

CHAPTER

1

A First Look at Word



Are you ready to get started in Word? In this first chapter, you become familiar with the Word working environment and you learn basic ways to navigate and to enter text.

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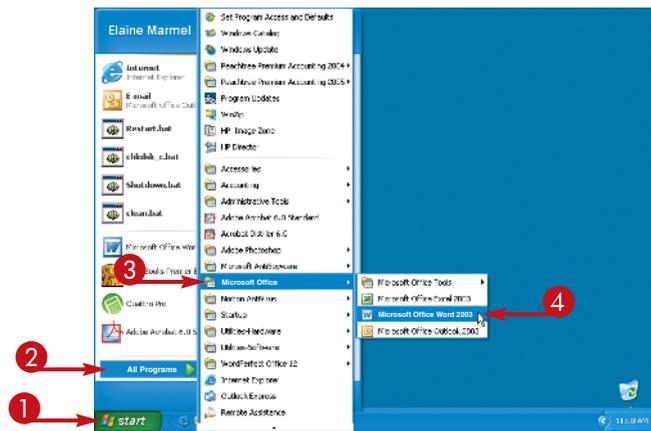
Open Word

You can open Microsoft Word a number of ways. This section demonstrates how to open Microsoft Word from the All Programs menu. Once Word opens, a blank document, ready for you to type text, appears.



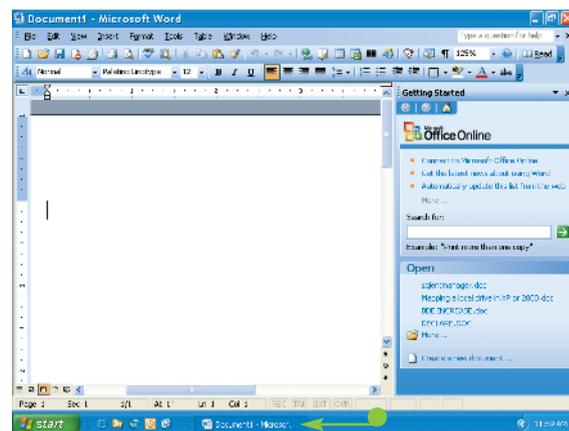
Open Word

- 1 Click **start**.
- 2 Click **All Programs**.
- 3 Click **Microsoft Office**.
- 4 Click **Microsoft Office Word 2003**.



A blank document appears in the Word window.

- A button representing the document appears in the Windows Taskbar.
- To close Word, click the **Close** icon (X).



The Word window contains tools you can use to work quickly and efficiently while you are creating documents.

Title Bar

Shows the program and document titles.

Menu Bar

Shows menus that contain program commands. Also a box in which you can type a question for help.

Standard Toolbar

Contains buttons that open common actions, such as opening an existing document or creating a new document.

Formatting Toolbar

Contains buttons that perform common formatting actions, such as changing the font style or applying bold or italics.

Toolbar Options Button

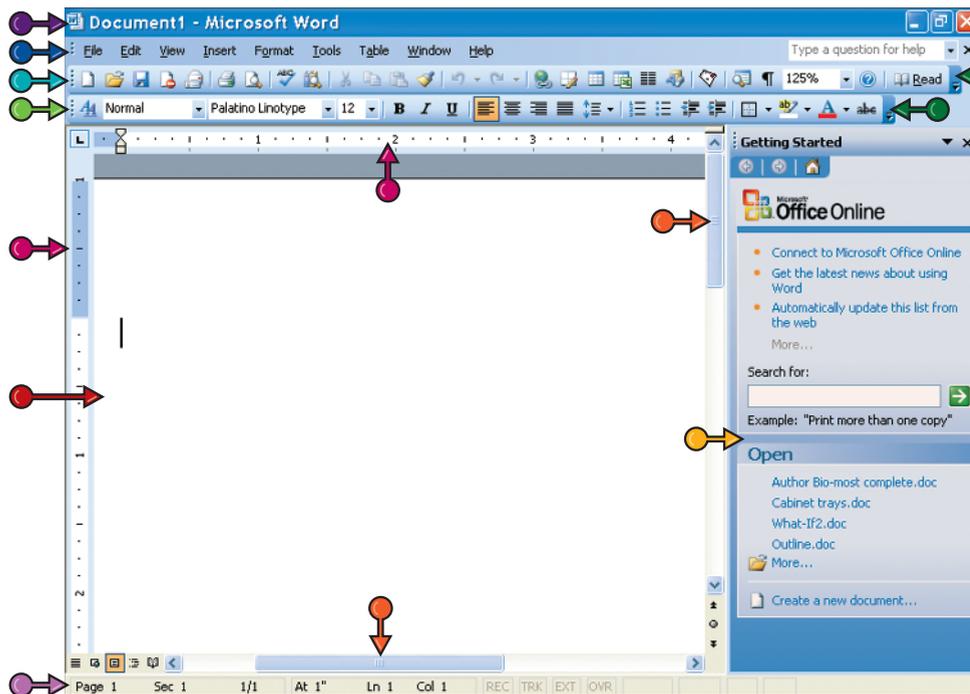
Displays buttons not visible on a toolbar due to insufficient screen space.

