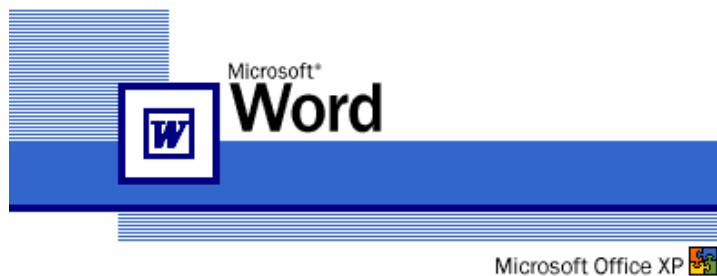




# Software Application Tutorial

# Introduction to Microsoft Word XP



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## **INTRODUCTION**

**Microsoft Word XP for Windows** is a word-processor developed for use under the Graphical User Interface (GUI), WINDOWS. Word processors have revolutionized document production by including text enhancement and revision tools. Word XP offers the latest in word processing; improving on all past versions of Word. Some of Word XP's features include:

- Converting a word document to a web page
- Displaying an office assistant which takes over the function of help topics in Word 6.0
- Sending a document to other people or other programs electronically
- Displaying your document in a format optimized for navigating and reading on the screen
- Displaying a document outline pane for easier navigation within a large, structured document
- Creating a summary of the document automatically
- Link to any Microsoft Office, HTML, or other file on any internal or external Web site or any file server
- Inserting text boxes and using the text boxes to position text
- Drawing tables and cells by using a pencil-like mouse pointer
- Making multiple selected rows and columns the same height and width

Inherent to current word processing applications are the following text enhancement features:

**boldface** text

underlined text

*italicized* text

As well as these revision tools:

editing and format features

text enhancements

page layout formatting

print options in various formats and styles

spell checking

thesaurus

## USING THE MOUSE

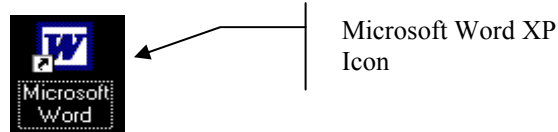
**Microsoft Word XP** incorporates the use of a mouse that allows you to quickly manipulate text. Novice users will quickly become accustomed to double clicking on information to be moved, copied or deleted. You only need to click **once** on functions represented by an icon or button. Double-click to **open** or **launch** a file or application.

The mouse controls a pointer on the screen. The mouse has two buttons; the left button is used for most tasks in **Word XP**. The mouse has four basic operations:

- Pointing:* moving the mouse to place the pointer over an item is called pointing
- Clicking:* pointing to an item on the screen and then quickly pressing and releasing the mouse button is called clicking. Double clicking (pointing to an item and quickly pressing the mouse button twice) is a convenient shortcut for many **Word XP** tasks.
- Dragging:* Once you have clicked on the item, holding down the mouse button as you move the pointer is called dragging the item. You can use the technique to select text in a document.
- Drag & Drop:* dragging the mouse over a section, text or graphic to a new location in the document and dropping it at the new location.

