WORD 2002 (XP)

LEVEL 1: THE FUNDAMENTALS

December 16, 2005

ABOUT GLOBAL KNOWLEDGE, INC.

Global Knowledge, Inc., the world's largest independent provider of integrated IT education solutions, is dedicated to improving the way companies and individuals learn, use, and master technology. The company's educational solutions empower customers with choice, allowing them to determine when, where, and how they want their IT education programs to be designed and delivered. Global Knowledge's blended IT education solutions combine vendor-authorized content with Global Knowledge developed curricula and deliver this through the right mix of intensive hands-on classroom training and interactive e-learning. Global Knowledge has a large, growing portfolio of e-learning content, products, and services. For large businesses, the company offers complete program management including enrollment, assessment, progress tracking and certification.

COPYRIGHT & TRADEMARKS

DISCLAIMERS

LEVEL 1: THE FUNDAMENTALS

LESSON 1 -
EXPLORING WORD

In this lesson, you will learn how to:

- Start Word

- Work with Word windows

- Use menu commands

- Display and hide toolbars

- Display hidden toolbar buttons

- Move and resize toolbars

- Change menu and toolbar options

- Use the task pane

- Exit Word

STARTING WORD

Discussion

Microsoft Word 2002 is a full-featured word processor in which you can create and design documents such as letters and memos. When creating documents, you can choose from a variety of type sizes and fonts. You can edit documents, as well as enhance their appearance. Finished documents can be printed in a variety of formats, and address information can be printed on envelopes if your printer has envelope-printing capability.

You are not limited to creating just letters and memos, however; Word also allows you to create documents such as sales reports and price lists. In addition, you can enhance a document (such as a sales report) by creating and adding graphics and tables—all within Word. You can also use graphics and tables for newsletters and sales brochures. The documents you create are limited solely by your imagination.

Word provides several features that can improve a finished document. For example, you can use the **Spelling** and **Grammar** features to ensure that your document is free of spelling and grammatical errors.

You can get help on a Word task or feature in many ways. You can type a question into the **Ask a Question** box on the menu bar to get help with a specific feature. Another method of obtaining help is to use the Office Assistant Help facility. The Office Assistant is context-sensitive, which means that help for the current task is only a mouse click away. The Office Assistant may also appear automatically on your screen if Word detects that you need help completing the current task. In addition, you can search detailed Help indexes by category or keyword. Other help features include smart tags. Smart tags appear when you perform certain actions and provide a menu of choices for dealing with those tasks.

You can use the **Start** menu to start Word. Once the program starts, a brief copyright screen appears, and then the application window opens.
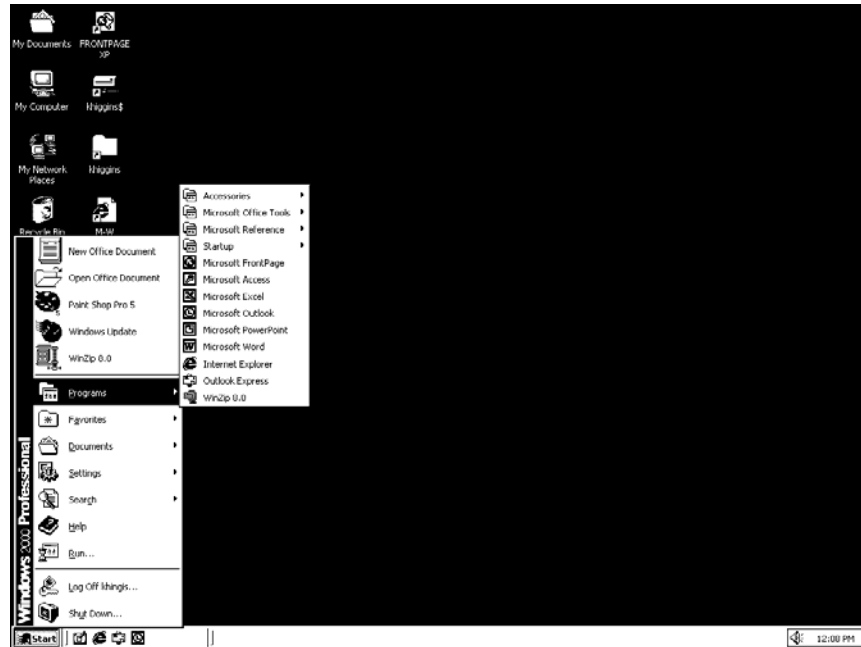
Starting Word

> 📖 The first time you open Word after installation, the User Name
> dialog box may appear. You can enter your name and initials
> as necessary, and then select **OK**.

✅ Procedures

1. Click the **Start** button on the taskbar.

2. Point to **Programs**.

3. Select **Microsoft Word**.

WORKING WITH WORD WINDOWS

👤 Discussion

When Word starts, the application window opens. The title bar, which appears at the
top of the application window, displays the name of the current document and the
name of the application. Under the title bar is the menu bar, which allows you to
access various commands that are grouped according to function and to enter help
questions in the **Ask a Question** box. Below the menu bar is a row containing two

separate toolbars and below this row is the horizontal ruler. The toolbar buttons provide shortcuts to many menu commands.

A new, blank document appears in the document area and the task pane appears on the right side of the screen. The **New Document** task pane provides links for opening new or existing documents.

The status bar appears at the bottom of the application window and provides information such as the current location of the insertion point and the number of pages in the document.

The scroll bars appear below and to the right in the document window. The horizontal and vertical scroll bars allow you to quickly move around in the window. In addition, the vertical scroll bar contains the **Select Browse Object**, **Previous Page**, and **Next Page** buttons. These buttons can assist you in navigating large documents because they can go directly to a specific object, such as a page, section, or heading. The horizontal scroll bar contains the **View** buttons, which are shortcuts for changing the document view.

Many of the objects in the Word window (such as toolbar buttons) display brief descriptions called ScreenTips that pop up whenever you point to them.

Several documents may be open at the same time. Each document displays its own application title bar, menus, toolbars, ruler(s), scroll bars, and status bar.
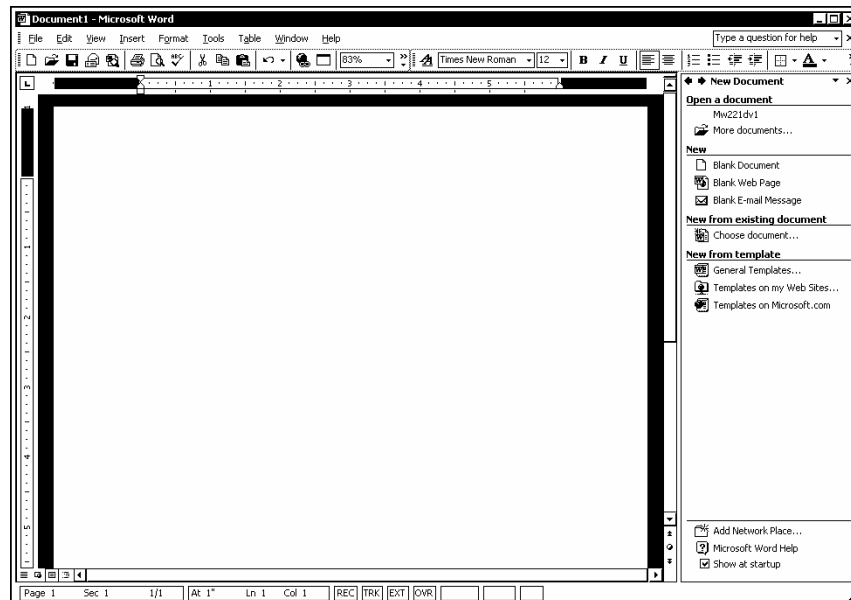
The Word window

USING MENU COMMANDS

🎭 **Discussion**

The menu bar, located under the application title bar, provides access to all the features of Word. Each menu contains commands grouped by function. When you select an item on the menu bar, a list of corresponding commands appears, from which you can select the desired command. Some menu commands are dimmed, which indicates that the command is not available for the current task.

Each menu appears in two stages, a short menu and a full menu. When you first select a menu, the short menu appears and displays the most frequently used commands.

If a command does not appear on the short menu, you can click the double arrows that appear at the bottom of the menu. This action expands the short menu to display the full menu with all available commands. Once you have expanded a menu, all menus are expanded until you choose a command or perform an action. Other ways to expand a menu include double-clicking the menu name on the menu bar or hovering over the double arrows or menu name with the mouse pointer.

As soon as you select a command from the full menu, it is added to the short menu. In this way, your short menus are updated with the most frequently used commands. Commands stay on the short menu until you stop using them for a while or reset your data usage.

When a menu command is followed by an ellipsis (**...**), selecting it opens a dialog box in which additional information is entered. A menu command that displays a right-pointing triangle indicates a submenu. When you point to this command, the associated submenu cascades to the right.

In addition to the standard menus on the menu bar, Word provides shortcut menus that are accessed by right-clicking text or an object, such as a toolbar. Shortcut menus provide commonly used commands and are context-sensitive. Therefore, the options available on a shortcut menu vary, depending on the object clicked.
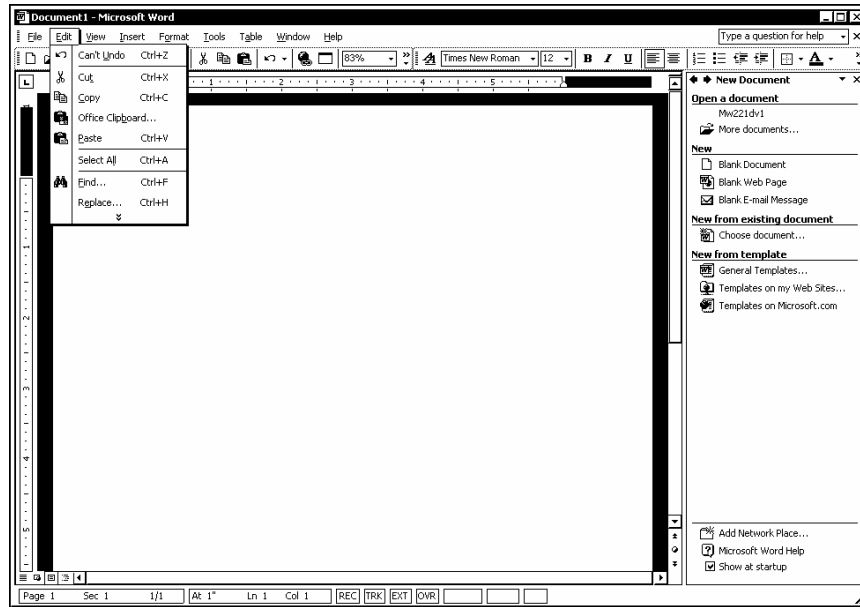
The Edit short menu

📖 You can also use key combinations to execute menu commands. To display a menu, press the **[Alt]** key and the underlined letter of the menu name. You can then press the underlined letter of the desired command to perform an action.

📖 Some Office XP components are available on an **Install on First Use** basis. This term means that, although the component appears on the menu, it is not actually installed until the first time you use it. Office XP prompts you to install the component and then installs it from the original installation source.

✅ Procedures

1. Click the desired menu.

2. To display the full menu, click the double arrow at the bottom of the short menu.

3. Click the desired command.

DISPLAYING AND HIDING TOOLBARS

Discussion

Toolbars provide shortcuts to menu commands. Each Word toolbar is composed of buttons and pull-down lists. Each button executes a specific menu command.

Word provides several default toolbars, each of which groups related features. When Word starts, the **Standard** and **Formatting** toolbars appear by default on the same row under the menu bar. The **Standard** toolbar contains buttons used for many general Word functions, whereas the **Formatting** toolbar contains buttons and pull-down lists used to enhance the appearance of text and paragraphs. Additionally, task-specific toolbars may appear, depending upon the task you are performing.

You can choose to display one, several, or all the toolbars at any given time, or you can hide all the toolbars to create a larger working area.

Toolbars may be displayed as either docked or floating. A docked toolbar appears at one edge of the window, whereas a floating toolbar can be moved to any location on the screen. You can also change the size and shape of a floating toolbar. These options provide flexibility when you need to display several toolbars at once, or when you need to see all the available buttons on a docked toolbar.

When you point to a button on a toolbar, the name of the function associated with it appears. This description is referred to as a ScreenTip. Even if a toolbar button is dimmed (because it is not available for the current task), the ScreenTip still appears when you point to the button.

The **Toolbar Options** button at the right end of a toolbar can be used to see any hidden buttons that do not fit on the docked toolbar. In addition, you can customize any toolbar by adding or removing buttons.
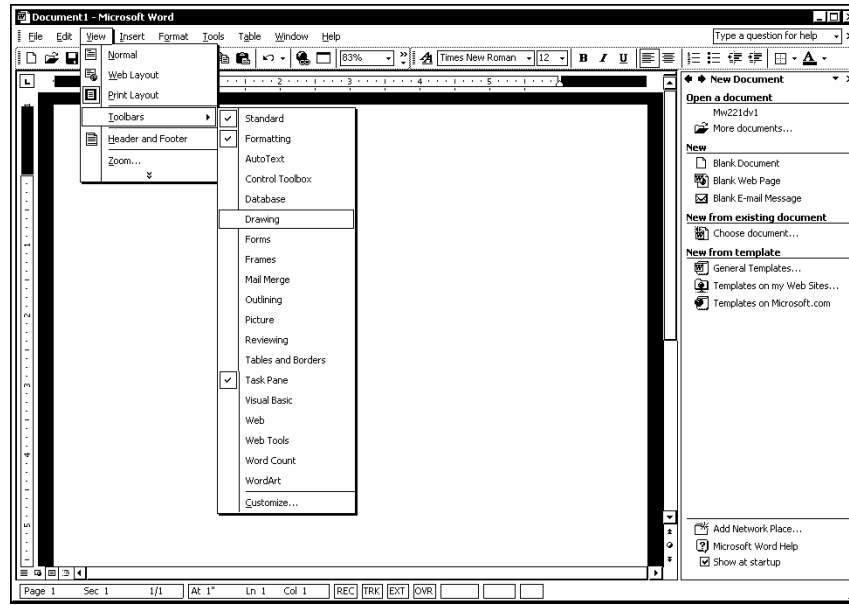
Displaying a toolbar

📖   You can also display and hide toolbars by right-clicking any toolbar and selecting or deselecting toolbars as desired. A checkmark next to the name of a toolbar (selected) indicates that it is displayed.

📖   If you have hidden all the toolbars, you can redisplay one by selecting the **View** menu, pointing to the **Toolbars** command, and selecting the toolbar you want to display, or you can right-click the menu bar and select the desired toolbar.

✅ **Procedures**

1.   Select the **View** menu.

2.   Point to the **Toolbars** command.

3.   Select the toolbar you want to display or hide.

DISPLAYING HIDDEN TOOLBAR BUTTONS

Discussion

When Word starts, the **Standard** and **Formatting** toolbars appear by default on the same row under the menu bar. Depending on your screen resolution, many toolbar buttons may not be visible. To view hidden toolbar buttons, a **Toolbar Options** button is provided at the far right of any toolbar. When a **Toolbar Options** button is clicked, a palette containing the hidden toolbar buttons appears.

By default, the **Standard** and **Formatting** toolbars display the most frequently used buttons. As soon as you select any hidden toolbar button, that button appears on the toolbar. If there is not enough room on the toolbar, one of the less frequently used buttons is hidden.
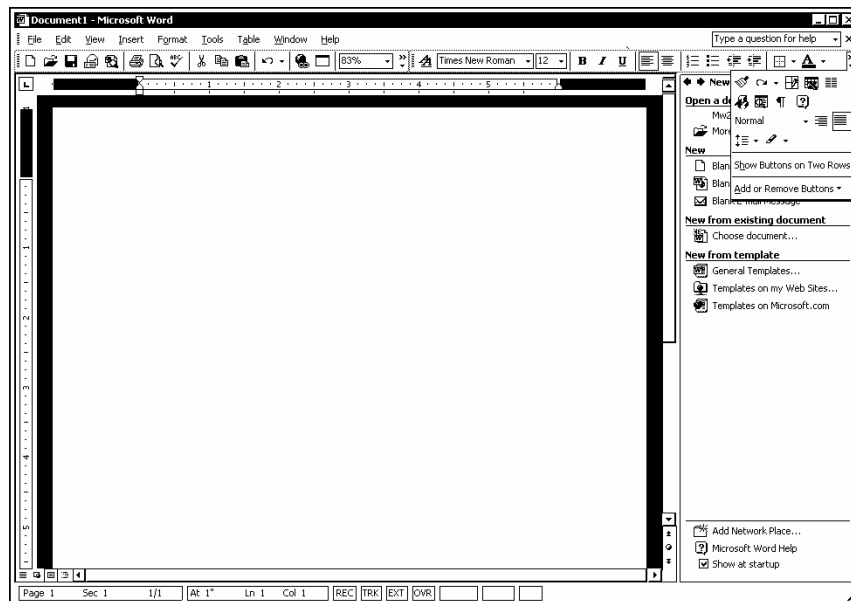
Selecting a hidden toolbar button

> You can add and permanently remove a toolbar button by clicking the **Toolbar Options** button, pointing to the **Add or Remove Buttons** command, pointing to the desired toolbar, and selecting or deselecting the button from the list of buttons. The **Reset Toolbar** command at the bottom of the list returns the toolbar to its default settings.

✔ **Procedures**

1. Click the **Toolbar Options** button ⬛ or ⬛ on any toolbar.

2. Click the hidden toolbar button you want to use.

MOVING AND RESIZING TOOLBARS

🐦 **Discussion**

You can move or resize toolbars to display more or less of the toolbar. For example, you may want to move or resize a toolbar when you need the toolbar to appear closer to your work area or when some of the buttons are hidden from view.

When a toolbar is docked, it displays a move handle (vertical bar) at the far left. You can use this handle to move or resize the toolbar. A floating toolbar can be moved using the toolbar title bar or resized by dragging any edge of the toolbar palette.
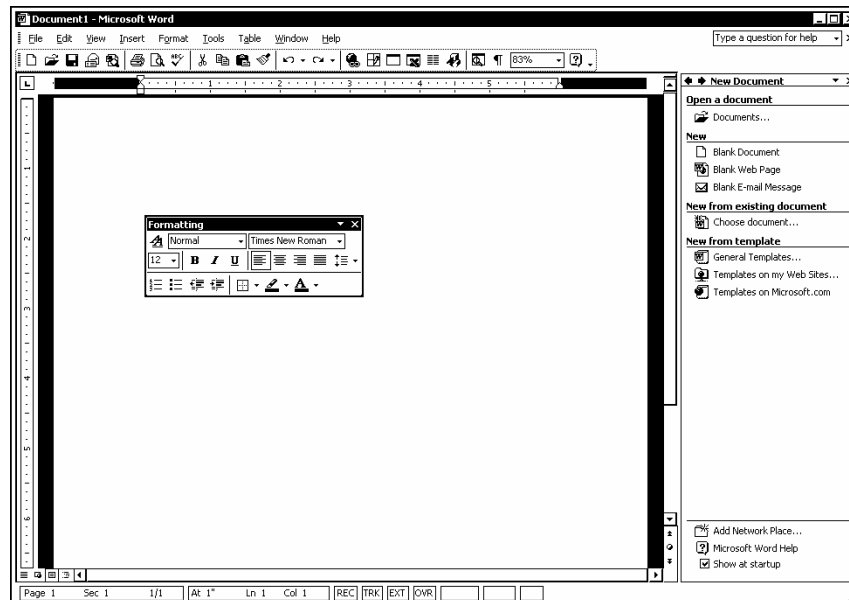
A floating toolbar

> 📖   Any toolbar can be docked beside another toolbar, and you
> can dock more than two toolbars on a single line. A **Toolbar
> Options** button appears on any docked toolbar and can be
> used to display any hidden toolbar buttons.

✅ **Procedures**

1. Point to the move handle of the toolbar you want to move or resize.

2. To expand the toolbar, double-click the move handle.

3. Point to the move handle of the toolbar you want to move or resize.

4. To resize the toolbar, drag the move handle to the left or right as desired.

5. Point to the move handle of the toolbar you want to move or resize.

6. To move the toolbar, drag the move handle to the desired location.

7. To move a floating toolbar, point to the toolbar title bar and drag it to the desired location.

8. To resize a floating toolbar, point to any edge of the toolbar palette and drag it to the desired size.

CHANGING MENU AND TOOLBAR OPTIONS

Discussion

You can change menu and toolbar options in order to adjust the behavior of these objects. The **Options** page in the Customize dialog box allows you to select menu and toolbar preferences. You can choose to display the **Standard** and **Formatting** toolbars on separate rows by disabling the option that displays them both on one row. If you prefer to see full menus, you can disable the option to show recently used commands first. You can also reset any data usage changes that have occurred as a result of using the menus and toolbars.
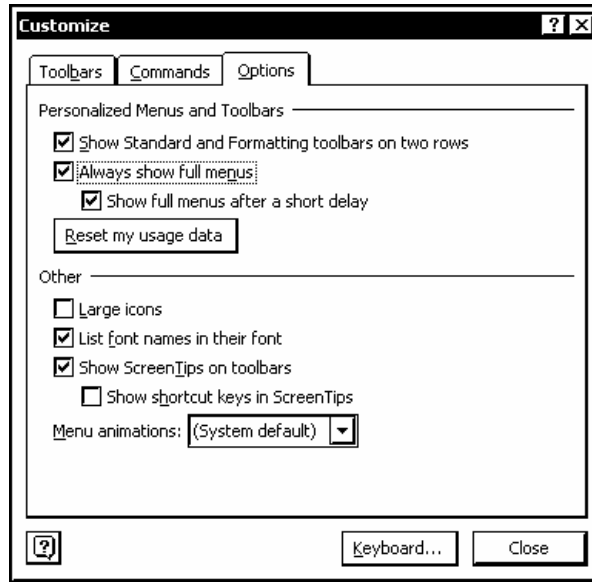
Changing menu and toolbar options

📖 The **Show Standard and Formatting toolbars on two rows** and **Reset my usage data** options only affect Word. All other options affect all Office XP applications.

📖 You can also separate the **Standard** and **Formatting** toolbars by clicking the **Toolbar Options** button and selecting the **Show Buttons on Two Rows** command.

✔ Procedures

1. Select the **Tools** menu.

2. Select the **Customize** command.

3. Select the **Options** tab.

4. To change the display of the **Standard** and **Formatting** toolbars, select or deselect the **Show Standard and Formatting toolbars on two rows** option.

5. To restore toolbars and menus to the default, select **Reset my usage data**.

6. Select **Yes**.

7. To change the menu display, select or deselect the **Always show full menus** option.

8. Change additional options as desired.

9. Select **Close**.

USING THE TASK PANE

🧏 Discussion

The task pane provides links to many common tasks in Word. For example, you can use the task pane to create a new, blank document or to reopen a recently modified one.

The task pane is actually comprised of several panes, which can be viewed using the **Other Task Panes** list. The name of the current pane appears in the task pane title bar. You can use the other task panes to find and insert clip art, search for files, and create and apply styles.

The **Back** and **Forward** buttons located on the task pane title bar navigate to previously viewed task panes. Blue text in the task pane indicates a link to an action or a dialog box.

You can hide or display the task pane according to your needs. Although the features in the task pane are useful, you may want to hide it to display a larger document area. By default, the task pane appears each time you start Word. You can disable this feature by deselecting the **Show at startup** option at the bottom of the **New Document** task pane.
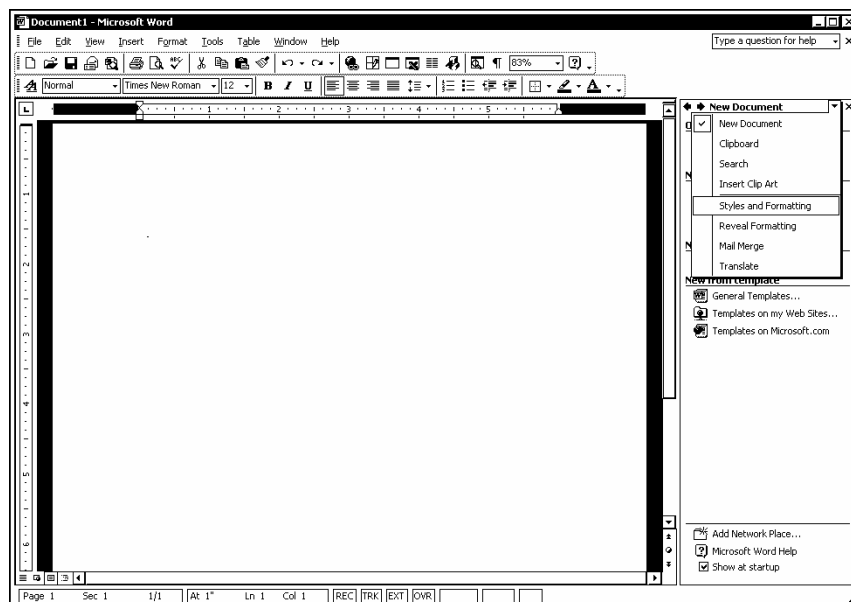
Selecting a task pane

> 📖   The contents of a task pane vary, depending upon the currently selected text or object.

> 📖   Each task pane can be opened with a separate menu command. The **Task Pane** command on the **View** menu opens the most recently used task pane.

> 📖   You can change the size of the task pane by dragging the splitter bar (the border between the vertical scroll bar and the task pane) as needed.

✔ Procedures

1. To view a different task pane, select the **Other Task Panes** list on the task pane title bar.

2. Select the desired task pane.

3. Click the **Back** or **Forward** button in the upper left corner of the task pane to return to a previous task pane.

4. To close the task pane, click the **Close** button in the upper right corner of the task pane.

5. To open the task pane, select the **View** menu.

6. Select the **Task Pane** command.

EXITING WORD

👤 Discussion

When you have finished using Word, you should exit the application properly, since Word performs necessary housekeeping before it closes.

