

Microsoft Word 2003: The Basics

Getting Started with Microsoft Word

To get started with Word 2003, simply do the following:

1. Click the **Start** button.
2. Select **All Programs**.
3. Click on **Microsoft Office**.
4. Click on **Microsoft Word**.

Using a Word Menu

To use a Word menu, click the menu name with the mouse pointer. You can also press the [Alt] key and the letter that is underlined in the menu name. Example: [Alt] [F] will open the File Menu.

Occasionally, Word 2003's personalized menus may hide uncommon commands from view. To display commands that are hidden from view, click the downward-pointing arrow at the bottom of the menu.

If you would like to change how a menu works, please do the following:


1. Click **View**.
2. Click **Toolbars**.
3. Click **Customize** and check or clear Always Show Menus Full Menus or Show Menus After a Short Delay by placing or removing a checkmark next to the option.
4. Click **Close**.

Using Word Toolbars


Using Word's Toolbars is easy and provides you with various options. To view the features of a toolbar, place the mouse pointer over each button on the toolbar. A screen tip will appear with what the button does.

Stacking the Standard and Formatting Toolbars in Separate Rows:

To "stack" [or place] the Standard and Formatting toolbars into two rows if they

are not already displayed that way, click the  button on either toolbar. Once you have done that, simply click **Show Buttons on Two Rows** from the list. The toolbars will now be stacked one on top of the other.

Starting a New Word Document

Once you are ready to begin a new Word Document, simply click the  **New** button on the Standard toolbar. You can also do the following:

1. Click **File**.
2. Click **New**.
3. Click **Blank Document** and then click **OK**.



Inserting & Deleting Text From a Word Document

Working in the Word environment is very easy and the placement of text is simple. When beginning a document, simply begin typing in the document once you have selected the type of Font you want and Single or Double Space options located within Format. The Word document will default to Times New Roman, 12 pt, and Single Spaced if you do not choose other options.

Inserting new text into a paragraph with your mouse:

To insert text into a paragraph, simply move the mouse pointer to the area of text where you want to insert additional text and left click once. Do not double-click!

The insertion point will now be placed in the position where you want to add text. Once the “blinking” insertion point appears in the appropriate place you may begin typing your new text.

Selecting & Replacing Text

Word allows you to easily select and replace text using your keyboard and mouse. To select text, simply do the following:

1. Place the insertion point at the beginning or end of the text you want to select [highlight].
2. Click and hold the left mouse button and drag the insertion point across the text.
3. Release the mouse button once the text is selected [highlighted]. You can then delete the text or type over the text.

Copying & Cutting Text in Word

Copying and cutting text is a good way to delete, replace or move text or an object in Word. To copy text or an object, select [highlight] the text, and use one of three methods depending on your preference:

Method 1:

1. Click the **Copy**  button on the Standard Toolbar.

Method 2:

1. Click **Edit**.
2. Click **Copy**.

Method 3:

1. Press the [Ctrl] [C] keys simultaneously on your keyboard.

Inserting new text into a paragraph with your keyboard keys:

To insert text using the keys on your keyboard, use the four arrow keys. These keys will allow you to move the “blinking” insertion point anywhere within the text. Once you have positioned the insertion point in the location you want, simply begin typing.

Deleting text from your document using your keyboard keys:

The [**Backspace**] key will delete text before or to the left of the “blinking” insertion point. The [**Delete**] key deletes text after, or to the right of the insertion point.

Note: You can also highlight a word with your mouse and then click the [**Delete**] key and the text will be removed.

To select multiple sections of text to delete or to retype over, simply do the following:

1. Select [highlight] the first section of text.
2. Press and hold down the [Ctrl] key as you select the remaining text.
 - The sentences [sections of text] will now be highlighted and you can delete them or type over the text.

To cut in a word document, first select [highlight] the text or object you want to cut, and use one of three methods depending on your preference:

Method 1:

1. Click the **Cut**  button on the Standard Toolbar.

Method 2:

1. Click **Edit**.
2. Click **Cut**.

Method 3:

1. Press the [Ctrl] [X] keys simultaneously on your keyboard.

Pasting Text into a Word Document

To paste the text or object that you have cut to another location within your document, place the “blinking” insertion point where you want to paste the text or object, and use one of three methods depending on your preference:

Method 1:

1. Click the **Paste**  button on the Standard Toolbar.


Method 2:

1. Click **Edit**.
2. Click **Paste**.

Method 3:

1. Press [**Ctrl**] [**V**] keys simultaneously on your keyboard.


Opening a Word Document

To open a Word document that is already created and saved on your computer, click the **Open**  shortcut on the Standard Toolbar, or follow these simple steps:

1. Click **File**.
2. Click **Open**.

- Find the document wherever you have saved it to, click on it to select [highlight] the document, and then click the **Open** button within this window.
- You can also double-click on the document to open it, without clicking on the **Open** button.
- 3. The Word document will now open.

Saving a Word Document

It is always wise to save your Word document every now and then as you are working on it. To save your document, click the **Save**  button on the Standard Toolbar, or do the following:

1. Click **File**.
2. Click **Save**.

If you want to save your document to a new location or under a different name, please do the following:

1. Click **File**.
2. Click **Save As**.
 - Pick a new location to save your document in if you wish to save it in a different location or type a new name for the document if you wish to rename it.
 - The original document will still be retained without your latest additions or corrections to the text, and a copy, which has all your recent additions and corrections to the text, will be saved with a new name.