## ACCESSING MICROSOFT WORD XP

**Step 1.** From the **Desktop** in Windows, double-click on the **Word XP** icon.

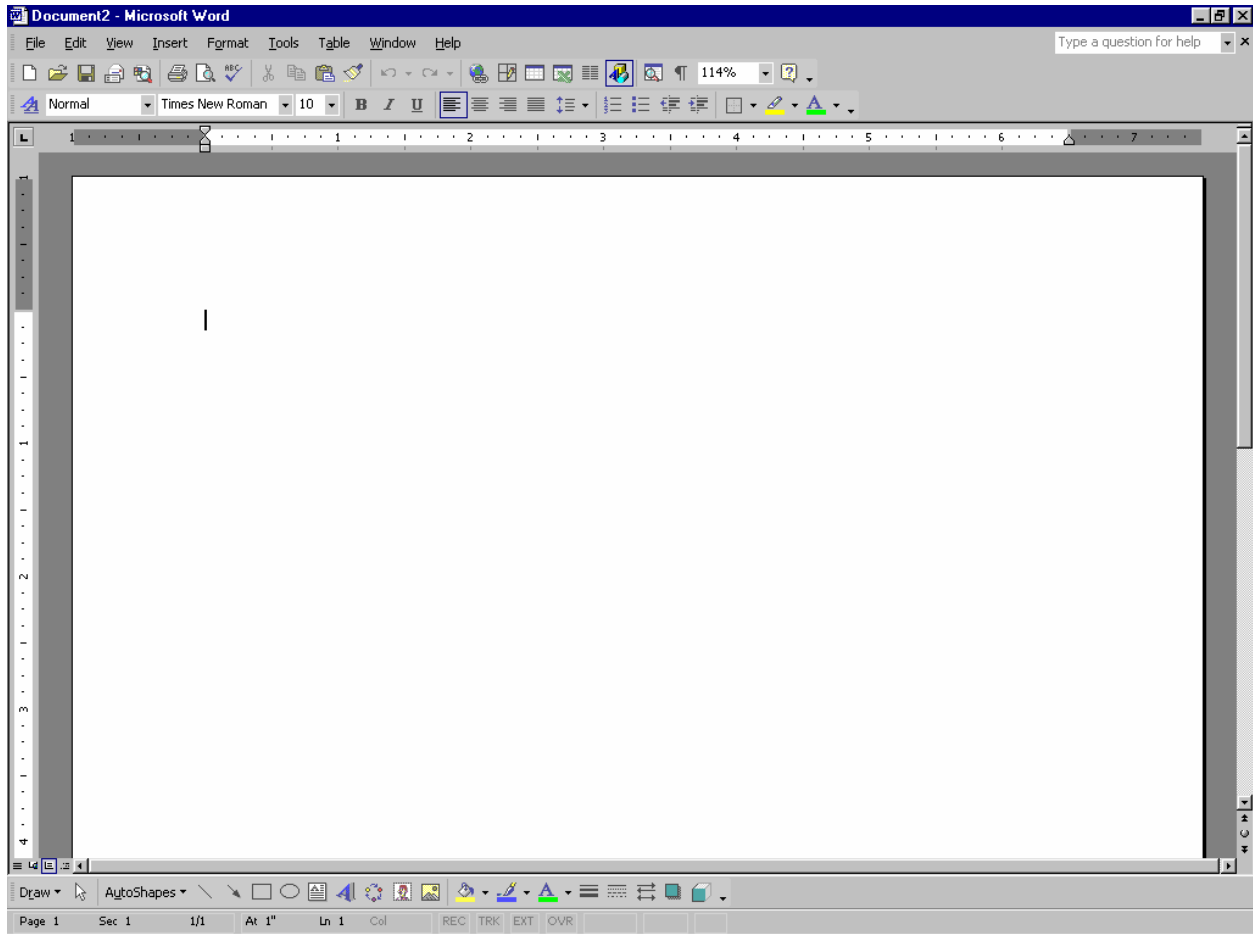


**Or** Go to the Start Menu, Programs, and then Microsoft Word XP.



**Step 2.** The hourglass appears while WINDOWS launches **Word XP**.

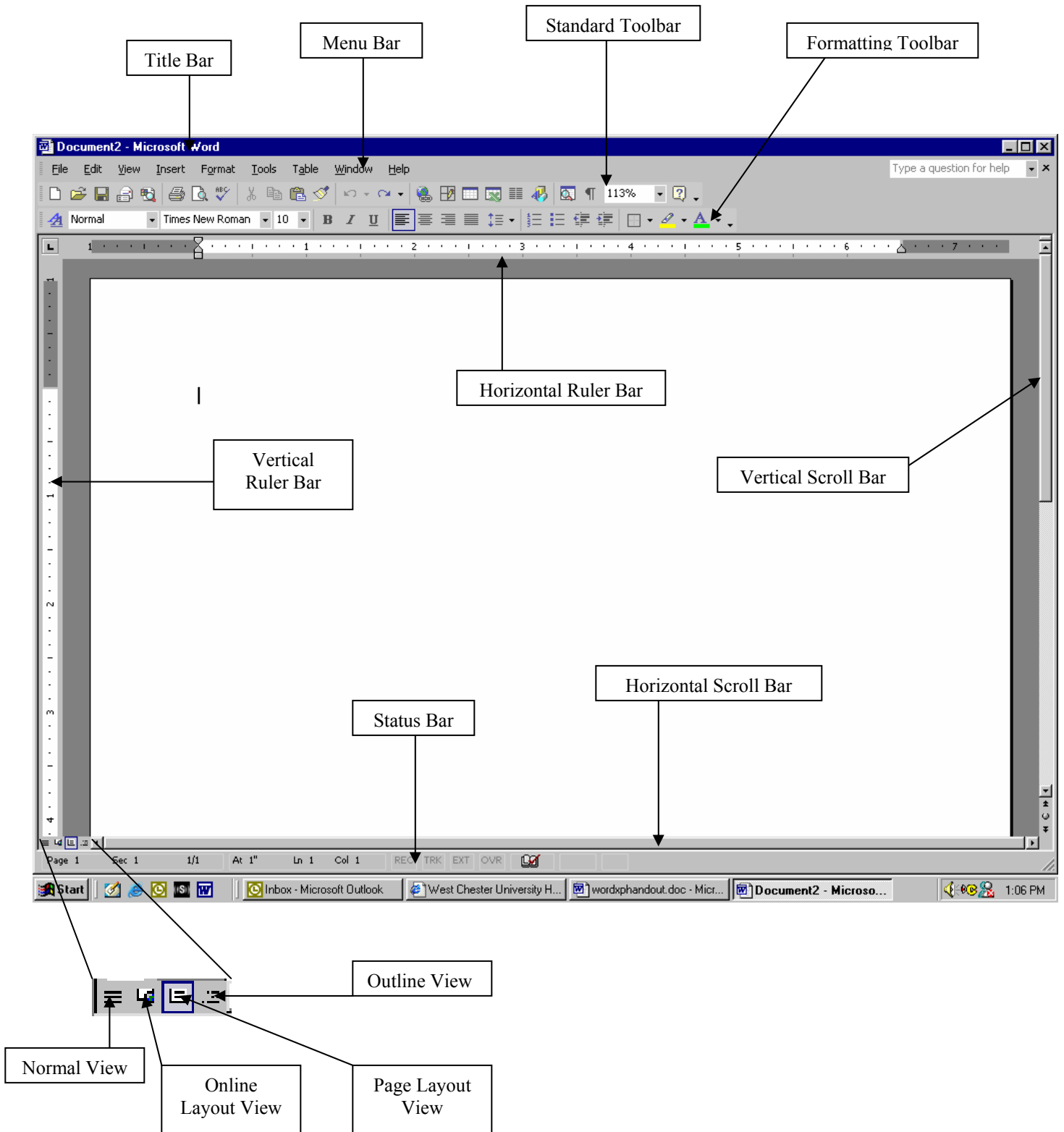
**Step 3.** An empty document screen now appears. Begin typing text.



**SCREEN ATTRIBUTES**

1. *Title Bar:* Application you are currently working in. The icon on the left is the control menu box. The arrows on the right allow you to minimize, maximize or restore the window controlling the amount of space you require to work with in Word XP.
2. *Menu Bar:* Contains main word processing functions such as file options (save, retrieve, rename, etc.), editing options (copy, move, undelete, etc.), document view (page preview, page layout, etc.), insert options (page numbering, graphics importation, etc.), format options (text enhancements), tools (spell checker, thesaurus, grammar check, etc.), table options (create tables, delete columns, etc.), close window option (closes document), help (on-line tutorial).
3. *Standard Bar:* Mouse users receive instance access to the most frequently utilized **Word XP** commands by simply clicking on the icon that represents the action. You can quickly open and save files, cut and paste text, print, invoke spell checker, etc. **NOTE: as you move the mouse pointer from option to option, an icon description box appears.**
4. *Formatting Bar:* Add text enhancements such as **boldface**, *italics*, underline, left alignment, center, right alignment or full text justification. And you can also format line spacing. **NOTE: as you move the mouse pointer from option to option, an icon description box appears.**
5. *Ruler Bar:* Gives you an idea of where the placement of your text, margins, and tabs are. **WARNING!!! Do Not manipulate margins or tabs through the Ruler Bar.**

Screen Attributes Cont...





## **CURSOR/MOUSE FUNCTIONS**

- The blinking bar is the **cursor**. The cursor signals your current position in a document.
- The symbol that resembles an “**I**” is the **I-Beam**. This is your portable cursor. Move the I-Beam anywhere in the document and click once to reposition the cursor.
- The third symbol is the **arrow or the pointer**. The arrow key appears when you are outside of the document (referred to as gutters) or to launch from the title, menu, icon, ribbon and ruler bars.

