

**Word
Level 1**

Evaluation Copy

Evaluation Copy

Word Level 1 Skills Inventory

Name: _____ Instructor's Name: _____

Date: _____

	I understand	I somewhat understand	I do not understand
Start and quit Word			
Menu bar, toolbar			
Insertion point, entering text			
Open, close, and create a document			
Save a file			
Print a document			
AutoCorrect, Spelling and Grammar Check			
Scroll through a document			
Select text to delete, move, copy			
Edit text (insert, delete, copy, paste)			
Use Command, keyboard shortcuts, and Clipboard Task pane			
Copy and move text			
Previewing documents and setting print options			
Format characters (bold, underline, italicize)			
Change paragraph alignment, spacing and indents			
Create numbered or bulleted lists			
Create text in columns with tables			
Add/delete rows and columns			
Change column widths			
Add borders to tables			
Set page margins and page breaks			

One thing I would like to learn in this class is _____

Evaluation Copy

Word Level 1 Skills Evaluation

Name: _____ Instructor's Name: _____

Date: _____

	I understand	I somewhat understand	I do not understand	Was not addressed
Start and quit Word				
Menu bar, toolbar				
Insertion point, entering text				
Open, close, and create a document				
Save a file				
Print a document				
AutoCorrect, Spelling and Grammar Check				
Scroll through a document				
Select text to delete, move, copy				
Format text (insert, verify, delete)				
Use keyboard shortcuts, pointer, and mouse to format text				
Copy and move text				
Previewing documents and setting print options				
Format characters (bold, underline, italicize)				
Change paragraph alignment, spacing and indents				
Create numbered or bulleted lists				
Create text in columns with tables				
Add/delete rows and columns				
Change column widths				
Add borders to tables				
Set page margins and page breaks				

One thing I wish I had learned in this class is _____

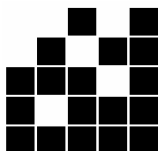
Evaluation Copy

Word Level 1

- Audience** This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Word or word processing is required.
- Description** This course uses a combination of lecture, hands on practice, and independent exercises to familiarize students with Word. The four fundamental skills in creating a document: entering text, editing, formatting, and printing will be covered.
- Objectives** Upon successful completion of the class, students should be able to:
- understand the objects on the screen and use the menu system,
 - enter and edit text,
 - open and save documents,
 - get Help,
 - use Spell Check to edit the document,
 - select and delete blocks of text,
 - move and copy text,
 - preview and print all or a portion of a document,
 - use formatting techniques to change character format,
 - manage paragraph alignment and indents,
 - create numbered or bulleted lists,
 - create and edit text in columns using tables,
 - set page margins and page breaks,
 - insert headers and footers.
- Length** 1 day
- Beyond this Level** When you have successfully completed this class, the next class you should consider is Word XP v10 Level 2. It will cover templates, AutoText, styles, and advanced tables. Be sure to leave time for practice before registering for the next level.

I. Word Processing Basics

- | | |
|---|-------------------------------|
| A. Word Processing Benefits and Features | F. Giving Commands |
| B. Starting Word | G. Saving a Document |
| C. Understanding the Screen | H. Printing a Document |
| D. Understanding Toolbars & the Task Pane | I. Closing a Document |
| E. Entering Text | J. Opening a Document |
| | K. Creating a New Document |
| | L. Using the Office Assistant |



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M. Exiting Word

II. Basic Editing

- A. Using Spelling and Grammar Check
- B. Moving Around a Document
- C. Selecting Text
- D. Inserting and Replacing Text
- E. Deleting Text
- F. Undoing Actions

III. Expanded Editing Techniques

- A. Using AutoCorrect
- B. Manipulating Windows
- C. Using the Office Clipboard
- D. Moving Text
- E. Copying Text
- F. AutoFormat Basics (Optional)

IV. Previewing and Printing Documents

- A. Working in Print Layout View
- B. Previewing a Document in Print Preview
- C. Saving Print Options and Printing

V. Changing Character Appearance

- A. Understanding Character Formatting
- B. Changing Text Appearance (Toolbar)
- C. Changing Font Name and Size (Toolbar)
- D. Changing Text Appearance (Menu)

VI. Changing Paragraph Appearance

- A. Understanding Paragraph Formatting
- B. Changing Paragraph Alignment
- C. Changing Paragraph Line Spacing
- D. Creating Paragraph Indents

F. Creating Numbered and Bulleted Lists

VII. Page Formatting

- A. Setting Page Margins
- B. Setting Page Breaks
- C. Changing Paper Size/Orientation
- D. Creating Headers & Footers

VIII. Basic Tables

- A. What is a Table?
- B. Inserting a Table
- C. Drawing a Table
- D. Using the Tables and Borders Toolbar
- E. Typing Text in a Table
- F. Selecting Text, Cells, Columns or Rows
- G. Editing Text in a Table
- H. Inserting/Deleting Rows and Columns
- I. Adjusting Column Widths and Row Heights
- J. Formatting with Borders and Shading

Appendix

- A. Using Find and Replace
- B. Creating and Printing an Envelope
- C. Working with Smart Tags
- D. Positioning Text with Tabs

Glossary

General Information

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The use, discussion, demonstration, or presentation of hardware and software included in this course does not represent an endorsement or recommendation of those products.

General Information

TRADEMARKS

This manual is based on software created by one or more of the following corporations.

Microsoft: DOS, Windows, Windows Server Family, Excel, Word, PowerPoint, Mail, Exchange, Schedule+, Project, Access, Publisher; FrontPage, Photo Editor, Image Composer, Outlook, Internet Explorer, Visio, ActiveX, Jscript, VBScript

Lotus: Lotus Notes

Adobe: Photoshop, PageMaker, Acrobat, Illustrator

Netscape Communications Corporation: Netscape, JavaScript

John A. Junod: WS_FTP

KIDASA Software, Inc: Milestones, Etc.

DENEBA: Canvas

Sun Microsystem: Java

DESIGN ISSUES

This manual has been designed to assist you in using the program. It is intended as a reference manual with the following features:

- A table of contents is provided for easy reference.
- An index and glossary of important terms, etc.
- The manual consists of independent modules covering a specific topic or related topics with independent exercises at the end.
- Each page, or series of pages, covers one topic.
- Graphics and/or diagrams are included to aid understanding. Dialog boxes and other features of the application software may be slightly different with different operating systems.
- Generic steps guide the user through the steps need to accomplish a single task.
- Helpful hints and cautions are provided with appropriate topics.
- Additional "white" space can be used for personal notes.

Word Processing Basics

Evaluation Copy

OBJECTIVES

After completing this module, students should be able to:

- identify the benefits and features of Word,
- start Word,
- identify the Word screen elements and toolbars,
- enter and edit text in a document,
- save, print, and close a document,
- open a document,
- create a new document,
- use the Office Assistant to get Help,
- exit Word.



Word Processing Benefits & Features

OVERVIEW

Using a word processing program is similar to using a typewriter to type a letter or document. The most noticeable difference is that the document being created is seen on a screen instead of on paper. To produce the document on paper, the computer must be directed to print it to a printer.

Advantages

There are many advantages to using a word processing program. They include:

- **Speed.** Duplicating or moving words, sentences, paragraphs, or whole pages is fast and easy.
- **Revisions.** Changes can be made on the screen before printing.
- **Spell Check.** Spelling and typing errors can be located and corrected from a list of suggestions.
- **Clean, perfect copies.** Mistakes are corrected before printing. Every copy is an original.
- **Formatting.** A professional-looking document is created.
- **Electronic sharing.** Documents created in Word can be shared with others via email or by creating HTML pages to be viewed with a browser. Word documents can also be converted to PDF for sharing with those who cannot have Word. Document information generated in Word can be used in other programs.

Evaluation Copy

Features of Word

Word is a word processing program that is very easy to use for the beginning word processor, but is also a very powerful program that can be used for the “power user” to create sophisticated, highly formatted, desktop publishing projects.

Word has many features. Some of the capabilities a Word user can perform are:

- enter and edit text easily,
- format text many different ways,
- use Spell Check and AutoCorrect to correct mistakes,
- find and replace text,
- create page breaks,
- number document pages,
- create tables,
- create AutoText entries to store repetitive text,
- quickly jump to any page in a document,
- view multiple documents at once on the screen,
- create and modify footnotes automatically,
- automatically format text using styles,
- merge documents for form letters and mailing labels,
- customize Word features for individual needs,
- create outlines and rearrange text based on the outline,
- use templates to expedite document creation,
- send email,
- create web pages,
- use Office Assistant to provide on-line Help.

Starting Word

OVERVIEW

In order to use Word, it must be loaded into the computer's memory. In Windows, programs are usually started from the Start button or from a shortcut on the desktop.

Starting Word

The screenshot shows the Windows XP Start menu with the following annotations:

- 1. Click Start button**: Points to the Start button in the taskbar.
- 2. Point to All Programs**: Points to the All Programs button in the Start menu.
- 3. Point to Microsoft Office**: Points to the Microsoft Office folder in the Start menu.
- 4. Click Microsoft Word**: Points to the Microsoft Office Word 2003 icon in the Start menu.
- Or 3. Click New Office Document to launch Word and start a new document based on Normal**: Points to the New Office Document icon at the top of the Start menu.

A tooltip for Microsoft Office Word 2003 is visible, containing the text: "Create and edit text and graphics in letters, reports, Web pages, or e-mail messages by using Microsoft Office Word."

STEPS



Start Word.

Click: Start button

Point: Programs

Note: Word may be on another submenu.

Choose: Microsoft Office

Choose: Microsoft Office Word

or

Double-

Click: Word shortcut

Note: Word starts with an empty document window. The new document has the temporary name of Document1.

Note: The Microsoft Word button is displayed on the Taskbar.

