

# 1

## Starting and closing Word 2003

Word is one component in the Microsoft Office suite. The word “suite” simply means a package consisting of an integrated set of tools. Word is one of those tools.

This chapter shows the difference between opening and closing

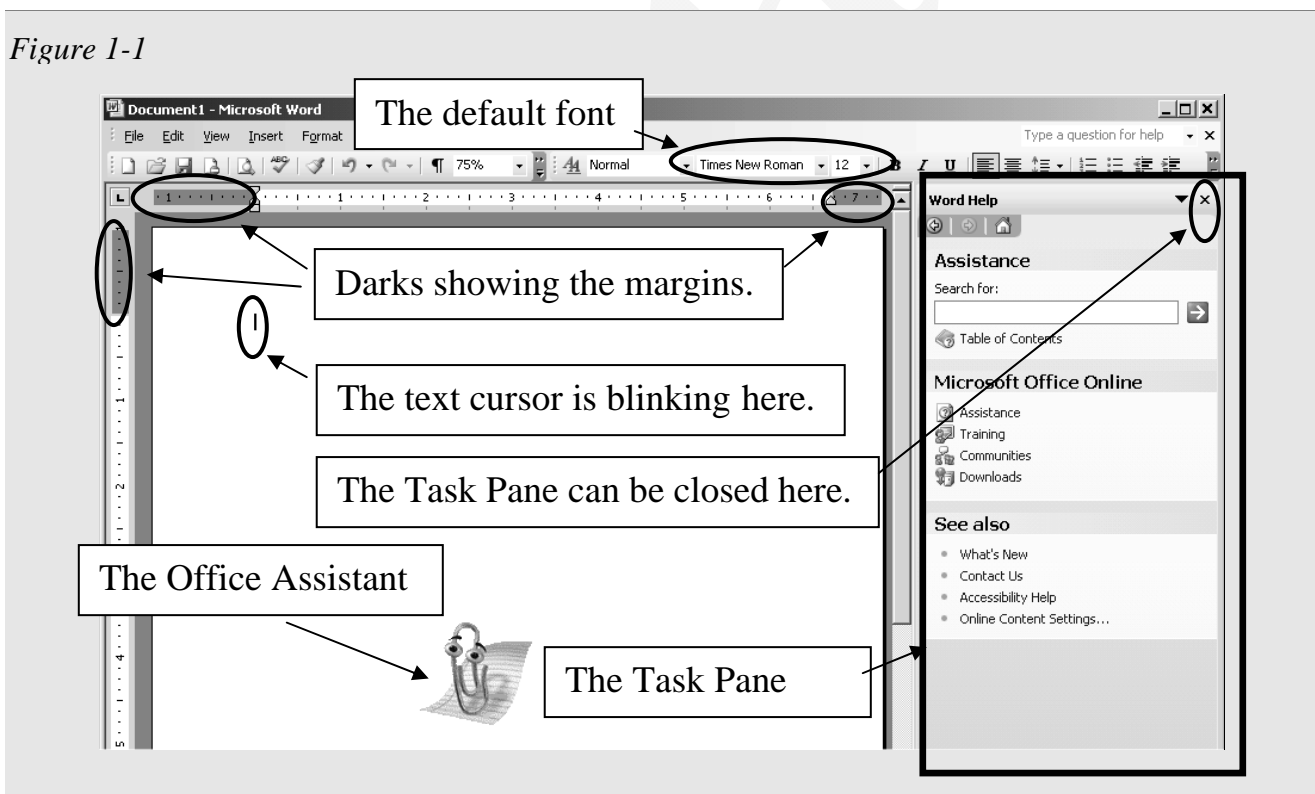
- a) the Word program, and
- b) a new blank document in the Word program.

You'll also get acquainted with the representation style of the exercises in this guide. So, let's start.

### 1 Launch Word 2003.

After a while, the window in Figure 1-1 will appear:

Figure 1-1



As the program starts, a new blank document will also open by default. The text cursor is blinking, ready on the first line. It's possible to start writing straight away.

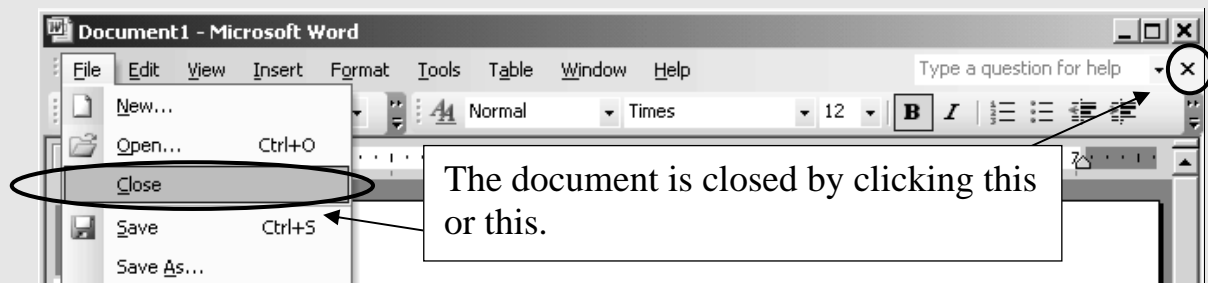
The Task Pane on the right side can be set to open or not when the program starts. The details are given in the *Appendix C: Set the Task Pane window visible/non-visible*. You also can open or close the Task Pane by pressing CTRL+F1 (first press and hold the CTRL key, then press the key F1).

