

Introduction to MS-Word

Welcome to *Microsoft Word 97*, which is one of most powerful and widely used word processing programs. Whether you want to type a simple letter or produce a complex book, *Word* can handle the job for you. These notes are only intended to get you going with the basic operation of *Word*. Books of several hundreds of pages have been devoted to the "ins" and "outs" of *Word* and even the most experienced *Word* users keep discovering new capabilities, features or possibilities. We just aim to give you sufficient confidence to type simple documents such as essays and projects. As you start using *Word*, you will discover new features as you go along. Do not be afraid to experiment or share your experiences with your fellow students.

What Is Word Processing?

Word processing can be defined as *the use of software to aid in the composition, revision, filing and printing of text*. You are not limited to text, however, you can also edit graphics, clip-art, and word "art". Why, your *Word* documents can even incorporate animation and sound!

Why Word Processing Instead of Using Typewriters?

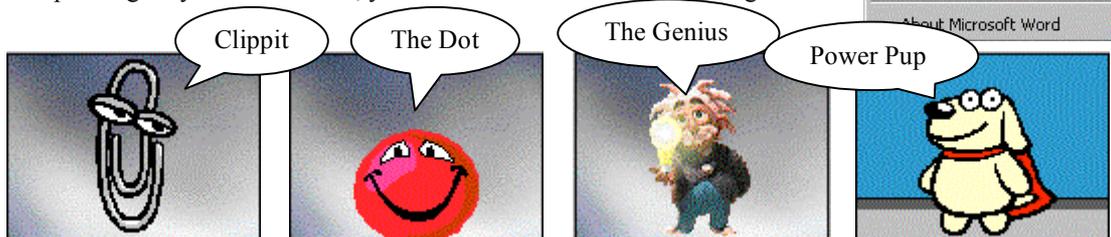
Today's word processing software has rendered the typewriter almost completely obsolete. The original purpose of a word processor was to produce simple printed documents such as business correspondence and small reports. Nowadays word processors (and printers) are used for all but the most demanding typesetting jobs including stunning full-colour productions and electronic publications. The following are just some of the advantages of word processing instead handwriting or typing.

- Easy editing and re-use of (parts of) previously created documents.
- Advanced graphic capabilities e.g. use of clip-art, drawings, pictures and "word art".
- Assistance of electronic dictionaries, thesauruses and grammar checkers.
- Attractive layout elements are easily incorporated e.g. different fonts, borders, and watermarks.
- Automation of error-prone routines such as page numbering or constructing a table of contents.
- Full integration with other productivity software (spreadsheets, databases, presentations).

How to Get Additional Help

Word 97 comes with a very comprehensive help system. *Use it!* You can get on-line assistance in one of the following ways.

- Leave the mouse cursor for 2 seconds above any icon and a small text box will explain its function.
- Press the <F1> function key to search the help resource file on any specific topic
- Select the Help menu (click on the menu option or press <Alt>-H) to display the various Help menu options, including an alphabetical *index* of all keywords and the *contents* organized in a logical way.
- Use the *digital assistant* or *help wizard*. They will look up anything you want and even offer advice when they see a better way of doing things. Depending on your installation, you could have one of the following.



Basic Word Processing Concepts

Characters, Words and Paragraphs

The smallest element with which you will work is the *character*. A character can be a letter, digit, punctuation symbol or any other symbol. Each letter can be formatted differently as in:



The *format* of text refers to the way it looks (e.g. bold, large) and where it is positioned (e.g. on the left).

Several characters together make up a word. *Words* are separated by a blank *<Space>*.

Words are grouped together in sentences. One or more sentences make up a paragraph. A *paragraph* is anything that ends with the *<Return>* or *<Enter>* -key. Paragraphs are a very important entity in word processors; they have their own special formatting characteristics such as alignment, line spacing, borders and indents.

All your paragraphs together will constitute your *document*, which is normally saved in a single file. Very large documents may be split up in different files for convenience.

A big difference between *typewriting* and *word processing* is how *lines* of text are processed. As you type, a word processor will automatically move a word that does not fit at the end of the line to the beginning of the next line. This is called "wrap-around": you don't have to (and *shouldn't!*) press *<Return>* to indicate the end of a line and move to the next one.

Document Layout: WYSIWYG?

A word processor displays your document more or less in the same way as it will appear in printed form. The aim is that "What-You-See-Is-What-You-Get" (*WYSIWYG*). Since a monitor does not have exactly the same characteristics as a printer, this may not always be the case. Coloured text on screen will print out as a shade of gray on a laser printer; fuzzy letters on your monitor will print out with sharp edges; what looks like a perfect picture may be far less clear on paper. When you change printers, the word processor may adjust the page layout if it "knows" that the printer cannot print beyond certain margins or uses a different size of paper.

