

Word 2003

Introduction to Word 2003



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Introduction

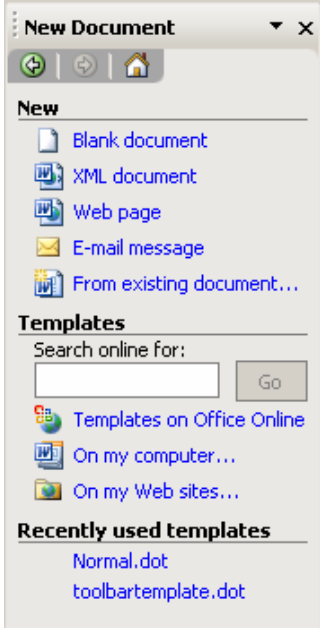
This manual will outline many tasks that you will need to perform to complete various assignments that you will receive as an Undergraduate student here at The University of Akron. The tasks discussed in this manual are:

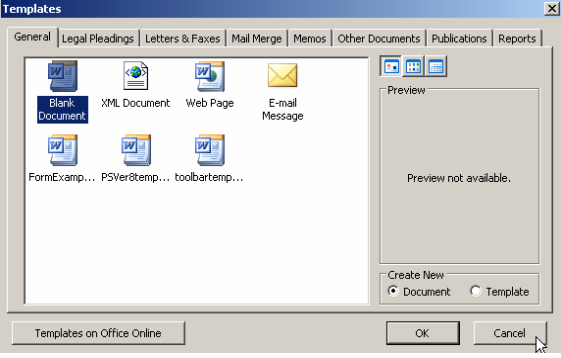


- Create a New Document
- Open an Existing Document
- Save As
- Creating a Folder
- Views
- Changing Font, Font Size, and Font Color
- Aligning text horizontally
- Aligning text vertically
- Change the Margins
- Change the Orientation (Portrait or Landscape)
- Insert a Page Break
- Undo/Redo
- Header/Footer
- Clip Art & Pictures
- Bullets and Numbering
- Copy and Paste
- Indents
- Tabs
- Spacing
- Footnotes & Endnotes
- Using the Thesaurus
- Spell & Grammar Check
- Using Help

Getting Started

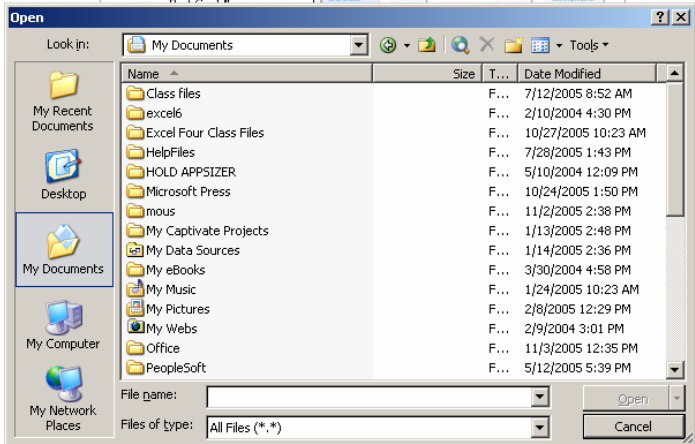
When you first starting using Word, you will need to be able to create a new document in order to start a new project. You will also need to be able to open existing documents so that you can continue working on a document that you previously started.

Step by Step- Create a New Document

What you do	What happens
<p>1. From the menu choose: File, New</p>	<p>The New Document task pane displays.</p> 
<p>2. To open a blank document, click on the Blank document link.</p>	
<p>3. To open an existing file and use this file as a starting point for a new file, click on the From existing document link.</p>	<p>This gives you the file you asked for, but with a “Document” name like a template.</p>

What you do	What happens
<p>4. To open a Microsoft Word template or a template that you previously created click on the On my computer link under the Templates heading.</p> <p>Note: You can use a template to create letters, memo's, brochures, resumes, and more.</p>	<p>The Templates box displays.</p> 
<p>5. To go directly to Microsoft's Template web site, click on the Templates on Office Online link.</p> <p>Some ideas of what templates are available:</p> <ul style="list-style-type: none"> ▪ Brochures ▪ Business Cards ▪ Calendars ▪ Certificates ▪ Newsletters ▪ Post Cards ▪ Letters- Letter Heads 	<p>The Office Online Templates page displays.</p> 
<p>6. You can also use the New Blank Document button .</p> <p>Note: If you use this method, you do not get the New Document task pane. You are just returned a new blank document.</p>	

Step by Step- Open an Existing Document

What you do	What happens
<p>1. From the menu choose: File, Open</p>	<p>The Open box displays.</p> 
<p>2. Locate the file and select it by clicking one time with the left mouse button.</p> <p>Click on the Open button.</p>	<p>The file opens in Word.</p>

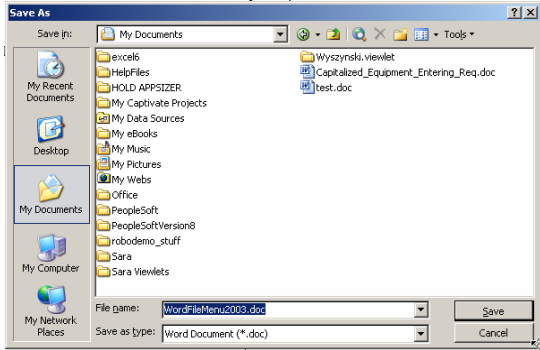

Save As

After you create a new document, you will need to save the file with a name. When you are saving documents it is a good practice to store your documents in folders. After you create folders, you can sort and store your Word documents in an organized manner that will allow for easy retrieval of your work.

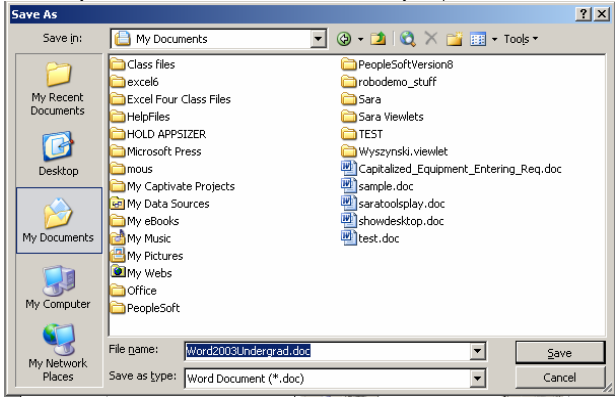

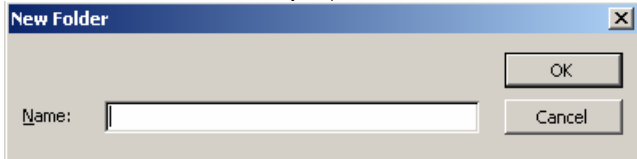
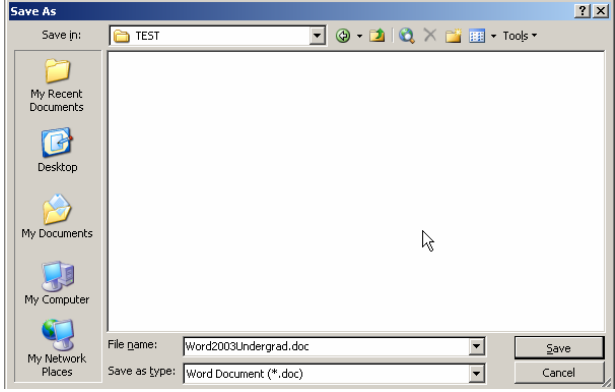
Definitions

Word	Definition
Save As	Save As allows you to save a file with a new name, extension, or location.

Step by Step- Using Save As

What you do	What happens
<p>1. From the menu choose: File, Save As</p>	<p>The Save As box displays.</p> 
<p>2. To change the location of the file, use the down arrow in the Save in field to find the new location.</p> <p>In the File name field, enter a name for the file.</p> <p>Leave the Save as type field as Word Document (.doc) unless you are creating a template. To create a template, use the drop down and select Document Template (.dot).</p>	
<p>3. Click on the Save button.</p>	
<p>4. You can also use the Save  button on the Standard toolbar.</p>	<p>Note: You only get the Save As box if that is the first time you save the file.</p>

Step by Step- Create a New Folder

What you do	What happens
<p>1. From the menu choose: File, Open OR File, Save As</p> <p>Note: If you are starting a new project and you are working on a new file you will most likely use the option of File, Save As (this will allow you to save the file and create a new folder at the same time).</p>	<p>The Open box or Save As box displays.</p> 
<p>2. Go to the location where you want the new folder to be placed.</p> <p>For example, if you want the folder to be at the root of My Documents, be sure the Look in field (or Save in field) says My Documents.</p>	
<p>3. Click on the Create New Folder button  at the top of the box.</p>	<p>The New Folder box displays.</p> 
<p>4. Enter a name for the new folder.</p> <p>Click on the OK button.</p>	<p>The new folder is named and it is now open.</p> 
<p>5. You can now save files in the new folder for better organization.</p>	

