

The New York Society Library

Presents:

Introduction to Microsoft Word



Thursday, October 28, 2009

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Table of Contents

OVERVIEW _____	Page 3
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MICROSOFT OFFICE WORD 97-2003

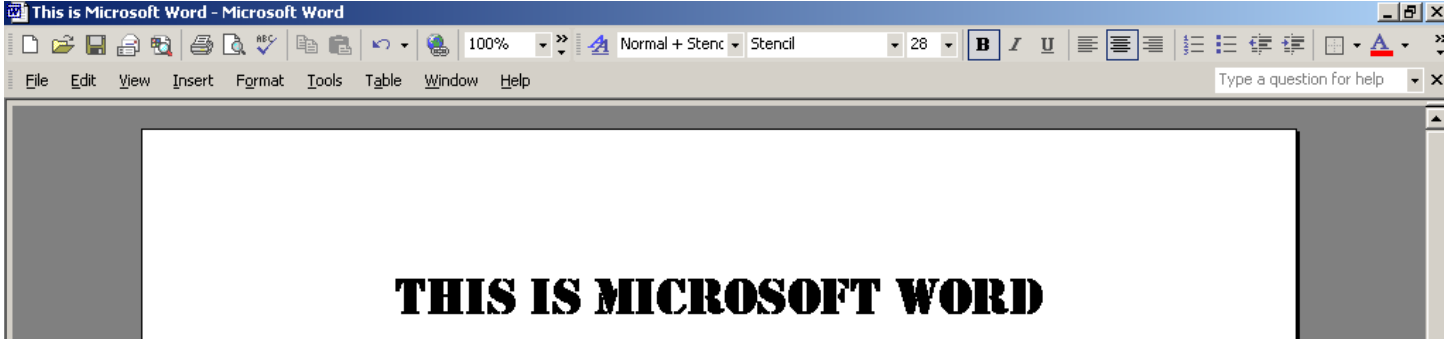
GRAPHICAL USER INTERFACE _____	Page 5
FILE MENU _____	Page 6
EDIT MENU _____	Page 7
VIEW MENU _____	Page 8
INSERT MENU _____	Page 9
FORMAT MENU _____	Page 10
TOOLS MENU _____	Page 11
WINDOWS MENU _____	Page 12
HELP MENU _____	Page 12
MINOR ANNOYANCES _____	Page 13
MENU OPTION CHEAT SHEET _____	Page 12

MICROSOFT OFFICE WORD 2007

GRAPHICAL USER INTERFACE _____	Page 15
OFFICE BUTTON _____	Page 16
FUNCTIONS FROM OLD EDIT MENU _____	Page 17
FUNCTIONS FROM OLDVIEW MENU _____	Page 18
FUNCTIONS FROM OLD INSERT MENU _____	Page 19
FUNCTIONS FROM OLD FORMAT MENU _____	Page 21
FUNCTIONS FROM OLD TOOLS MENU _____	Page 23
HELP AND MINOR ANNOYANCES _____	Page 24

INTRODUCTION TO MICROSOFT WORD

OVERVIEW



MICROSOFT OFFICE WORD

Microsoft Office 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.