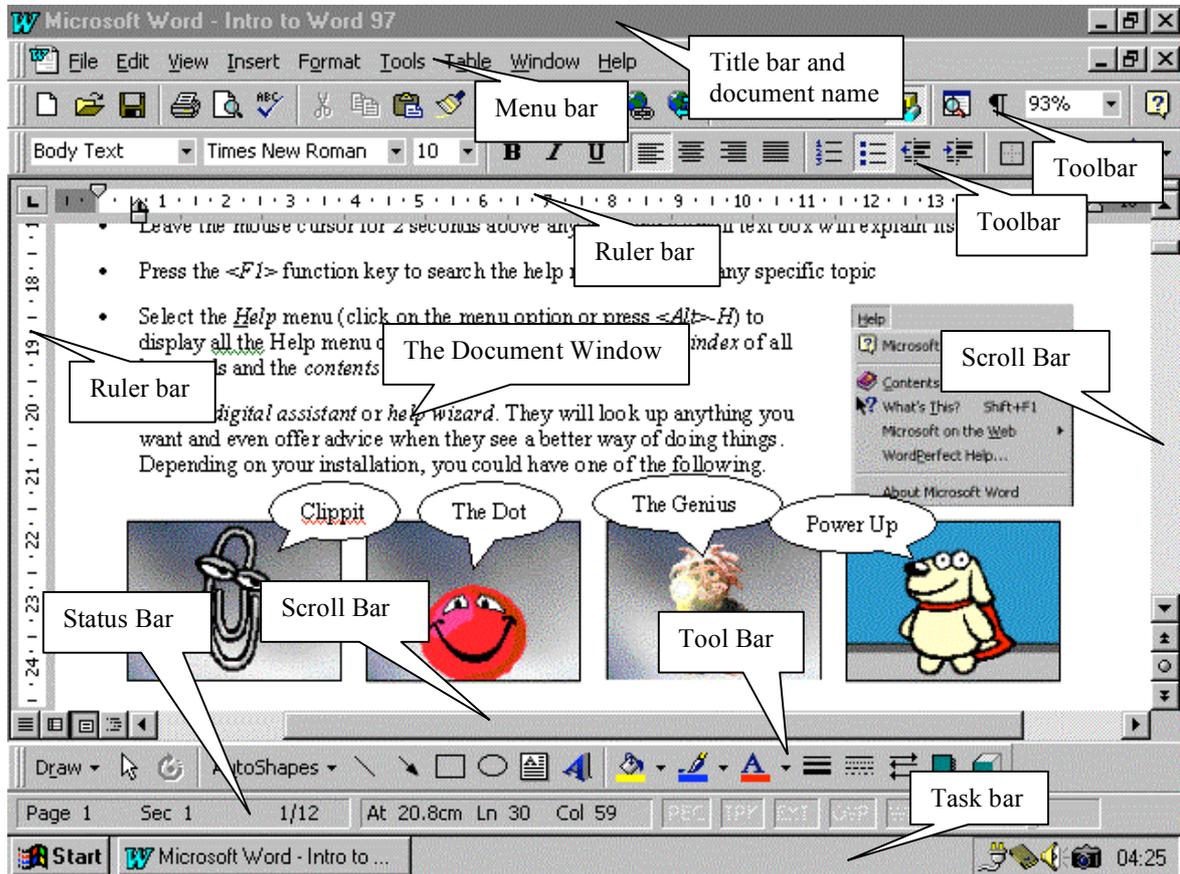
Word Processing Rules

There are a number of important *rules* with respect to word processing. If you are used to typewriters, you may want to take special note of these rules.

1. Never use the *<Enter>*-key to mark the end of a *line*. Your word processor will automatically wrap-around to the next line. The *<Enter>*-key should only be used to *end a paragraph*. This is important because every time you change the page side margins or the font size, your lines will break at a different word.
2. If you want to align the beginning of a word or sentence at another place than the left margin, don't use the *<Space>*-bar to insert the required blank space to visually align the text. This will result in a very ragged edge at best, or jumbled text at worst, when you make even the slightest change at a later stage (e.g. inserting a new word or changing the formatting). Aligning text is done using the *<Tab>*-key, paragraph indenting, or the table feature.
3. Save frequently and make regular backups of important documents on different disks. Even if *you* don't make any drastic mistakes, a *bug* in the software may corrupt your entire document. No one that I know has ever adopted this rule *before* they've lost at least a solid week's work. May you be the first!

The Word 97 Window Elements

The editing window of *Word* can appear quite intimidating at first. It has indeed so many icons and options. But they are grouped together quite logically and consistently. A great advantage is that, once you have got used to the *Word* interface, working with other Windows applications will go that much quicker. You find a typical *MS-Word* screen below. Your screen may differ slightly, depending on how your system is set up.

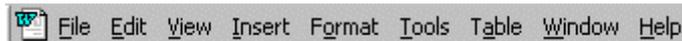


Toolbars



The *toolbars* have little icons or *buttons* that perform a variety of tasks. Just *click* the icon once to activate. If you are not quite sure what the button does, hover your cursor for two seconds above the button and a small explanatory text will appear. The screen above shows three toolbars: the *standard* toolbar (which you will find in all Office 97 applications), the *formatting* toolbar (which contains the most used text formatting commands) and, at the bottom, the *drawing* toolbar. You can add or delete toolbars by right-clicking on any toolbar and (de-)selecting from the pop-up list of possible toolbars. You can also move toolbars from top to bottom or turn them into “floating” toolbars by dragging them to the desired location.

Menu bar



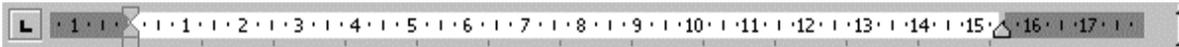
All commands, including those not found on the toolbars, are available from the menus. Choose any menu by clicking the desired menu option or press the *<Alt>*-key in combination with the *underlined* letter of the menu option. For example, to access a *File* command, press *<Alt>-F*.

Scroll bars



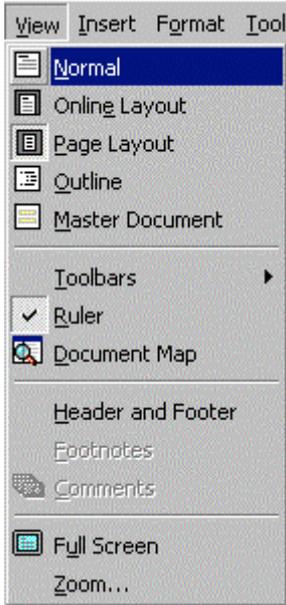
The use of the scroll bars is explained in “*Quick Start to Windows 95*”. Note the *Find/Jump Page* buttons on the *vertical* scroll bar.