## **DELETING TEXT**

| <b>To Delete</b>        | <b>From the Keyboard</b>             | <b>Through the Mouse</b>  |
|-------------------------|--------------------------------------|---|
| Character to the right  | Press Delete key                     | N/A   |
| Character to the left   | Press Backspace key                  | N/A   |
| Word to the right       | CTRL-Delete key                      | Double-click anywhere on word and press delete                  |
| Entire line             | Press HOME-Shift-End keys and Delete | Point to the beginning of a line, click and press delete        |
| Delete entire paragraph | N/A                                  | Triple-click at the beginning of the paragraph and press delete |

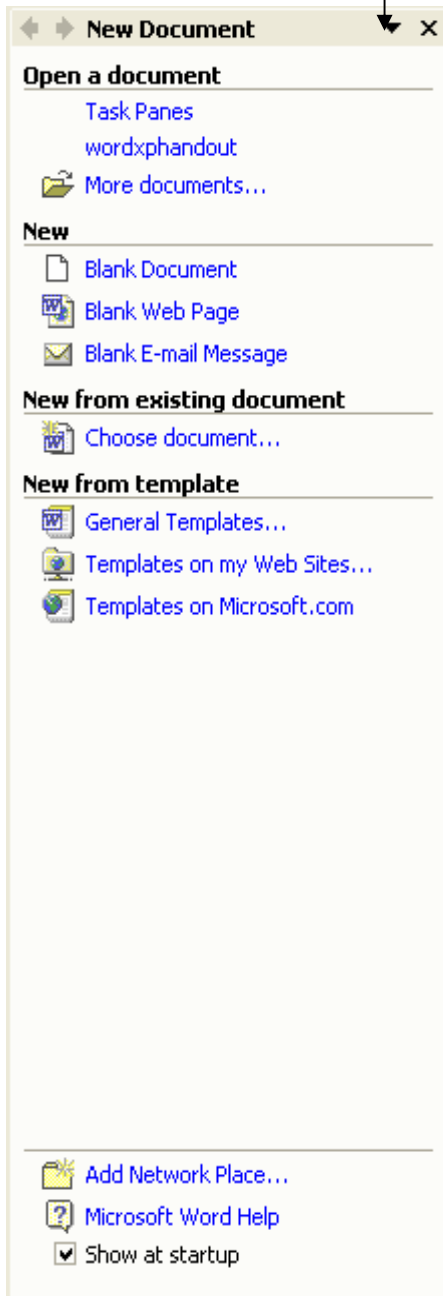
## **UNDELETING TEXT**

Should you inadvertently delete text or formatting options, simply press **ALT-Backspace** keys to restore deleted text. Or, from the **Edit** option, select **Undo**. Or, from the toolbar, select the UNDO button  or the  REDO button to return to original format. To restore deleted text, you must perform one of these functions as the very next action.

## ***Task Panes***

**Task Panes**, which are found at the right-hand side of **Word XP**, are used for opening files, showing styles and formatting, using the Clipboard, performing searches, inserting Clip Art, and using Mail Merge. If your **Task Pane** is not there when you start **Word XP**, click on View on the Menu Pull Down Bar and select Task Pane.

*Note: To change panes, single-click the mouse cursor on the down arrow next to the X on the right hand side.*



### New Document-

Within the **New Document** pane, you can open a previously saved document, create a new document, or start from a template.

### Clipboard-

The **Clipboard** pane allows you to view all the items on your **Clipboard** (i.e. Items that have been copied or cut from a document.)

### Search-

The **Search** pane allows you to do what its name suggests, search. Using the **Basic Search**, you can search all the documents on your computer to find which ones contain a certain word or phrase. Or you can use an **Advanced Search** and search for documents with a much narrower search field.

### Insert Clip Art-

This pane allows you to search for **Clip Art** containing a certain word within its title and then insert them. It also helps you find Clips Online.

### Styles and Formatting-

The **Styles and Formatting** pane allows you to apply new formatting to selected text. Intertwined with the **Styles and Formatting** pane is the **Reveal Formatting** pane. The **Reveal Formatting** pane shows you what format (i.e. font) is being used within parts of a document.


### Mail Merge-

The **Mail Merge** pane takes the place of the Mail Merge Wizard present in previous forms of Word. The **Mail Merge** pane will help guide you through creating a Mail Merge document.

### Translate-


The **Translate** pane helps with the translation of foreign words or phrases that are present in a document.

## **Smart Tags**

 **Paste Smart Tags**- The Paste Smart Tags are small “tags” or indicators that appear in Word XP when you paste text into your Word documents. The tags, which will pop-up on the right hand side of the pasted text, offer you a chance to change the formatting of the text to match the rest of the document.


When pasting, the options are:

- Keep Source Formatting
- Match Destination Formatting
- Keep Text Only
- Apply Style or Formatting (this opens up the Styles and Formatting pane)

 **AutoCorrect Smart Tags** - The AutoCorrect Smart Tags will appear automatically when Word XP formats part of your text (i.e. superscripts). When you type something such as 1st, it will automatically put the ‘st’ into superscript and a blue box will appear underneath. Like so: 1<sup>st</sup>

AutoCorrect options are:

- Undo Superscript (or whatever AutoCorrection was performed)
- Stop Automatically Superscripting Ordinals (or whatever AutoCorrection was performed)
- Control AutoCorrect Options (this brings up the **AutoFormat As You Type** tab within the AutoCorrect window)

 **Actions Smart Tags**- The Actions Smart Tags recognize when you type a name or an address and allows you to create a new Contact in Outlook, send an e-mail message, schedule a meeting, or find driving directions to an address. When you type a name or an address, a dotted purple line will appear underneath. Like so: Paul Rodriguez

For a person's name, the options offered are:

- Send e-mail
- Schedule a meeting
- Open a Contact
- Add a new Contact
- Insert an address
- Remove the Smart Tag
- Smart Tag options (this brings up the **Smart Tags** tab in the AutoCorrect window)

For an address, the options offered are:

- Add to Contacts
- Display a map
- Display driving directions
- Remove the Smart Tag
- Smart Tag options (this brings up the **Smart Tags** tab in the AutoCorrect window)

