

**Platform:** Mac/PC

**Level of Difficulty:** Beginner

*This document will provide an introduction to Microsoft Word for basic word processing needs.*

### Introduction

Microsoft Word is the most popular word processing program available on all PC and Macintosh computers at the Campus Computing Facilities. Microsoft Word can be used to create documents such as letters, memos, resumes, essays, newsletters, signs, faxes, mailing labels and envelopes, and web pages.

### Opening the Program

#### On a PC:

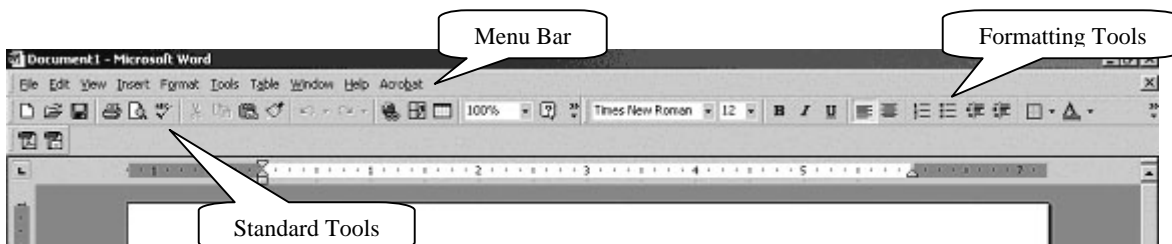
The easiest way to open Microsoft Word is to double-click the icon labeled **Microsoft Word** on the desktop or the icon in the taskbar. Otherwise, click on the START button in the lower left corner of the screen. The **Start Menu** will appear. Point to the **Programs** item on the **Start Menu**, then point to the **Microsoft Office 2000** item. Finally, point and click on the **Microsoft Word** item. The Microsoft Word program will open in a new window.

#### On a Macintosh:

On a Macintosh, the Microsoft Word program will also open from the icon located on the **Dock**. Otherwise, double-click on the **Hard Disk** icon on the desktop and a window will open containing more icons. Look for the **Applications** folder icon and double-click to open. Double-click on the **Microsoft Office X** folder and then the **Microsoft Word** icon to open the application in a new window.


### Getting Things Done

The Microsoft Word program provides you with two or more ways to get any one thing done. At the top of the program window you will find two important components: the menu bar and the toolbars. The menu bar is made up of the menus at the top of the screen labeled "File, Edit, etc.". The toolbar(s) are located below the



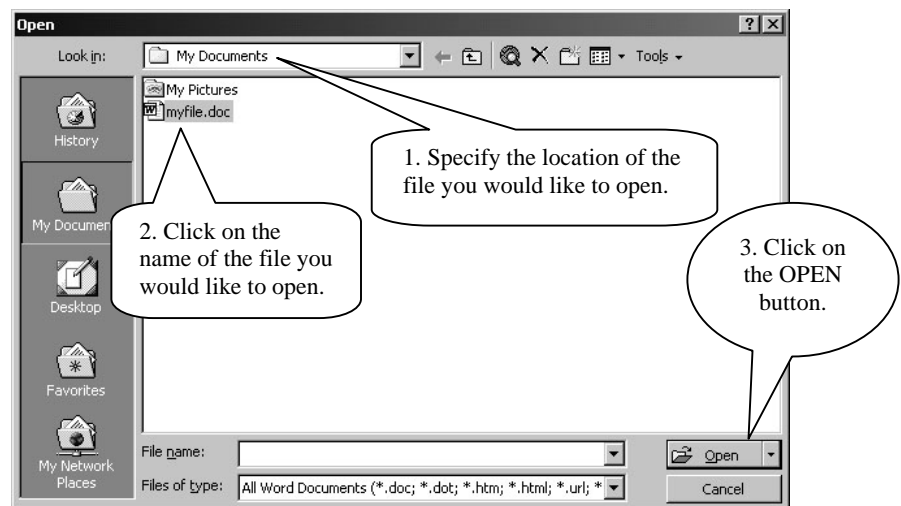
menu bar and are made up of buttons labeled with various pictures. Everything that you can do in Microsoft Word can be accomplished either by using the menu bar or the toolbars. In order to familiarize you with both, the instructions that follow will jump between using the menu bar and toolbars. Additional toolbars and buttons can be added through the **View** menu on the menu bar if desired. If you ever do not see an option on a menu that you know is there, click on the arrows at the bottom of the menu or the end of the toolbar to see all hidden options.

