# 1

Getting Started with Word

W ord is a powerful word-processing program that enables you to easily compose and edit documents for print or online use. Word 2002 contains many new features specifically designed to improve the way you interact with the program, and the way you collaborate with one another in preparing documents. This chapter orients new Word users to basic concepts, such as starting the program; working with windows, menus, and toolbars; creating and opening documents; and accessing the onscreen help features. Because this chapter introduces some of the new Word features, experienced Word users should not skip this chapter entirely.

Starting Word

Before you can begin using Word, you need to start the program. The easiest way to start Word is to use the Start menu, which you open by clicking the Start button on the taskbar. When Word starts, it displays a blank document so that you can begin working immediately.
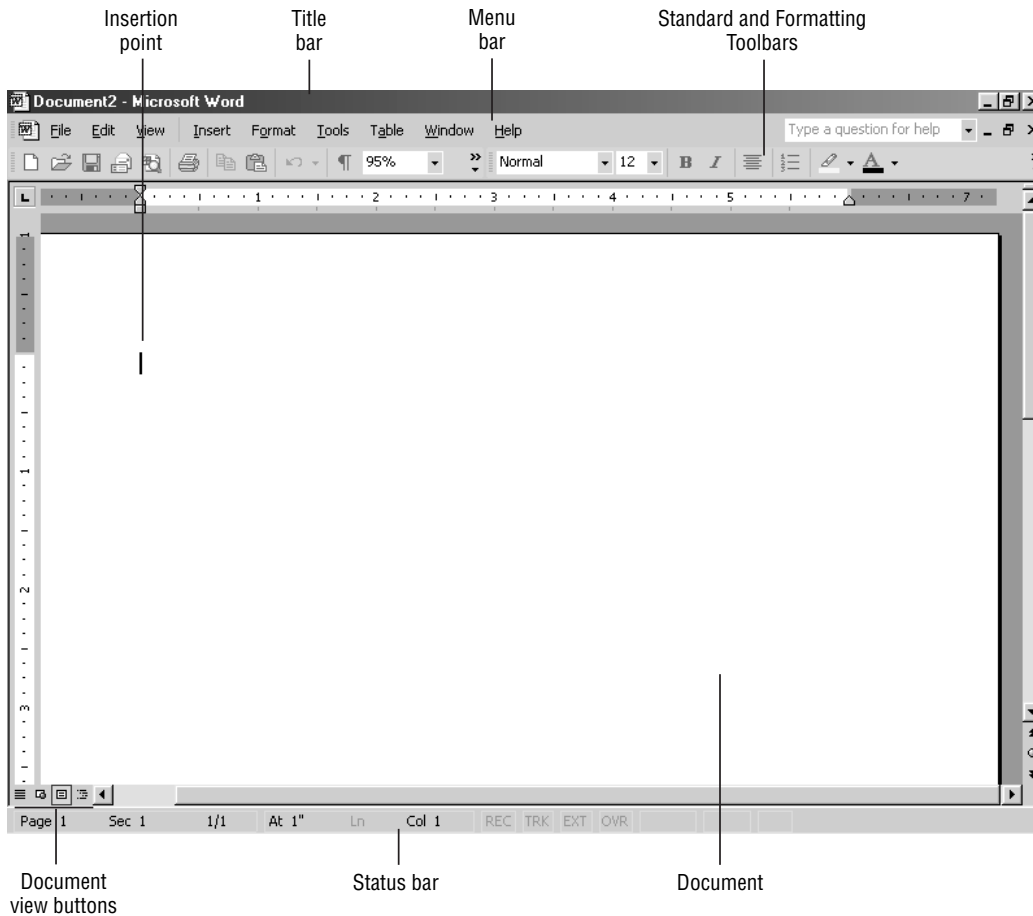
Start Word

1. Click the **Start** button ![Start] on the taskbar.

2. Point to **Programs**.

3. Click **Microsoft Word**. A blank document opens.
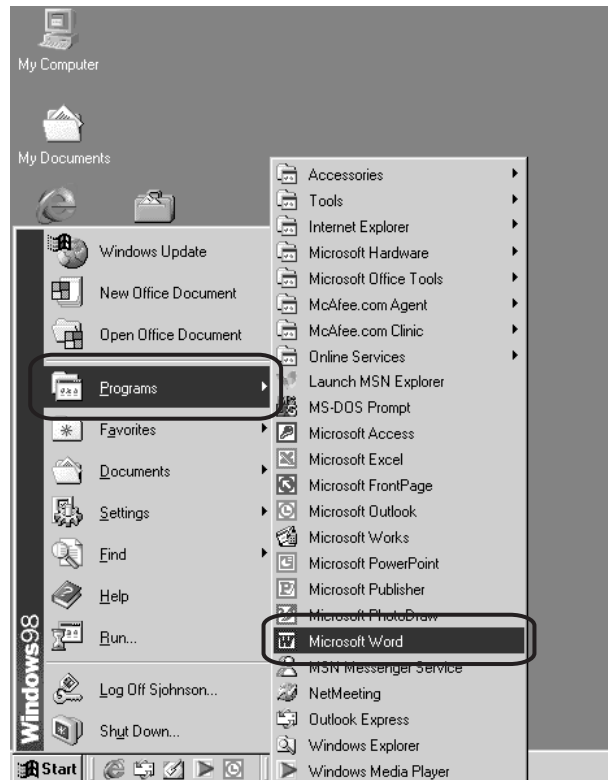
Viewing the Word Window

When Word opens, the center window displays a blank document, ready for you to begin working. By default, this document is titled Document1. Word

numbers new documents consecutively. For example, if you open a new document without closing the first, it will appear in a separate Word window and be titled Document 2.