The Ruler Bars



The horizontal and vertical ruler bars indicate the position of the text in relation to the current page: the *white* space indicates the text area and the *gray* area refers to the page margins. The numbers give the position in centimeters (or inches, depending on your preference). The ruler also provides you with a quick way to set *Tabs*: just double-click on the ruler where you want the new tab and right-click to set the type of tab or dot leader. You can also adjust your page margins and paragraph indent on the ruler bar. Remove the rulers from the windows by selecting the *View Ruler* command.

Different Document Views



One of the main purposes of a Graphical User Interface operating system, such as Windows 95, is to ensure that “*What-You-See-Is-What-You-Get*” a.k.a. *WYSIWYG*. *Word 97* tries to give you as close an approximation to the final printed product as possible. However, for editing purposes, you may not always wish to see the *exact* same thing as the final print-out. Select the desired document view from the *View* menu or click its button on the right of the horizontal scroll bar.

Normal: in this view, you see the *main text* area almost exactly the way the way it will be printed out, but leaves out page formatting such as headers and footers.

On-line Layout: changes the layout in order to make it easier for you to edit. It has a document layout window on the left which shows you the document structure and re-formats the document so that you can see as much text as possible within the window.

Page Layout: shows you exactly how it will be printed out, including page numbers, headers, footers and page margins. This is the preferred view but may slow you down when working with a big document.

Outline: does not show the actual text but just the various headings. Ideal if you want to see or modify the overall structure of your document.

Full Screen: takes away all toolbars, rulers, menus and even the title bar so that you can see as much of your document on screen as possible. The only remaining non-document item is the floating “*Full Screen*” window. Click on it to close the full screen and return back to the normal window view with all its toolbars.

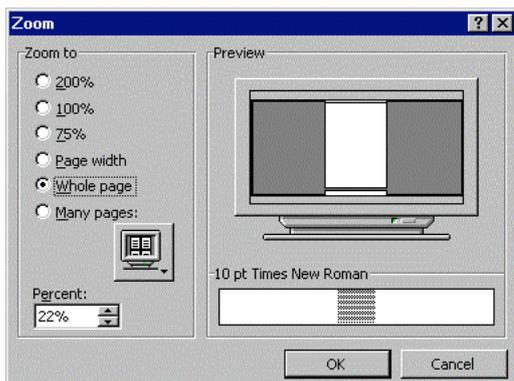
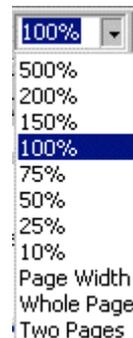


There are another two document view-related options available from the standard toolbar.



Print Preview: gives you an exact view of how the printed page will look like. Select print preview by clicking the *Print Preview* Icon on the standard toolbar or selecting the *Print Preview* option from the *File* menu.

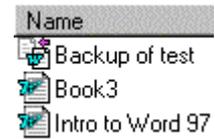
Zoom factor: the percentage factor by which the screen should be enlarged (>100%) or reduced (<100%). You can specify this factor with the *Zoom* option of the *View* menu (see below) or by using the *drop box* on the standard toolbar (see right).



Creating a New Document

There are various ways of creating a *Word* document.

How to Start Word



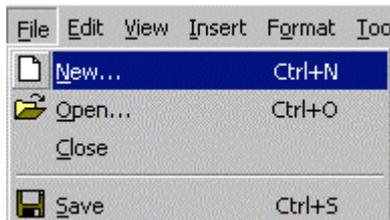
If you click on an existing *Word* document file on the desktop or *Windows Explorer*, *Windows* will automatically load *Word* and open the document for you. You may also have the *Create a New Document* icon on your *Windows* desktop or on the *Start* menu. Alternatively, you can load *Word* directly from a desktop icon or from the *Program Start* menu. In the latter case, you will face a blank screen, which means you start creating a new document right away. The *default name* of your new document is *Document1*. When you *save* your document the first time, *Word* will prompt you for a new name.

