consists of chapter headings, page numbers etc. You can see header and footer information on your screen when in **Print Layout View** and **Print Preview**, but not in **Normal** view.

To create a header or footer











- From the **View** menu, select the **Header and Footer** command. Word 2003 changes to **Print Layout** view and the **Header and Footer** toolbar is displayed, as illustrated below.



- Outlines of the **Header and Footer** text entry boxes appear at the top and bottom of the page.
- Select the **Header** or **Footer** from the toolbar. You can change between them by clicking on the **Switch Between Header and Footer** button.
- Insert the text for the **Header** or **Footer** in the appropriate text entry box.
- When you have entered your **Header** and **Footer** text, click on the **Close** button on the **Header and Footer** toolbar.



NOTE: Clicking on the appropriate Header and Footer toolbar buttons, will enable you to insert the current page number, time, or date in the header or footer.

Tool	Function
	Toggles between allowing you to edit the header and footer.
	Shows the previous section header/footer (only useful where a document is made up of multiple sections).
	Shows the next section header/footer (only useful where a document is made up of multiple sections).
	Section headers/footers should be the same as the previous section, or new.
	Inserts page numbers into the header or footer.
	Inserts the current date.
	Inserts the current system time.
	Opens the Page Setup dialog box.
	Displays or hides document text.
	Closes the toolbar.

Numbering Pages

- Allows page numbers to be inserted automatically

Insert/Page Numbers ...

Specific positioning and formats may be specified

Notre Dame University Word 2003 - Slide No. 50

Numbering Pages

Background

This is an extremely useful feature that allows page numbers to be inserted automatically, rather than manually.

To number pages in a document

- Place the insertion point on the page where you want numbering to begin.
- Choose the **Page Numbers** command from the **Insert** menu to display the **Page Numbers** dialog box. To position your page number, you can choose from the following options.

Header	Places the page number in the header at the top of each page.
Footer	Places the page number in the footer at the bottom of each page.
Alignment	<i>Alignment options include:</i>
Left	All page numbers are aligned with the left margin.
Right	All page numbers are aligned with the right margin.
Center	All page numbers are centered between the margins.
Inside	Page numbers are placed on the inside margin of facing odd and even pages.
Outside	Page numbers are placed on the outside margin of facing odd and even pages.

- To install the page numbers, click on the **OK** button or press **Enter**.

To format page numbers in a document

- Place the insertion point on the page where you want numbering to begin.
- Choose the **Page Numbers** command from the **Insert** menu to display the **Page Numbers** dialog box.
- Follow the procedure outlined in the previous section to create the page numbering.
- Select the **Format** button to display the **Page Number Format** dialog box.

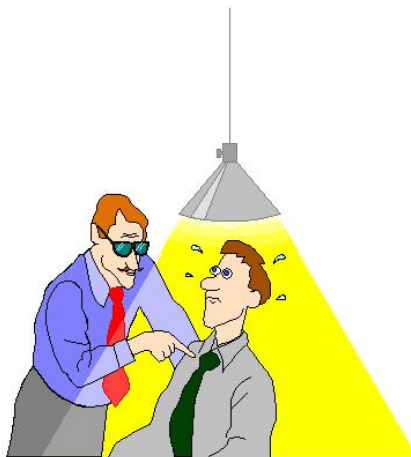
- You can choose from different page number formats such as numeric page numbers, uppercase and lowercase alphabetic characters, and uppercase and lowercase Roman numerals.
- By selecting the **Include Chapter Number** check box, you can include chapter numbers in the page numbers.

If you decide to include chapter numbers in your page numbering scheme, you can also choose from the following options.

Chapter starts with style	Specifies the header style for your chapters.
Use Separator	You can choose from several different types of separators between the chapter numbers and the page numbers.

- Once you have decided on your page number format, click on the **OK** button or press **Enter**.

Review Questions



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Word 2003 - Slide No. 51

Review Questions – How Would You ...

1.	Set margins using the Page Setup command?
2.	Set margins using the Ruler?
3.	Set page size and orientation?
4.	Select a page size for the paper you are printing to?
5.	Control page breaks within paragraphs in a document?
6.	Create a header or footer?
7.	Number pages?
8.	Format page numbers in a document?

Introducing Tables and Columns

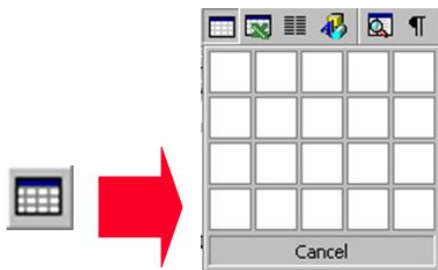
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Create a table using the Table drop down menu
- Create a table using the Insert Table icon
- Create columns from existing text

Creating a Table

- Allows you to create tables in order to organize items in columns and rows
 - Instead of calculating tab settings



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Word 2003 - Slide No. 53

Creating a Table

Background

This feature enables you to create tables in order to organize items in columns and rows, instead of calculating tab settings. In many cases it is better to organize your data within a table rather than using tab stops. The advantage of using a table is that text will flow from one line to the next within the table. Tables are much more flexible than Word 2003 columns, they are easier to manipulate and are correctly displayed on-screen in Normal view (unlike columns).

To create a table using the Insert Table icon

NOTE: The quickest way to create a table is to use the **Insert Table** icon on the **Standard** toolbar. Click on the icon and drag the mouse over the grid to select the number of rows and columns you require.



To create a table using the Table drop down menu

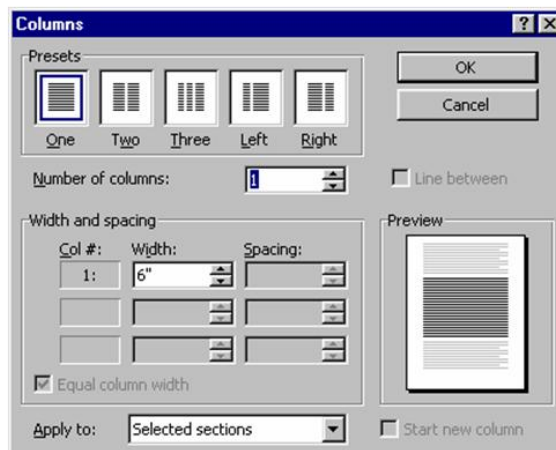
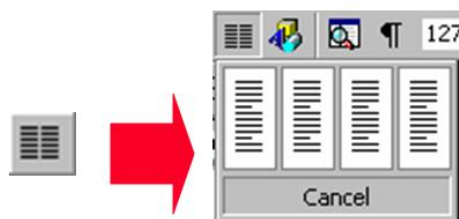
- Place the insertion point where you want the table to start and then from the **Table** menu, choose the **Insert Table** command to display the **Insert Table** dialog box. This way of creating tables gives you more control over the way the table will be created and formatted.
- Select options as required and then click on the **OK** button or press **Enter**, and the table is inserted into the document.

Entering text into a table

- Click on any cell and insert text. To move from cell to cell use the **Tab** key.

Columns

- You can create newspaper columns, parallel columns and uneven columns



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Word 2003 - Slide No. 54


Columns

Background

Columns can be used to give various effects in Word 2003. You can create newspaper columns, parallel columns and uneven columns. You can create multiple columns on a single page in a multi-page document, or have multiple columns per page in an entire document.

NOTE: The columns will only be displayed as columns (laid out side-by-side) in **Print Layout View**. In **Normal** view you will see only one long column.

To create columns from existing text

- Select the text to convert to columns.
- Click on the **Columns** icon located within the **Standard** toolbar .
- Drag the mouse to select the required number of columns (note this icon normally allows a maximum of only 6 columns).
- The selected text will be converted into multi-column format.

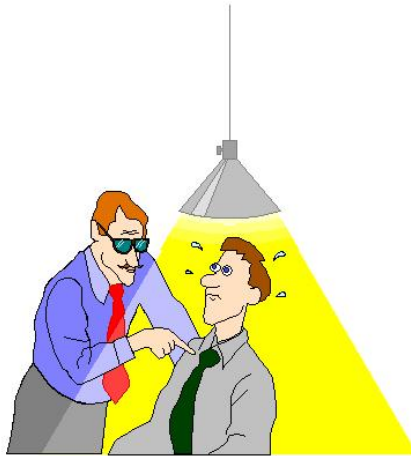
To create columns using the Format drop down menu

- Select the text to convert to columns.
- Click on the **Format** drop down menu and select the **Columns** command. The **Columns** dialog box will be displayed as illustrated above.
- Select options as required and then click on the **OK** button or press **Enter**.

NOTES:

- If working in **Normal View** Layout the columns will NOT be displayed side-by-side, but rather as a single column, displayed on consecutive pages.
- To see the columns layout side-by-side, you MUST view the columns in **Print Layout** view!

Review Questions



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Word 2003 - Slide No. 55

Review Questions – How Would You ...

1.	Create a table using the Table drop down menu?
2.	Create a table using the Insert Table icon?
3.	Create columns from existing text?

Proofing Tools Within Word 2003

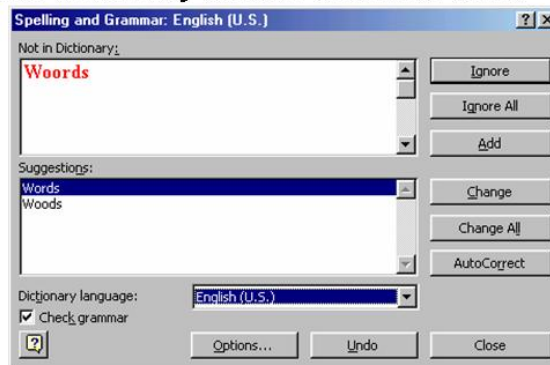
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Spell and Grammar Check a document
- Immediately correct a word you have incorrectly spelt
- Disable automatic spell checking
- Disable grammar checking
- Change the spell checking options
- Use the Thesaurus

Spell Checking

- Can be used to quickly check the spelling in a document
 - May check the spelling of a particular word, a selection of text, or the whole document
 - Custom dictionaries are useful for medical, legal, or technical documents which may contain unfamiliar terms



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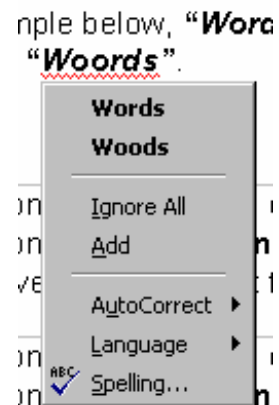
Word 2003 - Slide No. 57

Spell Checking

Background Word 2003 will display incorrectly spelt words as underlined in red. You can run the Spell checker program at any time by clicking on the **Spelling** icon in the **Standard** toolbar (or pressing **F7**). You can also check the grammar used within your document.

To immediately correct a word you have incorrectly spelt **TIP:** If you enter an incorrectly spelt word and wish to correct immediately, then as soon as the red underlining is displayed, right click on the word and a pop-up dialog box will be displayed suggesting alternative, correctly spelt words.

In the example below, "**Words**" was incorrectly entered as "**Woords**".



- To disable automatic spell checking**
- Click on the **Tools** drop down menu and select the **Options** command.
 - Click on the **Spelling & Grammar** tab.
 - Remove the check next to **Check spelling as you type**.

To disable grammar checking

- Click on the **Tools** drop down menu and select the **Options** command.
- Click on the **Spelling & Grammar** tab.
- Remove the check next to **Check grammar as you type**.

To check the grammar in a document

- Position the insertion point at the location in your document where you wish to begin the grammar check.
- From the **Tools** menu, select the **Spelling and Grammar** command to display the **Spelling and Grammar** dialog box (or press **F7**).

To check spelling in a document

- Place the insertion point where you want the spell check to begin, or select the text you wish to check.
- From the **Tools** menu select the **Spelling and Grammar** command, or press **F7**, or click on the **Spelling** icon in the **Standard** toolbar to display the **Spelling and Grammar** dialog box.

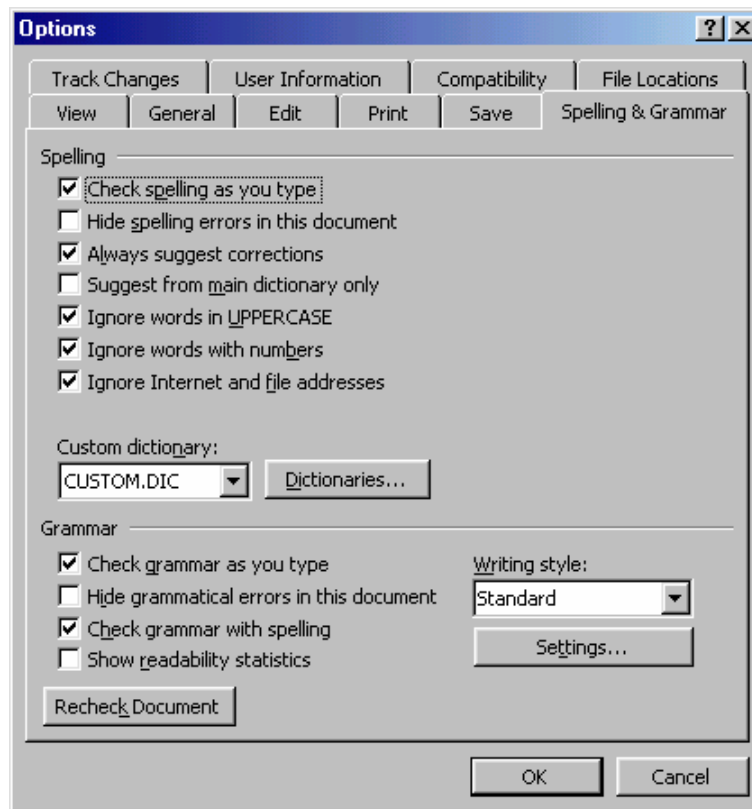
The first unmatched word will be displayed in the **Not in Dictionary** text box.

You can select one of the following actions:

Ignore	Leaves the word as it is.
Ignore All	Will not change any further occurrences of the word.
Add	Adds the word to the dictionary.
Change	Will change the word to the suggested word, or the word you type, in the Not in Dictionary text box.
Change All	Will change all further occurrences of the word to the suggested word, or the word you type in the Not in Dictionary text box.
AutoCorrect	Enables the AutoCorrect feature for any further occurrences of the selected word.
Cancel	Exits the Spell check.
Dictionary Language	Allows you to select the language used for spell checking.
Undo	Will undo the previous correction.
Suggestions	A list of suggested corrections from which you can choose a word to replace the currently selected word.
Options	Enables you to change the Spell Checking options.
Delete	Deletes a duplicated occurrence of a word, e.g. if you type "the the", selecting delete will remove one of them.

To change the spell checking options

- From the **Tools** menu click on the **Options** command and click on the **Spelling and Grammar** tab to open the **Spelling & Grammar** folder.

