

Chapter 1: Entering, Editing, and Formatting Text

In This Chapter

- ✓ Creating new documents
- ✓ Opening documents
- ✓ Saving versions of documents
- ✓ Changing text fonts and the size of text
- ✓ Spell-checking a document

Chapter 1 is where you get your feet wet. Don't be shy. Walk right to the shore and sink your toes in the water. Don't worry; I won't push you from behind. This chapter explains how to create and open documents, save different versions of documents, and change the look of the text. For poor typists and spellers, it also tells how to spell-check a document.

Getting Acquainted with Word

Seeing the Word screen for the first time is sort of like trying to find your way through Tokyo's busy Ikebukuro subway station. It's intimidating. But when you start using Word, you quickly learn what everything is. To help you get going, Table 1-1 gives you some shorthand descriptions of the different parts of the Word screen. Figure 1-1 shows precisely where these screen parts are.

Table 1-1	Parts of the Word Screen
<i>Part of Screen</i>	<i>What It Is</i>
Title bar	At the top of the screen, the title bar tells you the name of the document you're working on.
Control menu	Click here to pull down a menu with options for minimizing, maximizing, moving, and closing the window.
Minimize, Restore, Close buttons	These three magic buttons make it very easy to shrink, enlarge, and close the window you are working in.
Menu bar	The list of menu options, from File to Help, that you choose from to give commands.

(continued)

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Table 1-1 (continued)

<i>Part of Screen</i>	<i>What It Is</i>
Task Pane	The pane that appears on the right side of the screen and provides options for opening Word documents and doing other tasks.
Toolbars	A collection of buttons you click to execute commands. To display or remove toolbars, right-click a toolbar and choose a toolbar name on the shortcut menu.
Scroll bars	The scroll bars help you get from place to place in a document.
View buttons	Click one of these to change your view of a document.
Status bar	The status bar gives you basic information about where you are and what you're doing in a document. It tells you what page and what section you're in, the total number of pages in the document, and where the insertion point is on the page.



To see the Standard toolbar and Formatting toolbar in two separate rows, click the **Toolbar Options** button and choose **Show Buttons on Two Rows**. You will find the miniscule **Toolbar Options** button on the far right side of the Standard or Formatting toolbar.

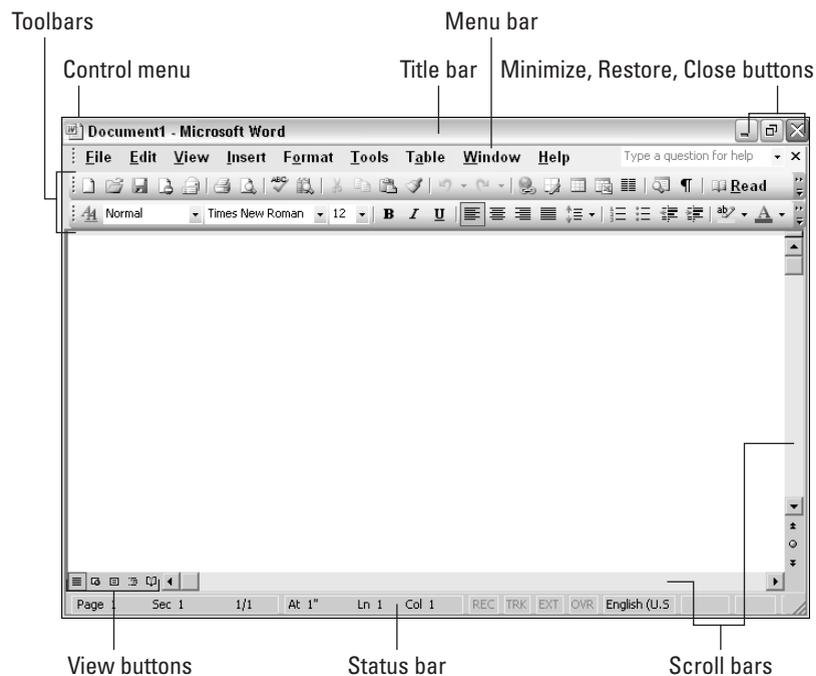


Figure 1-1:
The Word screen.

