

# Intro to Word 2003 by Rockaway Township Library

Developed by Barb Hauck-Mah

<http://www.rtlibrary.org/esl.html>

## ***What is Word?***



Word is a computer software program that has many tools for typing and editing documents with text, images, tables and graphics for printing.

## ***What we will learn in Intro to Word 2003***

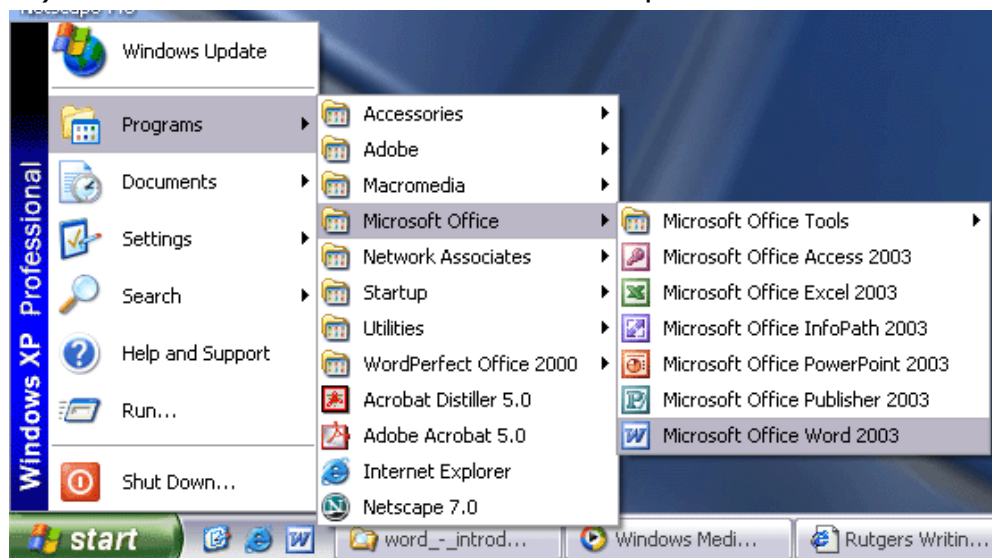
**HOW TO** - open and save Word files

- change the style, size and color of text
- correct mistakes
- copy and paste text
- set paper layout, margins and line spacing
- change text alignment
- create a bulleted list and add a border



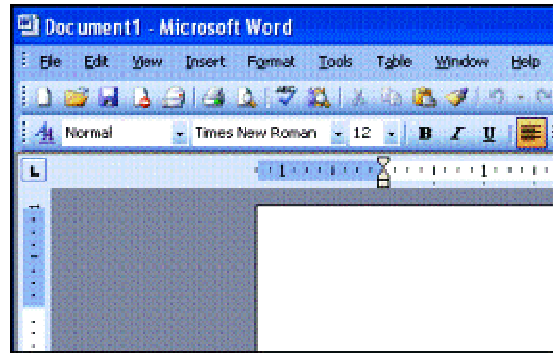
## ***How to Open Word 2003***

- 1) Click button in bottom left corner of computer screen
- 2) Click **All Programs** to open
- 3) Scroll to find Microsoft Office in program list
- 4) Click **Microsoft Office Word 2003** to open



***When you open Word, a new blank document opens***

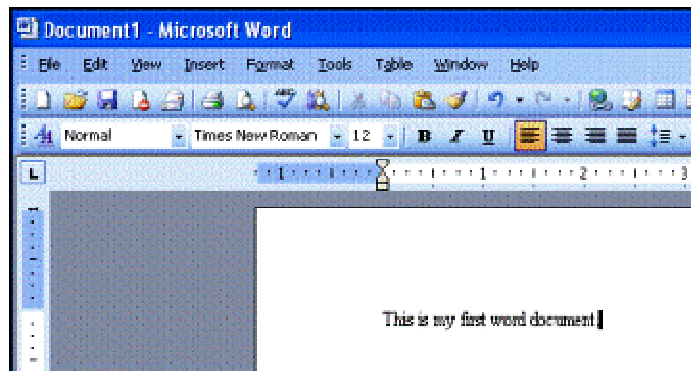
It is an empty white page and the **Home** Tab is open



***How to enter text***

See a blinking line cursor? | Start typing and letters will appear to the left of the blinking line.

When you reach the end of line, Word automatically starts on a new line.



