

Microsoft Word Introduction

Academic Computing Services
A Division of Information Services

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Abstract: This document introduces users to basic Microsoft Word 2000 tasks, such as creating a new document, formatting that document, using the toolbars, setting tabs, and so on. It is used in conjunction with the ACS Word: Introduction workshop.

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ACS Computer Training
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Introduction

Microsoft Word is a word processing program that can be used to create various types of documents from letters and memos to calendars and lists. Documents can be created, saved, and edited at the desire of the creator from a blank document or via one of the many Wizards included with Word. This class presents introductory features and commands that are available in Microsoft Word 2000.

Note: This handout is designed for Microsoft Word 2000. Much of the content will be the same if Word 97 is used, however the various screen shots will appear differently between the two versions of Microsoft Word.

Objectives

The goal of this workshop is to introduce participants to the introductory commands and features of Microsoft Word. After today's workshop, participants will be able to:

- Create a new document
- Use toolbars
- Apply formatting commands
- Rearrange text
- Use the spell checking function
- Insert and manipulate tabs
- Save, open, and print a document

Prerequisites

It is assumed that the participants in this workshop know how to use the *Macintosh* or *Windows* operating system to maintain files and directories/subdirectories.

Related Training Available from ACS

All workshops offered by Academic Computing Services (ACS), a division of Information Services, are free to KU students, staff, faculty, and [approved affiliates](#). The general public is also welcome to most workshops, but some ACS workshops require a [registration fee](#) for them.

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit the ACS Web site at www.ku.edu/acs/train. You can also check our online schedule at www.ku.edu/acs/schedule for a list of class offerings and their availability. For further workshop related questions, please email training@ku.edu.

MICROSOFT WORD: INTERMEDIATE

ACS Computer Training
Microsoft Word Introduction

This three-hour, hands-on workshop introduces the more advanced features of Word. The class is free for all KU faculty, staff, and students (non-KU: \$75). Registration is required (call 864-0494).

Definitions

Term	Definition
Insertion Point	In graphics-based programs, the insertion point is the point where the next characters typed from the keyboard will appear on the display screen. A blinking vertical line usually represents the insertion point. You can reposition the insertion point by pressing the arrow keys or by moving the I-beam pointer.
Backspace	Remove characters to the LEFT of the insertion point
Delete	Remove characters to the RIGHT of the insertion point
Tab	A key on computer keyboards that inserts a tab character or moves the insertion point to the next tab stop. Some applications respond to the tab key by inserting spaces up to the next tab stop. This is often called a soft tab, whereas a real tab character is called a hard tab.
Menu Bar	A horizontal menu that appears on top of a window. Usually, each option in a menu bar is associated with a pull-down menu.

Creating a Document

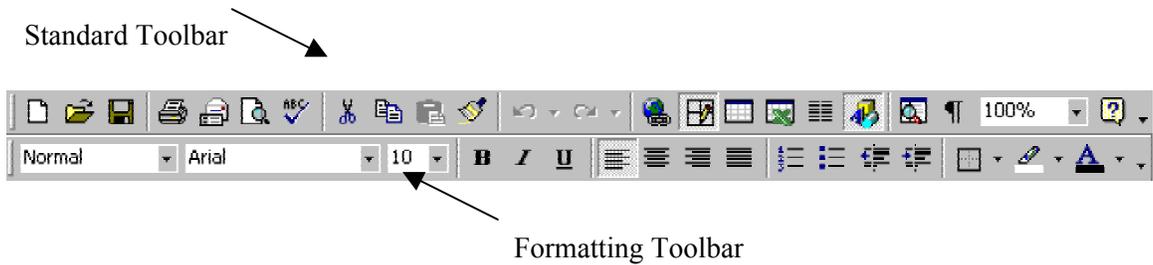
When you start Microsoft Word, a new, blank document appears on the Word screen and the Standard and Formatting toolbars are displayed just below the menu bar. Initially, these toolbars are set to what are referred to as 'default' settings. Generally when you change the font or spacing or margin in a document, you only have changed it for that specific document. When you create a new document or close and reopen Word, everything returns to the default settings. There are some default settings that you'll find yourself changing periodically such as font styles, font sizes, margins, etc.

When you open Word, you will see a blank page. This blank page is entitled, 'Document1'. With no other preparation, you can start typing immediately. What you type appears with all the 'default' settings. You can easily change the settings, as you'd like.

To create another new document at any time, click the *New*  button on the Standard toolbar.

Toolbars

Many of the basic items can be found on the MS Word toolbars. You can use these toolbars to set your font styles and sizes, start a new document, print, cut, copy, paste, change the justification, and many other things.



You can display or hide toolbars as you work. For example, you can hide the Formatting toolbar until you are ready to format text.

If at least one toolbar is visible, you can use a shortcut menu to display or hide built-in toolbars. To do this, click the toolbar by using the right mouse button (Windows), or hold down the [CTRL] key and click the toolbar (Macintosh).

