

Word 2003

Creating & Editing Documents

User's Manual

University of Wisconsin Oshkosh

Information Technology
Sarah Bradway

Table of Contents

THE WORD ENVIRONMENT	1
GET HELP USING WORD	4
ENTER TEXT	5
SAVE A DOCUMENT	5
PREVIEW A DOCUMENT	6
PRINT A DOCUMENT	7
NAVIGATE IN A DOCUMENT.....	8
OPEN A DOCUMENT	8
INSERT TEXT	9
SELECT TEXT	9
MOVE AND COPY TEXT.....	10
DELETE BLOCKS OF TEXT	11
UNDO CHANGES.....	12
FIND AND REPLACE TEXT.....	12
USE THE THESAURUS	13
CHECK SPELLING AND GRAMMAR.....	14
RESEARCH TASK PANE	15
CHECK WORD COUNT	15
CHECK READABILITY STATISTICS.....	15
APPENDIX A	16

The Word Environment

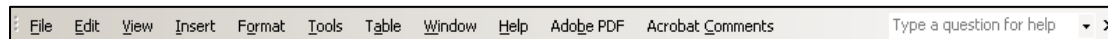
Title Bar



The
title

bar is the blue bar at the very top of the window. The title bar indicates which Microsoft program is being used and title of the current document. In the example below you can see that the title of the document is “Word Processing” and the program being used is Microsoft Word.

Menu Bar

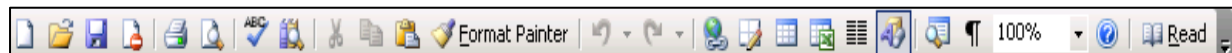


The
menu

bar is the gray bar directly below the title bar. The menus hold all the commands needed to work in word. To find a specific command click one of the words on the menu bar, a dropdown menu will then appear allowing you to choose the exact command you would like to use. It is important to keep in mind that word customizes its menus to your usage. The commands you use most often automatically appear, those that are not used very much will remain hidden until you click the small arrows at the bottom of the menu. The full menu can be seen if you double click on the menu.

Toolbars

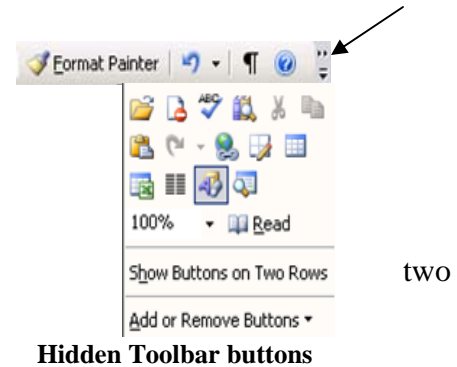
Toolbars are located near the top of your screen, directly below the menu bar and are comprised of many small icons. Each icon represents a different command. Most of the commands on the toolbars can also be found in the menus but it is often quicker to use the toolbars. There are two main toolbars that are shown when Word is started. The first one, the **standard toolbar**, contains the tools for opening a new document, saving a document, printing, etc. You can see what each button does when running your mouse pointer over each button, a small yellow fly-out box will appear displaying the command associated with the button.



The second toolbar that is displayed upon startup is the **formatting toolbar**. The formatting toolbar does just what it says, it allows you to format the way your text looks. Once again, you can see what each of the buttons does by running your mouse pointer over each button.



Like the menu bar, the toolbars also customize to your usage. The tools used most often are displayed, those not used are hidden. You can see the hidden tool icons by clicking the small arrows on the toolbar. As you can see from the example on the right, the hidden icons are displayed as well as an option to “Show buttons on Two Rows.” If you click on that phrase the toolbars will be on two rows and all the tool icons will be displayed.



To **permanently change word** so that the full menus and toolbars are **always** shown use the following instructions.

1. Click **Tools Menu.**
2. Click **Customize.**
3. Note A new window will open.
4. Click “Options” tab.
5. Click Check box “Show Standard and Formatting Toolbars on two rows”
6. Click Check box “Always Show Full Menus”
7. Click Close

Rulers

Along the top and to the left of your document you will see a set of rulers. The rulers serve several purposes, most of which we will get into in later lessons. At this stage in the game, all you really need to know is that they help you figure out where on the page your text will appear. The example below shows the ruler at the top of a word document. The grayed out section of the ruler shows the area of your page that will be considered margins. The white part of the ruler indicates the area that will contain text.