### **To turn off Smart Tags**

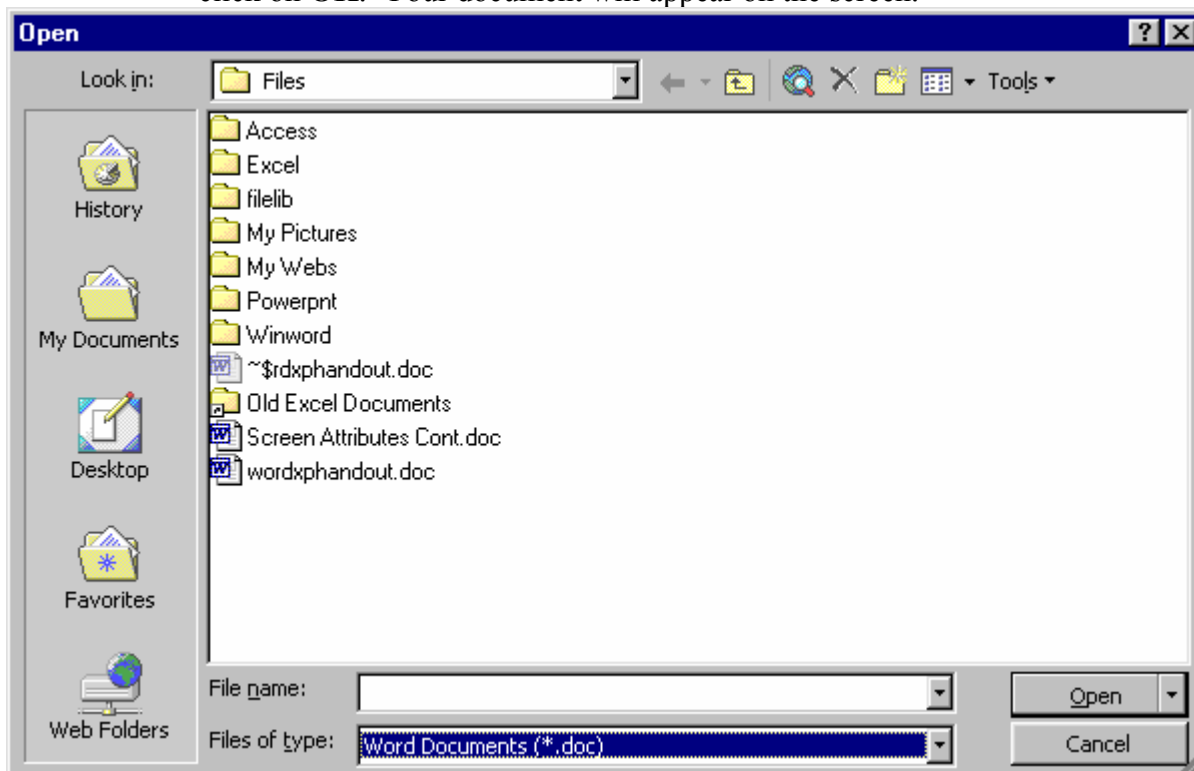
1. On the Tools menu, click AutoCorrect Options....
2. Click the Smart Tags tab.

3. Clear the Show Smart Tag Actions buttons check box.
4. Click OK.


**Note:** Turning off any of the Smart Tag buttons will make that action unavailable across all the Office programs where it is an option. If you turn off the AutoCorrect button in Word, the AutoCorrect button will also be turned off in PowerPoint.

## **RETRIEVING A FILE**

- Step 1. Move the mouse pointer to the **File Pull Down menu**; click to open.
- Step 2. Click the mouse button on the **Open** option.
- Step 3. This dialog box will appear requesting the filename. Type the name of the **filename**; click on **OK**. Your document will appear on the screen.



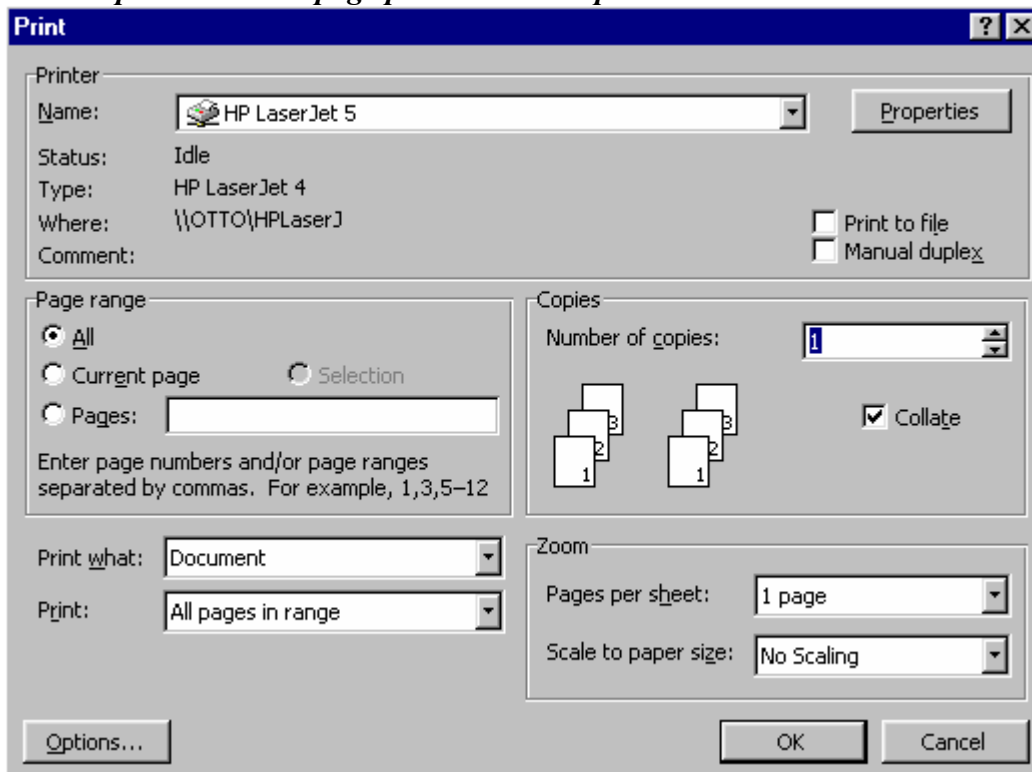
**NOTE:** *If you are unsure of the filename, point the mouse button on the list of files located on the left side of the screen. Double-click on the filename; Word XP will automatically retrieve the document.*


**Hint:** *To quickly Open a Word XP Document, click on the **OPEN FILE ICON**  on the **STANDARD TOOLBAR**.*

## **PRINTING A FILE**






- Step 1. Move the mouse pointer to the **File Pull Down menu**, click to open.
- Step 2. Click on the **Print** option.
- Step 3. This box will appear with various printing options such as the number of copies to be printed, page range selection, etc. After selecting printing options, press **OK** to print documents.