Starting with another Blank Document



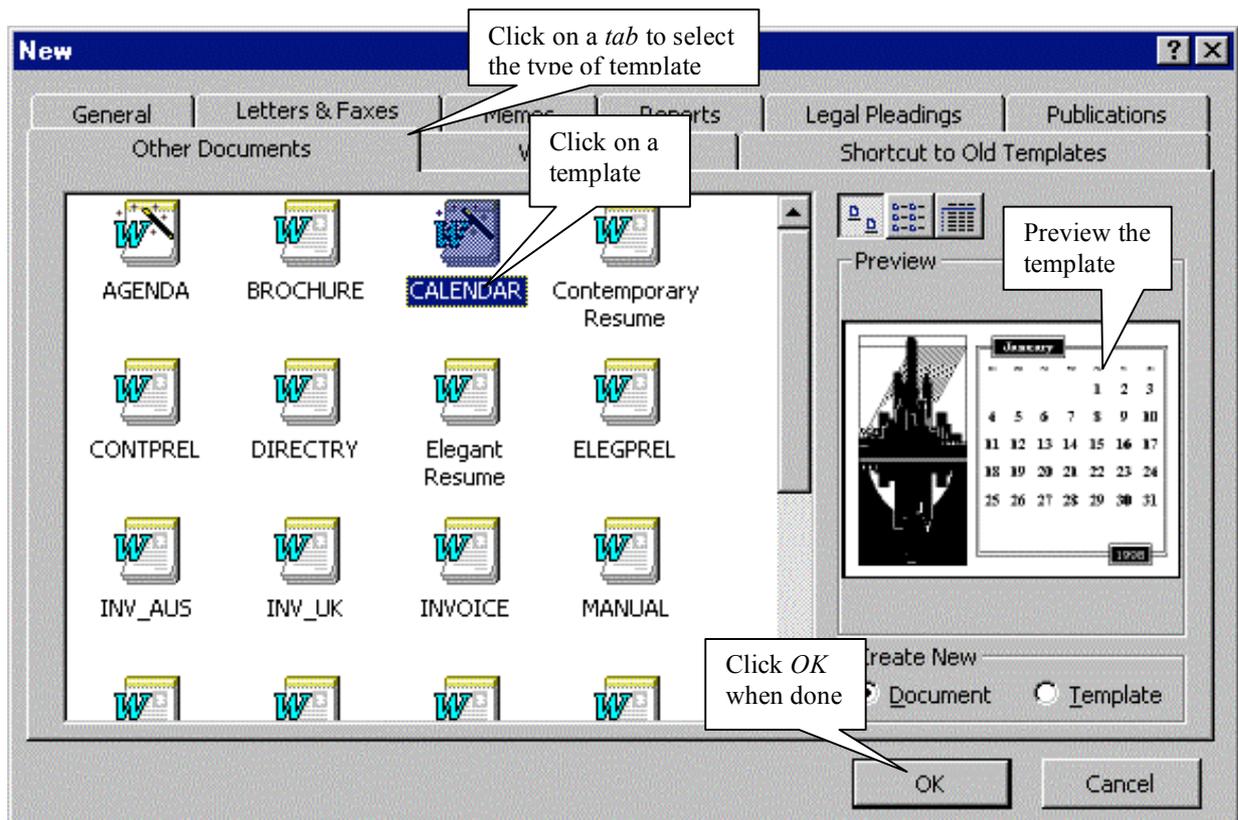
If you want to create another new document from scratch, you can click on the *New Document* icon on the standard toolbar. This will open a *second* document, with the default name of *Document2*. In fact, you can open as many documents as your system capacity will allow you to. Switch between your documents by using the *Window* menu or, if your document windows are *not* maximized, click on the window that contains the document you want.

Starting from a Template



Save yourself a lot of trouble and produce a much more professional-looking document by making use of the various *templates* that come packaged with *Word*. These are pre-formatted and provide clear directions where you have to provide the necessary information.

To create a new document based on a template, select the *New* option under the *File* menu, or press the *<Alt>-N* shortcut key combination. This will open the *New Document* window listing all templates.



Entering and Editing Text

Entering, Deleting and Correcting Text

As you type, the text gets entered into your document at the location of the text insertion cursor, which is a vertical bar. When you get to the end of a line, *Word* will automatically wrap-around to the next line. You should only press the <Enter>-key when you want to start a new paragraph.

Use the -key to *delete* text to the right or <Back Space> to delete text to the left of the cursor.

The cursor (or arrow) keys move the text insertion cursor around your document. You can also position the text cursor to where the mouse arrow cursor is located by clicking the left mouse button, as long as it is in the document window.

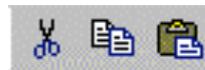
Selecting Text

To delete, move or copy a larger block of existing text, you must first *select the text* in one of the following ways. **As you do so, the selected text will be highlighted in reverse, just like the current sentence.**

- Drag the mouse cursor from the beginning to the end of the text.
- Move the text insertion cursor from the beginning to the end with the cursor keys while holding down the <Shift>-key.
- Press the <F8>-key a number of times in quick succession: twice to select the word where the text insertion cursor is located, three times to select the entire sentence, four times to select the current paragraph. *Left-clicking the mouse in quick succession* also selects increasingly larger sections of text.

Pressing the -key when text is selected, deletes it. Alternatively, start typing new text straight away.

Copying and Moving Text



You can use the clipboard to copy or move text. Use the clipboard icons, the shortcut keys or the Edit menu. You can also drag selected text to a new position in your document.

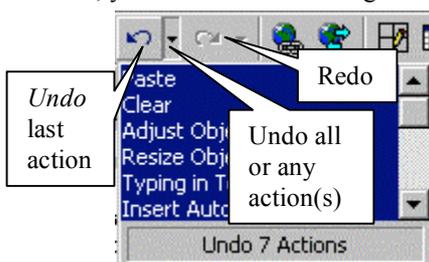
Moving within a Document

You can move to another location in your document by using the arrow keys. If you want to move quicker, use the <Pg Dn> or <Pg Up> keys to move one paragraph at a time or <Ctrl>-<Pg Up> and <Ctrl>-<Pg Dn> to move you one screen at a time. The <Home> and <End> keys move you to the beginning or end of the line, whereas <Ctrl>-<Home> and <Ctrl>-<End> move you to the start or end of your document..

You can also use the mouse to click on or drag the scroll bar.

Undoing Mistakes

Word has a very powerful *undo* feature. If you delete something by accident or perform a command by mistake, you can undo the damage and restore the document to its previous stage by using the undo feature.



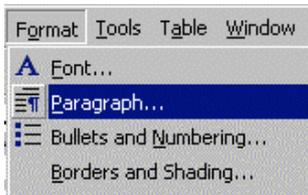
Click on the *Undo* button on the standard toolbar to undo your last action (or press <Ctrl>-<Z>). If you want to undo more than one action, you can scroll through *all* the editing tasks you have done since loading the document by clicking on the adjacent drop-down button which lets you scroll through your various commands. You can selectively undo any one of them or undo a whole lot of them at once (illustrated).

If you have undone an action and decide that you *did* want to take that action after all, click the *Redo* button.

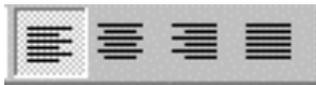
Note: also refer to the section on *Tools* for *Word's* AutoCorrect, spell checking and grammar checking.

