

# A Student's Guide to

## *Word 98 for the Macintosh*

by

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# IMPRINT PAGE

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This Guide is based on using a complete installation of Microsoft Word 98  
for the Macintosh using System 8.

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# QUICK START

If you are familiar with how to use the Macintosh move on to Section 2.

If you are in a hurry but are unfamiliar with the Macintosh you should at least read Sections 1.1 to 1.8 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.

## SECTION 1

### GETTING STARTED ON THE MACINTOSH

#### 1.1

#### Introduction

This guide aims to introduce you to the Macintosh computer and to show you how to use the popular Wordprocessor Microsoft Word 98. The guide was written mostly with students in mind so it emphasizes their special requirements like generating footnotes, Tables of Contents and title pages.

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

The Macintosh is a microcomputer made by a company called Apple. You will often hear it referred to as an Apple Mac or a Mac. The Mac comes equipped with a screen (monitor), a hard disk, a keyboard and a mouse. The mouse is the plastic cube with a wire coming out of it and a button on top. All of these components will become familiar to you as you read through the guide.

To get the most from this guide, read the following sections carefully. You will also ideally need a floppy disk.

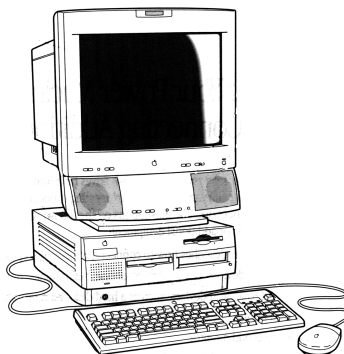
#### 1.2

#### Turning on the Mac

To turn on your Mac press the key on the top of the keyboard marked:



If this has no effect switch on the Monitor by pressing the button on the front of the monitor.



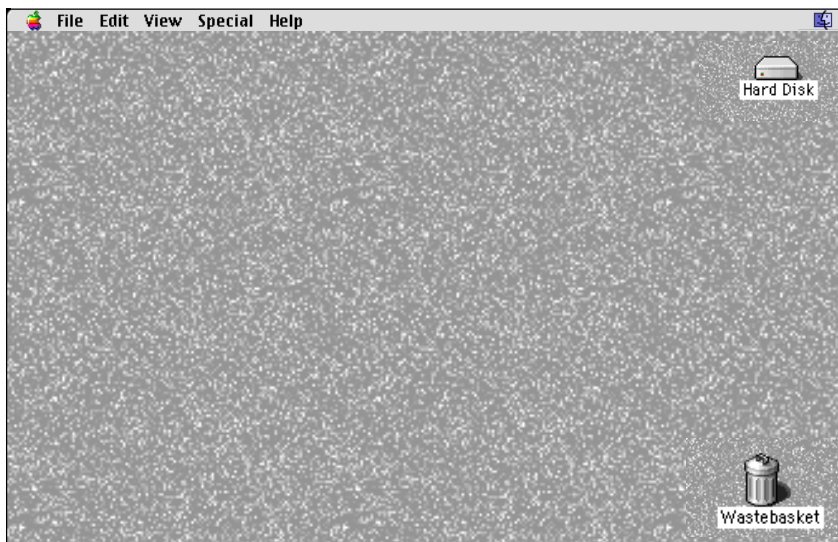
# 1.3

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

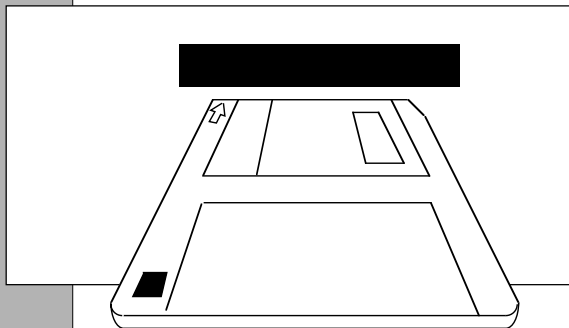
**Solution:** Either, the brightness of the screen is turned down in which case turn the knob on the side or underneath the monitor screen, or the electricity isn't getting to the Mac, in which case switch on at the plug or seek assistance.

## The Desktop

This is what you should see after you have switched the Mac on, though it may take up to a minute to appear:



This is called the **Desktop**. If your screen doesn't look exactly like this, don't worry; someone else has probably arranged it differently. After you learn to use the **Mouse** you will be able to handle the desktop and arrange the items displayed in the way that you want.



Insert your floppy disk into the slot on the right hand side of the Mac. The floppy disk **MUST** be put in with the metal rectangle towards the Mac and the metal circle facing **DOWNWARDS**.

After you have inserted your disk a small picture should appear on the desktop like this:



Your Floppy Disk

In this case the inserted disk is called "**Your Floppy Disk**".

**Problem?:** You don't see this little picture and instead see a box asking you if you want to Initialize your disk.

**Solution:** The most likely solution is that your disk needs Initializing, see Section 1.12. However, if you know that you have previously saved work on to the disk, it could be damaged and you should seek assistance.

These small pictures shown earlier and labeled **Hard Disk**, **Your Floppy Disk**, and **Trash** are known as **Icons**. The name of either the hard disk or the floppy disk may be different but they should look similar to the icons shown on the desktop earlier.


Icons are intended to convey to the user their meaning and function. Often they look like what they represent in real life, for example, the Trash icon is used for discarding what you no longer need.

The **Hard Disk** and **Floppy Disk** that you see on the desktop are both used to store information. The Hard Disk has the advantage that it has a much greater storage capacity. The capacity of the hard disk is dependent upon the model of Macintosh but even the smallest hard disk can store about 40,000k (kilobytes) or 40Mb (Megabytes) of information, equivalent to about 12,000 wordprocessed pages. A floppy disk can only store a maximum of about 1,400k (kilobytes) of information, equivalent to about 400 wordprocessed pages – that's still a lot of typing.

## 1.4

### Using the Mouse

Using the **Mouse** is central to the way the Mac works and you will find that you can do most of your wordprocessing just by using the mouse.

You will notice a black 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, as above, 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, for instance if it goes off the table, lift the mouse up and put it down again where you have more space. **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.

## 1.5

### Selecting by Clicking



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 clicking the mouse button once. To indicate that it is selected the icon will darken, as opposite.

**Selecting** is an important idea with the Macintosh, and it has a specific meaning: you must always select the information if you want to adapt or amend it.

To change your mind, **De-select** the icon by clicking on another icon or the desktop.

## 1.6

**Dragging**

Once an icon has been selected you can use the mouse to move it with a technique called **Dragging**. This is useful if you want to re-arrange your desktop.

For example, position the pointer on the Trash icon, then press and hold the mouse button down while you move the mouse. As you move the mouse, the pointer moves and drags an outline of the trash icon together with its name. And when you release the mouse button, the icon snaps into its new position.

The outline is useful because it lets you know where the icon was moved from and where it will move to if you release the mouse button.

Clicking anywhere other than on the selected icon will de-select it. In this case clicking anywhere on the desktop will de-select the trash.

Now select and drag the trash back to its original position.

To eject your floppy disk drag it to the trash until the trash icon becomes selected, now release the mouse button and eject. The icon of your floppy disk disappears. Put your floppy disk back into the Mac and its icon re-appears.

**Note:** Dragging a floppy disk to the trash does not delete its contents.

## 1.7

**Using Menus**

Dragging is only one of the many things that you can do with a selected icon. Many of these other things are listed in what are called **Menus**.

Along the top of the screen, in the **Menu Bar**, are the titles of the menus you can choose from and each contains a list of related commands.



**File Edit View Special Help**

File	Edit	View	Special	He
New Folder				⌘N
Open				⌘O
Print				⌘P
Move To Wastebasket				⌘⇧⌘
Close Window				⌘W
Get Info				⌘I
Label				▶
Sharing...				
Duplicate				⌘D
Make Alias				⌘M
Put Away				⌘Y
Find...				⌘F
Show Original				⌘R
Page Setup...				
Print Window...				

Generally menu commands require you to have selected something before they are applied, eg. select an icon. This tells the computer what you want the command to take effect on. Next move the pointer to the name of one of the menus, press and hold down 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 opposite.

The items listed under the menu are called **Commands**. A command can be chosen by moving the pointer down the list while holding down the mouse button. Some commands in the list may be pale in color; this

means that for the moment they cannot be chosen. Only those listed in black can be chosen. When the command that you want to choose is reached the mouse button should be released, and this will then cause the command to be carried out.

If the pointer is moved off the menu before the mouse button is released, nothing will happen. (This is useful if you change your mind about a particular action. Usually, you are not committed to a command until the mouse button is released on a particular spot).

For example, to look at the contents of the hard disk you must first select it and then choose the **Open** command.

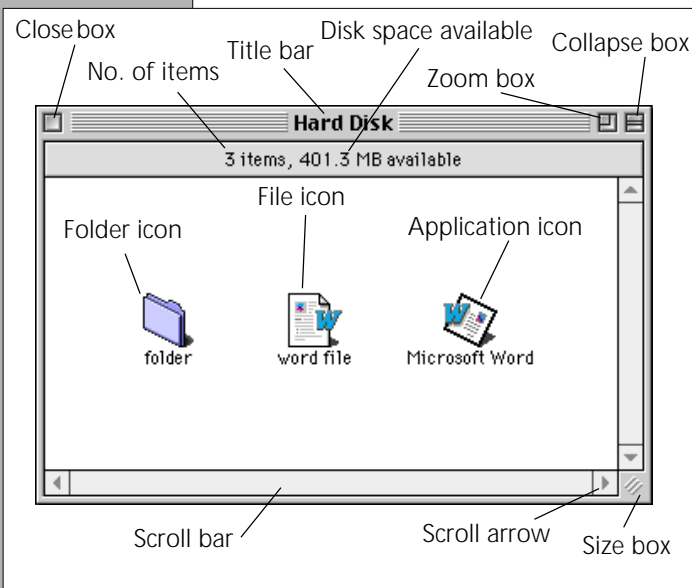
- Select the **Hard Disk** icon.
- Position the tip of the pointer on the word **File** in the menu bar. Without moving the mouse, press and hold the mouse button down; the **File** menu will appear, as shown previously.
- While holding the mouse button down move the pointer to the command **Open**, and then release the button.

The result is that a box appears on the screen with the same name as the hard disk. This box is called a **Window**. The window displays a list of icons that represent the contents of the hard disk. The various components of the window are illustrated below.

A shortcut to choosing the **Open** command from the **File** menu is to **Double-click** in quick succession on the icon.

# 1.8

## Windows



The name of the hard disk appears in the **Title bar** at the top of the window. Below the title bar there is information about the contents of the hard disk.

Clicking on each of the components of the window has a different effect:

**Size box:** used to change the size of a window; click and drag this corner of the window to obtain the required window size.

**Close box:** one click here will close the window.

**Zoom box:** one click here makes the window as large as the screen will allow, and another click will return the window to normal size.

**Collapse box:** collapses the window to just the title bar. Click again to restore.

**Scroll bars:** because a window may contain many icons it is often impossible for them all to be displayed at once on the screen. Down the right-hand side and along the bottom of the window are **Scroll bars** and **Scroll arrows** which 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 to you. If the window has white scroll bars there are no such hidden icons.

# 1.9

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 mouse pointer anywhere on the title bar and then click and drag the window to its required position.

Now try selecting and opening **Your Floppy Disk**. It is not necessary to close the hard disk window because you can have many windows open simultaneously. You can then click on any window that you want to look at.

