

# Microsoft Word 2003

Manual - Foundation Level



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## Installing the Sample Files

- Use Windows Explorer to create a folder called **Word 2003 Foundation Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **word\_2003\_foundation\_eur\exercise\_files** to the **My Documents\Word 2003 Foundation Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

### Notes for tutors:

The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows multiuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

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## Introduction to Microsoft Word 2003

When you have completed this learning module you will have seen how to:

- Create new Microsoft Word documents
- Create dimensions
- Open an existing document
- View multiple documents Side by Side
- Switch between multiple open documents
- Close a document
- Exit Microsoft Word
- Save a file
- Save a file in a different location
- Save a file in a different format

## What is Word 2003?

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### Word 2003

- This courseware teaches the fundamentals of **Microsoft Word 2003**. **Word 2003** is a word-processing tool that lets you create a variety of different documents such as letters, single-file reports, multi-file reports, books, and web pages.

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### Content

- With **Microsoft Word**, you can format documents by creating headings, applying bullets and numbering, and adding tables, graphics and spreadsheets. You can also track document changes, merge versions, and create indices and tables of contents.

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### Delivery

- Word files can be **delivered** in multiple formats. The two main file formats are **.doc** for **standard Word documents** and **.dot** for **Word templates**.

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## Create a New Document

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### Creating a new document

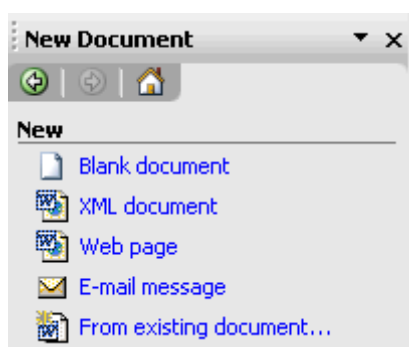
- Word 2003 now allows users to create XML documents in Word, in addition to the usual new document options.

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### To create a new document

- From the main menu, choose **File > New**.

- From the **New Document** task pane, select **Blank Document**:



**Note:** You can press the **Ctrl + N** key combination to create a new page and bypass the **New Document** task pane.

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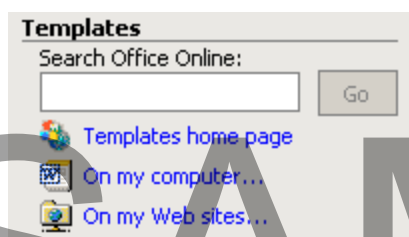
### Choosing a template

- A **template** is a predefined structure and style for a document, including page layouts and predefined paragraph and font styles.
- Each **template** is designed for a specific type of document.
- All elements in the **template** work together to create a standard look and feel when applied to more than one document.
- Word comes with over **40 templates** for creating the most often designed documents.
- You can use these **templates** to apply a design to a document easily.

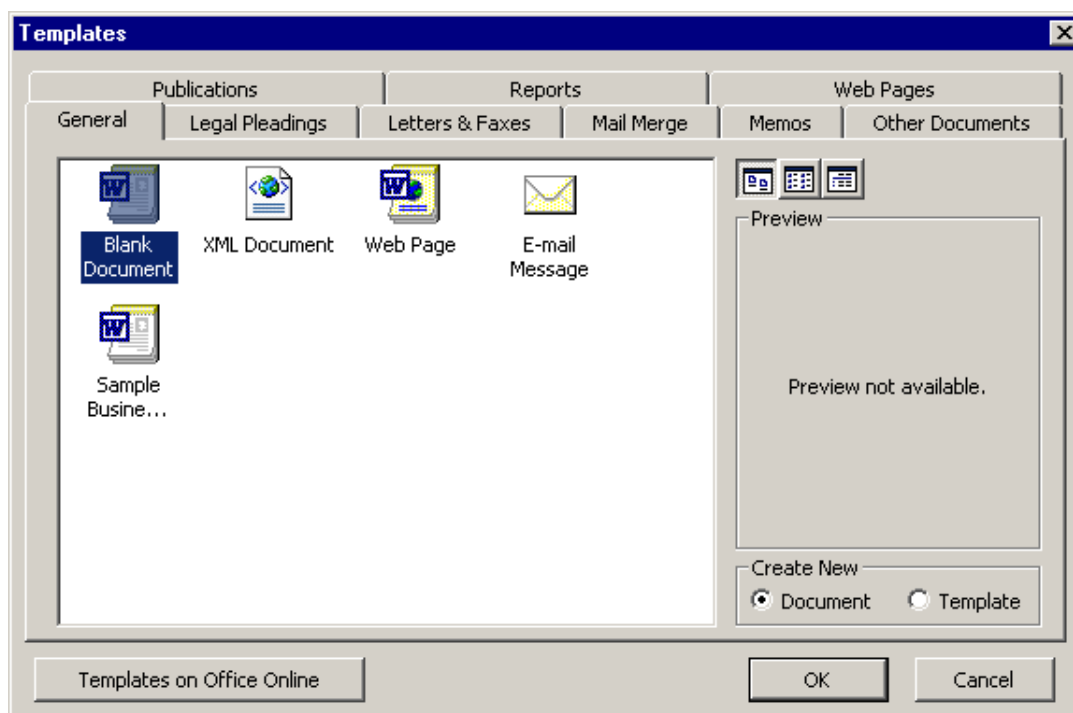
---

### To create a document using a template

- On the **New Document** task pane, click **On my computer** under **Templates**:



- The **Templates** are organised into categories. Click the tab for the type of document you want to create:



- Select a template from the available template options.
- Under **Create New**, select the **Document** radio button.
- Click **OK**.

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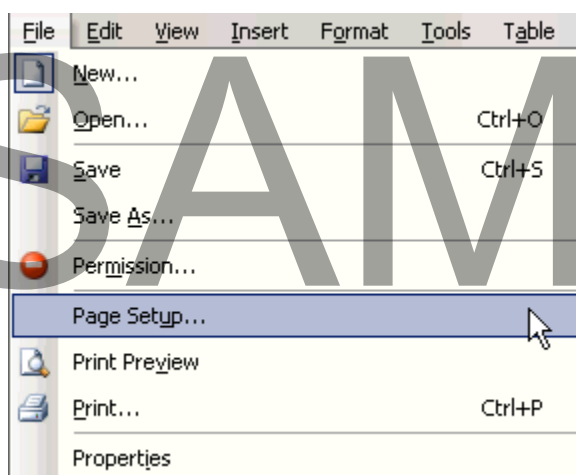
### Setting the page dimensions

- Before you begin constructing your document you should set the page **dimensions**.

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### To change page dimensions

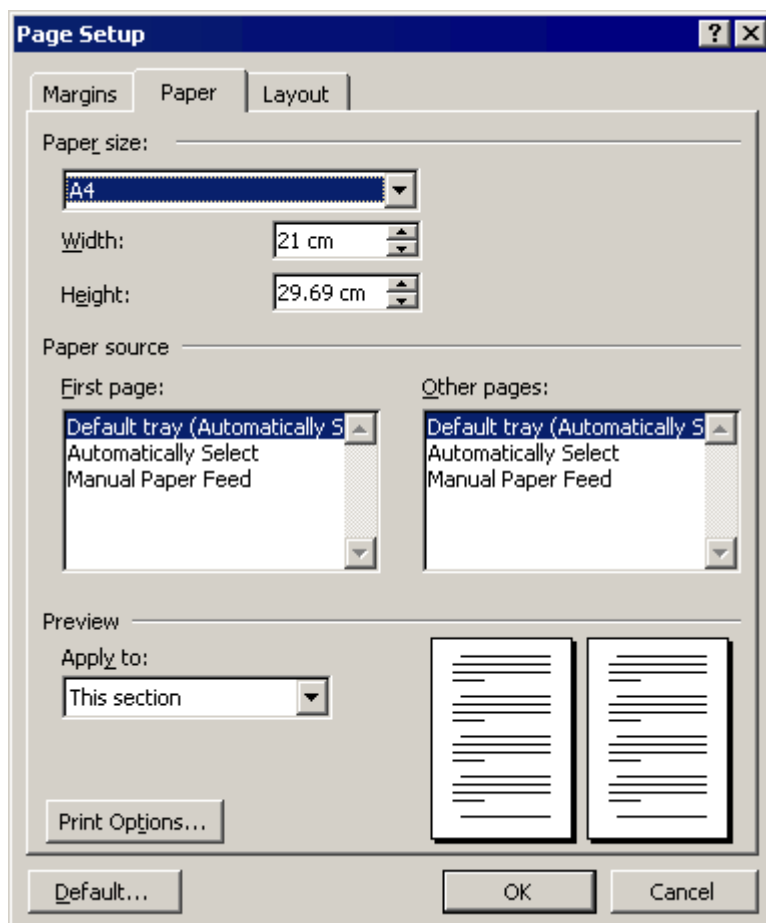
- From the main menu, choose **File > Page Setup**:



## Using the Page Setup Paper tab

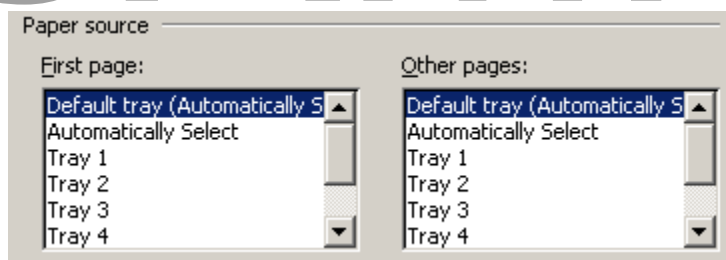
- When you first open the **Page Setup** dialog box, the default page size is **A4 21 cm x 29.7 cm**.
- In the **Paper** tab, you can use the drop-down list to set the **Paper Size**

**OR** you can use the **Width** and **Height** fields to enter in the size of the page:

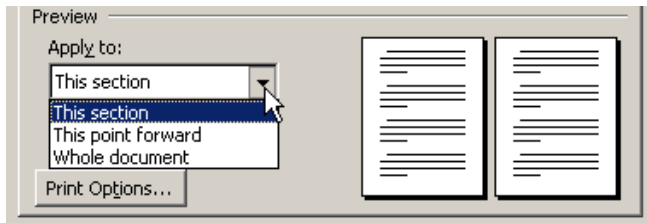


## ⚠ Increased number of Paper sources

- Word 2003 has increased the number of Paper sources for users, allowing for greater flexibility in choosing where the paper comes from for document printing.
- The **Paper source** section of the **Paper** tab allows you to set up where the **First Page** and **Other Pages** of the document will print from:



- Using the **Apply to** drop-down list from the **Preview** section of the **Paper** tab allows you to apply the **Page Setup** settings to either a Section in the document, a whole document, or from the current point forward:



**Note:** You can change the Page Setup at any time during the course of the creation of the document.

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### Using the Margins tab

- When you first open the **Page Setup** dialog box, the default margins are:

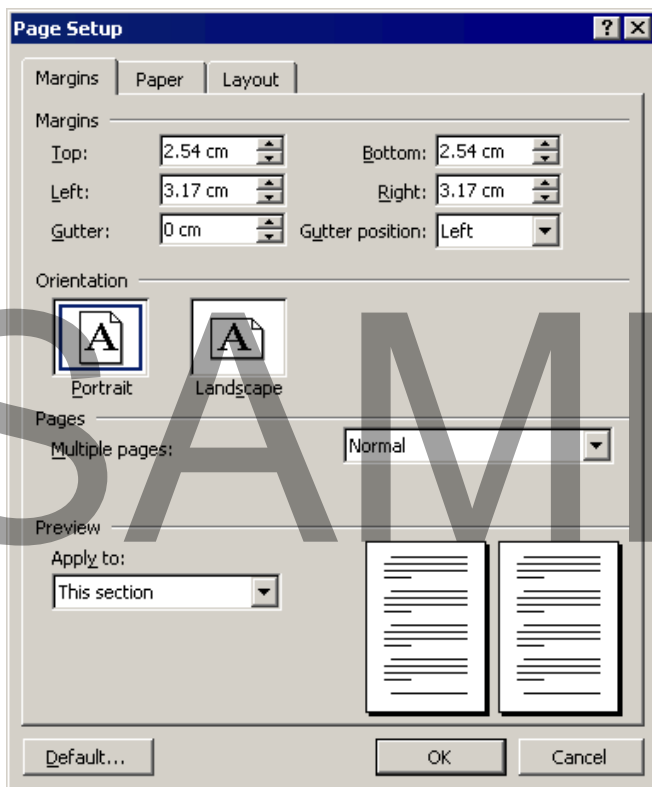
**Top** – 2.54 cm

**Bottom** – 2.54 cm

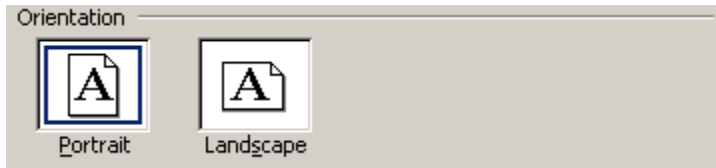
**Left** – 3.17 cm

**Right** – 3.17 cm

- The **Margins** tab determines how far in from the left and top the text or other content will begin, as well as how far from the right and bottom the text or other content will stop:

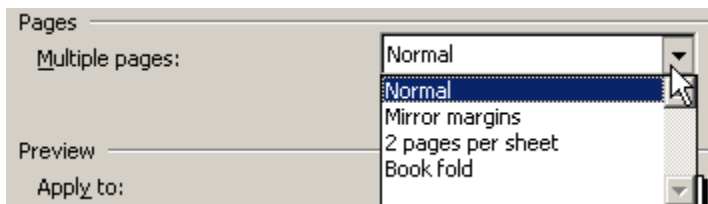


- The **Orientation** section allows you to set the page as **Portrait** or **Landscape**:



**Note:** Remember to set the **Orientation** of the printer to match that of the document.

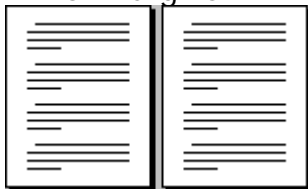
- The **Pages** section allows you to set up the way your margins and document function. Use the **Multiple pages** drop-down list to select the desired page options:



- Normal:



- Mirror Margins:



- 2 Pages Per Sheet:



- Book Fold:

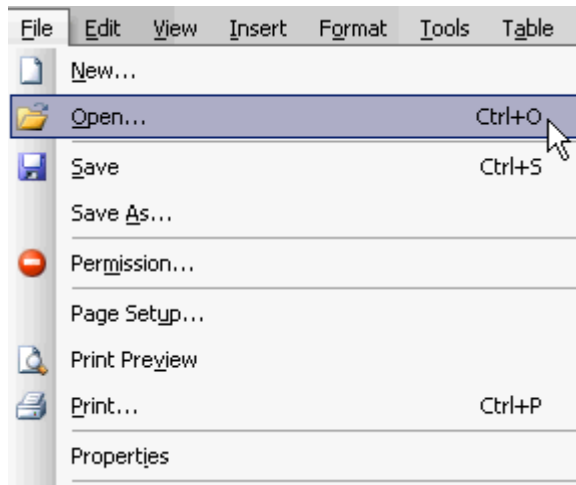


## Opening

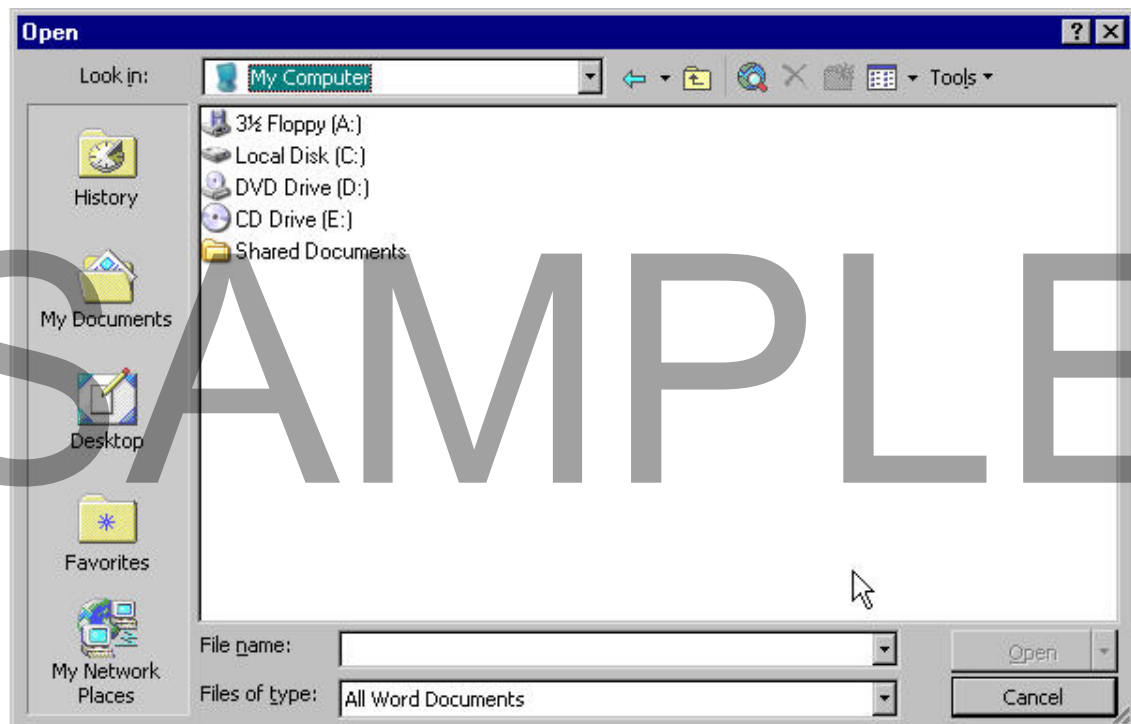
### Opening a file

- In the **Open** dialog box, browse to the file you want to open.
- From the main menu, choose **File > Open**

**OR** press the **Ctrl + O** key combination:



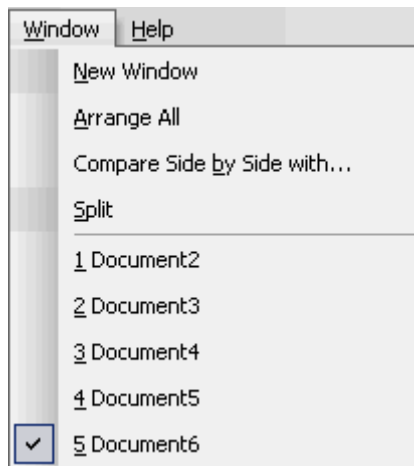
- In the **Open** dialog box, browse to the file you want to open. To see documents of all types, select **All Files** from the **Files of Type** list.



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## Switching among files that are open

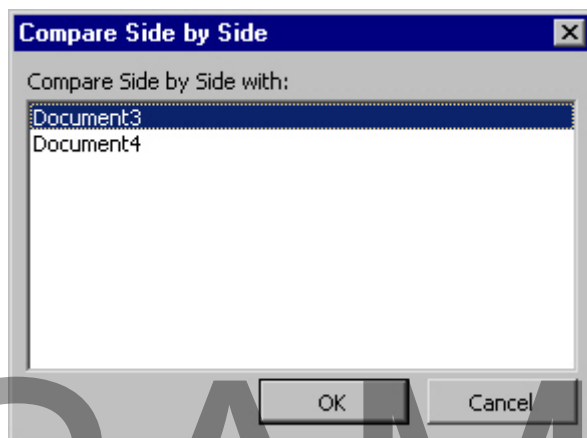
- Word 2003 makes it easy for users to view and manage several open files with the **Compare Side by Side** option.
- The **Window** menu displays a list of all open Word files. The file currently in view has a checkmark beside it:



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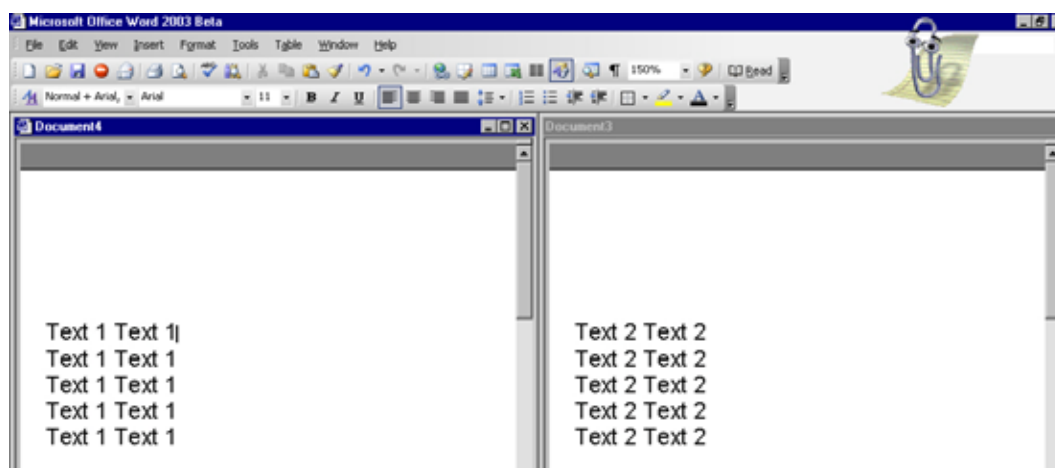
## To compare open documents

- From the main menu, choose **Window > Compare Side by Side with**.
- Choose the document you would like to compare it to:



- The documents will be displayed side by side on the screen:

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- Use the **Close Side by Side** toolbar to **Close Side by Side**:



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### To switch between open documents

- From the main menu, choose **Window > the file you want to open**.

## Saving

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### Saving a file

- While creating a document you should **save** it regularly to make sure you do not lose your information in the event of a system problem.

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### To save your document

- From the main menu, choose **File > Save**

**OR** press the **Ctrl + S** key combination.

- If it is the first time you are saving the document, the **Save As** dialog box opens, otherwise Word will just re-save the document.
- From the **Save in** drop-down list, specify the location where you want to save the document.
- Specify the name under which you want to save the document in the **File name** box.

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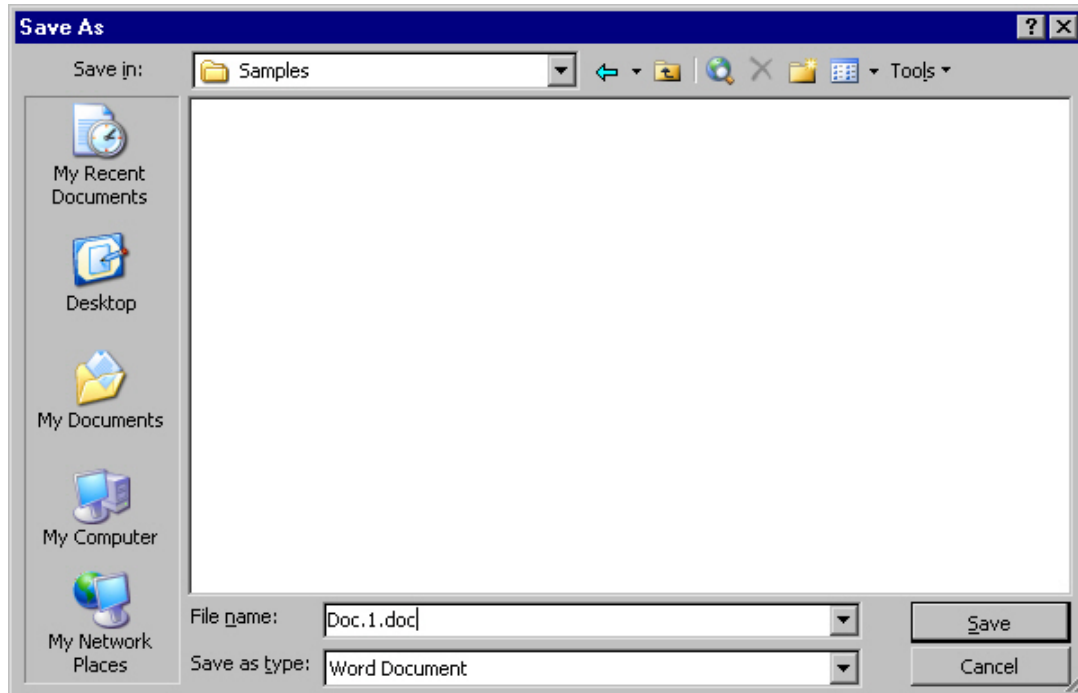
### Using Save As

- Word 2003 offers more options to save your files. New types include **XML** and **Single File Web Page**.

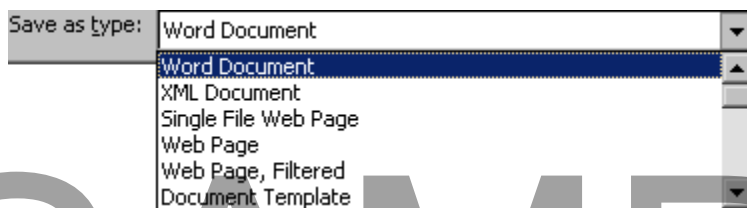
### To use Save As

- If you want to save your document under a different file name

**OR** if you want to save the document to a different location, you can use the **Save As** option:



- You can also use the **Save As Type** drop-down list option to save your document in a different file format:



### To save your document under a different file name

- From the main menu, choose **File > Save As**.
- In the **File name** field, enter the new name of the file.
- Click **Save**.