If the current document has been modified but not saved, a Word dialog box or the Office Assistant prompts you to save the changes before exiting.
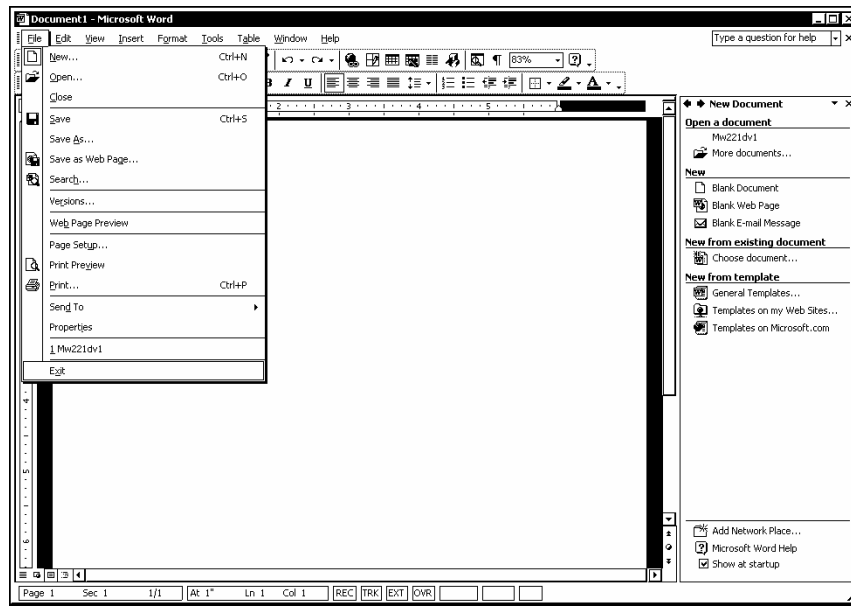
Exiting Word

> 📖   If only one document is open, you can click the **Close** button on the far right of the application window title bar to exit Word.

✔️ Procedures

1. Select the **File** menu.

2. Select the **Exit** command.

LESSON 2 -
WORKING WITH THE OFFICE ASSISTANT

In this lesson, you will learn how to:

- Display/Hide the Office Assistant

- Use the Office Assistant

- Find an answer

- Change Office Assistant options

- Use Ask a Question

DISPLAYING/HIDING THE OFFICE ASSISTANT

Discussion

To assist you in quickly and efficiently getting comprehensive help on any Word feature, you can use the Office Assistant. The Office Assistant appears in the program window as an animated graphic. When you click the Office Assistant, a balloon appears, allowing you to enter questions or phrases for which you need help. In addition, the Office Assistant automatically provides tips and help on tasks as you work.

You can display or hide the Office Assistant as desired. Hiding the Office Assistant removes it from view, but does not disable it. The Office Assistant continues to monitor your activities and, if it detects that you are using a procedure that can be performed more efficiently, the **Office Assistant** button on the toolbar displays a light bulb, or the Office Assistant may automatically appear to offer assistance.

Although the Office Assistant moves if it is in the way, you can hide the Office Assistant if you are not using it, find it distracting, or require a larger working area.
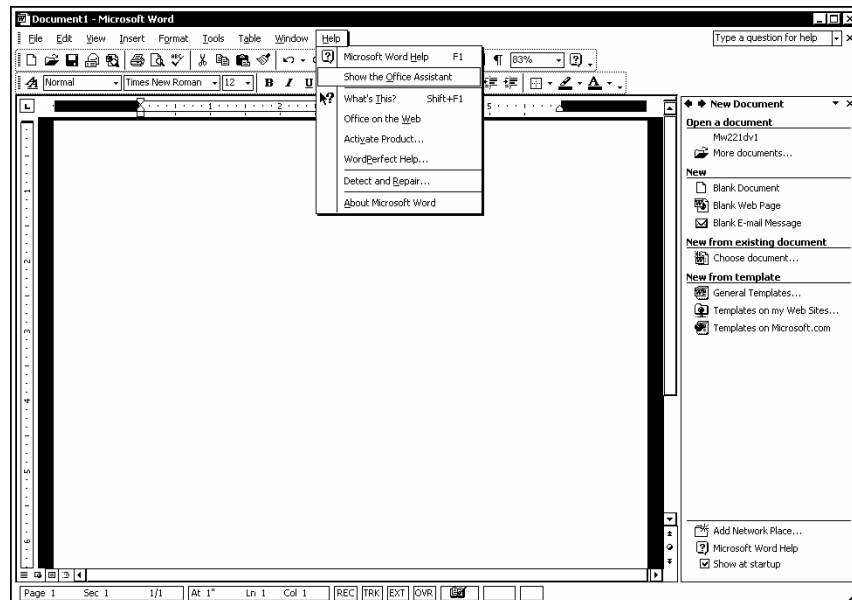
Displaying the Office Assistant

> 📖   You can also hide the Office Assistant by right-clicking it and selecting the **Hide** command. You can permanently disable the Office Assistant by deselecting the **Use the Office Assistant** option on the **Options** page in the Office Assistant dialog box.

> 📖   If the Office Assistant is enabled but hidden, you can click the
> **Microsoft Word Help** button (**?**) on the **Standard** toolbar to
> display it.

✔️ Procedures

1. Select the **Help** menu.

2. Select the **Show the Office Assistant** or **Hide the Office Assistant**
   command, as appropriate.

USING THE OFFICE ASSISTANT

🕮 Discussion

The Office Assistant provides helpful hints called tips to help you get the most from
Word. A typical tip might provide a keyboard shortcut to quickly display a particular
dialog box or a more efficient way to accomplish a task. When the Office Assistant
has a tip for the current task, a light bulb appears next to the Office Assistant. If the
Office Assistant is not displayed when a tip is available, a light bulb appears on the
Microsoft Word Help button on the **Standard** toolbar. You can click the **Microsoft
Word Help** button to open the Office Assistant and view the tip.

After you have read a tip, you can close it. Tips are not available for all Word
functions.
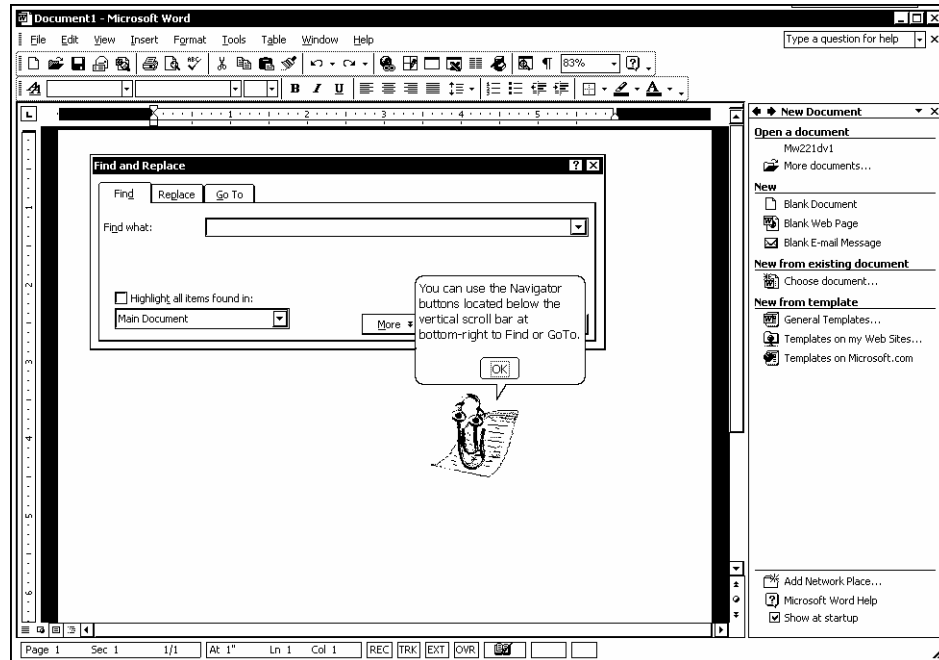
An Office Assistant tip

📖   If the Office Assistant is not displayed, you can activate it by
selecting the **Help** menu and then the **Show the Office
Assistant** command.

📖   Once you have closed a tip, it does not appear again. To view
a previous tip, you can select the **Reset my tips** button on the
Options page in the Office Assistant dialog box.

✔ Procedures

1. Click the light bulb above the Office Assistant.

2. When you have finished viewing the tip, select **OK**.

FINDING AN ANSWER

⚚ Discussion

You can query the Office Assistant directly with any questions you may have regarding Word. When you query the Office Assistant, help topics related to your question appear. You can select any available help topic to view additional information. If there are more topics than can be displayed at one time, you can use the **See more** and **See previous** commands to scroll through the available topics.

The Office Assistant provides the best answers when you enter a complete sentence or question in a query, rather than just a word or phrase. For example, it is better to enter **How do I print a document?** rather than just **printing**. The last query remains in the Office Assistant until you create a new query or exit Word.
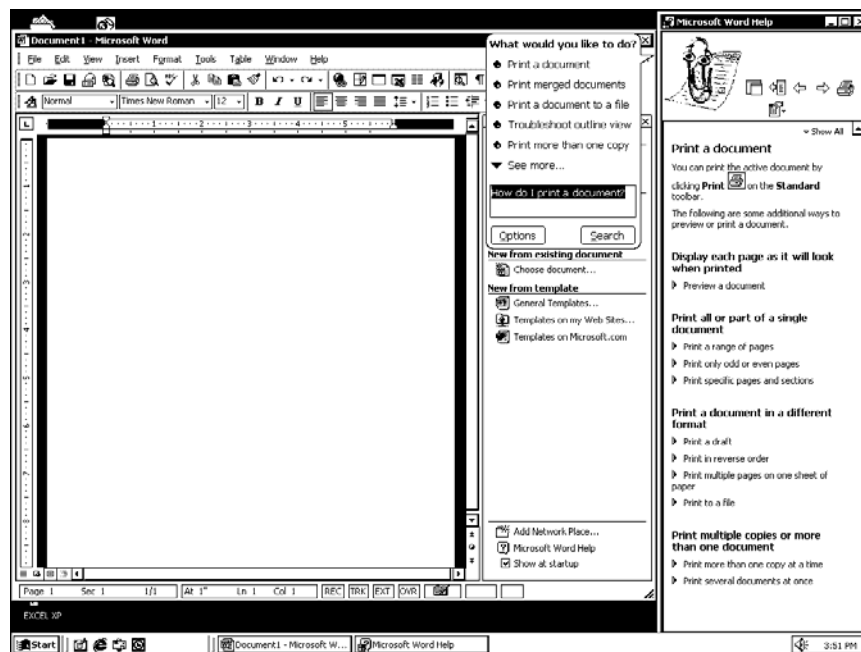
Using the Office Assistant to find an answer

📖   You do not have to open the Office Assistant to ask a question. You can type your question into the **Ask a Question** box on the menu bar.

✔ **Procedures**

1. Open the Office Assistant.

2. Click the Office Assistant to display the balloon.

3. Type the desired question or sentence.

4. Select **Search**.

5. Select the desired help topic.

6. Click the **Close** button on the help window title bar.

CHANGING OFFICE ASSISTANT OPTIONS

Discussion

You can use the options available on the **Options** page in the Office Assistant dialog box to make the Office Assistant work best for you. Some of these options are activated by default.

The Office Assistant can be permanently enabled or disabled by the **Use the Office Assistant** option on the **Options** page in the Office Assistant dialog box. Under this heading, other options that can be selected include: **Respond to F1 key**, which opens the Office Assistant whenever you press the **[F1]** key; **Move when in the way**, which moves the Office Assistant as needed when screen elements (such as a dialog box) are open; and **Guess Help topics**, in which the Office Assistant automatically displays help on the current task.

Under **Show tips about**, you can choose exactly which type of tip you want to display or hide, depending upon your individual needs. For example, the **Show the Tip of the Day at startup** option opens an Office Assistant tip each time Word starts.

You can also reset your tips. This option allows you to review previous tips from the current Word session. This option does not affect other Office XP programs.

Other Office XP programs (such as PowerPoint and Excel) share the Office Assistant. Therefore, most changes you make to the Office Assistant in Word affect all other Office XP programs.

The **Gallery** page in the Office Assistant dialog box allows you to preview and select other Office Assistants. Additional Office Assistants can be downloaded from Microsoft's web page on the World Wide Web.
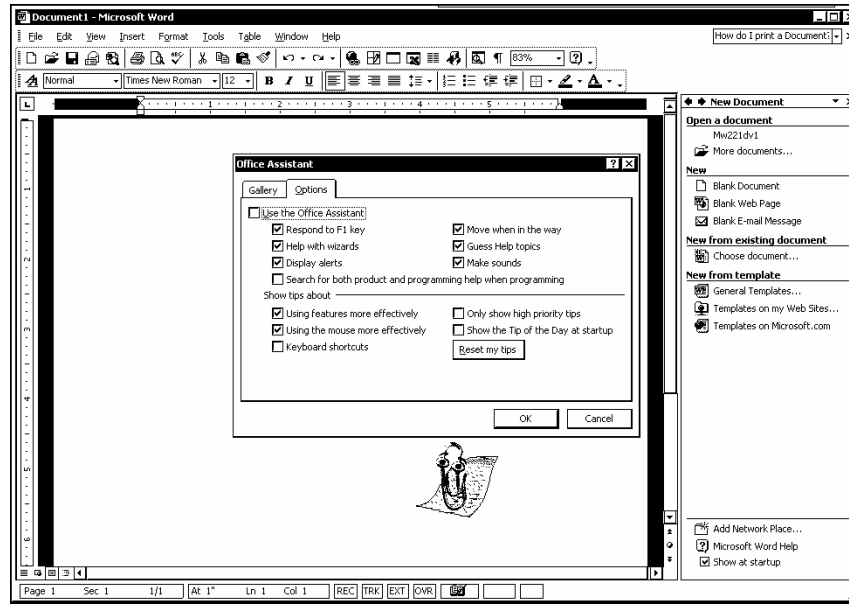
The Office Assistant Options page

📖   You can right-click the Office Assistant to display the Office Assistant dialog box. The **Options** command displays the **Options** page and the **Choose Assistant** command displays the **Gallery** page.

📖   If you have Internet access to the World Wide Web, you can select additional Office Assistants from Microsoft's web page. These Office Assistants are found by selecting the **Help** menu and then the **Office on the Web** command.

📖   If you disable the Office Assistant, you can enable it by selecting the **Help** menu and then the **Show the Office Assistant** command.

✔️ **Procedures**

1.   Display the Office Assistant.

2.   Click the Office Assistant.

3.   Select **Options**.

4.   Select or deselect the desired options.

5.   Select **OK**.

USING ASK A QUESTION

Discussion

The **Ask a Question** box at the far right of the menu bar provides a fast, always-visible method of getting help. Like the Office Assistant, it is better to enter a full question or sentence rather than just a word or phrase. After typing the question and pressing the **[Enter]** key, Word suggests possible help topics. Clicking the topic opens the Microsoft Word Help dialog box with the selected topic displayed. Once the Microsoft Word Help dialog box is open, you can navigate to other relevant help topics.

When you first open Word, the **Ask a Question** box displays the default prompt **Type a question for help**. Your question text replaces the prompt. The **Ask a Question** list displays your previous questions. You can use the list to select or review recently asked questions. Questions entered into the Office Assistant and the Answer Wizard also appear in the list.
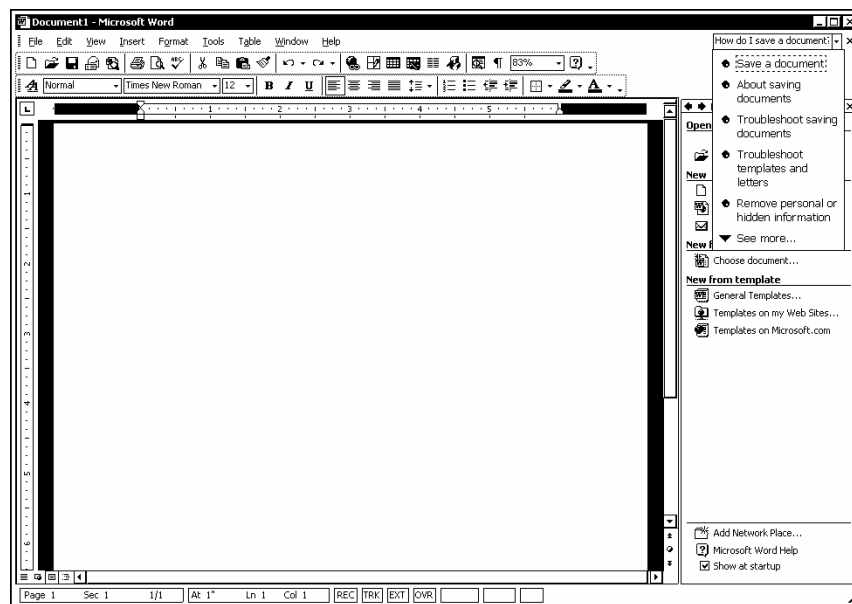
Using Ask a Question

> 📖   The **Ask a Question** list only displays the questions asked during the current editing session. Closing Word clears the list.

> 📖   If there are more topics than can be displayed at one time, you can use the **See more** and the **See previous** commands to scroll through the available topics.

✓ **Procedures**

1. Click in the **Ask a Question** box on the menu bar.

2. Type the question you want to ask.

3. Press **[Enter]**.

4. Select the desired help topic.

5. Click the **Close** button on the help window title bar.

LESSON 3 -
USING BASIC DOCUMENT SKILLS

In this lesson, you will learn how to:

- Enter text into a document

- Save a new document

- Close a document

- Create a new document

- Open an existing document

- Scroll using the mouse

- Move using the keyboard

- Select text

- Use Insert and Overtype mode

- Create a new folder

- Rename and existing document

ENTERING TEXT INTO A DOCUMENT

🗫 Discussion

When you open Word, a blank document appears in the application window. You can start typing in the blank document window or select an option in the **New Document** task pane to open an existing document or create a new document.

In the document area, you will notice a blinking vertical line in the upper, left corner of the document. This blinking line indicates the position of the next typed character and is known as the insertion point.

You press the **[Enter]** key to move the insertion point so that you can begin typing a new paragraph, create a blank line between paragraphs, or end a line of text (such as the individual lines of an address).

When typed text fills a line, Word automatically moves to the beginning of the next line. This feature is called word wrap. You press the **[Enter]** key only when you want to begin a new paragraph or insert a blank line.
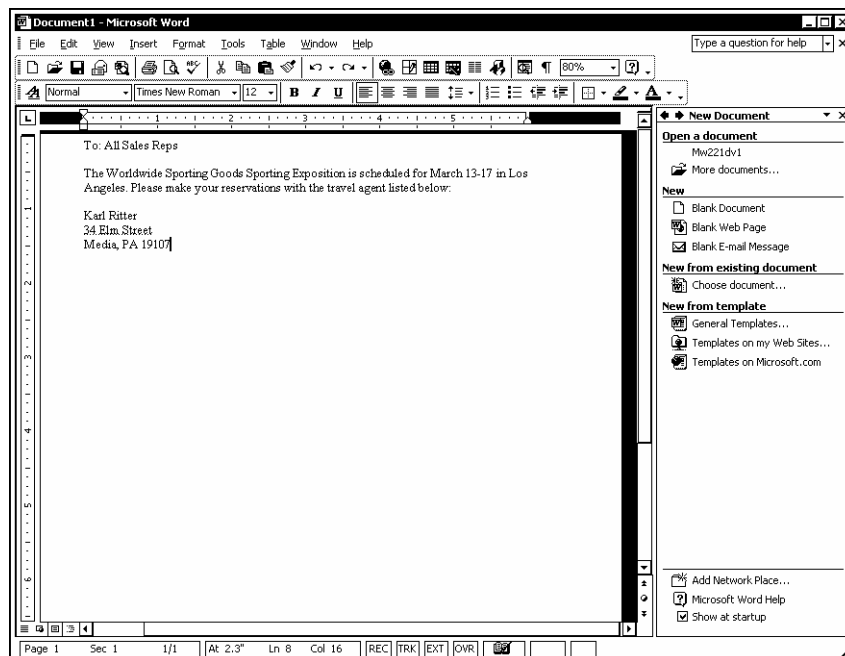
Entering text into a document

📖	A red, wavy underline appears under a word if it is misspelled or not in the dictionary. A green, wavy underline appears if a grammar rule is violated.

> 📖   A purple, dotted underline, called a smart tag indicator, appears under certain types of data, such as a person's name. Pointing to the smart tag indicator displays the **Smart Tag Actions** button, which provides a list of actions you can take regarding the data.

✅ Procedures

1. Position the insertion point where you want to begin typing text.

2. Type the desired text.

3. Press **[Enter]** as necessary.

4. Type additional text as necessary.

SAVING A NEW DOCUMENT

🔲 Discussion

After creating a new document, you can save it to disk so that you can retrieve it at another time.

When you save a document for the first time, Word opens the Save As dialog box, in which you enter the desired file name and location. A file name can consist of multiple words and should be descriptive enough for you to recognize the contents.

When you are naming a document, the following characters cannot be used in file names: forward slash (**/**), backslash (****), greater than symbol (**>**), less than symbol (**<**), asterisk (*****), quotation marks (**" "**), question marks (**?**), pipe symbol (**|**), colon (**:**), or semicolon (**;**). Word automatically assigns the **.doc** extension when you save a file for the first time.

The default folder for saving documents is the **My Documents** folder. If you want to save the document in a different drive or folder, you can use the **Save in** list to select the desired location. The folders and files residing in the selected location appear in the list box below the **Save in** box. The Places Bar on the left side of the Save As dialog box contains shortcuts to various folders and can be used to quickly select a folder. The Save As dialog box can be resized like any other window to fit your needs.

Once a document has been saved, its file name appears in the application title bar. Subsequent saves do not display the Save As dialog box; instead, Word updates the changes to the existing file each time you save the document.
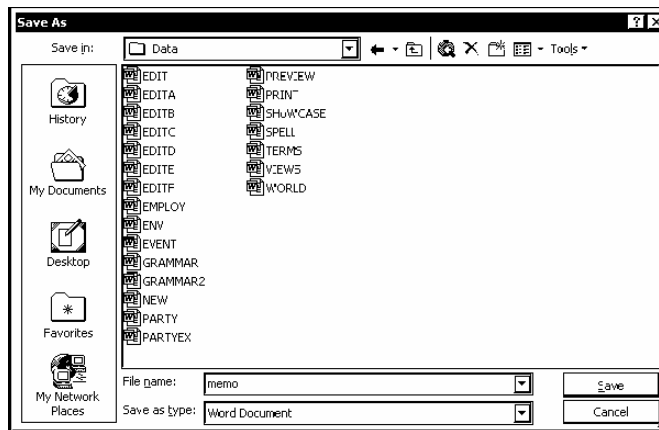
The Save As dialog box

> 📖 Depending upon your Windows settings, file extensions may
> or may not show in the Save As or Open dialog boxes. This
> setting is controlled by opening the Folder Options dialog box,
> selecting the **View** tab, and selecting or deselecting the **Hide
> file extensions for known file types** option. You can use My
> Computer to access the Folder Options dialog box.

> 📖 If you save a document with a file name that already exists in
> the same location, you will be prompted to choose one of the
> following options: **Replace the existing file**, **Save the
> changes with a different name**, or **Merge changes into
> existing file**.

> 📖 You can also save a new document by selecting the **File** menu
> and then the **Save** command.

✔ Procedures

1. Click the **Save** button 🖫 on the **Standard** toolbar.

2. Type the desired file name.

3. Select the **Save in** list.

4. Select the drive where you want to save the document.

5. Open the folder where you want to save the document.

6. Select **Save**.

CLOSING A DOCUMENT

Discussion

When you have finished working on a document, you can close it to remove it from the application window.

If you close a document without saving the most recent changes, Word prompts you to save it. You can choose to save the changes made to the document, or you can close the document without saving the changes.

> You can also close an open document by clicking the **Close Window** button on the right side of the menu bar.

> When you have multiple documents open, each document appears in its own application window and as a button on the taskbar.

Procedures

1. Select the **File** menu.

2. Select the **Close** command.

CREATING A NEW DOCUMENT

Discussion

When you start Word, you begin with a new document. Word labels this document as **Document1** in the Word title bar. Additional new documents can be created at any time.

When you create a new, blank document, it opens with pre-existing settings and formatting known as default settings. These default settings are saved in a template. All documents are based on templates. Template defaults include margin settings, font type and size, and text alignment.

A new Word document is based on the **Blank Document** template (also referred to as the **Normal** template). This template is an all-purpose template used to create new documents, as well as other templates.

> 📖 You can also use the **Blank Document** link in the **New Document** task pane to create a new, blank document. Creating a new, blank document with either the toolbar button or the task pane closes the task pane.

> 📖 Selecting the **File** menu and then the **New** command displays the **New Document** task pane, if it is closed.

> 📖 The application title bar displays the current document. When you start Word, **Document1** appears. When you create a new document, the name of the new document (e.g., **Document2**) appears in the title bar. You can change these default names when you save the file.

✅ Procedures

1. Click the **New Blank Document** button 🗋 on the **Standard** toolbar.

OPENING AN EXISTING DOCUMENT

👂 Discussion

You can view or edit an existing document by opening it from disk. You do not need to remember the file name, because the Open dialog box displays a list of folders and files in the current drive and folder. You can select the desired document from the list, or you can type the name of the document you want to open.

If the document resides in a different drive or folder, you can use the **Look in** list to select the correct location. The folders and files residing in the selected location appear in the list box below the **Look in** box. You can resize the Open dialog box to view more of its contents.

In addition to using the **Look in** list to open documents, the Open dialog box contains a Places Bar on the left side of the dialog box. The Places Bar contains shortcuts to

various folders containing commonly used files, as well as to desktop options and recently opened files.

If you want to protect the original version of a document from modifications, you can use the **Open** list to open a copy of the document or to open the document as read-only. You can use the **Files of type** list in the Open dialog box to open a file created in another program, such as WordPerfect.

You can also have more than one document open at a time.
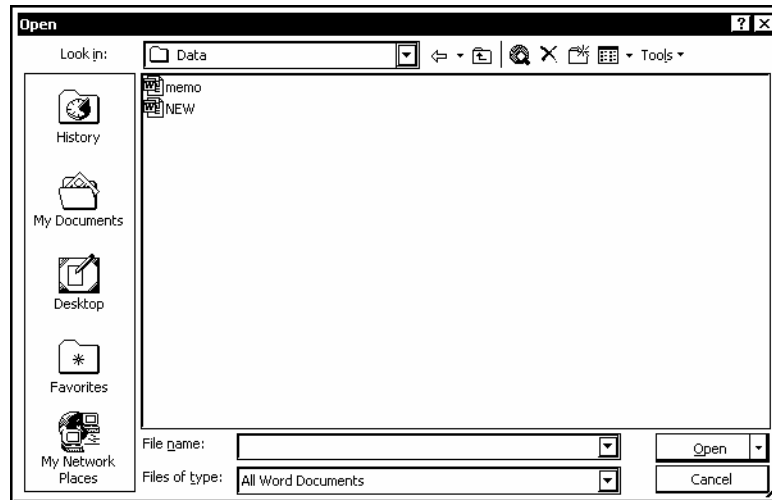
Opening an existing document

> 📖   You can also access the Open dialog box by selecting **More documents** in the **New Document** task pane, or by selecting the **File** menu and then the **Open** command.