## More About Icons

The information that either hard or floppy disks can store takes one of two forms:

APPLICATIONS	FILES
Also commonly referred to as Computer Programs or Software Applications and are used to perform a particular type of task, for example:	These are files created by Applications and may include:
<ul style="list-style-type: none"> <li>• Wordprocessor for writing</li> <li>• Spreadsheet for calculating</li> <li>• Graphics for drawing</li> </ul>	<ul style="list-style-type: none"> <li>• Thesis written on a Wordprocessor</li> <li>• Budget calculated on a Spreadsheet</li> <li>• Map drawn using a Graphics application</li> </ul>

This information is represented on the screen as icons. The appearance of icons for **Applications** varies widely depending on who has designed the icon for the application, but you will soon recognize the ones you use most. However, **Files** created by one particular application will all have the **same** icon; this is useful for quick identification.

		
Microsoft Excel	Microsoft Word	FileMaker Pro

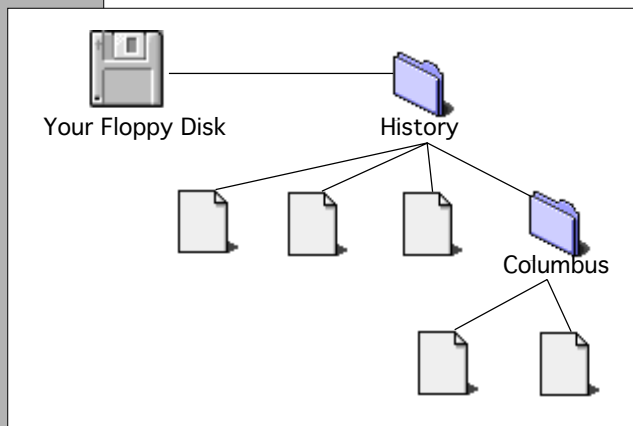


There is a third type of icon which you must know about called a **Folder**. **Folders** are used to store applications and files so that they can be organized sensibly. Folders always look the same: they are rectangular and have a tab at the top, rather like a divider for a loose-leaf notebook.

You might wish to put things in folders that are similar and give the folder a title which describes its contents.

For example, if you have several files concerning history it would be sensible to put all these files into a folder on your floppy disk called *"History"*. You could also make a folder within the folder *"History"* called *"Columbus"* in which you would put all your files specifically concerning work on Columbus. See over.

To create these folders you first need to:



- Select the window in which you want the folder to be created. In this case it is the **Your Floppy Disk** window.
- Choose the **New Folder** command from the **File** menu. The new folder is automatically named **Untitled Folder**. Rename the folder by clicking once on the name of the folder and typing "History".
- Now any files to do with history can be clicked and dragged to this folder. When you release the mouse button on top of the folder the file will disappear into the folder.

- Double-clicking on the History folder will open it and any files put inside will be visible in a window titled "History".
- Further folders can be created inside this folder by again, choosing **New Folder** from the **File** menu. So you can have folders within folders within folders if you like.

Icons in a window can be opened in the same way as icons on the desktop – by selecting, and then choosing **Open** from the **File** menu or by the shortcut of **double-clicking**.

### Naming Files and Folders

The names of files and folders can be changed quite easily by clicking once on their respective icons and typing a new name.

To amend the name of a file or folder click on its name, and then by clicking between the letters, typing, and using the **Delete** (←) key you can amend the name.

### Removing Files, Applications and Folders

To remove a file, application or folder you must first be looking at the desktop. Click and drag the icon you don't want to the trash, and when the trash icon darkens to show it has been selected, release the mouse button. You will notice that the lid comes off the trash, letting you know that something is in it.



If you have made a mistake and thrown away the wrong icon, the Trash can be opened by double-clicking and icons can then be dragged back to the desktop. The trash is only emptied permanently when you choose the command **Empty Trash** from the **Special** menu.

Dragging an icon of a floppy disk to the trash causes it to be ejected from the computer. None of the contents of the disk is deleted.

### How to Initialize a Floppy Disk

Generally when floppy disks are bought new they need to be **Initialized** (Formatted) before they can be used. Initialization marks out areas on the disk where information is to be stored and makes a record of where the storage areas are so that information inside can be retrieved quickly.

1.10

1.11

1.12

If you put a floppy disk that is not formatted into the Mac it will tell you that the disk is unreadable and ask you if you want it to be initialized. Before you go any further be sure that the disk is new.

**Problem?** A message appears on the screen that says Initialization has failed or this disk is bad.

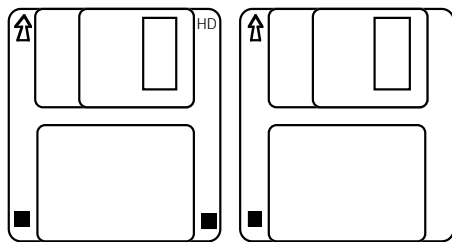
**Solution:** Either: the disk is faulty in which case take it back to where you bought it, or the disk is write protected.

You will then be asked to confirm your decision by a warning that the disk will be erased if you proceed. Don't worry because if the disk is new it will be blank anyway. So click on **Erase**.

You will then be asked to name the disk; if you don't give the disk a name it will be automatically called **Untitled**. Now click on **OK**. The process of Initialization will take about a minute.

# 1.13

## Types of Floppy Disks



High Density Floppy Disk  
two holes

Double Density Floppy Disk  
only one hole

There are two types of floppy disk that concern us. Both look very similar but one has an additional square hole as shown in the example opposite.

The advantage of using High Density floppy disks is that they are capable of storing around twice as much information (1.44Mb) as Double Density floppy disks (800k). However, they cost more.

# 1.14

## Making Floppy Disk Backups

Although putting information on a floppy disk 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 floppy disk and store it in a different place. This is called making a backup. There are a number of ways to do this backup but the easiest is as follows.

For this you will need a blank initialized floppy disk.

- Insert into the Mac the floppy disk you wish to backup.
- Open the hard disk.
- Drag the icon of the floppy disk from the desktop to the hard disk window.

**Note:** There may be a special folder on the hard disk set up for you to drag the icon of your floppy disk to.

## 1.15



- All the information on this floppy disk will now be copied into a folder on to the hard disk. The name of the folder will be the same as the name of the disk.
- Eject the disk by dragging it to the trash.
- Insert a blank initialized floppy disk into the Mac.
- Drag the folder on the hard disk with the name of the disk for backup on to the inserted floppy and release the mouse button.
- Eject the floppy disk by dragging it to the trash.
- You now have a backup of your floppy disk.
- Lastly, don't forget to drag the folder on the hard disk with the name of disk for backup to the trash otherwise the hard disk will get cluttered and others might get access to your work.

### Help

Assistance with using the Mac is provided by using the **Balloon Help** menu. Normally the balloon help is switched off so to turn balloon help on choose **Show Balloons** from the **Help** menu. Now when you point to anything with the mouse pointer a balloon will appear providing you with help. Turn off **Balloon Help** by choosing **Hide Balloons** from the **Help** menu.

For assistance with Word see Section 2.2.

## 1.16

### Turning Off

It is important to follow the correct steps to switch off otherwise you can damage the Mac.

- If you are using an application, like Word 98, quit the application by choosing **Quit** from the **File** menu, saving work as required.

**Note:** clicking on the close box of all open documents does not quit Word.

- From the desktop choose **Shutdown** from the **Special** menu, the Mac should turn off automatically.
- Your floppy disk will be ejected automatically from the Mac.

## SECTION 2

## Getting Started with Word 98

## 2.1



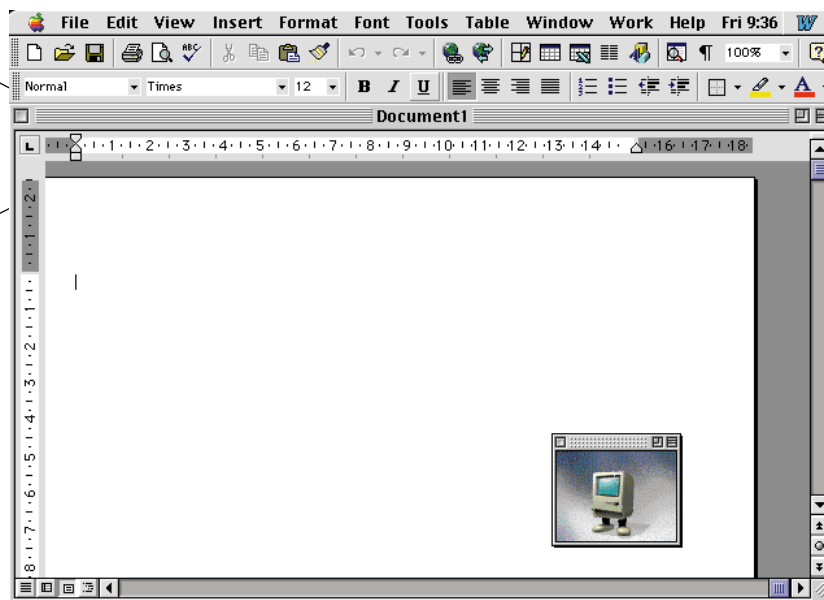
## Starting Word

Find and double-click on the icon of Word 98.

A wristwatch will replace the normal arrow pointer while Word starts up and is transferred into the computer's memory from the hard disk or network disk.

Formatting toolbar

Ruler




This guide assumes that the **Ruler** and **Formatting Toolbar** are shown on screen. If either of these is not shown choose **Toolbars** from the **View** menu and the appropriate command from the sub menu. Also ensure that the view is set to **Normal** by checking that **Normal** is highlighted in the **View** menu.

## 2.2



## The Office Assistant – Help Using Word

By default Word will probably display the Office Assistant. The Office Assistant is shown as an animated character in a small window 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 on the **Close**  button.

**Note:** If for any reason the Office Assistant is not displayed, click on the  button on the Toolbar. Conversely, to hide the Office Assistant click on the **Close**  in the Office Assistant window.


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.

In addition to the Office Assistant help with any object on the screen can be obtained by choosing **Show Ballons** from the **Help** menu and pointing to the object. More detailed help is available by choosing **Contents and Index** from the **Help** menu.

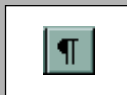
## 2.3




### 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 and click on the **OK** button of the dialog box presented.

## 2.4




### Typing in Text

You should see that there is a ¶ mark in the document window even before you start to type. If you do not see the ¶ mark click on the  button on the Toolbar. The ¶ marks do not print and are there merely as a guide for you.

**Note:** If you don't 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 **Return** (↵) 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. Notice the pointer changes shape to  when on top of text.
- Or, by pressing the **Arrow** keys to move one space at a time or by holding the **Arrow** key down to move more than 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 **Return** (↵) key at the end of each line as you 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 **Return** (↵) 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 **Delete** (←) key. You can delete the ¶ paragraph markers in the same way. See Section 2.6 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.

The wordprocessor will tell you when you have typed more text than will fit on to a 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.

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 2.21 and 2.22.

Here is a spelling error.

## 2.5

### Selecting and Editing Text

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 click and drag 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 click and drag 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 move to the end of the text using the scroll bar and, while holding down the **Shift** (⇧) key, click the mouse button.

## 2.6

### Editing Text Which is Selected

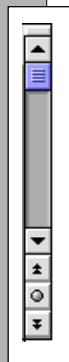
Text which has been selected is replaced or overwritten with whatever you type. Similarly, selected text can be deleted by pressing the **Delete** (←) key. While these two techniques can be very useful they can also lead to you inadvertently deleting or overwriting text. Should this happen use **Undo** from the **Edit** menu. See Section 2.15 for more detail about Undo.

