

Word Processing

Back To The Basics
Microsoft Office 2003

In this course you will learn about

- Creating, saving and opening a document
- Page setup
 - Margins
 - Page orientation
 - Tabs
- Formatting Tools
 - Font, size, color and style
 - Alignment
 - Bullets
 - Numbering
 - Highlighting
- Inserting graphics
- Headers and footers
 - Page numbers
 - Fields
- Copy and paste
- Spell check and thesaurus

Quick Tips

Edit>Undo to correct mistakes.

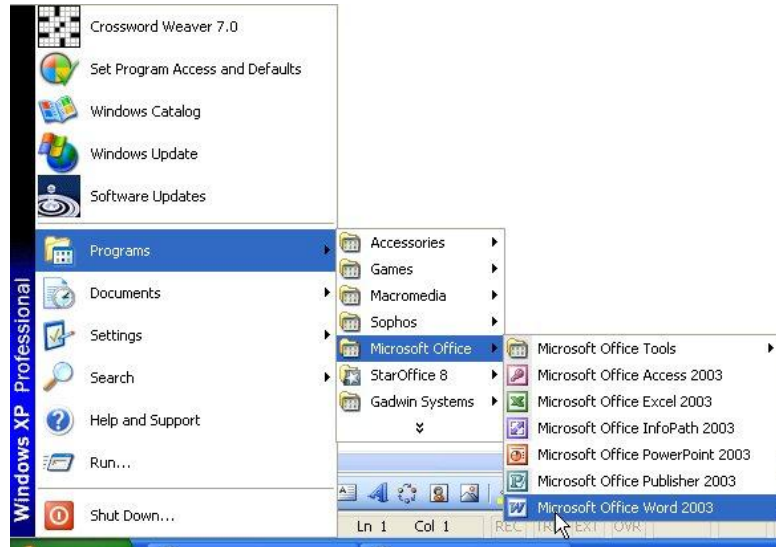
Hover your mouse over icons to see their function.

Hold the ctrl key to while clicking to select multiple items.

To modify a document while retaining the original document, click File>Save As. Save the modified document with a new name. To change the location of a document, you may also choose File>Save As.

Creating a document

Go to *Start>All Programs>Microsoft Office>Microsoft Word 2003*

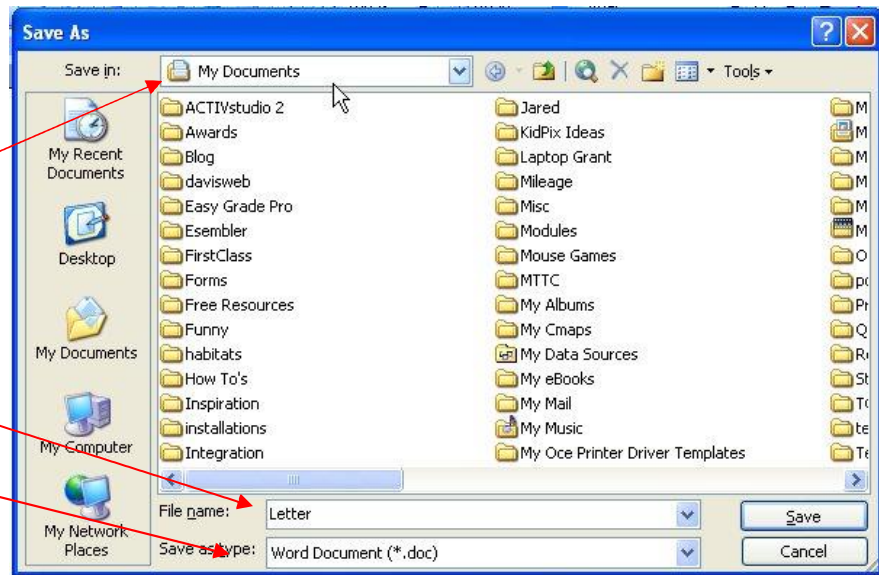


Save your document before you begin

Go to *File> Save...*. Choose where you want to save in the "Save In" box (*My documents* is often the default). Name your file. The file type should say *Word Document*. Click *Save*.

To reopen your document

The next time you access your document, you will need to first open **Microsoft Word**. Go to *File>Open*. Browse to your document and double click to open.