If no toolbars are displayed, click the **View** menu, choose **Toolbars** and then select the desired toolbar from the list. By selecting **Customize** at the bottom of the list, you can choose to enlarge the toolbar buttons, add color to some of the buttons, and hide ToolTips. If you use large toolbar buttons, you may need to resize the toolbars to see all of the buttons.

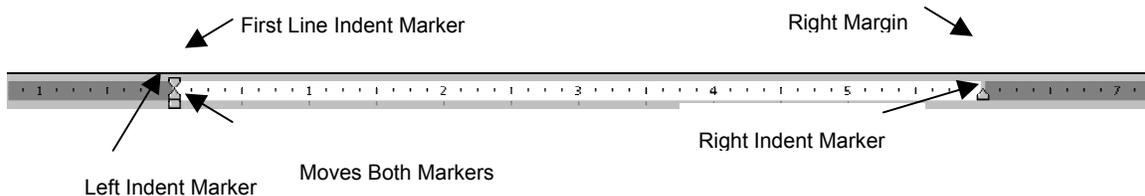
Moving and Resizing the Toolbars

The Standard and Formatting toolbars are normally "anchored" just below the menu bar. When you display other toolbars, they can appear either "stacked" in the order you displayed them or "floating" on the screen like small windows. To rearrange stacked toolbars, just click on the toolbar and drag it to a new location.

Rulers

You can use the horizontal ruler to set tab stops and indents for selected paragraphs. To display or hide the rulers, click the **View** menu and select **Ruler**. The horizontal ruler is always displayed at the top of the document window. The vertical ruler is displayed only in page layout view or in print preview.

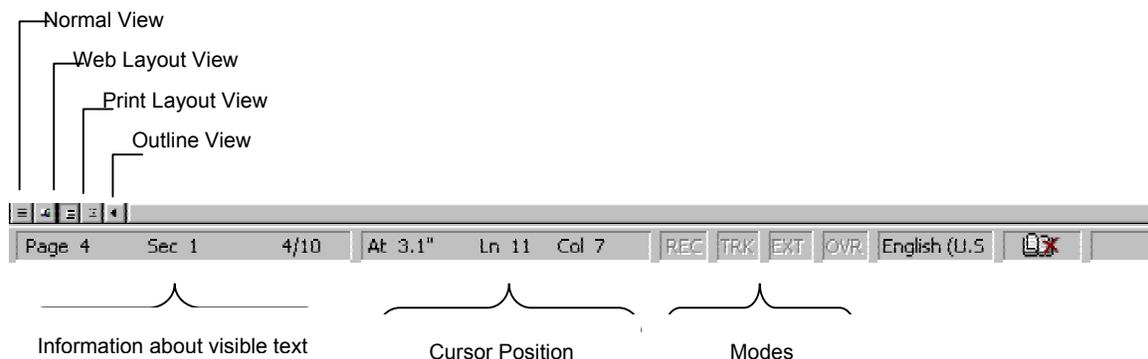
The indent markers and tab stops on the horizontal ruler reflect the settings for the paragraph that contains the insertion point.



The Status Bar

The status bar at the bottom of the Word window provides information about the active document or the task you are working on. It is displayed by default.

The task you are performing determines what information appears in the status bar. The status bar displays a brief description of the currently selected command or toolbar button. The status bar also displays information about the text visible on the screen and whether certain working modes (e.g. overtype) are active.