### Starting a New Document

 When the Microsoft Word program is open, you should see a large white area displayed on the screen. This is where you can begin to create your new document. If you want to start a new document at any time, click on the **NEW DOCUMENT** button in the top right corner of the screen, below the menu bar. When you do, a new blank document will appear.

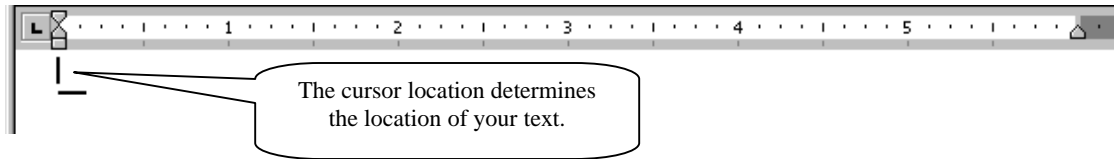
### Opening an Existing Document

To open an existing document, double-click on the document icon, or go to the **File** menu on the menu bar and click **Open**. Specify the folder or disk drive containing the file you would like to open by clicking on the field labeled **Look In:** on a PC, or the pull-down menu next to **From:** field on a Mac. Once the location where documents are located has been selected, all available files will be listed in a large field beneath the location. Next, click on the particular file you would like to open in Microsoft Word, or type in the file name in the box. When you are finished specifying both the location and name of the file, click the **OPEN** button. The document will open in Microsoft Word.



### Typing

The large white area resembling a blank sheet of paper is where you will create your document. Notice the blinking cursor on the top left corner of the page. The cursor is the location at which typed text will appear. Begin typing and the cursor will follow any characters you have typed. At any time, you can force the cursor to go to the next line by hitting the “enter” or “return” key. Otherwise, when you reach the end of a line, continue to type and your text will proceed to the next line automatically.



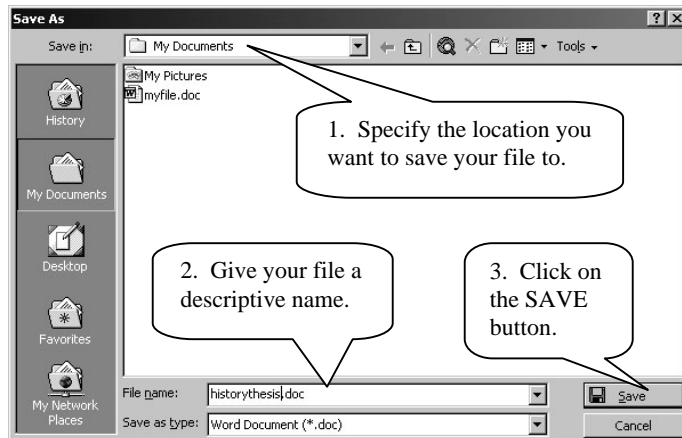
In order to delete text located to the right of the cursor, hit the “delete” key. In order to delete text located to the left of the cursor, hit the “backspace” key. If you want to change something anywhere in the text, you can click the mouse on that spot and the cursor will appear there. You cannot, however, use the mouse to move the cursor anywhere on the page where you have not yet typed. The mouse can also be used to select large blocks of text for deletion, copying, cutting, or formatting. Click and drag the mouse to select the text, then use the menu bar or toolbar commands to perform the desired operation on the selected text.

### Saving a Document

It is a good idea to save your document many times during the course of its production. It is an infrequent but tragic event when computers freeze or crash, destroying theses, essays, and lab reports. Protect your work by saving often.

The first time you save your document, click on the **File** menu located on the menu bar. Click on **Save** and a dialogue box will appear. You will need to follow three steps in order to save your document correctly. Specify the location to which you want to save the file by clicking on the down arrow and navigating through the computer structure. When you have decided on the location (usually A: or My Documents on a PC), look toward the bottom of the box for the field named **File Name** on a PC or **Save As:** on a Mac. In this field, type a descriptive name for your work. Next, decide in which file format to save your document by clicking on the field labeled **Save as Type** on a PC or **Format** on a Mac. For now, leave this field alone so it displays “Word Document” (for an explanation of file formats see the *Saved File Types* section, page 10). Click on the **SAVE** button to save your file.

After you save your document for the first time, you can quickly and easily update the saved file with changes you have made. Click on the **SAVE** button on the standard toolbar located directly below the menu bar.