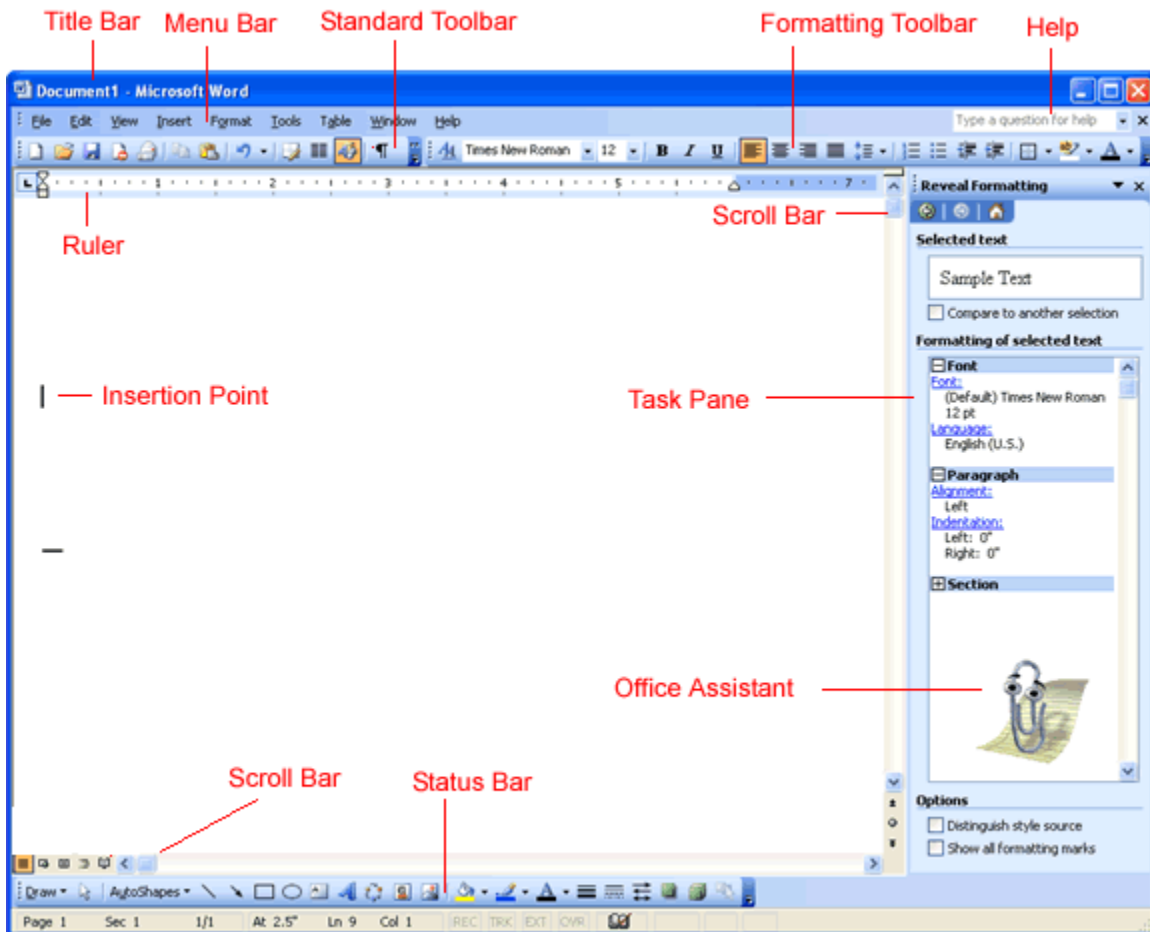
Versions include:

- Word 95 (a.k.a. Word 7.0) 1995
- Word 97 (a.k.a. Word 8.0) 1997
- Word 2000 (a.k.a. Word 9) 1999
- Word 2002 (a.k.a. Word 10 or Word XP) 2002
- Word 2003 ("Microsoft Office Word 2003") 2003
- Word 2007 ("Microsoft Office Word 2007") 2007

MICROSOFT OFFICE WORD 97-2003

INTRODUCTION TO MICROSOFT WORD

THE GRAPHICAL USER INTERFACE



Title Bar contains the name of the document.

Menu Bar is divided into nine menus for manipulation of a document.

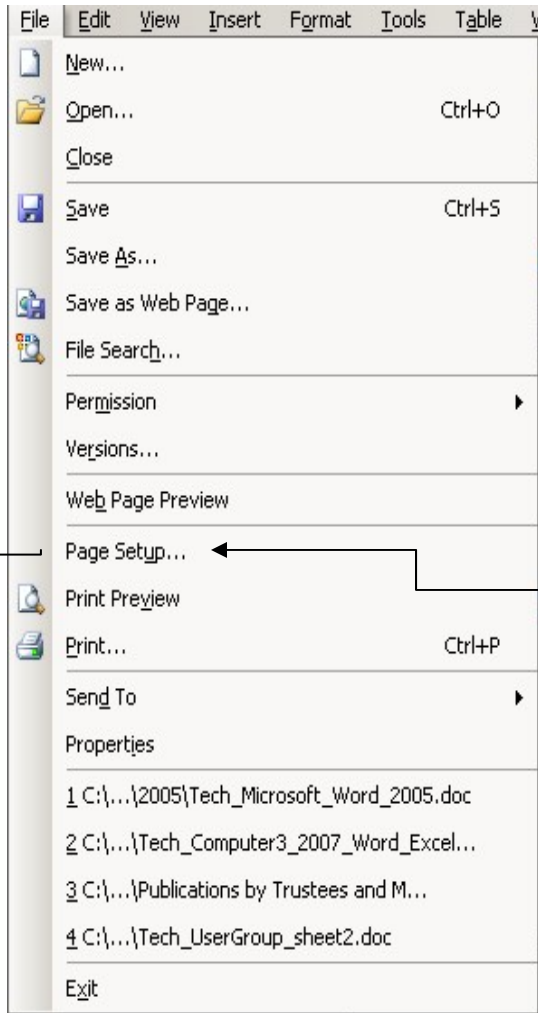
Standard Toolbar contains shortcuts to the most commonly used functions.

Formatting Toolbar and **Status Bar** provide additional function shortcuts.