## 2.7

### 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.

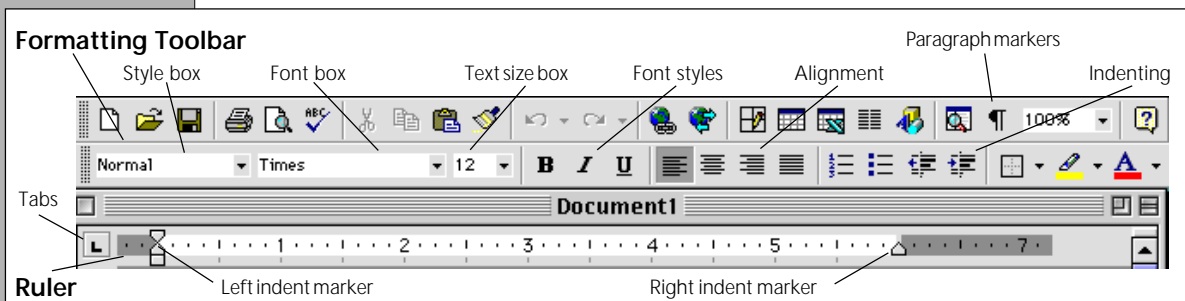


## 2.8

## 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 which people encounter while using Word are due to 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:

- Set the distance from the left hand margin at which your text will begin.
- Set the distance from the right hand margin at which your text will end.
- Set the alignment of text to be left, right, center or justified.
- Put text into columns.
- Change the font, font style and size of text.

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.

## 2.9



## Aligning Paragraphs

Four 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.

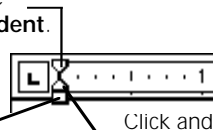
-  Aligns the text to the **left** margin – the normal setting.
-  Aligns text **centrally** – useful for headings.
-  Aligns text to the **right** – useful for addresses in letters.
-  **Justifies** text – this means both **left** and **right** sides of the text are aligned with the margins – like a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

# 2.10

## Indenting Paragraphs

The Indent markers on the left  and right  of 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.

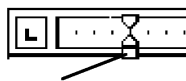
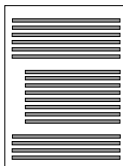
Click and drag to the right to indent the first line of a paragraph. **A First Line Indent.**



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



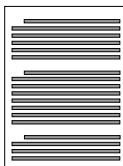
Click and drag to the right to indent the whole of a paragraph. **A Full Indent.**

The Indent mark on the left consists of three parts. The upper most 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 the first line of a paragraph 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.

**Hint:** A Quick way of indenting is to use the  button on the Toolbar which will indent the selected text to the default 0.5 in (1.25cm). Click on the  button to remove the indent. Two or more clicks on the  button will indent progressively by 0.5 in (1.25cm).

### Indenting the First Line of Paragraphs



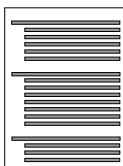
Click and drag to the right to indent the first line of a paragraph. **A First Line Indent.**



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 haven't 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 haven't yet typed in your paragraph just move the indent marker as shown and start typing.

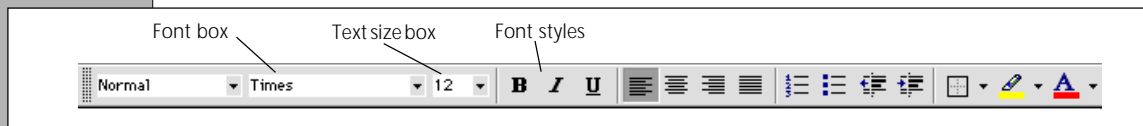
## 2.11

Eg.

## Changing Font, Font Style and Size of Text

One of the clever things about wordprocessing with Word is that every word, letter and line can be written in a different font, font style or size.

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.



The current size of the text is displayed in the Text size box on the Toolbar. To change this size, click and drag on the arrow to 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 3.4.

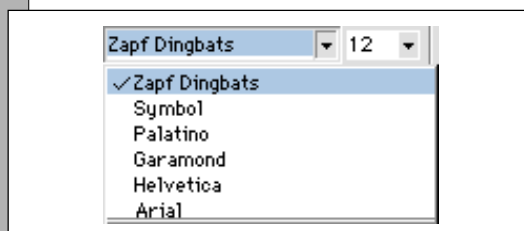
For different font styles use the buttons on the Toolbar:

**B** produces **bold** text.

*I* produces *italic* text.

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

**Note:** After formatting a paragraph and pressing the **Return** (↵) key you may notice a small black square appear to the left of a paragraph. This indicates that the paragraph has special formatting. In this case that it has automatically been allocated a Style name. For more about Styles see Section 3.11.

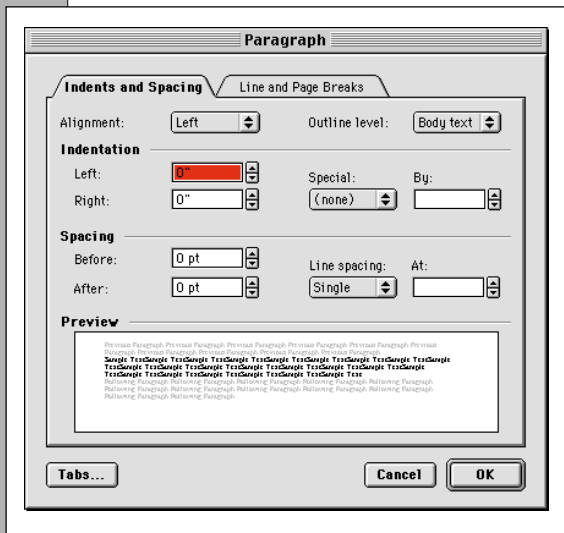
## 2.12

## Changing the Spacing Between Lines and Paragraphs

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 **Return** (↵) 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 **Return** 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 former has the advantage that any subsequent paragraphs retain this paragraph spacing; the latter has the disadvantage that text must first be selected. Which ever method you choose the result is the same.



To alter either the spacing between paragraphs or the spacing of lines within paragraphs choose **Paragraph** from the **Format** menu and in the dialog 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, to alter the line spacing choose **Paragraph** from the **Format** menu. In the dialog box presented the line spacing option allows you to set the amount of space between each line of a paragraph. Select a Single, 1.5, or Double line spacing by clicking on the arrow button alongside line spacing.


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 dialog box. Click on **OK** to have the spacing change take effect.

## 2.13



### Copying Formatting

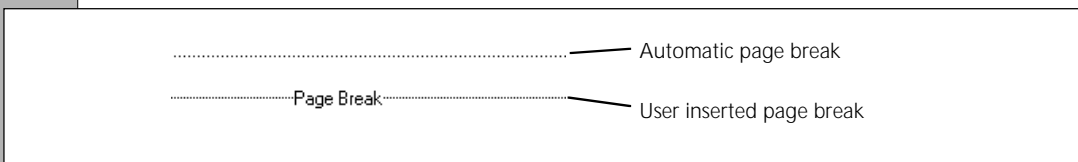
Once a piece of text has been formatted you can copy its formatting to another piece of text by using the **Format Painter** tool.

- 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.

## 2.14

### 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 dialog box will appear; just click on **OK**.




# 2.15


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.

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 **Delete** (←) key.

## The Undo Command

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

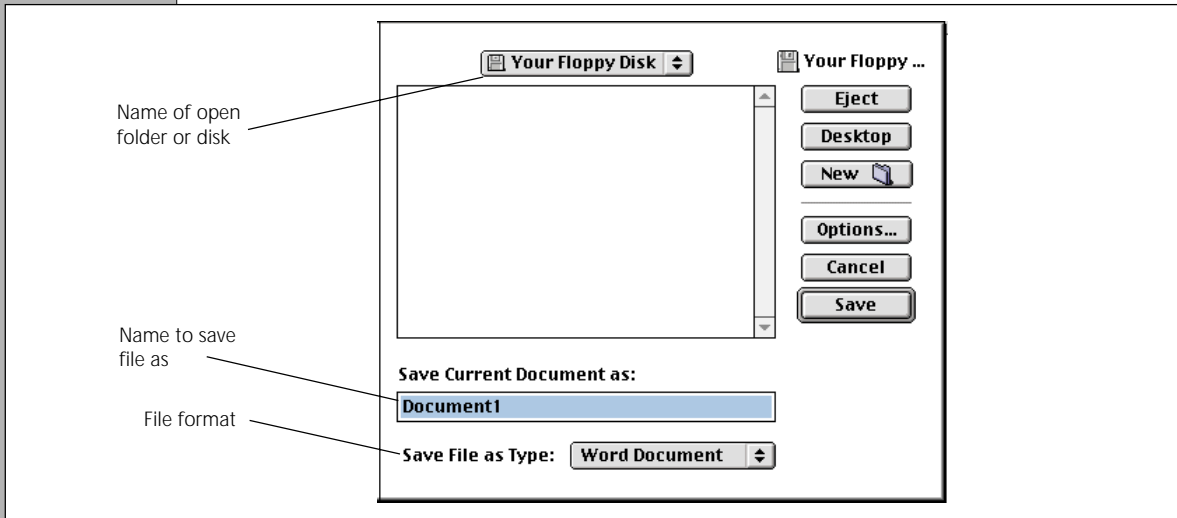
Clicking on the down arrow to the right of the button lists the last changes which you made to your document and these can be undone by choosing the item on the list.

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

# 2.16

## Saving a Document

When you decide that you wish to stop wordprocessing you should save your document so that you can finish it off another day. To save a newly created document, choose **Save As** from the **File** menu. A dialog box appears like the one below.



If you wish to save to a different disk click on the down arrow alongside the **Save In** box and choose the disk from those listed. If you wish to save to a different folder double-click on the folder from those listed in the dialog box.


By default Word enters 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 **Return** (↵) key. The document has now been saved as a file on the disk you specified.

**Problem?** The message 'Cannot Save. The device is write protected' is displayed.


**Solution:** Your disk is probably write protected. Eject the disk, turn it over and flick the switch in one corner before returning it to the disk drive and saving again.

If you share the computer avoid saving to the hard disk, as it may be deleted or altered by others who share access to the computer.

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 every 10 minutes or so.

**Note:** You may wish to switch off the automatic saving feature of Word. To do this choose **Options** from the **Tools** menu and from the dialog box presented click on the **Save** tab. To turn off automatic saving click on the box alongside **Save AutoRecover information every X minutes** and click on **OK**.

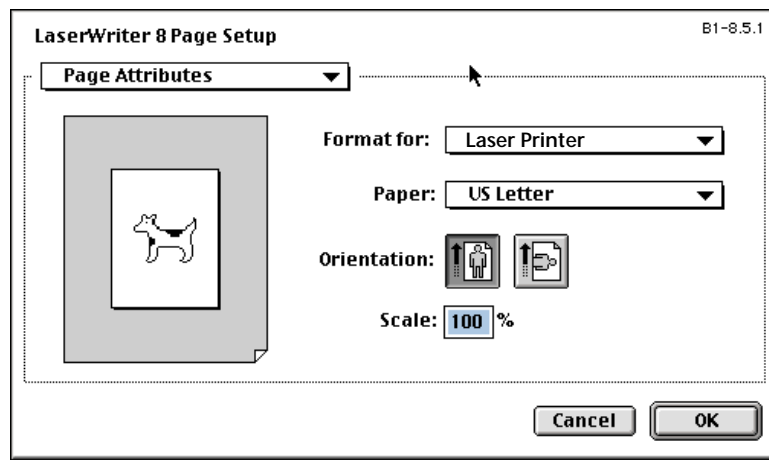
If you wish to create a folder into which to save your document click on the  button from the **Save** dialog box, enter a name for the folder and double-click on the newly created folder from the dialog box. Clicking on **Save** will save your document into this folder.

## 2.17

### Printing a Document

First, 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.