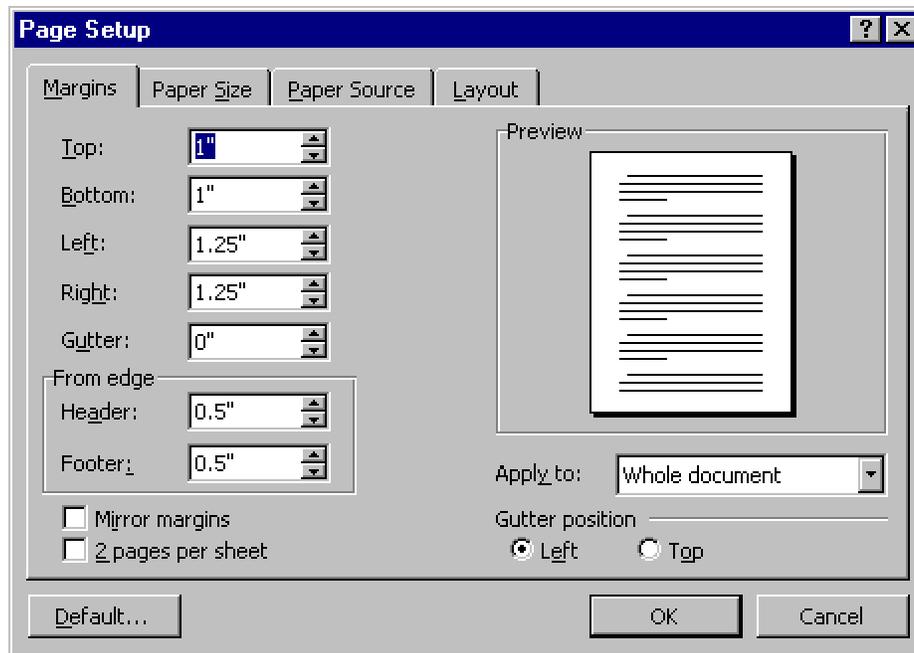


Page Setup

It's often easiest to set the paper size and page orientation (portrait or landscape) before you begin a document. But you can easily change these and other settings at any time. You can also use the same options throughout a document, or you can divide a document into sections and set different options for each section.

To change the paper orientation, click the **File** menu and select **Page Setup**; then select the **Paper Size** tab. Select either portrait or landscape page orientation.

Margins determine the distance between the text and the edge of the paper. Type or select desired margin measurements and specify the part of the document the settings will apply to. If you plan to print on both sides of the page, select the *Mirror margins* option so that the margins on facing pages mirror each other. When all settings are chosen, click **OK**.



Page Setup dialog box

You can divide a document into any number of sections and format each section the way you want. To create a new section, click the **Insert** menu and select **Break**. The Break dialog box appears allowing you to specify the type and section of break. In normal view, Word displays a double dotted line to indicate a section break. The line is not printed.

All section formatting, such as page orientation and the margins, is stored in the section break. When you delete a section break, you delete the section formatting for the section that precedes the section break. The text becomes part of the section that follows, taking on the formatting of that section.

Selecting Text

Before you can move, format, delete, or otherwise change text you must select the item. You select using the mouse or keyboard; selected text is highlighted.

When using the mouse to select, simply move the pointer to the beginning of the desired text to be selected, click and hold down the left mouse button, and then move the mouse until all the desired text is highlighted releasing the button when you reach the end. To cancel the selection, click outside the selection, or use the arrow keys to move the insertion point.

When using the keyboard, press the [F8] key to turn on Extended Selection Mode (notice EXT now appears bold in the status bar). By immediately pressing [F8] again, the current word is selected. Pressing [F8] a third and fourth time will highlight the current sentence and paragraph respectively. To cancel the Extended Selection Mode, press the [Esc] key or double-click the EXT in the status bar.

Copying and Pasting

Sometimes in a document, you may want to duplicate a piece of information or move a paragraph to another location. To copy text, highlight the text you want to copy. Click the **Copy**  button on the Standard toolbar. Click the cursor on the location where you want the text inserted. Then use the **Paste**  button to insert the text in that location.

If you want to move the text, you can follow the same procedure, but use the **Cut**  button from the Standard toolbar.

When you paste text between Word documents, the formatting that Word applies to the pasted text depends on whether the text you copy includes a section break and on whether the document you copy to is empty. If you include a section break when you copy text, you create a new section when you paste the text into another document.

Drag and Drop Text

Drag-and-drop editing is the easiest way to move or copy a selection a short distance. To drag text to a new location, highlight the text to be moved. Place the pointer somewhere in the middle of the selected text. Press and hold the mouse button. Drag the highlighted text to the spot where you want it moved. Release the mouse button.

Correcting and Deleting

To correct simple typing mistakes, press either the [BACKSPACE] or the [DELETE] key. Depending on your computer, the key will delete either the text preceding or following the insertion point respectively. To delete more than a few characters, it's faster to select the text you want to delete and then press either the [BACKSPACE] or the [DELETE] key.

Undoing Mistakes

If you make a mistake in Word, you can “undo” the action or command. For example, if you accidentally delete a word, you can bring it back again by pressing the **Undo**  button or clicking the **Edit** menu and selecting **Undo**. If you decide to go through with the action after all, you can press the **Redo**  button or click the **Edit** menu and select **Redo**. There are certain actions you can't undo, such as saving or printing a document.

Formatting Documents

To change the appearance of text, select the text and then apply the formats you want. To change common formats quickly, use the **Formatting** toolbar  or click the **Format** menu and select **Font**.

To change the style of a word from a normal type style, highlight the word(s) you want to change and select the **Bold** **B** button, *Italic* **I** button, and/or Underline **U** button.

You can apply other character formats, such as hidden text, color, and superscript and subscript by click the **Format** menu and selecting **Font**.

Format	Effect on Text
Strikethrough	Adds a line through selected text.
Superscript	Word sizes and positions the ^{superscript} based on the font design.
Subscript	Word sizes and positions the _{subscript} based on the font design.
Hidden Text	Hides notes and comments that you don't want printed. You can see hidden text in normal, outline, and page layout views of your document only if you choose to <i>display</i> hidden text. You see hidden text in print preview only if you choose <i>print</i> hidden text.
Small Caps/ All Caps	These affect only LOWERCASE LETTERS. These formats do not affect uppercase letters, numbers, punctuation, or other nonalphabetic characters.
Underlining	You can choose different types of <u>underline</u> styles.
Text Color	If you have a color monitor, text can be displayed in color even if you print the document on a black/white printer.

