

# Beginning Microsoft Word

**Objective 1:** Become acquainted with the Microsoft Word environment.

## Toolbars

### Standard Toolbar



### Formatting Toolbar



Toolbars provide easy access to commonly used options. The buttons on the Standard toolbar provide you with the ability to quickly open files, save, print, spell check, and cut/copy/paste among others. The buttons on the Formatting toolbar provide you with the ability to apply common formatting options to text such as bold, italics, font, font size, and alignment. The options found on toolbars can also be found in the menus shown at the top of the window. The options located in the menus are often more detailed than those found on toolbars.

### To Display or Remove a Toolbar

1. Click **View** on the Menu bar, and then point to **Toolbars**.
2. Click on the toolbar that you wish to show or hide. A check beside the name of a toolbar indicates that the toolbar is active or showing.

Common Toolbars in word include: standard, formatting, drawing, and web.

*NOTE:* In Microsoft Word 2000, it is common for the standard and formatting toolbars to share a row to conserve space. To separate the toolbars, click **Tools** on the Menu bar, and then click **Customize**. Click the **Options tab**; deselect the **Standard and Formatting toolbars share one row check box**.

**Objective 2:** Apply formatting to text.

## Formatting Text

Formatting adds a professional look to your text. When you format text, you change its appearance by applying attributes ranging from font type to color.

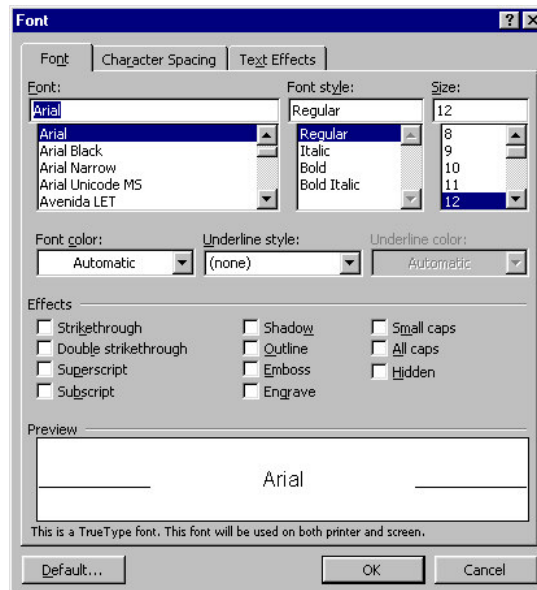
Several basic Formatting options can be found on the Formatting toolbar. However, you may wish to apply a more advanced formatting scheme to your text. Advanced formatting includes: superscript, subscript, shadow, all caps, strikethrough, etc. Advanced formatting is located under the Format menu.

### To Apply Basic Formatting using the Formatting toolbar

1. Highlight the text to format.
2. Then select the formatting button of your choice from the Formatting toolbar.

### To Apply Advanced Formatting using the Format Menu

1. Highlight the text to format.
2. Click **Format** on the Menu bar, and then click **Font**.
3. Select the **Font** tab.
4. Choose font, font style, size, color, etc.
5. Then click **OK**.



**Objective 3:** Rearrange text using cut, copy, and paste.

### **Copy & Paste, Cut & Paste, or Dragging?**

Word allows shortcuts to moving text around in a document, which is the biggest advantage of word processing as opposed to the old typewriter. Once you have a block of text highlighted, you may apply one of these keyboard shortcuts.

#### Helpful Shortcuts

- Copy = Control + C
- Cut = Control + X
- Paste = Control + V (of course you cannot paste something until you have cut or copied)
- Dragging = Using the mouse only

These keyboard shortcuts are helpful IF you can remember what they are! The Cut, Copy, and Paste functions can also be found on the Standard toolbar AND under the Edit menu.

