

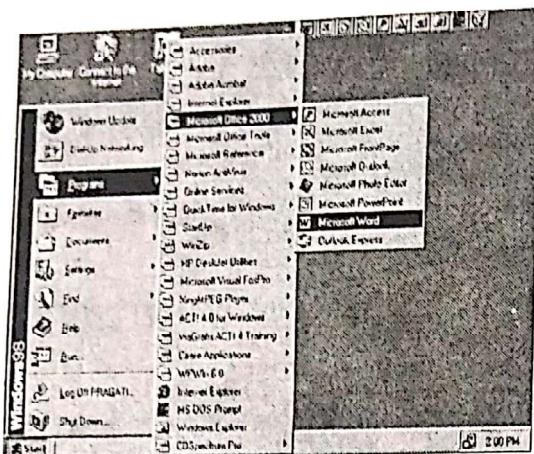
Word Basics

Microsoft Word is a full-featured word processing program which can be used for any work involving creating and managing text. You can use it from the simplest to the most complex word processing applications. Using Word, you can write letters and reports, prepare bills and invoices, prepare office stationery—letter heads, envelopes, forms, etc., design brochures, pamphlets, newsletters, magazines, etc.

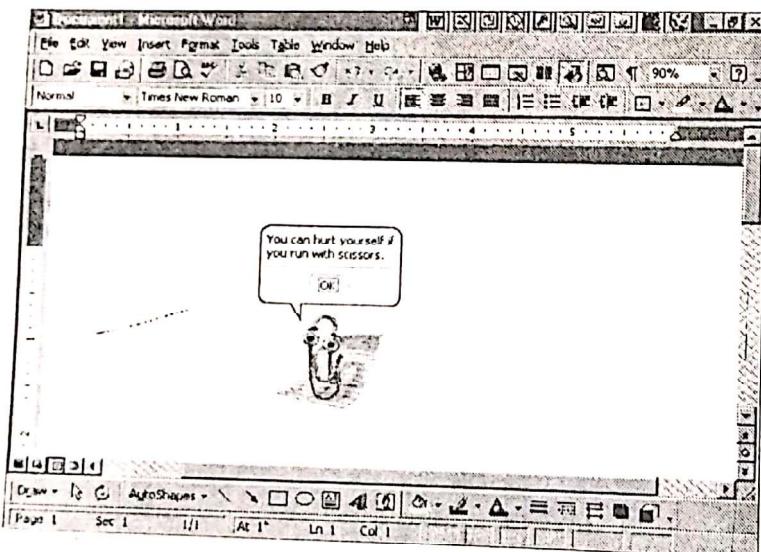
In short, you would find it extremely difficult to think of a word processing feature not available in Microsoft Word. For most tasks, Word offers several ways of doing the same thing. It is left to the user to find which one is preferable to him. Since covering all the different methods for doing the same task would require a book running into thousand pages, I have taken the liberty to illustrate the method(s) I considered most user-friendly. As you gain more proficiency in using Word you will yourself discover other methods of doing your tasks.

STARTING WORD

To start Word click once on the Start button, choose Programs and click once on Microsoft Office and then once on Microsoft Word.



On starting Word you would see a Word main screen with the Tip of the Day (unless somebody had instructed not to do so, in the last session). These tips are Word's way of teaching you new tricks and techniques while you work. Most of these tips are quite informative and some are even entertaining.



Read the tip, if you have the time and the inclination, then click once on Close button in the dialogue box to start working on the document.

CREATING DOCUMENTS

Word always starts by opening an untitled "normal" document so that you can begin from scratch. This "normal" document is based upon all the default values (another name for pre-defined settings) provided by Word i.e. standard page size, standard margins, font type and size etc.. You can change these settings and create your own customised documents based upon new settings. You can also save your new settings in a specific kind of file, called a

Template file, which will help you to quickly create documents based upon these customised settings. You can create your own letter-heads; fax sheets, invoices, memos etc. as templates so as to save substantial work and printing costs. Since these templates are like ready-made, pre-printed forms, all you have to do is fill in the blanks, very similar to filling in paper forms manually. Templates have been covered in more detailed later.

