

# Microsoft Word Basics

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## Keyboard

The bottom row of your keyboard contains several useful keys. A listing of useful keyboard combinations is included at the end of this document.


The *Ctrl* key, in combination with other keys, lets you perform basic operations no matter what kind of software you are using. Use it in combination with the following keys for common commands:


- N To get a *new* document, screen, message, etc.
- S To *save* any type of file
- O To *open* any type of file
- P To *print* any type of file
- C To *copy* in any software
- X To *cut* or *delete* in any software
- V To *paste* in any software

Don't ever panic if you have an *oops*. Just press *Ctrl+Z* for *undo*—more than once if you have to!

The *Alt* key also helps you perform tasks and is often used in combination with the *Ctrl* key. For example, press *Alt+F4* to quit an application. The *Alt* key *activates* the menus at the top of your screen. The

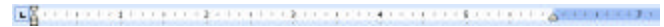
menus all have one letter that is *underlined*. Press the *Alt* key and the underlined letter to activate the menu. For example, press *Alt+I* to activate the **I**nset menu or *Alt+T* to activate the **T**ools menu.





The *Windows* key () is a recent keyboard addition. Pressing it will open the **S**tart menu. Use in combination with letters to perform such functions as minimizing all windows at once (*Windows+M*) or opening Windows Explorer (*Windows+E*).

On the right side of the keyboard is a key () with a picture that looks like a menu and pointer. That key serves the same purpose as the right-click button on your mouse. Press it to get a variety of choices, such as the *Font* or *Paragraph* dialog boxes, or even to *copy*, *cut*, or *paste* text.

## Ruler

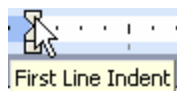
Use the ruler in Microsoft Word to set tab stops and indents for selected paragraphs and to adjust the width of newspaper-style columns. If you don't see a horizontal ruler, click *Ruler* on the **V**iew menu.



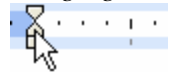
In Word, the tab selections appear on the left end of the ruler. By clicking the icon at the left end, the tab settings—left () , center () , right () , decimal () , etc.—are available. Just select the tab you want and click on the ruler in the position you want the tab marker. Once you have inserted the tab marker, you can drag it to any other position on the ruler.

Double click the tab marker to open the *Tab* dialog box. The *Tab* dialog box gives you options to set *tab leaders*, to clear all tabs, set specific tab stops, and so on. Use *tab leaders* to create dotted or straight lines.

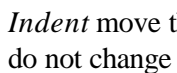




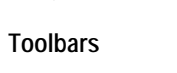
First Line Indent



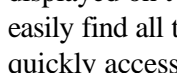
Hanging Indent



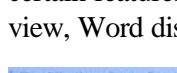
Left Indent



Right Indent



Left Indent

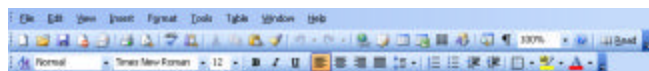


Right Indent

The text margin markers move separately. By clicking and dragging the top *triangle*, you can set a *First Line Indent*. The middle *triangle* is the *Hanging Indent* marker. The small box at the bottom is the *Left Indent* marker. On the right side of the ruler is the *Right Indent* marker. Note that the *Left Indent* and *Right Indent* move the *paragraph* margins, but do not change your *page* margins, which are set through the *Page Setup* dialog box, located under the **File** menu.

### Toolbars

The Standard and Formatting toolbars should be displayed on two separate lines (see above) so you can easily find all the tools you need. The toolbars let you quickly access commonly used commands with a mouse. Word will display other toolbars when you use certain features. For example, if you switch to outline view, Word displays the Outlining toolbar.



If at least one toolbar is visible, you can use a shortcut menu to display or hide built-in toolbars. Click the toolbar with the *right mouse* button. Use the **Toolbar** command on the **View** menu to select toolbars if none are displayed.

The following features are found on the toolbars.

The **Formatting** toolbar contains a drop-down list of styles. Click on the style list to activate the drop-down list. To see all default styles in addition to those for your document, hold down the *Shift* key while you click on the style list.

The toolbar also contains a drop-down list of both fonts and font sizes.

These three buttons let you select **bold** (*Ctrl+B*), *italic* (*Ctrl+I*), or underlined text (*Ctrl+U*)

**Tip:** The use of underlines is an old typewriter technique to emphasize words—with today’s good printers, it is more attractive to use bold or italic for emphasis—or even **color**.

