



# Word 1

Introduction to Microsoft Word

Office XP version

---

CAL People and Computer Training  
University of California, Berkeley

---

For more information about the CAL PACT program, to sign up for courses, or to download course documentation, please visit our website at <http://calpact.berkeley.edu/>



Use this  
space for notes

## Introduction

**Word 1** is a course created for CAL PACT participants to learn more about the features of Microsoft Word. This course covers introductory material and generally applies to both the Windows and Macintosh computer platforms. This document serves as a future reference for you as you continue to gain experience on your own. Some topics may not be covered in as much detail during the course as they are in this document. Documentation is available for previous versions of Word on the CAL PACT website, at <http://calpact.berkeley.edu>.

### Skills you need for this course

- How to use the mouse
- Knowledge of basic computer concepts
- Familiarity with the Windows or Mac operating systems

### Skills and concepts you will learn in this course

- What is Word?
- The Word environment
- File management
- Basic formatting
- Additional formatting options
- Printing and customizing print-outs

### Conventions used in this document

Menus and menu commands are separated by a vertical bar ( | ). In the document they will appear as **Menu|Command**. An example of this is: “Select **File|New...**”

## What is Microsoft Word?

Microsoft Word is among the most popular word processing programs available today. Word includes features to help create and format many types of documents. It offers many features to enhance the look and content of your documents. While we will be using Word XP, the principles we cover in this class generally apply to other versions of Word as well. We will also highlight a few of the new features included in the Word XP release.

## Getting Started

### The Word Environment

When you launch Word, a new blank document appears in a window on the screen. The **Menu bar**, the **Standard toolbar**, the **Formatting toolbar**, the **Reviewing toolbar**, the **Tables and Borders toolbar**, and the **Ruler** (see below) are tools that appear on the screen to help format and control the document.

#### Menu bar



#### Standard toolbar



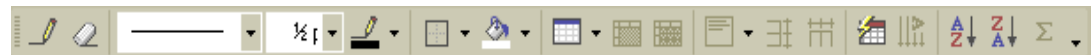
#### Formatting toolbar



#### Reviewing toolbar



#### Tables and Borders toolbar



#### Ruler



The **Menu bar** consists of pull-down menus that contain all of the commands available in Word. The **Toolbars** provide shortcuts to the most commonly used commands available in the Menu bar. The **Ruler** provides direct, easy access to setting and changing the margins, indents, and tab locations of the document.

### Tip



When you launch Microsoft Word, the **Tip of the Day** dialog window appears and provides information on a particular feature of Word. A different tip will appear each time you launch Word. To exit this dialog window, click the **OK** button. To disable this dialog window so that it will not appear in the future, uncheck the **Show tips at startup** box.

**Tip**

You can also choose which toolbars appear on screen by selecting **View|Toolbars|Customize....** Simply click on the **Toolbars** tab in the **Customize** dialog window, and then check the box next to the toolbar you wish to appear.

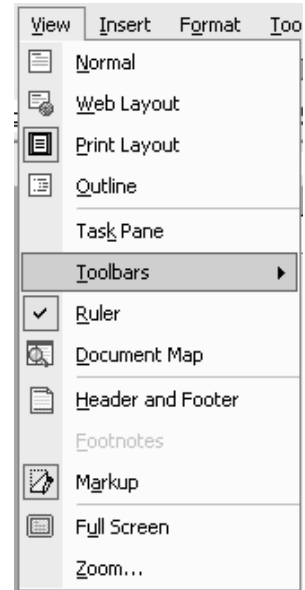
**New Feature: Additional Toolbars**

Toolbars provide shortcuts that let you click a button to perform a command rather than looking through the menu bar and searching for the particular function. Choose from any number of different toolbars from the submenu that appears by pulling down to the toolbar at **View|Toolbars...** and then releasing the mouse button.

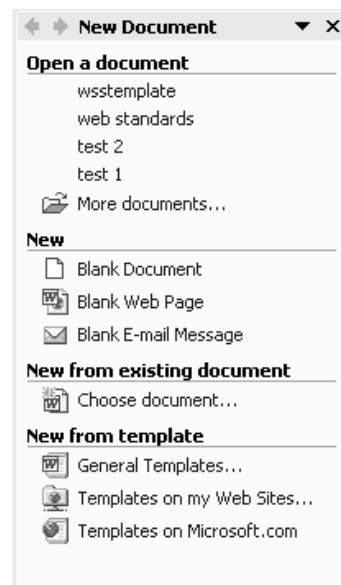
You may add/delete various toolbars through **View|Toolbars...** Checking the box next to certain toolbars will automatically place them on the main screen or simply right click your mouse on the toolbar section and the same options will appear.

To further enhance your existing toolbar, click on the **Commands** tab in the **Customize** option from **View|Toolbars...** The **Standard** and **Formatting** toolbars appear by default and are generally sufficient for most beginner and intermediate level users.