***To put spaces between words,*** hit the **Space Bar** on keyboard

***To start typing on a new line*** Click Enter key on keyboard





***To Type a Capital Letter*** (A not a) Hold Shift Key as you type letter

***To Type a Symbol*** from top row of Keyboard, Hold Shift Key as you hit the symbol/number key

***To Type in ALL CAPITAL LETTERS*** Click the Caps Lock key  
Release to return to Upper and Lower Case

***How to Move around the page***

There are two scroll bars. They are on the **right side** and on the **bottom** of the screen. The scroll bar helps you to **move up** or **down, right** or **left**

fast. To scroll down, click  To scroll up, click   
To scroll right,  to scroll left, click 

## Practice 1 Type a Word document

Type the text in the box

FAX COVER SHEET

To: Maria Jones

Fax Number: (888-555-1874)

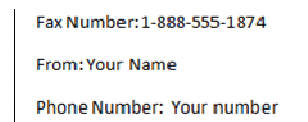
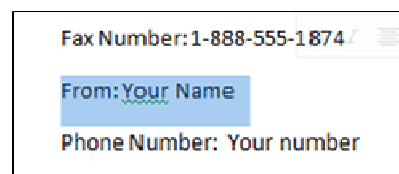
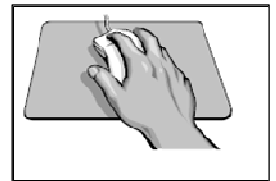
From: Your Name

Phone Number: (Your number)

Attached is my resume. Please call me with any questions. Thank you!

## Mouse Practice: How to Highlight text in Word

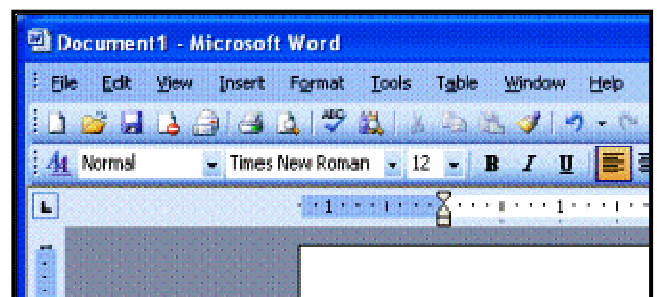
1. Put the cursor | to the left of words you select
2. Put your first finger on left mouse button
3. Hold down the left mouse button
4. Move the mouse across the words
5. Lift up your finger
6. You see text highlighted in blue
7. When done, click on white part of screen  
When you stop highlighting, the blue color disappears



## *Change, Delete and Copy Text*

### The UNDO arrow can undo a mistake

If you click the wrong button or make a typing error, Click the Blue UNDO arrow in top left corner. It will go back or undo one or more steps if you haven't saved the file



### How to delete and change text

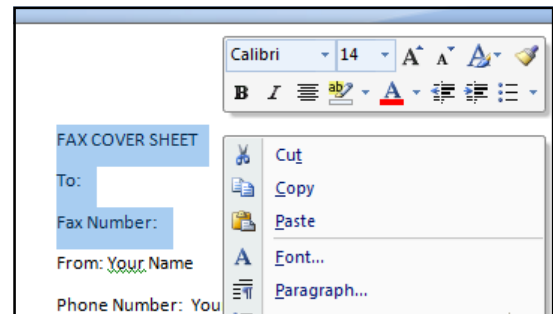
- Move the cursor | to the right of text to delete. Use the **Backspace** key to delete one letter at a time & retype **OR**
- Highlight text to delete and click **Delete**

## How to insert text

Move cursor | to left of where you want to insert text. Start typing text

## How to Copy and Paste Text

- Highlight text to copy
- Right click mouse and Pop Up box shows
- Click Copy
- Move cursor | to location on page to paste text
- Click Paste. You should have 2 copies of the text now



## Practice 2 Edit the Document

Open the Word document created in Practice 1

1. Highlight and change Fax Number to 888-555-1234
2. Highlight and delete FAX COVER SHEET. Change to Resume Attached
3. Insert the sentence See you soon. before Thank you!
4. Copy and paste all the text