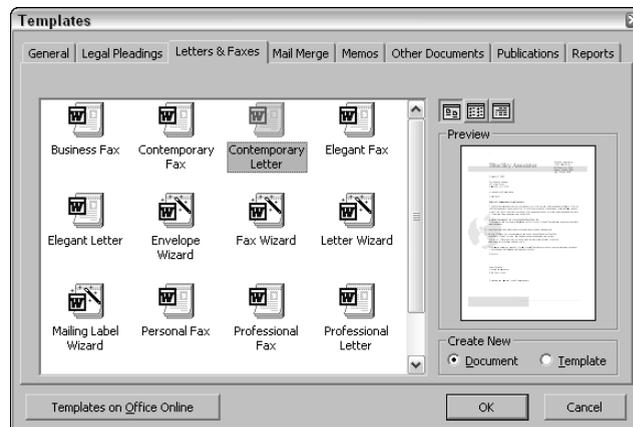
Creating a New Document

Document is just a fancy word for a letter, report, announcement, or proclamation that you create with Word. When you first start Word, you see a document with the generic name “Document1.” Apart from the new document that appears when you start Word, the program offers a bunch of ways to create a brand-new document:



- ◆ **Starting from a blank document:** Click the New Blank Document button, press Ctrl+N, or click the Blank Document hyperlink in the New Document task pane. Go this route and you get a blank document made from the Normal template. For most occasions, the blank document is a fine place to start.
- ◆ **Starting with a sophisticated template:** Click the On My Computer hyperlink in the New Document task pane to open the Templates dialog box and choose a template there, as shown in Figure 1-2. You’ll find the On My Computer hyperlink under the “Other Templates” in the New Document task pane. If you don’t see the task pane, press Ctrl+F1 or choose View⇨Task Pane.

Figure 1-2:
The
Templates
dialog box.



Select a tab in the dialog box, select a template or wizard, and click the OK button. Each template comes with its own sophisticated styles so that you don’t have to create fancy layouts yourself (Chapter 4 explains styles). A *wizard* is a series of dialog boxes in which you make choices about the kind of document you want. If you are in the market for a fancy document, you can save a lot of time by doing it with a template or wizard because you don’t have to do most of the formatting yourself.

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- ◆ **Starting with a template from the Microsoft Web site:** Click the Templates Home Page hyperlink on the New Document task pane to go to Microsoft.com and choose a template there.

Speedy Ways to Open Documents

Rooting around in the Open dialog box to find a document is a bother, so Word offers these handy techniques for opening documents:

- ◆ **File menu:** If you want to open a document you worked on recently, it may be on the File menu. Check it out. Open the File menu and see whether the document you want to open is one of those listed at the bottom of the menu. If it is, click its name or press its number (1 through 4).
- ◆ **Document list in New Document task pane:** The same documents that are listed on the File menu can also be found at the top of the New Document task pane. Click a file there to open it.
- ◆ **My Recent Documents button in the Open dialog box:** Click the My Recent Documents button in the Open dialog box to see a list of the last three dozen documents and folders that you opened. Double-click a document to open it; double-click a folder to see its contents.
- ◆ **My Documents button in the Open dialog box:** Click the My Documents button to see the contents of the My Documents folder. Double-click a document to open it. The My Documents folder is a good place to keep documents you are currently working on. When you're done with a current document, you can move it to a different folder for safekeeping.
- ◆ **Windows Documents menu:** Click the Start button and choose Documents to see a list of the last 15 files you opened (in Word and in other programs). Choose a Word document on the list to open it in Word.
- ◆ **Open the Recent Documents Menu:** Click the Start button, choose My Recent Documents, and select from the last several files you opened. This way, you open a file and a program at the same time.



To list more than four documents at the bottom of the File menu and the top of the New Document task pane, choose Tools⇨Options, select the General tab in the Options dialog box, and enter a number higher than 4 in the Recently Used File List box.



The New Document task pane appears when you start Word, but if you prefer not to see it when you start the program, choose **T**ools⇨**O**ptions, select the View tab in the Options dialog box, and uncheck the StartUp Task Pane check box.

All about Saving Documents



Everybody, or nearly everybody, knows how to save a document. All you have to do is press Ctrl+S, click the Save button, or choose **F**ile⇨**S**ave. The first time you save a document, you are asked to give it a descriptive name and choose the folder where it belongs. Word also offers the **F**ile⇨**S**ave **A**s command for saving a file under a different name. You can also save versions of a document or save documents under a different format. Better read on.

Saving versions of documents

In a lengthy document such as a manual or a report that requires many drafts, saving different drafts can be helpful. That way, if you want to retrieve something that got dropped from an earlier draft, you can do so. One way to save drafts of a document is to save them under different names, but why do that when you can rely on the Versions command on the File menu?

