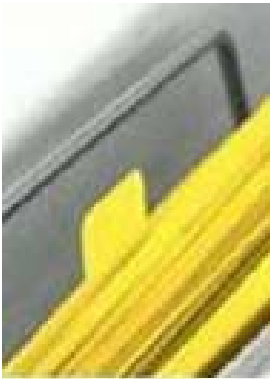




Software Application Tutorial



Microsoft Word 2003 Intermediate

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A Member of the Pennsylvania State System of Higher Education

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Introduction

This handout will assist you in taking advantage of the more advanced document formatting features available to you in Microsoft Word 2003. Some of the features that can be easily executed and performed through mouse techniques and button icons are:

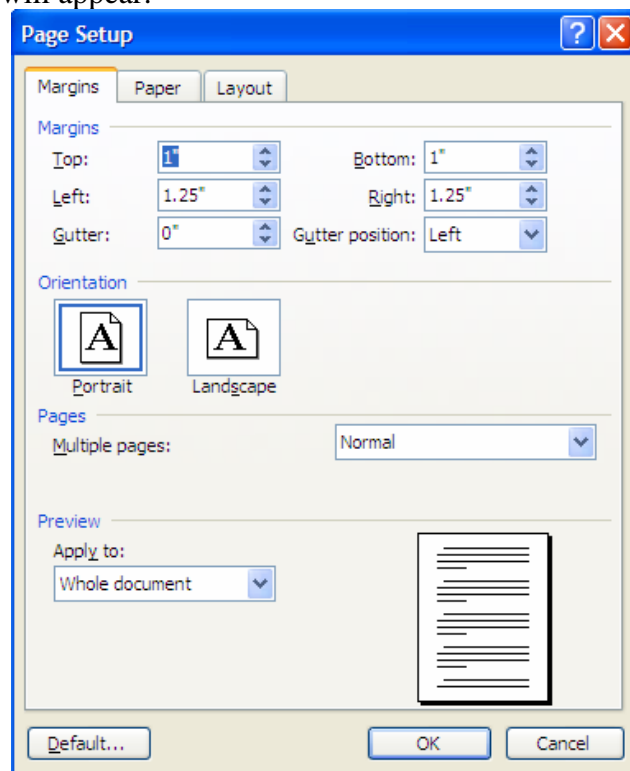
1. Margin setting
2. Tab setting
3. Change paragraph spacing
4. Creating bullets, numbering, and outlines
5. Adding headers and footers
6. Entering in page numbering
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Margins

Word 2003 defaults to a left and right margin of 1.25 inches and a top and bottom margin of 1 inch. You can manipulate margin settings as well as other page formatting functions through **Page Setup**.

Step 1. Position your cursor in the document where the margins will be adjusted.

Step 2. Click on the **File pull down** menu. Click on **Page Setup**.
This screen will appear:



Setting Margins continued...

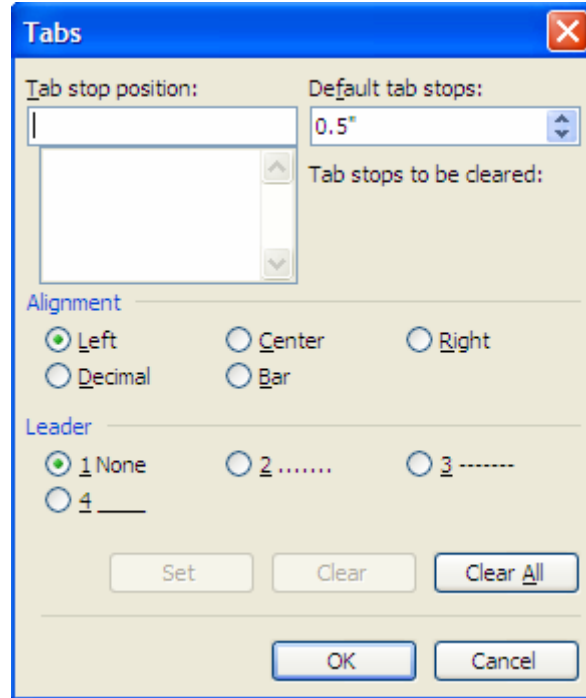
- Step 3. You can adjust the margins by (either top, bottom, left, right) clicking on the up or down arrows or position your cursor in the corresponding box and manually type the margin setting. Notice the preview screen reflects the changes.
- Step 4. Choose where you wish to apply the margins:
- **This Section:** Applies the settings only to the section that contains the insertion point.
 - **Whole Document:** Applies the settings to all sections in a document.
 - **Selected Text:** Applies the settings to the selected text and inserts section breaks before and after the selection.
 - **This Point Forward:** Applies the settings from the insertion point to the end of the document. Inserts a section break before the insertion point.
 - **Selected Sections:** Applies the settings to the selected sections.
- Step 5. Click on the OK button to return back to your document. If you select the **Default** option, you will be asked to confirm that you wish to use these new settings for all future documents based on that template file.