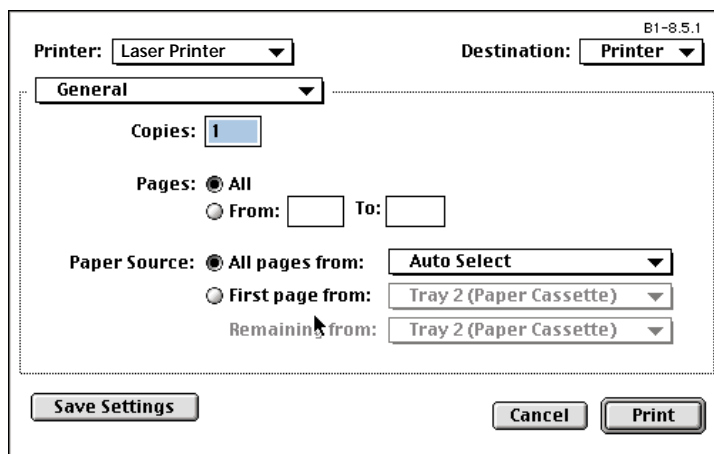
You may have noticed an option under the File menu called Print. DON'T use this just yet. First you must check that your document is set up correctly. Choose the command **Page Setup** from the **File** menu. This presents a dialog box like the one below.



Toward the top of the dialog box is a pop up menu. Choose **Paper Size** and check that the paper set up is for **US Letter** and that the orientation is correct. When you are satisfied click on the **OK** button.

Next, choose **Print Preview** from the **File** menu. This provides you with a *bird's eye view* of the page and is very useful for checking page breaks. Use the scroll bar at the side 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 dialog box is presented.




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

In the print dialog box you can choose to print all the document, the currently displayed page, 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. Please check with your institution to determine whether you are permitted to print multiple copies.

Click on the **Print** button and your document will be printed. How long it will take to print depends 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, if you have chosen the printer set up you wish to use just click on the  button on the Toolbar.

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

**Solution:** Add paper or seek assistance.

## 2.18

**Closing a Document and Quitting**

To stop working on your document choose **Close** from the **File** menu. If you have not saved or have made any changes to the text you were working on the Office Assistant will ask 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 **Quit** command.

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

To turn off the computer it is important that you follow the instructions in Section 1.16.

## 2.19

**Opening a Document**

To open an existing document choose **Open** from the **File** menu or click on the  button on the Toolbar. A dialog box appears (similar to the Save dialog box shown previously), and this lists all the files or documents in the current folder. 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 disk select the appropriate disk by clicking on the arrow alongside the **Look in** box and choosing it from those listed. If the file was saved into a particular folder double-click on the folder from those listed in the dialog box. Open the file as above.

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

If Word is not yet open existing documents can also be opened by finding their icon and double-clicking.

Word allows you to open more than one document at a time and the various windows will be placed one on top of the other like a pile of papers on a desktop. To change from one document to another use the Window menu to select the file on which you wish to work. To view all windows at once choose **Arrange All** from the **Window** menu. The current window can also be moved up or down or to one side by clicking and dragging on the title bar at the top of the window.

## 2.20

**Moving Text Around a Document**

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 center 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 new position of the text is currently not on screen, you can cause the text to scroll 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 **Alt/Option** key while dragging.



**Problem?** Drag and Drop does not appear to work.

**Solution:** Choose **Options** from the **Tools** menu and from the dialog box presented click on the **Edit** tab and click on the **Drag and Drop Text Editing** box.

### Cutting, Copying and Pasting


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

*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. However, the clipboard can only store one item and so the next time you cut or copy what was previously on the clipboard is replaced by the newly cut or copied text.

*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.

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.

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

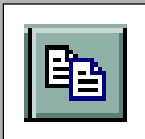
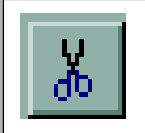
### Spell Checking and Grammar Checking

As previously mentioned, the AutoCorrect feature in Word underlines any spelling errors with a wavy red line and any grammatical errors with a green wavy line.

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 while holding down the Ctrl key. A pop-up menu will be presented showing a list of alternative spellings and other commands explained below. Choosing one of the alternative spellings replaces the original in your text.

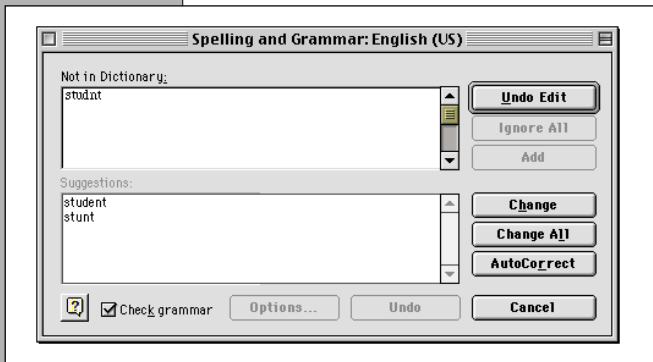
With grammatical errors, clicking on the word while holding down the Ctrl key presents a pop-up menu and a suggested alternative sentence.

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



## 2.21

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



The dialog 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 whole document.

**IMPORTANT:** Don't 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 for storing words you commonly 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.

## 2.22

### AutoCorrect and AutoFormat

Word's AutoCorrect feature prevents some of the most common typing errors, for example not capitalizing 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 2.21 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 1<sup>st</sup>

Entering 1 followed by / followed by 2 will display as 1/2

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

Entering \* followed by a space will display as a bullet (•) when the **Return** key is pressed, creating the first item on a bulleted list See Section 3.5 for more about lists.

Similarly, entering 1 followed by a period (.) 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.

1<sup>st</sup>

Monday  
Mond

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 **Return** (↵) key; to ignore it, simply keep typing.

Typical word or phrases Word attempts to match are:

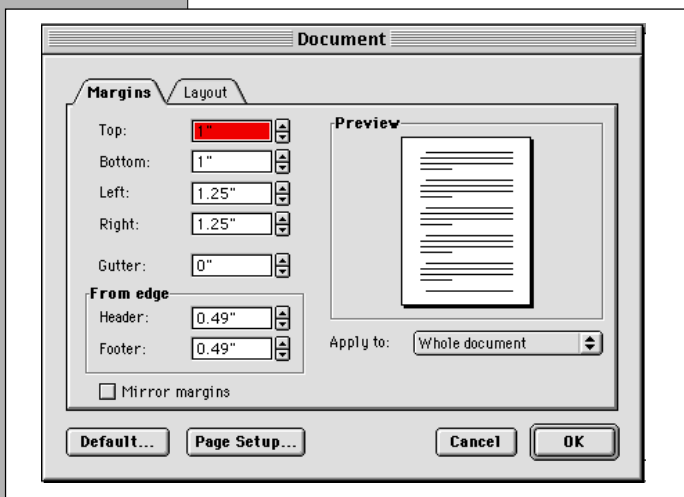
Days of the week, Months of the year, Best Wishes, To whom it may concern, Dear Sir or Madam

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

## 2.23

### Changing the Page Layout

With all documents the layout of the page is important, but in some cases universities, colleges and publishers insist on a specific layout.



To set or alter the margin widths 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 **Page Size** 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 differently to individual sections of a document. Section 3.10 explains more about dividing documents into sections.

## 2.24

### Word Count

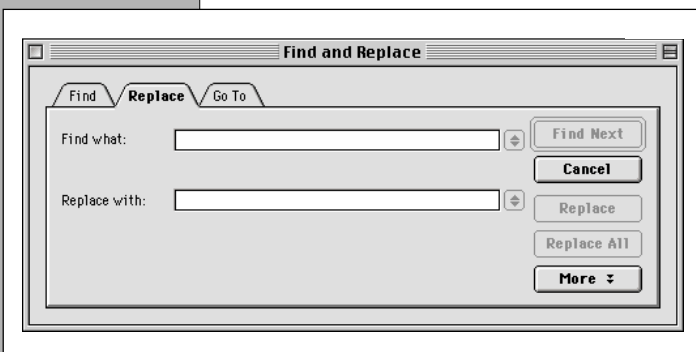
Word can count the number of words, characters, lines and paragraphs in your file so that you may check on how much you have (or haven't) typed. To do this choose **Word Count** from the **Tools** menu. When you've finished click on the **Cancel** button.

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.

## 2.25

### Finding and Replacing Text

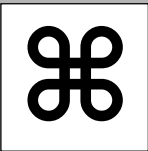
If you want to locate a word or words in a document choose **Find** from the **Edit** menu, type in the word(s) you wish to find, and click on **OK**.



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 **catalog** and **concatenate** will be changed to **dogalog** 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.

## 2.26



### Short Cuts: The Command Key (⌘)

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! On the right hand side of many menu commands you'll see the Command key symbol (⌘) followed by a letter. These are alternatives to using the mouse.

For example:

To open a file press and hold the ⌘ key while pressing the letter O.

To save a file press and hold down the ⌘ key while pressing S.

## 2.27

### Good Habits for Typing in Text

So you've 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 period and not before.
- Avoid Underlining unless you have to; there are far more elegant ways of emphasising text.
- Use a maximum of 2 or 3 fonts per document and don't mix together too many font styles eg. bold, italic etc.
- Avoid spacing paragraphs using the **Return** (↵) key; set paragraph spacing using the **Paragraph** command.
- Use lots of spacing; avoid cramping text.
- Use graphics and, where appropriate, graphs to add variety to your text.
- When you have a preferred format record this by defining a style as shown in Section 3.11.
- Save your work as one complete document, and avoid saving in parts eg. chapters.
- Make regular backups of your work. See Section 1.14.

# SECTION 3

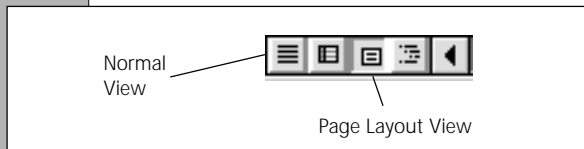
## MORE ADVANCED WORDPROCESSING

### 3.1

#### Views

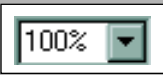
The standard view in Word is called **Normal View** and this gives you an uncluttered view of your document by omitting things like headers, footers, footnotes etc.

To see a document as it will be printed choose **Page Layout** from the **View** menu. However, Page Layout does not give a *bird's eye view* of the document; for 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.



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

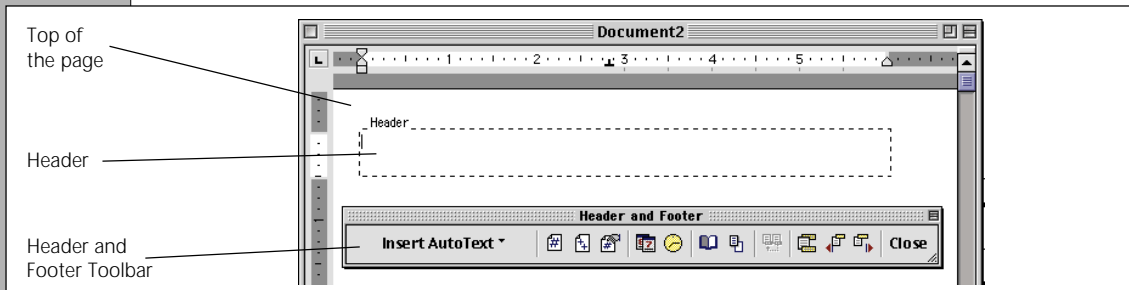
### 3.2

#### 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. Headers and footers are pieces of text which appear 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 dialog box presented you can select where the page numbers appear in the footer or header; you can also set the alignment. Often the first page of a document is not numbered and to achieve this effect click in the **Show Number on First Page** box.




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 view changes to Page Layout view (see Section 3.1) and the position of the header and footer are outlined on the page. Also displayed is the Header and Footer Toolbar.