Follow these steps to save different versions of a document as it evolves into a masterpiece:

1. Choose **F**ile⇨**V**ersions.

The Versions In dialog box appears, as shown in Figure 1-3. It lists past versions of the document that you saved.

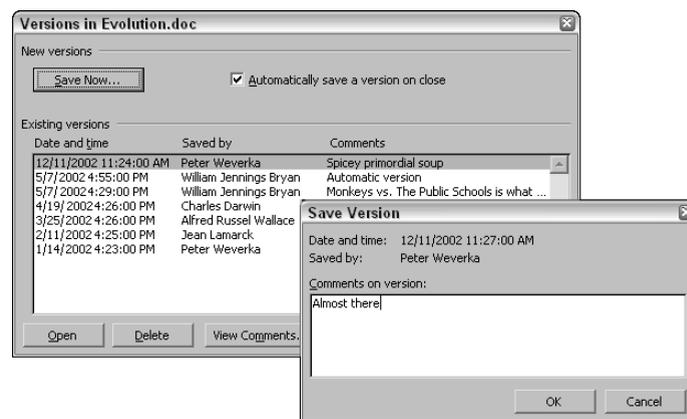


Figure 1-3:
Saving
different
versions of
a document.

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2. Click the **S**ave Now button.
3. In the Save Version dialog box, write a descriptive comment about this version of the document and click OK.

To review an earlier version of a document, choose **File**⇨**V**ersions. In the Versions In dialog box, read comments to find the version you want to open, select the version, and click the **O**pen button. The earlier version appears in its own window next to the up-to-date version. You can tell which version you are dealing with by glancing at the title bar, which lists the date that the earlier version was saved. If a version of a document deserves to be a document in its own right, open it, choose **File**⇨**S**ave **A**s, and save it under its own name. That way, you can get at it more easily.

Saving under a different file format

Suppose that a friend or co-worker isn't as sophisticated as you and doesn't have the latest version of Word. All is not lost: You can save Word documents under different formats and thereby permit others to open them. To save under a different format, choose **File**⇨**S**ave **A**s, open the Save As **T**ype drop-down list in the Save As dialog box, and choose a format. You will find many formats on the Save As **T**ype drop-down list, including earlier versions of Word (97–2002 and 6.0/95, as well as Rich Text Format), WordPerfect, and Macintosh formats. I should warn you, however, that converting a file to a different format is always a dicey proposition, because little things such as special characters often get mangled in the translation.

Word also offers the Batch Conversion Wizard for converting numerous files to a different format simultaneously. To use this wizard, start by creating a new folder and copying files you want to convert to the folder. While you're at it, create a new folder for storing the converted files. The Batch Conversion Wizard will ask you which files to convert and where to place the converted files. By creating the two folders to begin with, you can make the process go more smoothly. To run the Batch Conversion Wizard:

1. Choose **File**⇨**N**ew and select the **On My Computer** hyperlink in the **New Document** task pane.

Press **Ctrl+F1** or choose **View**⇨**T**ask **P**ane to display the task pane.

2. In the **Templates** dialog box, select the **Other Documents** tab.
3. Double-click the **Batch Conversion** icon.

The Conversion Wizard starts. You will be asked to declare which format you want to convert to or from, where the to-be-converted files are located, which files need converting, and where to place the converted files.



If everybody you work with is running an older version of Word and you want to save all your Word files under an older format, you can arrange to save files this way automatically. Choose **T**ools⇨**O**ptions, select the Save tab in the Options dialog box, and choose a format from the Save **W**ord Files As drop-down list.

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Chapter 1

Entering, Editing,
and Formatting Text

Changing the Font and Size of Text

Font is the catch-all name for type style and type size. When you change fonts, you choose another style of type or change the size of the letters. Word offers a whole bunch of different fonts. You can see their names by clicking the down arrow next to the Font drop-down list and scrolling down the list. To change the font:

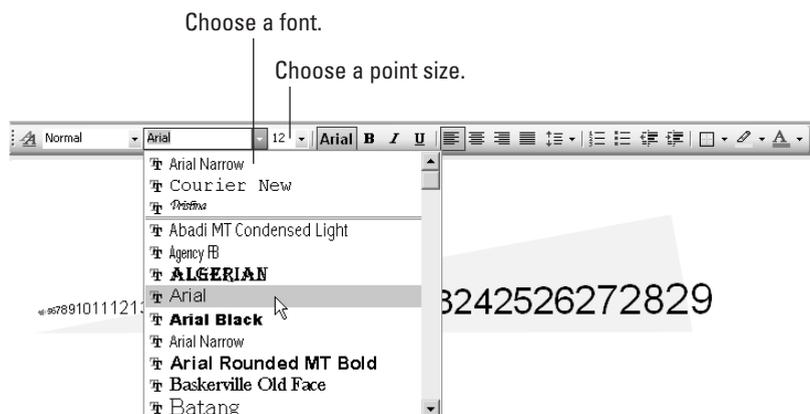
1. **Select the text or place the cursor where you want the font to change.**
2. **Click the down arrow on the Font drop-down list and select a font name.**

As shown in Figure 1-4, you see the names of fonts, each one dressed up and looking exactly like itself. Word puts all the fonts you've used so far in the document at the top of the Font drop-down list to make it easier for you to find the fonts you use most often.

To quickly scroll down the list, press a letter on your keyboard. Press **S**, for example, to scroll to fonts whose names begin with an **S**. Fonts with **TT** beside their names are TrueType fonts. Use these fonts if you can because they look the same on-screen as they do when printed on paper.

Book IX, Chapter 1 explains how to load and unload fonts from your computer. Unload fonts when the Font menu gets too crowded.

Figure 1-4:
Choosing a
font and font
size.



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Constructing your default document

When you open a brand-new document by clicking the New Blank Document button or pressing Ctrl+N, does the document meet your specifications? When you start typing, does the text appear in your favorite font? Are the margins just-so?

You can get a head start in creating documents by telling Word what you want new documents to look like. To do that, open the Font

dialog box (choose **F**ormat→**F**ont), the Page Setup dialog box (choose **F**ile→**P**age **S**etup), and the Language dialog box (choose **T**ools→**L**anguage→**S**et **L**anguage), in turn, make your choices, and click the **D**efault button in these dialog boxes. Changes you make this way are made to the Normal document template (Chapter 4 explains what templates are).

Type is measured in *points*. A point is $\frac{1}{72}$ of an inch. The larger the point size, the larger the letters. To change the size of letters:

1. **Select the letters or place the cursor where you want the larger or smaller letters to start appearing.**
2. **Click the down arrow on the Font Size drop-down list and choose a Font size.**



Enter a point size in the Font Size box if the font sizes on the menu don't do the trick.



You can also change font sizes by selecting the text and pressing Ctrl+Shift+< or Ctrl+Shift+>. Doing so increases or decreases the font size by the next interval on the Font Size menu. Press Ctrl+] or Ctrl+[to increase or decrease the font size by 1 point.

To change fonts and font sizes at the same time, choose **F**ormat→**F**ont and make your choices in the Font dialog box.

Changing lowercase to UPPERCASE and Vice Versa

What do you do if you look at your screen and discover — to your dismay — that you entered characters iN tHe wRONG casE! It happens. And sometimes Word does mysterious things to letters at the start of sentences and to capital letters in the middle of words. What can you do about that? You can fix uppercase and lowercase problems in two ways.

The fastest way is to select the text you entered incorrectly and press Shift+F3. Keep pressing Shift+F3 until the text looks right. Shift+F3 first changes the characters to all lowercase, then to Initial Capitals, then to ALL UPPERCASE, and then back to all lowercase again.



Microsoft Weird is very presumptuous about how it thinks capital letters should be used. You've probably noticed that already. You can't type a lowercase letter after a period without Word uppercasing it. You can't enter lowercase computer code at the start of a line without Word capitalizing the first letter. If Word capitalizes a letter against your will, move the pointer over the letter. You see the AutoCorrect Options button. At that point, you can click the button to open a drop-down menu and choose an option to undo the capitalization. For that matter, you can click the Control AutoCorrect Options command to open the AutoCorrect dialog box and choose for yourself what is "corrected" automatically (Chapter 2 explains the AutoCorrect options).

Spell-Checking a Document



Don't trust the smell checker — it can't catch all misspelled words. If you mean to type *middle* but type *fiddle* instead, for example, the spell-checker won't catch the error because *fiddle* is a legitimate word. The moral is: If you're working on an important document, proofread it carefully. Don't rely on the spell checker to catch all your smelling errors.