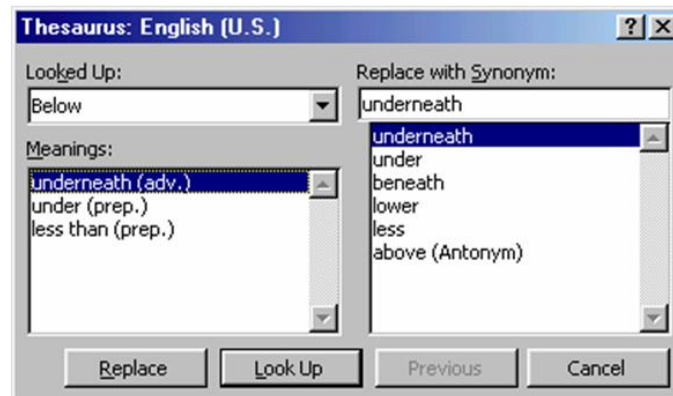


Some of the main options are listed below:

Check spelling as you type	Checks spelling automatically and marks errors as you type.
Hide spelling errors in this document	Hides the wavy red line under possible spelling errors in your document. If you clear this check box, Word marks possible spelling errors with wavy red lines that are visible on the screen but that do not print. To display a list of suggested spelling corrections, click the wavy line with the right mouse button.
Always suggest corrections	Selecting this check box means that consistent suggestions will be made if applicable.
Suggest from main dictionary only	Spelling suggestions from the Main dictionary only will be displayed.
Ignore words In UPPERCASE	Select the check box to ignore words in uppercase.
Ignore words with numbers	Select the check box to ignore words that contain numbers.
Ignore Internet and file addresses	Select this check box if you want Word to automatically ignore internet addresses, file names, and electronic mail addresses during a spelling check.

The Thesaurus

- The Thesaurus can be used to look up synonyms and antonyms



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Word 2003 - Slide No. 58

The Thesaurus

To use the Thesaurus

- Select the word that you want to find a synonym or antonym for.
- Either from the **Tools** menu select the **Language** command and then from the sub-menu displayed select **Thesaurus** command,

OR press **Shift+F7**, to display the **Thesaurus** dialog box.

- A list of suggested synonyms will be displayed in the **Replace with Synonym** list box. Select a different meaning from the **Meanings** list box if you want to display synonyms that have different meanings.
- Select the **Look Up** button to find other meanings and synonyms.
- If you want to replace the word in your document, select the replacement word from the **Replace with Synonym** list box. Choose the **Replace** button when the word you selected appears in the **Replace with Synonym** text box.
- If you do not want to change the word in the document, select the **Cancel** button.

Review Questions



Review Questions – How Would You ...

1.	Spell and Grammar check a document?
2.	Immediately correct a word you have incorrectly spelt?
3.	Disable automatic spell checking?
4.	Disable grammar checking?
5.	Change the spell checking options?
6.	Use the Thesaurus?

Using the Clipboard

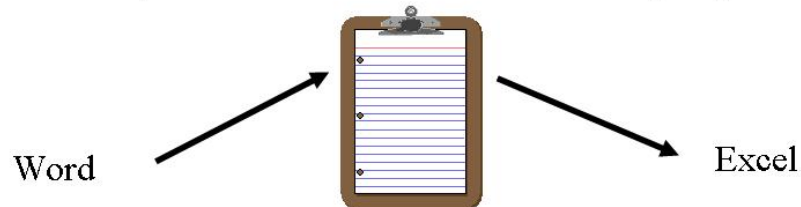
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Copy text, graphics, or other items to the Clipboard
- Copy using “Drag and Drop”, without placing text in the Clipboard
- Cut selected items from a document
- Move text using “Drag and Drop”, without storing it on the Clipboard
- Paste data from the Clipboard

What is the Clipboard?

- An area of memory used for temporary storage of information
- Traditionally the Clipboard only held one item of information at a time
 - However Office 2003 introduced the concept of multiple items being stored within the Clipboard (up to 12 items)
- Allows you to transfer data between programs



What is the Clipboard?

Background The Clipboard is an area of memory in which you can store text or graphics.

The Clipboard is used to temporarily store data while it is being moved between documents or applications, or from one place to another in the same document. If you cut or copy text, graphics, or other items, they will be temporarily stored in the Clipboard ready for use elsewhere.

Copy



- Allows selected text or graphics to be copied to the Clipboard
- Located under the Edit menu
- Keyboard shortcut - Ctrl+C
- Drag and drop methods can be used for copying data
 - Ensure that the Ctrl key is held down when you perform the drag and drop

Copy

Background

When you use the Copy command the Clipboard is used to store a copy of the selected text (or graphics) without removing it from the document. This enables you to paste a copy of the text (or graphics) from the Clipboard to another location in the same document, to a different document, or to another Windows program.

To copy text, graphics, or other items to the Clipboard

- Select the item you wish to copy to the Clipboard.
- Then from the **Edit** menu select the **Copy** command

OR press **Ctrl+C**, to copy the item to the Clipboard without removing it from the document

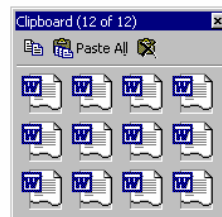
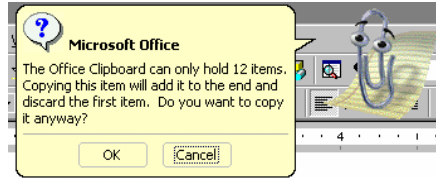
OR you can also use the **Copy** icon on the **Standard** toolbar.



Note: With the introduction of Office 2003 more than one item may be stored on the Clipboard at the same time, however the facility is only available within Office 2003 compatible programs. Normally if you copy more than one item to the Clipboard, the previous item will be lost.

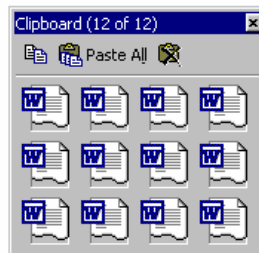
To copy multiple items to the Clipboard

- As Microsoft Office now supports up to 12 items on the Clipboard, when you have copied 12 items you will see a message similar to that illustrated. To copy multiple items, simply select each item and copy it to the clipboard.



To view the Clipboard toolbar

- If the Clipboard toolbar is not displayed, then you can display it by clicking on the **View** drop down menu, selecting **Toolbars**, and then selecting **Clipboard**.



Icons on this toolbar include **Copy**, **Paste All** and **Clear Clipboard**.

To copy using "Drag and Drop", without placing text in the Clipboard

- Select the text you wish to copy and then place the mouse pointer anywhere over the selected text. Hold down **Ctrl** and depress the left-hand mouse button. Note that the mouse pointer changes to an arrow with a dotted insertion point contained in a box.
- Drag the mouse pointer to the required new location. Release the mouse button and the **Ctrl** key to copy the text to the new location.

Cut



- Allows selected text or graphics to be cut (moved) to the Clipboard
- Located under the Edit menu
- Keyboard shortcut - Ctrl+X
- Drag and drop methods can be used for moving data without affecting the Clipboard contents

Cut

Background

The **Cut** command allows you to remove text, graphics, tables, and other items from a document and store it on the Clipboard. The item can then be pasted from the Clipboard to another location in the document, to another document, or to a document in another Windows program. Remember that, unlike the Copy command, Cut will remove the selected item from the document. You can restore it by using the Undo command.

To cut selected items from a document

- Select the items you want to cut.
- From the **Edit** menu choose the **Cut** command

OR press **Ctrl+X**, to cut the item from the document and place it on the Clipboard

OR you can also cut items by clicking on the **Cut** button on the **Standard** toolbar.



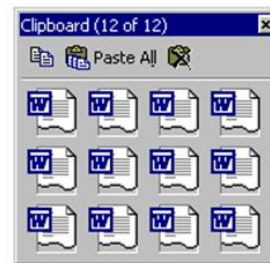
To move text using "Drag and Drop", without storing it on the Clipboard

- Select the text you wish to move. Place the mouse pointer anywhere on the selected text and hold down the left-hand mouse button. Note that the mouse pointer changes to an arrow with a dotted insertion point contained in a box.
- Drag the mouse pointer to a new location. To move the text to its new location, release the mouse button.

Paste



- Once information is stored on the Clipboard it can be pasted down into any Windows application
 - The Paste command is under the Edit drop down menu
 - Keyboard shortcut - Ctrl+V
 - Remember that multiple items can be held in the Clipboard since the introduction of Office 2003



Paste

Background

This feature enables you to insert the contents of the Clipboard at another location in the document, in a different document, or in a different Windows program.

To paste data from the Clipboard

- Select the text you wish to Cut or Copy.
- Use the **Cut** or **Copy** command to place the data in the Clipboard.
- Then locate the insertion point at a different location within your current document (or indeed in a different document, or even a different Windows program!).
- From the **Edit** menu, choose the **Paste** command

OR press **Ctrl+V**

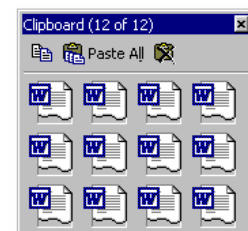
OR you can also paste items using the **Paste** button on the toolbar.



- The contents of the Clipboard will appear in the document.

Pasting multiple items from the Clipboard

- If the Clipboard toolbar is not displayed, then you can display it by clicking on the **View** drop down menu, selecting **Toolbars**, and then selecting **Clipboard**.
- Icons on this toolbar include **Copy**, **Paste All** and **Clear Clipboard**. If you move the mouse over one of the icons held within the Clipboard toolbar, then you will see the first 50 characters displayed. If the item is a picture, then the pictures will be labeled in the order in which they were copied to the Clipboard.
- To paste an item simply click on the appropriate icon on the Clipboard toolbar.



Review Questions



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Word 2003 - Slide No. 65

Review Questions – How Would You ...

1.	Copy text, graphics, or other items to the Clipboard?
2.	Copy using "Drag and Drop", without placing text in the Clipboard?
3.	Cut selected items from a document?
4.	Move text using "Drag and Drop", without storing it on the Clipboard?
5.	Paste data from the Clipboard?

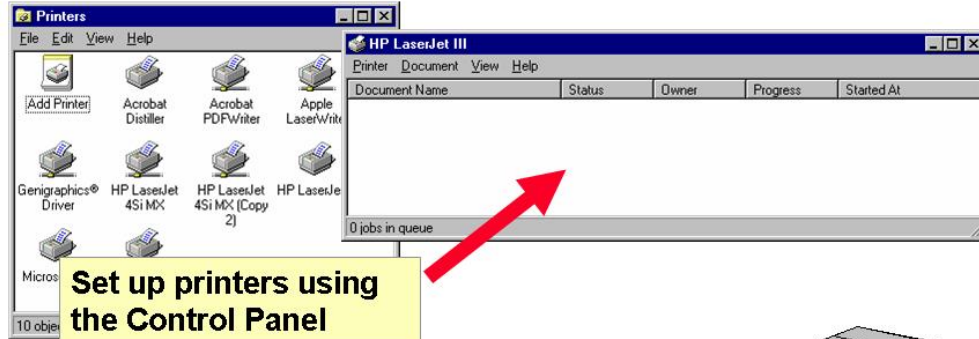
Printing

Learning Module Objectives

When you have completed this learning module you will have seen how to:

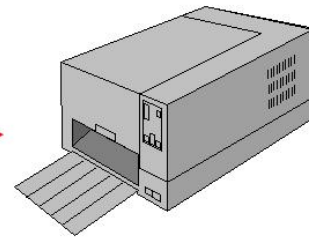
- Select a printer
- Change the printer settings
- Print a document in Word 2003
- Preview a document

Printing Within Word 2003



WORD

PRINTER
DRIVER



Printing within Word 2003

Background

Word 2003 requires that a Windows printer driver has been installed that matches the printer you are currently using. All Windows programs share this same printer driver. If you change your printer type, then another printer driver suitable for that printer must be installed.

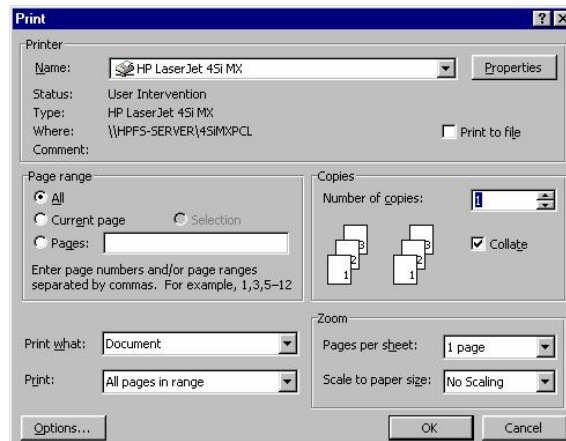
If more than one printer driver has been installed, you can easily and quickly change from one printer driver to another. Windows will only allow one printer driver to be active at any one time.

Most printers are only supplied with limited amounts of printer memory in which to store the images to be printed. If you have problems printing documents that contain a large amount of graphics you should consider adding more memory to your printer.

Print Setup

- Allows you to:
 - Select a printer
 - Change printers
 - Change the settings for the printer
 - Select a paper source

File/Print



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Word 2003 - Slide No. 68

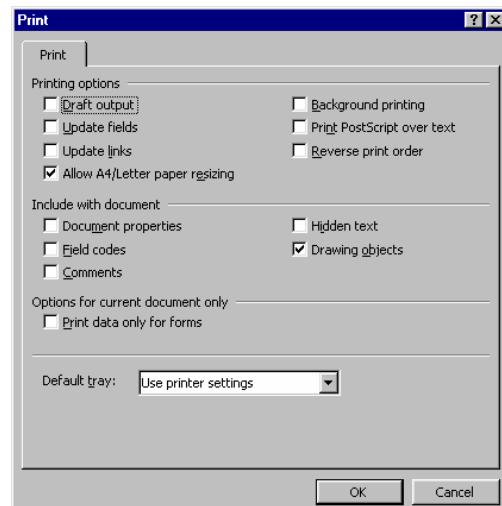
Print Setup

To select a printer

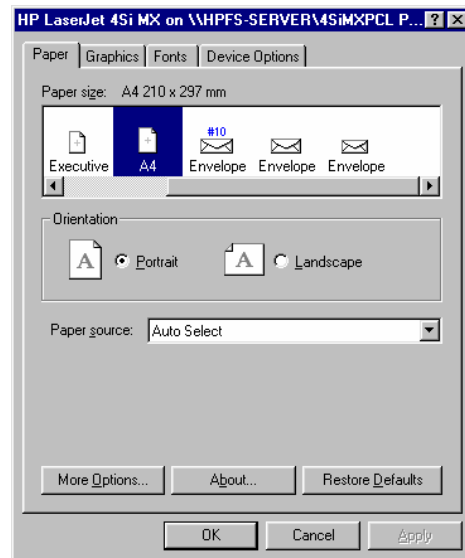
- From the **File** menu, choose the **Print** command to display the **Print** dialog box.
- Select the printer you wish to use from the list of installed printers. If the printer you want is not on the list you will need to install the proper printer drivers and configure it for use under Windows and Word 2003. You can do this using the **Windows Control Panel / Printers** facility.

To change the printer settings

- From the **File** menu choose the **Print** command and select the **Options** button to change the printer settings. The **Options** dialog box is displayed as illustrated.