Setting Tabs

By default, tab stops in Word 2003 are set at 0.5" intervals from the left margin. You can easily adjust these defaults through the **Format pull down** menu.

- Step 1. Position your cursor in the document where you require new tab settings.
- Step 2. Click on the **Format pull down** menu.
- Step 3. Click on the **Tabs** option. This screen will appear: (Go to next page)

Setting Tabs continued...

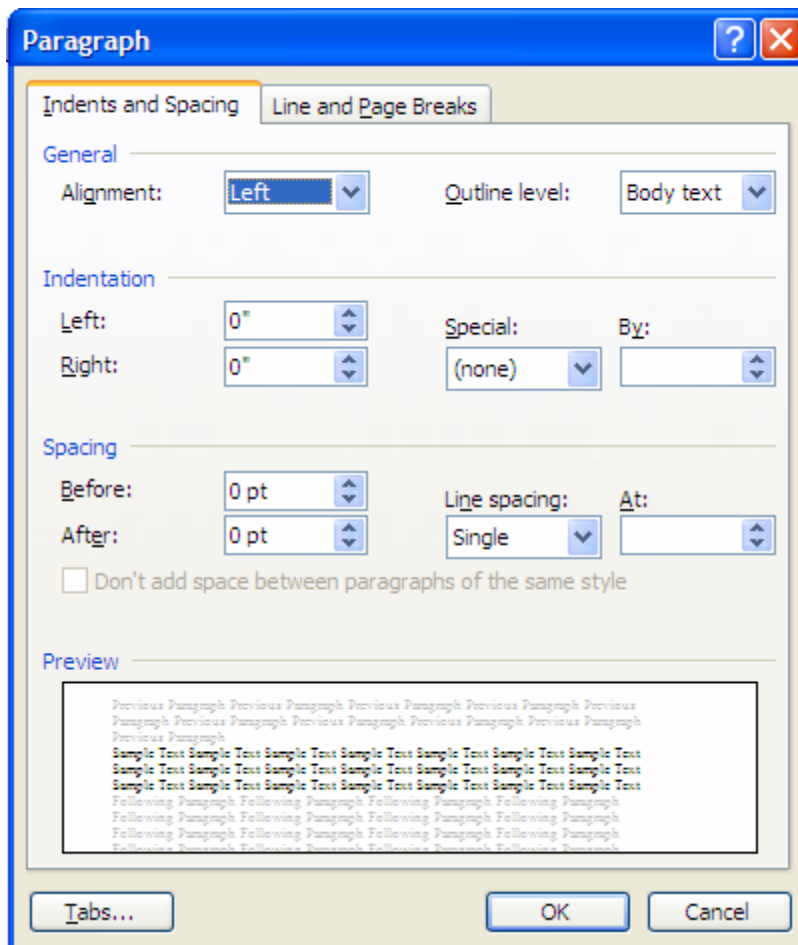


- Step 4. Click on the **Clear All** button to remove the default settings.
- Step 5. Select a **Tab Alignment** and indicate your selection by clicking in the circle next to an option. Definitions:
- **Left:** Extends text to the right from the tab stop
 - **Center:** Centers text at the tab stop.
 - **Right:** Extends text to the left from the tab stop.
 - **Decimal:** Aligns a decimal point at the tab stop. Text or numbers without a decimal point extend to the left of the tab stop.
 - **Bar:** Inserts a vertical line through the selected paragraph at the ruler position you specify.
- Step 6. Leader tabs are effective in connecting text (much like a table of contents). To set a leader tab, select the type of character you want to fill the empty space to the left of a tab stop.
- Step 7. Click in the box under the option **Tab Stop Position**. Enter a new tab stop. Click on the **Set** button after each tab stop entry.
- Step 8. Click on the **OK** button when all selections have been made.

