Introduction to Microsoft Word 2003

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1. Objective

This tutorial is designed for users who are new to Word or have little experience using Word for creating documents. It assumes that you have at least some familiarity with operating Microsoft Office applications, for example opening and closing documents and using toolbars. Most of the functionality covered in this tutorial is also applicable to earlier versions of Word.

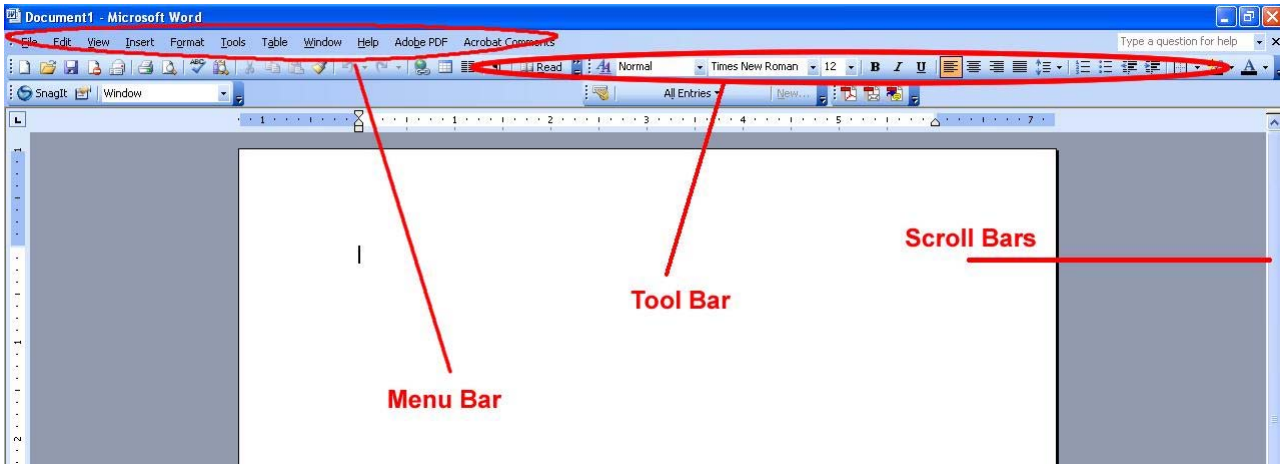
Word has a vast number of functions and tools. This tutorial will focus on only those functions and tools which are necessary to completing tasks like writing academic papers and essays. Note that this tutorial uses screenshots of Word 2003 on a Windows XP Platform and the actual application may look different for Word 2003 users on a Macintosh.

By using this tutorial you will learn how to:

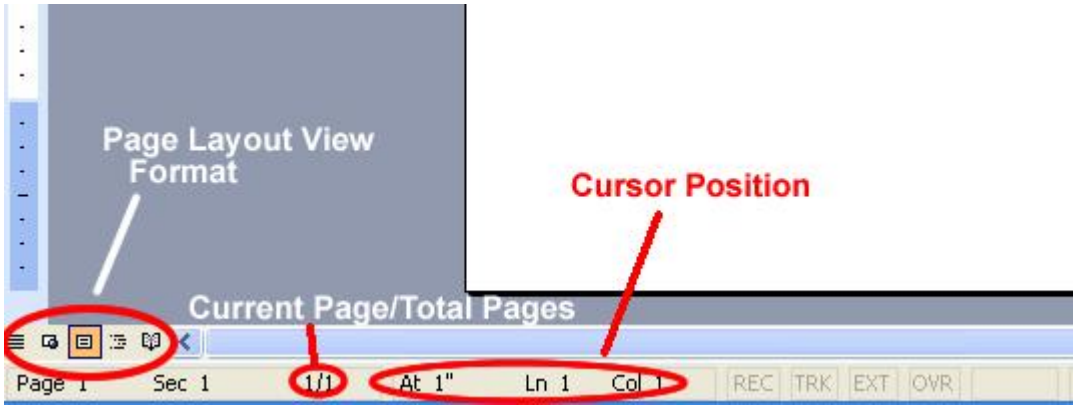
1. Start using Word
2. Format your documents
3. Cut, Copy and Paste content from the same/other documents
4. Insert pictures and clip arts
5. Create Tables and Lists
6. Edit Headers and Footers
7. Check Spelling, Grammar & Word Count
8. Print Documents
9. Insert Page break and Section breaks
10. Track Changes
11. Use Versioning

2. Terminology

This is a screenshot of the top half of the Microsoft Word application.



This is a screenshot of the bottom half of the Microsoft Word application.



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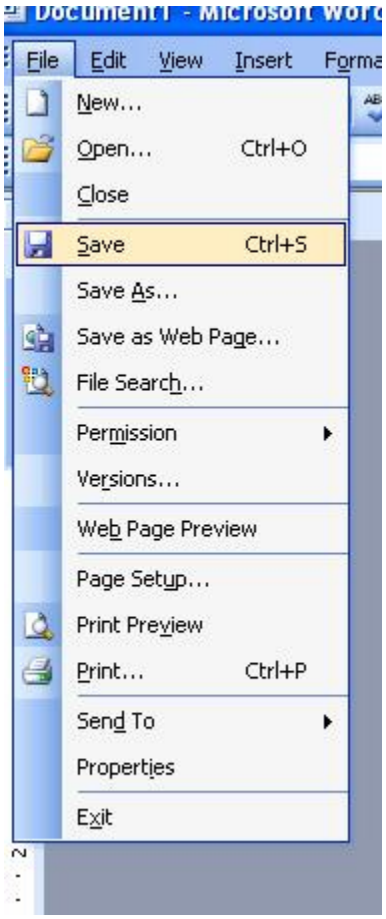
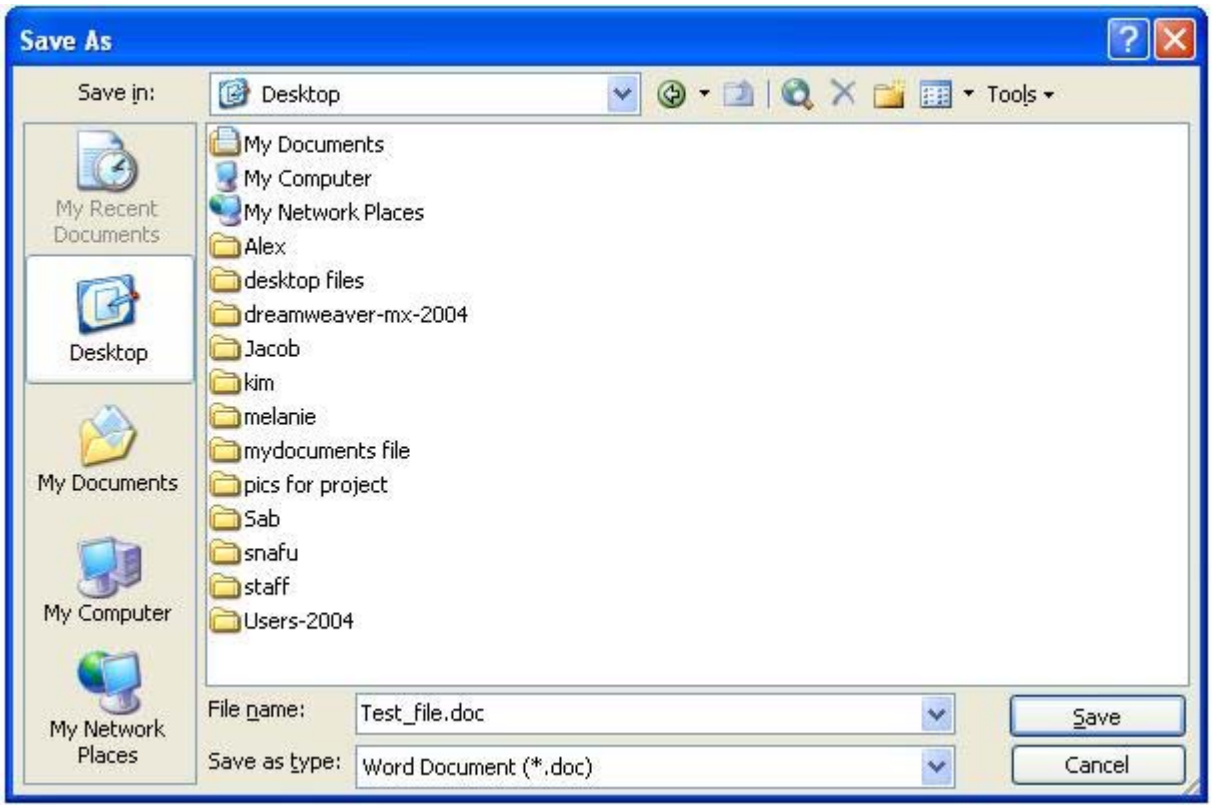
3. Basics

A. For WINDOWS users:

1. Click on the **START** button on your computer and position your cursor over the **PROGRAMS** menu to view a list of installed programs. Now from this list select the Microsoft Office Group and click on Microsoft Word.
2. The application opens a blank page similar to a text pad with scroll bars to the right and at the bottom. Now you can type your essay in the blank area using your keyboard.
3. To save this document on the desktop:
    a. Click on **FILE** at the top of the page.
    b. Next, select **SAVE** from the drop-down list.



c. This opens a pop-up window where you can specify the location on your computer where you want to save the file. You can click the **Desktop option** on the left and give an appropriate name for the file before clicking on the **SAVE** button.



5. Microsoft Word files are saved as Document files (the file extension for word files is **.doc**).
6. To open your file again for further editing, you can double click on the file, which will automatically load the application and open your file.

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B. For MACINTOSH users:

1. Click on the Word Icon present in the application dock.
2. The application opens a blank page similar to a text pad with scroll bars to the right and at the bottom.
3. Now you can type your essay in the blank area using your keyboard.
4. To save this document on the desktop:
    a. Click on **FILE** at the top of the page.
    b. Next, select **SAVE** from the drop-down list.
    c. This opens a pop-up window where you can specify the location on your computer where you want to save the file. You can click the **Desktop option** on the left and give an appropriate name for the file before clicking on the **SAVE** button.
5. Microsoft Word files are saved as Document files (the file extension for word files is **.doc**).
6. To open your file again for further editing, you can double click on the file, which will automatically load the application and open your file.