The Standard and Formatting toolbars may be on the same row by default, which causes some options to be hidden. To remedy this, just uncheck the **Standard and Formatting toolbars share one row box** to display these toolbars on separate rows. You can also drag one of the toolbars down to the next line on the main screen.

**Tip**

Open a file faster by double clicking on the file icon to the left of the file name.

**New Document Palette**

This palette option is automatically shown on the screen by default. It allows you to view the most recent documents, templates and formats. This is a useful tool when merging different documents or as an easy-access tool for different word functions.

If the palette is not there or was accidentally closed, it can be re-opened by selecting **File|new**.

**Viewing a Document**

Word offers several options for viewing your document. You can change the percentage of the view size by using the pull-down menu from the **Standard toolbar**. You can also change the view size by selecting **View|Zoom....** This is especially useful for those with visual disabilities.

There are also various types of document views. These are: **Normal**, **Web Layout**, **Print Layout**, **Outline Layout**, **One Page Layout** and **Zoom**. Each of these view types displays your document differently to aid you while working. The printed results are not affected by the view type on screen. You can change the view type either by selecting the view type from the **View** menu, or by clicking on the appropriate button as shown here:

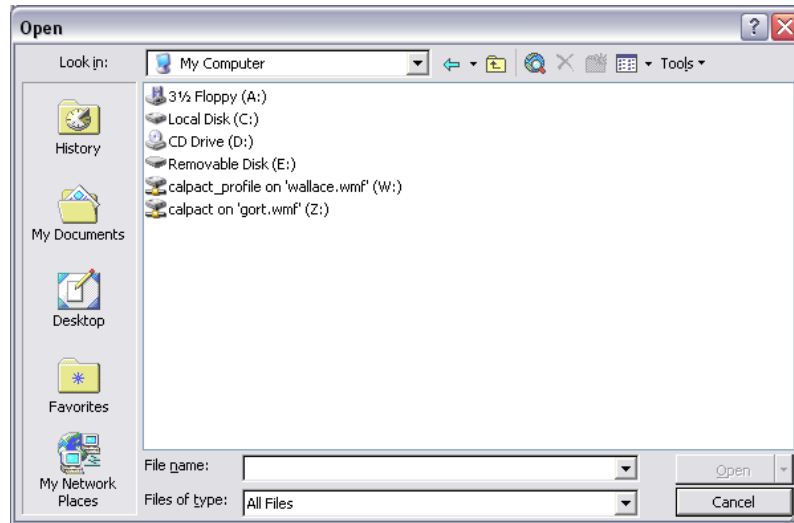
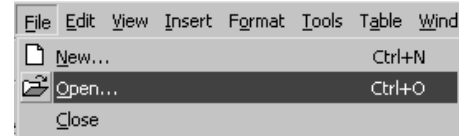


## File Management

### Opening a Document

To open a file that already exists, choose **File|Open...**. The **Open** dialog window will appear. If the file is located on the hard drive, select the **C:** drive, which represents the hard drive on most PCs. If the file is on a floppy disk, select drive **A:**.

Files may also be stored on other types of media, like a CD-ROM, or may be on a shared server. These locations will be represented by different letters. Simply use the **Open** dialog window to locate the file to open, highlight it by clicking on it once, and then click **OK**.



### Creating a New Document

To create a new document, select **File|New**. This should open the Word XP new feature, **New Document Palette**, which will allow you to choose from different templates and formats. Simply scroll the mouse over the desired command, and click once.

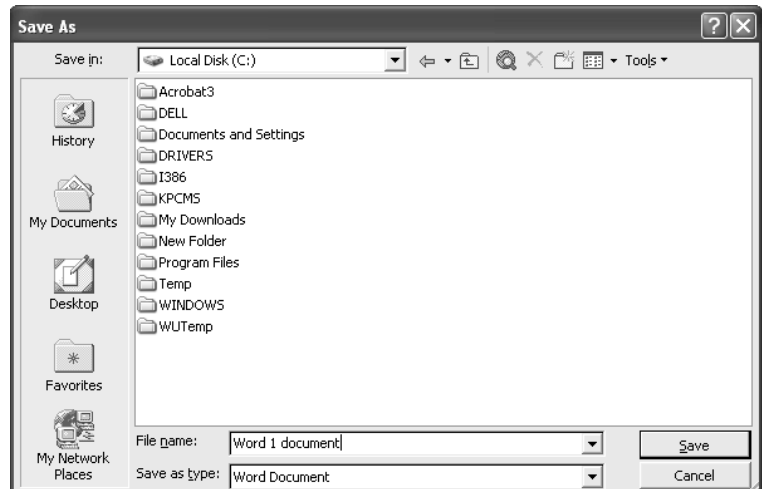
### Tip



If you are sending a document to a colleague and are unsure what file type their computer will be able to read, you can save your document as "Rich Text Format." Virtually any word processing program will be able to read this file type. The drawback is that this type does not allow for much formatting.