PARTS OF WORD WINDOW

Please see Figure 8.1 for a visual image of all these parts. An active window has:

Title bar This tells you which application package is currently running and which document is currently open.

Menu bar This is the traditional Windows style drop-down menu. When you point to any menu title and click once with the mouse, the menu will open, displaying all the commands available under this menu title. Clicking on the desired command would tell Word to execute that command. Some commands have ellipses (...) in front of them. These commands have further sub commands. Commands appearing dimmed cannot be executed unless the prerequisite functions required by that command have been performed, e.g. you cannot use the Copy or Cut command from the Edit menu unless you have selected a piece of text first. Many commands also have a keyboard shortcut specified against their names.

Standard toolbar Toolbars contain buttons, drop-down menus and other controls that help you quickly alter the appearance and arrangement of documents by executing a variety of Word commands. Toolbars are very helpful and convenient in quickly executing commands without having to go through menus. The standard toolbar contains icons for basic functions like opening files, saving files, printing files, cut, copy, paste etc.

Formatting toolbar This contains icons for changing the look of your text (called "formatting" in computer jargon); for example, there are icons for changing fonts, styles, font sizes, text alignment etc.

Ruler The Ruler lets you make changes to margins and indents, and helps you create document as per dimensions required.

Scroll tools These help you travel within your document. You can go anywhere, up and down, right and left in your document mainly by two ways: Using the horizontal and vertical scroll bars with the help of the mouse ; or Using the keyboard to press PgUp, PgDn, Home, End and arrow keys.

Status bar Also called the Status Area, this is the normally the last line on your screen. This gives the following information about your work—

