

Section 1 - Word Processing Basics

Microsoft Word is a software application designed specifically for one function – word processing. Twenty-five years ago, typing letters and envelopes was accomplished with the typewriter. Today, word processing applications allow you to use the computer to type, save, revise and reprint documents quickly and efficiently.

Starting Microsoft Word

All Office 2003 applications are launched from the **All Programs** menu off the **[Start]** menu. When you launch Microsoft Word, a blank document will appear in the window, just like placing a blank piece of paper in a typewriter. You are ready to begin typing and building your document as soon as the Word window opens.

In the next few pages, you will open Microsoft Word 2003 and examine the screen elements. Within any application window, you will find a title bar, a menu bar, a status bar, toolbars, scroll bars, and the workspace itself. The workspace in the Word window is where you will type.

1. Click the **[Start]** button.
2. Point to **All Programs ►** and click on **Microsoft Word 2003**.
A new document window will appear as shown on the next page.

New Look

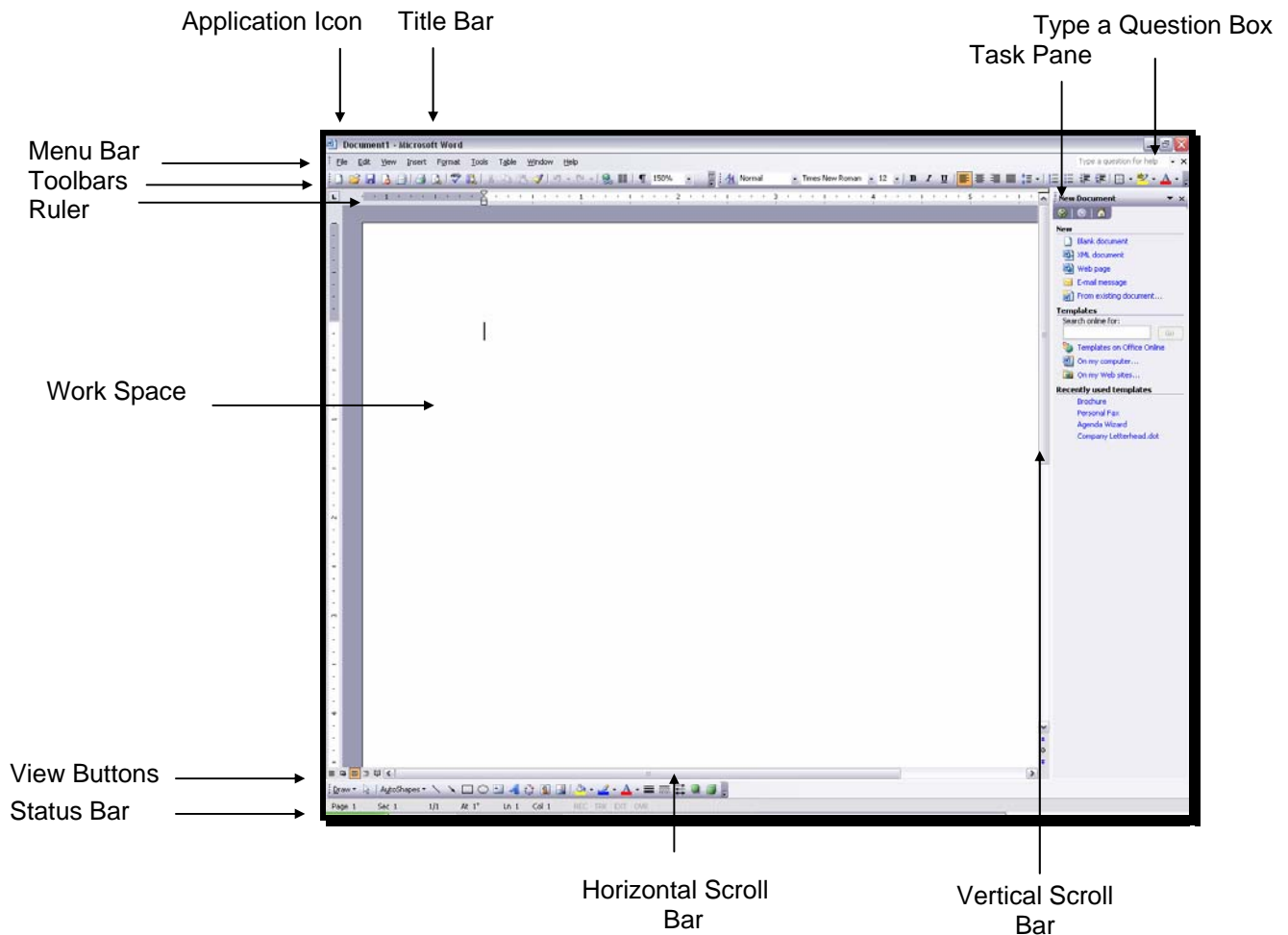
Microsoft Office 2003 includes Microsoft Word 2003 as the word processing application program. To verify the version of Word on your computer, click on **Help** in the menu, then select **About Microsoft Word**. A dialog box will display the version of the software along with any service releases.