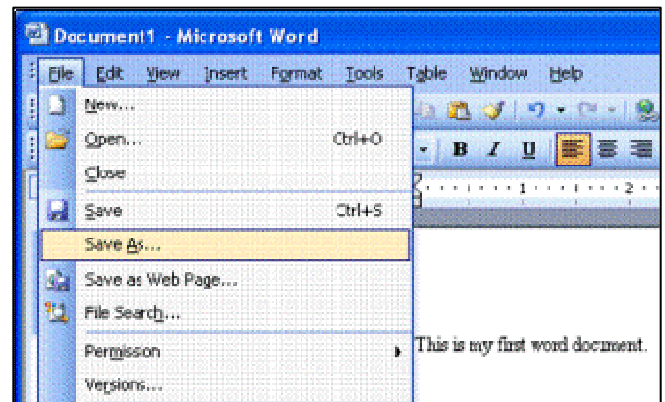
## Save a new Word file

### How to save a file for the first time

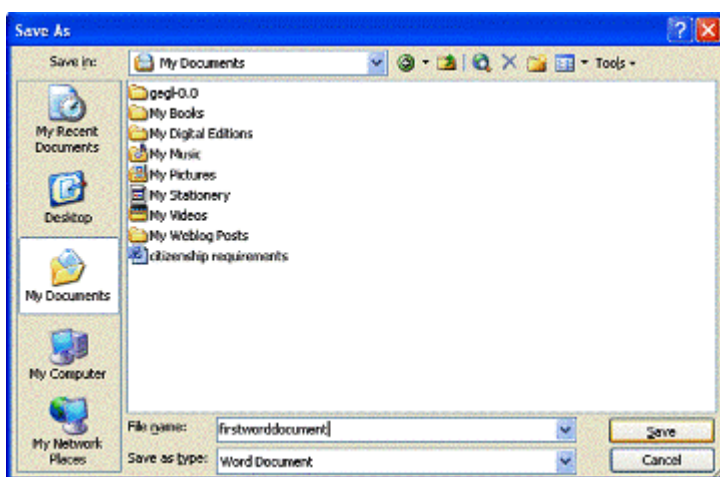
- Click the word **File** in top left corner
- Point to "Save as" option

NOTE—YOU CAN'T SAVE FILES ON DOVER COMPUTER without a FLASH DRIVE

- My Documents opens.



- This saves file in My Documents folder
- type in File Name box to name your file
  - Click Save
  - Check file name top center above document

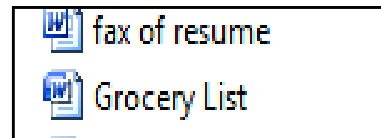


## To Exit Word

Click  in top right corner.

## Practice 3 Save, Exit and Open a Word document

1. Save the document you edited in Practice 2
2. Type "fax of resume" as the File Name
3. Exit Word



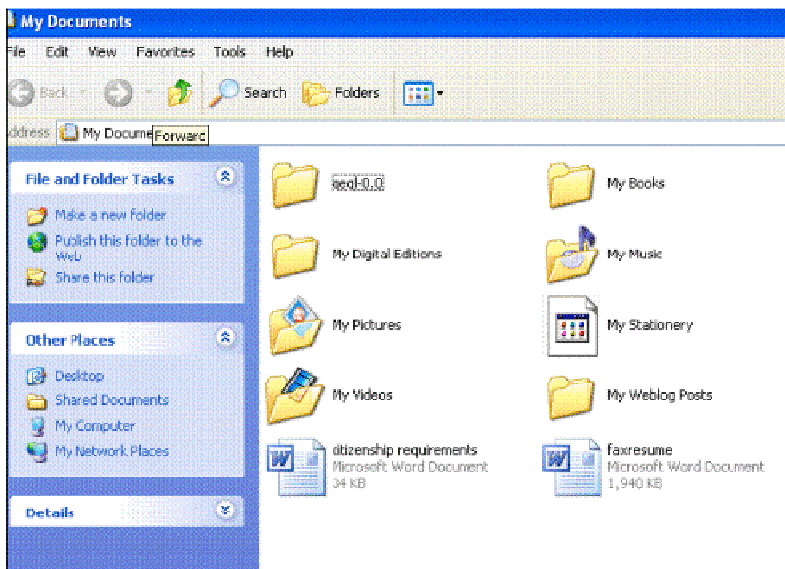
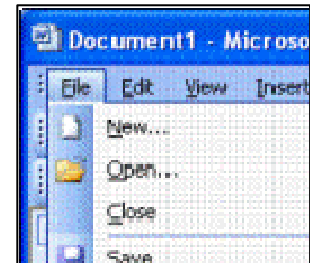
4. Open **All Programs** and Open **Microsoft Office Word 2003**