Insertion point | Title bar | Menu bar | Standard and Formatting Toolbars

Document view buttons | Status bar | Document

Working with the Word Window

Automatically **spawning** new Word windows for each open document is a function of the **single document interface.** This feature was first introduced in Word 2000 so that users could easily navigate from Word to documents opened in other programs. This is the default setting for the Word document manager. If you primarily work with several Word documents at the same time, you can turn off the single document interface and employ a **multiple document interface**. This enables you to shift between multiple documents in a single instance of Word using the Window menu on the menu bar. Each open

Spawning
A separate instance of a program in a new window and displaying a button for that window on the taskbar.

Single document interface
A file management option that creates a new Word window for each document and displays buttons for these windows on the taskbar.

Multiple document interface
A file management option that allows the user to shift between multiple documents in a single Word window.

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document displays its own button on the Windows taskbar. This is an optional setting for the Word document manager accessible using the Options command on the Tools menu.

TIP   To change to a multiple document interface, choose Tools ➢ Options. The Options dialog box opens. Click the View tab, and then click the Windows In Taskbar check box to clear it.

Switch between Windows

1. Click the **Window** menu, and then click the name of the document to which you want to switch (Window ➢ document name). The Window menu displays a list of open documents. With the single document interface enabled, you can click a document button on the taskbar.

A check mark denotes
the current document
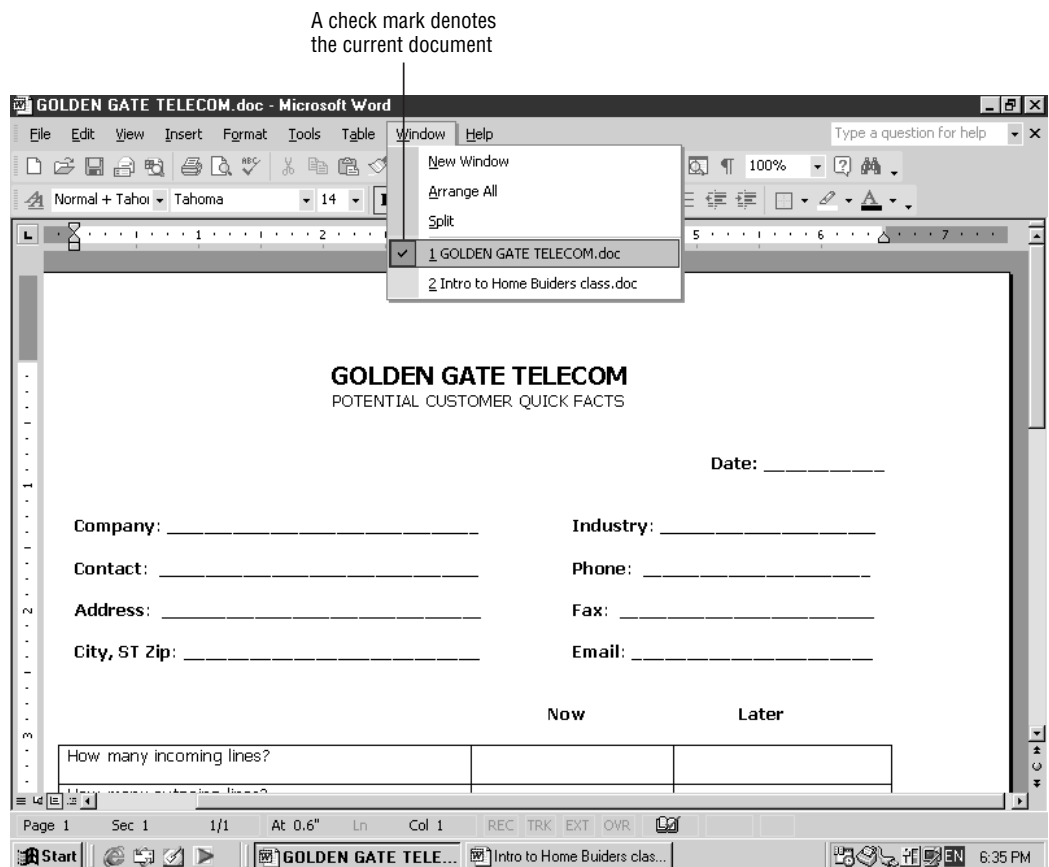
Document buttons

NOTE	If you are using the default single document interface setting, you can switch between the open files by clicking the buttons on the taskbar or by holding down the Alt+Tab keys on the keyboard.

Windows Resizing Tools

You can change the size and position of a document window or the Word window using buttons in the upper-right corner of each window. Each set of resizing tools appears the same, but with one following exception. When you maximize a document, the document resizing tools are not surrounded by a box (unlike the Word resizing tools), and the document resizing tools now reside in the gray area beneath the blue title bar. These differences help you to easily distinguish the two sets of tools.
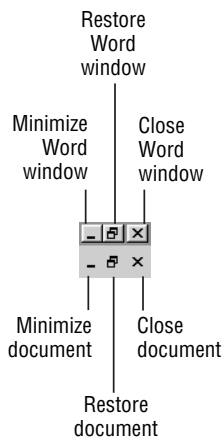
Minimize a window   To reduce a window to a button on the taskbar, click the **Minimize** button ▬.

Maximize a window   To maximize a window to fit the screen, click the **Maximize** button ▢. Note that the button changes to Restore Window. This button toggles between these two settings.

