



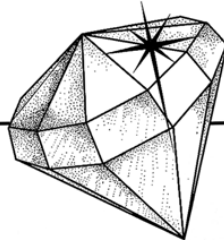
A Guide to *Word 2003*

by

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This guide assumes the reader to have basic knowledge of text editing and formatting using a Wordprocessor. Familiarity with Office XP's adapting menus and toolbars is also assumed.

The exact appearance of Windows varies depending upon the version of Windows you are using. Windows XP is used throughout although for the purpose and scope of this guide, the differences between versions of Windows are largely cosmetic.

Version 1

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QUICK START

If you are familiar with Windows move on to Section 2.

If you are in a hurry but are unfamiliar with the Personal Computer (PC) or Windows you should at least read Sections 1.1 to 1.7 and then move on to Section 2. However, be aware that Section 2 assumes that you will have read and understood all of Section 1.

If you are writing a long document, ie a report, dissertation, project or presentation we suggest you read Section 4.7 before you begin typing.

SECTION 1

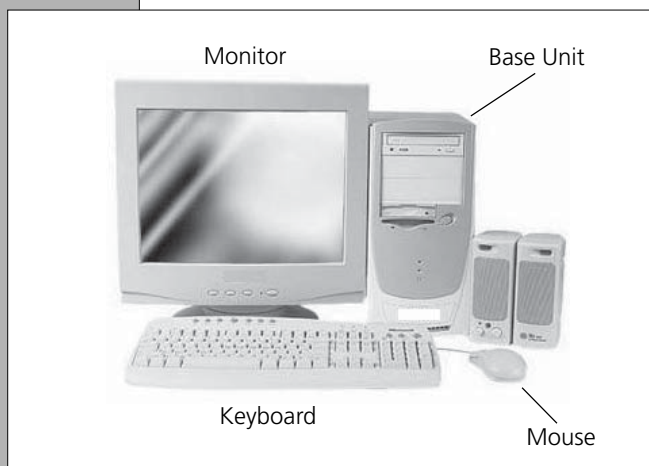
GETTING STARTED ON THE PC

1.1

Introduction

This guide aims to introduce you to the PC and Windows and to show you how to use the popular wordprocessor, Microsoft Word 2003.

The principles outlined in this guide are simple and intuitive. So even if you have never used a computer before, do not be intimidated. This guide assumes no previous experience of computers, although a basic understanding of the common elements of the keyboard is assumed.



The PC comes equipped with a monitor (screen), a base unit (the box housing the computer and hard disc drive situated under or alongside the monitor), a keyboard and a mouse (a plastic device with a wire coming out of it and two buttons on top). All of these components will become familiar to you as you read through the guide.

When you switch on the PC it starts up a computer program known as Windows which allows you to manipulate information or files. You need to know a little about how to use Windows before you can use the wordprocessor, Word 2003.

1.2

Turning on the PC

To use the PC both the monitor (screen) and the base unit need to be switched on.

- Turn on the monitor by pressing a button on the bottom of the monitor.
- Similarly, turn on the base unit by pressing a button at the front of the base unit.

The computer will now start-up, and this may take several minutes.

1.3

Problem? The screen has been completely blank for over a minute.

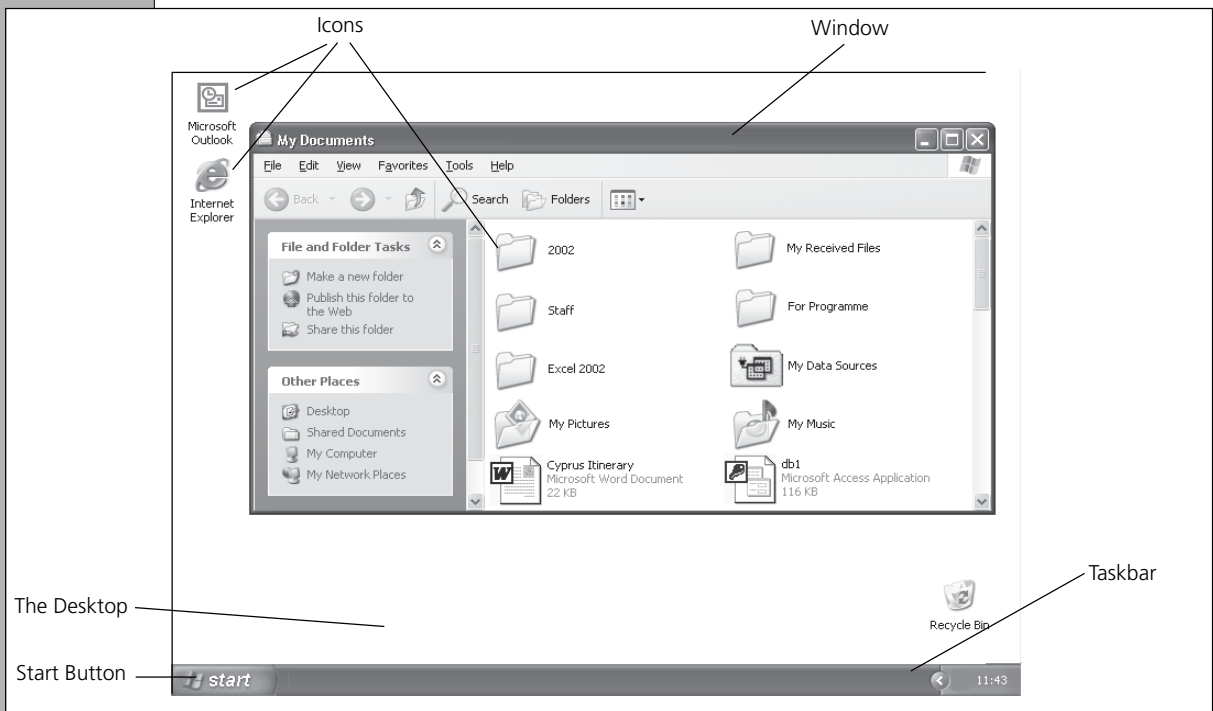
Solution: Either, the brightness of the screen is turned down in which case turn up the brightness probably located beneath the screen; or the electricity is not getting to the computer. Are both the monitor and the base unit switched on? Are they switched on at the mains electricity supply? Seek assistance if you still have problems.

Windows and the Desktop

When the PC is starting up you may be asked to login, particularly if the computer you are using is part of a network or in use by several people. Once started up the screen display should now be similar to the figure below.

The Desktop is the large blank area of the screen on which windows and icons are displayed. In the illustration below the icons for Microsoft Outlook, Internet Explorer and the Recycle Bin are shown.

The Taskbar is also displayed, usually along the bottom of the screen.



On the illustration above a typical window is also displayed, in this case the important **My Documents** window. You will notice that icons are also displayed in the window.

After you learn how to use the mouse you will be able to arrange windows and the items on the desktop in the way that you want.

1.4

Using the Mouse

Using the Mouse is central to the way Windows works and you will find that you can do most things you want to do just by using the mouse.

You will notice a black outlined white arrow somewhere on the screen; this is known as the Mouse pointer or Pointer. Every move you make with the mouse resting on the desk moves the pointer in exactly the same way. Usually the pointer is shaped like an arrow, but it changes shape depending on what you are doing.

You will have best control over the pointer if you hold the mouse with the mouse cable pointing directly away from you. If you run out of room for the mouse, if it goes off the table, for instance, lift the mouse up and put it down again where you have more room. Lifting the mouse does not move the pointer. Using the mouse might feel a little awkward at first, but it will soon be second nature to you. Like most things it needs a bit of practice.

There are two buttons on the top of the mouse, though generally only the left hand button need concern us. This button is used to select items on the screen.

1.5

Icons

Icons are intended to convey their meaning and function to the user and often they correspond to their purpose, eg. the Recycle Bin is used for discarding what you no longer need.

Occasionally icons are less meaningful like the **Internet Explorer** and **Microsoft Word** icons. You will soon grow familiar with their appearance and function.

To do anything with an icon it must first be **Selected**. This is done by moving the pointer until its tip is on the icon you wish to select and by clicking the mouse button once. To indicate that it is selected the icon and name will be shown highlighted.

Selecting is an important idea with Windows, and it has a specific meaning: you must always first select the icon you want to adapt or amend. To change your mind, De-select the icon by clicking on something else, perhaps the desktop.

Once an icon has been selected you can use the mouse to move it, this is useful if you want to re-arrange your desktop.

For example, position the pointer on any icon, then press and hold down the mouse button while you move the mouse. As you do this the pointer moves and drags the icon together with its name. And when you release the mouse button, the icon snaps into its new position. This technique is called **Click and Drag**.



Recycle Bin



Internet Explorer



Microsoft Word 2003

Outlook

1.6

Programs and Documents

The main use of a computer is to use particular Programs to create Documents. Once created a document can be edited, organised, printed and saved and returned to at a later date. Windows is responsible for co-ordinating all of these functions.

PROGRAMS

Also commonly referred to as Software Applications these are used to perform a particular type of task, for example:

- Wordprocessor for writing
- Spreadsheet for calculating
- A Graphics program for drawing

DOCUMENTS/FILES

Most of these are created by Programs and may include:

- Text written on a wordprocessor
- Budget calculated on a spreadsheet
- Map drawn using a graphics program

There are several ways in which you can start a program such as the wordprocessor Word. This guide will show you two of these ways - Using the **Start** button and using the **Office Shortcut Bar**.

1.7

The Start Button

The left-most button on the **Task Bar** is called the **Start** button. This is used to control most of your everyday use of the computer such as starting up programs like Word, opening recently used documents, searching for information, finding help and many other things besides.



To use the **Start** button move the mouse so that the tip of the pointer is on top of the button, press the left mouse button once and then release the button. This reveals a list of items (commands) called a menu. The commands on the menu are chosen by moving the pointer on top of the command and clicking the mouse button once. Alongside some of the commands are small arrow heads and moving the pointer to one of these reveals a further menu of related commands. These, too, may display small arrows alongside indicating that further refinement in the menu choice can be made.



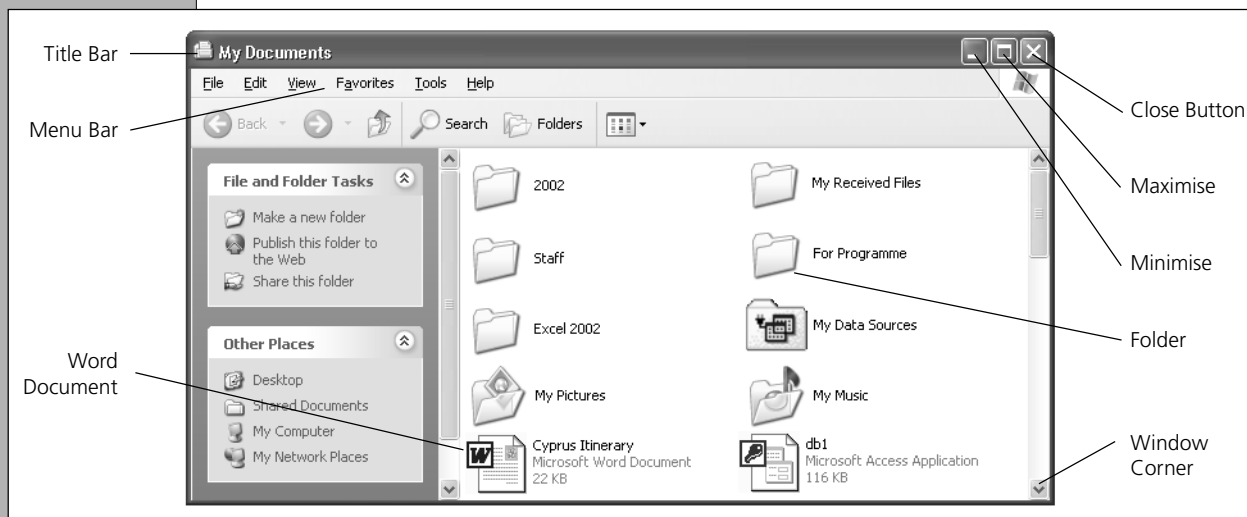
The most common way to use the **Start** button is to begin using a program such as Word or to recommence working on a document you had recently created using such a program.

Clicking on the **Start** button displays a menu consisting of two columns of buttons. In the left column is listed your most recently used programs and, at the bottom, the important **All Programs** button. In the right column are listed various other buttons which are used to control Windows and your PC.

1.8

Using Windows

Windows display a collection of files, such as documents. In the case of the window shown, this displays the contents of the **My Documents** folder (available from the **Start** menu) and within this folder are other folders containing other files/documents.



Each of the components of the window has a particular function and clicking on each component has a different effect.

Title Bar: where the name in the window is displayed. By clicking and dragging, the entire window can be repositioned.

Window Corner: used to change the size of a window; click and drag the corner of the window to the required window size. Clicking and dragging on the border of the windows allows it to be resized in one direction.

Close Button: click to close the window.

Maximise Button: one click here makes the window as large as the screen will allow.

Minimise Button: one click here turns the window into a button on the Taskbar. See Section 1.15 for more about the Taskbar.

Restore Down Button: visible only when a window has been maximised. One click will return the window to its previous size.

Menu Bar: see below.

Scroll Bars: Because a window may contain many icons it is often impossible for them all to be displayed on the screen. In such cases Scroll Bars and Scroll Arrows are shown down the right-hand side and/or along the bottom of the window and these enable you move around the window to reveal other icons. By clicking on the scroll arrows you will notice that the scroll box moves and another part of the window is revealed. If the window has no scroll bars there are no such hidden icons.

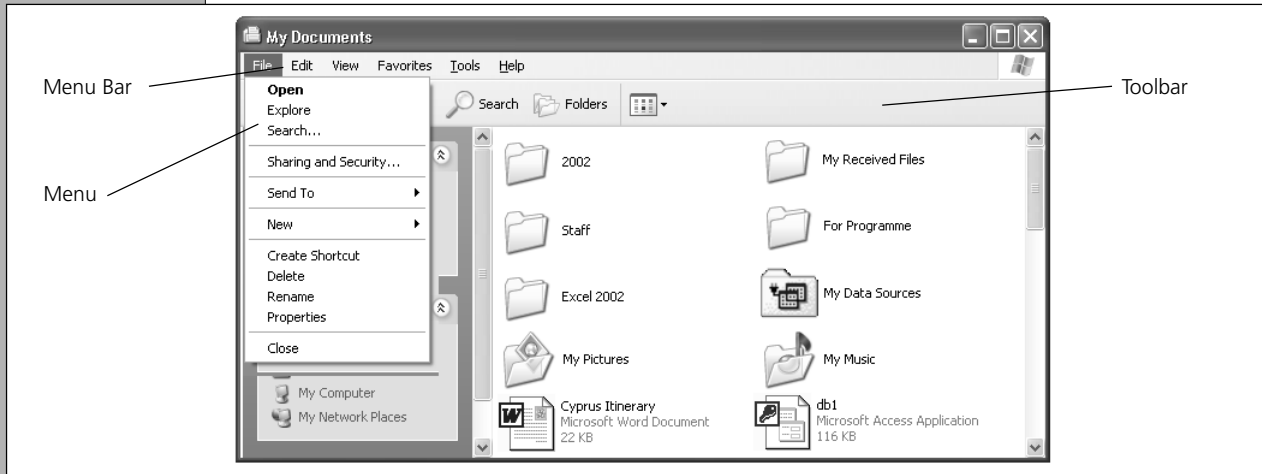
Two other ways of scrolling are to click and drag the scroll box along the scroll bar or to click in the scroll bar itself. Try them out; you will soon get the hang of scrolling.

A window can be moved just as icons can. To move a window, position the pointer anywhere on the title bar and click and drag the window to its required position. Several windows can be opened at once and windows can overlap. Click on any part of a window to bring it to the front.



Using Window Menus

All windows have a **Menu Bar** and **Toolbar** below their title bar and these provide access to commands which operate on the window or the icons within the window.



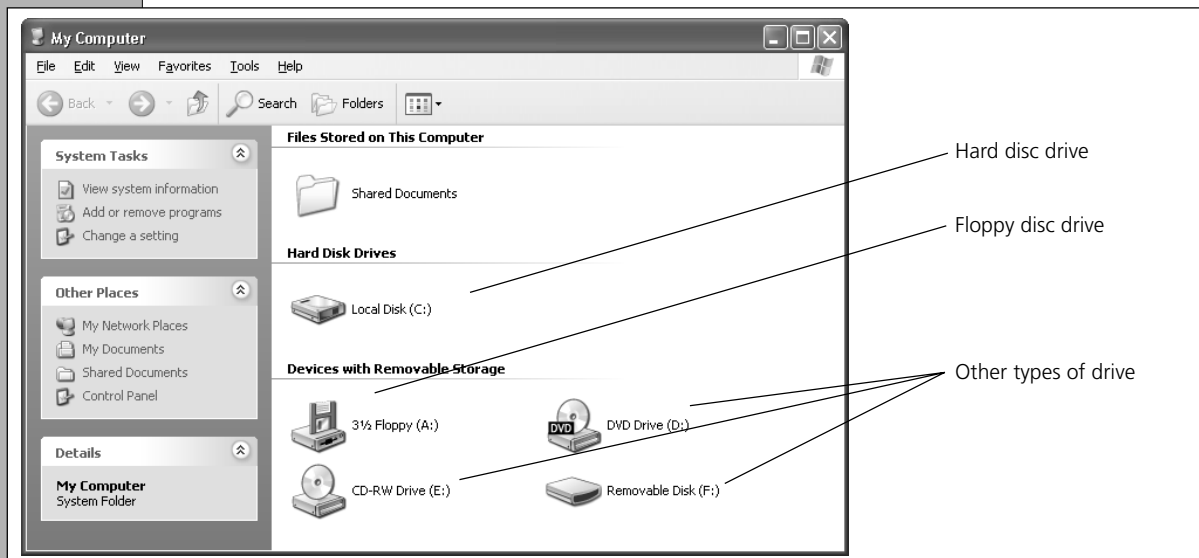
Generally, menu commands and toolbar buttons first require you to have selected something before they are applied eg. select an icon. This tells Windows on what you want the command to take effect. Next move the pointer to the name of one of the menus and click the mouse button. This will reveal the commands available under the particular menu, the exact appearance of which will depend upon the particular menu chosen but you will see something like the **File** menu illustrated.

As with the **Start** button menu the commands listed under these menus can be chosen by a single click. Some commands in the list may be shown as pale text; this means that for the time being they cannot be chosen. Only those listed in black can be chosen.

1.9

Managing Files

Collectively programs, documents created using programs and any ancillary items are known as files. A PC can store files in several places, both in the PC itself and on another computer on the network. Each of these is termed a drive, eg. a floppy disc drive, a hard disc drive etc. The hard disc drive is inside the base unit of the computer, the floppy disc drive is also in the base unit but the floppy discs it uses are removable. A USB drive is a removable drive that plugs into a USB socket on the computer. A networked disc is a hard disc drive on another computer on the network that is shared.



To display a window showing a list of the disc drives available to your PC click on the **Start** menu and choose **My Computer**.

You cannot save to all the disc drives in your computer, sometimes because that type of drive can only be read from, not written to, eg. CD-ROM or a locked floppy disc, at other times because the administrator of the computer has restricted your access.

To examine the contents of one of the disc drives on the computer double-click on it. If you can open the drive the window changes to display the contents of the disc drive in a window. If you cannot open the drive a warning message will be displayed.

The contents of the drive is displayed as icons representing files/documents and folders. Folders are used to contain a collection of related files and if you wish you can store folders within folders to create a hierarchy.

The most commonly used folder on the PC is the **My Documents** folder. This folder is usually where you save all your work. The location of the My Documents folder is usually on the hard disc of the computer; however, the administrators of your computer may have chosen to locate it on a network drive.

