

# Microsoft® Word: Introduction

---

*A Workshop for San Diego State University Faculty and Staff*



© 2000. San Diego State University. All Rights Reserved  
Sponsored by Academic Affairs

## Where to Find Help When You Need It

### *Help from your Division/College's Computer Consultant*

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

### *Help from the BATS Web Page*

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

### *Help in the San Diego State University, Faculty Room*

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

**Location:** Adams Humanities, 1109  
**Phone Number:** x45727  
**Semester Hours:** 7:30am – 6:00pm Monday - Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### *Help from the Faculty Computing Help Line*

**Phone Number:** x41348      **E-mail:** [helpline@mail.sdsu.edu](mailto:helpline@mail.sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

### *Help from the Staff Computing Help Line*

**Phone Number:** x40824      **E-mail:** [staffhelp@sdsu.edu](mailto:staffhelp@sdsu.edu)  
**Semester Hours:** 7:30am – 6:00pm Monday – Thursday  
7:30am – 4:30pm Friday  
**Semester Intersession:** 7:30am – 4:30pm Monday – Friday

## Table of Contents

What Is Microsoft Word?.....	1
How Do I Start Word? .....	1
Onscreen Help .....	2
Show the Office Assistant.....	2
Help in the User's Manual .....	2
Help on the Web.....	2
Exploring The Windows .....	2
Title Bar .....	3
Menu Bar .....	4
Tool Bar .....	4
Scroll Bar .....	4
Buttons .....	4
Window Border.....	4
Commands.....	5
Creating A Document.....	5
Page Setup.....	5
Entering Text .....	6
Editing Text .....	7
Formatting Fonts.....	7
Cut and Paste.....	8
Copy and Paste.....	8
Drag and Drop.....	8
Checking Spelling and Grammar .....	9
Saving the Document .....	9
New File Name .....	9
Same File Name and Location.....	10
Different File Name and/or Location.....	11
Printing.....	11
Print Preview.....	11
Printing the Document .....	12
Print Range.....	12
Copies .....	12
Quitting Word .....	13
Customizing Word Options.....	13
Customizing Toolbars .....	14

# Introduction to Microsoft Word for the PC

---

## What Is Microsoft Word?

Microsoft Word is a full-featured word processing program that enables you to create memos, letters, flyers, newsletters, manuals and most other types of printed communications.

The software contains a variety of features that help you to create professional documents every time. You can change the look of the font, include pictures in the document, use borders and shading throughout the document, and have the software automatically check your spelling and grammar.

Word can also be used with other Microsoft applications in a way that allows you to link documents together so that changes in one document are automatically updated in a second document.

## How Do I Start Word?

To initially get Word started, click on the **Start** button; select **Programs** from the Start Menu then click on **Microsoft Word**.

You can create a shortcut that will cause Word to start automatically when you turn on your computer, or you can put a shortcut on the desktop.

Once you have created Word documents, you can start Word by double clicking the **Document** icon. If you regularly work in a certain document, you may want to create a shortcut on the Desktop to speed your access to the document.

# **Introduction to Microsoft Word for the PC**

---

## **Onscreen Help**

To view onscreen help, click on **Help**. The Help menu will pull down. Once the menu is displayed, select one of the following tabs:

## **Show the Office Assistant**

An icon will appear. Click on icon and a menu will appear. Click on subject that you are interested in or type in your question in the blank box at the bottom of the menu. Then press the enter key. Hide the Office Assistant by clicking on the Assistant icon, the click on the right side of the mouse and select hide.

## **What's This?**

Select this option and your cursor will include a Question Mark next to it. Click on anything on the screen and Word will provide an explanation of the item.

## **Help in the User's Manual**

You can also use the User's manual that came with your software to help you answer questions and find solutions to problems.