### Changing the Language

The default language of Microsoft Word is American English, but often people will want to type in another language. You should specify the language in which you will be

typing to be able to spell check the document in the editing phase. In order to change the language, go to the menu bar and click on the **Tools** menu. Point to **Language** and click on **Set Language**. Highlight the desired language and click on **DEFAULT**. The language is now set. For more information on using international or special characters, see the *Special Characters* section of this document on page 9.

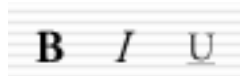
### Highlighting Text

Any time you highlight a portion of text, you tell Microsoft Word that you wish to manipulate that text in a particular way. You may want to underline the text, change the font, or delete everything you highlighted. In order to highlight a portion of text, position the mouse before the first letter. Click and hold the mouse button down, dragging the mouse to the end of the portion of text. Notice that your text turns a negative color. That portion is now highlighted. Once you are finished formatting a given block of text, you can de-highlight it by simply clicking elsewhere on the page. To easily highlight all of your text at once, click on the **Edit** menu on the menu bar. Click on **Select All**. Once you have highlighted all or some of your text, you are ready to format it. Formatting simply means manipulating your text by changing its size, typeface, alignment, color, or spacing.

**This is text I have highlighted.**

### Size and Typeface

In order to change the size and typeface of your text, highlight the text you wish to change. Next, look to the “formatting” toolbar. You will find two fields: one that displays the size of the current font (most likely 12) and one that displays the typeface (Times New Roman by default). Click on the down arrow next to either field and click on the desired size or typeface for your highlighted text.



Every typeface has the option of being displayed in bold, italics, or underlined. Once you decide on the typeface and size of your font, choose whether you care to display it in any combination of these three styles. While the text you wish to change is highlighted, find the **BOLD**, **ITALIC**, and **UNDERLINE** buttons on the “formatting” toolbar. Click on any or all of these buttons once and your text will be displayed accordingly. If you wish to remove the bold, Italic, or underline options from your highlighted text, simply highlight the text and click the respective button again.

### Colors and Borders



To change the color of text, look for the **FONT COLOR** button located on the “formatting” toolbar on the far right, labeled with a capital “A” on a PC. The color underlining the “A” is the color your text will be changed to if you highlight your text and click on the button. If you wish to choose a different color, click on the down arrow next to the “A” and select it from the palette. Using the mouse, click elsewhere on the page in order to de-highlight your text and see the finished product.

To add a border around a block of text, highlight that portion of text. On the “formatting” toolbar find the button near the **FONT COLOR** button that is labeled with



the outline of a box. This is the **BORDER** button. Clicking on the **BORDER** button will apply a single line box border around your text. If you desire a different type of border, click the down arrow next to the button. Select the desired border from the palette provided. Using the mouse, click elsewhere on the page in order to de-highlight the text.

Performing these same formatting tasks through the menus on the menu bar can often give you more options than the pull-down options next to the button. Most “formatting” toolbar options are found under the **Format** menu on the menu bar.

### Alignment and Line Spacing

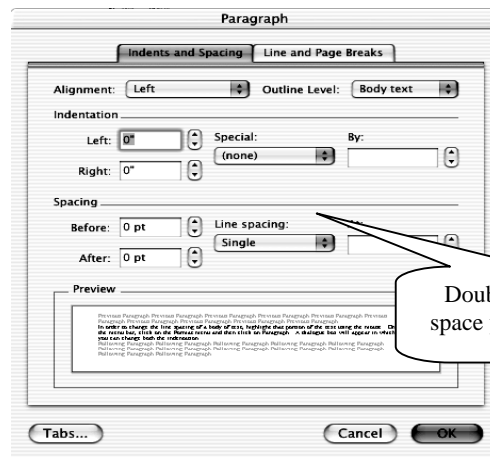
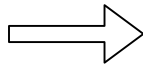
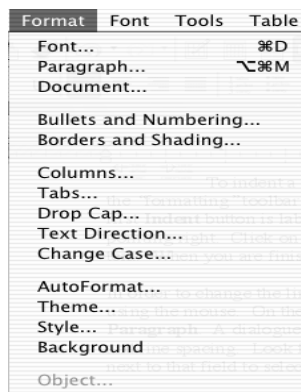


Alignment options place text flush to the left or right side of the page, centered on the page, or justified so it fills the page from left to right. As you type you may notice that Microsoft Word automatically aligns your text to the left. In order to change the alignment, click on the desired alignment option from the “formatting” toolbar. The **Alignment** buttons from left to right are **LEFT JUSTIFY**, **CENTER**, **RIGHT JUSTIFY**, and **FULL JUSTIFY**.



