



Queen Mary  
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Computing  
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# Word 2003



## Introduction

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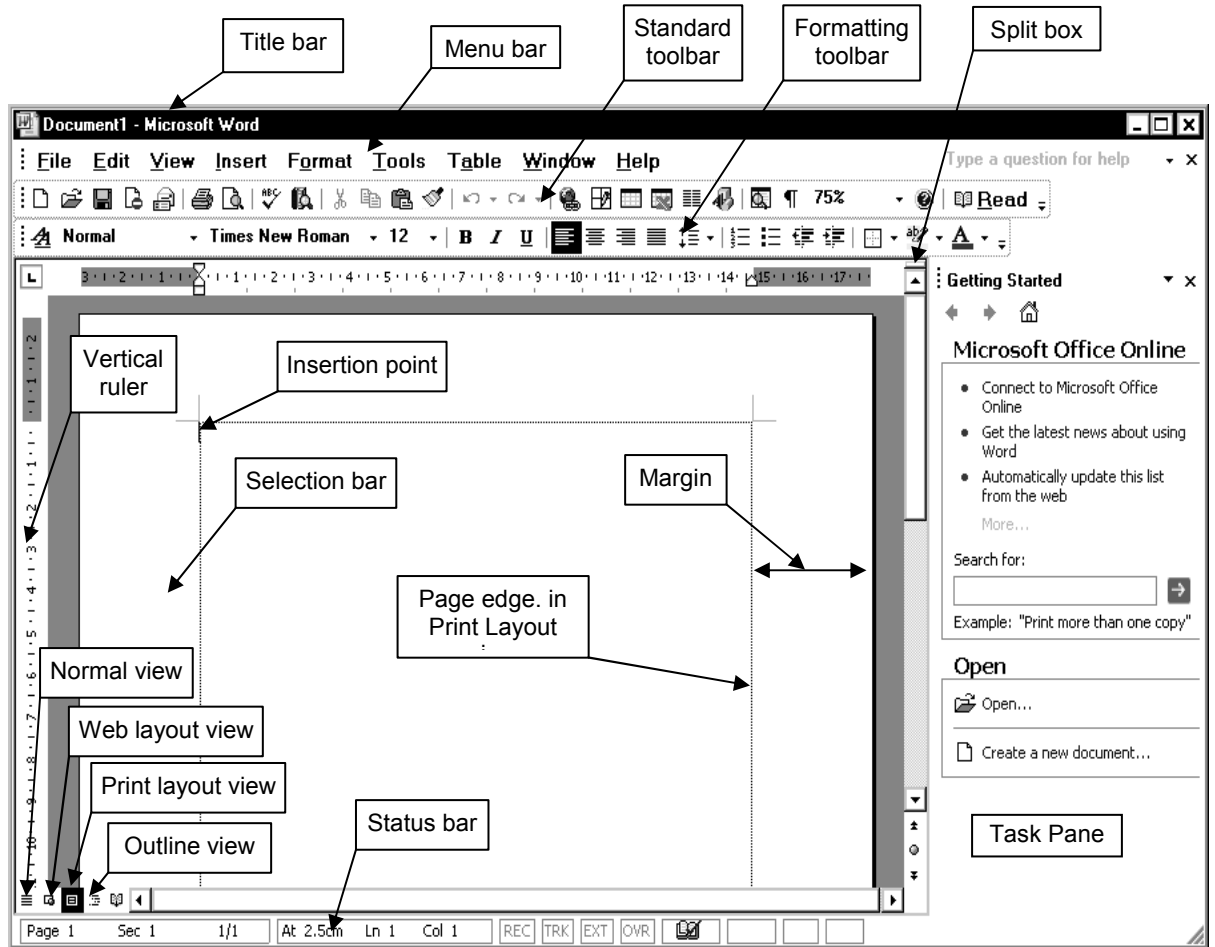
These notes are for Word 2003 but can be used with previous  
versions of Word

