

Word Unit A
Getting Started With Word 2003

Word Processing

process of creating, revising, formatting and printing quality documents
we will use Word

Word makes it easy to:

- create a new document
- save to/retrieve from disk
- insert/delete characters, words, sentences, paragraphs
- move/copy characters, words, sentences, paragraphs
- format text (**bold**, underline, *italicize*, ^{superscript}, use different fonts)
- format entire paragraphs (line spacing, indentation, bullets, numbering)
- number pages
- create page headers and footers
- change page layout options (egs: margins, page orientation)
- use spell check and thesaurus tools
- print entire document or a selected portion

Exploring the Word Program Window

Figure A-4 on page 127

Title bar

Menu bar

Toolbars

most modern *Windows* applications use them

Standard Toolbar

Formatting Toolbar

use View | Toolbars... to control which toolbars are visible

View buttons 

switch between Normal, Web Layout, **Print Layout**, Outline, Reading Layout views

Status Bar

Indicates the location of the insertion point

Page

Sec

At

Ln

Col

Ruler



see tabs stops, margins, indent markers

measures distances from the *left margin*

tick marks every 1/8"

Starting a Document

wordwrap

what happens?

occurs when insertion point moves beyond the *right indent marker*
author lied to you on top of page 128

[Enter] key

use to end a paragraph (and begin a new one)

a *crude* way to generate blank space between paragraphs

Saving a Document

review: when you edit a document, it is stored in volatile RAM
must save to disk to retain a *permanent* copy

you must indicate:

1) where to save it

and

2) name to save it as

pick a descriptive name

Word appends *.doc* extension

3 main ways to save:

- Save Button on Standard toolbar
- File | Save or [Ctrl] + S
- File | Save As...

Save As... dialog box

has Delete button and Create New Folder button

Printing a Document

Print Preview

WYSIWYG (nib)

Magnifier

Zoom control

Multiple Pages button (nib)

View Ruler button (nib)

Shrink To Fit

2 main ways to print

- Print button on Standard toolbar
prints the entire current document using the *default* print settings
- File | Print...
to override the defaults (egs: pick a different printer, print selected pages)

Using the Help System

steps:

1. type a keyword or question in Ask a Question box
2. press [Enter]

Word Help Task Pane
Table of Contents

Closing a Document and Exiting Word

if you've changed your document and not yet saved it, *Word* prompts you exiting *Word* returns you to *Windows*

<p><i>Word</i> exam will be after Unit D. Use <i>Word</i> to develop a crib sheet and update it after each Unit.</p>
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Word Unit B
Editing Documents

Opening a Document

Open button
 dialog box to specify drive, folder, file(s) to retrieve
 Up One Level button
 Delete button
 Create New Folder button

Saving a File with a New Name
 how?

 what is the benefit for us?

Scrolling a Document

keyboard-based methods
 move the insertion point within a document
 use _____/_____ to scroll left/right one character
 use _____/_____ to scroll left/right one word
 use _____/_____ to scroll to beginning/end of line
 use _____/_____ to scroll up/down one line
 use _____/_____ to scroll up/down one paragraph
 use _____/_____ to scroll up/down one screen full
 use _____/_____ to scroll to top/bottom of entire document

mouse-based methods:

do not move the insertion point
 scroll arrows
 scroll down one line _____
 scroll up one line _____
 scroll box
 scroll bar
 scroll down one screen full _____
 scroll up one screen full _____


Undo (pg 159)

 reverses changes made in a document, such as editing, and formatting
 multiple levels

 commonly used to resurrect accidentally deleted text

3 ways to use:

- Edit | Undo

- Undo button  on the Standard toolbar
- [Ctrl]+[Z]

Selecting Text

select, then do

selection bar

area to the left of the document window used to select portions of a document
mouse pointer appears as a right-pointing white arrow

Table B-2, page 148

how can you efficiently select

a **word**? _____

a **line**? _____

a **sentence**? _____

a **paragraph**? _____

any **block** of text? _____

multiple nonadjacent blocks? _____

the **entire document**? _____

how *deselect* text? _____

be careful while you have text selected... easy to delete or change accidentally!

