

Chapter 1

Introduction to Microsoft Word

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- Uses of Word
- Word Window - General Overview
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- Saving a Document
- Using Save As
- Closing a Document
- Switching Between Open Documents
- Exiting Word Program
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the Word icon

Microsoft word is a word-processor that lets you create a variety of different documents such as letters, single-file reports, multi-file reports, books, brochures, newsletters, and web pages.

Introduction

Microsoft Word is a word-processor that lets you create a variety of different documents such as letters, single-file reports, multi-file reports, books, brochures, newsletters, and web pages.

Word processing software lets you create, edit, format, store, retrieve, and print a text document. **Creating** is writing and composing the document. **Editing** refers to making changes to the document to fix errors or improve it. **Formatting** is making the document look attractive. **Storing** means saving it on a disk. **Retrieving** is opening the saved document from disk into computer memory. **Printing** is producing the document on paper, using a printer connected to the computer.

Microsoft Word provides powerful and easy-to-use tools. A few of its capabilities are: checking and correcting spelling and grammar, handling page organization such as page numbers, headers and footers, having auto texts, symbols and clipart, working with tables, and formatting text by one button clicking.

Uses of Word

Microsoft Word can be used at home, at school and at work. At home, one can write notes, memos, letters, labels, envelopes, create cards, stickers or flyers. In schools, Word may be used for writing homework, theses, research notes, time tables or certificates. People working in business may use Word to set up faxes, reports, contracts, business cards or mail merge documents. It is also easy to prepare a resume or CV using Word. Word can create complex or specialized documents that are normally created by more specialized software applications such as:

Web pages: Easier to use than Microsoft FrontPage, Word has Web publishing features that let you create Web pages with ease.

Brochures, newsletters, and other documents with complex page layouts: Microsoft Publisher might be able to do a better job at creating short, layout-intensive documents. However, Word's improved drawing and layout features make it a highly viable tool for creating these kinds of documents.

Printer-ready publications: Dedicated desktop publishing packages (such as Adobe PageMaker, Corel Ventura, or Quark Press) do a superb job of creating printer-ready publications with precise page layouts, cross-references, indexes, tables of contents, and so on. Word is ideal for the initial organizing, writing, editing, and proofreading of a publication. However, you can also do quite a good job in Word of preparing the final printer-ready publication. If your page layout needs are a bit demanding for Word's tools, you can always transfer your Word document to a dedicated desktop publishing program to create the final layout.

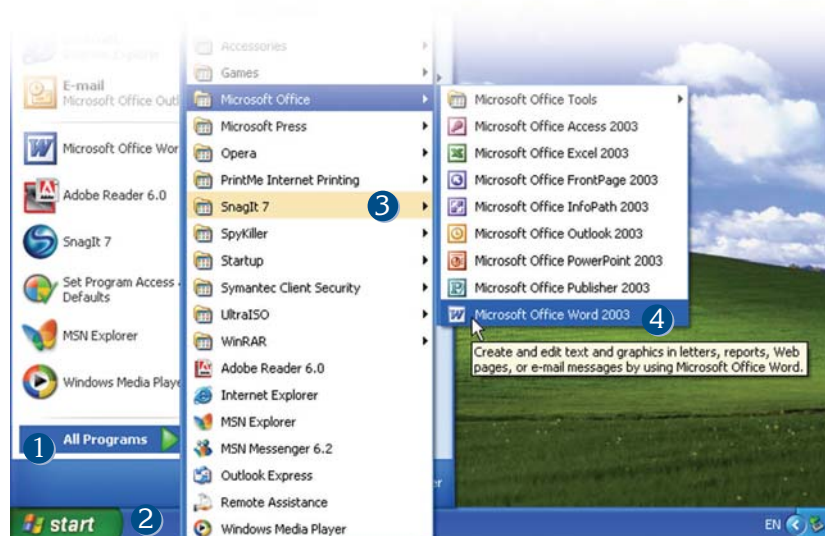
Tables of numbers or other data: Clearly, Microsoft Excel is the tool of choice for working with numbers, and Microsoft Access for working with databases. However, Word tables can be used to store and display reasonable amounts of numeric or textual data. Word even provides mathematical functions for working with numbers in tables, as well as database tools for working with data fields and records in tables.