Line Spacing

Line spacing in Word 2003 is defaulted to single space. To change the line spacing on a new document:

- Step 1. Position the cursor where you will be changing the line spacing. Highlight the text to be changed.
- Step 2. Click on the **Format pull down** menu. Click on the **Paragraph** option. This screen will appear:



- Step 3. Click on the down arrow under the **Line Spacing** option. This will invoke a pull down menu of options. They are:

- **Single**

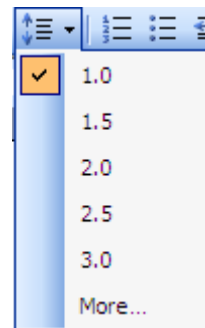
This option will set the line spacing for each line to accommodate the largest font in that line. For example, in a 10-point text, the line spacing is a little more than 10 point -- the actual size of the characters plus a small amount of extra space. The amount of extra space will vary depending on the font that is used.

Line Spacing continued...

- **1.5 Lines**
This option will set the line spacing for each line to one-and-a-half times that of single line spacing. For example, in 1.5-line-spaced lines of 10-point text, the line spacing is approximately 15 points.
- **Double**
This option will set the line spacing for each line to twice that of single line spacing. For example, in double-spaced lines of 10-point text, the line spacing is approximately 20 points.
- **At Least**
This option will set a minimum line spacing that Word 2003 can adjust to accommodate larger font sizes or graphics that would not otherwise fit within the specified spacing.
- **Exactly**
This option will set a fixed line spacing that Word 2003 does not adjust. If portions of characters or graphics appear to be clipped, increase the spacing specified in the minimum or fixed line spacing. This option makes all lines evenly spaced.
- **Multiple**
Allows line spacing to be increased or decreased by any percentage. For example, setting line spacing to a multiple of 1.2 will increase the space by 20 percent, while setting line spacing to a multiple of 0.8 will decrease the spacing by 20 percent. Setting the line spacing at a multiple of 2 is equivalent to setting the line spacing at double. In the **At** box, you will type in the line spacing that you want. The default is three lines.

Step 4. Click on **OK** after making your selection.

Note: There is now a line spacing button on the Formatting Toolbar. To use this new feature, simply click on the down arrow next to the line spacing button and select the desired line spacing.




Creating Bullets and Numbering

Bullets and Numbering adds emphasis to important information and should be used sparingly to preserve the reader's attention.

Creating Bullets:

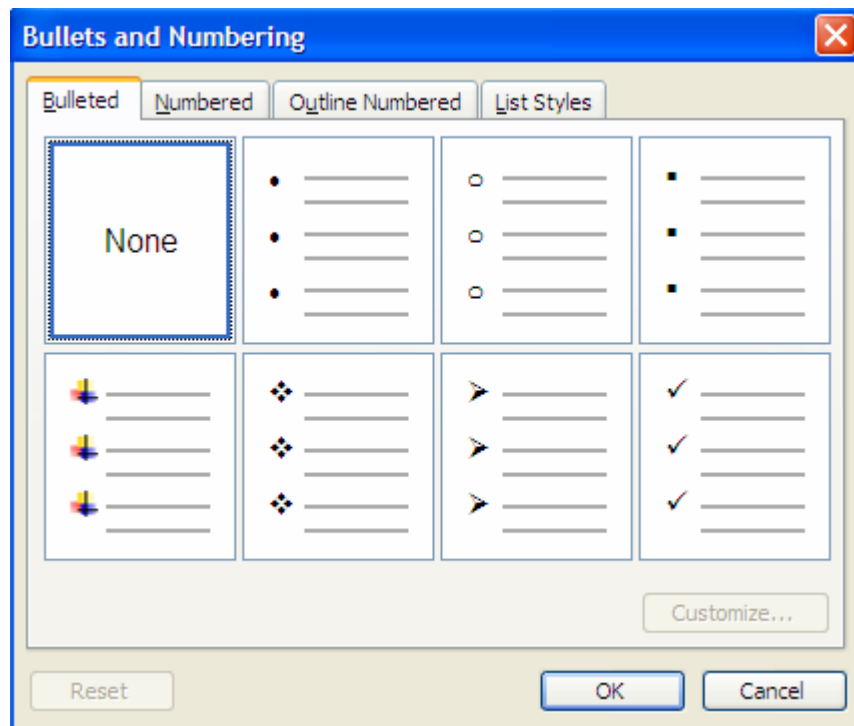
Step 1. Position your cursor where you would like to invoke the bullet option.

Step 2. Click on the **BULLET** icon  button on the **Formatting Toolbar**.

- *Here is a bulleted item*

Step 3. To turn off the option, click on the bullet icon again.