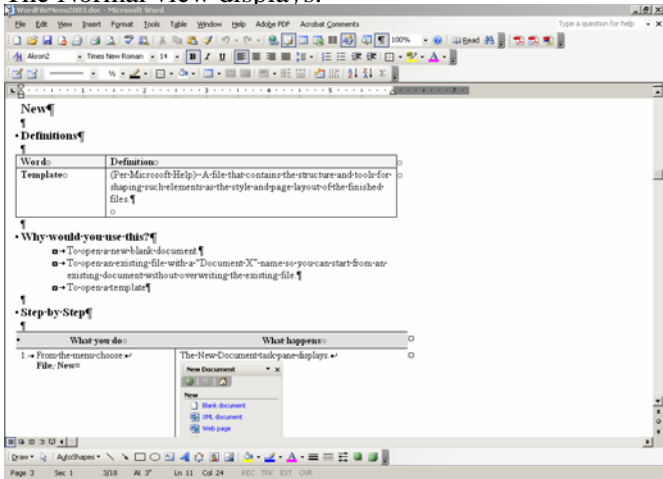
Views

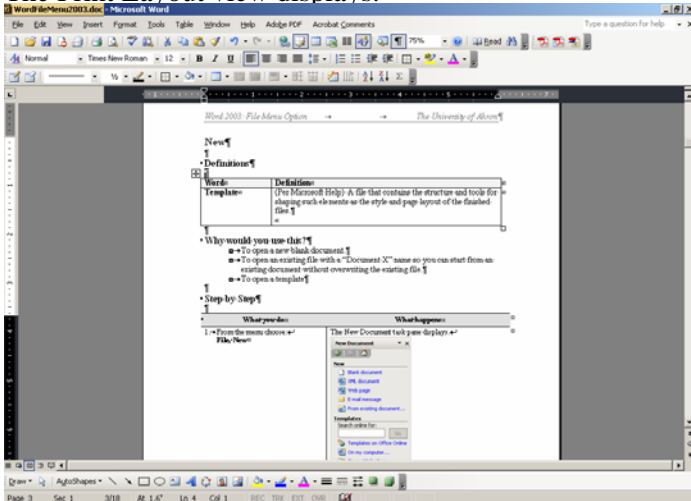
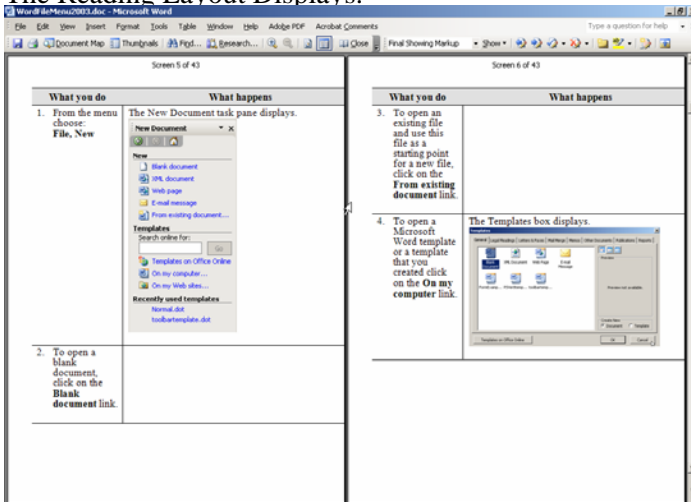
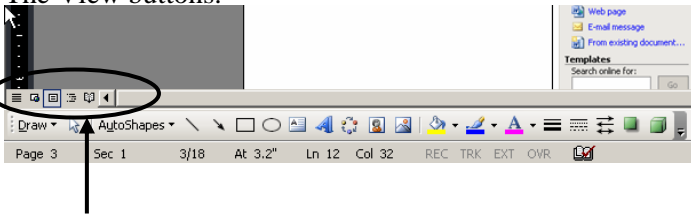
There are many views that you can utilize while working in the Word environment. The different views change the way the working window appears and the different views also provide different ways to work in the Word environment. The most common views will be discussed in this section.

Definitions

Word	Definition
Normal View	Shows the page with simplified layout for easy typing, editing and formatting. Not all capabilities are available with rulers.
Print Layout View	Shows how the items in your document will be positioned on the printed page. The rulers are present.
Reading Layout View	Shows the document in a manner that is optimal for reading. This view does not display the document in a way the document is formatted for printing.

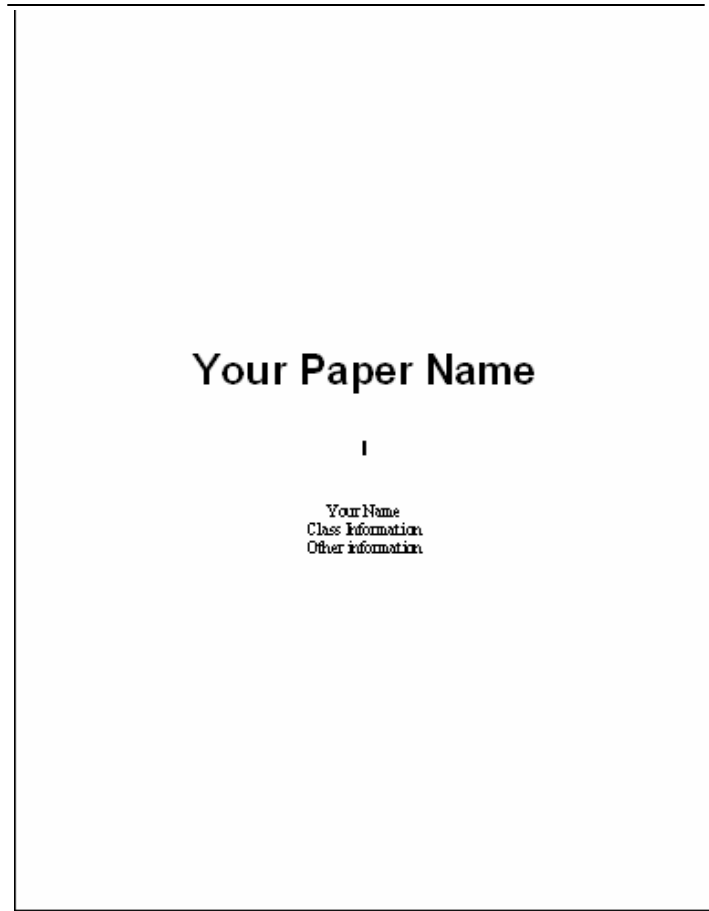
Step by Step

What you do	What happens
<p>1. From the menu choose: View, Normal</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ You cannot use the Drawing toolbar in this view. ▪ The headers and footers are not visible in this view. ▪ Page breaks appear as dotted lines. 	<p>The Normal view displays.</p> 

What you do	What happens
<p>2. From the menu choose: View, Print Layout</p>	<p>The Print Layout view displays.</p> 
<p>3. From the menu choose: View, Reading Layout</p>	<p>The Reading Layout Displays.</p> 
<p>4. An alternative method to using the menu would be to use the View buttons in the bottom left corner of the window.</p> <p>If you rest the cursor over each button, a screen tip will display with the view's name.</p>	<p>The View buttons.</p> 

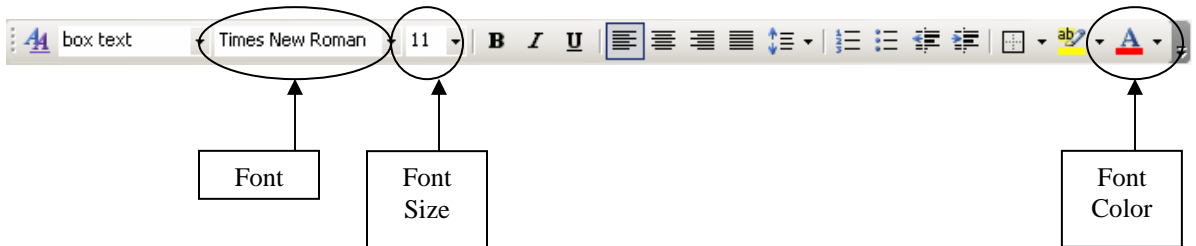
Creating a Title Page

When you are working on assignments you may be asked to create a title page for your document. When you add items such as a title, your name, and class information you may want to change the font, the font size, or even the font color. You can do all of these by using the Formatting toolbar. You will also want to center the information both horizontally and vertically on that page in the document for a cleaner and refined look.





Step by Step- Font, Font Sizes, and Font Color

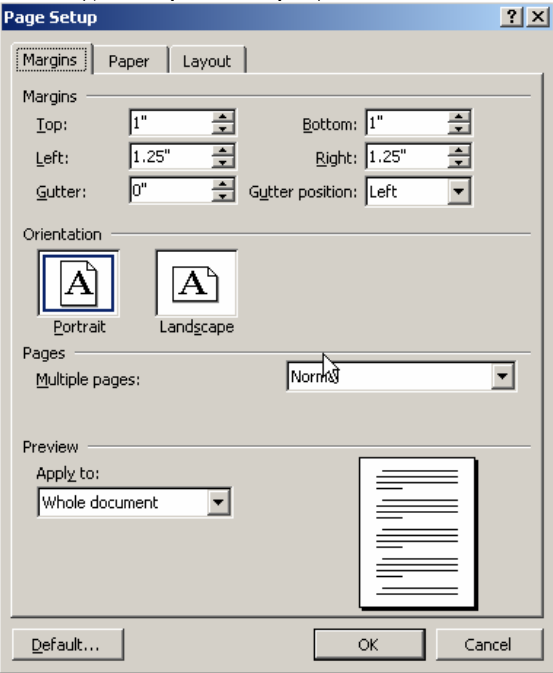
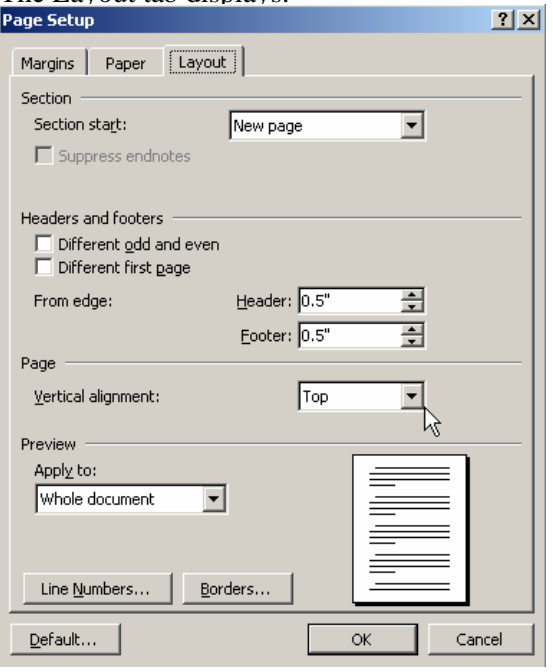
What you do	What happens
1. Enter text.	
2. To adjust the font, select the text in which you want to make adjustments to.	
3. Using the Formatting toolbar, make your changes.	