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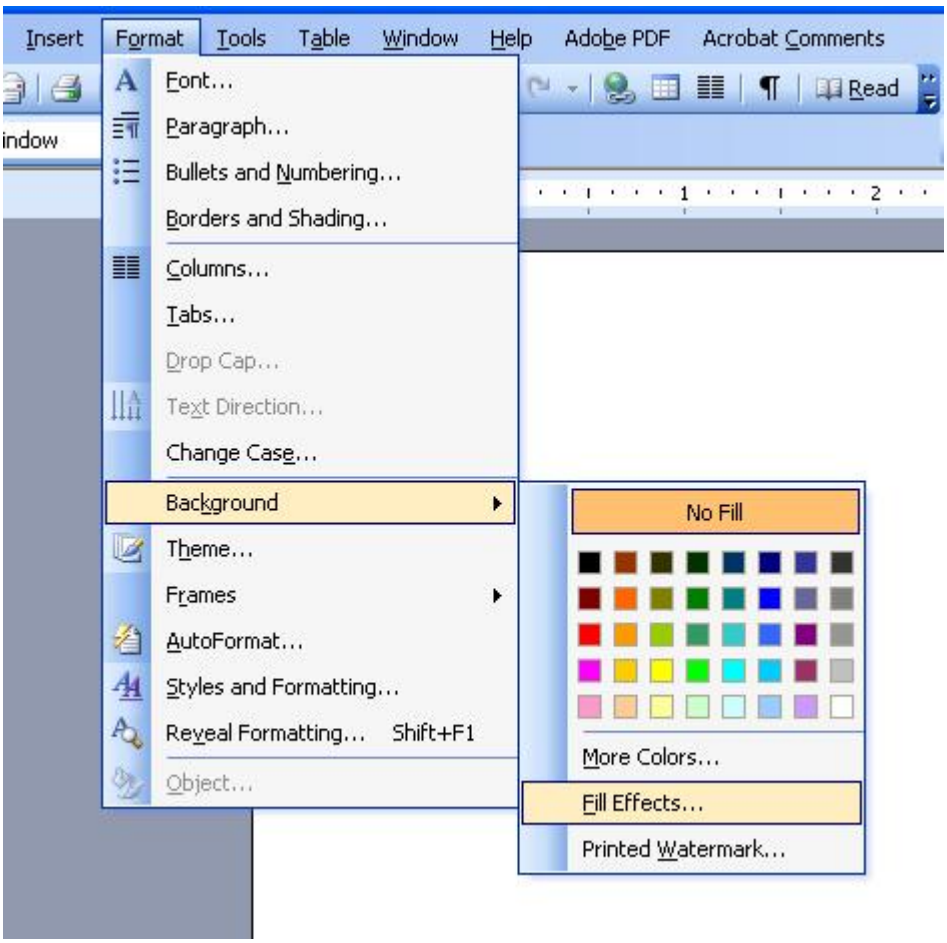
4. Set the Background

Use

Using the Background feature, you can apply a different color or a texture to the background of your document.

How to

To change the background of the document, click on **FORMAT** from the menu bar at the top of the application. Move your cursor to **BACKGROUND**. Using the sub-menu, you can select any **COLOR** or **FILL EFFECTS** for the background of the document.



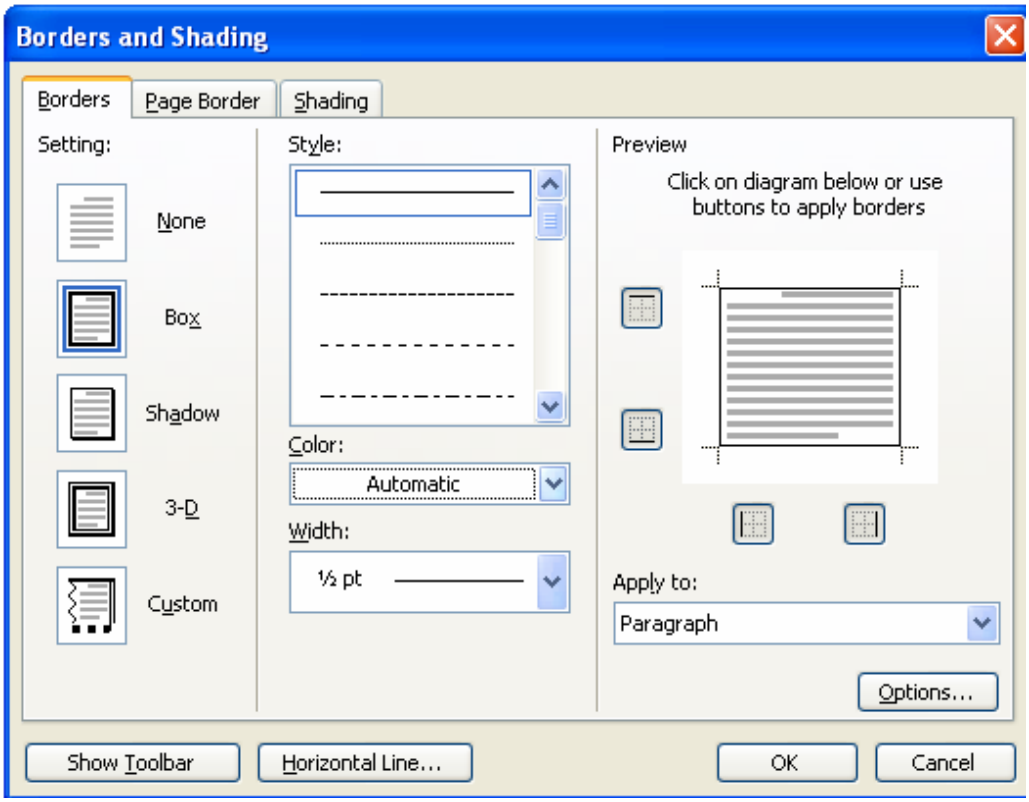
5. Setting Borders

Use

You can add a border to any or all sides of each page in a document, to pages in a section (section: A portion of a document in which you set certain page formatting options.), to the first page only, or to all pages except the first. You can set apart text from the rest of a document by adding borders. You can also highlight text by selecting a section of the text and applying a border to it.

How to

This functionality will format each of your pages or paragraphs to have a border. Click on **FORMAT** from the menu bar at the top of the application. Select **BORDERS AND SHADING** from this menu. A dialog box pops up showing the various types of borders possible. Choose **BOX Setting** and select the required ***Style, Color, Width*** required for the document. Now set the Apply to option to **PARAGRAPH** or select the same options in the **PAGE BORDER** tab to create a border for a page.



6. Margins

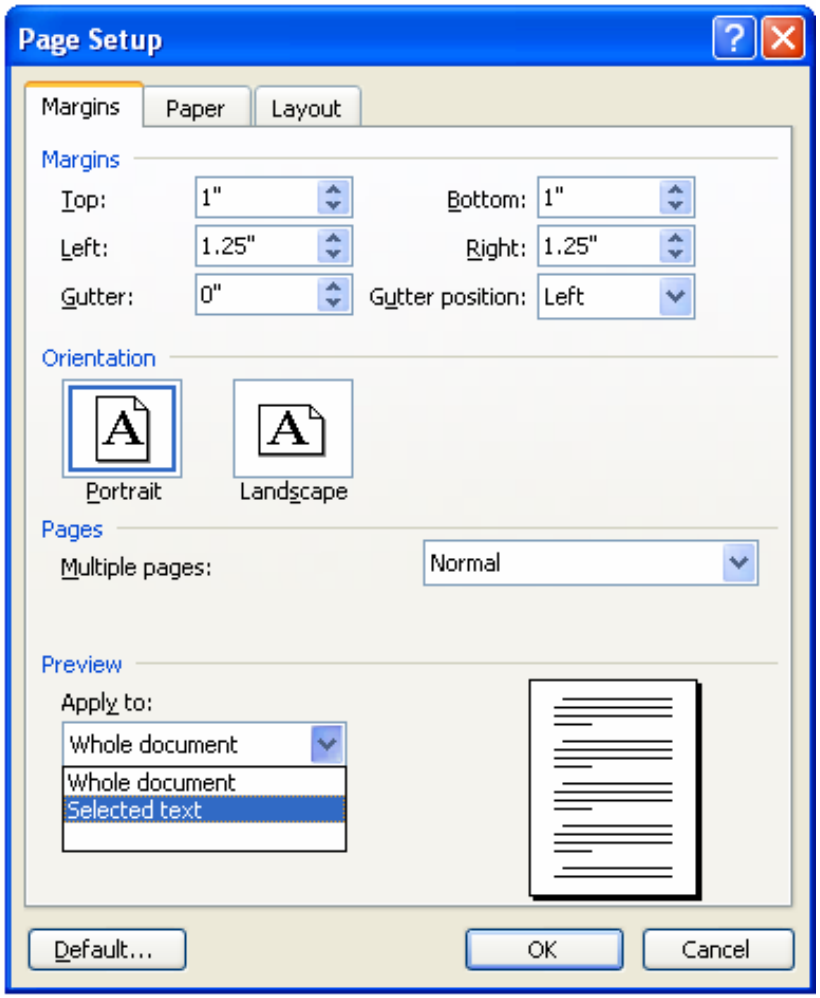
Use

You can set customized margins for the entire page or a selected box of text.

How to

To set the ***Top, Bottom, Left and Right margins*** for your page, click on **FILE** and select **PAGE SETUP**. A dialog box appears where you can manipulate all the margins for the page by clicking on the up and down arrows to increase and decrease the margin size.

To change the margins for part of the document, select the text, and then set the margins you want. In the dialog box for the Apply to drop-down option, click **SELECTED TEXT**.



