

Beginner's Guide to Microsoft Word 2003

Basic typing information:

As soon as you open a document you can begin typing. Margins are set for you. In order to indent the first word of a paragraph (or anywhere else) type the TAB key. To jump down to the next line, type the ENTER key. To delete letters you have just typed, type the BACKSPACE Key. To delete letters to the right of your cursor, type the DELETE key.

The HOME key will take you to the beginning of the line you are on. PAGE UP and PAGE DOWN let you go up or down a page in your document. The INSERT key means you will be typing OVER what is already there. You can turn this on and off.

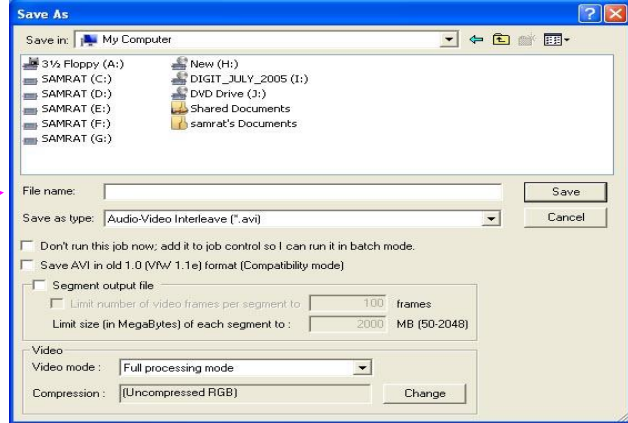
Saving a document

It is always useful to save your work often. Things don't often go wrong, but if they do, it's good to have your work saved!

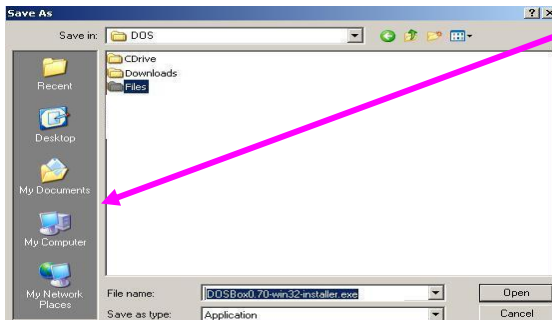
1) There are two ways to save an item. You can either click on the small floppy disk in the top left corner of the page.

Or

2) You can click on the FILE menu and select Save.



The very first time you save an item a new box will appear asking you to give the document a name and also where you would like to save it. Type the name of your document in the box at the bottom of the new window where it says File Name:



To save it to the floppy disc, when the window is open where you typed the name of your document, on the left side, click on the My Computer icon. A new list of items will fill in. Select the first one 3 1/2 inch floppy (A). Every time you save the document in the future, it will continue to save to the floppy disc

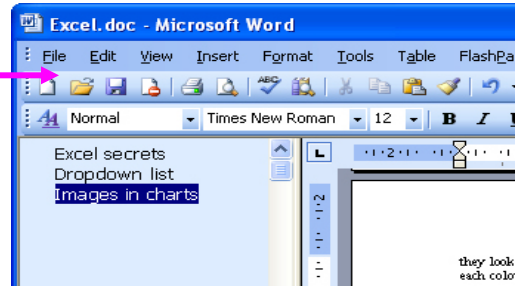
North Brunswick Library
Computer Classes

Also, if you would like to save the document with a different name, you can select File > Save As and the same box will come will open up like the first time you saved it. You can type in a new name into the box.

Opening a document

The next time you want to write in your document, you'll have to bring the floppy disk with you. Put the disk into the computer. There are two ways to open your file:

- 1) Double click on My Computer on the desktop. Then double click on 3 ½ Floppy (A) to see all of the files that are on your disk. Then double click on your document.
- 2) The other way is to open up Word first. Double click on the Word icon on the desktop. Click on the little folder at the top left of the screen. If your floppy drive is not immediately available, click on My Computer, then double click on the 3 ½ Floppy (A) icon. Your files will be listed. Double click what you want to open.



Neither way is better, just whichever you prefer.

Font color and size

You can change the size and color of the words you type. You can either make the changes before your type or after you type. Things you can change:

B, **I** or **U**: click the **B**, the **I** or the **U** at the top of the screen in the blue field.

To see available font styles (and change them) click on where it says Times New Roman. A menu will drop down listing all of the available fonts on the computer.