Step by Step- Aligning Text (Horizontally)

What you do	What happens
<p>1. To center text horizontally, put the cursor anywhere in the line in which you want to center.</p> <p>Then, you can click on the  Center button on the Formatting toolbar.</p>	
<p>2. To justify text, which spaces text more evenly from the left to right margin (similar to a newspaper or magazine article) put the cursor anywhere in the paragraph you want justified.</p> <p>Then, you can click on the  Justify button on the Formatting toolbar.</p>	

Step by Step- Page Alignment (Vertically)

What you do	What happens
<p>1. If you are creating a title page and need to center the information (such as title, name, class, etc.) you can have Word automatically center the information on a page. This prevents you from manually trying to center the information by using the Enter key.</p> <p>First, select the text that you want centered vertically on the page.</p> <p>From the menu choose: File, Page Setup</p>	<p>The Page Setup box displays.</p> 
<p>3. Advance to the Layout tab.</p>	<p>The Layout tab displays.</p> 

What you do	What happens
<p>4. Under the Page section, you can set the Vertical Alignment of the document to center.</p> <p>In the Apply to field, select from the down arrow, Selected text.</p>	<p>The selected text will be centered vertically on the page.</p>

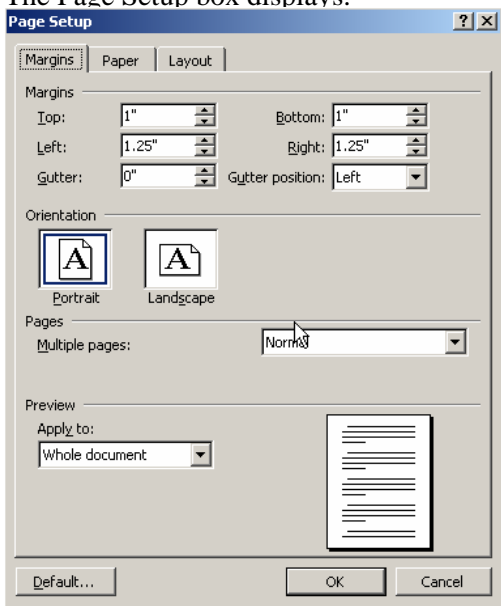
Page Setup

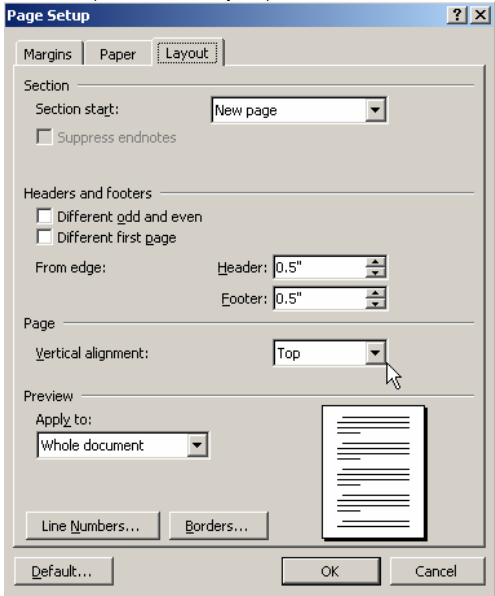
The Page Setup box allows you to make changes to the Margins of your document, the orientation of the document, the Header and Footer of the document, as well as the vertical alignment of the document (or a section of the document) as discussed in the previous section.

Definitions

Word	Definition
Margin	The distance between text and the edge of the paper on the top, bottom, left, and right.

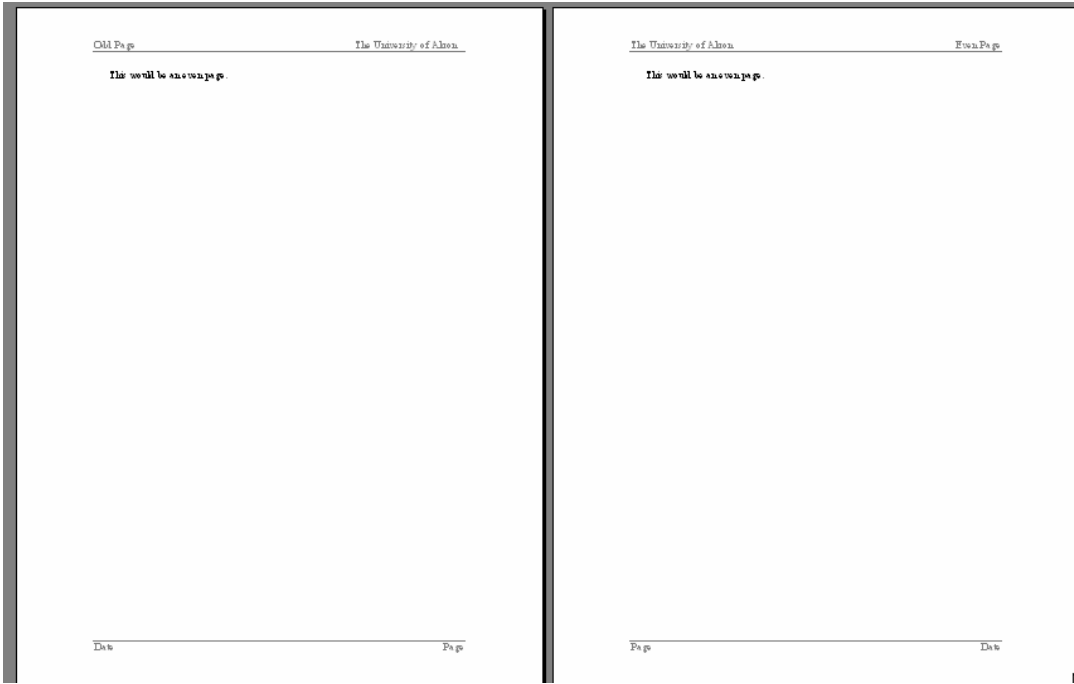
Step by Step

What you do	What happens
<p>1. From the menu choose: File, Page Setup</p>	<p>The Page Setup box displays.</p> 

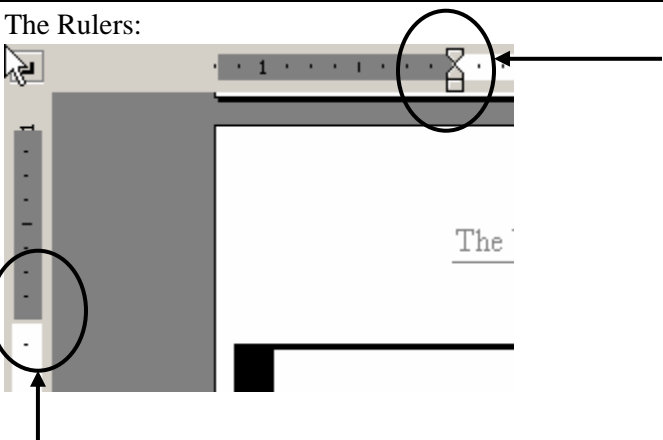
What you do	What happens
<p>2. On the Margins tab you can adjust the Margins measurements. This is the amount of space from the text to the edges of the paper.</p> <ul style="list-style-type: none"> ▪ You can also adjust the Orientation to Portrait or Landscape. ▪ In the Pages area, you can set the pages to mirror each other, print two pages on a sheet, or as a book fold. ▪ You can also choose to apply the changes to the Whole document or This point forward by using the Apply to field. 	
<p>3. Advance to the Layout tab.</p>	<p>The Layout tab displays.</p> 

What you do	What happens
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4. To create different headers and footers for odd and even pages, click on the checkbox for **Different odd and even**.



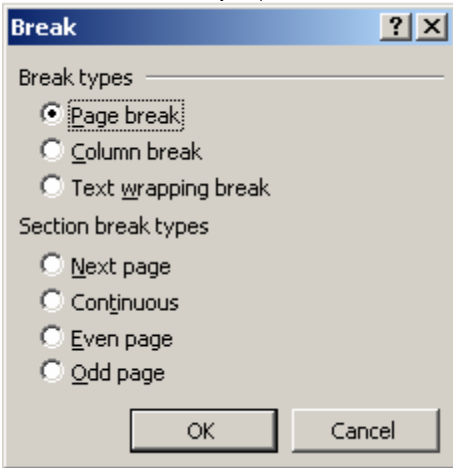

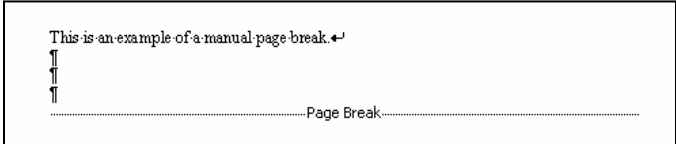
- | | |
|---|--|
| <p>5. To have a different (or no) header or footer on the first page of your document, click on the checkbox for Different first page. This is typically used for title pages.</p> | |
| <p>6. On this tab, you can also align text vertically by using the Vertical alignment field as discussed in the previous section.</p> | |

What you do	What happens
<p>7. An alternative method to adjusting the margins is to use the horizontal and vertical rulers in the Print Layout view.</p> <p>If you place the cursor between the gray and white areas at the beginning and end of the rulers the cursor will change to a double pointing arrow. With the left mouse button pressed down, you can drag and drop any of the margins.</p>	<p>The Rulers:</p> 

Inserting Page Breaks

There will be times when you want to end a page and start on a new page. To accomplish a new page without the fear of your text moving, you will want to add a Page Break. This is done at the end of a chapter, section, or even a page when you want to be sure that no text, pictures, graphs, etc move onto this page.


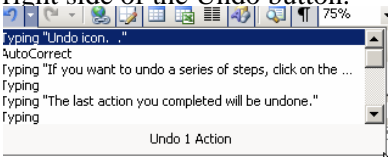

Step by Step- Page Break

What you do	What happens
<p>1. Place the insertion point where you want the page break to appear.</p>	
<p>2. From the menu choose: Insert, Break</p>	<p>The Break box displays.</p> 
<p>3. Click in the radio button for Page break.</p> <p>Click on the OK button.</p> <p>If you have the Show/Hide  tool on you will see a line with "Page Break" in the middle.</p>	<p>An example of a page break.</p> 
<p>4. You can also insert a page break, by placing the cursor where you want the break to be.</p> <p>Use the keyboard command of Ctrl + Enter.</p>	

Using Undo and Redo

If you make a mistake when you are working in Word, you can simply undo the last action that you did. If you then decide that you want to redo a step, you can then use the Redo tool.