### Saving a Document

To save a document, select **File|Save**. If the document is being saved for the first time, the **Save As** dialog window will appear.



There are a few steps to ensure you save the document properly:

1. **Select *where* to save:** Use the location pull-down menu at the top of the **Save As** window to select where the file is to be saved, whether on the hard drive (usually C:), a floppy disk (usually A:) or some other location such as a specific folder or shared server.
2. **Name the document:** Type in a name for your document in the **File name** field. Windows 95, Windows NT and Windows 2000 offer flexibility with long file names, but it is a good practice to keep them short.
3. **Check File Type:** As a precaution, make sure you save the document as the appropriate file type. Always verify that it says **Word Document** in the **Save as type** field. If it is not displayed, use the pull-down menu to find and select it. Although there are other file types to use, files are most commonly saved as **Word Documents**.
4. **Save the document:** After all of the settings above are set, click once on **OK** and the document will be saved.

Subsequent save commands will **not** open the **Save As** dialog window. After you save your document once, it will automatically save to the same location on the disk or hard drive as was originally chosen, under the same file name.

You can save a second, or back-up, copy of the document by choosing **File|Save as...** The **Save As** dialog window will appear again. Give the second copy of your file a different name or save it in a different location to avoid overwriting the original document.

It is always a good idea to **save your work frequently**. If you encounter a computer problem, a power outage, or some other unanticipated event, you do not want to lose your work. Additional control over saving your document can be found in the **Save** tab of the **Options** dialog window, which you can access by selecting **Tools|Options....**

### Note



The word that appears after **Undo** or **Redo** will change with the operation being undone or redone.

### Tip



Word stores a lengthy history of the actions or commands, but these can be undone or redone only in the reverse order in which they were originally performed. This history can be found by clicking on the small downward-pointing arrow on the button, which will make a pull-down menu appear. From here, you can undo or redo the desired commands.

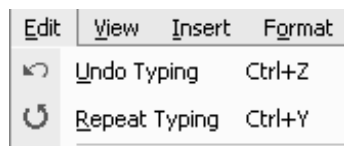
## Copying a Document

Essentially, the **Save As...** command is a way to make copies of files, but it is always recommended to keep a copy of any important documents on different media. For instance, keep one on the hard drive and another on a floppy disk. Use the **Save As...** command or copy the files outside of the Word program in your computer's operating system environment.

## Editing

The following commands are used to help edit the document:

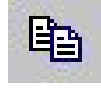
**Undo and Redo**—These features cancel recent actions or commands performed. For example, if you accidentally delete part of your document, select **Edit|Undo Typing** to make it reappear. To revert to the previous change made, select **Edit|Redo Typing**.



For selected or highlighted text, you can perform the following editing tasks:



**Cut** — removes selected text from the file and stores it in the Clipboard.

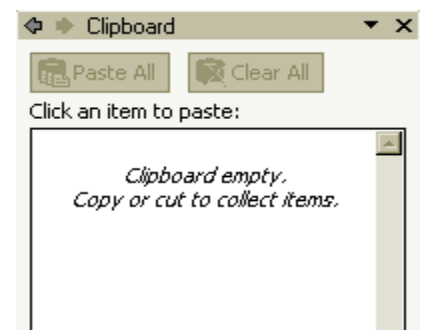


**Copy** — places a copy of the selected text in the Clipboard.



**Paste** — inserts the most recently stored contents of the Clipboard at the current cursor position.

**New Feature: Clipboard.** The Clipboard in Microsoft Office allows you to store up to 12 items and individually paste each item anywhere in the text of your document. When you copy multiple items the **Clipboard** window will appear. From this window, you can select which item you want to paste. Keep your pointer over the icon and a yellow box will appear displaying a portion of the text to be pasted. Simply click the icon and that text will be pasted at the place where your cursor is located at that time in the document.



### Tip



If you want to remove a single item from your selection without canceling your entire selection, then simply click the item a second time while you continue to hold down the CTRL key.

### Selecting nonadjacent items:

1. Select the first item you want, such as a table cell or paragraph.
2. Hold down CTRL
3. Select any additional items you want.

Typing while an area is selected will cause the **entire area of selected text to be replaced by the new text being entered**. To prevent this, de-select the area by clicking the mouse to another location or use the arrow keys on the keyboard to **move the cursor, then continue typing**.

### Selecting all text with the same formatting:

1. If the **Styles and Formatting** task pane is not open, click **Styles and Formatting** on the **Formatting** toolbar.
2. In your document, click on a word that's formatted like the text you want to select. The formatting description will appear under **Formatting of selected text** in the **Styles and Formatting** task pane.
3. In the **Styles and Formatting** task pane, click **Select All**.