Why use Word for a task that can be performed with a more specialized software program, perhaps one which is already installed on your computer? The main reason is that you probably already know how to use Word, and the extra features of a more specialized program might not be worth the time required to learn a new software package, especially if you create only an occasional Web page, brochure, or other specialized document. You might also have existing Word documents that you can quickly convert to Web pages or other specialized formats. You can thus use Word to improve not only your current skills, but also your existing collection of documents.

Practice

Starting the Word Program

- 1 On the Windows taskbar, click the **start** button at the bottom left corner of your screen.
- 2 On the start menu, select **All Programs**.
- 3 Move the mouse pointer up and point to **Microsoft Office**.
- 4 Move the mouse pointer over and click on **Microsoft Office Word 2003**.



Starting Microsoft Word 2003

Word Window - General Overview

Title Bar Shows the name of the document and the program name.

Menu Bar Displays all the Word menus.

Standard Toolbar Contains buttons that let you access common Word commands easily.

Insertion point (Cursor) Shows where the text will be written.

Rulers

Measures the document. Displays and sets margins, indents and tabs for the document.

View buttons

They let you see how your document looks in different formats.

Normal view basic view with no page layout indicators

Web layout view as your document would appear in a web browser

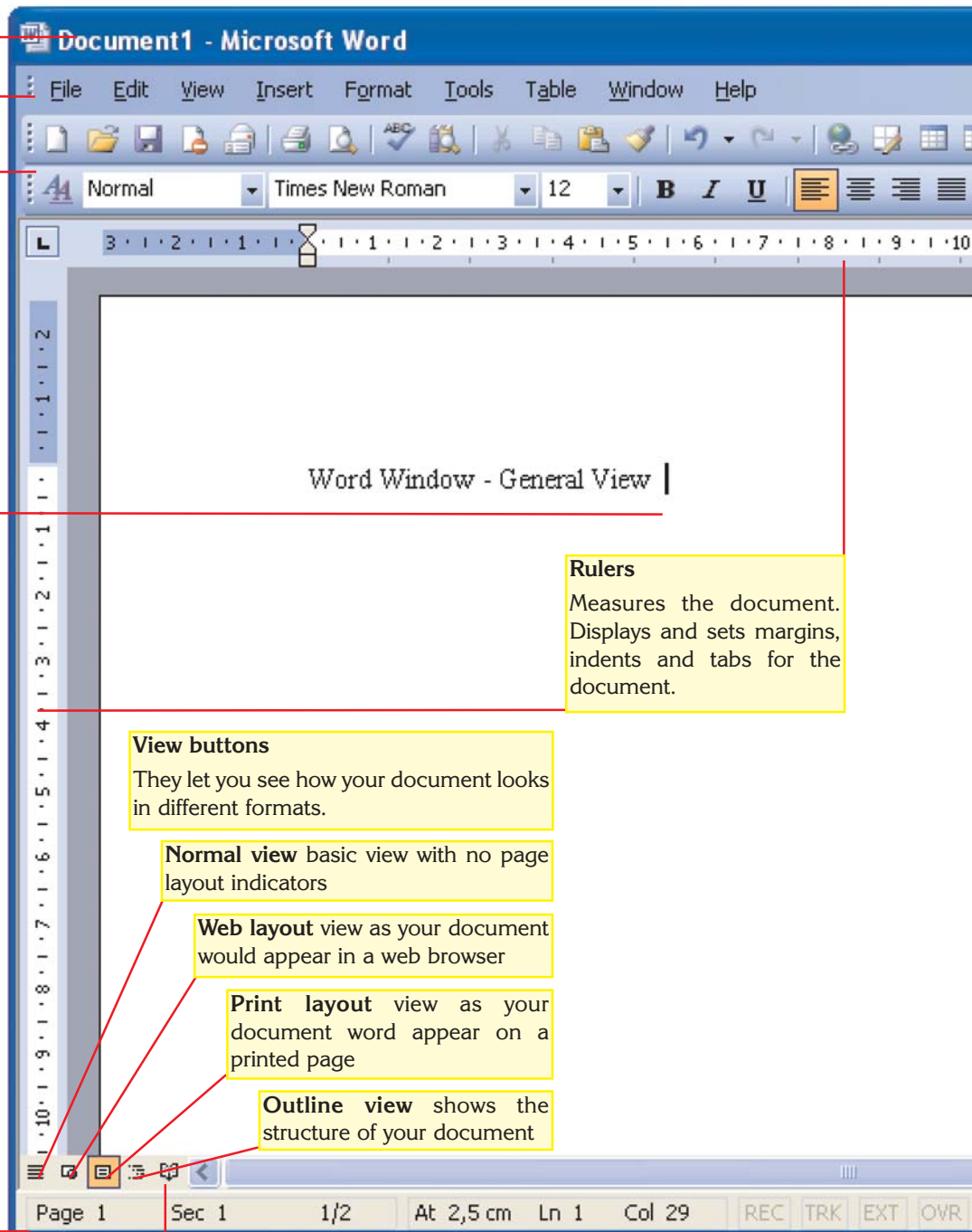
Print layout view as your document word appear on a printed page

