

# Word 2003 Introduction

Stephen Moffat, The Mouse Training Company



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# Introduction

Word 2003 is a powerful word processing application that allows users to produce typed documents. These can range from simple letters through to fax cover sheets, reference manuals and sophisticated reports incorporating numbered headings, figures and graphics.

## How to use this guide

This manual should be used as a point of reference following attendance of a Word 2003 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user after the course.

The manual is divided into sections, each covering an aspect of the course. The table of contents lists the page numbers of each section and the table of figures indicates the pages containing tables and diagrams.

## Objectives

Sections begin with a list of objectives each with its own check box so that you can mark off those topics that you are familiar with following the training.

## Instructions

Those who have already used a word processor before may not need to read explanations on what each command does, but would rather skip straight to the instructions to find out how to do it. Look out for the hand icon which precedes a list of instructions.

## Appendices

The Appendices list the toolbars mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

## Keyboard

Keys are referred to throughout the manual in the following way:

[ENTER] – denotes the return or enter key, [DELETE] – denotes the Delete key and so on.

Where a command requires two keys to be pressed, the manual displays this as follows:

[CTRL][P] – this means press the letter “p” while holding down the Control key.

## Commands

When a command is referred to in the manual, the following distinctions have been made:

When menu commands are referred to, the manual will refer you to the menu bar – E.g. “Choose File from the menu bar and then Print”.

When dialog box options are referred to, the following style has been used for the text – “In the Page Range section of the Print dialog, click the Current Page option”

Dialog box buttons are shaded and boxed – “Click OK to close the Print dialog and launch the print.”

## Notes

Within each section, any items that need further explanation or extra attention devoted to them are denoted by shading. For example:

**Note:** *“Word will not let you close a document that you haven’t already saved changes to without prompting you to save.”*

# Section 1 The Basics

## Objectives

By the end of this section you will be able to:

- Understand and use the common elements of a Windows program
- Launch Word
- Understand the Word screen
- Use Toolbars
- Use Menus
- Get Help

## 1.1 Windows Concepts

Word is an application that runs under the Windows graphical user interface. When launched, Word sits in its own “window” – the blue box that surrounds the application elements. The window can be moved, sized, closed, minimised and maximised using the features common to the Windows environment which are listed below:

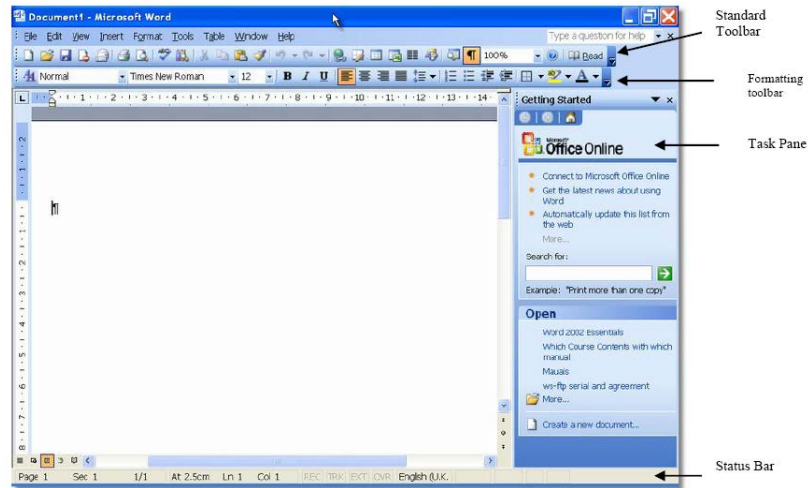


Figure 1 – Window elements

### Window Border

The grey box that surrounds the Word screen when it is not maximised is called the window border. When the mouse is over the border, the pointer changes from a single to a double-headed arrow. Clicking and dragging with this mouse pointer allows the window to be resized.

### Title bar

The coloured bar that appears at the top of the Word window is called the Title Bar. The Title Bar tells you which application you are using and if the document you are in is maximised, it will also contain the name of the document. If the Word window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the Word window to a new location on the screen.



### Maximise button

When working on a document, the Word screen contains two windows, an application window and a document window. You can maximise both windows to use all the available space you have on-screen. If you would like the Word application window to fill up the whole screen, click the outermost maximise button. You may find that the document you are in could still be bigger – click the inner maximise button to fill the remaining space within the Word application window.



Minimise button

This button is very useful if you need to temporarily switch from Word into another application without closing Word down completely. By clicking the minimise button to shrink Word to an icon on the task bar, you will be able to view other icons on your desktop for additional applications you may wish to access. When you are finished and ready to continue word processing, click the Word icon from the task bar to resume. Note that the innermost minimise button will minimise the current document window rather than the application window.



Restore button

This button only appears when a window is maximised. A maximised window has no border and you can't see what is behind it. If you want to put the window back inside its border so that you can move and size it, click the restore button.



Close button

This button is used to close a window. If you click the close button for a document window (the innermost close button), you close the document, the outermost button will close the Word application.



Application Menu





The application menu icon is located to the left of the Title Bar. When selected, it displays a pull-down menu with commands enabling you to resize or close the Word application. This can also be accessed by pressing [ALT][SPACEBAR].

*Note: Double click on this icon to close the application down.*

## 1.2 Getting Started

Word 2003 is a windows based application and is therefore launched the same way as other applications.

### ► To Launch Word:

- Click on the Start button 
- Move up to Programs  Programs 
- Across to select Microsoft Word  Microsoft Word

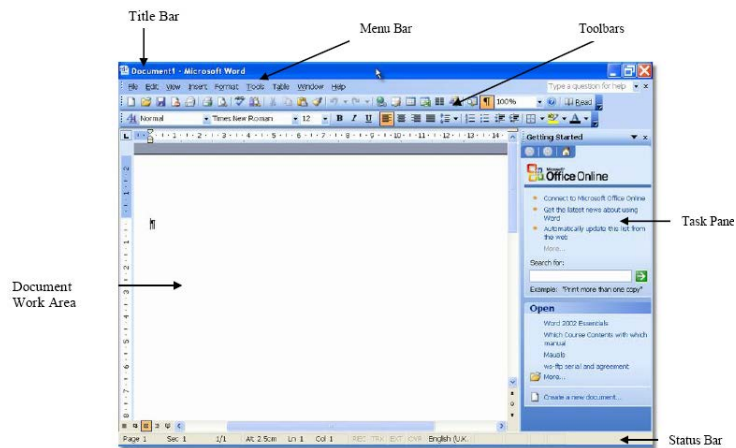
Or alternatively, a shortcut can be created and placed on the desktop to start Word.

- From the windows desktop, double-click on the Microsoft Word icon.



### 1.3 Screen Layout

The diagram below indicates the elements visible on the Word screen. Toolbar buttons all come equipped with screen tips which give extra information about the button's function when the mouse is hovered over it. The View selector buttons at the bottom left of the screen also have this feature.



#### Title bar

The Title Bar appears at the top of the Word window, registering the title of the application and the document you are working on. If the Word window is not maximised, by positioning the mouse over the title bar and clicking and dragging, you can move the Word window to a new location on the screen.

## Menus

The menu bar contains menus giving access to all the commands that can be carried out in Word. There are two methods for accessing menus and their options - the menu bar and the shortcut menu.

### Menu Bar

The menu bar displays all options available within Word. You can access a menu by clicking its name with the left mouse button.

#### ► To select a menu bar menu:

##### Mouse

- Click on the menu title. A pull-down menu will appear listing all options available. To reveal the rest of the menu click on the arrows at the bottom of the menu.



- Click the required menu option.

Or

##### Keyboard

- Hold down the [ALT] key and press the underlined letter of the menu title.
- Type the underlined character of the required option within the menu.

## Shortcut menus

Shortcut menus can only be accessed when the mouse is positioned over a piece of text in the document, by clicking the right mouse button. The options that appear on the shortcut menus are context sensitive and may differ depending on what you have selected.

#### ► To select a shortcut menu option:

##### Mouse

- Click with the right mouse button over an item in your document. A menu will appear listing options available.

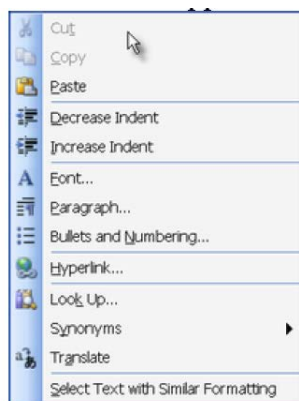


Figure 2 - Shortcut Menu

- Click the required menu option.

## Toolbars

Word has many different toolbars that can be displayed on the screen but the default toolbars are the Standard toolbar and the Formatting toolbar.

The Standard toolbar contains buttons for commonly carried out operations such as opening a file, saving a file and copying information. The Formatting toolbar buttons are devoted to enhancing the appearance of text in a document. When you hover your mouse over any toolbar button, Word will display a description of what the button does.



## Show and hide toolbars

In addition to the Standard and Formatting toolbars, there are other toolbars in Word which give you access to buttons that relate to specific tasks, such as Drawing. These additional toolbars can be turned on or off at any time.

### ► To show an additional toolbar:

Mouse

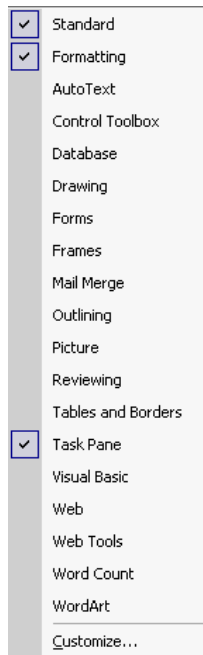


Figure 3 - Toolbars List

- Click the right mouse button anywhere over a displayed toolbar.
- From the shortcut menu, click the toolbar you want to show.

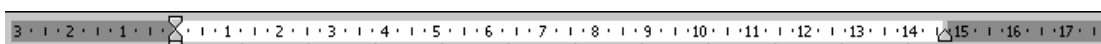
### ► To hide a toolbar:

Mouse

- Click the right mouse button anywhere over a displayed toolbar.
- The resulting menu will indicate the toolbars currently displayed. These are marked with a tick symbol. Click the toolbar you want to hide.

### Horizontal and Vertical Ruler

Horizontal and vertical rulers are displayed on the left and across the top of the document window.



You can use the horizontal ruler to view and set paragraph indents, tab stops, page margins and column widths.

In Print Preview and Print Layout view, Word also displays a vertical ruler you can use to adjust top and bottom page margins and row height in tables.

### ► To show or hide the horizontal ruler:

Mouse

- From the View menu, select Ruler.

### Status Bar

The status bar is a horizontal area in Word below the document window. It provides information about the current page and positioning of the cursor and additional contextual information.



Information on the Status bar reading from left to right tells you:

- The page you are currently positioned on
- The section you are currently positioned in
- The total number of pages
- The cursor position in relation to the top edge of your page
- The line position (horizontal) and the column position (vertical) of the cursor

### ► To show or hide the status bar:

Mouse

- From the Tools menu, select Options.

- Select the View tab, and then select the Status bar check box.

## Scrollbars

The Scrollbars are located along the right and bottom of the document window. They enable you to move to another part of the document by dragging the box or clicking the arrows in the scroll bar.

## Task Pane

A task pane is a window that collects commonly used actions in one place. The task pane enables you to quickly create or modify a file, perform a search or view the clipboard.

It is a Web-style area that you can either dock along the right or left edge of the window or float anywhere on the screen. It displays information, commands and controls for choosing options. Like links on a Web page, the commands on a task pane are highlighted in blue text, they are underlined when you move the mouse pointer over them, and you run them with a single click.

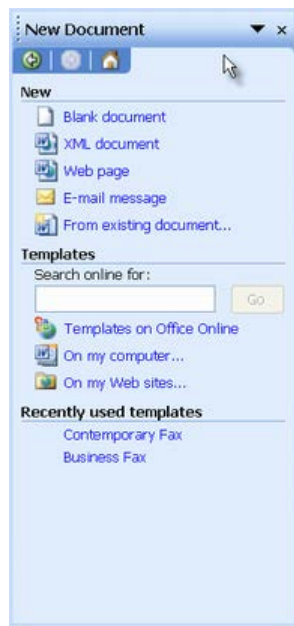


Figure 4 - Task Pane

A task pane is displayed automatically when you perform certain tasks, for example when you choose File, New commands from the menu bar to create a new document.

### ► To display a task pane at any time:

Mouse

- Choose View, Task Pane from the menu bar.

Or

- Choose View, Toolbars, Task Pane from the menu bar.

Or

- Right-click the menu bar or any toolbar and choose Task pane from the shortcut menu.

You then need to navigate to the particular task pane you want to work with. You can display any of the task panes that are available by clicking the down arrow near the upper right corner of the pane that is displayed initially, and choosing the name of the pane you want to open from the drop-down menu.

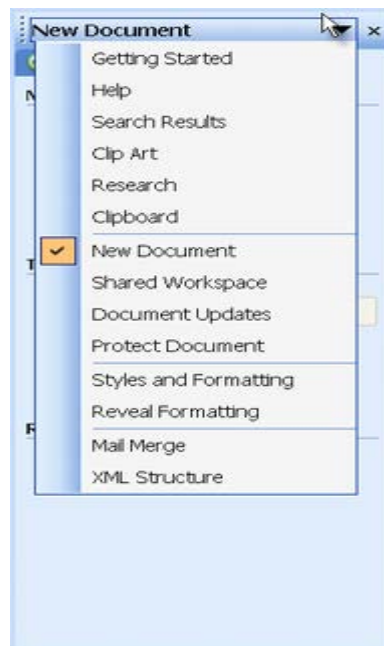
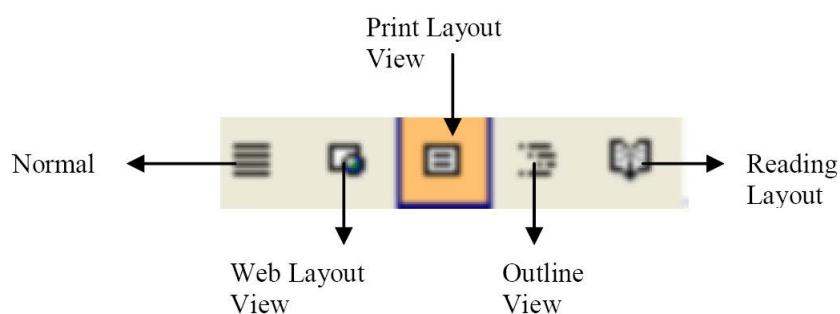


Figure 5 - Task Pane List

You can navigate among the task panes you have recently displayed by clicking the Back and Forward Web-style buttons. Close the task pane by using the close button.

### View Buttons

Microsoft Word has different ways for you to view your work, depending on the task at hand. You can switch between those views at the bottom left corner of the Word screen.



The views are covered in depth later in the manual.

### Smart Tags

Smart Tags make it easier for you to complete some of the most common tasks and provide you with more control over automatic features.

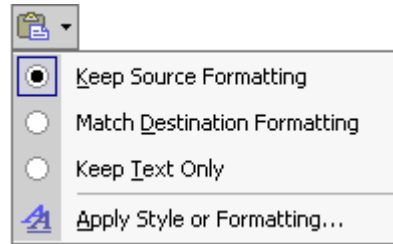


Figure 6 - Smart Tag

You do not have to complete any additional steps to make the Smart Tags appear or disappear in Word. The Paste Options and AutoCorrect Options smart tags will appear automatically to allow you to quickly choose actions and remain in place until you begin another action. For example, when you complete a paste operation, the Paste Options smart tag remains in place alongside your text until you begin typing new text.

### ► To turn off Smart Tags


#### Menu



- Choose Tools, AutoCorrect Options from the menu bar.
- Select the Smart Tags tab.
- Clear the Show Smart Tag Actions buttons check box.
- Click OK.

**Note:** Turning off any of the Smart Tag buttons will make that action unavailable across all the Office programs where it is an option e.g. if you turn off the AutoCorrect button in Word, the AutoCorrect button will also be turned off in PowerPoint.

### Browse Object



You can scroll through a document more quickly by selecting Browse Object  on the vertical scroll bar. It enables you to go to a page, bookmark, footnote, table, comment, graphic, or other location by selecting the item you want.

You can click Next  or Previous  to go to the next or previous item of the same type.

### Microsoft Word Help

Word offers several quick ways to get help when performing particular tasks. You can select from a list of topics provided by Help, or you can even type a help request in plain English, and Word will supply the answer using the *Answer Wizard*.

## The Office Assistant

In Word 2003, you can use the Assistant to get help quickly by typing plain English questions or phrases.



*Figure 7 - The Office Assistant*

### ► To use the Assistant:

Mouse

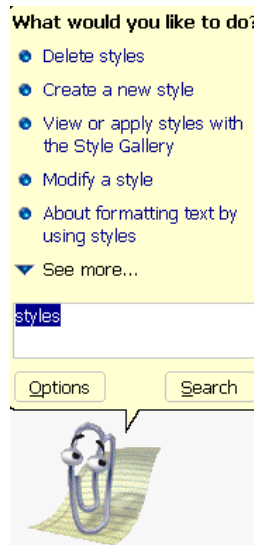


Figure 8 - The Assistant Balloon

- Choose Help , Show the Office Assistant from the menu bar to turn the assistant on if it has not been turned on.
- When the Assistant is turned on, you can quickly display the Assistant and its balloon by choosing Help, Microsoft Word Help from the menu bar, by clicking the Help toolbar button, or by pressing F1 on the keyboard.

**Note:** To hide the Office Assistant balloon, click the Assistant again.

- Type a question or phrase and click the Search button.
- Scroll through the topics, if necessary, by clicking on See More or See Previous, then click on the required topic. The help text will be displayed in the Help Window.

### Ask a Question Box

Word 2003 provides a convenient new alternative to using the Office Assistant, the Ask a Question box. You can get help by typing a question or phrase into Ask a Question and pressing [ENTER]. You will find Ask a Question in the upper-right corner of the application window.



Figure 9 - Ask a Question

If you want to repeat a question you have already typed during the current session, you can simply select the question from the drop-down list accessible via the down arrow on the Ask a Question box.

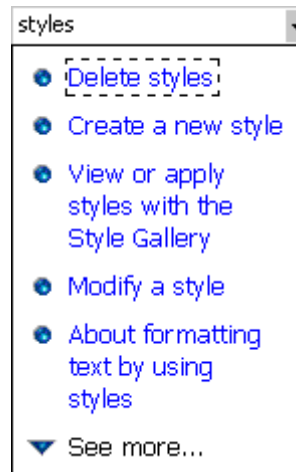



Figure 10 - Ask a Question List

## The Help window

The Help Window provides more options than either the Office Assistant or Ask a Question.

### ► To access the Help Window:

Mouse

- Ensure that the Office Assistant is turned off and choose Help, Microsoft Word Help from the menu bar, or click the Help toolbar  button, or press F1.



- Type the search help criteria in the Search area and choose the green arrow to start the search
- Select a displayed result link to view the help file

## Notes

# Section 2 Entering & Editing Information

## Objectives

By the end of this section you will be able to:

- Enter information on the Word screen
- Edit information
- Start new documents and save files
- Close and Open files

## 2.1 Entering and Editing Information

When Word 2003 is launched at the beginning of a work session, it provides a blank document ready for you to start typing. Word assigns the name “Document1” and this appears on the title bar at the top of the screen until you save the document and allocate a filename. Each time a new document is created, Word will assign this temporary name with the number of the document going up in sequence (e.g. the second document created in any one session would be “Document2” and so on).

The cursor appears as a flashing vertical bar. To enter text, simply begin to type. If your cursor is at the top of the page and you wish to type text some way down the page, double click with the mouse to anchor your cursor in the desired location. This feature is known as Click and Type.

### Word Wrap

When you are typing in a document, Word has a feature called word wrap. This is what makes the cursor automatically jump onto a new line when the text that you are typing has filled up all the space on the previous line. Therefore the only time that you need to tell Word to begin a new line is if you want to start a new paragraph.

### Inserting Lines

When typing, you can end the line you are on and begin a new line by pressing the [ENTER] or [RETURN] key on the keyboard. This key can be also used to insert a blank line.

#### ► Splitting a paragraph:

Keyboard

- Position the cursor where you want to break the paragraph and press the [ENTER] key – the text to the right of the cursor will jump down to the next line.
- You may want to insert another blank line between the two paragraphs – with the cursor positioned at the beginning of the second paragraph press the [ENTER] key again.

### Editing Text

Word provides two editing modes: Insert and Overtyping. You can also delete the text you have already typed, undo or redo the changes.

#### Insert & Overtyping mode

In Insert mode (the most common mode), any existing characters beyond the insertion point are moved ahead in the document as you type. In Overtyping mode, the new characters you type replace the existing characters to the right of the insertion cursor.

The status bar tells you which mode you are in by displaying OVR when Overtyping mode is active. Double-clicking on OVR or pressing [INSERT] on the keyboard switches between the two modes (i.e. if Overtyping mode is on, double-click OVR on the status bar to switch it off).

## Typing replaces selection

Overtyping mode allows you to replace one set of characters with another, however, it can cause problems if you forget to switch it off, or if the number of characters you are replacing is different to the number of characters you are adding.

By selecting the text you want to replace and then typing in the replacement text, you have more control over what is deleted. For example, in the sentence below, you could change the word “previous” to the word “former” very easily by:

- Double-clicking the word “previous” to select it.
- Typing the word “former”

“Previous performances have included.....”

***Note:** Typing replacing selection is a very useful feature. However, it is sometimes easy to select a large area of text and then hit the [ENTER] or [RETURN] keys by accident. This will replace the whole of your selection with a paragraph return, effectively deleting the whole of your text. If this happens, clicking Undo (covered later in this section) will bring your selected text back.*

## Deleting Text

Even the most perfect touch typists occasionally make mistakes! If you need to remove text or add in extra characters, there are a variety of ways to do it.

There are two main keys that remove text from a document, the [DELETE] and [BACKSPACE] keys. The [DELETE] key is easy to find as it generally has the word “Delete” or “Del” written on it. The [BACKSPACE] key is situated immediately above the [ENTER] key and usually has a backwards (←) arrow on it.

The [DELETE] key removes a character in front of the cursor when you press it; the [BACKSPACE] key removes characters behind the cursor. The key you use to remove characters depends therefore on where your cursor sits. The examples below illustrate the use of both [DELETE] and [BACKSPACE].

► **To use Delete:**

Keyboard

- “fee|eling” – with the cursor positioned in front of the extra “e”, use the [DELETE] key to remove it.

► **To use Backspace:**

Keyboard

- “fee|eling” – with the cursor positioned behind the extra “e”, use the [BACKSPACE] key to remove it.

### Deleting Whole Words

You can boost the power of the [DELETE] and [BACKSPACE] keys by holding down the Control key as you press them. The Control key is the key marked [CTRL] and is generally situated in the bottom left-hand corner of the keyboard). [CTRL] [DELETE] removes a whole word in front of the cursor and [CTRL] [BACKSPACE] deletes a whole word behind the cursor.

► **To remove whole words:**

Keyboard

- “The course begins at 9 o'clock |sharp” – with the cursor in front of the word “sharp”, use [CTRL] [DELETE] to delete it.
- “The course begins at 9 o'clock sharp|½” – with the cursor behind the word “sharp”, use [CTRL] [BACKSPACE] to delete it.

### Joining a paragraph


To get rid of blank lines, you can use the [DELETE] and [BACKSPACE] keys as described earlier in this manual.

► **To join a paragraph:**

Mouse

- Place the cursor in front or behind the blank line you want to remove and press either the [DELETE] or [BACKSPACE] key.

## Show / Hide All

You may find it easier to edit information if you click the Show/Hide button on the toolbar – , which displays non-printing characters such as spaces, carriage returns, tabs and hidden text. The symbol for blank lines looks like a mirror-image of a capital “P”.