## Contents

<b>STARTING WORD</b> .....	<b>1</b>	<b>CHARACTER FORMATTING</b> .....	<b>12</b>
MAIN PARTS OF THE SCREEN .....	1	CHANGE FONT USING THE FORMATTING TOOLBAR .....	12
THE MOUSE .....	1	CHANGE FONT SIZE USING THE FORMATTING TOOLBAR.....	12
THE MENUS .....	1	INSERT SYMBOLS AND SPECIAL CHARACTERS .....	12
THE TOOLBARS .....	2	<b>PARAGRAPH FORMATTING</b> .....	<b>13</b>
THE RIGHT MOUSE BUTTON .....	2	THE PARAGRAPH DIALOG BOX.....	13
HELP .....	2	SET INDENTS USING THE RULER.....	14
<b>GETTING TO KNOW THE KEYBOARD</b> .....	<b>3</b>	QUICK INDENTATION USING THE TOOLBAR.....	14
THE MAIN SECTION.....	3	COPYING FORMATTING .....	14
THE SPECIAL KEYS .....	3	HYPHENATION.....	14
<b>BASIC TEXT PROCESSING</b> .....	<b>4</b>	<b>PAGE FORMATTING</b> .....	<b>15</b>
TYPING IN AND OVERTYPING TEXT.....	4	SET PAPER SIZE AND ORIENTATION .....	15
SHOW/HIDE PARAGRAPH MARKS AND OTHER INVISIBLE CHARACTERS.....	4	SET MARGINS.....	15
<b>MOVING AROUND A DOCUMENT</b> .....	<b>5</b>	HEADERS AND FOOTERS .....	15
USING THE MOUSE.....	5	SIMPLE PAGE NUMBERING .....	15
USING THE KEYBOARD .....	5	HOW TO INSERT TODAY'S DATE.....	15
<b>FILE MANAGEMENT</b> .....	<b>6</b>	FORCING A NEW PAGE.....	15
SAVING A DOCUMENT .....	6	<b>ADDING PICTURES AND OTHER OBJECTS</b> .....	<b>16</b>
SAVE A DOCUMENT WITH A NEW NAME.....	6	INSERTING PICTURES .....	16
SAVE A DOCUMENT IN ANOTHER FILE FORMAT .....	6	INSERTING AUTOSHAPES.....	17
SAVE A DOCUMENT FOR THE WORLD WIDE WEB.....	7	IMPORTING OBJECTS .....	17
CLOSING A DOCUMENT.....	7	<b>MORE PARAGRAPH FORMATTING</b> .....	<b>17</b>
OPEN AN EXISTING DOCUMENT .....	7	BULLETED LISTS NUMBERED LISTS .....	17
<b>CHECKING AND CHANGING WORDS</b> .....	<b>8</b>	LINES, BORDERS, AND BLACK AND WHITE SHADING .....	18
FINDING TEXT .....	8	<b>TEMPLATES</b> .....	<b>18</b>
FINDING & REPLACING TEXT .....	8	<b>PRINTING</b> .....	<b>18</b>
SPELLING AND GRAMMAR CHECK .....	8	PREVIEW PAGES BEFORE PRINTING .....	18
<b>CHANGING WHAT YOU SEE</b> .....	<b>9</b>	PRINT ALL OR PART OF A DOCUMENT .....	18
NORMAL VIEW .....	9	OTHER PRINTING OPTIONS .....	18
PAGE LAYOUT VIEW.....	9	<b>GOING FURTHER ON YOUR OWN</b> .....	<b>19</b>
SCALING AND ZOOMING.....	9	INSPECTING FORMATTING.....	19
DISPLAY/REMOVE RULER AND TOOLBARS.....	9	CHANGING CHARACTER FORMATTING USING THE FONT DIALOG BOX .....	19
SWITCHING BETWEEN OPEN DOCUMENTS .....	9	FORMAT TOGGLING .....	19
DISPLAYING MULTIPLE OPEN DOCUMENTS.....	9	OTHER CHARACTER FORMATTING KEYBOARD SHORTCUTS..	20
MODIFY THE SCREEN DISPLAY .....	9	SWITCH TEXT BETWEEN UPPER & LOWER CASE .....	20
<b>SELECTING TEXT</b> .....	<b>10</b>	THE CHARACTER SPACING TAB.....	20
USING THE MOUSE.....	10	CHANGING THE STATUS OF A TOOLBAR .....	20
USING SHIFT+KEY COMBINATIONS .....	10	AUTOSAVE .....	20
SHORTCUT TO SELECT AN ENTIRE DOCUMENT.....	10	COLOUR SHADING A PARAGRAPH .....	20
<b>DELETING TEXT</b> .....	<b>10</b>		
<b>UNDOING MISTAKES</b> .....	<b>10</b>		
<b>MOVING AND COPYING TEXT AND GRAPHICS</b> ..	<b>11</b>		
MOVE USING THE MOUSE .....	11		
COPY USING THE MOUSE .....	11		
MOVE & COPY USING THE CLIPBOARD .....	11		
CUT & PASTE (MOVE).....	11		
COPY & PASTE (COPY) .....	11		

## Starting Word

When Word is launched, the following window is displayed (the option to show the Standard and Formatting toolbars in two rows has been chosen):






### Main parts of the screen

<b>Document window</b>	contains a document to work on. The document window above is <i>maximised</i> and is in <i>Print Layout</i> view
<b>Title bar</b>	shows the name of the application
<b>Menu bar</b>	a list of drop-down menus
<b>Toolbars</b>	contain buttons which give immediate access to common features
<b>Rulers</b>	show page measurements, tabs, paragraph indents and margins that apply to the selected paragraph(s)
<b>Status bar</b>	shows the current state of Word
<b>Selection bar</b>	click or drag here to select lines of text
<b>Insertion point</b>	a flashing vertical line which marks where text will go when you start typing

### The mouse

Possible mouse cursor shapes include 

Move the mouse cursor around the screen and notice the different shapes it takes. For example, it becomes  on the menu bar,  in the main part of the document window,  in the selection bar.

### The menus

Click on each menu (ie File, Edit, View etc) in turn to see what it contains or press Alt-F to open the File menu and then right arrow to each of the others.

## The toolbars

---

Hold the mouse over a tool to see what it does:



## The right mouse button

---

If you click the right mouse button within a document, a menu appears with a selection of relevant commands

You can do most things more than one way:

- using the Toolbars and the Ruler
- using menus
- using the mouse
- using the keyboard


You should try to use all these methods so that you can find out what is best for you.

## Help

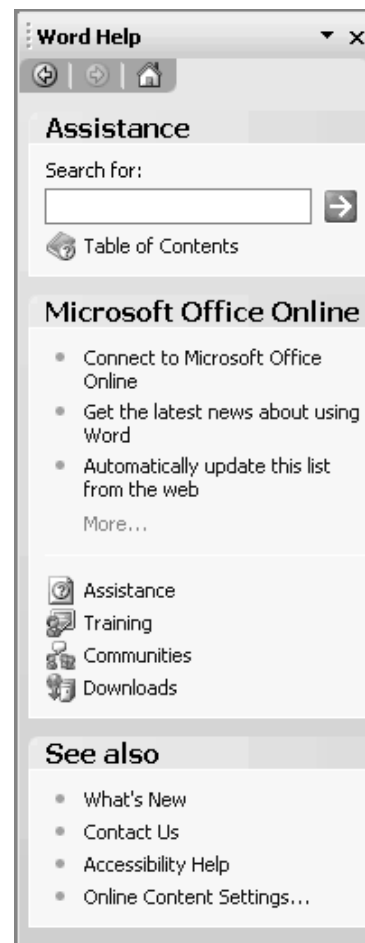
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**Help** Microsoft Office Word Help (this means open the Help menu and choose Microsoft Office Word Help) to display Word Help in the task pane (see right). Alternatively press F1.