> 📖   Word displays the names of the four most recently opened documents at the bottom of the **File** menu and in the **Open a document** list at the top of the **New Document** task pane. When you click a file name in the list, the corresponding document opens.

> 📖   You can use the **Tools** menu in the Open dialog box to add the currently selected folder to the Places Bar.

✔ Procedures

1. Click the **Open** button [icon] on the **Standard** toolbar.

2. Select the **Look in** list.

3. Select the drive where the document you want to open is located.

4. Open the folder in which the document you want to open is located.

5. Select the name of the document you want to open.

6. Select **Open**.

SCROLLING USING THE MOUSE

Discussion

To view areas of the document that are not visible on the screen, you can scroll using the mouse and scroll bars. The vertical scroll bar is located on the right side of the document window and is used to scroll the document up or down. You can click the up or down arrow in the vertical scroll bar once to move the document up or down one line. If you click and hold the mouse button on an arrow, the screen continues to scroll up or down until you release the mouse button. When you drag the vertical scroll box, a ScreenTip indicates the relative page location of the window display.

The horizontal scroll bar is located along the bottom of the document window and scrolls the document to the left or right.

Scrolling does not change the location of the insertion point. Although you may be viewing page 3 of your document, the insertion point can actually be located on page 1. Any text you type is entered at the insertion point, regardless of the window display. To reposition the insertion point, you can click in the desired location.

> 📖 You can use the **Go To** page in the Find and Replace dialog box to move to a specific page in a multiple page document. The **Go To** page provides options that allow you to move to specific pages, sections, lines, bookmarks, comments, footnotes, endnotes, fields, tables, graphics, equations, objects, or headings. You can open the Find and Replace dialog box by selecting the **Edit** menu and then the **Go To** command or by double-clicking in the left section of the status bar.

> 📖 You can browse a document using one of several options provided by Word. To select a browsing option, click the **Browse Object** button on the vertical scroll bar and select the desired option.

✔ Procedures

1. Click the down scroll arrow to scroll down one line in the document text.

2. Click the up scroll arrow to scroll up one line in the document text.

3. Click below the vertical scroll box to scroll the document down one screen.

4. Click above the vertical scroll box to scroll the document up one screen.

5. Drag the vertical scroll box to the desired location in the document.

MOVING USING THE KEYBOARD

🗫 Discussion

The easiest way to move the insertion point (the blinking vertical bar) short distances is to use the arrow keys. You can also use additional keys to move the insertion point longer distances.

When entering text, you must first position the insertion point where you want to insert the text. You must position the insertion point either to the left or right of an existing character. You cannot place the insertion point directly on a character, past the end of the document, or in an area that does not contain text or codes.

> 📖 You can use the **Go To** page in the Find and Replace dialog box to move to a specific page in a multiple page document.

✓ **Procedures**

1. Press **[Ctrl+Home]** to move the insertion point to the beginning of the document.

2. Press **[↓]** to move the insertion point down one line.

3. Press **[↑]** to move the insertion point up one line.

4. Press **[→]** to move the insertion point one character to the right.

5. Press **[←]** to move the insertion point one character to the left.

6. Press **[End]** to move the insertion point to the end of the current line.

7. Press **[Home]** to move the insertion point to the beginning of the current line.

8. Press **[Ctrl+→]** to move the insertion point to the next word.

9. Press **[Ctrl+←]** to move the insertion point to the previous word.

10. Press **[Page Down]** to move the insertion point down one screen.

11. Press **[Page Up]** to move the insertion point up one screen.

12. Press **[Ctrl+Page Down]** to move the insertion point to the top of the next page.

13. Press **[Ctrl+Page Up]** to move the insertion point to the top of the previous page.

14. Press **[Ctrl+End]** to move the insertion point to the end of the document.

SELECTING TEXT

🔍 **Discussion**

There may be times when you want to perform a function (such as deleting or spell checking) on a word, sentence, paragraph, or particular area of text. In order to perform this function, you must first select the text. Selecting text expands the insertion point to highlight a block of text. You can use the mouse or key combinations to select text.

Another method of selecting text is to use the white area in the left margin called the selection bar. The number of times you click in this area determines the amount of text that is selected.

Selecting a new text block or repositioning the insertion point deselects the original selection unless you use the **[Shift]** or **[Ctrl]** keys. The **[Shift]** key extends a selection in a continuous block, whereas the **[Ctrl]** key allows you to select multiple, non-contiguous text selections.
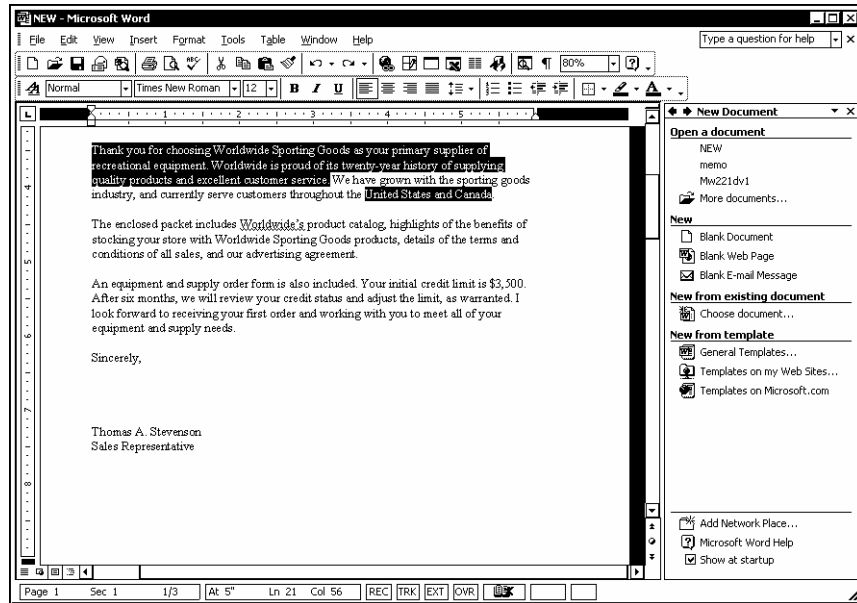
Selected text

   While selecting text with the mouse, Word may start selecting entire words automatically. To disable this feature, deselect the **When selecting, automatically select entire word** option on the **Edit** page in the Options dialog box.

   You can also select all the text in a document by selecting the **Edit** menu and then the **Select All** command.

✔ Procedures

1. To select a word, double-click it.

2. Click anywhere in the document to deselect selected text.

3. To select a sentence, hold **[Ctrl]** and click anywhere in the sentence you want to select.

4. To select a paragraph, triple-click anywhere in the paragraph you want to select.

5. To select a text block using the mouse, drag across the text from the first character you want to select to the right of the last character you want to select.

6. To select an area of text using the mouse and the **[Shift]** key, position the insertion point to the left of the first character you want to select.

7. Press **[Shift]** and position the insertion point to the right of the last character you want to select.

8. To select multiple text blocks, hold **[Ctrl]** and select additional text as desired.

9. To select the entire document, press **[Ctrl+A]**.

10. To select text using the selection bar, point to the blank area to the left of the text. Single-click to select a line, double-click to select a paragraph, and triple-click to select the whole document.

USING INSERT AND OVERTYPE MODE

Discussion

Most editing is performed in insert mode. When typing in insert mode, existing text is pushed to the right of the insertion point as you type. This mode is the default typing mode.

When typing in overtype mode, each character typed replaces the character to the right of the insertion point. When you are in overtype mode, **OVR** appears on the status bar. When Word is not in overtype mode, **OVR** is dimmed on the status bar. To quickly locate **OVR** on the status bar, you can move the mouse pointer across the status bar until the **Overtype** ScreenTip appears.

Overtype mode is useful when correcting transposed characters.

> You can also use the **[Insert]** key to toggle overtype mode on and off.

✅ **Procedures**

1. Position the insertion point where you want to insert text.

2. Type the desired text.

3. Position the insertion point where you want to replace text.

4. Double-click the **OVR** indicator on the status bar to switch to overtype mode.

5. Type the replacement text.

CREATING A NEW FOLDER

Discussion

As you create and save different types of documents, you may want to organize them. Folders provide a method of organizing your documents, similar to using folders in a file cabinet. You can create folders that group together documents based upon different criteria, such as subjects, clients, or products.

You can create your folders within the **My Documents** folder or select another location to store your folders and documents.

The first time you open the Save As dialog box after starting Word, the **My Documents** folder appears as the default folder. You can save documents to other folders or create new folders with the **Create New Folder** button.

New folders are created in the current (parent) folder. However, if you want to create a new folder in another location, you can use the Save As dialog box to navigate to that drive and folder before creating the new folder. For example, if you want to create a folder named **Contracts** under the **Smith Company** folder, you must first open the **Smith Company** folder in the Save As dialog box.

You can create new folders using either the Save As or Open dialog box, all without leaving Word.
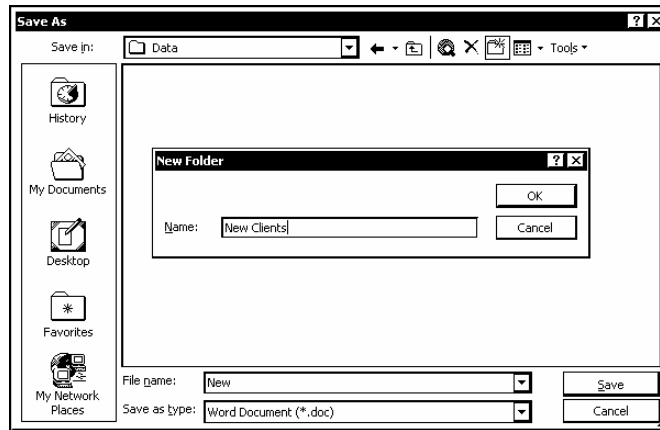
Creating a new folder

> 📖 You can change the default location for saving and opening documents by selecting the **Tools** menu, the **Options** command, and the **File Locations** page. Select **Documents** under **File types**, select the **Modify** button, and navigate to the desired drive and folder.

> 📖 The following reserved characters cannot be used for naming folders: forward slash (**/**), backslash (****), greater than (**>**), less than (**<**), asterisk (*****), quotation mark (**"**), question mark (**?**), pipe symbol (**|**), and colon (**:**).

✅ Procedures

1. Select the **File** menu.

2. Select the **Save As** command.

3. Select the **Save in** list.

4. Select the drive in which you want to create the new folder.

5. Open the folder in which you want to create the new folder.

6. Click the **Create New Folder** button .

7. Type the desired folder name.

8. Select **OK**.

9. To return to the previous folder, click the **Up One Level** button

.

RENAMING AN EXISTING DOCUMENT

✆ **Discussion**

Once a file has been saved, Word updates the existing, saved file with any changes each time you subsequently save the document.

There may be times, however, when you want to save the current document with a different document name and/or to a different location. This option allows you to modify a document and save the changes, but still keep the original document intact. You can use the Save As dialog box to save an existing document with a different file name or to a different location.

You can use the **Save as type** list to save the document in a format that can be read by other applications, such as Rich Text Format (**.rtf**) or an earlier version of Word.

When you save an existing file with a new name, the original file automatically closes, and the file appears in the document area with its new name in the title bar.

✔ **Procedures**

1. Select the **File** menu.

2. Select the **Save As** command.

3. Type the desired file name.

4. To change the file type, select the **Save as type** list.

5. Select the desired file type.

6. Select the **Save in** list.

7. Open the folder in which you want to save the new document.

8. Select **Save**.

LESSON 4 -
USING BASIC TEXT EDITING

In this lesson, you will learn how to:

- Remove characters

- Delete selected text

- Replace selected text

- Cut/Copy and paste text

- Use the Paste Options button

- Use the Clipboard task pane

- Change Office Clipboard options

- Share the Office Clipboard

- Use drag-and-drop editing

- Use Undo and Redo

REMOVING CHARACTERS

🜂 Discussion

You can use the **[Backspace]** key or the **[Delete]** key to remove one character at a time. The **[Backspace]** key removes the character to the left of the insertion point, and the **[Delete]** key removes the character to the right of the insertion point.
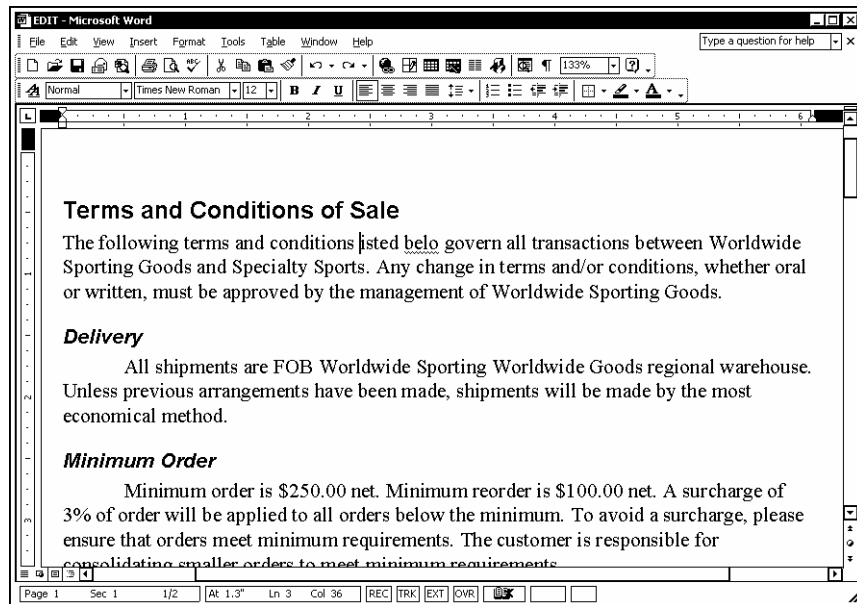
Removing characters

✔ Procedures

1. Position the insertion point to the right of the character you want to remove.

2. Press **[Backspace]**.

3. Position the insertion point to the left of the character you want to remove.

4. Press **[Delete]**.

DELETING SELECTED TEXT

Discussion

There may be times when you need to delete a word, sentence, paragraph, or block of text. To accomplish this task, you must first select the text you want to delete. Once the text has been selected, it can be deleted with a single keystroke.

> You can also delete selected text by selecting the **Edit** menu, pointing to **Clear**, and then selecting **Contents**.

Procedures

1. Select the text you want to delete.

2. Press **[Delete]**.

REPLACING SELECTED TEXT

Discussion

You can replace selected text simply by typing new text. This option eliminates the need to first delete text.

> The default option for replacing selected text, **Typing replaces selection**, can be disabled on the **Edit** page in the Options dialog box.

> You should be careful not to accidentally press a key while text is selected, especially when you have scrolled and the selection does not appear in the document area.

✅ **Procedures**

1. Select the text you want to replace.

2. Type the replacement text.

CUTTING/COPYING AND PASTING TEXT

🖳 **Discussion**

When editing a document, you may want to move or copy text, either within the same document or between documents.

When you move text, the text is deleted from its original location and placed into the new location. The **Cut** and **Paste** features make it easy to move text.

If you want to duplicate text in another location, you can copy the text rather than retype it. To duplicate text, you can use the **Copy** and **Paste** features. The **Copy** feature is similar to the **Cut** feature, except that the **Copy** feature does not remove the text from the original location.

When moving or copying text using the **Cut**, **Copy** and **Paste** features, Word automatically adds or removes spaces as needed, provided that the **Smart cut and paste** option has been enabled on the **Edit** page in the Options dialog box. It is a good idea to display all the formatting marks when moving and copying text.

Cut or copied text is placed on the Windows Clipboard, where it is saved until you paste it to a new location. By default, the Windows Clipboard only holds a single item; as a result, cutting or copying additional items overwrites the current item on the Clipboard. If you need to cut, copy, and paste multiple items, you can use the Office Clipboard.

After an item has been pasted, the **Paste Options** button appears in the document next to the pasted text. You can use paste options to choose whether source or destination formatting should be applied, or you can press the **[Esc]** key to hide the button.

> 📖   You can also move and copy text by selecting the **Edit** menu and then the **Cut**, **Copy**, and **Paste** commands as desired. If you want to use the keyboard, press **[Ctrl+X]** to cut, **[Ctrl+C]** to copy, and **[Ctrl+V]** to paste text.

> 📖   If the Office Clipboard is set to appear automatically, the **Clipboard** task pane appears as soon as a second item is cut or copied.

> ❗ Do not use the **[Backspace]** key or the **[Delete]** key to move text, because these keys do not place text on the Clipboard.

✔ Procedures

1. Select the text you want to move.

2. Click the **Cut** button ✂ on the **Standard** toolbar.

3. Position the insertion point in the location where you want to paste the text.

4. Click the **Paste** button 📋 on the **Standard** toolbar.

5. Select the text you want to copy.

6. Click the **Copy** button 🗐 on the **Standard** toolbar.

7. Position the insertion point in the location where you want to paste the text.

8. Click the **Paste** button 📋 on the **Standard** toolbar.

USING THE PASTE OPTIONS BUTTON

🔍 Discussion

The **Paste Options** button appears under the insertion point after you have pasted a cut or copied item. For example, if you are copying bolded text, you may want to paste the text without the bolding. Paste options allow you to decide how formatting differences should be applied to the pasted text.

If you select the **Keep Source Formatting** option, the text is pasted with its original formatting. When the **Match Destination Formatting** option is selected, the formatting in the paste location is applied to the pasted text. The **Keep Text Only** option pastes the text without its original formatting, and the **Apply Style or Formatting** option opens the **Styles and Formatting** task pane.

Paste options may differ, depending upon the format of the cut or copied text. For example, different options will appear when you paste a list that uses automatic numbering.

You can hide the **Paste Options** button by pressing the **[Esc]** key.
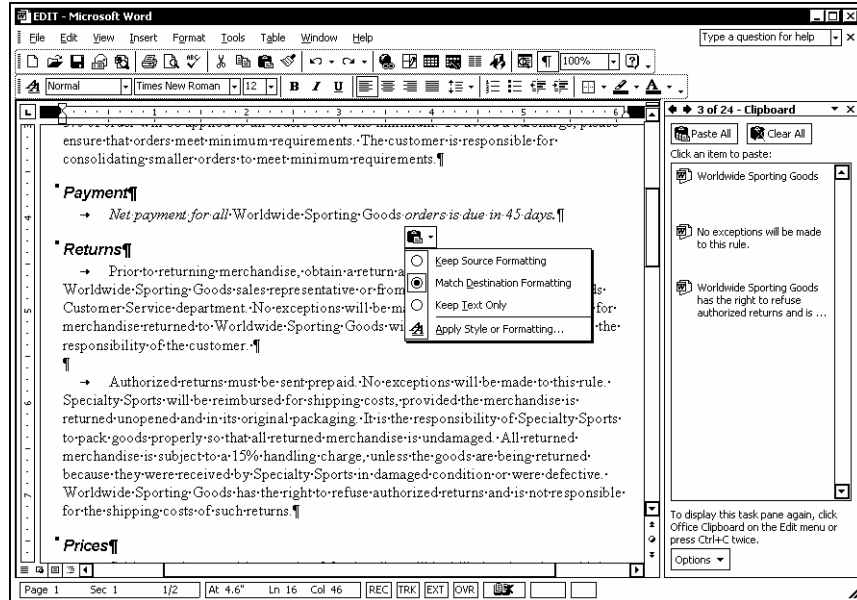
The Paste Options list

> 📖 The **Paste Options** button can be turned off by selecting the **Tools** menu and the **Options** command. In the Options dialog box, select the **Edit** page and deselect the **Show Paste Options buttons** option under **Cut and paste options**.

✔ **Procedures**

1. Select the text you want to move or copy.

2. Cut or copy the text as desired.

3. Position the insertion point in the location where you want to paste the text.

4. Click the **Paste** button [icon].

5. Click the **Paste Options** button [icon].

6. Select the desired option.

7.   To hide the **Paste Options** button, press **[Esc]**.

USING THE CLIPBOARD TASK PANE

☞ Discussion

The Office Clipboard stores multiple cut or copied items, including graphics, from various documents or other Windows programs. You can then paste the items into one document or more documents.

The Office Clipboard is accessed by opening the **Clipboard** task pane. When you first open the **Clipboard** task pane, it displays the last item cut or copied to the Windows Clipboard. As you continue to cut or copy items, they are collected on the **Clipboard** task pane and remain available to all Office XP products.

For each of the cut or copied items, the **Clipboard** task pane displays an icon and a portion of the text. You can click an item to paste it at the insertion point, or you can use the **Paste All** button to paste all the items at once. Right-clicking an item displays a shortcut menu containing options to paste or delete the item.

After pasting text, the **Paste Options** button appears in the document, allowing you to control the formatting of the pasted item.

Once you have finished a particular copying sequence, you can clear the Office Clipboard of all items by clicking the **Clear All** button in the **Clipboard** task pane. In addition, the Office Clipboard clears automatically when you close all Office XP programs.
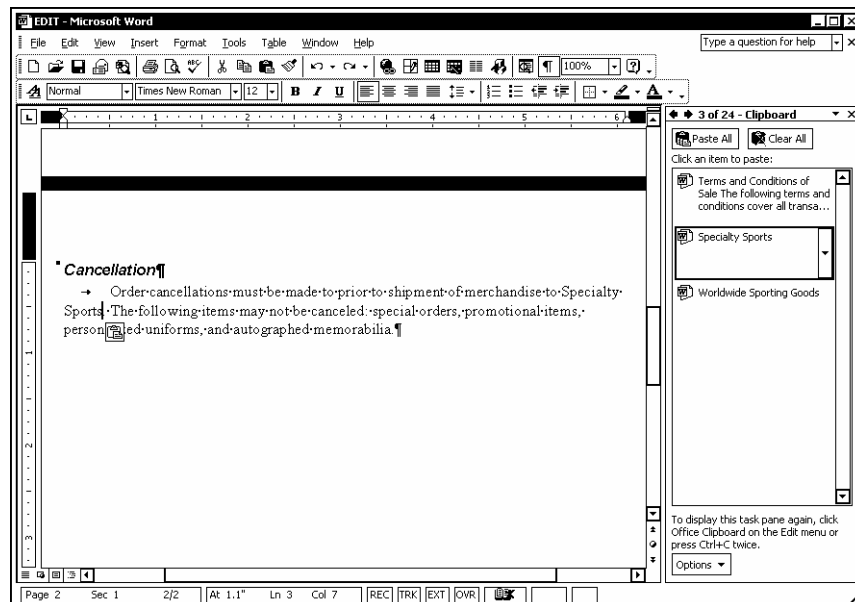
Using the Clipboard task pane

> 📖   If the task pane is open, you can display the **Clipboard** task
>   pane by selecting the **Clipboard** command from the **Other
>   Task Panes** list on the title bar.

> 📖   You can also open the **Clipboard** task pane by pressing
>   **[Ctrl**+**C]** twice, since the **Clipboard** task pane opens
>   automatically as soon as a second item is cut or copied.

> ⚠️   The **Clipboard** task pane stores up to 24 items. If you cut or
>   copy more than 24 items, the oldest item on the Clipboard is
>   removed. Undo cannot restore items removed from the
>   Clipboard.

✔️ **Procedures**

1. Select the **Edit** menu.

2. Select the **Office Clipboard** command.

3. To clear all the items from the Office Clipboard, click the **Clear All**
    button in the **Clipboard** task pane.

4. Cut or copy the item you want to paste.

5. Position the insertion point where you want to insert the item.

6. Position the insertion point over the item you want to paste in the
    Clipboard task pane.

7. Click the item in the **Clipboard** task pane to paste it into the
    document.

8. To paste all the items in the **Clipboard** task pane, click the **Paste All**
    button.

9. To remove an item from the Clipboard, right-click it in the
    Clipboard task pane.

10. Select the **Delete** command.

CHANGING OFFICE CLIPBOARD OPTIONS

Discussion

The **Options** button in the **Clipboard** task pane allows you to control the functioning of the Office Clipboard. By default, the **Clipboard** task pane opens automatically as soon as two items are cut or copied in succession. However, you can deselect the **Show Office Clipboard Automatically** option to suppress the automatic appearance of the **Clipboard** task pane.

When you close the **Clipboard** task pane, Word stops collecting cut or copied items. If you want to continue collecting items while the task pane is closed, select the **Collect Without Showing Office Clipboard** option.

When the **Clipboard** task pane is open in any Office XP product, a **Clipboard** icon appears in the Windows system tray. To hide the **Clipboard** icon in the system tray, you can deselect the **Show Office Clipboard Icon on Taskbar** option.

If you cut or copy an item when the Office Clipboard is open in any Office application, a screen prompt automatically appears above your Windows system tray, announcing the current status of the Office Clipboard. The status prompt appears even if the **Clipboard** icon is hidden. You can deselect the **Show Status Near Taskbar When Copying** option to hide the appearance of this screen prompt.

> Closing the **Clipboard** task pane three times without pasting from it automatically disables the **Show Office Clipboard Automatically** option.

Procedures

1. Open the **Clipboard** task pane.

2. Click the **Options** button in the **Clipboard** task pane.

3. Select or deselect the desired option.

4. Click in any blank area to close the list of options.

SHARING THE OFFICE CLIPBOARD

Discussion

When the **Clipboard** task pane is open in any Office XP product, a **Clipboard** icon appears in the Windows system tray (unless the **Show Office Clipboard Icon on Taskbar** option has been deselected).

The **Clipboard** icon makes it easy to cut, copy, and paste information between different Office applications. For example, you may want to copy a list of products, product codes, and retail prices from an Excel worksheet and paste it into a Word document.

If you have the **Clipboard** task pane open in another Office XP window, double-clicking the **Clipboard** icon in the system tray opens the **Clipboard** task pane in the current Word document. Right-clicking the **Clipboard** icon displays options you can use to display the Clipboard, clear all items, stop collecting items, or access the Office Clipboard options.

