

## Welcome to *Teach Yourself*: Introduction to Microsoft Word

This *Teach Yourself* tutorial explains the basic features of Microsoft Word 2003, a word processing program. This is the same tutorial we use in our Introduction to Microsoft Word class, but it has been adjusted so you can take the course on your own. If you would like to attend Introduction to Microsoft Word or any other class offered by LFPL, just go to the LFPL website [www.lfp.org](http://www.lfp.org) and click on 'Events' on the left side of the screen to find when and where the next class meets.



# Introduction to Microsoft Word

## Class Learning Objectives

By the end of class students should be familiar with the following:

1. [Creating and Managing Files](#)
  - Open Word
  - Exit Word
  - Create a New File
  - Save a File
  - Open a Saved File
  - Save a File under a different file name
  - Delete a File
  
2. [Editing and Rewriting](#)
  - Move Cursor
  - Delete Text
  - Insert Text into document
  - Copy & Paste Text
  - Correct spelling
  
3. [Formatting and Printing](#)
  - Select Text
  - Format Text
  - Print Document





## About Microsoft Office

Microsoft Office is a collection of different application programs that can be used to perform various functions used every day in an office.

**Microsoft Word** is a word processing program that can be used to type documents, from simple letters to illustrated newsletters.

**Microsoft Excel** is a spreadsheet program that can be used to track of lists, numbers and statistics, such as might be used in accounting.

**Microsoft Access** is a database program that can be used to track of diverse but related information, such as customer orders, customer billing information, customer shipping information, and product inventories.

**Microsoft PowerPoint** is presentation software that can be used for making fully animated computer presentations.

**Microsoft Publisher** is publication design software that can be used for creating greeting cards, business cards, calendars and more.

**Office 2007 Users:** Please note that we are using Office 2003 here at the library. If you are running Office 2007, please consult the following URL to view and/or download a Microsoft Excel file detailing how commands in Office 2003 correspond to those in Office 2007: <http://office.microsoft.com/en-us/training/HA102295841033.aspx>.

## About Word Processing

Word Processing is a type of computer program that is used to create a variety of documents, from simple letters to fully illustrated newsletters. Word Processing applications display text on a computer screen, allowing users to easily add text, remove text, and change the style, size, and placement of the text without having to retype the entire document. Microsoft Word is one of the most popular word-processing software applications.

## Microsoft Word Basics

### Opening Word

To open Word, do one of the following:

1. Double click on the icon for Microsoft Word on the desktop. A blank document will appear on the screen.
2. Click once on the **Start** button on the bottom left corner of the screen. Click on **Programs**. Move the cursor to the right of the sub-menu and then click on **Microsoft Office 2003**. Move the cursor to the right of the sub-menu and click on **Microsoft Word**. A blank document will appear on the screen.



### Closing Word

To exit Word either:

- Click on **File** on the Menu Bar. Then click on **Exit**.

- Or, click on the **X** in the top right corner of the window.

## Navigating around a Microsoft Word Document

To move around in a Word document, do any of the following:

- Use the scroll bars to the right of the document window.
- Use the wheel between the left and right mouse buttons
- Use the **Page Up** and **Page Down** keys to scroll up or down quickly
- Use the arrow keys and click with the mouse to move the cursor

To edit the document, click before the text you want to edit. The cursor will appear.

## Editing Text



You must select text before you can edit it. This is very important.

**To Select Text**, do any of the following:

- Click at the beginning of the text to be selected. While holding the left mouse button down, drag the mouse over all the text to be selected, and release the mouse button.
- Double-click on a word to highlight the word and triple-click inside a paragraph to highlight the whole paragraph.
- As an alternative to using the mouse to select text, hold down the Shift key and use the arrow buttons to highlight text. This is a tad slower, but gives you much more control.

**To Select All Text**

- Click the **Edit** menu at the top of the screen.
- Move the cursor down to highlight **Select All** and click on this.

**To Delete Text** do any of the following

- Select the desired text and press the **Delete** key or the **Backspace** key on the keyboard.
- Click in the document after the text to be removed and press the **Backspace** key on the keyboard. Backspace until all the desired text has been removed.
- Click in the document before the text to be removed and press the **Delete** key on the keyboard until all the desired text has been removed.