Understanding the Screen

OVERVIEW

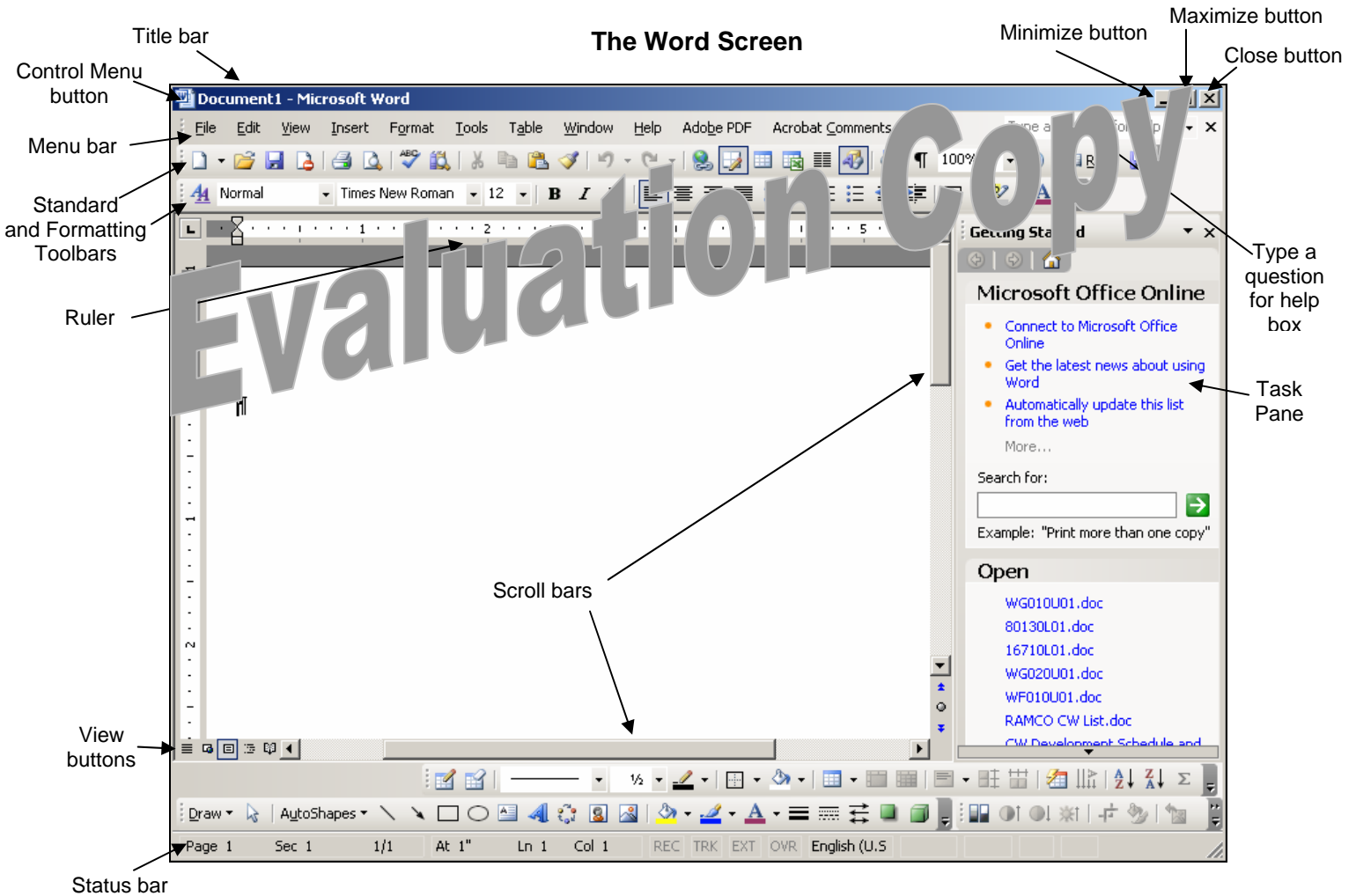
When Word is started, it appears in an **application window**. Like most application windows, it contains a **title bar**, **menu bar**, **toolbars** and **status bar**.

Document Windows

An application window contains a **document window**. The document window contains the document being worked on.

Task Pane

The **Task Pane** is a window through which users can perform common tasks such as starting and opening documents, file searches, viewing the Clipboard, and formatting. The Task Pane automatically displays when an action that requires its use is initiated. The Task Pane can be displayed and hidden with View, Task Pane to allow more space on the screen.



Understanding the Screen (cont.)

The term...	Has the meaning...
application window	window that Word runs in.
document window	window that represents a document and appears within an application window.
title bar	the bar on the top of a window which displays the name of the window. A new document is named Document# (where # is a number) until the document is saved.
Control Menu button	a button that displays a drop-down menu used to manipulate a window.
Minimize button	a button that reduces a window to only a button on the Taskbar.
Maximize button	a button that enlarges the window to its largest size, usually the entire screen.
Restore button	a button that returns a minimized window to its previous size.
Close button	a button that closes the window.
menu bar	a line that displays menu names that can be chosen to list commands.
toolbar	a bar that contains buttons for performing frequently used actions.
ruler	a line that displays paragraph indents, left and right margins, tab stops, and the tab alignment button.
Task Pane	a window through which users can perform common tasks.
end mark	a mark that indicates the end of a document; moves down as text is entered; does not display in Print Layout View or Web Layout View.
scroll bar	a bar on the right side or bottom of a window used to move through the contents of the window.
status bar	last line of the Word window that displays the position of the insertion point, page number, section number, and total number of printed pages. The status of some keys is also indicated.

Understanding Toolbars & the Task Pane

OVERVIEW

When starting Word, two toolbars (Standard and Formatting) and the Task Pane are displayed by default. (The Standard and Formatting Toolbars are merged by default.) These settings can be changed by the user. The changes are saved for the next time Word is started.

Standard Toolbar

The Standard Toolbar includes buttons to create, open, save, or print documents; cut, copy and paste, undo/redo actions or commands; create a table and many others. It can also be used to display the email form.

Formatting Toolbar

The Formatting Toolbar includes buttons to change font characteristics (i.e. bold, italic, underline); paragraph alignment and indentation; format numbered or bulleted lists, and many others.

Task Pane

The Task Pane is used to create and open documents, get Help, view Search Results, insert Clip Art, Research, view the Clipboard, protect documents, apply styles and formatting, reveal formatting, mail merge, and more.

Automatic Toolbar Customization

Like menus, toolbars may not show all buttons. If you want to show all buttons, the least used buttons are not displayed but are available under the Expand button. Additionally, toolbars intelligently change size on the screen based on usage. Multiple toolbars can be shown on a single row. As a button on a toolbar is used, it is promoted and displayed in a hierarchical fashion.

Toolbar Display

Which toolbars are displayed and the placement of the displayed toolbars can be changed. The toolbars can be docked (attached to a side of the screen) or floating.

User Customization of Toolbars

The Toolbar Options button on the right end of the toolbar allows the user to easily customize toolbars. Buttons for frequently used actions can be added and unused buttons can be removed. New toolbars can also be created.

Using Toolbar Buttons

Pointing to a button with the mouse displays the name of the button. Clicking on a button or the drop-down arrow executes that button's action.

Standard Toolbar



Formatting Toolbar



Understanding Toolbars & the Task Pane (cont.)

STEPS



■ Turn a toolbar display on/off.

Right-click: in a displayed toolbar

Note: The *View, Toolbars* command can also be used.

Click: name of toolbar to display or hide

■ Turn Task Pane display on/off.

Choose: View

Choose: Task Pane

■ Add or remove buttons from a toolbar.

Click: Toolbar Options button  (found at far right of toolbar)

Point to: Add or Remove Buttons

Choose: toolbar name if necessary

Click: to turn any button on or off


Note: The *Reset Toolbar* button resets the toolbar to the default buttons.

Note: The *Customize* button displays a dialog box to add or remove buttons, and delete toolbar buttons, or change their position and options.

Click: to close the drop-down menu to close it

■ Move or float the menu bar or any toolbar.

Drag: move handle icon  (at far left on toolbar)

Note: When positioned over the move handle, the mouse pointer changes to the move symbol. 

■ Dock/Re-dock Task Pane.

Double-

Click: Task Pane title bar

Note: The Task Pane can be moved and closed like any other window.

TIPS AND TRAPS



Hint: Use the right mouse button to display or hide toolbars. Position the mouse over any toolbar and right-click.

Entering Text

OVERVIEW

Once started, Word is ready to create a document. The **insertion point**, which shows the location for typed characters on the screen, is located before the end mark.

Entering Text

Any character (letter, number, or symbol) typed on the keyboard appears at the insertion point position and (by default) pushes existing text to the right. When the characters reach the right margin, any word that cannot fit within the margin is automatically placed on the next line. This is called **word wrap**. To start a new paragraph, press ENTER.

Click and Type

Click and Type allows the user to quickly insert text, graphics, tables, or other items in a blank area of a document. If the Click and Type mouse pointer displays, double-click at that location to receive the item and type. Word inserts the necessary tab or paragraph alignment. Click and Type is only available in Print Layout or Web Layout views.

The Click and Type pointer indicates how an item will be formatted.




Modifying Text

After some text has been typed, it may need modifying. Existing characters can be deleted, or additional text can be inserted. Text is always inserted or deleted at the insertion point position.

Moving the Insertion Point

The insertion point may need to be moved to the proper position before changes to the text can be made. The insertion point can be moved with the directional keys on the keyboard or with the mouse. The mouse pointer changes shape to an **I-beam** when positioned in a text area. When the I-beam is at the place to insert text, the mouse is clicked to position the insertion point at that position.