- Current Page
- Section Number

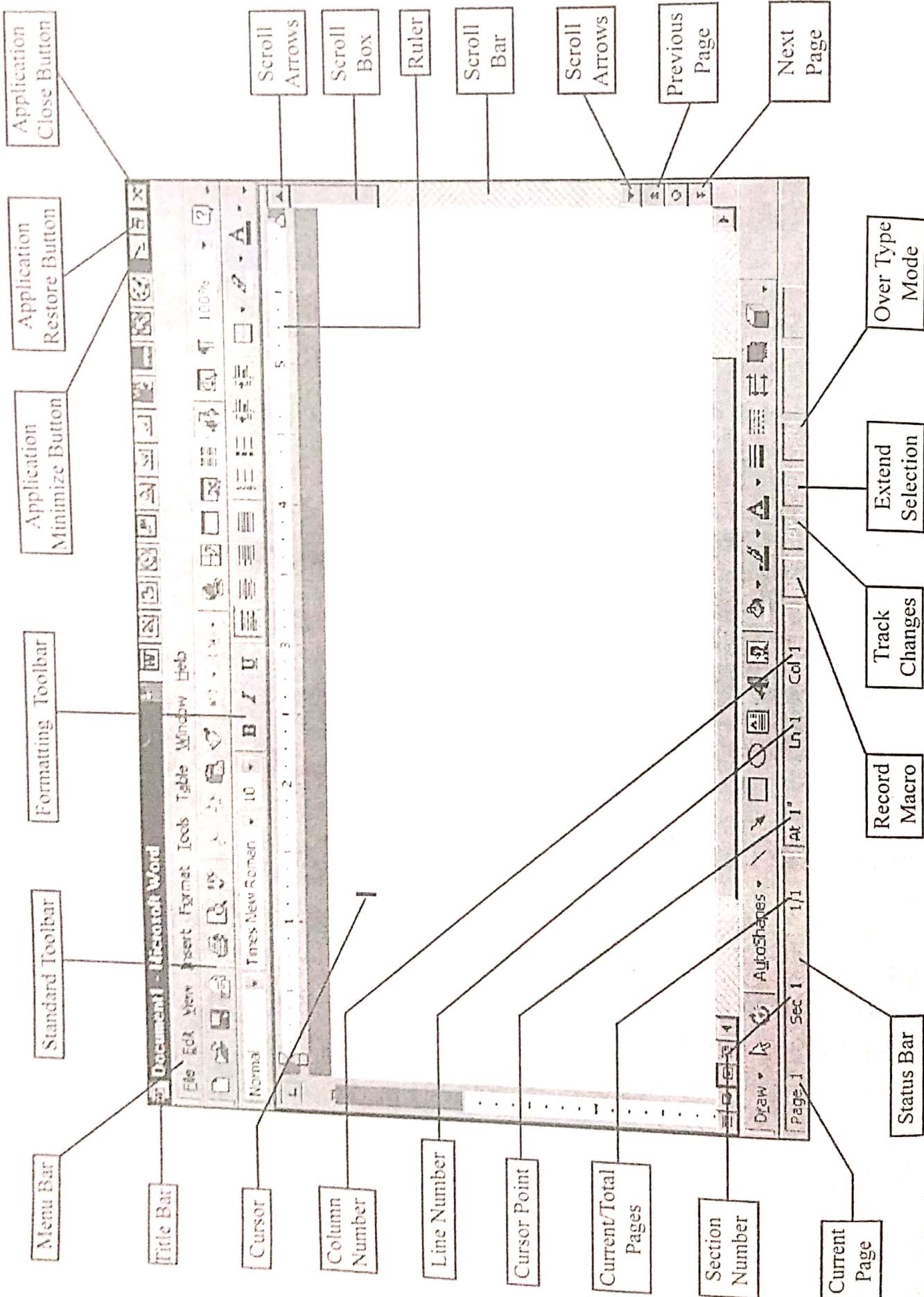


Fig 8.1 Parts of a Word Window

- Current/Total pages in the document
- Current Cursor Position (where the cursor is presently located)
- Current Line Number
- Current Column Number
- Record Macro—whether macro recording is On or not
- Track Revision—whether revisions have been made or not
- Extend Selection
- Over type Mode—whether you are in Insert mode or overwrite mode
- Help for WordPerfect users—whether On or not.

Cursor Also called the Insertion Pointer, this denotes the place where text, graphics or any other item would be placed when you type, overwrite or insert them. This looks like a tall, skinny toothpick and keeps blinking so that you can locate it easily.

Mouse pointer When your mouse pointer looks like an I-beam you should be able to move it freely about the screen. This is used for either placing the cursor at the desired place (take the mouse pointer there and click) or choosing any command either from the menu or from toolbars. The mouse pointer changes shape when in the process of doing certain tasks and the cursor disappears.

Mouse Operations

Pointing Move the mouse pointer until the pointer is on the desired item.

Clicking Move the mouse pointer to the position you want, then press the mouse left button once.

Double-clicking Move the mouse pointer to the position you want, then press the mouse left button twice in rapid succession. Alternatively, if your mouse has been so installed, you can also click the middle button once, instead of pressing the left button twice.

Right-clicking In some cases like changing the properties of an object, or for correcting a mis-spelt word, or even for cut, copy and paste—the mouse right button can be used. In such cases, simply select the object and click once on the mouse right button.

Dragging Move the mouse pointer to the right place, highlight the desired text by clicking once in the beginning and releasing the left button at the end, then click once again in the highlighted block, keep the mouse left button pressed and roll the mouse to move the block to a new location by releasing the left button at the desired location.

At first, using the mouse may be difficult (particularly double-clicking and dragging). However, learning to use it is worth the trouble because many of the advanced tools in modern programs are only operated with the mouse. In any case most operations are much simpler and faster to execute through the mouse rather than through the keyboard.