Task Pane

The task Pane is open upon Word 2003 startup. It is a window on the right side of the screen. The task pane is used a lot in word. It can help to change the formatting of text, find clip art, act as a Thesaurus and many other things. We will get into the many uses of the task pane a little bit later. For now, know that you can turn the task pane on or off using the following instructions.

1. Use the Menu commands
 - a. Click **View Menu**
 - b. Click **Task Pane.**

OR Press **Ctrl+F1.**

Text Area

The text area of your document is where your typing will go. Although the text area is an invisible box, you can tell if you are in the text area by the way your mouse pointer looks while you move it. When you have your mouse pointer in the text area you're pointer will look like an I-bar. See Appendix A for a picture of the text area.

Selection Bar

In Word 2003 there is a special area of the page that will help you easily select pieces of text. This area is called the selection bar and is located in the left margin of the page. You can tell if you are in the selection bar by the way your mouse pointer appears, if it looks like a white arrow, you are in the selection bar. See Appendix A for a picture of the Selection Bar.

Insertion Point

The insertion point is the place on the page where your text or picture will be inserted. You choose the insertion point by placing your mouse pointer somewhere in the text area and clicking. A small blinking line (cursor) will appear.

Horizontal and Vertical Scroll Bar

The horizontal scroll bar is located near the bottom of your page, the vertical scrollbar is on the right. The scrollbars allow you to quickly move up and down and left and right within your document. See Appendix A for a picture of the Scroll bars.

View Buttons

The view buttons are near the bottom of your page and allow you to see your document in different views. It is important to remember that even though your document may look different, it is not different. A document in print layout view will print exactly the same way it will in reading layout view. See the table below for a description of each view.






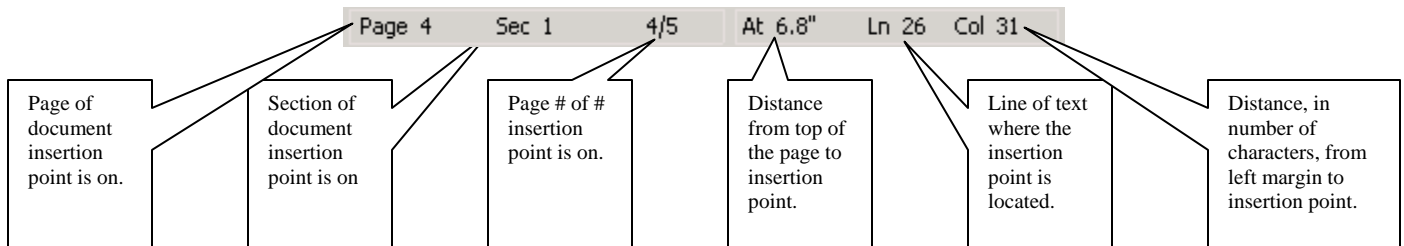
	Normal view: shows text formatting but simplifies the layout of the page so that you can type and edit quickly.
	Web layout view: you can see backgrounds, text is wrapped to fit the window, and graphics are positioned just as they are in a Web browser.
	Print Layout View: allows you to see exactly how text will look on the printed page.
	Outline View: allows you to look at the structure of a document and to move, copy, and reorganize text by dragging headings.
	Reading Layout: modify'

Table 1: View Buttons

Status Bar

The status bar is found near the bottom of your Word 2003 screen. It serves as a “GPS system” for a document and allows you to know where the insertion point is located.



Get Help Using Word

Word 2003 has a built in help system to give you answers to questions you might have or step by step instructions for any given task. Although there are a variety of ways (toolbar button, menu bar, F1) to ask for help in Word, all ways lead to the task pane.

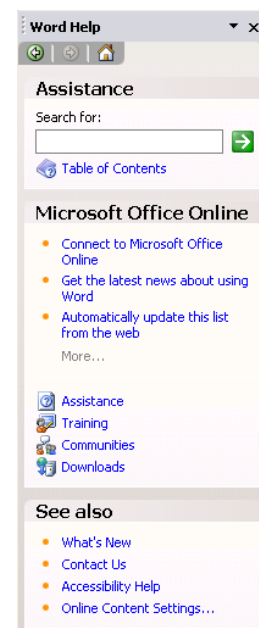
Help Task Pane

When you open the task pane in a new document it will always show the Getting Started Pane, you know this by looking towards the top of the pane it will say “Getting Started.”