### To save your document in a different location

- From the main menu, choose **File > Save As**.
- From the **Save in** drop-down list select the directory in which you want to save the file.
- Click **Save**.

---

### To save your document in a different file format

- From the main menu, choose **File > Save As**.
- From the **Save as type** drop-down list, select the type of file to which you want to save your document.
- Click **Save**.

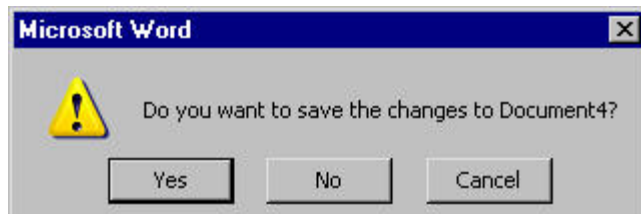
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## Quitting and Closing

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### Closing a file

- From the main menu, choose **File > Close**.
- If you have not saved the document, Word asks you whether or not you want to save the file. If you want to save the file choose **Yes**, if not, choose **No**:



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### Quitting or exiting Word

- From the main menu, choose **File > Exit**.
- If you have not saved the document, Word asks you whether or not you want to save it. If you want to save the document choose **Yes**, if not, choose **No**.

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## Review Questions

### How would you:

- Create a new document?
- Set page dimensions?
- Open an existing document?
- Use the Compare Side by Side option?
- Switch between multiple documents?
- Close a document?
- Exit Microsoft Word?
- Save a file?
- Save a file in a different location?
- Save a file in a different format?

## Word 2003 Interface

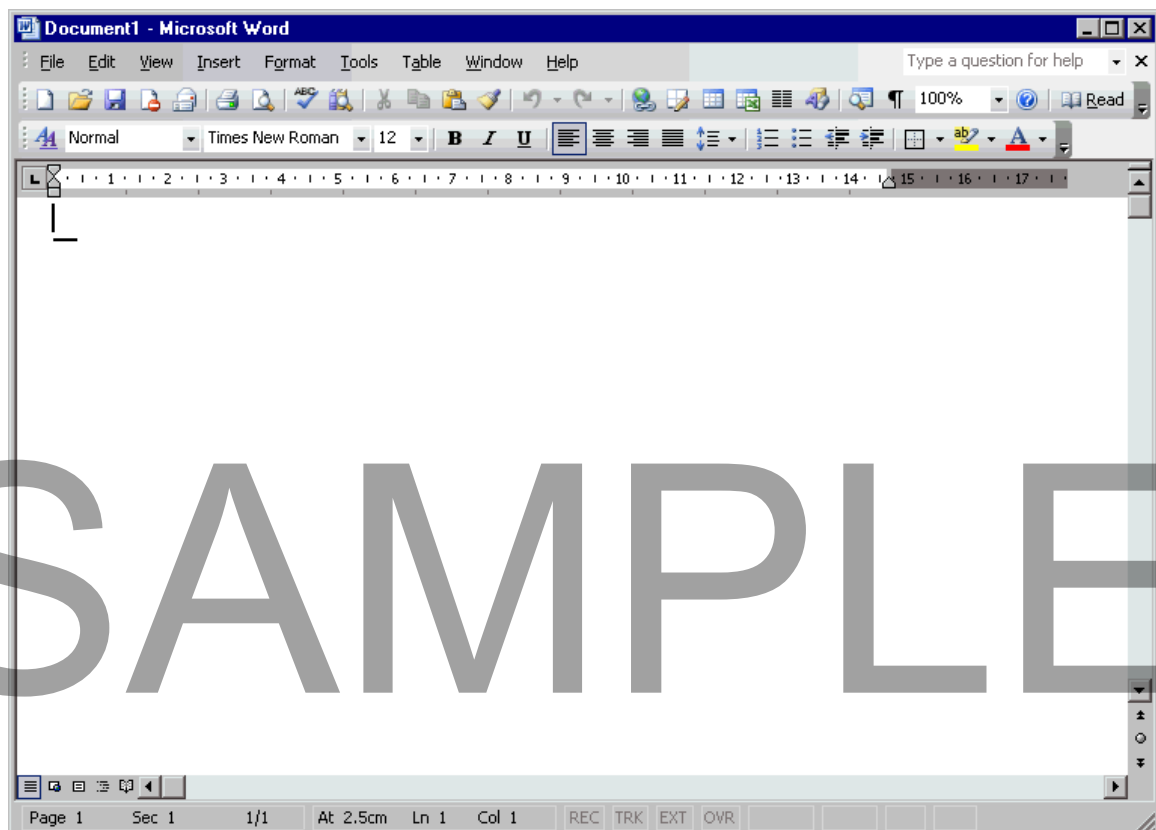
When you have completed this learning module you will have seen how to:

- Open a menu on the main menu
- Open a toolbar
- Set the margins in a document
- Open the Language bar
- Use the Office Assistant
- View your document in different views
- Open the Task Pane
- Open the Document Browser
- Split the window to show two different parts of a document at the same time

## Word 2003 Workspace

### Using the Editing window

- The **Editing window** is the default window for Word, and it is the window in which you will do most of your word processing:



### The Editing Window includes

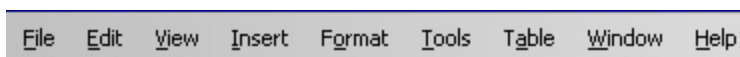
- The **page area**, which enables you type, edit, and format your document.

- The **Main Menu** and the **Toolbars** across the top of the screen, which contain all the commands necessary for running Word.

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### Using the Main Menu

- The Word **Main Menu** displays all the Word menus. Each menu is a category of Word commands, and when you choose the menu, the list of commands appears:



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### To run a command

- Click the desired menu. Place the mouse over the command, and click the desired command

**OR** click and hold the mouse button on the desired menu. With the button still down, navigate to the desired command and release the mouse button.

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### Using the Standard toolbar

- A feature introduced in Word 2003 is the inclusion of a **Permission**, **Document Map** and **Research** option on the Standard toolbar
- The **Standard toolbar** contains icons that let you access common Word commands more easily:



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### To view the Standard toolbar

- From the main menu, choose **View > Toolbars > Standard**.

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### Using the Formatting toolbar

- The **Formatting toolbar** contains icons that let you easily apply common formatting to your document:



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### To view the Formatting toolbar

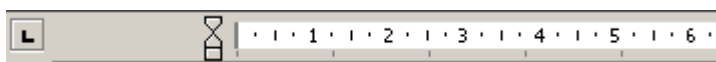
- From the main menu, choose **View > Toolbars > Formatting**.

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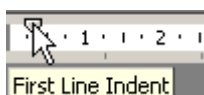
### Using the Horizontal Ruler

- The **Horizontal Ruler** appears at the top edge of your document. You can use it to set margins, indentations and tabs in your document.

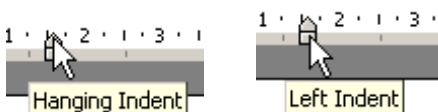
- The **Horizontal Ruler** has three indent indicators (one on the top of the ruler and two on the bottom):



#### First Line Indent:



#### Hanging Indent/Left Indent:



#### Right Indent:



- It also has tab indicators.
- To view the **Horizontal Ruler**, from the main menu, choose **View > Ruler**. A checkmark appears beside the menu command when it is in view.

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#### To set the width of your document

- Place the mouse pointer on the left edge of the **Horizontal Ruler**. A bi-directional arrow appears:



- Click and hold the mouse button while you drag the arrow to where you want the margin to be. The ruler measures in centimetres.
- Repeat the previous step for the right edge.

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#### To set indentation

- Choose the indentation indicator for the indentation you want to set.
- Move the indicator to where you want to set the indentation.

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#### To move a tab

- Choose a tab indicator and slide it to where you want to place the tab:

## Using the Vertical Ruler

- When you view your document in **Print Layout View**, the **Vertical Ruler** appears on the left side of the document. It extends the length of the current page and shows you your vertical position on the page.
- To view the **Vertical Ruler**, from the main menu, choose **View > Ruler**. A checkmark appears beside the menu command when it is in view:



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## To set the length of your document

- Place the mouse pointer on the bottom edge of the **Vertical Ruler**. A bi-directional arrow appears:



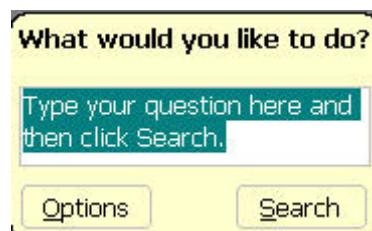
- Click and hold the mouse button while you drag the arrow to where you want the end of the page. The ruler measures in **centimetres**.
- Repeat the previous step for the top edge.

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## Using the Office Assistant

- The **Office Assistant** is the animated paperclip character that appears on your screen. The **Office Assistant** provides tips and suggestions for different tasks you are performing. If you need information about Word or

are unsure how to do something, you can use the **Office Assistant** to find the relevant information:



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### To turn on the Office Assistant

- From the main menu, choose **Help > Show the Office Assistant**.

**Note:** Only if the **Office Assistant** is not already active.

---

### To turn off the Office Assistant

- From the main menu, choose **Help > Hide the Office Assistant**.

**Note:** Only if the **Office Assistant** is already active.

---

### To use the Office Assistant

- Click the **Office Assistant** and type your question in the box.

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### To choose an Assistant

- Right-click the **Default Paper Clip Assistant** icon and select the **Choose Assistant** command.
- From the **Gallery** tab, use the **Next** button to select one of the **8** animated office assistants.

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### Using the View buttons

- Word makes it easier for users to edit and read Word documents with the **Reading Layout View**. Word creates easy to read screen pages that you can move through with the **Page Up** and **Page Down** keys.
- The **View buttons** appear in the lower left corner of the Word window. They illustrate how your document looks in different formats.
- You can choose to view your document as follows:

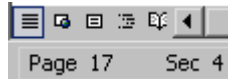
**Normal View** basic view with no page layout indicators

**Web Layout View** as your document would appear in a web browser

**Print Layout View** as your document would appear on a printed page

**Outline View** shows the structure of your document

**Reading Layout View** as your document would appear in a book format:

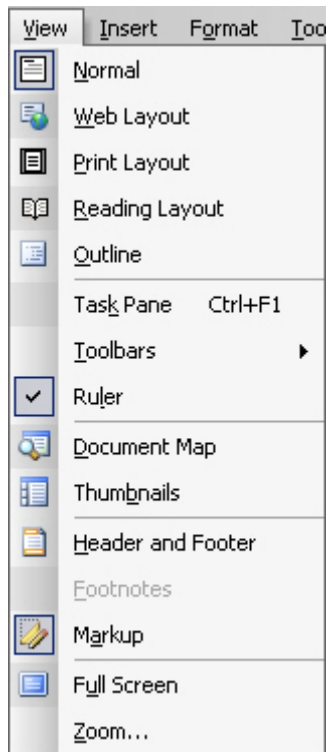


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### To see your document in a particular view

- Choose the corresponding **View** button

**OR** from the main menu, choose **View >** and the corresponding **View button**:



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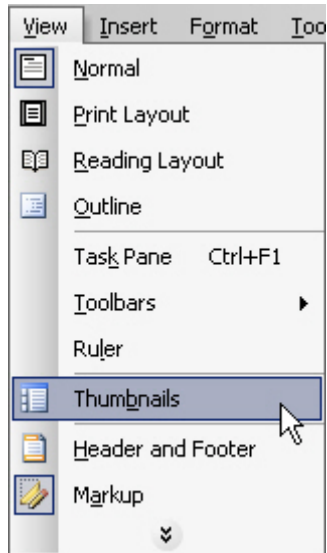
### Using the Thumbnail View

- The **Thumbnail View** is a new feature that allows users to navigate around a document via a thumbnail column on the left side of your window. By clicking an image, you will jump to the page selected.

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### To use the Thumbnail View

- From the **View** menu, choose **Thumbnails**.



- From the **Thumbnail** column, click on the page you want to move to:



- The page you selected will be displayed.

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### Closing the Thumbnail Pane

- Double clicking the **Thumbnail Pane** is a temporary close. When you open the document again, the Thumbnails will return.
- To close the Thumbnail view permanently, choose **View>Thumbnails** again.