Formatting Paragraphs

Certain types of formatting apply to paragraphs only. You can select the paragraph format before you start typing a new paragraph, so that it will apply to the new paragraph (and any subsequent paragraph you type until you change the format again). Alternatively, you can apply a format to an existing paragraph by clicking anywhere on the paragraph and selecting the paragraph format; there is no need to highlight or select the entire paragraph. All paragraph formats can be selected from the *Paragraph format* window, available under the *Format* menu. Due to space limitations, the *Tab* or the *Borders and Shading* commands will not be discussed here.



Alignment



Paragraphs alignment refers to the position of the paragraph in relation to the left and right margins. The alignment is selected by clicking the paragraph *alignment* buttons on the formatting toolbar and can be one of the following.

Left aligned i.e. flush with the left page margin
(click the Left Align Icon or press <Ctrl>-L),

centered (by clicking the Center Icon or
pressing <Ctrl>-E), or finally they can be

right aligned i.e. flush with the right margin
(by click the Right Align Icon or pressing <Ctrl>-R)

Fully justified text is flush with both the left and right page margins since *Word* will automatically insert extra white space between words to produce straight text edges on both sides. Although it looks more professional (just like typeset books), it is not as easy to read.

Line Spacing

You can set the spacing between the lines of a paragraph. A line spacing of 1 corresponds to single spaced text (<Ctrl>-1) i.e. normal text without any extra space between lines. Double-spacing (<Ctrl>-2 i.e. a line spacing of 2) inserts an "empty" line between lines of text. The current paragraph is double-spaced.

You can also specify any other fractional part using the *Format Paragraph* menu. Line spacing of 0.8 will move lines very close to each other as in the current paragraph whereas a line spacing of 1.5 will leave half of a blank line between text lines. You can also set additional spacing between paragraphs. The rest of this document has been printed with a line spacing of 1 in paragraphs and 1.5 between paragraphs.

Indenting Paragraphs



To move text away from the left margin by (one or more) <Tab> stops, called *indenting*, use the *Increase Indent* and *Decrease Indent* buttons on the formatting toolbar. Additional indent options available from the *Format Paragraph* menu are to indent the entire paragraph but not the first line or the *Quotation Indent*, which indents a paragraph both from the left and the right-hand margin.

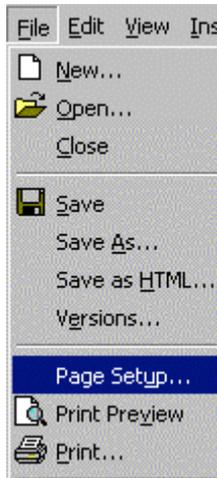
Numbered and Bullet Lists



If you wish to make a list of a number of items, consider using a bullet list. Click on the *Bullet List* button when you type the first list item and *Word* will automatically insert bullets for every list item whenever you press <Enter>. You return to normal (body) text by clicking the *Bullet List* button again or pressing <Back Space> after your last <Enter>. If your list items are in a particular order or sequence, use the *Numbered List* button instead.

Page Layout

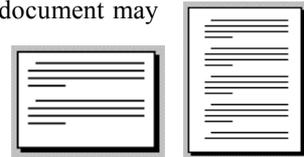
Word allows you to customize your page layout to the finest detail. Most page formatting can be done on the *Page Setup* option of the *File* menu, though page numbering and headers/footers are found on other menus.



Page Size and Orientation

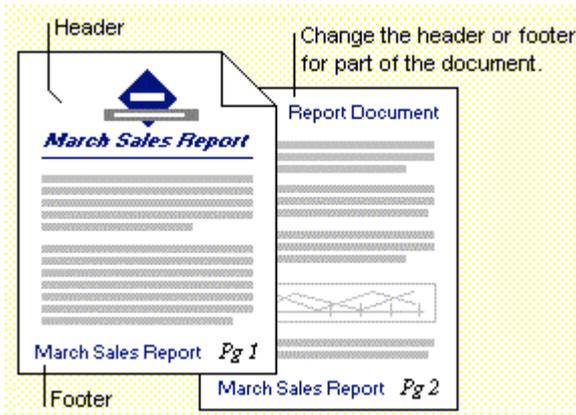
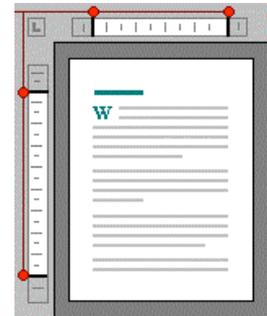
Click the *Paper Size* Tab on the *Page Setup* window to specify which size of paper you will be using. A common problem occurs when moving a document from a PC with a dot-matrix printer to a PC with a laser printer or vice versa: dot-matrix printers normally use tractor-feed *continuous paper* (11 inches long and 8 inches wide) whereas laser printers use *A4 cut paper sheets* (29.7 cm or ±11.69 inches long and 21 cm wide). Word may change your page layout, or your document may print out incorrectly.

Another *Page Setup* option is the paper orientation: landscape (“horizontal”) or portrait (“vertical”).



Page Margins

Page margins are the white space or borders around the main text on a printed page. Select the *Margins* Tab on the *Page Setup* window to specify the top, bottom, left and right margins. You can specify separate margins for the header and footer. Note that *Word* may increase your margin settings if your printer needs wider margins to “grip” the page. Margins are always specified in relation to *their* side of the paper e.g. the *right* margin equals the distance between the right border of the text and the right edge of the paper. You can also adjust the page margins by dragging the margin marker on the ruler bar.