Ruler provides a visual measurement of your document.

Help provides assistance with Microsoft Office Word.

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. You can use this feature if you need to create a second document.

SAVING THE DOCUMENT:

File → Save

File → Save As

When you create a 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:

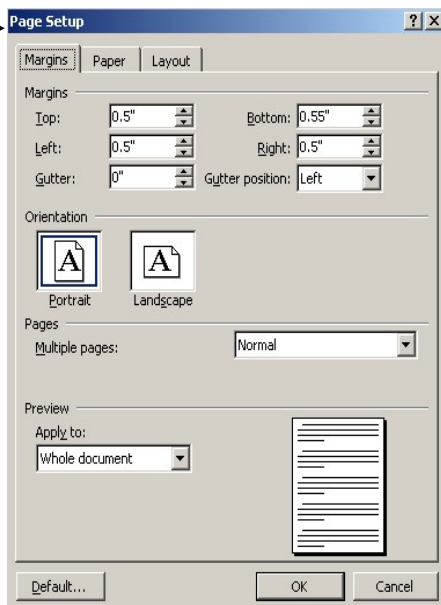
File → Print

This will open your local printer, and will give you the option to specify multiple copies or selected sections to print.

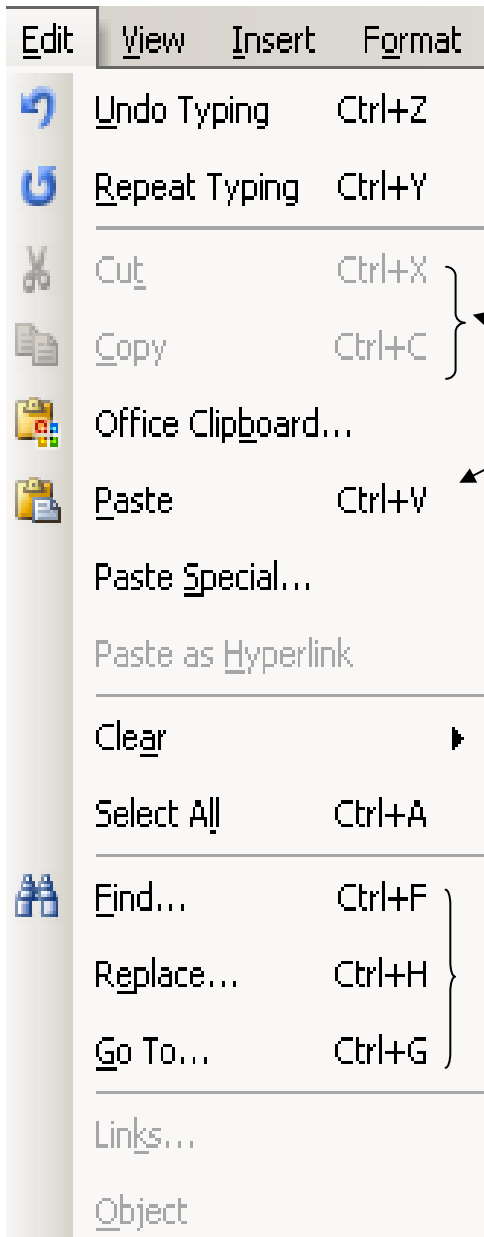
EXITING WORD:

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
Edit → Repeat Typing

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 **Edit → Copy**
AND
Edit → Paste

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

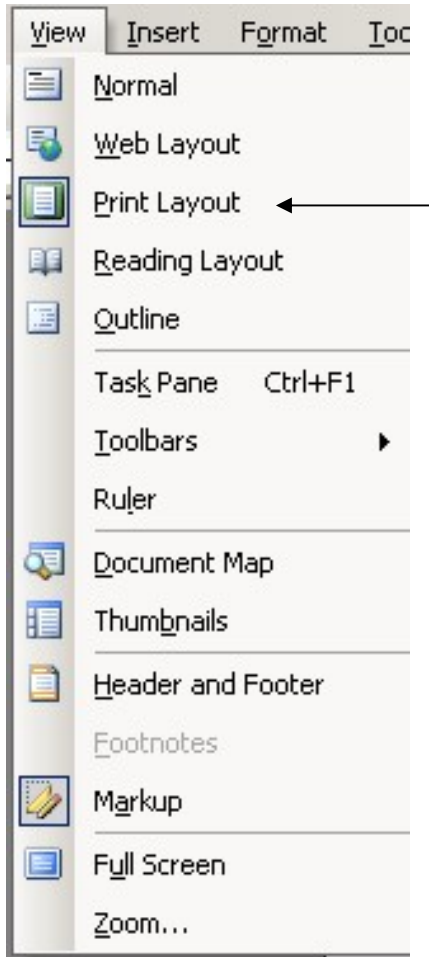
* *Note that you can **Cut/Copy** and **Paste** text between different software programs. For example, copy a paragraph from a Web page and paste it into Microsoft Word!*