The document in the works is represented by a white area. The **margins** of the document are represented by the dark areas on the ruler. It is possible to change those margins, but for now, we are satisfied with the prevailing situation.

The Office Assistant tool may appear or not depending on the settings of your program. (The details are given in the *Appendix B: Setting the Office Assistant*.)

The document can be closed by choosing **File > Close** or by clicking the cross in the right upper corner below the Title bar, as shown in Figure 1-2.

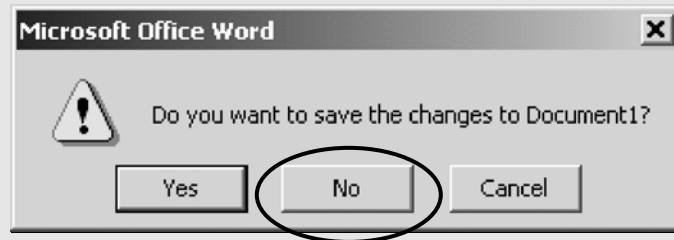
Figure 1-2



## 2 Now close the document.

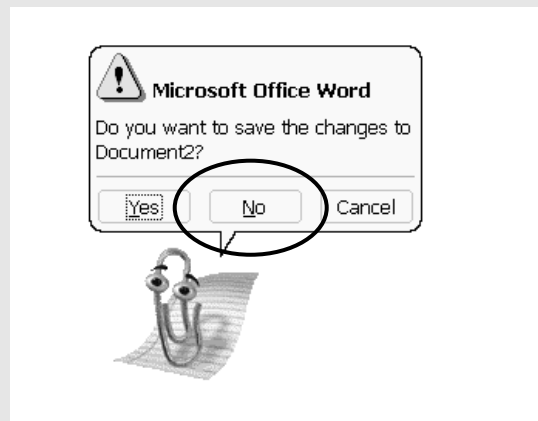
If something is written on the document and it is not yet saved, the system asks: “*Do you want to save your changes to [name of the document]?*”:

Figure 1-3a



If the Office Assistant is used, the message will be as shown in the Figure 1-3b below:

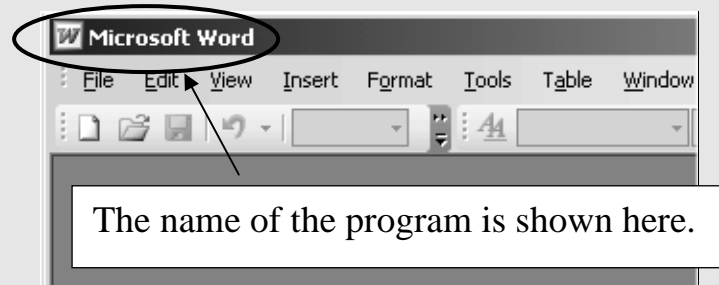
Figure 1-3b



In this exercise, you can choose the option **No**. Then nothing is saved anywhere.