Outline view shows the structure of your document

Status bar Displays information about a command or toolbar button, an operation in progress, or the location of the insertion point.

Reading Layout

Optimizes the document in book format for reading.



Help
Shows help for the written text.

Minimize-Maximize-Close
Closes or changes the Word program windows.

Close Document
Closes the document

Formating toolbar
Contains buttons that let you easily apply common formatting to your document

Task pane displays and organizes common Word tasks so you can access them quickly

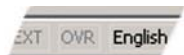
Split box allows you to work in two parts of your document at the same time

Office Assistant provides tips and suggestions for different tasks you are performing

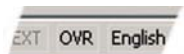


Scroll Bar
Scroll to another part of the document.

Document Browser
Lets you navigate through your document by letting you move between objects. To specify the type of object click the round circle and select the object.



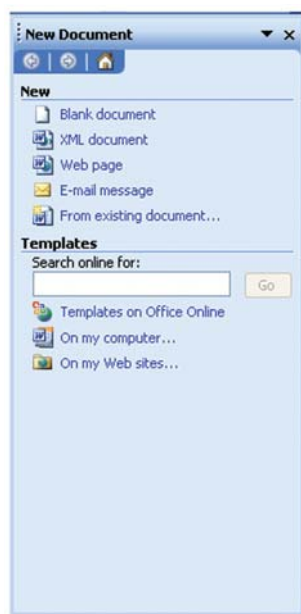
Insert mode



Overtyping mode



New Blank Document



Creating a New Document

Creating and Editing a New Document

In this exercise, you will type a letter to the President. Microsoft Word is a good choice for this kind of task. But before starting, there are a few things you need to know first;

The short, vertical, blinking line at the top of the document is the **insertion point (cursor)**. The insertion point indicates where text will be entered as you type.

