



# Microsoft Word 97/98 Session 1

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## Introduction

Word Session 1 is a course created for CAL PACT participants to learn more about the features of Word. The course covers simple introductory material and applies to both the Windows and Macintosh computer platforms. This document serves as a supplement and future reference to the class.

### Skills needed to take this class

- how to use the mouse
- how to use the Windows or Macintosh computing environment

### Skills and concepts learned in this class

- what is Word
- using menus and toolbars within Word
- file management
- basic formatting
- advanced formatting
- printing and customizing print-outs

### Conventions used in this document

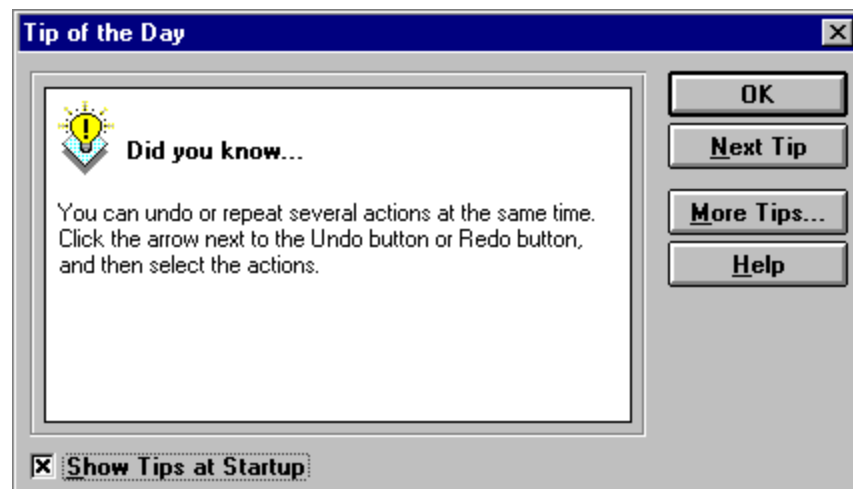
Menus and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu | Command**. An example of this is "Select **File | New...**"

## What is Microsoft Word 97?

Microsoft Word is among the most useful word processing programs available today. Word includes features to help create and format many types of documents. Some of the key features include the formatting toolbar, ruler, menu bar, toolbar, spell check and grammar check.

## Getting Started

Once the program is launched, the **Tip of the Day** dialog box appears and provides information on a particular feature of Word. To exit this dialog box, click the OK button. To disable this dialog box so that it will not appear in the future, de-select the Show Tips at Startup check box.



## What you see on the screen

When Word is launched, a new blank document appears in the window on the screen. The Menu Bar, the Standard Toolbar, the Formatting Ribbon, and the Ruler (see below) are tools that appear on the screen to help format and control the document.

### Menu Bar



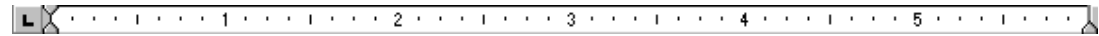
### Standard Toolbar



## Formatting Toolbar



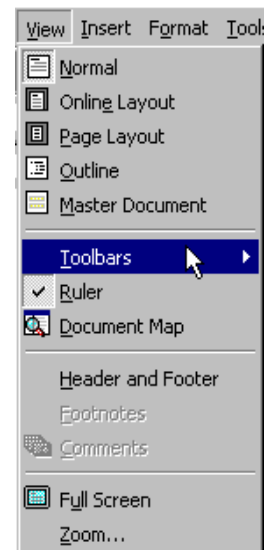
## Ruler



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.

- If the Ruler does not appear on the screen, choose **View | Ruler**.
- If the Toolbars do not appear, select **View | Toolbars**. Select any number of different toolbars from the dialog box that appears.

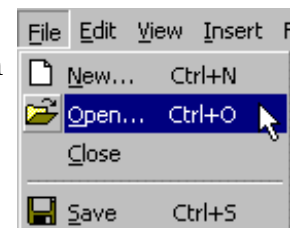
**FYI:** Toolbars offer shortcuts by using the mouse to click a button to perform a desired command rather than looking through the menu bar and searching for the command. The Standard and Formatting toolbars appear by default and are frequently all that is needed when creating a new document.



## File Management

### Opening

To open a file that already exists, choose **File | Open...**. The Open dialog box will appear. If the file is located on the hard drive, select the C: drive, which usually represents the hard drive. Locate the file to open, highlight it by clicking it once, and click OK.



