

# WORD 2003 BASICS

## (FORMATTING, OBJECTS, TABLES)

### UNDER THE FILE MENU YOU CAN...

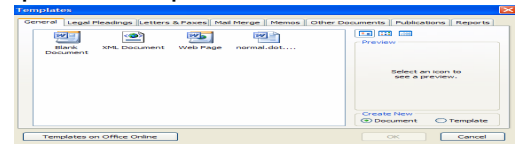
- start a **NEW** document (A)
- **OPEN** a file (B)
- **CLOSE** a file
- **SAVE** a file (C) – use after you have already specified a file name and location
- **SAVE AS** a file – use when you first save a file
- change the setup options – **PAGE SETUP** - specify the margins, orientation, paper size, vertical alignment, etc.
- **PRINT PREVIEW** the document (E)
- **PRINT** the document (D) – when you go through the File menu there are properties you can set for print quality, paper type, number of copies, color or grayscale, etc.; if you click the **Print button** on the toolbar, you don't get to specify any print options



### NEW DOCUMENTS

When you begin a new document, the **New Document panel** on the right provides choices of a **NEW** Blank document, Web page, From existing document, or a **TEMPLATE** from Office Online or On my computer.

- **TEMPLATES**
  - **OFFICE ONLINE** – directs you to <http://office.microsoft.com/en-us/templates/default.aspx>. You can browse through them and if you would like to use a template, click the **Download Now** button – the template will open in the associated application.
  - **ON MY COMPUTER** – you can select various templates for letters, faxes, memos, resumes, brochures, reports, etc.




### FROM THE VIEW MENU...

- there are various views
  - **NORMAL** – shows text formatting but simplifies the layout
  - **WEB LAYOUT** – elements positioned just as they are in a Web browser
  - **\*PRINT LAYOUT** – can see how objects will be positioned on the printed page
  - **READING LAYOUT** – hides all toolbars except the Reading Layout and Reviewing
  - **OUTLINE** – outline symbols and indentations show how the document is organized
  - **DOCUMENT MAP** – separate pane that lists the headings
  - **THUMBNAILS** – pane that lists a small picture of each page
- you can view the **TASK PANE** on the right
- you can show various **TOOLBARS** – click on it to show it and there will be a check, to remove it click on it again
- you can view the **RULER** – to remove it select it again
- you can create a **HEADER AND FOOTER** – you will see the Header and Footer toolbar that has buttons to insert the page number, date, time, you can switch between the header and footer; add your text and click the **Close** button on the toolbar



## THE FORMAT MENU CAN BE USED TO...

- change the **FONT** – font, style, size, effects, color, character spacing, and text effects. You can change these options before or after you type your text. If it is after, you need to highlight the text first. There are also buttons on the toolbar for font, size, bold, italics, underline, and font color.
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- change **PARAGRAPH** settings – alignment, indents, spacing, and pagination. Move your cursor to the line or paragraph you want to change. There are also buttons on the toolbar for the various alignments.
  - add **BULLETS AND NUMBERING** – you can choose **Bulleted**, **Numbered**, and **Outlined Numbered**; there are 7 preset options for each, or you can select one and click the **Customize** button to change it
  - add **BORDERS AND SHADING** – you can choose a **Border** for text or paragraph, a **Page Border**, and **Shading**. There are options to select for setting, style, color, width, fill color, and pattern. You can also select the **Horizontal Line** button at the bottom. You will see a preview at the right. To remove any borders or shading, select **None** or **No Fill**.
  - add **COLUMNS** – specify the number of columns, column width and spacing, equal column width, line between columns, and apply to whole document or this point forward
  - **CHANGE CASE** – once you've type your text you may decide to change the case – sentence, lower, upper, title, or toggle – highlight your text and select one
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## INSERT...

- a **BREAK** – move your cursor to the desired location and select page, column, etc.
  - **PAGE NUMBERS** – select the position, alignment and **Format** button (format, start at)
  - a **PICTURE** – clip art, from file, autoshape, wordart, and chart
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## UNDER THE EDIT MENU YOU CAN...

- **UNDO** your last action(s)
  - **REDO** your last actions(s)
  - **CUT** text and objects (highlight or select first)
  - **COPY** text and objects (highlight or select first)
  - **PASTE** cut and copied information (move your cursor to the desired location)
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## UNDER THE TABLE MENU YOU CAN...

- **INSERT** a table (specify the number of columns and rows), columns, and rows
  - **DELETE** a table, row, column, cell
  - select **TABLE PROPERTIES** to change the settings
  - **SORT** your text or table information – highlight the text and SORT by ...
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## THE TOOLS MENU CAN BE USED TO...

- check **SPELLING AND GRAMMAR**
  - check the **THESAURUS** (from **LANGUAGE**)
  - perform a **WORD COUNT**
  - create **ENVELOPES AND LABELS** (from **LETTERS AND MAILINGS**)
  - autocorrect text and format – **AUTOCORRECT OPTIONS**
  - change settings from **OPTIONS**
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## SHORTCUTS

To access menu options, press the **Alt key** and the **underlined letter**. Some commands have shortcuts where you can press the **Ctrl key** and a **certain letter**. To view a list of shortcuts, select the **Tools menu**, **Macro**, **Macros**, change the **Macros in** to **Word commands**, change the **Macro name** to **ListCommands**, click the **Run** button, select **Word commands**, and you will get a 25 page document of commands.