Restore a window   To revert from the full screen maximized view to a normal window, click the **Restore Window** button ⧉. Notice that the button changes to Maximize. This button toggles between these two settings.
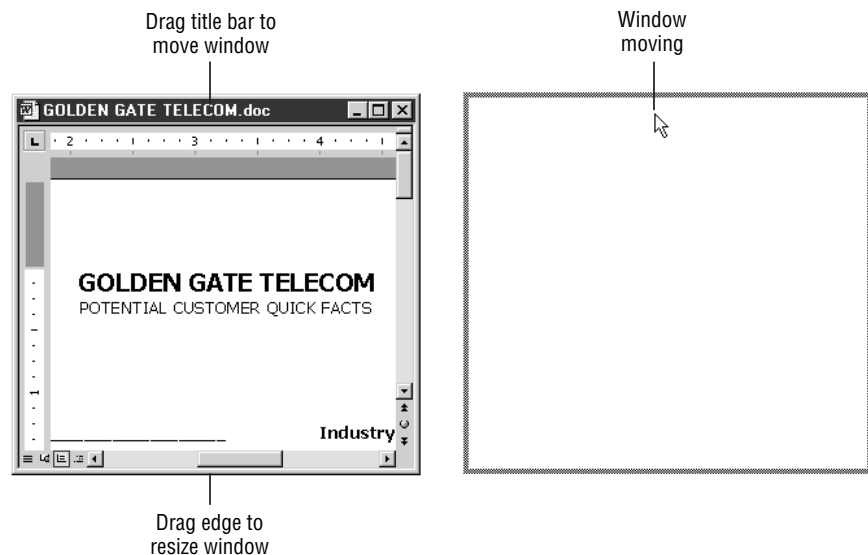
Close a window   To close a window, click the **Close** button ✕.

Manually Move and Size Windows

When you open a window, it appears at a default location and a preset size. You can change the size and location of a window to make it easier to work on the content within that window, or to move it out of the way without minimizing it so that you can work in another open window on the desktop.

Resize a window   To resize a window, position the mouse pointer over any edge of the window, and then click and drag the sizing handle, which appears as a double-ended arrow, to the size you want. If you click and drag a corner, the horizontal and vertical proportions of the window will be maintained as you resize it. If you grab an edge, the proportions will change as you move the edge left, right, up, or down. In both instances, however, the document itself is unaffected; only your ability to view it changes.

Move a window   To change a window's location on your screen, drag the title bar of the document window to a different location. By using a combination of resizing and moving, you can display documents side-by-side or in groupings onscreen.

Drag title bar to
move window

Window
moving

GOLDEN GATE TELECOM.doc

GOLDEN GATE TELECOM
POTENTIAL CUSTOMER QUICK FACTS

Industry

Drag edge to
resize window

NOTE
When you display multiple documents together on the same screen using the default scheme, the title bar of the active document will be blue and all other title bars will be gray. To switch between documents, click anywhere on the title bar or in the document window.

Working with Menus and Toolbars

Menus and toolbars are the heart of the Word interface. Menus contain lists of commands, tools, and wizards designed to make your job easier. An arrow to the right of a command indicates that a submenu contains additional choices and related commands. An icon to the left of the command indicates that a toolbar button is available for that command.

Toolbars are like menus except they contain buttons for the commands you perform most often. If you are uncertain about a button's function, move your mouse over a button to display a Screen tip that lists the button's name. If you want additional information about a button's function, look up the name of the icon in Word's Help features (see *Getting Help*, later in this chapter).

Word contains two types of toolbars, **floating** and **docked**. A docked toolbar is any toolbar that is connected to one of the edges of the Word window, like the default configuration of the Formatting toolbar each time you open Word. A floating toolbar is, as it sounds, one that is not connected to one of the edges of the Word window.

View a Toolbar

Not all Word toolbars are visible at any given time. By default, only two are displayed when you start Word: Standard and Formatting. The Standard and Formatting toolbars contain the most commonly used commands for opening documents, formatting text, saving, and printing documents. You can also display additional toolbars.
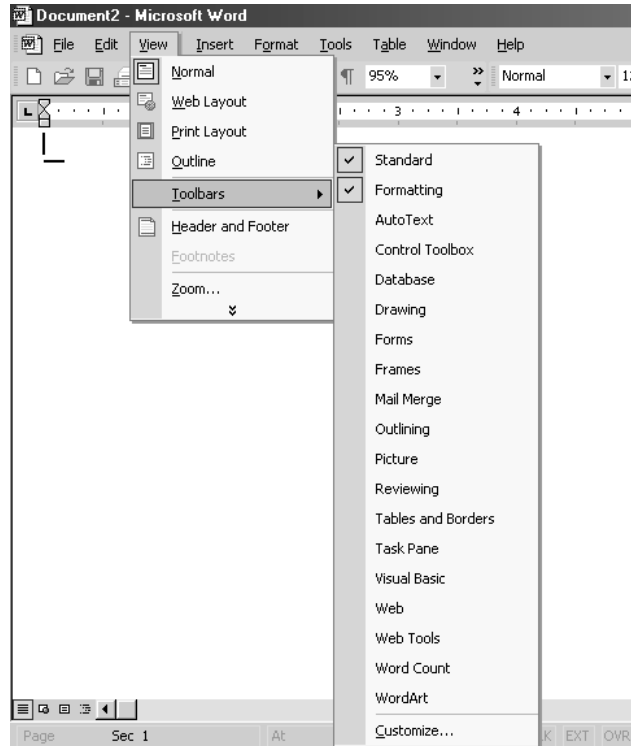
Floating toolbar
Any toolbar that is not connected to one of the edges of the Word window.

Docked toolbar
Any toolbar that is connected to one of the edges of the Word window.

1. Choose **View** ➢ **Toolbars**. The submenu of toolbars opens automatically. Check marks on the submenu indicate the toolbar is currently open.


2. Click any toolbar to open it in its default location, which can be floating or docked on any screen edge.

Move a Toolbar

Toolbars do not have to remain in their default positions; you can move them to suit your preference.