Rulers

Determines the physical location of text horizontally and vertically in relation to the margins. You can also set tab stops with the horizontal ruler and margins using either ruler.

Document Area

The area where you type. The flashing insertion point represents the location where text will appear when you type.



Task Pane

Displays common tasks. Its content changes, depending on the work you perform.

Scroll Bars

Reposition the document window horizontally or vertically. Drag the scroll boxes within the scroll bars or click the scroll bar arrows (⬆️ and ⬇️).

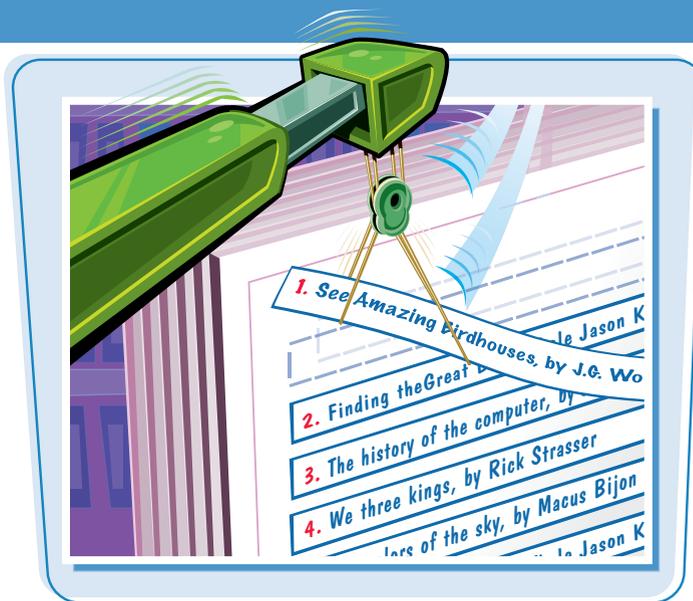
Status Bar

Displays information about the document and the location of the insertion point. From left to right, this bar contains: the Page area with the number of the page at the insertion point; the Sec area, with the number of the section at the insertion point; the 1/1 area, which gives the number of the page at the insertion point over the total document pages; the At area, which is the location of the insertion point vertically on the page in inches; the Ln area, which gives the line number at the insertion point, measured from the top margin; and the Col area, which shows the position within a line of the insertion point.

Enter Text

Word makes typing easy: You do not need to press Enter to start a new line. Word calculates when a new line should begin and automatically starts it for you.

When you type, you should use the **Tab** key instead of the Spacebar to add more than one space between words. See Chapter 6 for details on setting tabs.



Enter Text

TYPE TEXT

- 1 Type the text that you want to appear in your document.

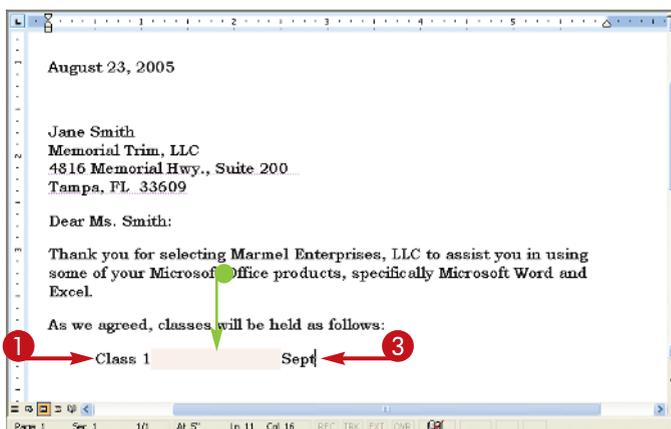
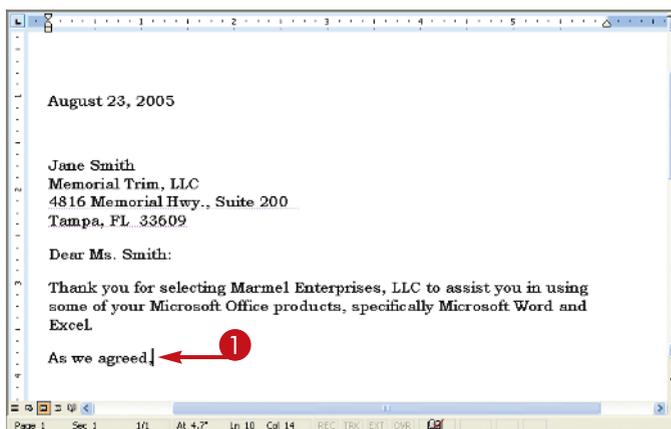
The text appears to the left of the insertion point as you type.