**NOTE:** *Word XP contains a useful page preview option. Select Print Preview from the File option to view a page prior to actual spool*



**Hint:** To quickly print a document, click on the **PRINTER ICON**  on the **STANDARD TOOBAR**.

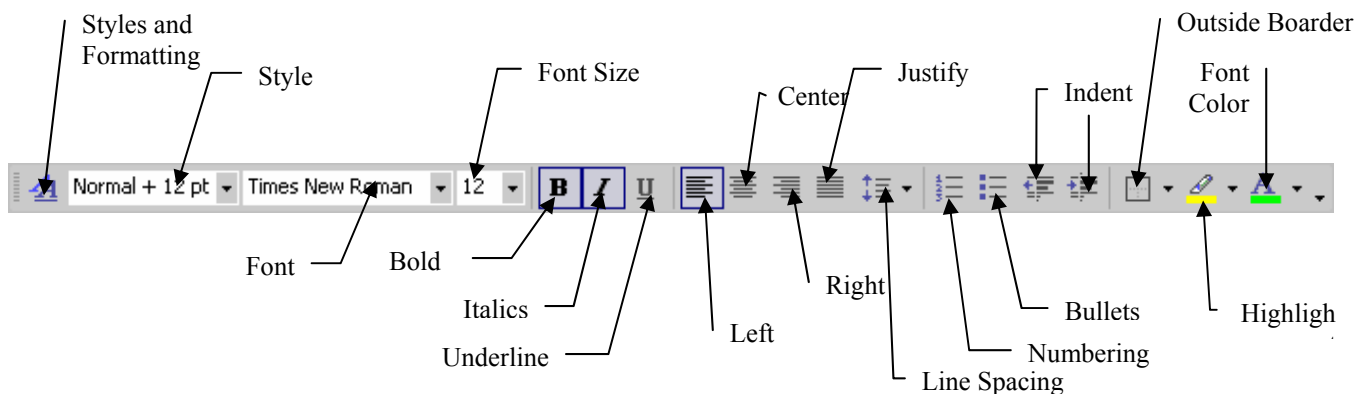
**CHARACTER FORMATTING (FONT, FONT SIZES, AND ENHANCEMENTS)**

| ENHANCEMENT      | FROM THE KEYBOARD | FROM THE STANDARD/ FORMATTING TOOLBAR   |
|------------------|-------------------|---|
| <b>boldface</b>  | Ctrl-B            | Click on the letter B   |
| <i>italics</i>   | Ctrl-I            | Click on the letter I   |
| <u>underline</u> | Ctrl-U            | Click on the letter <u>U</u>  |
| reveal codes     | Ctrl-Shift-8      | Click on the   |
| FONT             | N/A               | Click on the Font Box   |
| Alignment        | N/A               | Click on the following buttons:<br> Left<br> Center<br> Right<br> Full |

**Note:** *The keyboard shortcuts for the functions are located to the right of the option*

*From the Formatting Toolbar:*

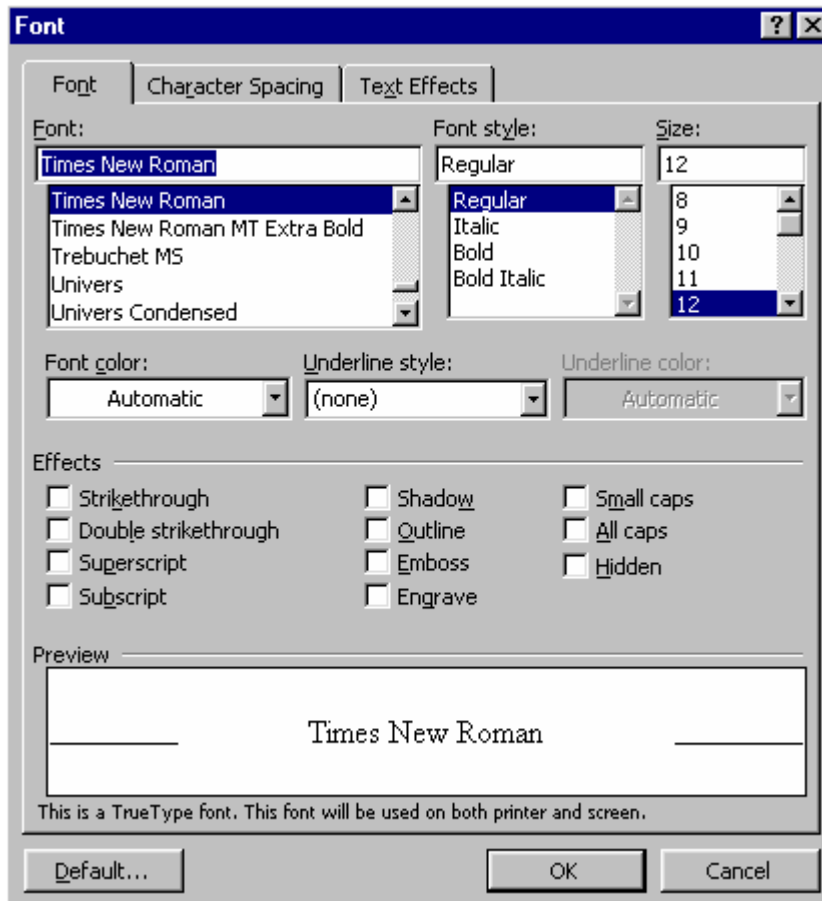
- Step 1. Click the arrow to the right of the Font box and scroll through font options. Use the DOWN and UP arrow keys to scroll through font options. Highlight and press <Enter> or click on the font you would like to select.
- Step 2. Click the arrow to the right of the Font Size and scroll through font size options. Use the DOWN and UP arrow keys to scroll through font sizes. Highlight and Press <Enter> or click on the font you would like to select.



**Character Formatting Options:**

**Note:** You must highlight the text that you want to format before continuing on.

Click on Format (Menu Bar), select Font, this window will appear:



This dialog box allows you to make many of the same changes that you can accomplish from the Formatting toolbar and allows for additional formatting such as those listed in the effects box.