To get to the **help pane** do the following

1. Click The small down pointing triangle to the right of the words “Getting Started.”
2. Click On “Help”
3. Note The task pane will now look like the picture at right.
4. Type A **question** or topic into the “**Search for:**” box.
5. Click The **Green Arrow Button**
6. Note A list of possible solutions to your problem will appear.
7. Click On the blue hyperlinks to locate help you need
8. Next Another window will open that will list instructions for accomplishing the task
9. For Additional help click one of the blue links listed below the caption, “Microsoft Office Online.”




Help Task Pane

The part you might find most useful are the icons towards the bottom.

	Assistance: Microsoft office Assistance Page, help with Microsoft products
	Training: Short online courses
	Communities: A help discussion board
	Downloads: Download updates to software. Academic Computing does this.


Enter Text

Formatting Marks

When typing in word there are many formatting marks that are present and you never even notice. Although items such as tabs, spaces and page breaks appear to be invisible, they really have special marks that serve as place holders for the spaces. To see the invisible marks press the show hide button on the formatting toolbar. 

Default Typing Options

Word 2003 has many built in features that will help you as you type. Many of these things happen automatically and you never even realize it.

1. **AutoCorrect** fixes common typographical errors, misspelled words and incorrect capitalization.
2. **Smart Tags** are represented by a lightning bolt button. 
They are usually displayed when Word does something automatically or wants to help you in some way. If you click on the smart tag a list of options relating to the action preformed will appear.
3. **Spelling and Grammar** mistakes are caught as you type. Spelling errors are indicated using a red wavy line beneath the misspelled word. Grammar errors are signified with a green wavy line.
4. **AutoText** inserts common or frequently used text automatically. For example if you type T-U-E-S, Word guesses that you are going to type Tuesday. When the yellow auto text box shows up, press enter and Word will finish typing the rest of the word for you.

Enter Text

The main function of Word 2003 is to be a word processor. To enter text:

1. Click Insertion point into the Text area. The insertion point is in the text area when the mouse pointer changes from an arrow into an I-beam.
2. Type The text you want to appear in the document.
 - a. **Press Enter** to end a paragraph or to create a blank line between paragraphs
 - b. **Press Tab** to indent the insertion point a half inch to the right.
 - c. **Press Backspace** to delete the character or space to the immediate left of the insertion point.
 - d. **Press Delete** to delete the character or space to the immediate right of the insertion point.

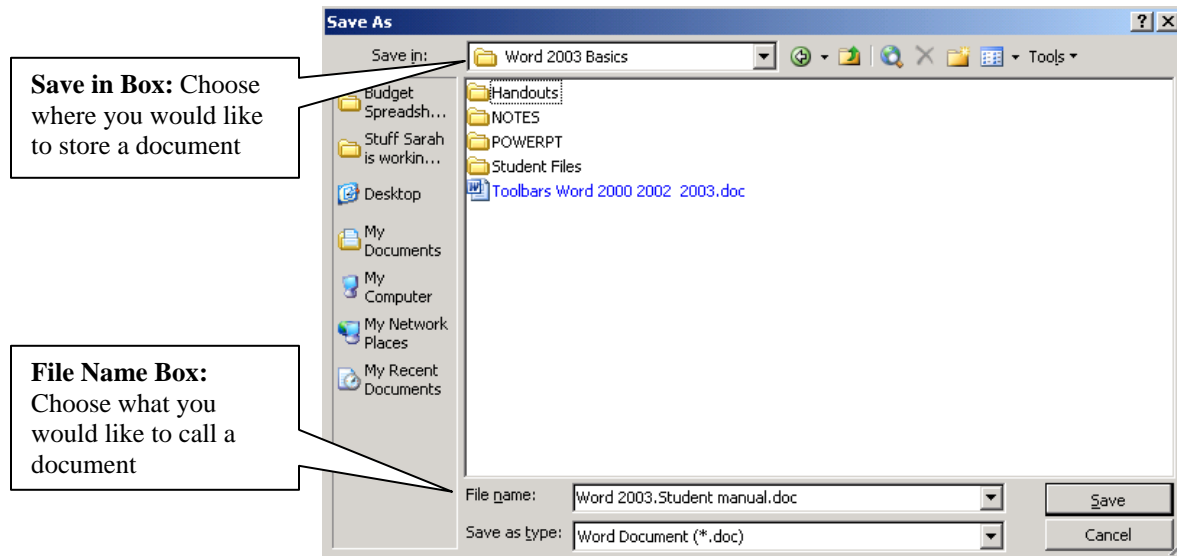
Save a Document

Save As

The first time you ever save a document you want to use the “Save As” command. This allows you to name your file and say exactly WHERE you want it saved.