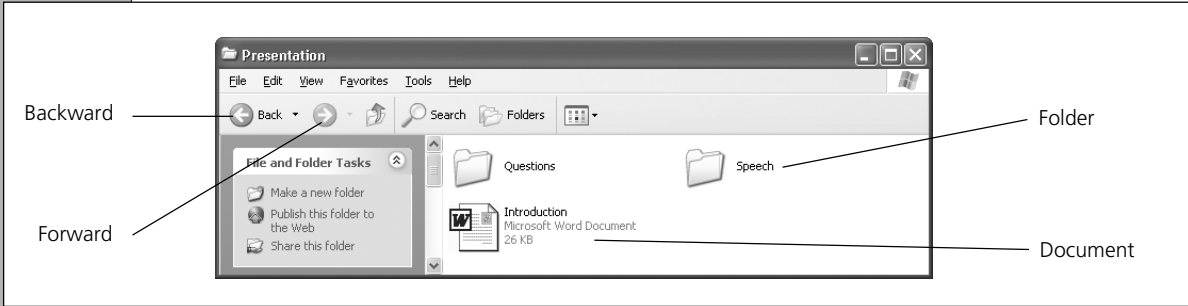
Floppy disc drives are labelled A:. Hard disc drives are usually labelled C: and Network discs are usually labelled F: to Z:. USB drives are shown as either Removeable Disk or Mobile Disk, again these may be labelled F: to Z:.

	ADVANTAGES	DISADVANTAGES
HARD DISC DRIVE	Fast; Large capacity	Not portable
FLOPPY DISC	Portable, Cheap	Slow, Very small capacity, Unreliable
NETWORKED DISC	This shares all the characteristics of the hard disc but has the advantage that it is available from any computer on the network.	
DVD/CD ROM	Large capacity	Read-only. You cannot save to a DVD/CD-ROM .
USB DRIVE	Portable, inexpensive, large capacity, fast, reliable	Easy to lose

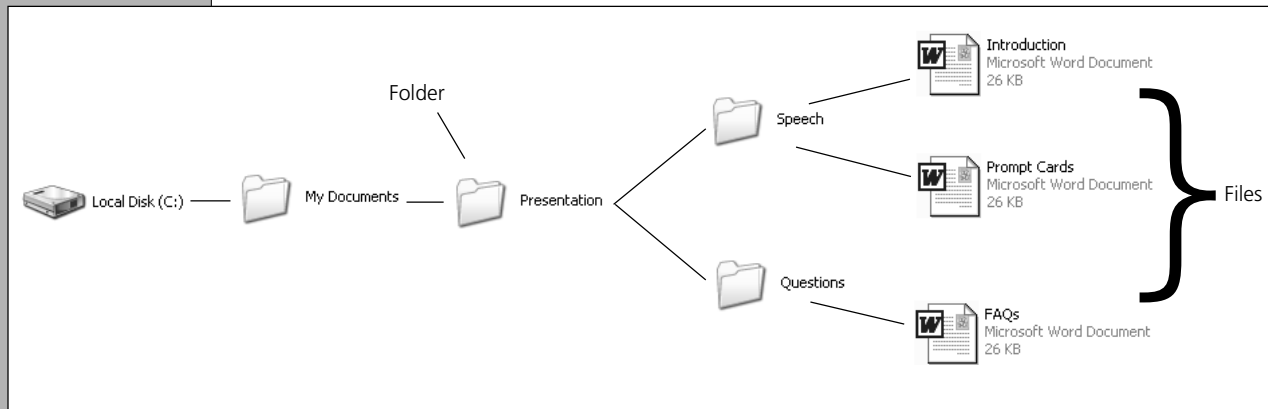
1.10

Navigating Around the Computer

Double-clicking on a folder will open it and show you what is inside that folder. Double-clicking on a document will open the document and the program in which it was created. You can return to a previous window by clicking on the **Back** button. By using the **Forward** button you can reverse this process.



Organisation of files on discs is achieved by placing files which are related into folders, and naming the folder with a title which describes its contents. For example, if you have several files concerning a presentation you are preparing it would be sensible to put these files into a folder called 'Presentation' you could also make sub-folders for the type of file within the 'Presentation' folder, in this case 'Speech' and 'Questions'. Files relating to the 'Speech', such as the file 'Introduction', can then be stored in the 'Speech' folder.



To open a folder point at it and double-click.

To create a folder choose **New** from the **File** menu of the window and from the sub-menu choose **Folder**. The folder will be titled **New Folder**. Type an alternative to rename the folder.

Note: When you first start working in Word you will probably save most of your documents into the My Documents folder. Word will choose to save documents into this folder by default until you specify otherwise.

1.11

Naming Files and Folders

The name of a file or folder can be changed quite easily by clicking once on its icon, choosing **Rename** from the **File** menu and then retyping the file/folder name.

1.12

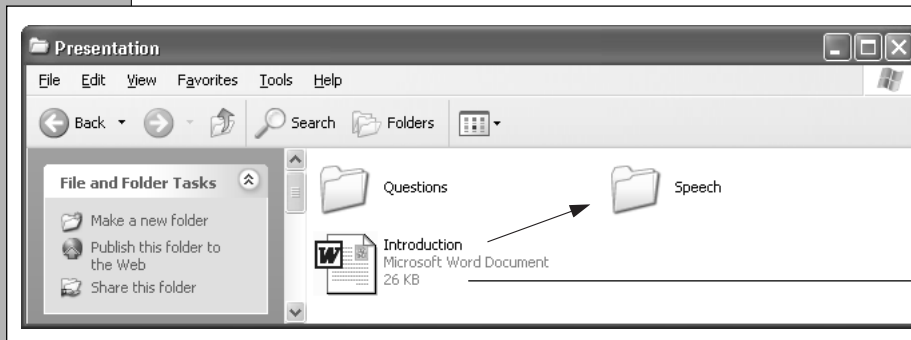
Moving Files into a Folder or Disc

So as to organise your files sensibly you should move them into an appropriately named folder. If the window displaying the files you wish to move also shows the folder you wish to move them into, you should use the **Drag and Drop** technique. Alternatively, if you want to move the files into a folder which is not displayed you should use the **Cut and Paste** technique.

Note: Folders can also be moved inside other folders using the same techniques.

Moving files using Drag and Drop:

- Select the files you wish to move (if you are moving several files hold down the **Ctrl** key while selecting).
- Move the mouse over one of the selected files and, while keeping the mouse pressed, drag the mouse pointer on top of the folder you wish to move the files into.
- When you release the mouse button the files will be moved into the folder.



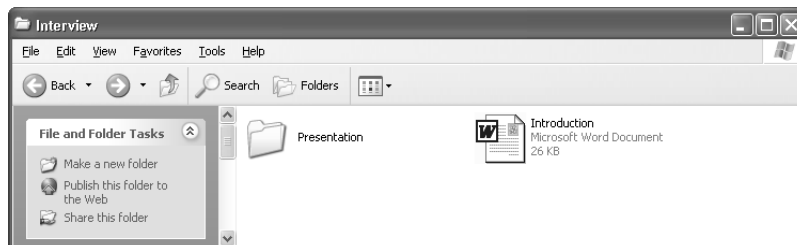
drag the file and drop it onto the folder

Note: if you want to make a copy of the files rather than move them, hold down the **Ctrl** key while dragging.

Moving files using Cut and Paste

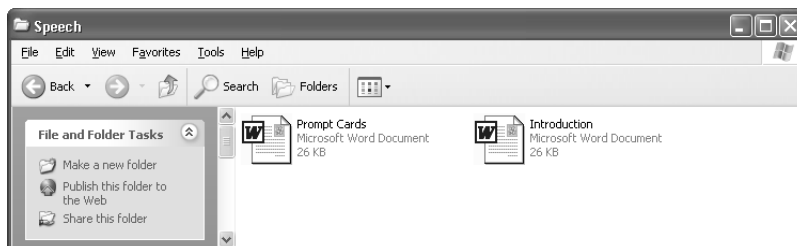
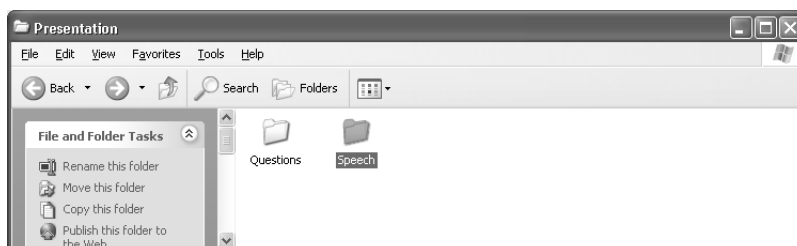
- Select the files you wish to move (if you are moving several files hold down the **Ctrl** key while selecting).
- Choose **Cut** from the **Edit** menu and the files will disappear.
- Open the folder you wish to move the files into.
- Choose **Paste** from the **Edit** menu and the files will reappear in their new location.

Note: if you want to make a copy of the files rather than move them, choose **Copy** from the **Edit** menu rather than **Cut**.



To move the Introduction file into the Speech folder

- Select the **Introduction** file
- Choose **Cut** from the **Edit** menu
- Double-click on the **Presentation** folder to open it
- Double-click on the **Speech** folder
- Choose **Paste** from the **Edit** menu



1.13



Recycle Bin

In the illustration above the Introduction file needs to be placed in the Speech folder. However, this folder is inside the Presentation folder and so drag and drop would be awkward to use. To move the file using Cut and Paste, the file must be selected and Cut. Double-click on the Presentation folder to open it, double-click on the Speech folder and then choose Paste to move the file into this folder.

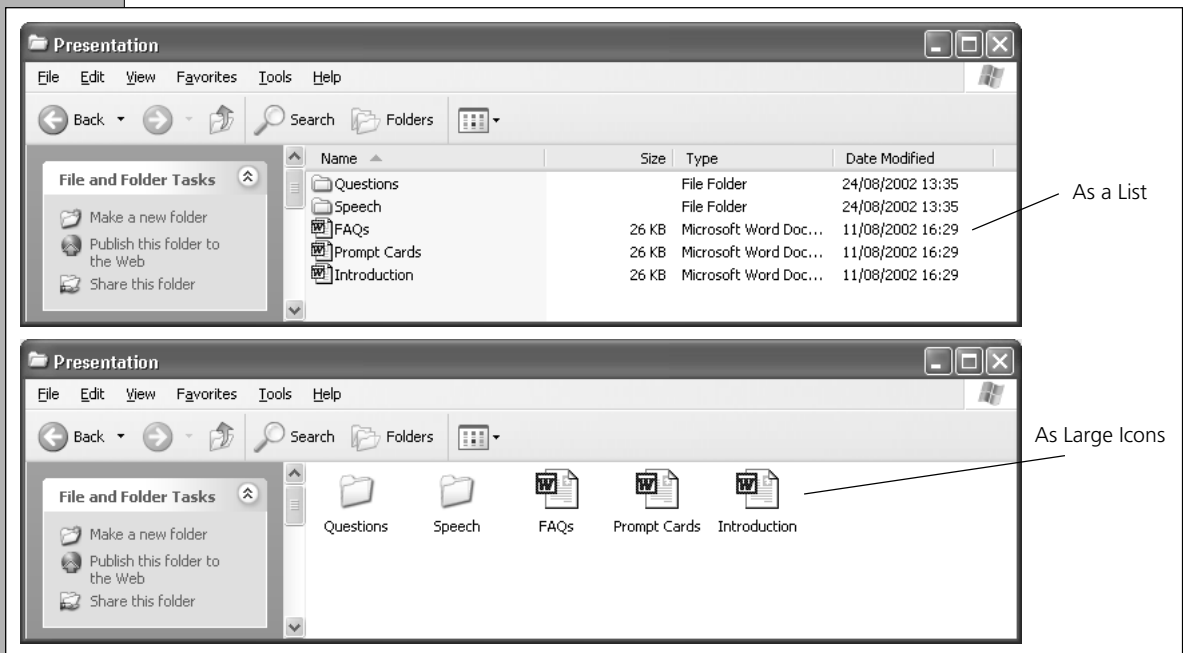
Deleting Files and Folders

To remove a file or folder click and drag it to the **Recycle Bin**. This will remove its icon from its window but the file will remain in the Recycle Bin until it is emptied (usually even after the PC is switched off). To empty the Recycle Bin double-click on it and choose **Empty Recycle Bin** from the **File** menu. You will be asked to confirm the deletion; click on **Yes** if you are sure.

1.14

Views

You can change the way your windows look by using the **Views** menu. Amongst other views you can choose to see your files with smaller icons and display their file size.



1.15

The Task Bar

Whenever a folder is opened or a program is started-up a button for the folder or program appears on the **Task Bar** at the bottom of the screen. The **Task Bar** is useful as it enables you to go quickly to a particular open folder or program just with the click of a button. Clicking on the **Minimise** button of a program or document does not close the document or exit the program but reduces it to a button on the **Task Bar**. Click on this button for quick access. This can be particularly useful for switching between frequently used programs eg. for copying and pasting, see Section 4.1.

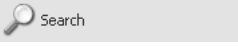


1.16

Searching For a File

No matter how organised you are it is very easy to forget where you put a particular file. To save you having to look through every folder to locate the file there is a short-cut if you can remember at least part of the name of the file.

To search for a file:

- Click on the **Start** button and choose **Search**. 
- The window presented displays an animated character and a list of search types you might want to use. Assuming that you want to search for a Word document click on **Documents (Wordprocessing, Spreadsheet etc.)**
- In the following dialogue box enter the filename, or part of the filename, in the box provided.



- Click on **Search** to begin the search for the file. Searching can take several minutes but when complete the files found are displayed within the window.
- Double-click on a file to open it.
- To open the folder containing the file: select the file and choose **Open containing folder** from the **File** menu.

1.17

Turning the Computer Off

It is important to follow the correct steps to switch off otherwise you can damage the computer. If you are using a program, choose **Exit** from the **File** menu, saving your work before you do.

If necessary log off and choose **Shut Down** from the **Start** menu. From the dialogue box presented ensure that **Shut Down** is selected and then click on the **OK** button.

Unless the computer switches off automatically, switch off the computer both at the button on the monitor and on the base unit. See Section 1.2.

1.18

How to Format a Floppy Disc

Generally when floppy discs are bought they need to be **Formatted** before they can be used. Formatting marks out areas on the disc where information is to be stored and makes a record of where the storage areas are so that information can be retrieved quickly.

To format a disc

- Put the disc into the floppy disc drive.
- Click on the **Start** menu and choose **My Computer**.

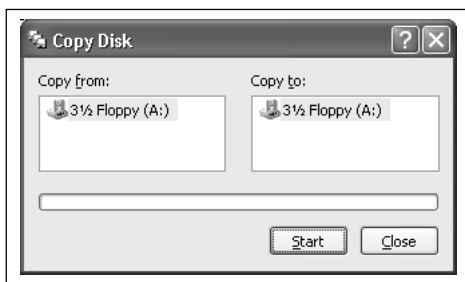
1.19

- In the window displayed select the floppy disc drive and choose **Format** from the **File** menu.
- Click on **Start** to format the disc.



Formatting takes about a minute, when complete the floppy disc is ready for use.

Making Backups on a Floppy Disc or USB drive



Making Floppy Disc Backups

Although saving documents is reasonably secure, occasionally things go wrong and information is lost. To reduce the chance of any such loss you should keep an identical copy on a different disc and store it in a different place. This is called making a backup. There are a number of ways to do this but the easiest is explained next.

You will need a blank formatted floppy disc.

- Put the disc you wish to copy into the floppy disc drive.
- Click on the **Start** menu and choose **My Computer**.
- In the window displayed select the floppy disc drive and choose **Copy Disc** from the **File** menu.
- In the dialogue box displayed click on the **Start** button.
- Insert the blank formatted floppy disc (the destination disc) into the drive when prompted.

If you wish to make a backup of a single file from one floppy disc to another follow the procedure in Section 1.12.

Making backups of files stored on a USB Drive

Because USB drives are large capacity and so convenient, you may be tempted to carry all your files around on one. This is reasonable only if you make regular backups of all your essential files stored on it as, due to their size, USB drives are very easy to lose.

Backup files from a USB drive to another drive using one of the methods outlined in Section 1.12.

1.20

Help

For reasons of space, this guide only provides the basics of how to get started using Windows and Word 2003. Assistance is also provided by using **Help and support** from the **Start** button.

For assistance with **Word** see Section 2.2.

SECTION 2

GETTING STARTED WITH WORD 2003

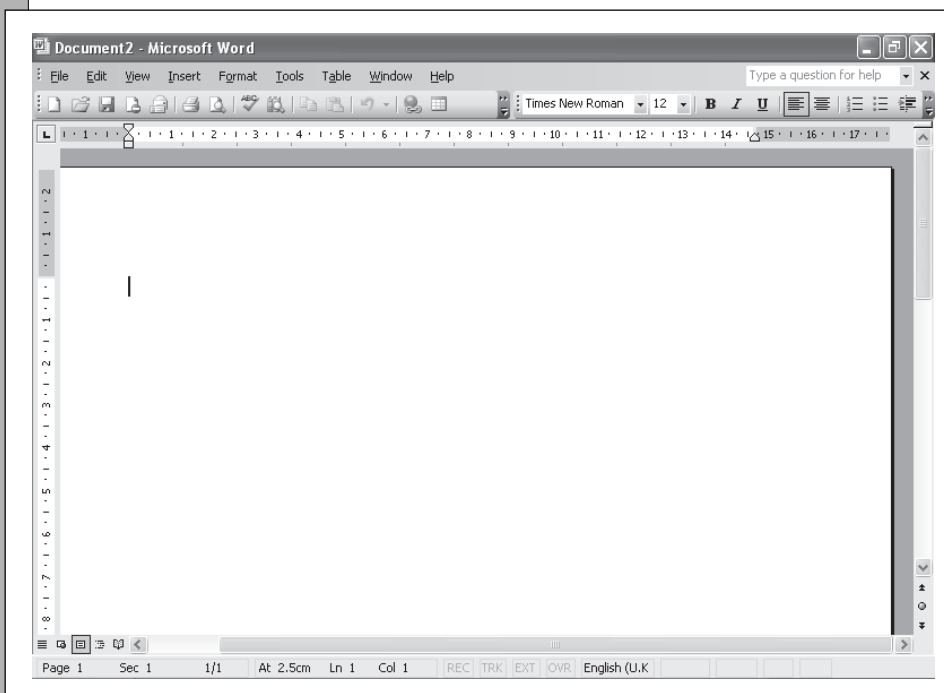
2.1



Starting Word

Choose **Programs** from the **Start** menu and **Microsoft Word** from the **Programs** sub-menu.

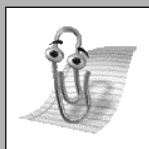
An hour-glass will replace the normal arrow pointer while Word starts up.



This guide assumes that the **Ruler**, **Standard** and **Formatting Toolbars** are shown on screen. If any of these is not shown choose **Toolbars** from the **View** menu and the appropriate command from the sub-menu.

The default view for Word 2003 is **Print Layout** and this is used throughout this guide.

2.2



The Office Assistant – Help Using Word


If you have problems with Word the Office Assistant may be able to help. To display the Office Assistant choose **Show the Office Assistant** from the **Help** menu. The Office Assistant is shown as an animated character and clicking once on the character will display a speech bubble into which you can type a question relating to the workings of Word. Click on the **Search** button and the Office Assistant will try and answer your question. Usually a selection of possible answers is returned, and for further details just click on the most appropriate answer. Hide the speech bubble by clicking anywhere in the Word window apart from on the Office Assistant.

While you work the Office Assistant monitors the way you use Word. If it has alternative suggestions a light bulb is displayed alongside the character and clicking on the light bulb displays the suggestion.

Note: To hide the Office Assistant choose **Hide the Office Assistant** from the **Help** menu.

