

Get Your Word 2003 Into Use... Quickly!

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Preface

Using a word processor is fairly simple. You'll need just a suitable set of exercises and a little tuition. This guide is written for just that purpose.

As a prerequisite, the reader needs only to be able to start his or her Microsoft® Word program. Exercises are done with the program *Microsoft® Word 2003*, but they can also be performed with older versions of the Word program. The operating system used is *Microsoft® Windows® 2000*, but other systems behave in much the same way.

As a guiding principle, the chapters have been written with the intention of enabling the reader to start *using* the Word program as early as possible. Therefore, the instruction is not first introduced theoretically; rather, everything is learned by performing the tasks one by one. This principle is the same as that which applies when a person is learning to swim or ride a bicycle. It is no use reading a book on the subject. Observing someone else and copying them is equally futile. The real personal learning process begins when one starts to do the tasks oneself. In this guide, the learning process starts at the very beginning, and it continues throughout the entire guide. The main goal of the book is to help you learn to use a modern word processor application program as quickly as possible.

About the target audience:

All the tasks in the guide are possible to do on a standalone basis without a network or the Internet.

The guide is written so that it could be used just as easily by:

- novices,
- the elderly, and
- children.

Throughout the guide, only grayscales are used. This makes the guide easy to use for the color deficient.

Have fun performing the exercises.

CONTENTS

I INTRO

Getting started with Word

- 1 Starting and closing Word 2003
- 2 Some basics with Word
- 3 Correcting writing errors
- 4 Inserting a letter or word
- 5 Using the TAB key
- 6 Using the SPACEBAR key correctly

Copy and Move

- 7 Dragging and dropping
- 8 Using the clipboard

Useful methods

- 9 Using several keys simultaneously
- 10 Capturing text for processing
- 11 Using keys to move around in the text
- 12 Selecting a text area

II PRODUCING A DOCUMENT

Entering lines of text

- 13 Typing text
- 14 Ending a line short
- 15 The non-breaking space

Formatting documents

- 16 Creating titles
- 17 Text alignment
- 18 Normal indenting
- 19 Setting a first line indent
- 20 Hanging indent

Printing

- 21 Previewing
- 22 Print dialog

Document setup

- 23 Page orientation
- 24 Borders and margins
- 25 Columns

III PRESERVING DOCUMENTS

Saving and Opening a document

- 26 Saving a document
- 27 Resaving a document
- 28 Saving with a different name
- 29 Opening a file in read-only mode
- 30 Putting a file into read-only mode
- 31 Saving in another file format

Backups

- 32 A point to start with
- 33 About backup philosophy
- 34 Creating backups in practice

Introduction to Templates

- 35 The concept of template
- 36 Modifying a template

IV BUILDING MORE

Date and Header & Footer

- 37 Dates and symbols
- 38 Page break
- 39 Header and Footer
- 40 Page numbers in Footer

Creating numbered or bulleted lists

- 41 Lists
- 42 Nested lists
- 43 Typing a list
- 44 Typing text into a list

Integrating two documents

- 45 Inserting

V TOOLS DEPARTMENT

- 46 Autocorrect
- 47 Text completion
- 48 Checking spelling
- 49 Find and replace
- 50 Statistics and word count
- 51 Searching Offline Help
- 52 The same document in a new window
- 53 Several documents open
- 54 Layouts
- 55 Zooming
- 56 Using a wizard to create a letter

Epilogue

APPENDICES

- Appendix A Changing the default font
- Appendix B Setting the Office Assistant
- Appendix C Setting the Task Pane window visible/non-visible
- Appendix D Typing replaces selection option
- Appendix E Paste Options button
- Appendix F Setting Online features off
- Appendix G How to make file extensions visible
- Appendix H Controlling the AutoCorrect Options button
- Appendix I How to continue with Word