The
New York Society Library
Presents:

Introduction to Microsoft Word
(for versions 2003 and earlier)

Carolyn Waters
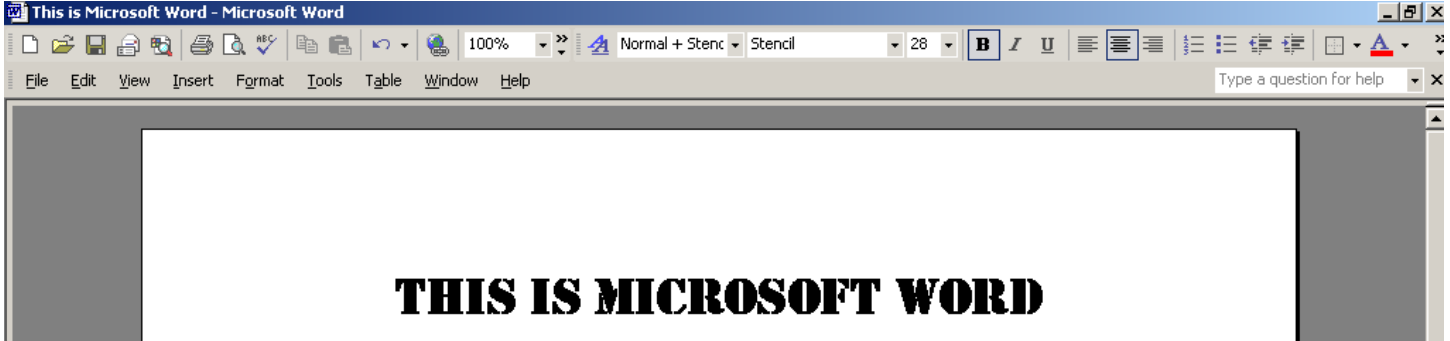### Acquisitions & Reference Librarian
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## OVERVIEW

MICROSOFT WORD

Microsoft Word, first released in 1983, is a sophisticated word-processing program that can be used for writing and editing, as well as desktop publishing and bulk mailings.

Versions include:
- Word 95   (aka Word 7.0)   1995
- Word 97   (aka Word 8.0)   1997
- Word 2000   (aka Word 9)   1999
- Word 2002   (aka Word 10 or Word XP)   2002
- Word 2003   ("Microsoft Office Word 2003")   2003
- Word 2007*   ("Microsoft Office Word 2007")   2007

*today's class will only cover Microsoft Word versions 2003 and earlier

FILE MENU
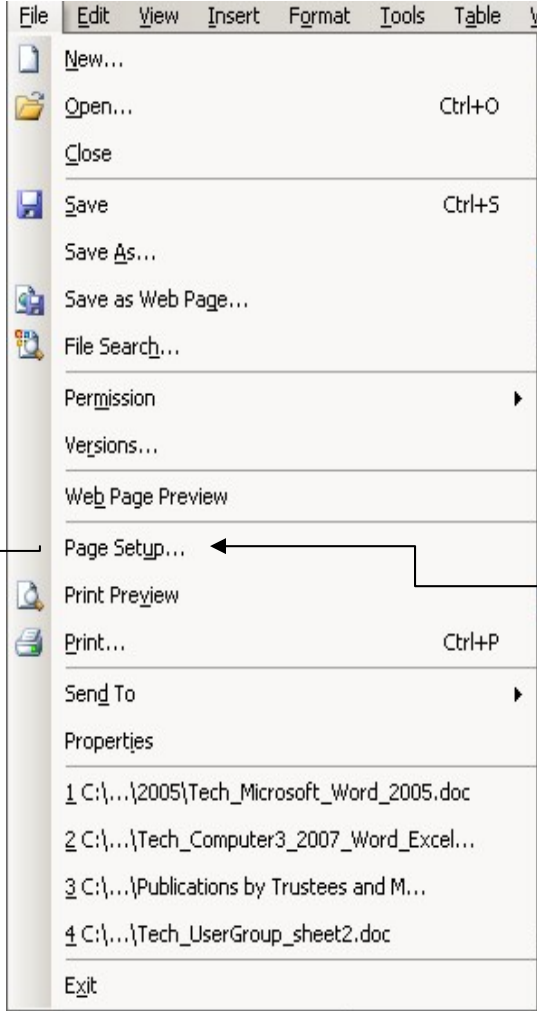
CREATING A NEW DOCUMENT:
File→New
When you first open Microsoft Word, you have already created a new document and do not need to use this feature.