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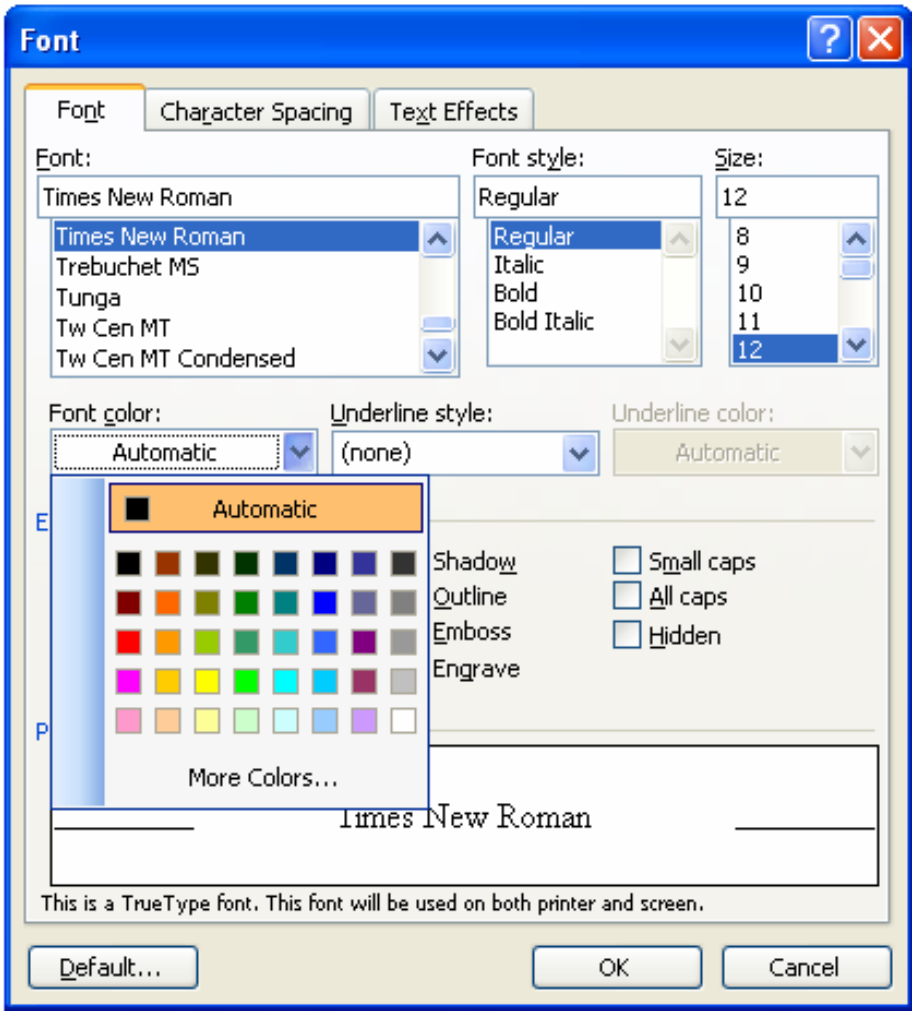
7. Fonts

Use

You can change the look and feel of your document by changing the font size and the font type. You can highlight a particular section or heading by changing the font color and font style.

How to

To change the font properties for a particular section of text, **select** the particular text with your mouse. Then click on **FORMAT** and select **FONT**. A dialog box opens which will give you the option to change the ***Font Size, Font Style*** (Bold, Italic and Underlined), ***Font*** (Times New Roman, Verdana etc.) and ***Font Color***.



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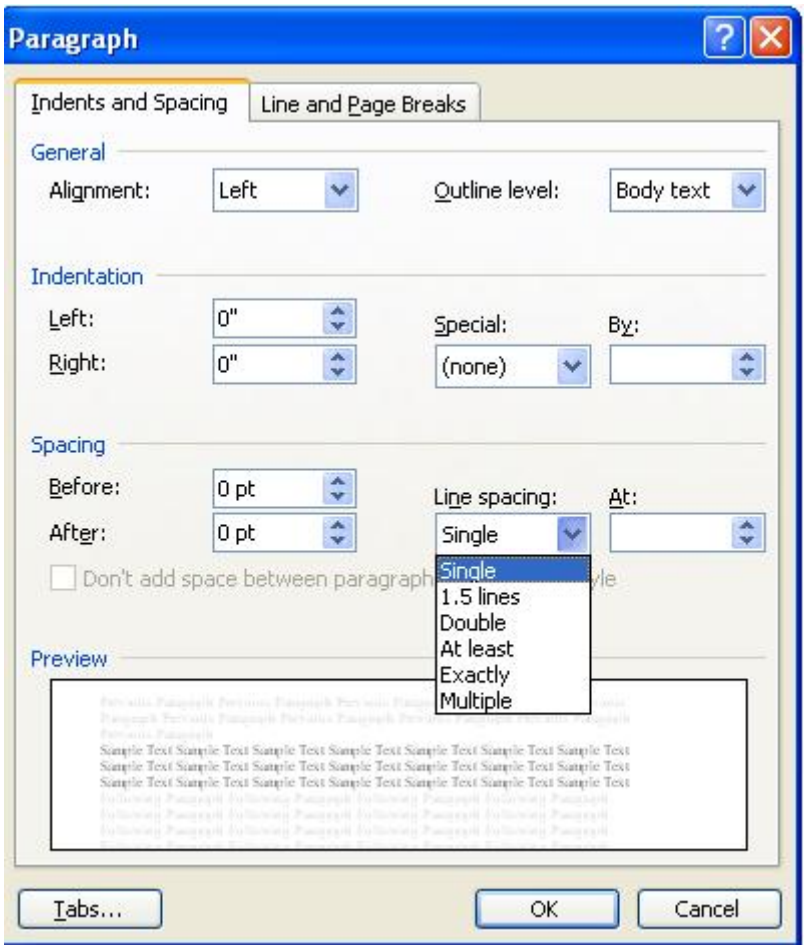
8. Single and double spacing

Use

You can change the spacing between the lines or the spacing before or after each paragraph to make the particular text easily readable.

How to

All documents are generally single-spaced. If you want to change the spacing on the documents, click on **FORMAT** and select **PARAGRAPH**. The dialog box which appears has a section on Spacing where you select the line spacing as "***Single***", "***1.5 lines***" or "***Double***" from the drop-down menu.



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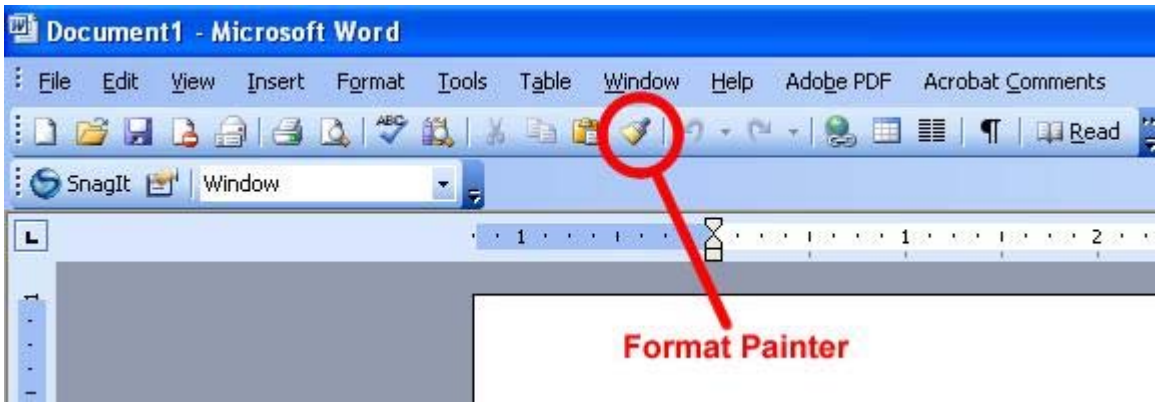
9. Format Painter

Use

If you do not know what formatting has been used on a particular part of the text, which you wish to replicate in some other part of the document, you can use the Format Painter on the Standard toolbar to apply some basic graphic formatting, such as borders, fills, and text formatting.

How to

First, **select** the part of the text with the desired formatting. Then **click on the Paintbrush icon** in the Standard toolbar at the top of the application (This saves the formatting of the source text). Next, with the cursor, select the text for which you want to change formatting. (This will apply the saved format to the destination text)



10. Cut, Copy and Paste

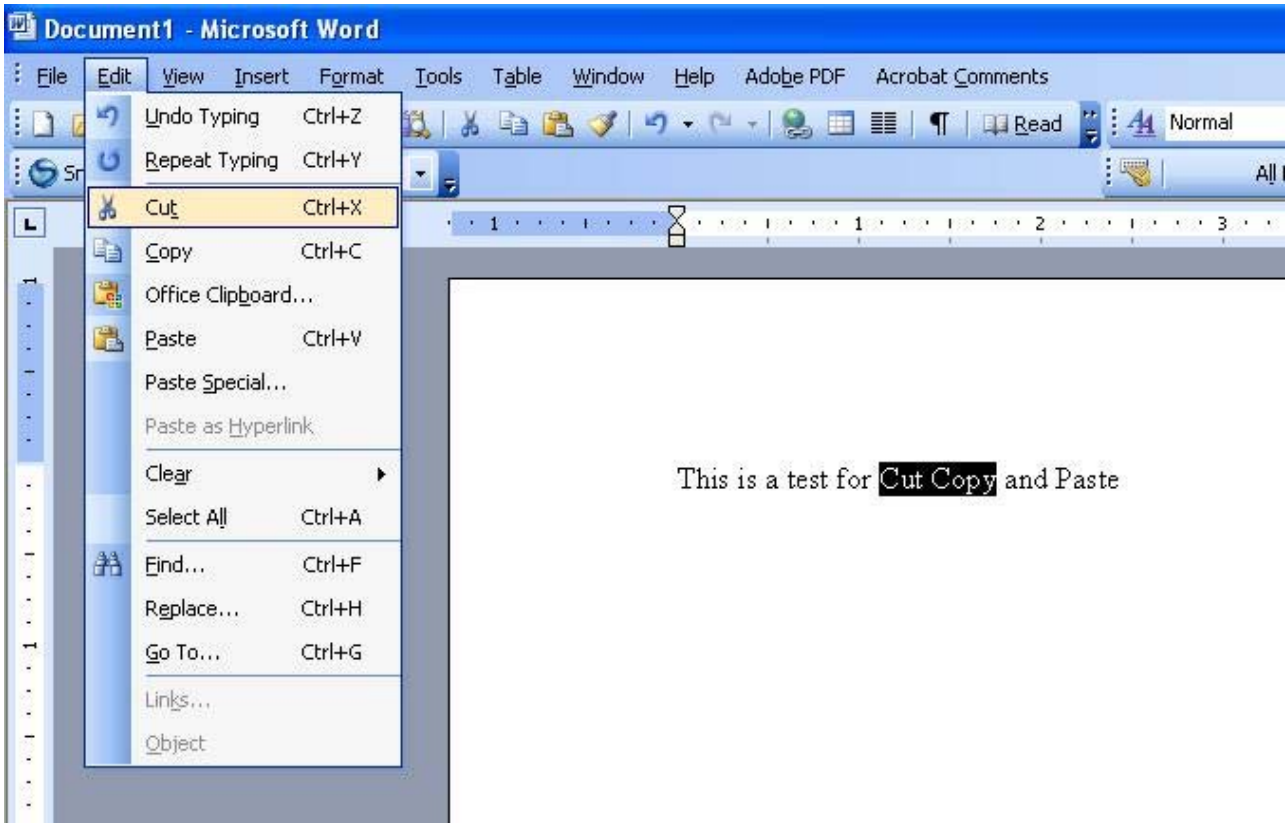
A. Cut & Paste

Use

To remove a particular segment of text from a particular position and place it elsewhere involves CUT and PASTE operations.

How to

Select the segment of text to be cut and click on **EDIT**. Select **CUT** from the drop-down menu.