- If the file is on a floppy disk, select drive A:; locate the file to open, highlight it by clicking it once, and click OK. (Note: on some computers with two floppy drives, the file to open may be stored on drive B: instead of A:)

**FYI:** Open a file faster by double clicking on the file name.

## Creating a New Document

To begin a new document, Choose **File | New**. The dialog box that appears offers many different options. Click OK for a normal blank document.

## Saving Files

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

There are a few steps to take to save the document properly:

1. *Select where to save:* To save a document to a floppy disk, select drive A: in the Drives: box, then use the Directories box to select where in the drive the file is to be saved.
2. *Title the document:* To name the document, type in a title in the File Name field. Windows 95 and NT offers flexibility with long file names.
3. *Check File Type:* For safety, check to make sure the document is saved as the appropriate file type. Always verify that it says Word Document in the Save File as Type field. If it is not displayed, use the pull-down arrow on the right of the box 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.

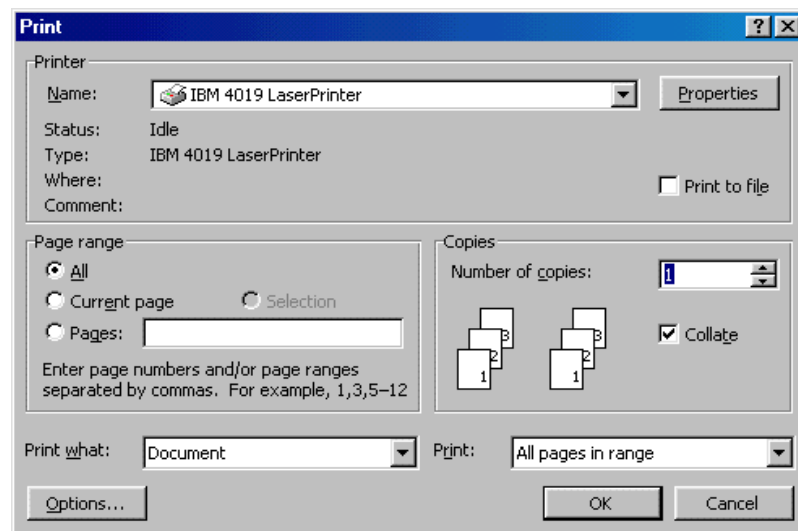
Subsequent Save commands will *not* open this dialog box. After a document is saved once, it will automatically save to the same location on the disk or hard drive. Save a second, or back-up, copy of the document by choosing **File | Save as...** The dialog box will appear again. Give the second copy of your file a different name or save it in a different location to avoid overwriting the original document.

## Copying files

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, such as on the hard drive and floppy disks. Use the **Save As...** command or copy the files outside of the Word program.

## Printing

There are a few steps to take before printing a document. The first is to check how the document will look on the print-out. Choose **File | Print Preview**. When this command is selected, a small version of the document appears on the screen. Check the margins and overall spacing of the document. To make changes, either close the print preview window and return to the document to make any type of changes, or make changes to the margins by choosing the Margins button from the top of the screen. To print the document, click the Print button from the top of the Print Preview screen, or choose **File | Print** from the main document. The following dialog box appears.



Before clicking on OK, there are a few things to check .

1. *How many copies:* To print more than one copy of the document, type in the appropriate number in the 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 (e.g. 6-10).

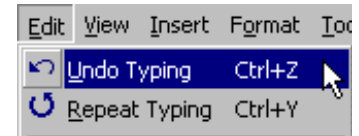
After the fields have been checked, print the document by clicking on OK. The program will take a few moments to send the print job to the printer.

## Editing

The following commands are used to help edit the document.

**Undo:** This feature reverses the most recent actions entered. For example, if a section in the document is accidentally deleted, choose **Edit | Undo Typ-**

ing to make it reappear. Word has the ability to store a large history of the commands, but the commands can only be “undone” in reverse order.