To change font size, click on the number next to Times New Roman. The average size of text is 11 or 12, to give you an example.

To change the color of the text, look for the A at the top right corner of the page. It will have a line under it and a small triangle next to it. Click on the small triangle, and a window of different colors will open up. You can click on the color you want to change the text to the new color.

Before you type: Before you type what you want to appear differently, you can change any of the items above. When you are done with that selection, relick the **B**, **I** or **U** or return the Font size, type or color to the original.

After you type: Highlight the word or words you want to change. (To highlight, click and hold down your mouse in the word you want and then drag your mouse until you get all of the words you want highlighted. Then, let go of the mouse button.)

Spelling and Grammar

Word typically will correct common typing mistakes for you. If it thinks a word is spelled incorrectly, it will underline it in red. If it thinks a word is used incorrectly (for grammar or other things) it will underline it in green. To use an automatic spellchecker,

North Brunswick Library Computer Classes

select Tools>Spelling and Grammar. (Or you can look for the small icon ABC with a



check mark) A new box will pop up showing the first thing that Word thinks is incorrect. You can **Ignore** it, which will skip that instance, or you can **Ignore All**, if you don't want it to keep telling you that the same thing is incorrect. It will offer suggestions that you can click on and select **Change**, to change that instance or, if you think you misspelled something a lot, you can click **Change All**, and it will fix every instance in the document.

Be warned: Spell-check is not perfect, and it will often leave things that are incorrect because it doesn't realize they are wrong. If you mean to type as, but you type at, they are both correct words, and it will not find it incorrect.

Columns

Click Format>Columns (near the middle). There are several preset column setups you can choose from: 1, 2, or 3, as well as uneven columns. Or, you can design your own column set up either by specifying the number of columns, or playing with the column width. The Preview at the bottom of the menu will show you what your page will look like.

Printing

Print Preview allows you to see a snapshot of what your document will look like. Either File>Print Preview or Shortcut CTRL+F2. This is useful especially if you want to format a letter or see how much space is left at the bottom of the page or the margins.

To Print from the Print Preview screen click on the **Printer icon** on the left. To go back to the document, click **Close** on the right.

You can also print directly from the page by clicking File>Print (or Ctrl+P). In the library, select blackwhite or color as the type of printer you would like to use. Automatically the printer will print the entire document. If you would like to change that you can either select the pages you would like to print. In the new window, select Page Range (about ½ way down on the left) and in the box type the pages you would like to print. Either separate with a common or, if there are several in a row, separate with a dash: 1, 5, 8 or 1-4, 5. You can also print just the current page by click in the box next to Current Page.

If you would like to print multiple copies, on the right side it says number of copies. You can either type in the number you would like, or use the up and down arrows.

Cutting and Pasting

In order to copy text from one part of a document and paste it somewhere else (for instance to copy from a web page, or to get an email address) you must highlight the text that you want to copy. Put your mouse in the first word, click and hold down the left

North Brunswick Library
Computer Classes

mouse button. Then drag the mouse to the end of what you want copied. The whole text will be highlighted (most likely in blue). While the text is blue, there are three ways to copy the text.

- 1) Move your mouse to the Edit menu at the top and select Copy.
- 2) Right click (the right mouse button), and in the menu that pops up, select Copy
- 3) Use the shortcut CTRL+C (in other words, hold down the CTRL button, and then press the C button.)

There is no indication that what you want copied has been copied, until you try to paste it somewhere else.

Note: the above methods will leave the original in its place. If you want to CUT the original from where it is and paste it somewhere else, the rules are the same as above except:

- 1) Move your mouse to the Edit menu at the top and select Cut.
- 2) Right click (the right mouse button), and in the menu that pops up, select Cut
- 3) Use the shortcut CTRL+X (in other words, hold down the CTRL button, and then press the X button.)

In this case, the text that you have cut will disappear. (Although it won't disappear from a web page)

To paste the item, put your cursor where you would like the new text to be and click so that you see the blinking line (the blinking line is where the text will appear).

There are, of course, three ways to paste the text:

- 1) Move your mouse to the Edit menu at the top and select Paste.
- 2) Right click (the right mouse button), and in the menu that pops up, select Paste
- 3) Use the shortcut CTRL+V (in other words, hold down the CTRL button, and then press the V button.) Why is it V and not P? Because Ctrl+P is print.