Step 4. To change the bullet symbol, click on the **Format** pull down menu and click on **Bullets and Numbering** option. This screen will appear:

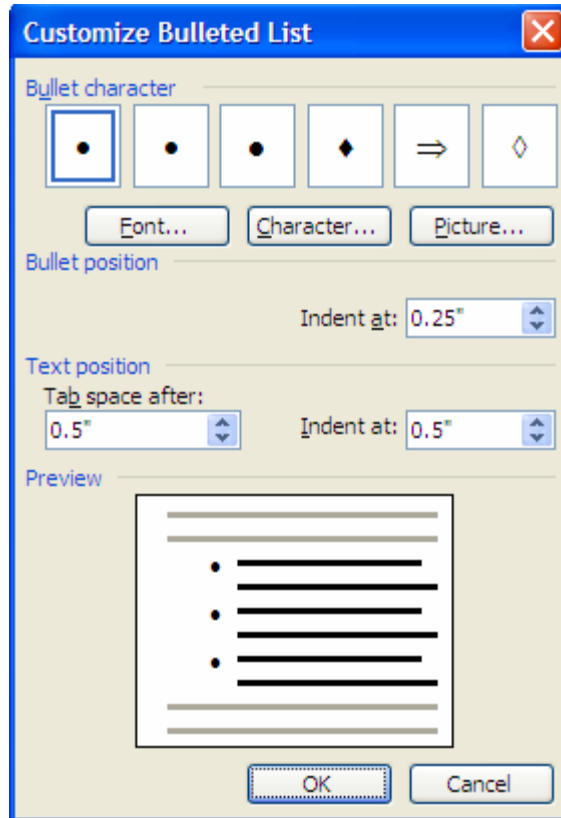


* You can also right click on an existing bullet and select Bullets and Numbering...

Step 5. Click on a style and then click on the **OK** button to change to the new style and return to the document.

Bullets Cont...


Step 6. You can also access additional bullet symbols by clicking on the **Customize** button. This screen will appear:



For additional Bullet symbols, click on the **Font**, **Character**, or **Picture** button and select the desired style. Once you find the style desired, highlight the bullet you wish to use and click on **OK**.

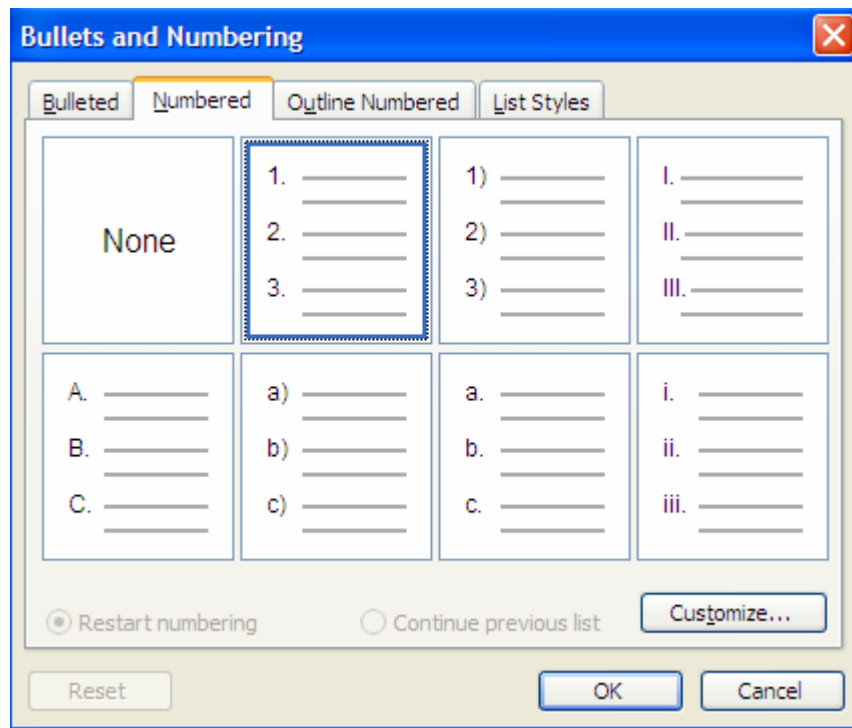
You can also adjust the bullet position and the text position by using the up or down arrows to raise or lower the indentation or tab position. Or you can simply type in the desired position in the appropriate areas.

Numbered Lists:

To create a numbered list, click on the **Numbering List Icon**  on the formatting bar. Each time you hit the <Enter> key, the next chronological number will appear until you turn the number option off by clicking it again.