FINDING OR REPLACING TEXT:

Edit → Find
Edit → Replace
Edit → Go To

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:

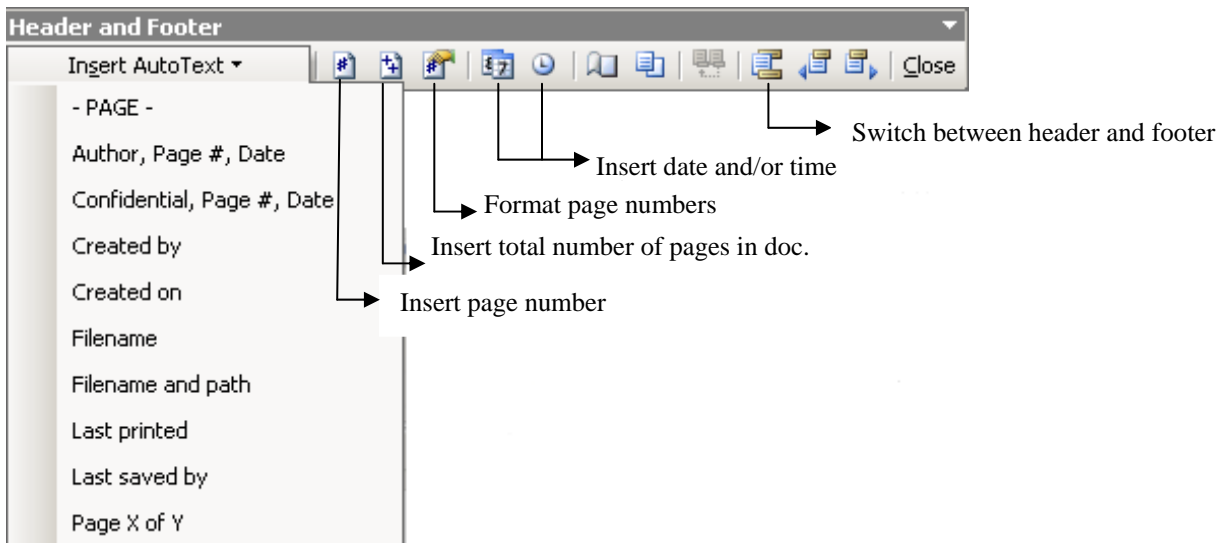
View → Ruler

The Ruler option is useful for aligning tabbed text.

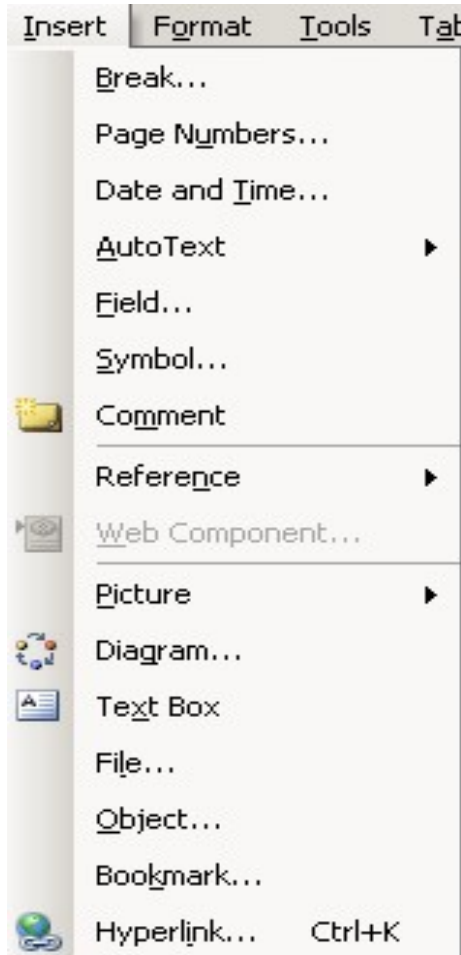
INSERTING HEADERS AND FOOTERS:

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.