1. Point to the left edge of the toolbar until the four-headed arrow appears.

2. Click the toolbar, and then drag it to the new location.

Docked toolbar   Floating toolbar
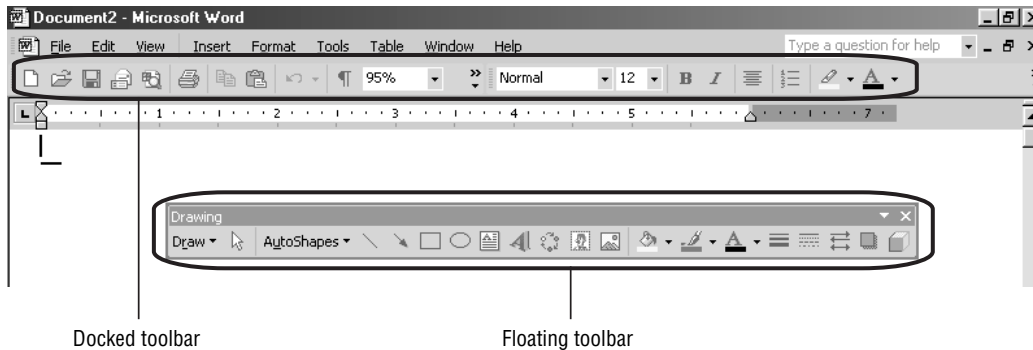
TIP If you want to dock a toolbar on any screen edge, drag the toolbar toward an edge until it docks automatically.

NOTE When you stack multiple toolbars on one edge of the screen, Word will stack them in the order in which you drag them—from the edge of the screen towards the center of the screen.

Choose a Command Using a Menu

All Word commands are organized on menus on the menu bar. The first time you open the menu, the abbreviated version of it appears. If you pause your mouse over the menu, the expanded version appears. Each menu is a list of commands grouped by the category of functions they perform. A short menu displays commonly used commands, and an expanded menu displays all of the remaining commands available on that menu.

TIP You can also click the double arrows at the bottom of abbreviated menus to expand them.

When a menu command is followed by an ellipsis (...), this indicates that a **dialog box** opens when you click the command. Dialog boxes appear when you need to provide additional information before the command can be executed.

An arrow to the right of a command indicates the presence of a submenu. Sub-menus contain related commands and other options. When an icon appears to

Dialog box
A special window that opens when Word needs additional information from you to com-plete a task.

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the left of the command, this indicates that a toolbar button is available for that command. When a keyboard combination appears to the right of a command, it displays the shortcut key or combination of keys that you can use rather than selecting the command from the menu. As you become more familiar with Word, you will find that keyboard shortcuts can save you a lot of time.

1. Click a menu name on the menu bar to display a list of commands.

2. If necessary, click the double-headed arrow to expand the menu and display more commands, or wait a few seconds until the expanded list of commands appears.

3. Choose the command you want in the menu, or if a submenu is available, point to the arrow to the right of the menu command and then click a command.
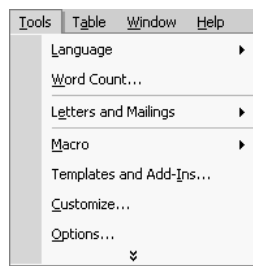
Choose a Command Using a Toolbar Button

Toolbar buttons behave just like menu commands. To choose a function you want to perform, point to the toolbar button and click your mouse. You can view all of the toolbar buttons and options by clicking the Toolbar Options drop-down arrow ⏷ at the end of the toolbar. When you click a button from this submenu, the button will move to the visible portion of the toolbar.
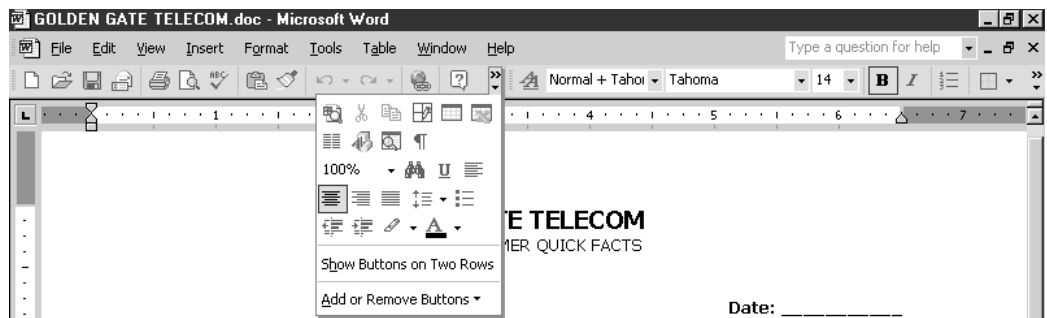
You can manually select which buttons appear on the toolbar. The first time you access a menu, certain commands and buttons appear by default. As you select other menu commands or toolbar buttons, Word promotes the commands that you access the most frequently to the short menu and shared toolbar.

Creating a New Document

There are several ways of creating new documents: using the New command on the File menu, the New Blank Document button on the Standard toolbar, and using the New Document **task pane**. Task panes are groupings of related commands that Word displays to the right of the main document window.

Task pane
An expanded display area to the right of the main document window that houses several selected groups of related commands and wizards.
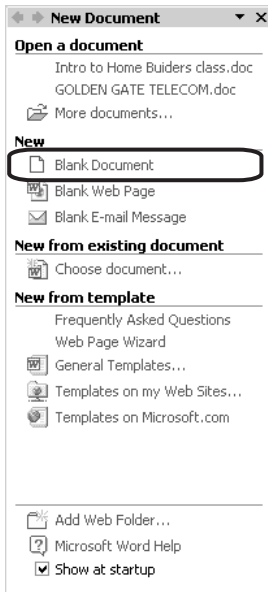
Create a New Document

1. Choose **File** ➢ **New**. The New Document task pane opens.

TIP You can also choose View ➢ Task Pane to open the task pane.