## The Undo feature

With a selection made, typing new characters will replace that selection. Obviously, this could cause problems for, if you accidentally touched a key with the whole document selected, you would replace all your text with the character that you pressed!

If this happens, or indeed if you do anything in Word and then regret your action at a later stage, you have the option to undo it. During any one work session, Word keeps track of at least 250 of the most recent commands you have issued, and allows you to go back to the version of the document before you carried them out.

### ► To undo the most recent action:

Mouse

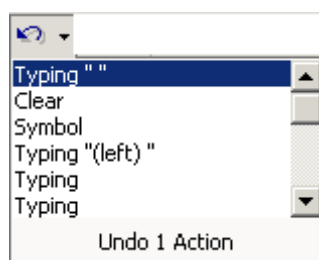
- Press the Undo button on the toolbar .
- Or

Keyboard

- Press [CTRL][Z].

### ► To undo several actions:

Mouse




- Click on the downward arrow that sits just to the right of the Undo button. This will drop down a list of the commands issued during the current work session (the last six actions are displayed, but Word provides a scroll bar to get to earlier actions).
- Click the action you wish to undo – you will notice that if you choose the sixth action in the list, Word undoes all commands from the sixth upwards.

## Redo

The Redo button becomes available as soon as you have undone an action.

► To redo an action:

Mouse

- Click the Redo button  to redo the most recently undone command.

Or

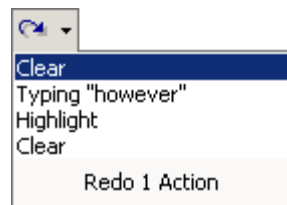
Keyboard

- Press [CTRL][Y].

Like the Undo button, you can click the downward arrow to the right of the Redo button to display a list of the most recently undone actions and redo them all.

► To redo several actions:

Mouse



- Click on the downward arrow that sits just to the right of the Redo button. This will drop down a list of the commands undone during the current work session (the last six actions are displayed, but Word provides a scroll bar to get to earlier actions).
- Click on the earliest action to redo and the ones above will automatically be repeated.

*Note:* If you simply want to repeat the last action, use [F4], Word's repeat key.

## Using Smart Tags

Word can recognise a wide range of different data types entered into a document, such as names, dates, addresses and stock ticker symbols. It converts each recognised piece of data into a smart tag, and you can then use a menu attached to the smart tag to perform useful actions on that data.

Before you start using smart tags, you need to check if smart tags are enabled and specific smart tag recognisers are also activated.

### ► To enable smart tags:

Mouse

- Choose Tools, AutoCorrect Options from the menu bar.
- In the AutoCorrect dialog box, click the Smart Tags tab.

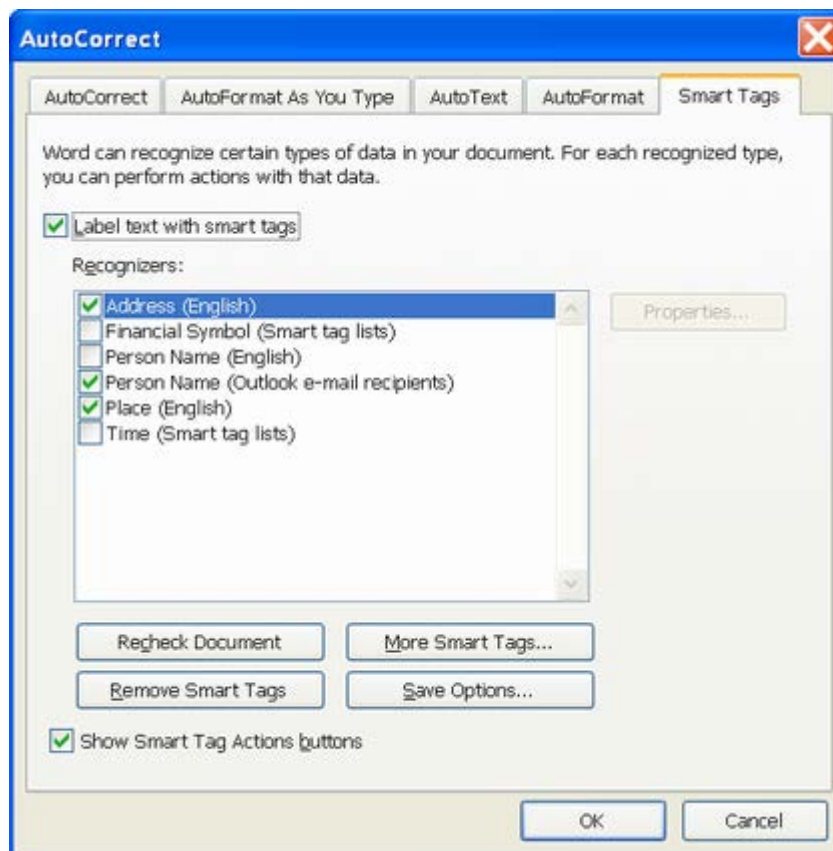


Figure 12 - The Smart Tags tab

- Check the Label text with smart tags option to have Word recognise smart tags contained in a document.
- Check the Show Smart Tag Actions buttons option to have Word display smart tag buttons.
- Activate the specific smart tag recognisers you want to use and click the OK button.

Assuming that you have activated for example the person names recogniser, whenever you type a proper name into a document, Word will recognise the text as a name and will provide you with a Smart Tag. When you press Enter at the end of the paragraph containing the name you will see the name becomes underlined with dots. When you hover on the underlined name with your mouse, the Smart Tag button will be revealed.

#### ► To work with a smart tag:

Mouse

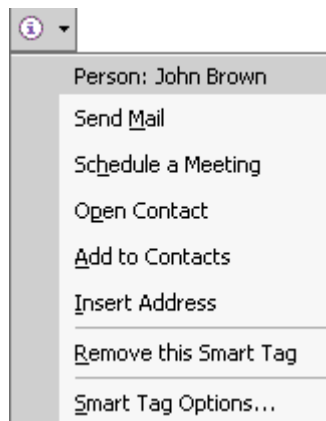
- Move the mouse pointer or insertion point over the smart tag. Word will display an information icon above and to the left of the text .



- Move the pointer over the icon and the smart tag button appears.



- Click the button and choose a command from the drop-down menu.



#### AutoCorrect

Word has the ability to recognise commonly committed typing errors and correct them automatically. For example “Teh” is corrected to “The” as soon as you press the space bar to begin the next word or press Enter to begin a new paragraph.

Other automatic corrections include:

- Capitalising the first word of a sentence
- Correcting the accidental use of the [CAPS LOCK] key
- Capitalising the names of days
- Correct two initial capitals
- Capitalising the first letter of table cells

### AutoCorrect Button

Word 2003 also lets you modify an AutoCorrect correction using the AutoCorrect smart tag, which will appear after the autocorrection has been made.

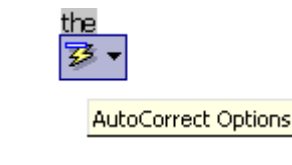
#### ► To use an AutoCorrect button:

Mouse

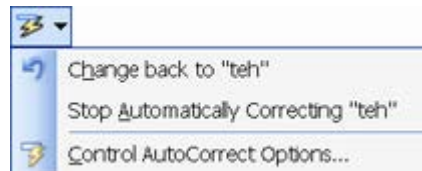
- Move the mouse pointer or insertion point to the text AutoCorrect has modified. A bar will appear below to the left of the text indicating that an option is available.

Friday is the the

- Move the pointer over the bar and the AutoCorrect Options button will appear.



- Click the button the and choose a command from the drop-down menu.



### Auto Spell and Grammar Check

Word 2003 will automatically flag spelling and grammatical errors as you type. A wavy red line under the error indicates spelling mistakes, a wavy green line indicates grammatical errors.

This feature is covered more fully in the section on Proofing Tools.

## 2.2 File Operations


You can save any information entered in Word so that you may call it back at a later stage either to add, edit or print the contents. It's a good idea to save work frequently as this will minimise the risk of work being lost in the event of a power cut or system fault.

The first three buttons on the standard toolbar carry out the most common file operations which are described in detail below.

### New Files

#### ► To create a new file:

##### Mouse


- Click  from the standard toolbar. A blank document will appear on-screen ready for you to start entering information.

Or

##### Keyboard

- [CTRL][N] will create a new file.

## Templates

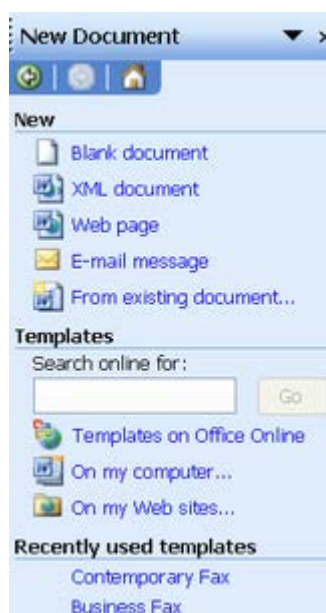
All documents you create in Word are based on a specific template. When you create a new document using the New Blank Document button  or [CTRL][N], you are creating a document based on the Normal template. This is a blank template which provides only a few key pieces of information for your file such as margins being of a certain size, portrait page orientation and default text style, size and colour.

The Normal template is a very good template to base most documents on. However, if you want to base a new document on a specific layout there are other Word templates you can access. These can be used to start you off with a layout for certain documents such as memos and faxes. You can access templates other than Normal in the following way: -

### ► To choose a template:

Mouse

Figure 15 - New Document Task Pane



- Choose File, New from the Menu bar. The New Document task pane will appear.
  - In the Templates section, select “On my computer” or another location listed. This will open the templates dialogue and allow you to select a template of choice
- Note: The General Templates area contains templates for common everyday documents like memos, letters and faxes.*

Or


- Double click on the document icon.
- The new document will appear ready for you to start typing.

## Saving files

Word gives any new document you create a temporary name – the word “Document” followed by a number. The number increases by one for each new document you create in any one work session.

### ► To save a file:

Mouse

- Click the Save button . If you haven't saved the document previously, the Save As dialog box will appear asking you for a document name and location.

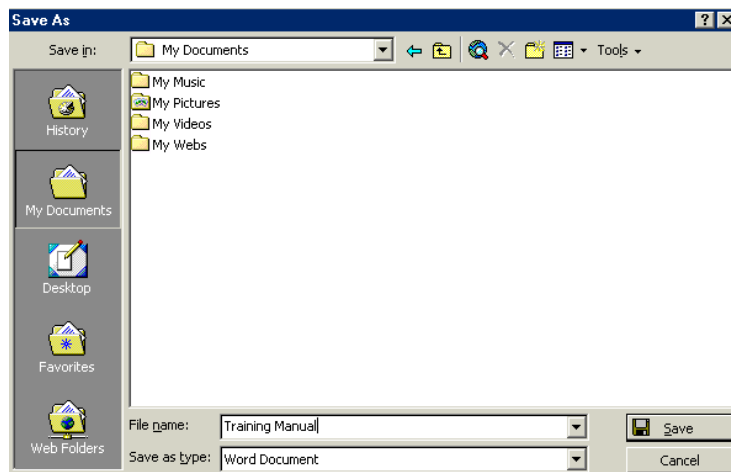


Figure 16 - Save As Dialog

The first list box marked Save in allows you to determine the drive and folder that you want to save the document in. The area below the Save in list allows you to see which files are stored in the area currently displayed.

#### ► To change the location:

Mouse

- Click the drop-down list arrow to the right of the Save in list box and choose the desired drive or folder.

**Note:** If you choose a drive, you will see a list of folders within that drive inside the dialog box. If the list is very long, Word provides you with a horizontal scroll bar to access folders that are not currently visible. Once you can see your folder, you can double-click to open it.

At the bottom of the dialog box are two list boxes, one for the file name and one for the document type. Word automatically assigns the first few words you typed as the document name.

#### ► Naming a file:


Mouse

- Click in the File name box and drag your mouse over the current file name – this will highlight it.
- Type the new name.

**Note:** Document names can be up to 255 characters. File names cannot include any of the following characters: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (\*), period (.), question mark (?), quotation mark ("), pipe symbol (|), colon (:), or semicolon (;). You don't need to type the document extension (".doc") as Word automatically adds this to all files you save.

- Finally, when the location and name have been entered, save the document by clicking the button marked Save. This closes the dialog box. Back in the Word screen you will notice that the name you allocated to your document appears on the title bar.

### Saving changes to files

Once you have allocated a name to a file using the Save As dialog, clicking the Save  button on the Standard toolbar simply saves any new changes to the filename you originally gave. It is worth saving files that you are working on every ten minutes or so. When you click the Save button, the status bar displays a message to say that it is saving and a blue meter which counts up to show how long the save will take. However, if the file you are working on is relatively small or there aren't many new changes to save, you may not see any message in the status bar as the save can happen very quickly.

#### ► To save changes to a file

Mouse

- Click on the Save  button on the Standard toolbar.

Or

Keyboard

- Press [CTRL][S].


*Note: If the document has never been saved before, the "Save As" dialog will appear, otherwise changes are saved to the file name that you have already allocated..*

### Closing Files

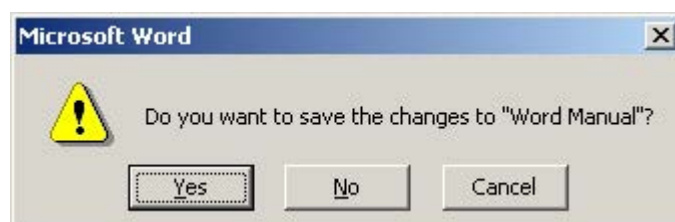
When you finish working on a file, you can close it down using the following methods:

#### ► To close the current file:

Mouse

- Double-click  (situated to the above - left of the File menu).

**Note:** You will see two of the Close buttons on-screen – one will close the current file and the other will close the Word application. To close the current file, use the innermost close button. If you have changed a file since the last time you saved it, Word will not let you close that file without prompting you first to save the changes.



*Figure 17 - Save Prompt*

### Close all files


When you have several files open, you can close them all by holding down the [SHIFT] key as you click File from the menu bar. Choose the Close All option to close all currently open files.

### Opening Files

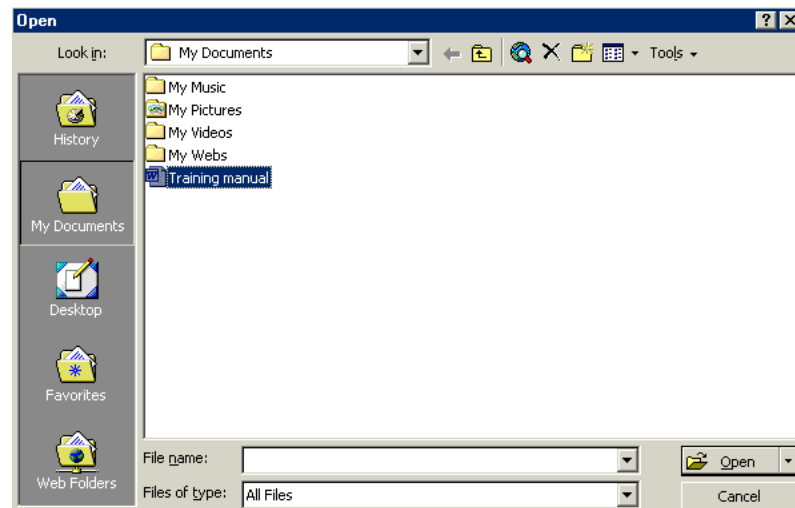
You can open a document on your computer hard disk or on a network drive that you have a connection to.

#### ► To open a file:

Mouse

- Click the open button . The following dialog box will appear:

*Figure 18 - Open dialog*



- If the file you want isn't listed in the window, click the Look in drop-down list box to change to the location of the desired document.
- To open the file either:
- Click once on the file name to select it and click the Open button.

Or

- Double-click the file name.

### Keyboard

- You can also open documents using the key combination [CTRL][O]. This will invoke the File Open dialog – follow the steps outlined above to select and open the file that you want.

## Notes

# Section 3 Navigation

## Objectives

By the end of this section you will be able to:

- Use the Mouse to navigate
- Use the Keyboard to navigate
- Use Go To dialog box

## 3.1 Navigation

When working with documents that are several pages long, you need some quick methods for moving the cursor to specific locations.

### The Mouse

When the mouse pointer is positioned over text on the screen, it displays as an “I” beam. This mouse shape can be used to anchor the cursor at a particular point so that edits can be made. Simply click the “I” beam where you want to put the cursor.

If you want to view or edit information not currently visible, use the scroll bars to move the document display and then click the “I” beam where you wish to start editing.

### The Keyboard

The table below lists keystrokes that can be used to move in a document:

[→]	Move the cursor one character to the right
[←]	Move the cursor one character to the left
[↑]	Move the cursor up one line
[↓]	Move the cursor down one line

[CTRL][→]	Move the cursor right one word at a time
[CTRL][←]	Move the cursor left one word at a time
[CTRL][↑]	Move the cursor up one paragraph at a time
[CTRL][↓]	Move the cursor down one paragraph at a time
[HOME]	Move the cursor to the beginning of the current line
[END]	Move the cursor to the end of the current line
[PAGE UP]	Move up a screen
[PAGE DOWN]	Move down a screen
[CTRL][HOME]	Move to the beginning of the document
[CTRL][END]	Move to the end of the document

Figure 17 – Movement Keys

## Goto

The Go To function within Word can be used to move you to specific items in a document, for example a specific page number.

[F5] is the Microsoft Office Goto key. Pressing [F5] calls up the Go To dialog box:

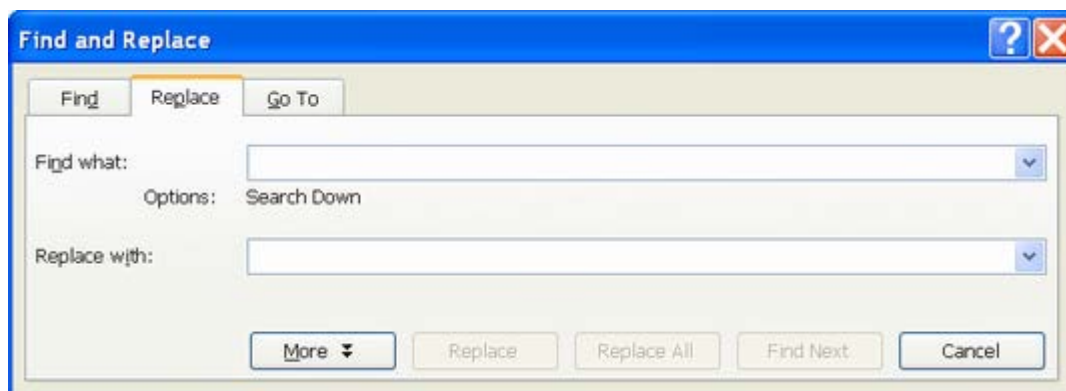


Figure 20 - Goto dialog

The default for the Go to what list is page number.

### ► To move to a page:

Keyboard

- Press [F5].

Or

- Press [CTRL][G].
- Type the number of the page you want to move to in the text box and click OK or press [ENTER] to move there.

Word gives other alternatives (lines, sections etc.) which are also numbered within the document and can therefore be referenced when moving.

## Notes

# Section 4 Selecting Text

## Objectives

By the end of this section you will be able to:

- Select text using the mouse
- Select text using the keyboard
- Select non-concurrent text

## 4.1 Selecting text

Highlighting text with the mouse or keyboard is essential for most commands that you issue in Word as you normally select text and then perform an action on the selected text.

When using the mouse to select text, the mouse pointer shape being displayed is important as you can perform different actions with different mouse pointers. The mouse pointer will appear as an “I” beam when your mouse is hovering over text in the document. However, when you hover your mouse in the selection bar (the left margin of the page), the mouse pointer will display as a right hand facing diagonal arrow. The diagram below shows you where to hover your mouse to get the different types of mouse pointer.

## ► To select text

### Mouse

- Use one of the actions in the table below to select the required amount of text.

	Pointer Shape	Action	Result
Mouse pointer hovering over text	"I" beam	Click and drag over some text	Highlights the text the mouse passed over
	"I" beam	Double-click on a word	Selects the word and the trailing space
	"I" beam	Hold down the [CTRL] key and click the mouse over a sentence	Selects the sentence
From the selection bar	↗	Click next to a line of text	Selects the whole line
	↗	Click next to a line of text and drag down the selection bar	Selects multiple lines
	↗	Double click next to a paragraph	Selects the whole paragraph
	↗	Triple click in the selection bar	Selects the whole document

Figure 21 - Select text with the mouse

### Keyboard

- To select text using the keyboard, hold down the [SHIFT] key and follow the instructions in the table below to select the required amount of text.

Action	Result
[SHIFT][←]	Select one character to the left
[SHIFT][↑]	Select from the cursor up one line
[SHIFT][↓]	Select from the cursor down one line
[SHIFT][CTRL][→]	Select right word by word
[SHIFT][CTRL][←]	Select left word by word
[SHIFT][CTRL][↑]	Select up one paragraph at a time
[SHIFT][CTRL][↓]	Select down one paragraph at a time
[SHIFT][HOME]	Select from the cursor to the beginning of the current line
[SHIFT][END]	Select from the cursor to the end of the current line
[SHIFT][CTRL][HOME]	Select to the beginning of the document
[SHIFT][CTRL][END]	Select to the end of the document
[CTRL][A]	Select the entire document

Figure 22 - Keyboard shortcuts for text selection

## Extend Mode

If you prefer, you can select blocks of text using Extend mode.

### ► To switch Extend mode on:

Keyboard

- Press [F8] (EXT appears on the status bar).
- Each time you press [F8] again, word increases the amount of text in the selection – 1 press selects the current word, a second press, the current sentence and so on.

### ► To switch Extend mode off:

Keyboard

- When the required amount of text has been selected, press [ESC] to turn off Extend mode.

## Selecting non-concurrent text

New in Word 2003 is the ability to select areas of non-concurrent text. For example, you can select a paragraph at the top of a page and a sentence towards the bottom of the page. This then gives you the ability to perform an action (e.g. deletion, formatting) on the non-concurrent areas of text you have selected.

## To select items that are not next to each other:

Mouse and Keyboard

- Select the first item you want, such as a table cell or paragraph.
- Hold down CTRL.
- Click and drag with your mouse to elect any additional items you want.

## Notes

# Section 5 Editing Tools

## Objectives

By the end of this session you will be able to:

- Move and Copy text
- Move and Copy text between documents
- Use the clipboard task pane
- Insert a file

## 5.1 Move & Copy


Having entered text or pictures in a document, you may decide that you need to reposition them or, you may want to use a paragraph in another document that you have created. The good thing about Word is that once you have entered something once, you can move or copy it anywhere – to other Word documents and even to files that belong to other applications.

All Microsoft products use the same terminology when describing moving and copying items – cut, copy and paste. These terms stem from the times when typesetters would lay out templates by physically cutting an item from its current location, and glueing or pasting it in to the new location.

### Moving items

#### ► To move items:

##### Mouse

- Select the item that you want to move.
- Click the Cut button on the Standard toolbar. The selected item will disappear from the document (Word holds it in a temporary storage area called the Clipboard).
- Position the cursor where you want to place the item you cut.
- Click the  button from the Standard toolbar. The text or picture will reappear.

Or



##### Keyboard

- Select the item you want to move.
- Press [CTRL][X] to cut the item out – it will disappear from its current location.
- Position the cursor where you want the item to reappear.
- Press [CTRL][V] to paste the item back into the document.