You can control the amount of space between characters by clicking on the **Character Spacing** tab. Adjust the character spacing from the dialog box.

You can also add animation to your text by clicking on the **Text Effects** tab. Choose from the list of animations available to you.

## USEFUL TEXT MANIPULATION TECHNIQUES

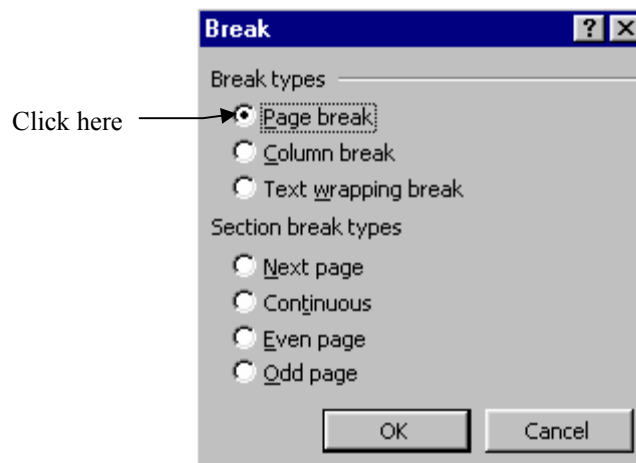
### WORD XP DEFAULTS:

- *Margins:* Word XP margins are one inch from the top and bottom and one and a quarter inch from the left and right margins.
- *Word Wrap:* As is common with most word-processors, Word XP automatically positions text according to document settings (i.e., left, right, full justification). It is not necessary to press <Enter> at the end of a line. Words will automatically wrap to the next line. Only press <Enter> at the end of a paragraph.
- *Paragraph Alignment:* Word XP automatically aligns text at left justification. Click on paragraph alignment buttons located in the Formatting Toolbar to change paragraph alignment.

### Entering in Page Breaks




Step 1. Go to the **Insert** Pull down menu and click on **Break**.

Step 2. Click on **Page Break** and then click **OK**.





*Hint: You can hit **Ctrl + Enter** from the Keyboard to enter in a page break.*

### **COPYING & PASTING TEXT:**


- Step 1. Select (highlight) text.
- Step 2. To copy the text, click on the  (copy) icon on the Standard Toolbar to copy your selection.
- Step 3. Reposition the cursor to where you wish to insert text.
- Step 4. Click on the  (paste) icon on the Standard Toolbar to paste your selection.
- Step 5. After pasting, a **Paste Smart Tag**  will appear to the lower right-hand side of the pasted text.

*Note: Refer to the **Smart Tags** section on page 10 of this document for more information regarding the **Paste Smart Tag**.*

### **MOVING (Cutting) TEXT:**

- Step 1. Select (highlight) text.
- Step 2. To move text, click on the  (cut) icon on the Standard Toolbar.
- Step 3. Reposition the cursor to where you wish to move the text.
- Step 4. Click on the  (paste) icon on the Standard Toolbar to paste your selection.

### **FORMAT PAINTER:**

- Step 1. Select the text that has the formatting you want to copy.
- Step 2. Click Format Painter 
- Step 3. Select the text where you want to apply the formatting.

## **AUTO TEXT**

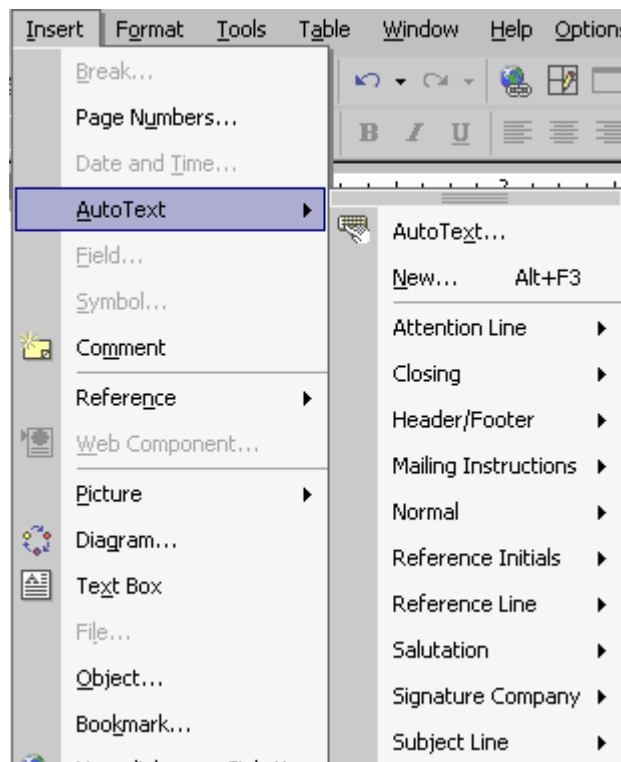
Auto Text is an easy way of inserting text that is typed continually. Word XP gives you regularly used options, but you can create your own.

### ***How to Create your own Auto Text:***

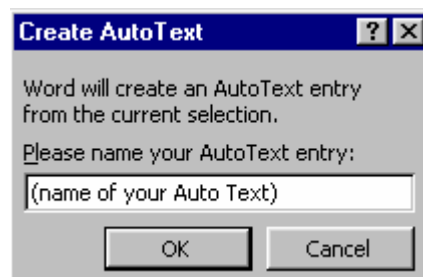
Step 1. Create the text that you continually type. Select (highlight) this text.

Step 2. Go to the **Insert pull down menu** and move to **Auto Text**.

Step 3. Slide over and click on **New**.