2. Click **Blank Document**. Word opens a blank document.

WARNING If the task pane displays something other than the New Document task pane, click the drop-down arrow on the title bar of the task pane, and then click New Document.

TIP To create a new document quickly using a toolbar button, click the New Blank Document button on the Standard toolbar. Word opens a blank document.

Entering Text

To begin entering text into your newly created document, click in the main document window and begin typing. If you decide to go back and enter text in the middle of a paragraph you have already typed, click where you want the new text to begin, and begin typing. The insertion point flashes at the point you select. After you add your text, you can click anywhere in the document to resume typing.

TIP You can move quickly to the beginning or end of your document. Hold down the Ctrl+Home keys on the keyboard to quickly return the insertion point to the beginning of the document, or hold down the Ctrl+End keys to move the insertion point to the end of the document.

Selecting Text

The first step in working with text is to select, or highlight, the text you want. Once you've selected it, you can copy, move, format, and delete words, sentences, and paragraphs. When you finish with or decide not to use a selection, you can click anywhere in the document to deselect the text.

Select Text

1. Position the pointer in the word, paragraph, line, or part of the document you want to select.

2. Choose the method that accomplishes the task you want to complete in the easiest way.

| To Select	So This
A single word	Double-click the word.
A single paragraph	Triple-click a word within the paragraph.
A single line	Click in the left margin next to the line.
A sentence	Hold the Ctrl key, and then click anywhere in the sentence.
Any part of a document	Click at the beginning of the text you want to select, and then drag to the end of the selection you want to select.
A large section	Click at the beginning of the text you want to select, and then press and hold the Shift key while you click at the end of the text you want to select.
A vertical section	Hold the Alt key, and then drag the selection you want to select.
The entire document	Triple-click in the left margin.
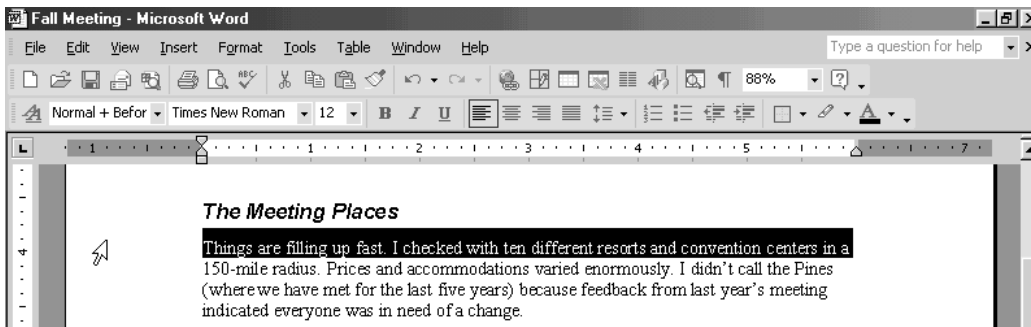
Copying and Pasting Text

You can copy and paste text from one document to another. You can copy the text you want to use to the Office Clipboard, close the document, and then paste the text into one or more documents.

NOTE   Copying text does not disturb the original placement of the text in the source document (the document that you are copying from). Cutting text removes it from the current document to the Clipboard, where you can paste it back into the same document at another location, or into a different document altogether.

Word stores each block of copied or cut text on the Office Clipboard. After you have placed two blocks on the Clipboard, the Clipboard task pane opens. You can directly select blocks from the Clipboard task pane and insert them into the document using either menu commands or keyboard shortcuts.

Copy and Paste Text in a Document

1. In the document you are copying from, click and drag to highlight the block of text you want to copy.

2. Click the **Copy** button on the Standard toolbar or press the Ctrl+C keys on the keyboard.

3. To open the Clipboard task pane, choose **Edit ➢ Office Clipboard**.

4. Click the location where you want to insert the text to position the insertion point.

5. Click the **Paste** button on the Standard toolbar, click an item in the Clipboard task pane, or press the Ctrl+V keys on the keyboard. Word pastes the text.
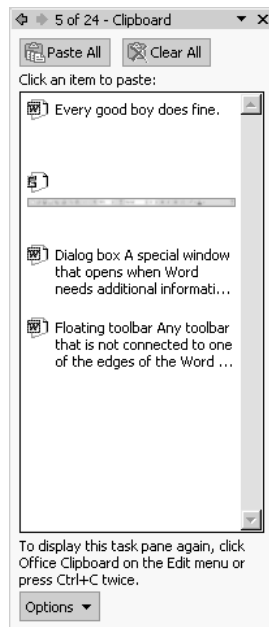
After you paste an item, the Paste Options button appears next to the item in the document. You can click the Paste Options button to display a list of

options on the shortcut menu. This button, known as a smart tag, allows you to immediately adjust how information is pasted or how automatic changes occur.

TIP   To turn on or off Paste Options, choose Tools ➢ Options, click the Edit tab, click the Show Paste Options Buttons check box to select or clear it, and then click the OK button.

NOTE   You can also perform both cut and paste and copy and paste operations using the Cut, Copy, and Paste commands on the Edit menu. The Cut and Copy commands are grayed out and unavailable until you highlight text inside the document window.