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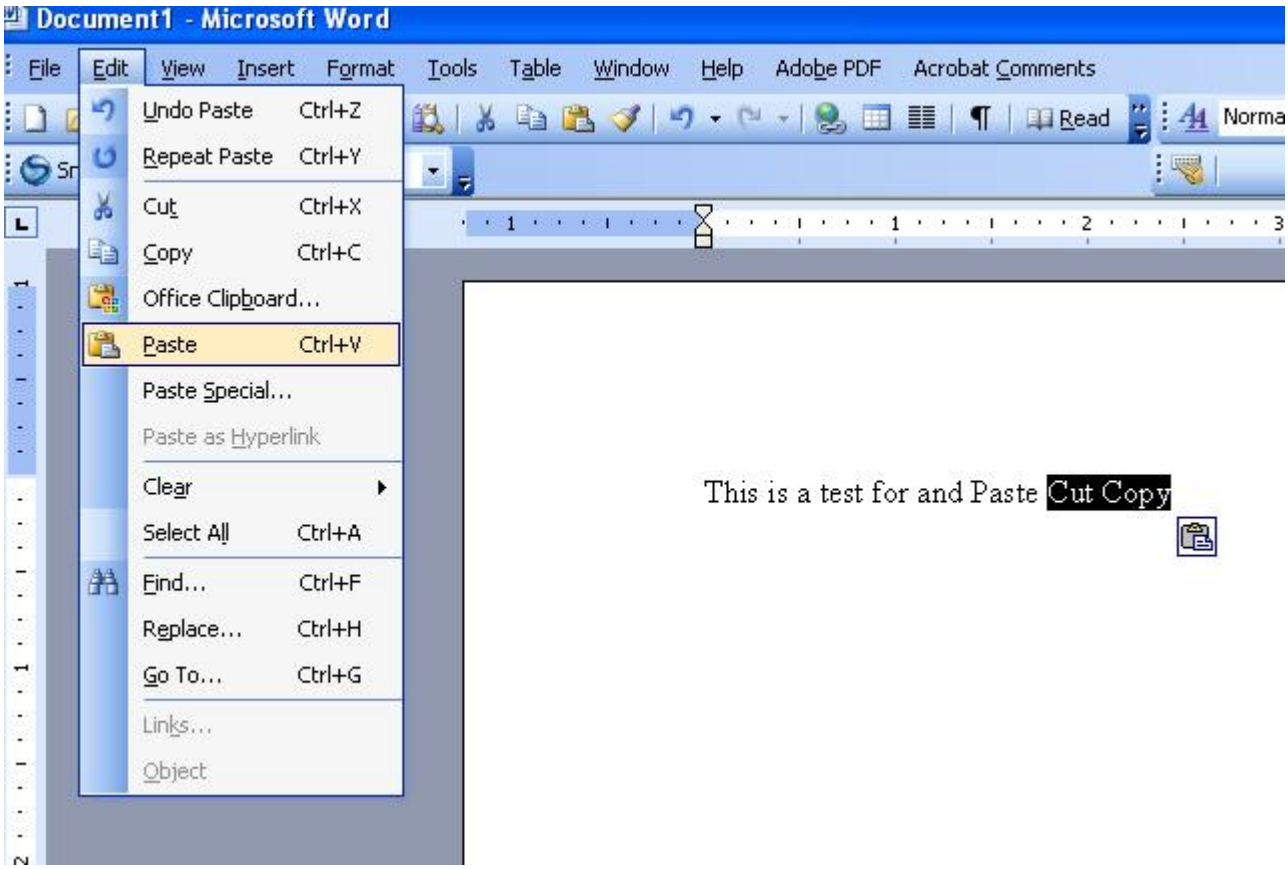
Now place the cursor in the **Target position** (the *Target* position is the position in the document where the text needs to be copied or moved). Now click on **EDIT** and select **PASTE** from the drop-down menu.



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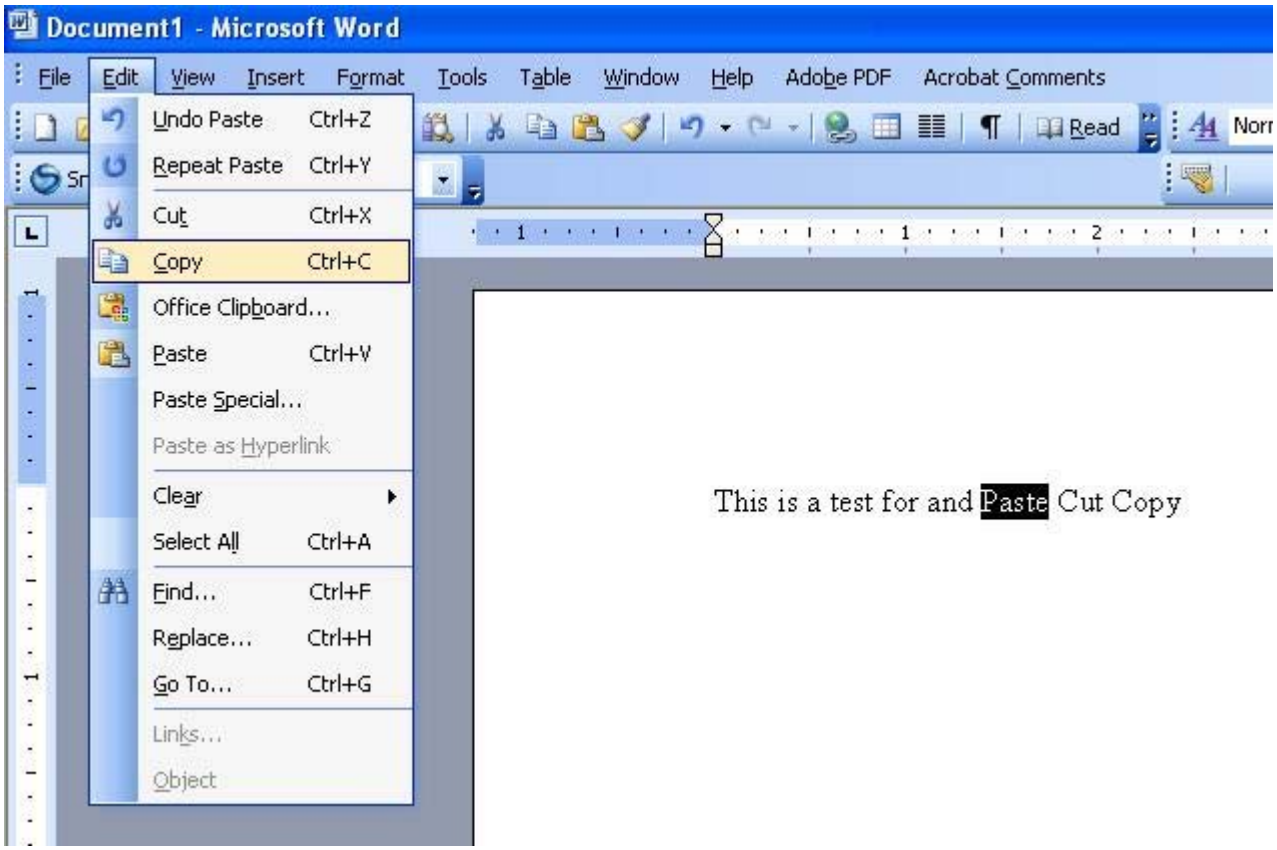
B. Copy & Paste

Use

To duplicate a part of the text in some other part of the document involves using COPY and PASTE operations.

How to

Select the segment of text to be copied and click on **EDIT**. Select **COPY** from the drop-down menu.
Now place the cursor in the **Target position** (the *Target* position is the position in the document where the text needs to be copied or moved). Now click on **EDIT** and select **PASTE** from the drop-down menu.



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11. Inserting Pictures & Graphics

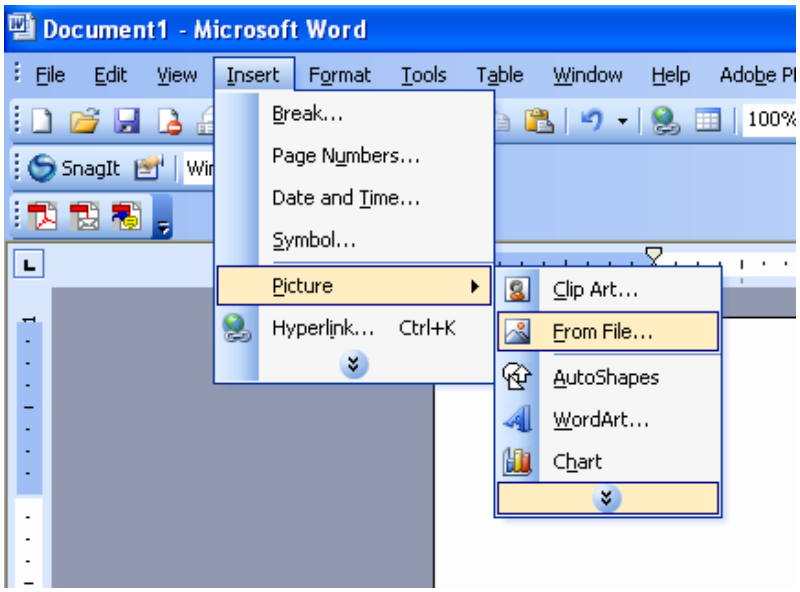
A. Inserting Pictures

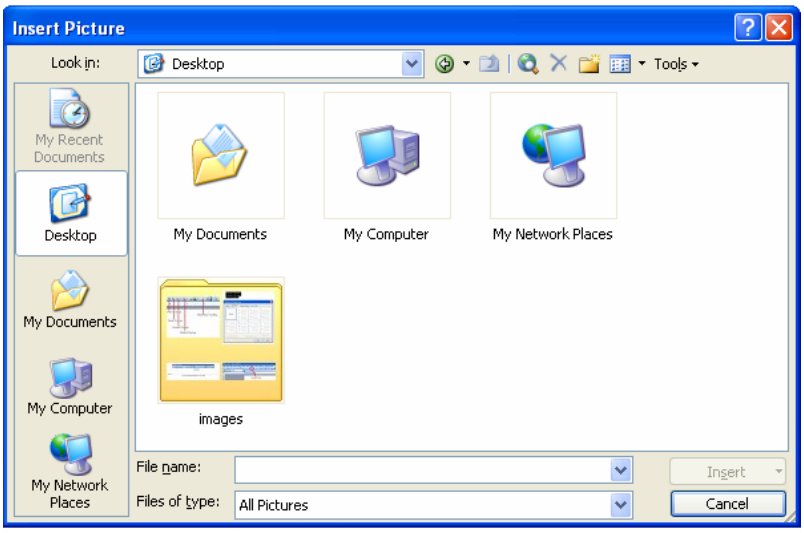
Use

To add Pictures or Photos to your document.