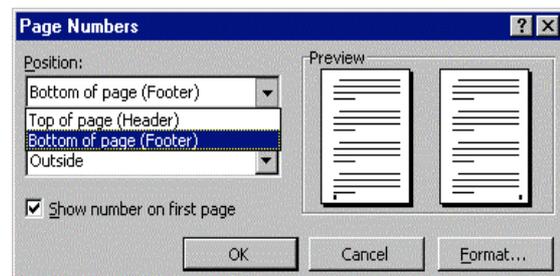


Headers and Footers

Headers/footers are lines of text (or graphics) that appear recurrently at the top/bottom of each page. You can specify the text of the header or footer using the *Header and Footer* option of the *View* menu. (Personally, I have never understood why Microsoft put it there.) You can edit your header or footer directly in the document screen if you are in *Page Layout* view mode. You can also change headers and footers within the document or specify different headers/footers for even and uneven pages. The header/footer can also include a variety of special “variables” such as page numbers, total pages in the document, date, time or filename.

Page Numbering

If you just want to number your pages, you can use the *Page Numbers* option underneath the *Insert* menu (another illogical choice). Although you can insert a page number also as part of the header / footer, the *Page Number* window allows you much more advanced control of the page number format.



Printing Your Document

Printing a document is done the same way in most *Windows 95* applications.

Printing an Entire Document



If you want to print your entire document, without changing any settings, just click the *Printer* button on the standard toolbar. (Just hover your cursor for two seconds above the *Printer* button and a message will show which will be your default printer.) *Word* will print your document *in the background*, so that you can go straight back to your editing work. The status bar shows the progress of the printing job and you can right-click the little printer icon on the taskbar to check the status of your printing job – or cancel it.



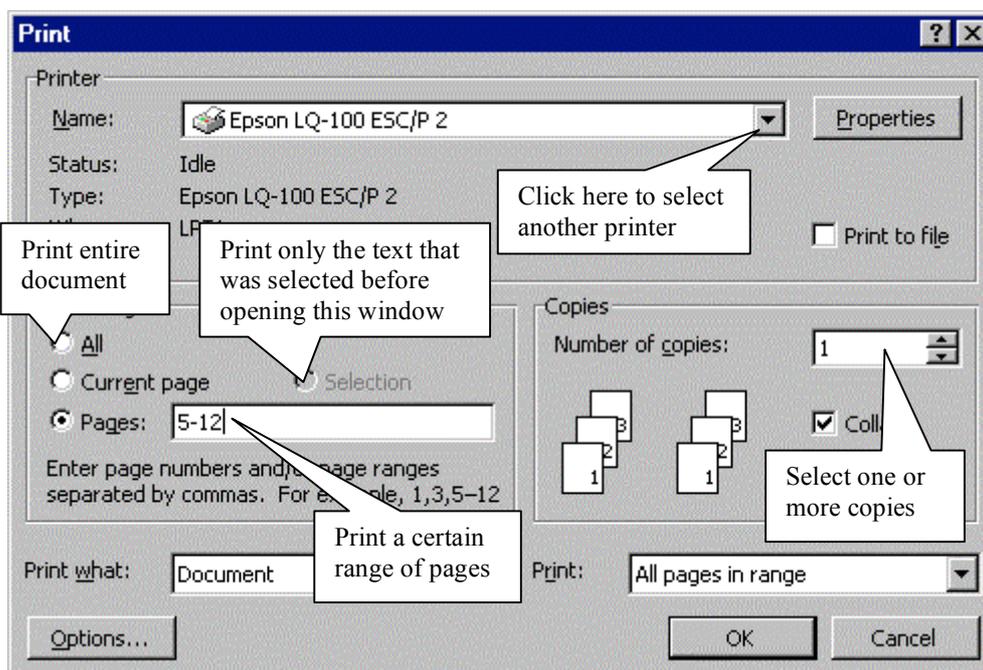
Before printing a large job, you are advised to take a *print preview* so that you see what the final document will look like. Click the *Print Preview* button on the standard toolbar and *Word* will display a full-page preview of your document. You can move the cursor over the document (where it will change into a magnifying glass) to zoom in.

Alternatively, you can preview several pages at once on your screen. Also very useful is the *shrink to fit* option, which automatically adjusts the document size to reduce the number of pages by one – great if e.g. you want to reduce a three-page document onto one double-sided sheet.



Printing Selected Pages

If you only want to print out *part* of a document, use the *Print* option of the *File* menu or press the **<Ctrl>-P** keyboard shortcut. You can specify the exact pages you wish to print by giving a page range (e.g. 5-12 means pages 5 to 12) or several page ranges separated by commas. If you want to print out a selected area of your document, select the area first and then call up the *Print* window. This window also allows you to print



several copies of your document, collated (i.e. page order) or not.

Selecting a Printer

Normally your printer will be set up for you during the *Windows 95* installation process or when you log in to your network. Occasionally, you may need to change printers. You can select another printer or change the current printer settings via the *Print* window, by right-clicking the *Printer* icon on the task bar or using the *Settings* option of the *Start* menu.