Viewing a Document

By default, Word displays each new document in Normal view, the equivalent of a single, long piece of "paper," artificially divided into pages by perforation marks. This view is fine for composition, but quite inadequate for editing or previewing your work prior to printing or other publication.
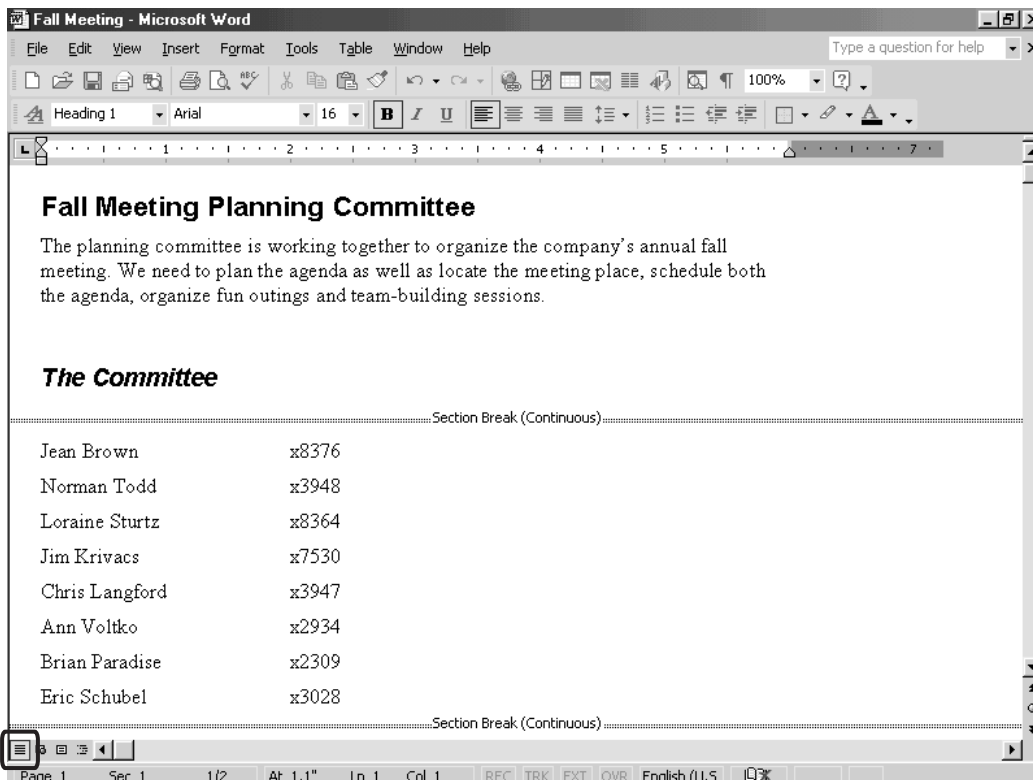
Web Layout view displays the document as it would appear on the Web. You can save documents as HTML code to make Web content creation easy (see the *Saving Files in Different Formats* topic later in this chapter).
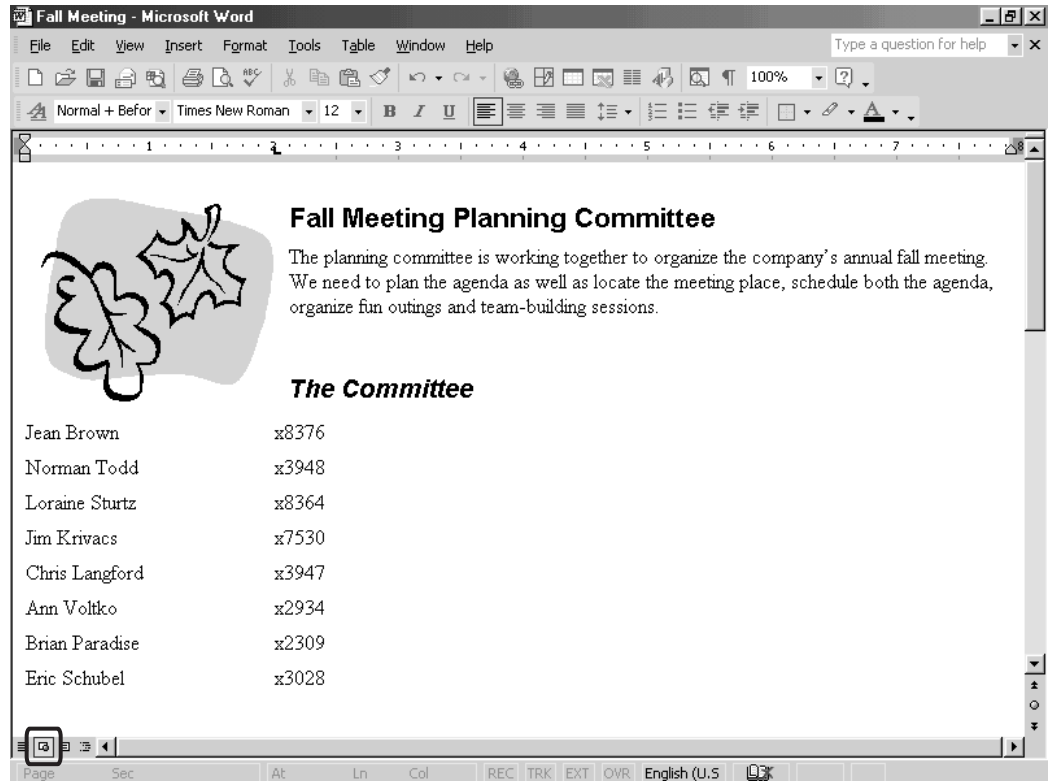
Print Layout view places a gray gap between each page to clearly delineate where each actual page break occurs. This view is best for previewing your work before printing, and it works well with the Zoom feature to display multiple pages of the same document simultaneously onscreen. To move between