### Copying items

#### ► To copy items:

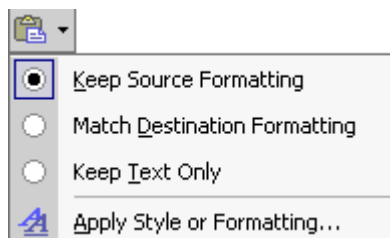
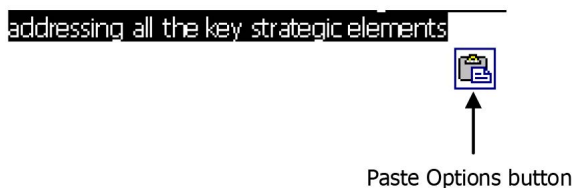
##### Mouse

- Select the item that you want to copy.
- Click the  button from the Standard toolbar. Word will place a duplicate of the selected item on the clipboard.
- Position the cursor where you want the copy to go.
- Click the  button from the Standard toolbar. The copied text or picture will appear.

Or

## Keyboard

- Select the item you want to copy.
- Press [CTRL][C] to make a copy of the item that Word will store on the clipboard.
- Position the cursor where you want the copy to go.
- Press [CTRL][V] to paste the copy back into the document.
- When you have copied or moved the text, Word will display the Paste Options button at the end of the moved or copied text.





- Normally, when you copy or move text, the text's formatting is copied or moved along with it. If you want to copy or move the text without transferring its formatting, click the Paste Options button and choose Keep Text Only from the drop-down menu.

## Drag and Drop

You can move and copy items by selecting and dragging them with the mouse, a process known as drag and drop.


### ► To Move:

#### Mouse

- Select the item you want to move.
-  Position the mouse over the selected area – the pointer will change to a white arrow that points up and to the left. This is the pointer shape that can be used for moving or copying text.
-  Click and hold the left mouse button down as you move the mouse down or up through the document until you can see the location that you want to move the selected items to. You will see a fuzzy box around the arrow stalk and also a fuzzy cursor that will follow your mouse as you move it.
- Place the fuzzy cursor where you want the selected items to move to and release the mouse button – you will see the selection jump to its new location.

► To copy:

Mouse

-  If you want to copy the selection, repeat steps one and two above but before clicking on to it hold down the [CTRL] key on the keyboard, then begin clicking and dragging. You will see a plus sign appear in the box around the pointer stalk to signal the fact that you are copying rather than moving.
- With the fuzzy cursor positioned where you want the copy, let go of the mouse first and then release the [CTRL] key.

► Turn on or off drag-and-drop editing

Menu

- On the Tools menu, click Options, and then click the Edit tab.
- Select or clear the Drag-and-drop text editing check box.

### Moving and Copying between documents

You can use any of the methods described above (even drag and drop) to move and copy items from one document to another. When doing this, it is useful to be able to arrange the screen so that you can see the source document (the document containing the items that you want to move or copy) and the destination document (the document where you want to put them) at the same time.

### ► To view open documents:

#### Mouse

- Open both documents using the techniques described in the File Operations section.
- Click on the title of the file on the windows task bar at the bottom of the screen, or Click Window, from the menu bar (you will see that the bottom section of this menu lists the files that are currently open) and choose the name of the file you wish to switch to
- To view the documents at the same time, click Window, from the menu bar and choose Arrange All. The two documents will be tiled on screen one above the other, each in its own window.

Use your preferred technique (as described above) to move or copy items from one document to the other.

### Clipboard Task Pane

The Microsoft Office Clipboard allows you to collect text and graphic items from any number of Office documents or other programs and then paste them into any Office document. For example, you can copy some text from a Microsoft Word document, some data from Microsoft Excel, a bulleted list from Microsoft PowerPoint, some text from Microsoft FrontPage or Microsoft Internet Explorer and a datasheet from Microsoft Access, then switch back to Word and arrange any or all of the collected items in your Word document.

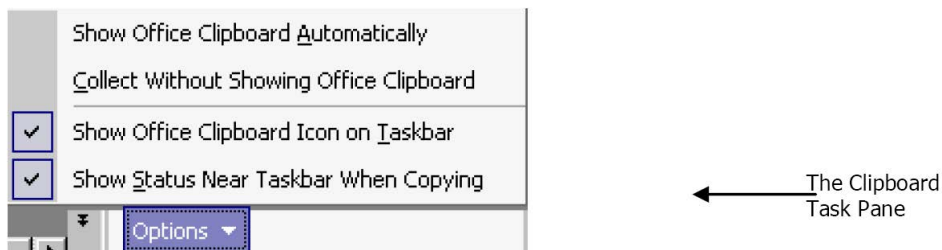
Office Clipboard works with the standard Copy and Paste commands. Just copy an item to the Office Clipboard to add it to your collection, then paste it from the Office Clipboard into any Office document at any time. The collected items stay on the Office Clipboard until you exit Office.

To copy items to the Office Clipboard, they must be displayed in the task pane of an Office program or the Collect Without Showing Office Clipboard option must be turned on.

You can open the Office Clipboard in the task pane by clicking Office Clipboard on the Edit menu or the Office Clipboard is automatically opened when you do one of the following, provided the Show Office Clipboard Automatically option is selected:

- Copy or cut two different items consecutively in the same program.
- Copy one item, paste the item, and then copy another item in the same program.
- Copy one item twice in succession.

To turn the Show Office Clipboard Automatically option or another Clipboard option on and off, click the Options button near the bottom of the Clipboard task pane.



*Note:* If you choose the Collect Without showing Office Clipboard option, the Office Clipboard is always active, even when the Clipboard task pane is not displayed.

If you open the Office Clipboard in the task pane of one Office program, the Office Clipboard does not automatically appear when you switch to another Office program. However, while the Office Clipboard is active, each block of text or graphics that you copy or cut to the Clipboard is stored, up to a maximum of 24 blocks. A message is displayed above the status area to indicate an item has been added to the Office Clipboard and the total number of items in the clipboard.

As items are added to the Office Clipboard, an entry is displayed in the Office Clipboard gallery. The newest entry is always added to the top of the gallery. If you copy a 25th item, the Office Clipboard discards the first one.

Each entry includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic.



Figure 23 - The Clipboard Task Pane

► To paste using the Office Clipboard:

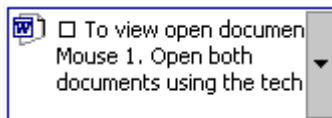
Mouse

- Select the item you want to copy or cut and use one of the copy or cut techniques described earlier.
- Continue copying items from documents in any Office program until you have collected all of the items you want (up to 24).

- If you want to display the Office Clipboard in the active program, click Office Clipboard on the Edit menu.

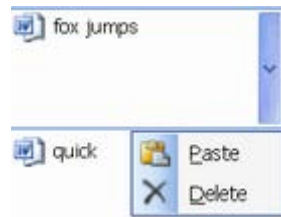
**Note:** *If the Office Clipboard is not available, you are in a program or view that doesn't support showing or pasting multiple items from the Office Clipboard.*

- Click where you want the items to be pasted and simply click the description of the item in the list.



**Note:** *In some cases such as text, the image displayed in the gallery will look slightly altered. This is because text is always displayed in the gallery using the Tahoma font. However, the correct formatting and font information is restored when the item is pasted from the gallery.*

- You can also paste or delete an item from the clipboard by clicking the down arrow that appears to the right of the description when you move the pointer over it and choosing a command from the drop-down menu.



- To paste all items stored in the clipboard, click the Paste All button at the top of the Clipboard task pane. The items will be inserted into the document in the order in which they were copied to the Clipboard, i.e. the bottom item will be pasted first and the top item last. To remove all items from the Clipboard, click the Clear All button.



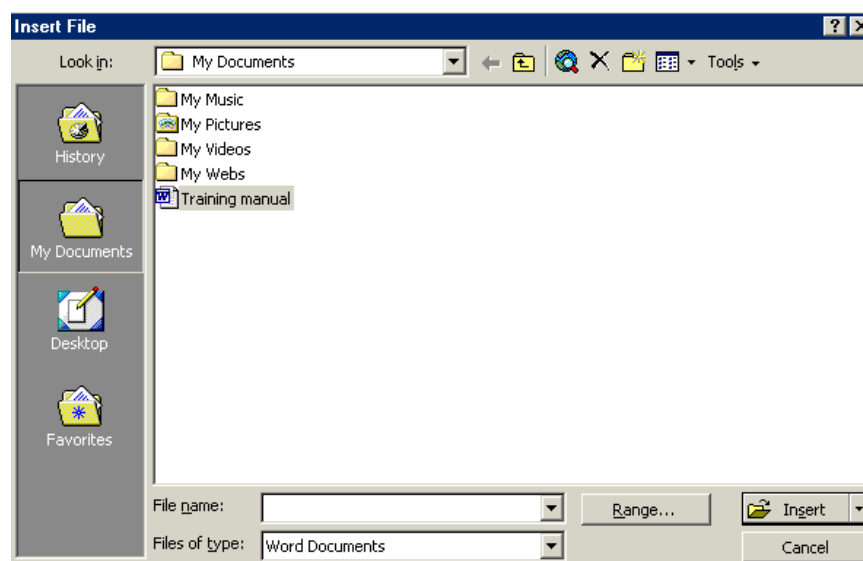
### Insert a file

If you need to copy the entire contents of one file into another, you can use a command on the Insert menu.

#### ► To insert a file:

##### Menu

- Position the cursor at the point where you want to insert the file.
- Choose Insert from the menu bar and then File. The following dialog box will appear: -



*Figure 25 - Insert File dialog*

- Select the folder containing the file you want to insert and then click the file name to highlight it.
- Click the Insert button to insert the file.

## Notes

# Section 6    Formatting

## Objectives

By the end of this section you will be able to:

- Change the font style and size of characters
- Apply formatting effects to characters such as Bold, Italic and underline
- Change the alignment of paragraphs
- Indent paragraphs
- Use advanced font and paragraph formats
- Apply borders
- Apply bullets and numbering

## 6.1 Formatting

Word divides formatting into two types – Character formats and paragraph formats. Character formats can be applied to individual characters within a document. They include bold, *italic* and different font styles and sizes. Paragraph formats affect whole paragraphs and control the layout of text on a page such as alignment, indents and so on.

### Character formats

Word is best suited to applying formats to text that has already been typed. It is often better to get the raw information in the document without worrying about how it looks and then going back afterwards and applying the formats.

### Formatting toolbar

The formatting toolbar contains buttons for applying some of the most commonly used formats.



Figure 26 - Formatting Toolbar

### Font Style

The font style controls what individual characters look like. True Type fonts will always look the same on screen as in a printed copy. Some fonts are serified (the characters have “curly” edges, whilst others are plain (sans serif).

#### ► To change the font:

Mouse



- Select the text to change.
- Click on the drop-down list arrow to the right of the currently displayed font name.
- Select the font to use – the selected text will alter accordingly

Or

### Keyboard

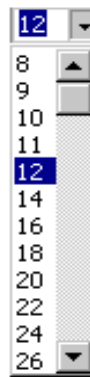
- Select the text to change.
- Press [CTRL][SHIFT][F] to highlight the current font on the formatting toolbar.
- Use [ALT][↓] to drop down the list of available fonts, use the up and down arrows to move the highlight bar up and down the list and [ENTER] to apply the chosen font to the selected text.

### Point Size

This controls the size of the printed characters.

#### ► To change the point size :

##### Mouse



- Select the text to change.
- Click on the drop-down list arrow to the right of the currently displayed point size.
- Pick a new number from the list – the selected text will change size accordingly.

Or

##### Keyboard

- Select the text to change.
- Press [CTRL][SHIFT][P] to highlight the current point size on the formatting toolbar.
- Either type the point size that you want to use (your typing will replace the currently selected number) or use [ALT][↓] to display the list of point sizes and move the highlight bar to the selected size using the up and down arrow keys.
- Press [ENTER] to apply the currently highlighted size to the selected text.


***Note:** Although Word displays from 8 to 72 points in the list, you can type your own numbers in and press [ENTER] to apply the format.*

## Bold, Italic and Underline

Bold, italic and underline can be applied to the selection using buttons on the formatting toolbar or keyboard shortcuts.

### ► Apply bold, italic or underline:

Mouse

- Select the text to change. 
- Click on either the B, I or U buttons on the toolbar. The button will “switch on” and the selected text will display the applied format.

Or

Keyboard

- Select the text to change.
- Press [CTRL][B] to apply bold formatting, [CTRL][I] to apply italic formatting or [CTRL][U] to apply single underline formatting to the selected text.

### Remove Bold, Italic and Underline:

Mouse

- Select the text with the format.

- Click the Bold, Italic or underline button to turn the format off.

Or

#### Keyboard


- Select the text with the format.
- Press [CTRL][B], [CTRL][I] or [CTRL][U] to switch the format off.

#### Text highlights

Just as you can use a fluorescent marker to highlight the salient points on a printed page, Word allows you to highlight text on screen. Highlights will show in the printed document in colour if you have a colour printer, or in grey tones if you have a black and white printer.

##### ► To highlight text:

Mouse

- Click the button to switch the highlight tool on. 
- Drag your mouse over the text to highlight.
- When you have finished, click the highlight button once more to switch the tool off.

##### ► To remove highlighting:

Mouse



- Select the text that has the highlighting.
- Click the drop down list arrow on the right of the Highlight button.
- Choose None to remove highlighting from the selected text.

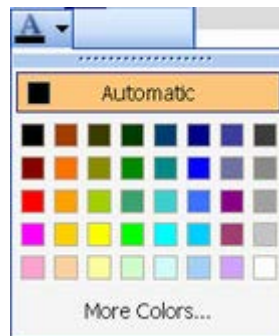
***Note:** If you would like to highlight using a different colour, click the drop-down list arrow to the right of the highlight button and choose the desired colour from the options that appear, then drag across the text to highlight.*

#### Font Colour

This will change the colour of on-screen text. It will also print the text in the chosen colour if you are connected to a colour printer.

► To change font colour:

Mouse



- Select the text you want to change.
- Click the drop-down list arrow displayed on the right-hand side of the button and choose the desired colour.

► To reset font colour:

Mouse

- Select the text you want to reset to the default colour.
- Click the drop-down list arrow displayed on the right-hand side of the Font colour button.
- The Automatic option will reset text back to the default colour (normally black).

### Other Font formats

The Formatting toolbar contains the most commonly applied formats, however there are more options available in the Format Font dialog box.

► To access the Font dialog box:

Mouse

- Select the text to format.
- Click on the Format option on the Menu Bar and choose Font. The following dialog box will appear:

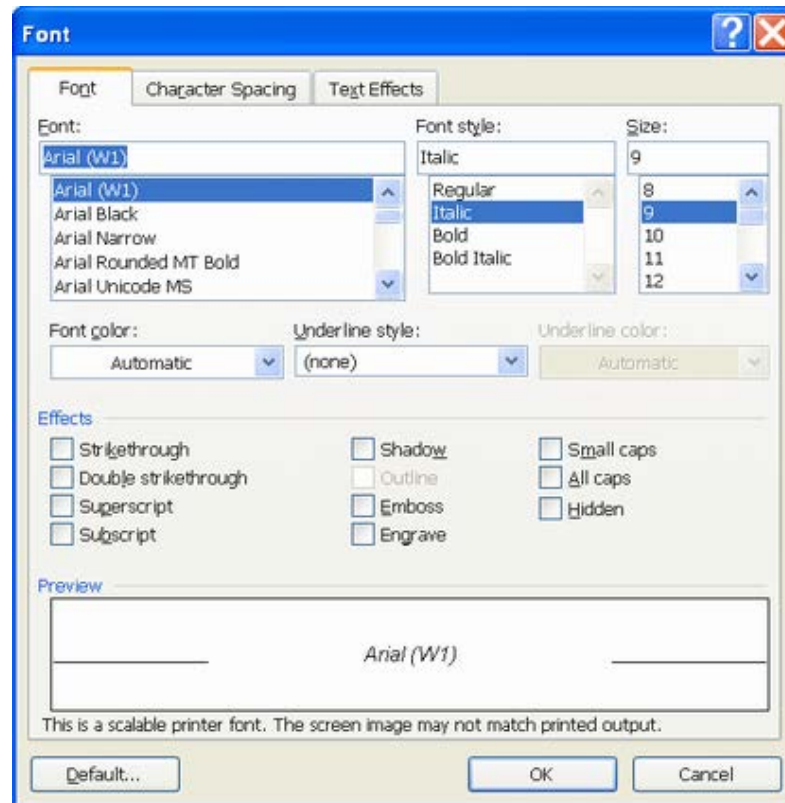
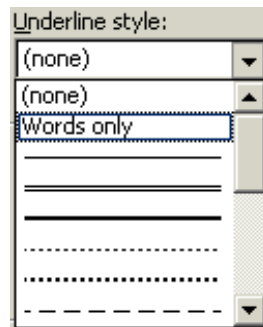


Figure 26 - Format Font dialog

The dialog box contains three tabs – Font, Character Spacing and Text Effects which are discussed below.

### Font Tab

Many of the options on the Font tab are the same as those on the formatting toolbar, however, the Underline options include some extra underline styles. The dialog box also has more effects than can be achieved using the formatting toolbar.



#### ► To apply underline styles:

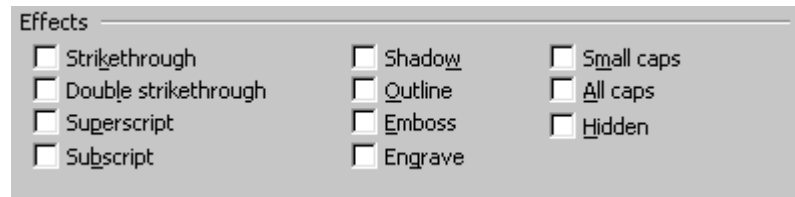
##### Mouse

- Select the text to format.
- Access the Font dialog and click the Font tab.
- Click the drop-down arrow to the right of the Underline box – a list of different underline options will appear.
- Choose your preferred option by clicking on it. The Preview window at the bottom of the dialog box displays a preview of how your text will look if you choose to keep the applied formats.
- Click the OK button to keep the format. Clicking Cancel will abandon any choices you have made and close the dialog box.

##### Effects

Most of the effects change the appearance of the characters. Superscript and Subscript allow you to raise and lower characters (e.g. 10m<sup>2</sup> or H<sub>2</sub>O).

Some effects have more useful functions – for example Hidden renders text on-screen and in the printed document invisible, particularly useful if you want to hide references to the source of a document or picture so they don't get printed. Note however than Hidden text *will* show on-screen if the Show/Hide button is clicked on.



### ► To apply effects:

#### Mouse

- Select the text to format.
- Access the Font dialog and click the Font tab.
- Check the boxes by clicking in them with the mouse next to the relevant options to switch an effect on. The Preview window will show you what each one looks like.
- Uncheck the boxes to switch an effect off.

***Note:** Some effects can be switched on in combination, others are mutually exclusive (for example you cannot have both **Small Caps** and **All Caps** applied as switching one on will automatically disable the other.*

### Character Spacing Tab

This tab contains options that allow you to increase or decrease the amount of space between individual characters in a word, or raise or lower those characters in relation to the other characters positioned on the same line. The Preview window at the bottom of the dialog will display what the selected text will look like as you change the settings.

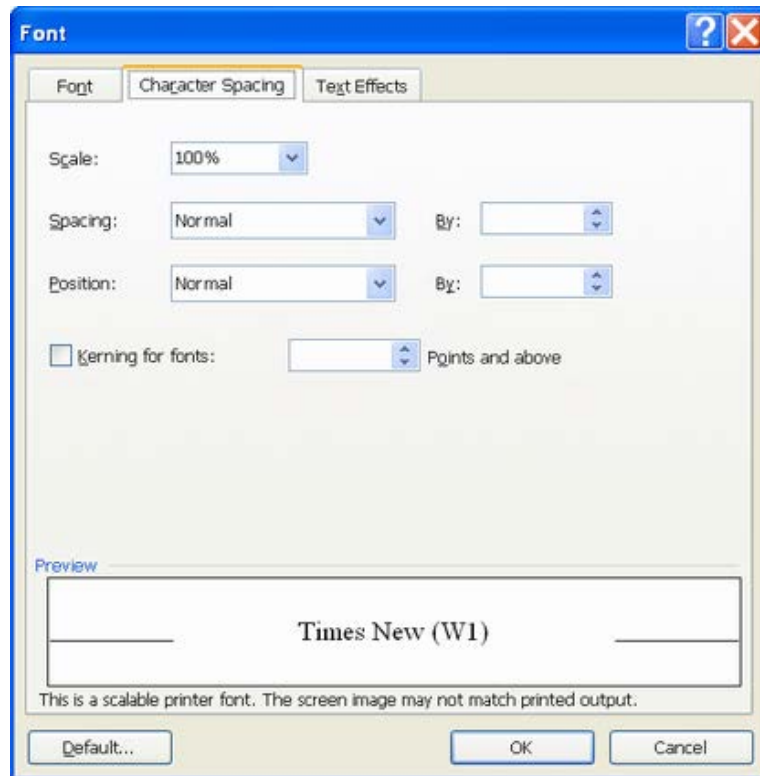


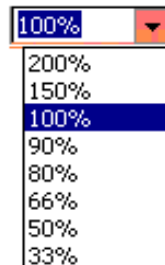
Figure 27 - Character Spacing tab

### Scale

Changes the size and space between the individual characters in the selection.

#### ► To alter the scale:

Mouse



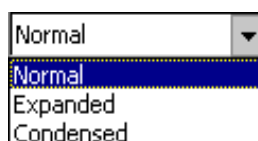
- Select the text to format.
- Access the Font dialog and click the Character Spacing tab.
- Click the drop down list next to the default Scale setting to list other percentage scales, some bigger and some smaller than the current figure.
- Choose a larger number to increase the space between the characters in the selected text and make the characters proportionally larger as well. Choose a smaller figure to squash characters together and also decrease their size in proportion to the scale percentage chosen.

### Spacing

Changes the space *only* between the individual characters without altering their size.

#### ► To change spacing:

Mouse



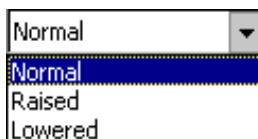
- Select the text to format.
- Access the Font dialog and click the Font tab.
- Click the drop down arrow to the right of the Spacing option.
- Choose “Expanded” (more space between the individual characters) or “Condensed” (less space between the individual characters).
- Use the By box which has up and down arrows that can be clicked to increase or decrease by how many points (or tenths of points) the characters are expanded or condensed.

## Position

“Normal” position places the characters on the same level as the other characters on that line. You can choose to have text raised or lowered instead.

### ► To change character position:

Mouse



- Select the text to format.
- Access the Font dialog and click the Font tab.
- Display the list by clicking the arrow to the right of the Position box.
- Choose “Raised” or “Lowered” – the By box then allows you to increase or decrease (again in tenths of points) by how much your characters should deviate from the base line position.



**Note:** The **By** boxes described above will allow you to type the number of points by which you want to change a setting rather than using the arrow keys to reach the desired figure. Simply click inside the box to get a cursor, delete the number already there and type the new number.

## Kerning

You need this option because some fonts are proportional and others are not.

A proportional font will adjust the amount of space between one character and the next depending on what that character is; for example the letter “l” is a thin character and does not need as much space as an “e”.

Non-proportional fonts allocate the same amount of space for each character regardless of its width. The Points and above box allows you to set a size above which Word will kern the fonts – if you are using a proportional font and you have used the Spacing option, you may need to switch the Kerning on to prevent the same amount of spacing being allocated to each character.

### ► To activate kerning:

Mouse

- Select the text to format.



- Access the Font dialog and click the Font tab.
- Click in this check box to switch kerning on.
- Use the Points and above box to set the size at which Word will begin to kern fonts.
- When you have set all the options you require on this tab, click OK to apply them. Cancel will abandon any changes you may have made.

### Text Effects Tab

The Text Effects tab contains a list of animation effects that can be attached to text in a document. These effects will show up on-screen but do not appear in print outs (the text still prints but the effects do not).