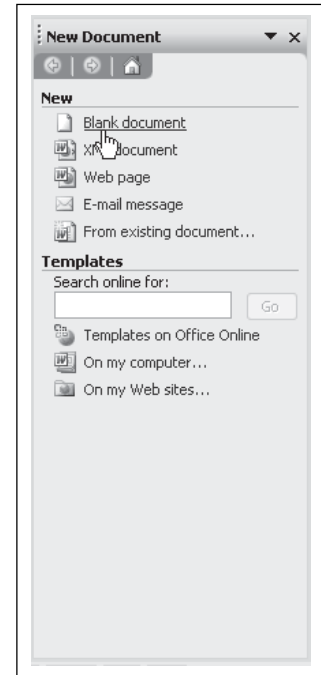
2.3

Creating a New Document

When you start up Word a blank document window titled **Document1** will be displayed automatically on the screen. On other occasions when you need to create a new document, choose **New** from the **File** menu or click on the  button in the **Toolbar**.



The **Task pane** will be displayed on the right of the window.

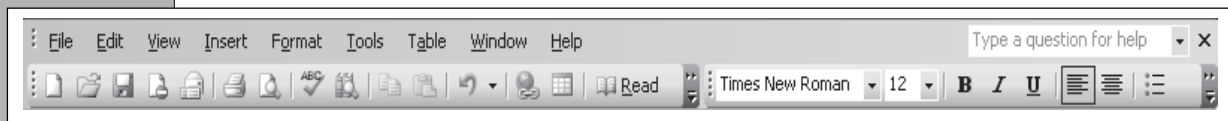
Click on **Blank Document** to start a new document.





2.4

Typing in Text

When you are using a wordprocessor it can often be useful to be able to see how many spaces you have put between words and where the paragraphs end. Word allows you to do this by using the  button. To use this button you first need to add it to your **Toolbar**. To do this click on the  at the end of your **Standard Toolbar**.



Once you have added the  button click it to reveal the formatting marks. You should see that there is a ¶ mark in the document window even before you start to type. The ¶ marks do not print and are there merely as a guide for you.

Note: If you do not like these markers or the small non-printing dot which appears each time you use the space bar then they can be hidden by clicking on the  button on the **Toolbar**. However, they are very useful for editing purposes and will be referred to throughout this guide.

The ¶ mark indicates the end of a paragraph and appears when you press the **Enter** (↵) key. The space between two ¶ marks is defined by Word as a **Paragraph** (so a paragraph defined by Word can be a space, a word, a sentence etc. anything as long as it begins and ends with one of these ¶ markers).

Text which you type in will appear to the left of the blinking vertical line on the screen. This line is called the **Insertion point**. The insertion point can be moved around the screen in one of two ways:

- Either, by using the mouse to move the pointer, and then clicking the mouse button where you want to move the insertion point. Note: the pointer changes shape from an arrow into a vertical line when on top of text. The pointer changes shape to allow you to accurately select where you want to insert new text – you can put text in between existing characters.
- Or, by pressing the **Arrow** keys to move one space at a time.

Note: The distinction between the pointer and the insertion point: the insertion point is always a blinking vertical line whilst the pointer is moved around by the mouse and changes its appearance according to its position on the screen.

As you type in text, it is **NOT** necessary to press the **Enter** (↵) key at the end of each line as you would do with a typewriter. With a wordprocessor you just keep typing and the words will flow automatically on to the next line for you. It is only necessary to press the **Enter** (↵) key if you wish to start a new paragraph.

If you make a mistake typing in your text just move the insertion point to the right of the mistake and press the **Backspace** (←) key. You can delete the ¶ paragraph markers in the same way. See Section 2.5 for how to delete more than one character at a time.

Text can be inserted by moving the insertion point to the appropriate place and then typing.

In **Print Layout** view you will be able to see when you have reached the end of the page as you will see the edge of the virtual page at the bottom of the screen. If you are working in **Normal** view the wordprocessor will tell you when you have typed more text than will fit on to an A4 page by putting a non-printing dotted line across the screen. The dotted line forms the start of a new page. The bottom left hand corner of the window displays the number of the page on which you are working.

Here is a spelling error.

You may already have noticed that some typing errors, capitalisation and spelling mistakes are corrected automatically as you type. Other spelling mistakes are underlined with a wavy red line and grammatical errors underlined with a green wavy line. This is a feature called AutoCorrect. See Sections 4.2 and 4.3.

2.5

Selecting and Editing

Selecting text is an important technique to grasp. Much basic editing of your text depends on learning how to select. To select a word or character, move the insertion point to the left of the text you wish to select, click and hold down the mouse button, and then move the mouse to the right. As you move the mouse the selected word or character will then be inverted as in **White characters**. This technique is called click and drag.

To select several words follow the method above releasing the mouse button only when all the required words are selected. Note that this selection need not be all on one line; you can select across lines, across paragraphs or even the entire document by moving the mouse downwards while holding down the mouse button.

To select text that extends off the screen - either select from the start of the text to the end dragging past the scroll bar (the text displayed on screen will be adjusted automatically), or alternatively, click at the start of the text, release the mouse button, move to the end of the text using the scroll bar and, while holding down the **Shift** (⇧) key, click the mouse button again.

2.6



Editing Text Which is Selected

Text which has been selected is replaced or overwritten with whatever you type. Similarly, selected text can be deleted by pressing the **Backspace** (←) key. While these two techniques can be very useful they can also lead you inadvertently to delete or overwrite your text. Should this happen use **Undo** from the **Edit** menu. See Section 2.7 for more detail about Undo.

Scrolling

Normally the screen is a Window or partial view of your document. To see other parts of the document you can use the vertical scroll bar and:


- Click on the scroll arrows to view the document line by line.
- Click on the scroll bar to see the next full screen of text.
- Click on the scroll box and drag it up or down to move between pages.
- Click on the double scroll arrows to scroll up or down your document a page at a time.

Clicking on the scroll box displays the current page number. By clicking and dragging the scroll box you can scroll quickly to a particular page.


2.7



Undo

One useful facility that you will soon grow to love is **Undo**. This is available by clicking on the  button on the Toolbar.

Clicking on the down arrow to the right of the button lists the last changes which you made to your document and these can be undone by choosing the item on the list.

Conversely, using the **Redo** button  on the Toolbar reverses any changes you have made using the **Undo** button.

Note: You may have to add the **Redo** button to your **Standard** Toolbar using the techniques shown in Section 3.1.

2.8

Page Breaks

Word automatically puts in page breaks when you type more text than can fit on a page. However, often you will wish to start a new page before your text reaches the bottom of a page. To do this, choose **Break** from the **Insert** menu. A dialogue box will appear; just click on **OK**.

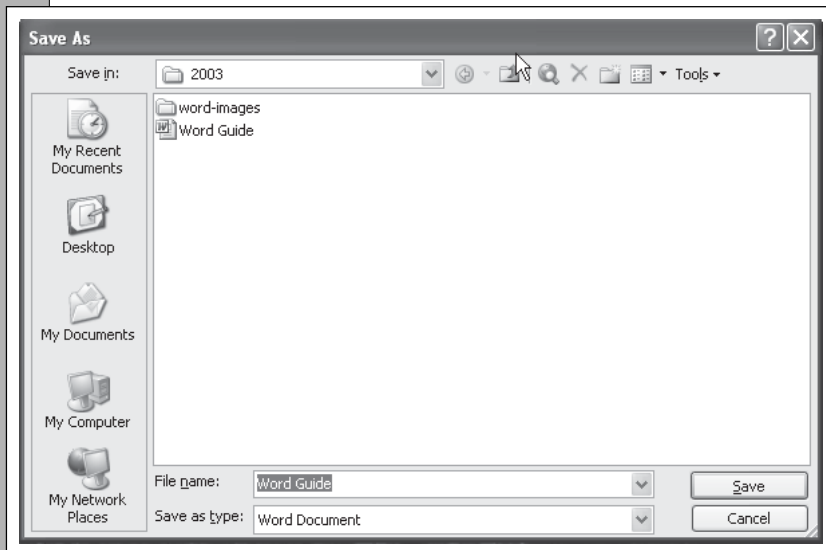
Unlike automatic page breaks, user inserted page breaks can also be deleted. To do this, move the insertion point to before the first character after the page break and press the **Backspace** (←) key.

Note: In Normal view a fine dotted line will appear across the page indicating the presence of a user inserted page break. The user inserted page break line can be easily distinguished from the automatic one as the words Page Break are displayed.


2.9

Saving

It is good practice to save your document on a regular basis. To save a newly created document, choose **Save As** from the **File** menu. A dialogue box appears like the one below.




By default documents are usually saved to a folder called **'My Documents'** on the hard disc drive or network drive. If you wish to save to a different disc click on the down arrow alongside the **Save In** box and choose the disc from those listed. If you wish to save to a different folder double-click on the folder from those listed in the dialogue box.

If you wish to create a folder into which to save your document click on the  button from the **Save** dialogue box and enter a name for the folder. Clicking on **Save** will save your document into this folder.

By default Word uses the text on the first line of your document as the filename, but if this is not appropriate it can be edited and deleted as with any text.

To save your document either click on the **Save** button or press the **Enter** (↵) key. The document has now been saved as a file on the disc you specified.

A titled file (one that has been saved previously), can be updated and replaced by using **Save** from the **File** menu or by clicking on the **Save** button  on the Toolbar.

By default every 10 minutes Word automatically saves your document for you as a temporary file. This can be useful in the event of a power failure as when you restart Word you will be prompted to recover the document. However, this feature should not be relied upon and the **Save** command should be used routinely.

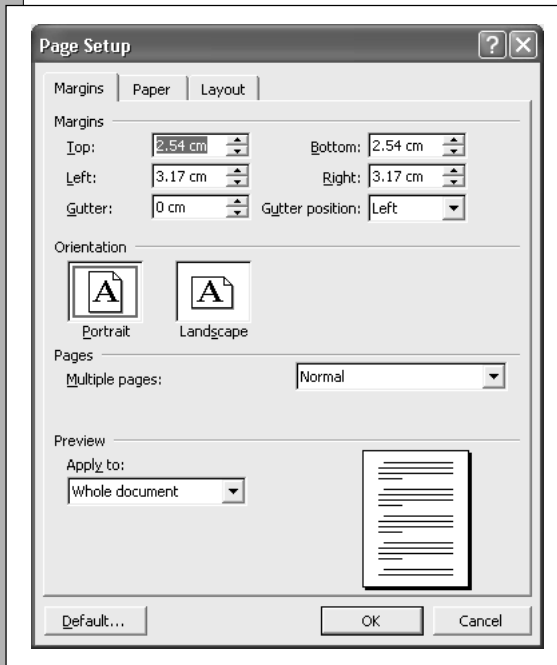


2.10



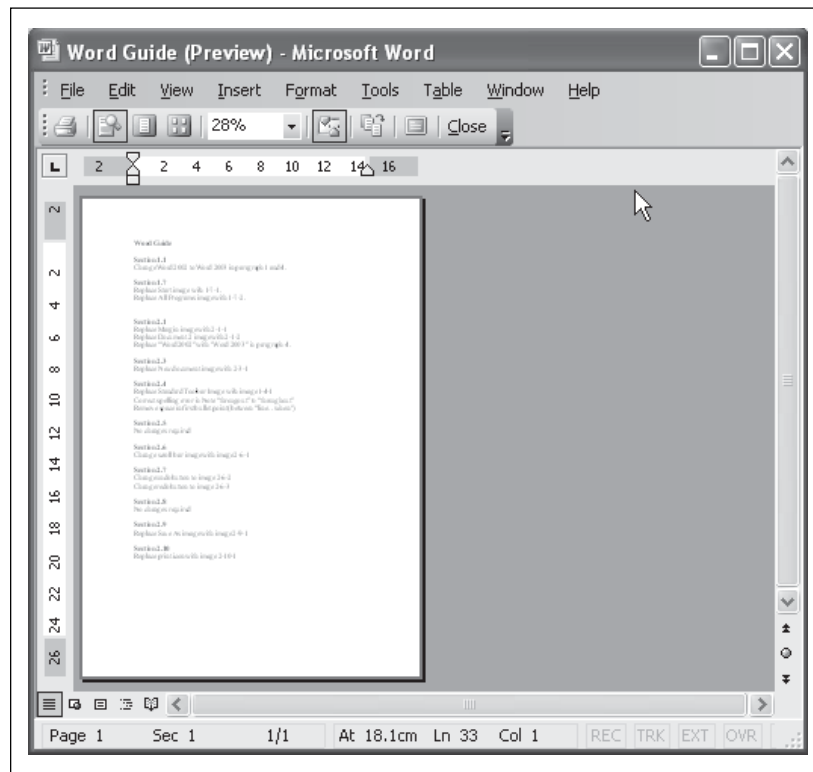
Printing

You may have noticed an option under the File menu called Print. DO NOT use this just yet. First you must check that your document is set up correctly. Choose **Page Setup** from the **File** menu and the dialogue box below is presented.



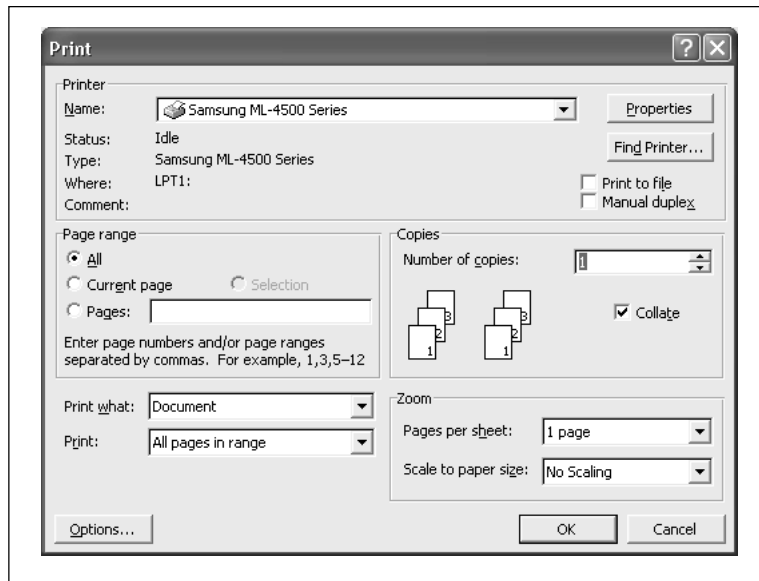
Along the top of the dialogue box is a series of Tabs. Clicking on one of these tabs displays options relating to the tab title. Click on the **Paper Size** tab and check that the paper set up is for the correct paper size and from the **Margin** tab that the orientation is correct (Portrait - the page viewed vertically, Landscape - the page viewed horizontally). When you are satisfied with your choice click on the **OK** button.

Next, it is advisable to check the layout of your document before printing. The easiest way to do this is to choose **Print Preview** from the **File** menu as this provides you with a 'bird's eye view' of the page and is very useful for checking the position of page breaks. Use the vertical scroll bar to move through the pages of your document.



Click on the **Close** button when you have finished checking.

Lastly, choose **Print** from the **File** menu. The following dialogue box is presented.




If the printer listed is incorrect choose the printer you wish to use by clicking on the arrow alongside the printer's name and make your choice from the printers available. (If it is unclear from the printer names listed which is the most appropriate, seek assistance.)

In the print dialogue box you can choose to print all the document, the page currently displayed, or a specific range of pages. To print a range of pages click on the **Pages** button and enter the first and last page numbers separated by a hyphen eg. 3-5. To print all pages up to a particular page type the page number preceded by a hyphen. To print all pages after a particular page type the page number followed by a hyphen. To print a single page just type the page number.

You also have the option of printing several copies of the document.

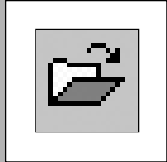
Click on the **OK** button and your document will be printed. How long it will take to print depends on how many other people are also printing and the complexity and length of your text. If you have waited more than 15 minutes, seek assistance.

Hint: As a short cut to printing an entire document, just click on the  button on the Toolbar.

Problem? You are presented with a warning dialogue box telling you that the printer is out of paper or not connected.


Solution: Add paper or seek assistance.

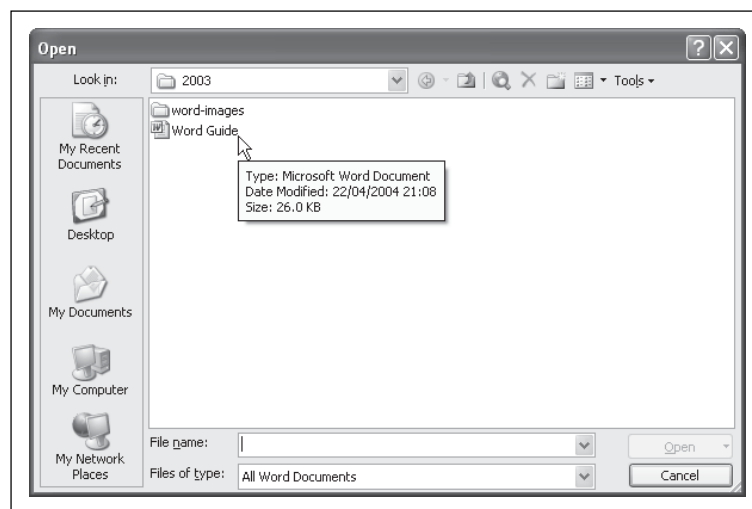
2.11



Opening, Closing and Exiting

Opening

To open an existing document choose **Open** from the **File** menu or click on the  button on the Toolbar. A dialogue box appears (similar to the Save dialogue box shown previously), and this lists all the files or documents in the default **My Documents** folder which can be opened. If the file you wish to open is listed select it and click on the **Open** button, or double-click on its file name. To open a file in a different folder or disc click on the arrow alongside the **Look in** box and make your choice from those listed. If the file was saved into a particular folder double-click on the folder from those listed in the dialogue box. Open the file as above.



Hint: A short-cut to opening some of your most recently used documents is to choose the name of the document from those listed at the end of the **File** menu.

Existing documents can also be opened by finding their icon in Windows and double-clicking.

Word allows you to open more than one document at a time and the various documents will open in the same window with only the last opened document visible. To change from one document to another use the **Window** menu to choose the file on which you wish to work or choose the document from the **Taskbar**.



Closing

To stop working on your document choose **Close** from the **File** menu. If there are any unsaved changes to the text you were working you will be asked if you wish to save your document.

Yes allows you to save as normal before closing or exiting; **No** closes the file without saving any changes since the last Save. The **Cancel** button cancels the **Close** or **Exit** command.

Exiting

To stop using Word altogether simply choose **Exit** from the **File** menu.

To turn off the computer it is important that you follow the instructions in Section 1.20.

SECTION 3

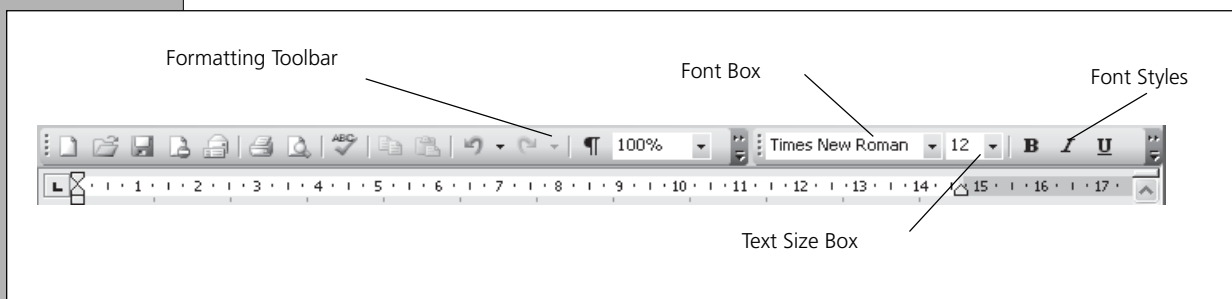
FORMATTING TEXT

3.1

The Ruler and Formatting Toolbar

Two features of Word that are closely linked are the Ruler and Formatting Toolbar. These provide quick access to some of the most commonly used text formats you are likely to need.