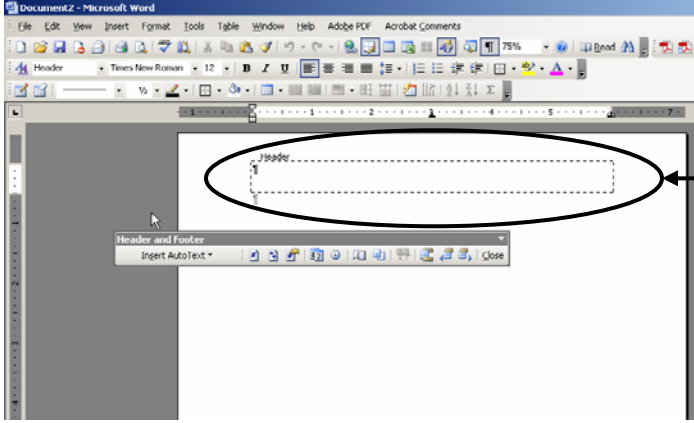

Step by Step


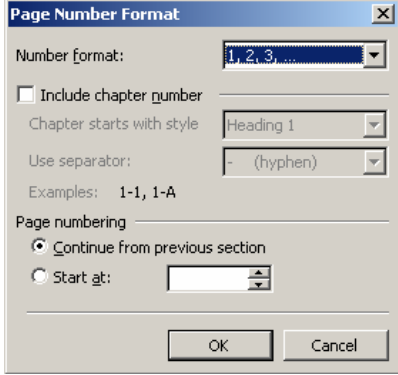

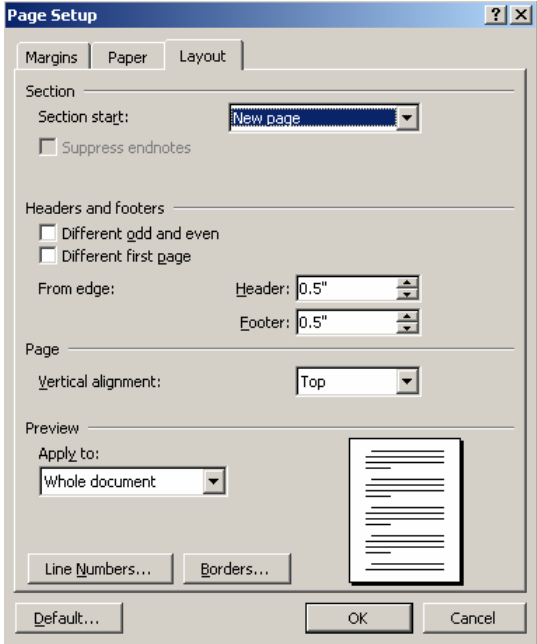
What you do	What happens
<p>1. To undo a mistake click on the Undo  button on the Standard toolbar.</p>	<p>The last action you completed will be undone.</p>
<p>2. If you want to undo a series of steps, click on the arrow on the right side of the Undo button.</p>  <p>If you select an action down the list, all actions that are above it will also be undone.</p>	
<p>3. If you later decide you did not want to undo an action, you can click on the Redo  button on the Standard toolbar.</p>	<p>The step(s) will be redone.</p>

Headers and Footers

You can insert text into the top and bottom margins of the page by using the Header and Footer area. This is where you can add information such as a title for the document, the date, page numbers, file location, and much more.

Step by Step

What you do	What happens
<p>1. From the menu choose: View, Header and Footer</p>	<p>The Header and Footers display.</p> 
<p>2. The header and footer sections of the document are available for entry.</p> <p>The Header and Footer toolbar appears as well.</p>	
<p>3. You can enter text into the header and footer areas.</p> <p>The Tab key will move you from a Left tab, to a Center tab, and then to a Right tab.</p>	
<p>4. To insert a page number, click on the Insert Page Number  button on the toolbar.</p>	

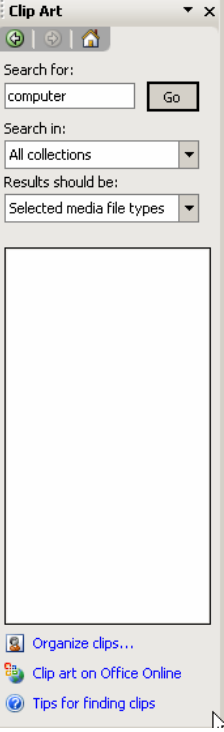

What you do	What happens
<p>5. To format the page number, click on the Format Page Number  button.</p>	<p>The Page Number Format box displays.</p> 
<p>6. You can format the page number on this box.</p>	
<p>7. On the Header and Footer toolbar, you can click on the Page Setup  button.</p> <p>On the Layout tab you can click on the options for Different odd and even. This is a great option if you are going to be printing the document as a manual. This option will give a “mirror effect” with the header and footers.</p> <p>You can also select the option for Different first page which will allow you to have a different (or not any) header and footer on just the first page of the document.</p> <p>Other helpful options on this box are the Header and Footer (From edge) fields. You can make the header and footers closer to the edge or further from the edge.</p>	<p>The Layout tab.</p> 


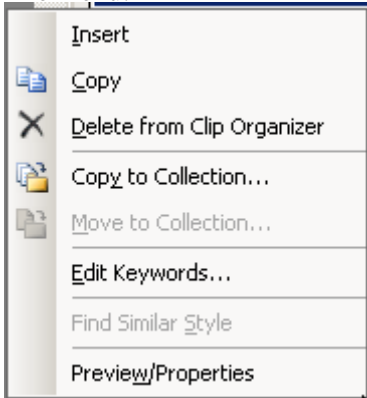
What you do	What happens
<p>8. Later, you can edit a header and/or footer by double clicking on the text. This will open the header and footer areas for editing as well as the Header and Footer toolbar.</p> <p>You can also use the menu option of View, Header and Footer to open the areas for editing.</p>	

Using Clip Art and Pictures

In Word, you can add clip art or pictures to your document to add interest or to illustrate a concept. Word has thousands of pieces of clip art for you to choose from. You can also insert your own pictures into a document. After you insert a piece of clip art or a picture, Word has many tools available to change and enhance the object.

Step by Step- Clip Art

What you do	What happens
<p>1. Place the insertion point where you want the clip art to appear.</p>	
<p>2. From the menu choose: Insert, Picture, Clip Art</p>	<p>The Clip Art Task Pane displays.</p> 
<p>3. You can also use the Drawing toolbar, click on the Insert Clip Art  button.</p> <p>OR</p> <p>In any of the Task Panes, you can select from the drop down arrow at the top, Clip Art.</p>	

What you do	What happens
<p>4. You can search by keyword in the Search for field. You can search using more than one word as well.</p> <p>You can use the Search in field to select where you want to search.</p> <p>You can use the Results should be field to choose what type of clip art you want to search for (clip art, photographs, movies, or sounds).</p> <p>After you enter search criteria, select the Go button.</p>	<p>The Clip Art Task Pane returns the search.</p> 
<p>5. Click on the picture once to insert the picture into the document.</p> <p>You can also place the cursor (not pressing, just resting over) over the right side of the picture and a gray bar with an arrow appears. If you click on this arrow a short menu returns with various options.</p>	<p>The menu:</p> 

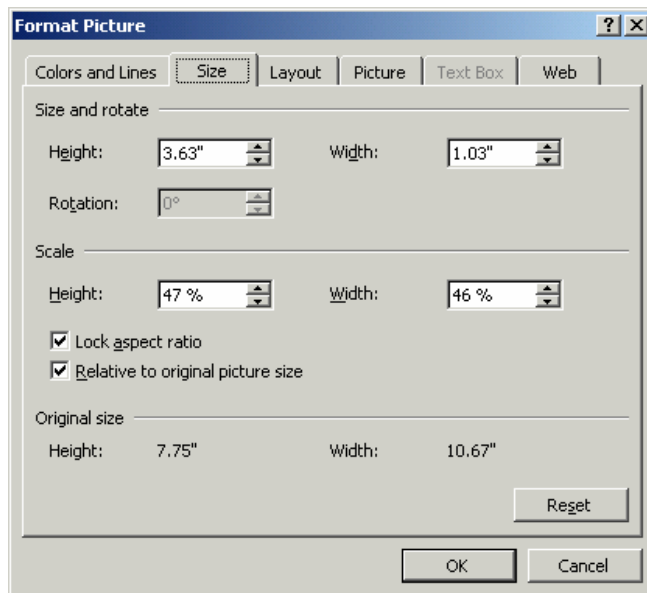
What you do**What happens**

Tip:

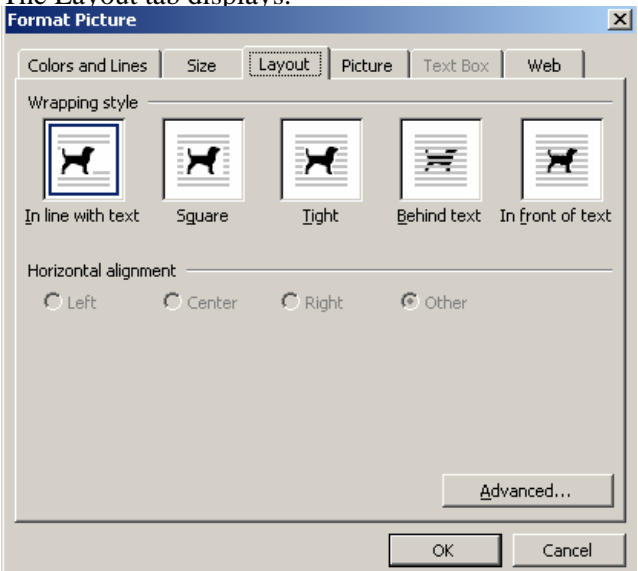
The easiest way to resize an image is by dragging its edges to match the size and shape that you want. To do this, click on the image once to select it. A box will appear around the image with eight sizing handles. The handles have different meaning and they are as follows:

- Dragging the corner handles resized your image diagonally, keeping the proportions of the image the same.
- Dragging the middle handles resize the object only vertically or horizontally depending on which handle you are using. This option will stretch the image out of its proportions.

You can also size an image by using the Format Picture box. To open this box, select the image and right click with the mouse to get the short menu. From the short menu, select **Format Picture**. Advance to the Size tab.



Make changes and select the **OK** button.

What you do	What happens
<p>Tip: Click on the Layout tab.</p> <p>On the Layout tab you can adjust the wrapping of the picture in relation to text.</p>	<p>The Layout tab displays.</p> 

What you do**What happens****Tip:**

After you insert a piece of clip art into your document you can change the appearance by changing the text wrapping, the border, the color of the border, and many other things to make the image look just how you want it to. If you click on the clip art to active it, the Picture toolbar should display. You can also open the Picture toolbar by using the menu option of **View, Toolbars, Picture**.