## **Help on the Web**

Additionally, Microsoft offers Help for "frequently asked questions" at their support website located at:

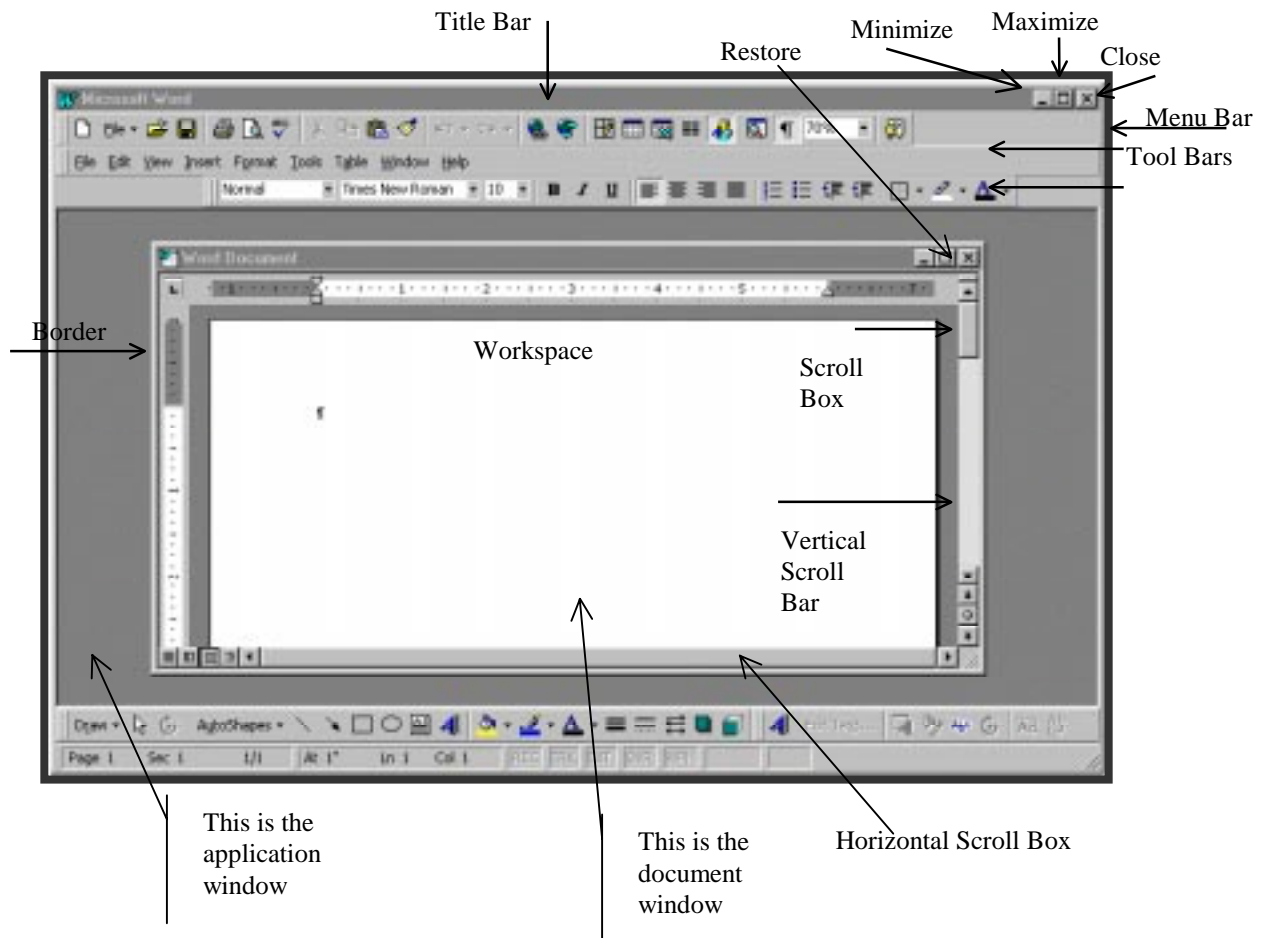
<http://www.microsoft.com/support/>

# Introduction to Microsoft Word for the PC

## EXPLORING THE WINDOWS

There are two types of windows that appear on your Desktop: the application window and the document window.

An application window contains the running program. Application windows have menu bars. The document window appears inside the application and it does not have menu bars.



## Title Bar

The Title Bar shows the name of the application, document, group, directory, or file. If more than one window is open, the title bar for the *active* window (the one in which you are working) has a color or intensity different from other title bars.