You can then get help in any of the following ways:

- Type a word or phrase into the Search for: box and click 
- Click Table of Contents, select a major topic and then work down subtopics until you reach the one you want
- Go online to Microsoft and obtain assistance, training and relevant downloads

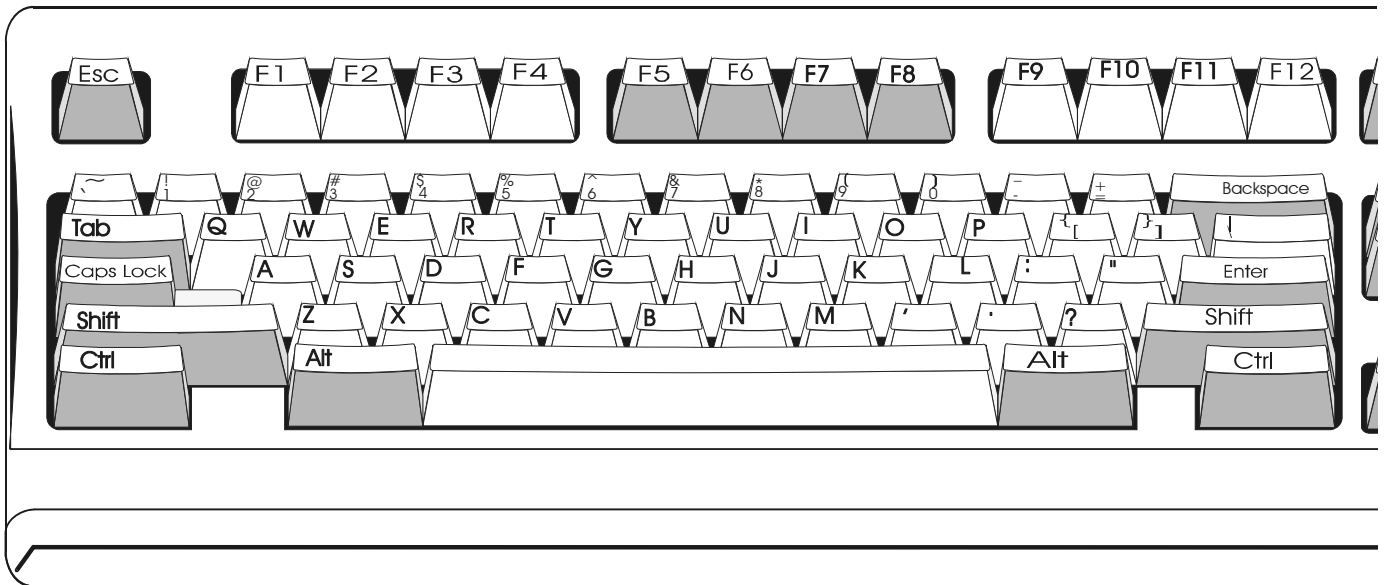
If you are in a dialog box, you can press F1 or click the ? in its top right corner to display help specific to that dialog box.



## Getting to know the keyboard

### The main section

This part of the keyboard is very much like an old-fashioned typewriter. Additional keys such as Ctrl, Alt and the F(unction) keys allow many more signals to be sent to the PC.



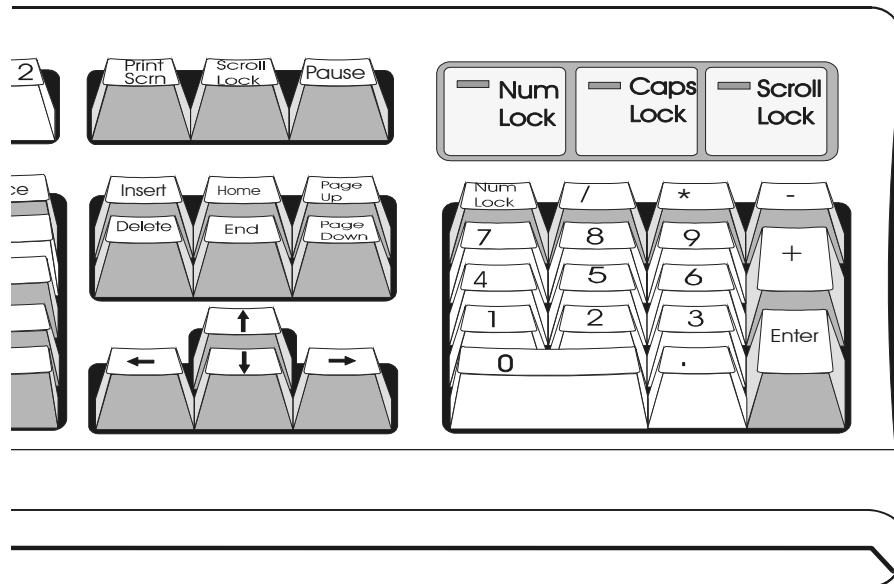
Shift is often denoted by  $\uparrow$ . The main Enter key is often called Return and denoted by  $\downarrow$

Tab is often denoted by  $\leftrightarrow$ .

Backspace is often denoted by  $\leftarrow$

### The special keys

This part of the keyboard provides keys for moving around documents and also a numeric or accountants keypad.



## Basic text processing

### Typing in and overtyping text

In normal mode, every character key you press will cause a character to be inserted at the insertion point (the flashing vertical line). When you reach the end of a line, Word will start a new line for you.

While you are typing in, you may need to delete characters. To delete one character to the left, press Backspace. To delete one character to the right, press Delete or Del.

If you press the Insert key on the keyboard or double-click the OVR button on the Status bar, you switch to Typeover mode and what you type will replace what is already there. To switch back to Insert mode, press Insert or double-click OVR again.

**NOTE** that overtype mode is rarely needed but that it is easy to enter it by mistake because the Insert key is next to the backspace key (←).

#### *Exercise 1*

Type in the text below exactly as shown.

Make sure that you allow Word to decide where lines within paragraphs should break. ↵ means press the Return key.

You may notice Word automatically correct some mistakes as you type. This is called AutoCorrect.

Type your own name as the last line in place of M Y Name.

Wordprocessing simply means transferring thoughts into a printed document as speedily and efficiently as possible. Not that many years ago this mean't that a secretary copytyped handwritten material, took shorthand dictation or used an audio tape and transcribed that using a typewriter.↵

Using a typewriter mean't that complete retypes were necessary if errors were made towards the bottom of a full page of typescript - with the possibility of making those same mistakes again. The introduction of wordprocessing systems, usually called wordprocessors, has done much to remove these unsatisfactory elements, to increase job satisfaction for modern office workers and to enable anyone to prepare their own printed documents.↵

There is absolutly no doubt that it is well worth learning all you can about wordprocessing.↵  
M Y Name

### Show/hide paragraph marks and other invisible characters

As well as the letters and other characters that you can see, Word documents contain non-printing characters such as spaces and paragraphs. These can be deleted in the same way as visible characters.

Click  to switch between **show** and **hide**.