Word is preset to align text flush with the left margin, leaving a ragged right edge. Text alignment can be set by using the alignment buttons on the **Formatting** toolbar



or by clicking the **Format** menu and selecting **Paragraph**.

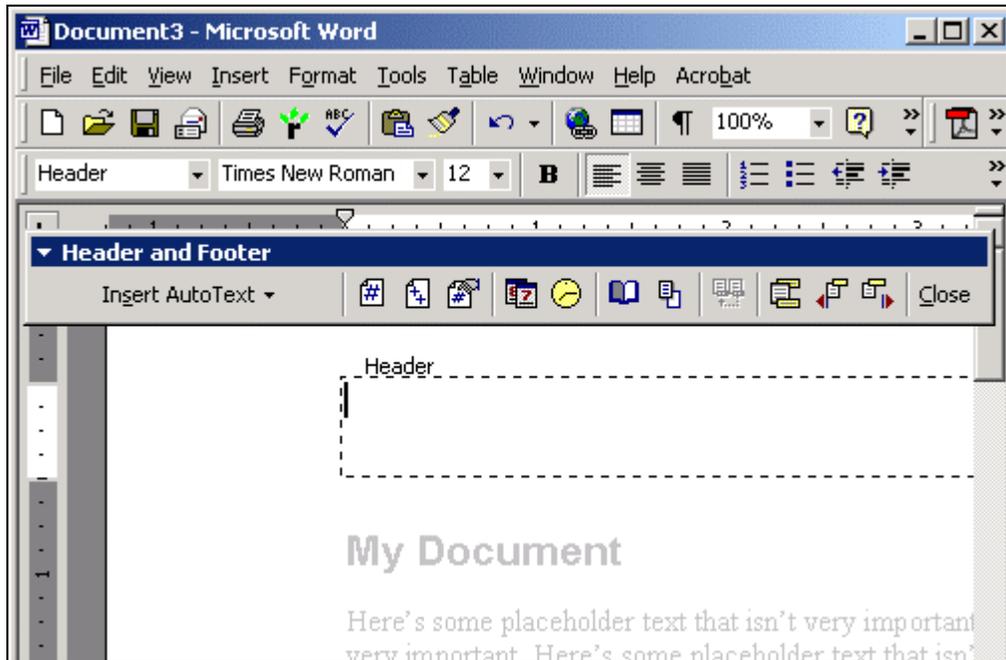
Headers and Footers

Every Word document contains headers and footers, areas in which you can put a document or chapter title, author name, page number, graphics, watermarks, and any other essentials that you want to repeat over several (or all) pages in the document. The header and footer of this page contain a department name, the document title, and page numbers. If you don't put anything in them those headers and footers still exist, but are left blank and take up no space on the page.

Usually, what you put in the header or footer appears on every page of the document. However, you can create customized headers and footers that are different for the first page, have different text for different chapters in a book, and contain different numbering styles for different sections of your document (i, ii, iii, or 1, 2, 3).

The Basics

To get into the headers and footers of a document, click the View menu and select Header and Footer. The body of your document turns gray, and dashed boxes labeled “Header” and “Footer” appear at the top and bottom of each page, along with a Header and Footer toolbar.



Header view

Anything you put in the Header or Footer boxes – text, graphics, page numbers, etc. –by default appear on every page. You can format these items the same way you format items in the body of your document.

The Header and Footer toolbar has many options that are described below:

	Page Number Inserts page numbers that automatically update when you add or delete pages.
	Insert Number of Pages Prints the total number of pages in the active document by inserting a NUMPAGES field at the insertion point. To print page numbers in the style "Page 3 of 12," type the word “Page”, click  where you want to insert the current page number, type the word “of”, and then click  where you want to insert the total number of pages.
	Format Page Number