**To Replace Text**

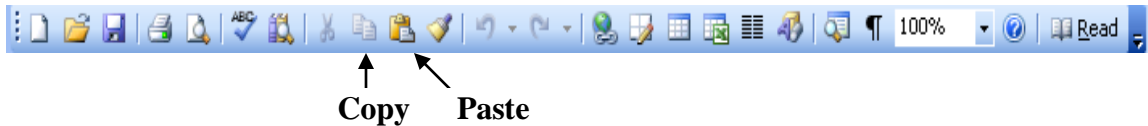
- Select the text to be replaced and type the new text.

**To Insert Text**

- Click once at the beginning of the area where the new text is to appear.
- Type the desired text.

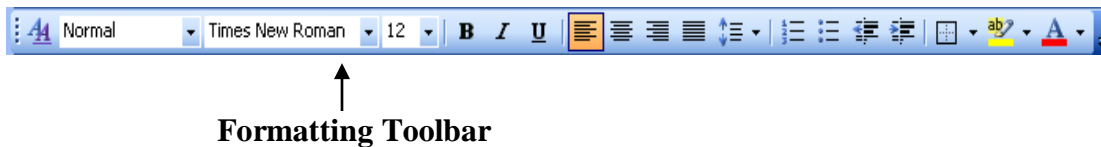
## To Copy & Paste Text

- Select the text to be copied.
- Click on **Edit** in the main menu area and **Copy**.
- Click once at the beginning of the area where the text is to be pasted.
- Click on **Edit** and **Paste**.
- Copy and Paste are also options on the Standard Toolbar.

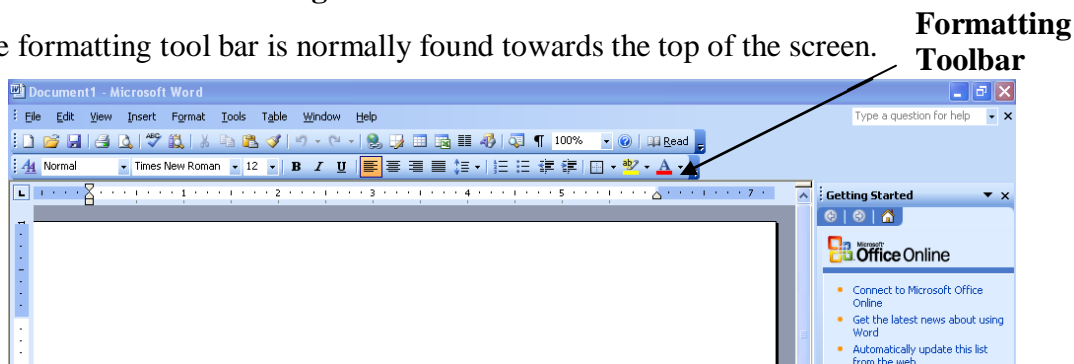


## Formatting Text

To add character emphasis, change font sizes and styles, and change the alignment of text in a word document, the easiest thing to do is select the text you want to adjust and use the buttons on the formatting tool bar.



The formatting tool bar is normally found towards the top of the screen.



If the formatting tool bar is not showing,

- Click on **View** in the top menu area.
- Click on **Toolbars**.
- Slide over to the submenu and click on **Formatting**.

The showing toolbars should have check marks next to their names.

## Formatting existing text

- Select the text to be formatted
- Select the formatting options you want to apply on the formatting toolbar.

## Formatting as you Type

- Select the formatting options you want to apply.
- Begin typing.
- Make formatting option adjustments as needed.

## Adding Character Emphasis

### To Add Character Emphasis as you Type

- Click on an emphasis button on the toolbar at the top of the screen to turn on emphasis. The button will appear to be pushed in when it is activated.
  - **B** indicates Bold – use to add emphasis to text.
  - *I* indicates Italic – use to add emphasis to words or phrases in body text.
  - U indicates Underlining – use sparingly because it can be mistaken for a hyperlink in an online document.



