

Introduction to WORD 2003 -Rockaway Township Library Computer Class

TUTORIAL excerpted from Rutgers University Writing Program ©2000

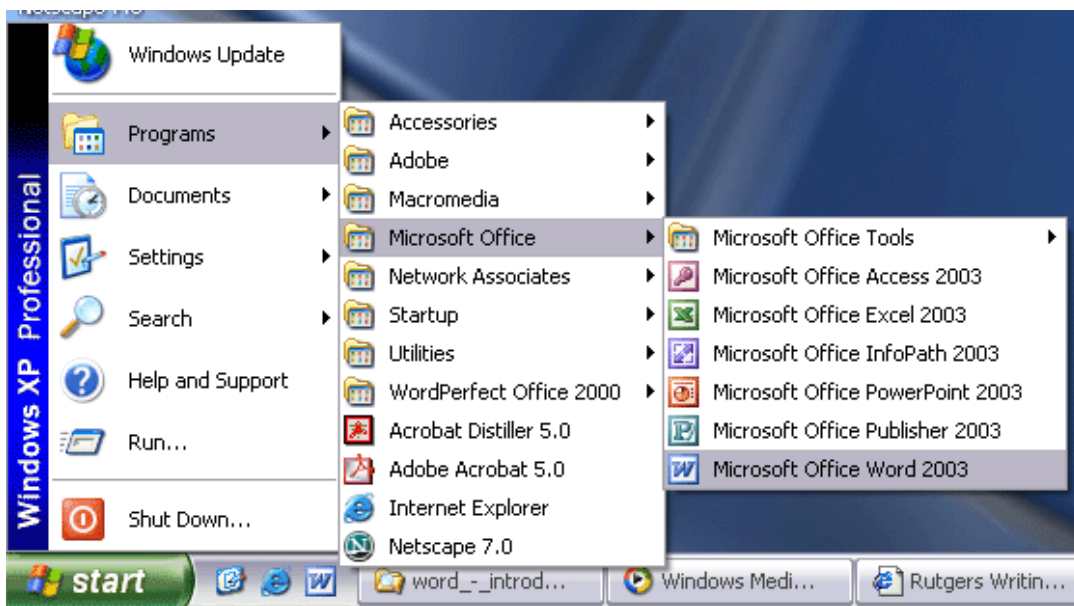
<http://getit.rutgers.edu/tutorials/word/>

Visilearn InPictures tutorials <http://inpics.net/tutorials/word2003/basics.html>

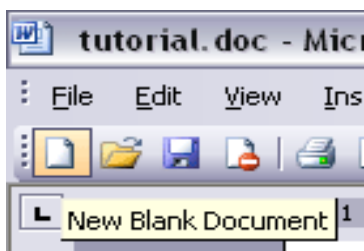
WHAT IS Microsoft WORD :an essential tool for creating documents.

TO OPEN WORD PROGRAM On your computer desktop, Left click on "Start" >> "Programs" >> "Microsoft Office" >> "Microsoft Office Word 2003."

If there is a Microsoft Word icon on your desktop (blue square with a "W"), you can open up the program by double-clicking it, as well.



TO CREATE A NEW DOCUMENT When Word is opened, a new blank document should automatically open. If not, you can begin a blank document in 2 ways.



1) Click on "New Blank Document" icon, looks like a blank sheet of paper, under the menu bar in Word in what is called the "standard toolbar."

2) Go to the menu bar and select File >> New.

To begin typing, just click the cursor anywhere in the new blank document.

Pressing the ENTER key twice should add two blank lines

Click in white space on the page to un-highlight the text.

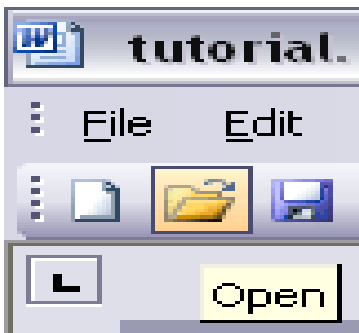
PRACTICE TYPING EXERCISE--THE FAX COVER SHEET

Fax Cover Sheet

To: John Smith
From: Melissa Jones
Email: melissajones@yahoo.com
Fax number: 888-555-1874
Date: October 26, 2007
Total number of pages: 4

Attached is the travel reservation information you requested. Please call or email me with any questions you may have.