To indent a large block of text, highlight that portion and once again look to the “formatting” toolbar for the **INDENT** buttons toward the right side of the toolbar. The first **INDENT** button is labeled with an arrow pointing to the left, the next with an arrow pointing right. Click on either one to increase or decrease the indent of your highlighted text. When you are finished, click elsewhere on the blank page to de-highlight the text.

In order to change the line spacing of a body of text, highlight that portion of the text using the mouse. On the menu bar, click on the **Format** menu and then click on **Paragraph**. A dialogue box will appear in which you can change both the indentation and line spacing. Look for the field labeled “Line spacing”. Click on the down arrow next to that field to select **double**, **1.5**, **single**, or set your own custom spacing.



Double-space or single-space your document here.

## Presetting Formatting

If you have a basic format that you would like to establish before you begin typing your document, click on the **Format** menu on the menu bar. Click on either **Paragraph** or **Font** depending on what aspect you want to establish. Select the specifications for your document under each of these menu items by changing indentation and line spacing, as well as font size and type. Keep in mind that these settings will hold for the entire document unless you highlight a block of text and specify otherwise.

## Tabs

A particularly useful aspect to preset before you begin typing is the tab stop. The tabs are set by default to every half-inch of the document. In other words, every time you hit the “tab” key, the cursor will jump ahead one half-inch. In order to set your own tab stops, click on the **Format** menu on the menu bar. Click on **Tabs** and a dialogue box will appear. You can alter the default tab stop or type in specific tab stops in the field labeled “tab stop positions.” Once you enter in a particular measurement for your tab stop, click the SET button. In order to remove existing tab stops, click on the stop listed on the left and click on the CLEAR button.

## Bullets and Numbering

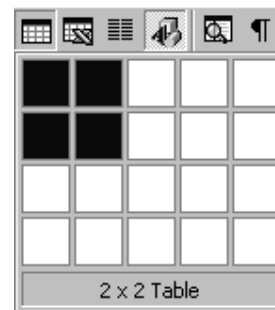


If you are typing a list of points or items, you may want to use bullets or numbers. Before you begin to type your list, click on either the BULLET button or the NUMBERING button located next to the INDENT buttons on the “formatting” toolbar. Click on either one and begin typing. Each time you have a new list item, hit the “enter” or “return” key. When your list is complete, click either button again. You can also highlight a typed list and hit one of these buttons to add bullets or numbers to your text. Different bullet sizes and styles as well as lettering and numbering styles can be selected by highlighting the list, going to the **Format** menu, and selecting **Bullets and Numbering...**

## Columns and Tables

You can organize your document or parts of your document in columns or tables in Microsoft Word. To turn columns on and set their size and number, go to the **Format** menu and select **Columns**. You can select one of the preset column formats or designate your own by typing in the number of columns and their width and spacing into the window. To turn columns off, select the one-column preset from this window.

Using tables, you can arrange text inside of cells. Tables are not only useful for creating charts of text, but are also useful in positioning text just the way you want it displayed on the screen. By eliminating a table’s border, groups of text can be aligned and arranged in particular ways without showing the lines demarcating cells that contain the text – perfect for resumes. In order to create a table, click on the INSERT TABLE button on the standard toolbar located below the menu bar. The INSERT TABLE button resembles a grid line chart. Do not confuse it with the INSERT EXCEL



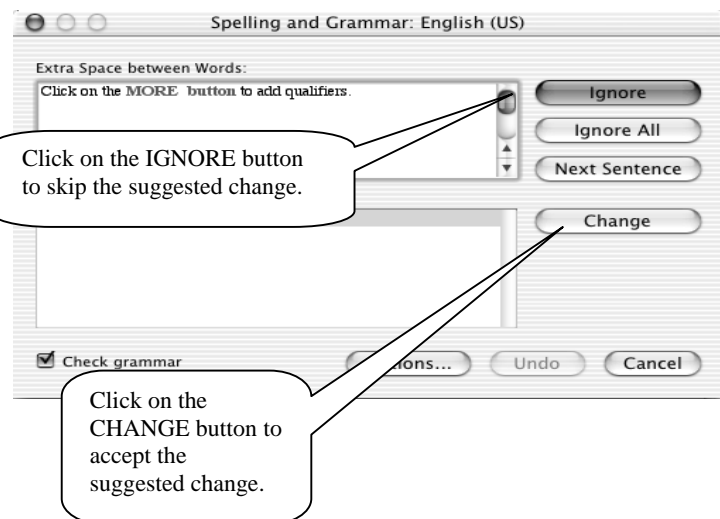
WORKSHEET button, which is differentiated only by an “X” graphic in front of the grid line chart.