**NOTE-- A new, blank Word document will appear (Document1)**

5. Find the Word document you saved and open it.

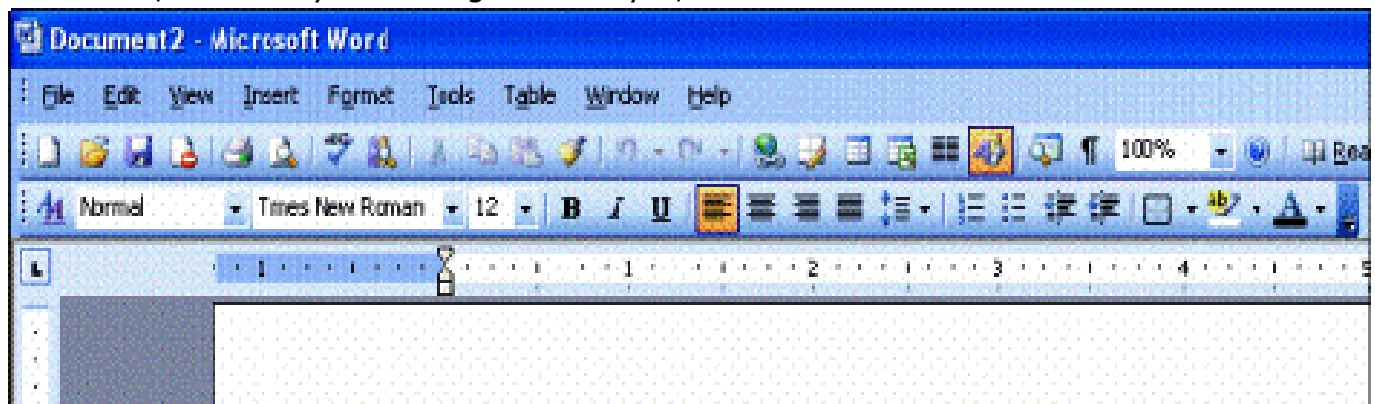
### ***How to open an existing Word file***

- Click the word File and menu opens
- Click Open to see Word files in My Documents
- Click the file name to open the file



### ***How to Format Text***

In Word, it is easy to change text style, size and color.



### **EXAMPLE 1 : Change Font Style**

- Click arrow to right of text box to open Font Menu
- Menu shows what text will look like
- Select a different font style

### **EXAMPLE 2: Change Font Size**

- Click arrow to right of number box to open Font Size Menu
- Click number of font size or pt. you want (for example, 14.)

### **Example 3: Change Font Color**

- Click to open Color menu
- Click square of color you want
- Click More Colors on bottom for more choices



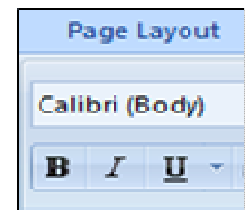
### **More Text Format Choices**

**B** changes highlighted text to **Bold**

*I* changes highlighted text to *Italic*

U underlines highlighted text

For text that is bold, in italics and underlined, click all 3 boxes

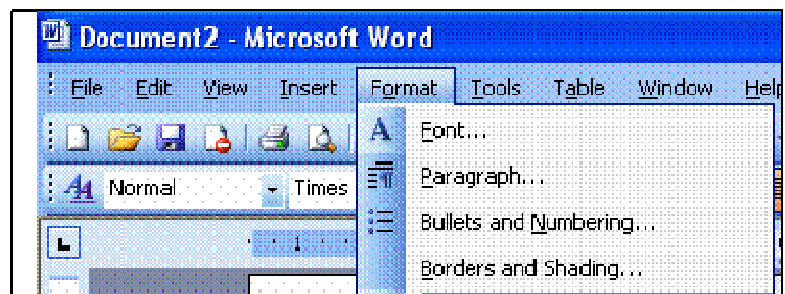


## **Practice 4 Format the Text**

1. Open the Word document from Practice 3
2. Highlight all text and change the font style (your choice)
3. Highlight the first line only. Change font size to 24
4. Highlight any 2 lines and change text color to green
5. Highlight Thank you! Put it in *Italics*

### **Format Paragraphs**

- Check that the **Home** Tab is selected. Find Paragraph Menu
- Highlight text font to change