The **Stop Collecting** command closes the **Clipboard** task pane in all Office XP applications, but does not remove items from the Clipboard; they remain stored until you clear them or close all Office XP applications.

> You can point to the **Clipboard** icon in the Windows system tray to find out how many items are currently collected on the Office Clipboard.

> Even when you close all Office XP applications, the last item you cut or copied remains on the Office Clipboard until you shut down your system. This is because the Windows Clipboard retains the last item cut or copied until you shut down Windows.

Procedures

1. To view the Office Clipboard status, point to the **Clipboard** icon in the Windows system tray.

2. Double-click the **Clipboard** icon to open the **Clipboard** task pane.

---

3. Click any item in the **Clipboard** task pane to paste it into the document.

4. Right-click the **Clipboard** icon [icon] in the Windows system tray.

5. Select the desired option.

USING DRAG-AND-DROP EDITING

🕮 Discussion

Drag-and-drop editing allows you to move and copy text by using the mouse to drag the text to the desired location. The results are the same as cutting or copying and pasting, except that the cut or copied items are not saved to the Clipboard.

This feature is most useful when the text you want to cut or copy and the destination location are both visible in the document area.

> 📖   By default, drag-and-drop editing is enabled. You can disable this option, if desired, by deselecting the **Drag-and-drop text editing** option on the **Edit** page in the Options dialog box.

✅ Procedures

1. Select the text you want to move.

2. Point to the selected text and drag it to the desired location.

3. Select the text you want to copy.

4. Hold **[Ctrl]**, point to the selected text, and drag it to the desired location.

USING UNDO AND REDO

🕮 Discussion

The **Undo** feature allows you to reverse the results of the previous command or action.

Once you have used the **Undo** feature, the **Redo** feature becomes available. The **Redo** feature allows you to restore the results of the command or action you reversed with the **Undo** feature. Both features can be accessed on the **Standard** toolbar or from the **Edit** menu.

The task to be undone or redone appears as part of the ScreenTip for the **Undo** and **Redo** buttons. For example, if you have just deleted text, the ScreenTip for the **Undo** button reads **Undo Clear**.

You can also use the list arrow on the **Undo** or **Redo** button to undo or redo multiple actions. This feature is useful if you want to reverse a previous action, but have performed a number of actions subsequent to it. When you select an action to undo or redo, however, all the items performed after the selected action in the list are also reversed or redone.

The **Repeat** feature is related to the **Redo** feature, but is only available from the **Edit** menu. You can use the **Repeat** feature to duplicate the previous action.
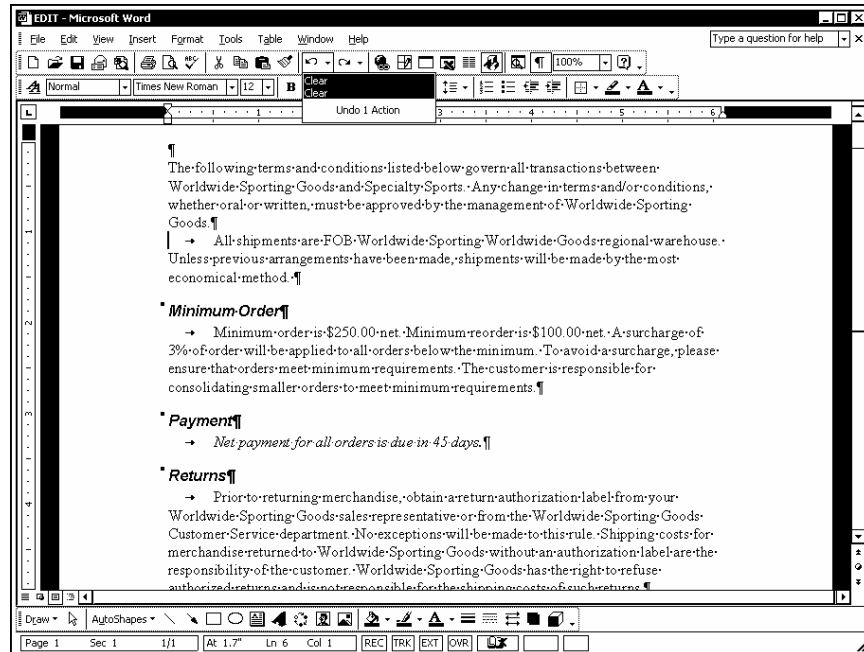
Using the Undo list

	You can also undo and redo actions by selecting the **Edit** menu and then the **Undo** or **Redo** command. The action to be undone or redone appears as part of the command.

	The results of some actions or commands are permanent and cannot be undone.

✔ **Procedures**

1. To undo the previous command or action, click the **Undo** button on the **Standard** toolbar.

2. To redo the undone command or action, click the **Redo** button on the **Standard** toolbar.

3. To undo or redo multiple consecutive actions, click the arrow on the **Undo** button or the **Redo** button .

4. Select the action you want to undo or redo.

LESSON 5 -
INSERTING DATES AND SYMBOLS

In this lesson, you will learn how to:

- Insert the date and time

- Insert symbols

- Insert special characters

INSERTING THE DATE AND TIME

Discussion

Word can automatically insert the current date and/or time into a document. You might want to use this feature, for example, if you are creating a legal document and the creation date and time are crucial and need to be seen whenever the document is opened or printed. The date and time can be entered from the Date and Time dialog box.

The Date and Time dialog box provides several date and time formats in various combinations. If you prefer to use one date and/or time format exclusively, you can set that date and/or time format as the default. If the Office XP multilingual capabilities have been installed, you can insert the date and time in another language format by selecting the desired language from the **Language** list.

The **Update automatically** option in the Date and Time dialog box inserts the date as a field that automatically displays the current date and/or time each time you open or print the document. If the **Update automatically** option is not selected, the date and/or time of insertion into the document appears.
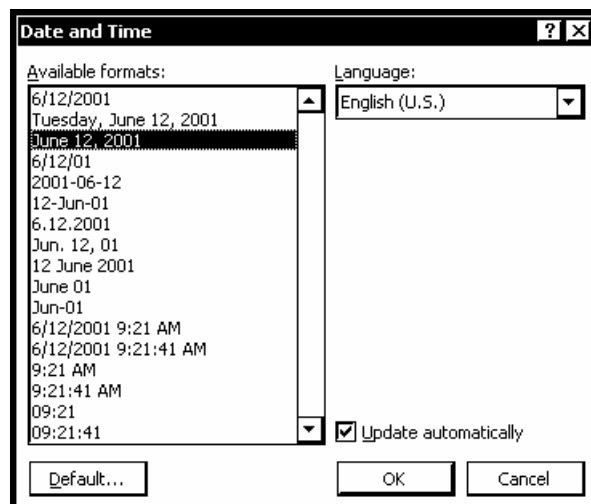
The Date and Time dialog box

📖   You can toggle the view of any field between the field code
      and the field result by selecting the field and pressing the
      [Shift+F9] key combination.

📖   When a date is entered as a field, you can change the format of
      the date by right-clicking the field in the document and
      selecting the **Edit Field** command.

✅ **Procedures**

1. Position the insertion point where you want the date and/or time to appear.

2. Select the **Insert** menu.

3. Select the **Date and Time** command.

4. Under **Available formats**, select the desired date and/or time format.

5. Select the **Update automatically** option, if desired.

6. Select **OK**.

INSERTING SYMBOLS

Discussion

Word provides many symbols for use in documents. These symbols are associated with individual character sets. The available character sets are listed in the **Font** list in the Symbol dialog box.

The most commonly used character sets are **(normal text)**, **Symbol**, and **Wingdings**. The **(normal text)** character set includes characters such as a single quotation (') and the paragraph symbol (¶), in addition to the numbers, symbols, and letters found on a standard keyboard. This font set also includes a wide variety of special and foreign language characters, such as umlauts (ä) and tildes (ñ), organized by language subsets.

The **Symbol** character set offers characters such as the copyright (©) and spade (♠) symbols. The **Wingdings**, **Wingdings 2**, **Wingdings 3**, and **Webdings** character sets contain many decorative and fun characters, such as bullets, stars, and pointing fingers. For example, you can use a **Wingdings** bullet character to precede each item in a list.

The Symbol dialog box also displays the most recently used symbols, as well as the name and character code of the selected symbol. You can use the drop-down list to display the character code in either a decimal or hex format. If a shortcut key has been assigned to the selected character, it appears to the right of the **Shortcut Key** button.
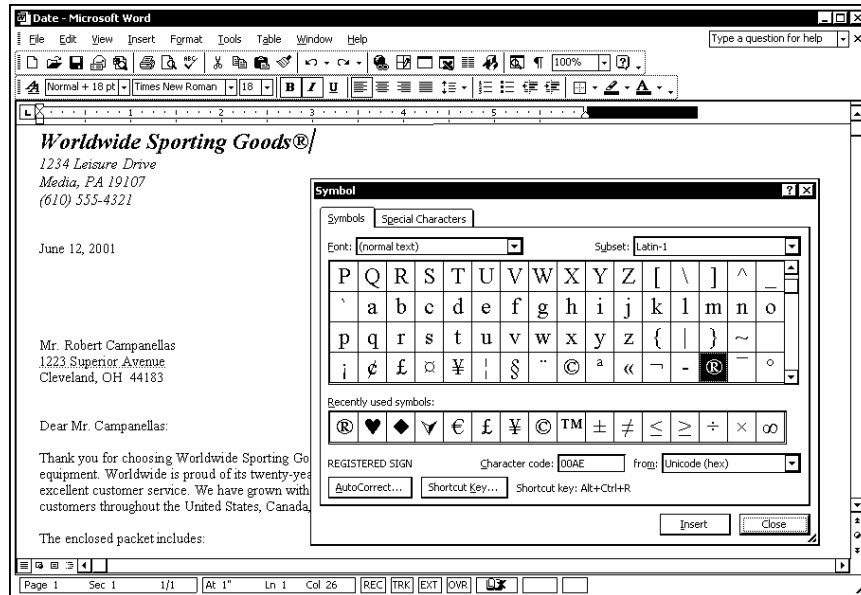
Inserting a symbol

> 📖   If you use a symbol often, you can assign a shortcut key to it. To assign a shortcut key, select the desired symbol in the Symbol dialog box and then select the **Shortcut Key** button. Press the key combination for the symbol, select **Assign**, and then select **Close**.

✔ Procedures

1. Position the insertion point where you want the symbol to appear.

2. Select the **Insert** menu.

3. Select the **Symbol** command.

4. Select the **Symbols** tab.

5. Select the **Font** list.

6. Select the desired character set.

7. Select the desired symbol.

8. Select **Insert**.

9. When you have finished inserting symbols, select **Close**.
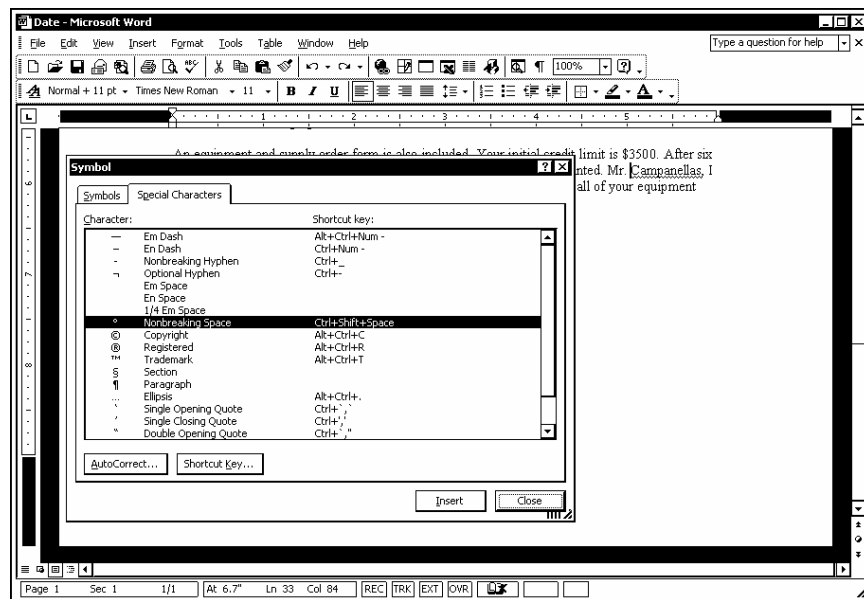
INSERTING SPECIAL CHARACTERS

⏺ Discussion

There may be times when you want to use special characters in a document. For example, you might want to insert a nonbreaking hyphen (which prevents a hyphenated word (such as **open-ended**) from being separated by a line break), or you might want to insert a nonbreaking space (which prevents two words from being separated by a line break). Special characters are inserted using the **Special Characters** page of the Symbol dialog box.

Word provides many special characters, including the **Copyright** (©), **Registered** (®), and **Trademark** (™) characters. For example, you may need to use the copyright character when you are using a line of copyrighted material in a short story. A registered or trademark character would be appropriate if you mention a product name in a document.

Many special characters have been assigned keyboard shortcuts that can be used to insert the characters into the document. Using a keyboard shortcut allows you to insert a character without opening the Symbol dialog box. For example, you can insert the trademark character (™) from the Symbol dialog box or by pressing the **[Alt+Ctrl+T]** key combination. You can also assign a shortcut key to or remove a shortcut key from any special character, including shortcut keys that have been assigned by default in Word.

Inserting a special character

> 📖 To assign a shortcut key to a special character, select the
> special character in the Symbol dialog box and then select the
> **Shortcut Key** button. Then press the desired shortcut key
> combination, select **Assign**, and select **Close**.

> 📖 To remove a shortcut key from a special character, select the
> special character in the Symbol dialog box and then select the
> **Shortcut Key** button. Under **Current keys**, select the key
> combination you want to remove, select **Remove**, and then
> select **Close**.

✅ Procedures

1. Position the insertion point where you want the special character to appear.

2. Select the **Insert** menu.

3. Select the **Symbol** command.

4. Select the **Special Characters** tab.

5. Under **Character**, select the desired special character.

6. Select **Insert**.

7. When you have finished inserting special characters, select **Close**.

LESSON 6 -
WORKING WITH DOCUMENT VIEWS

In this lesson, you will learn how to:

- Switch document views

- Change document magnification

- Display documents in full-screen mode

- Display/Hide the rulers

- View/Hide the formatting marks

- Open multiple documents

- Switch between documents

SWITCHING DOCUMENT VIEWS

Discussion

Word provides several different ways in which you can view your document. Document views can be changed using the **View** buttons located at the left end of the horizontal scroll bar. You should select the view that allows you to work best with your document.

Print Layout view provides a WYSIWYG (What You See Is What You Get) view of a document. Some commands, such as inserting text or working with headers and footers, require you to work in this view. This view is the default view for a new installation of Word.

Normal view is the best view for typing, editing, and formatting. This view is the one that many Word users prefer.

Web Layout view is used for creating and editing web pages. Documents in **Web Layout** view behave like browsers in that the text wraps to fit the window.

Outline view is useful in long documents that use a heading style. **Outline** view allows you to expand and collapse outline levels so that only certain heading levels appear. This view is helpful in a document containing many heading levels. The **Outlining** toolbar automatically appears in this view. This toolbar allows you to easily reorganize a document by moving information and adjusting indent levels.

In addition to these standard views, you can also use the Document Map to view a document. This view displays your headings in a resizable, navigational pane to the left of the open document and allows you to quickly navigate to any heading in your document. The Document Map is best used for long documents with multiple headings or when you want to quickly view the structure of a document.

When you save a document, the selected view is also saved. The next time you open the document, it will open in the same view.
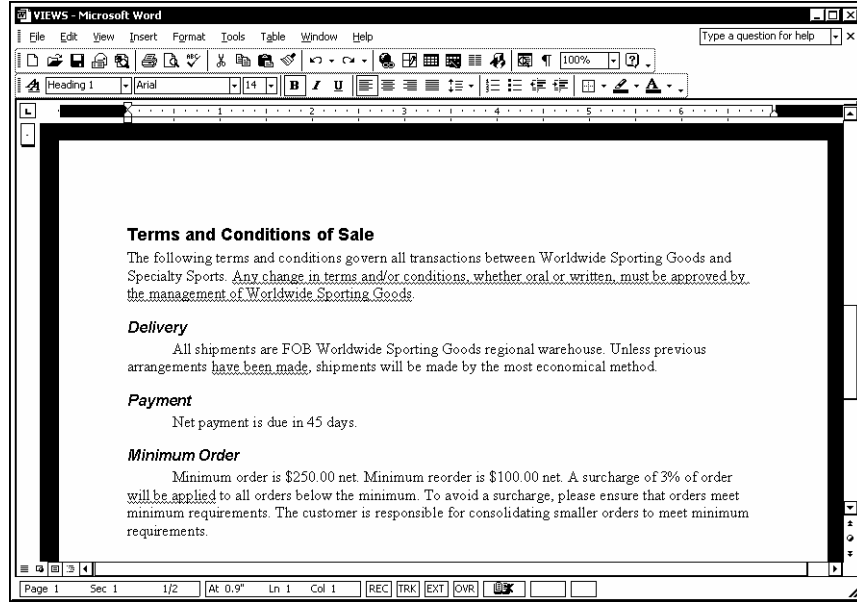
Print Layout view

📖   You can also switch views by selecting the desired view command from the **View** menu.

📖   The Document Map can be enabled from the **View** menu or from the **Standard** toolbar.

📖   In **Print Layout** view, you can hide the white space of the top and bottom margins. To hide the space, point to the top or bottom edge of the page and click the page edge when the mouse pointer displays two arrows and the **Hide White Space** ScreenTip appears. To show the margins, repeat the process. The ScreenTip, however, will display the text **Show White Space**.

☑ **Procedures**

1.   Click the desired **View** button at the left end of the horizontal scroll bar.

CHANGING DOCUMENT MAGNIFICATION

🎭 Discussion

You can magnify a document to make it easier to read, or you can reduce the magnification in order to see more of the document.

The magnification level can be set to a percentage of the actual size, or you can choose to view the entire width of the page. Changing the magnification does not change the document; it only changes how the document appears on the screen.
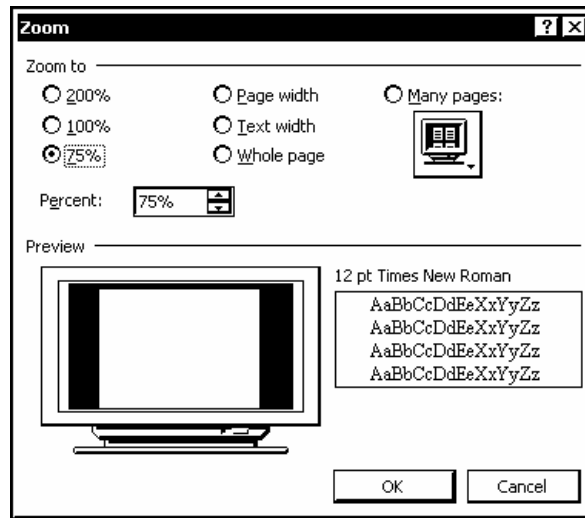
The Zoom dialog box

> 📖 You can also use the **Zoom** list on the **Standard** toolbar to change the magnification of a document.

✅ Procedures

1. Select the **View** menu.

2. Select the **Zoom** command.

3. Under **Zoom to**, select the desired magnification level.

4. Select **OK**.

DISPLAYING DOCUMENTS IN FULL-SCREEN MODE

Discussion

To display more of a document, you can hide all the screen elements with a single menu command. Screen elements include the title bar, menu bar, and status bar; the toolbars; the task pane; the horizontal and vertical scroll bars; and the ruler.

When all the screen elements are hidden, the document is in full-screen mode and the **Full Screen** toolbar appears. You cannot hide this toolbar, but you can move it to any location on the screen.

If you need the assistance of a toolbar when you are in full-screen mode, you can right-click the **Full Screen** toolbar and select a toolbar. If you need the menu bar, point to the gray line at the top of the window. When you select a command, the menu bar disappears. You can also right-click the screen to perform various editing functions.
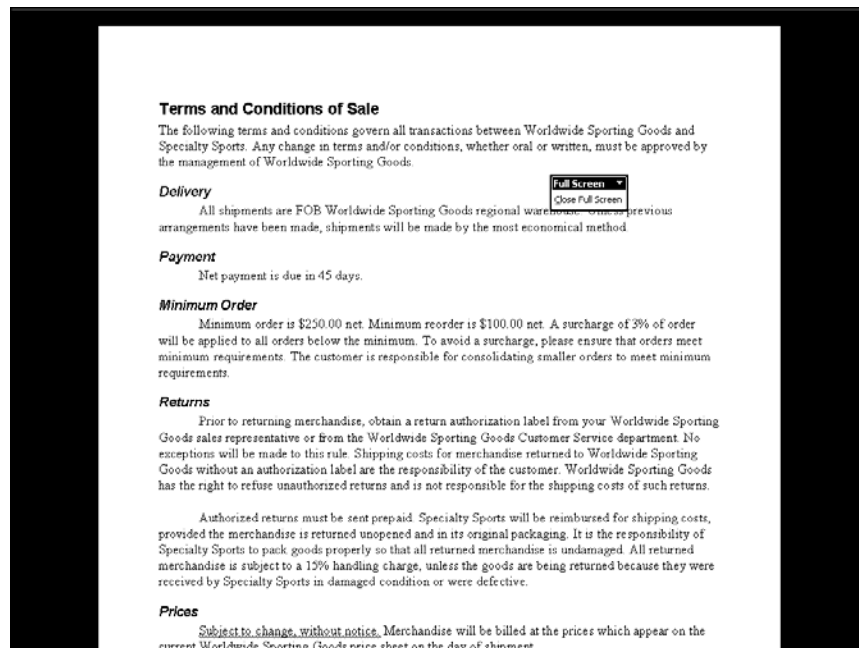
Full-screen mode

> You can also press the **[Esc]** key to exit full-screen mode.

✓ **Procedures**

1. Select the **View** menu.

2. Select the **Full Screen** command.

3. To exit full-screen mode, click the **Close Full Screen** button.

DISPLAYING/HIDING THE RULERS

Discussion

At times, it is helpful to use the ruler for referencing locations. You can display the horizontal ruler in **Normal**, **Print Layout**, and **Web Layout** view. You can use the horizontal ruler to set left and right margins and indents, as well as add and remove tab stops.

Print Layout view displays a vertical ruler as well. You can use the vertical ruler to set top and bottom margins and to place items at specific locations in the document.

You can hide the rulers if you want to be able to view more of your document. The **Ruler** command is a toggle, which means that the same command enables and disables the feature.
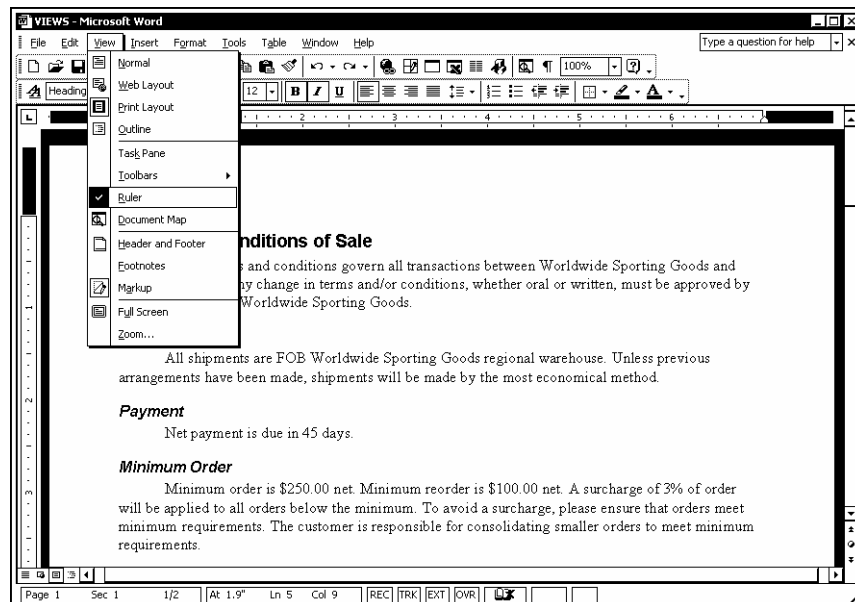
Hiding the rulers

✅ Procedures

1. Select the **View** menu.

2. Select the **Ruler** command to display or hide the rulers.

VIEWING/HIDING THE FORMATTING MARKS

🕮 Discussion

Each time you press the **[Enter]**, **[Spacebar]**, or **[Tab]** keys on the keyboard, a formatting mark is inserted into the document. You do not usually see these formatting marks; you only see the results of the keystroke. When editing a document, it is sometimes useful to display the formatting marks.

The keystrokes **[Enter]**, **[Spacebar]**, and **[Tab]** are represented by the paragraph character, a dot, and a right arrow respectively. If there are any headings in a document, they are represented by a small square box.

You can view all the formatting marks or display selected marks only.
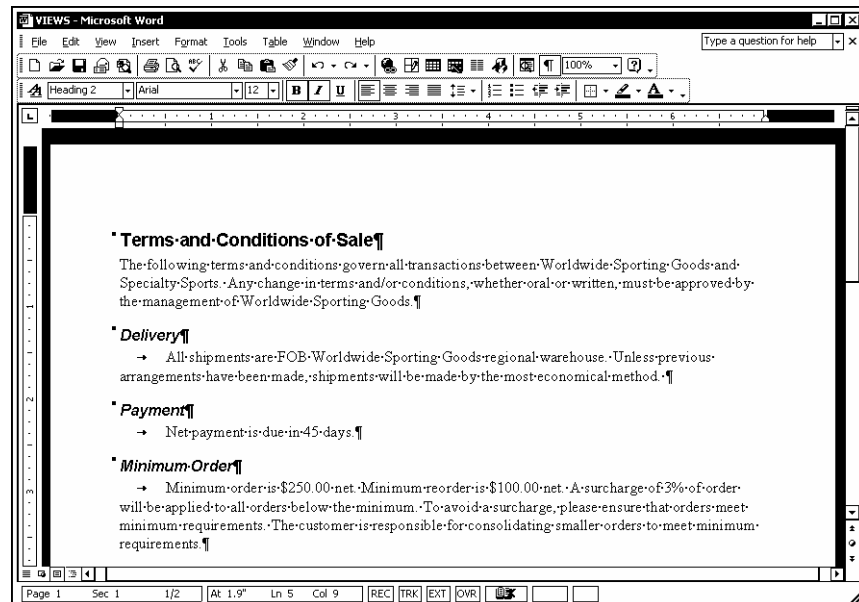
Viewing the formatting marks

> 📖   You can change which formatting marks appear by selecting the **Tools** menu, the **Options** command, the **View** page, and then the appropriate options under **Formatting marks**.