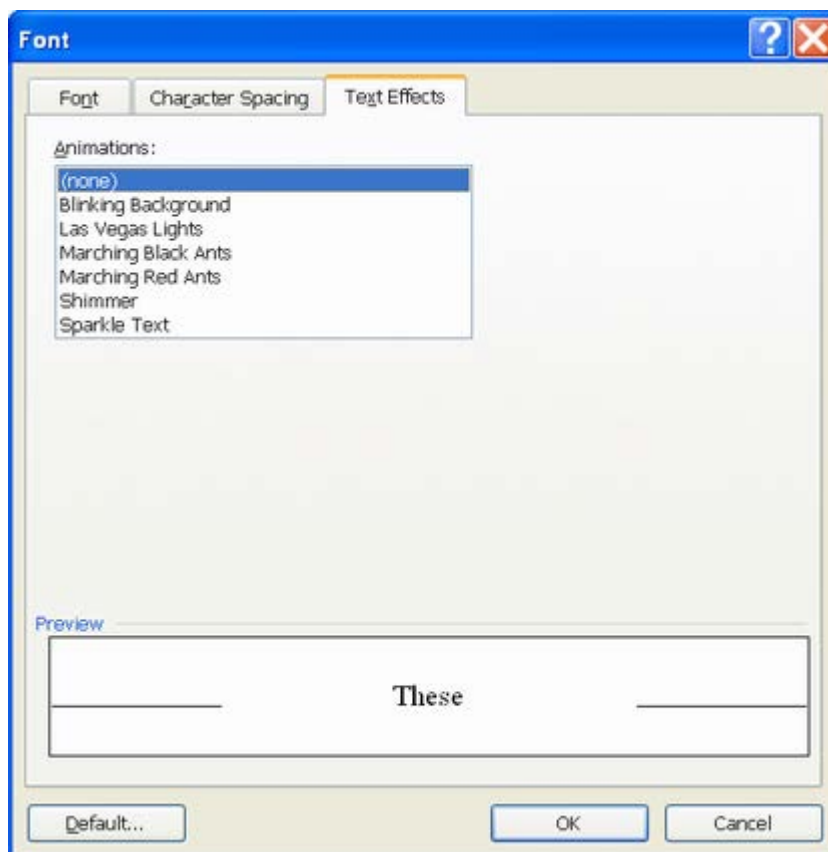


Figure 28 – Text Effects Tab

► To apply text effects effects:

Mouse

- Select the text to format.
- Access the Font dialog and click the text effects tab.
- Choose the effect you want to apply to the selected text, the Preview window will show you what the effect looks like should you choose to apply it. Only one effect at a time can be chosen.
- Click the OK button to keep the change or the Cancel button to abandon it.

## 6.2 Keyboard shortcuts for character formatting

It is sometimes quicker to use key combinations to apply formatting to text within a document and the table below lists the shortcut keys that you can use to do this:

Increase the font size	[CTRL][SHIFT][>]
Decrease the font size	[CTRL][SHIFT][<]
Increase the font size by 1 point	[CTRL] ]
Decrease the font size by 1 point	[CTRL] [
Display the Format, Font dialog	[CTRL][D]
Change the case of letters	[SHIFT][F3]
Format letters as all capitals	[CTRL][SHIFT][A]
Apply bold formatting	[CTRL][B]
Apply an underline	[CTRL][U]
Underline words but not spaces	[CTRL][SHIFT][W]
Double-underline text	[CTRL][SHIFT][D]
Apply hidden text formatting	[CTRL][SHIFT][H]
Apply italic formatting	[CTRL][I]
Format letters as small capitals	[CTRL][SHIFT][K]
Apply subscript formatting (automatic spacing)	[CTRL][=]
Apply superscript formatting (automatic spacing)	[CTRL][SHIFT][+]
Remove manual character formatting	[CTRL][SPACEBAR]

Figure 29 - Keyboard shortcuts for character formatting

## 6.4 Paragraph Formats

When you need to control how a paragraph lines up on a page, you apply paragraph formats. As with character formatting, some of the most commonly used options appear as buttons on the Formatting toolbar whilst others can only be accessed via the Paragraph dialog box.

### Alignment

You can select from four different alignment options in Word by clicking the relevant button (described below) :

#### ► To change alignment:

Mouse

- Position the cursor in the paragraph whose alignment you want to change, or if you are aligning several paragraphs, highlight them.
- Click on the button for the alignment you require (*see below*).



Click this button to left-align paragraphs. Left alignment ensures that the left edge of each line in the paragraph begins at the same place. Because of the word-wrapping, the right-hand edge of the paragraph won't line up exactly, this is sometimes called a "ragged" edge. Left alignment is the default alignment for new Word documents.



Click this button to centre paragraphs. This will make each line of the paragraph position its centre point in the middle of the page. Both the left and right edges of the paragraph will be ragged.



Click this button to right-align paragraphs. Right alignment ensures that the right edge of each line in the paragraph begins at the same place – the left edge will be ragged.



Click this button to justify paragraphs. This ensures that both the left-hand and right-hand edges of the lines in the paragraph begin and end at the same position, eliminating any ragged edges.

Or

#### Keyboard

- Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
- Press [CTRL] [L] to left align, press [CTRL] [R] to right align, press [CTRL] [E] to centre or [CTRL] [J] to justify.

## Indents

Indents allow you to control the white space at the left and right hand side of a paragraph. There are a variety of different methods for setting indents which are described below.

### ► To indent from the left:

#### Mouse

- Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.



- Click the increase indent button to indent the selected paragraphs by ½ an inch from the left. You can click this button again to increase by a further ½ inch and so on.



- If you need to decrease the indent by ½ inch, click the decrease indent button to do this.

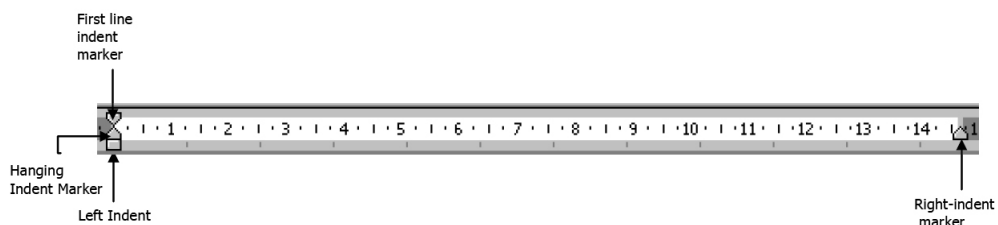
Or

#### Keyboard

- Click the cursor inside the paragraph whose alignment you want to change or, if you are aligning several paragraphs, highlight them.
- Press [CTRL][M] to increase the indent of the selection ½ inch from the left.
- Press [CTRL][SHIFT][M] to decrease the indent by ½ inch.

### Use the ruler to set indents

The buttons on the toolbar allow you to indent a set amount from the left only. If you need to indent a paragraph from the right, or you want the indent to be a very specific amount, it is easier to use the ruler.



The markers displayed above sit on the ruler. The first line indent marker controls the first line position of the paragraph and the hanging indent marker the position of all lines following the first line. The left indent rectangle that sits under them maintains any gap between the first line marker and the hanging indent marker so the two can be moved together. The right indent marker controls where the paragraph ends.

► **To create a left indent using the ruler:**

Mouse

- Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- Click on the rectangle (left indent) that sits on the ruler and drag this along the ruler – you will see a vertical guideline that draws itself down into your document to help you decide where the paragraph indent should be.
- Release the mouse to set the indent.

► **To create a right indent:**

Mouse

- Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- Click on the upward triangle that sits on the right-hand side of the ruler (right indent marker) and drag this along the ruler – you will see a guideline that draws itself down into your document to help you decide where the paragraph indent should be.
- Release the mouse to set the indent.

### First line indent

A first line indent is used where the first line of a paragraph needs to start further in than the other lines as in the example below:

*“It is company policy to ensure that  
all staff are fully trained in the use of the  
computer systems employed by the firm so  
that they may carry out their daily duties in  
the most efficient way.”*

► **To create a first line indent:**

Mouse

- Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- Click on the downward triangle marker (first line marker) that sits on the left-hand side of the ruler and drag this along the ruler – a guideline appears that the first line will jump to when you release the mouse.

► **To remove the first line indent:**

Mouse

- Position the cursor in the paragraph to change or select the text if it includes more than one paragraph.

- Drag the first line marker back so that it lines up with the other markers.  
*Note:* Having created a first line indent, if you then want to indent the whole paragraph, use the rectangular marker (under the upward triangle). Dragging this marker moves both the triangles but will keep any gap between them constant.

## Hanging Indent

A hanging indent is used where the first line of a paragraph needs to start further back than the other lines as in the example below:

*“It is company policy to ensure that all staff are fully trained in the use of the computer systems employed by the firm so that they may carry out their daily duties in the most efficient way.”*

### ► To create a hanging indent:

Mouse

- Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- Use the left indent marker to indent the whole paragraph from the left the desired amount
- Drag the upward triangle (hanging indent marker) back along the ruler – a guideline will appear to show you where all lines (except the first line) in your paragraph will jump to when you release the mouse.

Or

#### Keyboard

- Position the cursor in the paragraph to indent or select the text if it includes more than one paragraph.
- Press [CTRL][T]

#### ► To remove a hanging indent:

##### Mouse

- Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
- Drag the hanging indent marker back so that it lines up with the other markers.

Or

#### Keyboard

- Position the cursor in the paragraph to format or select the text if it includes more than one paragraph.
- Press [CTRL][SHIFT][T]

*Note: Having created a hanging indent, if you then want to indent the whole paragraph, use the rectangular marker (left indent, under the upward triangle). Dragging this marker moves both the triangles but will keep any gap between them constant.*

### Other Paragraph Formats

The most commonly applied paragraph formats can be set using the buttons on the formatting toolbar as described in the previous section, however there are further formats that can be accessed using the Paragraph dialog box.

#### ► To access the paragraph dialog:

##### Menu

- Position the cursor in the paragraph to format or select the text if several paragraphs are involved..
- Click on the Format option on the Menu Bar and choose Paragraph. The following dialog box will appear:



Figure 30 - Paragraph Dialog

This dialog box has two tabs, Indents and Spacing, Line and Page Breaks that are discussed below.

### Indents and Spacing Tab

Most of the options on this tab are for formats that can be accessed through other means. The Alignment drop-down list allows you to pick one of the four alignment options that can also be applied using the formatting toolbar. The Indentation options relate to the amount of left or right indent to be applied, and the Special and By settings allow you to set up first line and hanging indents using the By box to control the amount of each. The options outlined below can **only** be applied through the dialog or via keyboard shortcuts.

### Spacing

Use these settings to control how much white space appears before and after the selected paragraph or paragraphs. You can increase white space by inserting blank lines (i.e. pressing the [ENTER] key) but this can be time consuming and sometimes inconsistent.

The Line Spacing list allows you to increase the space Word allocates between each individual line in a paragraph. There are several settings which are described below:

### Multiple

Choose this option and then use the At box to give the number of lines by which you would like to space your paragraphs.

The default is 3, but you can change the numbers either by using the arrows to increase and decrease, or by selecting the number and typing a new one over it.

### At Least

With the At Least setting, if any of the characters within the selected paragraph are set to more than 18 pts size, the line spacing will adjust to accommodate it.

Choose this option and then use the At box to give a minimum number of points by which your lines should be spaced out (e.g. 18 pts).

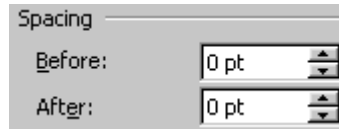
### Exactly

With the Exactly setting, characters within the selected paragraph that are larger than the line space amount will be cut off.

Choose this option and then use the At box to give an exact number of points by which your lines should be spaced out (e.g. 18 pts).

► To change paragraph spacing:

Mouse



- Select the paragraphs to change.
- Access the Paragraph dialog and click the Indents and Spacing tab.
- Click the up or down arrows on the right of the Before and After boxes to increase or decrease the number of points of space before and after – the numbers jump in increments of 6pts but you can select the number already there and type in any number of points as appropriate.
- The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
- Click the OK button to confirm the format change and close the dialog, or click Cancel to close the dialog, abandoning any changes you have made to the settings within.

► To change line spacing:

Mouse

- Select the paragraphs to change.
- Access the Paragraph dialog and click the Indents and Spacing tab.
- To space out the individual lines within a paragraph, first choose the amount of space you require by clicking on the drop-down list to the right of the Line Spacing box.



- Select the required option detailing the amount of spacing to be applied, (Single, Double, 1.5).
- The Preview pane towards the bottom of the dialog shows what your paragraph(s) will look like.
- Click the OK button to confirm the format change and close the dialog. Cancel closes the dialog, abandoning any changes you have made to the settings within.

## Line and Page breaks Tab

Settings on this tab primarily control how Word will insert automatic page breaks.

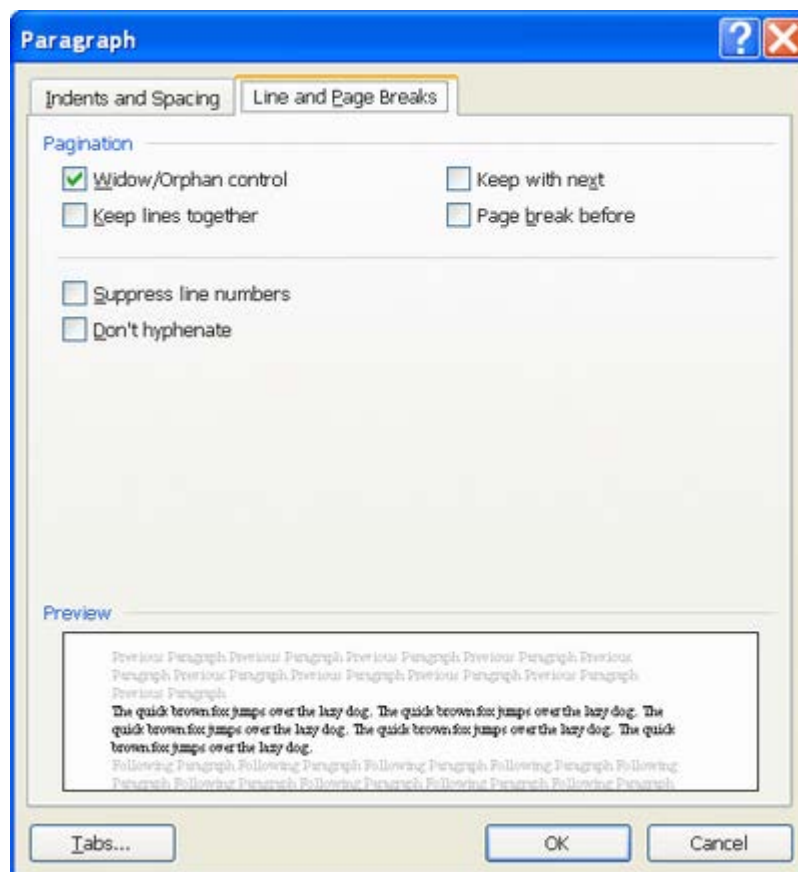


Figure 31 - Line and page breaks tab

## Pagination

### Widow/Orphan control

As this is a very useful option, most installations of Word will switch it on for all paragraphs by default. It prevents page breaks falling right after the first line of a paragraph leaving the first line stranded at the bottom of a page (i.e. a “widow”). The “orphan” is where a page break falls just before the last line of a paragraph, leaving the final line stranded at the top of a page.

### Keep lines together

This option prevents Word from putting a page break through a paragraph.

### Keep with next

This ensures that the selected paragraph(s) will never be split by page breaks.

**Page break before**

This option would cause the selected paragraph(s) to always appear at the top of a new page.

**► To set Widow/Orphan control:**

Mouse

- Click the check box to switch Widow/Orphan control on or off.

**► To keep lines together:**

Mouse

- Check this box to prevent an automatic page break falling within the selected paragraph(s).

**► To keep with next:**

Mouse

- Check this box to prevent the selected paragraph(s) from being separated from the next paragraph by an automatic page break.

**► To set page break before:**

Mouse

- Check this box to ensure that the selected paragraph(s) always begins on a new page.

## Keyboard shortcuts for paragraph formatting

It is possible to access all paragraph formats through the Format, Paragraph dialog box. However, it can be quicker to apply paragraph formats using keyboard shortcuts. Some useful shortcuts are listed in the table below.

Single-space lines	[CTRL][1]
Double-space lines	[CTRL][2]
Set 1.5-line spacing	[CTRL][5]
Add or remove one line space preceding a paragraph	[CTRL][0]
Centre a paragraph	[CTRL][E]
Justify a paragraph	[CTRL][J]
Left align a paragraph	[CTRL][L]
Right align a paragraph	[CTRL][R]
Indent a paragraph from the left	[CTRL][M]
Remove a paragraph indent from the left	[CTRL][SHIFT][M]
Create a hanging indent	[CTRL][T]
Reduce a hanging indent	[CTRL][SHIFT][T]
Remove paragraph formatting	[CTRL][Q]

Figure 32 - keyboard shortcuts for paragraph formatting

## 6.5 Format Painter

When you have applied formats to a block of text, there may be other sections within your document that need to have the same combinations of formats applied. To save you having to repeat the process of applying the same formats all over again, you can use the format painter to pick up the formats from the text that has them and paint them on to the text you want to change.

### ► To use the format painter:

Mouse

- Select the text that has the formatting you need.



- Click the Format painter button from the standard toolbar.
- Drag across the items you want to format. When you release the mouse, the formats will appear on the selected text.

**Note:** The Format Painter switches itself off automatically as soon as you release the mouse after selecting the text you want to format. If you have more than one item to format, you can make the format painter stay “switched

on” until you have completed painting the formats onto all the items. Do this by double-clicking the Format Painter button. When you no longer need the Format Painter, click the button once more to switch it off or press [ESC] on the keyboard.

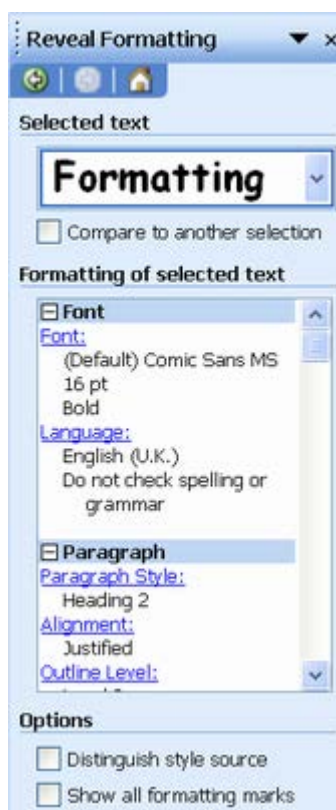
If you want to paint paragraph formats onto text, make sure you select the paragraph mark at the end of the text that has the paragraph formats before you click the Format Painter button.

## Reveal and Clear Formatting

The reveal Formatting task pane allows you to view a detailed description of the formatting of any text in your document. It describes directly applied character and paragraph formatting features, as well as formatting features derived from the paragraph style or any character style assigned to the text. You can also use this task pane to modify or clear formatting, to compare the formatting of different selections, or to find blocks of text of similar formatting.

### ► To use the Reveal Formatting task pane:

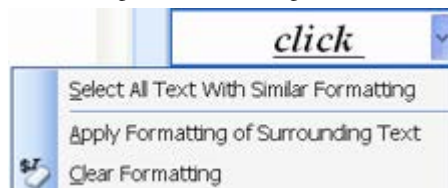
Mouse



- Select the text whose formatting you want to review.
- On the Format menu, click Reveal Formatting. The formatting information will appear in the Reveal Formatting task pane.
- To change any formatting properties, click the text with a wavy blue underline, and then change any options

you want in the dialog box that appears.

- To view a feature by feature comparison of the selection's formatting with the formatting of another block of text, check the Compare to another selection option and select the other block of text.
- To determine the formatting source, such as whether the formatting comes from a style, select the Distinguish style source check box.
- To show formatting marks, such as paragraph marks and tabs, select the Show all formatting marks check box.
- To format a text selection like the text that surrounds it, select the text. In the Selected text box, click the arrow, and then click Apply Formatting of Surrounding Text.



- To remove all the formatting from the selected text resetting it back to default style, click the down arrow in the Selected Text box and chose Clear Formatting.
- If you would like to select all text with similar formatting, click in a word that's formatted like the text you want to select, click the down arrow in the Selected Text box and chose Select all text with similar formatting.

- If you would like to format the selected text based on the formatting of the text around it, click Apply formatting of surrounding text.

### Remove formatting with the keyboard

You can remove all the formatting that has been applied and reset the selected text back to the document defaults by using the keyboard.

#### ► To remove all character formats:

Keyboard

- Select the text to remove the formats from.
- Press [CTRL][SPACEBAR].

#### ► To remove all paragraph formats:

Keyboard

- Select the text to remove the formats from.
- Press [CTRL][Q].





## 6.6 Borders

Borders can be applied to many different objects in Word; for example, you can add borders to tables, paragraph edges or even whole pages in a document. There are also some automatic formatting keystrokes that will add borders to the cursor position in your document (*See the section on AutoFormatting for more information*).

Clicking on the Borders button on the Standard toolbar displays the Borders drop down palette.



The buttons on the palette perform the following functions:

	Applies or removes outside border
	Applies or removes borders both inside and outside
	Applies or removes top border
	Applies or removes left border










	Applies or removes a border horizontally inside a selection
	Applies or removes descending diagonal
	Applies horizontal line
	Applies or removes inside border
	Removes all borders
	Applies or removes bottom border
	Applies or removes right border
	Applies or removes a border vertically inside a selection
	Applies or removes ascending diagonal

Figure 33- Border Icons

➤ To add a border to a paragraph:

Mouse

- Select the paragraph.
- Click on any combination of the border tools to determine which edges of the paragraph are bordered.

Changing the paragraph border width

The width of the border is controlled by the right indent measurement belonging to the paragraph.

➤ To reduce the width of the border:

Mouse

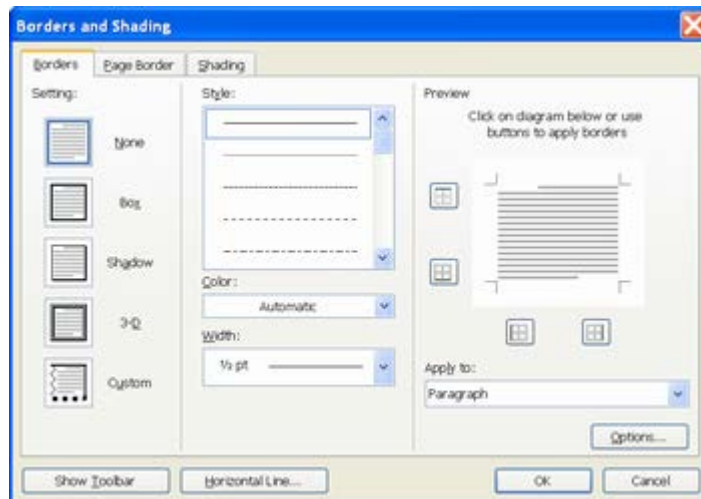
- Click in the paragraph with the border or select the paragraphs if more than one paragraph's borders need changing.
- Drag the indent markers on the ruler to correspond with the new border width.

Borders via the menu

Borders can be added using the borders dialog available on the Format menu. Applying borders in this way gives you more options as to line style, shading and so on.

➤ To apply borders using the Borders and Shading dialog:

Mouse



- Select the paragraph(s).
- Choose Borders and Shading from the Format menu.
- Click on the Borders tab.
- Choose the required border.
- Click OK.