Most of the problems that people encounter while using Word are due to a lack of understanding of the Ruler and Formatting Toolbar and how they operate. So competent use of these is one of the most important skills that you must master in order to be able to get the best from Word.



Note: As the pointer moves over the buttons on the Toolbar a pop-up box displays the function of the button.

The reason that the **Ruler** and **Formatting** Toolbar are so important is that they let you change the layout of your text and enable you to do so quickly. Using them you can amongst other things:

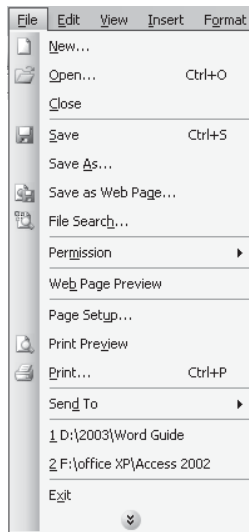
- Change the font, font style and size of text.
- Set the distance that your text will begin from the left hand margin.
- Make the text into bullets – like this list.
- Set the alignment of text to be left, right, centre or justified.

It is best if you set the layout of your text using the **Ruler** and **Formatting** Toolbar before you begin to type because from then all your typing will have this layout. However, if you prefer, you can change the layout after typing in the text.

It is very important to note that for any of these changes to have an effect on text already typed in you must either:

- Select all the text you wish to change.
- Or, if you only wish to change the layout of one paragraph, make sure the insertion point is in that paragraph.


Adapting the Menus and Toolbars

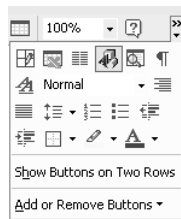
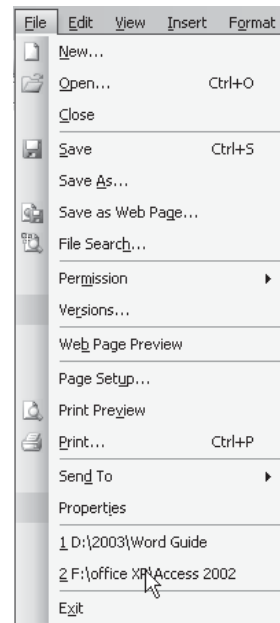


All the time you are working Word is keeping a record of the commands you use most often and those that you have used most recently. To help you to work efficiently Word will place the commands you use most often on the Toolbar or the main menu so that you can access them quickly.


Accessing the Entire Menu

When you first choose a typical menu it will look like the menu shown left.

Placing the pointer over the  symbol at the bottom of the menu will expand the menu and give you access to more commands as shown right.



Adding Buttons to Your Toolbar

To add an additional button to your Toolbar you need to click on the  button on the relevant Toolbar. This will reveal the **Add** Buttons menu. Double-click on the button you need to add it to your Toolbar.

3.2

Aligning Text


Two buttons to the right of the **Formatting** Toolbar are used for alignment. These allow you to make selected text align in which ever way you prefer just by clicking on the button.



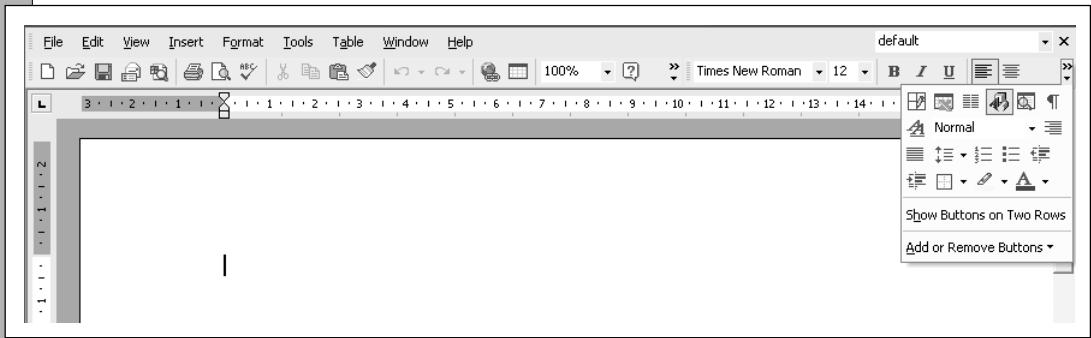
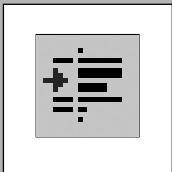
Aligns the text to the left margin - the normal setting.





Aligns text centrally - useful for headings.


You also have the option to add additional buttons to allow you to align to the right and to justify the text on both sides. To add these buttons click on the  button on the far right hand side of the **Formatting** Toolbar.

3.3





-  Aligns text to the right - useful for addresses in letters.
-  Justifies text - this means both left and right sides of the text are aligned with the margins - like a book or a newspaper.

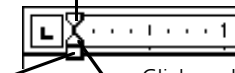
Indenting Text

To indent text first select it and then click on the  button on the Toolbar. The Indent buttons may need to be added to the **Formatting** Toolbar. This will indent the selected text to the default 1.25cm (0.5 in). Click on the  button to remove the indent. Two or more clicks on the  button will indent progressively by 1.25cm (0.5 in).

Customised Indenting

The Indent markers on the left  and right  the ruler can be clicked and dragged along the ruler to increase or decrease the margin width for the selected text. This is called indenting. Be sure to click and drag only the box beneath the Indent marker on the left unless you wish the special indenting described below.

Click and drag to the right to indent the first line of a paragraph. **A First Line Indent.**

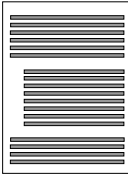



Click and drag to the right to indent the whole of a paragraph. **A Full Indent.**

Click and drag to the right to indent all but the first line of a paragraph. **A Hanging Indent.**

Indenting the Whole Paragraph

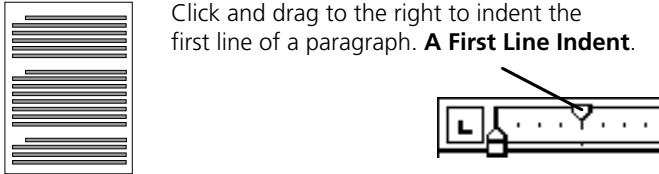
The Indent mark on the left consists of three parts. The uppermost part of the marker represents the starting position for the first line of the paragraph whilst the central part shows where the second and subsequent lines will begin. This is useful as you often want the first line of a paragraph to be laid out differently from the rest of the paragraph. The third part is a box under the indent marker and this is used to alter the indenting of the whole paragraph.





Click and drag to the right to indent the whole of a paragraph. **A Full Indent.**


Indenting the First Line of Paragraphs



Click and drag to the right to indent the first line of a paragraph. **A First Line Indent.**

This kind of indent is called a First Line Indent. With paragraphs you have already typed, select the paragraphs, then click and drag the upper left indent mark to the place on the Ruler where you wish your first line to be indented. This will indent the first line of every paragraph selected. If you have not yet started typing just move the indent marker as in the illustration, begin typing, and all subsequent paragraphs will conform to this indentation.

Indenting the Whole Paragraph Except the First Line



Click and drag to the right to indent all but the first line of a paragraph. **A Hanging Indent.**

This kind of indent is called a Hanging Indent. Select paragraphs you have already typed, then click and drag the lower left indent mark to the place on the Ruler where the indent is to be. This will indent all but the first line of every selected paragraph. If you have not yet typed in your paragraph just move the indent marker as shown and start typing.


3.4

eg.

Font, Style and Size

One of the features of wordprocessing with Word is that every word, letter and line can be written in a different font, font style or size. – Don't try this though as it looks dreadful!




You can either set the font, font style or size before you start typing or once you have typed it in. For text already typed you must first select the characters, lines or paragraphs you wish to change before following the instructions below.

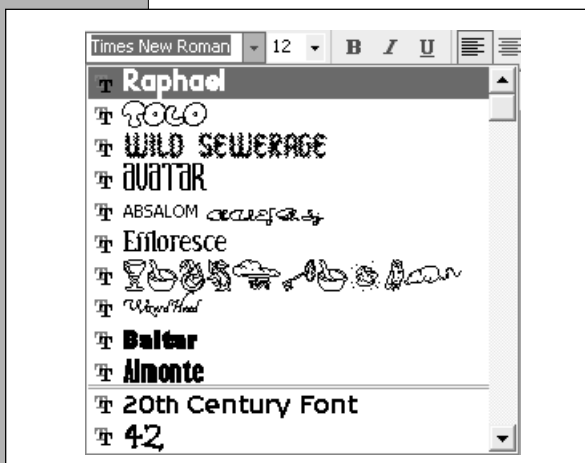


Font Box Font Size Box Font Styles

The current size of the text is displayed in the **Font Size** box on the Toolbar. To change this size, click on the arrow to the right of the font size box and choose the required size as you would a command from the menu bar, or type a size into the box. Sizes are measured in points or pts; 10 or 12 pts is normal, the bigger the point size the bigger the text. For other sizes of text outside this range see Section 5.3.

For different font styles use the buttons on the Toolbar:

-  produces **bold** text.
-  produces *italic* text.
-  produces Underlined text.



To de-select any of these font styles simply select the text and click on the particular font style button again. Other font styles are available by choosing **Font** from the **Format** menu.

Another way of changing the appearance of your text is to change its Font (Typeface). As you will see by clicking on the arrow to the right of the **Font box** on the **Toolbar**, fonts are given all sorts of peculiar names.

Choose one of these fonts as you would a command from the menu bar.

3.5

Line and Paragraph Spacing

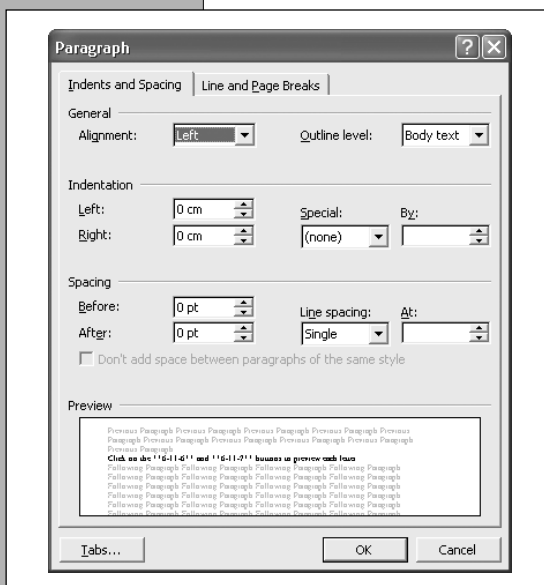
The default spacing between all lines of text is single line spacing. However, using single line spacing can make your text appear cramped unless extra spacing is included between paragraphs.

A common way to increase the spacing between paragraphs is to press the **Enter** (↵) key twice at the end of a paragraph. While this method is adequate for short unsophisticated documents it suffers from the disadvantage that spacing paragraphs in this way is not automatic - and inconsistencies can be introduced unless you always remember to press the **Enter** key twice, and it does not provide very fine control.

A preferred method is to use the **Paragraph** command. This command can be used in one of two ways:

either to set the paragraph spacing before you type or to adjust the paragraph spacing of text already typed.

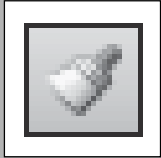
The first has the advantage that any subsequent paragraphs retain this paragraph spacing; the second has the disadvantage that text must first be selected. Whichever method you choose the result is the same.



To alter the spacing between paragraphs or the spacing of lines within paragraphs choose **Paragraph** from the **Format** menu and in the dialogue box presented click on the **Indents and Spacing** tab. Paragraph spacing can be changed by altering the before and after spacing options allowing you to set the amount of space above or below each paragraph. Select a different spacing between paragraphs by clicking on the arrow buttons alongside each box. The spacing is measured in points (pts) and each click on one of the arrow buttons increases the spacing by the equivalent to a half line space. To alter the line spacing click on the arrow alongside line spacing and choose Single, 1.5 or Double line spacing.


Similarly, the line spacing option allows you to set the amount of space between each line of a paragraph. Choose a Single, 1.5, or Double line spacing by clicking on the arrow button alongside line spacing.


3.6



The effect that changing the line and paragraph spacing will have on the text can be seen in the previewed sample box at the bottom of the dialogue box. Click on **OK** to have the spacing change take effect.

Copying Formatting

Once a piece of text has been formatted you can copy its formatting to another piece of text by using the **Format Painter**  tool.

- Add the **Format Painter** tool to your **Standard** Toolbar. See Section 3.1.
- Select the text containing the formatting you wish to copy and choose the  button from the Toolbar.
- Select the text to which you wish to apply the format, release the mouse button, and the format will be copied.

SECTION 4

MORE ADVANCED EDITING

More finesse and greater efficiency can be achieved by going beyond the basics of wordprocessing. Better control of your text will enable you to present finished documents which look as though they have been desktop published and which only the practised eye will distinguish as in fact wordprocessed ones.

There are many simple techniques that allow more efficient editing of your document. This section describes how you can use them to get a professional finish to your document.

4.1



Moving Text

When you are wordprocessing there are always times when you wish to move or duplicate pieces of text. Word provides you with two techniques for doing this and so avoiding the trouble and errors involved in retyping:

- Drag and Drop
- Cut, Copy and Paste

Drag and Drop

Drag and Drop is most useful for moving small pieces of text for short distances about a document. For example, you might wish to transpose two words.

- Select the text that you wish to move, release the mouse button.
- Move the pointer to the centre of the text and click and drag the text to its new position. You will notice a vertical line appears at the tip of the pointer and this is a guide to help you position the text precisely. If the intended position of the text is currently not on screen, you can scroll to it by moving the pointer to the top or bottom of the screen.



To copy a piece of text leaving the original intact hold down the **Ctrl** key while dragging.

Cutting, Copying and Pasting

These commands are most useful for moving or copying large pieces of text about a document or between documents.

Note: You may have to add the **Cut**, **Copy** and **Paste** buttons to your Standard Toolbar, see Section 3.1.

To move a piece of text using Cut and Paste:


- Select the text to be moved.
- Click on the Cut  button in the Toolbar. The text will disappear. Move the insertion point to where the text is to be placed.
- Click on the Paste  button in the Toolbar and the text will reappear at the insertion point.



After the second step the text disappears from the screen. It is not lost but is stored in a temporary storage area called the Clipboard.

Because the Clipboard retains its contents after a **Paste** it is possible to make several copies by simply clicking on the **Paste** button as many times as is needed.

To copy a piece of text:

Repeat the above procedure but click on the **Copy**  button on the Toolbar instead of the **Cut** button. This will not make the selected text disappear but will put a copy of it on the Clipboard.



Note: With more than one document open you can copy or cut and paste between documents.

4.2

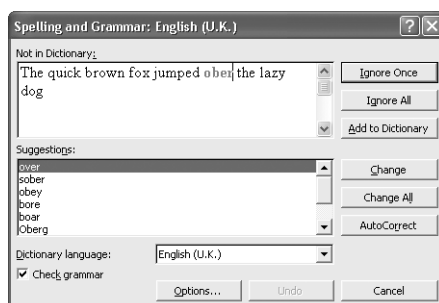
Spell Checking

The Spell Checking feature in Word underlines any spelling errors with a wavy red line and any grammatical errors with a green wavy line (See Section 4.3).

With spelling errors, you can either choose to ignore the spelling error and undertake a full spell check on the document at a later stage (see below) or correct the error as you type. To correct the spelling of a single word click on the word with the RIGHT mouse button. A pop-up menu will be presented showing a list of alternative spellings and other commands explained below. Choosing one of the alternative spellings with the LEFT mouse button replaces the original in your text.

With grammatical errors, using the RIGHT mouse button presents a pop-up menu and a suggested alternative sentence.

Note: If you find the appearance of red and green wavy lines distracting as you type they can be switched off. To do this choose **Options** from the **Tools** menu, click on the **Spelling and Grammar** tab and check the boxes alongside **Hide spelling errors/ grammatical errors in this document**. Click on **OK** to return to your document.



To check the spelling of a complete document or some selected text choose **Spelling and Grammar** from the **Tools** menu. If the spell checker interprets a word as spelled incorrectly a dialogue box will be displayed.

The dialogue box will list the sentence containing the word it thinks is spelled incorrectly. Often this word will not be mis-spelled, but just a word that the spell checker does not know - like your name for instance. If this is the case just click on the **Ignore** button. If the word is mis-spelled a list of alternatives will be presented. Select the correct spelling from these and click on the **Change** button to correct the spelling of the word in your text. Click on **Cancel** to stop spell checking. You will be informed when you have spell checked the entire document.

4.3

1st

IMPORTANT: Do not forget to save your document after you have spell checked it.

You may find it useful to use a secondary custom spell checking dictionary of your own. This stores words you frequently use which the spell checker thinks are mis-spelled. To use the custom dictionary, click on the **Add** button when the spell checker finds one of these words. From this point on the word will be treated as correctly spelled in all your documents.

AutoCorrect/Format and Short Cut Keys

Word's AutoCorrect feature prevents some of the most common typing errors, for example, not capitalising the first word of a sentence, typing two capitals together eg. *WOrd*, automatically correcting common mis-types such as *teh* instead of *the*.

By default AutoCorrect is switched on so that these errors are corrected automatically as you type. Other common mis-types can be added to AutoCorrect by choosing **AutoCorrect** from the **Tools** menu and entering the error and the replacement in the boxes provided.

See Section 2.4 for information about how AutoCorrect helps you to correct spelling errors as you type.

A feature of Word related to AutoCorrect is AutoFormat. AutoFormat provides short-cuts to some awkward formatting needs. Examples of these are listed below:

Entering 1 followed by st will display as 1st

Entering 1 followed by / followed by 2 will display as 1 $\frac{1}{2}$

Entering ("...") straight quotes produces smart quotes ("...").

Entering * followed by a space will display as a bullet (•) when the **Enter** key is pressed, creating the first item on a bulleted list See Section 5.5 for more about lists.

Similarly, entering 1 followed by a full stop (.) and a space will display as the first item on a numbered list.

Entering --- (hyphens) will display a single line across the page, === (equals) a double line.

Entering a web or email address will display an underlined internet link on your document (e.g. <http://www.webaddress.com> or email@business.com) Clicking on these links will open your web browser or email program and allow you to see the relevant page or send an email message. To remove the link highlight the link and click the right mouse button and choose **Remove Hyperlink** from the menu.

Word contains a list of commonly used words and phrases that it can insert into your text at the press of a key. As you type Word attempts to match these words and phrases to your typing. If a match is achieved a box containing the word or phrase appears over the text. To accept the contents of the box press the **Enter** (↵) key, to ignore it, simply keep typing.

Typical words or phrases Word attempts to match are: Monday (Press ENTER to Insert)
Mond

Days of the week, Months of the year, Best Wishes, To whom it may concern, Dear Sir or Madam.

Note: To turn off any of the features listed in this section choose **AutoCorrect Options** from the **Tools** menu, choose the appropriate tab in the dialogue box and un-check the box next to the feature you wish to turn off.

4.4

Short Cut Keys

You may find that using the mouse to choose commands from menus is a little awkward especially if you are a touch typist - if so, there is help at hand! You may have noticed that one letter of certain commands is underlined. For example the word above the **File** menu has the letter F underlined. Therefore a shortcut to use the File menu is hold down the **Alt** key and press the **F** key. Once a menu is pulled down you will notice more command short cuts like **Ctrl O** for **Open** and **Ctrl S** for **Save**.

Another set of short cuts can be accessed by the use of the right mouse button. Clicking on the right mouse button will display a menu with a number of useful commands on it that relate to your current task.