- For more printing options go back to the **Print** dialog box and select the **Properties** button. This gives you the chance to alter Paper, Graphics, Fonts and Device Options.
- To go back to the **Print** dialog box, choose **OK** or press **Enter**. Select the **Options** button. You can choose from the following options for printing documents



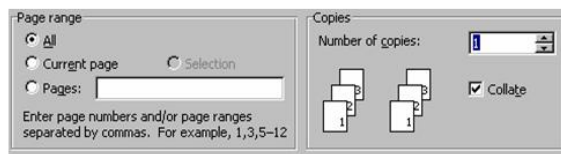
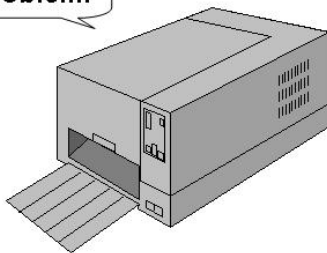
Document Properties	Prints the documents summary information on a separate page after printing the document.
Field Codes	Will print field codes with the document.
Comments	Prints comments at the end of the document on a new page.
Hidden Text	Will print hidden text with the document.
Drawing Objects	Will print any drawing objects which are included in the document.
Draft Output	Will allow faster printing with lower quality.
Reverse Print Order	Will print pages backwards, i.e. last page to first page.
Update Fields	Will update fields if necessary.
Update Links	Will update OLE links to other applications before printing.
Allow A4/Letter paper resizing	Select this check box if you want Word to automatically adjust documents formatted for standards used in another country such as paper size (for example, A4) so they print correctly within your country (for example, Letter).
Print PostScript over text	Prints PostScript code in a converted Word for the Macintosh document on top of document text instead of underneath it.
Background Printing	Will allow printing in the background while you continue with other tasks.
Print data only for forms	Prints data entered into an online form without printing the online form.

- Make the changes required and click on the **OK** button or **Enter** to accept them and return to the **Print** dialog box.
- To accept the printer selection and setup, and print the document click on the **OK** button or to return to your document choose **Cancel**.

Printing Options

- Printing documents in Word 2003 is easy
- You can print single pages, a range of pages, or disconnected pages
- You can also ask it to collate copies as you print

No problem!



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Word 2003 - Slide No. 69

Printing Options

To print a document in Word 2003

- Open the document that you want to print.
- From the **File** menu, select the **Print** command

OR press **Ctrl+P**

to display the **Print** dialog box.

You can choose from the following print options:

Page range	
All	Will print all the pages of a document.
Current page	Will print the current page only.
Pages	Allows you to print a single page, a range of pages, or disconnected groups or ranges of pages, i.e. 1, 5-10, 20, 25-35.

Print	
All pages in range	Will print all of the pages in a specified range.
Odd pages	Will print only the odd pages of a document.
Even pages	Will print only the even pages of a document.

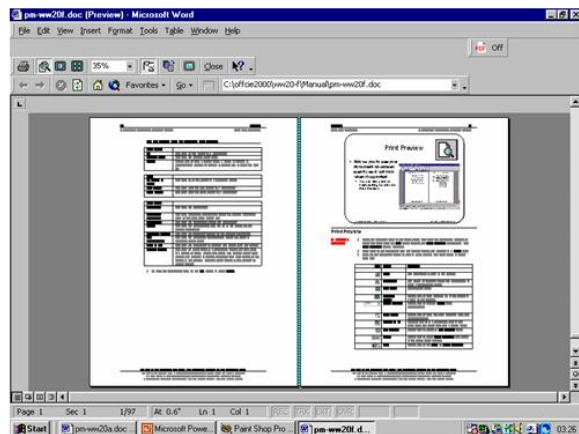
Print What	
Document	Will print the document.
Document properties	Will print summary information about the current document such as file size, word count, etc.
Comments	Will print the comments within the document.
Styles	Will print the construction and set up of the styles for the current document.
AutoText entries	Will print the AutoText entries for the current document.
Key assignments	Will print the keystroke assignments that are used in Microsoft Word 2003.
Print to file	Will print the document to another file, rather than the printer.
Collate copies	Will print an entire copy of a document before the next copy of it begins to print. When you select this option, Word 2003 creates the number of copies specified, and then sends all the copies to the printer. Printing takes longer if you choose to collate copies.

- To print the document, click on the **OK** button or press **Enter**.

Print Preview



- Allows you to see your document on-screen exactly as it will look when it is printed
 - You can also perform basic editing functions in Print Preview



Print Preview

To preview a document

- Place the insertion point in the page where you want the document preview to begin and then from the **File** menu choose the **Print Preview** command. The **Print Preview** screen appears.
- Click once in the document and the mouse cursor will change to a **Zoom** tool.
- Click on the document again to view it more closely and click again to zoom back out.

Icon	Name	Function
	Print	The document is sent to the printer.
	Magnifier	The same as clicking inside the document. It gives a single-level zoom.
	One Page	Single-page view.
	Multiple Pages	Allows you to print preview up to six pages at a time on the screen.
	Zoom Control	Allows you to control Zoom view percentages.
	View Ruler	Allows you to view the ruler showing tabs and measurements.
	Shrink to Fit	Enables you to fit a document that is just more than one page long into a single page.
	Full Screen	Allows you to move to Full Screen view.
	Close	Allows you to leave Print Preview and return to the Word 2003 screen.
	Help	Allows you to get Help on Print Preview .

Review Questions



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Word 2003 - Slide No. 71

Review Questions – How Would You ...

1.	Select a printer?
2.	Change the printer settings?
3.	Print a document in Word 2003?
4.	Preview a document?
5.	Print more than one copy of a document?

EXERCISE PACK

WORD 2003

Installing the Sample Files

Installing the sample files

- Use the Windows Explorer to copy **Word 2003 samples** from your exercises diskette, just below the **My Documents** folder.

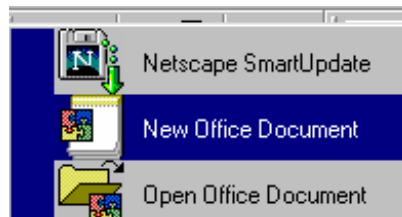
Starting Word 2003 and Manipulating Files

Starting Word 2003

- Start Word 2003 using the Windows Start menu. Then close the program using the Word **Close** icon (the **X** at the top right of the screen).

Starting Microsoft Word 2003 as part of Microsoft Office

- Experiment with the two options listed below which you should find at the top of the Start menu:
 - **New Office Document**
 - **Open Office Document**



Opening a File in Word 2003

- If necessary start Word 2003, click on the **Open** icon and experiment with moving up and down through the folder levels on your disk. Use the icon tools displayed within the **Open** dialog box to do this.
- Make sure that you know how:
 - To open a file (try it now!)
 - To open more than one file at a time
 - To select a continuous block of files
 - To select multiple files that are not in a continuous block
 - To move up one folder level
 - To delete a selected file
 - To create a new folder
- Look in the folder called **My Documents/ word 2003 samples** and experiment with the differing ways of viewing the file details within the **Open** dialog box, i.e. **List**, **Details**, **Properties** and **Preview**. - Do this by clicking on the options displayed when you click on the View icon.
- Use the "**recently used file list**" at the bottom of the **File** drop down menu to open a file that you have recently used.
- Close any files that may be open and make sure that you are looking at the **My Documents/ word 2003 samples** folder, you should see a number of files listed. Use the **Shift** or **Control** key trick to open some (or all) of the files simultaneously.

Saving a File and using 'Save As'

- Create a new Word document and save it to disk using the file name **MY1.DOC**.
- Then use the **Save As** command to re-save the document as **MY2.DOC**.
- Close the file.
- Use the **Open** command to verify that you do indeed have two versions of the file. Why could using **Save As** rather than **Save** be useful?
- Create a new folder within the **My Documents/ word 2003 samples** folder and call it **MYFOLDER**.
- Open an existing document and then save it in the new **MYFOLDER** folder.
- Open all the documents contained within the folder called **My Documents/ word 2003 samples**.
- Use the hidden **Save All** command (remember the **Shift** key?) to save all the files.
- Use the hidden **Close All** command (remember the **Shift** key?) to close all the files.

Starting to Use Word 2003

The Office Assistant

- Start Word and see what is offered as “today’s tip”.
- Hide the Office Assistant (to do this right click the Office Assistant and select **Hide** from the pop-up menu).
- Re-display the Office Assistant by clicking on the **Microsoft Word Help** icon.

The Word 2003 Screen

- Examine the various parts of the Word 2003 screen. Make sure that you can identify the main screen elements such as the Status Bar, Toolbars and drop down menus.

Moving Through a Word Document

- Open a document called **WWF2003-01**.
- Use the arrows key to move up or down. How far do you move through the document?
- Use the **PageUp** or **PageDown** keys to move through the document. How far do you move through the document?
- Use the vertical scroll bar to move through the document. How far do you move through the document?
- Try dragging the Scroll Bar “elevator” to move more rapidly through the document.
- Experiment with using the **Go To** command to jump to a particular page number.

The Word 2003 Menu Bar and Drop Down Menus

- Quickly study the drop down menus available in Word 2003. Make a note of any commands that sound like they may be useful to you so you can re-visit them later and experiment when you have some spare time.

Word 2003 Toolbars

- Display the **Drawing** toolbar. Using the **View** drop down menu, click on the **Toolbars** command which will display the **Toolbars** sub-menu and then select **Drawing**.
- Remove the **Drawing** toolbar.
- Now try adding and removing toolbars using the right-click method. To do this right click on any toolbar to display a list of other toolbars that may be displayed and select the required toolbar.

Floating Toolbars in Word 2003

- Turn the **Standard** and **Formatting** toolbars into floating (detached) toolbars. Move the mouse pointer to an empty part of the particular toolbar you wish to detach that is not occupied by an icon tool or drop down list. Double-click with the mouse button.
- Try moving these floating (detached) toolbars around your screen. To do this move to the **Title Bar** of the floating toolbar (normally displayed in blue). Depress the mouse button and keep it depressed. Move the mouse pointer on the screen. Release the mouse button, when the Toolbar is in the desired screen location.
- Re-attach a floating toolbar. To do this move the mouse pointer to the **Title Bar** of the particular floating toolbar you wish to re-attach and double-click with the mouse button.

The Word 2003 Status Bar

- EXAMINE THE WORD 2003 STATUS BAR. IDENTIFY THE VARIOUS PARTS OF THE STATUS BAR.
- Display the “**Find and Replace**” dialog box via the Status Bar by double clicking of the far left section of the Status Bar.
- Close any files that may be open without saving your changes.

Entering Text into a Word 2003 Document

- Create a new document and type in 3 paragraphs of text (anything will do, just make it up!). Separate each paragraph by pressing the **Enter** key twice.
- Save the document as **MYTEXT.DOC**.

Word 2003 Selection Techniques

- Within the document you have just created:
 - **Select a word.** To do this double click on the word.
 - **Select a line.** To do this move the mouse pointer to the left of the line you wish to select, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. You are now in the “Selection Bar”, a hidden screen element. Click once with the mouse button.
 - **Select a paragraph.** To do this move the mouse pointer to the left of the paragraph you wish to select, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right. Click twice with the mouse button.
 - **Select all text.** To do this move the mouse pointer to the left of the text, until the mouse pointer changes from an I bar to an arrow pointing upwards and to the right, triple click with the mouse button within the paragraph.
- Click on a word in your document and then click on the **Bold** icon within the toolbar. Is bold formatting applied to the entire word surrounding the insertion point? It should be! Normally you have to select an item within Word prior to manipulating it, but not in this case!

Deleting Text

- Within the document you have just created:
 - Delete a character.
 - Delete a word.
 - Delete a line (in one go).
 - Delete a sentence (in one go).
 - Delete a paragraph (in one go).
 - Select a block of text within a paragraph and then delete a block of text.
 - Delete all the text within the document (in one go).

Full Screen View

- Examine the **View** drop down menu. What view is currently selected.
- Open a document called **WWF200301.DOC**.
- Select **Full Screen** View.
- Make the drop down menus visible within Full Screen View by moving the mouse pointer to the top edge of the screen.
- Return to the original view, i.e. either Normal or Print Layout..

Zoom

- Look at the **Zoom** control displayed within the toolbar. What setting is the zoom currently set too?
- Experiment with the zoom controls and observe the effect. Make sure you try **Page Width**.
- Re-set the zoom back to it's original setting.
- Close the file without saving your changes.

Undo and Repeat

- Create a new document, and enter a short piece of text.
- Use **Undo** to reverse your last actions.
- Repeat a command using **Redo**.

Help

- Click on the Word 2003 **Help** drop down command, and select **Show the Office Assistant..** Spend a short time experimenting and try to get a feel for just how much help is available within Word!
- Move the mouse point to the **Open** icon on the toolbar (but do not click the mouse button). If you leave the mouse pointer a few moments, then you should see a pop-up describing the function of that icon. Make a note of what information is displayed.

Keyboard Shortcuts

- Look at the keyboard shortcuts listed in your training manual. Try a few of them out!
- Close Word without saving your changes.

Font Formatting

Font Formatting

- Create a new document, enter a few lines of text and then experiment with applying different fonts to the text that you have entered using the icons below.



Bold and Italics

- Select some of the words you have entered and experiment with making the text bold and/or italic.

Underlining Text

- Select some of the words you have entered and experiment with making the selected text underlined.

Modifying The Style Of Underlining Used

- Try applying the different underlining styles available through the **Font** dialog box. To do this click on the **Format** drop down menu and select the **Font** command. Click on the down arrow next to the **Underline** option. This will display a drop down list of options. Select the required option and then close the dialog box.

Highlighting Text

- Select some of the words you have entered and experiment with making the selected text highlighted.



- Change the color used for highlighting the selected text by clicking on the down arrow next to the **Highlight** icon.
- Remove the highlighting from the text to which you have applied it.

Changing Case

- Enter a short paragraph of text.
- Experiment with applying the options available in the **Change Case** dialog box to selected text. To do this click on the **Format** drop down menu and select the **Change Case** command, select options from the **Change Case** dialog box.

Drop Caps

- Enter a short paragraph of text.
- Insert a dropped capital into the text. To do this place the insertion point within the paragraph that you wish to start with a drop cap. From the **Format** menu, select **Drop Cap** to display the **Drop Cap** dialog box and experiment.
- Close the file without saving your changes.

Text Animation Effects

- Create a new document and enter a few lines of text.
- From the **Format** drop down menu, select the **Font** command. From the **Font** dialog box, select the **Text Effects** tab. Experiment with adding the following effects:
 - Blinking Background.
 - Las Vegas Lights.
 - Marching Black Ants.
 - Marching Red Ants.
 - Shimmer.
 - Sparkle Text.

Font Formatting - Keyboard Shortcuts

- Experiment with using the font formatting keyboard shortcuts listed in your training manual.
- Close the file without saving your changes.

Paragraph Formatting

Aligning Text in a Document

- Create a new document and enter three paragraphs of text.
- Experiment with applying the following formatting:
 - Align left.
 - Center.
 - Align right.
 - Justify.

To do this use the following icons :-



Paragraph Formatting Shortcuts

- Experiment with using keyboard shortcuts (as listed in the manual) to apply paragraph formatting.

Indenting

- Experiment with indentation.
 - Try applying **Decrease Indent**.
 - Try applying **Increase Indent**.

To do this use the following icons :-



- Close any files that may be open without saving your changes.

Bullets and Numbering

- Create a new document and enter a small list of names (press the **Enter** key **ONCE** at the end of each name and don't leave any blank lines in your list).
- Experiment with applying bullet and numbering formatting to your list using the following icons :-



- Enter a few paragraphs (covering more than one line of text) and experiment with applying bullet and numbering formatting to selected **paragraphs** (i.e. bullet or number the *entire paragraph* as opposed to single words within a short list).
- Close the file without saving your changes.

Page Formatting

Page Margins

- Open the file called **PAGEFORM.DOC** contained in the **My Documents/ word 2003 samples** folder.
- Make a note of your margin values (top, bottom, left and right) displayed within the **File/Page Setup** dialog box.
- Experiment with altering the margins using the **Page Setup** command.

Page Orientation

- Experiment with altering the page orientation using the **Page Setup** command.
- View the results in **Print Preview**. To close **Print Preview**, click on the **Close** icon in the toolbar as illustrated below.



