

Using Microsoft Word

Alistair Edwards
alistair@cs.york.ac.uk

Notes

[http://www-course.cs.york.ac.uk/
csw/MSWord/
UsingMicrosoftWord.ppt](http://www-course.cs.york.ac.uk/csw/MSWord/UsingMicrosoftWord.ppt)
[UsingMicrosoftWord.pdf](http://www-course.cs.york.ac.uk/csw/MSWord/UsingMicrosoftWord.pdf)

History

Using Word for a l o n g time
Thesis
Camera-ready book
Hasn't necessarily improved with
each version
Word 2003 – I had to buy a book

History

CSW

1 Lecture

2 Lectures

1 Lecture

Currently

Word 2007

Office 2003 Mapping Workbooks

very useful

Why use Word?

wysiwyg

Get the document you wanted in a short
time

It does have many useful features

Everybody else does

Why *not* use Word?

It has some very annoying features

It does not always do what you want it to

Prepare your questions now

‘How do I...?’

Style sheets

To get the most from Word, use stylesheets

You must invest time to set them up

but they will save you more time in the long-run

Style sheets

A compromise between wysiwyg
and text processing

Applied to *paragraphs*,
characters, *table* or *lists*

Character style sheets

font

style

size

etc.

Paragraph style sheets

Character styles +

justification

spacing

space before

Style for following paragraph

etc.

Provided styles

Normal is the default

Notes on using styles

Do not use blank lines for spacing

Save your styles with your template

Use the *Line and Page Break* controls

Styles are hierarchical

Based on:

Hint: Keep it simple

one-level hierarchy

Headings

Heading 1 to *Heading 9* are built-in

Use them

but modify them

Used in the *Outline* view

Also to build Tables of Contents

Numbering

Hint: do it *manually*

Microsoft cannot count

- unless you want to use bookmarks

Bullets?

Figures

Insert → *Picture* → *From file*

Or *Paste*

Figures

Use *Picture Tools* → *Text wrapping* → *In line with text*

Picture takes the place of a character

Otherwise Word will place your picture where it wants

Use paragraph formatting

other positioning facilities are less predictable

Spelling checker

Hint: Use it

there is *no* excuse for spelling errors

you can use a dictionary too!

Set language to *English (U.K.)*

Review > *Proofing* > *Set Language*

Add words to your dictionary

Grammar checker

Hint: Don't use it!

Formatting

It is possible to change the
formatting of individual
paragraphs

You do not have to do this via stylesheets

What does Ctrl-z do?

Use it!

Ctrl-y is useful too

Help

?

Headers and footers

Page breaks

Insert → Page Break

Footnotes

References > Insert Footnote

Non-standard text

Symbols

Equations

Tables

Various routes

Tab-separated cells

Then *Convert Text to table*

Merge cells is useful

Potential surprises

Autocorrect / Autotext

Office button > Word options > Proofing

AutoFormat As You Type

Spelling correction

References

References or EndNote

Use the IEEE Style

When you have set all your
defaults

Save them in

Normal.dotm

Good features

Wysiwyg

Autocorrect

Stylesheets

Spelling checker

Track changes

Commenting

Bad features

Grammar
checker

Autocorrect

Object (picture)
insertion

Numbering

Conclusions

Word is powerful and useful
but over-complex with some annoying
features

Questions?