The term...	Has the meaning...
Click and Type	a special mouse pointer that allows the user to quickly insert text, graphics, tables, or other items into a blank area of a document.
I-beam 	the mouse pointer shape when positioned over an area that accepts text.
insertion point	a blinking vertical bar at the location where characters will be inserted or deleted.
word wrap	a feature that causes text to automatically flow to the next line if it does not fit within the margins on the current line.

Entering Text (cont.)



The following are special keys used when entering text

To...	Press the key combination...
move the insertion point left or right character by character	LEFT ARROW OR RIGHT ARROW.
move the insertion point up or down a line	UP ARROW OR DOWN ARROW.
start a new paragraph	ENTER.
delete the character to the right of the insertion point	DELETE.
delete the character to the left of the insertion point	BACKSPACE.
insert a tab at next tab position and move the insertion point to that position	TAB.
insert a page break	CTRL ENTER

Evaluation Copy

The screenshot shows the Microsoft Word interface. The main text area contains the following text: "This is the typing area. There is no need to press ENTER when you reach the end of the line. As you type, the words automatically wrap on the screen. When you come to the end of a paragraph, press ENTER to end the paragraph and create a new line." The text is wrapped onto multiple lines. A small square symbol at the end of the paragraph is labeled "Paragraph mark". The right edge of the text area is labeled "Word wrap". The top right corner of the window has a "Show/Hide button".

Entering Text (cont.)

STEPS



■ Move the insertion point.

Position: I-beam at desired location

Click: left mouse button

or

Press: UP, DOWN, RIGHT, OR LEFT ARROWS on the keyboard

■ Insert text.

Click: insertion point at location to insert text

Type: new text

■ Insert text with Click and Type.

In Print Layout or Web Layout view,

Point: mouse pointer until the Click and Type mouse pointer



Double-

Click: at location to receive insertion point

Note: insertion point appears

Type: text (inserts one item)

■ Remove text one character at a time.

Click: insertion point before text to be deleted

Press: DELETE

Note: If insertion point is positioned after text to be removed, press BACKSPACE.

■ Display paragraph marks.

Click: Show/Hide button

TIPS AND TRAPS



Hint: A wavy, red line under a word indicates that the word is not found in the Word dictionary. Point to the misspelled word, and click the right mouse button to see a list of suggestions. Click the left mouse button on the correct spelling of the word.



Hint: A wavy, green line under a word indicates that there is a grammatical error found by the Grammar Checker. Point to the area underlined and click the right mouse button to see a list of suggestions. Click the left mouse button on the correction.

Giving Commands

OVERVIEW

The menu bar at the top of the window is used to give commands to Word. By pointing with the mouse to the menu name on the menu bar and clicking, a drop-down menu appears and commands are available. For example, the command to save a file, Save, is on the File menu. The shortcut menus, toolbars, and the Task Pane are quicker methods of giving commands.

Menu Bar

The commands displayed on the menu may change based on the text or object selected or certain keys held when the menu is chosen.

To expand a menu that is not displaying all commands, double-click the menu name, click the Expand button at the bottom of the menu, or wait a few seconds after displaying the menu for these commands to display.

Once each menu command is used, it displays upon opening the menu. If a menu command is not used for a while, it will stop being displayed on the short version of the menu.

Dialog Boxes

Commands that require more selections display an **ellipsis (...)** after the command on the menu. The additional selections are presented in a **dialog box**. Commands without an ellipsis execute immediately.

Shortcut Keys

Many menu commands have **shortcut keys**. These appear to the right of the command on the menu. Shortcut keys can be used instead of the menu to execute commands.

Context-sensitive Toolbar buttons

Buttons that appear to the left of menu commands correspond to buttons on the toolbars.

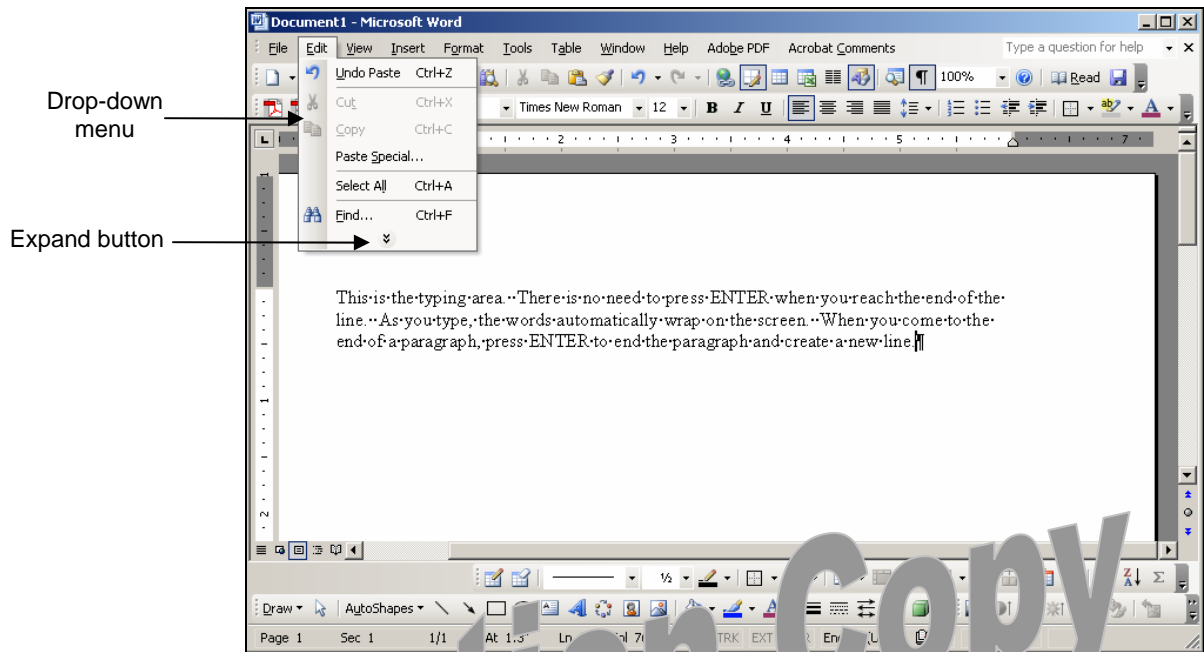
Shortcut Menus

A context-sensitive **shortcut menu** is displayed when the right mouse button is clicked in some position in the document. The commands on the shortcut menu are relative to, and frequently used for, the current task (determined by the screen location of the mouse pointer when the right-click was used). Commands on the shortcut menu are selected with the left mouse button.

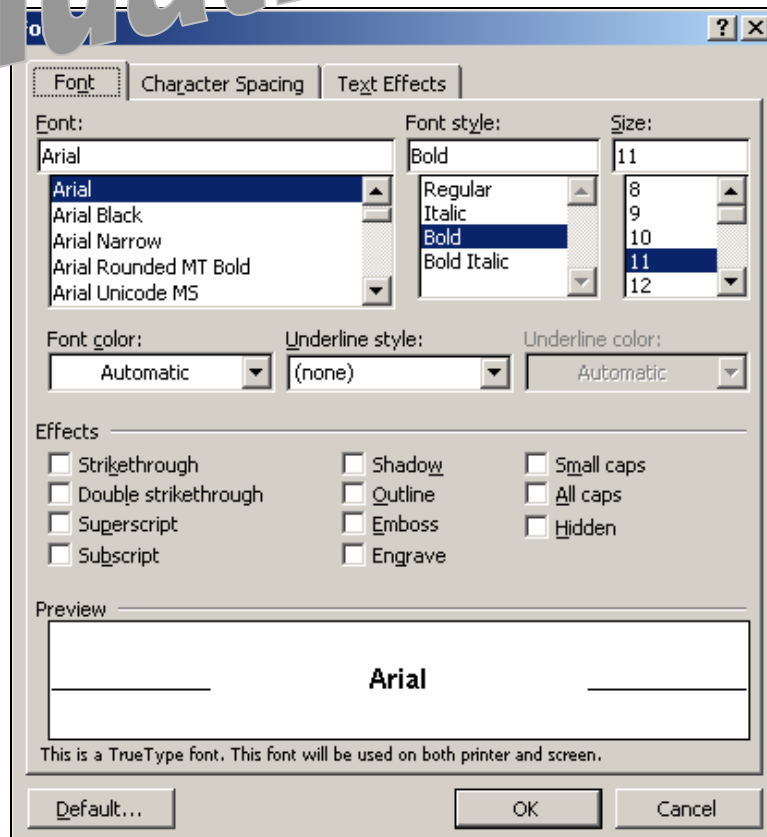
The term...	Has the meaning
ellipsis	three periods after a command on a menu indicating the command displays a dialog box.
dialog box	window appearing on the desktop to supply or request information. Commands on a menu that are followed by ellipsis (...) request information from a dialog box.
shortcut key	key or combination of keys used to execute a command.
shortcut menu	list of useful commands that appear when the right mouse button is clicked.

Giving Commands (cont.)