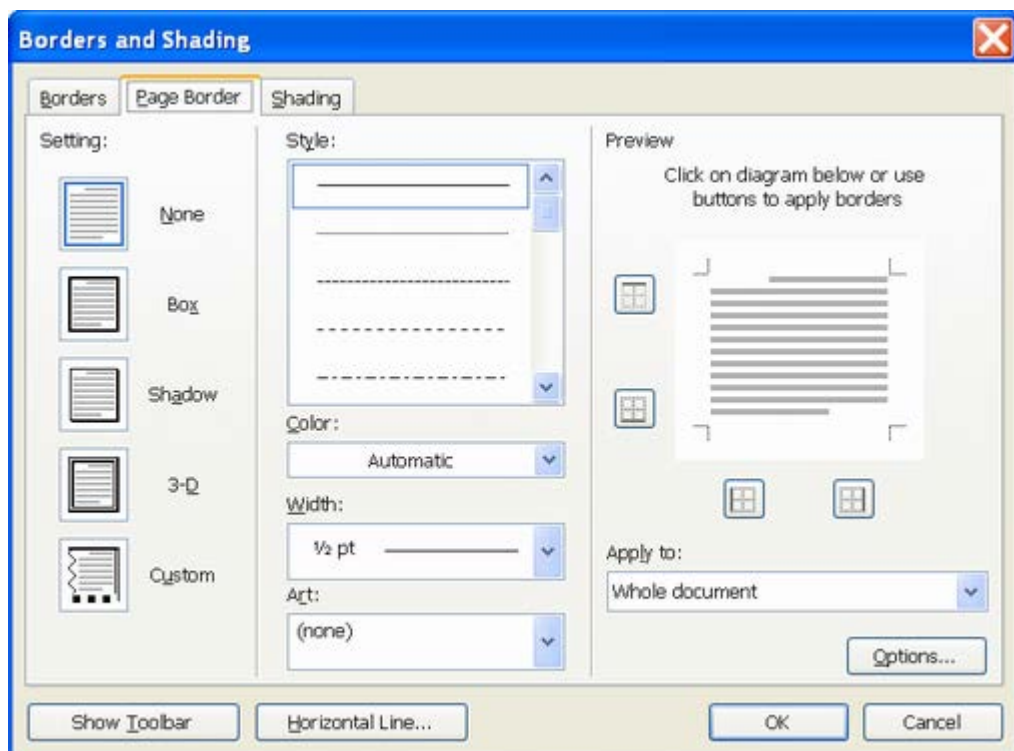
## Page Borders

You are able to apply a border around an entire page. It is generally used in the same way as paragraph borders except you have an interesting addition, Art, where you have the opportunity to select an artistic page border. You may have to alter the border width so that it is not too big.

### ► To apply a page border:

Mouse

- Choose Format, Borders and Shading.
- Click the Page Border Tab.



- Select the appropriate border from the Setting palette by clicking on the picture that you want.

Or

- Click the Art drop-down list to select from a range of graphics to use as a page border
- Click OK.

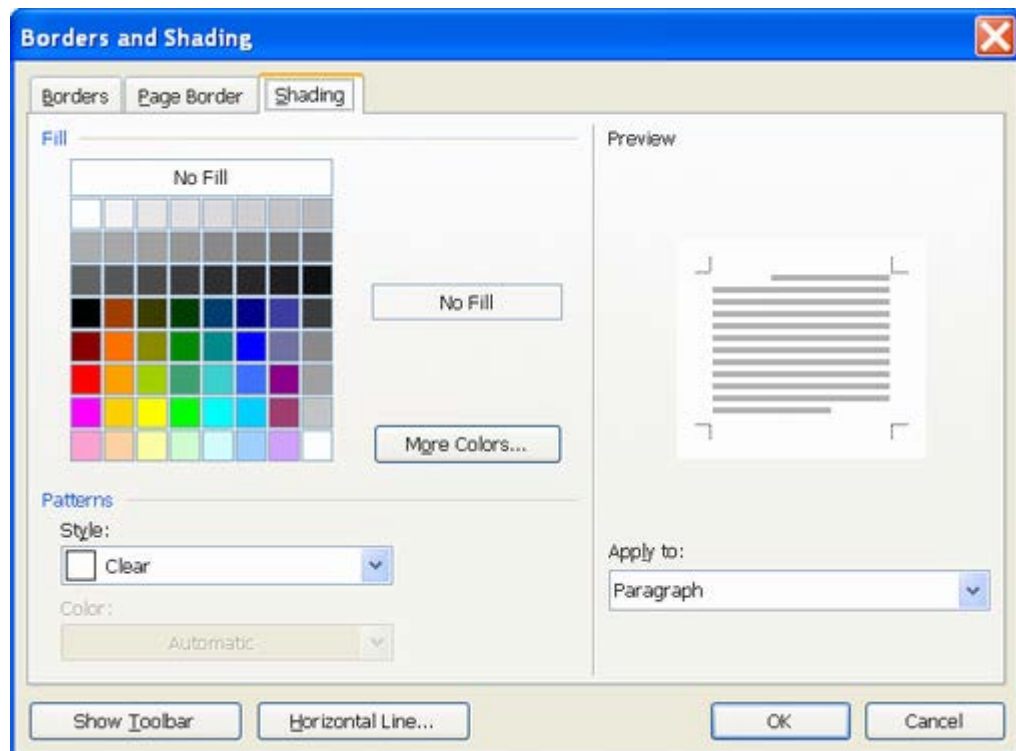
## Shading

The third tab within the Borders and Shading dialog allows you to apply shading to a paragraph or a piece of text.

► To add shading:

Mouse

- Select what you want to shade (i.e. a word or phrase, or a whole paragraph).
- Choose Format, Borders and Shading and click the Shading tab from within the dialog.



- Choose a colour from the colour palette by clicking it.
- If appropriate, choose a pattern from the Style drop-down list and assign a colour to the pattern with the Colour drop-down list.
- Click OK.

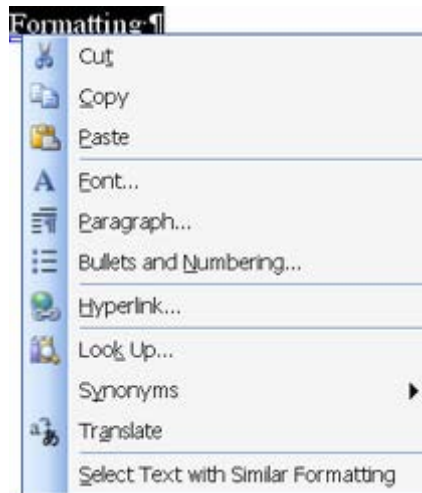
*Do not apply patterns over text as you will not be able to read the text.*

### Shortcut Menus

You can apply both character and paragraph formats using Word's shortcut menus.

► To apply formats using shortcut menu:

Mouse



- Select the items to format.
- With the mouse positioned anywhere within the highlighted area, click the right mouse button.
- Select the Font, Paragraph or Indents option by clicking on it with the mouse.

## 6.7 Bulleted and Numbered lists

Word has tools for automatically assigning bullets and numbers to lists. You can choose from a variety of different number formats and select which bullet symbols to use. You can also create multi-level lists very easily using this feature.


With numbered lists, if you move, delete or add items, Word will automatically renumber the list so that you always have the correct numeric sequence.

## Bullets

Bullets are symbols that can be used to denote list items or headings. They attach themselves to paragraphs within a document.

### ► To create a bulleted list:

Mouse

- Type the list one line under the other.
- If you want blank lines of space between list items select the lines and use the Space after setting in the Paragraph dialog.
-  Click the Bullets button on the formatting toolbar to apply bullet symbols to your list (the button will switch on).

*Note: In Word 2003 when you apply bullets, your list is also automatically indented from the left margin. If you do not want this indentation you will need to remove it. See previous instructions in this section about setting and removing paragraph indentations.*

## Remove bullets

When you want to add a paragraph underneath your last list item, you may find that the bullets continue. This is because bullets and numbers are paragraph level formats and Word will copy them from one paragraph to the next when you press the [ENTER] key.

### ► To switch bullets off:

Mouse

- Click the cursor on the paragraph where the bullet is, or if the bullets are on several paragraphs, select them.
- Click the Bullets button on the formatting toolbar (the button will switch off)

Or

Keyboard

- Click to position the cursor in front of the bullet to remove.
- Press [BACKSPACE].

*Note: If you have switched bullets on and are typing your list, when you don't want the bullets any more, press [ENTER] to begin a new line – the bullet will appear but if you press [ENTER] again, Word will assume that you have finished your list and remove it accordingly.*

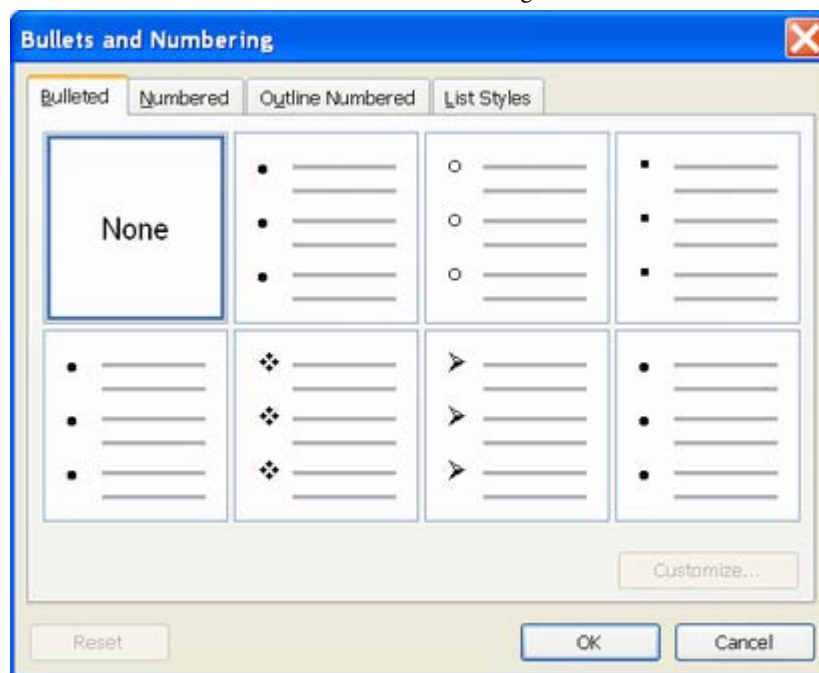
## Change bullet style

When you click the Bullets button, Word applies the bullet symbol that you chose last time you used the bullets button. You may want to use a different symbol.

### ► To change the bullet symbol:

Menu

- Select the bulleted list.
- From the menu bar choose Format, Bullets and Numbering. The



- bullets and numbering dialog box will appear.
- Select the bullet symbols you want to use by clicking on the pane within the dialog that matches.
- Click OK to apply the change and close the dialog.

## Customise a bulleted list

The bullets and numbering dialog gives you a small selection of pre-picked bullet symbols for you to choose from. If none of those is suitable for your list, you can access a palette with a bigger selection of symbols.

You can also change the indent positions of your list items.

### ► To customise bullet symbols:

Menu

- Select the bulleted list.
- Choose Format, Bullets and Numbering to access the Bullets and Numbering dialog.

- Click the Customize button. The following dialog box will appear: -

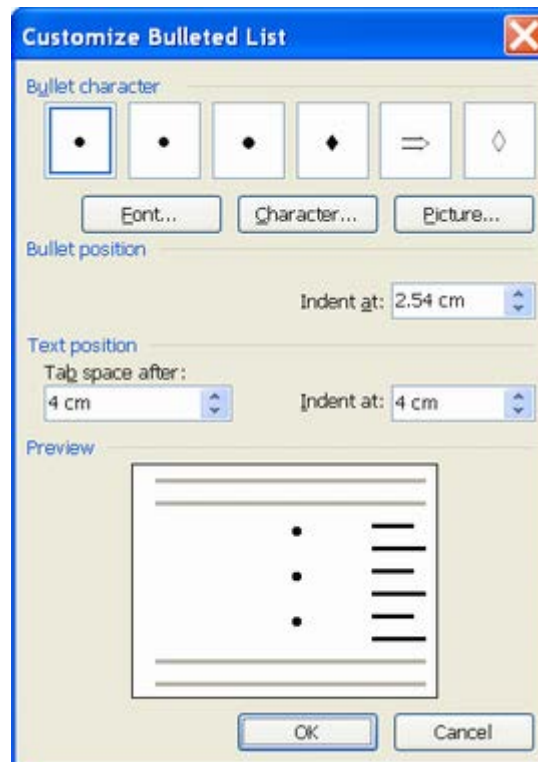
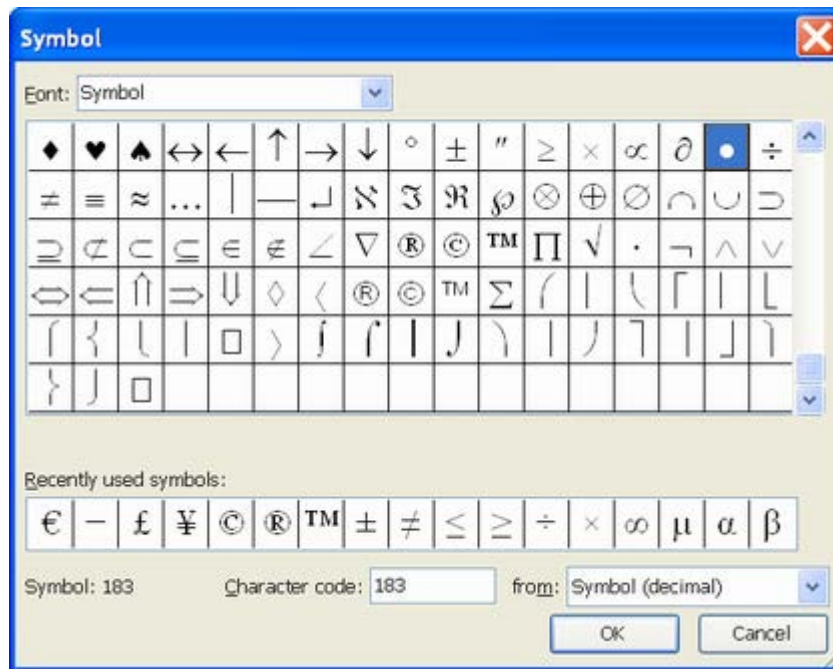


Figure 36 - Customise Bullets dialog

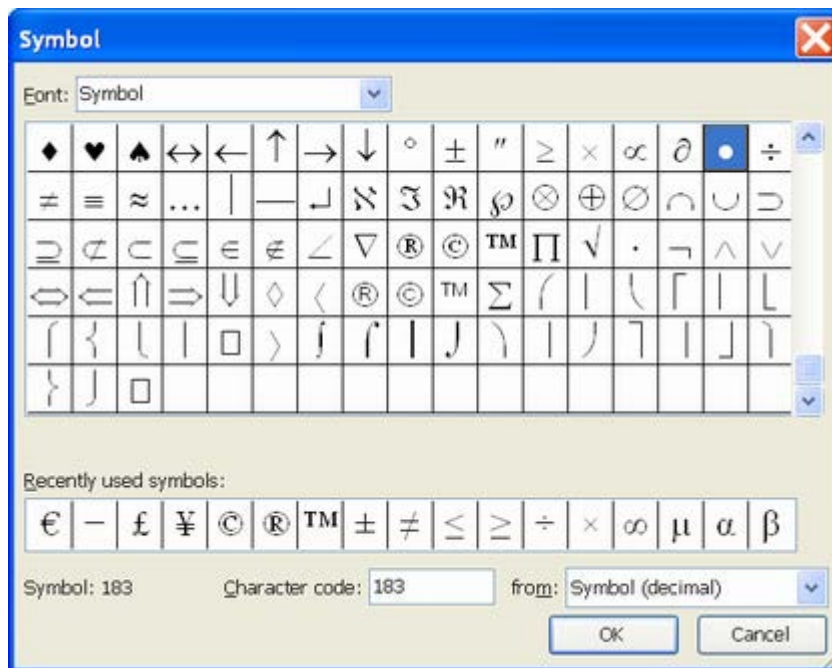
- Click the Font button to access the Font dialog if you want to make changes to bullet size and style.



- Click the Character button to select a different symbol. This calls up the symbol palette displayed below: -

Figure 37 - Symbol palette

- Initially Word displays symbols from the Symbol font. You can choose symbols from a different font by clicking the drop down list arrow to the right of the Font box.
- Note: Wingdings, Webdings and Monotype Sorts have a large variety of useful symbols to use for bullet points.
- Click on a symbol from the palette to select it (clicking also magnifies the symbol making it clearer), then click OK to go back to the previous dialog. The selected bullet will be displayed in one of the preview panes.
- Click the Picture button to browse through a gallery of picture bullets. This calls up the symbol palette displayed below: -



- Choose a picture from the gallery or click Import to select a picture from a different location and click OK
  - Click OK to replace the existing bullets with your custom bullet.
- Note:* When you alter the bullet symbol as described above, Word will use that symbol for all new lists when the Bullets button is clicked.

► To change bulleted list indents:

Menu


- Select the list.
- Choose Format, Bullets and Numbering to access the Bullets and Numbering dialog. Click the Customize button.
- To change the bullet position, set the Bullet position Indent At box to the desired measurement by clicking the up and down arrows on the right of the box. The Preview below the dialog will display the effects of your changes.
- To change the tab space, set the Tab space text box to the desired measurement by clicking the up and down arrows on the right of the box. The Preview below the dialog will display the effects of your changes.
- To change the distance between the margin and the text, set the Text position Indent At text box to the desired measurement by clicking the up and down arrows on the right of the box. The Preview below the dialog will display the effects of your changes.
- Click OK to apply the new indents to the selected items and close the dialog.

## Numbers

You can add numbers to paragraphs in a document. Word lets you choose between a variety of different numbering styles.

### ► To create a numbered list:

Mouse

- Type the list one line under the other.
- If you want blank lines of space between list items select the lines and use the Space after setting in the Paragraph dialog.
-  Click the numbers button on the formatting toolbar to apply numbers to your list (the button will switch on).

## Remove numbers

When you want to add a paragraph underneath your last list item, you may find that the numbers continue. This is because bullets and numbers are paragraph level formats and Word will copy them from one paragraph to the next when you press the [ENTER] key.

### ► To switch numbers off:

Mouse

- Click the cursor on the paragraph where the number is, or if the numbers are on several paragraphs, select them.

- Click the numbers button on the formatting toolbar (the button will switch off).

Or

#### Keyboard

- Click to position the cursor in front of the number to remove.
- Press [BACKSPACE].

**Note:** If you have switched numbers on and are typing your list, when you don't want the numbers any more, press [ENTER] to begin a new line – the number will appear but if you press [ENTER] again, Word will assume that you have finished your list and remove it accordingly.

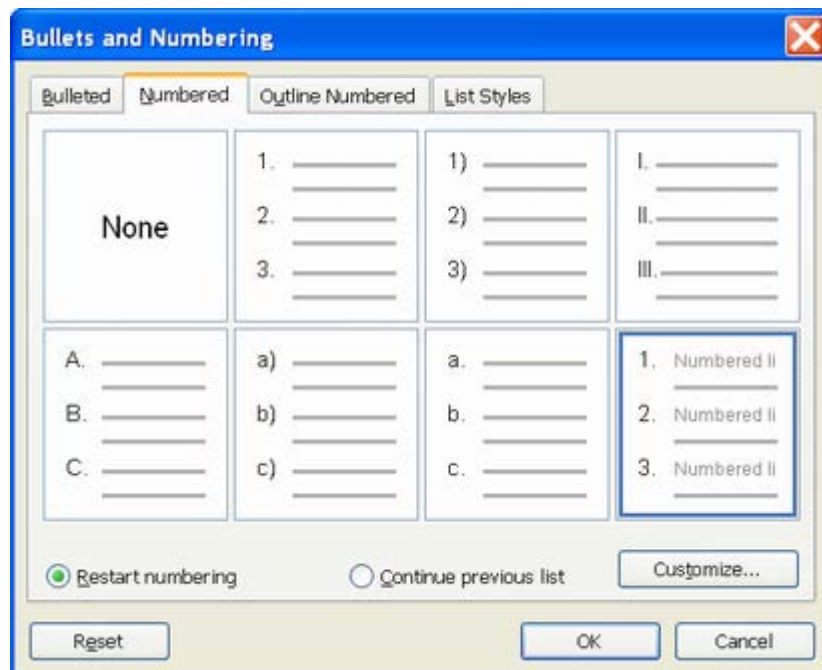
#### Change numbering style

Word applies the number style that you chose last time you used the bullets and numbering option. You may want to use a different numbering style.

#### ► To change the numbering style:

##### Menu

- Select the numbered list.
- From the menu bar choose Format, Bullets and Numbering. The bullets and numbering dialog box will appear.



- Select the numbering style you want to use by clicking on the pane within the dialog that matches.
- Click OK to apply the change and close the dialog.

## Customise a numbered list

You can make some changes to the numbered list styles available within the bullets and numbering dialog. These include changing the separator character, and altering the number and text indents.

### ► To customise a numbered list:

Mouse

- Select the list.
- Choose Format, Bullets and Numbering from the menu bar.
- From the Bullets and Numbering dialog, click the Customize button. The following dialog box will appear: -

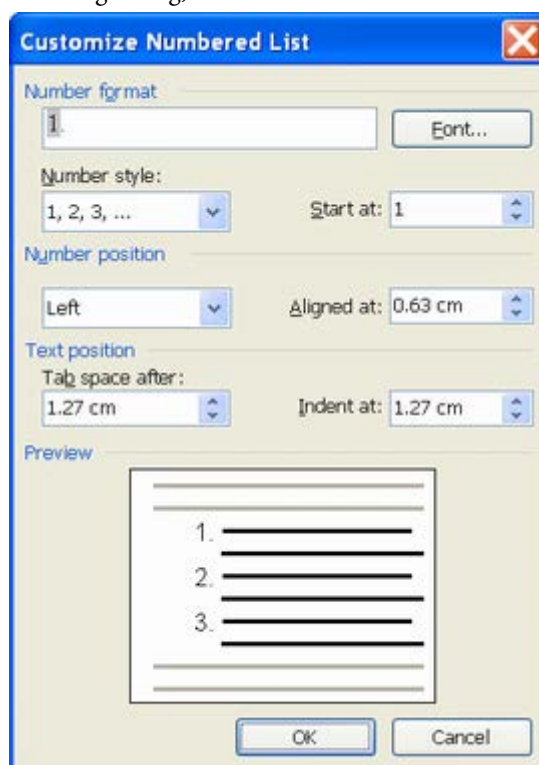


Figure 40 - Customize numbers dialog

## Number Format

Use this option to add extra digits to numbers (e.g. if you want extra decimal places) or to add prefix and suffix characters (e.g. the word “Item”, -dash etc.).

### ► To change the number format:

Mouse

- Click in the Number format text box.
- Type in the additional characters or words that you want your number format to include.
- Click OK to return to the Bullets and Numbering dialog. Click OK to close the dialog and apply the changes

to the number format.

## Number Style

Word offers a variety of different numbering styles for lists, standard Arabic numbers, Roman numerals and so on.

### ► To change the number style:

Mouse

- Click the drop-down list arrow to the right of the Number style box.
- Click on the required style from the displayed list.
- Click OK to return to the Bullets and Numbering dialog. Click OK to close the dialog and apply the changes to the number style.

### ► To change the start number:

Mouse

- Click on the up and down arrows in the Start At box to increase or decrease the start number. The number style Word offers will change according to the number style setting (*see above*).

Or

- Click and drag across the number showing in the Start At box and type in the new start number.

- Click OK to return to the Bullets and Numbering dialog. Click OK to close the dialog and apply the changes to the number style.

► **To change numbered list indents:**

Menu

- To change the number position, set the Number Position Align At text box to the desired measurement by clicking the up and down arrows on the right of the box. The Preview on the right of the dialog will display the effects of your changes.
- To change the text position, set the Text position Indent At text box to the desired measurement by clicking the up and down arrows on the right of the box. The Preview on the right of the dialog will display the effects of your changes.
- Click OK to apply the new indents to the selected items and close the dialog.