SAVING THE DOCUMENT:
File→Save (or CTRL+S)
File→Save As
When you create new document, you will need to select a name to save your file.   All subsequent saves will overwrite that initial file.   To save the file under a different name, version, type or location, select **Save As** instead.

SETTING UP FOR PRINTING:
File→Page Setup
In the Page Setup dialog box set the margins, paper and layout options for your document. Press "Default" if you wish to use these settings for all your documents.

PREVIEWING THE DOCUMENT:
File→Print Preview
Print Preview will show you what your document looks like for printing purposes.

PRINTING:
File→Print (or CTRL+P)
This will open your local printer, and will give you the option to specify multiple copies or selected sections to print.
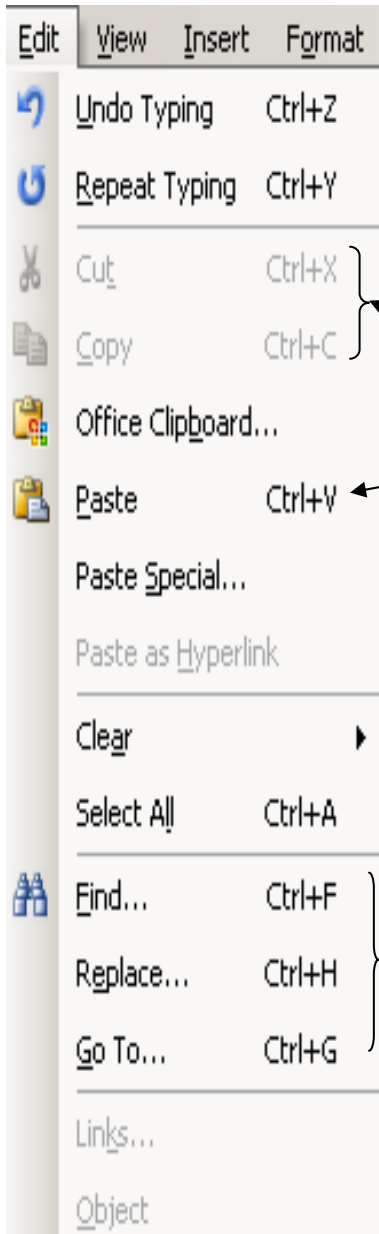
EXITING WORD:
File→Exit
Alternatively, you may simply click the **X** in the upper right in the window. If you have not saved your document, you will be asked if you wish to save the most current version.
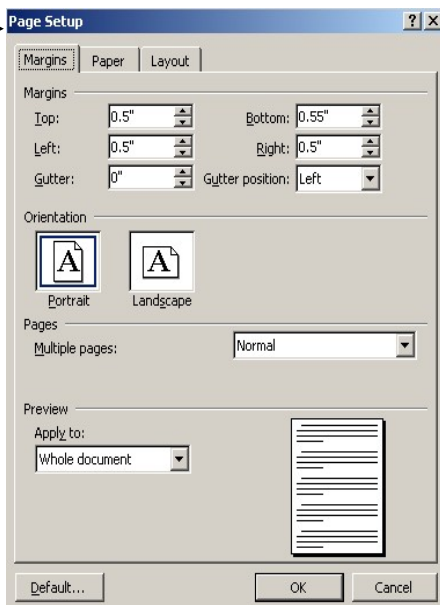
EDIT MENU

UNDOING/REPEATING ACTIONS:
Edit→Undo Typing (or CTRL+Z)
Edit→Repeat Typing (or CTRL+Y)
Using these commands will either reverse your prior action (**Undo**) or repeat your prior action (**Repeat**). Use them as many times as you wish to undo or repeat your last few actions.

