

Microsoft Word

The current lab versions are:

Word 2001 on Macs and Word 2000 on PCs in Dwight Labs.

Word 98 on Macs and Word 97 on PC's in Carr, Skinner and dorm labs.

The following instructions are based on Word97&98. A separate document will highlight differences between Word 97&98, Word 2000 and Word 2001.

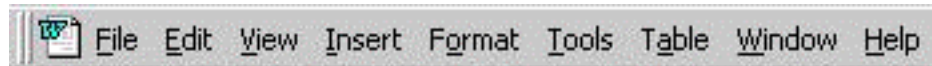
Microsoft Word Help:

- Use Contents section to view specific categories of information.
- Use Index section to look through an alphabetical arrangement of terms.
- Use Search on Mac or Find on PC section to search for a specific word.

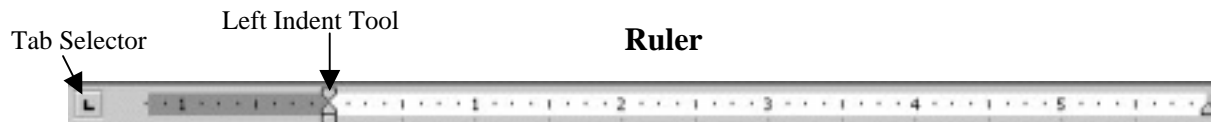
Tools on the Screen

Following are the basic elements of the window you will use:

Menu Bar



Standard & Formatting Tool Bars



Categories of Settings

- Page setup (Word 97) or Document formatting (Word 98)
- Paragraph formatting
- Text formatting

Page Setup (Word 97) or Document Formatting (Word 98)

Basic settings controlled by page setup:

- Margins
- Header and Footer positions

In Word 97:

Select **File**→**Page Setup** to view/change these settings.

Page setup also includes features such as paper orientation and line numbers.

In Word 98:

Select **Format**→**Document** to change margins, header and footer positions and line numbers.

To change paper orientation and size, use **File**→**Page Setup**.

Paragraph Formatting

Basic settings controlled by paragraph formatting:

- Indentation
- Spacing between lines
- Spacing between paragraphs
- Text alignment
- Tab settings

Select **Format**→**Paragraph** to view/change most settings.

Text Formatting

Basic settings controlled by text formatting:

- Font, size, and style of text

To change these settings, it is easiest to use the Formatting Toolbar. For more advanced features such as color and special effects, select **Format**→**Font**.

Some Basic Tips

Copying, cutting, and pasting

Use the mouse to highlight a section of text, then select **Edit**→**Copy** (or **Cut**) to copy (or move) the selected text. Position the cursor where you want the text, then select **Edit**→**Paste**. (Note that you can also use the Cut, Copy and Paste tools on the toolbar, or keyboard shortcuts.)

Once you have highlighted a section of text, you can also move it by simply dragging it to its new location in the document.

The Undo feature

Word will remember your last several actions and allow you to undo them. Go to the Edit menu and choose **Undo...** to undo actions one at a time, or use the icons on the Standard Toolbar for more control.

Points of Frequent Confusion

Where do formatting changes apply?

- To make formatting changes to a single paragraph, place the cursor within it first.
- To make changes to several paragraphs, highlight them with the mouse first.
- To make changes to the entire document, use ⌘A or Ctrl-A to select the entire document first.

Whether changes you make will apply to the cursor position forward or to a specific area depends on how and when you make the change; you will develop intuition for this with practice.

Keyboard shortcuts

⌘P or Ctrl-P Print
 ⌘A or Ctrl-A Highlight whole document
 ⌘C or Ctrl-C Copies selected text/object
 ⌘X or Ctrl-X Cuts selected text/object
 ⌘V or Ctrl-V Pastes copied or cut text/object
 ⌘Z or Ctrl-Z Undo last action

Margins vs. Indents

- Margins set the overall text boundary (distance of text from page edges)
- Indents set the boundaries of individual paragraphs relative to margins (distance of text within a paragraph from margins).