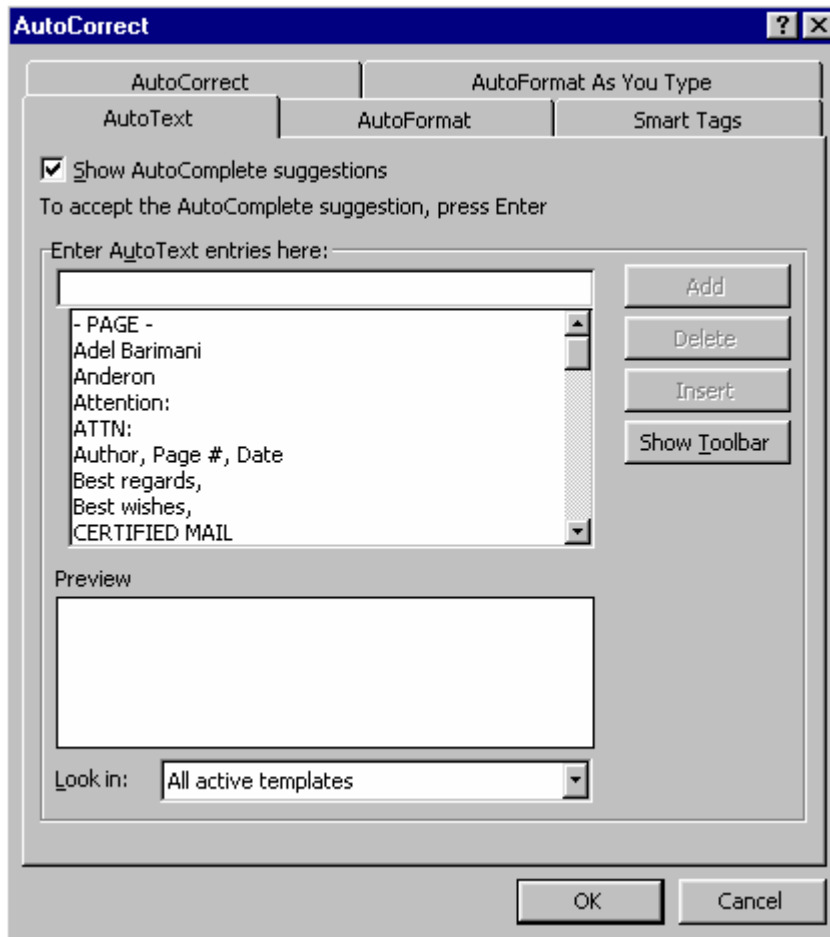


Step 4. Enter in the name you wish to call your Auto Text and then click **OK**.



***How to Insert Auto Text:***

- Step 4. Go to the **Insert pull down menu** and move to **auto text**.
- Step 5. Click on **Auto Text**.
- Step 6. Find the Text that you wish to insert and click on **Insert**.



*Note: The Auto Text that you created is located in the entries. Every entry is in alphabetical order.*

## **SPELLING AND GRAMMER CHECK**

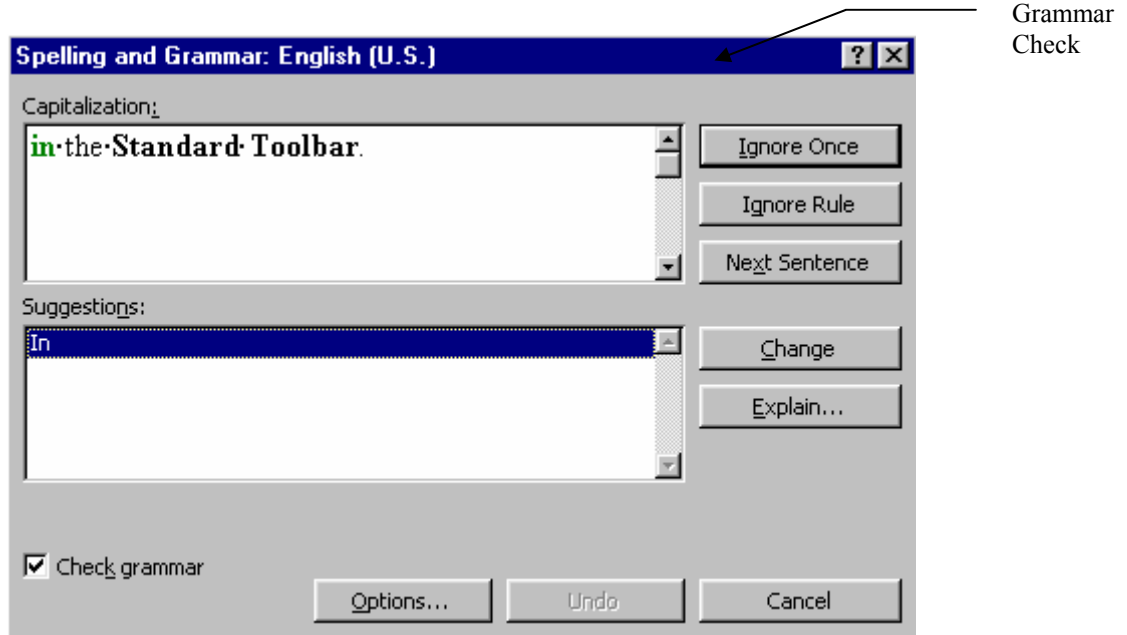
### To Check Spelling and Grammar:

Step 1. Select **Spelling and Grammar** from the **Tools pull down menu**.

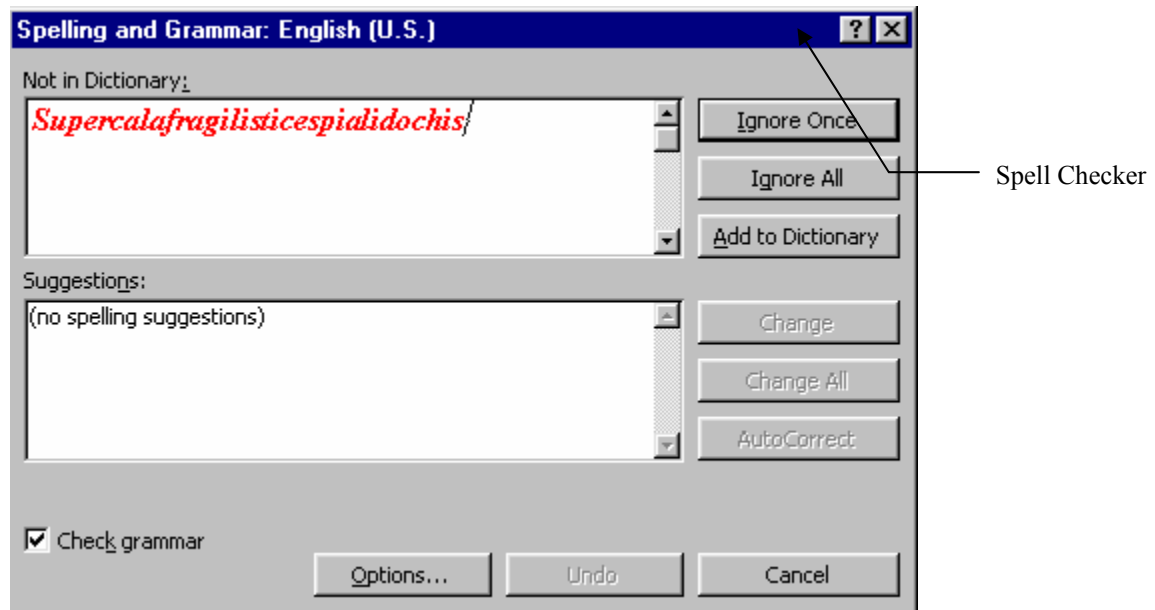
**Hint:** To quickly access Spelling and Grammar Check, click on the **Spell/Grammar Icon** in the **Standard Toolbar**.