1. Click **File menu**.
2. Click **Save As**

3. A new window will open; “Save As” will be in the title bar (see below).
4. Select The location to save your document
 - a. Click Dropdown arrow next to “**Save in**” box
 - b. Locate Appropriate drive and folder in which to store the document
5. Type The name of the document in the **File Name** Box.
6. Click Save Button




Creating New Folders

New Folders can be created while the Save As Dialog Box is open.

1. Click The Create New folder Button on the Save As **dialog box toolbar**. 
2. Type A name for the new folder in the Name text box.
3. Click OK


Save an Existing Document

To **save changes** to an existing document (one that was previously saved):

1. Click The Save button on the standard toolbar 
 OR Click the File Menu and click save.
 OR Press Ctrl+S keys

Preview a document

Often times you may want to preview your document before you print it. This will allow you to catch any major mistakes or make changes before you waste paper in the printing process.

1. Click The Print Preview button on the standard toolbar. 
 Note: This command is also found under the File menu.
2. The page will now change to the Print Preview Screen.
3. Notice the new toolbar at the top of the print preview window.
4. See the table below for button descriptions.











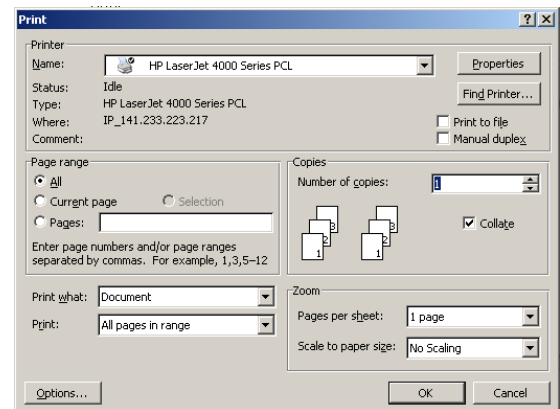
	Print Button: Sends the document directly to the default printer.
	Magnifier Button: magnifies the document at 100% or zooms out to display one page or multiple pages.
	One Page Button: Displays an entire Page
	Multiple Pages button: Displays more than one page at a time.
	Zoom Box: Displays a list of preset zoom settings or lets you enter a specific percentage.
	View Ruler Button: Hides and shows the horizontal and vertical rulers.
	Shrink to Fit Button: Attempts to reduce the number of printed pages print.
	Full Screen Button: Hides the title bar, menu bar and scroll bars.
	Close Preview Button: Closes Print Preview and redisplay the document in the previous view.

Table 2: Print Preview Buttons

Print a Document

There are several ways to print your document.

1. Open The Print Dialog Box.
 - a. Click the Print button on the standard toolbar. 
 - b. The document is sent to the printer using the default print settings.
- OR Click the File Menu
- OR Click Print
- OR Press Ctrl + P keys.



Print Dialog Box


2. Note The Print Dialog Box is divided into different sections.
 - a. **Printer:** You can select a different printer, display printer properties, and display the selected printer's status.
 - b. **Print Range:** You can specify exactly which pages you want to print.
 - c. **Copies:** You can select the number of copies you want and whether or not they are to be collated.
 - d. **Print What:** You can print the document itself or other document attributes, such as its properties or Auto Text entries.
 - e. **Zoom:** Save paper by specifying how many pages will be printed on a single sheet of paper.
3. Set The desired print options.
4. Click OK