### Continue a List

Some list points can be several paragraphs long. When this is the case, you will need to switch the numbering off for those paragraphs that “belong” to the previous paragraph’s number. When you are ready to start numbering again, Word will allow you to continue using the next number in sequence.

► **To continue numbering from a previous list:**

Mouse

- Click in the list item where the numbering should continue, or if there are several items to be numbered, select them.
- Choose Format, Bullets and Numbering to access the Bullets and Numbering dialog. Click the Numbered tab at the top of the dialog box.
- Click the Continue previous list option button towards the bottom of the dialog box and choose OK to confirm the change and close the dialog box.

### Start a new list

There may be occasions where you need to end one list and begin a new one straight away. Unless you tell it otherwise, Word will assume that the numbering should follow on in sequence from the previous list.

► **To restart numbering:**

Menu

- Click in the list item where the numbering should restart, or if there are several items to be numbered, select them.
- Choose Format, Bullets and Numbering to access the Bullets and Numbering dialog. Click the Numbered tab at the top of the dialog box.
- Click the Restart list option button towards the bottom of the dialog box and choose OK to confirm the change and close the dialog box.

## Create a multi-level list

You can create lists using Word's automatic numbering tools that have many different list levels. This is useful if the list you are creating has subpoints which need to line up properly.

### ► To create a multi-level list:


Mouse

- Type the list one line under the other.
- If you want blank lines of space between list items select the lines and use the Space after setting in the Paragraph dialog.
- Choose Format, Bullets and Numbering from the menu bar and click the Outline Numbered tab from the Bullets and Numbering dialog.
- Click on the Preview pane that matches the style you want for your multi-level list. Click OK to apply the format to the selected list.

Word will initially use the top level style for all list items. Use the keyboard to demote and promote items to the required levels.


### ► To demote an item:

Mouse

- Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them. Click  .

### ► To promote an item:

Mouse

- Position the cursor somewhere in the paragraph, or if you want to demote several paragraphs, select them and Click  .

## Bullets and numbering with the shortcut menu

You can apply Bullets and Numbering from the shortcut menu that appears when you click the right-mouse button over a selection.

### ► To use shortcut menu for bullets/numbering

Mouse

- Select the items to number or bullet.
- Position the mouse anywhere over the highlighted area and click the right mouse button.
- From the resulting shortcut menu, choose Bullets and Numbering. The Bullets and Numbering dialog will appear.
- Click the Numbered or Bulleted tab and click on the pane that has the style of bullets/numbers you require.
- Click OK to apply your chosen bullets/numbers.

## Apply bullets and numbers as you type

You can tell Word that you are about to type a numbered or bulleted list by starting the first list item in a special way. When you press [ENTER] to start a new line, Word will autoformat your current text with standard bullets and numbers.

### ► To apply bullets as you type:

Keyboard

- Start the list by typing an asterisk and then press [TAB]. Type the list text immediately after and then press [ENTER]. Word will change the asterisk to the standard bullet symbol and start the next line with the bullet, ready for you to type the next item.

### ► To apply numbers as you type:

Keyboard

- Type the first number and press [TAB]. Type the first list item immediately after and then press [ENTER]. Word will continue the numbering on the new line ready for you to type the next item.

## Space list items

You can use a soft return to insert blank (un-numbered or un-bulleted) lines between list items. This is also sometimes known as a line break rather than a soft return.

A soft return is entered by pressing [SHIFT][ENTER] on the keyboard.

# Notes

# Section 7 Viewing and Printing

## Objectives

By the end of this section you will be able to:

- Use different views
- View multiple documents
- Preview documents
- Print documents

## 7.1 Viewing Your Document

This section concentrates on the different ways a Word document can be viewed.

Word provides several different ways a document can be viewed on screen. The view that you choose depends on the type of document that you are creating, and whether speedy performance or exact layout is important to you.

You can switch between different views using the view buttons at the bottom left corner of your screen (seen below) or by choosing View from the menu bar and then selecting the appropriate view from the list.

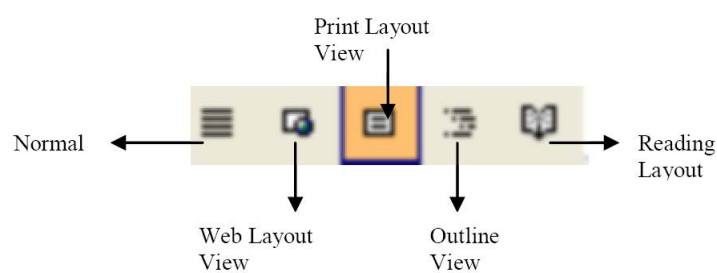



Figure 7 - View selector buttons

## Normal View

This view shows the document being viewed or edited as a scrolling list. Page breaks are represented as dotted lines across the screen. Normal view doesn't display graphics or inserted objects but it is the quickest view for editing and review purposes as it uses less memory. It is therefore a good view to use when working on long documents.

### ► To switch to Normal View:

Mouse

-  Click on the first view selector button (Normal view).

Or

Menu


- Choose View from the menu bar and click the Normal option.

## Print Layout View

Page Layout View shows the current document exactly as it will be printed out on paper. This is very useful for reviewing the layout of a document and checking if the “white spaces” (i.e. margins, blank lines) look right. Graphics can be seen in Page Layout view so therefore it is a good view to use when inserting pictures and diagrams. However, there is a performance overhead – it uses more memory than Normal view and so with large documents, Word may take longer to update changes.

### ► To switch to Print Layout View:

Mouse

-  Click the third view selector button (Print Layout).

Or

Menu


- Choose View from the menu bar and click the Page Layout option

## Web Layout View

Web Layout View shows your document as it would look if you published it to the Web or an intranet. In this view, you can see backgrounds, AutoShapes, and other effects that are commonly used in Web documents or documents that you view on the screen.

### ► To switch to Web layout view:

Mouse

-  Click on the second view selector button (Web Layout).

Or

Menu

- Choose View from the menu bar and click the Web Layout option

### Outline View

In Outline View, Microsoft Word simplifies the text formatting to help you focus on the structure of your document. Outline view looks very different from other views. The text appears with symbols down the left-hand edge and an extra toolbar is displayed.


Word indents each heading according to its level. The indentations appear only in outline view; Word removes the indentations when you switch to another view.

When reorganising long documents, outline view gives the user tools for quickly repositioning large blocks of text and promoting and demoting heading levels where appropriate. You can also view a document fully expanded, showing headings and their detail text, or collapsed (headings only).

The structure of the document seen in Outline View is controlled by heading styles used in the document. The use of heading styles is covered in later Word courses and is therefore not dealt with in this manual.

#### ► To switch to Outline view:

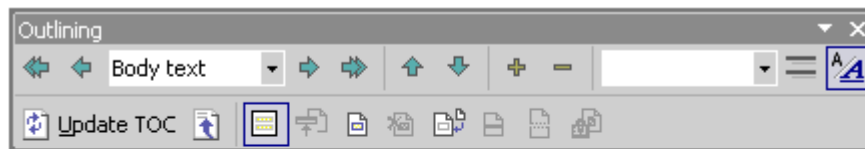
Mouse


-  Click the fourth View Selector button.

Or

Menu

- Choose View from the menu bar and choose the Outline option.



Look out for the hand icon  which precedes a list of

instructions.

#### ❖ **Appendices**

- The Appendices list the toolbars mentioned within the manual with a breakdown of their functions and tables of shortcut keys.

#### ❖ **Keyboard**

- Keys are referred to throughout the manual in the following way:
- [ENTER] – denotes the return or enter key, [DELETE] – denotes the Delete key and so on.
- Where a command requires two keys to be pressed, the manual displays this as follows:
- [CTRL][P] – this means press the letter “p” while holding down the Control key.

#### ❖ **Commands**

- When a command is referred to in the manual, the following distinctions have been made:

Figure 8 - Outline View

## Document Map

The Document Map is a separate pane that displays a list of headings in the document. Use the Document Map to quickly navigate through the document and keep track of your location in it. When you click a heading in the Document Map, Word jumps to the corresponding heading in the document, displays it at the top of the window, and highlights the heading in the Document Map. You can show or hide the Document Map at any time.

### ► To switch to the Document Map:

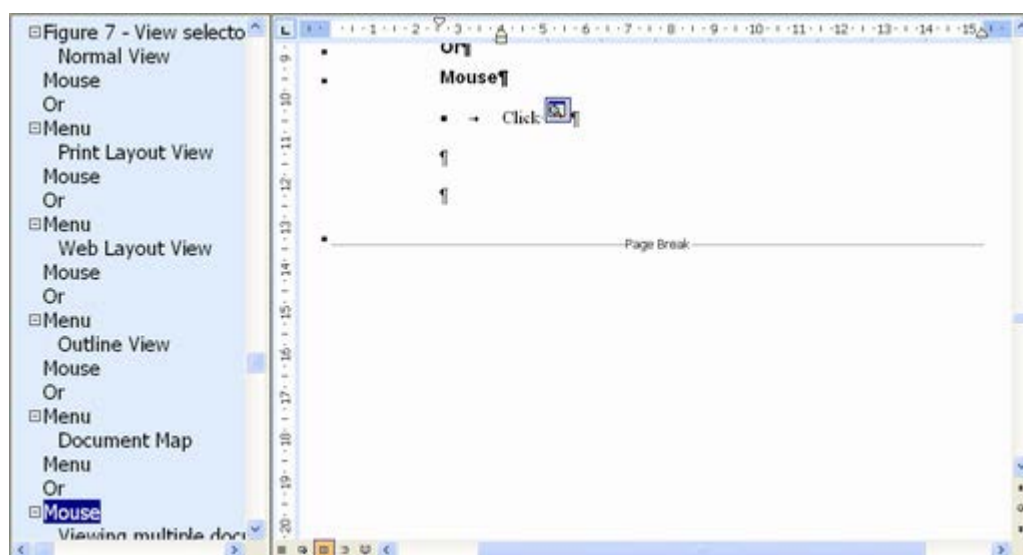
Menu

- Click Document Map on the View menu.

Or

Mouse

- Click 



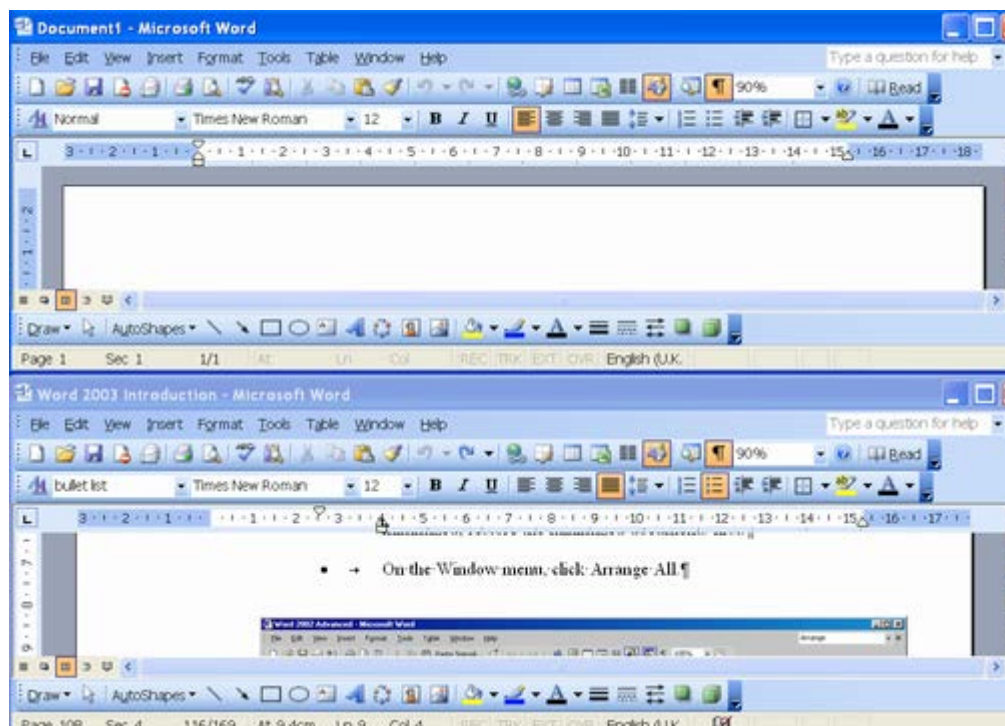
## Viewing multiple documents

In Word, you can view all open documents on the screen at the same time by arranging them top to bottom on the screen.

### ► To view more than one document:

Menu

- If the Microsoft Word documents you want to arrange are minimized, restore the minimized documents first.
- On the Window menu, click Arrange All.



**Note:** To revert back to one document view again on full screen, simply maximise one of the windows.

Figure 9 - Arranged documents

## 7.2 Printing

The open document can be printed in its entirety, or alternatively you can print individual pages or ranges of pages. Word gives you the ability to choose which pages you want to print, or if you need to be even more specific, you can print only the selected items.

Before sending any document through to the printer, it is always a good idea to preview what the hard copy will look like so that you can rectify any problems before printing it.

### Print Preview

This is another way that you can view your document. When you are in print preview, Word gives you a special toolbar for changing the number of pages per screen, zooming in and out and so on. If you spot mistakes as you are previewing a document, you can even edit in print preview.

#### ► To access print preview:

Mouse

- Click the Print Preview  button from the standard toolbar.

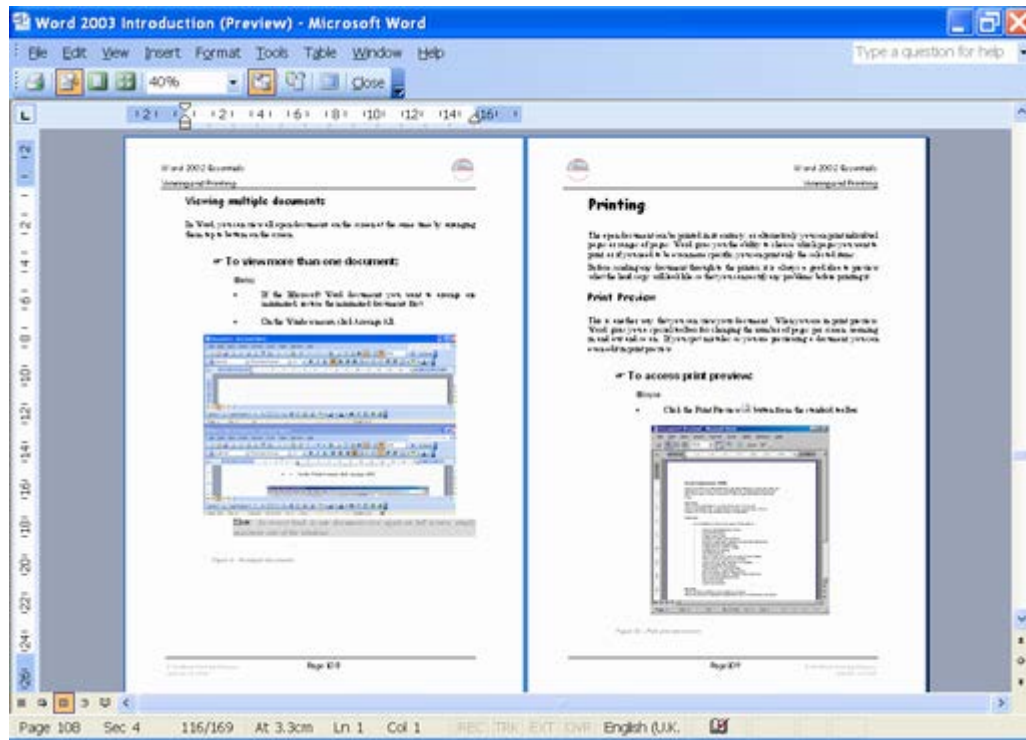


Figure 50 - Print preview screen



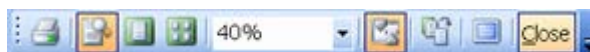
- Click the Next page or Previous page buttons to scroll backwards and forwards through your document's pages.  
Or

#### Keyboard

- Press [PAGE UP] or [PAGE DOWN].

#### The Print preview toolbar

The print preview toolbar only appears when you are in Print preview. It gives you useful tools for changing such things as magnification and how many pages you can see on one screen. The button functions are described in detail below:



#### ► To close the Print Preview:

##### Mouse

- Click the button marked Close from the Print preview toolbar.

OR

##### Keyboard

- Press [ESC] on the keyboard.

#### Magnification

When you are in Print preview, Word automatically changes your mouse pointer into a magnifying glass that you can use to zoom and out on particular areas of the currently displayed page.

#### ► To change magnification:

##### Mouse

- In the Print preview screen position your mouse over the area that you want to zoom in on and click.
- To zoom out, click the mouse a second time.

#### ► To print the document:

##### Mouse

- From the Print preview toolbar click the print button. You will see an icon appear on the status bar showing a working printer indicating that your file is being dispatched to the printer.

## Edit from the Print preview screen

Print preview is generally used to view how the document will look when it is printed. However, because you may spot mistakes that you want to correct as you are viewing the document Word has built in the ability to edit from within the Print preview.

### ► To edit a document in Print preview:

Mouse

- In the Print preview window, move to the page that you want to edit.
- Click the Magnifier button from the toolbar. This will change your mouse pointer from a magnifying glass into an “I” beam.
- Click the “I” beam to anchor the cursor where you want to make the changes.
- When you have finished editing, switch the Magnifier back on by clicking the button once again.

## Pages per screen

You can preview your document page by page in the Print preview screen or you can see several pages at once.


### ► Change the number of pages viewed:

Mouse



- From the Print preview screen, click the Multiple pages button.
- Drag your mouse over the grid to select the number of pages you want to see. When you release the mouse, your Print Preview screen will change to reflect your choice.

Or

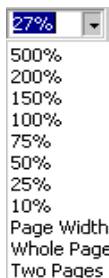
-  Click the One page button to show only a single page in the Print preview.

## Zoom

Word will automatically scale your document to fit in the preview screen depending on how many pages you selected to view. You can change the scale with the Zoom drop down list which offers you different percentages. Choosing Page Width would ensure that the width of the page fits in to the preview screen, whereas Whole page would fit both the width and the height. Two pages would show consecutive pages side by side.

### ► To change the Zoom:

Mouse




- From the Print preview screen, click the drop down list arrow to the right of the current zoom percentage box.
- Select the required option by clicking it. Word will change the preview according to your choice.

### View ruler

The ruler is useful if you are editing in the Print preview screen as it allows you to change the position of tabs and indent markers. However, it does use up space so if you want to maximise the scale of the page within the preview window, you would have more room if you switched the ruler off.

### ► To toggle the ruler on and off:

Mouse

-  From the Print preview screen click the View ruler button to switch the ruler off.
- Each time you click the button, the ruler will toggle on or off.

### Shrink to fit

If only a small amount of text appears on the last page of a short document, you may be able to reduce the number of pages by clicking Shrink to Fit in print preview. This feature works best with documents that contain only a few pages, such as letters and memos. In order to shrink the document, Word decreases the font size of each font used in the document.

### ► To shrink to fit:

Mouse




- From the print preview screen, click the Shrink to fit button.  
*Note:* You can undo a Shrink to Fit operation by clicking Undo Tools Shrink to Fit on the Edit menu. However, after you save the document and close it, there is no quick way to restore the original font size.

## Full screen

As a space saving option, you can fill the whole screen with a preview of your document, without sacrificing space to title bars and menus.

### ► To preview full screen:

Mouse

-  From the Print preview screen, click the Full screen button. The title bar, menu bar and status bar will disappear to display a window like the one shown overleaf:

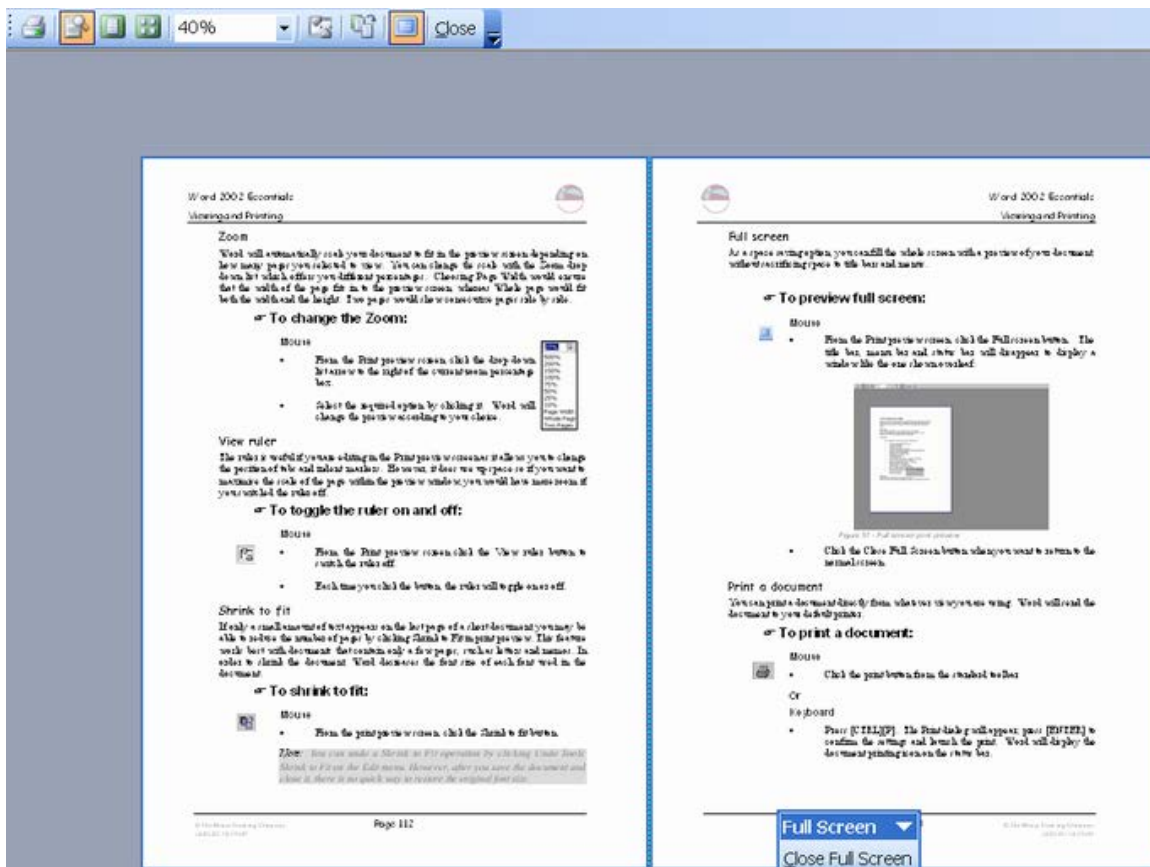


Figure 51 - Full screen print preview

- Click the Close Full Screen button when you want to return to the normal screen.

### Print a document

You can print a document directly from whatever view you are using. Word will send the document to your default printer.

#### ► To print a document:

Mouse

-  Click the print button from the standard toolbar

Or

Keyboard

- Press [CTRL][P]. The Print dialog will appear; press [ENTER] to confirm the settings and launch the print. Word will display the document printing icon on the status bar.

Print part of a document

The print button from the toolbar will always send one copy of the whole of the current document to the printer. You may only need to print pages 1 and 2, or you may want to be even more specific and print just one paragraph. To do any of these, you need to access the Print dialog.

► To print a specific page or range of pages:

Mouse

- Choose File from the menu bar and then Print.