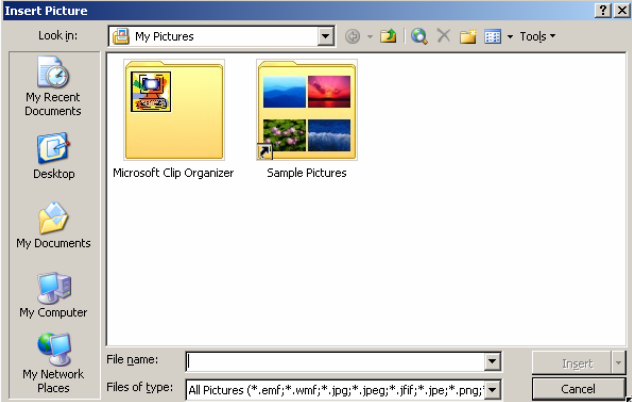
In order as they appear, the buttons on the Picture toolbar are as follows:

1. **Insert Picture:** Insert a picture.
2. **Color:** Change to grayscale, black and white, or washout.
3. **More Contrast:** Sharpen the image contrast.
4. **Less Contrast:** Reduce the image contrast.
5. **More Brightness:** Brighten an image.
6. **Less Brightness:** Darken an image.
7. **Crop:** Trim the picture by taking part of image off.
8. **Line Style:** Change the border of the image.
9. **Compress Picture:** Control the file size of image.
10. **Text Wrapping:** How text wraps around the image.
11. **Format Picture:** Opens Format Picture box for formatting changes.
12. **Set Transparent Color:** Removes one color from image. This is not available on all images.
13. **Reset Picture:** Returns picture to original state.

Tip:

If you want to change the position of the graphic, you will want to adjust the text wrapping of object. You can do this by using the toolbar or the Format Picture box.

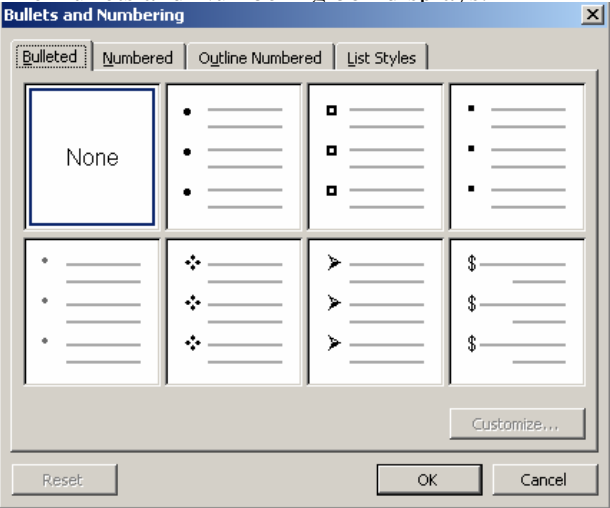
Step by Step- Inserting Pictures

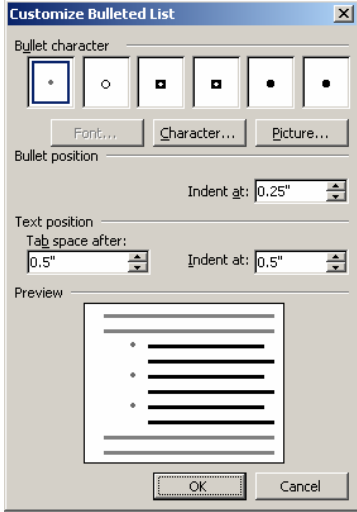


What you do	What happens
<p>1. Place the insertion point where you want the picture from file to appear.</p>	
<p>2. From the menu choose: Insert, Picture, From File</p>	<p>The Insert Picture box displays.</p> 
<p>3. Locate the picture by using the Look in field or the shortcut buttons on the left.</p> <p>Click once on the file to select it and select the Insert button.</p> <p>You can also double click on the file to insert it.</p>	
<p>4. You can use the information in the last section (Insert Clip Art) to modify the picture.</p>	

Using Bullets and Numbers

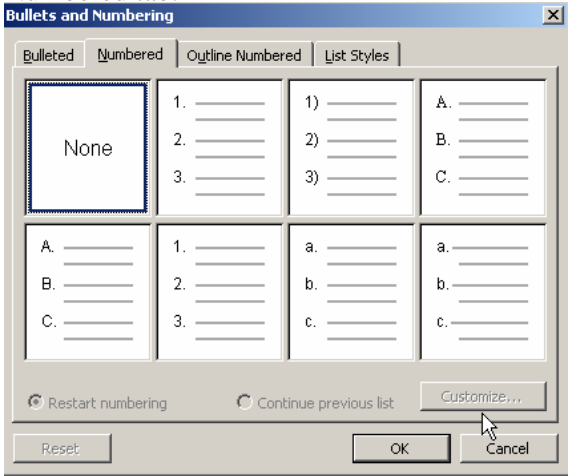
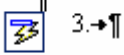
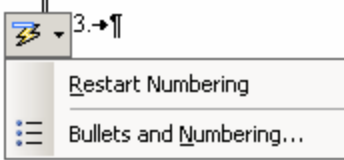
You can use Word's bullet option to create a list of items in a document. Typically, bullets are used when the sequence of the items in not important. If the sequence of the items is important, such as in a procedure or a sequence of events, then you would use Word's Numbering tool.


Step by Step- Using Bullets

What you do	What happens
<p>1. Highlight the list that you want to bullet.</p> <p>OR</p> <p>If you want to start adding bullets before you type, simply put the cursor in the correct place.</p>	
<p>2. From the menu choose: Format, Bullets and Numbering</p> <p>Click on the Bulleted tab, if necessary.</p>	<p>The Bullets and Numbering box displays.</p> 

What you do	What happens
<p>3. Click on the type of bullet you want to insert.</p> <p>You can click on the Customize button to modify this bullet.</p>	<p>The Customize box displays.</p> 
<p>4. Click on the OK button to return to the Bulleted tab.</p> <p>Click on OK again to return to the document.</p>	<p>The document displays with a single bullet or with several bullets (if you selected a list).</p> 
<p>5. To add another bullet, press the Enter key after you finish each line.</p>	
<p>6. Note: To stop Word from adding bullets do one of the following:</p> <ul style="list-style-type: none"> ▪ Click on the Bullets button to toggle the option off. ▪ Press Enter twice at the end of the last line. ▪ Press the Backspace key to remove the bullet. 	
<p>7. You can also use the Bullets  button on the formatting toolbar.</p> <p>This will insert the last used bullet character. If you want to change the appearance of the bullet, you will need to use the menu option.</p>	

Step by Step- Using Numbers

What you do	What happens
<p>1. Highlight the list that you want to number.</p> <p>OR</p> <p>If you want to start adding numbers before you type, simply put the cursor in the correct place.</p>	
<p>2. From the menu choose: Format, Bullets and Numbering</p> <p>Click on the Numbered tab, if necessary.</p>	<p>The Bullets and Numbering box displays on the Numbered tab.</p> 
<p>3. Make the number selection.</p> <p>Note: You can troubleshoot using numbers by using this tab as well. If Word is numbering an item by starting over at “1” or by giving you the last number in a previous list select the appropriate radio button- Restart numbering or Continue previous list.</p>	<p>Note: You can also troubleshoot using numbers by utilizing the Auto Correct Options button that appears with numbers. An Auto Correct Options button appears as follows:</p>  <p>If you rest the cursor over the button, you will have the following options:</p> 
<p>4. Click on the OK button.</p>	<p>Auto numbering is applied.</p>

What you do	What happens
<p>5. Note: To stop Word from adding numbers do one of the following</p> <ul style="list-style-type: none">▪ Press Enter twice at the end of the list.▪ Press Enter and then Backspace to remove the number.▪ Place the insertion point at the beginning of the paragraph that you do not want numbering and click the Numbering button on the toolbar to turn off the option.	
<p>6. You can also use the Numbering  button on the formatting toolbar.</p>	

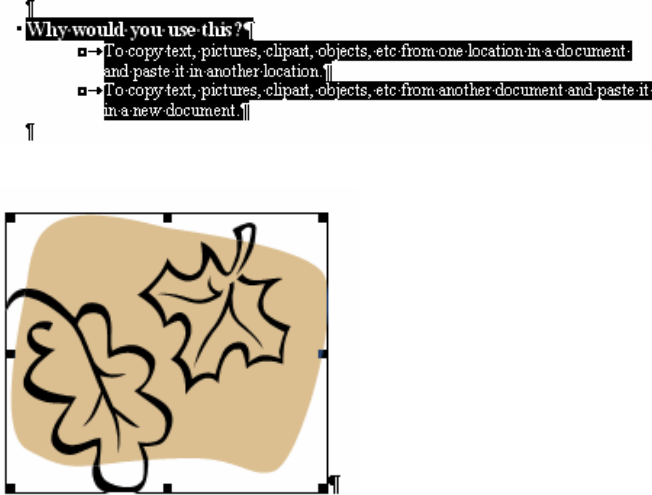


Using Copy and Paste

You can copy text, pictures, clip art, objects, etc. from one location in a document and paste it in another location in the same or in a different file. If you need to remove an item and relocate it you can also cut it and paste it in a new location.

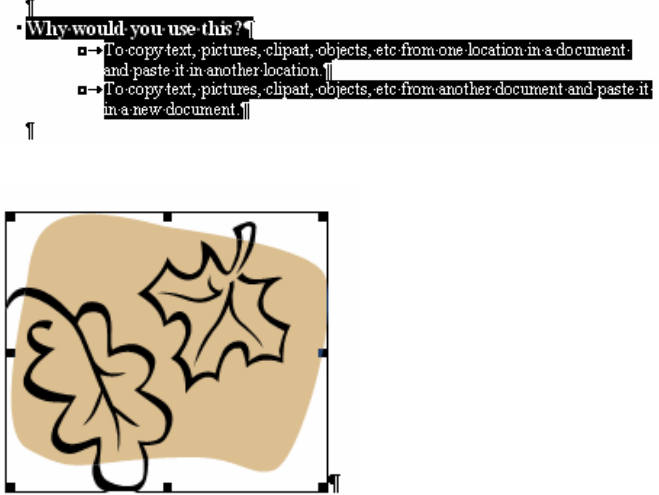


Definitions

Word	Definition
Microsoft Office Clipboard	(Per Microsoft's Help) The Microsoft Office Clipboard allows you to collect text and graphic items from any number of Office documents and then paste them into any Office document.