# Introduction to Microsoft Word for the PC

---

## Menu Bar

The Menu Bar contains the available menus from which you can choose commands.

## Tool Bar

The Tool Bar(s) provide you with a quick method of working with various parts of the document. Tool bars can be customized and multiple tool bars can be displayed at the same time.

## Scroll Bar

The Scroll Bars enable you to move through a document or a list when the entire document or list does not fit in the windows or the allotted space. Click the scroll arrows with the mouse to move through the document or to see one line at a time.

## Buttons

Maximize Button



Clicking the Maximize Button with the mouse enlarges the active window so that it fills the entire Desktop.

Minimize Button



Clicking the Minimize Button reduces the window to the Task Bar.

Close Button



The Close Button causes the file to close. If you have not saved it recently, you will see a dialog box that asks if you want to save the file.

Restore Button



The Restore Button returns the window to its size before the maximize or minimize button was used.

## Window Border

The Window Border is the outside edge of a window. You can change the window size by lengthening or shortening the border on each side of a window.

# Introduction to Microsoft Word for the PC

## COMMANDS

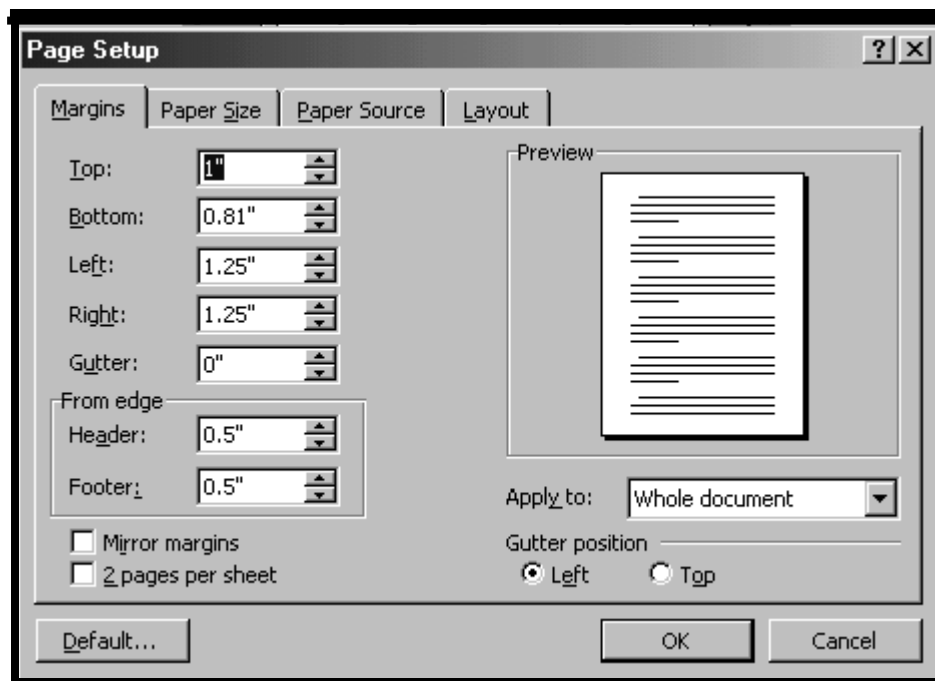
Commands are accessed through the Menu Bar. Select a menu item and the commands associated with that item are displayed. Clicking on a command causes Word to apply that command to the highlighted text.

## CREATING A DOCUMENT

Once you have Word customized to your satisfaction you are ready to set up the format of the new document. You will want to establish the page size and orientation and you may want to setup headers and footers for your document.

### Page Setup

Select File from the Menu Bar and then choose the **Page Setup** option.



To establish your margins you can either accept the defaults of one-inch top and bottom margins, and 1 1/4 inch right and left margins. To change any of these settings, click on the up or down arrowhead in the desired box until the margin setting is to your satisfaction.

You can also establish header and footer margins by accepting the default or changing them to meet your needs.