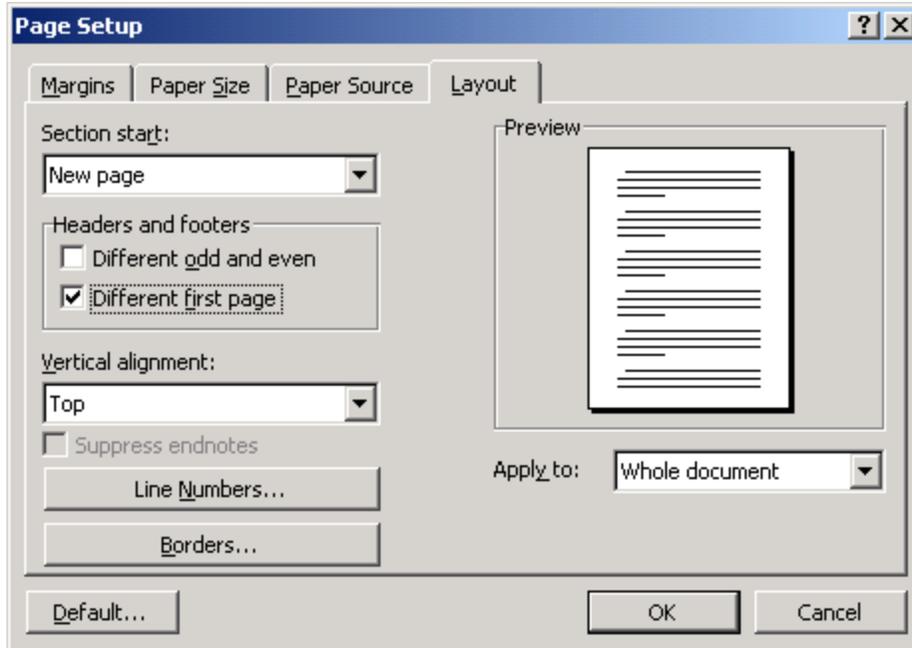
	Formats the page numbers in the current section.
	Date (Header and Footer toolbar) Inserts a date field that automatically updates so that the current date is displayed when you open or print the file.
	Time (Header and Footer toolbar) Inserts a time field that automatically updates so that the current time is displayed when you open or print the file.
	Page Setup (File menu) Sets margins, paper source, paper size, page orientation, and other layout options for the active file.
	Show/Hide Document Text Displays or hides the document text while you work in the header or footer area.
	Switch Between Header and Footer Moves the insertion point between the areas in which you create or change headers and footers.

To get out of the Header/Footer and return to the normal view, click Close on the toolbar, or double-click the body of the document.

Different First Page Header/Footer

In many documents, the first page is the title page. Therefore, it's often redundant (and repetitious, too) to have the header and footer information appear on a title page.

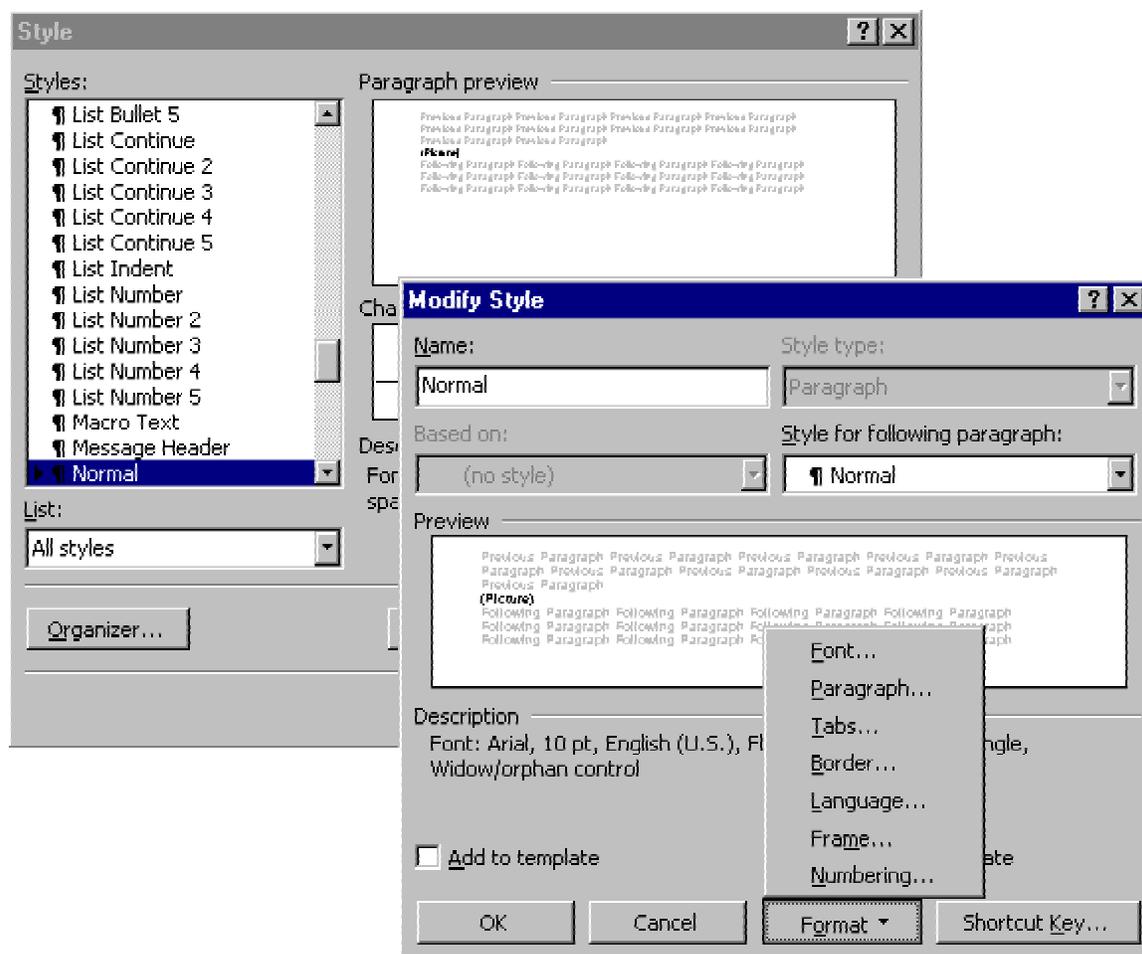
1. To choose a different header/footer for the first page, click the **View** menu and select **Header and Footer**.
2. On the Header and Footer toolbar, click the **Page Setup**  button. The Page Setup dialog box appears.
3. Click the **Layout** tab, and then check **Different first page**. Click **OK**.
4. The header and footer on the first page are labeled "First Page Header" and "First Page Footer." Add any content you like to the header and footer for the first page, and then scroll down to another page to add content to the header and footer for the rest of the pages.