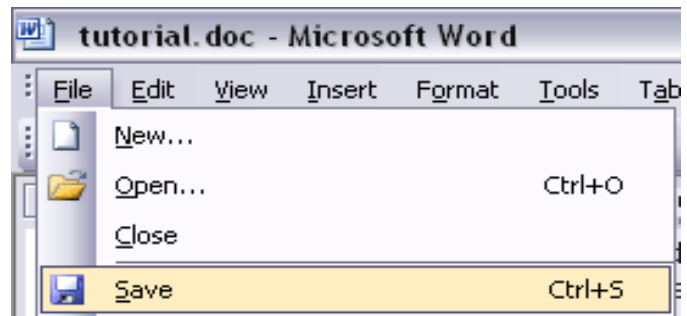
OPENING A DOCUMENT --2 CHOICES:



- 1) Click on the "Open" folder icon in the standard toolbar **OR**
- 2) Use the menu bar and navigate to File >> Open

SAVING A NEW DOCUMENT 2 WAYS

- 1) Click on SAVE icon (floppy disk) OR
- 2) On Menu Bar, select File >> Save



SELECT LOCATION ON COMPUTER where file will be saved

Note--"My Documents" folder is good for Word Beginners

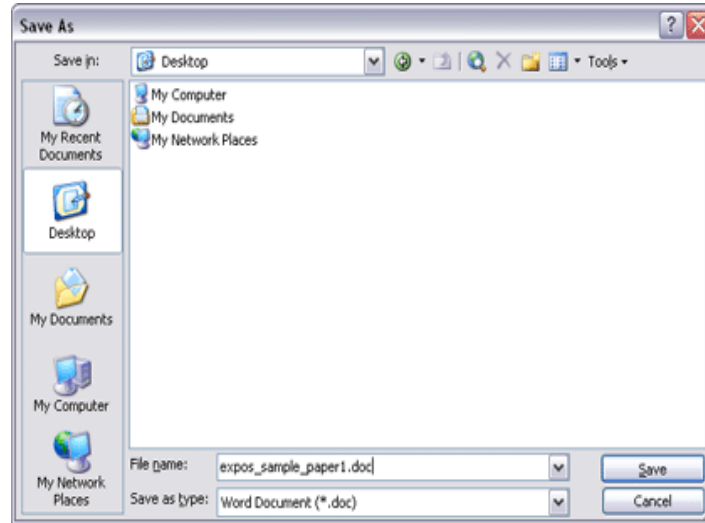
You can Create New Folders in "My Documents" by topic: PTO, taxes, family newsletters....

NAME YOUR FILE--

Something short and descriptive,

don't use special characters (/ % # > . .)

SAVE YOUR FILES OFTEN AS YOU WORK!



USE SAVE AS to

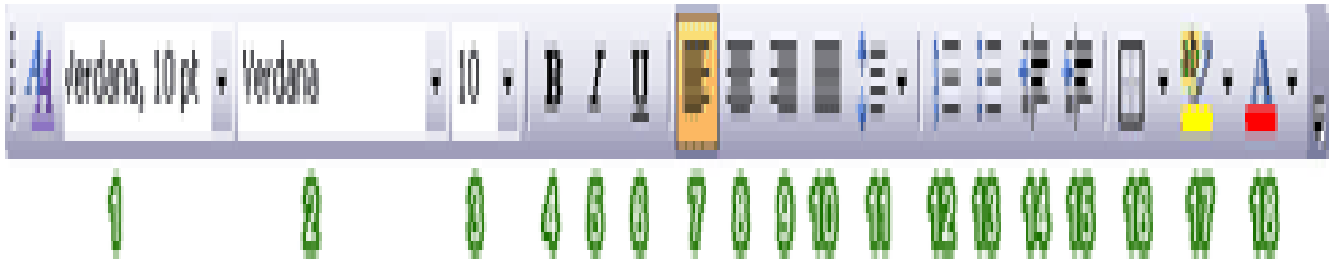
- 1) Save multiple copies of a file in different locations - eg. a FLASH DRIVE and on your COMPUTER (C Drive)
- 2) Keep track of different versions of a file

USING THE STANDARD TOOLBAR (In View Toolbars Standard Toolbar)