pages in this view, click the page to move the insertion point. Zoom in again to actually perform your edits.
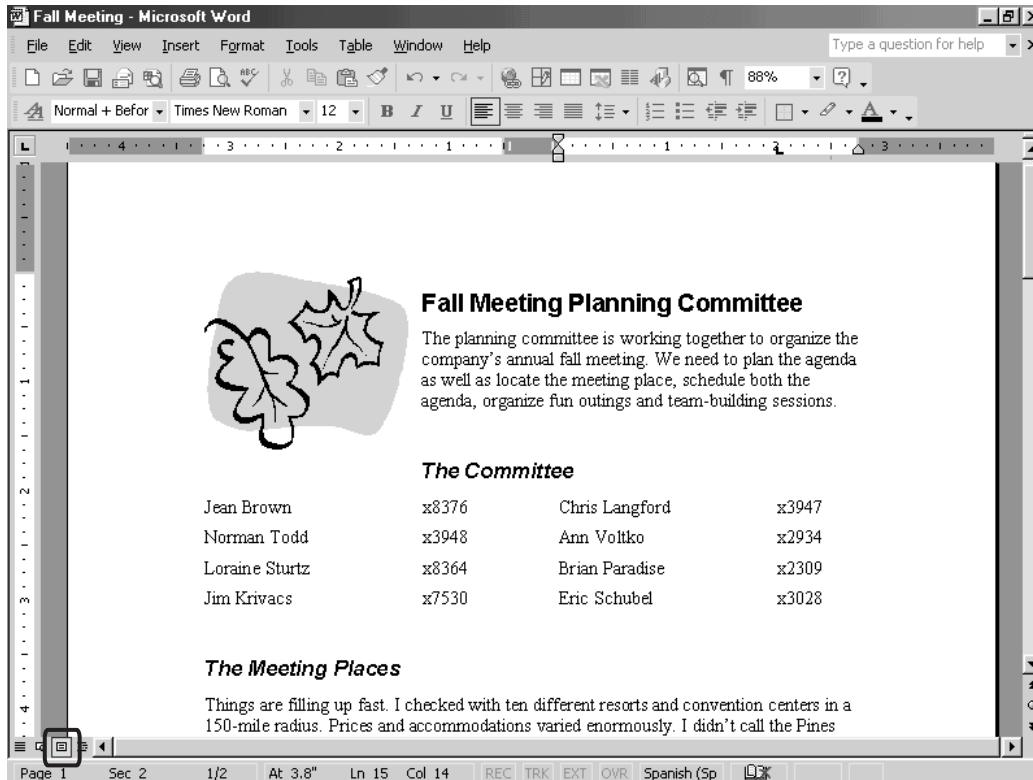
Outline view is used to make it easier to manage editing for long documents. When you shift to Outline view, Word automatically tags each of the headings of your document and displays them in outline form.

You will notice that every heading in Outline view has a clickable plus sign next to it. Double-click the plus sign to collapse all of the text under a given heading. Double-click the plus sign again to expand the text. Neither operation changes the contents of the document under the heading. You can drag a plus sign to

move the heading and all of its associated text (whether expanded or collapsed) as a block to another location in the document.
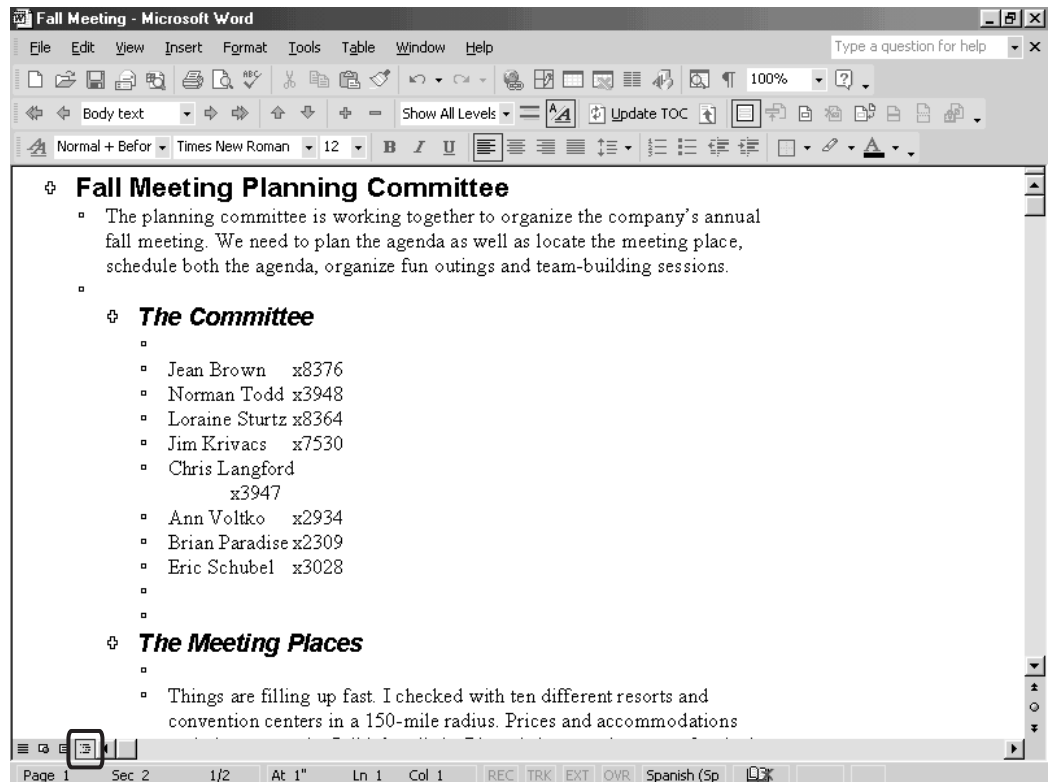
Change Document Views

    1. Choose **View** ➢ click the view option you want to use, or click a Document view button in the lower-left corner of the Word window.

