

Using Microsoft Word

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Notes

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

UsingMicrosoftWord.ppt

UsingMicrosoftWord.pdf

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 it

It has some very annoying
features

It does not always do what you
want it to

Prepare your questions now

‘How do I...?’

Word 2003

Having used Word for nearly 20
years

...I finally had to buy a manual

Stylesheets

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

Bullets?

Bookmarks

Hint: don't use them

Microsoft cannot count

... and they seem to break regularly

Error! Bookmark not defined

Figures

Insert → Picture → From file

Figures

Use *Format Picture → Layout → In line with text*

Picture takes the place of a character

Otherwise Word will place your picture where it wants

Spelling checker

Hint: Use it

there is *no* excuse for spelling errors
you can use a dictionary too!

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

Add words to your dictionary

Grammar checker

Hint: Don't use it!

What does Ctrl-z do?

Use it!

Ctrl-y is useful too

Help

You can change the character
from the paperclip
...or remove the character altogether

Headers and footers

Page breaks

*Insert → Break... page break or
section break*

Footnotes

Insert → Reference → Footnote

Non-standard text

Symbols

Equations

Tables

Various routes

Tab-separated cells

Then *Convert → Text to table*

Merge cells is useful

Version control can be useful

File → Versions...

Potential surprises

Autocorrect

Spelling correction

Autotext

AutoFormat As You Type

Options → *Edit → When selecting,*
automatically select whole word

References

EndNote