CUTTING/COPYING AND PASTING:
Edit→Cut (or CTRL+X) OR **Edit→Copy (CTRL+C)**
AND
Edit→Paste (or CTRL+V)
One of the advantages with using a word-processing program on a computer is the ability to easily cut and paste text from one section to another. These menu options will be grayed out unless text has been highlighted

> ➢ Highlight the text you want to copy or cut
> ➢ Select **Cut** to remove the text entirely
>   *or*
> ➢ Select **Copy** to leave the original text where it is
> ➢ Place your cursor where you want the cut or copied text to appear
> ➢ Select **Paste** to paste the cut or copied text to that spot
>
> ❊ *Note that you can **Cut/Copy** and **Paste** text between different software programs. For example, copy a paragraph from a webpage and paste it into Microsoft Word!*
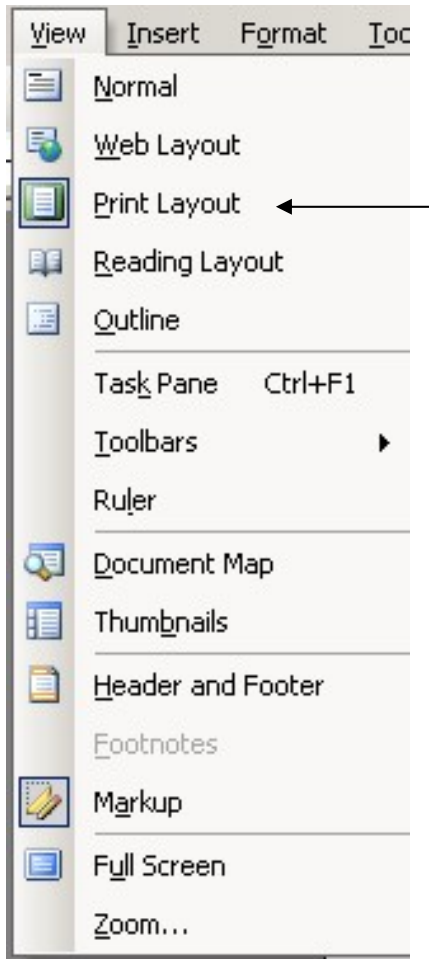
FINDING OR REPLACING TEXT:
Edit→Find (CTRL+F)
Edit→Replace (CTRL+H)
Edit→Go To (CTRL+G)
The **Find** menu option helps you to locate the occurrence of a word or phrase in your document. Use **Replace** to quickly find and automatically replace all instances of a word or phrase with another. Use **Go To** to go directly to a particular page in the document.

VIEW MENU

VIEWING THE DOCUMENT ON THE SCREEN:
View → Print Layout
Most of the time you will want to work in **Print Layout** mode. This view shows how the page will look when printed.