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

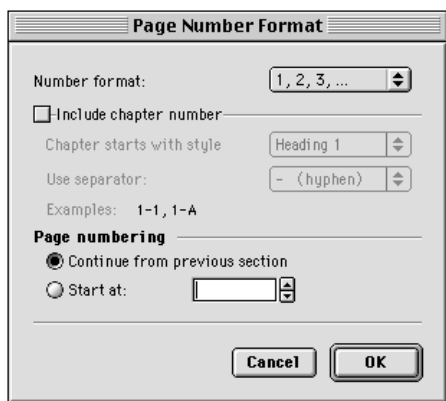
Move the insertion point to the header or footer and type in any text which you wish to appear on every page. The text can be aligned using the alignment buttons on the Toolbar just as for any other text, and doing this will not alter the alignment of your main text.

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 divide your document into sections 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 dialog 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 3.10 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 3.10.
- 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 dialog box presented click on the **Format** button and from the following dialog 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 2.14).
- 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.


## 3.3

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

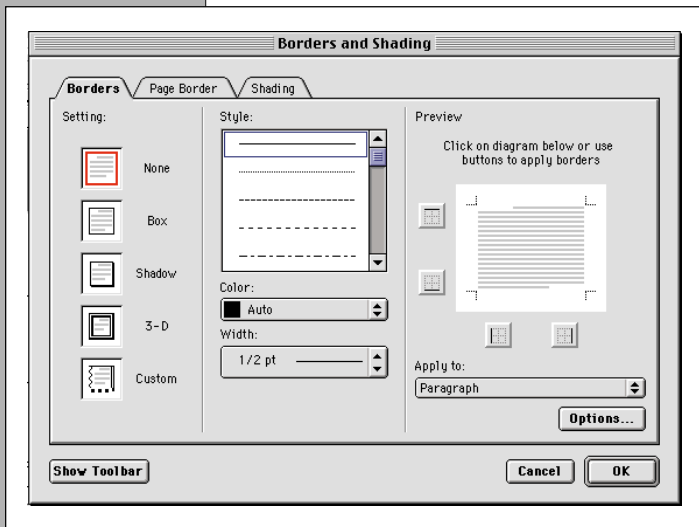
To alter the information in the header or footer choose **Header and Footer** from the **View** menu and edit as normal. The **Delete** (←) key can be used to delete markers inserted using the Toolbar eg. page numbers. Deleting information from the header or footer of one section will not affect the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

### 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 the **Borders** button  on the **Toolbar**. 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 **Return** (↵) 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 dialog box presented. Typical borders can be chosen from those listed on the left of the dialog box. Shading, line type, and thickness of the border can also be chosen.

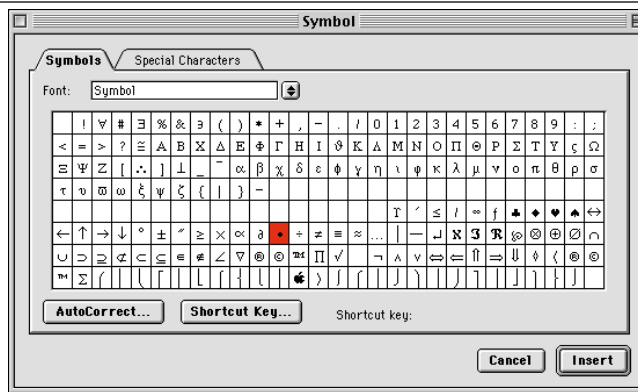
To place a border around every page of the document choose **Borders and Shading** from the **Format** menu, click on the **Page Border** tab and choose the required border from those displayed. If you wish to border only the first page of the document choose **This Section - First Page Only** from the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

## 3.4

### Special Characters

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

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 in the dialog box choose the font you wish to have displayed. Double-clicking on any character in the dialog 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 dialog box.

Fractions can be created using the AutoFormat. See Section 2.22.

### Subscript, Superscript and Large Text



It is quite common to use Superscript or Subscript in text. To do this, first select the piece of text you wish subscripted or superscripted. Choose **Font** from the **Format** menu and from the dialog box displayed click on the superscript or subscript box.

Often you will 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.



### Lists of Information

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

If you haven't 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 on a bullet or number 1 will appear in the text.
- Type the text for your first point and press the **Return** (↵) key
- The second line will also begin with a bullet or a number. Type in the text for your second point, and so on.

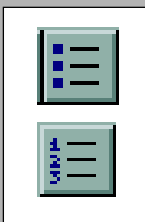
If you have already typed the text for your list:

- 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 don't wish numbered and click again on the bulleted/numbered list button.

Super<sup>script</sup>  
Sub<sub>script</sub>

# 3.5



**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.

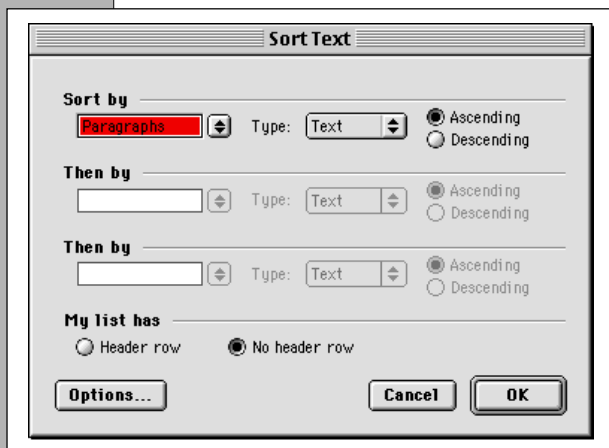
The style of bullet and the numbering scheme can be chosen by using **Bullets and Numbering** from the **Format** menu.

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 **Return** (↵) 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 **Return** key is pressed the number 2 is displayed ready for the second point.

## 3.6

### Sorting References and Lists

Often references are to be listed alphabetically by author's surname at the end of an essay. This can be very time consuming to do manually. However, Word provides a **Sort** command which will do this automatically.



To sort your references by Author surname:

- Type in the references ensuring that the author's surname is the first word of each reference and that the **Return** (↵) key is pressed only once at the end of each reference.
- Select all the references that you wish to sort.
- Choose **Sort Text** from the **Table** menu.
- A dialog box is presented; click on **OK** and your references will be sorted.

You can use the same command to sort lists provided the **Return** (↵) key was pressed only once between each item to be sorted. With lists the sort dialog 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.

## 3.7

### Tabs or Putting Text into Columns





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 3.8.

**Hint:** It is very important that you set the tabs up before you start to type in any text that you wish to put in columns.



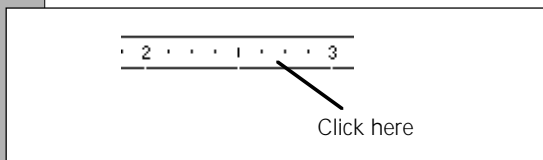
First you must decide where on the Ruler you wish the columns to be and exactly what sort of alignment you wish these columns to have.

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 **Center 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.

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 2.10).



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.

**Note:** Ensure that you click in the space under the Ruler or the tab will not appear.

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. Now 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 **Return** (↵) 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 their new positions and the columns of text will follow.

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


## 3.8

### 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. 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. 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.

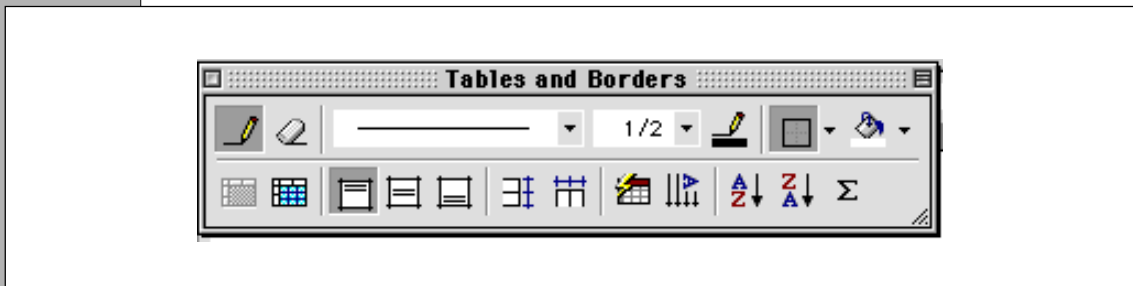
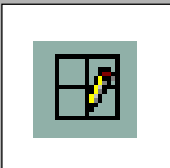
Each cell and row displays a non-printing  character for guidance.



- 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, or click on the  button. The View is changed to **Page Layout** 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  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.

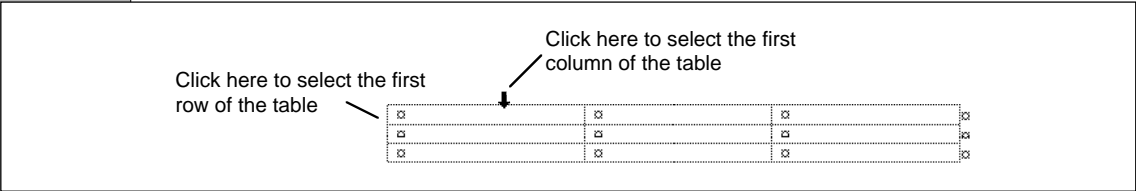
### Selecting Within Tables

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 Table** from the **Table** menu.

**Further Editing of the Table**

To delete a row or column of cells select them and then choose **Delete Columns/Rows** from the **Table** menu. Likewise to delete an entire table, select it and choose the **Delete Columns/Rows** from the **Table** menu.

To insert a row or column select a similar row or column and choose **Insert Columns/Rows** from the **Table** 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.

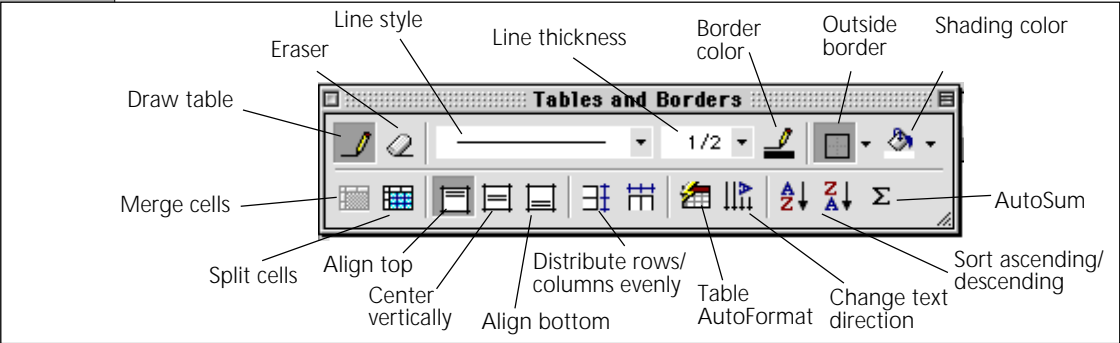
To alter the width of a column move the pointer over the vertical boundary of the column you wish to adjust and when the pointer changes shape to click and drag the column boundary to the required position.

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 **Cell Height and Width** from the **Table** menu. Return the cell width and height into the dialog 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 evenly distribute rows.

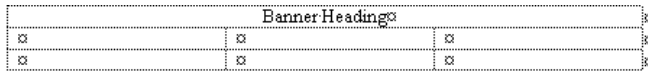
The function of other buttons of the the **Tables and Borders** toolbar is shown in the illustration below:




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 dialog box presented click on the Row tab and select the alignment you require. Click on **OK** to align the table.