Keyboard Operations

Typing keys The part of the keyboard which is used to type letters, numbers and other characters. The alphabets layout resembles a standard typewriter keyboard exactly, however there are some extra keys for entering commands, e.g. *Ctrl* key, *Alt* key, *Shift* key, *Enter* key etc. On most keyboards these extra keys are grey in colour whereas the alphabet, number, symbol and punctuation keys are white in colour. The *Ctrl*, *Alt* and *Shift* key is always used in conjunction with some other key.

Shift and Caps Lock key The *Shift* key is used to type capital letters i.e. if you want to type the letter "F", you have to press the *Shift* key, keep it pressed with one finger and press "f" key with the other. However, if you want to type an entire word or a sentence in capital letters, use the *Caps Lock* key instead. Unlike the *Shift* key, *Caps Lock* key is a toggle key and does not need to be pressed continuously. Press it once and it becomes *On* (you will see the Caps Lock indicator on the keyboard lighting up when you do this) and thereafter whatever you type would be in capital letters, press it again and it becomes *Off*.

Function keys The row of 10-12 keys—*F1* to *F12* above the typing keys are called the Function keys and are used to execute special commands or as shortcut keys. The use of these keys varies from program to program, however within MS Office some degree of standardisation has been achieved. In Word, the function keys are used alone or together with the *Shift*, *Alt* and *Ctrl* keys to give commands.

Cursor control keys A group of special keys used to control and navigate the cursor - arrow keys (Up ↑, Down ↓, Left ←, Right →). *Home* and *End* are used to quickly place the cursor in the beginning or end of a line. To delete an alphabet to the left of the cursor press the *Backspace* key ← (normally above the *Enter* key), to delete an alphabet to the right of the cursor press the *Del* key.

Numeric keypad The keys on the extreme right of the keyboard (resembling a calculator's keyboard), which can be used both - to enter numbers (when the *Num Lock* is *On*) or to move the cursor (when the *Num Lock* is *Off*). The *Num Lock* key is located above the number 7 (Home) key on the Numeric keypad and its *On* or *Off* status is displayed by the *Num Lock* indicator light on your keyboard. Since *Num Lock* is also a toggle key, pressing it once makes it *On* and pressing it again makes it *Off*.

Note: Press the keys briefly with a light pressure, unless you want repeated characters.

The Most Important Keys

Alt and Ctrl The command keys are used in combination with another key or with the mouse. For example the Alt+F4 key combination (press down the Alt key, hold it down and press the F4 function key briefly and then release both) closes the program.

Shift Like Alt and Ctrl, the Shift key is also used in commands in combination with other keys. In typing, it is used in the same way as on a typewriter - to produce capital letters.

Enter When typing text, press Enter when you want to produce a forced line feed (e.g. at the end of a paragraph and to create blank lines). Enter is also used in combination with other keys to execute a few commands. On some keyboards, this key is named Return instead of Enter.

Esc The Esc key is located to the left of the function keys, in the upper left corner of the keyboard. It can be used to make a Cancel selection in a menu.

Backspace Pressing this key deletes the character to the left of the cursor.

Del (Delete) This key deletes the character to the right of the cursor.

How to type in Word Once Word has been started, you can immediately start typing. When you press character keys on the keyboard, you can see the corresponding characters appear in the Word window. Use the Spacebar when you want to separate characters and words from each other. Use the Tab key when you want to move the cursor or text from one Tab stop to another, and also when you want to create a blank longer than one space between words.

Insert and Overtype modes Word normally uses the insert mode. In this mode, Word does not overtype the existing text but pushes it forward. By pressing the Ins key, you can switch to overtype mode. In this mode, the new text replaces the old text after the cursor. To switch between Overtype/Insert modes press the *Insert* key. In the Insert mode when you place the cursor in the middle of two words and start typing, the new text is inserted between the two words and all the text below this line is automatically adjusted. In the Overtype mode when you place the cursor in the middle of two words and start typing, the new text overwrites the previous text.