- Type your emphasized text.
- Click on the same emphasized button again to turn off emphasis.
- Continue typing the rest of your text.

### To Add Emphasis as You Edit

- Select the text you want to emphasize.
- Click on the desired emphasis button(s) on the formatting toolbar.

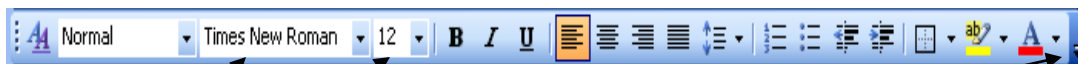
### To Remove the Emphasis

- Select the text.
- Click any of the pressed emphasis buttons to release them.

## Changing Typeface and Font Size

### To Change the Typeface as you Type

- Click on the dropdown arrow of the Typeface box on the formatting toolbar.
- Click on the new typeface from the drop-down list of selections.
- Type the text you want in the current typeface.
- Change back to the original or different typeface if desired by following steps 1-3.



Typeface

Font Size

Drop down menu inside tool bar

### To Change the Font Size as you Type

- Click on the down arrow of the Font Size box on the formatting Toolbar.
- Click on the new font size from the drop-down list of selections.
- Type desired text in the new size.
- Change back to the original or different size if desired by following steps 1-3.

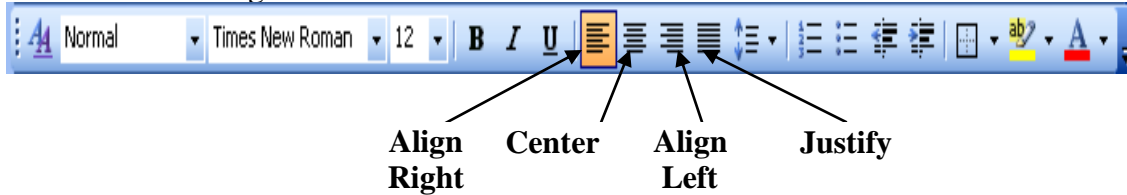
### To Change the Font or Font Size of a Finished Document

- Select the text you want to change.
- Choose a different font from the Font drop-down list.
- Choose the desired font size from the Font Size drop-down list.

## Changing Paragraph Alignment

### To Change Paragraph Alignment

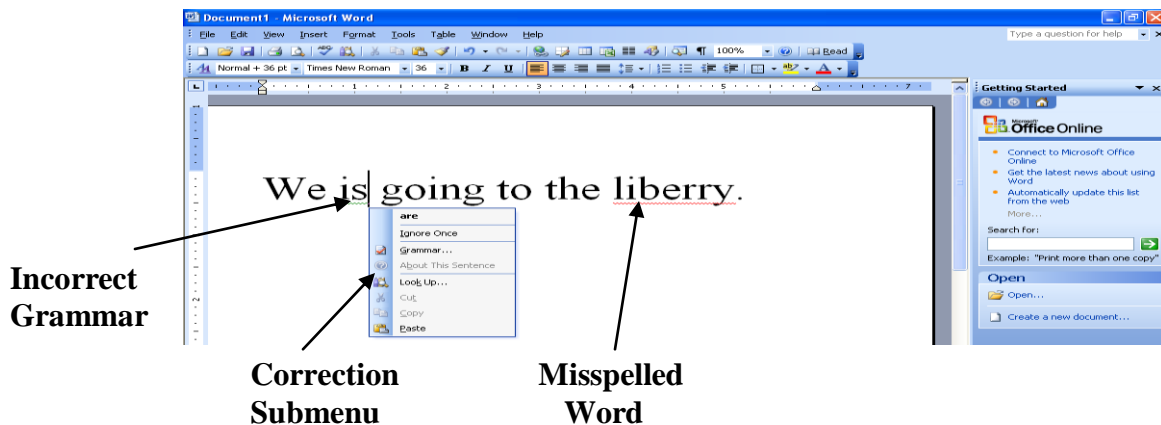
- Select the desired text.
- Click an alignment button.