Options:

Adjust the numbered list format and alignment by clicking on the **Format pull down** menu. Click on the **Bullets and Numbering** option. This screen will appear:



It is also possible to interrupt a list and insert text in an un-numbered format. Turn off the numbering option and when you want to continue from previous list, just click on the **Continue Previous List** radio button.

It may be necessary to manually restart the numbering for a new paragraph. Just click on the **Restart Numbering** radio button to go back to #1.

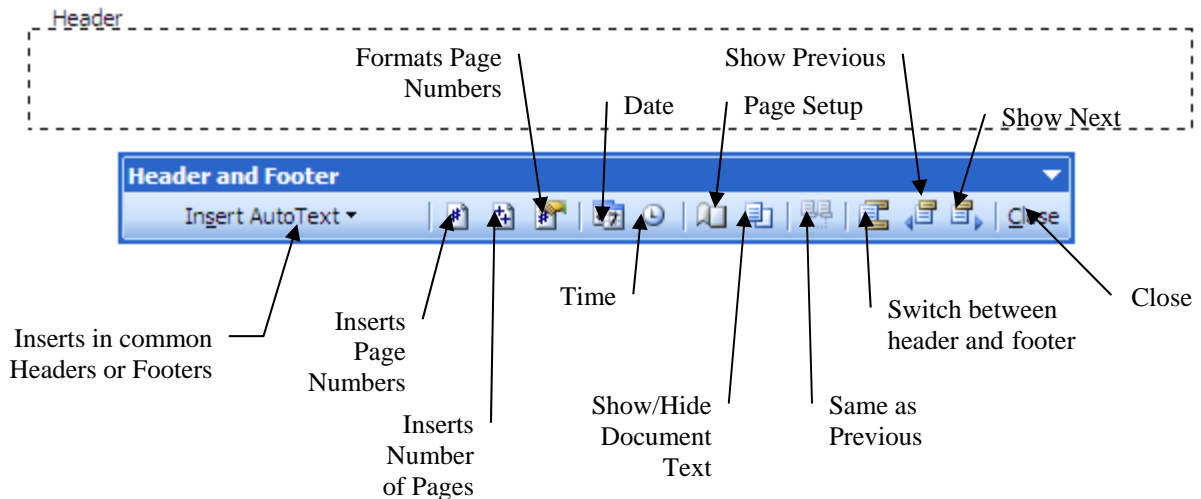
You can also customize the numbers by modifying the font of the numbers, numbering sequence, numbering position, numbering style, or text before the numbering. Just click on the **Customize** key to bring up the window.

Headers and Footers

Consistent text at the top of each page (header) or at the bottom of each page (footer) can easily be created in Word.


Step 1. Click on the **View pull down** menu.

Step 2. Click on Header and Footer. This screen will appear with existing text “grayed out”:



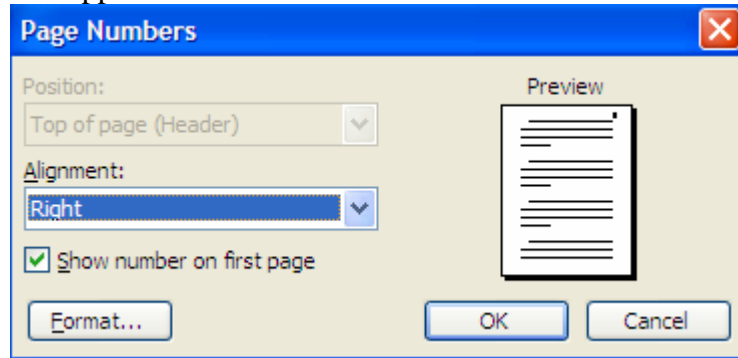
Step 3. Enter text in the box. Notice you can quickly incorporate page numbering, common headers and footers, dates, or times by clicking on the corresponding header/footer icon. Refer to above option descriptions. You can also format the header or footer by using the tab keys, font styles and sizes, etc.

Step 4. To complete the header and footer insertion, click on the **Close** button in the toolbar.

Step 5. To check your header and footer, click on the **Print Preview Icon**  on the **Standard Toolbar** or click on the **File** pull down menu, then click on **Print Preview**. You may also print the document to view the header and footer.