# Introduction to Microsoft Word for the PC

---

As you change the settings, the “Preview” display changes to reflect the new settings. To establish the paper size and orientation of the document, select the **Paper Size** tab. To change the paper size, click on the down arrowhead in the Paper Size box and scroll through the options until the desired paper size is found. Click on the desired paper size and the document will be formatted for that sized paper.

As you change paper sizes, you will see the “Width” and “Height” values change to reflect the new paper size. The “Preview” document will also change to reflect the paper size.

## Entering Text

To enter text on a new document all you need to do is to begin typing. The text will appear to the left of the blinking cursor ( | ) ( ) ( | ).

### Show/Hide Button



To see the results of all your keystrokes, use the Show/Hide button. Paragraph marks, spaces and other special characters can be seen on the document when this feature is activated. Although the characters display on the screen, they will not print when the document is printed.

## Entering Blank Lines in a Document

To enter a blank line in a document, such as a break between paragraphs, press the **Enter** key twice. A blank line will be inserted before the next paragraph.

## Correcting Errors (additions/deletions/modifications)

To add a word or some text to a sentence, place the insertion point (I) where you want the text inserted. Word always inserts the text to the left of the insertion point. This will cause the text to the right of the insertion point to move to the right and downward to accommodate the added text.

To delete an incorrect character in a document, place the insertion point next to the incorrect character. Press the **Backspace** key to erase to the left of the insertion point, or press the **Delete** key to erase to the right of the insertion point.

To delete an incorrect word or phrase, select (highlight) the incorrect word or phrase and either press the **Delete** key or click the Cut button on the Standard Toolbar.



## Editing Text

### Selecting Text

To select specific text, click and drag the I-beam pointer over the desired text. To select one word, double click on the word. To select a sentence, hold down the Ctrl key while clicking anywhere in the sentence. To select a paragraph, triple-click the paragraph.

To select the entire document, click on **Edit** on the Menu Bar and then select the Select All option. Your entire document will become highlighted and the action(s) you take next will affect the entire document.

## Formatting Fonts




You can format characters, words and paragraphs easily by using the formatting toolbar. To format an item, highlight the item and click on the following buttons as desired:

### Font Type and Size

You can select the style of font to be used along with the desired size font size. Click on the down arrowhead to see the various font types and sizes that are available.



You can also use the following buttons to create a special effect with the font.

Bold Character or Text		Italicized Character or Text		Underlined Character or Text	
------------------------------	---	------------------------------------	---	------------------------------------	---

## Aligning Characters or Text

You can specify how you want the document aligned by selecting the text and then clicking one of the following buttons:



## Cut and Paste

To move some text from one location to another location in your document (or to another document), you can “Cut” the text from the original location and “Paste” it into another location. To cut text, highlight the desired text, **select** Edit from the Menu Bar and then select **Cut**.

When you “Cut” text you are removing the text from the current location and placing the text onto a “Clipboard” which is a temporary holding area. The text will remain on the clipboard until you are ready to “Paste” it into another location.

When you have decided where you want the text to be inserted, place your cursor at the location where the text is to begin, select **Edit** from the Menu Bar and then select **Paste**. The information on the clipboard will be inserted at the cursor.

## Copy and Paste

To make a copy of some text at another location in your document (or to another document), you can “Copy” the text at the original location and “Paste” a copy of it into another location. To copy, highlight the desired text, select **Edit** from the Menu Bar and then select **Copy**.

When you “Copy” text you are removing the text from the current location and placing the text onto a “Clipboard” which is a temporary holding area. The text will remain on the clipboard until you are ready to “Paste” it into another location.

When you have decided where you want the text to be inserted, place your cursor at the location where the text is to begin, select **Edit** from the Menu Bar and then select **Paste**. The information on the clipboard will be inserted at the cursor.

## Drag and Drop

To move any portion of the text to a different location, select the text to be moved. Point to the selected text, and hold down the mouse button. The drag and drop pointer appears. Drag the pointer and the dotted insertion point that appears to the new location, and then release the button.

## CHECKING SPELLING AND GRAMMAR

At any time during the creation of a document, you can ask Word to check your spelling and grammar. You can have the entire document checked, you can select a portion of text or you can select a word you are not confident you spelled correctly.