How to

Click **INSERT** and then select **PICTURE**. From the sub-menu, select the option **FILE** if you have the picture or photograph stored as a separate file on the computer. This opens a dialog box where you can browse or type the location (path) of the picture on the computer.

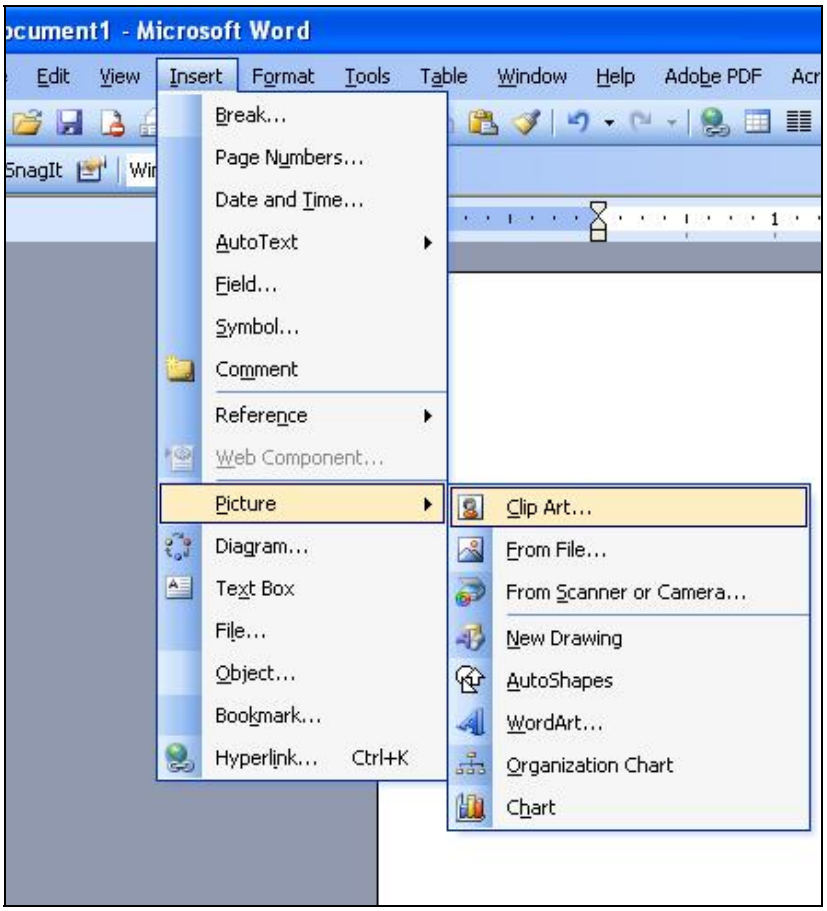


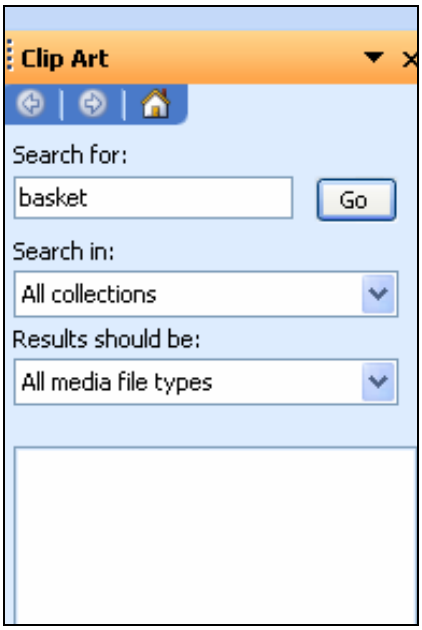


B. Inserting Graphics

Use
To insert a clip art in your document.

How to
Click **INSERT** and then select **PICTURE**. From the sub-menu, select the option **CLIP ART** which opens a pane to the right of the application window. Now you can search for a clip art by typing the keyword associated with the clip art into the **Search Box** and clicking **SEARCH**.





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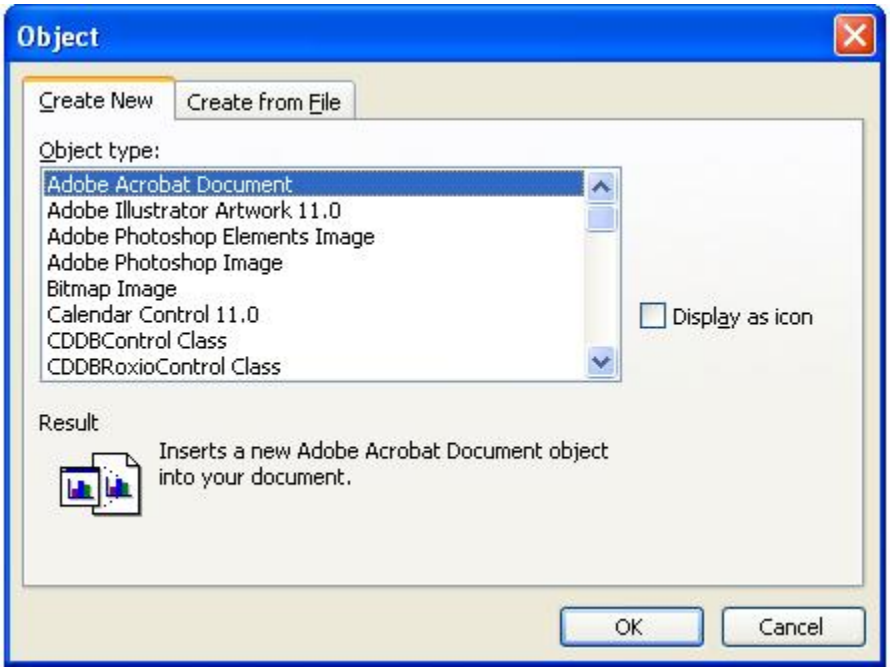
C. Inserting Charts & Video

Use

To insert a video, movie or an Excel chart as an illustration.

How to

Click **INSERT** and then select **OBJECT**. From the pop-up window, select the **required type of insert** (Media Clip, Excel Chart etc.). You might need to **browse** to the location on the computer where your object is located.



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12. Tables and Lists

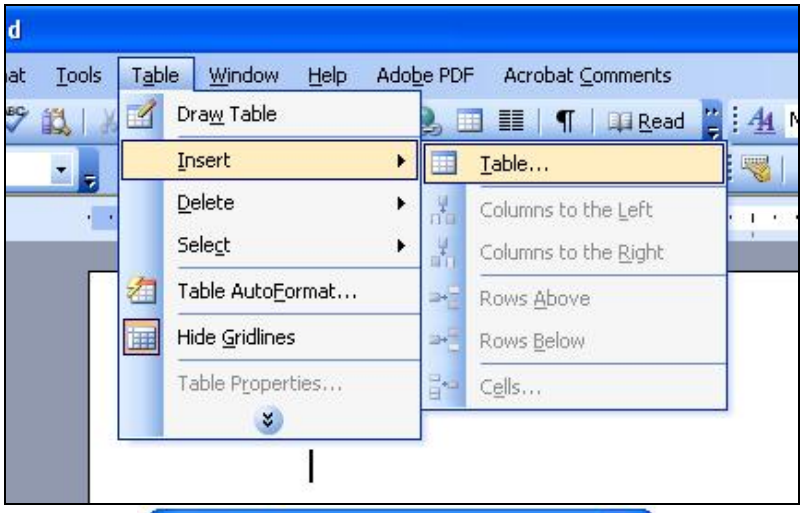
A. Tables

Use

A table can be filled with text and graphics. Tables are often used to organize and present information.

How to

To create a table, click on **TABLE**, select **INSERT** and then select **TABLE**. This opens a dialog box where you can specify the number of **rows and columns** required for the table.



You can vary the width and length of the columns and rows by dragging the table from its corners.

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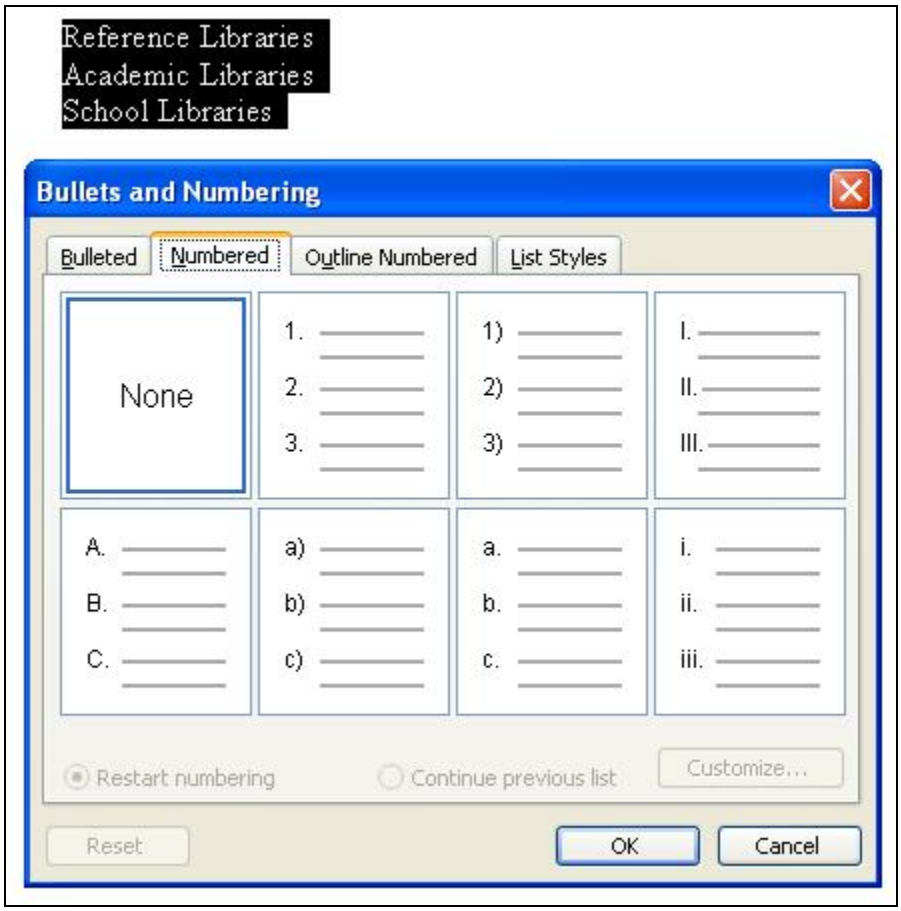
B. Lists

Use

Lists are primarily of two types: bulleted and numbered. You can add bullets (a dot or other symbol that is placed before text) or numbers to existing lines of text to create a list.