The next four buttons let you select whether your text is flush left (*Ctrl+L*), centered (*Ctrl+E*), flush right (*Ctrl+R*), or justified.

This button lets you remove or replace numbers in a numbered list

This button removes a bullet or adds a bullet in a bulleted list using a *List Bullet* style.

These two icons promote or demote an item in a multi-level list. It also indents (or unindents) normal paragraphs.

The arrow next to this button lets you choose from a variety of border options. For more options, including line weight, open the **Borders and Shading** toolbar. See more about this topic in *Borders and Shading*, page 9.

The **Standard** toolbar contains such items as cut, paste, spell check, undo, and redo.

This button lets you define a table by the number of rows and columns. Click it and drag through the grid to create a table. See more about this topic in *Tables*, page 9

This button lets you insert an Excel worksheet.

This button lets you select the number of columns you want in a document or section. Although this is an easy tool to use, you have much more control over your document if you use the **Columns** feature on the **Format** menu. See more about this topic in *Columns*, page 8

This button shows or hides the **Drawing** toolbar, which appears at the bottom of your screen.



This button lets you show or hide paragraph marks, tabs, and other non-printing characters. To show or hide these items selectively, choose **Options** from the **Tools** menu. Click the **View** tab and deselect the **Nonprinting Characters** you want to view or hide.

**Tip:** When you are working in **Print Layout** view (under the **View** menu), viewing the non-printing characters often helps you find pagination problems in your document.

Other toolbars are available for database functions, forms, drawing tools, other Microsoft applications, etc.

### Status Bar

Word has a status bar at the bottom of the Word window that provides information about the active document or the task you're working on. It is displayed by default.



The status bar gives you the following information:

- Information about text visible in the window, for example, the current page and section numbers and the total number of pages
- The position of the insertion point on the page
- The modes. Double-clicking a mode indicator turns the mode on or off

**Note:** The *overtyping mode* (OVR) replaces characters as you type, rather than *inserting* characters. It works the same as the *Insert* button on your keyboard.

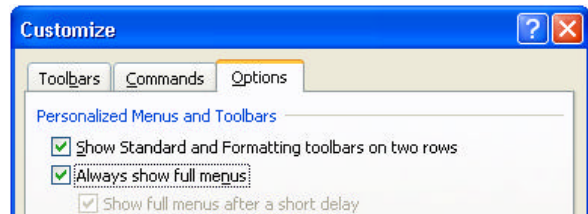
- Information on printing features—after a print command is entered, it shows that your document is being spooled

The status bar also provides descriptive messages about commands and toolbar buttons. It prompts you for information when you fail to complete a keyboard command, or it may tell you about the progress or status of a command; for example, when you are saving a document it will give you information about the file name and the percentage complete.

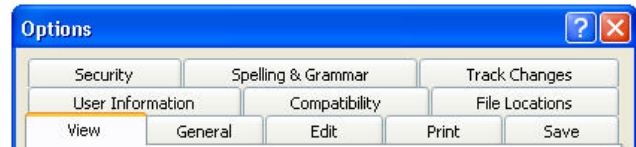
### Setting Options & Customizing

Under the **Tools** menu, select **Customize**, then select the **Options** tab. Make sure check marks appear before both *Show Standard and Formatting toolbars on two rows* and *Always show full menus*. In Word 2002 or older, make sure that the option to *Show full menus after short delay* is **unchecked**. By doing this,

you will always see everything available on the menus so you can find things more easily.

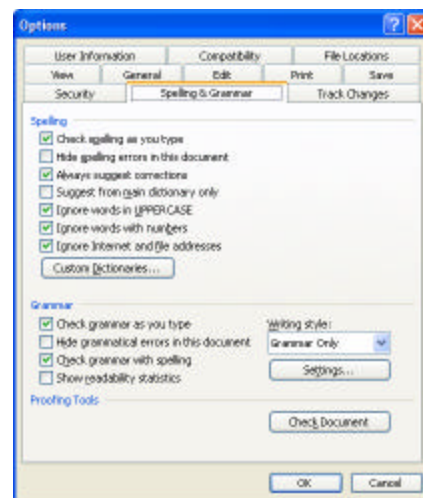


Now select **Options** under the **Tools** menu. You should click each tab to not only see what options are available, but also to see what you might want to change. The tabs you will want to pay particular attention to are **View**, **General**, **User Information** (which you should fill in with your own information), and **Spelling & Grammar**.

