

What is Word?

Microsoft Word is a word processor designed to make your work flow faster and easier and to make you more productive. Knowing how to use MS Word effectively will make you more efficient. This course is designed to help you make some of the more complicated tasks easier. Specifically, topics covered will include tabs and tabular columns, page numbering in headers and footers (and working with sections and section breaks), and tables.

Getting Started

Default Settings

The default settings for blank documents are listed in the table below. Keep in mind that you can change these settings for a specific document at any time. You can even change the defaults -- if you prefer to always type in 12 point and not 10, Click Format in the menu bar and choose Font, change the font size to 12 then click the Default... button.

Left & Right Margins	1.25 inches
Top & Bottom Margins	1 inch
Justification	Aligned at left margin
Line Spacing	Single
Orientation	Portrait
Tabs	Every .5 inches
Page Numbering	Off
Font	Times New Roman
Font Size	12

Document Views

You can view a document in several display modes. **Normal** view is the equivalent of a single long piece of “paper,” divided into pages by perforation marks. **Web Layout** view displays the document as it would appear on the Web. **Print Layout** view places a gap between each page to clearly delineate where each actual page break occurs. This view is best for previewing your work before printing; however, for the most accurate view of your printed document, you should go to Print Preview. **Outline** view is helpful when editing long documents. Word creates a clickable plus sign in front of every heading. Double clicking the plus sign expands or collapses the text under that heading. You can change your view by using the buttons in the lower left corner, or under the View menu.

Displaying Non-Printing Characters

Non-printing characters are those characters that Word creates when you press the Tab key or the Enter key. To show these characters on your screen, click the Show/Hide ¶ button. Click the same button again to "hide" them on your screen.

Moving the Insertion Point

You can use the arrow keys to move the insertion point, and you can also use your mouse to place it in a specific location, but there are other ways to move the insertion point around:

To move one word at a time	Ctrl key with left or right arrow key
To move one paragraph at a time	Ctrl key with up or down arrow key
To move to the beginning of the current line	Home key
To move to the end of the current line	End key
To move to the beginning of the document	Ctrl key with Home key
To move to the end of the document	Ctrl key with the End key
To move to next or previous "screen"	Page Up or Page Down key
To move to the top of the next page	Ctrl key with Page Down
To move to the top of the previous page	Ctrl key with Page Up

Selecting Text

In Word, if you want to change the formatting or some other attribute of a word, phrase, paragraph, etc., you must first highlight, or select, the text before making the change. This is called Select, Then Do. The table below describes how to select:

A word	Double-click in the word
A line	Click once in the invisible selection bar just to the left of the line
Multiple Lines	Click once and hold in the invisible selection bar and drag down the desired number of lines
A sentence	Press the Ctrl key and click within the sentence
A paragraph	Double-click in the invisible selection bar just to the left of the paragraph, or triple-click within the paragraph
Multiple paragraphs	Click and drag in the selection bar next to the paragraphs
The entire document	Triple click in the invisible selection bar
A block of text	Place the insertion point at the desired starting

point, hold down the shift key and use the arrow keys to move the insertion point


Changing the Margins

You can change the margins for your document from the default settings by clicking File, Page Setup, clicking the Margins tab if necessary, then altering the margin settings as desired. You can also change the margins for only a portion of your document, but that involves inserting section breaks to "section off" your document, then applying margin changes to those sections. Section Breaks are covered later in this handout.

Page Orientation

Choosing the page orientation, portrait or landscape, is also in the File, Page Setup dialog box, Margins tab. You can also select a different paper size, such as envelope or legal size on the Paper tab.

Indenting paragraphs

In the horizontal ruler, there is a three-section indentation marker: . The positioning of the three sections on the ruler determine how the paragraph is left indented.

Moving the top portion of the marker adjusts the indentation for the first line of the paragraph or selected paragraphs. Moving the middle section adjusts the indentation for second and subsequent lines of the paragraph (this is useful for bibliography entries). Moving the bottom section, the rectangle, adjusts the indentation for every line of the current paragraph (where the insertion point is) or selected paragraphs. There is also a marker on the right side of the ruler to adjust the right-side indentation of a paragraph or selected paragraphs.