USING TOOLBARS:
View → Toolbars
If they are not already active, add the _Standard_ and _Formatting_ toolbars. All toolbar functions can be found on the text menus, but many people find it convenient to have the graphic icons on top of the document as well. You can add as many toolbars to your document as you wish, but your workspace decreases with each additional toolbar.
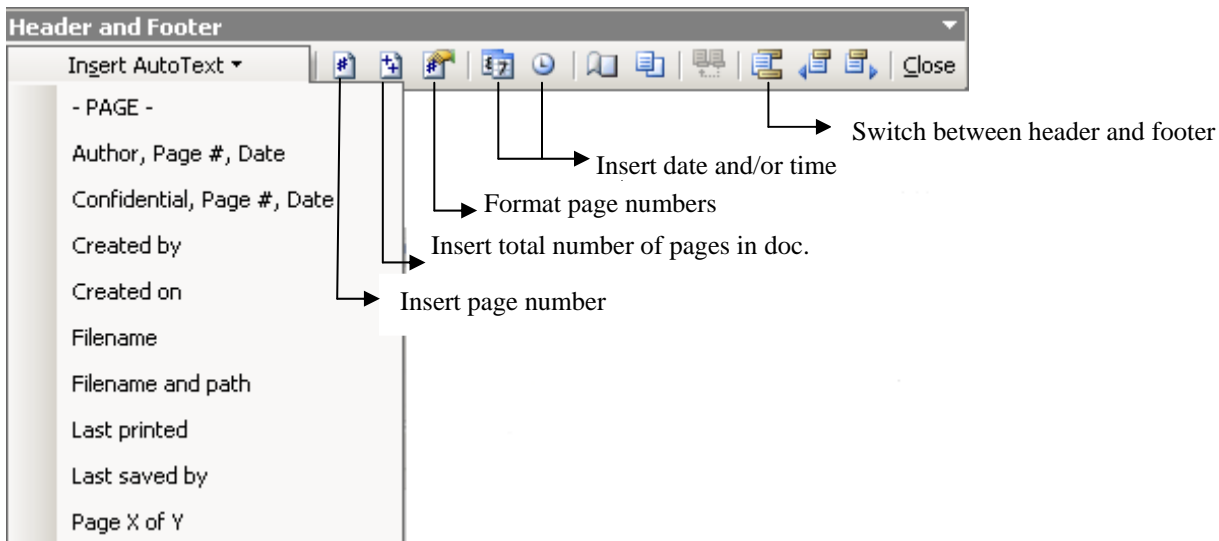
SHOWING THE RULER:
View→ Ruler
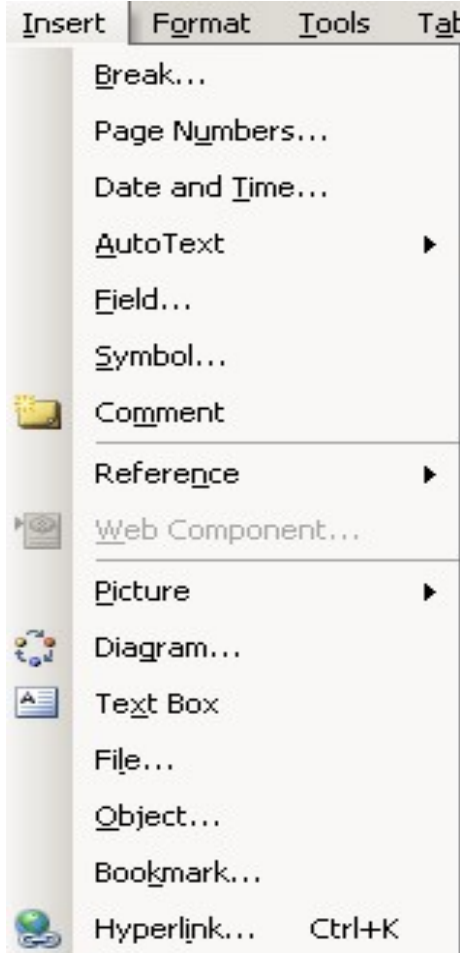The Ruler option is useful for aligning tabbed text.

INSERTING HEADERS AND FOOTERS:
View → Header and Footer
Headers and Footers are areas at the top and bottom of the document where you can add automatic descriptive text about the document. In this document, the Header is "Introduction to Microsoft Word" and the Footer includes the month and date of the class ("April 2008") and the page number.

Switch between header and footer

Insert date and/or time

Format page numbers

Insert total number of pages in doc.

Insert page number

INSERT MENU

INSERTING PAGE BREAKS:
Insert → Break
To manually insert a page break into your document, select Insert → Break → Page Break.   You can also divide up columns of text with an Insert → Break → Column Break command

INSERTING PAGE NUMBERS & DATE & TIME:
Insert → Page Numbers OR **Insert→Date and Time**
If you are not using the Header/Footer section to insert date and page information in your document, you can also add it through this menu option.