✔ **Procedures**

1. Display the entire **Standard** toolbar.

2. Click the **Show/Hide** button ¶ on the **Standard** toolbar to display or hide the formatting marks.
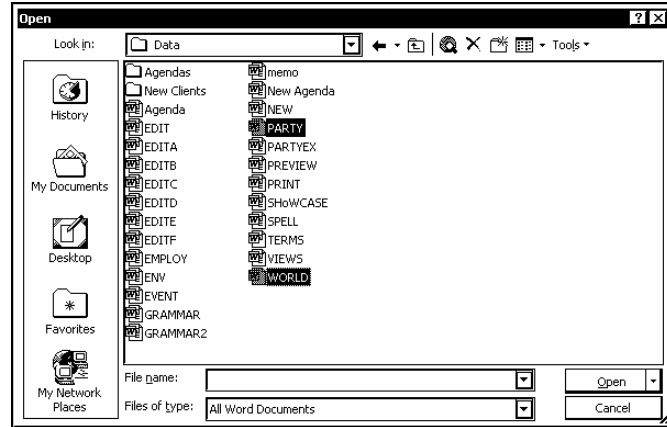

OPENING MULTIPLE DOCUMENTS

Discussion

You can open multiple documents in Word. You may want to open several documents at one time to copy and paste text between them or to compare their contents.

When you open more than one document in Word, each document appears in its own window. This is called a Single Document Interface (SDI), meaning that each open document has its own menus, toolbars, and application window. In addition, each document has a button on the taskbar.

You can use the **[Shift]** or **[Ctrl]** key in the Open dialog box to select and open multiple documents. When you use the **[Shift]** key, all files between the first and last selected files are selected. When you use the **[Ctrl]** key, you can select non-adjacent files.

If multiple documents are open, you can easily close a document by clicking either the **Close Window** button on the menu bar or the **Close** button on the title bar. Both buttons close only that document window; other Word windows remain open. The **Close** button on the title bar closes Word as well, if it is the only document window open.

Opening multiple documents

> You can have Word display multiple documents in the same
> window and hide the display of the window buttons on the
> taskbar by deselecting the **Windows in Taskbar** option on the
> **View** page in the Options dialog box.

✓ Procedures

1. Click the **Open** button [icon] on the **Standard** toolbar.

2. Select the **Look in** list.

3. Select the drive where the document you want to open is located.

4. Open the folder in which the document you want to open is located.

5. Select the name of the first document you want to open.

6. To select adjacent files, hold **[Shift]** and click the name of the last
   file you want to open.

7. To select non-adjacent files, hold **[Ctrl]** and click the name of each
   additional file you want to open.

8. Select **Open**.

SWITCHING BETWEEN DOCUMENTS

Discussion

If you have more than one open document, you can use the **Window** menu or the taskbar to quickly switch between them. The names of all open documents appear on the **Window** menu (with a checkmark indicating the active document), as well as on the taskbar (with the active document taskbar button selected).

> You may need to point to the bottom of the screen to display a hidden taskbar.

Procedures

1. Select the **Window** menu.

2. Select the document you want to view.

3. Select the taskbar button of the document you want to view.

LESSON 7 - PRINTING

In this lesson, you will learn how to:

- Preview a document

- Use Web Page Preview

- Print the current document

- Print the current page

- Print multiple copies

- Print envelopes and labels

PREVIEWING A DOCUMENT

Discussion

Before printing, you can preview a document to see how the text appears on each page. The **Print Preview** feature displays the pages as they will appear when printed. If you use the **Print Preview** feature, you can avoid wasting time and paper printing unfinished versions of a document.

The default view in print preview displays the full page, making the print difficult to read; however, you can increase the magnification of the document by zooming print preview. This option makes the text easier to read. When the mouse pointer is positioned over the page, it changes into a magnifying glass. When you click the document with the magnifying glass, the magnification increases so that you can read the area of the document you clicked. When you click the document again, the magnification returns to full page view.

If your document contains multiple pages, you can view several pages at one time. The page images are reduced as necessary to fit in the document window. The pages displayed initially depend upon the location of the insertion point when you access the **Print Preview** feature.
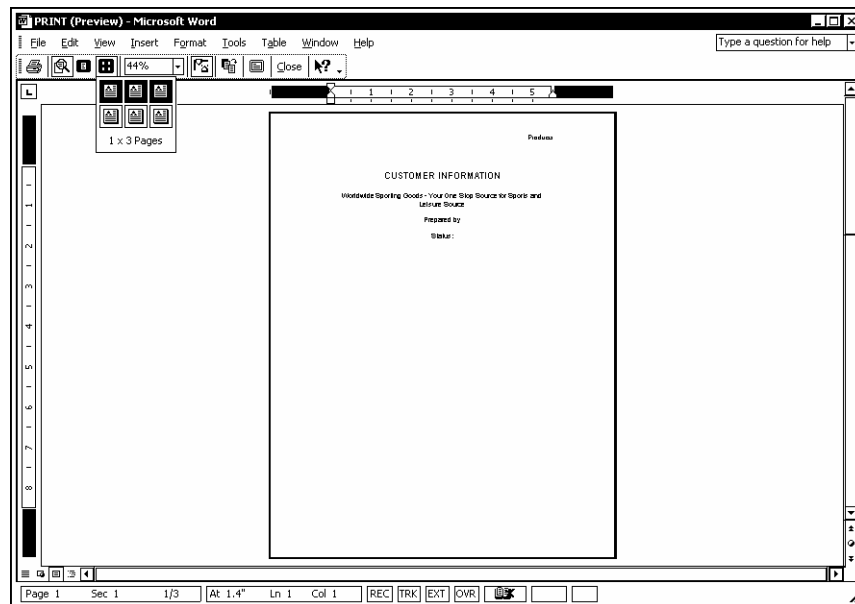
Viewing a document in print preview

> In print preview, you can switch to edit mode by clicking the **Magnifier** button and then clicking in the document.

> 📖 If the document is just a little more than a page long, you can
> use the **Shrink to Fit** button on the **Print Preview** toolbar to
> fit the text on one page. This actually changes the size of the
> printed characters (font). Once printed, you can use the **Undo**
> feature to return the text to its original size, if desired.

✔ Procedures

1. Position the insertion point in the page you want to preview.

2. Click the **Print Preview** button ⬜ on the **Standard** toolbar.

3. Click the area of the document you want to magnify.

4. Click anywhere in the document to return to full page view.

5. Press **[Page Down]** or **[Page Up]** to move through the document.

6. To view more than one page at a time, click the **Multiple Pages**
   button ⬜.

7. Click the desired page layout.

8. To view a single page, click the **One Page** button ⬜.

9. Select **Close**.

USING WEB PAGE PREVIEW

🔎 Discussion

You can share a document with other users by publishing it to the Internet or to an
intranet, where users can view it in a browser. Documents must be saved in an HTML
format before they can be viewed in a browser.

You can use the **Web Page Preview** command to view how the data in the document
will appear in a browser before you save it in HTML format.

✓ **Procedures**

1. Select the **File** menu.

2. Select the **Web Page Preview** command.

PRINTING THE CURRENT DOCUMENT

🔲 **Discussion**

You can use the **Print** button on the **Standard** toolbar to quickly print a document. When you point to the **Print** button, the ScreenTip displays the name of the current printer. When you use the **Print** button, the current document is sent directly to the printer, utilizing the current print settings. This feature is useful when you need to print one copy of a document quickly.

> 📖　If you want to change print settings, you must use the Print dialog box. Print settings include specifying which pages to print, which document properties to print, how many copies, and how many pages you want to fit on one printed page. You can also scale a document to print on a specific paper size. You can open the Print dialog box by selecting the **File** menu and the **Print** command.

> 📖　In addition to printing a document, you can e-mail a copy of a document to another person by selecting the **File** menu, the **Send To** command, and the desired **Mail Recipient** command. Depending upon your mail application, you can send the entire document as an attachment to a message, or you can send a document as the message itself.

✓ **Procedures**

1. Click the **Print** button 🖨 on the **Standard** toolbar.

PRINTING THE CURRENT PAGE

Discussion

When printing a document, you can print just the current page. This option is useful if you have made changes to only one page after you have already printed the entire document.

In addition to printing only the current page, you can also specify a page number or a page range to print. Individual pages are separated by a comma (**,**) and page ranges by a dash (**-**). The page range **4,6,8-10** prints page 4, page 6, and pages 8, 9, and 10.

You can print selected text in a document (such as a single paragraph) if you select the text before opening the Print dialog box. The **Selection** option under **Page range** then becomes available.
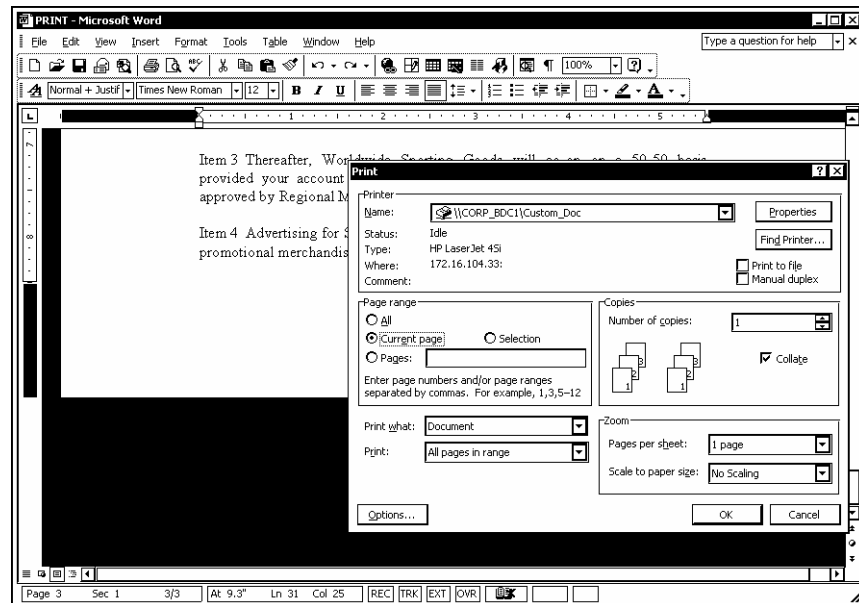
Printing the current page

Procedures

1. Position the insertion point in the page you want to print.

2. Select the **File** menu.

3. Select the **Print** command.

4. Under **Page range**, select the **Current page** option.

---

5.   Select **OK**.

PRINTING MULTIPLE COPIES

☝ Discussion

You may want to print multiple copies of a document at one time. In the Print dialog box, you can select the number of copies you want to print. Although this option is useful for shorter documents, multiple copies of a long document can delay the availability of your printer.
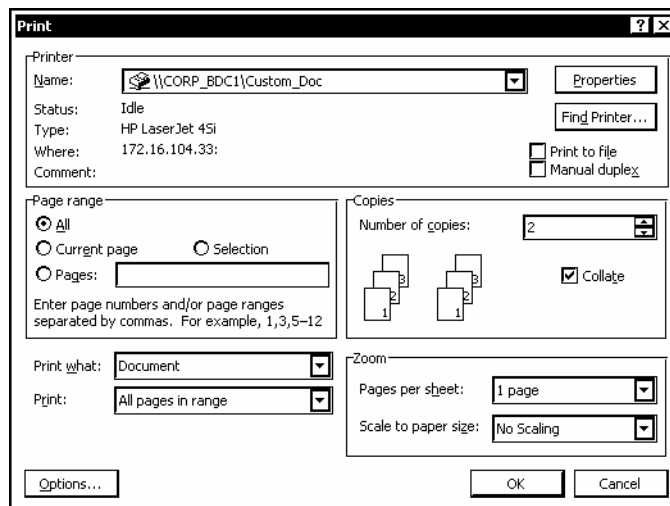
Printing multiple copies of a document

✓ Procedures

1.   Select the **File** menu.

2.   Select the **Print** command.

3.   Enter the number of copies you want to print in the **Number of copies** spin box.

4.   Select **OK**.

PRINTING ENVELOPES AND LABELS

Discussion

Word makes it simple to address and print envelopes and labels. The procedures for creating envelopes and labels are similar, and both are completed in the Envelopes and Labels dialog box. The primary difference is that you have fewer options when creating labels. With envelopes, you have separate delivery and return address boxes; with labels, you have a single address entry box. Envelopes can also be added to the current document; labels can only be created in a new document.

Envelopes and labels are available in a multitude of sizes. Envelope and label sizes supported by Word are listed first by printer type, then by label product, and then by product number. These options are listed in the Envelope or Label Options dialog box. If the available sizes do not meet your particular needs, you can create an envelope or label in a custom size, for which you define the width and height.

How you feed an envelope into the printer is specific to the printer. Word selects a feed method based upon the selected envelope size and printer. If necessary, however, you can select a different method in order to print the envelope properly.

If a document is open, Word tries to find the delivery address. If it does not find a delivery address, you must enter it yourself.
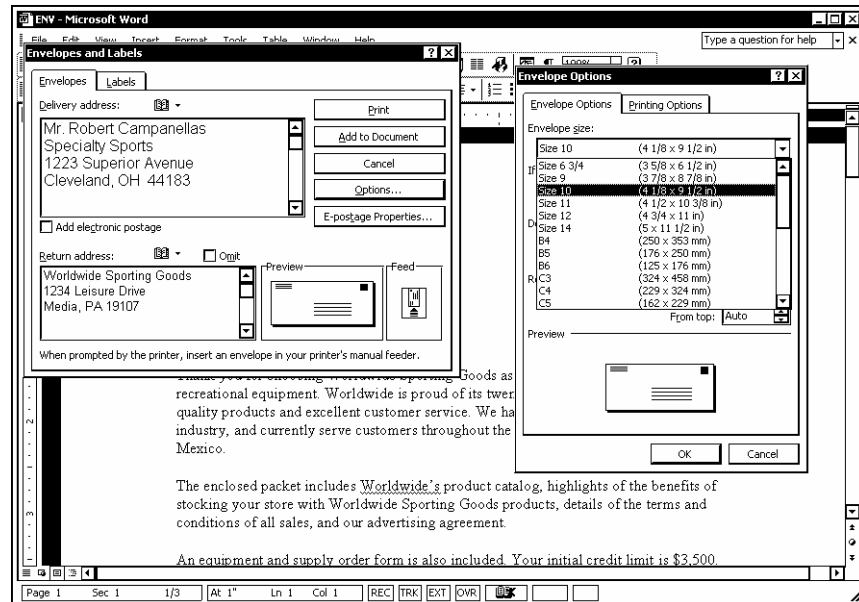
Selecting envelope options

📖	In order to enable the **Envelopes and Labels** command, a document must be open.

✅ **Procedures**

1. Select the **Tools** menu.

2. Point to **Letters and Mailings**.

3. Select the **Envelopes and Labels** command.

4. Select either the **Envelopes** or **Labels** tab.

5. Select the **Delivery address** box for envelopes or the **Address** box for labels.

6. If necessary, type the address, pressing **[Enter]** after each line.

7. When creating envelopes, select the **Return address** box.

8. Type the return address, pressing **[Enter]** after each line, if necessary.

9. Select **Options**.

10. When creating envelopes, select the **Envelope Options** tab, if necessary.

11. Select envelope or label options as desired.

12. For envelopes, select the **Delivery point barcode** option under **If mailed in the USA**, if desired.

13. Select **OK**.

14. For labels, select the **Delivery point barcode** option, if available and desired.

15. To print the envelope or labels, place the envelope into the printer in the direction indicated under **Feed** or place the sheet of labels in the selected tray and select **Print**.

16. Alternately, to include an envelope with the current document, select **Add to Document**.

17. When creating envelopes, select **Yes** to change the default return address or **No**, as desired.

LESSON 8 -
USING CHARACTER FORMATTING

In this lesson, you will learn how to:

- Format characters

- Change an existing font

- Modify the font size

- Use bold and italics

- Underline text

- Use text and animation effects

- Highlight text

- Apply formats with the task pane

- Copy character formatting

- Change character case

FORMATTING CHARACTERS

🕮 Discussion

Character formatting enhances the appearance of text. Examples of character formatting include font typeface, size, and style. A font typeface is defined as a group of characters sharing similar type attributes. Font size refers to the height of a printed character on a page; the higher the number, the larger the character. Font style refers to type enhancements, such as bold and italic. Underlining can also be used to format characters.

FONT TYPEFACE
  Times New Roman
  Arial
  Courier

FONT SIZE
  Times New Roman 8
  Times New Roman 12
  ## Times New Roman 18

FONT STYLE
  Bold type style
  Italic type style

UNDERLINE
  <u>Single underline</u>
  <u>Word</u> <u>only</u> <u>underline</u>

Word character formats

The **Formatting** toolbar contains buttons to apply the most common character attributes. Using these buttons is the easiest method to apply those formats. You can also apply character formatting using the Font dialog box. The Font dialog box contains all the character attributes in one place. The Font dialog box provides the best method of applying several character attributes at the same time or applying formatting that is not available on the **Formatting** toolbar, such as strikethrough. You can also add font animation from the Font dialog box. Font animation allows you to create moving text or to add colorful, moving borders to text.

> 📖   To make formatting changes to multiple words, you must select the text you want to format. To format a single word, you do not have to first select the word. If the insertion point is placed within the word, any character formatting applied effects the whole word. You can use the selection bar (the blank area in the left margin) to select a line or paragraph. Click once to select a single line and twice to select a multi-line paragraph.

> 📖   You can apply formatting to multiple, non-consecutive selections at the same time. Hold the **[Ctrl]** key while you select all the desired text and then apply the formatting.

> 📖   You can also use the **Repeat** command on the **Edit** menu to apply the last formatting action to a selection.

CHANGING AN EXISTING FONT

📝 Discussion

Word includes many font typefaces from which you can choose. They range from heavy bold typefaces to thin light ones. You can view a list of available font typefaces and appearances from the **Font** box on the **Formatting** toolbar.

You can mix fonts within a document. If you have a document with headings and text in paragraphs beneath each heading, you can select one font for the headings and another for the paragraphs. Varying the font within a document improves the readability of the text and emphasizes key points.

Fonts can be applied to existing text, or you can select a font prior to typing text. Thereafter, any text you type appears in the selected font until you select a new font.
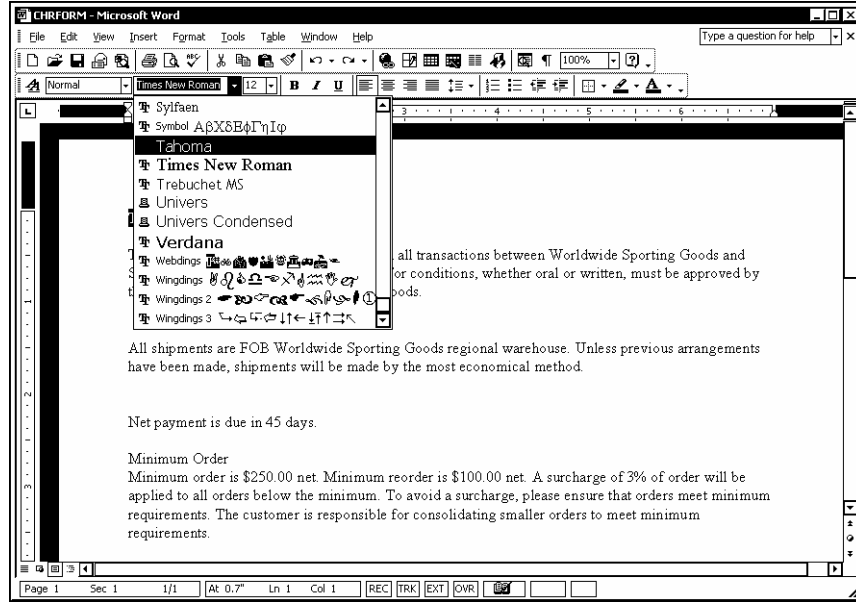
Changing the font of existing text

You can quickly apply a font by typing the font name into the **Font** box on the **Formatting** toolbar and pressing the **[Enter]** key.

The most recently used fonts appear at the top of the **Font** list, as well as in their proper alphabetical sequence.

✔ **Procedures**

1. Select the text for which you want to change the font.

2. Click the arrow on the **Font** box on the **Formatting** toolbar.

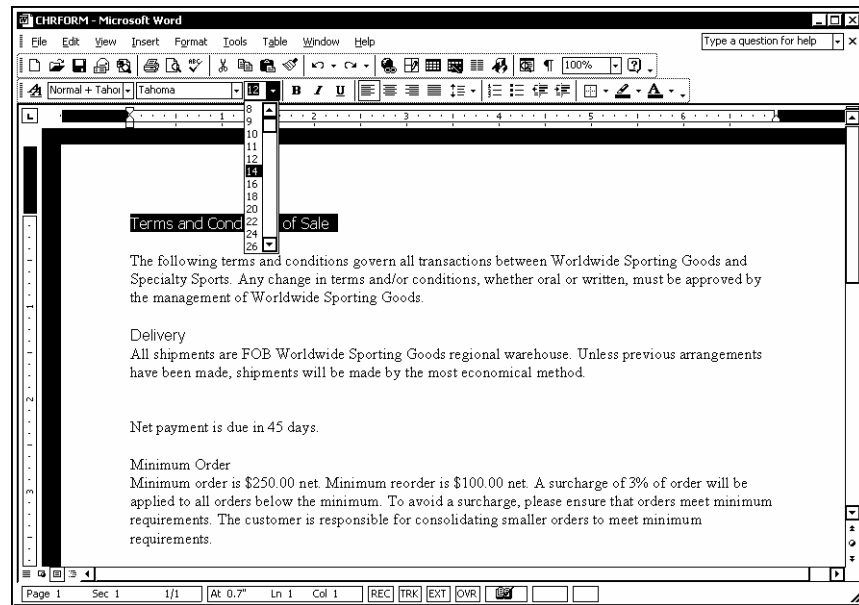3. Select the desired font name.

MODIFYING THE FONT SIZE

Discussion

Font size is measured in points. One point is approximately 1/72 of an inch. The larger the font size, the larger the text. Therefore, a word with a 36-point font size is approximately one-half inch in height.

Generally speaking, larger font sizes are used for headlines and headings and smaller font sizes are used for body text.

A font size can be applied to existing text, or you can select a font size prior to typing text. As you type, you can mix font sizes. For example, if you are creating a newsletter, you can use a 22-point font for the headings and a 12-point font for the text. Varying the font size within a document improves the readability of the text and emphasizes key points.

Changing the font size of existing text

Procedures

1. Select the text for which you want to modify the font size.

2. Click the arrow on the **Font Size** box on the **Formatting** toolbar.

3. Select the desired font size.

USING BOLD AND ITALICS

Discussion

You can change the character formats of existing text, either to add emphasis or to enhance the appearance of the text. The most commonly used character formats are bold and italic.

Bold formatting is used to call attention to text within a document, especially in headings. You might use this format, for example, in a newsletter title.

Italic formatting also calls attention to text, but not as much as bold formatting. Italicized text slants to the right and is often used to emphasize a word within normal text.

You can tell which character formats have been applied to specific text by positioning the insertion point in the text. For example, if bold formatting has been applied to the current text, the **Bold** button is activated when you position the insertion point in the text.

You can apply character formats to existing text or change character formats as you type text. If you no longer want a character format applied to text, you can remove the formatting.

> The **Bold** and **Italic** buttons are toggles. If you select text that is bolded or italicized and click the corresponding button, the format is removed.

> To bold or italicize a single word, you do not have to select the whole word, just position the insertion point within the word and click the desired button.

Procedures

1. Select the text for which you want to change the font format.

2. Click the **Bold** button **B** on the **Formatting** toolbar.

3. Click the **Italic** button *I* on the **Formatting** toolbar.

UNDERLINING TEXT

Discussion

There are several underline types from which you can choose. If you just want to place a single line under text, you can use the **Underline** button on the **Formatting** toolbar.

If you want to apply a different type of underline, you can choose from several listed on the **Font** page in the Font dialog box. Underline styles include double, thick, thin, dotted, dashed, and wavy lines. All underline styles place the underlines under all text and spaces except the **Words only** style, which places a single underline under words, but not under spaces in a document.

The Font dialog box contains a **Preview** box in which you can view how each of the underline styles will affect your text before actually applying them.
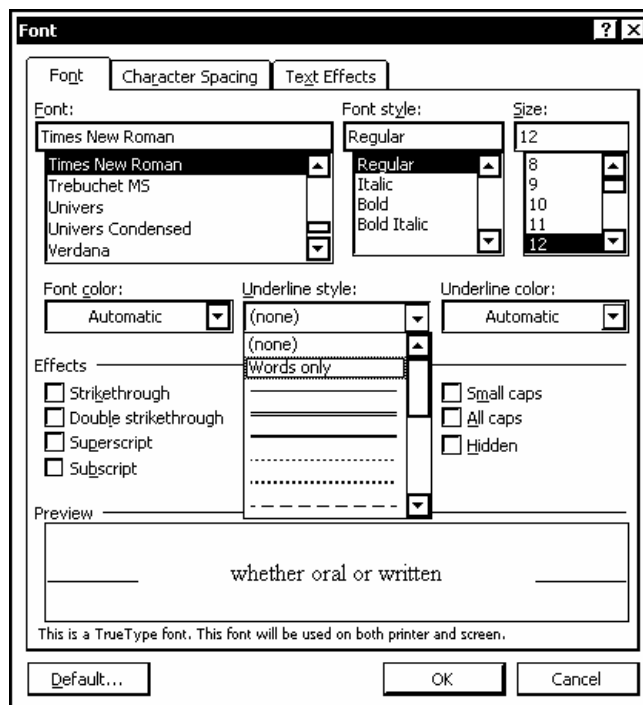
Adding an underline

| | The **Underline** button is a toggle. If you select underlined text and click the **Underline** button, the underline is removed from the text. |

| | To underline a single word, you do not have to select the entire word; just position the insertion point within the word. |

> You can also open the Font dialog box by right-clicking a selection and selecting the **Font** command from the shortcut menu.