Or

Keyboard

- Press [CTRL][P].
- The following dialog box will appear:

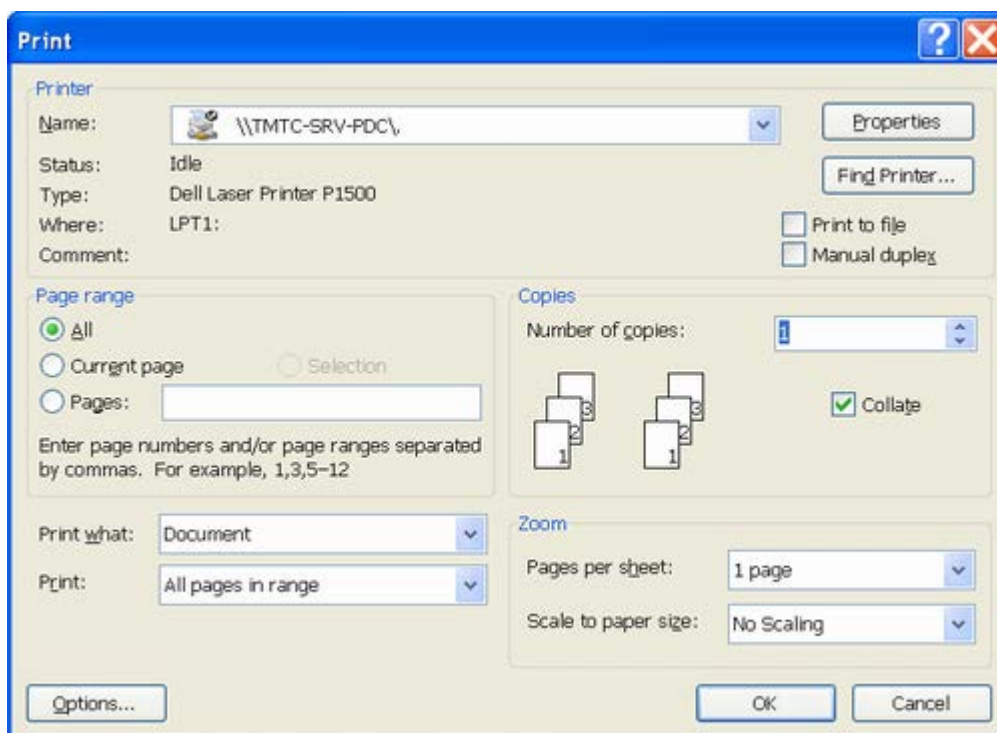


Figure 52 - Print dialog

- In the Page Range section of the dialog, click the Pages option button. A cursor will appear in the text box to the right.
- Type in the page number that you want to print, or tell Word the range of pages (e.g. 1-6). If your pages are not consecutive, you can enter them separated by commas (e.g. 1,10,13).

- Click the OK button to launch the print.

► To print the current page:

Mouse

- Position the cursor somewhere on the page you want to print.



- Choose File, Print to access the Print dialog.
- Click the Current Page option button in the Page Range section of the dialog.
- Click OK to launch the print.

► To print the selection:

Mouse

- Select the text you want to print.
- Choose File, Print to access the Print dialog.

- Click the Selection option button in the Page Range section of the dialog.
- Click OK to launch the print.

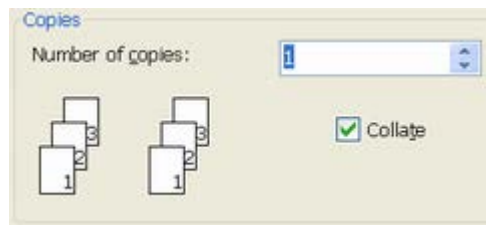
## Copies

By default, Word will print one copy of the item you have sent to print. You can print multiple copies by changing the Print dialog settings. When you print multiple copies of a document, Word lets you choose whether the copies are collated (Word prints each whole document before it starts on the next copy) or uncollated (Word prints however many copies you have requested of each page).

### ► To print multiple copies:

Mouse

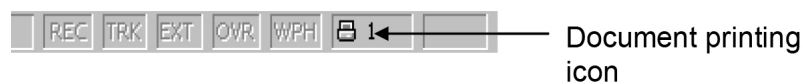
- Choose File, Print to access the Print dialog.



- In the Copies section of the dialog, use the up and down arrows to the right of the Number of copies text box to set the number of copies you require.
- Set the Collate check box by clicking in it to change the current setting.
- Click OK to launch the print.

## Cancel a print

If you accidentally send something to print and need to cancel it, you can do so by double-clicking on the document printing icon that appears on the status bar.



## Notes

# Section 8 Tables

By the end of this section you will be able to:

- Insert a table
- Enter and format text on tables
- Navigate and select text
- Change the table layout
- Format tables

## 8.1 Tables

Tables give you the ability to lay information out in columns and rows. An example of a table is shown below:


Item	Action
Word 2003 manual was discussed – deadline has now been set for end of next week.	AM to complete manual and give a draft copy to HB for proof reading and revisions.

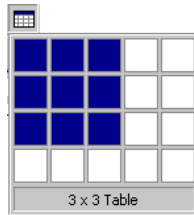
### Create tables

When a table is created, Word will make the table as wide as the current page orientation allows. Therefore, if you know your table is going to be quite wide, you may want to switch to landscape before creating it. Your table is made up of rows and columns. Where the rows and columns intersect to form boxes, Word refers to those as cells.

#### ► To create a table:

Mouse

- Position the cursor where you want to insert the table.
- Click the table button  on the toolbar.

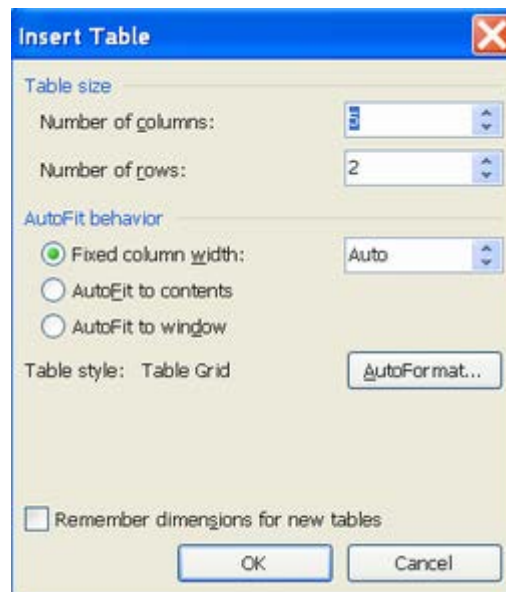


- Click and drag over the grid that appears to highlight the number of columns and rows that you want your table to have.
- Release the mouse. The table will appear in your document at the cursor position.
- Enter text into your table.

Or

#### Menu

- Position the cursor where you want to insert the table.
- On the Table menu, point to Insert, and then click Table.



- Under Table size, select the number of columns and rows.
- Under AutoFit behavior, choose options to adjust table size.
- To use a built-in table format, click AutoFormat.
- Click OK.
- Enter text into your table.

**Note:** You can add new rows in by pressing [TAB] when the cursor is in the last cell if you don't know precisely how many rows your table will have.

## Table Navigation

When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	[TAB] (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	[SHIFT][TAB]
Move to the preceding or next row	[↑] or [↓]
Move to the first cell in the row	[ALT][HOME], or [ALT][7] on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	[ALT][END], or [ALT][1] on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	[ALT][PAGE UP], or [ALT][9] on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	[ALT][PAGE DOWN], or [ALT][3] on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	[ENTER]
Add a new row at the bottom of the table	[TAB] at the end of the last row
Add text before a table at the beginning of a document	[ENTER] at the beginning of the first cell

Figure 53 - Table Navigation

## Enter data in a table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell.

### ► To enter data in a table:

#### Keyboard

- Position the cursor in the cell where you want the information, and type it in.
- Press [ENTER] to start a new line within the same cell




Or

- Press [TAB] to move to the next cell.

Select items in a table

The table below outlines some methods for selecting table components:

Mouse

To	Do this
Select a cell	Click the left edge of the cell. 
Select a row	Click to the left of the row. 
Select a column	Click the column's top gridline or border. 
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down [SHIFT] while you click another cell, row, or column.

Select text in the next cell	Press [TAB]
Select text in the previous cell	Press [SHIFT][TAB]

Figure 54 - Select in a table using the mouse

### Keyboard

To	Press
Select the next cell's contents	[TAB]
Select the preceding cell's contents	[SHIFT][TAB]
Extend a selection to adjacent cells	Hold down [SHIFT] and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down [SHIFT] and press [↑] or [↓] repeatedly
Extend a selection (or block)	[CTRL][SHIFT][F8], and then use the arrow keys; press [ESC] to cancel selection mode
Reduce the selection size	[SHIFT][F8]
Select an entire table	[ALT][5] on the numeric keypad (with NUM LOCK off)

Figure 55 - Select in a table using the keyboard

**Note:** You can also select rows, columns, or the entire table by clicking in the table and then using the Select commands on the Table menu.

### Format table data

You can apply the same character and paragraph formats to table data as to standard text.

#### ► To format data in a table:

##### Mouse

- Select the data to format.
- Click the button to apply the format from the formatting toolbar or choose Format, Font/Paragraph to select other formats.

**Note:** Word treats each cell in a table as a separate paragraph. This means that when you use alignment options for example, the data lines up between the edges of the **cell** according to the selected alignment.

### Change column widths

The initial width of the columns of your table will depend upon the page orientation and how many columns you selected. The standard widths that Word applies can be easily altered.

► To change column widths:

Mouse

- Ensure that nothing in your table is highlighted (click away from any highlighting to remove it).
- Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below*).
- Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you start dragging allowing you to preview the new position of the column edge and its width.



- Release the mouse. The column will “jump” to its new width.

Add rows and columns

A new row can be added to the bottom of a table by pressing the tab key when the cursor is in the last cell. If you need to, you can choose where new rows and columns should be inserted or deleted from your table and add or remove them accordingly.

► To add a row:

Menu

- Select the row above or below where you want to insert the new row.
- Select the Table, Insert, Rows Above or Rows Below commands.

► To add a column:

Mouse

- Select the column to the left or right of where you want to insert the new one.
- Select the Table, Insert, Columns to the Left or Columns to the Right commands.

► To add several rows:

Mouse

- Highlight the number of rows you want to insert on the table
- Select the Table, Insert, Rows Above or Rows Below commands.

► To add several columns:

Mouse

- Highlight the number of columns you want to insert on the table.
- Select the Table, Insert, Columns to the Left or Columns to the Right commands.

## Remove rows and columns

You can delete selected rows and columns from your table if they are no longer needed.

### ► To remove rows:

Menu

- Select the rows that you want to delete.
- Select the Table, Delete, Rows command.

### ► To remove columns:

Menu

- Select the columns you want to delete.
- Select the Table, Delete, Columns command.

## 8.2 Table borders and shading

When you insert a table, Word automatically borders the outline and all the gridlines within – these will appear on a print out. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.

## Tables and Borders Toolbar

Word has a whole toolbar devoted to formatting tables and their borders.

### ► To access the Tables and Borders Toolbar:

Mouse

- Position the mouse over an existing toolbar and click the right mouse button.
- From the resulting shortcut menu click Tables and Borders.

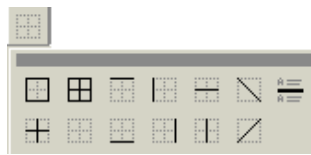
## Choose bordered edges

You can decide which borders should appear in parts of the table, or in the table as a whole.

### ► To choose the bordered edges:

Mouse

- Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
- Click the drop down arrow on the right of the Border button on the Tables and Borders toolbar.
- From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.



## Change border style

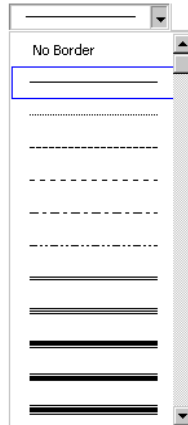
You can change the line style, thickness and colour that Word uses to border the elements that make up your table.

### Line style

You can choose between 22 different line styles to apply to the selection.

### ► To change the line style:

Mouse



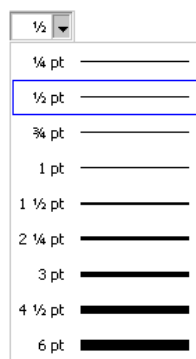
- Select the cell(s), row(s) or column(s) whose border style you want to change or select the whole table if you want to change all the borders.
- Click the drop down arrow to the right of the Line Style list box on the Tables and Borders toolbar to display a list of line styles.
- Click on the required style to apply it to your selection.

### Change the line weight

Word has different options to control the thickness of the lines used to border tables.

#### ► To change line weight:

Mouse



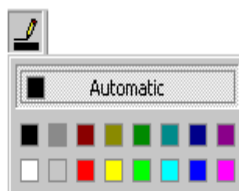
- Select the cell(s), row(s) or column(s) whose border weight you want to change or select the whole table if you want to change all the borders.
- Click the drop down arrow to the right of the Line Weight list box on the Tables and Borders toolbar to display a list of different line thicknesses.
- Click the required option to apply it to your selection.

### Change border colour

You can pick between a variety of different colours for the lines that make up the table borders. The colour will only show on a printout if you have a colour printer.

► To change the border colour:

Mouse



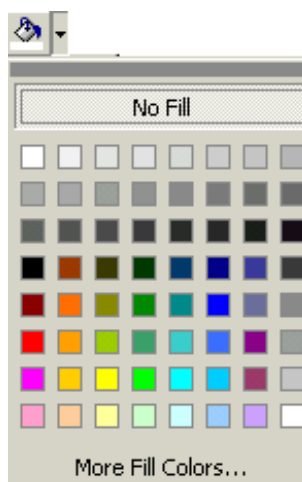
- Select the cell(s), row(s) or column(s) whose border colour you want to change or select the whole table if you want to change colours for all the borders.
- Click the Border colour button on the Tables and Borders toolbar to display a list of different colours.
- Click the required colour to apply it to your selection.

### Table shading

You can apply shading to tables using an option on the Tables and Borders toolbar.

► To apply shading:

Mouse



- Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
- Click the drop down arrow to the right of the Shading color button on the Tables and Borders toolbar to display a list of different colours.
- Click the required colour to apply it to your selection.

*Note:* You can remove shading by selecting the items that are shaded, clicking the Shading Color button and choosing the **None** option

### 8.3 Repeating Table Headings

When a table spreads across more than one page, it can be useful to automatically repeat the first row(s) of the table on each page as the first row(s) will often contain headings that apply to the columns of the table. If you choose to repeat table headings, the rows you have chosen will automatically be inserted at the top of each new page the table spreads onto. To edit the heading rows or make formatting changes, you must go back to the top of the table as it is simply an image of the first row(s) on the other table pages.

► To repeat table headings:

Mouse

- Select the rows that you want to repeat at the top of each page the table prints on.
- Choose Table from the menu bar and click the Heading row repeat option.

*You will only see the repeating headings when you are in Print Layout or Print preview.*

## Notes

# Section 9 Proofing Tools

## Objectives

By the end of this session you will be able to:

- Spell check documents
- Grammar check documents
- Use Thesaurus

## 9.1 Spell Checker & Thesaurus

The proofing tools in Word are very useful in ensuring that the documents you print and distribute are as error-free as possible.

Word 2003 automatically checks spelling and grammar as you type provided the options have been set in the Options dialog box. Spelling mistakes are flagged by a wavy red line under the error whilst grammatical faults show with a wavy green line. You can correct these mistakes as they are flagged by moving the mouse over the error and clicking the right mouse button – a shortcut menu will appear offering suggestions.

### ► To correct a flagged mistake:

Mouse

- Click the right mouse button over the flagged mistake (e.g. a miss-spelt word).
- Click on a suggestion from the top section of the short cut menu to replace the flagged word or phrase with the one offered by the spell/grammar checker.

Or

- Choose Ignore All to prevent Word from flagging any other occurrences of the word or phrase (useful with proper nouns, peoples' names etc.) within the current document.

Or

- Select Add to add a copy of the flagged item to your custom dictionary – this will ensure that the word/phrase remains unflagged when you use it in the future.

The AutoCorrect option gives another sub-menu of words pulled from the AutoCorrect list – these are generally the same as the suggestions at the top of the menu. Finally, click the Spelling option to launch the spell check enabling you to work through the whole document and correct any mistakes.

### Launch the spell/grammar checker

You can check the spelling and grammar of your document in one go by launching the spell/grammar checker. There are several ways you can do this, but as Word will start checking from wherever your cursor is **down** the document; it makes sense to first move the cursor to the very beginning (use [CTRL][HOME]) before you commence the check).

#### ► To launch the spell/grammar checker:

Mouse


- Click the Spelling and Grammar button  from the standard toolbar.
- Word will launch the Spelling and Grammar dialog shown below:



Figure 56 - Spelling & Grammar dialog

The “error” shows in red in the box marked Not in Dictionary while any suggestions are listed in the box below. Down the right-hand side of the dialog are a series of buttons allowing you to carry out different commands and these are described below:

#### ► To ignore the mistake:

Mouse

- Click Ignore to ignore the highlighted word and move on to the next item.

Or

- Click Ignore All to ignore all occurrences of the highlighted item throughout the current document and move to the next item.

► **To add a word to the custom dictionary:**

Mouse

- Clicking Add appends the highlighted word to your custom dictionary, ensuring that it will never be flagged as an error again. The spell/grammar check will move on to the next item.

► **To change the mistake:**

Mouse

- Select the suggestion you want to replace the highlighted item with by clicking it with the mouse.
- Click the Change button, to substitute the suggestion for the flagged word and move you to the next item.

Or

- If you have made the same mistake throughout a document, when the spell/grammar check hits the first one you can correct them all by clicking the Change All button. The check will move on to the next item.

► **To use AutoCorrect:**

Mouse

- Click AutoCorrect to allow Word to make a decision about the error for you using its AutoCorrect feature (described later in this manual).

► **To undo a command:**

Mouse

- If you don't like the replacement you can click the Undo button which will become available at the bottom of the dialog to go back one step.

► **To alter options:**

Mouse

- To alter any Spell/Grammar checker settings, click the Options button. The following dialog box will appear:

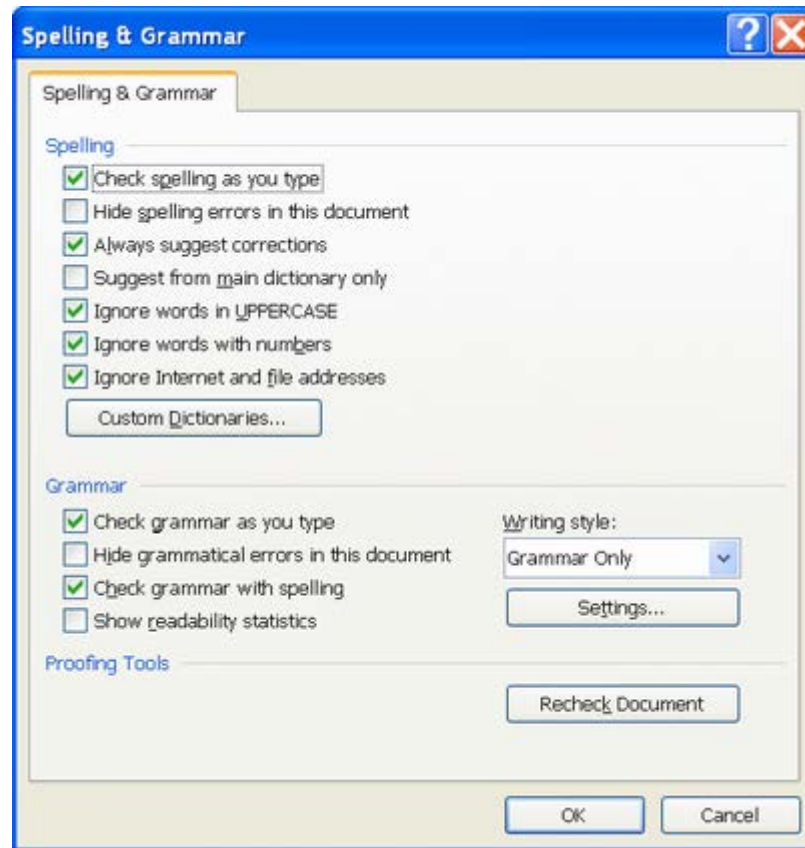


Figure 57 - Spell/Grammar checker options

- You can enable or disable an option by checking or unchecking its box. Click OK to save the new settings and return to the spell/grammar check.

### End the check

When Word can find no further errors it will display the following dialog box:



- Click OK to complete the check.

### Keyboard

- You can launch the spell/grammar check using the keyboard by pressing F7.  
*Word displays fewer buttons in the Spelling & Grammar dialog box if it is checking a grammatical error and you will see a Next Sentence button which you can use to move to the next item.*

### Check item by item

You can make use of this feature if Auto spell or grammar is enabled.

#### ► To check item by item:

Mouse



- Double-click the book icon on the status bar – Word will highlight the first “mistake” and offer you a shortcut menu of alternatives.
- Pick your choice from the menu.
- Double-click the book icon again to move to the next error.

### Pausing the Spell/Grammar check

When a check is launched, you can see the highlighted items that Word considers to be errors behind the dialog box that it supplies to correct them. If none of the options in the dialog box are suitable you can follow the instructions below to make changes.

► To pause the spell/grammar checker:

Mouse

- Click outside the box, in the document itself and make manual corrections. This will pause the spell/grammar check (the dialog box options will appear “dimmed”).
- Once you have finished editing, click the Resume button to reactivate the spell/grammar check.

### Disable/enable Auto Spell and Grammar Check

Word 2003 settings are found under the Tools menu, within Options. The dialog box that appears has multiple tabs, which aim to group options of a similar type.

► To disable the automatic spell/grammar check:


Menu

- Choose Tools from the menu bar and click on Options.
- Choose the tab marked Spelling and Grammar
- Click the check boxes marked Check spelling as you type and Check grammar as you type so that the tick disappears.

► To switch back on:

Menu

- Simply follow the instructions above but click the check boxes so that the tick reappears.

When disabled the spell checker and grammar checker can be run manually whenever you wish by clicking the Spelling and Grammar button .

### Thesaurus

Word's Thesaurus can be used to look up alternatives to words you have typed in a document. Whilst it mainly helps to find synonyms to words, in some instances it will also look up antonyms. You can then click buttons in the dialog box to replace the looked up word with your chosen synonym.

► To launch the Thesaurus:

Menu

- Select the word you want to look up.
- Choose Tools from the menu bar, click Language and then Thesaurus from the sub-menu.
- The Thesaurus task pane is shown below:



Figure 58 - Thesaurus dialog

The Looked Up drop-down list houses the word you selected before launching the thesaurus. The Meanings list allows you to select in which context the looked up word should be placed. Finally, a list of synonyms is displayed on the right. The most likely choice is displayed in the Replace with Synonym text box.

### Choosing a meaning:

If the synonyms offered don't match the context in which you are using the word you are looking up, you can select a different meaning.

#### ► To choose a meaning:

##### Mouse

- Click the most appropriate word from the Meanings list with the mouse. The synonym list should change to offer you alternative options in the correct context.
- Click the synonym you want to substitute for the looked up word, then click the Replace button. The dialog box will close and the synonym will appear in your document.

### Look up a synonym

If the synonyms Word initially offers are not comprehensive enough, you can look up further synonyms.

#### ► To look up synonyms:

##### Mouse

- Double-click a synonym from the synonym list – it will then become the looked up word with *its* synonyms being displayed on the right.
- You can click the Previous button to move back one by one through the words that you have already looked up, or you can go back to a specific word by clicking the drop-down list arrow to the right of the looked up word. This will display any item looked up since you launched the thesaurus.

##### Keyboard

- Select the word you want to look up.
- Press [SHIFT][F7].

## Notes

# Section 10 Page Layout

## Objectives

By the end of this session you will be able to:

- Insert page breaks
- Change margins and page orientation
- Create headers and footers
- Number pages

## 10.1 Page Setup

There are some settings that apply themselves to documents as a whole rather than just the selected portions. These include margins, paper size and orientation and some others. To change any of these settings, you use the Page Setup dialog.