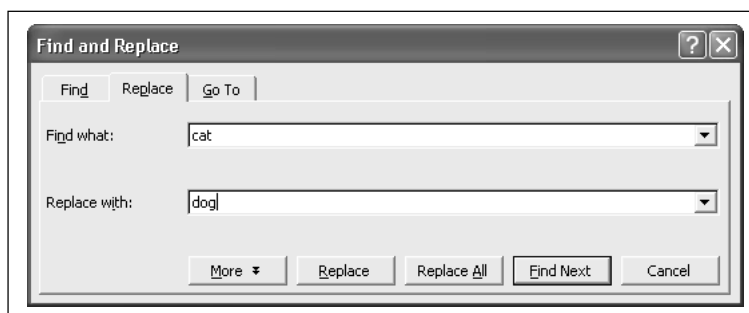
Word intelligently predicts what you are doing and displays the menu commands which are appropriate to the tasks you are performing. So clicking on the right mouse button will bring up a variety of different short cut menus.

Finding and Replacing

If you want to locate a word or words in a document choose **Find** from the **Edit** menu, type in the word(s) you wish to find into the **Find What** box, and click on **OK**.

If you want to find and replace a word or words with another word throughout the document, use **Replace** from the **Edit** menu. Type in both the word(s) you wish to search for and what you wish to replace it/them with. Click on **Find Next** and on each occasion you will be asked whether you want the text replaced. Alternatively, click on **Replace All** to replace all occurrences of the text. You will be informed when all the replacements have been completed.

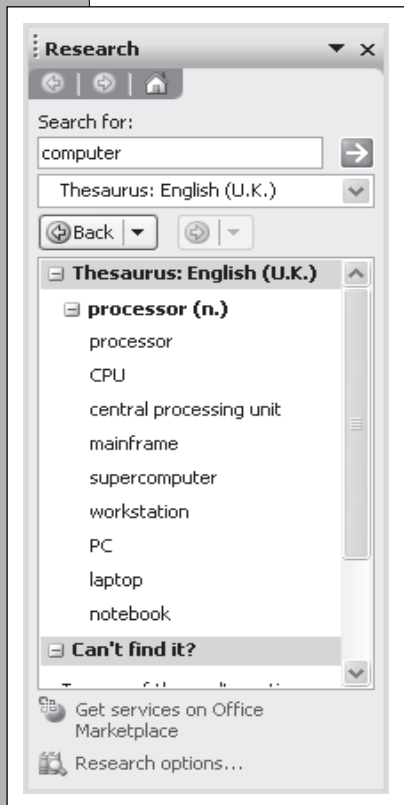
Beware: if, for example, you try to find all instances of the word **cat** and replace them with **dog**, words like **catalogue** and **concatenate** will be changed to **dogologue** and **condogenate**. To avoid this you can type spaces before or after the word you are trying to find or click on the **More** button and in the **Find whole words only** box.



4.5

Thesaurus

Word provides a Thesaurus which finds synonyms.



To use the Thesaurus:

- Select the text for which you wish to find a synonym.
- Choose **Language** from the **Tools** menu and **Thesaurus** from the sub-menu.
- The following dialogue box is presented with the different meanings of your selected word displayed on the left side of the dialogue box.

Note: It is important to remember when using a Thesaurus that words with identical spellings can have quite different meanings.

- To display the synonyms of your word click on the most appropriate meaning. The synonyms are displayed on the right side of the dialogue box.
- Click on the appropriate synonym and on the **Replace** button to change your selected text.

4.6

Counting Words

Word can count the number of words, characters, lines and paragraphs in your file so that you may check on how much you have (or haven't) typed. To do this choose **Word Count** from the **Tools** menu. When you have finished click on the **Close** button.

If you wish to count the number of words in a specific paragraph or piece of text first select it before choosing the **Word Count** command.

4.7

Good Habits

So you have finished typing the text, checked the spelling, counted the words, admired your choice of fonts, and saved your text - but does it look neat and presentable? Here are a number of pointers for getting that few extra marks for style:

- Type a single space after every comma and full stop and not before.
- Avoid Underlining unless you have to; there are far more elegant ways of emphasizing text.
- Use a maximum of 2 or 3 fonts per document and do not mix together too many font styles eg. bold, italic etc.

- Avoid spacing paragraphs using the **Enter** (↵) key; set paragraph spacing using the Paragraph command.
- Use lots of spacing; avoid cramping text.
- Don't forget to spell check your document. See Section 4.2.
- Don't just rely on word's proofing tools; proof read your document.
- Use graphics and, where appropriate graphs to add variety or reinforce a point in your text.
- When you have a preferred format record this by defining a style as shown in Section 6.3.
- Save your work as one complete document, and avoid saving in parts eg. chapters.
- Make regular backups of your work. See Section 1.19.

And particularly for long documents.

Wordprocessing a long document such as a report, presentation or dissertation requires more planning than is required for a letter or short document. Essential information to include is suggested below, some of which are covered in subsequent Sections:

- Many organisations have strict rules about the width of margins. See Section 5.2 - Changing the Page Layout.
- Check the line spacing which is required and if necessary alter this by referring to Section 3.5.
- By defining styles for your main text and each heading or sub-heading you introduce consistency into your document and save yourself a lot of repetitious formatting. Define styles before you start to type or, as you come to it in the text. See Section 6.3.
- Wordprocess your document as a single file. This avoids inconsistencies between sections.
- Remember to number the pages of your document and if required include other information in headers or footers. You may be required to number any preliminary pages, such as title and contents pages differently from your main text (Section 6.2).
- Word can automatically generate your table of contents and table of figures if you are using the defined styles for your section headings. See Sections 6.7 and 6.8.
- Word can automatically sort lists of information for you and automatically update any cross-references. See Sections 5.5 and 6.10.

SECTION 5

MORE ADVANCED FORMATTING

5.1

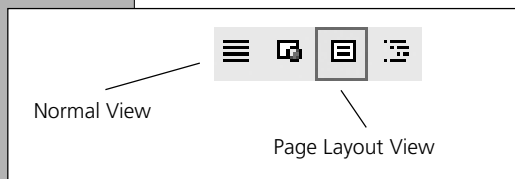
Views


When you first open Word a virtual page is displayed, showing page breaks, headers, footers and footnotes (see subsequent sections for more information about these features). This way of viewing your document is called **Print Layout**. The advantage of Print Layout is that it shows you exactly how the document will look when it is printed. However Print Layout can also be more cluttered, a bit slower and less responsive than other ways of looking at your document.

Another way to view your document is called **Normal View** and this gives you an uncluttered view of your document by omitting things like headers, footers and footnotes. You can change between the different **Views** by choosing from the **View** menu.

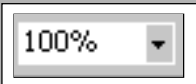
Sometimes you will want to see a 'bird's eye' view of a document, perhaps to get an impression of how well you have formatted your document. To do this choose **Print Preview** from the **File** menu.

As an alternative to the menus the horizontal scroll bar at the bottom of the screen provides buttons which perform the same function.



The  button on the Toolbar can be used instead of the **Print Preview** command. (Note: You may have to add this to your **Standard** Toolbar).

The **Zoom** control on the Toolbar can be used to choose the exact magnification you wish to use with your document from 200% to 10%.



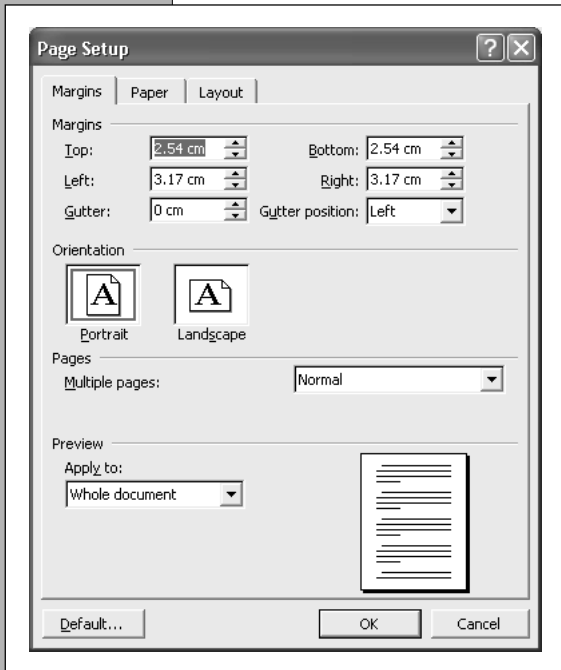
You may have to add the **Zoom** button to your **Standard** Toolbar.

5.2

Page Layout

With all documents the layout of the page is important, but in some cases a particular layout may be preferred.

To set or alter the margin widths of a document consisting of a single section, choose **Page Setup** from the **File** menu, click on the **Margins** tab and enter the required margin widths into the appropriate boxes.



To alter the page orientation again choose **Page Setup** but click on the **Paper** tab. The orientation can be altered by clicking on the appropriate button. Page layout characteristics like those explained above can be applied to the whole document or, if required, can be applied only to the section containing the insertion point. Section 6.5 explains more about dividing documents into sections.

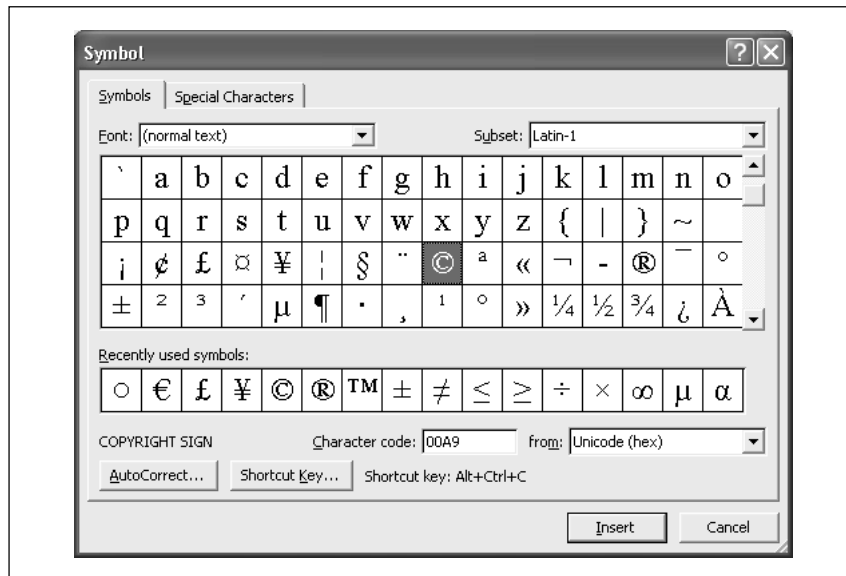
See Section 6.6 for information on dividing pages into columns.

5.3

Special Characters

The command **Symbol** from the **Insert** menu provides a dialogue box from which you can select symbols and foreign language accents that are not readily available from the keyboard. For example: ê, á, Æ, Ö, , © .

Each font has a number of characters which are not shown on the keyboard. To view these choose **Symbol** from the **Insert** menu and from the **Font** pop-up menu choose the font you wish to have displayed. Double-clicking on any character in the dialogue box will cause the character to be inserted into your text at the insertion point.



Using the Symbol command can be slow for entering commonly used international characters. Alternative combinations of keypresses are displayed alongside **Shortcut Key** in the Symbol dialogue box.

Super^{script}
Sub_{script}

Fractions can be created using the AutoFormat. See Section 4.3.

Subscript, Superscript and Large Text

Word can be used to create Superscripted or Subscripted text. To do this, first select the piece of text you wish subscripted or superscripted. Choose **Font** from the **Format** menu and from the dialogue box displayed click on the superscript or subscript box.


Note: Don't be tempted to create Footnotes or Endnotes this way. Save yourself the effort and use the technique shown in Section 6.4.

You may wish superscripted or subscripted text to be smaller than the main text and you can select or type any point size into the **Size** box. In the same way if you wish particularly large text, up to 1638 points!, this is where to type in your preference.

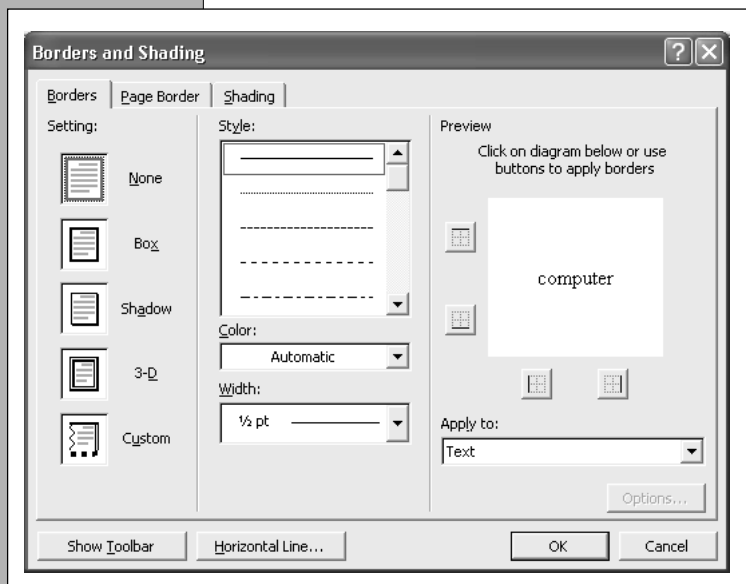
5.4

Borders and Shading

To draw attention to text or data, borders can be put around characters, words, paragraphs, tables, table cells, graphics and even entire pages. The same basic procedure is used for each, though page borders are treated separately at the end of this section.

For a simple border select the items around which you wish to put a border and click on the arrow to the right of the **Borders** button  on the Toolbar. (You may have to add this to the **Formatting** Toolbar, see Section 3.1) Choose the most appropriate border from the pop-up menu.

Alternatively for a simple line across the page, typing three or more hyphens - - - and pressing the **Enter** (↵) key will cause these characters to be converted into a line, or three or more equals === into a double line.



More complex borders can be applied by selecting the items to be bordered, choosing **Borders and Shading** from the **Format** menu, and clicking on the **Borders** tab in the dialogue box presented. Typical borders can be chosen from those listed on the left of the dialogue box. Shading, line type, and thickness of the border can also be viewed.



To place a border around every page of the document click on the **Page Border** tab and choose the required border from those displayed. If you wish to border only the first page of the document choose **This Section - First Page Only** from the **Apply To** pop-up menu.

5.5



Lists

Word provides two useful buttons which allow you quickly to create bulleted (•) or numbered lists from paragraphs of text.

If you have not yet typed the text for your list:

- Click on the  button for a bulleted list or on the  button for a numbered list. Depending on the button you clicked a bullet or number 1 will appear in the text.
- Type the text for your first point and press the **Enter** (↵) key.
- The second line will also begin with a bullet or a number. Type in the text for your second point, and so on.

If you have already typed the text for your list:

- Ensure that each line that you wish to be bulleted or numbered ends with a paragraph marker (¶).
- Select the complete list.
- Click on the appropriate button on the Toolbar,  for a bulleted list,  for a numbered list.

To end the list click again on the bulleted/numbered list button. To interrupt a list, say to include a point consisting of multiple paragraphs, allow Word to number each paragraph. Select the paragraphs you do not wish numbered and click again on the bulleted/numbered list button.

Note: Word remembers the formatting of the first word after the first bulleted/numbered point and applies this to the first words of all subsequent points.

The style of bullet and the numbering scheme can be chosen by using **Bullets and Numbering** from the **Format** menu.

An alternative method for creating a list is to enter * followed by a space or tab. This will be displayed as a bullet (•). Text for the first point on the list can be added and when the **Enter** (↵) key is pressed a bullet is displayed ready for the second point. Similarly, entering 1 followed by a space or tab creates the first point on a numbered list. When the **Enter** key is pressed the number 2 is displayed ready for the second point.

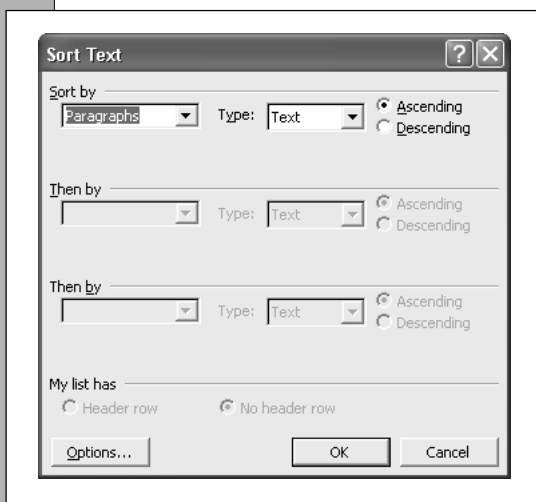
Sorting Lists

You will often want to create a list of names, places or other information and then sort it into a different order. For example, you may wish to sort a list of surnames or bibliographical or references. This can be very time consuming to do manually. However, Word provides a sort command that will do this automatically.

To sort your references by surname:

- Type in the references ensuring that the surname is the first word of each reference and that the **Enter** (↵) key is pressed only once at the end of each reference.
- Select all the references that you wish to sort.

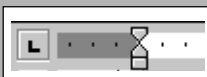
- Choose **Sort** from the **Table** menu.
- A dialogue box is presented; click on **OK** and your references will be sorted.



You can use the same command to sort lists provided the **Enter** (↵) key was pressed only once between each item to be sorted. With lists the sort dialogue box enables you to also sort descending as well as ascending, numerically, and by date.

Tables or tabbed columns can be sorted in the same way.

5.6








Tabs

Tab stops are the traditional method typists use to create columns of aligned text. How tabs are used is covered here for those familiar with this method. Other users are recommended to use a table. See Section 5.7.

Hint: It is very important that you set the tabs up before you start to type.

First you must decide where on the Ruler you wish the columns to be and exactly what sort of alignment you wish these columns to have.

On the left hand side of the ruler is the **Tab Alignment** Button. By clicking on this button you can change the type of tab. Each creates a column of text aligned in a different way. Keep clicking on the button until the tab stop you wish to use is displayed.

-  is a Left tab and aligns text to the left.
-  is a Centre tab and aligns text centrally either side of the tab.
-  is a Right tab and aligns text to the right.
-  is a Decimal tab and aligns numbers around the decimal point.
-  is a Bar Tab which inserts a vertical bar. However using a table is more of a more efficient way to achieve this effect (see section 5.7).

You can use as many of each tab stop as you wish.

If the first column is left aligned, as is most often the case (see below), then it is unnecessary to set a tab for this column since normally it will be aligned with the left margin. The margin can be moved as required using the indent markers (Section 3.3). First turn on paragraph markers by clicking on the ¶ button on the toolbar.

To use a tab select the type you require, as above. Then click just below the marks on the Ruler at the point where you wish to position your column. The chosen tab will appear where you have clicked. Repeat for each column.

1	→	UK	→	20.1	→	500
2	→	Australia	→	15.5	→	2000
3	→	US	→	3000.5	→	8
4	→	Cyprus	→	12.54	→	600

Non-printing arrow marker showing the presence of a tab

To align text based on the tabs you have set up, type in the first item which will probably be aligned with the left margin. Next, when you press the **Tab** (→) key a non-printing arrow marker → appears and the insertion point is moved over to where you have set the first tab on the Ruler. Any text which you now type will appear at this point aligned according to the type of tab. Press the **Tab** (→) key again and the insertion point will move to the next column, and so on. At the end of the line press the **Enter** (↵) key to return to the first column.

If you wish to change any of the tab settings on the Ruler you must select all the text to which the tabs apply. You can then click and drag the tab to its new position and the column of text will follow. You may apply this procedure to more than one column of text or data.



Note: the tab on the Ruler will turn pale in colour if you have selected text with different tab set ups or margins.

5.7

Tables

Quite often data needs to be included in a document in the form of a table. Word allows you to create tables easily. A table is a series of rows and columns which create a grid of cells, with or without borders, as you prefer. Between the rows and columns there are Gridlines which are non-printing separators and are there purely for guidance.