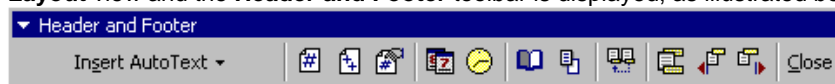
- Reset the page orientation back to Portrait.

Page Breaks

- Experiment with inserting (and deleting) manual (hard) page breaks in your document using the **Ctrl-Enter** key combination.
- View the results in **Print Preview**.

Headers and Footers

- Experiment with inserting header or footers into your document.
- From the **View** menu, select the **Header and Footer** command. Word 2003 changes to **Print Layout** view and the **Header and Footer** toolbar is displayed, as illustrated below.



- Outlines of the Header and Footer text entry boxes appear at the top and bottom of the page.
- Select the Header or Footer from the toolbar. You can change between them by clicking on the **Switch Between Header and Footer** icon.
- Insert the text for the Header or Footer in the appropriate text entry box. When you have entered your Header and Footer text, click on the **Close** button on the Header and Footer toolbar.
NOTE: Clicking on the appropriate Header and Footer toolbar buttons, will enable you to insert the current page number, time, or date in the header or footer.
- View the results in **Print Preview**.
- Close any files that may be open without saving your changes.

Numbering Pages

- Open the file called **PAGEFORM.DOC** contained in the **My Documents/ word 2003 samples** folder.
- Experiment with inserting pages numbers into a document using the **Insert/Page Numbers** command.
- Experiment with formatting the page numbers you have inserted into your document.
- View the results in **Print Preview**.
- Close the file without saving your changes.

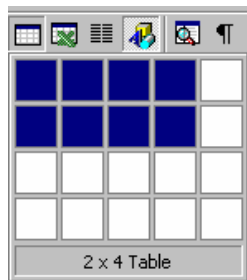
Tables and Columns

Creating a table using the Insert Table icon

- Create a new document and place the insertion point where you want the table to be inserted. Click on the **Insert Table** icon on the **Standard** toolbar



and drag the mouse over the grid to select the number of rows and columns you require as illustrated, to insert a table.



- Close any files that may be open without saving your changes.

Creating a Table using the drop down menus

- Create a new document and place the insertion point where you want the table to be inserted. From the **Table** drop down menu, choose the **Insert Table** command to display the **Insert Table** dialog box. Select options as required and then click on the **OK** button or press **Enter**, and the table is inserted into the document.
- Close any files that may be open without saving your changes.

Entering text into a table

- Click within the first cell and enter some text. To move to the next cell press the **Tab** key and enter more text. Continue entering information until you have entered text into the final cell. Then press **Tab** again and observe what happens!

Creating Columns from Existing Text

- Open the file called **Columns** contained in the **My Documents/ word 2003 samples** folder. Click on the **Columns** icon located within the Standard toolbar. Drag the mouse to select the required number of columns (in this case create a two column format).
- Close any files that may be open without saving your changes.

Creating columns using the Format drop down menu

- Open the file called **Columns** contained in the **My Documents/ word 2003 samples** folder. Select about a page of text that you wish to convert to column format. Click on the **Format** drop down menu and select the **Columns** command. The **Columns** dialog box will be displayed. Select options as required, such as **Right** column format and **Line between** and then click on the **OK** button.
- Close any files that may be open without saving your changes.

Proofing Tools Within Word 2003

Spell and Grammar Checking

- Open the file called **BADSPELL.DOC** contained in the **My Documents/ word 2003 samples** folder.
- Spell check this document by either clicking on the **Spelling and Grammar** icon or by pressing the **F7** function key.
- Click on the **Tools** drop down menu and select the **Options** command. Click on the **Spelling and Grammar** tab and ensure that the “**Check spelling as you type**” option is enabled.
- Enter some wrongly spelt words and observe that they are underlined in red.
- Disable automatic spell checking and then enter some incorrectly spelt words. Notice that they are no longer underlined in red!
- Re-enable automatic spell checking.
- Make sure that you know how to disable grammar checking. Then re-enable it.
- Examine the spell checking options and make any changes that you feel would suit your way of working.

To correct a word using right-clicking

If you enter an incorrectly spelt word and wish to correct immediately, then as soon as the red underlining is displayed, right click on the word and a pop-up dialog box will be displayed suggesting alternative, correctly spelt words. Try entering the word **Words** and then right click!

The Thesaurus

- Enter a word such as **computer** and then select it.
- Use the Word Thesaurus to change the selected word to a differing word with a similar meaning. To do this click on the **Tools** menu, select the **Language** command and then from the sub-menu displayed select **Thesaurus** command.
- Enter another word and select it, but this time use the **Shift+F7** keys to open the **Thesaurus** dialog box.
- Close the file without saving your changes.

Using the Clipboard

Copying and Pasting

- Create a new document and enter a sort paragraph of text.
- Press the **Enter** key **6** times to create some space below your text.
- Copy the text you have entered to the Clipboard by selecting your text and then clicking on the **Edit** drop down menu and selecting the **Copy** command.
- Use the **Paste** command to paste the text to the bottom part of the document. To do this locate the insertion point where you wish to paste the text into your document and then click on the **Edit** drop down menu and select the **Paste** command.
- Experiment with using “drag and drop”, to either move or copy text within the document. Remember that drag and drop on it’s own will move selected text, but will copy the selected text when accompanied by the **Ctrl** key.

Cut and Pasting

- Experiment with cutting data to the Clipboard, and then pasting the data to another part of the document. What is the difference between cutting and pasting!
- Close the file without saving your changes.

Printing

Print Setup

- Experiment with changing some of the printer settings but take care to make a note of any changes you make so that you can set the values back to their original values. To see the printer dialog box, click on the **File** drop down menu and select the **Print** command.
- Reset any options that you have changes back to their original values.

Print Preview

- Create a new document.
- Enter some text and experiment with the options available through **Print Preview**.
- Close the file without saving your changes.

Printing Options

- If you are connected to a printer, first ensure that the correct printer driver is selected (you may need to ask your tutor for guidance)
- Then try creating a new document, containing a short paragraph of text and print the document.
- Experiment with printing two copies of the document.
- Close the file without saving your changes.

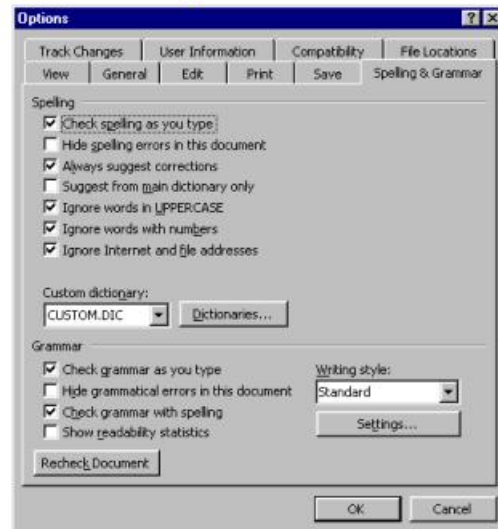
Word 2003

Core Level

Extra Slides

Spelling & Grammar Options

- **Spelling**
 - Check Spelling As You Type
 - Hide Spelling Errors In This Document
 - Always Suggest Corrections
 - Suggest From Main Dictionary Only
 - Ignore Words in UPPERCASE
 - Ignore Words with Numbers
 - Ignore Internet and File Addresses
 - Custom Dictionary
- **Grammar**
 - Check grammar as you type
 - Hide grammatical errors In This Document
 - Check grammar with spelling
 - Show readability statistics
 - Writing style



Spelling and Grammar Options

Background Sets the rules for spelling and custom dictionaries.

Options include:

Spelling

- Check Spelling As You Type
- Hide Spelling Errors In This Document
- Always Suggest Corrections
- Suggest From Main Dictionary Only
- Ignore Words in UPPERCASE
- Ignore Words with Numbers
- Ignore Internet and File Addresses
- Custom Dictionary

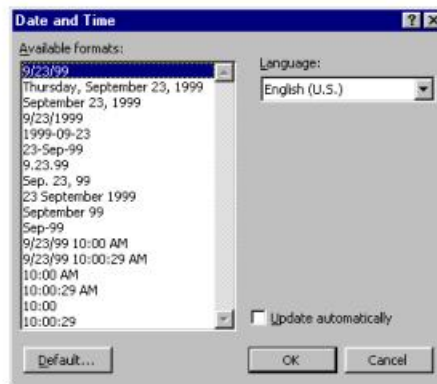
Grammar

- Check grammar as you type
- Hide grammatical errors In This Document
- Check grammar with spelling
- Show readability statistics
- Writing style

The custom dictionaries section allows you to edit the custom dictionary that holds words that you have added to it. This is very useful if you have inadvertently added an incorrect word to the dictionary.

Inserting the Date and Time

Use the Insert drop down menu, to select the Date and Time command



Keyboard shortcuts:

To insert the current date press **Alt+Shift+D**

To insert the current time press **Alt+Shift+T**

Update automatically

What is the effect of using this check box?

Inserting the Date and Time

Background

This feature allows you to insert the date or time (which is stored within the computer system) into a document.

To insert the date or time into a document

- Place the insertion point where you want the date or time to appear in your document.
- From the **Insert** menu, choose the **Date and Time** command to display the **Date and Time** dialog box.
- Select the date and time format you want to use from the **Available formats** list box.
- Select **OK** or press **Enter**. Word will automatically insert the date and time when you print the document.

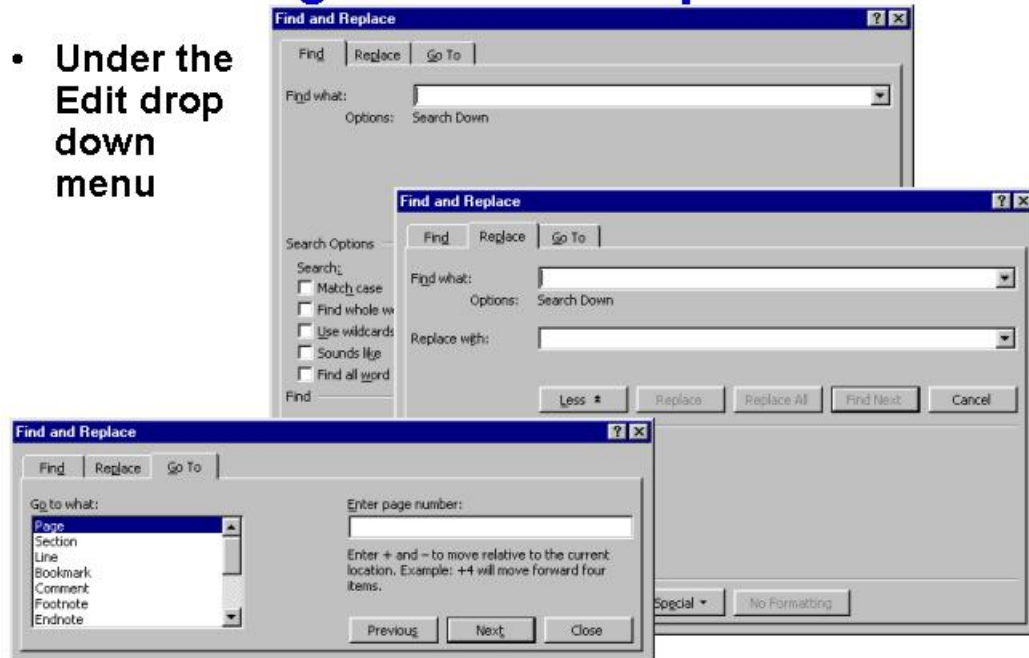
NOTE: To insert the date, you can use the shortcut keys **Alt+Shift+D**. The date will appear as numbers separated by slashes (/). To insert the time, you can use the shortcut keys **Alt+Shift+T**. The time will appear as hours and minutes separated by a colon (:).

Inserting the time or date as text vs. insertion as a time or date field

If you examine the **Date and Time** dialog box, you will notice a check box called **Update automatically**. You may find that your PC does not have this check box marked, in which case the time or date will not be inserted as a field. Checking this box will insert the time and date as a field. The advantage of this is that each time you open a document with a date or time field in it, the field will be updated to show the current date or time.

Using Find and Replace

- Under the **Edit** drop down menu



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Word 2000 - Core Level

Using Find and Replace

Background

The **Find** and **Replace** feature allows you to change a word or phrase scattered throughout a document with one simple editing procedure, instead of having to work your way through the document looking for them. You can replace specific text, character formats or paragraph formats, and even text that has been formatted in a specific way, i.e. bold or italic text, or text formatted with a style.

Note: Under the **Edit** drop down menu are two similar commands **Find** and **Replace**. In fact, if you use the **Find** command, it will display a dialog box with a **Replace** button that will still allow you to search for a specific word or phrase and then replace it with a different word or phrase.

To find and replace text in a document

- Place the insertion point where you want to begin the search.
- Select the **Find** command from the **Edit** menu, or press **Ctrl+F** to display the **Find and Replace** dialog box, select the **Find** tab. Click on the **More** button (changes to the **Less** button) to display the dialog box with extra search options.
- Type the text you wish to find in the **Find what** text box, this can be up to 255 characters in length.

You can then select from the following search options:

Option:	Function:
Match Case	Will search for text that has a specific combination of upper and lowercase letters.
Find Whole Words Only	Will only look for whole words. Does not find the word if it occurs as part of another word.
Use Wildcards	Searches for wildcards, special characters, or special search operators you added to the Find what box. To add such items, click Special and then click the item you want, or type the item in the Find what box.
Sounds like	Looks for words that sound like the selected word.
Find all word forms	Replaces all forms of the word in the Find what box with appropriate forms of the word in the Replace with box (select the Replace tab to use this function).
Search	Determines the direction of the search. Select Down to search forward through the document, or Up to search back through the document.
Format	Searches for text in the following criteria: Font, Paragraph, Language and Style.
Special	Searches for special characters and markers that appear in a document such as footnote and endnote markers and other typographic signs and entry fields.
Replace	The Replace tab displays another section of the Find and Replace dialog box. Here you can enter text you want to use to replace the text you find.

A dialog box is displayed for each format choice in which you can select the options for searching.

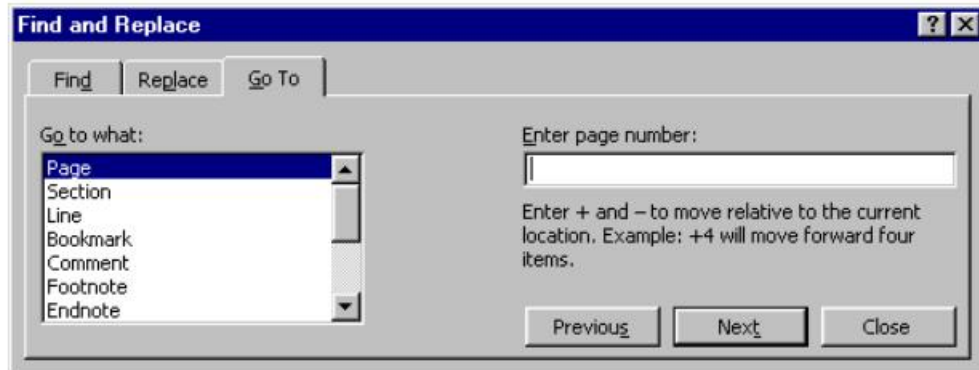
- Select the **Find Next** button, or press **Enter**.
- The search will begin and will stop at the first place the text or format for which you are searching occurs.
- To continue searching for other occurrences of the text or formats, click on the **Find Next** button, or press **Enter**. If you started searching at the beginning of the document, a message appears stating that Word 2003 has reached the end of the document when no more occurrences of the text or format were found.
- Choose **OK** or press **Enter**.
- Select the **Replace** tab and again click on the **More** button, unless the replace does not require any further searching tools.
- Type the text you wish to be replaced in the **Find what** text box.
- Type the replacement text in the **Replace with** text box.
- Depending on the function you wish to perform, you can select from the following:

Find Next	Finds the next occurrence of the selected word, phrase, or format.
Replace	Replaces this instance of the word, phrase, or format.
Replace All	Will replace all occurrences of the selected word, phrase, or format with the text in the Replace With text box.