The spell-checker is great, however, for taking care of the majority of spelling errors. Figure 1-5 demonstrates the two ways to run the spell-checker. Red wiggly lines appear under words that Microsoft Word thinks are misspelled. Right-click a misspelled word and choose the correct word on the shortcut menu. Otherwise, go the whole hog and spell- or grammar-check an entire document or text selection by starting in one of these ways:



- ◆ Click the Spelling and Grammar button.
- ◆ Choose **T**ools⇨**S**pelling and Grammar.
- ◆ Press F7.

The Spelling and Grammar dialog box appears. Options in this dialog box are self-explanatory, I think, except for these beauties:

- ◆ **Ignore Once:** Ignores the misspelling, but stops on it again if it appears later in the document.
- ◆ **Ignore All:** Ignores the misspelling wherever it appears in the document. Not only that, it ignores the misspelling in all your other open documents.

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- ◆ **Add to Dictionary:** Adds the word in the Not in Dictionary box to the words in the dictionary that Microsoft Word deems correct. Click this button the first time that the spell checker stops on your last name to add your last name to the spelling dictionary.

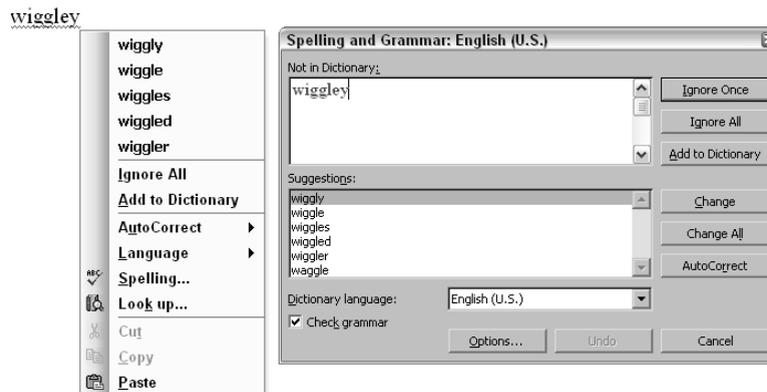


Figure 1-5:
Two ways to
fix spelling
errors.

- ◆ **Change All:** Changes not only this misspelling to the word in the Suggestions box, but also all identical misspellings in the document.
- ◆ **AutoCorrect:** Adds the suggested spelling correction to the list of words that are corrected automatically as you type them (Chapter 2 explains the AutoCorrect mechanism).
- ◆ **Undo:** Goes back to the last misspelling you corrected and gives you a chance to repent and try again.
- ◆ **Check Grammar:** Uncheck this box to run the spell checker and ignore what Word thinks are grammatical errors.

You can click outside the Spelling dialog box and fool around in your document, in which case the Ignore button changes names and becomes Resume. Click the Resume button to start the spell-check again.



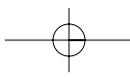
Suppose that you have a bunch of computer code or French language text that you would like the spell checker to either ignore or check against its French dictionary instead of its English dictionary. To tell the spell checker how to handle text like that, select the text and choose **Tools**→**Language**→**Set Language**. In the Language dialog box, choose a new language for your words to be spell-checked against, or else click the **Do Not Check Spelling or Grammar** check box.

From Word's standpoint, a dictionary is merely a list of words in a file, not a list of words and their definitions. To find spelling errors, Word compares each word on the page to the words in its main dictionary (Mssp3en.lex, if you write in U.S. English) and a second dictionary called Custom.dic. The Custom.dic dictionary lists words, proper names, and technical jargon that you deemed legitimate when you clicked the Add to Dictionary button in the course of a spell check. To edit a custom dictionary, choose **T**ools→**O**ptions, select the Spelling & Grammar tab in the Options dialog box, click the **C**ustom Dictionaries button, select the dictionary that needs editing in the Custom Dictionaries dialog box, and click the **M**odify button. A dialog box appears with all the words in the dictionary in a list. Edit away.

What's with the red and green wiggly lines?

As you must have noticed by now, red wiggly lines appear under words that are misspelled, and green wiggly lines appear under words and sentences that Word thinks are grammatically incorrect. Correct spelling and grammar errors by right-clicking them and choosing an option from the shortcut menu. If the red or green lines annoy you, however, you can remove them from the screen by choosing **T**ools→**O**ptions and selecting the Spelling & Grammar tab in the Options dialog box:

- ◆ **Stop the wiggly lines from appearing:** Unselect the Check Spelling as You Type and Check **G**rammar as You Type check boxes.
- ◆ **Stop the lines from appearing in one document only:** Select the Hide **S**pelling Errors in This Document or Hide Grammatical Errors in this Document check boxes.



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