## Checking Spelling and Grammar

### To Check Spelling and Grammar as You Type

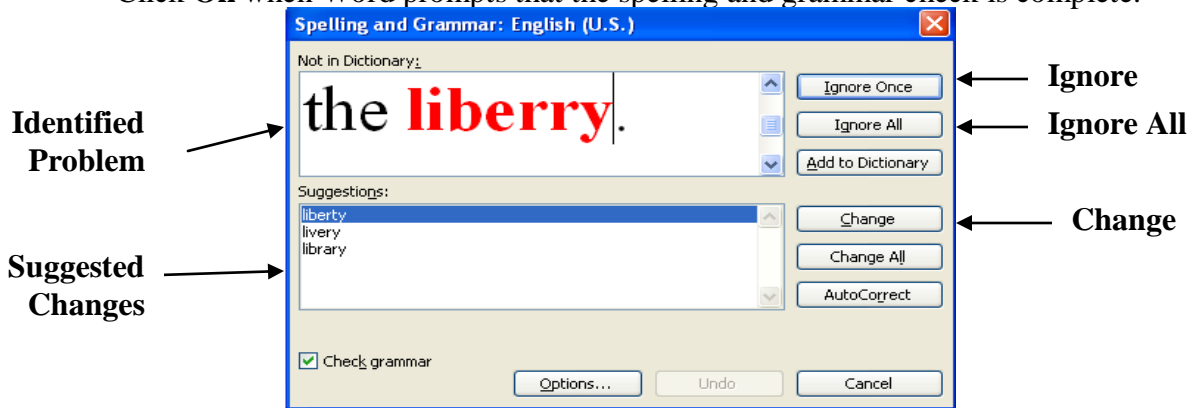
- Word displays a red squiggly line under each spelling error and a green squiggly line for a grammatical error. These squiggles will not show up when you print your document, so don't panic.
- Right-click on the word that is misspelled (or on top of the grammatical error). Word displays a submenu with the suggested change in bold print at the top.
- Left-click the suggested change.
- Do this for each error.
- Click "Ignore" for any suggestion you chose not to accept. Word is not always correct when it locates mistakes. Remember, it's just a program, and can't think or reason on its own.



### To Check the Spelling of a Finished Document

- Click at the top of your document, so the spell check will start at the top.
- Click on **Tools** on the Main Menu Bar.
- Click on **Spelling and Grammar**. Word will display each spelling error, one at a time, in the top box. Below this, it will list a suggested correction.
- To accept the suggestion correction, click on the suggestion and click **Change** on the right side of the window.

- To deny the suggestion spelling and therefore leave the way you've spelled a word, click **Ignore**. **Ignore all** will prompt Word to accept all instances of the word as you have spelled it.
- To make your own adjustments, edit the sentence in the top box and click on **Change**.
- Follow these steps for each spelling or grammar noted in the spell check.
- Click **Ok** when Word prompts that the spelling and grammar check is complete.