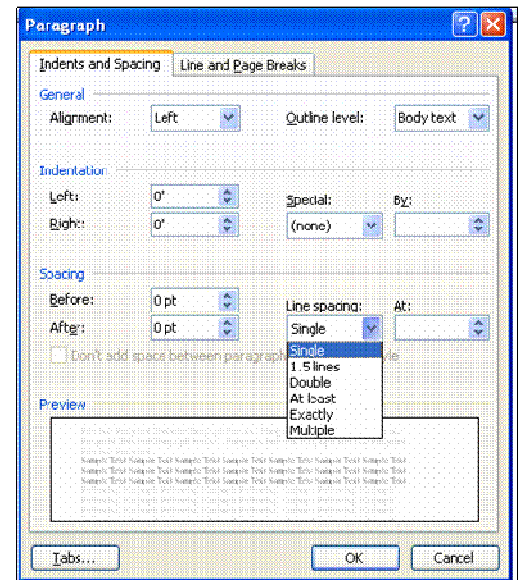


### **Example 2: Line Spacing**

Default spacing between lines is Single spacing

For more space between lines, Open the Paragraph Menu

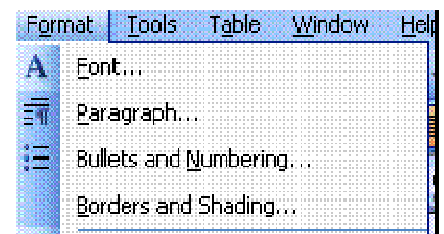
Select 1.5 lines or Double in Line Spacing Menu



### **Example 3: Lists**

- Type the list, one item per line, single spacing
- Highlight the list.
- Click **Format** menu. Click **Bullets and Numbering**
- Select either Bulleted or Numbered tab

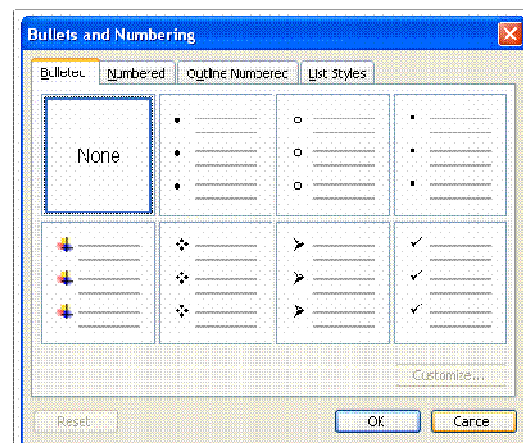
**TIP! When done, click NONE to stop list format**



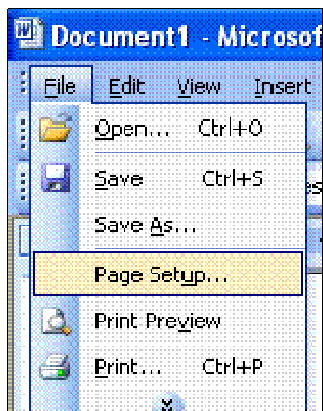
### **BULLETED LIST OPTION**

Grocery List

- Milk
- Eggs
- Bread
- Bananas



### **Format Pages**

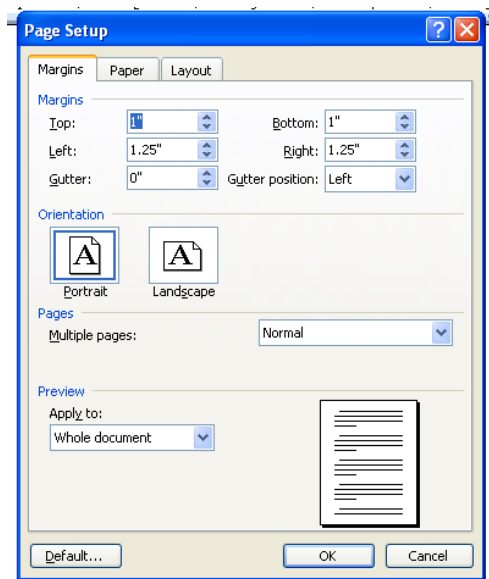


### **For all Formatting Page changes**

Click File then Page Setup in menu. You don't need to highlight text. These are changes to whole Word document.