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

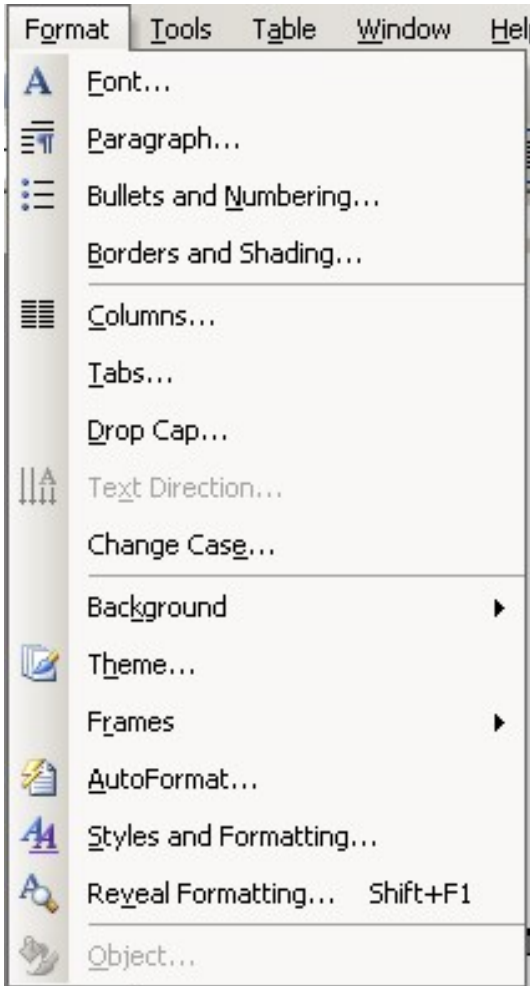
To add pictures to your Word document that you have previously saved on your computer, select **Insert → Picture → From File** and search for the image in your folders.



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}.

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

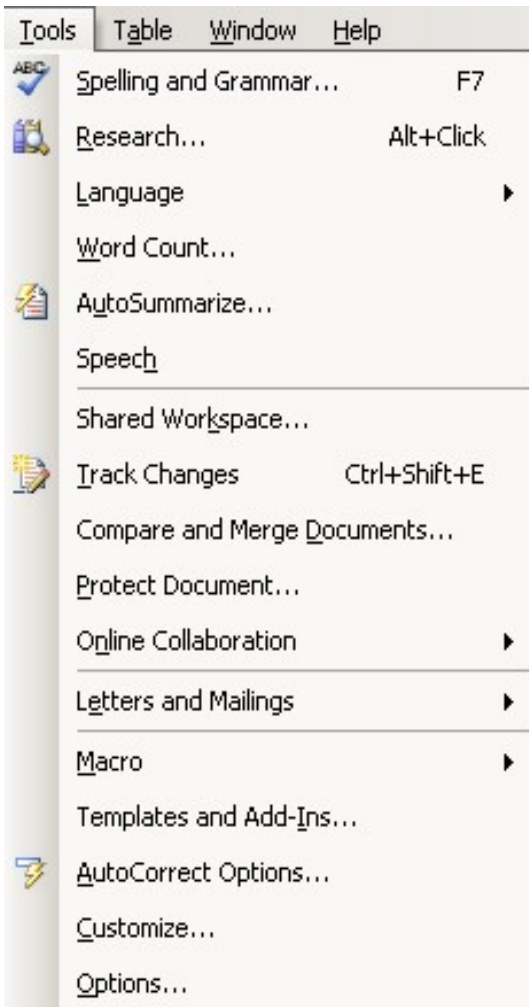
The borders and shading menu option allows you to add borders in many different styles to specific text or to your entire document.

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**.

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

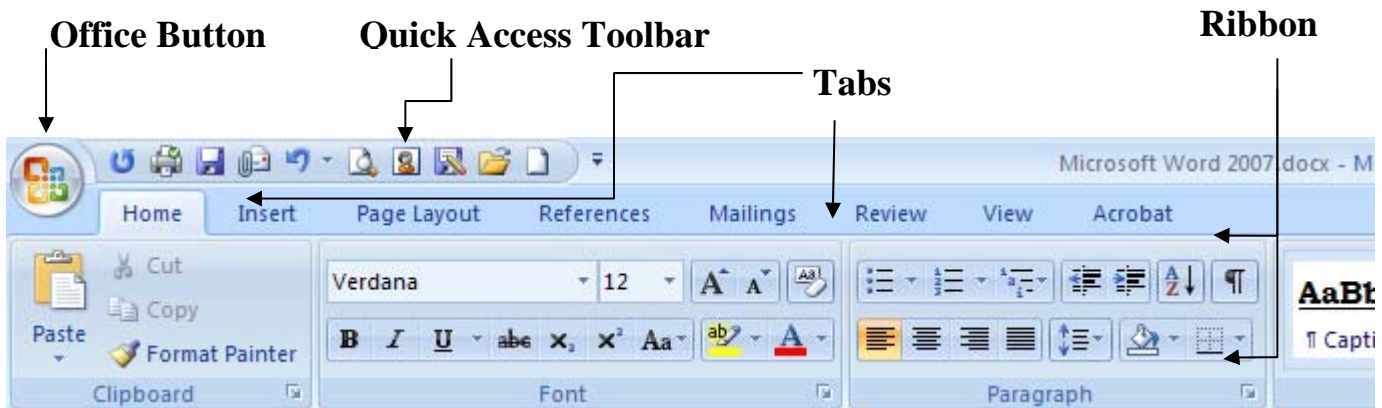
Is your document plastered in red and green squiggly lines?