As the insertion point reaches the end of the line, Word automatically starts a new one.

Press **Enter** only to start a new paragraph.

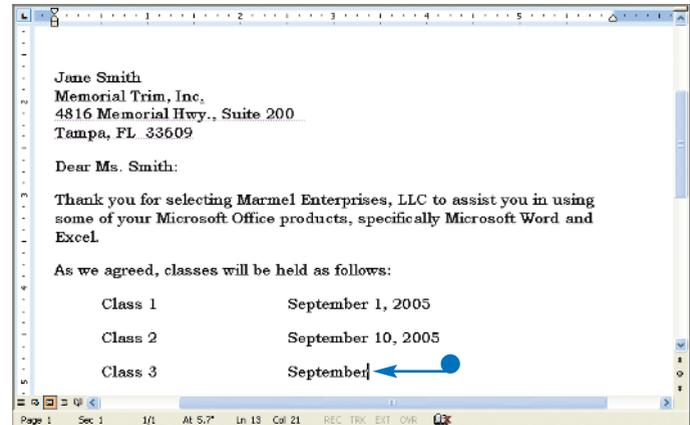
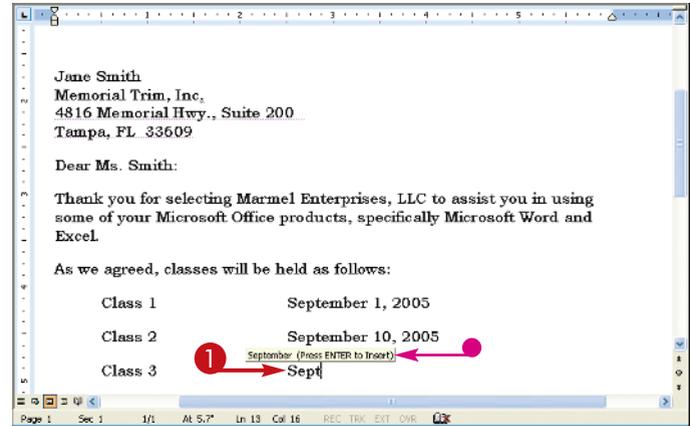
SEPARATE INFORMATION

- 1 Type a word or phrase.
 - 2 Press **Tab**.
 - To align text properly, press **Tab** to include more than one space between words.
- Several spaces appear between the last letter you typed and the insertion point.
- 3 Type another word or phrase.

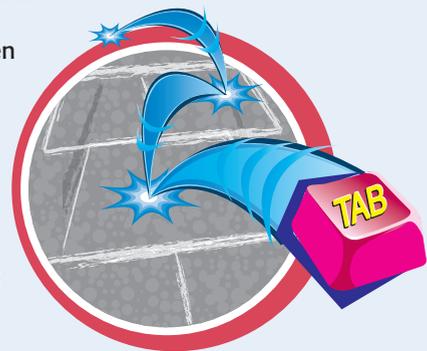


ENTER TEXT AUTOMATICALLY

- 1 Begin typing a common word, phrase, or date.
The AutoComplete feature suggests common words and phrases based on what you type.
 - Word suggests the rest of the word, phrase, or month.
- You can press **Enter** to let Word finish typing the word, phrase, or month for you.
 - You can keep typing to ignore Word's suggestion.

**TIP****Why should I use **Tab** instead of **Spacebar** to include more than one space between words?**

Typically, when you include more than one space between words or phrases, you intend to align text in a columnar fashion. Most fonts are proportional, meaning each character of a font takes up a different amount of space on a line. Therefore, you cannot calculate the number of spaces needed to align words beneath each other. Tabs, however, are set at specific locations on a line, such as 3 inches. When you press **Tab**, you know exactly where words or phrases will appear on a line. Word sets default tabs every .5 inch; to avoid pressing **Tab** multiple times to separate text, change the tab settings.



Move Around in a Document

You can use many different techniques to move to a different location in a document; the technique you select depends on the location to which you want to move.