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### Using the Document Browser

- The **Document Browser** is located at the bottom of the vertical scroll bar. It lets you navigate through your document by letting you move between different elements.
- You can select the type of element you want the **Document Browser** to use:



### To specify the type of element you want to browse for

- From the **Document Browser**, choose the round circle between the two arrows:



- From the available options, select the element for which you want to browse:



### To move through your document

- From the **Document Browser**, choose the **up arrow** to move backwards through the different instances of the element you chose. Choose the **down arrow** to move forward through the different instances of the element you chose:

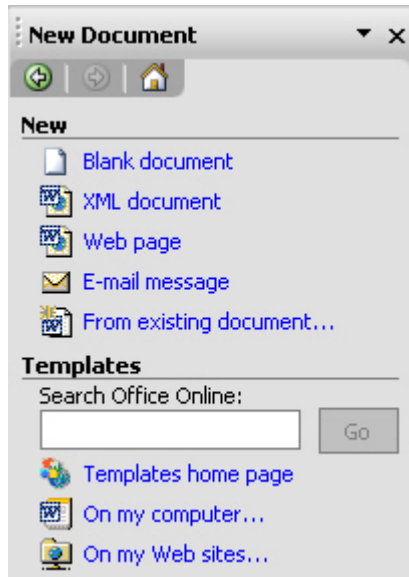


### Using the Task pane

- Word 2003 has included new task panes to organise common Word tasks for quick access. New Task panes include **Research**, **Shared Workspace**, **Document Updates**, **Protect Documents** and **XML Structure**.

- The **Task pane** displays and organises common Word tasks so you can access them quickly:

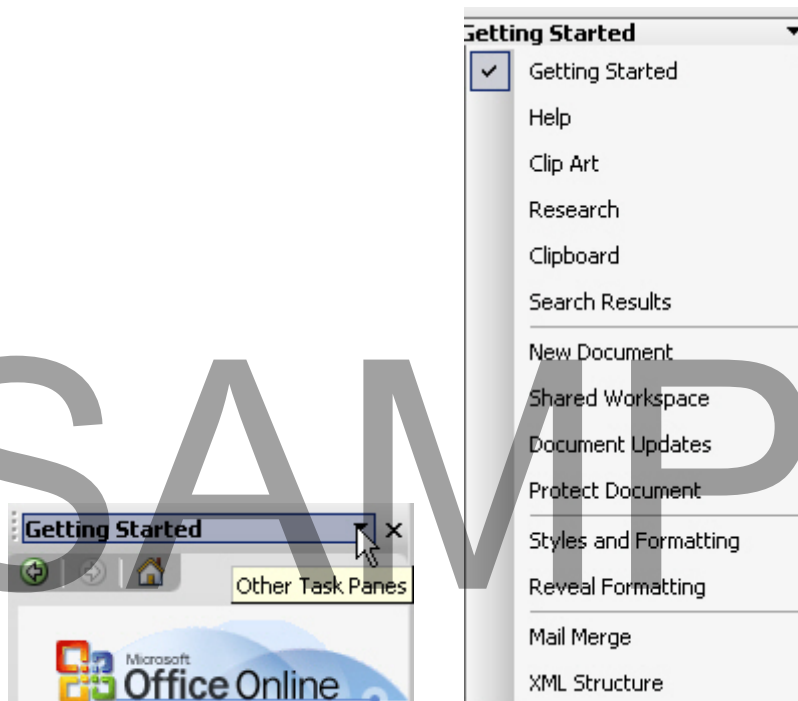
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### To use the Task pane

- From the main menu, choose **View > Task Pane**. The **Task pane** opens on the right side of the Word window.
- Use the **Other Task Panes** drop-down menu to select a different **Task Pane**:



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### You can view the following panes

- **Getting Started** (Home) pane – allows you to open new or existing documents quickly or view information about Microsoft's Office Web site.

**Help** pane - allows you to search for help resources in the Help files on your computer and online.

**Clip Art** pane - allows you to choose an image to place in your document.

**Research** pane – allows you to search an encyclopaedia, use a dictionary or thesaurus or search online.

**Clipboard** pane - allows you to select items on the Windows Clipboard to paste into your document.

**Search Results** pane – allows you to search the Microsoft Web site for additional help, templates, clip art, media and more.

**New Document** pane - allows you to open and start new documents.

**Shared Workspace** pane – allows you to save a document in one location so that other users can work together with you.

**Document Update** pane – allows you to update your document in the shared workspace.

**Protect Document** pane – allows you to protect your document.

**Styles and Formatting** pane - allows you to apply predefined styles to text.

**Reveal Formatting** pane - allows you to see the formatting applied to the selected text.

**Mail Merge** pane - allows you to build a mailing or emailing list.

**XML Structure** pane – allows you to work with XML tags in your document.

---

### Using the Split box

- The **Split box** is the small rectangle at the top of the vertical scroll bar on the right of your document:



- The **Split Box** allows you to work in two parts of your document at the same time.

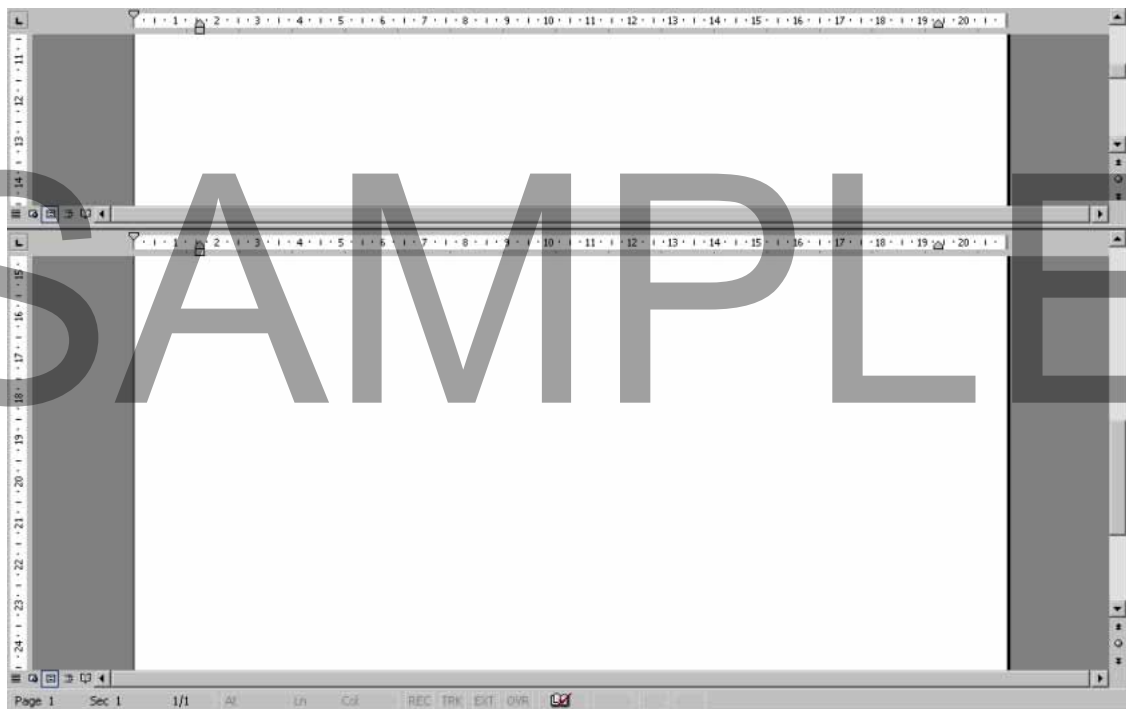
**Note:** The **Split Box** feature will not be available if you have the **Document Map** turned on.

### To use the Split box

- Place the mouse over the small **Split box** rectangle at the top of the vertical scroll bar and click to see the **Double-Headed Arrow**:



- Click and drag the double-headed arrow to the location where you want the screen to split and release the button:



---

### To return to the single window

- Double-click the split bar.

## Review Questions

### How would you:

- Open a menu on the main menu?
- Open a toolbar?
- Set the margins in a document?
- Use the Office Assistant?
- View your document in Read View?
- Use the Thumbnail view?
- Open the Task Pane?
- Navigate to the Home Page in the Task Pane?
- Open the Document Browser?
- Split the window to show two different parts of a document at the same time?

SAMPLE

## Standard Toolbar

When you have completed this learning module you will have seen how to:

- Open a new and an existing document using the toolbar
- Save a document using the toolbar
- Convert your document into an email
- Search for other documents
- Print your document
- View the layout of your document
- Check spelling and grammar
- Copy, cut, and paste sections of your document
- Undo and redo actions
- Insert a drawing into your document

## The Standard Toolbar

---

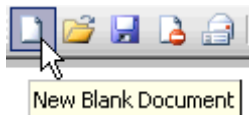
### Using the Standard Toolbar

- The Standard toolbar contains buttons that let you access common Word commands easily.

---

### Using the New Blank Document button

- You can use the **New Blank Document** button to open a new document:



- The **New Blank Document** button appears on the left end of the **Standard toolbar**.

---

### Using the Open button

- You can use the **Open** button to open an existing document:

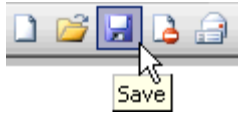


- The **Open** button appears next to the **New Blank Document** button.

---

### Using the Save button

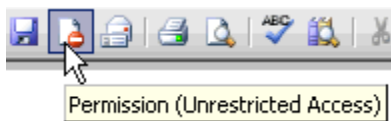
- You can use the **Save** button to save your document:



- If the file has already been saved, clicking **Save** on the **toolbar** replaces the saved copy with the newest version.
- The **Save** button appears next to the **Open** button.

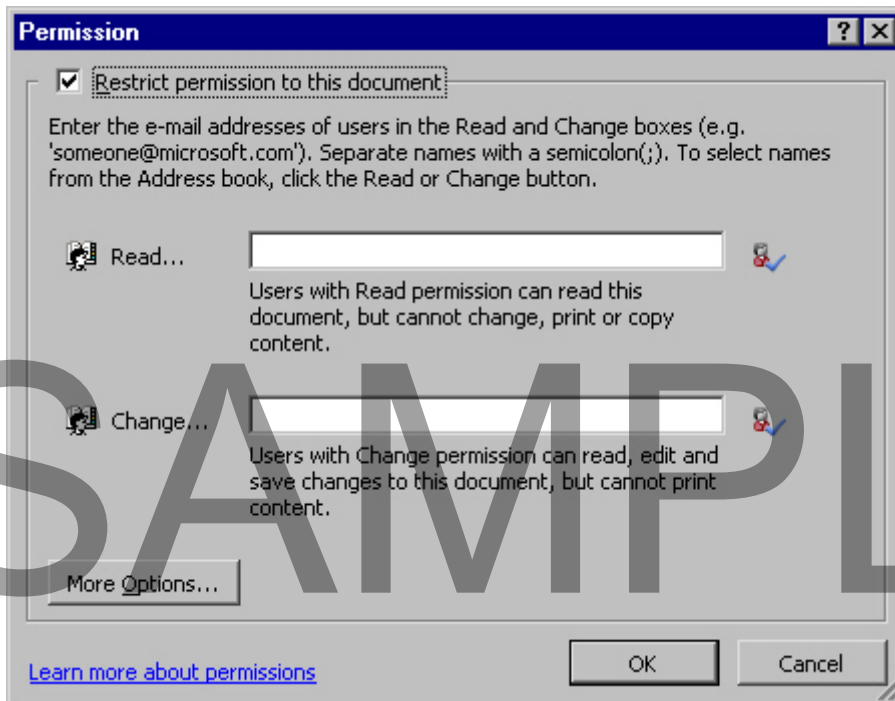
### Using the Permission icon

- The Standard toolbar now has the addition of the **Permission icon**. It allows users to set up the level of access to others who may modify, edit or copy a document or email:



**Note:** To use this feature, you must first install the **Information Rights Management Service**. Consult your instructor to ensure this feature is available.

- Once installed, when you click on the **Permission** button, Word opens a **Permission** dialog box:

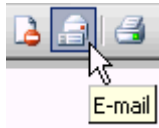


- Enter the email addresses to allow other users to read or change your document or email. Separate each name with a semicolon (;).
- Click **OK**.
- The **Permission** button appears next to the **Save** button.