Visualising and planning for a new document Just like you visualise an entire building before it is constructed (the blueprint), it is a good habit to think about the overall look and contents of the document before you actually start creating it. Word gives you onscreen clues about how your printed document would look like before it is actually printed. If you provide some basic information such as paper size and orientation (portrait or landscape, i.e. lengthwise or widthwise printing respectively) Word would display, while you are creating the document, simple information like margins, page endings, line endings, the relative size and placement of text and graphics and so on. Therefore, it is always a good idea to start by specifying the page size, printer, margins etc. before entering text. How to do this has been explained in the first exercise.

Typing text Typing text in Word is similar to typing it on a normal typewriter, except for three major differences (there are over a million minor differences!).

1. Unless you want to start a new paragraph don't press the 'Enter' key. The moment you reach the end of the right margin of your page, Word automatically places the cursor at the beginning of the next line. This feature is called Word Wrap and it does away with the irritating necessity of either having to yank a lever (like in a typewriter) at the end of each line or pressing Enter after every line. While typing, when you reach the end of a line Word automatically figures out whether the next word that you are typing can fit within the current line, if not, the next word is automatically placed in the next new line. This means that you don't have to bother about left or right margins while typing. Simply go ahead and keep on typing, Word would take care of these things automatically.
2. Do not bother if you make mistakes while typing. Thanks to Word's editing features, you can always go back anywhere in your document and correct the mistakes, make alterations, additions or deletions. Not only this, Word's Spelling program would help you rectify all spelling mistakes.
3. Do not bother about how your text looks—in form of size, looks or placement. Again, Word's advanced formatting features would help you later to really beautify your work. Normally, it is faster to type "Plain vanilla" text first, finish entry and then bother about formatting the document ("formatting" includes specifying font type, font size, font attributes like bold, italics, underline, colour, placement etc.). However as explained earlier, page setup details should ideally be specified right in the beginning before typing the text.

SOME 'DON'TS'

- Don't use the Spacebar to indent paragraphs. Instead, use the Tab key for the indent control in Word's ruler (the top handle on the left hand side)
- Don't use Spacebar to center or otherwise position text. Use the Left, Right and Center alignment buttons from Formatting bar instead.
- Don't use Spacebar to create columns. Use Word's Table or Column command instead.
- Don't hit Enter key repeatedly for starting the matter on new page. Use Insert Page break command instead.

FORMATTING FEATURES

As I said earlier, once having typed the text, you can use various formatting features to improve the presentation of your document. All the formatting features offered by Word require pre-selection of a piece of text. This piece of text, also called a 'Block' or a 'Range'

in computer speak, could be a single word, a phrase, a sentence, a paragraph, a page or the entire document. For applying various formatting commands this Block has to be specified first before choosing the desired formatting command.

Selecting text Place the mouse pointer at the beginning of the text that you wish to format. Click once, keep the left mouse button pressed and drag till the end of the Block. Release the mouse button and you would see that the Block selected by you has been highlighted in black colour and the text is shown in white colour, as displayed here:

Now you can apply any formatting command like Bold faced, Italics, Underline, Left Align, Center Align, Right Align, Justify, etc. by simply clicking on the correct icon. You can also change the font size, style and type, of this Block.

Cut a block In case you have a block of text that you wish to move to another location, either within the same page or to another page or even to any other document, choose the *Cut* command from the *Edit Menu*, after selecting the desired block. On applying this command, the block would disappear from its original location. You may now use the *Paste* command to place this block anywhere else.

You can also use the Cut Command to share data between files created by different applications like Word, Excel PowerPoint, etc. This has a great advantage that you can do a specific task in a particular application (which is most appropriate for this task) and easily share this data in other application.