INSERTING SYMBOLS:
Insert → Symbol
To add foreign characters OR symbols like **£,½,â,è,©** , or◪to your document, select Insert → Symbols and select one of the fonts on your computer (symbols come bundled with the fonts).   Arial font contains most European foreign characters, Times New Roman includes many Greek characters, and Wingding and Webding contain many graphic images.

INSERTING COMMENTS:
Insert → Comment
Comments can be added to documents for personal reminders or other notations.

### *INSERTING PICTURES:*
Insert → Picture → From File
To add pictures to your Word document that you have previously saved on your computer, select **Insert → Picture → From File** and search for the image in your folders.

Insert → Picture → ClipArt
For a selection of free graphic images (photos, cartoons, drawings), select **Insert → Picture → ClipArt** and search through the available images.
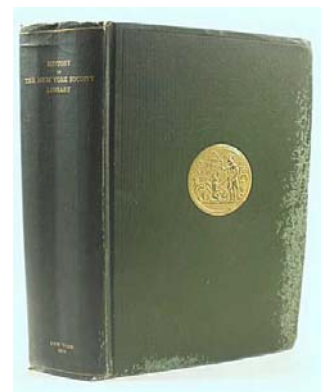
FORMAT MENU
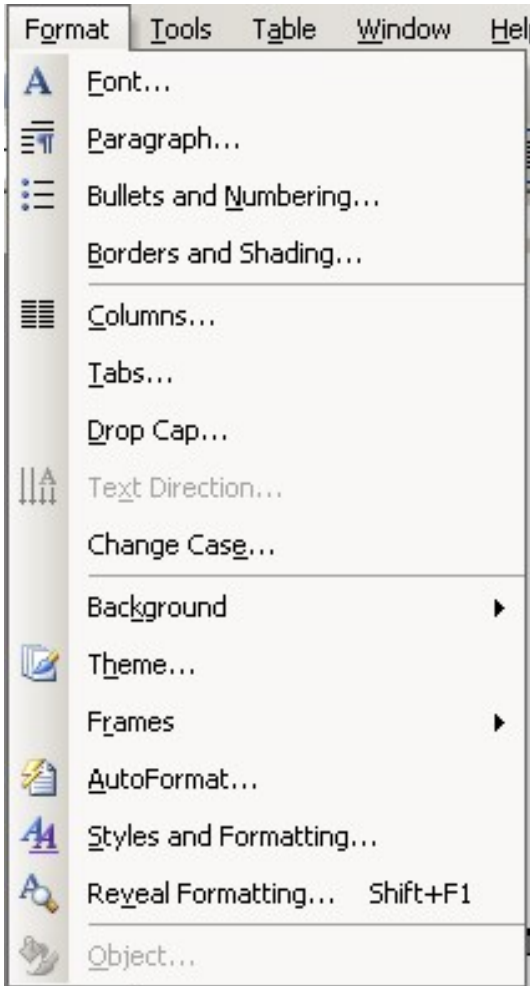
CHANGING FONTS:
Format → Font
Highlight the text you want to format, and use this option to change the font, style (**bold**, *italics*), size, or color of your text. You can also use the Font command to select special effects for the text, like ~~strikethroughs~~ or ^{superscript}. Note that the command **CTRL+A** will select ALL of the text in your document.

CHANGING PARAGRAPH SPACING:
Format → Paragraph → Line Spacing
This option allows you to switch from single-space to double-space (or any variations in between). Available options include *Single, 1.5, Double* and *Exact Specifications*.

INSERTING BULLETS AND NUMBERING:
Format → Bullets and Numbering
This option allows you to create bulleted or numbered lists. A variety of style options are available for bullets and numbers.
- Squares
- Circles
- Open circles
- Arrows
- Checkmarks
1. Roman numerals
I. Arabic numbers

INSERTING BORDERS:
**Format → Borders and Shading**
The borders and shading menu option allows you to add borders in many different styles to specific text or to your entire document.