Making Corrections

Everyone changes their mind at some point, especially when creating or revising a document. You can use the Undo button on the Standard toolbar to reverse your most recent action, such as typing a word, formatting a paragraph, or creating a chart. If you want to reverse consecutive actions, you can use the Undo button drop-down arrow. If you change your mind, you can just as easily click the Redo button to restore the action you reversed. If you want to restore consecutive actions, you can use the Redo button drop-down arrow.

Saving a Document

When you save a document that you have created, you need to give it an appropriate and hopefully, memorable name. When you first begin using Word, this is much less important than later, when you have hundreds or even thousands of documents on your system. You must also specify where you want to store the document. Setting up a well-organized system of appropriately named folders to store your documents will save you a great deal of time and effort later.

If you want to rename the file, or save it in a different location, use the Save As command on the File menu. To retain older versions of a document as you update it, use the Save As command and give each version a new name, such as customerletter1, customerletter2 and so forth. Using Save As, you can also save a file in different formats.

`NOTE` Word saves files to a default location on your hard drive (C:\My Documents\) or to a network drive unless you change the default settings. To change the default file location of where Word saves files, choose Tools ➢ Options, click the File Locations tab, and then click Modify to specify a new location.

Be sure to save your work frequently. When you use the Save command on the File menu, or the Save button on the Formatting toolbar, the document is saved with its current name in the default location.

Save a Document

1. Click the **Save** button on the Standard toolbar or choose **File** ➢ **Save**. When you save an untitled document, the Save As dialog box opens.

2. In the **File Name** box, type the new file name.

3. Click the **Save In** drop-down arrow , and then select a drive or folder location where you want to save the document.

4. Click the **Save** button.

Save a Document with a Different Name

1. Choose **File ➢ Save As**. The Save As dialog box opens.
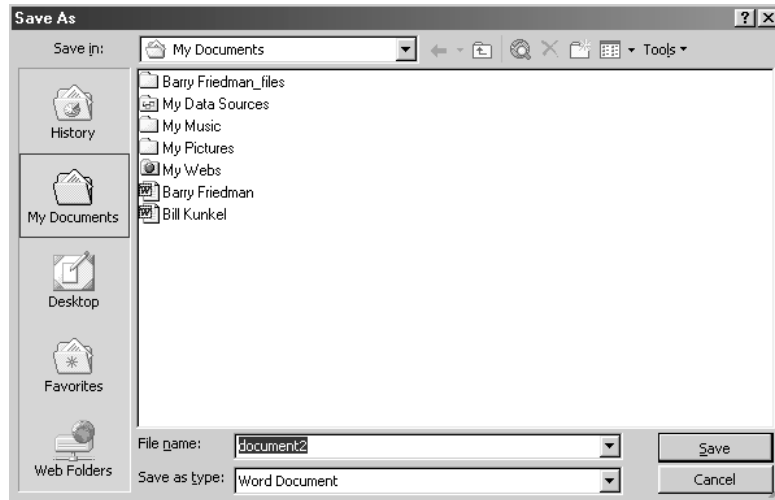
2. In the **File Name** box, type the new file name.

3. Click the **Save In** drop-down arrow ▾, and then select a drive or folder location where you want to save the document.

4. If you want to change the type of file, click the **Save As Type** drop-down arrow ▾, and then click the file type you want to use.

5. Click the **Save** button.

TIP You can create a new folder in the Save As and Open dialog boxes. Click the Create New Folder button, type the name of the folder in the Name box, and then click the OK button.

Getting Help

Office Assistant
An animated Help feature that displays helpful tips while you are working in Word.

Word provides several options when you need help performing a task. You can use the Help menu or the Ask a Question text box on the Menu bar. You can also use the **Office Assistant**. The Office Assistant is an animated Help feature. You can ask the Office Assistant how to accomplish a task or to learn helpful information about Word functions.

Get Help Using the Help Menu

1. Choose **Help** ➢ **Microsoft Word Help**. The Office Assistant opens.

TIP You can also access Help at any time by pressing F1 or clicking the Office Assistant.

2. Type your question in the text box, and then click the **Search** button.


NOTE The appearance of the dialog box that accompanies the Office Assistant changes over time. It will always reflect the last topics that you accessed by default. Type your question and the topics displayed will change.

Get Help Using the Ask a Question Box

1. On the Menu bar, click in the **Ask A Question** text box.

2. Type your question.

3. Press the Enter key on the keyboard to display a list of help topics related to your question.
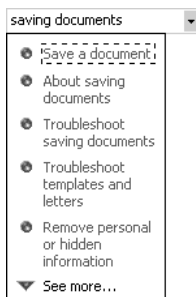
4. Click a topic to view it.

Show or Hide the Office Assistant

1. Choose **Help➢ Show The Office Assistant**. The Office Assistant is turned on.

2. To turn off the Office Assistant, choose **Help ➢ Hide The Office Assistant**, or right-click the Office Assistant, and then click **Hide**.

| TIP | Office Assistant provides interactive help. If you see a Show Me link in Help, click the link to display a demonstration of how to perform the task. |

Exiting Word

When you finish working on a document, you can close it and open another document, or close it and quit Word. To protect your files, always quit Word before turning off your computer. To close your document and exit Word:

1. Choose **File ➢ Close**.

| NOTE | If you have made any changes to the document since last saving it, you will be prompted to save the document before closing it. |

2. Click the **Yes** button to save any document changes; click the **No** button to close the document without saving any changes; or click the **Cancel** button to return to the document without closing it.

| TIP | If you have multiple documents open in a single Word window, when you choose File ➢ Exit, Word will prompt you to save the changes for each document before Word closes. |