Task Pane

The Task Pane was a new feature introduced in Microsoft Office XP. The Task Pane appears on the right side of the document window when you launch Microsoft Word 2002 or Word 2003. This Task Pane allows you to circumvent the menu and toolbar to accomplish basic tasks such as opening a new document, saving a document, or creating a new document.

Word Screen Elements

The Microsoft Word application window contains a title bar, menu bar, Standard and Formatting Toolbars, Task Pane, scroll bars and a Status Bar. Each of these screen elements is identified and described in the next few pages.

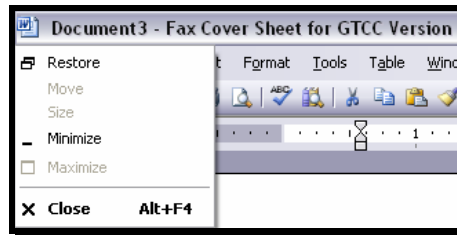


Title Bar

The very top border of the Microsoft Word window is the title bar. It indicates that you are running Microsoft Word and displays a document name (if saved) or the word **Document** followed by a number (if the document is not yet saved).

Application Icon

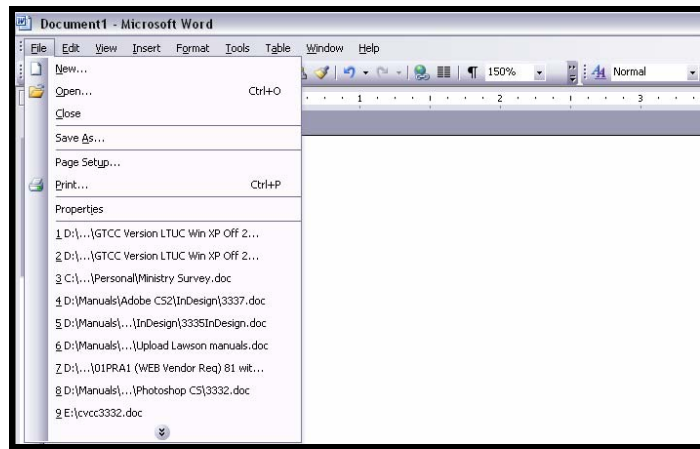
At the top left-hand corner of the title bar is the Application Icon. In Microsoft Word, you will see a blue W on a white piece of paper. When you click on the icon, a control menu provides options for you to minimize, maximize, move/size a window, or close the application.



Application Icon Menu

Menu Bar

Beneath the Microsoft Word title bar is the **Menu Bar**. Click on a menu option to open a pull-down list of commands.



Pull-down options for File menu

Toolbars

Both the **Standard toolbar** and the **Formatting toolbar** are located directly beneath the menu bar. Several series of buttons

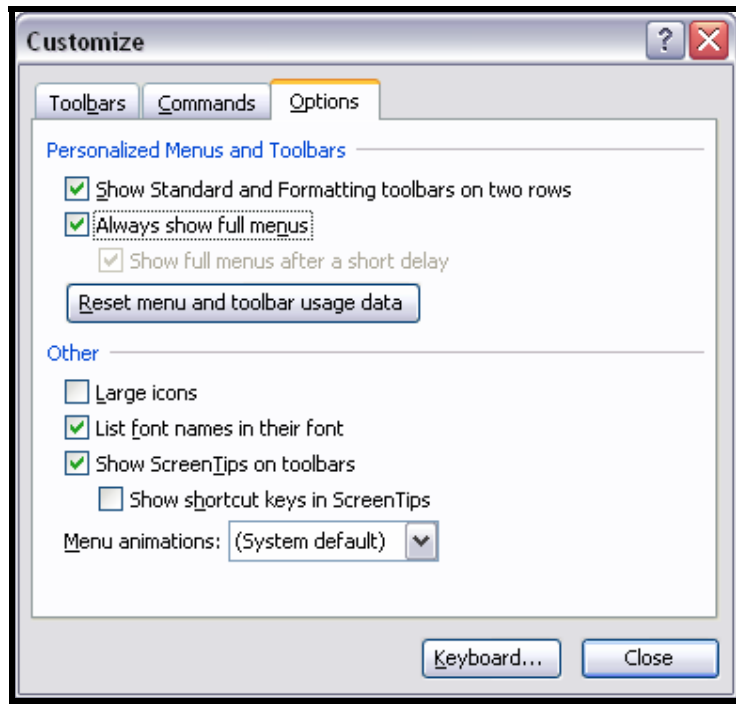
are grouped together to represent shortcuts to pull-down menu options. Word 2003 provides a “pop-up” description of each button called a ScreenTip. If you rest the mouse over any button, the ScreenTip will appear in a small yellow box.