Typing Replaces Selection feature

Replacing Text in Overtyping Mode (Clues to Use page 149)

Insert mode (default)

Overtyping mode

can be dangerous!

2 ways to switch modes:

- [Ins] key
- double-click [OVR] in Status Bar

Cutting and Pasting Text

Show/Hide button 

displays *nonprinting* characters

- (dots represent spaces between words)
- ¶ (end of paragraph marker)
- (tab)

Windows Clipboard

an area in RAM where Windows holds *the most recently* cut or copied selection

Cut 

removes selection from document and places it on the Clipboard
[Ctrl] + [X]

Copy 

copies selection from document and places it on the Clipboard
[Ctrl] + [C]

Paste 

Inserts contents of Clipboard at location of insertion point
can paste multiple copies
[Ctrl] + [V]

when you Cut, Copy, or Paste, be careful what is selected!
what if something is selected when you Paste?

is a paragraph mark (¶) selected?

2 methods to **move** text:

- select the text to be moved, click Cut, click at destination, click Paste
better for *longer distance* moves (including *between* documents)

or

- select the text to be moved, then drag-and-drop
convenient when the source and destination are on the *same screen*

Copying Text

2 methods used **copy** text:

- select the text to be copied, Copy, click destination, Paste
better for *longer distance* copies (including *between* documents)

or

- select the text to be copied, then hold [Ctrl] while you and drag-and-drop
convenient when the source and destination are on the *same screen*

Using the Office Clipboard

Office Clipboard

automatically appears when cut or copy two items consecutively

can also use Edit | Office Clipboard... to display it

holds the 24 most recent selections made in Office applications

Including a Screen Shot (review)

[PrintScreen] copies the current screen to Clipboard

[Alt]+[PrintScreen] copies the active window to Clipboard

how can we include it in a document?

Finding and Replacing Text

Find command

Word scans the document, trying to find the text you've asked it to look for

Word moves the insertion point and selects the text for you!

Edit | Find... or [Ctrl] + [F]

a *terrific* navigation technique!

Replace command

Word scans the document, trying to find the text you've specified, and then offers to replace the found text with the replacement text

most useful when have *multiple* occurrences of one word/phrase that you need to replace with another word/phrase (eg: change *job* to *position*)

Edit | Replace... or [Ctrl] + [H]

Find what?

Replace with?

Find Next

Replace

Replace All

More

Match Case

Whole Words Only

Format

Checking Spelling and Grammar

Spelling and Grammar button 

how does Spell Check actually work?

still need to proofread!

F:\Faculty\Trollen\BPC110\Demo Files\Spell Check Me.doc

Ignore vs Ignore All

Delete for repeated (double) words

Change vs Change All

Add (nib)

Check Grammar check box (nib)

what about run-on words? (nib)

what if no suggestions? (nib)

Using the Thesaurus

thesaurus

synonym

antonym

steps:

- 1) select word to look up (what is a fast way to navigate to an existing word?)
- 2) click Research button
- 3) select Thesaurus English (US)
- 4) click replacement word
- 5) click Replace

Using Wizards and Templates

Template

determines the basic structure for a document and contains document settings such as fonts, page layout, special formatting, graphics, and styles

Word, Excel, PowerPoint, Access all have predefined templates

change the placeholders to your own text

steps:

1. File | New... (New Document Task Pane appears)
2. On my computer...
3. Select desired template or Wizard

Formatting Text and Paragraphs

Formatting

goals: emphasize important points and improve readability

select, then do

3 main levels:

- font formatting (Chapter C)
use to emphasize selected words or phrases
egs: font, point size, bold, italicize, subscript
- paragraph formatting (Chapter C)
affect entire paragraph(s)
egs: line-spacing, bullets, numbering, indentation, alignment
- page formatting (Chapter D)
affect entire page(s)
egs: margins, page orientation, headers & footers

Formatting with Fonts

font (a.k.a. *typeface*)

a complete set of characters in the same shape and style, including letters, punctuation marks and symbols

examples:

This is Times New Roman (the default)

This is Arial

This is Garamond

serif font vs. sans serif font (nib)

use a sans serif font for headings

use a serif font for body paragraphs

monospaced vs proportionally spaced

this is a monospaced font

this is a proportionally spaced font

True Type fonts (nib)