When you click the INSERT TABLE button, a menu made up of blank squares will drop down. Drag the mouse to select the number of rows and columns you want your table to have. When you are satisfied, click the mouse. A table will appear in your document conforming to those dimensions.

Formatting tables works like any other formatting in Microsoft Word. If you highlight the entire table you can change its border, the font style, as well as the line spacing. However, the true advantage of using a table is that you can click and drag the cell boundaries to any size you want. You can make the cell borders disappear by using the same BORDER button as discussed previously and selecting the grayed-out border option from the menu.

### Spelling and Grammar Check

In order to spell and grammar check your document, click on the **Tools** menu on the menu bar and click on **Spelling and Grammar**. A dialogue box will appear that will begin to make suggestions pertaining to your document. Click on the CHANGE button in order to accept the suggestion made or the IGNORE button to reject it. If you repeatedly encounter a word or phrase you know to be correct but the Spell Check continuously brings up, click on the IGNORE ALL button. A final option is to click on the sentence itself and make the correction, after which you must click CHANGE for the alteration to take effect.



### Copy, Cut and Paste

As you edit your document, you may find that entire sections of your text should be moved or copied from one place in your document to another, or even between documents. Removing text or moving text from one place to another is referred to as “cutting” while duplicating text is referred to as “copying”. When the text is placed somewhere new it is called “pasting.”

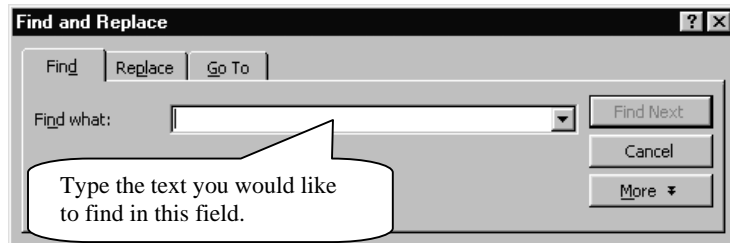
In order to cut a section of your typed document, highlight the desired text. While the text is highlighted, click on the **Edit** menu on the menu bar. Click on **Cut**. The highlighted text will disappear from its original location. Next, position the cursor at the location where you want text to reappear. This may be in the same document or it may be in a completely new one. Once again, click on the **Edit** menu on the menu bar. Finally, click on **Paste** on the menu bar and the text will reappear at the new location.

In order to copy a section of your typed document, highlight the desired text. While the text is highlighted, click on the **Edit** menu on the menu bar. Click on **Copy**. The highlighted text will remain in its original location. Next, position the cursor at the location where you want the text to be duplicated. Once again, click on the **Edit** menu on the menu bar and select **Paste**. The text will be duplicated at the new location.

### Finding and Replacing

As you edit, you may find that you wish to jump to a particular section in your document. However, you do not need to hunt through endless pages of text in order to arrive at the desired paragraph. If you

wish to find a particular word or phrase in your document, click on the **Edit** menu on the menu bar. Click on **Find** and a dialogue box will appear.

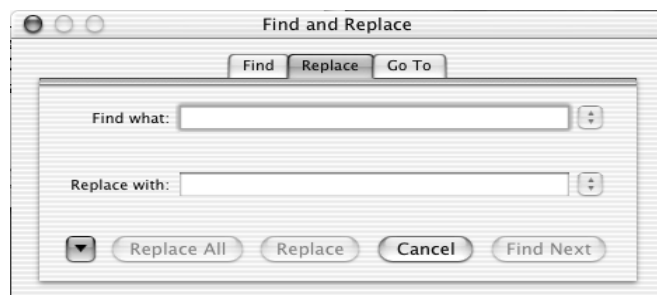


In the field labeled “Find

what:” type the word or words you are looking for. Click the FIND NEXT button and Microsoft Word will take you to the first occurrence of the particular word or phrase. Click on FIND NEXT again and it will take you to the next occurrence, and so forth. Click on the MORE button to add qualifiers to your search, such as capitalization requirements.