CREATING COLUMNS:
Format → Columns
Highlight the area you wish to break into columns and select **Format → Columns**. In the dialog box that appears, select the # of columns you wish to divide the text into and the desired width of each of the columns.

TOOLS MENU
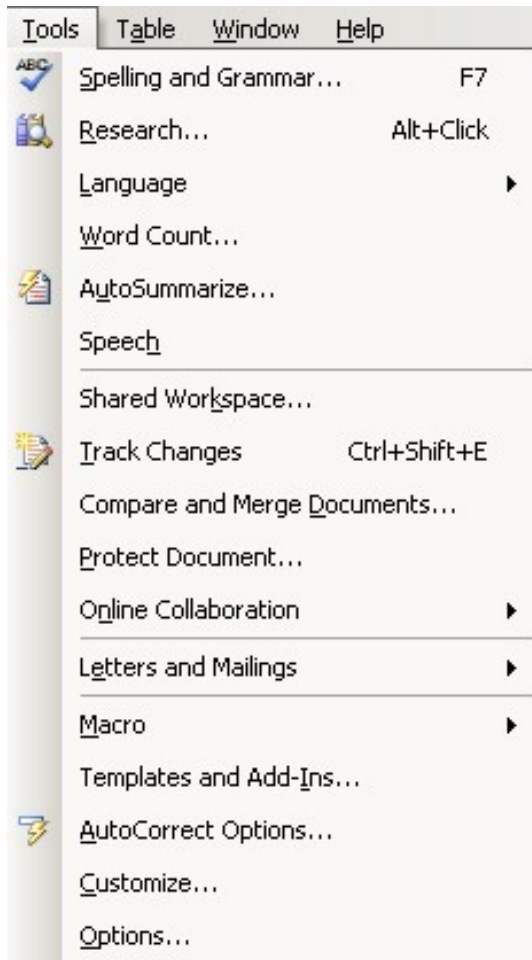
CHECKING SPELLING AND GRAMMAR:
Tools →Spelling and Grammar
To spell-check your document, select Tools → Spelling and Grammar. You can add words (such as proper names) to the custom dictionary so that spell-check won't keep questioning it.

To turn on or off the automatic spell-check function, select Tools → Spelling and Grammar → Options and check or uncheck the appropriate box ("Check spelling as you type" and "Check grammar as you type").

 To manually add or remove files from the custom dictionary, select Tools → Spelling and Grammar → Options → Custom Dictionary → Modify

CHECKING WORD COUNT:
Tools → Word Count
To view a running total of your word count, select Tools → Word Count.

TABLE MENU

Table menu options will be covered in the Advanced Word class. If you cannot attend this class, please look for the class guide that will be available on the web at
http://nysoclib.org/tech/index.html

WINDOW MENU

The Windows Menu keeps track of multiple open windows (at the bottom of the menu), to allow you to quickly move between documents.   You can also split the screen of your current document, or compare two documents side-by-side using the Windows Menu function.

HELP MENU
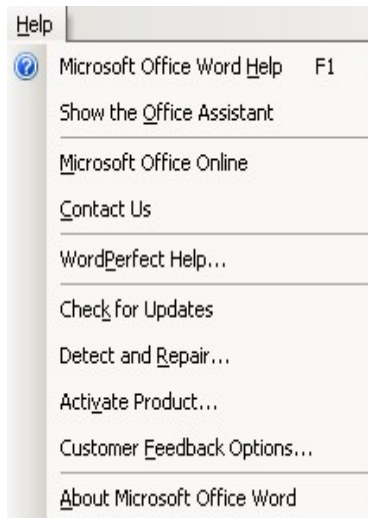
There are a couple of interesting features on the Help Menu at the very top and very bottom of the menu.   The first item is **Microsoft Office Word Help**, a built-in book of help topics.   This is where I would go first if you are having problems or need a tutorial with using any feature of Microsoft Word.

You should also be familiar with the **About Microsoft Office Word** menu option. This will tell you which version of Microsoft Word you are running, and will give you your license number and other information about your computer system.