Copy a block If you have a block of text that you wish to copy to any other location, choose the *Copy* command instead of *Cut* command. Notice the important difference, in case of *Cut* command the block disappears from the original location and is there only at the new location, whereas in case of *Copy* command the text appears both, at the original location as well as the new location.

Paste a block Once a block has been either cut or copied using the Cut or Copy command, simply place the cursor at the new location and choose the Paste command to get the selected block here.

Delete a block Block a piece of text (based upon steps explained earlier) and simply press the *Del* key from the keyboard to delete this block. Alternatively, you can also use the *Clear* command from the *Edit Menu*, for this.

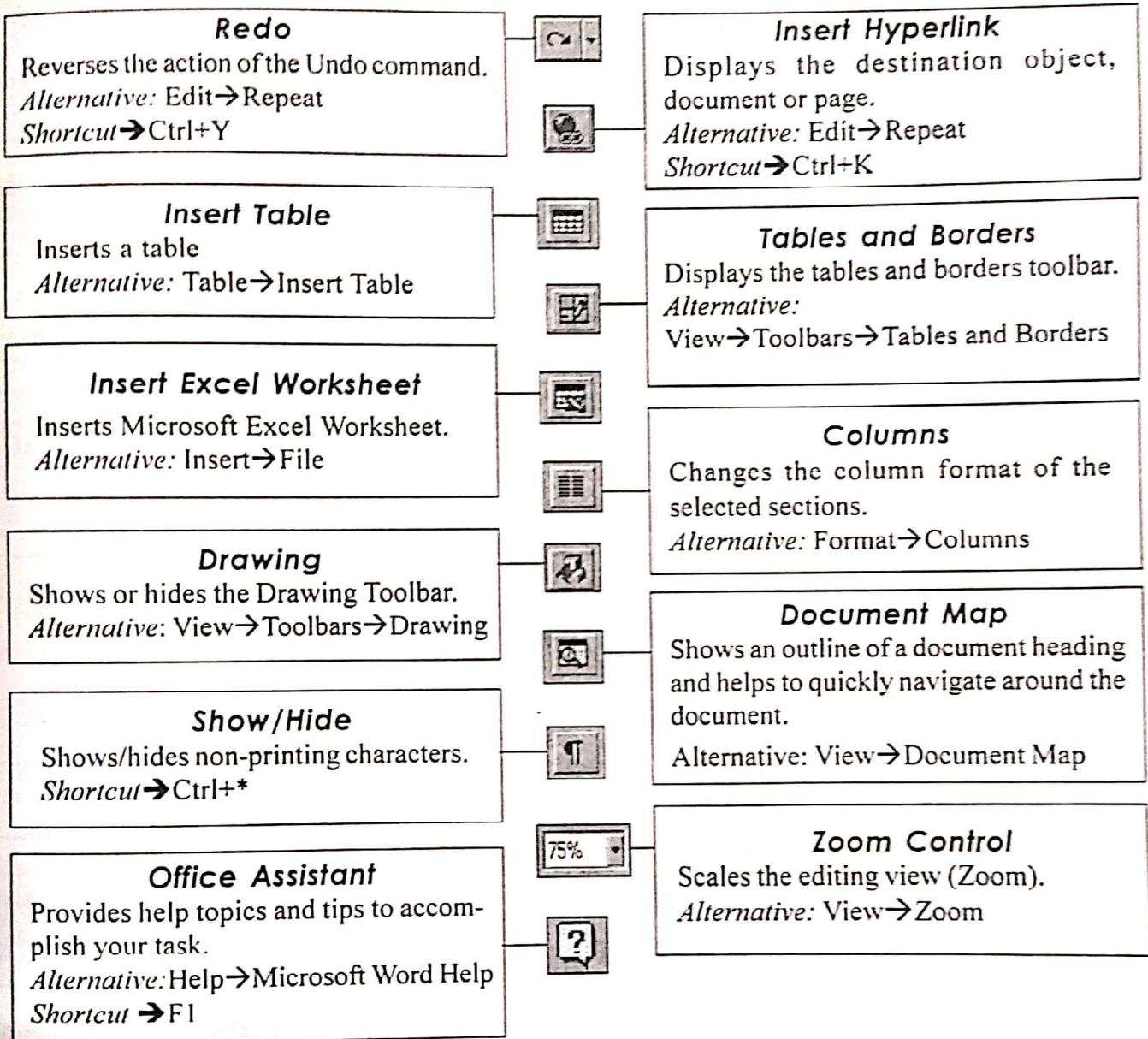
These and other applications like designing borders and drawing figures, using the toolbars, are explained in detail in subsequent pages.