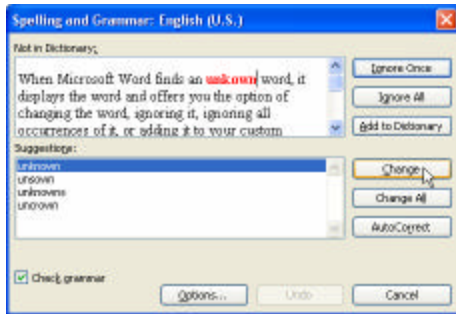


### Spelling and Grammar

What you check for spelling and grammar, including the words you put in your *custom dictionary* are defined under the **Spelling & Grammar** tab in **Options**. Use this dialog box to choose whether you want to have the spelling checked as you type, or wait until you choose to check the spelling. You can also edit your custom dictionary—adding or deleting entries—just like you edit any other document.



Every document should be spell-checked as a final step. The Spelling command is on the **Tools** menu (F7). When Microsoft Word finds an unknown word, it displays the word and offers you the option of changing the word, ignoring it, ignoring all occurrences of it, or adding it to your custom dictionary.



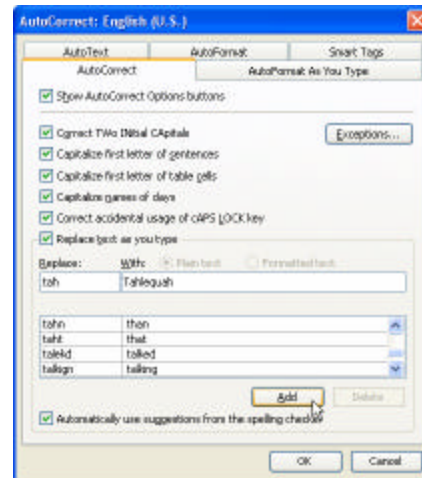
Any word that Word does not recognize shows up in the Not in Dictionary: box. This means that Word did not find the word in any open dictionaries (the Main Dictionary, your custom dictionary, and so on). The word appears in the Change To: box so you can edit it. If an alternative is not suggested, you can click the Suggest button to ask Word to list alternative spellings for an unknown word. If you select a word from the list, it is displayed in the Change To: box, where you can edit it if necessary. If more than one word is found, all will appear in the Suggestions: box.

**Caution:** Spell checking and grammar checking your document is no substitute for proofreading. A word may be spelled correctly, but may be the wrong word (e.g., *there* and *their*).

#### AutoCorrect

AutoCorrect automatically detects and corrects typos, misspelled words, and incorrect capitalization. Microsoft has added dozens of words to the AutoCorrect listing, but you can easily add your own. To begin your customization, select AutoCorrect under the **Tools** menu. You can add your own entries, including unusual names.

Be careful—you don't want to enter a *real* word in the Replace box.



**Tip:** If Word *autocorrects* something that you do not want to be corrected, simply select Undo or press *Ctrl+Z*. For example, if Word automatically capitalizes a word you do not want to be capitalized, press *Ctrl+Z*.

#### New Documents

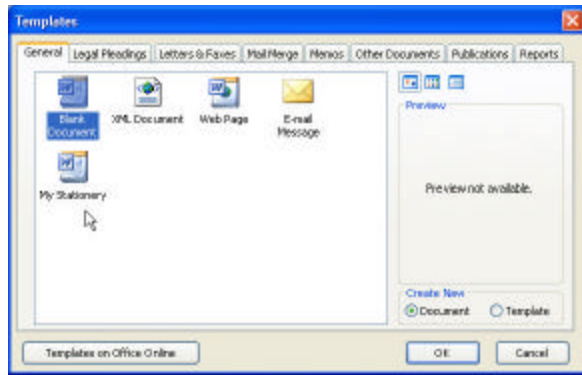
The easiest way to start a new document is to press *Ctrl+N*. You will get a new, *blank* document. If you select New from the **File** menu, you will get a choice of *templates* to choose from.