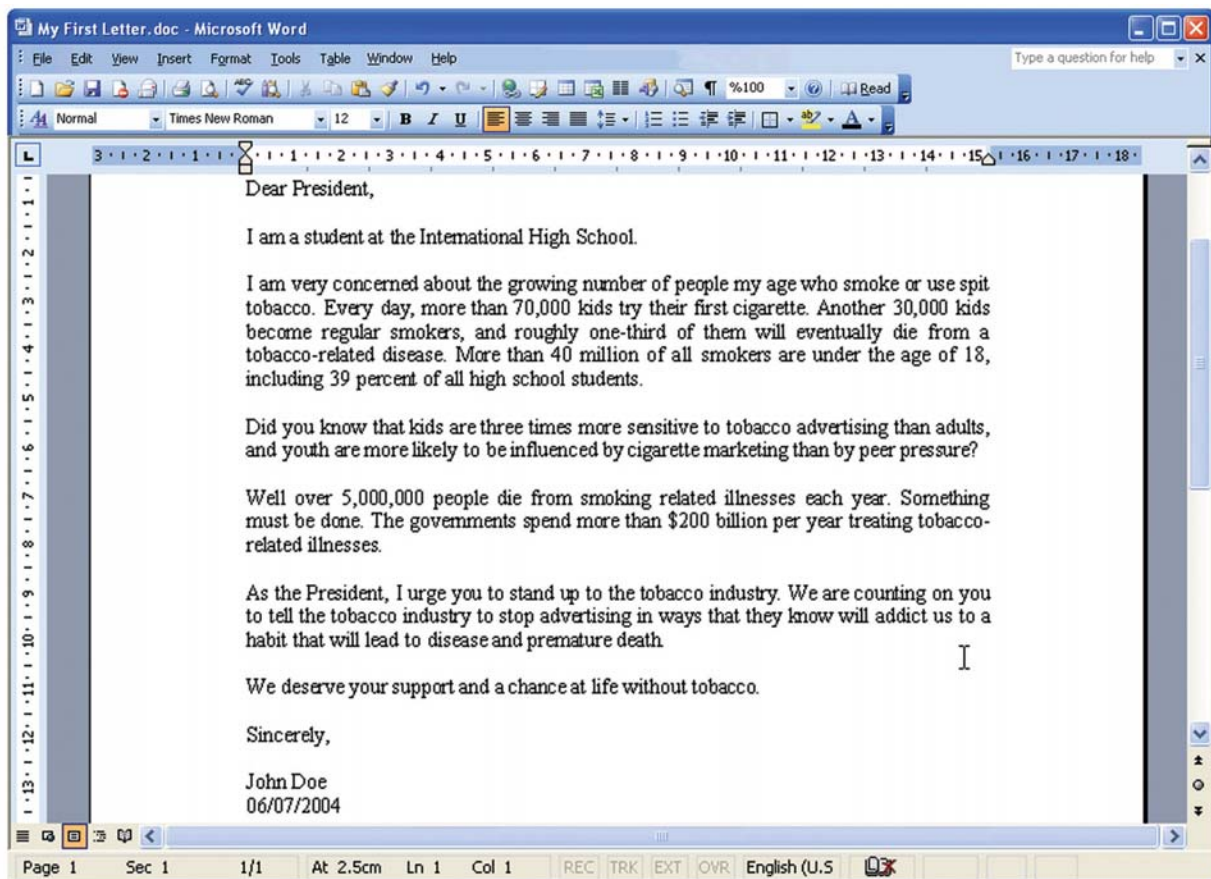
When typing long lines of text, you do not have to press **Enter** each time you want to start a new line. Word will automatically start a new line for you when you reach the right side of the page. This feature is called **word wrapping**.

By default, Microsoft Word functions in **insert** mode. That means that any new text you enter in the middle of a line is inserted between existing text. But if you turn on the **overtyping** mode you can overwrite existing text with any new text that you type in. You can double-click **OVR** on the status bar or press the **insert** key on the keyboard to turn overtype on or off.

Practice

Typing Text in a Letter

- ① Create a new document. There are several ways to create a new document:
 - ❖ From the **Menu** bar, choose **File, New**
From the **New Document** task pane, select **Blank Document**.
 - Or on the **Standard** toolbar, click **New Blank Document**.
 - Or press **Ctrl + N**
- ② Type **Dear President** and press **Enter** twice.
- ③ Type **I am a student at the International High School**. Press **Enter** twice.
- ④ Continue your letter by typing the following text and at the end of each paragraph press **Enter** twice:



Letter to the President

Saving Document

After you've created a document, you must give it a name and save it to a permanent storage device, such as the hard disk or a floppy disk, for future use.



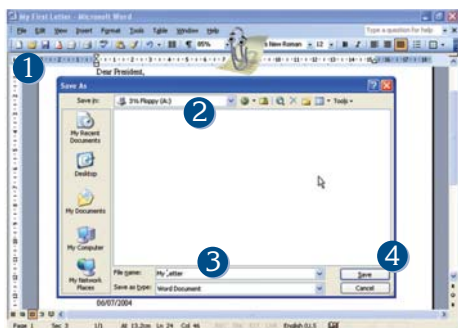
Save

Practice

To Save a Document

In this exercise, you will save your document with the name **My Letter** in your floppy disk.