Saving and Loading Your Document

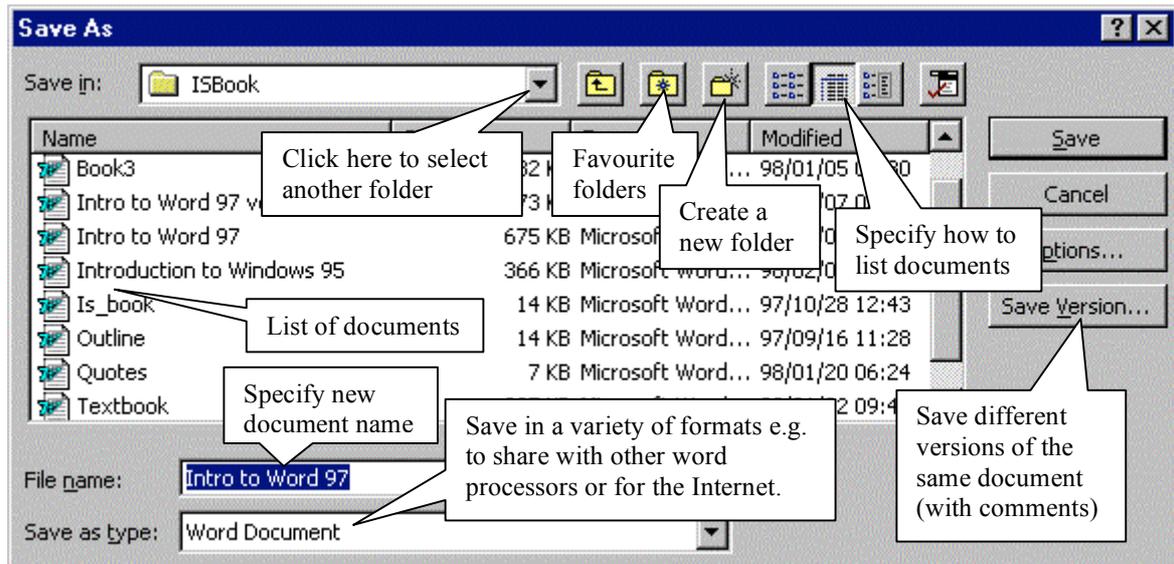
The procedure for saving a document is the same in most *Windows* applications.

Saving and Naming a Document



To save a document using the *current* document name, click the *Save* button on the standard toolbar or press the <Ctrl>-S keyboard shortcut. If you opened a *new* document and the name is still the default *Document#* name, you will be taken to the *Save As ...* window. This window can also be used to save an existing document under a *different* name or as a different type: select the

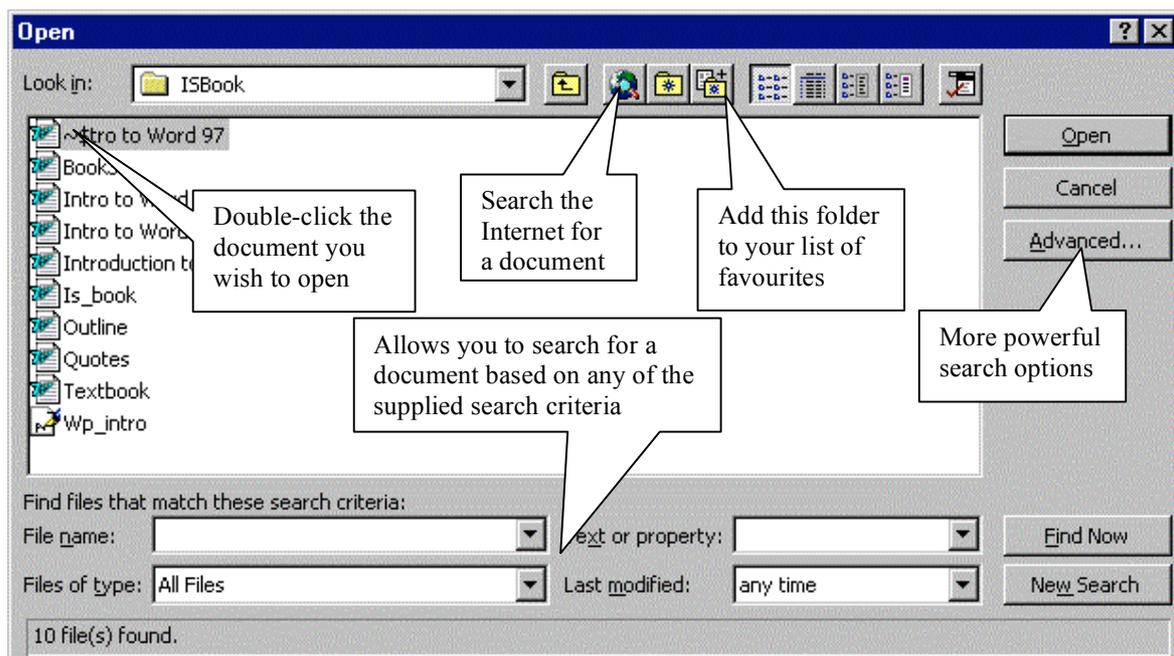
Save As option of the *File* menu.



Loading an Existing Document



To load an existing *Word* document if you are currently in *Word*, click the *Open File* button on the standard toolbar, select the *Open* option of the *File* menu, or use the <Ctrl>-O shortcut key. The *Open File* window will appear. Most elements on this window are similar those of the *Save As* window, though there are a number of additional options.



Using Tables, Clip-Art and Pictures

One of the greatest strengths of *Word* is the ease with which it handles more advanced word processing tasks. These will only be mentioned briefly below, but you are invited to check them out more thoroughly. Each feature has many options and commands for you to explore. The only way to learn about them is to try them out and experiment with the various options. As you start using them, you will slowly get to know them better as you seek for better or quicker ways to accomplish various tasks. Also don't forget to use the Help function when you are stuck!

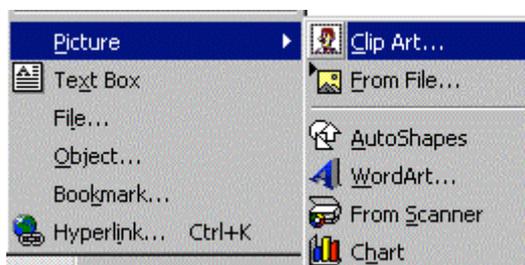
Inserting Tables

Tables are a grid-like structure consisting of rows and columns. They can have a great many different appearances and are highly customizable. *Word* will even calculate totals. To insert a table, use the *Insert Table* button on the standard toolbar. To customize the table, use the *Table* menu.



