ITS Information Technology Service

Guide 12

Version 1.0

An Introduction to Microsoft Word 2003

This document provides a hands-on, beginner's guide to word processing using Microsoft Word. No previous knowledge of word processing is assumed. However, it is essential that you are familiar with the Microsoft Windows interface and know how to use a mouse.

If you are using Word on the Networked PC service you will find a file suitable for carrying out the later exercises in the ITS folder on the T: drive.

Document code: **Guide 12**
Title: **An Introduction to Microsoft Word 2003**
Version: **1.0**
Date: **May 2007**
Produced by: **University of Durham Information Technology Service**

Copyright © 2007 University of Durham Information Technology Service

Conventions:

In this document, the following conventions are used:

- A typewriter font is used for what you see on the screen.
- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A ***slanted typewriter font*** is used for items such as filenames which you should replace with particular instances.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- A **bold font** is also used where a technical term or command name is used in the text.
- Where two keys are separated by a forward slash (as in **Ctrl**/**B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.

Contents

1 Introduction 1
- 1.1 The aim of this document 1
- 1.2 Before you begin 1

2 Starting up Word 1

3 The Word screen 2
- 3.1 Introduction 2
- 3.2 Using the help facilities 2
  - 3.2.1 Office Assistant 3
- 3.3 The screen components 3
  - 3.3.1 The Menu Bar 3
  - 3.3.2 The Standard Toolbar 4
  - 3.3.3 The Formatting Toolbar 4
  - 3.3.4 The horizontal ruler 5
  - 3.3.5 The status bar 6
- 3.4 The mouse pointer in Word 6
- 3.5 Giving commands 6

4 Creating your first Word document 7
- 4.1 Entering text 7
- 4.2 Saving a document to disk 8
- 4.3 Closing the document 10
- 4.4 Exiting Word 10
- 4.5 Opening an existing document 10

5 Design decisions about your document 11
- 5.1 Document presentation 11
  - 5.1.1 Punctuation 11
  - 5.1.2 Font style and size 11
  - 5.1.3 Paragraph spacing and line indents 12
- 5.2 Decisions about printing 12
  - 5.2.1 Selecting the printer 13
  - 5.2.2 Paper size and orientation 14

6 Editing text 14
- 6.1 Insert and Overtype modes 14
- 6.2 Selecting text 15
  - 6.2.1 Deleting text 17
  - 6.2.2 Moving text 17
  - 6.2.3 Copying text 17
- 6.3 Word count 18
- 6.4 Saving as you work 18

7 Moving around a larger document 19
- 7.1 By direction / location 19
- 7.2 By content — the Find command 20

8 Formatting text 21
- 8.1 Character formatting 22
  - 8.1.1 Bold, italic and underlined text 22
  - 8.1.2 Changing fonts and character size 23
- 8.2 Paragraph formatting 23

8.2.1 Aligning text 24
8.2.2 Adding space before and after paragraphs 24
8.2.3 Indenting paragraphs 25
8.2.4 Changing line spacing 26

9 Completing your document 26

9.1 Search and Replace 26
9.2 Using the spellchecker 28
9.3 Inserting and deleting page numbers 30
9.4 Saving your work 32

10 Printing your document 32

10.1 Print preview 32
10.2 Printing 33

11 Safeguarding your work 34

11.1 File size 34
11.2 Saving your work to disk 35
11.3 Backing up your disks 35
11.4 Automatic Save option 35
11.5 Working with other file types 36
11.5.1 Other word processing applications 36
11.5.2 Other versions of Word for Windows 36

12 Page formatting 37

12.1 Inserting page breaks 37
12.2 Keeping paragraphs together 38
12.3 Headers and Footers 38
12.4 Margins 40

13 Miscellaneous topics 40

13.1 Inserting simple graphics 40
13.2 Inserting special characters 41
13.3 Quick move and copy 41
13.4 Formatting paragraphs using the ruler 42
13.5 Inserting fields (such as dates) 43
13.6 Inserting a text watermark 44
13.7 Automatic correction functions 44
13.7.1 AutoCorrect tab 44
13.7.2 AutoFormat As You Type tab 44
13.7.3 AutoText tab 44
13.7.4 AutoFormat tab 44

14 Different views on your document 45

14.1 Print layout view 45
14.2 Normal view 45
14.3 Web layout view 45
14.4 Zoom 45
14.5 Outline view 46
14.6 Document Map 46

15 Working with multiple windows and documents 46

15.1 Splitting the document window 46
15.2 Working with multiple documents 47
15.3 Ending your session 48

16 Further information about Word 48
16.1 Creating numbered and bulleted lists 48
16.2 Creating tables 49
16.3 Creating and editing footnotes 49
16.4 Using styles and templates 49
16.5 Using the Equation Editor 50
16.6 Using Microsoft Graph 50
16.7 Using AutoText 50
16.8 Using the mail merge facilities 50
16.9 Importing from other applications 50
16.10 Manuals and other documents 50

Appendix A: Standard Toolbar 51

Appendix B: Formatting Toolbar 53

Appendix C: Quick key commands 55

Click here to download full PDF material