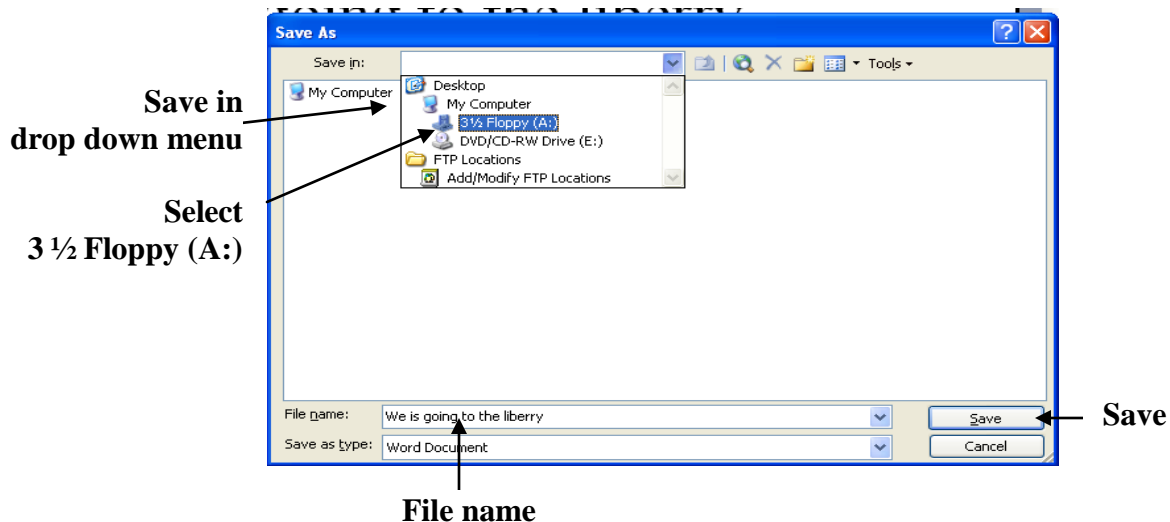


Word is not always correct when it locates mistakes. Remember, it's just a program, and can't think or reason on its own.

## Saving Your Work

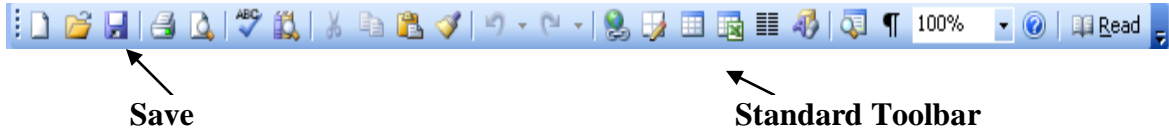
### To Save Your Work for the First Time /or under a New Name

- Click on **File** in the Main Menu area.
- Click on **Save As**.
- Click on the **Save in** drop down menu and click on **3 ½ Floppy (A:)**.
- Name the document
- Click on the **Save** button on the right



## Saving your Work after the First Time

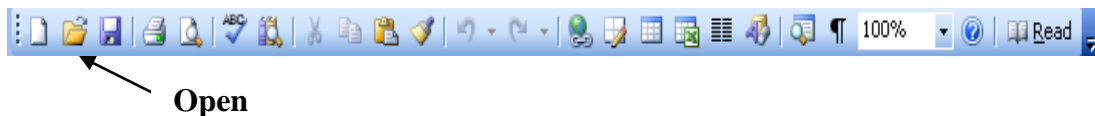
- Click on **File** in the Main Menu Bar. Then click on **Save** to save the most recent changes to your document.
- OR, press the CTRL + S keys on your keyboard to save.
- OR, click on the picture of the disk on the standard Toolbar.



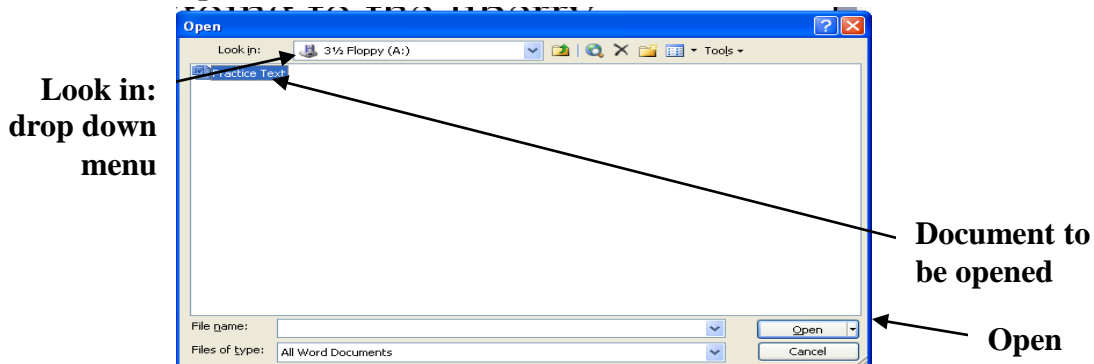
Save frequently and if possible to multiple places.

## Opening Saved Documents

- Open Word.
- Click on **File** in the Main Menu area and click on **Open**.
- OR, Click on the opening folder button on the standard toolbar.