MINOR ANNOYANCES

STOP FINISHING MY SENTENCES!
Tools → Auto Correct
Does Microsoft Word keep trying to complete your sentences (i.e. you start typing "Febr" and a yellow note with the word "February" pops up)? You can either hit **<ENTER>** to accept the suggestion (and avoid typing the rest of the word), or select **Tools→Auto Correct** to turn these features off.

GO AWAY PAPERCLIP GUY!
Tools → Options → View → ScreenTips
To turn off the annoying paperclip guy (he's known as the Office Assistant and he'll offer you tons of Screen Tips when you start typing):
- Select **Tools→Options→ View**
- Uncheck **Screen Tips**

You can also right click on him when he pops up and select **Hide Assistant**. You can also change him from the paperclip into other, possibly less annoying things, like a jigsaw puzzle piece.

STOP CHECKING MY SPELLING and GRAMMAR!
Tools→Options→ Spelling & Grammar
Is your document plastered in red and green squiggly lines?
- Select **Tools→Options→ Spelling & Grammar**
- Uncheck **Check Spelling as you type** and/or **Check grammar as you type**
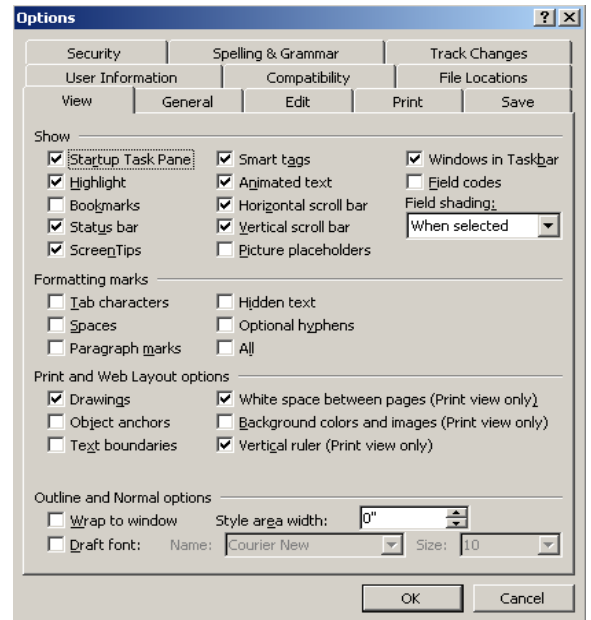
MACRO VIRUSES:
Tools → Options → General → Macro virus protection
The macro feature in Microsoft Word is how hackers can infect your computer. Since it is a program that runs in Microsoft Word, a damaging program can be recorded, sent to you as an attached document, and run when you open Microsoft Word. To protect yourself from viruses that could infect your system, follow these tips:
- ✓ Do not open any Microsoft Word attachments that you are not expecting, even if they are from your friends or co-workers
- ✓ Check **Tools →Options→General→Macro virus protection**. This will offer you a second level of security
- ✓ Keep a virus protection program running on your computer if you use the Internet. McAfee VirusScan and Norton AntiVirus are two popular ones and usually come installed on new p.c.s

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MENU OPTION COMMAND CHEAT SHEET

Try these quick commands from the File and Edit menus:

CTRL+N   **File→New**
CTRL+O   **File→Open**
CTRL+S   **File→Save**
CTRL+P   **File→Print**

CTRL+Z   **Edit→Undo Typing**
CTRL+Y   **Edit→Repeat Typing**
CTRL+X   **Edit→Cut**
CTRL+C   **Edit→Copy**
CTRL+V   **Edit→Paste**
CTRL+A   **Edit→Select All**
CTRL+F   **Edit→Find**
CTRL+H   **Edit→Replace**
CTRL+G   **Edit→Go To**

And one more thing…
The **ALT** key
In addition to the quick commands above, you can also use **ALT** key and the underlined letter in the main menu to bring up each submenu. For example **ALT+F** brings up the file menu, **ALT+E** the Edit menu, etc…

APPENDIX