Typing while an area is selected will cause the **entire area of selected text to be replaced by the new text being entered**. To prevent this, de-select the area by clicking the mouse to another location or use the arrow keys on the keyboard to **move the cursor, then continue typing**.

### Warning




Typing while an area is selected will cause the entire area of selected text to be replaced by the new text being entered. To prevent this, de-select the area by clicking the mouse to another location or use the arrow keys on the keyboard to move the cursor, then continue typing.

**FYI**

You can select which formatting marks to show by selecting **Tools|Options...** and checking off which ones you wish to show in the **Formatting Marks** area of the **View** tab.

**Viewing Formatting Marks**

A very useful editing tool is the **Show/Hide ¶** button  located in the **Standard toolbar**. Click on this button to show a representation of spaces, paragraph returns, tabs, etc. on your screen. Knowing where these things are can help you in the editing process. For example, accidentally deleting a paragraph return may change the format of a portion of the text. To avoid deleting a necessary formatting attribute, click once on the **Show/Hide ¶** button so that it appears recessed on the toolbar. Click the button again to hide these representative markers. These formatting marks will not appear on the printed page. They are only for your reference on the screen.

**Basic Formatting**

One of the first formatting options to decide upon is how your text should appear. Word gives you many different options on how to modify the appearance of the text in your document. You can change the font, the point size, and other basic characteristics of your text.

**Tip**

Try not to use too many different fonts in a single document. The old adage is especially true here: *“Less is more.”*

**Fonts**

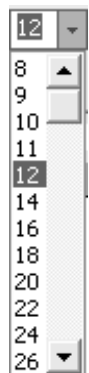
Some commonly used fonts are Times New Roman, Palatino, Courier, and Arial. Each font differs in the shape of the characters. This can make all the difference in the presentation and length of the document. To change fonts, choose the **Font** pull-down menu found in the **Formatting Toolbar**, then select the one you wish to use. Experiment with the various fonts to see which one(s) suit your document. An alternate method of changing the font is to choose **Format|Font...**, which will display the **Font** dialog window. If you have already typed your text, highlight the text to change before applying the formatting changes.

**Tip**

Keep readability in mind when choosing fonts and font point size.

**Font Point Size**

Select the point size of the font using the **Font Size** pull-down menu found in the **Formatting toolbar**. The most common sizes are 10 and 12, depending on the font. Sizes 8 and 9 are good for subscripts and sizes 18 and larger are common for titles and title pages. The key is to make your text readable.

**Caution**

Font point size varies greatly between different fonts, particularly with specialty fonts. Be sure you print out a sample to avoid making the text too large or too small.

**Font Styles (Bold, *Italics*, and Underline)**

You can make your text **Bold**, *italicized*, or underlined by using these three buttons found in the Formatting Toolbar:



There are two ways to approach this. One way is to put your cursor where you want to type, click the appropriate button, and then type your text. The font style you have chosen will be applied to your text.

Another method is to type your text first and then apply the desired font style. See the example in the following paragraph to see how this is done. More options for changing the appearance of fonts (such as color and special effects) are available by selecting **Format|Font....**

To apply formatting to text that has already been typed, highlight that particular portion of text. To do this, click and drag across the area to select it. The selected text will be surrounded by highlighting on the screen. When text is selected this way, the next command chosen will be applied only to the highlighted text. For example, the text below is highlighted:

Apply formatting to text that has already been typed, highlight text. **To do this, click and drag across the area to select it.** The text is surrounded by highlighting on the screen.

Click on **B** and the whole highlighted area will become bold:

Apply formatting to text that has already been typed, highlight text. **To do this, click and drag across the area to select it.** The text is surrounded by highlighting on the screen.

## Styles & Formatting

Word can remember those formatting settings for you and then reapply them with just a click. This helps make your documents look consistent and can save you time.

As you work in your document, Word keeps track of, or saves, formatting information as a style in the **Style and Formatting** task pane. If you don't want Word to keep track of formatting, however, you can turn this setting off.

You can easily reapply formatting to other text by selecting the text you want to format in your document and then clicking the style's description in the task pane.