✓ Procedures

1. Select the text you want to underline.

2. Select the **Format** menu.

3. Select the **Font** command.

4. Select the **Font** tab.

5. Select the **Underline style** list.

6. Select the underline style you want to apply.

7. Select **OK**.

USING TEXT AND ANIMATION EFFECTS

Discussion

Word includes several effects you can apply to enhance text or to use in special situations. These effects are found in the Font dialog box. The **Strikethrough** effect places a single horizontal line through text. Strikethrough is often used to display text that has been marked for deletion. The **Superscript** effect raises text above the current line, whereas the **Subscript** effect lowers text below the line. Both effects change the selected text to a smaller font size. Superscripts and subscripts are often used in scientific writing.

Additional effects include the **Outline** effect, which displays the inner and outer borders of each character in a document. The **Small caps** effect formats selected lowercase text as small capital letters. The **Small caps** effect, however, does not affect numbers, punctuation, or uppercase letters. The **Hidden** effect prevents selected text from being displayed or printed.

The Font dialog box contains a **Preview** box, in which you can view how each font effect affects your text before actually applying it.

In addition, you can use Word animations to make text stand out in a document. The animations from which you can choose include effects such as **Blinking Background**, which flashes a black background behind text. You can apply only one animation at a

time. Although you can mix animations within a document, to be most effective, they should be used sparingly. Before applying an animation type, you can preview it on the **Text Effects** page in the Font dialog box.

> 📖   Although animated effects do not print, the text to which they are applied does print.

✅ **Procedures**

1. Select the text to which you want to add text or animation effects.

2. Select the **Format** menu.

3. Select the **Font** command.

4. Select the **Font** tab.

5. Select the desired option(s) under **Effects**.

6. Select the **Text Effects** tab.

7. Select the desired animation effect.

8. Select **OK**.

HIGHLIGHTING TEXT

🔍 **Discussion**

In Word, you can highlight important text, just as you might use a highlighting marker to highlight text on paper.

Highlighting is more effective on the computer screen than on the printed page. Although you can highlight text in a variety of colors, you should use a light highlight color if you plan on printing the document.

If you have only one text selection to highlight, you should select the text before clicking the **Highlight** button. This method applies the highlighting to the selected text only, and the **Highlight** button is not activated for subsequent highlighting. If you want to highlight multiple selections, you can first activate the **Highlight** button. With this method, the **Highlight** button remains activated; all text you select will be highlighted until you click the **Highlight** button again to disable it.

You can also remove highlighting from document text. When you remove highlighting, the document text returns to normal.
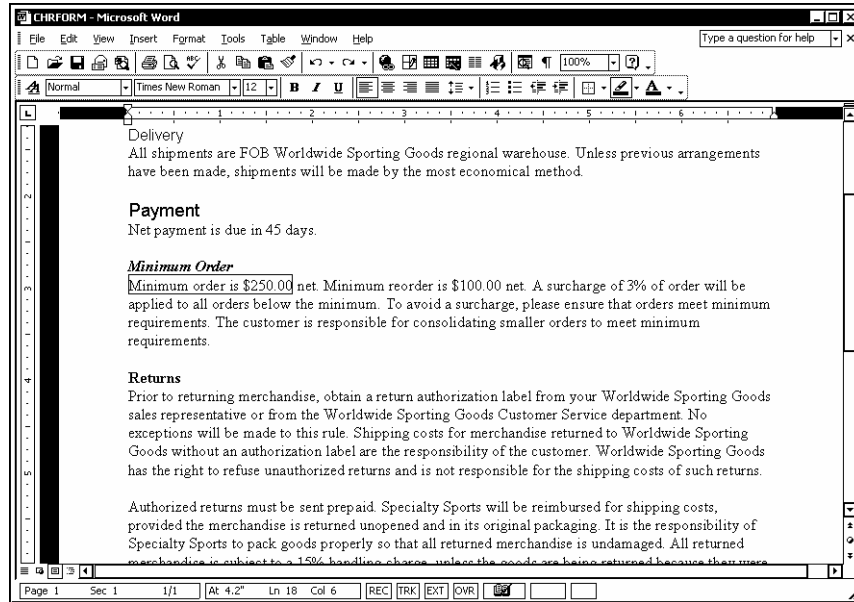
Highlighted text

| | To change the highlight color, you can click the arrow on the **Highlight** button and select the desired color from the color palette. |

| | To remove highlighting from text, select **None** from the **Highlight** color palette and drag across all text from which you want to remove the highlighting. |

| | You can also press the **[Esc]** key to disable the **Highlight** button. |

✓ **Procedures**

1. Click the **Highlight** button on the **Formatting** toolbar.

2. Select the text you want to highlight.

3. Select additional text you want to highlight.

4. To remove highlighting from text, select the highlighted text.

5. To disable highlighting, click the **Highlight** button .

APPLYING FORMATS WITH THE TASK PANE

Discussion

All the formatting combinations you apply to a document are listed on the **Styles and Formatting** task pane. You can use the task pane to easily apply a format you have previously used. Using the formats in the task pane will help you keep a consistent look throughout the document.

When you point to a format or style in the **Pick formatting to apply** list, all of its attributes appear in a ScreenTip. Most of the attributes will include the word **Normal**. The **Normal** style contains all the default font attributes for the document based on the current template. When you use the task pane to apply a format, you should be aware that the formatting of the selected text is removed and all the attributes of the new format are applied. Therefore, if you apply a **Bold** format based on the **Normal** style to text formatted with a font size of 14 points, the font size of the selected text also changes.

In addition to applying formats, you can also find text to which a specific format has been applied. Using the shortcut menu for a format, you can select all the instances of that format, remove that format from all the instances in the document, or modify the format, thereby creating a new style.
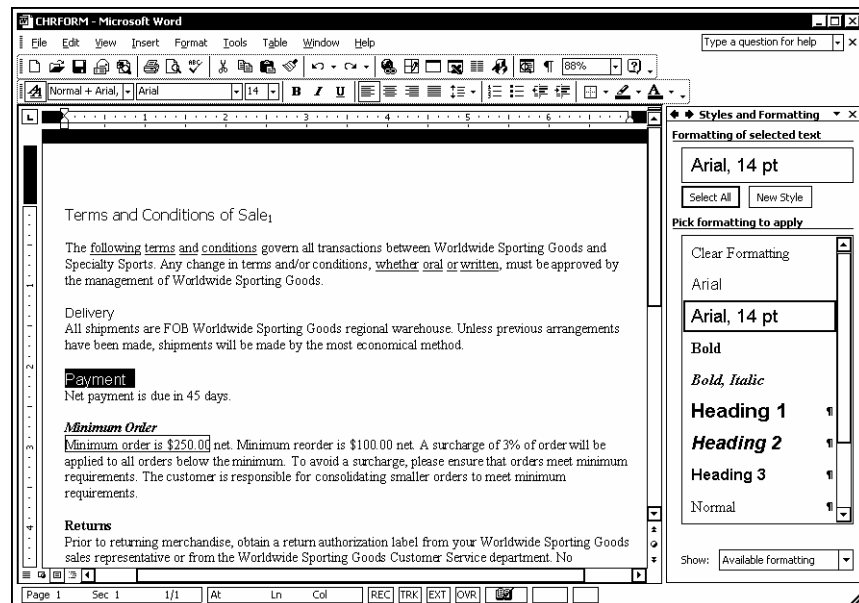
The Styles and Formatting task pane

> 📖　The **Styles and Formatting** button is a toggle and can also be used to close the task pane.

> 📖　You can remove a specific format from all instances where it has been applied by right-clicking the format in the **Styles and Formatting** task pane and selecting **Delete**. All effected text returns to the **Normal** style.

> 📖　You can also select the **Format** menu and the **Styles and Formatting** command to open the task pane. If another task pane is already open, you can use the **Other Task Panes** list to change to the **Styles and Formatting** task pane.

✅ Procedures

1. Click the **Styles and Formatting** button 🅰 on the **Formatting** toolbar.

2. Select the **Show** list at the bottom of the task pane.

3. Select **Available formatting** or **Formatting in use** as desired.

4. Select the text you want to format.

5. Click the desired format from the **Pick formatting to apply** list.

6. To find similar styles, select the text containing the formatting you want to find.

7. Click **Select All** in the **Styles and Formatting** task pane.

COPYING CHARACTER FORMATTING

🖳 Discussion

You can use the **Format Painter** button on the **Standard** toolbar to copy the character format of specific text and apply it to other text. This feature saves time when multiple formats have been applied to text and you want to format additional text with all the same formats.

When the Format Painter is active, the mouse pointer changes into an I-beam with a paintbrush to its left.

> 📖 To copy selected formatting to multiple locations, double-click the **Format Painter** button to activate it. Then, click it again when you have finished formatting text to deactivate it.

✅ Procedures

1. Select the text containing the formats you want to copy.

2. Click the **Format Painter** button 🖌 on the **Standard** toolbar.

3. Position the insertion point in the text you want to format.

CHANGING CHARACTER CASE

🖳 Discussion

You can use the Change Case dialog box to quickly change text case in a document. For example, you can change a lowercase sentence to uppercase.

You can also toggle from uppercase to lowercase in selected text. Toggling the case of selected text can save time if you have inadvertently typed text with the **Caps Lock** feature enabled.

In addition to the **lowercase** and **UPPERCASE** options, the Change Case dialog box includes a number of other change case options. The **Sentence case** option capitalizes the first letter in each selected sentence. The **Title Case** option capitalizes the first letter in each word. The **tOGGLE cASE** option reverses the case for each letter.

> 📖 Selecting the **Small caps** or **All caps** effect in the Font dialog box makes the character case a text attribute, which can be incorporated into a style.

> 📖 If you accidentally press the **Caps Lock** key and start to type a new sentence, Word automatically disables the **Caps Lock** feature and changes the text to sentence case. Word senses that you accidentally pressed the **Caps Lock** key when the first letter of the sentence is lowercase and the rest of the text is uppercase.

✔ **Procedures**

1. Select the text for which you want to change the case.

2. Select the **Format** menu.

3. Select the **Change Case** command.

4. Select the desired option.

5. Select **OK**.

LESSON 9 -
USING DOCUMENT FORMATTING

In this lesson, you will learn how to:

- Format documents

- Insert a manual page break

- Remove a manual page break

- Change the page orientation

- Change the document margins

- Change the paper size

- Change the vertical alignment

FORMATTING DOCUMENTS

Discussion

Document formatting refers to the layout of text on a page and involves margin, paper size, and page orientation options. Margins refer to the distance between the edge of the paper and the text. Paper size refers to the physical size of the paper (for example, 8 ½ in. x 11 in.). Orientation refers to how the text will be printed on the page, either vertically or horizontally.

> You can apply different page formats to different sections of a document.

> You can format a document in print preview. This option is convenient if you want to view how document formatting changes affect a document. You can edit and modify text in print preview by deselecting the **Magnifier** button on the **Print Preview** toolbar.
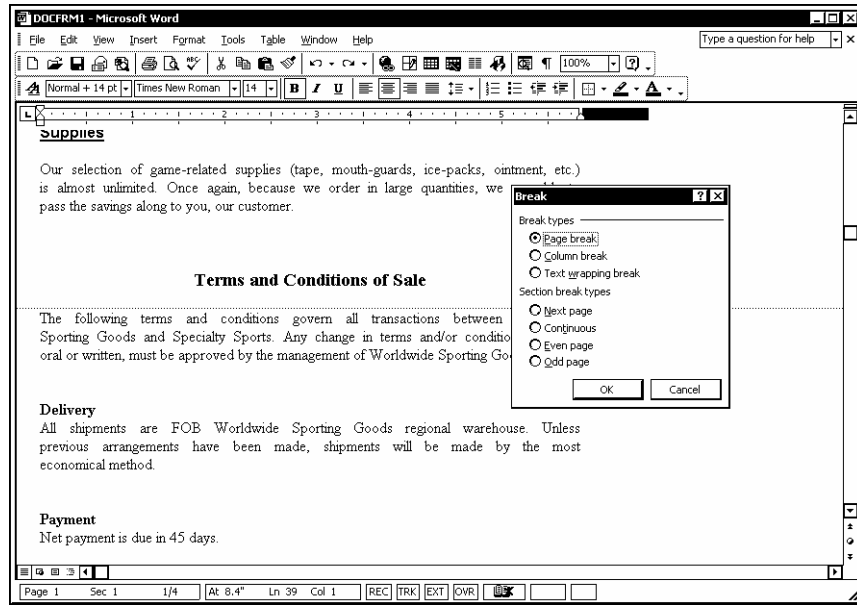
INSERTING A MANUAL PAGE BREAK

Discussion

When typed text exceeds the number of lines that will fit on a page, Word inserts an automatic page break. There may be times, however, when you want to insert a page break manually. For example, you may want to keep a heading with the text below it. Word provides this capability.

You can distinguish an automatic page break from a manual page break by its appearance in the document. In **Normal** view, an automatic page break appears as a dotted line. A manual page break, on the other hand, displays the words **Page Break** in the middle of a dotted line.

If you add or remove text or alter the page layout in any way, automatic page breaks adjust accordingly; manual page breaks do not.

Inserting a manual page break

> 📖 To insert a manual page break, position the insertion point where you want to begin a new page and press the **[Ctrl+Enter]** key combination.

✅ Procedures

1. Position the insertion point to the left of the first character you want to appear on the new page.

2. Select the **Insert** menu.

3. Select the **Break** command.

4. Under **Break types**, select the **Page break** option.

5. Select **OK**.

REMOVING A MANUAL PAGE BREAK

⬛ Discussion

Automatic page breaks inserted by Word cannot be deleted. However, manual page breaks are inserted by the user and can be removed. A manual page break is similar to

Lesson 9 - Using Document Formatting   **Word 2002 - Lvl 1**

any other typed character and can be removed by selecting the page break and pressing the **[Delete]** key.

> 📖 You can also use the **[Backspace]** key to delete a manual page break.

> 📖 When you delete a manual page break, automatic page breaks are automatically adjusted as needed.

✔ Procedures

1. Display the document in **Normal** view.

2. Select the manual page break you want to delete.

3. Press **[Delete]**.

CHANGING THE PAGE ORIENTATION

🔖 Discussion

Page orientation refers to how the text will appear on the printed page. Word includes two possible page orientations: portrait and landscape. Which orientation you use depends on the desired look of the document.

In portrait orientation, the shorter edges of the paper are at the top and bottom and the longer edges are on the left and right. Letters and memos are ideally suited for portrait orientation.

In landscape orientation, the longer edges of the paper are at the top and bottom and the shorter edges are on the left and right. Landscape orientation is most often used for graphics, charts, spreadsheets, and drawings. However, any text document (such as announcements or brochures) can be printed in either orientation. You can also mix page orientations within a document. For example, you can print a cover sheet for a graphic in portrait orientation and then print the graphic itself in landscape orientation.

When you change the page orientation, automatic page breaks are readjusted. You may then have to create manual page breaks to group related information.

Page 94   **Organizational & Staff Development, U of T**
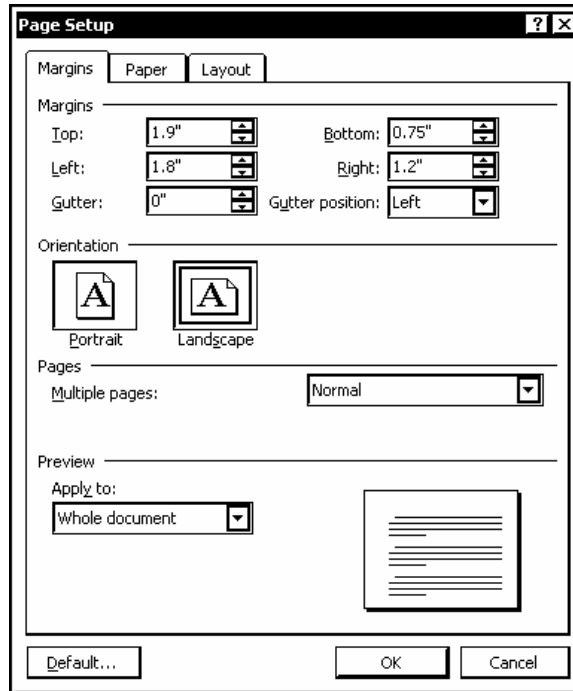
Changing the page orientation

> 📖 There are several ways to open the Page Setup dialog box.
> You can click **Margins**, **Layout**, or **Paper** under the **Section**
> heading in the **Reveal Formatting** task pane to open the
> corresponding page of the Page Setup dialog box.
> Alternatively, you can double-click any dark gray area of
> either ruler.

✔ Procedures

1. Select the **File** menu.

2. Select the **Page Setup** command.

3. Select the **Margins** tab.

4. Under **Orientation**, select the **Portrait** or **Landscape** option.

5. Select **OK**.

CHANGING THE DOCUMENT MARGINS

Discussion

Margins define the typing area on a page. They control the amount of blank space between the text and the top, bottom, left, and right edges of the paper. By default, margins are measured in inches. The larger the margin measurement, the smaller the typing area. For example, if all the margins are set to .5 inch, there is a half-inch of blank space on all edges of the page. You can select different dimensions for the top, bottom, left, and right margins, if desired.

You can modify margins on the **Margins** page in the Page Setup dialog box. You can use the margin spin boxes to select the margin width or you can type the desired width directly into the box.

The **Margins** page offers several other options. The two **Gutter** options provide additional space at the top or side margin to prevent text from being hidden when a document is bound.

The **Multiple pages** list provides several options for managing large documents, including **Mirror margins**, which sets opposite margins for facing pages in two-sided documents. The **2 pages per sheet** option splits a single document page into two horizontal or vertical pages, each containing the same margin settings. This option can be used to create a folded page handout, such as a flyer. If you wish to print a booklet with multiple pages, you can use the **Book fold** option.
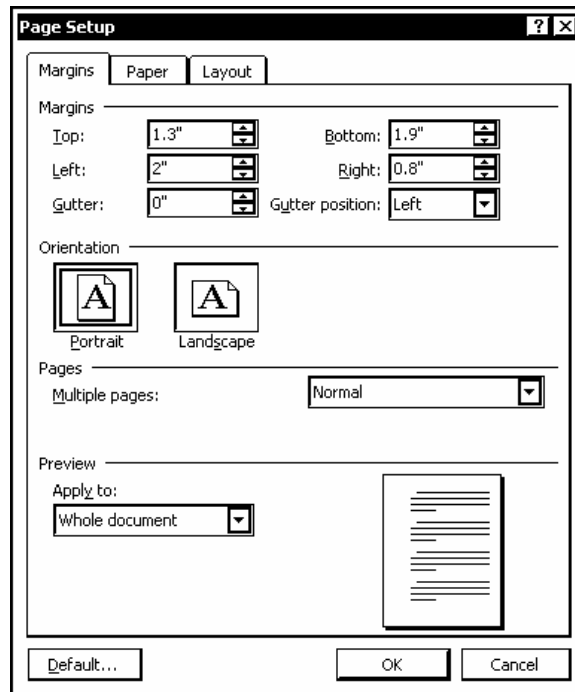
Changing the document margins

> 📖 You can also use the horizontal and vertical rulers to change margins. Point to the border between the gray and white areas of the ruler until the ScreenTip indicates **Left Margin**, **Right Margin**, **Top Margin**, or **Bottom Margin** and then drag the border. Holding the **[Alt]** key as you drag displays the measurements on the ruler.

> 📖 You can change the default measurement unit by selecting the **Tools** menu, the **Options** command, and the **General** tab. You can select inches, centimeters, millimeters, points, or picas.

> 📖 In the **2 pages per sheet** option, the pages are split horizontally for a portrait orientation and vertically for a landscape orientation. When you select the **Book fold** option, Word automatically landscapes the document. In addition, the **Sheets per booklet** option appears, so that you can select the number of sheets a booklet will contain.

✅ Procedures

1. Select the **File** menu.

2. Select the **Page Setup** command.

3. Select the **Margins** tab.

4. In the **Top** spin box, enter the desired top margin.

5. In the **Bottom** spin box, enter the desired bottom margin.

6. In the **Left** spin box, enter the desired left margin.

7. In the **Right** spin box, enter the desired right margin.

8. Select **OK**.
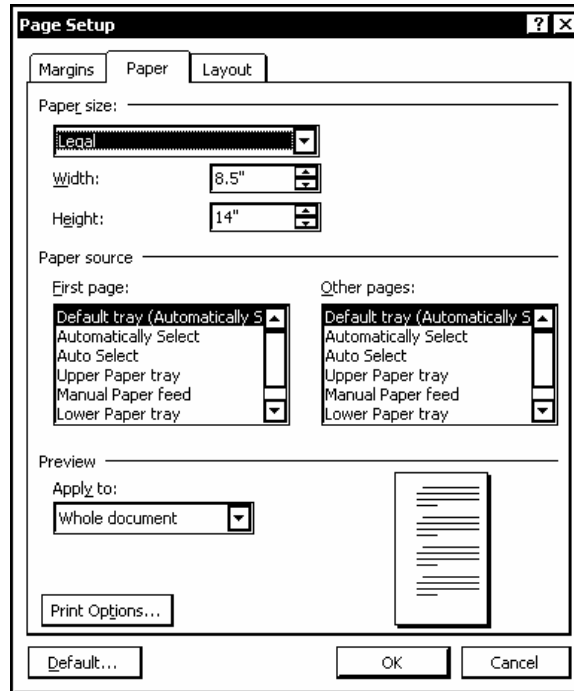

CHANGING THE PAPER SIZE

🔮 Discussion

The default paper size in Word is 8 1/2 x 11 inches. Although you will use this paper size for most memos and letters, it is not the only available paper size. Another

---

popular paper size is legal (8 1/2 by 14 inches), which can be used under special circumstances, such as for legal documents. You can also create a custom paper size.

When you change the paper size, the text and automatic page breaks readjust accordingly. Depending on how the document appears, you may have to revise your manual page breaks.

Changing the paper size

✅ Procedures

1. Select the **File** menu.

2. Select the **Page Setup** command.

3. Select the **Paper** tab.

4. Select the **Paper size** list.

5. Select the desired paper size.

6. Select **OK**.

CHANGING THE VERTICAL ALIGNMENT

Discussion

Just as paragraphs are aligned between the left and right margins, you can vertically align the text on a page between the top and bottom margins. The possible vertical alignments are: **Top**, **Center**, **Justified**, and **Bottom**.

Most documents are top-aligned, meaning that the first line begins at the top of the page, and all subsequent lines are based on the defined line and paragraph spacing.

A center vertical alignment positions the text on the page with equal top and bottom margins, regardless of the actual margin settings. If you want to center your text on a page, you do not have to calculate the number of typed lines on the page and then set the margins accordingly; the center vertical alignment does this automatically. Brochures and cover sheets are often vertically center-aligned.

In justified vertical alignment, the spacing between the lines on the page is adjusted so that the first line prints at the top of the page and the last line prints at the bottom of the page within the defined margins. You should justify the vertical alignment when you want the text to fill the entire page between the specified top and bottom margins. Contracts and similar legal documents look very professional when they are justified vertically.

A bottom vertical alignment places the last line of the page at the bottom of the page, and all lines above are positioned according to their defined line and paragraph spacing. If there are only three lines of text on a page, all three lines will appear at the bottom of the page.
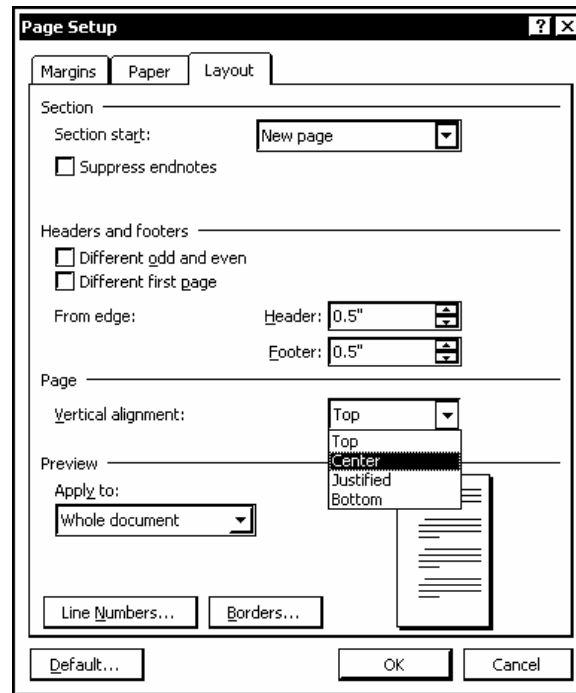
Changing the vertical alignment

> **!** Unless you have created section breaks, the vertical alignment setting effects all pages in the document.

✓ Procedures

1. Select the **File** menu.

2. Select the **Page Setup** command.

3. Select the **Layout** tab.

4. Select the **Vertical alignment** list.

5. Select the desired vertical alignment.

6. Select **OK**.

LESSON 10 -
CHECKING SPELLING AND GRAMMAR

In this lesson, you will learn how to:

- Check spelling/grammar as you type

- Add to the custom dictionary

- Disable spelling and grammar options

- Run the spelling checker

- Run the grammar checker

- Select grammar options

CHECKING SPELLING/GRAMMAR AS YOU TYPE

Discussion

In order to help you check your Word documents for errors in spelling and grammar, Word includes a **Spelling and Grammar** feature. This feature works in two ways. One way is to automatically check spelling and grammar as you enter text. This method is enabled by default. Another way to check spelling and grammar in a document is to invoke the spelling and grammar checkers after the document has been created. Both methods find the same errors.

The **Check spelling as you type** feature examines the words in a document and compares them to the words found in the main dictionary. When a word is found that is not in the main dictionary, a single red, wavy line appears beneath the word.

As you type, the **Check grammar as you type** feature examines your document and compares it to a specified grammatical style. When the grammar checker finds a word or phrase that appears grammatically incorrect, a green, wavy line appears beneath the text. The green, wavy lines only appear after you end a sentence with punctuation and begin typing another sentence or after you press the **[Enter]** key to end a paragraph.

You have two choices when Word identifies text as incorrect. You can ignore the underline and continue typing, or you can right-click the identified text and select one of the suggestions or commands on the shortcut menu.

The shortcut menu for correcting errors may include suggestions for replacement. You can select replacement text, ignore the word or phrase if it is correct, or add the word to your custom dictionary. Ignored words are ignored for all documents, but only in the current Word session; words added to the custom dictionary are permanent.