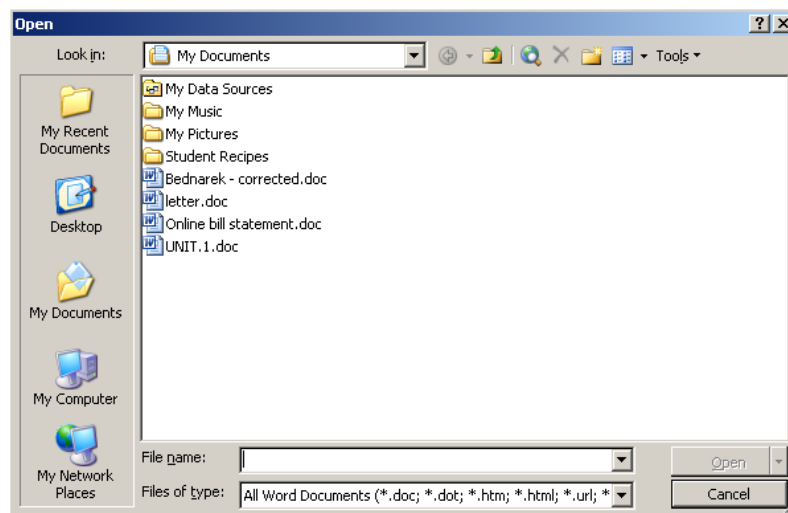
Navigate in a document

You may think you already know how to navigate in a document, all you need to do is move your mouse right? Wrong! By learning to effectively navigate in a document you will see yourself being able to accomplish things much faster than you have in the past. However, first, you first need a document to navigate in.

Open a document

Display the Open dialog box using one of the following methods.

1. Press The Open button on the standard toolbar. 
OR Click the File Menu, Click Open.
OR Press Ctrl + O keys
OR Select More in the Getting Started Task pane.
2. Note The Open dialog box will appear. See below



Open Dialog Box

Imagine that the computer is a file cabinet. The “Look in:” drop down box is the “drawer” you open to find a particular file or folder.

3. Double click the icon of the drive or folder to open.
4. Continue to double click the appropriate folders until you find the document you would like to open.
5. Double click the icon of the document to open it.

NOTE: Icons in the “My Places Bar” on the left side of the window are shortcuts to commonly used folders & files. You can create shortcuts to your personal files by clicking the “Tools” dropdown arrow, “add to my places.”

Moving In a Document

Learn to effectively move around in an open document.

1. Use the scroll bars on the right and bottom of the window.
2. Click where you would like the insertion point to appear
3. Use the keyboard arrows.
4. Try the methods from the table at right.

Right Arrow	One space to the right.
Left Arrow	One space to the left.
Ctrl+Right Arrow	One word to the right.
Ctrl+Left Arrow	One word to the left.
Down Arrow	One line down.
Up Arrow	One line up.
Ctrl+Down Arrow	One paragraph down.
Ctrl+Up Arrow	One paragraph up.
Page Down	Down one screen.
Page Up	Up one screen.
Ctrl+Page Down	To the top of the next page.
Ctrl+Page Up	To the top of the previous page.
End	To the beginning of a line.
Home	To the beginning of a line.
Ctrl+End	To the end of the document.
Ctrl+Home	To the top of the document.

Insert Text

1. Place the insertion point at the location where new text is to be inserted.
2. Type the new text.

Select Text

Making changes to a document usually involves using the mouse and/or keyboard to select text to be modified. Try the selection methods described in the following table.

Table 3: Navigation Methods

Method	Instructions	How to make the Selection
Drag	Drag over text	Place the insertion point at one end of the text you want to select. Press and hold the mouse button. Move the mouse pointer to the other end of the text; this creates a highlighted area (a selection between the two ends. Then release the mouse button. This method is ideal for small selections, such as individual characters.
Select a word	Double click word	Place the mouse pointer over the word you want to select and double-click the mouse button. Word selects the trailing space along with the word, but not punctuation marks.
Select a sentence	Ctrl+click word	Place the mouse pointer over the sentence you want to select. While pressing Ctrl, click the mouse button. Word selects end punctuation and trailing spaces along with the sentence.
Select a line	Click in Selection bar.	Place the mouse pointer over in the selection bar next to the line you want to select. The mouse pointer will change from an I-beam to a right-pointing arrow. Click the mouse button and Word selects the entire line of text.
Select Multiple Lines	Drag in selection bar	Place the mouse pointer in the selection bar next to the first or last line of text you want to select. Press and hold the mouse button, and drag down or up to select additional lines.
Select a Paragraph	Triple click in paragraph	Place the mouse pointer over the paragraph you want to select and triple click the mouse button. Word automatically selects the paragraph mark along with the paragraph
Select a document	Triple click in Selection bar Or press Ctrl+A	Place the mouse pointer over the selection bar and, while pressing Ctrl, click the mouse button, or point in the selection bar and triple-click. (You can also choose Edit → Select All, or press Ctrl+A
Select variable amount of text	Shift and Click	Place the insertion point at the beginning of the text you want to select. While pressing Shift, press the desired arrow keys to select just the text you want.
Extend a Selection	Shift+→	Make a selection. While pressing shift, press the right arrow key to extend the selection one character at a time, or press the Down Arrow key to extend the selection on line at a time.
Shorten a Selection	Shift+←	Make a selection. While pressing shift, press the Left Arrow key to shorten the selection one character at a time, or press the Up Arrow key to shorten the selection one line at a time.
Select items that aren't next to each other	Ctrl+drag	Select the first item (a line or paragraph, for example), press and hold Ctrl, and use the mouse to select any additional items you want.
Deselect	Click elsewhere	Make another selection, or click the mouse button anywhere in the text area away from the selected text.