Sample Menu

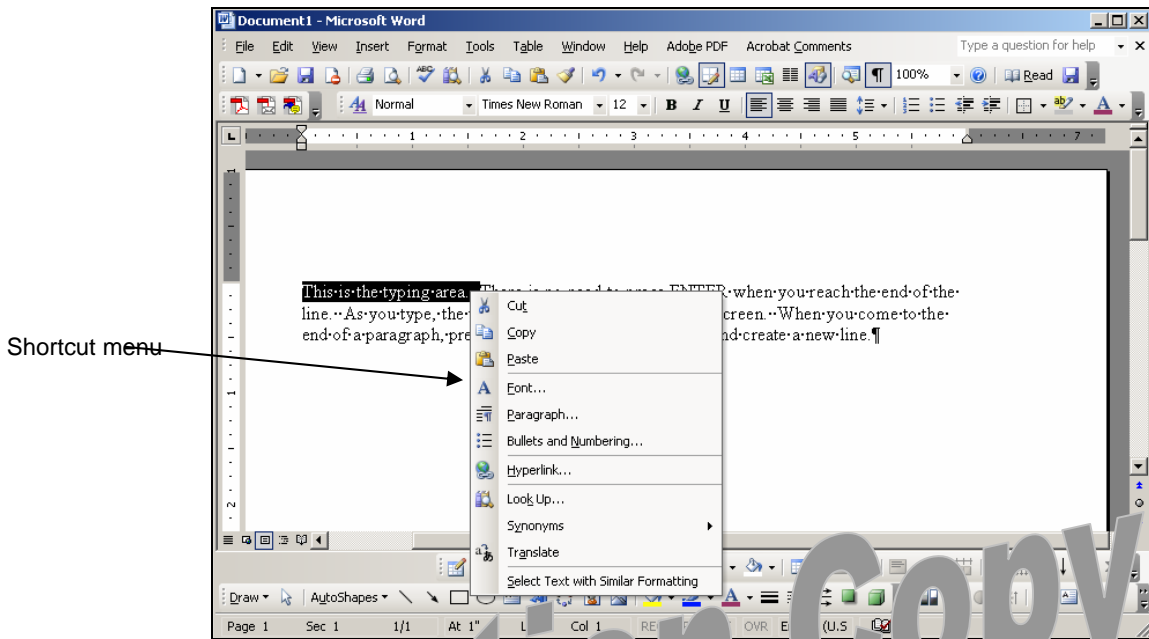


Sample Dialog Box



Giving Commands (cont.)

Sample Shortcut Menu



STEP 3 ■ Display a partial display of menus.

- Click on: Tools
- Choose: Customize
- Choose: Options tab
- Turn on/off: Always show full menus

TIPS AND TRAPS



Hint: For a shortcut menu regarding a selection, such as a selected word, position the mouse pointer on the selection before clicking the right mouse button to display the shortcut menu.

Saving a Document

OVERVIEW

The text entered in a document is a temporary copy in the computer's memory. If power is disrupted or the computer is turned off, the temporary copy is lost. In order to create a permanent copy of the document, it must be saved.

Saving a File

The File, Save command or the Save button can be used to save a file. If the file has not been saved before, a dialog box appears to give the file a name and location. If the file has been saved and given a name previously, the file is saved with the same name.

File Names

The file name must adhere to the Windows file name rules. Word adds the file name extension. DOC automatically. Windows contains few restrictions on the names of files. The following rules apply.

- The complete path, including drive letter, server name, folder path, file name, and extension can be up to 255 characters.
- Most characters including spaces are valid.
- Characters which *cannot* be used are: / \ * ? " | : ; < >
- Characters are not case sensitive; lowercase and uppercase letter combination can be entered, but they are considered the same.

Save As Command

The File, Save As command is used to save a copy of a file under a different name or in a different folder or drive. The File, Save As command always displays the Save As dialog box.

Save As Dialog Box

The Save As dialog box contains the Places bar along the left, which provides easy access to the History folder of recently used files, the Desktop, the My Documents folder, the My Computer folder and the My Network Places folder. The My Network Places folder allows you to browse folders and files on a Web server just like your local drives and network shares.

A Back button in the Save As dialog box lets users easily return to recently visited folders, regardless of their location in the folder structure.

AutoRecover

Word can be set to automatically save at pre-determined intervals. This feature is called AutoRecover; however, it does not replace saving the document with the File, Save command. The AutoRecover feature updates a backup file if the power is lost. When the computer is restarted, the Document Recovery Task Pane lists all the files that were recovered when the program stopped responding. You can open the files, view what repairs were made, and compare the recovered versions. You can then save the best version and delete the other versions, or save all of the open files to review later.

Saving a Document (cont.)

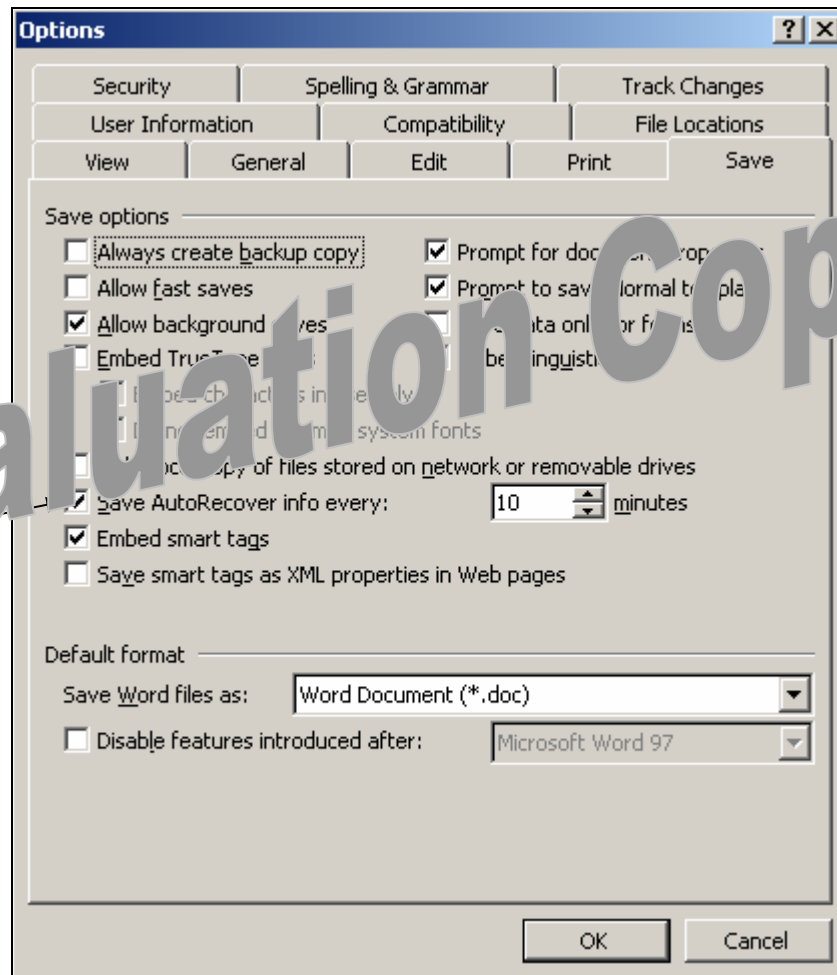
Application and Document Recovery

In the event of an error, Word can safely close Word and give the option to save your work, so the last save can occur before the program closes. Word can then automatically report the error to Microsoft who can correct these errors.

Repair and Extract

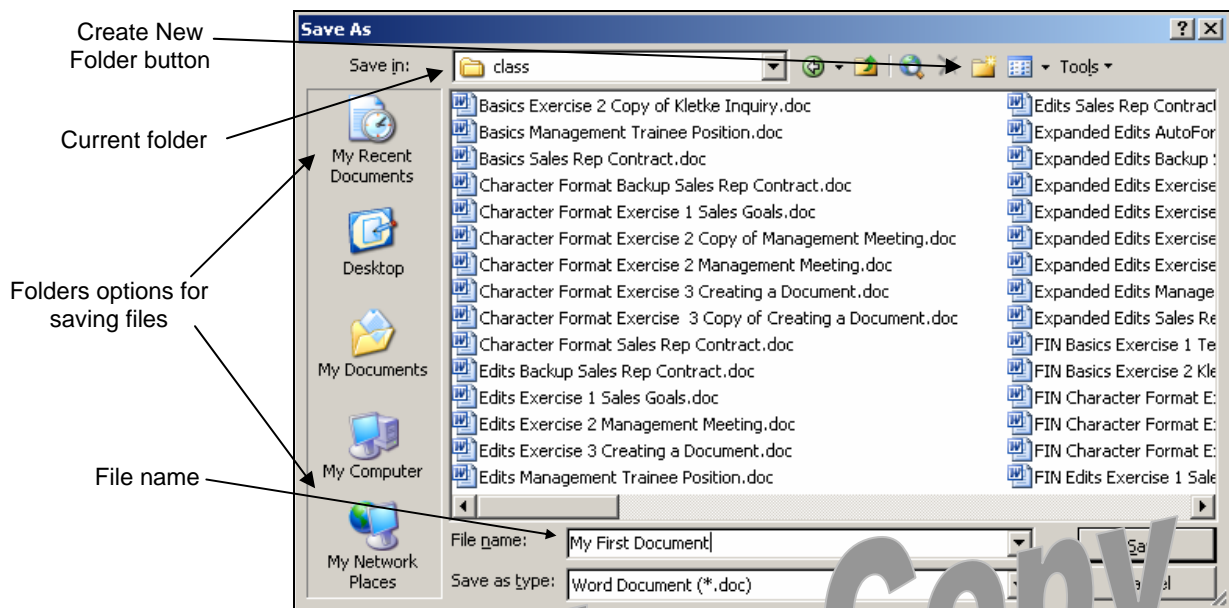
In the event of an error or a failure to load, Word can automatically initiate the repair and recover function to repair the corrupt document. Users can also invoke this functionality by choosing Open and Repair from the File Open dialog box.

Options Dialog Box, Save Tab



Saving a Document (cont.)

Save As Dialog Box



STEPS



- Save a new document for the first time.

Click: **Save As** button 

Note: *The Save As dialog box displays.*

Type: desired file name

Choose: desired folder in Save in box if necessary

Choose: Save

Note: *The File, Save command can also be used.*

- Save changes with the same file name.

Click: Save button 

Note: *The File, Save command can also be used.*

Note: *Word overwrites the old version.*

- Save a copy of the document with a new name or location.

Choose: File

Choose: Save As

Note: *The Save As dialog box displays.*

Type: file name

Choose: drive/folder in the Save in box if necessary

Choose: Save

Saving a Document (cont.)