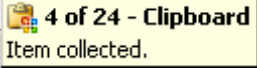

Step by Step- Copy and Paste


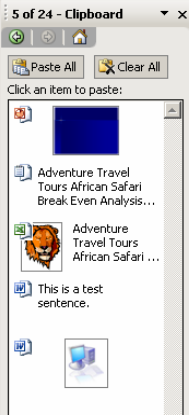
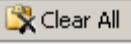
What you do	What happens
1. Select the text, picture, clipart, object, etc by selecting it.	<p>The item becomes selected.</p> <p>• Why would you use this?</p> <ul style="list-style-type: none"> ▣ → To copy text, pictures, clipart, objects, etc from one location in a document and paste it in another location. ▣ → To copy text, pictures, clipart, objects, etc from another document and paste it in a new document. 
2. On the Standard toolbar, click on the Copy  button.	The item has been copied.
3. Go to the location where you want to paste the item. Click on the Paste  button on the Standard Toolbar.	The item is pasted in the new location.

Step by Step- Cut and Paste

What you do	What happens
<p>1. Select the text, picture, clipart, object, etc by selecting it.</p>	<p>The item becomes selected.</p>  <p>The screenshot shows a document with a paragraph of text. The first sentence, "Why would you use this?", is selected. Below it, two bullet points are also selected. To the right of the text, a picture of two leaves on a tan background is selected, indicated by a black border with handles.</p>
<p>2. On the Standard toolbar, click on the Cut  button.</p>	<p>The item has been cut.</p>
<p>3. Go to the location where you want to paste the item.</p> <p>Click on the Paste  button on the Standard Toolbar.</p>	<p>The item is pasted in the desired location.</p>

Step by Step- Using the Clipboard

What you do	What happens
<p>1. To copy items using the Office Clipboard, you need to open the Office Clipboard task pane.</p> <p>Choose from the menu: Edit, Office Clipboard</p>	<p>The Clipboard task pane displays.</p> 
<p>2. If you prefer to not have the Clipboard open as you work, click on the Options button and click on Collect without Showing Office Clipboard.</p> <p>If you choose this method a reminder will display each time you copy an item in the bottom right corner of the window.</p>	<p>The notice that appears when you copy an item.</p> 
<p>3. If you have the Clipboard turned on and regardless of the Clipboard method you choose, you will see the Clipboard button  displayed in the system tray.</p>	

What you do	What happens
<p>4. Now, to copy to the Clipboard simply select the item (text, graphics, charts, etc) and copy.</p> <p>Remember that you can copy items from other Office programs such as PowerPoint, Excel, Outlook, or Access.</p> <p>You can copy several ways, but two quick methods are to right click with the mouse or you can use the Copy button .</p>	<p>The Clipboard with several items.</p> 
<p>5. After you have all the items copied, you can paste them into the Word document.</p> <p>First, put the cursor where you want to paste the item.</p> <p>Then, to paste the item into a Word document, move your cursor over the item you want to paste in the Clipboard task pane. When you do this a drop down arrow will display on the right side of the item. Click on the arrow and select Paste.</p>	
<p>6. To clean the Clipboard, click on the Clear All  button.</p> <p>To delete just one item from the Clipboard, move your cursor over the item you want to delete. When you do this a drop down arrow will display on the right side the item. Click on the arrow and select Delete.</p>	
<p>7. To turn off the Office Clipboard, you may need to right click on the button in the system tray and select, Stop Collecting. You can also use the Close button in the top right corner of the Office Clipboard task pane.</p>	

Using Indents

Indents can be used in many ways in Word. You may use indents to indent the first line of a paragraph. You may use indents to insert a quote in your paper (so you can indent on the left and right). You may use a hanging indent to create a bibliography. There are many reasons to use Indents when working with Word, and this lesson outlines the steps necessary to create a Left or Right Indent, a First Line Indent, and a Hanging Indent.

Definitions

Word	Definition
First Line Indent	Use the First Line Indent tab stop to have only the first line of a paragraph indented.

Example:

Indents can be used in many ways in Word. You may use indents to indent the first line of a paragraph. You may use indents to insert a quote in your paper (so you can indent on the left and right).

Hanging Indent	Use the Hanging Indent tab stop to have all lines but the first line of a paragraph indented.
-----------------------	---

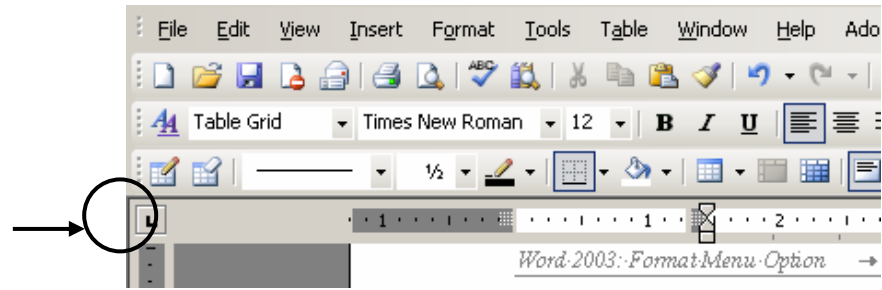
Example:

Indents can be used in many ways in Word. You may use indents to indent the first line of a paragraph. You may use indents to insert a quote in your paper (so you can indent on the left and right).



Indents on Ruler	<ul style="list-style-type: none"> ■  First Line Indent ■  Hanging Indent
-------------------------	---

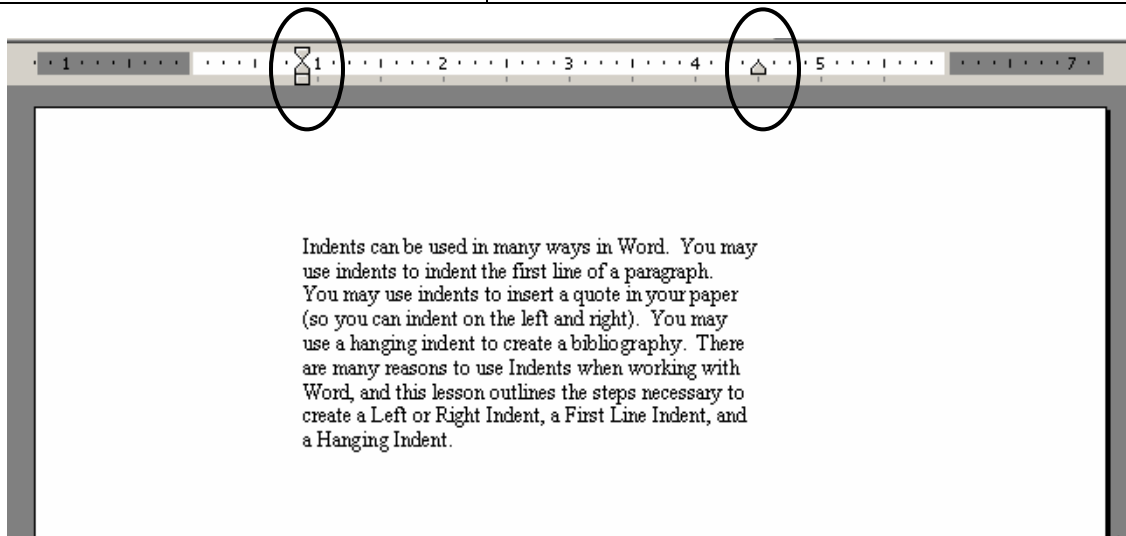
Soft Return	A Soft Return is when you click on Shift + Enter to start a new line, without starting a new paragraph.
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Tab Stop/Indent Selector	The tab stop/indent selector allows you to select tab stops and indents.
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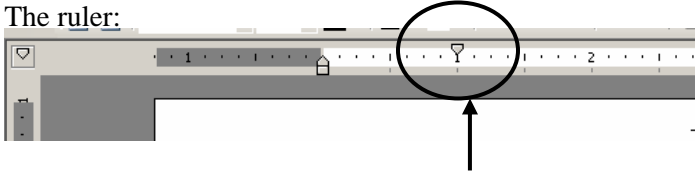


Step by Step- Left and Right Indents


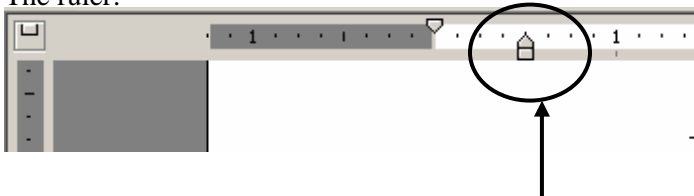
What you do	What happens
<p>1. Put the cursor in the paragraph that you want to indent.</p> <p>To left indent the entire paragraph you can use the horizontal ruler. Put the cursor on just the square of the icon.</p> 	
<p>2. Move the entire icon in towards the document to change the indent on the left side of the document.</p>	
<p>3. Put the cursor in the paragraph that you want to indent.</p> <p>To right indent the entire paragraph you can use the horizontal ruler. Put the cursor on the Right Indent.</p> 	
<p>4. Move the icon in towards the document to change the indent on the right side of the document.</p>	



Step by Step- First Line Indent

What you do	What happens
<p>5. To indent the first line of a paragraph you can use the Tab key which is ½ inch or you can create a custom first line indent at any location.</p>	
<p>6. To create a first line indent, click on the Tab Stop/Indent Selector button until the First Line Indent  button is showing.</p>	
<p>7. With the mouse, go to the horizontal ruler to the location where you want the indent to be.</p> <p>Click once on the ruler at that location.</p>	<p>The ruler:</p> 
<p>8. Use the Tab key on the keyboard to advance to the location you just specified.</p>	<p>Example:</p> <p style="padding-left: 40px;">Indents can be used in many ways in Word. You may use indents to indent the first line of a paragraph. You may use indents to insert a quote in your paper (so you can indent on the left and right).</p>