For selected or highlighted text, apply the following editing functions:

**Cut** – removes selected text from the file and saves it on the Clipboard.

**Copy** – places a copy of the selected text on the Clipboard.

**Paste** – inserts the contents of the Clipboard to the current cursor position.

**Show/Hide Button** 

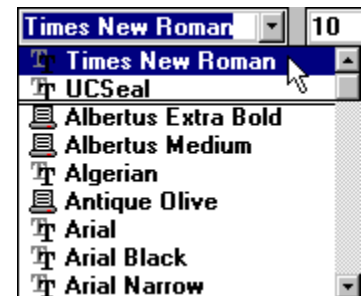
A very useful editing tool is the **Show/Hide Invisibles** button located in the Standard Toolbar. Click on this button to show on screen what is otherwise invisible: spaces, paragraph returns, tabs, etc. Knowing where these things are may help in editing a document. For example, accidentally deleting a paragraph return may change the format of a portion of the text. To avoid deleting a necessary formatting function, click once on **Show Invisibles**. To make invisibles disappear, click the button again.

## Basic Formatting

### Fonts

One of the first formatting options to decide upon is which font, or typeface, to use. The most commonly used fonts are Palatino, Times New Roman, Courier, and Geneva. 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 menu found in the Formatting Ribbon. Select any of the fonts shown. Select different fonts to experiment with the various fonts. An alternate method of changing the font is to choose **Format | Font...** If text has been typed, highlight the text to change before applying the formatting changes.

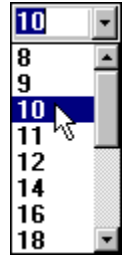



### Point Size


Select the point size of the font using the toolbar button shown. The most common sizes are 10 and 12. Sizes 8 and 9 are good for subscripts and sizes


18 and larger are common for titles and title pages.

**FYI:** Some fonts, such as Geneva, are quite large to begin with. Select a smaller point size such as 10 so that the text will not appear too large once the document is printed.



**Bold, Italics, and Underline** 

Make the text **bold**, *italicized*, or underlined by using these three buttons found in the Formatting Ribbon. Before typing the word(s) which will be bolded, place the mouse on top of the  and click once. When the button appears depressed, begin typing and the text will appear bolded until the button is de-selected. The same holds true for *italicizing* and underlining.

To apply these text attributes to some portion of a document that has already been typed, highlight the text to change and then click  according to the style to apply.

**FYI:** To apply a certain format to text that has already been typed, it is necessary to “highlight” or “select” the portion of text. To do this, click and drag across the area to “select”. Notice that a highlight appears on the screen. When text is selected this way, the next command chosen will be applied only to the highlighted text. For example, the alphabet below is selected/highlighted:

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

Click on  and the whole highlighted area will become bold:

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**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 clicking the mouse to move the cursor to the proper location or use the arrow keys on the keyboard to move the cursor. Continue typing when the proper location has been chosen.

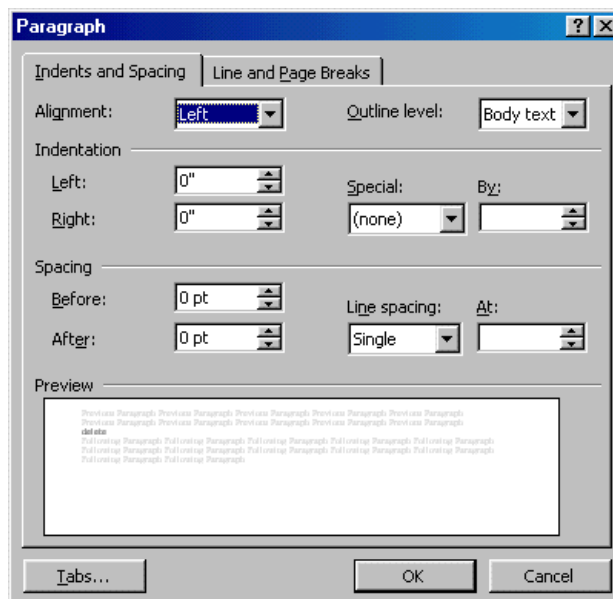
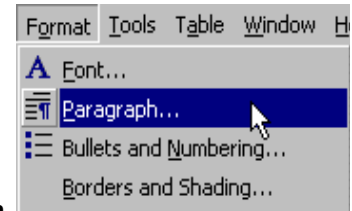
**Text Alignment** 

Another formatting feature available in the Formatting Toolbar is text alignment. The four buttons above represent (from left to right): left align, center, right align and justify. Left alignment is the default selection because it is the most common. To center the title or some other portion of the docu-

ment, highlight the text and click once on the center button. To have the text flush to the right within the document, select right alignment. Justification 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.