1. **New Blank Document:** To begin a new document, click on Blank Document icon, shaped like a blank sheet of paper.
 2. **Open:** Click on this icon to open up a saved document on your computer.
 3. **Save:** Click on Save icon to save document you are currently working on.
 4. **Permission:** Use to help protect sensitive documents from being copied.
 5. **Print:** Clicking on the Print icon automatically prints the document currently active in Word. If you wish to explore more print options, then go to the menu bar and select "File" >> "Print."
 6. **Print Preview:** Click to view your document's appearance from a zoom-out distance, before you print it.
 7. **Spelling and Grammar:** Clicking begins a review of your document in search of spelling and grammatical errors that may need to be corrected.
 - 7.5 **Cut:** Cuts text (makes it disappear). Useful for moving text from one page location to another
 8. **Research--**Type text in search box to look up in reference books
 9. **Copy:** Copy the current selection to the clipboard, which can then be pasted elsewhere in the document, or into a completely separate program/document.
 10. **Paste:** Clicking on the Paste button inserts the text that has been most recently added to the Clipboard (by Cutting or Copying).
 11. **Undo Typing:** This button removes the last change made to your document.
 12. **Insert Hyperlink:** Using the Insert Hyperlink button, turn selected text into hyperlinks. When the icon is clicked, a window will appear that will allow you to insert the URL (web address) of the web page you want to link to.
 13. **Insert Table:** When icon is clicked, a window appears as a grid of squares. Select how many rows and columns for your table, and it will appear in Word.
- PAGE VIEW BOX--Change magnification of document 100% is full size**

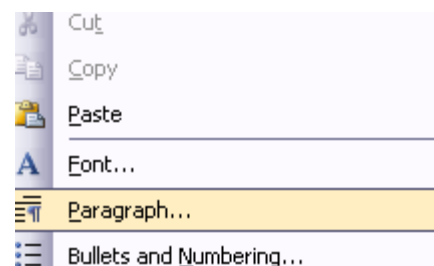
FORMATTING TOOLBAR (In View Toolbars Formatting Toolbar)

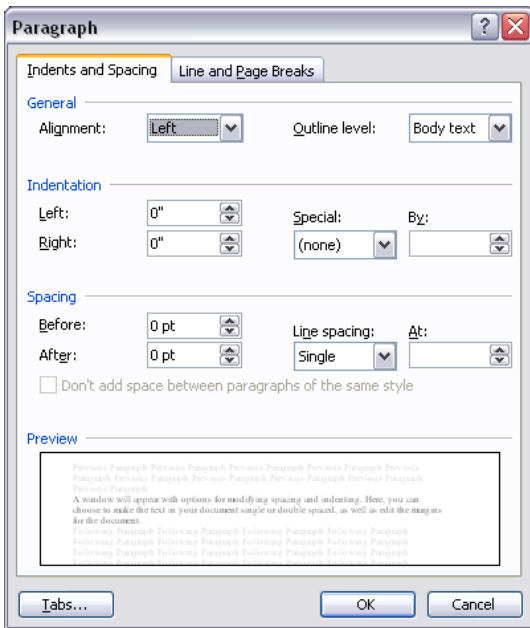


1. **Style:** Use to quickly format text. There are 3 preset styles for headings.
2. **Font:** Typestyle choices are in Drop down menu- Type appearance is previewed in the white box. Arial, Times New Roman, Tahoma are popular styles.
3. **Font Size:** Choose font size from menu change text size (11pt-12 pt typical).
4. **Bold:** Places the text in **bold**.
5. **Italic:** Places the text in *italics*.
6. **Underline:** Underlines the text.
7. **Align Left:** Aligns the selection to the left of the screen/paper.
8. **Center:** Aligns the selection to the center of the screen/paper.
9. **Align Right:** Aligns the selection to the right of the screen/paper.
10. **Justify:** Aligns the selection to both the left and right of the screen/paper.
11. **Line Spacing:** Adjust the line spacing (single-spaced, double-spaced, etc.)
12. **Numbering:** Create a numbered list.
13. **Bullets:** Create an unordered, bulleted list.
14. **Decrease Indent:** Decreases indentation of the current selection (to the left).
15. **Increase Indent:** Increases indentation of the current selection (to the right).
16. **Outside Border:** Places a border around the current selection; click the drop-down for a wide selection of bordering options.
17. **Highlight:** Highlight the current selection; default color is yellow.
18. **Font Color:** Change the font color; the default/automatic color is black.