STEPS



■ Turn on AutoRecover file save.

Choose: Tools

Choose: Options

Choose: Save tab

Choose: Save AutoRecover info every: On

Choose: # of Minutes

Note: *The available intervals are from one to 120 minutes.*

Choose: OK

Note: *This only creates a temporary backup in the event of a computer malfunction. It will not save the file if the file is closed or Word is exited without saving to a file name and location.*

Evaluation Copy

TIPS AND TRAPS



Hint: The shortcut key for Save is CTRL S.



Hint: To display the Save As dialog box press F12.



Hint: To create a new folder in the current folder, click the Create New Folder button in the Save As dialog box.



Hint: A document can be saved as HTML in the Save As dialog box for posting on the Internet or a company intranet.



Hint: To save all open documents, macros, AutoText, and templates, hold SHIFT, choose File, Save All.

Printing a Document

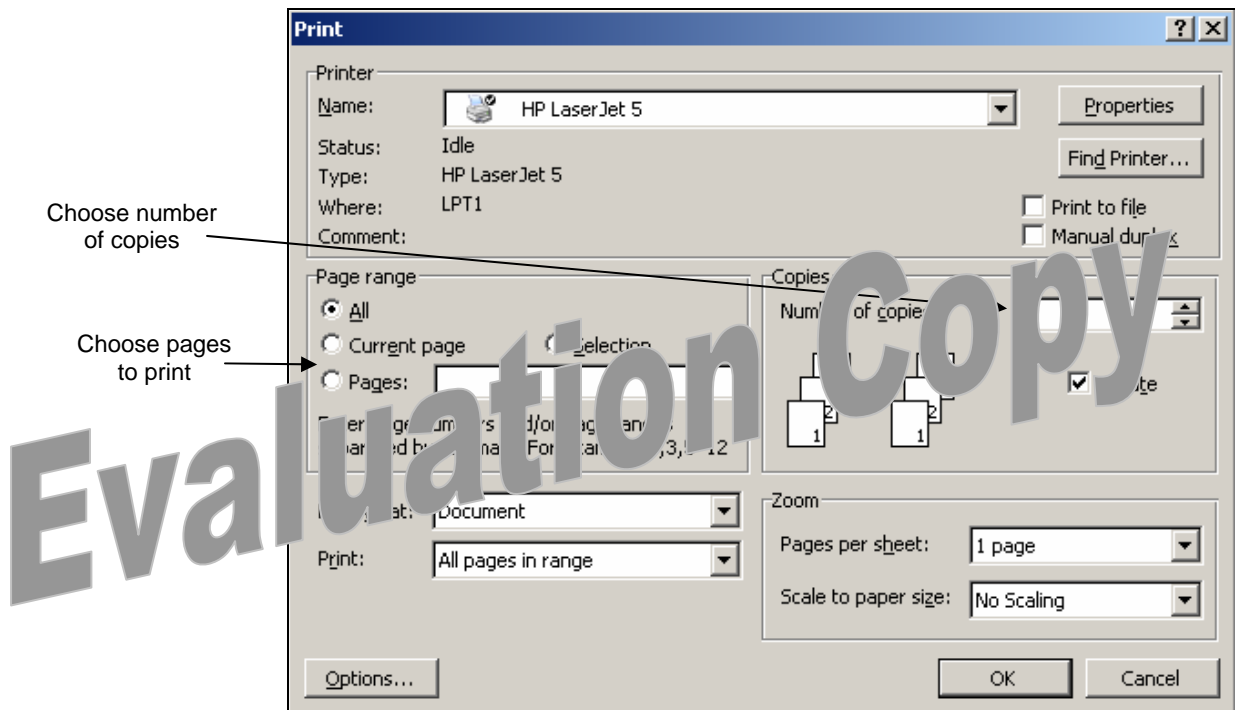
OVERVIEW

Printing produces a printed copy of the document on paper. The File, Print command or the Print button can be used to print the document.

Changing Default Settings

Using the Print button prints the entire document using the default print settings. The Print dialog box displays when the File, Print command is chosen. Print options such as specific pages to print, number of copies, and printer type are available in the dialog box. It is necessary to set the printer type whenever a different printer is used.

Print Dialog Box



STEPS



- **Print one copy of the entire active document.**

Click: Print button 

Note: The File, Print command can also be used.

- **Cancel printing.**

Double-

Click: printer icon on the status bar.

Note: The printer icon may quickly disappear for short documents. Then printing cannot be canceled.

TIPS AND TRAPS



Hint: To display the Print dialog box press CTRL P.

Closing a Document

OVERVIEW

When finished with a document, it should be closed to conserve memory and taskbar space. It is not necessary to close one document before beginning a new one. When an existing document is opened or a new one is created, and the first was not closed, the new document is displayed in a different Word window. The Word program is then running in two (or more) separate application windows.

Closing with the Menu

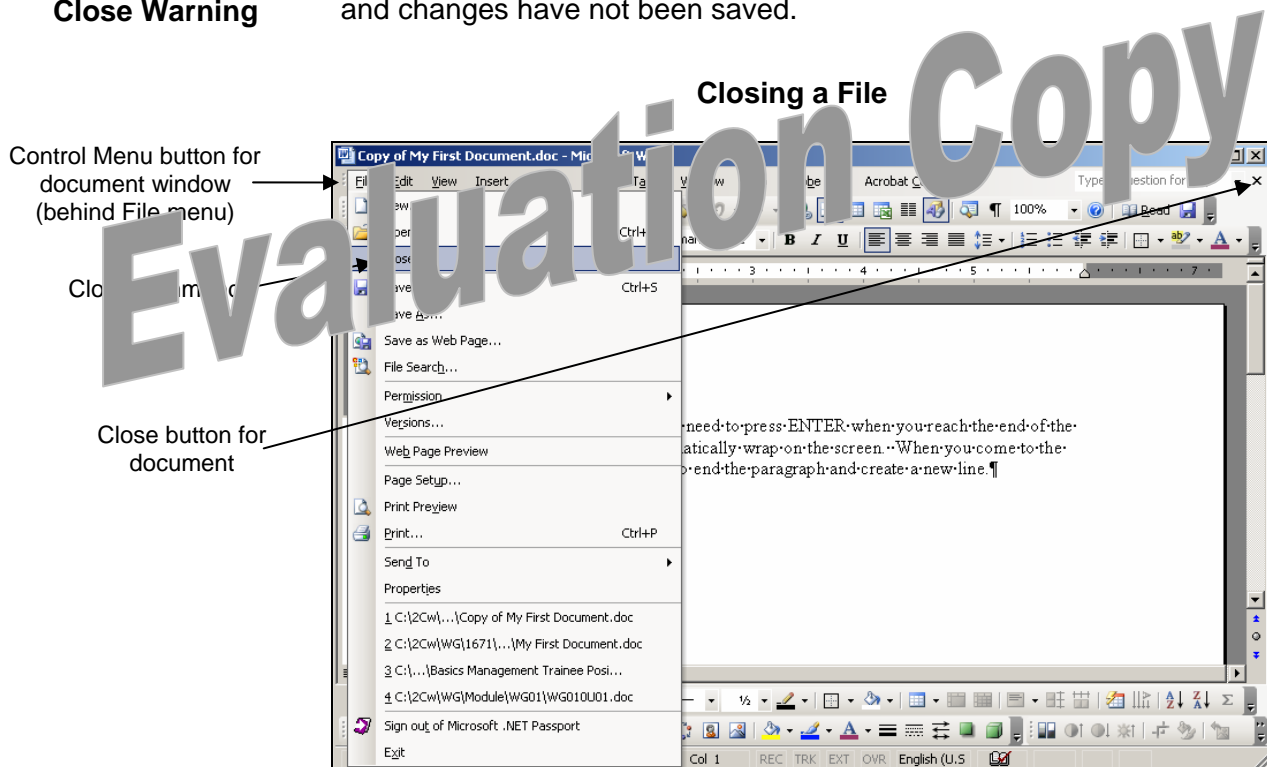
The File, Close command can be used to close a document. File, Exit closes all application and document windows that are open.

Closing with the Close Button

If there is only one application window running, the Close button can be used to close the document, but leave Word running. If more than one document is open and one document is closed, the closed document's application window is closed as well. Any other application windows remain open until they are closed.

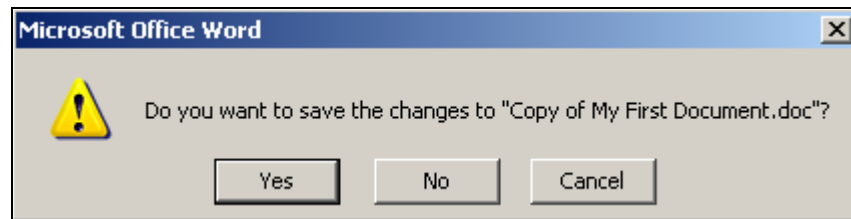
Office Assistant Close Warning

Office Assistant prompts to save changes when a document is closed and changes have not been saved.



Closing a Document (cont.)

Warning to Save Changes upon Closing



STEPS



■ Close a document.

Click: document Close button 

Note: *The File, Close command can also be used.*

Note: *If changes to the file have not been saved, a dialog box appears and prompts to save changes. Choose Yes to save changes. If the file has not been named, the Save As dialog box appears. In the Save As dialog, choose a location, then choose Save.*

TIPS AND TRAPS



Hint: To close all open documents, hold SHIFT and click on File, Close All.



Hint: CTRL W or CTRL F4 closes the active document.