Turning Off Automatic Numbering and Bulleting

MS Word tries to anticipate what you want to do. If you number or bullet a paragraph, Word will automatically number the next paragraph for you. Many people find this feature annoying. If you wish to turn off this feature, perform the following steps.

- Click Format, AutoFormat, then click the Options button.
- Click the AutoFormat As You Type tab.
- Under the "Apply as you type", un-check "Automatic bulleted lists" and "Automatic numbered lists" boxes.
- Click OK, and OK.





Tabs and Tabular Columns

Tabular columns are mini table-looking columns done with tab settings and the tab key. When you have a need for tabular columns, type in the data without concern for format, pressing the tab key once between each column of data. You will select then format the data after it has all been entered. There are default tab settings already in place every one-half inch (as shown on the horizontal ruler -- if you can't see the ruler, click View, Ruler).

Exercise Type the information in the box below, pressing the tab key only once to separate columns. The columns will not automatically align, so your text will appear jumbled and not as shown.

Name	Phone Number	Hourly Rate	Min. Distance (miles)
ACME Moving	555-7896	\$75.25	10
Safe-Way Transport	555-8834	\$109.50	100
Hercules Movers	555-2345	\$89.95	5

There are four basic types of tab settings: left, center, right and decimal.

-  A left align tab means that text falling under it will align on the left.
-  A center tab will cause text to be centered under the tab setting.
-  A right align tab will align text on the right.
-  A decimal tab will align decimal points in the text with the tab setting.

The button to the left of the horizontal ruler lets you toggle between the different types of tab settings. To place a tab setting, click this button until the type of tab you desire shows, then click on the ruler where you want the tab positioned. To move a tab, point to it, then click, hold and drag it to a new position on the ruler. To remove a tab from the ruler, point to it, then click, hold and drag it off the ruler. Please note that it is very important to first select, or highlight, the lines of text you want to affect before actually setting tabs.

Exercise Highlight the last three lines (all lines but the first one) of the table you entered in Exercise 1. Place a left tab at 1.75 inches. Place a decimal tab at 3.5 inches. Place a right align tab at 5.25 inches.

Highlight the first line (the column headings). Place a center tab at 2 1/8 inches. Place another center tab at 3.5 inches. Place yet another center tab at 5 1/8 inches.

Soft / Hard Page Breaks

When you're typing a report and you type enough text to fill up a page, Word will automatically take you to the next page to continue typing. Word puts in a "soft page break." In Normal view, the soft page break appears as a dotted, horizontal line.

When you have typed a few lines of text on a page, such as a title page, and you don't want anymore text to appear on that page but are ready to start typing on the next page, you should put in a "hard page break." Perhaps the easiest way to do this is to press Ctrl-Enter on the keyboard. You can also click Insert in the menu, choose Break, and choose Page Break.

Page breaks, both soft and hard, will cause the printing of the text immediately following to go to the top of the next page.

Section Breaks

You can divide your document into sections, so that you can format the sections differently. For instance, suppose page one of your document is a title page, and you would like this title page to have different margins and different vertical alignment from the rest of the document. You could put a section break at the end of the first page, then format the first page as you want without effecting page two and beyond.

There are four types of section breaks, but only two are of interest to us in this class: the Next Page Section Break and the Continuous Section Break. A Next Page Section Break puts in a section break but also has the effect of a hard page break -- it causes printing to go to the top of the next page. A Continuous Section Break puts in a section break but does not put in a page break -- text remains on the current page. To put in a section break, click Insert in the menu, choose Break, then click the type of break you desire.

Headers & Footers and Page Numbering

A Header is text that is printed at the top of every page; a footer is text that is printed at the bottom of every page. While page numbering is the most common use of headers and footers, other examples of text you may want printed on every page includes the document title, the chapter title, the company name, etc.

If you want the headers/footers to be different on different pages, it is important that you place section breaks in the appropriate places in your documents. For instance, if you want to number all pages but the first one, put in a section break after the first page before you set up the header or footer.