Selecting a different first page option for the Headers and Footers feature

Changing the “Default” Font

Changing the default means that every time you open Word, you’ll start typing with this font. To change the default, click the **Format** menu and select **Style**. Under the *Styles:* column, select *Normal*, then click “MODIFY” (Windows) or “MODIFY STYLE” (Macintosh). Click “FORMAT” and “FONT”.



Modifying the default font style

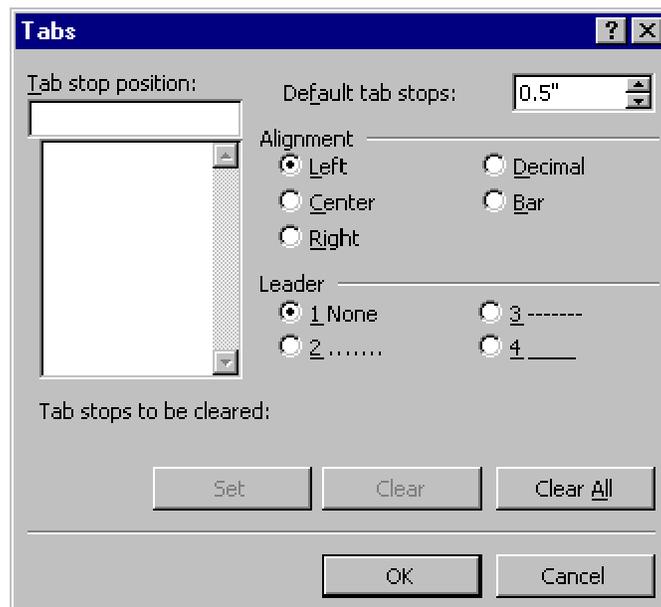
Chose the font and size you want as the new default. Then click “OK” twice to close all the dialog boxes and then “APPLY” to apply the changes.

Setting Tabs

Tab stops are preset at 0.5-inch intervals from the left margins. To move the insertion point to the next tab stop in the current paragraph, press [TAB]. When setting or changing tab stops, make sure that you select all paragraphs that should be affected by the change. If you want tab stop settings to be the same for several paragraphs, you can save time by setting the tab stops before you start typing. When you press [ENTER] or [RETURN] to start a new paragraph, Word carries the paragraph formatting, including the tab settings, to the next paragraph.

To set precise measurements for tab stops, click the **Format** menu and select **Tabs**. The *Tab Stop Position*: field, type the position for a new tab. Under the *Alignment* section, select the alignment for text typed at the tab stop. Under the *Leader* section, select the leader character you want, and then click “SET”. Set as

many tab stops with alignments and leaders as you like. After all tabs are set, click “OK”.