2 advantages of using:

- 1.
- 2.

font size

indicates the print size

1 point = 1/72"

this is 6 point

this is 12 point (default)

this is 24 point

Changing the Font of Selected Text

select the text, then use *Font* combo box on Formatting toolbar

Changing the Font Size of Selected Text

select the text, then use *Font Size* combo box on Formatting toolbar

Applying Font Effects

examples: **bold**, *italic*, underline, SMALL CAPS, ^{superscript}, shadow, ~~strikethrough~~

2 ways to apply:

- buttons on the Formatting toolbar
- Format | Font...
provides many options not available on the Formatting toolbar

[F4] repeats most recent command

Paragraph-Level Formatting

review: paragraph & ¶ mark

you don't have to select the entire paragraph when applying paragraph-level formatting

when you type a series of paragraphs, the formatting from the first paragraph is carried forward to the next when you press [Enter]

i.e., the new paragraph *inherits* the formatting of the previous paragraph

to format a *single* paragraph

insertion point *anywhere* in the paragraph, then apply formatting

to simultaneously format *multiple* paragraphs

select part of each paragraph, then apply the formatting

SAM peculiarities

Working with Tabs

tab stops are used to vertically align text
what are the default tab stops?

4 major tab alignment styles

- 1) left (the default)
- 2) right
- 3) centered
- 4) decimal



steps to set a custom tab stop using the Ruler:

- 1) select the paragraph(s)
- 2) click the Tab Alignment selector in Ruler to obtain desired tab alignment style
- 3) click where you want the tab stop defined
holding [Alt] gives digital location (nib)

can also use Format | Tabs... dialog box
many options, including leaders

how move a Tab Stop?

how delete (remove) a Tab Stop? (nib)

In-class Practice: Tab Stops.doc

Working with Indents

affects the length of lines in a paragraph (and where word wrap occurs)

2 ways to change paragraph indents used here:

- Formatting toolbar
Decrease Indent button
Increase Indent button
- Ruler



First-Line Indent marker

Hanging Indent marker

Left Indent marker

Right Indent marker

commonly used paragraph indentations:


- only first line of paragraph is left indented
- every line of paragraph is left indented
- every line of paragraph is indented from the right
- every line of paragraph is indented from left and right
- hanging indent (aka “outdented”)
the paragraph's first line is *not* indented, its remaining lines *are* indented
eg: a term paper's Works Cited page

In-class Practice: Yeah, the chick really cooked

Changing Line Spacing

additional white space between the lines of a paragraph makes a document easier to read

steps to change a paragraph's line spacing:

1. select part of the paragraph(s)
2. click Line Spacing button 
3. select desired spacing

In-class Practice: Works Cited.doc

Changing Paragraph Spacing

additional white space *between* paragraphs makes a document easier to read

previously used ¶ to provide space *between* paragraphs (crude)

steps to change spacing *between* paragraphs:

1. select the paragraph(s)
2. click Format | Paragraph | Indents and Spacing...
3. change Spacing Before and/or Spacing After

Format Painter

copies the formatting of the current selection and applies it to the object or text you click

to copy formatting to *more than one* item, double-click *Format Painter*, then click each item to format. Press [Esc] or click *Format Painter* again to turn off

what if there was no *Format Painter*?

Aligning Paragraphs

horizontal alignment with respect to paragraph's *indent markers (not the margins)*
author *mislead* you on page 178 (top paragraph and step 4)

Word's paragraph alignment options:

- 1) left (the default)
- 2) centered
- 3) right
- 4) justified

Reveal Formatting

a Task Pane that indicates font and paragraph formatting present at the insertion point

Format | Reveal Formatting...

hyperlinks make it easy to access formatting dialog boxes to change formatting

Adding Bullets and Numbering

use to emphasize a series of paragraphs in a list

2 methods used here:

- select the paragraphs, then click Bullets (or Numbering) on the Formatting toolbar
or
- select the paragraphs, then click Format | Bullets and Numbering...

which paragraph lines get a bullet/number?

each sets hanging paragraph and Tab

can use Increase Indent and Decrease Indent buttons to position

how remove bullets/numbers?