Paragraph marks appear as ¶, spaces are shown as dots, tabs show as →, Shift+Return shows as ↵.

#### *Exercise 2*

Display the hidden characters in your document

## Moving around a document

You can move the insertion point using a number of methods.

### *Exercise 3*

Try the following ways of moving around your document

### Using the mouse

Click in the text where you want to move to.

To move further, click scroll bars, arrows and boxes and then click in text.

### Using the keyboard

One Word Left	Ctrl+←	One Word Right	Ctrl+→
Beginning of Line	Home	End of Line	End
Previous Line	↑	Next Line	↓
Top of Document	Ctrl+Home	End of Document	Ctrl+End
Previous Paragraph	Ctrl+↑	Next Paragraph	Ctrl+↓

**NOTE:** Many Macintosh Word shortcuts are the same as in Windows but with ⌘ replacing Ctrl

### *Exercise 4*

- i) Insert the following text as a new paragraph before the last paragraph.

Another important advantage is that, once checked, material recalled from disc need not be checked again. Great time savings can thus be made by only having to make sure that the amendments have been made to a document.

- ii) Start a new paragraph after the first sentence in the document  
iii) Insert the following as a new line before the first line of the document:

The Benefits of WordProcessing


## File management

### Saving a document

As soon as you have typed in most of the text for a new document, you should save it.

#### Exercise 5

Follow the instructions below to save your document as EX5 in My Documents

- i) To save a new document for the first time *or* replace and update a document which has already been saved, **File** → **Save** or click .
- ii) If the file already exists, it will be updated. Otherwise, the **Save As** dialog box is displayed and you should proceed to step (ii) in *Save a document with a new name*

### Save a document with a new name

- i) **File** → **Save As...** to display the dialog box (see right)
- ii) In the **File name** box type a name. A filename can contain up to 255 characters, including spaces. But, it cannot contain any of the following characters: \ / : \* ? " < > |
- iii) Select the location to save to and press ↵

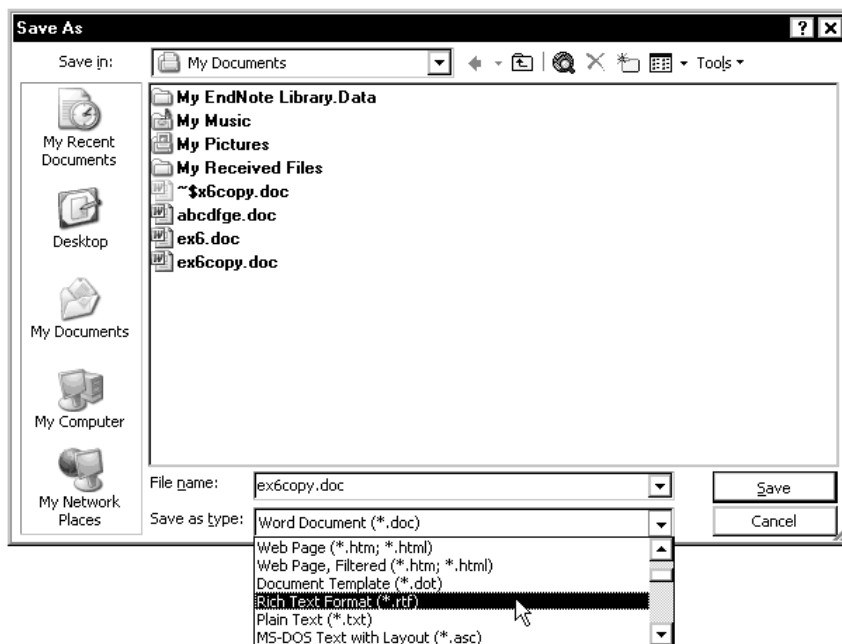


#### Exercise 6

Save another copy as EX6COPY in the folder named My Documents on the C: drive

### Save a document in another file format

- i) **File** → **Save As...** to display the **Save As** dialog box
- ii) Enter the name required in the **File name** box
- iii) Open the **Save as type** drop-down list:
- iv) Select the format you want to save in, scrolling down the list if necessary
- v) Click **Save**



## Save a document for the World Wide Web

Proceed as previously and choose Web Page at step (iv)

### Exercise 7

- i) Save the current document in Rich Text Format
- ii) Save the current document as a Web Page

## Closing a document

### Exercise 8



Follow the step below to close the document

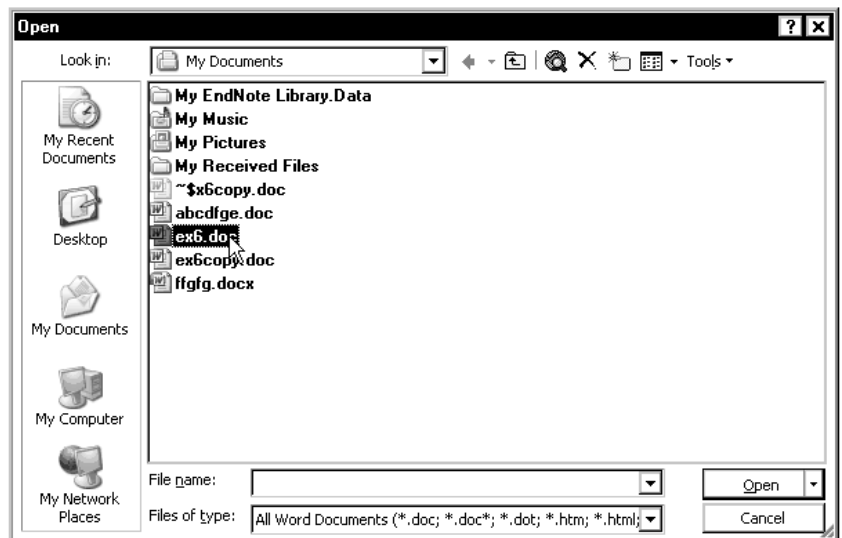
**File**  **Close**

## Open an existing document

### Exercise 9


Follow the steps below to re-open EX6.DOC

- i) **File**  **Open** or click  to display the dialog box (see right)
- ii) If necessary, change the disk drive, directory/folder and file type
- iii) Click on the file to open
- iv) Press **↵**