Tabs dialog box

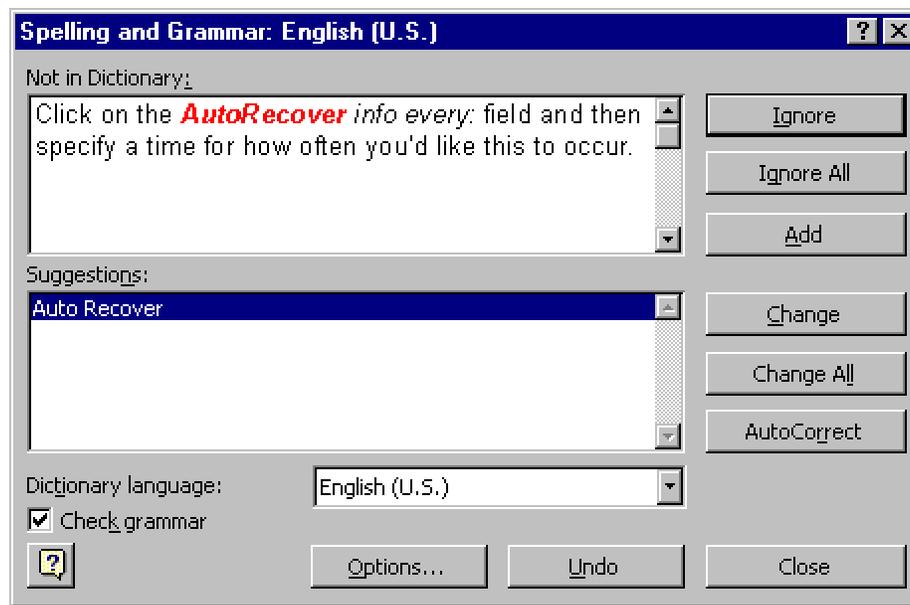
The ruler can also be used to set tabs. To add a new tab, click once on the ruler where you want the new tab setting to be. Setting tabs will eliminate all the default tabs to that point. You can move an existing tab by clicking and holding on the tab symbol while dragging it to the new location. A tab can be removed by dragging it off the ruler.



Tab settings shown on a ruler

Spelling and Grammar Checking

Once you’ve typed your document, you may want to check the spelling. To start the spell check process, press the **Spelling and Grammar**  button or click the **Tools** menu and select **Spelling and Grammar**. Pressing [F7] will also start the process. Microsoft Word checks for spelling errors by using its main dictionary, which contains the most common words. When a misspelled word or a word is found that isn’t in the spelling dictionary, the dialog box will list the misspelling and suggested corrections. Click on the correct word in the list and click **Change** to accept the correctly spelled word. If the word is spelled correctly, you can click **Ignore** and the spell check continues.



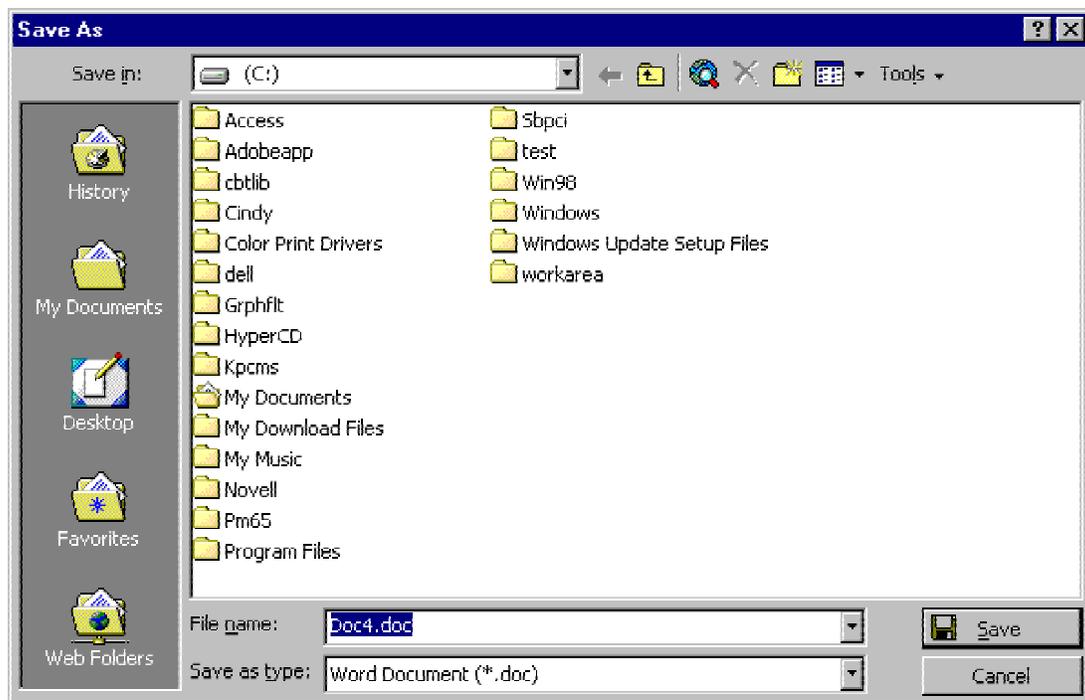
Spelling and Grammar dialog box

Word also checks the grammar of the document as it checks the spelling. As with spelling errors, suggestions are provided for different sentence wording or corrections for sentences Word thinks are grammatically incorrect.

While typing a document, misspelled words will be underlined in red and grammatical errors will be underlined in green. To turn the spelling and/or grammar functions off, click the **Tools** menu and select **Options**. Click the *Spelling & Grammar* tab and uncheck “Check spelling as you type” and/or “Check grammar as you type”.