- Select **Tools → Options → Spelling & Grammar**

Uncheck **Check Spelling as you type** and/or **Check grammar as you type**

MICROSOFT OFFICE WORD 2007

THE NEW GRAPHICAL USER INTERFACE



Office Button

This has replaced the old **File** menu, providing access to functions like opening, saving, printing, sending, and closing files.

Quick Access Toolbar

This provides access to functions you use often such as opening, saving, printing, sending, and closing files. This can be customized by using the down arrow.

Ribbon

This is a panel that is organized into **Tabs** which house all of the remaining icons (commands) that were previously available as menu items in prior versions of the program. Relevant commands are grouped together in the **Tabs**.

OFFICE BUTTON (Replacing the old File Menu)



The **Word Options** box is where you can change how Word corrects and formats your text:

1. Click **Word Options**
2. Click **Proofing**
3. Click **AutoCorrect Options** button

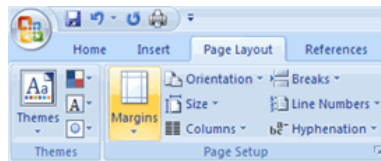
Since this new button replaced the old **File Menu**, most of what was found in the old **File Menu** is here.

CREATING A NEW DOCUMENT:
New

SAVING THE DOCUMENT:
Save
Save As

PREVIEWING THE DOCUMENT:
Print → Print Preview

PRINTING:
Print



SETTING UP FOR PRINTING:
Ribbon (Page Layout Tab)

Use this function, which is now located in a different **Tab** to set the margins, paper and layout options for your document.

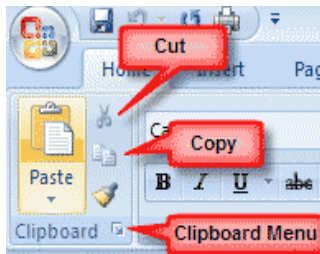
INTRODUCTION TO MICROSOFT WORD

Location of functions from the old **EDIT MENU**



UNDOING/REPEATING ACTIONS: Quick Access Toolbar

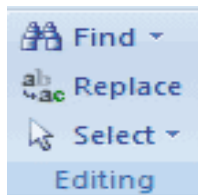
Using these commands will either reverse your prior action or repeat your prior action. Use them as many times as you wish to undo or repeat your last few actions.



CUTTING/COPYING AND PASTING: Ribbon (Home Tab)

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



FINDING OR REPLACING TEXT: Ribbon (Home Tab)

The **Find** 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.

INTRODUCTION TO MICROSOFT WORD

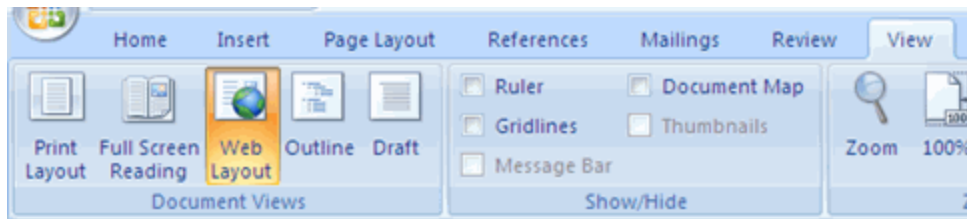
Location of functions from the old **VIEW MENU**



VIEWING THE DOCUMENT ON THE SCREEN:

Ribbon (View Tab)

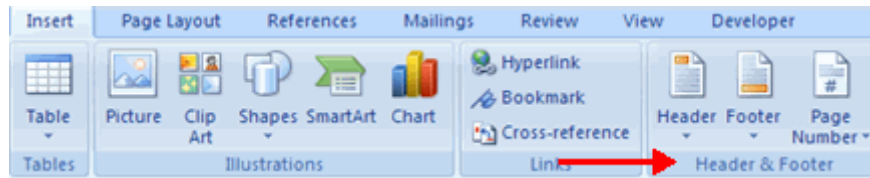
Most of the time, you will want to work in **Print Layout** mode. This view shows how the page will look when printed.



SHOWING THE RULER:

Ribbon (View Tab)

The Ruler option is useful for aligning tabbed text.