### To Copy and Paste text within a Document

1. Highlight the text you want to make a copy of.
2. On the keyboard press the **Control key** and **C key** SIMULTANEOUSLY. (or click the **Copy button** on the Standard toolbar or click **Edit** on the Menu bar and then click **Copy**.)
3. Position your cursor where you want to place a copy of the text you highlighted in step 1.
4. On the keyboard press the **Control key** and **V key** SIMULTANEOUSLY. (or click the **Paste button** on the Standard toolbar or click **Edit** on the Menu bar and then click **Paste**.)

### To Cut and Paste text within a Document

1. Highlight the text you want to move.
2. On the keyboard press the **Control key** and **X key** SIMULTANEOUSLY. (or click the **Cut button** on the Standard toolbar or click **Edit** on the Menu bar and then click **Cut**.)
3. Position your cursor where you want to move the text you highlighted in step 1.
4. On the keyboard press the **Control key** and **V key** SIMULTANEOUSLY. (or click the **Paste button** on the Standard toolbar or click **Edit** on the Menu bar and then click **Paste**.)

*Note: Cutting a piece or block of text will REMOVE it from the original location.*

### To Drag Text to another Position in a Document

1. Highlight the text you want to move.
2. Hold down the left mouse button within the highlighted text.
3. Drag to desire area of document (you will see a small | ).
4. Release left mouse button.

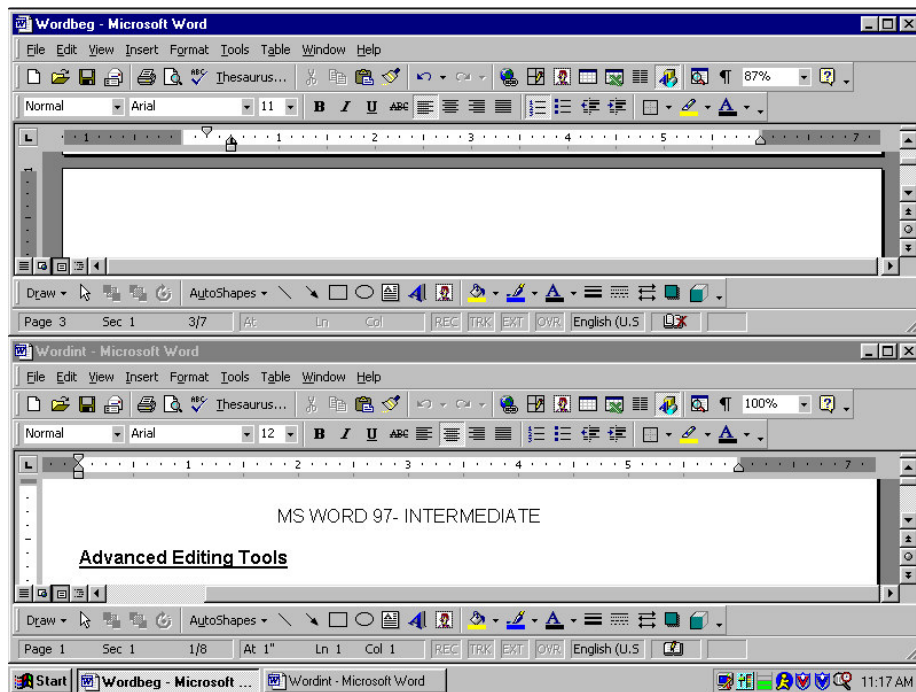
Microsoft Word takes full advantage of the Windows 95/98/2000/XP environment; it allows you to simultaneously work with multiple documents. You can work with two or more documents for comparing or editing, and you can easily cut, copy, and paste information from one document to another.

### To Copy/Cut and Paste Text between more than One Document

1. Click **File** on the Menu bar, and then click **Open**. (or use the **Open button** on the Standard toolbar.)
2. Locate and highlight the document to open.
3. Click the **Open button**.

*Repeat steps 1-3 to open more documents.*

4. Click **Window** on the Menu bar.
5. Click **Arrange All**. (all of the documents will appear on your screen)
6. Activate the window you want to copy from. (click on the title bar on the document window-it will turn blue)
7. Highlight the text to be copied/cut.