- A dialog box will appear. Click on the **Look in** drop down menu and click on the location of the document. Select **3 1/2 Floppy (A:)** if the document is saved to a disk.
- Click on the name of the document you want to open.
- Click on **Open**.

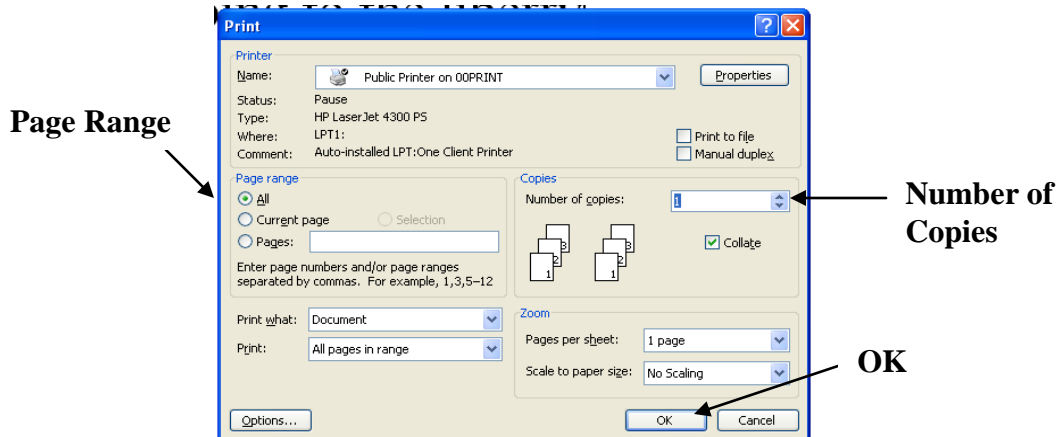


## Deleting Documents

- Click on **File** in the Main Menu area and click on **Open**.
- OR, Click on the opening folder button on the standard toolbar.
- A dialog box will appear. Click on the **Look in** drop down menu and click on the location of the document, 3 1/2 Floppy (A:) if it is save to a disk.
- Click on the name of the document you want to delete and press the **Delete** key on your keyboard.

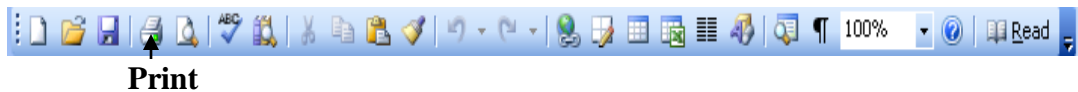
## Printing

- Click on **File** on the Main Menu Bar.
- Click on **Print**.
- Select the number of copies desired under **Copies**.
- Select the desired pages to print under **Page Range**.
- You can also print only selected text by clicking the **Selection** button
- Click **OK** in the bottom right corner of the print window.



OR

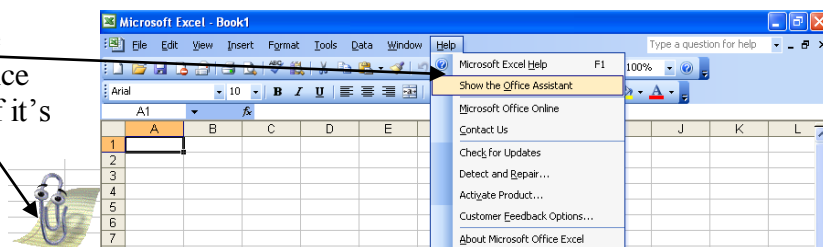
- Click once on the printer icon on the Standard Toolbar
- This method prints the entire document.



## The Help Menu

If you have a question about Excel that you need answered right away, you might want to consult the Help menu. The help menu has two interfaces: the Office Assistant and the standard Help menu. Let's examine the Office Assistant first. You've probably seen it before—it's a little dog, cat, paperclip, etc that you can click on to get help. If you don't see it, click **Help** on the main menu bar. Then click **Show the Office Assistant**, and the Office Assistant will appear. Once it appears, or if it was already visible, click on it to begin interacting with it.

Click **Show the Office Assistant**, and the Office Assistant will appear if it's not already visible.