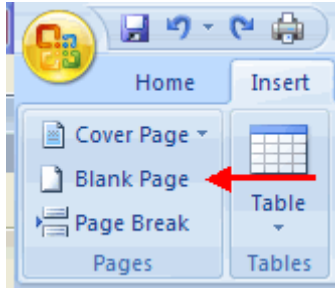
INSERTING HEADERS AND FOOTERS:

Ribbon (Insert Tab)

Headers and Footers are areas at the top and bottom of the document where you can add automatic descriptive text about the document.

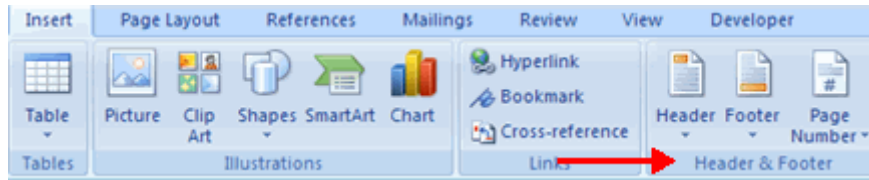
INTRODUCTION TO MICROSOFT WORD

Location of functions from the old **INSERT MENU**



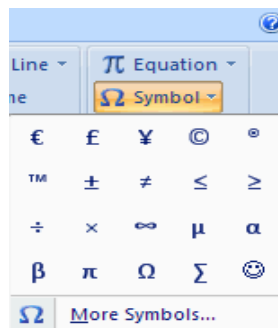
INSERTING PAGE BREAKS: **Ribbon (Insert Tab)**

This function allows you to manually insert a page break into your document.



INSERTING PAGE NUMBERS & DATE & TIME: **Ribbon (Insert Tab)**

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 option.



INSERTING SYMBOLS: **Ribbon (Insert Tab)**

This is to add foreign characters OR symbols like £, ½, â, è, ©, or ☺ to your document.

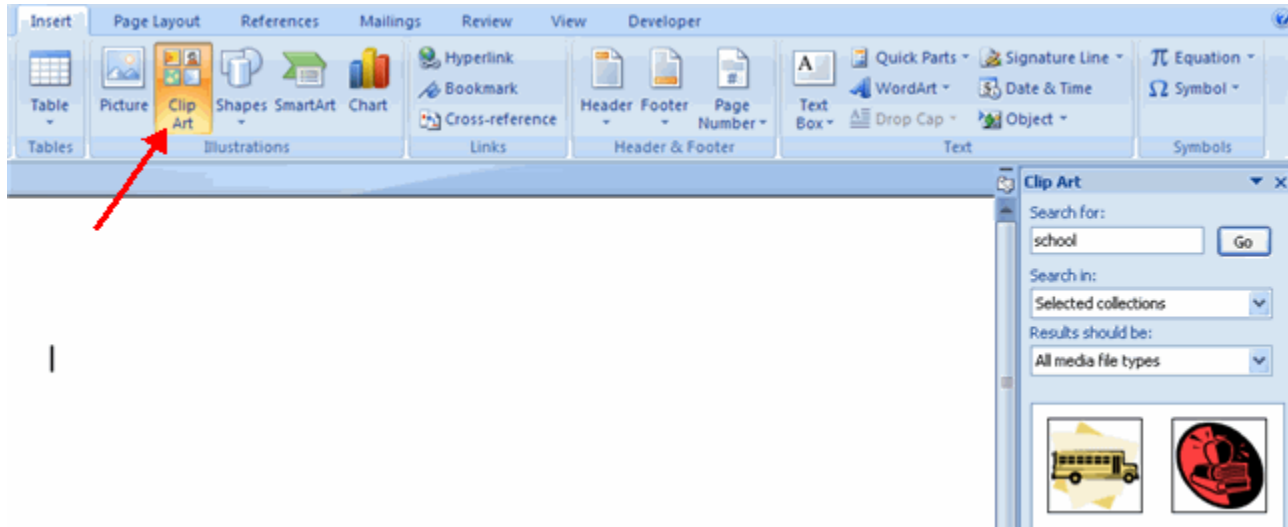
INTRODUCTION TO MICROSOFT WORD

Location of functions from the old **INSERT MENU**



INSERTING COMMENTS: **Ribbon (Review Tab)**

Comments can be added to documents for personal reminders or other notations.

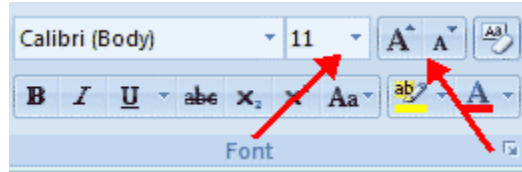


INSERTING PICTURES: **Ribbon (Insert Tab)**

This function allows you to add pictures to your Word document that you have previously saved on your computer or from a selection of free graphic images.