Opening a Document

OVERVIEW

A document must be copied from the disk into the computer's memory in order to be modified or printed. A file can be located by specifying all or part of the file name, or any text contained in the document. The contents of a file can be previewed in the Open dialog box prior to opening it. More than one file can be opened at a time. There are four methods to open a document in Word:

- File, Open command,
- Open button,
- More on the Getting Started Task Pane (New Document Task Pane in Word XP),
- most recently used file list on the File menu or Task Pane.

Open Dialog Box

The Open dialog box contains the Places bar along the left, which provides easy access to the My Recent Documents folder of recently used files, the Desktop, the My Documents folder, a My Computer folder, and a My Network Places folder. The My Network Places folder allows you to browse folders and files on Web server just like you can browse local drives and network shares.

A Back button in the Open dialog box lets users visit recently visited folders, regardless of their location in the folder structure.

Most Recently Used Files

By default, Word displays the names of the four most recently opened files above the Exit command on the File menu and in the Getting Started Task Pane (New Document in Word XP). If the file to be opened is on one of these lists, simply click on the file name to open it.

Opening Multiple Files

More than one file can be open at a time. The number of files that can be open is limited by the computer's memory. If a file is currently open when another is opened, the new document is displayed in a new application window. The Word program is the same, but it is running in two (or more) separate application windows.

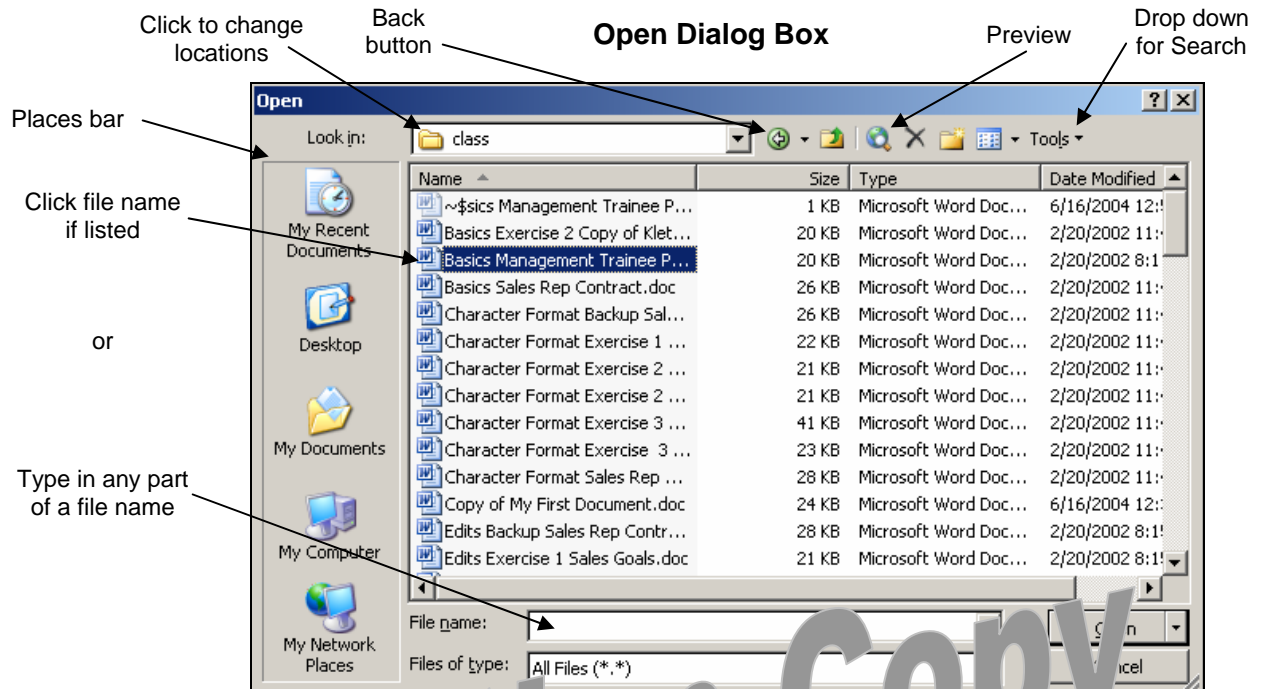
Switching Between Open Documents

Any of the open documents can be accessed from the Window menu on any of the application windows. The icons on the taskbar can also be clicked to switch between open documents.

Search for a File

The Search feature in the Tools drop-down menu of the Open dialog box can be used to find a file to open. It is especially useful when the folder the file was saved in or even the complete file name is not known. Simply type in part of the file name or text that can be found in the file, and Search locates all files containing that text.

Opening a Document (cont.)



Evaluation Copy

■ Open a document.

Click: Open button 

Note: *The Task Pane can also be used.*

Navigate: to folder where file is located

Choose: file name from the list of names

Choose: Open

■ Open a recently used document.

Choose: File

Click: one of the files listed at the bottom of the File menu or on the Getting Started Task Pane (New Document Task Pane in XP)

■ Open a corrupt document.

Click: Open button 

Navigate: to folder where file is located

Choose: file name from the list of names

Choose: Open and Repair from Open button drop-down

Opening a Document (cont.)


STEPS



■ Preview a document before opening.

Click: Open button 

Choose: document to preview


Click: Views button drop-down arrow 

Click: Preview button 

Note: Choose Open to open the file that is being previewed.

■ Find a document that contains specified text.

Choose: Open button 

Click: Tools button drop-down arrow 

Choose: Search

In Search text:,

Type: text to search for

In Search in:

Choose: location(-) to search

Choose: Search

In Results:

Choose: item from list

Click: K

Choose: Open

Evaluation Copy

TIPS AND TRAPS



Hint: To display the Open dialog box, press CTRL O.



Hint: Up to nine files can be listed on the Recently Used File List. Choose Tools, Options, General tab and change the number of entries to nine.



Hint: The Task Pane can also be used to search for a file to open.

Creating a New Document

OVERVIEW

A "new sheet of paper" may be needed to start a new document after a file is closed. The New button on the Standard Toolbar and the Blank Document option on the Task Pane each create a new document using the Word defaults (using the Blank Document or Normal template). A new document also can be created using a different template or a wizard.

Templates

A template is a "blueprint" for a document and can include anything that can be included in a regular document: text, graphics, formatting, etc. When a new document is created based on a template, all of these features are available to the new document. Word provides some templates, and new templates can be created. The default settings for documents are stored in a template called Normal.

Templates are grouped by category such as General, Legal Pleadings, Direct Mail Manager, Letters & Faxes, Mail Merge, Memos, Other Documents, Publications, Reports, and Web Pages. Choose On my computer option on the Task Pane to see the list of categories. Click the desired tab to see the templates available.

Wizards

A new document can also be created using a wizard. A wizard prompts for needed information and creates a document with the information provided. Wizards are grouped with templates.

Multiple Windows

More than one file can be open at a time. The number of documents that can be open is limited by the computer's memory. If a document is currently open when another is created, the new document is displayed in a new application window. The Word program is the same, but it is running in two (or more) separate application windows.

Switching Between Open Documents

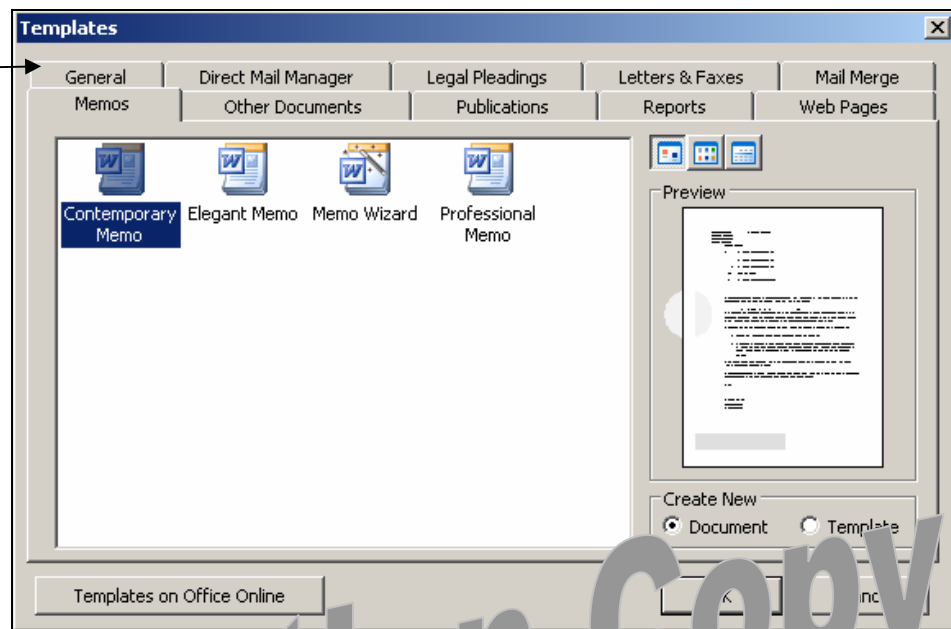
Any of the open documents can be accessed from the Window menu on any of the application windows. The icons on the taskbar can also be clicked to switch between open documents.

The term...	Has the meaning...
template	a file that may contain saved formatting, text, and graphics used as a pattern for a new document.
wizard	a feature that creates a document using responses to questions the wizard asks.

Creating a New Document (cont.)

Templates Dialog Box

The Blank Document template for a document based on Word defaults is under the General tab



STEP 1 ■ Create a new document accepting all defaults.

Click: New button 

Note: A new window appears with Document# in the title bar.

Note: The Blank Document option on the Task Pane can also be used.

■ Create a new document using a template or wizard.

Choose: File

Choose: New

Note: The New Task Pane displays

Choose: On my computer (General Templates in Word XP) on the Task Pane

Note: If necessary click desired tab.

Choose: desired template

Choose: OK

Note: If using a wizard, continue through wizard dialog boxes making selections as requested.