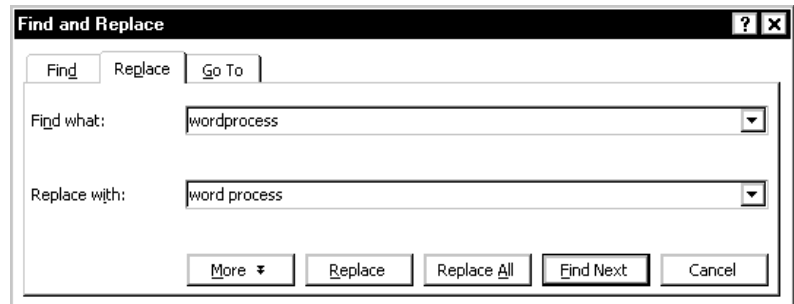
## Checking and changing words

### Finding text

- i) **Edit**  **Find** to display the dialog **Find** box, which is the top half of the **Replace** dialog box (see next section)
- ii) In the **Find what** box type in the text to find. To find characters that are not on the keyboard, click **More** then click **Special**. To find formatting, click **Format**
- iii) Select **Find Next** or press **↵** to begin

### Finding & replacing text

- i) **Edit**  **Replace** to display the dialog box (see right)
- ii) In the **Find what** box enter text to be found. To find characters that are not on the keyboard, click **More** then click **Special**. To find formatting, click **Format**





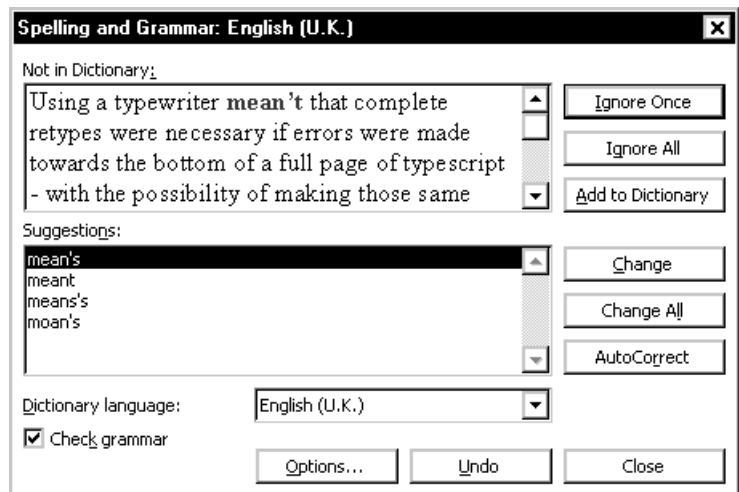
- iii) In the **Replace with** box type the replacement text. (For additional possibilities, click **More**)
- iv) To confirm each replacement select **Find Next**.
- v) To find and replace all select **Replace All**

#### *Exercise 10*

Replace all occurrences of wordprocess and with word process

### Spelling and grammar check

- i) Position the insertion point where you want to start checking **or** highlight the block of text that you want to check
- ii) **Tools**  **Spelling and Grammar...** or click  to display the dialog box (see right)
- iii) You will be prompted for action at each unrecognised word or possible error in grammar. Alternatively, you can make changes directly in the **Not in Dictionary** box



**NOTE** You can add the current word to your custom dictionary by clicking **Add**

#### *Exercise 11*

Check the spelling and grammar of your document

**TIP:** You can switch back to the document while the Find/Replace dialog box or the Spelling dialog box is open by clicking in the text



## Changing what you see

You can display documents in the way that best suits the current task. You can type, format and edit in all views.

### Exercise 12

Try the following different ways of viewing your document

## Normal view

**View**  or click  at the bottom left of the window to Zoom to 100% in Normal view:



Use Normal View for most typing and editing. This is the default view. You see character and paragraph formatting as they will print. Line and page breaks, tab stops, and alignments are accurate.

Headers, footers, page numbers and margin spacing do not show.

## Page Layout view

**View**  or click  at the bottom left of the window

Each page appears as it will be printed, including such items as headers and footers, page numbers and margin spacing.


## Scaling and Zooming

Set or select a value in the Zoom Control, , to change the scale of viewing up to 200% or down to 10%. Or, **View**  **Zoom** and select the desired magnification

Select Page Width from the Zoom Control to fit the page to the width of the window

## Display/remove ruler and toolbars

**View**  **Ruler** to tick and display or to untick and hide ruler.

**View**  **Toolbars** to list toolbars and change those that are displayed, customise them, etc



## Switching between open documents

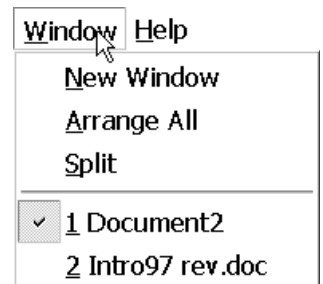
Open the **Window** menu and select the document you want from the list at the bottom. You can also cycle between open documents using Ctrl+F6

## Displaying multiple open documents

**Window**  **Arrange all**

## Modify the screen display

With **Tools**  **Options**  **View**, you can further modify the display to fit your preferences. Try different settings yourself



## Selecting text


Word allows you easily to delete, move or change the appearance of text in a document. To do this, you need first to *select* or *highlight* text, as in this example:

Word allows you easily to delete, move or change the text, you need first to *select or highlight text*, as in t

### Exercise 13

Try out the following ways of selecting text.

## Using the mouse

To select	Do this
Any amount of text and graphics	Drag across the text to select <i>or</i> place insertion point at one end of the text, hold Shift and click the other end.
A word	Double-click the word.
A line	Click in the selection bar (where mouse becomes  ) to the left of the line.
Multiple lines	Drag in the selection bar to the left of the lines.
A sentence	Hold down the CTRL key and click anywhere in it.
A paragraph	Double-click in the selection bar next to the paragraph or triple-click in the paragraph.
Multiple paragraphs	Double-click then drag in the selection bar.
Whole document	Triple-click in the selection bar.

## Using Shift+key combinations

- i) Click where you want to start the selection
- ii) Hold down the SHIFT key
- iii) Use the cursor movement keys on page 5 to complete the selection

## Shortcut to select an entire document

CTRL+A

## Deleting text

One character to the left	Press Backspace
One character to the right	Press Delete or Del
Delete a block of text	Select the block and press Delete or Del

### Exercise 14

Delete the word important in the second last paragraph

## Undoing mistakes

You can undo the previous change by clicking  once. Click again to undo the one before that. You can do this up 100 times.