Step by Step-Hanging Indent

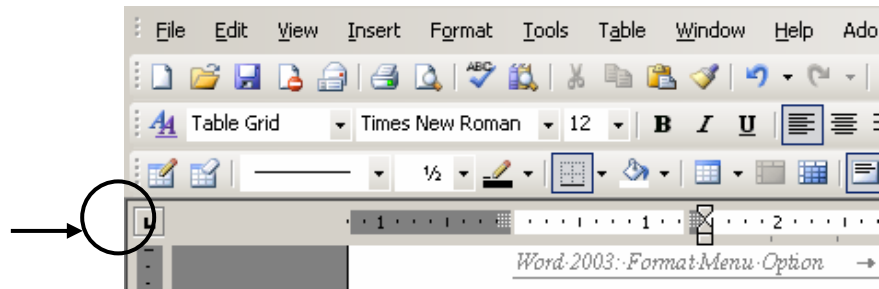
What you do	What happens
<p>1. To indent all lines of a paragraph except the first line, you will create a Hanging Indent.</p> <p>When you complete the first line of text, Word wraps the text to the next line. If you create a hanging indent, when Word goes to the next line, the text will be indented as specified.</p> <p>If you are doing an entry in which the first line does not go all the way to the right margin, but you still need the remaining lines indented be sure to use a soft return (Shift + Enter) to keep the paragraph together.</p>	
<p>2. To create a hanging indent, click on the Tab Stop/Indent Selector button until the Hanging Indent  button is showing.</p>	
<p>3. With the mouse, go to the horizontal ruler to the location where you want the indent to be.</p> <p>Click once on the ruler at that location.</p>	<p>The ruler:</p> 
<p>4. When Word wraps to the next line, the text will be indented as specified.</p> <p>Remember, if you need to go to the next line without being at the end of the line, use Shift + Enter. This will take you to the next line and maintain the Hanging Indent.</p>	<p>Example: Indents can be used in many ways in Word. You may use indents to indent the first line of a paragraph. You may use indents to insert a quote in your paper (so you can indent on the left and right). Y</p>

Using Tabs






In Word you can use tabs to accomplish many tasks. Tabs allow you to align text in your document in an efficient and exact manner.

Definitions




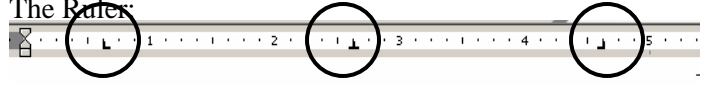
Word	Definition
Tab Stop	A tab stop is a position you set on the horizontal ruler to place and align text. You use the Tab key to advance from Tab Stop to Tab Stop.
Tab Stop/Indent Selector	The tab stop/indent selector allows you to select tab stops and indents.



Tab Stops on Ruler

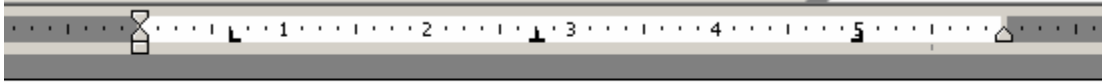
-  Use the Left Tab stop when you want to move or extend text to the right and change the left margin to that location on the ruler.
-  Use the Center Tab stop when you want to center text between the left and right margins at that location on the ruler. (Centers text on the tab stop.)
-  Use the Right Tab stop when you want to move or extend text to the left until the tab space is filled, upon which the text will begin extending to the left.
-  Use the Decimal Tab stop to have numbered text extend to the left before the decimal and to have numbered text after the decimal point extend to the right. (Aligns text at decimal point.)
-  Use the Bar Tab stop to insert a bar into your document that allows you to align text.

Step by Step

What you do	What happens
<p>1. Determine where you want the Tab Stops to be located in the document.</p> <p>Determine what kind of Tab Stop you want at each location.</p>	
<p>2. Click on the Tab Stop/Indent Selector button until the desired Tab Stop displays.</p> <p>The most common Tab Stops are Left Tab , Center Tab , and Right Tab .</p>	
<p>3. With the mouse, go to the horizontal ruler to the location where you want the Tab Stop to be.</p> <p>Click once on the ruler at each location.</p> <p>You can have as many Tab Stops as necessary.</p>	<p>The Ruler:</p> 
<p>4. You move to each tab stop by using the Tab key on the keyboard. The default tab of a half inch is deleted in between the tabs you create.</p>	

What you do	What happens
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Example:



Your Name



Department



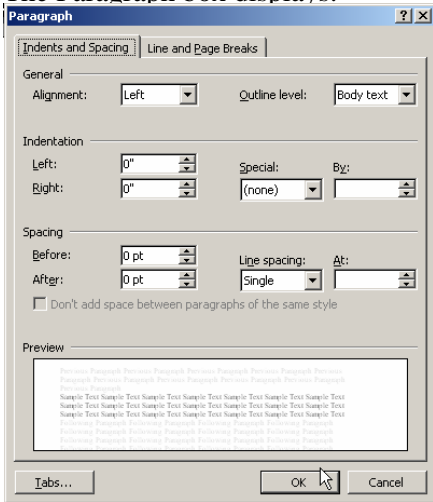
Phone Extension

Note: The lines with arrows are drawn to illustrate where the tab is on the ruler compared to the text entered.

Working with Spacing

When you are creating a paper, you may need to change the spacing for your document. The default spacing is Single Space. You may need to change this to Double Spacing or 1.5 Spacing. This section outlines the steps necessary to adjust the spacing of your document.

Step by Step

What you do	What happens
1. Select the text that you want to adjust the paragraph spacing to.	
2. From the menu choose: Format, Paragraph	The Paragraph box displays. 
3. On the Indents and Spacing tab, under the section of Spacing there is the Line spacing field. Line Spacing: You can use the down arrow to select Single, Double, 1.5, and others.	
4. Click on the OK button after you make changes in the Paragraph box.	

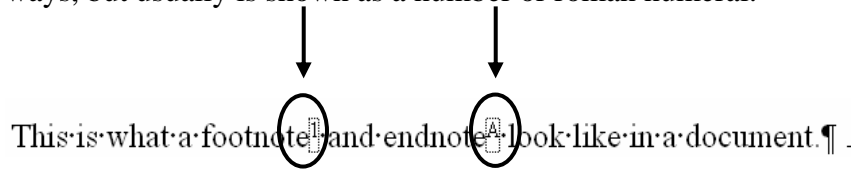
What you do	What happens
5. For Line Spacing, also try some of these keyboard commands: Ctrl + 0: Adds or Removes a blank line before a paragraph Ctrl + 1: Single Line Ctrl + 5: 1.5 Line Spacing Ctrl + 2: Double Spacing	

Using Footnotes and Endnotes

This sections outlines the steps necessary to insert Footnotes and Endnotes into a Word document.

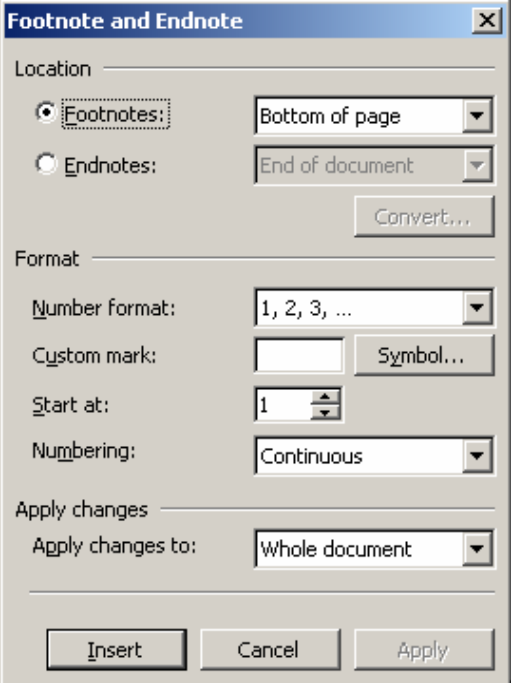
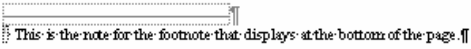
Definitions

Word	Definition
Footnote	(Per Microsoft Help) A footnote is used in printed documents to explain, comment on, or provide references for text in a document. Footnotes corresponding notes are found at the bottom of the page with the referenced text.
Endnote	(Per Microsoft Help) An endnote is used in printed documents to explain, comment on, or provide references for text in a document. Endnotes corresponding notes are found at the end of the document.
Note Reference Mark	This is the notation in the documentation that is used to refer a reader to the endnote or footnote. It can be formatted in various ways, but usually is shown as a number or roman numeral.



Step by Step

What you do	What happens
1. In print layout view, click where you want the note reference mark to be.	

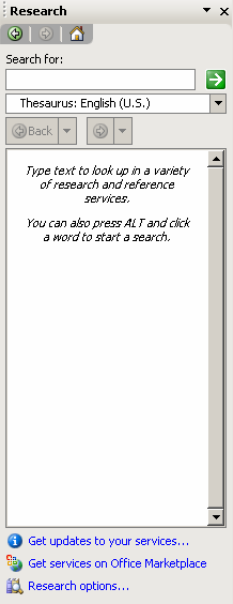
What you do	What happens
<p>2. From the menu choose: Insert, Reference, Footnote</p>	<p>The Endnote and Footnote box displays.</p> 
<p>3. In the Location section of the box, click on the radio button for the type of note you want to use (Footnotes or Endnotes).</p>	
<p>4. In the Format sections of the box, verify the Number format that you want (numbers, roman numerals, letters, etc).</p>	
<p>5. Click on the Insert button to insert the note reference mark.</p>	<p>The note reference mark is inserted and the cursor goes to the end of the page (or document for Endnotes). The cursor is automatically in the correct location. Type the note.</p>  <p>Note that there is a line above the notes. Regardless of the type of notes you used, this line will be present above the first note.</p>


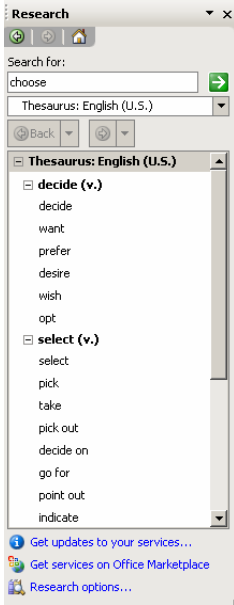
What you do	What happens
6. To edit the notes for any footnote or endnote, simply go to the note (at the end of the page or end of the document) and edit the text.	
7. After you have the endnotes or footnotes created you can still make changes. To make changes, such as the format of the numbers, make your changes on the Footnote and Endnote box (Insert, Reference, Footnote) and click on the Apply button.	
8. Tip: To see what is currently in the notes for an endnote or footnote, place the cursor over the reference mark in the document. The cursor will change to look like a comment and it will display the text.	
9. Tip: If you are entering your notes at the bottom of the page or at the end of the document and you want to go to the reference mark in the document, you can double click over the number, roman numeral, letter, etc. This will take you to the location in the document where you created the endnote or footnote.	