You can quickly move to the next spelling or grammatical error by double-clicking the **Spelling and Grammar Status** icon on the status bar. This icon, which resembles an open book, displays an **X** when additional errors are present in a document. The **Spelling and Grammar Status** icon, however, is only visible if the spelling and grammar options have been enabled.
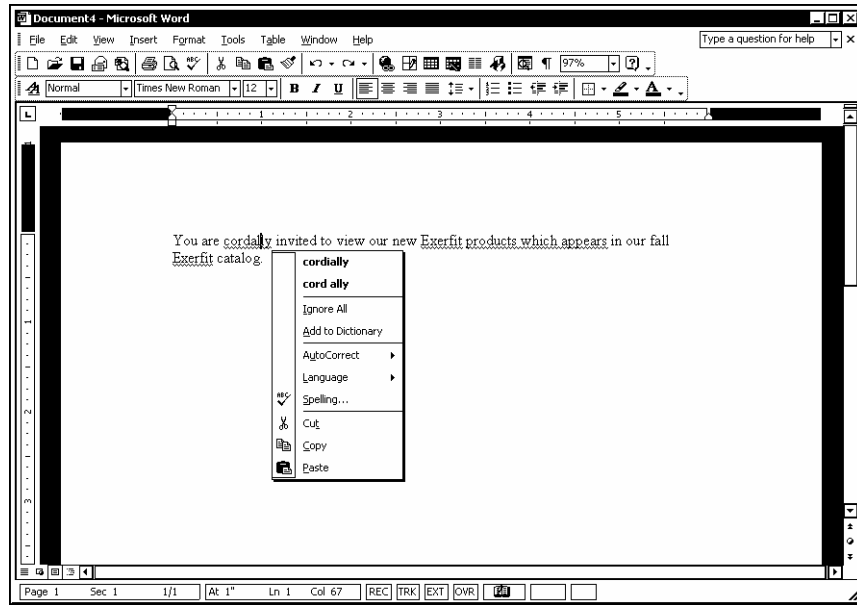
Correcting a spelling error

📖 You can hide the red and green wavy underlines so that they do not distract you by selecting the **Tools** menu, the **Options** command, the **Spelling & Grammar** tab, and then the **Hide spelling errors in this document** and **Hide grammatical errors in this document** options.

📖 The red and green wavy underlines generated by the spelling and grammar checkers only appear on the screen; they are not printed with the document.

❗ The **Check spelling as you type** and **Check grammar as you type** options on the **Spelling & Grammar** page in the Options dialog box must be enabled for the red and green wavy lines to appear.

✅ Procedures

1. Right-click text that appears with a single, red or green wavy line beneath it.

2. Select a suggested replacement or a spelling or grammar command.

3. Double-click the **Spelling and Grammar Status** icon on the status bar to move to the next identified error.

ADDING TO THE CUSTOM DICTIONARY

Discussion

If you spell check documents that correctly contain words which do not appear in the main dictionary, you can add frequently used words to a custom dictionary.

A custom dictionary is a dictionary to which you can add words. Word supplies a default custom dictionary named **CUSTOM.DIC**, but you can create as many custom dictionaries as you want. A custom dictionary can contain any word that is not in the main dictionary. For example, you might want to create a scientific dictionary containing scientific terms you use regularly or a products dictionary containing proper spellings for the products your company manufactures.

You can choose which custom dictionaries you want to use in a spell check. Up to ten custom dictionaries can be selected at a time. Word checks custom dictionaries after it checks the main dictionary.

When you add a word to your custom dictionary, all subsequent occurrences of the word in the remainder of the document or in any other document are considered correct, provided that the custom dictionary has been activated.

> The **Spelling & Grammar** page in the Options dialog box allows you to edit a custom dictionary. Click the **Custom Dictionaries** button, select the dictionary you want to edit, and then click the **Modify** button. You can add or remove words and then save the changes. You can also create new dictionaries and delete existing ones.
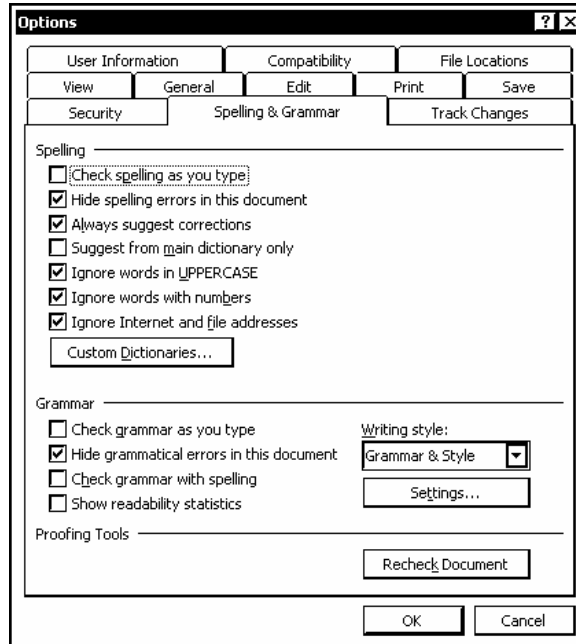
DISABLING SPELLING AND GRAMMAR OPTIONS

Discussion

If you do not want to identify spelling or grammatical errors on the screen, you can disable these features on the **Spelling & Grammar** page in the Options dialog box. When you disable the **Check spelling as you type** feature, the red, wavy underlines do not appear in the document window. Likewise, when you disable the **Check grammar as you type** feature, the green, wavy underlines do not appear.

Other options on the **Spelling & Grammar** page allow you to hide spelling errors in a document, always suggest corrections, and only suggest corrections based on words in the main dictionary. You can also choose to have the spelling checker ignore words in uppercase, words with numbers, and/or Internet and file addresses.

The **Spelling & Grammar** page also allows you to select a custom dictionary and to choose grammar options. The **Check Document**/**Recheck Document** button resets the list of ignored words for the current editing session and allows you to recheck the current document after you have made changes to the spelling and grammar options.

The Options dialog box

> 📖 You can also access the **Spelling & Grammar** page by selecting the **Options** button in the Spelling and Grammar dialog box.

> 📖 The **Recheck Document** button appears as the **Check Document** button if the document has not been checked during the current Word session. The **Check Document**/**Recheck Document** button resets the list of ignored words for the current editing session.

✔ **Procedures**

1. Select the **Tools** menu.

2. Select the **Options** command.

3. Select the **Spelling & Grammar** tab.

4. Select or deselect options as desired.

5. Select **OK**.

RUNNING THE SPELLING CHECKER

Discussion

You can invoke the spelling checker to spell check a document. The spell check proceeds from the insertion point downward. In addition, you do not need to spell check the entire document; you can check a word, sentence, paragraph, or selected text within a document.

A word identified as misspelled appears in the Spelling and Grammar dialog box, with possible correct spellings listed in the **Suggestions** list box. There are several alternatives when a word is identified as incorrect. You can select the correct spelling of the word in the **Suggestions** list box and use the **Change** or **Change All** button to change just the current occurrence or all occurrences of the misspelled word. However, if the list of possible alternative spellings in the **Suggestions** list box does not contain the correct spelling, you can type the correct spelling directly into the Spelling and Grammar dialog box. If the word is correct, you can use the **Ignore Once** or **Ignore All** button to disregard just the current occurrence or all occurrences of the word. Another alternative for a correctly spelled word (such as a company name or technical term) is to use the **Add to Dictionary** button to add the word to the custom dictionary.

In addition to searching for misspelled words, the spelling checker also identifies repeated words (such as **the the**). If you make a mistake during a spell check, you can use the **Undo** button in the Spelling and Grammar dialog box to reverse the previous change.
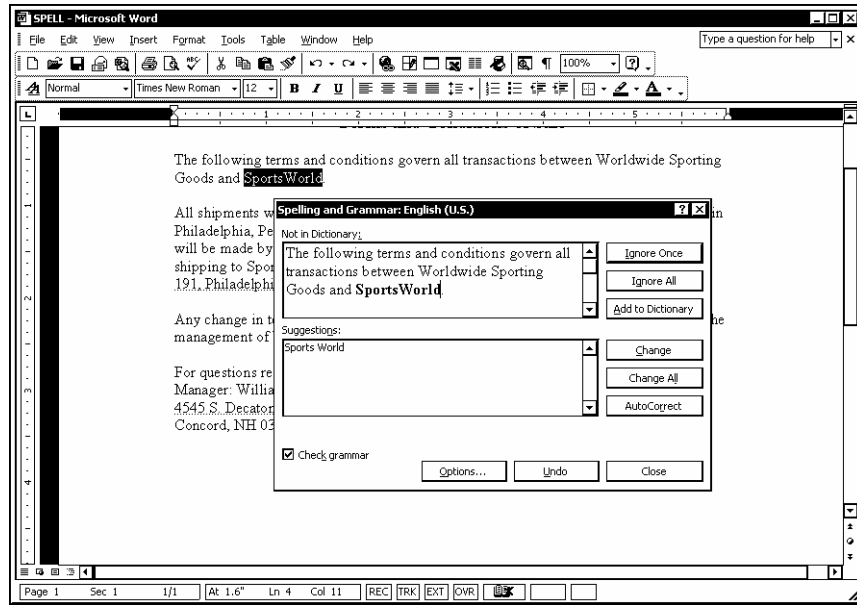
Running the spelling checker

📖   You can also activate the spelling checker by selecting the
     Tools menu and then the **Spelling and Grammar** command
     or by right-clicking any word with a red, wavy underline and
     selecting the **Spelling** command.

📖   The **Change** and **Change All** buttons insert the correct
     spellings only in the current document; the **Ignore All** button
     ignores all occurrences of the identified word for the entire
     Word session.

📖   You can also reverse any changes you make during a spell
     check by clicking in the document and using the **Undo** feature
     from either the **Standard** toolbar or the **Edit** menu.

✔ Procedures

1. Click the **Spelling and Grammar** button [ABC] on the **Standard**
    toolbar.

2. To change the spelling of an identified error, select the desired
    spelling from the **Suggestions** list box.

3. Select **Change** or **Change All**.

4. To ignore an identified error, select **Ignore Once** or **Ignore All**, as desired.

5. To edit an identified error, select the identified error in the **Not in Dictionary** box.

6. Type the correct spelling of the identified error.

7. Select **Change** or **Change All** as desired.

8. To delete a repeated word, select **Delete**.

9. To add an identified word to the custom dictionary, select **Add to Dictionary**.

10. To reverse the previous change, select **Undo**.

11. To end the spell check before it is completed, select **Cancel** or **Close**.

12. When prompted, select **OK** to end a completed spell check.

RUNNING THE GRAMMAR CHECKER

Discussion

You can invoke the grammar checker to check a document for grammatical errors. If the grammar checker finds improper grammar usage or a sentence that does not meet the selected style options, the Spelling and Grammar dialog box opens.

You do not need to grammar check an entire document; you can check a word, sentence, paragraph, or selected text within a document. By default, Word checks the spelling at the same time.

When text is identified with a grammatical error, the phrase or sentence containing the identified text appears in the Spelling and Grammar dialog box, with the identified text in green. Possible corrections appear in the **Suggestions** list box. After selecting a correction, you can use the **Change** button to correct the error.

If you are unsure why the grammar checker has identified the text, you can select the **Explain** button, which opens the Office Assistant with an explanation of the grammatical rule that was violated. After viewing the rule, you can correct the identified text by selecting a suggestion or by typing a correction either in the Spelling and Grammar dialog box or directly in the document itself.

If you want to keep the identified text as it is written, you can select the **Ignore Once** button to ignore just this one occurrence of the rule, the **Ignore Rule** button to ignore all occurrences of the rule in the document, or the **Next Sentence** button to skip over the error. You can use the **Undo** button to reverse any changes you have made.
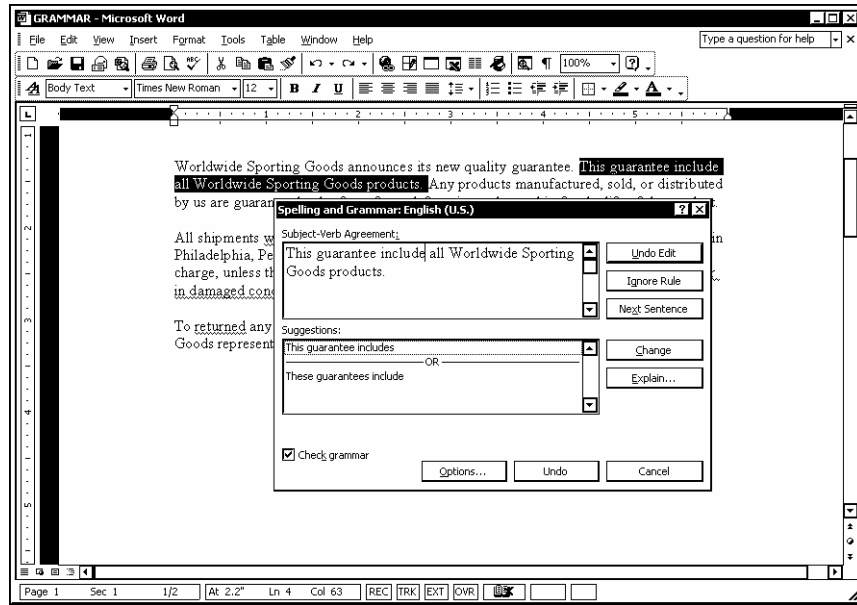
Checking grammar

📖   The **Change** button changes only the current occurrence of the identified text.

📖   If you enable the Office Assistant, it automatically closes when you finish the spelling and grammar check. However, you can use the **Explain** button to close the Office Assistant at any time.

✔ Procedures

1. Click the **Spelling and Grammar** button [ABC icon] on the **Standard** toolbar.

2. To correct an error, select the desired correction from the **Suggestions** list box.

3. Select **Change** to replace the highlighted text with the text in the **Suggestions** list box.

4. To view an explanation of the grammatical rule that was violated, click **Explain**.

5. Select **Ignore Once** to ignore this one occurrence of the rule violation or **Ignore Rule** to ignore all occurrences of the rule violation.

6.   To reverse an action, select **Undo**.

7.   Select **Next Sentence** to skip to the next identified text.

8.   Select **OK** when the spelling and grammar check is complete.

SELECTING GRAMMAR AND STYLE OPTIONS

Discussion

The grammar checker examines the text in your document and compares it to the grammatical rules and style settings specified on the **Spelling & Grammar** page in the Options dialog box.

You can choose a combination of different grammar and style rules that you want the grammar checker to enforce. For example, you can specify the number of spaces between sentences, exclude checking for capitalization rules in the grammar check, and allow the use of passive voice. By default, Word checks for grammar and style at the same time, but you can check for grammar only.

In addition to selecting a writing style, you can choose to display readability statistics for the document. The readability statistics consist of the number of words, sentences, and paragraphs in the document; the average number of sentences per paragraph, words per sentence, and characters per word; and three types of readability scores. These statistics are helpful in critiquing your documents. The readability statistics do not appear by default; they must be enabled.
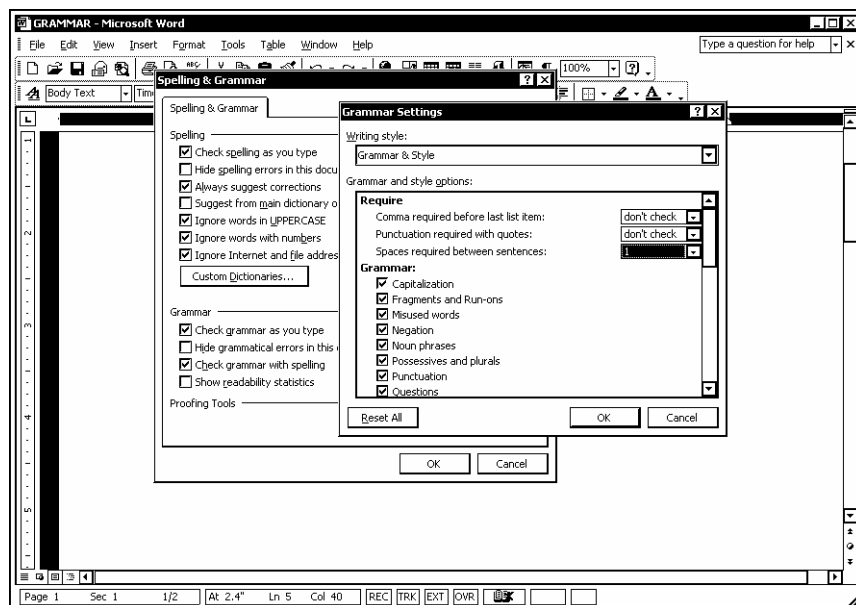
Selecting grammar options

> You can reset the grammar and style settings to the default settings by selecting the **Reset All** button in the Grammar Settings dialog box.

> Once you have customized the grammar settings, they become the default for all documents. Make sure you reset them if you do not want to apply them to all of your documents.

✅ Procedures

1. Select the **Tools** menu.

2. Select the **Options** command.

3. Select the **Spelling & Grammar** tab.

4. Select the **Check grammar with spelling** option.

5. Select the **Writing style** list.

6. Select the desired writing style.

7. Select **Settings**.

8. Select the desired settings under **Require**, **Grammar** and **Style**.

9. Select **OK**.

10. Select the **Show readability statistics** option, if desired.

11. Select **Check Document/Recheck Document** to apply the settings to the current document.

12. Select **Yes** to continue.

13. Select **OK**.

LESSON 11 - USING AUTOCORRECT

In this lesson, you will learn how to:

- Set AutoCorrect options

- Use the AutoCorrect Options button

- Create AutoCorrect exceptions

- Create an AutoCorrect entry

- Create a formatted AutoCorrect entry

- Delete an AutoCorrect entry

SETTING AUTOCORRECT OPTIONS

🦉 Discussion

AutoCorrect automatically corrects misspelled or mistyped words as you type. For example, if you inadvertently type **teh** instead of **the**, Word will automatically make the correction. Word comes with a predefined list of commonly misspelled or mistyped words.

Word provides several AutoCorrect options that can be enabled or disabled as desired. For instance, you can enable or disable the automatic correction of two consecutive capital letters (such as **GReat** to **Great**) or the accidental use of the **[Caps Lock]** key, as well as the automatic capitalization of the first letter in a sentence and the days of the week.

AutoCorrect cannot make the corrections immediately, because it needs to sense what you are typing before it can make a change. As soon as you press the **[Spacebar]** key or type punctuation, AutoCorrect attempts to make the correction.

You may have situations in which you do not want AutoCorrect to correct text. In these cases, you can disable the applicable option, or you can use the **AutoCorrect Options** list to reverse the AutoCorrect correction or to automatically stop correcting the entry.
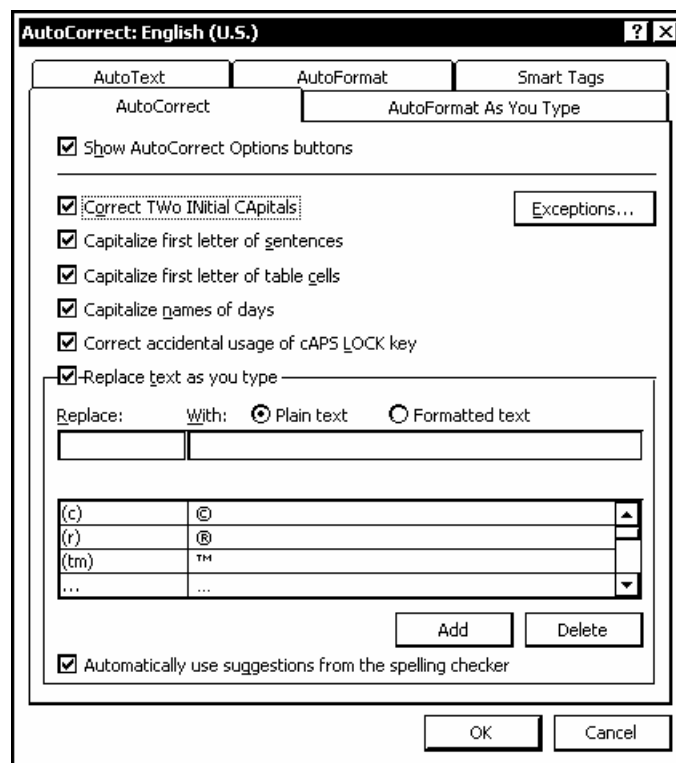
The AutoCorrect dialog box

✔️ **Procedures**

1.   Select the **Tools** menu.

2.   Select the **AutoCorrect Options** command.

3.   Select or deselect AutoCorrect options as desired.

4.   Select **OK**.

USING THE AUTOCORRECT OPTIONS BUTTON

Discussion

The **AutoCorrect Options** button appears as a rectangular, blue box when you point to or position the insertion point near text that was automatically corrected. When you point to the box, it changes into the **AutoCorrect Options** button, which includes a drop-down list of options. You can change the text back to what was originally typed, or you can stop AutoCorrect from making this change again.
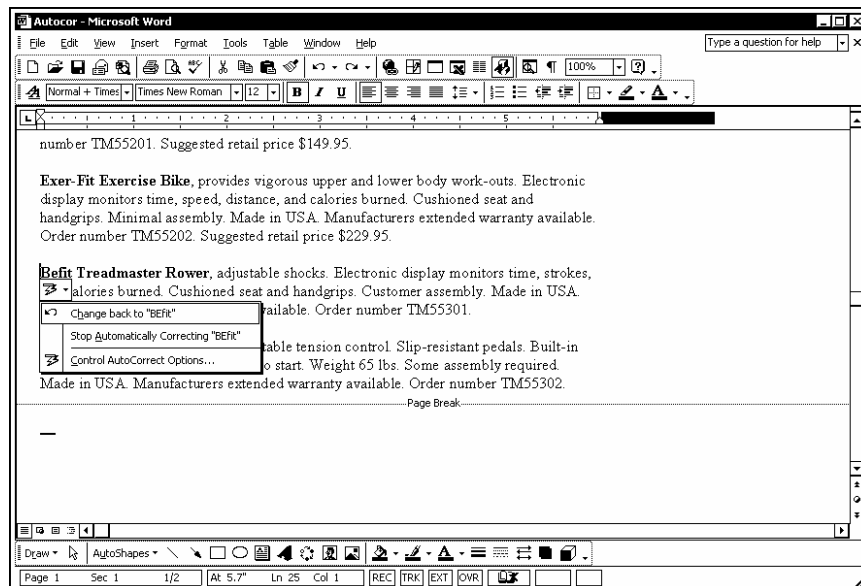
Using AutoCorrect options

> 📖   AutoCorrect can capitalize the first word in a sentence, the
>   days of the week, and the first letter in a table cell. You can
>   turn these options on or off by selecting the **Tools** menu, the
>   **AutoCorrect Options** command, and the applicable option on
>   the **AutoCorrect** page.

✔ Procedures

1. Point to text that has been automatically corrected.

2. Point to the rectangular, blue bar under the automatically corrected
    word.

3. Click the **AutoCorrect Options** button.

4. Select the desired option.

CREATING AUTOCORRECT EXCEPTIONS

Discussion

You may have situations in which you do not want AutoCorrect to correct specific
text, although you do want the AutoCorrect option enabled. In these instances, you
can create an exception.

There are two common types of exceptions. By default, Word capitalizes the first
letter of the first word after a period. This means that the first word after any
abbreviation is potentially capitalized. Word maintains a list of exceptions, and you
can add to this list if you have abbreviations you use regularly.

The other common type of exception involves initial caps. Normally, Word corrects a
word such as **BEfit** to read **Befit**. You may, however, have a product line called **BEfit**
that you do not want Word to correct. Although you can disable the **Correct TWo
INitial CApitals** option, you do not want to disable it just for one word. On the
INitial CAps page of the AutoCorrect Exceptions dialog box, you can list words you
want Word to ignore.

You can use the **Other Corrections** page to list exceptions that do not fall into either
of the above categories.
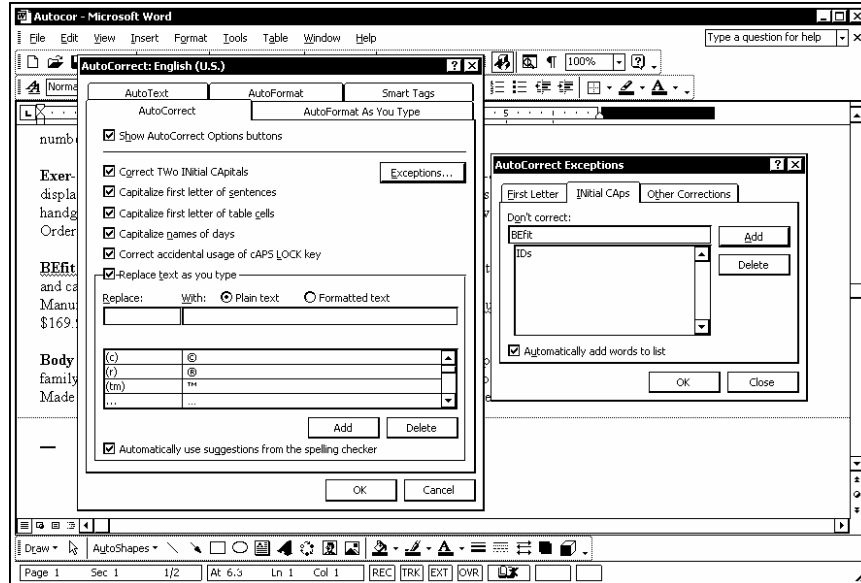
Creating an AutoCorrect exception

📖   When the **Automatically add words to list** option is selected and you use the **[Backspace]** key to erase and type over an AutoCorrect correction, Word automatically adds the correction to the appropriate exceptions list.

📖   You can easily create an AutoCorrect exception with the **AutoCorrect Options** button. Type the text in the document as you wish it to appear and let Word correct it. Then, click the **AutoCorrect Options** button and select the **Stop** command; Word will add the word to the appropriate exceptions list.

✅ **Procedures**

1. Select the **Tools** menu.

2. Select the **AutoCorrect Options** command.

3. Select **Exceptions**.

4. Select the **First Letter** tab.

5. Type the text you want to add to the exception list in the **Don't capitalize after** box.

6. Select **Add**.

7. Select the **INitial CAps** tab.

8. Type the text you want to add to the exception list in the **Don't correct** box.

9. Select **Add**.

10. Select **OK**.

11. Select **OK**.

CREATING AN AUTOCORRECT ENTRY

Discussion

If you commonly misspell or mistype a word, you can create an AutoCorrect entry for it. Once you have created an AutoCorrect entry, that word is automatically replaced by the correct text whenever you mistype it in a document.