### Exercise 15

Undo the previous deletion


## Moving and copying text and graphics

### Exercise 16

Use the technique below to move your name to be the second line of the document. Insert or remove extra paragraph marks as necessary

### Move using the mouse

---

- i) Select the text or graphic to move.
- ii) Move the mouse cursor over the selection so that it changes to an arrow.
- iii) Press the left mouse button and hold it down so that it changes to . Drag the selection to its new place.
- iv) To move further than the current window or so, **Window** ⇨ **New Window**, then **Window** ⇨ **Split** to split the display into two panes and position one to the destination.

### Exercise 17

- i) Use the techniques below to copy your name to the end of the document. Insert or remove extra paragraph marks as necessary
- ii) Save your document as EX17
- iii) Start a new document without closing the present one
- iv) Copy the first 4 lines of EX19 to the new document (see *Switching between open documents* on page 9)

### Copy using the mouse

---

Same as **Move** but hold down **Ctrl**



### Move & copy using the clipboard

---

The clipboard is an area of memory where Windows (and the Macintosh) holds material to move or copy between or within applications. It is used when you use Copy, Edit and Paste on the Edit menu



### Cut & paste (move)

---

- i) Select text and/or graphics
- ii) **Edit** ⇨ **Cut** or click  or press Ctrl+X
- iii) Reposition the insertion point where you want to place the item.
- iv) **Edit** ⇨ **Paste** or click  or press Ctrl+V

### Copy & paste (copy)

---

- i) Select the text and/or graphics to copy
- ii) **Edit** ⇨ **Copy** or click  or press Ctrl+C
- iii) Reposition the insertion point
- iv) **Edit** ⇨ **Paste** or click  or press Ctrl+V

## Character formatting

NOTE: Character formatting exercises are on the next page

Character formatting is concerned with the shape and size of individual characters.

It includes the font (typeface), size, **bold**, *italic*, ~~strikethrough~~, hidden text, colours, <sup>superscript</sup> and <sub>subscript</sub>, UPPER and lowercase, SMALL CAPS, underlines, condensed and expanded spacing.

You can also insert special symbols such as □, ©, Æ and accented characters that occur in other alphabets.

This sentence is in 11 pt Courier New, a non-proportional font.

This sentence is in 18 point  
Times New Roman.

So is this. *This text is bold, italic and  
superscript*

72 pt

If text is 72 points, its design size is approximately one inch. The actual height of characters will in general be less.

### Exercise 18

Follow the steps below to make the following changes to your document:

- Change the whole document to 11 pt Garamond
- Format the title in 14 pt Arial Bold
- Format your name at the top in 10 pt Arial Bold Italic

### Change font using the Formatting toolbar

Select text and click ▼ of Times New Roman ▼ or press CTRL+SHIFT+F. Then select the font.

### Change font size using the Formatting toolbar


Select text and click on ▼ of 11 ▼ and select size *or* type size into the box. **OR** press CTRL+SHIFT+P and type value or press ↓ on the keyboard

### Insert symbols and special characters

#### Exercise 19

Type in the following text as a new paragraph before the last paragraph. Follow the steps below to insert the symbols.

Word allows you to input characters such as α, • and © and extended characters such as â and Ê.

- i) Click an insertion point where you want to put the character
- ii) **Insert**  **Symbol** then click the Symbols tab to get table of symbols *or* click the **Special Characters** tab
- iii) Choose a font and then a symbol *or* choose a special character
- iv) Press ↵

## Paragraph formatting

### Exercise 20

- i) Save your document as EX20 in c:\My Documents and again as EX20COPY
- ii) Use EX20COPY to practise the techniques below

A paragraph is any amount of text up to, and including, a paragraph mark (¶). A paragraph mark is inserted by pressing Enter or the Return key (↵). Paragraph marks store paragraph formatting.

Paragraph formatting allows you to change the shape of blocks of text, space before and after paragraphs and other aspects of the layout of paragraphs.

**NOTE:** Paragraph formatting applies to the whole paragraph where the insertion point is or to all the paragraphs included in whole or part in a selection

<p>This paragraph has <b>indents</b> of Left = 0.1 in and Right = 0.1 in</p> <p>The <b>alignment</b> of this paragraph is set to Left</p>	<p>This paragraph has a Hanging <b>indent</b> of 0.4 in. Others are 0.</p> <p>The <b>alignment</b> of this paragraph is set to Centre</p>	<p>This paragraph has a First Line <b>indent</b> of 0.4 in. Others are 0.</p> <p>The <b>alignment</b> of this paragraph is set to Right</p>	<p>This paragraph has its <b>Line Spacing</b> set to Double.</p> <p>The <b>alignment</b> of this paragraph is set to Justify</p>
---	---	---	--

### The Paragraph dialog box

Gives most paragraph formatting options in one box:

- i) **Format** → **Paragraph** → **Indents and Spacing** tab to display the dialog box (see right)
- ii) Make settings required
- iii) Click **OK** to apply settings, **Cancel** to close box and ignore settings

**Exercises are on the next page**





## Page formatting

### *Exercise 23*

Follow the directions below to:

- Set paper size to A4 and set all margins to 1.3 inches (3.3cm)
- Insert page numbers in the footer on every page
- Create a header with your name in it and a footer with today's date in it
- Start a new page just before the last paragraph

### Set paper size and orientation

---

- File** ➤ **Page Setup** and click the **Margins** tab
- Select **Orientation**
- File** ➤ **Page Setup** and click the **Paper** tab
- Select **Paper Size**
- Select **Whole Document** from the **Apply To** list and press ↵

### Set margins

---

- File** ➤ **Page Setup** and click the **Margins** tab
- Set the **Top**, **Bottom**, **Left** and **Right** margins
- Select **Whole Document** in the **Apply To** list and press ↵

### Headers and footers

---

Headers/footers print in the top/bottom margin of each page in a document or section. You type them once and they are automatically inserted. To see them, use Print Preview, Page Layout, or the Header/Footer command, or print the document.