Using Microsoft Office Word Help

OVERVIEW

Word contains built-in Help information, which is accessed via the Office Assistant, the Microsoft Office Word Help button on the Standard Toolbar, the Help menu, the Task Pane, or the Type a question for help box. Online Help is available through Microsoft's web site if Help cannot provide the needed information. The Help feature is same as that available throughout the Microsoft Office suite.

Office Assistant



The Office Assistant is an animated interactive program that offers help and shortcuts. It can be hidden and redisplayed using the Help menu. If the Office Assistant is displayed, it functions outside of a window directly over the user's work. The Office Assistant suggests topics related to the information on the screen, as well as offering a search feature and tips. Select a topic bullet to see the information, or type a question, and choose Search. Results are displayed in the Search Results Task Pane.

Customizing the Office Assistant

There are several personalities available that can be customized to offer help with or without being asked. Different levels of assistance can be set to suit individual needs. Options include using graphics more effectively, keyboard shortcuts, and displaying alerts.

Help Menu and



The Help menu allows access to the different Help commands. The Help menu of Office Word Help command and the button on the Standard Toolbar display the Help Task Pane. Help topics are typed into the Search for box. Results are displayed in the Search Results Task Pane.

The Help Task Pane

The Help Task Pane is a resource that provides a variety of different Help options. Words or phrases can be typed in the Search box to return a list of possible answers (in order of relevance with the most likely answer to your question at the top), or click the Table of Contents link to browse for the help you need. When you are connected to the Internet, the information available to you from the Help Task Pane includes all of the up-to-date Help topics and templates that are most likely to provide the answers to your questions as well as direct links to training courses, product updates, clip art, and more on Microsoft Office Online.

The Search Results Task Pane

All search results are displayed in the Search Results Task Pane. Clicking a topic link opens an additional window and displays the information for that topic. Topics can then be printed if necessary.


The Type a Question for Help Box

Type a question for help

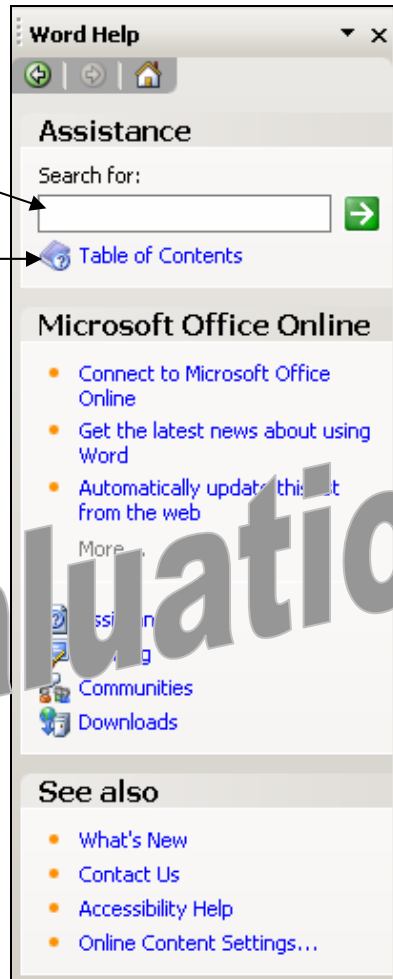
The Type a question for help box is displayed by default in the upper-right corner of the screen. Simply type your question in the box. Results are displayed in the Search Results Task Pane.

Using Microsoft Office Word Help (cont.)

Microsoft Word Help Icon

The Microsoft Word Help icon  is found in many of the dialog boxes. It takes you right to the Help screen related to the task being addressed by the open dialog box.

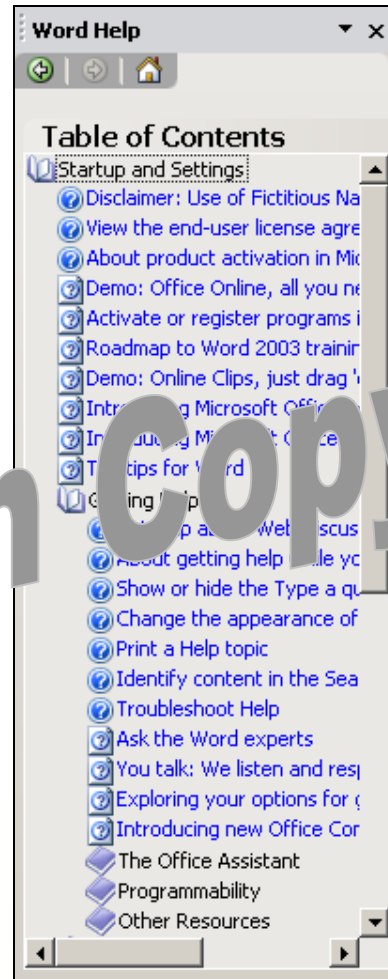
Word Help Task Pane



Type in information to search for

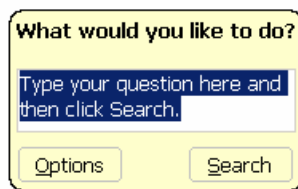
Click to access the Help Table of Contents

Word Help Table of Contents



Evaluation Copy

Office Assistant



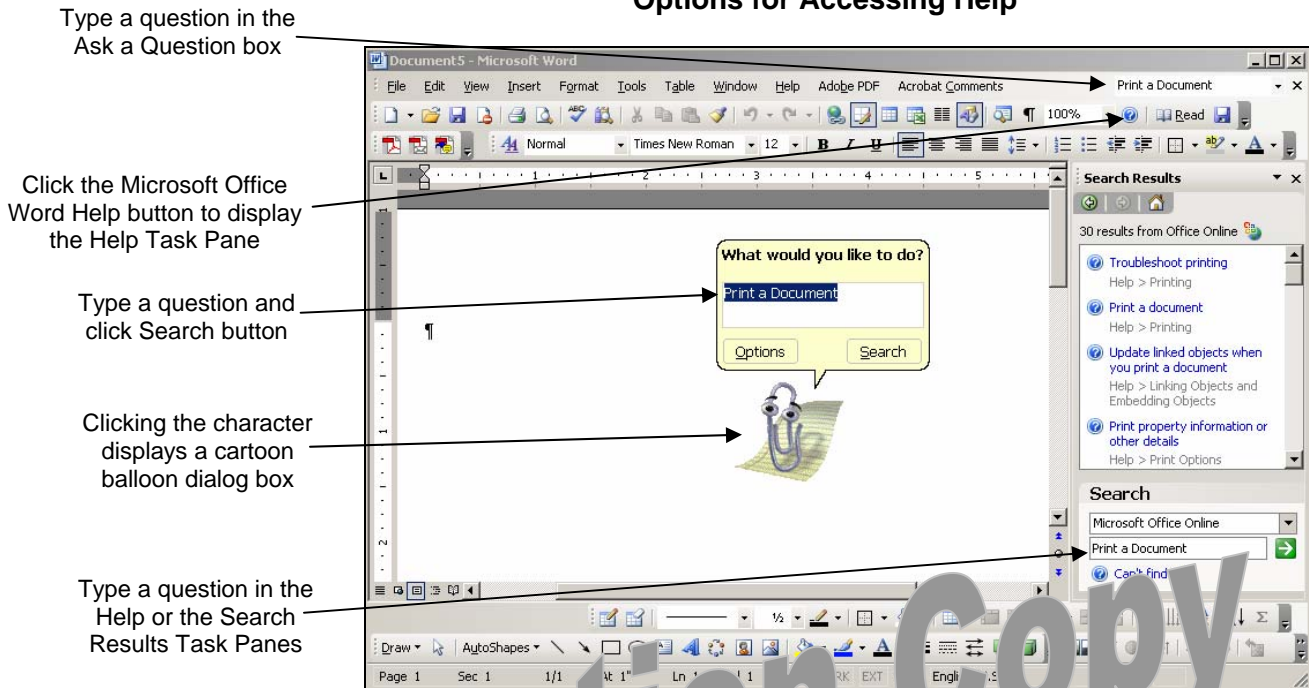
Type a Question for Help Box



Microsoft Office Word Help Button



Options for Accessing Help



EPS

■ Show the Office Assistant.

- Choose: Help
- Choose: Show/Hide the Office Assistant

■ Disable the Office Assistant.

- Click: Office Assistant character
- Choose: Options
- Choose: Options tab
- Clear: Use the Office Assistant checkbox
- Choose: OK

■ Display the Help Task Pane.

- Click: Microsoft Office Word Help button 

Note: The Help, Microsoft Office Word Help command can also be used, as can F1.