- 1 From the **Menu** bar, choose **File, Save**.
- Or on the **Standard** toolbar, click the **Save** button.
- Or press **Ctrl + S**



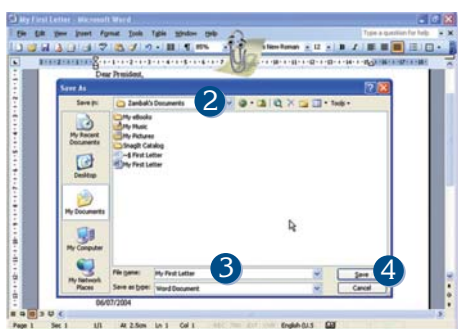
Saving a New Document

The **Save As** dialog box opens because it is the first time that you are saving the document.

- ② In the **Save in** box, click the drop-down arrow and select **floppy disk drive (3½ Floppy(A:))**.
- ③ In the **File name** box, type **My Letter**.
- ④ Click the **Save** button to save your document to a floppy disk (Be sure that your floppy disk is not write protected).

Your file is saved with the name **My Letter.doc** in your floppy disk.

The file name can be up to 255 characters and can include numbers, spaces, and other characters except the forward slash (/) and back slash (\).



Saving a Document with the save as command

Using Save As

If you want to save your document under a different file name or to a different location, or in a different file format, you can use the **Save As** option.

Practice

Save Your Document with a New Name in a Different Location.

In this exercise, you will save your document **My Letter** with the name **My First Letter** in the **My Documents** folder.

- ① From the **Menu** bar, choose **File, Save As**
Or press **F12**
- ② In the **Save in** box, click the drop-down arrow and select **My Documents** folder.
- ③ In the **File name** box, Type **My First Letter**.
- ④ Click **Save** to save the file, and the dialog box will close.

Your file is saved with the name **My First Letter.doc** in the **My Documents** folder.

To save a file in a format other than Word Format (Doc).

*In the **Save As** type box, click the drop-down arrow and select the type of file format that you wish to save the file as, i.e. Web page (HTML), Rich Text Format (RTF), Text only etc.*

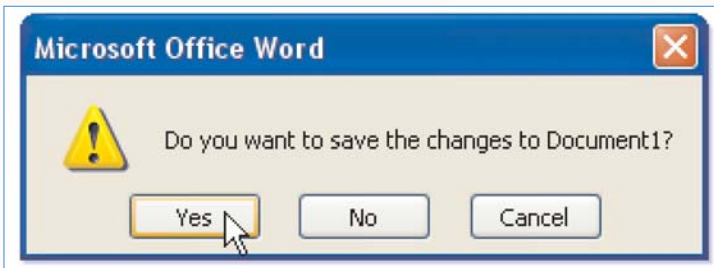
Closing a Document

You can close a Word document in several ways;

- ❖ From the **Menu** bar, choose **File, Close**
- Or on the **Menu** bar, click the **Close** button.
- Or press **Ctrl + F4**



Close



When you attempt to close an unsaved document, Word asks you whether or not you want to save the file. If you want to save the file choose Yes, if not, choose No. The Cancel button cancels the command and stays in the word program

Opening a Document

When you work with Word you will sometimes need to create a new document from scratch. More often, you will need to work on an existing document that you or someone else have previously created. Also it's often easier and more efficient to create a document by modifying one that already exists, instead of having to retype a lot of information.

Practice

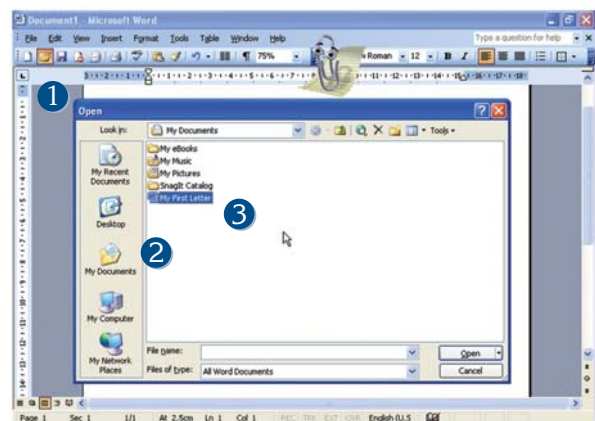
To Open a file.

In this exercise, you will open your document *My First Letter.doc*.