Move Around in a Document

MOVE ONE CHARACTER

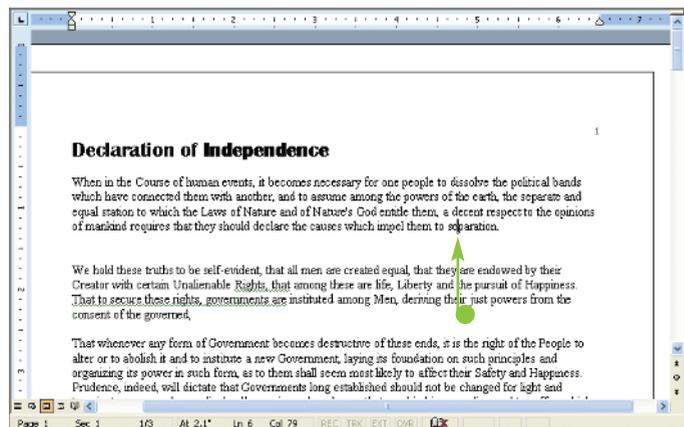
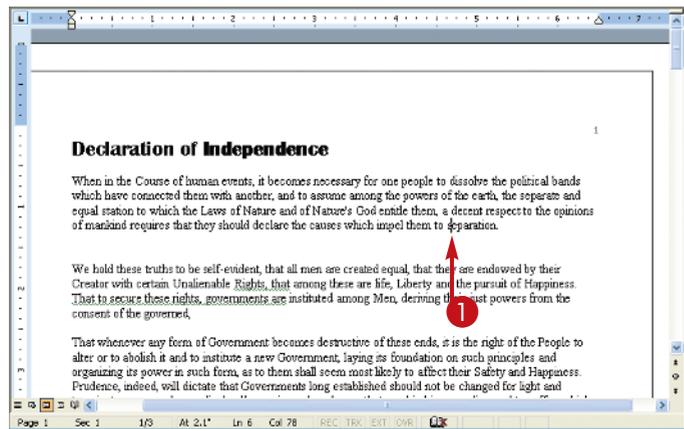
- 1 Note the location of the insertion point.
- 2 Press .

- Word moves the insertion point one character to the right.

You can press , , or  to move the insertion point one character left, up, or down.

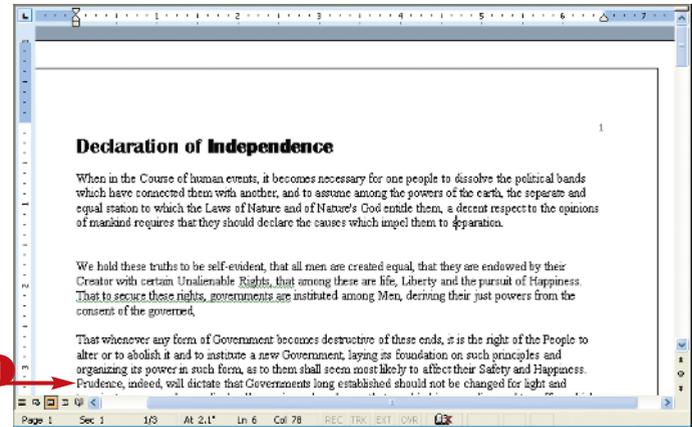
Holding any arrow key moves the insertion point repeatedly in the direction of the arrow key.

You can press  or  to move the insertion point one word at a time to the right or left.



MOVE ONE SCREEN

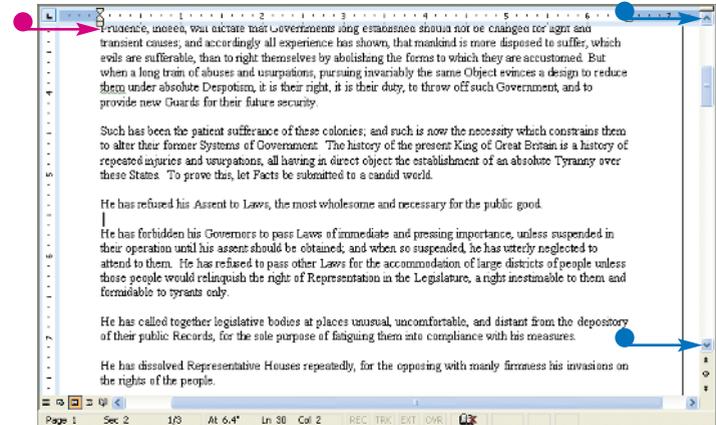
- 1 Note the last visible line on-screen.
- 2 Press **Page Down**.



- Word moves the insertion point down one screen.

You can press **Page Up** to move the insertion point up one screen.

- You can click the **Tiles** icon () to scroll up, or the **Icons** icon () to scroll down, one line at a time in a document.



TIPS

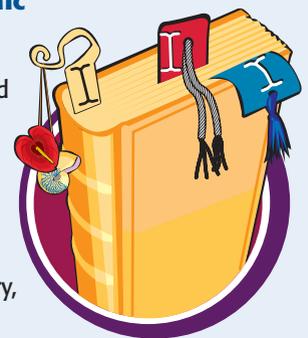
Is there a way to quickly move the insertion point to the beginning or the end of a document?

Yes. Press **Ctrl + Home** to move the insertion point to the beginning of a document or **Ctrl + End** to move the insertion point to the bottom of a document. You can press **Shift + F5** to move the insertion point to the last place you changed in your document.



Is there a way to move the insertion point to a specific location?

