

# Microsoft Word 2003

## Lesson 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

# 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:

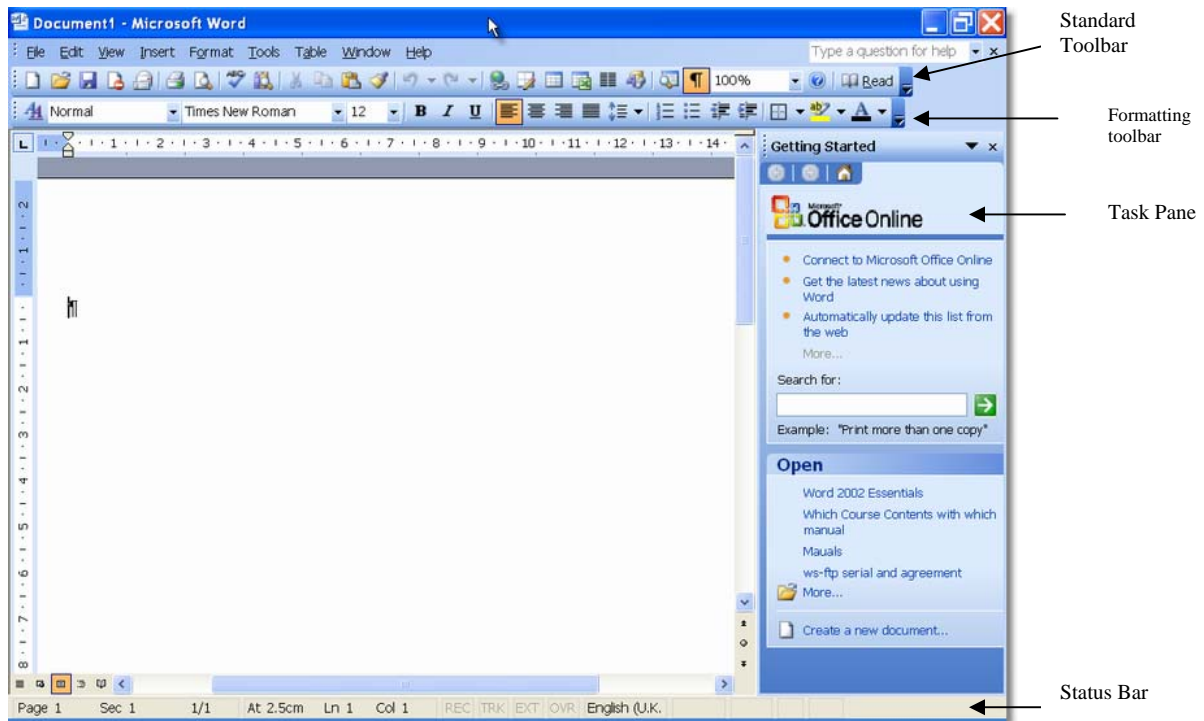


Figure 1 – Window elements

## 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**


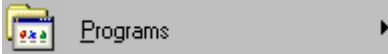

The application menu icon is located to the left of the Title Bar. When selected, it displays a pull-down menu with commands enabling you to resize or close the Word application. This can also be accessed by pressing [ALT][SPACEBAR].