Step 2. Word XP will begin checking the document. Word XP displays the word in the dialog box as well as selects the word within the document. When a misspelled or grammatically incorrect word is found, these screens will appear.



-OR-



*(Note: You can just check spelling and not grammar by clicking off the CHECK GRAMMAR box in the bottom left-hand corner.)*

You may also notice when typing in your document that when you misspell a word, it underlines the misspelled word in red and underlines grammatically incorrect words in green.

Ex: not grammar by [AR box in the i

If you right click anywhere on the underlined word, it will bring up some suggestions on correctly spelled words or grammatically correct words.

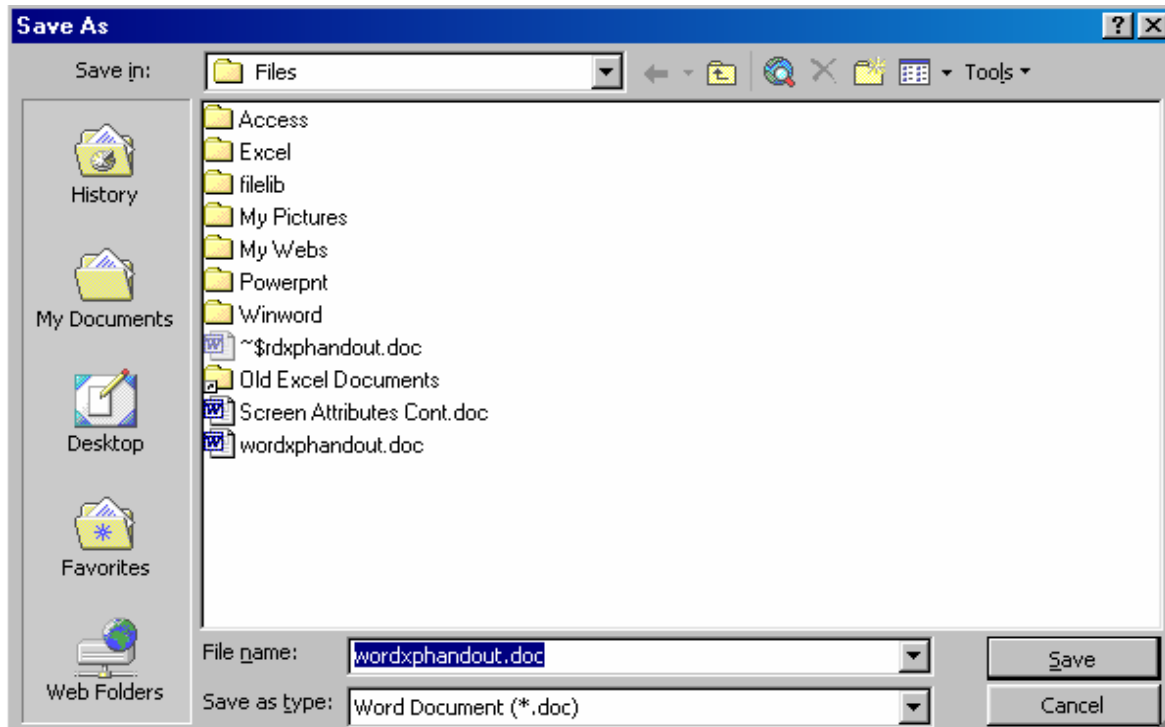
**Ex:**




Choose the correctly spelled word that you want to replace the incorrect word with. You may also **Ignore All** or **Add** to the Word XP dictionary which will remove the underline from your word.

## **SAVING YOUR FILE**

- Step 1. Point the mouse to **File** option located on the **Menu Bar**. Click the mouse button on the **File** option.
- Step 2. Point the mouse to the **Save or Save As** option. Click the mouse button.
- Step 3. **Word XP** assumes you will save the document in the current directory. You can assign a different directory.
- Step 4. A box will appear requesting the assignment of a **filename**. Type in the desired **filename**.  
*Note: **Word XP** automatically assigns the document extension **.doc** to all filenames.*
- Step 5. Move the mouse pointer to **Save**; click the mouse button. Your file has been saved under the drive and filename you designated.

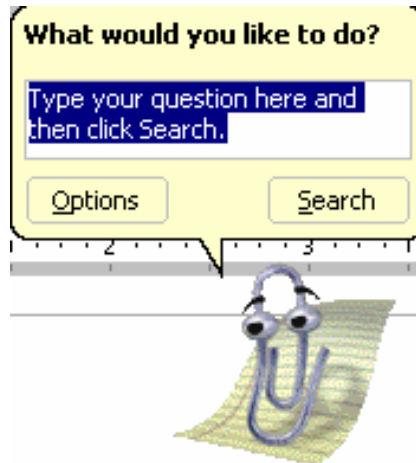


**HINT:** To quickly save a file, click on the DISK ICON in the ICON BAR. 

## **HELP FUNCTION**

Word XP has created a new and improved help feature. It is known as the “Office Assistant.” The Office Assistant can be located by clicking on the  **help** button in the **Standard Toolbar**.

The Office Assistant will appear in a little box. It is an animated feature that can be changed from a list of options.



If you have a certain question or topic that you want to investigate, insert the question and click on the search key. All the topics found on that search will be accessed.

*The Light Bulb states that your office assistant has a tip for you.*

To access the tip: Click on the light bulb and the tip will be displayed. Usually it is in relation to what you are working on at that time.

The “**Ask a Question**” bar is a new feature to find help in Word XP. Found in your upper right hand corner, to use the “**Ask a Question**” bar, simply type your question into the bar and hit the Enter key on your keyboard.



## **EXITING WORD XP**

**Step 1.** Save your file.

**Step 2.** Select the **File pull down menu** located in the Menu Bar, click on the **EXIT** option.

*Note: If you failed to save the file, Word XP will remind you by displaying a box asking you if you wish save the file. Respond Yes or No.*