Adding Borders and Shading

Format | Borders and Shading...

borders

lines at top/bottom/left/right of paragraph

I've used a right paragraph border in these notes for emphasis topics

how remove border/shading?

In-class Practice: SAT Minutes

Word Unit D

Formatting Documents

Hiding Whitespace

how?

Setting Document Margins

what are the default Top and Bottom margins?

what are the default Left and Right margins?

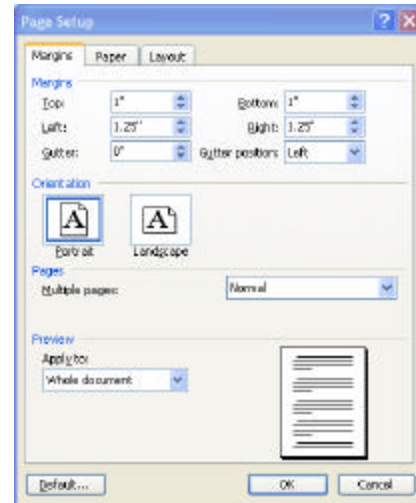
how can you override these defaults?

Setting Page Orientation (nib)

two available values

- Portrait (the default)
- Landscape (sideways)

use File | Page Setup to switch between them



Dividing a Document into Sections

section

a portion of a document in which you set certain page-level formatting options

egs: columns, page orientation, margins

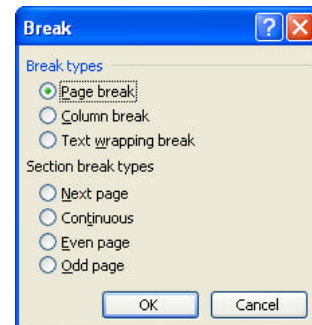
Section Breaks

define the scope of each section

Insert | Break... to manually insert a section break

section breaks are automatically created by some formatting operations

egs: File | Page Setup | Apply To and Format | Columns | Apply To



Inserting Page Breaks

soft page break

Word automatically inserts them as the document grows in length

hard page break

you insert to manually force a new page to begin

2 ways to start a new page:

1. Insert | Break... | Page Break
2. [Ctrl] + [Enter]

Inserting Page Numbers

field code

a placeholder for data that Word automatically generates for you

Insert | Page Number...

places a page numbering field code in document's header or footer

Adding Headers and Footers

header

footer

default placement?

View | Header and Footer

switches to Print Layout View

Ruler shows predefined Tab stops

beware of margin changes when using these!

Header and Footer Toolbar



Insert Page Number button

Insert Date button

Switch Between Header and Footer button

headers/footers are *not* displayed in Normal View (do see in Print Layout)

Editing Headers and Footers

2 ways to edit an existing header/footer:

- double-click the header/footer in Print Layout view
- View | Header and Footer

Creating Different Header for First Page

File | Page Setup... | Layout

Different First Page

creates separate header/footer areas for the first page of *each section*

Show Previous button and Show Next button

to switch between First Page Header, Even Header, Odd Header (and Footers)

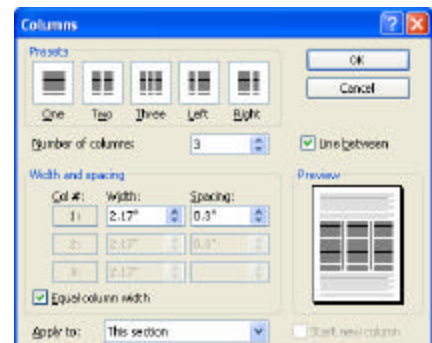
Formatting Columns

Format | Columns...

dialog box to see/set column settings for a section or entire document

insert a Column break to

insert a Continuous section break at end of *last* column to



Inserting Symbols

examples: ? ? ? ☺ ☹ ☘ ☙ ☚ ☛ ☜ ☝ ☞ ☟ ☠ ☡ ☢ ☣ ☤ ☥ ☦ ☧ ☨ ☩ ☪ ☫ ☬ ☭ ☮ ☯ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ☸ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♂ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♀ ♂ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ? ?

how?