If you want to change a word or phrase used throughout your document, you can use the **Find and Replace** feature. This

is also very useful if you have a very long or complicated name or word that keeps coming up; as you type, simply abbreviate it and then change it to the full version at the end with this option. On the **Edit** menu click on **Replace** and a dialogue box will appear. In the



“Find what:” field, type what you want to replace. In the field labeled “Replace with:” type what you would like to replace the found item with. Click on the REPLACE button to change each instance one at a time. Click on the REPLACE ALL button to replace every instance at once. Click on the MORE button to add qualifiers. Simply clicking FIND NEXT will not change that instance but will keep looking for more.

### Page Numbers

To include standard page numbers, click on the **Insert** menu and click on **Page Numbers** for a dialogue box to appear. Specify the alignment and location of the page numbers by clicking on the respective field. If you want more than just page numbers on every page, you will want to use headers or footers.

## Headers and Footers

Any information located at the top or bottom of the page is commonly known as a header or footer, respectively. In order to edit what appears at the top and bottom of each page, click on the **View** menu and click on **Headers and Footers**. Doing so will display the blank space at the top of your page where you can include certain information.

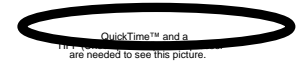


If you would rather include the information at the bottom of each page, scroll down to the footer at the bottom of the page or click on the button highlighted above to switch between headers and footers. Click on the **Insert Auto Text** menu to see a list of text that can appear on every page, such as date, time, filename, etc. or type in your own text directly into the header or footer. Double-click on the document text when you are finished inserting text in the header or footer.

## Footnotes and Endnotes

To cite or reference a source you have used in your document, you may wish to use a footnote or a list of endnotes. If you want to include either a footnote or endnote in your document, position the cursor at the location in the document you would like it to appear. Click on the **Insert** menu and click on **Footnote**. Click on either the footnote or endnote option. Click on OK when you are ready to insert it.

Depending on whether you have chosen to insert a footnote or endnote, the cursor will either jump to the end of the page or the end of the document. Type your footnote or endnote in the space provided.



## Special Characters

In Microsoft Word, symbols and foreign language letters can be directly added to the document by going into the **Insert** menu and selecting **Symbol**. You will get a dialogue box. On the **Symbols** tab, make sure that the font is set to (*normal text*) for most special letters. Icons and other symbols can be found under other options. The **Special Characters** tab is used for more common grammatical symbols.

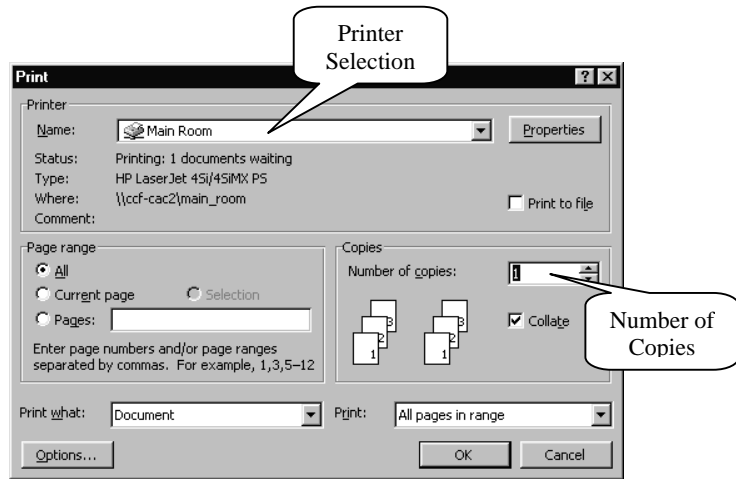
Find the character you want by clicking on the box it appears in. Click on INSERT to place the character in your document exactly where you left the cursor. When you add the character, it will show up in the font that you are currently using. If you are going to use the character frequently throughout the document, you should take note of the Shortcut Key listed in the box when the character is highlighted and use that keystroke combination instead of the menu option. If there is no shortcut key or you prefer to use your own, click on SHORTCUT KEY. This option will prompt you to choose a customized shortcut keystroke combination to make it quicker and easier to insert that character.

## Printing and Page Setup

Before you proceed to print your document, click on **Print Preview** on the **File** menu. Your document will be displayed so that you can review its layout and get an idea of

what it will look like once printed. Once you are finished reviewing your document, click on CLOSE on the toolbar.