### Page Setup dialog

#### ► To access the Page Setup dialog:

Mouse

- To access the dialog, choose File, Page Setup – the following dialog box will appear:

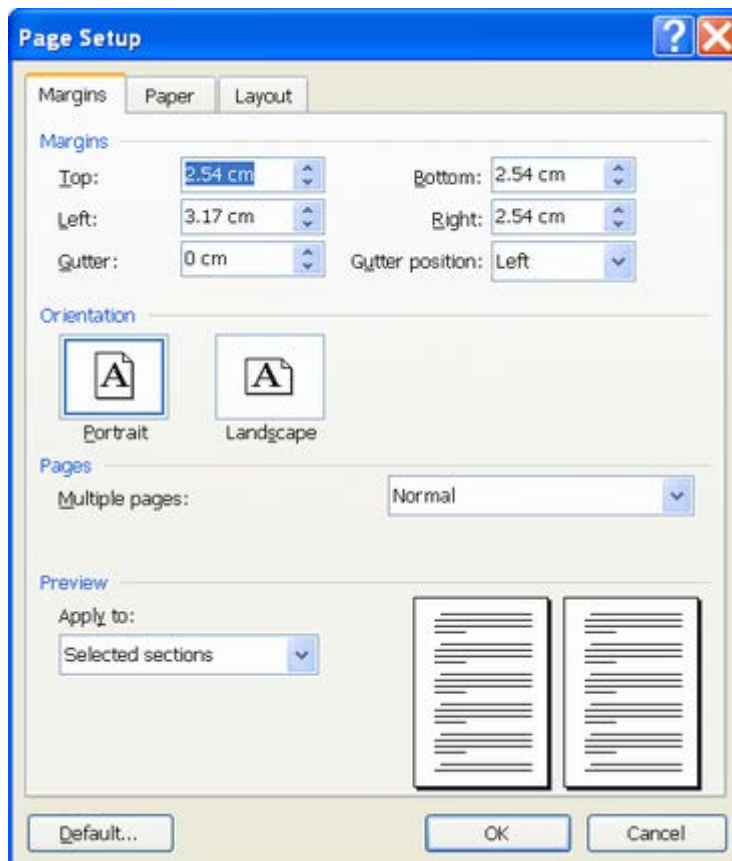


Figure 46 - Page Setup dialog

There are three tabs within the dialog box, each relating to a different page setting.

### Margins Tab

The margin measurements control the amount of white space that shows around the four edges of your page.

#### ► To change Margins:

Mouse

- Click the up and down arrows in the boxes labelled Top, Bottom, Left and Right to increase and decrease the margin measurements.
- The Preview represents a printed page and will alter to show you what the new margins will look like.

Gutter

When a document needs to be bound, you can reserve the amount of space needed for the binding by setting the gutter measurement. This will ensure that the binding will not “eat” into the left margin (the left margin measurement is unaffected by the gutter).

To set a gutter:

Mouse

- Click the up and down arrows in the Gutter box to change the gutter settings – the preview will show you the effects of your new settings.

Orientation

► To change the orientation:

Mouse

- Click the option button for either Portrait or Landscape. Portrait is the default orientation. The Preview will show you what the page will look like if you confirm the settings.

Paper Tab

This tab contains settings to control the size and print options for your pages.

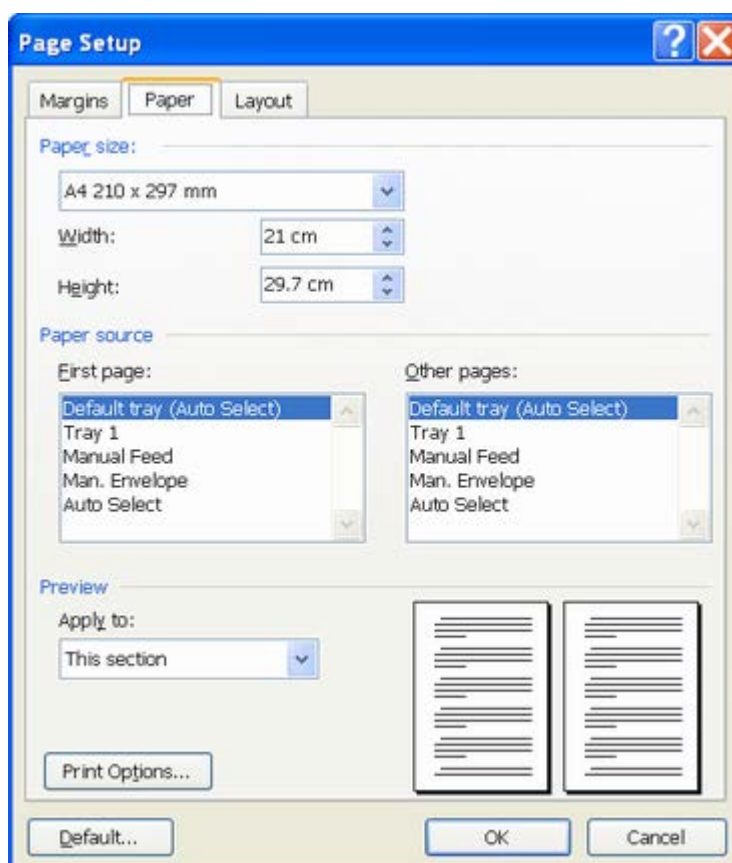


Figure 47 - Paper size tab

### Paper Size

► To change paper size:

Mouse

- Click the Paper Size drop-down list to pick out the standard paper size or envelope size that you want to print the document on.
- If you are printing on a piece of paper of a non-standard size, you can choose the Custom size option and then use the Width and Height boxes below to set the exact of your page. The Preview will display the chosen size.

### Paper Source

With a document that runs to several pages, you may need to specify that the first page should be printed on headed paper, while the other pages should be printed on normal blank sheets.

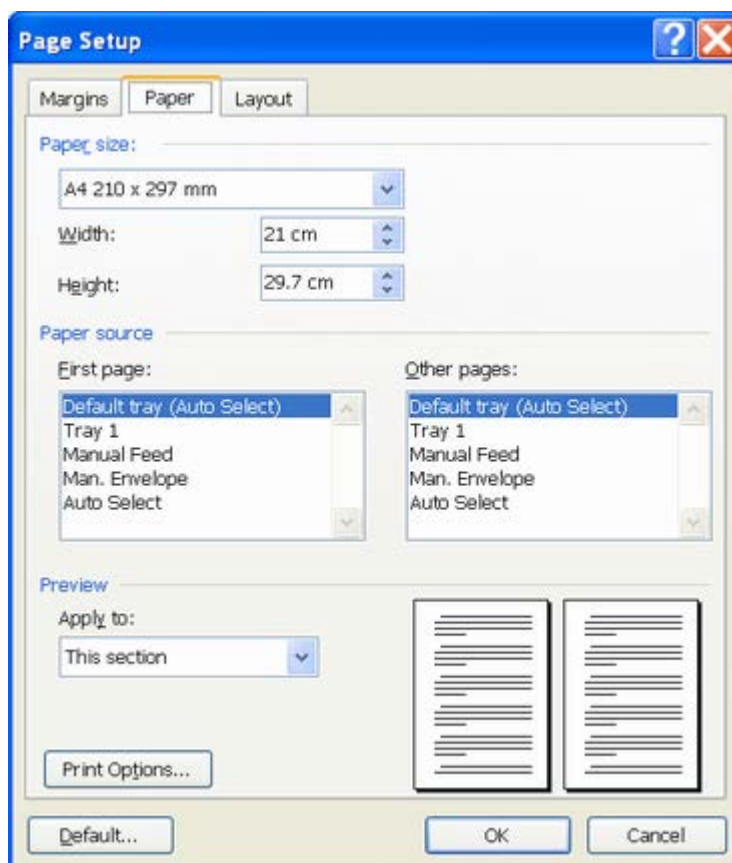
► To set the Paper Source:

Mouse

- Click the tray in the First page list that you want to print the first page of your document on.
- Click the tray in the Other pages list that you want to print all other pages of your document on.  
*You can also specify manual feed when the paper you wish to use is not pre-loaded. This will allow you to load paper into the printer and then press the On-line button to commence printing.*

## Layout Tab

This tab contains settings that relate primarily to sections within a document. This topic is not discussed in this manual. However, you can use the layout tab to set various options relating to your headers and footers.



## Headers and Footers

You can use these settings to determine how far from the edge of your page the header and footer will print.

### ► Set the From edge amount:

Mouse

- Change the measurements by clicking the up and down arrows in the Header and Footer From edge boxes – a higher number will move the header or footer further away from the edge of your paper (i.e. further into your document), while 0 represents the edge of the paper.

*You won't see these settings change on the page preview within the dialog, but you will notice in the views that display the header and footer.*

## 10.2 Page breaks

Word knows how many lines will fit onto a page and so as you near the limit, it will insert an automatic page break. This may appear as a dotted line across the screen or you may see it appear as a new sheet of paper – the view that you are using will determine how the break looks (*see Section 7 – Viewing and Printing for more details on Views*).

Sometimes, the positions of the page breaks that Word inserts are not convenient or make the document look imbalanced. You can put the page break in a different place by inserting it manually as described below:

### ► To insert a page break:

Menu

- Position the cursor at the beginning of the line below where you want the page break.
- Choose Insert from the menu bar and then Break. A small dialog appears with different option buttons, the default selection being Page break.
- Click OK

Or

Keyboard

- Position the cursor at the beginning of the line below where you want the page break.
- Press [CTRL][ENTER].

### To remove a manual page break

If you need to remove a manual page break, it is best to switch to Normal view (*see Section 7 – Viewing and Printing for more details on how to access this view*). You will see the page break represented as a dense dotted line with the word Page Break on it.

### ► To remove a manual page break

Keyboard

- Position the cursor on the page break line and tap the [DELETE] key on the keyboard – the page break will disappear.

## 10.3 Headers and Footers

Headers and footers are used for items that you want to appear on every page of your document. The header appears in the top margin and the footer in the bottom margin. Examples of the types of things you might want as your header would include, a logo the current file name or the current date and time. The most common footer item is page numbers.

When you are adding header or footer items, Word automatically sets the view to Print Layout as this is the only view where you can see the header and footer area. While you are in the header or footer, the rest of the document appears dimmed to show that it is currently unavailable for editing. As soon as you close the header or footer, your document comes back “online”.

## Header and footer toolbar

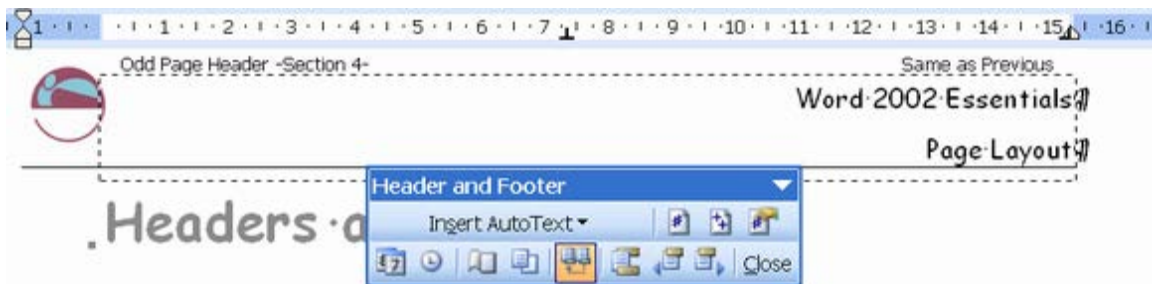
Word supplies a special toolbar when you are creating headers and footers. It contains buttons you can click to quickly insert dates, times and page numbers and also allows you to switch quickly between the header and the footer areas.




### ► To create headers and footers:

#### Mouse

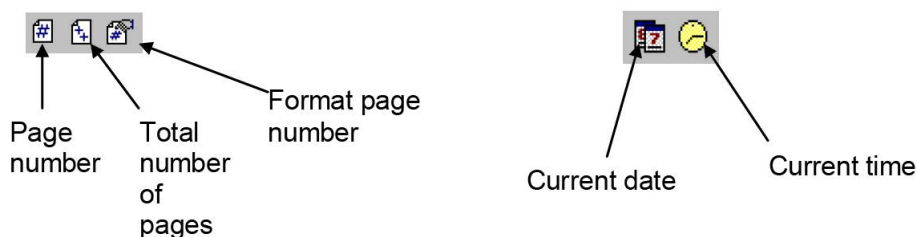
- Choose View from the menu bar and click the Headers and Footers option. The screen will change to show the header section enclosed in a bounding box. The Headers and Footers toolbar will also be displayed (*see overleaf*).



- Within the header section, enter the items that you want to appear at the top of each page. Word has pre-set tabs that you can use to place items at the centre and right hand side of the page; simply press the tab key to move the cursor to these positions.
- Format the items as you would document text.
-  If you want to set up a footer, click the Switch between header and footer button – Word will display the footer section which also contains pre-set centre and right tabs.
- Enter the items to appear at the bottom of each page in the footer.
- When you have finished, click the Close button from the Headers and Footers toolbar.

### Insert Header and Footer field codes

The Headers and Footers toolbar has some buttons that you can use to place the current date or time, or the page number and total number of pages in the header or footer. The buttons insert these items as field codes. Field codes are pieces of program code that give Word an instruction to do something in the document at the point they have been inserted. The main reason they are so useful to use is that they will update automatically every time the document is saved or printed. So for example, if you were printing a daily time sheet, you could insert a date field in the header which would always return the current date, regardless of when you print it out.



### ► To use header and footer codes:

Mouse

- Choose View from the menu bar and then click Header and footer. Switch to the section (i.e. header or footer) where you want to use the code.
- Position the cursor where you want the information.
- Click the relevant button from the Headers and Footers toolbar.

- Click the Close button to close the header and footer.  
*Field codes display grey shading when you click on them. You can delete them by dragging over them with the mouse to select them and pressing the [DELETE] key.*

### Using pictures in headers and footers

If you need a picture to appear on every page of your document, you can put it in the header or footer. Because pictures are graphics, they aren't confined to the margin areas like text in headers or footers, so you can place them on the middle of the page if you like. This can be very useful for company logos.

#### ► To insert a picture as a header/footer:

Mouse

- Choose View from the menu bar and then click Header and footer. Switch to the section (i.e. header or footer) where you want to the picture.
- Click the Show/Hide document text button from the Headers and Footers toolbar.
- Choose Insert from the menu bar, click Picture and choose the source of your picture from the sub-menu. Select the item that you want to use and click OK to bring it into your document.
- With the picture selected, you can format it by choosing Format from the menu bar then Picture.
- The resulting dialog box allows you to set the picture up as a watermark by setting the Image Control on the Picture tab to Watermark. You can also ensure that you can float text over the picture by setting Wrapping behind text . When you have finished formatting, click OK.
- Finally, drag the picture around the page until it is in the correct position. Click Close from the Header and Footer toolbar to close the header and footer.  
*You won't see the picture unless you are in Page Layout view or Print preview.*

### Page numbers

There are several ways that you can add page numbers to a document in Word. The method you use depends on how you want the page numbers to appear. If you want total control over where the page number sits and the word "Page" to appear next to the number, you would use headers and footers to set it up. If you want a number in a standard position at the top or bottom of each page, you can use the Page Numbers option on the Insert menu described below.

#### ► To add page numbers to a document:

Mouse

- Choose Insert from the menu bar and click Page Numbers. The following dialog box will appear.

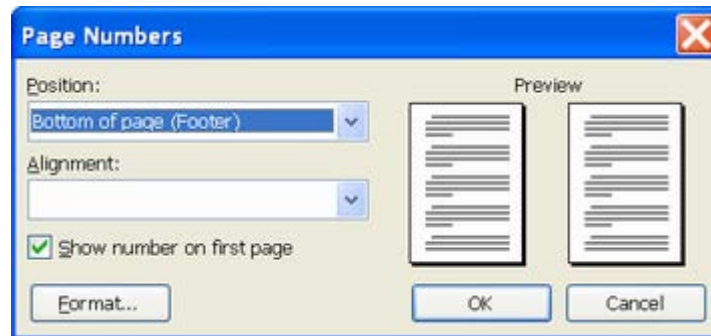


Figure 49 - Page Numbers dialog

- Click OK to insert the page numbers in the bottom right-hand corner of each page.  
*As the page numbers are added in the header or footer area of each page, you will only see them if you are using Page Layout view to edit your document. Print preview will also display the page numbers. See Section 2 – Viewing and Entering Information for more details.*

### Position

The default position for page numbers inserted as described above is at the bottom of the page. You can choose to put your page numbers at the top of each page.

► Change page number position:

Mouse



- Choose Insert from the menu bar and click Page Numbers.
- Click the drop down list arrow to the right of the Position list box.
- Choose the position for the page numbers and click OK.

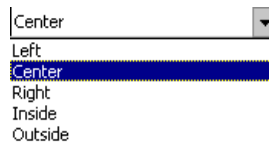
*If you already had page numbers positioned at the bottom of each page, the above steps would give you a second set of page numbers at the top of each page. You can delete them by accessing the header or footer (see the next section for more information).*

### Alignment

Page numbers can be placed on the right or left-hand sides of the page, or centred between the left and right margins.

► To change page number alignment:

Mouse



- Choose Insert from the menu bar and click Page Numbers.
- Click the drop down list arrow to the right of the Alignment list box.
- Choose the alignment for the page numbers and click OK.

### Format

Word will automatically number your pages with Arabic numbers (1,2,3 etc.). You can choose to change to different numbering styles using the Format button.

► To change the page number format:

Mouse

- Choose Insert from the menu bar and click Page Numbers.
- Click the Format button – the following dialog will appear:

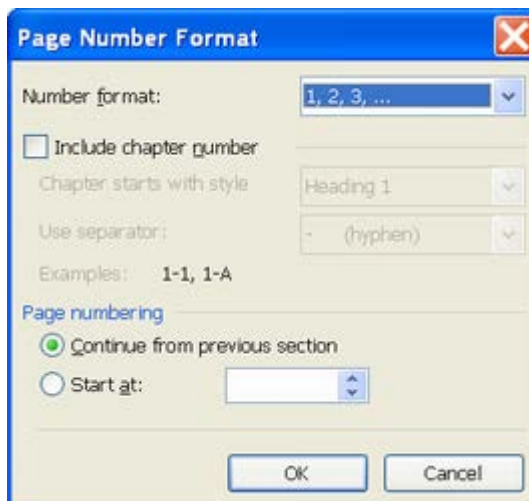


Figure 50 - Page number format dialog

- Click the drop down list arrow to the right of the Number format list box and choose the desired number style.
- Click OK to return to the Page numbers dialog.
- Click OK to close the Page numbers dialog and update the number format used.

### Start number

If your document is part of a report that is compiled of a number of separate files, you may need to choose at which number the page numbering should start. Word will begin at 1 unless you tell it otherwise.

#### ► To change the start number:

Mouse

- Choose Insert from the menu bar and click Page Numbers.
- Click the Format button.
- Click the option button Start At. Word will display number 1 in the text box to the right.
- Click the up and down arrows in the box where the start number is displayed to increase or decrease the number at which page numbering should begin.
- Click OK to return to the page numbers dialog and OK again to update the page number settings.

### Suppress page numbers

Word gives you an option not to print a number on the first page of your document. This may be useful if you have included a title page at the beginning of your file where you don't want a number.

► To suppress numbers on the first page:

Mouse

- Choose Insert from the menu bar and click Page Numbers.
- Uncheck the box marked Show number on first page.
- Click OK to save the settings and close the dialog box.

# Appendix: Keyboard Shortcuts

## Movement keys

[→]	Move the cursor one character to the right
[←]	Move the cursor one character to the left
[↑]	Move the cursor up one line
[↓]	Move the cursor down one line
[CTRL][→]	Move the cursor right one word at a time
[CTRL][←]	Move the cursor left one word at a time
[CTRL][↑]	Move the cursor up one paragraph at a time
[CTRL][↓]	Move the cursor down one paragraph at a time
[HOME]	Move the cursor to the beginning of the current line
[END]	Move the cursor to the end of the current line
[PAGE UP]	Move up a screenful of lines
[PAGE DOWN]	Move down a screenful of lines
[CTRL][HOME]	Move to the beginning of the document
[CTRL][END]	Move to the end of the document

## Selection keys

Action	Result
[SHIFT][←]	Select one character to the left
[SHIFT][↑]	Select from the cursor up one line
[SHIFT][↓]	Select from the cursor down one line
[SHIFT][CTRL][→]	Select right word by word
[SHIFT][CTRL][←]	Select left word by word
[SHIFT][CTRL][↑]	Select up one paragraph at a time
[SHIFT][CTRL][↓]	Select down one paragraph at a time
[SHIFT][HOME]	Select from the cursor to the beginning of the current line
[SHIFT][END]	Select from the cursor to the end of the current line
[SHIFT][CTRL][HOME]	Select to the beginning of the document
[SHIFT][CTRL][END]	Select to the end of the document
[CTRL][A]	Select the entire document

## Keyboard shortcuts for character formatting

Increase the font size	[CTRL][SHIFT][>]
Decrease the font size	[CTRL][SHIFT][<]
Increase the font size by 1 point	[CTRL] ]
Decrease the font size by 1 point	[CTRL] [
Display the Format, Font dialog	[CTRL][D]
Change the case of letters	[SHIFT][F3]
Format letters as all capitals	[CTRL][SHIFT][A]
Apply bold formatting	[CTRL][B]
Apply an underline	[CTRL][U]
Underline words but not spaces	[CTRL][SHIFT][W]
Double-underline text	[CTRL][SHIFT][D]
Apply hidden text formatting	[CTRL][SHIFT][H]
Apply italic formatting	[CTRL][I]
Format letters as small capitals	[CTRL][SHIFT][K]
Apply subscript formatting (automatic spacing)	[CTRL][=]
Apply superscript formatting (automatic spacing)	[CTRL][SHIFT][+]
Remove manual character formatting	[CTRL][SPACEBAR]

## Keyboard shortcuts for paragraph formatting

Single-space lines	[CTRL][1]
Double-space lines	[CTRL][2]
Set 1.5-line spacing	[CTRL][5]
Add or remove one line space preceding a paragraph	[CTRL][0]
Centre a paragraph	[CTRL][E]
Justify a paragraph	[CTRL][J]
Left align a paragraph	[CTRL][L]
Right align a paragraph	[CTRL][R]
Indent a paragraph from the left	[CTRL][M]
Remove a paragraph indent from the left	[CTRL][SHIFT][M]
Create a hanging indent	[CTRL][T]
Reduce a hanging indent	[CTRL][SHIFT][T]
Remove paragraph formatting	[CTRL][Q]

## Shortcuts keys for table navigation

To	Press
Move to the next cell	[TAB] (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	[SHIFT][TAB]
Move to the preceding or next row	[↑] or [↓]
Move to the first cell in the row	[ALT][HOME], or [ALT][7] on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	[ALT][END], or [ALT][1] on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	[ALT][PAGE UP], or [ALT][9] on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	[ALT][PAGE DOWN], or [ALT][3] on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	[ENTER]
Add a new row at the bottom of the table	[TAB] at the end of the last row
Add text before a table at the beginning of a document	[ENTER] at the beginning of the first cell

## Shortcut keys for selecting in a table

To	Press
Select the next cell's contents	[TAB]
Select the preceding cell's contents	[SHIFT][TAB]
Extend a selection to adjacent cells	Hold down [SHIFT] and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down [SHIFT] and press [↑] or [↓] repeatedly
Extend a selection (or block)	[CTRL][SHIFT][F8], and then use the arrow keys; press [ESC] to cancel selection mode
Reduce the selection size	[SHIFT][F8]
Select an entire table	[ALT][5] on the numeric keypad (with NUM LOCK off)