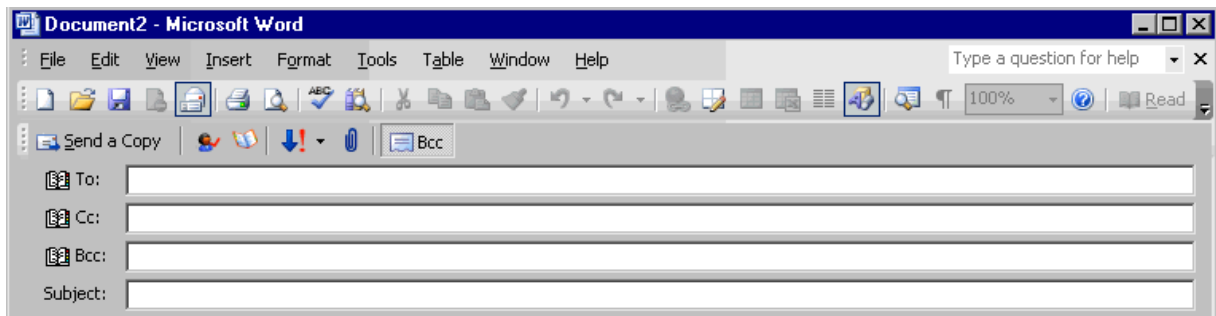
---

## Using the E-mail button

- You can use the **E-mail** button to convert your document into an e-mail:



- When you click the **E-mail** button, Word opens your document in an **E-mail Editing Window**, with **To**, **Cc**, **Bcc**, **Subject**, and **Introduction** lines appearing above your document:

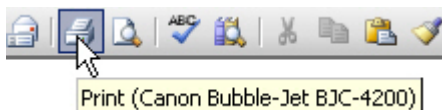


- The **E-mail** button appears next to the **Permission** button.

---

## Using the Print button

- You can use the **Print** button to print your document:



- The **Print** button appears next to the **Email** button.

---

## Using the Print Preview button

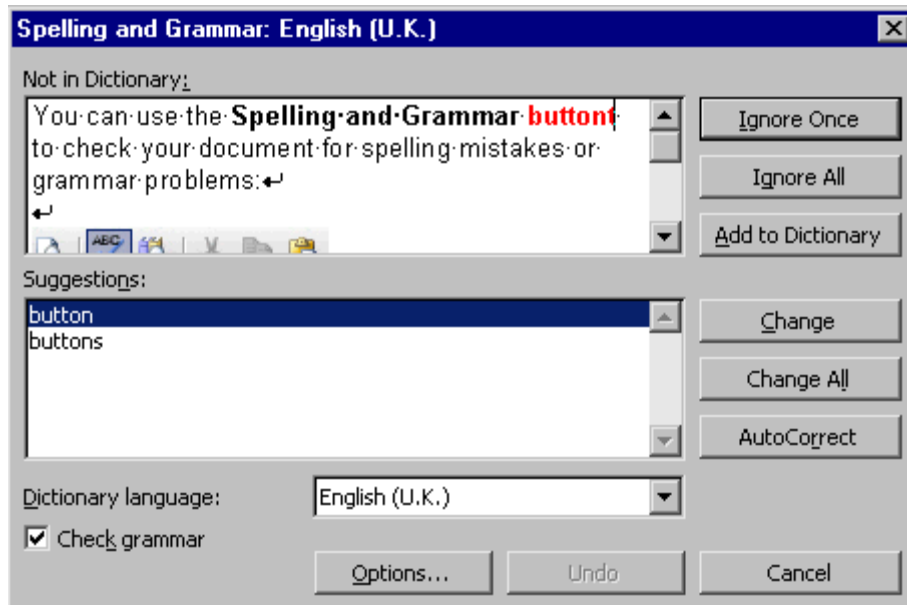
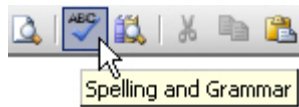
- You can use the **Print Preview** button to open the **Preview** window.
- The **Preview** window allows you to see the full layout of one or more pages of your document before you print it:



The **Print Preview** button appears next to the **Print** button.

## Using the Spelling and Grammar button

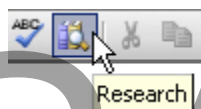
- You can use the **Spelling and Grammar** button to check your document for spelling mistakes or grammar problems:



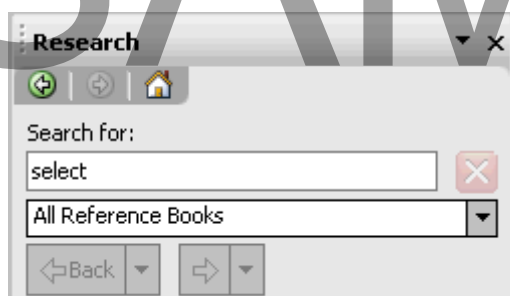
- The **Spelling and Grammar** button appears next to the **Print Preview** button.

## Using the Research button

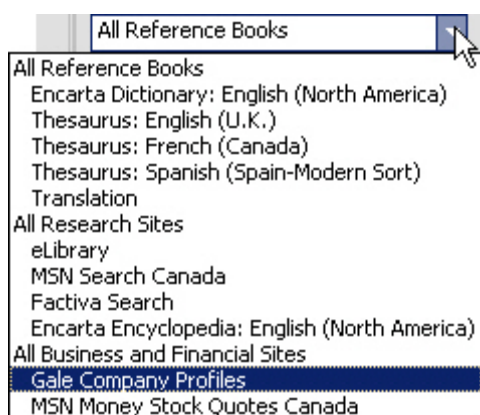
- You can use the **Research** option to look for specific text in a variety of Reference Books:



- For example, you could search a **Thesaurus** for the word "select":



- From the drop-down, you can select the particular **Reference** book:



- Then see the results:



- The **Research** button appears next to the **Spelling and Grammar** button.

### Using the Cut button

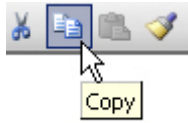
- You can use the **Cut** button to remove selected text from your document and move it to the **Office Clipboard**:



- Select the text you want to move before clicking the button.
- The **Cut** button appears next to the **Research** button.

### Using the Copy button

- You can use the **Copy** button to make a copy of selected text and move it to the **Office Clipboard**:



- Select the text you want to move before clicking the button.
- The **Copy** button appears next to the **Cut** button.

### Using the Paste button

- You can use the **Paste** button to place the contents of the **Office Clipboard** into your document:



- Place your cursor in the location where you want to paste the **Clipboard content** before clicking the button.
- The **Paste** button appears next to the **Copy** button.

### Using the Format Painter button

- You can use the **Format Painter** button to paste the formatting from one element in your document over another.
- Select the text with the format you want to copy and click the **Format Painter** button:



- Then select the text to which you want to apply the format. When you let go of the mouse button, Word pastes the format on the text.

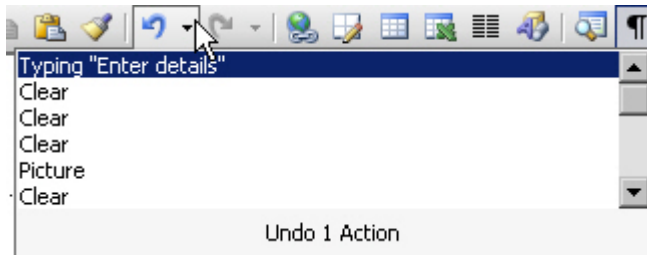
### Using the Undo button

- You can use the **Undo** button to return to the state of your document before your last action:



- You can click the **Undo** button multiple times to move sequentially back through your actions.

- You can also select the undo drop-down list and scroll to the undo and click the mouse button:

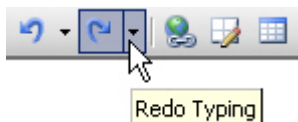


- The **Undo** button appears next to the **Format Painter** button.

---

### Using the Redo button

- You can use the **Redo** button to return to the state of your document before you used the **Undo** button:



- You can click the **Redo** button multiple times to move sequentially forward through the actions that were undone.
- You can also select the redo drop-down list and scroll to the desired redo and click the mouse button:

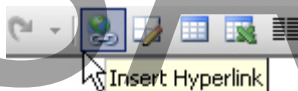


- The **Redo** button appears next to the **Undo** button.

---

### Using the Insert Hyperlink button

- You can use the **Insert Hyperlink** button to add a link to a web site to your document:

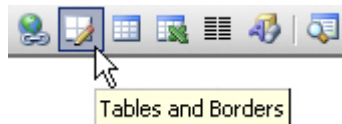


- Place the cursor where you want to add the link before clicking the button.
- The **Insert Hyperlink** button appears next to the **Redo** button.

---

### Using the Tables and Borders button

- You can use the **Tables and Borders** button to create, place and edit tables in your document:



- The **Tables and Borders** button opens the Tables and Borders toolbar:

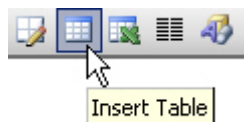


- The **Tables and Borders** button appears next to the **Insert Hyperlink** button.

---

### Using the Insert Table button

- You can use the **Insert Table** button to place a basic table in your document:



- When you click the **Insert Table** button, a box opens that lets you select the number of columns and rows you want in your table.
- Place the cursor where you want to add the table before clicking the button.
- The **Insert Table** button appears next to the **Tables and Borders** button.

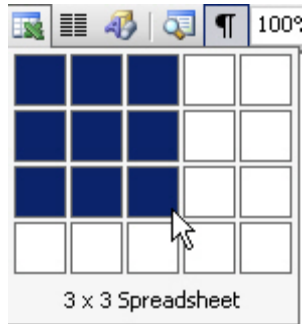
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### Using the Insert Microsoft Excel Spreadsheet button

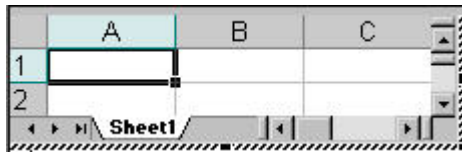
- You can use the **Insert Microsoft Excel Spreadsheet** button to add a Microsoft Excel spreadsheet to your document:



- When you click the **Insert Microsoft Excel Spreadsheet** button, a box opens that lets you select the number of columns and rows you want in your spreadsheet:



- Place the cursor where you want to add the spreadsheet before clicking the button:

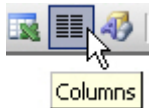


- The **Insert Microsoft Excel Spreadsheet** button appears next to the **Insert Table** button.

---

### Using the Columns button

- You can use the **Columns** button to place the content of your document in columns:



- When you click the **Columns** button, a box opens that lets you select the number of columns you want.
- The **Columns** button appears next to the **Insert Microsoft Excel Spreadsheet** button.

---

### Using the Drawing button

- You can use the **Drawing** button to create, place and edit drawings in your document:



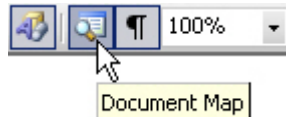
- The **Drawing** button opens the **Drawing toolbar** at the bottom of the document:



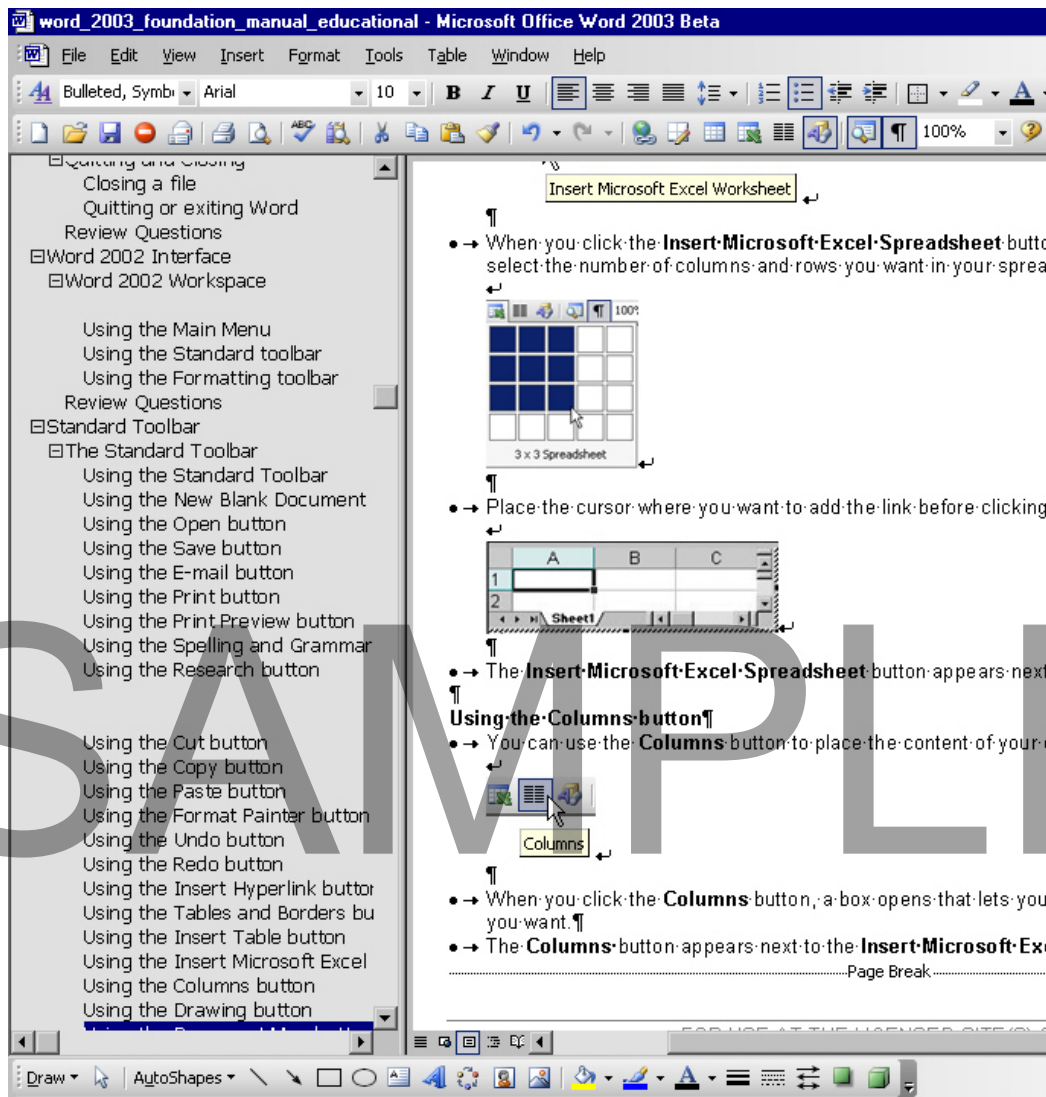
- The **Drawing** button appears next to the **Columns** button.