### **Example 1: Page Margins**

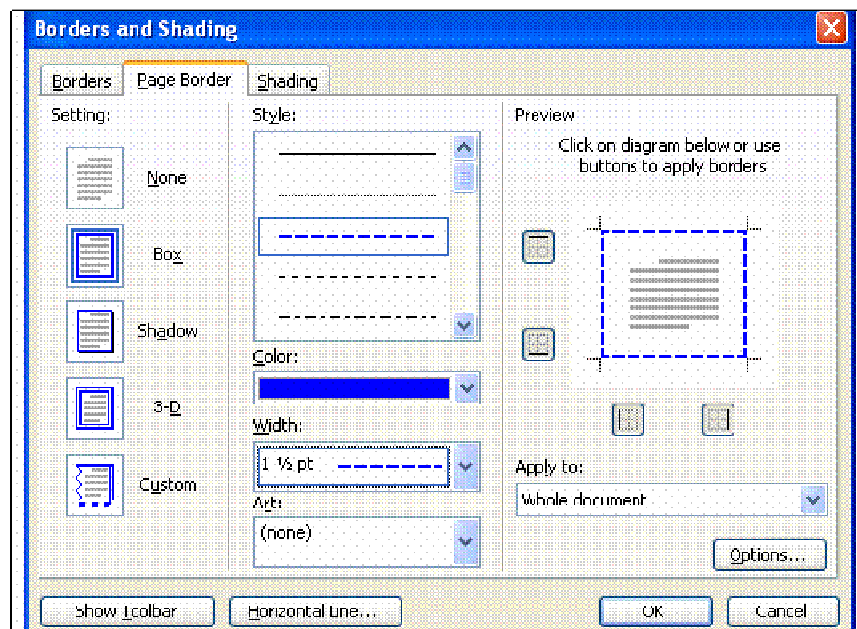
- Open Page Setup Menu. Default margins of 1" top, bottom and sides
- Click Menu arrows to change Margins



- ### **Example 2: Page Layout**
- Click to change page layout from Portrait (vertical) to Landscape (horizontal)

### **Example 3: Add a Page Border**

- Click Format and click down arrow to see **Borders and Shading**
- In Box, select Style, Size and line color



## **Practice 5 Format a Document**

1. Open the document from Practice 4
2. Click Page Setup in **Page Layout** Tab. Set Page Margin: 1.25" left and right, 0.5" top & bottom
3. Set Paper Orientation to Landscape
4. Center Align the first line of text
5. Add a Page Border (your choice)
6. Type 3 person's names, 1 on each line. Make these into bulleted list.

### ***How to Insert Special Characters or Symbols***

Word documents include pictures, tables, WordArt and special characters like ©. **Insert** Tab has many choices. On right side, click Symbol menu.

### **Practice 6 Insert Symbols**

Open a New Word Document and select **Insert** Tab.

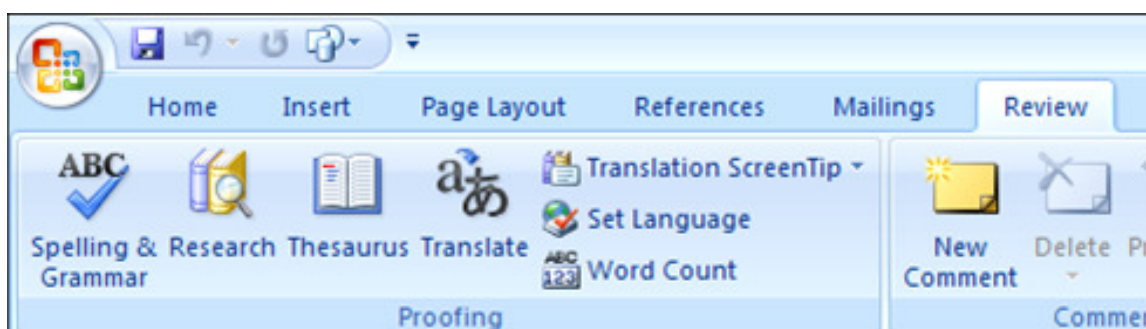
Type Copyright © 2010 Type €104 ≥ €50.

Insert today's date using the **Date & Time** Menu

**BONUS! Try inserting some fun symbols** Open More Symbols box and open the Font Menu on the left. Scroll down to Wingdings. Here are some sample pictures from the list. ☺ ☸ ⊕ ⊗ 📖

### ***How to Proofread and Translate***

The **Review** Tab has grammar, definitions and spelling tools to check text and to tools to translate into other languages.