How to

To create a list, first type the items of the list one below the other hitting **ENTER (RETURN)** key on the keyboard after every item of the list. **Select** the items of the list using your mouse and click on **FORMAT**. Select **BULLETS AND NUMBERING**. This opens a dialog box where you can select a particular **style of list** (Numbers, Bullets etc.). After selecting the style, click the **OK** button.



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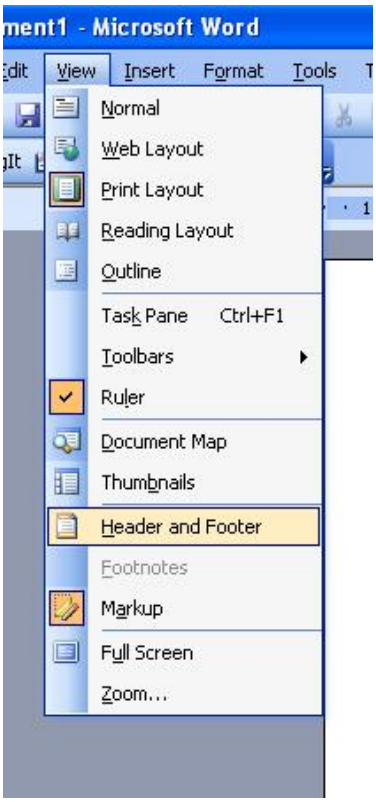
13. Headers & Footers

Use

A header can include the name of the project/paper and page number or either of the two while the footer can include the names of the team members and/or other copyright information.

How to

To include a header click on **VIEW** and select **HEADER AND FOOTER**. This highlights the area of the Header where you can type in the name of your project. To insert page numbers, use the **toolbox** (pop-up window) which appears along with the header. This toolbox has options to insert the ***page number, date, time*** etc.



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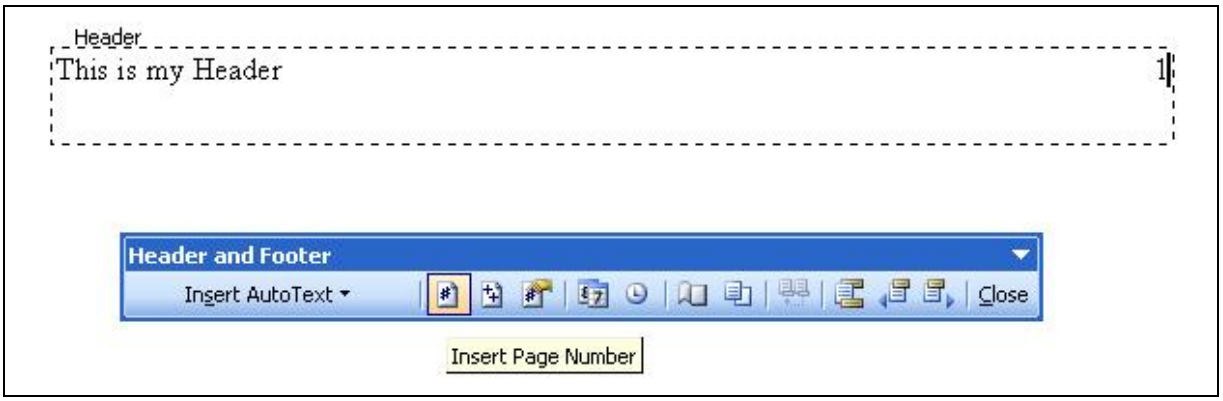
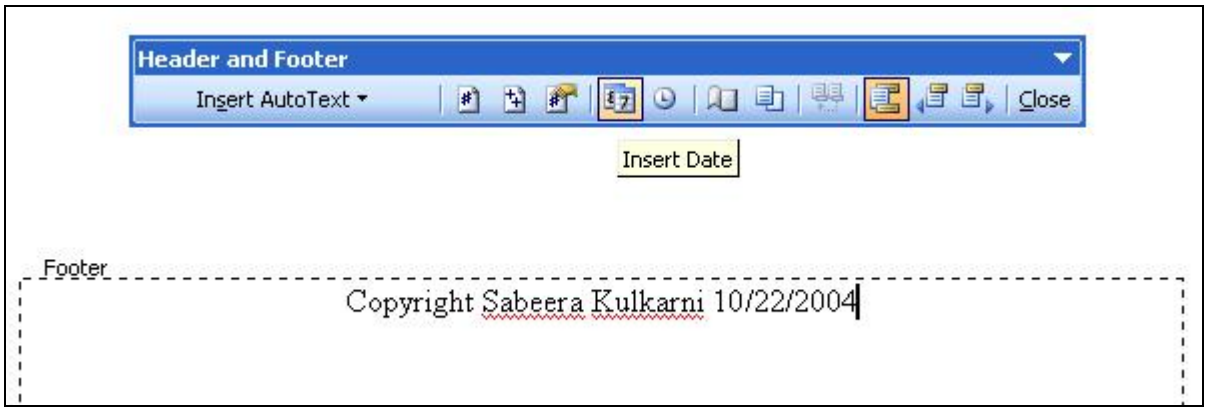


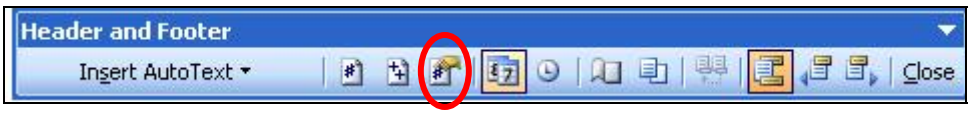
Now to edit the footer, again use the **toolbox** and click on the **icon** which switches between the Header and Footer. Once the footer area is highlighted, you can enter your name and other relevant information in the footer.



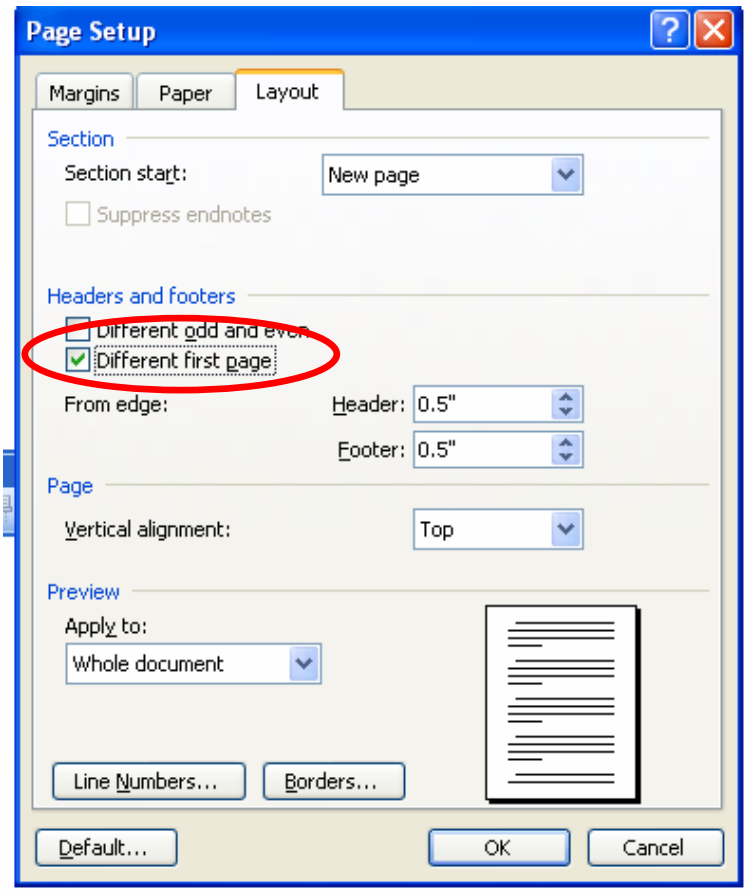
Note:

The content of the header and footer appear on all the pages of your document and are common for all the pages in the document.

If you want a different header and footer for your first page, select the **page setup** icon (circled in red in the following diagram) from the **toolbox**.



Select the **Layout** tab on the window as shown in the figure below and check the option "**Different First Page**".



Now you have a different Header and Footer for the first page and you can easily omit including the page number on the first page of your document.

14. Footnotes and Endnotes

Footnotes and endnotes are used to elaborate, comment on, or reference/cite sources in a document.

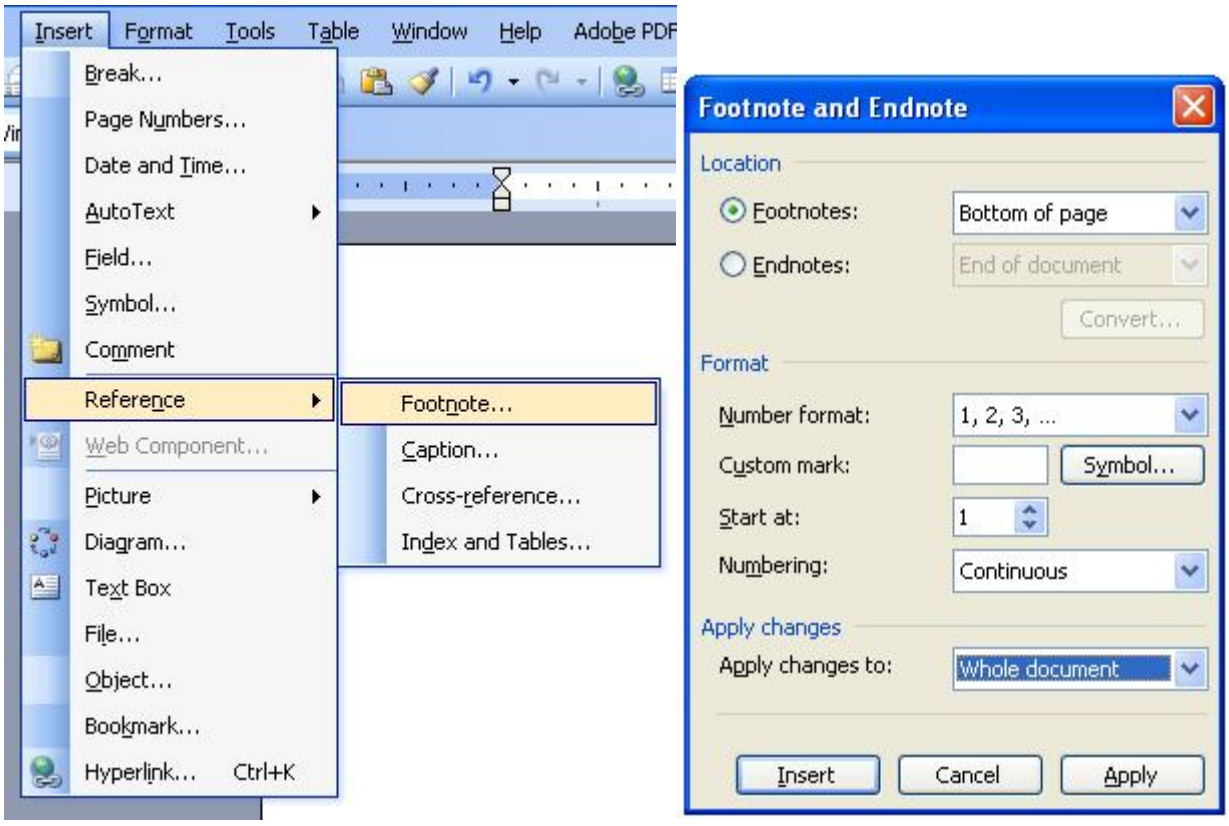
A. Footnotes

Uses

Footnotes are comments which appear at the bottom of the page.