#### Templates

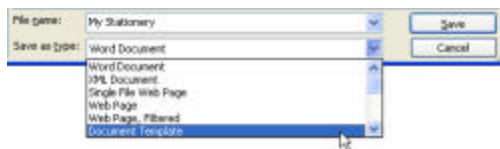
Templates provide you with a *pattern* for your documents. Microsoft Word offers a variety of standard templates that contain all the styles you might need for a particular type of document.. If you have set your computer preferences show file extensions, you will notice that a template has the file extension *.dot* rather than the document file extension of *.doc*.

Templates always open as untitled documents (e.g., *document1*). You should be careful to save these *new* documents in a location where you will be able to find them easily

To create a new file from a template, select New from the **File** menu. Microsoft Word 2003 will bring up a side panel labeled New Document. Select On my computer... to see the templates available to you. In older versions of Word, the dialog box (shown below) will appear directly.



You can select from Microsoft's templates or ones that you have created yourself. You may even want to create your own templates, for example, for letterhead containing your name and address. To save a template that you have created, select **Save As** from the **File** menu, then select **Document Template** in the **Save File as Type**: drop-down list. The next time you want that document, it will be available in your **General** templates folder and will open as a new, untitled document.



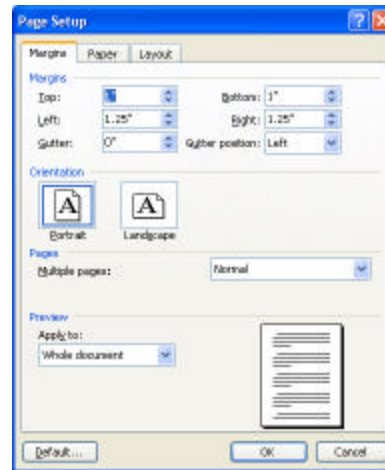
### Saving a Document

To save a document, press **Ctrl+S** or select **Save** from the **File** menu. If you have a new, untitled document, you will be asked to name the file. When you are saving a file, make sure you note the folder in which you are saving it. You can easily create new folders to organize your files by clicking the new folder icon.



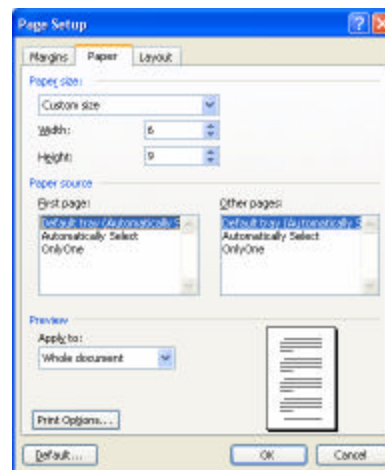
### Page Setup

It is easiest to set the paper size, page orientation (*portrait* or *landscape*), the type and placement of headers and footers, and similar options before you begin your document. You can, however, change these and other settings at any time. The Page Setup dialog box under the **File** menu helps you define how your document is going to look.



The paper *size* is found under the **Paper** tab. To use a special paper, for example, 6" by 9" stationery, simply enter the dimensions of the paper in the **Width** and **Height** boxes.

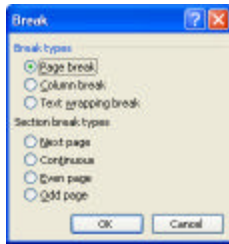
If you use small paper, remember to reduce the margins for your document to a size appropriate for the size of paper.



A *section* is part of a document in which the **Print Layout** settings can be different from those in other parts of the document. The section information is controlled through the **Layout** tab of the **Page Setup** command. New sections may be created to change the following elements in a document:

- Page orientation (*portrait* or *landscape*) or margins
- Number of columns
- Content and position of headers and footers

Use the Break command on the **Insert** menu to create a **new** section.



The Break command lets you control whether the section starts on a new, odd, or even page; in a new column; or with no break (continuous) from the previous section.

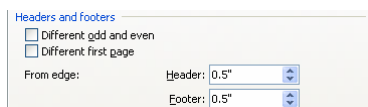
When you make a change in the Page Setup that only affects a *highlighted* part of your document, a section break is automatically inserted. For example, if you want one page to be printed in landscape mode, select that option in the Margins tab of the Page Setup command, and a section break is automatically inserted when you click *OK*.

The Layout tab in the Page Setup dialog box is used to specify header and footer requirements; for example, Different Odd and Even or Different First Page. The Layout tab also contains choices for Section Start (the same choices that you have in the Break command).