TOOLBARS AND THEIR ICONS

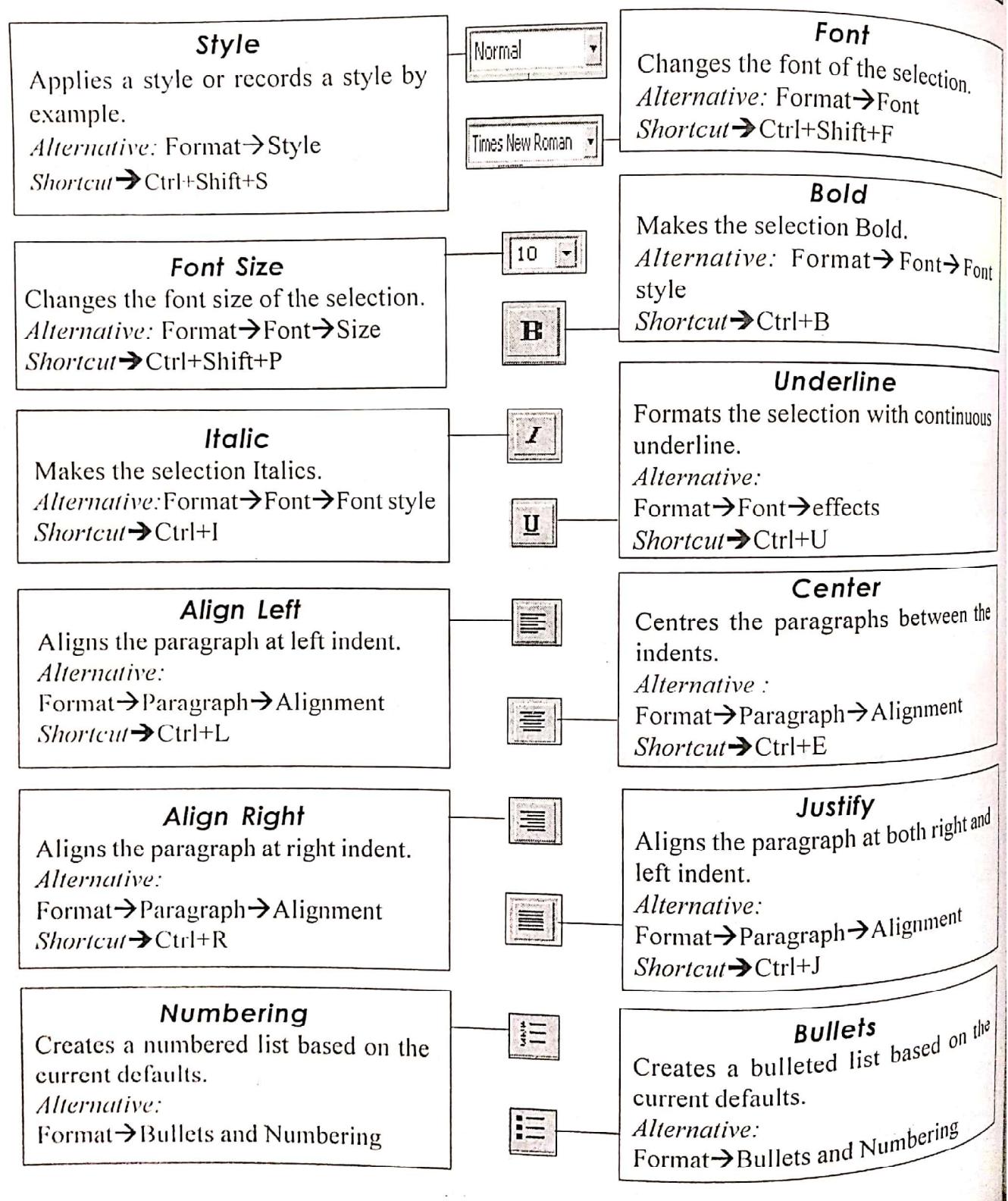
Word Standard Toolbar



<p>New Creates a new document based on normal template. <i>Alternative:</i> File → New <i>Shortcut</i> → Ctrl+N</p>		<p>Open Opens an existing document or template. <i>Alternative:</i> File → Open <i>Shortcut</i> → Ctrl+O</p>
<p>Save Saves the active document or template <i>Alternative:</i> File → Save <i>Shortcut</i> → Ctrl+S</p>	 	<p>E-Mail It sends the contents of the document as the body of the e-mail message. <i>Alternative:</i> File → Send To → Mail</p>
<p>Print Prints the active document using current defaults. <i>Alternative:</i> File → Print <i>Shortcut</i> → Ctrl+P</p>	 	<p>Print Preview Displays full page as they are printed. <i>Alternative:</i> File → Print Preview <i>Shortcut</i> → Ctrl+F2</p>
<p>Spelling Checks the spelling in the active document <i>Alternative:</i> Tools → Spelling and Grammar <i>Shortcut</i> → F7</p>	 	<p>Cut Cuts the selection and puts it on the Clipboard. <i>Alternative:</i> Edit → Cut <i>Shortcut</i> → Ctrl+X</p>
<p>Copy Copies the selection and puts it on the clipboard. <i>Alternative:</i> Edit → Copy <i>Shortcut</i> → Ctrl+C</p>	 	<p>Paste Inserts the Clipboard contents at the insertion point. <i>Alternative:</i> Edit → Paste <i>Shortcut</i> → Ctrl+V</p>
<p>Format Painter Copies the formatting of the selection to a specified location. <i>Shortcut</i> → Ctrl+Shift+C</p>	 	<p>Undo Reverses certain commands. <i>Alternative:</i> Edit → Undo <i>Shortcut</i> → Ctrl+Z</p>