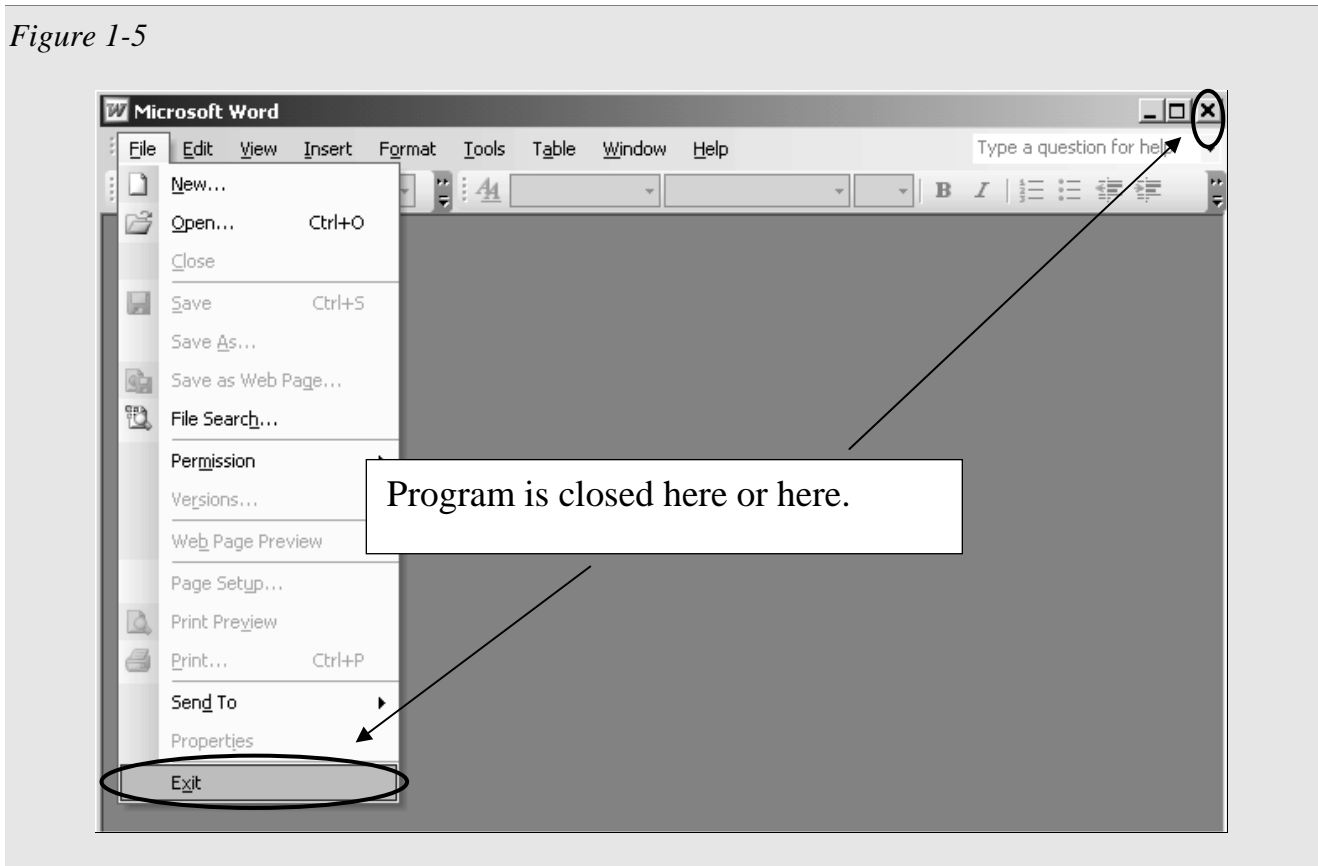
When the document is closed, the Word *program window* is still open, as shown in Figure 1-4:

Figure 1-4



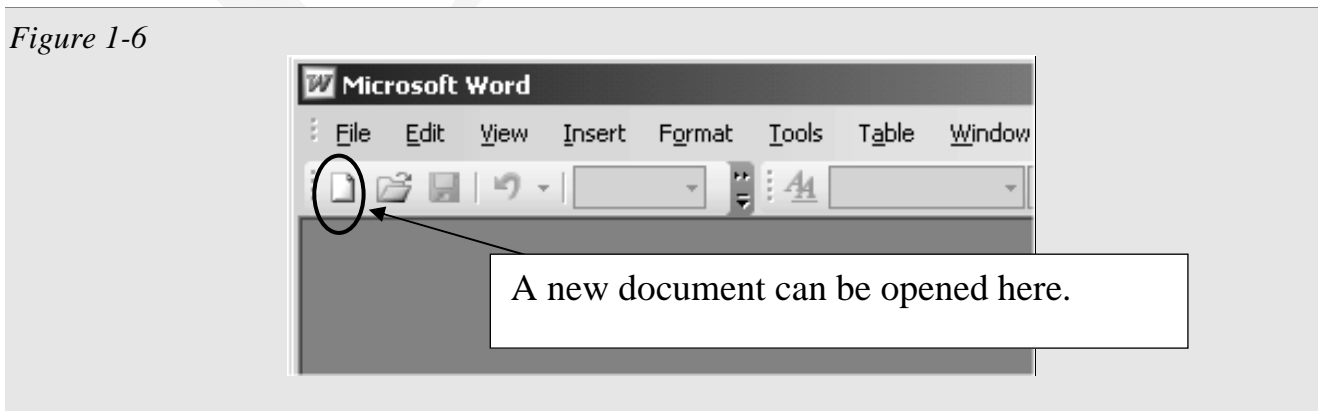
The program window can be closed by choosing **File > Exit** or by clicking the cross in the upper right corner on the Title bar. Look at Figure 1-5:

Figure 1-5



A new blank Word document can be opened by clicking the **New Blank Document** button as shown in Figure 1-6:

Figure 1-6



- 3** Open a new blank document.
- 4** Practice closing and opening both the document and the Word program several times. You'll get accustomed to where a document can be opened and closed.
- 5** Close the document.

## **Summary**

To open and close a new blank Word document is fairly simple. You'll get more accustomed to it in the chapters to come.

This chapter gave you an illustration of the representation style in this guide. Things are explained by doing the exercises, and many relevant aspects are left until later chapters. In this way, it is possible to use Word as quickly as possible.

### **Note:**

The exercises in the chapters to come begin in the same way:

- 1 Open a new blank document.
- 2 Exercise begins.

In this way, it is possible to do separate exercises in virtually any possible order.