	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Using Clip-Art and Pictures



Make your documents even more attractive by incorporating attractive clip-art: ready-made graphics, pictures and drawings. *Word* comes with an attractive collection of clip-art (though your particular system installation may not have made them available). Much more clip-art and a variety of pictures can be

found with commercial software or on the Internet. To insert clip-art like the stick figure on the right, use the *Insert Picture Clip Art/From File* command.

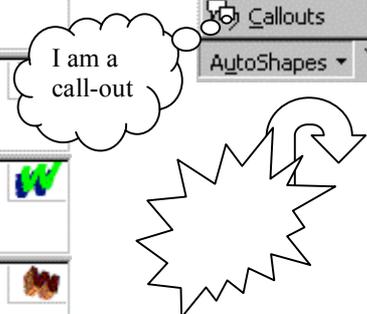
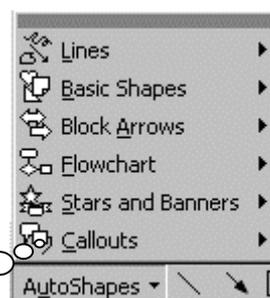


Using WordArt and AutoShapes



In addition to clip-art and pictures, you can create your own drawings with *Draw*. Just click on the *Drawing* button, which will make the drawing toolbar available. A useful option is *AutoShapes*, a collection of pre-made drawings such as lines, flowcharts or callouts. You may also be

interested in the *WordArt* which allows you to stretch, deform, shape and generally have fun with any text.



Using Word Processing Tools

Perhaps the most *powerful* features of *Word*, or any *Windows* word processor for that matter, are their language tools that come bundled with the software. In fact, these tools should perhaps have been introduced right at the beginning of this document! They are all available from the *Tools* menu, though some are constantly watching “*over your shoulder*” to help you out.

Spell-checking

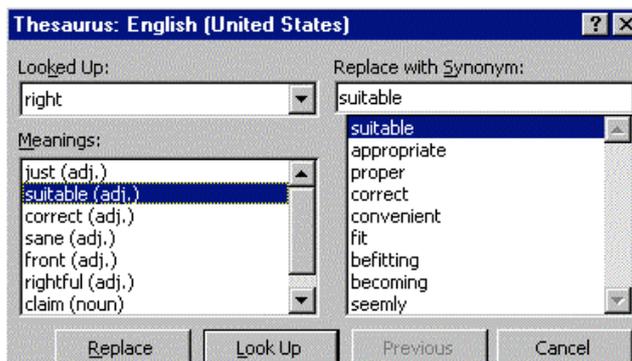
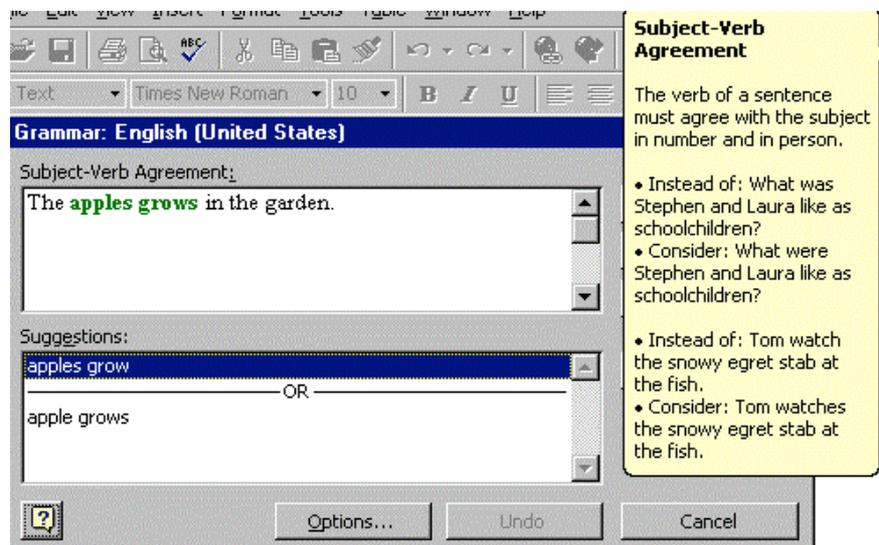
Word includes a large spelling dictionary and can be configured so that it checks your spelling as you type. Any words not found in the dictionary will be underlined in red. Right-click on the underlined word and *Word* will offer suggestions as to how the word might be spelled.

Closely associated with the spell-checking is the *AutoCorrect* feature, which will automatically correct frequently misspelled words *as you type*. For instance, if you type *teh*, *Word* will automatically correct it to *the*. *AutoCorrect* also checks if you start sentences with a capital letter (but not two)! You can even use it to turn common abbreviations into symbols (e.g. (tm) becomes TM) and you can add your own abbreviations (e.g. *jp* becomes *Jean-Paul*). Also check out *AutoFormat* and *AutoText*.



Grammar Checking

Even more sophisticated than the spelling checker is the *grammar checker*. Whenever *Word* thinks that something is grammatically not well-formed, it will underline the text (usually a sentence) with a *green wavy underline*. It may suggest a correction and also explain the grammar rule with an example.



Thesaurus Lookup

Stuck for the right word? Use the *thesaurus* by pressing **<Shift>-<F7>** and *Word* will quickly look up a whole lot of synonyms for you! Some words have different meanings and the thesaurus will offer a list of synonyms for each meaning.

And Much, Much More ...

AutoSummarize will generate a summary of a document for you! If your system is configured with access to *Microsoft Bookshelf*, you can *lookup a reference* from your document directly (and paste the reference material back in your document). With *Mail Merge* you can customize the content of your letters or other documents to a large number of individuals. With *Visual Basic*, you can even develop your own program *within Word* for unlimited customization. *Word* will follow you wherever you want to go!

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