Page Setup

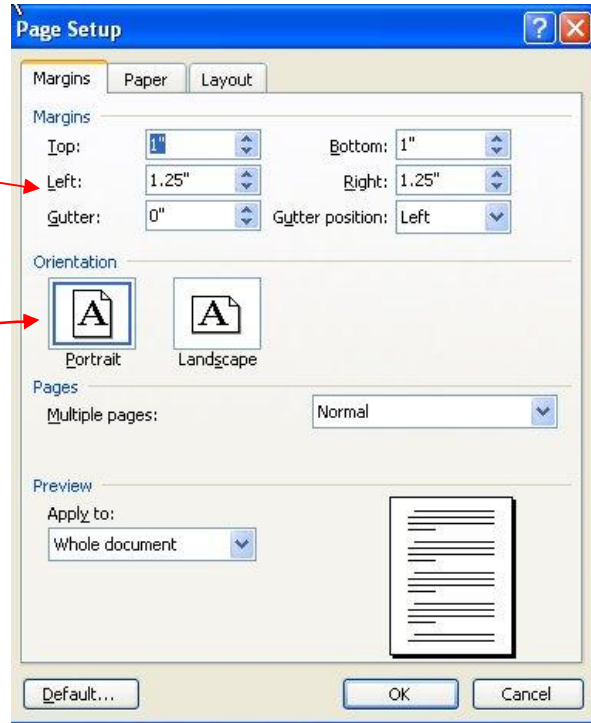
Margins

Go to *File>Page Setup*

Click on the arrows to increase or decrease the margins

Orientation

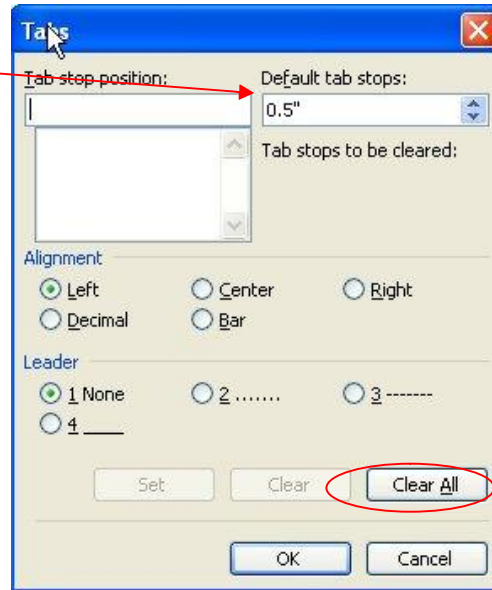
Default is *portrait*. Click on *landscape* to change the page orientation.



Tabs

Go to *Format>Tabs*. Adjust tabs here.

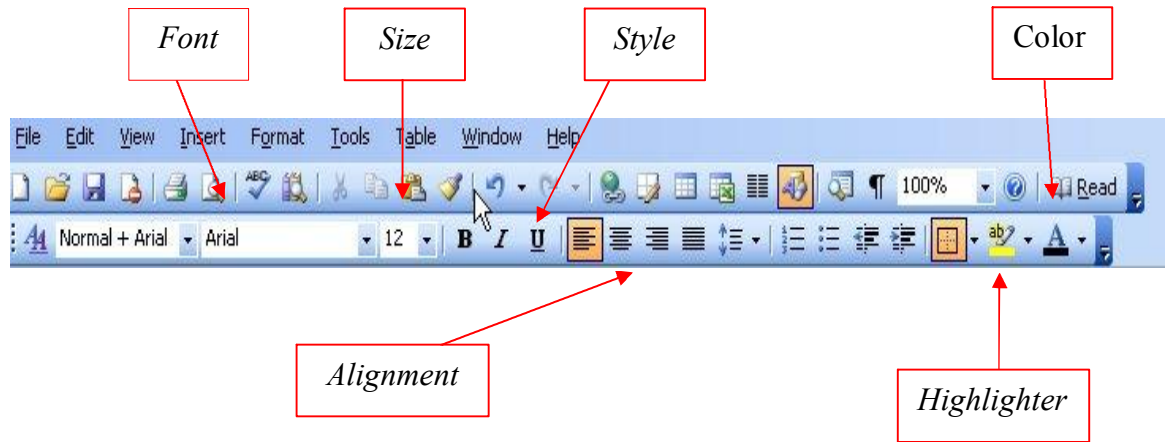
To clear tabs click on the tab Clear All button.



Formatting Tools

To change the *font*, *size*, *color* or *style* of text, highlight and then choose the appropriate tool from the formatting toolbar.