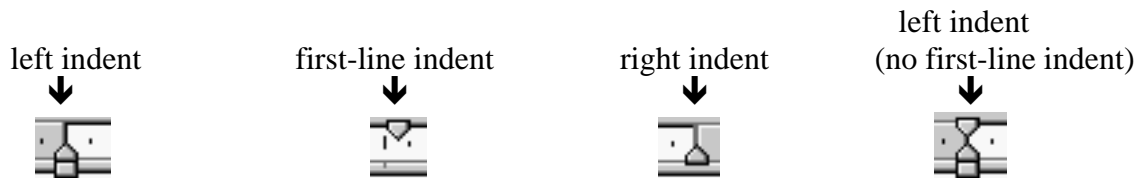
Ruler settings for margins

The **margins** are indicated by the boundary between the gray and white areas:



Ruler settings for indents

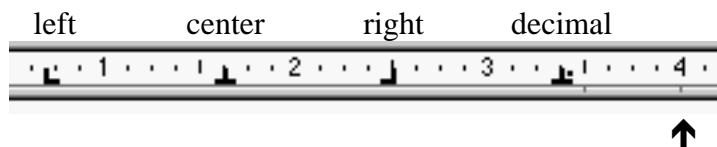
The triangular symbols show the **indents** for the current paragraph:



Note that indents can lie inside or outside the margins, or directly on their boundaries.

Ruler settings for tabs

Current tabs are shown with symbols indicating their alignment types:



Default (left-aligned) tabs are indicated by small gray lines.

To set tabs using the ruler, use the Tab Selector button at the left end of the ruler to set the tab type, then click on the ruler where you want the tab to be. To remove tabs, drag the tab symbol off of the ruler.

Paragraphs vs. lines

When you hit the **return** or **Enter** key, you are starting what Word considers a new paragraph. A new paragraph inherits formatting from the previous one.

To tell paragraphs from lines use the Toolbar’s “show hidden text” button:



The ¶ symbol now visible at the end of each paragraph “holds” the paragraph formatting for that paragraph: indents, tabs, alignment, spacing, etc. When you have this visible, you can copy the ¶ symbol from the end of one paragraph and paste it at the end of another to copy paragraph formatting. (Or, you can use the format painter on the toolbar to “paint” formatting from one section of text to another.)

Spaces vs. tabs vs. indents vs. tables

The spacebar should be used only to insert regular spaces within sentences.

Never use the spacebar to try and align text—what appears lined up on the screen tends to look quite different when printed. Use tabs instead.

Tabs should be used only to align text or to insert extra space between words.

Never use tabs to indent multiple lines of text—if you alter text or tab settings, you will have to manually correct each line. Use indents instead.

To align several columns of text or numbers, it is often easiest to use a table.

Headers & Footers

Headers and footers (which can contain text, graphics, page numbers, etc.) are printed in the top and bottom margins, respectively.

Beware: if the header/footer is too large to fit inside the margin, Word adjusts the margin. (Default top & bottom margin settings are 1” from the edge of the page; default header & footer settings are 1/2” from the edge of the page.)

Check header/footer and margin settings whenever you have problems like:

- Page numbers that don’t print
- Text at the bottom/top of the page that gets cut off
- Excessive space at the bottom/top of the page

Page numbers

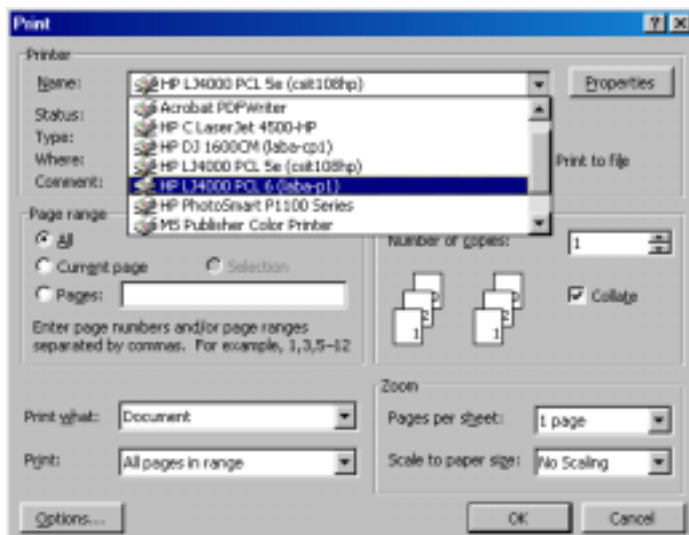
Page numbers can be added in two basic ways:

- Under the **Insert** menu, choose **Page Numbers** (standard page numbers)
- Under the **View** menu, choose **Headers and Footers** (allows more choices)

Printing

Before printing, always use Print Preview to make sure your document will come out as intended; what you see in normal document view is not always what you get...

To conserve paper, Word is set up in the Dwight Labs to always open the print dialogue box, rather than printing the entire document to the default printer as the toolbar icon does.



Duplex: Click on the Properties button and select “Print on Both Sides” on the Finishing page.

Manual Feed: Found in both the Properties and the Options windows. If selected from Properties, it will revert to Autoselect when Word is restarted. If selected from Options, it will remain in effect until changed. This causes print jobs to hang at the printer until the “Go” button is pressed.

Pages: Use this to print a specific range of pages. Enter in the form 1-3, 4, 8.

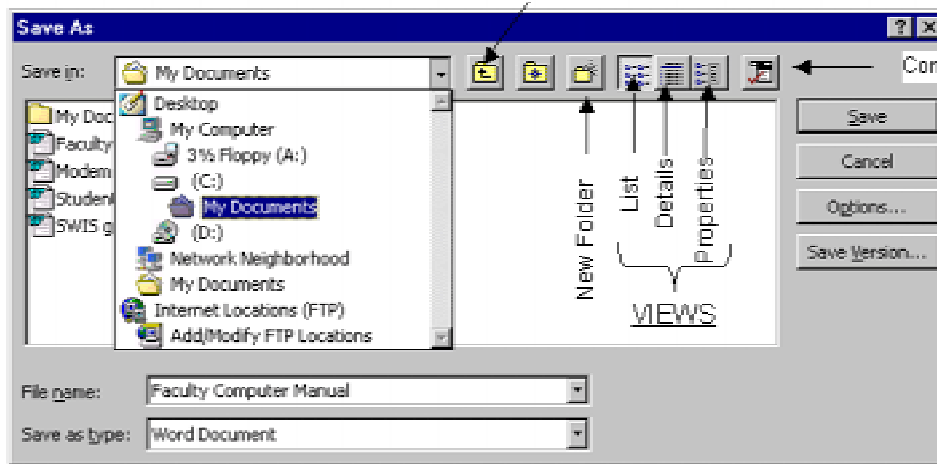
Save vs. Save As...

When you first save your document, you will be prompted for a name, location, and file type for the file. Once the document has been saved, every time you **Save**, the document will be overwritten automatically (same name, same location, same file type). To change the location, name, or file type, go to **File→Save As...**

When you **Save As...** (and the first time you **Save**) the following dialog box will open with a box showing a “Save in:” location (folder, floppy disk, etc.). Click on the arrow at the right to change to the location where you want to save the file (double-click on folders listed in the rectangle below the box until the desired location appears in the box).

The “Save in:” box below allows you to specify where the file you are looking for can be found.

Clicking on this folder brings you up one level.



Commands & Settings

If you'd like to save a document to a folder that doesn't already exist, click on the New Folder icon (with a twinkle in the upper right hand corner) and create one without having to return to Windows.

Give the file a descriptive name that you'll remember.

To change the file type click on the triangle beside **Save as Type**. This is useful for users moving between different versions of Word, or to select Rich Text Format if a document is going to be sent as an attachment to someone with an unknown word processing application. When saving documents on the network space, it is usually best not to include spaces in the filename.