You can also create an AutoCorrect entry for any frequently used word or phrase. Thereafter, whenever you type the defined AutoCorrect entry, Word automatically expands it into the complete word or phrase. In addition, if you create the AutoCorrect entry in all lowercase letters, it will be easier to type. For example, if your company name is **Worldwide Sporting Goods**, you can create an AutoCorrect entry for it as **wsg**. Then, whenever you type **wsg**, the full company name appears, correctly spelled and with the correct capitalization.

You can add AutoCorrect entries as plain or formatted text. AutoCorrect formats plain text to match the text it is replacing. Formatted AutoCorrect entries, however, always retain their defined formatting. For example, if you create an AutoCorrect entry for **wsg** as shown above and type it in bold, 14-point text, the expanded text will always be bold and 14 points as well.

The name for the AutoCorrect entry appears in the **Replace** box in the AutoCorrect dialog box and can be up to 31 characters long. The replacement text appears in the **With** box and can contain paragraph marks and graphics as well as text.
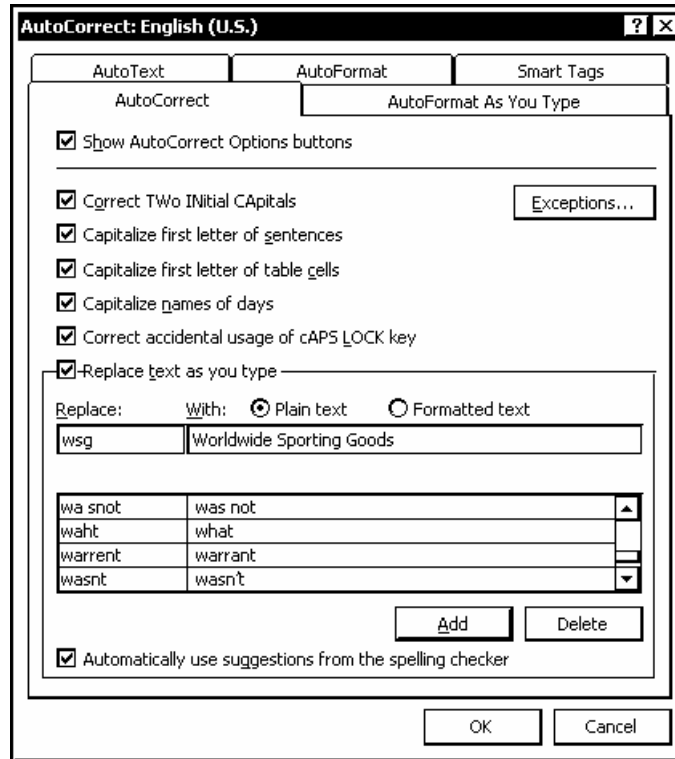
Creating an AutoCorrect entry

📖 Before you create an AutoCorrect entry, you should scan the list of default AutoCorrect entries to see if the word is already there.

📖 You can also add words to the AutoCorrect list from the Spelling and Grammar dialog box while you are spell checking a document.

📖 In order to use the **Replace text as you type** feature, that option must be enabled on the **AutoCorrect** page in the AutoCorrect dialog box.

✔ Procedures

1. Select the **Tools** menu.

2. Select the **AutoCorrect Options** command.

3. Type the desired AutoCorrect entry name in the **Replace** box.

4. Select the **With** box.

5. Type the expanded word or phrase in the **With** box.

6. Select **Add**.

7. Select **OK**.

CREATING A FORMATTED AUTOCORRECT ENTRY

Discussion

When formatted text is selected for an AutoCorrect entry, it can be stored as plain or formatted text.

The **Plain text** option stores an AutoCorrect entry without any formatting. When inserted, the AutoCorrect entry will always adopt the formatting of the adjacent text. For example, if you create an AutoCorrect entry for the heading, **Worldwide Sporting Goods** (formatted as Arial, 14 points, and bold) and select the **Plain text** option, the AutoText entry will adopt the formatting of adjacent text when inserted, even though the original heading text had been formatted. The **Plain text** option is the default option.

The **Formatted text** option stores the formatting of the AutoCorrect entry as well. If the formatted **Worldwide Sporting Goods** text is stored as formatted text, AutoCorrect will always insert the text with its original formatting.
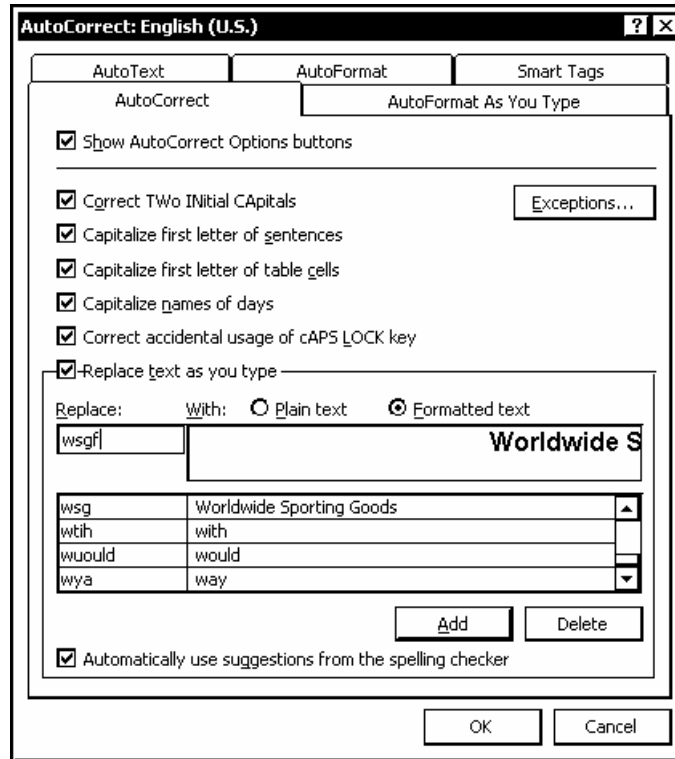
Creating a formatted AutoCorrect entry

> 📖 In order to use the **Replace text as you type** feature, that option must be enabled on the **AutoCorrect** page in the AutoCorrect dialog box.

✓ Procedures

1. Select the text you want to use for the AutoCorrect entry.

2. Select the **Tools** menu.

3. Select the **AutoCorrect Options** command.

4. Type the desired AutoCorrect entry name in the **Replace** box.

5. Select the **Formatted text** option.

6. Select **Add**.

7. Select **OK**.

DELETING AN AUTOCORRECT ENTRY

Discussion

When you no longer need an AutoCorrect entry, you can delete it. Deleting unnecessary AutoCorrect entries reduces the size of the AutoCorrect list and can save you time if you frequently scroll the list to locate an AutoCorrect entry.

When you delete an AutoCorrect entry, it appears in the **Replace** and **With** boxes until you select another AutoCorrect entry or close the AutoCorrect dialog box.

> You should also delete entries in the AutoCorrect Exceptions dialog box when you no longer need them.

> You can quickly locate an AutoCorrect entry in a long list of entries by typing the entry name in the **Replace** box.

Procedures

1. Select the **Tools** menu.

2. Select the **AutoCorrect Options** command.

3. Select the AutoCorrect entry you want to delete.

4. Select **Delete**.

5. Select **OK**.

LESSON 12 -
USING ONLINE HELP

In this lesson, you will learn how to:

- Work with online Help

- View ScreenTips

- Use Help Contents

- Use Help window features

- Use the Help Answer Wizard

- Use the Help Index

WORKING WITH ONLINE HELP

Discussion

If you need assistance on any Word topic or task, you can use Word's extensive Help facility. There are several ways in which you can get help: the Office Assistant, Ask a Question, and the Microsoft Word Help dialog box.

Word provides assistance through the **Microsoft Word Help** command, which launches the Office Assistant, if it is enabled. If the Office Assistant is disabled, you can directly access the Help window, which includes the Contents, Index, and Answer Wizard components. These components allow you to scroll through a table of contents, search for a specific word or phrase based on a keyword, or search based on a question you type, respectively.

The **What's This?** command can be used to display a ScreenTip. The **WordPerfect Help** command, which installs on first use, provides Word equivalents for WordPerfect for DOS commands and key combinations.

If you have access to the Internet, you can use the **Office on the Web** command to connect to the Microsoft Office web site, from where you can download free programs, access on-line support, and get the latest Microsoft product information. The **Activate Product** command provides an on-line method of purchasing and downloading Microsoft software and updates.

The **Detect and Repair** command reviews the previous install process and finds and fixes problems that may have developed during or since the initial software installation. However, this feature cannot repair corrupted data files.

You can use the **About Microsoft Word** command to view copyright and licensing information about the program. The About Microsoft Word window contains a **System Info** button, which displays information about your computer, and a **Disabled Items** button, which displays any items that prevent Word from functioning properly. A **Tech Support** button provides help on getting product support.
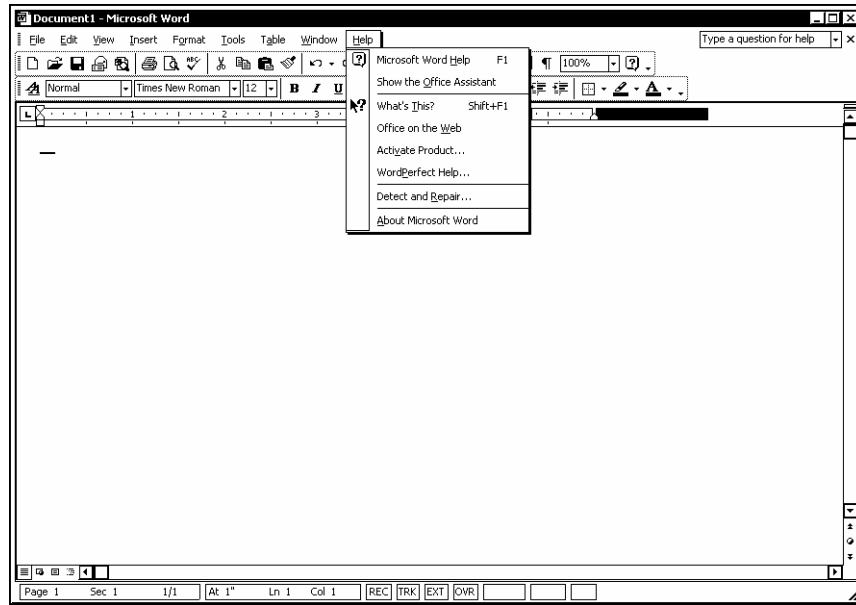
The Help menu

📖   If the Office Assistant is enabled, you can disable it by
     deselecting the **Use the Office Assistant** option on the
     Options page in the Office Assistant dialog box.

📖   You can also open the Microsoft Word Help window by
     selecting the **Microsoft Word Help** link at the bottom of the
     New Document task pane or by clicking the **Microsoft Word
     Help** button on the **Standard** toolbar.

VIEWING SCREENTIPS

Discussion

If you are unsure of the name or function of a menu command or of any other object
in a window, you can use a ScreenTip to view either the object name or a description
of the object. Although the default ScreenTip only displays the name of an object, you
can select the **What's This?** command from the **Help** menu to access more
information.

When the **What's This?** feature is activated, the mouse pointer appears with a
question mark and the ScreenTip appears when you click an object.
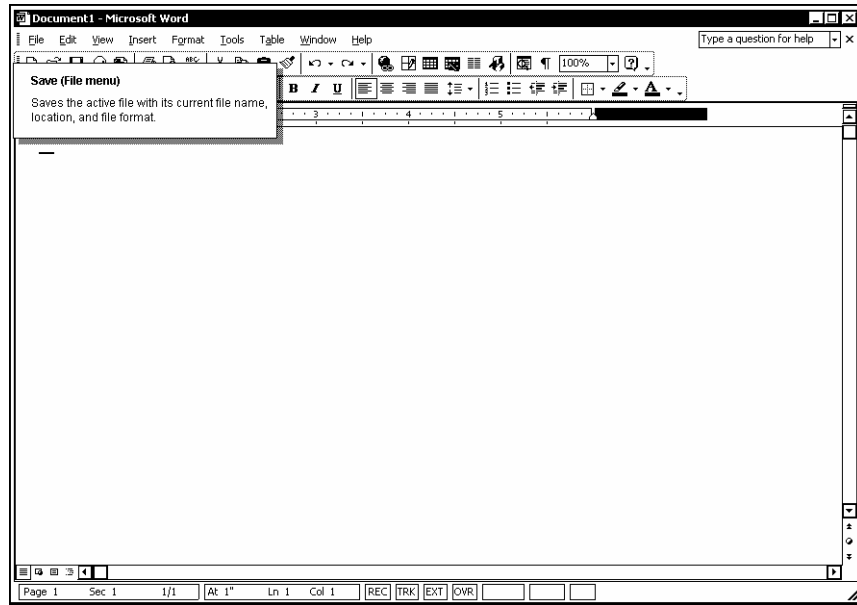
The Save button ScreenTip

📖   You can also access the **What's This?** feature by pressing the **[Shift+F1]** key combination and clicking the object for which you want help.

📖   When you click the **What's This?** mouse pointer on document text, the **Reveal Formatting** task pane opens.

✔ Procedures

1. Select the **Help** menu.

2. Select the **What's This?** command.

3. Click the button or object with which you want help.

4. Click anywhere in the document to hide the **What's This?** ScreenTip.

USING HELP CONTENTS

Discussion

The Microsoft Word Help window is composed of two panes. The pane on the left contains the three help tabs: **Contents**, **Answer Wizard**, and **Index**. The pane on the right contains the information pertaining to the selected help topic.

The **Contents** page displays a list of general help categories and topics. From this list, you can select the category for a particular group of features or functions or a specific help topic. This page is structured similar to a standard table of contents. The table is expandable; when you double-click a category, related categories and help topics appear.

When you select the help topic you want to view, it appears in the right pane of the help window. You can click underlined, colored text in the right pane to display additional help information. Many help topics include a **Show All** link at the top of the pane that you can use to display all the hidden information in the pane.

If you want a paper copy of the help topic, you can use the **Print** button in the help window to print the current topic.
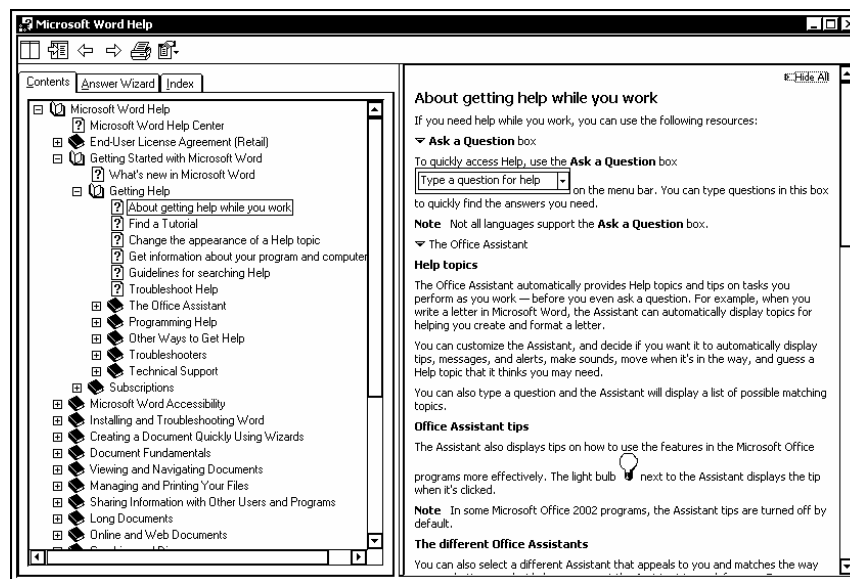
Using Help Contents

You can also expand and collapse help categories on the **Contents** page by clicking the plus or minus sign next to the desired category.

> 📖 The **Microsoft Word Help** command on the **Help** menu directly opens the help window only if the Office Assistant is disabled. Selecting a topic in the Office Assistant, however, always opens the corresponding help window.

> 📖 You can resize the Microsoft Word Help window by dragging an edge or corner or resize the individual panes within the window by dragging the vertical splitter bar between panes.

✔ Procedures

1. Disable the Office Assistant on the **Options** page in the Office Assistant dialog box, if necessary.

2. Select the **Help** menu.

3. Select the **Microsoft Word Help** command.

4. Select the **Contents** tab.

5. Expand the **Microsoft Word Help** category, if necessary.

6. Expand categories as needed to find the desired help topic.

7. Select the desired help topic.

USING HELP WINDOW FEATURES

🔊 Discussion

The Microsoft Word Help window displays two panes: the categorized help contents appear in the left pane and the selected help topic appears in the right pane.

You can use the **Show** and **Hide** buttons at the top of the window to hide the tabs in the left pane or to show both panes. Hiding the left pane decreases the size of the window. This option allows you to continue working in the document while you reference the selected help topic in the right pane of the Help window.

You may want to be able to view the help window and your document simultaneously, so that you can follow the help directions. When the help window opens, it overlays the document window. The **Auto Tile** button arranges the two windows side-by-side, so that both are visible. You can now type in the document window without hiding the help window, and you can use the horizontal and vertical scroll bars to view more text. When the windows are tiled, the help window displays the **Untile** button, which allows you to untile the windows.
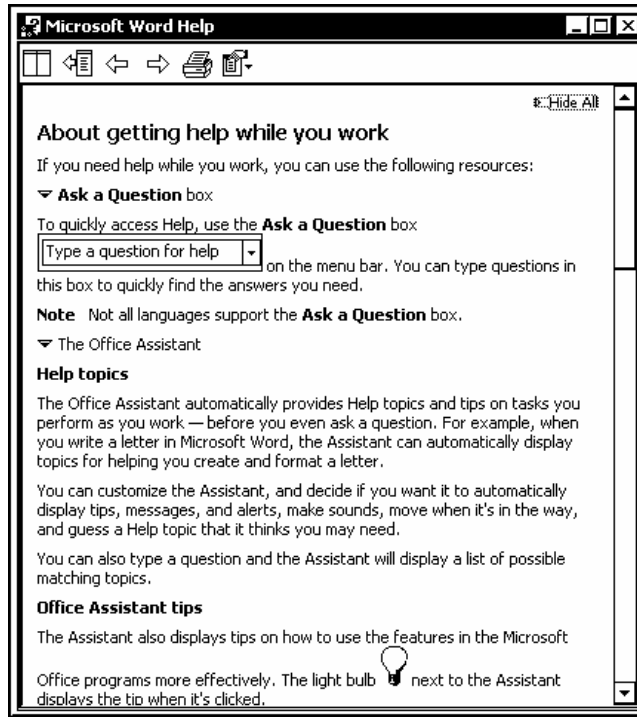
The Help window with tabs hidden

📖	You can also show or hide the tabs by selecting the **Show Tabs** or **Hide Tabs** commands from the **Options** button in the Microsoft Word Help window.

📖	Other buttons in the Microsoft Word Help window can be used to print help topics and to navigate forward and backward to previous topics.

✅ Procedures

1. Open the Microsoft Word Help window.

2. Click the **Hide** button or the **Show** button at the top of the Microsoft Word Help window to hide or show the tabs respectively.

3. Click the **Auto Tile** button to tile the document and help windows or the **Untile** button to return to the previous view.

USING THE HELP ANSWER WIZARD

Discussion

You can use the **Answer Wizard** page in the Microsoft Word Help window to quickly locate help topics based on questions you ask. The **Answer Wizard** page functions in much the same way as the Office Assistant and the **Ask a Question** box on the menu bar. A list of the help topics pertaining to the typed question appears when you search using the Answer Wizard.

Questions entered into the Answer Wizard also appear in the **Ask a Question** list.
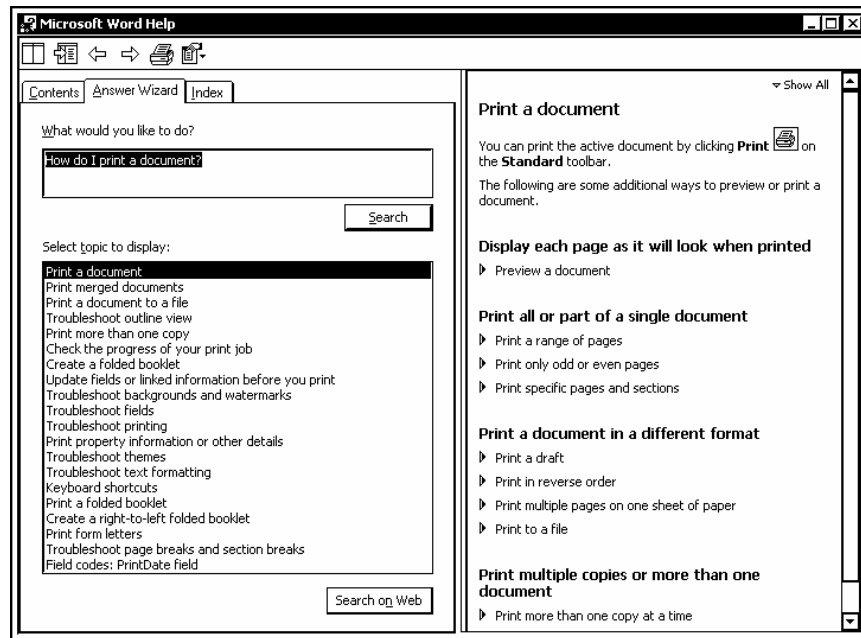
Using the Answer Wizard

USING THE HELP INDEX

Discussion

The **Index** page in the Microsoft Word Help window provides an alphabetical index of available help topics.

The **Index** page enables you to search for a topic using a keyword. You can either type a keyword into the **Type keywords** box or pick a keyword from the alphabetical

list under **Or choose keywords**. After typing or selecting a keyword and then selecting **Search**, an index of available help topics appears. You can then select the desired topic.
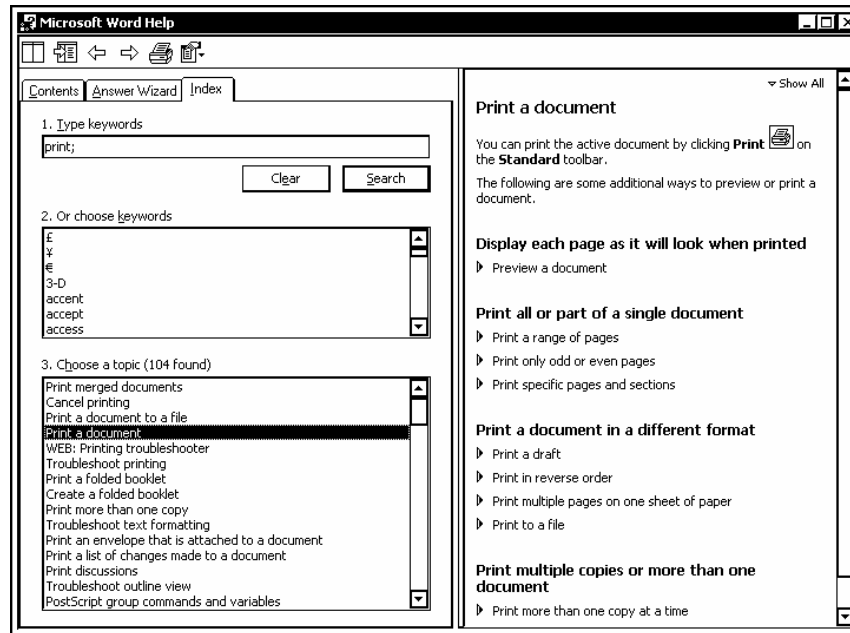
Using the Help Index

> 📖   To perform a subsequent search on a different subject, select
> the **Clear** button to clear the previous search criteria, and then
> enter the new search criteria.

✔ **Procedures**

1.   Open the Microsoft Word Help window.

2.   Select the **Index** tab.

3.   Type the keyword for which you want to search in the **Type keywords** box or select it from the **Or choose keywords** list.

4.   Select **Search** to search for the keyword, or double-click a keyword in the **Or choose keywords** list box.

5.   Click the desired topic from the **Choose a topic** list box.

INDEX

Alignment
  vertical, 99, 100
Animations
  text, 84, 85
Answer Wizard, 123, 129
Ask a Question, 123
AutoCorrect
  creating entries, 117, 118
  creating exceptions, 115, 116
  creating formatted entries, 119, 120
  creating plain text entries, 119
  deleting entries, 121
  selecting options, 113, 114
  using the AutoCorrect Options button, 114, 115
Bold, 82
Characters
  font size, 81
Clipboard
  icon, 48, 49
  options, 48
  pasting, 46, 47
  task pane, 46, 48, 49
Copyright character
  inserting, 57
Custom dictionary
  adding words, 104
Date
  inserting, 54, 55
  updating to current, 54
Date field
  inserting, 54
Document Map, 60
Document navigation
  using the keyboard, 33, 34
  using the mouse, 32, 33
Documents
  closing, 29
  creating, 29, 30
  entering text, 26, 27
  formatting, 92
  full-screen mode, 63, 64
  grammar check, 108, 109
  inserting page breaks, 92, 93
  opening, 30, 32
  opening multiple, 66, 67
  page orientation, 94, 95
  paper size, 97, 98

Labels
    printing, 75, 76
Margins
    setting, 96, 97
Menu commands
    using, 5, 6
Menus
    changing options, 11, 12
Nonbreaking hyphen
    inserting, 57
Nonbreaking space
    inserting, 57
Office Assistant, 123
    changing options, 21, 22
    displaying, 17, 18
    hiding, 17, 18
    querying, 20, 21
    using, 18, 19
Overtype mode, 36, 37
Page breaks
    automatic, 93
    inserting, 92, 93
    removing, 93, 94
Page orientation, 94, 95
Paper size
    documents, 98
Paragraph symbol character
    inserting, 55
Paste options, 44, 45
Print preview, 70, 71
Printing
    current page, 73
    documents, 72
    multiple copies, 74
Redo, 51, 52
Registered character
    inserting, 57
Repeat, 51, 52
Ruler
    displaying, 64, 65
    hiding, 64, 65
ScreenTips, 4
    viewing, 124, 125
Shortcut keys
    assigning to special characters, 57
Single quotation character
    inserting, 55
Special characters
    inserting, 57, 58
Spelling
    checking as you type, 102, 103