**Tip:** When you have problems paginating a document, put it in **Normal** view (under the **View** menu). That's the only view in which you can see all of your page and section breaks.

### Headers and Footers

The Layout tab in the Page Setup command controls the *placement* of headers and footers.



To make changes to the text in a header or footer, select Header and Footer from the **View** menu, or just double click the header or footer if it is visible.

To change the page number for a document, select the Page Numbers command from the **Insert** menu.

### Styles

A Microsoft Word *style* is a collection of *paragraph* and *character* formats that you apply to one or more paragraphs by using a single command. You can create separate styles for each element in your document. The styles help ensure consistent formatting and allow you to quickly update a document's design without manually reformatting text.


### Defining Styles

Many document templates contain existing styles for you to use or adapt to your needs. You may also want to define new styles. You can define a style in any of the following three ways.

One method is to format the paragraph with all the features you want the style to have, then do the following:

1. Select the Style command from the **Format** menu.
2. Click New Style.
3. Name the style.
4. Press *Enter* or click *OK*.

A second method is to format the paragraph with the features for the style, then do the following:

1. Click the Style drop-down list on the left end of the ruler.  

2. Type a name for the new style.
3. Press *Enter* or click *OK*.

Most styles are based on another style, although you may choose not to have the style based on anything. Any changes you make to the base style will be reflected in the styles based on it.

## Applying Styles

To apply a style from the style selection box on the toolbar, place the cursor in the paragraph to which you want to apply the style (or highlight a series of paragraphs), click the arrow next to the style selection box, and drag the pointer to the style name you want.

**Tip:** You do not have to highlight an entire paragraph to apply a style. Just place the cursor anywhere in the paragraph.

## Changing a Style Definition

To change the look of a document, you only need to modify a style. Word automatically changes every paragraph that has that style applied.

**Tip:** It is better to change the style definition (or to define a new style) than to constantly change formats manually.

For example, if you decide that you want your headings to be Times New Roman font rather than Arial, change the *definition* of *Heading 1* to Times New Roman (if all your headings are based on *Heading 1*, this action changes all other heading levels to Times New Roman at the same time). If you decide later that you really do want the headings in Arial, reverse the process and your document is automatically changed back.

## Lists

Although you can easily create bulleted or numbered lists by selecting a list and then clicking the Bullets button or the Numbering button on the Formatting toolbar, you can do these two things more effectively by using the built-in list styles. The built-in styles ensure that your lists are created consistently. There are two primary built-in list styles:

- List Bullet (List Bullet 2 ... List Bullet 5)
- List Number (List Number 2 ... List Number 5)

You can add or remove bullets and numbers in a list easily by doing the following:


1. Select the items to which you want to add or from which you want to remove bullets or numbers.
2. On the Formatting toolbar, do one of the following:
  - To add or remove bullets, click the Bullets Button.
  - To add or remove numbers, click the Numbering Button.

**Tip:** You can right-click on a bulleted or numbered list to display a shortcut menu for lists.

If you add, delete, or reorder items in a numbered list, Word updates the numbering for you. You can also create multilevel lists.

## Copying Formats

Sometimes when you apply a special format, you want to use that format again on another line but do not want to define a style for it. The Standard toolbar has a tool that enables you to copy a format.

1. To copy *character* formatting, highlight the text that contains the character style you want to copy.
  - or –
1. To copy *paragraph* formatting, highlight the entire paragraph.
2. On the Standard toolbar, click the Format Painter  button. To copy the formats to several locations, double-click the button.
3. When the mouse pointer changes to a paintbrush with an I-beam pointer, select the text you want to format. If you double-clicked the Format Painter button, click anywhere in the new word or paragraph (to apply character formatting to several words, highlight the words), release the mouse button, and then select additional text anywhere in the document.
4. If you double-clicked the Format Painter button, then when you finish *painting*, click the Format Painter button again or press the *Esc* button to restore the normal I-beam pointer.

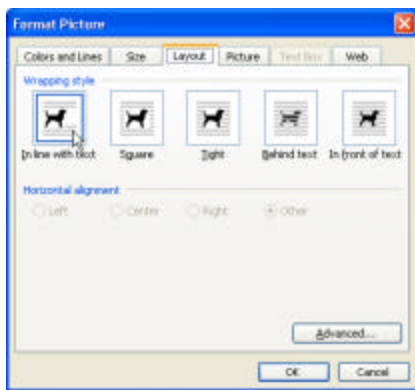
## Inserting Pictures

You use the **Insert** menu to insert a picture or clip art into a document. To insert a picture that you have stored on your computer, do the following:

1. Click where you want to insert the picture.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. Locate the picture you want to insert.
4. Double-click the picture you want to insert.