Word Formatting Toolbar



Decrease Indent

Decreases or promotes the selection one level.

Alternative:

Format→Paragraph→Indentation

**Increase Indent**

Increases indent or demotes the selection one level.

Alternative:

Format→Paragraph→Indentation

**Borders**

Shows or hides the border toolbar.

Alternative:

Format→Borders and Shading

**Highlight**

Highlights a selected piece of text in the chosen color.

**Font Color**

Selects and applies Font Color.

Alternative:

Format→Font→Color

**Word Tables and Borders Toolbar****Draw Table**

Inserts a table where you drag in the document. After you drag to insert the table, drag inside the table to add cells, columns, or rows.

**Eraser**

Removes a table cell line and merges the contents of the adjacent cells. If the cell has a border, Word removes the border but does not merge the cells. Click Eraser, and then drag the eraser pointer over the table cell lines or borders you don't want.

**Line Width**

Click the width you want for the border on the selected object.

**Border Color**

Click on the border color you want.

**Border Style**

Click the style and thickness you want for the selected line.

**Fill Color**

Adds, modifies, or removes the fill color or fill effect from the selected object. Fill effects include gradient, texture, pattern, and picture fills.

**Outside Border**

Adds or removes a border around the selected text, paragraphs, cells, pictures, or other object.