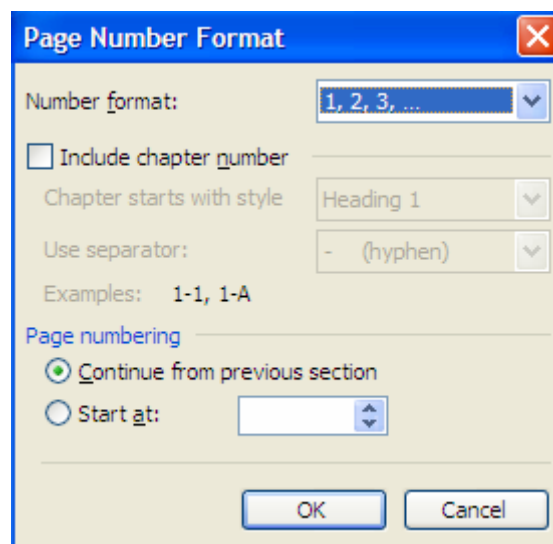
Inserting Page Numbering

- Step 1. Place the cursor at the beginning of the document.
- Step 2. Click on the **Insert pull down** menu. Click on **Page Numbers** option. This screen will appear:



- Step 3. Click on the down arrow next to the **Position** option to select the vertical position of the page number.
- Step 4. Click on the down arrow next to the **Alignment** option to select the horizontal position of the page number.
- Step 5. Click on or off the **Show Number on First Page** option.
- Step 6. To add additional options, click on **Format**. This screen will appear allowing you to format page numbering options:

From this Dialog Box, you have the ability to select the type of page numbering format, how page numbering starts, and whether to include the chapter number with the page number.



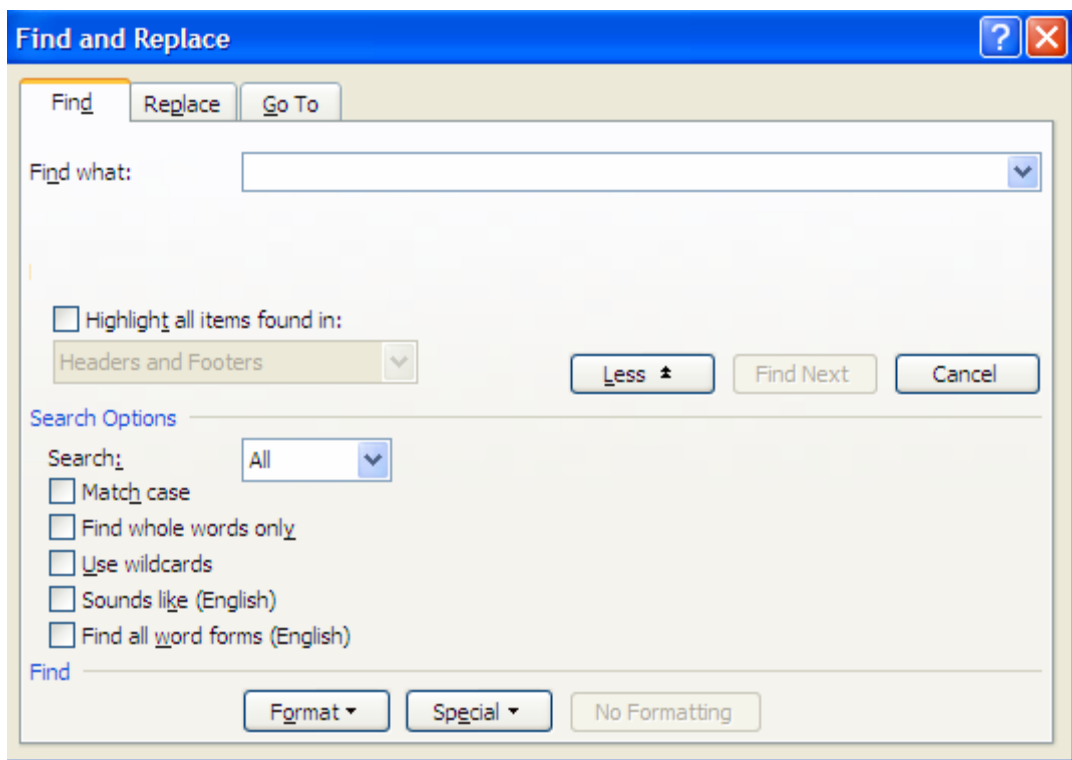
Search and Replace

You can easily review or change text, graphics, footnotes, or other elements in a document, by conducting a “find” (search) operation and then “replace” (change) the text with an alternate phrase or text format. You can also find and replace special characters such as fields, tab characters, page breaks, optional hyphens, and paragraph marks.