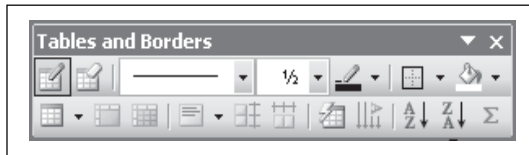
Creating a Simple Table



- Position the insertion point where the table is to be inserted.
- To create a simple table click and hold the mouse button on the  button in the Toolbar. (You may have to add this to the **Standard** Toolbar see Section 3.1) A pop-up menu is displayed which shows a grid of squares representing the cells of the table you wish to create. Click and drag across this grid to specify the size of the table that you wish to create. As you do this, cells will be highlighted and the size of the table will be shown. The grid displays only 5 cells across and 4 cells down but drag beyond this and the grid will expand accordingly. Release the mouse button to create the table.
- Each cell and row displays a non-printing  character for guidance.
- Type text into the cells. You can move across a row by pressing the **Tab** (→) key or by using the mouse and clicking.

Creating a More Complex Table

Tables which consist of more than just a simple grid of cells are created most easily by drawing the table.

- Position the insertion point where the table is to be inserted and choose **Draw Table** from the **Table** menu and the **Tables and Borders** Toolbar is displayed.



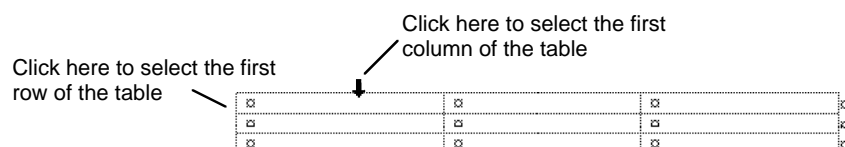
- Create the outline of the table by moving the mouse pointer - now in the shape of a pencil - to the position on the page where you wish the top left corner of the table to begin. Next, hold down the mouse button and drag to the bottom right corner of the table. The outline of the table will be drawn.
- Use the pencil pointer to click and drag lines across the table outline to divide it into cells.
- The position of the outline and any cell borders can be adjusted simply by clicking on the  button on the **Tables and Borders** Toolbar and by clicking and dragging on the border.
- Table borders can be deleted by clicking on the  button on the **Tables and Borders** Toolbar and by clicking and dragging the pointer - now in the shape of an eraser - across the unwanted border. Releasing the mouse button deletes the unwanted border.

Selecting Within Tables

To select a particular cell it is only necessary for the insertion point to be inside the cell.

To select a row of cells click to the left of the first cell of the row. To select more than one row click and drag from the left of the first cell of the row down to the last row you wish to select.

To select columns of cells move the pointer to the border above the first column you wish selected. The pointer should change to a downward pointing arrow (see illustration). Hold down the mouse button, drag across the columns you wish to select, and release the mouse button when your selection is complete.



To select a discrete area of cells click and drag across the range of cells dragging diagonally if required.

To select the entire table ensure that the insertion point is in a cell within the table and choose **Select** from the **Table** menu and **Table** from the sub-menu.

Further Editing of the Table



To delete a row, column, or table select it and then choose **Delete** from the **Table** menu and the appropriate commands from the sub-menu.

To insert a row or column select a similar row or column and choose **Insert** from the **Table** menu and the appropriate command from the sub-menu. Alternatively, if you wish to insert another row at the foot of a table, move the insertion point to the final cell of the last row and press the **TAB** (→|) key. This will insert one identical row.

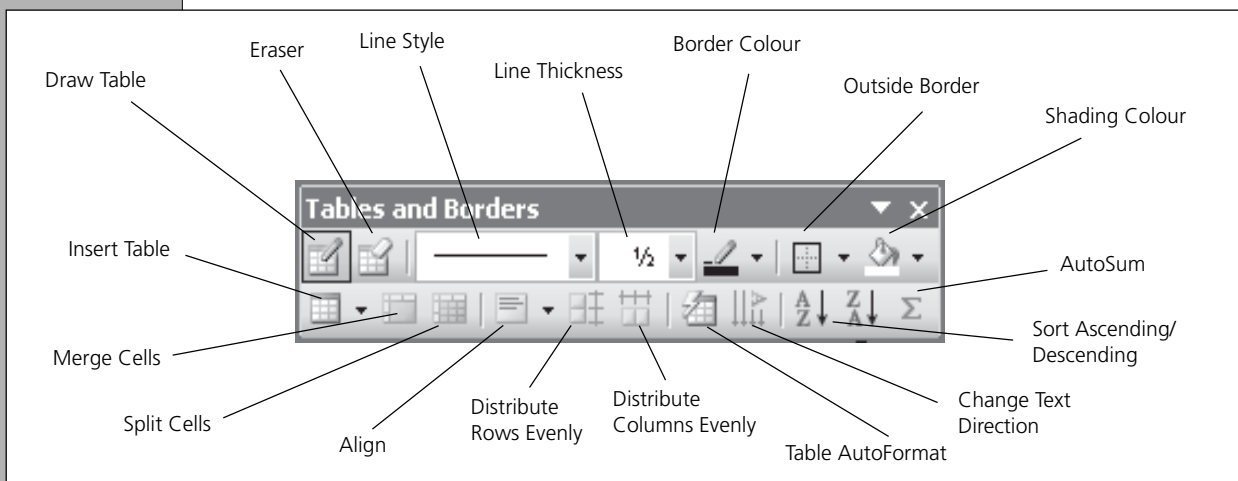
To alter the width of a column move the pointer over the vertical boundary of the column you wish to adjust and when the pointer changes shape click and drag the column boundary to the required position.

Alternatively, double-click on the right hand column boundary to have it resize automatically to the size of the data contained in the column.

To specify the exact size of a row or column, select the required cells and choose **Table Properties** from the **Table** menu. Enter the cell width and height into the dialogue box presented.

To evenly distribute the width of a selection of columns click on the  button on the **Tables and Borders** Toolbar. Similarly, click on the  button to distribute evenly rows.

The function of other buttons of the **Tables and Borders** Toolbar is shown in the illustration below:




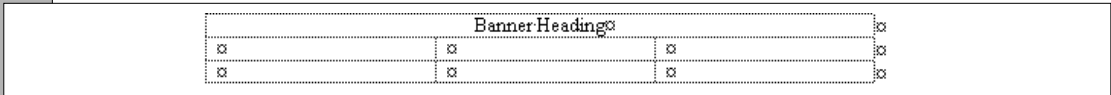
To align the table horizontally on the page ensure that the insertion point is within the table and choose **Cell Height and Width** from the **Table** menu. From the dialogue box presented click on the **Row** tab and choose the alignment you require. Click on **OK** to align the table.


Splitting a Table

To split a table in two move the insertion point to where you wish to split the table and choose **Split Table** from the **Table** menu.

Banner Headings

To join a number of cells to create a banner heading, as below, select the cells concerned and choose **Merge Cells** from the **Table** menu or click on the  button. You can now type in your banner heading.



To remove the banner heading select the merged cells and choose **Split Cells** from the **Table** menu, or click on the  button, and enter the number of columns into which you wish the cell to be split.

5.8

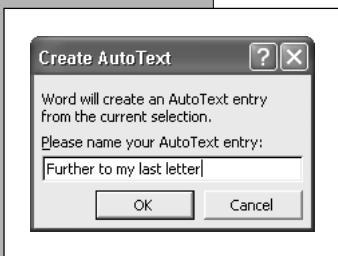
AutoText and Macros

You often find that you are performing a task repeatedly within different documents. Whether it is a command, one phrase or whole paragraphs of text, Word has two very useful facilities to overcome this repetitive process.

AutoText

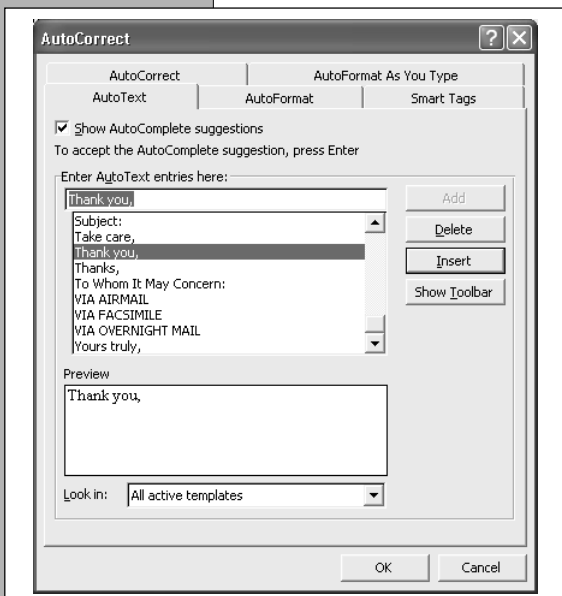
The first is **AutoText** from the **Insert** menu. It contains a number of pre-defined phrases and text that you might find useful, such as opening and closing lines for letters, for instance Dear Sir or Madam and Yours faithfully, statements to be inserted into correspondence, such as, confidential, personal, special delivery etc and subject and reference lines and date formats.

You are also able to add your own AutoText statements. To do this enter the text that you will be using frequently, for example, the first paragraph you always use in a letter. Next select the text, choose **AutoText** from the **Insert** menu, and **New** from the sub-menu. The dialogue box will ask you to provide a name for the piece of text. Type in a meaningful name and click on **OK**.

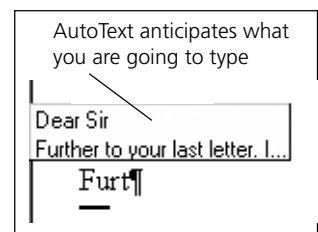


To use a piece of **AutoText**, position your insertion point and first choose **AutoText** from the **Insert** menu and then choose the **AutoText** sub-menu and click on the **AutoText** tab.

From the list of names select the one that you require and click on **Insert**.



Alternatively, you can use the shortcut to insert an **AutoText** entry. Position your insertion point at the appropriate place in your document and type the first few characters of the AutoText entry you want to insert (whether it's a pre-defined piece of text or one you have saved yourself). Word will suggest the complete AutoText entry. Press **Enter** to accept the entry or keep typing to reject it.



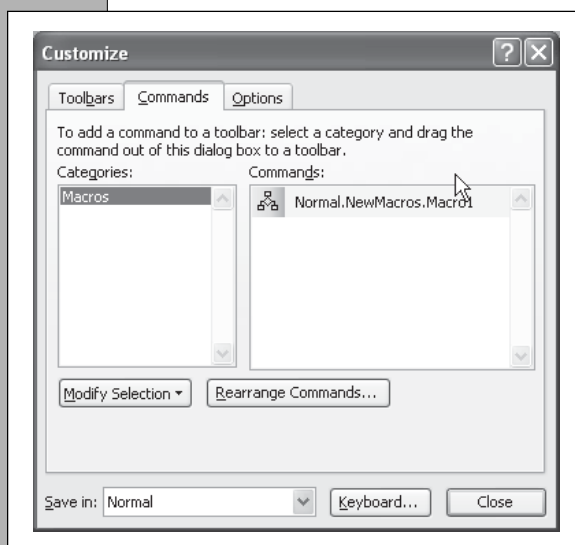
Macros

The second facility offered in Word for automating regular processes is called a **Macro**.

A macro is a record within Word containing the commands needed to carry out a frequently repeated function, for example, inserting your name and address at the top of a page. It is more sophisticated than AutoText in that you can include menu commands and text together, AutoText will literally save a phrase or piece of text. A Macro will record a complete series of commands and keystrokes that you make and save them as a single command under a shortcut key allocated to it from the keyboard or as a Toolbar button.

To create your macro choose **Macro** from the **Tools** menu and then **Record New Macro** from the sub-menu.

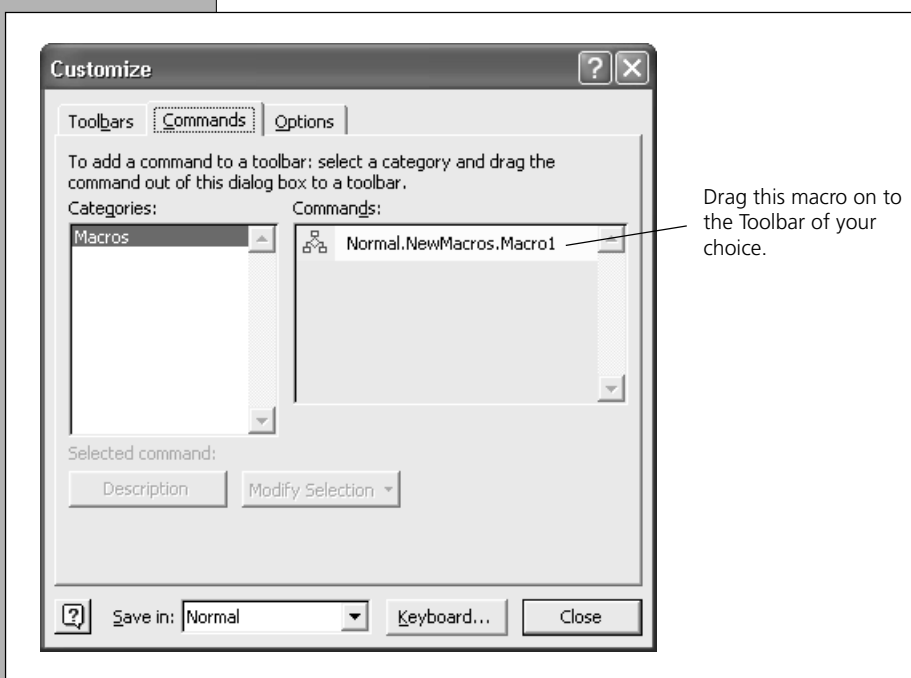
This will open the dialogue box opposite.



Enter a name for your macro into the Macro Name box and in the Store Macro in box confirm the template or document into which the macro is to be stored. Next, choose Toolbars or Keyboard, depending on whether you wish to store the macro into a menu or allocate it a keyboard sequence, eg. Alt S.

If assigning your macro to a Toolbar, click on **Toolbars** in the **Record Macro** box and the customise dialogue box will open.

Click on the **Commands** tab to display the Toolbar button allocated to your macro. Drag the macro icon from its position in the **Commands** tab to the Toolbar where you want it to be situated. Click on **Close**.



If assigning your macro to a keyboard shortcut command click on **Keyboard** in the **Record Macro** box and this will display the **Customise Keyboard** dialogue box.

Once the **Customise Keyboard** window is open the insertion point will automatically appear in the **Press New Short Cut Key** box. Press the key combination required. This would usually be something like the ALT key and a letter, eg. ALT S, or CTRL B. Having entered the keystroke sequence click on **Assign** and **Close**.

Note: If the key sequence you enter is already assigned to another command it will be indicated. You should then either choose an alternative key sequence or delete the original. If you choose the latter option remember that the macro you create will override the existing command allocated to that keyboard sequence. However many of these are obscure and deleting them is probably nothing to worry about.



Having assigned your macro a keyboard sequence or Toolbar button you are now ready to record the macro. From this point onwards any keys you press, commands you choose or buttons you click are recorded as the macro. On completion click on the **Stop** button on the **Recording** Toolbar.

Now try using it! Click the Toolbar button, or the keyboard sequence for the macro to take effect.

SECTION 6

DOCUMENT FORMATTING

6.1

Changing Word Settings

Word has default settings that affect every aspect of its operations. When you first create a new file in Word a blank file will appear on the screen which already has a page size and orientation chosen, its margins set, a font and font size chosen and paragraphs style for the document set up. This document is a pre-designed template called **Normal** and can be changed by the user.

Changing default settings such as the page margins and font styles so that new documents in future will contain your own settings is a very straight forward process. To change page orientation and margins choose **Page Setup** from the **File** menu, having made the necessary changes (see Sections 5.2) click on **Default**. A dialogue box will appear on the screen asking you to confirm that you want to make these changes as they will affect all new documents based on the Normal template. You will also find when you exit Word that another message will appear to confirm that you want the changes to be effective in the future, click on **Yes**.

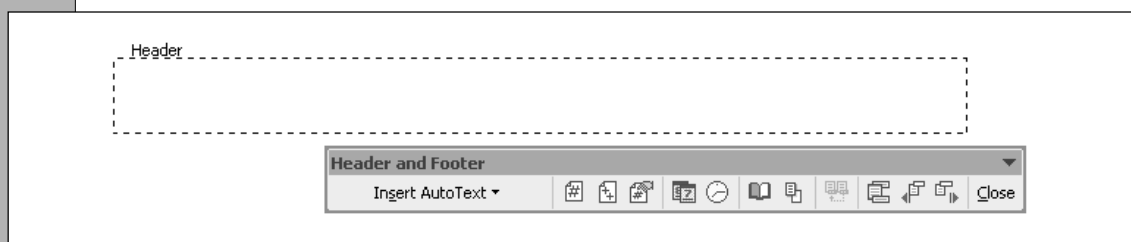
6.2


Headers, Footers and Page Numbering

There are gaps left at the top and bottom of each page printed. These gaps are reserved for Headers and Footers - text which appears on every printed page. You might wish a header to print the name of the chapter you are writing or a footer to print the page number at the bottom of each page.




A quick and easy way of adding basic page numbers to a document is to use **Page Numbers** from the **Insert** menu. From the dialogue box presented you can choose where the page numbers appear in the footer or header; you can also set the alignment.

If you wish to add anything more than just a simple page number, the header or footer must be opened. To do this choose **Header and Footer** from the **View** menu. The position of the header and footer are outlined on the page and the Header and Footer Toolbar is displayed.



Use the  button on the Toolbar to switch between the header and footer.

Move the insertion point to the header or footer and type in any text that you wish to appear on every page. The text can be aligned using the alignment buttons on the **Formatting** Toolbar just as for any other text, and doing this will not alter the alignment of your main text.

To make the page number , date  or time  appear in the header or footer, click on the appropriate button on the Toolbar. The page number will update for every page of the text. The **Insert AutoText** pop-up menu provides quick entry of some of the most


commonly required text for a header or footer, choose the necessary text from the menu and it will be inserted. Once you have set up your headers and footers, click on the **Close** button on the Toolbar.

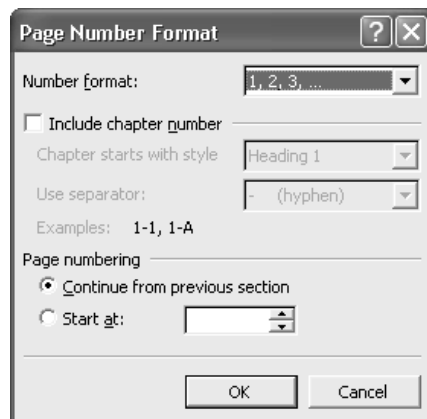
Note: Do not type the page number into the footer; use the buttons as described above.

If you wish to use several different headers/footers in your document then divide your document into sections (see Section 6.5) and set up separate headers/footers using the technique described below.

Special Page Numbering

Setting up a page number in the manner described above will start page numbering at 1 and by default include numbering the first page. However, the title page of a document and the table of contents are not normally numbered, and other preliminary pages and acknowledgements are usually numbered differently from the main part of the document.

To start numbering a document from any number other than 1, insert the page number as above and click on the  button in the **Header and Footer** Toolbar. From the dialogue box presented enter the required page number in the **Start At** box.



To omit a page number from the first page and to have the second page numbered as 1 it is necessary to divide the document into two sections making the first page a different section. See Section 6.5 for information about using sections in a document.

- Move the insertion point to the bottom of the first page and insert a section break as described in Section 6.5.
- Assuming that you have not already numbered the pages, ensure the insertion point is in the second section of the document and choose **Page Numbers** from the **Insert** menu. From the dialogue box presented click on the **Format** button and from the following dialogue box enter the page number with which you wish the second section to commence in the **Start At** box.
- As the section break is normally also a page break ensure that you move the insertion point back to the first page and delete any page breaks that you have inserted. Take care not to delete the section break (see Page Breaks Section 2.8).
- Use **Print Preview** from the **File** menu to check that the page numbers are as required.