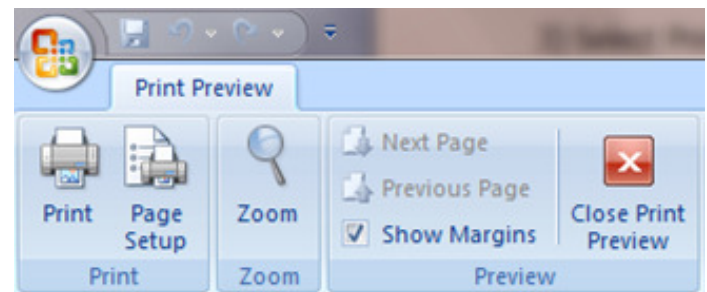
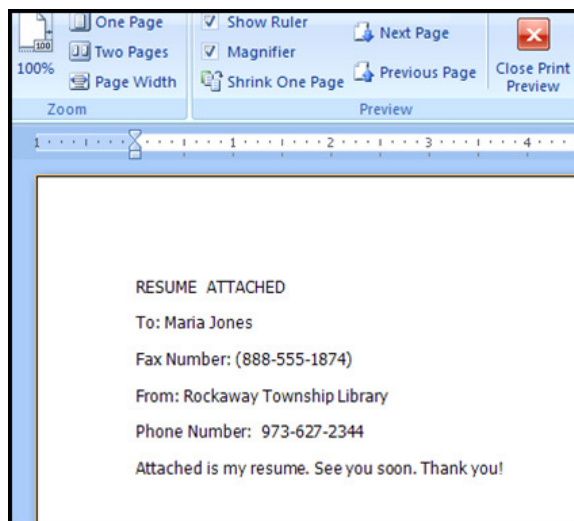
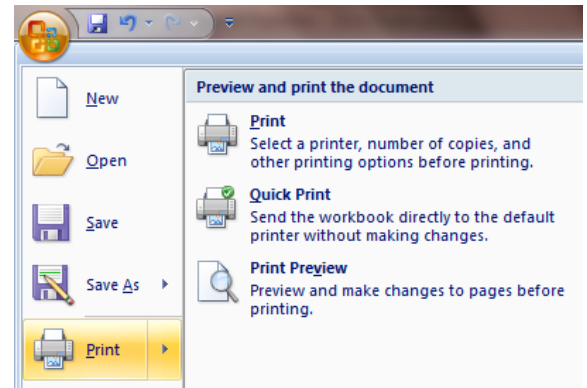
**Spelling & Grammar:** Checks spelling and grammar of your document, flags mistakes and suggests changes to fix the errors.

**Research:** Uses dictionaries, encyclopedias and bilingual dictionaries to translate a word or sentence.

**Word Count:** Counts the length of the document in number of words, characters, paragraphs, pages and lines.

### ***How to Print***

- Check the document before you print in **Print Preview** and Save your work
- Click Office button in top left
- Select Print from Menu
- Select Print Preview again
- Check Show Ruler box to see page margins



### **Practice 7 Print a Word document**

1. Open Word 2007 and open a recent document
2. Click Office button to open print
3. Select Print Preview
4. Click Margins menu and select Moderate (1" and 0.75")
5. Click Orientation and select Portrait
6. Click Print, and Okay button to send document to printer



To print, you must have a printer attached to your computer, and printer software installed on your computer

### ***For More Help and Practice***

In Word, click on the blue ? help button in the top right corner of the screen

Free online help from Microsoft Office with answers to questions plus tutorials with pictures and sound on how to use Word 2007

<http://office.microsoft.com/en-us/word-help/CL010072933.aspx>

#### **Baycon Group Word 2007 tutorial**

[http://www.baycongroup.com/word2007/01\\_word2007.html](http://www.baycongroup.com/word2007/01_word2007.html)

#### **Goodwill Community Foundation Word 2007 tutorials (text and videos)**

In English <http://www.gcflearnfree.org/computer/topic.aspx?id=140>

In Spanish <http://www.gcfaprendagratis.org/computer/topic.aspx?id=141>

Link to other computer classes in Spanish <http://www.gcfaprendagratis.org/>

#### **Free Word 2007 Video Tutorials (visuals and text but no sound)**

<http://www.free-training-tutorial.com/msWord2007-formattingText.html>