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

# 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 
- Across to select Microsoft Word 

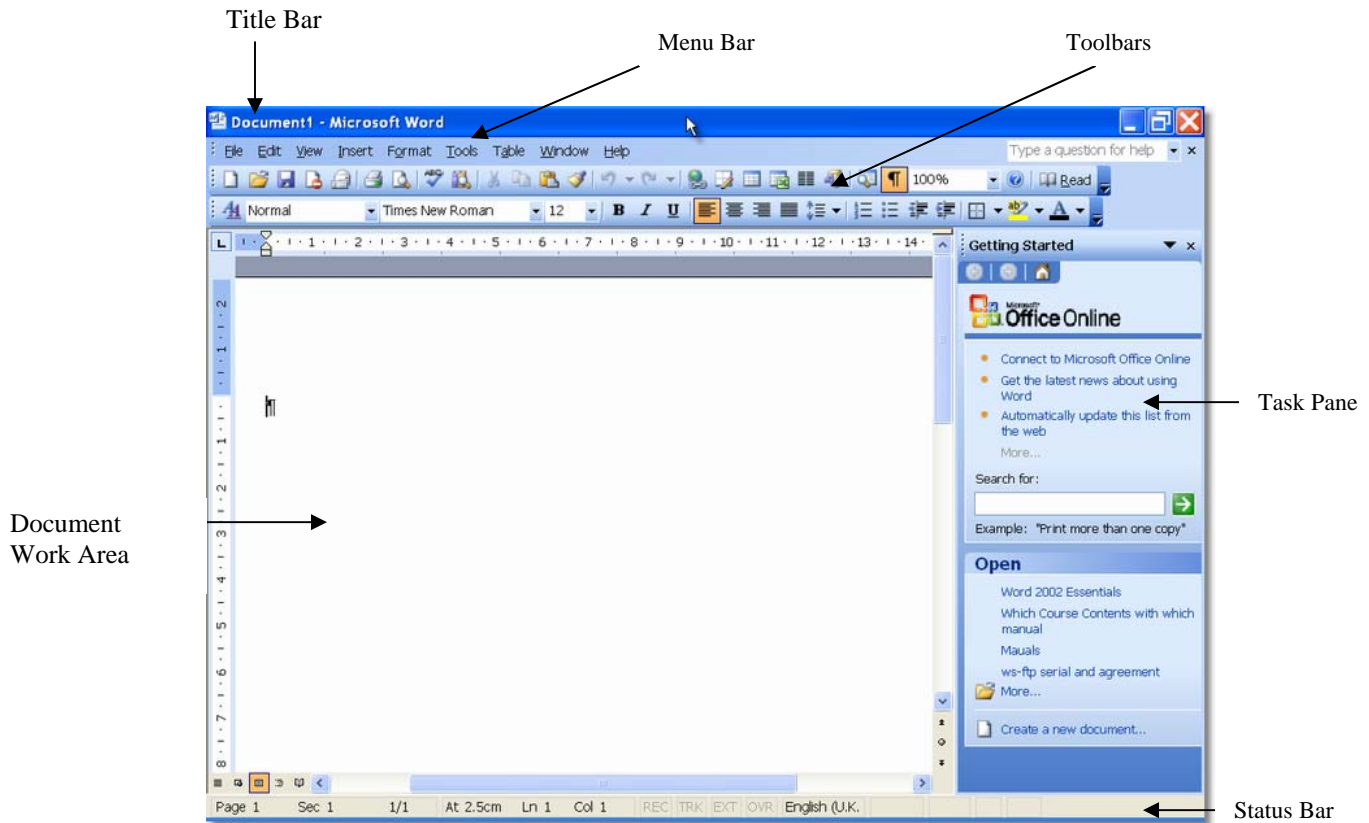
Or alternatively, a shortcut can be created and placed on the desktop to start Word.

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



# 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.

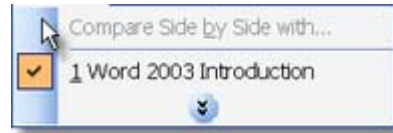
## Menu Bar

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.

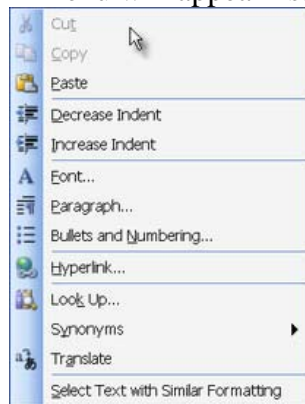


Figure 2 - Shortcut Menu

- 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

- 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.