If you wish, you can make more than just the first page into a section, including things such as a contents page and acknowledgements. You can use as many sections as you like, perhaps creating a new section for each chapter.

You can also choose to number each section using a different number format. For example, roman numerals are often used for preliminary pages preceding the main text. To do this

6.3

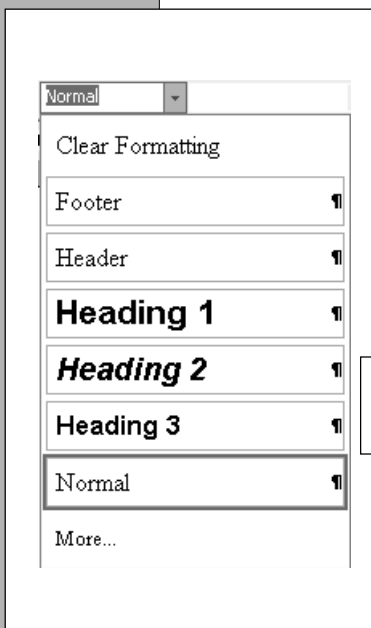
move the insertion point into the section, insert the page number as above but from the **Page Numbers** dialogue box, click on the **Format** button. From the dialogue box presented click on the arrow alongside **Number Format** and set the required format.

To alter the contents of the header or footer choose **Header and Footer** from the **View** menu and edit as normal. The **Backspace** key can be used to delete markers inserted using the Toolbar eg. page numbers. Deleting information from the header or footer of one section will not affect the headers or footers of other sections.

Defining Styles

Many documents contain recurring paragraphs which have the same formatting, eg. headings, quotations or footnotes. To ensure a well produced document it is essential that such paragraphs are formatted consistently throughout the document and the easiest way to achieve this is to define the formatting as a paragraph style that can be easily accessed time and time again. Word contains several pre-defined styles for your convenience or alternatively Word can set up styles automatically for you based on your own formatting.

Styles are available from the pop-up menu accessed by clicking on the arrow alongside the **Style Box** in the Toolbar.



Note: You may have to add the **Style Box** to the **Formatting** Toolbar. See Section 3.1.

To use a pre-defined style either choose the required style from those in the pop-up menu and type your text, or type and select your text then retrospectively choose the required style. You will need to choose the style of your main text - usually Normal - to return to your more usual style of text.

Other pre-defined styles are available from the **Style** command on the **Format** menu (see later in this section).

In addition to the pre-defined styles Word defines styles automatically as you format. On pressing the **Enter** (↵) key after having changed the formatting of a paragraph Word automatically allocates a style to your document so that this formatting can easily be used again. The name given to the style will depend on how Word interprets your formatting, for headings Heading 1, Heading 2 etc. are used.

Redefining a Style

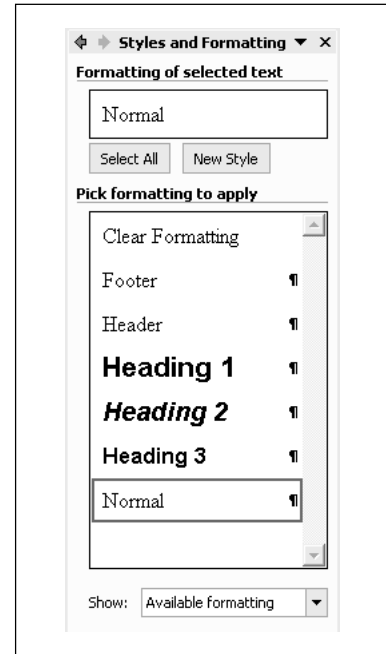
Using styles has another major advantage. If you have defined a particular style throughout your document and decide to change it, it's easy:

- Make the required changes to a paragraph that uses the style.
- Choose the current style name from the Style box and in the dialogue box presented click on the button alongside **Update the style to reflect recent changes**. Click on **OK** to redefine all instances of the style throughout your document.

Pre-defined Styles

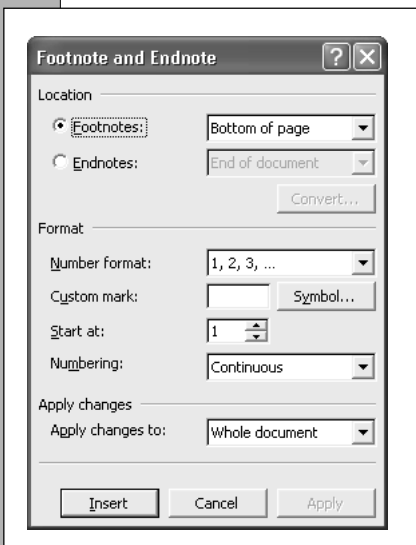
To display the style templates available choose **Style and Formatting** from the **Format** menu. The Task pane appears to the right of the window.

Choose the style you wish to use from those displayed in the Task pane and the style will be applied to the selected text.



6.4

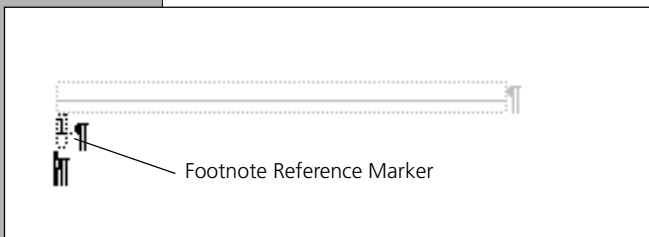
Footnotes and Endnotes



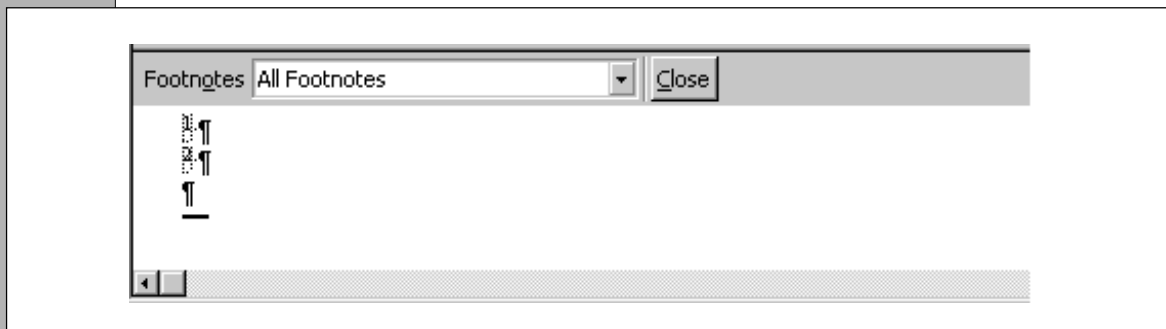
For essays, chapters and reports the use of Footnotes or Endnotes is often essential and adds precision and sophistication to your document. The distinction between footnotes and endnotes is that footnotes appear at the bottom of the page on which they are referenced whereas endnotes appear at the end of the document or the end of a section within the document. If you wish you may use both in a single document.

To insert a footnote or endnote in the text, place the insertion point where you wish the text reference number to appear and choose **Reference** from the **Insert** menu and **Footnotes** from the sub-menu. From the dialogue box presented choose whether you wish to use a footnote or endnote and the type of reference mark numbering you wish to use. By default the reference mark is set to update with each additional note. The default numbering system is 1,2,3 for footnotes and i,ii,iii for endnotes.

Clicking on **OK** inserts the footnote reference number in the main body of the text and creates an area at the bottom of the page for the footnote itself. Your insertion point will be placed in the footnote section of the page. Type in the footnote text next to the chosen superscripted reference mark, eg. ¹ or ⁱ. Once you have entered the text of your footnote choose **Footnotes** from the **View** menu to return to your place in the main text. Alternatively use the Close button to return the insertion point to the main text.

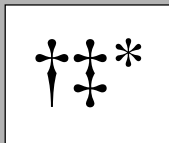


If you view footnotes in Normal view they will be presented in a separate window rather than at the bottom of your page. The top window allows you to continue to work on your main text; the bottom window is for footnote or endnote text. You will notice that the same superscripted reference marker is automatically put here ready for you to type your note.



Here, **Normal view** has the advantage of allowing you to see the text and the footnote at the same time. Once you have finished working on your footnotes in Normal view click **Close** to hide the Footnotes window.

Note: If you decide to add a footnote in between existing footnotes, the numbering of ALL the footnotes will be revised automatically. The same is true of endnotes.



To customise the footnote or endnote reference marker type the marker into the **Custom Mark** Box in the **Footnote and Endnote** dialogue box; to enter characters not available from the keyboard click on the **Symbol** button and choose a symbol from the dialogue box displayed. To alter the number format used. Choose from those displayed in the dialogue box.

To remove the split in the Normal View window, but not the notes themselves, click on the **Close** button at the top of the footnote/endnote section of the window. To view footnotes/endnotes choose **Footnote** from the **View** menu or double-click on a reference marker.

Deleting Footnotes

To delete a footnote or endnote you need only select the reference marker in the main text window and press the **Backspace** (←) key. This will delete your footnote or endnote text, reference marker and, assuming you are using autonumber, automatically re-number all remaining notes.

Re-arranging Numbered Footnotes and Endnotes

The easiest way to re-arrange a numbered footnote or endnote is to Cut and Paste or Drag and Drop its reference number from its old position to its new position. All other reference numbers will be automatically re-adjusted.

6.5

Sections

Normally your document will consist of only one section. However, there are occasions when it would be useful to divide a document into different sections and for each section to have a different layout - headers, footers, page numbering, page orientation etc.

Creating Sections

To divide the document into sections you need to add a **Section Break**.

- Position the insertion point where you wish the new section to start.
- Choose **Break** from the **Insert** menu. From the dialogue box presented select where you wish the section break to appear. Click on **Next Page** to start the new section on a new page; click on **Continuous** if you do not wish to start on a new page. Click on **OK**. In Normal view a double-dotted line will appear across the page to show that the document is separated into sections at this point.

By default any new sections have the same layout as the previous section. To change the layout of the new section move the insertion point to somewhere within it and change the layout as follows.

The following formats can be changed independently for each section:

Page Numbers - Page Numbers from the **Insert** menu. See Section 6.2.

Headers/Footers - Header/Footer from the **View** menu. See Section 6.2.

Number of Columns. See Section 6.6

Page Orientation and Page Margins - Page Setup from the **File** menu, **Layout** tab. See Section 5.2.

Borders and Shading from the **Format** menu, See Section 5.4.

To remove a section break, move the insertion point to just before the first character of the new section and press the **Backspace** (←) key.

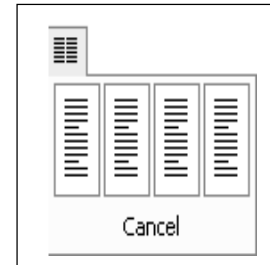
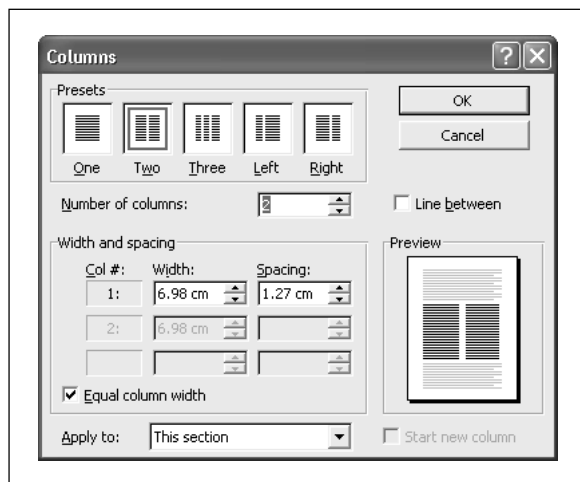
6.6

Working with Columns


Word can be used to create documents that are divided into columns, such as a newsletter. To do this ensure that the **View** of your file is set to **Print Layout**, Choose **Columns** from the **Format** menu and in the **Preset** box choose the number of columns you require.

The page will be divided into equal parts to provide the appropriate number of columns, with a gutter (gap) between each. If, however, you want to specify the widths of each column this can be done in the **Width and Spacing** section.

Usually the columns would affect the whole document but if your previous pages need to be normal one column width, click on the arrow in the box alongside **Apply to** and choose **This Point Forward**.



Note: Columns are not shown on screen in Normal view.

It is possible to create simple columns by adding the  button to the **Standard** Toolbar. See Section 3.1.

Click on the button and then highlight the appropriate number of boxes for the number of columns required. (Although only four boxes are shown more will appear as you drag the mouse across).

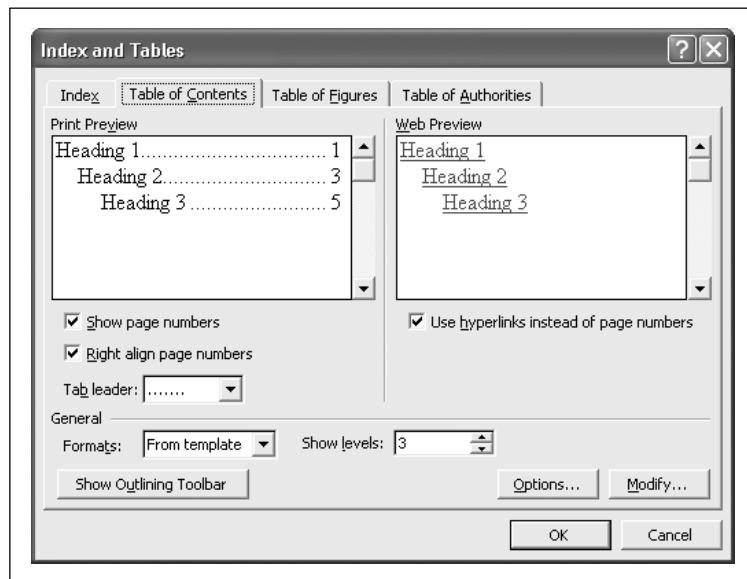
6.7

Tables of Contents

When you produce a long document it is common practice to include a Table of Contents (TOC).

Word constructs a table of contents automatically by using text from the document formatted with styles which have been previously defined as headings. To use this method, styles for headings must have been defined. (See Section 6.3).

- Move the insertion point to where you wish the TOC to appear.
- Choose **Reference** from the **Insert** menu and **Index and Tables** from the sub-menu. From the dialogue box presented click on the **Table of Contents** tab.
- Choose the format you require for your TOC. Your choice will be previewed in the centre of the dialogue box.
- By default the styles Heading 1, 2 and 3 will be displayed as TOC levels, 1, 2 and 3 respectively. Click on the **Options** button to change this default.
- Click on the **Options** button and enter the appropriate TOC level alongside the style of your choice.
- Click on the **OK** button and the TOC will be inserted into your text at the insertion point



- The styles used to format the TOC can be modified as any other style. However, if the line spacing of the style is altered the TOC may need updating as below.
- You may wish to insert a page break under the TOC to separate it from the main text.

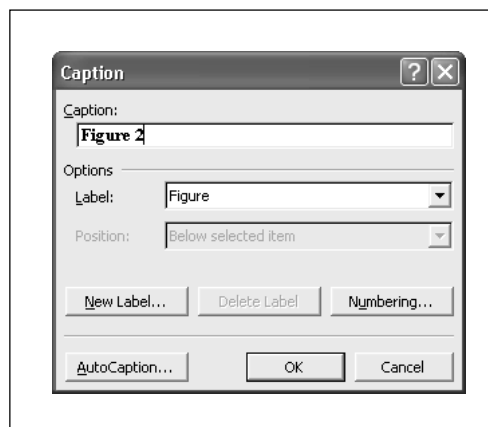
Automatically Updating a Table of Contents

To update a TOC move the insertion point to within the TOC, choose **Reference** from the **Insert** menu and **Index and Tables** from the sub-menu. Click on **OK**. In the dialogue box presented you will be asked if you wish to replace the selected TOC. Click on the **OK** button and the TOC will be updated.

Tables of Figures

When you produce a long document containing many tables, illustrations and graphs it is common practice to include a Table of Figures (TOF).

Constructing a Table of Figures

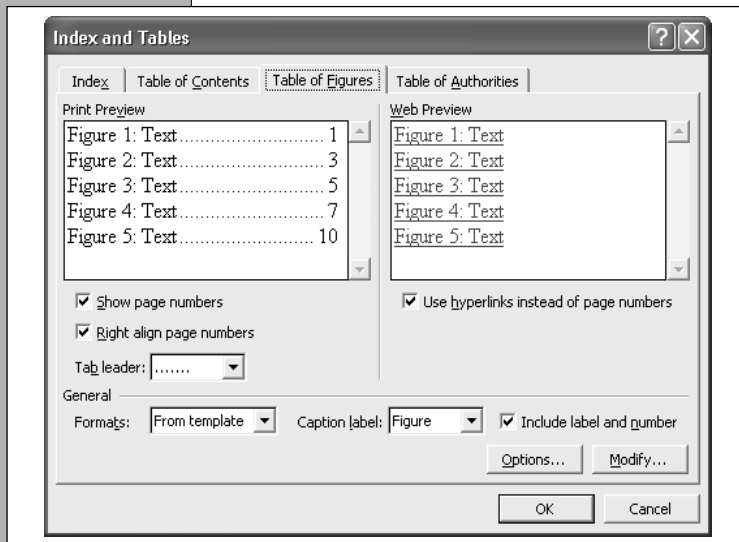


- Select each figure in turn and choose **Reference** from the **Insert** menu and **Caption** from the sub-menu.
- From the dialogue box presented choose the type of label and numbering scheme you wish for your figure. By default the label *Figure* is used with the 1,2,3 numbering scheme. Click on **OK**.
- When all figures have been captioned move the insertion point to where you wish the TOF to appear and choose **Reference** from the **Insert** menu and **Index and Tables** from the sub-menu. From the dialogue box presented click on the **Table of Figures** tab.

Choose the format you require for your TOF, and your choice will be previewed in the centre of the dialogue box.

- Click on the **OK** button and the TOF will appear in your text at the insertion point.

Automatically Updating a Table of Figures



A TOF can be updated using the same method as updating a TOC.

6.9

Indexes

Word provides the facility to generate indexes semi-automatically. This section will show you how you can create a simple index. More complex indexes can be generated but to do this consult the Office Assistant.

To Create an Index

- Create a document containing a two column table (see Section 5.7 for information about creating tables).
- In the first column enter the words or phrases that you wish to index being sure to enter all variations of the terms eg. plural as well as singular.
- In the second column alongside each word or phrase enter the term that you wish to use in the index. For example, you may wish incidences of the word '**Computer**' to be indexed as **Office Equipment**. In this case **Computer** should be entered in the first column and **Office Equipment** alongside it in the second.
- Once completed save this file (termed a concordance file) and open the document you wish to index.
- Next, move the insertion point in to the document to be indexed. Choose **References** from the **Insert** menu and **Index and Tables** from the sub-menu. From the dialogue box presented click on the **Index** tab and on the **AutoMark** button.
- From the dialogue box presented find the concordance file and once this is done the indexing of the document will commence.

- To create the index again choose **References** from the **Insert** menu and **Index and Tables** from the sub-menu. Click on the **Index** tab, choose the style of index you require from the **Formats** list and click on **OK**. Creating the index may take some time if you are indexing a very long document.

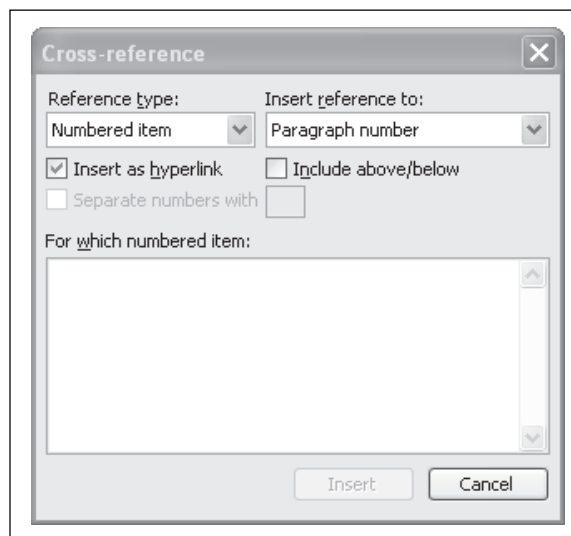
Hint: Remember that an index is only as good as the entries that you include.