### Using the Document Map button

- You can use the **Document Map** button to open the **Document Map** pane:



- The **Document Map** pane shows a hierarchical view of your document headings:



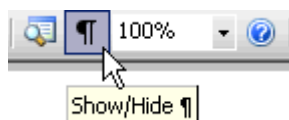
- You can navigate through your document by clicking the headings.

- The **Document Map** button appears next to the **Drawing** button.

---

### Using the Show and Hide Paragraph Marks button

- You can use the **Show and Hide Paragraph Marks** button to show or hide the paragraph markers in your document:



- **Paragraph marks** indicate where a paragraph ends.
- The **Show and Hide Paragraph Marks** button appears next to the **Document Map** button.

---

### Using the Zoom button

- You can use the **Zoom** button to increase or decrease the size of your view of your document:



- The **Zoom** button appears next to the **Show and Hide Paragraph Marks** button.

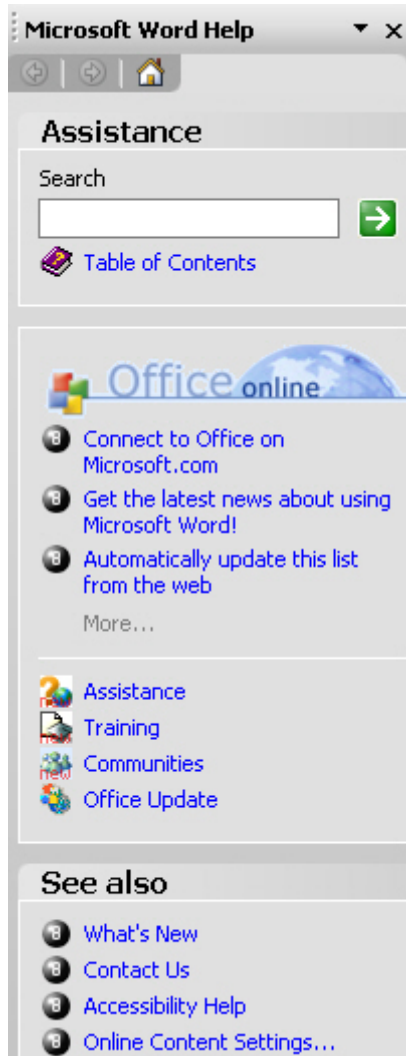
---

### ⚠ Using the Help button

- Word 2003 has improved the ways for you to get help. Users can now access the Office Online help pages from the Getting Started and Help task panes, in addition to using the Help button on the Standard toolbar. Some functionality in these task panes requires a connection to the Internet.
- Use the **Help** button to open the **Word Help** pane:



- The **Help** pane contains information on how to use Microsoft Word:

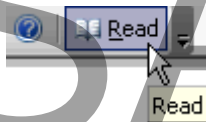


- The **Help** button appears next to the **Zoom** button.

---

### Using the Read button

- The Reading layout view has been designed to make it easier to read pages on the screen, by changing the layout and the font display. You can use the **Read** button to change your view from normal to book view:



**OR** press the **Alt + R** key combination.

- The **Read** button displays your document as an easy to read central page:

Screen 62 of 216

#### Using the Redo button

- You can use the **Redo** button to return to the state of your document before you used the **Undo** button:



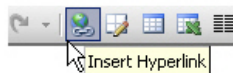
- You can click the **Redo** button multiple times to move sequentially forward through the actions that were undone.
- You can also select the redo drop-down list and scroll to the desired redo and click the mouse button:



- The **Redo** button appears next to the **Undo** button.

#### Using the Insert Hyperlink button

- You can use the **Insert Hyperlink** button to add a link to a web site to your document:

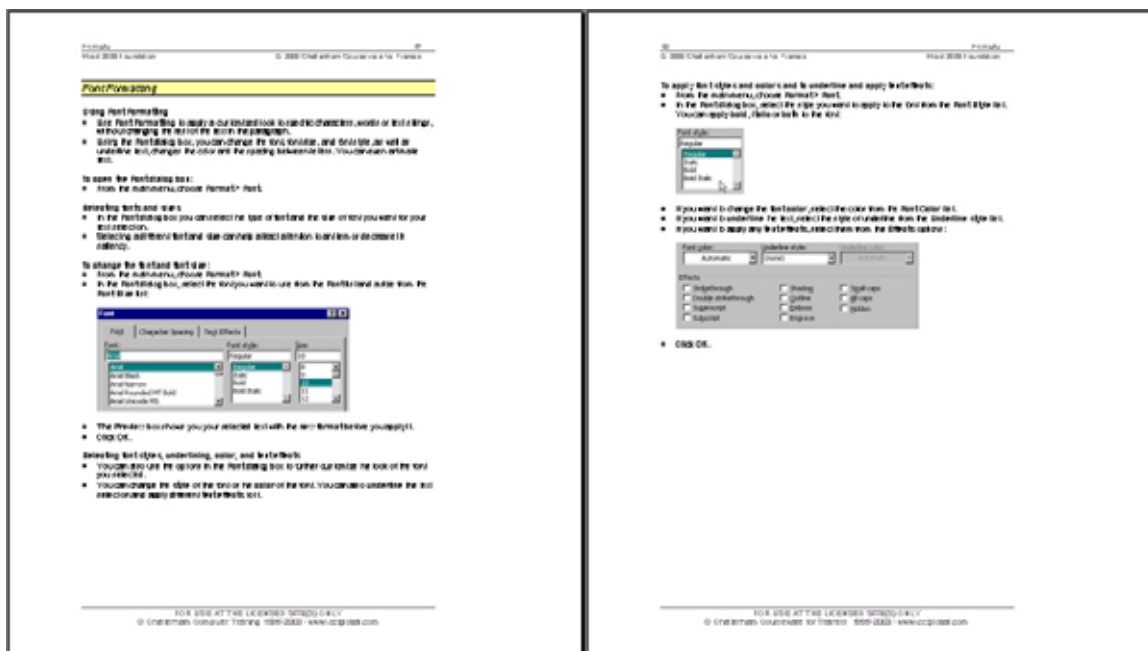


- Place the cursor where you want to add the link before clicking the button.
- The **Insert Hyperlink** button appears next to the **Redo** button.

- Or to view multiple pages, click **Allow Multiple Pages** on the Reading Toolbar. This setting is on automatically, but it does depend on your window size and the size of the text display:

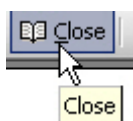


SAMPLE



- From the main menu, use **View>Normal** to switch you back to the normal view

**OR** click the **Close** button on the Reading Toolbar:



## Review Questions

**How would you:**

- Open a new document?
- Open an existing document?
- Save your document?
- Send your document as an email?
- Search other documents?
- Print your document?
- View the layout of your document?
- Check spelling and grammar in your document?
- Copy a section of your document and paste it somewhere else in your document?
- Copy formatting from a section of your document and paste the formatting on another section?
- Undo your last action?
- Insert a drawing into your document?
- Use the Read view?

## Formatting Toolbar

When you have completed this learning module you will have seen how to:

- Apply a predefined style to your document
- Change the font
- Bold, italicize, and underline text
- Left align, centre, right align, and justify text
- Increase the space between lines of text
- Add numbers and bullets to paragraphs
- Increase or decrease the indentation of a line
- Add a border to text
- Highlight text
- Change the colour of text

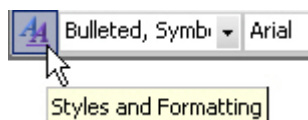
## The Formatting Toolbar

### Using the Formatting Toolbar

- The **Formatting** toolbar contains buttons that let you easily apply common formatting to your document.

### Using the Styles and Formatting button

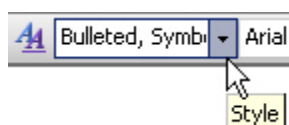
- You can use the **Styles and Formatting** button to open the **Styles and Formatting** pane:



- The **Styles and Formatting** pane contains a list of predefined styles that you can apply to your document.
- The **Styles and Formatting** button is the first button on the **Formatting Toolbar**.

### Using the Style button

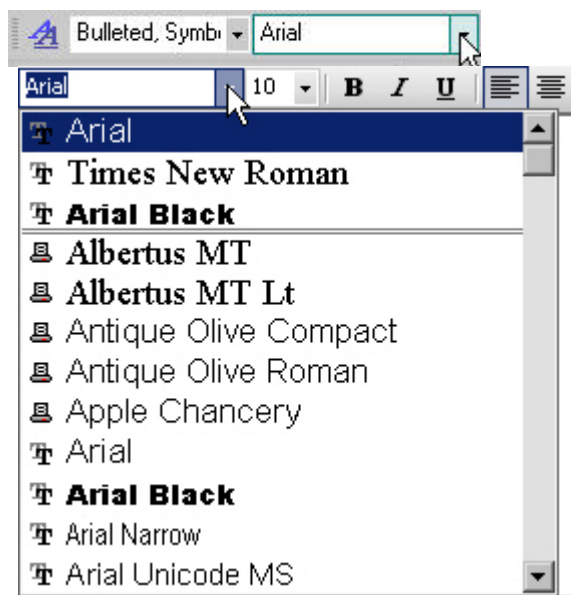
- You can use the **Styles** button to access a drop-down list of predefined styles:



- The **Styles** button appears next to the **Styles and Formatting** button.

## Using the Font list

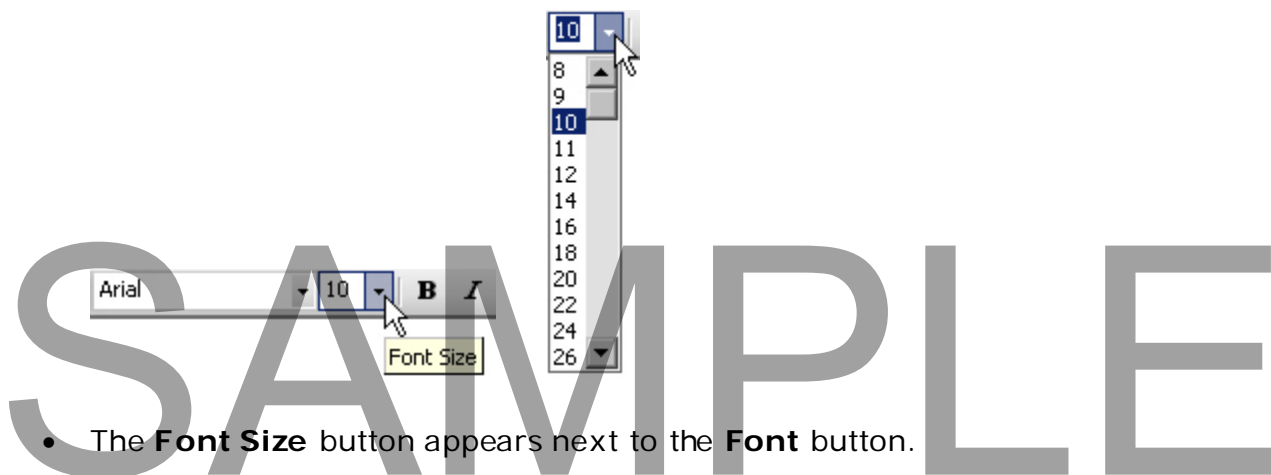
- You can use the **Font** button to access a drop-down list of fonts:



- To apply a font to selected text, choose the font from the list.
- The **Font** button appears next to the **Style** button.