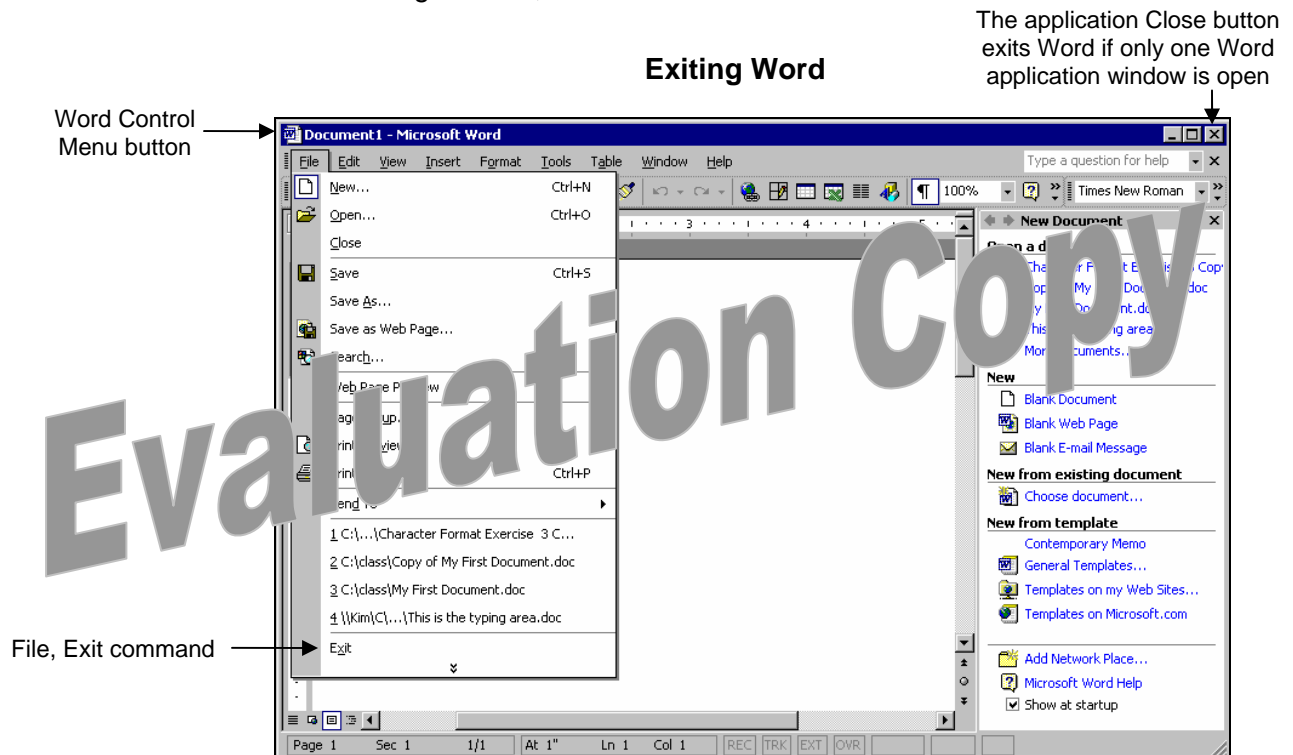
Exiting Word

OVERVIEW

When all work in Word is finished, Word should be exited. When Word is exited, it checks to see if all documents, AutoText entries, templates, etc. have been saved. If not, Office Assistant prompts to save the changes. Any defaults changed while using Word are also saved for the next session.

Exiting Word can be accomplished by:

- clicking the Word Close button,
- double-clicking the Word Control Menu button,
- choosing the File, Exit command.



STEPS



■ Exit Word.

Choose: File

Choose: Exit

or

Click: Word Close button

Note: The Word Close button exits Word if only one Word application window is open.

Word Processing Basics Level 1

OBJECTIVES

You will enter text in a document, save, and close the document.

REAL WORLD



Your boss at Midtek knows you have been exploring Word. He has asked you to type a memo announcing the hiring of a new employee. A draft of the memo follows.

TASKS

Type the memo that follows. Save it as *Terry Taylor Announcement*. Read the document over and correct any errors. Save the document again and close it.

This may wrap differently on your screen.

We are happy to announce the addition of a new representative, Terry Taylor, to our sales force. Terry brings a significant amount of experience and expertise to the position and will help us in achieving our sales goals for the coming years.

Please join us in welcoming Terry to our team. You can meet Terry at the staff meeting scheduled for next Monday.

HINTS



To...	Use the menu...	Or the shortcut	Notes
create a new document if necessary	Blank Document		A new document is already started when you first start Word.
type the above memo			Do not press ENTER until the first paragraph is finished.
save the document	File, Save		Type Terry Taylor Announcement as document name, and choose Save.
correct errors			Use the DELETE or BACKSPACE key and retype text to correct errors.
resave the file	File, Save		
close the file	File, Close		

Word Processing Basics Level 2

OBJECTIVES

You will enter text in a document and save it. You will then add some text, print, and close the document.

REAL WORLD



Your department at Midtek recently received a letter from a potential customer requesting information about Midtek. You must type a letter responding to the customer. A draft of the letter follows.

TASKS

Type the letter that follows. Save it as `Kletke Inquiry`. Read the document over and correct any errors. Save the document again.

This may wrap differently on your screen.

(type today's date)

John Kletke
4196 Corporate Drive
Silver City, WA 98888

Dear Mr. Kletke:

We at Midtek welcome your inquiry about our products. We are enclosing a brochure of the how, what, and where we produce. If you have any questions please see our customer service line.

Thank you

Sara Blithe
Vice President, Midtek

HINTS



To...	Use the Task Pane...	Or the Shortcut...	Notes
create a new document	Blank Document		
type the letter			Press ENTER to create a new paragraph after short lines such as the address block.

Word Processing Basics Level 2 (cont.)



After reading over the letter you just typed, you notice that you forgot to include the customer service telephone number.

TASKS

If you did not complete TASK 1, open Basics Exercise 2 Copy Of Kletke Inquiry, otherwise open the document you created (Kletke Inquiry). Add "at 1-800-343-2121" after "customer service line" at the end of the first paragraph. Type your initials two lines below the last line of the document. Save, print, and close the file.

HINTS



To...	Use the Menu or the Task Pane...	Or the Shortcut...	Notes
open the document you created (Kletke Inquiry)	File, Open or More documents	or Most recent list on the menu	If you did not complete TASK 1, open Basics Exercise 2 Copy Of Kletke Inquiry
add the phone number			Position the insertion point before the period at the end of the first paragraph (after "customer service line"). Type " at 1-800-343-1212." (Do not type quotes.)
add your initials			Position the insertion point at the end of the document and press ENTER twice before typing your initials.
print the document	File, Print		File, Print displays a dialog box to change print options.

Word Processing Basics Level 3

OBJECTIVES

You will enter text in a document and save it. This exercise includes a challenge step to spell check the document.

REAL WORLD



You would like to create a document summarizing the topics covered in the previous lesson to help you remember them. You are curious about the Spell Check feature and decide to try it out.

TASKS

Create a new document summarizing the topics from the previous lesson, including some of the benefits and features of using Word.

Save the document with a file name of your choice.

Challenge: Spell check the document.

Save again.

Print (optional).

Close the file.

HINTS



To...	Search	On the	Tools
spell check the document (challenge)	Tools	Spelling and Grammar	<p>If the Spell Check finds a word it does not recognize, you must ignore or change the word.</p>

Evaluation Copy

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Character Formatting

To format or unformat...	Press the key combination...
bold	CTRL B
italic	CTRL I
underline	CTRL U
double underline	CTRL SHIFT D
word underline	CTRL SHIFT W
small caps	CTRL SHIFT K
all caps	CTRL SHIFT A
toggle case	SHIFT F3
increase font size	CTRL]
decrease font size	CTRL [
superscript	CTRL SHIFT =
subscript	CTRL =
hidden	CTRL SHIFT H
remove formatting	CTRL SHIFT Z



Paragraph Formatting

To format or unformat...	Press the key combination...
left align	CTRL L
center align	CTRL E
right align	CTRL R
justify	CTRL J
one line (12 pt.) of space before	CTRL 0 (zero)
single spaced	CTRL 1
one and a half line spaced	CTRL 5
double spaced	CTRL 2
increase left indent	CTRL M
decrease left indent	CTRL SHIFT M
create or increase hanging indent	CTRL T
remove or decrease hanging indent	CTRL SHIFT T
remove paragraph and font formatting	CTRL Q

Word Level 1 Quick Reference Card

To...	The steps are...	or use the Shortcut...
start Word	Click: Start button Choose: Programs Click: Microsoft Word	double-click Word shortcut icon on the desktop.
save a document	Click: Save button 	CTRL S
print a document	Click: Print button 	CTRL P
close a document	Click: Close button 	CTRL W
open a document	Click: Open button 	CTRL O
create a new document	Click: New button 	CTRL N
use Help	Type question in Help box	F1
exit Word	Choose: File Choose: Exit	ALT F4
display/hide a toolbar	Choose: View Choose: Toolbars Select: toolbar to display/hide	Right-Click: Click: any toolbar Select: toolbar to display/hide
view Task Pane	Choose: View Choose: Task Pane	

Special Keys

To...	Press the key combination...	Or press the button...
Spell/Grammar Check	F7	
Thesaurus	SHIFT F7	
Undo	CTRL Z	

Editing Text

To...	The steps are...
insert new text	Position: insertion point at desired location Type: new text
replace selection with new text	Select: text to be replaced Type: new text
delete a character to the right	Press: DELETE
delete a character to the left	Press: BACKSPACE




Scrolling with the Keyboard

To scroll to the...	Press the key combination...
beginning of document	CTRL HOME
end of document	CTRL END
beginning of current line	HOME
end of current line	END
up a screen	PAGE UP
down a screen	PAGE DOWN
beginning of next word	CTRL RIGHT ARROW
beginning of current or previous word	CTRL LEFT ARROW
beginning of current or previous paragraph	CTRL UP ARROW
beginning of next paragraph	CTRL DOWN ARROW
go to (page number)	CTRL G or F5

Selecting Text with the Mouse

To select...	The mouse action is...
a character	drag over the character.
a word	double-click anywhere in the word.
a line	click once in the selection bar.
a sentence	hold CTRL and click in the sentence.
a paragraph	triple-click in the paragraph or double-click in the selection bar.
entire document	press CTRL A or triple-click in selection bar.
any size selection	click and drag or click at the beginning of the text, press or F2, and click at the end of the text.
non contiguous text or objects	hold CTRL and click text or objects until all are selected.

Move or Copy Text

Cut/Copy & Paste Method	Shortcut Key
Select: text	
Click: Copy button 	CTRL C
or Click: Cut button 	CTRL X
Position insertion point at desired location	
Click: Paste button 	CTRL V

■ Move text using drag-and-drop.

Select: text to be moved
Drag: selection to new location

■ Copy text using drag-and-drop.

Select: text to be copied
Hold: CTRL (and keep holding until after dragging)
Drag: selection to desired location