Automatically Updating an Index

To update an Index move the insertion point to within the Index, choose **References** from the **Insert** menu **Index and Tables** from sub-menu, and click on **OK**. You will be presented with a dialogue box asking if you wish to replace the selected Index. Click on the **OK** button and the Index will be updated.

6.10

Cross-References



When creating a long document it is likely that you will wish to make cross-references between pages of text. Word can do this cross-referencing for you automatically. This guide concentrates on cross-referencing sections/chapters and figures but Word is capable of more complex cross-references. For more information consult the Office Assistant.

Before sections/chapters can be cross-referenced they need to be allocated a heading style. See Styles - Section 6.5. For figures to be cross-referenced they need to be allocated a caption. See Table of Figures - Section 6.8.

Creating a Cross-Reference

- Enter any text that you wish to precede the cross-reference, eg. See Chapter 5.
- Ensure the insertion point is where you wish the cross-reference to appear.
- Choose **References** from the **Insert** menu and **Cross Reference** from the sub-menu.
- In the dialogue box presented click on the down arrow to the right of the **Reference Type** box and choose the type of item you wish to cross-reference eg. section/chapter heading or figure caption.
- Click on the down arrow to the right of the **Insert reference to** box and choose the information you wish eg. page number, heading number, figure label and number.

6.11

- From the items listed in the **For which heading/figure** etc. box, click the item you wish to reference, eg. the specific heading /caption that you wish to reference and click on the **Insert** button.
- Repeat for all text you wish to cross-reference.

Updating and Revising Cross-References

Changes to cross-references are updated when a document is saved, printed or print previewed. Deleting text which is cross-referenced will cause Word to insert an error message in the text at the reference point when the cross-references are updated. Delete the error message as any other text.

Mail Merge

Sending one letter to a number of people can be made a reasonably easy task in Word 2003. By using **Mail Merge** all the hard work will be done for you!

Type in the letter that you wish to send to a mailing list of people omitting the address and perhaps other personalised text. Save the file as normal and choose **Letters and Mailings** from the **Tools** menu and **Mail Merge** from the sub-menu.

The Task pane is displayed showing the first of six steps in mail merging your document.


Step 1: Choosing the type of document

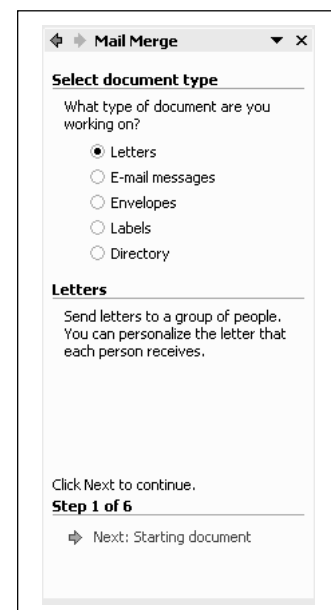
As we are mail merging a letter and **Letters** is already selected click on **Next: Starting document**.

Step 2: Selecting the document

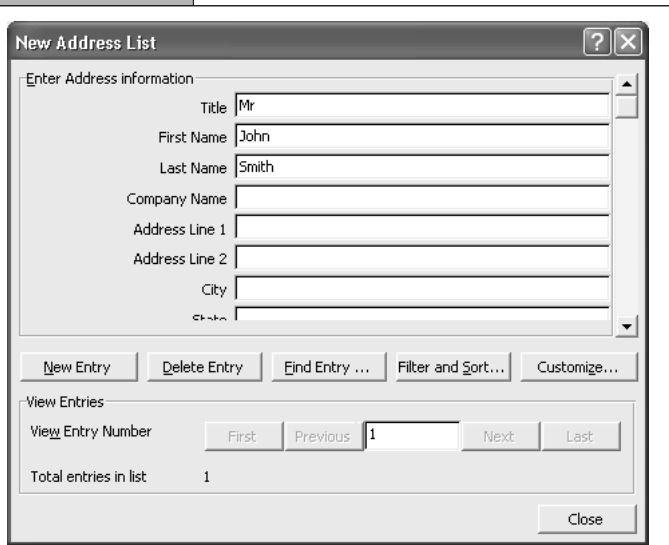
As we are mail merging the letter on screen and **Use current document** is already selected click on **Next: Select recipients**.

Step 3: Creating a list of recipients

Assuming that you haven't already created a list of who you are sending the letters to, click on **Type a new list** and then click on the **Create** button  **Create...** The **New Address List** dialogue box displays typical address **Fields** you are likely to want to use in your merged letter eg. name, address etc.



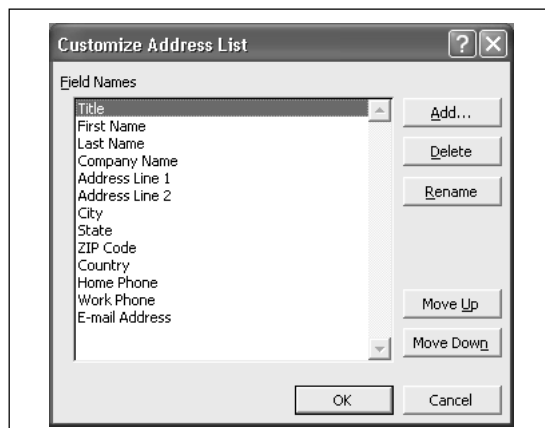
Note: A field is the heading for each piece of information in a **Record**. In our example, a record is a complete entry for one addressee eg. John, Smith, 33 Gartmore Road, Leicester an example of a field in this record is the **First name** field, in this case it contains John.



Enter the details of each recipient in the boxes provided, clicking **New Entry** between each record.

Note: You don't need to complete details for every field. Only use the fields which are appropriate to your letter.


If you want to add fields of your own, click on the **Customise** button in the **New Address List** dialogue box, in the following dialogue box click on the **Add** button and enter a name for the new field. Click on the **OK** button and on the **OK** button in the following dialogue box. Returning to the **New Address List** dialogue box you will notice that your field has been added.





When you have finished entering records click on the **Close** button and you will be asked to save your list. Title the list and click on the **Save** button and in the **Mail Merge Recipients** dialogue box click on **OK**.

Click on **Next: Write your letter** to move on to the next step.

Step 4: Adding the merged fields

- Move the insertion point to where you want a merge field to be inserted eg. first name and click on the  button on the toolbar to display the **Insert Merge Field** dialogue box.
- Select a field you want to use in your letter and click on the **Insert** button to insert the field in your text. Inserted fields are displayed surrounded by parenthesis <<Title>>. Click on **Close** to return to your letter.
- Move the insertion point to where you want to insert the next merge field and repeat the above procedure.
- Repeat this for every merge field you want to use.
- Once you have added all the fields click on **Next: Preview your letters**.

Step 5: Previewing each merged letter

Click on the  and  buttons to preview each letter.

If you find there are problems with your merged letters click on **Previous: Write your letter** to return to editing your letter.

When you are satisfied with the merged letters click on **Next: Complete the merge**.

Step 6: Printing the merged letters

To print your mail merged letters, click on **Print**  Print... . If you want to print all the merged letters click on **OK** from the **Merge to Printer** dialogue box and click on the **Print** button in the **Print** dialogue box.

Note: The same principles described here can be used to mail merge all sorts of documents; even address labels and email messages can be merged in this way.

APPENDIX A CREATING AND INSERTING GRAPHICS INTO A DOCUMENT

Graphics can be used to great effect in a document by illustrating a point or merely by breaking up the text. Graphics can be created by using a fully featured program specifically for drawing, or by using the drawing tool from within Word. Although not a sophisticated drawing program Word's drawing tool does enable you to create simple graphics and also allows limited editing of graphics that have been pasted into Word from other programs.

Adding Graphics to a Document

By default the Drawing toolbar is displayed at the bottom of the window. If the Drawing toolbar is not shown choose **Toolbars** from the **View** menu and **Drawing** from the sub-menu.



Using the Drawing Tool to Draw Objects

Select Objects tool selects objects with a single click, though by holding down the Shift (⇧) key several objects can be selected simultaneously.

Text Box tool is used to incorporate text into a drawing. Click and drag a rectangle to contain the text and begin typing.

Line Colour tool applies line colours and patterns to the lines of an object.

WordArt tool presents a dialogue box showing a variety of text effects. Choose the effect you prefer and enter your text into the following dialogue box.

Fill Colour tool applies colours and fill effects to an object.

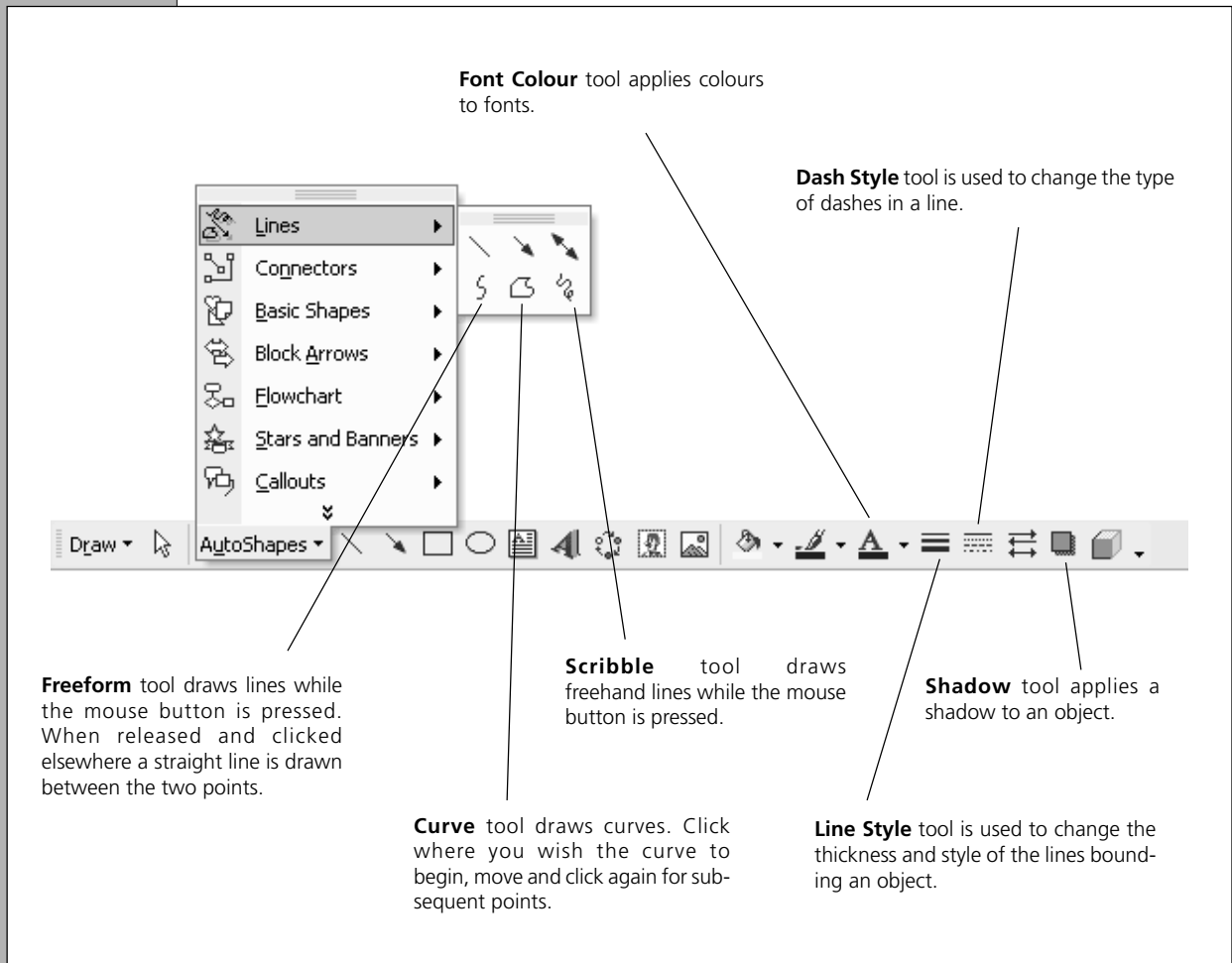
3D tool transforms an object with a 3D effect.

Arrow Style tool changes a line to an arrow.

Anything you draw using the tools is called an object. Several of the tools available from the Toolbar create geometric objects - the Rectangle, Oval, Line and Arrow tools create the most basic objects. To use these click on the preferred tool, move the pointer to the position on the window where you wish to start drawing, and click and drag until the object is the desired size. When you release the mouse button the object will be drawn.

Keep the **Shift** (⇧) key held down to draw objects symmetrically eg. a square or circle.

Other geometric objects, like block arrows, stars, flowchart symbols etc, are available from the AutoShapes pop-up menu on the **Drawing** Toolbar.



Moving and Resizing Objects

To move an object choose the **Select Objects** tool and click and drag on one of the lines of the object. When you release the mouse button the object will move to its new position.

To resize an object choose the **Select Objects** tool and click once on the object to display handles around its boundary. Click and drag on one of the handles to resize the object.

Deleting Objects

Select the object you wish to delete and press the **Backspace** (←).

The Draw Pop-up Menu

Commands available from the **Draw** pop-up menu enable you to manipulate one or more objects.

Group makes a single object from several objects so that the grouped object can then be moved and resized as a single object.

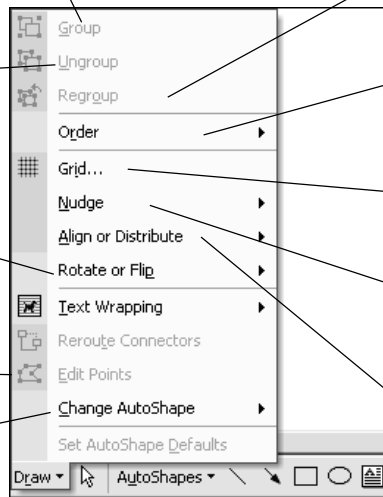
Regroup groups several objects that had been temporarily ungrouped to allow the editing of a single object.

Ungroup ungroups a grouped object into its constituent elements.

Rotate or Flip permits objects to be rotated to specific angles, flipped on their side or upside down.

Edit Points permits objects consisting of several points to be edited.

Change AutoShape allows you to change the shape of an AutoShape object.



Order permits you to change the ordering of objects.

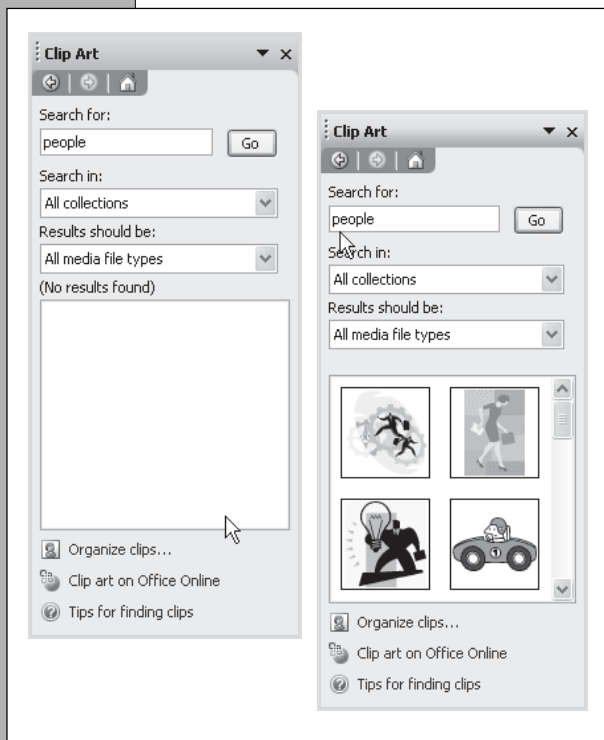
Grid places a grid over the object.

Nudge moves an object very slightly, allowing for accurate positioning of an object.

Align or Distribute arranges several selected objects.

Using Clip Art

To insert a graphic from Word's ClipArt into a document:



- Move the insertion point to where you want to insert the graphic.
- Choose **Picture** from the **Insert** menu and **Clip Art** from the sub-menu.
- The Task pane changes to display a search box into which you enter text that describes the type of clip art you wish to use.
- Enter the text and click on the **Search** button.
- The Task pane now shows a scrollable display of graphics relating to the text you searched for.
- Double-click on the graphic of your choice to insert it into your document.

Note: If you don't find a suitable graphic perhaps modifying the search text will help. Click on the **Modify** button to do this.

Using Graphics Created by Another Program

While the graphics capabilities of Word are sufficient for most uses there are times when only a dedicated graphics program will suffice. Fortunately once you have created your graphic it is a simple matter to insert it into your Word document and have it saved as part of the document.

Select and copy the graphic from the graphics program.

Open the Word document and move the insertion point to where you wish to insert the graphic.

Choose **Paste** from the **Edit** menu and the graphic will be inserted.

Graphics created by another program can be moved and resized as any object.

Editing an Imported Graphic

To edit graphics created using a program other than Word double-click on the graphic. This places a window around the graphic and Word menus are replaced by those of the originating program. The graphic can now be edited using the tools provided in the program. Return to Word by clicking outside the window surrounding the graphic.

APPENDIX B IMPORT AND EXPORTING

Moving data between programs is extremely useful since it allows you to mix the capabilities of Word with the specialist features of other programs such as graphics or spreadsheet programs. It also avoids the labour of re-typing, or the possibility of introducing errors.

Text, numbers and graphics can be imported and exported with Word. These are referred to here collectively as data.

Importing Data

There are two ways of importing data from other programs into Word.

- By Cutting and Pasting data into Word.
- By saving the data in a format that can be opened by Word.

Cutting, and Pasting Data into Word from other programs

The way that you Cut, Copy and Paste between programs is more or less the same. Here is an example of how to copy data from almost any program into Word.

Select the data in the program from which you wish to copy. Choose **Copy** from the **Edit** Menu. Open **Word**. Select the place where you wish the data to appear, and choose **Paste** from the **Edit** menu.

Hint: You can switch between documents you have open by using the Taskbar.

Notes: Many programs, eg. Excel and Access, allow pasted data to be edited within Word. Double-clicking on the pasted data changes the menu bar to that of the originating program allowing the data to be edited. Click outside the area of the data to revert to Word's menu bar.

Importing Saved Data

Importing data already saved has the advantage that you have a stored copy should anything go wrong. It is also sometimes the easiest way to transfer data between different types of program.

Data from another program needs to have been saved in a file format that Word can understand. However, in most cases you will find that Word can open files without any need to resort to saving in a different file format.

Note: Importing and exporting can result in the loss of some of the characteristics of your data. Import and export using text only (ASCII) as a last resort.

The way that you import any kind of saved data into Word is more or less the same.

- Open Word.
- Select **Open** from the **File** menu. This will present a dialogue box. Click on the arrow alongside **Files of Type** and choose **All Files**. Select the file you wish to import and click on **Open**. The file will be converted into Word format.

Exporting Data

There are two ways of exporting data to another program from Word.

- By copying and pasting data.
- By using saved data.

Using Copy and Paste

Select the data you wish to export and **Copy** it. Open the program to which you wish to export the data. Move the insertion point to where you wish the data to appear and choose **Paste** from the **Edit** menu.

Using Saved Data

This is the only way to export data to some programs.

Open the document you wish to export. Choose **Save As** from the **File** menu. Click on the arrow alongside the **Save File As Type** box and choose the file format that you know can be imported by your program. Open the file as normal.

Remember: not all formats save all the information contained in a Word file. Text (ASCII) for example will not save any formatting. So make sure that you keep a copy of the document in normal Word format.