To set up a header or footer, position the cursor in the section where you want the header or footer to appear, then click View, Header and Footer. The document view will change to Print Layout (headers and footers are visible in Print Layout view but not in Normal view) and the header box along with the Header and Footer toolbar will appear. A button on this toolbar, Switch Between Header and Footer, allows you to switch back and forth between editing the header and editing the footer.

Another on the button on the toolbar is **very important** -- the Same as Previous button. If you have placed section breaks in your document, turning off the Same as Previous button lets you edit a header or footer without affecting headers and footers in other sections. This button is the secret to solving problems with attempts to edit headers and footers!

Exercise Position the insertion point anywhere in your document. Create a header or footer by selecting one of the auto text options, one of the buttons, or typing your own text in the header space on your document—click View, Header and Footer. Close the Header and Footer toolbar. Look at your document in Print Preview.

If you want to start numbering with a different page number than what shows, click the Format Page Number button on the Header and Footer toolbar and change the number for Start At.

You can also insert page numbers by using the Menu bar commands. Go to Insert, then Page Numbers. From this screen you can select the position and alignment of your page numbers.

Using the Thesaurus

A thesaurus is a list of words and their synonyms and antonyms. You can look up a specific word in the thesaurus to find its synonyms and antonyms and related words. After you have found an appropriate replacement word, you can immediately replace the word you looked up with its synonym or antonym. The thesaurus is a good editing tool to help make your word choices varied and exact.

To use the Thesaurus, position the insertion point anywhere on the word you want to look up, then click Tools, Language, Thesaurus. To replace it with another word, highlight the other word and click the Replace button.

Find and Find/Replace

The search feature lets you find text easily and quickly without reading through the entire document. In addition, you have the option of replacing text after you've found what you're looking for. Find and Replace are found in the Edit menu.

TABLES

Earlier, you learned how to align text in columns using tab settings. Tabs work well if you have only two or three columns with three or four rows of information, but tabs and columns become tedious and difficult to work with when you need to organize a larger amount of more complex information. Word's table feature allows you to quickly organize data, and to place text and graphics in a more readable format.

A table is information arranged in horizontal rows and vertical columns. Each row is labeled with a number; each column is usually labeled with a letter. The area where a row and a column intersect is called a cell. Each cell is identified by a column and row label. For example, the cell that is in the second row, second column is cell B2. The structure of the table is indicated by gridlines. You can change the appearance of the gridlines by changing the borders. With the table feature, you can create a blank table and then type information into it, or you can convert existing text into a table. Inarguably, the most important point to remember is that it's easiest if you set your document margins and orientation *before* you create the table, since Word creates the table from left margin to right margin. After it's created, you can adjust the table width.

Creating Tables

There are several ways to create a table; perhaps the easiest way is with the Insert Table button on the Standard toolbar, as explained in the exercise below. When you create a table, by default the columns are of equal width. The column widths are indicated by column markers on the ruler.

Moving Around in a Table

To enter text, just position the insertion point in the desired cell and type. Note: to type a Tab character (to indent) within a cell, press Ctrl-Tab. There are many ways to move the insertion point around in the table -- click in the desired cell or use keyboard movements:

To move:

One cell to the right, or to the first cell in the next row
One cell to the left, or to the last cell in the previous row
To the first cell of the current row
To the last cell of the current row
To the top cell of the current column
To the bottom cell of the current column
One cell up in the current column
One cell down in the current column

Press:

Tab or right arrow key
Shift-Tab or left arrow key
Alt-Home
Alt-End
Alt-Page Up
Alt-page Down
Up arrow key
Down arrow key

A special note of interest:

Eye halve a spelling checker.
It came with my pea sea.
It plainly marks four my revue
Miss steaks eye kin knot sea.

Eye strike a key an type a word
An weight four it two say
Weather eye is wrong oar write;
It shows me strait a weigh.

As soon as a mist ache is maid
It nose bee fore two long.
An eye can put the error rite;
Its rare lea ever wrong.

An sew eye ran this poem threw it.
I'm shore your pleased two no,
Theirs know miss takes any wear
(weave knot two far too go).

My pome says what eye wanted two,
An I'm sew proud, ewe no.
Its letter perfect awl the weigh;
My checker tolled me sew.

- *author unknown*

Proofs readying does reel good when dun rite.