### 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.



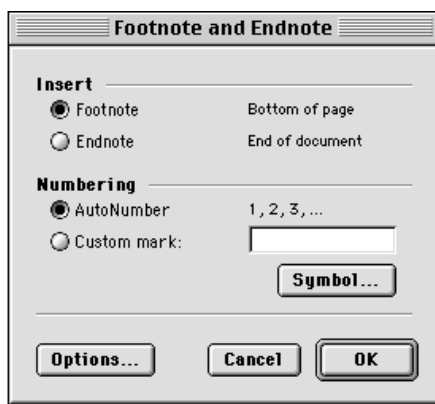
To remove the banner heading select the merged cells and choose **Split Cells** from the **Table** menu, or click on the  button, and enter the number of columns you wish the cell to be split into.

### 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.

### Footnotes and Endnotes

# 3.9

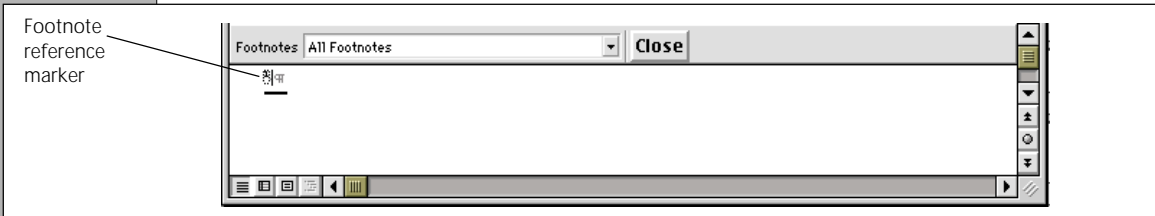


For essays, chapters and reports the use of Footnotes or Endnotes is often essential and adds precision and sophistication to your document. The distinction between footnotes and endnotes is that footnotes appear at the bottom of the page on which they are referenced whereas endnotes appear at the end 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

**Footnote** from the **Insert** menu. From the dialog 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 divides the window in two separate scrollable parts and the chosen superscripted reference mark, eg. <sup>1</sup> or <sup>i</sup>, is placed just before the insertion point. The top half of the window is for you to continue to work on your main text; the bottom half of the 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. If you have used an automatic reference numbering as your marker and then further on in your text you insert another note, this will be updated eg. to <sup>2</sup> or <sup>ii</sup> and the same number will be seen in the bottom part of the window under your first 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.



By default endnotes appear at the end of the document. To change this so that they appear at the end of a section choose **Footnote** from the **Insert** menu and click on the **Options** button. From the dialog box presented choose the **Endnote** tab and choose the position of the endnote by clicking on the arrow alongside **Place At**. For more information about sections see Section 3.10.

To customise the footnote or endnote reference marker click on the **Custom Mark** button in the **Footnote and Endnote** dialog box and enter the required mark; to enter characters not available from the keyboard click on the **Symbol** button and choose a symbol from the dialog box displayed. To alter the numbering system used, click on the **Options** button, and from the dialog box choose the **All Footnote** or **All Endnote** tab and then select the required number format.

To remove the split in the 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 **Delete** (←) 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.

### Changing the Style of Footnotes

Footnote text is automatically formatted in 10-point characters whilst the reference markers are superscripted 10-point. These can be altered by re-defining the Footnote text default style.

## 3.10

### Dividing your Document into Sections

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

Normally your document will consist of only one section. 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 dialog 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** and 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.

.....:End of Section:.....

The following formats can be changed independently for each section:

**Page Numbers** – **Page Numbers** from the **Insert** menu. See Section 3.2.

**Headers/Footers** – **Header/Footer** from the **View** menu. See Section 3.2.

**Number of Columns** – By clicking on the  button on the Toolbar a pop-up menu appears, click and drag across the sample in the pop-up menu until you have selected the number of columns you wish your section to have. Multiple columns are only displayed when in page layout view.

**Page Orientation and Page Margins** – **Page Setup** from the **File** menu, **Layout** tab. See Section 2.23.

**Page Border** – **Borders and Shading** from the **Format** menu, **Page Border** tab. See Section 3.3.

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

## 3.11

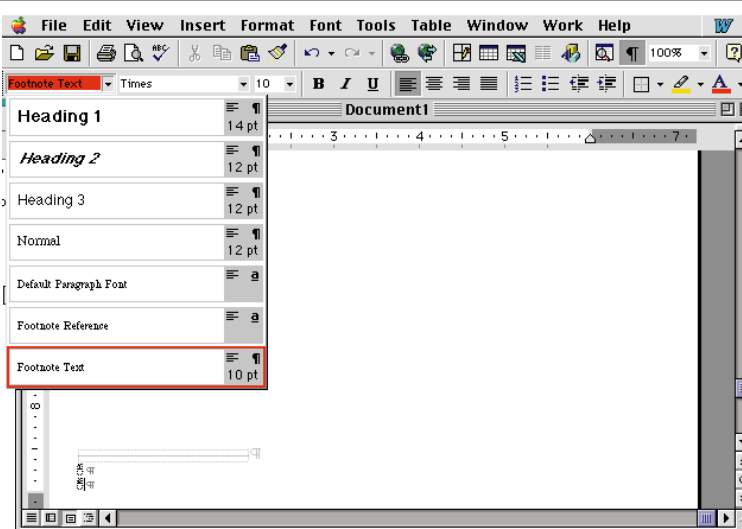
Normal

### 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. 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 scrolling pop-up menu accessed by clicking on the arrow alongside the **Style Box** in the Toolbar. 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 Gallery**, see later in this section.



In addition to the pre-defined styles Word defines styles automatically as you format. On pressing the **Return** (↵) 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... are used.

*Redefining a Style*

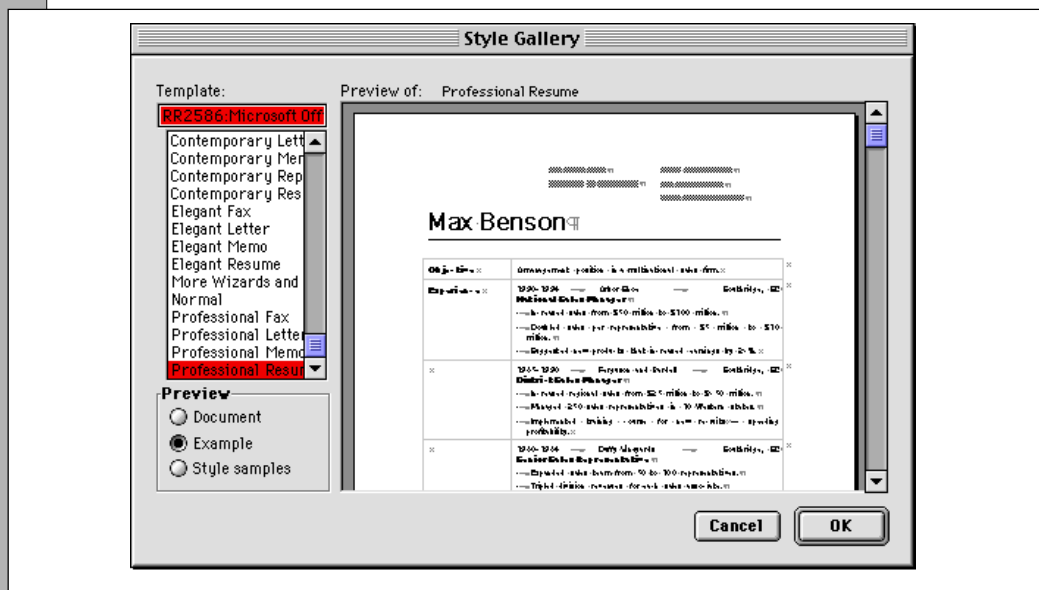
Using styles has another major advantage. If you have defined a particular style throughout your document and decide to change it, it's easy:

- Make the required changes to a paragraph which uses the style.
- Choose the current style name from the Style box and in the dialog box 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.

**Style Gallery**

Word provides a large selection of pre-defined styles as templates. Using one of these can save time experimenting.

To display the style templates available choose **Style Gallery** from the **Format** menu. The following dialog box is presented:



From the left of the dialog box the style template can be chosen, while on the right is a preview of the template style imposed on the document currently open, or example text. Clicking on **OK** will add the styles from the template to your document.

**Note:** Styles from the Style Gallery are not automatically imposed on your text but are available from the style box. Use these styles as any other.

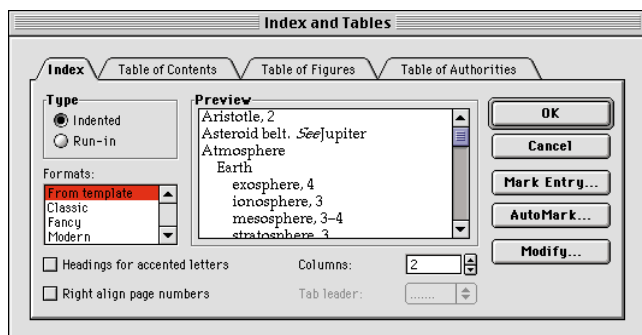
## 3.12

## Tables of Contents

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

## Constructing a Table of Contents Automatically

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 3.11. If heading styles have not been defined use the manual method described opposite.



- Move the insertion point to where you wish the TOC to appear.
- Choose **Index and Tables** from the **Insert** menu and from the dialog box presented click on the **Table of Contents** tab.
- Choose the format you require for your TOC. Your choice will be previewed in the center of the dialog 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 along side 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.

**Problem?** The words 'Error no table of contents entries found' is inserted into your text.

**Solution:** Ensure that you have matched the heading styles to a level in the TOC. Delete the error which appears in your text.

## Automatically Updating a Table of Contents

A TOC cannot be automatically updated if it was created manually as below.

To update an automatically created TOC move the insertion point to within the TOC, choose **Index and Tables** from the **Insert** menu and click on **OK**. The Office Assistant will ask if you wish to replace the selected TOC. Click on the **OK** button and the TOC will be updated.

## Constructing a Table of Contents Manually

**Hint:** Before you construct the TOC manually make sure that you have made all the last minute additions to your document because any additions after the TOC has been constructed will almost certainly make it inaccurate.

# 3.13

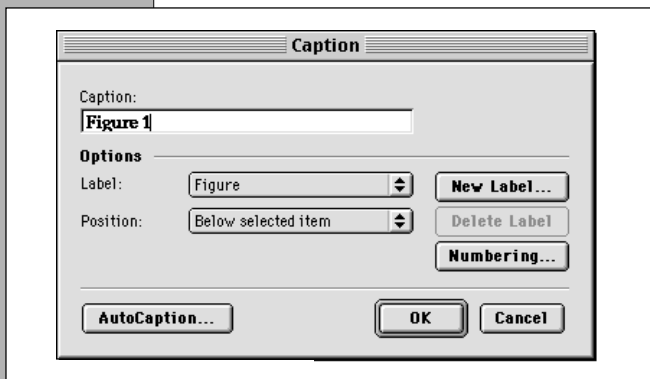
- Go through the document and write down the page numbers where the contents entries are.
- Set up a right aligned tab where you wish the page numbers to align.
- Type in each contents entry manually, press the **Tab** (→) key after each entry, and type in its page number.
- To put dotted lines between the contents entry and its page number, select the entire TOC, and choose **Tabs** from the **Format** menu.
- Click on the **2** .... leader button and **OK**.