Table 4: Selection Methods

Move and Copy Text

One of the advantages of using word is the ease in which you can move and copy text to different areas of a document or to an entirely different document.

Move Single selection of Text

1. **Select** the text you want to move using the techniques from the previous section
2. **Cut** the selected text using one of the following methods.

Click the Cut button on the toolbar. 


OR Choose “Cut” from the edit menu

OR Press Ctrl + X

OR Right click and choose “Cut.”

3. Place insertion point where you want to move the text.

4. **Paste** the selection using one of the following methods.

Click “paste” on the toolbar. 

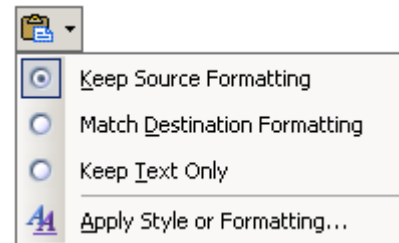
OR Choose “Paste” from the edit menu.

OR Press Ctrl + V

OR Right click and choose “Paste.”

Paste Options

When you paste a selection of text a small icon will appear close to where you pasted your text. It is called a smart tag and usually appears when Word has another question about an action you just performed. When you run your mouse pointer over the icon a series of choices will appear. The choices given to you by a Paste Options smart tag are:



Keep Source Formatting	Pastes the item as is, retaining the original formatting so the pasted item looks just like it did when it was copied.
Match Destination Formatting	The copied item’s original formatting is replaced by the formatting used at the destination where item is pasted
Keep Text Only	Pastes only item, stripping all formatting that may have been copied.
Apply Style or Formatting	Displays the Styles and Formatting task pane.

Clipboard Task Pane

In some cases you may want to move many different selections of text to another area of your document or to a different document. This is very easy to do when you use the clipboard Task pane. The clip board serves as a storage area for things that you have cut or copied from a document. To view the clipboard:

Use the Menus

1. Click the Edit Menu
2. Click “Office Clipboard”

Move several selections of text

1. Select the text you want to move.
2. Cut the selected text.
3. Repeat steps 1 and 2 to the clipboard
4. Place the insertion point where you want to move the text.
5. In the **Clipboard task pane**, click the cut item that you want to paste into the document.
6. Repeat steps 4 and 5 as needed.

Copying Text

To copy a selection of text...

1. Select the text you want to copy
2. **Copy** the selected text using one of the following methods.

Click the Copy button on the toolbar. 


OR Choose "Copy" from the edit menu

OR Press Ctrl + C

OR Right click and choose "Copy"

3. Place insertion point where you want the text copied to.

4. **Paste** the selection using one of the following methods.

Click "paste" on the toolbar. 

OR Choose "Paste" from the edit menu.

OR Press Ctrl + V

OR Right click and choose "Paste."

Drag and Drop

When **moving selections of text only a short distance** it may be easier to use the **Drag and Drop** method.

1. Select the text you would like to move.
2. Click on the selected text holding down the left mouse button, begin dragging it.
3. Your mouse pointer will turn into an arrow with a small piece of paper.
4. Move your mouse pointer to the new location of the text.
5. Release the mouse button

NOTE: This same method can be used to copy a piece of text just hold down the Ctrl key while dragging.


Delete Blocks of Text

1. Select The text you want to delete.
2. Delete The text using one of the following methods.
 - OR Press Delete.
 - OR Press Backspace
 - OR Click the Edit Menu, click clear, click contents.

Undo Changes

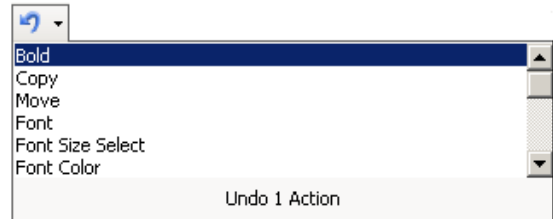
The undo button is found on the standard toolbar and will help you to quickly and easily undo any changes you have made to a document since your last save.