Using the Thesaurus

A thesaurus allows you to look up a synonym for a word. A synonym is a word that means the same, or almost the same, as another word. This is a great tool if you find yourself using the same word over and over again in a document.

Step by Step


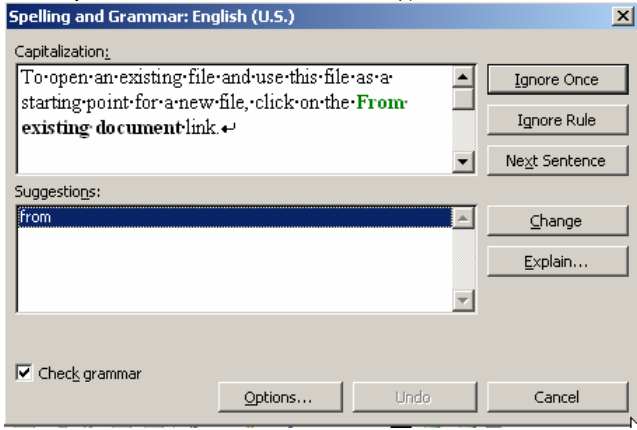
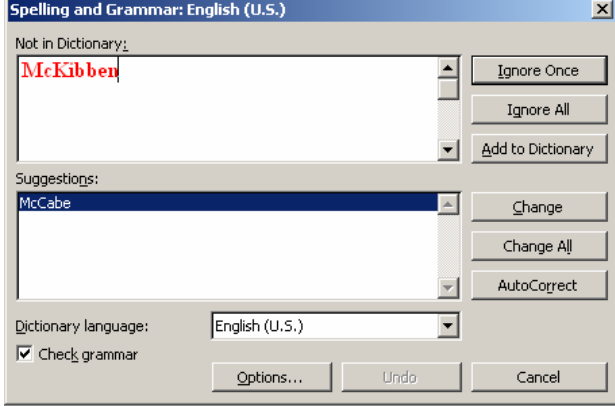
What you do	What happens
1. Select the word in the document.	
2. From the menu choose: Tools, Language, Thesaurus	<p>The Research task pane displays.</p> 

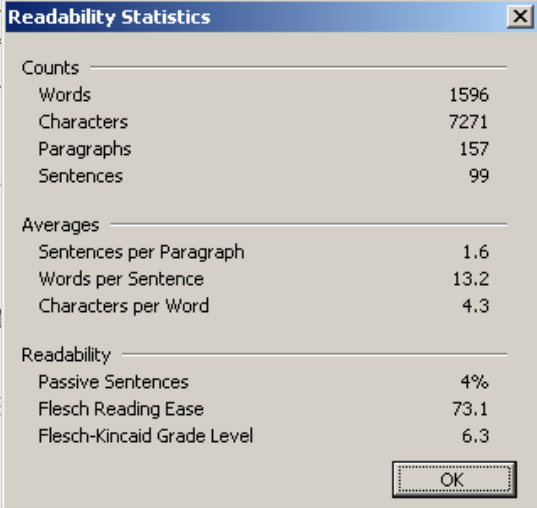
What you do	What happens
<p>3. In the Search for field, verify the word or enter the word you want to research. Then, click on the green “Go” arrow .</p>	<p>The Research task pane will now display the information found in the search.</p> 
<p>4. After you review the words and determine what synonym you would like to use, put the cursor over it (without clicking). An arrow will display on the right side, click on the arrow and select Insert.</p>	

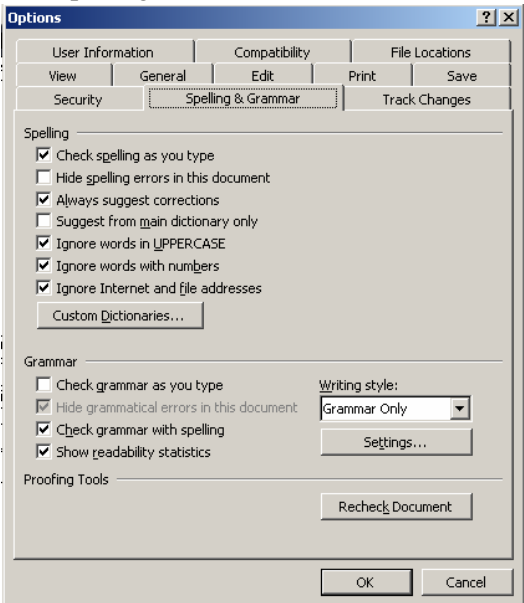
Using Spell and Grammar Check

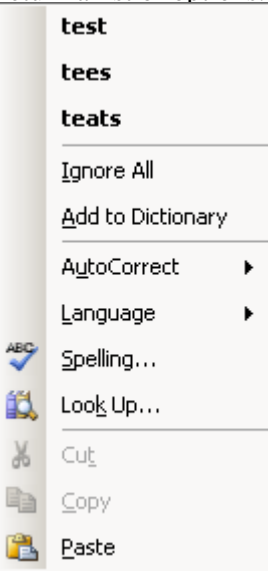
The Spelling and Grammar check is a tool that should always be used on Word documents. When you use the Spelling Check you can reassure yourself that your spelling errors will be caught. The Grammar check is also a valuable tool that provides suggestions for sentences that have grammatical errors. The Spell and Grammar check is a tool that gives you control over how to handle all misspelled words and grammatical errors.

Step by Step

What you do	What happens
<p>1. From the menu choose: Tools, Spelling and Grammar</p> <p>Note: If you start in the middle of the document, Word will ask if you want to start at the beginning to finish checking. If you want to start at the beginning of the document click Ctrl + Home.</p> <p>Note: You can also click on the Spelling and Grammar  button on the standard toolbar.</p>	<p>The Spell and Grammar check begins.</p>  <p>Note: In the bottom left corner of the Spelling and Grammar box, there is a checkbox for Grammar. If you want to turn this option off, uncheck the box.</p>
<p>2. When Word finds a misspelled word or a grammar issue you will want to review the Suggestions.</p> <p>Select a Suggestion and click on the Change button.</p> <p>You can also ignore the Suggestions by clicking on Ignore Once or Ignore Rule buttons.</p>	

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<p>3. If you misspelled a word, you will have the option to add this word to the Word Dictionary. You can add a word by clicking on the Add to Dictionary button.</p>																													
<p>4. You can also add a misspelled word to AutoCorrect. This will automatically correct this misspelling the next time it occurs. Click on the AutoCorrect button to accomplish this.</p>	<p>When Spelling and Grammar have been checked, the Readability Statistics box displays.</p>  <table border="1" data-bbox="732 516 1265 1020"> <thead> <tr> <th colspan="2">Readability Statistics</th> </tr> </thead> <tbody> <tr> <td colspan="2">Counts</td> </tr> <tr> <td>Words</td> <td>1596</td> </tr> <tr> <td>Characters</td> <td>7271</td> </tr> <tr> <td>Paragraphs</td> <td>157</td> </tr> <tr> <td>Sentences</td> <td>99</td> </tr> <tr> <td colspan="2">Averages</td> </tr> <tr> <td>Sentences per Paragraph</td> <td>1.6</td> </tr> <tr> <td>Words per Sentence</td> <td>13.2</td> </tr> <tr> <td>Characters per Word</td> <td>4.3</td> </tr> <tr> <td colspan="2">Readability</td> </tr> <tr> <td>Passive Sentences</td> <td>4%</td> </tr> <tr> <td>Flesch Reading Ease</td> <td>73.1</td> </tr> <tr> <td>Flesch-Kincaid Grade Level</td> <td>6.3</td> </tr> </tbody> </table>	Readability Statistics		Counts		Words	1596	Characters	7271	Paragraphs	157	Sentences	99	Averages		Sentences per Paragraph	1.6	Words per Sentence	13.2	Characters per Word	4.3	Readability		Passive Sentences	4%	Flesch Reading Ease	73.1	Flesch-Kincaid Grade Level	6.3
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<p>5. Click on the OK button to return to the document.</p>																													

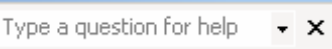

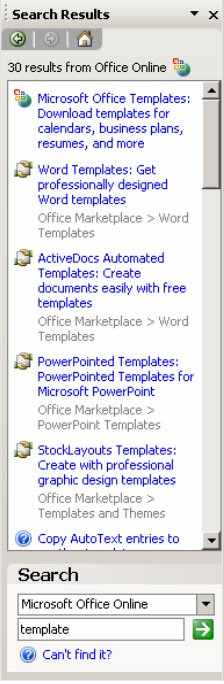
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<p>6. Tip: You can adjust the setting for Spelling and Grammar by going to Tools, Options. Then select the Spelling and Grammar tab.</p>	<p>The Spelling and Grammar tab.</p> 

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<p>Tip: You can also spell check as you are working with the document. When Word detects a misspelling, the word is underlined in red.</p> <p>This is a <u>teest</u> </p> <p>You can right click with the mouse to return a list of options.</p>  <p>With the mouse, click on the correct word to insert it into the document.</p>	

Using Help

A valuable tool when working with Word is Help. There will be times when you cannot figure out how to accomplish a task in Word. One of the best ways to seek help is to use Word's built in Help System.

Option 1: Using Help Box

What you do	What happens
<p>1. At the top of the Word window, you will see the Help box. It appears as follows:</p> 	
<p>2. You can enter a word or phrase for the question that you have.</p>	
<p>3. For example, if information on templates is needed:</p>  <p>After you enter the word or phrase, press the Enter key.</p>	<p>The Search Results task pane displays.</p> 
<p>4. Notice that there are different types of help files. Some are actual templates, there are tutorials, there are step by step instructions, etc.</p> <p>Click on the item that you want to open in a new window.</p>	

Option 2: Using Word Help Task Pane

What you do	What happens
<p>1. From any task pane, use the down arrow at the task pane title bar and select Help from the drop down list.</p>	<p>The Help task pane displays.</p> 
<p>2. In the Search for field, enter the word or phrase that you would like to research.</p> <p>Click on the Start searching  button.</p>	<p>The Search Results task pane displays.</p> 
<p>3. Click on the item that you want to open in a new window.</p>	