You can set up Word to activate the spelling and grammar checkers on demand or you can have your text checked as you type.

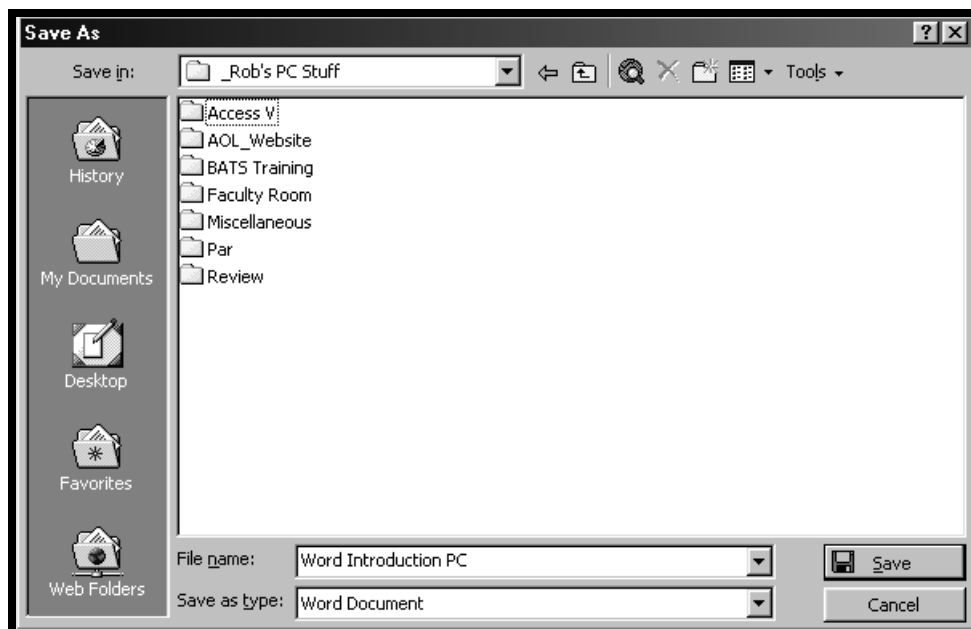
## SAVING THE DOCUMENT

When you save a document the first time, you need to tell Word where you want the document saved. You will have folders and sub-folders set up, and you will want the document saved to a specific location. To get the document where you want it, you will need to be specific in your instructions to the computer.

### New File Name

#### Naming the File

The first time you save a document you will need to name the file and specify where it is to be saved. When you are ready to save a document click on **File** on the Menu Bar and select the Save option. You will see the following screen:



Once you determine what you want to call the file, enter that name in the File name dialog box.

# Introduction to Microsoft Word for the PC

---

Word allows you to use descriptive file names, which makes it easier for you to find documents. File names can contain up to 255 characters. You cannot include any of the following characters in a file name: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (\*), period (.), question mark (?), quotation mark (“), pipe symbol (|), colon (:), or semicolon (;).

## Specifying the Location

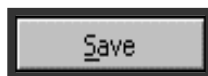
You will tell the computer where to save the file by browsing through your folders until you find the folder that is to house the file. To browse, click on the **Up One Level** button.



As you move through your folders, the contents of each folder will be displayed in the window. You can double click on a folder in the window to see the contents of that specific folder. When you do so, that folder becomes the active folder and that folder's name is displayed in the "Save in" box.



Once you find the folder that is to house the file, (and the folder's name is displayed in the "Save in" box), click on the **Save button** and your file will be saved in the selected folder.



## Same File Name and Location

As you are working on your document, you will probably get into the habit of saving the document periodically. Once your document has initially been saved, you can replace the current saved copy with a copy that includes all your changes since the last time you saved it.

To save your changed document, click on **File** on the Menu Bar and select the Save option. Word will automatically save your document without presenting you with a screen asking for a name and location. Word will use the current name and location as the name and location for the current save.