How to

To insert footnotes, first place your cursor at the reference point (position from which you want to refer to the footnote). Now click on **INSERT** and select **REFERENCE**. This produces another drop-down list from which you need to select the **FOOTNOTE** option. A window pops up where you can select the option **Footnote** (using the radio button) and then click on the **INSERT** button. This inserts a reference number at the reference point and moves the cursor to the bottom of the page where you can actually type the comment.



B. Endnotes

Uses

Endnotes are inserted at the end of the entire document. They are typically used to cite references in academic papers.

How to

To insert Endnotes, first place your cursor at the reference point (position from which you want to refer to the footnote). Now click on **INSERT** and select **REFERENCE**. This produces another drop-down list from which you need to select the **FOOTNOTE** option. A window pops up where you can select the option **Endnote** (using the radio button) and then click on the **INSERT** button. This inserts a reference number at the reference point and moves the cursor to the bottom of the document where you can actually type the reference or comment.

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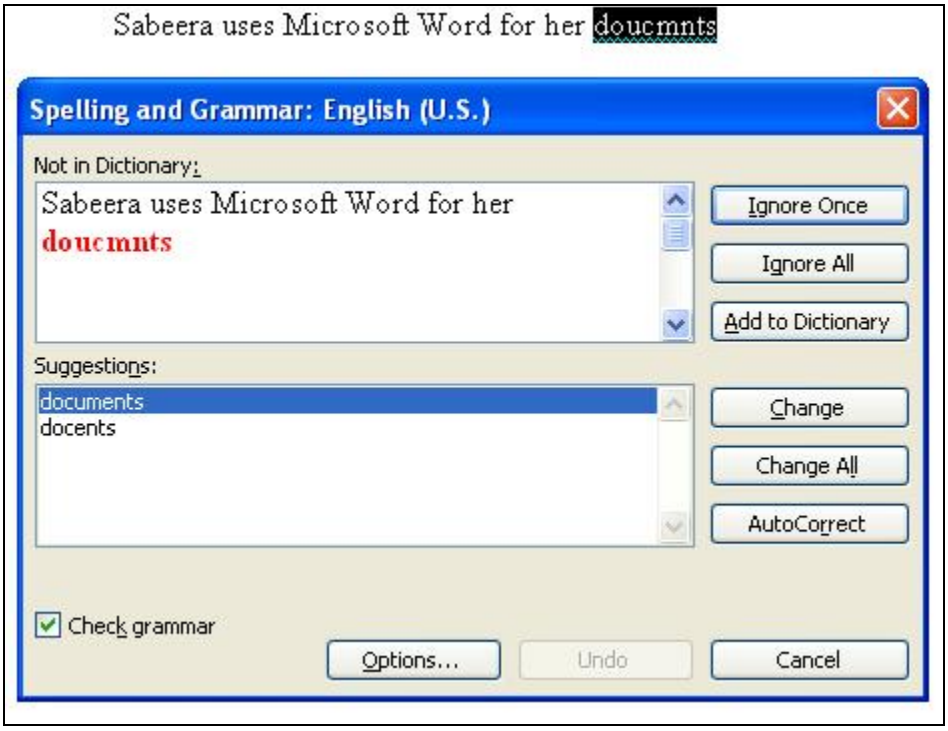
15. Correcting spelling and grammar

Use

Once your document is ready, you can check your grammar on the document by using this feature.

How to

Click the **TOOLS** option on your Menu and select **SPELLING AND GRAMMAR**. This opens a window which highlights any spelling or grammatical errors in the document.



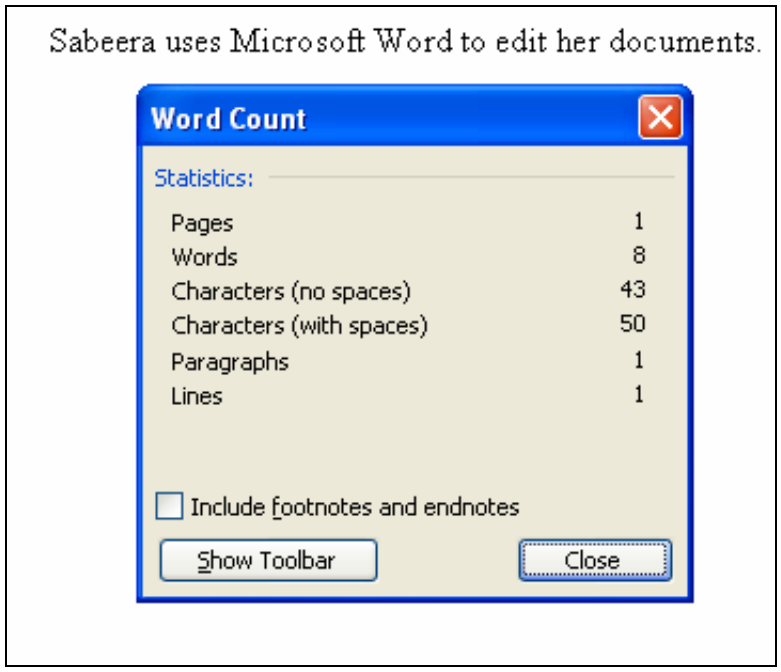
16. Word count

Use

To count the number of words for your essay.

How to

Click on **TOOLS** and select **WORD COUNT**. This opens a small window displaying the number of words in your document.



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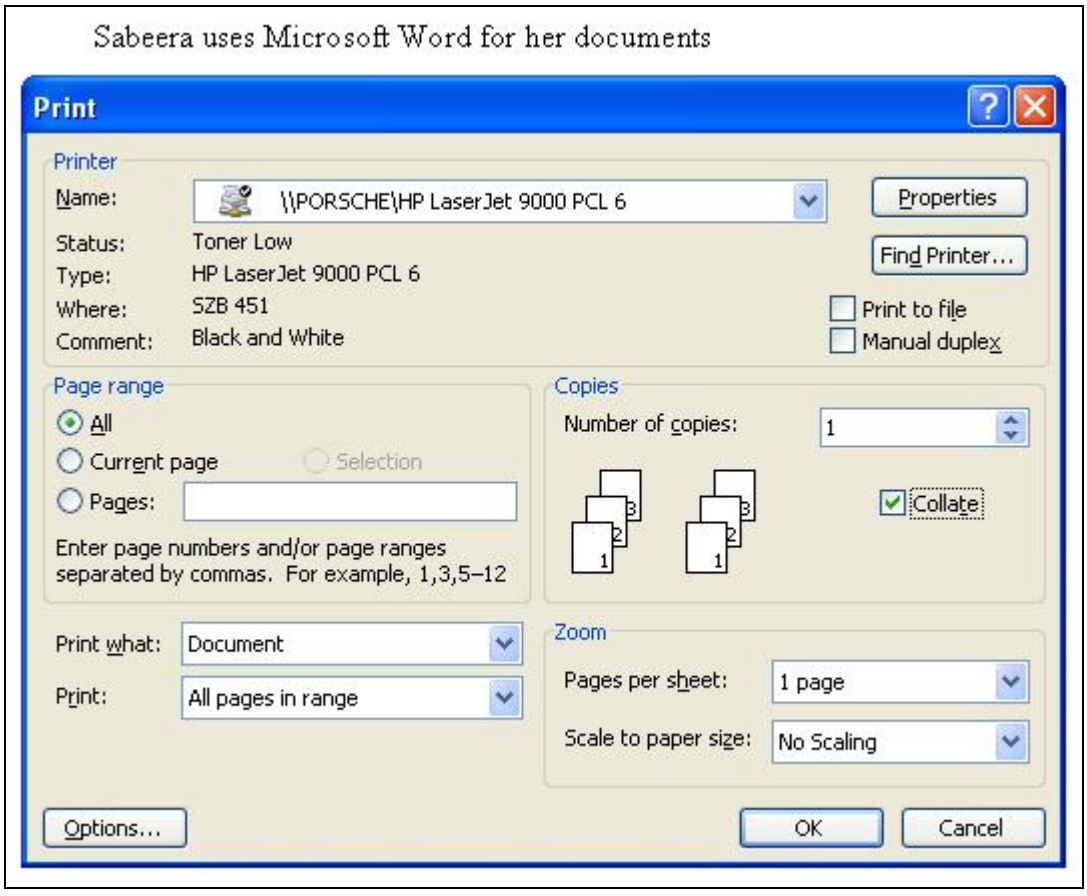
17. Previewing and Printing

Use

It is always best to preview your document before printing so that you are sure about the layout and know how your printed document will look.

How to

To preview your document, click on **FILE** in the menu and select **PRINT PREVIEW**.
To print your document, click on **FILE** in the menu and select **PRINT**.



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18. Page Break & Section Break

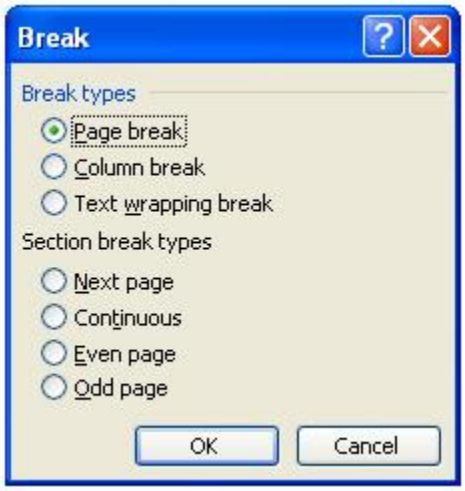
Use

Page breaks are used to position the text following the cursor on the next page. This is especially useful when you want to begin a new sub-topic on a new page without hitting the ENTER/RETURN key several times.

Sections are used when you want to change properties such as line numbering, number of columns, or headers and footers i.e. to vary the layout of a document within a page or between pages. For example, formatting a section as a single column for the introduction of a report, and then formatting the following section as two columns for the report's body text.