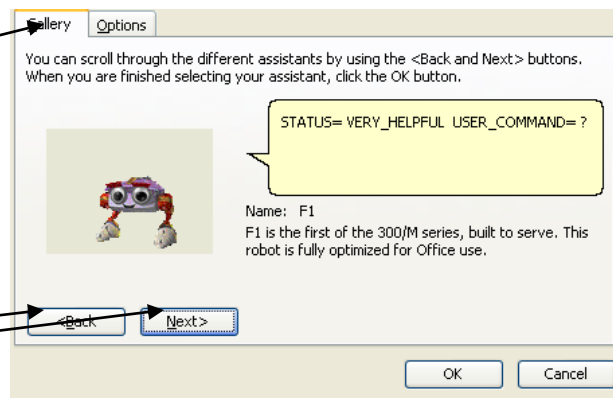


Clicking on the Office Assistant opens up a search bar into which you can type your help topic. Type “create a chart” (without the quotes) into the search bar, and click **Search**. You will see a task pane appear on the right side of the screen listing (usually) 30 results. You should see your help topic at or near the top of the list. Click on it to open another task pane with the solution to your problem. Close the two task panes when done.

## Customizing the Office Assistant

Click on the Office Assistant again and click **Options**. Here you can change the look and behavior of the Office Assistant. You will see two tabs: **Gallery** and **Options**. Click on the **Gallery** tab. Here you can change the look of the Assistant. Click the **Back** and **Next** buttons to move back and forth between the selections. If one of these two buttons becomes grayed out, you must go in the opposite direction by pressing the other button.

Click **Gallery** to choose another character.

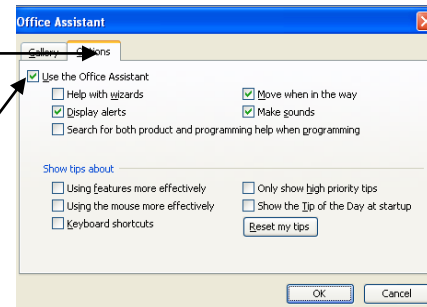


Click **Back** and **Next** to cycle

Once you’ve examined the different characters, click the **Options** tab. **Options** presents several checkboxes with which you can customize the Assistant. Scan these over, and then uncheck the one at the top left that says **Use the Office Assistant**, and then click **OK**. The Office Assistant will disappear.

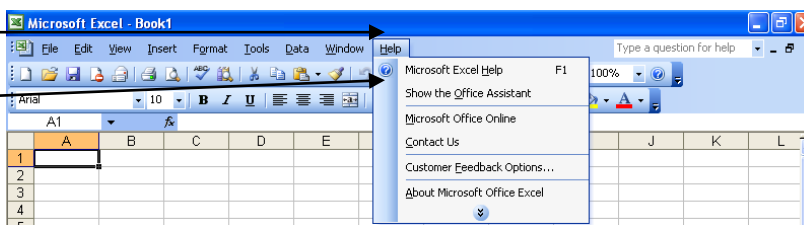
Click the **Options** tab to customize the Assistant’s behavior.

Uncheck **Use the Office Assistant** to turn it off.



Now let’s take a look at the standard Help menu. Click **Help** on the Main Menu Bar. Next, click **Microsoft Office Excel Help**. This will open a task pane on the right side of the screen. Type “create a chart” into the search bar provided, and then click the white arrow. You will see another task pane with the same 30 results you saw earlier. In other words, you get the same level of help whether or not you use the Office Assistant.

Click **Help** and then  
**Microsoft Excel**  
**Help.**



## For Further Reading and Learning

Now that you have completed Introduction to Microsoft Word, the next recommended class in the core computer class series is Getting the Most Out of the Library Website. You may also want to explore Microsoft Word further in Intermediate Microsoft Word. In Intermediate Microsoft Word, you will learn how to insert clip art, create numbered and bulleted lists, set margins and more.

To find a book on Microsoft Word, search the library's catalog for "Microsoft Word" as a subject.

Learn more about upcoming classes on the library's website [www.lfpl.org](http://www.lfpl.org) or in the Computer Learning Center brochure.