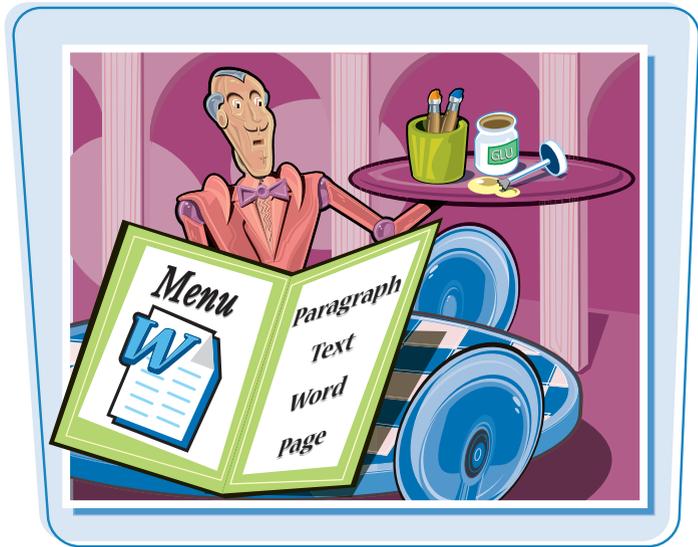
Yes, you can use bookmarks to mark a particular place and then return to it. See Chapter 3 for details on creating a bookmark and returning to the bookmark's location. See Chapter 4 for details on searching for a specific word and, if necessary, replacing that word with a different one.



Using Menus

For your convenience, Word's menus list the actions — commands — you can take while using the program. Initially, the most commonly used commands appear. If you wait, Word expands the menu to display all commands. Or, you can expand the menu.

Word monitors the way you work and, over time, the commands you use most frequently appear on the menus.

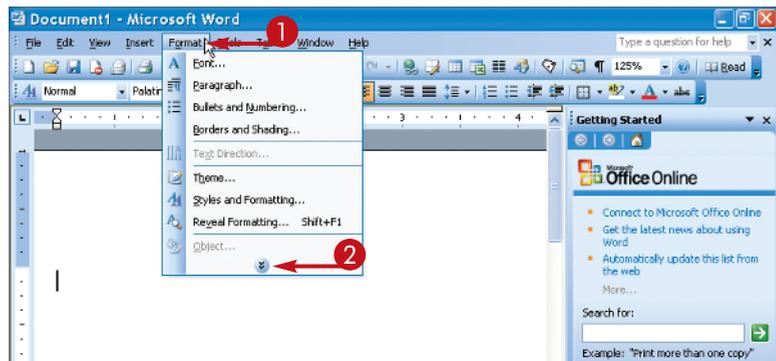


Using Menus

- 1 Click a menu.

The menu opens, displaying the most commonly used commands.

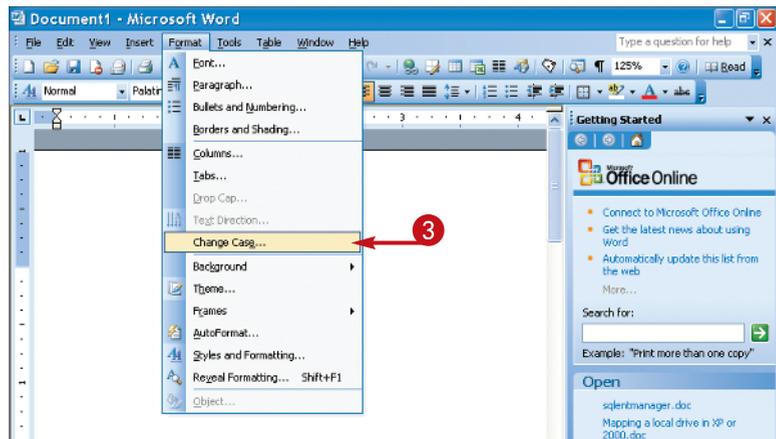
- 2 Click the arrow at the bottom of the menu (▾).



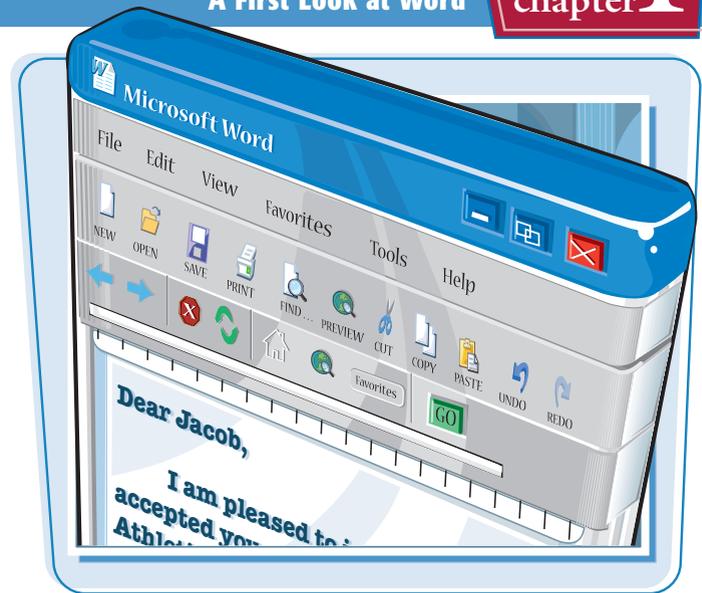
The menu expands to display the other commands available on the menu.