8. On the keyboard press the **Control key** and **C key / X key** simultaneously. (or click the **Copy/Cut button** on the Standard toolbar or click **Edit** on the Menu bar and then click **Copy/Cut**.)
9. Activate the other window.
10. Place the cursor where you want to paste information.
11. On the keyboard press the **Control key** and **V key** SIMULTANEOUSLY. (or click the **Paste button** on the Standard toolbar or click **Edit** on the Menu bar and then click **Paste**.)

**Objective 4:** Check the spelling and grammar in your document and enhance your word usage using the thesaurus.

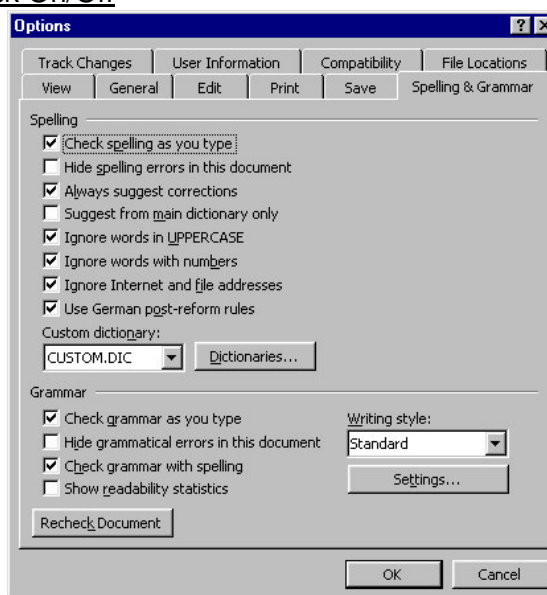
Word tries to correct both your spelling and grammar by making suggestions for what it thinks to be spelling and grammar mistakes. Be very careful with this feature. Some discipline specific words will not be found in the Word dictionary. Word also has a built in thesaurus to help you find a word quickly.

## Spelling and Grammar

By default, Word will automatically spell and grammar check your documents as you type. A wavy red line will underline possible spelling errors. A wavy green line will underline possible grammar errors.

### To Turn Automatic Spell and Grammar Check On/Off

1. Click **Tools** on the Menu bar, and then click **Options**.
2. Click the **Spelling & Grammar tab**.
3. Select the options that best suit your needs, click **OK**.



### To Check the Possible Spelling or Grammar indicated by Wavy Lines

1. Right click on the word or phrase that is underlined in either red or green.
2. From the pop-up menu select the appropriate options by either choosing one of the suggestions or **Ignore All**.

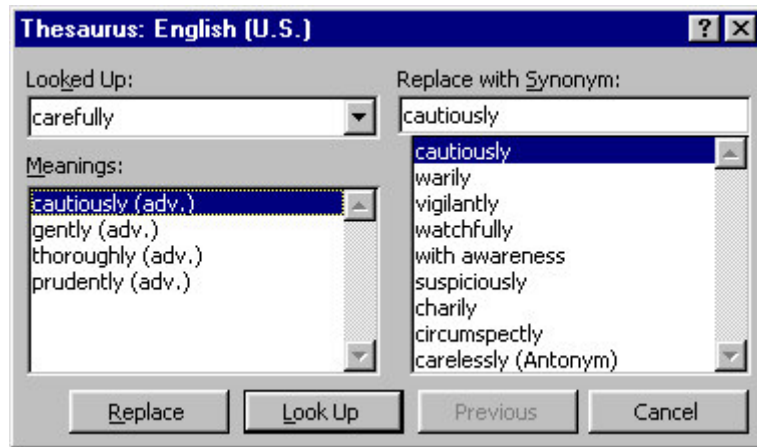
### To Force Word to Spell and Grammar Check your Document

1. Click the **Spelling and Grammar button** on the Standard toolbar. (or click **Tools** on the Menu bar then click **Spelling and Grammar**.)
2. Word will cycle through your document looking for possible spelling and grammar mistakes. You can choose whether to Ignore, Ignore All, Correct, Add, Change, etc. Be sure to read the options carefully. The options will change depending on whether the possible error is a grammatical one or a spelling one.