Your picture will be inserted either *In line with text* or as a *floating* object.

Use the Format Picture dialog box to make changes, such as size or *wrapping* style, to add borders, and so on. Double click the picture to bring up the Format Picture dialog box.



The Layout tab gives you wrapping style choices that you can use to change an *inline* picture to a *floating* picture, or vice versa. An inline picture is just like a paragraph of text. A floating picture can be *grabbed* and moved around in your paragraph or on your page.

You can insert and control clip art in the same way you control a picture.

Word Art is also located on the **Insert** menu. Point to **Picture**, and then click **Word Art**. You can use Word Art to insert special headings, formatting them with a variety of colors and designs.

## Special Characters (Symbols)

Word has many special characters, both for letters, numbers, and punctuation marks, and for controlling the format of your document.

You can insert special characters using the Symbol command from the **Insert** menu (*Alt-I, S*). The Symbol window displays a table of all special characters and symbols that can be inserted in a specified font. After you access Symbols, you can change the font by selecting another font from the Font drop-down list.

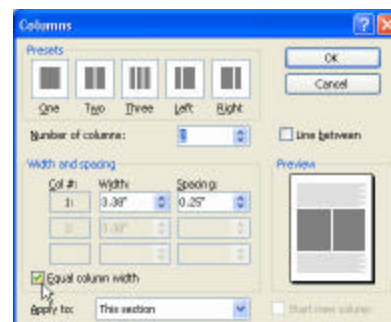
Many symbols, such as è or é, have keyboard shortcuts. For example, to insert a dash (—) into your document, hold down both the *Ctrl* and *Alt* keys and press the hyphen (minus) on your keyboard's **keypad** (the *adding machine* setup on the right side of the keyboard).

## Columns

You can format the text in your document into two or more columns. Text in newsletter-style columns flows from one column to the next on the same page.

Select the text you want to format in columns. If you want your entire document in columns, you can **Select All** (or press *Ctrl+A*) under the **Edit** menu or, more simply, just put your cursor at the start of your document. Then on the Standard toolbar, click **Columns**. Then drag to select the number of columns you want.

To set column widths more specifically, select **Columns** from the **Format** menu. You can also double click the area between columns on the ruler to bring up the Columns dialog box.



The Columns dialog box enables you to set unusually sized columns, to change the spacing between columns, and so on.

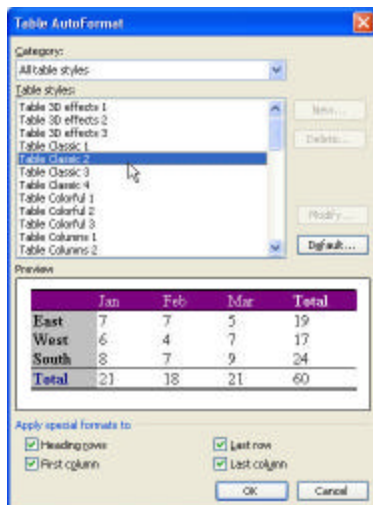
## Tables

You can insert a table by selecting Insert from the **Table** menu.



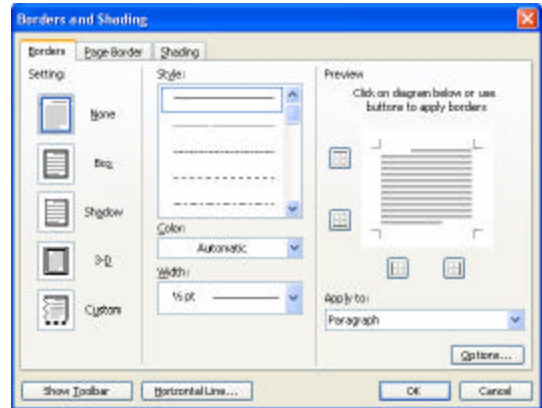
Enter the number of columns and number of rows you want in the table. You choose whether you want a fixed column width or whether you want to *autofit* the columns to either the contents or the window area.