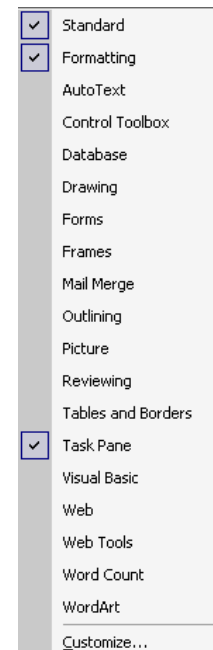
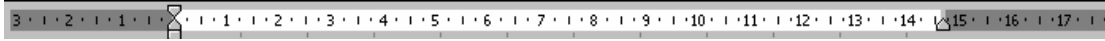


Figure 3 - Toolbars List

## ***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.

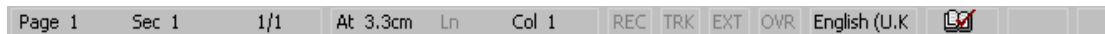
### **☞ To show or hide the horizontal ruler:**

#### **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.

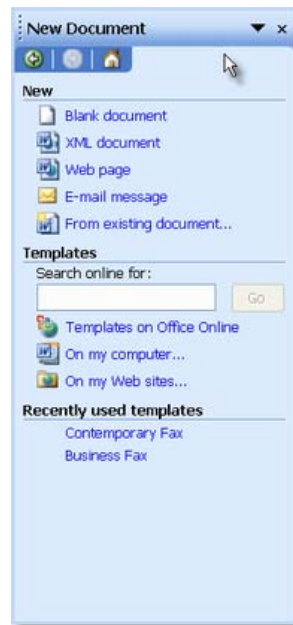


Figure 4 - Task Pane

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.

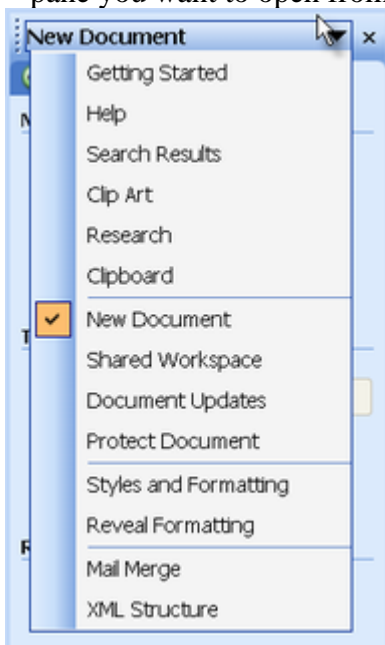
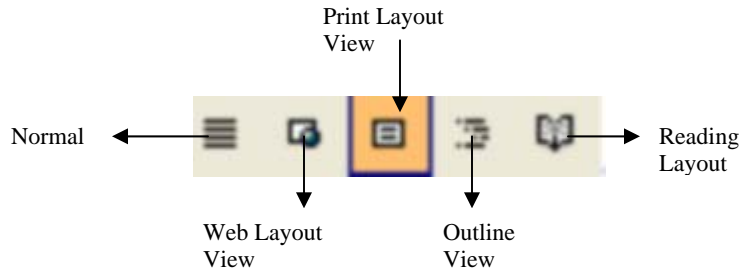


Figure 5 - Task Pane List

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.

## 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.

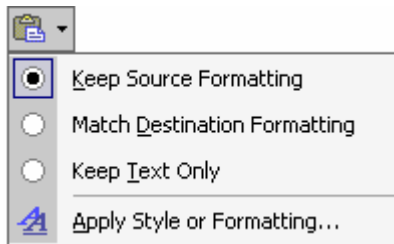


Figure 6 - Smart Tag

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

- 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.

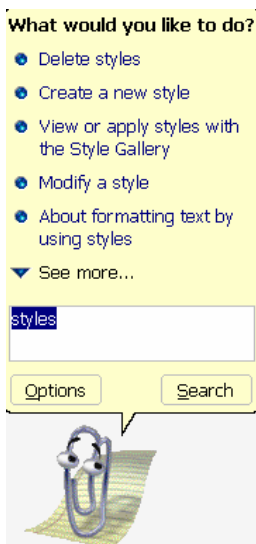


Figure 8 - The Assistant Balloon

## 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.



Figure 11 - Microsoft Word Help

- 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