- If you started searching in the middle of the document, a message appears when Word 2003 reaches the end of the document asking if you want to continue the search at the beginning of the document. Select **Yes** to search the rest of the document, or **No** to stop searching.
- Select **Cancel** to stop the search or to close the **Find** dialog box.

Go To

- **Go To allows you to move to any page in a current document, or between different elements of a document, such as sections**



Go To

To jump to a particular page within a document

- From the **Edit** menu, select the **Go To** command
OR press **F5** (and select the **Go To** tab)
OR press **Ctrl+G**.
- Enter the page number you want to go to.
- Choose the **Next** button or press **Enter**.

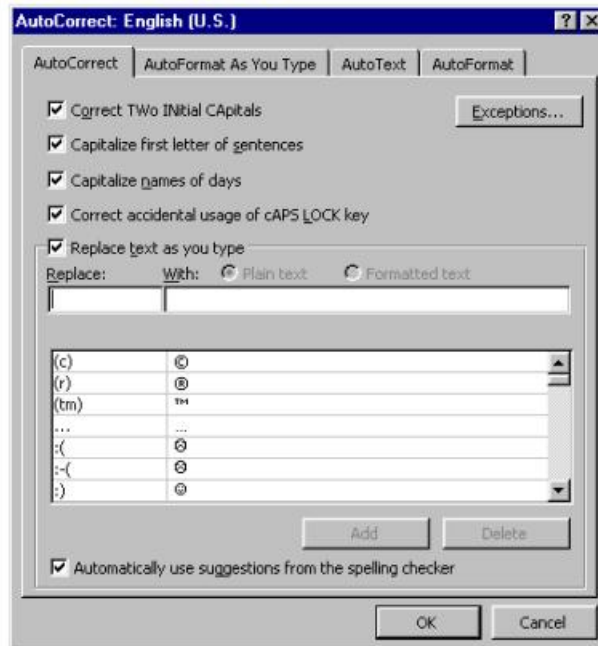
To go to a specified place within a Word document

- Select from the following in the **Go to what** list box, within the **Go To** folder.

Page	To go to a particular page.
Section	To go to another section of a document.
Line	To go to a particular line of a document.
Bookmark	To go to a particular bookmark.
Annotation	To go to a particular annotation.
Footnote	To go to a particular footnote.
Endnote	To go to a particular endnote.
Field	To go to a field in a form.
Table	To go to a particular table in a document.
Graphic	To go to a particular graphic in a document.
Equation	To go to a particular equation in a document.
Object	To go to a particular object type in a document.
Heading	To go to a particular heading.

AutoCorrect

- Under the Tools drop down menu
 - Add commonly miss-spelt words or abbreviations



AutoCorrect

Background AutoCorrect allows common typing errors to be corrected as you work through your document. For example, how often have you typed “teh” instead of “the”, or “recieve” instead of “receive”? AutoCorrect will automatically fix these errors as soon as you press the space bar after the incorrectly spelt word. You can also add your own AutoCorrect entries and use it to replace abbreviations with the correct full version, i.e. “asap” becomes “as soon as possible”.

To use AutoCorrect

- From the **Tools** drop down menu, select **AutoCorrect**. The **AutoCorrect** dialog box will be displayed.

Correct Two Initial Capitals	Automatically fixes double capital letters at the beginning of a word.
Capitalize first letter of sentences	The first letters of sentences will be automatically capitalized.
Capitalize names of days	Capitalizes the first letter of the days of the week.
Correct accidental use of the cAPS LOCK Key	Automatically fixes the common error of starting a paragraph with the Caps Lock enabled!
Replace text as you type	Enables incorrectly typed text to be replaced with the correct version as you type. The Replace and With options will be enabled.
Replace	Type the incorrectly spelt word you wish to replace in the Replace entry box.
With	Type the correctly spelt word which you want AutoCorrect to use for replacement. A list of the AutoCorrect entries is displayed below the Replace and With text boxes.

- Choose the **Add** button to add the new **AutoCorrect** entry to the list. When you have selected the options you require, choose **OK** or press **Enter**.

To use AutoCorrect to insert symbols

- AutoCorrect allows you to enter information such as (c) the this will automatically be changed to the copyright symbol.

Entering this:	Will automatically change to this:
(c)	©
(r)	®
(tm)	™

To reverse the automatic changing of text by AutoCorrect

- If you enter (c) and it changes to ©, then pressing the **Backspace** key immediately, will reverse the changes. This is how we were able to produce the pages you are reading!

AutoCorrect Exceptions

- Use the **Exceptions** button within the **AutoCorrect** dialog box to customize the way that AutoCorrect is applied to your system. You can define which words are not capitalized with the first letter. You can also exclude AutoCorrect from correcting certain words using mixed capitalization.

AutoCorrect Using The Spell Checker

- New feature in Word 2000
- AutoCorrect can automatically replace incorrectly spelt words with suggestions from the dictionary

Automatically use suggestions from the spelling checker

AutoCorrect Using The Spell Checker

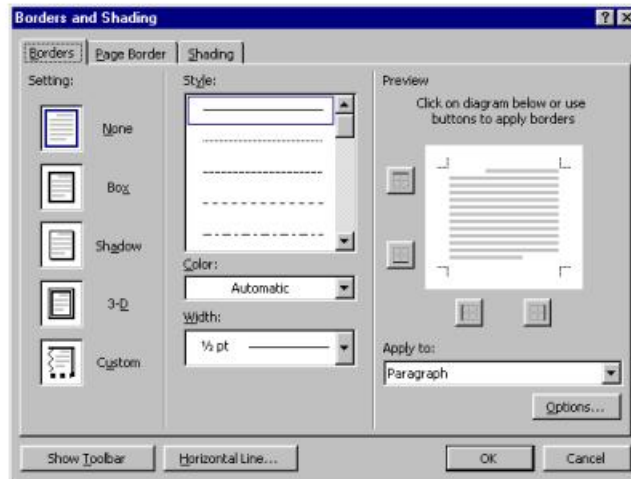
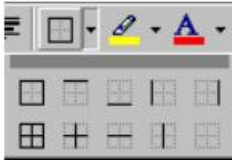
Background This new feature in Word 2003 extends the capabilities of AutoCorrect by allowing incorrectly spelt words to be automatically replaced with correctly spelt words suggested by the dictionary.

To enable automatic spelling correction

- Click on the **Tools** drop down menu and select the **AutoCorrect** command. The **AutoCorrect** dialog box will be displayed.
- Ensure that the **Automatically use suggestions from the spelling checker** box is checked.
- Click on **OK** to close the **AutoCorrect** dialog box.
- In order for this feature to work you must also have enabled Word's check spelling as you type feature.
- Click on the **Tools** drop down menu and select the **Options** command. The **Options** dialog box will be displayed.
- Click on the **Spelling & Grammar** tab to display the **Spelling & Grammar** folder.
- Ensure that the **Check spelling as you type** box is checked.
- Click on the **OK** button to close the **Options** dialog box.

Borders

- The **Borders and Shading** feature can draw lines and boxes to enclose:
 - Paragraphs
 - Graphics
 - Table cells



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Word 2000 - Core Level

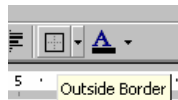
Borders

Background

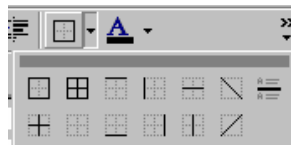
Borders are often used to add emphasis and structure to document items such as selected text, tables, newsletters and even whole pages. By simply selecting an object, the Border and Shading feature in Word 2003 can draw lines and boxes to enclose the object. You can also use a Text Box to enclose the object and define the borders and shading of the Text Box in the same way.

To add a border using the Border icon

- Place the insertion point within the paragraph that you wish to add a border to.
- Click on the **Outside Border** icon.



- If you wish to use other types of border, click on the drop down arrow next to the **Outside Border** icon and you will see a range of alternative border styles, such as a top or bottom border, or a left or right border.



To add a border to an object using the drop down menus

- Select the object, i.e. character, word, selected text, paragraph, graphic or table that you want to enclose in a border and then from the **Format** menu, click on **Borders and Shading**. The **Borders and Shading** dialog box appears.
- Select the **Borders** tab within the dialog box. You can customize the border you wish to use, using the following settings:

Option	Description
Setting	Allows you to define what sort of border you wish to use, choose from Box, Shadow, 3-D or Custom . If you are applying a border to a table, you will also have the option of All and Grid .
Style	Allows you to define the sort of line that will be used for the border.
Color	Allows you to define the color used by the border.
Width	Allows you to define the thickness of the border.
Preview	Allows you to preview the effect of the various formatting combinations you have used to create your border.

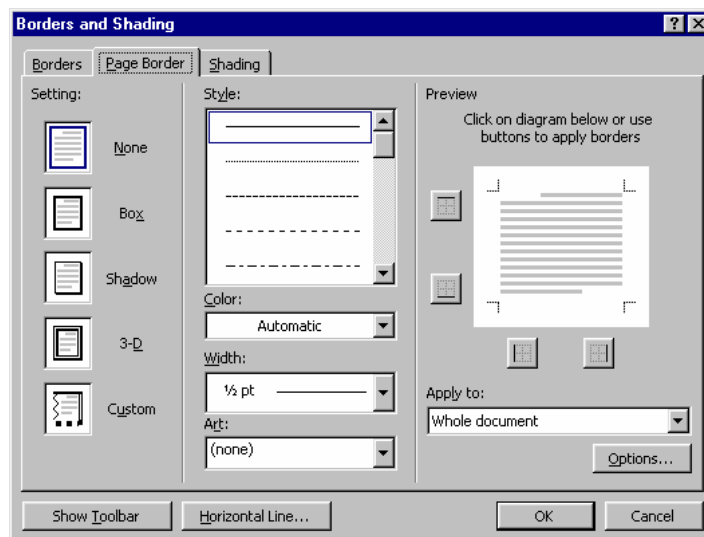
- Click on the **OK** button.

To remove a border from an object

- Select the object, i.e. paragraph, graphic or table, from which you want to remove the border and from the **Format** menu, choose **Borders and Shading**. The **Borders and Shading** dialog box appears with the **Borders** folder displayed.
- Select **None** from the **Setting** thumbnail border types.
- To remove the border, choose **OK**, or press **Enter**.

To add a Page Border

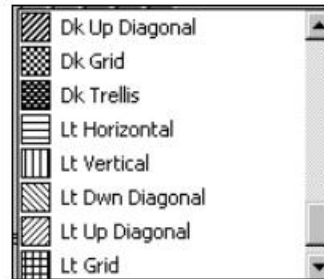
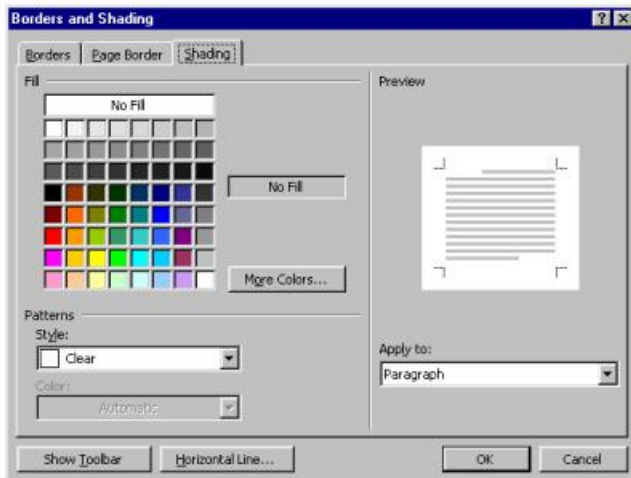
- From the **Format** menu, choose **Borders and Shading**. The **Borders and Shading** dialog box appears with the **Borders** folder displayed.
- Select the **Page Border** tab and from the **Setting** section of the dialog, select the required effect, i.e. **Box, Shadow, 3-D** etc.



- You can select from a range of line **styles**.
- You can select from a range of **colors**.
- You can select from a range of line **widths**.
- You may also select a range of **Art** effects.

Shading

- **Borders can also be shaded using color or pattern shading**



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Word 2000 - Core Level

Shading

Background

You can add borders and boxes to headings, text, pictures and tables to give them more emphasis and make them stand out. Borders can have a shadow around them or be shaded in various patterns. You can also remove their lines or “edges”.

To add shading or shading to a border

- Select the text, or other object, you wish to format.
- Select **Borders and Shading** from the **Format** menu. The **Borders and Shading** dialog box is displayed.
- Select the **Shading** tab.

Selecting This:	Will Do This:
Fill	Sets the shading for background color.
Style	Sets the visual pattern or color depth of the shading.
Color	Sets the shading for foreground color.

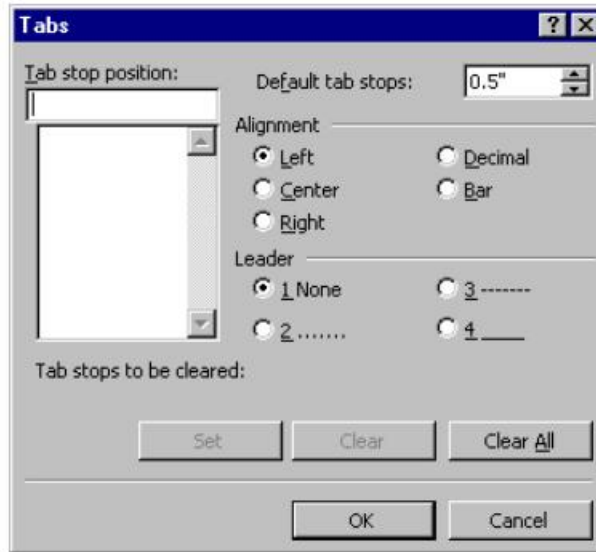
To apply white text on a black background

- Select **OK** or press **Enter**.
- Select the text, or other object, you wish to format.
- Select **Borders and Shading** from the **Format** menu. The **Borders and Shading** dialog box is displayed.
- Select the **Shading** tab.
- From the **Style** drop down list, select **Solid (100%)** shading.
- Click on the **OK** button, de-select the selected text and the text will be displayed as below.

White Text on a Black Background

Tabs

- This feature allows you to set tabs to:
 - Left, Centred, Right, Decimal and Dotted leader
- You can also set tabs via the Word Ruler



Tabs

Background

This feature allows you to set left, centered, right, decimal, and dotted leader tabs quickly and easily. This is not strictly a paragraph formatting feature, but is included in this chapter for comparison with paragraph indenting.

To set or change tabs using the Ruler

- Select the paragraph(s) into which you wish to place the new tab stops.
- Make sure that the **Ruler** is displayed (if necessary click on the **View** drop down menu and display the **Ruler**).
- Displayed at the extreme left hand side of the Ruler is the Tab type symbol. Repeatedly click on this **Tab** symbol, until the required Tab type is displayed.
- To apply the selected Tab, simply click on the **Ruler** at the location that you wish to apply the Tab stop(s).