Alignment can also be formatted from the toolbar

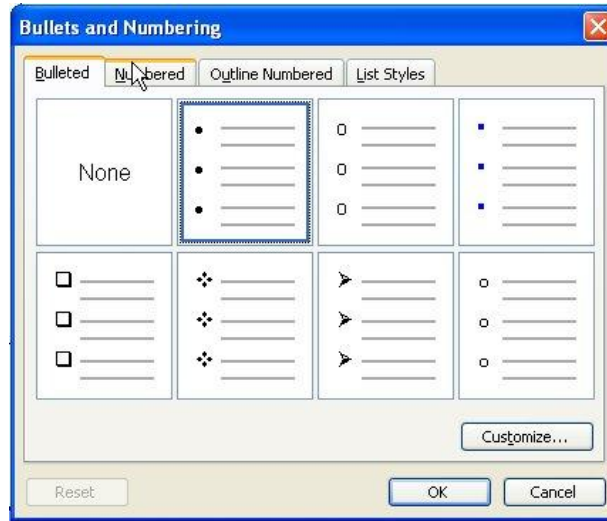


Bullets and Numbering

To turn bullets and numbering on go to *Format>Bullets and Numbering*.

Select different styles of bullets and numbering by clicking. (Click the Numbered tab to see numbering options)

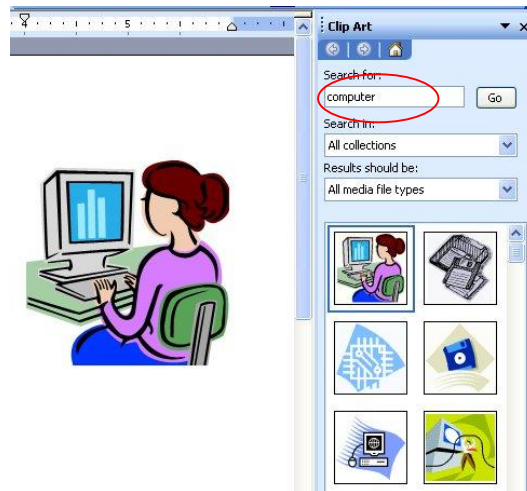
To turn off, go to *Format>Bullets and Numbering* and click *none*.



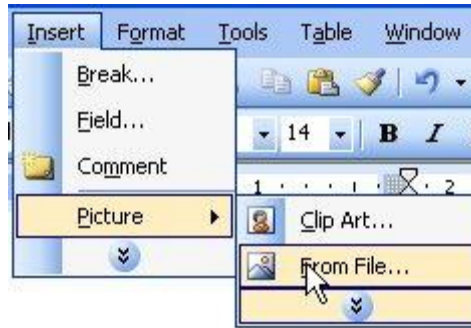
Inserting Graphics

Inserting Clipart:

Click *Insert>Picture>Clip Art*. A window on the left of the screen will open. Type a topic in the "Search For" box. Click the Go button. Double click the picture to add clipart to the document. Click X in the Clip Art window to close.



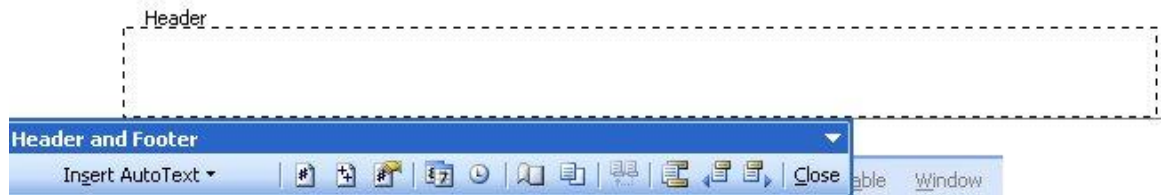
Inserting from another location:
Insert>Picture>From File. Browse to find your picture. Double click to insert.



Headers and Footers

Go to *View>Header and Footer*

To automatically insert page numbers and other options, click *Insert AutoText*. Click on the text that you want to appear in the header or footer.



Copy and Paste

1. Select the text to be copied.
2. Go to *Edit>copy*
3. Place the cursor where you would like the copied text to appear.
4. Go to *Edit>paste.*
5. *Cut* by repeating the steps above and substituting "cut" for "copy."



Spell Check

Misspelled words are often underlined in red.

To check for spelling suggestions, *right* click on the red line.

Left click on the correct spelling.

How are you tody?