Need Help with Word? Get Help from the Office Assistant

If you are puzzled about how to accomplish a task in Microsoft Word, a good resource that is easily available to you is the Office Assistant. To ask a question of the Office Assistant, follow these quick and easy steps:

1. Press [**F1**] to open the Office Assistant.
2. Type your question in normal English. Example: How do I change Margins?
3. Click **Search**.
 - The Office Assistant will provide you with a list of options to select from. More often than not, you will find what you are looking for in this list. If you do not, retype your question in another way.
 - If you want to hide the Office Assistant cartoon character that sometimes appears right-click the Office Assistant character and click **Hide** from the shortcut menu.



Checking for Spelling & Grammar Errors in Word

To check for spelling and grammar errors within your word document before printing, click on the **Spelling and Grammar**


mar  button on the Standard Toolbar, or follow these simple steps:

1. Click **Tools**.
2. Click **Spelling and Grammar**.
 - This feature will check your document for any spelling errors or grammatical errors within your paper.

3. Click **Ignore Once**, if the word is correct or select [highlight] Word's alternative word in the Suggestion area and click **Change**.

- The old word will be replaced by Word's suggested word.

Using the Research Feature of Word

To look up definitions of words, you can use Word's Research feature by clicking on the **Research**  button on the Standard Toolbar, or by following these simple steps:

1. Click **Tools**.
2. Click **Research**.
3. Type the word you want to search for in the Search for: textbox. Example: Computer.

4. Press the **Enter** key or click the **green arrow**  button.

- A list of definitions [meanings] of the word will appear below from the *Encarta Dictionary*.


Changing the Font in a Word Document

To change the font in your Word document, click **Format**, and then follow these steps:

1. Click **Font**.
2. Select the font you want from the font formatting options listed. You can scroll to find the font you like best.
3. Select [highlight] the font you want in the Font dialog box.
4. Click **OK**.

- If you have already typed your document in another font, you will have to select [highlight], using the click and drag mouse method, the text you want to change to a different font in advance of using the Font dialog box.
- If you want all of the text to change to a different font, simply click Edit, click Select All, and then change the font. This will change all of the text within your document to the new font.

Changing the Font Color in a Word Document

If you want to change the font of your text to a color other than the default, which is black, click the **Font Color**  button arrow on the Formatting Toolbar and select the color you want. You can also do the following:


1. Select [highlight] the text that you want to change to a different color.
2. Click **Format**.
3. Click **Font**.
4. Choose the color you want beneath Font color:.
5. Click **OK**.




Changing Paragraph Alignment in a Word Document

There may be occasions when you need to change your paragraph alignment. To change paragraph alignment you can click **Format**, click **Paragraph** from the menu, click the **Indents and Spacing** tab (if not already the default), and select the paragraph alignment from the Alignment list. You can also align a paragraph by doing the following:

Left-Aligning a Paragraph:


1. Select [highlight] the paragraph you want to align.
2. Click the **Align Left**  button on the Formatting Toolbar.
 - You can also press the [Ctrl] [L] keys simultaneously on your keyboard to left-align the paragraph.

Center-Aligning a Paragraph:


1. Select [highlight] the paragraph you want to align.
2. Click the **Center**  button on the Formatting Toolbar.

- You can also press the [Ctrl] [E] keys simultaneously on your keyboard to center the paragraph.

Right-Aligning a Paragraph:

1. Select [highlight] the paragraph you want to align.
2. Click the **Right Align**  button on the Formatting Toolbar.
 - You can also press the [Ctrl] [R] keys simultaneously on your keyboard to right-align the paragraph.

Justifying a Paragraph:

1. Select [highlight] the paragraph you want to align.
2. Click the **Justify**  button on the Formatting Toolbar.
 - You can also press the [Ctrl] [J] keys simultaneously on your keyboard to justify the paragraph.

Formatting Paragraph Line Spacing

If you have a need to change the line spacing of your paragraph, follow these simple steps:

1. Select [highlight] the paragraph.
2. Click **Format**.
3. Click **Paragraph**.
4. Click the **Indents and Spacing** tab (if not already the default).
5. Click the Line Spacing list arrow.
 - Choose the spacing option you want to use.
 - You have the following options: Single, 1.5 lines, Double, At least, Exactly, or Multiple.



Formatting & Spacing Between Paragraphs

To adjust the space above and after a paragraph in your word document, follow these simple steps:

1. Select [highlight] the paragraph that you want to adjust spacing on.
2. Click **Format**.
3. Click **Paragraph**.
4. Choose the space you want from the Spacing Before box to adjust space above a paragraph.
 - If you want to adjust the space after a paragraph, choose the Spacing After box.


Creating a Bulleted or Numbered List in a Word Document

You can easily create a bulleted or numbered list in Microsoft Word. To create a bulleted or numbered list, follow these simple steps:


1. Click **Format**.
2. Click **Bullets and Numbering** from the menu.
3. Click the **Bullets or Numbering** tab, depending on what kind of list you want to create, and click on the type of bulleted or numbered list you want to use.
 - You can also click the **Bullets**  button or the **Number**  button on the Formatting Toolbar.

Previewing, Printing & Closing a Word Document


To preview your document in Word before printing is always wise. To view your document's formatting and content before sending it to your printer, you can click the **Print Preview**

button  on the Standard Toolbar, or you can follow these steps:

1. Click **File**.
2. **Print Preview** from the menu.
 - Your document will appear as it will print.

To print your Word document you can click the **Print** button  on the Standard Toolbar, or you can follow these steps:

1. Click **File**.
2. Click **Print**.

To close your document and exit from Microsoft Word, simply click the **Close**  button or do the following:

1. Click **File**.
2. Click **Exit**.

Need More Help? Contact the Help Desk

If you have questions about Word 2003 that are not answered in this document, please contact the *Client Computing—Information Systems Help Desk* at 660-562-1634.