You can select AutoFormat to give you a variety of table styles, many with color and shading applied. You will be asked to specify the number of columns and rows for your table. Use the border options button on the formatting toolbar to change the borders on your table.




## Borders and Shading

The Borders command lets you add lines and boxes to paragraphs of text, graphics, or the cells in a table. You can also shade the background of paragraphs and tables.



To apply a border to a paragraph, use the following steps:

1. Select the paragraphs or table cells to which you want to apply a border.
2. Select the Borders and Shading command from the **Format** menu. Alternatively, you can use the Borders toolbar by clicking the  dropdown arrow next to the Borders icon on the Formatting toolbar.
3. Select the Borders tab.
4. Select the line Style: you want in the Line selection box.
5. Click *OK*.

You can also shade paragraphs and table cells.

Because shading affects the legibility of text, however, it should be used with caution.

## Word Count

If you need to check the word count in your document, select Word Count under the **Tools** menu.


## Alphabetizing/Sorting

To alphabetize or sort a list of items, select Sort under the **Table** menu. If you are sorting a column in a table, you should *select* that column by clicking it at the top before you sort it.





# Microsoft Word Basics

## Useful Key Combinations


---

The following key combinations use the Windows Key—— which is located at the lower left-hand corner and, the lower right hand corner of your keyboard between the *Ctrl* and *Alt* keys. If it is not there, then you do not have a Windows keyboard.

You can use the Windows key to do the following:

-  – Displays the **Start** menu.
- +*E* – Opens a new Explorer Window.
- +*M* – Minimizes all open windows (i.e., takes you to your Desktop).
- +*Shift*+*M* – Restores all previously open windows to how they were before you minimized them.

The two key combinations listed below let you cycle through your open applications.

- +*Tab* – Cycles through the buttons (open applications or windows) on the **Task Bar**.
- *Alt*+*Tab* – Toggles (switches) between open windows.

The *arrow* keys—*Up*, *Down*, *Left*, or *Right*—are some of the most useful on your keyboard. Use them to move around in your document.

- *Arrow* – Move right or left one letter or up or down one line.
- *Ctrl*+*Arrow* – Move right or left a full word or up or down a full paragraph.
- *Shift*+*Arrow* – Highlight one letter or one line to select areas of content to be overwritten, copied, pasted, etc.
- *Ctrl*+*Shift*+*Arrow* – Highlight an entire word or paragraph to be overwritten, copied, pasted, etc.

The following keys or key combinations are particularly useful in a word processing program, but are applicable to almost any software.

- *Ctrl*+*N* – Open a **new**, blank file.
- *Ctrl*+*O* – **Open** an existing file.
- *Ctrl*+*W* – **Close** the document currently open. Some software uses the *Ctrl*+*F4* key combination.
- *Ctrl*+*S* – **Save** the document currently open.
- *Ctrl*+*C* – **Copy** the selected text or picture.
- *Ctrl*+*V* – **Paste** the selected text or picture.
- *Ctrl*+*X* – **Cut** the selected text or picture.
- *F7* – Run **Spell check** (proofing).
- *Ctrl*+*F* – Open the **Find** dialog box.
- *Ctrl*+*H* – Open the **Find and Replace** dialog box.
- *Ctrl*+*Y* (or *F4*) – **Redo** the last command.
- *Ctrl*+*Z* – **Undo** the last command.
- *Ctrl*+*A* – **Select all**.
- *Ctrl*+*B* – Put the selected text in **boldface**.
- *Ctrl*+*I* – Put the selected text in *italic*.
- *Ctrl*+*E* – Center the paragraph.
- *Ctrl*+*L* – Place the paragraph flush left.
- *Ctrl*+*R* – Place the paragraph flush right.
- *Ctrl*+ *J* – Justify the paragraph.
- *Enter* – Create a new *paragraph* (¶) or what is referred to as a **hard return**.
- *Shift*+*Enter* – Create a new *line break* (↵) or what is referred to as a **soft return**.
- *Ctrl*+*Enter* – Create a *page break*.
- *Ctrl*+*Shift*+*Enter* – Create a *column break*.

Finally, don't forget the *Home*, *End*, *Page Up*, or *Page Down* keys to help you move around in your document. *Ctrl*+*Home* will take you to the beginning of your document and *Ctrl*+*End* will take you to the end of your document.