Tab Type Symbol	Function
	Used to insert a left aligned tab stop.
	Used to insert a centered tab stop.
	Used to insert a right aligned tab stop.
	Used to insert a decimal tab stop (in which case numbers will line up on a decimal point)

**To set or
change tabs
using the drop
down menus**

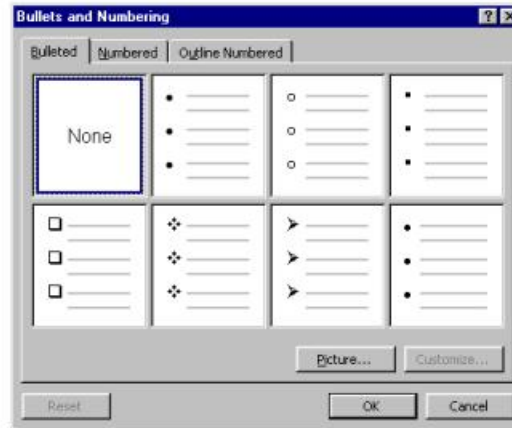
- Select the paragraph(s) for which you want to set tabs, or place the insertion point at the location where you want to start using the tabs. From the **Format** menu, choose the **Tabs** command to display the **Tabs** dialog box.
- If you want to re-set all the tabs, select the **Clear All** button to remove any existing tabs. If you want to adjust a specific tab, type its position in the **Tab Stop Position** text box and choose the **Clear** button.
- To insert a new tab, type its position in the **Tab Stop Position** text box, or select a position from the list. Select **Left**, **Center**, **Right**, **Decimal**, or **Bar**, from the **Alignment** section to specify how the tab will be aligned.
- In the **Leader** section, select **1**, **2**, **3**, or **4**.

Type **1** will give you no dot leaders,
2 will give you a dotted line,
3 will give you a dashed line,
4 will give you a solid line.

- Click on the **Set** button.
- You can set as many tabs as you want using the above method. To confirm the tabs and return to the document, select **OK** or press **Enter**. The default tabs are set at intervals of half-an-inch from the left-hand margin. Selecting **Clear All** in the **Tabs** dialog box will return to the default tab settings.

Adding Bullets to a List

- Use the **Bullets** icon
- Or use the **Bullets and Numbering** command under the **Format** drop down menu
 - and then select the **Bulleted** tab



Adding Bullets to a List

Background

Bullets are used to set-off and emphasize sections of text and are symbols such as dots or diamonds. You can select from a number of different bullet types or create your own bullets. Any character available in your fonts can be used as a bullet.

To apply default bullet formatting to a list using the bullets icon

- Select the list you wish to apply number or bullet formatting to.
- Click on the **Bullets** tool within the formatting toolbar.



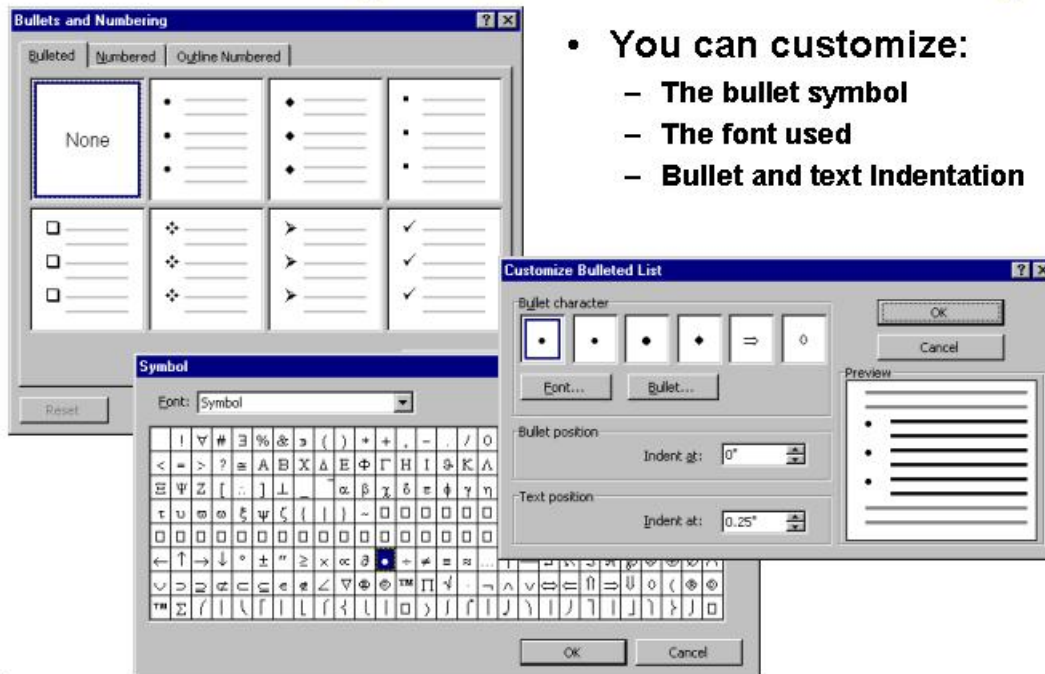
To apply alternate bullet formatting to a list

- Select the text you want to add bullets to.
- From the **Format** menu select **Bullets and Numbering**, to display the **Bullets and Numbering** dialog box.
- The **Bulleted** option tab should be displayed, if not, select it.
- A list of different bulleted styles will appear.
- Select a bullet style from the **Bulleted** folder.
- Click on the **OK** button or press **Enter**.

To remove bullet formatting from a list

- Select the list to which the bullet formatting information has been applied.
- Click on the **Bullets** icon on the **Formatting** toolbar.

Customizing Your Bullet Formatting



- You can customize:
 - The bullet symbol
 - The font used
 - Bullet and text Indentation

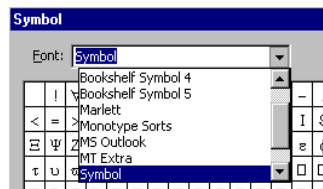
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Word 2000 - Core Level

Customizing Your Bullet Formatting

To customize your bullets

- From the **Format** drop down menu, select the **Bullets and Numbering** command and select the **Bulleted** tab. Select one of the pre-defined bullet shapes, which are displayed in small rectangular boxes.
- Click on the **Customize** button to display the **Customize Bulleted List** dialog box.
- To change the font formatting, click on the **Font** button.
- To change the bullet used, click on the **Bullet** button, which will display the **Symbol** dialog box. If you do not see what you want, click on the down arrow next to the **Font** drop down, as illustrated. Try using other font character sets such as **Wingdings**.







- From the **Customize Bulleted List** dialog box you can modify the **Bullet position** indent, by using the **Indent at:** controls.
- From the **Customize Bulleted List** dialog box you can modify the **Text position** indent, by using the **Indent at:** controls.

Resetting a customized bullet symbol to the default

- Click on the **Format** drop down menu. Select the **Bullets and Numbering** command. Select the bullet symbol that you have customized. Click on the **Reset** button and follow the instructions.

Picture Bullets

- New feature in Word 2000
- You are no longer restricted to using special font characters for your bullets, you can now use pictures!

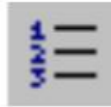
-  Apples
-  Potatoes
-  Tomatoes
-  Oranges

Picture Bullets

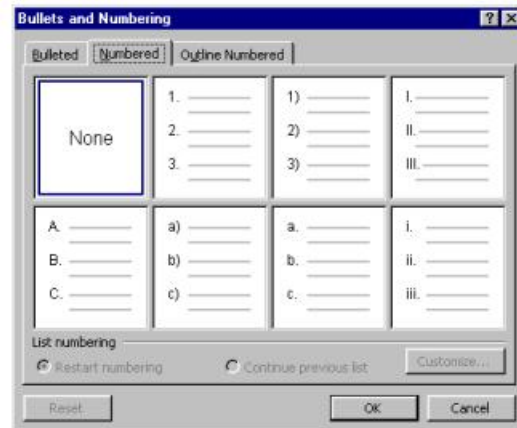
To add picture bullets to a list

- Select the list.
- Click on the **Format** drop down menu and select the **Bullets and Numbering** command. The **Bullets and Numbering** dialog box will be displayed.
- Click on the **Picture** button. The **Picture Bullet** dialog box will be displayed.
- Click on the image of the picture bullet you wish to use, a pop-up menu will be displayed.
- Click on the **Insert clip** icon (located at the top of the pop-up menu).

Numbering a List



- Use the Numbering icon
- Or from the Format menu
 - Select **Bullets and Numbering**
 - Select the **Numbered** tab
 - Select from the different numbered styles that are displayed



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Word 2000 - Core Level

Numbering a List

To add numbering to a list using the toolbar numbering icon

- Select the text you wish to re-format as a numbered list and select the **Numbering** icon from the **Formatting** toolbar.



To add alternative numbering styles to a list

- Select the text you wish to re-format as a numbered list.
- From the **Format** menu select **Bullets and Numbering**, which will display the **Bullets and Numbering** dialog box.
- Click on the **Numbered** tab.
- A list of different numbered styles are displayed contained in small rectangular boxes.
- Select the numbering format that you require.
- Click on the **OK** button or press **Enter**.

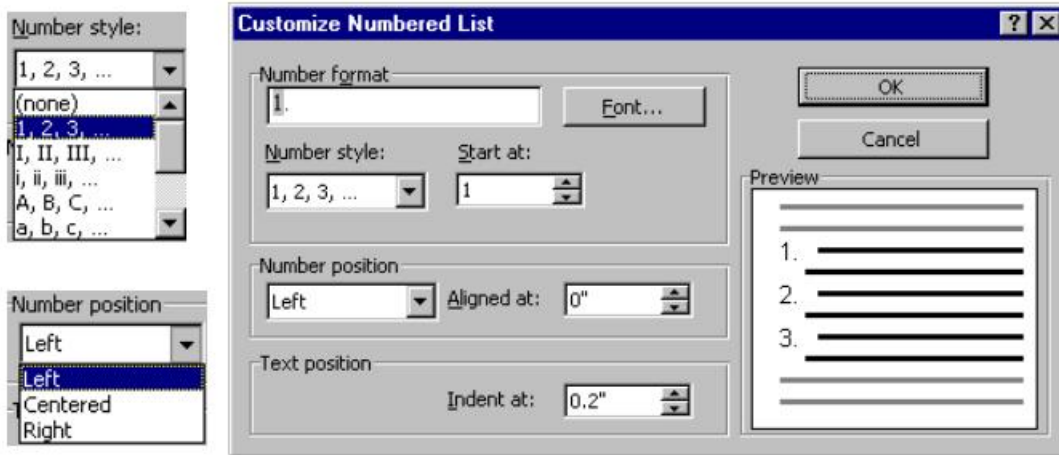
To control whether separate lists within a document use continuous numbering (or not)

- If you have a number of separate lists within your document, then you can choose to have each list restart their numbering (normally at 1), or you can choose that the number used at the end of one list is the starting number for the next list. You can control this behavior via the List numbering section displayed at the bottom of the **Bullets and Numbering** dialog box



Customizing Your List Numbering

- Customize as required!



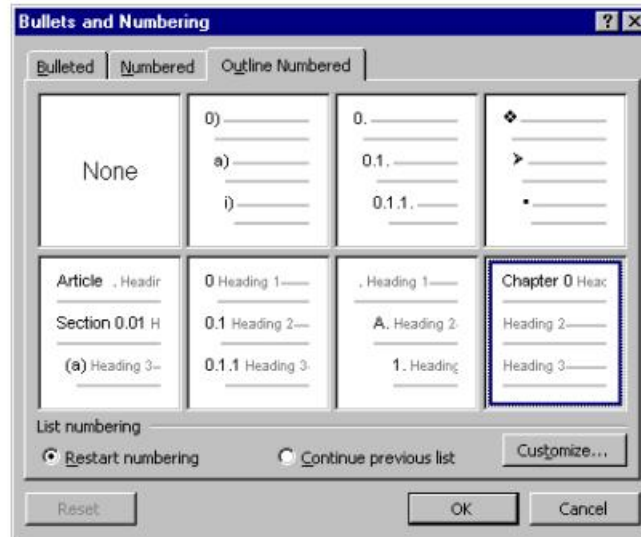
Customizing Your List Numbering

To customize your list numbering

- From the **Format** drop down menu, select the **Bullets and Numbering** command.
- Select the **Numbered** tab.
- Select one of the pre-defined bullet shapes, which are displayed in small rectangular boxes.
- Click on the **Customize** button which will display the **Customize Numbered List** dialog box.
- To change the font formatting, click on the **Font** button.
- To change the numbering style used, click on the down arrow to the right of the **Number style** list, which will display different numbering styles.
- To start the numbering from a particular number, use the **Start at:** controls.
- To modify the number alignment positioning, click on the down arrow to the right of the **Number position** box.
- To change the number indentation use the **Aligned at:** controls, in the **Number position** section of the dialog box.
- To change the text indentation use the **Indent at:** controls, in the **Text position** section of the dialog box.

Outline Numbering

- Sometimes referred to as multi-level lists
- Use the Tab key or the Indent More or Indent less icons to control the level within the outline list



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Outline Numbering

To format a list using Outline Numbering

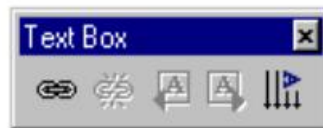
- Select the list to which you wish to add "outline numbering".
- From the **Format** drop down menu, select the **Bullets and Numbering** command.
- In the dialog box displayed, select the **Outline Numbered** tab.
- Click on the required outline style and then click on the **OK** button.
 - To indent the outline numbering, move to the start of the paragraph that you wish to indent and press the **Tab** key (or use the **Increase Indent** icons).
An example is illustrated below.

- 1) **Women**
 - a) Jane
 - b) Sue
 - c) Lou
- 2) **Men**
 - a) John
 - b) Peter
 - c) Dave

NOTE: You can also use the **Decrease Indent** and **Increase Indent** icons on the **Formatting** toolbar to assign different outline numbering levels to a paragraph.

Creating and Manipulating Text Boxes

- Can not be used in Normal View, use Print Layout View
- Will display a Text Box toolbar
- Allows you to insert text or graphics into a document and to control the text flow around the text box



Creating and Manipulating Text Boxes

Background

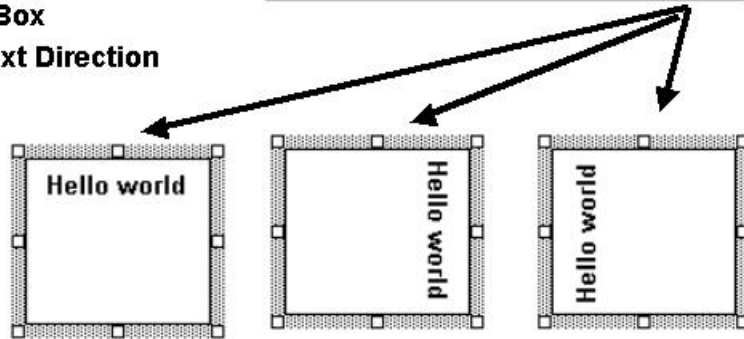
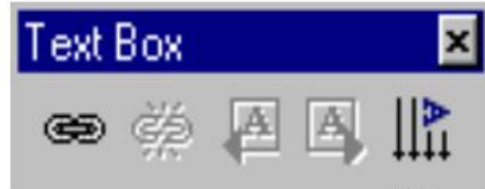
This **Draw** feature allows you to mix text and pictures, and to edit and enhance graphics created with Word 2003.