### Line Spacing

Line spacing refers to the amount of vertical (blank, white) space between each line of text in the document. This is commonly referred to as single-spacing, double-spacing, etc. Highlight the desired paragraphs to adjust and choose **Format | Paragraph** to bring the following dialog box on screen:

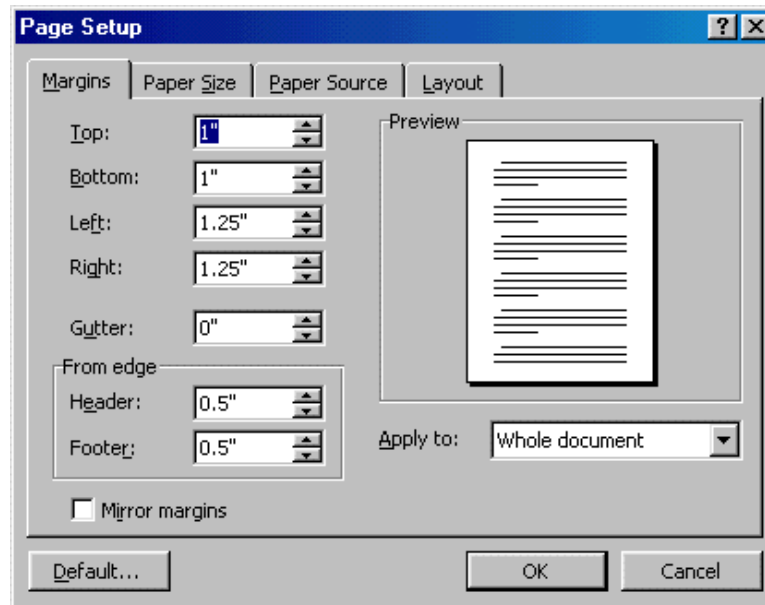


Line spacing, is located at the center of the dialog box. Word will automatically set line spacing to single with each new document. To double-space the selected paragraphs, pull down the line spacing menu and release the mouse on Double. This will make all selected paragraphs double-spaced.

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 in the paragraph above to have the document double-spaced.

## Margins

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



The default margins 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. The Preview field shows what the document will look like with the current margin settings. Click OK after setting the desired margin sizes.

## Advanced Formatting

### Tabs

To set tab stops in the document, highlight the paragraphs where tab stops will be set. To the left of the horizontal ruler is the tab selector. Click on the tab selector until the proper tab stop is shown. There are several types of tabs available as shown in the table to the right.

To-Select	Tab Alignment Button
Left aligned tab stop	
Center aligned tab stop	
Right aligned tab stop	
Decimal tab stop	

Once the desired tab stop is selected, click inside the ruler to place a stop. Click and drag the tab anywhere along the horizontal ruler to move the tab stop. To remove the tab stop, click and drag the tab stop off of the ruler into the document region. 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.

**FYI:** Tab vs. Space bar – to ensure that the text is aligned correctly when it is printed, we strongly suggest that using tabs in place of spaces when typing the document. Though the text may look aligned on the screen, it probably will not look that way once it is printed.

### Headers and Footers

To add text above the top margin or below the bottom margin of the document, choose **View | Header and Footer**. Word will switch to the Page Layout view, showing exactly where the text will appear. Use the scroll bar shown below to switch between the top and bottom of each page.



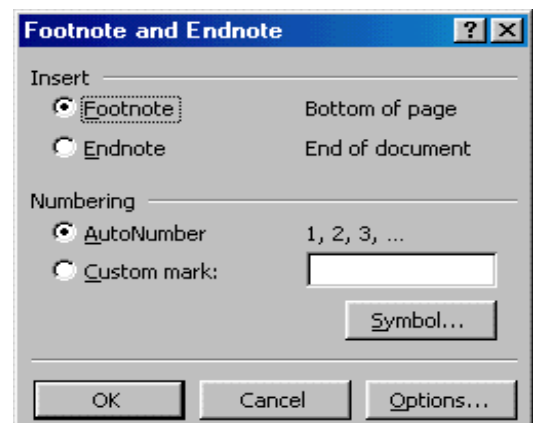
The Header and Footer toolbar will help format this portion of the document. Hold the mouse over each button on the screen and a flag will appear telling what command the button represents. For example, the button with the number/pound sign will insert automatic page numbering wherever the cursor is currently positioned.