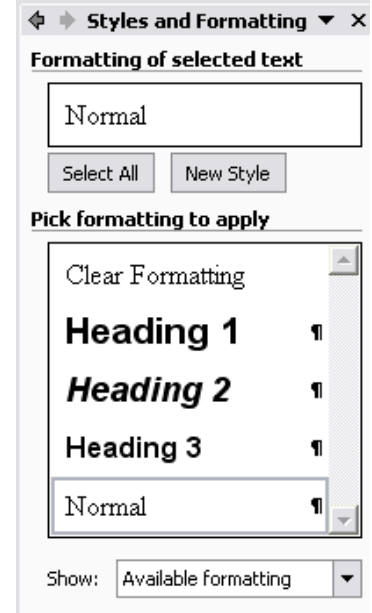
## Text Alignment

Another formatting feature available in the Formatting toolbar is text alignment. The four buttons shown here represent (from left to right) **Align Left, Center, Align Right**

## Right and Justify.



**Align Left** is the default selection because it is most common to have text flush with the left margin of the page. To center a portion of the document, highlight the text and click once on the **Center** button. To have the text flush on the right margin of the document, select **Align Right**. **Justify** is frequently used in business correspondence, and has the appearance similar to that of a newspaper or magazine article where text is flush with *both* the left *and* right margins.



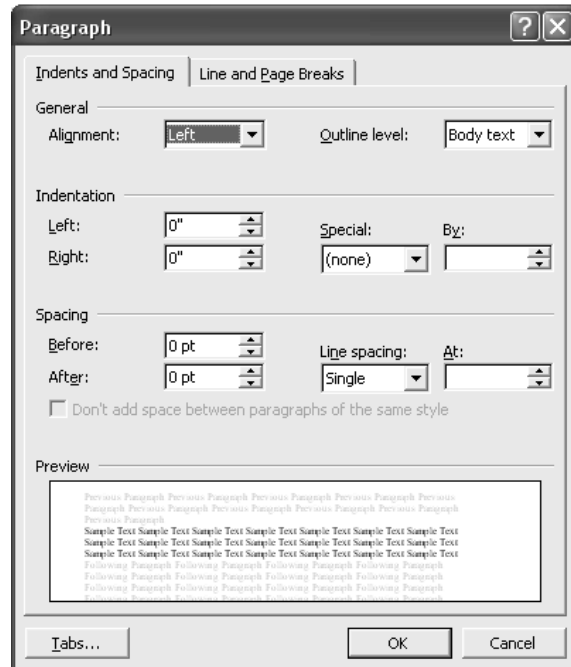
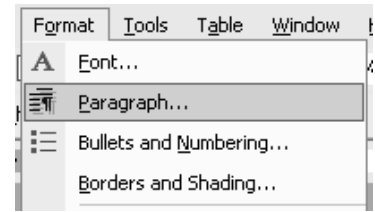
## Timesaver



You can also apply text alignment changes to a paragraph by simply placing your cursor anywhere in the text of the paragraph and then clicking on the desired text alignment button.

## Line Spacing

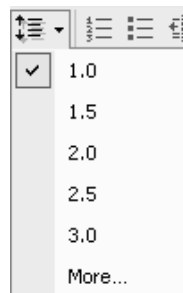
Line spacing has to do with the amount of vertical blank space between each line of text in the document. This is commonly referred to as single-spacing, double-spacing, etc. If you want to change the line spacing of any portion of your document, simply highlight the paragraphs you want to adjust and select **Format|Paragraph** to bring up the **Paragraph** dialog window shown below.



Line spacing is located in the middle of the dialog window. By default, Word will set line spacing to **Single** for each new document. To double-space the selected paragraphs, click on the down arrow under **Line Spacing:** and highlight **Double**.

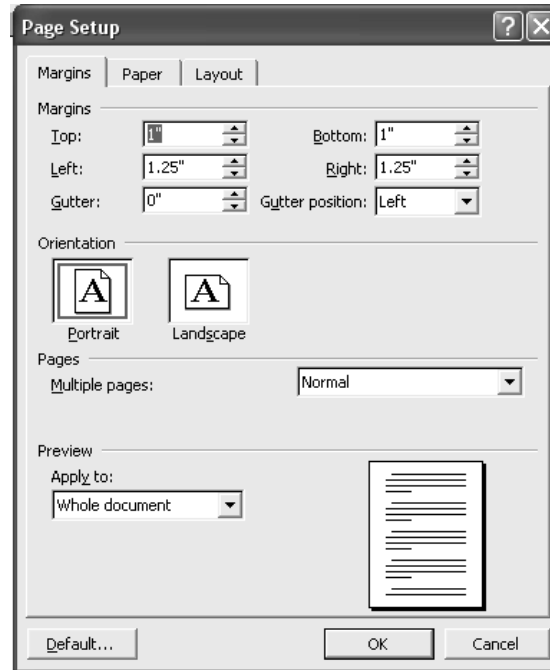
If the entire document has been typed, it is possible to quickly change the line spacing of the entire document by choosing **Edit|Select All...** This command automatically highlights the entire document. Once the entire document is selected, go through the steps above to double-space the document.

This function can also be found on the Standard toolbar as shown here.