## Thesaurus

### To Use the Thesaurus

1. Highlight the word.
2. Click **Tools** on the Menu bar, point to **Language**, and then click **Thesaurus**.
3. In the Thesaurus meanings box, select the appropriate meaning, and then select the desired Synonym from the list.
4. Click **Replace**.

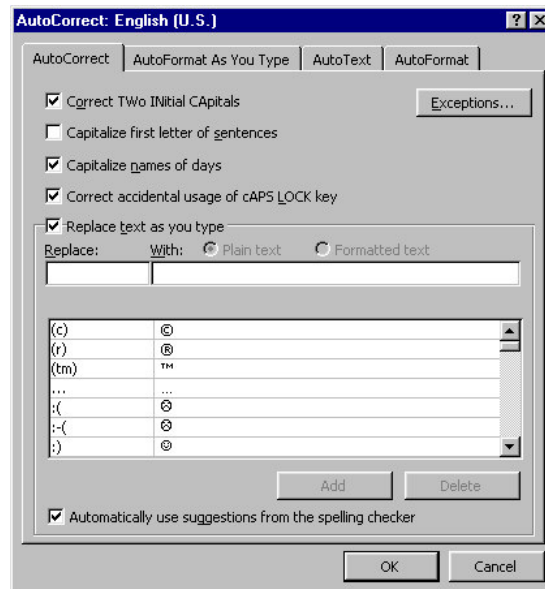


## AutoCorrect

Word automatically corrects common spelling and grammatical errors as you type. For example, if you type the word "teh", Word will change it to "the" as soon as you press the space bar. You can also use AutoCorrect as a boilerplate text. For example, instead of typing Georgia Perimeter College each time you need it, you can abbreviate by typing gpc and the Auto Correct option will automatically replace it with the entire name. As another example, you can type International Business Machines by setting up to replace the abbreviation of IBM.

### To use AutoCorrect

1. Click **Tools** on the Menu bar then click **AutoCorrect**.
2. Click the **AutoCorrect** tab.
3. Type an abbreviated or commonly misspelled word in the **Replace** textbox.
4. Type the correct word in the **With** textbox.
5. Click **Add** to add to the list.
6. Click **OK** to close the AutoCorrect dialog box.



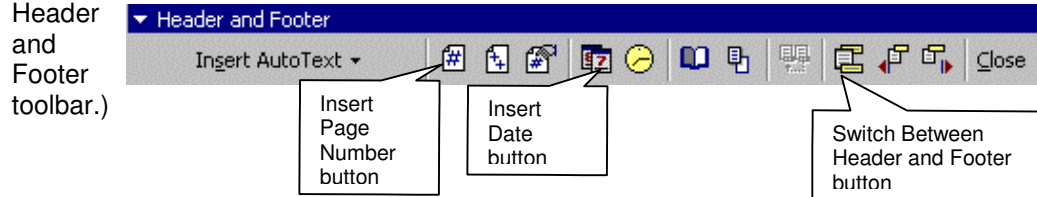
**Objective 5:** Apply headers and footers to a document.

## Headers and Footers

Headers and Footers offer a simple and effective way add common elements to each page of a document. You can add text, date, time and page number at the top and/or bottom of the page.

### To Add a Header or Footer

1. Select **View** on the Menu bar then click **Header and Footer**. (This should open the



- Header and Footer toolbar.)

2. Use the buttons on the Header/Footer toolbar to add desired headers. (Time, Page Number, etc.)
3. Use the Switch between Header/ Footer button to go to the Footer section.