## Different File Name and/or Location

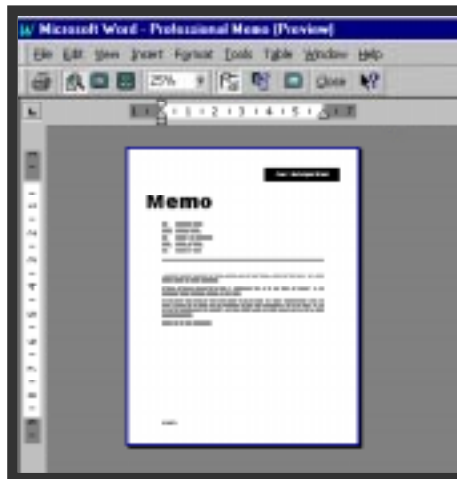
To save your document with a different file name (in effect you will be making a copy of your file and giving it a new name), click on **File** on the Menu Bar and select the **Save As** option. You will be presented with the same screen you see when you first save a document. You will be asked to give a new name to the document and to specify the folder in which the document is to be saved.

## PRINTING

### Print Preview

Before you print your document, you may want to look at the document on the screen to ensure that your page breaks are where you want them. Word allows you to see each page of the document as it will appear when printed.

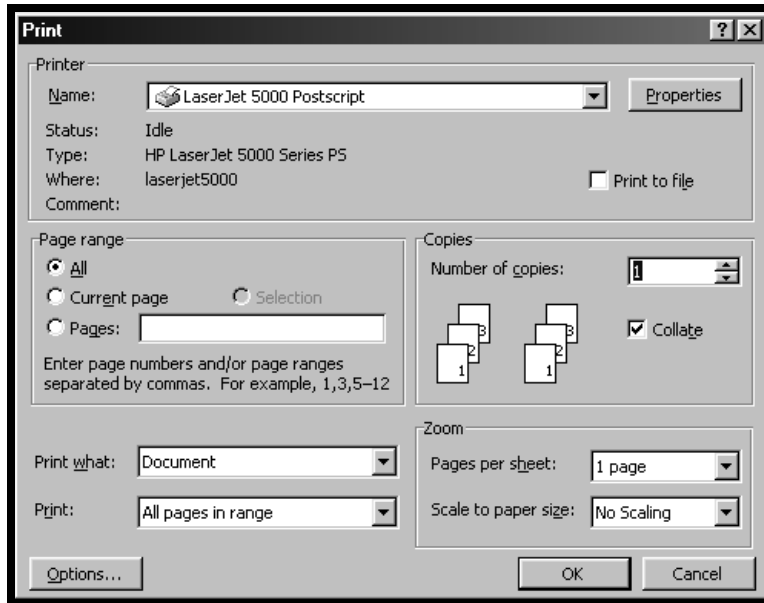
To preview your document, click on **File** on the Menu Bar and select the **Print Preview** option.



This view enables you to see what the final document will look like, and it may save you from printing pages that are not formatted properly. To exit the print preview screen click on the **Close** button.

## Printing the Document

When you are ready to print your document, or a part of your document, click on **File** on the Menu Bar and select the Print option. The following screen will appear:



You will need to tell Word which pages of your document to print and how many copies of each page to print. The system default is “All” which means that if you do nothing more than click on the “OK” button, Word will print one copy of your entire document.

## Print Range

If you only want a specific page of your document printed, and if that page is the current page (the page where your cursor rests), click on **Current page**.

If you want a specific page or pages printed, click on **Pages** and tell Word which pages to print. You can enter specific page numbers (for example, 1,3,7) or a range of pages (for example, 5-12) or both.

## Copies

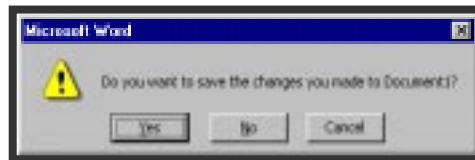
Once you have told Word which pages to print, you can choose to have multiple copies of the document or pages print. The default is set up to print one copy, so if you only want one copy, you do not need to tell Word about the number of copies. However, if you want multiple copies, enter the number of copies in the “Number of copies:” box or click on the up/down arrowheads to select the desired number of copies. Click on **OK** to print.