### Footnotes

To insert footnotes into the document, begin by placing the cursor where the footnote symbol will appear in the text and click once to select that position. Choose

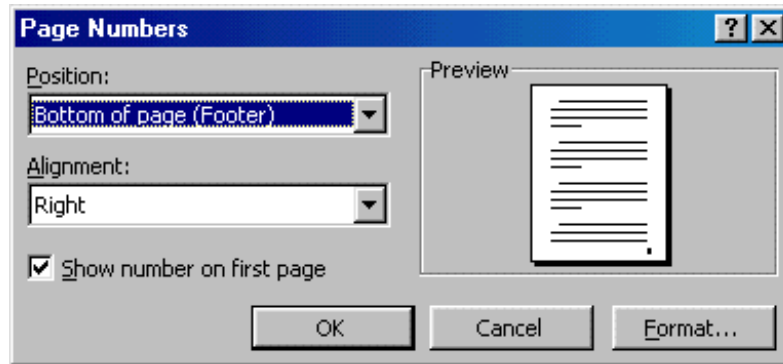
#### **Insert | Footnote....**

Select Footnote or Endnote and click OK. The appropriate symbol will appear. Begin typing in the information for the footnote.




## Page Numbering

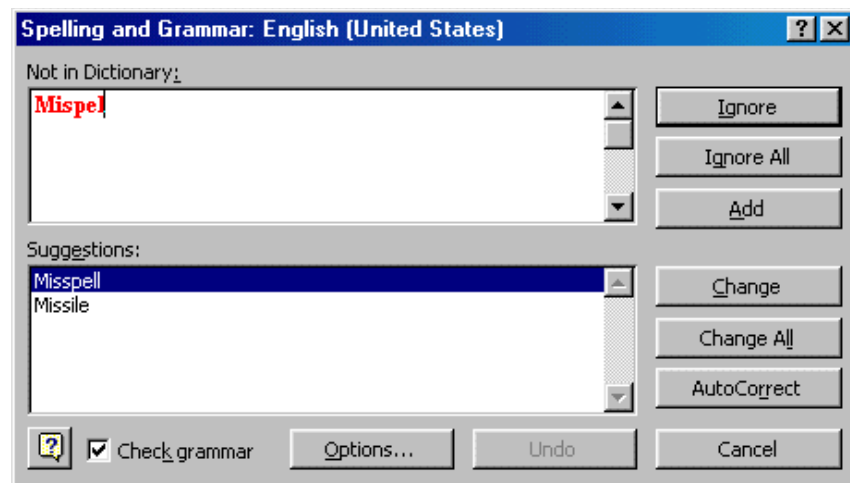
The easiest way to insert page numbers into a document is to choose **Insert | Page Numbers...**



To remove the page number from the first page, click once on the box for Show Number on First Page so that it is not checked, then click OK.

## Spell Check

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



Word checks the words in the document against its dictionary and shows all the words not in its dictionary. The spell checker program prompts when it comes upon an unknown word and offers some suggestions on its appropriate spelling. Ignore the suggestion by clicking Ignore, or accept one of the suggestions by highlighting the suggestion and clicking Change. Spell Check will not recognize many proper nouns (e.g. names). If the document contains many names, tell Word to Ignore All of the occurrences of that word

during the Spell Check.











### Grammar Check

Word also helps check grammar in the document. Choose **Tools | Spelling and Grammar**. Just as in Spell Check, from the dialog box that appears choose to **Ignore** the suggestion or change the text. To close the dialog box, simply click the box in the upper-left corner of the window.

### Thesaurus

Another nice feature Word offers is a thesaurus. Select a word in the text to find a synonym or antonym for and choose **Tools | Language | Thesaurus**. To exit the dialog box, click **Cancel**.

## QUICK REFERENCE

-  New — automatically opens a new, blank document
-  Open — opens a previously saved file
-  Save — saves the active document
-  Print --- directly sends the document to the printer
-  Print Preview --- opens the Print Preview window
-  Spell Check --- starts the spell check program
-  Cut --- cuts selected text and places it into the clipboard
-  Copy --- copies selected text and places it into the clipboard
-  Paste --- pastes text from the clipboard at the current cursor position
-  Show Invisibles --- shows formats like spaces and paragraphs on screen

## USER-FRIENDLY HELPERS

To access on-line help, choose **Help | Contents & Index...** The dialog box shown below appears. Click the **Find** tab, type in a topic and you are on your way!