To create a graphics Text Box

- From the **View** menu, select the **Print Layout** command, and place the insertion point where you want to create the Text Box.
- Select the **Text Box** command from the **Insert** menu click on the **Text Box** button on the **Drawing** toolbar. The pointer will change to a cross-hair shape.
- Position the cross-hair pointer using the mouse and depress the left mouse button. Drag the mouse down and right until the **Text Box** is the size you require, then let go of the mouse button.
- The **Text Box** will appear in the document, and you can now type in text or import a graphic into the **Text Box**.






The Text Box Toolbar

- Icons include:
 - Create Text Box Link
 - Break Forward Link
 - Previous Text Box
 - Next Text Box
 - Change Text Direction

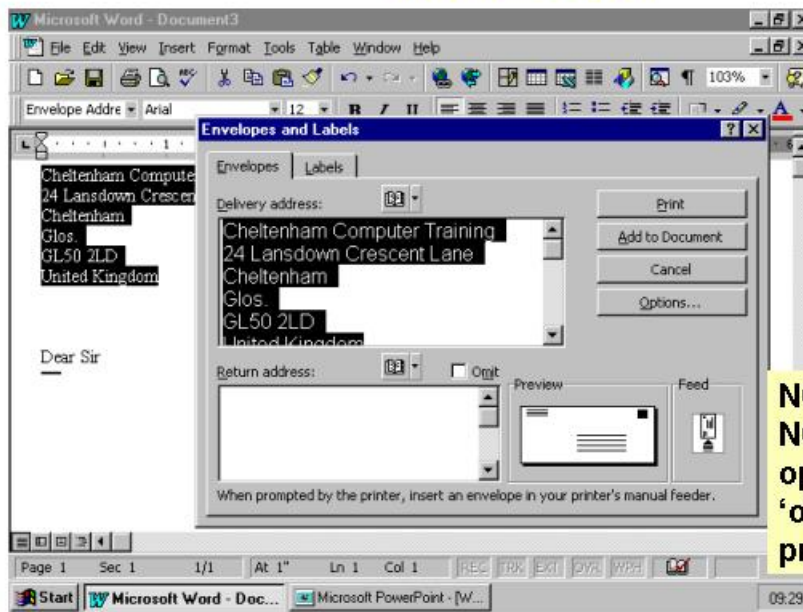


The Text Box Toolbar

When you create a text box then you will normally see the Text Box toolbar displayed automatically.

Icon	Name	Function
	Create Text Box Link	Use this tool to create a link to another (empty) text box which will allow text to flow to the next text box, when the current text box is "full of text".
	Break Forward Link	This option allows you to break the text flow link to another text box.
	Previous Text Box	When you have linked text boxes together, this option will allow you to jump to the previous text box in the chain of linked text boxes.
	Next Text Box	When you have linked text boxes together, this option will allow you to jump to the next text box in the chain of linked text boxes.
	Change Text Direction	Use this icon to change the text orientation. Select the text box first, and then keep clicking on the icon to change the orientation, as illustrated on the slide above.

Printing an Addressed Envelope and Letter



NOTE: this is NOT a Mail Merge operation, but a 'one off' procedure

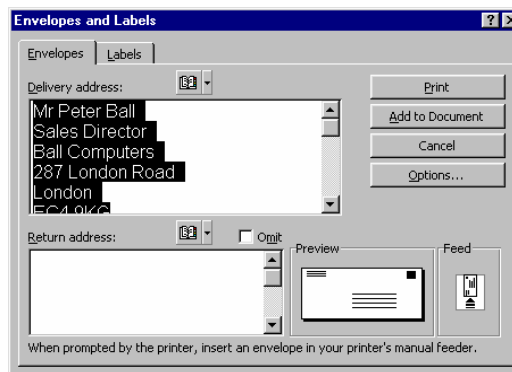
Printing an Addressed Envelope and Letter

Background

If you are typing a normal correspondence letter, Word 2003 can automatically pick up the address from the top of your letter. Be aware, however, that this automatic facility is not perfect and you should always check what Word 2003 has done before sending out important business letters!

To print an address on an envelope

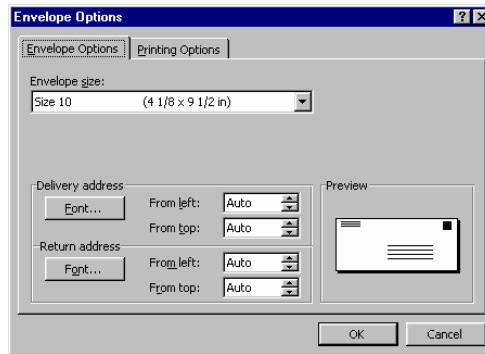
- Select (highlight) the address within the letter you have typed.
- Select **Envelopes and Labels** from the **Tools** menu to display the **Envelopes and Labels** dialog box.
- If necessary select the **Envelopes** tab.



- The mailing address is displayed in the **Delivery address** text box, you can enter a new address or edit the current one if required.
- In the **Return address** box type in a return address if required. If you do not want to use a return address, select the **Omit** check box.
- Select the **Options** button to display the **Envelope Options** dialog box, as illustrated.

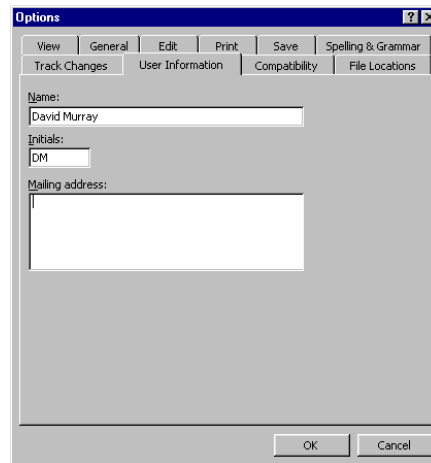
- Select the envelope size required from the **Envelope Size** options and select **OK** or press **Enter**.
- To print the envelope, select the **Print** button

OR to add the envelope printing information to your document (so that you can print both the letter and the envelope later), select the **Add to Document** button.



To set a default return address on an envelope

- Select **Options** from the **Tools** menu.
- Select the **User Information** tab to display the **User Information** folder, as illustrated.
- Type the default return address required into the **Mailing address** box and choose the **OK** button.



What are Styles?

- Allows you to define a group of paragraph and character formats as a style, and then save the styles as a style within a document or template
- You can then apply these styles which saves time spent formatting text over and over by hand

TIP: Depressing the SHIFT key and clicking on the down arrow will display ALL available styles



What are Styles?

Background This feature allows you to define a group of paragraph and character formats as a style, and then save the styles in a style sheet. A style sheet is a list of styles that are part of a document or document template. You can then apply these styles to documents to save time formatting text over and over by hand with the same styles.

To use the Style List box

- The **Style List** box, as illustrated in the slide above, will display Word styles that can be applied to part of a document.

To view all available styles

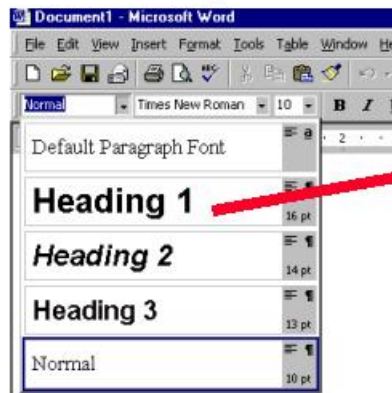
- When clicking on the **Style List** drop down arrow, first depress the **SHIFT** key. This will display all the available styles, not the usual abbreviated list!

To view applied paragraph styles

- Press **Shift-F1**, the mouse pointer will have a question mark displayed to its right.
- Click on any text that you wish to view the paragraph formatting attributes of. A pop-up will be displayed.
- Press the **Esc** key to close the pop-up and return to the document.

Applying Styles

- Select the part of the text to which you want to apply the style
- Click on the **Style Box** drop down arrow to display a list of styles
- Select the required style
- The style will then be applied



The selected style is applied to the selected item in the document

Applying Styles

To apply a style to a selected part of the document

- First select the part of the text to which you wish to apply the style.
- Click on the **Style Box** drop down arrow, to display a list of styles.
- Select the required style. The style will then be applied.

Why Use Section Breaks?

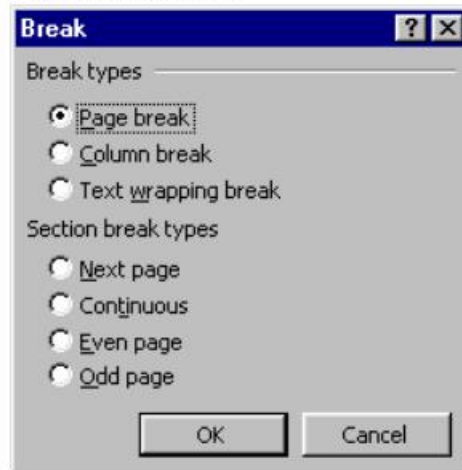
- **Section breaks can be used to make the organization and formatting of long documents easier**
 - **A section can consist of a single paragraph, or can be many pages long**
 - **A section is used when you want to change certain elements in part of a document only, e.g. margins, page setup, headers and footers, etc.**

Why Use Section Breaks?

Background Section breaks can be used to make the organization and formatting of long documents easier. A section can consist of a single paragraph, or be many pages long. A section is used when you want to change certain elements in part of a document only, e.g. margins, page setup, headers and footers, etc.

Inserting Section Breaks

- Place the insertion point where you want the new section to begin. From the **Insert** menu, select the **Break** command to display the **Break** dialog box



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Inserting Section Breaks

To insert a section break in a document

- Place the insertion point where you want the new section to begin.
- From the **Insert** menu, select the **Break** command to display the **Break** dialog box.
- Ensure that the **Page break** rather than the **Column break** button is selected.

You can choose from the following types of section break:

Next Page	Starts a new section at the beginning of the next page.
Continuous	Starts the new section on the same page as the previous section without inserting a page break.
Even Page	Starts the new section at the top of the next even-numbered page.
Odd Page	Starts the new section at the top of the next odd-numbered page.

- To insert the section break, choose **OK** or press **Enter**.

To delete a section break in a document

- If necessary change to **Normal** view.
- Place the insertion point just below the section break mark (displayed as a double line).

.....Section Break (Next Page).....

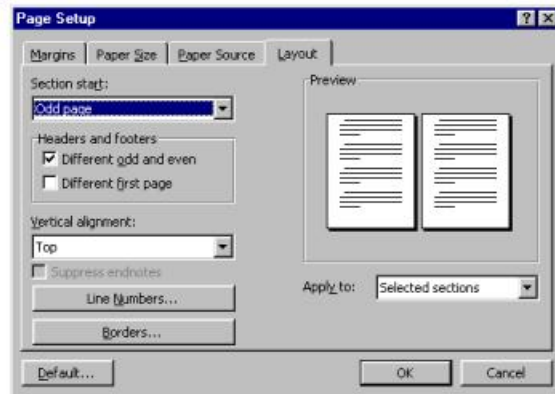
- Press the **Backspace** key.

Page Setup/Section Layout

- Specify various options for the layout of a section
 - Such as the specifications for the beginning of a section, and the vertical alignment

Start section on:

- New Page
- New Column
- Continuous
- Odd Page
- Even Page



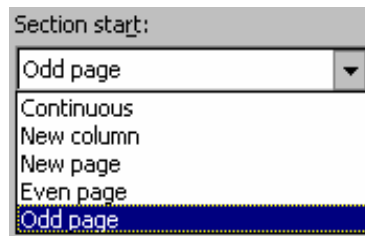
Page Setup/Section Layout

Background

This feature allows you to specify various options for the layout of a section, such as the specifications for the beginning of a section, and the vertical alignment. For example, in a newspaper layout, the headline could be under a section of its own, with the columns beneath it comprising another section.

To format a section

- Place the insertion point in the section you wish to format.
- From the **File** menu, choose the **Page Setup** command to display the **Page Setup** dialog box.
- Click on the **Layout** tab to open the **Layout** folder if it is not already selected.
- Select one of the following options from the **Section start** drop down list box:



New Page	Starts the new section at the top of the next page.
New Column	Starts the new section at the beginning of the next column.
Continuous	Starts the new section on the same page as the previous section, without inserting a page break.
Odd Page	Starts the new section at the beginning of the next odd-

	numbered page.
Even Page	Starts the new section at the top of the next even-numbered page.

- From the **Vertical alignment** drop down list box, select one of the following options:

Top	The first line is aligned with the top margin.
Center	The text is centered between the top and bottom margins.
Justified	By expanding the space between paragraphs, the first line is aligned with the top margin, and the last line is aligned with the bottom margin.
Bottom	The text is aligned with the bottom margin.

Other options available in the Layout folder are:

Line Numbers	This button allows line numbers to be enabled, and specifications set for their layout.
Borders	This button allows you to define a border for each page in the document.
Apply to	Click the portion of the document you want to apply the current settings to in the Page Setup dialog box.
Different first page	Creates a different header or footer for the first page of a section or document.
Different odd and even	Creates one header or footer for even-numbered pages and a different header or footer for odd-numbered pages.
Default	Stores the current settings in the Page Setup dialog box as the new default settings for the active document and all new documents based on the current template.
Suppress Endnotes	If this check box is selected, it will not allow endnotes to be printed at the end of the section.

- To save your choices and return to the document, choose **OK** or press **Enter**.

What are Templates?

- **Templates can be used to make production of frequently used types of document faster and easier**
 - **The template may contain text or graphics already inserted in the document**
 - **Templates may contain styles, macros, AutoText entries, toolbar buttons, and customized menu and shortcut key settings**
 - **Pre-defined templates supplied with Word include templates for memos, reports, business letters, and even a CV!**
 - **Word is supplied with a number of Template Wizards**

What are Templates?

Background

Templates can be used to make production of frequently used types of document faster and easier. A template can be created for each type of document you commonly use. The template may contain text or graphics already inserted in the document, for instance, you may have a company note paper template. Templates can also hold within them styles, macros, AutoText entries, toolbar buttons, customized menus, and shortcut key settings.

As you will see, Word is supplied with a variety of pre-defined templates to allow you to easily create distinct types of document. These pre-defined templates may be customized if you want to make them even more useful for your particular needs.

Pre-defined templates supplied with Word include templates for memos, reports, and business letters and even a CV!

In addition to basic templates, Word is supplied with a number of **Template Wizards**, which allow you to produce customized effects by following a number of pre-defined steps within the **Template Wizard**.

By default, all new templates (unless otherwise specified) are based on a template called **NORMAL.DOT**. All templates have a file extension of **.DOT**, and are usually held in a special folder along with other templates.

Creating Documents Based on Specific Templates

- From the File menu, select New




Using the New Blank Document icon on the Standard toolbar will always create a new document based on the Normal template

Creating Documents Based on Specific Templates

To create a document based on a particular template

- From the **File** menu select **New** to display the **New** dialog box.
- You will normally see a template called **Blank Document** displayed within the **General** tab.
- You can select this **Blank Document** or select one of the other tabs that contain other templates.
- Click on the template icon required.

NOTE: You can see a preview of the template in the **Preview** box to the right of the dialog box.

- Click on the **OK** button. The new document will appear based on the selected template.