To undo the most recent change use one of the following methods.

1. Click The undo button located on the standard toolbar. 
2. Press Ctrl + Z
3. Select “undo” from the Edit menu

To undo a series of changes.

1. Press The drop down arrow next to the undo button.
2. Note All the changes that have recently been done are displayed in the order in which they were completed.
3. Drag down to highlight all the changes you would like to undo. You can not pick and choose, the changes you must undo them in the order they were made. For example, in the above figure you could not undo the copy, then the font size, then the font color. You would have to undo the bold, copy, move, etc.



NOTE: You can redo any change after you have undone it by pressing the **Redo button**  on the toolbar or by pressing Ctrl + Y. The same rules that apply for undoing multiple actions will work with the redoing multiple actions.

Find and Replace Text

The find and replace window can be very helpful when you need to quickly locate a certain name, place, or other piece of text.

Find Text

Display the Find and replace window.

1. Click the Edit Menu
2. Click “Find.”
OR Press Ctrl+F
3. In the “Find What” box, type the text you want to locate.
 - a. If necessary, set search options.
 - b. Click the “More” button to display search options.
 - c. Set the desired options.
 - d. Click the “Less” button to hide the search options.
4. Click Find Next to locate the first occurrence of the text in the document.
5. Continue clicking Find Next to advance to the next occurrence.
6. When Word has finished searching the document, click OK.
7. When finished, click Cancel to close the Find and Replace dialog box.

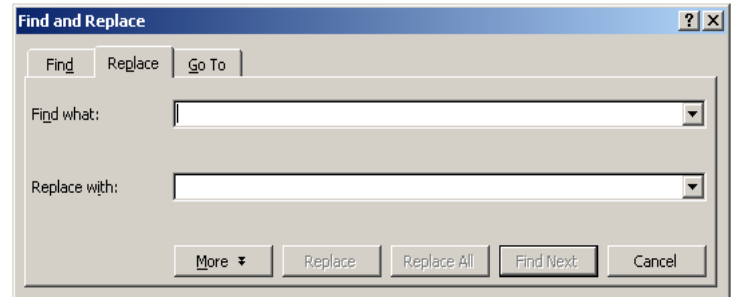
Highlight Found Text

Word 2003 allows you to highlight found text in a document. In order to accomplish this, all you need to do is click on the check box next to the words “Highlight all Items found in:” When you click “Find All” word will select all the instances of the text. If you would like to format it in some way you can, just be careful, as soon as you click elsewhere in the text area, your highlighting will disappear.

Replace Text

Display the Replace tab in the Find and Replace dialog Box.

1. Choose **Edit → Replace**.
OR Press **Ctrl+H**
2. In the **Find What** text box, type the text you want to locate.
3. If necessary, set search options by clicking the **“More”** button.
4. In the **“Replace with”** text box, type the text that you want to substitute for any found occurrences.
5. Click **Find Next** to begin the search. In the document’s text area, Word will highlight the first occurrence of the found text. You can then make one of these decisions:
 - a. Click **Replace** to replace the highlighted text and continue searching for the next occurrence. In this way, you replace selected text on a case-by-case basis.
 - b. Click **Find Next** to leave the highlighted text unchanged and continue searching for the next occurrence.
 - c. Click **Replace All** to replace all occurrences of the text at the same time. Be careful—if you use Replace All you can easily make changes you didn’t intend to make.



Replace Dialog Box

Use the Thesaurus

1. Right-click the word for which you want to find a synonym.
2. A menu will appear, Click **“Synonyms.”**
3. A list of similar words will appear; click the one you would like to use. It will automatically be inserted into your text.
4. You may also go to the full thesaurus by clicking, **“Thesaurus.”** It is located at the bottom of the list of similar words.
5. When using the full thesaurus in the task pane it is important to remember that clicking a word will give you synonyms to that word. If you find a word you would like to use, run your mouse over the word, a dropdown arrow will appear. Click the arrow and select, **“Insert.”**