## Margins

To set the document margins, choose **File|Page Setup...** and the **Page Setup** dialog window will appear:



### Note



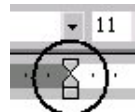
Be sure to double check the **Apply To:** field to make sure that the settings will be applied to the **Whole document, This section,** or other setting as appropriate.

The default margins in Word are 1" at the top and bottom, and 1.25" on the left and right sides. To change the settings, use the arrows at the right of each measurement to increase or decrease the margin settings, or manually enter a value. The **Preview** field shows what the document will look like with the current margin settings. Click **OK** after setting the desired margin sizes.

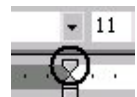
Use the arrows to the right of each field or manually enter a value to adjust margin sizes. Controls for **Mirror Margins** and **Gutter** settings are also found in this dialog window. Mirror margins are essential if you will be binding your document in book form. Entering a Gutter value will create blank space at the appropriate side of your document to allow for proper binding.

## Understanding the Indent Markers

The hourglass figure shown here, found in the Ruler, is actually comprised of three distinct text boundary markers.



The top triangle, called the **First Line Indent Marker**, is for designating where the first line of text in a paragraph will start. The first line of each paragraph (after each hard return) will automatically start where you place this marker in the Ruler.

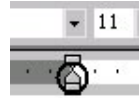


**Note**

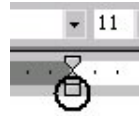


The various Indent Markers change text boundaries only for the selected paragraphs. They do not change the margins for the whole document.

The bottom triangle, known as the **Hanging Indent Marker**, allows you to create a hanging indent in a paragraph. All the text in a paragraph besides the first line will start at the point where you drag this marker in the Ruler.



The small rectangular box on the bottom is the **Left Indent Marker** represents the left boundary of the text, and moves both the First Line and Hanging Indent Markers at the same time.



The triangle at the right of the ruler called the **Right Indent Marker** represents the right boundary of the text.



**Margins vs. Indents**

Take care to not confuse *Margins* with *Indents*. **Margins** are set for the entire document and represent the distance from the physical edge of the printed page. In the sample of the Page Setup dialog window on the previous page, the Margin settings are at 1” on the top and bottom and 1.25” on the right and left. **Indents** allow you to independently adjust the boundaries of text in specific areas of your document. We will demonstrate this important difference in class.

Shown below is an example of a First Line Indent in which the first line of the paragraph is indented 0.5” from the left margin. The right side boundary is set at 1.5” from the left margin. Note the positions of the indent markers.



This is an example of a First Line Indent in which the first line of the paragraph is indented 0.5” from the left margin. The right side boundary is set at 1.5” from the left margin. Note the positions of the indent markers.


Shown below is an example of a Hanging Indent in which the first line of the paragraph is positioned 0.5” from the left margin, with the left boundary of the remainder of the text in the paragraph positioned at 1” from the left margin. Again, note the positions of the indent markers.




This is an example of a Hanging Indent in which the first line of the paragraph is positioned .05” from the left margin, with the left boundary of the remainder of the text in the paragraph positioned at 3” from the left margin. Again, note the positions of the indent markers.

**Note**

When you drag the Left Indent Marker to a new location, the relative positions of the First Line Indent Marker and the Hanging Indent Marker stay the same.

This is the **Increase Indent** button (). Click the mouse within the paragraph to change the indent of that paragraph (or highlight multiple paragraphs to apply changes to them all at once), then click this button to increase the indent to the right by one tab stop. Note that this performs the same action as moving the Left Indent Marker.

This is the **Decrease Indent** button (). The process is the same as above, but this will move the indent to the left by one tab stop.

## Additional Formatting Options

### Tabs

To set tab stops in the document, highlight the paragraphs where tab stops will be set. The tab selector is to the far left of the horizontal ruler. Click on the tab selector until the type tab stop you want is shown. (The tab selector is set to a left-aligned tab by default.) There are several types of tabs available as shown here.



Left-aligned tab stop



Right-aligned tab stop



Center-aligned tab stop



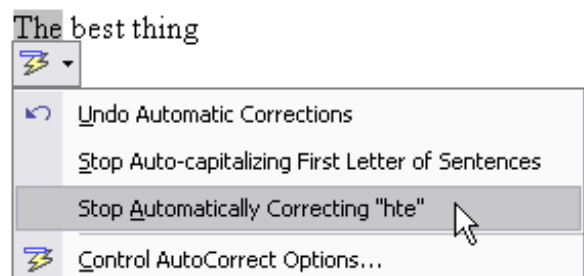
Decimal tab stop

Once you have selected the desired type of tab stop, click once inside the ruler at the point where you want to place the tab stop. You can click and drag the tab stop anywhere along the horizontal ruler to move it. To remove a tab stop, click and drag it off the ruler. Note that the changes are applied only to the highlighted area (or in the paragraph where the cursor is located if no text is highlighted). Look at the ruler to double check where tab stops have been placed.