- Using the mouse, point to the first button on the Standard toolbar, the white piece of paper.
*The words **New Blank Document** appear in a ScreenTip below the pointer arrow.*

Separate Toolbars

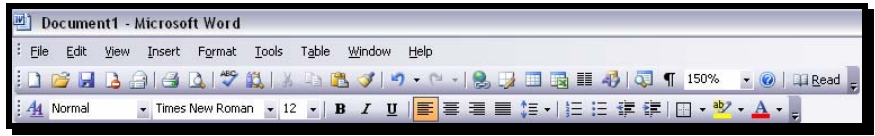
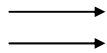
In Word 2003, the Formatting and Standard Toolbars share one row beneath the title bar. While you are learning the basics of word processing, it is recommended that you separate the toolbars to view all option buttons. To separate the toolbars:

1. From the menu, click on **T**ools.
2. In the pull-down list, click on **C**ustomize...
3. Click on the **O**ptions tab.



4. Click on the first option **Show Standard and Formatting toolbars on two rows**.
A check mark should appear in the check box.
5. Click **[Close]**.
The two toolbars are separated at the top of the window.

Standard Toolbar
Formatting Toolbar



Formatting Toolbar

The **Formatting Toolbar** allows you to select options such as font style and size, bold, italic and underline text formats, borders and font colors, justification for paragraphs and paragraph indents,. Rest the mouse pointer over a few buttons to view the ScreenTip display for each.

Workspace

The portion of the screen where text is entered is called the document window or the work space. This is where typing and editing occur. The cursor position is marked by a blinking vertical bar. The mouse pointer changes shape to an I beam when positioned in the work space.

Ruler

The ruler shows where margins and tabs are located in the document. It is located directly beneath the toolbars.



Status Bar

At the bottom of the document window is the Status Bar that keeps track of the insertion point (cursor) at all times. It will also reflect how many pages are in a document and whether any special character keys are on.



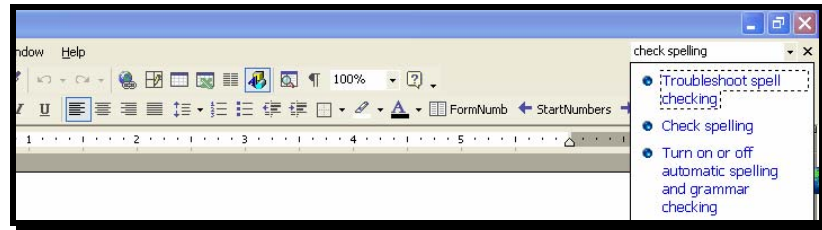
Scroll Bars

The horizontal scroll bar appears directly above the status bar. On the right side of the monitor you will see the vertical scroll arrow and the page up and page down scroll buttons. The left border of the document window is reserved for the vertical ruler bar.

Ask a Question Box

On the top right-hand corner of the Title Bar, a new **Ask a Question Box** appears. This text box is identical to the text box that opens in the yellow callout when you activate the Office Assistant for help. Click in the text box to activate, type in your

question then press the <Enter> key. A list of Help links will appear to assist you in locating the desired topic.



Section 1 - Summary Exercises

Part One

1. Start Microsoft Word.
2. Type the text below, allowing Word to wrap the text at the right margin. (Only press the <Enter> key after the title and to begin a new paragraph.)

COMPUTER TRAINING

Today many companies, as well as colleges and universities, offer a variety of microcomputer courses. The Introduction to Microsoft Office course introduces you to a powerful word processor, electronic spreadsheet application, and presentations package.

Microsoft Excel is an electronic spreadsheet application that allows you to enter, calculate, analyze and chart numeric data. Microsoft PowerPoint is a presentations package that allows you to design slides, create transparencies or run animated slide shows using the computer.

3. Save the file in the **CPI Documents** folder as **Computer Training**.
4. Using the **Office Assistant** or the **Ask a Question box**, find out how to change line spacing in a document to double-space.
5. Close the help window.
6. Close the file.
7. Exit Word.

Part Two

1. The _____ command allows you to separate the Standard and Formatting toolbars in the Word application window.
2. Upon starting Word, a new document is opened and ready for use. (True / False)
3. A folder is a location on the hard drive or diskette where you can store files. (True / False)
4. Automatic spell check is available from the _____ menu or from a button on the Standard toolbar.
5. When saving a file for the first time, Word suggests a filename based on the _____ of text in your document.
6. What keystrokes can be used to move the cursor to the top of a document? _____
7. What is one method for closing a file? _____