INTRODUCTION TO MICROSOFT WORD

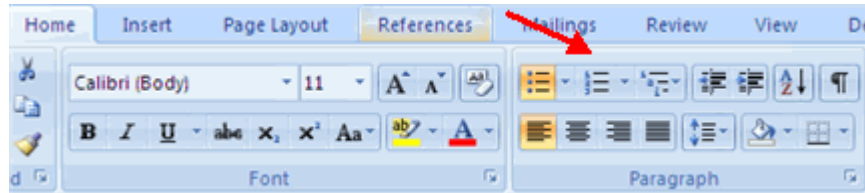
Location of functions from the old **FORMAT MENU**



CHANGING FONTS:

Ribbon (Home Tab)

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}.



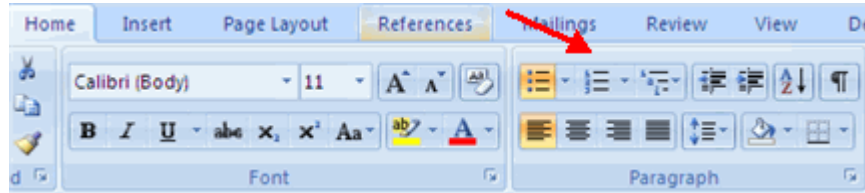
CHANGING PARAGRAPH SPACING:

Ribbon (Home Tab)

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*.

INTRODUCTION TO MICROSOFT WORD

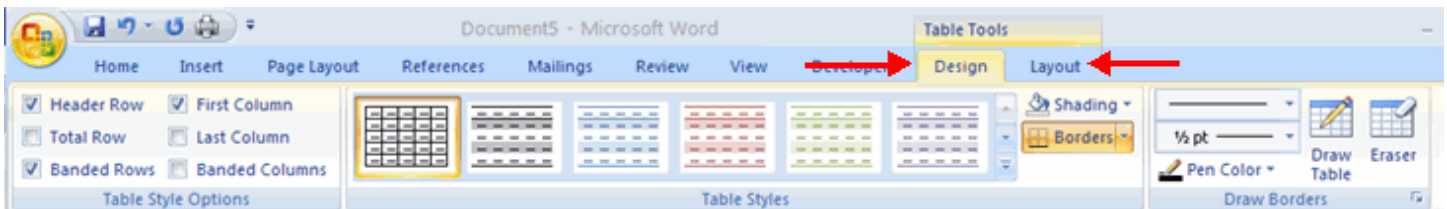
Location of functions from the old **FORMAT MENU**



INSERTING BULLETS AND NUMBERING: **Ribbon (Home Tab)**

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
2. Roman & Arabic numerals

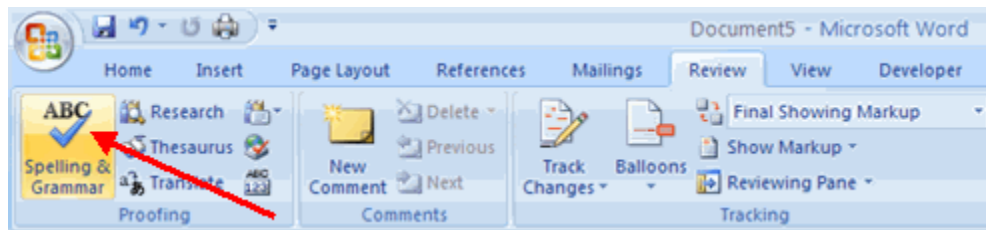


INSERTING BORDERS: **Ribbon (Design Tab)**

The borders and shading menu option allows you to add borders in many different styles to specific text or to your entire document.

INTRODUCTION TO MICROSOFT WORD

Location of functions from the old **TOOLS MENU**



CHECKING SPELLING AND GRAMMAR:

Ribbon (Review Tab)

This option allows you to spell check your document.

CHECKING WORD COUNT:

This option allows you to view a running total of your word count. The counter is located on lower left hand corner of the Word document. To count a specific section of words, highlight the desired area and the results will be shown.

INTRODUCTION TO MICROSOFT WORD

HELP

The Help menu is located in the upper right hand corner of the **Ribbon**.

MINOR ANNOYANCES

Microsoft Office Word 2007 uses a different filename extension than previous versions. Previously, documents ended with .DOC. Currently, documents end with .DOCX. Older versions of Word cannot open Word 2007. To avoid this mishap, you may save your document in a previous version of Word. When saving a document using **Save As**, in the **Save as type** window select **Word 97-2003 Document**.