### Smart Tags

You can click new buttons called “smart tags” to quickly perform tasks, adjust how information is pasted, or control automatic changes in Word. Here are some sample smart tags.

*Autocorrect Button:*

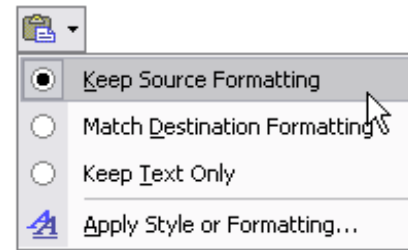
**Note**

#### **Tab vs. Space bar**

To ensure that the text is aligned correctly when it is printed, we *strongly* suggest you use tabs instead of spaces when typing the document. Though the text may appear aligned on the screen, it likely will not look that way once it is printed. We will cover other ways to create space in your document in Word 2.

*Paste Button:*

thing



The **Smart Tag Actions** button appears when you rest the mouse pointer over text with purple dotted underlines. When you click the button, a list of actions that you can take appears. For example, the list might include the following actions: send mail, schedule a meeting, open or add a contact, and insert an address.

### Using the Paste Options Button

The **Paste Options** button appears just below your pasted selection after you paste text. When you click the button, a list appears that lets you decide how the information is pasted into your document.

The available options depend on the type of content you are pasting, the program you are pasting from, and the format of the text you are pasting.

### Using the AutoCorrect Options Button

The **AutoCorrect Options** button first appears as a small, blue box when you rest the mouse pointer near text that was automatically corrected, and it changes to a button icon when you point to it. When you click the button a list appears so that you can undo the correction or turn on or off AutoCorrect options.

### Headers and Footers

To add text that you want to appear at the top or bottom of each page of your document, choose **View|Header and Footer**. Word will automatically switch to **Page Layout** view, showing exactly where the text will appear. Use the button from the **Header and Footer toolbar** shown here to switch between the top and bottom of each page. In general, any text or objects placed in the header and footer are displayed on each page of the document.

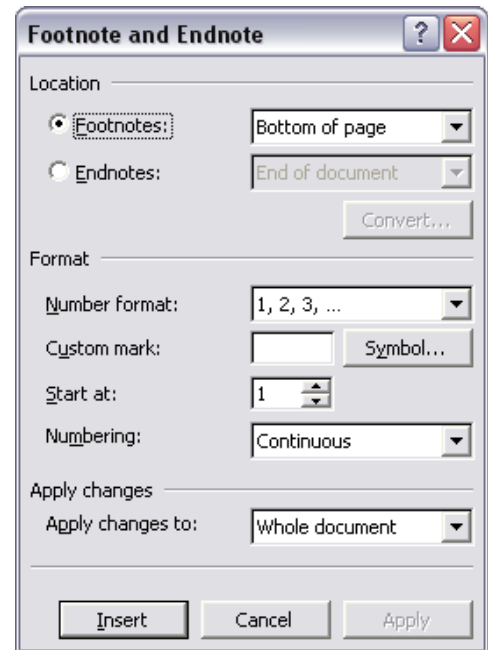


The Header and Footer toolbar will help you in formatting the header and footer portions of your document. Hold the mouse over each button on the screen and a flag will appear describing what command the button represents. For example, the button with the number/pound sign will insert automatic page numbering wherever the cursor is located at the time the button is clicked.

## Footnotes

To insert footnotes into the document, begin by placing the cursor where you want the footnote symbol to appear in the text. Then choose **Insert|Reference|Footnote....** This will open the **Footnote and Endnote** dialog window.

Select **Footnote** or **Endnote** as desired. Word will default to **AutoNumber** in the **Numbering** options in this dialog window. Leaving this option selected will automatically adjust the footnote numbers whenever new footnotes are added, whether it be before, between or following previously inserted footnotes. You may insert other symbols besides standard numbers or letters by clicking **Symbol...** and selecting the desired symbol. To insert your footnote click on the **Insert...** button in the bottom left corner of the dialog window. If you have only modified the formatting, instead click **Apply**. The appropriate symbol will appear. Begin typing in the information for the footnote. (For subsequent footnotes that are auto numbered, you can simply click **Apply** as soon as the **Footnote and Endnote** dialog window appears and type the text for your next footnote).