Saving Documents

To save a document, click the Save button on the Standard toolbar or pull down the **File** menu and select **Save**. If this is the first time you’ve saved the document, the Save As dialog box appears. From the *Save in:* field, select the drive, directory, or folder where you want to save the file. Type a name for the document in the *File name:* field. Click **Save**.



Save As dialog box

For subsequent saves, click the **File** menu and select **Save**. The file is saved automatically to the location you selected previously. When you save a document, it remains open on your screen so that you can continue working.

Word can protect your work by saving a temporary copy of a document periodically as you work. To set up this option, click the **Tools** menu and select **Options**; then select the **Save** tab. Click on the *AutoRecover info every:* field and then specify a time for how often you'd like this to occur. You still must use the **Save** command on the **File** menu to save the document normally when you finish working on it.

To close a document when you're finished with it, click the **File** menu and select **Close**.

If you have a document that you've already saved, but want to save it under a different name or in a different format, click the **File** menu and select **Save As**. This allows you to choose a new name, directory, or format to save the document as.

Opening Documents

Word keeps track of the documents you've worked on most recently. You can quickly open one of these documents by choosing it from the bottom of the **File** menu. As many as nine documents can be listed at the bottom of the file menu. To change the number of documents in this list, click the **Tools** menu and select **Options**; then select the **General** tab. Type the number of documents you want to list in the *Recently Used File List* field.

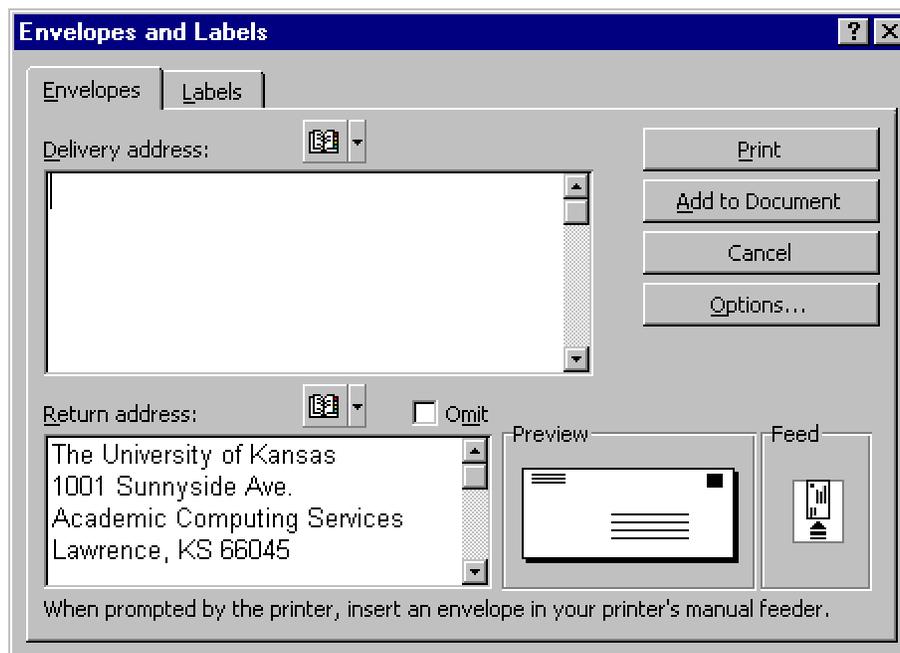
If you want to edit or add to a document that you've saved previously, you can open it by clicking the **File** menu and selecting **Open**. The Open dialog box appears listing Word documents. If you're not sure where the document is located, click the **Tools** button and select **Find**. This feature allows you to locate a file if you know the file name, specific text in the document, or the date it was created or last modified. Word lists documents that meet the search criteria you specify.

Printing

To print a document, click the **File** menu and select **Print**. The Print dialog box appears. You can select the number of copies and how many pages of the document you want to print. At the top of the box it will tell you which printer you are printing to. Once you have specified all the information, click **Print**.

Printing Envelopes

If you've just typed a letter, chances are you'll want to address an envelope. Click the **Tools** menu and select **Envelopes and Labels**. If the address is selected in your document or if Word can guess the address block, the address is printed in the *Delivery Address:* field. If there's nothing there or if it's incorrect, type in the correct address. The *Return Address:* field is the registration address for the version of Word that you're using. This can be changed if necessary. The *Preview* field shows how the printed envelope will look. The *Feed* field indicates how the envelope should be fed into the printer's manual feed tray. If this feed does not work, another feed option can be selected.



Envelopes and Labels dialog box

For More Information

In addition to the Help items built into *Microsoft Word*, ACS also has basic information about using *Word* on our Web site: <http://www.ku.edu/acs/docs/word>.

Online

Microsoft provides a wide variety of manuals and tutorial information available for download off their Web site: <http://www.micorsoft.com/word>. In particular, look for:

Using Word

Getting Additional Help

ACS provides consulting and Q&A help in a variety of ways:

785/864-0200

question@ku.edu

www.ku.edu/acs/help

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