You can specify a different header/footer for odd and even pages, change or suppress a header/footer on the first page of the document. To create a header or footer,

- View** ➤ **Header/Footer** switches to Page Layout view, displays the **Header and Footer** toolbar:



and places the insertion point in the Header/Footer:

- Enter text by typing, page number by clicking # tool, etc. Click **Close** button when done

You can change or delete Headers and Footers by viewing them and making changes as required.

### Simple page numbering

---

- Insert** ➤ **Page Numbers**
- Choose **Position**, **Alignment**, **Format**
- Check **Show Number on First Page** if required and click **OK**

The number is inserted in the (newly created if necessary) Header or Footer as specified

### How to insert today's date

---

**Insert** ➤ **Date and Time...**, select format required and click **OK**

### Forcing a new page

---

You can force a new page by putting a hard page break at the insertion point: **Insert** ➤ **Break** ➤ **Page Break** or **Ctrl+↵**. To delete the page break, click on it and pressing Delete

# THE BENEFITS OF WORD PROCESSING

*D Lexton*

Word processing simply means transferring thoughts into a printed document as speedily and efficiently as possible.

Not that many years ago this meant that a secretary copy-typed hand-written material, took shorthand dictation or used an audio tape and transcribed that using a typewriter.

Using a typewriter meant that complete retypes were necessary if errors were made towards the bottom of a full page of typescript - with the possibility of making those same mistakes again. The introduction of word processing systems, usually called word processors, has done much to remove these unsatisfactory elements, to increase job satisfaction for modern office workers and to enable anyone to prepare their own printed documents.

Another important advantage is that, once checked, material recalled from disk need not be checked again. Great time savings can thus be made by only having to make sure that the amendments have been made to a document.

Word allows you to input characters such as  $\alpha$ ,  $\beta$ ,  $\chi$ , ®, © and ™ using the Symbol font and other extended characters such as Ê and • using the (normal text) setting.

(new page)

There is absolutely no doubt that it is well worth learning all you can about word processing.

*D Lexton*

## Adding pictures and other objects

### Inserting pictures




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You can import pictures in many formats.



#### *Exercise 24*

Follow the procedures below to:

- Insert a picture between the main heading in the document and the first paragraph of text
- Change the size of the picture so that its width is about 2in (5cm)
- Insert the spreadsheet TUT26.XLS which is available via Shortcut to Stu on the desktop

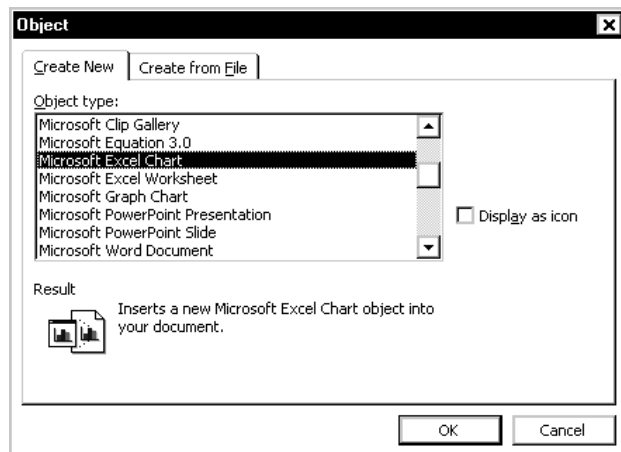
- i) Move the insertion point to the where you want to insert the picture
- ii) **Insert**  **Picture**  **From File...**
- iii) Select a suitable picture and click **Insert**
- iv) To resize the picture, click on it once and drag one of the corner handles or **Format**  **Picture...**
- v) To move the picture, position the mouse cursor anywhere inside the picture and drag

## Inserting AutoShapes

AutoShapes are ready-made shapes that you can insert. Follow the steps above, but do **Insert**  **Picture**  at step (ii)

## Importing objects

As above but **Insert**  **Object...** at step (ii) to display:



You can then choose either to create a new object of the required type or insert an already existing file.

## More paragraph formatting

### Bulleted lists

- e.g.
- First item
  - Second item
  - Third item

### Numbered lists

- e.g.
1. First item
  2. Second item
  3. Third item

#### *Exercise 25*

Add the following text at the end of your document:


Word processors include:

Word  
WordPerfect  
WordPro


They all:

Support text and pictures  
Allow WYSIWYG preview

Follow the steps below to bullet the first list and number the second

- Select the list
- Format**  **Bullets and Numbering...** and choose the **Bulleted** or the **Numbered** tab
- Select the type required and click **Customize...** if you want to make some changes to it
- Press **↵**


**OR** click  to produce a bulleted list with the current bullet setting

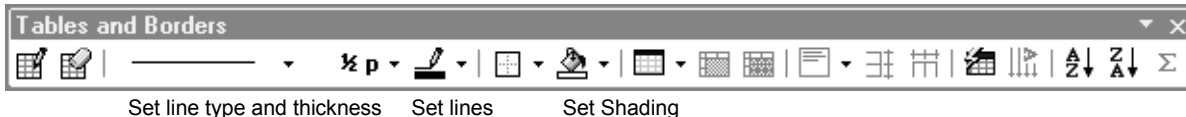
click  to produce a numbered list with the current number setting

## Lines, borders, and black and white shading

### *Exercise 26*

Follow the steps below to put a 10% shaded box on your title line


- i) Select the paragraph(s) to box/unbox, add/remove lines
- ii) Click  on the Standard toolbar to display and then use the **Tables and Borders** toolbar:



Alternatively, use **Format**  **Borders and Shading**

## Templates

Templates can store boilerplate text, custom toolbars, macros, shortcut keys, styles, and AutoText entries. The default template is the Normal template which is blank, but Word also provides a large selection of alternatives. To start a document based on a different template:


- i) **File**  **New**
- ii) Select the template you want from the dialog box and click **OK**

### *Exercise 27*



Create a document based on the Professional Fax template

## Printing

### Preview pages before printing

- i) **File**  **Print Preview**
- ii) The page is displayed as it will print

### Print all or part of a document

- i) **File**  **Print** or click 
- ii) If desired, click the **Current Page** button or enter a range in the **Pages** box
- iii) Press ↵

### Other printing options

There are many other printing options.

Click **Help** and/or **Options** to see them

### *Exercise 28*

Switch to your main exercise document. It should now look something like the previous page

- Make any further changes you would like
- Print Preview your document and then print it

## Going further on your own

In the following pages, you will find more ways of doing things that you have already learned about, additional aspects of the basic features and some useful other features.