## Using the Font Size button

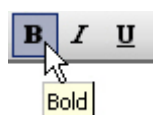
- You can use the **Font Size** list to customise the size of text by selecting the text and then choosing a size from the list:



- The **Font Size** button appears next to the **Font** button.

## Using the Bold button

- You can use the **Bold** button to bold text in your document:

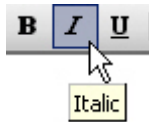


- To make text appear bold, select the text and click the **Bold** button.
- The **Bold** button appears next to the **Font Size** button.

---

### Using the Italic button

- You can use the **Italic** button to italicize text in your document:

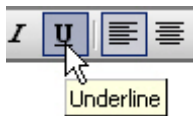


- To make text appear in italics, select the text and click the **Italic** button.
- The **Italic** button appears next to the **Bold** button.

---

### Using the Underline button

- You can use the **Underline** button to underline text in your document:



- To underline text, select the text and click the **Underline** button.
- The **Underline** button appears next to the **Italic** button.

---

### Using the Align Left button

- You can use the **Align Left** button to align your text with the left margin:

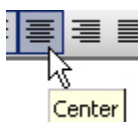


- The **Align Left** button aligns all text from the line in which the cursor is placed.
- **Align Left** is the default setting.
- The **Align Left** button appears next to the **Underline** button.

---

### Using the Center button

- You can use the **Center** button to centre your text from right to left.
- The **Center** button centres all text from the line in which the cursor is placed:



- To return to the default alignment, click the **Center** button again.
- The **Center** button appears next to the **Align Left** button.

---

### Using the **Align Right** button

- You can use the **Align Right** button to align your text with the right margin:



- The **Align Right** button aligns all text from the line in which the cursor is placed.
- To return to the default alignment, click the **Align Right** button again.
- The **Align Right** button appears next to the **Center** button.

---

### Using the **Justify** button

- You can use the **Justify** button to align the text with both the right and left margins:



- Word justifies the text by adding extra spacing within the line.
- The **Justify** button appears next to the **Align Right** button.

---

### Using the **Line Spacing** button

- You can use the **Line Spacing** button to increase or decrease the spacing between different lines of text in you document:

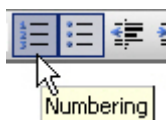


- To change the spacing between lines of text, select the text and choose the spacing size you want.
- The **Line Spacing** button appears next to the **Justify** button.

---

### Using the **Numbering** button

- You can use the **Numbering** button to number paragraphs in your document:

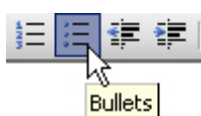


- To apply numbers to paragraphs, select the paragraphs and click the **Numbering** button.
- The **Numbering** button appears next to the **Line Spacing** button.

---

### Using the Bullets button

- You can use the **Bullets** button to add a bullet symbol at the beginning of a paragraph:

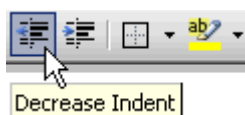


- To apply bullets to paragraphs, select the paragraphs and click the **Bullets** button.
- The **Bullets** button appears next to the **Numbering** button.

---

### Using the Decrease Indent button

- You can use the **Decrease Indent** button to make a line's indentation smaller:

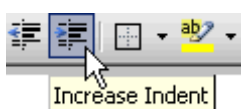


- To decrease the indentation of a line, place your cursor on the line to which you want to decrease the indent, and click **Decrease Indent**. The line's indentation decreases by half an inch.
- The **Decrease Indent** button appears next to the **Bullets** button.

---

### Using the Increase Indent button

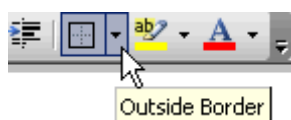
- You can use the **Increase Indent** button to make the size of a line's indentation larger:



- To increase the indentation of a line, place your cursor on the line to which you want to apply the indent, and click **Increase Indent**. The line indents by half an inch.
- The **Increase Indent** button appears next to the **Decrease Indent** button.

### Using the Borders button

- You can use the **Borders** button to add borders to selected text.
- Click the arrow beside the **Border** button to choose the type of border you want to apply:



- The **Borders** button appears next to the **Decrease Indent** button.

### To apply a border

- Select the text you want to surround.
- Choose the arrow beside the **Border** button and select the border you want to apply.

### Using the Highlight button

- You can use the **Highlight** button to highlight text and draw attention to it:



- To highlight text, select the text and then click the **Highlight** button.
- To change the colour of the highlight, choose the arrow beside the **Highlight** button and select the colour you want:



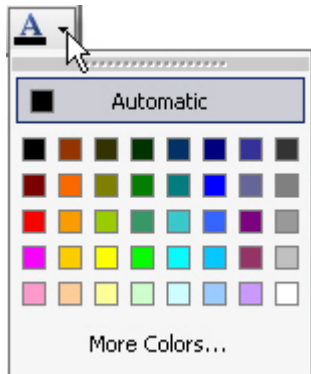
- The **Highlight** button appears next to the **Borders** button.

### Using the Font Color button

- You can use the **Font Color** button to change the colour of text in your document:



- Select the text to which you want to apply the colour and click the **Font Color** button:



- To change the font colour you want to apply, choose the arrow beside the **Font Color** button and select the colour you want.
- The **Font Color** button appears next to the **Highlight** button.

## Review Questions

### How would you:

- Access the Styles list?
- Change the font?
- Bold text?
- Align text with the right margin?
- Increase the space between lines of text?
- Number paragraphs?
- Increase the indentation of a line?
- Add a border to text?
- Highlight text?
- Change the colour selected text?

SAMPLE

## Formats

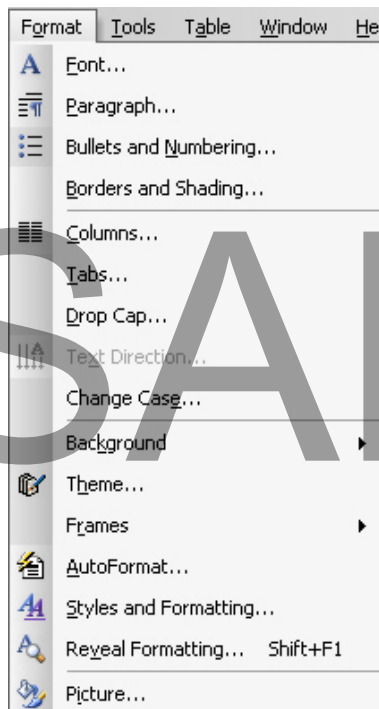
When you have completed this learning module you will have seen how to:

- Apply levels of formatting
- Use the Reveal Formatting Task Pane
- Change the font characteristics
- Animate text
- Set default font formats
- Align paragraphs
- Create paragraph indentations
- Set tab stops
- Remove tabs
- Change the default tab stops

## Formatting

### Using basic formatting

- If you want to format small selections of text without being concerned about reusing formatting consistently, you can use the **basic formatting** tools in **Word**. These tools include the **Formatting** Toolbar, the **Font** dialog box, and the **Paragraph** dialog box.
- To apply **basic formatting** to text, first you need to select the text.
- You can access the **Font** and **Paragraph** dialog boxes from the **Format** menu:



---

## Using levels of formatting

- **Word** lets you **format a paragraph** or section and then apply **different formatting to items** within the paragraph or section.

**Example:** You can italicise an entire paragraph and then bold the first word. The entire paragraph will appear italicised and the first word will appear both italicised and bold.

- When applying levels of **formatting**, apply your formatting from the biggest level to the smallest level: Apply formatting to sections, **then paragraph, then words, then letters.**

---

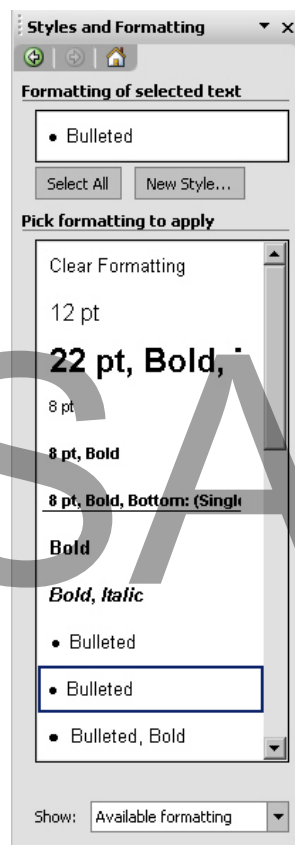
## Using the Styles and Formatting Task Pane

- The **Styles and Formatting Task Pane** shows you the formatting applied to the selected text.
- This is useful if you decide you want to **duplicate** the formatting on another selection of text, or if the text doesn't look the way you want it to and you want to see what formats are applied.

---

## To view the Styles and Formatting Task Pane

- Select the text for which you want to see the formatting.
- From the main menu, choose **Format > Styles and Formatting:**



---

### To change an element

- Click the **formatting name** to specify the new setting.

---

## Font Formatting

---

### Using Font Formatting

- Use **Font Formatting** to apply a customised look to specific characters, words or text strings, without changing the rest of the text in the paragraph.
- Using the **Font** dialog box, you can change the font, font size, and font style, as well as underline text and change the colour and the spacing between letters. You can even animate text.

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### To open the Font dialog box

- From the main menu, choose **Format > Font**.

---

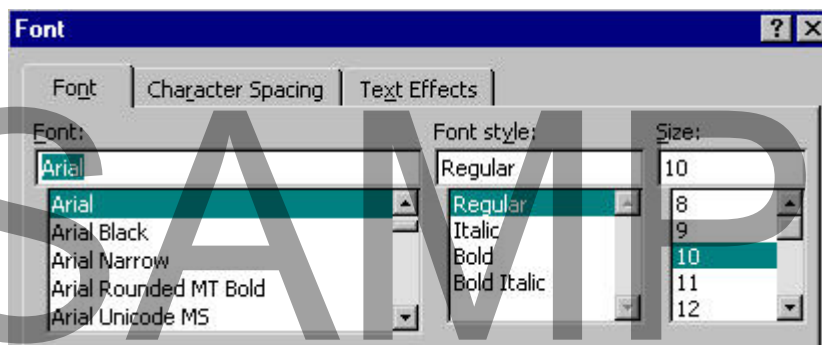
### Selecting fonts and sizes

- In the **Font** dialog box you can select the type of **font** and the **size** of font you want for your text selection.
- Selecting a different **font** and **size** can help attract attention to an item or decrease its saliency.

---

### To change the font and font size

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select the font you want to use from the **Font** list and a size from the **Font Size** list:



- The **Preview** box shows you your selected text with the **new format** before you apply it.
- Click **OK**.

---

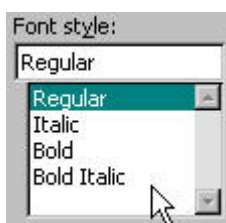
## Selecting font styles, underlining, colour, and text effects

- You can also use the options in the **Font** dialog box to further customise the look of the font you selected.
- You can change the style of the font or the colour of the font. You can also underline the text selection and apply different text effects to it.