- 3 Click the command you want to use.

Note: Commands that appear gray are not currently available.



You can use toolbars, in addition to menus, to select commands. Toolbar buttons provide shortcuts to the same commands you can select on menus.

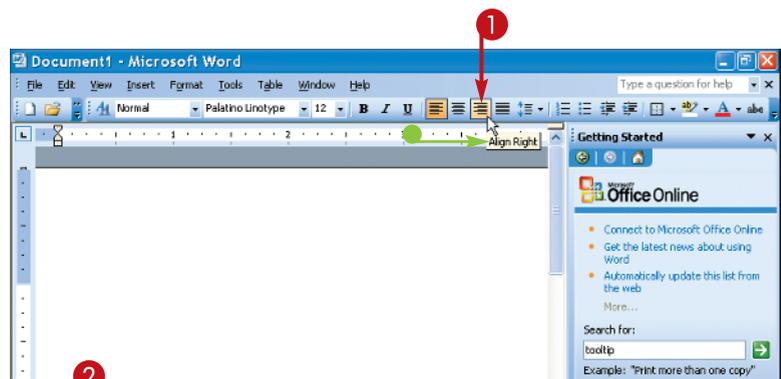


Using Toolbars

1 Move the mouse pointer so that it points at a toolbar button.

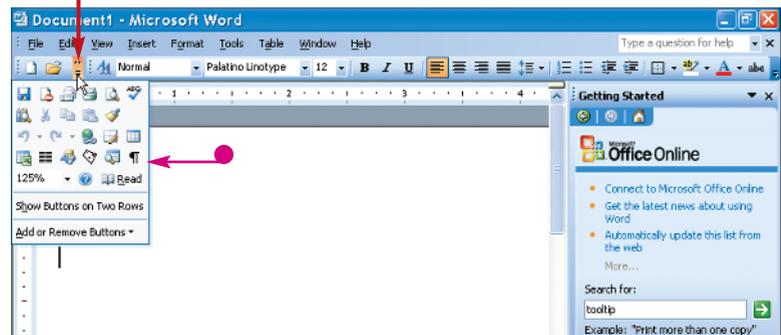
- A ScreenTip appears in a yellow box, identifying the button's name and function.

You can click a button to perform its command.



2 Because not all buttons on a toolbar are visible, to display additional buttons, click the **Toolbar Options** icon ().

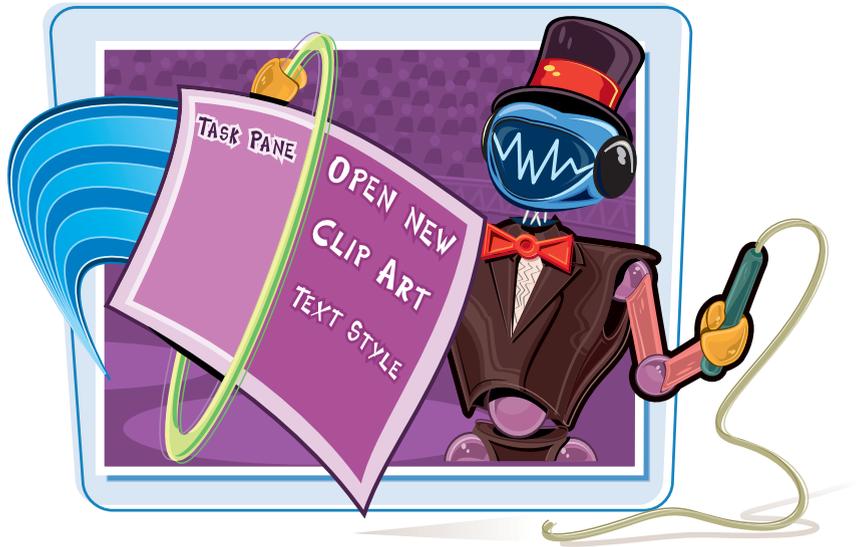
- Additional toolbar buttons appear.



Using the Task Pane

The task pane appears automatically on the right side of the Word screen to help you perform common tasks, such as opening new or recently used documents, searching for clip art, or applying styles to text.

Word contains several different task panes. The Getting Started task pane appears each time you start Word. You can switch to different task panes or let Word display them automatically when appropriate.