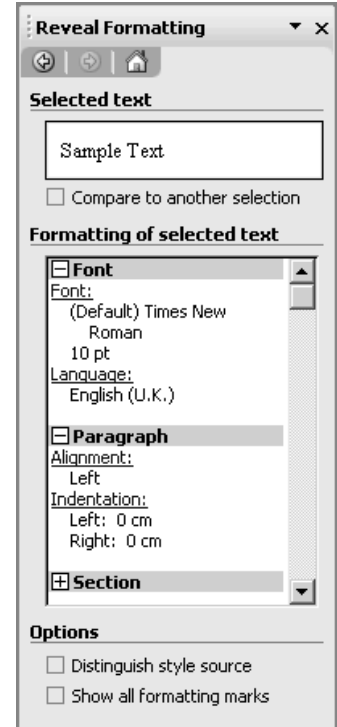
### Inspecting formatting

#### *Exercise 29*

Use the method below to examine text or picture formatting before you make changes.

Press Shift+F1 to display the Reveal Formatting pane (see right)

Select the content that you want to know about

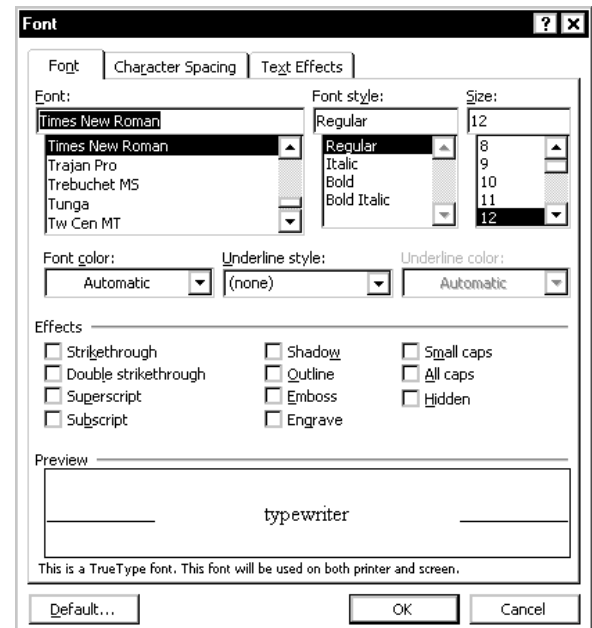


### Changing character formatting using the Font dialog box

- i) **Format** > **Font** > **Font** tab to display the Font dialog box
- ii) Make settings required
- iii) Click **OK** to apply settings, **Cancel** to close box and ignore settings, **Default** to make settings the default, **Help** for specific help

#### **NOTE**

If you change character formatting with no text selected, then you will affect everything you then type in at the insertion point; with text selected, only the selection is affected



### Format toggling

In some cases, you can press the same key combinations or button to start applying a format and to stop applying it. This is called *toggling*. The following work this way:

To format as	Press	or	Click	To format as	Press	or	Click
ALL CAPITALS	CTRL+SHIFT+A			SMALL CAPITALS	CTRL+SHIFT+K		
<b>Bold</b>	CTRL+B		<b>B</b>	<u>Underline all</u>	CTRL+U		<u>U</u>
<u>Double underline</u>	CTRL+SHIFT+D			<u>Underline words</u>	CTRL+SHIFT+W		
Hidden text	CTRL+SHIFT+H			Subscript	CTRL+=		
<i>Italics</i>	CTRL+I		<i>I</i>	Superscript	CTRL+SHIFT+=		

## Other character formatting keyboard shortcuts

Increase point size by 1 point: press CTRL+]

Decrease point size by 1 point: press CTRL+[

Remove character formatting from a selection: press CTRL+Spacebar

## Switch text between upper & lower case

### Exercise 30

Follow the step below to set the whole heading line to upper case

Select text to change, and press Shift+F3

NOTE Keep pressing Shift+F3 to cycle through word, Word and WORD

## The Character Spacing tab

Click the Character Spacing tab to set expanded or condensed spacing and raise or lower characters.

### Exercise 31

Set the character spacing of the heading line to 5 pts Expanded

## Changing the status of a toolbar

To change the view status of a toolbar, **View**  **Toolbars** and select a toolbar. ✓ means show, blank means do not show.

### Exercise 32


- i) Hide the Formatting toolbar
- ii) Show the Formatting toolbar

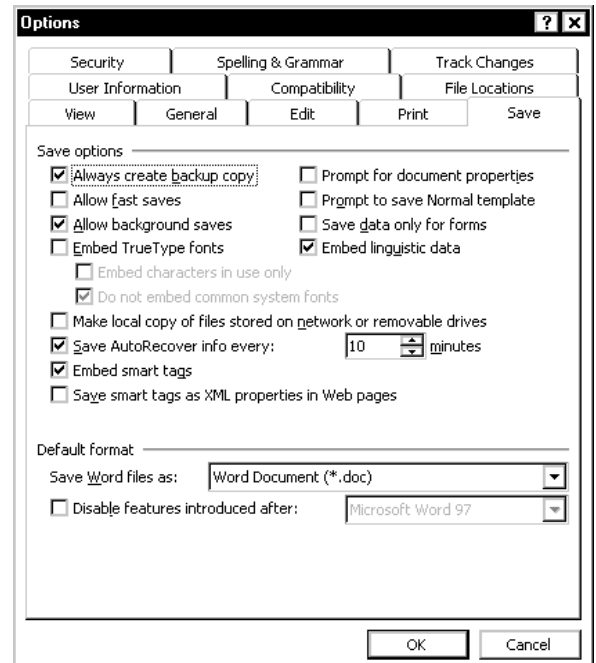
## Autosave

Word has an automatic save and backup facility, which helps recover work if the computer fails.



### Exercise 33

Follow the steps below to turn on **Backup and Autosave**

- i) **Tools**  **Options**
- ii) Choose the **Save** tab
- iii) Check **Always Create Backup Copy** and **Save AutoRecover info every** and click **OK**



## Colour shading a paragraph

- i) Select the paragraph to be shaded
- ii) Select the shading you want from the shading drop-down list: 
- iii) *Alternatively*, use **Format**  **Borders and Shading**