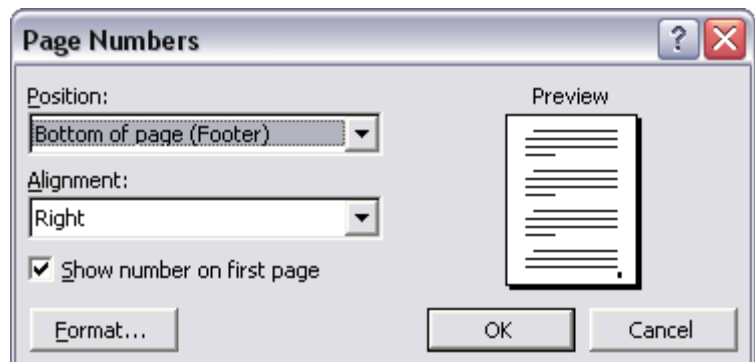



## Page Numbering

The easiest way to insert page numbers into a document is to choose **Insert|Page Numbers....** The **Page Numbers** dialog window will appear with several display options, such as position and alignment. To remove the page number from the first page, uncheck the box next to **Show number on first page**. When you are finished with your page numbering setup, click **OK**. (For additional control over how page numbers appear in your document, click on the **Format...** button.

## Printing

There are several things to do before printing a document. First, check how the document will look on the printed page by choosing **File|Print Preview**. Selecting this command shows a small version of the document on your screen. Check the margins and overall spacing of the document. To make changes, either close the **Print Preview** window and return to the document, or make changes to the margins



by selecting **File|Page Setup...** and entering the desired values. (There are other ways to accomplish this, but we will not cover them in this course.) To print the document, click the **Print** button () at the top left of the **Print Preview** window, or choose **File|Print...** from the menu bar. The **Print** dialog window then appears.

Before clicking on **OK**, there are a couple of things to check:

1. *How many **copies**:* To print more than one copy of the document, type in the desired number in the **Number of copies:** field.
2. *Which **pages** to print:* To print specific pages of the document, type in the page numbers to print in the **Pages:** field, separated by a hyphen (e.g. 6-10) if consecutive or by a comma (e.g., 3, 7, 12) if nonconsecutive.
3. *How many **pages per sheet**:* To print multiple pages of a document on a single sheet, pull down the field to indicate how many pages are desired on one sheet under **Pages per sheet:**.

After the desired values have been entered, print the document by clicking **OK**. Word will take a few moments to send the print job to the printer.

## Useful Tools

### Spell Check

Word can automatically check the spelling of the document. Click the **Spelling and Grammar** button that appears on the **Standard toolbar** (it can also be found under **Tools|Spelling and Grammar...**). The **Spelling and Grammar** dialog window shown on the next page appears:

Word checks the words in the document against its dictionary and shows all the words not in its dictionary. The spelling and grammar checker program prompts you when it comes upon an unknown word and offers suggestions on its correct spelling and usage. If you do not want to change the word based on the suggestions given, click **Ignore**, or accept one of the suggestions by highlighting the suggestion and clicking **Change**. Keep in mind that spell check will not recognize many proper nouns (e.g., names). If the document contains many names or a repeating word you do not want to change, click **Ignore All** to tell Word to ignore all of the occurrences of that word during the spell check process.

If you have Word installed on your local hard drive, you can create and add words to a **Custom dictionary** by clicking on the **Add** button in the **Spelling and Grammar** window when the word appears during your spelling and grammar check. (If you are running Word off of a server, you may not be able to add words or create a Custom dictionary).

### Grammar Check

Word can help check grammar in your document. Choose **Tools|Spelling and Grammar...** (or click on the **Spelling and Grammar** toolbar button) and check the **Check grammar** box at the bottom left corner of the **Spelling and Grammar** window. Both spelling and grammar will be checked as part of the same overall process. Just as in spell check, you can choose to **Ignore** the suggestion or change the text. To close the dialog window, simply click the box in the upper right corner of the window, or click **Cancel**.

## Thesaurus

Another helpful feature Word offers is the thesaurus. Select a word in the text for which you would like to find a synonym or antonym and choose **Tools|Language|Thesaurus....** To use the suggested word in place of your original word, simply press the **Replace** button. To exit the dialog window, click the box in the upper right corner of the window, or click **Cancel**.

## User-Friendly Helpers

For help on virtually any aspect on Word, choose **Help|Microsoft Word Help**. This will give you access to information by topic as well as allow you to enter natural-language questions about the functionality of Word.

Selecting the **Contents** tab will display a list of general topics. By clicking on the plus (+) symbol or by double-clicking on the topic, you can expand the list to see the subtopics and specific help files available under that general topic heading.

Selecting the **Answer Wizard** tab allows you to type in a natural-language question. When you click on the **Search** button, a list of topics will appear in the display box that you can select as you would in the **Contents** tab area.

You can also have the Microsoft Office Assistant appear in the bottom right corner of your screen if you choose. This is designed specifically to help beginning users, and can be accessed by selecting **Help|Show the Office Assistant**. A gallery is available to choose any of eight different Office Assistants. You can access this gallery by right-clicking on the Office Assistant, and selecting **Choose Assistant....** You can hide the Office Assistant by selecting **Help|Hide the Office Assistant**. Have fun!