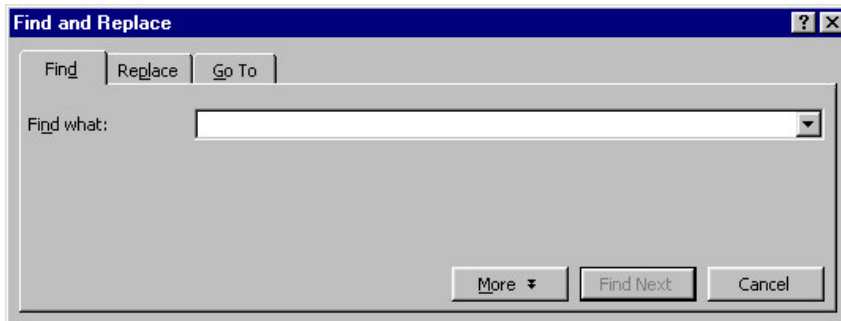
**Objective 6:** Use Find and Replace to search for words/phrases, formats, and special characters in a document.

## Using Find and Replace

The Find and Replace features allow you to search for or to replace specific text, formats, and special characters (such as spaces). There may be times when you are working on a long document, and realize you have been spelling a word or name incorrectly. It would take too long to locate each word individually. The Find and Replace feature makes it easy for you.

### To Use Find

1. Click **Edit** on the Menu bar then click **Find**.
2. Type in the word you would like to find or use the **More button** to expand your search. (See the information below on using the More button.)
3. Click **Find Next**. (You can edit at each occurrence.)



You can use the **More button** to expand or modify your search.

In the Search box, select "All" to search the entire document, use *down* to search from the current location to the end, and *up* to search from the current location to the top

- Match Case- instructs Word to find only uppercase or lowercase letters
- Find Whole Words Only
- Use wildcards for advanced search options
  - ? = wildcard (Ex. h?t may find hit, hat, or ham)
  - \* = combination of characters (Ex. "Chair\*" may find chaired, chairs, chairman)
- Sounds Like (if you are not sure you spelled the word correctly)
- Find all word forms (Ex. "sing" may find sung, sang, sing, etc.)
- Format button will let you search for specific format occurrences. (Ex. bold, italics, Heading1, etc.)
- Special button will let you search for a occurrences of special characters. (Ex. paragraphs, tabs, page breaks, etc.)

#### To Use Replace

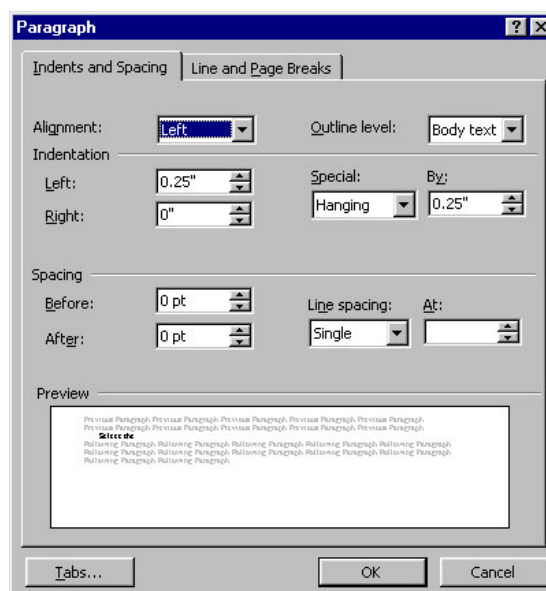
1. Click **Edit** on the Menu bar then click **Replace**.
2. The replace dialog box will appear. (It is very similar to the Find dialog box.)
3. Follow the same steps used with Find, but add text, formatting, or special characters in the Replace box.

**Objective 7:** Apply paragraph formatting and indents to a block of text or an entire document.

Paragraph formatting includes line spacing options. Line spacing refers to whether the block of text or document is single-spaced, double-spaced, 1.5 lines, etc.