- 1 From the **Menu** bar, choose **File, Open**
- Or on the **Standard** toolbar, click the **Open** button.
- Or press **Ctrl + O**
- 2 Click the **Look in** drop-down arrow, and then select **My Documents** folder.
- 3 In the **Look in** file list, double-click the **My First Letter** file to open.



Open



Opening a document

Your document opens in the document window.



Window menu

Switching Between Open Documents

You can switch from one open document to another one in several ways:

❖ Click on the required document icon on the [Windows Taskbar](#).

Or click on the required document name on the [Window](#) menu.

Or press **Alt + Tab**

Exiting Word Program

You can exit Word program in several ways:

❖ From the [Menu](#) bar, choose [File](#), [Exit](#)

Or on the [Title](#) bar click the [Close](#) button

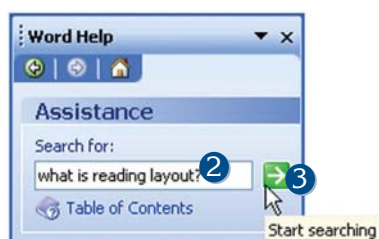
Or press **Alt + F4**



Close



Microsoft Office Word Help



Getting Help

The help feature allows you to learn to use the basic and advanced features of Word, if you have an internet connection you can access the online office help pages from the getting started and help task panes.



Clippit
Office Assistant

Practice

To Get Help

① From the [Menu](#) bar, choose [Help](#), [Microsoft Office Word Help](#)

Or on the [Standard](#) toolbar, click the [Microsoft Office Word Help](#) button

Or Press **F1**

The Word Help task pane opens.

② In the [Search for](#) text box, type your question.

③ Click the [Start searching](#) button.

The Office Assistant

The office assistant is an animated character that can answer your questions, offer tips, and provide help for different tasks you are performing.

To Show the Office Assistant

- ❖ From the **Menu** bar, choose **Help**, **Show the Office Assistant**.

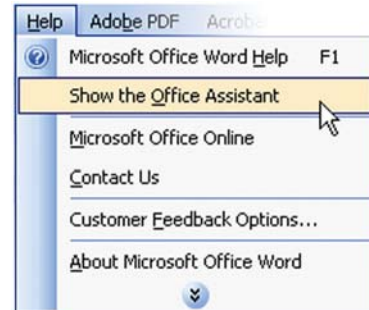
To Hide the Office Assistant

- ❖ From the **Menu** bar, choose **Help**, **Hide the Office Assistant**

Or right click the office assistant and select hide from the shortcut menu.



Hiding the Office Assistant

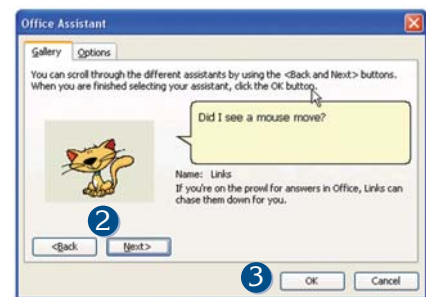


Showing the Office Assistant

Practice

To Change the Office Assistant

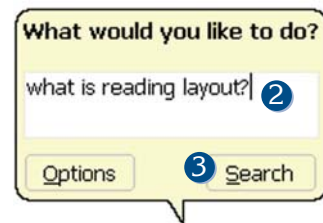
- 1 Right click the **Office Assistant** and select **Choose Assistant** from the shortcut menu.
- 2 From the **Gallery** tab, use the **Next** and **Back** buttons until you find an Office Assistant you like.
- 3 Click **OK**.



Changing the Office Assistant

To Ask the Office Assistant a Question

- 1 Double click on the **Office Assistant**.
The Assistant balloon opens.
- 2 Type your questions in the **What would you like to do?** text box.
- 3 Click the **Search** button.



The “What is this?” button

The “**What is this?**” button helps you to find out what controls and options in a dialog box are used for.



Asking question to the Office Assistant

Using the “What is this” button.

- 1 Click the “**What is this?**” button on the dialog box.
- 2 Find the control description in the **Microsoft Office Word Help** window.



What is this?

Opening, editing and saving a document

Step-1 Run the Word Program.