# Introduction to Microsoft Word for the PC

## QUITTING WORD

When you are ready to quit Word, select **File** from the Menu Bar. Select the **Exit** option, and if you have not made any changes to your document since you last saved it, Word will close your document and the Word application will close.

If you have made changes to your document since it was last saved, Word will ask you if you really want to exit the program (without saving your changes) or if you want a chance to save your changes. You will see the following screen:



If you do not want to save the changes, select **No** and your document will be closed (all changes will be discarded) and Word will close. If you want to save your changes, select **Yes** and if your document had been saved previously, Word will save the document with the changes and then it will close the document and the Word program.

If you have not previously saved your document, and you want to save the work you have done on the document, Word will display the "Save As" window. You will be asked to provide a name for the document and a location for the document to be saved.

## CUSTOMIZING WORD OPTIONS

Once you have installed Word on your computer, you will probably want to set up the application in a manner customized to your needs. You can set a variety of options to make your work easier.

To customize the application, click on **Tools** in the Menu Bar and select **Options**. Then select one of the tabs and set Word up in a customized manner.



## CUSTOMIZING TOOLBARS

Once you have Word's options customized, you can further simplify the use of Word by customizing your toolbars. Toolbars permit you to organize commands in Word the way you want them so you can find and use them quickly.


To customize a toolbar, select **View** from the Menu Bar, select the **Toolbars** option and then select **Customize**. You can add or delete toolbars from your screen by selecting or de-selecting the toolbar while the **Toolbars** tab is showing.

You can remove icons from your toolbars by clicking on the icon with the left mouse button and dragging it downward and off the toolbar. Once you clear the toolbar, you can release the mouse button and the icon will be gone.

You can add icons to the toolbars. Select the category of command you want to add to a toolbar. Once the category is selected, scroll through the list of commands until the desired command is found. Use the left mouse button and drag the command to the desired toolbar. Once you close the "Customize" box, the customized toolbars will be available for use.

# Introduction to Microsoft Word for the PC

## Keyboard Shortcuts [Sorted in alpha order by action]

 = WIN -> icon located to the left of the **Ctrl** key on your keyboard

### Shortcuts Using The Windows Key

WIN+Tab	Cycles Through Taskbar Buttons
WIN+F	Finds Files or Folders
Ctrl+WIN+F	Finds the Computer
WIN+M	Minimizes All
WIN+R	Run Dialog Box
WIN+F1	Starts Help
WIN+E	Starts Windows 95/NT Explorer
WIN+Break	System Properties Dialog Box
Shift+WIN+M	Undoes Minimize All (WIN+M)

### Other Helpful Keyboard Shortcuts

Ctrl+B	Bold Selected Text
Ctrl+E	Center Justifies Selected Text
Ctrl+W	Closes Document
Ctrl+C	Copy Selection to the Clipboard
Ctrl+Insert	Copy Selection to the Clipboard
Ctrl+X	Cut selection to the Clipboard
Shift+Delete	Cut selection to the Clipboard
Ctrl+2	Double Space Selected Text
Ctrl+END	End of Document
Ctrl+J	Full Justifies Selected Text
Ctrl+G	Go To
Ctrl+T	Hanging Indent
Ctrl+ENTER	Hard Page Break
F1	Help
Ctrl+I	Italicizes Selected Text
Ctrl+L	Left Justifies Text
Ctrl+N	Opens New Document
Ctrl+O	Opens The Selected Document
Ctrl+V	Paste from the Clipboard
Shift+Insert	Paste from the Clipboard
Ctrl+P	Prints The Document
Ctrl+Y	Redo Last Undo
Ctrl+H	Replaces Selected Text
Ctrl+R	Right Justifies Selected Text
Ctrl+S	Saves The Document
Ctrl+A	Selects All
Ctrl+1	Single Space Selected Text
Alt+Esc	Switch to the Next Task
Alt+Tab	Switch to the Next Task and Screen
Ctrl+Esc	Switch to the Task List
Ctrl+HOME	Top of Document
Ctrl+U	Underlines Selected Text
Alt+Backspace	Undo the Last Action