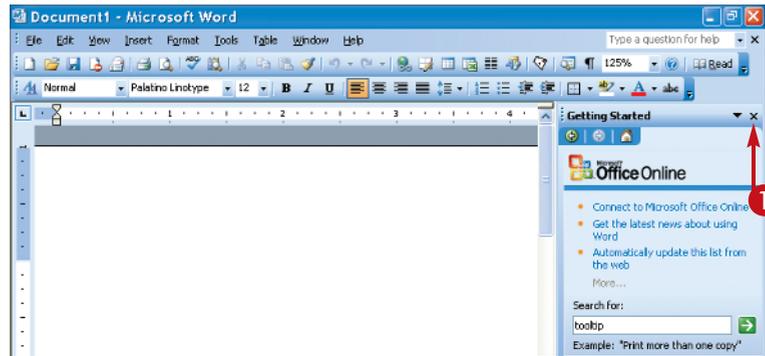


Using the Task Pane

HIDE THE TASK PANE

- 1 Click the **Task Pane Close** icon (✕).

The task pane disappears.

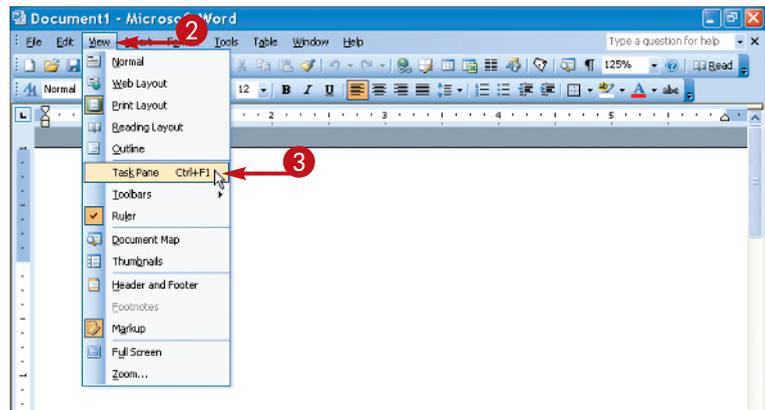


REDISPLAY THE TASK PANE

- 2 Click **View**.
- 3 Click **Task Pane**.

The task pane appears.

Note: When a check (☑) appears beside Task Pane on the View menu, the task pane is visible on-screen. When no check appears, the task pane is not visible.

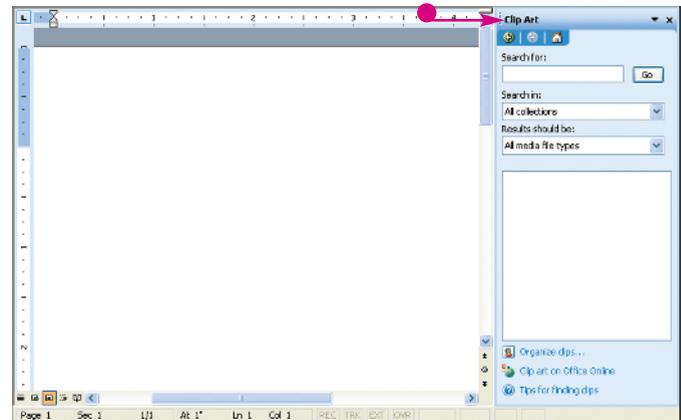
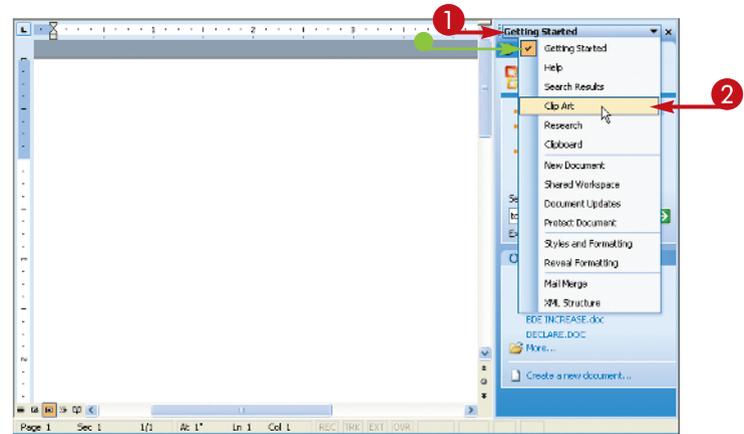


SWITCH TASK PANES

- 1 Click the Getting Started ▾.
 - Word displays a list of available task panes.
- A check appears beside the currently selected task pane.
- 2 Click a task pane.

The new task pane appears.

- Each task pane's title appears here.



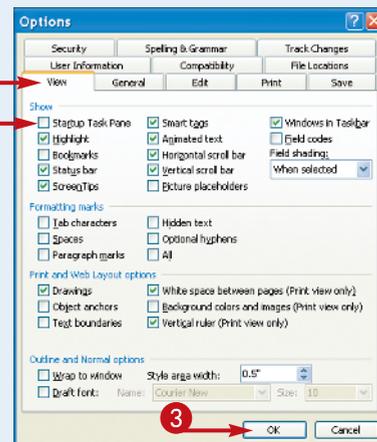
TIP

Can I stop the task pane from appearing when I start Word?