- 1- On the Windows taskbar, click the **Start** button at the bottom left corner of your screen.
- 2- On the Start menu, point to **All Programs**.
- 3- Move the mouse pointer up and point to **Microsoft Office**.
- 4- Move the mouse pointer over and click on **Microsoft Office Word 2003**.

Step-2 Type text.

Type your name, surname, telephone number and address.

Step-3 Save the document to your floppy disk using the name **Case Study 1**.

On the **Standard** toolbar, click the **Save** button. The Save Dialog Box will appear on the screen. Type the file name in the **file name** box and click **Save**.

Step-4 Close the document.

On the **Menu** bar, click the **Close** button.

Step-5 Open the document again.

Open your document from the **recently opened documents** list under the **File** menu.

Step-6 Change the telephone number.

Change the document by adding a new telephone number or changing the old one. You can insert other text like your birthdate or your email.

Step-7 Re-save the document as an HTML formatted file.

From the **Menu** bar, choose **File, Save As**. The **Save As** dialog box will open on the screen. In the **Save As type** box, click the drop-down arrow and select **Web Page (HTML)** and click **Save**.

Step-8 Close the document.

When the document is closed without being saved, the Word program will ask you if you want to save the document. Click **Yes** on the dialog box and save the document.

Try to repeat these 8 steps without using the mouse.

Fill in the blank

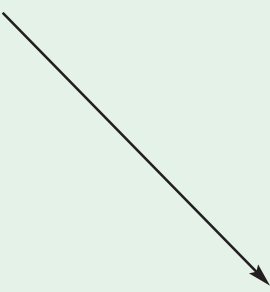
- 1- Microsoft Word is _____ that lets you create a variety of different documents such as letters, single-file reports, multi-file reports, books, brochures, newsletters, and web pages.
- 2- Click save or press _____ shortcut to quickly save the document.
- 3- The short, vertical, blinking line at the top of the document is _____.

True or False

1. The file name can be up to 155 characters .
☐ True ☐ False
2. If you want to save a saved document to a different location, you can use the Save command.
☐ True ☐ False
3. The shortcut key for the Help command is F1.
☐ True ☐ False

Match the items

Ctrl+N	Closes the program.
Ctrl+S	Closes the document.
Ctrl+O	Opens a previously saved document.
Ctrl+F4	Saves the current document.
Alt+F4	Creates a new blank document.
Alt+Tab	Switches between open programs.



Multiple choice questions





- 1- What can you create with the Word program?
 - a. Letters
 - b. Web Pages
 - c. Tables
 - d. All of the above
- 2- Which bar shows information about the document or the selected objects?
 - a. Menu bar
 - b. Tool bar
 - c. Status bar
 - d. Title bar
- 3- Which toolbar contains the open and save buttons?
 - a. Standard toolbar
 - b. Formatting toolbar
 - c. Text toolbar
 - d. Drawing toolbar
- 4- Which one does not start a new document?
 - a. Ctrl+N keyboard shortcut
 - b. Opening a document from a floppy disk
 - c. New command from File menu
 - d. Starting Word
- 5- What is the correct order to save a new Word document to a floppy disk?

I - Choose Floppy Disk from Save In box.

II - Write file name.

III - Click Save button from Standard toolbar.

IV- Click Save from Save dialog box.

 - a. I-II-III-IV
 - b. III-IV-I-II
 - c. IV-II-III-I
 - d. III-I-II-IV
- 6- To open a document:
 - a. From the Menu bar, choose Edit, Open.
 - b. From the Menu bar, choose File, Open.
 - c. From the Menu bar, choose Insert, Open.
 - d. From the Menu bar, choose Format, Open.
- 7- Which one is an invalid file name?
 - a. My-Letter.doc
 - b. 12MyLetter.doc
 - c. My/Letter.doc
 - d. My&Letter.doc
- 8- Which button is for creating a new document?
 - a. 
 - b. 
 - c. 
 - d. 
- 9- The _____ view is how your document would appear in a web browser.
 - a. Normal
 - b. Web Layout
 - c. Print Layout
 - d. Outline
- 10- Which of the following dialog boxes is displayed when a document is saved for the first time?
 - a. Save All
 - b. Save
 - c. Close
 - d. Save As