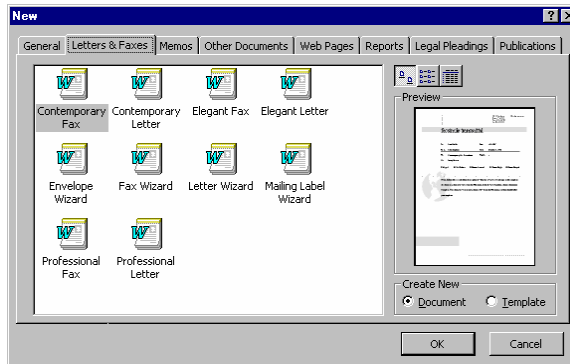
NOTE: If you chose a template Wizard, you will have to proceed through a series of dialog boxes that allow you to modify and customize the template.

To use the New icon located on the Standard toolbar

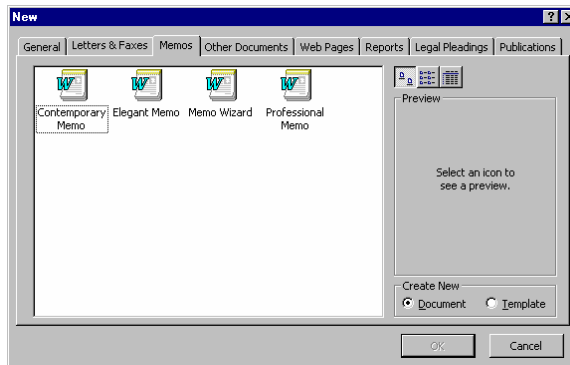
- Using the **New** tool on the Standard toolbar will always create a new document based on the **Blank Document** template. You will not be offered a choice of templates to base your new document on.

Templates available within Word

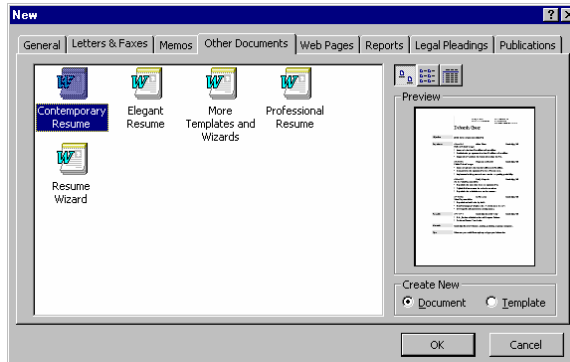
Letters and Faxes



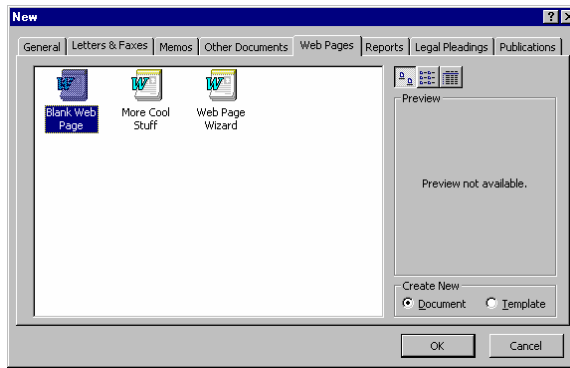
Memos



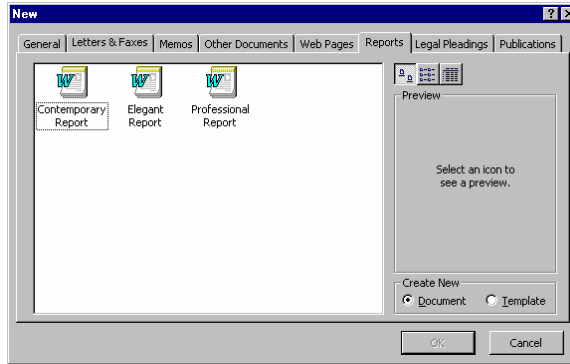
Other Documents



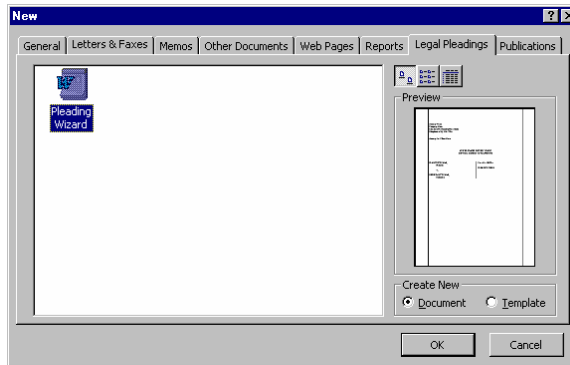
Web Pages



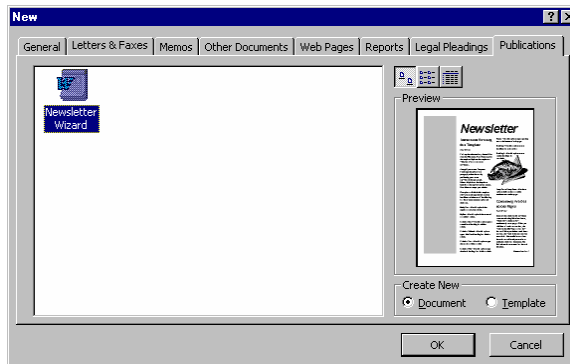
Reports



Legal Pleadings



Publications



Creating a Document Using a Template Wizard



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Creating a Document Using a Template Wizard

Background There are a number of wizards that allow you to create a template. The number of templates that you see on your system will depend on how your copy of Microsoft Office was installed.

These are displayed within the **New** dialog box when you select the **New** command from the **File** drop down menu.

Table Manipulation

- It is important that you know how:
 - To turn off table gridlines
 - To insert a column or row into the table
 - To delete a column or row in a table
 - To merge cells in a table
 - To split cells in a table
 - To split a table



Are table gridlines printed?

Table Manipulation

- | | |
|---|--|
| To select a column | <ul style="list-style-type: none">• Move the mouse pointer to the top of the column and the cursor will change from an I-beam to a small, thick downwards pointing arrow. Click to select the column. |
| To select a row | <ul style="list-style-type: none">• Move the mouse cursor to the left of the row that you wish to select. Double click to select the row. |
| To select the whole table | <ul style="list-style-type: none">• Make sure that the Num Lock is switched off. Simultaneously depress the Alt key and the 5 on the numeric keypad. Or click on the Table drop down menu and select the Select Table command. |
| To turn off table gridlines | <ul style="list-style-type: none">• From the Table drop down menu, select the Hide Gridlines command to turn the gridlines off. |
| To insert a column or row into the table | <ul style="list-style-type: none">• Select the column or row where you want the new one to appear.• From the Table menu, select the Insert Columns to the Left, Insert Columns to the Right, Insert Rows Below or Insert Rows Above command. |
| To delete a column or row in a table | <ul style="list-style-type: none">• Select the column(s) or row(s) you want to delete and then from the Table menu, choose Delete Columns or Delete Rows. |
| To merge cells in a table | <ul style="list-style-type: none">• Select the cells you wish to combine to make a single cell and then from the Table menu, choose the Merge Cells command. |

To split cells in a table

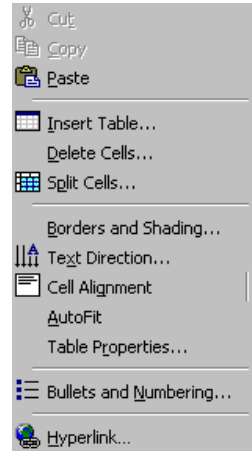
- To split a cell into two or more cells, select the cell you wish to split and from the **Table** menu, choose the **Split Cells** command to display the **Split Cells** dialog box.
- Enter the number of columns or rows you wish to split the cell into and then select **OK** or press **Enter** to split the cells in the table.

To split a table

- Place the insertion point where you want to split the table.
- From the **Table** menu, choose the **Split Table** command. A blank row will appear in the table, above the current row, to create a separate table.

Table Manipulation, using the right-mouse pop-up menu

- Place the insertion point within a table and right click. The following pop-up menu is displayed. This can be used to quickly manipulate the table, by for instance inserting a row or column.



Row or column insertion, using toolbar icons.

- Select a row or column and then click on the icon in the Standard toolbar that is normally used to insert a table. You will notice that the icon has been renamed to **Insert Row** or **Insert Column**, depending on what you selected.



table

or



row

or



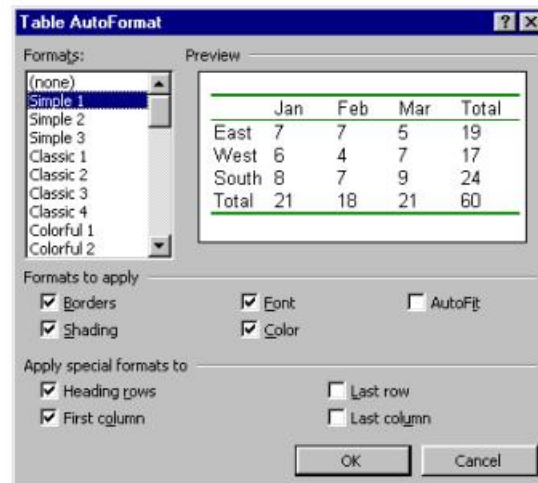
column

Tables and the Del key

- If you select a row or column and press the **Del** key, then only the data contained within the selected area is deleted (i.e. not the row or column itself).
- However if you select a few rows at the top or bottom of a table AND ALSO a line above or below the table, then depressing the Del key will remove this line PLUS the selected rows of the table. This is a convenient way to delete a whole table!

Formatting Tables With Table AutoFormat

- A variety of preset table formats are available



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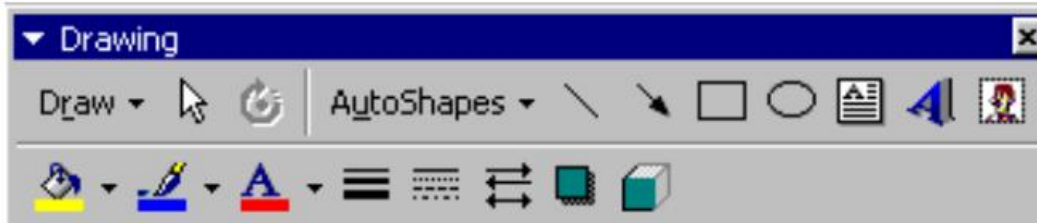
Formatting Tables With Table AutoFormat

To use Table AutoFormat

- Ensure that the insertion point is within the table you wish to **AutoFormat**.
- From the **Table** drop down menu, select **Table AutoFormat**, which will display the **Table AutoFormat** dialog box.
- Use the **Formats** list to select the required format type (a preview of the format style is displayed in the **Preview** box).
- Specify in the **Formats to apply** section what element of **AutoFormat** you wish to apply to the table.
- Use the **Apply special formats to** section to enhance your formatting choices.
- Click on the **OK** button when the desired format style and options have been selected.

Drawing

- From the View menu, select Print Layout
 - This is the only mode in which you can draw objects in a Word document



Drawing

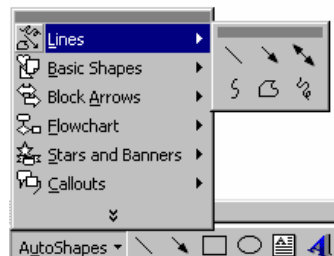
Background

You can create simple illustrations, such as geometric pictures or flowcharts, without needing to leave Word 2003 for Windows. These can contain up to forty preset colors for line colors or color fills.

To create a drawing



















You can create a drawing that contains many objects, i.e. circles, squares or lines, and they can be layered behind each other.

- From the **View** menu, select **Print Layout**. This is the only mode in which you can draw objects in a Word 2003 document.
- From the **View** menu, select **Toolbars** and choose **Drawing** or right click on an existing **Toolbar** and choose **Drawing** from the drop down list.
- In the **Drawing** toolbar click on the **AutoShapes** button and choose a shape from one of the menus as illustrated below.



- Draw your object on the document by dragging the mouse and holding down the left mouse button.



Drawing toolbar icons and functions are listed below:







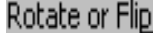




Icon	Name	Function
	Draw icon	(See the next page)
	Select Drawing Objects	Enables you to select a particular drawing object.
	Free Rotate	Rotates the object to any degree when you drag the corner of the object.
	Line	Used to draw a line. To draw a perfectly horizontal or vertical line Depress the Shift key while dragging.
	Arrow	Used to draw a line with an arrow head on it.
	Rectangle	Used to draw a rectangle. To draw a perfect square Depress the Shift key while dragging.
	Oval	Used to draw an Oval. To draw a perfect circle Depress the Shift key while dragging.
	Text Box	Used to draw a text box into which you can enter text.
	WordArt	Used to display WordArt.
	Insert Clipart	Used to insert clipart and pictures
	Fill Color	Used to fill a drawing object with a color or shading.
	Line Color	Used to define the line color of a drawing object.
	Font Color	Formats the selected text with the color you click.
	Line Style	Used to define the line style used by an object.
	Dash Style	Used to define the dashed line style used by an object.
	Arrow Style	Used to define the arrow line style.
	Shadow	Click the shadow style you want for the selected object.
	3D	Click the 3D style you want for the selected object.







The Draw icon









	Allows you to access the drawing facilities.
Grouping	Allows you to group objects together, into a single object, or to ungroup objects.
Order menu	Displays the ordering menu.
Bring to Front	Brings the selected object to the "top of the object heap".
Send to Back	Sends the selected object "to the bottom of the object heap".
Bring Forward	Moves the selected object or group one step closer to the top of a stack of objects.
Send Backward	Moves the selected object or group one step closer to the bottom of a stack of objects.
Bring in Front of Text	Used to display the selected object in front of any text.
Send Behind Text	Used to display the selected object behind any text.

Nudge Menu

	Nudge menu	Gives you the options below.
	Nudge	Moves a selected object up, down, left or right in small increments.

	Align or Distribute menu	Gives you the options below:
	Align left, right or center	Vertically aligns the left or right edges of the selected objects. You can also center the selected objects vertically.
	Align bottom, middle or top	Horizontally aligns the top or bottom edges of selected objects. You can also horizontally align the middles of selected objects.
	Distribute Horizontally	Distributes the selected objects horizontally, relative to one another.
	Distribute Vertically	Distributes the selected objects vertically, relative to one another.
	Relative to Page	Aligns or distributes the selected objects relative to the page.
	Rotate or Flip menu	Gives you the options below:
	Free Rotate	Rotates the object to any degree when you drag the corner of the object.
	Rotate Left	Rotates the selected object ninety degrees to the left.
	Rotate Right	Rotates the selected object ninety degrees to the right.
	Flip Horizontal	Flips the selected object along a horizontal axis.

	Flip Vertical	Flips the selected object along a vertical axis.
Change AutoShape	Change AutoShape menu	Gives you the options shown below:
 Basic Shapes  Block Arrows  Flowchart  Stars and Banners  Callouts	Changing an AutoShape	Allows you to change a selected drawing object to any of the AutoShapes shown in the menu.
Set AutoShape Defaults	Set AutoShape Defaults	Changes the default AutoShape settings to match those of the currently selected AutoShape. When you insert a new AutoShape, it is automatically formatted with the new default settings.

Icon	Name	Function
	Grid	Sets the snap-to-grid options that you can use to easily align drawing objects.
	Edit Points	Displays the vertices so you can change the shape of the selected freeform drawing object or curve.
AutoShapes ▾	The AutoShapes button	Gives you the options below.
 Lines  Basic Shapes  Block Arrows  Flowchart  Stars and Banners  Callouts	AutoShapes	Click on the AutoShapes button to bring up a list of shape menus. Drag the mouse on to a selected set of shapes and select one from the list.