To change your document's direction from portrait (vertical) to landscape (horizontal), go to the **File** menu and choose **Page Setup** to adjust the page orientation. In order to print your document, click on the **File** menu and click on **Print**. A dialogue box will appear in which you can specify the number of copies or the specific pages you wish to print. When you are ready to print, click on the OK or PRINT button.

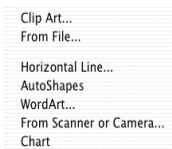


### Saved File Types

When you saved your document, you noted that there was a field named “Save as Type”. The standard file type for all your Microsoft Word documents defaults to the Microsoft Word Format (.doc). However, if you wish to open your document in a previous version of Microsoft Word or another word processing program, click on this field before you save. A list will drop down from which you can select various formats. If you are unsure, most if not all word processors, Macintosh or PC, understand the Rich Text Format (RTF). Once you have chosen a file format, click on the SAVE button.

### Inserting a Picture

You can insert clip art, your own pictures on file, autoshapes, or word art through the **Insert** menu by selecting **Picture**. Each option will bring up more options on how to insert the desired picture. Examples of each are given below:



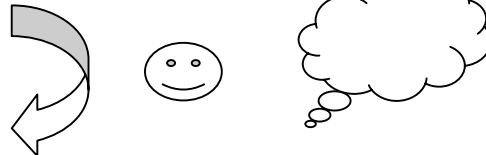
Clip Art:



Word Art:



Auto Shapes:

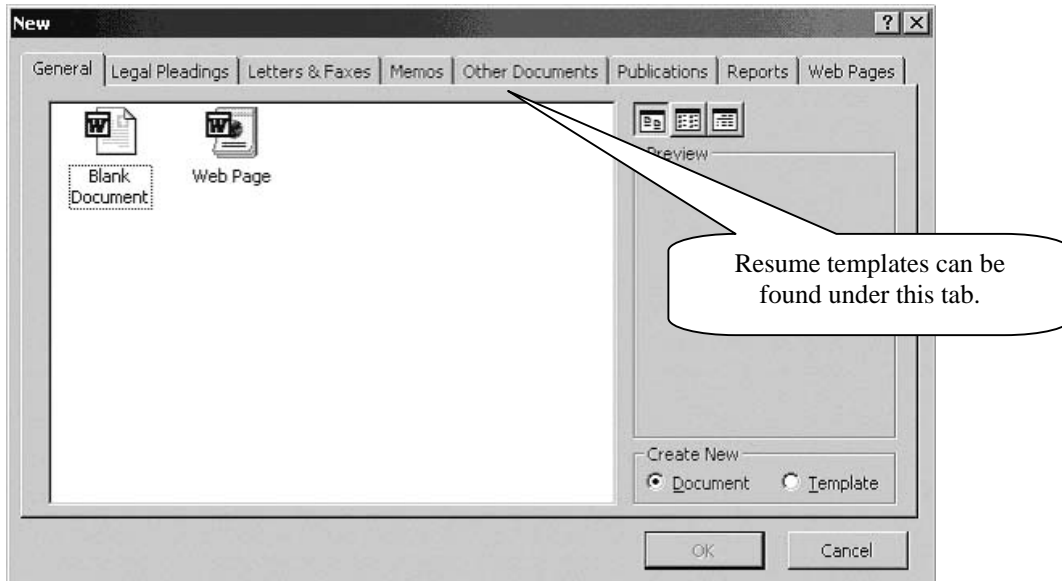


### Inserting an Excel Worksheet or Chart

If you are familiar with Microsoft Excel, you can insert a worksheet directly into any Microsoft Word document. This will allow you to chart information dependent on mathematical operations and functions. Click on the INSERT EXCEL WORKSHEET button to which you can find on the standard toolbar. For further information regarding the capabilities of Microsoft Excel, see the lab's *Microsoft Excel* documentation.

## Templates

For commonly used document types, like resumes, fax cover sheets, memos, and letters, Microsoft Word provides customizable templates. Go to the **File** menu and select **New**. You will be presented with a choice of the type of new document you want. Select the appropriate template and begin customizing.



## Where to get more help...

- The Microsoft Word “Help” menu located on the menu bar
- A Consultant on Duty
- The Microsoft Website (<http://www.microsoft.com>)
- Some labs may have software manuals available for your use