How to

To insert a section break or a page break, position your cursor at the end (last character) of the section or page. Next, click on **INSERT** and select **BREAK**. Now select either **PAGE BREAK** or the **NEXT PAGE** under **SECTION BREAK**.



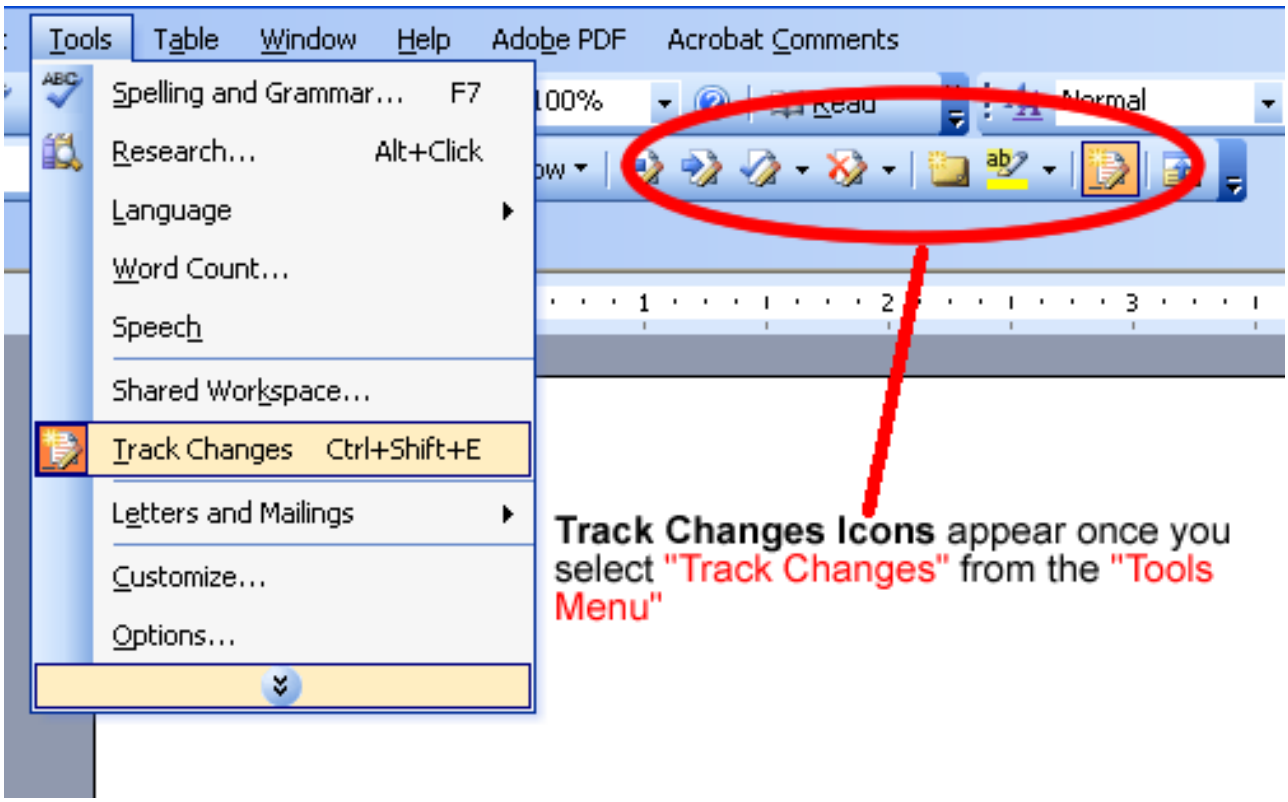
19. Tracking Changes

Use

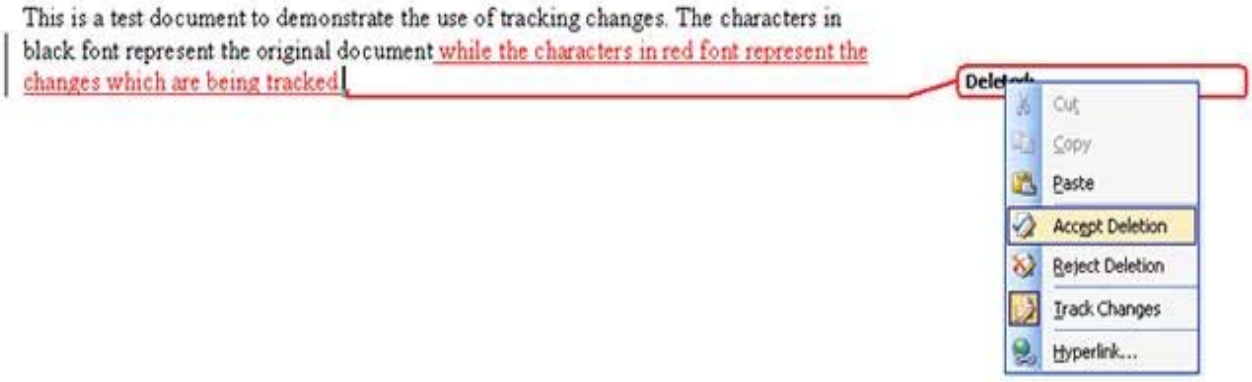
This tool helps multiple people editing a document without overwriting the original document. This feature will track all the changes and corrections and differentiate the corrections made by different users by using multiple colors.

How to

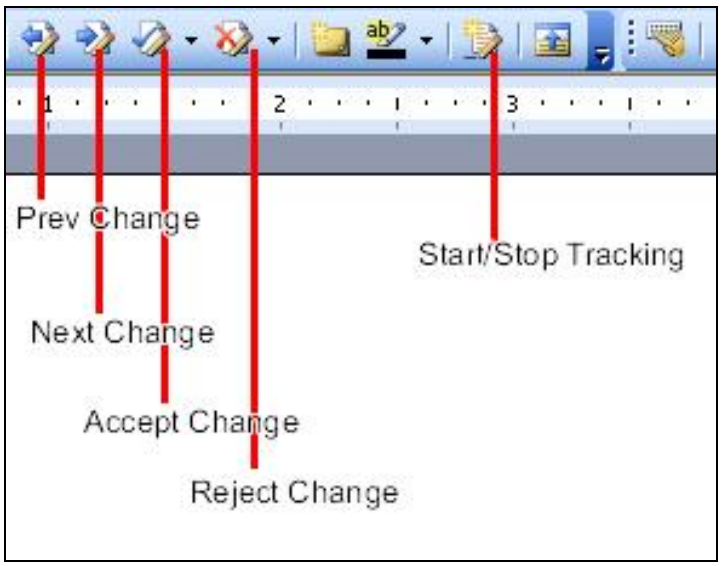
Click on the **TOOLS** option on your Menu bar and select **TRACK CHANGES** and edit the document like you usually would. The tracker keeps track of every character deleted as well as every character inserted. It also keeps track of basic formatting changes.
You will be able to track changes using some icons which are present on the Standard Toolbar.



Once you receive a document with highlighted changes, you can go over each change and decide whether to retain or reverse the change. Click on the **balloons** to highlight the change. **Right clicking** on the balloon, select the "**Accept Change**" or "**Reject Change**" option to accept or reject changes.



You can also make use of the **icons** in the standard toolbar to accept or reject changes and stop tracking. To accept or reject a change using the icons, first select the change bubble and the click on the accept/reject change icon.



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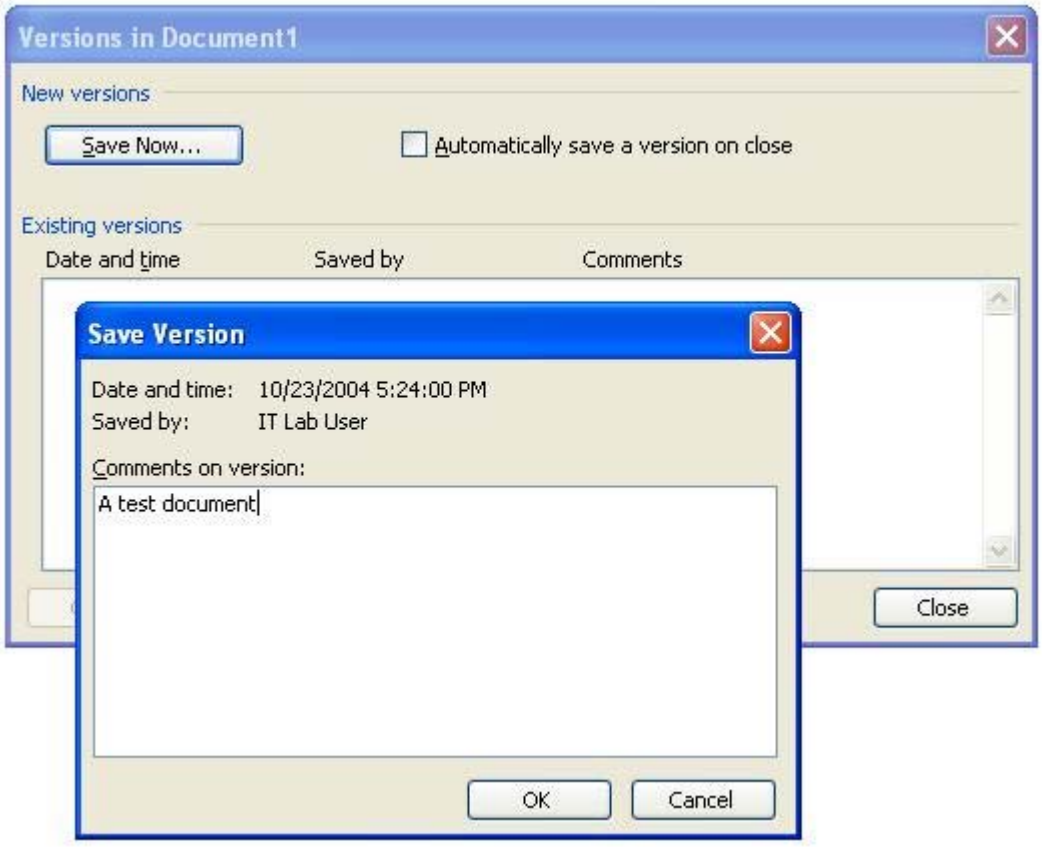
20. Versioning

Use

You can create multiple versions of the same document so that you can revert to any of the previous versions of the work.

How to

Click on **FILE** from the menu bar and select **VERSIONS**. This opens up a pop-up window which shows you a list of existing versions and gives you the option of creating a new version. Click **SAVE NOW**. This action opens up another window where you can add comments and the version is saved with "**Date & Time**" information as well as "**User**" information.



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