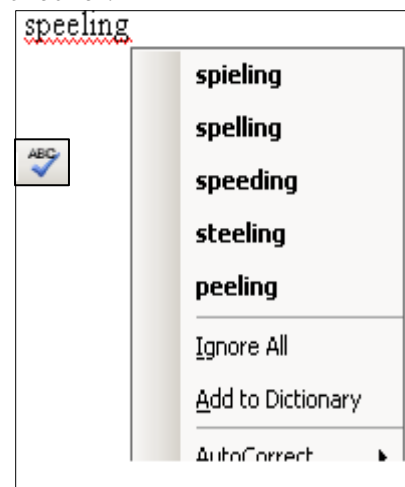
Check Spelling and Grammar

Word will check your spelling and grammar as you type. If you misspell a word a wavy red line will appear under it. To correct the misspelled word all you have to do is right click your mouse on that word, a dialog box will appear containing Word's guesses as to what you were trying to type. If it is listed, click the appropriate choice and Word will automatically insert the correctly spelled word.

The same procedure will work for grammar mistakes; only instead of a red line Word underlines grammar mistakes with a wavy green line. Right click the word(s) that are causing trouble and select the option from the dialog box with the corrected grammar.

You can also check your entire document using the spelling and grammar checker.

1. Make sure your insertion point is at the top of your document.
2. Activate the Spelling and grammar checker using one of the following methods.
 - a. Click the **spelling and grammar button** on the toolbar.
 - b. Click "Spelling and Grammar" from the "Tools" menu.
 - c. Press F7
3. The first spelling or grammar error is displayed in the Spelling and Grammar dialog box. Indicate how you want to proceed.
 - a. Click **ignore**, to skip the occurrence this time, but find the next occurrence. In this way, you correct found text on a case-by-case basis.
 - b. Click "**Ignore All**" to skip all misspellings like this word.
 - c. Click "**Add To Dictionary**" to add the occurrence to the dictionary. This will allow Word to recognize the occurrence as correct.
 - d. Click "**Change**" to replace the found text with the selected correction from the Suggestions list box.
 - e. Click "**AutoCorrect**" to have Word make the correction for you.
 - f. Click **Change All** to replace all occurrences of the highlighted text with the suggested word at the same time. **Be careful** – if you use Change All, you can easily make changes you didn't intend to make.
4. Click OK to close the Spelling and Grammar checker.



Research Task Pane

The Research Task pane helps you make your document as clear and concise as possible. It contains all the tools that you might need; a dictionary, thesaurus, encyclopedias and it will even allow you to search for information on the internet. To use these tools...

1. Open the Task Pane
2. Click the drop down menu at the top.
3. Select "Research."
4. Enter the text or subject you would like to find information on in the "**Search for**" box. If you would like to search all reference books, press enter or press the green arrow. If you prefer to narrow your search to just the dictionary or thesaurus press the dropdown arrow next to the text box.
5. Click on the reference text you would like to use.
6. Word will automatically direct you to the information you need.

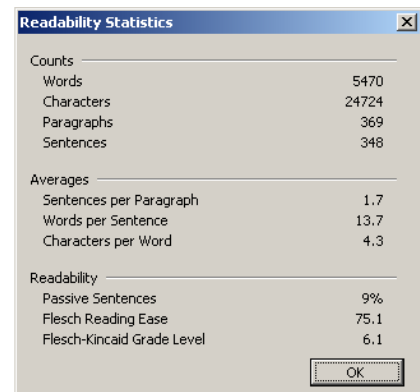
Check Word Count

1. Indicate the text that is to be counted.
 - a. If you want to count the number of words in a specific piece of text, select it.
 - b. If you want to count the number of words in the entire document, do not select any text.
2. Click on the tools menu, choose word count. The word count dialog box displays the counted statistics.
3. Click Cancel.

Check Readability Statistics

Word is able to analyze your document and give you detailed information regarding the readability of your writing.

- **Counts:** includes the total number of words, character, paragraphs and sentences in the document.
- **Averages:** the average number of sentences per paragraph, words per sentence and character per word.
- **Readability:** the percent of passive sentences and readability scores based on the number of syllables per word and the number of words per sentence.



Readability Statistics	
Counts	
Words	5470
Characters	24724
Paragraphs	369
Sentences	348
Averages	
Sentences per Paragraph	1.7
Words per Sentence	13.7
Characters per Word	4.3
Readability	
Passive Sentences	9%
Flesch Reading Ease	75.1
Flesch-Kincaid Grade Level	6.1
OK	

Readability Statistics

Appendix A