Yes. In the Options dialog box, which you open by clicking **Tools**, and then **Options**, do the following:

- 1 Click the **View** tab.
- 2 Click **Startup Task Pane** (changes to) .
- 3 Click **OK**.

When you close and restart Word, the task pane does not appear.

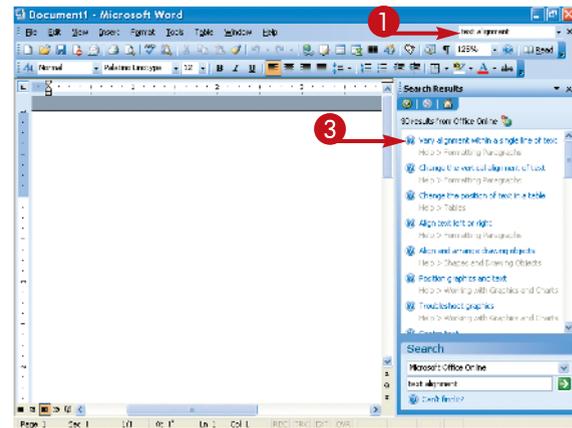


You can search for help with the Word tasks you perform. By default, Word searches the Help file on your computer as well as the Internet.

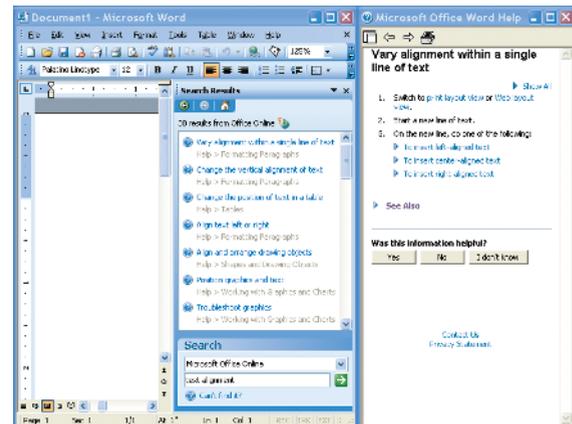


Get Help

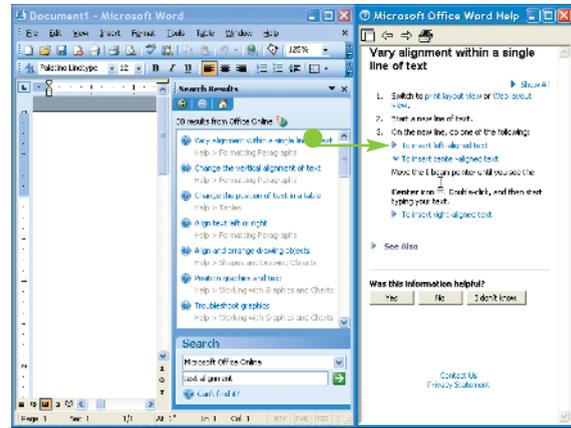
- 1 Click here and type a word or phrase related to the help topic you want to view.
 - 2 Press **Enter**.
- Help topics related to the word or phrase you typed appear in the task pane.
- 3 Click the topic most closely related to the subject on which you want help.



A new window containing the Help topic information opens beside the Word window.

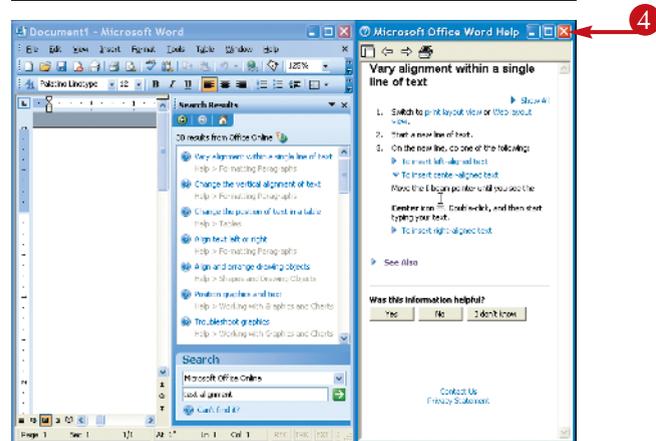


- You can display additional information for any line preceded by a carat if you click that line.



- 4 To close the Help window, click .

The Word window re-expands to fill the screen and the Search task pane containing the Help topics remains visible.



TIPS

Can I make Word search only the Help file on my computer for topics instead of searching the Internet?

Yes. In the Search task pane, click the **Search**  and select **Offline Help**.



What do the different icons beside Help topics in the Search Results task pane mean?

Some of the most common icons are the **Help on Microsoft Online** icon () , which actually represents a Help topic in the file stored on your computer; the **Template on Microsoft Online** icon () , which represents a predefined template you can download to help you accomplish a task; **the Article on Microsoft Online** icon () , which represents a Web-based article containing helpful information; and **the Training on Microsoft Online** icon () , which represents a link to Internet training on the topic.