## 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).

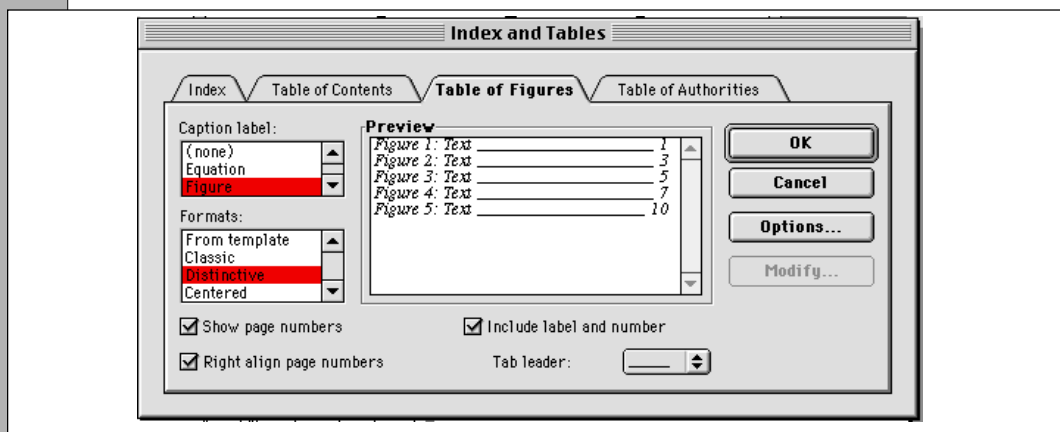
### Constructing a Table of Figures

- Select each figure in turn and choose **Caption** from the **Insert** menu.



- From the dialog 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 **Index and Tables** from the **Insert** menu. From the dialog 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 center of the dialog 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.

## 3.14

## 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 – Section 2.2.

## To Create an Index

- Scroll through your document and each time you come across text that you wish to use in your index select this text and hold down the **Alt** and **Shift** (⇧) keys while pressing the **X** key. A dialog box will be displayed. Click on **Mark All** if you wish all incidences of the selected text throughout your document to be indexed (note this is case sensitive). Otherwise click on **Mark**. Selecting text as an index entry encloses a copy of the text in a non-printing reference eg. `{XE"marker"}` after the text.

**Note:** The reference is only displayed if the  button is highlighted on the Toolbar.

The Index dialog box remains displayed while you mark index entries.

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

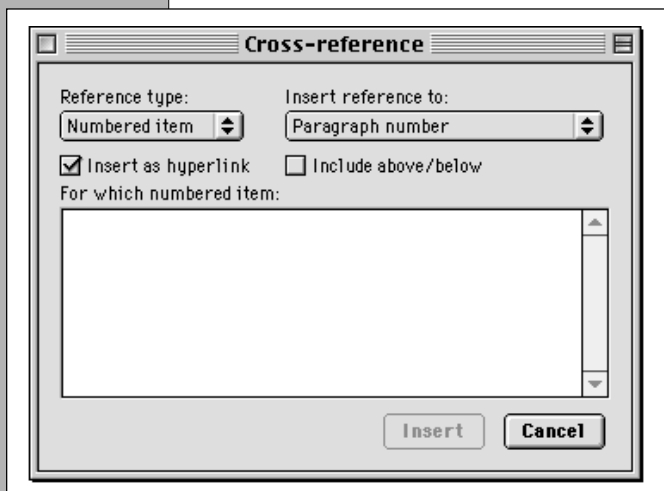
- When you have specified all your index entries move the insertion point to where you wish to insert the index and choose **Index and Tables** from the **Insert** menu. From the dialog box presented click on the **Index** tab.
- Choose the format you require for your index. Your choice will be previewed in the center of the dialog box.
- Click on **OK** and an index will automatically be compiled for you.

## Automatically Updating an Index

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

## 3.15

## 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 – Section 2.2.

Before sections/ chapters can be cross-referenced they need to be allocated a heading style, see Styles - Section 3.11. For figures to be cross-referenced they need to be allocated a caption, See Table of Figures - Section 3.13.

### 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 **Cross-reference** from the **Insert** menu.
- In the dialog 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.
- From the items listed in the **For which heading/figure** 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.

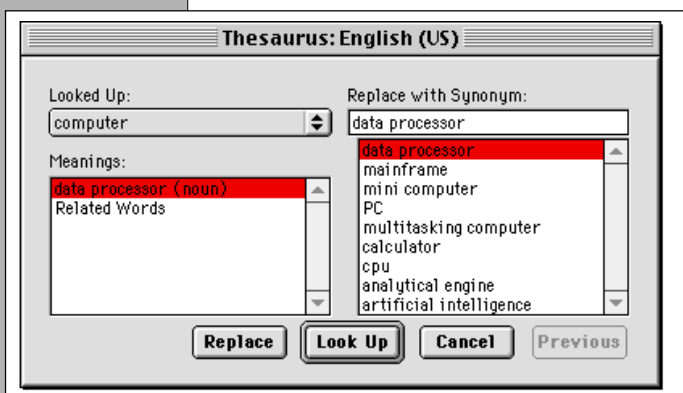
### Updating and Revising Cross-References

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.

### Using the Thesaurus

Word provides a Thesaurus which finds synonyms.

# 3.16



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 dialog box is presented with the different meanings of your selected word displayed on the left side of the dialog 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 dialog box.
- Click on the appropriate synonym and on the **Replace** button to change your selected text.

## APPENDIX A

## WORDPROCESSING A DISSERTATION OR PROJECT

Wordprocessing a long document such as a dissertation or project requires more planning than is required for a standard essay or report. This section aims to help by listing these planning steps.

Before you start wordprocessing your dissertation you should obtain a list of formatting requirements. This will contain essential information to include in the steps below.

Steps in Wordprocessing a dissertation or project:

- Most universities/colleges have strict rules about the width of margins. See Changing the Page Layout (Section 2.23).
- Check the line spacing which is required by your university/college and if necessary alter this by referring to Section 2.12.
- 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 3.11.
- Wordprocess your document as a single file. This avoids inconsistencies between chapters or sections.
- Don't forget to number the pages of your document and if required include other information in headers or footers. Your university/college may require you to number any preliminary pages, such as title and contents pages differently from your main text (Section 3.10).
- Insert footnotes and endnotes as required by your university/college. See Section 3.9. Footnoting conventions such as *ibid*, *op. cit.* and when to underline book titles, or cite page numbers can be obtained from standard reference works or your supervisor.
- Word can automatically generate your table of contents and table of figures and can even assist in generating an index. See Sections 3.12, 3.13 and 3.14.
- Word can automatically sort bibliographical references for you and automatically update any cross-references. See Sections 3.6 and 3.15.
- Save your document regularly and keep backups. See Sections 2.16 and 1.19. Be careful to date or number backup versions to avoid confusion.
- Don't forget to spell check your document. See Section 2.21.
- Don't just rely on Word's proofing tools; proof read your document.
- Count the words in your document. See Section 2.24.
- Use graphics and graphs to develop a more varied presentation of data or to reinforce a point in the text.

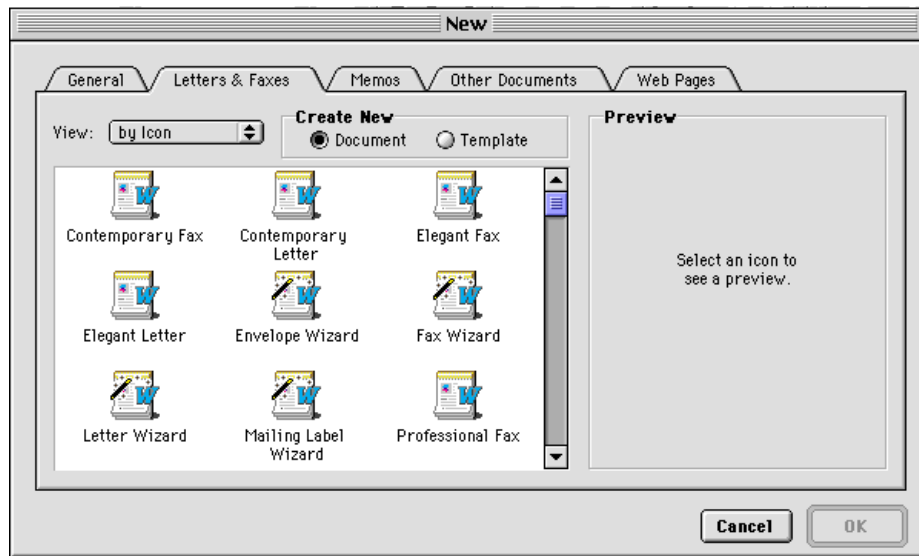
## APPENDIX B

### USING WORD TO FORMAT A DOCUMENT AUTOMATICALLY

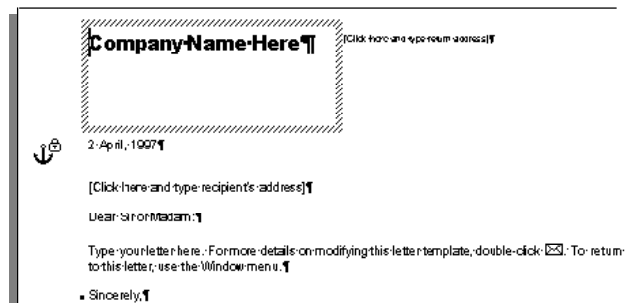
Word provides two features which automate the creation of documents: Wizards and Templates.

#### Wizards

A wizard is dedicated to the production of a particular type of document eg. a CV, a memo or a thesis. The wizard consists of a series of dialog boxes which ask questions about the particular document. When the last question is answered Word sets up the formatting and layout of the document for you – all you need to do is type the text!



The most common wizards you are likely to use are: Letter, Memo, Newsletter, CV – Curriculum Vitae.



To use a wizard choose **New** from the **File** menu, from the dialog box presented choose the appropriate tab and from this the required wizard. Click on **OK**. Follow the instructions as presented to create your chosen document.

### Templates

Templates are pre-designed layouts for certain commonly used types of document. They differ from wizards in that questions are not asked about the formatting of the document so there is less to guide the user. The template consists of a document with several pre-defined styles along with text indicating the purpose and positioning of the style.

The most common templates you are likely to use are: Brochure, Letter, Manual, Manuscript, Memo, Presentation, Report, Resume, Thesis.

Often more than one template is included for each document type so that you can choose which is the most appropriate for your purpose.

If you know which template to use choose **New** from the **File** menu. From the dialog box presented choose the appropriate tab and from this the required template. Click on **OK**. Replace the bracketed text of the template with your own text.

If you would like to preview the templates available choose **Style Gallery** from the **Format** menu. Choose the template you wish to preview and click on the **Example** button to display sample text using this template. See Section 3.11 for more information about the **Style Gallery**.


**Note:** Although creating documents in this way does take out some of the hard work, if you wish to modify the formatting of the resulting document it will be necessary for you to have understood most of this guide. If you do not choose to modify the formatting there is a danger that your document will end up looking the same as everybody else's – wizards and templates are not a short-cut to learning how to use Word.

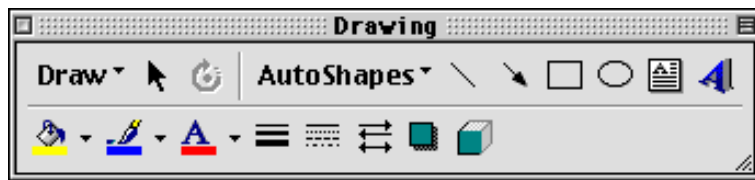
## APPENDIX C

### 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.

#### Adding Graphics to a Worksheet

- Click on the  button on the toolbar.
- The **Drawing Toolbar** is displayed either as a standard Toolbar or as a floating Toolbar which can be dragged about the screen by its title bar.



#### 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 Color** tool applies line colors and patterns to the lines of an object.