Find (Searching text)

Step 1. Click on the **Edit pull down** menu.

Step 2. Click on the **Find** option. This screen will appear:



Dialog Box Options

Find What

Type the information or word you want to find.

Format

Specifies the formatting you’re looking for in the **Find What** box.

Less

This button will take away the bottom options replacing the **Less** button with a **More** button.

Find continued...

Search

Set the direction of the search.

- **All**
This option will search the entire document from the insertion point.
- **Up**
This option will search from the insertion point or end of the selection to the beginning of the document or selection.
- **Down**
This option will search from the insertion point or beginning of the selection to the end of the document or selection

Match Case

This feature finds only those occurrences with the exact combination of uppercase and lowercase letters specified in the **Find What** box. Word 2003 considers only the case of letters as they were originally typed, even if they have been capitalized with the Small Caps or All Caps character format.

Find Whole Words Only

This feature finds occurrences that are words, and not part of a larger word. If you search only for formatting, this option finds only entire words with the specified formatting.

Use Wildcards

To fine-tune a search for text or documents, you can use wildcards. For example, the wildcard "?" finds any single character; a search for "s?t" finds "sit" and "set."

Sounds Like

Finds words that sound the same as the search text but are spelled differently, such as "Gene" and "Jean" and "gray" and "grey"

Find All Word Forms

You can search for and replace the following:

- Singular and plural noun forms (for example, replace "apple" with "orange" at the same time you replace "apples" with "oranges").
- All tenses of a root verb (for example, replace "sit" with "stand" at the same time you replace "sat" with "stood").

No Formatting

Removes all formatting specified below the Find What box.

*Find Continued...***Format**

Display a list of formatting search or replacements options, with or without specifying text. See Font command, Paragraph command, Language command, or Style command.

Special

Selects the special character you are searching for.

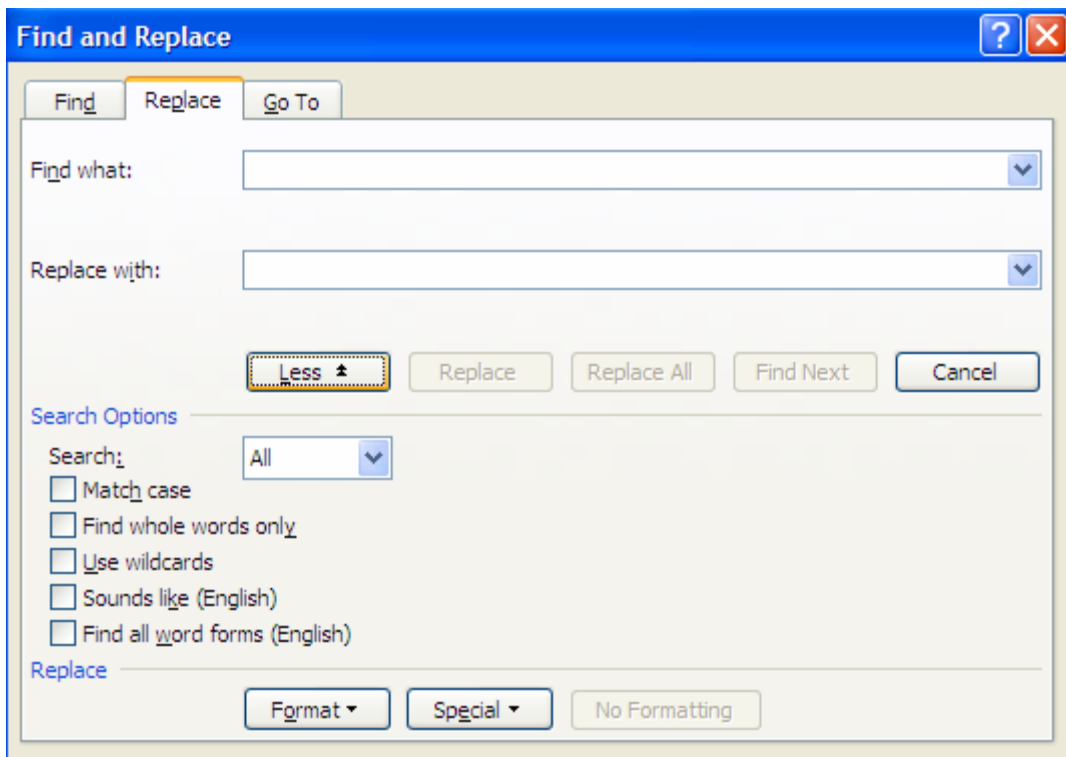
Find Next

Finds and selects the next occurrence of the text or formatting specified in the Find What box.

