

Microsoft Word 2003

Lesson 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**

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

- “feee|ling” – 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|” – 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

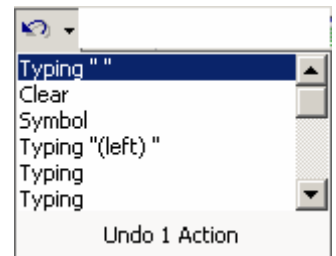
Keyboard

- 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

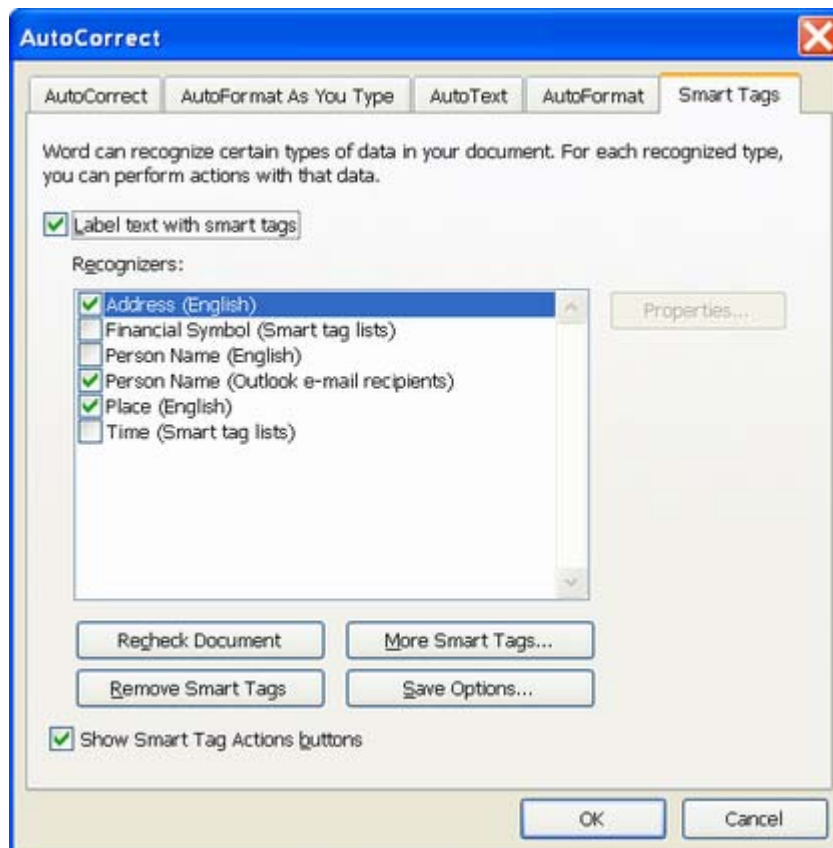
Word can recognise a wide range of different data types entered into a document, such as names, dates, addresses and stock ticker symbols. It converts each recognised piece of data into a smart tag, and you can then use a menu attached to the smart tag to perform useful actions on that data.

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 1 - The Smart Tags tab*




- Check the **Label text with smart tags** option to have Word recognise smart tags contained in a document.

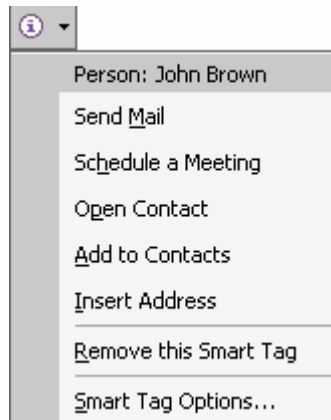
- Check the **Show Smart Tag Actions buttons** option to have Word display smart tag buttons.
- Activate the specific smart tag recognisers you want to use and click the **OK** button.

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:

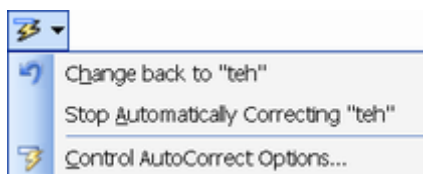
Mouse

- 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.
- Move the pointer over the bar and the AutoCorrect Options button will appear.
- Click the button and choose a command from the drop-down menu.