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

**Free Rotate** tool can rotate selected objects by clicking and dragging circular handles surrounding object.

**Fill Color** tool applies colors and fill effects to an object.

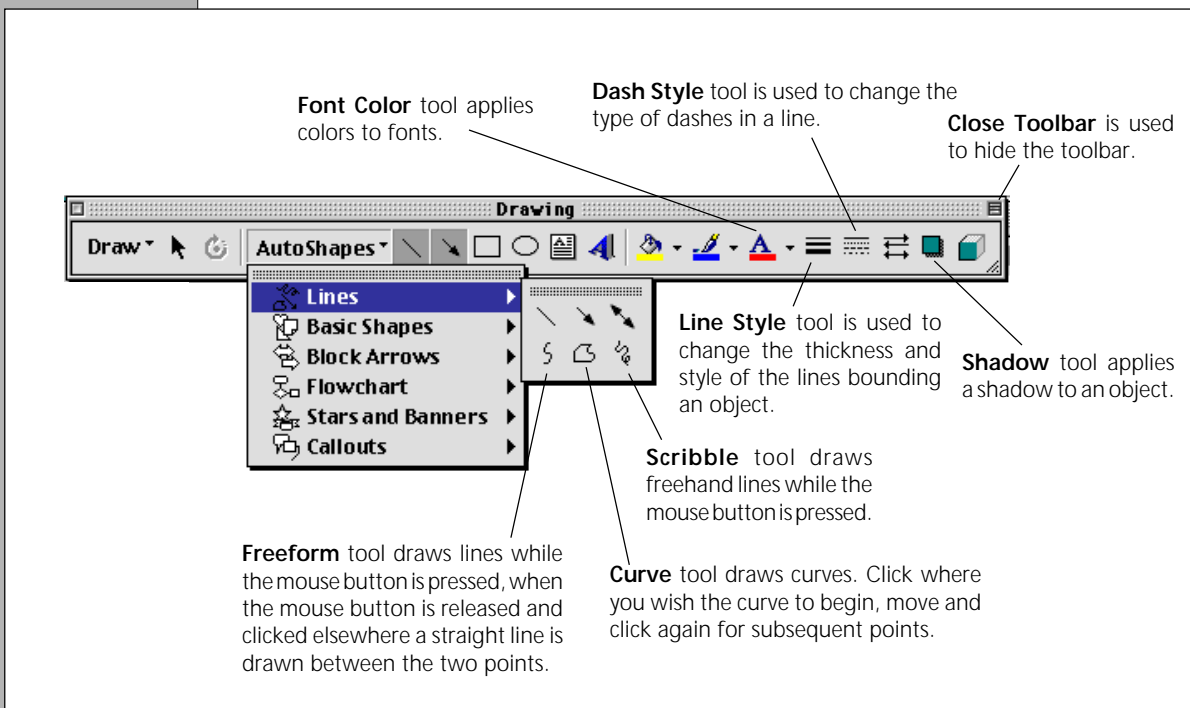
**Arrow Style** tool changes a line to an arrow.

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

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 **Delete** (⇐) key.

### The Draw Pop-up Menu

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

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

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

**Order** permits you to change the ordering of objects.

**Grid** places a grid over the object.

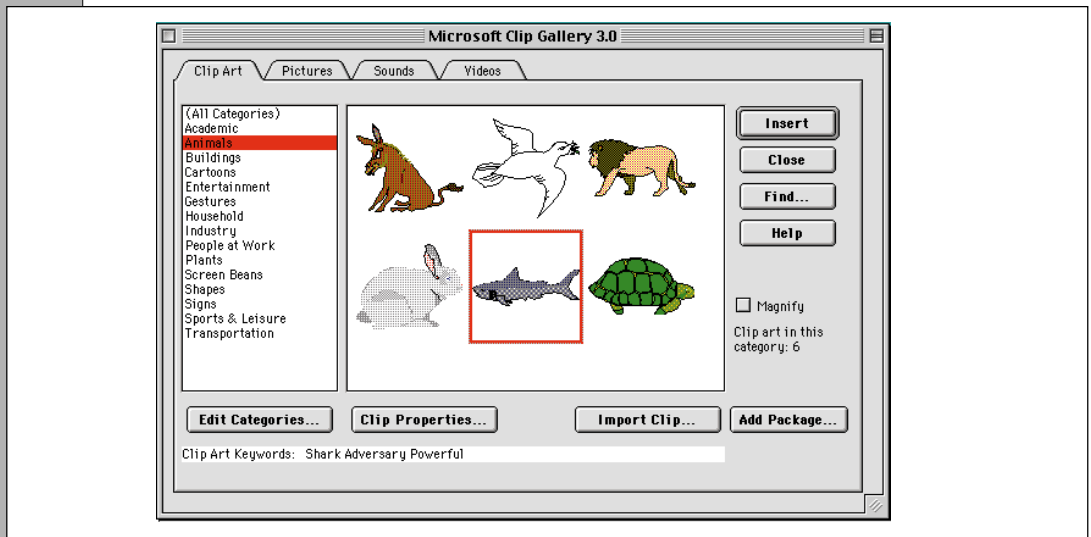
**Nudge** moves an object very slightly, allowing for accurate positioning of an object.

**Align or Distribute** arranges several selected objects.

### Using Clip Art

A large selection of pre-drawn artwork or **Clip Art** is provided with Word and this can be used to good effect in enlivening the presentation of your work.

To use the Clip Art move the insertion point to where you wish the Clip Art to appear, choose **Picture** from the **Insert** menu and **Clip Art** from the sub-menu. From the dialog box presented choose the required Clip Art.



Clip Art can be moved and resized as any object. By default text around Clip Art is wrapped above and below the graphic.

### 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 D

### CREATING AND INSERTING CHARTS INTO A DOCUMENT

Word provides an embedded program called **Microsoft Graph** to enable you to create simple charts. For more complex charts use a spreadsheet eg. Microsoft Excel or a dedicated graphing program.

For reasons of space this guide will only provide the basics of how to get started using Microsoft Graph. For more information refer to the **Help** menu.

#### To Create a Chart using Microsoft Graph

- Move the insertion point to the position in your text where you wish the chart to appear.
- Choose **Object** from the **Insert** menu and from the dialog box presented choose **Microsoft Graph 98 Chart**.
- Microsoft Graph will display a default chart and a Datasheet window containing the data to create this chart. In the Datasheet, labels at the top of each column and to the right of each row describe the data which are used to plot points on the chart and is termed a Data Series. A **Graph Toolbar** is also displayed.

Click here to select all the data in the Datasheet

Row


Column

Cell

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						
5						
6						
7						

**Hint:** Alternatively, type the data which will form the basis of a chart into a table in Word, select it and follow the procedure above to create the chart. This data will then be displayed in the datasheet and a chart created from the data.

#### The Datasheet

If the Datasheet window is not visible choose **Datasheet** from the **View** menu or the  button from the **Graph** Toolbar. To remove the default data from the datasheet select all the data in the datasheet by clicking on the top left cell (see above), choose **Clear** from the **Edit** menu and **All** from the sub-menu.

The Datasheet is made up of cells which are divided into rows and columns.

To type data into a cell move the pointer to the cell, click the mouse button, and type.

Move to another cell either by using the mouse and clicking on the cell or by pressing the **Return** (↵) key to move one cell down or by pressing the **Tab** (→) key to move one cell to the right.

To edit the data in a cell move the pointer to the cell, click the mouse button, and edit the data in the same way as you edit text in Word.

Cells can be selected by clicking and dragging. You can click and drag horizontally, vertically and diagonally. To select an entire column of cells click on the shaded cell above the column; to select an entire row of cells click on the shaded cell to the left of the row.


To insert rows or columns select the row or column where you wish to make the insertion and choose **Cells** from the **Insert** menu. To delete a row or column select the cells and choose **Delete** from the **Edit** menu.

Microsoft Graph allows you to change the format of the data that you type by choosing **Number** from the **Format** menu. By default the number format is the same as you type.



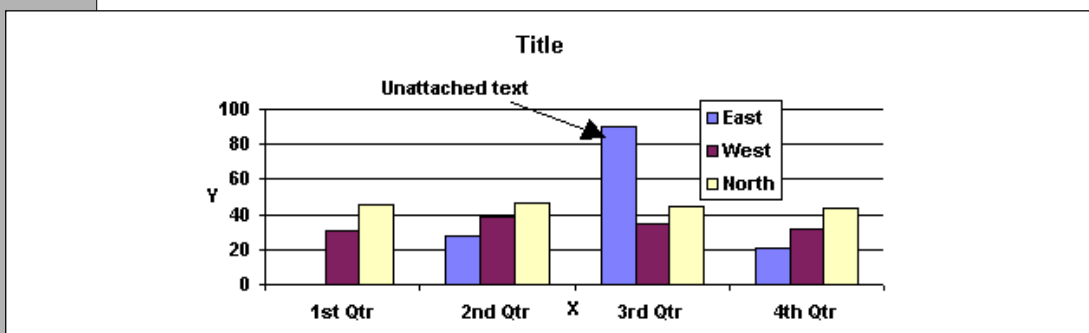
### Creating a Chart From Your Data

As you type data into the datasheet a chart is automatically created in your document using the column chart format.

To change the chart type, click on down arrow along side the  button on the Toolbar and choose the required chart type from the pop-up menu.

### Editing the Chart

A chart title and axis labels can be added to the chart by choosing **Titles** from the **Insert** menu and choosing the appropriate options in the dialog box. The text can be edited as normal.



To format either axis double-click on it and choose the appropriate options from the dialog box presented.

A legend is added automatically to your chart. The legend provides a key to the symbols and patterns used to represent the data on the chart. It can be repositioned by clicking and dragging.

Gridlines can be added to the chart by choosing **Gridlines** from the **Insert** menu and clicking on the appropriate options in the dialog box presented.

To delete any of the components of the chart select the component and press the **Delete** (←) key.

## APPENDIX E

### IMPORT AND EXPORTING DOCUMENTS

Moving data between applications is extremely useful since it allows you to mix the capabilities of Word with the specialist features of other applications such as graphics or spreadsheet applications. It also avoids the labor 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.

**Note:** In this Appendix the many variants of Windows are collectively referred to as Windows.

#### Importing Data

There are two ways of importing data from other applications 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 Macintosh applications*

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

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

**Notes:** Some applications, eg. Excel and Powerpoint, allow pasted data to be edited within Word. Double-clicking on the pasted data changes the menu bar to that of the originating application allowing the data to be edited. Click outside the area of the data to revert to Words 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 the easiest way to transfer data between different types of computer, eg. Macintosh to Windows PC.

Data from another application needs to have been saved in a 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.

- Quit the application and open Word.

- Select **Open** from the **File** menu. This will present a dialog box. Click on the pop-up menu below **List 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 98 format.

#### *Importing Data from a Windows Application*

Most data saved on a Windows PC can be imported into Word 98. Simply save the data to a floppy disk, insert the PC disk into the Mac and open the data as above.

#### **Exporting Data**

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

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

#### *Using Copy and Paste*

This method will only work for exporting to other Macintosh applications.

Select the data you wish to export and Copy it. Open the application 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 Macintosh applications and all Windows applications.

Open the document you wish to export. Choose **Save As** from the **File** menu. Use the pop-up menu below the **Save File As Type** box to select the file type that you know can be imported by your application. Open the file as normal.

**Remember:** not all formats save all the information contained in a Word 98 file. Text (ASCII) for example will not save any formatting. So make sure that you keep a copy of the document in normal Word 98 format.

#### *Exporting Data to a Windows Application*

- Insert a blank unformatted floppy disk into the Macintosh. In the dialog box presented title the disk and from the **Format** pop-up menu choose **DOS 1.4 Mb**. The disk will format and its icon will display the letters PC.
- The basic procedure for saving your document is the same as above except that the filename should consist of no more than 8 characters and ideally this should be followed by a period/full-stop and a three character extension. **.DOC** is normal for exporting to a Windows version of Word.
- The file on the disk should now be possible to open using a Windows application.