PARAGRAPHS AND IMAGES

Paragraph Spacing: On the topmost bar (MENU Bar), select "Format" >> "Paragraph," or right-click within a paragraph.





A window will appear with options for modifying spacing and indenting.

You can make the text single or double spaced, and edit the margins for the document

BULLETS/LISTS: If you want to just start a new line under the same bullet, use a soft return. Soft returns start a new line instead of a new paragraph. To do a soft return, place your cursor at the end of a line, hold down the SHIFT key on your keyboard, then press ENTER. Example:

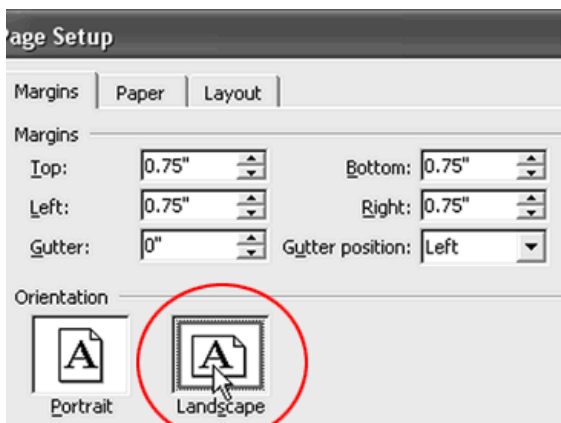
- Paragraph.
- New Paragraph. It gets its own bullet.
- Paragraph.

Soft-returned line beneath paragraph. Since it's in the same paragraph, it doesn't get its own bullet

SET MARGINS On the Menu Bar, click File, then Page Setup. (If you can't see **Page Setup**, click the double down arrows at the bottom of the **File** menu.)

Make sure "Margins" Tab is showing on top. Set Right, Left, Top, Bottom margins

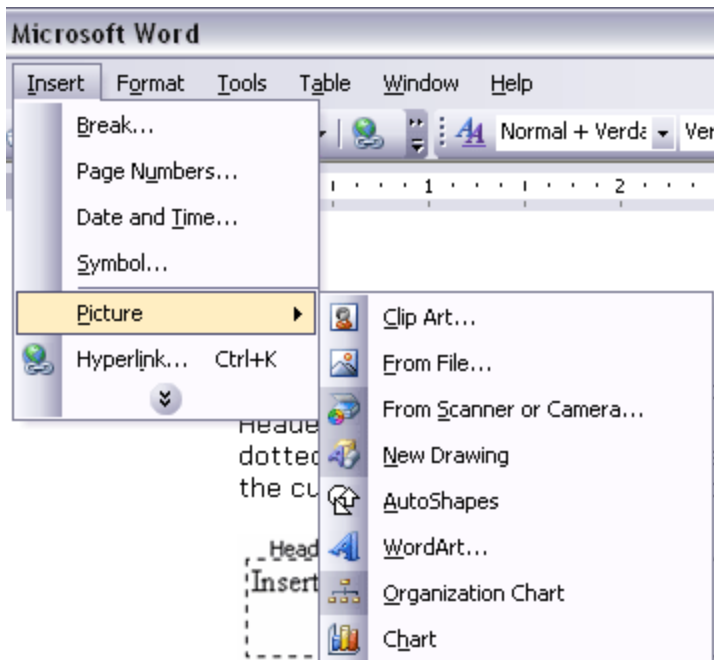
(default : 1.25") Click OK button to set choice.



SET PAGE ORIENTATION (horizontal vs. vertical layout) On the Menu Bar, click **File**, then **Page Setup**. When the **Page Setup** window appears,

click **Landscape** (horizontal)

click **Portrait** (vertical 8 1/2 x 11" typical)



Inserting an Image:

In Word, it's possible to add clipart or other images to a document. Click the cursor in your document where you wish to place an image. Then go to the menu bar and select "Insert" >> "Picture."

Exiting Word --2 CHOICES

1. Click File (leftmost option on the top MENU Bar)
2. Open the drop down menu and scroll to Exit on the bottom

OR--Click on Red box with white X in the upper right corner

3. If you have entered text, you will be prompted: "Do you want to save changes to Document1?" To save your changes, click Yes. Otherwise, click No.