Friday is the



AutoCorrect Options



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.

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

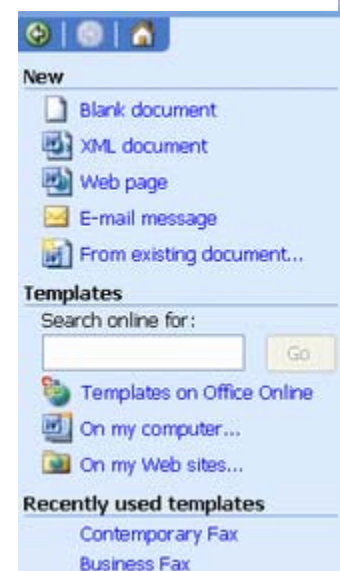
- Choose File, New from the Menu bar. The New Document task pane will appear.
- In the Templates section, select “On my computer” or another location listed. This will open the templates dialogue and allow you to select a template of choice

***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.

 Figure 2 - New Document Task Pane




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.

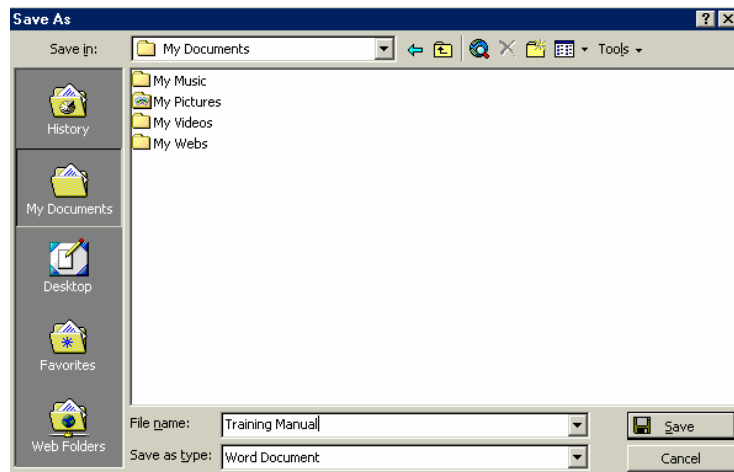


Figure 3 - Save As Dialog

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.*

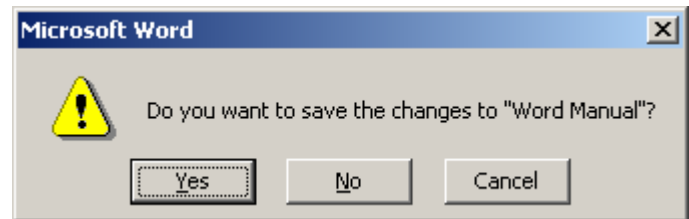


Figure 4 - Save Prompt

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:

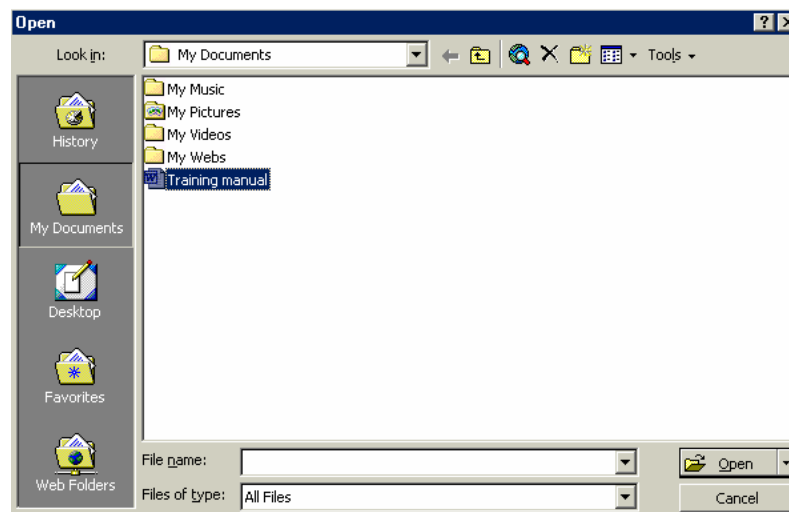


Figure 5 - Open dialog

- 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