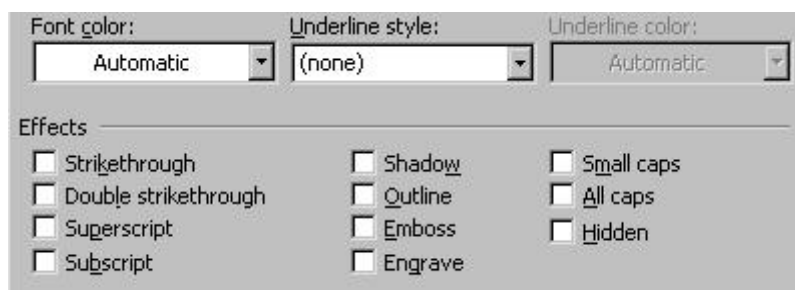
---

## To apply font styles and colours and to underline and apply text effects

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select the style you want to apply to the font from the **Font Style** list. You can apply **bold**, **italic** or **both** to the font:



- If you want to change the **font colour**, select the colour from the **Font Color** list.
- If you want to **underline** the text, select the style of underline from the **Underline style** list.
- If you want to apply any **text effects**, select them from the **Effects** options:

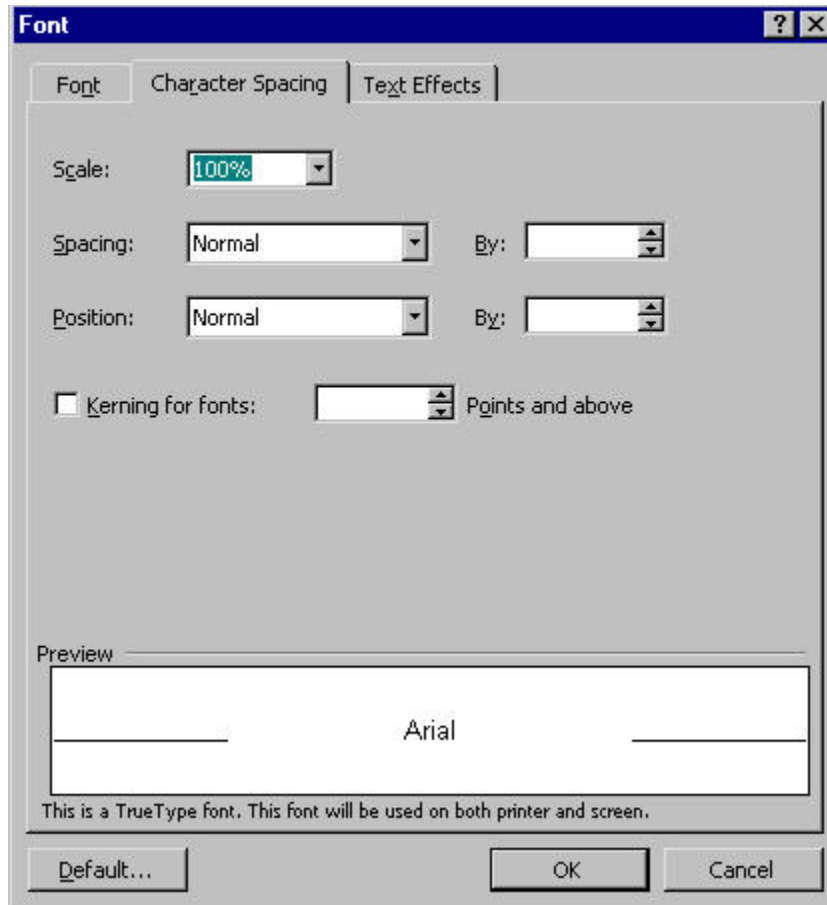


- Click **OK**.

---

## Creating character spacing

- If you want to increase or decrease the space a character takes up and spacing around the character, you can use the **Character Spacing** tab in the **Font** dialog box.
- The options on the **Character Spacing** tab let you scale (stretch or shrink) a character, add space around it, position it higher or lower than the other characters, and change the kerning of letters (increases or decreases the spacing between specific pairs of letters which depends on the pair):



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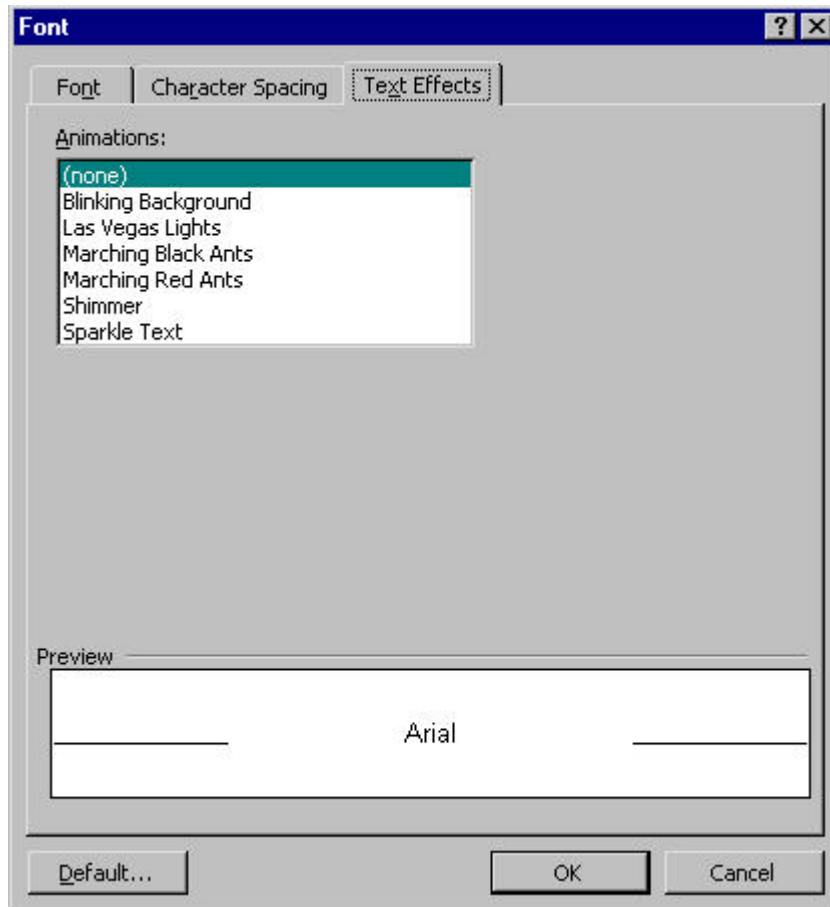
### To create character spacing

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select the **Character Spacing** tab.
- If you want to **scale** a character, select the percentage by which you want to scale it from the **Scale** list.
- If you want to **increase or decrease the spacing** around a character, select the type of spacing you want from the **Spacing** list and then specify a point size.
- If you want to change the **position** of the character, select the type of positioning you want from the **Position** list and then specify a point size.
- If you want to change the  **Kerning**, select the **Kerning for fonts** check box and then specify the smallest point size for which you want to apply kerning using the **Points and above** list.
- Click **OK**.

---

### Animating text

- If you want to **animate** your text in some way (make it blink, shimmer, sparkle, etc.) you can use the **Text Effect** tab of the **Fonts** dialog box:



---

### To animate text

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, select **Text Effects** tab.
- Select the **type of animation** you want to apply.
- Click **OK**.

---

### Setting font formats as default

- If you intend to use the font style you created all the time, you can set it as the default.

---

### To set the font format as default

- From the main menu, choose **Format > Font**.
- In the **Font** dialog box, customise your font.
- Click **Default** then press **Yes** on the message box that appears.
- Click **OK**.

**Note:** When you change the default settings, you change the font settings for new documents, not existing ones.

## Paragraph Formatting

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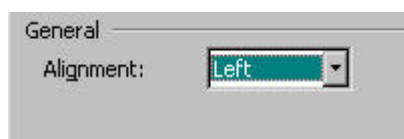
### Using paragraph alignment

- When formatting a paragraph, you should first decide how you want to **align** the text.
- **Aligning** text to the **left** means that each line of text starts at the left margin.
- **Aligning** text to the **right** means that each line of text starts at the right margin.
- **Aligning** text in the **centre** means the centre of each line is at the centre of the page.
- **Justifying** text means the text of each character in each line are spread out so the paragraph aligns with both the left and right margins.

---

### To align a paragraph

- Put your cursor in the paragraph you want to format.
- From the main menu, choose **Format > Paragraph**.
- From the **Alignment** list, select the type of alignment you want:



- Click **OK**.

---

### Creating Indented Text

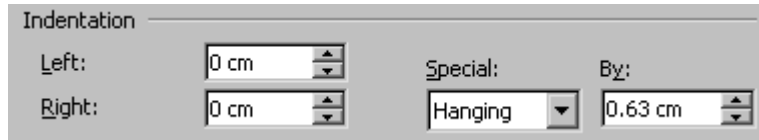
- If you do not want all paragraphs to align with a margin, you can use the **Indentation** options to indent the text.
- To further customise the indentation of the paragraph, you can also set the following special indentation types:

- **None**. Indents every line in the paragraph.
- **First line**. Indents the first line.
- **Hanging**. Indents every line except the first.

---

### To indent text

- Put your cursor in the paragraph you want to format.
- From the main menu, choose **Format > Paragraph**.
- In the **Indentation** section, specify the indentation from the left margin and from the right margin using the corresponding lists:

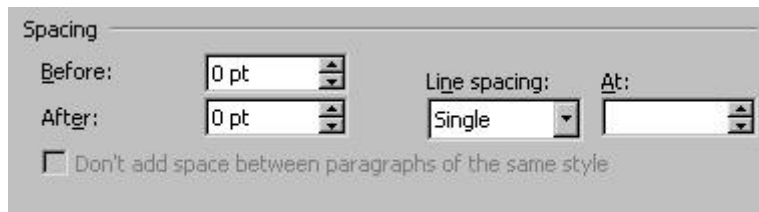


- If you want to use one of the **special indentation styles**, select the style from the **Special** list and then specify the size of the special indent using the **By:** list.
- Click **OK**.

---

### Creating Paragraph spacing

- In many instances you will want to change the amount of **spacing** between lines in a paragraph or between paragraphs.
- You can use the **spacing options** in the **Paragraph** dialog box to change these characteristics:



---

### To change the spacing

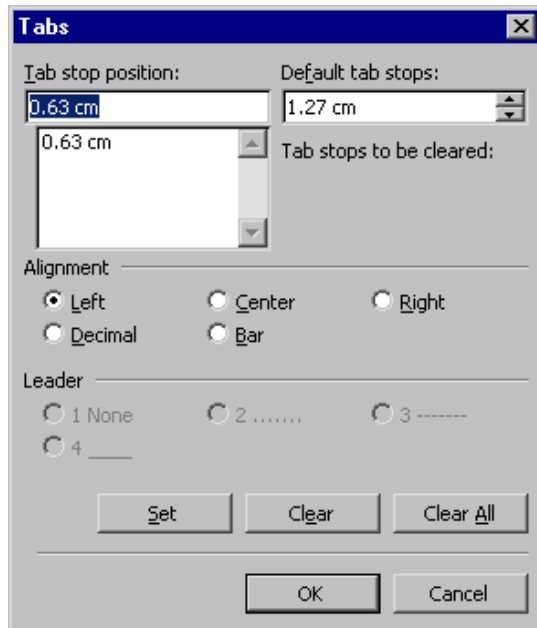
- Put your cursor in the paragraph you want to format.
- From the main menu, choose **Format > Paragraph**.
- In the **Spacing** section, use the **Before** list to specify the space above a paragraph.
- Use the **After** list to specify the space after paragraphs.
- Use the **Line spacing** lists to specify the space between lines. You can set a standard spacing that is based on line size, or you can specify a particular point size.
- Click **OK**.

---

### Setting tabs

- You can use the **Tabs** dialog box to **create tab stops** along a horizontal line of text:

SAMPLE



### To set tabs

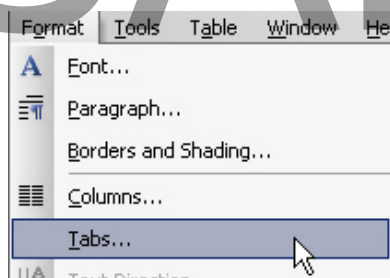
- From the main menu, choose **Format > Tabs**.
- In the **Default tab stops** box, type the distance that you want the tab to move the cursor. **Tabs** are set in centimetres.
- From the **Alignment** section, specify the position from which you want text to continue. **Left** places all additional text to the right of the tab. **Center** centres text from the tab stop position. **Right** places all additional text to the left of the tab. **Decimal** aligns all text at the decimal point. **Bar** creates a bar at the tab point for dividing text.
- If you want to add a **leader**, select the leader style.
- Click **OK**.

### Removing tabs

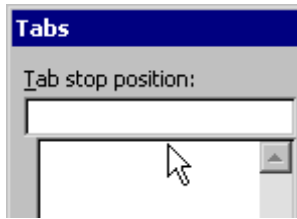
- You can easily **remove tabs** if you no longer need them.

#### To remove tabs

- From main menu, choose **Format > Tabs**:



- In the **Tab stop position** box, select the tab you want to remove:



- Click **Clear**.
- Click **OK**.

---

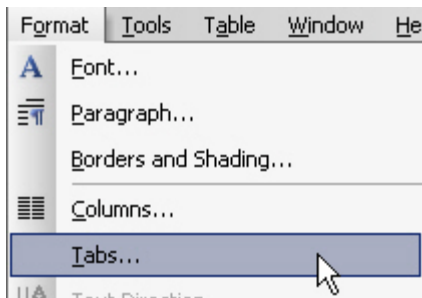
### Changing the default tab stops

- **Word** sets default tab stops every **1.27 centimetres**. However, if this setting is not convenient, you can change it.

---

### To set the default tab stops

- From the main menu, choose **Format > Tabs**:



- From the **Default tab stops** list, select the distance, in centimetres, between each tab:



- Click **OK**.

## Review Questions

### How would you:

- Apply levels of formatting?
- Open the Reveal Formatting Task Pane?
- Change the font size?
- Change the colour of the font?
- Underline the font style?
- Animate text?

- Set default font formats?
- Align a paragraph?
- Indent a paragraph?
- Set tab stops?
- Remove tabs?
- Change the default tab stops?

SAMPLE

## End of the preview sample



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