#### To Change Line Spacing

1. Highlight the block of text you wish to change. (If you wish to change the entire document, click **Edit** on the Menu bar, and then click **Select All**.)
2. Click **Format** on the Menu bar then click **Paragraph**.
3. Select the **Indents and Spacing** tab if necessary.
4. In the Spacing section, click the **Line spacing drop down list arrow** and select



the appropriate spacing. Then click **OK**.

#### To Set Paragraph Indents

1. If necessary, click **View** on the Menu bar and then click **Ruler**. The Ruler should show at the top of the document. The Ruler should have triangular shaped markers that indicated where the current indents are located. The marker on the top of the Ruler shows where the first line of text in a paragraph will align. The marker on the bottom of the Ruler shows where subsequent lines in a paragraph will align.
2. Highlight the block of text you wish to change. (If you wish to change the entire document, click **Edit** on the Menu bar, and then click **Select All**.)
3. Using your mouse, click and drag the markers to the appropriate alignment. (or click **Format** on the Menu bar and then click **Paragraph**. In the Indentation section, choose the location of the **left** and **right** indents. Then click **OK**.)

#### To Create Hanging Indents

1. If necessary, click **View** on the Menu bar and then click **Ruler**. The Ruler should show at the top of the document. The Ruler should have triangular shaped markers that indicated where the current indents are located. The marker on the top of the Ruler shows where the first line of text in a paragraph will align. The marker on the bottom of the Ruler shows where subsequent lines in a paragraph will align.
2. Highlight the block of text you wish to change. (If you wish to change the entire document, click **Edit** on the Menu bar, and then click **Select All**.)
3. Using your mouse, click and drag the bottom marker to the appropriate alignment. (or click **Format** on the Menu bar and then click **Paragraph**. In the Indentation section, click the **Special drop down list**. Choose **Hanging** and if desired choose the location of the hanging indent. Then click **OK**.)

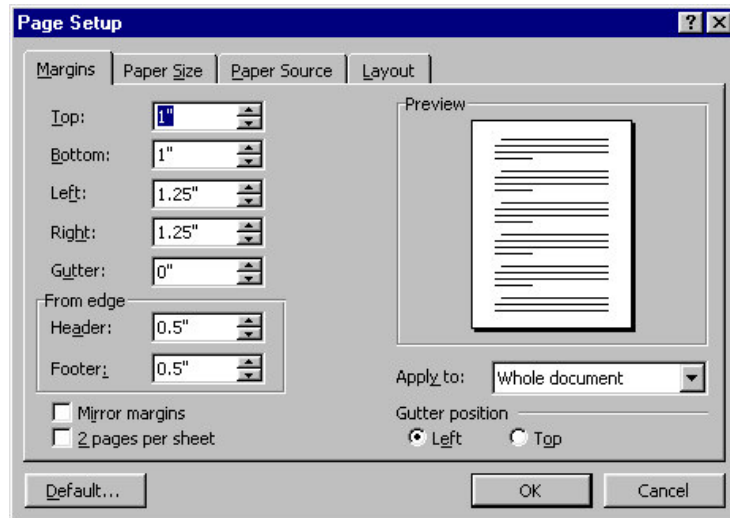
**Objective 8:** Select page setup options for margins, paper size, and layout. Preview these selections prior to printing.

## Page Setup

In the Page Setup box dialog box, you can select the options you prefer for text margins, paper size, and layout. Page Setup will allow you to change your document from portrait to landscape and adjust your margins.

### To Use Page Setup

1. Click to **File** on the Menu bar and then click **Page Setup**.
2. Use the margin, paper size, paper source and layout tabs to customize your document, Click **OK**.



## Print Preview

This includes a full-page view of a document's pages, so you can check the document before printing.

### To Preview a Document

3. Click the **Print Preview** button on the Standard toolbar. (or click **File** on the Menu bar then click **Print Preview**.)
4. Use the **Zoom drop down arrow** on the Print Preview toolbar to change the view to a larger/smaller image.



5. Click the **Close** button to return to document.