Replacing Text

Step 1. Click on the **Edit pull down** menu.

Step 2. Click on the **Replace** option. This screen will appear:



Continued on next page...

Replacing Text continued...

- Step 3. Enter the text you are searching for in the **Find What** box.
- Step 4. Enter the text **complete with any formatting changes** in the **Replace With** box.
Note: Word 2003 retains an inventory of specified “find and replace” operations during the Word 2003 session. Click on the down arrow next to each option for this list.
- Step 5. There are two methods of replacing text. To conduct a find and replace on an individual basis, click on the **Replace** button. If you want to globally replace the text within the document, click on the **Replace All** button.

Inserting WordArt

Plain text can be formatted with special effect using Microsoft WordArt. Text can take on the appearance in circles, half-circles, etc. Specially formatted text can easily be inserted into a document.

- Step 1. Click on the **Insert pull down** menu. Go to the **Picture** option then click on the **WordArt** option. Choose a WordArt style from the gallery. This is the screen that will appear:

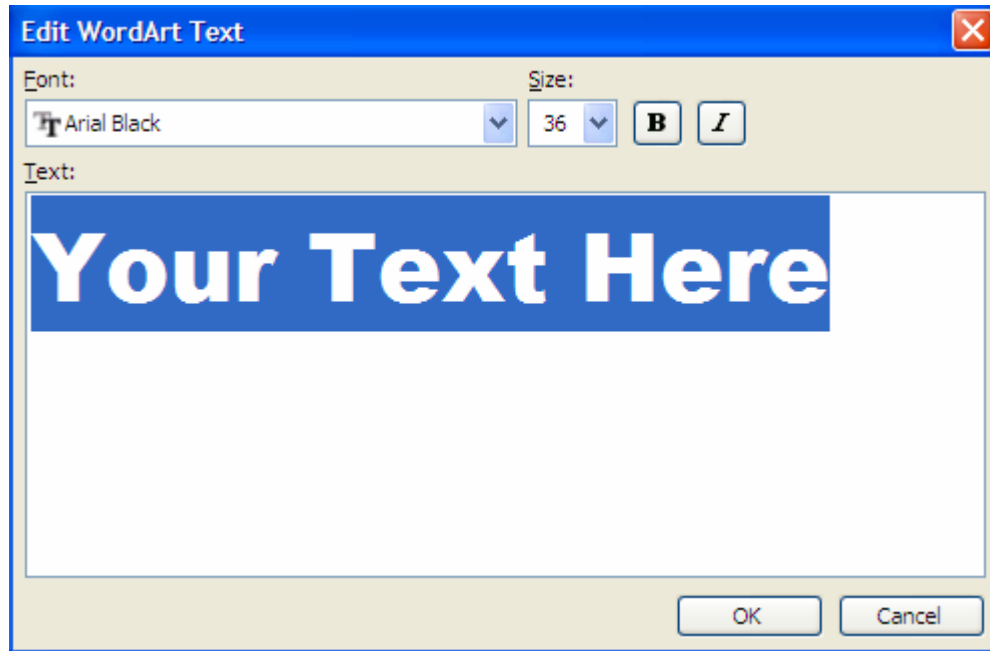


Click on the one you desire and click on **OK**.

- Step 2. This screen will appear asking you to type in the text you want to format:

(Go to next page)


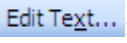




Microsoft WordArt continued...







Step 3. After entering in the text you want to format, choosing the font, and creating any text enhancements, click on **OK**.

Step 4. Your **WordArt** will then appear on your screen also with a toolbar that allows you to add special effects to your **WordArt**. The toolbar looks like this:



- : Brings up the gallery of WordArt so you create a new WordArt.
- : Brings up the screen to edit the text that you have created with WordArt.
- : This button allows you to change the style of the existing WordArt.
- : This button allows you to format the WordArt. (ex: Color, Wrapping, Size)
- : This button allows you to change the shape of your WordArt. (ex: Circle, Wave, Triangles)
- : This button allows you to change the Text Wrapping options around your WordArt.

WordArt continued...

- : Makes all the letters in your WordArt the same height.
- : Changes your WordArt to be a vertical or a horizontal picture.
- : Aligns your WordArt.
- : Changes the spacing between the characters in your WordArt.

Here is an Example of a WordArt:

WCU LOVES YOU